



# TERMINOLOGY FOR PARLIAMENTARY WORK



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**Cataloguing data**

European Parliament

Terminology Coordination Unit

Terminology for parliamentary work

2014 – 60 pages – 148x210mm

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*Printed in Luxembourg*

# TERMINOLOGY FOR PARLIAMENTARY WORK

This glossary has been compiled by DG TRAD's **Terminology Coordination Unit** to help Members, their assistants and EP staff find explanations of terms commonly used in Parliament.

It contains 120 terms in English, French and German, with explanations in English. The main sources were the EU's terminology database (**IATE**), Parliament's **Rules of Procedure** (July 2014), the **Europarl** website, the **Treaty on the Functioning of the European Union** and other official documents and institutional resources.

We hope you find the glossary useful. To send us feedback or suggest additional terms for inclusion, please write to **[dgtrad.termcoord@europarl.europa.eu](mailto:dgtrad.termcoord@europarl.europa.eu)**.

Further EU-specific terminology can be found in **IATE**, the EU's multilingual terminology database, which contains some 9 million terms covering all areas of EU policy.

TERM	EXPLANATION	REFERENCE
<b>EN - accredited assistant</b> <b>FR - assistant accrédité</b> <b>DE - akkreditierter Assistent</b>	An accredited assistant is based in one of the European Parliament's three places of work (Brussels, Luxembourg or Strasbourg) and has a contract of employment under European law concluded directly with Parliament.	Europarl, Assistants accredited to the European Parliament
<b>EN - acquis communautaire / Community acquis / the body of EU law</b> <b>FR - acquis communautaire / acquis</b> <b>DE - gemeinschaftlicher Besitzstand / Besitzstand</b>	The body of common rights and obligations which bind all the Member States together within the European Union.	EUROPA > Summaries of EU legislation > Glossary
<b>EN - admissibility</b> <b>FR - recevabilité</b> <b>DE - Zulässigkeit</b>	Admissibility of amendments. 1. No amendment shall be admissible if: (a) it does not directly relate to the text which it seeks to amend; (b) it seeks to delete or replace the whole of a text; (c) it seeks to amend more than one of the individual articles or paragraphs of the text to which it relates. This provision shall not apply to compromise amendments nor to amendments which seek to make identical changes to a particular form of words throughout the text;	Rules of Procedure of the European Parliament, Rule 170
<b>EN - advisory procedure</b> <b>FR - procédure consultative</b> <b>DE - Beratungsverfahren</b>	One of the two types of committee procedures established by Regulation (EU) No 182/2011; used as a general rule for the adoption of implementing acts not falling under the examination procedure.	Council-EN based on Council-FR and Regulation (EU) No 182/2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission's exercise of implementing powers

TERM	EXPLANATION	REFERENCE
<b>EN - amendment</b> <b>FR - amendement</b> <b>DE - Abänderung</b>	<p>An amendment may seek to alter a part of a text (a motion for a resolution, a draft legislative resolution or a legislative proposal) and hence to delete, add, or substitute words or figures in this text. It has to satisfy certain admissibility criteria. Only the committee(s) responsible, a political group, or at least 40 Members may table amendments for consideration in plenary.</p>	<p>European Parliament, DG Presidency, Directorate for the Plenary, 'The Plenary: a User's Guide'</p>
<b>EN - basic act / basic legal act / basic instrument</b> <b>FR - acte de base</b> <b>DE - Basisrechtsakt / grundlegender Rechtsakt</b>	<p>A "basic act" is an act of secondary legislation which provides a legal basis for the Community action and for the implementation of the corresponding expenditure entered in the budget. Such an act must take the form of a Regulation, a Directive or a Decision. Recommendations and opinions do not constitute basic acts, nor do resolutions or declarations.</p>	<p>Interinstitutional agreement of 6 May 1999 between the European Parliament, the Council and the Commission on budgetary discipline and improvement of the budgetary procedure</p>
<b>EN - blue card</b> <b>FR - carton bleu</b> <b>DE - blaue Karte</b>	<p>The President may give the floor to Members who indicate, by raising a blue card, their wish to put to another Member, during that Member's speech, a question of no longer than half a minute's duration, if the speaker agrees and if the President is satisfied that this will not lead to a disruption of the debate.</p>	<p>Rules of Procedure of the European Parliament, Rule 162</p>
<b>EN - budgetary conciliation / budget conciliation</b> <b>FR - concertation sur le budget</b> <b>DE - Haushaltskonzertierung</b>	<p>If the conciliation succeeds, the Council and the European Parliament have 14 days to formally adopt the agreement, following the finalisation of the text. The budget is adopted unless the Council or the European Parliament rejects it. If the conciliation fails, the Commission must submit a new draft budget.</p>	<p>Press release of the Council of the European Union, Start of the conciliation talks on the EU budget 2014</p>

TERM	EXPLANATION	REFERENCE
<b>EN - Bureau</b> <b>FR - Bureau</b> <b>DE - Präsidium</b>	<p>European Parliament body that lays down rules for Parliament, draws up Parliament's preliminary draft budget and decides all administrative, staff and organisational matters. The Bureau consists of the President of the European Parliament, the 14 Vice-Presidents and the five Quaestors elected by Parliament for a period of two and a half years (which can be renewed).</p>	<p>Europarl, Political bodies</p>
<b>EN - "catch-the-eye"</b> <b>FR - "mains levées"</b> <b>DE - System des Augenkontakts bzw. der erhobenen Hand / System des Augenkontakts</b>	<p>With a view to increasing the spontaneity of debates and Members' participation, a period is set aside for short speeches (one minute maximum) by Members on a "catch-the-eye" basis. This occurs at the end of the normal list of speakers, immediately prior to the closing speeches by the Commission, Council and the rapporteur(s) (where appropriate). The agenda sets aside a period of five minutes for "catch-the-eye", but this period can be shortened or extended by the President under Rule 162, on the basis of the overall time available. Members wishing for the floor under this procedure should attract the President's attention by raising their hand.</p>	<p>European Parliament, DG Presidency, Directorate for the Plenary, 'The Plenary: a User's Guide'</p>
<b>EN - citizens' initiative / European citizens' initiative / ECI</b> <b>FR - initiative citoyenne / initiative citoyenne européenne / ICE</b> <b>DE - Bürgerinitiative / europäische Bürgerinitiative</b>	<p>The European citizens' initiative enables one million EU citizens from at least seven EU countries to call on the European Commission to propose legislation on matters where the EU has competence to legislate.</p>	<p>EUROPA &gt; European Commission &gt; European Citizens' Initiative &gt; Guide to the European Citizens' Initiative</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - codecision procedure</b></p> <p><b>FR - procédure de codécision</b></p> <p><b>DE - Mitentscheidungsverfahren / Verfahren der Mitentscheidung</b></p>	<p>Following the entry into force of the Treaty of Lisbon, the codecision procedure becomes the ordinary legislative procedure of the European Union (EU) (Article 294 of the Treaty on the Functioning of the EU). This procedure gives the European Parliament, representing the Union's citizens, the power to adopt instruments jointly with the Council of the European Union. It becomes co-legislator, on an equal footing with the Council, except in the cases provided for in the Treaties where the procedures regarding consultation and approval apply. The ordinary legislative procedure also includes qualified majority voting in the Council.</p>	<p>EUROPA &gt; Summaries of EU legislation &gt; Glossary</p>
<p><b>EN - Code of Conduct for Members of the European Parliament with respect to financial interests and conflicts of interest / Code of Conduct</b></p> <p><b>FR - code de conduite des députés au Parlement européen en matière d'intérêts financiers et de conflits d'intérêts / code de conduite</b></p> <p><b>DE - Verhaltenskodex</b></p>	<p>Parliament shall lay down rules governing the transparency of its Members' financial interests in the form of a Code of Conduct which shall be adopted by a majority of its component Members, in accordance with Article 232 of the Treaty on the Functioning of the European Union, and attached to these Rules of Procedure as an annex.</p>	<p>Rules of Procedure of the European Parliament, Rule 11</p>
<p><b>EN - codification</b></p> <p><b>FR - codification</b></p> <p><b>DE - Kodifizierung / Kodifikation</b></p>	<p>Codification consists of repealing the acts that are to be codified and replacing them with a single text which does not amend the substance of those acts.</p>	<p>Manual of Precedents of Acts established within the Council of the European Union, IV.4.1., 9 July 2010</p>

