



| Lycée Français
| Französisches Gymnasium
| Berlin

BERLIN EURO PARLIAMENT



PREPARATION HANDBOOK 2026 edition



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1. FORMAT AND TIMELINE

Berlin Euro Parliament is a three-day simulation of the European Parliament in Strasbourg and Brussels. It is open to students aged 14 to 17 and aims at fostering a European citizenship. They play the role of Members of the European Parliament (MEP) and participate in parliamentary committees of about 50 MEPs which give everyone ample opportunity to participate.

The project aims at developing the following skills:

- *Information research*
- *Formal writing*
- *Public speaking*
- *Problem solving*
- *Fostering consensus, compromise and cooperation*

In order to make it more accessible to secondary school students, the operating mode of European institutions has been simplified while keeping the focus on the main European issues and the debates that they generate. What we model here is the first reading of European directives or regulations. However, the composition of BEP reflects the proportions of seats allocated to the various countries and political parties. The European Commission may be included but the Council of Ministers is not modelled.

Each participant is assigned the identity of a real MEP (country, party and committee) and is expected to adopt a position that is coherent with the real MEP's position in the European Parliament.

The working languages of BEP are English, French and German.

Chairing and some of the preparation is carried out by senior students with experience in similar projects and a good command of English, French and/or German.

Conference Timeline

September - October

- Registration of participating schools
- Final numbers of participants per language
- Nomination of candidates for the positions of Committee Chairs by schools
- Issues are communicated to all participants (2 issues per committee)

November

- Students are assigned an MEP (country, party and committee).
- They start doing research and writing a Draft Legislative Act on one issue and a Policy Statement on the other.
- Committee chairs training sessions 1 and 2

December

- Selection of committee senior and junior chairs

January

- All draft legislative acts are due by 31st January
- Nomination of candidates for the position of presidents of political groups

February

- Organising committee meets and chooses one Draft Legislative Act per issue on the agenda.
 - ⇒ Authors of chosen Draft Legislative Act becomes **Rapporteurs** and prepare their reports (an extensive presentation to be given during the committee meeting)
 - ⇒ All other **MEPs** prepare a speech to express their opinion on the Draft and write amendments

March

Day 1 (Issue A)

09:00 - Opening Ceremony

Speeches by

- Officials and guests
- President and Vice-President
- Committee chairs
- Political Groups chairs

10:30 - Committee opening

- Introductions and ice-breaker
- Presentation by the rapporteur followed by questions to the rapporteur

11:00 - Meeting of political groups in each committee

- In each group, MEPs choose a political group speaker.
- MEPs finalise their speeches for the debate on the Draft Legislative Act for issue A. They also agree with the rest of their political group on their amendments.
- The list of speakers and the amendment must be handed in to the committee chairs.

12:30 - Lunch break

14:00 - Committee meeting

- General Discussion: list of speakers – questions to speakers
- Debate and vote on each amendment.
- Vote on the proposal: a proposal must be voted by the committee in order to be tabled at the plenary session.

15:00 - Break

15:15 - Committee meeting

16:30 - End of committee meeting

Day 2 (Issue B)

09:00 - Committee opening

- Presentation by the rapporteur of issue B followed by questions to the rapporteur

09:30 - Meeting of political groups in each committee

- In each group, MEPs choose a political group leader.
- MEPs finalise their speeches for the debate on the Draft Legislative Act for issue B. They also agree with the rest of their political group on their amendments.
- The list of speakers and the amendment must be handed in to the committee chairs.

10:30 - Break

10:55 - Meeting of political groups in each committee; followed by

Committee meeting:

- General Debate: list of speakers – questions to speakers
- Debate and vote on each amendment.
- Vote on the proposal: a proposal must be voted by the committee in order to be tabled at the plenary session.

12:30 - Lunch break

14:00 - Committee meeting and choice of Draft Legislative Act to be presented in Plenary session

15:00 - Break

15:15 - Political group meetings

- Each group is led by the chair of the political group.
- The group speakers from each committee present the Draft Legislative Act which will be discussed in the Plenary Session
- Members decide on their position on the five Draft
- They prepare their speeches for the debate.
- The list of speakers must be handed in to the committee chairs before leaving.

16:30 - End of day 2

Day 3 – Plenary

09:00 - Debate on issues from committees 1 and 2

- Presentation by the rapporteur of the amended Draft

- Questions to the rapporteur
- Speakers
- Questions to the speakers

10:30 - Break

10:55 - Debate on issues from committees 3 and 4

12:30 - Lunch break

14:00 - Debate on issues from committee 5

15:00 - Closing ceremony

- President and Vice-President
- Committee chairs
- Vote of thanks

15h30 - End of day 3

2. PREPARING FOR BEP

Preparation starts in class six months before the conference. The objective is for the students to:

- have a good understanding of the **European Parliament**, its role, rules and procedures;
- be well versed in their assigned **country's** politics;
- have a good grasp of their **political party's** position;
- have a broad knowledge of the **topics** their commission will be working on;
- develop skills involving **speaking** in public and **listening** to others' arguments;
- demonstrate the ability to **negotiate** and **compromise**.

The more students know about their assigned nation's policies and their political group's policy, the more readily they will be able to assume the role of MEP. This is an essential part of BEP as the success of the whole exercise depends on the ability of students to role-play.

Most of the research can be presented by students to the whole group in the form of presentations.

3. UNDERSTANDING THE EUROPEAN UNION

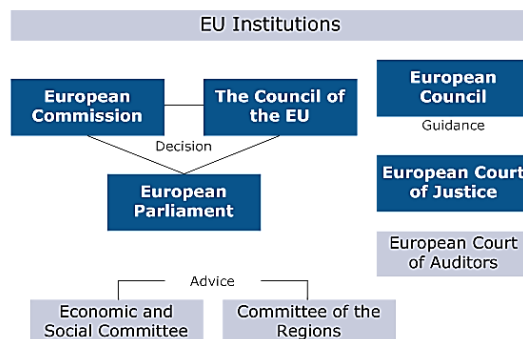
A good understanding of the European Union, especially the European Parliament itself, can be gained by working on the website:

<http://www.europarl.europa.eu/aboutparliament/en/00b3f21266/At-your-service.html;jsessionid=901433A39A334F6DAB916E85716226AB.node2>

Students should know the three main institutions:

- European Commission;
- European Council of Ministers;
- European Parliament;

and they should know how European laws and directives are prepared and voted.



How EU decisions are made

The EU's standard decision-making procedure was formerly known as 'codecision'. This means that the directly elected European Parliament has to approve EU legislation together with the Council of the EU (the governments of the 28 EU countries).

Drafting EU law

Before the Commission proposes new initiatives it assesses the potential **economic**, **social** and **environmental** consequences that they may have. It does this by preparing 'Impact assessments' which set out the advantages and disadvantages of possible policy options.

The Commission also consults interested parties such as non-governmental organisations, local authorities and representatives of industry and civil society. Groups of experts give advice on technical issues. In this way, the Commission ensures that legislative proposals correspond to the needs of those most concerned and avoids unnecessary red tape.

Citizens, businesses and organisations can participate in the consultation procedure via the website Public consultations.

National parliaments can formally express their reservations if they feel that it would be better to deal with an issue at national rather than EU level.

Review and adoption

The European Parliament and the Council review proposals by the Commission and propose amendments. If the Council and the Parliament cannot agree upon amendments, a second reading takes place.

In the second reading, the Parliament and Council can again propose amendments. Parliament has the power to block the proposed legislation if it cannot agree with the Council.

