

**CENTRE EUROPEEN DE RECHERCHE ET DE
DOCUMENTATION PARLEMENTAIRES**



**EUROPEAN CENTRE FOR PARLIAMENTARY
RESEARCH AND DOCUMENTATION**

**EUROPÄISCHES ZENTRUM FÜR PARLAMENTARISCHE
WISSENSCHAFT UND DOKUMENTATION**

ECPRD

DRAFT ACTIVITY REPORT

2010 - 2011

This document is available in English, French and German.

The text was completed in May 2012.

It has been published jointly by the European Parliament and the Parliamentary Assembly of the Council of Europe. The contents of this publication do not necessarily represent the official views of these institutions.

NB: The last activity report covered the period March 2008 - March 2010. The new report 2010-2011 will start with January 2010 for a coherent match of years, events and statistics.

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1. Introduction by the Co-Directors

The period covered by the report has been marked by the financial and budgetary crisis which is shaking Europe and the European Union in particular. Starting in Greece, it has affected other EU and non EU countries and is jeopardising the structure of the Union and the relations between its Member States. In this context national parliaments are more than ever called upon to follow the developments closely and to monitor that their financial and budgetary prerogatives are respected.

Enhancing cooperation between national parliaments at different levels and ensuring appropriate involvement of the European Parliament are on the political agenda in order to guarantee that measures have the necessary democratic legitimacy. Meetings of Speakers and Secretaries General, meetings between parliamentary committees and rapporteurs, COSAC sessions and parliamentary events of the EU presidency form the framework for bringing in the views of the elected Members. The electronic platform of IPEX collects the resolutions of parliaments on EU legislative matters and puts in place a network for exchange, in particular on Subsidiarity issues.

Moreover, as a result of the Lisbon Treaty, the European Union is committed to joining the European Convention on Human Rights (part of the Council of Europe). Complex negotiations have taken place to define the relations between the European Court of Justice in Luxembourg and the European Court of Human Rights in Strasbourg.

The above mentioned events have triggered an increased need for information exchange among national parliaments. In this context, a summary of the main ECPRD pillars of activity can be found below

Comparative requests

- The number of comparative requests has increased from around 440 in 2008/2009 to almost 530 in the period 2010/2011. The hope expressed in the previous activity report for stabilization in the number of requests, after the sharp rise in the years before, has not materialised. More than ever, MPs and parliamentary bodies have discovered the network for their purposes and benefit.
- As a very positive surprise, the number of replies to requests has kept pace with this development. With almost 11.800 replies the period 2010/2011 marks a new all time peak compared to around 10.600 in 2008/2009 and much above the figures for the years before. It shows the commitment of the ECPRD correspondents and their colleagues to meet the needs.
- Not surprisingly, around 40% of the requests fall into the areas of parliamentary practice and procedures, government and election issues. However, the major share of 60% is covered by so-called legislative issues as part of the political agenda of parliaments and their Members. Legal matters, social policy and topics in the field of inner security are pre-dominant.
- An electronic workflow for requests and replies was implemented on the ECPRD website. A powerful search engine allows for better use of the vast knowledge base in order to avoid duplication.

ECPRD seminars

- Nine seminars on a broad range of topics have taken place in the period of this activity report, thus respecting the wish of Secretaries General to run a maximum of 4-6 events per year. The seminars are organised in close co-operation between the hosting parliament, the Coordinator for the respective area of interest and the ECPRD Secretariat.
- The seminars were attended by 520 experts from parliaments, i.e. an average of around 60 participants per event. It should be underlined that colleagues from parliaments have few opportunities to meet their counterparts, which makes these seminars quite unique and valuable.

Managing success and expectations

Nevertheless, there are also matters of concern. The management of the workload to collect information and to provide pertinent replies to requests remains an ongoing challenge. The ECPRD has pointed out on several occasions the need to respect the guidelines for requests. Practical questions concerning request management and best practices and to find ways of steering the "visibility" of the network inside a parliament were discussed at previous annual conferences.

Furthermore, as a recurrent issue, final summaries have been provided for less than 25% of the requests. There is little hope for a sustainable change despite the efforts of all correspondents and appeals made by the Co-Directors.

Secretaries General are thus kindly called upon:

1. to endorse the present Activity report and the priorities and programme for the next years;
2. to maintain their support for the ECPRD and in particular to strengthen the position of their respective correspondent in their own House as a vital condition for the functioning of the network;
3. to implement measures in their parliaments which stimulate the publication of final summary notes to comparative requests;
4. to maintain their high level commitment as hosts also for future ECPRD seminars and to allow their staff to participate in these events.

One of the undersigned, Mr Horst Schade, had the honour of succeeding the departing Wojciech Sawicki as new ECPRD Co-Director on behalf of the Parliamentary Assembly of the Council of Europe in February 2011. Mr Sawicki had occupied this post since 1997 before being elected Secretary General of PACE on 1 February 2011. We thank Mr Sawicki for all his commitment at the helm of the network. We shall miss his experience, knowledge and sense of diplomacy and wish him all the best in his new distinguished function. He will stay connected to the network as an Honorary Associate.

Christine Verger
Co-Director
European Parliament

Horst Schade
Co-Director
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Europe

2. Contacts

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Economic and Budgetary Affairs	
COORDINATOR	<p>Ms Paola Bonacci (2011-) Camera dei Deputati Piazza Montecitorio IT - 00186 ROMA bonacci_p@camera.it (+39 06) 67602179</p> <p>Mr Kjell Torbiörn (-2011)</p>
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COORDINATOR	<p>Mr Marc Van Der Hulst Chamber of Deputies Palais de la Nation B - 1008 BRUXELLES (+ 32) 2 549 80 71 marc.vanderhulst@dekamer.be</p>
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ECPRD Website

www.ecprd.org or www.ecprd.europarl.europa.eu

Email webmaster: ecprd@europarl.europa.eu

3. What is the ECPRD ?

3.1. *How did it all start?*

The ECPRD was created in 1977 in Vienna by the Conference of Speakers of European Parliamentary Assemblies, which delegated to the Presidents of the European Parliament and the Parliamentary Assembly of the Council of Europe its formation and management. At its meeting in Madrid in 1980, the Conference expressed the desire that the ECPRD should work for and with all parliamentary assemblies and that national parliaments should authorise their services to participate actively in the activities of the Centre. The dramatic political events of 1989 in central and eastern Europe, combined with the information technology revolution, led to a period of rapid evolution which was reflected in the adoption of a new action programme for the Centre by the Conference in The Hague in 1994. The trend towards more interaction and greater reliance on cooperative organisations such as the ECPRD was amongst the subjects on the agenda at the meeting in Budapest in 1996, including the new Statutes and objectives of the Centre. The Conference in Stockholm in June 1998 confirmed the importance of the ECPRD in maintaining links between officials of national parliaments. Whereas the Conference in Strasbourg in May 2000 focused particularly on the use of new technologies to increase parliamentary cooperation, discussions between the Speakers of EU parliaments in Rome in September 2000 and subsequent meetings of the Secretaries-General in March and November 2001, highlighted the role which a strengthened ECPRD might play in the field of legislative cooperation on EU matters.

This initiative developed in the ensuing years into a formal project called IPEX (Inter-parliamentary EU Information Exchange) at which an increasing number of EU parliaments participated. The IPEX project benefited initially from the structure of the ECPRD, as it was hosted on ECPRD website until its final official launch in 2007. However, ECPRD remains an associate member of the IPEX Board.

At the Speakers' Conference and meeting of the Secretaries General of ECPRD parliaments which convened in Zagreb in May 2002, the overall mission of the Centre was reaffirmed and attention was drawn to the wide range of its activities. In fact it was deemed necessary to appoint Deputy-Correspondents for each parliament to increase the efficiency of the network.

At the May 2004 Conference of Speakers and Secretaries General, the decision was taken to modify the ECPRD statute. This was deemed necessary because the existing statutes were the ones drawn up in 1996 and therefore in need of revision due to the "Big Bang" enlargement of the European Union in 2004 and the continuing enlargement over the years of the Council of Europe, which today has all of 47 member states. The new Statute was adopted by the meeting of Secretaries General in Tallinn on 31 May 2006. Its text can be found in Annex 1 to this report.

3.2. *Who are the members?*

The European Parliament, the Parliamentary Assembly of the Council of Europe and all parliaments of member states or special guests at the Parliamentary Assembly of the Council of Europe are members. For parliaments with two chambers, each chamber is a member in its own right.

Parliaments outside Europe which wish to cooperate in the work of the Centre are also welcome. At present the Centre has 47 member countries and four guest or observer countries, together with three international parliaments. This results in more than 70 parliamentary assemblies which may participate in the activities of the ECPRD.

3.3. *How is the ECPRD run?*

Each member assembly appoints a senior official to act as the *correspondent* for the assembly. The Correspondent is the privileged point of contact for the assembly and should thus have access to the Secretary General and must be in a position to coordinate the contribution of the officials of his or her chamber to the work of the Centre. The success of the centre largely depends on the input provided by the Correspondents. Correspondents are appointed by Secretaries General of their respective parliaments. Secretaries General may also appoint Deputy Correspondents. An overview of various tasks and responsibilities of Correspondents can be found in Annex 9 to this Report.

The European Conference of Presidents of Parliaments, consisting of the Presidents or Speakers of parliamentary assemblies of members and special guests of the Parliamentary Assembly of the Council of Europe, is the supreme authority for the ECPRD and meets every second year.

The Secretaries General have administrative responsibility for the activities of the Centre and these are discussed when they meet during the Conference of Speakers. As regards the two Co-Directors and the

two Co-Secretaries - representing the European Parliament and the Parliamentary Assembly of the Council of Europe - these are appointed by the respective Secretaries General of these institutions. The Co-Directors and Co-Secretaries, who carry out their functions for the Centre in addition to their normal duties, are responsible for the day-to-day running of the ECPRD. The Conference of Correspondents is the annual meeting of Correspondents, at which the activities of the ECPRD are discussed and broader policy decisions are taken.

The Executive Committee is composed of the Co-Directors and five Correspondents (appointed by the Conference of Correspondents). It ensures the continuity of work between the annual meetings. The Executive Committee meets at least twice a year. The Secretariat of the Centre, including the staff responsible for the Centre's website, is provided by an official of the European Parliament. The working languages of the Centre are English, French and German.

Currently, the Co-Directors are Ms Christine Verger (European Parliament) and Mr Horst Schade (Parliamentary Assembly of the Council of Europe). The Co-Secretaries are Mr Ulrich Hüschen (European Parliament) and Mr Yann de Buyer (Parliamentary Assembly of the Council of Europe).

3.4. How is it financed?

The ECPRD has neither an own budget nor does it receive financial contributions from the member parliaments. The expenses for staff, secretariat and IT expenses are paid from different budget lines of the European Parliament. The Parliamentary Assembly of the Council of Europe also finances certain activities of the Centre.

Indirect financing takes the form of member parliaments hosting seminars and meetings of the Centre and providing meeting rooms and interpreters. Some publications are also financed in this way. All parliaments pay the travel and subsistence costs of their own officials attending seminars and meetings. A number of parliaments of countries in central and Eastern Europe benefit from financial support from the European Parliament and the Parliamentary Assembly of the Council of Europe to ensure participation in seminars and meetings.

4. Annual Programmes 2010-2011

2010

Title	Place	Date
Meeting Executive Committee and Coordinators	Rome	4-5 March 2010
Seminar "Lessons from the Economic and Financial Crisis: A Parliamentary Stock-Taking" (Area of Interest Economic Research)	Paris	23 March 2010
ECPRD Seminar Parli@ments on the Net VIII – on the brink of the third generation Parliamentary websites (Area of Interest ICT in Parliaments)	The Hague	6-7 May 2010
Seminar on Opposition Rights and Responsibilities (Area of Interest Parliamentary Practice and Procedure)	Oslo	20-21 May 2010
Services provided to the General Public by Parliamentary Libraries and Archives (Area of Interest Libraries, Research Services and Archives)	Athens	28-29 May 2010
Meeting of Secretaries General (in the framework of the European Conference of Presidents of Parliament)	Limassol	10-12 June 2010
Meeting Executive Committee and Coordinators	Vienna	16-17 September 2010
Annual Conference of Correspondents	Ankara	14-16 October 2010

Title	Place	Date
Seminar IT in Parliaments "Present and future of e-parliament services, technologies and inter-parliamentary cooperation" (Area of Interest ICT in Parliaments)	Bucharest	18-19 November 2010

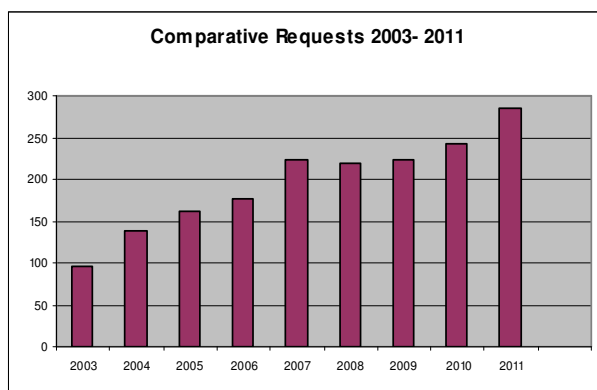
2011

Title	Place	Date
Meeting of the Executive Committee and Coordinators	Bratislava	3-4 March 2011
Seminar Parli@ments on the Net IX - Third generation parliamentary websites, evolution or revolution (Area of Interest ICT in Parliaments)	Brussels	12-13 May 2011
Seminar Representation of local and regional interests in national parliaments' activities (Area of Interest Parliamentary Practice and Procedure)	Moscow	26-27 May 2011
Seminar Parliamentary history and its communication to the public (Area of Interest Libraries, Research Services and Archives)	Berlin	23-24 June 2011
Meeting Executive Committee and Coordinators	Strasbourg	15-16 September 2011
Annual Conference of Correspondents	Stockholm	13-15 October 2011
Seminar 'Do more with less: tight budgets and improved IT services to MPs and Administration' (Area of Interest ICT in Parliaments)	Athens	11-12 November 2011

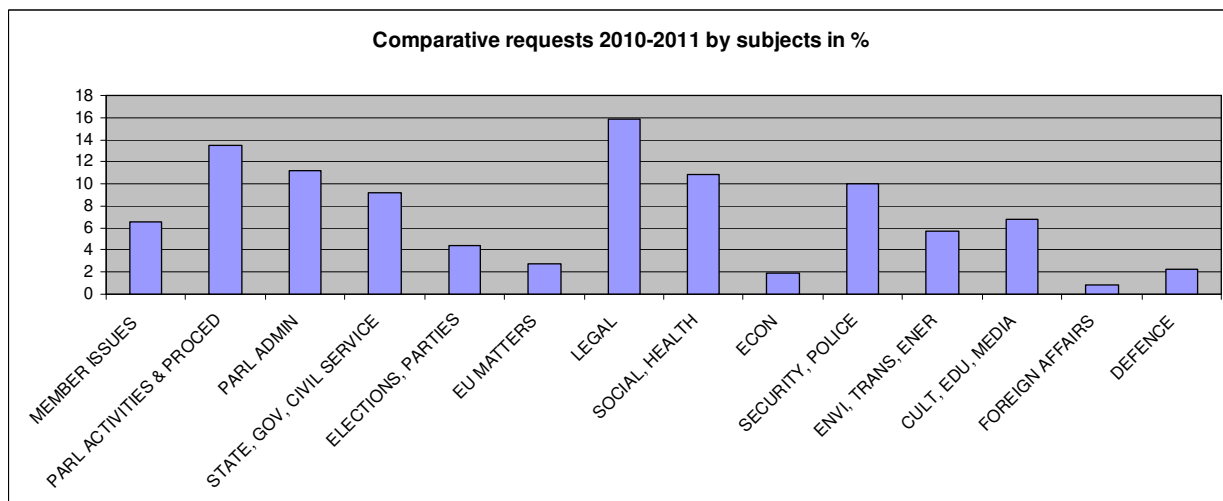
5. ECPRD Activities 2010 – 2011

5.1. *The evolution of comparative requests*

Comparative requests constitute more than ever a central pillar of ECPRD activities and make ECPRD a showcase of practical inter-parliamentary cooperation. The numbers of comparative requests and replies have reached in 2011 an all time high which means that more than one request per working day is sent to the network.



Also in 2011 almost 60% of requests deal with legislative matters whereas the remaining 40% cover the field of parliamentary practice and procedures, governmental and election issues. The diagram below provides an overview of the main subject groups:

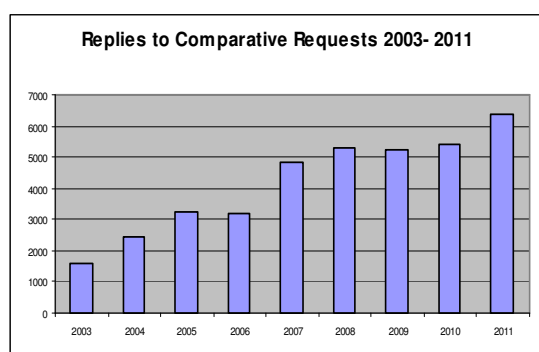


The section 'Member's issues' covers requests on the status of MPs, their financial situation and the way how their can execute their function. The group on 'Parliamentary activities and procedures' represents a great variety of topics starting with the competencies of parliament and ending with the publication of legislative acts. Important is as well the area of parliamentary administration which reflects indirectly the organisational changes imposed by topical events. The existence of these requests indicates the benchmarking character of comparative requests. The examples from other chambers are considered as precious arguments for internal discussions.

The control of the government and its budget is a core role of a parliament. It is thus not surprising that requests related to the government, its office holders and the state administration form a significant part of the information exchange between correspondents. Election and political parties related matters keep their low but stable share.

It looks surprising that requests on EU matters are so few despite the topical events in the past years (financial and sovereign debt crisis). This could be explained by the observation that the existence of other exchange platforms such as COSAC and IPEX, the availability of a large number of EU electronic information sources and last not least the fact that the many parliaments have established internal structures to deal with EU affairs that chambers do not see the need to consult ECPRD in this respect. However, it would worth to question if some requests in the legislative area have their origin in actions taken by the EU and their institutions.

Parliaments use the ECPRD network more and more to obtain information about legal issues, home affairs, social and other matters which reflect large parts of the daily legislative activity of a chamber. One common denominator of these subjects is in all cases that that the information can hardly found elsewhere on the Internet or in databases. Moreover, the information is rarely available in one of the European vehicular languages which put the correspondents or other experts into a central role to "translate" the situation in their countries.



The number of replies has increased again to a new record of 6370 in 2011. This results in almost 30 replies per working day which are exchanged between ECPRD correspondents.

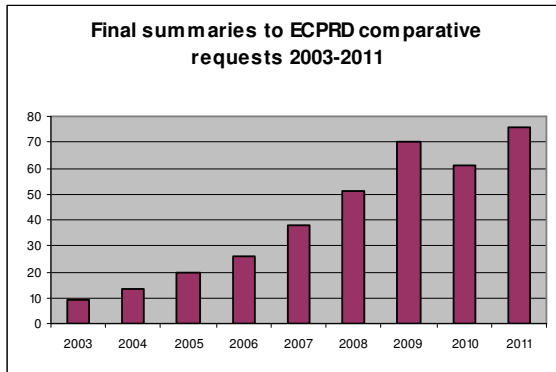
An analysis based on a limited range of months has shown that more than 70% of requests have been answered roughly within the indicated deadline which underlines the high commitment of all participants in the network.

However, the management of workload has become an issue of concern for correspondents. The main objective for all participants in the network is to avoid that ECPRD becomes a victim of its own success. All correspondents have agreed at various occasions that the ECPRD guidelines for comparative requests have to be fully respected.

At the annual conference of correspondents in Ankara 2010 it was proposed among others that comparative requests should concentrate more on parliamentary practice and procedures. However, an agreement could not be reached as at the very end the information needs in particular of the Members decide on the subject of a request. Nevertheless, correspondents endorsed the rule in the guidelines for

requests that all available information sources should be exploited first before consulting the network. Furthermore, a proper questionnaire, model reply and realistic deadline would act as an effective filter to ensure a manageable amount of requests.

The annual conference of correspondents in Stockholm 2011 discussed options for the most effective and efficient marketing of ECPRD requests inside a parliaments. The main challenge has been on how to bring client expectations (Members, committees etc) in line with the working methods and capacities of the ECPRD network. For this purpose the results of a survey were presented and discussed. The main observation was that correspondents prefer a selective and controlled approach with regard to the visibility of ECPRD in their house instead of launching broad promotion campaigns.



The case of the final summaries remains unsatisfactory. The table which reflects the situation at the moment of the publication of this activity report shows that only around 25% of the requests were closed with a summary note. Thanks to the efforts of some parliaments and a last minute appeal by secretariat it was possible to stop the trend downwards and to close 2011 with a slight increase.

The ECPRD guidelines stipulate that a requesting chamber should provide at the end also a short analysis of the replies. The guidelines even say that "if [the chamber] anticipates that it will not be able to

produce a final summary, it should state this clearly when it makes its initial request". However, final summaries to requests have remained a permanent issue of concern since the beginning despite the fact that correspondents are free in chosen the format and even the language. There is a multitude of potential reasons behind this phenomenon but most probably the main one is the lack of time and resources in the requesting parliament which can be explained by the high number of requests in the past years.

