

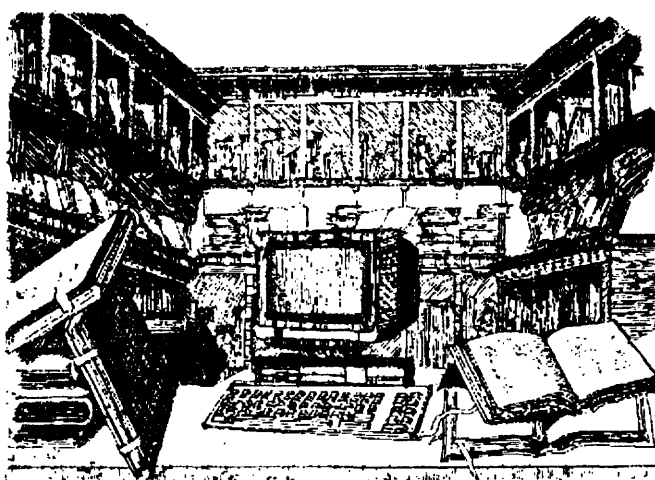
EUROPEAN PARLIAMENT



Directorate General for Research

WORKING PAPERS

ACCESSING EUROPEAN PARLIAMENT DOCUMENTATION



Documentary Databases and Indexes of Debates Series

E - 1

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EUROPEAN PARLIAMENT



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6 - 1993

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INTRODUCTION

The European Parliament (EP) is the only Community institution which always meets and debates in public. Its debates, opinions and resolutions are freely available.

However, due to the large number of different documents produced, accessing them can be a complex process.

This handbook is designed to make this task easier. The aim is to help those with a special interest in Community affairs:

- to search for European Parliament documents which they require;
- and to obtain those documents.

Although this publication is aimed at a specialist user group, it is not intended primarily for those working within the European Parliament itself. A separate publication exists for internal users.

The full range of EP documentation is covered in this guide - including material stored in electronic form, as well as traditional paper form or on microfiche. These electronic media - which are playing an increasingly important role in information storage and retrieval - include on-line databases and CD ROMS.

For ease of use, this publication is split into 4 parts as follows:

Part 1 : In order to begin a search for EP documentation, it is necessary to understand which documents are produced during the various stages of the Parliament's work. This part gives a brief summary of the main points, and places the various documents produced by the Parliament in context.

Part 2 : gives an overview of EP documentation available to the public. In addition, a glossary of terms is included at the back of the handbook, as well as an explanation of the references assigned to documents (Annex 1).

Part 3 : sets out the tools for selecting EP documents. Using these tools, searches can be carried out based on a number of different criteria. For example, the user can select a complete set of documentation relating to a particular subject area. These tools include paper documents (eg. catalogues and indexes) and databases - produced by the European Parliament or by other Institutions.

Part 4 : Once the necessary reference data has been obtained, how and where can the documentation actually be located? This question is answered in this part, which describes the services provided by the European Parliament Offices in the Member States.

Some other Community information services are also listed, since they can be useful sources of EP documentation. Information sources are also listed by main document types (Annex 4).

This publication has been compiled with the help of European Parliament and European Commission services involved in the provision of information and documentation to the public, as well as the Office for Official Publications of the EC (EUR-OP).

Any suggestions for improving the handbook's format and content will be welcome.

Documentary Databases, Data-Processing
Applications and Indexes of Debates Division
Directorate-General for Research
L-2929 Luxembourg

Part 1: EUROPEAN PARLIAMENT DOCUMENTATION IN CONTEXT

The European Parliament represents 'the peoples of the States brought together in the Community' - some 342 million citizens. Directly elected since 1979, it guarantees participation by the people and exercises powers of democratic control.

The purpose of Part 1 is to place European Parliament documentation in the context of the Parliament's work. A brief summary is given of the Parliament's organisation and powers, with the main documents produced or processed highlighted in **bold**.

I. ORGANISATION AND OPERATION

The European Parliament has 518 members representing the full spectrum of political opinion in all the Community countries. This number will rise to 567 following the elections in July 1994.

A. THE POLITICAL GROUPS

Members of the European Parliament are not grouped in national delegations but according to the political group to which they belong. The groups are of central importance in the work of the Parliament - both political and organisational.

There are eight groups currently represented in the European Parliament. The break down of members is as follows:

Group Title	Number of Members
- Group of the Party of European Socialists (PES)	199
- Group of the European People's Party (EPP)	162
- Liberals, Democrats and Reformists	45
- Greens	28
- European Democratic Alliance	20
- Rainbow	16
- Technical Group of the Right	14
- Left Unity	13

There are also 21 non-attached members (between 12 and 23 members are required to form a political group according to the number of nationalities of that group).

The different political groups are serviced by their own secretariats, based in Brussels. The level of resources available to each secretariat depends on the number of Members belonging to the group.

B. THE COMMITTEES

Parliament's work is prepared in 19 specialist committees, such as the Economic and Monetary Affairs and Industrial Policy Committee. One of these committees is charged with responding to **petitions** which can be addressed to the EP by any EC citizen.

In addition to these standing committees, the EP can also establish temporary committees or committees of inquiry which look into specific problems.

The Committees draw up responses to legislative proposals from the Commission. They can also draw up **own initiative reports**, though these do not form part of the legislative process.

Committees may also organise public hearings at which experts give advice on the technical aspects of particular problems. Interparliamentary delegations maintain relations with a large number of parliaments and international organisations.

C. THE PLENARY SESSION

For ease of contact with the other institutions, the parliamentary committees generally meet in Brussels for two weeks a month. The third week is set aside for political group meetings and the fourth for the plenary session, which is held in Strasbourg at the Palais de l'Europe.

The organisation of parliamentary business is governed by **Rules of Procedure** drawn up by Parliament itself. Any Member has the right to put forward amendments to these rules. All changes must be approved by an absolute majority of Members.

Day to day operations of the Parliament and its bodies are the responsibility of the Bureau - though the Plenary session remains the final authority. The Bureau consists of the President of the Parliament and the 14 Vice Presidents. There are five Quaestors who are responsible for internal administrative and financial matters.

When the Bureau and the Chairpersons of the political groups meet, they form the Enlarged Bureau. One of their main tasks is to draw up the draft agendas for Parliament's plenary sessions, which are then approved or amended by the Plenary session.

II. POWERS AND RESPONSIBILITIES

The decisions which the European Parliament is empowered to take are laid down in the legal framework established by the founding and subsequent Treaties.

These powers were limited in the original version of the Treaties (1957) but have been gradually strengthened, particularly with the budgetary amendments to the Treaties in 1970 and 1975 and the coming into force of the Single European Act (SEA) in 1987.

Parliament is now empowered to :

- take part in the Community's legislative process;
- adopt the Community's budget, after amending it up in conjunction with the Council;
- supervise the activities of the Commission and the Council;
- adopt or reject international agreements.

The Maastricht Treaty represents a significant step forward, extending powers of legislative co-decision for the Parliament in some areas.

A. COMMUNITY LAW

The European Parliament is not the legislative authority of the Community. The Treaties establishing the Community lay down a three-way process for drawing up new laws: the Commission proposes and the Council decides, while Parliament plays a consultative role.

There are three types of legislative procedure which can result in new Community laws. The degree of influence exercised by Parliament is different for each procedure.

1. Consultation procedure

The Treaties designate a large number of areas in which the Council cannot enact legislation without first consulting Parliament.

Even in areas where it is not mandatory, consultation usually takes place in practice.

The consultation procedure requires only one reading by Parliament.

2. Cooperation procedure

Established by the Single European Act in areas vital to the completion of the internal market, the cooperation procedure enables Parliament to exercise a more substantial influence over the Council's decisions.

It takes place in a number of stages as follows:-

- a) The Commission draws up a proposal in the form of a COM document - **SEC/COM proposal/consultation** - on which the Parliament is asked by the Council to deliver its opinion.

This process involves two phases:

- the relevant parliamentary committee appoints a Member as rapporteur for the topic in question. The rapporteur draws up a **draft report** with **draft resolution** attached.

This document is debated and adopted by the committee before being submitted for debate in the plenary session. Once adopted in committee, the **report** becomes available to the public, along with the **resolution**;

- in plenary, Parliament votes first on **amendments**, then on the report as a whole and finally on the resolution. If adopted, this resolution constitutes Parliament's opinion and indicates whether or not it wishes to amend the draft Community law.

- b) In response to this, the Commission may draft an **amended proposal**. The Council then adopts a **common position** by a qualified majority.

- c) The common position adopted by the Council is submitted to Parliament for a second reading. The committee responsible draws up a **recommendation** including a proposed **decision**.

This document is debated and adopted by Parliament during the plenary Session. Parliament's **decision** indicates whether it wishes to approve the Council's common position, or to reject or amend it.

- d) If its draft has been rejected, the Council can maintain it at second reading only by a unanimous vote. If the draft has been amended, the Commission examines the amendments and forwards a **re-examined proposal** to the Council, together with any of Parliament's amendments that it has not adopted
- e) In this case, the Council considers the Commission's new proposal in order to arrive at a **final decision**. It can adopt the Commission proposal by a qualified majority. It can amend it only by a unanimous vote. Similarly, it is only by a unanimous vote that the Council can adopt any of Parliament's amendments not adopted by the Commission.

In addition, Parliament may request the opening of a **conciliation procedure** with the Council where the two institutions disagree on a Commission proposal which would have significant budgetary implications.

This procedure takes place on the basis of a **common orientation** which is forwarded by the Council to Parliament. It is essentially an oral procedure in which a delegation appears before the Council to argue the Parliament's case. This is often accompanied by an explanatory memorandum.

3. Assent

The SEA confers on the European Parliament real powers of co-decision with the Council on the accession of new Member States to the Community and on the conclusion of association agreements with non-member countries. In these fields, the Council cannot take a decision until it has received Parliament's **assent**, given by an absolute majority of its members.

B. BUDGETARY POWERS

The budget funds Community spending, which falls into two categories - compulsory expenditure related mainly to the Common Agricultural Policy (CAP) and non-compulsory expenditure in other areas.

The CAP was the first common policy at EC level. The Council has the last word in spending in this field. In other areas, Parliament can change the way in which resources are distributed and to some extent can increase their volume.

