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Activities of the Assembly's Bureau and Standing Committee (11 April – 22 June 2014)

Progress report

Bureau of the Assembly

Rapporteur: Mr Jordi XUCLÀ, Spain, Alliance of Liberals and Democrats for Europe

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1. Introduction

At its meeting on 11 April 2014 in Strasbourg, the Bureau appointed me as rapporteur for this report. In line with my predecessors, this progress report covers the period outside of Assembly part-sessions, leaving aside the decisions which have already been ratified by the Assembly. Therefore, this report presents the Bureau's activities from the end of the second part-session of 2014 (7-11 April) until the third part-session of 2014 (23-27 June). It also covers the meeting of the Standing Committee held on 23 May 2014 in Baku.

The Bureau will hold its next meetings in Strasbourg on Monday 23 June at 8 a.m. and Friday 27 June 2014 at 8.30 a.m. (during the third part-session), then on Tuesday 2 September 2014 in Paris.



2. Activities of the Bureau since the last part-session

2.1. Follow-up to the Assembly's Resolutions

2.1.1. Follow-up to the second part-session of 2014 (Strasbourg, 7-11 April)

On 11 April 2014, the Bureau approved the following proposals made by the Secretary General of the Parliamentary Assembly:

- *Resolution 1984 (2014) on the "Request for Partner for Democracy status with the Parliamentary Assembly submitted by the Parliament of the Kyrgyz Republic"*

The Bureau decided to open the evaluation process of the partnership with the Parliament of the Kyrgyz Republic and to refer this issue for the preparation of a report on "Evaluation of the partnership for democracy in respect of the Parliament of the Kyrgyz Republic" to the Committee on Political Affairs and Democracy, and to the Committees on Legal Affairs and Human Rights and the Equality and Non-Discrimination for opinion.

- *Resolution 1990 (2014) on "Reconsideration on substantive grounds of the previously ratified credentials of the Russian delegation"*

The Bureau decided to invite the Committee on the Rules of Procedure, Immunities and Institutional Affairs to elaborate a list of rights of participation or representation of members that may be deprived or suspended in the context of a challenge or reconsideration of credentials under Rules 7, 8 and 9 of the Rules of Procedure of the Assembly and to clarify the extent to which paragraph 15.2 of the above resolution is compatible with the Rules of Procedure of the Assembly with regard to the representation of political groups.

- *List of speakers and order of speakers during Assembly debates*

The Bureau decided to ask the Secretary General of the Assembly to report back to the Bureau on the modalities of possibly improving the geographical balance of speakers in plenary debates (see chapter 4.1. of this report).

2.2. Third part-session of 2014 (Strasbourg, 23-27 June)

On 11 April 2014, the Bureau drew up the preliminary draft agenda, which it revised at its meeting of 22 May 2014.

2.3. Standing Committee (Baku, 23 May 2014)

On 11 April 2014, the Bureau took note of the draft agenda and of the revised draft agenda on 22 May.

2.4. The case of René Rouquet (France, SOC), prevented from participating in the meetings of the Parliamentary Assembly in Baku (22-23 May 2014)

Following the decision of the Azerbaijani authorities to cancel the entry visa of Mr René Rouquet, Vice-President of the Assembly, Chairperson of the French delegation, thus preventing his participation in the meetings of the Assembly in Baku on 22 and 23 May 2014, the Bureau decided at its meeting on 22 May 2014 that the Assembly committees (excluding ad hoc committees to observe elections) should not hold any meetings in Azerbaijan for a period of two years starting as from 1 June 2014, and that this measure may be lifted earlier by the Bureau if the Azerbaijani authorities guarantee freedom of movement of Assembly members in Azerbaijan when on Assembly business. It furthermore decided to ask the Committee on Rules of Procedure, Immunities and Institutional Affairs, to examine the implementation by Member States of the General Agreement on Privileges and Immunities of the Council of Europe.

2.5. Election observation

2.5.1. Serbia: early parliamentary elections (16 March 2014)

On 22 May 2014, The Bureau approved the final report of the ad hoc committee.

