

Guidelines

Committee on Petitions

December 2015

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Disclaimer

This document contains guidelines of an indicative nature, meant to facilitate the work of the Committee on Petitions of the European Parliament. They do not indicate an exclusive course of action with regard to the treatment of petitions. Variations, taking individual, specific or particular circumstances into account, may be appropriate. These guidelines are without prejudice to Title IX of the European Parliament's Rules of Procedure concerning the work of the Committee on Petitions and to any other provision of the Rules of Procedure, and are not, under any circumstances, binding on the Members or the Secretariat of the Committee.

PETI Committee guidelines

The Petitions Committee is the bridge between EU citizens and the EU institutions, thus the Committee should be the door for the citizens of Europe to bring their concerns and ideas to the attention of their elected representatives. The Committee strives for the EU to better take advantage of citizens' direct experiences of EU law and it also has an important role in helping to identify problems with the national implementation of EU law. It is our responsibility and objective to ensure that all the rights and opportunities that EU legislation creates become a reality which can benefit all citizens of Europe.

The intention of these rules is to provide a modern and flexible set of guidelines to structure the work in our Committee, so that we may better serve our citizens. With the high number of petitions we are receiving it is crucial to have adequate administrative routines in place to ensure a good workflow so that we can give the necessary attention that each petition deserves. We also need to ensure a new level of participation by members in the work of the Committee.

These guidelines are a common set of rules to make the Committee work better and to foster cooperation with other committees, institutions, Member States and national parliaments. Our shared aim is to make the Committee more visible and relevant in the work of the legislative committees, so that the citizens' concerns and experiences are taken better into consideration into legislative work. The Committee also aims for more visibility for the needs and concerns of the petitioners in plenary debates. The treatment of petitions should not be a matter exclusively for this Committee, but a shared responsibility across the institution and together with others.

These guidelines also endeavour to foster cooperation and consensus within the Committee while acknowledging that consensus is not always possible to reach. When that happens it is important to have clear, fair and transparent rules so everybody- members and petitioners - understand the procedures and limits. That is why certain rules and procedures should be in place, even though they may not often be needed. However, these guidelines are not set in stone but they are a living document. The Committee and the Coordinators have the prerogative to interpret, apply and amend the guidelines.

With these guidelines PETI is starting a new era that is reinforced by the development of the PETIportal, which in the future will allow a better service for petitioners and all citizens and which will also, eventually, modernise the working methods of the whole Committee.

Cecilia Wikström,
Former Chair of the Petitions Committee

0. Terminology

Committee refers to the Committee on Petitions, unless stated otherwise.

Members always refers to full Members or substitute Members of the Committee on Petitions, unless stated otherwise.

Secretariat refers to the Secretariat of the Committee on Petitions, unless stated otherwise.

1. Committee meeting agenda

The Committee meeting agenda is proposed by the Chair, with the support of the Secretariat, and submitted to the Coordinators for approval.

The Coordinators take a decision on the agenda of the next Committee meeting. In case the period between the last Coordinators' meeting and the next Committee meeting is less than 15 calendar days, the Coordinators decide on the agenda in a written procedure.

The Committee meeting agenda is put together with the objective of thematic diversity, allowing sufficient time for a discussion on each petition on the agenda. Similar topics are grouped together. Where possible, a theme discussed in Committee should contain petitions from more than one Member State.

In general, considerations of petitions, especially when petitioners are likely to be present, should be placed on the Committee meeting agenda before exchanges of views on reports, considerations of opinions or other similar items.

Draft opinions and reports are placed on the agenda according to their respective timetables, agreed by the rapporteurs. Opinions are put to the agenda only for a consideration of draft opinion and for the vote. In the case of reports, an exchange of views without document and a consideration of amendments may also be put to the agenda at the request of the rapporteur.

Political groups and the Coordinators may ask for petitions to be included in the Committee agenda. Such requests, accompanied by a justification, have to be submitted to the Secretariat, for a decision by the Coordinators.