TERM	EXPLANATION	REFERENCE
<b>EN - committee asked for an opinion</b> <b>FR - commission saisie pour avis</b> <b>DE - mitberatender Ausschuss</b>	<p>If the committee to which a matter was first referred wishes to hear the views of another committee, or if another committee wishes to make known its views on the report of the committee to which a matter was first referred, such committees may ask the President in accordance with Rule 188(3), for one committee to be named as the committee responsible and the other as the committee asked for an opinion.</p>	<p>Rules of Procedure of the European Parliament, Rule 53</p>
<b>EN - committee coordinator</b> <b>FR - coordinateur de commission</b> <b>DE - Ausschusskoordinator</b>	<p>The political groups may designate one of their members as coordinator. The committee coordinators shall if necessary be convened by their committee Chair to prepare decisions to be taken by the committee, in particular decisions on procedure and the appointment of rapporteurs. The committee may delegate the power to take certain decisions to the coordinators, with the exception of decisions concerning the adoption of reports, opinions or amendments.</p>	<p>Rules of Procedure of the European Parliament, Rule 205</p>
<b>EN - committee of inquiry / temporary committee of inquiry</b> <b>FR - commission d'enquête / commission temporaire d'enquête</b> <b>DE - Untersuchungsausschuss / nichtständiger Untersuchungsausschuss</b>	<p>Parliament may, at the request of one quarter of its component Members, set up a committee of inquiry to investigate alleged contraventions of Union law or alleged maladministration in the application of Union law which would appear to be the act of an institution or body of the European Union, of a public administrative body of a Member State, or of persons empowered by Union law to implement that law.</p>	<p>Rules of Procedure of the European Parliament, Rule 198</p>



TERM	EXPLANATION	REFERENCE
<p><b>EN - committee procedure / comitology (not recommended) / comitology procedure (not recommended)</b></p> <p><b>FR - procédure de comité (preferred) / règles de comitologie</b></p> <p><b>DE - Ausschussverfahren (preferred) / Komitologieverfahren</b></p>	<p>Procedure whereby the European Commission executes the implementing powers delegated to it by the legislative branch (i.e. the European Parliament and the Council of the European Union) with the assistance of committees consisting of Member State representatives.</p>	<p>Council-EN, based on Eurofound industrial relations dictionary</p>
<p><b>EN - committee responsible</b></p> <p><b>FR - commission compétente au fond</b></p> <p><b>DE - federführender Ausschuss</b></p>	<p>If the committee to which a matter was first referred wishes to hear the views of another committee, or if another committee wishes to make known its views on the report of the committee to which a matter was first referred, such committees may ask the President in accordance with Rule 188(3), for one committee to be named as the committee responsible and the other as the committee asked for an opinion.</p>	<p>Rules of Procedure of the European Parliament, Rule 53</p>
<p><b>EN - compromise amendment</b></p> <p><b>FR - amendement de compromis</b></p> <p><b>DE - Kompromissänderungsantrag</b></p>	<p>The term “compromise amendment” is used in two different contexts: - when a compromise is being sought between the Commission or Council and Parliament, represented by the committee responsible (Rules 61(2), 69 and 73); - or when political groups are seeking to reach a compromise among themselves (Rules 173 and 174).</p>	<p>European Parliament, DG Presidency, Directorate for the Plenary, ‘The Plenary: a User’s Guide’</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - Conciliation Committee</b></p> <p><b>FR - comité de conciliation</b></p> <p><b>DE - Vermittlungsausschuss</b></p>	<p>(1) Body established by Article 294 TFEU in the context of the ordinary legislative procedure (formerly the codecision procedure, which has the task of reaching agreement on a joint text on the basis of the positions of the European Parliament and the Council at second reading, in accordance with the conciliation procedure.</p> <p>(2) Body provided for in Article 314 TFEU in the context of the special legislative procedure for conciliation on budgetary matters with the task of reaching agreement on a joint text on the basis of the positions of the European Parliament and the Council, with the participation of the Commission.</p>	<p>Council-EN, based on Treaty on the functioning of the European Union, Articles 294 and 314</p>
<p><b>EN - conciliation procedure</b></p> <p><b>FR - procédure de conciliation</b></p> <p><b>DE - Vermittlungsverfahren / Konzertierungsverfahren</b></p>	<p>(1) Procedure in the context of the ordinary legislative procedure (formerly the codecision procedure), involving the convening of the Conciliation Committee in cases where the Council does not approve all the European Parliament's amendments at second reading; described in Article 294 TFEU.</p> <p>(2) Conciliation procedure in the context of the budgetary procedure as described in Article 314 TFEU.</p>	<p>Council-EN; Treaty on the functioning of the European Union</p>
<p><b>EN - Conference of Committee Chairs</b></p> <p><b>FR - Conférence des présidents des commissions</b></p> <p><b>DE - Konferenz der Ausschussvorsitze</b></p>	<p>The political body that coordinates the work of the committees and ensures the smooth cooperation between them. It consists of the Chairs of all standing and special committees and meets on Tuesdays of the Strasbourg part-sessions. The Chair is elected from among its members for a two and a half year mandate.</p>	<p>Europarl, Conference of Committee Chairs</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - Conference of Community and European Affairs Committees of Parliaments of the European Union / Conference of European Affairs Committees / Conference of Parliamentary Committees for Union Affairs of Parliaments of the European Union / COSAC</b></p> <p><b>FR - Conférence des Organes parlementaires spécialisés dans les Affaires de l'Union des Parlements de l'Union européenne / COSAC / Conférence des organes parlementaires spécialisés dans les affaires de l'Union européenne / Conférence des organes spécialisés dans les affaires de l'Union</b></p> <p><b>DE - Konferenz der Sonderorgane für EU-Angelegenheiten</b></p>	<p>A conference of the committees of the national Parliaments of the European Union Member States dealing with European affairs as well as representatives of the European Parliament.</p>	<p>COSAC &gt; Home &gt; About</p>
<p><b>EN - Conference of Delegation Chairs</b></p> <p><b>FR - Conférence des présidents des délégations</b></p> <p><b>DE - Konferenz der Delegationsvorsitze</b></p>	<p>The political body in Parliament that periodically considers all matters concerning the smooth running of interparliamentary delegations and delegations to the joint parliamentary committees.</p>	<p>Europarl, The Conference of Delegation Chairs</p>