2.5.2. "The former Yugoslav Republic of Macedonia": presidential election (13 and 27 April 2014) and early parliamentary elections (27 April 2014)

On 11 April 2014, the Bureau approved the final composition of the ad hoc committee (Appendix 1).

On 22 May 2014, the Bureau approved the final report of the ad hoc committee for the presidential and for the early parliamentary elections and authorised the chairperson of the ad hoc committee, the rapporteur of the Monitoring Committee on a post-monitoring dialogue with "the former Yugoslav Republic of Macedonia" and the chairperson of the Socialist Group to carry out a post-electoral mission to the country.

2.5.3. Ukraine: early presidential election (25 May 2014)

On 11 April 2014, the Bureau approved the final composition of the ad hoc committee (Appendix 2). On 22 May 2014, it took note of the press release of the pre-electoral mission.

2.5.4. Turkey: presidential election (10 August 2014)

On 22 May 2014, the Bureau decided to observe this election (subject to the receipt of an invitation) and to constitute an ad hoc committee for this purpose composed of 31 members: SOC: 10; EPP/CD: 10; ALDE: 4; EDG: 4; UEL: 2, and the Rapporteur of the Monitoring Committee. It also authorised a pre-electoral mission.

2.5.5. Bosnia and Herzegovina: general elections (12 October 2014)

On 22 May 2014, the Bureau decided to observe these elections (subject to the receipt of an invitation and confirmation of date) and to constitute an ad hoc committee for this purpose composed of 32 members: SOC: 10; EPP/CD: 10; ALDE: 4; EDG: 4; UEL: 2, and the two co-rapporteurs of the Monitoring Committee. It also authorised a pre-electoral mission.

2.6. Issues raised by committees

2.6.1. Committee on Political Affairs and Democracy

On 11 April 2014, the Bureau authorised Mr Jean-Marie Bockel (France, EPP/CD), Rapporteur on the "Political transition in Tunisia", to carry out a fact-finding visit in the country in the framework of the preparation of his report (dates of the visit to be confirmed).

2.6.2. Committee on Equality and Non-Discrimination

On 11 April 2014, the Bureau took note of the letter of the committee concerning the designation of the General Rapporteur on combating racism and intolerance. It also approved the request of the committee to set up a No Hate Parliamentary Alliance along the lines set out in the memorandum of the committee on the "Follow-up to Assembly [Resolution 1967 \(2014\)](#) - A strategy to prevent racism and intolerance in Europe".

On 22 May 2014, the Bureau authorised Ms Fatiha Saïdi (Belgium, SOC), Rapporteur on "The situation of women in emerging democracies following the Arab revolutions" to conduct a fact-finding visit to Morocco in June 2014 in the framework of the preparation of her report.

2.7. References and transmissions to committees

2.7.1. References approved by the Bureau

On 11 April 2014, the Bureau approved the following references, which were ratified on the same day by the Assembly:

- [Doc. 13442](#), motion for a resolution, The Mediterranean Sea: a front door to irregular migration, reference to the Committee on Migration, Refugees and Displaced persons *for a possible follow-up*;
- [Doc. 13443](#), motion for a resolution, Equality and shared parental responsibility: the rights of fathers, reference to the Committee on Equality and Non-Discrimination *for report* and to the Committee on Social Affairs, Health and Sustainable Development, *for opinion*;
- [Doc. 13444](#), motion for a resolution, Violence against migrants, reference to the Committee on Migration, Refugees and Displaced persons *for report*;

- [Doc. 13447](#), motion for a resolution, Parliamentary co-operation with Kazakhstan, transmission to the Committee on Political Affairs and Democracy *for information*;
- [Doc. 13448](#), motion for a resolution, Intellectual property rights in the digital era, reference to the Committee on Culture, Science, Education and Media *for report*;
- [Doc. 13466](#), motion for a resolution, Creation of a European Institute to counter prejudices about Roma, Sinti and Kales by promoting research about their culture and history, *consultation* of the Committee on Equality and Non-Discrimination *for a possible follow-up*;
- [Doc. 13468](#), motion for a resolution, The inhabitants of frontier regions of Azerbaijan are deliberately deprived of water, reference to the Committee on Social Affairs, Health and Sustainable Development *for report*;
- [Doc. 13487](#), motion for a resolution, The status of immediate past presidents of the Parliamentary Assembly in the Committee on Political Affairs and Democracy, reference to the Committee on Rules of Procedure, Immunities and Institutional Affairs *to be taken into account in the preparation of the report on the "Evaluation of the implementation of the reform of the Parliamentary Assembly"*.

