



EUROPEAN PARLIAMENT

2009 - 2014

**INFORMATION ON THE BUDGETARY AND
THE FINANCIAL MANAGEMENT OF THE
EUROPEAN PARLIAMENT IN 2012**

AND

**REPLIES TO THE QUESTIONNAIRE IN
PREPARATION FOR THE
EP DISCHARGE FOR 2012**

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ANNEXES

Introduction

The present document presents the answers by the Secretary General tabled by Members of the Budget Control Committee in the preparation to the decision on the European Parliaments' discharge for budgetary and financial management of the year 2012.

In this context this introduction will give an overview of the main characteristics of the year 2012, Parliaments use made of financial resources and important events as well as the fulfilment of the objectives for this year as they were formulated in Parliaments' budget as adopted by the budgetary institutions and by its Bureaus' decisions.

BUDGET OF THE EUROPEAN PARLIAMENT IN 2012

The financial year 2012 was marked by action to bring about **new structural improvements** in order to give Parliament all the resources it needs to play its role in the legislative process to the full and enable it to capitalise to the full on the enhanced powers conferred on it by the Treaty of Lisbon.

Parliament also fully accommodated the 18 additional Members provided for by the Treaty of Lisbon, continued preparations for the accession of Croatia, made major changes in the area of information and communication policy with a view to the 2014 elections, and continued to implement multiannual programmes to rationalise and modernise key sectors of its Administration.

Parliament's final appropriations totalled in **2012 EUR 1 717 868 121**, i.e. 19.62% of heading V of the Multiannual Financial Framework¹. Table 1 below provides an overview of the implementation of Parliament's budget in the financial year 2012.

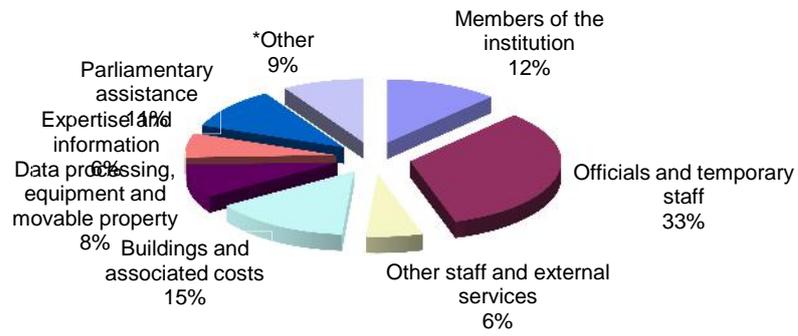
In 2012 98,6% of the initial budget was committed and only 1,4% (EUR 24 830 106) had to be cancelled.

This excellent result could be achieved thanks to a combination of a very high degree of implementation of the budget as requested by the financial authorities on the one hand and an end of the year transfer of unspent funds on the request of the Joint Working Group of the Bureau and Committee on Budgets and a positive opinion by the Committee on Budgets of EUR 45 Mio. to marshal the necessary funding for advance payments for the purchase of the TREBEL building and for construction of the new KAD building. As a result of this an estimated EUR 10.4 m in financing charges will be saved over the construction period and loan amortisation period.

In 2012 four chapters accounted for 70% of total commitments. Those chapters were Chapter 10 (Members of the institution), Chapter 12 (Officials and temporary staff), Chapter 20 (Buildings and associated costs) and Chapter 42 (Expenditure relating to parliamentary assistance).

¹ Interinstitutional Agreement of 17 May 2006 between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management (OJ C 139, 14.6.2006, p. 1).

Breakdown of 2012 commitments by chapter



* Other (Chapters 16, 23, 30, 40, 44)

COMPLIANCE OF BUDGETARY AND FINANCIAL MANAGEMENT WITH POLITICAL DECISIONS

The objectives pursued and outcomes achieved in 2012, which are set out below, stem from the guidelines adopted by Parliament in its budget resolutions, the priorities and decisions adopted by the Bureau in 2012, and the goals and achievements of the 2012-2014 Administrative Work Programme.

1. Bringing about the institutional changes related to the Treaty of Lisbon

1.1. Research support

The new role of Parliament after Lisbon requires a considerable increase in support to Members of Parliament to enable them to fulfill their new role completely. As one step in towards the creation of such a support service structure, on 16 January 2012 the Bureau approved a plan to introduce the new concept for the Library² and on 7 November 2012 reviewed the progress made in the area. The new concept focuses on value for Members - an aim that has three essential and interlinked elements:

- (a) *engagement with Members* - offering a service closer to Members by aligning it to their needs;
- (b) *visibility and accessibility* for Members;
- (c) *knowledge capital* for the Parliament of the future.

In this line, in 2012 efforts were made in the field of the library's information and analytical services in order to offer Members quick and easy updates with customised selection/synthesis on almost any topic of parliamentary interest. A new system of electronic alerts on mobile devices for material added to the Library website and catalogue has been established to offer subscription to ready-made alerts on key topics or the possibility to define personalised alerts including material from news agencies. A "Hotline" procedure ensuring faster and more personal responses to Member requests has also been developed. In addition, Plenary Briefings are produced before each Plenary part-session, with translation to EN/FR/DE/IT/ES/PL when feasible.

Furthermore, in order to help Members to better reach citizens, the Library services have been developed as follows:

- (a) Library Briefings published on Facebook, more easily available for Members to re-use;
- (b) Library Blog, an internet site offering further Library product for Members to re-use;
- (c) greatly improved facilities available to public researchers in Luxembourg.

During 2012 the support for Members' assistants was also developed and includes:

- (a) a revised offer to provide training and consultancy visits to Member offices;
- (b) a "Tips & Tricks" feature on the Library Blog aimed at assistants;
- (c) an e-learning package, allowing accredited assistants and in particular the local assistants to take training courses without leaving their desks.

² The new concept for the Library was adopted by the Bureau on 4 July 2011.

1.2. Impact assessments

Legislative own-initiative reports are a valuable tool for Parliament in agenda-setting. Under Article 225 TFEU, also known as "Parliament's right to initiate legislation", the Parliament may request the Commission to submit a legislative proposal on any matter on which it considers an action of the Union is needed.

With this aim, since 2012, the newly created Directorate on Impact Assessments assists Committees that work on legislative own-initiative reports by providing detailed European added value assessments and cost-of-non-Europe reports.

On the impact assessment side, this directorate routinely screens the road-maps accompanying the Commission's Work Programme, to check which legislative proposals are expected to be subject to impact assessment by the Commission, and undertakes an initial appraisal on their arrival in the Parliament, to check that certain criteria are met and to establish any clear strengths and weaknesses in the texts.

On the European Added Value side, it analyses the potential benefit of future action by the Union, providing any or all of the following services to EP committees, again drawing on outside expertise if necessary:

- i) Cost of Non-Europe Reports on policy areas or sectors of strategic importance where the possibilities for greater efficiency and/or the realisation of a 'public good' through common action at EU level are potentially significant;
- ii) European Added Value Assessments to evaluate the potential impact of legislative initiative reports to be put forward by the Parliament and provide additional justification for the use of rapporteurs;
- iii) Specific research on other major requests for legislative proposals already put forward by the EP;
- iv) Analysis of the European added value already achieved in the operation of existing EU policies.

1.3. External-policy codecision and consent

Another adaptation made necessary by the introduction of the Lisbon Treaty lies in the field of external policy. All trade agreements are now subject to the EP's consent, while the implementation measures of the Common Commercial Policy (CCP) are subject to the Ordinary Legislative Procedure. In this context, the International Trade committee adopted 40 legislative reports, amongst which can be highlighted the Anti Counterfeiting Trade Agreement (ACTA), General System of Preferences (GSP), Bilateral Investment Agreements, the Omnibus I and Omnibus II (aligning the Union trade legislation to the Lisbon treaty).

1.4. Improving plenary sitting services

In the area of plenary sitting activities, the applications used for parliamentary questions and written declarations were overhauled, internal procedures for verifying their admissibility were revised, and the application for the verbatim report of proceedings was overhauled.

The legislative drafting service was improved as a result of the introduction of a legislative drafting support tool and the establishment of pre-adoption procedures for first-reading agreements under the ordinary legislative procedure.

1.5. Citizens' Initiatives

On 19 November 2012 the Bureau decided on amendments to the EP rules for hearings that are needed to ensure that the Parliament can play its role in relation to successful European Citizens Initiatives³.

