

**RULES GOVERNING RECORDINGS BY NON-MEDIA REPRESENTATIVES
ON THE PREMISES OF THE EUROPEAN PARLIAMENT**

BUREAU DECISION

OF 9 MAY 2016

THE BUREAU OF THE EUROPEAN PARLIAMENT,

- having regard to Rule 25(2) of the European Parliament's Rules of Procedure,

HAS ADOPTED THIS DECISION:

*Article 1
Definitions*

1. For the purpose of these Rules, 'recordings' shall mean all forms of sound or image recording within the European Parliament's premises, carried out by non-media representatives.
2. For the purpose of these rules, 'non-media representative' shall mean any individual wishing to engage in audiovisual communication work on the premises of the European Parliament other than for editorially independent media organisations, as described in the rules for media accreditation to the EP.¹

*Article 2
General Principles and Requirements*

1. A non-media representative shall have a valid access card to the European Parliament prior to receiving a non-media recording permit.
2. Non-media representatives shall be in possession of a non-media recording permit, issued by the European Parliament's Directorate for Media (hereinafter 'Directorate for Media'), in order to undertake recordings in the European Parliament.
3. Instructions received from the Directorate for Media or any Security official must be strictly observed.

¹ According to the rules for media accreditation to the EP, a media organisation must be editorially independent and a commercial organisation with no distribution restrictions; be open about how and by whom it is financed; and provide information on the activities of the European Institutions. The rules include additional requirements for online media and periodicals: http://www.europarl.europa.eu/pdf/Accreditations/Accreditation_en_2016.pdf

4. Recordings by non-media representatives are not permitted during the recess period of the European Parliament and when no parliamentary activities take place in the buildings in Brussels or Strasbourg, except with a specific permission from the Directorate for Media.
5. The use of hidden cameras or hidden sound recording equipment is prohibited.

Article 3
Acceptance of these Rules

Non-media representatives shall be supplied with a copy of these Rules and shall fill in the form in annex undertaking to comply with them.

Article 4
Areas where recording is permitted

Recording is only permitted for the purpose, and in the locations, at the date, and during the time span, as indicated in the application form in the Annex.

Article 5
Areas where recordings are prohibited at all times

Recordings are strictly prohibited:

- in all restaurants and bars;
- in areas where security control equipment is installed, in particular at the entrances to Parliament's buildings;
- in all areas and offices reserved for parliamentary services, including car parks, administrative offices and spaces, and all areas to which access is restricted;
- in commercial areas, including shops and banks;
- in areas where it is clearly indicated by signs that recordings are prohibited.

Article 6
Respect for dignity, privacy and integrity of property

Non-media representatives shall have due regard for the dignity and privacy of all individuals present inside the buildings, as well as to the integrity of Parliament's property and equipment.

Article 7
Individual permissions

1. Members may decline an interview request or end an interview at any time. Non-media representatives shall respect any such decision.
2. Addressing staff members with recording equipment running without their prior permission is prohibited.

Article 8
Infringements of these Rules

1. When an infringement of these Rules by a non-media representative is established by the Directorate for Media, the non-media recording permit of the individuals concerned becomes automatically and immediately void.
2. In addition, future requests for a non-media recording permit by that individual or organisation may be refused for a period of up to one year.

Article 9
Appeal

Non-media representatives may appeal against the establishment of an infringement of these Rules by the Directorate for Media, to the College of Quaestors of the European Parliament within one month from the date of notice of establishment of the infringement.

Article 10
Entry into force

This decision shall enter into force on 1 June 2016.

Annex - Form for non-media representatives to explicitly undertake to comply with these Rules

UNDERTAKING TO COMPLY WITH THE RULES GOVERNING RECORDINGS BY NON-MEDIA REPRESENTATIVES ON THE PREMISES OF THE EUROPEAN PARLIAMENT

I, the undersigned:

Family name: First name:

Mobile phone:

Email:

Production house (when relevant, if several, please specify all):
.....

Requesting authority for these recordings (when relevant):
.....

Confirm to have received a copy of the Rules governing recordings by non-media representatives on the premises of the European Parliament, and undertake to comply with these Rules during the period for which I have received a recording permit. Furthermore, I understand that the restricted authorisation for recordings within the European Parliament only covers the following:

- Subject / event:
- MEP:
- Political group:
- Location:
- Date:
- Time span of recording:
- Distribution channel:

Recordings of other events/subjects, members, political groups and locations, other than the above-mentioned are not permitted. Recordings made under this authorisation for non-media can only be used for special events, communication or promotional work, and cannot be used for News program on any media.

Made in:

Date:

Signature:
