

FAQs

Publication of scheduled meetings with interest representatives falling under the scope of the Transparency register

Who needs to publish?

- Only rapporteurs, shadow rapporteurs and committee chairs are required, for each report, to publish online their scheduled meetings with interest representatives falling under the scope of the Transparency register.
- All other Members, including committee vice-chairs, delegation chairs or coordinators, have no legal obligation, but may do so on a voluntary basis.

Which meetings fall under the scope of the Transparency Register¹?

- Meetings held with any organisations and/or self-employed individuals, irrespective of their legal status, engaged in any kind of activities carried out with the objective of directly or indirectly influencing the formulation or implementation of policy and the decision-making processes of the EU institutions.
- Following meetings are excluded:
 - Meetings held with representatives of political parties and political foundations, including at European level.
 - Meetings held with representatives of other Union institutions or bodies or international organisations.
 - Meetings held with national, regional and local authorities of Member States and/or third countries, including meetings held with elected representatives and elected officeholders at local, regional or municipal level.
 - Meetings held with social partners (trade unions, employers associations, etc) in the context of the Social Dialogue (Art. 154 TFEU), aimed at promoting the consultation of management and labour and facilitating their dialogue at Union level.
 - Meetings held in the context of the dialogue with churches, religious associations or communities, as well as with philosophical and non-confessional organisations (Article 17 TFEU).

¹ [Agreement of 16 April 2014 between the European Parliament and the European Commission on the transparency register for organisations and self-employed individuals engaged in EU policy-making and policy implementation \(OJ L 277, 19.9.2014, p. 11 - 24\)](#). To search the Register, click [here](#).

- Meetings with citizens fall outside the scope of the Transparency Register, unless the citizens are engaged in activities aimed at directly or indirectly influencing EU policies and decision-making.
- However, meetings held with legal entities, offices, networks and/or associations created to represent local, regional and municipal authorities collectively, in their dealings with the EU institutions, are covered².

If applicable, meetings fall under the scope of the Transparency Register independently of the registration in the Transparency Register of the interest representatives concerned³.

Members may address requests for guidance regarding the scope of the Transparency register to the EP Secretariat (Transparency Unit: TRANSPARENCY-REGISTER-CONTACT@europarl.europa.eu)

What is a scheduled meeting?

- Any meeting organised at the initiative of the interest representative or the Member, which has been accepted by the parties, and for which both a certain date and time is set.
- Encounters of a purely private or social character or spontaneous encounters are excluded.

When must the scheduled meeting be published?

- A meeting can be published either before or after it took place.
- Scheduled meetings held by rapporteurs, shadow rapporteurs and committee chairs pertaining to a certain report need to be disclosed at the latest after the meeting and in advance of the vote in committee.
- Scheduled meetings held by rapporteurs, shadow rapporteurs and committee chairs pertaining to a certain report occurring after the committee vote must be published before the vote in plenary.
- If the publication of such meetings is not possible within this time limit, due to the close temporal connection of the meeting to the vote on the report, it should take place without undue delay and in any case by the end of the week following the date of the meeting.
- If applicable, the disclosure obligation by rapporteurs, shadow rapporteurs and committee chairs, for each report, remains in force during the phase of interinstitutional negotiations, but ends with the conclusion of the legislative procedure.
- Voluntary publication can be done anytime.

² See paragraphs 16 and 17 of the Agreement on the Transparency Register: Since “any association or network created to represent regions collectively is expected to register” and so are “local and municipal authorities or cities, or their representation offices, associations or networks”.

³ Please note that according to Rule 11(2) of Parliament’s Rules of Procedure “Members should adopt the systematic practice of only meeting interest representatives that have registered in the Transparency Register”.

What elements must be disclosed?

The elements to be published are the following:

- The date and place of the scheduled meeting.
- The report concerned (or the subject of the meeting in case of voluntary publication).
- The interest representative(s) met, either registered or not in the Transparency Register.

This includes the name of the entities represented at the meeting.

Please note that the names of individuals (acting on behalf of organisations or self-employed individuals) attending the meeting must not be made public unless they have unambiguously given their consent.

- The capacity in which the Member is meeting the interest representative(s) (as rapporteur, shadow rapporteur, committee chair or Member) and the committee concerned in case of mandatory publication.

How to publish the meetings?

- Members will be given access to an IT tool allowing them to publish this information on Parliament's website as of the 9th parliamentary term.
- Members will be able to edit and/or delete meetings to reflect any changes.
- In addition, Members remain free to use any other support for voluntary publication of their meetings with interest representatives.

Where will this information be visible?

- The publication will be visible on each MEP's profile page on Parliament's website, under "Meetings".

If you have any further question, please do not hesitate to contact:
TRANSPARENCY-REGISTER-CONTACT@europarl.europa.eu