On 22 May 2014, the Bureau approved the following references, which were subsequently ratified by the Standing Committee the next day:

- [Doc. 13480](#), motion for a resolution, Phage therapy, a public health issue, transmission to the Committee on Social Affairs, Health and Sustainable Development *for information*;
- [Doc. 13486](#), motion for a resolution, Organised crime and migrants, reference to the Committee on Migration, Refugees and Displaced persons *for report*;
- [Doc. 13497](#), motion for a resolution, Council of Europe Development Bank strategy, transmission to the Committee on Social Affairs, Health and Sustainable Development *for information*.

2.7.2. Request for modification of a reference

On 11 April 2014, the Bureau modified the following reference, which was subsequently ratified by the Assembly:

- [Doc. 13288](#), Motion for a resolution, Massive eavesdropping in Europe (Ref. 4003 of 30 September 2013), reference to the Committee on Legal Affairs and Human Rights *for report* and to the Committee on Culture, Science, Education and Media *for opinion*.

2.7.3. Requests for extension of references

On 11 April 2014, the Bureau approved the requests of extension of the following references:

- [Doc. 12603](#), motion for a resolution, Parliamentary contribution to solving the Western Sahara conflict Ref. 3783 of 20 June 2011 – validity: 30 April 2014, extension until 30 June 2014;
- Bureau decision, The Memorandum of Understanding between the Council of Europe and the European Union - evaluation 5 years after (Ref. 3887 of 29 June 2012 – validity: 29 June 2014), extension until 30 September 2014;
- Bureau decision, Political transition in Tunisia (Ref. 3889 of 29 June 2012 – validity: 29 June 2014), extension until 29 June 2015.

On 22 May 2014, the Bureau approved the requests of extension of the following references:

- Bureau decision, Strengthening the protection and role of human rights defenders in Council of Europe member States (Ref. 3885 of 29 June 2012 – validity: 29 June 2014): extension until 31 March 2015;
- Bureau decision, European institutions and human rights in Europe (Ref. 3886 of 29 June 2012 – validity: 29 June 2014): extension until 31 January 2015;
- [Doc. 12599](#), motion for a recommendation, The impact of increasing social exclusion on democratic institutions and participation: need for strong action (Ref. 3780 of 20 June 2011 – validity: 20 June 2014): extension until 31 December 2014.

2.7.4. Reply after consultation

On 11 April 2014, the Bureau decided not to give any further action to [Doc. 13365](#), motion for a resolution, Europe must be based on economically viable regions - Effective local self-government for member States.

2.8. Institutional representation of the Parliamentary Assembly in 2014

On 11 April 2014, the Bureau approved the appointment of two representatives to the European Commission against Racism and Intolerance (ECRI): Mr Snorre Serigstad Valen (Norway, UEL) on behalf of the Committee on Equality and Non-Discrimination and Mr Khalid Chaouki (Italy, SOC) on behalf of the Committee on Culture, Science, Education and Media.

2.9. European Committee for the Prevention of Torture and Inhuman and Degrading Treatment or Punishment (CPT)

On 11 April 2014, the Bureau drew up the list of candidates for the CPT in respect of Armenia and Denmark, which was subsequently forwarded to the Committee of Ministers.

2.10. World Forum for Democracy (Strasbourg, 3-4 November 2014)

On 22 May 2014, the Bureau decided to constitute an ad hoc committee to participate in the Forum, composed of members proposed by all of the Assembly's committees in time before the Bureau meeting on 27 June 2014.

2.11. Election of the Secretary General of the Council of Europe

On 22 May 2014, the Bureau interviewed the candidates Mr Thorbjørn Jagland and Ms Sabine Leutheusser-Schnarrenberger (in camera).

