

**RULES GOVERNING THE USE OF THE EUROPEAN PARLIAMENT'S
AUDIOVISUAL FACILITIES**

BUREAU DECISION

OF 10 DECEMBER 2007¹

THE BUREAU OF THE EUROPEAN PARLIAMENT,

- having regard to Rule 25(2) of the European Parliament's Rules of Procedure,
- having regard to the Bureau's decision of 29 March 2004 laying down principles to implement Regulation (EC) No 2004/2003 of the European Parliament and of the Council of 4 November 2003 on the regulations governing political parties at European level and the rules regarding their funding, and specially its Article 11,
- whereas:
 - (1) Parliament has at its disposal an extensive and growing array of audiovisual facilities;
 - (2) Rules are needed to provide objective criteria for the allocation of resources, set down priorities, ensure fairness and guarantee transparency;
 - (3) Rules are also needed in view of the growing demand for and the planned extension of facilities;
 - (4) The present Rules set out general principles on the provision of audiovisual facilities, the categories of users to whom the Rules apply and the terms and conditions by which facilities are made available;
 - (5) Pending the adoption of explicit provisions in Parliament's Rules of Procedure relating to this field, it is appropriate for the Bureau to adopt the present Rules under its existing powers in order to respond now to these pressing needs. The present Rules may be reviewed in the event that the Rules of Procedure are later amended.

HAS ADOPTED THIS DECISION:

**CHAPTER 1
GENERAL PROVISIONS**

*Article 1
Definitions*

For the purpose of these Rules, 'facilities' shall mean the audiovisual services listed in Annex 1, including the personnel required to provide them.

¹ As consolidated by the Bureau on 16 June 2009 and as amended on 7 September 2015.

Article 2
General principles

1. The European Parliament's audiovisual facilities exist to assist and enhance the media coverage of the proceedings and activities of the Parliament.
2. Other than for Parliament's own use with respect to its information and communication activities in the audiovisual field, the facilities shall primarily be made available to broadcast and webcast media undertakings on the conditions and terms as laid down in these Rules.

The facilities may also, on the conditions and terms as laid down in these Rules, be made available to:

- other media undertakings;
 - political groups;
 - Members of the European Parliament;
 - political parties at European level and other outside bodies.
3. The provision of facilities shall not be subject to any editorial directives or guidelines. However, facilities shall not be used for advertising, promotion or publicity purposes for third parties nor undermine the dignity or the order of the European Parliament nor generate financial benefits.
 4. Articles 5 and 6 of the Rules governing recordings by media representatives on the premises of the European Parliament shall apply by analogy.

CHAPTER 2
CONDITIONS AND TERMS APPLICABLE TO BROADCAST
AND WEBCAST MEDIA UNDERTAKINGS

Article 3
Facilities for broadcast and webcast media undertakings

All facilities may be made available to broadcast and webcast media undertakings, except for multicamera coverage of parliamentary meetings.

Article 4
Conditions

Facilities must be used for one or more of the following purposes:

- news coverage of the European Parliament and its activities;
- coverage of Members of the European Parliament;
- coverage of ongoing themes and/or topical issues related to the activities of the European Parliament.

Article 5
Terms

1. Facilities are provided free of charge except for all transmission or line costs which shall be borne by the broadcast or webcast media undertaking.
2. Requests for facilities shall be submitted a maximum three months prior to the proposed date of use. The Parliament reserves the right to withhold final confirmation of the allocation of the facilities up to the Friday preceding the date of use.
3. Facilities are allocated in principle on a "first come, first served" basis.
4. Facilities are made available to users on average one hour per day per facility. Exceptions can be made if facilities are available.
5. All requests for facilities shall be submitted to the Audiovisual Unit, DG Communication, by e-mail or via the online booking form on the audiovisual webpages of the European Parliament's website.
6. Requests for facilities cannot be considered accepted unless the request has been explicitly confirmed via email by the Audiovisual Unit.

CHAPTER 3
CONDITIONS AND TERMS APPLICABLE TO OTHER MEDIA UNDERTAKINGS

Article 6
Facilities for other media undertakings

Photographic facilities only may be made available to other media undertakings.