2. Communication strategy and preparation of the information campaign for the 2014 elections

2.1. Centrally organised activities

At its meeting of 2 July 2012 the Bureau adopted policy guidelines for the institutional information and communication campaign with a view to the 2014 elections, which will be built around three central themes: EP politics, EP policies and EP values. The objective of the campaign is to raise awareness of:

- the election of the European Parliament as the only directly elected EU institution;
- the fact that Members of Parliament are the advocates of EU citizens' interests (EP as 'Parliament of the EU Citizens');
- the fact that, for the first time, the result of the elections will be taken into consideration for the election of the next President of the Commission; voters will be more influential than ever as they will choose the future executive power of the Union;
- the fact that that different politicians champion different outcomes affecting EU citizens in their daily lives; by voting, citizens decide what kind of Europe they want and do make a difference in the future EU governance.

Throughout 2012 the Parliament has focussed its efforts on preparations for the institutional information campaign for the 2014 elections. In addition to an intensification of information activities across the board - increased number of seminars for journalists both in Brussels and in the Member States, increased number of regional discussion fora in the Member States - a number of major projects have been completed or revised and new ones launched as described below.

Steps have already been taken to intensify media monitoring activities, with a pilot project concerning the quantitative and, for the first time, qualitative coverage of the plenary sessions running for the last four months of 2012.

³ An ECI is deemed successful if the organisers have collected one million statements of support by citizens coming from at least eight member states. Once organisers have submitted a sufficient number of statements of support and the respective statements of verification from national authorities, the Commission publishes the initiative in its register - from this moment on, the regulation provides that the European Parliament has three months to organise a hearing on the matter

Progress has also been made in the development of an integrated strategy for visitors, with the introduction of the new web-based booking system (VISEP) and the new information kit (Visitor Kit) for distribution to visitors. As far as visitor groups are concerned, working methods have been adapted to conform to the revised rules on the field adopted by the Bureau at the end of 2011. The Parliament completed its inaugural year in October 2012, having welcomed a total of 253 000 visitors, thus making it one of the 5 most visited tourist attractions in Brussels.

As part of the efforts to increase Parliament's visibility in the run-up to the 2014 elections, the existing annual grants programme was reformed and instead a multiannual grants programme for framework partners was launched, targeted at raising awareness of the European Parliament, primarily about its role and political nature, as well as disseminating information about the activities it carries out. Grants were awarded in the areas of television, radio, web-based projects or specific events, to organisations with sufficient financial and operational capacity.

In addition, the overhaul of the Europarl web site has been completed in 2012, with a number of new services being made available to visitors, including the Newshub, a new platform which shows the debate within the institution by integrating the social networks managed by the Members.

2.2. Closer to citizens with Information Offices

During the year, the work has focussed on the creation of communication platforms for political discussion between MEPs, citizens and stakeholders aimed at reaching out specifically to regions where a legislative topic under discussion in the EP is of particular relevance to the citizens of that region. With that aim, 30 regional discussion fora and 2 cross-border fora took place in 2012.

In 2012, the EP Information Offices have continued to enlarge a well-built network with stakeholders in the Member States as well as the target group of young people. As a result of their activities, they established a solid network, in particular with schools in their respective countries.

Up to this point the total number of schools reached amounts to more than 55 000, representing more than 21 000 000 students. The number of stakeholders, in particular those related to legislation, is also continuously increasing. These networks ("Friends of Europe") are growing constantly and should be further build on as privileged and specific communication channels for Parliament and its Members.

Since 2012, all Information Offices have Facebook profiles. Some offices use other social media tools such as Flickr and YouTube and organize specific activities addressed to bloggers. Social media is proven to be an excellent mean to extend debate, building up the networking effect, connecting citizens directly with MEPs and the work of the Parliament. For example, a single event organized by one Information Office in the summer 2012 was able to reach 140 000 twitter accounts and generated 928 000 impressions. A network of 'social media correspondents' has been created including all Information Offices.

The EP and Commission are currently implementing a pilot project on social media called "Share Europe Online" in the 17 Member States which have a European Public Space (EPS) established. The project, that includes a detailed social media mapping of the 27 Member States, is being implemented with the presence of so called 'Editorial Community Managers' whose task is to provide training, assistance and advice on social media activities for EC Representations' and EP Information Offices' staff. They will also monitor

continuously the social media landscape in the Member States on a range of topics and report back their findings.

2.3. Europarl TV

At its meeting of 12 December 2012 the Bureau approved the following proposals concerning the future of Europarl TV:

- adjusting the editorial approach;
- adjusting the ready-to-broadcast-programmes to better match the needs of the media partners;
- progressive integration into Parliament's website and social media platforms, with a view to an in-house web video production capacity;
- regular evaluation;
- an internal awareness campaign;
- external promotion in three main directions: partner media, social media and schools.

Furthermore, cooperation with major television companies throughout Europe has increased significantly during the course of the year, ensuring greater visibility for the institution. This promises to be a particularly useful communication channel for the information and communication campaign in the run-up to the 2014 elections.

2.4. Progress made on the House of European History project

In 2012, progress has been made in different areas regarding the future permanent exhibition, notably the development of its narrative, the definition and implementation of a collection policy, the exhibition design tender and the development of principles of visitor-friendliness. In this context the Bureau adopted the concept of the outlines of the permanent exhibition during its meeting of 22 October 2012.

The decision to award the Nobel Peace Prize to the European Union on October 2012 was in itself a historical moment and reminds the European Union of its intellectual roots and founding purposes. Therefore, a specific room in the House of European History will be dedicated to this award exposing the medal and the award certificate.

With regard to renovation of the Eastman Building, which will be the site of the House of European History, the environment and urban planning permits were obtained in May 2012 and on 16 November 2012 respectively. Furthermore, following the signature of the contract for the renovation of the building in September 2012, the renovation works have started and should be completed by summer 2014.

3. Institutional changes resulting from the entry into force of the Treaty of Lisbon Treaty and Croatia's accession

3.1. Admission of 18 new Members

At its meetings in December 2008 and June 2009, the European Council decided that, should the Treaty of Lisbon enter into force after the June 2009 European elections, a transitional measure would be adopted as soon as possible in order to increase the total

number of Members from 736 to 754 until the end of 2009-2014 parliamentary term. As the transitional measure did not come into force until 1 December 2011, the full impact - in particular the full budgetary impact - was felt in 2012. Accordingly, the 18 new Members were admitted, immediately enjoying all their rights.

3.2. Groundwork for the upcoming enlargement to include Croatia

On 9 December 2011, the European Council signed the treaty for the accession of Croatia to the European Union, which should take effect on 1 July 2013. With a view to this further enlargement, Parliament continued the necessary groundwork, in particular the recruitment and training of Croatian contract staff⁴. Priority has been given to the language services, where experience gained from previous enlargements has shown that competition to recruit staff is greatest. The new Croatian Translation Unit was, by the end of 2012, fully staffed with 38 contract agents recruited i.e. 27 translators and 11 assistants, the Croatian booth was staffed with 10 interpreters (4 additional interpreters will join the booth in 2013) and 9 additional Croatian assistants were hired in the general services related to interpretation.

On 1 April 2012, Parliament admitted 12 Croatian Observers, appointed by the national parliament, to familiarise themselves with Parliament's working procedures and methods. They will become fully fledged Members on 1 July 2013. With regard to the opening of a Parliament office in Croatia, see the buildings/property policy section below.

4. Continuing to implement the multiannual programmes to rationalise and modernise key parts of Parliament's Administration

4.1. Buildings/property policy

In keeping with the medium-term buildings strategy adopted by the Bureau on 24 March 2010, a number of projects were approved or implemented, as set out below.

Brussels

Work in the Trèves I building was completed in April 2012 and, as a result of relocations, space was freed up in the Paul-Henri Spaak (PHS) and Atrium buildings. To a very large extent, that space has been used to relocate posts from zone A in the PHS Building (temporarily off-limits because of the problems in the chamber roof structure).

Following the property market survey launched to identify a building to house a second crèche, the Buildings Committee decided on 2 October 2012 to propose that the procedure should be closed, as it found that no acceptable offer had been submitted at a reasonable price. Efforts to find a solution for a second crèche are continuing and three alternatives have been submitted to the committee.

Following an agreement reached with the owner of the Montoyer 70 Building regarding a long-term lease with option to purchase, and agreement by the Bureau on 14 November 2011 and the Committee on Budgets on 12 December 2011, the lease for the Montoyer 70 Building and the request to exercise the option to purchase were signed on 15 December 2011. Parliament became the owner when the notarial act was signed on 1 August 2012.

