



**Guidelines
Prepared by the Danish Presidency
for the Conference of EU Speakers
concerning**

The Calendar for Interparliamentary Cooperation

In a letter to the Secretaries General of European Union Parliaments sent 15 November 2005, the Danish Parliament announced the publication of a web-based version of the “Calendar for Interparliamentary Cooperation”. With the launch of the IPEX website on 30 June 2006, it is proposed that the calendar be moved from its present location (www.eu-speakers.org) to the IPEX website (www.ipex.eu).

According to the Hague Guidelines, it is the responsibility of the parliament hosting the forthcoming Conference of EU Speakers to maintain the calendar. In order to facilitate the updating of the calendar on the IPEX website, a set of guidelines are proposed, which will outline the specific procedures for updating and maintaining the calendar.

The proposed guidelines were reviewed by the Secretaries General at their meeting in Copenhagen in February 2006. The review did not result in any comments from the floor.

Proposal for Guidelines

The following guidelines do not alter the provisions for the calendar already agreed upon in the “Hague Guidelines”, but rather, they merely elaborate procedural and technical provisions concerning its updating and maintenance. In addition, the calendar guidelines formally bestow upon IPEX the responsibility for the electronic publication of the calendar.

The following guidelines are proposed for adoption by the Speakers:

1. The “Calendar for Interparliamentary Cooperation” will be hosted on the IPEX website.

2. It is the responsibility of the parliament hosting the forthcoming Conference of EU Speakers to maintain the calendar; however the IPEX Central Support may assist in the updating and maintenance of the calendar pages on the IPEX website.
3. National parliaments shall submit information concerning interparliamentary events to the parliament hosting the forthcoming Conference of EU Speakers. They are also encouraged to send a copy to the IPEX Central Support.
4. In order to allow for a structured presentation of the calendar, parliamentary events should be accessible either through searching by event-date or through performing an event-type search.
5. Interparliamentary meetings shall be indexed into the following categories:
 - a. Meetings relating to the Conference of EU Speakers
 - b. COSAC meetings
 - c. Interparliamentary meetings organized by a national parliament
 - d. Interparliamentary meetings organized by the European Parliament
 - e. Other parliamentary assemblies
6. The Parliament hosting the forthcoming Conference of EU Speakers may add additional categories of events to the calendar under the supervision of the IPEX Board.
7. The calendar shall be updated on a regular basis.
8. The calendar shall provide links to websites, which provide additional information and documentation concerning the events - whenever possible, these links should be to the host parliament or organization. If no such website exists, the information shall be directly uploaded onto the calendar.
9. Technical aspects relating to the maintenance of the calendar shall be the responsibility of the IPEX Central Support.
10. Any future development of the calendar shall be considered under the supervision of the IPEX Board with subsequent approval of the Secretaries General.

Background

In order to facilitate and improve the planning and work for the EU parliaments, a “Calendar for Interparliamentary Cooperation” was established by the Speakers of the European Union. The Conference of EU Speakers adopted provisions concerning the calendar at its meeting in the Hague in 2004.

Excerpt from the Hague Guidelines:

“To facilitate planning and work for the parliaments an overview of activities should be provided. Information about regular meetings with

sectoral committees, COSAC or other established forums and networks, as well as scheduled or intended ad hoc interparliamentary meetings, should be sent to the Secretary General of the parliament hosting the forthcoming EU Speakers' Conference in such a time as to allow him/her to present them at a meeting of Secretary Generals and include them in an annual or long term calendar of meetings. The calendar is subject to the right of any parliament to propose new initiatives."

According to the guidelines, the Secretary General of the parliament hosting the forthcoming Conference of EU Speakers should present the calendar at the meeting of the Secretaries General. At the meeting of Secretaries General in Budapest, the former Hungarian Presidency submitted a "hard copy" of the Calendar to the Secretaries General.

Under the preparations of the Danish Presidency, the Parliaments representing the troika of the Conference of Speakers (Hungary, Denmark and Slovakia) agreed to publish the calendar on the internet. The calendar – which presently is accessible at www.eu-speakers.org/en/calendar – was submitted to the meeting of Secretaries General in Copenhagen.

The Hague Guidelines state that information concerning interparliamentary meetings should be sent to the Secretary General of the parliament hosting the forthcoming Conference of EU Speakers. During the Danish Presidency several parliaments sent information about specific meetings, which have been included in the calendar. However the collection of data concerning interparliamentary meetings proved to be a challenge and a proactive "search" of parliamentary events was therefore required. It is anticipated, that a prominent and visible calendar on the IPEX website will encourage parliaments to submit information concerning their own events.