



# QUAESTORS' Quarterly

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Dear Colleagues,

First of all I would like to extend a big 'Thank you!' to all Members for supporting the work of the Quaestors over the past 2 ½ years and for electing us in January to serve until the end of this parliamentary term. Following the election of our former fellow Quaestor, Bogusław Liberadzki, as Vice-President, we are delighted to welcome our new colleague, Vladimír Maňka, to the College of Quaestors.

For the most part, the distribution of portfolios will remain the same as before. However, a full list is laid out in this newsletter for your information. Feel free to address any matters or problems you have concerning these areas of responsibility to the relevant Quaestor or the secretariat.

During our 2 ½ year term in office we will also be looking at increasing available office space, adapting the restaurant facilities to the needs of Members, creating more salons for private functions / events, refurbishing the Members' restaurant in the Churchill building, re-opening the canteen in the Salvador de Madariaga building, improving acoustics, comfort and layout in the canteens in both Brussels and Strasbourg, further strengthening security and implementing the new, internalised drivers' service.

In our daily parliamentary work as Members, we also have to manage an increasingly busy office environment, often under stressful conditions. This can sometimes lead to tension between Members and assistants. As Chair of the advisory committee on harassment complaints between Members and assistants, we sent all Members a leaflet at the beginning of the year outlining some steps that can help to manage the office environment in an optimal manner to avoid potential conflict and to deal with it if it arises. Together with the College of Quaestors, I would urge you to read it and keep it as a reference.

I wish you good luck with your work in the second half of this mandate and pledge our commitment to helping to resolve any issues you may have with your working environment.



**Elisabeth MORIN-CHARTIER**  
*Chair-in-Office of the Quaestors*

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## Division of competences

<p><b>Elisabeth MORIN-CHARTIER</b> EPP, FR</p> 	<ul style="list-style-type: none"> <li>▪ Individual requests to payments of parliamentary allowances and reimbursement of expenses (Articles 5, 6, 17, 31, 67 &amp; 72 of Implementing Measures Members' Statute)</li> <li>▪ Assistance to disabled Members (Article 30 IMMS)</li> <li>▪ Derogations concerning number and age of trainees</li> <li>▪ Members' restaurants, lounges and bars and use of other catering services</li> <li>▪ Relations with national and local authorities in Parliament's three places of work</li> <li>▪ Member of the Bureau Working Group on Buildings, Transport and Green Parliament</li> <li>▪ Chair of the Advisory Committee dealing with harassment complaints between APAs and MEPs</li> <li>▪ Conciliator pursuant to Article 23 of the Implementing measures for the Statute of Accredited Parliamentary Assistants</li> </ul>
<p><b>Andrey KOVATCHEV</b> EPP, BG</p> 	<ul style="list-style-type: none"> <li>▪ Members' transport facilities, including car service, the Travel Agency, and facilities at Strasbourg and Brussels airports</li> <li>▪ Sports centres situated on Parliament's premises in Brussels and Strasbourg</li> <li>▪ Reception facilities for visitors' groups</li> <li>▪ Telecommunication and information technology (including television facilities)</li> <li>▪ Members' language and computer courses</li> <li>▪ Contacts with Former Members' Association</li> <li>▪ Member of the Bureau Working Group on Information and Communication Policy</li> </ul>
<p><b>Vladimír MAŇKA</b> S&amp;D, SK</p> 	<ul style="list-style-type: none"> <li>▪ Security issues on Parliament's premises relating to individual Members (including the implementation of the Bureau rules governing the smoking ban)</li> <li>▪ Members' facilities in EP information offices</li> <li>▪ Relations with Political Groups and Non-Attached Members - rules concerning Intergroups and use of Parliament's premises</li> <li>▪ Relations with the Ombudsman and the ECJ</li> <li>▪ Mobility</li> <li>▪ External services in Parliament's premises (shops, banks etc.)</li> <li>▪ Member of the Bureau Contact Group for the House of European History</li> <li>▪ Member of the Bureau ad-hoc WG on security-related measures and policies</li> <li>▪ Member of the Advisory Committee dealing with harassment complaints between APAs and MEPs</li> </ul>
<p><b>Catherine BEARDER</b> ALDE, UK</p> 	<ul style="list-style-type: none"> <li>▪ Cultural and artistic events sponsored by Members</li> <li>▪ Artistic Committee (Chair)</li> <li>▪ Contacts with Former Members' Association</li> <li>▪ Use by Members of Parliament's library and document management</li> <li>▪ Member of High-level Group on Gender Equality and Diversity</li> <li>▪ Member of the Bureau Working Group on ICT Innovation Strategy</li> <li>▪ Member of the Advisory Committee dealing with harassment complaints between APAs and MEPs</li> </ul>
<p><b>Karol Adam KARSKI</b> ECR, PL</p> 	<ul style="list-style-type: none"> <li>▪ Services for Members (Medical Service, European schools &amp; crèche)</li> <li>▪ Office Equipment for Members</li> <li>▪ Use by Members of Parliament's audio visual facilities</li> <li>▪ Rules governing media and non-media representatives on Parliament's premises</li> <li>▪ Central register and attendance lists in the Chamber, committee and group rooms</li> <li>▪ Technical aspects of the lobbyists' register, long-term visitors' access</li> <li>▪ Mail department and print shop</li> <li>▪ Member of the Bureau Contact Group for the House of European History</li> </ul>

## Internalisation of the drivers' service

Following a decision of the Bureau in April 2016 to internalise Parliament's drivers' service, Parliament (DG INLO) has been busy recruiting 110 drivers (more than before) through a thorough and objective series of tests. Approximately 20% of the new recruits had been previously employed by the external service provider and successfully passed the requirements for the new service. 14 nationalities are now represented in the new service, which fully took over the operation this month.