Due to technical reasons linked to the introduction of the new electronic workflow it was not possible to provide a table on requests by target groups (all parliaments, only EU parliaments and selected parliaments). However, there is evidence that correspondents have been fully aware of this option to limit a request only to a selection of parliaments which helps to reduce the workload, to focus on relevant countries and to increase the chance to obtaining an almost 100% response rate.

Detailed statistics on requests, replies by year and for final summaries by parliamentary chamber are provided in annex 3 of this report. A complete list of requests submitted by parliaments can be consulted in annex 4.

5.2. Meeting of the Secretaries General of ECPRD parliaments, Limassol/Cyprus 12 June 2010

The Secretaries General heard the report by Mr SAWICKI who presented the Activity Report 2008-2010 and the document 'Priorities and Programme 2011-2011'. Mr SAWICKI highlighted the high level of commitment among parliaments to contribute to ECPRD. He thanked all parliaments for their efforts to provide replies, to host seminars and to nominate staff for the Executive Committee and the function of ECPRD Coordinator. He underlined that the number of requests have reached a level which indicates the maximum which can be digested by parliaments in terms of workload. Furthermore, he recalled that the success of ECPRD could be explained also by the developments in IT which facilitate decisively the exchange of information. Hence the main objective for the years to come was to maintain quality, commitment and responsiveness. He called upon the Secretaries General to support ECPRD also in the future and to provide fresh ideas.

A few remarks were made by Mr BRATTESTA from Norway, Mr FORSBERG from Sweden, Mr LAPORTE from France, Mr KOLLER from Austria and Mr SIBUL from Estonia which led to some minor changes in the text of the Priorities and Programme document.

Thanks were expressed in particular to Mr Mario Heinrich, who has gone on retirement.

The ECPRD Activity Report 2008-2010 and the 'Priorities and Programme 2010-2011' were slightly modified and approved.

The priorities for the Centre for the years 2010-2011 are the following:

1. To develop further the exchange of information via the procedure of comparative requests, and this in full respect of existing guidelines, and more particularly:
 - i. to maintain a high readiness to respond to requests;
 - ii. to continue in increasing the number of comparative summary reports produced by requesting chambers;
 - iii. to pursue the timely publication of replies and summary reports on the ECPRD website.
2. To strengthen the exchange of information in four Areas of Interest where Coordinators have been nominated (Parliamentary Libraries, Research and Archives; Information and Communication Technology in Parliaments; Parliamentary Practice and Procedure; Economic Research), in particular via thematic pages and "Forums" on the ECPRD website.
3. To continue to organise seminars for parliamentary staff on subjects of common interest on the basis of proposals made by national parliaments and to ensure timely publication of reports from seminars.
4. To develop further the ECPRD website so that it remains a user friendly environment on which parliamentary information (on legislation, studies, administration, ICT, best practice, etc.) can be easily found and used.
5. To encourage the involvement of all ECPRD Correspondents and their deputies in the full range of the Centre's activities; and improve the understanding of ECPRD's work in national Parliaments.
6. To co-operate with other networks dealing with the exchange of parliamentary information (e.g. IPEX) with a view to avoiding duplication of activities.

The records of the meeting are available on the ECPRD website in English, French and German) and also appear in the Summer 2010 ECPRD Newsletter.

5.3. International relations

The concept of correspondents and comparative requests supported by an enormous knowledge database of replies on the ECPRD website has become a model for other projects of inter-parliamentary cooperation worldwide.

Some years ago the foundation of the African Parliamentary Knowledge Network (APKN) was inspired by the ECPRD Statute. Recently at the occasion of the IPU Conference on 14-15 April 2011 in Panama, the Secretaries General of Latin American parliaments gathered for a workshop on "Leveraging ICT to establish a collaborative network among parliaments of Latin America and the Caribbean". The workshop was organised by the UN Global Centre for ICT in Parliaments in the framework of the 124th IPU Assembly. Mr Toornstra from the European Parliament Office for the Promotion of Democracy (OPPD) attended the meeting and informed the audience about topical developments in ECPRD. For this purposes the ECPRD secretariat provided him with the necessary background information.

One major decision of this workshop was to create ENPLAC (the Spanish acronym is RIPALC and stands for parliamentary exchange network in LA) inspired by the ECPRD Statutes and working methods.

However, there are also distinctive elements between APKN, ENPLAC and ECPRD:

1. NPLAC admits also regional parliaments as members.
2. They foresee a strong position of the top levels in parliaments at APKN and ENPLAC (a "top down approach"):
 - A Plenary of Speakers at APKN (for approving action plans, reports, goals and priorities)
 - The Secretary Generals act as correspondents in APKN
 - Secretary Generals form the Executive Committee in ENPLAC
3. The Director at ENPLAC and Secretary at APKN are senior officials elected for a two years term. The secretariat is provided by the assembly of the director/secretary. APKN and ENPLAC describe the tasks of the secretariat which is not the case in the ECPRD Statute.
4. The duties of Correspondents is laid down in detail in the statutes of APKN and ENPLAC (ECPRD has a specific document for this).

5. APKN has established "thematic groups" managed by a "Steering Committee for the Thematic Groups" which "consists of one representative of legislators and one parliamentary staff member from the different African regions." This can be compared to the ECPRD Areas of Interests but apparently it includes also Members of Parliament.
6. APKN and ENPLAC mention the importance of a website/web portal for information and knowledge management in their statutes but leave it open which parliament or organisation should host the website.

The ECPRD Secretariat was also contacted by delegation from the Korean and Japanese parliament and provided first insights about the network, its activities and structures.

5.4 Areas of interests - reports delivered by the Coordinators

Area of Interest: Economic and budgetary affairs

Report provided by Paola Bonacci, Camera dei Deputati, Rome, Italy

In April 2011 Mr Kjell Torbiörn retired after over ten years as Coordinator for this Area of Interest. The Executive Committee in September 2011 appointed Ms Paola Bonacci from the Italian Camera dei Deputati new Coordinator.

The title of the area was changed to "Economic and Budgetary affairs", which was considered to better reflect the topical concerns and discussions in Parliaments.

Seminar: "Lessons from the Economic and Financial Crisis: A Parliamentary Stock-Taking"- Paris, WEU Assembly 26 March 2010

Attended by some 40 participants, it coincided with a sudden turn for the worse in the world-wide financial crisis, which really had started almost a year before. (Indeed, the original idea to hold the seminar was born a year earlier in Stockholm, where the Area of Interest in June 2007 held a seminar at the Swedish Riksdag on the related subject of "Relations between Parliaments and Central Banks" and where the work of the European Central Bank aroused major interest.)

No seminar could be organised in 2011 due to the departure of Mr Torbiörn early in the year and the need to find a successor.

Future projects

For 2012 a seminar, to be held in June in Rome, has already been planned. The title of the seminar is "The European Economic and Financial Crisis and the Role of Parliaments". Its aim is that of examining how national Parliaments are contributing to the reaction to the present crisis and how this affects the decision making process concerning fiscal policy and, more generally, economic policy.

A second initiative could take place in 2013. It should deal with a more specific subject, concerning the changes introduced by Parliaments in order to provide more suitable national fiscal frameworks, conducive to a sounder conduct of public finances and to a stronger capacity to withstand economic shocks..

Area of Interest: Information and Communication Technologies (ICT) in Parliaments

Report provided by Carlo Simonelli, Camera dei Deputati, Rome, Italy

A. Seminars

The Area of Interest ICT in Parliaments organizes two seminars per year, one covering the issues around Parliamentary web sites, titled Parli@ments on the Net, the other less specialized being the annual seminar for ICT in Parliaments. On average these events attract 50 to 70 participants.

2010

Parli@ments on the Net VIII seminar, initially titled "On the brink of the third generation Parliamentary websites" and then renamed "Towards the third generation of Parliamentary websites", held in The Hague on 6th and 7th May 2010, hosted by the Dutch Parliament, Tweede Kamer.

Around 70 participants from 35 parliamentary assemblies and inter-parliamentary institutions met in The Hague for an exchange on the following topics:

1. UN/IPU guidelines for parliamentary websites
2. New generation of parliamentary websites: API (application programming interface)
3. Open forum: Short presentations (max. 5 minutes per presentation) of participants' websites

The "Practical guidelines for parliamentary websites" were discussed and approved and subsequently published under the title "Hague Guidelines for Parliamentary Websites" under the auspices of the IPU.

In the open forum participants had the opportunity to present special features and innovative ideas on their websites.

ICT in Parliaments seminar titled "Present and Future of e-Parliament Services, Technologies and Inter-parliamentary Cooperation", held in Bucharest, 18th and 19th November 2010, hosted by the Romanian Chamber of Deputies.

The seminar was attended by 58 participants of European parliaments plus 15 participants of the hosting Chamber of Deputies, totalling 73 participants. They were from 33 countries representing 38 Parliaments and 4 International Organisations (ECPRD, the European Parliament, the Parliamentary Assembly of the Council of Europe and the UN/IPU Global Centre for ICT in Parliament) plus an independent expert.

The presentations were published on the well designed website, together with the video recording of every speech.

2011

PARLI@MENTS ON THE NET IX SEMINAR, titled "Third generation parliamentary websites, evolution or revolution?" held in Brussels, on 12th and 13th May 2011, hosted by the Belgian Federal Parliament (both the Belgian Senate and the Chamber).

The seminar was attended by 77 participants from 33 countries, representing 45 European Parliamentary Assemblies (including the European Parliament and the Council of Europe).

The event was opened with a welcome speech from Mr. Speaker the Hon. Andre Flahaut.

During the two-day seminar, the participants were informed about the latest advancements in many National Assemblies in the field of Parliamentary web sites and fact-finding results thanks to a most extensive survey regarding state-of-the art Parliamentary web sites (Request #1626).

ICT in Parliaments seminar, titled "Do more with less: tight budgets and improved IT services to MPs and Administration", held in Athens, 18th and 19th November 2011, hosted by the Greek Parliament.

71 participants from 34 parliamentary chambers and inter-parliamentary institutions attended the annual ICT in Parliaments seminar. The 18 presentations were grouped around three main subjects:

- Actions already taken considering the ICT budgets
- Future plans for using the ICT to reduce the total costs of Parliaments
- Human resources and ICT in today's Parliaments

A short questionnaire with 12 questions was distributed prior to the seminar (questionnaire ECPRD request 1801) and the results presented during the seminar.

An excellent web site was prepared to present the seminar program, participants, photographs, presentations, and even video recordings of every presentation: <http://ecprd.hellenicparliament.gr/>

B. Workshops

Workshops were introduced for the first time at the Ankara conference (15th October 2010). The ICT workshop entitled "A close up of the information and communication technology in parliaments" failed to attract participants, so Carlo Simonelli joined the ECPRD Website workshop, which attracted some interest. The planned improvements for submitting requests and replies were demonstrated along with plans for a new search engine which provides better exploitation of the database.

At the Stockholm conference (14th October 2011), the ICT workshop dealt with accelerating IT improvements and technological change. The speed is such that we are unable to figure out where we will be in ten years time, with the result that Parliaments must become accustomed to continual change. As an example the sudden arrival of the Apple I-pad2 was demonstrated as a facilitator towards the paperless Parliament.

C. Networks

ICT Area of Interest ICT in Parliaments discussion groups

On the ICT Area of Interest web site there are only eleven entries in the general section. There are also ten discussion groups, proposed during the Bucharest seminar. They have hardly been used up to now. Gerard Hilbert and Carlo Simonelli will continue pushing to make them a useful resource to colleagues of the ICT Area.

LinkedIn

Two special LinkedIn discussion groups: ECPRD ICT in Parliaments and ECPRD Parli@ments on the Net.

During the Athens seminar, a pilot project using the LinkedIn social network was presented to the participants with the aim of promoting a better information exchange and networking among IT experts in Parliaments in between seminars.

Participants were invited to join two special LinkedIn discussion groups: ECPRD ICT in Parliaments and ECPRD Parli@ments on the Net. These are "closed" groups, meaning that admission requests must be approved by the manager of the group. If not approved, the requester cannot participate in the LinkedIn group activities. Only Parliamentary staff and former presenters in ECPRD seminars, if approved by the manager, can be admitted.

The two LinkedIn groups were formed in November 2011. Currently ECPRD ICT in Parliaments has 56 members and ECPRD Parli@ments on the Net has 30 members. Hopefully these numbers will grow with the passing months.

Area of Interest: Parliamentary Libraries, Research and Archives

Report provided by Elisabeth Dietrich-Schulz, Parlament, Vienna, Austria

A. Seminars

Since the creation of the Area of Interest Parliamentary Libraries, Research and Archives the coordinator has been able to initiate one or two seminars per year. The seminars were organized by the libraries and/or research services of the parliaments of Austria, Switzerland, United Kingdom, Greece and Germany. On average these events attract 50 to 70 participants.

2010

Services provided to the general public by parliamentary libraries and archives Athens, Hellenic Parliament, 28-29 May 2010

73 participants from 34 parliamentary chambers and inter-parliamentary institutions replied to an invitation from the Hellenic Parliament to update their knowledge in the following areas:

1. Presentations of the services provided by the library of the Hellenic Parliament to the public
2. The position of Parliamentary Libraries of Mediterranean Countries: the values they represent and the services they provide
3. Workshops on

- Parliamentary libraries and archives as active participants in the information and cultural net: strategies, approaches, services
- Parliamentary libraries and archives: experience gained, success and failure stories
- Internal and external co-operation of parliamentary libraries and archives to achieve effective results

In order to prepare the seminar a questionnaire was sent out directly to the participants shortly before the seminar and again after the seminar as ECPRD request no 1481 to all correspondents. The questionnaire was answered by 31 chambers from 30 countries and two European institutions.

Highlights of the seminar were a panel discussion with library users and visits to the restoration workshops of the Hellenic Parliamentary Library.

2011

**Parliamentary history and its communication to the public
Berlin, Bundestag and Bundesrat, 23-24 June 2011**

51 participants from 41 parliamentary chambers and inter-parliamentary institutions met in Berlin for a joint seminar of the German Bundestag and Bundesrat on best practices in communicating parliamentary history to citizens.

The presentations by participants covered topics such as

- the involvement of MPs in an oral history project (Finland),
- the organisation of historical exhibitions (Poland, Romania)
- archive collections online (Spain)
- the new multimedia visitor centre of the European Parliament

Colleagues from the Bundestag provided useful information about their experiences with guided tours of the historical exhibition of the Bundestag and ways of presenting historical information on the Internet. A guest speaker from the Konrad Adenauer Foundation spoke about parliamentary buildings as a mirror of parliamentary history.

The "walking part" of the seminar consisted of guided tours in small groups through the Reichstag and the building of the Bundesrat. Furthermore, the exhibition on German constitutional and parliamentary history in the "German Dome" was presented to participants.

B. Projects for 2012-2013

There is a strong ambition that LRA-seminars shall attract colleagues inside and outside the Area of Interest LRA.

**Members' use of information and changing visions of the Parliamentary Library
Copenhagen, Folketinget, 14-15 June 2012**

Contact: Hanne Rasmussen, ECPRD correspondent

In the first half of 2012, Denmark holds the Presidency of the Council of the European Union. The EU Presidency never becomes routine and national parliaments are more and more involved. The seminar will focus on the challenges facing parliamentary libraries today, the broadening of the scope of library and research services and new ways of working. Danish colleagues intend to offer presentations from parliaments which have experience with new services such as online services, digitisation and geographical information. Such developments may well require better co-operation both within and outside parliament. The organizers are already negotiating with colleagues from the EP and some MPs from Denmark and hope to send out a more detailed programme soon.

**Building for parliament: (re)construction, maintenance, layout and design of parliamentary buildings
The Hague, the Netherlands House of Representatives, 6-7 September 2012**

Contact: Piet van Rijn, ECPRD correspondent

The seminar will deal with aspects of the construction and maintenance of parliamentary buildings. It will focus on ownership, budget flows for maintaining the buildings, the distribution of office space and the

design of new parliamentary buildings. Professionals in the field of operational management, facilities managers and architects are invited to attend this seminar.

Since this will be the first time for an audience from these fields of interest to meet, part of the seminar will be devoted to very short presentations by each participating chamber focusing on the following questions:

- The size of the building complex in square metres, the size of the population that inhabits the complex.
- The percentage of space taken by MPs and their staff, related to the percentage taken by parliamentary staff.
- The ownership of the parliamentary buildings (parliament or government-agency)
- The budget for maintenance and the distribution of that budget between Parliament and the government.
- Future plans for major renovations and extensions.

During the seminar this information will be included in some sort of matrix and presented to the participants. There will be no questionnaire preceding this seminar.

The proposed programme will include a presentation by the architect of the most recent large extension of the Dutch parliamentary complex - including a new plenary hall - professor Pi de Bruin. The working title of this presentation is "building a new plenary hall for a parliament".

Furthermore on Saturday 8th September an excursion is planned to interesting building projects related to building for a parliament.

A simple website will be set up with information on the programme, practical information for participants, ways of registering for the seminar and hotel information.

**Parliamentary Libraries and Archives and their role in the preservation and conservation of the historical and cultural heritage of their countries
Paris, Senat, 31 May -1 June 2013**

Contact: Valerie Douchez-Josse, Senat
Jean-Paul Richard, Directeur de la Bibliotheque et des Archives, Senat

C. Workshops, exhibitions, publications, presentations, lectures, networks

The new feature "Workshops" as part of the annual conference was introduced at the Correspondents' Conference in Ankara. Since the reactions of correspondents were extremely positive, workshops on new subjects were offered again at the Annual Conference in Stockholm.

The workshops are designed for an exchange of views without too much of a formal agenda. Interventions should be brief. Workshop rapporteurs are asked to briefly summarize the conclusions of their respective workshops on the day. Written reports follow later.

**Workshop Co-operation and networking: regional, national, international
Annual ECPRD Conference of Correspondents, Ankara, 15 Oct 2010**

Coordinator and chair: Elisabeth Dietrich-Schulz (AT)
Rapporteur: Rob Clements (UK, Commons);
22 participants

**Workshop Libraries, Research Services and Archives
Annual ECPRD Conference of Correspondents, Stockholm, 14 Oct 2011**

Coordinator and chair: Elisabeth Dietrich-Schulz (AT)
Rapporteur: Joseph Jackson (Canada)
27 participants

- "The library and the Research service: open doors and close cooperation - how do we do it? Dialogue between Maria Sundin, the Riksdag Library, and Gunnar Fors, the Riksdag Research Service
- Gunilla Lilie Bauer, Library Director: The Riksdag Library – an open library for ages

- General discussion on the pros and cons of open and closed parliamentary libraries and the quality of cooperation between libraries and research services

The Museum of Architecture of the Technical University of Munich organised the exhibition WISDOM BUILDS HER HOUSE : THE ARCHITECTURE AND HISTORY OF LIBRARIES, Munich; Pinakothek der Moderne, 14 June – 16 October 2011. The catalogue is available: „Die Weisheit baut sich ein Haus. Architektur und Geschichte von Bibliotheken“, edited by Winfried Nerdinger in cooperation with Werner Oechslin, Markus Eisen, Irene Meissner (München : Prestel, 2011, 412 pages with numerous coloured illustrations, ISBN 978-3-7913-5167-4)

Since the Renaissance the most important architects have dedicated themselves to this building task, thus giving library buildings an exceptional position within the history of architecture. As a consequence of changes in the forms that information and communication has undergone due to digital media, the end of the printed book and the traditional library has often been feared. However, in the past two decades more new library buildings than ever before have been built. Models, plans and photographs convey works and projects of an excellent standard by Michelangelo, Étienne-Louis Boullée, Karl Friedrich Schinkel, Gunnar Asplund, Alvar Aalto, Louis Kahn, Hans Scharoun, Dominique Perrault, Max Dudler and many more.

Like other members of the Executive Committee the Coordinator LRA was invited several times to give presentations and/or lectures on the ECPRD network and thus started to play an active role in promoting the Centre and the area. The enormous worldwide interest in successful parliamentary networks such as the ECPRD was evident at all these events. In 2012 an Arab Parliamentary Libraries Network was established. Rob Clements, former ECPRD Correspondent at the UK House of Commons, was involved in a workshop, funded by USAID, held from 18 to 22 January 2012 in the new Arab Institute for Parliamentary Training and Legislative Studies in the Lebanese Parliament in Beirut. The Arab Parliamentary Libraries Network has set up an interim Executive Committee, a draft work plan and an agreed draft constitution. Ten parliamentary libraries were represented at the workshop but there were some absentees (for obvious reasons), most notably Egypt and Syria.

