

Policy Department on Budgetary Affairs

National Parliaments' use of official cars

BUDGETARY AFFAIRS

This study was requested by the European Parliament's Committee on Budgetary Control

This paper is published in the following languages:

- Original: FR
- Translation: DE/EN

Author: Jean-Jacques Gay
Administrator
ATR 02L008
B-1047 Brussels
Tel: +32 (0)2 284 22 53
Fax: +32(0)2 284 90 12
E-mail: jean-jacques.gay@europarl.europa.eu

Manuscript completed in September 2007

Paper copies can be obtained through:

E-mail: ip-budgetsupport@europarl.europa.eu

Site intranet: <http://www.ipolnet.ep.parl.union.eu/ipolnet/cms/op/edit/pid/1942>

Brussels, European Parliament, 2007

The opinions expressed in this document are the sole responsibility of the author and do not necessarily represent the official position of the European Parliament.

Reproduction and translation for non-commercial purposes are authorized, provided the source is acknowledged and the publisher is given prior notice and sent a copy.

Summary

Method

The Committee on Budgetary Control asked the Budgetary Support Unit (BSU) for an analysis of the use of official cars in the public sector.

After consulting Parliament's administration, it was established that at the request of the Quaestors, the EP had carried out a survey in 2002 in the 27 countries that are now EU Member States ⁽¹⁾. The following pages contain the analysis of the responses received. We tried to obtain responses from national administrations as well as from national parliaments. In May a letter was sent to the representatives of the Ministries of Finance within the Permanent Representations in order to obtain information about these Ministries' practices ⁽²⁾. To date only three countries – Slovenia, Luxembourg and Denmark – have replied to the questionnaire sent out to all the EU Member States in spring 2007.

Only two thirds of the countries responded to the 2002 questionnaire. It has therefore proved impossible to carry out a comparative analysis of the situation regarding official cars at that time and the situation now owing to the poor response to this year's questionnaire.

Some information does, however, emerge from the in-depth survey of the 18 national responses obtained as a result of the 2002 questionnaire, although we should remain cautious and beware of making any random generalisation in the present case.

Users. Only 4 of the 18 countries that responded (Poland, Romania, Slovakia and Slovenia) authorise the use of official cars by all their Members of Parliament. The United Kingdom systematically contracts the services of a taxi company. Some 45% of States provide official cars for certain categories of MPs only. With the exception of Slovenia, none appears to grant any facility whatsoever to MPs' family members, guests, assistants or others. Of the 18 Member States that responded, 7 authorise the use of official cars by certain categories of staff.

As regards the **services offered**, with the exception of Germany and Finland in particular, it seems that there is no restriction or special condition on the use of official cars by MPs, even though for Poland it is stated that: 'when the trip is outside Warsaw, written permission either from a chairman of a Senate committee, the Speaker of the Senate, of the director of the Administrative Office of the Chancellery is necessary'. Members of the Romanian Parliament have monthly petrol quotas.

Situations differ greatly as regards staff facilities, rules applied to vehicle departure and destination points and the number of days and hours vehicles are available.

The methods of reserving vehicles also vary greatly. The most common procedures are advance booking systems, mixed systems or quite simply a lack of any procedure for the 11 countries that were the only ones to respond.

Waiting times for vehicles in the Member States are based on 3 periods: immediate availability of the vehicle, availability within 15 to 30 minutes, availability within a longer period.

Assistance is provided by the transport service in 9 countries but not in 4 others.

Human resources. With the exception of the House of Lords, which does not have any drivers as such and, entirely irrespective of the size of the country, the number of drivers varies between 1 and 5 (Luxembourg, Germany) and more than 100 (Romania). The permanent availability of drivers during working hours is the most common situation as regards the nature of employment and drivers' working hours and in the relative majority of Member States drivers are civil servants, whereas in other Member States they have a contractual relationship whether or not of an indeterminate nature. The survey on hours worked confirms their disparity. Of the 18 countries that responded, 9 use a bonus system, which can vary in practice from one Member State to another: hours worked during holidays in Germany, a percentage of hours worked in others (20 or 25%). A minority of countries assign drivers to lorry-driving duties. A majority of Member States that responded (10 out of 18) keep transport management staff permanently available during their statutory working hours.

