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RESPONSES TO THE DISCHARGE QUESTIONNAIRE 2009

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RESPONSES TO THE DISCHARGE QUESTIONNAIRE 2009

1. PAYMENT OF SOCIAL ALLOWANCES TO STAFF MEMBERS

The Court found¹ that in 16 cases out of 30, information available to EP's services, in order to ensure that allowances provided for by the Staff Regulations are paid to staff in compliance with relevant Community regulations and national legislation, was not up-to-date. It exists therefore a risk of making incorrect and undue payments if the circumstances of the individual have changes. According to the Court, staff should be requested to deliver at appropriate intervals documents confirming their personal situation. In addition, Parliament should implement a system for the timely monitoring and control of these documents.

In its replies Parliament's administration affirmed that it proceeds to a regular verification of the situation of its agents. From 2010 this verification became automated (via the 'fiche électronique') which enables an - at least - annual verification of the agents' personal and administrative data.

How many personal files had to be corrected in 2009 following verification and what amounts had to be recovered?

The Individual Entitlements Service, on a regular basis, verifies if entitlements granted to the personnel of the Parliament are still justified and up to date. In 2009 a campaign was launched in order to control if the benefit of the **household allowance to personnel not having dependent children** (in such a case the payment of the allowance depends on the level of income of the spouse) was still justified. The service contacted 675 agents concerned to get recent documentary evidence of the spouse's salary. As a result of this campaign **44 files had to be corrected** and according to article 85 of the Staff Regulations the procedure of recovery of undue payment was applied. **The total amount recovered was € 75.583.**

2. ORGANISATION AND FUNCTIONING OF POLITICAL GROUPS

¹ Point 9.14 of the 2009 Annual Report, OJ C 303 of 9 November 2010, p.199

In its Annual Report² the Court found the specific EP rules on the use of budget item 4000 (political groups) does not require the establishment of its own internal audit function and only one group has appointed its internal auditor. According to the Court the functional independence of political groups does not justify that regulatory provisions on the internal audit function are not applied as regards the use of funds by political groups. Moreover the Court found that the specific provisions allowing groups to carry-over to the succeeding financial years unused appropriations without having to justify them do not comply with the Financial Regulation.

What concrete measures does Parliament's administration intend to take in order to ensure conformity with the applicable rules of the Financial Regulation and in particular the budgetary principle of annuality?

Concerning the possibility for political groups to carry over up to 50 % of their credits to the following year, a distinction should be drawn between the budgetary operations conducted by the authorising officer by delegation - who commits and pays appropriations from budget Item 400 in full compliance with the Financial Regulation, and in particular the principle of annuality - and the management of the resources of each political group, which is governed by specific rules adopted by the Bureau on 30 June 2003. Those rules take account of the constraints imposed by the specific nature of the political groups' role and make explicit provision for the carryover procedure referred to by the Court.

The problem of introducing an internal audit function within every group was examined during the last reform of the rules governing budget item 400 which was adopted by the Bureau on 20 September 2010.

In this context, two possibilities were discussed:

- to incorporate into the rules governing the use of Item 400 appropriations the requirement that the financial rules adopted by the groups should include a provision laying down the remit and duties of an internal auditor, as provided for in Article 85 of the Financial Regulation;
- to allow the groups either to appoint an internal auditor (if their size permits) or to confer those duties on an external auditor, on the understanding that he or she is not the external auditor responsible for examining the group's accounts.

Both propositions have not been adopted because especially the smaller groups which have only small financial units were very reluctant because of the supplementary administrative burden and costs which do not significantly improve the financial management and control system already provided for in Article 2.2.3 of the "400 Rules".

However, it was reiterated, inter alia in a reply by the Secretary General to the Court of Auditors, that an appropriate solution would be found to ensure internal auditing of the political groups. The Bureau has requested the Secretary General to study with the political groups the possibility to integrate an internal audit function in the rules (Bureau meeting of 20 September 2010).

² Points 9.15 and 9.16 of the 2009 Annual Report, OJ C 303 of 9 November 2010, p.200

3. STANDARD FINANCIAL STATEMENT

Article 8 of the Internal Rules on the Implementation of the European Parliament's Budget states that: *"A standard financial statement shall be drawn up for all proposals for decisions by the Bureau, the Conference of Presidents and the Quaestors and requests for authorisation submitted by other parliamentary bodies (committees, political groups) or the Secretariat-General that have budgetary implications."*

The absolute respect of this requirement seems to be one of the conditions for ensuring respect for the principles of sound financial management and for the carrying out of ex ante and ex post verification.

Were decisions and requests with budgetary implications taken or submitted in 2009 without the corresponding standard financial statement and if yes which decisions and requests and for which amounts?

It is obligatory to include a financial statement for all proposals for decision with budgetary implications, and this rule is strictly enforced by the two Secretariats. Nonetheless, on certain limited occasions, decisions were taken without an accompanying financial statement, generally in cases of *force majeure* or in response to political urgencies. A list of decision taken without financial statement is attached to this document.

4. IMPLEMENTATION OF OUTSTANDING 2009 INTERNAL AUDIT RECOMMENDATIONS

By the end of 2010 what is the state of implementation for the outstanding 2009 recommendations of the Internal Audit Service?

Has the reports by the Authorising Officers by delegation on the state of play as to the implementation of the open actions, foreseen for October 2010, been finalized? If so, will the Secretary General forward this report to the Committee?

The answers received by the Secretary General to his letter of 24 September 2010 asking for information on the implementation of the actions and asking to give priority to sensitive open actions, show considerable progress in the implementation of the action items adopted by the Directors general concerned: as at the end of 2010 they considered 51 actions to be fully implemented (amongst which all of the 4 critical actions), 31 actions to be partially implemented, whereas for 6 actions most of the work still needed to be done. The latter will be implemented once the ongoing revision of the Financial Regulation will have be finalised (and concern the revision of European Parliament's Internal Rules for the budgetary execution and their subordinated texts), or depend on the prior adoption of certain guidelines on which the responsible central departments are currently working, or on to outcome of the ongoing evaluation of the institution's financial management infrastructure.

Also, as part of this follow-up, the respective Directors general have restated their commitment to continuously improve their management and control procedures. Their replies have been forwarded to the Internal Auditor, who will take them into account when establishing his audit plan for 2011. This will allow the Internal Auditor to validate the implementation state of the action items during the follow-up audits he will carry out in 2011.

5. CARRY-OVERS

According to Article 9 (2a) of the Financial Regulation, differentiated commitment appropriations and non-differentiated appropriations not yet committed at the close of the financial year may be carried over in respect of amounts corresponding to commitment appropriations for which most of the preparatory stages of the commitment procedure have been completed by 31 December. Such amounts may then be committed up to 31 March of the following year.

In its replies to the questionnaire last year, the D5 Audiovisual Centre (Line 2140) and the Visitors' Centre (Line 3243) were mentioned as non-automatic carry-overs from 2008 to 2009 and gave reasons why the appropriations carried over could not be used before the deadline of 31 March 2009.

Were all the 2009 appropriations carried over to 2010 in accordance with Article 9 (2a) used before 31 March 2010? In any cases where such appropriations were not used before 31 March could the administration give full information as to which cases and the reasons why?

The purpose of non-automatic carryovers to 2010 is as follows:

Heading	Purpose	Amount (EUR)	Payment in 2010 (EUR)
2003 "Acquisition of immovable property"	Acquisition of the Millenáris Building in Budapest	9 100 000	8 383 750
2008 "Other expenditure on buildings"	Other costs related to the purchase of the Millenáris Building	1 000 000	0
Total		10 100 000	8 383 750

Regarding the budget line 2003, further negotiations with the developer led to a signature of the Property Sale and Purchase agreement where the parties agreed on the purchase price of 8.825.000 EUR, therefore a lower price than foreseen payable in three instalments. The first two instalments for the purchase of the building, amounting to 8.383.750 EUR (92% of the amount carried over), were already executed; the third one of 441.250 EUR are planned to be executed in 2011.

As far as the budget line 2008 is concerned, no accessory fees were proven to be necessary until this day.

6. MOPPING-UP TRANSFERS

Has the "mopping up" procedure taken place from the financial year 2008 to 2009 and from 2009 to 2010? If yes, what amount did it concern and for what purpose were the transferred funds used? Would it be possible to have an overview of the amounts concerned and the destination of the amounts "mopped up" by year since the financial year 2004?

Please find a summary of the mopping-up transfers in Annex.

7. PLACES OF WORK

7.1 What is the overall cost of "Luxembourg", of having it as one of the three working places of the EP? Or, at least, could the Committee receive exact figures on how many missions were undertaken, by how many staff members and for how many euros in 2009, between Luxembourg and Brussels?

Mission expenses between Luxembourg and Brussels in 2009

From 1 January to 31 December 2009, 7 052 missions were undertaken between Luxembourg and Brussels, consisting of:

- 4 553 between Luxembourg, city of departure, and Brussels, city of destination, at a total cost of €1 343 428 (including travel costs, accommodation expenses and daily subsistence allowance);
- 2 499 between Brussels, city of departure, and Luxembourg, city of destination, at a total cost of €567 015 (including travel costs, accommodation expenses and daily subsistence allowance).

As regards building costs, see Annex.

7.2. On the basis of which written document has it been agreed to always have a certain percentage of EP staff based in Luxembourg? Who signed it?

Article 289 of the EC Treaty (Treaty of Amsterdam) lays down that: *'The seat of the institutions shall be determined by common accord of the Governments of the Member States'*. Pursuant to the Protocol (No 8) on the location of the seats of the institutions and of certain bodies and departments of the European Communities and of Europol, the part of the decision taken by the Member States concerning the Parliament says: *'The European Parliament shall have its seat in Strasbourg where the 12 periods of monthly plenary sessions, including the budget session, shall be held. The periods of additional plenary sessions shall be held in Brussels. The committees of the European Parliament shall meet in Brussels. The General Secretariat of the European Parliament and its departments shall remain in Luxembourg.'*

The level of Parliament's staffing in Luxembourg is described in two main high level political agreements:

a. The Juncker/Hänsch agreement (1996)

By exchange of letters of 19 and 22 July, the President of Parliament, Mr Klaus Hänsch, and the Prime Minister of the Grand Duchy of Luxembourg, Mr Jean-Claude Juncker, agreed that Parliament would preserve in Luxembourg until 2004,

- the permanent presence of 2185 posts in Luxembourg; however Parliament could, subject to negotiation procedure, reduce this number to 2000 if confronted with a compelling need to reduce this number
- the translation service;
- the majority of Parliament's legal advisors;
- all staff members responsible for the organisation of the plenary sessions;
- all staff members of the Administration (the former DG 6) with the exception of ushers, drivers, technicians and interpreters;
- services charged with filing (archives) and studies (e.g. the STOA team);
- the Secretary General and an unspecified number of the members of his cabinet.

b. The Juncker/Fontaine agreement (2000)

By letter of 9 October 2000, the President of the Parliament Mrs. Nicole Fontaine requested, in application of the agreement mentioned above, the approval of the Grand Duchy of Luxembourg to transfer 99 posts out of Luxembourg. Following further negotiations, the Luxembourgish authorities agreed to the requested transfer. However, the Juncker/Hänsch agreement was modified slightly in the sense that:

- 50% of Parliament's staff, excluding staff working for the political groups, and staff posted to information offices, would remain assigned to Luxembourg
- and at least 2060 staff members would remain assigned to Luxembourg beyond 2004.

The agreement was approved by decision of the Bureau on 11 December 2000 and subsequently confirmed by exchange of letters of 14 and 19 December 2000. It was further stated that the majority of new posts following enlargements would be assigned to Luxembourg.

7.3. In 2008 the Parliament held two sessions in Brussels due to the repair of the ceiling in the Strasbourg Hemicycle. How much money did the EP save by staying in Brussels for these two sessions?

Cancellation of the Strasbourg part-session as a result of repairs to the ceiling gave rise to expenditure linked to the cost of cancelling charters (train and plane) booked specially for part-sessions and to the cost of cancelling hotel stays in Strasbourg (no-shows).

Savings made by Parliament resulted from the absence of transport costs for Brussels-based staff (apart from the above-mentioned cancellation fees imposed by the companies concerned), the absence of hotel charges and non-payment of daily allowances to Brussels-based staff.

Effect of **moving the part-sessions** from Strasbourg to Brussels:

Total additional costs:	- 818.740 €
Total savings made:	<u>+ 2.549.826 €</u>
Balance:	+ 1.731.086 €

Breakdown:

Item No	Heading	Subject	Additional costs	Savings	Balance
Impact of transferring the two September part-sessions to Brussels					
1004	MEPs' costs	travel Additional cost resulting from ticket cancellations defrayed by EP	no significant impact		
1400	Other staff	No interim staff recruited in STR		296 000	
1402	Conference interpreters	Savings resulting from recruitment of interpreters in Brussels (no travel and accommodation costs in STR)		180 726	
1652	Canteen operating costs	Loss due to lack of canteen use in STR	-192 000		
2026	Security	Extra security for part-session in BRX Security coverage in STR lowered in the absence of a part-session	-111 516	111 406	
2160	Transport and removals	Impact on hiring official cars and removal service: cost Brx=126 000 as opposed to cost STR=152 294 per part-session	-252 000	304 588	
3000	Missions	Cost of cancelling Thalys, charter plane, no-show Savings on mission expenses for 2 part-sessions in BRX	-263 224	1 657 106	
Total			-818 740	2 549 826	1 731 086

7.4. Does the Secretary-General know what the cost of part-sessions in Strasbourg was to Parliament in 2009?

Estimated cost to the budget of a normal part-session in Strasbourg			
Budget item	Title	Cost	Remarks
1004/01	Ordinary travel expenses: part-sessions, committees or their delegations, political groups and others	1 700 000	irrespective of part-session location
1202	Paid overtime	130 000	irrespective of part-session location
1400	Other staff (replacement of part-session auxiliaries)	159 500	irrespective of part-session location
1402/01	Conference interpreters: interpreters and conference technicians	2 766 000	irrespective of part-session location
1420/01	Outside services: translation of the Verbatim Report of Proceedings	750 000	irrespective of part-session location
2000/02	Rent: Strasbourg	4 417	
2022/02	Cleaning and maintenance: Strasbourg	924 700	partly irrespective of part-session location
2024/02	Energy consumption: Strasbourg	261 900	partly irrespective of part-session location
2026/02	Security and surveillance of buildings: Strasbourg	693 800	partly irrespective of part-session location
2160/01	Members' transport to Strasbourg	308 000	partly irrespective of part-session location
2160/02	Transport of trunks to Strasbourg	28 250	partly irrespective of part-session location
2350/02	Telecommunications: Strasbourg	35 750	irrespective of part-session location
3000/01	Mission expenses for staff: travel between the three places of work	1 387 000	partly irrespective of part-session location
3242/01	Expenditure on publication, information and participation in public events: publications, information activities, public events	25 000	irrespective of part-session location
3248/01	Expenditure on audiovisual information: coproduction and broadcasting of audiovisual programmes	260 000	irrespective of part-session location
3248/02	Expenditure on audiovisual information: Internet broadcasting of plenary sittings and meetings	271 000	irrespective of part-session location
TOTAL in EUR per part-session held in Strasbourg		9 705 317	

In any case, if plenary sessions in Strasbourg are to be replaced by plenary sessions in Brussels, specific costs related to any Plenary session and subsistence allowances, travel expenses and related costs for Members as well as local assistants would be similar (see above).

8. DEROGATIONS FROM AND EXCEPTIONS TO THE APPLICABLE RULES AND REGULATIONS

Could the Committee receive updated statistics (an overview by area of activity) on the derogations as regards the applicable rules and regulations for 2009? How many budgetary transactions (commitments and payments) were executed in 2009? Are there DGs for which the percentage of derogations was particularly high in 2009 as compared to previous years and as compared to the total number of transactions? Should this be the case, what was the reason for these high percentages? What were the cases of derogation implying the highest financial amounts?

In 2009, the DGs reported a total of 63 derogations from the applicable rules and regulations. As in 2008, this represents a small percentage of the total number of commitments and payment orders, namely 0.21% on a total of 30 243 transactions (7 168 commitments and 23 075 payment orders).

By normal accounting standards, these percentages would be considered not material.

Also as in 2008, there is a relatively big difference in the number of derogations reported by the various Authorising Officers (from 0 to 21). An overview of the derogations by area of activity is set out in the following table:

	(1) Number of derogations		(2) Derogations in 2009 per area of activity			(3) Number of Commitments and Payment Orders		Ratio (1)/(3)	
	2008	2009	Procurement	Budg. principles	Others	2008	2009	2008	2009
EP	78	63	7	52	4	31.085	30.243	0,25%	0,21%
DG PRES	54	21	1	19	1	2.948	2.335	1,83%	0,90%
DG IPOL	3	10		10		1.165	734	0,26%	1,36%
DG EXPO	4	5	1	3	1	666	614	0,60%	0,81%
DG COM	1	14	3	11		4.302	4.106	0,02%	0,34%
DG PERS	5	4	2	2		3.577	3.726	0,14%	0,11%
DG INLO	8	0				6.016	6.252	0,13%	0,00%
DG TRAD	0	0				1.080	4.689	0,00%	0,00%
DG INTE	0	0				4.138	1.027	0,00%	0,00%
DG FIN	0	1		1		1.706	1.617	0,00%	0,06%
DG ITEC	3	8	0	6	2	5.331	4.902	0,06%	0,16%
SJ	0	0				156	241	0,00%	0,00%

In summary, the reported derogations relate to (a) *procurement*, (b) *budgetary principles*, and (c) *others*.

- (a) As regards procurement, some AOD stated that they had not been able to apply the appropriate procedures for the cases in question. Most frequently, short notice-periods were given as grounds for not adhering to the rules.

- (b) Most of the derogations from budgetary principles concerned non-compliance with formal rules regarding prior budgetary commitments or the use of inappropriate budget lines.
- (c) The four other exceptions relate to overdue regularisation of imprest accounts, and late receipt of invoices.

As stated, the volume of derogations at 0.21 % of all operations should not give rise to particular concern at the level of the Institution. The relatively low level of derogations reflects the fact that measures have been taken over the last few years, at both central and departmental levels, to remedy systemic shortcomings identified in Parliament's internal control framework. Parliament continuously monitors derogations and takes the necessary steps, if appropriate.

It should also be acknowledged that derogations may not always be avoided and are acceptable, provided that they are properly documented and justified. Where an *ex ante* verifier considers that a transaction does not comply with applicable rules or procedures, he should withhold endorsement. Withholding of endorsement provides evidence of the proper functioning of internal controls and of management's concern for transparency.

9. ANNUAL ACTIVITY REPORTS

Currently each DG (and the Legal Service) is preparing its own Annual Activity Report. However, there is no overall Activity Report for the Institution as a whole³.

Would the Secretary-General not consider issuing a more readable, consolidated version (a summary) of the Annual Activity Reports, as it is the case for other institutions⁴?

Moreover, Article 8 of Internal Rules (on the Implementation of the EP budget) requests Authorising Officers by delegation (AODs) to report to the Principal Authorising Officer by delegation (PAOD), on the performance of his/her duties by providing three reports during the year (one in the spring, the second one on 15 June and a third one on 15 October) in addition to the annual activity report produced for the previous year. The aim of these is to report to the PAOD, on the performance of the duties of the AODs.

³ as the Report on Budgetary and Financial Management cannot be considered as such

⁴ The Commission is adopting every year a summary of the annual reports of its DGs (referred to in Article 60(7) of the Financial Regulation) and called the "Synthesis of the Commission's management achievements".

In the Secretary-General's opinion, could not this reporting burden be lessened with the view of simplification, so that the DGs would prepare only one version of their Annual Activity Report? However, it is understood that this simplification in the AODs' reporting obligations would not affect their obligation of keeping the Principal AOD informed about any substantial transactions likely to have financial implications for the budget and about any significant event that might jeopardise the sound management of appropriations or prevent the objectives set from being achieved.

Parliament has introduced an annual activity report procedure appropriate to its internal organisation.

Based on Articles 59(2) and 60(4) of the Financial Regulation, Parliament's internal provisions (Article 5 of the Internal Rules) state that the Secretary-General shall be appointed principal authorising officer by delegation. According to paragraph 4 of the Article, *'The delegation of powers to authorising officers by delegation shall be performed by the principal authorising officer by delegation. The subdelegation of powers to authorising officers by subdelegation shall be performed by authorising officers by delegation'*. This chain of delegation means, in Parliament's view, that Article 6 ('Minimum internal control and management procedures') and Article 8 ('Authorising officer by delegation') refer specifically to authorising officers by delegation, without the need to go through the principal authorising officer.

Article 8 of the Internal Rules states specifically that:

(Section 9) authorising officers by delegation are to report to the institution on the performance of their duties in an annual activity report submitted to the principal authorising officer;

(Section 11) the principal authorising officer by delegation shall forward the annual activity reports, accompanied by a signed statement of assurance, to the President and the Committee on Budgetary Control.

By the same principle and in order to maintain consistency, the minimum standards established by Parliament according to Article 60(4) of the Financial Regulation apply to the directorates-general, in other words to authorising officers by delegation.

This is the level at which Parliament considers evaluation of management and therefore the introduction of annual activity reports to be necessary; a single annual report is therefore not envisaged. However, in compliance with Article 13(2) of the Internal Rules, the main points of the activity reports are included in the **report on budgetary and financial management for the financial year**.

Article 8(4) to (7) of Parliament's Internal Rules provide for three periodic activity reports.

10. RISK-MANAGER

Could the Secretary-General provide the Committee with a clarification as regards to the mission, mandate and framework of the newly established Risk Manager?

Considering the fact that the recently nominated risk manager should be fully effective as soon as possible, would the Secretary General not consider to provide this manager with adequate staffing by redeployment of existing staff instead of waiting till the 2011 budget will provides the staff needed?

