

# EUROPEAN PARLIAMENT

Directorate-General for Research and Documentation



## **ORGANIZATION** **of services in the Parliaments of the EC Member States** **and in the European Parliament**

Analysis of replies  
to a questionnaire by the Secretariat of the European Parliament

Luxembourg, 1980

## **ORGANIZATION**

**of services in the Parliaments of the EC Member States  
— Directly-elected Assemblies —  
and in the European Parliament (comparative survey)**

**Situation 1978/1979**

Analysis of replies  
to a questionnaire by the Secretariat of the European Parliament  
— Directorate-General for Research and Documentation —

*Processed by: Uwe Leonardy*

Luxembourg, February 1980

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## Table of contents

<b>Introduction</b> .....	7
<b>Abbreviations</b> .....	11
<b>Basic data on the directly-elected assemblies of the Member States (numbers of members, duration of parliament, voting age and age of eligibility, electoral system)</b> .....	13
<b>Summaries of replies to the questionnaire of the European Parliament</b> .....	15
<i>No in the questionnaire</i>	
<i>Subject</i>	
I A 1 (1) Sessions .....	15
I A 1 (2) Number of sitting days per year/session .....	17
I A 2 Number of sitting hours per year/session .....	19
I A 3 Number of committee meetings per year/session .....	21
I B 1+2 Organization chart and establishment plan of the Secretariat and basic texts governing organization .....	24
I B 3+5 Total establishment of Secretariat – Joint services shared with Second Chamber .....	26
I B 4 Breakdown of establishment by category of staff .....	28
II A 1 Preparation of President's papers for plenary sittings .....	30
II A 2 Preparation of list of speakers .....	33
II A 3 Tabling amendments/motions .....	37
II A 4 a Written questions – Processing and deadlines for reply .....	40
II A 4 b (1) Oral questions without debate – Processing and deadline for reply .....	43
II A 4 b (2) Oral questions with debate/interpellations – Processing and deadline for reply or organization of debate .....	47
II A 5 Preparation of minutes of proceedings .....	51
II A 6 (1) Preparation of the analytical report (Official Summary Report) .....	53
II A 6 (2) Preparation of the verbatim report .....	55
II B 1 Categories of published documents and approximate number of pages per year .....	58

*No in the Subject  
questionnaire*

II B 2	Printing of official documents . . . . .	62
II B 3	Compilation of indexes . . . . .	64
II B 4	List of Members' votes . . . . .	66
III	Language problems – Organization and numbers of staff in translation and interpreting . . . . .	68
IV A	Systematic centralization of mail . . . . .	71
IV B	Archives – Use of microforms . . . . .	73
IV C	Typing pool – Organization of work . . . . .	75
V A 1–3	Budget of Parliament (Operational budget) . . . . .	77
V A 4	Volume of the parliamentary budget . . . . .	82
V A 5	Bodies responsible for authorization and control of expenditure . . . . .	84
VB	Data processing . . . . .	86
VC 1	Protocol service . . . . .	90
VC 2	Travel service . . . . .	91
VC 3	Car pool . . . . .	93
VC 4	Number of parliamentary ushers . . . . .	94
VC 5	Number of other staff in administration (excluding those listed in V C 1–4) . . . . .	95
VC 6	Building service – Relations with other official authorities . . . . .	97
VI 1	Committees – Number and structure . . . . .	99
VI 2	Committees – Number of members . . . . .	102
VI 3	Status of chairmen and rapporteurs in committees . . . . .	104
VI 4	Staff numbers in committee secretariats . . . . .	106
VI 5	Duties of committee secretariats . . . . .	109
VI 6	Setting up temporary or <i>ad hoc</i> committees . . . . .	111
VI 7	Committees – Number of investigations, hearings and own-initiative reports . . . . .	113

*No in the  
questionnaire*      *Subject*

VI 8	Authorization for travel . . . . .	116
VI 9	Public committee meetings . . . . .	118
VI 10	Publication of committee proceedings . . . . .	120
VII	Contacts with other parliaments – Approximate number of visits to other countries . . . . .	123
VIII 1+2	Library – Budget for new acquisitions . . . . .	126
VIII 3+4	Library – Number of volumes and subscriptions . . . . .	128
VIII 5	Library – Staff . . . . .	130
VIII 6	Library – Opening hours . . . . .	132
VIII 7	Library – Services . . . . .	134
IX 1+2	Research and documentation service – Organization and staff . . . . .	136
IX 3	Research and documentation service – Organized on same lines as committees? . . . . .	140
IX 4	Research and documentation service – Functions . . . . .	142
IX 5	Research and documentation service – Nature of work . . . . .	145
IX 6+7	Research and documentation service – Technical resources in particular data processing . . . . .	147
X A 1	Press – Access to a special gallery . . . . .	149
X A 2	Press – Access to a special room for meetings with Members . . . . .	151
X A 3	Press – Availability of official documents . . . . .	153
X A 4	Drafting of rapid information bulletin . . . . .	155
X A 5	Press – Contacts with parliamentary officials specializing in information . . . . .	157
X B 1	Radio and television – Technical installations . . . . .	159
X B 2	Radio and television – Special broadcasts . . . . .	161
X B 3	Radio and television – Preservation of visual and sound recordings . . . . .	163
XI 1 (1)	Access by public to plenary sittings – Order in the galleries . . . . .	165
XI 1 (2)	Access by public to corridors and offices, library and restaurant/bar . . . . .	167

*No in the      Subject  
questionnaire*

XI 2	Distribution of information bulletin to general public .....	170
XI 3	Group visits .....	173
XII 1	Political groups – Official recognition and status .....	176
XII 2 (1)	Political groups – Allocation of offices and equipment by Parliament or through its budget .....	179
XII 2 (2)	Political groups – Allocation of staff by Parliament or through its budget .....	182
XII 2 (3)	Political groups – Allocation of funds by Parliament or through its budget .....	185
XII 3	Political groups – Access of their staff to the Chamber, committee meetings and library .....	189
XII 4	Political groups – Privileges of chairmen and/or spokesmen .....	191
XII 5	Special status of the opposition (as distinct from other political groups) .....	194
XIII A 1	Members – Own secretary (facilities for recruitment and payment of remuneration by Parliament) .....	196
XIII A 2	Members – Own assistant (facilities for recruitment and payment of remuneration by Parliament) .....	199
XIII B	External consultants/advisers .....	201
XIII C	Granting of special concessions to Members in respect of accommodation, transport, and postal and telephone expenses .....	204

*Appendix*

Questionnaire of the European Parliament (Comparative note on the organization of services in the Parliaments of the Member States of the European Community) .....	209
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## Introduction

- 1.1 This comparative survey of the organization of services in the parliaments of the Member States of the European Community and in the European Parliament is based on the *replies to a questionnaire* which was sent out by the European Parliament, and which is included as an annex. It was sent to the national parliaments in July and August 1978 and passed on to the appropriate departments of the Secretariat of the European Parliament in March 1979. The directly-elected chambers of the national parliaments answered the questionnaire between September 1978 and March 1979. The survey includes, together with the analysis of these replies, the relevant information from the Secretariat of the European Parliament. The analysis of the replies was forwarded for retrospective checking to the national parliaments and the directorates-general of the European Parliament in August 1979; the last replies from them were received in November 1979. The data concerning the European Parliament have been updated to the end of November 1979 in the light of changes already made since direct elections; the text has been amended accordingly in each case.
- 1.2 The same consideration also determined the *content of the questions*. Their aim is, therefore, not to provide complete information, but to assist Parliament should it decide, following the direct elections in June 1979, to make changes in the structure of its own Secretariat. It is clear that to have any political, scientific or practical value any such decision on structure could not be based on a mere collection of organization charts laid side by side. It was this truism, therefore, which determined the method of the survey, which was to ask for as much detail as possible on each point.
- 1.3 The same consideration also determined the *content of the questions*. Their aim is, therefore, not to provide complete information, but to assist in solving a specific practical problem. This should not therefore be seen as a catalogue of every conceivable piece of information on the organization of parliaments and their services. This analysis does not, of course, go as far as this and in some areas is aiming at something quite different.
- 1.4 In spite of this restriction, it appeared to those who initiated the survey and those who analysed the replies that the facts which emerged and their inter-relationship could have *practical and scientific relevance* over and above the immediate purpose and outside the circles directly concerned. The Secretary-General of the European Parliament, at the meeting of the correspondents of the Centre on 15 May 1979 in Luxembourg therefore was not opposed to the request expressed at the meeting that all the results of the survey should be made available to the Centre. It must be acknowledged that the survey was made possible only by the cooperation of the national parliaments, which replied carefully to the many items in the questionnaire and made a thorough check of the conclusions drawn from their replies. The European Parliament is most grateful to the national parliaments for their assistance. At the same time the creation of the Centre has proved to be a success.
- 2.1 The processing of these replies, like any collation of diverse material, posed problems. Every researcher or journalist carrying out such a survey knows how ten answers to one and the same question can differ purely in terms of willingness to respond and the amount of detail provided.



This is even more true when those questioned are not individuals but technically complex and indeed politically sensitive organizations. *The principal criterion for the analysis* was to prepare the most important and above all the most original and stimulating aspects with the necessary conciseness for use by the political authorities who have to take the decisions. In this type of summary some shortening of answers is unavoidable but on the other hand terse answers can only be reproduced in a terse form. By its very nature, then, this method often leads to wide differences in the amount of detail provided. Only in a few fields where it appeared necessary for the purpose of the survey to provide further clarification has the information provided been added to by the authors themselves from their own knowledge.

- 3.1 It is also quite possible that the *geographical framework* of the survey, so far confined to the nine countries of the European Community will have to be extended for specific subject areas; this might apply, for example, as regards the organization of research services, to the United States Congress or as regards language services, parliaments outside the European Community and to other international parliamentary assemblies, in particular that of the Council of Europe. It is already clear that it will be valuable to include in the comparison the assemblies of Greece and also of Spain and Portugal, which have applied to become members of the EEC, and thus to be represented in the European Parliament.
- 3.2 Whether in addition the *future terms of reference* should include all the European Parliamentary assemblies represented in the Centre, is something which will have to be decided by the Conference of its Presidents. However, initially we should confine ourselves to making this document, which was drawn up in one of these assemblies for a specific practical purpose, available for other purposes outside that internal framework. It would certainly also be of great value both to the European Parliament and to the Centre to be able to take part in surveys which are carried out with similar aims elsewhere. We would therefore take this opportunity to request once more that the Centre, in line with its general objectives, be kept informed of any such projects.
- 3.3 In this connection the European Parliament would like to give notice that the attached comparison of organizational services of directly-elected chambers will be followed as soon as possible by the analysis of replies to a similar questionnaire to the Nine as regards *Second Chambers* (Senates, Federal Bodies, Upper Houses). It is only for reasons of lack of time and staff that it has not been published at the same time as this document.

Four *practical comments* are called for:

- 4.1 The individual questions are grouped under *subject headings*; the order of the sections follows the numbering of the questions, which can be consulted in the attached questionnaire. For reasons of clarity some questions are grouped together and others are further broken down.

- 4.2 Where there is reference in the text to *Annexes* (e.g. Rules of Procedure) this refers not to material which is attached to the analysis itself but to material appended by the institutions concerned to the full text of their answers. They are consequently not reproduced here (partly for reasons of space) but can be consulted or requested from among the documents of the European Parliament (Directorate-General for Research and Documentation). This is particularly the case for the *organization charts* of the parliamentary administrations (Section on questions I B 1 + 2), which it would have been pointless to summarize and which because of differences in structure and content it would have been more misleading than informative to have reproduced in full.
- 4.3 The reference to the *provision of further detail* also applies to the concise information in the summaries. The additional information which the European Parliament can provide is nevertheless confined to such details as have been provided in the replies which have been returned. Where this is not the case or where further problems are encountered, detailed information would be best obtained directly from the parliament concerned.
- 4.4 In order to provide a clear framework for the individual details, the survey is preceded by a summary of the *basic data on directly-elected assemblies* in the Member States of the European Community. This does not claim to be constitutionally complete, but is simply intended to assist comparison.
- 5 Mr Uwe Leonardy, M.A., ministerial adviser, seconded to the Secretariat of the European Parliament from one of the German *Länder's* official missions to the Federal Republic, was responsible for processing the replies. He was assisted for individual sections by Mr Leo Heint and Mr Heinrich Weber, trainees in the German legal preparatory service, and Mr Johann Baumann, a student of economics, who spent part of an in-service training period in the Directorate-General for Research and Documentation of the EP.

Luxembourg, February 1980

Klaus PÖHLE

*Director in the Directorate-General  
for Research and Documentation*

*Director of the European Centre  
for Parliamentary Research and Documentation*



## **Abbreviations**

<b>B</b>	<b>Belgium:</b> <b>Chambre des Représentants/Kamer van Volksvertegenwoordigers</b>
<b>DK</b>	<b>Denmark:</b> <b>Folketing</b>
<b>D</b>	<b>Federal Republic of Germany:</b> <b>Bundestag</b>
<b>F</b>	<b>France:</b> <b>Assemblée Nationale</b>
<b>IRL</b>	<b>Ireland:</b> <b>Dáil Éireann</b>
<b>I</b>	<b>Italy:</b> <b>Camera dei Deputati</b>
<b>L</b>	<b>Luxembourg:</b> <b>Chambre des Députés</b>
<b>NL</b>	<b>Netherlands:</b> <b>Tweede Kamer</b>
<b>UK</b>	<b>United Kingdom:</b> <b>House of Commons</b>

Order in which Member States hold the office of President of the Council (Art. 2 (2) of the Merger Treaty, as amended by Article 11 of the Act of Accession of 22 January 1972)

## Basic data on the directly-elected assemblies of the Member States

Number of Members	Life of Parliament	Voting age, age of eligibility and electoral system
B 212	4 years (maximum)	Right to vote – 21; to stand for election – 25 Proportional representation – Voting compulsory
DK 179 (incl. 2 Members for the Faroes and 2 Members for Greenland)	4 years (maximum)	Right to vote and stand for election – 18 135 constituency seats and 40 supplementary seats; proportional representation
D 518 (incl. 22 Berlin representatives not exercising full voting rights)	4 years	Right to vote and to stand for election – 18 Mixed system consisting of a majority system and proportional representation with a barrier clause (at least 5 % of all votes or 3 constituency seats)
F 491	5 years	Right to vote – 18; to stand for election – 23 Majority voting (2 ballots): absolute majority needed for election at first ballot, relative majority at second ballot (only candidates polling at least 12.5 % of votes cast are admitted to second ballot)

Number of Members	Life of Parliament	Voting age, age of eligibility and electoral system
IRL 148	5 years (maximum)	Right to vote – 18; to stand for election – 21 Proportional representation
I 630	5 years	Right to vote – 18; to stand for election – 25 Proportional representation in constituencies corresponding to regions or groups of provinces
L 59	5 years	Right to vote – 18; to stand for election – 21 Proportional representation; Vote compulsory
NL 150	4 years (maximum)	Right to vote – 18; to stand for election – 25 Proportional representation
UK 635	5 years (maximum)	Right to vote – 18; to stand for election – 21 Majority system

## QUESTION I A 1 (1)

### Sessions

#### A – Summary

- B Ordinary session begins on second Tuesday in October. Extraordinary sessions are held: (a) after closure of session decided by the King, and (b) after dissolution followed by elections
- DK Parliamentary year begins on first Tuesday in October and ends on the same Tuesday the following year
- D Parliamentary term not divided up into sessions but unofficially parliamentary year from end of summer recess (September) to beginning of next (June/July)
- F Parliament holds 2 sessions. First begins on 2 October and lasts 80 days. Second begins on 2 April and lasts no more than 90 days. Parliament can also hold extraordinary sittings
- IRL Life of Parliament not formally divided up into sessions
- I Life of Parliament not divided up into sessions, but Constitution provides that Parliament shall meet without requiring to be convened on first working day in February and October
- L Parliamentary year normally begins on second Tuesday in October and ends on same Tuesday the following year

NL Ordinary session begins on third Tuesday in September and ends on Monday before third Tuesday in September the following year. If ordinary session is interrupted by elections, it is followed by an extraordinary session. A proposal to abolish the division into sessions is pending

UK Session lasts from October until October the following year

B – *Notes*

–

C – *European Parliament*

Annual session begins on second Tuesday in March (Rule 1 (2) of the Rules of Procedure); Parliament itself determines the duration of adjournments of the session on a proposal from the Bureau.

Moreover, Parliament 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’ (Rule 1 (3) of the Rules of Procedure), i.e. one month after the last day of the European elections



## QUESTION I A 1 (2)

### Number of sitting days per year/session

#### A – Summary

	1973	1974	1975	1976	1977	1978
B (Sessions)		33 (e)	83 (o)	92 (e)	44 (o) 9 (e)	77 (o)
DK (Sessions)	104	103	100	113	111	117
D (Parliamentary years)		64	70	53	56	63
F (Calendar years)	86	79	103	105	100	98
IRL (Calendar years)		89	110	94	76	87
I (Calendar years)	135	114	115	115	174	83
L (Session)		71 (e+o)	74	80	76	82
NL (Sessions)	82	101	109	108	74 (o) 14 (e)	
UK (Calendar years)	162	151	178	190	159	

**B – Notes**

– for the periods of reference (calendar year, parliamentary year, session) see Sessions (I A 1)

– o = ordinary  
  e = extraordinary } Sessions, for details see also Sessions (I A 1)

– (e + o) This figure comprises 66 days of ordinary sittings and 5 days of extraordinary sittings.

NL – the year indicates year in which session ended; thus 1978 means 1977/78 session.

**C – European Parliament**

<b>1974</b>	<b>1975</b>	<b>1976</b>	<b>1977</b>	<b>1978</b>
56	57	57	60	58

## QUESTION I A 2

### Number of sitting hours per year/session

#### A – Summary

	1973	1974	1975	1976	1977	1978
B (Sessions)		203 (e)	438 (o)	562 (e)	210 (o) 38 (e)	428 (o)
DK (Sessions)	330	370	460	520	510	
D (Parliamentary years)		average = 372				
F (Calendar years)	577	543	759	707	609	661
IRL (Calendar years)		686	979	746	563	683
I (Calendar years)	556	451	412	420	629	390
L (Session)		no figures			287	329
NL (Sessions)	700	850	900	900	635 (o) 120 (e)	
UK (Calendar years)	1627	1453	1874	1771	1441	

**B – Notes**

– for the periods of reference (calendar year, parliamentary year, session) see Sessions (I A 1)

o = ordinary  
e = extraordinary } sessions, for details see also Sessions (I A 1)

UK – The large number of plenary sittings in the UK (twice the average for the other Member States) is a clear indication that the House of Commons is a ‘full-time parliament’; however, the figures for hours of committee meetings (see Section on question I A 3) do not bear out the converse assumption frequently made that committee work in the House of Commons is correspondingly less intense.

NL – The year indicates year in which session ended; thus 1978 means 1977/78 session.

**C – European Parliament**

<b>1974</b>	<b>1975</b>	<b>1976</b>	<b>1977</b>	<b>1978</b>
310	307	326	362	385

## QUESTION I A 3

### Number of committee meetings per year/session

#### A – Summary

	1973	1974	1975	1976	1977	1978
B (Sessions)		91 (e)	386 (o)	506 (o)	218 (o) 16 (e)	355 (o)
DK (Sessions)	835	742	777	781	720	
D (Parliamentary years)		449	495	340	464	473
F (Calendar years)	298	270	387	381	402	321
IRL (Calendar years)		Average: 69 (see under B below)				
I (Calendar years)	900	622	955	654	1102	493
L (Session)		134 (e+o)	201	225	248	242
NL (Sessions)	404	669	601	650	584 (o) 98 (e)	973 (1977/78)
UK (Sessions)		800 (1973/74)	620 (1974/75)	1238 (1975/76)	1377 (1976/77)	

**B – Notes**

– For the periods of reference (calendar year, parliamentary year, session) see – Sessions (I A 1)

– o = ordinary  
– e = extraordinary } sessions, for details see also Sessions (I A 1)

– (e + O) The figure for committee meetings comprises 188 meetings during the ordinary 1973/74 session and 46 sittings during the extraordinary 1974 session.