2.12. Debate on the activities of the Organisation for Economic Co-operation and Development (OECD)

On 22 May 2014, the Bureau approved the proposals on the modalities of the OECD debates within the enlarged Assembly contained in the memorandum prepared by the Secretary General of the Assembly, subject to the receipt of a formal agreement from the Secretary General of the OECD.

2.13. Reimbursement of travel and subsistence expenses of the members of the Parliamentary Assembly at the charge of Council of Europe budgets

On 22 May 2014, the Bureau adopted the revised "aide-mémoire" (Appendix 3).

2.14. Analysis of the use made by the Assembly's political groups of their allocations for 2013

On 22 May 2014, the Bureau took note of the opinion of the Committee on Rules of Procedure, Immunities and Institutional Affairs on this matter.

2.15. Meetings elsewhere than in Strasbourg and Paris

During the reference period, the Bureau authorised the following meetings:

- Sub-Committee on Media and Information Society (Committee on Culture, Science, Education and Media), on 12-13 May 2014, in Istanbul, Turkey;
- Ad hoc Sub-Committee to participate in the 3rd International Conference of the North-South Process for the Empowerment of Women (Committee on Equality and Non-Discrimination) on 17-18 June 2014 in Rabat;
- Committee on Legal Affairs and Human Rights to meet on 30-31 October 2014 in Madrid.

2.16. Appointment of Assembly representatives for official activities

On 22 May 2014, the Bureau appointed Ms Doris Barnett (Germany, SOC) to participate in the 33rd annual session of the OSCE Parliamentary Assembly in Baku from 28 June to 2 July 2014.

3. Activities of the Standing Committee (Baku, 23 May 2014)

The Standing Committee heard a welcome address by Mr Ogtay Asadov, Speaker of the Milli Məclis, and held an exchange of views with Mr Elmar Mammadyarov, Minister of Foreign Affairs of the Republic of Azerbaijan and Chairperson of the Committee of Ministers of the Council of Europe.

Following debates, the Standing Committee adopted the following texts on behalf of the Assembly:

- [Opinion 287 \(2014\)](#) on Draft Council of Europe Convention against the manipulation of sports competitions;
- [Recommendation 2045 \(2014\)](#) on Combating sexual violence against children: towards a successful conclusion of the ONE in FIVE Campaign;
- [Resolution 1996 \(2014\)](#) on Migrant children: what rights after 18?;
- [Resolution 1997 \(2014\)](#) on Migrants and refugees and the fight against AIDS;
- [Resolution 1998 \(2014\)](#) on Improving co-operation between National Human Rights Institutions and parliaments in addressing equality and non-discrimination issues.

The Standing Committee ratified the references as listed in chapter 2.8.1. of this report.

It ratified the credentials of new members of the Assembly submitted by the delegations of Armenia, France, Germany and Serbia, and approved the changes in the composition of Assembly committees.

The Standing Committee took note of the draft agenda of the third part-session of the Assembly (23-27 June 2014) as well as of the report of the ad hoc Committee of the Bureau on “Observation of the early parliamentary elections in Serbia (16 March 2014)”.

4. Decisions of the Bureau requiring ratification by the Assembly

4.1. List of speakers and order of speakers during Assembly debates

On 22 May 2014, the Bureau approved the proposals contained in the memorandum prepared by the Secretary General of the Assembly, subject to ratification by the Assembly within the progress report, notably with regard to the introduction of an electronic registration system of speakers and the inclusion in the complementary text on Additional Provisions relating to Assembly debates on the order of speakers (after paragraph 5) the following paragraph: *“subject to the provisions of paragraph 13, the first half of a list of speakers shall not include more than 50% of the members of a national delegation”* (see pp. 94 and 96 of the Assembly Rules of Procedure, January 2014 edition).

