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**DG INTERNAL POLICIES OF THE UNION**

**DIRECTORATE D — BUDGETARY AFFAIRS**

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**LEGAL AND FINANCIAL SUPPORT AVAILABLE  
TO MEMBERS OF THE EUROPEAN  
PARLIAMENT AND THE NATIONAL  
PARLIAMENTS**

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**Study prepared by the  
Budgetary Support Service**

**European Parliament**

**in cooperation with the European Centre for Parliamentary Research  
and Documentation (ECPRD)**

14 October 2005



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## INTRODUCTION

### Background

In his letter dated 7th October 2004 Mr Janusz Lewandowski, the Chairman of the Committee on Budgets, informed Mr Joseph Daul, Chairman of the Conference of Committee Chairmen, of the decision of the Committee on Budgets of 21 September to ask for a comparative study on the legal and financial support available to members of national parliaments. The decision was taken to carry out the study **internally through the Budgetary Support Service**, in cooperation with the European Centre for Parliamentary Research and Documentation and our contact points in the national parliaments.

### Specifications

The comparative study examines the legal and financial support available to Members of Parliaments (including those of the "Upper Houses") for their work, including individual staff and support provided by the political groups and administration. The study covers the parliaments of several EU Member States, the United States, Australia and Japan, and compares their services to the ones available for Member's of the European Parliament (MEPs) as well as their value for money.

The study compares in particular the legislative assistance to Members in the following areas:

- Staff and parliamentary assistance: the number of staff per Member, type of staff (political/non-political, grade, temporary/permanent), personal assistants and the administrative structure.
- Drafting service: background notes, summaries, arguments and counter-arguments, draft speeches and material for speeches, assistance with wording of texts, draft solutions to problems, assistance with legislation, comparisons of different legal and political systems, etc.
- Research, documentation and reference service: percentage of staff in research, research sections, processing of requests from individual Members, parliamentary bodies and parliamentary groups, the range of services (in-depth studies over a longer period of time, selection, compilation and evaluation of relevant material, possibility for original research, answering telephone enquiries, availability of on-line services, etc.)
- Technology Assessment (EP's STOA): possibility for systematic analyses of the conditions, opportunities and risks associated with the introduction and application of new technologies, including alternative approaches, identification of potential areas of social and political conflict.

The study assesses also the financial support available to members, including the salaries and other different allowances and evaluates the situation relating to political groups and member's assistants.

The aim of the study is to make recommendations to ensure a more efficient support to members of the European Parliament.

During the collation and interpretation of the data provided by different national parliaments, it appeared difficult to compare it with the data of the European Parliament, especially due to the EP's multi-linguistic character (20 official languages) and three official seats (Brussels, Luxembourg, Strasbourg).

All the data and figures concerning the EP are provided in the first part of this study.

### **The Questionnaire itself**

In order to allow for a comparative approach- and to avoid linguistic problems - we chose to submit a multiple choice questionnaire. That is why the questionnaire is simultaneously simple and detailed. This was the condition to carry on the study internally (1 person, part time).

Recipients were not expected to answer to all questions, but only if the subjects mentioned were applicable to the parliament (some parliaments have sent additional comments).

The questionnaire consists of the following 14 headings:

1. General Information
2. General information on the parliament's administration (structure, staff)
3. Budget available for what (in % of general budget of the parliament)
4. Personal assistants of Member of Parliament
5. Responsibilities of personal assistants, officials of political groups, officials of parliament
6. Drafting support service provided to Members
7. Availability of services to Members
8. Availability of special services to Members
9. Availability of information and research provided by subject
10. Availability of special research capacities
11. Availability of information to be given in time
12. Requests for studies and documentation
13. Parliamentary technology assessment
- Basic data for technology assessment/working methods/activities

## **Recipients**

The detailed questionnaire was been sent (with the help of the ECPRD<sup>1</sup> Secretariat) on **11 April 2005** to all the ECPRD Correspondents, with a requested deadline for replies of **10th May**.

The ECPRD members include **51** Parliaments (including Japan, USA and Australia) which consist of:

a) Parliamentary Assembly of the Council of Europe (PACE) and the Parliamentary Assembly of Western European Union,

b) 45 member countries of the Council of Europe's Parliament Assembly and three parliaments which are observers at the PACE (where the parliament is bicameral, it has been sent to both the chambers, thus to **64** different chambers).

However, we have received **24 answers** till **7 July 2005** from following countries:

### **EU Member States**

- Belgium
- Czech Republic
- Denmark
- Estonia
- Germany
- Greece
- Hungary
- Italy
- Latvia
- Poland
- Slovakia
- Slovenia
- Spain
- Sweden
- United Kingdom

### **No EU Member States**

- Albania
- Croatia
- Georgia
- Iceland
- Israel
- Macedonia
- Norway
- Romania
- Switzerland

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<sup>1</sup> European Centre for Parliamentary Research and Documentation

The information on the Assembly and the Senate of France (Heading 3: "Budget available for what") are based on the document "Projet de loi de finances pour 2005".<sup>2</sup> There is no other additional information provided for France.

For Germany, all information in this document concerns only the upper chamber (Bundesrat), as no information was provided by the lower chamber (Bundestag).

No reply was received neither from the United States, nor Japan (the questionnaire was sent through the European Commission Delegation in Japan) nor Australia.

This report summarises the responses to the questionnaire on the legal and financial support available to the members of the national parliaments. In practice, it is the result of a simple compilation of the replies, counting averages and making comparisons. During the analysis, it had to be taken into account that not all the countries responded all the questions. The evaluation was made heading by heading (the last two headings on the Technological Assessment are analysed together).

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<sup>2</sup> Rapport relatif aux budgets 2005 des assemblées parlementaires, note liminaire, 2005



# Part I

## LEGAL AND FINANCIAL SUPPORT AVAILABLE TO MEMBERS OF THE EUROPEAN PARLIAMENT

The information contained in Part I originates from the Secretary General's report to the members of the Bureau on Parliament's preliminary draft estimates for the financial year 2006

Table 1

<b>Appropriations for MEMBERS</b> (€278.5m, or 20.8% of total) - in € m -				
Parliamentary Assistance	Travel and Subsistence expenses	General expenditure allowance	Pensions	Miscellaneous
135,20 49%	73,20 26%	34,30 12%	25,20 9%	10,60 4%

Table 2

<b>Appropriations for STAFF</b> (€590.6m, or 40% of total) - in € m						
Salaries officials & temporary staff	Interpreters & external translation	Missions	Auxiliaries Contract Staff	Allowances	Training	Other
459,00 77,00%	51,60 9,00%	21,60 4,00%	28,10 5,00%	11,20 2,00%	6,90 1,00%	12,00 2,00%

Table 3

<b>Appropriations for BUILDINGS</b> (€127.3 m, or 9.5% of total) - in € m -							
	Rentals	Reserve for building investment	Fitting-out of premises	Water, Gas, Electricity	Cleaning & Maintenance	Security	Other
2005	35,60	-	16,00	11,30	29,00	30,20	5,20
%	27%		14%	8%	25%	22%	4%
2006	34,80	54,80	18,00	14,40	32,80	29,00	5,30
%	28,00%		12,60%	8,90%	25,20%	23,70%	4,00%

Table 4

<b>Appropriations by dedicated to EP's specificity: Multilingualism and geographical dispersion</b> (out of a total budget of €1 341.6 m) - - € m -		
Multilingualism	432,0	32%
Geographical dispersion	203,9	15%
Basic Budget	705,7	53%

***The twin constraint of multilingualism and three working places makes Parliament's situation unparalleled.***

1. The aggregate cost of multilingualism and geographical dispersion is put at € 636 m, or nearly 47% of Parliament's budget. The amount for multilingualism (€243 m) is chiefly made up of costs for translation and interpretation staff, but also for staff in other departments; it also includes publishing and information expenditure plus buildings expenditure. The estimated cost of geographical dispersion (€204 m) is chiefly made up of expenditure on rent, IT and equipment, systems maintenance and mission expenses.
2. Deducting the budgetary impact of multilingualism and geographical dispersion would produce a budget of no more than about €706 m, or 10.5% of Heading 5. No other European Institution faces this twin constraint of multilingualism on such a scale plus three working places in so sensitive an environment as Parliament.

Table 5

Estimated appropriations related to Geographical Dispersion Chapters including appropriations related to having 3 Places of Work		Three Places of Work	
		Establishment Plan	Amounts (€)
<b>Chapter 10</b>	Travelling Between the 3 main locations		2 083 718
<b>Chapter 12</b>	DG Presidency Services (DIT & Security)	208	
	DG Internal Policies	400	
	DG External Policies	153	
	DG Information	573	
	DG Personnel	325	
	DG Infrastructure & Interpretation (drivers, buildings and canteens)	468	
	DG Translation & Publishing	44	
	DG Finance	153	
	Legal Service	78	
	TOTAL/(average salary cost €87 287)	2 402	209 663 374
	Estimated pay represented by time spent on Mission		
	Session Auxiliaries		4 811 775
<b>Chapter 30</b>	Article 300: Staff Mission Expenses		19 067 935
	Mission Expenses for political groups (Chap. 37)		
<b>Chapter 16</b>	Item 1650: Medical Service		835 000
<b>Chapter 14</b>	Mission Expenses for freelance interpreters		
<b>Chapter 20</b>	Rentals and associated costs		
<b>Chapter 21</b>	Data processing and equipment		99 557 607
<b>Chapter 23</b>	Administrative expenditure		14 723 220

Table 5

Political groups		Amount €
Appropriations for the groups		46 956 000
Staff		103 781 789
Direct Costs	Share of cost of DG Personnel and DG Finance Staff, Translations/ publishing, Immovable property & ancillary costs, IT/Telecommunications	27 878 213
Indirect Costs		23 534 561
<b>Total</b>		<b>202 150 563</b>
% of total 2006 preliminary draft estimates		16%

Table 6

Cost of staff needed for multilingualism		
Units	%	Amount (€)
Translation	100%	147 614 606
Interpreters	100%	54 328 966
Freelance Interpreters and translators	100%	51 331 825
Other DGS	15%	56 590 493
	<b>Total</b>	<b>319 865 286</b>

Table 7

Other multilingualism related costs	Amount (€)
Language courses/Grants	2 181 000
Share of Members' secretarial assistance allowance	13 258 900
Immovable property expenditure & ancillary costs	18 472 514
Other Expenditure (operations, telecommunications etc.)	20 342 563
Publishing & information expenditure	42 153 400
Share of political group expenditure	15 495 480
<b>Total</b>	<b>112 173 857</b>

Table 8

Total of multilingualism related costs	Amount (€)
Staff	319 865 826
Other Expenditure	112 173 857
<b>Total</b>	<b>432 039 683</b>
% of total 2006 preliminary draft estimates	32%

## Part II

# LEGAL AND FINANCIAL SUPPORT AVAILABLE TO MEMBERS OF THE NATIONAL PARLIAMENTS

### 1. General Information

#### Overview

Country		Number of Members of Parliament	Average size of national constituency	Average (number of inhabitants) of population forming one European constituency
Belgium	Chamber	150	945.129	5.198.210
	Senate	71	3.300.000	3.300.000
Czech Republic		200	590.320	one nat. constituency
Denmark		179	10.000	one nat. constituency
Estonia		101	73.000	873.000
France	Assembly	577		
	Senate	321	150.000	
Germany	Bundestag	614		
	Bundesrat	169		
Greece		300	176.550	one nat. constituency
Hungary		386	60.000	one nat. constituency
Italy		630	110.000	n.a
Latvia		100	1.395.264	one nat. constituency
Poland		460	716.206	2.306.623
Slovakia		150	one nat. constituency	
Slovenia		90	204.000	one nat. constituency
Spain	Congreso	350	690.000	one nat. constituency
	Senado	259	n.a.	one nat. constituency
Sweden		349	1.200-1.500	one nat. constituency
United Kingdom		646	92.000	496.000
Albania		140	23.965	
Croatia		152		n.a.
Georgia		221	3.000-150.000	n.a
Iceland		63	30.000	n.a
Israel		120		one nat. constituency
Macedonia		120	277.000	n.a.
Norway		165	n.a.	
Romania		469	one nat. constituency	one nat. constituency
Switzerland		246	40.000-1.000.000	n.a.
	<b>Total average</b>	<b>257</b>		

The parliaments (25 national parliaments, including France) have on average 257 members. The number of members does not necessarily reflect size a/or population of a country. In Romania, the total number of members consists of 332 deputies and 137 senators. In Germany, there are 69 members and 100 deputy members.

The average population forming a national constituency varies widely from country to country. Eleven countries responded that they have only one national constituency (Czech Republic, Denmark, Greece, Hungary, Latvia, Slovakia, Slovenia, Spain, Sweden, Romania and Israel). The number of national constituencies forming one European constituency differs in other countries. Poland ranks between 2-3 national constituencies, Hungary and U.K (5), Spain and Slovenia (6), Belgium (La Chambre-6), Estonia (12) and Czech Republic (14) have more than 5 constituencies to form a European one.

Concerning the number of working weeks (including parliamentary sessions), a **large majority** of countries (18) have **more than 30** working weeks. Germany (Bundesrat) and Croatia have only between 10-20 working weeks, four countries between 20-30 working weeks per year (Denmark, Czech Republic, Estonia and Switzerland).

## 2. General information on Parliaments administration (structure, staff)

### A) Budget available to the parliaments

Overview (data in EUR)

Country		Budget available to the Parliament	Budget available for staff	Budget for staff of political group	Budget for personal assistance to members	Total number of staff	Total Budget per MP
Belgium	Chamber	111.555.600	38.364.700	9.810.500	5.865.000	1.150	743.704
	Senate	65.754.650	21.101.000	6.292.100	9.457.000	644	926.122
Czech Republic*		32.253.125	4.342.105	361.842	1.842.105	331	161.266
Denmark*		72.580.645	20.833.334	1.344.086	12.768.817	n.a.	405.478
Estonia		12.400.000	300.000	300.000	n.a.	250	122.772
France <sup>3</sup>	Assemblée	484.576.500	157.984.900	n.a.	n.a.	1.353	839.821
	Senate	281.178.840	113.047.820	n.a.	n.a.	1.167	875.947
Germany	Bundestag	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Bundesrat	20.000.000	11.000.000	n.a.	n.a.	209	118.343
Greece		160.000.000	52.426.300	n.a.	11.442.200	1.042	533.333
Hungary*		62.193.829	11.299.050	4.430.380	2.308.544	865	161.124
Italy		950.800.000	n.a.	16.800.000	30.900.000	1.880	1.509.206
Latvia*		14.044.412	n.a.	n.a.	n.a.	n.a.	140.444
Poland		69.376.000	20.043.000	1.489.000	12.564.000	1.195	150.817
Slovakia*		19.151.670	17.453.753	92.545	1.595.476	475	127.678
Slovenia*		25.520.854	8.518.333	1.041.666	n.a.	353	283.565
Spain	Congreso	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
	Senado	43.702.126	18.150.148	378.397	1.027.037	460	168.734
Sweden		140.414.769	33.723.704	21.470.397	16.785.079	638	402.335
United Kingdom		513.235.294	98.529.412 <sup>4</sup>	7.647.058 <sup>5</sup>	63.235.294	1.907 <sup>6</sup>	794.482

<sup>3</sup> Rapport relatif aux budgets 2005 des assemblées parlementaires, note liminaire, 2005

<sup>4</sup> This amount includes EUR 76.470.588 (£ 52 mil.) for House of Commons and EUR 22.058.824 (£ 15 mil.) for House of Lords. All the data for the U.K. is provided for 2003/04.

<sup>5</sup> This figure represents only support to Opposition Parties (£ 5.2 mil)

<sup>6</sup> 1.517 full-time staff working in House of Commons and 390 in House of Lords

Albania	6.535.520	533.942	64.723	n.a.	126	46.682
Croatia	15.898.520	11.606.623	n.a.	n.a.	243	104.596
Georgia*	7.796.962	1.863.436	72.745	137.068	675	35.280
Iceland	21.940.570	6.556.557	665.055	n.a.	104	348.263
Israel	61.702.000	20.644.545	1.090.900	3.763.600	400 <sup>7</sup>	514.183
Macedonia	5.151.000	n.a	n.a	n.a	184	42.925
Norway*	105.436.582	92.371.392	13.065.190	n.a.	540	639.010
Romania	38.000.000	7.840.000	520.000	1.960.000	1.416	81.023
Switzerland*	51.948.052	14.935.065	3.051.948	4.792.208	180	211.171
<b>Total Average</b>	<b>125.672.130</b>	<b>28.539.154</b>	<b>4.117.074</b>	<b>26.776.472</b>	<b>581</b>	

\* Source: ECB, Euro foreign exchange rates as at 2 June 2005

The average budget available to national parliaments reaches EUR 88 millions whereby the highest budget (more than EUR 100 million) is available to Belgium, Greece, Italy, France, U.K., Sweden and Norway. The **budget available for staff** differs from country to country. In general, it can be observed that all parliaments spend more than 15 % of their total budget (majority around 30%) to pay their staff (without few exceptions: Estonia - less than 5%, Albania 5-10% and 'extreme' case of Slovakia with the highest spending 91%). In bigger countries like the U.K., France and Germany, the percentage is even higher: France spends 32,6 % on its budget on staff in Assembly and 40,2 % in Senate, Germany spends 55% and U.K. spends 19% on its staff.

As well as differences in the budget for staff, there are differences in the budget available for staff of political groups and personal assistance to members. In percentage terms the majority of countries spend less than 5 % of their **budget for the staff of political groups** (Poland, Italy, Slovakia, Slovenia, Denmark, Spain, Estonia, Czech Republic, Romania, Israel, Georgia, and Iceland). Hungary, Belgium (Senate) and Switzerland give between 5-10 %, Sweden, Belgium (Chamber) and Norway 10-15% of their budget to the staff of political groups. In Germany, there is no special budget for political groups. In the U.K., the parliament does not have political groups in the same way as other parliaments (it offers support to the Opposition Parties).

The situation differs slightly when talking about **personal assistance of members**. Many countries spend a maximum of 10% (U.K. offers 11% of its budget to their members) to in personal assistance whereby Hungary, Italy, Spain, Georgia and Iceland even less than 5%. Only Poland and Denmark are more "generous", providing more than 15% of their parliament's budget for personal assistance to members.

## **B) Staff (officials) working in the parliaments**

On average, there are 581<sup>8</sup> staff working in the parliaments. The highest number of staff can be seen in the U.K., Italy, Greece, Poland, Belgium (Chamber), France and Romania. No data is available for Denmark, Latvia and Spain (Congreso).

<sup>7</sup> excluding 164 members of the Knesset Guard

<sup>8</sup> data from previous page

## **Officials employed by the parliaments**

A majority of countries employ between 100-500 staff in their parliaments (excluding political group staff and personal assistants of MPs). Poland, Hungary, Sweden, Belgium (Chamber), Romania and Georgia employ between 500-1000 people. The 'extreme' exceptions concern Estonia and Albania employing less than 100 officials and Greece with the U.K. offering more than 1000 jobs in their parliaments (Greece: 1010 and U.K. 1907).

## **Plenary service**

Similarly, it can be seen that in many countries there are less than 25 officials working in the plenary service (in the majority countries representing circa 10% of total staff). The number of staff increases to 25-50 in Hungary (5%<sup>9</sup>), Norway (10-15%), Romania (5%), Czech Republic (5-10%) and Germany (more than 15%). The highest number of these officials (50-100) can be found in Poland (5-10%), Albania, Switzerland (more than 15%), Spain (Senado-more than 15%), Greece (more than 15%) and the U.K. (342 clerks<sup>10</sup> in House of Commons representing 23% of its total staff).

## **Committee Secretariats**

Whereby there were less people working in the plenary service, the number of staff is increasing when analysing the officials working in the Committee Secretariats. In majority of the countries, the number of these staff ranks from 25-50 (Italy, Belgium, Spain-Senado, Estonia, Czech Republic, Slovakia, Israel and Switzerland), from 50-100 (Poland, Hungary, Latvia, Denmark, Greece, Slovenia, Spain-Congreso, Croatia) and more than 100 in the U.K. and Romania. In general, it could be said that the staff working in the Committee secretariats in almost all above mentioned countries represent circa 5-15% of total staff. The exceptions concern Norway (less than 25 officials representing less than 5 %) and countries as Sweden and Georgia (employing more than 15% in the committee secretariats).

## **Press- and communications department**

The main information concerning the staff working in the press- and communication departments is that almost all those who replied have a maximum of 25 people in such activities (max 5 % of total staff). Fourteen countries have even less than 10 officials (Belgium, U.K., Hungary, Spain, Latvia, Italy, Denmark, Slovenia, Switzerland, Israel, Albania, Macedonia, Norway, and Iceland). When analysing this part, it should be mentioned that in Slovenia some PR experts are not officials. Only Sweden (59) and Romania (43) have more officials in press and communications than other parliaments.