TERM	EXPLANATION	REFERENCE
<b>EN - Conference of Presidents</b> <b>FR - Conférence des présidents</b> <b>DE - Konferenz der Präsidenten</b>	<p>The Conference of Presidents is the political body in Parliament responsible for the organisation of Parliament's business and legislative planning, for deciding the responsibilities and membership of committees and delegations, and for relations with other EU institutions, the national parliaments and non-EU countries. The Conference of Presidents prepares Parliament's timetable and plenary sitting agendas and allocates seats in the Chamber. The Conference of Presidents consists of the President of Parliament and the political group chairmen. One representative of the non-attached Members also has a seat in the Conference of Presidents but no voting rights.</p>	<p>Europarl, Political bodies</p>
<b>EN - consent procedure</b> <b>FR - procédure d'approbation</b> <b>DE - Verfahren der Zustimmung / Zustimmungungsverfahren</b>	<p>Any of the special legislative procedures provided for in the Treaty on the Functioning of the European Union whereby the Council may act after obtaining the consent of the European Parliament, or whereby the European Parliament may act after obtaining the consent of the Council.</p>	<p>COM-EN, based on: Treaty on the Functioning of the European Union</p>
<b>EN - consolidated text / consolidated version</b> <b>FR - texte consolidé / version consolidée</b> <b>DE - konsolidierter Text / konsolidierte Fassung</b>	<p>Texts, whereby political amendments and technical adaptations are incorporated in the Commission proposal (at first reading) or the Council position (second reading).</p>	<p>Europarl &gt; Plenary &gt; Ordinary legislative procedure &gt; Parliament positions</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - consolidation / documentary consolidation</b></p> <p><b>FR - consolidation / consolidation de textes législatifs / consolidation documentaire</b></p> <p><b>DE - Konsolidierung / deklaratorische Kodifikation</b></p>	<p>The editorial compilation in a single text of the provisions of the basic act and all the subsequent amendments to it. [...] Consolidation has no legal effect and does not constitute the adoption of a new act.</p>	<p>Manual of Precedents of Acts established within the Council of the European Union, IV.4.1., 9 July 2010</p>
<p><b>EN - constituency week / non-sitting week</b></p> <p><b>FR - semaine de circonscription</b></p> <p><b>DE - Wahlkreiswoche</b></p>	<p>Week set aside for MEPs to work in their constituencies, so there are no official meetings of parliamentary bodies during this period.</p>	<p>EP-TermCoord based on EP press release of 30.3.2007</p>
<p><b>EN - consultation procedure</b></p> <p><b>FR - procédure de consultation</b></p> <p><b>DE - Konsultationsverfahren / Anhörungsverfahren</b></p>	<p>Interinstitutional procedure enabling the European Parliament to give its opinion on a proposal from the Commission. This procedure is now applicable in a limited number of legislative areas, such as internal market exemptions and competition law. In addition, this consultation procedure is used for the adoption of non-mandatory instruments, especially recommendations and opinions issued by the Council and the Commission.</p>	<p>EUROPA &gt; Summaries of EU legislation &gt; Glossary</p>
<p><b>EN - Council first reading position</b></p> <p><b>FR - position du Conseil en première lecture</b></p> <p><b>DE - Standpunkt des Rates in erster Lesung</b></p>	<p>In the ordinary legislative procedure, the Council adopts a first reading position if it does not approve Parliament's first reading position. The Council sends its first reading position to Parliament for second reading. Parliament may, within three months approve the Council position without amendment, decide not to act, adopt amendments to the Council position or reject the Council position.</p>	<p>Europarl &gt; Plenary &gt; Ordinary legislative procedure &gt; Council first reading positions</p>

TERM	EXPLANATION	REFERENCE
<b>EN - declaration of financial interests</b> <b>FR - déclaration d'intérêts financiers</b> <b>DE - Erklärung über die finanziellen Interessen</b>	For reasons of transparency, Members of the European Parliament shall be personally responsible for submitting a declaration of financial interests to the President by the end of the first part-session after elections to the European Parliament (or within 30 days of taking up office with the Parliament in the course of a parliamentary term), in accordance with a form to be adopted by the Bureau pursuant to Article 9.	Rules of Procedure of the European Parliament, Annex I, Article 4
<b>EN - delegated act</b> <b>FR - acte délégué</b> <b>DE - delegierter Rechtsakt</b>	A non-legislative act of general application adopted by the Commission, using powers delegated to it by a legislative act, and supplementing or amending certain non-essential elements of the legislative act.	Consolidated version of the Treaty on the Functioning of the European Union, Article 290
<b>EN - discharge</b> <b>FR - décharge</b> <b>DE - Entlastung</b>	Final approval of how the budget for a specific year has been implemented.	Europarl > About Parliament > Powers and procedures > The budget procedure explained > Budgetary control
<b>EN - draft estimates</b> <b>FR - projet d'état prévisionnel</b> <b>DE - Entwurf des Haushaltsvoranschlags</b>	The proposed budget of the European Parliament drawn up by the budget rapporteur in a report based on the preliminary draft budget estimates. On the basis of this report, Parliament's plenary adopts the estimates, usually in May. These are then incorporated into the draft budget of the EU, which is amended and adopted by the plenary at the latest in December.	Europarl > About Parliament > Organisation and work > The budget of the European Parliament
<b>EN - draft legislative resolution</b> <b>FR - projet de résolution législative</b> <b>DE - Entwurf einer legislativen EntschlieÙung</b>	Part of legislative reports which shall contain only a statement as to whether Parliament approves, rejects or proposes amendments to the proposal for a legislative act and any procedural requests.	EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 59 and 49

TERM	EXPLANATION	REFERENCE
<p><b>EN - emergency brake mechanism / emergency brake</b></p> <p><b>FR - frein de secours / système de frein</b></p> <p><b>DE - "Bremsmechanismus"</b></p>	<p>Mechanism provided for in several TFEU articles whereby a Member State may suspend the legislative procedure and refer a proposal to the European Council if it feels that the proposal might affect fundamental aspects of a policy area covered by the mechanism.</p>	<p>Council-EN, based on: UK legislation website 'legislation.gov.uk' &gt; European Union Act 2011 &gt; 2011 c. 12 &gt; Explanatory Notes &gt; Commentary on Sections &gt; Part 1 &gt; Restrictions relating to amendments of TEU or TFEU &gt; Section 4 / Article 48(6):</p>
<p><b>EN - estimates</b></p> <p><b>FR - état prévisionnel</b></p> <p><b>DE - Haushaltsvoranschlag</b></p>	<p>Approximate calculation of revenue and expenditure provided by each institution within the EU budgetary procedure.</p>	<p>Council-EN, based on: Financial Regulation, Article 36</p>
<p><b>EN - explanatory memorandum</b></p> <p><b>FR - exposé des motifs</b></p> <p><b>DE - Begründung</b></p>	<p>Document that accompanies Commission legislative proposals, which explains the proposal in a maximum of 15 pages on things such as strategic objectives pursued, options examined, results of the public consultations, main findings of the impact assessment, and which is sent together with the latter to the co-legislators, not having a legal value nor being published in the Official Journal.</p>	<p>Tanasescu, I., The European Commission and Interest Groups - Towards Deliberative Interpretation of Stakeholder Involvement in EU Policy-making, VUBPRESS Brussels University Press, Brussels, 2009, p. 213</p>
<p><b>EN - explanatory statement</b></p> <p><b>FR - exposé des motifs</b></p> <p><b>DE - Begründung</b></p>	<p>The explanatory statement explains the position described in the main part of reports. The explanatory statement shall be the responsibility of the rapporteur and shall not be put to the vote. It must, however, accord with the text of the motion for a resolution as adopted and any amendments proposed by the committee. The explanatory statement may be accompanied by a financial statement which establishes the magnitude of any financial impact of the report and its compatibility with the multiannual financial framework.</p>	<p>EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 49 and 56</p>

TERM	EXPLANATION	REFERENCE
<b>EN - financial statement</b> <b>FR - fiche financière</b> <b>DE - Finanzbogen</b>	A statement in reports which establishes the magnitude of any financial impact of the report and its compatibility with the multiannual financial framework.	EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 49 and 51
<b>EN - first-reading agreement</b> <b>FR - accord en première lecture</b> <b>DE - Einigung in erster Lesung</b>	Where, in accordance with Article 294(4) of the Treaty on the Functioning of the European Union, the Council has informed Parliament that it has approved Parliament's position, the President, following finalisation in accordance with Rule 193, shall announce in Parliament that the proposal has been adopted in the wording which corresponds to the position of Parliament.	Rules of Procedure of the European Parliament, Rule 75
<b>EN - gold-plating</b> <b>FR - surtransposition / surréglementation</b> <b>DE - Überregulierung</b>	Transposition of EU legislation, which goes beyond what is required by that legislation, while staying within legality.	Transposition, implementation and enforcement of Consumer Law', European Parliament, Directorate-General for Internal Policies
<b>EN - implementing act</b> <b>FR - acte d'exécution</b> <b>DE - Durchführungsrechtsakt / Vollzugsakt</b>	Act containing measures for the implementation of a more general act (the "basic act").	COM-EN
<b>EN - implementing arrangements / implementing rules / implementing provisions / detailed implementing rules</b> <b>FR - modalités d'application / dispositions d'application</b> <b>DE - Durchführungsbestimmung / Durchführungsvorschrift</b>	Arrangements laid down for the implementation of a certain action or piece of secondary legislation.	Council-EN