To allow for the proper planning of the meetings as well as enough time to inform petitioners, such requests need to be submitted approximately two months prior to the desired meeting according to the following scheme:

10 days prior to Coordinators' meeting of month X Example: 30/10/2015	Coordinators' meeting Committee meeting month X (Meeting of 12/11)	Coordinators' meeting Committee meeting month X+1 (Meeting of December, 03/12)	Committee meeting month X+2 (Meeting of January, 28/01/2016)
Submission of a group request concerning Committee meeting on month X+2 Example: Meeting of January	Decision on the group request for month X+2	Adoption of the full Committee agenda for month X+2, including the group request	Petition discussed in Committee Meeting of 28 January 2016

The Coordinators approve the Committee meeting agenda, including a list of petitioners who are expected to be present in the meeting. All petitioners are informed if their petition is included in the agenda for discussion.

2. Admissibility

Rules concerning decisions on admissibility are detailed in Rules of Procedure (Rule 232).

3. Recommendations and contestations

The Secretariat prepares a document of Summary, Information and Recommendation (SIR) for each registered petition. The SIR document contains a recommendation on admissibility/inadmissibility and on the follow-up to be given.

Petitions already declared inadmissible on List 3 are not summarised, but their title, a short reference to List 3 and the reason for classification is included in the SIR document.

SIR documents are sent to all Members of the Committee on Petitions first in English, then translated into all languages as soon as they are available.

Members may contest recommendations within a set deadline (usually 16 working days). If no contestations are received until the expiry of the deadline, the recommendations are deemed to have been approved and the Secretariat proceeds with the implementation of the recommendation on behalf of the Chair.

Members may communicate any contestation to the Secretariat within the set deadline and present a duly substantiated justification.

If a recommendation is contested, the Chair, assisted by the Secretariat, investigates the situation and tries to find a suitable way to handle the petition. The Chair submits a note to the Coordinators and the Member(s) who originally raised the objections. This note includes the original recommendation by the Secretariat, the objection raised to this recommendation and Chair's reasoned recommendation for action. This note is transmitted to the approval by the Coordinators at least one week ahead of the Coordinators' meeting.

If a Coordinator does not agree to the compromise proposed by the Chair, he/she should inform the Chair, the Secretariat and the other Coordinators two working days prior to the Coordinators' meeting. This is necessary to enable the Chair and all Coordinators to prepare for a decision.

If no one has objected to the recommendations by the Chair, her proposals are deemed to be adopted. If there are objections to the compromises proposed by the Chair, they are discussed individually and decided upon by the Coordinators. In each case, the decision on admissibility is taken first in accordance with Rule 232(10), and then on the content of the desired follow-up. If needed, decisions are taken by vote.

After a recommendation has been deemed approved, the Chair informs the petitioners of the Committee's follow-up. The summaries and recommendations are subsequently entered onto e-Petition.

Summaries are made public on the Committee's web portal in accordance with Rules 232 (12) and 235(2).

4. Moving petitions from List 3

Petitions that are assessed to be potentially non-compliant with the provisions of Article 227 of TFEU are placed on a specific list (“List 3”) by DG PRES and communicated to Members separately for decision.

Members may request that a petition be taken off List 3 within a deadline set by the Chair. The deadline is usually the day of the next Coordinators' meeting.

Such requests should be made in writing to the Chair and the Secretariat. The request should contain justification.

After the deadline has expired, List 3 is deemed to be approved and all petitions that remain on List 3 are deemed inadmissible and subject to a shortened procedure. The Secretariat circulates information on the final List 3 to all Members.

5. Urgency procedure

In the normal procedure (SIR document), petitions are summarised and a decision on their admissibility is taken based on the order in which they arrived.

If a Member considers a petition to be particularly urgent, he/she may seek the Coordinators' approval concerning the question of admissibility on an ad hoc basis, before the petition is included in a SIR document. In that regard, it is also possible to request an answer from the Commission in an accelerated manner.

Requests for application of the urgency procedure should be sent to the Chair and the Secretariat by e-mail, with clear and duly substantiated justification as to why the petition should be treated urgently. Such a request should be made at least 10 working days before the next Coordinators' meeting.

