Members Handbook

Parliamentary Assembly of the Council of Europe

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Foreword by the Secretary General of the Assembly

Dear member of the Assembly,

Whether you are a new or an existing member, you have an important role to play in ensuring that the Parliamentary Assembly fulfils its function as one of the two statutory organs of the Council of Europe, working to promote the principles of parliamentary democracy, the rule of law and human rights.

Your active involvement in such varied activities as debating and voting on a contested issue in the plenary chamber and in committee, acting as a rapporteur for a committee, observing elections in a country or electing a judge to the European Court of Human Rights are crucial for the continued vibrant democratic influence exerted by the Assembly.

This handbook aims to provide an introduction to the working of this Assembly which can, at first glance, look complex. It does not aim to be exhaustive but rather to encourage you to take that first step, or the next step, to take advantage of all the opportunities that are offered to you to become involved.

While rules of procedure and administrative regulations are a necessary framework to channel energies and resources in a multi-lingual and multi-national parliamentary forum, the Assembly remains first and foremost a human network of committed parliamentarians and officials motivated to defend humanistic values.

I would like to assure you that all the members of the secretariat are committed to provide you, as every member of the Assembly, with the support that you need to fulfill that role.

On behalf of all my colleagues of the secretariat of the Assembly, I wish you every success with your mission.

Wojciech Sawicki
Secretary General of the Assembly

Glossary

ALDE – Alliance of Liberals and Democrats for Europe

Alternate – Replacement member in a committee

AS/Cult – Committee on Culture, Science, Education and Media

AS/Ega – Committee on Equality and Non-Discrimination

AS/Jur – Committee on Legal Affairs and Human Rights

AS/Mig – Committee on Migration, Refugees and Displaced Persons

AS/Mon – Monitoring Committee

AS/Pol – Committee on Political Affairs and Democracy

AS/Pro – Committee on Rules of Procedure, Immunities and Institutional Affairs

AS/Soc – Committee on Social Affairs, Health and Sustainable Development

EDG – European Democrat Group

EPP/CD – Group of the European People's Party

Full member – Full member in a committee entitled to vote and speak

Chamber/Hemicycle – Plenary Chamber of the Assembly

NGOs – Non-governmental organisations

ODIHR – Office for Democratic Institutions and Human Rights

OSCE – Organization for Security and Co-operation in Europe

PACE – Parliamentary Assembly of the Council of Europe

Palais de l'Europe – Main building of the Council of Europe, where Assembly plenary and committee meetings take place

Part-Sessions – Four parts of the yearly Session of the Assembly

Representative – Full member of the Assembly entitled to vote and speak at the opening of each part-session

SOC – Socialist Group

Speakers' List – Physical and electronic list on which members wishing to speak in a debate or ask a question to an invited personality must enter their name

Substitute – Replacement member of the Assembly entitled to vote and speak only if duly designated by the national delegation

UEL – Group of the Unified European Left

The Assembly at a glance

The Parliamentary Assembly of the Council of Europe (PACE) is a pan-European political assembly comprising 636 nationally elected politicians (318 Representatives and 318 Substitutes) from 47 parliaments of the member States of the Council of Europe representing over 800 million Europeans.

The Assembly within the institutional structure of the Council of Europe

According to the Statute of the Council of Europe, the Assembly is one of the two statutory organs of the Organisation. Although it is with the Committee of Ministers that the Assembly is most formally linked, it can also be seen as linking together the other institutions. The Committee of Ministers it both holds to account, supplements and supports; the Court of Human Rights it supports while respecting that Court's judicial independence; with the Congress of Local and Regional Authorities it brings together the other levels of democratic representation and executive responsibilities to join in the common purposes of the strengthening of democracy and upholding the rule of law. Finally, both the Committee of Ministers and the Commissioner for Human Rights report to the Assembly on a regular basis.

The Assembly's status within the Council is also underlined by the way in which it has a decisive role in the election of judges of the European Court of Human Rights, the European Commissioner for Human Rights, and the Secretary General of the Council of Europe and other senior officials of the Organisation, as well as an advisory role in certain other appointments. Prior to the elections, the Assembly will interview the candidates and, for the judges, make a recommendation on the most suitable candidate.

What are the Assembly's mandate and goals?

Building on the function of "deliberative organ" assigned to it by the Statute, the Assembly has over the years acquired a real parliamentary mandate. Its primary goal is to promote debates on emerging and topical European issues, identify trends and best practices and set benchmarks and standards.

In a nutshell, its powers are:

- to demand action from governments represented on the Committee of Ministers, which must reply;
- through its opinion, to influence terms on which states join the Council of Europe;
- to “monitor” how far states fulfill their promises on democratic standards;
- to propose sanctions, by recommending the exclusion or suspension of a member state;
- to question Heads of State and Heads of Government when they address the Assembly;
- to uncover new facts about human rights violations, promoting justice;
- to improve national law and practice by proposing multilateral treaties;
- to demand legal opinions on the laws and constitutions of member states;
- to elect the Secretary General and Deputy Secretary General of the Council of Europe, the Assembly’s Secretary General, the judges of the European Court of Human Rights and the Commissioner for Human Rights, preceded by interviews.

How are topical issues picked up?

Any member of the Assembly who considers that an issue is relevant for examination and debate by the Assembly should draft a short motion for a resolution or a recommendation outlining the issue. With the requisite support of signatures by twenty Assembly members from five different national delegations, the Presidential Committee and the Bureau will consider whether the issue merits further consideration by a committee. If they agree, the relevant committee is asked to examine the issue by appointing a rapporteur to draft a report.

The draft report, including a draft resolution and/or draft recommendation, will be voted upon by the Committee and then sent to the plenary Assembly or the Standing Committee for debate. At the end of the debate, amendments to the draft resolution or draft recommendation can be considered.

Once the resolution or recommendation is adopted, the rapporteur and the relevant committee are mandated for the next twelve months to ensure the follow-up of the measures proposed therein.

Who are our members?

The Assembly consists of 318 individual Representatives and 318 individual Substitutes elected by, or appointed from among the members of, the national or federal parliaments of each member State. The number of members allocated to each national delegation is proposed by the Assembly when giving its opinion on the accession of the country to the Council Europe, with the main criteria being population size.

Several provisions in the Assembly's Rules of Procedure refer to gender balance. National delegations should include members of the under-represented sex at least in the same percentage as in their parliament and, at a very minimum, one member of the under-represented sex appointed as a Representative. Nominations for the posts of Vice-President of the Assembly and for the bureau and rapporteurs of each committee should take into account the principle of gender equality.

