

1.3.1.

**PROCEDURE FOR GRANTING AUTHORISATION TO DRAW UP
OWN-INITIATIVE REPORTS**

DECISION OF THE CONFERENCE OF PRESIDENTS

OF 12 DECEMBER 2002¹

THE CONFERENCE OF PRESIDENTS,

having regard to Rules 27, 29, 132, 133, 37, 46, 49, 51, 52, 54, 216(2) and 220(1) of the Rules of Procedure;

HAS DECIDED

Article 1
General provisions

Scope

1. This decision shall apply to the following categories of own-initiative reports:
 - (a) Legislative Own-Initiative Reports, drawn up on the basis of Article 225 of the Treaty on the Functioning of the European Union and Rule 46 of the Rules of Procedure;
 - (b) Strategic Reports, drawn up on the basis of non-legislative strategic and priority initiatives included in the Commission Work Programme;
 - (c) Non-Legislative Own-Initiative Reports, not drawn up on the basis of a document of another Institution or body of the European Union or drawn up on the basis of a document forwarded to Parliament for information, without prejudice to Article 2(3);
 - (d) Annual Activity and Monitoring Reports, as listed in Annex 1^{2,3}

¹ This decision was amended by a decision of the Conference of Presidents of 26 June 2003 and was consolidated on 3 May 2004. It was further amended as a result of decisions adopted in plenary on 15 June 2006 and 13 November 2007 and by decisions of the Conference of Presidents of 14 February 2008, 15 December 2011, 6 March 2014 and 7 April 2016, by corrigendum of 15 July 2016 and by decision of the Conference of Presidents of 3 April 2019.

² Parliamentary committees envisaging the drawing-up of annual activity and monitoring reports pursuant to Rule 132(1) of the Rules of Procedure or pursuant to other legal provisions (as included in Annex 2) shall give advance notification thereof to the Conference of Committee Chairs, indicating in particular, the relevant legal basis deriving from the Treaties and other legal provisions, including Parliament's Rules of Procedure. The Conference of Committee Chairs shall subsequently notify them to the Conference of Presidents. Such reports shall be authorised automatically and shall not be subject to the quota referred to in Article 1(2).

³ In its decision of 7 April 2011, the Conference of Presidents stated that own-initiative reports drawn up on the basis of annual activity and monitoring reports listed in Annexes 1 and 2 to this decision are to be considered as strategic reports within the meaning of Rule 52(5) of the Rules of Procedure.

(e) Implementation Reports on transposition into national law, implementation and enforcement of the Treaties and other Union legislation, soft law instruments and international agreements in force or subject to provisional application⁴.

Quota

2. During the first half of a parliamentary term, each parliamentary committee may simultaneously draft up to six own-initiative reports. For committees with subcommittees, that quota shall be increased by three reports per subcommittee. Those additional reports shall be drawn up by the sub-committee.

During the second half of a parliamentary term, each parliamentary committee may simultaneously draft up to three own-initiative reports. For committees with subcommittees, that quota shall be increased by two reports per subcommittee. Those additional reports shall be drawn up by the sub-committee.

The following shall not be subject to such ceilings:

- legislative own-initiative reports;
- implementation reports (each committee may draw up such a report at any time).

Minimum period before adoption

3. The parliamentary committee seeking authorisation may not adopt the report in question within the three months following the date of authorisation or, in the case of notification, within the three months following the date of the meeting of the Conference of Committee Chairs at which the report was notified.

Article 2 *Conditions for authorisation*

1. The proposed report must not deal with topics principally involving analysis and research activities which may be covered in other ways, for example by studies.
2. The proposed report must not deal with topics which have already been the subject of a report adopted in plenary during the previous 12 months, save where new information justifies it on an exceptional basis.
3. With regard to reports to be drawn up on the basis of a document forwarded to Parliament for information, the following conditions shall apply:
 - the basic document must be an official document from an institution or body of the European Union and must
 - (a) have been forwarded officially to Parliament for consultation or information, or
 - (b) have been published in the *Official Journal of the European Union* for the

⁴ See Annex 3 to this Decision.

purpose of consultations with interested parties, or
(c) have been officially submitted to the European Council;

- the document must have been forwarded in all the official languages of the European Union; and
- the request for authorisation must be submitted no later than four months after the date on which the document in question was forwarded to Parliament or on which it was published in the *Official Journal of the European Union*.

Article 3 *Procedure*

Automatic authorisation

1. Authorisation shall be granted automatically after notification of the request to the Conference of Committee Chairs for
 - implementation reports;
 - annual activity and monitoring reports, as listed in Annex 1.