Upkeep and maintenance of cars

Excepting Cyprus, which is the only country to assign the upkeep of vehicles solely to the drivers, the countries fall into three groups: those which assign this task to drivers and to services outside their institution (2 countries), those which assign this work solely to external services (8 Member States) and finally, those entrusting the work to a special upkeep or maintenance service (2 countries).

Budget for human resources. Of the 11 Member States that provided figures, the ratio goes roughly from 1 (Hungary) to 12 (Poland), 5 countries not having responded.

Resources. Reference should be made to the table on page 9 as regards the number and category of vehicles. With regard to vehicle status, in most Member States vehicles are held by parliament. Only 7 countries responded with regard to restrictions on the type or make of cars without revealing general trends. - Maximum price of cars. *The norm seems to be no maximum price or capacity of vehicles*, even though there are notable exceptions (Germany, Slovenia, Poland, Luxembourg, Hungary). Decisions on when to sell or replace vehicles are based either on the vehicle's age and mileage (for 8 countries, although 5 did not provide figures), or on one of those two criteria. Spain, Romania and Estonia (3 years) refer only to the sole criterion of the vehicle's age and Belgium to the sole criterion of mileage.

It is particularly difficult to draw a clear conclusion from the figures available as regards the approximate annual budget for national parliaments' official cars, insofar

as the small countries appear to have much larger budgets than the larger Member States (Germany and the United Kingdom).

Facilities for communicating from vehicles

The majority of parliaments use a mobile telephone system (Italy also uses portable phones). Romania also uses a complementary system while in Belgium only portable phones are used.

It seems very tedious to say the least to attempt to draw general conclusions from the majority of sub-headings under **Miscellaneous**.

Study of national parliaments' use of official cars

Users

Preliminary observation: 9* of the 27 countries did not reply to the Questionnaire. Analysis of the data will therefore cover two thirds of the EU Member States.

- 1.a) Of the 18 EU Member States consulted, 20 assemblies having responded, only 4 of them (Poland, Romania, Slovakia and Slovenia) authorise use of official cars by all Members of Parliament. The United Kingdom systematically contracts the services of a taxi company.
- 1.b) Eight Member States replied that they provide official cars only for certain categories of MPs (for example, Bureau members in Belgium, vice-chairmen and chairmen of parliamentary committees and chairmen of political groups in the Czech Republic, the President and Vice-President(s) in Luxembourg or the President of the Bundesrat (Upper House) exclusively in the case of Germany). The situation is therefore very varied and it is not possible to group the countries by general trend.
- 1.c) With the exception of Slovenia (as regards guests and assistants), no Member State appears to grant any facility whatsoever to MPs' family members, guests, assistants or others.
- 1.d) Delegations. Less than 40% ** of the assemblies consulted grant the use of their official car fleet to VIPs, official visitors or delegations.
- 1.e) Of the 18 Member States that responded, 7 authorise the use of official cars by certain categories of staff (the Czech Republic, the German Bundesrat, Hungary, Poland, Romania, Spain and the United Kingdom). The Polish Parliament authorises the use of official cars by the Heads of the Senate Chancellery, directors of the Senate Chancellery offices, staff (clerks) of the Senate Chancellery in general, when working after 8 p.m. The Romanian Parliament offers the use of official cars to the institution's Secretary-General, departmental heads, directors, advisers and experts.

As regards the United Kingdom, 'the Clerk of the Parliaments and the Chairman of Committees use the Government Car Service to and from the airport when attending an international conference. Occasionally, the Clerk of the parliaments uses the Government Car Service for official functions. Further, the Law lords also have use of the Government Car Service on demand for official business. When committees are making official visits they too will have their transport expenses paid for'.

* Malta, Portugal, Sweden, Lithuania, Latvia, Ireland, Greece, France and Denmark.

** Belgium, Estonia, Germany (Upper House), Hungary, Italy, Poland and Romania.

1.f) Number of trips made each year.