The mission and framework for the newly established Risk Management Service is examined in depth on the basis not only of internationally accepted standards and documentation, but also on the basis of the risk management rules and practices applied in the European Commission, which adopted an updated risk management guide in October 2010. The system of the Commission is in place since 2005, has been tested and tried, and is a good starting point for Parliament. The text of an EP manual, as well as training activities and material, are developed on that basis. However seen the tasks of Parliament's Secretariat and the differences compared to the Commission, the process in Parliament need to be adapted to its proper needs. Risk profiles have to be set up, and the Risk management services will concentrate on establishing best practices. Solid experience needs to be gained in Parliament before being able to proceed to a formalisation of mandate, commitment and framework..

As to staffing and possibilities of redeployment it is recalled that the Risk Manager has taken up his function on the basis of redeployment on 1 June 2010. Redeployment of two highly qualified staff members in category AST to the risk management service has been carried out in June 2010, and a third staff member in category AST has been redeployed to the risk management service with effect of 1 January 2011. This enables to set up the service. However, risk management requires, to be effective, particular qualifications of AD grade staff both in terms of management methodology in general and with a view to specific risk management methods which include very demanding specific skills and experience. It has therefore been considered appropriate to open new posts enabling a wider selection process, rather than to redeploy staff.

11. EXTERNALISATION VS. INTERNALISATION

11.1. Some 990 people work in the area of security as external staff within DG PRES. In addition, several hundreds of external consultants or other external service providers work for Parliament, in particular within DG INLO and DG ITEC. It has been recognised for some time that Parliament's services might suffer from an imbalance between in-house and external specialists resulting in a certain degree of overdependence on external expertise in some areas. On the other hand, further externalisation or outsourcing of other activities such as the external translation for certain texts could save costs provided that a good quality of translation can be maintained. *Does the administration have up-to-date statistics as to how many external service providers / consultants are offered offices within Parliament's premises, differentiated between occasional and permanent offices?*

993 external members of staff have office space on a permanent basis (see table below). Temporary offices are allocated separately by each Directorate-General. The 993 external

staff do not include staff not working in offices (security guards, cleaning staff, canteen staff, etc.).

External staff in offices

DG	BXL	LUX	STR	TOTAL
DG PRES	66	20	38	124
DG IPOL	25	/	/	25
DG EXPO	/	/	/	0
DG COMM	58	/	20	78
DG PERS	6	16	/	22
DG INLO	108	30	45	183
DG TRAD	/	15	/	15
DG INTE	9	/	4	13
DG FINS	24	2	/	26
DG ITEC	150	344	13	507
SJ	/	/	/	0
TOTAL	446	427	120	993

The Bureau's decision of 24 March 2010 on the medium-term buildings policy includes the following:

11.2. What level of responsibility does external staff have in Parliament?

External consultants are managed by officials and therefore they perform their tasks under the responsibility of officials and as such are never involved in the decision making process.

Most of the external staff (82%) work for three DGs, DG ITEC (507), DG INLO (183) and DG PRES (124). Their responsibilities are as follows:

DG ITEC

In DG ITEC, all external consultants are registered in a common data base (Conex/CODICT) which is regularly up-dated. External consultants are mostly active in operational tasks or in high level technical expertise in particular in new rapidly evolving technology or specific IT domains not widely covered within the DG ITEC's staff.

DG INLO

The following activities of the Directorate for Infrastructure (DG INLO) should be highlighted:

- maintenance and cleaning operations
- control and audit missions of maintenance and cleaning operations, etc.
- studies and monitoring of project implementation

- a permanent specialist team within the projects units will be responsible for the management and organisation of current projects
- the projects units will have support teams with sufficient, high-quality expertise appropriate to the challenges and budgets of the projects decided on by the political authorities.

DG PRES

As far as two operational units of DG PRES are concerned (Internal Security and Accreditation), external staff provide "front line" services in the fields of general security (security guards), fire security (safety agents) and accreditation (receptionists). Contracts for these services also foresee that direct management of the staff is to be provided by contractors. Officials of the European Parliament assure contract management (tasks and duties), strategic organisation of work (hours and deployment) and general supervision of services performed.

Contracts run by the two organisational units (Technical Security and Risk Management) provide for consultancy services in the respective domains. Responsibility of the contractors is limited to providing consultancy according to current requirements of the respective units and, if necessary, implementation of plans and projects elaborated by the consultants under direct supervision of officials of respective units.

11.3. Could the Parliament's administration give an overview analysis as to what would be a cost-effective balance between internal staff and external staff in each area of parliamentary activity?

Regarding DG ITEC, the cost-effective balance highly depends on the IT domain to cover. It is therefore difficult to set up a global ideal ratio. Therefore a study will be launched to assess where and how the number of external staff can be reduced and be replaced by officials.

Regarding the two operational units of DG PRES, (Internal Security and Accreditation), a study has already been prepared with a scope limited to accreditation (Accreditation Unit) and reception of visitors (Internal Security Unit). It has been judged that internalisation of these two services should prove effective.

With his note of 2 July 2010 the Secretary General addressed the Bureau with a detailed proposal for partial internalisation of the accreditation. This project was approved by the Bureau on the 5 July 2010. 1 January 2011 has been marked as the starting day for the project. 16 internal posts are going to be created in the Accreditation Unit taking over several tasks currently under responsibility of external staff. It is estimated that internalisation of these 16 posts will result in reduction of the overall cost for the European Parliament and increase quality of services provided. It is not excluded that should this project prove successful, further steps will be taken to integrate entirely services of accreditation and reception of visitors in the internal structure of the European Parliament.

11.4. How many square meters and how many offices in the EP buildings are used as working places or offices for non Parliament personnel (i.e. lobbyists, travel agencies, security staff, private companies etc.)? Do these groups pay some kind of rent for using the facilities and the space in the Parliament buildings? What cost does the Parliament bear for them?

Surface and offices in the EP buildings used as working places/offices for non Parliament personnel

NON PARLIAMENT PERSONNEL		BXL	LUX	STR	TOTAL	FINANCIAL CONTRIBUTION
External service providers ¹	Office Units	223	214	60	497	no ⁵
	M ²	2 899	2 782	780	6 461	
Other European Institutions (total):	Office Units	72	/	303	375	
	M ²	1 081	/	5 490	6 571	
Ombudsman	Office Units	28	/	60	88	yes
	M ²	395	/	1 575	1 970	
Economic and Social Committee Committee of the Regions	Office Units	/	/	2	2	no
	M ²	/	/	6	6	
EDPS	Office Units	23	/	1	24	yes (Brussels)
	M ²	356	/	16	372	
Council	Office Units	4	/	80	84	no
	M ²	60	/	1 303	1 363	
Court of Auditors	Office Units	13	/	1	14	yes (Brussels)
	M ²	202	/	3	205	
Commission	Office Units	4	/	159	163	no
	M ²	68	/	2 587	2 655	
Banks, supermarkets, hair dressers, news stand, ...	Office Units	57	24	34	115	yes
	M ²	1 156	310	566	2 032	
Travel agencies	Office Units	26	3	15	44	yes (partial)
	M ²	378	42	183	603	
Associations (Former Members, Pension Fund, Parents' Association, Pegasus and Kangaroo)	Office Units	13	2	1	16	no
	M ²	193	37	18	248	
TOTAL	Office Units	391	243	413	1 047	
	M ²	5 707	3 171	7 037	15 915	

¹ Details of areas occupied by external service-providers are being scrutinised.

The cost of housing other institutions and licensees in EP buildings is offset by the financial contribution which they make each year.

DG INLO has no information on office space used by lobbying organisations.

⁵ This is taken into account during the procurement procedure.

12. SECURITY

12.1. *What was Parliament's budget for security in 2009?*

The initial budget for security in 2009 was 44.296.000€, included a reserve of 400.000€ for technical security equipment not consumed. This global budget was allocated for

- Internal security and accreditation: 37.000.000€
- Technical security: 6.700.000€.
- Consultancy (both technical and in the field of risk management): 596.000€

12.2. *What are the statistics for 2009 and 2010 as compared to 2007 and 2008 as regards the number of declarations of theft and of investigation reports following a complaint?*

Every declaration of theft is followed by an investigation report.

	BRUSSELS	LUXEMBOURG	STRASBOURG
YEAR 2007	80	15	27
YEAR 2008	115	15	29
YEAR 2009	108	16	33
YEAR 2010	105	11	38

12.3. *How many staff are on duty in Strasbourg outside the session-weeks?*

10 EP officials and the following number of external staff are present in Strasbourg during working hours outside the session-weeks:

- General security: 30
- Fire security: 19
- Accreditation: 3

12.4. *Are the on-the-spot checks carried out on the actual presence of security agents?*

On-the-spot checks are carried out on a daily basis in all three sites of the EP by officials of the respective units (Internal Security for security guards and safety agents and Accreditation for receptionists).

12.5. Does security staff in the Parliament's places of work have comparable training? What are the main qualifications required for training for persons hired as security staff in the three work places? If there is a difference - what is the extra expenditure for the Parliament to ensure the same level of security in Brussels as well as Strasbourg and, is the same level of security, in fact, obtained?

The training of security guards has a common core for the 3 sites which include security and safety rules in conformity with national legislations. The training time is 24 hours per agent per year for Luxembourg and Strasbourg and 40 hours per agent per year in Brussels. For all 3 sites, the trainers are provided by the security companies and are certified specialists in relevant fields.

G4S, the contractor for security services in Brussels, offers language courses (English) and management courses in addition to the core training required for security personnel. Management training for team leaders and heads of post is provided by an external company specialized in the domain (Cameleon). All training expenses are covered by respective security firms in all 3 sites.

The Internal Security Unit holds regular presentations for new G4S agents in Brussels to introduce them to the institution, its characteristics and its requirements for security guards.

12.6. What were Parliament's total security costs in 2004, 2008 and 2009?

Total security costs (2004, 2008, 2009)

Heading	2004	2008	2009
Security and surveillance of buildings	25 534 890	36 107 746	37 668 264
Technical equipment and installations - security	5 392 205	3 827 454	4 794 520
Acquisition of expertise: Consultation and studies - security	117 138	564 976	585 612
Total (EUR)	31 044 233	40 500 176	43 048 396

12.7. How many surveillance cameras are installed on the individual sites? Which firms have supplied Parliament, to date, with surveillance cameras and software? What was total expenditure on cameras in 2004, 2008 and 2009?

In 2004 a large quantity of cameras was installed in all three sites of the EP. The next major purchase was carried out in 2006. In other years only punctual purchases were conducted.

In Brussels, 1001 security cameras provided by companies TTG and G4S Systems.
 In Luxembourg: 238 security cameras provided by G4S Systems and Axima.
 In Strasbourg: 364 security cameras provided by G4S Systems.

The following information concern purchase of cameras:

2004: purchase of cameras in three sites:

- BRU: 2.077.346 €
- LUX: 583.751 €
- STR : 1.514.648 €

2006: extension of CCTV in all three sites for the total amount of 581.843 €.

2008: purchase of 9 cameras in Brussels for the total amount of 8.000 €.

2009: extension of the central CCTV infrastructure in Brussels for the total amount of 94.800 €.

13. PREVENTION OF A POSSIBLE H1N1 FLU OUTBREAK

Could the Secretary-General provide a full overview of all costs related to the prevention of a possible outbreak of the H1N1 flu within the premises of the EP?

The preventive measures to combat influenza A (H1N1) were proposed by Parliament's Medical Service. At its meeting of 1 September 2009, the Crisis Management Team (CMT), chaired by the Deputy Secretary-General/ Director-General for the Presidency, decided to apply the measures and asked the Directorate-General for Infrastructure and Logistics (DG INLO), in particular, to implement them as a matter of urgency.

The measures covered two types of provision: supplies and specific cleaning services:

- frequent cleaning of reception areas and toilets with appropriate products;
- additional cleaning of meeting rooms and other heavily used areas;
- provision of antibacterial gel and hygienic wet wipes for users of meeting rooms, interpreters' booths etc;
- replacement, in toilets, of cloth hand-towel rolls with paper rolls.

Neither the supplies nor the specific cleaning services were covered by Parliament's contracts with the cleaning companies: they were additional measures requested and required by the Medical Service. As the measures were additional to general cleaning, the original budget allocation for general cleaning was not sufficient to cover the expenditure they entailed.

The measures were implemented at Parliament's three places of work between mid-September 2009 and the end of March 2010.

Cost of preventive measures to combat influenza A (H1N1)

Brussels:	+/- € 800 000
Strasbourg:	+/- € 266 000
Luxembourg:	+/- € 195 000
Total	+/- € 1 261 000

14. VOLUNTARY PENSION FUND

14.1. How much is the deficit of the pension funds for Members? What are the plans to cover the deficit?

The assets of the Pension Fund are actuarially deficient by 84.5 Mio EUR as at 31 December 2009.

The Pension Fund has invested heavily in equities, with the current strategic allocation being 70 % equities, 25 % bonds and 5 % property. As the Fund was exposed to equity markets, the funding level suffered during the equity crash.

On the basis of advice from its specialist advisers the Fund reviewed in 2009 its long-term investment strategy. In early 2010 the Fund appointed its own investment consultant who is currently working in a review of investment strategy.

A decrease of equity allocation to 50 % of the Portfolio is expected. It is also recommended that the Fund splits the allocation of bonds in: 1/3 corporate bonds, 1/3 short dated governments bonds and 1/3 medium to long dated government bonds.

On the Parliament side, the measures adopted by the Bureau in April 2009 seem to have achieved the desired result, of both preserving the Fund's assets in the short term and improving its financial situation in the long term. It appears that only the decision to raise the retirement age from 60 to 63, by analogy with the provisions of the Statute, will have a beneficial effect in the long term, generating an actuarial saving of 17.2 Mio EUR. As for the cash flows concerned, without the Bureau's decisions, the Fund would have had to disburse in 2009 no less than 22.3 Mio EUR, with no opportunity of benefiting from the recovery of the financial markets

14.2. Recently President of the MEPs private pension found Mr. Balfe stated during a meeting with the CONT coordinators, that Parliament's Bureau decides about the investments of the pension fund. Contrary to this, Parliament's administration claims that such decisions lie with them. Who actually makes the decisions about the investments of the pension fund?

The administrative management of the Members' Pension Scheme (fixation of rights, payment of contributions, payment of benefits etc) is almost completely ensured by DG Finance.

The Pension Fund is an ASBL (non profit organisation) governed by Luxembourg Law. In 1994 a SICAV (Société d'Investissement à Capital Variable) was formed to deal with the investments of the Fund. The ASBL owns all the shares of this SICAV and the SICAV investment manager is *Crédit Agricole Luxembourg*. The investment policy strategy is fixed by the Investment Committee (three members), created within the Board of Directors

of the Fund, and executed by *Crédit Agricole Luxembourg*. The European Parliament is not involved in the decision making process concerning the Fund's investment policy.

14.3. What profit/loss in euros has been made by the Members' voluntary pension fund, and what is the corresponding percentage, in relation to the capital investment, both in each year of its existence and overall? What proportion has been accounted for by bonds, stocks and other forms of investment in each year? What stocks, bonds and other forms of investment are currently included in the fund's portfolio, and what is the total value of each in euros?

The annual rate of return of the Fund's investments and the funding ratio during last ten years are included in the following table 1. According to an independent actuarial study commissioned by DG Finance, the Fund will have solvency problems for any rate of return below 10.5 %. A general picture of the Fund's investment portfolio is included in table 2.

Table 1: Rate of return of investments and funding ratio of the Scheme (in %) ⁶

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	30/6/2010	Period 1999-6/2010
Rate of return	21.7	1.7	- 4.4	- 17.5	8.8	7.5	18.2	7.7	1.2	- 30.3	17.2	4.0%	24.95%
Funding ratio	102.0	108.7	102.0	94.2	76.4	76.8	86.1	88.4	87.4	56.0	67.8	n.a.	n.a.

Table 2: Investment Portfolio ⁷

Portfolio as at 31 December	2003	2004	2005	2006	2007	2008	2009	30/06/2010
Stocks	60.15%	60.62%	64%	70.3%	71.5%	68.6%	67.4%	67%
Bonds	34.79%	37.33%	34.7%	26.1%	24.2%	23.2%	19.6%	24%
Others (cash, property)	5.07%	2.05%	1.3%	3.7%	4.3%	8.2%	13%	9%
Value of Assets (Mio €)	134.6	145.7	178.9	202	212.3	154.0	177.5	184.0

14.4. How high was the actuarial deficit of the Members' voluntary pension fund in Luxembourg at year-end 2009, and is there a more up-to-date figure? How is it being ensured that, in line with Parliament's political decisions, any actuarial deficit is not borne by the taxpayer and/or EU institutions?

The Fund's liabilities (current actuarial value of future liabilities) was 262.1 Mio EUR as at 31 December 2009, which is an improvement compared to 2008, due also to the measures taken by the Bureau on April 2009.

No more recent figures are available. A call for tender has been launched by DG Finance to provide the Parliament with the assistance of its own independent actuary during 2011.

⁶ Source Pension Fund It is to be noted that until 2009, the Fund assets increased also through contribution paid by Members and Parliament.

⁷ Source Pension Fund

At its meeting of 1 April 2009, the Bureau agreed that Parliament has a legal responsibility to guarantee the right of members of the Pension Scheme to a pension which could be retained after exhaustion of the assets of the Pension Fund. Under the present circumstances the Fund is expected to have adequate assets up to 2021 but future results depend on the return on investments to be effected by the Fund under its responsibility. As it was explicitly decided that Parliament will not make further contributions to the Fund, any payments under the Pension Scheme will, upon its exhaustion, have to be effected through Parliament's budget. The exact modalities need to be decided upon.

15. POLITICAL PARTIES AND FOUNDATIONS AT EU LEVEL

15.1. With regard to the financing of campaigns by the political parties: Which party activities to support the European elections were paid for by the EU budget? What was the number of staff employed by the political parties? What is the trend?

Pursuant to Article 8, paragraph 3 of the Regulation (EC) No 2004/2003 on the regulations governing political parties at European level and the rules regarding their funding *"The expenditure of political parties at European level may also include financing campaigns conducted by the political parties at European level in the context of the elections to the European Parliament..."*. Furthermore, the code of conduct for electoral campaigns, adopted by the Bureau on 8 October 2008, provides for detailed rules on campaigning.

Within this framework and on the basis of their audited accounts the parties spent the following amounts in 2009 on financing campaigns in the context of the elections to the EP.

Party	Expenses on election campaign
European People's Party (EPP)	0
Party of European Socialists (PES)	188.521
European Liberal Democrat and Reform Party (ELDR)	107.272
European Green Party (EGP)	0
Party of the European Left (EL)	162.944
European Democratic Party (EDP)	0
Alliance for Europe of the Nations (AEN)	0
European Free Alliance (EFA)	51.082
EUDemocrats (EUD)	117.086
Total	626.905

Some parties may have also booked some campaigning costs under other budget items, such as meetings or information politics, if they consider that the campaigning activity is not the predominant factor. At least one case has been registered by the administration.

Pursuant to Article 3 paragraph 1 a) and paragraph 2 b) of the above mentioned regulation, the political parties and foundations are organized as independent legal personalities. Neither the regulation nor the Bureau decision requires that they communicate the number

of staff they employ. That is why the administration can only provide for the figures it received informally. These are the following:

Party	Total paid staff
PES	26
EPP	19
ELDR	9
GREENS	5
EL	n/a
ALE	n/a
EUD	n/a
AEN	1
PDE	0

15.2. Could the administration provide the House with an overview of the activities of political foundations funded? Could this also be done for the political parties funded?

Article 191 of the EC Treaty (applicable in 2009, now replaced by Articles 11-4 TEU and 224 TFEU) states that political parties at European level are important as a factor for integration within the Union and that they contribute to forming a European awareness and to expressing the political will of the citizens of the Union."

Provisions to provide financial support for political foundations at European level should be laid down, as political foundations at European level affiliated with the political parties at European level may through their activities support and underpin the objectives of the political parties at European level notably in terms of contributing to the debate on European public policy issues and on European integration, including by acting as catalysts for new ideas, analysis and policy options. This financial support should be provided in the section headed 'Parliament' of the general budget of the European Union, as is the case for political parties at European level.

The following table, based on the audited accounts of the political parties and foundations, gives an overview of the staff costs and the main activities of the beneficiaries for the period from 2007 until 2009. The table also shows the trends in each sector over a 3-year period.

Overview of the staff costs and the costs of the main activities of European political parties and foundations for the period 2007-2009

	Parties			Foundations	
	2007	2008	2009	2008	2009
A.1 Personnel costs	4.874	5.069	5.472	759	2.097
A.2 Infrastructure and operating costs	2.103	1.806	1.840	324	574
A.3 Administrative expenditure	518	706	882	858	920
A.4 Meetings and representation costs	3.020	3.392	4.050	952	1.076

A.5 Information and publication costs	1.038	1.105	1.484	1.398	2.345
A.6 Expenditure relating to contributions in kind	73	0	37	-209	295
A.7 Allocation to "Provision to cover eligible expenditure to be incurred in the first quarter of N+1"	0	26	0	0	0
B.1 Non-eligible expenditure	197	380	364	3	27
Grand Total	11.822	12.484	14.129	4.502	7.335

15.3. With regard to European political parties and European foundations there are no on-the-spot checks in place yet. The explanation given explains that there have been no irregularities so far. However, most effective control can be only given by developing a programme of ex-post controls in order to obtain assurance and ensure full transparency. *Do you intend to develop such a programme of ex-post controls?*

The European political parties and foundations were already informed, that an internal working group has been established with the task of examining the practical measures to be undertaken by DG Finance, including on-the-spot checks, with a view to assisting the parties and foundations in improving their operational and financial capacity, following the requests made in the context of the 2008 discharge procedure and in line with the action plan adopted with the report of the Internal Auditor on political parties and foundations at European level (Report no. 09/10).

Given the number of parties and foundations (10 parties and 9 foundations in 2010), it is envisaged to control each party and foundation at least once during each legislature.

16. STAFF ISSUES

16.1. *What is the absolute number of posts assigned to the task of 'policy coordination' and 'administrative support' (as defined in Commission's annual staff screening reports)? What is its percentage in relation to the overall number of posts?*

DG PERS maintains statistics on the allocation per job activities. The classification used takes into account the specificities of the activity of the Parliament (importance of the translation and interpretation services for instance) which explains that this classification differs from the one used by the Commission.