Area of Interest: Parliamentary Practice and Procedure

Report provided by Marc van der Hulst, House of Representatives, Brussels, Belgium

A. Seminars

2010

Seminar Opposition Rights and Responsibilities, Oslo, Stortinget, 20-21 May 2010

58 participants from 37 parliamentary assemblies came to Norway and obtained more insight into the following themes:

1. Minority rights in a majority parliamentary system - The balance between the majority's right to decide and the minority's right to due influence
2. Minority rights – a privilege for the opposition or individual rights for all Members?
3. Minority/opposition rights in practice - monitoring (e.g. the right to ask questions) or initiating (e.g. the right to present proposals/Private Members' Bills)? What responsibilities should apply to the opposition?

2011

Seminar Representation of local and regional interests in national parliaments' activities, Moscow, Federation Council, 26-28 May 2011

54 participants from 32 parliaments and inter-parliamentary institutions were invited to attend this seminar in Moscow organised by the Council of Federation of the Federal Assembly of the Russian Federation. As in 2003 the Council of Federation chose the topic of regional representation in Europe. The seminar was divided into four sessions:

1. Electoral systems and their impact on the representation of local and regional interests
2. Representation of local and regional interests and minorities via « senates » and other parliamentary mechanisms
3. Participation of regional and local bodies in the national process of law making
4. Delegation of national competences to sub-national levels

Presentations made by participants provided interesting insights into the constitutional and political situation not only of countries with strong regional entities such as Germany but of those with a long tradition of centralisation for example in Sweden. Topics and potential contributors were identified on the basis of a detailed questionnaire which was sent back by most of ECPRD member parliaments, filled in with relevant data. Also the Russian colleagues did not present the results of the survey in one go but used the findings in the four different sections as a starting point for each session. This approach was already applied in the Brussels seminar «parliaments on the net IX» in early May and can hence be considered as a viable way to integrate the survey into a seminar programme.

B. Seminars planned for the near future

- Sept. 13-14, 2012 – Berlin (Bundesrat) – “Government control by parliaments via the legislative process”
- Spring 2013 – Tallinn – 'Procedures and practices for debating and approving long term national strategies in parliaments'
- Autumn 2013 – Skopje – to be confirmed

C. PP&P Workshops at the Annual Conferences of Correspondents

Workshop “The powers of Parliament between the moment of the dismissal of government and the moment of the dissolution of Parliament” – Annual Conference of Correspondents (Ankara, 14-16th Oct. 2010)

In most countries, Parliament remains in place between the moment of the fall of the government and the moment of the dissolution of Parliament (or the moment of the elections, in case Parliament is not dissolved), but in most cases its powers are reduced (for instance: no or less lawmaking activity, no interpellations, no committee meetings etc.). The questions discussed during this round table discussion were among others:

- In such a period: can my Parliament still examine bills and to what extent (in committee? in plenary? until the final vote?); if not, why not?
- Can it still ask questions to the caretaking government? Can it request the presence of ministers of the caretaking government?
- What about activities other than law making and political overview (for instance nominations etc.)?

Workshop “Independence and impartiality of parliamentary staff” - Annual Conference of Correspondents (Stockholm, 12-15th Oct. 2011)

In most countries, rules concerning parliamentary staff are based upon the conviction that independence and impartiality are essential characteristics of officials working for a parliamentary assembly. However, the extent to which this independence and impartiality are put into practice on different levels may vary.

The workshop has allowed the different correspondents to share their experiences, through an open discussion, as well as to outline the statutory framework in force in their assembly. Several correspondents submitted a written contribution.

Discussions focused on four topics. The first topic concerned the principles of independence and impartiality. The second topic dealt with how independence and impartiality are guaranteed in the different assemblies through the selection procedure. The third topic gave the correspondents the opportunity to look at independence and impartiality from a more practical point of view and to consider the issue against the backdrop of their day-to-day experience. During the last part of the debate, the correspondents discussed to what lengths the independence and impartiality requirements have to go : can these requirements bring someone to refrain from certain activities ?

D. PP&P Web Page

The PP&P Web Page is doing very well. In 2010-2011, more than 80 entries were made in the “News” section, the “Others” section, the “Events” section and the “Links” section of the Web Page.

The “News”-section mainly deals with general news items on PP&P. In 2010-2011, almost seventy entries were made in this section, which corresponds more or less to one every (working) week.

Ten inputs have been made in the “Others” section. This section of the PP&P-website is used for the publication of three PP&P instruments: the expert lists, the theses lists and the bibliographies.

- The *PP&P expert lists* give a selected overview of country-related experts on PP&P. In the given period, the Austrian, Finnish, Spanish, Italian and Greek expert lists have been published/updated.

- The *PP&P theses lists* give a selected overview of theses presented at universities in a given country, on topics related to PP&P. In the given period, no such list has been published.
- Finally, the *PP&P bibliographies* give a selected overview of country-related literature on PP&P topics. In the given period, the Polish, Serb, French, German and Greek bibliographies have been published/updated.

All lists and bibliographies are drafted by the Coordinator and his colleagues. The expert lists and bibliographies are, prior to their publication, submitted to and validated by the respective ECPRD-correspondents; the experts also agree to be mentioned on the list.

The “Event” section is the place-to-be to find announcements on PP&P related event or initiatives. In the given period, three entries have been made. In the “Links” section, only one entry has been made.

It is obvious that the call for help made at the Ankara Conference of Correspondents has had some effect. Useful info was sent in, for instance, by our Austrian, British, Dutch, EP, Finnish, French, Italian, Serbian, Slovenian and Spanish colleagues; however it still happens too rarely that correspondents spontaneously send material. If we want the PP&P web page to be a lively source of information on what is happening in fellow parliaments, every Correspondent will have to contribute.

5.5. The Executive Committee and ECPRD Secretariat

The conference of correspondents in Ankara 2010 elected Mr Marc Van der Hulst (BE, Chamber of Deputies) new member of the Executive Committee. He joins this body replacing Mr Rob Clements (UK, House of Commons) who did not stand for re-election.

Mr Gunnar Fors (SV, Riksdag) was re-elected as member of the committee at the Stockholm conference of correspondents 2011.

Mr Mario Heinrich, ECPRD Co-Secretary for the Parliamentary Assembly of the Council of Europe, retired after many years of service for ECPRD. The Parliamentary Assembly has appointed Mr Yann de Buyer as new ECPRD Co-Secretary.

Meetings of the ECPRD Executive Committee

Rome, 4-5 March 2010

At its meeting on 5 March 2010 in Rome, the Executive Committee dealt with the following points:

- Preparation of the Annual Conference 2010 in Ankara
- A first discussion on a new format for the Seminar to be held in conjunction with the Annual ECPRD Correspondence Meeting in Stockholm in 2011
- Adoption of the Draft Activity Report 2008-2010, to be submitted at the meeting of Secretaries General at the European Conference of Presidents of Parliament, Limassol (Cyprus), 12 June 2010
- Appointment of a new Coordinator for the Area of Interest ICT in Parliaments

Vienna, 16-17 September 2010

The main item on the agenda of the Executive Committee was the preparation of the annual conference in Ankara in October 2010. In particular, the new concept of having workshops organised by the Coordinators of the Areas of Interest was discussed in detail.

The new workflow for requests and replies was presented and discussed. The Executive Committee welcomed the new procedure as a very innovative way to increase efficiency.

Bratislava, National Council, 3-4 March 2011

The main item on the agenda of the Executive Committee was the preparation of the annual conference in Stockholm in October 2011. The Swedish Riksdag Research Service as host of the event has chosen to put the request work at the centre of the so-called pre-conference on the first day of the meeting. The Executive Committee agreed to select two topics among recent requests and that one topic will be presented by a researcher from Riksdag and that the other rapporteur should be chosen among the correspondents.

The Executive Committee also decided on the venues for the next annual conferences which will be hosted by the Hellenic Parliament in 2012 and by the Polish Sejm in 2013.

Furthermore, the Executive Committee discussed the future of the Area of Interest Economic Research. It was proposed to rename it "Area of Interest Economic and Budgetary Affairs". It was also decided that ECPRD Co-Directors should send a letter to correspondents asking them if they wish to keep this area of interest and - if so - to suggest the name of potential candidates as successor for Mr Kjell Torbjörn as coordinator who has retired from the Council of Europe. The Executive Committee thanked Mr Torbjörn for his strong commitment as coordinator for almost ten years and wished him a good retirement.

Strasbourg, PACE, 15-16 September 2011

The Executive Committee finalised the programme of the Annual Conference of correspondents in Stockholm in October 2011.

It had an in-depth discussion on the future of the Area of Interest Economic Research and agreed that the involvement of parliaments in the management of the ongoing financial and budgetary crisis in Europe justified the continuation of this platform for information exchange among experts. Furthermore, it agreed to change the name of this area to "Area of Interest Economic and Budgetary Affairs". The Executive Committee also examined the list of candidates for the function of the coordinator of the area of interest and decided to appoint Ms Paola Bonacci from the Unit for Bill Cost Assessment Activity in the Chamber of Representatives of Italy as the new coordinator of this area of interest and to inform the Conference of Correspondents in Stockholm accordingly.

The Executive Committee was informed about developments as regards the ECPRD website. In this context it discussed also the lack of contributions by correspondents to the site, in particular in the news and area of interests sections.

The minutes of the Executive Committee meetings were published in the ECPRD Newsletter and can be found on the ECPRD website.

5.6 ECPRD Network (Member parliaments, Correspondents and Deputy Correspondents)

On 30 June 2011 the WEU Assembly was officially declared defunct. This means that perhaps for the first time in its existence ECPRD has lost one of its institutional members. The historical records of the WEU have been transferred to the Historical Archive of the EU in Florence.

Almost all parliamentary chambers have appointed a correspondent and in many case also a deputy correspondent. Only Malta has not yet taken the initiative to be represented in the network.

In 2011 Ms Jadranka Lazarevska, Deputy Correspondent in the Assembly of "the Former Yugoslav Republic of Macedonia", and Mr Pedro Valente, Correspondent in the Assembly of Portugal, passed away. We shall keep them in our memory.

The complete list of correspondents can be consulted in Annex 2.

6. The ECPRD Website

Thanks to the commitment of the European Parliament it was possible in 2010 to finance the completion of a fully fledged workflow for comparative requests via the ECPRD website. The new approach respects the traditionally email based communication channels between parliaments and integrates them nonetheless seamlessly into a web application and should meet the following objectives:

- Workflow needs to be extended as replies are not always provided by correspondents alone
- Reduce manual intervention for publication and transmission
- Replies should be immediately on the site
- Improve information exchange between Correspondents

The new procedure can be described as such:

- Correspondents introduce their request in a web form.
- The proposal is validated by the ECPRD Secretary. The Secretary checks for potential duplicates in the request database and adds associated requests to the proposal. It may happen that a proposal for request is sent back to the Correspondents for revision.

- After validation the system generates and transmits an email to Correspondents. This email contains a link to a reply page which is unique for the request and for the respective chamber.
- The correspondents provide their reply either by filling in the web form by themselves or by forwarding it to the competent colleague in their parliament. No login to the site is required at this moment.
- The system transmits the reply to the requesting parliament and updates the ECPRD request database.
- A comment function allows for asking for clarifications.
- Correspondents can edit and update their requests also at a later stage.
- Immediate transmission without validation is possible when the Secretary is absent.

The new system has significantly reduced the manual input work in the ECPRD secretariat and ensures an automatic update of the ECPRD request database. The new procedure has been well accepted by the correspondents which underlines the user friendliness of the development. All this was only possible thanks to the effective and smooth cooperation with the IT department of the European Parliament and in particular with Jerry Hilbert as IT project manager.

2011 has seen another major step forward when in May the new search engine became operational. Until this moment searching the ECPRD site was possible in different places according to document types and limited to the words in the title of a record. Since May 2011 the entire site can be searched "Google like" in one go and also in all documents such as the documents which are attached to the replies to requests. Results are by default listed by relevance but can be drilled down via the innovative tool of faceting.

The new search engine can be regarded as an effective alternative to the lack of a thesaurus which would allow to group and retrieve the requests by subjects.

In short, in 2011 two major web items were finally completed for which ground was laid already years ago. Info sheets have been published which explain the new features.

More than ever the ECPRD website proves to be a central and effective platform for information exchange and knowledge management. Further development of the ECPRD website can be envisaged when the European Parliament releases the necessary financial means. Open issues to be tackled at that moment would be a new approach for the seminar section and better ways for a smooth access to the website.

7. ANNEXES

ANNEX 1

STATUTES OF THE ECPRD - AS ADOPTED BY THE SECRETARIES GENERAL ON 31ST MAY 2006

The Statutes of the ECPRD were adopted by the ECPRD Secretaries General meeting at the Conference of Speakers in Budapest on 7 June 1996 and subsequently amended in Tallinn on 31 May 2006.

PREAMBLE

The European Centre for Parliamentary Research and Documentation (ECPRD) was created in 1977 at the request of the Conference of Speakers of European Parliamentary Assemblies (as from 2004: the European Conference of Presidents of Parliaments).

I. AIMS

Article 1

1. The objectives of the ECPRD are to promote the exchange of information, ideas, experience and good practice among the administrations of parliaments in Europe on subjects of common interest; to strengthen close co-operation among parliamentary services in all fields of parliamentary administration, legislation, information, research and documentation; and to collect, exchange and publicise studies produced by parliamentary services.
2. In the exchange of information the ECPRD shall promote, wherever possible, the use and development of Information and Communication Technology.
3. The ECPRD shall co-operate with other networks dealing with the exchange of information among parliaments in Europe.

II. COMPOSITION OF THE ECPRD

Article 2

The ECPRD's members are: the European Parliament; the Parliamentary Assembly of the Council of Europe; the Assembly of Western European Union*, and parliamentary chambers where the President is a member of the European Conference of Presidents of Parliaments.

Article 3

1. A parliament possessing special guest or observer status with the Parliamentary Assembly of the Council of Europe may participate in the different activities of the ECPRD but may not vote in its bodies.
2. The ECPRD may co-operate with non-European parliamentary chambers.

III. GOVERNING BODIES OF THE ECPRD

i. THE MEETING OF THE SECRETARIES GENERAL

Article 4

The ECPRD operates under the authority of the Secretaries General of member chambers. At their meetings held every two years on the occasion of the European Conference of Presidents of Parliaments, they approve the activity report and action programme of the ECPRD and establish priorities for its functioning.

* the Interparliamentary European Security and Defence Assembly

ii. THE CONFERENCE OF CORRESPONDENTS

Article 5

1. The Secretary General of each parliamentary chamber appoints a senior official (Correspondent) to represent the chamber within the Conference of Correspondents of the ECPRD. Secretaries General may also appoint Deputy Correspondents.
2. The Correspondent is selected from officials whose activities bring them into close contact with the ECPRD and who have direct access to the Secretary General of the chamber. He/she can thereby co-ordinate the activities of those officials of his/her chamber who are asked to play an active role in the ECPRD.

Article 6

1. The Conference of Correspondents is responsible, in co-operation with the Co-Directors (see Article 8), for the organisation of the activities of the ECPRD. It examines the draft report on the activities of the ECPRD, drafted and presented by the Co-Directors, which includes the action programme of the ECPRD for the following two years.
2. The report, together with the action programme, is then submitted for approval to the Secretaries General and subsequently to the European Conference of Presidents of Parliaments which is invited to take note of it.
3. Meetings of the Conference of Correspondents, chaired by the Co-Directors, take place at least every twelve months.
4. Decisions of the Conference of Correspondents are reached, in principle, by consensus. If consensus cannot be reached, issues will be decided by a vote with a necessary majority of at least two-thirds of the votes cast, representing a majority of members of the ECPRD (see Article 2).

iii. THE EXECUTIVE COMMITTEE

Article 7

1. The Executive Committee is composed of the two Co-Directors and five Correspondents elected by the Conference of Correspondents. The Committee will meet as often as necessary, at the request of at least two of its members or five Correspondents.
2. The members of the Executive Committee, other than the Co-Directors, shall be elected for a period of three years. They may be re-elected. Elections will take place at the Correspondents' annual meeting, with due consideration being paid to the need to maintain geographical balance in the membership of the Executive Committee.
3. The Executive Committee may take decisions when a majority of its members is present. Decisions shall be taken by a majority of the votes cast.

iv. THE CO-DIRECTORS

Article 8

1. The Secretaries General of the European Parliament and the Parliamentary Assembly of the Council of Europe each nominate a senior official as a Co-Director of the ECPRD.
2. The two Co-Directors are responsible for the management of all activities of the ECPRD and are assisted by the two Co-Secretaries of the ECPRD and by other officials of their respective institutions.
3. The Co-Directors may at the same time be the Correspondents for their assemblies.

IV. WORKING METHODS

Article 9

1. The ECPRD promotes co-operation between member chambers through the exchange of information, compilation of documentation and studies and the organisation of seminars; and by the sharing of knowledge of parliamentary ICT applications. On a proposal from the Executive Committee, the Conference of Correspondents shall establish detailed guidelines for studies and comparative requests and for the organisation of ECPRD seminars.

2. The ECPRD may also participate in or initiate other activities organised within its fields of interest.
3. When it considers that a given area requires a continuity of activity, the Conference of Correspondents may decide on the appointment of a Co-ordinator responsible for promoting close co-operation between the member chambers in that area. The Co-ordinator shall be appointed by the Executive Committee from among the competent staff of member chambers, with the consent of the chamber concerned, for a renewable term of three years.
4. On a proposal from the Executive Committee, and to meet specific terms of reference, the Conference of Correspondents may also decide to set up ad hoc working groups composed of staff of member chambers. The Executive Committee shall determine their duration, which must not exceed three years.

V. FINANCING OF THE ECPRD

Article 10

1. Member chambers of the ECPRD meet the cost of participation of their officials in ECPRD activities as well as the costs of communication with the ECPRD.
2. Member chambers may organise activities of the ECPRD, such as meetings, seminars etc., and bear the costs of such events. They may also make voluntary financial contributions to the ECPRD.
3. The operating costs of the ECPRD are covered by the budgets of the European Parliament and the Parliamentary Assembly of the Council of Europe, in conformity with current practice.
4. The ECPRD may accept outside donations following a favourable opinion from the Conference of Correspondents.

VI. REVISION OF THE STATUTES

Article 11

The revision of these Statutes is the responsibility of the Secretaries General of the member chambers gathered at their meeting on the occasion of the European Conference of Presidents of Parliaments.