The budgetary procedure is as follows :

1. The Commission draws up a **preliminary draft budget** which it sends to the Council;
2. On this basis, the Council prepares a **draft budget**, which it sends to Parliament for a first reading;
3. Parliament delivers an opinion on the draft budget; it may approve it, or send the Council a modified text. In the field of compulsory expenditure, Parliament can only submit proposals for modifications to the Council. Where non-compulsory expenditure is concerned, however, Parliament has a genuine right of amendment;
4. The Council examines this new draft, which it may amend in its turn. Modifications of compulsory expenditure are final but other amendments are sent on to Parliament for a second reading;
5. In the final stage, Parliament can re-amend the changes made by the Council to its initial amendments. At the end of the procedure, the final adoption of the budget falls to the Parliament.

C. SUPERVISORY POWERS

1. Motion of Censure

Parliament may, by a two third majority of the votes cast and an absolute majority of its Members, adopt a **Motion of Censure** forcing the Commission to resign. This option is obviously reserved for exceptional circumstances, and no motion of censure has yet been adopted.

2. Questions

Another, less radical instrument used to monitor the Commission is that of **written questions** or **oral questions**, with or without debate, put by Members of Parliament to the Commission.

In addition, Parliament has **Question Time** at each plenary session which is a forum for short questions and answers to the Commission on topical matters.

Members also have the opportunity to put questions to the Council and to Foreign Ministers in the framework of European Political Cooperation (EPC).

The aim of EPC, which was set in motion in the early 1970s, is to achieve a genuine common strategy for Community member states in the field of foreign policy.

3. Budgetary Control

The size of the Community budget makes it essential to have effective Community control mechanisms working in cooperation with the European Court of Auditors and national authorities.

Only Parliament can grant discharges on the budgetary accounts submitted by the Commission. **Discharge decisions** are adopted in the plenary session after consideration of reports drawn up in the Committee on Budgetary Control.

III. CO-OPERATION WITH DEVELOPING COUNTRIES

The signature in 1975 of the first Lomé Convention inaugurated a long-term policy of cooperation between the industrialised countries of the EC and the developing countries of Africa, the Caribbean and the Pacific (ACP).

All signatories to the latest Convention (Lomé IV) are required to respect human rights and democratic principles. The institution responsible for this field of activities is a Joint Assembly made up of equal numbers of Members of the European Parliament and representatives of the 69 ACP countries. This joint Assembly adopts its own **resolutions**.

IV. THE EP SECRETARIAT

The Secretariat, which is located in Luxembourg, provides the administrative back up necessary for the Parliament to carry out its work.

It is divided into seven Directorates General (DGs). Two of these DGs are concerned with the provision of information materials - DGs III and IV.

DG III (Information and Public Relations) co-ordinates a network of offices in the Member States. These offices, which represent the European Parliament in the Member States, are the first point of contact between EC citizens and the European Parliament. They are well equipped to respond to requests for both information and documentation. For more information concerning the offices, see Part 4, Section I. A list of addresses can be found on the following page.

DG III also coordinates relations with the press (Directorate for the press).

DG IV (Studies) is responsible for research and documentation: **Research and Documentation Papers**, the EP library and archives, documentary data bases, follow-up to the EP's opinions and resolutions, scientific and technological option assessment...

The Secretariat (DG IV) participates in the organisation of the European Centre for Parliamentary Research and Documentation (ECPRD) which brings together officials from European Parliamentary Assemblies (Assemblies of Council of Europe member countries, Council of Europe Parliamentary Assembly and European Parliament).

The aim of the Centre is to aid the circulation of each assembly's documentation, promote information exchange, avoid duplication of research work and encourage close cooperation among the staffs of the assemblies.

Note : For further information concerning the EP's role and organisation, consult the following publications :

- "The European Parliament", a brochure produced by DG III of the European Parliament Secretariat (see part 2, section III and bibliography)
- EP Fact Sheets (see part 2, section II and bibliography)

Both these publications are available from EUR-OP (see part 4, section III) or from EP Offices in the Member States.

EUROPEAN PARLIAMENT OFFICES IN THE MEMBER STATES

ATHINA

112A, Avenue Vassilissis Sophias
GR-11527 Athina
Tel: (+30/1) 771 88 83-86
Fax: (+30/1) 7771817

BONN

Bonn-Center
Bundeskanzlerplatz
D-53113 Bonn
Tel: (+49/228) 22 30 91
Fax: (+49/228) 21 89 55

KØBENHAVN

Børsen
DK-1217 København
Tel: (+45) 33 14 33 77
Fax: (+45) 33 15 08 05

DUBLIN

43 Molesworth Street
Dublin 2
Ireland
Tel: (+353/1) 671 91 00
Fax: (+353/1) 679 53 91

DEN HAAG

Korte Vijverberg, 6
2513 AB Den Haag-NL
Tel: (+31/70) 362 49 41
Fax: (+31/70) 346 70 01

LISBOA

Centro Europeu Jean Monnet
Largo Jean Monnet, 1-6.º
P-1200 Lisboa
Tel: (+351/1) 57 80 31 - 57 82 98
Fax: (+351/1) 54 00 04

SATELLITE OFFICES

STRASBOURG

Allée Spach
Boîte Postale 1024
Tel: (+33) 88 17 52 84
Fax: (+33) 88 17 51 84

LONDON

2, Queen Anne's Gate
London SW1H 9AA
United Kingdom
Tel: (+44/71) 222 0411
Fax: (+44/71) 222 2713

LUXEMBOURG

Parlement européen
1, rue du Fort Thüngen
L - 2929 Luxembourg
Tel: (+352) 4300 2597
Tax: (+352) 43 72 61

MADRID

Calle Fernanflor, 4-7º
E-28014 Madrid
Tel: (+34/1) 429 33 52
Fax: (+34/1) 429 83 49

PARIS

288, Boulevard Saint-Germain
F-75007 Paris
Tel: (+33/1) 40 63 40 00
Fax: (+33/1) 45 51 52 53

ROMA

Via IV Novembre, 149
I-00187 Roma
Tel: (+39/6) 69 95 01
Fax: (+39/6) 69 99 50 200

BRUXELLES

Rue Belliard 97-113
B-1047 Bruxelles
Tel: (32/2) 284 20 06
Fax: (32/2) 230 75 55

BERLIN

Kurfürstendamm, 102
D- 10711 Berlin

Part 2: OVERVIEW OF EUROPEAN PARLIAMENT DOCUMENTATION

The term 'EP documentation' covers a wide range of information sources - both official documents produced and processed by the Parliament during the course of its work - and studies, brochures and other publications produced by the services of the Secretariat.

The term also refers to different media - both traditional paper documents and information in electronic form - documentary databases, CD ROMs and diskettes.

In addition, a distinction should be made between official documents, which are free of charge, and publications which are sometimes assigned a cover price.

I. OFFICIAL DOCUMENTS

Only session documents are available to external users (with certain exceptions, eg. reports of public hearings organised by Committees). These are documents which have been or will be put before a plenary session of Parliament.

They include documents produced by the EP (eg. reports) or documents produced by other institutions forwarded to the EP as part of the legislative process (eg. Commission proposals).

Other documents - for example, draft reports not yet adopted by the relevant committee - are not publically available.

Documents from other institutions already have their own numbering system (eg. COM/SEC numbers for Commission documents). Once they are received by the EP, however, they are assigned a session document number.

All session documents are published in the nine Community languages and are divided into three series (the numbers of the Rules of Procedure concerned are given in brackets) :

A series : reports presented to the plenary session by committees

- . reports (including assent and recommendations for the second reading)

B series : other documents for the plenary session

- . ordinary motions for resolutions (Rule 63)
- . motions for resolutions on the ECSC (Rule 31(3))
- . urgent motions for resolutions (Rule 64)
- . motions for resolutions (follow-up) (Rule 41(4))
- . motions for resolutions on oral questions (Rule 58(7))
- . motions for resolutions on statements (Rule 56(3))
- . proposals for decisions on delegations (Rule 126)
- . proposals for decisions on committees (Rule 109)
- . motions of censure (Rule 30)
- . proposals to reject common positions (Rule 50)
- . proposals to reject the budget (Annex IV, Article 6)
- . proposals for decisions on provisional twelfths (Annex IV, Article 7)
- . amendments to the Rules of Procedure (Rule 132)
- . oral questions (Rules 58 and 59)
- . Question Time (Rule 60)

C series : documents from other institutions

- . common positions (Rule 45)
- . consultations (Rule 36)
- . budget documents (Annex IV, Article 1)
- . discharge documents (Annex V, Article 1)
- . documents from other Institutions (Annual Report of the Court of Auditors, appointment of Members of the Court of Auditors, Commission report on implementation of the budget, etc.)
- . reports on European Political Cooperation (Rule 57(3))
- . Annual General Report of the Commission (Rule 29b)
- . treaties and agreements (Rules 32-35)
- . annual legislative programme (Rule 29a)
- . transfers of appropriations (Financial Regulation applicable to the general budget of the EC, 1977)

The following documents are also available:

- Petitions
- Written declarations (see glossary)
- Debates: revised final version of reports of proceedings covering a part-session week is published in each official language as an Annex to the Official Journal.

For an explanation of the reference numbering system for the above documents, see Annex 1.

II. DOCUMENTATION PRODUCED BY DG IV OF THE SECRETARIAT

DG IV provides information back up to allow individual Members and committees to carry out their work. The following material could also be of interest to some categories of external users:

- Fact Sheets: giving concise and up to date information on the EC institutions and policies (available in the nine official languages).
- Studies : longer pieces of research published as "Research and Documentation Papers", mainly in the following areas:
 - . Agriculture, Forestry, Fisheries
 - . Economics
 - . Regional Policy and Transport
 - . Energy and Research
 - . Environment, Public Health and Consumer Protection
 - . National Parliaments (in cooperation with the ECPRD)
 - . Political Issues
 - . External Economic Relations
 - . Legal Affairs
 - . "People's Europe"
 - . Women's Rights
 - . Social Policy
 - . Action Taken by the Commission and Council on Parliament's Opinions

III. DOCUMENTATION PRODUCED BY DG III OF THE SECRETARIAT

DG III is responsible for the EP's information and public relations. It produces a range of publications giving general information concerning the Parliament's activities, including:

For the Public:

- "EP News", a monthly newspaper (produced in different language editions), covering the core activities of each plenary session. Subscription is free; please contact the EP's office in your country.
- Two general information brochures:
 - . "The European Parliament", a brochure giving a brief explanation of the European Parliament's powers and operation
 - . "The Right to Petition", a leaflet advising EC citizens how to address petitions to the EP
- Brochures focussing on particular themes, for example:
 - . Two leaflets dealing with relations with developing countries entitled "ACP-EEC Joint Assembly, Shared Democracy" and "Towards a New World Partnership"
 - . "Europe 2000, Nature Conservation", a brochure on action in this field taken by the EP

All of these publications are available from the EP's Offices in the Member States (see Part 4, Section I).