If the two institutions agree on amendments, the proposed legislation can be adopted. If they cannot agree, a conciliation committee tries to find a solution. Both the Council and the Parliament can block the legislative proposal at this final reading.

Sessions of the European Parliament and some Council sessions can be watched live online.

How is legislation adopted?

- Ordinary legislative procedure (formerly known as 'Codecision')
Step-by-step explanation of the ordinary legislative procedure – where the European Parliament passes laws jointly with the EU Council – and list of past laws subject to this method
- Official Rules of Procedure of the European Council
How the European Council operates
- European judicial cooperation in civil cases
Cooperation between national courts in civil cases

EU Law: Regulations, Directives and other acts

The aims set out in the EU treaties are achieved by several types of legal act. Some are binding, others are not. Some apply to all EU countries, others to just a few.

1. Regulations

A "regulation" is a binding legislative act. It must be applied in its entirety across the EU. For example, when the EU wanted to protect the names of agricultural products coming from certain areas such as Parma ham, the Council adopted a regulation.

2. Directives

A "directive" is a legislative act that sets out a goal that all EU countries must achieve. However, it is up to the individual countries to decide how. This was the case with the working time directive, which stipulates that too much overtime work is illegal. The directive sets out minimum rest periods and a maximum number of working hours, but it is up to each country to devise its own laws on how to implement this.

3. Decisions

A "decision" is binding on those to whom it is addressed (e.g. an EU country or an individual company) and is directly applicable. For example, when the Commission issued a decision fining software giant Microsoft for abusing its dominant market position, the decision applied to Microsoft only.

4. Recommendations

A "recommendation" is not binding. When the Commission issued a recommendation that pay structures for financial-sector employees should not encourage excessive risk taking, this did not have any legal consequences. A recommendation allows the institutions to make their views known and to suggest a line of action without imposing any legal obligation on those to whom it is addressed.

5. Opinions

An "opinion" is an instrument that allows the institutions to make a statement in a non-binding fashion, in other words without imposing any legal obligation on those to whom it is addressed. An opinion is not binding. It can be issued by the main EU institutions (Commission, Council, Parliament), the Committee of the Regions and the European Economic and Social Committee. While laws are being made, the committees give opinions from their specific regional or economic and social viewpoint. For example, the Committee of the Regions issued an opinion on how regions contribute to the EU's energy goals.

4. KNOWING YOUR COUNTRY

For countries, start with basic facts and figures, location, recent history, current leader and political affiliation.

Useful websites: http://europa.eu/about-eu/countries/index_en.htm

<http://www.europarl.europa.eu/news/en>

http://ec.europa.eu/index_en.htm

Name of the country:

Flag of the country

Year of EU entry:

Capital city:

Total area:

Population:

Currency:

Form of government:

Current head of state:

Current head of government:

Official language(s):

Main religions:

Main geographical features:

Most important dates in history:

Some cultural features:

5. RESEARCHING POLITICAL GROUPS

For the political groups, a good start might be to look at your country's political parties and find out which group they belong to at the European Parliament.

Basic concepts to be understood include: right-wing, left-wing, green, liberal, euro-sceptics, nationalist. Students must know what their political group's priorities will be at the European Parliament.

You can also find out more about your real MEP's views on his/her website.

EU political groups

The Members of the European Parliament sit in political groups—they are not organised by nationality, but by political affiliation. There are currently **8 political groups in the European Parliament**.

Each takes care of its own internal organisation by appointing a chair, a bureau and a secretariat.

The places assigned to Members in the Chamber are decided by political affiliation, from left to right, by agreement with the group chairman.

25 Members are needed to form a political group, and at least seven member States must be represented within the group. Members may not belong to more than one political group.

Some Members do not belong to any political group and are known as non-attached Members.

The position adopted by the political group is decided by a discussion within the group. However, no Member can be forced to vote in a particular way.

Political groups (2024 – 2029) :

Acronym	Full name	Website	Number of MEPs
PPE	European People’s Party (Christian Democrats)	http://www.eppgroup.eu/	188
S&D	Progressive Alliance of Socialists and Democrats	http://www.socialistsanddemocrats.eu/	136
Renew	Renew Europe (Alliance of Liberals and Democrats for Europe)	https://reneweuropesgroup.eu/en/	77
Greens/ALE	The Greens / European Free Alliance	http://www.greens-efa.eu/	53
ECR	European Conservatives and Reformists	http://ecrgroup.eu/	78
GUE/NGL	The Left group	http://www.guengl.eu/	46
PfE	Patriots for Europe	https://www.patriotsforeurope.eu/	84
ESN	Europe of Sovereign Nations	https://esn-group.eu/	25
NI	Non-attached	N/A	33

6. RESEARCHING THE ISSUES

It is essential to have an in-depth knowledge of the issues to be discussed in your parliamentary committee. Before the conference, you are expected to prepare a

- **Draft Legislative Act** on one of the issues
- **Position Paper** which presents your position on the other issue.

You may be asked at any time to present your country's position and particularly your political group's position on these issues.

This can be done with researching the issue, giving a presentation on it, imagining what different political parties might want to do about this issue and what possible solutions there are.

SOME USEFUL WEBSITES

- Euronews :<http://fr.euronews.net/>
- BBC News :<http://www.bbc.com/news>
- Euroscola :www.europarl.europa.eu/euroscola/en/how_to_prepare.html
- Current European issues :<http://www.europarl.europa.eu/news/fr/headlines/priorities>
- Broadcast of plenary session debates :<http://www.europarl.europa.eu/ep-live/fr/plenary/>
- Summaries of debates in pdf format :<http://www.europarl.europa.eu/news/fr/agenda/briefing/2017-07-03>

7. DEVELOPING SPEAKING AND DEBATING SKILLS

This can be done by giving presentations on a country, a party, an issue. It can also be developed by

- delivering speeches with/without notes;
- ask specific questions after listening to someone else's speech;
- answering questions even when one is not sure of the answer.

During debates at BEP, MEPs must:

- obtain the floor before speaking
- stand when speaking
- yield the floor when required to do so by the Chair

- be courteous at all times
- avoid the use of insulting or abusive language

8. HOW TO WRITE A POSITION PAPER

This document is a text that clearly presents the strategy of your political group on the issues addressed by the commission. This document allows the MEP to present at the request of the Committee Chairs his party's position. In addition, the document serves as a guide to help the MEP to maintain a guideline in its activities.

Here are some rules that will help you write your Position Paper.

1. Your Position Paper should be one to two pages long, single-spaced, font "Times New Roman" 10 points.
- 2 Always correctly identify your PP. In the top left corner, write the name of the country which you represent and the party you belong to. It is not necessary to put your own name as your PP will be that of your party and not your own.
3. Also enter the name of your committee and issue and highlight them.
4. The first sentence of your document's preparation will be a presentation of the issue. The body of your paragraph should contain the following elements:
 - A general statement on your party's position.
 - A development of this position. You can quote a European Treaty, the agreements that your party has supported in the past or any other relevant international document.
 - Some references to experiences of your country or the European Union.
 - A conclusion that sums up the position of your party on the subject.
5. It is not necessary to have an overall conclusion.
6. Remember that you should never use the first person in your document. You should instead use phrases such as: "the political group... ", "our parliamentary group", the name of your group, etc... since the Position Paper is a declaration of your group and not a reflection of your own opinion.