## **Research and documentation services**

As for the officials working in the research and documentation services, in general there are more people working in the documentation centre than in the research.

Concerning research, in all countries (except Poland having 75 and U.K with 80 officials), a maximum number of 50 officials work in this department. 10 countries (Hungary, Slovenia, Denmark, Spain-Senado, Estonia, Iceland, Romania, Albania,

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<sup>9</sup> Data in parentheses represents the percentage expression of the total staff working in the parliaments of mentioned countries.

<sup>10</sup> 176 clerks from them are working in the Committees Secretariats, 48 in the documentation department.

Macedonia and Norway) employ even less than 10 staff. A slightly different situation exists in Denmark and Switzerland. In Switzerland, the documentation department is only an extension of the committee secretariats; in Denmark, the research department does not exist as a separate department, this service is provided by the Legal service and the documentation department. The following table is showing the % expression of staff working in research services:

0-1 % of total staff	Germany, Hungary, Romania, Switzerland
1-2 %	Greece, Spain-Senado, Slovenia, Albania
3-5 %	Belgium-Senate, Estonia, Slovakia, Czech Republic, United Kingdom, Macedonia, Iceland
more	Poland, Italy, Sweden, Belgium-Chamber, Spain-Congreso, Israel, Georgia

When analysing the documentation departments, only 5 countries have less than 10 officials working there - Slovenia, Slovakia, Albania, Macedonia and Croatia. Four countries employ more that 45 staff - the U.K (48), Hungary (86), Israel (65) and Norway (54). Employment in documentation centre in other parliaments varies between 10-50 people. By this point, it should be mentioned that in percentage terms almost in half of the countries these officials represent ca 10% of total staff on average. In Belgium (Senate), the research and documentation centre form one department (14 staff representing ca 4%) in U.K it is around 3%.

### **Linguistic service**

By contrast with the previous departments, the situation is slightly different in language services (interpretation, translation). Six countries have responded that they do not have this kind of services (United Kingdom, Hungary, Spain, Czech Republic, Slovakia and Iceland). There are two exceptions having more than 10 staff working in this type of service - Belgium (Senate 27, Chamber more than 50). and Georgia (18). Almost all other parliaments employ circa 2-3% of total staff in language services.

### **Legal service**

An analysis of the replies concerning legal services shows that most countries have very small units employing less than 5 specialists in this field (Italy, Norway, Spain-Senado, Greece, Germany, Croatia and Switzerland ). The U.K. is not very far behind, employing only six people. In Germany, there is no legal service as such, but legal advisers are employed in the administration. Four countries offer a larger service, relatively speaking, employing more than 25 people in this department - Poland (81), Israel (27), Romania (4-contentious (sic) office, 28 Legislative Division) and Spain (Congreso-33). Other parliaments have responded that they employ between 5-25 people (1-5 % of total staff, only in Poland it's 11, 2%).

### **Information technology (IT)**

Concerning IT staff, a large majority of countries employ between 10-50 people (max 10%). Sweden and the U.K. represent the only exceptions (Sweden: 72, more



than 10% of staff and U.K. 84 persons<sup>11</sup>, around 5%). Six other countries employ less than 10 staff (Belgium-Senate, Slovenia, Israel, Albania, Croatia and Iceland).

### Comparative data (total budget per MP)

Interesting information can be found when analysing the total budget the parliaments spend per MP<sup>12</sup>. The highest figures can be seen in Italy, Belgium, France, U.K. and Norway whereby the lowest in Albania, Georgia, Macedonia and Romania.

## 3. Budget available for what (in % of General Budget of the Parliament)

Country		Political groups (including staff)	Political groups (excluding staff)	Personal assistance to members	Office allowance for MPs	Travel allowance for MPs	Individual rights of MPs (including salaries)	Individual rights (excluding salaries)	Research and Documentation
Belgium	Chamber	17.193.500	7.383.000	7.080.000			31.105.900	11.883.500	647.500
	Senate	24.559.100	15.102.100	9.457.000	600.000	277.640			955.940
Czech Republic*		361.842		1.842.105	493.421	855.263	11.381.579	6.743.421	263.158 <sup>13</sup>
Denmark*		1.344.086	403.226	12.768.817	incl. in pol.groups (excl.staff, pers.ass.)	4.435.484	15.188.172	806.452	1.612.903
Estonia		20-30%	5-10%	1-3%	1-3%	1-3%	10-20%	1-3%	1-3%
France	Assemblée			139.510.260			109.717.010 <sup>14</sup>	48.120.510	
	Senate			87.752.540			35.451.440 <sup>15</sup>	8.219.650	
Germany	Bundesrat	0-1%	0-1%	0-1%	0-1%	3-5%	0-1%	0-1%	1-3%
Greece		146.224.500	20%	6%	5%	1%	28.550.704	600.000	
Hungary*		21.258.498	17.624.506	2.175.099	906.324	4.224.506	13.952.569	7.333.992	2.436.364
Italy		27.500.000	10.700.000	30.900.000					
Latvia <sup>16</sup>		14.044.412							
Poland		1-3%		10-20%	10-20%	3-5%	20-30%	3-5%	
Slovakia*		92.545	92.545	1.595.476	1.249.357	87.404	3.972.391	4.728.123	
Slovenia					1%	2%	25%	2%	
Spain	Congreso								
	Senado	10-20%	10-20%	1-3%	0-1%	3-5%	30-40%	10-20%	5-10%
Sweden		15%		12%		7%	23%	0-1%	2%
United Kingdom		n.a.	1,8 % <sup>17</sup>	15 %	7 %	3 %	18 %	15 %	4 %
Albania						20-30%	20-30%	0-1%	0-1%
Croatia						639.115	9.121.800	701.059	

<sup>11</sup> In the U.K., the 84 persons are employed in Parliamentary Communications Directorate. There are other staffs employed in individual Departments.

<sup>12</sup> last column of the table on the page 7

<sup>13</sup> The data are valid only for library and documentation, no data available for research services.

<sup>14</sup> salaries + social charges

<sup>15</sup> salaries + social charges

<sup>16</sup> For Latvia, budget is created according to dissimilar principles. Budget is developed in 3 programs: funding of the function of the Saeima, payments to international organisations, funding of MEPs of the EP.

<sup>17</sup> Assistance to Opposition Parties

Country	Political groups (including staff)	Political groups (excluding staff)	Personal assistance to members	Office allowance for MPs	Travel allowance for MPs	Individual rights of MPs (including salaries)	Individual rights (excluding salaries)	Research and Documentation
Georgia	1.732.552	65.088	122.400		304.000	482/MP		
Iceland	665.055			3-5%	3-5%	30-40%	10-20%	5-10%
Israel	867.300		3.763.600	2.254.500	1.272.700	17.818.100	9.454.500	1.472.700
Macedonia <sup>18</sup>						577.000	155.000	
Norway*	12.531.646			office free	3.873.418	13.101.266		7.392.405
Romania	13.880.000	13.350.000	1.960.000	5.230.000	830.000	13.350.000	8.120.000	
Switzerland	3.051.948		4.792.208		1.298.701	3.354.546	per MP	1.298.701
	no absolute figures, only %							
empty	no data available							

\*Source: ECB, Euro foreign exchange rates as at 2 June 2005

The information gathered in the table shows that some parliaments did not provide the data in absolute figures or the data are missing completely<sup>19</sup>. Except this part of the study (and the part on general information), there are no data provided on France.

### Budget for political groups

The budget available to the political groups (including staff) differs from country to country - the highest amount offered is in Greece (EUR 146 mil.). In percentage terms, the majority of respondents gave 1-3 % of the total budget to the political groups (Poland, Hungary, Czech Republic, Italy, Denmark, Israel). When analysing the % of the budget spent in other parliaments, the figures are the following: Iceland (3,3%), Switzerland (5-10%), Norway, Sweden and Spain-Senado offer 10-20% of their budget, Estonia (20-30%), Romania, Belgium-Senate and Hungary 30-40%. The lowest amount available for the political group exists in Slovakia and Germany (less than 1%), the highest in Georgia (40-50%).

It should be noted that the situation is slightly different when looking at the same data but excluding the costs for staff. Denmark and Slovakia still spend less than 1% of their budget, Hungary and Romania are with 30-40% the most 'generous'. In other countries, the situation is following: Italy and Georgia 1-3% (in Georgia, the staff costs represent the huge part of this group's allowance), Estonia 5-10%, Spain 10-20% Greece and Belgium-Senate offer 20-30% of their budget to the political groups. In Israel, only the staff of political groups representing within the Knesset receives funding. In the U.K., as mentioned in the previous heading, the parliament offers only an assistance to Opposition Parties (1,8 % of the budget).

### Personal assistance to members

Apart from four countries (Germany, Spain-Senado, Estonia spends less than 3% and France spends 29% in Assembly and 30% in Senate), all those who replied provide between 3 and 20% of the budget for personal assistance to members. In absolute figures, the lowest amount is offered by the Georgian parliaments (ca EUR 123.000), the highest by Italian parliaments (circa 31 million EUR).

<sup>18</sup> In Macedonia, the Department of the Assembly do not have separate budgets.

<sup>19</sup> It has to be also taken into account that only when absolute figures were provided by the parliament (without %), re-calculation (budget of the department as part as a whole budget) has not be done in order to avoid misleading information. This especially concerns the assistance and allowances for MPs.

3-5% of the total budget	Italy, Hungary, Georgia
5-10 %	Greece, Slovakia, Czech Republic, Switzerland, Israel, Romania
10-20%	Poland, Sweden, Denmark, Belgium-Senate, U.K.

In Macedonia, there are no personal assistants for the MPs nor the political groups; the budget does not contain provisions for these categories. In Albania, the government is local. In Switzerland, the personal assistance per MP is CHF 30.000 (EUR 19.480).

### Office allowance for MPs

The office allowances represent in many countries (Belgium-Senate, Estonia, Czech Republic, Slovenia, Hungary) 1-3% of the parliament's budget. In Israel and Iceland, this kind of expenditures represents 3-5%, in Greece, Slovakia and the U.K. it is 5-10%. Less than 1% is offered by Spain-Senado and Germany, more than 10% (10-20%) to Poland and Romania. In Norway, the office is provided free of charge.

### Travel allowance for MPs

As for the travel allowance, two countries exemplify polar opposites - Slovakia (offering 0.45% from its budget) and Albania (spending between 20-30%). Other countries rank between 1-10 % as one can see from following table:

1-3% of the total budget	Greece, Belgium-Senate, Estonia, Czech Republic, Slovenia, Switzerland, Israel, Romania
3-5%	United Kingdom, Poland, Spain-Senado, Georgia, Iceland, Croatia, Norway
5-10%	Sweden, Denmark, Hungary

### Individual rights of MPs

In this case, a distinction must be made between 'including/excluding' salaries of MPs. When talking about the individual rights of MPs including salaries, only Germany (with less than 1% of its total budget) and Croatia (with more than 50%) are exception in the replies from the parliaments. The majority of the countries spend within 20-30% of their budget for these individual rights (Slovakia, Sweden, Denmark, Poland, Slovenia, Hungary, France-Assembly, Albania and Israel). Estonia, Macedonia and the U.K. spend 10-20%, France-Senate, Spain-Senado, Czech Republic, Romania and Iceland offer 30-40% of their budget to pay the salaries and other individual rights to their deputies. In Switzerland<sup>20</sup>, the allowance is CHF 21.000 (EUR 13.636). In Georgia, the salary of MPs is 1.205 Lari (EUR 482).

<sup>20</sup> The daily allowance of an MP in Switzerland is CHF 400 (EUR 267). For a meal, the deputy gets CHF 110 (EUR 65), for accommodation CHF 170 (EUR 111).

Without taking into consideration the salaries, the situation changes. Slovakia and Romania have with 20-30% the highest allowances, Albania and Germany the lowest (less than 1% of the total budget). Other countries offer their deputies the following percentage from the parliament's budget:

1-3% of the total budget	Denmark, Estonia, Slovenia, France-Senate
3-5 %	Poland, Croatia, Macedonia
10-20 %	Spain-Senado, Czech Republic, Italy, Israel, Iceland, United Kingdom, France-Assembly

### Research and documentation

A large majority of countries (9 out of 12) offer 1-3% of their budget for research and documentation whereby Norway is the country with the highest contribution in this area (ca EUR 7,4 mil). As a percentage of whole budgets, only Spain and Hungary give more - from 5 to 10 %.

In Poland, tasks in the area of research and documentation are carried out by different sections of several bureaux of the Sejm Chancellery. In the U.K., the parliament spends 4 % on the Commons Library.

## 4. Personal assistants of Member of Parliament

In a majority of countries, members have 1 assistant, the exceptional case are only U.K. (3 assistants) and Greece (3 and more). When there is no information on the country, it means the parliament did not provide any.

The following provides a more detailed overview of the situation:

- **no personal assistants** in Germany, Spain-Senado, Estonia, Slovenia, Macedonia, Croatia, and Iceland. In Switzerland, the number of assistants depends on the member. Slovenia<sup>21</sup> and Sweden are special cases, where the MPs of the do not really have personal assistants. In Slovenia, the National Assembly provides a secretary, two specialized staff members and an assistant to each political group, as well as one additional assistant for every eight MPs. In Sweden, there is a system called "political secretaries" (in Swedish *politiska sekreterare*). This secretary is not necessary bound to one MP. Every party which is represented in the Swedish Parliament gets every year a Government grant which shall correspond with the cost of 225 political secretaries<sup>22</sup>.

<sup>21</sup> To political group consisting of more than eight MPs, the National Assembly provides an additional specialized staff member per every six MPs. In addition each political group is entitled to additional expert assistance. Expert assistance to political group is provided with the funds the groups are granted for such purpose by recruiting specialized staff members on temporary employment contracts, by concluding work contracts with individuals or legal entities, by concluding copyright contracts or by hiring students. For each MP the political group will be granted an amount corresponding to a monthly salary of an adviser to the National Assembly.

<sup>22</sup> As from July 1st, 2006, the grant shall correspond with the cost of 349 political secretaries (the number of MPs in Sweden is also 349). For the present, the amount of the grant is SEK 46.000 (EUR

- **1 personal assistant** in Latvia, Sweden, Denmark, Belgium-Chamber, Czech Republic, Slovakia, Spain-Congreso, Hungary, Norway, Romania, Georgia.
- **2 personal assistants:** Italy, Belgium-Senate, Israel, Albania
- **3 personals assistants** in the United Kingdom. Here, it has to be noted, that MPs receive a staffing allowance directly from the Parliamentary budget, but the deputies decide how many staff to employ<sup>23</sup>.
- **3 and more:** Greece

As for the payment of these assistants, in some countries, they are paid from a lump sum available to the members (Poland, Italy, Czech Republic, Sweden, Hungary, U.K., Romania and Georgia), whereas in some countries the assistants are paid directly from the budget of the parliament (Latvia, U.K., Belgium, Czech Republic, Slovak Republic, Hungary, Georgia, Romania and Israel). Only in few parliaments are they paid partially from a lump sum available to the members: Denmark, Greece and Spain-Congreso or partially directly from the budget of the parliament: Spain, Greece, Albania. In Switzerland, each members gets CHF 30.000 (circa EUR 19.480) for personal and material costs.

The personal assistants are usually not officials of the parliament. The situation is different only in Latvia and Romania where they are officials, and in Greece and Albania, where only some of them are officials.

When talking about the financial resources available to members (including staff and other allowances), in some countries, their amount is lower than EUR 1.000 (Denmark, Estonia, Czech Republic, Hungary, Georgia, Croatia, Norway and Israel). Poland, Greece and Slovak Republic offer from EUR 1.000 to 2.500. Italy with EUR 4.190, and the U.K. with EUR 5.000-10.000 have the highest rates. In Italy, this lump sum reimbursement of expenses of EUR 4.190 is assigned to each deputy to remunerate staff and reimburse other costs incurred in the carrying out of one's parliamentary mandate, even in one's constituency. It is paid through the parliamentary group to which the deputy belongs.

Sometimes parliaments also offer other financial resources to their members, excluding staff. In Denmark, Estonia, the U.K. and Georgia, this amount ranks from EUR 0-250, in Slovakia and Israel between EUR 500-1000 and in Italy<sup>24</sup> and Croatia even more than EUR 1.000.

The assistants are only sometimes paid by way of a collective wage agreement. They are paid in this way only in three countries - Belgium, Spain-Congreso and Romania (or partly in Sweden, Denmark, Greece and Norway). Personal assistants

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5.000)/political secretary. The parties can use this grant in a way they deem suitable. For example, they can employ one expert for a higher amount than the grant and this expert can be "used" by more than one MP.

<sup>23</sup> see <http://www.parliament.uk/commons/lib/research/rp2001/rp01-088.pdf>

<sup>24</sup> Transport and travelling expenses: Deputies are issued with passes for free travel on motorways, railways, sea and air transport for journeys within the national boundaries. For journeys from the place of residence to the nearest airport and between the airport of Rome-Fiumicino and Montecitorio a quarterly reimbursement amounting to 3.323,70 euro is allocated to deputies having to travel up to 100 km to reach the airport nearest to their place of residence and 3.995,10 euro for distances greater than 100 km. Deputies travelling abroad for the purpose of study or in relation to their parliamentary activities may request the reimbursement of the expenses incurred up to an annual maximum of 3.100,00 euro. Telephone expenses: Deputies may draw upon an annual sum of 3.098,74 euro for their telephone expenses.

are, according to the replies, never paid from the budget of the national party. Such cases only occur sometimes in Denmark, Spain-Senado, Belgium-Senate, Estonia, the U.K. and Georgia). Also they are not paid from the budget of the external bodies (the only exception is Albania), it is sometimes the case only in Spain-Senado or Switzerland. In the U.K., the assistants can be sometimes paid by the national party (where the MP has an important position within party) or by external bodies (the interest must be registered<sup>25</sup>).

A personal assistant employed by a member is usually allowed to deliver services or to assist the national parties, foundations or lobbyists. In Israel, the verification that no conflict of interests is involved is necessary concerning the assistant: tasks relating to foundations, lobbyists and others subjects. In Latvia, such dealings are not restricted. In the U.K., the personal assistants are allowed to deliver services to assist national parties, foundations and lobbyists, but in the case of lobbyists, the interests must be registered (as mentioned above).

In many countries, the MP is free to decide on the working contracts with her/his assistants, having the final say on his/her working conditions and regarding the substance of work to be done (Poland, Italy, Hungary, Denmark, Belgium, Georgia, Romania, and Switzerland) or to do so in part (Greece, Czech Republic, Spain-Congreso and Israel). This is not the case in another five countries - Latvia, Norway, Sweden, Slovakia and Albania. Usually, the MPs are also free to decide the place of work of their assistants, although in Latvia, Norway and Spain-Congreso that is not the case. In Switzerland, the parliament does not provide offices for assistants.

The duration of the contract goes usually beyond one legislature (Poland, Latvia, Spain, Greece, Slovakia, Hungary, Romania and Albania). In Sweden and Belgium, the contract is open-ended, in Israel, the member only has a one year contract with the assistant. In other countries, the duration of the contract depends on the MP.

If a MP has special functions, in some countries, he or she has the right to receive more personal assistance (more staff or more financial resources). It is the case for Sweden, Belgium, Slovakia, Israel, Romania, Georgia and Switzerland<sup>26</sup>. In the U.K., the Opposition parties have Short Money to help with their office expenses, including staff. For almost all countries having replied, the Vice-Presidents of parliament get additional staff or financial resources (the exceptions are Denmark, Greece, Czech Republic, Israel and Albania). The situation is very similar when analysing the right to have more personal assistance for committees chairs. The committee chairs do not get special assistance in Denmark, Spain-Senado, Greece, Czech Republic, Slovakia and Hungary. In Estonia, Norway, Albania and Israel, this depends on the committee, in Israel, only the Chairs of the Committee on Budgets and the Committee on Foreign Affairs and Security are entitled to have three personal assistants. As for the personal assistance provided to political group leaders, in many countries, this kind of assistance is not available (Poland, Italy, Denmark, Spain-Senado, Greece, Czech and Slovakia, Hungary and Israel). In Switzerland, this depends on the decision of the political group.

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<sup>25</sup> at parliamentary web-page

<http://www.publications.parliament.uk/pa/cm/cmsecret/050211/memi01.htm>

<sup>26</sup> In Switzerland, the President of Parliament gets CHF 40.000 (EUR 25.974), the Vice-president of the Parliament CHF 10.000 (EUR 6.494), the Chairman of the Committee gets an additional daily allowance CHF 400 per day (EUR 260) and Vice-Chairman of the Committee gets an additional half of the daily allowance CH 200 per day (EUR 130).

## 5. Responsibilities of personal assistants, officials of political groups, officials of Parliament

When analysing the responsibilities of the members' assistants, officials of political groups or of parliament, or external staff, it has to be noted that many countries provided more answers. That is why the analysis is done in a general way by describing the responsibilities of everyone above mentioned (the most frequent answer by the parliaments is taken into consideration<sup>27</sup>).