UK – These figures include both 'Standing (legislative) Committees' and 'Select (investigatory) Committees'

B – idem (both standing and select committees)

IRL – The average figure does not include sub-committee meetings

NL – The year indicates year in which session ended; thus 1978 means 1977/78 session

**C – European Parliament**

<b>1974</b>	<b>1975</b>	<b>1976</b>	<b>1977</b>	<b>1978</b>
305	272	277	287	293

The figures given here for the EP include

- ordinary committee meetings
- meetings of committee working parties
- committee meetings at which hearings were held (for detailed figures see section on Question VI 7)

They do not however include

- study journeys by committees
- journeys and meetings of inter-parliamentary delegations (for detailed figures see Question VII)

The data are therefore different from those published in the Commission's annual reports, which cover

- ordinary committee meetings
- committee meetings at which hearings were held
- study journeys by committees
- journeys and meetings of interparliamentary delegations,

but not

- meetings of committee working parties

## QUESTIONS I B 1 + 2

### Organization chart and establishment plan of the Secretariat and basic texts governing organization

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Organization charts and establishment plans

Basic texts

---

A – *Summary*

B Establishment plan (Annex 1)

Article 85-87/89 and 90 of the Rules of Procedure of the Chamber (Annex 2),  
Staff Regulations (Annex 3)

DK No 'Secretariat-General',  
separate Folketing departments for administration and  
sessional service (Bureau of Folketing) and for parliament-  
ary business (Secretariat of Folketing)

–

D Establishment plan (Annex 1), Organization chart (Annex  
2)

General regulations for the administration of the German  
Bundestag of 2.1.1978 (Annex 3)

F Establishment plan (Assembly handbook attached)

Internal regulation on organization of services relating to the staff  
regulations of the National Assembly (adopted by the Bureau of  
the National Assembly)

IRL Official Directory of State services  
– lists staff numbers by department and by duties within  
the department

Staff of the Houses of the Oireachtas Act, 1959 (Annex)



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Organization charts and establishment plans

Basic texts

I Establishment plan (Annex A)

Rules of Procedure of Chamber (Annex B). Staff and service regulations (Annex C), Library regulations (Annex D), regulations of the Parliamentary Studies, Legislation and Inquiry Service, now called the Parliamentary Studies, Research and Statistical Service (Annex E)

L Establishment plan (Annex)

NL Establishment plan (Annex)

Rules of Procedure, Section III, Articles 12-15 (Annex)

UK No unified 'Secretariat-General' as such – organization described in Erskine May, Parliamentary Practice (extract attached); the only substantial change from this account is that the Official Report no longer comes under the Speaker's Department and can now be regarded as a department on its own

House of Commons (Administration) 1978 Act (attached)

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B – Notes

–

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C – *European Parliament*

1979 Organization chart and establishment plan

Rules of Procedure – November 1979 edition

1979 Organization plan showing staff strength

Regulations and Rules applicable to Officials and Other Servants of the European Communities Financial Regulation. Various internal regulations

## QUESTIONS I B 3 + 5

### Total establishment of Secretariat – Joint services shared with Second Chamber

---

Total establishment	Joint services
<i>A – Summary</i>	
B 312	Library (37 employees); administratively belongs to the Chamber so staff strength included in Column 1
DK See VC 4 and VC 5	not applicable (unicameral system)
D 1577	Telephone exchange, data processing services (plus, to some extent, name and subject indexes)
F 944	None
IRL 192	When required, all departments of the administration, with the exception of the Clerk and Clerk Assistant, serve both Houses
I 1265	Secretariats of the following Joint Committees: – Committee of Inquiry on Accusatory Procedures – Committee for the General Direction and Supervision of Radio and Television Services

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Total establishment

Joint services

---

- Committee on Industrial Restructuring and Reorganization and on State Participation Programmes
- Supervisory Committee on Intervention in the Mezzogiorno
- Committee on Regional Matters
- Committee on the Secret Services
- possibly, Joint Committees of Inquiry

L 24

None

NL 287

Stenographic service (32 employees); The office of the Clerk for the international and supra-national delegations of both Chambers (5 employees); the office of the Committees on Petitions of both Chambers (5 employees)  
These staff included in figure in Column 1

UK about 450, but see figures in V C 5

Reference to House of Lords answer

---

B – *Notes*

The 'Second Chambers' are those legislative bodies which are not elected by direct universal suffrage and/or have narrower legislative powers than the Chambers which are the subject of this study (they thus do not include the Netherlands Tweede Kamer, notwithstanding its constitutional designation).

---

C – *European Parliament*

1917 (November 1979)

not applicable

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## QUESTION I B 4

### Breakdown of establishment by category of staff

		Posts involving			
		Administrative or advisory duties (Category A)	Executive duties (Category B)	Clerical duties (Category C)	Manual or service duties (Category D)
<i>A – Summary</i>					
B	114		46	33	119
DK	No figures				
D	Figures shown are for Federal German public service staff categories which correspond roughly to the abovementioned categories:				
	Executive grades: 201 (Officials: 169 Other servants: 32)	Clerical grades: 240 (Officials: 130 Other servants: 110)	Ancillary clerical grades: 614 (Officials: 184 Other servants: 430)	Lower grades: 522 (Officials: 237 Other servants: 36 Manual workers: 249)	
F	188 (Figures broken down by department and by duties within department)	62		208	486

Posts involving

Administrative or advisory duties (Category A)	Executive duties (Category B)	Clerical duties (Category C)	Manual or service duties (Category D)
IRL 17 (Broken down by department and posts therein)	52	54	69
I 149	85	386	640
L 2	6	10 (of which temporary officials: 5)	6 (2)
NL 33	40	77	100
(Excluding the joint services shared with the 'Second Chamber' shown in Column 2 of the section on Question I B 3 + 5 – for definition see part B of that section – which are not broken down by post)			
UK about 100	100	200	50
(The first 3 groups closely follow the categories given in the column headings; the fourth group covers mainly secretarial staff)			

*B – Notes*

The question was based on the abovementioned categories of posts. It is not possible to tell whether the breakdowns given were based on identical criteria in each case.

*C – European Parliament*

209 (incl. Secretary-General) 364 plus Language Service (November 1979)	292	841	211
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## QUESTION II A 1

### Preparation of President's papers for plenary sittings

---

Contents	Officials responsible
A – <i>Summary</i>	
B Items on House's agenda with relevant documents (including oral questions and expected answers) and announcements by the President (on reports, questions, letters and other correspondence addressed to the Chamber)	The Secretary-General, the Deputy Secretary-General and an official in the session service
DK Items on House's agenda and announcements by the President	Secretary of the Folketing, assisted by 2 employees from the Secretariat and 1 employee from the Bureau (see DK in I B 1)
Voting lists	As above, plus one legal expert
D Items on House's agenda with relevant documents and instructions on voting procedure	4 officials in the session service
Notes on amendments tabled	
Announcements by President	

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Contents	Officials responsible
<p>F Items on House's agenda (items and amendments classified in accordance with the provisions of the Rules of Procedure laying down the order in which they are to be discussed and voted on) and announcements by President – kept up to date during the sitting</p>	<p>Together with the documents dealt with in sections on questions II A 2 + 3: the Sittings Division (8 officials) under authority of director – prepared by administrative assistants – checked by heads of other divisions – final check by Director of Sittings Division</p>
<p>IRL Items on House's agenda and announcements by the President</p>	<p>Clerk of House, Clerk Assistant of House and heads of appropriate section (e.g. Bills Section) who check papers with the President before and during sitting)</p>
<p>I Items on House's agenda (sub-files for each item), relevant papers and the list of speakers containing also, in the case of oral questions, the names of the Members of the Government answering them; plus announcements by President</p>	<p>Sub-files prepared by the responsible officials in the Sittings Division and collated by the Head of Division</p>
<p>L No details</p>	<p>The Clerk and 2 officials of the Sessional Service – checked with the President</p>
<p>NL Items on House's agenda (with relevant papers) and announcements by President</p>	<p>1 official for drafting and another for keeping papers up to date (in particular with regard to outstanding questions)</p>
<p>UK Items on House's agenda and announcements by President</p>	<p>The Clerk of the House, the Clerk's Assistant and the Head of the Table Office, who check papers with the Speaker every morning before sitting begins</p>

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Contents

Officials responsible

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B – *Notes*

The practice of checking the papers for the sitting with the President is probably also customary in cases where this has not been explicitly specified.

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C – *European Parliament*

Announcements by the President and items on Assembly's agenda (in the language of the President in the chair)

Head of the Sittings Division, assisted by

– 1 senior official in the language service (category LA)

– 2 clerical officials (category C)

and the translators in the Minutes Division

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## QUESTION II A 2

### Preparation of list of speakers

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Procedure	Officials responsible
<i>A – Summary</i>	
<b>B</b> Before and during sittings the list of speakers is kept up to date under the President's supervision	Secretary-General and Deputy Secretary-General
For budget debates the Conference of Presidents lays down the speaking time allocated to each political group	
The chairmen of the political groups submit to the President, in writing and before the general debate opens, the list of speakers and the duration of their speeches within the limits of the speaking time allocated to each political group	
The list of speakers may be closed by the President	
<b>DK</b> Before each sitting, a list of speakers is compiled by the Bureaus of the parties	Sessional Service with the assistance of the parties' secretariats

Procedure	Officials responsible
<p>During the sitting other speakers' names may be entered on the list by addressing a request to the President or the Secretary, who sits next to the President during sittings</p>	Secretary of Folketing
<p>D Plenary sitting preceded by debate on the agenda, duration of debates and speaking time allocated to the groups in the Ältestenrat (Council of Elders) President, Vice-Presidents and representatives of groups). During sittings speakers entered on list by addressing secretary</p>	Secretary assisting the Chair (Members of Bundestag)
<p>During the sitting list of speakers is kept up to date by Parliament secretaries, i.e. 2 representatives who sit next to the President and form with him the Presidency for the sitting</p>	Assisted by the Director of the Bundestag (Secretary-General), who sits near the President, and by the Sittings Division
<p>F Registration of speakers' names</p> <p>In the case of 'organized debates' probable speaking time is assessed and notified to the Groups; the order of speakers is then determined under the President's supervision</p>	Sittings Division (8 officials) under the authority of the Director of the Sittings Service
<p>IRL No list of speakers; choice of speaker rests solely with the Chair (Members rise to request permission to speak)</p>	Not applicable
<p>I Before the sitting speakers enter their names on the list; the order of speakers is determined – where possible with each group taking its turn – and the list is finalized in time for the sitting</p>	Official in the Assembly division responsible for legislative business

Procedure	Officials responsible
L Drawn up before the sitting (no further information supplied)	Sessional Service (Clerk + 2 officials), which is also responsible for the President's papers (see Section on question II A 1) – list checked by the Clerk with the President
NL Speakers enter their names on the list both before and during sittings; in recent years, however, the Chamber has decided annually that, for budget debates, the order of speakers would be as follows: 1. the largest opposition party; 2. the largest government party; 3. the next largest opposition party; 4. the next largest government party and so on	The Clerk's office (before sitting) and one of the deputy clerks (during the sitting)
UK No list of speakers; as IRL	Not applicable

B – Notes

- Even where it is not so specified it may be assumed that the list of speakers is checked with the President before sittings (see Section on question II A 1 – papers for sittings).
- Changes to the arranged order of speakers have to be accepted, however, in all cases in which Members of the Government and/or Members of a Second Chamber are entitled by the constitution and/or the Rules of Procedure to speak at any time (e.g. in the Federal Republic of Germany Members of the Federal Government and the Bundesrat, pursuant to Section 43 (2) of the Basic Law).
- In addition, the President is in most cases entitled (at all events by the constitution and/or the Rules of Procedure) to decide at his own discretion what speakers to call and in what order; this applies particularly to IRL and the UK (see above), although it may also be assumed that in these two parliaments certain informal agreements ('through the usual channels', behind Mr Speaker's chair') have been reached before the sitting.

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Procedure

Officials responsible

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*C – European Parliament*

(a) Before debates:

List compiled by Sitings Division (especially for debates organized pursuant to Rule 28 of the Rules of Procedure)

Assistant (B 1)

1 principal administrative

(b) During debates:

List kept up-to-date by officials assisting the Chair

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## QUESTION II A 3

### Tabling of amendments/motions

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Processing	Officials responsible
<i>A – Summary</i>	
B Submitted by Members or the government to President or Clerk, checked for admissibility, revised, translated, printed and distributed	Director of secretariat for legislation
DK Amendments in or outside committee: printed in committee report (general rule)  Otherwise printed separately	Committee secretary (preparation or drafting)  Official of Folketing Secretariat, possibly with assistance of committee secretary
D Checked for admissibility, drafted, printed (see II B 2 'Printing of official documents') and distributed	1 administrative assistant and 2 clerical officers (correcting and proof-reading staff) (excluding staff employed for distribution)
F Amendments checked to ensure that they are admissible and meet deadline, registered, wording and presentation checked, printed and distributed – procedure same for individual Members, committees and government	

Processing	Officials responsible
IRL Amendments checked for admissibility and form; printed distributed – amendments to motions included in the Order Paper, amendment to bills printed on separate list	Appropriate administrative section in Dáil secretariat
I Amendments checked for admissibility and wording, classified in the order in which they are to be voted upon, printed and distributed	Official in the Sittings Division responsible for legislative business
L No detailed information supplied	Sessional Service (Clerk and 2 officials) which is also responsible for the President's papers (see section on question II A 1)
NL Amendments may be submitted to the Clerk's office as soon as the committee concerned has issued its final report on the Bill. Motions can be submitted only by a Member speaking in a plenary meeting or a public committee meeting. All amendments and motions are printed and published	Drafted by the Member. Printed and published by Sessional Service.
UK Amendments to Bills are arranged in the order of the provisions to be amended, printed and published	Public Bill Office, in which 6 Clerks are employed

*B – Notes*

Amendments tabled as a result of the deliberations and recommendations of the committees responsible for considering draft laws should not generally, or only to a limited extent, be subject to the processing procedures described in A as they are usually included in committee reports explicit reference to this effect under DK); see section on Question VI 5 (Duties of Committee Secretariats).

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Processing

Officials responsible

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*C – European Parliament*

Submitted to the Sitings Division

1 Principal administrative assistant

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## QUESTION II A 4 a

### Written Questions – Processing and deadlines for reply

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Processing in parliament administration, department responsible

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Deadline for reply by government

A – *Summary*

- B
- department responsible: Sessional Service (1 official)
  - checked for admissibility, translated, forwarded to appropriate Minister or Secretary of State (copy for Prime Minister)
  - weekly publication of Bulletin of Written Questions and Answers (even during recess)

15 working days from the date of the earliest public sitting. If reply not supplied by this deadline, question published in Bulletin specifying Government's failure to reply. Deadline not applied during recesses

- DK
- Handled by sessional service (Bureau) but countersigned by President and Secretary of Folketing

3 working days (not Saturdays) for oral reply  
6 working days for written reply

- D
- Checked for admissibility, drafted, printed by secretariat; distributed by 'Internal Service' division

'Written questions without debate': 14 days, questions to which answers are not received by the deadline or are not considered satisfactory may be converted into oral questions pursuant to guidelines on Question Time (see relevant replies to Question II A 4 b)



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Processing in parliament administration, department responsible

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Deadline for reply by government

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Checking of admissibility, advice on wording, drafting, sorting of questions by department every sitting week and printing ('Written Questions' section) by secretariat; printed questions distributed by the 'Internal Service' division

'Written Questions': from 11 a.m. on the Friday before a week of sittings until 3 p.m. on the Thursday of the sittings week; questions to which answers are not received by the deadline may be converted into oral questions at the next Question Time

Answers to Written Questions assembled by Stenographic Service; answers published in annex to minutes of sittings

F Questions Division (3 officials): puts questions into correct form, forwards them to Government; publication of questions and answers in Official Journal

1 month after publication of question; deadline may be extended in certain cases

IRL Questions Office (5 officials)

3 working days (not Saturdays)

I Checked for admissibility, printed and published by Assembly divisions

20 days

L Department responsible: Sessional Service (Clerk and 2 officials)

15 days

NL Submitted to Clerk's office. Admissibility and wording approved by President on Clerk's advice

3 weeks

After notice that Government is unable to answer within 3 weeks: unlimited or within time-limit indicated in notice (President takes great care to ensure that reply is forthcoming in shortest possible time)

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Processing in parliament administration, department responsible

Deadline for reply by government

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UK Table Office comprising 5 Clerks

At least 2 sitting days – questions may specify day on which reply is desired; if he does not so specify, it is a convention that Ministers attempt to answer within one week

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*B – Notes*

- Unless otherwise specified, the period allowed for reply begins on the day on which the question is submitted to the appropriate parliamentary department.
  - DK: in addition to the 1200-1300 written and oral questions, tabled each year in plenary sittings, about 4-5000 questions are tabled in committee after processing by the committee secretariats.
- 

*C – The European Parliament*

The Members, Parliamentary Questions, Official Documents and Petitions Division in the Parliamentary Sessional Service Directorate (Directorate-General for Sessional and General Services) is responsible for checking questions for conformity with Rules of Procedure (Rule 45), forwarding them to the appropriate institutions and arranging for publication in the EP Bulletin and the Official Journal of the EC (together with answers);

special responsibilities of this department:

- checking that deadline for reply is met by the institutions concerned
  - forwarding answer to the questioner, relevant departments of the EP's Secretariat and the political groups
  - keeping records, in particular of details of procedure adopted
- 

For questions to Commission: 1 month  
For questions to the Council or to the Foreign  
Ministers meeting in political cooperation:  
2 months

Questions not answered within these time limits are published 'without answers' in the Official Journal of the EC (Rule 45 (3) of the Rules of Procedure)

## QUESTION II A 4 b (1)

### Oral Questions without debate – processing and deadline for reply

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Processing in parliament administration, department responsible

Deadline for reply by government

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A – *Summary*

B Department responsible: Sessional Service

Preparation of decisions on admissibility as oral question by President (if not admissible, by the Conference of Presidents) – criteria used: general interest, importance or topical nature – if rejected may become written question

1 week

Urgent questions: deadline fixed by President by agreement with minister responsible

DK No oral questions

D Checking of admissibility, advice on wording, drafting, sorting of oral questions by department every sitting week and printing ('Oral Questions' section) by secretariat; printed questions distributed by the 'Internal Service'

From 11 a.m. on Friday before a sitting week until Wednesday or Thursday of the sitting week (depending on the day set aside for Question Time)

Urgent questions: from 12 noon on day before until consideration on day of asking

Processing in parliament administration, department responsible	Deadline for reply by government
F Keeping register, forwarding questions to Government and publishing them in Official Journal: Questions Division (3 officials) (see II A 4 b (2): topical questions)	No rules on deadline; questions answered during sitting set aside for questions by the Conference of Presidents
IRL Questions Office (5 officials)	Questions are answered during Question Time when reached on Order Paper. For urgent questions deadlines may be shortened with the President's approval after prior notice
I Checked for admissibility, printed and published by Assembly division	2 weeks
L Sessional Service (Clerk and 2 officials)	No deadline ('Question Time every Tuesday') Urgent questions: urgency decided by the President by agreement with the Minister responsible
NL Questions submitted to Clerk's Office. Admissibility and form approved by President on Clerk's advice	At least 1 day: shorter deadline in the case of questions of particular topical interest – in special cases Assembly may set aside a different day for the answering of questions from usual day (i.e. Thursday, questions being tabled by Tuesday afternoon)
UK Table Office in which 5 Clerks are employed	Minimum 2 sitting days, maximum 10 Urgent questions may be allowed by the Speaker without previous notice provided the Member has made application to him before midday on the day of asking

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Processing in parliament administration, department responsible

Deadline for reply by government

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*B – Notes*

- Unless otherwise specified, the period allowed for reply begins as soon as the question has been submitted to the appropriate parliamentary department.
  - DK: in addition to the 1 200-1 300 written and oral questions tabled each year in plenary sittings, about 4-5 000 questions are put in committee after processing by the committee secretariats.
  - I: oral questions are also put in committee; placed on agenda 15 days after submission.
- 

*C – European Parliament*

Questions checked for conformity with the Rules of Procedure (Rule 46 – Oral Question without debate; Rule 47A – Question Time) and forwarded to the appropriate authorities by the Members, Parliamentary Questions, Official Documents and Petitions Division of the Parliamentary Sessional Service Directorate (Directorate-General for Sessional and General Services);

special responsibilities of this department:

1. For questions to which the oral question without debate procedure is applied:
  - forwarding questions to the Office of the President for consideration of the procedure to be applied (possibly conversion into another type of question) by the enlarged Bureau
  - notifying the institutions concerned
  - referring them to the Sittings Division

1. For questions to which the oral question without debate procedure is applied: notification of the decision of the enlarged Bureau on the application of this procedure to the institution concerned
  - for questions to the Commission:
    - at least one week before the opening of the sitting on whose agenda it is to appear
  - for questions to the Council or to the Foreign Ministers meeting in political cooperation: at least 5 weeks before that date (Rule 46(1) and (2) of the Rules of Procedure)
2. For questions for Question Time, questions to be submitted to the President at least one week before Question Time begins, unless the institution concerned has agreed to a shorter time-limit (Rule 47A of the Rules of Procedure in conjunction with Guideline No 13 for the conduct of Question Time)

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Processing in parliament administration, department responsible

Deadline for reply by government

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- keeping a file of questions pending and those held over
- keeping records, in particular of details of procedure applied

2. For questions for Question Time:

- notifying the institutions concerned
  - drafting list of questions and submitting it to the President for his approval
  - liaison with the Sittings Division
  - in the case of Written Questions, forwarding answers to questioners and to the Report of Proceedings Division for inclusion as annex in reports of debates
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## QUESTION II A 4 b (2)

### Oral Questions with debate/interpellations – Processing and deadline for reply or organization of debate

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Processing in parliament administration, department responsible

Deadline for reply by government or for organization of debate

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#### A – Summary

Department responsible: Sessional Service

- B** Preparation of decision by President on the admissibility of question. If question deemed non-admissible it may, with the agreement of the questioner, be converted into a written or oral question
- DK** A proposal for an interpellation is handed to President who must announce it to Parliament at the same sitting or first sitting thereafter
- D** Checked for admissibility, drafted, printed by secretariat; printed questions distributed by 'Internal Service'

Usually debated on the Tuesday following submission, at the request of one-fifth of the Members at an earlier sitting or – with the government's approval – at the same sitting

Parliament decides if and when an interpellation is to be considered. In case of consent by Parliament interpellation must be debated within 10 sittings of this decision

'Interpellation': no deadline, but may be placed on agenda by House if government refused to answer or to do so within 3 weeks. Debate is mandatory when requested by at least as many Members as correspond to the strength of a political group

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Processing in parliament administration, department responsible

---

Deadline for reply by government or for organization of debate

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Placing on agenda

‘Debate on request’ following Question Time as a ‘debate on questions of general topical interest’ (‘Topical Hour’): immediately after the end of Question Time in reply to an oral question at the request of a quorum of parties

‘Debate on request’ on questions of general topical interest (also ‘Topical Hour’) independent of Question Time; quorum of parties also needed for such requests

F Keeping register, forwarding questions to Government and publishing them in Official Journal: Questions Division (3 officials)

Oral questions without debate: no time-limit; replies given during sitting set aside by Conference of Presidents

‘Questions to the government’ (topical questions): questions submitted to Bureau one hour before opening of sitting on Wednesday afternoon. Questions put briefly and answered in the presence of the whole government. Only the questions actually called are considered, the ruling majority and the opposition each having half an hour’s speaking time, including replies

IRL –

(But see under B below)

I Checked for admissibility, printed and published by Assembly division

Oral questions with brief comment by questioner on the answer given: deadlines apparently no different from those for oral questions without debate, i.e. two weeks (see relevant section)

Checked for admissibility and placed on agenda by Assembly division

Interpellations (Oral Questions with right of questioner, not subject to a deadline, to comment on the answer): 2 weeks

L –

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Processing in parliament administration, department responsible

Deadline for reply by government or for organization of debate

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NL Interpellations require Chamber's permission. Questions submitted to Clerk's Office. Admissibility and form approved by President on Clerk's advice

Interpellations generally held only on questions of particular topical interest; interpellations placed (as full dress debates) on agenda of Chamber

UK –

– (But see under B below)

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### B – Notes

- Unless otherwise specified, the period allowed for reply begins as soon as the question has been submitted to the appropriate parliamentary department
- DK: in addition to the 1 200-1 300 written and oral questions tabled in plenary sittings each year, about 4-5 000 questions are put in the committees after processing by the committee secretariats
- I: Oral questions also put in committee; placed on committee agenda 15 days after submission
- UK (+ D + IRL): The first hour of sittings and Monday to Thursday inclusive is devoted to Oral Questions, addressed to Ministers in rotation. The maximum notice for an oral question is 10 sitting days, the minimum 2 sitting days; the Speaker, however, has discretion to allow a question which is urgent and of public importance to be taken without previous notice, provided that the person has made application to him before midday on the day of asking.

