



IPEX Guidelines

as approved at the meeting of the Secretaries
General of the EU parliaments

6 February 2023

Preamble

1) IPEX, the Interparliamentary EU information exchange, was created following recommendations and agreements by the Conference of Speakers of the European Union Parliaments in Rome in 2000¹ and in The Hague in 2004².

2) The objective of IPEX is to support interparliamentary cooperation in the European Union by providing a platform for the electronic exchange of European Union related information between Parliaments/Chambers in the Union. The IPEX platform aims to be a one-stop-shop for interparliamentary European Union information exchange and a reliable source of public information.

3) The IPEX web site:

- a. contains a database of parliamentary information on European Union affairs, in particular on parliamentary scrutiny of European Union documents, including aspects of subsidiarity, and for the exchange of parliamentary information on any European Union related matter;
- b. includes a calendar of interparliamentary meetings, hosts pages of European Union interparliamentary conferences and other European Union interparliamentary cooperation fora and networks;
- c. enables parliaments to provide information on their European Union related parliamentary structures and procedures.

4) IPEX is open to national Parliaments/Chambers of European Union member states and to the European Parliament. IPEX is also open to Parliaments/Chambers of the European Union candidate countries who may contribute to IPEX with information on European Union affairs and in accordance with their candidate status.

Article 1

(Objectives of IPEX)

The Conference of Speakers of the European Union Parliaments lays down the objectives of IPEX.

Article 2

(Role of the Secretaries General)

The Secretaries General³ of the European Union Parliaments:

- a) oversee IPEX and adopt conclusions relating to it;
- b) agree on the guidelines, digital strategy and on major developments of IPEX;
- c) appoint the IPEX Board;
- d) appoint the Chair of the IPEX Board from among the Secretaries General of the Parliaments/Chambers represented on the IPEX Board according to the procedures in Articles 4 and 5 of these Guidelines;
- e) approve the Board's proposal for the legal and functional framework for hiring and daily administration of the IPEX Information Officer.

¹ In a memorandum adopted by the Conference in Rome on 22-24 September 2000, the Speakers proposed measures to promote cooperation and the exchange of information between institutions and Parliaments in the Union. The Speakers requested that the administrations of the respective Parliaments should look into the matter in more detail.

² Guidelines for Interparliamentary Cooperation in the EU as agreed upon by the Conference of Speakers of the European Union Parliaments.

³ Whenever "Secretary General" is mentioned in this text, this shall include any "other equivalent senior official appointed by the Speaker to represent the Parliament/Chamber in meetings of the Secretaries General".

Article 3 (The IPEX Board)

1. The IPEX Board and its Chair are appointed for a one-year period, running from the end of one annual Conference of Speakers of the European Union Parliaments to the end of the next.

2. The Board:

- a) ensures the ongoing and effective management and maintenance of IPEX in accordance with the strategy and development directions agreed by the Secretaries General;
- b) is responsible for monitoring the IPEX website and its technical developments, as well as establishing rules for uploading content to the IPEX website in order to ensure the proper functioning of the IPEX platform;
- c) cooperates with the IPEX Correspondents and meets with them once a year in collaboration with the national Parliaments/Chambers;
- d) is responsible for relations with the European Union institutions and bodies outside the European Union;
- e) submits draft conclusions on IPEX to the Secretaries General and implements their decisions relating to IPEX;
- f) acts as a joint controller responsible for the processing of personal data in accordance with appropriate regulations.

3. The Board adopts a Work Programme.

Article 4 (Composition of the Board)

1. The Board consists of members representing:

- a) the national Parliaments holding the previous, current and upcoming Presidency of the Conference of Speakers of the European Union Parliaments;
- b) the national Parliament of the member state holding the Presidency of the Council of the European Union during the first semester of the year in which the Board takes office;
- c) other European Union national Parliaments that wish to participate and commit to contributing actively to working groups set up by the Board;
- d) the European Parliament.

2. COSAC, the ECPRD, the European Commission and the Council participate in and contribute to Board meetings.

3. The Chair may invite other relevant organizations or individuals to Board meetings.

Article 5 (Chair of the Board)

1. The Chairmanship of the Board falls to the Parliament which chaired the annual meeting of the Conference of Speakers of the EU Parliaments.

2. A bi-cameral Parliament may propose that only one of its Chambers chairs the IPEX Board.

3. The Secretaries General choose the Chair of the Board in situations where the relevant Parliament is unable to assume the Chairmanship of the IPEX Board according to the above procedure.
4. To ensure the continuity and efficiency of the work of the IPEX Board, its Chair coordinates and cooperates with Parliaments chairing the previous and upcoming IPEX Boards.
5. The Chair may decide to hold an IPEX meeting, be it a meeting of the Board, Correspondents or other, in physical, remote or hybrid format.