⁴ When accession takes place, Parliament will gradually recruit officials to replace contract staff after EPSO competitions have been wound up.

An occupancy plan for allocation of space in Parliament's buildings in the medium term was drawn up on the basis of the multiannual forecasts and the new rules on the allocation of space (the occupied/entitled ratio is 93.6%). That is the ratio for Brussels; it indicates a shortfall of 6.4%, which is shared equally between the Secretariat and the political groups

Luxembourg

With regard to the Konrad Adenauer project, all the contract units in the 2011 tender procedure were declared unsuccessful. In order to manage this situation and to facilitate continuation of the project, an enhanced partnership agreement, signed in early 2012, supplemented the framework agreement between the Luxembourg authorities and Parliament. As part of the work carried out under this partnership, an agreement was concluded with the project management for a technical savings study and the relaunching of the invitation to tender for the carcass work (east site), incorporating those savings measures. This invitation to tender was relaunched, and published in the Official Journal of the European Union, on 26 September 2012. It is expected that the contract will be awarded in spring 2013 and that the work will start in the summer.

In addition, a detailed analysis was carried out of the overall performance of the project management in the study and earthworks monitoring phases, and the conclusion reached was that it was preferable for the working relationship with the project management to be ended. It was therefore decided to issue a new invitation to tender for the monitoring of the construction work, which would allow other firms to be selected, on the basis of enhanced organisational and working arrangements.

Information Offices

Croatia's accession is scheduled for 1 July 2013. Following a Bureau decision of 12 March 2012, a property market survey was launched in Zagreb, jointly with the Commission, to identify in good time a building meeting the requirements of a Europe House. During that survey, the 'Ban Centar' building was identified and, at its meeting of 19 November 2012, the Bureau approved the signing of a 10-year lease on it (5+5). It has a total useful area of 1 721.42 m², of which 671 m² is intended for use by Parliament. The necessary work should be completed by the end of May 2013, meaning that it can be opened before the date on which Croatia is scheduled to accede (1 July).

With regard to the office in Sofia, the preliminary agreement for the purchase of the new building, for €9 m, was signed on 7 July 2011. Because of poor workmanship affecting the building's stability and, partially, its fire safety, it was not possible to accept the building in 2011. In view of proceedings for poor workmanship, and in the light of further structural engineering calculations, the seller agreed in May 2012 to have the necessary reinforcement work carried out at his own expense. That additional structural work was carried out in early December 2012. The specific fitting-out work on the building should be completed by the end of March 2013.

New maintenance policy

As regards the phasing-in of the new maintenance policy, the procedures for and technical terms of future maintenance contracts were finalised and harmonised following an external audit. The maintenance audit led to the launch, inter alia, of the following procedures:

- the tender procedure for the operation and maintenance of the technical installations for the three sites was completed; the contracts (one lot per site) were signed and have been applied in full since July 2012 (June 2012 for the Strasbourg site); it should be noted that the outcome of that call for tender confirms that the budgets to be allocated for the new

enhanced maintenance arrangements should be increased, especially in order to cope with ageing buildings and meet Parliament's obligations as owner;

- the contracts for inspection of structural work, interior work and exterior areas around the European Parliament buildings at the three sites were signed; it was during those inspections that the problems with the roof of the chamber in Brussels were detected;

- preparation of an invitation to tender comprising several lots for the maintenance and repair of structural work and interior work in the buildings at the three sites is under way; the objective is for these new structural work/interior work maintenance contracts to apply as from the start of 2014;

- the contract for the lift maintenance and modernisation work was signed for some of the Brussels buildings and for all of the buildings in Strasbourg.

Building renovation

The renovation work required on account of the buildings' age consists mainly in replacing many of the technical installations and windows and replacing or refurbishing fixtures and fittings. In March 2012, the Working Party on Buildings, Transport and a Green Parliament was tasked with analysing the situation and submitting recommendations to the Bureau in early 2013.

Following the discovery, in September 2012, of cracks in three of the ceiling beams in the chamber roof during inspections carried out as part of the new policy to carry out inspection and preventive maintenance of Parliament's infrastructure, it was decided to temporarily close zone A of the PHS Building. Given this situation, measures to preserve the building and to establish qualitative monitoring were immediately taken to ensure the safety of the property. At the same time, engineering consultants were commissioned to produce studies with a view to determining precisely what had occurred and what repairs would need to be carried out. The option chosen means that the chamber, and the evacuated offices in zone A, will not be usable until the November 2013 session.

4.2. Environmental policy

On 28 March 2012, the Bureau agreed on the need to promote an "Ambitious Environmental Agenda" aiming at giving "new impetus (...) to the EMAS⁵ policy knowing that the largest reductions are coming from the areas of energy consumption of buildings, fixed assets and transport of persons". In order to implement this Ambitious Environmental Agenda a number of actions have been undertaken and others will be developed in the near future.

Through its ambitious environmental policy, Parliament has set an example in the fight against climate change by putting in place a comprehensive strategy for reducing and neutralising its carbon footprint. It has set a target of achieving a 30% reduction by 2020 (a reduction of 23% was achieved in 2012); it has become a leader in the management of its CO² emissions by managing its carbon footprint in accordance with the strictest standards (ISO 14064:2006 and Bilan Carbone®) and it offsets the residual emissions from buildings, staff travel and official cars using the highest-quality credits (Gold Standard), which provide full traceability and make a significant contribution to sustainable development.

⁵ Parliament's environmental management system

In addition, Parliament has become one of the most progressive of the institutions with regard to compliance with and monitoring of environmental rules. In this context, contracts resulting from the invitations to tender for 'Environmental consultancy in carbon emissions' and 'Verification of the carbon footprint' were signed off on 9 July and 3 August 2012 respectively. They will allow Parliament's carbon footprint to be checked against the ISO 14064:2006 standard and the Bilan Carbone® methodology.

In the area of CO² offsetting, in addition, a contract was signed on 4 December 2012, on the basis of the outcome of an invitation to tender, for offsetting the emissions from part of Parliament's carbon footprint against the highest-quality standards (Gold Standard) and at very reasonable cost.

Lastly, environmental policy has become a tool for the management and ongoing improvement of day-to-day infrastructure and logistics management activities. More specifically, the environmental aspect is systematically integrated into new projects on the basis of energy studies and audits. For example:

- study contracts have been signed for an energy audit of the buildings in Brussels and Strasbourg; the project teams – two in Brussels and one in Strasbourg – have been set up; studies of the Winston Churchill, Salvador de Madariaga and Atrium buildings have been completed; the other buildings at the Brussels and Strasbourg sites will be studied in turn;
- the studies for an energy audit of the PHS Building in Brussels have been completed;
- the first phase of replacing lighting in Brussels (EUR 2 m) has been completed and the second phase study is under way; a similar project is also planned for Strasbourg in 2012-2013;
- a framework contract for the work to install a system to meter and visualise energy and water flows in Parliament's buildings in Brussels has been signed;
- bins with compartments have been installed as part of the harmonisation of waste collection at the three sites.

4.3. Continuing to modernise information technologies

Digitalisation has been progressing briskly. A growing number of documents have been produced in XML format, in particular for the legislative amendment application, the E-committee programme has been launched for all Parliament committees, and metadata (Eurovoc descriptors) have been created for many types of Knowledge Management Programme content. At the same time, standard cross-media printing systems have not been neglected and have been updated and diversified.

With regard to infrastructure management, better containment of critical incidents (performance, security) has resulted from the more effective coordination of network and server operations. Progress has been made with regard to security (development of first-line firewall defence and monitoring stations), architecture authentication and project technology. Telephones have been converted to the Voice-Over-Internet Protocol for Members and political groups before being extended to the rest of Parliament. Wiring has been updated on a large scale and mobile and WiFi reception extended.

4.4. The "paperless" programme: eCommittee / eMeeting

The eMeeting application is a component of the Paperless programme which makes available committee meeting documents in a user-friendly electronic format, which allows consultation, annotation and sharing of documents anytime, anywhere and on any device. The eMeeting was launched in 2012 in a test version in three committees (JURI, DEVE, BUDG) and it is due to become available for all committees and all devices in 2013.

Regarding the eCommittee application, since February 2012 all committees use this dedicated work space for Members, committee secretariats, political group staff and others who need to follow the work of committees. Each committee has its own site, which contributes to increase transparency and work efficiency.