For the press:

- "Info Memos", up to date news from EP committees, including highlights of debates, and decisions
- Plenary session news - in three phases:
 - . "Briefing", a pre-session briefing produced one and a half weeks before each session, giving details of the agenda, together with some background information (details of reports from committees etc)
 - . "Session News", a daily briefing printed and distributed in Strasbourg during the session, giving information on the plenary debates as they proceed
 - . "The Week", a resume of the debates, produced after the session

Note: In addition to the standard DG III publications, the European Parliament Offices in the Member States produce a wide range of information materials designed specifically for local distribution. For a full list of publications, contact the EP Office in your country.

IV. DOCUMENTATION PRODUCED BY THE POLITICAL GROUPS

All the groups represented in the Parliament generate internal documentation in the course of their work, such as agendas for group meetings, minutes and reports from delegations. Most of these documents are not confidential, and can be made available to researchers.

In addition, the group secretariats produce publications aimed at the general public. The EPP Group produces a wide range of publications, including an annual Report of Activities and a series of 'Cahiers européens' - detailed discussion papers examining issues of topical interest.

The European Socialists Group produces a monthly newsletter entitled 'Agenda'. The European Democratic Alliance Group also produces a newsletter entitled 'La Lettre de Strasbourg' which appears during the plenary session in Strasbourg.

All the group secretariats provide special documentation services. The European Socialists Group maintains a documentation centre and reference library, which contains, among other items, a collection of periodicals with a socialist perspective. Researchers wishing to use the Centre should notify the group secretariat (documentation center) in advance (tel: (+ 32/2) 284 2111).

For more information concerning these documentation services, contact the group secretariats directly at the following address (with indication of the name of the Group that you want to contact) :

**European Parliament
97-113 Rue Belliard
B-1040 BRUSSELS
BELGIUM**

Part 3: TOOLS FOR RETRIEVING EUROPEAN PARLIAMENT DOCUMENTATION

This part deals with bibliographical resources - for example, catalogues, indexes and databases - produced by the different EC institutions.

These resources provide reference data to enable the user to obtain the required documentation.

They are categorized by medium and by source, i.e. the issuing Institution or body.

I. PHYSICAL DOCUMENTS

A. DOCUMENTS PRODUCED BY THE EUROPEAN PARLIAMENT

- Bulletin

The Bulletin is an EP publication produced in a number of series: Activities, Calendar of Meetings, Activities (Special Edition) and Written Questions (see glossary).

The Bulletin, in its various series, is published in the 9 Community languages.

The Bulletin is intended for the use of Members of the European Parliament. Subscription to the Bulletin is not possible, though it may be consulted in the EP offices in the member states, or in certain libraries.

- List of Members

This document contains the List of Members of the Bureau, Parliament, political groups, committees and interparliamentary delegations. It can be consulted in the European Parliament's offices in the member states or purchased from EUR-OP (see Part 4, section III).

- Indexes of Debates of the European Parliament - Official Journal of the European Communities, Annex

The most recent annual index published covers the Parliamentary year 1984-1985. These indexes are being superseded by the EPOQUE database; however, publication of new indexes in this series is planned.

Indexes of Debates are made up of Indexes of Names and Indexes of Subjects debates of the European Parliament, plus the official session documents and petitions.

An Index comprises four sections:

. Index of Names

All Members and all other persons who have taken part in a debate are listed in alphabetical order, followed by details on membership of committees, documents produced, and debates and Question Times in which he or she has been involved.

. Index of Subjects

Documents are classified by subject. For each subject, the following are given:

- the documents on that subject (together with their reference number, title, type and cross-reference to previous documents);
- the debates classified by sitting (together with the names of speakers and page numbers in the OJ containing the debates for the part-session in question).

. List of session documents

They are classified by type and by serial number.

. Petitions

Petitions are numbered and listed in the order in which they are received. For each petition, the name of the petitioner and the subject are given.

- 'Minutes of the Session'

The 'Minutes' appear daily in nine languages during the session, and are published later in the Official Journal. They are divided into two sections:

- . the first part contains information concerning the Plenary, such as the names of those speaking during debates or votes;
- . the second part contains texts adopted by the Plenary.

B. DOCUMENTS PRODUCED BY THE INSTITUTIONS AS A WHOLE

- 'Documents'

This catalogue is produced and published by the Office for Official Publications of the European Communities on behalf of the Community Institutions collectively (see bibliography).

It comprises the bibliographical notices for:

- . Commission documents
- . EP reports
- . ESC opinions

which have been prepared during the reference period for the catalogue. The catalogue is produced in the nine official languages.

There are three versions of 'Documents':

- . monthly catalogues classifying documents by subject (the subject index comprises 17 headings);
- . quarterly catalogues which contain alphabetical and numerical indexes in addition to classified indexes;
- . an annual cumulative catalogue setting out the information contained in the quarterly catalogues.

C. **DOCUMENTS PRODUCED BY THE OFFICE FOR OFFICIAL PUBLICATIONS OF THE EC (EUR-OP)**

(see also Part 4)

- **EUR-OP NEWS**

A journal introducing new publications and other initiatives from the EC institutions, and placing them in their political context. All articles give useful references to further information sources.

EUR-OP NEWS is published four times a year and can be obtained free of charge in English, French, German or Portuguese from the following address:

EUR-OP
OP/4
2 rue Mercier
L-2985 Luxembourg
Fax: (+ 352) 48 85 73

EUR-OP NEWS plans to cover more EC languages in future editions. It will be publishing advertisements from third parties on European matters.

- **Index to the OJ of the EC**

The monthly indexes to the Official Journal are reproduced at the end of the year in cumulative annual indexes. They are set out in two volumes:

Volume 1: **Alphabetical Index**

Each document published in the Official Journal - in whatever Community Institution it originates - is indexed by means of descriptors from the Eurovoc thesaurus (see glossary and section II/A). Documents are identified, beneath each descriptor, by a series of keywords, a document number, the Official Journal reference, the legal form and the abbreviation for the originating Institution.

Volume 2: **Methodological Index**

The Methodological Index clearly lists acts which have been published in the L series (legislation) and C series (information and notices) of the Official Journal. For each document, the references are given for the OJ in which the document was published.

- **Catalogue of Publications of the European Communities**

Each catalogue contains the bibliographical notices for monographs, series and periodicals published by the Institutions of the European Communities since 1985 (see bibliography). It is a cumulative annual publication with quarterly updates.

It is divided into three parts:

- Part 1 : classified index (classification of titles by subject under 17 headings);
- Part 2 : list of periodicals;
- Part 3 : index of titles and series.

D. DOCUMENTS PRODUCED BY THE COMMISSION

- **SCAD Bulletin**

(SCAD = French acronym for 'Community System for Documentation Access')

This weekly bulletin is produced by the Commission and published by the Office for Official Publications of the European Communities.

It lists and provides an analytical overview of the main Community acts, the publications of the European Institutions, the positions adopted by the two sides of industry and articles from journals selected for their relevance to the Community.

- **SCAD Bibliographies**

This intermittent publication contains references on topical subjects.

- **Bulletin of the European Communities**

This monthly bulletin produced by the Commission in the nine Community languages reports on the activities of the Commission and the other Community Institutions.

The main headings relate to key events, common policies, external relations, interinstitutional relations, activities of the Institutions, etc. For each subject, references are given to documents produced by the Institutions.

- **Supplement to the Bulletin**

The Supplement reproduces certain important Commission texts.

The Commission also publishes other catalogues, including a periodical and annual catalogue covering the publications and documents received by the Commission library, and a catalogue published in six volumes entitled "Completing the Single Market".

II. DATABASES

User documentation is available for most of the databases described in this section (see bibliography).

A. THE EUROPEAN PARLIAMENT DATABASE EPOQUE AND THE EUROVOC THESAURUS

EPOQUE is the documentary database produced by the European Parliament, in particular by DG IV together with DG I (session services) and DG II (committees). It is updated daily.

EPOQUE runs on Parliament's host computer in Luxembourg.

Two modes can be used, to interrogate the database (one is a simplified, menu-guided procedure available in eight languages; the other uses CCL Common Command Language).

EPOQUE comprises all references for :

- . legislative procedures (since the entry into force of the Single Act);
- . session documents : reports, motions for resolutions, transfers of appropriations, documents from other Institutions (from 1979 onwards);
- . parliamentary questions : written and oral questions, with or without debate, questions for Question Time (from 1983 onwards);
- . debates (from 1985 onwards);
- . petitions (currently only in French and without follow up);
- . resolutions adopted in plenary sitting (from March 1985 onwards) and resolutions adopted between 1952 and 1964;
- . studies carried out by the European Parliament or by national parliaments;
- . the Library catalogue (from 1983 onwards);
- . the DG IV Fact Sheets giving concise information on the institutions and Community policies.

As at June 1993, references were given for a total of close to 93,000 documents (without the library catalogue) and for 2,900 legislative procedures.

It also comprises **full texts** for :

- . parliamentary written questions from 1993 onwards (in the nine official languages);
- . the full texts of Parliamentary resolutions from February 1992 onwards are available. These resolutions contain Parliamentary amendments to Commission proposals;
- . the Fact Sheets (in all the official languages);

In addition, EPOQUE contains **resumes of legislative procedures** (cooperation and consultation procedures only). The purpose of these resumes is twofold:

- to describe briefly the progress of each piece of legislation through the various stages of the legislative process;
- to evaluate the impact of the European Parliament on the procedure.

Resumes of new procedures are added after every Parliamentary session. Currently they date back as far as May 1991 for cooperation procedures. The aim is to back date these resumes to July 1987.

For consultation procedures, resumes begin in December 1991. The aim is to back date them to the beginning of the third Parliamentary legislature (July 1989).

The resumes are translated into all the official languages. However, resumes of legislation still in progress exist only in French.

Document references in EPOQUE are indexed using **EUROVOC** - a multilingual thesaurus specifically designed for indexing document references held by Community institutions.

EUROVOC comprises more than 5,000 descriptors - words or expressions designed to represent unambiguously the subject matter of each document. The thesaurus covers all the Community's major fields of activity.

Since EUROVOC is a multilingual tool, it enables documents to be indexed in the documentalist's language and document searches to be carried out in the language of the database user. EPOQUE users have on-line access to EUROVOC in CCL mode.

EUROVOC is also used by EUR-OP to index reference data held in CATEL (see below), and to produce the Indexes of the Official Journal. In addition, any public or private body may acquire the EUROVOC thesaurus.

Organisations which adopt EUROVOC for their own documentation have access to a European documentation stock already indexed on the basis of the same thesaurus, including the parliamentary documents of the European Parliament.