As of 2012, the national delegations are composed as follows:

Member states	Number of representatives and substitutes	Accession to the Council of Europe
Albania	4 + 4	13.07.1995
Andorra	2 + 2	10.11.1994
Armenia	4 + 4	25.01.2001
Austria	6 + 6	16.04.1956
Azerbaijan	6 + 6	25.01.2001
Belgium	7 + 7	05.05.1949
Bosnia and Herzégovina	5 + 5	24.04.2002
Bulgaria	6 + 6	07.05.1992
Croatia	5 + 5	06.11.1996
Cyprus	3 + 3	24.05.1961
Czech Republic	7 + 7	30.06.1993
Denmark	5 + 5	05.05.1949
Estonia	3 + 3	14.05.1993
Finland	5 + 5	05.05.1989
France	18 + 18	05.05.1949
Georgia	5 + 5	27.04.1999
Germany	18 + 18	13.07.1950
Greece	7 + 7	09.08.1949
Hungary	7 + 7	06.11.1990
Iceland	3 + 3	07.03.1950
Ireland	4 + 4	05.05.1949
Italy	18 + 18	05.05.1949
Latvia	3 + 3	10.02.1995
Liechtenstein	2 + 2	23.11.1978
Lithuania	4 + 4	14.05.1993

Luxembourg	3 + 3	05.05.1949
Malta	3 + 3	29.04.1965
Republic of Moldova	5 + 5	13.07.1995
Monaco	2 + 2	05.10.2004
Montenegro	3 + 3	11.05.2007
Netherlands	7 + 7	05.05.1949
Norway	5 + 5	05.05.1949
Poland	12 + 12	26.11.1991
Portugal	7 + 7	22.09.1976
Romania	10 + 10	07.10.1993
Russian Federation	18 + 18	28.02.1996
San Marino	2 + 2	16.11.1988
Serbia	7 + 7	03.04.2003
Slovak Republic	5 + 5	30.06.1993
Slovenia	3 + 3	14.05.1993
Spain	12 + 12	24.11.1977
Sweden	6 + 6	05.05.1949
Switzerland	6 + 6	06.05.1963
« The former Yugoslav Republic of Macedonia »	3 + 3	09.11.1995
Turkey	12 + 12	09.08.1949
Ukraine	12 + 12	09.11.1995
United Kingdom	18 + 18	05.05.1949

In addition, the Assembly has also granted observer status to certain parliaments of non-member States of the Council of Europe which meet the conditions set out in paragraph 1 of Statutory Resolution (93) 26 of the Committee of Ministers. Those conditions are that the State accepts the principles of democracy, the rule of law and the enjoyment by all persons within its jurisdiction of human rights and fundamental freedoms, and that it wishes to co-operate with the Council of Europe. The Parliaments of Israel (since 1957), Canada (since 1997) and Mexico (since 1999) currently enjoy Observer status.

Furthermore, since 2010 the Assembly may grant partner for democracy status to national parliaments of non-member states of the Council of Europe in neighbouring regions, which meet a set of general conditions. The fundamental requirement for a parliament to receive the status is that it must embrace the values of the Council of Europe (including pluralist and gender parity-based democracy, the rule of law, respect for human rights and fundamental freedoms, opposition to the death penalty, and commitments to free and fair elections and to gender equality). The parliament must also state its intention to make use of the Assembly's experience, as well as of the expertise of the Venice Commission, in its institutional and legislative work and commit to becoming party to relevant Council of Europe conventions and partial agreements. The Parliament of Morocco and the Palestinian National Council currently enjoy this status.

How to be an active member of the Assembly

Your active participation in the activities of the Assembly is important if you wish to contribute to the furthering of parliamentary democracy in Europe, to learn from experiences made in other national parliaments in Europe and to establish networks of like-minded politicians. You are therefore encouraged to volunteer to become a rapporteur for reports drawn up by committees, to take part in missions to observe elections and to represent the Assembly at international events.

As most Assembly documents are available only in the two official languages of the Council of Europe (English and French), your ability to speak one of these languages will be of great benefit to you and will facilitate your active involvement in the work of the Assembly. At the same time, the Assembly provides interpretation into the two official languages and the three other working languages of the Assembly (German, Italian and Russian) during part-sessions and committee meetings. For sub-committees, interpretation is provided for the two official languages.

Your personal contribution

How to express your point of view

There are various ways you can express your point of view in the Assembly. If you believe a topic merits further examination and debate in the Assembly, you should draft a motion for a resolution or a recommendation outlining the issue in not more than 300 words, obtain the signature of at least twenty Assembly members belonging to five national delegations or obtain the support of a committee, and table the motion with the Table Office.

You can also table a written declaration not exceeding 200 words on a subject within the competence of the Council of Europe. You need to obtain the signatures of twenty Assembly members belonging to four national delegations and two political groups. Written declarations are not debated by the Assembly.

Concerning oral contributions, you are encouraged to take the floor both in committee and in the plenary Assembly.

Finally, you are encouraged to vote in committee and in the plenary Assembly, in particular as those votes are recorded and, in the latter case, even published on the Internet soon after the vote.

Contributing to the European debate at plenary sessions

The Assembly meets four times a year in plenary session at the Palais de l'Europe in Strasbourg (France). The four part-sessions usually take place the last full week in January, April and June and the first week in October of each year.

Your attendance at the part-sessions gives you the opportunity to defend the position of your national parliament and the political group you represent as well as your own positions, and to compare your point of view with that of other parliamentarians from other national parliaments and political groups. You will be able to take part in the debates and influence, through amendments, the texts adopted during part-sessions, thus giving you the chance to make your voice heard at European level.

At the same, you are also expected to make use of the opportunities given to you by virtue of your national mandate to make the texts and standards of the Council of Europe and the Parliamentary Assembly known in your home country.

Participating in committee meetings

All the committees meet during the part-sessions and virtually all meet at least once in-between. Many Assembly activities take place at the level of committees. You are either a full member or an alternate in at least one committee, and maximum in two committees (except for the Monitoring and Rules Committees).

Most debates in the plenary Assembly and in the Standing Committee take place on the basis of committee reports. The committee reports are prepared (in English or French) and presented by a rapporteur, with the help of the Secretariat. Volunteering to be a committee rapporteur will be an opportunity for you to make a concrete contribution on a subject-matter deemed important for the Assembly and enhance your profile. Several Assembly reports have a high media impact, prompting direct government reactions and triggering political change (e.g. the report on the alleged secret detentions in Council of Europe member states prepared by the Swiss senator Dick Marty).

Once an Assembly text is adopted, this is not the end of the story. Since the Assembly reform of 2011, the rapporteur and the relevant committee are mandated during the twelve months following the adoption of the text to check the implementation of measures proposed therein.