SAMPLE POSITION PAPER

Committee: ITRE
Issue: Globalization and Development
Author: Greens/European Free Alliance Group

Over the past two decades, the engine of growth has been globalization. With the emergence of the Internet as a means of communication and the gradual disappearance of physical barriers to international trade, barriers to trade have been gradually reduced. Protective tariffs are disappearing and free trade agreements are becoming increasingly prevalent. The Group of the Greens is aware that globalisation is creating favourable conditions for the expansion of trade and the development of economic production tools. For example, last year, Romania experienced a 199% increase in foreign direct investment (FDI) in Romania. The amount of FDI increased from 234 million euro in 2005 to 699 million euro in 2006. However, the Group of the Greens notes that this increased globalisation does not automatically lead to more equality.

Globalization and development can contribute to the improvement of the general human situation; however, our party recognises that without adequate regulation, the possibilities for social development will remain limited to an elite of a few individuals, companies or nations. Without regulation and a focus on the common good, globalization cannot effectively serve the world community. Good governance, which is essential to face up to the complexity of globalisation, must act with solidarity and responsibility. The Group of the Greens believes that in the participation of people in globalisation we must promote moral values, democratic principles and political culture, with institutions that protect both individual civil rights and freedoms and the common good. In addition, in the face of an influx of information from all sides, governments must act in harmony to make it accessible to all. Access to digital education will undoubtedly lead to greater political awareness among citizens and allow for greater transparency, and therefore a low level of corruption.

Our parliamentary group believes that the international economic community has the means and the obligation to uphold the fundamental values of human rights, labour standards and environmental protection. As Daniel Cohn-Bendit, co-chairman of our political group, said, our party has a "sincere commitment to multilateralism as an effective instrument for identifying appropriate responses to the challenges of globalisation.

The Green Group supported the majority of multilateral conventions and treaties identified as fundamental by the United Nations at the Millennium Summit in 2001. We have always promoted innovative and effective ways of establishing cooperation within and among regional organizations. We are therefore seeking to contribute to the reorientation of globalisation so that it benefits the world community as much as possible.

9. HOW TO WRITE A DRAFT LEGISLATIVE ACT

Research

After defining the issue and its key terms, you need to research the problem, investigate previous suggested solutions, relevant legislation already passed by the European Parliament, current news articles, views of the country and political group you are representing.

Finding solutions

It must be acceptable to a majority of MEPs, and be examined from all angles: economic, political, social and environmental.

Justify solutions

Be prepared to back up every point with facts. Have statistics and policy statements. Prepare a projected impact for the plan, both positive and negative, from all angles.

Text format

A Draft Legislative Act (Directive, Regulation)

starts with “*THE EUROPEAN PARLIAMENT AND THE COUNCIL OF THE EUROPEAN UNION*”

and is divided into 3 parts:

- **Citations:** references to existing legislation introduced by “having regard to ...” followed by a comma (,)
- **Recitals:** numbered with capital letters, starting with “whereas” and followed by a semi-colon (;). They justify the need for action.

HAVE DECIDED THE PRESENT DIRECTIVE / REGULATION

- **Articles:** numbered and each one is made up of a full sentence.

Sample Directive

**Directive 2003/88/EC of the European Parliament and of the Council
of 4 November 2003**

concerning certain aspects of the organisation of working time

THE EUROPEAN PARLIAMENT AND THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty establishing the European Community, and in particular Article 137(2) thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the European Economic and Social Committee(1),

Having consulted the Committee of the Regions,

Acting in accordance with the procedure referred to in Article 251 of the Treaty(2),

Whereas:

- (1) Council Directive 93/104/EC of 23 November 1993, concerning certain aspects of the organisation of working time (...).
- (2) Article 137 of the Treaty provides that the Community is to support and complement the activities of the Member States with a view to improving the working environment to protect workers' health and safety. (...)
- (5) All workers should have adequate rest periods. (...)

HAVE ADOPTED THIS DIRECTIVE:

CHAPTER 1

SCOPE AND DEFINITIONS

Article 1

Purpose and scope

1. This Directive lays down minimum safety and health requirements for the organisation of working time.
2. This Directive applies to:
 - (a) minimum periods of daily rest, weekly rest and annual leave, to breaks and maximum weekly working time; (...)

Article 2

Definitions

For the purposes of this Directive, the following definitions shall apply:

1. "working time" means any period during which the worker is working, at the employer's disposal and carrying out his activity or duties, in accordance with national laws and/or practice;(...)

CHAPTER 2

MINIMUM REST PERIODS - OTHER ASPECTS OF THE ORGANISATION OF WORKING TIME

Article 3

Daily rest

Member States shall take the measures necessary to ensure that every worker is entitled to a minimum daily rest period of 11 consecutive hours per 24-hour period.

Article 4

Breaks

Member States shall take the measures necessary to ensure that, where the working day is longer than six hours, every worker is entitled to a rest break, the details of which, including duration and the terms on which it is granted, shall be laid down in collective agreements or agreements between the two sides of industry or, failing that, by national legislation.

Article 5

Weekly rest period

Member States shall take the measures necessary to ensure that, per each seven-day period, every worker is entitled to a minimum uninterrupted rest period of 24 hours plus the 11 hours' daily rest referred to in Article 3.

If objective, technical or work organisation conditions so justify, a minimum rest period of 24 hours may be applied.

A Draft non-binding text (Resolution, Recommendation, Opinion)

starts with “*The European Parliament*,” and is divided into 3 parts:

- **Citations:** references to existing legislation introduced by “having regard to ...” followed by a comma (,)
- **Recitals:** numbered with capital letters, starting with “whereas ” and followed by a semi-colon (;). They justify the need for action.
- **Articles:** numbered and starting with a verb in the present tense : “commends, affirms, calls upon, ...” and followed by a semi-colon (;).

The final article is generally a call to mobilise MEPs and ends with a full stop.

Sample resolution:

Forum: 4thBEP Session

Parliamentary Committees: Foreign Affairs, Economy, Defense

Submitters: Charles Tannock, Adam Bielan, Roberts Zileon behalf of the ECR Group

European Parliament resolution of 12 December 2013 on organ harvesting in China

The European Parliament,

- having regard to its resolutions of 7 September 2006 and 14 March 2013 on EU-China relations, of 13 December 2012 on the annual report on Human Rights and Democracy in the World 2011 and the European Union’s policy on the matter , of 16 December 2010 on the Annual Report on Human Rights in the World 2009 and the European Union’s policy on the matter , and of 19 May 2010 on ‘the Commission Communication: Action plan on Organ Donation and Transplantation (2009-2015): Strengthened Cooperation between Member States’ ,
- having regard to the Charter of Fundamental Rights of the European Union of 18 December 2012, in particular Article 3 thereof on the right to the integrity of the person,
- having regard to the hearings of 21 November 2009, 6 December 2012 and 2 December 2013 by the Subcommittee on Human Rights and to the respective testimonies of former Canadian Secretary of State for Asia-Pacific David Kilgour and human rights lawyer David Matas on the large-scale organ harvesting carried out on unwilling Falun Gong practitioners in China since 2000,
- having regard to the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, ratified by China on 4 October 1988,
- having regard to Rules 122 and 110 of its Rules of Procedure,

A. whereas the People’s Republic of China performs more than 10 000 organ transplants per year and 165 Chinese organ transplant centers advertise that matching organs can be found within two to four weeks, yet

as things stand China does not have an organised or effective public system of organ donation or distribution; whereas the organ transplant system in China does not comply with the World Health Organisation's requirements for transparency and traceability in organ procurement pathways, and whereas the Chinese Government has resisted independent scrutiny of the system; whereas voluntary and informed consent is a precondition for ethical organ donation;