As at 01/01/2010, the breakdown per job activity of the occupied posts (staff of political groups and Accredited Parliamentary Assistants not included,) is as follows:

	Number	%
Linguistic Assistance	1363	27,71%
Administration	924	18,78%
Parliamentary Assistance	741	15,06%
Communication	457	9,29%
Management	433	8,80%
Logistic Support	405	8,23%
Finances	301	6,12%
Informatics	242	4,92%
Legal assistance	53	1,08%
TOTAL	4919	100%

16.2. How many posts were filled by people who have not passed a relevant competition over the last 7 years?

Article 29 of the Staff Regulation defines the conditions to be respected in order to fill a post. Stricto sensu only temporary agents can occupy a permanent post without having passed a relevant competition. In the case of officials, these have de facto been recruited following a successful competition with the exception of appointment of official to grade AD15 or AD14 who are the subject of specific interviews. Nevertheless, even if a temporary agent has not passed a competition, the person had to pass either a CAST or an internal selection procedure.

The following table indicates the number of temporary agents that have been recruited on permanent posts since the introduction of the new Staff Regulation.

Year	Number
2004	200
2005	236
2006	155
2007	201
2008	95
2009	108
Total	995

It has to be underlined that a large number of these people are explained by the various enlargement processes which took place since 2004. Indeed, the institution recruits citizens from pre-enlargement countries as temporary agents as the recruitment of officials from these countries can only start following the official accession date. As a result, quite a few of these temporaries have been either replaced by officials or transformed into officials if they successfully passed an EPSO competition.

16.3. Are there EP officials who at the same time work for other EU institutions?

EP officials can be seconded to other European institutions but in this case they fully worked for the institution which welcome them and do not appear anymore on the EP payroll.

Staff interpreters working at the Parliament provide interpretation services to other institutions or bodies (such as the Committee of the Regions), mainly during weeks for external parliamentary activities and weeks without parliamentary activities, which generate revenue. The assigned revenue received from this source in 2009 amounted to 1 274 166 EUR.

16.4. How many new posts have been created for staff originating from pre-accession countries and what are their main tasks (per country)?

No posts were created in 2009 for pre-accession countries.

16.5. How many new posts were created in 2009 at the level of the committee secretariats and what is their distribution (per secretariat)? How many posts were created elsewhere? In which Directorates General, for which tasks and at what grade?

34 posts were created in 2009 for the committee secretariats:

- 24 were created in DG IPOL (13 AD5 and 11AST1)
- 10 were created in DG EXPO (7AD5 and 3 AST1)

The breakdown of the new posts by Secretariats of DG IPOL is as follows:

	AD	AST
General coordination/Administration	4	1
EMPL	1	1
ECON	1	
IMCO		1
ENVI		1
CRIS	1	
AGRI	1	
PECH	1	1
REGI	1	1
TRAN		1
CULT		2
LIBE	1	
JURI		1
FEMM	1	
CONT	1	1
TOTAL	13	11

The breakdown of the new posts by Secretariats of DG EXPO is as follows:

	AD	AST
General coordination/Administration	1	1
AFET	1	1
SEDE	1	
DROI	1	1
INTA	1	
Policy Department (External relation)	1	
EUROLAT	1	
TOTAL	7	3

Besides these 34 posts, 88 additional posts were created for the rest of the General Secretariat and 53 for the political groups.

The breakdown by DG and by grade of these 88 posts is given in the following table

	AD9	AD7	AD5	AST3	AST1
DG PRES		11	7		2
DG COMM	1		3		12
DG PERS	2		3	2	8
DG INLO			2	2	1
DG INTE			1		2
DG FINS			2		7
DG ITEC			4	10	
Staff Committee					2
Legal Service			3		1
TOTAL	3	11	25	14	35

16.6. With regard to the financial support for so-called skiing holidays for children in the framework of the support of social and cultural activities of employees, it is important to know, whether skiing (or any other) trips for employees' children are still paid and if so, what the proportional support for different income categories is?

Following the 2011 budget procedure discussion, the system was revised. The remarks on the budget item for ‘Social Welfare’ were amended accordingly to read as follows:

- ‘— action taken in respect of officials and other servants in particularly difficult situations,
 - the financing of a grant for the Staff Committee and incidental expenditure in the Welfare Service. Contributions or defrayal of expenses by the Staff Committee for participants in a welfare activity shall be aimed at financing activities that have a

social, cultural or linguistic dimension but will not contain subsidies to individual staff members or households.'

Individual employees will not therefore receive any subsidies under these social measures.

16.7. Does Parliament organise team-building seminars for its staff? What was the cost of such seminars in each of the years 2004, 2008 and 2009? What seminars took place, on what terms, and when, in 2004, 2008 and 2009? Who organised and ran each such seminar?

The requested information is given in Annex .

17. MEMBERS' PRESENCE

17.1. What was the presence per days of Members in 2008 in comparison to 2009?

The number of presences is inferior to the average on Mondays; presence increases on Tuesdays, the peak is reached on Wednesdays and the number decreases on Thursdays. The average presence/week has been calculated based on the presences registered on Tuesdays, Wednesdays and Thursdays.

A distinction is made between presences in Strasbourg during sessions, presences in Brussels during "mini-sessions" and presences in Brussels during other working weeks.

Attendance	Committe/mixed weeks (BRU)	Weeks with mini-sessions(BRU)	Session weeks (STR)
2008	71%	88%	89%
2009 (6th legislature)	70%	88%	89%
2009 (7th legislature)	65%	90%	94%

17.2. Would it be possible for the Secretary General to commission an internal study with the aim of finding an alternative to the Members signatures (an electronic signature), thus enabling the administration a more efficient system of controlling presence?

An internal study was conducted by DG ITEC in the past to evaluate the possibilities for electronic signatures, but the following proposal was not taken up by the political authorities at that time.

However, the administration has developed the working method to collect the Members' signatures through a harmonisation and electronical introduction of an important part of

the presence lists. Nevertheless, time consuming manual interventions persist in relation with introduction and control of the lists. The relevant services are working to improve the method for the electronic registration of the signatures.

17.3. As in previous years, the following information is requested: In each of the years 2007, 2008 and 2009, how many Members signed the central attendance register on a Friday during a part-session week in Strasbourg, broken down by month, and, to the extent possible, what are the available figures for 2010? What are the equivalent figures for Brussels (i.e. for all Fridays on which the register could be signed)?

Number of signatures of the central register on Fridays

	<i>Following a Strasbourg session</i>		<i>Following working weeks in Brussels</i>	
	Total number of signatures	Average number of signature/week	Total number of signatures	Average number of signature/week
2007	809	67	4.088	93
2008	630	53	4.315	98
2009	879	73	2.963 ⁸	67
2010	415	38	3.847	96

18. PARLIAMENTARY ASSISTANCE ALLOWANCE

18.1 What amount for parliamentary assistance was available to Members in 2009? What amount was disbursed to Members, and what amount was not used and therefore kept by Parliament?

The eligible amount for each Member in 2009 was 17 540 per month at the beginning of the year and 17 864 EUR per month as from 14 July 2009. The total amount of appropriations available was 184 767 009 EUR. From the total available amount, 155 996 740 EUR was paid towards the parliamentary assistance allowance, leaving the sum of 28 770 260 EUR that was retained by Parliament.

18.2. In 2008 and 2009, how much was reimbursed to Parliament by Members, from the parliamentary assistance allowance, and how many Members made such reimbursements? In how many instances was OLAF involved - whether or not it received reports from Parliament departments or individuals?

⁸ 2009 was an election year. Therefore, the low figures for the total of signatures and the low average can be mainly explained with the specificity of the election period.

⁹ The theoretical entitlement tacking into consideration the number of MEPs not re-elected, the number of MEPs re-elected and the new elected MEPs and their respective budgets was of 187,927,668 €

Although due to the method of transfer and other reasons it is not possible to give a precise amount, it is estimated that in 2008 just over two million euro (2.08 Mio EUR) was reimbursed to the Parliament for a total of 380 Members. In 2009, this amount was 1.88 Mio EUR concerning 410 Members.

Due to their highly sensitive nature and the confidentiality of OLAF's work required by regulation 1073/1999/EC, the Secretary General will answer orally and "in camera" questions related to OLAF.

19. ADVISORS IN CABINETS

In 2009, what costs, with a breakdown for both presidencies, were accounted for by external and special advisers, etc. for the President's Cabinet and by the President of Parliament himself?

In 2009, what costs, with a breakdown for both secretaries-general, were accounted for by external and special advisers, etc. for the Secretary-General's Cabinet and by the Secretary-General of Parliament himself?

Only one special adviser is paid from the budgetary appropriations. This special adviser is directly attached to the Secretary General. The special adviser who coordinates the preparatory work for the setting up of the House of European History, receives no salary. He is entitled to a flat rate cost reimbursement of € 200 per day of work (with a maximum of € 2 000 per month) and his mission expenses are reimbursed according to the same rules and conditions that apply to officials.

The costs associated to this function amounted to € 27 630 in 2009.

20. OLAF CASES

In how many cases, in 2009 and 2008, did Parliament's Administration call in OLAF in connection with suspicions cast on Members?

Due to their highly sensitive nature and the confidentiality of OLAF's work required by regulation 1073/1999/EC, the Secretary General will answer orally and "in camera" questions related to OLAF.

21. ASSISTANTS' STATUTE

21.1. How many members of Parliament make use of the Bureau's decision exceptionally sanctioning the employment of family members as assistants?

Is there a list of Members available using this derogation? For how long will this derogation be maintained?

Around 20 Members use the derogation provided under Article 78(3) IMMS. The names of Members making use of the derogation under Article 78(3) IMMS cannot be made public due to the requirement to protect the confidentiality of personal data in conformity with Regulation (EC) No 45/2001. In accordance with Article 78(3) the derogation regarding family members may continue until the end of the current parliamentary term.

21.2. What are the administration's experiences with the new regulation (Statute of Assistants)? What were the improvements?

The principles of sound financial management, legality and especially transparency are better served by the implementation of the Assistants' Statute. Members are benefitting from clearer and more transparent rules for their assistants based in Brussels or Strasbourg. The fact that Parliament's administration manages the contracts with the accredited assistants, releases Members from administrative work. This advantage could not be perceived sufficiently in the first months after the introduction of the Assistants Statute, due to teething problems of the new system, but will become more and more evident. There is general agreement that assistants who are employed under the Statute for Assistants have greatly benefited from the added safety of their terms and conditions of work.

From the point of view of the administration, a significant increase in the workload is registered, which is directly related to the entry into force of the Statute of Assistants. The procedure has become more complicated, in particular as concerns the processing of mission orders and mission expenses, in particular as regards missions outside the three places of work. It appears that work that is required for managing accredited assistants is higher than expected.

At the same time the workload for local assistants has not decreased, even if the number of assistants managed under these rules has decreased due to the conversion of the contracts of many assistants to accredited assistants' contracts. The procedure has become more stringent and detailed (e.g. concerning missions or concerning the requirement that invoices are produced by service providers before expenses can be defrayed).

21.3. What is the administration's increase in staffing related to the introduction of the new regulation? Are such needs within the limits assumed by the EP administration at the time of the legislative proposal?

19 new posts have been created, mainly in DG Personnel, but also in DG Finance in order to implement the new regulation. This is in line with the limits assumed by the former Secretary General at the time of the legislative proposal, while higher requests had been

made by some services. After the introduction of the Statute, additional staff was redeployed by the administration in order to cope with the requirements and synergies with existing services have been used as far as possible. However, services are working at the limits of their capacity. The recent increases of envelopes for Members' parliamentary assistance and a significantly higher number of assistants' missions suggests that an increase of staff in the concerned services is necessary to ensure speedy and accurate treatment of all files.

21.4. How did the travel expenses of the assistants change following the entry into force of the statute?

In the previous parliamentary term, most assistants received monthly lump sums which are easily manageable for the administration. Since the coming into force of the Members' Statute, new rules apply for the assistants, now divided in local and accredited assistants. Local assistants have to provide prove for their missions to establish their right for reimbursement.

For accredited assistants there is a special procedure covering mission expenses operated in cooperation between DG Finance and DG Personnel. Missions outside the three places of work are reimbursed in analogy with the rules for Parliament officials. For travel between the places of work, a simplified procedure has been introduced. In 2010, accredited assistants conducted 12 134 missions, of which about 3 769 were to other places than the three places of work.

Service providers also need to present invoices for their travel expenses.

21.5. If assistants fill in a mission form claiming to travel by their own car, and simply get a ride in a colleague's car, and if they give 20 euro to the driver for a one-way trip, they can make 240 minus 40 is 200 euro per session. Put differently, a serious check by auditors would prevent this possible misuse, which amounts to thousands, if not tens of thousands or more euro of misspent money. How many working hours went into auditing the ways how assistants travelled in the second half of 2009, i.e. since accredited assistants have a statute?

The Internal Auditor's Work Programmes for 2010 and 2011 include two audits in the area of parliamentary assistance.

The first of these is a follow-up to the audit of the parliamentary assistance allowance (Report no. 06/02, adopted on 9 January 2008). That audit is in progress. Its scope includes the management of travel expenses for all parliamentary assistants, as this was the subject of a recommendation in Report no. 06/02.

The second assignment is an audit of Parliamentary Assistants employed as other servants of the EC, in which the focus will be on compliance with Council Regulation No. 160/2009 of 23 February 2009 amending the Conditions of Employment of Other Servants of the Communities.

On the issue of travelling in a colleague's car: in its audit of staff mission expenses, adopted on 4 April 2008, Internal Audit had also made a recommendation to tighten

controls. The follow-up to that audit is currently being finalised. As the same management service in DG Personnel is responsible for accredited assistants' travel, that recommendation is relevant to the issue raised in the question.

22. NON-ATTACHED MEMBERS

What was the budget for the non-attached Members' secretariat in 2004, 2008 and 2009? In 2009, how many staff did the non-attached Members' secretariat comprise, and in what pay grades? How many support staff, and in what pay grades, does the head of the non-attached Members' secretariat have, and what staff in what pay grades are assigned to which delegations?

As is the case for the political groups, a number of posts are available to the non-attached Members too. What staff budget is available to the non-attached Members, and who takes decisions on it? What is the comparable budget for the political groups? Can an up-to-date overview be submitted on the number of posts for the non-attached Members, broken down by function group (AD etc.)? On the basis of what criteria are posts assigned to individual non-attached Members? Who decides in this connection, and on what basis? Why are there no "rules of procedure" or some sort of statute for the non-attached Members?

The year 2009, being an election year, was a transitional year regarding the number of staff working within the secretariat of the Non-attached Members. The number of staff depends on the number of Non-attached MEPs. It is calculated according to the special key decided by the Bureau since 1995 and takes into account the number of MEPs and the number of languages. Several agents had to be laid off after the elections (one Austrian, one Belgian, one French, one Slovak, one Pole and three British), one has retired and another one was transferred to the administration of the EP after an internal competition ("passerelle"). For the new legislature the special key allocates 20 staff members for 27 MEPs: 2 AD and 18 AST to be recruited as Temporary or Contract Agents or as seconded officials of the European Institutions. The number of staff shall never exceed the number of Non-attached MEPs. Political Groups have a much larger number of staff as they have many management and coordination tasks.

The allocation between National or Party Delegations has been decided by the Coordinator of the Non-attached Members as follows with an equal distribution among all their delegations: Delegations with one or two MEPs have one agent; delegations with 3 or 4 MEPs have 2 agents. Grades (AD or AST) are distributed in a balanced way among delegations. The 2 ADs have been earmarked for an Austrian (or German language) official and a Dutch (or Dutch language) official. A neutral central secretariat has been established with 4 staff members fulfilling technical and administrative tasks (personal and human resources assistant, interparliamentary delegations coordination and session back-up, administration of missions and logistics, LSA). Currently the secretariat of the Non-attached Members is composed of 12 Temporary and 5 Contract Agents and one seconded EP official. As for the Political Groups recruitment of Temporary Agents are made through open competitions. The Coordinator is the Head of the Secretariat and also Head of Unit at the Directorate for Relations with the Political groups in the EP administration.

The Non-attached MEPs being solely individual MEPs who are not organised as a Political Group, do not have the same facilities as the Political Groups such as interpretation for their meetings (there are no Group meetings) but this can be granted on a case by case request for Information meetings. Every year some meetings with interpretation provided by the EP can be organised by the Non-attached MEPs for conferences or seminars in the premises of the EP in Brussels or Strasbourg. Parliament's Bureau can decide on every aspect of the Non-attached MEPs organisation, secretariat and facilities put at the disposal of the Non-attached Members.

The Bureau adopted the Rules on the use of appropriations from budget item 400. These rules apply not only to groups but also to non-attached Members. Article 2.9 of these rules contains also "Rules specific to the non-attached Members", which fulfil the requirements of rule 33(3) of Parliament's Rules of Procedure¹⁰.

23. PRIVILEGES OF FORMER MEMBERS, PRESIDENTS ETC.

Would it be possible to get an overview of all kind of privileges (both in terms of material, services etc.) enjoyed by former Members of Parliament, former group chairmen, former Presidents and Vice-Presidents of the Parliament and former general secretaries of the Parliament?

By decision of the Bureau of 12 April 1999, **former Members of the European Parliament** shall be entitled to:

- (a) enter Parliament's buildings in the three places of work and Parliament's information offices or regional information units in the Member States on production of a 'former Member of the European Parliament' badge, which they may obtain on request;
- (b) use Parliament's restaurants and cafeterias in the three places of work;
- (c) use Parliament's libraries/documentation centres and car parks in the three places of work;
- (d) use of a 'bureau de passage' with telephone facilities for local calls in each of the three places of work, and access to Parliament's Intranet website².

As far as **former Presidents** are concerned, according to the decision of the Bureau of 11 November 2009:

- (a) Former Presidents of the European Parliament shall be entitled, during the remainder of their term of office as a Member, in Parliament's places of work, to offices equivalent to those provided for committee chairs.
- (b) They shall be entitled to secretarial assistance (secondment of a category AST official or recruitment of a contract staff member) in order to help them deal with their correspondence.
- (c) They shall be assigned a car with a driver for a period of two and a half years following the end of their term of office as President.

¹⁰ Article 33(3), Rules of Procedure: "The Bureau shall lay down the rules relating to the provision, implementation and auditing of appropriations entered in Parliament's budget to cover the secretarial expenses and administrative facilities of non-attached Members."

According to the rules governing financial contributions to parliamentary associations (budget items 4400 and 4420), adopted by the Bureau on 18 January 2008, **the Association of Former Members** received in 2009 a financial contribution of 170,000 EUR from budget item 4400.

Pursuant to Article 2, paragraph 2 of the above mentioned rules "The Association of Former Members is invited to foster relations between former and current Members of Parliament:

- (a) by establishing and using an information network;
- (b) by giving former Members opportunities to meet, providing them with a forum for meetings, discussions and cultural, scientific and social events;
- (c) by promoting contacts between similar organisations in Europe, e.g. Former Members' associations at national level and, in particular, the European Parliamentary Association.

In this context, the Association of Former Members is invited to manage the "bureau de passage" made available by Parliament to former Members in Brussels and Strasbourg.

There are no specific privileges for former group chairmen, former Vice-Presidents of the Parliament and former general secretaries of the Parliament.

24. MAIL SERVICE

On 1 April 2009, the Bureau discussed the issue of the Mail Service, remarking in particular that the working conditions and methods needed to be improved.

What were the weaknesses found and how did DG PRES tackle them?

The improvement of working conditions and environment in the mail sorting room in Brussels is closely linked to the full refurbishment of this room that had already been considered necessary in 2007. Invitation to tender has been published in September 2009. As the 2 offers received in November 2009 were excessively expensive, the procurement was not successful. A new invitation to tender is expected to be published in early 2011. Since then some emergency redecoration and repair work was carried out and obsolete furniture have been replaced.

In close cooperation with the Security, Ushers and Removers services, concrete measures have been taken in order to improve the service and avoid distribution delays, such as:

- securisation of the MEP mail during the Christmas recess and all through the year (better traceability of registered mail and of trunks transported between buildings or working sites)
- recruitment of temporary staff and contract agents to deal with specific crisis or peak situations in the sorting room
- extension of proactive measures towards senders of mail shots to all MEPs (e.g. supplying mailing lists to lobbyists in order to ensure that they use the addressee's precise address within Parliament) in order to reduce time consuming researches

- extended offer of specific courses to the staff for a better motivation and a higher service quality.

25. KNOWLEDGE MANAGEMENT SYSTEM

What progress has been made on this issue in 2009 and what is the state of implementation of and schedule for this project?

The Knowledge Management System (KMS) aims to provide Members and the General Secretariat with a single search engine for legislative documents based on multilingual metadata which can be shared inter-institutionally. (Note that this KMS only covers the legislative part of the Institution's activities, not the administrative part). Please find all the details in Annex.

26. TRANSPORT OF MEMBERS

26.1. Can it be confirmed that in 2009 the Parliament awarded Biribin Limousines a contract worth €5.25m for transporting MEPs around Strasbourg in chauffeur driven cars?

Following a tendering process, Parliament signed a new four year contract with the company mentioned for the official car service available to MEPs in Strasbourg. The amount of €5.25 M is the estimated total value of the contract over four years.

26.2. What was the cost of Parliament's limousine service at each site in 2004, 2008 and 2009?

The cost of Parliament's limousine service is as follows:

	2004	2008	2009
Strasbourg	€ 672 109	€ 1 490 744	€ 1 272 932
Brussels	€ 1 409 208	€ 2 623 338	€ 2 352 756

26.3. How many limousine service journeys were made in 2004, 2008 and 2009?

Limousine service journeys registered in the reservation programme:

	2004	2008	2009
Strasbourg	n/a*	18 118	20 330
Brussels	n/a*	52 065	41 095

* No figures available for 2004, as no computerised reservation system yet existed.

26.4. What kilometrage was covered by limousine service vehicles in 2004, 2008 and 2009?

Kilometrage covered by limousine service vehicles

2004	2008	2009
n/a*	1.924.415	2.057.761

* No figures available for 2004

26.5. In 2004, 2008 and 2009, what were the 10 longest limousine-service journeys made and what was the point of departure and destination in each case?