There is also a rough equivalent to the German Topical Hour (debate on matters of particular topical interest) in the House of Commons known as the Debate on the Adjournment, which may be held at the end of a sitting day. It may, but need not, be related to a topic raised during Question Time.

A similar rule applies in the Bundestag (in which the introduction of the Topical Hour in 1965 was to some extent based on this British model) and in the Irish Dáil.

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Processing in parliament administration, department responsible

Deadline for reply by government or for organization of debate

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*C – European Parliament*

For questions pursuant to the (prepared) procedure for oral questions with debate:

Questions checked for conformity with the Rules of Procedure (Rule 47) and forwarded to the appropriate parliamentary institutions

by the Members, Parliamentary Questions, Official Documents and Petitions Division of the Parliamentary Sessional Service Directorate (Directorate-General for Sessional and General Services);

special responsibilities of this division:

- forwarding questions also to the Office of the President for consideration of the procedure to be applied (possibly conversion into another type of question) by the enlarged Bureau
- referring them to the Sitings Division
- keeping a file of questions pending and those held over
- keeping records, in particular of details of the procedure applied

1. For questions pursuant to the (prepared) procedure for oral questions with debate:

Procedure may be proposed only where notice of the question can be given,

- if question addressed to the Commission, at least one week
- if to the Council or to the Foreign Ministers meeting in political cooperation, at least 5 weeks

before the opening of the sitting on whose agenda it is to appear, unless the institution concerned has agreed to a shorter time-limit (Rule 47(2) and (3) of the Rules of Procedure)

2. For a debate ‘on a specific matter of topical interest’ following Question Time (‘Topical Debate’): immediately after Question Time at the request (made before it closes) of a political group or at least 5 Members (Rule 47B(1) of the Rules of Procedure)

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## QUESTION II A 5

### Preparation of minutes of proceedings

*A – Summary*

- B By the Deputy Clerk (Director-General of the Legislative Services)
- DK By a senior official
- D By 2 officials of the parliamentary secretariat  
– the verbatim report (see II A 6(2)) constitutes the minutes
- F The Legislation Department (4 officials), which is responsible to the Sittings Division, places the Assembly’s decisions on record, puts the texts adopted into correct form and forwards them to the appropriate authorities
- IRL By the Clerk of the Dáil or the Clerk Assistant
- I By an official, the ‘drafter of the minutes’ under the supervision of the Members assisting the Chair – minutes read at the beginning of the following sitting by a Parliamentary Secretary – proposed amendments are recorded in the minutes of the following sitting
- L By 2 officials
- NL By the Clerk’s Office, on the basis of the notes taken by the Clerk or one of his deputies during the sitting and those taken by the Director of the Stenographic Service
- UK By 2 Clerks of the Journal Office

**B** – *Notes*

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**C** – *European Parliament*

In the 6 official languages of the Communities by the Head of the Minutes Division and 1 chief minute writer, assisted by 1 linguistic reviser of the same language and 2 translator/revisers for the other languages; plus 2 secretaries for each language

## QUESTION II A 6 (1)

### Preparation of the analytical report (Official Summary Report)

Preparation	Deadline for correction	Deadline for publication
<i>A – Summary</i>		
B By non-permanent staff (editors of the analytical report) in Dutch and French	Immediate	Publication by the <i>Moniteur Belge</i> the following day
DK No such report; but communications, committee reports, etc. discussed are given in the appendices and special issues of the Folketings-tidende appearing at the end of the sessional year (prepared by rapporteurs and officials of the Secretariat of the Folketing)		
D No such report (but see section on Question II A 5)		
F By special unit (14 officials), which prepares – the short summary (bulletin) – the analytical report	No correction No correction	As the debate proceeds A few hours after the end of the sitting
IRL No such report (but see section on Question II A 5)		

Preparation	Deadline for correction	Deadline for publication
I By special unit, which prepares resumés of the sittings	Correction only exceptionally	8.30 a.m. on following day
L By 4 officials (mainly in German)	By Members within 3 days	No later than 10 days
NL No such report		
UK No such report (but see section on question II A 5)		

*B – Notes*

See section on Question X A 4 – preparation of a rapid information bulletin for journalists.

*C – European Parliament*

No such report (but see section on Question II A 5)

## QUESTION II A 6 (2)

### Preparation of the verbatim report

Preparation	Deadline for correction	Deadline for publication
<i>A – Summary</i>		
B By shorthand writers (non-permanent staff) under the supervision of a reviser. Published in language of speaker	4 days	On average 15 days
DK From tape recording by 16 staff (secretaries and revisers)	In the course of the following day	No deadline
D By the Stenographic Service	2 hours after submission of the manuscript, which is completed 1 hour after the end of the speech and then edited in 30 minutes by the Stenographic Service	18 hours after the end of the sitting
F By the Stenographic Service (38 officials)	3.30 p.m. for speakers in the morning sitting 10 p.m. for speakers in the afternoon sitting	24 hours and, at the latest, 48 hours after the end of the sitting

Preparation	Deadline for correction	Deadline for publication
	2 hours after the end of the sitting for speakers in the evening and night sittings	
	N.B. Correction of form only (not content) of speeches	
IRL By the Reporting Staff	14 days (for final printing in a bound volume)	The unrevised book of daily debates appears about 2 days after the date of the debate
I By the Stenographic Service	2 hours after the end of the speech	'Immediately' after delivery of the corrected manuscripts to the archives by 8.30 a.m. the following day
L By 7 officials and secretaries (reproduction of the speeches in the language in which they were made; hence either in French or Luxembourgish without translation in the printed text)	3 days after submission of the manuscript	In bound form: 1 to 2 years after the end of the session
NL By the Stenographic Service	12 hours after Member finishes his speech  18 hours after submission of the manuscript for Members of the Government (last sitting day of week: 12 hours)	About 10 days after the last day of the part-session concerned



Preparation	Deadline for correction	Deadline for publication
UK By the staff of the Official Report (a total of 65 staff including clericals)	4 to 5 days (for final printing in the annual volume of the verbatim reports)	The morning of the following day

*B – Notes*

NL: A typed copy of the uncorrected manuscript is immediately made available for scrutiny by members, ministers, civil servants and the press.

*C – European Parliament*

Preparation from tape recordings of a provisional edition in the original language of the speaker by a group of 3 to 4 secretaries and 3 to 4 revisers per language  
 – publication on the day following the sitting

1 day after the provisional edition has been forwarded to the speaker

Publication of the final edition after editing and translation into the other 5 official Community languages in an annex to the Official Journal of the European Communities, on average 3 weeks after publication of the provisional edition

## QUESTION II B 1

### Category of published documents and approximate number of pages per year

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Categories of documents	Number of pages per year		
<i>A – Summary</i>			
<b>B</b>	<b>Bills (inc. budgets)</b>	<b>1977/78: 4990</b>	<b>Average 1974/78: 4260</b>
	Motions		
	Reports and government communications		
	– committee reports		
	– amendments (in committee and in plenary sitting)		
	Opinions of the State Council		1 126
	Summary reports (edition in each language)	1 252	1 130
	Verbatim reports (parliamentary yearbooks) (single edition: speeches in language of speaker)	1 256	2 590
	Written questions and answers	3 340	2 416
	– Rules of Procedure of Assembly	3 655	
	– Agendas		
	– Miscellaneous (address lists etc.)		

Note: All above documents are in both languages

Categories of documents	Number of pages per year
DK Verbatim reports (see II A 6(1)) and full reproduction of all proposals etc. considered by Parliament. Yearbook.	Approx. 13 000
D Bills, motions, interpellations and written and oral questions, committee recommendations and reports, texts of decisions on bills, documents for information (Federal Government reports, European Community proposals, communications and reports by other institutions entitled to submit proposals), Parliamentary report of proceedings, agendas	With the exception of the Parliamentary report of proceedings no statistics are kept on numbers of pages; Parliamentary reports of proceedings ran to 18 597 pages in the 7th legislative period (1972 – 76)
F – Parliamentary documents: bills, motions, committee reports and opinions – summary reports – verbatim reports of proceedings – texts of decisions on bills, statute books, rules of procedure, annual statistics – extra-parliamentary documents: Government report, documents of Assemblies	1 065 documents; 28 510 pages – 3 918 pages – –
IRL Bills, motions, order papers (agendas), Journal of Proceedings of Dáil, official report of debates of Dáil and of Committees, reports and proceedings of Committees, division lists, statutes, standing orders	No statistics kept on number of pages
I About 50 different categories of printed matter and other documents (given in detail in the appendix)	altogether about 40 000

Categories of documents	Number of pages per year
L Bills and proposals, reports by advisory bodies, State Council and Chambers of Industry and Commerce, committee reports	Total for 1974: 3 020 1975: 2 668 1976: 2 454 1977: 3 022 1978: 5 096
NL 'Printed documents', i.e. bills, motions, etc. Collections of questions Verbatim reports of the Chamber (including written questions with answers) Public meetings of committees	'About 1.5 metres per year' About 450  About 6 000 About 500
UK Documents relating to daily sittings of the House and the Standing (Legislative) Committees, including Minutes of Proceedings, Order Paper, Notices of Motions, questions tabled, Amendments to Bills and Division Lists	30–40 000 per session
Verbatim reports of the House and the Standing (legislative) Committees	1975: 35 000
Reports of select committees, including minutes of proceedings and evidence	About 15 000 per session

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Categories of documents

Number of pages per year

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B – *Notes*

- For press releases, bulletins and general information documents see sections on Questions X A 4 and XI 2; for indexes see section on Question II B
  - The term ‘motions’ includes proposals for the amendment of bills, for resolutions, declarations, etc.
  - The term ‘bills’ includes both proposals for new ones and amendments; it may sometimes overlap with the term ‘motions’
- 

C – *European Parliament*

Verbatim reports of proceedings (annex to the Official Journal of the European Communities)

Number of pages: on average 3-4 000 pages per part-session and per official language, hence annually about 27 000 pages

Working documents of Parliament

	1974	1975	1976	1977	1978
Opinions	187	217	195	205	248
Reports	235	225	214	199	213
Motions for resolutions	31	48	70	47	76
Others	79	8	2	1	2
Total	532	498	481	452	539

The following documents, the subject matter of which is related to the work of Parliament, are published by the (interinstitutional) Office for Official Publications of the European Communities but not as Parliament documents:

Official Journal of the European Communities Part L – Legislation

Official Journal of the European Communities Part C – Information and Notices

These include: written questions with and without answers and minutes of proceedings (official minutes) of the Parliament

Official Journal of the European Communities Part S – Supplement - Market reports/Public contracts

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## QUESTION II B 2

### Printing of official documents

#### A – Summary

- B The Chamber awards contracts to 3 firms for the printing of official documents mentioned in reply to II B 1. The summary reports of proceedings are printed by the *Moniteur Belge*, the official State publishing house
- DK All publications of the Folketing are printed by a private firm with which the Folketing and the government have entered into a contract for printing
- D The official documents are printed by private firms or the Federal Printing House. In particularly urgent cases the internal printing service prints the documents
- F Almost all documents of the National Assembly are printed by contractors. The summary report, press releases, amendments and procedural motions are reproduced by a department of the National Assembly
- IRL All printing is carried out by outside printers. Printing required by Parliament is arranged for by the appropriate department of State which enters into contracts with outside printing firms for that purpose
- I All printing is carried out by a contractor
- L Parliamentary printed papers and official reports of proceedings are produced by the State printers. Various Luxembourg printers are sub-contracted to produce the official Summary Reports of the Chamber of Deputies
- NL All official documents are produced by the State printers

UK The House does not have its own printing department. Documents relating to daily sittings of the House and its Standing (legislative) Committees, and the Official Report of Debates and of Select Committees, are printed and published by Her Majesty's Stationery Office

B – *Notes*

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C – *European Parliament*

The following are printed

- in Parliament's own printing shop (for staff see section on question V C 5):
  - all documents (internal working documents and official publications) for the committees
  - all documents (reports, oral questions, opinions, amendments) for the House
  - the minutes of proceedings of committee meetings (final edition) and plenary sittings (provisional edition)
- by outside printers:
  - the provisional edition of the verbatim report of proceedings of the House in the original languages of the speakers (called the 'Rainbow' because of the different colours of paper used for the different languages)
  - the final edition of the verbatim report of proceedings in all 6 official languages (as an annex to the Official Journal of the European Communities)
  - the annual indexes (for details see section on question II B 3)
  - The minutes of the plenary sittings (final edition, published in part C of the Official Journal)

## QUESTION II B 3

### Compilation of indexes

A – *Summary*

B Name and subject index is published at the end of each session

DK The list of contents of the Folketing proceedings is published once a year

D Name and subject index is accumulated each year, so that at the end of the life of the Parliament complete volumes are available with all the data for that period

F Name and subject index appears each calendar year. At the end of the life of each Parliament (every 5 years for a normal legislative term) indexes by subject and name appear for the whole period. Name and subject index is also published once a year for parliamentary questions.

An annual index of the 'Bulletins' of the committees is also produced

IRL Indexes are produced for

– the Journal of the Proceedings: once a year and every 10 years – subject indexes

– Divisions of the Dáil: once a year

– verbatim reports of the debates: name and subject index included in each bound volume of the debates

I A volume of parliamentary publications includes several lists of contents, one of which covers the work of each Member in the life of the Parliament. The Chamber publishes a 'legislative and parliamentary list' with a subject index and a compilation 'Italian legislation'. All publications appear at the end of the Parliament's life (every 5 years). A 'statistical list' also appears every few months

L Name and subject index is published for the debates of each session



NL Name and subject index approximately every 3 months

UK All documents apart from the reports of the Select Committee are indexed sessionally

B – *Notes*

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C – *European Parliament*

Indexes of debates are published once a year in each of the 6 official languages of the Community. They are in 3 parts:

- a list of names of Members with dates of their appointment, the titles of the working documents they have produced and a short summary of their speeches
- an alphabetical list of the main subjects of the debates with the names of the speakers and the associated references in the verbatim report of proceedings
- a complete list of the working documents produced during the year

## QUESTION II B 4

### List of Members' votes

A – *Summary*

- |     |  |
|-----|--|
| B   | None   |
| DK  | None   |
| D   | Only in the event of a roll-call vote, in the Verbatim Report (minutes of proceedings)   |
| F   | The votes division draws up an annual list giving the record of all public votes.<br>Every Member receives this list   |
| IRL | The names and figures of every division are printed in daily form and later indexed. They are published annually in the form of a bound list 'Divisions of Dáil Éireann'. The voting lists are also published in the official report |
| I   | None   |
| L   | None   |
| NL  | None   |
| UK  | The Vote Lists are published both in the Official Report and as part of the documents relating to the daily sittings of the House  |

**B – Notes**

Where lists of votes are kept these probably only apply to roll-call votes (which are rare or prescribed for certain circumstances), but not to ordinary votes (by show of hands or sitting and standing).

**C – European Parliament**

None

## QUESTION III

### Language problems – Organization and numbers of staff in translation and interpreting

#### A – Summary

Only one language used in DK, D, F, I, NL and UK

Organization in B, IRL and L as follows:

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Extent of use of the various languages	Organization and staff establishment of the language services
B French and Flemish to the same extent – all Parliamentary officials bilingual	Interpreters (for plenary sittings and committee meetings) employed as non-permanent staff: 4 in all Translators employed as permanent staff: 20 in all, of which 11 for bills, amendments and committee reports and 9 for summary reports and written questions
IRL English is the predominant language used in sittings – therefore simultaneous interpretation is provided only from Irish into English for those Members who do not understand Irish, English being understood by everyone	Translators also act as interpreters, since interpretation is not often required and indication of such occasions can be given in advance Translation staff numbers (including interpreters, therefore): 12 permanent staff
L French and Luxembourgish (both official languages) are used indiscriminately in debates without interpretation. The text in the Official Report of Proceedings is given in the language of the speaker	4 permanent officials are employed in the language service

Which documents are translated?	Percentage of total budget attributable to Language Service
<p>B All documents are published in French and Dutch (2 parallel columns in same document) except:</p> <ul style="list-style-type: none"> <li>– summary report (two single-language editions)</li> <li>– verbatim report (in language of speaker)</li> </ul>	Figures not available (difficult to evaluate)
<p>IRL Parliamentary debates are published only in the language in which they are spoken; they are therefore left untranslated – otherwise all documents are translated including work 'not directly related to Parliament' (this clearly includes legislative texts which are constitutionally required to be published in both languages)</p>	2.1 %
<p>L Parliamentary documents are published only in French. Only the summary Report of Proceedings is translated into German and distributed to every household in the country.</p>	25 % (printing and staff costs)

*B – Notes*

The limited basis of reference (only 3 multilingual parliaments, none of which has more than 2 languages) should be borne in mind in comparison with the European Parliament.

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Extent of use of the various languages

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*C – European Parliament*

All 6 EEC official languages (Danish, Dutch, English, French, German, Italian) are used on an equal footing and to the same extent in parliamentary work

Which documents are translated?  
All

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Organization and staff establishment of the language services

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– Translation Service:  
Directorate within the Directorate-General for 'Sessional and General Services' with 1 Division for each language and another for Terminology

Staff numbers (November 1979):  
1 Director; Translators: 46 Danish, 44 Dutch, 44 English, 42 French, 44 German, 45 Italian, 11 Terminologists; 7 Administrative Assistants; 42 Secretarial staff

– Interpretation Service:  
Directorate within the Directorate-General for 'Administration, Personnel and Finance' with 1 Division for each language; staff numbers (November 1979): 1 Director, Interpreters: 13 Danish, 14 Dutch, 14 English, 14 French, 14 German, 14 Italian, 1 Administrative Assistant and 2 secretaries; freelance interpreters are also used when required

Proportion of overall budget devoted to Language Service (including cost of necessary offices and technical facilities and extra expenditure on archives, postage, committee work, distribution and documentation): est.