Taking part in observation of elections

The Assembly systematically observes parliamentary and presidential elections in States subject to the monitoring or post-monitoring procedure, and has also observed elections in States whose parliaments enjoy partner for democracy status. In principle, observing the elections is subject to an invitation received from the authorities of the country concerned. Your experience as a national elected representative is a distinct advantage for the successful handling of these missions, usually carried out as part of an International Election Observation Mission also involving ODIHR, the OSCE Parliamentary Assembly and occasionally the European Parliament and the NATO Parliamentary Assembly. You will usually be required to be on the spot for several days before election day and the day after. In addition, pre-electoral missions some 3-4 weeks before election day commonly take place by a smaller delegation. In all cases, it is the political groups of the Assembly that propose names for the *ad hoc* committee of the Bureau carrying out the mission. Candidates to observe elections must sign a written declaration on any possible conflict of interest in relation to the country where they will observe elections.

Representing the Assembly at events

The Assembly, its President or its committees are regularly invited to events (conferences, seminars, hearings) organised by other organisations, intergovernmental committees of the Council of Europe, NGOs, etc. The Assembly then has to decide whether it wishes to be represented and whether there are sufficient funds for this purpose. If such is the case, and if you would like to represent the Assembly on those occasions and make a presentation or simply to observe and report back, you should make yourself known either to the secretariat or within the relevant body of the Assembly (Bureau, committee).

Elections by the Parliamentary Assembly

The Parliamentary Assembly elects the Secretary General and Deputy Secretary General of the Council of Europe, the Secretary General of the Assembly, the judges of the European Court of Human Rights and the Council of Europe Commissioner for Human Rights. These elections take place during part-sessions in parallel to the sitting, behind the presidential rostrum. For a more detailed explanation on the manner of voting, please see the chapter below on the practical arrangements for the session.

Substitution

At the beginning of each part-session, all Representatives are validated to speak and vote in the plenary Assembly.

If you are a Substitute, your active participation in some of the above-mentioned activities will depend on whether you are a duly notified substitute replacing a representative. If you are a Substitute, you will only be able to speak and to vote in plenary or during elections by the Assembly if you are replacing a Representative and your national delegation has duly notified the Table Office of your substitution. You may attend the plenary part-sessions and committee meetings, participate in the observation of elections and represent the Assembly at events even if you are a Substitute and do not replace a Representative. You may also be a rapporteur and chairperson of a committee or a sub-committee.

Your role within the Assembly's committees and other structures

Your mandate

Assembly members must be representatives elected within the national parliament or appointed from among the members of the national parliament. Your term of office in the Assembly is in principle for the whole parliamentary year. At the beginning of the Session in January, the whole Assembly is formally renewed. Some national delegations modify their composition on this occasion whereas others continue without any changes.

Committees

Most of the reports debated in plenary session or at the Standing Committee are prepared by a committee. It is therefore important for you to be active within the committees if you wish to have an influence on the subjects being debated. The eight permanent committees of the Assembly are the following:

- Committee on Political Affairs and Democracy (AS/Pol)
- Committee on Legal Affairs and Human Rights (AS/Jur)
- Committee on Social Affairs, Health and Sustainable Development (AS/Soc)
- Committee on Migration, Refugees and Displaced Persons (AS/Mig)
- Committee on Culture, Science, Education and Media (AS/Cult)
- Committee on Equality and Non-Discrimination (AS/Ega)
- Monitoring Committee (AS/Mon)
- Committee on Rules of Procedure, Immunities and Institutional Affairs (AS/Pro).

In addition, most of the committees have sub-committees or a general rapporteur on specific subjects, and may create *ad hoc* committees for specific activities.

All committees meet during the part-sessions in Strasbourg and most meet at least once in-between part-sessions, usually in Paris.

Standing Committee, Bureau and Presidential Committee

The Standing Committee acts on behalf of the Assembly in between part-sessions, mainly by holding debates and adopting texts submitted by committees. Its members are the same as for the Bureau, plus the chairpersons of the national delegations which are not represented on the Bureau.

The Bureau of the Assembly is responsible for the co-ordination of the activities of the Assembly and its committees. It assists the President and guides the external relations of the Assembly. It meets prior to each part-session and meeting of the Standing Committee and therefore has an important preparatory and organisational role. It consists of the President, the twenty Assembly Vice-Presidents[1], the chairpersons of the political groups and the chairpersons of the committees.

The Presidential Committee is a consultative body for the Bureau and the President. It prepares meetings of the Bureau. It consists of the President, the chairpersons of the political groups and the Secretary General of the Assembly.

Political groups

The national delegations of the Assembly are composed so as to ensure a fair representation of the political parties or groups in their parliament. There exist five organised political groups:

- the Group of the European People's Party (EPP/CD);
- the Socialist Group (SOC);
- the Alliance of Liberals and Democrats for Europe (ALDE);
- the European Democrat Group (EDG);
- the Group of the Unified European Left (UEL).

In addition, a small number of members do not belong to a political group.

[1] Elected by the Assembly according to a system of apportionment of Bureau seats into four groups of different-sized national delegations. Most often, the chairperson of the national delegation having the right to a seat in the Bureau is elected Vice-President.

Joining a political group will provide you with political and administrative support. Membership of a political group will have an impact on your place on the list of speakers for debates in plenary, and whether you can be a member of the Monitoring and Rules Committees or observe elections as candidates are put forward by the groups. The political groups also nominate the candidates for Chairperson or Vice-Chairperson of a committee. In addition, as political groups receive a grant allowance from the budget of the Assembly, they will provide you with administrative services as well as organising political seminars.

National delegations

National delegations constitute an important link between the Assembly and the national parliament. The members can make known the position of their parliament in Assembly debates and can promote the implementation of texts adopted by the Assembly in their national parliament and government.

Each national delegation has its own secretariat, members of whom are important liaison officers between the parliamentarians on the one hand, and between the parliamentarians and the secretariat of the Assembly on the other hand (e.g. notifying substitution or submitting requests to be placed on the list of speakers).

Help with your mission

During your term of office, the secretariat of the Assembly will provide you with a number of tools and services to facilitate your active participation in the Assembly activities. The only constraints on the secretariat are its statutory duty of impartiality and the availability of resources.

Your status as a member

Privileges and Immunities

Under the Statute of the Council of Europe, Assembly members enjoy in the territories of the member States such privileges and immunities as are reasonably necessary for the fulfilment of their functions ("functional immunity"). Such immunities include immunity from arrest and all legal proceedings in respect of words spoken and votes cast. In addition, no restrictions can be imposed upon your free movement to and from the place of meeting, whether it is for a plenary or committee meeting.

Assembly "passport"

The Assembly can provide you with a "passport" attesting your official status as a member of the Assembly. This document may be obtained during part-sessions upon request from the secretariat of the Secretary General of the Assembly.

Badges

At the beginning of your term of office, you will also receive a badge which is valid throughout your term of office. You may send your digital photograph so that you do not need to have your photo taken upon arrival. In any case, your badge will be issued to you at the reception desk in the Palais de l'Europe at the beginning of the session. The badge must be worn at all times within the building as it is impossible to accede to certain areas without it, notably the plenary Chamber. In addition, your badge, if you are a duly notified Representative or Substitute, will serve as your voting card in the Chamber and will open the doors to and within the building.