B. whereas the People's Republic of China has extremely low rates of voluntary organ donation owing to traditional beliefs; whereas in 1984 China implemented regulations that permitted the harvesting of organs from executed prisoners;

C. whereas the Government of the People's Republic of China has failed to account adequately for the sources of excess organs when information has been requested by the former United Nations Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment, Manfred Nowak, and by Canadian researchers David Matas, a human rights attorney, and David Kilgour, the former Canadian Secretary of State for Asia-Pacific;

D. whereas Huang Jiefu, Director of the China Organ Donation Committee and former Vice-Minister of Health, stated at the Madrid Conference on Organ Donation and Transplantation in 2010 that over 90 % of transplant organs extracted from deceased donors came from prisoners executed in China, and has said that by mid-2014 all hospitals licensed for organ transplants will be required to stop using organs from executed prisoners and only to use those voluntarily donated and allocated through a fledgling national system;

E. whereas the People's Republic of China has announced its intention of phasing out the harvesting of organs from executed prisoners by 2015, as well as the introduction of a computerized organ allocation system known as the China Organ Transplant Response System (COTRS), thereby contradicting its commitment to the effect that all hospitals licensed for organ transplants will be required to stop using organs from executed prisoners by mid-2014;

F. whereas in July 1999 the Chinese Communist Party launched an intensive nationwide wave of persecution, designed to eradicate the spiritual practice of Falun Gong and leading to the arrest and detention of hundreds of thousands of Falun Gong practitioners; whereas there are reports that Uyghur and Tibetan prisoners have also been subjected to forced organ transplants;

G. whereas the UN Committee Against Torture and the UN Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment have expressed concern over the allegations of organ harvesting from prisoners, and have called on the Government of the People's Republic of China to increase the accountability and transparency of the organ transplant system and punish those responsible for abuses; whereas the killing of religious or political prisoners for the purpose of selling their organs for transplant is an egregious and intolerable violation of the fundamental right to life;

H. whereas on 12 November 2013 the UN General Assembly elected China to serve on the UN Human Rights Council for a period of three years beginning on 1 January 2014;

1. Expresses its deep concern over the persistent and credible reports of systematic, state-sanctioned organ harvesting from non-consenting prisoners of conscience in the People's Republic of China, including from large numbers of Falun Gong practitioners imprisoned for their religious beliefs, as well as from members of other religious and ethnic minority groups;
2. Stresses that phasing out the harvesting of organs from executed prisoners only by 2015 is not acceptable; calls on the Government of the People's Republic of China to end immediately the practice of harvesting organs from prisoners of conscience and members of religious and ethnic minority groups;
3. Calls for the EU and its Member States to raise the issue of organ harvesting in China; recommends that the Union and its Member States publicly condemn organ transplant abuses in China and raise awareness of this issue among their citizens travelling to China; calls for a full and transparent investigation by the EU into organ transplant practices in China, and for the prosecution of those found to have engaged in such unethical practices;
4. Calls on the Chinese authorities to respond thoroughly to the requests of the UN Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment and the UN Special Rapporteur on freedom of religion or belief asking the Chinese Government to explain the sources of extra organs following the increase in the number of organ transplant operations, and to allow them to conduct an investigation into organ transplant practices in China;
5. Calls for the immediate release of all prisoners of conscience in China, including Falun Gong practitioners;
6. Instructs its President to forward this resolution to the Council, the Commission, the Vice-President of the Commission / High Representative of the Union for Foreign Affairs and Security Policy, the EU Special Representative for Human Rights, the United Nations Secretary-General, the United Nations Human Rights Council, the Government of the People's Republic of China and the Chinese National People's Congress.

10. FINAL PREPARATION STAGES

Draft Legislative Acts are to be typed in the proper format. (see *Sample Draft Legislative Acts* and *Legislative Acts Assessment Form*). They should not exceed two pages.

All Draft Legislative Acts are to be uploaded on the BEP Drive.

Approximately two weeks before the conference, on Draft Legislative Act will be chosen by the Commission on each issue.

- The author of the selected Draft Legislative Act becomes the **Rapporteur**. He/she must then prepare an extensive presentation of the issue and of every article.
- Other students must

- become familiar with the selected Draft,
- decide on their position,
- prepare a speech on it to be delivered during the General Discussion
- write amendments to be discussed during the Debate.

PREPARING REPORTS (for Rapporteurs)

After reading their Draft Legislative Acts, rapporteurs are expected to present their report in a speech. The recommended format is:

- A. **Attention.** This is your introduction. Effective types of introductions can be dramatic stories emphasizing need, quotations, or proverbs. If the speaker cannot command attention from the beginning, the rest of the speech is lost.
- B. **Need and evidence.** The speaker must convince the audience of the need for action and the need to follow their suggestions. Include three or four major needs, each one supported by at least two or three sub-points containing facts, statistics or events emphasizing the need.
- C. **Solutions and feasibility.** Present the solutions point by point. Explain how they will work and pre-empt possible objections.

PREPARING SPEECHES (for other MEPs)

After the Rapporteur has read the report, the various political groups are expected to present their views in a speech. There is no recommended format but you can either

- Support the Draft Legislative Act by reinforcing the need to act and giving arguments to support the proposed solutions
- Criticize the Draft Legislative Act by pointing out what you think should be changed, added or deleted.

PREPARING AMENDMENTS (for other MEPs)

Whether you support or no the Draft Legislative Act, you may want to strengthen it or change it by submitting amendments. An amendment aims at

- **Adding** a new operative clause
- **Changing** an operative clause
- **Deleting** an operative clause

You can submit as many as you feel are necessary and should prepare a short speech to persuade others to support your amendment.

11. FINAL CHECKLIST

On the day of the conference, remember to bring on a USB key and on paper

Rapporteur : bring your presentation and your speech.

Other MEPs :

- Bring a copy of both Draft Legislative Acts to be tabled in your committee
- Bring your proposed Amendments
- Bring your speech on both Draft Legislative Acts in your committee

Committee chair or political group leaders :

- your Speech to be read on the Opening Ceremony. It must not exceed three minutes.
- Bring a copy of both Draft Legislative Acts to be tabled in your committee

12. CODE OF CONDUCT & DRESSCODE

1. Conference participants must wear their official badge at all times.
2. No eating, drinking (except water) or chewing gum is permitted in committee meeting rooms.
3. All participants must conduct themselves with dignity and respect and travel during the conference, including during breaks and meals.
4. It is strictly forbidden to smoke or drink alcohol within the conference grounds. Any violator will be immediately expelled from Parliament and entrusted to his/her teacher.
5. The use of mobile phones for personal purposes during the session is strictly prohibited. Anyone caught will have his phone confiscated. Mobile phones may be used during political group meetings with the chair's permission.

Students involved in the BEP session in any capacity are expected to dress in **professional business attire** each day. Advisors are also expected to dress in professional business attire throughout the conference though not necessarily so formally as the students.

Any students found to be wearing inappropriate clothing will be asked to change into something more suitable before being allowed to participate in the BEP session.