We have 7 rough estimates out of 18 Member States, 2 of which are for the United Kingdom, but these do not always relate to the same situations. Estonia details resources (25 cars and 30 buses) and Poland provides a daily estimate. The German Bundesrat with 2 400 journeys/year and the House of Lords (UK) with a figure of 2 500, and 1 610 journeys each year for the Commons are comparable situations. Slovenia reports 1 460 trips a year while Romania gives a figure of 275 000 journeys/year, which raises a few questions.

The services offered

Belgium, Luxembourg, the Netherlands and Spain gave no response.

Members of Parliament. With the exception of Germany and Finland, it seems that there is no restriction or special condition on the use of official cars by MPs. Austria has a system of reimbursement for regular journeys on production of invoices. Official trips, for example delegations or conferences undertaken upon request of the Speaker, are dealt with separately (taxi expenses are reimbursed with hotel costs).

In Germany, as has already been stated, only the President (Bundesrat) is exempt from restrictions on use. In Finland, not only does this seem to apply to the Speakers and Deputy Speakers, but ordinary Members do not seem to have the use of transport facilities. It may be noted, however, that in Estonia, 'travel allowance is only for members. It is not connected with the range in kilometres. There is a fixed monetary norm of €205/month'. In Slovenia, there are no restrictions for any categories; 'each requested route can be either granted or rejected by a writ, regardless of the distance'.

For Poland, the country having provided the most detailed answers on this, it is stated 'when the trip is outside Warsaw, written permission either from a chairman of a Senate committee, the Speaker of the Senate, or the director of the Administrative Office of the Chancellery is necessary'.

Romania states that its Members have monthly petrol quotas.

The '**connected Members**'

It should be noted that Slovenia was the only Member State to respond under this heading.

In Slovenia, both for Members and for 'members connected', delegations, VIPs, official visits and for staff, there are 'no restrictions for any categories. Each requested route can be either granted or rejected by a writ, regardless of its distance'.

Delegations, official visits and VIPs

Germany specifies that these people are able to take advantage of travel within Berlin. By analogy from the replies given, it can probably be inferred that the same is true for Poland.

In the case of the House of Deputies in Italy, delegations, official visitors and VIPs do not receive any preferential treatment whereas they appear to have unrestricted use in Romania. In Cyprus, the Parliament hires vehicles (cars, buses, minibuses), which it makes available to VIPs and foreign delegations.

In Austria, 'official trips (for example delegations or conferences) that are undertaken upon request of the Speaker are dealt with separately (taxi expenses are reimbursed together with hotel costs, etc.)'.

Estonia, Hungary, the UK and Finland did not reply, whilst the Czech Republic provides a transport service for delegations, provided that this is approved by Parliament's Bureau.

Staff

Parliamentary staff in Italy (with the exception of the Secretary-General of the Parliament), Hungary, Estonia, the Czech Republic and Finland are not given any benefits in contrast to parliamentary staff in Romania, who have a monthly petrol quota.

British staff in the House of Lords or Commons may have the use of official cars within a radius of 40km (25 miles).

The Secretary-General of the German Bundesrat is not subject to any travel restrictions, whereas travel by the Deputy Secretary-General is restricted to the city of Berlin.

In Poland, if travel is planned outside the capital but within the country, it must be authorised in writing by the Administrative Bureau of the Chancellery. Authorisation by the head of the Senate Chancellery is required for all travel abroad.

In the Czech Republic, all staff travel outside Prague must be approved by the Secretary-General of the institution given that fuel consumption is limited.

Departure and destination points

Luxembourg, Italy, Austria, Estonia and the Czech Republic did not provide any information on this item.

Belgium, Hungary, Spain, Slovenia, Finland (for the very few who are able to use the official car service) and Poland (within the capital) do not appear to be aware of any specific restriction here. In the United Kingdom there does not appear to be any restriction on Members of the House of Lords, whereas they do appear to exist for

Members of the House of Commons, with the destination restricted to their home address.