4.5. Relations with national parliaments / videoconferencing

A pilot project for video conferencing was launched in 2012 and it has demonstrated the feasibility of providing in the European Parliament environment videoconferences which in terms of the quality of audio, video and their synchronisation are suitable to be used with interpretation. The infrastructure which was developed and placed in three meeting rooms is non-proprietary and allows maximum interoperability. In 2013, it will become possible to organise larger-scale multipoint-point videoconferences, without limitations concerning the languages that can be spoken at each distant locations, although the number of interpreted languages provided will remain limited to three.

There are several constraints however which are important to note. The main constraint, is that the quality required to reliably establish videoconferences which are suitable for meetings with interpretation can only be guaranteed if the partners with whom the videoconference takes place dispose of equipment which meets the same technical standards and if the connection between the different parties is of a sufficient bandwidth. Currently relatively few National Parliaments dispose of equipment of this type, although such equipment together with the necessary bandwidth can be rented on an ad hoc basis.

4.6. Knowledge Management

The EP is currently developing its knowledge management system. Knowledge Management is, aiming to rationalise and simplify the access and use of the information related to the work of EP: a unique Portal of access to several sources, a contextualised search and the management of a collaborative space are the pillars of this programme. The concept was fully defined in 2012 and the first steps were made towards its implementation, in particular the release of the Knowledge Management Portal.

4.7. Thoroughgoing restructuring of the security service

Under the Global Security Concept adopted by the Bureau at its meeting of 6 July 2011, the following developments took place in 2012:

- the buildings in Brussels were divided into sectors;
- establishment of supervision and strategy functions and presence of an official for round-the-clock supervision of the control centre;

- procedures finalised to bring accreditation in-house; an online tool for accreditation of lobbyists was put in place and a shift rota was drawn up to cover reception areas outside working hours;
- introduction of a text-message-based security messaging system;
- establishment of a four-level crisis management procedure and creation of a framework to monitor data protection issues;
- CCTV equipment in Brussels was audited.

It should also be noted that, at its meeting of 11 June 2012, the Bureau approved the fourth stage in the internalisation of security services in accordance with the decisions taken in 2010 and 2011 to internalise various core security activities, including security management, accreditation and strategic control. The fourth stage will start in Brussels in early 2013 and will take about two years. In Strasbourg, the internalisation process will be launched in about June 2014 and should take about a year (June 2015), when synergies between the Brussels and Strasbourg sites can be achieved, in particular by reinforcing the Strasbourg-based contract staff teams with Brussels-based personnel during part-sessions. External security personnel will be phased out by recruiting contract staff (80 in 2013 and 180 in 2014) in what will be a budget-neutral process, since, in tandem with this, appropriations against the relevant service heading will be reduced accordingly.

5. Other modernisation measures

5.1. Managing the priorities of Parliament's Secretariat

A new Administrative Work Programme for the period 2012-2014 has been adopted; it incorporates the key policy guidance laid down by the President, which, in turn, is broken down into specific activities and projects to be carried out. The second section of that programme sets out the specific activities and projects to be carried out by each directorate-general. All directorates-general make regular progress reports on their key projects.

5.2. Financial and budgetary management

A Bureau and Committee on Budgets working group on Parliament's budget, set up to make recommendations for more efficient use of budget resources without impairing the conduct of parliamentary business, made proposals for a 5% reduction in members' and officials' travel expenses, which were adopted by the Bureau at its meeting of 10 September 2012. The working group also proposed that the 'mopping-up' transfer be made (see Table 8b) and embarked on an analysis of the findings of comparative studies of the European Parliament, five Member States' national parliaments and the US Congress. Recommendations will be submitted to the Bureau in 2013.

5.3. Human resources management

Setting up resource directorates in nine of the 11 directorates-general has helped to make human resources management more efficient at various levels and has facilitated communication between them and the Directorate-General for Personnel.

In addition, the e-CV application (on-line curriculum vitae) went into production in February 2012 with a view to helping Parliament's human resources managers in their search for staff with specific skills for specific posts or tasks.

The policy of bringing particular strategic sectors in-house, with a view to more efficient management and lessening Parliament's dependence on external service providers in key areas, has been continued. In this connection, the Bureau decided on 11 June 2012 to create contract staff posts (80 in 2013 and 180 in 2014) so as to continue internalisation of security services and decided on 2 July 2012 to create 60 permanent posts over two years (2013 and 2014) so as to internalise particular ICT services. Internalisation will be budget-neutral, since, in tandem with this, appropriations against the relevant service heading will be reduced accordingly.

5.4. Archive management

At its meeting of 2 July 2012, the Bureau adopted the new concept for document and archives management. It is based on identifying the various stages in the life cycle of documents and on proper management of the entire cycle; this is crucial for improving the efficiency of the archiving system, helps to enhance traceability and makes for fast retrieval of Parliament documentation. It also facilitates Parliament's compliance with the rules of public access to documents.

6. Overall structural changes to Parliament's Secretariat (including the political groups)

In total, 147 new posts were created in 2012 in order to meet the five main requirements summarised as follows:

- preparing for Croatia's accession: **62 posts**
- bringing security services in-house: **29 posts**
- application of the Treaty of Lisbon: **27 posts**
- implementation of the three-year plan for the Directorate-General for Infrastructure and Logistics (DG INLO): **17 posts**
- needs relating to 'day-to-day functioning' not covered through redeployment: **12 posts**

Savings and general context

1. What measures were taken during 2012 to make the EP more cost efficient and to reduce overall costs of the Institution in these times of crisis?

In 2012, in connection with the adoption of the 2013 budget, the Secretary-General proposed to the Bureau an initial set of structural measures that generated significant savings, some of which were already effective in 2012, without impairing the quality of parliamentary work. As an example, two major changes were as follows:

- annual savings of EUR 15 million on interpretation expenditure thanks to a more even distribution of committee meetings from Monday to Thursday, the optimisation of night meetings during the plenary sessions in Strasbourg and the organisation of delegation trips during the so-called ‘constituency weeks’;
- annual savings of EUR 10 million on translation expenditure, thanks to the systematic translation of CRE (verbatim minutes of the plenary) being replaced with an on-demand system, and an average 50 % productivity increase in DG TRAD, making it possible to redeploy some 100 posts towards other priority sectors in order to provide Members with new and better services to help them fulfil their mandate.

Furthermore, the Bureau-BUDG working party established in 2012 during the preparation of the 2013 budget looked for additional structural savings in order to finance new initiatives. The following savings stem from the rationalisation measures decided by the Bureau at the end of 2012 on that basis:

- in Members’ travel expenditure and officials’ mission expenditure (including a freeze on mission allowances); this was already partially effective in 2012 (freeze on mission allowances);
- EUR 10 million on accumulated interest for real estate projects, thanks to the pre-financing of the TREBEL and KAD buildings following the transfer of EUR 45 million in unused appropriations at year-end.

2. What have been the five biggest savings made for each DG?

The EP budget is decided by the budgetary procedure on basis of a first proposal from the EP Bureau, agreed by the Committee on Budgets and voted by Plenary. Therefore, it should be emphasised that the nature of the individual budget lines managed by the DGs is largely a matter of responding to political decisions over which they have no control, giving them hardly any leeway to influence the associated costs and thus to implement measures aimed at achieving savings in respect of those lines. This is the case for:

The Legal Service

The activities covered by the budget lines for which it is responsible, such as defending the institution before the courts and consulting external lawyers, are largely responsive in nature, giving it hardly any leeway to influence the associated costs.

DG IPOL

Some 90 % of the budget managed directly by DG IPOL consists of ‘expertise’ procured for the committees, entirely at their request. This expertise takes the form of studies, impact assessments, briefings, policy papers, etc. In general terms, therefore, the quantity of files giving rise to budget expenditure depends wholly on political decisions. In 2012 Parliament continued to place strong emphasis on legislative assistance for committees and Members. This meant that DG IPOL’s 2012 budget implementation increased compared with 2011, particularly as a result of the establishment of the new Directorate for Impact Assessment and Added European Value. The other 10 % of the budget managed by this DG relates mainly to expenses arising from committee delegations, which depend on political decisions relating to such meetings.

DG EXPO

Similarly, the budget lines managed directly by DG EXPO consist of ‘expertise’ and expenses arising from committee, interparliamentary and election observation delegations, which are consequently wholly dependent on political decisions by the bodies concerned.