The **personal assistants** usually work as advisors for political questions (even though members often prefer to use the officials of political groups), they assist members in administrative work or when with constituents. In a few countries, the members use also external staff to advise in political questions (in Poland, U.K., Denmark, Greece, Sweden, Slovakia, Spain-Congreso, Georgia, Israel and Norway) or in legal questions (Poland, Denmark, Belgium, Greece, Estonia, Spain-Congreso, U.K., Switzerland, Israel, Georgia). Members rely on the help of their assistants when setting up contacts with businesses and with lobbyists (members also like using the officials of political groups to deal with lobbyists<sup>28</sup>). The same is valid concerning the work with their own political groups and when assisting in contacts with political parties (here the officials of political groups are often preferred). In many countries personal assistants help out in contacts with parliament's administration but members prefer very often to use "the services" of the officials of the parliament. The personal assistants help to set up contacts with the press and in writing speeches. Furthermore, they assist very often in the preparation of political group meetings, organising public meetings and events and helping members to organise press contacts. In almost all countries office work is the responsibility of personal assistants, The same is true for visitor groups coming to the parliaments (even in this case, the members prefer to ask for the assistance of the officials of the parliament).

As for the **officials of political groups**, one of their main duties is to advise members on political questions in (almost all the countries that replied). They also act as advisors in legal questions, but in this case members have tended more often to use the officials of the parliament. The officials of the political groups are mainly responsible for contacts with national and regional governments (as far as national governments, are concerned, members tend to use the parliamentary officials<sup>29</sup>) and when working with the own political group and other political parties within the parliament. They also assist members with the relations with the general public, the press and lobbyists, including writing speeches (the personal assistants are used more often to write the speeches).

The responsibilities of the **officials of the parliament** in relation to members are different than the previous two. The members ask them for advice on legal questions (almost in all countries replying) and for assistance in administrative and technical work. Most of the time, parliamentary officials are asked to organise the parliament's administrative work and they serve as intermediaries in contacts with parliament's administration. In almost half the countries who replied, these officials write speeches for the plenary or other public occasions. In Germany, they do so only for

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<sup>27</sup> only when more than half countries have responded

<sup>28</sup> In contacts with lobbyists, the members only use the services of the officials of the parliaments exceptionally ( in Denmark, Iceland, Hungary and Albania) or services of externals (only in Norway, Denmark, Georgia, Estonia and Israel).

<sup>29</sup> Concerning the contacts with national and regional governments, the members use only the external services exceptionally (in Denmark, Georgia)

the speaker, sometimes for chairperson in case of special committee meetings or hearings. In Slovenia, this is the case, only for members who are rapporteurs. They do assist in contacts with the press, but in Germany, for example, they do so, only as far as plenary respectively Bundesrat's business is concerned. Of course, they assist in preparation of plenary meetings and committee meetings (almost in all the countries concerned) and are chiefly responsible for contacts outside the country (for example, official delegations). In Israel, they do so only when the visit is apolitical or non-sectarian. Members do rely on the officials of the parliament when there is an official visit or visitor groups.

As for the **externals**, the first observation to be made is that only very rarely the parliaments use the external services to provide advising or assisting in different types of parliamentary work. The exceptions represent Poland, Denmark, Georgia, Israel, Estonia, which are using the external services quite often (the U.K., only sometimes, when assisting in administrative and technical work, working with public, and as an assistance in contacts with parliamentary administration, national and regional governments and enterprises). Concerning these activities, the most 'popular' services to be provided externally are those concerning political and legal questions.

## 6. Drafting support service provided to MPs

This part of the questionnaire summarizes the more detailed analysis of drafting support service<sup>30</sup> to the members by different officials, departments, institutes etc.

In practice, taking into consideration the replies from the 24 countries, the observation to be made is that the **background notes** (including obtaining background information) are mainly made by documentation and research department, but also by different staff of the parliaments (personal assistants, officials of political group and of committee secretariat). The services of Technology Assessment Department (Greece, Spain-Congreso, U.K., Georgia) and Universities or public institutes (Norway, Switzerland, Georgia, Israel, Belgium-Senate) are used only very rarely.

The situation is very similar when talking about **summaries** and **summing up the arguments and counter-arguments** whereby the support from personal assistants and officials of political group is dominating. Personal assistants of members or officials of political group do the **drafting of the speeches**. In Germany, for example, officials of committee secretariat or other parliament's administration write the speeches when needed by chairperson (in case of special committee meetings or when it's for the speaker). In the U.K., all these services might be additionally provided by the Parliamentary Office of Science and Technology.

As for the **different research of materials** available in public, in national or international databases, the answers from the countries have the same tendency - this research is usually done by personal assistants, officials of political group and mainly by the documentation and research department (rarely by the official of

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<sup>30</sup> Drafting support service consist of background notes, summaries, summing up arguments and counter-arguments, drafting speeches, obtaining background information, research of material available in public, in national or international databases, wording of texts in general, drafting legislative texts and the amendments, providing comparatives studies on political systems and legal issues, drafting legal opinions, long-and midterm research on natural science or economic and monetary affairs.



committee or parliament administration and really exceptionally by the technology Assessment department, universities or public institutes).

The situation is slightly different when analysing the support by **drafting legislative texts and amendments**. Here, the main role is played by officials of political group and mainly (more than half countries the replied) by the parliament's administration: (by the officials of committees).

**Comparative studies** on political systems and legal issues are usually the main responsibility of documentation and research department, universities or other public institutes. Only in some countries, the comparative studies are done by the personal assistants or officials of political group (Poland, Sweden, U.K., Belgium-Senate, Denmark, Greece, Hungary, Romania, Georgia).

As for **long- and medium-term researches** on natural sciences or economic and monetary affairs, they are, with few exceptions, always done by the documentation and research departments or by different universities and public institutes. Only in Sweden, Denmark, Georgia, Hungary and the U.K. do personal assistants or officials or the group conduct the study.

## 7. Availability of services to MPs

In general, the parliaments offer more or less all the services<sup>31</sup> asked in the questionnaire (Heading 7).

The German parliamentary situation is unique in this context and must be enunciated before proceeding onto analysis. All Bundesrat (upper chamber) members have a twofold role. They hold an office in their federal state, whilst simultaneously holding a federal office, i.e. they are both Land politicians and federal politicians. This means that Bundesrat members have their main offices and assistance in their respective federal state, where they have to fulfil their duties of being members of the state governments. They spend most of their time in their federal states and come to Berlin for plenary sessions and committee meetings<sup>32</sup>. As a consequence, many services which other parliaments naturally provide for their MPs are not - or only to a certain extent - offered by the secretariat of the Bundesrat. For example: Bills initiated by the Bundesrat and amendments to any kind of bill are normally drafted by the state ministries, moreover the Bundesrat does not provide personal assistants for its members, neither is there any "documentation and research unit" as such, but our documentation division encompasses two units: the current documentation unit and the archive/legislative documentation unit, etc.

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<sup>31</sup> The list of services which were inquired about in the questionnaire are as follows: legal service, drafting service, special tabling service for presenting official documents to plenary/committees, service for the legal verifications of texts, own parliamentary TV channel, web streaming of parliamentary sessions, audio-visual service, media monitoring service, service organising public events and conferences, service organising visitor groups, correspondence with citizens, documentation centre, library, online documentation for external databases, national legislation and international legislation, subscriptions to newspapers, translation service on demand.

<sup>32</sup> All committee members may be represented by "delegated commissioners", i.e. experts from the ministries; this is the only possible way to cope with the double function of being a state minister and a member of the Bundesrat at the same time; some committees almost exclusively meet in "civil-servant groups".

Almost all the countries who replied to the questionnaire have a **legal service** within the Parliament. Only Germany and Norway provide partly this kind of service, Germany only regarding the Standing Orders of the Bundesrat.

The situation with the **drafting service** is similar, only Latvia, Slovakia, Slovenia, Estonia, U.K., Belgium-Senate, Germany (assistance e.g. for amendments) and Georgia provide partially drafting service. Slovakia has this service externalised. In Slovenia, a deputy has the right to request from the services of the National Assembly all the required professional explanations and other services necessary for the performing his office (Deputies Act, Art. 32)<sup>33</sup>.

As for a **special tabling service** for presenting official documents to the plenary and/or parliamentary committees, some countries do not provide it - Latvia, Belgium-Chamber, Greece, Slovenia, Slovakia and Switzerland. Germany is arranging this service partly. Concerning the **legal verification** of text, five countries "offer" it only partly - U.K, Greece, Estonia, Belgium and Norway. In Germany, this is done as far as bills of the Bundesrat and amendments to bills in general are concerned.

By contrast, the situation differs when talking about the **in-house parliamentary TV channel**. Some countries do not have it at all (Belgium, Slovenia, Norway, Romania and Albania), some only 'partially' (Latvia, Switzerland and Georgia). Iceland has its own parliamentary TV channel externalised. Greece, Latvia, Georgia and Albania, contrary to most other countries, also do not have **web-streaming of parliamentary sessions**.

As for the **audio-visual service** within the parliaments, Belgium-Chamber, Greece and Israel do not have it, whereby Macedonia is providing a partial one and Poland has externalised the service. With the **media monitoring service** is the situation very similar - Belgium-Chamber, Croatia and Germany do not analyse media monitoring, six countries do so only partially (Latvia, Denmark, Estonia, Slovenia, Sweden and Hungary) and Poland and Israel ask external companies to conduct the media analysis.

Almost all national parliaments (except Norway) have in their parliaments a **special service organising public events** and conferences. Denmark, Estonia, Slovakia, Hungary and U.K. only partially organise different events, Poland does it through external company. All the national parliaments provide a **service organising visitor groups** (only Poland does so externally). In Italy, both of these services are provided only for the Chamber as a whole, the Speaker, the Committees etc., but not for individual deputies. Concerning other services for the public, more or less all parliaments have a service organising **correspondence with citizens** (except Italy, Denmark, Belgium-Chamber, Switzerland). Only Germany and Israel do so on a partial basis (Germany responding only to general questions and petitions of citizens). Poland provides this service externally.

All parliaments which have replied to the questionnaire have a **documentation centre** (Germany partially) but when talking about **online documentation service for external databases**, it has to be emphasised that Macedonia does not have this kind of service and Estonia, Slovenia, Switzerland and Germany only have partial access to the documents. Almost all the parliaments have an **online documentation service for national legislative** and parliamentary work (Macedonia does not have one at all, Germany partly). While most countries have **online access to the**

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<sup>33</sup> Deputies in Slovenia can obtain advice from the Legislative and Legal Service, but usually not for drafting an entire bill. According the Deputies Act, parliamentary groups use available funds for assistants who help deputies in preparing draft legislation.

**international** legislative and parliamentary work, a few countries do not have such a service - Greece, Georgia, Hungary, Germany and Macedonia. Latvia Estonia, Slovenia, the U.K and Switzerland have only a partial access to international documents.

All parliaments have a **library**.

Many parliaments offer a **subscription to newspapers** on demand by members. Only five countries do not do so - Italy, Belgium-Chamber, Slovakia, Germany and Switzerland. Some parliaments do this within certain limits (Estonia, Slovenia, Israel and U.K.), Poland has outsourced this service. In many parliaments, there is a **translation** unit offering on-demand services for MPs (translation of the official documents, studies, articles). This service does not exist however in Romania and Hungary. In some parliaments, the translation of the documents is provided partially (Croatia, Norway, Denmark, Belgium-Chamber, Spain-Senado, Germany, Estonia, Slovenia, Switzerland and the U.K. In some countries, external companies provide this service (Greece, Czech Republic, Slovakia, Slovenia, and Iceland).

## 8. Availability of special services to members

The main information sought here was under the following questions: IT support, mobile phones, car service, transport allowances, in-house medical service and travel agency, professional training and offices offered to the MPs. Almost all parliaments provide additional special services to their members.

As for **IT support**, only Belgium-Chamber and Germany<sup>34</sup> do not offer PCs and Laptops to their members. Poland and Albania do so only partially. More or less the same concerns the local IT support, where only Germany does not provide it and Georgia together with U.K. do so in a partially.

Differences among the countries arise when analysing the provision of mobile phones and car service facility. Five countries who replied to the questionnaire do not provide **mobile phones** to their members - Italy, Belgium-Chamber, Germany, Slovakia, U.K and Switzerland. Some countries do so only partially (Poland, Latvia, Spain-Senado, Greece, Georgia and Belgium-Senate). As regards the **car service facility**, a few countries do not offer this service to their members (Italy, Denmark, Belgium-Chamber, U.K., Germany, Switzerland, Iceland) or do it only partially (Hungary, Sweden, Spain, Estonia, Slovakia, Macedonia, Norway, Georgia). All the countries (except Poland) provide the **transport allowances** to their members. Slovakia funds them only partially.

As for the **in-house medical service**, only six countries do not provide it to their members (Denmark, Estonia, Iceland, Germany, Albania, Georgia). Sweden does so only partially and Slovenia provides it only during plenary session.

Noteworthy differences among respondent national parliaments emerge in regard to in-house travel facilities, professional training and office space for deputies. Regarding a **travel agency** situated in the parliament, some countries do not have any office to cater for members travelling arrangements (Latvia, Belgium-Senate, Estonia, Germany, Slovakia and Croatia). One third of the countries provide travel services, but only in a partial form (Czech Republic, Slovenia, Sweden, Belgium-

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<sup>34</sup> please take into consideration the note about Germany from the pg 24

Chamber, Macedonia, Georgia, Israel, and Iceland). Slovenia does so only when it concerns the official travelling of deputies, Israel is using the service via the Ministry of Foreign Affairs. When talking about **in-house professional training** for members or financial resources available for this purpose, has to be said that only few countries (Poland, Latvia, Sweden, Spain-Senado, U.K., Czech Republic and Croatia) provide them. In many countries, this kind of support does not exist (Hungary, Italy, Estonia, Germany, Slovakia, Spain-Congreso, Albania, Georgia) or is provided only partially. In Belgium, for example, members get support only for learning foreign languages. The same services are provided to the personal assistants only in Poland, Sweden and Spain-Senado.

As for the **office space** provided to members and their assistants, all the countries (except Poland and Albania) do so, whereas in Macedonia, only the chairpersons of the committees have offices in the parliament (all the political groups have their own offices). In some countries, the deputies have to share the office with one other deputy (Hungary, Estonia, Slovenia, Georgia), in other parliaments, sometimes with more than two deputies (Czech Republic, Latvia, Spain, Romania, Albania, Croatia). In Switzerland, there are work stations ('bureaux de passage') in the building, but members do not have their own offices .

## **9. Availability of information and research provided by subject**

The main points sought here concerns the availability of the parliaments to provide the information on different types of research: on scientific one, on international affairs, on legal and constitutional affairs, on social affairs, on financial and budgetary matters and in the end on economic and monetary affairs. Germany and Croatia do not provide any of these types of research.

### **Scientific research**

The majority of respondents have only some capacities to follow up scientific research. Only Poland, Sweden, Romania, Georgia and Iceland have the follow up facilities, four countries responded negatively (Germany, Belgium<sup>35</sup>, Spain-Senate and Croatia). In Italy and Greece, these services are outsourced. Except for scientific research, Latvia has outsourced all other research.

### **International affairs**

Concerning research on international affairs, again only Germany, Croatia and Belgium do not provide the information and research on this subject. The following countries do provide this service - Hungary, Poland, Italy, Sweden, Czech Republic, Slovakia, Spain-Congreso Romania, Georgia, Macedonia and Iceland. The rest have only some capacities or have outsourced the service (Latvia, Albania).

### **Legal and Constitutional affairs**

Practically all respondents who replied to the questionnaire conduct research on this subject. Only Croatia and Germany do not. Denmark, Belgium (Chamber), Estonia, Slovenia and Switzerland have only some capacities to provide this research.

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<sup>35</sup> Belgium - when not specified, it means in both Chamber and Senate

## **Social affairs**

Here, the situation is broadly similar to that of legal and constitutional affairs. Only Germany, Belgium, and Croatia do not provide the research on social affairs. In some countries, the capacities are limited (Hungary, Italy, Denmark, Spain-Senado, Greece, Estonia, Slovenia, Norway, Switzerland).

## **Financial and budgetary matters**

Half of the respondents confirm provision of these services (Poland, Italy, Sweden, Czech Republic, Slovakia, Spain-Congreso, U.K., Norway, Romania, Georgia, Macedonia, Iceland, and Israel). Germany, Belgium (Senate) and Croatia do not carry out this type of research. In remaining national parliaments, there are only some capacities to provide the information on this subject.

## **Economic and monetary affairs**

Again the situation regarding economic and monetary affairs is broadly similar to previous headings. Eleven respondents carry out research on this subject (Poland, Italy, Sweden, Czech Republic, Slovakia, Spain-Congreso, U.K, Georgia, Macedonia, Iceland and Israel) Belgium, Germany and Croatia do not, the rest have only partial capacities to meet this kind of request.

# **10. Availability of special research capacities**

This section is primarily concerned with the availability of a dedicated special research department and will analyse in a more detailed way than hitherto, what kind of specialists are working there. Also, questions concerning a special budget for external contracted studies and regarding the budget available for staff outside the parliament are discussed.

Macedonia, Romania, Slovakia, the U.K. and Georgia have a special research department and almost all the specialists in order to conduct research (Macedonia does not have natural scientists, engineers and specialists in European affairs, Slovakia does not have philosophers and engineers, U.K. does not have philosophers and engineers).

By contrast, Germany does not have any kind of a special research department; neither does it employ any specialists. The situation is very similar in Belgium (Senate) and in Switzerland (they have some capacities only for lawyers). Poland and Albania have some capacities for the special research department and for all kinds of specialists. Latvia provides this service in external form; they also employ all the specialists externally.

In almost all countries, there is a **special research department** available (or department having only some capacities) for the parliament and service of the members. The department with 'some capacities' concern following countries: Poland, Denmark, Estonia, Hungary, Croatia, Norway and Albania. Only Belgium, Slovenia, Germany, Iceland and Switzerland do not have a special department to carry out research.

As for **specialists**, by and large all the parliaments have economists, lawyers, specialists in European affairs (some of them have only some capacities). Germany,

Italy, Switzerland and Belgium (Senate) do not employ economists to conduct research, Germany is the only country not to have even lawyers. The situation differs when talking about natural scientists, philosophers, sociologists, engineers and educationalists. Only a few countries do have these specialists to carry out research. For example, only three countries have natural scientists (Romania, Georgia and Slovakia), three countries have philosophers (Macedonia, Romania and Georgia), some countries have sociologists (Estonia, Czech Republic, Slovakia, Macedonia, Romania, Georgia, Iceland, Israel), four countries have engineers (Sweden, Spain-Senado, Macedonia and Romania), and few have educationalists (Slovakia, Sweden, Macedonia, Romania, Georgia, and Iceland). Concerning the specialists in European affairs, Germany, Belgium (Senate), Switzerland and Israel, do not have them to conduct special research. No mention is made of whether specialist staff are used to participate in joint tasks on "project-teams" with the parliamentary administration.

When analysing the **availability of a special budget** for externally contracted studies, half of the national parliaments who replied, have this budget. Only Germany, Denmark, Spain, Greece Macedonia, Croatia, and Albania do not have any special budget available, the rest of the countries (Belgium, U.K, Latvia, Romania and Switzerland have only some 'capacities'). In the Czech Republic, for example, this budget is available directly to members. However, only few countries have a **special budget** which is available **for staff outside the parliaments** (Slovakia, Poland, Hungary, Romania, Georgia, Israel and Albania). The remainder do not have the resources to pay the staff outside the parliament or can only do so partially.

## 11. Availability of information to be given in time

Four fundamental points are involved in this heading: information provided shortly to the members on general questions, short studies of some pages, mid-term studies up to 20 pages and long-term studies (on complicated scientific matters). Some of the countries have marked more answers, depending on the subject and seriousness of the study requested).

In general, it can be said, that almost all the countries who replied to the questionnaire provide 'short' **information on general questions** in some hours (Greece, Estonia, Switzerland and the U.K. do so sometimes in 1-2 days, or 1-2 weeks, it depends on the information requested).

Concerning **short studies of a few pages**, the majority of the countries provide them within 1-2 days. Only in Sweden, Spain-Senado, U.K., Switzerland and Iceland, the members can get them even in some hours (depends on subject). In some parliaments it takes 1-2 weeks to elaborate this study (Greece, Estonia, Slovenia, Spain Congreso, Iceland, Israel, and Albania). Germany and Croatia do not provide this kind of studies at all.

As for **mid-term studies** (up to 20 pages), the situation is different. Almost half of the countries are able to provide the medium-term studies within 1 week (Poland, U.K., Slovakia, Czech Republic, Spain, Italy, Sweden, Norway, Switzerland, Romania, Macedonia). Other countries do so within one month (Belgium-Chamber, Estonia, Denmark, Slovenia, Iceland, Israel) and some in 3 months time (Belgium-Chamber, Greece, Georgia). Sweden, the Czech Republic and Switzerland provide

these studies in different time-periods, depending on each study. Germany, Croatia and Albania do not provide mid-term studies.