Germany confirms that there are restrictions without specifying what they are. In Romania, no matter who is using the service (Member, delegation, VIP, staff) their departure point or destination must always be the national parliament.

Vehicle reservation method

Luxembourg, Austria, Estonia, the Czech Republic, the United Kingdom (House of Lords), Cyprus, Italy and the Netherlands did not give any response on the method of reserving cars and the conditions that may pertain.

Germany (the Bundesrat) does not apply any special condition although the practice there does not affect the President of the Bundesrat, or the Secretary-General of the institution or the Deputy Secretary-General. Vehicles are reserved when expressly requested for approximately 6 hours one day in advance.

Hungary mentions a *mixed system*, without specifying what it is. Belgium also uses a mixed system, which is reservation by prior request, when possible. Romania also mentions a mixed system, specifying: 'In Bucharest, the senator member of the Standing Bureau, the chairpersons of the Political Groups and of the Permanent Committees, the Secretary-General, two heads of department and 3 directors have a car permanently at their disposal; the other senators and staff members only upon prior request, minimum a quarter of an hour in advance. In their constituencies, all the senators have a car permanently at their disposal'.

Spain and Finland did not report any specific reservation procedures.

The Polish Parliament and Belgium reported a prior request system, without giving any further details. Slovenia also has a mixed system of priority request two hours in advance.

Days and times of availability

Of the 18 out of 27 Member States that responded to the questionnaire, 4 countries, the Netherlands, Luxembourg, Austria and Cyprus, did not reply to this question. Spain merely stated that a system of cars was in operation apparently without any waiting time.

* Within the Finnish Parliament, cars are used whenever it is deemed necessary.

* Belgium, the Czech Republic and Poland – with variations – have a system of official cars operating 24 hours a day. Services at the Polish Parliament, however, promote the 06.00 to 01.00 timeslot, whilst the Romanian Parliament's car service operates from 08.00 to 18.00; 2 to 3 cars operate in Bucharest at night and at the weekends, on prior request.

The same service operates in Slovenia between 08.00 and 16.00. Opening hours are not specified for Hungary. Italy has a service that operates from 07.00 to 24.00. The Bundesrat car service in Germany operates from Monday to Friday from 07.00 to 19.00 and sometimes at weekends, the coordinating service closing at 17.00. In the Czech Republic, the car service operates during working hours on request, after approval by the Secretary-General. It also operates outside normal opening hours and working days.

The United Kingdom House of Commons car service operates from 22.30 on the days when Parliament is sitting. Its car service coordination system is open from 09.00 to 23.00. At the House of Lords taxis run from 22.40 until 06.00 and the coordinating service is open until 21.00 on days when the House is sitting.

Without providing information about the car service and coordinating service, the Estonian Parliament mentioned that it has only 4 official cars for the Speaker of the Parliament, two deputy speakers and the institution's Secretary-General.

Waiting time for vehicles

As a general rule, 4 waiting times can be identified.

- Vehicle immediately available, or available a few minutes after it has been ordered, for the Czech Republic, Spain, Belgium, Hungary, Slovenia and Poland,
- Available within 15 to 20 minutes in Romania and at the House of Lords in the UK,
- 30 minute wait in Italy and at the UK House of Commons,
- A minimum time of maybe 1 hour after ordering at the German Bundesrat.

Assistance provided by the transport service (personal business, facilities, trips outside the capital).

This applies for the following countries: Belgium, the Czech Republic, Finland, Germany, Hungary, Italy, Poland, Slovenia and Spain, whereas Estonia, Romania and the British Parliament said this was not the case. Luxembourg and Austria did not reply.

Human resources

Number of drivers employed

With the exception of the House of Lords, which does not have any drivers, roughly 5 groups can be identified as regards the number of drivers.

- 1 to 5: Luxembourg, Finland, **Germany**,
- 6 to 10: Estonia, Belgium, Austria,
- 11 to 16: Spain, the Czech Republic and Poland,
- 20 to 30: Italy 21, Hungary (27 drivers),
- 90 and over: **Romania**. (90 drivers for the main car fleet, to which another 140 should be added 'for cars in constituencies').

