



YOUR JOB AS AN
**ACCREDITED
PARLIAMENTARY
ASSISTANT**

Your tasks, rights
and obligations



Parlement européen
Direction générale du
PERSONNEL



YOU HAVE BEEN RECRUITED AS AN ACCREDITED PARLIAMENTARY ASSISTANT (APA)

Welcome to the European Parliament (EP)!

The aim of this leaflet is to help provide answers to some questions you may have concerning your new job as an APA, your rights and your duties:

- What are the typical duties of an Accredited Parliamentary Assistant?
- What is expected from me?
- What can I expect from my MEP and the European Parliament?
- How should I carry out my assignments?

You have been recruited by the European Parliament at the request of a Member (your MEP). Your core task is to assist and advise your MEP in the performance of their duties as a Member of the European Parliament.

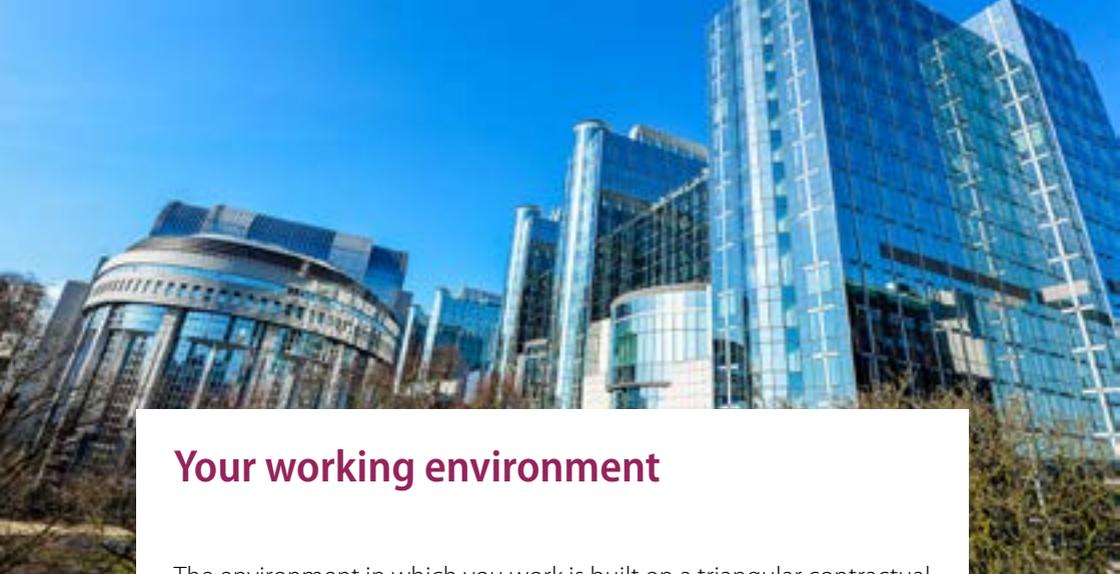


While you have signed a contract with the European Parliament, it is your MEP who is your direct manager and is responsible for the organisation of the work in their office. If you have any doubts as to the exact content of your duties, please raise these directly with your MEP.

In this leaflet you will find the basic information that you need to familiarise yourself with your role as an APA. The European Parliament also organises, every other month, induction [training sessions](#) for APAs who have been working in Parliament for less than two months.

Please note that this leaflet is provided for information purposes only. It does not confer any rights.

We wish you every success in your new role as an Accredited Parliamentary Assistant.



Your working environment

The environment in which you work is built on a triangular contractual relationship. You have been selected by your MEP to join their office and you have concluded a contract directly with the European Parliament.

On the one hand, from a legal and formal point of view, your employer is the European Parliament. Therefore, as a staff member, you enjoy the rights and are bound by the obligations that are set out in the Staff Regulations.

On the other hand, from a practical point of view, you are part of your MEP's team and your role is to support them to discharge their democratic mandate at the European Parliament.

This means that your MEP is your line manager and is fully and solely responsible for organising the work in their office and for the working conditions in the team.

This is a special working situation: the teams are quite small (usually MEPs have three APAs plus some local assistants working in their constituency), you will be in direct contact with your MEP most of the time and the European Parliament is - by its nature - a political environment where priorities can change quickly and tight deadlines are part of the daily business.

