

## **RULES FOR THE USE** **OF THE "BUREAU DE PASSAGE"**

*Adopted by the Quaestors on the 14 March 2001*

1. This office is placed at the disposal of former Members of the European Parliament in accordance with the Rules Governing the Rights of Former Members of the European Parliament as adopted by the Bureau at its meetings of 12-15 April 1999, and which entered into force on 20 July 1999.
2. The office is available for occasional use by former Members during Parliament's normal office hours. The office is intended for short stays only and should not be used as a permanent base within the Parliament. Users of the office must wear the appropriate "former Member of the European Parliament" badge. Whilst the partner or spouse of a former Member may accompany them when they are in the Bureau. Members' assistants, friends or other persons are not permitted to make use of these facilities.
3. The office may not be used for political, commercial or lobbying activities. Former members found to be in breach of this provision shall have their "former Member of the European Parliament" badge removed by the Quaestors.
4. Three telephones are available, for making local calls only.
5. A computer is available. However, no member should make use of this facility for more than 20 minutes when other members are waiting.
6. The office must not be "personalised" (e.g., displaying of nameplates) in any way.
7. Locker keys are available for daytime use only. They must be returned to the Secretariat every evening.
8. Smoking is not allowed in the office.