DG PERS

About 93 % of the budget managed by DG PERS relates to the payment of salaries and allowances, which are compulsory in application of the Staff Regulations for officials and other agents and the statute for accredited assistants. Staff mission costs are also managed by DG PERS; it was decided to reduce them by 5 % in 2012.

DG FINS

About 99.5 % of the budget managed by DG FINS relates to the payment of salaries and allowances to Members and their local assistants or to political groups, parties and foundations. These expenses are either compulsory, in application of the Members’ statute and the associated implementing measures, or dependent on political decisions. Nevertheless, as regards Members’ travel expenses, the Bureau has decided to adopt several measures in order to reduce them by 5 % (see previous question), some of which already had an impact on the execution of the 2012 budget (non-indexation of travel and subsistence allowances). This resulted in savings estimated at EUR 1.6 million in 2012. Additional savings in 2013 as a result of the non-indexation of the travel and subsistence allowances are estimated at EUR 1.1 million, with the savings resulting from the additional measures taken by the Bureau estimated at EUR 1.8 million, making a total of EUR 2.9 million in 2013⁶.

⁶ These figures are provisional, as MEPs have the right to submit requests for reimbursement pertaining to 2013 until 31 October 2014.

The main savings made by the other DGs can be summarised as follows:

DG PRES

The largest savings observed in the 2012 budget execution compared with 2011 concerned item '2026 – **Security services in the information offices and in the three working places**' and amounted to **EUR 1.25 million**, resulting from the progressive internalisation of the security services decided by the Bureau. In addition, the budget for expertise in the field of security (sub-items 3200-05/06) was reduced by EUR 282 500 from 2011 to 2012 due to the new contract.

DG INTE

In 2012, the implementation of the Bureau Decision on a Resource efficient multilingualism in interpretation has started. Thanks to the introduction of the new procedures and working methods adopted to this end, considerable efficiency gains were achieved, allowing the number of **interpretation days provided by external freelance interpreters to be reduced from 53 401 days in 2011 to 46 684 in 2012, i.e. a reduction of 6 717 days**. This led to **savings of EUR 10.9 million** on implementation during that first year, a figure expected to increase to EUR 15 million in the following years.

DG TRAD

Some of the decisions taken by the Bureau related to savings in the field of multilingualism (see previous question). The following savings were achieved:

- **Pre-translation savings** – the use of pre-treated texts has grown steadily since 2007. In May 2012, the outsourcing of multilingual pre-translated documents contributed to increased savings on external translation costs, with re-use rates increasing from 7.9 % in the first quarter of 2012 to 32.35 % by the end of 2012. For amendment (AM) documents, the re-use rate was 50 %. **Pre-translation savings** amounted to almost EUR 0.5 million in 2011, **reaching EUR 2.5 million by the end of 2012**.
- **Productivity** – Production increased substantially to more than 2.3 million pages in 2012, compared with 1.7 million pages in 2011. The considerable increase in **internal productivity** made it possible to maintain a stable level of outsourcing (29 % in 2011, compared with a rate of 30 % in 2012) **with about 100 fewer posts in this sector**.
- **External translation contracts** – New framework contracts for external translation entered into force on 1 January 2012 for all official languages, reducing the average price per page by 21 %. This resulted in **savings of over EUR 2.6 million** in 2012.

DG INLO

The main savings obtained by DG INLO in 2012 were as follows:

- annual savings generated by the acquisition of property: purchase of the MONTOYER 70 Building (Brussels)⁷ with a **saving of EUR 1.13 million/annum on rent and taxes**;
- early payment of a second instalment of EUR 35 million for the TREBEL Building in the course of 2012 making it possible to **save EUR 3.23 million on financing costs**⁸;

In 2012 a series of renegotiations began, case by case, concerning the financial terms, particularly in the light of trends on the property market. These negotiations were completed in 2013 and 2014 and will result in the following savings in the years ahead:

- Usufruct of the WIERTZ Building - **a saving of EUR 0.45 million/annum has been achieved on property tax and charges (-11%)**
- Removal to the GEOS Building (Luxembourg) in 2014 - **a saving of EUR 5 million has been achieved over 45 months (-29%)**
- Negotiation of the lease on the GOLDBELL Building (Luxembourg) - **a saving of EUR 2.5 million has been achieved up to the end of 2017 (-18%)**
- Negotiation of the lease on the Madrid Information Office - **a saving of EUR 0.27 million has been achieved on the rental (-28 %).**

DG ITEC

The following budget savings were achieved in 2012:

- **telephony:** After a significant reduction in 2011 (EUR -3 094 400), **2012** saw a second consecutive reduction of EUR **-2 730 000 from the initial budget allocation**. These savings are the combined effect of a general reduction in public telecommunications tariffs and the conclusion of an interinstitutional framework contract with better conditions, which have had an impact primarily on the cost of subscriptions and the use of telematics networks.
- **engineering, security and methods:** the appropriations under the sub-item for equipment have been halved (**EUR -690 000**) because there is less need for testing platforms, resulting in a reduction in the level of services appropriations (**EUR --1 000 000**). This sector generated savings two years in a row.

⁷ The most recent purchase of a building previously being rented by the European Parliament. This saving has been fully effective since January 2012.

⁸ Parliament has also secured an agreement from the promoter of the project that Parliament should receive interest at a rate of 5% on the early payments, with the exception of advances contractually due.

- **Data Centre equipment:** EUR -500,000. Savings are of a more one-off nature, as Parliament's growth, its increasing number of buildings and the expansion of its IT infrastructure clearly make it impossible to make long-term cuts to the Data Centre.
- **distribution:** The savings on this item were almost 30 % (EUR -29 000), which is considerable for such a small item. They are the result of the introduction of the paperless policy.

DG COMM

The biggest savings in 2012 include:

- savings on **EuroparlTV production:** the budget allocation decreased from the original amount of EUR 9 000 000 in 2009-2010 to EUR 8 000 000 in 2011-2013 (EUR -1 000 000), and a further decrease to EUR 5 000 000 expected for 2014.
- launching the second phase of **framework contracts for the European Parliament Information Offices** in order to achieve economies of scale;
- **integration with a view to streamlining of communication campaigns** and specific events with a common visual line;
- preparatory work for **launching paperless initiatives** via the new Download Centre.

The cost impact of the last three measures is difficult to evaluate, as they pertain to more efficient use of internal staff and paper consumption, and there is no system in place at present to follow up the implementation of such measures.

3. What has been the financial impact of not having the Brussels Plenary sessions?

In 2012, only one session in Brussels (week 45) was cancelled and replaced by a Conference of Presidents open to all Members. Members' travel and subsistence expenses were comparable to the other 2012 session weeks in Brussels.

4. How does the Secretary General assess his and his services' cooperation with the political groups and their secretariats in 2012? Does the Secretary General envisage any changes or modifications with regard to the role of the political groups and their secretariats in the context of further development of the EP administration?

As in previous years, the cooperation between Parliament's General Secretariat and the political groups was very intensive and fruitful throughout 2012, covering a large number of fields. Parliament's Administration continued to assist the groups by taking part in different working groups (WGs), such as WG Personnel, which monitored issues relating to staff management, WG Buildings and WG ITEC, which worked to improve the efficiency of our IT tools, in coordination meetings and in different kinds of task force on specific subjects (such as open days).

Other coordination meetings focused on contributing to the exercise and development of Parliament's legislative and control powers, on making full use of its prerogatives in many areas, including parliamentary scrutiny, and on the usual preparatory activities for scheduled meetings of the Conference of Presidents and all committee-related matters, covering all aspects of Parliament's activities. Cooperation and the exchange of information with political

groups undoubtedly improved in 2012, as it had in previous years, especially as regards long-term planning. There was fruitful day-to-day dialogue with the political groups.

The Secretary-General also holds monthly coordination meetings with the secretaries-general of the political groups, at which administrative matters of concern to the political groups are addressed.

In general terms, the Secretary-General believes that the political groups are key actors for the Institution and the European Union as a whole. Their transnational nature is unique in the world; they continue to be seen as crucial in many countries in order to improve democratic accountability.

5. The Temporary Evaluation Group on the Implementation of the Members' and Assistants' Statutes communicated to MEPs on the 19.9.2012 new guidelines contract with local assistants and service providers. What is the evaluation of the administration of the contracts? Why is a service provider regarded as an employment contract and subject to the same threshold as when the service provider can be a company?