ANNEX 2

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Situation as of 20 May 2012

ANNEX 3

COMPARATIVE REQUESTS
by Parliaments 2003 - 2011

Country	Chamber	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
	PACE		1		2	1	3	2	3	4	16
	AWEU						1		1		2
	EP	9	10	13	5	8	5	3	8	10	71
Albania	Kuvendi			1	4			2	1		8
Andorra	Consell General										
Armenia	National Assembly		3	5	1	5	2				16
Austria	Parlament	3			2	4		4	2	2	17
Azerbaijan	National Assembly				1				1		2
Belgium	Chamber	2	2	1	1	1	1	2	1	2	13
	Senat				1		2	1	1	5	10
Bosnia-Herzegovina	House of Representatives	2	3	3	3	5	1	3	4	2	26
Bulgaria	National Assembly	5	3	1		4	4	2	12	5	36
Canada	Parliament							1	2	1	4
Croatia	Hrvatski Sabor		2		1		2	3	1		9
Cyprus	House of Representatives	1	2	3	1		2	1	1	3	14
Czech Republic	Chamber	3	19	16	5	10	9	6	8	7	83
Czech Republic	Senate							2	1	1	4
Denmark	Folketinget	3	2	2	1	3	4	3		2	20
Estonia	Riigikogu	1	8	4	5	3	8	4	2	4	39
Finland	Eduskunta	3		5	2	2	4	3	3	4	26
France	Assemblée nationale	1	3	5	7	10	11	12	17	13	79
	Senat				1		1				2
Georgia	Parliament	2	6	11	17	13	4	12	10	11	86
Germany	Bundesrat							1		1	2
	Bundestag	11	4	5	22	28	29	26	51	51	227
Greece	Vouli ton Ellinon		1	1	1	2	3	1	5	5	19
Hungary	National Assembly		2	4	1	5	12	11	6	10	51
Iceland	Althingi		1	2				1			4
Ireland	Houses of the Oireachtas				1	4	7	10	5	11	38
Israel	Knesset			4	8	9	10	9	9	10	59
Italy	Camera dei Deputati	3		1	1	1	2		1		9
	Senato		1	1	3	2	2				9
Latvia	Saeima	1	1		3	2	4	1		1	13
Liechtenstein	Landtag										
Lithuania	Seimas	2	1	6	2	3	3	5	5	8	35
Luxembourg	Chambre								1		1
Malta	Parliament										
Moldova	National Assembly		2		4	1	3		5	9	24
Monaco	National Council										
Montenegro	Parliament								2	2	4
Netherlands	Eerste Kamer				1				2		3
	Tweede Kamer	4	9	10	9	6	7	8	4	4	61
Norway	Stortinget			2	3	11	2		6	2	26
Poland	Sejm	4	4	4	7	14	9	10	6	6	64

	Senate	3	2	2	5	8	1	3	1	1	26
Portugal	Assembleia	4	2	1	4	5	3	4	4	3	30
Romania	Camera Deputatilor			2	1	3	3	5	3	3	20
	Senat					1		2	6	8	17
Russia	Duma		1	2			1				4
	Federation Council	3	4	1	1		1	5		5	20
San Marino	Consiglio Grande e Generale										
Serbia	National Assembly					3	2	3	4	3	15
Slovakia	National Council	9	8	12	7	5	6	10	7	19	83
Slovenia	National Council	1		1	1	3			1		7
	National Assembly	1	1	5	1	3	1	8	4	4	28
Spain	Congreso de los Diputados		1	2	1	1	3	1		2	11
	Senado	1	2	1	2	4	3		2		15
Sweden	Riksdag	8	17	11	11	13	16	18	10	18	122
Switzerland	Bundesversammlung		2	1	2	1	3	1	1		11
“The Former Yugoslav Republic of Macedonia”	Assembly	1		3	3	5	4	1	1	1	19
Turkey	The Grand National Assembly	2	4	4	7	5	6	5	4	7	44
Ukraine	Verkhovna Rada	2	1								3
United Kingdom	House of Commons		3	2	4	5	5	6	5	9	39
	House of Lords	1		1	1	1	3	1	2	1	11
United States of America	Congress					1	1	1		5	8
		96	138	161	177	224	219	223	242	285	1765

**REPLIES TO COMPARATIVE REQUESTS
by Parliaments 2003 - 2011**

Country	Chamber	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
	PACE	2	10	9	3	22	16	12	12	20	106
	AWEU	2			1	11	1	3	2		20
	EP	12	14	15	26	34	39	38	29	35	242
Albania	Kuvendi	7	12	30	22	37	24	9	13	18	172
Andorra	Consell General				20	59	45	55	60	56	295
Armenia	National Assembly	5	18	36	25	35	19	4			142
Austria	Parlament	62	97	111	125	160	166	151	139	233	1244
Azerbaijan	National Assembly			3		7	11	6		2	29
Belgium	Chamber	53	77	112	100	142	147	154	139	190	1114
	Senat	60	69	102	100	127	160	165	149	136	1068
Bosnia-Herzegovina	House of Representatives	25	10	51	49	57	43	50	9	14	308
Bulgaria	National Assembly	43	50	55	8	71	93	122	95	57	594
Canada	Parliament		1					39	72	84	196
Croatia	Hrvatski Sabor	29	56	65	58	91	77	90	84	86	636
Cyprus	House of Representatives	15	45	37	43	105	133	89	125	155	747
Czech Republic	Chamber	27	56	79	46	124	113	127	117	122	811
Czech Republic	Senate	16	35	41	33	49	46	39	38	39	336
Denmark	Folketinget	57	79	120	125	167	181	170	164	175	1238
Estonia	Riigikogu	50	90	116	112	143	159	161	162	188	1181
Finland	Eduskunta	65	103	117	126	168	186	183	182	208	1338
France	Assemblée nationale	49	69	68	21	67	170	147	146	212	949
	Senat	9	10	18	12	22	16	15	17	13	132
Georgia	Parliament	27	52	57	48	73	69	35	64	59	484
Germany	Bundesrat	34	44	68	47	54	163	154	149	174	887
	Bundestag	42	58	31	121	182	175	186	181	211	1187
Greece	Vouli ton Ellinon	40	56	89	75	112	129	145	160	191	997
Hungary	National Assembly	7	14	20	23	28	94	112	131	163	592
Iceland	Althingi	15	25	60	32	55	55	62	65	68	437
Ireland	Houses of the Oireachtas	12	5	11	21	58	32	59	61	49	308
Israel	Knesset			48	46	38	48	50	38	55	323
Italy	Camera dei Deputati	31	63	91	106	165	179	180	192	220	1227
	Senato	47	77	89	106	158	175	150	164	224	1190
Latvia	Saeima	43	70	94	79	77	91	88	115	137	794
Liechtenstein	Landtag		1		8	8	27	14	18	8	84
Lithuania	Seimas	28	63	86	87	96	150	139	153	171	973
Luxembourg	Chambre	6	21	22	12	40	33	37	23	77	271
Malta	Parliament		1								1
Moldova	Assemblée nationale	4	17	2	15	15	12	4	44	71	184
Monaco	National Council										
Montenegro	Parliament								2	38	40
Netherlands	Eerste Kamer	31	14	15	7	40	74	70	53	48	352
	Tweede Kamer	45	27	50	79	118	135	104	135	184	877
Norway	Stortinget	24	33	62	57	81	104	111	87	113	672
Poland	Sejm	46	86	114	114	145	156	155	158	185	1159

	Senate	35	25	65	40	60	59	45	59	70	458
Portugal	Assembleia	53	83	93	85	135	125	153	150	186	1063
Romania	Camera Deputatilor	14	21	18	44	112	140	142	142	153	786
	Senat	3	1		10	63	36	7	15	28	163
Russia	Federation Council	11	20	26	7	37	35	28	36	24	224
	Duma	7	31	33	45	53	37	32	34	30	302
San Marino	Consiglio Grande										
Serbia	National Assembly				27	81	72	51	68	50	349
Slovakia	National Council	39	88	105	104	135	150	143	142	166	1072
Slovenia	National Council	3	15	15	8	12	5	10	21	20	109
	National Assembly	33	62	81	78	85	92	132	110	124	797
Spain	Congreso de los Diputados	18	50	49	56	74	62	94	113	186	702
	Senado	56	89	56	42	65	60	72	90	100	630
Sweden	Riksdag	63	89	109	119	156	175	152	174	185	1222
Switzerland	Bundesversammlung	29	52	73	69	82	82	96	84	79	646
“The Former Yugoslav Republic of Macedonia”	Assembly	23	55	65	54	81	77	82	80	75	592
Turkey	The Grand National Assembly	27	5	11	36	40	51	60	60	55	345
Ukraine	Verkhovna Rada	25	15	15	7	24	13	5	8	18	130
United Kingdom	House of Commons	68	96	125	147	184	190	184	186	213	1393
	House of Lords	30	43	45	17	47	40	14	23	70	329
United States of America	Congress		1	45	32	59	65	59	47	49	357
		1607	2469	3223	3165	4826	5312	5245	5389	6370	37606

**FINAL SUMMARIES OF COMPARATIVE REQUESTS
SUBMITTED BY PARLIAMENTARY CHAMBERS**

2003 - 2011
last update May 2012

Country	Chamber	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
	PACE		1		1		1	1			4
	AWEU								1		1
	EP	1	5	7	3	4	3	3	7	6	39
Albania	Kuvendi										
Andorra	Consell General										
Armenia	National Assembly										
Austria	Parlament	2			1	4		3	1	2	13
Azerbaijan	National Assembly										
Belgium	Chambre	2	3	1	1		1		1	1	10
	Senat				1		1	1	1	3	7
Bosnia-Herzegovina	House of Represent,				1	1		3			5
Bulgaria	National Assembly					1					1
Canada	Parliament									1	
Croatia	Hrvatski Sabor						1	3	1		5
Cyprus	House of Represent.										
Czech Republic	Chamber			3			1		1	3	8
Czech Republic	Senate										
Denmark	Folketinget										
Estonia	Riigikogu					1	5	2		3	11
Finland	Eduskunta	1				1	1	2	1		6
France	Assemblée nationale	2		1			1				4
	Senat										
Georgia	Parliament								1		1
Germany	Bundesrat						1	2			3
	Bundestag				1	2	2	4	10	8	27
Greece	Vouli ton Ellinon						1	1	1	3	6
Hungary	National Assembly				1	1	1				3
Iceland	Althingi										
Ireland	Oireachtas							4	4	8	16
Israel	Knesset				1	3	3	1	4		12
Italy	Camera dei Deputati										
	Senato			1	1	2	2				6
Latvia	Saeima		1		1						2
Liechtenstein	Landtag										
Lithuania	Seimas						1			1	1
Luxembourg	Chambre								1		1
Malta	Parliament										
Moldova	Assemblée nationale				1					4	5
Monaco	National Council										
Montenegro	Parliament										
Netherlands	Eerste Kamer								1		1
	Tweede Kamer		1			1					2
Norway	Stortinget			1			1			1	3

Poland	Sejm				3	2	5	6	1	1	18
	Senate				1		1	2	1		5
Portugal	Assembleia						2	2			4
Romania	Camera Deputatilor			2	1	2		4	3	3	15
	Senat										
Russia	Duma										
	Federation Council									2	2
San Marino	Consiglio Grande										
Serbia	National Assembly						1	2	1		4
Slovakia	National Council	1	1			2	2			4	10
Slovenia	National Council										
	National Assembly			2	1	1		3	4	3	14
Spain	Congreso			1				1		2	4
	Senado					1	1				2
Sweden	Riksdag		1			3	3	11	5	12	35
Switzerland	Bundesversammlung				1		2	1	1		5
“The Former Yugoslav Republic of Macedonia”	Assembly								2	1	3
Turkey	National Assembly				2		1	2	2	1	8
Ukraine	Verkhovna Rada										
United Kingdom	House of Commons			1	3	5	5	4	4	1	23
	House of Lords						1	1	1		3
United States of America	Congress					1		1		2	4
		9	13	20	26	38	51	70	61	76	362

ANNEX 4

**TITLES OF COMPARATIVE REQUESTS 2010 - 2011
by parliaments**

Request date	Request ID	Request title
ASSEMBLEE PARLEMENTAIRE DU CONSEIL DE L' EUROPE		
2010/05/21	1456	Unaccompanied minors in Europe
2010/05/28	1459	Code of conduct for rapporteurs of parliamentary committees
2010/11/30	1586	Parliamentary scrutiny of European Human Rights norms
2011/03/11	1667	The right to freedom of choice in education
2011/04/28	1710	The ethics of Science
2011/10/05	1821	Right to freedom of choice in education - Update
2011/10/24	1831	Right of parliamentarians to visit detention and reception centres
EUROPEAN PARLIAMENT		
2010/03/01	1397	Parliamentary assistance / assistants: Employment, recruitment and other contractual questions
2010/03/23	1419	The financing of political parties and political foundations in the EU Member States (update)
2010/04/29	1442	Plenary Sessions in National Parliaments of the EU Member States
2010/05/18	1454	Verification and authentication of signatures in the context of the European Citizen Initiative
2010/06/29	1483	Election of the Vice Speaker / Vice President of parliament - the counting of votes
2010/09/23	1530	Rules to ensure attendance of Members of Parliament at plenary meetings
2010/10/01	1535	Test of the revised and enhanced workflow for requests and replies
2010/11/03	1560	Calendar, agenda setting, structure and attendance of plenary sessions
2010/11/26	1583	Codes of conduct in force in the EU member states' parliaments
2011/02/02	1624	Offsetting scheme for CO2 emissions in parliaments (EMAS) (Intro text modified)
2011/02/10	1633	Building costs in selected national parliaments (UPDATE: United States added)
2011/02/28	1658	Public access to the opinions of the legal services of the national parliaments
2011/03/01	1659	Security arrangements and access to parliament and its buildings for Members, staff and visitors (final summary updated)
2011/03/31	1684	Code of conduct for Members of Parliament: specific urgent questions
2011/05/02	1719	Update request 1583: Codes of conduct in force in the EU member states' parliaments
2011/06/01	1742	Arrangements for signing in Members' visitors
2011/07/13	1773	Written Declarations
2011/08/25	1796	Rules of parliamentary immunity in the EU Member States
2011/10/07	1822	Members of the European Parliament: Salary subject to supplementary national taxation
- EUROPEAN INSTITUTIONS AND ORGANIZATIONS (PACE, EP, PAWEU) - EUROPEAN SECURITY AND DEFENCE ASSEMBLY / Assembly of Western European Union (ESDA/AWEU)		
2010/02/22	1392	Organisation and staff of the defence committee secretariats

ALBANIA - KUVENDI		
2010/06/05	1462	In what way are elected the members of the Constitutional Court and Supreme Court
AUSTRIA - PARLAMENT - NATIONALRAT and BUNDES RAT		
2010/02/01	1375	Parliamentary Library Services : library software / database systems
2010/11/02	1558	EU Information Acts (Agreements) or other formal/informal agreements or commitments by the government to inform parliament on European Union matters
2011/06/10	1752	Biographical and Other Data of Members of Parliament
2011/12/06	1873	Sanctions on MPs (fines or suspensions) for inappropriate behaviour in the Parliamentary Chambers
AZERBAIJAN - NATIONAL ASSEMBLY		
2010/10/04	1536	Legislation of transport security / protection of transport infrastructure facilities
BELGIUM - CHAMBRE DES REPRESENTANTS		
2010/04/21	1437	Consideration of the Issue of Privacy Protection (data protection) by National Parliaments / Prise en compte du problème de la protection de la vie privée par les parlements nationaux
2011/02/04	1626	Parliaments on the net IX - "Third generation parliamentary websites, evolution or revolution" (Deadline corrected!)
2011/12/16	1883	Enterprise Content Management Systems in parliaments
BELGIUM - SENAT		
2010/03/24	1422	Teleworking for certain categories of staff in parliaments
2011/01/25	1619	Parliamentary broadcasting/webstreaming arrangements (complementary to request 1256) - Gestion du broadcasting/webstreaming des travaux parlementaires (complément au questionnaire 1256)
2011/01/25	1621	Press releases related to private bills/Communiqués de presse relatifs aux propositions de loi
2011/04/07	1693	Purchase of hybrid or electric cars - Achat de voitures hybrides ou électriques
2011/09/26	1811	Services offered to MP's during plenary meetings and committee meetings
2011/12/02	1871	Common administrative services and staff in bicameral systems
BOSNIA-HERZEGOVINA - PARLIAMENTARY ASSEMBLY - HOUSE OF REPRESENTATIVES		
2010/01/04	1354	Publication of legal acts in the Official Gazette / Official Journal
2010/01/20	1364	Use of parliamentary premises (plenary chamber etc) by other institutions or non-governmental organizations
2010/01/28	1372	Electronic document archiving / E-archiving of parliamentary documents
2010/03/30	1426	Second / Upper chambers of parliaments in Europe
2011/03/10	1663	Parliamentary Groups' staff
2011/11/09	1849	Legal provisions on external financial audit of intelligence service
BULGARIA - NATIONAL ASSEMBLY		
2010/01/20	1365	Parliamentary control over the use of special intelligence devices
2010/02/05	1379	Tax credit in general and in the film industry
2010/05/12	1449	Transport services in Parliaments - update
2010/06/25	1478	Law for the road transport (IRU categorization for tourist buses)
2010/06/25	1477	Law for the electronic media
2010/06/30	1482	Period for preservation of deceased unidentified individuals in medical establishments
2010/07/13	1490	Legal Regulation of Lobbying (Lobbyism)
2010/07/27	1500	Issues relating to local taxes and fees
2010/07/30	1503	Intellectual property right / Law on the Copyright and Related Rights

2010/09/03	1514	National legislation on the management of the EU Funds, available in the 27 Member-States of the EU under the EU Regional Policy
2010/09/03	1513	Road violations and offenders: the role of video surveillance
2010/09/21	1522	Legislation on the issue of stem cells
2011/02/16	1640	Legislation concerning the activities of companies that offer additional health insurance
2011/06/20	1760	Drug testing of truck drivers and pipeline (natural gas) workers
2011/07/30	1785	Legal regulation of the activities of the national news agency
2011/09/29	1817	National quota for music / IPR remuneration fees for author and neighboring rights
2011/11/02	1836	Investigation on Career Education
CANADA - HOUSE OF COMMONS		
2010/01/26	1369	Maximum Number of Storeys for Wood Frame Buildings and Policies on Minimum Usage of Wood in Government Building Constructions
CANADA - LIBRARY OF PARLIAMENT		
2010/02/10	1385	National Sustainable Development Strategies
2010/03/03	1401	Biometrics and Government (passports, biometric identifiers)
2011/11/07	1848	Activity and Expenditure Review of Parliamentary Library and Research Services
CROATIA - HRVATSKI SABOR		
2010/02/11	1387	Position of national minorities
CYPRUS - HOUSE OF REPRESENTATIVES		
2010/02/26	1396	The legal framework governing the budgetary autonomy of Parliaments
2011/02/28	1656	State allowances and other forms of assistance granted to asylum seekers and political refugees
2011/06/14	1754	Parliamentary Sessions during the summer recess
2011/12/05	1874	Legal maximum limit for granting vehicle licenses to rental cars
CZECH REPUBLIC - CHANCELLORY OF THE CHAMBER OF DEPUTIES		
2010/01/04	1353	Responsibility of an Auditor
2010/01/18	1360	Cooperation of the Chambers within one National Parliament in deliberating EU matters after the Treaty of Lisbon entered into force
2010/01/26	1370	Biogas Legislation
2010/05/25	1457	Regulations for judicial interpreters, translators and authorized (judicial) experts
2010/06/22	1473	Transfer of private medical practice
2010/07/01	1484	Infrastructure construction legislation, public interest issues
2010/07/15	1491	Public nuisance and beggary in big cities
2010/08/16	1504	Real estate register and an unknown owner
2011/04/08	1696	Financial aspects of presidential election (campaign and voting)
2011/05/25	1737	Judicial protection of political parties members
2011/06/16	1759	Freedom of Information Acts (access to information)
2011/08/19	1792	Disclosure of information about salaries of public servants
2011/10/18	1829	Veteran cars registration plates
2011/10/26	1834	Offences against public order, social cohesion and property – administrative infractions
2011/11/04	1843	Local elected representatives - incompatibility of functions and conflicts of interest
CZECH REPUBLIC - SENAT		
2010/09/29	1532	Parliamentary scrutiny of EU international agreements in the framework of the Common Foreign and Security Policy (CFSP)
2011/03/07	1661	National procedure of simplified revision of Lisbon Treaty

DENMARK - FOLKETINGET		
2011/04/13	1701	The Use of Social Media like Facebook and YouTube in the Information Activities of Parliaments (file attached)
2011/11/02	1838	Register of Lobbyists
ESTONIA - RIIGIKOGU		
2010/02/11	1388	Journalists - Protection of source of information - disclosure/non-disclosure of sources
2010/11/24	1579	Legal protection of sacred natural places
2011/04/08	1694	Parliamentary Procedures - the Role of Board and the Presenters in the Debates of the Plenary
2011/05/03	1721	Taxation of the sale of timber
2011/10/06	1823	Parliamentary Friendship Groups
2011/11/11	1854	Role of parliaments in matters of European Financial Stability Facility (EFSF)
2011/12/14	1881	Access of the members of parliament to the classified information of NATO
FINLAND - EDUSKUNTA		
2010/04/21	1438	Treatment of injured wild animals
2010/11/26	1584	Parliamentary supervision of state ownership steering
2010/12/21	1598	Handling of MPs' motions and questions
2011/03/31	1686	Bilateral agreements with the US on Preventing and Combating Serious Crime (PCSC-agreement)
2011/05/31	1741	Risk management in parliaments
2011/10/07	1824	Support for bus and rail transport from public funds
2011/12/13	1880	Protection for the professional title of teacher
FRANCE - ASSEMBLEE NATIONALE		
2010/02/03	1377	Transmission d'une entreprise familiale / Handing down of a family business
2010/02/22	1391	Status of the Head of State, of his staff and of the members of the government (criminal liability, civil liability, accountability)
2010/03/16	1412	Human Resources Departments in parliaments / Service des ressources humaines au Parlement
2010/03/30	1427	Batiments menacants ruine / Dangerous buildings
2010/05/26	1458	Répresentation des salariés dans les très petites entreprises / representation of employees in very small business enterprises
2010/06/09	1465	Autorités administratives indépendantes / Independent administrative authorities
2010/06/17	1470	Publicité des travaux des commissions parlementaires / Publicity of parliamentary committees' work
2010/06/23	1474	Réforme de la défense - impact de la crise sur l'équipement des forces / defence reform - impact of the economic crisis on armed forces' equipment
2010/06/24	1476	Fin de vie des équipements de défense / End of life of military equipment
2010/07/06	1489	Questionnaire tributes in the Plenary / Questionnaire sur les hommages en séance
2010/09/22	1527	Legislative impact assessments
2010/09/30	1533	Emploi des personnes handicapées / Employment of people with disabilities
2010/10/04	1537	Staff of Parliaments / Effectifs des Parlements
2010/10/18	1545	Prevention des conflits d'interets / prevention of conflicts of interest - incompatibility rules between parliamentary office (mandate) and activities outside the parliament
2010/10/20	1547	La prise en charge des personnes âgées dépendantes / Caring for dependant elderly people