Role of the Conference of Committee Chairs

2. Duly substantiated requests for authorisation shall be forwarded to the Conference of Committee Chairs, which shall ascertain their compliance with the criteria set out in Articles 1 and 2 and with the quota established in Article 1. All such requests shall contain an indication of the type and the exact title of the report and the basic document(s), if any.
3. Authorisations to draw up strategic reports shall be granted by the Conference of Committee Chairs after resolution of any conflict of competence. The Conference of Presidents may, at the specific request of a political group, revoke such authorisations within four parliamentary business weeks.
4. The Conference of Committee Chairs shall forward to the Conference of Presidents requests for authorisation to draw up legislative own-initiative and non-legislative own-initiative reports that have been assessed to be in compliance with the criteria and quota allocated. The Conference of Committee Chairs shall, at the same time, notify the Conference of Presidents of any annual activity and monitoring reports, as listed in Annexes 1 and 2, implementation reports and strategic reports that have been authorised.

Authorisation by the Conference of Presidents and resolution of conflicts of competence

5. The Conference of Presidents shall adopt a decision on requests for authorisation to draw up legislative own-initiative and non-legislative own-initiative reports within four parliamentary business weeks after they have been forwarded by the Conference of Committee Chairs, unless it decides, on exceptional grounds, to extend that deadline.
6. If a committee's competence to draw up a report is challenged, the Conference of Presidents shall take a decision within six parliamentary business weeks on the basis of a recommendation from the Conference of Committee Chairs or, if no such recommendation

is forthcoming, its chair. If the Conference of Presidents fails to take a decision within that period, the recommendation shall be deemed to have been approved.

Article 4

Application of Rule 54 of the Rules of Procedure - procedure with associated committees

1. Requests for the application of Rule 54 of the Rules of Procedure shall be submitted no later than the Monday preceding the meeting of the Conference of Committee Chairs at which requests for authorisation to draw up own-initiative reports are to be dealt with.
2. The Conference of Committee Chairs shall deal with requests for authorisation to draw up own-initiative reports and those for the application of Rule 54 at its monthly meeting.
3. If the committees concerned fail to reach agreement on the request for application of Rule 54, the Conference of Presidents shall take a decision within six parliamentary business weeks on the basis of a recommendation from the Conference of Committee Chairs or, if no such recommendation is forthcoming, its chair. If the Conference of Presidents fails to take a decision within that period, the recommendation shall be deemed to have been approved.

Article 5

Final provisions

1. Towards the end of the parliamentary term, requests for authorisation to draw up own-initiative reports must be submitted no later than in the July of the year preceding the elections. After that date, only duly substantiated exceptional requests shall be authorised.
2. The Conference of Committee Chairs shall submit to the Conference of Presidents a report on the progress of own-initiative reports every two and a half years.
3. This decision shall enter into force on 12 December 2002. It cancels and replaces the following decisions:
 - decision of the Conference of Presidents of 9 December 1999 on the procedure for granting authorisation to draw up own-initiative reports within the meaning of Rule 52 of the Rules of Procedure, and the decisions of the Conference of Presidents of 15 February and 17 May 2001 updating the annex to that decision;
 - decision of the Conference of Presidents of 15 June 2000 on the procedure for authorising the drawing-up of reports on documents forwarded to the European Parliament for information by other institutions or bodies of the European Union.

Annual activity and monitoring reports subject to automatic authorisation and to the quota limiting the number of reports that may be drafted simultaneously (pursuant to Article 1(2) and Article 3 of the Decision)

| COMMITTEE | TITLE |
|--|--|
| Committee on Foreign Affairs | Council's [<i>Ordinal number</i>] annual report in accordance with operative provision 8 of the European Union Code of Conduct on Arms Exports |
| Committee on Development | Work of the ACP-EU Joint Parliamentary Assembly - annual report [<i>year</i>] |
| Committee on Budgets/Committee on Economic and Monetary Affairs - every 2nd year, with the association of the other respective committee under Rule 54 | Financial activities of the European Investment Bank - annual report [<i>year</i>] |
| Committee on Budgetary Control | Control of the financial activities of the European Investment Bank - annual report [<i>year</i>] |
| Committee on Economic and Monetary Affairs | European Central Bank - annual report [<i>year</i>] |
| Committee on Economic and Monetary Affairs | Competition policy - annual report [<i>year</i>] |
| Committee on the Internal Market and Consumer Protection | Single market governance within the European Semester - annual report [<i>year</i>] |
| Committee on the Internal Market and Consumer Protection | Consumer protection - annual report [<i>year</i>] |
| Committee on the Internal Market and Consumer Protection | Services and goods in the single market - annual report [<i>year</i>] |
| Committee on Regional Development | [<i>Ordinal number</i>] report on economic and social cohesion |
| Committee on Legal Affairs | Monitoring the application of European Union law - [<i>Ordinal number</i>] annual report [<i>year</i>] |
| Committee on Legal Affairs | European Union regulatory fitness and subsidiarity and proportionality - [<i>Ordinal number</i>] report on Better Law Making covering the year [<i>year</i>] |
| Committee on Civil Liberties, Justice and Home Affairs | Situation of fundamental rights in the European Union - annual report [<i>year</i>] |
| Committee on Women's Rights and Gender Equality | Equality between women and men in the European Union - annual report [<i>year</i>] |
| Committee on Women's Rights and Gender Equality | Gender mainstreaming in the European Parliament - annual report [<i>year</i>] |