EUROVOC is already used by several national Parliaments, including the Belgian Chamber of Representatives (in Belgium's three official languages), the Spanish Congress and the Assembly of the Portuguese Republic, as well as by national and regional authorities and even some private sector firms.

For further information, a EUROVOC User Manual is available (see bibliography).

B. EUROPEAN PARLIAMENT ON-LINE SERVICES EPISTEL/OVIDE

- EPISTEL

EPISTEL (EP Press Information System by Telecom) is an on-line service designed to disseminate information on the Parliament's work to accredited journalists and other opinion formers.

EPISTEL contains the following information :

- **Info Memo** - up to date news from parliamentary committees and delegations, plus agendas for future meetings and the following part-session;
- **Session News** - pre-session briefings one and a half weeks before each session and daily briefings during each session;
- **Press Release** - news from other EC institutions, particularly the Economic and Social Committee and the Court of Auditors. Press releases from the Council of Ministers will also be available soon;
- **Archives** - containing information from all the previous sections. The plan is to store information dating back between one and four months depending on the item.

There is also a press agencies section in EPISTEL, but this is not accessible to outside users due to copyright restrictions.

Information is added to the system in almost real time. Full texts can be viewed on screen and/or downloaded to a PC. The service is available in English, French, German and Italian.

EPISTEL has been installed on the same host as OVIDE (see below). Subscribers to EPISTEL have access to publically available sections of OVIDE (see below). They can also access EPOQUE once they have been assigned an ID number (see section F).

Work is continuing to develop EPISTEL further. Currently, there are 500 authorisations to be issued to outside parties - either accredited journalists or paying subscribers (the monthly rate is ECU 100).

EPISTEL can be accessed via national data networks or via the telephone network. For more information or user documentation, please contact :

Erik PEETERS
DBA EPISTEL
European Parliament
Bât. EAS 1/20
Rue Belliard 113
B-1047 BRUSSELS

Tel: (+ 32/2) 284 29 31
Fax: (+ 32/2) 230 58 08

- OVIDE

Ovide (Organisation du Videotex pour le Député Européen) is an on-line videotex and PC-orientated service designed to interlink Members of the European Parliament and officials of the EP or other EC institutions. It is available in English, French, German and Italian via the national videotex services, the national data networks and the telephone network.

The OVIDE service is not available to users from outside the Parliament (except by special authorisation of the Secretary General). However, the following options in its menu are publically available with a subscription to EPISTEL (see above) :

- Who's Who? : Directory of Members, EP officials, political group staff and accredited staff;
- Calendar and Agendas of Meetings (CALAG) : Calendar of EP meetings, with daily up-date, plus agendas of meetings of official EP bodies;
- System Facilities : Eg. enables user to change the working language of the session;
- Guide-Index-Suggestions : Eg. allows users to make suggestions to the service administrator

Further OVIDE items are also to be opened up to EPISTEL subscribers.

For more information on OVIDE, please contact:

OVIDE Help Desk
European Parliament
Bât. BEL 6/124
97-113 Rue Belliard
B-1040 Brussels

Tel: (+ 32/2) 284 28 63
Fax: (+ 32/2) 284 90 01

C. THE INTERINSTITUTIONAL DATABASE CELEX

CELEX - Communitatis Europeae LEX - is the interinstitutional computerized documentation system for Community law.

The database comprises:

- . the Treaties;
- . the Community's external agreements;
- . Community legislation;
- . Court of Justice case-law and documents from the Court of First Instance;
- . the preparatory acts of the Commission, the European Parliament and the Economic and Social Committee;
- . parliamentary questions;
- . national implementing provisions in respect of Directives.

In a number of areas, CELEX contains reference data and full text.

More specifically, the following Parliament documents are incorporated within CELEX (reference data only) :

- . parliamentary questions: written questions (from 1963 onwards), oral questions (from 1973 onwards) and questions for Question Time (from 1975 onwards);
- . resolutions of the European Parliament (from 1974 onwards).

Updating is carried out monthly for parliamentary questions - the regularity of updating for resolutions varies - on the basis of information taken from EPOQUE.

Information provided: bibliographical data, classification data (subject descriptors), dates, full titles, summaries or descriptors, relationships between documents.

Languages: French, English, German, Dutch, Spanish, Italian, Danish and Greek.

Access is via national data networks connected to EUR-OP's EUROBASES host or national hosts, or various other hosts.

D. THE COMMISSION'S DATABASES

The Commission runs a number of databases: reference is made here only to those containing information directly relating to the European Parliament's activities.

- SCAD

SCAD is a database comprising the references for:

- . the main Community acts, together with background details on the procedures concerned;
- . official publications of and documents published by the Community Institutions;
- . articles, taken from periodicals, on the activities of the Community Institutions;
- . positions and opinions adopted by the two sides of industry.

The European Parliament documentation contained within SCAD is made up of a selection of reports (published in the A series of session documents), resolutions, opinions, assent procedures and other documents issued by Parliament since 1983.

Information provided: author, title, summary, background, sources, descriptions, year of publication, languages, area, etc.

Languages - for reports, resolutions and opinions : French, English and German;
- for official publications : French, English, German and Spanish.

Updating is carried out weekly.

Access is via EUR-OP's EUROBASES host or other hosts.

- INFO 92

INFO 92 is a factual and bibliographical data base containing:

- Completion of the internal market:
 - . up-date information on the introduction of the single market;
 - . the content of proposals or decisions and references to the Official Journal of the European Communities;
 - . the deadlines laid down for the transposition of Community directives into national law, and references for national implementing measures.

- Social dimension of the internal market:

summaries and publication references to adopted or proposed measures on the carrying out of the Commission's action programme relating to the implementation of the Community Charter of the Fundamental Social Rights of Workers.

Its document references begin in 1986.

Updating is carried out daily.

Languages : the nine Community languages.

Access is via EUR-OP's EUROBASES host or other hosts.

- ECLAS

ECLAS is the database of the Commission's Central Library containing bibliographical references covering all aspects of European integration.

ECLAS contains:

- monographs;
- journal articles of lasting interest;
- Community publications and a selection of COM, SEC and EP documents;
- publications from international organisations (eg. OECD, EFTA, NATO);
- selection of articles from year books and collective works;
- theses.

This database covers the period from 1978 onwards, and is updated three or four times per month.

Languages : multilingual (language of the original document)

Access is via EUR-OP's EUROBASES host or other hosts.

E. THE DATABASES OF THE OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES (EUR-OP)

EUR-OP produces two databases containing document references. The first of these - CATEL - is most relevant to the work of the EP.

- CATEL

CATEL, which is the French acronym for 'electronic catalogue', is a database storing bibliographical data on all works and documents published by the Office for Official Publications of the European Communities (EUR-OP).

CATEL comprises two sections:

- . documents from the L series of the Official Journal;
- . publications and documents produced by the Community institutions.

CATEL is directly linked to EUR-OP's trading network. Consequently, after it has been consulted, any publications held in stock may be ordered (if a document is ordered, the entire publication containing it is sent out).

The following European Parliament documents are included in this database:-

- reports from 1987 onwards
- official publications (published by EUR-OP) from 1985 onwards

Currently, access to CATEL is restricted to those working within the EC institutions and Sales Office staff (see part 4). However, a CD ROM will be available, and the database is to be opened to the public.

Information provided : author, title, Eurovoc descriptors, subject, document number, OJ reference, microfiche number, date, document type, legal form of document, name of issuing Institution, etc.

Languages : the 9 official languages of the European Communities.

- ABEL

ABEL is a database containing the titles of documents published in the L series of the Official Journal over the last three months (from the date of publication).

ABEL enables searching to be carried out on the basis of words in the title, document reference and Official Journal reference, legal form, date of publication, etc.

In addition to consultation, ABEL permits certain users to order a copy of the document selected; they are supplied via an optical archive (the ARCDON system) and are dispatched either directly by facsimile or by post.

Languages : the 9 official Community languages.

Access to ABEL is via national data transmission networks connected to the EUR-OP host.

F. ACCESSING DATABASES

- EPOQUE

Up to 1993, no charging system is in place for EPOQUE. Two categories of external user may obtain access:

- free of charge, all public organisations (international, national or regional) and all universities, libraries, Euro Info Points (see Part 4) and other Commission services;
- at no extra cost, any organisation or individual who has taken a paying subscription to the EPISTEL service (see section B above).

These arrangements may be revised in future.

Those who are interested in obtaining access to EPOQUE should fill in and return the form in Annex 3, with full details of their status.

Access to EPOQUE can be obtained via national data transmission networks (EPOQUE is available through the LUXPAC network) or via the EPISTEL/OVIDE server.

- EPISTEL/OVIDE

There are three options for connection to EPISTEL/OVIDE :

- Connection via national data networks using VT100 or VT102 emulation or XFER software: a standard subscription (X.28 switched) must be taken out from the telecommunications authority in the calling country;
- Connection via the telephone network using VT100 or VT102 emulation, XFER software or other communications software, eg. PCTex, Telix, Mirror, Procomm, Datatalk or Bitcom;
- In France, EPISTEL/OVIDE can be accessed via Minitel by dialing 3615 CEE or 3616 CEE.

Subscribers to EPISTEL receive XFER software free of charge (if they provide a 3.5" diskette). Contact the EPISTEL DBA for a subscription (see section B above).

- CELEX AND EUROPEAN COMMISSION DATABASES

A "Directory of public databases produced by the institutions of the European Communities" can be ordered from EUR-OP (see part 4).

This publication (see bibliography) contains a short description of every database (more than 40) and addresses of all the organisations which distribute them (in 20 countries).

Those interested mainly in CELEX, SCAD, INFO 92 and ECLAS should address their requests for information directly to EUROBASES:

c/o Commission of the European Communities
Rue de la Loi 200
B-1049 BRUSSELS

Tel: (+32/2) 295 00 03
Fax: (+32/2) 296 06 24

There is a charge for consulting these databases. Those interested in using them must subscribe to their national data transmission network (see Annex 2).

- EUR-OP DATABASES

ABEL is fully accessible to the public at a cost of ECU 48 per hour. There is also a charge per document. CATEL is also to become publically available, but charges have not yet been determined.

For more information concerning access to these databases, please contact:

EUR-OP
OP/4
2, rue Mercier
L-2985 LUXEMBOURG

Tel: (+352) 49928 2563
Fax: (+352) 40 78 77

III. CD-ROM RETRIEVAL OR DISTRIBUTION ON DISKETTE

There are a number of CD-ROMs containing parts of EC databases, including CELEX. The advantage of this for the public in particular is that there are no charges for connecting to the database.