The 10 longest limousine-service journeys were as follows:

<i>Journey length in kilometres 2004</i>	<i>km</i>
1) from Strasbourg to The Hague	619
2) from Luxembourg to The Hague	378
3) from Strasbourg to Meggen (CH)	241
4) from Luxembourg to Dusseldorf	226
5) from Strasbourg to Frankfurt am Main	219
6) from Brussels to Amsterdam	209
7) from Brussels to Dusseldorf	207
8) from Brussels to The Hague	176
9) from Brussels to The Hague	176
10) from Brussels to Aachen	144
<i>Journey length in kilometres 2008</i>	<i>km</i>
1) from Brussels to Langport	515
2) from Brussels to Osnabruck	374
3) from Brussels to Villacoublay	336
4) from Brussels to Villacoublay	336
5) from Brussels to Paris	325
6) from Brussels to Paris	325
7) from Brussels to Paris	325
8) from Luxembourg to Stuttgart	317
9) from Brussels to The Hague	176
10) from Brussels to Aachen	144
<i>Journey length in kilometres 2009</i>	
1) from Brussels to Berlin	772
2) from Brussels to Bad Iburg	360
3) from Brussels to Paris	325
4) from Brussels to Paris	325
5) from Brussels to Paris	325
6) from Brussels to Essen	235
7) from Brussels to Bonn	232
8) from Brussels to Cologne	209
9) from Brussels to Wurselen	146
10) from Brussels to Aachen	144

26.6. What are the current and planned rules and budgets for off-setting the CO2 emissions resulting from Members' and EP officials' travels by airplane? What has been used for such purpose from the 2008, 2009 and 2010 budgets?

In 2009 the Bureau decided to approve offsetting for flights of the EP Delegation to the UN Conference on Climate change in Copenhagen; in November 2010 a similar Bureau decision was taken concerning the European Parliament delegation to the UN Conference on Climate Change in Cancún, Mexico. It has been agreed that in this case, the travel office will calculate the offsetting and DG Personnel and DG Finance will finance the compensation via the respective budget lines for official travel of Members and of staff.

As indicated in the EMAS action plan, a study has been commissioned and will be presented soon to the political authority. Future rules depend upon the decision to be taken by the Bureau in 2011.

26.7. How many hybrid cars was Parliament owning in 2009 and 2010? Are there concrete plans to purchase more hybrid cars in the near future?

Parliament has no hybrid cars. Although, since the Bureau decision of November 2010 to buy 'Euro 5' vehicles, the specifications in invitations to tender have provided for a substantial weighting bonus for tenders proposing hybrid cars, no tenderers have offered them. The Administration will continue to favour hybrid cars in its invitations to tender.

26.8. In 2009 a contract was awarded for ballistic protection for the Members for a total of EUR 53.880,00. Could the Secretary General report on how many times and for how many Members this equipment was used?

The Parliament purchased bullet proof jackets which are used by Members during certain delegations (mainly election observation delegations) because of security reasons.

26.9. Taxi fares are reimbursed to Members. In the current parliamentary term, broken down by year, what has been the total reimbursed for taxi fares? What has been the highest and lowest amount?

During the 6th Legislature a total of 2,219,000 EUR was paid for Members' taxi expenses. The smallest amount paid was 0.40 EUR, and the highest amount 437.51 EUR (travel according to Article 10 of the PEAM rules).

In 2009, since beginning of the 7th Legislature, 181,000 EUR were reimbursed for taxi expenses. The smallest amount paid was 1.60 EUR, the highest amount 98 EUR (Intermediate travel).

27. OFFICIAL TRAVEL BY STAFF AND BY MEMBERS

27.1. What is the amount of money spent under the rules for reimbursement of travel expenses of MEPs until the end of the 6th parliamentary term? What is the amount spent from the beginning of the 7th term to the end of 2009?

The amount spent in relation with official travel by Members in 6th parliamentary term (20/07/2004-13/07/2009) is 366,110,000 EUR. The amount for official travel by Members in 7th parliamentary term (14/07/2009-31/12/2009) is 26,960,000 EUR.

27.2. What is the position of the House with regard to the shared use of chartered aircraft by several MEPs for travelling to and from the Parliament's places of work? How does the administration ensure that third parties are not being transported on board of such aircrafts at Parliament's expense?

As charter flights are not forbidden by the rules, the Parliament reimburses in accordance with Article 13 of the Implementing Measures for the Members' Statute up to the maximum amount of a business class ticket. The Members must present the documentation that allows to determine the price that the Member effectively paid, the itinerary, the class, the date and the time. Control of the documentation presented ensures the compliance with the legal provisions.

27.3. Did the introduction of the new system of reimbursement result in additional staffing needs? Are such needs within the limits assumed by the EP administration at the time of the legislative proposal?

A system of real costs incurred based on the presentation of the detailed proof of these costs needs a more accurate control, than the previous system largely based on a lump sum reimbursement. Consequently, the current system requires more staff than the former system.

The new rules provide that the Members do not need to advance the price of their transport tickets, but may buy them in the Parliament's Travel Agency, which invoices directly to Parliament. The administrative burden is increased by this change: transmission of an invoice at the time of purchase and another at the time of presentation by the Member; in addition, the Member may change the ticket which results in cancellation of the previous invoice and delivery of a new invoice to Parliament's services.

At the time of introduction of this provision, it was difficult to calculate the supplementary staff needs, as it was difficult to estimate how much Members would make use of this facility. After the first months of the 7th parliamentary term, 90% of the Members have bought their tickets in the EP Travel Agency, which are invoiced to Parliament.

Therefore, the travel office of the EP as well as the private agency BCD are confronted with need for additional staff. The travel agency requested Parliament to agree on a supplementary recruitment of 3 agents, in order to guarantee a good service to the MEPs and other customers. The annual adaptation of the number of agents of the travel agency

has, anyway, been foreseen in the contract. The staff increase caused additional costs limited to 34,000 EUR in 2010.

In order to deliver the required services, the unit in charge had to increase its complement of contract agents compared to the previous legislative term.

27.4. Can Parliament provide an overview of the missions which have been undertaken by its staff at, or extending into or beyond, weekends? In this connection, can the following detailed information be provided on each mission carried out: the staff member's nationality, place of origin, department, place of employment and destination, the means of transport chosen, the date of the outward and return journeys, and the cost and necessary purpose of the mission?

In 2009, 1 939 missions were undertaken by officials and other servants at, or extending into or beyond, weekends. The total cost of these missions amounts to 9 949 415 EUR. It should be noted that most of the missions concern travels with official delegations approved by political bodies of the Parliament.

The same figures for accredited assistants are as follows: 529 missions for a total cost of 925 204 EUR.

27.5. Many airlines make it possible to collect air miles through frequent-flyer programmes. *Are officials and other servants expressly prohibited from using air miles earned on missions for private travel purposes? Are Members expressly prohibited from using air miles earned on missions for private travel purposes?*

According to article 52 of the Internal Rules governing missions and duty travel by officials and other servants of the Parliament, Parliament shall remain the owner of any miles awarded to staff members. Parliament's Travel Office is systematically trying to negotiate with airlines contracts to issue tickets without rewarding the passengers with free miles.

Members are not obliged to buy their tickets for missions at the travel agency of the Parliament. They are free to pick their travel agency or to book their tickets via internet. According to article 13(4) of the implementing measures of the Statute of Members a Member can purchase tickets from Parliament's travel agency on his or her sole responsibility. The use of awarded miles during missions in exercising their mandate lies also in the responsibility of the Member, the awarded miles are not managed by the Parliament.

27.6. What was the total cost of travel in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants? What was the total cost of flights in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants? What was the total cost of rail travel in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants? What was the total cost of per-kilometre allowances in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants?

Concerning travel of officials and other servants (including accredited assistants for 2009):

		Travel by plane	Travel by train	Travel by car
2004	<i>officials and other servants</i>	2.469.705€	613.156€	1.471.093€
2008	<i>officials and other servants</i>	4.269.771€	848.402€	1.681.278€
2009	<i>officials and other servants</i>	3.025.411€	958.156€	1.758.320€
	<i>accredited assistants</i>	251.113€	257.112€	193.752€

Concerning travel of Members:

a) Travel by plane - costs/exercise

6th legislature

- 2004: 10.854.000 EUR	17.556 one way	average cost: 618 EUR
- 2008: 32.664.000 EUR	47.543 one way	average cost: 687 EUR
- 2009: 16.915.000 EUR	23.208 one way	average cost: 729 EUR

7th legislature

2009: 9.646.000 EUR	28.684 one way	average cost: 336 EUR
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b) Travel by train - costs/exercise

6th legislature

- 2004 ¹¹ : 1.660.000 EUR	6.486 one way	average cost: 256 EUR
- 2008: 1.196.000 EUR	3.832 one way	average costs 312 EUR
- 2009: 1.030.000 EUR	3.578 one way	average cost: 288 EUR

7th legislature

2009: 436.000 EUR	4.826 on way	average cost: 90 EUR
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c.) Travel by car - costs/exercise:

6th legislature

- 2004:	see under "travel by train"
- 2008:	2.128.000 EUR
- 2009:	1.187.000 EUR

¹¹ travel by car is also included

7th legislature
- 2009: 2.014.000 EUR

D) Costs for the distance allowance (6th legislature) and distance and duration allowances (7th legislature)

6th legislature
- 2004: 2.569.000 EUR
- 2008: 7.463.000 EUR
- 2009: 3.822.000 EUR

7th legislature
- 2009: 3.716.000 EUR

27.7. What was the total cost of business class flights in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants? What was the total cost of economy class flights in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants? What proportion of the total number of flights was accounted for by business class flights in 2004, 2008 and 2009, broken down, in each case, into officials, Members, assistants and other servants?

Officials, accredited assistants and other servants:

According to Article 64 of the Internal Rules governing missions and duty travel by officials and other servants of the Parliament:

Air travel shall be arranged:

- for journeys undertaken within the region defined as 'Europe' by IATA, in 'economy class' or equivalent at the lowest available fare, taking into account the mission working hours and/or any special features of the mission;
- for journeys undertaken outside the region defined as 'Europe' by IATA, in 'business class' or equivalent at the lowest available fare, taking into account the mission working hours and/or any special features of the mission;
- in 'first class' or equivalent if:
 - the staff member sent on mission is accompanying a Member of the European Parliament travelling in that class;
 - 'business class' is no longer available, subject to approval by the competent authority

In 2009, the breakdown was as follows:

Officials and other servants

- 2.146.074€ economy class flights
- 879.337€ business class flights

Accredited assistants

- 167.657€ economy class flights;
- 83.456€ business class flights.

Members:

The travel costs of Members are reimbursed up to the maximum amount authorised by the rules, i.e. the price of business class tickets. The class used by a Member in each specific

travel is a data that is not introduced in the informatics system that manage the reimbursement of the travel costs. Therefore, we can only provide the general information, based on experience, that only a small number of flights are booked at the maximum possible price, while the majority of tickets are business class tickets with restrictions, while only few Members buy economy class tickets or use low cost airlines.

27.8. In the current parliamentary term, how many missions have been undertaken by officials, parliamentary assistants and other servants, broken down by year, between Parliament's three sites, and what has been the cost? What proportion of these journeys has been made by rail, by car and by air (both economy and business class)?

In **2009**, from 13 July 2009, 11 118 missions were undertaken by officials and other servants between the three places of work, at a cost of €6 960 376.

In **2009**, from 13 July 2009, 2 592 missions were undertaken by parliamentary assistants between the three places of work, at a cost of €1 496 151.

In **2010**, before 1 December, 21 976 missions were undertaken by officials and other servants between the three places of work, at a cost of €13 703 192.

In **2010**, before 1 December, 6 342 missions were undertaken by parliamentary assistants between the three places of work, at a cost of €3 921 485.

In **2009**, from 13 July 2009, the following statistics, for officials and other servants only, applied:

- proportion of journeys by air, economy class: 64%; €123 715
- proportion of journeys by charter flight: 36%; €68 823
- proportion of journeys by rail, 1st or 2nd class: 45%; €181 988
- proportion of journeys by charter train: 55%; €219 914
- cost of journeys by private car: €731 731

In **2009**, from 13 July 2009, the following statistics, for parliamentary assistants only, applied:

- proportion of journeys by air, economy class: 100%; €1 682
- proportion of journeys by rail, 1st or 2nd class: 42%; €90 754
- proportion of journeys by charter train: 58%; €124 436
- cost of journeys by private car: €175 887

In **2010**, before 1 December, the following statistics, for officials and other servants only, applied:

- proportion of journeys by air, economy class: 12%; €38 493
- proportion of journeys by charter flight: 88%; €276 412
- proportion of journeys by rail, 1st or 2nd class: 29%; €295 534
- proportion of journeys by charter train: 71%; €731 344

- cost of journeys by private car: €1 531 022

In **2010**, before 1 December, the following statistics, for parliamentary assistants only, applied:

- proportion of journeys by air, economy class: 34%; €7 348
- proportion of journeys by charter flight: 66%; €14 169
- proportion of journeys by rail, 1st or 2nd class: 30%; €172 630
- proportion of journeys by charter train: 70%; €399 384
- cost of journeys by private car: €458 027

No business class flights were made between the three places of work, nor were any permitted. The cost to Parliament of Thalys train journeys is €140 826, per part-session, including return journey, irrespective of crew. The cost to Parliament of charter flights varies between €10 000 and €19 000 depending on the aircraft volume, irrespective of crew, and only for the outward journey.

27.9. Since the new Statute for Members of the European Parliament came into force, Members have been reimbursed only for actual costs and have no longer received lump-sum payments.

How much was spent under the lump-sum arrangements from January to July 2009 in the old parliamentary term? How much was spent from July to December 2009 in the new parliamentary term?

If possible, the figures should be broken down into:

- 1) 'journeys home' - to home countries - which are mainly weekly;*
- 2) travel to group meetings away from Parliament's three working places;*
- 3) delegation travel, especially interparliamentary delegation travel, including Eurolat and ACP-EU;*
- 4) special budget (invitations to other Member States or non-EU states).*

1) Amounts paid in relation with ordinary weekly travel towards and from the working places

Period	Type of expense	Amount (EUR)
01/01-13/07/2009	Travel costs	20.285.000
	Distance Allowances	3.776.000
14/07-31/12/2009	Travel costs	9.591.000
	Distance and Duration Allowances	3.713.000

2) Amounts paid in relation with travels undertaken by political groups to other places of meetings

Period	Type of expense	Amount (EUR)
01/01-13/07/2009	Travel costs	859.000
	Distance Allowances	211.000
14/07-31/12/2009	Travel costs	341.000
	Distance and Duration Allowances	79.000

3) Amounts paid in relation with delegation travels

Period	Type of expense	Amount (EUR)
01/01-13/07/2009	Travel costs	835.000
	Distance Allowances	46.000
14/07-31/12/2009	Travel costs	1.179.000
	Distance and Duration Allowances	3.000

4) Amounts paid in relation to additional travel expenses (according to Article 10 of the Rules governing the payment of expenses and allowances to Members and Article 22 of the Implementing Measures for the Statute for the Members of the European Parliament)

Period	Type of expense	Amount (EUR)
01/01-13/07/2009	Travel costs	322.000
14/07-31/12/2009	Travel costs	340.000

27.10. In 2009, until July, how much did Members reimburse in surpluses from their lump-sum travel allowance, and how many Members made such reimbursements?

In 2009, the total amount received from 14 Members in relation with voluntary reimbursement amounts to 113,000 EUR. It is not always possible to attribute the reimbursements to the 2009 exercise.

28. PROTOCOL

In 2009 around 40.000 EURO was spent for gifts made of gold, silver or another metal. Could the Secretary-General indicate the type and the average price for these gifts? To whom where they given?

As the result of a tender procedure, official gifts may be categorised as follows by unit price and recipient:

Official gifts	Unit price	Quantity ordered	Recipients
Business card holders	€8.40	500	Officials and other staff visiting third countries
Paperweights	€14.40	300	Members of assemblies and senior officials belonging to delegations from third countries
Decorative accessories of the saucer type, 15-20 cm	€9.40	300	Regional elected office-holders during visits by EP delegations to third countries
Stationery set	€36.24	300	Members of governments and leading members of delegations from third countries
Keyrings	€5.60	1.000	Security officers and drivers
Decorative objects (vases/candlesticks)	€40.80	300	Members of governments and leading members of delegations from third countries

29. COMMUNICATION

Could the Secretary-General inform the Committee of the breakdown by main action areas of the total amount for communication with citizens in 2009?

In 2009 European Parliament Information Offices spent a total of **10.368.700 €** on communication with citizens.

The breakdown of amounts spent in main action areas was as follows:

Budget line	Amount	Main actions	
3242-01	€7.714.000	Citizens' Forums Information and communication activities (events, debates or campaigns) Publications and other communication support material Fairs and exhibitions	105 Citizens Forums were held 650 activities 155 brochures/leaflets 107 fairs & exhibitions in 25 Member States
3242-02	€480.500	maintenance, web hosting of EPIOs web sites, online publications and other online products	
3245-01	€1.175.700	organisation of seminars, conferences and activities targeting the media.	122 seminars & conferences, and 394 press activities
3248-01	€998.500	used for EPIOs for financing audiovisual productions and co-productions on the work of the Parliament and its MEPs	291 audiovisual productions and/or co-productions

In addition to the regular programme of activity, the EPIOs also implemented several complementary activities within the communication plan for the European Elections 2009 (EE09) at a total cost of **€2.470.034**.

Aim of the project: Taking the central EPEE09 campaign strategy and its action plan as reference document, and in compliance with their mission statement, EP Information Offices were asked to plan and organise complementary activities to increase the impact, the visibility and awareness-raising character of the EP 2009 European elections institutional campaign and its projects.

EPIOs implemented during the period January-May 2009 a total of **85 complementary EE09 activities** regrouped under the following areas of activity:

- Election road shows
- Action towards youth and other specific targets
- Information towards the media
- Culturally-linked campaign
- Ads in public transport and other support material

30. INFORMATION AND TELECOMMUNICATION (IT)

30.1. In Parliament's estimates of revenue and expenditure for the financial year 2011, EUR 5 million is earmarked for a project to improve Members' IT mobility. *What projects of this kind were carried out in 2004, 2008 and 2009? Is the Secretary-General aware of plans to acquire Apple iPads as part of that project?*

Number of provisions in the field of mobility has been started since 2004 to improve Members' mobility. The evolution follows the technological progress and should be seen in the context of the ICT medium-term strategy adopted by the Bureau on 24 March 2010.

In details the following provisions for IT mobility have been implemented:

- Data Synchronisation for smartphones;
- Distant access via the Terminal Server (TS);
- Access to an extended network, Cyberlan, in Members offices;
- Laptops is part of the standard equipment of a Member since the adoption of the rules on the provision of IT and telecommunications equipment to Members by the Bureau on 17 June 2009. 550 Members have been provided with a laptop.
- Videoconferencing

In 2011 **the Unified communication program** started this year, Members will benefit from the IP technology in computing, telephony, video-conferencing, and even television. The switch from analogical technology to IP technology will be progressively processed starting in 2011 with a migration of the mail followed by the change of the office's telephone.

In a second step, thanks to the data repository, video-conferencing in house from each PC or laptop will be made possible. A camera is yet included in Members' computer screens in Brussels and Strasbourg. Moreover mail and social networks will be in the same platform to facilitate the remote consultation of Members' messages in various formats.

Access to the wireless network (Wi-Fi): the Parliament has installed some Wi-Fi access points in certain meeting rooms, in Brussels and in Strasbourg.

On Monday 18th October 2010, the Bureau, following a proposal from the Secretary General, decided to proceed with the extension of the WIFI coverage in the Parliament buildings including the plenary settings in Brussels and Strasbourg. The WIFI will cover Members' offices, meetings rooms, public areas and restaurants, in both Strasbourg and Brussels. The latest technology on WIFI will be used and a live test will be carried out specifically for plenary sittings before its official launch in the hemicycle. EP's WIFI infrastructure will provide a direct access to EP-intranet or Internet.

With this decision to reinforce the WIFI coverage in the Parliamentary buildings, the Bureau enhances the strategy on mobility for Members: Members will be able to use

laptops, smartphone or any tablet PC of their choice. EP's WIFI infrastructure will provide a direct access to EP-intranet or Internet.

Moreover thanks to **the Paperless meeting programme and e-Committee**, by using WIFI in meeting rooms or elsewhere, Members will have access to documents of committee meetings from any device, laptop, tablet PC or smartphone. Each committee will have also its own EP Intranet website with information provided by DG IPOL and EXPO. This program could be extended to political groups and in general to any of Parliament's official meetings.

The provision of iPads is not envisaged..To that end the program paperless meeting foresees different platforms in order to be accessible via different Tablet PC.

30.2. In connection with a written question to the Commission, it has emerged that a total of 1049 iPhones have been acquired for Commission officials. *Have Parliament officials also been issued with iPhones?*

Article 1 of the Rules on the European Parliament's allocation of mobile telephones and smartphones to officials (entered into force in January 2010) says:

Article 1 of the Rules on the European Parliament's allocation of mobile telephones and smartphones to officials (entered into force in January 2010) says:

'In response to a request giving justified, work-related reasons, Parliament will provide the following equipment:

- for the President, Secretary-General, Directors-General, Jurisconsult, AD members of the President's and Secretary-General's offices, advisers to the Directors-General, Directors and Heads of Units, a smartphone or a mobile phone;*
- for each Directorate-General, a batch of 20 mobile phones to be allocated by the Director-General concerned;*
- for staff who need to be contacted by beeper, a mobile phone which can only receive text messages.*

A specific agreement may be concluded to allocate such equipment to other officials (see Article 2.1). In this case, a request for an exceptional allocation should be made to the Director-General of DG ITEC.'

According to this rules some officials are equipped with mobile devices. Some of these devices are simple mobile telephones. Smartphones are reserved to management.