1978 39 % = approx. 33.4 m EUA  
1979 53 % of establishment plan = 1016 staff

(Working Document EP 1-459/79 of 5.11.1979 = PE 59.994/Ann II/fin., p. 25)

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## QUESTION IV A

### Systematic centralization of mail

#### A – Summary

- B Distribution and collection by the mail department
- DK Central mail service
- D Central mail sorting service – outgoing mail from the groups is franked by themselves, outgoing Members' mail is franked by officials, other mail by the central mail department of the Bundestag administration
- F No
- IRL Central mail service
- I In principle all mail is centralized
- L Yes, by the Clerk
- NL Central mail service, except for confidential correspondence
- UK Yes

**B – Notes**

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**C – *European Parliament***

All incoming and outgoing post goes through the central mail department (14 staff). Official post, addressed to parliamentary bodies, is opened and checked by the security service, then registered and distributed by the mail department. Outgoing official post is registered and franked by the mail department



## QUESTION IV B

### Archives – use of microforms

#### A – Summary

B	No
DK	No
D	Hitherto archives contain only film of legal texts for safety reasons, see detailed description of the activities of the parliamentary archives of the Bundestag (attached as Annex V)
F	Microfilms of parliamentary documents are placed at disposal of Assembly. Development of use of microfilms under study
IRL	Microforms are not used for documents of the Dáil. Consideration is being given to use of microfiches for certain European Parliament documents
I	All correspondence addressed to the Secretary-General (incoming and outgoing) is microfilmed. Available for consultation the next day
L	No
NL	No, but under study
UK	Yes, in the House of Lords archives

**B – Notes**

–

**C – *European Parliament***

Microfilming by the EEC Official Publications Office

– of the Official Journal of the EC (up to 1977 and 1978)

– of the debates of the EP in all 6 official languages (1962-1979 completed, 1952-1961 in progress)

## QUESTION IV C

### Typing pool – Organization of work

#### A – Summary

- B 23 permanent staff attached to various departments, plus 14 temporary secretaries employed in preparation of verbatim report
- DK No central typing pool, as the Sessional Services, Bureau and Secretariat of the Folketing each have their own
- D In the Members' Secretariat there are 66 secretaries and work is received by the head of the pool and distributed to the individual staff
- F 2 typing pools with a total of 13 secretaries who take down in shorthand and type urgent parliamentary mail and speeches made by Members in the Chamber. Members and departments also have their own secretariat
- IRL Small central typing pool for staff of Parliamentary secretariat; individual administrative sections have their own typists. The political parties have a number of typists (20) who, while paid out of State funds, do not belong to the Parliamentary secretariat. These typists (and others employed and paid by the parties themselves) perform all typing duties for the Members of the Dáil who are not office holders
- I Small typing pool with 8 secretaries in the 'Typing Services for Members'. Requests are treated either as urgent or in order of receipt
- L No

NL No central typing pool. However, 3 secretaries are employed in the Clerk's Office doing general duties. Requests are distributed by the head of the office

UK No typing pool

B – *Notes*

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C – *European Parliament*

35 secretaries in each of the 6 language sections – requests distributed through planning; requests for secretaries submitted direct to head of division

## QUESTIONS V A 1–3

### Budget of Parliament (Operational budget)

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Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
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A – *Summary*

B Yes

- Preliminary draft drawn up by College of Quaestors
- Overall total published in Endowment Budget (which also includes the Senate budget, the King’s civil list, the budget of the Court of Auditors and the budgets of the Cultural Councils)
- Budget of Chamber considered by Accounts Committee (11 members including President of Chamber) in the presence of College of Quaestors. This committee reports to the Chamber and may propose amendments to the Chamber’s budget

Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
	<p>– Usual budgetary procedure: Endowment Budget considered by Finance Committee and vote taken in Chamber; forwarded to Senate, royal sanction</p>	
DK Yes	<p>The Bureau of the Folketing draws up the draft estimates, which are examined by the Presidium of the Folketing which reports to the Standing Order Committee. After adoption the draft becomes a part of the draft State budget – decision thereon in normal budgetary procedures</p>	–
D Yes	<p>Draft prepared by the administration of the Bundestag – decision adopted by the Ältestenrat (Bureau and representatives of groups) – President forwards adopted proposal to the Finance Minister, who, in consultation with the President, can make amendments – if there is disagreement on an amendment, the Government is informed – the Government adopts the draft federal budget – if this contains changes from the Bundestag’s proposal to which the President of the Bundestag has not agreed, the original proposal for this section must be entered unchanged in the draft budget tabled before Parliament – after tabling, normal budgetary procedure,</p>	–

Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
F Yes	i.e. Parliament itself can make amendments in the Budgets Committee and on the second and third reading	-
IRL No, but for details see following procedure	The parliamentary office draws up the draft budget and submits it to the Minister for Finance. He can make reductions, in consultation with the parliamentary office. Final decision by the Dáil when adopting the budget	-

Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
I Yes	The first draft drawn up by the Quaestors is submitted, after approval by the Bureau, to the full chamber for consideration and adoption	—
L Yes	The Bureau decides on a proposal by the sessional services which draw up the draft budget and after consultation with the Accounts Committee	—
NL Formally no, but in practice yes, for details see following procedure	The Bureau draws up the preliminary draft which, after adoption by the Chamber, is forwarded to the Minister responsible, this is the Minister of the Interior who is responsible for the budget of the High College of the State and the Queen's Cabinet. Customarily the proposal by the Chamber is included in this chapter of the State without any fundamental modification. Decision thereon in normal budgetary procedure	—
UK 'No' in relation to Members' salaries etc., but otherwise 'yes'	The Clerk of the House draws up draft estimates which are submitted to the House of Commons Commission for approval. Those which relate to Members' salaries and expenses are then submitted to the Treasury and presented to the House by the Treasury for adoption as part of the State budget; the remainder,	—



Complete financial autonomy? (within the State budget)	If so: which body draws up and adopts budget?	If not: which institution has responsibility?
	relating to the staff and administration expenses of the House, are presented direct to the House by the Commission without any requirement for Treasury approval	

*B – Notes*

The formal restrictions on financial autonomy noted for NL cannot in practice be considered as real restrictions, see above.

*C – European Parliament*

The budget of Parliament (as a separate section of the General Budget of the EC) comes under noncompulsory expenditure, and therefore Parliament has the last word. Therefore financial autonomy within the framework of Community rules (see column 3 for restrictions resulting therefrom)

The Secretary-General submits the preliminary draft estimates to the Bureau, and they are forwarded by the Bureau to the Budgets Committee for consideration. The Committee on Budgets sends back the preliminary draft to the Bureau with its opinion; this is followed by the vote on first reading by the House (usually in mid-May/June). Then consultations with the Council and Commission. After the vote on second reading by the House (usually in October/November) announcement of final adoption by the President of the EP

'The Council undertakes to make no amendments to the estimate of expenditure of the European Parliament. This undertaking shall only be binding in so far as this estimate of expenditure does not conflict with Community provisions, in particular with regard to the Staff Regulations of Officials and Conditions of Employment of Other Servants, and to the seat of the institutions.'

(Council resolution recorded in the minutes of the meeting of the Council of 22. 4. 1970 relating to the section of the budget concerning the European Parliament for the period referred to in Article 78 A of the ECSC Treaty, Article 203a of the EEC Treaty and Article 177a of the EAEC Treaty.)

## QUESTION V A 4

### Volume of the parliamentary budget

		1974/73-74	1975/74-75	1976/75-76	1977/76-77	1978/77-78
<i>A - Summary</i>						
B	m BFR	622.2	763.7	916.4	1017.8	1169.0
	m EUA	13.4	16.8	21.2	24.9	29.2
DK	m DKR	50.6	64.9	70.1	78.1	84.8
	m EUA	6.8	8.9	9.8	11.6	12.4
D	m DM	217.6	228.1	240.7	278.1	295.3
	m EUA	70.6	74.8	85.5	105.0	115.0
F	m FF	379.3	390.2	474.4	577.9	671.8
	m EUA	66.2	73.4	88.8	103.0	116.1
IRL	1.4.1973 - 31.3.1974:					
	m IRL	1.225	1.935	2.343	2.628	3.298
	m EUA	2.4	3.5	3.8	4.0	5.1
	1.4.1974 - 31.12.1974:					
	m IRL	1.116				
	m EUA	2.2				

		1974/73-74	1975/74-75	1976/75-76	1977/76-77	1978/77-78
I	m LIT	38013	42569	52770	63525	73123
	m EUA	49.0	52.6	56.7	63.1	74.4
L	m LFR		48.0	53.0	59.5	67.5
	m EUA		1.1	1.2	1.5	1.7
						1979: 69.3 m LFR 1.7 m EUA
NL	m HFL	28.5	33.9	42.4	47.9	53.2
	m EUA	8.9	10.6	14.3	17.1	19.4
UK	m UKL	7.2	9.0	13.7	15.0	17.6
	m EUA	14.1	16.1	22.0	22.9	26.8

*B - Notes*

To the figures for the UK it should be added that about two-thirds of the total is accounted for by salaries and expenses of Members and the remainder is attributable to the secretariat.

Source for the calculations in EUA: EC Monthly Bulletin of General Statistics 4/6 - 1978; the figures for 1978 (and for L for 1979) are based on the average rates for the first six months of 1978.

*C - European Parliament*

<i>m EUA</i>	33.236	41.597	52.121	82.523	100.425
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## QUESTION V A 5

### Bodies responsible for authorization and control of expenditure

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Authorization	Control
<i>A – Summary</i>	
B Decision-making body: College of Quaestors Administrative services: Quaestors department	– Accounts committee – Accounts department
DK Bureau of Folketing	Preliminary control: by the Bureau Audit: Auditor appointed by the Folketing
D Administration of the Bundestag; there is a Member with special responsibility for the budget (rapporteur on the budget)	Preliminary control: by a special department of the administration of the Bundestag Audit: Federal Court of Auditors
F Quaestors	Special Accounts Committee (15 Members, appointed yearly by the Assembly)
IRL The Clerk of the Dáil is the Accounting Officer. The Minister for Finance conveys sanction for expenditure and in staff matters the Minister for the Public Service deals with authorized staff numbers and questions of remuneration	Comptroller and Auditor General audits the accounts

---

Authorization

Control

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I Administration and budget department

Treasury department; also, justification and legal conformity of expenditure verified by President, Quaestors and Secretary-General

L Bureau

Accounts committee

NL Director of Services (responsible for parliamentary administration)

Audit department of the Ministry of the Interior and Court of Auditors

UK Clerk of the House

Clerk of the House

---

*B – Notes*

In the UK authorization and control come under the same authority.

---

*C – European Parliament*

President, (Rule 50 A (1) of the Rules of Procedure) who can delegate responsibility for authorization to the Secretary-General. He can further delegate it to a category A official and, subject to certain conditions, to a category B official.

- Internal Financial Control within the Secretariat (an independent department, directly responsible to the Secretary-General)
  - Court of Auditors of European Community
  - EP Committee on Budgetary Control
-

## QUESTION V B

### Data processing

---

Is there a data-processing service?

If so, what are its functions?

Functions other than personnel administration?

Organization

How does it fit into the hierarchy?

---

A – *Summary*

B No, under study

–

DK No

–

D Yes

Tasks primarily in the field of research and documentation (provision of parliamentary information and collections, and of parliamentary documentation, documentation on legislation) – also communication of information from the data banks of other departments, for example the Press and Information Office of the Federal Government – used only to a limited extent for administrative tasks, except for personnel administration

Part of the general division 'Research Services' as an independent group in the Documentation Department – further details in section on Questions IX 6 and 7

Organization of the group:

- Information systems and data-processing equipment
- Data banks, programme development
- General questions on the use of data processing
- Thesaurus project
- Parliamentary documentation project

---

Is there a data-processing service?  
If so, what are its functions?  
Functions other than personnel administration?

---

Organization  
How does it fit into the hierarchy?

---

F Two divisions use data processing

This division handles general accounts, treasury and remuneration

- This division arranges for access of Assembly to sources of computerized documentation relevant to parliamentary work. Has a terminal connected to data banks of EEC, the National Institute for Statistics and Economic Studies, the Court of Auditors and the Council of State (Conseil d'Etat);
- sets up, jointly with Senate, computerized data banks on parliamentary work;
- is studying application of data processing to tasks of certain legislative departments in Assembly: voting, legislative procedure etc.

The management data-processing division, attached to the Financial Affairs Service and part of the general secretariat of the Quaestors Office

The parliamentary data-processing division, attached to the parliamentary information service and part of the general secretariat of the Assembly and the Presidency

IRL No, not in parliamentary administration

However, staff records are provided by the Department of the Public Service by an automatic data-processing service

Similar process for all payments of salaries and wages (including Members' allowances)

---

Is there a data-processing service?  
If so, what are its functions?  
Functions other than personnel administration?

---

Organization  
How does it fit into the hierarchy?

---

I Yes

Independent department ('Centre for automatic documentation')

Tasks both in the field of research and documentation and in planning and general administrative services (also in particular, personnel administration)

Cooperation in technical and research fields with other national and international data-processing systems (legal data banks)

Legislative documentation including regional legislation

Now being introduced on the budget

L No

NL Yes, data-processing centre has been introduced. Task primarily in the field of documentation

Part of the administration of the Chamber (under the Clerk)

Cooperation with the State Computer Centre

No responsibility for personnel administration

UK No separate data-processing system in the House of Commons, cooperation with the House of Lords system

Information on the data-processing system of the House of Lords not yet available

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Is there a data-processing service?  
If so, what are its functions?  
Functions other than personnel administration?

Organization  
How does it fit into the hierarchy?

---

*B – Notes*

See summaries on the organization of research departments, in particular their connections with data-processing installations (sections on Questions IX 1 and 2 and IX 6 and 7).

---

*C – European Parliament*

As regards administration (Directorate-General for Administration, Personnel and Finance):

Due to be placed under the Director of Finance

Yes

Tasks

- supervision and control of individual budgetary items of the EP
- control of salary payments
- in preparation: control of calculation of travel allowances and overtime

As regards the research departments (Directorate-General for Research and Documentation): see section on Questions IX 6 and 7

---

## QUESTION V C 1

### Protocol Service

#### A – Summary

- B A protocol service is attached to the Quaestors' department
- DK No special protocol service. These functions are carried out by the bureau
- D Protocol service with 7 employees
- F Protocol service attached to the 'International Parliamentary Relations and Protocol Department' with 3 officials
- IRL No special department; protocol services part of the responsibility of the Office of the Superintendent of the Houses
- I Protocol office with 6 staff
- L No special department; protocol services part of the responsibility of the sessional services
- NL No protocol department
- UK No protocol department

#### B – Notes

–

#### C – European Parliament

Protocol and Conference department with 30 staff (November 1979)

## QUESTION V C 2

### Travel service

#### A – Summary

- B By 2 officials in the Quaestors' department
- DK 3 ushers of Folketing are responsible for tickets, staff of the bureau provide other travel services
- D Travel office with 3 specialized officials, 1 driver and 1 messenger
- F Transport division, attached to the equipment and transport department, with 8 officials
- IRL The Interparliamentary Section in the Secretariat (4 staff) runs the travel service
- I The travel service is operated by the State travel company, which is responsible to the Ministry of Transport; 5 staff in this office
- L No special department; travel services provided by the sessional services
- NL The travel service is performed by an official in the delegations secretariat in cooperation with the accounting department of the Chamber
- UK A private travel company has an office in the Parliament building and employs 6 people

B – *Notes*

IRL            A member of the travel service accompanies delegations to the Council of Europe.

C – *European Parliament*

Travel office with 11 staff (November 1979)

## QUESTION V C 3

### Car pool

#### A – Summary

- B 6 saloon cars
- DK The President of the Folketing has an official car
- D Saloon cars: 57, commercial vehicles: 2, trailer: 1, mini-buses: 2, special vehicles: 5
- F 60 cars, including 1 delivery van and an ambulance, 4 motor cycles
- IRL No car pool
- I Official cars only for Members of the Bureau and committee chairmen – car pool comprises 28 saloon cars, 2 vans, 5 motor cycles and 1 ambulance
- L No car pool of its own; use of the Government car pool
- NL No car pool
- UK No car pool

#### B – Notes

–

#### C – European Parliament

33 private cars; 7 light goods vehicles; 1 heavy goods vehicle; 1 minibus (November 1979)

## QUESTION V C 4

### Number of parliamentary ushers

#### A – Summary

B	73
DK	61
D	141, including ushers employed by political groups
F	29 ushers in the chamber
IRL	30
I	476 (including manual workers)
L	5
NL	9
UK	43

#### B – Notes

Where not specified, the numbers sometimes include only parliamentary ushers (as for NL), and sometimes also messengers in the administration and other manual workers.

#### C – European Parliament

29 parliamentary ushers and 59 floor messengers

## QUESTION V C 5

### Number of other staff in administration (excluding those listed in V C 1–4)

#### A – Summary

B	53
DK	119
D	573 (allocated among the various departments – see relevant reference)
F	350
IRL	Staff numbers are listed in the official directory of State services; see reference
I	230 (Administrative and technical staff)
L	None
NL	Approx. 240
UK	Approx. 1000, mainly security staff, refreshment department, Department of the Environment, Post Office and Members' secretaries

#### B – Notes

Additional information can be found in the section on Question I B 4 (breakdown by category of officials or other staff).

*C – European Parliament*

207; of which

- 30 Drivers
- 8 Security staff
- 123 Staff in the (internal) Printing Shop
- 46 Staff in the Distribution Department (which has one section each for provision of background documents for committees and for the distribution of all documents and notices)

(November 1979)



## QUESTION V C 6

### Building service – relations with other official authorities

#### A – Summary

- B Own building division carries out small jobs. Major work is carried out by private building firms. Facades of Palais de la Nation maintained by the Buildings Authority (Ministry of Construction)
- DK The buildings of the Folketing are administered jointly by the Bureau of the Folketing and the Ministry of Housing. Certain parts of the castle are classified as protected buildings
- D Maintenance of buildings responsibility of Bundestag administration, occasionally with assistance of Federal Buildings Directorate
- F The buildings department has sole responsibility for the maintenance of the buildings of the National Assembly
- IRL Parliament's buildings are maintained by the office of public works which is under the control of the Minister of State at the department of finance
- I The administration and accounts service is responsible for the maintenance of buildings
- L No special buildings service in the Chamber of Deputies. The administration of the buildings of the Chambers of Deputies is the responsibility of the State Buildings Department
- NL Cooperation with the State Buildings Department
- UK Expenditure on parliamentary buildings is the responsibility of the Department of the Environment, who deal with historic buildings. The House of Commons Services Committee may make recommendations for expenditure, but they require the approval of the Department

B – *Notes*

–

C – *European Parliament*

Its own maintenance service carries out small jobs

However, the buildings in its meeting places or places of work are not the property of the EP but are let or sub-let to it

## QUESTION VI 1

### Committees – Number and structure

---

Number of standing committees	Does the structure correspond to the departmental structure of the governments?
<hr/>	
<i>A – Summary</i>	
B 22 + 1 joint committee with Senate (7 deputies and 7 Senators) (responsible for supervising State aid to undertakings)	Yes, approximately
DK 23	Yes, approximately
D 19 and 1 (Mediation Committee) with the Bundesrat	Yes, for 15 committees, in addition separate committees on petitions, Rules of Procedure, the Budget and Sport
F 6	No – see B
IRL See B	No – see B
I 14	Yes, approximately
L 19	Yes, approximately
NL 30	Yes, approximately
UK See B	No – see B

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Number of standing committees	Does the structure correspond to the departmental structure of the governments?
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B – Notes

- D Mediation Committee does not come within committee system proper. It participates in the legislative procedure, in accordance with the Constitution (Section 77 (2) of the Basic Law), by drawing up proposals for the Bundestag in cases where Bundesrat vote departs from vote on bills by Bundestag
- F Number of committees determined by Constitution; terms of reference determined by rules of procedure of each Assembly. National Assembly has committees on foreign affairs, defence, finance, laws, cultural, family and social affairs and production and trade
- IRL No standing committee in the sense of special subject committees as in other European systems. Three standing committees (for the duration of the Parliament) for internal parliamentary affairs (for example, procedure), 1 committee re-appointed annually (Committee of Public Accounts) which examines and reports to the Dáil on the accounts showing the appropriation of sums granted to meet the public expenditure. In addition 6 joint committees with the Seanad which includes 1 for Secondary European legislation and 1 which examines the reports and accounts of State-Sponsored Bodies
- see also section on Question VI 6 (*ad hoc* committees)
- NL The committee structure is based on proposals by the political groups
- UK No specialized committee system for legislation; instead bills are considered in committees without specific fields of competence (Standing Committees), which differ from the full House only by their reduced number of members and serve to save the full House from having to deal with every bill which has to go through committee stage, for otherwise the House would have to resolve itself into a 'Committee of the Whole House'; this happens only for important bills or constitutional bills. All other bills are therefore dealt with in the abovementioned committees which, since they have no special fields or responsibilities, are referred to as Standing Committee A, B, C, D, etc. There are approximately 8 to 10 of these committees per session, depending on the work-load of Government legislation (see section on Question I A 1 (1) – sessions)

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Number of standing committees

Does the structure correspond to the departmental structure of the governments?

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In addition there are committees for individual, hybrid subjects (including internal matters) which are set up either under Standing Orders or if necessary by a special decision (Select Committees – including 1 for secondary European legislation) these vary in number (17 in October 1978, 6 of these between them appointed 22 subcommittees, many of which operated as independent units). See also section on Question VI 6 (*ad hoc* committees) in particular part B

Select Committees, which for the most part investigate matters other than legislation, are set up, either in accordance with Standing Orders or by Resolution of the House as occasion arises. The House has recently agreed to a new Standing Order, setting up a revised committee structure based on such areas within the responsibilities of a particular government department, which would approximate to the Continental European system

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*C – European Parliament*

1974: 13 Specialized committee system based on, but not directly corresponding to the organizational structure of the Commission

1975: 14

1976–1979 (direct elections): 12

Since 20. 7. 1979 (appointment of committees at constituent part-session of 1st directly-elected EP): 15

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## QUESTION VI 2

### Committees – Number of members

#### A – Summary

- B 23 (Except for the 3 committees that do not correspond to government departments: Accounts, Naturalization and Petitions – which have 9 or 11 members)
- DK 17 (Except for 2 committees which have 21 members)
- D 3 with 33, 3 with 31, 8 with 27, 2 with 23, 2 with 17 and 1 committee with 13 members;  
in addition 1 Mediation Committee with 22 members, of which 11 from the Bundesrat (see Question VI 1, part B)
- F 4 with approximately 60 members, 2 with approximately 120
- IRL 12–17; Joint Committees with the Seanad: 6–26 (the largest of which is that for secondary European legislation), including 3–18 members of the Dáil
- I 45 on average
- L 11
- NL 4 with 23, 15 with 21, 1 with 19, 5 with 15 and 5 with less than 10
- UK Standing Committees: (see explanation in part B of section on question VI 1): average 25–30 Select Committees: in most cases between 8 and 20

## B – Notes

For information on the relationship between the committee structure and the number of members:  
see part B of section on question VI 1.