Nature of the work and working hours

- drivers permanently available during working hours. This is the rule in Germany, Italy, Poland, Slovenia, Hungary, Belgium, Finland, Luxembourg, Austria, Estonia and the Czech Republic. This is not the case, on the other hand, in the United Kingdom (no permanent drivers) and in Cyprus (vehicles under contract and vehicles hired during working hours).

In the majority of these countries, drivers are officials of the institution (Germany, Hungary, Belgium, Finland, Spain, Luxembourg (?) and Austria, whereas they are under contract in others (Poland, the Czech Republic and Romania). For Romania, there is a form of contract for an indefinite period for the 90 permanent drivers and a contract limited to the term of office of MPs for the 140 or so drivers 'in constituencies'. The drivers are permanent drivers in all the countries that replied to the questionnaire, at the very least during the national parliament's working hours.

Hours worked

Germany has a working week of 38.5 hours and Spain 37.5 hours. Several countries such as Italy, Hungary, Slovenia (undefined period of 8 hours), Romania (for the drivers 'in constituencies') operate an 8-hour day, whereas other drivers under contract work 10-hour days and finally Poland (with a flat rate of 70 hours/month for overtime in the form of extra pay for night work). Belgium mentions a 5-day working week but does not convert this into number of hours worked.

- The remaining countries mention daily timeslots: Finland (from 09.30 to 16.15), Estonia (from 09.00 to 18.00 each day), and the Czech Republic from 08.00 to 16.30.

- Bonuses for overtime, etc.

Germany, Italy, Poland, Finland, Luxembourg, Austria, Estonia, the Czech Republic and Romania, i.e. 9 countries, use a bonus system, with variations. In Germany, the bonuses concern hours worked during leave; Poland has a 20% bonus on hours worked between 21.00 and 05.00, whereas Romania has a 25% bonus that applies only to drivers of the main car fleet.

Hungary, Belgium, Spain, the United Kingdom and Cyprus do not provide any bonuses. The Netherlands did not reply.

- Possible assignment of drivers to driving lorries

Drivers may be assigned to do this in Germany, Italy, Slovenia, Hungary and Spain. (In Spain this is not for lorries but for VANS). This is not the practice in Poland, Belgium, Finland, Luxembourg, Estonia, the Czech Republic, the United Kingdom or Romania. No reply here from Austria and the Netherlands.

Number of car service coordinators

- - Countries *with no coordinator*: the United Kingdom House of Commons (House of Lords, 3 coordinators), Hungary, Finland, Luxembourg, Austria and Cyprus.
- - Countries *with a coordinator*: Germany, Slovenia, Hungary, Belgium, Spain and Estonia.
- - Countries *with more than one coordinator*: Italy (3), Poland (1 full-time and 2 part-time), the House of Lords, United Kingdom (3), the Czech Republic (2) and Romania (4).

Do the transport management staff have other tasks and responsibilities?

The United Kingdom (no staff), Austria, Luxembourg, Finland and the Netherlands did not reply to this question and Poland replied in the negative.

Germany, Estonia, Italy, Slovenia, Romania, Hungary, Belgium and Spain replied in the affirmative, as do Cyprus and the Czech Republic, which for their part stipulate that these members of staff are responsible for vehicle maintenance.

Permanent availability of transport management staff during statutory working hours

This is the case for Germany, Italy, Poland, Slovenia, Hungary, Belgium, Spain, Romania, Estonia and the Czech Republic. No reply was given by the group that answered 'no' to the previous question, and Cyprus was added to their number.

Do these transport management staff receive a bonus for unplanned changes and overtime?

This is the case in 3 countries: Germany, Italy and Spain. There was no reply from 6 countries: the United Kingdom, Finland, the Netherlands, Luxembourg, Austria and Cyprus. Finally, there is no bonus in Slovenia, Hungary, Belgium, Spain, Romania, Estonia and the Czech Republic.

The upkeep and maintenance of cars

The UK, the Netherlands and Austria did not reply for different reasons. If we do not include Cyprus, the only country to assign vehicle maintenance solely to drivers, 3 groups of countries can be identified.