Furthermore, the suppliers of such products usually provide a user-friendly interface for accessing the information. However, the frequency with these products are updated may be considered a drawback by some users.

The "Directory of public databases produced by the institutions of the European Communities" (see section II/F and bibliography) contains a list of CD ROMs or diskettes available for databases produced by the institutions (no such distribution exists so far for EPOQUE).

In addition, SCAD database is now available on CD-ROM. SCAD + CD contains detailed abstracts and bibliographic data taken from a comprehensive set of EC information sources.

Contact and information : Ellis Publications, EPMS bv, PO Box 1059, NL-6201 BB Maastricht, Tel. (31-44) 57 22 75, Fax (31-44) 57 21 48.

EUROCAT, a complete catalogue of EC publications on CD-ROM, provides access to the European Communities' complex documentary output. The 450 000 records of EUROCAT are compiled from four EC databases (CATEL, CELEX, SCAD and ABEL).

Co-published by Chadwyck-Healey, ELLIS Publications and EUR-OP.

Info : Chadwyck-Healey Ltd., Cambridge Place, Cambridge CB2 1NR, Tel. (44-223) 31 14 79, Fax (44-223) 30 12 78 or Ellis Publications (see address above).

Part 4: WHERE TO OBTAIN EP DOCUMENTATION

Having obtained reference data using the resources described in Part 3, the next stage is obtain the selected documentation.

The purpose of Part 4 is to set out the various sources of documentation open to the public, and to identify where each type of document is held and how it can be obtained.

The services covered belong to different EC institutions and offer different facilities. Some offer a complete documentation service, while others concentrate on providing more general information.

A summary of information sources by document type is given in Annex 4.

I. THE EUROPEAN PARLIAMENT OFFICES IN THE MEMBER STATES

The EP has an office in the capital city of each member state (plus satellite offices in Strasbourg and Berlin). The offices provide information concerning the Parliament's activities to journalists, schools and universities, national Parliaments, regional government, trade unions and industry associations, as well as members of the public.

The offices provide publically available information, documentation and library services. They can supply a wide range of documentation produced by the Parliament during the course of its work. In particular, the offices provide access to:

- official documents (Official Journal, COM documents, and EP session documents);
- EP documentation series (EP News, Research and Documentation Series, the Bulletin);
- EC directories and guides;
- Community databases, including EPOQUE and EPISTEL/OVIDE.

In addition, the offices organise subscriptions to monthly EP publications, eg. EP News. They also supply general information brochures and material relating to specific subject areas for distribution at public events, lectures and conferences. The list of members is also available for consultation, as well as studies and reports.

Other services include seminars, courses and lectures on the Parliament's activities or topical Community issues. Some of the offices also offer training for EC information and documentation specialists.

Certain offices offer videotex information systems (eg. 3615 - Minitel - Paris and EUROINFO - Ibertext - Madrid).

A. THE EUROPEAN PARLIAMENT OFFICE IN BELGIUM

The Belgian office is involved in the production of EP News, contributing regularly to the French and Flemish versions.

It produces a range of general information brochures as well as a video entitled 'Une communauté dans l'Europe' or 'Vlamingen in het EP'. A series of dossiers and wall charts are also available for use in schools.

More specialised publications include a quarterly publication aimed at opinion formers, journalists, small and medium sized enterprises and teachers.

Leaflets called 'Info-Reflète' are produced before and after each plenary session, giving details of agendas or texts adopted. Full texts can then be ordered from the office.

Although it is based within EP complex in Brussels, the Belgian office maintains a separate stock of documentation, and employs two documentalists.

B. THE EUROPEAN PARLIAMENT OFFICE IN DENMARK

The Copenhagen office produces a document catalogue every two to three months which is circulated to 150 people (in Norway and Sweden as well as Denmark). This catalogue gives details of all EP reports, listed according to committee. Those wishing to receive the catalogue should contact the office.

The office's major role has been to provide information concerning exceptions granted to Denmark regarding the Maastricht Treaty. Documentation is produced aimed at specific groups, in particular, libraries and municipalities.

Although the Danish office has no documentation centre, EP session documents are available as far back as 1979 in paper form (earlier on microfiche). Searches are carried out on EPOQUE and other Community databases.

C. THE EUROPEAN PARLIAMENT OFFICE IN FRANCE

The Paris office produces a major periodical entitled 'Les Echos du Parlement européen' aimed at opinion formers and EC specialists. It gives an overview of the EP's activities, covering the work of committees, delegations and the plenary session. Each issue contains an interview with an MEP as well as a dossier on a specific issue.

The Paris office has also produced the videotex system, Minitel - 3615/3616 CEE, in conjunction with the Commission's Information Office. It contains information concerning the EC institutions, as well as the Maastricht Treaty, the Single Market, the Common Agricultural Policy and other Community policies.

In particular, the Minitel system contains the EP's plenary session agendas and information relating to Parliamentary committees and delegations. European election results are also contained in the system, as well as information for those wishing to address petitions to the EP.

There is a documentation centre in the Paris office which receives approximately 8,000 requests for information every year. Session documents are kept in stock dating back to 1979.

D. THE EUROPEAN PARLIAMENT OFFICE IN GERMANY

The Bonn office has a documentation centre, staffed by a trained documentalist and two other officials. Searches can be carried out in EPOQUE on demand.

Copies of reports are usually available in the documentation centre. Stocks of B and C series session documents may be limited, but photo copying facilities are available.

The Minutes of the Session are also available for consultation purposes dating back to 1952 on microfiche. Those wishing to use the centre should notify the office in advance.

A series of dossiers is produced concerning issues of particular interest to the German public. In addition, a teletext system is in the process of development.

E. THE EUROPEAN PARLIAMENT OFFICE IN GREECE

The Athens office has a documentation centre, where session documents and minutes of proceedings (Arc en Ciel and Minutes of the Session) are available. Searches in Community databases are carried out on request.

Those wishing to use the centre should notify the office in advance. Where possible, details should be given of the nature of the request.

There is also a press centre in the office. Dossiers are supplied to journalists on a regular basis, as well as information on specific subjects.

In addition, the office has initiated a new service. A selection of documents are brought back from each plenary session in Strasbourg in the language of the country holding the EC Presidency. These documents - including 'Briefing', 'the Week' and the Arc en Ciel - are then handed over to the embassy of that country in Athens.

F. THE EUROPEAN PARLIAMENT OFFICE IN IRELAND

The work of the EP's Dublin office in the documentation field focuses on the educational sector. The office produces a range of teaching materials, including wall charts and videos.

In addition, it co-ordinates a continuing education programme with the help of a consultant teacher employed in co-operation with the Irish Council of the European Movement.

In co-operation with the Institute of Public Administration, the EP's Dublin office produces a quarterly publication entitled 'Local European News Service' which is aimed at local authorities.

It also produces dossiers on topical issues aimed at specific groups, eg. trade unions, voluntary organisations and women's organisations, as well as regular press releases. A special publication was produced giving details of the Irish referendum results.

The documentation centre contains EP session documents, minutes and debates dating back to 1973, as well as copies of the Official Journal. Copying facilities are available and documents which are in stock can be ordered. The office makes use of EPOQUE and OVIDE to respond to information requests.

G. THE EUROPEAN PARLIAMENT OFFICE IN ITALY

The Rome office has a documentation centre which deals with numerous requests for information. In particular, a large amount of documentation is sent to the constituency offices of Italian MEPs.

The documentation centre holds EP session documents and the Official Journal dating back to 1974. There is also a selection of studies, all of which are catalogued.

The office plays an important part in distributing DG III publications, but it is also involved in the production of information materials. For example, it produces its own version of DG III's general information brochure 'The European Parliament'. In addition, a wide range of materials are produced aimed at young people and children.

In addition, the Italian office diffuses information regarding the EP's activities via the RAI teletext system. The information is based on DG III's Info Memos.

H. THE EUROPEAN PARLIAMENT OFFICE IN LUXEMBOURG

The Luxembourg office concentrates on press liaison. It produces press releases and gives briefings to journalists.

While it does not have a documentation centre on the premises, the Luxembourg office maintains a basic stock of the most recent documentation, and has access to CELEX, EPOQUE and OVIDE.

In order to respond to requests for more detailed information, it co-operates closely with the European Parliament Secretariat services.

Luxembourg citizens obviously enjoy easy access to the EC institutions. However, they often require guidance from the office as to which service they should approach.

In co-operation with the Commission's Info Point, the Luxembourg office has produced an Inter-institutional guide to EC information sources.

I. THE EUROPEAN PARLIAMENT OFFICE IN THE NETHERLANDS

The Netherlands office has a documentation centre staffed by a documentalist assisted by two other officials. A stock of EP session documents is maintained dating back three or four years, depending on storage space.

Searches are carried out in EPOQUE and OVIDE on request. The policy is to give responses which are as precise as possible, rather than simply providing a broad-based listing.

The office also distributes DG III and DG IV publications to a target audience.

J. THE EUROPEAN PARLIAMENT OFFICE IN PORTUGAL

The Lisbon office has a documentation centre staffed by a qualified documentalist. EP session documents are kept in stock, and copies of the Official Journal are available on microfiche.

The office maintains a computerised list of reports, including those to be presented at the next plenary session. Requests for information regarding legislation in progress are answered using EPOQUE. Otherwise, the 'Répertoire législatif' is available on microfiche.

In addition, the Lisbon office produces the following publications:

- a periodical entitled 'Thèmes européennes' which appear three or four times a year. With a print run of just 2,000, it is aimed at a specialised readership - journalists, EDCs etc.
- a series of files on basic themes - eg. Portuguese MEPs, organisation of the EP, activities of the EP, names of directors. These files are kept up to date, but are not widely available (there is a mailing list of approximately 400).

K. THE EUROPEAN PARLIAMENT OFFICE IN SPAIN

A periodical entitled "Tribuna Europeo" is being published and mailed "free of charge" to 20.000 Subscribers. Other publications are also issued and distributed by the Madrid office.

The Documentation Center provides public services on information about E.C. matters. Materials and publications covering the most important E.C. information resources can be found in the Documentation Center : the series of the OJEC (since 1951), E.P. documents since 1981, a library containing 1.500 monographies, 50 titles of external series, etc... A "photothèque" and a "videothèque" complete this range of stored material. The documentation search is also based on the use of databases. The representation of EPOQUE database for Spanish users is assumed by the office.

A large stock of DG III - DG IV and European Commission publications is maintained. Documents can be requested by institutions, political groups or any other organisations in order to prepare their documental support for seminars, conferences, visitor groups, etc...