For each urgency procedure request where a decision on admissibility has not yet been taken, the Secretariat provides a summary and a preliminary recommendation for the Coordinators.

If the Coordinators agree to the urgency request, the SIR document concerning the petition is sent to all Members for adoption, within a deadline of 6 working days.

If a petition is declared admissible, it is eligible to be placed on the agenda.

The urgency procedure should be used restrictively and coherently.

6. Initial investigation: information requests to the EC and other authorities

The Committee decides on the first steps to be taken with regard to the treatment of a petition at the same time as it decides on admissibility, based on the recommendation by the Secretariat (SIR document). Various courses of action may run in parallel as they are complementary.

The Commission

A petition may be sent to the Commission for preliminary investigation, particularly with a view to assessing the subject matter of the petition in relation to relevant legislation and policies. In its requests for information, the Committee endeavours to precisely define the issues it wants the Commission to investigate. Petitions received in languages other than EN, FR and DE have to be translated first.

The Secretariat-General is the central contact point for the Committee at the European Commission. They forward the petitions and the information requests to the responsible service for a reply and coordinate the transmission of replies to the Secretariat, which subsequently informs the Members and petitioners.

The Secretariat evaluates whether there are aspects in new petitions that have not been covered by previous requests for information from the Commission. It also checks whether there is a new legislative framework in place. In case there are no obvious new elements, a petition may be forwarded to the Commission for information if it could be helpful, for example, in preparing new legislative initiatives or assessing the implementation of existing legislation.

The Committee expects to receive a reply from the Commission within three months of having sent the translated petition and all relevant documents, unless for justified reasons the Secretariat has been informed of a later deadline.

If no reply has been received within the deadline, the Secretariat reminds the Commission of the request and invites it to the PETI meeting in which the petition is discussed. In principle, no petition can be closed while awaiting a reply from the Commission.

SOLVIT

SOLVIT is a service provided by the national administration in each EU country. It is mainly an online service, which can be contacted through its website. The SOLVIT service of the Commission coordinates and helps the national services, but does not provide services directly to citizens.

When a petition relates to the internal market (e.g. if a petitioner's EU rights as a citizen or as a business have been breached by public authorities in another Member State), a recommendation may be made to the petitioner to contact the SOLVIT helpdesk in his/her Member State. The Committee does not forward petitions directly to SOLVIT as it should be the petitioner's choice whether or not to make use of this option.

Other EU institutions, bodies and agencies

The Committee may also ask for information or for an opinion from other EU institutions, bodies and agencies. A deadline for a reply (usually three months) is indicated in the request.

The Committee does not refer petitions to the European Ombudsman directly, as it should be the petitioner's choice whether or not to submit a complaint to the Ombudsman. However, the Committee may advise the petitioner to do so if it considers the subject matter to fall under the Ombudsman's remit.

Member States

If a petition concerns a specific situation in a Member State, the Committee should send the petition together with concrete questions to the Member State concerned. Unless otherwise agreed, the request is sent via the Permanent Representation, which will then dispatch the request to the right national or local authorities. The Committee may request the petition be submitted to a specific authority. In order to ensure the timely processing of the Committee's inquiry by the Member State, the Secretariat liaises with the relevant staff of the Permanent Representation prior to its submission.

The Committee requests an answer from the Member State and if such a reply is not received within three months, the Secretariat reminds the Permanent Representation of the request.

The Secretariat will keep the Coordinators informed twice a year on pending replies from Member States. In case of a persistent refusal by a Member State to provide information, the Committee may turn to the Commission with the information request.

At the later stages of investigation, the Committee may get in direct contact with the national/local authority whilst keeping the Permanent Representation informed.

7. Investigations within the EP: Policy Departments and EPRS

Committee work is supported by Policy Departments, which can provide studies and briefings and organise workshops. Decisions on the use of the services of Policy Departments are always taken by the Coordinators. The Committee adopts an annual programme on research and workshops, but it may also request other studies during the year if new important topics emerge. If a political group wants to use this opportunity, a request to that end should be presented to the Chair and the Coordinators. Decisions on supplementary activities outside the annual programme may be made after consulting the Policy Department on the feasibility of the request.