Acceptable Attire:

- Smart shirt or blouse
- Blazer or suit jacket
- Smart trousers or an appropriately sized skirt
- Professional dress
- Formal shoes
- Head coverings worn for religious reasons

Unacceptable Attire:

- Casual clothing (e.g. jeans, denim, etc.)
- Trainers or sports shoes
- Shorts
- T-shirts or polo shirts
- Mini-skirts
- Hats and caps (unless worn for religious reasons)

13. BEP PARLIAMENTARY PROCEDURE

- 1) The Chair calls the roll and ascertains that there is a **quorum** (one third of the members). If this is the case, he announces the **agenda**.
- 2) The Chair calls on the **rapporteur** of the first Draft Legislative Act on the agenda.
- 3) The rapporteur has the floor and **reads the Draft**. The Chair may decide, depending on the time allotted, which part of the Draft should be read.
- 4) The Chair sets the **duration of the debate**.
- 5) The rapporteur then presents his/her **Report** on the Draft Legislative Act.
- 6) At the end of his report, the rapporteur replies to **Members' questions**: the chair asks if there are any questions and draws up a list of speakers. MEPs who wish to ask a question raise their **political group card**. The chair then invites each speaker to ask a question. It must be one and only one question or a short statement followed by a question (e.g. "The rapporteur write in point 3 ..., does he not think that ...?") lasting no more than 30 seconds. Any other form of intervention (invective, declaration, etc.) will be declared out of order by the President.
- 7) The Chair **suspends the session** and announces a **meeting of the political groups**
 - In each group, MEPs choose a **political group speaker**.
 - MEPs finalise their **speeches** for the general discussion of the Draft Legislative Act for issue A.
 - They also agree with the rest of their political group on their **amendments**.
 - The list of **speakers** and the **amendments** must be handed in to the committee chairs.
- 8) Before resuming the session, the Chair shall ensure that all proposed **amendments** have been submitted to him/her.
- 9) Before the beginning of the session, the Chair
 - Prepares the **agenda**,
 - Classifies **amendments** received from the most general to the most specific and in the order of the articles of the resolution,
 - Prepares the **speakers' list** for the general discussion, trying to alternate points of view.
- 10) The Chair shall set the duration of the **general discussion**.
- 11) The Chair shall call on the speakers on the **speakers' list**. The speakers address the committee from the stand and start by greeting the chair and fellow MEPs. At the end of his or her speech, the speaker may answer questions from MEPs who have raised their group card.
- 12) When the Chair considers that the Commission or the Plenary Session is sufficiently informed, he/she may invite the speaker to conclude. It may also, in the interest of debate, authorise the speaker to continue beyond the time limit.

- 13) When the speakers have finished, they shall return to their seats and the Chair shall **invite the next speaker** to speak.
- 14) When the list of speakers has been exhausted, the Chair shall ask whether other Members wish to speak.
- 15) **Extension of debate.** At the end of the time allotted for the debate, the Chair may propose an extension.
- 16) When the general discussion is over, the chair shall **read out the first article** of the Draft Legislative Act and give the floor to the author of the first amendment.
- 17) The Chair shall draw up a **list of speakers on the amendment**. At the end of the debate, the Chair asks the rapporteurs for their opinion on the amendment and then puts the amendment to the vote. If the amendment is approved, the debate resumes on the amended Draft.
- 18) When all the articles and amendments have been voted on, the Chair shall ask whether any Members wish to **explain their vote**.
- 19) The Chair then **puts the entire text to a vote**.
- 20) During the debate, the following **motions** may be moved by one of the speakers:
 - a) **Adjournment of debate or vote.** A political group or Members may move that the debate or vote be adjourned to a specific date and time. Such a motion shall be put to the vote immediately. If the motion is carried, Parliament shall proceed to the next item on the agenda. The adjourned debate shall be resumed at the specified date and time. If the motion is rejected, it may not be tabled again during the same session.
 - b) **Referral back to the committee.** A resolution may be referred back to the committee on a motion by a Member. The Chair shall put the motion to a simple majority vote.
 - c) **Points of Order.** Members may be allowed to speak in order to draw the attention of the President to any failure to comply with Parliament's Rules of Procedure. They shall first specify to which Rule they are referring. A request to raise a point of order shall take precedence over all other requests to speak or procedural motions. Speaking time shall not exceed one minute. The President shall take an immediate decision on points of order in accordance with the Rules of Procedure. No vote shall be taken concerning the President's decision.
 - d) **Personal statement:** Members who ask to make a personal statement shall be heard at the end of the discussion of the agenda item which is being dealt with. The Members concerned may not speak on substantive matters but shall confine their observations to rebutting any remarks that have been made concerning their person in the course of the debate or opinions that have been attributed to them, or correcting observations that they themselves have made. No personal statement shall last for more than three minutes.
 - e) **Motions calling for a matter to be declared inadmissible.** At the beginning of the debate on a specific item on the agenda, a political group may present a motion calling for it to be declared inadmissible. Such a motion shall be put to the vote immediately. If the motion is carried, Parliament shall immediately proceed to the next item on the agenda.
 - f) **Closure of the debate.** A debate may, on a proposal from the President or at the request of a political group, be closed before the list of speakers has been exhausted. Such a proposal or request shall be put to the vote immediately. If the proposal or request is carried, Parliament shall vote on the matter under debate.

g) **Suspension of sitting.** The sitting may be suspended or closed during a debate or a vote if Parliament so decides on a proposal from the President or at the request of Members or a political group or groups reaching at least the high threshold. Such a proposal or request shall be put to the vote immediately.

21) **Voting.** At the end of the debate, the Chair puts the resolution to the vote: "All those in favour of this motion/resolution raise their hands. Then: "All those against this motion/resolution raise their hands." "All those abstaining raise their hands. »

a) **Split voting.** Where the text to be put to the vote contains two or more provisions or references to two or more points, or lends itself to division into two or more parts that have a distinct meaning and/or normative value, a split vote may be requested by a political group.

b) **Equality of votes:** In the event of a tie, the resolution shall be deemed to have been rejected.

c) **Division of the house** may be requested by a Member or requested by the Chair if the result of the vote is very close. In this case, each Member will be called by his or her name and will announce his or her vote.

d) **Counting of votes.** The chairs count the votes and the senior chair announces the result of the vote before moving on to the next resolution on the agenda.

Motion	Moved by a political group	Moved by the chair	Decision
Point of order	Yes	No	chair
For a matter to be declared inadmissible	Yes	No	vote
Referral back to committee	Yes	No	vote
Closure of debate	Yes	Yes	vote
Adjournment of debate	Yes	No	vote
Extension of debate	No	Yes	chair
Suspension of sitting	Yes	Yes	vote
Split voting	Yes	No	chair
Vote by division	Yes	Yes	Automatic

MODES OF ADDRESS

All speeches should begin with "Mr. (or Madam) Chairman, ladies and gentlemen of the European Parliament..."

NB : phrases such as "dear MEPs" or "esteemed members" are to be avoided.

Phrases to be used by members of the committee:

- M. /Madam Chairman...
- I request the floor. I wish to have the floor.
- I am open to questions
- I wish to ask a question / move a motion of ...
- I wish to speak in favour of / against this project / motion
- Is the Chair/the speaker (not) aware that.

- Does the speaker (not) agree with me that...
- The speaker stated in his speech.. Does he (not) realize that...
- I move to amend the Draft Act by striking/ inserting/ adding the words...
- I urge the Parliament to give me its support by voting for/ against this motion/Legislative Act /amendment.