Ethical behaviour

The Assembly has recently created a number of instruments to ensure that its members respect ethical behaviour. Your credentials must be accompanied by a signed written statement that you subscribe to the aims and basic principles of the Council of Europe. Candidates for rapporteurship shall make an oral declaration of any professional, personal, financial or economic interest which might constitute a conflict of interest. Before speaking in plenary or in committee, members are encouraged to make a similar declaration if they have such an interest which might be considered relevant. Candidates to observe elections must sign a written declaration on any possible conflict of interest in relation to the country where they will observe the elections.

A code of conduct exists for rapporteurs of the Assembly, and the Committee on Rules of Procedure, Immunities and Institutional Affairs is currently considering such a code for all members of the Assembly.

Help with the media

There is a wide range of online and other tools available to help increase the media impact of your reports and other Assembly activities – as well as a team of press officers at your disposal to help spread your messages.

The website

The PACE website is swiftly updated with news of your activities on behalf of the Assembly. There are video and audio clips, links to your reports, speeches, statements and votes – all of which can be reposted on your personal websites and blogs, Tweeted or uploaded to other social networks. A password-enabled restricted access website (extranet) also enables you to consult documents ahead of Bureau or committee meetings.

The “Media box”

This new service allows you to record short video clips of statements, reactions or interviews for your personal website – just sign up at the “box” in the lobby of the Chamber, do your piece to camera, and you are sent a link within the hour.

Access to networks of journalists

Around 80 local journalists are permanently accredited to the Council of Europe in Strasbourg, including correspondents from many of the major news agencies, while many more attend plenary sessions. The Assembly's Communication Division also works closely with press officers in your home parliaments to maximise media interest in your work back home.

Other tools

During Strasbourg plenary sessions, there is a dedicated press room where you can meet journalists and hold briefings, and studio and audiovisual editing facilities for interviews and round-table debates. A speedy media monitoring service, covering many languages, helps you to track your impact. A monthly electronic newsletter and a calendar of forthcoming events help to keep your work for the Assembly in the public eye.

Your reference texts

You and the secretariat of your delegation should have the following texts available for reference.

Assembly List

The Assembly List consists of the names and details of all members, arranged alphabetically, by political group, by committee and by national delegation. It also contains a list of observers, partner for democracy delegations and the secretariat of the Assembly. It is updated and published after each part-session.

Rules of Procedure

The Rules of Procedure are published in a book with the Rules proper and complementary texts. In addition, a thinner booklet containing the Statute of the Council of Europe and Statutory Resolutions is also published.

Parliamentary Assembly - Practice and Procedure

To understand how the Rules of Procedure have been applied in practice, and to place the Assembly in the larger context of the Council of Europe, a book entitled "The Parliamentary Assembly Practice and Procedure" has been produced compiling both historical and up-to-date examples of practice.

Finances

According to the Statute of the Council of Europe, the basic rule is that the parliaments of member states must bear the expenses of their representatives in the Parliamentary Assembly.

When they leave on an official mission for the Assembly (e.g. fact-finding visits by rapporteurs, representing the Assembly at official events, pre-electoral visits), its members are entitled to claim the reimbursement of their travel and subsistence expenses in accordance with a note dated February 1995 (updated in January 2009) concerning the reimbursement of travel and subsistence expenses of members of the Parliamentary Assembly travelling at the cost of the budget of the Council of Europe.

Reimbursement of expenses during missions on behalf of the Assembly (fact-finding missions, representation of the Assembly at events, etc.)

Parliamentary Assembly members travelling on Assembly business and at the Assembly's expense should arrange their journeys in the most economical manner.

Travel and subsistence expenses

Members' travel and daily subsistence expenses are paid in accordance with the provisions of the "Aide-mémoire", which is sent to members when they are invited. The main provisions are given below.

Travel expenses

Parliamentary Assembly members are entitled, under the conditions set out in the "Aide-mémoire", to the reimbursement of travel expenses incurred in travelling between their place of residence and the place of the meeting.

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

The reimbursement of first class rail fare is authorised. In the case of air travel, reimbursement shall be based on the “economy class” fare on the normal route, irrespective of the class and route actually used.

Transit fares in connection with changing from one means of transport to another and fares paid for travel between home or the meeting place and railway station or airport will be reimbursed on the basis of the amount of the fare of the existing public means of transport.

The subsistence allowance paid will be based on the duration of the journey by the means of transport chosen as the basis for reimbursement.

Members of the Parliamentary Assembly travelling by private car to attend an activity that takes place less than 400 km from their usual place of residence shall be entitled to a mileage allowance determined annually by the Committee of Ministers of the Council of Europe and calculated on the basis of the shortest route they can be reasonably expected to take, excluding any supplements and without taking into account any other expenditure occasioned by the use of a car.

If two or more members of the Parliamentary Assembly 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 first passenger and 8 % for each additional passenger.

Members of the Parliamentary Assembly 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.

Subsistence expenses

During the mission, members of the Parliamentary Assembly 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 2012 is 269 Euros*). This rate is the same wherever the meeting takes place. This allowance shall be deemed to cover all expenditure incurred by members of the Parliamentary Assembly in attending meetings, except for the travel expenses provided for above.

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

a. the subsistence 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 residence.

The expenses referred to above will be refunded upon submission of a claim certified true and correct by the member of the Parliamentary Assembly, according to the reimbursement form to which vouchers (or copies) must be appended.

Reimbursement files

The reimbursement files must include:

- The duly completed and signed reimbursement claim form and the relevant documents (legible copies of airline and train tickets, copy of seat reservations, train supplements and sleeper reservation vouchers, showing the dates and times of departure and return, stop-over and arrival);

  It is important that you indicate in the “Comments” box of the reimbursement claim form the day and time of your departure/ return from / to your home address and also the day and time of your departure from Strasbourg.

  If you are travelling in your own car or in an official car, it is strongly recommended that you indicate the date/time of your departure from home and the date/time at which you expect to arrive home.

- The original invoice corresponding to the ticket, or original receipt of the amount paid (credit card slip, etc.).

  For electronic tickets ordered by Internet or telephone:

  The "passenger receipt" or the "Itinerary receipt" alone will not be accepted without (for example, screen-print, e-mail, receipt of payment, invoice or bank statement) showing the amount paid, the name of the traveller and the method of payment.

The Part-Sessions: practical arrangements

Meetings of committees and political groups

The list of meetings held by the committees and the other organs of the Assembly (Bureau, political groups, etc.) is published on the Assembly's website before each sitting.
Unless a committee decides otherwise, committee meetings are not public.

