

**RULES OF PROCEDURE OF THE INTER-PARLIAMENTARY CONFERENCE
FOR THE COMMON FOREIGN AND SECURITY POLICY AND THE COMMON
SECURITY AND DEFENCE POLICY**

PREAMBLE

The Inter-Parliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP), hereinafter referred to as the “Inter-Parliamentary Conference”,

In accordance with to Protocol 1 of the Lisbon Treaty on the role of national parliaments in the European Union,

In accordance with the decisions of the Conference of Speakers of the European Union (EU) Parliaments, at its meetings in Brussels, on 4-5 April 2011 and in Warsaw, on 20-21 April 2012, establishing an Inter-Parliamentary Conference for the Common Foreign and Security Policy (CFSP) and the Common Security and Defence Policy (CSDP),

Endorsing the recommendations of the Conference of Speakers meeting in Warsaw in April 2012 that the Conference of Speakers should conduct a review of arrangements for the Inter-Parliamentary Conference two years after its first meeting,

The Inter-Parliamentary Conference is established in the spirit of the strengthened role of national Parliaments of the EU Member States, hereinafter referred to as “national Parliaments” and the European Parliament, by virtue of the Treaty of Lisbon, more particularly in the context of interparliamentary cooperation, as per Protocol (1) on the Role of National Parliaments in the EU.

The Inter-Parliamentary Conference is part of the activities of the parliamentary dimension of the Presidency of the Council of the EU, undertaken by the national Parliament of the EU Member State holding the Presidency of the Council of the EU, hereinafter referred to as the “Presidency Parliament” and the “Presidency Member State”, respectively.

Adopted the present rules of procedure at its first meeting, in Cyprus, on 9-10 September 2012.

ARTICLE 1 – AIMS

1.1. The Inter-Parliamentary Conference shall provide a framework for the exchange of information and best practices in the area of CFSP and CSDP, to enable national Parliaments and the European Parliament to be fully informed when carrying out their respective roles in this policy area.

1.2. The Inter-Parliamentary Conference shall debate matters of Common Foreign and Security Policy, including Common Security and Defence Policy.

1.3 The Inter-Parliamentary Conference shall replace the Conference of Foreign Affairs Committee Chairpersons (COFACC) and the Conference of Defence Affairs Committee Chairpersons (CODACC). Taking into account these matters dealt with by the Conference, Parliaments shall freely and autonomously decide on the composition of their delegations.

1.4 The Inter-Parliamentary Conference may in accordance with the procedures laid down in article 7. adopt conclusions on matters related to the CFSP and CSDP of the EU. The conclusions do not bind national Parliaments or the European Parliament or prejudice their positions.

ARTICLE 2. – COMPOSITION

2.1. Members

- a) The Inter-Parliamentary Conference is composed of delegations of the national Parliaments of the EU Members States and the European Parliament. National Parliaments are represented by six (6) Members of Parliament each. In case of a national Parliament consisting of two Chambers, the number of Members of its delegations shall be allocated according to their internal agreement.
- b) The European Parliament shall be represented by sixteen (16) Members of the European Parliament.

2.2. Observers

- a) National Parliaments of an EU candidate country and each of the European member country of NATO, excluding those covered by article 2.1., can be represented by a delegation of four (4) observers each.

2.3. The High Representative, special guests and specialists

- a) The High Representative for Foreign Affairs and Security Policy of the European Union shall be invited to the meetings of the Inter-Parliamentary Conference to set out the priorities and strategies of the EU in the area of CFSP and CSDP.

2.4. Public access to meetings

Meetings of the Inter-Parliamentary Conference shall be public, unless otherwise determined.

ARTICLE 3. ROLE OF THE PRESIDENCY AND ORGANISATION

3.1. The Inter-Parliamentary Conference shall convene once every six months in the country of the Presidency Parliament or in the European Parliament in Brussels. The Presidency shall decide on the matter. Extraordinary meetings shall be held when deemed necessary or urgent.

3.2. The Inter-Parliamentary Conference shall be presided over by the Presidency Parliament, in close cooperation with the European Parliament.

- 3.3. At the beginning of each session, the Presidency Parliament shall set the timetable for the session, the order of interventions and the length of speeches which, in any case, may not exceed three (3) minutes each.

ARTICLE 4. DOCUMENTATION OF THE MEETINGS

4.1. Agenda

- a) The agenda of each meeting shall include matters relating to CFSP and CSDP, in line with the scope and role of the Inter-Parliamentary Conference.
- b) A draft agenda shall be communicated to all Parliaments no later than eight (8) weeks prior to each meeting.

4.2. Other documents

Prior to each meeting, delegations may send any documents relating to items of the agenda to the Secretariat of the Presidency Parliament. The Presidency Parliament may also draw up discussion documents for the Inter-Parliamentary Conference.

ARTICLE 5. LANGUAGES

- 5.1. The working languages of the Inter-Parliamentary Conference shall be English and French. Simultaneous interpretation from and into these languages, as well as from and into the language of the Presidency Member State shall be provided by the host parliament.
- 5.2. Simultaneous interpretation into additional languages may be provided if technically possible and its costs will be borne by the relevant national delegation.
- 5.3. Documents of the Inter-Parliamentary Conference shall be communicated to national Parliaments and the European Parliament in English and French.

ARTICLE 6. THE SECRETARIAT

- 6.1. The Inter-Parliamentary Conference Secretariat shall be provided by the Presidency Parliament, in close cooperation with the European Parliament and with the previous and next Presidency Parliaments.
- 6.2. The Secretariat shall assist the Presidency Parliament in preparing the documents for each meeting and in communicating them to national Parliaments and the European Parliament.

ARTICLE 7. CONCLUSIONS

- 7.1. The Inter-Parliamentary Conference may by consensus adopt non-binding conclusions on CFSP and CSDP matters related to the agenda of the Inter-Parliamentary Conference.

- 7.2. Draft conclusions of the Inter-Parliamentary Conference shall be drawn up by the Presidency Parliament in English and French and communicated to the delegations of national Parliaments and the European Parliament during the meeting in a reasonable time before their adoption for any amendments to be submitted and considered.
- 7.3. Once the conclusions have been adopted, the Presidency Parliament shall communicate the final texts in English and French, each of these texts being equally authentic, to all delegations, to the Presidents of national Parliaments and of the European Parliament, to the Presidents of the European Council and the Commission and the High Representative for Foreign Affairs and Security Policy, for their information.

ARTICLE 8. RULES OF PROCEDURE

- 8.1. Any national Parliament and the European Parliament may submit proposals to amend these Rules of Procedure. Amendments shall be submitted in writing to all national Parliaments and the European Parliament at least one month before meetings of the Inter-Parliamentary Conference.
- 8.2. Any amendments, which the delegations of national Parliaments and the European Parliament may propose to the Rules of Procedure, are subject to a decision by consensus, and must be in accordance with the framework set by the Conference of Speakers of the EU Parliaments.

ARTICLE 9. REVIEW OF THE FUNCTIONING OF THE CONFERENCE

9. The Inter-Parliamentary Conference may appoint an ad hoc review committee which would, eighteen (18) months from the first meeting of the Inter-Parliamentary Conference, evaluate the workings of the Inter-Parliamentary Conference and make recommendations thereon to be deliberated upon by the Conference of EU Speakers.