Phrases used by the chair

- Order in the room / Quiet please.
- The Chair asks the rapporteur to read the draft legislative act / present his/her report to the committee / to Parliament.
- The duration of the general discussion is set at 20 minutes.
- So and so, you have the floor.
- So and so, you may ask your question.
- Can you rephrase your remark in the form of a question?
- The speaker does not seem to have heard / understood your question. Could you repeat / rephrase your question?
- Are there any other questions?
- The Member is asked to conclude.
- The debate on the draft or amendment is over.
- The Chair proposes a 5 minute extension of the debate.
- The debate is now closed. We will now proceed to the vote.
- The draft/amendment will now be put to the vote.
- Does your question relate to the conduct of the vote?
- Such motions are not permitted.
- All those in favour of the Draft Legislative Act / amendment / motion raise their hands.
- All those against the Draft Legislative Act / amendment / motion raise their hands
- Are there any abstentions?
- All those who abstain raise their hands
- The motion / Draft Legislative Act / amendment is adopted / rejected by ... votes for, ... votes against and ... abstentions

14. Berlin Euro Parliament RULES

A. COMPOSITION OF THE EURO PARLIAMENT

Article 1. BEP MEPs are selected by their respective schools.

Article 2. Appointment

The **President, vice-president, committee chairs, chairs of political groups** of the Berlin Euro Parliament are chosen by the organizing committee for the duration of the parliamentary session.

Article 3. Powers of the President

The President of the Euro Parliament:

- directs all activities and represents the BEP.
- opens, adjourns and closes meetings
- decides on the admissibility of amendments in plenary sessions
- addresses the committees to give them whatever information is needed

The Vice-President may replace the President in the cases provided for in the Rules of Procedure, for example when the President wishes to take part in the debate. The ushers are responsible for administrative tasks.

Article 4. Governing bodies

The Euro Parliament has several governing bodies, the main ones being the Euro Parliament:

4.1. The **Committee**. This body, composed of students and adult organisers from the French School in Berlin, regulates administrative and organisational matters.

4.2. The **Conference of Presidents**. The Conference, composed of the President and the committee chairs, shall decide on the organisation of the work of the Conference and draw up the agenda for the sessions.

Article 5. Political groups.

The political groups of the Euro Parliament are formed by political affinities and composed of a minimum of 25 Members, elected in at least 1/4 of Member States.

B. ORGANISATION OF THE Berlin Euro Parliament

Article 6. Parliamentary committees

The organisation and functioning of the Euro Parliament is ensured by the parliamentary committees. There are two types of committees within the EP:

- **Standing committees:** These committees are at the heart of Parliament's legislative work. The existing 20 standing committees examine the questions referred to them by the EP according to the area of responsibility.
- **Temporary committees** within standing committees: Their powers, composition and mandate shall be determined at the time of their constitution.

Article 7. Parliamentary Sessions

7.1. The **legislature** of the Euro Parliament corresponds to a three-day **session**.

7.2. Members shall speak in **English, German or French, speaking time** being carefully regulated.

7.3. The preparation of the **plenary session** begins with the draft **agenda** drawn up by the Conference of Presidents. The agenda may be amended on a proposal from a committee, a political group or 20 Members. Motions for resolutions adopted in committee with less than one tenth of a vote against the text and any other item not being debated shall be placed on the agenda for **adoption without amendment**. On the other hand, an extraordinary debate on a subject of major interest may be requested by a political group or at least 37 Members before the start of the part-session.

7.4. **Amendments** may be tabled by a political group or by at least 20 Members in plenary session, provided that they satisfy certain conditions for admissibility. Amendments shall be voted on before the full text to which they apply.

C. LEGISLATIVE PROCEDURE

Article 8. Quorum and Voting

A quorum for the vote shall be present when **one-third** of the members are in the Chamber. Voting is normally by show of hands, but votes by division are also possible in certain circumstances. Only the vote by division records the names and votes of Members, the others record only numerical results.

Article 9. Allocation of speaking time and list of speakers

9.1. Members may not speak without being invited by the chair. They speak from the stand. If the speakers deviate from the subject, the chair shall call them back.

9.2. The chair may draw up, for the first part of a debate, a list of speakers which shall include one or more series of speakers consisting of Members from each political group wishing to speak, in order of size of the political group, and one non-attached Member.

9.3. The chair shall give the floor to Members, as a general rule for not more than 10 minutes, ensuring that speakers from different political persuasions and from different Member States are heard alternately, as far as possible.

9.4. The chair may give the floor to Members who indicate, by raising their group card, that they wish to ask another Member, during the latter's speech, a question of not more than half a minute's duration, if the speaker agrees and if the chair considers that this is not likely to disrupt the debate.

Article 10. Personal statement

10.1 Members requesting to speak on personal matters shall be heard at the end of the discussion of the agenda item under consideration.

10.2. Speakers may not speak on the substance of the debate. They may only rebut statements made during the debate that concern them personally, or opinions attributed to them or correct their own statements.

10.3. No personal statement may exceed three minutes.

Article 11. Measures in the event of non-compliance with the rules of conduct applicable to Members

11.1 Immediate action:

- The chair shall call to order any Member who interferes with the orderly conduct of the sitting.
- In the event of a repeat offence, the chair shall call the Member to order again, with a record of the proceedings.
- If the disturbance continues, or in the event of a repeat offence, the chair may withdraw speaking privileges for the remainder of the sitting.
- In the event of unrest that jeopardizes the continuation of the proceedings, the chair shall, in order to restore order, suspend or adjourn the sitting for a fixed period of time. If the chair cannot be heard, he or she will leave the Chair, resulting in a suspension of the meeting.

11.2. Sanctions

In the event of a Member disturbing the sitting in an exceptionally serious manner or disrupting the work of Parliament, the President, after hearing the Member concerned, shall adopt a reasoned decision imposing the appropriate sanction:

- (a) a reprimand
- (c) temporary suspension
- (d) permanent suspension

Article 12. Tabling and tabling of amendments

12. 1. A political group or at least 20 Members may table amendments for consideration in plenary sitting.

Amendments must be tabled in writing and signed by their authors.

12. 2. An amendment may be intended to amend any part of a text and to delete, add or replace words or numbers. Text "means the whole of a motion for a resolution, a draft legislative resolution, a proposal for a decision or a proposal for a legislative act.

12.3. An amendment may be moved during the debate by its author or by any other Member who is designated by the author of the amendment to replace it.

Article 13. Admissibility of amendments

13.1. An amendment is inadmissible:

- (a) if its content is not directly related to the text it is intended to amend;
- (b) if it is intended to delete or replace a text as a whole;
- (c) it is intended to amend more than one of the articles or paragraphs of the text to which it applies.

13. 2. The chair shall rule on the admissibility of amendments.

Article 14. Voting procedure

14. 1. Parliament shall apply the following procedure for votes on reports:

- (a) first, a vote on any amendments to the text covered by the report of the committee responsible;
- (b) then, a vote on the text as a whole, as amended if necessary;
- (c) then, a vote on amendments to the motion for a resolution or draft legislative resolution;
- (d) finally, a vote on the whole motion for a resolution or draft legislative resolution (final vote).

14. 2. Split Voting

1. A split vote may be requested by a political group or at least 20 Members, if the text to be put to the vote contains more than one provision, if it refers to more than one question or if it may be divided into more than one part with its own meaning and/or normative value.

14. 3. Voting rights

The right to vote is a personal right. Members shall vote individually and personally.

14. 4. Parliament shall normally vote by **show of hands**.

14.5. Division of the house

14. 5. 1. A vote by dividing the house shall be taken if a written request has been made by a political group or at least 20 Members.

14. 5. 2. Voting shall take place out loud and shall be expressed by "yes", "no" or "abstention". For the adoption or rejection, only "for" and "against" votes shall be counted in the calculation of the votes cast. The counting of the votes shall be decided by the President, who shall announce the result of the vote.

Article 15. Explanations of vote

15. 1. When the general debate has been concluded, each Member may make an oral statement on the final vote, which may not exceed one minute, or a written statement of no more than 200 words, which statement shall be included in the verbatim record of the sittings.