Article 7
Conditions

Photographic facilities must be used for one or more of the following purposes:

- news coverage of the European Parliament and its activities;
- coverage of Members of the European Parliament;
- coverage of ongoing themes and/or topical issues related to the activities of the European Parliament.

Article 8
Terms

1. Photographic facilities are provided free of charge.

2. Facilities are made available to users for half an hour per day. Exceptions can be made if facilities are available.
3. Facilities are allocated in principle on a "first come, first served" basis with priority given to requests for initiatives which relate to Parliament's agenda of the upcoming parliamentary session.
4. Photos are made available on the audiovisual webpages of the European Parliament's website.
5. All requests shall be submitted to the Audiovisual Unit, DG Communication, by e-mail or via the online booking form on the audiovisual webpages of the European Parliament's website.
6. Requests for facilities cannot be considered accepted unless the request has been explicitly confirmed via email by the Audiovisual Unit.

CHAPTER 4

TERMS APPLICABLE TO POLITICAL GROUPS AND MEPS

Article 9 *Facilities for political groups*

1. The following facilities may be made available to political groups:
 - Voxbox (for short audio and video statements, filming of round-table discussions on web formats)
 - multicamera coverage for recording or streaming purposes of press conferences where coverage has been duly requested by the secretary-general or the head of the press service of the political group
 - the radio studio
 - photographic facilities for the coverage of plenary sessions, meetings of official European Parliament bodies and press conferences.
2. Other facilities indicated in Annex 1 and involving the use of Parliament's fixed audiovisual equipment may be made available to political groups. In such cases political groups shall be liable for the costs of the personnel associated with the use of these facilities for which they shall be required to use the undertakings contracted to the European Parliament to provide technical services in the audiovisual sector. Political groups shall be billed directly by those undertakings.

Article 10 *Facilities for MEPs*

The following facilities may be made available to MEPs:

- Voxbox (for short audio and video statements, filming of round-table discussions on web formats)

- photographic facilities for the coverage of plenary sessions, meetings of official European Parliament bodies and press conferences
- extracts of plenary sessions, having taken place during the current legislature, can be obtained directly by the MEPs via the Video-on-Demand (VOD) download tool on the EP Live page of the European Parliament's website.

Article 11
Terms

1. Facilities are provided free of charge except for facilities provided pursuant to Article 9, paragraph 2, of these Rules.
2. Requests for facilities shall be submitted a maximum one month prior to the proposed date of use. The Parliament reserves the right to withhold final confirmation of the allocation of the facilities up to the Friday preceding the date of use.
3. Facilities are allocated in principle on a "first come, first served" basis with priority given to requests for initiatives which relate to Parliament's agenda of the upcoming parliamentary session.
4. All requests shall be submitted to the Audiovisual Unit, DG Communication by e-mail or via the online booking form on the audiovisual webpages of the European Parliament's website.
5. Requests for facilities cannot be considered accepted unless the request has been explicitly confirmed via email by the Audiovisual Unit.

CHAPTER 5
CONDITIONS AND TERMS APPLICABLE TO POLITICAL PARTIES AT EUROPEAN LEVEL² AND OTHER OUTSIDE BODIES

Article 12
Facilities for outside bodies including political parties at European level

Facilities involving the use of Parliament's fixed audiovisual equipment, as indicated in Annex 1, may be made available to political parties at European level and other outside bodies.

Article 13
Conditions

1. Provision of facilities shall be subject to prior authorisation of the Secretary-General.
2. Facilities must be used for the coverage of topical issues concerning the activities of the European Parliament or the European Union.

² Within the meaning of Regulation (EC) No 2004/2003 of the European Parliament and the Council of 4 November 2003.

Article 14
Terms

1. Outside bodies shall be liable for the costs of the personnel associated with the facilities they are authorised to use on the same terms as those set out in Article 9, paragraph 2.
2. Requests for use of the facilities shall be submitted at least three months prior to the proposed date of use. The Parliament reserves the right to withhold final confirmation of the allocation of the facilities up to the Friday preceding the date of use. It also reserves the right to cancel a request at any moment.
3. Outside bodies shall, before using Parliament's audiovisual facilities, undertake in writing to accept the present Rules as being binding on them.