Annual activity and monitoring reports subject to automatic authorisation and with specific reference to the Rules of Procedure (not subject to the quota limiting the number of reports that may be drafted simultaneously)

| COMMITTEE | TITLE |
|--|---|
| Committee on Foreign Affairs | Candidate countries – annual progress report [<i>year</i>] |
| Committee on Foreign Affairs | Implementation of the common foreign and security policy – annual report [<i>year</i>] |
| Committee on Foreign Affairs (Subcommittee on Security and Defence) | Implementation of the common security and defence policy – annual report [<i>year</i>] |
| Committee on Foreign Affairs (Subcommittee on Human Rights) | Human rights and democracy in the world and the European Union's policy on the matter – annual report [<i>year</i>] |
| Committee on International Trade | Implementation of the common commercial policy – annual report [<i>year</i>] |
| Committee on Budgetary Control | Protection of the European Union's financial interests – combating fraud – annual report [<i>year</i>] |
| Committee on Economic and Monetary Affairs | Banking Union – annual report [<i>year</i>] |
| Committee on Economic and Monetary Affairs | Tax report [<i>year</i>] |
| Committee on Industry, Research and Energy | State of the Energy Union – annual report [<i>year</i>] |
| Committee on Civil Liberties, Justice and Home Affairs | Public access to Parliament documents – annual report [<i>year</i>] |
| Committee on Constitutional Affairs | European political parties – report [<i>year</i>] |
| Committee on Petitions | Deliberations of the Committee on Petitions in [<i>year</i>] |
| Committee on Petitions | Activities of the European Ombudsman - annual report [<i>year</i>] |

Implementation Reports

1. Implementation reports shall have the purpose of informing Parliament about the implementation of a piece of Union legislation, or of another instrument referred to in Article 1(1)(e), so as to allow the plenary to draw conclusions and to make recommendations for concrete actions to be taken. As such, they are made up of two parts:
 - an explanatory statement, in which the rapporteur describes the facts and sets out his or her findings on the state of implementation,
 - a motion for resolution indicating the main conclusions and concrete recommendations for actions to be taken.

In accordance with Rule 52a(2), the explanatory statement is the responsibility of the rapporteur and is therefore not put to the vote. Where it appears that a consensus or large majority is lacking on the content or scope of the statement, the chair may consult the committee.

2. When planning an implementation report, the committee shall take due account of the availability of reliable facts regarding the state of implementation of the relevant legislation.
3. The committee shall organise the allocation of implementation reports in a way that is not detrimental to the allocation of other legislative and non-legislative reports.
4. An implementation report shall be voted in committee no later than 12 months after it has been notified at the Conference of Committee Chairs. This deadline can be extended by the coordinators upon a reasoned request by the rapporteur.
5. The rapporteur shall be assisted by an administrative project team, coordinated by a committee administrator. The rapporteur shall involve shadow rapporteurs at all stages of the report.
6. The rapporteur shall have at his or her disposal all necessary means in terms of expertise available, both inside and outside Parliament, and in particular:
 - he or she shall be entitled to request the organisation of at least one committee hearing and to propose the panel to the coordinators, who will take the final decision;
 - he or she shall receive analytical support from Parliament's relevant policy departments and the Ex-Post Impact Assessment Unit of Directorate-General for Parliamentary Research Services (in particular, European Implementation Assessments);
 - he or she shall be entitled to request the undertaking of any necessary fact-finding journeys in accordance with Rule 25(9);

- he or she shall receive an authorisation or mandate to make contact, on behalf of the committee, with national parliaments, the Court of Auditors, the European Economic and Social Committee and the Committee of the Regions, and with all other relevant bodies, in order to receive factual information;
- he or she shall be provided with a letter of credentials from the President authorising him or her to request the Commission to disclose all relevant information about the implementation of Union legislation or of other instruments referred to in Article 1(1)(e).

All these elements shall be defined and organised by the rapporteur into a "project" and submitted to the coordinators or committee for approval.

7. The rapporteur shall regularly inform the committee on the progress of his or her fact-finding activities.