15.2. A political group may give an explanation of vote not exceeding two minutes in length

Article 16. Disputes about a vote

16.1. For each particular vote, the chair shall declare the vote open and then closed.

16. 2. As soon as the chair has declared a vote open, no intervention other than that of the President himself shall be permitted before he has declared the vote closed.

16. 3. Reminders to the rules of procedure concerning the validity of a vote may be made after the chair has declared the vote closed.

16. 4. The chair shall decide on the validity of the result proclaimed. His/her decision is final.

D. PROCEDURAL INTERVENTIONS

Article 17. Procedural motions

The floor shall be accorded priority for one of the following procedural motions:

- (a) inadmissibility of a matter
- (b) request referral back to committee
- (c) request the closure of the debate
- (d) to move the adjournment of the debate or vote
- (e) request suspension or adjournment of the sitting

Article 18. Point of order

18.1. Members may be given the floor to draw the President's attention to non-compliance with the Rules of Procedure. At the beginning of their speeches, Members must specify the article to which they are referring.

18.2. Requests to speak on a point of order shall have priority over any other request to speak.

18.3. The speaking time is limited to one minute.

18.4. On a point of order, the President shall decide immediately in accordance with the provisions of the Rules of Procedure and shall notify his decision immediately after the point of order. This decision shall not give rise to a vote.

Article 19. Inadmissibility of a matter

19.1. At the opening of the debate on an item on the agenda, a motion may be moved to refuse the debate on that item on grounds of inadmissibility. The vote on this motion will take place immediately.

19.2. If this motion is adopted, Parliament will immediately proceed to the next item on the agenda.

Article 20. Closure of the debate

20.1. The closure of the debate when the list of speakers has been exhausted may be proposed by the President or requested by a political group or by at least 37 Members. The vote on this proposal or motion shall take place immediately.

20.2. If the motion is decided, the debate shall be closed and Parliament shall proceed to vote on the item under discussion, unless the vote has been fixed at a specific time in advance.

Article 21. Adjournment of debate or vote

21.1. A political group or at least 37 Members may, at the opening of the debate on an agenda item, move a motion to defer the debate until a specific time. The vote on this motion will take place immediately.

21.2. If this motion is adopted, Parliament will proceed to the next item on the agenda. The adjourned debate shall resume at the time fixed.

21.3. If the motion is defeated, it may not be reintroduced during the same part-session.

21.4. Before or during a vote, a political group or at least 37 Members may move a motion to postpone the vote. The vote on this motion will take place immediately.

Article 22. Suspension or adjournment of the meeting

The sitting may be suspended or adjourned during a debate or a vote if Parliament so decides on a proposal from the President or at the request of a political group or of thirty-three Members.

APPENDIX 1. DRAFT ASSESSMENT FORM



Rapporteur: _____

The Question of: _____

THIS DRAFT PASSES / FAILS

- The name of the session must be displayed at the left hand side e.g. BEP Conference May 2018
- The name of the committee must be displayed at the left hand side e.g. COMMITTEE: AFET
- The name of the rapporteur must be displayed at the left hand side e.g. RAPPORTEUR:
- The title must be written in capital letters: DIRECTIVE ON THE RIGHT OF ...
- The resolution must begin by the organ in capital letters: *THE EUROPEAN PARLIAMENT (AND COUNCIL OF THE EUROPEAN UNION* in the case of binding legislative acts) ,
- Acronyms and abbreviations are written in full the first time they are used in a resolution.

Citations

- start with a dash (-)
- are introduced by ‘Having regards to’
- are separated by commas. E.g. – Having regards to Art. 2 of the Non Proliferation Treaty...

Recitals

- are numbered by letters
- Are introduced by ‘Whereas’
- Are separated by semi-colons. E.g. A. Whereas the situation has changed little since 2008;

HAVE DECIDED THE PRESENT REGULATION, etc

Articles

- The articles must be numbered.
- Sub clauses are numbered: 1., 2. etc. Sub-sub-clauses numbered: i), ii), iii), etc.
- All articles end with a full stop.
- The Draft must not be more than two pages long.

Appendix 2. PHRASES TO BE USED IN RESOLUTIONS

Accepts	Expresses the hope
Accepts with appreciation	Expresses the opinion that
Accepts with deep appreciation	Extends the mandate
Accepts with gratitude	Firmly supports
Acknowledges	Insists that
Adopts	Instructs
Affirms	Invites
Agrees with	Invites once again
Appeals	Invites the attention of
Appoints	Is of the opinion that
Approves	Looks forward to
Authorises	Makes an urgent appeal
Believes that	Mandates
Calls attention to	Notes that
Calls the attention of	Notes with appreciation
Calls upon	Notes with interest
Commends	Notes with regret
Compliments	Notes with satisfaction
Concurs with	Pays tribute to
Condemns	Proclaims
Confirms	Proposes
Congratulates	Reaffirms
Considers	Realises
Decides	Reasserts
Decides accordingly	Recalls
Decides also	Recognises
Decides further	Recommends that
Declares that	Refers ... to
Demands	Regrets
Denounces	Reiterates
Deplores	Rejects
Designates	Reminds
Determines that	Renews the mandate
Dissolves	Requests
Draws the attention of	Resolves
Elects	Solemnly adopts
Emphasises	Stresses
Empowers	Suggests
Endorses	Supports
Entrusts	Takes note
Envisages	Transmits
Establishes	Trusts that
Exhorts	Underlines
Expresses concern over	Urgently requests
Expresses its appreciation	Urges
Expresses its concern	Welcomes
Expresses its confidence	
Expresses its deep appreciation	
Expresses its deep concern	
Expresses its firm conviction	
Expresses its gratitude	
Expresses its profound indignation	
Expresses its satisfaction	
Expresses its solidarity	

APPENDIX 3. Committee chairs and Political group leaders

Committee chairs: Each committee has a Senior chair and one or two junior chairs, who are themselves Members of Parliament and also take part in the vote.

Political group chairs: Political groups also have chairs responsible for coordinating the votes of their MEPs.

DESCRIPTION

The chair of a committee or political group is a mature and serious pupil, at ease in public speaking and able to express himself clearly and authoritatively. The chair's role at the conference will be threefold:

1. **Pedagogical:** at any time, but especially in committee, he/she must be able to explain the procedure, explain the issues on the agenda and remind Members of the procedure. He/she must exercise this role with firmness and kindness and has to be sufficiently comfortable for them to feel like expressing themselves, but also sufficiently rigorous for the debates to take place calmly. A good command of English or French is essential
2. **Legal:** Chairs must be familiar with European institutions, the procedure and rules of the Euro Parliament. They must be able to answer questions or reminders of payment promptly and accurately. Political groups leader must be familiar with the positions of their group on all the issues debated in the Euro Parliament.
3. **Political:** The **committee chairs** must remain neutral, but must have a solid understanding of the issues on the agenda that will allow them to guide the debate, solicit specific countries or parties on certain issues, suggest amendments if necessary. This competence is essential for the smooth running of the committee. On the other hand, the **chair of the political group** must be able to make a commitment to defend the ideas of his party and must also give effective guidelines in political lobbying.

CHAIR TRAINING

Students who wish to become committee chairs must be nominated by their teacher. Their appointment is made by the coordinator of the Euro Parliament. The Presidents and Vice-President are elected by the committee chairs.

