



# QUAESTORS' Quarterly

Issue 2  
December 2015

*"This is the second edition of the Quaestors new quarterly newsletter - and the last under my current tenure as Chair-in-Office of the Quaestors which rotates on a 6-monthly basis. I hope you received and had time to read the last one, sent in September, and that you find the information of some use. Feel free to give us feedback or indicate what additional type of information you would find useful.*

*The Quaestors continue to meet once a month, on the margins of the Strasbourg plenary session and have addressed a wide-range of issues from the introduction of a new laissez-passer to supplement your passports to insurance cover whilst away on official missions and improvements to Parliament's bicycle service.*

*The end of the year is approaching fast so I take this opportunity to send you all my best wishes for Christmas and the New Year. From 1st January 2016, I will hand over the Chairmanship of the Quaestors to my colleague Andrey Kovatchev from Bulgaria who will update you on our activities in the next edition in the Spring."*

Catherine Bearder MEP, Chair-in-Office



## Conversion of car journey allowances

Members are reminded that, in accordance with Quaestors' Notice 53/2012 and 33/2015 as well as Article 23(1a) of the IMMS, those Members who have exhausted their allowances for air, rail or boat journeys in their Member State of election for 2015 may convert all or part of their outstanding car journey allowances into air, rail or boat journeys. The same applies, *mutatis mutandis*, for Members who have exhausted their car journey allowance. The outstanding amounts in respect of these allowances may be consulted via the Members' e-Portal.

### CONVERSION OF CAR JOURNEY ALLOWANCES

Requests for conversion must be submitted in writing **before 31 December 2015**, either electronically via the Members' e-Portal, on paper to the Members' Travel and Subsistence Expenses Unit in Brussels (ASP3 H 352) or by e-mail to [dgfins-caissemep@ep.europa.eu](mailto:dgfins-caissemep@ep.europa.eu).

Requests for conversion submitted after this deadline cannot be considered.

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## A new laissez-passer for MEPs

The Protocol on the Privileges and Immunities of the European Union entitles all MEPs to a laissez-passer travel document, issued by the European Union to facilitate their travel across borders. The document is recognised by all 28 EU Member States as well as by a number of third countries.

Some Members find it a useful complement to their national passports or ID cards, whilst others may have no need for it because their Member State issues parliamentarians with a diplomatic passport.

For those who do use the laissez-passer, it is being upgraded to conform to new security standards that will make it less vulnerable to forgery and facilitate its international recognition. However this does mean that the new one will contain some electronic and biometric features and notably require your finger print, as is common practice nowadays in most Member States when issuing new passports. It should be underlined however, that the laissez-passer remains an optional document and there is no obligation to obtain one.

The new form of laissez-passer was approved by the Council in Regulation 1417/2013. It should be underlined that the laissez-passer is a secure travel document - not a passport and therefore it does not confer diplomatic status, nor does it grant any diplomatic privileges or immunities to its holder. Authorities of the EU Member States must recognise the laissez-passer as a valid travel document. In addition, third countries may also recognise it on a voluntary basis - via agreements concluded with the Commission - as a valid travel document for border crossing and within their territory.

The old format of laissez-passer is no longer valid, having expired on 25 November 2015. New ones can be obtained from the European Commission which is acting as the central service for issuance. The central Enrolment and Delivery Centre is based at rue Breydel 25 for the capture of applicants' biographical and biometrical data. Once ready, the laissez-passer can be collected either at the Enrolment and Delivery Centre or, upon request, from the Members Administration Unit in the Parliament. For security reasons the holder of the laissez-passer is required to collect the document in person. The new laissez-passer will be valid until the end of the legislature and must be returned, in person, on termination of a Member's mandate.

### HOW TO OBTAIN A LAISSEZ -PASSER

Any Member who wishes to obtain a new Laissez-passer is required to contact the Members Administration Unit either by phone or by sending an e-mail to the unit's mailbox in order to set up an appointment:

**Members' Administration Unit**  
Building: Paul-Henri SPAAK 07Bo20  
Phone: 46269, 43940  
E-mail: [AdminMEP@ep.europa.eu](mailto:AdminMEP@ep.europa.eu)

## New medical emergency forms

Do you frequently travel with a parliamentary delegation and wonder what would happen in the event of a medical emergency?

Parliament's 'Crisis Cell', together with the EP Medical Service is launching a new procedure to request confidential medical information of Members, on a voluntary basis, to be used solely in case of emergency whilst on official missions.