Seminars on "European Information Resources" are organised by this office twice a year in cooperation with the Commission's office in Spain. These seminars are mainly addressed to chiefs of Spanish Documentation Centers involved in european matters.

For young people the office maintains a complete collection of documents related to european studies and grants.

A videotex system (EUROINFO) has been also developed by the Spanish office in order to provide, along with the European Commission's office, a large variety of information about the E.C. European Programmes, Maastricht Treaty, Spanish MEP's, addresses of european information centers, etc... Likewise the office supplies a new videotex service named "Correo del Ciudadano" (Citizen mailbox) where users of Ibertext system may send their specific requests for information through the electronic mail facilities.

L. THE EUROPEAN PARLIAMENT OFFICE IN THE UK

The EP office in London produces and distributes publications and audio-visual aids. Approximately half of these materials are sent to educational outlets. In addition, a monthly briefing is prepared for the press.

The documentation centre is open from Monday to Thursday, and on Friday mornings. Limited photo-copying facilities are available. Those with specific enquiries should contact the office in advance by telephone or letter.

Copies of the Official Journal are available, as well as EP session documents dating back one year to eighteen months (or earlier for dossiers relating to certain specific subject areas). Database searches can be carried out on request.

In addition, the London office enjoys close relations with the European Information Association (EIA) - the professional Community documentation organisation in the UK. The EIA organises seminars for documentalists.

II. EUROPEAN COMMUNITY INFORMATION SERVICES

An important part of the EP offices' role is to act as information nerve centres, advising on where and how documentation can best be obtained. To this end, they co-operate closely with other information services promoted by the Community.

These services can be important sources of EP documentation. Moreover, they complement the work of the EP offices, since they are distributed throughout the regions of the member states.

A. UNIVERSITIES AND LIBRARIES

Beginning in 1963, the EC has established Community documentation resources in a number of universities and libraries. This network now extends to all the member states of the Community, as well as to other European countries, North America, Central and South America, Asia, Africa and the Pacific.

There are three types of service which receive EC publications free of charge:

1. **European Documentation Centres (EDCs)** are located in universities or other institutions of higher education offering courses in EC studies or carrying out research into European integration. There are two types of EDC :

- full EDCs which in principle receive all Community documentation available to the public, including EP official documents.

Certain publications are not supplied to EDCs, eg. specialised documents produced by the Commission's statistical service EUROSTAT.

EDCs have access to all EC databases carried on the ECHO host and EUROBASES.

- specialised EDCs which receive documentation relevant to their area of research.

EDCs all receive documentation in their own language except where this is not available. In these cases, documentation is usually supplied in either English or French.

The main goal of EDCs is to offer a service to those involved in higher education. Other users may also use EDCs.

2. **Depositary Libraries (DEPs)** are situated in large libraries (often national libraries). Their role is to make documentation available to the public.

DEPs receive a copy of every official publication of the EC in one of the Community languages. However, they do not have automatic free access to EC databases.

In principle, there is just one DEP in each country. There are also DEPs located in university libraries in the United States.

3. **European Reference Centres (ERCs)** are often universities where there is less emphasis on EC studies, or where these courses are just beginning. Sometimes they are non-university research centres. Some ERCs specialise in one area.

ERCs offer basic documentation and reference works on EC publications. They do not have automatic free access to EC databases.

EDCs, DEPs and ERCs are the responsibility of the Commission's Directorate General for Audiovisual, Information, Communication, Culture (DG X). The unit responsible is DG X/C/6 in charge of relations with higher education establishments and research institutes.

A full list of addresses (see bibliography) is available from :

Mrs. Isabel Guedes Loff
Commission of the European Communities
DG X/C/6 - Relations with Higher Education Establishments
and Research Institutes
Rue de la Loi 200
B-1049 BRUSSELS

Fax: (+32/2) 2963106

Alternatively, for more information concerning services near you, contact the Commission's information office in your country.

B. EURO INFO CENTRES

Euro Info Centres respond to the needs of business, especially small and medium-sized enterprises. They carry a limited stock of documentation and have access to all databases carried on the ECHO host and EUROBASES.

Each centre is staffed by Information Officers who are trained to respond to queries. Although their main clients are enterprises, they also give information to members of the public.

There are 210 Euro Info Centres throughout the Community. For more information, please contact:

Euro Info Centres Project/DG XXIII
Commission of the European Communities
Rue d'Arlon 80
B-1040 BRUSSELS
Fax: (+32/2) 295 7335

III. OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES (EUR-OP)

Founded in 1969, on the basis of a legally binding Decision, EUR-OP is the official publisher of the European Communities. It handles publications from all the Community institutions, known as EUR-OP publications.

These publications are sold via a network of Sales Offices in the Member States and some other countries (see back cover). These Offices deal in national currencies, and provide a full sales service, including subscriptions to regular publications.

A special brochure entitled "A Publisher for Europe" explains EUR-OP's role (see bibliography). For more information, go to one of the Sales Offices, or contact EUR-OP directly at the following address:

EUR-OP
OP/4 - Marketing Section
2, rue Mercier
L-2985 Luxembourg

Tel: (+352) 49 92 81
Fax: (+352) 48 85 73

A. EURO INFO POINTS

Euro Info Points (EIPs) are information centres which aim to provide the public with information about the European Community in an accessible manner.

There are EIPs in a number of major cities. They are conveniently located in the city centre.

A typical EIP provides the following services :

- display of free information on policy
- display of EUR-OP publications
- presentation of maps, posters etc
- trained staff to answer questions
- video presentations

Availability of European Parliament documentation at EIPs varies. Some of them stock a wide range of documentation and have access to certain databases.

For a list of addresses for Info Points, please contact the Marketing Section of EUR-OP (see above).

B. EURO-BOOKSHOPS

Euro-Bookshops, which display EUR-OP publications in a separate section or window, are obliged to keep a permanent stock of EUR-OP publications and must be able to supply any other publication not in stock at short notice (in some cases via direct on-line ordering systems). The staff of Euro-Bookshops are specially trained to advise customers on EC affairs and the relevant publications.

Approximately 80 bookshops are currently authorised to work as Euro-Bookshops. It is planned to establish 20-25 Euro-Bookshops in the larger member states, and 5-15 in the others.

Euro-Bookshops are recognisable by the EUR-OP logo displayed at the shop's entrance or on the window.

For a list of addresses, please contact the Marketing Section at EUR-OP (see above).

IV. THE EUROPEAN PARLIAMENT SECRETARIAT'S SERVICES IN LUXEMBOURG

Where it has proved impossible to find the documents required in any of the sources described in sections I - III above, users may turn to the EP Secretariat in Luxembourg.

A number of the Secretariat's services are responsible for holding and managing parliamentary documentation.

While their principal aim is to provide services to Members of the European Parliament, their assistants and secretariat staff, some of these services offer limited facilities to outside users.

A. THE LIBRARY AND DOCUMENTATION SERVICE (DG IV)

The principal aim of this service is to provide Members and staff of the European Parliament with the documentary information they require. A more limited service is available to users from outside the Parliament.

Although external users cannot borrow from the Library, they can access documents for consultation purposes. Limited photocopying facilities are available. Due consideration must be given to copyright laws.

The Library staff are available to respond to queries from external users. Documentation staff can offer limited assistance, subject to time and resource constraints.

Those working in national Parliaments' libraries or other institutions with a reciprocal arrangement with the EP library are not subject to the above mentioned restrictions.

The Library assembles, manages and keeps:

- a stock of documents published by the Community Institutions;
- a special collection of works and articles from journals on the European Communities (drawn from the SCAD database);
- reference material from national Parliaments (in different Community languages) concerning their own activities, including debates and draft legislation;
- a collection of the official journals of the member states;
- publications of the Council of Europe and other international organisations;
- a general collection made up of reference works and other publications covering the various areas of activity of parliamentary committees, eg. agriculture, employment, energy and environment;
- daily newspapers from all the member states;
- a collection of approximately 1,700 periodicals;
- a growing collection of CD ROMs.

It holds the following parliamentary documents :

- Series A, B and C session documents on paper for two years, and series A documents on microfiche from 1986 onwards;
- All issues of the Official Journal on microfiche from 1952 onwards. The L and C series of the Official Journal on paper are kept for two years, the Annex series (Debates) for four years, and the S series (Supplement) for one year;
- Bulletins of Parliament on paper for two years, the others on microfiche;
- Parliament's Rules of Procedure;
- the provisional minutes of each sitting, on paper, for one year.

Certain Commission documents on paper - COM/SEC documents - are kept for three years. There has also been a microfiche version since 1980.

Parliament's Library has published a users' guide to its services entitled 'Can we help you?'. The guide is available in the Library (see bibliography).

Note : External users are asked, if possible, to notify Library staff of their visit in advance. Requests should be sent to the following address:

EUROPEAN PARLIAMENT
Library and Documentation Service / DG IV
Bât. Schuman - Ground Floor
L-2929 LUXEMBOURG

Tel: (+352) 4300 2224
Fax: (+352) 43 72 60

The Library also has a unit in Brussels but this service works exclusively for the Members, political groups and staff located there. It is not possible for this unit to provide any facilities for external users.

B. THE ARCHIVES SERVICE (DG IV)

This service supplies official documents of the European Parliament (session documents, parliamentary questions, petitions) - but only those documents which cannot be recovered elsewhere. Where possible, users will be directed to centres (depository libraries, universities etc) in their own countries.

Where no other source is available, the Archives Service usually sends out copies of documents on request. However, if the request requires particularly detailed research, the user may be asked to come to Luxembourg in order to carry out the work him/herself.

The Archives Service holds documents on paper or on microfiche. Where possible, material is presented on microfiche.

Before the documents are supplied, users are asked to give the reason for their request. If the documents obtained are to be referred to in a published work (eg. thesis), a copy of this work must be sent to the Archives Service. The work is then placed in the EP Library where it is made available to other researchers.

Since the documents distributed by the Service are legal texts which have appeared in the Official Journal, it is necessary to check that any references to them are correct.

Requests for documentation should be made in writing to the following address:-

EUROPEAN PARLIAMENT
Archives and Microfiche Service / DG IV
Tower Building - 1st Floor
L-2929 LUXEMBOURG

According to established practice, each EC institution is responsible for its own documentation. In view of this, the Archives Service only provides copies of EP documents. Other documents (Official Journal and documents from other institutions) cannot be dispatched by post.

Researchers who come to Luxembourg to use the service may find a selection of these documents which can be photocopied. In general, however, they can best be obtained directly from the institution concerned or from EUR-OP.

The original number should be given as a reference (eg. COM/SEC for Commission documents), rather than the EP session document number.