At its meeting of 11 January 2012, the Temporary Evaluation Group on the Implementation of the Members' and Assistants' Statutes, with Ms ROTH-BEHRENDT in the chair, instructed DG Finance to issue the Members with guidelines on such contracts for highly paid local assistants, service providers and paying agents. These guidelines, endorsed by the Temporary Evaluation Group, were communicated to Members in September 2012. As from that date, the competent service has started to ask, in the line with the guidelines, for complementary justification when new contracts or amended contracts are submitted for reimbursement of remuneration/fees above the predefined thresholds, and to review existing contracts within the limits of the resources available.

For all contracts, whether they are employment or service provider contracts, the thresholds are used to give an indication that supplementary analysis is necessary. In general, the analysis aims to check that remuneration is consistent with the description of the tasks to be carried out. Depending on the aim of each contract and on the applicable rules e.g. the tax regime, the competent service has adapted its analysis to assess the various situations. In particular, if the service provider is a company, the analysis will take into consideration other criteria such as normal market prices in the Member State concerned and the quantity and quality of manpower involved.

6. In which DG's did the highest payment delays (in average) occur?

It should be noted that the Financial Regulation in place in 2012 allowed payment deadlines of 45 days. Delays are counted as of day 46. In 2012 the longest average time for payments occurred in DG COMM (39 days), INLO (28 days), ITEC and PERS (25 days). DG COMM faced a backlog, which was reduced in 2013 thanks to its reorganisation. By 31 October 2013, the average payment time in this DG was 25 days, compared with 19 days for Parliament as a whole, which is within the standard limit of 30 days provided for in the new Financial Regulation (in force since 1 January 2013).

7. What were the overall costs (development, production, marketing, distribution, staff costs) of the brochures produced by the European Parliament in per DG? How many brochures were published by each DG and in total by the Parliament?

It should be noted that the term ‘brochure’ includes documents outside the legislative circuit, such as **hearing documents, studies by the IPOL and EXPO policy departments and other working documents.**

Details on brochures printed in 2012					
Client DG	Nr.	Circulation	Pages	Pages in A4 equivalent	Cost (in EUR)
PROFFICE	1	10	12	120	12
SG and central services	28	3.015	2.580	255.545	25.555
JURI	2	251	216	2.100	210
PRES	171	39.710	7.636	3.683.905	368.391
IPOL	965	77.218	75.995	5.937.725	593.773
EXPO	358	40.631	15.417	1.895.561	189.556
COMM	73	32.514	3.804	824.332	82.433
PERS	82	23.280	3.526	774.640	77.464
INLO	24	11.267	992	274.484	27.448
TRAD	15	1.970	433	54.444	5.444
INTE	1	500	36	9.000	900
FINS	2	22	124	844	84
ITEC	13	3.035	741	145.890	14.589
Total	1.735	233.423	111.512	13.858.590	1.385.859

Please note the following explanations regarding the table:

- the documents were printed by DG ITEC, acting as an internal service provider;
- the unit price was calculated at EUR 0.1 per page as a standard price including all costs, chiefly comprising paper, equipment running and depreciation costs and staff costs;
- the cost of internal staff working on developing the brochures’ content and organising their publication cannot be measured, as this would require the introduction of a very detailed time measurement system in which each staff member would have to indicate the time spent on each task; in addition, a horizontal ‘brochure development’ task would have to be defined before the start of the year in question. It also appears that the benefits delivered by such a measurement system would be outweighed by its cost;
- DG COMM, whose tasks include publicising Parliament’s activities, spent a further EUR 275 000 on having brochures printed by external contractors. This solution is chosen if the demand cannot be met by DG ITEC’s internal printing and publication services.

Accountability of the Bureau and discharge follow-up

8. *When will the secretariat come forward with a concrete proposal, as requested by the plenary, to hold a separate plenary debate on Parliament's discharge with the President of the European Parliament?*

While the Conference of Presidents is the authority within Parliament responsible for drawing up a draft agenda of Parliament's part-sessions, any such draft is established on the basis of notes and proposals prepared by DG Presidency, taking into account the remarks and requests made by the political groups at and ahead of preparatory meetings with the Secretaries-General of the political groups. While these notes set out the various options for the organisation of plenary business, the final decision on scheduling debates in plenary is taken by the political groups.

9. *When will the secretariat come forward with a concrete proposal, as requested by the plenary that establishes Parliament's own bicycle service in Strasbourg?*

Parliament has a fleet of service bicycles in Strasbourg in addition to the 55 bicycles provided as a courtesy by the City of Strasbourg. In 2013, Parliament expanded and partially modernised its fleet by purchasing new bicycles which are being made available for the sole use of Members. The number of such bicycles is currently 19, and around ten more will be provided in the next few months.

With financial assistance from EMAS, several electric bicycles are being purchased, and will be distributed among the three places of work, including Strasbourg.

The City of Strasbourg also runs the fleet (free of charge to the EP), which generally meets with a positive response from users. If a service bicycle scheme directly managed by Parliament were to be introduced as requested by the resolution of 10 May 2010, it would have a considerable budgetary impact, as already explained in the corresponding discharge follow up. Particularly it would involve expanding the existing fleet by a minimum of 100 units to replace the bicycles provided by the City of Strasbourg. Parliament would also have to create a contract-staff post and acquire a vehicle to operate the fleet (repairs, recovery of bicycles abandoned away from Parliament, etc.). At this time of austerity, it is preferable to consolidate the existing situation with the mixed fleet of bicycles (belonging to Parliament and the City of Strasbourg) and with the City remaining responsible for its operation.

10. *What is in the view of the Secretary General the added value of the annual discharge resolutions on the EP budget if so many plenary requests are ignored in the end?*

Requests made in Parliament's discharge resolution adopted by the plenary differ in nature and are the responsibility of different bodies. For instance, the request for a roadmap for the single seat⁹ is the responsibility of the Council. Other requests fall under the responsibility of

⁹ See paragraph 9 of Parliament's decision of 17 April 2013 on the 2011 discharge (C7-0225/2012 – 2012/2168(DEC))

the Bureau and the Conference of Presidents, which take their decisions in application of Parliament's Rules of Procedure.

The Secretary-General presents, usually in November, the results of the follow-up to Parliament's discharge adopted in April of the same year, in writing and during a presentation to the committee responsible. In this procedure, the Secretary-General presents the answers to all requests contained in Parliament's discharge decision and allows follow-up questions.

11. When will the secretariat come forward with a concrete proposal to realise, as requested by the plenary, that MEPs will be subject of electronic control when entering or leaving the Parliament's premises to increase security?

The policy on access to buildings comes under the Bureau's responsibility. The rules on access by MEPs were revised by the Bureau at its meeting of 14 February 2011. Under these rules, MEPs have a reserved entrance to the ASP building (entrance from rue Wiertz) in Brussels and the LOW building in Strasbourg, with access based on visual recognition. When using other entrances, however, they have to present their electronic badge. The application of these principles was confirmed during Bureau discussions of 6 July 2011.

12. The advisory committee of the conduct of Members made an annual report about its work in 2012, which contains recommendations for improvement. In which way have these recommendations been taken over and led to practical changes in the daily procedures within the administration of the EP?

Main task of the Advisory Committee is to provide Members, on a confidential basis and within 30 calendar days of their request, with advice on the interpretation and implementation of the Code's provisions. The results of the Advisory Committee's consultations during its first year of activity were reflected in its annual report, together with some first reflections intended to contribute to the discussions on the implementation of the Code of Conduct launched by the Bureau in September 2012 through the decision to set up a temporary Working Group with the task to elaborate any implementing measures required by the Code of Conduct.

At its meeting of 15 April 2013, the Bureau adopted the implementing measures proposed by the Temporary Working Group, which entered into force on the 1 July 2013. These Implementing Measures concern:

a) Gift received by Member representing the European Parliament in an official capacity: as general principle, Members should refrain from accepting gifts exceeding EUR 150 in the performance of their duties. However, gifts received in accordance with courtesy usage by a Member representing Parliament in an official capacity can always be accepted. In this case, the Member concerned must declare such gifts no later than the last day of the next month following the date of receipt.

b) Invitations to events organised by third parties, that shall be declared by Members attending them in the event that the reimbursement of travel, accommodation or subsistence expenses, or the direct payment of such expenses, is covered by the third party. However, the obligation to declare does not apply where no travel, accommodation or subsistence expense

has been paid or reimbursed, but only the cost of a meal, an entrance ticket or similar, the value of which is below EUR 150.

c) Monitoring of Declarations of Members' Financial Interests, consisting of a general plausibility check for clarification purposes, when there is reason to think a declaration contains manifestly erroneous, flippant, illegible or incomprehensible information. If a matter is not resolved within a reasonable time-limit, the President decides on further proceedings in accordance with Article 8 of the Code of Conduct.

