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I have the honour to preside over the College of Quaestors this semester, from July to December 2016, during which time I shall endeavour to continue the hard work and good traditions of my colleagues in liaising between Members of Parliament and the Administration to resolve any matters arising in the practical conduct of their mandate.

This Newsletter aims to highlight some of the most relevant issues of practical benefit to Members that are currently being dealt with by the Quaestors. I trust you continue to find it useful.

Over the course of the coming three months I also intend to focus on improvements (notably from a security perspective) to the internal mail system, which is the backbone of our internal communications. Secondly, Parliament's Print shop has changed significantly over the years and today offers a wide range of products and services both in printed and electronic form that many of the Members do not know about. I intend to visit the print shop in Luxembourg (as well as other Luxembourg-based services) with my colleagues to obtain a first-hand overview of the new potential and future

possibilities about which I will keep you informed in due course.

I also intend to begin a review of office equipment and furniture to ensure that it corresponds to the changing needs of Members. Finally, it is important for Members to have access to professional training and advice, where desired, not only in languages and computers, but also in other areas essential to the smooth running of a busy parliamentary office such as staff management, budgetary management, working with social media, child care etc.

**Karol KARSKI**

Chair-in-Office of the Quaestors



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Full re-opening of EP sports centre

Following the end of the previous contract, at the end of 2015, with the former management company that had been running Parliament's sports centre, and the problems to find a new company to take over, the centre has been operated on a temporary basis with limited opening times and reduced services. Parliament's Bureau agreed, on 6 June, to place the overall management of the sports centre under the responsibility of the 'risk protection and well-being at work' unit in DG PERS which, with the assistance of external professional fitness trainers, will supervise the use of the facilities and classes.

Following the discovery of Legionella bacteria in a couple of the communal showers in the Sports centre in Brussels at the end of September, all the showers of the Sports centre were closed and the required corrective treatments undertaken. New water quality controls are now being conducted, following which the showers will be re-opened again in a few days, provided the tests are satisfactory.

The sports centre is due to open fully by the end of this year, at the latest, with daily exercise classes and revised opening hours of 07.00 - 21.00.



Smoking ban - reminder to all smokers

It should be remembered that smoking outside the designated areas represents a breach of Parliament's Rules

concerning the Ban on Smoking throughout the European Parliament Premises - Bureau Decision of 23 March 2011. The Rules provide for a formal warning (yellow card) to be issued in cases of anyone found smoking and, in case of a repeated breach of the smoking ban, the possibility to impose pecuniary fines on Members or disciplinary action in the case of staff.

All Members are urged to ensure that no-one smokes whilst in the office but rather to avail themselves of one of several smoking booths set up for the purpose around the buildings or outside.



DESIGNATED SMOKING AREAS

in Brussels:

- Members' bar
- the ground floor coffee bar in the Spinelli (ASP) building
- the balcony area by the Info-Centre on the 1st floor zone E of ASP
- the Hemicycle bar on the 3rd floor of Paul-Henri Spaak building (PHS)
- an additional smoking area is also due to be made available by the end of this year on the terraces of the 7th floor ASP.

in Strasbourg:

- Members' Hemicycle bar in Louise Weiss (LOW)
- Press bar (LOW)
- Swan bar on the ground floor of the Winston Churchill building (WIC).

Display of posters in offices

Pursuant to Article 5(1) of the Rules governing the posting of notices (adopted by the Bureau on 24 February 2014) individual Members "may display notices of political, cultural or regional content on the door of their office and/or that of their assistants as well as on the corridor walls outside their office and/or that of their assistants".

However, it should be stressed that posters, signs or notices (regardless of content) may not be placed in windows (whether internal or external) or other wall areas other than those explicitly mentioned in Article 5(1).

All notices and posters displayed by Members in Parliament in accordance with Article 5(1) of the applicable rules are subject to the general principles of mutual respect and dignity. Notices and posters must not undermine the dignity of Parliament and under no circumstances shall they be offensive or of an inflammatory nature or contradictory to the values on which the Union is founded. They shall, under no circumstances, have a commercial nature or purpose and shall not aim at advertising or promoting commercial activities (except for small ads placed on the intranet or designated wall space by the lifts in the underground car park).

Any notice, poster or advertisement regardless of the support used, which is likely to violate any of the conditions set out in these rules is liable to be removed.

Complaints on the infringement of the applicable rules can be sent in writing to the Quaestors who may take any necessary measures to have posters removed.

Christmas and New Year greeting cards

DG ITEC has designed a set of greeting cards for Christmas 2016/ New Year 2017. The cards fall into three thematic categories presented in the following order:

- Religious – Christmas (5 in total)
- Institutional (4 in total)
- New Year/non-denominational (3 in total)

All twelve cards will be made available as eCards for free use by Members and staff together with sets of respective wishes in 24 languages. DG ITEC is currently modernising the so called “eCard application” to allow eCards to be viewed by mobile devices (smart phones and tablets).

The Quaestors selected six out of the twelve listed cards to be made available also in a printed format for the exclusive use of Members. According to current rules, each Member can order 200 cards free of charge. Those six cards will be printed with offset, with high-quality finishing. The eCards will be available on EP Intranet from 5 December 2016 to 31 January 2017.



MEP and staff art exhibition

In the past, the College of Quaestors organised an exhibition of works of art by staff of the Institution. It is now proposed to repeat the idea, but this time to open it up to Members of Parliament who may wish to contribute with paintings, drawings or other artistic creations of their own.

The exhibition will follow a common theme, “Working and Living in Diversity” representing the diverse, multicultural environment of the Parliament. Given the space available, only paintings, drawings and photographs can be accepted and must be your own original creations. In the event of a large number of contributions, a pre-selection may be needed and will be judged by a selection committee to be established by DG COMM’s Events and Exhibitions Unit.



HOW TO APPLY

If you are interested in participating in this project, please send a picture and details about your artwork to catherine.bearder-office@ep.europa.eu before noon on **28 October 2016**. The selection will be completed by January 2017 and the exhibition will take place in March 2017.

FOR FURTHER INFORMATION

This Newsletter is produced by the Secretariat of the Bureau and Quaestors. For further information on any of the articles in this edition, please contact one of the Quaestors responsible or the secretariat at the following address:

SecrQuest@europarl.europa.eu

ORDERING YOUR CARDS

Members can already order their printed Christmas cards directly via the [Services for Members](#) section of the Parliament's intranet site **before 28 November 2016**.