Members may also request information from the European Parliament Research Service. As a general rule, information which is received from the EPRS and the Policy Department is transmitted, as a general rule, to the Secretariat so that it may be uploaded to ePeti and also be made available to all Members and staff following the work of the Committee.

8. Investigations through other committees, cooperation in general and the Petitions Network

The Committee may forward petitions to other committees of the European Parliament for an opinion or for information in accordance with the decision of the Conference of Committee Chairmen of July 1998.

Where an opinion is sought, it may be provided in the form of a letter or other written document. The content and the form of the reply are left at the discretion of the committee concerned. No petition should be closed while awaiting an opinion or a reply from another committee.

Petitions forwarded for information do not require a reply, since they are intended simply to alert the other committee to take note of a matter raised in a petition.

Effectively through the Secretariat, but under the political leadership of the Chair within the Conference of Committee Chairs, the Committee may call for regular and adequate feedback across all the committees.

The Committee can also make recommendations to other committees on possible action and adopt opinions on reports by other committees.

The Committee on Petitions will set up a Petitions Network within the EP to raise awareness of the issues brought up in petitions and to facilitate the treatment of petitions in other committees to which they are sent for opinion or for information. The Network will be established by a decision by the Coordinators as soon as possible at the beginning of the parliamentary term. All other committees will be invited to join by nominating at least one Member to this Network, ideally not a Member of PETI.

A similar, supporting network will be created at the staff level to ensure the regular functioning of the Petitions Network.

Details on the concrete functioning of the Network are to be provided in a separate document (available at a later date).

9. Internal working groups

Each petition is treated individually. However, when similar subjects arise in different petitions, the Committee may choose to appoint one or more of its Members, usually one representative from each political group, to carry out an investigation into a specific topic it considers to be of considerable importance.

The mandate of the working group is decided by the Coordinators. The duration of a working group should be a maximum of one year, which then can be renewed after confirmation by the Coordinators. The working group elects its own Chair with consensus, or if needed, by a weighted vote, and decides on its working methods and the details of the content of the work.

At the end of the mandate, the working group should report back to the full Committee in the form of a report. On receipt of the report by the working group, the Committee decides on what procedural options could be followed (see Annex on the provisions of Rules of Procedure applicable to all committees).

The Secretariat ensures that the Members of the working group are duly updated on the developments with regard to relevant petitions. The appointed Member(s) may liaise with other committees for follow-up.

Following the investigation, they may indicate when the topic is ready for renewed discussion in the Committee. They may also contribute to the annual report of the Committee.

10. Further investigative work

The first action(s) to be taken on a particular dossier is recommended by the Secretariat in the SIR document and decided by the Committee in the written procedure. Information received (e.g. from the Commission or a Member State) is entered onto the e-Petition database and flagged either as A (for discussion), B (to be closed) or P (pending further information) item, and the petitioner is informed accordingly. Once fully operational, the web portal will provide real-time notifications.

All admissible petitions which are brought before the Committee will receive the necessary follow-up. If the decided action has not yielded a reply or desired outcome within the expected timetable (see section 6), the Secretariat will inform Members to that effect. If the majority of the Committee considers that no further action can be taken to move the petition forward, it will be flagged to be closed.

Petitions pending resolution of infringement proceedings, Art. 258 TFEU

If the subject matter of a petition relates to any stage of infringement proceedings brought by the Commission against a Member State, the petition may be marked in the register as "pending resolution of infringement proceedings". While the subject matter is under infringement proceedings, the petition is not closed. Given that no information linking infringement proceedings with petitions is made available by the Commission, the Secretariat is not in a position to provide detailed updates to Members. It endeavours, however, to follow the development of such proceedings, with the help of the Commission in good faith. If infringement proceedings have been concluded and the Secretariat has been informed, it passes the information to Members and the petitioners in question. The Committee should then decide if further action is to be taken or if the petition should be closed.