TERM	EXPLANATION	REFERENCE
<p><b>EN - intergroup</b>  <b>FR - intergroupe</b>  <b>DE - interfraktionelle Arbeitsgruppe</b></p>	<p>Individual Members may form Intergroups or other unofficial groupings of Members, to hold informal exchanges of views on specific issues across different political groups, drawing on members of different parliamentary committees, and to promote contact between Members and civil society.</p>	<p>Rules of Procedure of the European Parliament, Rule 34</p>
<p><b>EN - internal appeal procedure</b>  <b>FR - voie de recours internes</b>  <b>DE - Verfahren der internen Beschwerde / internes Beschwerdeverfahren</b></p>	<p>Rule 167: Internal appeal procedures</p> <p>The Member concerned may lodge an internal appeal with the Bureau within two weeks of notification of the penalty imposed by the President. Such an appeal shall have the effect of suspending the application of that penalty. The Bureau may, not later than four weeks after the lodging of the appeal, annul, confirm or reduce the penalty imposed, without prejudice to the external rights of appeal open to the Member concerned. Should the Bureau fail to take a decision within the time limit laid down, the penalty shall be declared null and void.</p>	<p>Rules of Procedure of the European Parliament, Rule 167</p>
<p><b>EN - interparliamentary delegation</b>  <b>FR - délégation interparlementaire</b>  <b>DE - interparlamentarische Delegation</b></p>	<p>Delegations, which maintain relations and exchange information with parliaments in non-EU countries.</p>	<p>Composition of EP delegations to parliaments in non-EU countries', EP press release of 16.07.2014</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - joint committee meeting</b></p> <p><b>FR - réunion conjointe de commissions</b></p> <p><b>DE - gemeinsame Ausschusssitzung</b></p>	<p>Rule 55: Procedure with joint committee meetings</p> <p>(1) When a question of competence is referred to it pursuant to Rule 201(2), the Conference of Presidents may decide that the procedure with joint meetings of committees and a joint vote is to be applied, provided that: - by virtue of Annex VI, the matter falls indissociably within the competences of several committees; and - it is satisfied that the question is of major importance.</p> <p>(2) In that event, the respective rapporteurs shall draw up a single draft report, which shall be examined and voted on by the committees concerned, under the joint chairmanship of the committee Chairs.</p>	<p>Rules of Procedure of the European Parliament, Rule 55</p>
<p><b>EN - joint motion for a resolution</b></p> <p><b>FR - proposition de résolution commune</b></p> <p><b>DE - gemeinsamer Entschließungsantrag</b></p>	<p>A joint motion for a resolution shall replace the motions for resolutions tabled previously by its signatories, but not those tabled by other committees, political groups or Members.</p>	<p>Rules of Procedure of the European Parliament, Rule 123</p>
<p><b>EN - joint parliamentary committee</b></p> <p><b>FR - commission parlementaire mixte</b></p> <p><b>DE - Gemischter Parlamentarischer Ausschuss</b></p>	<p>Joint parliamentary committees are set up with the parliaments of States that have association agreements with the European Union or of States with which accession negotiations have been initiated. At their meetings, the members of the two delegations (the EP delegation and the third-country parliament delegation) keep each other informed of their respective priorities and the implementation of association agreements. Joint parliamentary committees may make recommendations both to the parliament of the candidate country and to the European Parliament. They monitor candidate countries' progress towards accession to the EU.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; Delegations</p>

TERM	EXPLANATION	REFERENCE
<b>EN - joint text</b> <b>FR - projet commun</b> <b>DE - gemeinsamer Entwurf</b>	<p>(1) Where Parliament and the Council cannot reach an agreement at first or second reading, the matter goes to “conciliation” (Rule 70). If the Conciliation Committee, composed of members of the Council and an equal number of MEPs (Rule 71), reaches an agreement, it adopts a joint text (Rule 72). This text is then submitted to Parliament and the Council for approval (third reading).</p> <p>(2) The result of the agreement of the Conciliation Committee in the context of the budgetary conciliation.</p>	<p>(1) Europarl &gt; Plenary &gt; Ordinary legislative procedure &gt; Joint texts</p> <p>(2) EP-TermCoord, based on: Treaty on the functioning of the European Union, Article 314</p>
<b>EN - justification</b> <b>FR - justification</b> <b>DE - Begründung</b>	<p>Amendments to documents of a legislative nature within the meaning of Rule 47(1) may be accompanied by a short justification. Such justifications shall be the responsibility of the author and shall not be put to the vote.</p>	<p>Rules of Procedure of the European Parliament, Rule 169</p>
<b>EN - legal basis</b> <b>FR - base juridique</b> <b>DE - Rechtsgrundlage</b>	<p>Provision of the Treaty on which Community competence to adopt a measure is based.</p>	<p>Council-EN</p>
<b>EN - legislative act / LA</b> <b>FR - acte législatif / AL</b> <b>DE - Rechtssetzungsakt / RA / Gesetzgebungsakt / GA</b>	<p>Legal act adopted by ordinary legislative procedure or special legislative procedure; may be a regulation, directive or decision.</p>	<p>Based on Article 289 TFEU, Consolidated version of the Treaty on the Functioning of the European Union</p>

TERM	EXPLANATION	REFERENCE
<b>EN - legislative report</b> <b>FR - rapport législatif</b> <b>DE - Legislativbericht</b>	<p>Report drawn up by a Member of the European Parliament, working in one of the parliamentary committees, on a proposal for a 'legislative text' presented by the European Commission. The parliamentary committee votes on this report and, possibly, amends it. When the text has been revised and adopted in plenary, Parliament has adopted its position. This process is repeated one or more times, depending on the type of procedure and whether or not agreement is reached with the Council.</p>	<p>EP-EN, based on European Parliament website &gt; About Parliament &gt; Powers and Procedures &gt; Legislative powers &gt; Law-making procedures in detail</p>
<b>EN - local assistant</b> <b>FR - assistant local</b> <b>DE - örtlicher Assistent</b>	<p>A local assistant is based in one of the EU Member States and has a contract of employment governed by private law that is concluded with the Member and is subject to national law.</p>	<p>Europarl, Assistants accredited to the European Parliament</p>
<b>EN - mini-session</b> <b>FR - mini plénière</b> <b>DE - Minisitzung / Miniplenium</b>	<p>Two-day plenary session (Wednesday and Thursday) held in Brussels usually six times a year.</p>	<p>EP-TermCoord, based on: Europarl &gt; About Parliament &gt; Organisation and work &gt; How plenary works &gt; Work in plenary</p>
<b>EN - minority opinion</b> <b>FR - opinion minoritaire</b> <b>DE - Minderheitenansicht</b>	<p>Where the committee's opinion is not unanimous the report shall also give a summary of the minority opinion. Minority opinions shall be expressed when the vote on the text as a whole is taken and may, at the request of their authors, be the subject of a written declaration not exceeding 200 words in length, annexed to the explanatory statement.</p>	<p>Rules of Procedure of the European Parliament, Rule 56</p>