Not all of the parliaments are able to provide the **long term studies** on complicated scientific matters. The following countries do not conduct any long term studies for their members at all: Denmark, Belgium, Greece, Germany, Hungary, Slovenia, Spain (Congreso) and Croatia. Only six countries (Poland, Slovakia, Czech Republic, U.K., Romania and Switzerland) replied to offer these studies within 1 month. In Sweden, Georgia and Switzerland, it can take sometimes up to a year to finish such a specific study.

## 12. Requests for studies and documentation

In this heading, the main analysis concentrates on the person (member, political groups, parliamentary committee, special committee, government, journalists, NGO, public or others) requesting the study and documentation (including legal advice, help desk information, on line request, request by telephone and written formal requests).

In the following sections, it is important to mention that due to the number of question posed in the questionnaire and the number of possible responses (the nature of the entity requesting information or studies), the analysis is done more in general way. In some countries (Spain-Congreso, Estonia, Slovenia, Hungary, Italy, Poland, Romania, Norway and Switzerland), the studies and legal advice are requested only by members, political groups, parliamentary and special committees. In the U.K., the Czech Republic, Israel and Iceland the same is asked usually by members, parliamentary and special committees (not by the political groups). In Greece, requests for information, studies and legal advice are made by members (parliamentary committee request long- and medium term detailed documentation), in Spain-Senado and Macedonia, by members and political groups and in Slovakia, usually by members, political groups and parliamentary committees.

In general, it can be said, that in most of national parliaments who replied, information on general questions is requested by all the entities mentioned above. In Belgium, this information is requested by journalists and public, in Georgia, only by government and public, in Greece, only by the members.

As for the short-term studies and documentation, long- and medium-term intensive documentation, medium- and long-term studies and legal advising, in general, all these requests are made usually by the members, political groups, parliamentary and special committees. The few exceptions concern Sweden, Latvia, Italy, Georgia and Estonia, where in some cases, the documentation, studies and legal advice are requested also by the government, journalists, NGOs, or public.

As for the help desk, on-line requests, requests by telephone and written formal requests, the majority of the parliaments get these kind of requests on all the subjects mentioned above (of course, there are few exceptions like in Macedonia, Greece, Poland, Romania, Estonia, Belgium-Senate and Spain-Congreso, where the request are done usually by members, political groups, parliamentary and special committees or in Georgia, where these requests are made by the government, journalists, NGOs and public). In the U.K., these requests are usually made by the MPs, committees and public.

## **13./14. Parliamentary technology assessment (questions 160-169) and Basic data for technology assessment/Working methods/Activities**

Last part of the questionnaire has been devoted to the special technology assessment (TA), its basic data, working methods and activities.

The first observation to be made is that only eight countries responding to the questionnaire have TA (Spain-Congreso, Greece, Belgium-Chamber, Italy, Sweden, Latvia, U.K. and Georgia)

The majority do not provide in-house TA. In these countries, Israel does not have a 'typical' TA service. There is however a "Commission for Future Generations" inside the Knesset, whose mandate (enshrined in an act) may be described as consideration of the long-term ramifications of legislations, submission of evaluations and support of legislative work<sup>36</sup>. In Switzerland, TA-Swiss has a 'mandate' for the TA<sup>37</sup>. Even in Estonia, there is no recognizable TA institution, however this year, the parliament started with so-called "Open Forums" (White Hall Forum activities), together with standing Committee of European Affairs whereby education and environment are the first two issues to be dealt with.

### **In general**

The evaluation has been made from the answer of countries answering positive (it has to be taken into account that not all the countries have answered all the questions).

In general, this institution is quite young - in Belgium and Latvia since 2000, in Greece, Italy and Georgia, the TA has been created in the nineties and the oldest TA (created in 1980-89) is in the U.K., Sweden and in Spain.

The TA service exists in four countries in a form of parliamentary committee or subcommittee (Greece - TA Committee and Belgium, Latvia, Italy - Parliamentary Sub-Committee). In Spain, U.K. and Georgia, they have a special office for TA (Georgia and Sweden have an inter-institutional body for TA, in the U.K., there is a Parliamentary Office of Science and Technology).

When discussing the legal basis for TA, in Latvia, Italy, Belgium, U.K. and Georgia, a parliamentary decision has been taken. In Spain and Sweden, other decisions (legal acts) have been needed. In Greece, there is a Standing Order determining the legal basis of the parliamentary TA institution.

In general it is the TA committee or sub-committee which initiates TA projects. In Belgium, the U.K., Sweden and Georgia, every committee of the parliament can do so; in addition, in the U.K., Sweden and Georgia, political groups and/or members of the parliament can request a TA project. Four countries have a scientific unit for parliamentary TA inside the parliament's institutions (U.K., Spain, Italy, Georgia), Belgium and Latvia have this unit outside the administration.

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<sup>36</sup> for more information [www.knesset.gov.il/future/eng/overview.pdf](http://www.knesset.gov.il/future/eng/overview.pdf)

<sup>37</sup> [www.ta-swiss.ch/framesets/mandat-e.htm](http://www.ta-swiss.ch/framesets/mandat-e.htm)



The main objective of the TA institution according to respondents is to provide the background information and strategic advice, and to support the legislative tasks of the parliament. In Sweden, the TA is used to contribute to public debate. There are differences among national parliaments with regard to the composition and nature of advisory bodies for the TA service. In the U.K., Greece and Georgia, there is only a permanent scientific board, in Belgium and Latvia there are temporary scientific boards for specific projects, Spain uses a board of different representatives; Italy has a Board of parliamentary representatives. The final results of TA institution exist different forms, in some countries they are parliamentary documents (Latvia, Italy and Georgia), in others, they take the form of studies or reports (Spain, Sweden, Greece, U.K.) or the form of other publications for example workshop proceedings (Belgium, Sweden, Georgia).

### **Basic data for TA<sup>38</sup>**

Only Georgia has provided the information on all the questions posed (budget, staff, number of studies), other national parliaments provided partial responses. Concerning the 2004 budget on TA, in Georgia, less than EUR 500.000 is spent. Regarding staff, there are 11 or more staff working in the TA in following countries - Georgia (there are also some externally contracted staff), Greece, Spain, Sweden. In Belgium, Latvia and Italy, the number of staff is quite small - between one or two people, in the U.K. the number of persons ranks from five to ten. Within these teams, there is also scientific staff (in Greece one to two staff, in Georgia five to ten people). In Belgium and Georgia the budget for staff inside the Parliament is lower than EUR 250. 000.

As for number of contracted studies or projects per year, Georgia and Spain provided from one to five studies (In Georgia, the cumulative value was less than EUR 250.000).

### **Working methods**

In virtually all national parliaments, the types of projects undertaken by TA are in a form of hearings. In the U.K. and Georgia, projects are normally conducted in the form of scientific interdisciplinary projects and studies. Concerning the methodological approach of different projects, there are two main approaches - using a technology assessment (in Greece, Belgium and Georgia) or using a dialogue on technology development (in Sweden, Latvia, Italy and Georgia). The projects (activities) are focused on different topics. In Belgium this is research and innovation, in Georgia technology development, in Greece and Italy the consequences of technology developments in specific areas and in Latvia, Belgium and Sweden, the main focus is on changes in and risks of technology developments. As for political options as a result of TA projects, the Chamber in Belgium and Parliament in Italy are using these projects in different political areas. In Georgia, the options are more used in research policy. Greece, Sweden and Latvia do not see any political options reached from these projects.

### **Activities**

National parliaments organise three different types of studies - short term (one year or less), medium term (one to two years) long term (more than two years), workshops, expert-panels, hearings etc. Sweden provides the most short-term studies (six to ten), Georgia and Greece from one to five. The U.K. provides 11 or

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<sup>38</sup> information only for year 2004

more, Latvia does not provide any. In medium- and long-term projects, the situation is as follows - Sweden, U.K. and Georgia provide up to five studies per year, compared with Greece and Latvia which provide none. Workshops, expert-panels and hearings together with conferences with stakeholders are more "popular". In Belgium, Sweden, Italy, U.K. and Georgia, there are up to 5 workshops, panels or hearing per year (no workshops in Greece and Latvia). In Greece, the number of hearing is even higher 6-10 projects per year. Latvia is organising the most hearings per year from the countries who replied.

As regards project subject matter, studies and activities in technology areas<sup>39</sup>, the most frequently used are: information and communication technologies (Italy, Belgium, Sweden, Greece, U.K. and Georgia), energy technologies (Greece, U.K. and Belgium), transport technologies (Greece, U.K. and Italy) and biotechnology (Greece, U.K. and Belgium). In activity areas, the subjects most often provided are science and research (Greece, Belgium, U.K. and Italy), health care (Greece, U.K. and Belgium) and transport (Greece, U.K. and Italy). The most problematic areas are environment, health and privacy (Greece, U.K. and Belgium). In general, the U.K. provides projects and studies on all the topics mentioned in the questionnaire, except competitiveness, consumer protection and tourism.

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<sup>39</sup> all three areas are analysing as in the last 10 years

# **A N N E X E S**

## **Legal and Financial Support Available to Members of the National Parliaments Answers received from National Parliaments**

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## **1. EU Member States**

### **BELGIUM (CHAMBRE DES REPRESENTANTS)**

#### **General Information**

Number of Members of Parliament	<b>150</b>
Average of population forming one national constituency and one European constituency	<b>945.129</b> <b>5.198.210</b>
Average number of national constituencies forming one European constituency	<b>6 national = 1 European</b>
Number of working weeks	<b>30 - 40</b>

#### **Parliament's Administration**

Budget available to the Parliament	in EUR <b>111. 555. 600</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>38. 364. 700</b> ( <b>more than 10 - 15 %</b> )
Budget for staff of political groups	in EUR <b>9. 810. 500</b> ( <b>10 - 15 %</b> )
Budget for personal assistance to members	in EUR <b>5. 865. 000</b> ( <b>5 - 10 %</b> )

Total number of staff	<b>1.150</b>
Employed by the Parliament	<b>700</b>
Officials working in the:	
• plenary service	<b>10 - 25</b> ( <b>&lt; 5 %</b> )
• Committees secretariats	<b>25 - 50</b> ( <b>5 - 10 %</b> )
• Press and Communications department	<b>10 - 25</b> ( <b>3 - 5 %</b> )
• Research department	<b>25 - 50</b> ( <b>more than 3 - 5 %</b> )
• Documentation department	<b>10 - 25</b> ( <b>3 - 5 %</b> )
• language service	<b>50 - 100</b> ( <b>more than 3 - 5 %</b> )
• legal service	<b>5 - 10</b> ( <b>1 - 2 %</b> )
• information technologies	<b>25 - 50</b> ( <b>5 - 10 %</b> )

#### **Budget available in % of General Budget of the Parliament**

Political groups	in EUR
• including staff	<b>17. 193. 500</b>
• excluding staff	<b>7. 383. 000</b>
Personal assistance to members	in EUR <b>7. 080. 000</b>
Office allowance	in EUR -----
Travel allowance	in EUR -----
Individual rights of MPs	
• including salaries	in EUR <b>31. 105. 900</b>
• excluding salaries	in EUR <b>11. 883. 500</b>
Research and Documentation	in EUR <b>647. 500</b>

## BELGIUM (SENATE)

### General Information

Number of Members of Parliament	<b>71</b>
Average of population forming one national constituency and one European constituency	<b>3,3</b> millions inhabitants
Average number of national constituencies forming one European constituency	Not applicable
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>65.754. 650</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>21.101. 000</b> (more than 10-15 %)
Budget for staff of political groups	in EUR <b>6.292. 100</b> ( 5 - 10 % )
Budget for personal assistance to members	in EUR <b>9.457. 000</b> ( 10 - 15 % )

Total number of staff	<b>644</b>
Employed by the Parliament	<b>358</b>
Officials working in the:	<b>9 ( 2, 51 % )</b>
• plenary service	
• Committees secretariats	<b>25 ( 7, 26 % )</b>
• Press and Communications department	<b>7 ( 1, 95 % )</b>
• Research department	<b>14 ( 3, 91 % )</b>
• Documentation department	<b>14 ( 3, 91 % )</b>
• language service	<b>27 ( 7, 54 % )</b>
• legal service	<b>14 ( 3, 91 % )</b>
• information technologies	<b>9 ( 2, 51 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	<b>24.559. 100</b> ( 30 - 40 % )
• excluding staff	<b>15.102. 100</b> ( 20 - 30 % )
Personal assistance	in EUR <b>9.457. 000</b> ( 10 - 20 % )
Office allowance	in EUR <b>600. 000</b> ( 1 - 3 % )
Travel allowance	in EUR <b>277. 640</b> ( 1 - 3 % )
Research and Documentation	in EUR <b>955. 940</b> ( 1 - 3 % ; X + library )

## CZECH REPUBLIC

### General Information

Number of Members of Parliament	<b>200</b> Chamber of Deputies
Average of population forming one national constituency and one European constituency	<b>590320</b> and only <b>one national constituency for elections to the European Parliament</b>
Average number of national constituencies forming one European constituency	<b>14 national: 1 European</b>
Number of working weeks	<b>26</b>

### Parliament's Administration

Budget available to the Parliament	in CZK <b>980. 495. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in CZK <b>132. 000. 000</b> (more than 10-15 %)
Budget for staff of political groups	in CZK <b>11. 000. 000</b> (>5 %)
Budget for personal assistance to members	in CZK <b>56. 000. 000</b> (5-10 %)

Total number of staff	<b>331</b>
Employed by the Parliament	<b>100-500</b>
Officials working in the:	
• plenary service	<b>25-50</b> ( 5 - 10 % )
• Committees secretariats	<b>25-50</b> ( 10 - 15 % )
• Press and Communications department	<b>10-25</b> ( 3 - 5 % )
• Research department	<b>10-25</b> ( 3 - 5 % )
• Documentation department	<b>10-25</b> ( 3 - 5 % )
• language service	----- ( ---- )
• legal service	<b>10-25</b> ( 5 - 10 % )
• information technologies	<b>10-25</b> ( 1 - 5 % )

### Budget available in % of General Budget of the Parliament

Political groups	in CZK
• including staff	<b>11. 000. 000</b> (> 5 %)
• excluding staff	
Personal assistance	in CZK <b>56. 000. 000</b> ( 5 - 10 % )
Office allowance	in CZK <b>15. 000. 000</b> ( 1 - 3 % )
Travel allowance	in CZK <b>26. 000. 000</b> ( 1 - 3 % )
Individual rights of MPs	
• including salaries	in CZK <b>346. 000. 000</b> ( 30 - 40 % )
• excluding salaries	in CZK <b>205. 000. 000</b> ( 10 - 20 % )
Research and Documentation	in CZK <b>8. 000. 000</b> ( 1 - 3 % )

## DENMARK

### General Information

Number of Members of Parliament	<b>179</b>
Average of population forming one national constituency and one European constituency	<b>40. 000 and no because of only one national constituency</b>
Average number of national constituencies forming one European constituency	Not applicable
Number of working weeks	<b>20 - 30</b>

### Parliament's Administration

Budget available to the Parliament	in DKR aprox <b>540. 000. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in DKR aprox <b>155. 000. 000 (more 10-15 %)</b>
Budget for staff of political groups	in DKR aprox <b>10. 000. 000 (&gt; 5 %)</b>
Budget for personal assistance to members	in DKR aprox <b>95. 000. 000 (more 10-15 %)</b>

Total number of staff	-----
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>10 - 25 (&lt; 5 %)</b>
• Committees secretariats	<b>50 - 100 ( 10 - 15 % )</b>
• Press and Communications department	<b>&lt; 10 ( 3 - 5 % )</b>
• Research department	<b>&gt; 10 ( ---- % )</b>
• Documentation department	<b>10 - 25 ( 3 - 5 % )</b>
• language service	<b>&lt; 10 (&lt; 1 %)</b>
• legal service	<b>10 - 25 (&lt; 5 %)</b>
• information technologies	<b>25 - 50 ( 5 - 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in DKR
• including staff	<b>10. 000. 000 ( 1 - 3 % )</b>
• excluding staff	<b>3. 000. 000 ( ---- % )</b>
Personal assistance	in DKR <b>95. 000. 000 ( 10 - 20 % )</b>
Office allowance	in DKR including in political groups
Travel allowance	in DKR <b>33. 000. 000 ( 5 - 10 % )</b>
Individual rights of MPs	
• including salaries	in DKR <b>113. 000. 000 ( 20 - 30 % )</b>
• excluding salaries	in DKR <b>6. 000. 000 ( 1 - 3 % )</b>
Research and Documentation	in DKR <b>12. 000. 000 ( 1 - 3 % )</b>



## ESTONIA

### General Information

Number of Members of Parliament	<b>101</b>
Average of population forming one national constituency and one European constituency	<b>73. 000</b> and <b>873. 000</b>
Average number of national constituencies forming one European constituency	<b>12</b>
Number of working weeks	<b>20 - 30</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>12. 400. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>300. 000.</b> (> 5 %)
Budget for staff of political groups	in EUR <b>300. 000</b> (> 5 %)
Budget for personal assistance to members	in EUR ----- (-----)

Total number of staff	<b>250</b>
Employed by the Parliament	<b>&gt; 100</b>
Officials working in the:	
• plenary service	<b>&gt; 10</b> (> 5 %)
• Committees secretariats	<b>25 - 50</b> (10 - 15 %)
• Press and Communications department	<b>-----</b> (3 - 5 %)
• Research department	<b>&gt; 10</b> (3 - 5 %)
• Documentation department	<b>25 - 50</b> (more than 3 - 5 %)
• language service	
• legal service	
• information technologies	

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	( 20 - 30 % )
• excluding staff	( 5 - 10 % )
Personal assistance	in EUR ( 1 - 3 % )
Office allowance	in EUR ( 1 - 3 % )
Travel allowance	in EUR ( 1 - 3% )
Individual rights of MPs	
• including salaries	in EUR ( 10 - 20 % )
• excluding salaries	in EUR ( 1 - 3 % )
Research and Documentation	in EUR ( 1 - 3 % )

## GERMANY (BUNDES RAT)

### General Information

Number of Members of Parliament	<b>69</b> members; <b>100</b> deputy members
Average of population forming one national constituency and one European constituency	
Average number of national constituencies forming one European constituency	
Number of working weeks	<b>10 - 20</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>20.000.000</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>11.000.000 (more 10-15 %)</b>
Budget for staff of political groups	in EUR <b>None</b>
Budget for personal assistance to members	in EUR <b>None</b>

Total number of staff	<b>209 ( April 2005 )</b>
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>25 - 50 ( more 10 - 15 % )</b>
• Committees secretariats	<b>50 - 100 ( more 10 - 15 % )</b>
• Press and Communications department	<b>10 - 25 ( more 3 - 5 % )</b>
• Research department	<b>&gt; 10 ( 0 - 1 % )</b>
• Documentation department	<b>10 - 25 ( 3 - 5 % )</b>
• language service	<b>&gt; 10 ( 1 - 2 % )</b>
• legal service	<b>&gt; 5 legal advisers ( &gt; 1 % )</b>
• information technologies	<b>10 - 25 ( 5 - 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR	
• including staff		( 0 - 1 % )
• excluding staff		( 0 - 1 % )
Personal assistance	in EUR	( 0 - 1 % )
Office allowance	in EUR	( 0 - 1 % )
Travel allowance	in EUR	( 3 - 5 % )
Individual rights of MPs		
• including salaries	in EUR	( 0 - 1 % )
• excluding salaries	in EUR	( 0 - 1 % )
Research and Documentation	in EUR	( 1 - 3 % )

## GREECE

### General Information

Number of Members of Parliament	<b>300</b>
Average of population forming one national constituency and one European constituency	<b>176. 550 and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>more than 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>160. 000. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>52. 426. 300 ( 33 % )</b>
Budget for staff of political groups	in EUR <b>None</b>
Budget for personal assistance to members	in EUR <b>11. 442. 200 ( 7 % )</b>

Total number of staff	<b>1042</b>
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>224 ( 21, 50 % )</b>
• Committees secretariats	<b>61 ( 5, 85 % )</b>
• Press and Communications department	<b>19 ( 1, 82 % )</b>
• Research department	<b>18 ( 2, 11 % )</b>
• Documentation department	
• language service	<b>1</b>
• legal service	<b>3 detached</b>
• information technologies	<b>34</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR	
• including staff	<b>146. 224. 500</b>	
• excluding staff		<b>( 20 % )</b>
Personal assistance	in EUR	<b>( 6 % )</b>
Office allowance	in EUR	<b>( 5 % )</b>
Travel allowance	in EUR	<b>( 1 % )</b>
Individual rights of MPs		
• including salaries	in EUR <b>28. 550. 704</b>	
• excluding salaries	in EUR <b>600. 000</b>	
Research and Documentation	in EUR	