Meetings of political groups take place on Monday, morning and late afternoon, as well as Wednesday morning.

Languages

The official languages of the Assembly are English and French. German, Italian and Russian are working languages. Speeches made in plenary session in any of these five languages are interpreted simultaneously into the other official and working languages. Members may, however, speak in languages other than English, French, German, Italian and Russian, provided that their delegation arranges for interpretation into one of the official or working languages. During sittings this is generally the case for Spanish, Greek and Turkish.

Assembly documents

The following documents are available in French and English at the document counter (on the first floor, to the right of the top of the main staircase, near lift No. IV).

Official documents

The main official documents are:

Reports: All items on the agenda are debated on the basis of a report by one of the Assembly's committees (with the exception of current affairs debates, certain elections, appointments, statements by guest speakers and communications from and questions to the Chairperson of the Committee of Ministers and the Secretary General of the Council of Europe).

Committee reports comprise one or more draft texts for adoption (recommendations,

resolutions or opinons) and an explanatory memorandum prepared under the responsibility of the rapporteur. Only draft texts can be amended and adopted by the Assembly.

Amendments: Amendments to draft texts must be tabled in accordance with the relevant rules of procedure, particularly Rule 33. They are distributed at the document counter. They must be signed by at least five Representatives or Substitutes, unless they are being submitted on behalf of a committee seized for report or opinion.

Agenda: For each part-session the Bureau prepares a draft agenda listing the sittings at which the items will be examined. **The draft agenda** is made available to members of the Assembly two weeks before the opening of the part-session. The Assembly is required to adopt the draft agenda (Rule 26.4 of the Rules of Procedure). A member may propose an amendment to the draft agenda drawn up by the Bureau. The adoption of such a motion requires a majority of the votes cast (Rule 26.5). Once adopted, the agenda can be altered only by a two-thirds majority of the votes cast.

Once it has been approved by the Assembly at the first sitting of the part-session, the agenda is published (Rule 26) and made available to the members at the document counter.

Report of debates: A **provisional report of debates** is issued after each sitting. The French version of the provisional report (pink pages) contains the full text of all speeches made in French and a summary in French of speeches made in other languages. The English version (yellow pages) contains the full text of speeches in English and summaries in English of speeches in other languages. Speeches in German or Italian are also reported verbatim in a separate publication (green pages). Speakers may make corrections to the provisional report of debates within 24 hours of publication.

Representatives and Substitutes who were entered on the list of speakers and present in the Chamber but were unable to speak because of lack of time may hand in their typewritten texts for inclusion in the report of debates. They should do so within 24 hours of the end of the debate concerned at the Table Office (Room 1083).

Adopted texts: The texts adopted by the Assembly are also published after each sitting, separately in English (yellow pages) and French (pink pages).

The texts adopted by the Assembly are:

- Recommendations (proposals addressed by the Assembly to the Committee of Ministers, for implementation by that Committee or the governments);
- Opinions (addressed to the Committee of Ministers);
- Resolutions (embodying a decision by the Assembly on a question of substance which it is empowered to put into effect, a point of view for which it alone is responsible, or a question of form, transmission, execution or procedure).

The other official documents (Rule 23 of the Rules of Procedure) are:

- questions addressed to the Committee of Ministers;
- communications from the Secretary General of the Council of Europe;
- written declarations;
- motions tabled by members;
- any other document, at the discretion of the President of the Assembly (requests for opinion, report or communication by the Committee of Ministers, activity report by an institution of the Council of Europe, communication by the Secretary General, etc).

Other documents

Twice a day a document entitled "**organisation of debates**" is produced, setting out the agenda for the sittings of the day. It also contains other useful information relevant to the proceedings and procedure.

For each part-session the following lists are published:

- List of national delegations;
- List of the Secretariat officials, giving office locations and contact telephone numbers for the part-session.

The latest edition of the Rules of Procedure of the Assembly was published in October 2012 with two parts, one being the Rules proper and the other the complementary texts, available in a bilingual version (English/French).

Tabling amendments

Members who wish to table amendments or sub-amendments to the draft texts before the Assembly should submit them to the Table Office (Room 1083). Amendments and sub-amendments must be **signed by at least five Representatives or Substitutes**, unless they have been submitted on behalf of the committee submitting the report or an opinion.

Under the provisions on the organisation of debates (see p. 93 and following of the Rules of Procedure), the **time limits for tabling amendments** are the following (where appropriate the Bureau may decide to change these limits, in particular for urgent debates or debates on general policy):

- for debates on the afternoon of Monday: Monday at 12 noon;
- for debates on Tuesday: Monday at 4 p.m.;
- for all other debates (except urgent debates, unforeseen debates or as otherwise indicated on the agenda): 23 and a half hours before the opening of the sitting at which the debate is to begin.

Sub-amendments must be tabled at least one hour before the scheduled end of the sitting preceding that in which the debate begins.

The procedure for tabling, examining and voting on amendments and sub-amendments is set out in Rule 33 of the Rules of Procedure.

Motions for resolutions or recommendations

A motion for a recommendation or resolution, not exceeding 300 words, must be signed by at least 20 Representatives or Substitutes belonging to at least five national delegations (Rule 24.2). The President decides which motions are admissible.

Any motion considered admissible is printed and distributed as soon as possible. The Bureau then decides whether it should be referred to one or more committees, or forwarded to one or more committees for information, or that no further action should be taken. The Bureau's decision must then be ratified by the Assembly.

For motions tabled during a part-session, the Bureau has decided that only those motions which have been tabled by **12 noon on the Tuesday of a part-session** will be examined by the Bureau meeting after the part-session.

A document may be referred to only one committee for report but to any other committee for opinion (Rule 25.2). The opinion of the latter concerns the report of the former committee. The report concerned must therefore be made available to the committee whose opinion has been sought in good time for it to prepare its opinion. Committee opinions may be presented orally or in writing. An opinion presented in writing must contain a chapter at the beginning entitled "Conclusions of the committee" and an explanatory memorandum by the rapporteur (Rule 49.3 of the Rules of Procedure).

Written declarations

Written declarations may be tabled provided that they:

- do not exceed 200 words;
- are on subjects within the competence of the Council of Europe;
- are signed by at least twenty Representatives or Substitutes belonging to four national delegations and two political groups.

They do not commit the Assembly and are neither referred to a committee nor debated in the Assembly (Rule 53 of the Rules of Procedure).

Any Representative or Substitute may add his or her signature to a written declaration up to the close of the next part-session, after which no further signatures may be added. The declaration shall be issued with the names of all members who have signed it.

Opinions of the Assembly (to the Committee of Ministers)

According to the Statute of the Council of Europe, or to other texts of a statutory character, the Committee of Ministers seeks the Assembly's opinion on such matters as the accession of new member states, draft conventions or the Council of Europe's budget. These requests for opinion are debated in the Assembly, following which the Assembly votes on the opinion to be transmitted to the Committee of Ministers (Rule 57).