30.3. *Have many such telephones have already been purchased, broken down by directorate-general, year and price? How many telephones from other manufacturers were acquired during the same period and, in each case, what was the price?*

The table in annex shows the number and types of mobile telephones which have been purchased in 2009 and 2010, per inventory managing unit, along with the total purchase value.

The apportionment of the mobile service subscriptions among Directorates General and other bodies and organs at the end of October 2010 were as follows:

2010 (October end)

DG	Mobiles/ Voice	Mobiles/ Data	Mobiles/ SMS Only (1)	Total
01: DG PRESIDENCE	47	21		68
02: DG POL. INTERNES	34	10		44
03: DG POL. EXTERNES	32	20		52
04: DG - COMM	88	26		114
05: DG PERSONNEL	19	13		32
06: DG - INLO	148	12		160
07: DG TRAD	2	6		8
08: DG – INTE	21	7	140 (1)	168
09: DG FINANCES	5	8		13
10: DG - ITEC	33	34		67
COMITE DU PERSONNEL	2			2
MEDIATEUR		1		1
CP: Cabinet Président	19	19		38
CV: Vice-Présidents	13	1		14
EDPS: EDPS		2		2
QS: SECRET.QUESTEURS	5			5
SG: CAB.SECRET.GEN.	6	22		28
SERVICE JURIDIQUE	5	8		13
EDPS		1		1
Total	479	211	140	830

(1) Note: the 140 subscriptions "SMS-only" for INTE are a pilot project replacing BIP technology by a system where backup interpreter teams are notified through SMS on mobile phones.

30.4. *How many SIM cards for service issue telephones are currently active?*

In October 2010, the total (mobiles/voice, mobiles/data and Mobiles/SMS only) is of 830 Sim-cards.

30.5. *What are the key criteria for assigning a service issue telephone to an official? What are the key criteria for assigning an iPhone to an official as a service issue telephone?*

This is defined by the relevant internal rules (See also reply to 30.2 above) The full text is available on ITECnet:

<http://www.itecnet.ep.parl.union.eu/itecnet/cms/pid/707>

30.6. *Is private use of these devices allowed?*

According to Article 3 of the Rules on the European Parliament's allocation of mobile telephones and smartphones to officials specifies that

"the equipment is made available to officials for their work, to use for purposes which are directly related to their duties. Officials must undertake to take care of the equipment supplied by Parliament as if it was their own.

Callers' numbers will be transmitted when they make phone calls.

Excessive consumption will be investigated.

These rules are covered by Regulation 45/2001 on data protection, and the relevant declarations have been made (Nos 176 and 194)".

30.7. *What telephony and data service providers does Parliament make use of?*

Parliament's service provider is Mobistar, through interinstitutional contract MTS1 (DI 5350), resulting from an interinstitutional open call for tenders led by the European Commission.

30.8. *In 2004, 2008 and 2009, what was the average cost of telephony and data services in connection with iPhones and other mobiles?*

	2004	2008	2009	2010 (10 months)
Mobil traffic costs	156 K€	307 K€	342 K€	368 K€
- of which data-related costs:			41 K€	126 K€
Number of data-enabled mobiles	0	126	143	205
Total number of mobile telephones	40	505	587	830

30.9. *As the Secretary-General sees it, what costs would arise in order to expand Members' profile pages to include all amendments tabled by Members, including in committees?*

Relevant information will be sent at a later stage

30.10. *What did telephone costs total in 2009 - and, to the extent possible, what are the figures for 2010 - broken down by working place (Brussels, Strasbourg and Luxembourg) and as a proportion of the total cost of Members' offices, with Members' office telephone costs also being expressed as a proportion of the cost of all other connections?*

The table below presents the telephone costs of 2009 and for the first 11 months of the year 2010.

Fixed telephony traffic costs, including fixed-to-mobile traffic

Amounts paid (Euro)		2009 Total (Euro)	First 11 months 2010 (Euro)
2350-01	LUX	282.386	165.970
2350-02	STR	350.120	262.826
2350-03	BRU	967.950	867.082
	Total	1.600.456	1.295.879

The invoicing from the telephone companies does not distinguish between MEPs' phone lines and the other users' phone lines. Moreover, in compliance with the regulation on personal data protection (45/2001), individual telephone traffic data have to be eliminated after 6 months, which prevents this distinction over a longer period.

30.11. *According to the viewing figures of EuroparlTV, the special election website has attracted 2.5 million people in the first half of 2009. What measures have been undertaken to promote EuroparlTV in advance of the elections in June 2009 and what improvements have been drawn from the experience of the use of this special election website?*

The special election web pages have been run on the Parliament's Europarl website which was co-produced by EuroparlTV. The figure of 2.5 million has been included in the viewership report because EuroparlTV has produced on a regular basis video coverage for that special Elections 2009 website, which was used as a platform looking to call citizens to vote and help them make their choice on the one hand, and work as a results aggregator on the other hand. As a consequence, visitors of this website were at the same time also actual viewers of EuroparlTV programmes.

EuroparlTV itself has set up a special live programme during election night that was also available via the EP's election website.

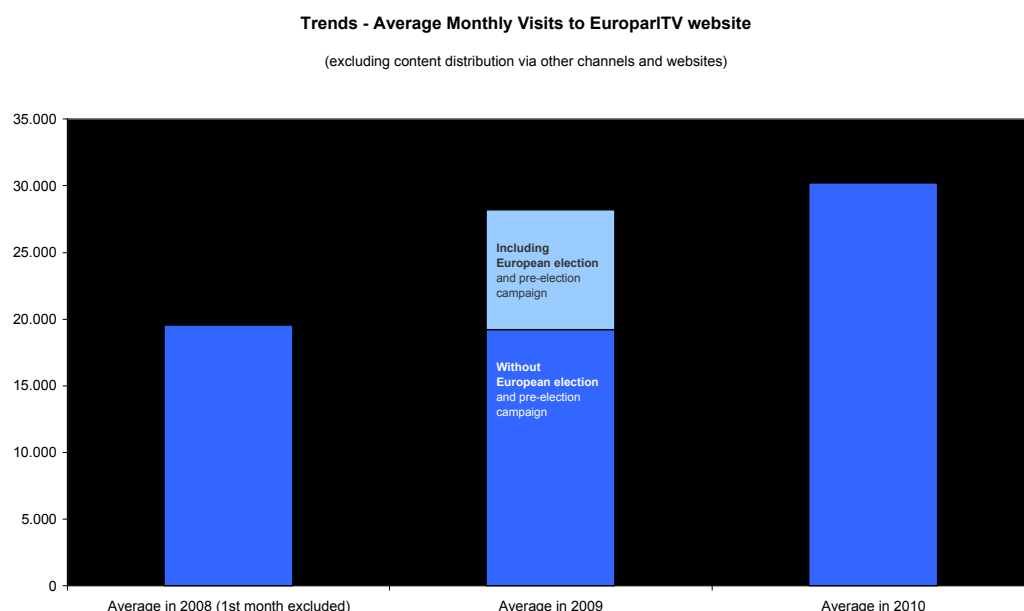
The EuroparlTV promotion campaign was included in the general campaign of the European Parliament for the 2009 European elections. A number of marketing activities targeting mostly university students and first-time voters were developed in order to raise awareness of both EuroparlTV and the European elections.

These marketing activities featured a placement of banners, the production of viral videos and the integration of comments by citizens in the programmes of EuroparlTV.

30.12. *What was the exact number of direct viewers of EuroparlTV?*

How many unique clients, visits and visitors has www.europarlTV.europa.eu had in each month of its existence? Does the Secretary-General regard the latest figure of 15.6 million viewers as a serious basis for measuring usage, in particular since visitor totals for individual months have been added together and it has to be assumed that there has been multiple counting of unique visitors. What usage metrics are used by EuroparlTV's analytics service, sitestat.com?

The chart below provides an overview of the long-term trend on direct "visits" to the EuroparlTV website, not counting all the views obtained through EuroparlTV's partnership agreements. It shows the average monthly number of visits (with the exception of the first month September 2008, which had an exceptionally high figure of 73.000 visits due to the launch of EuroparlTV)



The figure of 15.6 million viewers represents the total page views over an 18-month period and includes traffic on EuroparlTV and the Parliament website as well as traffic from information offices websites, YouTube and a special election website of the Parliament in 2009.

Sitestat provides the Parliament's web TV unit with commonly used indicators in web traffic reports such as quantitative data about visitors, visits, page views, geographical origin of users and the browsers used.

It has to be noted that Sitestat uses a "page tagging" method to analyse website traffic. Compared to log file analysis (which is another popular method), page tagging usually gives lower figures because it does not include requests by search engines and spiders. Page tagging is currently considered the most accurate method used to measure human activity on a website. Full accuracy, however, can not be guaranteed by any web analytics method.

30.13. *Are the usual on-line usage metrics 'unique clients', 'unique visits' and 'unique visitors' used?*

Yes, with the exception of "unique clients". The indicator 'unique clients' is not included in the long-term overview. Instead the more commonly used indicator 'Unique Visitors' is used by Sitestat.

30.14. *Is the Secretary-General prepared to make all the data established by sitestat.com available to the Committee on Budgetary Control? If not, why not?*

Yes, please see table below of key indicators regarding web traffic as provided by sitestat.com.

		Page Views	Visits	Unique Visitors	"La Une"
	Sep-08	244.011	73.475	58.592	498.834
	Oct-08	89.332	29.010	22.010	510.575
	Nov-08	50.937	16.790	11.949	444.324
	Dec-08	36.416	12.800	9.193	380.453
	Average in 2008 (1st month excluded)	58.895	19.533	14.384	445.117
	Jan-09	55.025	20.636	16.589	449.148
	Feb-09	50.735	18.262	13.232	468.115
European election and pre-election period	Mar-09	110.321	45.187	36.733	592.295
	Apr-09	114.042	61.770	55.457	513.146
	May-09	70.023	35.324	30.091	632.906
	Jun-09	76.395	42.687	33.830	445.289
	7 June 09 election night (1 day)	21.123	12.907	10.760	
	Jul-09	45.783	23.134	16.314	456.263
	Aug-09	19.130	10.643	8.013	304.269
	Sep-09	42.844	20.586	14.055	788.000
	Oct-09	45.037	23.654	17.422	622.976
	Nov-09	42.679	20.169	14.208	606.778
	Dec-09	33.810	16.554	12.013	435.472
	Average in 2009 (election period excluded)	41.880	19.205	13.981	516.378
	Jan-10	126.154	66.398	46.479	644.593
	Feb-10	81.622	41.886	31.164	578.643
	Mar-10	59.998	30.507	20.696	639.680
	Apr-10	48.469	25.973	17.568	501.424
	May-10	53.922	29.003	20.174	
	Jun-10	48.939	26.626	18.048	
	Jul-10	35.630	19.917	13.818	
	Aug-10	20.167	11.170	8.252	
	Sep-10	42.881	23.672	16.249	
	Oct-10	91.800	27.532	19.990	
	Nov-10	102.149	29.458	21.203	
	Average in 2010	64.703	30.195	21.240	591.085
	Total	1.838.251	802.823	n/a	10.513.183
	<i>European election difference</i> 2009	16.938	9.012	8.349	

31. CODE OF MULTILINGUALISM

31.1. What is DG TRAD's judgement of the quality of external translations?

The overall quality provided by external translators is good. Ex post verifications are performed regularly on samples of translations provided in all languages. The two categories "acceptable" and "unacceptable" are used. Acceptable should be interpreted as "fit for purpose". The consequence is that acceptable texts can be used for their intended purpose; however, the quality may not be perfect or comparable to the standards upheld by in-house translation. The difference between a translation which is only "acceptable" and one which is "perfect" often lies in the style and jargon which is used by the European Parliament. While it is relatively straightforward to make external contractors provide correct translations which respect the grammar, syntax and spelling rules as well as established terminology of the target languages, it is much more difficult to convey the requirements of the EP in terms of style.

Apart from the style issue, unpredictable peaks in the workload as well as unreasonably short deadlines will result in quality problems. Other challenges are: quality of originals in terms of format, formatting and the quality of the language as well as multiple versions for the same text, which have to be dealt with by the external contractors.

31.2. How much is spent by Parliament on translations which have to be corrected owing to poor quality?

The direct costs linked to the poor quality of external translations are the costs the EP pays for these translations (number of pages multiplied by the average cost per page), penalties deducted.

The indirect costs can be calculated by multiplying the number of pages to be reworked by the internal cost per page. This does not take into account the time and efforts spent by colleagues dealing with quality issues and by staff of the External Translation Unit (ETU). Furthermore, the average quality of external translations could impact the number of evaluations each unit is performing (for some of them, the rate is close to 100%).

In 2009, 1.758 external translations were evaluated of which ca. 5% were considered to be unacceptable. The Parliament recovered €7.111 through applying penalties

31.3. What are the recent developments with regard to multilingualism? E.g. How many pages have been translated in 2009?

Translation

A total of 1.325.030 pages was translated in 2009, of which 210.602 pages were verbatim reports of proceedings (the so-called CRE pages). The number of translated pages in 2009 decreased in comparison to 2008 (when total production reached 1.777.461 pages) due to the fact that 2009 was an election year. However, it can be noted that translation production has been steadily increasing every year since 2004, with the exception of 2009. Already at the end of October 2010 about 1.455.000 pages had been translated since 1 January 2010.

Interpretation

As a general tendency, an increase in the interpretation needs of Parliament is observed: more meetings with more languages, more last-minute meeting requests, more requests for interpretation of non-official languages. That combined with the shortage of qualified interpreters on the market makes the costs for interpretation rise every year. Scope for costs reduction is limited as DG INTE does not master demand for interpretation. However, efforts are made to achieve a more efficient use of the resources. Among the measures taken are:

- Preparation of regular reports to the Bureau on the application of the Code of Conduct with a new template designed in 2009. Please find annexed to this note the reports for 2009.
- Creation of three helpdesks within the Programming Unit (Missions, Technical assistance, Interinstitutional Cooperation) to proactively obtain more information from interpretation requesters and to avoid problems upfront.
- Awareness-raising and contacts with universities training interpreters (including the provision of grants to these programmes as well as evaluation by video-conferencing) in order to raise awareness for the profession and broaden the supply of interpreters on the market.
- Training efforts to further enhance the language combinations of staff interpreters in particular with a view to avoiding problems at the upcoming generation change.

31.4. Could the Committee be provided with the reports on the respect of the Code of Conduct on Multilingualism during 2009?

Please find attached the reports on the respect of the Code of Conduct on Multilingualism during 2009.

31.5. To what extent are set phrases which repeatedly occur in written declarations, for example, automatically translated by computer program, or are there plans to automate such translations, and what progress has been made to date with regard to this development? If not, why not?

The same DocEP macros used to create Written Declarations and other official documents on the basis of the so-called Recueil de modèles (RdM) are also used in the Translation Units and allow most or all of the standard phrases for each type of official document to be re-created in all languages based on equivalent standard phrases and sub-phrases stored in all languages in separate, parallel files. However, DocEP requires a human operator to trigger and guide the re-creation process interactively so that it can only really be described as semi-automatic. It does, nevertheless, guarantee that the correct phraseology as set out in the Recueil de modèles is used.

In addition to the current solution (DocEP) and potential future solution (XMLisation), DG TRAD is using Euramis (an interinstitutional data base containing segments) and translation memory software. The use of this software allows standard sentences, like any

other previously translated sentences which have been uploaded into the system, to be retrieved and re-used. Their main utility is for translating the repetitive content in the free text part of any official document. In this context every document is now automatically analysed against the databases. This analysis yields all the previously translated sentences which are either identical or similar to source sentences in the document (matches from 100% down to 65% similarity) allowing gains in efficiency and in terminological and phraseological consistency, particularly as regards the free text (i.e. the portion of the text which is not defined in the Recueil de modèles). These gains notwithstanding, current practice does necessitate the use of two disparate systems which are not always easy to reconcile (DocEP and Euramis/translation memories) and it is reasonable to suppose that a single integrated system would constitute a further improvement both in terms of reliability and simpler workflows.

31.6. What were Parliament's interpretation costs in each of the years 2004, 2008 and 2009? What was the total number of interpreter hours in each of the years 2004, 2008 and 2009?

Interpretation days provided

The interpretation activity is measured in days and not in hours. This value is helpful in the present context since freelance interpreters are recruited and paid on a daily basis. Staff interpreters have a fixed monthly remuneration.

The volume of the interpretation activity expressed in number of interpretation days for the European Parliament for the requested years is given the table below:

	2004	2008	2009
Staff interpreters	31 893	51 745	49 547
ACI interpreters	27 858	44 642	37 926
TOTAL	59 751	96 387	87 473

Cost of interpretation days provided for the European Parliament

To calculate the costs a distinction between the ACI interpreters and the interpreters of the Parliament is made:

- For ACI interpreters the final budget execution figure on line 1402-01 is used as representing the cost of all days that ACI provided for Parliament, since the provision of interpretation to other Institutions is regularised leaving only cost incurred for Parliament in the budget execution.
- For staff interpreters, who receive a fixed remuneration, a flat rate is used per day. The flat rates for the requested years are as follows:
 - 2004: 690 EUR
 - 2008: 824 EUR
 - 2009: 852 EUR

The cost of staff interpreters is then represented by multiplying the flat rate by the number of interpretation days provided by staff interpreters.¹²

The cost of interpretation in EUR provided for the European Parliament is thus as follows:

	2004	2008	2009
Staff interpreters	22 006 170	42 637 880	42 214 044
ACI interpreters	24 565 919	44 368 573	38 374 881
TOTAL	46 572 089	87 006 453	80 558 925

Some comments

2009 being an election year shows less activity expressed in numbers of interpretation days due to the electoral recess and lower activity at the outset of the new mandate. 2004 was an election year as well but both election years cannot be compared: During the first half of 2004 there were 11 official languages, 20 after 1 May 2004. In 2009 their number is 23.

31.7. What was the cost to Parliament of both in-house and external translation in each of the years 2004, 2008 and 2009? Between 2004 and 2009, how many pages in total were translated by Parliament and by outside firms?

Internal and interinstitutional processes for laying down a method for calculating average page costs are on-going and should be concluded in the coming months; they will provide the basis for future calculations.

In its Special Report No 9/2006, concerning translation expenditure incurred by the European Institutions, the European Court of Auditors estimated that the average cost of a translated page of the European Parliament stood in 2003 at €150 and at €119 in 2005. The average cost per page is based on the costs of the average internal and the average external translation page, for both of which internal translators - translating and revising respectively - and other staff (secretaries, managers), training, building costs, and other expenditure are taken into account. The comparable figure for 2007 was €120 per page, as stated in the report submitted to the Bureau on the application of the Code of Conduct in 2007. Considering inflation, about 3% was reasonably added in the next years, which means that the average price per page can be calculated at €124 for 2008 and at €128 for 2009.

On the basis of the above, total translation production in 2008 amounted to €220.405.164 (of which €83.661.560 for externally translated pages) and in 2009 to €169.603.840 (of which €68.313.600 for externally translated pages). If the 2005 price of €119 per page is applied for the year 2004, the total production of 622.902 pages of translation would involve costs of 74.125.338 (of which €21.786.639 for externally translated pages).

Please note that the full cost of external translation takes into account not only the payments to the contractor but also additional internal efforts for completing translation jobs. The average page price as indicated in the previous paragraphs is thus also the basis for calculating pages translated externally. However, in order to obtain an idea of the

¹² More precise salary costs may be available from DG PERS.

amounts paid to external contractors the following information is provided: 185.300 pages were ordered in 2004 to be translated externally, amounting to €7.077.639 in payments to contractors; respectively, 683.301 pages were ordered in 2008 amounting to €22.091.219 and 586.832 pages in 2009 amounting to €18.093.816.

Between 2004 and 2009 a total of 7.196.677 pages were translated, mainly internally. The externalisation rate varies over time between 30% and 40% out of total translation production, **including** externalisation of the verbatim reports of the debates. If translation of the verbatim reports of the debates is excluded, the externalisation rate is on average around 25% of total production.

31.8. Speeches have to be transcribed for publication. Who carried out the transcription, and what were the costs, in each of the years 2004, 2008 and 2009?

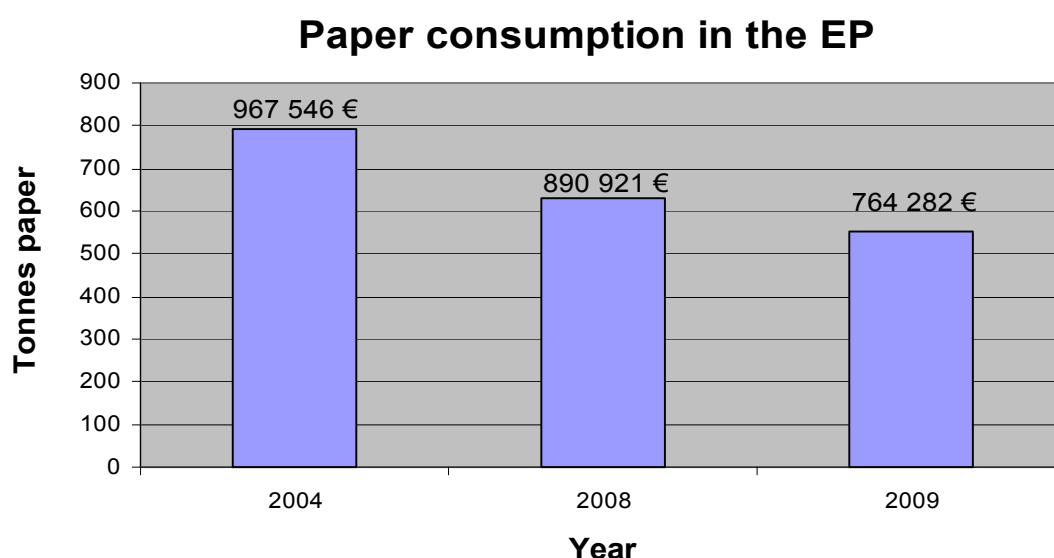
Transcription efforts amounted to 7.196 pages in 2004, 8.910 pages in 2008 and 11.626 pages in 2009.

