



BUREAU OF THE ASSEMBLY

AS/Bur/CB (2014) 06

27 May 2014

TO THE MEMBERS OF THE ASSEMBLY

Synopsis
of the meeting held in Baku
on 22 May 2014

The Bureau of the Assembly, meeting on Thursday 22 May 2014 in Baku, with Ms Anne Brasseur, President of the Assembly, in the Chair, as regards:

- ***The case of René Rouquet (France, SOC), prevented from participating in the meetings of the Parliamentary Assembly in Baku (22-23 May 2014):*** decided
 - . 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;
 - . 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;
 - . 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;
- ***Standing Committee (Baku, 23 May 2014):*** took note of the revised draft agenda;
- ***Third part-session of 2014 (Strasbourg, 23-27 June):*** drew up the draft agenda;
- ***Election observation:***
 - i. ***Serbia: early parliamentary elections (16 March 2014):*** approved the final report of the ad hoc committee;
 - ii. ***“The former Yugoslav Republic of Macedonia”: presidential election (13 and 27 April 2014) and early parliamentary elections (27 April 2014):*** approved the final report of the ad hoc committee; 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;
 - iii. ***Ukraine: early presidential election (25 May 2014):*** took note of the press release of the pre-electoral mission;
 - iv. ***Turkey: presidential election (10 August 2014):*** decided to observe this election (subject to the receipt of an invitation and confirmation of date) 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; and authorised a pre-electoral mission;
 - v. ***Bosnia and Herzegovina: general elections (12 October 2014):*** 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; and authorised a pre-electoral mission;

- **References and transmissions to committees:** approved the proposals as presented in Appendix 1;
- **Issues raised by committees:**
 - . **Committee on Equality and Non-Discrimination:** 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;
 - **World Forum for Democracy (Strasbourg, 3-4 November 2014):** decided to constitute an ad hoc committee to participate in the Forum, composed of members to be proposed by all of the Assembly committees in time before the Bureau meeting on 27 June 2014;
 - **Debate on the activities of the Organisation for Economic Co-operation and Development (OECD):** 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;
 - **Reimbursement of travel and subsistence expenses of the members of the Parliamentary Assembly at the charge of Council of Europe budgets:** adopted a revised “aide-mémoire” (Appendix 2);
 - **List of speakers and order of speakers during Assembly debates:** approved the proposals contained in the memorandum prepared by the Secretary General of the Assembly, subject to ratification 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 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*”;
 - **Special Rules on Honorary Association with the Parliamentary Assembly:** approved the proposals contained in the memorandum prepared by the Secretary General of the Assembly, subject to ratification within the progress report;
 - **Meetings elsewhere than in Strasbourg and Paris:** authorised the following meetings:
 - . 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, Morocco;
 - . Committee on Legal Affairs and Human Rights to meet on 30-31 October 2014 in Madrid;
 - **Election of the Secretary General of the Council of Europe:** interviewed both candidates, Mr Thorbjørn Jagland and Ms Sabine Leutheusser-Schnarrenberger (*in camera*),
 - **Analysis of the use made by the Assembly’s political groups of their allocations for 2013:** took note of the opinion of the Committee on Rules of Procedure, Immunities and Institutional Affairs;
 - **Appointment of Assembly representatives for official activities:** appointed:
 - . Mr José Mendes Bota (Portugal, EPP/CD) to participate in the Global Summit entitled “End Sexual Violence in Conflict”, in London for two days between 10 and 13 June 2014;
 - . 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;

- ***Dates and places of next meetings:***
 - . Strasbourg, Monday, 23 June 2014 at 8 am;
 - . Strasbourg, Friday, 27 June 2014 at 8.30 am;
 - . Paris, Tuesday, 2 September 2014 at 2.30 pm.

Ivi-Triin Odrats

cc. Secretary General of the Assembly
Director General, Director and all staff of the Secretariat of the Assembly
Secretaries of National Delegations and of Political Groups of the Assembly
Secretaries of observer and partner for democracy delegations
Secretary General of the Congress
Secretary to the Committee of Ministers
Directors General
Director of the Private Office of the Secretary General of the Council of Europe
Director of the Office of the Commissioner for Human Rights
Director of Communication
Permanent Representations to the Council of Europe

APPENDIX 1

A. REFERENCES TO COMMITTEES

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 recommendation, Council of Europe Development Bank strategy, transmission to the Committee on Social Affairs, Health and Sustainable Development *for information*

B. EXTENSION OF 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

APPENDIX 2

Aide-memoire 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

2. 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.

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

8. **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.

9. **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.

10. 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

11. 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.

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

13. 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.

14. 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.

15. 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

16. 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.

17. 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

18. 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

19. 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.