TERM	EXPLANATION	REFERENCE
<b>EN - motion for a resolution</b> <b>FR - proposition de résolution</b> <b>DE - Entschließungsantrag</b>	<p>The part-session agenda indicates whether statements by the Council, the Commission or the European Council (Rule 123), and oral questions to the Council and the Commission (Rule 128), will be followed by a vote on a motion for a resolution. Debates on cases of breaches of human rights, democracy and the rule of law (Rule 135), amongst others, may be wound up with a resolution. These texts are generally tabled by a committee, a political group or at least 40 Members.</p>	<p>Europarl &gt; Plenary &gt; Plenary sitting &gt; Texts tables &gt; Motions for resolutions put to the vote in plenary</p>
<b>EN - motion of censure</b> <b>FR - motion de censure</b> <b>E - Misstrauensantrag</b>	<p>Parliament can call on the Commission to resign during its period in office. This is called a ‘motion of censure’. If such a motion is carried, the members of the Commission shall resign as a body and the High Representative of the Union for Foreign Affairs and Security Policy shall resign from the duties that he carries out in the Commission.</p>	<p>EP-TermCoord, based on: Europa &gt; How the EU works &gt; Institutions and bodies &gt; European Parliament and Article 234 of the Consolidated version of the Treaty on the Functioning of the European Union</p>
<b>EN - national implementing measure</b> <b>FR - mesure nationale d'exécution / MNE / mesure nationale de transposition</b> <b>DE - einzelstaatliche Durchführungsmaßnahme / nationale Umsetzungsmaßnahme / einzelstaatliche Maßnahmen zur Durchführung</b>	<p>Texts officially adopted by the authorities in a Member State to incorporate the provisions in a directive into national law.</p>	<p>European Commission &gt; Secretariat-General &gt; Application of EU law &gt; Directives - definitions</p>
<b>EN - non-attached Member</b> <b>FR - député non inscrit</b> <b>DE - fraktionsloses Mitglied</b>	<p>Some Members do not belong to any political group and are known as non-attached Members.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; Political groups</p>

TERM	EXPLANATION	REFERENCE
<b>EN - non-legislative report</b> <b>FR - rapport non législatif</b> <b>DE - nichtlegislativer Bericht</b>	<p>Reports drawn up by Parliament on its own initiative, within the parliamentary committee responsible. Although they have no legislative value, these initiatives are founded on a parliamentary legitimacy which may well convince the Commission to come up with proposals on the matter concerned.</p>	<p>EP-TermCoord, based on: Europarl &gt; About Parliament &gt; Organisation and work &gt; How plenary works &gt; Work in plenary</p>
<b>EN - one-minute speech</b> <b>FR - intervention d'une minute</b> <b>DE - Ausführung von einer Minute</b>	<p>For a period of not more than 30 minutes during the first sitting of each part-session the President shall call Members who wish to draw Parliament's attention to a matter of political importance. Speaking time for each Member shall not exceed one minute. The President may allow a further such period later during the same part-session.</p>	<p>Rules of Procedure of the European Parliament, Rule 163</p>
<b>EN - opinion</b> <b>FR - avis</b> <b>DE - Stellungnahme</b>	<p>(1) If the committee to which a matter was first referred wishes to hear the views of another committee, or if another committee wishes to make known its views on a report [...], such committees may ask the President [...] for one committee to be named as the committee responsible and the other as the committee asked for an opinion.</p> <p>(2) In the case of documents of a legislative nature [...], the opinion shall consist of amendments to the text referred to the committee accompanied where appropriate by short justifications.</p> <p>(3) In the case of non-legislative texts, the opinion shall consist of suggestions for parts of the motion for a resolution submitted by the committee responsible. [...]</p> <p>(4) All adopted opinions shall be annexed to the report of the committee responsible.</p>	<p>Rules of Procedure of the European Parliament, Rule 53</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - opt-out clause / opt-out provision / opt-out</b></p> <p><b>FR - clause de dispense / disposition en matière de non-participation / option de sortie / option de non-participation</b></p> <p><b>DE - Nichtbeteiligungsklausel / Klausel über die Nichtbeteiligung</b></p>	<p>An exemption granted to a country that does not wish to join the other Member States in a particular area of Community cooperation.</p>	<p>'Opting out'. Europa &gt; Summaries of EU legislation &gt; Glossary</p>
<p><b>EN - oral amendment</b></p> <p><b>FR - amendement oral</b></p> <p><b>DE - mündlicher Änderungsantrag</b></p>	<p>On a proposal from the President, an oral amendment, or any other oral modification, shall be treated in the same way as an amendment not distributed in all the official languages. If the President considers it admissible under Rule 157(3), and save in the case of objection under Rule 156(6), it shall be put to the vote in accordance with the order of voting established.</p>	<p>Rules of Procedure of the European Parliament, Rule 169</p>
<p><b>EN - ordinary legislative procedure / OLP</b></p> <p><b>FR - procédure législative ordinaire</b></p> <p><b>DE - ordentliches Gesetzgebungsverfahren</b></p>	<p>The ordinary legislative procedure shall consist in the joint adoption by the European Parliament and the Council of a regulation, directive or decision on a proposal from the Commission.</p>	<p>Article 289(1) of the consolidated version of the Treaty on the Functioning of the European Union</p>
<p><b>EN - own-initiative report / INI report</b></p> <p><b>FR - rapport d'initiative</b></p> <p><b>DE - Initiativbericht</b></p>	<p>In cases where the Treaties confer a right of initiative on Parliament, the committee responsible may decide to draw up an own-initiative report.</p>	<p>Rules of Procedure of the European Parliament, Rule 45</p>

TERM	EXPLANATION	REFERENCE
<b>EN - Parliament position</b> <b>FR - position du Parlement</b> <b>DE - Standpunkt des Parlaments</b>	<p>Under the ordinary legislative procedure, the European Parliament adopts its position at first reading on the basis of the proposal presented by the Commission. If the position is not approved by the Council, the European Parliament may adopt its position at second reading by adopting amendments to the Council position. As a general rule, EP positions take the form of consolidated texts. The first and second reading positions are forwarded to the Council and the Commission and serve as a basis for further steps in the ordinary legislative procedure.</p>	<p>Europarl &gt; Plenary &gt; Ordinary legislative procedure &gt; Parliament positions</p>
<b>EN - parliamentary committee</b> <b>FR - commission parlementaire</b> <b>DE - Ausschuss des Parlaments / Ausschuss</b>	<p>In order to do the preparatory work for Parliament's plenary sittings, the Members are divided up among a number of specialised standing committees. Parliament can also set up sub-committees and special temporary committees to deal with specific issues, and is empowered to create formal committees of inquiry under its supervisory remit to investigate allegations of maladministration of EU law.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; Parliamentary committees</p>
<b>EN - parliamentary cooperation committee</b> <b>FR - commission parlementaire de coopération</b> <b>DE - Ausschuss für parlamentarische Kooperation / Parlamentarischer Kooperationsausschuss /PKA</b>	<p>Parliamentary cooperation committees are set up pursuant to a cooperation agreement between the European Union (EU) and the third country concerned. Parliamentary cooperation committees collaborate with the States involved in the European Neighbourhood Policy and the States which have signed a strategic partnership agreement with the EU.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; Delegations</p>
<b>EN - parliamentary question</b> <b>FR - question parlementaire</b> <b>DE - Parlamentarische Anfrage</b>	<p>Question addressed by Members of the European Parliament to other European Union Institutions and bodies and which is a direct form of parliamentary scrutiny of other EU institutions and bodies.</p>	<p>European Parliament &gt; Plenary</p>



