

IV

(Notices)

NOTICES FROM EUROPEAN UNION INSTITUTIONS AND BODIES

EUROPEAN PARLIAMENT

DECISION OF THE BUREAU

of 4 May 2009

concerning European Parliament rules on language and computer courses for Members

(2009/C 204/03)

THE BUREAU OF THE EUROPEAN PARLIAMENT,

Having regard to the Statute for Members of the European Parliament ⁽¹⁾, and in particular Articles 20 and 22 thereof,Having regard to the Implementing Measures for the Statute for Members of the European Parliament (hereinafter 'IM') ⁽²⁾, and in particular Articles 44 and 74 thereof,

Having regard to Rules 8 and 22(2) of Parliament's Rules of Procedure,

Whereas the provisions of the Rules governing the payment of expenses and allowances to Members of the European Parliament ⁽³⁾, and in particular Articles 22 et seq. dealing with language and computer courses for Members, will expire on the date on which the Statute for Members of the European Parliament enters into force, and whereas, therefore, new rules governing such courses need to be adopted,

HAS DECIDED:

SECTION 1

GENERAL PROVISIONS

Article 1

Principles and definitions

1. Pursuant to Article 44(1) IM, Members may attend language and computer courses organised by Parliament or by an approved establishment in accordance with the conditions laid down in these Rules. Members shall be entitled to reimbursement of the expenses actually incurred in attending language and computer courses, in accordance with the limits and conditions laid down below.

⁽¹⁾ Decision 2005/684/EC, Euratom of the European Parliament of 28 September 2005 adopting the Statute for Members of the European Parliament (OJ L 262, 7.10.2005, p. 1).

⁽²⁾ Approved by Parliament's Bureau on 19 May 2008 and 9 June 2008 (PE388.087/BUR/GT/REV 13).

⁽³⁾ PE113.166/BUR/rev.XXV/01-2009.

2. 'Approved establishment' shall mean a school, an institute or a self-employed teacher/trainer who holds the qualifications required by the national law applicable to the courses given to teach the language or the software application in accordance with the arrangements chosen by the Member.

Article 2

Reimbursement of tuition fees

1. Reimbursement of tuition fees, including, where appropriate, registration fees, may not exceed an annual amount of EUR 5 000 in respect of language courses and EUR 1 500 in respect of computer courses. Within those limits, a maximum of EUR 500 may be reimbursed in respect of distance learning or self-tuition materials.

2. In an election year, or if a Member's term of office comes to an end during the financial year, the maximum amounts shall be allocated on a pro rata basis between the outgoing Member and the newly elected Member. Amounts unduly paid shall be paid back or recovered.

Article 3

Reimbursement procedures

Tuition fees, which shall not cover the teacher's travel expenses or commission charges, shall be reimbursed on the basis of a written application from the Member concerned, which must be accompanied by the following supporting documents:

1. The invoice for the tuition fees, drawn up in due form and duly received in respect of the full amount, and stating:

(a) the Member's name;

- (b) the name, address and legal status of the approved establishment;
 - (c) the total cost of the course, broken down into tuition fees and other charges;
 - (d) the VAT number or, if the establishment is exempt from the requirement either to register with the VAT authorities or to pay VAT, the reason for that exemption;
 - (e) and, where required by law, the commercial register or equivalent number of the approved establishment.
2. A certificate of regular attendance issued and duly validated by the approved establishment stating the Member's name, the number of hours of tuition attended and the dates and times thereof.
 3. A supporting document certifying that the establishment is approved, within the meaning of Article 1(2), to provide tuition.

SECTION 2

LANGUAGE COURSES

Article 4

Language courses organised by Parliament

Members may attend, on Parliament's premises in Brussels and Strasbourg, at an hourly cost of EUR 40 and up to the maximum amount referred to in Article 2, one or more language courses given by teachers made available by Parliament on the basis of their work timetable, in the five most-requested languages (English, French, German, Italian and Spanish).