C. PARLIAMENTARY STUDIES (ECPRD)

Through co-operation with the ECPRD (see Part One, Section IV) EPOQUE contains references of studies produced by the EP and by other parliamentary assemblies. Users interested in a particular study should contact the assembly which produced it; each assembly has its own rules concerning distribution and sales of publications.

As for studies produced by the EP, DG IV's Fact Sheets (see part 2, section II) can be obtained from EUR-OP (see section III above) or from EP Offices in the Member States (see section I).

DG IV's Research and Documentation Papers appear in two series:

- **E Series:** studies of general interest which are sold via EUR-OP's network of sales offices;
- **W Series:** studies dealing with more specialised subjects which can be obtained directly from the EP at the following address:

EUROPEAN PARLIAMENT
Directorate General for Research
Publications Service
L-2929 LUXEMBOURG

For those working in national Parliaments and other parliamentary assemblies, there is a document exchange facility available within the framework of the ECPRD (see part 1, section IV).

Other users interested in this facility should contact the research and documentation services of their national Parliament. Obviously, each assembly applies different rules concerning the availability of these services.

D. DISTRIBUTION (DG VII)

There is a Distribution Service within the European Parliament, where Community documents can be obtained, provided that they date back no more than two years.

However, this service cannot respond to requests from outside users. Its objective is to service the plenary sessions of the Parliament, and meetings of parliamentary committees and political groups.

V. THE HISTORICAL ARCHIVES OF THE EC

All documentation dating back more than 30 years is available to the public. The historical archives of all the EC institutions are stored in central archives attached to the European University Institute in Florence. The address is as follows:

Historical Archives of the EC
Villa Il Poggiolo
Piazza Edison, 11
I-50133 Florence
ITALY

Tel: 055-573727
Fax: 055-573728

Access to the Historical Archives is in principle open to anyone who observes the special provisions for their use. For example, users must undertake to provide the Historical Archives free of charge with a copy of works written largely using its material.

The EC regulations provide no entitlement to consultation of the original archive documents. As a rule, archive material is presented in microform (microfiches). In justified cases, exceptions to this rule may be allowed.

To date, the following parliamentary documentation has been deposited in the Historical Archives:

- Ad Hoc Assembly 1952 - 1953:
 - . minutes of sessions;
 - . submissions, reports and resolutions on questions relating to a European Political Union.
- Debates and Working Documents (printed series) of the EP, 1952 - 1984;
- Press cuttings concerning the work of the EP, 1956 - 1984;
- Correspondence (received and sent) dating back more than 30 years;
- Decisions of the Bureau and of the Enlarged Bureau dating back more than 30 years (with due regard for confidentiality rules).

Along with Archives, there is a reference library (not a lending library). There is also a collection of official Community publications.

For further information, a guide to the Historical Archives is available (see bibliography).

CONCLUSION

This handbook will have helped you to appreciate the variety of documents produced or examined by the European Parliament, and the variety of sources and distribution arrangements.

Although most of these sources will remain useful, the development of documentary databases is already providing invaluable assistance.

The EPOQUE database, which is being increasingly utilized, is a powerful tool for searching for documents and parliamentary procedures. EPOQUE provides a valuable means of accessing documents, particularly those now available in full-text form.

The resumes of legislative procedures in particular are an easy means of keeping up to date with new EC legislation, and of monitoring the impact of the Parliament on the legislative process.

The EPISTEL system, and the OVIDE menu options to which it gives access, are also helpful tools for obtaining information concerning the activities of parliamentary committees and up to date session briefings.

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Can We Help You?

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Office for Official Publications of the European Communities (EUR-OP)

ISBN 92-823-0289-X

Catalogue No: AX-71-91-219-EN-C (EN is the code for the English version)

CATEL, Electronic Catalogue, User Manual, Version 1.3

Office for Official Publications of the European Communities (EUR-OP)
July 1991

CELEX Manual

Directorate General for Personnel and Administration
Information Technology Division
Documentary Databases
Celex

Directory of Public Databases Third Edition, January 1992

Luxembourg: Office for Official Publications of the European Communities (EUR-OP), 1992

ISBN 92-826-3553-8

Catalogue No: CB-72-91-972-EN-C

Documents 1991

Luxembourg: Office for Official Publications of the European Communities (EUR-OP), 1992

ISBN 92-77-40385-3

Catalogue No: JY-73-92-554-EN-C

EPOQUE User Manual

European Parliament
Directorate General for Research
Documentary Databases, Data-Processing Applications and Indexes of Debates Division

Part I available in English
Parts II, III and V available only in French
Part IV not yet available

**European Documentation Centres,
Depositary Libraries,
European Reference Centres
- Addresses, 1992**

Commission of the European Communities
Directorate General Audiovisual, Information, Communication, Culture, University Information
Doc No: 21/X/92/F - E

The European Parliament

Office for Official Publications of the European Communities
L-2985 Luxembourg

ISBN 92-823-0405-1
Catalogue No: AX-73-91-659-EN-C

**The European Parliament
Francis Jacobs, Richard Corbett and Michael Shackleton
2nd Edition 1992**

Longman Current Affairs
Longman Group UK Limited

ISBN 0-582-20941-2

**EUROVOC, User Manual
First Edition, January 1992**

European Parliament
Directorate General for Research
Documentary Databases, Data-Processing Applications and Indexes of Debates Division

Luxembourg: Office for Official Publications of the European Communities (EUR-OP), 1992
ISBN 92-823-0371-3
Catalogue No: AX-72-91-665-EN-C

Price (excluding VAT) in Luxembourg: ECU 8

**Fact Sheets on the European Parliament and the Activities of the European Community
September 1990 (new edition at the end of 1993)**

Office for Official Publications of the European Communities, 1991
L-2985 Luxembourg

ISBN 92-823-0252-0
Catalogue No: AX-60-91-612-EN-C

Guide des Sources d'Information Européenne 1991
Commission of the European Communities,
Bureau de Représentation en France

ISBN -2-903685-30-4

Guide to the Historical Archives of the European Communities
February 1989

European University Institute
Badia Fiesolana
-50016 San Domenico (FI)-
ITALY

INFO 92
User Manual

Commission of the European Communities, 1992

Introduction to Searching ECLAS
Using BASIS

EUROBASES
c/o Commission of the European Communities

Publications, 1985-1991

Luxembourg: Office for Official Publications of the European Community (EUR-OP)

ISBN 92-826-3766-2
Catalogue No: FX-58-92-304-EN-C

A Publisher for Europe
EUR-OP
Office for Official Publications of the European Communities

Catalogue No: FX-55-89-431-EN-C

SCAD, User Manual

Commission of the European Communities, 1992

SCAD, List of Periodicals

Periodicals processed by the Documentation Service of the Commission

Commission of the European Communities, 1992

GLOSSARY OF MAIN TERMS USED

This glossary contains definitions of the various types of European Parliament documents, together with certain terms used therein.

In many definitions, reference is made to Rules in the Rules of Procedure of the European Parliament (7th edition, February 1992). The numbers of the Rules concerned are given in parentheses in the definition.

Amendment

An amendment seeks to change, within a parliamentary committee or in plenary, any part of a text (deletion, addition or substitution) (Rules 69, 70 and 71).

Assent

See 'Legislative Procedure'.

Bulletin of the European Parliament

The European Parliament publishes a Bulletin in a number of series:

- Activities (A Bulletin): This Bulletin contains general information on Parliament's activities, statements by European Political Cooperation and the Commission, references to certain official documents, a summary of Parliament's part-session business and the research work undertaken by the Directorate-General for Research (DG IV).
- Activities - Special Edition (S Bulletin): A special edition may be given over to a more wide-ranging topic such as the conclusions of a Presidency or a European Council meeting.
- Calendar of Meetings (B Bulletin): This contains the schedules of meetings of Parliament's bodies.
- Written Questions (C Bulletin): This contains a series of recently tabled written questions preceded by the name of the author and the Institution to which the question is put.

COM document

This is a document from the Commission of the European Communities. Parliament receives such documents:

- either for the purpose of consultation as part of a legislative procedure: SEC/COM proposal/consultation. The document concerned is referred to a particular parliamentary committee as the committee responsible, which usually draws up a report.
- or for information: COM/SEC document for information. In this instance no action is taken unless the parliamentary committee has obtained authorization from the Enlarged Bureau to draw up an own-initiative report on the matter or decides to incorporate it into another report.

It should be noted that SEC documents are internal working documents, and are not automatically available to the public.

Committee asked for an opinion

The President of Parliament may name a committee to deliver an opinion on a matter for the committee responsible (Rule 120).

The opinion of the former committee is published either in the report of the committee responsible, after the explanatory statement, or in a separate document bearing the reference number of the report of the committee responsible and marked 'Annex'.

Committee responsible

This is the committee responsible for examining matters referred to it by the President of Parliament. It appoints a rapporteur. Other committees may be asked for their opinions (Rule 112).

Common orientation

During a conciliation procedure (Rule 43), which takes place in connection with certain important Community decisions, the Council puts forward to Parliament a common orientation.

Common position

This document, which forms part of a cooperation procedure, is forwarded by the Council to Parliament after Parliament's first reading. It concludes the Council's first reading (Rule 45).

Debates

A provisional edition of the Verbatim Report of Proceedings of sittings is published for each part-session day; it is known by its French acronym CRE or as the 'rainbow' edition, speeches being included in the language in which they have been made. The revised final edition covering a part-session week is published in each official language a little later as an Annex to the Official Journal of the European Communities.

Debates on topical and urgent subjects of major importance

A political group or at least 23 Members may table a motion for a resolution with a view to a debate on topical and urgent subjects of major importance entered on the agenda. The total number of subjects included on the agenda for each part-session may not exceed five (Rule 64).

Decision

A decision is an action taken by Parliament in plenary. It may relate to a variety of areas:

Decision to waive the parliamentary immunity of a Member

Following a request by a Member State to waive the parliamentary immunity of a Member, Parliament votes to waive or not to waive the parliamentary immunity of that Member and communicates the decision to the competent authority of the Member State concerned (Rule 5).

The decision is published in the C series of the Official Journal of the European Communities (Minutes of Proceedings).

- Decision as part of a cooperation procedure
At second reading, Parliament adopts the recommendation made by the committee responsible on the common position adopted by the Council (Rule 47).

Such Parliament decisions are published in the C series of the Official Journal of the European Communities.

- Decision to set up a new committee or delegation
Parliament may at any time decide to set up a temporary committee, to modify the powers of a committee (Rule 109) or to set up an interparliamentary delegation (Rule 126).