2010/10/25	1550	Médecine du travail / occupational medicine - duties and legal status of an occupational health physician, supervisory bodies
2010/12/17	1597	Garde à vue / Police custody (possibility to be defended by the same lawyer)
2011/01/18	1615	Questionnaire relative to web sites in political institutions and in particular those of parliamentary assemblies / Questionnaire concernant les sites Web
2011/01/19	1616	Fiscalité du patrimoine / Taxation of wealth
2011/02/08	1630	The wearing of badges by MPs / Port de badges par les parlementaires
2011/02/09	1634	Incompatibility rules between a mandate as an MP and a civil service position / Les règles d'incompatibilité entre le mandat parlementaire
2011/02/11	1635	Les prérogatives budgétaires des parlementaires / Fragebogen zu den Befugnissen von Parlamentariern / Questionnaire regarding the budgetary priorities of the Parliaments
2011/04/01	1689	Taxation of real estate capital gains resulting from the siting of public infrastructures nearby
2011/04/07	1692	Illettrisme : situation chez les jeunes et les adultes et moyens d'action / Illiteracy: situation among youths and adults and means of action
2011/04/29	1713	Participation des citoyens à la justice pénale - Citizen participation in criminal justice
2011/08/02	1787	Le financement des organisations syndicales d'employeurs et de salariés -The funding of employer and employee union organisations
2011/09/13	1805	manifestations en direction des jeunes dans les parlements- Events for youths at parliaments
2011/09/27	1812	Sûreté des transports aériens / Air carrier safety
2011/09/28	1814	Performance des politiques sociales / Performance in social policies
2011/10/11	1827	statut des membres du Ministère public- status of the members of the public prosecutor's office
GEORGIA - PARLIAMENT		
2010/03/17	1414	Penalties and fines for violation and crimes against the electoral law
2010/05/19	1455	Duties on Printed Production Distribution
2010/06/09	1466	Payment for Receiving a Dual Citizenship
2010/06/15	1469	Granting of Parole
2010/06/28	1479	Licensing of prison medical institutions and medical activities
2010/07/15	1492	Law on military reservists
2010/10/18	1544	Biometric data in the general electronic list of voters
2010/11/01	1557	Procedures or rules related to the declaration of holidays
2010/11/25	1581	Video visits of Prisoners (by means of video conference technology)
2010/11/26	1582	Social Protection of the Second World War Veterans
2011/01/06	1609	Compensation to the Victims of Political Repression
2011/02/08	1632	Legal Support to the Public Servants with Housing Problems
2011/03/15	1668	Cost of the claim in the court and the involvement of the ministry as a side in the court
2011/03/17	1670	Legal requirements on issuance/realization of vine's saplings
2011/06/02	1745	Relation Between Owner and User of Living Place
2011/06/21	1761	Penalty upon the assault on a police officer
2011/09/29	1816	Urgent Request – Court Chamber for Electoral Affairs
2011/10/26	1832	Code on Food Safety, Veterinary, and Plant Protection
2011/12/01	1869	Redirection, Referral of Deviant Teenagers
2011/12/05	1872	Illegal Building Activities
2011/12/22	1887	Protecting suspects and accused (and not convicted) persons from being publicly exposed by mass media
GERMANY - BUNDESTAG		
2010/01/08	1355	Institutions representing consumer interests
2010/01/27	1371	Procedure for filling a vacated seat in the European Parliament
2010/01/29	1373	Parental allowance

2010/01/29	1374	Parliamentarian Interpellation in particular with regard to the Question Times
2010/02/02	1376	Intersexuality amongst children
2010/02/04	1378	Bans on donations to political parties or members of parliament
2010/02/08	1382	The legal situation of mothers who breastfeed their children in public
2010/02/10	1384	Labour Code - codification of labour law
2010/02/24	1393	Integration contracts for immigrants
2010/03/04	1404	Homosexuality as a criminal offence
2010/03/05	1403	Bans on minarets, burkas and headscarves
2010/03/10	1406	Sustainability impact assessment as part of regulatory impact assessment
2010/03/11	1408	Medical malpractice registers
2010/03/15	1411	The Electronic Health (eHealth) Card
2010/03/17	1413	Restraint of Psychiatric Patients / Fixierung von Psychatriepatienten
2010/03/24	1421	Protecting the Public from Dangerous Offenders (preventive custody) / Schutz der Öffentlichkeit vor gefährlichen Straftätern (Sicherungsverwahrung)
2010/03/30	1428	Legislation on the duty of care towards third parties in forest areas / Die rechtliche Regelung der Verkehrssicherungspflicht in Forstgebieten
2010/03/31	1430	Civil-law protection against violence and stalking / Zivilrechtlicher Schutz vor Gewalt und Nachstellungen
2010/04/12	1434	Exchange of information when a child moves from kindergarten (nursery) to primary school / Informationsaustausch beim Wechsel eines Kindes vom Kindergarten in die Grundschule
2010/04/13	1436	Prohibition of hot branding for the active marking of horses / Verbot des Setzens von heißen Brandzeichen bei der Kennzeichnung von Pferden
2010/05/12	1448	Parliamentary legislative services / Parlamentarische Gesetzgebungsdienste
2010/06/03	1460	Promotion of wine / Absatzförderung von Wein
2010/06/07	1463	Expiry of residence rights / Erlöschen von Aufenthaltstiteln
2010/06/29	1480	Interest rates on overdraft facilities / Überziehungszinsen bei Dispositionskrediten
2010/07/02	1487	Arms export control / Rüstungsexportkontrolle
2010/07/20	1496	Law relating to collective labour agreements / Tarifvertragsrecht
2010/07/22	1497	Legal basis for the financing of development cooperation / Gesetzliche Grundlage für die Finanzierung der Entwicklungszusammenarbeit
2010/07/26	1499	Issues relating to public procurement / Vergaberechtliche Aspekte
2010/07/27	1501	Air travel tax / Luftverkehrsabgabe
2010/07/29	1502	Deployment of national forces as part of the ISAF mission in Afghanistan / Einsatz der nationalen Streitkräfte im Rahmen von ISAF in Afghanistan
2010/08/30	1511	Procedure for establishing unfitness to drive resulting from alcohol consumption and its evidential value in court / Verfahren zur Feststellung alkoholbedingter Fahruntüchtigkeit und deren gerichtliche Verwertbarkeit
2010/09/16	1520	Structure and Organisation of the intelligence services in the EU / Struktur und Organisation der Geheimdienste in der EU
2010/09/20	1521	Capture, transport and permanent storage of carbon dioxide: Current state of implementation of the CCS Directive (Directive 2009/31/EC) in the EU Member States / Stand der Umsetzung der CCS- Richtlinie 2009/31/EG) in den EU-Mitgliedstaaten
2010/09/21	1523	Berichtspflichten der Bundesregierung / Obligations for governments to keep Parliament informed with regard to armed deployments
2010/09/22	1529	Complaints agency for the suppliers of food retailers / Beschwerdestelle für Lebensmittelzulieferbetriebe
2010/09/22	1528	Transposition into national law of Directive 2006/24/EC (retention of data) / Umsetzung der Richtlinie 2006/ 24 / EG (Vorratsspeicherung)
2010/10/08	1540	Routes to the Craft Skipper's Licence and additional qualifications
2010/10/08	1541	Punishability of human trafficking for the purpose of work

2010/10/20	1548	Remuneration / salaries of Members of Parliament (MP's) (update of request 1003)
2010/10/26	1552	National Federal Education and Research Budget 2010/2011
2010/10/28	1553	Health Insurance in Netherlands
2010/10/28	1555	The restriction of freedom of movement for asylum seekers in the EU
2010/10/28	1556	Social services in the area of education and childcare
2010/11/03	1563	Inland navigation - organisation and funding of waterways
2010/11/09	1568	Remuneration / salaries of Members of Parliament (update 1548)
2010/11/11	1570	Visual bilingualism/ multilingualism outside Germany
2010/11/18	1577	Regulations to the seasonal employment and legislation of residence of third-country nationals (EN questionnaire reformed)
2010/11/30	1588	Decriminalisation of drugs
2010/11/30	1589	Early retirement (pension reforms and invalidity schemes)
2010/12/09	1592	Pepper spray - effects and health risks
2010/12/13	1594	Neutrality of the Republic of Moldova
2010/12/21	1600	Integration and language course systems for migrants
2011/01/04	1606	Family support and care for elderly persons
2011/01/04	1605	The legal position of employees of churches
2011/01/04	1607	Schools Abroad: The French, British and US Systems
2011/01/25	1617	Representatives of the interests of people with severe disabilities employed in firms and in the public sector in other EU countries
2011/01/26	1620	Police officers - Identification by a name badge or an identifying number
2011/02/14	1637	Duties of public authorities to forward documents to the foreigners' authorities
2011/02/15	1639	Data Retention and its effect on the clear-up rate (successful investigation of crimes)
2011/02/21	1643	Gender Pay Gap
2011/02/21	1644	Parental custody of parents who are not married
2011/02/23	1648	Legislative Footprints
2011/02/24	1651	Identification and registration of bovine animals with ear tags
2011/02/25	1654	Part-time Employment and Fixed-term Employment
2011/02/25	1655	Solo - Self - Employment
2011/03/09	1665	Allocation of internal ID passes (access cards, badges)
2011/03/09	1695	Dress Code for Members (and the Speaker in particular)
2011/03/18	1673	Punishability Female Genital Mutilation
2011/03/21	1677	Exploitative Child Labour
2011/03/24	1680	Update Implementation of the CCS Directive (2009/31/EC) (capture, transport and permanent storage of carbon dioxide)
2011/03/24	1685	Zero Tolerance of seeds according Regulation (EC) 1829/2003
2011/04/18	1705	The inclusion of speeches in the minutes of plenary proceedings without them being delivered orally
2011/04/18	1706	Press and Media freedom in Europe
2011/04/19	1707	Surrogate Motherhood
2011/04/28	1711	Possibilities of legal action against the proliferation of amusement arcades
2011/04/28	1712	Update: State duties in the field of public security and order (new deadline 30 May)
2011/05/05	1723	Contracts for works and services
2011/05/16	1727	The Towers of the Buildings of the Parliament
2011/05/19	1731	Legislation to prevent workplace bullying
2011/05/23	1735	Legislation to foster the employment of women in the private sector
2011/06/07	1748	Parliamentary television
2011/06/09	1751	Provisions concerning free or cut-price travel on public transport for people with disabilities
2011/06/27	1764	Cooling-off periods for government members after leaving office
2011/06/27	1765	Law and practice: The employment of parliamentarians staff (assistants) in the parliaments of the European Union

2011/07/13	1771	Implementation of the CCS Directive (2009/31/EC) (capture, transport and permanent storage of carbon dioxide)-update 1521 and 1680
2011/07/18	1776	Occupational Health Management
2011/07/18	1775	Legislation on public access to Information (comparable to the German Freedom of Information Act and the Environmental Information Act)
2011/07/20	1779	Participation by the legislature in decisions on the deployment of the armed forces abroad
2011/08/01	1786	Hygiene labelling in gastronomy and in food-processing business
2011/08/03	1790	Parliamentary television (update 1748)
2011/08/22	1794	Introduction of the electronic residence permit - Transposition of the EU regulation
2011/09/09	1800	School bus equipment and safety
2011/09/12	1802	Contracts during Telemarketing Calls
2011/09/15	1808	Responsibility for Industry assigned within the Government
2011/10/10	1826	Retention periods for Tax vouchers and Social Security Records
2011/10/18	1830	Implementation of EU Framework Directive on Waste (2008/98/EC) in EU Member States
2011/11/01	1835	Migration of skilled professionals into the EU Member States (update)
2011/11/02	1839	Statutory obligation on the part of companies to disclose social and ecological conditions of production
2011/11/03	1841	The system for employing people with disabilities
2011/11/03	1842	Sterilisation of persons unable to consent
2011/11/09	1851	Ratification of the European Treaties
2011/11/10	1853	Rules of the common fisheries policy corresponding article 92, Council regulation 1224/2009
2011/11/15	1856	The use of mobile devices to indicate traffic enforcement measures
2011/11/17	1860	Update:The electronic submission and distribution of documents in Parliament (update request 1128)update
GREECE - VOULI TON ELLINON		
2010/02/11	1386	The right to vote and the right to stand as candidate to third country nationals (non-EU nationals) in local or municipal elections
2010/03/05	1402	Laws regulating the internal organisation of political parties
2010/06/08	1464	Criminal proceedings against Ministers and Undersecretaries
2010/06/22	1472	Urgent: Working hours and pension scheme for parliamentary officials / civil servants
2010/06/29	1481	Services provided to the General Public by Parliamentary Libraries
2011/02/18	1642	PARLIAMENTARY REVIEW OF AGENCY RULEMAKING
2011/03/16	1669	UPDATE Criminal proceedings against Ministers and Undersecretaries
2011/09/12	1801	Questionnaire for the ECPRD seminar "Do more with less: tight budgets and improved IT services to MPs and Administration", Athens 11-12 Nov 2011
2011/12/07	1875	Obligation to publicize on the web MPs' "assets, funds and equity" declaration
2011/12/12	1879	Update: Judicial control on the "interna corporis acta" of legislative bodies in the national legislations - definition of "interna corporis acta"
HUNGARY - NATIONAL ASSEMBLY		
2010/03/26	1424	Special immunity matters of MPs
2010/04/01	1432	Immunity matters of candidates for Parliament
2010/04/01	1433	Control and supervision of national security, intelligence and counter-intelligence services
2010/08/25	1508	Mortgage and insolvency
2010/10/25	1551	Product fee (on commercial packaging and other products)
2010/12/10	1593	Issue of entry cards (passes, badges) into the buildings of Parliament
2011/02/08	1629	Ownership of the Parliament's (chamber's) building and surrounding areas, logo and visual identity guidelines
2011/04/11	1697	Teachers' career (promotion system)

2011/04/29	1717	Protection of urban green areas and trees
2011/06/22	1762	Update request 1022 Dress Code – MPs, staff, visitors, press worker
2011/06/22	1763	Personal protection of the Speaker of Parliament and other safety matters
2011/07/13	1772	War relics research (metal-detecting) regulation
2011/08/22	1793	Operation and financing of non-profit organisations (NGOs; civil organisations; third sector)
2011/08/31	1797	Office of the Parliament: structure, finances
2011/09/01	1798	Display of EU flag
2011/11/09	1850	Quality of comparable products placed on different markets
IRELAND - HOUSES OF THE OIREACHTAS		
2010/03/31	1429	Appointment of Government Ministers
2010/04/27	1440	Misleading statements by Members (MP) or Ministers in Parliament
2010/04/27	1439	Imprisonment in the Debt Enforcement Process
2010/06/15	1468	Human Resource Staff in Parliament
2010/11/30	1590	Records Management in Parliament
2011/04/01	1688	Domestic Water Services
2011/05/10	1724	Procedures for Processing Amendments to Legislation in Parliament
2011/05/17	1729	Citizens living abroad voting
2011/07/05	1769	Public Servants Pay
2011/09/20	1810	Honorary Senator
2011/10/03	1818	Prayer in Plenary Chamber
2011/11/07	1847	Aquaculture production sites located within and/or affecting Natura 2000 sites
2011/11/11	1855	Possession of drugs for personal use
2011/11/23	1864	Parliamentary administration and activities; governance, finance, staffing, library, ICT, security and communications
2011/11/28	1868	Nitrates Directive & limitation of landspreading of slurry
2011/12/22	1888	The regulation of wheel clamping
ISRAEL - KNESSET		
2010/01/12	1357	Committee on Ethics and procedures to deal with breaches of the rules of conduct/ethics in your Parliament
2010/01/20	1363	Statutory cooling-off period for media personalities and journalists planning to run in parliamentary elections
2010/02/09	1383	Rights and restrictions that apply to former Heads of State and Prime Ministers
2010/05/04	1443	Support granted by the State to military veterans
2010/05/17	1451	Funding / financing of sports
2010/05/17	1453	Electronic voting and virtual electronic desktop in the plenary chamber
2010/05/17	1452	Education on and Commemoration of the Holocaust
2010/07/26	1498	Legal provisions regarding public transport services
2010/11/18	1576	Credit Card factoring
2010/12/01	1591	Statutory bodies/authorities responsible for food security
2010/12/16	1596	Legislation regarding the building of schools
2011/01/16	1612	Representation of minorities and other under-represented groups in the civil service
2011/02/28	1657	Neutering and Spaying Programmes for domesticated pets
2011/04/03	1690	Accompanying, Supervision and Support for Food Allergic and Chronically ill Children in Day-care or/and at School
2011/05/01	1718	MRI Diagnosis Scanner
2011/05/24	1736	Alternative therapist's sexual exploitation of a patient
2011/06/05	1746	Entrance and exit of minors into and out of the state
2011/06/30	1768	Free Wi-Fi in government and public buildings
2011/07/27	1782	Legislation regarding the role of School Principal (Head Teacher)
2011/09/14	1806	Parliamentary Visitors Services
2011/10/10	1825	Science and Technology Committees in parliaments

ITALY - CAMERA DEI DEPUTATI		
2010/07/02	1486	Office responsible for safeguarding workplace health and security in Parliament
LATVIA - LATVIJAS REPUBLIKAS SAEIMA		
2011/05/12	1726	Language of instruction in schools for national minorities
LITHUANIA - SEIMAS		
2010/03/19	1417	Legal forms of establishment (business structure) in certain legal professions: advocates, notaries, court bailiffs, insolvency practitioners
2010/03/24	1423	Members of Parliament conduct: grounds and procedures for the expulsion / loss of mandate of MP.
2010/09/13	1519	Annual leave (vacation) of Members of Parliament
2010/11/04	1565	Medicinal Leeches in Medical Practice
2010/11/23	1578	Access by credit institutions to criminal records of their clients
2011/01/18	1614	Police functions - certain services to general public for remuneration
2011/02/24	1650	Household healthcare waste management
2011/03/25	1682	Notary Public and verification of legal capacity of the parties to a transaction
2011/04/12	1699	Annual reports to the Parliament submitted by institutions accountable to the Parliament
2011/06/14	1755	Privileges and protection of the highest state officials (residence, vehicles, security escort in road traffic)
2011/09/05	1799	The secrecy of notarial acts and the disclosure of wills
2011/11/15	1857	National registers (databases) of vehicles involved in traffic accidents.
2011/12/08	1876	Special status for capital city
LUXEMBOURG - CHAMBRE DES DEPUTES		
2010/03/30	1425	Electronic petition in National Parliaments / Pétition électronique dans les parlements nationaux
MOLDOVA - ASSEMBLEE DE LA REPUBLIQUE DE MOLDAVIE		
2010/03/19	1416	Salary and pension for the President and MP's
2010/07/09	1488	Laws or legal norms to specify the number or the percentage of the representatives of the national minorities included in the lists of political parties for the Parliamentary elections.
2010/07/20	1494	Direct, bilateral cooperation agreements between Parliament Offices (Administrations) signed by the General Directors/Secretaries, the regulations and the instructions for registration and storage of such documents
2010/11/03	1559	Lawyer's license after having committed a serious crime
2010/11/12	1573	Usage of administrative resources by candidates in the framework of an electoral campaign
2011/01/25	1618	Numbering and dating the adopted legislative acts
2011/02/08	1631	The right and restrictions to access the information from the National Archives
2011/07/28	1784	Chemical castration for sexual abuse of children
2011/11/07	1846	Obligation for Members to know the state language / national language
2011/11/07	1844	Marketing of tobacco
2011/11/21	1861	Practice of voting in two or more days by the diaspora in the parliamentary elections or referendum
2011/11/23	1862	Numbering and dating of the adopted legislative act
2011/11/24	1865	Binding conditions for obtaining citizenship
2011/12/02	1870	Normative acts which regulate the internal procedure of planning and elaboration of parliament budget.
MONTENEGRO - PARLIAMENT OF MONTENEGRO		
2010/06/24	1475	Parliamentary financial and administrative autonomy
2010/10/11	1542	Role of Parliament in the EU Accession Negotiation Process

2011/11/10	1852	Concession Revenues
2011/12/12	1878	Amounts of State Budget Funds Allocated to the Defense and Security Sector
NETHERLANDS - EERSTE KAMER DER STATEN-GENERAAL		
2010/11/09	1569	Parliamentary educational programmes / websites for children and young adults
NETHERLANDS - TWEDE KAMER DER STATEN-GENERAAL		
2010/01/25	1367	Connections between science and parliament
2010/01/25	1368	Communication with the citizen - Ways to handle the increasing amount of e-mail traffic for MPs
2010/03/23	1418	Right for social assistance of foreign immigrants
2010/06/14	1467	The use of laptops, netbooks or tablet PC's during plenary sessions
2010/09/08	1517	Ban on smoking in public spaces and in particular in parliamentary buildings
2011/01/03	1604	Research on labour migration of countries from Eastern Europe
2011/02/25	1652	Labour Unions and Acts of Collective Labour Agreements
2011/05/27	1740	Collecting key figures on ICT
2011/06/01	1743	Redundancy payments (wachtgeldregelingen, departure allowance) and their rules
NORWAY - STORTINGET		
2010/02/05	1380	"House wine" in parliaments and wine-tasting clubs in parliament
2010/02/12	1389	Compulsory on-site inspection of place for sudden and unexpected death of infants
2010/02/24	1394	Rights and responsibilities of the opposition in parliament (Questionnaire for the ECPRD seminar in Oslo, Norway, 20-21 May 2010)
2010/03/09	1405	Dual citizenship and revocation of citizenship
2010/09/02	1512	Transfer of sentenced persons
2010/10/19	1546	Pornography: Legislation and the level of sanctions by the courts of justice
2011/05/11	1725	Diplomatic passports for MPs
2011/12/16	1885	Relation between the parliament and the Supreme Audit Institution
POLAND - SEJM		
2010/01/12	1356	Police and secret services - 'surveillance operations' or 'operational surveillance'
2010/03/12	1409	Regulations concerning knives and other melee weapons
2010/06/04	1461	Organizational structures concerning flood protection which operate in European Union member states
2010/10/25	1549	Laboratory diagnostics - definition, legislation, access, legal status and professional recognition (updated)
2010/11/29	1585	Public Transport (legislation, organization, entities and providers)
2010/12/22	1601	Authority to give consent for the use of technical surveillance equipment
2010/12/22	1602	The Legislation Concerning Bank Enforcement Order
2011/01/12	1610	The possibility of examining the EU secondary law by national constitutional courts
2011/01/31	1623	Public (state) institutions which deal with bilateral relations on culture, national heritage and history
2011/03/18	1676	Regulations concerning odometer fraud
2011/03/24	1679	Regulations concerning opinion polls measuring support for political parties
2011/03/28	1683	Declaring bankruptcy by state-owned railway companies
2011/04/29	1716	Rules of TV, radio, press and Internet advertising aimed at children
POLAND - THE SENATE		
2010/10/13	1543	The legal forms of child care of the children 0–3 years of age
2010/11/24	1580	Regulations concerning obligation of registration of protected species of wild animals (corrected deadline: 30 Dec 2010)