The Crisis Cell was established by a decision of the Secretary General in March 2012 in order to manage crisis situations arising during official travel activities outside the three places of work. The aim of the new procedure is to have available, in case of an emergency, the essential medical data that will enable a paramedic or doctor to correctly diagnose and treat any Member of Parliament (or accompanying staff) who may not be able to communicate.

This new procedure aims at enhancing the quality and availability of important medical data through a more complete form that does not need to be filled in before every mission but can be stored safely for subsequent missions.

This procedure works on a voluntary basis. Members are free to decide whether they want to fill out a form or not and which information they wish to disclose.

The medical service will store the signed original in a paper file accessible only to EP doctors, nurses and medical assistants involved in crisis management of missions in the strict respect of medical confidentiality.

A digital copy of these forms will be also kept in a secure database on the Medical Service internal server under the same conditions.

Members may choose to fill out this form preventively without a particular mission in mind or in preparation of a particular mission. Ahead of a specific mission and upon request of the mission organiser, the medical service will prepare individual sealed envelopes, each containing a copy of the ICE form of a participating Member. The mission organiser will pick up the sealed package - with the individual sealed envelopes inside - at the Medical Service. The mission's organiser will keep the ICE forms safe during the entire mission and available in case of emergency. In case of an emergency, the individual Member's ICE form will be given to the first responders and caregivers. Right after the mission, all unopened envelopes will be destroyed (shredded). The same procedure will apply also for EP staff travelling on official missions.



### IN CASE OF EMERGENCY (ICE)

Members are invited, on a voluntary basis, to personally fill in the form on the medical service intranet site and send it back to the medical service (SPINELLI (ASP) 02F343) duly signed in a sealed envelope indicating "ICE form".

[http://www.epintranet.ep.parl.union.eu/sites/refin/home/mep/services\\_meps/mep\\_move/mep\\_emergency\\_iceform.html](http://www.epintranet.ep.parl.union.eu/sites/refin/home/mep/services_meps/mep_move/mep_emergency_iceform.html)

[bmedical@europarl.europa.eu](mailto:bmedical@europarl.europa.eu)

## Travel Insurance during official journeys

Members are insured against accidents occurring anywhere in the world throughout their mandate under Article 8 of the Implementing Rules of the Members' Statute (IMMS) as well as insurance against loss and theft. This insurance applies on top of the usual sickness insurance. All Members are automatically enrolled in the comprehensive insurance scheme unless they notify the Secretary General in writing to the contrary.



Thus Members travelling on official journeys to and from Parliament's three places of work, on official missions authorised by the President, the Bureau or the Conference of Presidents, are covered by the travel insurance policy foreseen under IMMS rules which includes repatriation insurance.

This insurance applies when a Member falls seriously ill or is the victim of an accident or of unforeseen circumstances that prevent the official journey from proceeding smoothly. In case of any such incident happening during an official journey, the Member must contact the assistance centre of the company providing this insurance by phone, e-mail or SMS, and subsequently follow the instructions given.

The insurance policy may cover *inter alia* the cost of provision of the following assistance (certain ceilings may apply):

- assistance in the event of serious illness, accident or death of a Member;
- assistance and early return in the event of natural disaster, major disturbances of public order or serious illness, accident or death of a relative of the Member;
- logistical and administrative assistance in the event of loss or theft

of documents, delay or loss of luggage, or where it is impossible to continue the journey as planned;

- assistance in the event of legal action taken out against the Member;
- supplementary life and invalidity insurance (outstanding balance).

For other kinds of travel, outside official duties (additional travel and travel within the Member State of election - Articles 22 and 23 IMMS) Members are covered in the event of death or permanent invalidity caused by an accident.

Members' personal property and effects are also covered against theft and loss where such theft or loss occurs either within Parliament's premises or during travel on official business (Article 9 IMMS).



These insurance policies (travel assistance insurance, accident insurance, insurance against loss and theft) only cover Members of the European Parliament and do not apply to spouses, assistants or third parties travelling with the Member in question.

### MEMBERS' INSURANCE

The detailed guideline to Members' insurance can be found by following this Intranet link:

[http://www.epintranet.ep.parl.union.eu/files/live/sites/refin/files/shared/guides/practical/members/guide\\_assurance\\_MEP/guide\\_assurance\\_MEP\\_en.pdf](http://www.epintranet.ep.parl.union.eu/files/live/sites/refin/files/shared/guides/practical/members/guide_assurance_MEP/guide_assurance_MEP_en.pdf)

## Language courses for Members

Have you ever thought about improving your language skills, brushing up on your English or learning French? The ability to

communicate effectively in another European language can enhance performance and understanding in informal discussions or negotiations when interpreters are not present.