From January until September 2004 PV/CRE work was done by DG PRES. Since then, an average of 5 linguistic units is sent to Strasbourg to carry out the plenary session work, while 15 units are working from Luxembourg (mission expenses paid by DG PRES). The work for Brussels plenary sessions is done in Luxembourg.

In 2009 the workload was estimated to 1836 days for ADs (9,18 FTE) and 1638 for ASTs (18,19 FTE) which represents a total of €1,66M on the basis of average costs for an AD/AST in 2009 (figures provided by PMO).

32. GREEN PARLIAMENT

32.1. What was Parliament's paper consumption (in tonnes and in terms of cost (EUR)) in each of the years 2004, 2008 and 2009?



The annual reporting system of the European Parliament (EP) uses a specific indicator for the tracking of paper consumption. The EMAS Regulation 1221/2009 states that for companies in the administrative sector indicators must refer to the number of employees. For this reason, the EP uses the number of paper boxes consumed per employee-equivalent in one year as indicator to follow up paper consumption.

	2006	2007	2008	2009
Number of boxes	63 258	57 863	55 834	49 150
Paper consumption per employee-equivalent (number of boxes/person)	2.92	2.52	2.42	2.16

32.2. What potential does Parliament see for economising on its own paper consumption in the interests of sustainability?

The EP's EMAS Working Group "Paper management" fixed in its final report an objective to reduce the paper consumption per employee-equivalent by 25% between 2006 and 2011. This means a reduction from 2.92 boxes per employee-equivalent in 2006 to 2.2 boxes per employee-equivalent in 2011. Although this target seems to have already been achieved, 2009 was an Election Year where much less paper was used. An increase is thus to be expected for the coming years, which makes the 25 % reduction a reasonable target. Until today the development has been very positive and the objective is very likely to be achieved. The target will be reviewed on a yearly basis within the framework of the Management Review.

33. PARLIAMENT'S BUILDINGS

33.1. What were the European parliament's payments for the 'crèche' (kindergarden) in 2009? How many children of Members/ Staff/ assistants were enrolled in the 'crèche' during 2009? Did the parents of these children participate in the costs, and if so, how much?

As far as the crèche system is concerned, it is necessary to distinguish between Parliament's three places of work.

Luxembourg

The crèche is managed by Parliament's Administration (EP), in accordance with the guidelines issued by the Luxembourg Social Activities Committee (CAS) assisted by the Joint Management Committee for the Early Childhood Centre (CCPE) on behalf of all the institutions which have offices in Luxembourg. Parliament has a crèche which it manages directly (111 children) and contracts with 15 private crèches in various parts of the city of Luxembourg.

The charge to parents is calculated in the light of total family income, as follows:

- 9% of net income for households with 1 dependent child,
- 7% for 2 dependent children;
- 6% for 3 dependent children;
- 5% for 4 or more dependent children.
- The ceiling is €1 023.24.

Average attendance in 2009 was 319 children.

Financial report

2009			
Costs		Revenue	
Salaries	1.851.579,84		
<i>Officials (1)</i>	259.490,38	<i>Parents' contributions</i>	2.052.901,79
<i>Contract Staff (2)</i>	1.563.864,84	<i>Contributions from institutions</i>	3.627.547,18
<i>Local Staff (3)</i>	28.224,62		
Direct operating costs	473.181,16		
Rent & misc. costs(4)	487.034,61		
Invoices from private crèches	2.868.653,36		
	5.680.448,97		5.680.448,97

Proportion contributed by parents:	36.14%
Proportion contributed by institutions:	63.86%

Mean number of children invoiced:	3.380
Mean total cost per child:	1.483,30
Mean cost to the institutions per child:	947,24

(1) 4 officials assigned to the groups in 2009

(2) 35 contract staff assigned to groups in 2009 (full-time and part-time combined)

(3) 2 local staff assigned to groups in 2009 (employment terminated in July and October)

(4) On the basis of the information supplied by OIL. Misc. costs: €350 650.81; rent: € 133 383.80

Brussels

Parliament has its own crèche (Wayenberg Crèche), which may be used only by children of Members, officials and other staff of the Institution. On average, 185 children attended. Parliament also has a contract with 2 private crèches, where some 40 children were enrolled. Parents' contributions are calculated in the same way as in Luxembourg.

In 2009, the Parliament paid 1.635.394 € for the three crèches in Brussels. Parental contributions (revenue in 2009) totalled €1 060 533.

Strasbourg

Members of staff sent on mission to Strasbourg during part-sessions may take their children with them, provided that they are aged over three months and under six years, and have them looked after in the family room on the ground floor of the Salvador de Madariaga Building, which can accommodate up to 25 children. Payment is made by means of tickets costing €5.50 per half-day. Annual revenue is in the region of €6 000.

33.2. How much did the new lifts in the Parliament in Brussels and their installation cost? What will be the added value?

In January 2009, Parliament signed a works contract for technical upgrading, particularly making the lifts more readily accessible for people with reduced mobility. The first stage, costing €1.2 m, concerned the 24 lifts in the PHS Building. The other buildings will be dealt with in successive stages, the schedule providing for the work to be carried out in 2010 for the central buildings and completed in 2012 for the others.

The improvements, as agreed with the interdepartmental working party on the 'Accessibility of Parliament's buildings' comprise alterations to the lift cages, the control

panels and the opening and closure processes when the lifts are used by people with reduced mobility. By some time in 2012, all the lifts will be upgraded to the highest accessibility standards

33.3. With regard to the financing of the KAD-building in Luxembourg: Could the administration provide a presentation of the decision-making-process and the financing (including due date for instalments / tranches)?

Decisions on the financing and construction of the KAD Building are taken on an on-going basis by the Secretary-General in conjunction with the Bureau and the Committee on Budgets, which is systematically informed of the Bureau's decisions on the subject.

You can find in annex a detailed presentation of the decision-making-process and the financing.

33.4. What staff will the KAD building accommodate?

The capacity of the KAD + extension will be approx. 3000 offices, which corresponds to the Institution's current needs in Luxembourg, taking account of a small reserve for the translation units which are being set up or will need to be set up shortly (Croatian). Once the building has been completed, it will be possible to move out of the 6 buildings which Parliament currently rents in Luxembourg but which are between several hundred metres and several kilometres apart. The new complex of buildings is has been designed on the basis of a BREEAM environmental certification of 'excellent'.

33.5. What does the Secretary-General expect to be the precise cost, in EUR, of extending and modernising the Konrad Adenauer Building in Luxembourg?

The total costs (maximum financing amount needed) are estimated as follows:

Millions EUR	2011		2012		2013		2014		2015		2016		Total
	S1	S2	S1	S2	S1	S2	S1	S2	S1	S2	S1	S2	
CapEx	-	6.7	13.6	19.2	47.4	70.9	86.7	60.9	22.0	39.1	43.4	16.6	426.5
Est. Fin Costs	-	0.7	0.9	1.2	1.9	2.9	4.2	5.0	5.3	6.0	6.7	7.0	41.8
Net VAT	-	1.0	1.0	0.8	4.2	3.5	2.4	(3.9)	(5.8)	2.6	0.6	(4.0)	2.4 ¹³
To Fund	-	8.4	15.5	21.2	53.5	77.3	93.3	62.0	21.5	47.7	50.7	19.6	470.7

33.6. What will be the square meterage of the new building? What square meterage is currently available for officials in Luxembourg?

The new building will have an approximate combined above-ground floor area of 120 000 m² (new). The square meterage currently available for officials in Luxembourg is 107 073 m².

¹³ VAT on construction costs is fully neutral for the SI. The EUR 2.4 Million outstanding amount in working capital at the end of the construction period will be refunded in the first semester following the start of the lease period and deducted from the lease payments.

33.7. *How many officials will work in that building? How many officials worked in Luxembourg in 2004, 2008 and 2009?*

The following table indicates the number of officials in function at year end in Luxembourg.

Year	Number
2004	1835
2008	2208
2009	2193

See also reply to question 33.4. above.

33.8. *What was the total cost of the setting-up of Parliament's Washington liaison office in 2009 and 2010?*

Infrastructure

The Washington Office is housed within the premises of the EU delegation in Washington. Under the terms of an administrative agreement, the Commission offers a range of support services.

Parliament asked the Commission to organise the refurbishment of its future premises. The Commission had the work carried out at Parliament's expense and will invoice Parliament for the corresponding costs. The Administrative Arrangement signed between the two Institutions expresses the costs as a percentage of the actual costs borne by the Commission. The values indicated are calculated on the basis of the Commission's estimates: the definitive figures will be established on the basis of the invoices paid by the Commission.

The costs are as follows:

- Parliament's contribution to the rent: \$181 840 per annum (\$40/annum/sq.ft.)
- Parliament's contribution to the costs arising from shared areas of the building: \$82 782.66 per annum (\$18.21/annum/sq.ft.)
- Current costs - Parliament's share: estimated at \$87 000 per annum
- Rental of four parking spaces: \$15 000/annum
- Contribution to the cost of purchasing furniture for the shared areas: \$42 664.94 (57.69% of the total cost)
- Office furniture for Parliament staff: chairs = \$6 251, desks = \$29 000

Fitting out: \$273 309.25 (57.69% of the total cost)

Staff

The Washington Office was set up with the posting of three officials (2 AD and 1 AST) to Washington. These postings constituted a redeployment of existing officials and there was no change to the grade/step of the officials concerned. A further two officials (1 AD and 1 AST) were sent to Washington on long-term mission to reinforce the start-up team. Since October 2010, a system of one year missions for four officials - one each from DG PRES, DG IPOL, DG EXPO, and DG COMM - has been put into operation. This means that the setting up of the Washington Office has not entailed the creation of any new posts.

33.9. What was the reason behind a nearly 500% increase in budget item 2 0 0 1 (annual lease payments) from 2008¹⁴ to 2009¹⁵?

The budget estimates for Item 2001 were drawn up on the basis of Parliament's contractual obligations in relation to the long lease on the MONTROYER 75 Building in Brussels, whose schedule provides for the following annual payments (amounts without contractual revision):

- 2007:	€2 270 046
- 2008:	€2 270 046
- 2009 to 2015:	€5 074 208 /year

The corresponding amounts had therefore been budgetised:

- 2008: €2 443 630
- 2009: €5 700 000

At the end of 2009, Parliament acquired the TREVES I Building in Brussels on long lease. For that purpose, a transfer of appropriations of € 9 374 099 was granted by the Committee on Budgets, which increased the amount from an initial appropriation of €5 700 000 to a final appropriation of €15 074 099 for Item 2001.

33.10. Notes with satisfaction that the Belgium government has finally paid back to the Parliament the amount advanced by its budget for "The Dalle" and other construction sites, in casu 86 million Euro. Could the Secretary General provide an overview from which budget lines this amount was advanced in the past and explain why in accordance with Article 18 of the Financial Regulation this amount was booked as "assigned revenue" now put in reserve for the purchase of new or already rented buildings?

The construction of the buildings concerned was based on a long lease conferring a right in rem with option to purchase, entailing payment of a single rental payment and of six-monthly rental payments once the buildings were occupied.

The long lease permitted payment of advances, which, while making it possible to reduce the burden of interim interest, had the purpose of reducing the balance to be paid by means of six-monthly rental payments.

¹⁴ final appropriations of EUR 2 443 630

¹⁵ final appropriations of EUR 15 074 099

As the expenditure incurred by Parliament in the form of the advances was charged to Item 2001 (Annual lease payments), pursuant to Article 25(2) of the Financial Regulation, the assigned revenue comprising the reimbursement from the Belgian State similarly accrued to Item 2001.

33.11. Does this mean that when the Parliament purchases buildings which are owned by Belgium public authorities, on which Parliament has to pay 33% above market price when they are purchased directly from the public owner like in the case of the Treves 1 building, that a substantial extra amount out of the total sum reimbursed flows back to the Belgium state?

The cases in which Parliament has had to take account of the application of the 33% surcharge on the price estimated by the external expert concerned transactions entered into with regional public bodies, not with the Belgian State. These regional public bodies are autonomous, and the Belgian State has no power over them.

33.12. Regarding the future purchase and long-term lease of buildings, it is essential to take the development of the housing market into account in order to estimate the costs. Has such a market study been conducted, where external advisors were involved, and what are the outcomes with regard to the development of the housing market at the three places of work and the corresponding costs of future purchases and long-term leases of buildings used by the European Parliament?

Each time that a building has been acquired, a report on the building's value has been drawn up by an external expert (a surveyor).

An internal report is also compiled by the appropriate departments (DG INLO and DG FINS) in order to take better account of the internal parameters which will enable the estimated value of the property to be determined more precisely.

The appropriate departments are regularly informed about the market indicators (vacancy, rental rates, prime yield, etc.) which can be used to estimate buildings' value.

33.13. Parliament's meeting rooms are occasionally used by other organisations, such as the Economic and Social Committee, or by groups for hearings. How much revenue has been generated for Parliament in the current parliamentary term, to date, from renting out facilities, broken down by event and organiser? How often, in what instances and on what grounds have Parliament facilities, e.g. meeting rooms, been made available free of charge to other institutions, organisations or firms / outside partners?

Pursuant to Article 3 of the Rules governing the use of Parliament's premises by outside bodies *"Parliament's other premises may be used for initiatives and events of European interest, in accordance with the conditions laid down in Article 4."*

Pursuant Article 5 of Annex I to the above mentioned rules *"should a cultural event or exhibition be authorised, Parliament shall provide the exhibitor, free of charge and subject to availability, with a specific area and exhibition equipment (tables and display stands). Subject to availability, Parliament may also make public address equipment available free of charge to the Member sponsoring the event."*

DG INTE answers requests for use of meeting rooms by other institutions and bodies and by external bodies. Request for use of one of the Chambers by external bodies are dealt with by the Bureau secretariat, as they are subject to prior authorisation by the Bureau.

It is to be noted that the use of meeting rooms triggers also the use of the services of the conference technicians and of the Security.

Billing for renting meeting rooms is prepared by DG INTE on the basis of Annex II of the Rules, which contains the rates for the cleaning and electricity costs, technical assistance and security. The billing is subsequently executed by DG INLO (room), DG PERS (technicians) and DG PRES (security).

Detailed information on the operations concerning 2009 is given below.

MEETINGS OF EXTERNAL ORGANISATIONS IN THE THREE PLACES OF WORK IN 2009

	NUMBER OF MEETINGS	NO CHARGE	AMOUNT OF INVOICE:	
			ROOMS	TECHNIC.
BRUSSELS	50	15	€96 531	€24 160
LUXEMBOURG	1	0	€0	€263
STRASBOURG (PART-SESSIONS)	0	0	€0	€0
STRASBOURG MEETINGS OUTSIDE PART-SESSIONS	24	5	€30 582	€16 400
TOTAL	75	20	€127 113	€40 823

33.14. As for the discharge for 2008, a detailed overview is requested, for 2009, of the running costs of the information offices, broken down by office in each Member State.

Please see table below of total costs of EPIOs and antennae in 2009.

Initial appropriations allocated to Parliament's Information Offices and satellite offices (2009)

TOWN	Real estate cost (1)	Staff costs (4)	Operating approps. for information (5)	Total
Information offices & regional satellite offices				
ATHENS (1)	324.000	598.679	575.650	1.498.329
BARCELONA (3)	118.209		266.400	384.609
BERLIN	599.516	1.437.899	1.576.400	3.613.815
BRATISLAVA	105.508	388.406	388.200	882.114
BRUSSELS (2)		1.386.699	305.400	1.692.099
BUCAREST		102.884		
BUDAPEST	98.373	416.679	330.000	845.052
COPENHAGEN	235.232	458.497	364.900	1.058.629
DUBLIN	264.368	458.497	667.365	1.390.230
EDINBURGH (3)	91.300		306.900	398.200
HELSINKI	169.143	564.074	425.000	1.158.217
THE HAGUE (1)	222.773	598.679	2.069.500	2.890.952
VALETTA (MALTA) (1)	66.818	194.203	138.300	399.321
LISBON (1)	128.062	528.588	381.130	1.037.780
LJUBLJANA	75.744	264.294	251.900	591.938
LONDON	616.935	1.349.743	1.785.560	3.752.238
LUXEMBOURG (2)		70.091	208.900	278.991
MADRID	623.805	1.127.267	1.449.030	3.200.102
MARSEILLE (3)	11.015		194.800	205.815
MILAN (3)	44.504		277.300	321.804
MUNICH (3)	38.288		245.700	283.988
NICOSIA (1)	185.763	194.203	508.900	888.866
PARIS	726.021	808.952	1.498.100	3.033.073
PRAGUE	155.322	334.385	431.000	920.707
RIGA	54.673	264.294	231.200	550.167
ROME	460.000	738.861	1.055.810	2.254.671
SOFIA		73.556		
STOCKHOLM	264.818	528.588	594.840	1.388.246
STRASBOURG (2)		808.952	359.100	1.168.052
TALLINN	103.369	264.294	290.800	658.463
WARSAW	115.128	458.497	471.500	1.045.125
VIENNA	171.576	486.770	624.010	1.282.356
VILNIUS	94.920	70.091	221.300	386.311
Total	6.165.183	14.976.622	18.494.895	39.636.700

(1) Theoretical cost of building calculated as 6% of purchase price.

(2) For Brussels, Luxembourg and Strasbourg, the amounts are included in the analysis of the three places of work.

(3) The cost of staff for the Barcelona, Edinburgh, Marseille, Milan and Munich satellite offices is included in that of the external offices to which they are attached.

(4) Includes basic pay, family allowances, foreign residence and expatriation allowances and secretarial allowance.

(5) Includes expenses of publication, information and participation in public events, as well as audiovisual information expenditure.

34. 2009 ELECTION CAMPAIGN

According to Parliament's administration in its the replies to the 2008 discharge questionnaire, the cost of the 2009 election campaign from the 2008 budget was EUR 16,3 million.

-How much money was used for the 2009 election campaign, or preparing for it, in the 2009 budget?

The cost for the 2009 election campaign from the 2009 budget was 5.675.870 €, of which 2.470.034€ (43,5%) was the cost of EPIO activities.

35. PARLIAMENT'S PRIZES

Could the administration provide the Committee with exact figures on the total cost of all the prizes awarded by Parliament in 2008, 2009 and 2010?

In 2008 the total cost of the prize was of 297 500 euro. In 2009 this figure was of 338 000 euro (+13,6%). In 2008, 131 Members took the time to see the films and vote for their personal favourite. In 2009, they were 164, out of 736 MEPs. *What were the corresponding figures in 2010?*

Could it be confirmed that Parliament spent 250.000 euro in 2009 for the LUX film prize?

DG COMM is directly responsible for the Lux Prize, the Charlemagne Youth Prize and the European Journalist Prize. The DG also organises the communication activities related to the Sakharov Prize.

1. Lux Prize:

The total cost amounted to 305.812 € for 2008, 321.103 € for 2009 and 308.382 € for 2010, this includes the endowment of the Prize itself (90.000 €).

2. Charlemagne Youth Prize:

The total costs amounted to 29.968 € for 2008, 24.112 € for 2009 and 34.000 € for 2010, taking into account that the Prize itself is financed by the Charlemagne Prize Foundation.

3. European Journalist Prize:

The total costs amounted to 110.111 € for 2008, 105.549 € for 2009 and 121.863 € for 2010.

The Sakharov Prize of a value of 50.000 € is charged to the budget of DG EXPO. DG COMM's contribution to this Prize is the communication activities to raise awareness for Parliament's engagement in the area of human rights.

36. VISITORS' GROUPS

What costs arose in 2004, 2008 and 2009, broken down by country and group, in connection with inviting groups of visitors?

Costs generated in 2004, 2008 and 2009 by Sponsored Visitor Groups, broken down in the years and groups respectively:

The MEP Sponsored Groups amount to 10 620 811 € for 2004, 21 014 964 € for 2008 and 19 318 553 € for 2009.

The Opinion Multiplier Groups amount to 197.036 € for 2004, 547.277 € for 2008 and 908.688 € for 2009.

The costs are generated in principal for invitations in accordance with the "Rules governing the reception of visitors", which currently allow each MEP a quota of 100 visitors per year.

In addition, VISSEM also contributed to the visits of Opinion Multipliers broken down by countries.

Moreover, free groups are invited by either the MEPs or directly by the Visits and Seminars Unit. Aside from the room reservation and offering a speaker, these groups do not generate any additional costs.

The defragmentation of numbers by political groups does not apply since the rules governing the reception of visitors grant a given number of visitors per year per MEP.

37. VISITORS' CENTRE

What was the projected budget and timescale for the Visitors' Centre when it had been accepted by Parliament's political authorities? At the present moment (November 2010), the scheduled opening date is September-October 2011.

What is the total budget likely to be spent for the whole project? Which amounts were spent in 2009 on this project?

The initial estimate for the implementation of the exhibition, as endorsed by the Bureau in June 2006, was 15,30 M €. This figure did explicitly not include the cost of infrastructural modifications that could not be assessed with precision at that time. This additional cost was later estimated at 3,25 M €.

The total budget likely to be spent for the whole project amounts to 20,17 M €. In 2009 an amount of 3 598 246 € was spent on the project.

The initial timescale for the Visitors' Centre was completion before the European elections in June 2009. For various reasons, including the complexity and number of procurement procedures, it was not possible to complete the project within this target date. At its meeting of 6 October 2010, the Bureau agreed to an official opening of the Visitors' Centre in October 2011.

38. HOUSE OF EUROPEAN HISTORY

Could the Secretary General provide a full overview of all amounts being spent and committed until now for the House of European History and to which budget lines these amounts were charged, included reimbursements for experts and bureau Members, if any. Could he also indicate how many (internal) staff, including contract agents, has been deployed for this project?

What were the costs caused indirectly or directly by the House of European History in 2009? What is, if existing, the financing scheme for the budget years 2010 and 2011?

Expenditure related to the reimbursement of experts is charged to budget line 03200-08. Initial appropriations for 2010 amounted to €455 200, of which €104 674 had been committed by the end of November 2010.

No staff was deployed for the House of European History in 2009, 1 AD had been made available by internal redeployment since 1 November 2010. 1 AD temporary agent will be recruited as of 1 January.