4.2. Special Rules on Honorary Association with the Parliamentary Assembly

With reference to [Resolution 1903 \(2012\)](#) on the “Code of conduct of members of the Parliamentary Assembly: good practice or a core duty?”, on 22 April 2014, the Bureau approved the proposals to bring the special rules on honorary association with the Parliamentary Assembly and the special rules on the title and prerogatives of honorary President of the Parliamentary Assembly of the Council of Europe into line with the already existing Code of conduct for members of the Parliamentary Assembly by adding the following provisions, subject to ratification by the Assembly within the progress report:

- in the special rules on honorary association with the Parliamentary Assembly, after paragraph 2 (p. 282 of the Assembly Rules of Procedure):

“Former members of the Parliamentary Assembly involved in representing and fostering another person’s or entity’s interests in the Parliamentary Assembly shall not, throughout the period of such activity, benefit from the prerogatives of the honorary associates as far as the distribution of documents and access to the buildings, the Chamber and meeting rooms are concerned.”

- in the special rules on the title and prerogatives of honorary President of the Parliamentary Assembly of the Council of Europe, after paragraph 2 (p. 284 of the Assembly Rules of Procedure):

“Former Presidents of the Parliamentary Assembly involved in representing and fostering another person’s or entity’s interests in the Parliamentary Assembly shall not, throughout the period of such activity, benefit from the prerogatives of the Honorary President of the Parliamentary Assembly as far as the distribution of documents and access to the buildings, the Chamber and meeting rooms are concerned.”

The Assembly is invited to ratify these Bureau decisions.

Appendix 1 – Ad hoc Committee for the observation of the presidential and early parliamentary elections in “the former Yugoslav Republic of Macedonia” (13 and 27 April 2014) - List of members

Stefan SCHENNACH* (Austria, SOC), Head of the delegation

Socialist Group (SOC)

- Deniza KARADJOVA, Bulgaria
- Maryvonne BLONDIN, France
- Melita MULIĆ, Croatia
- Deniz BAYKAL, Turkey
- Ingrid ANTIČEVIĆ MARINOVIĆ, Croatia

Group of the European People’s Party (EPP/CD)

- Werner AMON, Austria
- Tinatin BOKUCHAVA, Georgia
- Şaban DİŞLİ*, Turkey
- Bernd FABRITIUS, Germany
- Denis JACQUAT, France
- Yves POZZO di BORGO, France

Alliance of Liberals and Democrats for Europe (ALDE)

- André BUGNON, Switzerland
- Margus HANSON*, Estonia
- Chiora TAKTAKISHVILI, Georgia

European Democrat Group (EDG)

- Morten WOLD, Norway
- Reha DENEMEÇ, Turkey
- Sir Roger GALE, United Kingdom

Substitutes

- Tülin ERKAL KARA, Turkey
- Ganira PASHAYEVA, Azerbaijan

Group of the Unified European Left (UEL)

- Andrej HUNKO, Germany

Rapporteur AS/MON (ex-officio)

- Robert WALTER*, United Kingdom

Venice Commission

- Owen MASTERS, expert of the Venice Commission

Secretariat

- Bogdan TORCĂTORIU, Administrative Officer, Interparliamentary co-operation and election observation unit
- Ivi-Triin ODRATS, Administrative Officer
- Gaël MARTIN-MICALLEF, Secretariat Venice Commission

* members of the pre-election delegation (11-12 March 2014)

Appendix 2 – Ad hoc committee for the observation of the early presidential election in Ukraine (25 May 2014) - List of members, updated on 24 May 2014

Andreas GROSS (Switzerland, SOC), Head of the delegation

Socialist Group (SOC)

- Joe BENTON, United Kingdom
- Robert BIEDROŃ, Poland
- Maryvonne BLONDIN, France
- Bernadette BOURZAI, France
- Ute FINCKH-KRÄMER, Germany
- Andreas GROSS *, Switzerland
- Sabir HAJIYEV, Azerbaijan
- Stella JANTUAN, Republic of Moldova
- Liliane MAURY PASQUIER, Switzerland
- René ROUQUET, France
- John TOMLINSON, United Kingdom

Group of the European People's Party (EPP/CD)

- Lolita ČIGĀNE, Latvia
- Bernd FABRITIUS, Germany
- Béatrice FRESKO-ROLFO, Monaco
- Frank JENSSEN *, Norway
- Jacques LEGENDRE, France
- François ROCHEBLOINE, France
- Rovshan RZAYEV, Azerbaijan
- Kimmo SASI, Finland
- Tobias ZECH, Germany