TERM	EXPLANATION	REFERENCE
<b>EN - parliamentary term</b> <b>FR - législature</b> <b>DE - Wahlperiode</b>	<p>The parliamentary term runs concurrently with the Members' term of office, namely five years.</p>	<p>European Parliament, DG Presidency, Directorate for the Plenary, 'The Plenary: a User's Guide'</p>
<b>EN - part-session</b> <b>FR - période de session</b> <b>DE - Tagung</b>	<p>The part-session shall be the meeting of Parliament convened as a rule each month and subdivided into daily sittings.</p>	<p>Rules of Procedure of the European Parliament, Rule 145</p>
<b>EN - plenary / plenary session</b> <b>FR - plénière / séance plénière</b> <b>DE - Plenum / Plenarsitzung</b>	<p>Parliament meets in plenary session every month (except August) in Strasbourg, for a 'part-session' lasting four days (from Monday to Thursday). Six times a year, it also meets in Brussels for two days (Wednesday and Thursday).</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; How plenary works &gt; Work in plenary</p>
<b>EN - point of order</b> <b>FR - rappel au règlement</b> <b>DE - Bemerkung zur Anwendung der Geschäftsordnung / Wortmeldung zur Geschäftsordnung</b>	<p>Rule 186: Points of order</p> <p>(1) Members may be allowed to speak in order to draw the attention of the President to any failure to comply with Parliament's Rules of Procedure. They shall first specify to which Rule they are referring.</p> <p>(2) A request to raise a point of order shall take precedence over all other requests to speak.</p>	<p>Rules of Procedure of the European Parliament, Rule 186</p>
<b>EN - political group</b> <b>FR - groupe politique</b> <b>DE - Fraktion</b>	<p>The Members of the European Parliament sit in political groups – they are not organised by nationality, but by political affiliation. There are currently 7 political groups in the European Parliament. 25 Members are needed to form a political group, and at least one-quarter of the Member States must be represented within the group. Members may not belong to more than one political group.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; Political groups</p>

TERM	EXPLANATION	REFERENCE
<b>EN - preliminary draft budget estimates</b> <b>FR - avant-projet d'état prévisionnel budgétaire</b> <b>DE - Vorentwurf des Haushaltsvoranschlags</b>	<p>The procedure for drawing up Parliament's budget generally starts in February with a proposal from the Secretary-General, who defines the priorities and the resources for the following year. On this basis, Parliament's Bureau adopts the so-called preliminary draft estimates and submits them to the Committee on Budgets.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; The budget of the European Parliament</p>
<b>EN - preparatory act</b> <b>FR - acte préparatoire</b> <b>DE - vorbereitender Rechtsakt</b>	<p>Documents used to prepare EU legislation, produced during the various stages of the legislative and budgetary process.</p>	<p>Europa &gt; EU law and publications &gt; EUR-Lex &gt; Preparatory acts</p>
<b>EN - principle of proportionality</b> <b>FR - principe de proportionnalité</b> <b>DE - Grundsatz der Verhältnismäßigkeit</b>	<p>Principle under which the content and form of Union action does not exceed what is necessary to achieve the objectives of the Treaties.</p>	<p>Consolidated version of the Treaty on European Union, Article 5</p>
<b>EN - principle of subsidiarity</b> <b>FR - principe de subsidiarité</b> <b>DE - Subsidiaritätsprinzip</b>	<p>The principle of subsidiarity is defined in Article 5 of the Treaty on European Union. It ensures that decisions are taken as closely as possible to the citizen and that constant checks are made to verify that action at Union level is justified in light of the possibilities available at national, regional or local level. Specifically, it is the principle whereby the Union does not take action (except in the areas that fall within its exclusive competence), unless it is more effective than action taken at national, regional or local level. It is closely bound up with the principle of proportionality, which requires that any action by the Union should not go beyond what is necessary to achieve the objectives of the Treaties.</p>	<p>Europa &gt; Summaries of EU legislation &gt; Glossary</p>

TERM	EXPLANATION	REFERENCE
<b>EN - priority question</b> <b>FR - question prioritaire</b> <b>DE - Anfrage mit Vorrang</b>	<p>Questions which require an immediate answer but not detailed research. Priority questions shall be answered within three weeks of being forwarded to the addressees. Each Member may table one priority question each month.</p>	<p>EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 130</p>
<b>EN - procedural motion</b> <b>FR - motion de procédure</b> <b>DE - Antrag zum Verfahren</b>	<p>Procedural motions may concern the following matters: (a) the inadmissibility of a matter (Rule 187); (b) referral back to committee (Rule 188); (c) the closure of a debate (Rule 189); (d) the adjournment of a debate and vote (Rule 190); or (e) the suspension or closure of the sitting (Rule 191).</p>	<p>EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 185</p>
<b>EN - procedure with associated committees</b> <b>FR - procédure avec commissions associées</b> <b>DE - Verfahren mit assoziierten Ausschüssen</b>	<p>Where [...] the Conference of Presidents, on the basis of Annex VI, considers that the matter falls almost equally within the competence of two or more committees, or that different parts of the matter fall within the competence of two or more committees, Rule 53 shall apply with the following additional provisions: [...] The rights attaching to the status of “committee responsible” are exercised by the lead committee. In exercising those rights, the lead committee must take due account of the prerogatives of the associated committee, and in particular must comply with the obligation to observe the principle of sincere cooperation as regards the timetable and respect the right of the associated committee to determine the amendments submitted in plenary which fall within its exclusive competence.</p>	<p>Rules of Procedure of the European Parliament, Rule 54</p>
<b>EN - Quaestor</b> <b>FR - questeur</b> <b>DE - Quästor</b>	<p>The five Quaestors are responsible for administrative and financial matters directly concerning Members and their working conditions.</p>	<p>EP-TermCoord, based on: Europarl &gt; About Parliament &gt; Organisation and work &gt; Political bodies &gt; College of Quaestors</p>