CHAPTER 6
FINAL PROVISIONS

Article 15
Liability and enforcement of the Rules

1. All users shall undertake to indemnify Parliament for any liability incurred in actions for damages brought by third parties against the Parliament for unlawful activities in connection with the authorised use of Parliament's audiovisual facilities.
2. Parliament declines all responsibility for the content of media published, by whatever means, by authorised users of Parliament's facilities.
3. Authorised users may not purport to publish, by any means, material using Parliament's facilities in a manner that suggests that the content has been authorised by the Parliament.
4. Parliament reserves the right to refuse access to its facilities, or to withdraw access already granted, in order to avoid liability for any alleged unlawful acts which may be committed in connection with the authorised use of its facilities.
5. Parliament reserves all legal rights, including intellectual property rights, it may possess.
6. In case of a found breach of these Rules by media representatives, notably as regards its Article 2, future access to the audiovisual facilities and services may be denied by the Directorate for Media for a period of up to one year, according to the severity of the breach. When such breach is committed by a Member or a political group, the President shall take appropriate measures.
7. Media representatives may appeal against the establishment of a breach of these Rules by the European Parliament's Directorate for Media to the College of Quaestors of the European Parliament within one month from the date of notice of establishment of the breach.

Article 16
Implementing provisions

Detailed rules to implement this decision may be adopted by the Secretary-General.

Article 17
Review

This Decision shall also be subject to review in the event that the Parliament's Rules of Procedure are later amended to make express provision for matters in this field.

Article 18
Entry into force

This Decision, as amended, shall enter into force on 15 October 2015.

Annex 1: Audiovisual facilities provided by the European Parliament

AUDIOVISUAL SERVICES	DEFINITION	INVOLVING USE OF FIXED AUDIOVISUAL EQUIPMENT
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Television

ENG Crew	1 cameraman + 1 sound technician	
Editing	Screening and placement of shots. Assembly of the final product	X
Live or Stand-up position	A set-up where MEPs and/or TV reporters can express themselves in TV programmes at a distance via satellite or other connections (4G, ...)	X
Studio	For moncamera messages or debates , with 1 to 7 guests with or without an audience (according to the studios and studio set-ups), recorded or live	X
Multicamera coverage	Coverage involving more than one camera in meeting rooms	X
Encoding	Distribution of recorded material to the media organisation or to MEPs, via File Transfer Protocol (FTP) or to deposit the file onto the tool of the client (USB key, hard disk, ...)	
Recording	Recording of plenary sessions, press conferences and other meetings or programmes in different formats	X
Stockshots	Compilation of illustration footage concerning the European Parliament or EU issues to illustrate topics on the EP agenda for TV reports, magazine programmes or documentaries	
Transmissions	To send material via satellite links or other means (4G etc.) from the European Parliament to the media organisation	X

Radio

Studio	For interviews or debates with 1 to 6 guests, 8 in Strasbourg (recorded or live)	X
Editing	Screening and placement of audio statements. Assembly of the final product	X
Recording	Audio recording of plenary sessions, press conferences and other	X

	meetings	
Transmission	To send material from the European Parliament via ISDN/IP connection, e-mail, FTP server or other means	X

Photo

Reports	Illustration and coverage of plenary sessions, meetings of official EP bodies and press conferences	
Studio	For portraits of MEPs	X
Editing	Selection of shots	X
Archives	Digital collection of pictures available on the audiovisual webpages of the European Parliament's website	
Make photos available	On the audiovisual webpages of the European Parliament's website	

Web

Web encoding	Distribution of material in different file formats to clients via File Transfer Protocol (FTP)	X
VOD	Video-on-Demand, tool available on the European Parliament's website via 'EP Live' allowing the download of all available content	X
Vox-Box Stand-up position	Recording of multimedia messages, with or without prompter, destined for the web, also for live connections (Skype, ...)	
Vox-Box Multimedia	Recording of web messages or debates destined to the web, recorded or live	X