2011/06/15	1757	Cost of building motorways
PORTUGAL - ASSEMBLEIA DA REPUBLICA		
2010/04/12	1431	Counterparty contracts
2010/05/17	1450	Military Discipline
2010/08/19	1505	Integrated Criminal Intelligence System (Supervisory Board)
2010/09/21	1524	Information Security Management Systems
2011/04/12	1700	Legal framework of entry, permanence, exit and removal of foreigners into and out of national territory.
2011/07/21	1780	ICT Strategic Plan.
2011/10/11	1828	Parliament organizational chart: how are the Parliaments' Services organized?
ROMANIA - CAMERA DEPUTATILOR		
2010/04/13	1435	Supermarkets and commerce of traditional alimentary products
2010/11/04	1566	Legal regulation on postal vote
2010/11/18	1575	Voting by means of balls
2011/01/28	1622	State subsidy for agricultural and forest lands' registration in the Land Registry
2011/05/25	1738	Professional reintegration of women after maternity leave
2011/11/07	1845	Correction of possible errors identified in the text of a law in the period between its adoption and publication in the Official Gazette
ROMANIA - SENAT		
2010/09/07	1516	Special legal provisions in the Member States regarding the persons afflicted with cancer
2010/09/09	1518	Legislation regarding the disabled people
2010/09/30	1534	Law(s) regarding the public system of pensions and other rights of social securities
2010/10/06	1538	Economic Governance in the European Union
2010/11/10	1572	Pensions of parliamentary civil servants
2010/11/15	1574	Legislation, ways and bodies of control over illicit assets (wealth, earnings)
2011/02/21	1645	Cultural Stamp Duty
2011/03/17	1671	Regulations, Laws on the organization and functioning of public institutions for shows and concerts
2011/04/11	1698	Accountability of Government Members, informing of the parliament and parliamentary oversight procedure
2011/04/13	1702	Minimum and Gross Full (Net) Salaries
2011/04/13	1703	Updated: Proportion of the Budgetary Salaries within the GDP (model reply for Romania added)
2011/05/04	1722	Legal Status of the Artist
2011/06/08	1749	Legal Frame for the State-Owned Enterprises in Austria
2011/09/15	1809	Prevention of Exceeding the Budget Deficit Threshold and Public Debt Threshold
RUSSIA - COUNCIL OF THE FEDERATION		
2011/02/15	1638	Representation of local and regional interests in national Parliaments' activities: questionnaire for the ECPRD seminar Moscow May 2011
2011/03/31	1687	Socialization of youth in area of inter-ethnic relations and teaching tolerance among young people.
2011/04/22	1709	Social standards of living in the legislation
2011/11/15	1858	Resolution of a responsible parliamentary committee on the draft law (bill)
2011/11/23	1863	Number and functions of standing committees (commissions) staff clerks
SERBIA - NATIONAL ASSEMBLY		
2010/01/19	1362	Reform of the Pension funds
2010/02/08	1381	Parliamentary cooperation with independent institutions
2010/03/11	1407	Violence against children

2010/07/16	1493	The role of the Parliament in overseeing the construction of the legal system
2011/02/03	1625	Central electoral commission/committee
2011/06/13	1753	The Development Bank
2011/08/09	1791	The procedure for public hearings: rules on public hearings
SLOVAKIA - NATIONAL COUNCIL		
2010/03/02	1399	Age limit for the guarantor of the study programmes at the university
2010/07/20	1495	The Procedure After a National Referendum Was Declared Valid
2010/08/27	1509	Immunity of Judges
2010/10/06	1539	Legal basis for the functioning tripartite bodies in the social dialogue
2010/10/28	1554	The school copyright work
2010/11/30	1587	Legal regulation concerning witness protection in the criminal proceedings
2010/12/14	1595	Remuneration of Mayors of towns and villages
2011/01/05	1608	Personal data protection - legislation
2011/01/17	1613	Legislation of burial and cemetery services
2011/02/08	1627	Auditors for executing the annual financial audit of political parties and foundations
2011/02/14	1636	Epay cards - cashless benefits for the social weak community
2011/02/23	1647	Military Service (Conscription)
2011/02/25	1653	minority language quota/threshold
2011/03/07	1660	Multi-level marketing and pyramid schemes companies
2011/03/09	1662	Transferring public holidays
2011/03/25	1681	The Land Association (associating the forest land owners)
2011/04/13	1704	Driving under Influence of Alcohol - Regulations and Penalties ECPRD request n. 269 - update
2011/04/21	1708	The Municipality splitting
2011/04/29	1715	DNA profile as the integral part of the immutable marking of the specimen of chosen species of threaten animals
2011/05/20	1732	Constitutional Act on Budgetary Responsibility (for more fiscal discipline)
2011/06/07	1747	Liability of parliament for damage caused by adopted laws
2011/06/28	1766	The system (legislation) of the state support for sport.
2011/07/11	1770	Financing of the capital city
2011/07/26	1781	Approval and use of special intelligence devices
2011/08/24	1795	Ballot papers – manipulation after elections
2011/09/14	1807	Non-residential premises rental and leasing law
SLOVENIA - DRZAVNI SVET (NATIONAL COUNCIL)		
2010/03/01	1398	Legislation on canine (dog) issues
SLOVENIA - DRZAVNI ZBOR (NATIONAL ASSEMBLY)		
2010/01/12	1358	Reporting by National Central Banks
2010/02/25	1395	Family law
2010/03/19	1415	Execution of a search warrant in the precincts of the parliament by the police / implementation of Court orders in parliaments
2010/05/07	1447	Legal basis for parliamentary support to associations of former MPs
2010/12/27	1603	The Role of Parliamentary Diplomacy
2011/06/08	1750	Restraints on timber trade regulations
2011/10/26	1833	Training and introduction courses for new Members including informative handbooks
2011/11/24	1866	Criminal prosecution of police officers
2011/11/25	1867	Parliamentary inquiry
SPAIN - CONGRESO DE LOS DIPUTADOS		
2011/06/15	1756	Law enforcement agents retirement and special services (policemen)
2011/12/22	1886	URGENT: Journalists' access to plenary sittings (specially, photographers)

SPAIN - SENADO		
2010/11/04	1562	Life imprisonment - position of the Council of Europe
2010/11/04	1564	Life imprisonment
SWEDEN - RIKSDAG		
2010/01/21	1366	Major decisions in parliament on Cultural and Sports Policy
2010/02/15	1390	Renewable electricity and feed-in tariff system
2010/03/12	1410	Penalties in relation to cabotage
2010/05/05	1445	Religious education in the compulsory school
2010/05/05	1444	Residence permit on grounds of ties to a spouse (urgent)
2010/05/06	1446	Reimbursements paid directly to MPs (pay and conditions)
2010/06/21	1471	Waiting period between service in the military and the defence industry
2010/08/30	1510	Overview of Afghanistan Strategy
2010/09/22	1525	Assignment/document management systems for the administration of requests to the research service
2010/12/21	1599	Implementation of EU directive 2009/30/EC on fuel quality
2011/01/14	1611	Co-operation between Embassies
2011/02/23	1649	On income distribution between women and men in selected European countries, Canada and USA.
2011/03/11	1664	Reestablishment support and rights for undocumented immigrants
2011/03/11	1666	Health check-up and tuberculosis screening of asylum seekers
2011/03/18	1672	The use of crown witnesses and anonymous witnesses
2011/03/18	1675	Special income taxation of people who work in your country but reside in another country
2011/04/29	1714	Residence permits to refugees and family reunification
2011/05/20	1733	Parliamentary Questions
2011/05/23	1734	Dual citizenship and eligibility to parliament
2011/05/27	1739	Examination in upper secondary school
2011/06/28	1767	Schools activities in parliaments
2011/08/02	1788	Privileges of the head of state and his or her family
2011/09/13	1804	Anonymous prepaid Cards for Mobile Phones
2011/09/28	1813	Social assistance reforms
2011/11/02	1837	Legal sanctions of violations of heavy goods road traffic regulations
2011/11/03	1840	Legal sanctions of violations of heavy goods road traffic regulations - questionnaire
2011/12/08	1877	Income-related or flat-rate social security schemes
2011/12/15	1882	Private commercial tv and radio
SWITZERLAND - ASSEMBLEE FEDERALE		
2010/11/05	1567	International Relations Services in parliaments
"THE FORMER YUGOSLAV REPUBLIC OF MACEDONIA" - ASSEMBLY		
2010/09/24	1531	Internal security service in parliaments
2011/02/21	1646	Investment and current maintenance of parliament building/buildings
TURKEY - THE GRAND NATIONAL ASSEMBLY		
2010/01/14	1359	Legislation on specific crimes "Influencing the Judiciary", "Breach of Confidentiality", "Attempt to Influence Fair Trial"
2010/04/29	1441	Impartiality of Speakers and Deputy Speakers
2010/11/03	1561	Rules and Facilities for Visitors
2010/11/11	1571	Sexual abuse of children in the family (incest) - legislation, statistics, policies
2011/03/22	1678	Printinghouse (print offices) in Parliaments
2011/05/03	1720	Omnibus bills
2011/05/17	1728	Special Galleries in the Floor of Chambers
2011/09/28	1815	National Security Councils
2011/12/16	1884	Compensation by military students expelled from the military school

2011/12/27	1889	private members' bills
2011/12/27	1890	supplementary pension schemes for military personnel and civil servants
UNITED KINGDOM - HOUSE OF COMMONS		
2010/03/02	1400	Moving elderly people into smaller homes
2010/07/02	1485	Anonymity for those accused of rape
2010/08/23	1506	Do the residents of social housing in your country have a "tenancy for life"?
2010/08/23	1507	Legal Immunity of MPs obtaining information from constituents
2010/09/22	1526	Updated: Unauthorised access to MPs mobile phones - "hacking"
2011/02/08	1628	Prisoners' voting rights
2011/02/16	1641	Collection rates for financial penalties (fines) imposed by courts
2011/06/03	1744	Motor insurance use of small areas (postcodes) for setting premiums
2011/07/13	1774	Clinical/medical negligence
2011/07/19	1778	Regulation of pedicabs/rickshaws/velotaxis
2011/08/03	1789	Taxes on Food and non-alcoholic drinks for health reasons
2011/09/12	1803	University Student fees and state assistance
2011/10/05	1820	Organophosphate "dipping" of sheep by farmers
2011/11/15	1859	Anonymity of defendants in criminal proceedings
UNITED KINGDOM - HOUSE OF LORDS		
2010/01/18	1361	Press releases or any other information for the public on amendments made to Bills as they go through Parliament
2010/03/23	1420	Parliament's engagement with the public: targeting specific population groups/segments
2011/05/17	1730	Defamation and Protection of Reputation
UNITED STATES OF AMERICA - CONGRESS		
2011/03/18	1674	"Earmarks" or Specific Budget projects requested by MPs (Final summary updated)
2011/04/04	1691	Recording and distribution of plenary proceedings
2011/07/19	1777	Members of the United States Congress testifying before a committee of your Parliament
2011/07/27	1783	Venture Capitol Trusts--any background papers on them?
2011/10/03	1819	Any reports on "stamp taxes on securities trading"?

ANNEX 5

ATTENDANCE AT ECPRD SEMINARS

2010

Title	Place	Number of participants
Seminar "Lessons from the Economic and Financial Crisis: A Parliamentary Stock-Taking" (Area of Interest Economic Research)	Paris 23 March 2010	48 participants from 35 parliamentary assemblies and inter-parliamentary institutions
ECPRD Seminar Parli@ments on the Net VIII – on the brink of the third generation Parliamentary websites (Area of Interest ICT in Parliaments)	The Hague 6-7 May 2010	70 participants from 35 parliamentary assemblies and inter-parliamentary institutions
Seminar on Opposition Rights and Responsibilities (Area of Interest Parliamentary Practice and Procedure)	Oslo 20-21 May 2010	58 participants from 37 parliamentary assemblies and inter-parliamentary institutions
Services provided to the General Public by Parliamentary Libraries and Archives (Area of Interest Libraries, Research Services and Archives)	Athens 28-29 May 2010	73 participants from 34 parliamentary assemblies and inter-parliamentary institutions
Seminar IT in Parliaments "Present and future of e-parliament services, technologies and inter-parliamentary cooperation" (Area of Interest: ICT in Parliaments)	Bucharest 18-19 November 2010	73 participants from 42 parliamentary assemblies and inter-parliamentary institutions

2011

Title	Place	Number of participants
Seminar Parli@ments on the Net IX - Third generation parliamentary websites, evolution or revolution (Area of Interest ICT in Parliaments)	Brussels 12-13 May 2011	77 participants from 45 parliamentary assemblies and inter-parliamentary institutions
Seminar Representation of local and regional interests in national parliaments' activities (Area of Interest Parliamentary Practice and Procedure)	Moscow 26-27 May 2011	54 participants from 32 parliamentary assemblies and inter-parliamentary institutions
Seminar Parliamentary history and its communication to the public (Area of Interest Libraries, Research Services and Archives)	Berlin 23-24 June 2011	51 participants from 41 parliamentary assemblies and inter-parliamentary institutions
Seminar 'Do more with less: tight budgets and improved IT services to MPs and Administration' (Area of Interest ICT in Parliaments)	Athens 11-12 November 2011	71 participants from 34 parliamentary assemblies and inter-parliamentary institutions
Total 2010-2011		521 participants

ANNEX 6

GUIDELINES FOR COMPARATIVE REQUESTS AND STUDIES (October 2010)

CENTRE EUROPEEN DE RECHERCHE ET DE
DOCUMENTATION PARLEMENTAIRES



EUROPEAN CENTRE FOR PARLIAMENTARY
RESEARCH AND DOCUMENTATION

EUROPÄISCHES ZENTRUM FÜR PARLAMENTARISCHE
WISSENSCHAFT UND DOKUMENTATION

ECPRD GUIDELINES FOR COMPARATIVE REQUESTS AND STUDIES

(15 October 2010)

Comparative requests are one of the most important functions of the ECPRD network. These guidelines provide a framework for submitting comparative requests with the aim of helping both those chambers that make requests and those that answer them. All individual replies, and the final summaries resulting from them, will be put on the ECPRD website.

The following guidelines were approved by the Conference of Correspondents in October 2010.

In these guidelines:

- a 'comparative request' is a request for information sent to three or more member chambers via the ECPRD network.

- a "final summary" is a summary of the responses to a comparative request, prepared initially for the requesting chamber and subsequently made available to all Correspondents via the ECPRD website.

1. Article 9.1 of the ECPRD Statutes says that "the ECPRD promotes *co-operation between member chambers through the exchange of information, compilation of documentation and studies and the organisation of seminars...*".
2. Information is exchanged and documentation (comparative studies) prepared at the request of and by the staff of member chambers. Once prepared, this information is made available to all ECPRD Correspondents.
3. If a member chamber wishes to undertake a comparative study, its Correspondent (or Deputy Correspondent) should arrange for the preparation of a questionnaire and subsequently request its dispatch to all or to a group of Correspondents.
4. The ECPRD Secretariat is responsible for validating and sending out questionnaires to Correspondents. Hence, all draft questionnaires should be sent by chambers making requests to the Secretariat in electronic form by using the request form on the ECPRD website. The Secretariat checks the request database for potential duplicates and adds information on associated requests. Subsequently, the Secretariat will dispatch the request to both the Correspondents and Deputy Correspondents for reply.
5. If the Secretariat is closed the administrator activates the automated transmission function so that new requests are sent directly to Correspondents without validation.

GUIDANCE ON COMPARATIVE REQUESTS

6. Before forwarding the draft questionnaire to the ECPRD Secretariat Correspondents should ensure:
 - that the information they are looking for is not already available (e.g. via earlier comparative studies, websites such as those of national parliaments, ASGP, IPU etc.);
 - that requests are formulated in such a way that they do not lead to any confusion and that answers can be provided relatively easily.
7. There is no limit on the number of requests that each chamber may put. However, all Correspondents should take into account the burden they put on their colleagues from other parliaments when asking them to answer questionnaires, and wherever possible seek alternative ways of finding the information they need.
8. In all cases, comparative requests should:
 - be as short and as simple as possible. *Short and simple questions will encourage more replies.*
 - give as long a deadline as possible. *Unnecessarily short deadlines will lead to fewer replies.*
 - be accompanied by a 'model' answer from the Chamber making the request. *Legal systems and policies vary considerably from country to country and, as a result, requests framed in one country are often difficult to understand in others. A model answer will always help countries answering comparative requests to understand what is required.*
9. A request for the distribution of questionnaires should be made using the template on the ECPRD website, and include:
 - the full name of the requesting chamber;
 - the name, title and contact details (telephone, fax, e-mail address) of the person responsible in the requesting chamber;
 - a clear and, if possible, self-explanatory title for the questionnaire (*this will make it easier to find comparative requests on the ECPRD website, as the site's search engine searches on words in titles*);
 - detailed background information including the reason for the questionnaire and the intended use of the results;
 - an indication as to which group of Correspondents the questionnaire should be addressed (e.g. all Correspondents, EU Correspondents, etc.);
 - a deadline for answers;
 - a model answer drafted by the requesting chamber using their own situation as a basis
10. In principle, comparative requests can be drafted in any of the three ECPRD working languages, but an accompanying translation in English would expedite the replies.

GUIDANCE ON REPLYING

11. Answers to questionnaires should be provided by appropriate parliamentary staff and should be addressed to the person indicated by the requesting chamber within the specific deadline.
12. Replies to comparative requests are published in the private section of the ECPRD website. Correspondents and others replying should use the electronic reply page which enables this to happen automatically.
13. Answers should be drafted in one of the ECPRD languages, but preferably in English.
14. Replies may be provided by one chamber or by both (in bicameral legislatures) depending on the nature of the request. Where the reply of each chamber would be the same, the two chambers should agree which should reply on behalf of them both and state that they are doing so in their reply.

GUIDANCE ON FINAL SUMMARIES

15. The requesting chamber will be responsible for preparing a final summary on the basis of answers received to requests. If it anticipates that it will not be able to produce a final summary, it should state this clearly when it makes its initial request.
16. This final summary should be made available to all ECPRD Correspondents, as soon as possible after it is completed. It should be sent in electronic format to the ECPRD Secretariat as soon as possible after completion. The Secretariat will send confirmation of receipt. A final summary prepared for an ECPRD seminar should initially be made available to the conference participants (on paper in the conference file and on the conference website) and subsequently to all ECPRD Correspondents, along with the seminar proceedings and other relevant documents.
17. The final summary will ideally be produced in one of the three ECPRD working languages but may be produced in the requesting chamber’s mother tongue.
18. All final summaries will be available to ECPRD Correspondents via the ECPRD website (www.ecprd.org) alongside the initial replies provided by the parliaments.
19. Two or more member chambers may cooperate in preparing or updating a final summary on an issue, or to create an electronic dossier. Such cooperation may be informal or as an ad hoc working group established under Article 9.4 of the ECPRD’s statutes.

* _ * _ *

**Flow chart of action
to undertake an ECPRD comparative study**

1	Requesting Correspondent
Arranges for the preparation of a request in accordance with the guidelines, using the template on the ECPRD website; and includes a model answer.	
2	Requesting Correspondent
Sends the request to the ECPRD Secretariat for dispatching	
3	ECPRD Secretariat
Verifies the request to avoid duplication and sends it to the requested Correspondents and Deputy Correspondents	
4	Correspondents
Arranges for replies to the request, within the deadline specified, to the requesting Chamber and the ECPRD Secretariat	
5	Requesting Correspondent
Ensures that a comparative summary on the basis of answers received is submitted to the ECPRD Secretariat	
6	ECPRD Secretariat
Ensures the timely publication of final summaries on the ECPRD website	

ANNEX 7

GUIDELINES FOR THE ORGANISATION OF SEMINARS

12 October 2007

Preface

In response to requests by Correspondents, the Executive Committee of the ECPRD in 1998 drafted a brochure to assist parliaments in organising ECPRD sponsored events.