TERM	EXPLANATION	REFERENCE
<b>EN - question for oral answer with debate</b> <b>FR - question avec demande de réponse orale suivie d'un débat</b> <b>DE - Anfrage zur mündlichen Beantwortung mit Aussprache</b>	<p>Questions may be put to the Council or the Commission by a committee, a political group or at least 40 Members with a request that they be placed on the agenda of Parliament. Such questions shall be submitted in writing to the President who shall immediately refer them to the Conference of Presidents.</p>	<p>Rules of Procedure of the European Parliament, Rule 128</p>
<b>EN - question for written answer</b> <b>FR - question avec demande de réponse écrite</b> <b>DE - Anfrage zur schriftlichen Beantwortung</b>	<p>Any Member may put questions for written answer to the President of the European Council, the Council, the Commission or the Vice-President of the Commission/High Representative of the Union for Foreign Affairs and Security Policy [...]. The content of questions shall be the sole responsibility of their authors.</p>	<p>Rules of Procedure of the European Parliament, Rule 130</p>
<b>EN - Question Time</b> <b>FR - heure des questions</b> <b>DE - Fragestunde</b>	<p>Question Time with the Commission shall be held at each part-session for a duration of 90 minutes on one or more specific horizontal themes to be decided upon by the Conference of Presidents one month in advance of the part-session.</p>	<p>Rules of Procedure of the European Parliament, Rule 129</p>
<b>EN - quorum</b> <b>FR - quorum</b> <b>DE - Beschlussfähigkeit / Quorum</b>	<p>The minimum number of members of an assembly or society that must be present at a meeting to make the proceedings of that meeting valid. In case of the European Parliament, a quorum shall exist when one third of the component Members of Parliament are present in the Chamber.</p>	<p>EP-TermCoord, based on: 'quorum'. Oxford Dictionaries  and Rules of Procedure of the European Parliament, Rule 168</p>
<b>EN - rapporteur</b> <b>FR - rapporteur</b> <b>DE - Berichterstatter</b>	<p>A member or permanent substitute of a parliamentary committee appointed to prepare a report.</p>	<p>EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 49 and 51</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - rapporteur for the opinion (formerly: draftsman)</b></p> <p><b>FR - rapporteur pour avis</b></p> <p><b>DE - Verfasser der Stellungnahme</b></p>	<p>In the case of documents of a legislative nature within the meaning of Rule 43(1), the opinion shall consist of amendments to the text referred to the committee accompanied where appropriate by short justifications. Such justifications shall be the responsibility of the rapporteur for the opinion and shall not be put to the vote. If necessary the committee asked for an opinion may submit a short written justification for the opinion taken as a whole.</p>	<p>Rules of Procedure of the European Parliament, Rule 53</p>
<p><b>EN - reasoned opinion / RO</b></p> <p><b>FR - avis motivé</b></p> <p><b>DE - begründete Stellungnahme</b></p>	<p>Opinion sent by a national parliament to Presidents of the European Parliament, the Council and the Commission, stating why it considers that a draft legislative act does not comply with the principle of subsidiarity.</p>	<p>COM-FI, based on: Consolidated version of the Treaty on the Functioning of the European Union, Protocol No 2 on the application of the principles of subsidiarity and proportionality, Article 6:</p>
<p><b>EN - recast / recasting</b></p> <p><b>FR - refonte</b></p> <p><b>DE - Neufassung</b></p>	<p>Recasting consists in the adoption of a new legal act which incorporates in a single text both the substantive amendments which it makes to an earlier act and the unchanged provisions of that act. The new legal act replaces and repeals the earlier act.</p>	<p>Point 2 of the Interinstitutional Agreement of 28 November 2001 on a more structured use of the recasting technique for legal acts, OJ C 77/2002, p. 1</p>
<p><b>EN - recommendation for second reading</b></p> <p><b>FR - recommandation pour la deuxième lecture</b></p> <p><b>DE - Empfehlung für die zweite Lesung</b></p>	<p>In a legislative procedure at the committee stage of the second reading, the committee responsible shall submit a recommendation for second reading proposing the approval, amendment or rejection of the position adopted by the Council. The recommendation shall include a short justification for the decision proposed. The recommendations for second reading submitted by parliamentary committees are equivalent to an explanatory statement in which the committee justifies its position in relation to the Council's position. There is no vote on these texts.</p>	<p>EP-TermCoord, based on: Rules of Procedure of the European Parliament, Rule 66 and 67</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - regulatory procedure with scrutiny / PRAC</b></p> <p><b>FR - procédure de réglementation avec contrôle / PRAC</b></p> <p><b>DE - Regelungsverfahren mit Kontrolle</b></p>	<p>Committee procedure which allows the legislator (i.e. the European Parliament and the Council) to oppose the adoption by the European Commission of draft implementing measures where it indicates that the draft exceeds the implementing powers provided for in the basic instrument, or that the draft is incompatible with the aim or the content of that instrument or fails to respect the principles of subsidiarity or proportionality.</p>	<p>COM-EN, based on: 2nd recital to Decision 2006/512/EC amending Decision 1999/468/EC</p> <p>Factsheet: Entry into force of new comitology rules), Council document 7070/11</p>
<p><b>EN - report</b></p> <p><b>FR - rapport</b></p> <p><b>DE - Bericht</b></p>	<p>Once a draft report has been presented to the committee, members are given the chance to propose amendments before a certain deadline. The amendments will then be discussed and voted upon in the committee. Once a draft report has been amended and a final vote taken, it becomes a report and will then be presented in the plenary session.</p>	<p>Europarl &gt; Committees &gt; Home &gt; Reports</p>
<p><b>EN - right of scrutiny</b></p> <p><b>FR - droit de regard</b></p> <p><b>DE - Kontrollbefugnis</b></p>	<p>Where a basic act is adopted under the ordinary legislative procedure, either the European Parliament or the Council may at any time indicate to the Commission that, in its view, a draft implementing act exceeds the implementing powers provided for in the basic act. In such a case, the Commission shall review the draft implementing act, taking account of the positions expressed, and shall inform the European Parliament and the Council whether it intends to maintain, amend or withdraw the draft implementing act.</p>	<p>Regulation (EU) No 182/2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission's exercise of implementing powers, Article 11 Right of scrutiny for the European Parliament and the Council</p>
<p><b>EN - right of initiative</b></p> <p><b>FR - droit d'initiative</b></p> <p><b>DE - Initiativrecht</b></p>	<p>In cases where the Treaties confer a right of initiative on Parliament, the committee responsible may decide to draw up an own-initiative report.</p>	<p>Rules of Procedure of the European Parliament, Rule 45</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - right of petition</b></p> <p><b>FR - droit de pétition</b></p> <p><b>DE - Petitionsrecht</b></p>	<p>Any citizen of the European Union and any natural or legal person residing or having its registered office in a Member State shall have the right to address, individually or in association with other citizens or persons, a petition to Parliament on a matter which comes within the European Union's fields of activity and which affects him, her or it directly.</p>	<p>Rules of Procedure of the European Parliament, Rule 215</p>
<p><b>EN - roll-call vote / vote by roll call</b></p> <p><b>FR - vote par appel nominal</b></p> <p><b>DE - namentliche Abstimmung</b></p>	<p>The roll call vote shall be taken using the electronic voting system. Where the latter cannot be used for technical reasons, the roll shall be called in alphabetical order, beginning with the name of a Member drawn by lot. The President shall be the last to be called to vote. Voting shall be by word of mouth and shall be expressed by "Yes", "No", or "I abstain". In calculating whether a motion has been adopted or rejected account shall be taken only of votes cast for and against. The President shall establish the result of the vote and announce it. Votes shall be recorded in the minutes of the sitting by political group in the alphabetical order of Members' names, with an indication of how they voted.</p>	<p>Rules of Procedure of the European Parliament, Rule 180</p>
<p><b>EN - Rules of Procedure / Rules of Procedure of the European Parliament</b></p> <p><b>FR - règlement / règlement du Parlement / règlement du Parlement européen</b></p> <p><b>DE - Geschäftsordnung</b></p>	<p>Article 232 of the Treaty on the functioning of the European Union (TFEU) states that the European Parliament shall adopt Rules of Procedure. These are Parliament's internal organisational and operational rules.</p>	<p>Europa1 &gt; About Parliament &gt; Organisation and work &gt; Rules of Procedure</p>

TERM	EXPLANATION	REFERENCE
<p><b>EN - Sakharov Prize for Freedom of Thought / Sakharov Prize</b></p> <p><b>FR - prix Sakharov pour la liberté de l'esprit / prix Sakharov</b></p> <p><b>DE - Sacharow-Preis für geistige Freiheit / Sacharow-Preis</b></p>	<p>The Sakharov Prize for Freedom of Thought is awarded each year by the European Parliament. The prize was set up in 1988 to honour individuals or organisations for their efforts on behalf of human rights and fundamental freedoms.</p>	<p>Europarl &gt; About Parliament &gt; Human rights &gt; Sakharov Prize for Freedom of Thought</p>
<p><b>EN - separate vote</b></p> <p><b>FR - vote séparé</b></p> <p><b>DE - gesonderte Abstimmung</b></p>	<p>Where the committee responsible has tabled a set of amendments to the text with which the report is concerned, the President puts them to the vote collectively, unless a separate vote is requested or unless other amendments have been tabled. A separate vote may also concern a paragraph of a resolution to be put to the vote.</p>	<p>European Parliament, DG Presidency, Directorate for the Plenary, 'The Plenary: a User's Guide'</p>
<p><b>EN - session</b></p> <p><b>FR - session</b></p> <p><b>DE - Sitzungsperiode</b></p>	<p>The session shall be the annual period prescribed by the Act and the Treaties.</p>	<p>Rules of Procedure of the European Parliament, Rule 145</p>
<p><b>EN - shadow rapporteur</b></p> <p><b>FR - rapporteur fictif</b></p> <p><b>DE - Schattenberichterstatter</b></p>	<p>The political groups may designate a shadow rapporteur for each report to follow the progress of the relevant report and find compromises within the committee on behalf of the group. Their names shall be communicated to the committee Chair. The committee, on a proposal from the coordinators, may in particular decide to involve the shadow rapporteurs in seeking an agreement with the Council in ordinary legislative procedures.</p>	<p>Rules of Procedure of the European Parliament, Rule 205</p>



