

## Description of the Tasks and Duties of the IPEX National Correspondent

*"The Speakers welcomed the conclusions from the meeting of the Secretaries-General of national Parliaments of the EU Member States and of the European Parliament concerning taking measures aimed at ensuring human as well as financial and technical resources in the parliaments to help them ensure timely and reliable submission of documents and information to IPEX."*

(Conclusion of the EU Speakers Conference on IPEX, Warsaw 2012)

The new IPEX 2.0 features an increased number of services and tools which are now available to the national Correspondents **whose responsibilities are laid down in the IPEX Guidelines approved by the Secretaries General during their meeting in Warsaw, February 2012**. The new website also provides a more user-friendly and simplified process for uploading and updating scrutiny pages.

With these new developments, and as a result of the changing dynamics of the IPEX system, the need to outline some of the main tasks and expectations towards the national Correspondents has arisen.

As with all websites, the success of IPEX is directly related to the quality, relevance and reliability of the information it contains and offers. Instrumental in this process is the engagement of the national Correspondents network in implementing the IPEX Action Plan combined with their personal effort and expertise.

In light of the tasks listed below it is recommended that the national Correspondent comes from or works closely with a department in the national Parliament responsible for European Affairs.

The Correspondent's work requires the performance of the following tasks:

### Source of information

- ensure the maintenance of the system through the regular updating of the national pages within the individual IPEX scrutiny pages by indicating – on the national page –

if and when the respective national Parliament has begun scrutiny of the legislative proposal as well as indicating the actual status of the procedure within the parliamentary chamber;

- upload of all relevant documents and comments preferably with an English and/or French translation or summary, concerning the parliamentary scrutiny of a particular document;
- add any other specific contact person for the dossier under scrutiny;
- function as default contact person for EU matters within the respective parliamentary chamber
- be able to explain in a simple and revealing manner, the parliamentary traditions and procedures/the scrutiny system of their respective national Parliaments;
- update the page of his/her national Parliament/Chamber on the IPEX website with general links and information;
- keep the Information Officer informed about the changes in the management structures of their national Parliament.

#### **Promoter**

- introduce to fellow co-workers and MPs the IPEX system and its capabilities;
- participate in the promotion of IPEX;
- submit to the Information Officer news about their national Parliament and activities of interest, in order to be published in the News section.

#### **Trainee and Trainer**

- participate in IPEX Training Sessions;
- train staff in the national Parliaments and ensure a smooth transfer of know-how within the structure and, when the case, to ensuing national Correspondents;
- play an active part in the Annual IPEX Correspondents Meetings in order to exchange best practices, discuss the future development of the system and give feedback to the IPEX Central Support and Board, which will bring added value to the next sessions and enhancements.

In order for IPEX to be a 100% reliable source of information, the Correspondent must ensure the fulfilment of all tasks mentioned above.