Petitions pending information from Member States

If a request has been sent to a Member State, regional or local authority and the requested information is important to resolve the issue of the petitioner, a reminder is sent if no reply has been received within 3 months, and the petition is marked in the register as "pending information from Member State". Once technically feasible, this information may be published on the PETI portal.

Once every six months a list of all petitions marked as such are transmitted to the relevant Member State through the Permanent Representation so that the Committee can get an update on each case. The Committee will then decide if a petition should remain on the list, which action to take, or if the petition should be closed (see also section 6).

11. Discussions of petitions in Committee meetings

Petitions marked as "A" will be subject to an oral discussion in the Committee. The discussions on such petitions are based on the Communications to Members received from the Commission, other relevant documents and/or input by the petitioners, the Commission and other possible authorities and stakeholders.

Petitioners have the right to attend the Committee meeting when their petition is being debated. Petitioners are always informed as quickly as possible after the adoption of the meeting agenda if their petition is to be treated as an A point detailed above. The Commission is invited to attend the Committee meeting. The Member State concerned in the petition is notified in advance and is encouraged to attend the Committee meeting and make a statement. Where appropriate, the same principle may be applied to other relevant stakeholders, upon prior agreement of the Coordinators.

If a petitioner is present, he/she is given the opportunity to speak first, usually for 5 minutes for one petition, in order to provide to present the case and provide additional information. The Chair endeavours to give the petitioner the possibility to provide short concluding remarks before the decision on the follow-up of the petition is made.

Having considered a petition, the Committee may formulate a recommendation for further action and decide to keep the petition open. Petitions that remain open are further investigated by the Committee in accordance with the follow-up decision taken during the meeting.

If the Committee concludes that a petition has been sufficiently discussed, the petition will be closed. The petitioner is informed accordingly and provided with the reasons for the closure.

If the Committee is not able to reach consensus on further follow-up or on closing the petition, a vote may be taken (simple majority). In the absence of a quorum, the decision may be referred to the Coordinators.

12. Communication with petitioners

Petitioners are informed as soon as possible by letter signed by the Chair of the decision taken by the Committee on admissibility and, where appropriate, of the follow-up to be given to their petition. Petitioners are also informed when their petition is discussed in Committee, of the outcome of the discussion and when their petition is closed.

The petitioner is provided with the Communication to Members, when possible, before his/her petition is discussed in the Committee.

The petitioner may be requested to provide new information either by letter or by e-mail from the Secretariat. All written exchanges with petitioners are recorded in e-Petition.

Once technically feasible, the petitioner may be provided with the updates (change of status, CMs) of his/her petition through the Petitions portal.

13. Fact-finding visits

The main rules concerning fact-finding visits are found in Rule 234 of Rules of Procedure. The rules set by the Bureau concerning delegation visits apply to fact-finding visits.

The Committee endeavours to use its annual quota for fact-finding visits.

When a decision is taken by the Committee to undertake a fact-finding visit, a call for expression of interest to participate is sent to Members. The members of the delegation are appointed by their political groups, based upon a (flexible) d'Hondt system, within a set deadline. In case a group with an allocated seat fails to provide a name, the slot will be offered to a group which would not otherwise be represented. The aim is to allow as many groups as possible to be represented.

The Member who chairs the fact-finding visit delegation is determined by protocol order. If neither the Chair nor any of the Vice-Chairs participate in the fact-finding visit, the delegation elects its chair and this decision is endorsed by the Coordinators. Ex-officio members cannot chair a delegation.

Without prejudice to the rules adopted by the Bureau on delegation visits, no more than one ex-officio member per political group can participate in a fact-finding visit.

The Secretariat, in cooperation with the members of the delegation, creates a programme and a set of proposals which define the objectives of the visit. The programme is discussed and approved by the Coordinators.

Due to reasons relating to interpretation, the composition of the delegation cannot be modified [4] weeks prior to the visit.

The Head of Delegation should preside over any official press conferences or similar events if they are held. All members of the delegation should agree on any press statements made on behalf of the delegation prior to their publication.