TERM	EXPLANATION	REFERENCE
<p><b>EN - simplified procedure</b></p> <p><b>FR - procédure simplifiée</b></p> <p><b>DE - vereinfachtes Verfahren</b></p>	<p>Simplified procedure</p> <p>(1) Following a first discussion of a proposal for a legislative act, the Chair may propose that it be approved without amendment. Unless at least one-tenth of the members of the committee object, the Chair shall present to Parliament a report approving the proposal. [...]</p> <p>(2) The Chair may alternatively propose that a set of amendments be drafted by the chair or by the rapporteur reflecting the committee's discussion. If the committee so agrees, these amendments shall be sent to the members of the committee.</p>	<p>Rules of Procedure of the European Parliament, Rule 50</p>
<p><b>EN - sitting</b></p> <p><b>FR - séance</b></p> <p><b>DE - Sitzung</b></p>	<p>The part-session shall be the meeting of Parliament convened as a rule each month and subdivided into daily sittings. Sittings of Parliament held on the same day shall be deemed to be a single sitting.</p>	<p>Rules of Procedure of the European Parliament, Rule 145</p>
<p><b>EN - special committee</b></p> <p><b>FR - commission spéciale</b></p> <p><b>DE - Sonderausschuss</b></p>	<p>Parliament may at any time set up temporary committees on specific issues. These special committees have a 12-month mandate, which may be extended.</p>	<p>Europarl &gt; About Parliament &gt; Organisation and work &gt; Parliamentary committees &gt; Special committees</p>
<p><b>EN - split vote</b></p> <p><b>FR - vote par division</b></p> <p><b>DE - getrennte Abstimmung</b></p>	<p>Where the text to be put to the vote contains two or more provisions or references to two or more points or lends itself to division into two or more parts having a distinct meaning and/or normative value, a split vote may be requested by a political group or at least 40 Members.</p>	<p>Rules of Procedure of the European Parliament, Rule 176</p>

TERM	EXPLANATION	REFERENCE
<b>EN - standing committee</b> <b>FR - commission permanente</b> <b>DE - ständiger Ausschuss</b>	Members of the European Parliament are divided up among 20 specialised standing committees that instruct legislative proposals through the adoption of reports, propose amendments to plenary and appoint a negotiation team to conduct negotiations with the Council on EU legislation. They also adopt own-initiative reports, organise hearings with experts and scrutinise the other EU bodies and institutions.	Europarl > Committees > Home > Parliamentary committees in the European Parliament: role and composition
<b>EN - structured consultation</b> <b>FR - concertation structurée</b> <b>DE - strukturierte Konsultation</b>	The Conference of Presidents shall be responsible for organising structured consultation with European civil society on major topics. This may include holding public debates, open to participation by interested citizens, on subjects of general European interest.	Rules of Procedure of the European Parliament, Rule 27
<b>EN - subcommittee</b> <b>FR - sous-commission</b> <b>DE - Unterausschuss</b>	Subject to prior authorisation by the Conference of Presidents, a standing or special committee may, in the interests of its work, appoint one or more subcommittees, at the same time determining their composition, in accordance with Rule 186, and their areas of responsibility. Subcommittees shall report to the committee that set them up.	Rules of Procedure of the European Parliament, Rule 203
<b>EN - substitute</b> <b>FR - suppléant</b> <b>DE - Stellvertreter</b>	The political groups and the non-attached Members may appoint a number of permanent substitutes for each committee equal to the number of full members representing them on the committee.	Rules of Procedure of the European Parliament, Rule 200
<b>EN - trilogue (preferred) / trialogue</b> <b>FR - trilogue</b> <b>DE - Trilog / interinstitutionelles Dreiergespräch</b>	Tripartite meeting between the European Parliament, the Council and the Commission (1) in the context of the conciliation procedure provided for in the framework of the ordinary legislative procedure; (2) in the context of the budgetary procedure.	Code of conduct for negotiating in the context of the ordinary legislative procedures, Annex XX to the Rules of Procedure of the European Parliament  Rules of Procedure of the European Parliament, Rule 89

TERM	EXPLANATION	REFERENCE
<p><b>EN - verbatim report of the proceedings / verbatim report</b></p> <p><b>FR - compte rendu in extenso / CRE</b></p> <p><b>DE - ausführlicher Sitzungsbericht</b></p>	<p>A verbatim report of the proceedings of each sitting shall be drawn up as a multilingual document in which all oral contributions appear in their original language.</p>	<p>Rules of Procedure of the European Parliament, Rule 190</p>
<p><b>EN - verification of credentials</b></p> <p><b>FR - vérification des pouvoirs</b></p> <p><b>DE - Prüfung der Mandate</b></p>	<p>Members whose election has been notified to Parliament shall declare in writing, before taking their seat in Parliament, that they do not hold any office incompatible with that of Member of the European Parliament [...]. On the basis of a report by the committee responsible for the verification of credentials, Parliament shall verify credentials without delay and rule on the validity of the mandate of each of its newly elected Members and also on any dispute referred to it pursuant to the provisions of the Act of 20 September 1976, except those based on national electoral laws.</p>	<p>Rules of Procedure of the European Parliament, Rule 3</p>
<p><b>EN - written declaration</b></p> <p><b>FR - déclaration écrite</b></p> <p><b>DE - schriftliche Erklärung</b></p>	<p>A written declaration is a text of a maximum of 200 words relating exclusively on a matter falling within the competence of the European Union. They do not, however, bind Parliament, that is, they cannot be considered as an act of the Parliament representing its position, but only those of its authors and signatories.</p>	<p>Europarl &gt; Plenary &gt; Questions and declarations &gt; Written declarations</p>

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[http://www.epintranet.ep.parl.union.eu/intranet/ep/lang/en/content/parliamentary\\_life/documents\\_2/terminology\\_documents/terminology\\_documentation\\_databases](http://www.epintranet.ep.parl.union.eu/intranet/ep/lang/en/content/parliamentary_life/documents_2/terminology_documents/terminology_documentation_databases)

## Terminology and documents: resources and databases



The internal website of DG TRAD's **Terminology Coordination Unit** provides access to a wide range of useful terminology and documentation resources for Members and their assistants, editors, interpreters and other interested parties.

## IATE



**IATE** (InterActive Terminology for Europe) pools the terminology resources of the EU institutions and bodies to form the world's most extensive terminology database. It contains close to 9 million terms in all the EU official languages and covers all areas of EU policy. It is constantly expanded and updated by EU terminologists and translators.

What can you find in IATE?

- Terms and expressions used in EU legislation and other documents produced by the EU institutions.
- In many cases, it also gives the meaning of these terms (Definition), together with explanations and examples of usage (Notes and Context).
- Synonyms are listed, with an evaluation where necessary, so that users can often find guidance as to whether a term is preferred or avoided in EU texts, or has become obsolete and been replaced by another term.

- All the information in IATE is backed up with references to the most trustworthy sources available, with an indication of the reliability of each term. This extensive language resource is useful not only for translators, interpreters and editors, but for anyone preparing official documents in the EU context.

For further information about IATE, e-mail [DGTRAD IATE](mailto:DGTRAD.IATE).

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The **DOC Hound** page provides a structured set of links to important EU documents and the documentary search engines of EU institutions and bodies.

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**TermFolders** are created for all particularly important – and linguistically or terminologically problematic – legislative procedures and packages. They contain links to topic-specific glossaries, reference documents, relevant national legislation and other useful terminological resources for translators and drafters.





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# Terminology Coordination Unit