Members are entitled to reimbursement of the expenses incurred in attending language courses up to EUR 5 000. The courses must be organised by an approved establishment or a self-employed teacher who holds the qualifications required by the national law applicable.

Members may also follow individual courses given by teachers recruited by Parliament in the five most-requested languages (Spanish, German, English, French and Italian). These courses are provided on Parliament's premises in Brussels and Strasbourg for an hourly fee of EUR 40, which is automatically deducted from the Member's overall budget allocation for language tuition. Similar arrangements apply for computer courses.

### PROFESSIONAL TRAINING FOR MEMBERS

For further information about professional training for Members, please contact the Members' Professional Training Service via the following e-mail address:

[dgfins-forpromep@europarl.europa.eu](mailto:dgfins-forpromep@europarl.europa.eu)



### REVIEW OF RULES ON EXHIBITIONS

New provisions entered into force on 1st September 2015 concerning the areas available for exhibitions and receptions. It was agreed that a review would take place after 6 months. If you have any feedback, please inform a Quaestor or send an email to: [MEP-Exhibitions@ep.europa.eu](mailto:MEP-Exhibitions@ep.europa.eu)

For details of the new rules in force and a list of the approved areas for exhibitions, see: [Annex to the Rules governing use of Parliament's premises.](#)



## Parliament's art collection

Have you ever stopped to contemplate the many works of art displayed around Parliament's walls and corridors or wondered where they come from and who chooses them?

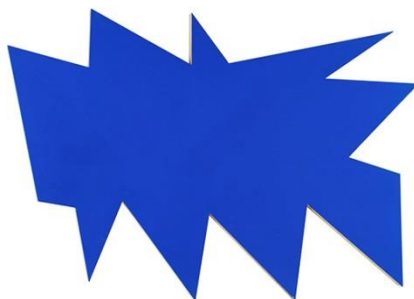


Most national parliaments have an art collection and the European Parliament is no exception. We have around 700 paintings, sculptures and other artworks from all Member States and beyond, including those donated or loaned by national parliaments and other institutions. DG COMM handles the day-to-day management of copyright issues, restoration, insurance, etc. as well as displaying, every six months, a selection of artworks from the country holding the EU Presidency. Individual pieces are also occasionally lent to EP Information Offices in the Member States or to national galleries for specific themed exhibitions. The next exhibition taking place from January to June, during the Dutch Presidency of the EU, will feature Dutch works of art (mainly portraits in line with the chosen theme, 'Europe by People') from Parliament's own art collection as well as several lent by the Dutch Ministry of Foreign Affairs.

Parliament does not have a budget, as such, for the purchase of paintings or sculptures except when acquiring a selection of artwork from a new Member State following its accession to the EU. The rest of the art collection largely comprises donations from public bodies in the Member States and from

national parliaments which partly explains the somewhat eclectic nature of the collection, although the overall emphasis is on modern, rather than classical, art. The Rules governing donations and acquisitions of works of art stipulate a number of criteria which have to be fulfilled to ensure a high standard of artwork on display and to maintain an overall geographic balance.

Prospective donations are vetted by a small Artistic committee made up of the Quaestor responsible for artistic events (Catherine Bearder) and two Vice-Presidents (Antonio Tajani and Ioan Mircea Pascu) - together with representatives from the relevant services. The main challenge at present is to create an online catalogue of Parliament's artwork, respecting copyright where appropriate, and improve the visibility and display of the various pieces without risking damage to any particular painting or sculpture in Parliament's busy corridors.



## Ongoing work on Parliament's main entrances

Following recent national security alerts, the Bureau requested that the entrances to all Parliament's buildings be reinforced and reorganised based on a new security concept capable both of guaranteeing a safe and secure working environment for parliamentary activities while maintaining as much transparency, openness and accessibility as possible, in line with the goal of our Institution.

Priority has been given to the Altiero SPINELLI building as the Simone Veil and rue Wiertz entrances are the main entry points to Parliament. In a second phase a similar security concept will be applied to other entrances taking into account any physical and technical constraints specific to them.

Given the importance of the work to be carried out, it is imperative that each entrance is closed while the work is being completed.

<b>SIMONE VEIL</b>	<b>RUE WIERTZ</b>
<b>ENTRANCE</b>	<b>ENTRANCE</b>
<b>CLOSING:</b>	<b>CLOSING:</b>
15 October 2015	16 January 2016
<b>REOPENING:</b>	<b>REOPENING:</b>
16 January 2016	3 April 2016

### 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)