This new and revised version takes into account suggestions made over the last few years. It was approved by the Conference of Correspondents at its meeting in Yerevan on 12 October 2007.

The guidelines are intended to help in the practical organisation of ECPRD seminars.

These guidelines are also available on the website of the ECPRD (www.ecprd.europarl.europa.eu), together with the logo files, which can be downloaded. The files are also available via e-mail from the ECPRD Secretariat.

Any comments on this publication should be addressed to the ECPRD Co-Secretary (johanna.coppolecchia@europarl.europa.eu).

Piotr NOWINA-KONOPKA
Co-Director
European Parliament

Wojciech SAWICKI
Co-Director
Parliamentary Assembly of the Council of Europe

*_*_*

Introduction

Seminars constitute one of the working methods of the European Centre for Parliamentary Research and Documentation (article 9.1 of the Statutes of the ECPRD). They are usually organised by national parliaments in cooperation with the ECPRD Secretariat. This paper outlines the procedure which should be followed when organising an ECPRD seminar.

- a. A **proposal to organise a seminar** should be submitted by the ECPRD Correspondent to the ECPRD Secretariat, not later than September of the preceding year, in order to allow the Executive Committee to present the proposal to the annual Conference of Correspondents of the ECPRD (which usually takes place in October) for approval.
- b. If the subject of a proposed seminar is considered as falling within a field of activity for which an ECPRD Coordinator has been appointed, the Executive Committee will consult the Coordinator concerned on the organisation of the seminar in question. The Coordinator will – together with the ECPRD Correspondent of the host parliament – subsequently be responsible for the coordination of the preparations for the seminar.
- c. In the light of the proposals received, the Executive Committee will endeavour to draw up a well-balanced list of seminars as regards their location, timing in the year and proposed topics.
- d. The proposal should contain a proposed subject, a preliminary agenda and a proposed date. The proposed subject should be of common interest to national parliaments and should be in line with the statutes of the Centre.
- e. The seminar should also, where possible, take into account previous ECPRD conferences organised on the same subject, in order to ensure continuity in parliamentary debate.
- f. The **agenda of the seminar** should be drafted in such a way that the subject to be discussed is presented on the basis of the experience of several national parliaments or countries. The seminars should give participants a wider, European perspective rather than concentrate on the experience of one country only. It is therefore recommended that colleagues from other parliaments or outside experts should be invited as keynote speakers.
- g. If an outside sponsor is involved, the host parliament should inform the Executive Committee.
- h. If the organising Parliament is seeking financial support from the ECPRD, a preliminary budget should be included.
- i. The agenda should encourage active participation (enough time for debate, simultaneous discussion groups (working groups), etc.).
- j. The agenda should include - if possible - a welcoming address by the Secretary General of the host parliament and a statement by a representative of the Executive Committee of the ECPRD.
- k. A draft agenda should be sent to the ECPRD Secretariat not later than 9 weeks before the seminar, for approval by the Co-Directors.
- l. The seminar should be geared to parliamentary staff. The proposal should clearly specify whether it is addressed to some specific group (e.g. librarians, committee secretaries, legal staff, administration, information technology staff, etc.).
- m. The days of the seminar should preferably be Thursday/Friday, Friday/Saturday or Monday/Tuesday to enable participants to obtain cheaper air fares (APEX, PEX).
- n. The initial proposal should clearly indicate a set of objectives to be achieved during the seminar.

Invitations

Invitations to attend the seminar should – if possible - be prepared not later than 12 weeks beforehand. They should be sent by e-mail to the ECPRD Secretariat for onward transmission to all Correspondents of the Centre. In the invitation letter, Correspondents will be asked to nominate participants from their respective parliaments. No invitations should be sent directly to members of staff of member parliaments.

The invitation should include:

- an invitation letter containing general information on the seminar (subject, date, to whom it is addressed, what are the objectives etc.);
- the proposed agenda of the seminar;
- a questionnaire (if appropriate) to be returned to the organisers before the seminar in order to allow them to prepare a comparative study on the subject of the seminar;
- a list of suggested (pre-booked) hotels;
- a registration form (where applicable, with an indication as regards discussion group preference).

Registration forms should be returned to the organisers not later than three weeks before the event.

ECPRD website / host website

In order to permit Correspondents properly to prepare their contribution and participation, all relevant information regarding seminars is also to be available on the ECPRD website (<http://www.ecprd.europarl.europa.eu>) and/or host website.

These sites can also be used to edit final reports, questionnaires and comparative studies resulting from the seminars.

Meeting place

It is recommended that ECPRD seminars be held in one of the conference rooms of the national Parliament hosting the event. The programme may include a short visit to the Parliament building.

The room must be equipped with interpreters' booths, microphones and headphones. Water, glasses, pencils and paper should be available to the participants. Information documents on the ECPRD (as provided by the ECPRD Secretariat) should also be available. An information file on the host parliament, city and country is always welcome. The ECPRD logo (provided by the ECPRD Secretariat) should be placed visibly in the room.

Notices (in English and French) must be posted in easily visible locations to enable participants to find the meeting room. Identification badges for participants should be prepared.

Hotel reservation

An initial pre-booking of hotel rooms by the organisers in hotels in the vicinity of the meeting place would be welcomed. This pre-booking should take into account that some participants may prefer to stay over the weekend in order to benefit from cheaper air fares. The opportunity to choose between two or three hotels in different categories (2, 3, 4 stars) is always appreciated. The list of suggested hotels appended to the invitation letter should include their addresses, telephone and fax numbers and, where relevant, a reservation code if a special rate has been negotiated.

Interpretation for seminars

Simultaneous interpretation in the usual working languages of the ECPRD is very much appreciated. The host parliament should meet the cost associated with interpretation and with the use of interpretation equipment (booths, microphones, headphones etc.).

Simultaneous interpretation should also - if possible - be available in the discussion groups. If this is not the case, the registration form should indicate the languages to be used in these groups.

Sponsoring

In principle, the cost of the seminar should be covered by the host parliament. The cost of participation of representatives of certain parliaments may be covered by the European Parliament or by the Parliamentary Assembly of the Council of Europe. Correspondents of the countries concerned will be directly informed about this possibility by the ECPRD Secretariat.

It may happen that the host parliament seeks additional sources of financing (e.g. to cover the cost of interpretation, participation of experts, official meals etc.). Any sponsoring should be carried out in line with the national rules applicable for events organised by or in the national parliament. If the host parliament decides to accept outside sponsors, the ECPRD Executive Committee should be informed beforehand about the proposal and about the national rules on sponsoring. The Executive Committee may raise an objection to the proposed sponsoring if it finds it inappropriate. Special attention should be given to commercial sponsoring – in which case the Executive Committee may ask the host parliament to provide a detailed explanation demonstrating the need for this particular sponsorship.

ECPRD Secretariat assistance

The host parliament will receive from the ECPRD Secretariat a package of ECPRD materials for distribution during the seminar. The Secretariat can also provide technical and graphical data on the ECPRD layout which can be used when printing seminar documents.

Host parliaments are encouraged to contact the ECPRD secretariat in order to be able to benefit from its wide expertise, so that they can be briefed and assisted in practical and technical matters in the organisation of seminars. This is essential when financial support is requested from the ECPRD.

Evaluation form

Before the end of the seminar, each participant should receive and complete an evaluation form. This form should be prepared by the host parliament on the basis of the model appended (see Annex). After being examined by the host parliament, an analysis/summary of these forms should be forwarded to the ECPRD Secretariat.

Report

The ECPRD Correspondent of the host parliament is requested to prepare a report on the seminar for publication on the ECPRD website and in the ECPRD Newsletter. The report should briefly describe the seminar (subject, objectives, date, place, agenda, participants and results reached) and should also present the results of the above-mentioned evaluation. The report should be sent to the ECPRD Secretariat no later than one month following the seminar. A single publication of seminar documents (papers presented by speakers, a comparative study based on the questionnaire distributed before the seminar, minutes of discussions, etc.) would be greatly appreciated.

ECPRD SEMINAR - EVALUATION FORM

- 1. Why did you wish to participate in this seminar?
Please pick one or more of the following options:**

To obtain information – update my knowledge – on the seminar’s theme	
To establish contacts with speakers	
To establish contacts with other parliaments	
Other reasons [please explain]:	

- 2. Has the seminar contributed to attaining your objectives?**

Considerably	Adequately	A little	Not at all

- 3. (a) I would have liked to receive more information on the following topics:**

(b) for the following reasons:

- 4. (a) I propose the following topics for a future seminar:**

(b) for the following reasons:

5. How do you evaluate the overall organisation of the seminar, in terms of:

	Highly Satisfactory	Satisfactory	Not Satisfactory	Not at all Satisfactory
Administrative arrangements				
Conference room and interpretation				
Time schedule				
Quality of speakers				
Overall organisation				

**6. How did you learn about this seminar?
Please pick one or more of the following:**

Via ECPRD website	
Via direct e-mail	
From ECPRD Correspondent	
Other: [please indicate]	

7. Any remarks/suggestions (on practical matters):

ANNEX 8

ECPRD CO-ORDINATOR TASKS AND DUTIES

ECPRD coordinators are appointed by the ECPRD Executive Committee in accordance with Article 9.3 of the ECPRD Statutes. They are appointed from among the competent staff of member chambers, with the consent of the chamber concerned, for a renewable term of three years.

The ECPRD coordinator shall be responsible for:

- coordinating ECPRD activities in his/her area of responsibility;
- promoting close cooperation, exchange of experience and best practices between the ECPRD member chambers in the area he/she is responsible for;
- following developments and keeping abreast of new ideas and concepts in his/her area of responsibility;
- analysing the information obtained and transforming it into new ideas and proposals for future ECPRD programmes;
- creating a network of, and keeping contacts with, staff of member chambers and other inter-parliamentary networks who are active in his/her area of responsibility (e.g. email groups, via websites etc.) with a view to facilitating a rapid exchange of information;
- liaising with the ECPRD Correspondents and with those civil servants in the member chambers who are active in his/her area of responsibility with a view to discussing with them the possible interest of their chambers in organising an ECPRD activity;
- assisting member chambers in organising an activity in his/her area of responsibility;
- contributing to the establishment of a detailed programme of activities organised by member chambers in his/her area of responsibility, taking account of past events in order to avoid unnecessary duplication;
- regularly reporting to the ECPRD Executive Committee and to the Conference of Correspondents on his/her activities;
- co-operating with other ECPRD coordinators in order to promote synergies and to avoid duplication.

ECPRD Areas of Interest and subjects covered by them

Parliamentary Libraries, Research and Archives:

- General questions:
 - organisation;
 - staffing;
 - policies;
 - services;
 - budgets and resources;
 - client relations and marketing;
 - performance criteria.
- Libraries:
 - collection development;
 - space considerations;
 - use of databases;
 - reference sources;
 - current awareness services;
 - electronic libraries.
- Research services:
 - analysis and support for Members, party groups and committees;
 - new products;
 - dissemination and availability;
 - legislative analysis.
- Archives:
 - paper and digital;
 - availability to the public.

Information and Communication Technology in Parliaments:

- ICT developments in parliaments:
 - e-Parliament (services & technologies);
 - Service Oriented Architecture (SOA) and Web Services;
 - Digital signature;
 - Electronic voting system;
 - Digital information archiving;
- ICT strategies in parliaments:
 - Security & Business continuity;
 - Open source versus licence-based systems;
- ICT knowledge database (structure and functioning of ICT in Parliaments);
- E-Representative Project to support the mobile elected Representative.

Parliamentary Practice and Procedure:

- Parliament and Constitution/ Parliamentary regime/ Representative democracy;
- Composition and dissolution of parliamentary assemblies;
- Bodies of parliamentary assemblies;
- Functions of parliamentary assemblies:
 - law making;
 - control of the government;
 - budgetary power;
 - specific powers;
 - international dimension;
 - incidents and security;
- Status of the MPs:
 - material status;
 - parliamentary immunities;
 - declaration of interests and/or assets;
 - incompatibilities;
 - deontology;
- Internal organization of parliamentary assemblies:
 - personnel;
 - departments;
 - logistics and buildings;
 - legal personality and lawsuits;
 - press relations;
 - protocol;
 - public relations, publications and visitors.

Economic Research:

- General macroeconomic developments in Europe;
- The organisation of macroeconomic research in parliaments;
- Europe and globalisation - including economic reform; intra-European trade and investment; and the WTO process;
- The relationship between economic development on the one hand, and democracy, human rights and the rule of law on the other (including the fight against economic crime and corruption);
- The parliamentary budgetary process;
- European monetary affairs, including the Economic and Monetary Union and other currency developments;
- Energy and economic development;
- Europe and development cooperation.

ANNEX 9

TASKS AND RESPONSIBILITIES OF CORRESPONDENTS

The Statutes of the ECPRD (Article 5) state:

1. The Secretary General of each parliamentary chamber appoints a senior official (Correspondent) to represent the chamber within the Conference of Correspondents of the ECPRD. Secretaries General may also appoint Deputy Correspondents.
2. The Correspondent is selected from officials whose activities bring them into close contact with the ECPRD and who have direct access to the Secretary General of the chamber. He/she can thereby co-ordinate the activities of those officials of his/her chamber who are asked to play an active role in the ECPRD.

Correspondents are central to the successful functioning of the ECPRD and should develop and lead an active network of colleagues who will co-operate effectively with others in the various fields of ECPRD activity. In doing this they may be assisted by a Deputy Correspondent.

Correspondents should, therefore, ideally be senior and experienced officials who have the capacity to be **pro-active in leading the range of ECPRD activities** in their chamber. They should have good working relationships with colleagues in their chambers, in particular with those in information and research services and elsewhere who are most likely to answer comparative requests.

Correspondents should :

- Regularly publicise the work of ECPRD among officials in their chamber: especially the ECPRD website, including ECPRD discussion forums, the newsletter and other ECPRD publications.
- Do their best to ensure that comparative requests sent to their chamber are answered by the deadline; or, if this is not possible, inform the chamber making the request, at an early stage, that this will not be possible.
- Ensure that comparative requests made by their chamber meet the guidelines on requests¹ (particular attention is drawn to paragraphs 5, 6 and 7).
- Following a comparative request from their chamber, ensure that a comparative study is prepared and sent to the ECPRD Secretariat.²
- Encourage colleagues to attend ECPRD seminars.
- Consider whether their chamber could host an ECPRD seminar and discuss this with their Secretary General and other senior officials.
- Send information that is likely to be of wider interest to the ECPRD Secretariat, which will make it available on the ECPRD website.
- Regularly update the ECPRD Secretariat with changes in names and contact details for officials included in the ECPRD Directory.
- Liaise with the IPEX and Eurovoc Correspondents in their Parliaments, and with colleagues involved in other information networks (for example IFLA), to promote synergies and minimise duplication.
- Come to the annual Conference of Correspondents prepared to contribute, having discussed the agenda with colleagues in their chamber.
- Report periodically on ECPRD activities to their Secretary General and other senior officials, for example to brief them before their meetings held on the occasion of the European Conference of Presidents of Parliaments at which they approve the activity report and action programme of the ECPRD.

¹ <https://ecprd.secure.europarl.europa.eu/ecprd/getfile.do?id=25>

² see paragraphs 12 to 16 of guidelines for comparative requests

ANNEX 10

GUIDELINES on Honorary Association with the European Centre for Parliamentary Research and Documentation (ECPRD) adopted by the Conference of Correspondents on 10 October 2008

- 1. Conditions governing the award of the title of Honorary Associate of the European Centre for Parliamentary Research and Documentation**
 - a. The title of “Honorary Associate of the European Centre for Parliamentary Research and Documentation” may be awarded to any former Correspondent, Deputy-Correspondent, Co-ordinator, Co-Secretary or Co-Director of the ECPRD who has been fulfilling his/her duties for at least ten years, consecutively or not, and who has rendered outstanding services to the ECPRD.
 - b. The title of “Honorary Associate” shall be granted by the Conference of Correspondents at the proposal of the Executive Committee.

- 2. Prerogatives of honorary associates**
 - a. Honorary Associates of the ECPRD may attend ECPRD meetings and seminars.
 - b. They shall, upon request, be included on the mailing list for the ECPRD Newsletter.
 - c. They shall, upon request, have access to the private section of the ECPRD website.

ANNEX 11

MINUTES OF ANNUAL CONFERENCES OF CORRESPONDENTS

ECPRD Annual Conference of Correspondents Ankara, Grand National Assembly, 15 October 2010

1. Opening of the Conference

Mr Wojciech Sawicki, ECPRD Co-Director (PACE), opened the Conference and welcomed the participants. He officially welcomed Ms Christine Verger, the new ECPRD Co-Director (EP), to her first annual Conference of Correspondents. He once again thanked Mr Neziroğlu, Deputy Secretary General of the Grand National Assembly (GNA) and Mr Ahmet Yildiz, ECPRD Correspondent with the GNA, and, through them, all the Turkish Parliamentarians who had helped organised this Conference. On behalf of all the participants, he also thanked the Turkish hosts for the very interesting preliminary lecture by Professor Köker and the excellent reception provided the previous evening.

Ms Christine Verger thanked Mr Sawicki for his kind welcome. She reaffirmed the great importance attached to the ECPRD by the European Parliament. Lastly, she congratulated Mr Sawicki on his recent election as Secretary General of the Parliamentary Assembly of the Council of Europe, and thanked him on behalf of all members for over 15 year's hard work on behalf of the ECPRD.

Mr Sawicki thanked Ms Verger, and informed members that his term as Secretary General would begin on 1 February 2011. He introduced Mr Yann de Buyer, who was taking over from Mr Mario Heinrich as ECPRD Co-Secretary (PACE), and Mr Horst Schade, Director of General Services at the PACE, who would be taking up his duties as ECPRD Co-Director on 1 February 2011 (PACE). Lastly, he presented the Conference with the Executive Committee's proposal to award Mario Heinrich the title of ECPRD Honorary Co-Secretary.

The Conference approved the nomination by acclamation.

The following new Correspondents and Deputy Correspondents then briefly introduced themselves:

Mr Jan-Henrik Pursiainen, Eduskunta, Finland
Ms Nino Getia, Parliament, Georgia
Ms Gudrun Koch, Bundestag, Germany
Ms Stavroula Vassilouni, Parliament, Greece
Ms Tímea Balogh, National Assembly, Hungary
Mr Alexei Rotaru, Parliament, Moldova
Ms Svjetlana Aligrudic, Parliament, Montenegro.

2. Adoption of the Agenda

The agenda was adopted.

3. Adoption of the Minutes of the Annual Conference of Correspondents, Bratislava, 9 October 2009

The minutes were adopted.

4. Report of the meeting of Secretaries General at the European Conference of Speakers and Presidents of Parliament, Limassol, Cyprus, 12 June 2010

Mr Sawicki outlined the main items discussed by the Secretaries General of Parliament at their meeting in Limassol, mentioning that they had expressed their appreciation of the ECPRD's work. Furthermore, some of the Secretaries General had noted the large number of replies to the different questions, which would provide an extensive, highly useful data

base; however, the quality of the summaries had also been mentioned, for which greater care had been recommended in future.

5. ECPRD Activities

After a short introduction, Ms Verger gave the floor to **Mr Hüschen** to comment on the document and the statistics on requests for comparative studies. He remarked in particular that social and European topics surfaced more frequently than economic and defence issues.

Ms Verger thanked Mr Hüschen for his analysis, adding that this information would be useful for preparing the subsequent conference in Sweden.

Ms Krasovec (Slovenia) reacted to the comment on the low level of requests for information on economic matters. She explained that, firstly, parliaments did not necessarily have all the answers and had to refer to colleagues in the relevant ministries, and secondly, a great deal of information was often available on the various websites.

Mr Bloch (France) considered that the ECPRD should focus on questions primarily relating to parliamentary activity. There was a dedicated site, namely IPEX, on transposing European law to the national level.

Ms Ripollés (Spain) agreed with Mr Bloch.

Ms Okruhlicova (Slovak Republic) said that Correspondents could not refuse to answer any of the requests submitted to them.

Ms Ringvard (Denmark) stressed that parliaments could sometimes have difficulties with questions submitted to them (concerning deadlines and proper co-operation from officials), and said that priority should be given to questions for which parliaments held jurisdiction.

Mr Clements (United Kingdom) explained that it was difficult to answer every type of question, and suggested that before sending questions via the ECPRD, individuals might conduct prior searches on Internet or on known dedicated websites.

Mr Skjørestad (Norway) seconded Mr Clements' comments.

Mr Axelsson (Sweden) considered the ECPRD a useful tool for comparative studies among European countries.

Ms Getia (Georgia) recalled the importance of this unique information network for the young democracies.

Ms Verger thanked the correspondents for their comments, particularly in connection with seeking information before sending questions via the network, and invited Correspondents to concentrate their requests on parliamentary activities.

Mr Sawicki said that he would leave it to the correspondents to draw conclusions from the statistics presented.

6. ECPRD website version 4

a. New features

Mr Jerry Hilbert and **Mr Ulrich Hüschen** presented the 4th version of the ECPRD website, which was based on a new approach to request workflow, in particular in the way replies were drafted and submitted. This new tool had been operational since 1 October 2010.