European Democrat Group (EDG)

- Brian BINLEY, United Kingdom
- Reha DENEMEÇ, Turkey
- Roger GALE, United Kingdom
- Ingebjørg GODSKESEN *, Norway
- Morten WOLD, Norway

Alliance of Liberals and Democrats for Europe (ALDE)

- Marieluise BECK, Germany
- Doris FIALA, Switzerland
- Karl GARDARSSON, Iceland
- Alfred HEER, Switzerland
- Tinatin KHIDASHELI *, Georgia

- Kerstin LUNDGREN, Sweden
- Andrea RIGONI, Italy
- Kristýna ZELIENKOVÁ, Czech Republic

Group of the Unified European Left (UEL)

- Andrej HUNKO, Germany
- Grigore PETRENCU, Republic of Moldova
- Nikolaj VILLUMSEN *, Denmark

Co-rapporteur AS/MON (ex-officio)

- Marietta de POURBAIX-LUNDIN *, Sweden

Venice Commission

- Srdjan DARMANOVIC, Montenegro
- Amaya ÚBEDA, Administrative Officer

Secretariat

- Chemavon CHAHBAZIAN, Deputy to the Head of Secretariat of the Interparliamentary co-operation unit and election observation
- Yann de BUYER, Head of the Central Division
- Nathalie BARGELLINI, Principal Administrative Assistant, Communication Division
- Daniele GASTL, Assistant, Interparliamentary cooperation unit and election observation
- Catherine LAKBAR, Assistant, Parliamentary Assembly

* members of the pre-election delegation

Appendix 3 – Aide-mémoire concerning the reimbursement of travel and subsistence expenses of the members of the Parliamentary Assembly at the charge of Council of Europe budgets

I. GENERAL PROVISIONS

1. Members of the Parliamentary Assembly (hereinafter referred to as the “Members”) travelling on Council of Europe business and at the Council’s expense shall arrange their journeys in the most economical manner. Travelling expenses shall be reimbursed and daily subsistence allowances paid in accordance with the present aide-mémoire.

II. MEANS OF TRANSPORT AND TRAVELLING EXPENSES

1. Members shall be entitled, as provided for below, to reimbursement of travel expenses incurred in travelling between the address specified in the notice of the meeting (hereinafter referred to as the “place of departure”), and the place of the meeting.

2. If, for personal or professional reasons, Members travel to the meeting from a place other than their place of departure, or return to such place after the meeting, the refund shall be restricted to the amount of expenses they would have incurred in travelling to or from their place of departure. In exceptional and duly justified circumstances, with the prior approval of the Secretary General of the Parliamentary Assembly, Members may request reimbursement based on the actual itinerary.

3. ***All claims for reimbursement of travel expenses for all means of transport must be accompanied by a copy of the relevant ticket and evidence of the expenditure actually incurred for example, an original invoice or certified copy, credit card slips or bank statement). In no case shall the amount reimbursed exceed the actual expenditure incurred.***

4. Rail travel

The reimbursement of the first class rail fare is authorized. Where the duration of the journey is longer than 6 hours between 10 p.m. and 7 a.m., the reimbursement of a first class sleeper is authorized.

5. Air travel

Reimbursement shall be based on the economy class fare.

However, reimbursement may be based on the business class fare in the following circumstances:

- for single flights lasting more than 7 hours;
- for more than 15 hours travelling time (more than one flight plus stopovers);
- for health reasons attested by a medical certificate, which must be submitted with the claim form.

The flight itinerary must be presented to justify the duration of flying time or total travelling time, as appropriate.

Excess baggage charges are not refundable unless justified on grounds of official requirements.

The President of the Parliamentary Assembly is authorized to travel on business class.

6. Sea travel

The reimbursement of travel by sea shall not exceed the amount of the air fare as defined in paragraph 6 above. When Members travel by car, the cost of transporting the car by sea shall not be reimbursed.