A report is drafted in accordance with Rule 234(3) by the participants of the delegation, under the coordination of the Head of Delegation, with the aim of reaching consensus. In case of disagreement, it is up to the Chair to finalise the draft text.

Members will be informed about the format and the length of the working document, which may consist of a description of the visit and conclusions/recommendations. They can only vote on the conclusions/recommendations.

The report should be finished as soon as possible after the FFV and at the latest 3 months after the visit.

14. Public hearings

The Committee may decide to organise a public hearing to get information from experts on a broad topic related to the work of the Committee. As a general rule, hearings should cover areas of broad interest to many petitioners. The Committee aims to invite or co-host hearings with the legislative committees responsible for the subject matter.

Decisions on hearings are taken by the Coordinators. The experts invited to hearings should represent a broad spectrum of stakeholders.

The Committee also holds the responsibility of co-hosting parliamentary hearings of successful European Citizens' Initiatives alongside the lead and associated committees in order to ensure consistency and fairness in treatment among ECIs.

14a. Short resolutions¹

Work on a short motion for resolution is always based on a decision by the Coordinators, who also define the scope and the objective of the text. The first draft is prepared at technical level, by political group advisors supported by the secretariat. The draft text is then circulated to members specifically designated by each group to act as "shadow rapporteurs" (one per group). Meetings of the shadow rapporteurs are chaired by the Chair of the committee or, in case of unavailability, a Vice-Chair or another person designated by the Chair. These members work on the draft until they reach an agreement on the final version. The agreed text is put to vote in Committee. No amendments can be tabled to the text but the political groups can request separate and split votes. The maximum length of a short resolution to be tabled to plenary is four pages (with 1500 characters per page²), including recitals and paragraphs.

¹ Adopted by PETI Coordinators on 24 January 2017

² According to Code of Conduct on Multilingualism

15. Closing a petition

Petitions may be closed at various stages of the procedure:

- a. closure in parallel with the decision on admissibility: through a written procedure at the same time as they are declared admissible; the petitioner is informed of the reasons of the decision and provided with relevant information and documentation, where appropriate;
- b. closure after being treated as an A-point in Committee: the Committee may decide after considering the petition that the case has been sufficiently discussed and researched. The Chair makes a proposal for closure and/or other possible follow-up measures, with the aim of reaching consensus. If no consensus emerges to support the proposal by the Chair, it is put to vote by simple majority. If no quorum exists to allow a vote, the decision is referred to the Coordinators;
- c. if the Secretariat considers that no further action could move the petition forward, it suggests to the Chair to include the petition on the agenda as a B-item. The list of B-items is deemed to be approved at the end of the Committee meeting. If a Member objects to the inclusion of a petition on the B-list, he/she informs the Chair and the Secretariat at the latest on the day of the Committee meeting. Such requests have to be accompanied with full justification and a proposal for further action. The Secretariat circulates after each meeting the list of requests concerning petitions to be moved from the B-list (petition number, name of the MEP making the request, justification provided) to all Members of the Committee. Within the next two months, the Member and/or petitioner has to provide new information which allows the further treatment of the petition. This information is presented to the Coordinators who will then decide on the next steps. In the absence of further information the petition is closed. In case of multiple requests on the same B-item proposing different actions to be taken, including the granting of two months to the petitioner to provide additional information, the Coordinators will vote on all requests;
- d. closure through Annex to the Chair's notes in cases where the petitioner withdraws his/her petition, there is no response from the petitioner before a given deadline, or there is a technical reason to close the petition.

In all cases, the petitioner is informed of the decision in writing and once available, through the PETI portal.

16. Re-opening of closed petitions

The petitioner can ask for his/her petition to be re-opened on the basis of solid justification, which brings important new facts to light. The Secretariat carefully screens such requests.

Only the duly justified requests are put to the agenda of the Coordinators, together with a recommendation by the Chair on whether to re-open the petition or not, as well as any additional actions to be taken.

The Coordinators will take decisions on a case-by-case basis.

17. Review of dormant petitions

The Secretariat endeavours to regularly review the status of open petitions. Those petitions which have remained open, pending the provision of additional information from the petitioner for more than one year, may be closed on the advice of the Secretariat.