## C – *European Parliament*

1974: 3 committees with 35 members and 10 with 29

1975: 3 with 35, 5 with 30, 5 with 25 and 1 committee with 18 members

1976–79 (direct elections):

Since 20. 7. 1979 (appointment of committees at constituent part-session of 1st directly-elected EP):

11 committees with 35 and 1 committee with 18 members, 2 committees with 39 members, 1 with 37, 3 with 35 and 9 with 27

## QUESTION VI 3

### Status of chairmen and rapporteurs in committees

#### A – Summary

	Privileges?
B	No
DK	No
D	Committee chairmen have an extra office of their own and a committee secretariat. Rapporteurs have only special speaking rights in the House
F	Committee chairmen have an extra office of their own, a car and a specific allowance; rules of procedure give specific powers to chairmen and rapporteurs of standing committees
IRL	No for chairmen; rapporteurs are not appointed
I	Yes for chairmen (in particular office, own secretariat and official car and special allowances) No for rapporteurs
L	No
NL	No. Rapporteur system not used
UK	No



B – *Notes*

D            Payment of special allowances for committee chairmen declared inadmissible by a decision of the Federal Constitutional Court.

C – *European Parliament*

Chairmen and rapporteurs have the right to travel on mission to one of the places of work of the EP (Brussels, Luxembourg, Strasbourg) without prior authorization of the President. Rapporteurs enjoy a special right to speak on amendments during vote on motion for a resolution contained in their report

## QUESTION VI 4

### Staff numbers in the committee secretariats

A – Summary

- B The general secretariat of the committees (standing and select) is staffed by 8 graduate officials and 2 shorthand-typists
- DK 3 graduate officials provide a central committee office; 2 of these are at the same time Secretaries of 1 committee each, 1 is at the same time head of the verbatim reports department – the Secretary of Folketing is also Secretary of Standing Order Committee – the Finance Committee has its own Secretary – the 19 other committees are assisted by 9 Committee Secretaries with university degrees

Clerical staff: 2 for the Finance Committee, 7 for the other committees

Ushers: 7 in all

- D Each committee (each committee of investigation and each 'Enquête Committee') has its own secretariat under a senior official with for the most part 1, but sometimes more, senior officials, at least 1 administrative assistant and several shorthand-typists. Each group of 3–4 committees is assisted by a group of experts, with similar staffing, for the preparation of legal and other aspects of the work of the committee. Each group of 9–10 committee secretariats and 3–4 groups of experts forms 1 of 2 research services departments which together with the secretariat of the Committee on Petitions, Central Office for Petitions (4 departments) and the Department of Research and Documentation, form the General Research Services Department (headed by 1 ministerial director)

Staff numbers for the 4 departments of the General Research Services Department (1979): 400 employees, of which 222 official, 175 clerks and 3 wage-earners. This figure includes the staff of committee secretariats: 51 officials and 43 clerks

F 1 central committee office under the authority of the director of committees (2 administrative assistants, 1 secretary and 1 clerical assistant)

6 specialized committees (see section on Question VI 1, part B):

- 1 head of division each
- between 2 and 9 'administrators'; in addition 2 committees have 2–3 ministry officials
- 1 or 2 administrative assistants
- between 3 and 7 secretaries; in addition 2 committees have 4–5 officials from the Ministry

IRL Each committee has a clerk who acts as secretary to the committee and a typist or a shorthand-typist. These officials are made available to each committee full-time or part-time, as required. Two Joint Committees each has an independent full-time secretariat. These 2 committees have further additional staff as follows: – Joint Committee on Secondary Legislation of the European Communities: 1 senior official, 2 specialized officials; Joint Committee on State-sponsored Bodies: 1 consultant (economist)

I Each 1 senior official, 1 administrative assistant, and 1–2 shorthand-typists

L All committees 6–7 staff (the Secretary, his assistant, 2 advisers and 2–3 clerical staff)

NL 1 central committee office (4 clerical staff). There are 8 deputy clerks and 2 clerk's assistants. These between them service all committees, usually 2 to a committee

UK On average 1 clerk and 1 secretary (this is generally the case also for other committees)

B – *Notes*

See the notes on committee structure (part B of section on Question VI 1), which are complementary to the notes on the committee secretariats.

*C – European Parliament*

1 Head of Division in charge of each committee secretariat (15 in all since summer 1979, previously 12) and the secretariat of Interparliamentary Delegations, assisted by (Category A officials):

1. Political Affairs Committee: 1 principal administrator, 1 administrator
2. Committee on Agriculture: 3 principal administrators, 1 administrator
3. Committee on Budgets: 4 principal administrators, 5 administrators
4. Committee on Economic and Monetary Affairs: 2 principal administrators, 2 administrators
5. Committee on Energy and Research: 1 principal administrator, 3 administrators
6. Committee on External Economic Relations: 3 principal administrators, 1 administrator
7. Legal Affairs Committee: 2 principal administrators, 1 administrator
8. Committee on Social Affairs and Employment: 2 principal administrators, 3 administrators
9. Committee on Regional Policy and Regional Planning: 3 principal administrators
10. Committee on Transport: secretarial work provisionally performed by the secretariat of committee No 9
11. Committee on the Environment, Public Health and Consumer Protection: 2 principal administrators, 1 administrator
12. Committee on Youth, Culture, Education, Information and Sport: secretarial work provisionally performed by the secretariat of committee No 8
13. Committee on Development and Cooperation: 2 principal administrators, 1 administrator
14. Committee on Budgetary Control: secretarial work provisionally performed by the secretariat of committee No 3
15. Committee on the Rules of Procedure and Petitions: 1 administrator

Secretariat of Inter-Parliamentary Delegations: 2 administrators

The above secretariats (divisions) make up the Directorate-General for Committees and Interparliamentary Delegations, which is composed of 3 directorates (November 1979)

## QUESTION VI 5

### **Duties of the committee secretariats**

#### A – *Summary*

All the parliaments of the Member States (with differences in details but with the same basic content) entrust the following types of task to their committee secretariats:

- Organization and preparation of the content of committee meetings
- Keeping and publishing the minutes of meetings (in some cases in addition to the full minutes, summary minutes restricted to the most important points)
- Assisting in procedural questions
- Assisting in the drawing up of draft amendments to proposals and their inclusion in the text during sittings (not in NL)
- Final checking of adopted texts after amendments (not in NL)
- Assisting in the drawing up of committee reports for the plenary sitting
- The keeping of the correspondence of the committee and its members in connection with committee work, particularly that of the chairman and (where appropriate) of the rapporteur
- Links with the appropriate government departments and, where appropriate, the corresponding committees of other legislative bodies (for example, the Senate)
- Invitation of experts and (where legally permissible) witnesses to give evidence at committee meetings

- Provision of background material
- Where appropriate, assisting sub-committees in the same way

*B – Notes*

- Where committees are not concerned with legislative matters (see part B of section on question VI 1, especially IRL and UK), their secretariats obviously do not perform the tasks in this field described in part A
- Other tasks carried out are:
  - B Reading and correction of proofs of reports, including texts of bills adopted
  - F + I Assisting the chairman (F: also the rapporteur) during plenary sittings
  - F Drawing up press releases after committee meetings.

*C – European Parliament*

Substantially as under A; in addition: on the instructions of committee members, drawing up draft speeches, statements and written or oral questions. Checking of translations of texts submitted to committees by rapporteurs and of texts submitted to Parliament by committees. Preparation of chairman's notes for each meeting

## QUESTION VI 6

### Setting up temporary or ad hoc committees

#### A – Summary

Whether possible, conditions if any

B Yes, in general

DK Yes, exceptionally to consider bills and proposals for resolutions (which usually, however, are referred to the standing committees), or for the investigation of certain topics

D Yes, select committees, and committees of investigation and ‘enquête’ committees, about half of whose members are experts, set up by plenary assembly; subcommittees and working parties set up by committees

F – special committees: draft laws are referred, at the request of the Government or the Assembly, to the special committees appointed for that purpose. Texts in respect of which no such request is made are referred to one of the 6 standing committees  
– committees of enquiry: set up by Assembly to collect information on specific matters  
– committees of investigation: set up by Assembly to investigate the administrative, financial or technical management of public services or State undertakings  
– *ad hoc* committees: set up to consider requests for withdrawal of immunity, for suspension of prosecution or supervision of imprisonment of a Member

IRL Where necessary, special committees are set up to take over the consultative functions of the whole House at the committee stage of bills (Special Committee instead of Committee of the Whole House) – subsidiary committees set up in the legislative procedure to advise the House (Select Committees), which may also take evidence, again as required and only for the duration of their assignment

- I Yes, to examine certain specific matters
- L Yes
- NL Yes, to prepare public discussions on bills or matters which relate to more than one ministry and whose subject cannot therefore be referred to one of the standing committees
- UK Yes, where necessary; in particular Select Committees (see IRL above)

*B – Notes*

For the distinction between standing and special committees in IRL and UK, note particularly the structures in those committees, which are very different from the continental system; see section on question VI 1.

*C – European Parliament*

Yes, in general (Rule 37(1) of the Rules of Procedure)



## QUESTION VI 7

### Committees – Number of investigations, hearings and own-initiative reports

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Investigations and hearings

Own-initiative reports

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*A – Summary*

B Few

No data available

DK No actual hearings

Initiatives as a rule taken by government

D Hearings: 1972–76 76 2 'enquête' committees  
1977–78 34 1 committee of investigation

For further details, see B below with reports

F 1974–78: 7 committees of enquiry and  
2 committees of investigation

1974–78: 38 reports on fact-finding assignments given by the standing committees

Idem: In the standing and special committees 452  
hearings of government members, 462 of  
other persons

IRL Taking of evidence if provided for by the committee's  
terms of reference

Numerous, particularly by the Joint Committee on the Secondary  
Legislation of the European Communities (103 since appoint-  
ment)

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Investigations and hearings

Own-initiative reports

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I Committees of enquiry possible, including joint committees with the Senate, but none so far in the life of this Parliament

No details

Standing committees conduct hearings which are similar to investigations: 8 in the life of the VIIth Parliament (1976-79)

L None

None

NL Any committee can investigate whatever it wants, but if it wishes to exercise the powers of parliamentary inquiry as defined by the Parliamentary Inquiry Act (power to summon witnesses)

to hear witnesses, under oath; and to report witnesses to the Public Prosecutor with a charge of perjury it must be authorized by the Chamber. No such authorization has been requested for a long time.  
to jail unwilling witnesses;

Hearings: 15-20 per year

UK Select Committee (a) about 55 investigations leading to reports  
(b) hearings (in the sense of meetings at which evidence is taken): about 250

None (not applicable, as initiatives derive solely from the government)

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**Investigations and hearings****Own-initiative reports**

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**B – Notes**

Terminology is not clear:

- investigations and hearings partly overlap; they are known to the British and Irish parliamentary law only under the common term of ‘taking of evidence’. The system of hearings which has been borrowed from American parliamentary law has been adopted in Europe in its original form only by the German Bundestag, but without the threat of prosecution for giving false information (subpoena) which is possible (and usually normal) in the USA.
  - There are no own-initiative reports in those countries where the government has the (legal or actual) sole right of initiative, e.g. particularly in Great Britain. The term is unknown in Federal German parliamentary law; parliamentary initiatives in the Bundestag are instigated in ways other than by means of ‘reports’. The same applies to the Netherlands.
- 

**C – European Parliament**

Investigations: none

Own-initiative reports:

Hearings: 1974	3	1974	28
1975	1	1975	41
1976	6	1976	21
1977	1	1977	29
1978	3	1978	29

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## QUESTION VI 8

### Authorization for travel

A – *Summary*

B Yes, by the Bureau for travel abroad

DK Yes, by the Bureau (Presidium) inasmuch as it decides whether the travelling expenses shall be paid and provided for in the budget of the Folketing

D Yes, by the President (for individual committee members as well)

F Yes, by the Bureau when the number of Members travelling is more than  
– 10 in the case of journeys within the country  
– 7 in the case of journeys within Europe and  
– 5 in the case of other journeys

Number of participants irrelevant for journeys abroad during sessions  
These journeys are made within the limits of the appropriations set aside for this purpose

IRL Yes

I Yes, by the President

L Yes

NL No for journeys within the country, yes for journeys outside the country authorized by Bureau

UK            Yes; by the (non-official) Informal Liaison Committee

*B – Notes*

Journeys by members of interparliamentary bodies may not be covered by the questionnaire; see section on question VII.

*C – European Parliament*

Yes, by the President or the Bureau (exception: committee chairmen and rapporteurs; for details see section on question VI 3)

## QUESTION VI 9

### Public committee meetings

A – Summary

B None

DK None

D Meetings generally not public, but public may be admitted to hearings; this is often the case. Under the Rules of Procedure the decision rests with the committee itself. In committees of investigation evidence is heard in public, though hearings *in camera* are possible

F None

IRL Under the Standing Orders authorized press representatives are admitted unless decided otherwise by the committee. In practice the committees prefer non-public meetings; the exception is the Joint Committee (with the Senate) on the Secondary Legislation of the European Communities, which meets in public unless internal matters are to be decided. There is another joint committee which meets in private and takes evidence in public

I None, but press and public can be authorized to follow committee proceedings relayed to separate rooms

L None

NL Occasionally. Subjects dealt with in public committee meetings are mostly in connection either with the State budget or government green papers. The plenary meeting then does not have to consider them again, and only has to vote on the proposals introduced in the committee meeting

UK Meetings of Standing (legislative) Committees are always in public. All Select Committees are empowered to take evidence in public and the majority do so unless there are special reasons for not doing so. Deliberatory meetings of Select Committees are held in private

B – *Notes*

See part B of the section on question VI 7 regarding the terms ‘taking of evidence’ and ‘hearings’.

C – *European Parliament*

Before 1979 direct elections: none

Since appointment of committees of 1st directly-elected EP at constituent part-session on 20.7.1979.

- 3 meetings (out of 4 held so far) of Committee on Social Affairs and Employment, which has taken the decision of principle to include on the agenda of each of its meetings a decision on the application of Rule 40 (1) of the Rules of Procedure (‘Committee meetings shall not be held in public unless the committee decides otherwise’)
- 1 meeting of the Committee on Youth, Culture, Education, Information and Sport, and
- 1 meeting of the Committee on Budgetary Control

(November 1979)

## QUESTION VI 10

### Publication of committee proceedings

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Press releases after meetings	Public record of proceedings	Other forms of publicity
<i>A – Summary</i>		
B No, but in practice press is informed of progress by committee chairman and rapporteur	None	None, but information bulletin is planned
DK No	No	Committee can decide on the precise form and nature of publication of its proceedings.
D Yes, by the chairman and press and information office of the Bundestag, whose representatives are also usually present at the meetings. The statements from all committees are combined in a press release issued several times a day and compiled in a weekly bulletin	No	On special occasions press conferences of the chairmen and/or speakers of the groups in the committees



Press releases after meetings	Public record of proceedings	Other forms of publicity
F Yes, after every meeting (on proceedings and votes); compilation in weekly bulletin for which there is an annual index	No	Subject to the agreement of persons attending the hearing, the committee secretariat may publish all or part of the hearings and decide on the form chosen for this (appendix to the plenary report of proceedings or some other suitable form)
IRL No	If the committee's terms of reference require a report to the House, the House (after the committee has completed its work) will order the printing and publication not only of the report but also of the minutes of proceedings, but this arrangement does not as a rule include publication of names of speakers in the committee or their speeches (in contrast to Special Committees, for which see section on question VI 6)	Occasional press releases on visits abroad by members of the Joint Committee on the Secondary Legislation of the European Communities and the Committee of Public Accounts
I Bulletin of proceedings printed and available the day after meeting	No	Press and public may be authorized to follow committee proceedings relayed to separate rooms
L Weekly press release	No	Publication of committee reports on bills discussed, which are submitted to the Chamber of Deputies
NL Seldom	No, except minutes of public committee meetings	Publication (as a document) of the report of a discussion with a Minister in a closed meeting

Press releases after meetings	Public record of proceedings	Other forms of publicity
UK No	Minutes of proceedings are published together with the committee report after the report has been given to the House	Frequent publication of oral evidence, session by session, as an enquiry proceeds

B – *Notes*

- The (self-evident) publication of printed committee reports to the House on the completion of a mandate and the ensuing recommendations to the House are not covered here. They are only relevant to this question if the minutes of proceedings in the committee (at least in part) are released for publication with the report; see IRL and UK above.
- The forms of publicity indicated for D also apply to ‘enquête’ committees.

C – *European Parliament*

Yes, quite often, under authority of the chairman	No	Press conferences in certain cases
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## QUESTION VII

### Contacts with other parliaments – Approximate number of visits to other countries

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By interparliamentary delegations

By groups making unofficial visits

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#### A – Summary

B Visits by delegations as at D below (5 indicated for 1978)

1978: 0

DK Visits by delegations to the Nordic Council, to the Council of Europe, to the European Parliament, to the Parliamentary Assembly of NATO, to the IPU, etc.

For reasons of principle no exchange of unofficial visits

D Visits by delegations, for example to the Parliamentary Assembly of the Council of Europe, to the WEU Assembly, to the European Parliament, to the Parliamentary Assembly of NATO and to the IPU

In the life of the present Parliament (since 1976) 26 multi – and bilateral groups of parliamentarians. Conferences in alternate years in D or partner country

For plenary sittings of these bodies visits abroad totalling 24 weeks per year

Members of contact groups with non-European parliaments also take part in official visits by the Bundestag (e.g. by the President) or fact-finding visits to the State concerned

For committee meetings no data available

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By interparliamentary delegations

By groups making unofficial visits

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F Visits by delegations as D

4–6 per year

Visits abroad by fact-finding delegations from the 6 standing committees: about 20 per year

Visits by the Bureau (2 to 3 per year)

IRL Visits by delegations as at D (excluding NATO and WEU Assemblies)

1–2 delegations on bilateral basis per year (about 6–8 Members in each)

I Visits by delegations as at D and factfinding missions by standing committees

About 2 per year within framework of Interparliamentary Union

L Visits by delegations as at D

NL Visits by delegations as at D

Unofficial visits no longer take place

Visits abroad by fact-finding delegations from the standing committees with about 6 members each time

Official visits by delegations on a bilateral basis (about 6 Members each time):  
2–3 times per year

UK Visits by delegations as at D  
(12–15 per year indicated)

No data available

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By interparliamentary delegations

By groups making unofficial visits

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*B – Notes*

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*C – European Parliament*

1974: 4

1975: 9

1976: 7

1977: 10

1978: 12

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None

## QUESTION VIII 1 + 2

### Library – budget for new acquisitions

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Own library	Budget
<i>A – Summary</i>	
B Library available jointly to Chamber of Deputies and Senate	1979: BFR 45 million = 1 138 375.9 EUA
DK Yes	1976: DKR 73 000 = EUA 10 796.0
D Yes	1978: DM 1 045 000 = EUA 407 107.4
F Yes	1978: FF 770 000 = EUA 133 058.7
IRL Library common to both Houses	1979: IRL 10 000 = EUA 15 205.6
I Yes	1978: LIT 240 million = EUA 225 119.8
L Yes	1979: LFR 410 000 = EUA 10 248.3

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Own library

Budget

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NL Yes

1978: HFL 70 000  
= EUA 25 465.5

UK Yes

1978: UKL 550 000  
= EUA 836 307.3

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B – *Notes*

See section on question IX 1 + 2 (Research and documentation)

It is stated separately in the information on the UK that about two-thirds were for remuneration and the remaining third for the secretariat. Source for conversion into EUA: EC Monthly General Statistics Bulletin 4/6 1978; the conversion for 1978 and 1979 was made on the basis of the average values for the first six months of 1978.