7. ***Transit fares*** in connection with changing from one means of transport to another and fares paid for travel between the place of departure and/or the place of the meeting and railway station or airport are provided for within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed. However, when such fares exceed 20% of the daily allowances paid, the difference may be reimbursed, subject to the prior approval of the Secretary General of the Parliamentary Assembly and on presentation of evidence of the expenditure actually incurred.

8. ***Local travel costs*** incurred during meeting days are provided within the daily allowances paid for attendance at meetings and shall not therefore be directly reimbursed.

9. Members travelling by **means other than public transport** on a distance exceeding 30 kilometers per journey (one-way) shall be refunded a lump sum based on kilometric allowance determined annually by the Committee of Ministers. Distances over 1600 kilometers for the return journey shall be refunded on the basis of economy class air fare from the nearest airports, unless there is a prior approval by the Secretary General of the Parliamentary Assembly authorizing reimbursement based on the kilometric allowance. Journeys of less than 30 kilometers (one-way) are not reimbursed.

The journey time used as the basis for the calculation of daily allowances shall be the result of the number of kilometers divided by 90 and shall not exceed 24 hours.

Related costs, such as toll and parking feed, may only be reimbursed with the prior approval of the Secretary General of the Parliamentary Assembly and only where there is no other possible alternative. Such claims shall be accompanied by evidence of the expenditure actually incurred.

If two or more members entitled to claim expenses use the same car, a refund shall be made only to the person in charge of the vehicle, with an increase of 10 % for the each passenger.

Members travelling by car do so at their own risk. The Council of Europe disclaims all liability in respect of any accident that may occur during the journey.

III. DAILY ALLOWANCES

1. During the mission, members shall be entitled to receive an allowance at a daily rate determined annually by the Committee of Ministers (*the rate in force as from 1 January 2014 is 269 euros*). This rate is the same wherever the meeting takes place.

2. This allowance shall be deemed to cover all expenditure incurred by Members in attending meetings, except for the travel expenses provided for above.

3. However, where in exceptional and duly justified circumstances, and with the prior approval of the Secretary General of the Parliamentary Assembly, total accommodation costs (room, breakfast and related taxes) amount to more than 60% of the total daily allowances payable in respect of the meeting, members may submit a claim for a supplementary payment. Any such claim must be supported by original vouchers attesting the actual expenditure incurred for accommodation.

4. The duration of the period conferring entitlement to the allowance shall be determined as follows:

- a. The daily allowance is payable for each 24-hour period within the duration of a mission. Part-days totaling 12 hours give entitlement to the full allowance and parts totaling between 6 and 12 hours to half the allowance; parts totaling less than 6 hours give no entitlement.
- b. The duration of a mission is calculated according to the day and hour of departure from and return to the usual place of departure.

5. Members shall declare any meals or overnight accommodation provided to them free of charge. Where overnight accommodation or meals to Members are provided free of charge the daily allowance shall be reduced, unless the Secretary General of the Parliamentary Assembly decides otherwise, as follows:

- reduction of 50% of the daily allowance per night;
- reduction of 15% of the daily allowance per meal (lunch or dinner).

IV. OTHER EXPENSES

1. Other expenses incurred by Members in connection with their attendance at the meeting, such as visa fees and vaccination costs, which are strictly unavoidable, shall be reimbursed. Such claims shall be accompanied by evidence of the expenditure actually incurred.

2. Expenses related to insurance, representation, communication by telephone or fax, the use of the Internet and the rental of meeting rooms are not reimbursed.

V. SICKNESS AND ACCIDENT

1. Specific travel related risks are covered by a **CHARTIS** insurance policy (number **2.004.761**), which provides cover for persons up to their 76th birthday. The following help line **CHARTIS Assistance 24 hours** can be called in case of need: **(32) 3 253 69 16**. Damages caused by the insured parties when using motor

cars or vehicles or any other form of overland transport are not covered by this insurance policy. They are nevertheless obliged in the first instance to exhaust all possibilities of payment of benefits due to them under the scheme to which they are affiliated in their own country in respect of illness and accident occurring during the journey and/or the meeting.

VI. REIMBURSEMENT

1. The expenses referred to above shall be refunded upon submission of a claim certified true and correct by the Members, to which all vouchers required by the present aide-mémoire must be appended.