What your role entails: a non-exhaustive job description

As an Accredited Parliamentary Assistants (APA), you were chosen by a Member or several Members (your MEP) and engaged by the European Parliament. Your task is to provide direct assistance to your MEP in the exercise of their duties as Member of the European Parliament. You will be working in the premises of the European Parliament at one of its three places of work, under the direction and authority of your Member and in a relationship of mutual trust.

Function groups and grades

For APAs there are 19 salary grades and two function groups (I and II)

- APAs recruited in **function group I** are required principally to perform administrative support and secretarial duties (grades 1 to 13) ;
- APAs recruited in **function group II** are required principally to perform drafting and advisory duties (grades 7 to 19).

The choice of the function group and grade in which you are recruited is based on the indications provided by your MEP.

The appointment to function group I or II generally determines the nature of the tasks your MEP will ask you to carry out. However, this does not rule out that you may also be asked to perform tasks normally assigned to the other function group.

It is important to remember that in order to be classified in grades 14 to 19, APAs must hold a diploma certifying successful completion of university studies of at least three years or must have professional experience of an equivalent level.

IN DETAIL

It is important to bear in mind that mutual trust between the MEP and the APA as well as confidentiality and discretion are essential for a successful working relationship.

FUNCTION GROUP I

Administrative support and secretarial duties

These duties are mostly related to the practical organisation of the Member's office and day-to day work.

Typically, tasks for APAs in function group I include:

- managing the MEP's agenda;
- ensuring the management of the MEP's mail and email;
- organising business trips and missions for the MEP;
- welcoming and taking care of the MEP's visitors;
- document typing and filing;
- carrying out research and preparation of files;
- managing the MEP's accounts on social media;
- managing the budget of the MEP's office;
- keeping relations with the media and the press;
- organisation of events;
- keeping numerous contacts at internal and external level: political groups, interparliamentary delegations, services in the Parliament Secretariat such as parliamentary committee secretariats, the drivers service or services for conference organisation, European institutions, bodies and agencies, national authorities, the MEP's national party, different organisations and associations, civil society, etc.

In addition, you may be asked to perform the tasks that are more typically carried out by APAs in function group II.

FUNCTION GROUP II

Drafting and advisory duties

The nature of these duties depends on the parliamentary activity and fields of expertise of your MEP, e.g. in the parliamentary committees and delegations of which the MEP is a member, if the MEP is a chair or vice-chair of a committee, a coordinator in a committee or a rapporteur of a legislative file, if he or she has a special role in a political group, a national delegation or in national politics.

Typically, tasks for APAs in function group II include:

- attending meetings of parliamentary committees and interparliamentary delegations meetings and meetings of the political group to which your MEP belongs and following the work of these bodies;
- supporting your MEP during the part-sessions taking place in Strasbourg;
- drafting speeches and briefing notes;
- preparing and attending meetings with shadow rapporteurs and meetings with the Council and the Commission if your MEP is appointed rapporteur or shadow rapporteur;
- drafting reports and opinions and tabling amendments;
- drafting press releases and articles or contributing to newsletters;
- managing contacts with the media;
- managing internal and external contacts related to the files on which the MEP is working;
- accompanying the MEP in their activities or take part in conferences and seminars outside the Parliament;
- addressing the MEP's visitors groups.

In addition, you may be asked to perform the tasks that are more typically carried out by APAs in function group I.



The MEP - APA working relationship

Mutual trust is pivotal to the working relationship between an MEP and their APAs.

Your MEP can expect you to:

- carry out the duties that you have been assigned and to keep with your duty of loyalty to your MEP;
- refrain from actions or behaviour that might reflect adversely on your position as an APA or on that of your MEP;
- inform the MEP of any possible conflicts of interest with regard to the MEP's position and activities;
- refrain from any unauthorised disclosure of information received;
- undertake missions, in particular to the European Parliament's three places of work.

In return, you can expect to:

- be treated with professionalism, dignity and respect;
- be given appropriate tasks and duties ;
- have access to a suitable work place;
- work in a healthy environment;
- enjoy the right to freedom of expression with due respect to the principle of loyalty;
- be granted the statutory rights provided for in the [Conditions of Employment](#).