2011 to head the project team, and the recruitment of 13 contract agents is underway, with the first batch of recruits due to take up employment on 1 January 2011.

39. FITNESS CENTRE

A fitness centre is operated in Parliament in Brussels and also in Strasbourg. Can the Secretary-General provide the following information? What annual subsidy has Parliament provided for each fitness centre since its inception? How many users have the fitness centres had since their inception, broken down by year and centre? How many users has each centre gained or lost, each year, since its inception? What profit or loss have the fitness centres made since their inception, broken down by year and site?

The current operator (Bladerunner) is running the Brussels' centre since 2003. The operator was also running (only during the EP's Parliamentary sessions) the Strasbourg's Centre till the end of their contract in March 2009.

From 2003 till 2007, the Parliament was paying to the operator an annual fee for the operation of the Strasbourg's Centre of:

- 23.333 € from 01/03/2003 to 31/12/2003
- 24.000 € for 2004

- 18.000 € for 2005
- 12.000 € for 2006
- 6.000 € for 2007

The fee has been reduced to zero in 2008.

The Centre was closed for refurbishment from the 1st of July till the 15th of October 2009. It reopened on the 16th of October 2009 with the same operator (Bladerunner) which won the new call for tender organised in 2008. According to the terms of the new tender, the operator is financially responsible for all running costs of the centre meaning that the EP bears, since 2009, zero cost.

It also has to be mentioned that according to the new three-year contract the operator is also no longer responsible for the Strasbourg's Centre which is now directly run by the Parliament. The Strasbourg's Centre is only open during the Plenary Session period and no membership is needed to visit it.

The members of the Brussels' fitness centre can be broken down into two categories:

- 1) memberships (monthly, quarterly, six months or annual) meaning that the person can visit the centre as many times as they would like during their membership terms;
- 2) vouchers: a pre-determined amount of visits to be completed in a given time; in this case, ten visits over a six-month period.

The average membership figures from 2005 to December 2010 are as follows:

	2005	2006	2007	2008	2009	2010
Members	606	625	616	675	451	905
Vouchers	239	223	250	310	163	301

Throughout the above years the Centre has had an average cancelation of membership of between 5 % to 10 %. The cancelations are mainly due to either moving away of members or not having enough time to visit the Centre.

40. CATERING

40.1. What is the cost of providing beverages for each committee meeting, each meeting of coordinators and each meeting of the Conference of Presidents and other meetings?

Our accounting system doesn't make any distinction among the different kind of meetings.

For the different meetings in the three working sites the following table sums up the breakdown of costs.

	BRUSSELS	STRASBOURG	LUXEMBOURG	TOTAL
Beverage Cost (BC)	124.641	101.852	14.694	241.187
Direct staff	821.397	266.957	51.527	1.139.882

Miscellaneous	63.503	50.250	9.569	123.321
Company Fee	3.241	2.241	366	5.847
Total Cost (TC)	<u>1.012.782</u>	<u>421.300</u>	<u>76.150</u>	<u>1.510.237</u>
Number of meetings	8.238	2.578	2.555	13.371
TC/meeting	122.94	163.42	29.81	112.95
BC/meet.	15,13	39,51	5,75	18,04
Direct staff/meet.	99,71	103.55	20,17	85,25

40.2. How are these costs calculated?

Direct staff: Real Cost (100%)

Beverage Cost: Real Cost

Miscellaneous: 100% after distribution among the different points of sale

Company Fee: Contractual percentage on Beverage Cost (2,6% Brussels, 2,2% Strasbourg and 2,49% Luxembourg)

40.3. What was the total number of beverages provided in 2009, and what was the total cost?

Luxembourg : 54.201; total cost: 14.694€

Brussels : 818.923; total cost: 124.641€

Strasbourg : 338.607 ; total cost: 101.852€

40.4. What was the revenue from, and cost of, Parliament's bars, canteens and restaurants in 2004, 2008 and 2009, broken down by year and site?

You can find the information requested in Annex.

40.5. What was the Parliament budget subsidy for bars, canteens and restaurants in 2004, 2008 and 2009?

There is no subsidy on prices. Budgetary item 1652, finances inefficiencies for the fact that EP works in three different places, inefficiencies for works in Luxembourg affecting the shop and maintenance and repairs of catering equipment in the three places of work.

2004: Initial credits 800.0002 € Committed: 456.403 €

2008: Initial credits 1.900.000 € Committed: 1.900.000 €

2009: Initial credits 2.260.000 € Committed: 2.260.000 €

40.6. Outsiders on the premises, as well as lobbyists, benefit from the subsidised prices, since no special prices are set for them. Is Parliament planning to end this practice and make subsidised meals and beverages available to staff only? If not, why not?

As mentioned above, prices in Parliament's catering are not subsidized.

Annexes

- A. ANNEX to Question 3
- B. ANNEX to Question 6
- C. ANNEX to Question 7.1.
- D. ANNEX to Question 16.7.
- E. ANNEX to Question 25
- F. ANNEX to Question 30.3.
- G. ANNEX to Question 31.3-4.
- H. ANNEX to Question 33.3.
- I. ANNEX to Question 40.4.

A. ANNEX to Question 3.

List of decision taken without financial statement

Decisions of the Conference of Presidents

29 January 2009: Decision to send an EP representative to attend the appeal hearing in the case involving Ms Leyla ZANA, former laureate of the SAKHAROV Prize.

Comment: high political priority of Parliament - decision was taken as an urgent item at short notice due to its tight deadline.

16 April 2009: Authorisation of an ad hoc delegation to Moldova

Comment: high political priority of Parliament - decision was taken as an urgent item on a proposal by Mr SCHULZ, Chair of the S&D Group in light of a political crisis following contested election in Moldova in early April 2009.

26 November 2009: Action in support of SAKHAROV Prize nominee Mr Dawit ISAAK

Comment: high political priority of Parliament - Mr Louis MICHEL, Co-President of the ACP Joint Parliamentary Assembly, was invited to travel to Eritrea to raise the case of the imprisoned journalist Mr Dawit ISAAK with the Eritrean authorities.

Decisions of the Bureau

9 March 2009: authorisation to send an enlarged delegation of six members of the ECON committee (derogation from the quota rule) to the US from 18 to 20 March 2009.

Comment: The delegation in question was initially authorised as a 2-Member delegation but an additional late request was made to increase the number to 6.

17 June 2009: Decision re redundancy payments to assistants and the financial provisions applicable upon termination of a term of office.

Comment: The note accompanying the decision explained that the costs concerned were likely to be limited, but that it was not possible to give precise estimates, since these were dependent upon the individual employment situations of the outgoing assistants, the budget available to Members to reimburse the costs concerned from their individual parliamentary assistance allowances and on national legislation in the Member State of employment.

19 October 2009: Fire safety in the EP buildings in Strasbourg

Comment: Following a request made by Parliament, the Strasbourg Regional Court had asked a College of Experts to analyse various questions relating to the defects of the fire-retardant coating on the metal frame of the LOW building (problem that had been detected in summer 2009 while earlier work on the collapse of the ceiling was underway). On 15 October 2009 Parliament received a legal note from the said College of Experts indicating an urgent need to repair works to start as soon as possible. As a matter of urgency at the meeting of 19 October 2009, the Bureau instructed the Secretary-General to carry on with the appropriate steps to reduce risks and to address the defects in the fire-retardant coating. In view of the urgent character of the repair works, the Bureau was not presented with a Financial Statement. At an extraordinary meeting of 7 July 2009, the Bureau had mandated the Secretary-General to take all necessary measures to address this situation,

and had noted that legal proceedings were underway concerning the earlier collapse of the ceiling.

Decisions of the Quaestors

There were none.

B. ANNEX to Question 6

MOPPING-UP TRANSFERS					
Financial year 2004				147.416.931	
C25	<u>to chapter</u>	<u>20</u>	<u>Investments in immovable property, rental of buildings and associated costs</u>		Advance payments against the annual lease payments due for the D4 and D5 Buildings under construction in Brussels.
	to item	2001/03	"Annual lease payments: Brussels"	137.772.931	
C25 compl.	<u>to chapter</u>	<u>20</u>	<u>Investments in immovable property, rental of buildings and associated costs</u>		
	to item	2001/03	"Annual lease payments: Brussels"	9.644.000	
Financial year 2005				124.144.556	
C26	<u>to chapter</u>	<u>20</u>	<u>Investments in immovable property, rental of buildings and associated costs</u>		Advance payments against the annual lease payments due for the D4 and D5 Buildings under construction in Brussels.
	to item	2001/03	"Annual lease payments: Brussels"	85.000.000	
C27	<u>to chapter</u>	<u>20</u>	<u>Investments in immovable property, rental of buildings and associated costs</u>		Purchase of premises in Valetta and Strasbourg.
	article	206	"Acquisition of immovable property"	39.144.556	
Financial year 2006				37.246.425	
C30	<u>to chapter</u>	<u>20</u>	<u>Buildings and associated costs</u>		Advance payments against the annual lease payments due for the D4 and D5 Buildings under construction in Brussels. Advance payments against the
	to item	2001/03	"Annual lease payments: Brussels"	31.523.602	
C31	<u>to chapter</u>	<u>20</u>	<u>Buildings and associated costs</u>		
	to item	2001/03	"Annual lease payments: Brussels"	5.722.823	
Financial year 2007				58.340.000	
C24	<u>to chapter</u>	<u>14</u>	<u>Other staff and outside services</u>		Additional expenditure arising from Parliament's decision to translate the Verbatim Report of Proceedings into all 23 official languages.
	to item	1420/01	"Outside services: translation of the Verbatim Report of Proceedings"	14.520.000	
	<u>to chapter</u>	<u>32</u>	<u>Expertise and information: acquisition, archiving, production and dissemination</u>		
	to item	3240	"Official Journal "	320.000	
C25	<u>to chapter</u>	<u>20</u>	<u>Buildings and associated costs</u>		A single payment against the annual lease payments due for the Eastman Building under consideration for leasing in Brussels.
	to item	2001/03	"Annual lease payments: Brussels"	18.500.000	
C26	<u>to chapter</u>	<u>20</u>	<u>Buildings and associated costs</u>		Purchase of a building in Vienna , which would permit the establishment of a European Union House, jointly with the European Commission.
	to item	2003	"Acquisition of immovable property"	23.500.000	
	<u>to chapter</u>	<u>20</u>	<u>Buildings and associated costs</u>		
	to item	2008	"Other expenditure on buildings"	1.500.000	
Financial year 2008				8.000.000	
C30	<u>to chapter</u>	<u>32</u>	<u>Expertise and information: acquisition, archiving, production and dissemination</u>		la campagne d'information relative aux élections européennes 2009.
	to item	3242/01	"Expenditure on publication, information and participation in public events: publications, information actions, public events"	2.000.000	
C31	<u>to chapter</u>	<u>40</u>	<u>Expenditure relating to certain institutions and bodies</u>		dans le cadre de la décision du Bureau du 19 novembre 2008, sur l'usage du reliquat budgétaire 2008.
	to item	4000	"Current administrative expenditure and expenditure relating to the political and information activities of the political groups and non-attached Members"	6.000.000	
Financial year 2009				0	
Total 2004-2009				375.147.912	

C. ANNEX to Question 7.1.

Building costs related to the Parliament's three working places

Budget item				Total, 3 places of work
	Luxembourg	Strasbourg	Brussels	
2000	18.482.000	0	7.956.000	26.438.000
2001	0	0	5.900.000	5.900.000
2007	1.853.000	10.660.000	10.805.000	23.318.000
2008	2.597.400	3.311.100	5.031.000	10.939.500
2022	6.184.425	15.840.000	18.473.019	40.497.444
2024	4.363.500	3.200.000	12.624.094	20.187.594
2026	8.200.000	8.000.000	20.100.000	36.300.000
2028	229.734	292.859	444.980	967.574
Depreciation of acquisitions (including 2003 & 2005)	3.020.000	23.867.809	56.555.454	83.443.263
ANNUAL TOTAL	44.930.059	65.171.768	137.889.547	247.991.374
Number of Offices	2.779	2.625	4.719	10.123
Cost per Office	16.168	24.827	29.220	24.498
Total cost in m2	194.900	269.671	437.000	901.571
Number of staff assigned	3.453		5.550	9.003
Surface area per member of staff assigned	56		79	100
Cost per m2 per annum	231	242	316	275
Cost per member of staff assigned	13.012		24.845	

D. ANNEX to Question 16.7.

Team-buildings and seminars in Luxembourg 2004-2008-2009

2004				
TRAINING / SERVICE	IMPLEMENTATION (FIRM)	CONDITIONS	ORGANISER	COST €
PE / SEMINAIRE EFFECTIVE CHANGE MANAGEMENT POUR LE TOP MANAGEMENT	EXTERNAL FIRM : DE WITTE & MOREL	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	4.858,90
TEAMBUILDING DG INLO / TECHNICIENS DE CONFERENCE	EXTERNAL FIRM : INSTITUTE OF PUBLIC ADMIN.	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	2.330,00
TEAMBUILDING DG PRES	EXTERNAL FIRM : INSTITUTE OF PUBLIC ADMIN.	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	2.330,00
2008			TOTAL 2004	9.518,90
TRAINING / SERVICE	IMPLEMENTATION (FIRM)	CONDITIONS	ORGANISER	COST €
SEMINAIRE DG PERS / CHEFS D'UNITE	NO FIRM	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	3.305,75
SEMINAIRE DG TRAD / LES METIERS DE LA TRADUCTION	EXTERNAL FIRM : PWC	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	15.670,50
SEMINAIRE DG ITEC / GESTION DU CHANGEMENT	EXTERNAL FIRM : PWC	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	19.055,96
TEAMBUILDING DG PERS / UNITE GESTION DU PERSONNEL ET DES CARRIERES	EXTERNAL FIRM : EFE	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	10.700,80
TEAMBUILDING DG PERS / UNITE ORGANISATION INTERNE	EXTERNAL FIRM : DEMOS	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	8.622,00
TEAMBUILDING DG PERS / UNITE DROITS INDIVIDUELS ET CONGES	EXTERNAL FIRM : EFE	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	10.598,40

TEAMBUILDING DG TRAD / UNITE TRADUCTION LITUANIENNE	EXTERNAL FIRM : DEMOS	INSIDE and OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	15.551,79
			TOTAL 2008	83.505,20

2009				
TRAINING / SERVICE	IMPLEMENTATION (COMPANY)	CONDITIONS	ORGANISER	COST €
DG TRAD / SEMINAIRE MANAGEMENT	EXTERNAL FIRM : EFE	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	23.464,92
SG / SENIOR MANAGEMENT	NO FIRM	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	4.897,50
DG ITEC / BUILDING AN IT STRATEGY	NO FIRM	OUTSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	2.807,94
TEAMBUILDING DG PERS / DIR B	EXTERNAL FIRM : EFE	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	10.119,00
TEAMBUILDING DG PERS / UNITE PENSIONS	EXTERNAL FIRM : EFE	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	5.371,00
TEAMBUILDING DG FINS / UNITE REMUNERATION DES DEPUTES	EXTERNAL FIRM : EFE	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	10.430,40
TEAMBUILDING DG PERS / UNITE MISSIONS	EXTERNAL FIRM : EFE	INSIDE PE	PROFESSIONAL TRAINING UNIT (PE)	10.747,20
			TOTAL 2009	67.837,96

BIG TOTAL

160.862,06

Team-buildings and seminars in Brussels 2004-2008-2009

DG / Service	Unité	Type evenement	Implementation	Organisateur	COÛT €	Lieu
2004						
DG 6	Techn. Conférence	Teambuilding	IPA	Unité formation	2.070,00	Interne
		TOTAL 2004			2.070,00	
2008						

PRES	Direction A	Teambuilding	DEMOS	Unité formation	4.500,00	Externe
PRES	Registre	Travail en équipe	DEMOS	Unité formation	15.000,00	Externe
IPOL	IMCO	Follow-up team-building	DEMOS	Unité formation	6.000,00	Externe
COMM	Bur. Inf. Ljubljana	Communication and motivation within a team	DEMOS	Unité formation	8.100,00	Ljubljana (Slov)
GP	PSE	Effective Team Management	DEMOS	Unité formation	1.500,00	Interne
GP	PSE	Effective Team Management	DEMOS	Unité formation	1.500,00	Interne
SOUS TOTAL COURS					36.600,00	
IPOL	PE	Follow-up team-building IMCO	Château du Lac	Unité formation	2.738,78	Réservation salle Manoir du Lac
PRES	Direction A	Teambuilding	Manoir du Lac	Unité formation	2.066,12	Séminaire externe Manoir du Lac
PRES	Registre	Travail en équipe	Manoir du Lac	Unité formation	1.086,25	Réservation salle Manoir du Lac
SOUS TOTAL HOTELS					5.891,15	
AWAY DAYS 2008						
IPOL	IPOL	Seminaire DG	Dolce - La Hulpe	Unité formation	2.323,00	
Sec Gén	Sec. Gen	Away Cab . Sec. Gén	Château du Lac	Unité formation	3.567,00	
DG COMM	Dir A	Séminaire Dir A	Château du Lac	Unité formation	29.551,00	
DG IPOL	IPOL	Séminaire Management planning	Château Gravenhof	Unité formation	2.687,00	
SOUS TOTAL AWAY DAYS					38.128,00	
TOTAL 2008					83.358,15	

2009						
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PERS	UOI	Team building	EFE	Unité formation	8.000,00	Externe
INTE	Unité programmation	Team building	EFE	Unité formation	8.000,00	Externe
IPOL	Départ. Pol. Struct	Team building	EFE	Unité formation	5.010,05	Externe
IPOL	Dir C. JURI	Team Building	EFE	Unité formation	1.600,00	Externe
COMM	Salle de presse	Team comm. & work process optimization (Team building)	DEMOS	Unité formation	6.250,96	Externe
COMM	Europarl TV	Management & Team development workshop"	EFE	Unité formation	6.611,20	Externe
PRES	Tabling Office	Team building	EFE	Unité formation	9.916,80	Interne

DG / Service	Unité	Type evenement	Implementation	Organisateur	COÛT €	Lieu
PRES	Tabling Office	Team building	EFE	Unité formation	9.916,80	Interne
COMM	Bur. Info Athènes	Teambuilding	EFE	Unité formation	8.677,20	Interne
IPOL	IMCO	Teambuilding	EFE	Unité formation	4.958,40	Externe
PRES	Bibliothèque	Teambuilding	EFE	Unité formation	9.090,40	Externe
PRES	Dir D	Team building (away day)	EFE	Unité formation	12.905,60	Externe
INTE	DG	Team building (away day)	EFE	Unité formation	17.752,80	Externe
EXPO	Human rights	Teambuilding	EFE	Unité formation	4.958,40	Externe
SOUS TOTAL COURS					113.648,61	
COMM	Salle de presse	Team comm. & work process optimization (Team building)	Martin's Lido	Unité formation	1.681,82	Martin's Lido
COMM	Europarl TV	Management & Team development workshop"	Hof Ter Musschen	Unité formation	1.540,00	Hof Ter Musschen
PERS	UOI	Team building	repas eurest overijse	Unité formation	688,32	EXTERNE CIE OVERIJSE
INTE	Unité programmation	Team building	Gravenhof	Unité formation	2.256,22	Externe Gravenhof
IPOL	Départ. Pol. Struct.	Team building	Gravenhof	Unité formation	922,32	Externe Gravenhof
IPOL	Dir C. Commission des Affaires Juridiques	Team Building	Mmmmh	Unité formation	900,00	Externe restaurant Mmmmh!
IPOL	IMCO	Teambuilding	Gravenhof	Unité formation	1.230,59	Gravenhof
PRES	Bibliothèque	Teambuilding	Rouge Cloître + Fonteyne	Unité formation	4.365,00	Rouge Cloître + Fonteyne
PRES	Dir D	Team building (away day)	Gravenhof	Unité formation	3.057,70	Gravenhof
INTE	INTE	Team building (away day)	Gravenhof	Unité formation	2.968,45	Gravenhof
EXPO	Human rights	Teambuilding	Gravenhof	Unité formation	820,67	Gravenhof
SOUS TOTAL HOTELS					20.431,09	
AWAY DAYS 2009						
PRES	PRES	Away Day Management	Gravenhof	Unité formation	3.135,00	
DG IPOL	IPOL	Séminaire Management planning	Château Gravenhof	Unité formation	4.771,00	
Serv. Jur	Serv. Jur	Séminaire annuel Serv. Jur	Château Jemeppe	Unité formation	8.775,00	
SOUS TOTAL AWAY DAYS 2009					16.681,00	
	TOTAL 2009				150.760,70	

E. ANNEX to Question 25

KNOWLEDGE MANAGEMENT SYSTEM

The Knowledge Management System (KMS) aims to provide Members and the General Secretariat with a single search engine for legislative documents based on multilingual metadata which can be shared inter-institutionally. (Note that this KMS only covers the legislative part of the Institution's activities, not the administrative part).

The purpose of KM is to enable end-users (MEPs, assistants and others) to obtain high-quality search results quickly. Therefore, the economies would be in terms of saved time for these users. Arguably, the researchers in the library (DG PRES) would also benefit from this system - both as they can do their work more quickly and also because some search requests will be satisfied by the end-users themselves rather than being given to the professional researchers. Also, the consequence of more effective search results should filter through to the quality of legislative work done by the Parliament.

2009 and 2010 were dedicated to the whole preparatory work. The information below details step by step the actions accomplished so far.

2009

In 2009, a study commissioned at the Bureau's initiative has set out the basis and conditions for achieving an integrated system for the management of legislative information from different sources, including documents and data (studies, legislative texts, documents from other institutions, OEIL, for instance).

Following this study, it was decided to create keyword indexes for the legislative documents of the EP, using the EUROVOC thesaurus. The indexation is done by specialists in the Publications Office on behalf of the EP. Source documents are extracted from the EP's document register and sent to the OP for indexation.

The OP indexed a first batch of 300 legislative documents, which were then used to create a prototype search application. This prototype enabled us to evaluate the best way to make use of these additional indexes. In particular, DG ITEC evaluated the use of 'facet searching' in association with 'full text' searching and searching for specific references. The advantage of facet searching is that searches on multiple filtering criteria are executed simultaneously, prompting the searcher and enabling the rapid location of target information.