- - those that assign this task to drivers and services outside their institution (Germany and Luxembourg),
- - those that assign this work solely to external services (Italy, Poland, Slovenia, Spain, Belgium, the Czech Republic, Estonia, Finland),
- - and finally, those that entrust this work to a special upkeep and maintenance service (Romania and Hungary). In Romania 8 people are assigned to this service and 2 in Hungary.

Budget for human resources

The following are the funds assigned to car services in the EU countries, in descending order.

Poland	€402 000 (around 1 600 000 PLN),
Belgium	370 000
Spain	325 000
Finland	212 000
Czech Republic	130 000
Germany	110 000
Slovenia	100 000
Estonia	72 000
Luxembourg	55 700
Romania	31 000 (central park) 28 000 (for the offices in constituencies)
Hungary	34 500 (around 81 million HUF)
Data not available for Italy, the United Kingdom, the Netherlands, Austria and Cyprus.	

Resources

Numbers of vehicles

Country	Limousines (cars)	Mini-buses	Buses	Lorries	Others
Germany	2	1	2		
Italy	21		2	12	5 motor cycles + ambulance
Poland	16				2
Slovenia	5	2			13
Belgium	6				
U.K. (House of Commons)	-				
U.K. (House of Lords)	2				
Finland	4				3 (vans)
Spain	25				1 (van)
Luxembourg	1			1	
Austria	6				
Czech Republic	50	2	1		
Cyprus (car rental service)					
Netherlands	-				

Vehicle status

Vehicles are kept by parliament in Austria, Belgium, Czech Republic, Finland, Hungary, Luxembourg, Poland, Romania, Slovenia, Spain, Germany (1 limousine and 1 minibus, but 1 limousine is leased).

Kept by parliament in Italy, they are also sometimes hired. The House of Lords also hires its vehicles, as does the Estonian Parliament.

Type of restrictions as regards:

- the type or make of car:

The majority of countries did not reply to this question, except:

- - Belgium, which operates on a tender basis and Estonia, which uses the public procurement procedure (PPP),
- - Romania, which mentions a public auction procedure,
- - the Czech Republic and Finland, which confirm a lack of restrictions, as does Austria (in terms of makes or engine capacity, for the Speaker in any case),
- - Hungary, which indicates the existence of restriction(s) without specifying what they are, as does Italy.

- maximum price of cars

The norm seems to be no maximum price or capacity of vehicles, even though there are notable exceptions.

Germany (the Bundesrat) authorises a maximum price of €43 000 for the President's vehicle and €24 000 for that of the Secretary-General. Slovenia mentions an amount of €43 500, while in Poland the limit is €20 000. Luxembourg has the highest limit with €60 000. Hungary mentions a reference price without specifying what it is.

Spain, Italy and Finland can be quoted as examples of countries without any price limit.

- maximum capacities

The German Bundestag mentions a maximum rating of 100 kW, Slovenia 3 000 cm³, Poland 2 000 maximum and Austria 2.3 litres, except for the Speaker's car.

Hungary is one of the countries with no limitation on the maximum capacity of vehicles, while specifying 'cars for personal use only'.

- decisions on when to sell or replace vehicles are based on:

- - the vehicle's age and mileage,
- - Germany, Italy, Poland, the Czech Republic and Luxembourg mention the age and mileage of vehicles as criteria without giving any figures. The Czech Republic mentions an additional criterion, without giving any further details.
- - Hungary (5-6 years, 200 000 km), Slovenia (5 years, 100 000 km), Austria (6-7 years, 250 000 km) give the most detailed figures.
- - the vehicle's age or mileage.
- - Spain, Romania and Estonia (3 years) mention only the sole criterion of vehicle age and Belgium the sole criterion of mileage.

What is the approximate annual budget for your parliament's car service?

It is particularly difficult to draw any clear conclusion from the figures available, insofar as the small countries, for example the Czech Republic, Estonia and Slovenia, appear to have much larger budgets than those of the large countries (Germany, United Kingdom, Spain).