Changes in the membership of national delegations or committees

Members of the Assembly are appointed for the whole Ordinary Session. Following parliamentary elections, the national parliament concerned shall make appointments to the Assembly within six months of the elections. If the national parliament cannot make all such appointments in time for the opening of a new Ordinary Session, it may decide, for a period of not more than six months after the election, to be represented in the Assembly by members of the existing delegation (Rule 10.2 and 3).

Should any seat on a national delegation fall vacant in the course of a session as a result of death or resignation, the president of the national parliament concerned presents the credentials of the member who is to fill the vacant seat to the President of the Parliamentary Assembly, who submits them to the Assembly or the Standing Committee for ratification at the first sitting or meeting following their receipt (Rule 6.4).

The chairperson of a national delegation informs the President of the Assembly of any proposed change(s) in committee membership concerning that delegation's members. The President of the Assembly submits the proposed change(s) to the Assembly, the Standing Committee or, failing that, the Bureau for ratification (Rule 43.7).

Notification of Substitutes

In principle, all Representatives at the opening of the first sitting (on Monday, at 11.30 a.m.) have their cards validated, but not

Substitutes unless the Secretariat of the Assembly is properly informed about substitutions. Therefore secretaries of national delegations have the duty to inform the Secretariat of the Assembly about all cases of substitution. If this is not done, Substitutes attending the sitting do not have speaking and voting rights.

Notice of substitutions has to be given before the opening of the sitting concerned (if possible by the previous day and at the latest before 8.30 a.m. for a morning sitting and before 1 p.m. for an afternoon sitting). For the first sitting on Monday at 11.30 a.m., the deadline is 10 a.m. This notification, including the names of Substitutes, the names of Representatives to be substituted and the length of substitution, must be given in writing for each sitting to the Secretariat of the Assembly (Beejul Tanna, Room 1074, fax during session weeks +33 3 88 41 27 27, fax outside session weeks +33 3 88 41 27 33).

If the Substitute is replacing the Representative for one or more consecutive sittings, the substitution for each sitting must be notified. Substitutions are never carried automatically over to the following sitting.

When the correct notification has been given, Substitutes will have their voting cards validated. At the same time, cards of Representatives who are to be replaced by Substitutes will become invalid, preventing them from speaking in the debate and voting, including in elections.

Register of attendance

Members must sign the register of attendance before entering the Chamber for a sitting (Rules 11.2 and 19.2). A duly designated Substitute will find his or her name in the register next to the name of the Representative for whom he or she is substituting. If, in the register of attendance, no name is found next to the Representative's name, it means that no substitution was notified for the Representative for that particular sitting and therefore only the Representative is authorised to speak in the debate and vote.

All members of the Assembly – Representatives and Substitutes as well as Observers and Partners for Democracy – have access to the Chamber at any time of the sitting, regardless of their speaking and voting rights. Therefore, all members, even those who are not authorised to speak in the debate or vote, are invited to sign the register of attendance if they attend the sitting.

Speakers' register

Members who wish to speak in a debate must enter their names on the list of speakers. They may do this by fax or e-mail in advance of the part-session, or in person during the part-session at the Table Office (Room 1083). The list is closed one hour before the scheduled end of the previous sitting, except in the case of the first sitting of a part-session, when the deadline is one and a half hours before the start of the sitting (i.e. at 10 a.m.). It should be noted that in any one part-session members may enter their names on the list for a maximum of **five debates** but may take the floor **not more than three times** (this limit does not apply to members appointed as political group spokespersons or as rapporteurs). A Substitute whose name has not been notified to the secretariat before a sitting cannot participate in the debate.

The order of speakers on the list for each debate is determined according to criteria set by the Bureau and can be found in the Rules of Procedure.

Speaking time is limited to a total of 13 minutes for committee rapporteurs (to present the report and to reply to the debate). Rapporteurs for opinion, to present the opinion or to reply to the debate, shall have the same speaking time to present their opinions as the speakers registered for the debate concerned. Other speakers on the list normally have a maximum of 4 minutes, although this may be reduced depending on the number of speakers on the list. At the start of each sitting the President announces the speaking arrangements.

Only authorised members – i.e. Representatives or their duly appointed Substitutes – may speak in debates or ask questions for oral reply to the Chairperson of the Committee of Ministers or to guest speakers. The list of speakers is verified accordingly.

Requests for debates under urgent procedure or current affairs debates

At the request of the Committee of Ministers, of the committee concerned, of a political group, or of twenty or more Representatives or Substitutes, a debate may be held on an item which has not been placed on the Assembly's draft agenda. Requests for debates under urgent procedure must be addressed to the President of the Assembly. The President submits them to the Bureau, which makes

a proposal to the Assembly. The adoption of urgent procedure requires a two-thirds majority of the votes cast (Rule 50.4).

An urgent debate is based on a written report prepared within the committee to which the matter has been referred and gives rise to a vote, whereas a current affairs debate is not based on a report.

At least twenty members, or one political group, a committee or national delegation may request a current affairs debate (Rule 52) on a subject which is not on the Assembly's draft agenda. The request must be made in writing to the President of the Assembly in time for the last meeting of the Bureau before the opening of the part-session. The possible choice between several requests is made by the Bureau, a decision which needs to be endorsed by the Assembly. There may only be one current affairs debate per part-session. A current affairs debate may not exceed one and a half hours. The debate shall be opened by one of the members who requested it, chosen by the Bureau. The first speaker has ten minutes speaking time, other speakers five or the same time as for speakers during the sitting. Although there is no vote on any text, the Bureau of the Assembly may subsequently propose that the subject be referred to the appropriate committee for report.

Questions to invited guest speakers

For most invited guest speakers, the draft agenda indicates whether there is the possibility for members to ask questions. Where there is that possibility, members are encouraged to register their names with the Table Office as soon as the draft agenda is published and the name of the guest speaker appears, unless the draft agenda specifies that there is only one question from each political group. For most guest speakers, including for the Chairperson of the Committee of Ministers, members are invited to submit the subject of their oral question.

For the Chairperson of the Committee of Ministers, a member wishing to ask a written question must provide the text in writing within the deadline specified in the draft agenda. The written questions to the Chairperson as well as their answers are published as an Assembly Document.

In accordance with established practice, the Chairperson of the Committee of Ministers has indicated that he or she is prepared to give an oral reply to spontaneous questions at the end of his/her address. Rule 58.2 of the Rules of Procedure states, however, that

“no Representative or Substitute may put more than one oral or written question to the Chairperson of the Committee of Ministers at any one part-session.” Members may therefore register on one of the two lists by completing and returning the appropriate form (either “written question” or “oral question”).