## HUNGARY

### General Information

Number of Members of Parliament	<b>386</b>
Average of population forming one national constituency and one European constituency	<b>60. 000 and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>&lt; 5 national: 1European</b>
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in HUF <b>15. 722, 6 millions</b>
Budget for staff (excl. personal assistance for members and political groups)	in HUF <b>2. 856, 4 millions ( more: 18, 2 % )</b>
Budget for staff of political groups	in HUF <b>1. 120, 0 millions ( 5 - 10: 7, 1 % )</b>
Budget for personal assistance to members	in HUF <b>583, 6 millions ( &gt; 5: 3,7 % )</b>

Total number of staff	<b>865</b>
Employed by the Parliament	<b>500 - 1000: 646</b>
Officials working in the:	
• plenary service	<b>25 - 50: 32 ( &gt; 5 % )</b>
• Committees secretariats	<b>50 - 100: 69 ( 10 - 15 % )</b>
• Press and Communications department	<b>&gt; 10: 9 ( 1 - 2: 1, 0 % )</b>
• Research department	<b>&gt; 10: 7 ( 0: 0, 8 % )</b>
• Documentation department	<b>50 - 100: 86 ( more 9, 9 % )</b>
• language service	<b>0 ( 0: 0 % )</b>
• legal service	<b>10 - 25: 21 ( &gt; 1 % )</b>
• information technologies	<b>25 - 50: 36 ( 1 - 5: 4, 2 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in HUF
• including staff	<b>5378, 4 millions ( 39 % )</b>
• excluding staff	<b>4459, 0 millions ( 33 % )</b>
Personal assistance	in HUF <b>550, 3 millions ( 4 % )</b>
Office allowance	in HUF <b>229, 3 millions ( 1,7 % )</b>
Travel allowance	in HUF <b>1068, 8 millions ( 7,9 % )</b>
Individual rights of MPs	
• including salaries	in HUF <b>3530, 0 millions ( 26,1 % )</b>
• excluding salaries	in HUF <b>1855, 5 millions ( 14,0 % )</b>
Research and Documentation	in HUF <b>616, 4 millions ( 4,6 % )</b>

## ITALY

### General Information

Number of Members of Parliament	<b>630</b>
Average of population forming one national constituency and one European constituency	<b>110. 000 and not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>more than 30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>950, 8 millions</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>not applicable</b>
Budget for staff of political groups	in EUR <b>16, 8 millions ( &lt; 2 % )</b>
Budget for personal assistance to members	in EUR <b>30, 9 millions ( &lt; 4 % )</b>

Total number of staff	<b>1880</b>
Employed by the Parliament	<b>230</b>
Officials working in the:	
• plenary service	<b>10 ( 23 % )</b>
• Committees secretariats	<b>29 ( 12, 6 % )</b>
• Press and Communications department	<b>1 ( ---- % )</b>
• Research department	<b>21 ( 9, 1 % )</b>
• Documentation department	<b>30 ( 13 % )</b>
• language service	<b>6 ( 2, 6 % )</b>
• legal service	<b>4 ( 1, 7 % )</b>
• information technologies	<b>16 ( 6, 9 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	<b>27, 5 millions ( 1 - 3 % )</b>
• excluding staff	<b>10, 7 millions ( &lt; 2 % )</b>
Personal assistance	in EUR <b>30, 9 millions ( &lt; 4 % )</b>
Office allowance	in EUR
Travel allowance	in EUR
Individual rights of MPs	
• including salaries	in EUR
• excluding salaries	in EUR
Research and Documentation	in EUR

## LATVIA

### General Information

Number of Members of Parliament	<b>100</b>
Average of population forming one national constituency and one European constituency	<b>1. 395. 264 and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in Ls <b>9. 831. 088</b>
Budget for staff (excl. personal assistance for members and political groups)	in Ls
Budget for staff of political groups	in Ls
Budget for personal assistance to members	in Ls

Total number of staff	
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>10 - 25 ( 5 - 10 % )</b>
• Committees secretariats	<b>50 - 100 ( 10 - 15 % )</b>
• Press and Communications department	<b>&gt; 10</b>
• Research department	
• Documentation department	<b>10 - 25 ( 3 - 5 % )</b>
• language service	<b>&gt; 10 ( 1 - 2 % )</b>
• legal service	<b>10 - 25 ( 2 - 5 % )</b>
• information technologies	<b>10 - 25 ( 1 - 5 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in Ls
• including staff	
• excluding staff	
Personal assistance	in Ls
Office allowance	in Ls
Travel allowance	in Ls
Individual rights of MPs	
• including salaries	in Ls
• excluding salaries	in Ls
Research and Documentation	in Ls

## POLAND

### General Information

Number of Members of Parliament	<b>460</b>
Average of population forming one national constituency and one European constituency	<b>716. 000 and 2. 306. 623</b>
Average number of national constituencies forming one European constituency	<b>2 - 3 national : 1 European</b>
Number of working weeks	

### Parliament's Administration

Budget available to the Parliament	in EUR <b>69. 376. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>20. 043. 000 ( more than 10 - 15 % )</b>
Budget for staff of political groups	in EUR <b>1. 489. 000 ( &lt; 5 % )</b>
Budget for personal assistance to members	in EUR <b>12. 564. 000 ( more than 10 - 15 % )</b>

Total number of staff	<b>1. 195</b>
Employed by the Parliament	<b>500 - 175</b>
Officials working in the:	
• plenary service	<b>52 ( 5 - 10 % )</b>
• Committees secretariats	<b>83 ( 10 - 15 % )</b>
• Press and Communications department	<b>21 ( 3 - 5 % )</b>
• Research department	<b>75 ( more than 3 - 5 % )</b>
• Documentation department	<b>28 ( 3 - 5 % )</b>
• language service	<b>5 ( 1 - 2 % )</b>
• legal service	<b>81 ( 11, 2% )</b>
• information technologies	<b>46 ( 5 - 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	( 1 - 3 % )
• excluding staff	
Personal assistance	in EUR ( 10 - 20 % )
Office allowance	in EUR ( 10 - 20 % )
Travel allowance	in EUR ( 3 - 5 % )
Individual rights of MPs	
• including salaries	in EUR ( 20 - 30 % )
• excluding salaries	in EUR ( 3 - 5 % )
Research and Documentation	in EUR

## SLOVAKIA

### General Information

Number of Members of Parliament	<b>150</b>
Average of population forming one national constituency and one European constituency	<b>no because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>1 national: 1 European</b>
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in Sk <b>745. 000. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in Sk <b>678. 951. 000 ( 91 % )</b>
Budget for staff of political groups	in Sk <b>3. 600. 000 ( &gt; 5 % )</b>
Budget for personal assistance to members	in Sk <b>62. 064. 000 ( 5 - 10 % )</b>

Total number of staff	<b>475</b>
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>13 ( 2, 7 % )</b>
• Committees secretariats	<b>31 ( 6, 5 % )</b>
• Press and Communications department	<b>11 ( 2, 3 % )</b>
• Research department	<b>11 ( 2, 3 % )</b>
• Documentation department	<b>8 ( 1, 7 % )</b>
• language service	
• legal service	<b>19 ( 4 % )</b>
• information technologies	<b>14 ( 2, 9 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in Sk
• including staff	<b>3. 600. 000 ( 0,5 % )</b>
• excluding staff	<b>3. 600. 000 ( 0,5 % )</b>
Personal assistance	in Sk <b>62. 064. 000 ( 8,3 % )</b>
Office allowance	in Sk <b>48. 600. 000 ( 6,5 % )</b>
Travel allowance	in Sk <b>3. 400. 000 ( 0,45 % )</b>
Individual rights of MPs	
• including salaries	in Sk <b>154. 526. 000 ( 20,7 % )</b>
• excluding salaries	in Sk <b>183. 924. 000 ( 24,7 % )</b>
Research and Documentation	in Sk



## SLOVENIA

### General Information

Number of Members of Parliament	<b>90</b>
Average of population forming one national constituency and one European constituency	<b>There are 8 constituencies 204. 000 on average is one constituency and no because of only one national constituency 1. 628. 918</b>
Average number of national constituencies forming one European constituency	<b>&gt; 5 national: 1 European</b>
Number of working weeks	<b>more 30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>25. 520. 854</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>8. 518. 333 ( more 33, 4 % )</b>
Budget for staff of political groups	in EUR <b>1. 041. 666 ( 4, 1 % )</b>
Budget for personal assistance to members	in EUR

Total number of staff	<b>353</b>
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>4 ( &gt; 5 % )</b>
• Committees secretariats	<b>69 ( more 10 - 15 % )</b>
• Press and Communications department	<b>1 + 2 PR expert staff no officials ( 0 % )</b>
• Research department	<b>8 ( 1 - 2 % )</b>
• Documentation department	<b>6 + 8 not officials ( 1 - 2 % )</b>
• language service	<b>1 translator not official ( 0 - 1 % )</b>
• legal service	<b>15 ( 2 - 5 % )</b>
• information technologies	<b>4 + 9 staff not officials ( 1 - 5 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	
• excluding staff	
Personal assistance	in EUR
Office allowance	in EUR ( 1 % )
Travel allowance	in EUR ( 2 % )
Individual rights of MPs	
• including salaries	in EUR ( 25 % )
• excluding salaries	in EUR ( 2 % )
Research and Documentation	in EUR

## SPAIN (CONGRESO)

### General Information

Number of Members of Parliament	<b>350</b>
Average of population forming one national constituency and one European constituency	<b>690. 000 and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>&lt; 5 national: 1 European</b>
Number of working weeks	<b>more than 30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR
Budget for staff (excl. personal assistance for members and political groups)	in EUR
Budget for staff of political groups	in EUR
Budget for personal assistance to members	in EUR

Total number of staff	
Employed by the Parliament	<b>300 more or less</b>
Officials working in the:	
• plenary service	<b>20 ( 7 % )</b>
• Committees secretariats	<b>70 ( 20 % )</b>
• Press and Communications department	<b>2 ( 0, 80 % )</b>
• Research department	<b>30 ( 10 % )</b>
• Documentation department	<b>30 ( 10 % )</b>
• language service	<b>3 ( 1 % )</b>
• legal service	<b>33 ( 10 % )</b>
• information technologies	<b>25 ( 9 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	
• excluding staff	
Personal assistance	in EUR
Office allowance	in EUR
Travel allowance	in EUR
Individual rights of MPs	
• including salaries	in EUR
• excluding salaries	in EUR
Research and Documentation	in EUR

## SPAIN (SENADO)

### General Information

Number of Members of Parliament	<b>259</b>
Average of population forming one national constituency and one European constituency	<b>not applicable and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>&lt; 5 national: 1 European</b>
Number of working weeks	<b>more than 30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>43. 702. 126, 00</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>18. 150. 148, 00</b> (more than <b>10 - 15 %</b> )
Budget for staff of political groups	in EUR <b>378. 397, 30</b> ( <b>&gt; 5 %</b> )
Budget for personal assistance to members	in EUR <b>1. 027. 037</b> ( <b>&gt; 5 %</b> )

Total number of staff	<b>460</b>
Employed by the Parliament	<b>100-500</b>
Officials working in the:	
• plenary service	<b>56 ( 19, 44 % )</b>
• Committees secretariats	<b>27 ( 9, 38 % )</b>
• Press and Communications department	<b>4 ( 1, 39 % )</b>
• Research department	<b>8 ( 2, 78 % )</b>
• Documentation department	<b>42 ( 14, 58 % )</b>
• language service	
• legal service	<b>2 ( 0, 69 % )</b>
• information technologies	<b>35 ( 12, 15 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR	
• including staff		( 10 - 20 % )
• excluding staff		( 10 - 20 % )
Personal assistance	in EUR	( 1 - 3 % )
Office allowance	in EUR	( 0 - 1 % )
Travel allowance	in EUR	( 3 - 5 % )
Individual rights of MPs		
• including salaries	in EUR	( 30 - 40 % )
• excluding salaries	in EUR	( 10 - 20 % )
Research and Documentation	in EUR	( 5 - 10 % )

## SWEDEN

### General Information

Number of Members of Parliament	<b>349</b>
Average of population forming one national constituency and one European constituency	<b>1. 200 - 1. 500 and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>1 national to 1 European</b>
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>140. 414. 769</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>33. 723. 704 ( 24 % )</b>
Budget for staff of political groups	in EUR <b>21. 470. 397 ( 15 % )</b>
Budget for personal assistance to members	in EUR <b>16. 785. 079 ( 12 % )</b>

Total number of staff	<b>638</b>
Employed by the Parliament	<b>500 - 1000</b>
Officials working in the:	
• plenary service	<b>100</b>
• Committees secretariats	<b>120</b>
• Press and Communications department	<b>59</b>
• Research department	<b>36</b>
• Documentation department	<b>24 ( 3 - 5 % )</b>
• language service	<b>3 ( 0, 4 )</b>
• legal service	<b>6 ( &lt; 1 % )</b>
• information technologies	<b>72 ( &gt; 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR	
• including staff		( 15 % )
• excluding staff		
Personal assistance	in EUR	( 12 % )
Office allowance	in EUR	
Travel allowance	in EUR	( 7 % )
Individual rights of MPs		
• including salaries	in EUR	( 23 % )
• excluding salaries	in EUR	( 0 - 1 % )
Research and Documentation	in EUR	( 2 % )

## UNITED KINGDOM

### General Information

Number of Members of Parliament	<b>646</b>
Average of population forming one national constituency and one European constituency	<b>92. 000</b> and <b>496. 000</b>
Average number of national constituencies forming one European constituency	<b>5 national: 1 European</b>
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in £ <b>349. 000. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in £ <b>52. 000. 000</b> House of Commons 2003/04 + £ <b>15. 000. 000</b> House of Lords 2003/04 ( <b>19 %</b> )
Budget for staff of political groups	in £ <b>not applicable</b> only support to the opposition parties.
Budget for personal assistance to members	in £ <b>43. 000. 000</b> ( <b>11 %</b> )

Total number of staff	<b>1. 517</b> ( House of Commons) + <b>390</b> ( House of Lords )
Employed by the Parliament	<b>1907</b>
Officials working in the:	
• plenary service	<b>342</b> ( <b>23 %</b> )
• Committees secretariats	<b>176</b> ( <b>12 %</b> )
• Press and Communications department	<b>Less than 5</b>
• Research department	<b>80</b> ( <b>5 %</b> )
• Documentation department	<b>48</b> ( <b>3 %</b> )
• language service	<b>0</b>
• legal service	<b>6</b>
• information technologies	<b>84</b> ( <b>5%</b> )

### Budget available in % of General Budget of the Parliament

Political groups	in EUR	
• including staff		
• excluding staff		( <b>1, 8 %</b> )
Personal assistance	in EUR	( <b>15 %</b> )
Office allowance	in EUR	( <b>7 %</b> )
Travel allowance	in EUR	( <b>3 %</b> )
Individual rights of MPs		
• including salaries	in EUR	( <b>18 %</b> )
• excluding salaries	in EUR	( <b>15 %</b> )
Research and Documentation	in EUR	( <b>4 %</b> )

## 2. Non EU Member States

### ALBANIA

#### General Information

Number of Members of Parliament	<b>140</b>
Average of population forming one national constituency and one European constituency	<b>23. 965 and not applicable</b>
Average number of national constituencies forming one European constituency	
Number of working weeks	<b>30 - 40</b>

#### Parliament's Administration

Budget available to the Parliament	in EUR <b>6. 535. 520</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>533. 942</b> ( 5 - 10 % )
Budget for staff of political groups	in EUR <b>64. 723</b>
Budget for personal assistance to members	in EUR

Total number of staff	<b>126</b>
Employed by the Parliament	<b>96</b>
Officials working in the:	
• plenary service	<b>15 ( more 10 - 25 % )</b>
• Committees secretariats	<b>22 ( more 10 - 25 % )</b>
• Press and Communications department	<b>6 ( more 3 - 5 % )</b>
• Research department	<b>2 ( more 3 - 5 % )</b>
• Documentation department	<b>5 ( more 3 - 5 % )</b>
• language service	<b>5 ( more 3 - 5 % )</b>
• legal service	<b>6 ( 5 - 10 % )</b>
• information technologies	<b>3 ( 1 - 5 % )</b>

#### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	
• excluding staff	
Personal assistance	in EUR
Office allowance	in EUR
Travel allowance	in EUR ( 20 - 30 % )
Individual rights of MPs	
• including salaries	in EUR ( 20 - 30 % )
• excluding salaries	in EUR ( 0 % )
Research and Documentation	in EUR ( 0 % )

## CROATIA

### General Information

Number of Members of Parliament	<b>152</b>
Average of population forming one national constituency and one European constituency	and <b>not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>10 - 20</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>15. 898. 520</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>11. 606. 623</b> ( <b>more 10 - 15 %</b> )
Budget for staff of political groups	in EUR <b>not applicable</b>
Budget for personal assistance to members	in EUR <b>not applicable</b>

Total number of staff	<b>243</b>
Employed by the Parliament	<b>100 - 500</b>
Officials working in the:	
• plenary service	<b>14 ( 5, 7 % )</b>
• Committees secretariats	<b>77 ( 31, 6 % )</b>
• Press and Communications department	<b>13 ( 5, 34 % )</b>
• Research department	
• Documentation department	<b>&lt; 10</b>
• language service	
• legal service	<b>4 ( 1, 6 % )</b>
• information technologies	<b>6 ( 2, 46 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	
• excluding staff	
Personal assistance	in EUR
Office allowance	in EUR
Travel allowance	in EUR <b>639. 115</b> ( <b>3 - 5 %</b> )
Individual rights of MPs	
• including salaries	in EUR <b>9. 121. 800</b> ( <b>&gt; 50 %</b> )
• excluding salaries	in EUR <b>701. 059</b> ( <b>3 - 5 %</b> )
Research and Documentation	in EUR

## GEORGIA

### General Information

Number of Members of Parliament	<b>221</b>
Average of population forming one national constituency and one European constituency	and <b>not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>more than 30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in LARI <b>17. 445. 800</b>
Budget for staff (excl. personal assistance for members and political groups)	in LARI <b>4. 168. 660 ( more 10 - 15 % )</b>
Budget for staff of political groups	in LARI <b>162. 720 ( 3, 9 % )</b>
Budget for personal assistance to members	in LARI <b>306. 600 ( &gt; 5 % )</b>

Total number of staff	<b>675</b>
Employed by the Parliament	<b>500 - 1000</b>
Officials working in the:	
• plenary service	<b>&gt; 10 ( &gt; 5 % )</b>
• Committees secretariats	<b>142 ( more than 10 - 15 % )</b>
• Press and Communications department	<b>23 ( more than 3 - 5 % )</b>
• Research department	<b>49 ( more than 3 - 5 % )</b>
• Documentation department	<b>19 ( 3 - 5 % )</b>
• language service	<b>18 ( 3 - 5 % )</b>
• legal service	<b>24 ( 2 - 5 % )</b>
• information technologies	<b>30 ( 1 - 5 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in LARI
• including staff	<b>4. 331. 380 ( 40 - 50 % )</b>
• excluding staff	<b>162. 720 ( 1 - 3 % )</b>
Personal assistance	in LARI <b>360. 000 ( 3 - 5 % )</b>
Office allowance	in LARI <b>Not applicable</b>
Travel allowance	in LARI <b>760. 000 ( 3 - 5 % )</b>
Individual rights of MPs	
• including salaries	in LARI <b>1.205</b>
• excluding salaries	in LARI <b>not applicable</b>
Research and Documentation	in LARI <b>not applicable</b>



## ICELAND

### General Information

Number of Members of Parliament	<b>63</b>
Average of population forming one national constituency and one European constituency	<b>30. 000 and not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>more than 30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>21. 940. 570</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>6. 556. 557 ( 29, 9 % )</b>
Budget for staff of political groups	in EUR <b>665. 055 ( 3, 0 % )</b>
Budget for personal assistance to members	in EUR <b>0 ( 0 - 1 % )</b>

Total number of staff	<b>104</b>
Employed by the Parliament	<b>104</b>
Officials working in the:	
• plenary service	<b>10 ( 5 - 10 % )</b>
• Committees secretariats	<b>&gt; 25 ( 10 - 15 % )</b>
• Press and Communications department	<b>2 ( 1 - 2 % )</b>
• Research department	<b>4 ( 3 - 5 % )</b>
• Documentation department	<b>10 - 25 ( 3 - 5 % )</b>
• language service	<b>0 ( 0 - 1 % )</b>
• legal service	<b>5 - 10 ( 5 - 10 % )</b>
• information technologies	<b>&gt; 10 ( 1 - 5 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	<b>665. 055 ( 3, 3 % )</b>
• excluding staff	<b>not applicable</b>
Personal assistance	in EUR <b>not applicable</b>
Office allowance	in EUR ( 3 - 5 % )
Travel allowance	in EUR ( 3 - 5 % )
Individual rights of MPs	
• including salaries	in EUR ( 30 - 40 % )
• excluding salaries	in EUR ( 10 - 20 % )
Research and Documentation	in EUR ( 5 - 10 % )