Article 6

(Board meetings)

1. The Board adopts its decisions by consensus.
2. Board meetings are:
 - a) prepared by the Chair;
 - b) held at least twice a year on invitation by the Chair of the Board or on request expressed by one third of the Parliaments represented on it.
3. The draft agenda is:
 - a) prepared and circulated by the Chair at least four weeks beforehand, and a final draft along with relevant working papers/documents are forwarded to the Board members at least two weeks before the start of the meeting;
 - b) adopted by the Board at the beginning of each meeting.
4. Draft minutes of Board meetings are sent to the Board members for approval not later than two weeks after the meetings. If the Chair does not receive objections within four weeks of the meeting, the minutes are deemed to have been approved and are subsequently published on IPEX. Otherwise, the minutes are approved at the next meeting of the Board.

Article 7

(Working Groups)

1. The Board may set up temporary Working Groups, in particular to implement the Work Programme, to draw up proposals for any issue related to IPEX. The Board sets out the tasks of each Working Group and a deadline for their completion.
2. The Board appoints the members and the Chair of each Working Group.
3. Working Groups may also meet “virtually” through the exchange of e-mail and/or video conference.
4. Working Groups work under the supervision of the Board and report to it.

Article 7a

(Contributors to the IPEX platform)

1. The contributors to the IPEX platform are:
 - a) IPEX Correspondents,

- b) secretariats of the European Union interparliamentary conferences and other European Union interparliamentary cooperation fora and networks hosted on IPEX,
- c) content providers for other interparliamentary cooperation formats which the Secretaries General of European Union parliaments agreed to host on IPEX,
- d) other European Union institutions.

2. Each contributor to the IPEX platform is responsible for the content they upload or provide.

3. Every contributor to the IPEX platform follows the rules on uploading or providing content adopted by the Board.

Article 8

(Appointment and tasks of the IPEX Correspondents)

1. IPEX Correspondents are appointed by the Secretary General of either a national Parliament/Chamber taking part in IPEX or the European Parliament. Each Parliament/Chamber may appoint up to two Correspondents.

2. The IPEX Correspondents are responsible for the contributions from their Parliament/Chamber to IPEX. In particular they:

- a) ensure the functioning of the IPEX platform through:
 - regular updating of the national pages with general information and links;
 - regular updating of contact information provided on IPEX for Speakers, Secretaries General and Correspondents;
 - uploading the information on their Parliament's/Chamber's scrutiny of European Union documents (national scrutiny pages), including on subsidiarity or within the political dialogue framework;
 - uploading different kinds of parliamentary documents and information on European Union matters, including research information, activities of interest and news from parliaments;
- b) upload all relevant documents and information in real time, preferably with an English and/or French translation or summary.

3. In addition, IPEX Correspondents:

- a) function as the default contact person for European Union matters within their respective Parliament/Chamber;
- b) explain the parliamentary traditions and procedures/the scrutiny system of their national Parliaments;
- c) participate in the promotion of IPEX;
- d) participate in IPEX training sessions;
- e) train staff in the national Parliaments and ensure a smooth transfer of know-how within the Parliament;
- f) play an active part in the Annual IPEX Correspondents' Meetings in order to exchange best practices, discuss the future development of IPEX and give feedback to the IPEX Board;
- g) report any issues related to the functioning of the IPEX website to the Information Officer.

4. In light of the tasks listed above, it is recommended that the IPEX Correspondent comes from or works closely with a department in the national Parliament/Chamber responsible for European affairs.

Article 9
(The IPEX Information Officer)

1. The IPEX Information Officer works under the supervision of the Board and assists the Board in its tasks.
2. The IPEX Information Officer:
 - a) is responsible for the daily maintenance and monitoring of the IPEX website;
 - b) manages IPEX users;
 - c) is responsible for the implementation of editorial changes and developments as decided by the Board;
 - d) follows up on implementing new features with the technical support of the IT services of the European Parliament and coordinates the validation process;
 - e) regularly submits reports to the Board;
 - f) fulfils other tasks assigned by the Board and its Chair;
 - g) acts as single point of contact for technical matters and assists IPEX Correspondents as well as other IPEX contributors by offering technical advice, training and support;
 - h) participates in and contributes to Board meetings;
 - i) may be invited by the Board to participate in Working Groups.

Article 10
(Administration of the IPEX Information Officer)

1. The post of the IPEX Information Officer is co-financed by national Parliaments and the costs are shared equally amongst all participating Parliaments.
2. The IPEX Board submits to the Secretaries General for approval a proposal containing the legal and functional framework for hiring and daily administration of the IPEX Information Officer.

Article 11
(Revision of the Guidelines)

The revision of these Guidelines is the responsibility of the Secretaries General of the European Union Parliaments.