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C – *European Parliament*

Own library with branch in Brussels

1979: 134 798 EUA

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## QUESTION VIII 3 + 4

### Library – Number of volumes and subscriptions

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No of volumes	Subscriptions
<i>A – Summary</i>	
B 400 000	100 newspapers, 200 weekly periodicals, 700 journals, 50 annual volumes
DK 120 000	80 newspapers, 451 journals, 25 local newspapers
D 620 000	8 370 journals and other periodicals
F 650 000	584 newspapers and journals
IRL 50 000	70 newspapers and 115 periodicals
I 650 000	77 newspapers, 1 650 periodicals, 2 100 journals
L 2 000	8 newspapers, 30 periodicals, 6 journals
NL 118 000	75 newspapers, 350 periodicals and journals
UK 150 000	100 newspapers, 1 600 periodicals and journals

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No of volumes

Subscriptions

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B – *Notes*

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C – *European Parliament*

74 000

135 daily and weekly newspapers, 1 014 journals

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## QUESTION VIII 5

### Library – Staff

#### A – Summary

- B 12 officials, 6 secretaries, 6 technicians, 13 manual workers
- DK 4 research librarians, 1 consultant, 3 librarians, 3 assistants, 1 bookbinder, 3 students
- D Executive grades 10; clerical grades 29; ancillary grades 20; lower grades and manual workers 10 – including 10 part-time staff
- F 1 director, 2 departmental directors, 4 administrators, 3 assistant administrators, 4 secretaries, 8 staff
- IRL 1 librarian, 4 assistant librarians, 3 clerical staff, 2 lower grade staff
- I Administrative 10; executive 15; clerical and manual staff: 20
- L 2 civil servants
- NL Administrative 8; executive 3; clerical 3; manual 2
- UK Administrative 25; executive 19; clerical 20; secretarial 13

*B – Notes*

See replies to IX 1 + 2 (research and documentation)

*C – European Parliament*

Library: 2 senior officials (grade A), 4 grade B officials for cataloguing, 1 grade B and 2 grade C officials for acquisitions, 5 grade C officials and 1 grade D for secretarial work and journals

Reference, information and documentation service: 2 senior officials (grade A), 12 grade B officials, 8 grade C officials, one grade D official and one local staff

(for grades see section on question I B 4)

## QUESTION VIII 6

### Library – Opening hours

#### A – Summary

- B** During sittings: 9 a.m. until sitting closes  
On other days: 9.30 a.m. to 12 noon and 2 p.m. to 5.20 p.m.
- DK** During sittings: 9.30 a.m. to 6 p.m. or until plenary sitting closes  
On other days, including during the recess: 10 a.m. to 12 noon, for telephone enquiries up to 2 p.m.
- D** During plenary sittings: 8 a.m. to 9 p.m.  
On other days in weeks when sittings are held: Monday to Thursday 8 a.m. to 7 p.m., Friday 8 a.m. to 3 p.m.  
Other times: Monday 9 a.m. to 4.30 p.m., Tuesday to Thursday 9 a.m. to 5 p.m., Friday 9 a.m. to 3 p.m.
- F** On sitting days: throughout the sitting  
Otherwise during Parliamentary sessions from 9 a.m. to 7 p.m.  
During winter recess from 10 a.m. to 6 p.m.  
During summer recess from 10 a.m. to 12 noon and from 2 p.m. to 5 p.m.
- IRL** Throughout the sittings of either of the 2 Houses. Otherwise from Monday to Friday, 10 a.m. to 5.30 p.m.
- I** During sittings from 9 a.m. until sitting closes  
On other days from 9 a.m. to 8 p.m.

- L            During public sittings throughout the whole sitting  
              Otherwise normal working hours
- NL          During sittings from 9 a.m. until sitting closes but not earlier than 5.30 p.m.  
              On other days from 9.30 a.m. to 5.30 p.m.
- UK          During sittings from 9 a.m. until sitting closes  
              On other days from 10 a.m. to 5 p.m.

B – *Notes*

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C – *European Parliament*

During sittings from 8.30 a.m. until plenary sitting closes, but no later than 11 p.m.  
On other days from 8.30 a.m. to 12.30 p.m. and from 1.30 p.m. to 6.30 p.m.

## QUESTION VIII 7

### Library – Services

#### A – Summary

- B Library lends books and periodicals, prepares bibliographies; retrieves press articles appearing on topical subjects; various documentation work
- DK Lending out of books – many documents are lent out in the form of photocopies – collection of press cuttings from 17 newspapers – publication of a ‘vade-mecum’ for the Folketing
- D Lending of books and journals – provision of information – compilation of information, bibliographies and reading lists
- F Lending of books – preparation of bibliographies, press files and various research projects – participation in the preparation of the ‘topical files’, which are drawn up when the Assembly is examining important legislative texts
- IRL Library provides information and reference service and book-borrowing service; compiles bibliographies and reading lists
- I Bibliographies – cooperation with the secretariats of the committees in the preparation of files and independent preparation of analyses
- L Lending of books and provision of information
- NL Loans – cataloguing – bibliographies – press files (with the press documentation service)
- UK Loans – bibliographies – press cuttings – information analysis

B – *Notes*

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C – *European Parliament*

Loans (in accordance with regulations) – cataloguing – bibliographies – press cuttings – information analyses, compiling documentation files

## QUESTION IX 1 + 2

### Research and documentation service – Organization and staff

---

Separate service or part of library service?

---

Organization and staff

---

A – *Summary*

B Separate

Also includes Statistical Office and Archives: 1 director, 6 researchers, 5 secretaries, 4 clericals

DK Part of library service

The graduate officials of the library service prepare reports and other information on the most important questions submitted by Members; the librarians supply literature references. Much of the information is obtained from the central administration.

D Separate, library is part of the research service

Main department 'Research Service' comprises

- Scientific Documentation, with library, archives, press documentation, data processing (1 assistant secretary, 8 researchers)
- 2 Special Research Services consisting of groups of experts and the committee secretariat; see section on question VI 4;
- Central Office for Petitions and Submissions; see section on question VI 4



---

Separate service or part of library service?

---

Organization and staff

---

F Separate

Staff (1979)

- Scientific Documentation: 91 officials, 95 other staff
- Special Research Services and Central Office for Petitions in total: 130 officials, 84

other staff (including 31 officials and 23  
other staff in the Office for Petitions)

3 departments with joint secretariat:

- Cultural and Social Affairs
- Economic and Financial Affairs and
- Legal and Administrative Affairs

Directors and senior officials carry out research and prepare studies and reports, specialists and auxiliary staff organize and update documentation

IRL Part of library service

Staff: 22 officials

The work of the librarians consists partly in library administration and partly in research

I Separate

Research service for studies, research and statistics; the following are also concerned with documentation: Library, Archives, Data-Processing Centre and Department for the European Community and International Affairs Research service consists of 5 departments (institutions, international affairs, economic and financial affairs, territory and communications, social and cultural affairs) which monitor, in particular, the work of groups of standing committees

Staff: 10 officials and 25 other staff (with executive duties)

---

Separate service or part of library service?

Organization and staff

---

L Research service part of the Secretariat; close connections with the committee secretariat and the library

3 officials

NL Joint unit (Library and Documentation Service)

1 manager with 1 librarian, with assistant  
6 officials as bibliographers  
3 officials for press documentation  
2 officials for newspaper services and photocopying  
1 secretary  
For library itself see section on question VIII 5

UK Part of library service

Divided into subject sections, each broken down into specialists, professional and support staff

---

### B – Notes

Note the organization (D) or functional (I) links with the committee services; see also section on question IX 3.

---

### C – European Parliament

Separate; library is part of the Directorate-General for Research and Documentation

Directorate-General for Research and Documentation comprises

- under the direct control of the Director-General (assisted by 1 grade B official):
  - 1 central secretariat (1 grade A official, 1 grade B official, 4 grade C officials)

---

Separate service or part of library service?

Organization and staff

---

- the library and documentation service (for details on organization and staff see replies to XIII 5)
  - under the control of a director in each case:
    - a Directorate for Inter-Institutional Affairs and Legal Service with 2 divisions and 1 office (consisting of 11 grade A officials including the Director, 1 grade B official, 11 grade C officials)
    - a Directorate for Economic and Social Affairs and External Relations with 5 divisions and 1 office (comprising 16 grade A officials including the Director – 1 of whom is also head of the central secretariat – 3 grade B officials, 12 grade C officials) (for categories see replies to I B 4)
-

## QUESTION IX 3

### Research and documentation service – Organized on same lines as committees?

A – *Summary*

B No

DK No

D Committee secretariats are attributed to the groups of experts and form part of the specialist research services; to that extent their organization resembles that of the committees – for details see section on questions VI 4 and IX 1 + 2

F No

IRL No

I The service has recently been restructured on a departmental basis corresponding to groups of committees; it is planned, by drawing on staff and other services, to have one coordinator for documentation for each committee who will take part in the secretarial meetings of the committee, follow the work, prepare the necessary documentation, organize any expert studies and support the committee with research

L No

NL No, but reorganization with the aim of adaptation to the committee structure is at present being considered. In practice the officials in the service have already acquired a certain specialization which means they are assigned more and more frequently to assist certain committees

UK Not exactly

**B – Notes**

Note the organizational links between research and committee services in the German Bundestag, in particular the mutual allocation of groups of experts and committee secretariats.

**C – *European Parliament***

Yes; in some subject areas the fields of activity of several committees are combined in a relevant organizational unit of the service – one official of the Directorate-General for Research and Documentation attends each committee meeting or is available for the preparation of reports for the members

## QUESTION IX 4

### Research and documentation service – Functions

Documentation and studies	Assistance with preparation of reports?	Further/other functions
<i>A – Summary</i>		
B Studies and documentation retrieval in all specialized areas	By the committees department	Assistance in drawing up legislative initiatives and amendments
Documentation only on Belgian problems (for foreign problems: Library)	No details	
DK Yes	Only exceptionally	–
D Documentation mainly by the Research and Documentation Department Studies by the members of the groups of experts in the two Special Research Services and in the Contemporary History and General	By the committee secretariats, which form part of the Special Research Services	Assistance in – drawing up legislative initiatives – preparing amendments to proposals, particularly at the committee state Advice (written and oral) on constitution and Rules of Procedure

Documentation and studies	Assistance with preparation of reports?	Further/other functions
Politics section of the Research and Documentation Department Legislative documentation (compilation of data on the current state of all legislative projects) by data processing, together with the Bundesrat		
F Yes	No	Assistance in formulating – legislative initiatives – amendments
IRL Yes	No	–
I Yes	Occasionally	–
L Yes	Yes	–
NL Yes	No	–
UK Yes	No	–

---

Documentation and studies

Assistance with preparation of reports?

Further/other functions

---

*B – Notes*

In many parliaments, particularly in the German Bundestag, there are also group research services which are usually assigned to the internal working parties grouped according to committees. These services are sometimes extremely important, particularly in drawing up legislative initiatives and amendments in the committee discussions and in the preparation of studies for the preceding political decision; this importance is also reflected in the rank and size of the staff. This therefore has to be taken into account in considering the information at Part A above; see section on question XII 2.

Also of considerable relevance from the organizational and political point of view is the question of the division of work and working relations between the research services of the Parliament and the groups, since this provides information, for instance, as to the participation of group staff in committee meetings and (conversely) the participation of Parliament staff in meetings of the groups or their working parties; see section on question XII 3.

---

*C – European Parliament*

Yes

Yes, occasionally

Contact with groups of visitors

Reports, studies and other investigations included in (internal and periodically updated) list of work.

Brief information on the important areas covered by the Community, in particular the EP:

- ‘Europe today’: annually updated survey of the state of European integration (previously in looseleaf form, planned as a bound version)
- ‘Fact sheets on the European Parliament and the activities of the European Community’: survey of the achievements of the Communities so far and the role of the EP in the development of integration (in looseleaf form – Document PE 56.000)



## QUESTION IX 5

### Research and documentation service – nature of work

---

Long-term work

On-the-spot research

---

*A – Summary*

B	Yes	Yes
DK	Yes, occasionally	Yes, mainly
D	Yes	Yes
F	Yes	Yes
IRL	Yes	Yes
I	Yes	Yes
L	Yes	Yes
NL	Yes	Yes
UK	Yes	Yes

---

Long-term work

On-the-spot research

---

B – *Notes*

–

---

C – *European Parliament*

Yes

Yes

---

## QUESTION IX 6 + 7

### Research and documentation service – Technical resources, in particular data processing

---

Data processing	Other technical resources
<hr/>	
A – <i>Summary</i>	
B No, under consideration	No special resources
DK No, not yet	No special resources
D Yes, a data-processing group forms part of the Research and Documentation department (3 experts)	All modern library, archives and documentation resources
F No service of its own, but data-processing system within the Parliamentary Information department	No special resources
IRL No	No special resources
I Comes within the competence of the Data-Processing Centre with whom there is cooperation	Cooperation with the Centre for Reproduction and Microfilming
L Only conventional data processing	No

---

Data processing

Other technical resources

---

NL No, not yet – but decision in principle for its introduction has been taken and conversion has begun

No special resources

UK Occasional use of the House of Lords computer data base

Some microfilming

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*B – Notes*

See also section on question V B (data processing in general), in particular D, F and I

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*C – European Parliament*

Parliament has no data system itself. Cooperation in the automated legislative documentation system, CELEX, of the European Communities (inter-institutional under the management of the Commission) by

- input of parliamentary acts (parliamentary questions, opinions of the EP on Commission proposals, EP own-initiative reports)
- coordination of analyses, preparation of handbooks between the Community institutions

Microfilming by the Office for Official Publications of the European Communities

- of the Official Journals of the European Communities (so far volumes 1977 and 1978)
- the debates of the European Parliament in all six official languages (in full)

Access to the data system on Community statistics CRONOS

On data processing in administration see section on question V B

---

## QUESTION X A 1

### Press – Access to a special gallery

#### *A – Summary*

- |     |   |
|-----|---|
| B   | Yes   |
| DK  | Yes, for the members of the parliamentary press conference (Press box of the Folketing)   |
| D   | Yes, 150 places in the press gallery and 100 in the visitors' gallery – yearly pass for the 600 members of the parliamentary press conference, day pass for all other journalists (about 2 500 such passes per year) – room in front of the press gallery with television sets, telephone booths, document displays |
| F   | Yes, several galleries with a total of about 200 seats (accredited journalists of the national, regional, local and foreign press), press room  |
| IRL | Yes, for the members of the parliamentary press conference ('Gallery') and for visiting journalists who have been sponsored by the Press Gallery  |
| I   | Yes   |
| L   | Yes   |
| NL  | Yes, 32 seats in the first row of the visitors' gallery for the members of the parliamentary press conference   |
| UK  | Yes, for certain accredited parliamentary correspondents  |

**B – Notes**

The term 'parliamentary press conference' here means all the accredited journalists for the parliament concerned or those organized into a special correspondents' association.

**C – *European Parliament***

Yes

## QUESTION X A 2

### Press – Access to a special room for meetings with Members

#### A – Summary

- B Yes: Members' rooms, press room
- DK Yes: Almost all rooms in the Folketing building with the exception of the Chamber and the committee rooms
- D Yes: free access to Bundestag restaurant, the lobby and Members' offices (with yearly or daily pass), so special meeting rooms are not necessary
- F Yes: two rooms near the Chamber
- IRL Yes: special meeting rooms and, by invitation, access to Members' offices
- I Yes: press room with teleprinters and meeting room near the Chamber
- L Yes: access to lobby and separate room reserved for the press
- NL Yes: meeting and working rooms near the Chamber, journalists' bar, parliament restaurant, lobbies and, by invitation, access to Members' offices
- UK Yes: (no further details given)

B – *Notes*

In those parliaments where special press galleries are available only to members of the parliamentary press conference (see section on question X A 2) it is to be assumed that the same applies to the special access rights listed here.

C – *European Parliament*

Yes: press bar; access to the Members' bar and the rooms adjacent to the Chamber is also permitted



## QUESTION X A 3

### Press – Availability of official documents

#### A – Summary

- B Yes, all publications of the Chamber go to the editorial offices
- DK Yes, all Parliament documents – committee documents only in so far as they contain questions to the ministers and their written answers
- D Yes, distribution of all printed documents by means of two lockers and the press room in front of the press gallery
- F Yes, distributed
- IRL Yes, provision on request in an office of the Parliament building
- I General public access to all working documents (printed documents) of the Chamber, but not to the official minutes of the House or the committees
- L Yes
- NL General, public access to all printed documents. Documents not yet available in print are laid on the table in duplicate. Amendments, motions etc., handed in during the plenary sittings, are issued to the Parliament press in the press galleries. Explanations are provided if necessary by the Information Service and/or secretarial service
- UK Yes, in particular provision of confidential proofs of reports 48 hours before they are published

B – *Notes*

Here again it is to be assumed that particular rights (separate delivery, provision of confidential material etc.) are only available to members of the parliamentary press conference (see part B of the section on question X A 1).

C – *European Parliament*

Yes

## QUESTION X A 4

### Drafting of rapid information bulletin

#### A – Summary

- B No, but summary minutes of debates published on following day
- DK No
- D Yes, press service ‘Communications from the Bundestag’, Parliamentary diary ‘Today in the Bundestag’ (daily), ‘The Week in the Bundestag’ and information service ‘On the Agenda’
- F Yes, Sitings Bulletin plus summary minutes of public debates, Bulletin of National Assembly
- IRL No
- I Summary minutes of debates; bulletin of parliamentary working parties and committees; notes on work of Chamber drawn up by Press Office
- L Yes
- NL Yes, plus distribution to the press of copies of notices for members – in urgent cases oral or telephoned information
- UK No

B – *Notes*

The services mentioned above relate to information about the proceedings at plenary sittings. For the publication of committee proceedings see section on question VI 10.

C – *European Parliament*

Yes

## QUESTION X A 5

### **Press – Contacts with parliamentary officials specializing in information**

#### *A – Summary*

- B No press department but the matter is under consideration
- DK One parliamentary official dealing with information to the public and in certain cases to the press
- D Through the Press and Information Centre of the Bundestag: publication of special press releases, information service from the public relations officer, information given to telephone callers on the plenary proceedings, television service (broadcasting of political broadcasts recorded on the previous day), press office in Bonn connected to system broadcasting the speeches from the Chamber
- F Information department answers enquiries from the press and distributes the publications intended for the press
- IRL Journalists can obtain information and advice from parliament officials
- I Close contact with the parliamentary officials mainly concerned with information work
- L Yes
- NL 4 officials in the information and public relations service with many press contacts
- UK Informal contacts with the appropriate parliamentary officials

B – *Notes*

Specialized organizational units for information mainly in those cases where publicity for committee proceedings is at its greatest; see section on question VI 1.

C – *European Parliament*

Yes

## QUESTION X B 1

### Radio and television – Technical installations

---

In the Chamber?

In a special studio?

---

A – *Summary*

B Yes, hook-up facilities

Yes

DK Yes, hook-up facilities

Yes (2 small rooms)

D Yes, permanent cameras (4) and microphones

Yes (commentators' booths, producers' rooms, hook-up facilities for the 3 political groups) – radio and television centre near the Parliament building

F Yes, hook-up facilities

Yes (booths, producers' rooms, broadcasting equipment)

IRL No, none

Yes

I Yes, permanent installations

Yes

L Yes

No

---

In the Chamber?

In a special studio?

---

NL Yes, hook-up facilities – installation of permanent equipment is at present under consideration. There is permanent equipment for an internal radio and television circuit

There is a radio studio on the parliamentary premises and a television studio near the Parliament building

UK Yes, but only for sound broadcasting (only started a few months ago)

Yes

---

B – *Notes*

The House of Commons still rejects television broadcasting of debates (after ever-recurrent arguments over several years). The sound broadcasts which have now started represent a compromise. In Ireland there are not even radio broadcasts.

NL: From 1 October 1979 anyone will be able to listen through a cable (telephone) connection to all plenary debates in the Second Chamber. Cost for an individual connection: HFL 140 monthly. Municipal central aerial systems, too, can be connected if the municipal authority concerned so decides; cost 1 cent monthly for every house connected to the central aerial. In theory this system makes it possible to connect 80% of all houses in the country.

---

C – *European Parliament*

Yes, but (at present) only for sound broadcasting and not for television, but installations are in preparation (November 1979)

Yes



## QUESTION X B 2

### Radio and television – Special broadcasts

---

Regular broadcasts	Produced by unit within Assembly or by radio and television organization(s)?
<i>A – Summary</i>	
B By decision of the broadcasting authorities with approval of President of Chamber	By the broadcasting authorities
DK By decision of the broadcasting authorities	By the broadcasting authorities
D By decision of the broadcasting authorities (relatively frequent broadcasts)	By the broadcasting authorities
F – Broadcasting of proceedings: on initiative of TV or radio companies	By the company organizers under supervision of Bureau of National Assembly
– Regular 15-minute broadcasts about National Assembly produced by 2 of the 3 State TV organizations	By the company organizers on the responsibility of the political groups
IRL Yes, but no live or recorded broadcasts, only reports and comments by decision of the broadcasting authorities	By the broadcasting authorities

---

Regular broadcasts	Produced by unit within Assembly or by radio and television organization(s)?
--------------------	--

---

I	Yes, by decision of the broadcasting authorities	By the broadcasting authorities in cooperation with Parliament's administration
L	Regularly on radio, occasionally on television	By the broadcasting authorities
NL	Yes, regular daily broadcasts during sittings	By the broadcasting authorities, Parliament's administration is available to provide advice and support
UK	Yes, by decision of broadcasting authorities, but no television broadcasts (see part B of section on Question X B 1)	By the broadcasting authorities

---

B – *Notes*

The information in Part A above refers to broadcasting of plenary sittings and not committee meetings; in some parliaments these are 'however' in particular cases, also broadcast on radio and/or television (for example hearings of committees of the German Bundestag) and they can also be the object of reports and/or commentaries on television and radio, in so far as the proceedings are public; see section on Question VI 10.

---

C – *European Parliament*

Yes, in several countries (summaries of sittings)	Technical production of daily broadcasts with the assistance of the parliamentary department; editorial content the responsibility of the individual broadcasting organization
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## QUESTION X B 3

### Radio and television – Preservation of visual and sound recordings

---

Preservation?

For how long?

---

A – *Summary*

B Partly but not by the Chamber

No details

DK Not by Parliament

–

D Yes

As a rule no limit

F Sound recordings: yes, all plenary debates (since 1974)  
Television recordings: no, at least not by Parliament

Unlimited period

–

IRL Not by Parliament but by the broadcasting authority

Apparently only for a short term (by the broadcasting authority)

I Not by the Chamber but by the broadcasting authority

No details

L Sound recordings

6 months

---

Preservation?

For how long?

---

NL Sound recordings: yes  
Visual recordings: seldom

6 months by the Shorthand Service  
No systematic preservation

UK Yes, but only for sound recordings as no cameras allowed  
in the Chamber

As a rule no limit

---

B – *Notes*

–

---

C – *European Parliament*

Sound recordings: yes  
Visual recordings: planned (November 1979)

No limit

## QUESTION XI 1 (1)

### Access by public to plenary sittings – Order in the galleries

#### A – Summary

- B On sitting days:  
– without pass: to public gallery  
– with pass (issued by Quaestors' Office at request of Member or persons concerned) to special gallery  
Surveillance at entrance to building and galleries by staff of Chamber
- DK Only on sitting days, visitors controlled by ushers at the main entrance
- D On sitting days, otherwise tours by groups of visitors – 600 seats in the gallery for the public – access only by ticket, control at entrance to Parliament and gallery entrance
- F The first 10 people at the public entrance are admitted after a simple identity check. Thereafter either individual tickets (obtainable through a Member) or group passes (delivered by the General Secretary of the Quaestors' Office) must be shown
- IRL Only on sitting days, by ticket to the gallery, issued at the request of a Member by the Superintendent of the House
- I Only on sitting days, by ticket to the gallery, delivered on the recommendation of a Member and exchanged, after an identity check, for a numbered entry ticket – supervision of the galleries by ushers
- L The public are admitted to the entry hall and the galleries

- NL On sitting days only, access to the public gallery (about 40 seats) is completely free; admission through a special entrance and a special passageway in the House with no access to other parts of the building. For the other gallery (reserved) a ticket is required, issued either on the recommendation of a Member or through the Information Department  
Supervision on both galleries by police, in the waiting room by the parliamentary security service
- UK Only on sitting days, by ticket to the gallery, delivered either on the recommendation of a Member or by the parliamentary department according to availability of seats – supervision of the gallery is the responsibility of the Sergeant-at-Arms

*B – Notes*

D/NL When the galleries are full the public can follow the proceedings of the Chamber on television monitors in a waiting room.

All gallery rules clearly prohibit the bringing of coats, packages, cameras, etc. into the chamber and provide for expulsion in the case of misconduct.

*C – European Parliament*

On sitting days access to the galleries by ticket (depending on availability), identity checks at the entrance to Parliament

## QUESTION XI 1 (2)

### Access by public

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Corridors and offices	Library	Restaurant/bar
A – <i>Summary</i>		
B	Always accessible for legitimate reasons	Rest.: on plenary and committee sitting days only by invitation of a Member  Bar: for Members only
DK	Only by prior authorization of the department concerned	Rest.: only on invitation by a Member
D	Only with special pass by appointment with person visited; to lobby only by arrangement with a Member	Special pass  Rest. and Bar: only on non-sitting weeks, even for invited guests
F	Visitor's pass issued only with the agreement of the Member concerned	Only by special authorization which is not granted on sitting days  Rest.: only on invitation by a Member, for which authorization by the Quaestor is required if more than 7 people are invited

Corridors and offices	Library	Restaurant/bar
IRL Only by special pass. Visitor must be accompanied by a Member	Only with authorization	Rest.: only on invitation by a Member Bar: one for Members only and one for visitors accompanied by a Member
I Only by special pass, an identity card must be left at the entrance with an usher	Only with authorization	No access, even for guests
L Entry hall only	No access	Yes, if invited by a Member
NL Only by special pass and accompanied by the person visited		Rest.: only on invitation and accompanied by a Member
UK No access to those parts of the building reserved for Members and officials – outside plenary sittings access to those parts of the building open to visitors – during plenary sittings only on invitation by a Member	No access	Members may entertain up to 3 guests in those bars or restaurants to which guests are admitted

*B – Notes*

The information in Part A refers to the general public; on special arrangements for access by the Press see action on Question X A 2.



Corridors and offices	Library	Restaurant/bar
<i>C – European Parliament</i>		
Only by appointment with Members or officials of Parliament and after an identity check at the entrance to Parliament	Yes, by appointment; but no borrowing of books permitted	No

## QUESTION XI 2

### Distribution of information bulletin to general public

---

Form and content

Frequency of distribution, circulation

---

A – *Summary*

B No such publication as yet, but under consideration

–

DK No such publication

–

D Numerous individual publications and series in the form of information services, brochures and documentation and also in the form of films and slide shows with synchronized sound; in addition, several thousands of questions on general parliamentary business are answered each year

Some weekly, some monthly; individual publications on specific subjects and occasions – total circulation of publications: several millions a year – distributed to specific groups and interested persons and groups of visitors to the Bundestag (annually about 230 000 people) and to the Reichstag building in Berlin (annually about 500 000)

Department responsible: independent 'Public Relations' Division in the Press and Information Centre of the Bundestag (staff strength of centre in 1979: 5 officials and 34 other servants)

Form and content	Frequency of distribution, circulation
F 'Bulletin de l'Assemblée nationale' with summaries of proceedings in the Chamber and in committees and in other parliamentary bodies, plus general Assembly news	Weekly during the session – circulation 6 500 – distributed systematically to certain authorities and also on request to social and professional organizations, universities, libraries, etc.
IRL No such publication	–
I Brochure distributed to visitors; no <i>ad hoc</i> information bulletin	–
L The summary report of proceedings of the Chamber of Deputies is distributed free of charge to all households in the country	Once a week in newspaper form (circulation: 110 000)
NL Information bulletin, notices concerning important daily events	Bulletin daily during sitting days and also – when required – distributed to visitors to Parliament, the press and Members
UK Information bulletin prepared by the library. However, numerous documents both of a general nature and on specific items of parliamentary business are published and distributed by the Central Office of Information and/or Her Majesty's Stationery Office, the central printing and distribution organization for Parliament and government publications	Weekly Varying frequency, individual publications <i>ad hoc</i> – Circulation and sales figures also vary, but extremely high (total sales of Stationery Office for Parliament and Government publications: about 40 000 000 per year), although the Stationery Office's publications are mostly supplied only against payment (cost price)

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Form and content

Frequency of distribution, circulation

---

B – *Notes*

The United Kingdom is clearly the only country in which public relations publications are made available to the general public by an independent sales organization, whose existence is surely vital to the success of such activity. This organization is the Stationery Office, which, although belonging to the government, also sells Parliament documents. It has its own bookshops in 9 cities, is represented by dealers in 36 other cities and also distributes material widely by mail.

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C – *European Parliament*

Information documents about the work of Parliament (in the 6 official Community languages), specifically designed for the press and specialized fields, but some material also intended for the general public

On a regular basis; publication generally in conjunction with part-sessions

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## QUESTION XI 3

### Group visits

---

Organized for

Talks on Parliamentary activities?

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#### A – Summary

**B** Socio-professional groups, students, schoolchildren and individual visitors, but only on non-sitting days, Saturdays, Sundays and certain public holidays

- Guided tours of building, usually by ushers
- idem by Quaestor officials
- talks, on request, by officials in the legislative services on work of Assembly and committees
- films may also be shown (with commentary in French, Dutch, English and German)
- illustrated booklet on sale on the building and history and functioning of Parliament

**DK** Schoolchildren, clubs, associations and others on both sitting and non-sitting days

Guided tours of building usually conducted by ushers, but sometimes by information officials, in which case talks are arranged for those interested

**D** Groups of all kinds, particularly schoolchildren and people interested in politics from Members' constituencies – about 230 000 visitors per year

Full information programme: attendance at plenary sittings on sitting days (guided tour of Chamber on other days), talks by officials in Bundestag administration, staff of political groups and Members' assistants, discussions with Members, film and slide

---

Organized for

---

Talks on Parliamentary activities?

---

		shows – travel allowances for certain groups, particularly schoolchildren, abundant information material distributed free to every visitor
F	<ul style="list-style-type: none"><li>– individual visitors without appointment on (non-sitting) Saturdays in three groups of up to 40</li><li>– group visits (cultural associations, schoolchildren, etc.) by appointment on non-sitting weekdays (max. 30 persons)</li><li>– group visits on sitting days (mornings) only in the company of a Member (between 4 and 30 persons)</li></ul>	Guided tours of building by staff
IRL	Schoolchildren, students, individual visitors, associations, etc. All must be sponsored by a Member. Groups may not exceed 30 persons	For third category alone, talk on work of Parliament by the Member himself at his own discretion, unless certain other groups desire a lecture by a Parliament official
I	Schoolchildren, students, associations, etc.	Guided tour of building conducted by ushers – information booklet on sale
L	Groups of visitors on request	Brief talks on the structure and method of work of Chamber
NL	No specific organization of group visits as a rule, as demand for seats in reserved gallery already very high; seats can however be reserved for groups	Yes
UK	Groups of individual visitors, including schoolchildren, but no prior organization of visits by Parliament's administration	On request, lantern-slide lectures, discussions and information material
		Guided tours of building by Parliament staff – parties of schoolchildren may be allowed up to 5 gallery seats on sitting days

---

Organized for

Talks on Parliamentary activities?

---

*B – Notes*

See also other fields of public relations activity (section on Question XI 2).

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*C – European Parliament*

Group visits allowed during part-sessions (in both Strasbourg and Luxembourg) and also when Parliament is not sitting

Talks and discussions depending on the composition and interests of the groups concerned

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## QUESTION XII 1

### Political groups – Official recognition and status

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Official recognition?  
If so: legal basis

Conditions for recognition, nature of status

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A – *Summary*

B Yes – Rule 9 of the Rules of Procedure

Minimum number of members: 3

DK Yes – Rules of Procedure

Their existence is provided for in the Rules of Procedure (e.g. for the appointment of members of delegations, the holding of meetings of group chairmen); they have an organization status within the administration of Parliament

D Yes – Rule 10 of the Rules of Procedure

Minimum number of members: 5 % of the membership of the Bundestag (518), i.e. at present 26

Legal status not defined in the Constitution, laws or Rules of Procedure. Political groups are divisions of Parliament with their own rights which they can have enforced by process of law

F Yes – Rules of Procedure (Rule 19)

Minimum number of members: 30



Official recognition? If so: legal basis	Conditions for recognition, nature of status
IRL Yes – Standing Order 85	Minimum number of members: 7 – Members who do not belong to one and the same party can also form a group
I Yes – recognition in the Constitution, regulation of operation in the Rules of Procedure (Rules 14, 15)	Minimum number of members: 20, or less when certain requirements set out in the Rules of Procedure are met
L Yes – Rule 14 of the Rules of Procedure	Minimum number of members: 5
NL Yes – Rules 11, 23, 48 and 65 of the Rules of Procedure	No minimum number of members (even a single member can form a group)
UK No – There is no statutory or procedural provision except the requirement in Standing Orders that committee membership should as far as possible reflect the balance of parties in the House	

B – *Notes*

- Official recognition is granted, where provision is made for this, through the acceptance by the President of a declaration by the group (Notice of constitution of a group and a list of names of members, in some cases also – F for example – signed by each of the members of the group).
- The nature of the legal status is never directly defined in the legal provisions, but in most cases – D for example – determined by the opinions of the constitutional courts and other case law.

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Official recognition?  
If so: legal basis

Conditions for recognition, nature of status

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*C – European Parliament*

Yes – Rule 36 of the Rules of Procedure (amended on 13.11.1979)

‘Members may form themselves into groups according to their political affinities.’ (Rule 36 (1) in the unamended edition)

Minimum number of members (Rule 36 (5)):

– prior to amendment of Rules: 14 or – if members came from at least 3 Member States of the EEC – 10

– since amendment of Rules: 21 if members come from 1 Member State, 15 if they come from 2 Member States or 10 if they come from 3 or more Member States

Group status (Rule 36 (2) of unamended edition) acquired by legal fiction (‘A political group shall be considered to have been set up ...’) with submission of statement to President of Parliament; this statement is published in the Official Journal of the European Communities (Rule 36 (3))

(The status and rights of non-attached Members as regards representation on the Bureau and the committees, secretarial facilities and speaking time were strengthened by the addition of a new Rule 36A when the Rules of Procedure were amended on 13.11.1979; see also section on question XII 4)

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## QUESTION XII 2 (1)

### Political groups – Allocation of offices and equipment by Parliament or through its budget

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Offices	Equipment
<i>A – Summary</i>	
B 1 or 2, depending on the size of the group	Office furniture and equipment provided by the Chamber
DK Each group has one office and several rooms for its secretariat	Equipment provided by the group itself from the operational budget allocated to it
D The groups are allocated a quota of rooms by the Bundestag administration in premises belonging to or rented by the Bundestag, the groups themselves are responsible for allocating these – for the use of the group itself and – for the use of its members as Members of Parliament.	Office furniture provided by the Bundestag; office materials and equipment are paid for from the operational budget granted to the group

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Offices

Equipment

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The allocation for the current parliament (1976) is as follows:

- CDU/CSU: 2 meeting rooms and 540 offices of which  
169 for the Group (including working parties) and its staff  
254 for members  
117 for members' staff
- SPD: 2 meeting rooms and 447 offices of which  
128 for the Group (including working parties) and its staff  
224 for members  
95 for member's staff
- FDP: 2 meeting rooms and 101 offices of which  
38 for the Group (including working parties) and its staff  
40 for members  
23 for members' staff

F Offices for the chairmen and secretariats of the groups; altogether 47 offices for the existing 4 groups

Office furniture and equipment supplied by Assembly

IRL Offices for the leaders, chief whips and secretariats of the groups; altogether 48 offices and 1 meeting room for the current 3 groups and their members as Members of Parliament –  
The group itself is responsible for the allocation of rooms within the quota attributed to it by the administration

Office furniture and equipment provided for the groups out of State funds

Offices	Equipment
I Allocation of offices by the President in proportion to the number of members in the group	Provision of equipment by the President in proportion to the number of members of the group
L Office space provided	Office equipment provided
NL 1 meeting room for each group; additional rooms for group chairmen and secretariat and rooms in which individual Members can work	Provision of office equipment by the group itself from the budget allocated to it; furniture provided by the Chamber
UK 9 offices and 1 meeting room for the current 5 political groupings excluding the Government party (for which 2 rooms are provided for the Prime Minister), including the offices for the party leaders	No details

*B – Notes*

- Where figures on the number of offices are given, it is to be understood that (with the exception of the question on group offices as such) this does not include offices for individual Members for their personal use as Members of Parliament.
- The number of group offices excludes offices allocated to members in their capacity as members of the government (even if – as in IRL and UK because no distinction is made between the government and the government party – they are made available as group offices).

*C – European Parliament*

Offices for Members and staff of groups in Luxembourg, Strasbourg and Brussels (number of offices varies according to local circumstances)	Office furniture and equipment provided by the administration of Parliament
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## QUESTION XII 2 (2)

### Political groups – Allocation of staff by Parliament or through its budget

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Seconded from the Assembly's services

Independently employed by the group itself

---

A – *Summary*

B No

Yes

DK No

Yes; see also section on Question XII 2 (3) (group funds)

D Yes, but the Bundestag administration only provides groups with ushers

Yes

F No

Yes

IRL No

Employed on a fee basis paid out of public funds but are not civil servants – 1 such post for every 7 members (excluding government office holders) – nominated by the political group concerned and appointed by the Chairman of the Dáil

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Seconded from the Assembly's services

Independently employed by the group itself

---

In addition: employment of group staff at own expense, although salaries for 20 secretarial posts for groups not represented in government are paid for from public funds

I No

Yes

L No

Yes

NL No

Yes

UK No

Employed and paid by the parties themselves

---

*B – Notes*

- Some parliaments (e.g. B) expressly state that salaries for staff employed by the groups are paid from funds allocated to the groups for this purpose from the parliamentary budget. However, in most cases, the groups are still free to draw upon funds paid to them as political parties for this purpose.
  - As regards the employment of outside experts or advisers see section on Question XII 2 dealing with the allocation of funds (DK).
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Seconded from the Assembly's services

Independently employed by the group itself

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C – *European Parliament*

Yes, partly

Yes; staff are employed, on the responsibility of the chairman of each group, by the administration of Parliament, within its allocation of posts, as temporary staff with contracts for an unspecified period. (Decision 98/62 of the Bureau of the EP of 28.2.1962). The number of posts in the group secretariats must be shown on the establishment plan of EP; requests for posts must be submitted to the Committee on Budgets

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## QUESTION XII 2 (3)

### Political groups – Allocation of funds by Parliament or through its budget

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Amount of funds

Rules governing payment

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#### A – Summary

B BFR 250 000 (= 6250.0 EUA) for each group member;  
linked to consumer price index

Payment in monthly amounts (in twelfths of the annual budgetary entitlement)

DK Basic amounts: groups with 4–8 members DKR 11250  
(= 1605.3 EUA); Groups with 9 and more members  
DKR 22500 (= 3210.6 EUA)

Payment in monthly amounts in advance

Can be used (in addition to staff and equipment expenses) for the employment of (external) experts and fees for (internal or permanent) advisors

In addition, individual amounts: DKR 3200 (= 459.0  
EUA) per group member

Additional funds as appropriate according to the budget

Total for all groups (at 1. 10. 78) DKR 624 560 (= 89 222.8  
EUA) – distributed among the groups

Amount of funds	Rules governing payment
D Total for all groups (in 1978) DM 38 640 000 (= 15 053 236 EUA) (not broken down among the groups)	Funds are paid as 'group subsidies'
F Monthly subsidy of FF 669 (= 115.6 EUA) per group member minus 8.5 % as a refund of social security contributions	Paid monthly, the refund of social security contributions is paid quarterly
IRL – for leader of government party: IRL 20 205 (= 30 713.5 EUA) – for leader of largest opposition party: IRL 35 365 (= 53 774.6 EUA) – for leader of second largest opposition party: IRL 15 158 (= 23 048.6 EUA) (with effect from 1.3.79)	Minimum conditions for payment: the winning of 7 seats at the preceding elections
I The President allocates to the parliamentary groups appropriations from the Chamber's budget calculated in accordance with the basic requirements common to each of the groups and their comparative numerical strengths	(a) ordinary monthly allocation (b) supplementary allocation, paid quarterly and in advance for expenditure on consultation and technical services
L Payment of funds by the Chamber in proportion to the number of members of the group	No details
NL Yearly basic amount of staff costs:  1.1.1978: max 69.61 x allowance of group chairman (HFL 1265 = 451.79EUA for the first + HFL 379 = 135.36 EUA for each further group member)	Advances can be paid. Maximum rates are not usually paid. Groups must provide evidence of their staff costs

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Amount of funds

Rules governing payment

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1. 1. 1979: max. 78.20 x allowance of group chairman  
(HFL 1290 = 460.71 EUA for the first  
member of the group + HFL 387 = 138.21  
EUA for each further member)

Basic yearly amount for office equipment:

1978: max. 0.9144 x allowance of group chairman

1979: 0.910522 x allowance of group chairman

The groups are free to determine whether these advances  
are to be paid to each Member individually or to the group  
as a whole.

In addition: Monthly advance for secretarial staff of  
members (see section on Question XIII A 1)

UK Public funds only for opposition parties 'in respect of their  
parliamentary duties' – Amount: UKL 500 (= 760.3  
EUA) for every seat plus UKL 1 (= 1.5207 EUA) for  
every 200 votes cast for the party at the last election up to  
maximum of UKL 150 000 (= 228 083.1 EUA) – the  
normal requirement: 2 seats or, if only 1 seat has been won,  
at least 150 000 votes at the last election

No details

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B – Notes

In all cases in which public funds are paid to groups, they are paid from the parliamentary budget; in no cases are there independent group budgets within the State budget.

Source for calculations in EUA: EC Monthly Bulletin of General Statistics 4/6 – 1978; the figures for 1978 and 1979 are based on the average rates for the first six months of 1978.

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C – *European Parliament*

1979 (a) Budget heading 3705

Contribution to secretarial expenses of the political groups: 1 088 705 EUA

Rules for the allocation of funds:

- basic amount for each group
- plus *pro rata* amount for each group member
- plus (since 1973) percentage increase in *pro rata* amount according to number of working languages used in group (6/5, 4/3 or 2 languages)

(For staff posts of political groups see section on question XII 2 (2))

(b) Budget heading 3706

Other political activities: 640 435 EUA

Appropriations in budget heading 3706 are distributed by the Bureau (after consulting the Committee on Budgets) among the political groups (OJ C 14, 1973)

Expenditure control procedure requires that the treasurers and auditors of each group ascertain that payments have been made in a regular manner and that each group submit a periodic report to the chairman of the Committee on Budgetary Control on the utilization of appropriations (PE 56.636 fin.)

## QUESTION XII 3

### Political groups – Access of their staff

	The Chamber (apart from the public gallery)	Committee meetings (apart from public meetings)	Library
A – Summary			
B	No	No	Yes
DK	No	No	Yes, and to all other rooms in Parliament building
D	Yes, but not to the areas restricted to Members (i.e. access only to the part of the Chamber below the public gallery, provided there are no Members' seats there)	No	Yes, and to all facilities in the Bundestag administration
F	1 staff member per group (2 for groups with over 60 members) have access to the lobbies	No	Yes

The Chamber (apart from the public gallery)	Committee meetings (apart from public meetings)	Library
Same arrangement applies to access to the galleries next to the Chamber lobbies		
In both cases a special pass issued by the Office of the President is required		
IRL No	No (even at public meetings they do not have access to committee members to brief or consult them)	Yes – limited facilities
I No	No	No
L No	No	Yes
NL No	No	Yes
UK No	No	No
<i>B – Notes</i>		
–		
<i>C – European Parliament</i>		
Yes, 2 staff members per group	Yes, 1 staff member per group	Yes

## QUESTION XII 4

### Political groups – Privileges of chairmen and/or spokesmen

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Chairmen	Spokesmen
<i>A – Summary</i>	
<b>B</b> Membership of Bureau (provided the group has more than 12 members)  Equal status with Vice-Presidents, except for chairmanship in the Chamber and in standing committees and the right to appoint and dismiss staff	In practice group chairmen speak on behalf of their groups in debates on procedure and the agenda
<b>DK</b> None	None
<b>D</b> Right to take part, or be represented, at all committee meetings in an advisory capacity	None, but see under B below
<b>F</b> Group chairmen have a privileged position in various bodies and procedures. Have an office and a car	In certain debates groups' 'principal speakers' enjoy a right of priority

Chairmen	Spokesmen
IRL None	Right to extended speaking time in certain debates (Standing Order 125)
I 'Important powers in the organization and conduct of parliamentary business, but no special advantages'	None
L None	None
NL None, other than Chairman's allowance	None
UK Not applicable as political groups not officially recognized (see section on Question XII 1)	

*B – Notes*

- For group chairmen the question referred to privileges granted to them by the Parliament, not by the political groups themselves. The data given therefore do not include their status within and privileges granted by their groups.
- The privilege mentioned under B regarding plenary debates may also be assumed to apply in other countries even where no privileges have been indicated or no data given for group spokesmen.