The new drivers are recruited on a one-year contract, renewable once before being offered a more permanent contract as long as they have performed well in their job. As Parliament officials, a high quality, polite and professional service is henceforth central in the job description. In addition to their basic salary, they will receive an additional allowance in compensation for irregular hours and thus Members should no longer tip the drivers.



It should be recalled that the catalyst for internalisation of the service was the security risk as well as concerns about the working conditions. Other advantages include more flexibility in adjusting to periods of high and low demand, a broader linguistic skill base, better social protection, access to Parliament's services and the possibility to lease a more modern and environmentally friendly vehicle fleet.



In addition, it has already been announced (see [Quaestors' Notice 7/2017](#)) that Members may use the new car service (sharing the vehicles) to travel from Brussels to Strasbourg and back during plenary weeks.



### CONTACT THE CAR RESERVATION CENTRE

- **Phone:** 41000
- **Email:** [carreservation@europarl.europa.eu](mailto:carreservation@europarl.europa.eu)
- **at the counter of the Car Reservation Centre (SPINELLI, main entrance, ground floor)**

## New working lunch options (Meet & Eat)

Since the beginning of this year, a new catering service is available inside meeting rooms and Members' offices in Brussels and Strasbourg. The "Meet & Eat" formula consists of several attractive ready-to-eat menus provided in individual, lightweight and recyclable packages.



In case "Meet & Eat" is ordered for a meeting, Members are informed that catering staff must be allowed access into the room for discreet clearing and cleaning fifteen minutes before the official end of the meeting.

### HOW TO APPLY?

The application form must be sent to the main catering service provider at:

[restauration-reservation-bruxelles@ext.europarl.europa.eu](mailto:restauration-reservation-bruxelles@ext.europarl.europa.eu)  
in Brussels

Or

[restauration-reservation-strasbourg@ext.europarl.europa.eu](mailto:restauration-reservation-strasbourg@ext.europarl.europa.eu)  
in Strasbourg



### FOR MORE INFORMATION

To download the application form and for more information on "Meet & Eat" and other catering services, please consult:

<http://www.inloweb.ep.parl.union.eu/inloweb/cms/Accueil/Service/Restaurants/Services>

## Learn.MEP

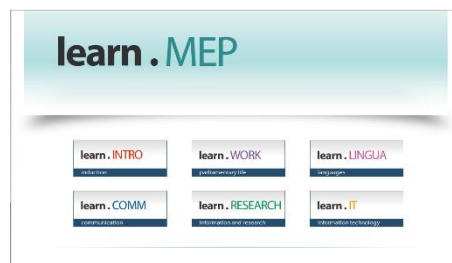
Parliament's services have recently launched an e-catalogue for learning and development opportunities for Members of the European Parliament. There are currently 36 learning activities on offer that are tailor-made for Members and provided on request. For many of the courses Members may be accompanied by their assistants.

A brochure outlining all learning opportunities developed especially for the needs of the Members has been distributed to all Members' offices. Copies are also available at the One-Stop Shop for Members and the Members' Portal.

All coaching sessions are offered by in-house experts or specialists recruited by Parliament for this task. In addition to the traditional language and IT based courses, Members are able to follow personalised audio-visual and social media training, legislative drafting, negotiation and legislative conciliation, library and database research as well as election monitoring. Furthermore practical courses are offered to assist new Members in understanding the labyrinth of financial and social rights,

internal rules and the Members' Code of Conduct.

The Quaestors also recently clarified interpretation of the rules concerning computer courses pursuant to Article 8 of the Rules on Language and Computer Courses for Members in order that Members can attend computer courses covering various kinds of software applications that they use in the performance of their duties ([Quaestors' Notice 02/2017](#)).



### ACCESS THE ONLINE CATALOGUE

For access to the online catalogue of courses and registration forms, click here: [learn.MEP](#)

## MEPs' Portal on Financial and Social Entitlements

Are you already using the Members' portal on financial and social entitlements ?

At the end of last year a new single point of service, integrating all matters related to MEPs' financial and social formalities, became fully operational, as a complement to the online version (e-portal) that has been available since the beginning of 2014. This new service was set up with the goal of simplifying and reducing the administrative burden for Members following the decision of the Bureau of 26 October 2015.

It provides a single contact point for dealing with all financial formalities in relation with the Members' Statute and its implementing measures. The Service is staffed with experienced desk officers from DG Finance familiar with the following administrative matters:

- Salary, medical expenses, insurance cover, transitional allowances and pension rights;

- Allowances for accredited and local assistants, service providers and trainees;

- General expenditure allowance;

- Travel and subsistence expenses;

- Expenses linked to external language and computer courses expenses;

- Bank accounts.

In order to guarantee the highest standards of confidentiality and the respect of the relevant rules on data protection, information on any financial matter of Members will be provided to Members only, unless otherwise indicated by Members via a power of attorney.

### CONTACT THE MEPS' PORTAL

#### Front Desk:

Brussels - ASP 03H352 (former cash office)

Strasbourg - LOW 02To50 (former cash office)

**E-mail:** [mep.portal@ep.europa.eu](mailto:mep.portal@ep.europa.eu)

**Phone:** 44422 (inside Parliament)

+32 2 28 44422 (outside Parliament - Brussels)

+33 388 164422 (outside Parliament - Strasbourg)

### 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](mailto:SecrQuest@europarl.europa.eu)

[Link to the website of the Quaestors](#)