

RULES ON ACCESS TO THE EUROPEAN PARLIAMENT

BUREAU DECISION

OF [...] [...] 20[...]

THE BUREAU OF THE EUROPEAN PARLIAMENT,

- having regard to the Rules of Procedure and, in particular, to Rules 25 and 123 thereof,
- having regard to national legislation concerning safety and the risk of fire and panic and, in particular, to legislation governing the maximum capacity of buildings and installations,

Whereas:

- (1) The European Parliament is an Institution open to citizens and committed to transparency; Parliament should guarantee an appropriate level of security and safety for all users of its premises.
- (2) An access badge is an identification document that constitutes the primary means for controlling and granting access to Parliament's premises; it incorporates a set of access rights linked to the category of users to which the holder belongs; and it is strictly personal and non-transferable.
- (3) Enhanced clarity about the capacity in which a person is given access to Parliament's premises is needed; since a person might belong to more than one category of users, it is for reasons of legal certainty important to ensure that access is given on the basis of a single capacity; therefore, it should not be possible for a person to hold more than one active access badge at any given time.
- (4) Access should be facilitated to persons with whom Members have a direct professional connection or a personal connection, such as their children, spouse or stable non-marital partner, that requires regular access to Parliament's premises;

HAS ADOPTED THIS DECISION:

Article 1 *Scope*

This Decision shall govern access to Parliament's premises.

Article 2
Access to European Parliament's premises

1. Members shall have a permanent right of access to Parliament's premises throughout their term of office. They shall have access 24 hours a day, 7 days a week.
2. Accredited Parliamentary Assistants and Members' trainees in Parliament's premises shall have a permanent right of access to Parliament's premises for the period laid down in their contract.
3. Members may, on their own responsibility, request permanent access to Parliament's premises for a maximum of six persons with whom they have a direct professional or private connection that requires regular access to Parliament's premises.
4. Members of the Parliament may invite a maximum of nine persons per day to visit them on working days and during office opening hours at Parliament's premises.
5. The Chairs of the political groups and the Members of the Bureau may invite a maximum of 15 persons per day to visit them on working days and during office opening hours at Parliament's premises.
6. The visitors referred to in paragraphs (4) and (5) shall be met by the Member that issued the invitation or by their assistant. They shall be permanently accompanied by the Member or their assistant during the entire period that they spend on Parliament's premises.
7. Former Members shall be entitled to have access, on a daily basis, to Parliament's premises on working days and during office opening hours. Former Members may invite their children, spouse or stable non-marital partner to accompany them.
8. The Quaestors may lay down implementing rules on access arrangements for Members and former Members.
9. The Quaestors shall lay down rules on access to Parliament's premises for interest representatives registered in the Transparency Register and for groups of visitors as defined by the Bureau decision of 16 December 2002.
10. The Secretary-General shall lay down rules on access to Parliament's premises for all types of staff, media representatives and Members of the Diplomatic Corps and any other visitors.
11. The Secretary-General shall develop a new entry log for all persons above 18 years old visiting the European Parliament premises, stating the date, time and purpose of visit. This entry log should not apply to accredited journalists, members and staff of other EU institutions, bodies and agencies.

Article 3
Access to car parks

1. Members shall be entitled to use the car parks of Parliament's premises in accordance with the Bureau Decision of 2 May 2022 on the rules on parking for Members in the European Parliament.
2. Other categories of users shall be entitled to use the car parks of Parliament's premises in accordance with the internal rules on parking in the European Parliament as issued by the Secretary-General.
3. The Quaestors may lay down implementing rules on access to car parks for Members and former Members.

Article 4
Access badge

1. An access badge is an identification document that incorporates a certain set of access rights to Parliament's premises. Those access rights are assigned on the basis of the category of user to which the holder belongs.
2. A person shall only be entitled to have one active access badge for any given period.
3. The access badge is strictly personal and non-transferable. The holder shall not use it to give access to Parliament's premises to other people.
4. All persons who access Parliament's premises shall be required to wear their access badges visibly during the entire period they spend in Parliament's premises.
5. Holders of access badges shall be liable for any misuse thereof. The badges shall remain the property of Parliament. Holders shall return the badge once it no longer fulfils the criteria on the basis of which it was issued. Holders shall also report the loss or theft of such badges to the competent services of Parliament.
6. The Secretary-General shall lay down implementing measures regarding the design and the technical aspects of access badges. The Secretary-General may delegate this power to the Director-General for Security and Safety.

Article 5
Access to specific areas

1. The designation of specific areas set aside for Members shall be determined by the Quaestors.
2. Access to other specific areas may be subject to specific provisions adopted by decision of the Secretary-General.

Article 6
Security and safety

1. Insofar as this Decision and the Bureau Decision of 15 January 2018 on rules governing security and safety in the European Parliament do not contain a specific provision, the European Parliament shall apply on its premises the regulations governing security and safety of the Member State in which they are located, and especially those governing fire safety.
2. When a specific risk situation occurs, the President shall adjust, on a proposal from the Secretary-General, the alert state level, which might include access restrictions, in accordance with Articles 12 to 14 of the Bureau Decision of 15 January 2018 on rules governing security and safety in the European Parliament.
3. The Secretary-General may adopt implementing measures with reference to paragraphs 1 and 2 in accordance with the security and safety policy decided by the Bureau.

Article 7
Exceptional situations

By way of derogation from the applicable rules, and where the interests of Parliament, and Parliament's internal security and safety, including the extraordinary circumstances defined in Rule 237a of Parliament's Rules of Procedure, so dictate, the President may grant or refuse access to Parliament's premises to one or more persons in certain specific situations. The President may delegate this power to the Secretary-General.

Article 8
Failure to comply with this Decision

1. If a Member fails to comply with this Decision, Rule 176 of the Rules of Procedure may be applied.
2. If a former Member fails to comply with this Decision, Article 7 of the Bureau Decision of 17 April 2023 on former Members shall apply.
3. If a person other than a Member or former Member fails to comply with this Decision, they may be expelled from Parliament's premises in application of the Bureau Decision of 15 January 2018 laying down Rules governing Security and Safety in the European Parliament and the Secretary-General may decide to withdraw their access badge.

Article 9

Repeal

This Decision shall repeal the Rules on access badges consolidated by the Bureau on 3 May 2004.

Article 10

Entry into force

This Decision shall enter into force on [one calendar month following the day of its adoption by the Bureau].