The Secretariat will present an overview of dormant petitions to the Members once a year.

On the Chair's recommendation, dormant petitions are put to an extraordinary Coordinators' meeting agenda for decision. All petitions will be subject to case-by-case examination before closure.

18. Privacy and confidentiality

The general rules and principles on the transparency of proceedings in the European Parliament and in committees apply to the Committee on Petitions.

All documents that are made available at Committee meetings are considered to be public documents, unless a request for privacy or confidentiality has been made by a petitioner.

Petitioners have the right to the protection of their privacy but they should bear in mind that meetings are, as a general rule, web-streamed.

When a request is received to withhold publication of a name for reasons of privacy, the Secretariat respects the request and complies with the appropriate data protection provisions. The same applies to Members who have access to confidential information in the e-Petition database.

Petitioners who file their petitions on the web portal are made aware of their right to the confidential treatment of their petition prior to submitting the petition. The same is not possible for petitioners who submit their petitions by normal post. All petitioners are reminded of this right in the initial letter from the Parliament, provided by DG PRES, confirming the receipt of their petition.

Documents, including petitions which are deemed to be confidential, are subject to restricted access and should not appear in the meeting folder, nor on the Committee website or on the Petitions web portal.

Petitioners have the right to request that their matter be discussed in camera or without web-streaming.

To protect the privacy of third parties, the Secretariat may anonymise petitions if it sees fit to do so.

The Committee could consider in the future whether the publication of petitioners' names on committee meeting documents and on the portal is necessary.

19. Indicative internal timetables

Contestation of List 3: before a deadline proposed by the Secretariat with the agreement of the Chair.

Adoption of SIR documents and contestation of recommendations: before a deadline proposed by the Secretariat in agreement with the Chair, usually 16 working days.

Sending out Chair's compromise proposals to contested recommendations to the Coordinators and group staff: one week before the Coordinators' meeting.

Request for Committee meeting agenda items: at the latest 10 days before the Coordinators' meeting of month X, when the item is to be placed on the agenda of month x+2.

Request for urgency procedure: 10 days before a Coordinators' meeting.

Time for adoption of recommendation/presenting contestations on a petition summarised in accordance with the urgency procedure: 6 working days.

Sending out the final Coordinators' agenda: 3 working days before the meeting.

Sending out the Coordinators' outcome: within 5 working days of the meeting.

Sending observations to the minutes of the Committee and Coordinators' meetings: 5 working days.

Making available Committee meeting agenda: first draft approximately 6 weeks before the meeting in question; at least 5 working days before the Coordinators' meeting in which the decision on the agenda is due to be taken.

Committee meeting minutes (in EN): within one week of the Committee meeting.

Deadline for oral amendments and split votes (opinions, reports, resolutions): at noon (12:00) two working days³ before the vote (excluding possible votes on Monday).

Distribution of the final voting list to the groups: at 15:00 the day before the vote.

Reactions by the Coordinators to the compromises on the contested recommendations proposed by the Chair: two working days before the Coordinators' meeting.

Deadlines concerning the B-list

- submission to Members - together with the final agenda for Committee meeting X
- requests to keep open - the day of Committee meeting X
- decision on follow-up procedure - the Coordinators' meeting of Committee meeting X+2

³ Adopted by PETI Coordinators on 22 November 2017

Annex

Tools provided by Rules of Procedure

Parliament's Rules of Procedure apply to all of the Committee's work.

The following Rules, without prejudice to other Rules, are of specific relevance to the Committee on Petitions:

Rules on

- petitions, short resolutions to plenary, fact-finding visits and ECI, Rules 232-236;
- own-initiative reports, Rule 55;
- drafting reports, Rule 56;
- opinions of committees: opinions to other committee reports, opinions by other committees, Rule 57;

- joint reports and procedure with joint committee meetings, Rule 59;
- oral questions, Rule 136, with resolution, Rule 136(2-5);
- public hearings, Rules 222, 228, 233;
- Ombudsman, Rules 237-239.