Article 5

Other courses in the official languages

1. Members may attend courses in the official languages referred to in Rule 138 of Parliament's Rules of Procedure, i.e. the languages in which authentic versions of the Treaties are drawn up and the official languages of the officially recognised applicant countries.
2. Members shall receive reimbursement of the tuition fees paid for such courses, up to the maximum amount referred to in Article 2 and in accordance with the procedures laid down in Article 3.
3. In addition to the amount referred to in Article 2, Members may also receive reimbursement of the travel and subsistence expenses incurred in attending courses at a language school or institute, provided that:

- (a) the school or institute is situated in Europe (excluding Parliament's normal places of work and regions situated outside the European continent); and
- (b) they attended the courses in a Member State other than that in which they were elected or in an officially recognised applicant country; and

- (c) the language studied is an official language of that Member State or applicant country; and
- (d) the courses include a minimum of 20 hours' tuition per session with a minimum of four 60-minute lessons or five lessons each lasting 45-50 minutes per day. The session must consist of consecutive days which may be interrupted by a maximum of two public holidays (excluding weekends) when the teaching establishment is closed.

4. Travel expenses shall be reimbursed on the basis of Articles 13, 15 and, *mutatis mutandis*, 17 IM in respect of a maximum of two return journeys per year. The cost of journeys by taxi not exceeding 40 km made on arrival at or departure from the place where the course is held shall be reimbursed on presentation of supporting documents specifying the distance travelled.

5. Subsistence expenses shall be reimbursed at half the standard rate of the subsistence allowance referred to in Article 24(2) IM, and for a maximum of 20 days per year, provided that Members can prove that they actually had to bear the cost of accommodation. To that end, Members must present a duly receipted accommodation invoice.

6. In an election year, the number of return journeys and the number of days' allowances shall be allocated on a pro rata basis between the outgoing Member and the newly elected Member.

7. Supporting documents in respect of travel and subsistence expenses must be submitted together with those relating to tuition fees.

Article 6

Courses in other languages

Members may attend courses in other languages than those referred to in Article 5(1), provided that the languages have a direct connection with their official parliamentary duties and subject to prior authorisation from the Quaestor with responsibility for professional training. In respect of such courses, Members shall receive reimbursement only of the tuition fees, up to the maximum amount referred to in Article 2 and in accordance with the procedures laid down in Article 3.

SECTION 3

COMPUTER COURSES

Article 7

Courses organised by Parliament

Members may attend computer courses organised by Parliament covering the software applications it makes available to Members.

Members shall receive no reimbursement in respect of attendance at such courses.

*Article 8***Other computer courses**

Members may attend computer courses given outside Parliament dealing with the software applications that they use in the performance of their duties.

In respect of such courses, Members shall receive reimbursement only of the tuition fees, up to the maximum amount referred to in Article 2 and in accordance with the procedures laid down in Article 3, and provided that they submit detailed documentation concerning the course content.

SECTION 4

DISTANCE-LEARNING AND SELF-TUITION*Article 9***Definition**

Members may take distance-learning language or computer courses, including Internet courses, or purchase language or computer self-tuition materials.

*Article 10***Reimbursement procedures**

1. In respect of such courses, Members shall receive, up to the maximum amount referred to in Article 2, reimbursement

of the cost of the distance-learning course and/or of the self-tuition materials, excluding computer connection or communication costs.

2. Reimbursement shall be effected in accordance with the procedures laid down in Article 3 and on presentation of:

- (a) detailed documentation setting out the programme for the distance-learning course chosen or a description of the self-tuition materials purchased;
- (b) and, in respect of distance-learning and/or Internet courses, a certificate of regular attendance issued and duly validated by the approved establishment, stating the Member's name, the number of hours' tuition taken and the dates and times thereof.

SECTION 5

FINAL PROVISION*Article 11***Entry into force**

These Rules shall enter into force, following their publication in the Official Journal, on the date of entry into force of the Statute for Members of the European Parliament.