Mr Rezzožazy (Belgium) asked how replies from both chambers of the same parliament were processed.

Mr Hilbert proposed summarising the replies. In reply to several Correspondents who had asked whether it was necessary to point out that Parliament would not reply to certain questions, he confirmed the importance of mentioning parliament's option of not replying, preferably using the "no reply" key, without having to provide reasons for this choice.

Mr Santaolalla López (Spain) welcomed the improvements to the site, and emphasised the importance of retaining and mentioning the question title for replies in order to facilitate searches. Moreover, he wondered whether the system could store frequently recurring email addresses.

Mr Hilbert replied that the current system had no such feature. He recommended activating the “auto-complete” function in the Internet Explorer. In connection with the search module, all searches on the ECPRD site would continue to be effected via keywords in the titles. In 2011 the EP might create a specific budget heading for the ECPRD with a view to developing a more efficient search engine.

Mr Hüschen added that a specific classification had been drawn up to index the requests. This classification was based on the main Eurovoc groups and the classification development by Mr Van der Hulst.

b. Revision of the Guidelines for Comparative Requests

Mr Sawicki presented the draft revised Guidelines for Comparative Requests, specifying that the amendments proposed were of a technical nature and reflected recent developments in the field of request management.

The conference unanimously approved the amendments proposed.

Mr Clements (United Kingdom) pointed out that now that the amendments had been approved, the preamble to the document would have to be adapted.

The document was approved as amended.

7. Parallel Workshops

The participants split up into the different workshops for which they had registered. Concise conclusions of each workshop were presented by the respective rapporteurs under item 9.

8. Elections to the Executive Committee

Mr Sawicki informed the Conference that Rob Clements’ (House of Commons, United Kingdom) term of office would be coming to an end in October 2010. He sincerely thanked Mr Clements, who had not wanted to stand again, for his six years’ active participation in the Executive Committee. He then informed the participants that he had received two candidatures, from Ms Tanja Ostojić (Serbia) and Mr Marc Van der Hulst (Belgium). The Conference then proceeded to elect the Committee by secret ballot.

The result of the election was:

Votes cast: 43
Blank ballot: 1
Absolute majority: 22.

Votes obtained:

Mr Van der Hulst: 38
Ms Ostojić: 4

Consequently, Mr Van der Hulst was elected member of the Executive Committee.

9. Statement by the ECPRD Co-ordinators on the workshops, seminars and other activities in their Areas of interest 2010-2011

a. Workshops

- Parliamentary libraries, research and archives
- Economic research
- Parliamentary practice and procedures
- Information and communication technology (including ECPRD website)

After the statements by the thematic Rapporteurs, **Mr Sawicki** asked whether this experiment should be repeated at the following conference. **Mr Simonelli, Mr Scotti, Mr van Rijn and**

Mr Semenov described the experiment as very positive, but said that more time should be devoted to the workshops.

Ms Dietrich-Schulz said that the workshops should be better structured and that the Executive Committee ought to put forward some themes. Lastly, she suggested that the workshops might be led by someone other than the thematic co-ordinator.

Mr Clements and **Mr Axelsson** approved the idea of small-scale workshops, and fully agreed with Ms Dietrich-Schulz on involving the Executive Committee in choosing themes for discussion.

Mr Sawicki thanked the Co-ordinators and Rapporteurs, and confirmed that the Executive Committee had taken note of the suggestions.

b. Seminars in 2011 and 2012

For the “Library” Area of interest, **Ms Dietrich-Schulz** pointed out that the Bundestag was planning a seminar on the presentation of parliamentary history, to be held on 23 and 24 June 2011 [exact date to be communicated after the meeting]. In 2012 the Danish Parliament will organise a seminar in Copenhagen. The topic will be about Members' use of information and changing visions of the Parliamentary Library. As date is foreseen 7-8 June 2012.

For the “Parliamentary procedure” Area of interest, **Mr Van der Hulst** said that the Federal Council of the Russian Federation was preparing a seminar in Moscow on the representation of local and regional interests in national parliaments, the scheduled dates being 26 and 27 May 2011.

In connection with the “ICT” Area of interest, **Mr Simonelli** announced that there would be two seminars in 2011: on 12 and 13 May in Brussels on “Parliaments on IX Web” [the exact date would be communicated after the meeting], and the annual ICT seminar in Athens, probably in autumn 2011.

Mr Travis (Sweden) mentioned the idea of organising a seminar on “ECPRD in your home Parliament”.

Mr van Rijn (Netherlands) pointed out that in future all ICT seminars would take place in English only because of the prohibitive costs of interpretation into French and German and because these two languages were very seldom used in ICT seminars.

c. Other

Correspondents were informed of three proposed venues for the 2012 annual conference, namely Baku, Athens and Warsaw. The Executive Committee would take a decision at its next meeting in Bratislava in March 2011.

Mr Van der Hulst circulated a form to Correspondents geared to increasing the number of contributions to his field of interest, namely “Parliamentary practices and procedures”.

10. Annual Conference Stockholm 2011

Mr Axelsson (Sweden) presented the pre-conference concept for the day before the conference, which was normally organised by the host Parliament. This concept was justified by the fact that the large number of requests pointed clearly to the intense involvement by parliaments in ECPRD affairs. General-interest requests would be chosen for the discussion. The outline programme provided for appointing three rapporteurs (one of them by the Riksdag).

Mr Sawicki proposed earmarking more time for the discussion than for the presentation.

Ms Ripollés (Spain) asked about the difference between a workshop and the new pre-conference concept.

Mr Axelsson replied that the details of the workshops had not yet been properly defined. In his view, the workshops were an integral part of the plenary conference and should not be confused with the presentation/discussion programme for the previous day. The new pre-

conference concept was a pilot project which should be improved on at subsequent conferences. He added that the requests constituted a toolbox which should be exploited more fully.

Mr Staskiewicz (Poland), seconded by **Ms Nawrocka** (Poland) proposed that one workshop might deal with the functioning and management of a parliamentary research department (identifying information needs, information retrieval, etc).

Mr Sawicki concluded that the pre-conference should concentrate on requests, while the workshops were mainly geared to orienting future activities. He stressed that the subject of the pre-conference was a matter for the host Parliament. The new Swedish concept was worth testing.

11. Other business

Mr Van Rijn informed the correspondents that a meeting would be held in Jerusalem in February 2011 on the development of Internet search engines, and asked them to circulate this information around their respective parliaments.

Lastly, **Mr Clements** emphasised the importance of human relations in the ECPRD network in cases where an early response was required to a request. He gave the example of processing an urgent request which had been dealt with within one day despite the many absences during the summer.

Taking the floor once more to conclude the session, **Mr Sawicki** thanked the Turkish authorities for their hospitality and the perfect organisation of the meeting.

He closed the conference at 5.30 pm.

**ECPRD Annual Conference of Correspondents
Stockholm, Grand National Assembly, 14 October 2011**

Draft minutes

**I. 13 October 2011
Pre-conference “Topical issues arising from parliamentary research”**

In her opening address, **Kathrin Flossing**, Secretary General of the Riksdag (Swedish Parliament), welcomed the correspondents.

Peder Nielsen gave a brief description of the Riksdag and its research service in particular, before giving the floor to **Gunnar Fors** to introduce the subject of the pre-conference.

Gunnar Fors explained that this was a new test concept to replace the sometimes rather academic speeches of previous conferences. This concept was geared more towards the research work carried out by correspondents in connection with comparative requests. The two topics identified (parliamentary influence on EU matters and codes of conduct for MPs) were ones for which the ECPRD database could provide relevant information. He thanked the rapporteurs for the analyses and for their dedication.

Ulrich Hüsch presented a chart showing the topics raised in the comparative requests in 2010 and 2011. He drew attention to the fact that once again, legislative issues accounted for the majority of requests, whereas the number of requests concerning parliamentary practice and procedure remained steady but were in the minority.

In his presentation, **Robin Travis** took a brief look at the influence of national parliaments on EU matters, including scrutiny of foreign affairs, security and intelligence services. He noted that parliaments had taken steps to combat the risk of an insidious tendency towards “deparliamentisation”. Their access to information had been improved and the role of European affairs committees stepped up. The same applied in the area of parliamentary scrutiny of security and intelligence services where special parliamentary committees performed their oversight function through hearings, appointments and other investigations.

Maria Rosa Ripollès Serrano presented her study on “codes of conduct and ethical standards for Members of Parliament”. She described the different types of codes of ethics and their implementation in parliamentary systems and procedures. The issue of ethics in relation to MPs was viewed with suspicion, especially by the general public. There was no general approach for dealing with this problem, at international or European level. She did see signs of a move towards global regulations for political office-holders, but it must be recognised that there were no effective sanctions in cases where an existing code of ethics was infringed.

The two presentations led to a very lively exchange of views.

**II. 14 October 2011
Conference of correspondents**

1. Welcome for new correspondents

Christine Verger, ECPRD Co-Director (EP), opened the meeting and welcomed participants. On behalf of all the participants, she once again thanked Kathrin Flossing, Secretary General of the Swedish Parliament, and Gunnar Fors, ECPRD Correspondent in the Swedish Parliament, and, through them, all the Swedish Parliament staff for the expert manner in which they had organised the Conference. She extended a warm welcome to the new correspondents.

The following new Correspondents and Deputy Correspondents briefly introduced themselves:

Stéphanie Zouliamis, Senate, Belgium
Sylva Kyselová, Senate, Czech Republic
Sandrine Bidot, National Assembly, France

Pascale Wolff, National Assembly, France
Raissa Teodori, Senate, Italy
Jelena Ulic, Parliament, Montenegro
Jérémie Leuthold, Federal Assembly, Switzerland
Ivan Petrushevski, Assembly, "The former Yugoslav Republic of Macedonia"

2. Adoption of the agenda

The agenda was adopted.

3. Honorary Associates

Horst Schade, the new ECPRD Co-Director (PACE), took the floor and introduced himself. After providing some information about the activities of the ECPRD, he told members that since the previous conference in Ankara, two deputy correspondents (representing Portugal and "the former Yugoslav Republic of Macedonia") had passed away and asked for a minute's silence to remember them. He then presented the Conference with the Executive Committee's proposal to appoint several former colleagues as honorary members: Wojciech Sawicki, Honorary Co-Director of the ECPRD, Kjell Torbiörn and Robert Clements, Honorary Associates of the ECPRD.

The Conference approved the proposal by acclamation.

4. Approval of the minutes of the annual conference in Ankara on 15 October 2010

The minutes were approved.

5. Comparative questionnaires – practical issues of request management

Ms Verger gave the floor to **Ulrich Hüschen** to comment on the document and the statistics on requests for comparative studies. In his statement, Mr Hüschen focused on internal marketing of the ECPRD in parliaments and commented on the results of the 14-point survey conducted before the Conference among all the correspondents. In all, 46 replies had been received.

Mr Hüschen pointed out that the growing number of comparative requests demanded that everyone make an effort in terms of workload management, so that the centre did not become a victim of its own success. That meant not only applying the rules correctly but also having a strategy for improving the visibility of the centre and its services among the clients in each parliament. Managing client expectations was central to any marketing strategy.

The survey showed that correspondents were reluctant to do the "hard sell" at their workplace. Only half of the parliaments featured the ECPRD on their intranet site and only a third gave users access to the site. There were few paper publications on the network. Half of the respondents, however, organised presentations and the great majority preferred informal "word-of-mouth" marketing. It was also worth noting that a significant majority of correspondents indicated in their reports to clients that the information had been provided by the ECPRD network. The ECPRD's rules and working methods were almost always explained to clients to ensure that they had realistic expectations regarding the outcome of their requests.

The PowerPoint presentation on the survey was available on the ECPRD website.

Ms Verger thanked Mr Hüschen for his statement.

Mr Fors (Sweden) asked whether MPs could access the ECPRD site direct, without having to go through the correspondent.

Ms Dietrich-Schulz (Austria) said that in the Austrian parliament, requests automatically went through the correspondent and that summaries of the replies were sent to clients (MPs).

Mr Bloch (France) felt it was important for correspondents to retain control of the system.

Mr Rezsohazy (Belgium) drew attention to the problem encountered by the Belgian parliament which had no research service and whose correspondent had to seek help from

other services, which was very difficult when dealing with specialised topics or technical issues.

Ms Koch (Germany) said that her parliament had a large research service and was therefore able to deal with requests more easily. The downside, however, was that Parliament also made lots of requests. She asked whether it might not be an idea to reduce the number of requests, by making better use of the databases in order to find answers. She also drew attention to the length and complex nature of the questions and asked about the link between the ECPRD and the European Union's IPEX system.

Mr Hüschen saw much merit in Ms Dietrich-Schulz's idea of producing summaries which, he was sad to say, were generally on the decline. He also provided some information about the role of IPEX (Interparliamentary EU Information Exchange concerning parliaments' opinions on EU draft legislation).

Mr Rezsö (Belgium) wanted to see more balance between questions and answers.

Mr Hilbert described how IPEX worked and explained that, among other things, the EU Publications Office produced analyses of trends in the transposition of European Union law into national law.

Ms Verger proposed that the ECPRD set up a link with the EU Publications Office website in order to keep track of the transposition process.

Mr Travis (Sweden) suggested targeting the questionnaires on this subject at states whose legislation was closest to their own.

Ms Teodori (Italy) concurred with Ms Dietrich-Schulz on the subject of summaries and asked that the questionnaires be short and well focused, thereby helping to produce summaries that were simple and easy to read. She also wished to know whether it was possible to separate the functions (retrieval and sending of questionnaires).

Ms Okruhlicová (Slovak Republic) wished to clarify the issue of copyright concerning the information that appeared on the ECPRD site.

Mr Bloch (France) returned to the issue of the transposition of EU legislation and said one must confine oneself here to seeking answers to specific questions (in order to discover how countries had managed to resolve the problem in question).

Mr Hüschen dealt with the various questions and issues raised. With regard to questionnaires sent to a limited number of correspondents, the answer was "yes", provided it was established in advance which correspondents would be able to reply. As far as summaries were concerned, this was an important matter and one that needed to be promoted. In his view, there was much to be said for the idea of producing a summary of requests concerning similar subjects. Turning to the subject of copyright, he said there was a legal notice on the ECPRD site, stating that replies to questionnaires were not the official opinions of the parliaments concerned. The notice read: "Replies to ECPRD requests do not necessarily reflect the official position of the parliament producing them. Any transmission to third parties outside the ECPRD network requires the authorisation of the authors." He further pointed out that the ECPRD was a closed network, for members only. Lastly, regarding transposition, the ECPRD could provide information to help find the best solutions.

Ms Verger thanked the speakers and emphasised the importance of the final summaries.

6. ECPRD website developments

Mr Hilbert (EP) outlined the latest changes to the ECPRD website whose new search engine had been operational since May 2011. He told members that a new Thesaurus feature had been introduced and said there were no plans for any further changes owing to cuts in the European Parliament's budget for 2012.

Mr Sosna (Czech Republic) asked for further details about the thesaurus.

Mr Hilbert spoke about EUROVOC, the European Union's multilingual thesaurus, adding that the EU's site was not detailed enough.

Mr Van der Hulst (Belgium) said that EUROVOC did not give enough information on specialised topics such as parliamentary rules and procedures.

Ms Teodori (Italy) asked for further information on the thesaurus and the system of classification.

Mr Hilbert replied, explaining that the new thesaurus had a structured classification system and was a mixture of old and new features from the website.

Mr Hüsch said that the emphasis this year had been on the search system, to be supplemented by a new classification system which would come into operation the following year.

Mr Jackson (Canada) asked whether classification would be by key theme and referred to the principle of taxonomy. He urged caution regarding the choice of thesaurus system.

Mr Hilbert said he was aware of the various technical issues while **Mr Hüsch** advocated a pragmatic approach. Searches would be performed using the information indicated in the questionnaires received. It was also pointed out that a booklet had been prepared on this subject.

7. Election to the Executive Committee

Mr Schade informed the Conference that Gunnar Fors's (Riksdag, Sweden) term of office would be coming to an end in October 2011. Canada having proposed that Mr Fors's term be renewed and there being no other candidates, it was proposed that the Conference re-elect Mr Fors for a further 3-year term.

Gunnar Fors was re-elected, by acclamation, member of the Executive Committee.

8. Summary reports from the workshops

The rapporteurs for the three workshops briefly reported on the outcomes of their respective workshops.

Workshop 1 – Parliamentary libraries, research and archives

The report was presented by **Joseph Jackson** (Canada), who summarised the various topics addressed, in particular links and/or co-operation between a parliament's libraries and research services in cases where there were two separate services. The issue of public access had also been addressed, together with Sweden's experience with "Open Library".

Workshop 2 – Parliamentary practice and procedure

The report, presented by **Stéphanie Zouliamis** (Belgium), looked at a number of subjects: the independence and impartiality of parliamentary staff, ensuring independence in recruitment procedures and everyday practice.

Workshop 3. Information and communication technology in Parliaments

The report was presented by **Carlo Simonelli** (Italy). The discussion had centred on how computer systems could be of assistance to parliamentary staff. The issue of participation in social networks such as LinkedIn had also been raised, as had the question of the tools made available to parliamentary staff.

After the presentation, there was an exchange of views on access to information for MPs and in particular the use of iPads. The Dutch Senate had recently introduced iPads for its members without any major problems. Members had the use of the devices for the time they were in office. Other parliaments were moving in the same direction (United Kingdom, Denmark, Spain and Sweden).

Summary reports on workshops 1 and 2 were available on the ECPRD website.

9. Reports by Co-ordinators, including seminars 2011 and beyond

a. Area of interest: Economic and budgetary affairs

Following the departure of Kjell Torbiörn, co-ordinator for “Economic research”, and in view of the current financial and budgetary crisis, the Executive Committee had decided to keep this area but to change its name to “Economic and budgetary affairs”. In addition, the Executive Committee had appointed Paola Bonacci, from the Cost Assessment Unit in Italy’s Chamber of Deputies, as the new co-ordinator for this area.

Ms Bonacci was then invited to present this new area of interest.

b. Co-ordinators’ reports

• Parliamentary libraries, research and archives

Ms Dietrich-Schulz delivered a full report on the activities carried out in her area, in particular the seminar held by the German Parliament in June of that year, on parliamentary history and communication with the public. She also informed members about forthcoming seminars.

2012 - Copenhagen – seminar on new models for accessing information

2013 - Paris – seminar on the role of parliamentary libraries and archives services in preserving and conserving their countries’ historic and cultural heritage.

2014 and beyond: a number of proposals were being considered, including ones from the Czech parliament (art collections in parliaments) and the Albanian parliament (new construction and historic buildings), etc.

Mr Skjørestad (Norway) congratulated Elisabeth Dietrich-Schulz on her past efforts and her initiative in organising a seminar on archives and their role in preserving countries’ historic and cultural heritage (Paris, 2013).

Ms Verger informed correspondents about the opening in Brussels of the new visitors’ centre at the European Parliament.

• Parliamentary practice and procedure

Mr Van der Hulst outlined the various activities organised within his area of interest, including the Moscow seminar (May 2011) on the representation of local and regional interests in national parliaments, which had been excellent, including in terms of turnout. He also informed members about plans for future seminars:

Autumn 2012 – Berlin – on parliamentary scrutiny of government;

Spring 2013 – Tallinn (topic to be decided).

Lastly, two other seminars might be held, but had yet to be confirmed:

Autumn 2013 – Skopje (topic to be decided);

2014 – Vienna – on parliamentary administration (this seminar was to have taken place in the autumn 2012 but had had to be postponed for internal reasons to do with the Austrian Parliament).

To conclude, **Mr van der Hulst** said a few words about the “Parliamentary practice and procedure” home page on the ECPRD website. He expressed disappointment at the low number of visitors and contributors and urged correspondents to provide more input for the information pages on their respective parliaments.

• Information and communication technology (including the ECPRD website)

Mr Simonelli reported on the various seminars, in particular the one held in Brussels (Parliament on the Net) and forthcoming events:

Spring 2012 - Madrid - Parliament on the Net

Autumn 2012 - Budapest - on IT

To end, he said a few words about the November 2011 seminar in Athens (doing more with less) and said he had received 25 replies to the questionnaire on the same subject. He urged anyone who had not yet done so to send in their reply soon.

Ms Verger thanked the co-ordinators for their statements and congratulated them on the seminars already held. She asked the Correspondents to approve the dates of the forthcoming seminars, which were confirmed.

The co-ordinators' reports were available on the ECPRD website.

10. Any other business

Fernando Santaolalla (Spain) said he had decided to step down as correspondent in the Senate from January or February 2012. He thanked all the members for their work and their support.

On behalf of all the correspondents, Ms Verger thanked Mr Santaolalla for all the years he had devoted to the ECPRD and wished him every success in his future endeavours.

Lastly, **Ms Verger and Mr Schade** thanked the Swedish hosts, in particular Gunnar Fors, for their hospitality and for the flawless manner in which the meeting had been organised.

Mr Fors said a few words of thanks to his colleagues and to all the correspondents and deputy correspondents.