2010

The indexation process application was put into production (September 2010). The keywords returned by the OP are stored temporarily awaiting the implementation of the content management system.

The COVAS (COntral VocAbulary and Services) study was initiated. The object of this study is to identify a suitable software package for the storage of the Eurovoc thesaurus itself, and also other controlled vocabularies, within the EP architecture. This will enable flexible use of these controlled vocabularies by KM and other applications when constructing searches on behalf of end users. Functional specifications have been completed in September 2010; production selection is on the way and is scheduled to be completed by January 2011.

The Methodics study was initiated. The object of this study is firstly to identify all the existing thematic and documentary classifications that are in use during the parliamentary process within the European parliament and secondly to define the formal policy for the indexation of EP documents. A final draft version has been delivered in December 2010 and should be completed by January 2011.

The functional analysis of the future KMS is being done and will be completed by January 2011. This will comprise: search functionalities; desktop integration; collaborative workspace; ontology (formal representation of knowledge as a set of concepts within a domain, and the relationships between those concepts) and mobile access.

A study has been completed of external websites and databases (both within and outside the EU) which contain information and documents relating to EU policies. This study was delivered in November 2010, and is currently being evaluated.

2011

The actions to be taken in 2011 are the following:

Indexation process:

- Storage and indexation of the EP legislative document using a content management system (eParliament CMS); the development of searching and associated services.
- Development of a second version of the indexation mechanism. This will include the automated despatch of keywords for validation and also the management of the budget for indexation.

Depending on the results of the COVAS study:

- • A prototype will then be developed with the specific objective of demonstrating an aggregated search using multiple sources compared to multiple successive searches followed by an aggregation of the results.
- • The conclusions will determine the choice of the use (or not) of a triple store database.
- The identification of EP alternative classification (Methodics) will be used in this context.

KM - technical analysis

- • The technical analysis will follow the 2010 functional specification.
- • The conclusions of the technical analysis will determine whether DG ITEC builds the KM using standard technologies or buys a software to integrate user desktop, workspace, search and collaborative tools.

Internet: This advanced searching using Eurovoc keywords will be made available to the general public by inclusion in the revamping of the Europarl site.

The presentation of POC is following the general approach retained in the context of the implementation of the ICT governance to present the proof of concept to Members before moving forward in order to ensure that the product to be developed will meet members' needs.

During 2011, we expect to deliver the following:

- the Knowledge Management search engine will be completed and available for use as a production service. The search engine will search legislative documents loaded into a Content Management System (itself scheduled to be delivered in 2011 as part of the eParliament programme). The searching will deliver facet searches based on Eurovoc descriptors. (As described above, the key advantage of facet searching is that searches on multiple filtering criteria are executed simultaneously, prompting the searcher and enabling the rapid location of target information). It will be available on both Intranet and Internet, scheduled for Q3 of 2011;
- The COVAS study, started in 2010, will be completed. Based on the study, a POC (proof of concept) will be developed and demonstrated during Q3 of 2011. This POC will expand on the search options already in production by including a global search combining multiple sources of information. Once this POC has been accepted, the development of a final production version will have started and be 50% completed by the end of 2011. The general approach retained in the context of the ICT Governance impose to present the proof of concept to MEPs before moving forward in order to ensure the product being developed will reply and satisfy Members' needs.
- A further step forward will be the development of searching using collaboration tools. This will be demonstrated first as a POC. One of the objectives of this POC is to decide whether an acquisition of standard software is feasible or whether an in-house development is necessary. Depending on this decision, the production application will be 25%-50% developed by the end of 2011.

F. ANNEX to Question 30.3.

			Apple Iphone 3GS	APPLEIPHONE 4	Blackberry	HTC	Motorola (satellite phone) + gsm	Nokia GSM	Nokia GSM - Smartphone (wifi)	Grand Total
year	Managing Unit	Data								
	COMM Lsa	number of items	1							1
		cumul purch.value	€ 557,69							€ 557,69
	EFD Lsa	number of items				2				2
		cumul purch.value				€ 780,24				€ 780,24
	EXPO Lsa	number of items				7				7
		cumul purch.value				€ 1.925,91				€ 1.925,91
	FINS Lsa	number of items				1				1
		cumul purch.value				€ 284,84				€ 284,84
	INLO Lsa	number of items	1			2				3
		cumul purch.value	€ 557,69			€ 550,26				€ 1.107,95
	IPOL Lsa	number of items				7				7
		cumul purch.value				€ 1.925,91				€ 1.925,91
	ITEC Git	number of items						5		5
		cumul purch.value					€ 11.236,80			€ 11.236,80
	ITEC Lsu	number of items	14			32				46
		cumul purch.value	€ 7.807,66			€ 15.784,42				€ 23.592,08
	ITEC R&I New	number of items	3			21				24
		cumul purch.value	€ 1.673,07			€ 9.699,83				€ 11.372,90
	ITEC ServDesk	number of items	9							9
		cumul purch.value	€ 5.019,21							€ 5.019,21
	ITEC ServDesk Tr	number of items	1			2				3
		cumul purch.value	€ 557,69			€ 742,20				€ 1.299,89
	ITEC SUTEL-GEST	number of items						371		371
		cumul purch.value						€ 19.061,66		€ 19.061,66
	MEP Lsa	number of items	1							1
		cumul purch.value	€ 557,69							€ 557,69
	PERS Lsa	number of items				1				1
		cumul purch.value				€ 275,13				€ 275,13
	PPE-DE Lsa	number of items				1				1
		cumul purch.value				€ 467,07				€ 467,07
2009 number of items			30			76	5	371		482
2009 cumul purch.value			€ 16.730,70			€ 32.435,81	€ 11.236,80	€ 19.061,66		€ 79.464,97
	FINS Lsa	number of items				1				1
		cumul purch.value				€ 275,13				€ 275,13
	INLO Lsa	number of items				8				8
		cumul purch.value				€ 2.306,32				€ 2.306,32
	ITEC Isp Tr	number of items				1				1
		cumul purch.value				€ 275,13				€ 275,13
	ITEC Lsu	number of items	26	2	2	4	1		1	36
		cumul purch.value	€ 14.499,94	€ 1.233,32	€ 632,66	€ 1.279,22	€ 390,50		€ 484,39	€ 18.520,03
	ITEC Lsu Tr.	number of items	2	1						3
		cumul purch.value	€ 1.115,38	€ 616,66						€ 1.732,04
	ITEC R&I New	number of items	11	47		23				81
		cumul purch.value	€ 6.134,59	€ 28.983,02		€ 7.486,07				€ 42.603,68
	ITEC R&I Old	number of items	1							1
		cumul purch.value	€ 557,69							€ 557,69
	ITEC ServDesk	number of items	140	19						159
		cumul purch.value	€ 78.076,60	€ 11.716,54						€ 89.793,14
	ITEC ServDesk Tr	number of items	6	11						17
		cumul purch.value	€ 3.346,14	€ 6.783,26						€ 10.129,40
	ITEC SUTEL-GEST	number of items						288		288
		cumul purch.value						€ 15.009,59		€ 15.009,59
	MEP Lsa	number of items	1	20	1	1			2	25
		cumul purch.value	€ 557,69	€ 12.333,20	€ 202,45	€ 340,97			€ 677,02	€ 14.111,33
2010 number of items			187	100	3	38	1	288	3	620
2010 cumul purch.value			€ 104.288,03	€ 61.666,00	€ 835,11	€ 11.962,84	€ 390,50	€ 15.009,59	€ 1.161,41	€ 195.313,48
Total number of items			217	100	3	114	6	659	3	1102
Total cumul purch.value			€ 121.018,73	€ 61.666,00	€ 835,11	€ 44.398,65	€ 11.627,30	€ 34.071,25	€ 1.161,41	€ 274.778,45

G. ANNEX to Question 31.3-4.

You will find the reports of DG TRAD and DG INTE on the respect of the Code of Conduct on Multilingualism during 2009 attached to this document.

H. ANNEX to Question 33.3.

PROJECT TO EXTEND AND RENOVATE THE KONRAD ADENAUER BUILDING IN LUXEMBOURG

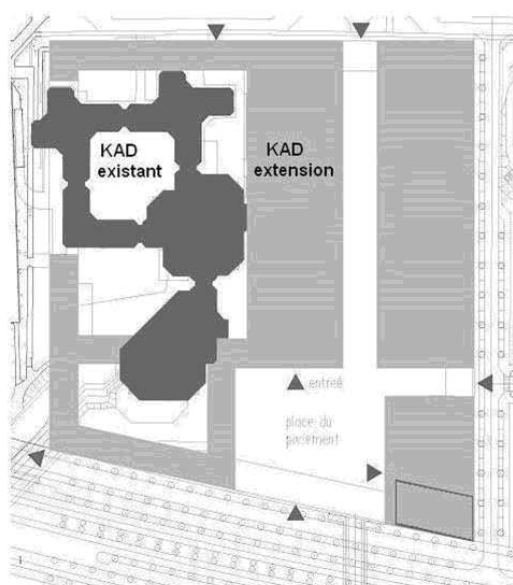
THE PROJECT

The European Parliament's “single site” project (Project), including the extension of the existing Konrad Adenauer building (KAD) in Luxembourg-Kirchberg, comprises two subprojects :

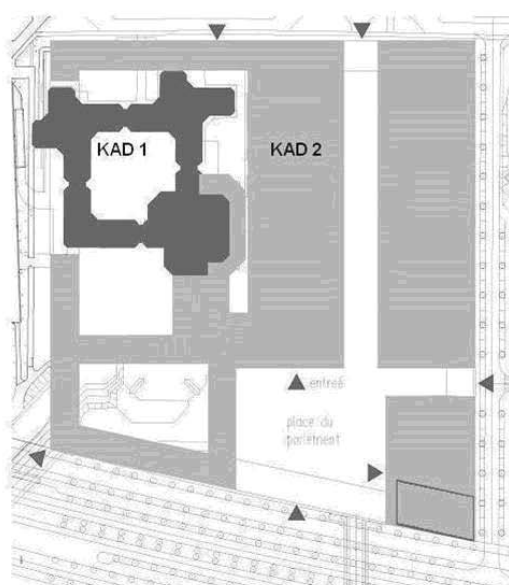
- the KAD II subproject: involves building an extension to the existing building and wholly or partially converting certain parts of the existing building as required by the design of the extension;
- the KAD I subproject: involves upgrading a certain number of items of equipment and services of the existing building, with the exception of the parts converted under the KAD II subproject.

As the following illustrations show, the outer limits of the KAD II subproject site lie outside the perimeter of the new building and also concern part of the existing KAD building (the sketch of level 01 is shown by way of example):

Limits of existing KAD building /
KAD extension building
Level 01



Limits of KAD I / KAD II projects
Level 01



The work is to be carried out in two phases (the demarcation between subprojects 1 and 2 is subject to change) over the forecasted following time frame:

- Phase 1 (East): construction of the KAD extension (KAD II) and partial conversion of certain parts of the existing building; provisional period of realisation: Q4 2011 to Q1 2015;
- Phase 2 (West): upgrading of the existing building (KAD I) and finalisation of the interfaces with the KAD II project; provisional period of realisation: Q4 2014 to Q3 2016.

The capital expenditure amount of the two subprojects is estimated at EUR 426.5 Million (value date: April 2010, after indexation, excluding financing costs and VAT). The maximum amount needed to be funded is estimated at EUR 470.7 Million (see section [19] for details).

THE "SOCIETE IMMOBILIERE" (SI)

The purpose of the call for tenders procedure is the establishment and funding of a Société Immobilière (SI) which will be in charge of financing the renovation and extension of the KAD, with main object to host office space, meeting rooms, parking spaces and necessary technical and logistical installations for the staff of the Secretariat-General of the European Parliament based in Luxembourg. As the result of this call for tenders, a contract will be signed between the European Parliament and the awarded tenderer(s) by which the awarded tenderer(s) undertake(s) to set up and finance the SI (see Annex [VI]).

The aim of the present Invitation to Tender is to launch a call for tenders intended to establish a legal entity in the form of a *Société à responsabilité limitée*, established according to Luxembourg law, with unique and sole purpose to finance the KAD project and having its operational office in Luxembourg. Setting up the SI comes with an obligation to provide, as far as capital expenditure cannot be covered by own budgetary resources of the European Parliament, finance up to the amount committed by the tenderers in their tender and in line with the amount and under the conditions specified in this Invitation to Tender. The SI will have to be established by the awarded tenderer(s) 75 days after the signature of the contract (see Annex [VI]) between the European Parliament and the awarded tenderer(s) at the latest.

Financing through the SI

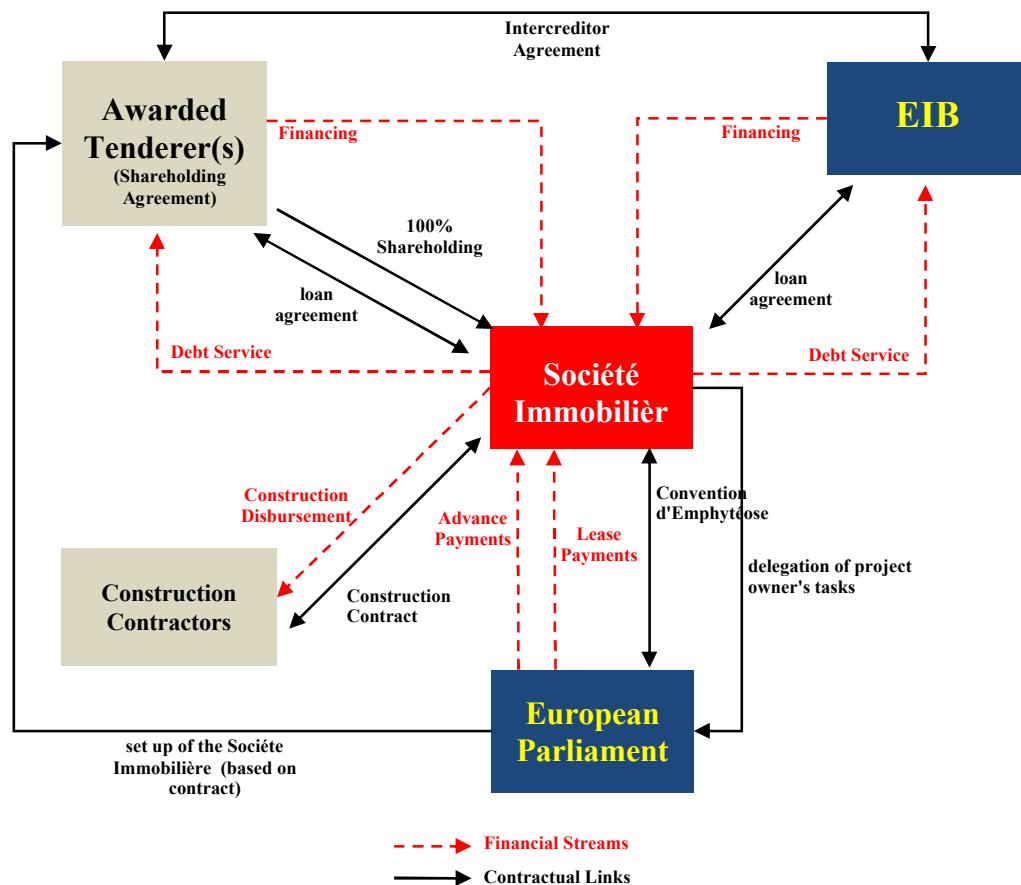
The rationale behind the use of the SI is the fact that the European Parliament is by law not entitled to borrow any funds from a commercial financing institution. However it is entitled to enter into a *Convention d'Emphytéose* with a private or public legal entity, such as the foreseen SI. A Convention d'Emphytéose will be the main agreement between the European Parliament and the SI to be established.

The SI to be established as the result of this tender will finance the project. As far as capital expenditure cannot be covered by payments received from the European Parliament (from European Parliament's budgetary resources), funding of the SI will be provided by the tenderer(s) awarded and by the European Investment Bank (EIB) (see section [2.3]).

The SI will also have certain administrative tasks like management of disbursements, receipt of contractors invoices and payments as well as accounting and reporting activities of financial transactions carried out. In order to evaluate the actual scope of tasks and the level of responsibility the SI will be charged with within the project, tenderers are invited to study in

detail the provisions of the Convention d'Emphytéose (see Annex [I]), in particular Articles 15 to 18 thereof. These provisions stipulate far-reaching delegation of the project owner's tasks to the European Parliament.

A **Direct Risk** on the European Parliament will be created by lenders through the SI, according to the scheme presented hereafter:



The tenderer(s) to whom the contract to establish the SI (see Annex [VI]) will be awarded will be owner of the SI. If there is more than one tendering party (namely in the case of a consortium), the parties will - through an appropriate Shareholding Agreement or equivalent arrangement - take position as owner of the SI pro rata to the amount committed in financing to the SI. It has to be noted that the EIB does not intend to take a participation in the shareholding of the SI.

The awarded tenderer(s) will have to enter into an Intercreditor Agreement with the EIB in which the positions, rights and liabilities of both the awarded tenderer(s) and the EIB will be stipulated. The awarded tenderer(s) and the EIB will have separate loan agreements with the SI. Likewise, direct payments (concerning financing and subsequent debt service) will be carried out between, on the one hand, the awarded tenderer(s) and the SI and, on the other hand, the EIB and the SI, on a *Pari Passu* basis. Besides, it should be noted that the European Parliament reserves the right to make advance payments (by means of pre-financing and interim payments) to the SI (for details see sections [3.4] and [20.5]).

The European Parliament will grant the “*Droit de superficie*” to the SI. In exchange, the SI will lease the land and the buildings (emphytéose) to the European Parliament for the duration of the Convention d'Emphytéose, as well as it will delegate the management and the responsibility of the completion of construction to the European Parliament (art. 15 of the Convention d'Emphytéose). The obligations of the SI under the construction agreements with building companies are covered by the European Parliament pursuant to the provisions of the Convention d'Emphytéose. From the tenderers’ perspective, this transaction should be reflected as Sovereign Risk loan on their balance sheet.

Legal form and organisation of the SI

The setup of the SI will occur in close cooperation between the European Parliament and the awarded tenderer(s), provided that the necessary legal documents as well as the Shareholding Agreement (or equivalent arrangement) regulating the SI will include at least the following features in order to be legally empowered to enter into the related Convention d'Emphytéose:

- Creation of a *Société Immobilière*, with status of a S.à.R.L, registered in and governed by the Laws of the State of Luxembourg;
- Exclusive purpose = financing of the KAD project, including management of disbursements, receipt of contractors invoices and payments, as well as regular accounting and reporting activities of financial transactions carried out by the SI in connection with the KAD project and the Construction and Financing Agreements. Reporting will be produced as per article 29.2. of the Convention d'Emphytéose;
- The SI and its share capital shall comply with applicable laws¹;
- Sale or transfer of shares are not allowed unless approved by the European Parliament;
- Purchase option granted to the European Parliament (with regards to the financed assets);
- Qualifications and recruitment process of members of the Board of Managers, including the right of the European Parliament to nominate one (1) observer; it is mandatory that any member of the Board of Managers is at the same time Executive Manager at the level of the awarded tenderer(s);
- Governance structure ensuring maximum transparency to the European Parliament, as well as proposed reporting/monitoring principles. The European Parliament will be duly authorised to carry-out an audit of the SI operations at any time;
- Insolvency or bankruptcy of one or several shareholders will not result in the liquidation of the SI and preserve the rights granted to the European Parliament;

¹ According to Luxembourg Law, the share capital must be at least EUR 12.394,68. Tenderers should be aware that according to Luxembourg Tax Practise in a situation of a low debt to equity ratio on part of a borrowing company interest payments may be regarded by the fiscal authorities as hidden profit distributions if the lending company is a shareholder of the borrowing company.

- In case of disputes resulting from dispositions of the construction agreements with construction contractors, the European Parliament will assist the SI to resolve such disputes.

EIB co-financing

As requested by the European Parliament, the European Investment Bank has offered to co-finance the project up to 50% of the total cost of the project, which cannot exceed in any case EUR 320,000,000.- (Three Hundred Twenty Million - see annex III), subject to the approval of final terms by EIB decision making bodies. Depending on the outcome of the tender procedure, the European Parliament will select the appropriate financing proposal which includes EIB co-financing of 50% or 20% (option A or B as described in section [20.1]). The decision between these two co-financing rates will be made by the European Parliament within the evaluation of the tenders received (see section [21.1]).

I. ANNEX to Question 40.4.

Analysis of canteens and restaurants at Parliament in 2009

The audit reports of 16 November 2009 (relating to 2008) by Jean Bernard Zeimet, company auditor, and INTERAUDIT, for Luxembourg, of 15 December 2009 by Baker Tilly JWB for Brussels and of 9 September 2009 by la Fiduciaire de l'Ill Baker Tilly for Strasbourg, did not give rise to any reservations or adverse remarks.

Financial and budgetary data, 2009 (€m)

Financial and budgetary data for 2009 (€m)				
	Brussels	Strasbourg	Luxembourg	TOTAL
Turnover	9.53	4.57	2.54	16.64
Accounting results (estimate)	-2.05	-0.26	-0.32	-2.63
Repairs	-0.21	-0.11	-0.07	-0.39
Final results	-2.25	-0.37	-0.40	-3.02

Operational data, 2009

	Brussels	Strasbourg	Luxembourg	TOTAL
Number of visits to canteen (tickets)	758 517	149 736	358 410	1 266 663
Mean revenue per customer visit (€)	5.05	7.67	5.72	5.55
Number of meals at restaurants	60 046	41 554	–	101 600
Mean revenue per meal (€)	27.20	23.26	–	25.59
Number of meals restaurant (visitors')	35 151	24 971	–	60 122
Number of visits to bar	512 619	238 444	182 615	933 678
Mean revenue per customer visit	1.99	4.39	1.31	2.47

Detailed information on restaurants and canteens is also forwarded to the Committee on Budgets and the Committee on Budgetary Control annually, in accordance with Paragraph 17 of the resolution of 17 May 2001.