First Session (3 hours)

- Introduction of participating candidates
- Presentation of the BEP and the role of the chairs
- Discussion of required skills and qualities

- Discussion of case studies
- Organization of the research work for the next session:
 - Presentation of an agenda item in the form of a presentation
 - Preparation of questions on parliamentary procedures

Second Session (3 hours)

- Presentations on the issues on the agenda followed by questions from other participants
- Quiz on parliamentary procedures
- Election of the President and vice-president: It is desirable, but not essential, that the President of the Parliament should not also be a Senior committee chair. The choice will be guided by the skills demonstrated by the candidates in the course of
 - Project preparation
 - The debates
 - Presentations and questions
 - Questioning parliamentary procedures
 - Leadership

Third Session (3 hours)

- Review of the conference proceedings
- Presentation of the speeches of the Committee Chairs
- Preparation of opening ceremony.

MISSION OF COMMITTEE CHAIRS

1. Opening ceremony:

The President, vice-president and committee chairs are seated on the stage.

After the official speeches, they are introduced by the conference coordinator.

The President and Vice-president deliver their opening speeches.

Committee Senior Chairs are invited to make a speech in which they will stress the importance of the issues to be discussed in their committee.

The chairs of the political groups shall also present the position of their political groups on the issues on the agenda.

2. Opening committee meetings and meetings of political groups in committee:

After making sure that the members of the committee sit in their designated place (by party), the chair welcomes the Members and explains to them the objective and functioning of the committee meeting. They may organize an ice-breaking activity.

The objective is that at the end of the meeting, the committee should have passed one resolution on each of the issue on the agenda.

The chair calls upon the Rapporteur to read and present the Draft Legislative Act and answer questions from Members.

The chair suspends the debate and calls a meeting of political groups. The procedure is as follows: for a set period of time, MEPs meet in political groups to discuss the Draft Legislative Acts. They decide on their position, agree on speakers for the General Discussion and agree on amendments. At the end of this meeting, MEPs shall hand the chair a list of speakers and a copy of all the amendments submitted.

During these meetings, the chairs answer questions from Members, circulate among the groups to ensure that the instructions have been understood and help MEPs who may find themselves alone to join another political group.

At the end of the political groups' meetings, the chairs prepare the speakers' list and collect the amendments. They then organize the amendments and prepare the agenda.

3. Debates in committee:

After solemnly declaring the committee open, the chairman shall set out the agenda. The debate then follows the following order :

- Reading of Draft Legislative Act and report by rapporteur
- General discussion
- Amendments.

At all times, the chairs shall ensure the quality of the debate. They invite speakers or MEPs to speak on the issue. They may also suspend the debate to allow Members to prepare amendments or to meet in groups to agree on their position. On complex matters, the chair may decide to vote in a split vote by calling for a vote on each part of the Legislative Act.

At the end of the committee meeting, the chairs take a vote on the selection of the Act to be presented in plenary session.

4. Meeting of political groups in preparation for the Plenary Session

The chairs help the political group chairs to prepare questions and speeches and adopt a common voting position.

Later, the committee chairs meet and decide on the agenda for the plenary session.

5. Debates in Plenary Session:

The President of Parliament declares the Plenary Session of the Parliament open and announces the agenda.

Each committee chair shall lead the debate on the Legislative Act of his or her committee. Chairs from other committees sit with their political groups and may join in the debate.

Speakers are invited to speak from the stand while members who wish to ask questions line up in order in front of the microphone so that they can speak successively.

6. Closing ceremony:

After delivering their closing speeches, the President and Vice-President of the Parliament give the floor to the committee Junior Chairs, who then speak to review the work of their committee and award the three Certificates for Best Participation for each committee.

The coordinator then gives the customary acknowledgements.

The President subsequently declares the Berlin Euro Parliament session officially closed.

MISSIONS OF POLITICAL GROUP CHAIRS:

1. During **the opening ceremony**, the chairs of the political groups deliver a speech (max. 3 minutes) presenting their group's position within the European Union and outlining the group's objectives on the main topics of the BEP session.
2. During **committee** work, the chairs lead their group's work within their committee. In other committees, members of the political group will choose a spokesperson.
3. During the **political group meeting** at the end of the second day, the chairs of the political groups lead the discussion aimed at determining the group's position on each of the PALs that will be submitted to the plenary session:
They give the floor to the group's spokesperson from each committee. The spokesperson presents the PAL and indicates the position they propose for the political group.
4. The president of the political group also draws up the **list of speakers** who will speak on behalf of the group during the plenary session on each of the PALs. They communicate this list to the Senior chair of each committee.

Appendix 4. Worksheets

EU identity card

Website :http://europa.eu/index_en.htm

- 1) **What is the EU?**
- 2) **What are its purposes?**
- 3) **A union based on a succession of treaties :**

Date of the first European Treaty:

The founding Treaty of the EU:

Other Treaties of institutions:

4) **European Union facts:**

a. **Number of member states:**

b. **Area:**

c. **Population:**

d. **Symbols and their meaning:**

i. Flag :

ii. Anthem :

iii. Official currencies:

iv. Europe Day :

v. Motto :

e. **Official languages:**

f. **Founding personalities:**

On this map, write

- in red the name of the *6 founding states*,
- in blue the name of the *other current member states*,
- in black the name of *the last country* to join the European Union



EU Timeline

The main stages of the European creation.

- 1) Go to the website: <http://news.bbc.co.uk/2/hi/europe/3583801.stm>
- 2) Complete these events or dates with the appropriate answer
- 3) Give few details about each date

..... : The Schuman Declaration

1951:

..... : Treaty of Rome

1960:

..... : Britain, Denmark, Ireland apply to join the EEC

..... : De Gaulle vetoes British membership

1973:

1979:
..... : Greece membership

1986:
..... : Single European Act
.....: Maastricht Treaty

1993:
..... : Schengen agreement
..... : Amsterdam Treaty

2002:

2004:
..... : rejection of the constitution
..... : Resistance to Turkish membership

2007:

2013 : joins the EU
..... : Migrant crisis

2016 :

2022 : become candidate countries

EU Institutions



The EU Institutions



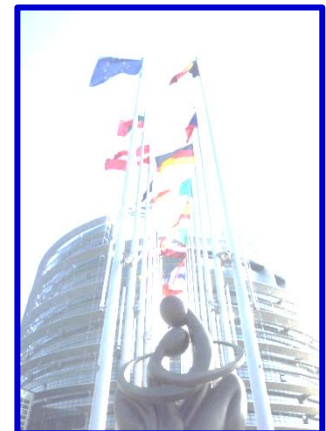
European Institutions and bodies:

http://europa.eu/about-eu/institutions-bodies/index_en.htm

Present briefly each UE Institution (name, official residence, designation, composition and role)

The European Parliament

- Where is the official Seat of the European Parliament?
- When are the Plenary Sessions?
- Who sets the agenda?
- What is a Plenary Session?
- How many Members of European Parliament (MEP) are there?
- How are the MEPs elected?
- For how long ?
- How many MEPs for each member country?
- How many French and Spanish MEPs ?



- What are the powers of the European Parliament? What kind of decision can it take?
- What does “codecision” mean? Explain it
- Which country will assume the presidency in 2020? Why does this Presidency system exist?

The European Parliament political groups

Name of your political group	Acronym	Political affiliation	Number of MEPs
		<input type="checkbox"/> Left <input type="checkbox"/> Right <input type="checkbox"/> Centre	
Which national parties belong to this group?			
In France:			
In Spain:			
What does your group think about...			
Foreign affairs and Defence			
Economics and global trade policy			
Agriculture and industry			
Environment, sustainable development & public health policy			
Social policy, human rights, justice, education and culture			