- Discharge decision
Parliament considers a report by the Committee on Budgetary Control proposing that discharge be granted, postponed or refused; the report is adopted in plenary sitting.

All discharge decisions by Parliament are forwarded to the Commission and published in the L Series of the Official Journal of the European Communities.

- Decision to amend the Rules of Procedure
Any Member may table a motion to amend the Rules of Procedure. The decision to do so is taken if an amendment secures the votes of a majority of the current Members of Parliament (Rule 132).

- Assent
Parliament adopts a decision giving its assent to the conclusion, renewal or amendment of certain agreements (Rule 33(4) and (5)).

Draft opinion

The draftsman appointed by a committee asked for its opinion draws up a draft opinion and submits it to his committee to be put to the vote.

Draft report

The rapporteur appointed by the committee responsible draws up a draft report which is debated and adopted by the committee before being tabled to be debated and put to the vote in plenary.

Epoque

EPOQUE (European Parliament On-Line QUERy System) is the European Parliament's documentary database. It contains reference data for EP documents and legislative procedures, as well as some full texts. It is updated daily.

Eurovoc

Eurovoc is a thesaurus produced by DG IV of the European Parliament and the Office for Official Publications (EUR-OP) as a document indexing tool.

It is used to index documents for which reference data is held in the European Parliament's EPOQUE database, and in other databases such as CATEL and CELEX, and to produce the Index of the Official Journal. The thesaurus has been published as an Annex to the Index of the Official Journal of the European Communities in the nine Community languages. It comprises some 5000 descriptors covering the European Community's areas of activity.

Explanatory statement

A Parliament report contains an explanatory statement to explain the motion for a resolution; in addition, COM documents from the Commission contain explanatory memorandums. The explanatory statement in a report is drawn up under the responsibility of the rapporteur and is not put to the vote.

Fact Sheets

The Fact Sheets are published regularly by the Directorate-General for Research, one for each subject area. The main areas covered are the Community's Institutions and bodies, external relations and policies.

Minutes of the Session

The minutes of each session are placed before Parliament for its approval at the next sitting (Rule 107).

The minutes of proceedings of each part-session are published in the C series of the Official Journal of the European Communities.

Motion for a resolution

A motion for a resolution may be tabled by a political group, by an individual Member or by a number of Members. It may be given an early vote (Rules 56 and 58), give rise to a plenary debate on a topical and urgent subject of major importance (Rule 64) or be referred to a committee (Rule 63). In the last instance, the committee to which a motion has been referred for consideration may decide to draw up a report, to include it in another report or not to take any action on it.

A report also contains a motion for a resolution.

Opinions of parliamentary committees

See 'Committee asked for an opinion'.

Orientation

Council's stance during a legislative procedure, e.g. proposal for a new legal basis.

Parliamentary study

These are studies carried out by the European Parliament's Directorate-General for Research or by national parliaments. Certain studies by DG IV are published as Research and Documentation Papers.

Petition

This is a written request or complaint submitted to Parliament by any Community citizen, either individually or jointly with other citizens, and examined by the Committee on Petitions (Rules 128-130). Petitions are assigned a number in the order in which they are received. Notice is given in plenary sitting of petitions; they are included in the minutes of proceedings of Parliament's sittings.

Procedure

A procedure consists of a series of events beginning with the consultation of, or an internal decision by, Parliament and ending with a final decision on the proposal concerned. There are various types of procedure, including:

- the legislative procedure;
- the parliamentary procedure;
- the budgetary procedure;
- the conciliation procedure.

Budgetary procedure

The budgetary procedure takes place in stages on the basis of a preliminary draft budget from the Commission and a draft budget from the Council, which are forwarded to Parliament. The procedure comprises two readings. The President of Parliament declares the budget finally adopted. It is published in the L series of the Official Journal of the European Communities (Annex IV of the Rules of Procedure).

Conciliation procedure

In connection with certain Community decisions, Parliament may ask for a procedure for conciliation with the Council to be opened if the latter intends to depart from Parliament's opinion. A delegation led by the President or one of the Vice-Presidents of Parliament confers with the Council. It draws up a report on the results of conciliation, which is debated and voted on by Parliament (Rule 43).

See also 'Common orientation'.

Parliamentary procedure

This is an internal Parliament procedure. There are various types, including:

- procedure concerning a motion for a resolution pursuant to Rule 63 (see 'Motion for a resolution');
- own-initiative procedure (Rule 121): see 'Own-initiative report'.

Legislative procedure

Under a legislative procedure, Community acts are adopted by the various European Institutions on the basis of a Commission proposal. There are three types of legislative procedure:

- Cooperation procedure: This procedure, which applies to the internal market, to economic and social cohesion and to research and technological development, requires two readings by both Parliament and the Council.
- Consultation procedure: This procedure requires one reading only (Rule 36).
- Assent : Parliament gives its assent to the conclusion, renewal or amendment of an association agreement or a financial protocol concluded by the Community (Rule 33).

Question

Questions may be put by one or more Members to another European Institution (the Commission, Council or European Political Cooperation) for answer. Questions may be written questions, oral questions with or without debate, or questions for Question Time.

Written question

A written answer is given to each question tabled by one or more Members (Rule 62). After being tabled, questions are published in the Bulletin; questions together with their answers are published in the C series of the Official Journal of the European Communities.

Oral question with debate

Such questions, which relate to problems of a general nature, are tabled either by a committee or by a political group or by at least 23 or more Members (Rule 58). An oral answer is given in plenary; accordingly, it is included in the Debates of the European Parliament.

Oral question without debate

Any Member may table such a question on a specific point (Rule 59). Questions and the answers given during part-sessions are published in the Debates of the European Parliament.

Question for Question Time

Question Time is held at each part-session. Any Member may table a question for Question Time. Questions and the answers thereto, regardless of whether they are oral answers in plenary or written answers to the Members concerned, are published in the Annex to the Official Journal of the European Communities (Rule 60).

Questions to the Presidency

Any Member may ask questions relating to the work of the Bureau, the Enlarged Bureau and the Quaestors. Such questions, together with the answers given, are published in the Bulletin of Parliament (Rule 25).

Recommendation

This is a report at second reading during a cooperation procedure.

Report

A report is a document produced by a parliamentary committee either on its own initiative, with the Bureau's authorization (own-initiative report), or after the matter concerned has been referred to it as the committee responsible. Each report contains a motion for a resolution (or, where appropriate, a draft legislative resolution), an explanatory statement, possibly opinions from the committees asked to deliver opinions, and draft amendments to the Commission proposal (where appropriate) (Rules 117 and 118).

Report of Proceedings

See 'Debates'.

Resolution

A resolution is a text adopted by Parliament on the basis of a motion for a resolution tabled in plenary. It is included in the minutes of proceedings of the sitting during which it was adopted. Resolutions are either legislative resolutions, own-initiative resolutions or budgetary resolutions, depending on the text on which they are based.

Rules of Procedure of the European Parliament

The Rules of Procedure lay down how the European Parliament's business is organized and the approach to be taken for all types of action by Parliament. Any Member may propose amendments to the Rules of Procedure; they are examined by the Committee on the Rules of Procedure (Rule 132).

The Rules of Procedure are produced and published by the European Parliament.

Session documents

Session documents form the basis for Parliament's debates and decisions. They are published in the nine Community languages and are divided into three series (see Annex for details):

- A series: reports
- B series: motions for resolutions, oral questions
- C series: documents from other Institutions.

Transfer of appropriations

This is a request by the Commission to the two arms of the budgetary authority - Parliament and the Council - to transfer appropriations from one chapter to another within the Community budget.

Written declaration

This covers a matter falling within the sphere of activities of the European Communities and is entered in a register (Rule 65). When a declaration entered in the register has been signed by at least one half of the current Members of Parliament and has been declared adopted, the President of Parliament forwards it to the recipients named in the declaration. The text of the declaration and the names of the signatories are published in the minutes of the next sitting (Official Journal of the European Communities, C Series).

DOCUMENT REFERENCES

Each document produced or processed by the European Parliament is assigned a reference which enables it to be identified. The reference scheme used depends on the type of document, however.

The sample reference numbers given are for use in EPOQUE searches. They may contain extra "0"s which do not appear on the physical documents.

Reports

Typical reference: **A3-0130/91**

The letter identifies the document family. The letter A means that the document is a report. The number immediately following specifies the parliamentary term:

- 1, for the first parliamentary term : 1979-1984;
- 2, for the second parliamentary term : 1984-1989;
- 3, for the third parliamentary term : since 1989.

The next number is a serial number. Lastly, 91 means that the report was produced in the calendar year 1991 (until 1 January 1990, that number referred to the parliamentary year).

Note: The letter to distinguish document series was introduced in 1985.

Motions for resolutions and oral questions

Typical reference: **B3-0302/91**

Motions for resolutions and oral questions which have become session documents are identified by the letter B.

The other elements in the reference are the serial number and the year.

Documents from other Institutions

Typical references: **C3-0065/90**

Documents from other Institutions - e.g. Commission proposals, Council opinions on transfers of appropriations, or Council common positions or common orientations - are identified by the letter C.

The other elements in the reference mean the same as those for the A and B series.

Petitions

Typical reference: **57/91**

A petition is assigned a serial number only, which is followed by the year in which it was submitted.

Written declarations

Typical reference: **13/90**

The numbering scheme for written declarations is identical to that for petitions.

Transfers of appropriations

Typical reference: **15/91**

Transfers of appropriations, too, are identified by a serial number and by year.

Other references may also be given for such documents (e.g. C3-0651/90) because the proposals originate in the Commission and moreover, in certain instances, the Council gives its opinion.

Questions

Typical references: **O-0024/91**
 E-0054/91
 H-0042/91

This type of reference is assigned to a question when it is tabled. The letter identifies the type of question: O for an oral question, E for a written question and H for Question Time.

The numbers that follow are the serial number and the year in which the question was tabled.

An oral question entered on the agenda appears in a B series session document. Oral questions for Question Time at a given Parliament part-session are set out in a single B series session document, with a unique B and PE reference number for that part-session.

Documents relating to a cooperation procedure

Typical reference: **SYN0312**

The Commission assigns a SYN reference to all proposals forming part of a cooperation procedure.

The same SYN number is assigned to all the documents relating to a particular procedure.

Commission documents

Typical reference: **COM(90) 0352** (in EPOQUE : COM/90/0352)
 SEC(90) 0251

Commission documents are identified by the reference codes COM or SEC plus the year and a serial number.

PE number

Each document produced by Parliament, whether it is a session document or an in-house notice, bears a PE number which enables it to be identified as it is being drawn up.

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