*C – European Parliament*

Membership of enlarged Bureau (Rule 5 (3) of the Rules of Procedure)

Priority in order of speaking and right to speaking time in debates depending on group strength



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Chairmen

The group of non-attached  
Members delegates 2 of its members to attend meetings of the  
enlarged Bureau, without having the right to vote (Rule 36A (2)  
of the Rules of Procedure, as amended on 13. 11. 1979)

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Spokesmen

The group of non-attached members is entitled to a double share  
of speaking time (Rule 36A (4) of the Rules of Procedure, as  
amended on 13. 11. 1979)

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## QUESTION XII 5

### Special status of opposition (as distinct from other political groups)

A – *Summary*

B No

DK No

D No, but: – term ‘opposition’ introduced in the 1978 Bundestag budget with granting of an increased allowance to the ‘opposition group

– introduction of the term ‘opposition group’ also in the Rules on the Conduct of Debates adopted by the Bundestag on 5.10.1978 pursuant to Rule 39 of the Bundestag’s Rules of Procedure

F No

IRL No, but: – opposition party (or parties) provided with special funds and staff costs covered; for details see relevant section on Question XII 2

I No

L No

NL No

UK Yes, the leader of the official opposition (i.e. the largest opposition party) and the Opposition Chief Whip and Assistant Whip receive salaries from the State budget – see also section on Question XII 2 (Allocation of financial resources to political groups)

B – *Notes*

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C – *European Parliament*

Not applicable

## QUESTION XIII A 1

### Members – Own secretary (facilities for recruitment and payment of remuneration by Parliament)

In constituency	At Parliament	Legal and working relationship with Parliament's administration
<i>A – Summary</i>		
B None	None	Not applicable
DK None	None	Not applicable
D	<p>An annual amount of DM 60315 (= 23496.9 EUA) (DM 4665 per month = 1817.3 EUA) plus Christmas and holiday bonuses are available to each Member in the Bundestag budget for the employment of assistants. Members decide themselves</p> <ul style="list-style-type: none"> <li>– whether they wish to employ typing or clerical staff, secretaries, assistant clerks, clerks or research assistants and</li> <li>– whether these assistants are to work at Parliament or in the constituency (they mostly work at the seat of Parliament).</li> </ul> <p>Members may also jointly employ a number of assistants (e.g. with varying qualifications and duties), but each assistant is legally bound only to one Member; see right-hand column.</p>	<p>Legal relationship: none – assistants are bound to Members employing them by a private-law relationship based on a specimen contract drawn up by the Bundestag administration. The remuneration agreed must correspond to the qualification requirements of the Bundestag's own pay scales; the administration checks that these requirements have been met before commencing salary payments. The administration usually makes these payments and carries out certain employer's obliga-</p>

In constituency	At Parliament	Legal and working relationship with Parliament's administration
		tions (deduction of tax and pensions, unemployment and health insurance contributions) on behalf of the Member
		Working relationship: access to library and all other research facilities and to staff of the Bundestag's administration
Legal basis: Section 34 of the Law on Representatives and the implementing provisions, adopted by the Ältestenrat (Council of Elders) on 19.1.1978 (edition of 26 April 1979)		
F	either	No link with Assembly, but managed by its administration.
IRL	None	Reader referred to data on staff allocation of groups; see section on Question XII 2
I	None (Parliamentary funds used only to pay secretarial staff of members of the Bureau and committee chairmen; re the latter see section on Question VI 3 + 4)	None
		Not applicable
L	None	None
		Not applicable
NL	An annual amount of HFL 31 716 (level 1. 1. 1979) is available to each member for the employment of an assistant. Members decide themselves on the sort of assistance they want	No legal relationship. An assistant is bound to the member employing him or her on a specimen contract approved by the Presidium of the Chamber
UK	Members may obtain reimbursement of expenditure, up to a prescribed maximum, on secretarial staff and research assistants	None

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In constituency

At Parliament

Legal and working relationship with  
Parliament's administration

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B – *Notes*

The data regarding the legal and working relationship to the Parliament's administration do not include (in conformity with the questions) the relationship of such staff with the political groups' administration.

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C – *European Parliament*

Employment of a secretary (and/or assistant) possible thanks to monthly secretarial allowance consisting of:

None

- a flat-rate component of 900 EUA of which 500 EUA as a general flat-rate allowance paid directly to Members and 400 EUA, also paid to Members, but on a declaration of expenditure
  - a non flat-rate component of up to 1800 EUA paid on submission of contracts directly to Members or on assignment to a political group. This amount covers the salaries and related costs paid by Members themselves.  
(Decision of Bureau of EP of 18. 7. 1979 (PE 59.284); quoted in Working Document No 1-459/79 – PE 59.994/Ann. I. fin., p. 22 of 5. 11. 1979)
-

## QUESTION XIII A 2

### Members – Own assistant (facilities for recruitment and payment of remuneration by Parliament)

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Granting of such facilities	Legal and working relationship with Parliament's administration
<i>A – Summary</i>	
B Reply refers reader to data on allocation of staff and offices to political groups; see relevant section on Question XII 2	Not applicable
DK No, Members' requirements are deemed to be satisfied by payments to political groups	Not applicable
D Yes; for details see section on Question XIII A 1	
F Yes (no detailed information) 2 per member	Legal relationship: none – assistants are bound to members by private-law contracts; Parliament's administration supervises the drafting of these contracts and administers them Working relationship: access to information and documentation services only
IRL No	For arrangements for secretarial assistance for Members see section on Question XII 2 (2)
I No	Not applicable

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Granting of such facilities

Legal and working relationship with Parliament's administration

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L No

Not applicable

NL Yes; for details see section on Question XIII A 1

UK Yes; for details see section on Question XIII A 1

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*B – Notes*

As in the section on Question XIII A 1, the data on the assistant's legal and working relationship with the Parliament's administration do not cover his relationship with the political groups' administration.

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*C – European Parliament*

Employment of a secretary (and/or assistant) possible thanks to secretarial allowance; for details see section on Question XIII A 1

None

Members may join together to sign a contract if they wish to engage a particularly highly qualified assistant

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## QUESTION XIII B

### External consultants/advisers

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Nature of assistance

Status

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#### A – Summary

B Committees may consult external persons and organizations, obtain information from them and request their assistance; the President is to be informed

Not applicable. These persons do not, strictly speaking, participate in committee business

The House may decide that committees be required to hear representatives of external bodies  
(Rule 21 of the Rules of Procedure)

DK Political groups may use the sums allocated to them to obtain (external) opinions or to pay the fees of (internal) advisers including those on the permanent staff; see section on Question XII 2 (political groups – allocation of funds)

Depends on groups' decision

D Committees, 'enquête' committees and other advisory bodies, may invite experts and representatives of interested groups to hearings

Experts

Nature of assistance	Status
Committees of investigation may invite persons to help compile evidence	Witnesses
F Committees may consult specialists. Very occasionally experts are commissioned, on a fee-paying basis, to carry out studies	No special status
IRL The Joint (with the Senate) Committee on State-Sponsored Bodies may, with the consent of the Minister for the Public Service, engage the services of persons with specialist or technical knowledge to assist it for particular enquiries	Consultant (economist)
The committee is at present using the services of a full-time consultant on a secondment basis from an organization outside the public sector for a two-year period	
I Research on specific topics may be entrusted to external institutes and research workers, usually through the studies department	Not applicable
L Occasional assistance	No special status
NL Occasional assistance	<i>Ad hoc</i> arrangements
UK Committees may use the services of specialists for special enquiries	Temporary advisers

B – Notes

See also the section on Question VI 7 on investigations and hearings arranged by committees.

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Nature of assistance

Status

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*C – European Parliament*

Committees may invite and consult experts

No special status

In addition Parliament (like the other Community institutions) may engage, on a contractual basis, the services of persons with 'special qualifications and notwithstanding gainful employment in some other capacity'; the duration of such contracts is limited to 2 years but may be renewed.

Special adviser, pursuant to Articles 5, 82 and 83 of the Conditions of Employment of other servants of the European Communities.

Parliament (like the other Community institutions) may also hire the services of persons with various qualifications, outside its establishment plan, for special tasks on contracts of up to 1 year. (The same applies within the establishment plan for temporary replacement)

Auxiliary staff, pursuant to Articles 3 and 51-78 of the above-mentioned Conditions of Employment in conjunction with Articles 4-6 of the internal rules of the EP Bureau of 26.6.1979 on the employment of officials and temporary, auxiliary and local staff (PE 58.980)

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## QUESTION XIII C

### Granting of special concessions to Members in respect of:

Accommodation	Transport	Postal and telephone expenses
<i>A – Summary</i>		
<b>B</b> Free furnished accommodation for President	Free travel on all public and publicly licensed transport	Correspondence: free postage for administrative business; 1 000 post-paid envelopes per year Telephone: telephone expenses not paid by Chamber, but calls may be made free of charge from booths in Parliament building
<b>DK</b> No	Free travel on all public transport	Mail: no data supplied Telephone: calls free of charge from building
<b>D</b> President: free official furnished residence. Members: may in certain circumstances be accommodated in subsidized dwellings intended for Federal employees; also a limited number of flats are available for Members in vicinity of Bundeshaus	Free travel on all public transport  Refund of cost of domestic air travel on parliamentary business Free use of official car within a radius of 20 km of Bundeshaus and to Cologne/Bonn and Düsseldorf airports	Mail: cost covered by flat-rate allowance (see middle column) Telephone: calls made from Parliament building free of charge

Accommodation	Transport	Postal and telephone expenses
<p>F Members may be granted loans for the purchase of a house or flat</p> <p>Parliament also has at its disposal a number of dwellings at controlled rents in Paris and its suburbs for the use of Members</p>	<p>Cost of using own car on official business covered by flat-rate monthly allowance of DM 4500 = 1753.1 EUA</p> <p>Free travel on all rail transport in France</p> <p>80 free flights or rail journeys per year between constituency and Paris</p> <p>8 free journeys per year between Paris and any other place</p>	<p>Mail: free postage for Parliament business (franking by Parliament's administration); up to 500 free items per month of collective correspondence with local councillors in constituency and with members of professional associations and trade unions</p>
<p>IRL No</p>	<p>Reimbursement of toll charges on certain motorways (in particular between constituency and Paris)</p> <p>Free travel between constituency and Dublin and, if the Member is not resident in his constituency, between his place of residence, constituency and Dublin, and for certain travel on the invitation of a Member of the Government to attend State functions or to inspect important</p>	<p>Telephone: certain calls may be made from Parliament building free of charge, particularly to the department of constituency and in greater Paris; Members also enjoy reduced subscription rates depending on the distance between Parliament and their constituency</p> <p>Mail: 300 official letters per week posted by the administration; a Member may however receive 100 Official Paid envelopes which he may post anywhere in the State. Telephone: local calls free of charge from Parliament building; trunk calls from Parliament building to numbers within the</p>

Accommodation	Transport	Postal and telephone expenses
	public works or visit institutions, places or districts	State free of charge (calls limited to 6 minutes each). Trunk calls of unlimited duration to a particular number selected by a Member and notified by him to the Clerk of the Dáil
I President, Vice-Presidents and Quaestors: Official residences	Free rail travel, reduced air fares	No free postal facilities or refunds of postal or telephone expenses
L No	Free rail travel, car travel allowances	'Certain advantages'
NL President: official residence in Parliament building available	Annual travelling allowance of HFL 8 340, free of tax	Free postage only for correspondence with President, Clerk and Parliament's sessional service  Telephone: calls made from Parliament building free of charge
UK Speaker: official residence in Parliament building	Free travel on public transport or mileage allowance for use of own car for travel between residence, constituency and Westminster and for travel within constituency	Mail: free postage inland for official business from Parliament building Telephone: inland calls made from Parliament building on official business free of charge

*B – Notes*

The payment of overnight lodging allowances (understood as equivalent to the granting of accommodation facilities and indicated as such by IRL and UK) has not been included in part A above because there was not direct reference to this in the question.

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Accommodation

Transport

Postal and telephone expenses

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*C – European Parliament*

No

Refund of travel expenses for attendance at official meetings of Parliament and its bodies

Official cars are, where possible, placed at the disposal of Members for distances not exceeding 20 km

Mail: –

Telephone: costs refunded on production of supporting documents

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## Questionnaire of the European Parliament

### Comparative note on the organization of services in the Parliaments of the Member States of the European Community

#### I. General and statistical aspects

The activity of a parliament is difficult to define and even more difficult to measure; however, some purely statistical information can be of help.

##### A – *Measurement of the assembly's activity* (last five years)

1. number of *days* of sittings per year,
2. number of *hours* of sitting per year,
3. number of meetings of *parliamentary committees* per year.

Approximate figures will be sufficient.

Please state whether the information given refers to a calendar year (1 January to 31 December) or a parliamentary year, giving the dates for the opening and closing of each annual session.

##### B – *Secretariat*

1. Please attach to your reply an *organization chart* for the secretariat of your assembly, giving as much detail as possible.
2. What basic texts govern the organization of your secretariat? (Please give dates, references and, if possible, copies)
3. *Total* establishment of the secretariat.

4. *Breakdown* by category of officials or other staff.

In replying to this question, please use where possible the distinction made in the Secretariat of the European Parliament between the following categories:

A – Administrative or advisory duties

B – Executive duties

C – Clerical duties

D – Manual or service duties.

5. If the parliament is bicameral, are there any *joint services* shared by both chambers?

#### II. Sessional services

##### A – *Organization of sittings*

1. How are the Speaker's papers drawn up, and by how many officials?
2. *Idem* for list of speakers.
3. *Idem* for tabling of amendments.
4. *Idem* for questions:

- a) written questions (deadline for reply);
  - b) oral questions, with or without debate (deadlines applied according to whether the question is an ordinary one or on a topical matter).
5. Organization of the minutes of proceedings service.
  6. Organization of the reports of proceedings service:
    - verbatim reports;
    - analytical reports;
 deadlines: – for examination and correction by Members;  
 – for publication of report in its final form.

**B – Official documents**

1. The different categories of documents published by your assembly (and approximate number of pages for each of the last five years).
2. Printing of official documents:
  - a) by your assembly's own services;
  - b) by outside sub-contractors.
3. Compilation of indexes:
  - a) by name (of Member);
  - b) analytical (by subject);
    - frequency of publication of such indexes.
4. Is a list kept of each Member's votes during a parliamentary term?

**III. Language problems**

1. If more than one official language is used in your assembly, how are
  - a) translation
  - b) interpreting
 services organized?

2. How many staff are involved?
3. Are all documents published in all the official languages?  
If not, what are the deciding factors?
4. What percentage of the total budget of your assembly is attributable to the costs arising from the existence of more than one official language?

**IV. General services**

**A – Post**

- Is post systematically centralized?

**B – Archives**

- Are microforms used, and if so in what proportion?

**C – Typing pool**

1. Number of secretaries;
2. Organization of requests.

**V. Administrative services**

**A – Operational budget**

1. Does your assembly have complete financial autonomy?
2. If so, what body
  - a) draws up
  - b) adopts
 its budget
3. If not, what institution has this responsibility?
4. What is the total budget (give figures for the last five years)?
5. Which bodies are responsible for
  - authorization of expenditure
  - financial control of expenditure?

## B – *Data-processing service*

- Is there such a service, and what are its exact functions?  
How is it structured and how does it fit into the hierarchy?  
Does it have functions other than personnel administration?

## C – *Other services*

1. Existence of protocol service, and number of staff;
2. Idem for travel service (tickets, reservations);
3. Size of car pool;
4. Number of parliamentary ushers;
5. Number of other staff;
6. Relations between buildings service and official authorities (historic monuments).

## VI. **Parliamentary committees**

1. Number of standing committees.  
Is this number determined by your State's government structure or by other factors?
2. Number of Members on each committee.
3. Do chairmen, rapporteurs, etc., have a special status?
4. Size of secretariat for each committee (by grade).
5. Duties of the secretariat:
  - a) organization and conduct of meetings;
  - b) drawing up reports;
  - c) other assistance to Members.
6. Possibilities for setting up temporary or *ad hoc* committees.
7. Number of:
  - a) investigations;

- b) hearings;
- c) own-initiative reports.

8. Must any travel be authorized?
9. Do the committees meet in public:
  - always;
  - sometimes;
  - never?
10. Is there:
  - a press release,
  - a record of proceedings, whether published or not,
  - any other form of publicity regarding their work?

## VII. **Contacts with other parliaments**

- Approximate number of visits to other countries by:
- a) interparliamentary delegations;
  - b) unofficial groups.

## VIII. **Library**

1. Does your assembly have its own library or share one with another parliamentary or other institution?
2. What is its annual budget?
3. How many volumes does it have?
4. Number of subscriptions to:
  - newspaper;
  - periodicals;
  - reviews.
5. What staff does it have, by category of employment?
6. What hours is it open:

- a) during public sittings;
- b) at other times?

7. What services does the library provide?
- loan system;
  - compiling bibliographies;
  - information, by press files (cuttings, analyses).

#### **IX. Research and documentation service**

1. Is there a separate service or is it combined with the library service?
2. How is it organized and what staff does it have?
3. Does its structure reflect the structure of the committees?
4. Are its staff called on to collaborate with the Members:
  - a) only to provide them with documentation and studies;
  - b) also to assist in drawing up reports?
5. Is the service responsible for:
  - a) long-term work only;
  - b) on-the-spot research as well?
6. What technical resources does it have its disposal?
7. Is data-processing used in this service?

#### **X. Relations with journalists**

##### *A – Press*

What facilities are made available to journalists in the exercise of their work?

1. Access to a special gallery;
2. Access to a particular area (room, lobby) where they can meet Members;

3. Availability of official documents;
4. Any rapid information bulletin produced for journalists;
5. Contacts with parliamentary officials specializing in information.

##### *B – Radio and television*

1. Are there technical installations:
  - a) in the chamber;
  - b) in a special studio?
2. Are special programmes concerning your assembly broadcast regularly?
 

If so, are these produced by a unit within your assembly or by an outside organization?
3. Are visual and sound recordings kept in your archives?
 

If so, for what length of time?

#### **XI. Relations with the public**

1. What are the rules governing access by the public within your assembly's meeting place:
  - to plenary sittings (maintenance of order in the galleries);
  - to corridors and offices;
  - to the library;
  - to the bar or restaurant, etc? (Members' guests)
2. Is an information bulletin distributed to a wide public?
  - how often?
  - in what form?
3. Are group visits organized for:
  - social or professional groups;
  - students and schoolchildren;
  - individual visitors?

Are talks organized on parliamentary activities?

## **XII. Political groups**

1. Is the existence of political groups officially recognized?  
If so, what is their status?
2. Does such recognition take the form of allocating:
  - offices and equipment (give number and nature)?
  - staff?
  - a) seconded from the assembly's services
  - b) independent
  - their own budgets? If so:
    - a) how much?
    - b) what are the rules governing payment?
3. Do the staff of the political groups have access to:
  - the chamber;
  - committee meetings;
  - the library, etc.?
4. Do the chairmen and spokesmen of the political groups have any special privileges?  
If so, what?
5. Does the opposition (the parliamentary minority) have officially recognized status? If so, what, and what form does it take?

## **XIII. Other assistance**

A – Do the Members of your assembly have special facilities for recruiting:

1. a secretary?
  - a) in their constituency,
  - b) at the parliament,
2. a parliamentary assistant?

What is the relationship between such personal staff and the parliament's administration?

B – Are other persons not on the staff of your assembly engaged, on a permanent or *ad hoc* basis, to assist:

- certain bodies (committees, etc.);
  - certain Members (rapporteurs, chairmen, etc.)?
- If so, what is their status (experts, advisers, etc.)?

C – Are special allowances granted to the Members of your assembly for:

1. accommodation;
2. transport;
3. postal and telephone expenses?



European Communities – European Parliament

**Organization of services in the Parliaments of the EC Member States and  
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To provide the directly-elected European Parliament with information that may be of use to it in the event of a reorganization of the present structure of its secretariat, the organization of the directly-elected chambers of the national parliaments was surveyed in the autumn of 1978 and spring of 1979 on the basis of a comprehensive questionnaire. The evaluation of this data by the European Parliament was thoroughly verified and up-dated by the national parliaments in the autumn of 1979.

The comparative survey of the secretariats of the national parliaments is confined to the present Member States of the European Community and to the directly-elected chambers. It is planned to extend this study to the "first" chambers but a specific decision would be required if it were felt desirable to cover all the Member States of the Council of Europe.



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