The entry into force of these Implementing Measures on 1 July 2013, has led to substantial changes in the daily procedures within the administration. The Members' Administration Unit is responsible for the administration of the notification, handover, retention, storage and display of gifts and the register of gifts, as well as performing, on behalf of the President, general plausibility checks for clarification purposes of Members' Declarations of Financial Interests.

PRESIDENT OF THE EUROPEAN PARLIAMENT

13. Which special circumstances that can be comprehended as privileges did the President of the European Parliament enjoy in 2012, compared to other Members of the European Parliament?

The President of the European Parliament enjoys no specific diplomatic privileges. However, like all presidents of the European institutions, the President of the European Parliament, when he travels, is entitled to use VIP lounge facilities in airports and railway stations and, where necessary, personal security is provided by national authorities.

In relation to financial entitlements, the President is entitled to the same allowances as any other Member of the European Parliament. He has no special pension or salary arrangements. The daily allowance is paid 365 days per year.

There are only two types of allowance related specifically to the performance of the President's duties (budget item 1007), which were created by decision of the Bureau of 20 March 1991 (confirmed by the Bureau in 2009). Their aim is to enable the President to carry out adequately the duties incumbent on him as the president of a European institution, by analogy with the corresponding provisions adopted by other institutions in this regard. These two allowances are a residence allowance (15 % of the basic salary of an official grade AD 16/3) and a representation allowance (amounting to EUR 1 418.07 per month under the relevant Council regulation).

The President also has at his disposal two service cars with drivers.

14. What costs have incurred through the special driving service for the President of the European Parliament in the year 2012 – listed by vehicle and costs of the drivers?

The two service cars used by the President belong to Parliament's fleet and comply with the existing rules regarding the service cars for Members to be used for official duty journeys. These cars were already in Parliament's possession when the President was elected (and were

used by his predecessor) and had been purchased in line with the overall limits for purchase prices for official cars (EUR 55 000-59 000).

When the President took up office on 17 January 2012, the first car, a BMW 7, had a mileage of 181 200 km. During 2012 it covered another 81 800 km. The President also had at his disposal a second car for the first six months (a BMW 7 leasing car), which covered 48 239 km. For the second half of 2012, this leased car was replaced by an old car from the Parliament fleet (a BMW 7), which covered 23 000 km during that period.

The average consumption of all three cars was 8.5 l / 100 km. Together, the three cars covered an overall distance of 153 039 km.

As regards the drivers seconded to the President, from January 2012 to 31 July 2012 there was only one driver; the second driver only took up his duties as from 1 August 2012; both drivers are Parliament officials who have been in Parliament's service for many years; no special / additional drivers have been recruited.

15. How many members of staff did work on the private office and protocol of the President in 2012 and how many members of staff did work in the president's cabinet?

The President's cabinet is organised informally in a number of teams, two of which (the private office and protocol) deal primarily with diary and protocol issues. Full details of the duties and responsibilities of the staff of the President's cabinet can be found on the President's website. In 2012 the President's cabinet had a staff of 39 (18 ADs, 19 ASTs and 2 contract agents).

16. How the President number of staff changed in 2012 compared to the number of staff of the previous president?

As at 31 December 2011, the outgoing President's cabinet had 42 staff (19 ADs, 21 ASTs and 2 contract agents). With a staff of 39 in 2012, the incoming President's cabinet was smaller than that of his predecessor.

17. What were the overall costs in 2012 accrued due to the President's staff?

Staff costs do not depend on a person's place of work within Parliament, be it in the President's Office or otherwise, but, on the grade of the civil servant in question. Accordingly, Parliament's budget did not incur additional costs in 2012 on account of the officials seconded to the President's Office, since they hold posts that have been authorised by the budgetary authority for Parliament's establishment plan because they are considered necessary for the institution to fulfil its role.

18. Did the President of the Parliament bring in external consultants in 2012? If yes, how many and what costs incurred because of them?

No.

DG PRESIDENCY (DG PRES)

19. In 2012 the decision was taken to internalise the security. How many security staff was employed within the three places of work in which grade in 2012 and 2013? Will the internalisations not lead to limited or no access to the buildings outside official office hours for all buildings including the garages?

In 2012 and 2013, security services were provided by an external company, with staff being employed by that company. Parliament ordered a certain number of hours, rather than a number of staff. It was up to the external company to provide the number of staff it considered necessary in order to reach the required number of hours.

Following the Bureau's decision of 11 June 2012 to internalise security services, with the support of EPSO, a call for interest was launched with a view to recruiting contract agents: the first 80 function group I contract agents were recruited in accordance with the action plan adopted by the Bureau.

The internalisation of general security is designed to provide the MEPs, as well as Parliament's staff and visitors, with services meeting the highest professional standards and providing the best quality. There is no plan to restrict access to buildings or garages.

20. Accordingly with DG Presidency AAR: Why did the Parliament received 32 payment requests in La Valetta for Maintenance and Security which is almost twice as much as in other offices?

The number of payment requests in La Valetta results from an invoicing system specific to a local service provider which, instead of invoicing a single monthly charge, prefers to invoice for each transaction. It should be noted that contracts and payments for the information office in La Valetta are managed by the Commission under the agreement signed by both institutions. Consequently, Parliament does not intervene directly in the management of those contracts, but simply regularises the budgetary expenditure at the Commission's request.

21. Concerning framework contract EP/DG/1A/SER/2008/009N und PO/2007-017/D4. Why did the Presidency consider the contracts worth for checking by the European Court of Auditors or OLAF? Which problems did occur?

Parliament's administration has never asked either the Court of Auditors or OLAF to check the two contracts mentioned.

For information, both contracts are managed by the Commission following an interinstitutional tender: the first contract concerns security services at the information office in Edinburgh, and the second security services at all 22 Houses of Europe.

22. Who else, other than the President, can use airports VIP services? Which costs did occur for these persons?

Staff accompanying the President are entitled to use airport VIP services. In 2012, the cost of these services was EUR 33 000. The Secretaries-General of the institutions can also use VIP services at Brussels airport free of charge.

DG COMMUNICATION (DG COMM)

23. What is the cost for the 2014 elections? What were the expenses in 2012 and 2013?

The direct cost of the information and communication campaign for the 2014 elections will amount to a total of EUR 16 million, distributed between the 2013 and 2014 budgets. The campaign was officially launched in September 2013. Throughout 2012 and the first part of 2013, DG COMM invested its efforts in preparatory work for the campaign, with support from an external communications agency providing assistance with strategic planning and overall methodology. Significant expenditure was incurred in developing and improving existing communication platforms and tools to ensure their readiness for implementing the campaign.

Numerous indicators could be used to put this amount into context. DG COMM would especially like to emphasise the following:

- the campaign will be conducted in 28 countries and 24 languages, including Gaelic for the first time;
- this expenditure of EUR 16 million amounts to 3 euro cents per EU citizen or 4 euro cents per eligible EU voter;
- the total expenditure is very low compared with equivalent voter awareness campaigns in national elections;
- the 2009 campaign, conducted in 27 countries and 23 languages, cost EUR 18 million, or 5 euro cents per eligible voter.

24. Is the secretariat general able to indicate which percentage of the EP communication budget is used for the factual communication of information and which for promotion? Is the effectiveness of the communication policy measured as well as the effects of negative publicity? Which percentage of the budget is used for the correction of unjust information about the European Parliament in the media?

The communication budget aims to raise awareness among EU citizens of Parliament's role and functions by allowing the production and distribution of factual information to media, citizens and stakeholders. Effectiveness is indeed measured, on the basis of indicators, against measurable objectives. The activities are wide-ranging and include services to media such as: – availability of press officers, and a wide range of services for journalists in BXL/STR;

- assistance to journalists in all capitals;
- organisation of seminars on ongoing legislative procedures for journalists from all over the EU, in the capitals and in Parliament's places of work;
- webstreaming of plenary and committee meetings;
- production and distribution of raw footage for professional audiovisual journalists;
- updating of the structure and ergonomic navigation of the Europarl website, with a view to promoting better understanding of the institution and making it more transparent,
- production of content for the website, including background articles, visualisation of data, multimedia applications and edited video clips, almost all of it in 23 languages;
- active presence on social networks with a view to better distribution of Parliaments' content.