These are the approximate budgets for car services in descending order:

1	Romania	€1 010 000 (all car fleets included)
2	Czech Republic	€800 000
3	Hungary	€396 694
4	Poland	€149 981*
5	Spain	€120 000
6	Estonia	€12 000
7	Slovenia	€87 000
8	Finland	€85 000
9	Germany (Bundesrat)	€30 000
10	Luxembourg	€12 000
11	United Kingdom (House of Lords)	£4 000 GBP

Facilities for communicating from vehicles

The following countries' parliaments use a mobile telephone system. Hungary, Germany (the Bundesrat), Poland, Spain, the Czech Republic, Finland, Italy (which also uses mobile phones) and Romania (also mentions an additional system).

In Belgium, only portable phones are used.

Miscellaneous

Limits on public transport facilities offered to Members

In the case of the United Kingdom House of Commons, Members are reimbursed for travel between their home, constituency and Parliament by which ever means suits them best. Should they use a taxi for part of any journey, they are reimbursed at a flat mileage rate. In the case of the House of Lords, other practices exist (not specified), limited to certain Members for certain journeys.

- - In Austria, these facilities are limited to the capital. The taxi is used in Finland for travel within the capital, travel to the rest of the country being by train, bus or plane.
- - Transport facilities are limited to the country concerned in Spain, Hungary, the Czech Republic, Romania, Italy and Belgium (this is written into the constitution for this Member State).

*Poland: 440 000 PLN for operational costs plus insurance in 2002: 160 000 PLN for purchase of new cars in 2002: 4000 000 PLN for purchase of new cars, planned for 2003

- This type of facility does not exist in Slovenia, and Poland mentions ‘another’ system without giving further details. Estonia states that this type of cost is offset for Members.

Germany and Luxembourg did not give any response and Cyprus simply states that its Chamber of Representatives provides an allowance for Members travelling to the capital from towns located outside the district of Nicosia.

- In the event of travel by taxi (provided by parliament), are the costs incurred subject to specific limits and conditions?

This type of cost is subject to limits and conditions in Belgium (meetings and night sittings), in Hungary, Poland, Finland and the United Kingdom (House of Lords).

Estonia does not seem to have any special conditions here, whereas this type of facility is not offered in Slovenia, the Czech Republic or Romania. The other countries did not reply.

When Parliament refunds taxi costs, on what basis are they refunded?

The majority of countries did not answer this question, which was not raised in the Czech Republic. While Hungary uses a flat rate, Belgium, Italy and Poland (no restriction for this country) mention a receipt system, as does the United Kingdom (for the House of Lords) with no maximum amount for this, each receipt being examined on a case-by-case basis. Members in Finland use special taxi cards for this type of payment.

If a person using the parliament’s transport service wishes to complain, complaints are sent:

- to the transport managers or coordinators. This is the practice in Belgium, Italy, Spain and Poland. Complaints are sent directly to the driver in Finland.

- to a parliamentary body and/or ‘office’:

In Hungary complaints are sent to the Director-General of Economic Affairs at the Office of the National Assembly. In Romania and Slovenia, complaints are sent to the Secretary-General of the institution. They are sent to the Deputy Establishment Officer at the House of Lords.

EUROPEAN PARLIAMENT



DIRECTORATE GENERAL FOR COMMITTEES AND DELEGATIONS
Division for Relations with National Parliaments and Interparliamentary Assemblies

Following a request from its Bureau, the European Parliament is currently preparing a survey of the transport services in the national parliaments of the Member States of the EU, with the intent of streamlining its own transport service. To be able to get as accurate as possible a picture of how these services are organised, we would very much appreciate if you had the possibility to reply to the following questions.

Should your parliament be interested in the final results of this survey we will, needless to say, see to that all relevant information is transmitted to you.

USERS

Who are the regular users of your parliament's transport service?

- All Members
- Certain categories of Members
If so, what specific categories?
- "Member connected"

- Guests
- Assistants
- Family members
- Others

- Delegations/official visits/VIPs
- Certain categories of staff
If so, what specific categories?