For the other guest speakers, there is no formal deadline as such, as the questions are “spontaneous”. However, members must register their names on the list of speakers. The intervention by the personalities being limited to one hour, the number of questions which will receive an answer is necessarily limited.

Free debate

With a view to making part-sessions more interesting and lively, the Assembly introduced one “free debate” during each part-session as from January 2012. Assembly members are able to speak on a topic of their choice, not appearing on the agenda of the part-session. This debate usually takes place in the afternoon of the first day of the part-session and lasts for one hour. Members also have the opportunity, if they so wish, to raise questions relating to one of the institutional entities of the Council of Europe and will obtain a written reply from them.

Electronic voting

All votes in the Assembly, except elections (for example for the judges of the European Court of Human Rights), take place by electronic voting.

While they are sitting in the Chamber, members are invited to keep their voting cards inserted in the voting terminals. However, when they leave, they should take their cards with them.

Voting cards should be inserted correctly into the terminals (the photo side of the member’s card is facing the President; then the card is pushed down until a “click” is heard). A card correctly inserted is signalled by its number being displayed on a small screen in the voting terminal. Any malfunctioning or error message displayed on the voting terminal screen should be immediately reported to the Secretariat present in the Chamber.

The opening of a vote by the President is confirmed by a small green light on the voting terminal.

After the opening of a vote, members should vote by putting their hands into the small booth of the voting terminal and by pressing one of the three voting buttons (stickers which are on the top of voting terminals are put there only for information in order to indicate the positions of the “for”, “against” and “abstention” buttons). The chosen vote is confirmed by a coloured light on the terminal: green (“for”), red (“against”) or white (“abstention”).

Rule 39.9 indicates that a member cannot modify his or her vote after the voting is closed.

The names of Assembly members who participate in votes, as well as how they voted in each case, are published on the Assembly’s website.

Voting cards

Voting cards issued to all members are simultaneously used for identification and voting.

Distribution of voting cards is ensured by the Badge Service of the Council of Europe. In principle, this distribution is organised via secretaries of each national delegation. Members who do not have their card (in case a card has been lost or forgotten, or when the Parliamentary Assembly database does not contain the member’s photo) should present themselves at the welcome Protocol desk at the main entrance of the Palais de l’Europe building in order to receive their card. Staff of the Badge Service, before delivering a new card, will invite the member to present his or her identification document. If a third and consecutive card is issued to the same member during the same calendar year for whatever reason, loss or otherwise, the national delegation will be required to pay the cost (6 Euros per card).

Voting cards of substitutes need to be validated by the Secretariat in order to be able to vote.

Quorum

The Assembly may deliberate, decide upon procedural motions and agree to adjourn, whatever the number of Representatives present.

All votes other than votes by roll-call shall be valid whatever the number of members voting, unless, before the voting has begun, the President has been requested to ascertain whether there is a

quorum. At least one sixth of the Representatives authorised to vote, belonging to at least five national delegations, must vote in favour of the request. To ascertain whether there is a quorum, the President invites Representatives to mark their presence in the Chamber using the electronic voting system.

The quorum is one third of the number of Representatives of the Assembly authorised to vote (Rule 41.3).

A vote by roll-call shall not be valid unless one third of the Representatives authorised to vote took part. The President may decide to ascertain whether there is a quorum before proceeding to a vote by roll-call.

In the absence of a quorum, the vote shall be postponed until the next sitting or, on a motion from the Chair, until a subsequent sitting.

Majorities required

A majority of two thirds of the votes cast is required for the adoption of a draft recommendation or a draft opinion to the Committee of Ministers, for the adoption of urgent procedure, for an alteration to the order of business, for the setting up of a committee and for the fixing of the date for the opening or resumption of Ordinary Sessions. For the adoption of a draft resolution and for any other decision, a majority of the votes cast is required, in the case of a tie the question being rejected.

Mobile phones and laptop computers

Members are reminded that mobile phones must be switched off at all times in the Chamber and during committee meetings.

Laptop computers may be used discreetly in the Chamber and each desk has an electronic socket for charging.

Facilities at the Palais de l'Europe

The Council of Europe has several buildings near the « Orangerie » park all devoted to its activities. The building where the plenary Assembly and committee meetings take place is known as the "Palais de l'Europe", which was inaugurated in 1977.

Parliamentary Chamber and offices

The Chamber where the plenary meetings takes place, sometimes referred to as the "Hemicycle", is situated on the 1st floor of the building. The offices of your parliamentary delegation and of all political groups are situated on the 5th floor of the building. A detailed map of the location of offices on the 5th floor can be found in the central pages of this Handbook.

Restaurants and bars

There are three restaurants in the Palais, all situated on the ground floor: a formal sit-down restaurant where you will be served *à la carte* (the "blue restaurant"), a less formal sit-down restaurant where you have a limited choice of meals, and a self-service canteen. Once you get to the restaurant area, there will be signposts for these various restaurants.

There are three bars in the building. The one used by most parliamentarians, and which is the most convenient, is situated on the 1st floor opposite the plenary Chamber (the "parliamentarians bar"). There is another bar below the plenary Chamber on the ground floor (the "twelve stars" bar). Finally, at the entrance of the restaurant area on the ground floor, there is also a bar area.

Bank, bookshop and post office

One of the French banks, *la Société Générale*, has a branch in the building, on the ground floor. The opening hours are 8.15 a.m. to 5.30 p.m. A cash point is located near the twelve stars bar on the ground floor.

A bookshop (*la librairie Kléber*) is located on the ground floor in the central area, open from 9.30 to 11.30 a.m., and noon to 5.45 p.m. during part-sessions.

A post office is located next to the bank on the ground floor, open from 9 a.m. to 7 p.m. during part-sessions. Next to it is a philatelic office selling valuable stamps and commemorative envelopes.

Kiosk

A kiosk is located on the ground floor in the central hall opposite the bookshop. It is open from 8 am to 6 pm during part-sessions. It sells newspapers and tobacco as well as personal hygiene products and cosmetics, games, mobile phone cards, gifts, souvenirs and confectionery.

Medical centre

A medical centre open to you and all persons present in the building is located on the ground floor near the bank, open from 8.30 a.m. to the end of the plenary sitting in the evening.

Shuttle bus

The city of Strasbourg is represented in the entrance hall of the building. You will notably find information on the free shuttle bus between the centre of Strasbourg, the train station and the Palais de l'Europe. You will need to present your badge when entering the bus.

