

## **List of expenses which may be defrayed for the purpose of parliamentary assistance**

The list below is non-exhaustive. Expenses are admissible only if they relate to the exercise of the Members' mandate and are compatible with the relevant provisions of the Implementing Measures for the Members' Statute.

This list relates only to tasks which concern local assistants or service providers. However, sections A(5) and B also apply to accredited assistants.

### **A - ADMISSIBLE EXPENSES:**

#### **1. Office management**

- administrative and secretarial support
- organisation and maintenance of the Member's diary
- travel and logistical arrangements for the Member's missions
- maintaining updated databases for contacts
- archiving of documents
- managing phone calls, emails and mail
- management of files/maintenance of dossiers for the Member
- preparation and organisation of meetings

#### **2. Support services**

##### **2.1 Support relating to the Member's activity**

- staff costs relating to the organisation of press or other conferences, meetings, seminars, hosted by one or more Members<sup>1</sup>
- the fees of experts who present papers at meetings, conferences or seminars hosted by the Member<sup>2</sup>
- organising and accompanying visitor groups
- preparation of presentations and speeches for the Member
- drafting/preparation/translation of documents and reports

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<sup>1</sup> However, the event must not be co-organised by a political group or party at national or European level, nor may it be used as a platform for political campaigning. When an event is hosted by several MEPs or jointly with Members of national parliaments, each MEP has to submit their own request for defrayal, apportioning their share of costs.

<sup>2</sup> The above footnote applies to this item also.

## **2.2 Technical support**

- IT-related services, such as the management of the Member's website<sup>3</sup>
- Staff costs for a driver<sup>4</sup>
- specialised technical assistance such as IT, photography and media-related services<sup>5</sup>

## **3. Advisory/expert services**

### **3.1 Research**

- collecting information on matters relating to the Member's activities
- research/scientific research
- assisting with the Member's work in the committees
- surveys and studies on matters relating to the Member's activities
- media review<sup>6</sup>

### **3.2 Assistance relating to a Member's work**

- assistance with preparation of amendments tabled by the Member
- advice or consultation on matters relating to the exercise of the Member's mandate, including advice on relations with media
- analysis of information in relation to the Member's activities
- spokesperson for Member
- follow-up and summing up of conclusions of meetings

### **3.3 Expert services**

- legal advice in relation to issues linked to the exercise of the Member's mandate, with the exception of challenging or introducing an action against Parliament
- training the Member in communication and public relations
- professional training of the Member's employed assistants in matters relating to the performance of their duties.

## **4. External activities**

- assistance in relation to contacts with EU institutions or bodies
- assistance in relation to contacts with national, regional or local authorities

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<sup>3</sup> However, the costs relating to the webpage must not be co-financed by a political group or party at national or European level, nor may the webpage be used as a platform for political campaigning.

<sup>4</sup> However, costs pertaining to any vehicles themselves are not defrayable under this allowance.

<sup>5</sup> However, this allowance may not be used to cover the cost of materials and supplies or of the installation and the maintenance of IT systems and standard software.

<sup>6</sup> Only if the document is drafted specifically for and tailored to Members' needs; subscriptions to general reviews or newsletters open to the public are to be defrayed from the GEA.

- assistance with public relations for the Member

#### **5. Auxiliary costs which may be defrayed from the parliamentary assistance allowance**

- advertising of vacancies for parliamentary assistance and travel costs of candidates to job interviews in relation to such vacancies
- legal advice in relation to legal proceedings against parliamentary assistants and service providers in disputes arising out of the contract between the two parties
- costs relating to duty travel undertaken by parliamentary assistants
- costs relating to insuring the Member's assistants and trainees against accidents at work and illness.

#### **B. INADMISSIBLE EXPENSES AND FURTHER CLARIFICATIONS:**

- personal expenses (any task pertaining to the Member's private life);
- any task in connection with a subject unrelated to the Member's parliamentary activity;
- providing training to third parties (other than the Member's employed assistants) or to service providers;
- advertising (except for vacancies concerning parliamentary assistants);
- entertaining;
- any expenses in relation to elections, referenda or any other campaign, whether at national or EU level;
- any expense that is a grant or donation of a political nature (even if the expense is *per se* admissible);
- cost of supplies, equipment, materials, standard software, their installation, maintenance and repair;
- costs relating to exhibitions or competitions of any sort;
- logistical costs relating to conferences, seminars or public meetings, such as the renting of rooms, transport, travel expenses, accommodation, audiovisual equipment, documentation, supplies and catering costs;
- any expenses referred to in the indicative list of expenses which may be defrayed from the General Expenditure Allowance (GEA).

In general, costs relating to materials are to be defrayed under the GEA and costs relating to staff (if clearly identified in the invoice) are to be defrayed under the parliamentary assistance allowance, unless they are clearly referred to in the list of expenses which may be defrayed from the GEA.

Members are kindly advised to consult the relevant parliamentary services if uncertain as to the admissibility of any item(s) of expenditure under the parliamentary assistance allowance before committing to any expense.