The APA's statutory and contractual rights and obligations towards the EP

When signing your contract, you agreed to respect your statutory and contractual obligations towards the European Parliament, such as:

- carrying out the duties assigned to you by your MEP in keeping with your duty of loyalty to the EU;
- taking up residence in the country of the designated place of work (Brussels, Strasbourg or Luxembourg);
- performing your duties for your MEP on the premises of the EP in one of its places of work;
- undergoing a compulsory recruitment medical examination within the requested deadline;
- submitting all documents requested by the administration within the set deadline;
- requesting authorisation from the EP to execute an external activity, to publish material related to the work of the EU, to stand for public office or declaring a political mandate or similar outside the European Institutions, after having obtained your MEP's permission;
- declaring any possible conflicts of interest with regard to the Institution;
- respecting rules and procedures concerning leave and absence from work (including compulsory registration of leave in Streamline);
- refraining from any unauthorised disclosure of information received.

In return, you can expect to:

- be paid the salary according to the salary grade chosen by your MEP;
- be paid certain allowances depending on your personal situation ;
- be covered by the Joint Sickness Insurance Scheme (JSIS);
- be covered by the EU social security scheme (accident insurance, insurance concerning invalidity and death -subject to approval at the medical recruitment visit- and the acquisition of pension rights);
- have access to EP buildings and facilities in the Parliament's places of work;
- have a personal e-mail account and access to other electronic facilities;
- be reimbursed for missions undertaken in the framework of your work for your MEP, in accordance with existing rules;
- take paid annual leave and be granted maternal/paternal, family, parental or sick leave
- have the support of the administration;
- have access, under certain conditions, to an unemployment allowance at the end of your contract;
- enjoy freedom of expression whilst respecting the principle of loyalty;
- have access, under certain conditions, to the EP's [professional training courses](#);
- have your interests be represented by the APA Committee.

Don't forget: practical information, support and contacts

When you start working at the European Parliament, and indeed all along your working life as an APA, there are some practical and administrative steps you have to take, they are explained to you during the recruitment procedure and the taking up of duties.

Therefore, we would like to remind you that you have to:

- fix the appointments for the recruitment medical examination within the set deadline. You can book the appointments by calling the medical service via 34856 (call centre for the APA medical recruitment examinations)
- submit all the documents requested by the administration within the deadline.
- make sure that you have a personal EP email account, as the administration will communicate with you only through that account.
- register with the local authorities in your place of work.
- contact your [file manager in the Working Time Service](#) if you have questions about holidays, allowances and decisions regarding your absences.
- discuss the planning of your annual leave with your MEP and only then enter your request in the [Streamline](#) application. In case of medical leave, please inform your MEP and the medical leave service of your absence (see [rules on certificates](#)).

We also strongly recommend to:

- find a [general practitioner](#) near your place of residence as the doctors of the medical service of the Parliament cannot be consulted regularly as general practitioners by staff but only in cases of emergency.
- consult the [Streamline](#) application to view your personal file (documents, decisions, pay slips, holidays...).
- register your home address and private contact details in the [Streamline](#) application and add an emergency contact (spouse, family, trusted confidant).
- contact your [file manager in the Privileges and Immunities Section](#) for compulsory registration in your place of work (ID Card), VAT exemptions, certificates, etc.
- contact your file manager in the [Individual Entitlements Unit](#) if you have questions concerning allowances and your specific situation.
- please make use of the [training courses](#) and wellbeing options available to you.

If you are facing difficulties, do not hesitate to reach out for help. The [APA Committee](#), the [services of DG PERS](#), and in particular, the [medical service](#) (social workers, nurses, doctors, psychologists) can assist and advise you. Further questions?

Further questions?

For questions about your contractual and statutory rights and obligations, please contact:

APA-Desk

Call **43600** for Brussels

Email: APADesk@europarl.europa.eu

For general questions about the European Parliament's administrative rules and procedures and where to find the relevant information, please contact:

Infodesk of DG PERS

Call **41600** for Brussels and **21600** for Luxembourg

Email: Pers-Info-Bru@europarl.europa.eu or Pers-Info-Lux@europarl.europa.eu