## ISRAEL

### General Information

Number of Members of Parliament	<b>120</b>
Average of population forming one national constituency and one European constituency	<b>no because of only one national constituency and not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>30 - 40 sometimes 49</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>61. 702. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>20. 644. 545 ( 33 % )</b>
Budget for staff of political groups	in EUR <b>1. 090. 900 ( &gt; 5 % )</b>
Budget for personal assistance to members	in EUR <b>3. 763. 600 ( 5 - 10 % )</b>

Total number of staff	<b>approx 400</b>
Employed by the Parliament	<b>approx 400</b>
Officials working in the:	
• plenary service	
• Committees secretariats	<b>44 ( 10 - 15 % )</b>
• Press and Communications department	<b>3 ( 0, 75 % )</b>
• Research department	<b>35 ( 8, 75 % )</b>
• Documentation department	<b>65 ( 16, 25 % )</b>
• language service	<b>3 ( 0, 75 % )</b>
• legal service	<b>27 ( 6, 75 % )</b>
• information technologies	<b>5 ( 1, 25 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	<b>867. 300 ( 1,7 % )</b>
• excluding staff	<b>not applicable</b>
Personal assistance	in EUR <b>3. 763. 600 ( 7 % )</b>
Office allowance	in EUR <b>2. 254. 500 ( 4 % )</b>
Travel allowance	in EUR <b>1. 272. 700 ( 2 % )</b>
Individual rights of MPs	
• including salaries	in EUR <b>17. 818. 100 ( 29 % )</b>
• excluding salaries	in EUR <b>9. 454. 500 ( 16 % )</b>
Research and Documentation	in EUR <b>1. 472. 700 ( 2,3 % )</b>

## MACEDONIA

### General Information

Number of Members of Parliament	<b>120</b>
Average of population forming one national constituency and one European constituency	<b>277. 000 and not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>5. 151. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR
Budget for staff of political groups	in EUR
Budget for personal assistance to members	in EUR

Total number of staff	<b>184</b>
Employed by the Parliament	<b>184</b>
Officials working in the:	
• plenary service	<b>8 ( &gt; 5 % )</b>
• Committees secretariats	<b>14 ( 5 - 10 % )</b>
• Press and Communications department	<b>4 ( 1 - 2 % )</b>
• Research department	<b>6 ( 3 - 5 % )</b>
• Documentation department	<b>3 ( 1 - 2 % )</b>
• language service	<b>8 ( 3 - 5 % )</b>
• legal service	<b>5 ( 2 - 7 % )</b>
• information technologies	<b>12 ( 5 - 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	
• excluding staff	
Personal assistance	in EUR
Office allowance	in EUR
Travel allowance	in EUR
Individual rights of MPs	
• including salaries	in EUR <b>577. 000 ( 11 % )</b>
• excluding salaries	in EUR <b>155. 000 ( 3 % )</b>
Research and Documentation	in EUR

## NORWAY

### General Information

Number of Members of Parliament	<b>165</b>
Average of population forming one national constituency and one European constituency	<b>not applicable</b> and
Average number of national constituencies forming one European constituency	
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in NOK <b>832. 949. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in NOK <b>832. 949. 000 - 103. 215. 000 = 729. 734. 000 ( 20 % )</b>
Budget for staff of political groups	in NOK <b>103. 215. 000 ( 10 - 15 % )</b>
Budget for personal assistance to members	in NOK

Total number of staff	<b>540</b>
Employed by the Parliament	<b>390</b>
Officials working in the:	
• plenary service	<b>44 ( 10 - 15 % )</b>
• Committees secretariats	<b>13 ( &gt; 5 % )</b>
• Press and Communications department	<b>&gt; 10 ( 0 % )</b>
• Research department	<b>7 ( 0 % )</b>
• Documentation department	<b>54 ( more than 14 % )</b>
• language service	<b>&gt; 10 ( 0 % )</b>
• legal service	<b>&gt; 5 ( 1 - 2 % )</b>
• information technologies	<b>10 - 25 ( 5 - 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in MNOK
• including staff	<b>99 ( 10 - 20 % )</b>
• excluding staff	<b>not applicable</b>
Personal assistance	in MNOK <b>not applicable</b>
Office allowance	in MNOK <b>office free</b>
Travel allowance	in MNOK <b>30. 6 ( 5 - 10 % )</b>
Individual rights of MPs	
• including salaries	in MNOK <b>103. 5</b>
• excluding salaries	in MNOK <b>not applicable</b>
Research and Documentation	in MNOK <b>58. 4</b>

## ROMANIA

### General Information

Number of Members of Parliament	<b>469</b>
Average of population forming one national constituency and one European constituency	<b>no, because of only one national constituency and no, because of only one national constituency</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>30 - 40</b>

### Parliament's Administration

Budget available to the Parliament	in EUR <b>38 millions ( Chamber of Deputies )</b>
Budget for staff (excl. personal assistance for members and political groups)	in EUR <b>7.84 millions ( more than 20, 63 % )</b>
Budget for staff of political groups	in EUR <b>0.520 millions ( 1, 38 % )</b>
Budget for personal assistance to members	in EUR <b>1.96 millions ( 5, 16 % )</b>

Total number of staff	<b>1416</b>
Employed by the Parliament	<b>806</b>
Officials working in the:	
• plenary service	<b>37 ( 2, 62 % )</b>
• Committees secretariats	<b>113 ( 7, 98 % )</b>
• Press and Communications department	<b>43 ( 3, 03 % )</b>
• Research department	
• Documentation department	<b>36 ( 2, 54 % )</b>
• language service	
• legal service	<b>4 Legal Contentious Office ( 0, 27 % ) 28 Legislative Division ( 1, 98 % )</b>
• information technologies	<b>44 ( 3, 10 % )</b>

### Budget available in % of General Budget of the Parliament

Political groups	in EUR
• including staff	<b>13, 88 millions ( 36, 5 % )</b>
• excluding staff	<b>13, 35 millions ( 35, 15 % )</b>
Personal assistance	in EUR <b>1, 96 millions ( 5, 15 % )</b>
Office allowance	in EUR <b>5, 23 millions ( 13, 75 % )</b>
Travel allowance	in EUR <b>0, 83 millions ( 2, 20 % )</b>
Individual rights of MPs	
• including salaries	in EUR <b>13, 35 millions ( 35, 13 % )</b>
• excluding salaries	in EUR <b>8, 12 millions ( 21, 40 % )</b>
Research and Documentation	in EUR

## SWITZERLAND

### General Information

Number of Members of Parliament	<b>200 + 46</b>
Average of population forming one national constituency and one European constituency	<b>cantons are the constituencies. Smaller cantons: 15 - 40. 000; Biggest: 1. 000. 000 and not applicable</b>
Average number of national constituencies forming one European constituency	<b>not applicable</b>
Number of working weeks	<b>20 - 30</b>

### Parliament's Administration

Budget available to the Parliament	in CHF <b>80. 000. 000</b>
Budget for staff (excl. personal assistance for members and political groups)	in CHF <b>23. 000. 000</b> ca ( <b>29 %</b> )
Budget for staff of political groups	in CHF <b>4. 700. 000</b> ca ( <b>6 %</b> ) Basic Contribution <b>92. 000</b> CHF Contribution per MP <b>17. 000</b> CHF
Budget for personal assistance to members	in CHF <b>7. 380. 000</b> ca ( <b>9 %</b> )

Total number of staff	ca <b>180</b>
Employed by the Parliament	ca <b>180 full time, 280 employees</b>
Officials working in the:	
• plenary service	<b>14</b> ca ( <b>8 %</b> )
• Committees secretariats	<b>30</b> ca ( <b>16 %</b> )
• Press and Communications department	<b>9</b> ca ( <b>5 %</b> )
• Research department	ca ( <b>0 %</b> ) There is only a Doc. Dep. in addition to Committee Secretariats
• Documentation department	<b>14</b> ca ( <b>8 %</b> )
• language service	<b>7</b> ca ( <b>4 %</b> )
• legal service	<b>2</b> ca ( <b>1 %</b> )
• information technologies	<b>16</b> ca ( <b>9 %</b> )

### Budget available in % of General Budget of the Parliament

Political groups	in CHF
• including staff	ca <b>4. 700. 000</b> ( <b>5 - 10 %</b> ) as lump sum
• excluding staff	
Personal assistance	in CHF <b>7. 380. 000</b> ( <b>5 - 10 %</b> ) ( <b>30. 000</b> per MP for personal and material costs)
Office allowance	
Travel allowance	in CHF <b>2. 000. 000</b> ( <b>1 - 3 %</b> )
Individual rights of MPs	
• including salaries	in CHF <b>5. 166. 000</b> ( <b>21.000</b> per MP )
• excluding salaries	in CHF Daily allowance <b>400</b> francs; meal <b>110</b> ; Accom. <b>170</b> francs. For each day
Research and Documentation	in CHF <b>2. 000. 000</b> ( <b>1 - 3 %</b> )

Answers by:

EU Member states																	
	BE		CZ	DN	EE	DE	EL	HU	IT	LV	PL	SK	SI	ES		SE	UK
	Chambre	Senat				Bundesrat								Congreso	Senado		
<b>Personal Assistants</b>																	
N°. Of Assistants per MP	1	2	1	1	0	0	<3	1	2	1	2	1	0	1	0	1	3
Assistant wages from lump sum	No	No	Yes	Partly	N/A	N/A	Partly	Yes	Yes	No	Yes	No	N/A	Partly	No	N/A	Yes
Assistant wages from Parl. Budg.	Yes	Yes	Yes	No	N/A	N/A	Partly	Yes	No	Yes	N/A	Yes	N/A	Partly	Partly	No	Yes
Assistants are officials of Parliament	No	No	No	No	N/A	N/A	Partly	No	No	Yes	No	No	N/A	No	No	No	No
MP financial res. Incl. staff				>1000€/M	>1000€/M	N/A	1000-2500€	>1000€/M	2500-5000€		1000-2500€	1000-2500€	N/A			N/A	5000-10000€
MP financial res. Excl. staff				0-250€/p/M	0-250€/p/M	N/A		N/A	<1000€/p/M			500-1000€/p/M	N/A			N/A	0-250€/p/M
MP decides Ass. Contract	Yes	Yes	Partly	Yes	N/A	N/A	Partly	Yes	Yes	No	Yes	No	N/A	Partly		No	Partly
MP decides Ass. Workplace	Yes	Yes	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	Yes	Yes	N/A	No		Partly	Yes
Assistant wages under Collective wage agreement	Yes	Yes	No	Partly	N/A	N/A	Partly	No	No	No	No	No	N/A	Yes	No	Partly	No
Assistant provides aid to others	ALL	ALL		ALL	N/A	N/A				Partly	ALL	ALL	N/A	Nat P		ALL	ALL
Personal ass. Wages from National Party	No	Sometimes	No	Sometimes	Sometimes	N/A	No	No		No	No	No	N/A	No	Sometimes	No	Partly
Personal ass. Wages from external bodies	No	No	No	No	N/A	N/A	No	No		No	No	No	N/A	No	Sometimes	No	Depends
Contract maximum duration	Open ended	Open ended	Depends	Depends	Depends	N/A	1 legislature	1 legislature	Depends	1 legislature	1 legislature	1 legislature	N/A	1 legislature	1 legislature	Depends	Depends
Special duty MP get more staff or resources	Yes	Yes	No	No	Depends	N/A	No	No	Depends	No	No	Yes	N/A	No	Depends	Yes	Yes
Special ass. for Parl. Vice-Presidents	Yes	Yes	No	No	Yes	N/A	No	Yes	Yes	Yes	Yes	Yes	N/A	Yes	Yes	Yes	Yes
Special ass. for Committee Chairs	Yes	Yes	No	No	Depends	N/A	No	No	Yes	Yes	Yes	No	N/A	Yes	No	Yes	Yes
Special ass for Party Leaders	Yes	Yes	No	No	Depends	N/A	No	No	No	Yes	No	No	N/A	Yes	No	Yes	Yes
Special ass. for MP with special functions	Yes	Yes	No	No	N/A	N/A	No	No	Depends	No	Depends	No	N/A	No	No	Yes	No
<b>Responsibilities of Personal Assistants (PA), Officials of Political Groups (OPG) &amp; Officials of Parliament (OP)</b>																	
Advisor in political questions	OPG & PA	OPG & PA	OPG & PA	ALL	OP & OPG	OP	ALL	OPG & PA		PA, OPG&OP	PA, OPG, EXTERN	OPG & PA	OPG	OPG&EXTE RN	PA & OP	PA, OPG&OP	PA, OPG, EXTERN
Advisor on legal questions	PA, OP & EXTERN	ALL	OPG & PA	ALL	OP, EXTERN	OP	ALL	PA, OPG&OP	OP	PA, OPG&OP	ALL	OP & OPG	OPG&OP	OP, OPG, EXTERN	OP	OP	ALL
Ass. in admin. Work	PA & OP	ALL	PA & OP	ALL	OPG&EXTE RN	OP	ALL	PA, OPG&OP		PA, OPG&OP	PA, OP & EXTERN	OPG & PA	OPG&OP	PA, OPG&OP	PA, OPG&OP	PA, OPG&OP	PA, OPG&OP
Ass. in Technical work	OP	OP, EXTERN	PA & OP	ALL	OP, EXTERN	OP	ALL	PA, OPG&OP	OP	OP	PA, OP & EXTERN	OPG & PA	OP	PA, OPG&OP	PA & OP	OP, EXTERN	PA, OPG&OP
Organising Parliaments admin. Work	OP & OPG	OP	PA & OP	OP	OP & OPG	OP	ALL	OP	OP	OP	OPG	OP	OPG&OP	OP	OP	OP	OP
Constituency ass.	PA	PA	OPG & PA	PA, OPG, EXTERN	OPG&EXTE RN	OP	PA	OPG & PA		PA	PA, OPG, EXTERN	OP & OPG	EXT	OPG	PA & OP	PA, OPG&OP	PA, OPG&OP
Contact with nation. parl.	OPG	OPG & PA	PA, OPG&OP	ALL	OP & OPG	OP	PA	PA, OPG&OP	OP	PA, OPG&OP	OPG	PA	OPG&OP	OPG	OP & OPG	PA, OPG&OP	PA, OPG&OP
Contact with regional parl.	OPG	OPG & PA	OPG & PA	ALL	OP, OPG, EXTERN	OP	PA	OPG & PA	OP		PA, OPG, EXTERN	OPG & PA	OPG&OP		OP & OPG	PA, OPG&OP	PA, OPG&OP
Contact with enterprises	OPG & PA	OPG & PA	PA	ALL	OP, OPG, EXTERN		PA	OPG & PA		PA	PA & EXTERN	OPG & PA	OPG		OPG & PA	PA, OPG&OP	PA, OPG&OP
Contact with lobbyists	OPG & PA	OPG & PA	OPG & PA	ALL	OPG&EXTE RN		PA	PA, OPG&OP		OPG & PA		PA	OPG		OPG & PA	OPG & PA	OPG & PA
Contact with own political party	OPG & PA	OPG & PA	OPG & PA	PA, OPG, EXTERN	OPG		PA	OPG & PA		OPG & PA	OPG & PA	PA	OPG	OPG & PA	PA	OPG & PA	OPG & PA
Contact with other political party	OPG & PA	OPG & PA	OPG	PA, OPG, EXTERN	OPG		PA	OPG & PA		OPG & PA	OPG & PA	OPG & PA	OPG	PA, OPG&OP	PA	OPG & PA	OPG & PA
Contact with parliament's administration	PA, OPG&OP	OPG & PA	PA, OPG&OP	ALL	OP & OPG	OP	PA	PA, OPG&OP	OP	PA, OPG&OP	OP	OPG & PA	OPG	PA, OPG&OP	OP	OPG & PA	PA, OPG&OP
Contact with the press	OPG & PA	OP & OPG	PA & OP	ALL	OP & OPG	OP	PA	PA, OPG&OP		PA, OPG&OP	PA & EXTERN	OP	OPG&OP	OPG & PA	OPG & PA	PA, OPG&OP	OPG & PA
Assistance in writing speeches for plenary	PA & OP	OPG & PA	OPG & PA	PA, OPG, EXTERN	OP, OPG, EXTERN	OP	PA	OPG & PA	OP	PA	PA, OPG, EXTERN	PA, OP & EXTERN	OPG&OP	OPG & PA	OPG & PA	OPG & PA	OPG & PA
Assistance in writing speeches for public	PA, OPG&OP	OPG & PA	OPG & PA	PA, OPG, EXTERN	OP, OPG, EXTERN	OP	PA	OPG & PA		PA	PA & EXTERN	PA & OP	OPG&EXT	OPG & PA	PA	OPG & PA	OPG & PA

Answers by:

EU Member states																	
	BE		CZ	DN	EE	DE	EL	HU	IT	LV	PL	SK	SI	ES		SE	UK
	Chambre	Senat				Bundesrat								Congreso	Senado		
Assistance in preparation of plenary meetings	PA, OPG&OP	OP	PA & OP	ALL	OPG	OP	PA	OP	OP	PA, OPG&OP	OP	PA, OPG&OP	OPG&OP	OP	OP	PA, OPG&OP	OPG & PA
Assistance in preparation of committee meetings	PA, OPG&OP	OP	PA, OPG&OP	ALL	OP	OP	PA	OP	OP	PA, OPG&OP	OP	PA & OP	OPG&OP	OP	OP	PA, OPG&OP	PA, OPG&OP
Assistance in preparation of political group meetings	OPG & PA	OP	OPG & PA	PA, OPG, EXTERN	OPG		PA	PA, OPG&OP		PA, OPG&OP	OPG	OPG & PA	OPG	OPG & PA	OPG	OPG & PA	OPG & PA
Assistance in organisation of public meetings	OPG & PA	OPG & PA	OPG & PA	ALL	OPG&EXTERN	OP	PA	OPG & PA		PA	PA & EXTERN	OPG & PA	OPG&OP	OP	PA	PA, OPG&OP	OPG & PA
Assistance in organising press contacts	OPG & PA	OP	PA, OPG&OP	PA, OPG, EXTERN	OP & OPG	OP	PA	PA, OPG&OP		PA, OPG&OP	PA & EXTERN	PA & OP	OPG&OP	OPG & PA	PA, OPG&OP	PA, OPG&OP	OPG & PA
Assistance in external contacts	PA, OPG&OP	PA, OPG&OP	OP	ALL	OP, EXTERN	OP	PA	PA, OPG&OP	OP	PA, OPG&OP	OP	OP	OPG&OP	OP	OP	PA, OPG&OP	PA, OPG&OP
Assistance in organising public events	PA, OPG&OP	OP	OPG & PA	PA, OPG, EXTERN	OPG	OP	PA	OPG & PA		PA	PA & EXTERN	OPG & PA	OPG&OP	OP & OPG	OP	PA, OPG&OP	OPG & PA
Assistance in organising lobbyist contact	OPG & PA	OPG & PA	OPG & PA	ALL	OPG		PA	OPG&OP		OPG & PA		PA	OPG	OPG & PA	OPG & PA	OPG & PA	OPG & PA
Assistance with private admin. Work		OPG & PA		EXTERN	OPG		PA	PA			PA	PA	EXT	OPG & PA	PA	OP	OPG & PA
Assistance in organising office work	OP	OPG & PA	OPG & PA	PA, OPG, EXTERN	OPG	OP	PA	OPG&OP		PA & OP	PA & EXTERN	PA	OPG&OP	PA	OP & OPG	PA, OPG&OP	OPG & PA
Assistance with official visitors	OP & OPG	OP	PA, OPG&OP	ALL	OP	OP	PA	OPG&OP	OP	OP	PA	OP	OPG&OP	OP	OP	OPG&OP	PA, OPG&OP
Assistance with visitor groups	OPG & PA	OP	PA, OPG&OP	ALL	OP	OP	PA	OPG&OP		OP	PA	PA & OP	OPG&OP	PA, OPG&OP	OP	OPG&OP	PA, OPG&OP
<b>Drafting Support Service provided</b>																	
<b>Personal Assistants (PA), Officials of Political groups (OPG), Committee Secretariat Official (CSO), Parliament Administration (PAd), Research Department (RD), Technology Assessment (TA), Universities and Public Institutes (UI) and Others</b>																	
Background notes	PA, OPG, PAd	PA, OPG, CSO, RD, UI	PA, OPG, RD	PA, OPG, CSO, RD	OPG, RD		PA, OPG, RD	PA, OPG, CSO, PAd, RD	PA, CSO, PAd, RD	PA, OPG, CSO, PAd	PA, OPG, RD	PA, RD	OPG, CSO	OPG, CSO, PAd, RD, TA	RD	PA, OPG, CSO, RD	PA, OPG, CSO, RD, TA, UI
Summaries	PA, CSO, PAd, RD	PA, OPG,	PA, OPG, RD,	PA, OPG, CSO, RD	RD		PA, OPG, CSO,	PA, OPG, CSO, PAd, RD	CSO, PAd	PA, OPG, CSO	PA, OPG, RD	PA, CSO, RD,	OPG, CSO	OPG		PA, OPG, CSO, RD	PA, OPG, CSO, RD, TA
Summing up arguments And counter-arg.	PA, CSO, PAd	PA, OPG,	PA, OPG, RD,	PA, OPG	OPG, CSO, PAd, RD		PA, OPG	PA, OPG	PA	PA, OPG, CSO	PA, OPG, RD	PA, RD	OPG	OPG		PA, OPG, CSO, RD	PA, OPG, CSO, RD
Drafting speeches	PA, PAd	PA, OPG,	PA, OPG	PA, OPG	OPG	CSO, PAd	PA, OPG	PA, OPG	PA	PA	PA, OPG, RD	PA, RD	OTH	OPG		PA, OPG, CSO, RD	PA, OPG
Obtaining background info.	PA, CSO, PAd, RD	PA, OPG, RD	PA, OPG, CSO, RD, UI	PA, OPG, CSO, PAd, RD	RD, UI	CSO, PAd	PA, OPG, CSO, PAd, RD, TA, UI	PA, OPG, CSO	PA, RD	PA, OPG, CSO, PAd	PA, OPG, RD	PA, RD	OPG, RD	OPG, CSO, PAd, RD, TA	RD	PA, OPG, CSO, CSO, PAd, RD	PA, OPG, CSO, RD, UI
Research of materials available in public	PA, CSO, PAd, RD	PA, OPG, RD	PA, OPG, RD,	PA, OPG, CSO, RD	RD, UI	CSO, PAd	PA, OPG, CSO, PAd, RD, TA, UI	PA, OPG, CSO, PAd, RD	PA, RD	PA, OPG, CSO, PAd	PA, OPG, RD	RD	OPG, RD	RD	RD	PA, OPG, CSO, CSO, PAd, RD	PA, OPG, CSO, RD, UI
Research of materials avail. in national data bases	PA, CSO, PAd, RD	PA, OPG, RD	PA, OPG, RD,	PA, OPG, RD	OPG, CSO, PAd, RD, UI	CSO, PAd	OTH	PA, OPG, CSO, PAd, RD	PA, RD	PA, CSO, PAd	PA, OPG, RD	RD	OPG, RD	OPG, CSO, PAd, RD, TA	RD	PA, OPG, CSO, CSO, PAd, RD	PA, OPG, CSO, RD, TA
Research of materials avail. in international data bases	PA, CSO, PAd, RD	PA, OPG, RD	PA, OPG, RD,	PA, OPG, RD	RD	CSO	PA	PA, OPG, CSO, PAd, RD	RD	PA, CSO, PAd	PA, OPG, RD	RD	RD	RD	RD	PA, OPG, CSO, CSO, PAd, RD	PA, OPG, CSO, RD, UI
Wording of texts in general	PA, CSO, PAd	PA, OPG	PA, OPG, CSO, PAd	PA, OPG	OPG, CSO, PAd	CSO	PA, OPG	PA, OPG, CSO, PAd	PA	PAd	PA, OPG	OPG, UI	OPG, OTH	PA, CSO, OPG		PA, OPG, CSO,	PA, OPG, CSO
Drafting legislative texts	PA, OPG, CSO, PAd, OTH	PA, OPG	PAd	PA, OPG, CSO	OPG, PAd		PA	PA, OPG, CSO, PAd	CSO, PAd, RD	CSO & RD	PA, OPG	OPG, UI, OTH	OPG(rarely), OTH	CSO, PAd		CSO, PAd	CSO,
Drafting amendments to legislative texts	PA, OPG, CSO, PAd, OTH	PA, OPG	PAd	PA, OPG, CSO	OPG, PAd	CSO	PA	PA, OPG, CSO, PAd	CSO, PAd, RD	CSO, PAd	PA, OPG	OPG, OTH	OPG, CSO, PAd	OPG		PA, OPG, CSO, PAd	CSO, UI



Answers by:

EU Member states																	
	BE		CZ	DN	EE	DE	EL	HU	IT	LV	PL	SK	SI	ES		SE	UK
	Chambre	Senat				Bundesrat								Congreso	Senado		
Comparative studies on polit. Systems	PAd, RD	PA, OPG, RD, UI	RD, UI	PA, OPG, RD	PAd, RD, UI, OTH	PAd	PA, RD	PA, OPG	RD	CSO, PAd	PA, OPG, RD, UI, OTH	RD	RD, UI	CSO, RD	RD	PA, OPG, CSO, CSO, PAd, RD, UI	PA, OPG, CSO, RD, UI
Comparative studies on legal issues	CSO, PAd, RD	PA, OPG, RD, UI	RD, UI	PA, OPG, CSO, RD	PAd, UI, OTH		RD	PA, OPG, CSO	RD	PAd	RD, UI, OTH	RD	RD, UI	OPG, PAd	RD	PA, OPG, CSO, CSO, PAd, RD, UI	PA, OPG, CSO, RD
Drafting legal opinions	PA, CSO, PAd	PA, OPG, RD, UI	PAd, RD, UI	PA, OPG	PAd, UI, OTH	PAd	PA	PA, OPG, PAd	PAd, RD	PA, CSO, PAd	RD, UI, OTH	RD	Pad(leg dep)	OPG, PAd	RD	PA, OPG, CSO, RD	
Long & medium term natural sciences research		UI	UI	PA, OPG	UI, OTH		OTH	PA, OPG, RD		UI		RD		RD		PA, OPG, RD, UI	RD, TA, UI
Long & medium term econ. & monetary affairs		UI	RD, UI	PA, OPG	RD, UI, OTH		RD	PA, OPG, RD	RD	UI		RD	UI	RD	RD	PA, OPG, CSO, CSO, PAd, RD, UI	RD, UI
<b>Availability of Parliamentary services</b>																	
Legal Service	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Drafting Service	Yes	Partly	Yes	Yes	Partly	Partly	Yes	Yes	Yes	Partly	Yes	Yes	Partly	Yes	Yes	Yes	Partly
Special Tabling Service	No	Yes	Yes	Yes	Yes	Partly	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Legal Verification Service	Yes	Partly	Yes	Yes	Partly	Yes	Partly	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Partly
In-house TV channel	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes	No	Yes	Yes	Yes	Yes
Parliamentary session webcast	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Audio-visual service	No	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Extern	Yes	Yes	Yes	Yes	Yes	Yes
Media Monitoring service	No	Yes	Yes	Partly	Partly	No	Yes	Partly	Yes	Yes	Extern	Yes	Partly	Yes	Yes	Yes	Yes
Conference & Event organisers	Yes	Yes	Yes	Partly	Partly	Yes	Yes	No	Yes	Yes	Extern	Yes	Yes	Yes	Yes	Yes	Partly
Visitor Group Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Extern	Yes	Partly	Yes	Yes	Yes	Yes
Citizen's correspondance service	No	Yes	Yes	No	Yes	Partly	Yes	Yes	No	Yes	Extern	Yes	Yes	Yes	Yes	Yes	Yes
Documentation Service	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Library	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
External databases online documentation	Yes	Yes	Yes	Yes	Partly	Partly	Yes	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes
Legislative & Parliamentary work online documentation	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Intl. Legislative & Parliamentary work online documentation	Yes	Yes	Yes	Yes	Partly	No	No	No	Yes	Partly	Yes	Yes	Partly	Yes	Yes	Yes	Partly
Newspapers for MPs	No	Yes	Yes	Yes	Partly	No	Yes	Yes	No	Yes	Extern	No	Partly	Yes	Yes	Yes	Partly
Translation Service	Partly	Yes	Extern	Partly	Partly	Partly	Extern	No	Yes	Yes	Yes	Extern	Extern	Yes	Extern	Yes	Partly
<b>Availability of Special Services</b>																	
PC, Laptops	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes
Local IT support	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Partly
Mobile Phones	No	Partly	Yes	Yes	Yes	No	Partly	Yes	No	Partly	Partly	No	Yes	Yes	Partly	Yes	No
Car service	No	Yes	Yes	No	Partly	No	Yes	Partly	No	Yes	Yes	Partly	Yes	Partly	Partly	Partly	No
Tranport ALLowances	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Partly	Yes	Yes		Yes	Yes
Medical service	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Travel Agency	Partly	No	Partly	Yes	No	No	Yes	Yes	Yes	No	Yes	No	Partly	Yes	Yes	Yes	Yes
Professional training (In-house or external) for MP	Partly	Partly	Yes	Partly	No	No	Partly	No	No	Yes	Yes	No	Yes	No	Yes	Yes	Yes
Professional training (In-house or external) for Assistant	No	Partly	Partly	Partly	No	No	No	No	No	Partly	Yes	Partly		No	Yes	Yes	Yes
Office space for MP & assistant	1	1	More	1	1	>1	1	1	No	1	N/A	1	1	More	>1	>1	1

Answers by:

EU Member states																		
	BE		CZ	DN	EE	DE	EL	HU	IT	LV	PL	SK	SI	ES		SE	UK	
	Chambre	Senat				Bundesrat								Congreso	Senado			
Sharing offices	0	0	More	0	1	More	0	1	1	More	N/A	0	1	0	Sometimes	0	0	
<b>Availability of information and Research</b>																		
Scientific research follow-up	No	No	Yes	Some	Some	No	Extern	Some	Extern	Yes	Yes	Some	Some	Some	No	Yes	Some	
International Affairs research	No	No	Yes	Some	Some	No	Some	Yes	Yes	Some	Yes	Yes	Some	Yes	Some	Yes	Yes	
Legal & Constitutional Affairs	Some	Yes	Yes	Some	Some	No	Yes	Yes	Yes	Extern	Yes	Yes	Some	Yes	Yes	Yes	Yes	
Social affairs	No	No	Yes	Some	Some	No	Some	Some	Some	Extern	Yes	Yes	Some	Yes	Some	Yes	Yes	
Financial & budgetary matters	Some	No	Yes	Some	Some	No	Some	Some	Yes	Extern	Yes	Yes	Some	Yes	Some	Yes	Yes	
Economic & Monetary Affairs	No	No	Yes	Some	Some	No	Some	Some	Yes	Extern	Yes	Yes	Some	Yes	Some	Yes	Yes	
<b>Special Research Capacities</b>																		
Specialised research departments available	No	No	Yes	Some	Some	No	Yes	Some	Yes	Extern	Some	Yes	No	Yes	Yes	Yes	Yes	
Economists	Some	No	Yes	Some	Yes	No	Some	Some	No	Extern	Some	Yes	Some	Yes	Yes	Yes	Yes	
Natural Scientists	No	No	No	No	No	No	No	No	No	Extern	Some	Yes	No	No		Some	Yes	
Philosophers	No	No	No	Some	No	No	No	Some	No	Extern	Some	No	No	No		Some	Some	
Sociologists	No	No	Yes	Some	Yes	No	No	Some	No	Extern	Some	Yes	Some	No		Some	Yes	
Lawyers	Yes	No	Yes	Some	Yes	No	Yes	Yes	Some	Extern	Some	Yes	Some	Yes	Yes	Yes	Yes	
Engineers	No	No	No	No	Some	No	No	No	Some	Extern	Some	No	No	No	Yes	Yes	Some	
Educationalists	No	No	Some	Some	Some	No	No	Some	No	Extern	Some	Yes	No	No		Yes	Yes	
European Affairs Specialists	Some	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Extern	Some	Yes	Some	Yes	Yes	Yes	Yes	
External contracted studies budget	Some	Some	Yes	No	Yes	No	No	Yes	Yes	Some		Yes	Yes	No	No	Yes	Some	
External staff budget	No	Some	No	No	Some	No	No	Yes	No	Some		Yes	Extern	No	No	Some	No	
<b>Rapid access to information</b>																		
Short info on general questions	Hours	Hours	Hours	Hours	Hours	In principal	1-2 days	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
Short studies	1-2 days	1-2 days	1-2 days	1-2 days	1-2 days	No	1-2 wks	1-2 wks	1-2 days	In principal	1-2 days	1-2 days	1-2 wks	1-2 wks	Hours	1-2 days	1-2 days	
Medium term studies	3 mths	1 mth	Depends	1 mth	1 wk	No	3 mths	In principal	1 wk	In principal	1 wk	1 wk	1 mth	1 wk	1 wk	1 mth	1 wk	
Long term studies on complex scientific matters	No	No	Depends	No	6mths	No	No	No	In principal	In principal	1 mth	1 mth	No	No		6mths	1 mth	
<b>Study and documentation requests</b>																		
<b>MP, Political Groups (PG), Parliamentary Committee (PC), Special Committee (SC), Government (GOV), Journalists (J), NGO, Public (PUB) &amp; Others.</b>																		
General questions	MP, PG, PC, SC, J, NGO, PUB	J, PUB	MP, PC, SC	MP, PG, PC, SC, GOV, J, NGO, PUB, OTH	MP, PG, PC, SC	MP, J, NGO, PUB	MP, OTH	ALL	MP, PG, PC, SC, GOV, J, NGO, PUB	ALL categ.	MP, PG, PC, SC	MP, PG, PC, J, NGO, PUB	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC, GOV	MP, PC, SC, PUB
Short term studies	PC, SC	PC, SC, OTH	MP, PC, SC	MP, PG, PC	MP, PG, PC, SC		MP, OTH	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, J, NGO, PUB	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC, GOV	MP, PC, SC, PUB
Short term documentation	PG, PC, SC	MP, PG, PC, SC	MP, PC, SC	MP, PG, PC	MP, PG, PC, SC, J, NGO, PUB, OTH		MP, OTH	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC, GOV	MP, PC, SC, PUB
Long/ mid-term intensive documentation	PC, SC	MP, PG, PC, SC	MP, PC, SC	MP, PC	MP, PG, PC, SC		MP, PC, OTH	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC, GOV	MP, PC, SC, PUB
Medium term studies	PC, SC	PC, SC, OTH	MP, PC, SC		MP, PG, PC, SC		MP, OTH	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC	MP, PG, PC, SC, GOV	MP, PC, SC, PUB
Long term studies on complex scientific matters		PC, SC, OTH	MP, PC, SC		MP, PG, PC, SC					MP, PG, PC, SC	MP, PG, PC, SC			MP, PG, PC, SC		MP, PG	MP, PG, PC, SC	

Answers by:

EU Member states																	
	BE		CZ	DN	EE	DE	EL	HU	IT	LV	PL	SK	SI	ES		SE	UK
	Chambre	Senat				Bundesrat								Congreso	Senado		
Legal advising	PC, SC	PG, PC, SC	MP, PC, SC	MP, PC	MP, PG, PC, SC		MP, OTH	MP, PG, PC, SC	MP, PG, PC, SC	MP/PG/PC/SC	MP, PG, PC, SC	MP, PG, PC	PC, SC	MP, PG, PC, SC	MP/PG	MP, PG, PC, SC, GOV, J, NGO, PUB	MP, PC, SC
Information Help Desk			ALL	ALL	J, NGO, PUB, OTH		OTH	ALL	MP, PG, PC, SC, GOV, J, NGO, PUB	MP/PG/PC/SC	MP, PG, PC, SC	GOV, J, NGO, PUB	ALL	MP, PG, PC, SC	MP/PG	MP, PG	MP, PC, SC, PUB
On-line requests	MP, PG, PC, SC, J, NGO, PUB	PUB	ALL	ALL	MP, PG, PC, SC	J, NGO, PUB	MP, OTH	ALL	MP, PG, PC, SC, GOV, J, NGO, PUB	ALL categ.	MP, PG, PC, SC	MP, PG, PC, GOV, J, NGO, PUB, OTH	ALL	MP, PG, PC, SC	MP/PG/PUB	ALL	MP, PC, SC, PUB
Telephone Requests	MP, PG, PC, SC, J, NGO, PUB	MP, PG, PC, SC, J, PUB, OTH	ALL	ALL	MP, PG, PC, SC	J, NGO, PUB	MP, OTH	ALL	MP, PG, PC, SC, GOV, J, NGO, PUB	ALL categ.	MP, PG, PC, SC	MP, PG, PC	MP, PG, PC, SC, GOV, J	MP, PG, PC, SC	MP/PG/PUB	ALL	MP, PC, SC, PUB
Formal written request	MP, PG, PC, SC, GOV, J, NGO, PUB	MP, PG, PC, SC, PUB	MP, PC, SC	ALL	MP, PG, PC, SC	J, NGO, PUB	MP, OTH	ALL	MP, PG, PC, SC	ALL categ.	MP, PG, PC, SC	MP, PG, PC	ALL	MP, PG, PC, SC	MP/PG/PUB	ALL	MP, PC, SC, PUB
<b>Parliamentary Technology Assessment</b>																	
Parliamentary TA	Yes		No	No	No	No	Yes	No	Yes	Yes	No	No	No	Yes	No	Yes	Yes
Parliamentary TA type	PC/SubC		N/A	N/A	N/A	N/A	PC/SubC	N/A	PC/SubC	PC/SubC	N/A	N/A	N/A	TA Off	N/A	IITA	TA Off
Parliamentary TA legal basis	PD		N/A	N/A	N/A	N/A	OTH	N/A	PD	PD	N/A	N/A	N/A	OTH	N/A	OTH	PD
Parliamentary TA responsible authority	SubCom TA		N/A	N/A	N/A	N/A	TA Off	N/A	SubCom TA	SubCom TA	N/A	N/A	N/A	OTH	N/A	Oth Com	Oth Com
TA projects requesting body	ALL Com		N/A	N/A	N/A	N/A	Com	N/A	SubCom TA	Com	N/A	N/A	N/A	Com	N/A	ALL Com	ALL Com
Parliamentary TA scientific unit	Extern		N/A	N/A	N/A	N/A	Intern	N/A	Intern	Extern	N/A	N/A	N/A	Intern	N/A		Intern
Parliamentary TA objectives	Info		N/A	N/A	N/A	N/A	Info	N/A	Support	Info	N/A	N/A	N/A	Support	N/A	Support	Info
Advisory Bodies	Temp Sci Board		N/A	N/A	N/A	N/A	Sci Board	N/A	Repr Board	Temp Sci Board	N/A	N/A	N/A		N/A	Repr Board	Sci Board
Results of work	Parl Doc		N/A	N/A	N/A	N/A	Stud Rep	N/A	Parl Doc	Parl Doc	N/A	N/A	N/A	Stud Rep	N/A	Stud Rep	Stud Rep
Parliamentary TA foundation	<= 2000		N/A	N/A	N/A	N/A	1990-99	N/A	1980-89	<= 2000	N/A	N/A	N/A	1980-89	N/A	1980-89	1980-89
<b>TA basic data</b>																	
2004 total budget			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
Staff numbers	1-2		N/A	N/A	N/A	N/A		N/A	1-2	1-2	N/A	N/A	N/A	<=11	N/A		5-10
Scientific staff numbers			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
2004 Parliamentary Staff Budget	>250k		N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
2004 Scientific TA unit budget (External)			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
External Staff numbers			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
External Scientific staff numbers			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
2004 External Staff budget			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
N° of studies per year			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A	1-5	N/A		
2004 External studies budget			N/A	N/A	N/A	N/A		N/A			N/A	N/A	N/A		N/A		
<b>Working Methods</b>																	
Project type	Hearing		N/A	N/A	N/A	N/A	Hearing	N/A	Hearing	Hearing	N/A	N/A	N/A		N/A		Stud Proj
Methodological approach	TA		N/A	N/A	N/A	N/A	TA	N/A	Dialogue	Dialogue	N/A	N/A	N/A		N/A	Dialogue	
Activity Focus	R & I		N/A	N/A	N/A	N/A	Conseq + Dev	N/A	Conseq + Dev	Risk & Change	N/A	N/A	N/A		N/A	Tech Dev	
TA projects political options	Parl Pol Opt		N/A	N/A	N/A	N/A	No options	N/A	Parl Pol Opt	No options	N/A	N/A	N/A		N/A	No options	

Answers by:

EU Member states																	
	BE		CZ	DN	EE	DE	EL	HU	IT	LV	PL	SK	SI	ES		SE	UK
	Chambre	Senat				Bundesrat								Congreso	Senado		
<b>Activities</b>																	
Short term studies >1 year			N/A	N/A	N/A	N/A	1-5	N/A		0	N/A	N/A	N/A		N/A	6-10	<=11
Medium term studies (1-2 years)			N/A	N/A	N/A	N/A	0	N/A		0	N/A	N/A	N/A		N/A	1-5	1-5
Long term studies < 2 years			N/A	N/A	N/A	N/A	0	N/A		0	N/A	N/A	N/A		N/A	1-5	0
Workshops, expert panels per year	1-5		N/A	N/A	N/A	N/A	0	N/A	1-5	0	N/A	N/A	N/A		N/A	1-5	1-5
Stakeholder meetings per year	1-5		N/A	N/A	N/A	N/A	6-10	N/A	1-5	<=11	N/A	N/A	N/A		N/A	1-5	
Consensus conferences			N/A	N/A	N/A	N/A	0	N/A		0	N/A	N/A	N/A		N/A	0	
Studies subjects	Info Tech		N/A	N/A	N/A	N/A	ALL areas	N/A	Info Tech		N/A	N/A	N/A		N/A	Info Tech	ALL areas
Technology areas	En Tech		N/A	N/A	N/A	N/A	En Tech	N/A	Trans tech		N/A	N/A	N/A		N/A		ALL areas
Study subjects	En Supply		N/A	N/A	N/A	N/A	Agr Tech	N/A	Sci Res		N/A	N/A	N/A		N/A		ALL areas
Activity areas	Hlth Care		N/A	N/A	N/A	N/A	Hlth Care	N/A	Ind Prod		N/A	N/A	N/A		N/A		ALL areas
Study Subjects	ALL areas		N/A	N/A	N/A	N/A	Enci	N/A	Sci Res		N/A	N/A	N/A		N/A		ALL areas
Problem areas	Privacy		N/A	N/A	N/A	N/A	Privacy	N/A			N/A	N/A	N/A		N/A	Oth	ALL areas

Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
<b>Personal Assistants</b>									
N°. Of Assistants per MP	2	0	1	0	2	0	1	1	Variable
Assistant wages from lump sum	N/A	N/A	Yes	NA	No	N/A	No	Yes	Yes
Assistant wages from Parl. Budg.	Partly	N/A	Yes	NA	Yes	N/A	No	Yes	No
Assistants are officials of Parliament	Partly	N/A	No	NA	No	N/A	No	Yes	No
MP financial res. Incl. staff		>1000€/M	>1000€/M	NA	>1000€/M		>1000€/M		
MP financial res. Excl. staff		>1000€/M	0-250€/p/M	NA	500-1000€/p/M		N/A		
MP decides Ass. Contract	No	N/A	Yes	NA	Partly	N/A	No	Yes	Yes
MP decides Ass. Workplace	Yes	N/A	Yes	NA	Yes	N/A	No	Yes	Partly
Assistant wages under Collective wage agreement	No	N/A	No	NA	No	N/A	Partly	Yes	No
Assistant provides aid to others	Nat P	N/A	OTH	NA	ALL	N/A			
Personal ass. Wages from National Party	No	N/A	Sometimes	NA	No	N/A	No	Yes	No
Personal ass. Wages from external bodies	Yes	N/A	No	NA	No	N/A	No	No	Partly
Contract maximum duration	1 legislature	N/A	Partly	NA	Short Term	N/A	Depends	1 legislature	Variable
Special duty MP get more staff or resources	No	N/A	Yes	NA	Yes	N/A	Depends	Yes	Yes
Special ass. for Parl. Vice-Presidents	No	N/A	Yes	NA	No	N/A	Depends	Yes	Yes
Special ass. for Committee Chairs	Depends	N/A	Yes	NA	Partly	N/A	Depends	Yes	Yes
Special ass for Party Leaders	Depends	N/A	Yes	NA	No	N/A	Depends	Yes	Variable
Special ass. for MP with special functions	No	N/A	No	NA	Yes	N/A	Depends	Yes	Variable
<b>Responsibilities of Personal Assistants (PA), Officials of Political Groups (OPG)&amp; Officials of Parliament (OP)</b>									
Advisor in political questions	OPG	OP	OP & OPG	OPG	OPG & PA	OP	OPG&EXTERN	OP	PA, OPG&OP
Advisor on legal questions	OP	OP	PA & OP	OP	PA, OPG&OP	OP	OP & OPG	PA, OPG&OP	OP
Ass. in admin. Work	OP	OP	PA & OP	OP & OPG	PA & OP	OP	PA & OP	OP	PA
Ass. in Technical work	OP	OP	PA & OP	OP	PA, OPG&OP	OP	PA & OP	OP	OP
Organising Parliaments admin. Work	OP	OP	PA & OP	OP		OP	OP	OP	OP
Constituency ass.	PA & OP		PA & OP	OP		OP	OPG & PA	PA	PA
Contact with nation. parl.	OP		PA & OP	OP & OPG		OP	PA, OPG&OP	OP	OP
Contact with regional parl.			PA & OP	OP & OPG		N/A	OPG & PA	N/A	PA
Contact with enterprises	OP		PA & OP	OP & OPG	PA & EXTERN	N/A	OPG & PA	PA	PA
Contact with lobbyists	OP		PA & OP	OP & OPG	PA & EXTERN	N/A	PA, OPG, EXTERN	OPG & PA	PA

Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
Contact with own political party	OPG		PA	OPG	OPG & PA	N/A	OPG & PA	OPG & PA	OPG & PA
Contact with other political party	OPG		OPG & PA	OPG	OPG & PA	N/A	OPG & PA	OPG	OPG & PA
Contact with parliament's administration	OP	OP	PA & OP	OP & OPG	PA, OPG&OP	N/A	PA, OPG&OP	PA, OPG&OP	PA & OP
Contact with the press	OP	OP	PA, OPG&OP	OP & OPG	PA, OP & EXTERN	OP	OPG	PA, OPG&OP	PA
Assistance in writing speeches for plenary	OP & OPG		OPG & PA	OP & OPG	PA, OPG&OP	OP	OP & OPG	OPG & PA	PA
Assistance in writing speeches for public		OP	OPG & PA	OPG	PA	OP	OP & OPG	OPG & PA	PA
Assistance in preparation of plenary meetings	OP	OP	OPG & PA	OP & OPG	OP	OP	OP & OPG	OP	PA & OP
Assistance in preparation of committee meetings	OP	OP	OPG & PA	OP	PA & OP	OP	OP & OPG	OP	PA
Assistance in preparation of political group meetings	OPG		OPG & PA	OPG	OPG & PA	N/A	OPG & PA	OPG	OP & OPG
Assistance in organisation of public meetings	OP & OPG	OP	OPG & PA	OPG	PA, OP & EXTERN	OP	OPG & PA	OPG & PA	PA
Assistance in organising press contacts	OP	OP	PA, OPG&OP	OP & OPG	PA, OP & EXTERN	OP	OPG	PA, OPG&OP	OP
Assistance in external contacts	OP	OP	PA, OPG&OP	OP	PA, OPG&OP	OP	OP & OPG	OP & OPG	PA
Assistance in organising public events	OP	OP	OPG & PA	OPG	PA, OPG&OP	OP	OPG&EXTER N	OP & OPG	PA
Assistance in organising lobbyist contact	OP		PA & OP	OP & OPG	PA & EXTERN	OP	PA, OPG, EXTERN	OPG	PA
Assistance with private admin. Work	EXTERN			OPG		N/A	PA		PA
Assistance in organising office work	OP	OP	OPG & PA	OP	PA, OP & EXTERN	OP	OPG & PA	PA, OPG&OP	PA
Assistance with official visitors	OP	OP	PA & OP	OP	PA, OP & EXTERN	OP	OP	OP & OPG	OP
Assistance with visitor groups	OP	OP	PA & OP	OP	PA & OP	OP	OP & OPG	OPG	PA & OP

Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
<b>Drafting Support Service provided</b>									
<b>Personal Assistants (PA), Officials of Political groups (OPG), Committee Secretariat Official (CSO), Parliament Administration (PAd), Research Department (RD), Technology Assessment (TA), Universities and Public Institutes (UI) and Others</b>									
Background notes			PA, CSO, Pad, RD,	CSO & RD	PA, OPG, CSO, RD, UI, OTH	CSO, PAd, RD	OPG, CSO, PAd, RD, UI	PA, OPG	CSO, RD, UI
Summaries			PA, CSO, RD,	CSO	PA, OPG, CSO, RD, UI	PAd	OPG, CSO, RD	PA, OPG	OPF, RD, UI
Summing up arguments And counter-arg.			PA, OPG, CSO, OTH	CSO		CSO , PAd	OPG, RD	PA, OPG, CSO	PA, OPG
Drafting speeches			PA, CSO,	CSO	PA, OTH	Pad, RD	OPG, CSO, Pad, RD	PA, OPG	PA, OPG
Obtaining background info.	RD	RD, OTH	CSO, PAd, RD	CSO & RD	PA, OPG, CSO, RD, UI, OTH	CSO , PAd	OPG, CSO, RD	RD, TA	PA, OPG, CSO, RD
Research of materials available in public		RD, OTH	RD, OTH	CSO & RD	PA, CSO, RD, UI	RD	OPG, RD	PA, OPG, CSO, PAd, RD, TA	CSO, RD, UI
Research of materials avail. in national data bases	RD	RD, OTH	UI, OTH	CSO & RD	PA, RD	RD	OPG, RD	PA, OPG, CSO, PAd, RD, TA	RD
Research of materials avail. in international data bases		RD, OTH	RD, UI, OTH	CSO & RD	RD	RD	OPG, RD	PA, OPG, CSO, PAd, RD, TA	RD
Wording of texts in general			PA, PAd, OTH	CSO	PA, Pad	TA	OPG, CSO	OPG, CSO, PAd,	PA, OPG, CSO, RD
Drafting legislative texts			PAd	CSO	PAd, UI, OTH	PAd	CSO, PAd, OTH	OPG, CSO, PAd,	CSO, PAd
Drafting amendments to legislative texts			CSO, PAd, RD	CSO	PAd, UI, OTH	PAd	CSO, PAd, OTH	OPG, CSO, PAd,	CSO, PAd
Comparative studies on polit. Systems			RD, UI, OTH	CSO & RD	RD, UI	RD	RD	PA, OPG	UI, OTH
Comparative studies on legal issues			RD, UI, OTH	CSO & RD	RD, UI, OTH	RD	RD	OPG, CSO, RD	UI, OTH
Drafting legal opinions			PA, Pad	CSO	PAd, UI, OTH	PAd	OPG, OTH	CSO	PA, OPG
Long & medium term natural sciences research			PAd, RD, UI	OTHER	RD, UI, OTH	UI	RD	RD	UI, OTH
Long & medium term econ. & monetary affairs			PAd, RD, UI	CSO & RD	PAd, UI, OTH	UI	RD	CSO, RD	UI, OTH

Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
<b>Availability of Parliamentary services</b>									
Legal Service	Yes	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes
Drafting Service		Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes
Special Tabling Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Legal Verification Service	Yes	Yes	Yes	Yes	Yes	Yes	Partly	Yes	Yes
In-house TV channel	No	Yes	Partly	Yes	Yes	Yes	No	Yes	No
Parliamentary session webcast	No	Yes	No	Yes	Yes	Partly	Yes	Yes	Yes
Audio-visual service		Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Media Monitoring service	Yes	No	Yes	Yes	Extern		Yes	Yes	Partly
Conference & Event organisers	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes
Visitor Group Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Citizen's correspondance service	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	No
Documentation Service	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Library	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
External databases online documentation		Yes	Yes	Yes	Yes	No	Yes	Yes	Partly
Legislative & Parliamentary work online documentation		Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Intl. Legislative & Parliamentary work online documentation		Yes	No	Yes	Yes	No	Yes	Yes	Partly
Newspapers for MPs	Yes	Yes	Yes	Yes	Partly	Yes	Yes	Yes	No
Translation Service	Yes	Partly	Yes	Yes	Yes	Yes	Partly	No	Partly
<b>Availability of Special Services</b>									
PC, Laptops	Partly	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Local IT support	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	Yes
Mobile Phones	Yes	Yes	Partly	Yes	Yes	Yes	Yes	Yes	No
Car service	Yes	Yes	Partly	No	Yes	Partly	Partly	Yes	No
Tranport ALLowances	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Medical service	No	Yes	Partly	No	Yes	Yes	Yes	Yes	Partly
Travel Agency	Yes	No	Partly	Partly	Partly	Partly	Yes	Yes	Partly
Professional training (In-house or external) for MP	No	Yes	No	Partly	Partly	Partly	Partly	Partly	Partly
Professional training (In-house or external) for Assistant	No	N/A	No	No	No	No	Partly	No	No
Office space for MP & assistant	N/A	Yes	>1	>1	>1	N/A	2	>1	>1
Sharing offices	0	More	1	0	0	N/A	0	2	N/A



Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
<b>Availability of information and Research</b>									
Scientific research follow-up	Some	No	Yes	Yes	Some	Yes	Some	Yes	Some
International Affairs research	Extern	No	Yes	Yes	Some	Yes	Some	Yes	Some
Legal & Constitutional Affairs	Extern	No	Yes	Yes	Yes	Yes	Yes	Yes	Some
Social affairs	Extern	No	Yes	Yes	Yes	Yes	Some	Yes	Some
Financial & budgetary matters	Some	No	Yes	Yes	Yes	Yes	Yes	Yes	Some
Economic & Monetary Affairs	Some	No	Yes	Yes	Yes	Yes	Some	Partly/Extern	Some
<b>Special Research Capacities</b>									
Specialised research departments available	Some	Some	Yes	No	Yes	Yes	Some	Yes	No
Economists	Some		Yes	Yes	Yes	Yes	Some	Yes	No
Natural Scientists	Extern		Yes	No	No	Yes	No	Yes	No
Philosophers	Some		Yes	No	No	Yes	No	Yes	No
Sociologists	Extern		Yes	Yes	Yes	Yes	No	Yes	No
Lawyers	Some		Yes	Yes	Extern	Yes	Yes	Yes	Some
Engineers	Some		Some	No	No	Yes	No	Yes	No
Educationalists			Yes	Yes	Some	Yes	No	Yes	No
European Affairs Specialists	Some		Some	Yes	No	Yes	Some	Yes	No
External contracted studies budget	No	No	Yes	Yes	Yes	No	Yes	Some	Some
External staff budget	Yes	No	Yes	No	Yes	No	No	Yes	No
<b>Rapid access to information</b>									
Short info on general questions	1-2 days	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Short studies	1-2 wks	No	1-2 days	Hrs/days/wks	1-2 wks	1-2 days	1-2 days	1-2 days	Depends
Medium term studies	No	No	3 mths	1mth/ In prin.	1 mth	1 wk	1 wk	1 wk	Depends
Long term studies on complex scientific matters	In principal	No	1 year	In principal	6mths		In principal	1 mth	Depends

Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
<b>Study and documentation requests</b>									
<b>MP, Political Groups (PG), Parliamentary Committee (PC), Special Committee (SC), Government (GOV), Journalists (J), NGO, Public (PUB) &amp; Others.</b>									
General questions	MP/PC/SC/J	MP, PG, GOV, J, NGO, PUB, OTH	GOV, PUB, OTH	ALL categ.	MP, PC, SC, GOV, J, NGO, PUB, OTH	MP, PG, PC, GOV, J, NGO, PUB	MP, PG, PC, CSO	MP, PG, PC, SC	ALL
Short term studies	MP/PC		GOV, J, PUB, OTH	MP/PC/SC	MP, PC, SC, OTH	MP, PG	MP, PG, PC, CSO	MP, PG, PC, SC	MP, PG, PC, SC
Short term documentation	MP/PG/PC/SC		GOV, J, NGO, OTH	MP/PC/SC	N/A	MP, PG	MP, PG, PC, CSO	MP, PG, PC, SC	MP, PG, PC, SC
Long/ mid-term intensive documentation	MP/PC		GOV, J, NGO, PUB, OTH	MP/PC/SC	N/A	MP, PG	MP, PG, PC, CSO	MP, PG, PC, SC	MP, PG, PC, SC
Medium term studies			CS, GOV, NGO, PUB, OTH	MP/PC/SC	MP, PC, SC, OTH	MP, PG	MP, PG, PC, CSO	MP, PG, PC, SC	MP, PG, PC, SC
Long term studies on complex scientific matters			MP, PG, PC, SC, GOV, NGO, PUB, OTH	MP/PC/SC	N/A		MP, PG, PC, CSO	MP, PG, PC, SC	MP, PG, PC, SC
Legal advising	MP/PG/PC/SC		PC, SC, GOV, OTH	MP/PC/SC	MP, PC, SC, OTH	MP, PG	MP, PG, PC, CSO	MP, PG, PC, SC	MP, PG, PC, SC
Information Help Desk	MP/PG/PC/SC/GOV/NGO	MP, PG, PC, GOV	ALL	ALL categ.	ALL	MP, PG		MP, PG, PC, SC	
On-line requests	MP/PG/PC/OTH	PC, J, NGO, PUB, OTH	GOV, J, NGO, PUB, OTH	ALL categ.	ALL	MP, PG	MP, PG, PC, CSO	MP, PG, PC, SC	ALL
Telephone Requests	MP/PG/PC/SC/GOV/OTH	ALL	GOV, J, NGO, PUB, OTH	ALL categ.	ALL	MP, PG	MP, PG, PC, CSO	MP	ALL
Formal written request	MP/PC/SC/NGO	J, NGO, PUB	SC, GOV, OTH	ALL categ.	MP, PC, SC, GOV	MP, PG, PC, GOV, J, NGO, PUB	MP, PG, PC, CSO	MP, PG, PC, SC	ALL
<b>Parliamentary Technology Assessment</b>									
Parliamentary TA	No	No	Yes	N/A	No	No	No	No	No
Parliamentary TA type	N/A	N/A	TA Off	N/A	N/A	N/A	N/A	N/A	N/A
Parliamentary TA legal basis	N/A	N/A	PD	N/A	N/A	N/A	N/A	N/A	N/A
Parliamentary TA responsible authority	N/A	N/A	OTH	N/A	N/A	N/A	N/A	N/A	N/A
TA projects requesting body	N/A	N/A	ALL Com	N/A	N/A	N/A	N/A	N/A	N/A
Parliamentary TA scientific unit	N/A	N/A	Intern	N/A	N/A	N/A	N/A	N/A	N/A
Parliamentary TA objectives	N/A	N/A	Support	N/A	N/A	N/A	N/A	N/A	N/A
Advisory Bodies	N/A	N/A	Sci Board	N/A	N/A	N/A	N/A	N/A	N/A
Results of work	N/A	N/A	Parl Doc	N/A	N/A	N/A	N/A	N/A	N/A
Parliamentary TA foundation	N/A	N/A	1990-99	N/A	N/A	N/A	N/A	N/A	N/A

Answers by:

Non-EU Member States									
	AL	HR	GE	IS	IL	MK	NO	RO	CH
<b>TA basic data</b>									
2004 total budget	N/A	N/A	>500k	N/A	N/A	N/A	N/A	N/A	N/A
Staff numbers	N/A	N/A	<=11	N/A	N/A	N/A	N/A	N/A	N/A
Scientific staff numbers	N/A	N/A	5-10	N/A	N/A	N/A	N/A	N/A	N/A
2004 Parliamentary Staff Budget	N/A	N/A	>250k	N/A	N/A	N/A	N/A	N/A	N/A
2004 Scientific TA unit budget (External)	N/A	N/A	>500k	N/A	N/A	N/A	N/A	N/A	N/A
External Staff numbers	N/A	N/A	2-5	N/A	N/A	N/A	N/A	N/A	N/A
External Scientific staff numbers	N/A	N/A	1-2	N/A	N/A	N/A	N/A	N/A	N/A
2004 External Staff budget	N/A	N/A	>250k	N/A	N/A	N/A	N/A	N/A	N/A
N° of studies per year	N/A	N/A	1-5		N/A	N/A	N/A	N/A	N/A
2004 External studies budget	N/A	N/A	>250k	N/A	N/A	N/A	N/A	N/A	N/A
<b>Working Methods</b>									
Project type	N/A	N/A	Stud Proj, Hearings	N/A	N/A	N/A	N/A	N/A	N/A
Methodological approach	N/A	N/A	TA, Dialogue	N/A	N/A	N/A	N/A	N/A	N/A
Activity Focus	N/A	N/A	Tech Dev	N/A	N/A	N/A	N/A	N/A	N/A
TA projects political options	N/A	N/A	Res Pol Options	N/A	N/A	N/A	N/A	N/A	N/A
<b>Activities</b>									
Short term studies >1 year	N/A	N/A	1-5	N/A	N/A	N/A	N/A	N/A	N/A
Medium term studies (1-2 years)	N/A	N/A	1-5	N/A	N/A	N/A	N/A	N/A	N/A
Long term studies < 2 years	N/A	N/A	1-5	N/A	N/A	N/A	N/A	N/A	N/A
Workshops, expert panels per year	N/A	N/A	1-5	N/A	N/A	N/A	N/A	N/A	N/A
Stakeholder meetings per year	N/A	N/A	1-5	N/A	N/A	N/A	N/A	N/A	N/A
Consensus conferences	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A
Studies subjects	N/A	N/A	Info Tech	N/A	N/A	N/A	N/A	N/A	N/A
Technology areas	N/A	N/A	Other	N/A	N/A	N/A	N/A	N/A	N/A
Study subjects	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A
Activity areas	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A
Study Subjects	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A
Problem areas	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A