Approx. total number of transports/year

SERVICE OFFERED

Is there a particular range of operation in kilometres from your parliament. or any other type of range restrictions for

- Members
- "Member connected"
- Delegations/official visits/VIPs
- Staff

As regards the point of departure and destination, which of the following applies:

- no restrictions, i.e. from any point to any point (without passing the parliament, e.g. directly from hotel to restaurant)
- restrictions
 - always leaving from or going to Parliament
 - only from or to home/hotels/private addresses
 - from and to fixed departure/arrival points
if yes, which points:

- other (please specify)

As regards the reservation procedures, which of the following applies:

- none (standby service; first come, first served)
- only upon prior request

- if yes, how long in advance?
mixed system
if yes, how?

- forced grouping of different passengers by co-ordinators (allowed/obligatory/preferred/forbidden)
- systematic service offered (fixed coaches)

During what days and hours

- do the cars operate?
- is the co-ordinators' desk (or equivalent) open?

How long waiting time after the ordered hour is practised? _____ minutes

Does the transport service also provide assistance regarding transport of for example personal belongings, equipment, visits outside the capital?

- Yes
- No

HUMAN RESOURCES

How many drivers are employed by your parliament? _____

What is the normal form of employment for these drivers and which are their normal working hours?

Are these drivers on permanent standby during their scheduled working hours?

- Yes
- No

Do these drivers receive any special bonuses for shifts and/or overtime work?

- Yes
- No

Are the (limousine) drivers used also for, for example, lorry driving?

- Yes
- No

How many transport co-ordinators are employed by your parliament? _____

What is the normal form of employment for these transport co-ordinators and which are their normal working hours?

Are these transport co-ordinators on permanent standby during their scheduled working hours?

- Yes
- No

Do these transport co-ordinators receive any special bonuses for shifts and/or overtime work?

- Yes
- No

How many transport management staff are employed by your parliament? _____

What is the normal form of employment for these transport management staff and which are their normal working hours?

Do these transport management staff have other task/responsibilities apart from transport services?

- Yes
- No

Are these transport management staff on permanent standby during their scheduled working hours?
 Yes
 No

Do these transport management staff receive any special bonuses for shifts and/or overtime work?
 Yes
 No

How is car maintenance taken care of ?

- The drivers themselves
- External agents/firms
- Special maintenance staff

If so, how many maintenance staff are employed by your parliament? _____

What is the approximate yearly budget for human resources (including overhead costs) in your parliament's transport service? _____

MEANS

How many of the following vehicles are used by your parliament?

- Limousines
- Mini-buses
- Busses
- Lorries
- Others

Are these vehicles

- Owned by the parliament
- Hired by the parliament
- Leased by the parliament
- Mixed system

Are there any rule based restrictions as regards

- type or brand of car
- maximum price of car
- maximum motor volume of car
- options/accessories etc *By public procurement procedures.*

Is the decision on time of sale and replacement of a vehicle based on

- age of the vehicle
- kms
- other

What is the approximate yearly budget for vehicles in your parliament's transport service? _____

Is the communication between the transport management staff - the transport co-ordination staff - the

- drivers dealt with via
- standard mobile phone
- specialised taxi radio system

MISCELLANEOUS

If your parliament offers free public transport for the Members (train, bus, plane), are these transports restricted to

- within the capitol/seat of the parliament
- within the country
- other

If your parliament offers free taxi transports for the Members, are these subject to particular limits and conditions?

- Yes
- No

If your parliament offers free taxi transports for the Members, are these reimbursed on basis of a

- flat rate or on
- show of receipt

if so, what is the maximum amount (if any)? _____

If any beneficiary of your parliament's transport service wishes to lodge a complaint, is that done

- directly to the transport managers or co-ordinators
- to any particular parliamentary body and/or function

if so, what parliamentary body and/or function? _____

Brussels, 7 May 2007

Questionnaire.

The use of car services in the Member States.

1. Are any general rules of utilisation? If so can you summarise the text?
2. Is their use allowed only for Elected Members or for senior staff?
3. Is the service or part of the service outsourced?
4. After how many Kilometres the cars are usually changed?