Your contacts at the Assembly

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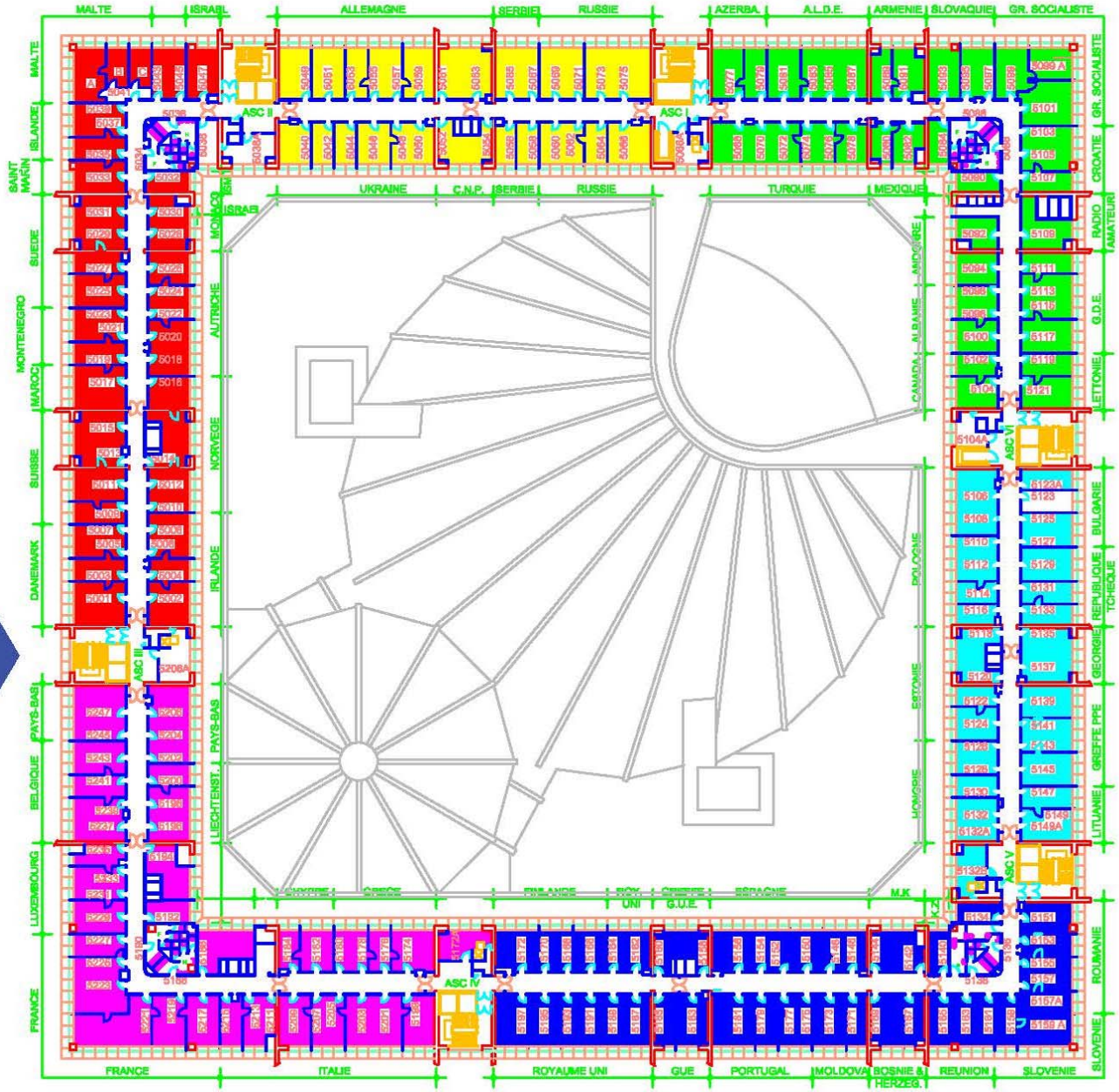
5th Floor Offices - Parliamentary Delegations
Bureaux au 5ème étage - Délégations parlementaires

- Albania/Albanie (5.096 - 5.100)
- Andorra/Andorre (5.092 - 5.094)
- Armenia/Armenie (5.089 - 5.091)
- Austria/Autriche (5.020 - 5.026)
- Azerbaijan/Azerbaïdjan (5.077 - 5.079)
- Belgium/Belgique (5.237 - 5.243)
- Bosnia And Herzegovina/Bosnie-Herzegovine (5.167 - 5.169)
- Bulgaria/Bulgarie (5.123 - 5.125)
- Canada/Canada (5.102 - 5.104)
- Croatia/Croatie (5.103 - 5.105)
- Cyprus/Chypre (5.182 - 5.184)
- Czech Republic/Republique Tcheque (5.129 - 5.133)
- Denmark/Danemark (5.001 - 5.005)
- Estonia/Estonie (5.118 - 5.124)
- Finland/Finlande (5.166 - 5.172)
- France/France (5.217 - 5.227)
- Georgia/Georgie (5.135 - 5.137)
- Germany/Allemagne (5.049 - 5.063)
- Greece/Grece (5.174 - 5.178)
- Hungary/Hongrie (5.126 - 5.132A)
- Iceland/Islande (5.035 - 5.039)
- Ireland/Irlande (5.002 - 5.008)
- Israel/Israel (5.047 - 5.038)
- Italy/Italie (5.199 - 5.215)
- Latvia/Lettonie (5.119 - 5.121)
- Liechtenstein/Liechtenstein (5.196 - 5.200)
- Lithuania/Lituanie (5.147 - 5.149A)
- Luxembourg/Luxembourg (5.229 - 5.235)
- Malta/Malte (5.039 - 5.041)
- Mexico/Mexique (5.080 - 5.082)
- Republic of Moldova/Republique de Moldova (5.171 - 5.173)
- Monaco/Monaco (5.028 - 5.030)
- Montenegro/Montenegro (5.019 - 5.021)
- Morocco/Maroc (5.017)
- Netherlands/Pays-Bas (5.202 - 5.206 - 5.245 - 5.247)
- Norway/Norvege (5.010 - 5.016)
- Palestine/Palestine (5.052 - 54)
- Poland/Pologne (5.106 - 5.116)
- Portugal/Portugal (5.175 - 5.181)
- Romania/Roumanie (5.151 - 5.157)
- Russian Federation/Federation de Russie (5.060 - 5.075)
- San Marino/Saint Marin (5.032 - 5.033)
- Serbia/Serbie (5.056 - 5.058 + 5.065 - 5.067)
- Slovak Republic/Republique Slovaque (5.093 - 5.097)
- Slovenia/Slovenie (5.157A - 5.159)
- Spain/Espagne (5.146 - 5.156)
- Sweden/Suede (5.025 - 5.031)
- Switzerland/Suisse (5.009 - 5.015)
- "The Former Yugoslav Republic of Macedonia"/"L'Ex-Republique Yougoslave de Macedoine" (5.140 - 5.144)
- Turkey/Turquie (5.068 - 5.078)
- Ukraine/Ukraine (5.040 - 5.050)
- United Kingdom/Royaume-Uni (5.187 - 5.197)

Main entrance
Entrée principale