Paid-for 'promotion' of informative content online included various activities, amounting to a total of EUR 369,000 in 2012.

Neutral and factual information is also provided to visitors to Parliament's premises and to the Parliamentarium, where internal staff gives presentations on Parliament's role and competences.

In addition, the activities and budgets of the information offices are dedicated to communicating with citizens and informing them about Parliament and its Members. The effectiveness of their communication policy is measured by collecting data on the output and potential outreach of their communication activities.

Lastly, inaccurate information in the media is corrected by press officers and by the spokesperson of Parliament. Part of their salaries and other staffing costs is thus used for such activities, without incurring further expenses.

25. DG COMM underlines that it managed to cut down payment delays in the offices by half. It mentions the activation of a two message system. Could we get more information on this system as a 'best-practice' model?

In 2013 it took an average of 25 days to pay the invoices of both information offices and central services. 83 % of invoices were paid within the regulatory time limit (compared with 74 % in 2012 and 24 % in 2011). It should be noted that the regulatory payment deadlines were shortened as of 1 January 2013 with the entry into force of the new Financial Regulation. Incoming invoices relating to expenditure by the information offices (where these are received centrally) are scanned and transmitted electronically to the information office in question for operational approval and to the central coordination service for payment preparations. This parallel system was implemented in order to meet the specific needs of DG COMM, and especially to cater for the situation of the information offices, which are located in Member States, because several persons separated physically by a considerable distance need to act in order to approve financial transactions. The new procedure has contributed to the overall reduction in payment times within the DG, but is clearly not applicable to other parts of Parliament's administration which do not face the same problems of geographical dispersal.

Please refer also to point 6 of the questionnaire.

Information Offices

26. We would appreciate an overview of the costs in 2012 of running each information office in the Member States?

Please see the overview in Annex 2

27. How much was spent on mission expenses in 2012 for the Information Offices? (i.e. between the office and Brussels, between the office and Strasbourg, between the office and all other location outside the member state where it is based)

A total of EUR 1 812 983 was spent on missions carried out by staff of the information offices. This amount can be broken down by destination as follows:

Destination	Total cost in EUR
Strasbourg	1,001,568
Brussels	396,166
Luxembourg	38,139
Other location outside the Member State	70,616
Other location inside the Member State	306,494
Total	EUR 1,812,983

28. Are there plans to open liaison offices in third countries?

There are no such plans. Decisions on the opening of information and liaison offices fall within the competence of the Bureau.

EP information bureau in The Hague

29. What part of this 2012 budget was allocated for projects/programmes or other information campaigns?

The budget allocated to communication activities amounted to EUR 412 000.

30. Please provide the requested information for each individual youth programme separately (Een 10 voor Europa, Euroscola, Europrofiel-wedstrijd, Model European Parliament, European Youth Parliament, Europa Morgen, Heel Europa en Pro Demos)

The budget allocated to these projects was as follows:

Event	Expenditure	Remark
Een tien voor Europa	40.000	-
Euroscola	-	No budgetary implications for the EPIO.
Europrofiel-wedstrijd	-	In 2012 the EPIO didn't bear any costs for this programme.
Model European Parliament	15.000	Organised by Model European Parliament in cooperation with the Dutch Parliament, Senate and The Hague EPIO with nearly 200 participants from schools from all over the Netherlands. EPIO budget contribution for printing, transportation, accommodation, etc.
European Youth Parliament	-	EPIO is not involved in this project, no budgetary implications.
Europa Morgen	-	In 2012 the EPIO didn't bear any costs for this programme.
Heel Europa	-	EPIO is not involved in this project, no budgetary implications.
ProDemos	-	This is part of the programme "Een10 voor Europa".
Total	55.000	

NB: EPIO stand for European Parliament Information Office

31. Besides the campaigns mentioned, what part of the budget was spent on information campaigns in schools or for schools? Please include visits to schools as well as schools visiting the EP information bureau or meetings on third locations, such as Strasbourg and/or Brussels.

Schools visit the information office for lectures by one of the staff members. Some of the school visits to the information office in The Hague were organised under the aegis of Europe House, a joint Commission and Parliament initiative. The information office provides only a meeting room and coffee for the visiting groups. Transport to and from Europe House is paid for by the schools.

Master classes organised in cooperation with Leiden University also take place at the information office. Only the meeting room and coffee are provided for the students.

In addition, in 2012 the information office started a series of seven seminars at/with Dutch journalism schools, spending EUR 21 000 on them. In 2012 it also started an educational programme for ROCs (intermediate-level vocational schools). The amount spent was EUR 25 000.

32. Could you provide the CONT committee with all the performance indicators set for each campaign that has been undertaken in 2012, regardless of which year it commenced, whether it be for schools, private groups, businesses or the institutions/third parties.

Performance indicators are set centrally by DG COMM. The indicators for the information office in The Hague are as follows:

- number of participants,
- number of MEPs participating in information office activities,
- media coverage,
- involvement of stakeholders.

Furthermore, the information offices' activities are part of the global communication strategy endorsed by the Bureau through the following documents:

- Communication strategy 2011-2014, adopted on 7 March 2011;
- Action Plan for the implementation of the communication strategy 2011-2014, also adopted on 7 March 2011;
- Institutional communication campaign on the 2014 elections, adopted on 2 July 2012.

33. How is being verified that the goals set before initiating a certain campaign, have been met upon termination of this campaign?

The information office monitors the performance indicators and evaluates feedback from participants.

Washington Office

34. What were the full costs of the Washington Office in 2012 (i.e. staff salary costs including all allowances and mission expenses, office and overhead costs, mission costs within the United States, mission costs between the United States and the European Union, costs relating to the office's programme of activities)? Were there changes in posts in 2012?

In 2012, the office and overhead costs of the Washington Office amounted to EUR 230 471.53 (USD 303 829.91) In addition, EUR 30 951.15 was spent on work on the security door and access system. The total cost of security services was EUR 14 508.29.

The number of staff posts did not change in 2012. Washington staff salary costs amounted to EUR 1 227 247 in 2012, including annual travel expenses, removal expenses, installation allowances, family allowances, expatriation allowances and fixed reimbursement of expenses

(accommodation). Total mission expenses for staff posted in Washington and staff on long-term mission in 2012 amounted to EUR 361 028.

The cost of the activities of the Washington liaison office was EUR 35 185 (USD 47 249.26), while the cost of the office's programme of activities came to EUR 7 540 (USD 10 124.46).

Europarl TV

35. Despite calls in the 2010 discharge report (para. 55) for proposals "for the closure of the operation", the European Parliament continues to attribute funds to EuroparlTV. The Bureau Working Party has made a number of recommendations to improve the service, especially with regard to cost-effectiveness. What has been the outcome of this process and will it allow significant savings as requested by the Parliaments resolution on the discharge for 2010? Is a cost-benefit analysis available as requested in the 2010 discharge report?

Parliament's administration is bound to implement the budget as voted by the budget authority. The 2012 budget was voted by Parliament, with EUR 8.5 million earmarked for EuroparlTV under line 3246.

EuroparlTV is one important element within Parliament's wide range of multimedia information tools. It has moved away from the former model of web-based television and turned into a **web video production powerhouse**, specialising in the production of edited ready to use audio-visual products on Parliament's work for a multiplicity of clients: national, regional and local TV broadcasters, the main national online news providers, interested citizens and the social media profiles of Parliament and its MEPs.

In recent years, while EuroparlTV has boosted its performance, its budget has been drastically reduced: from EUR 9 000 000 in 2008 to EUR 5 000 000 in 2014. The editorial approach has also changed. ready to use audio-visual products now concentrate on the most intensive weeks of parliamentary activity: plenary sittings and committee weeks. It also produces a larger proportion of ready to use audio-visual products with a longer lifespan, such as educational videos which explain and put into context Parliament's positions, roles and impact in the EU. Unsuccessful programmes with little viewership have been removed.

EuroparlTV has also launched a series of exclusive co-productions with national TV channels such as TVE, France 24 and Greek public television, thus securing guaranteed audiences for debates with the participation of MEPs. This editorial effort has resulted in increasing audience figures. Exclusive EuroparlTV productions are developed for Parliament's Facebook profile, which now has 1.2 million 'friends'. EuroparlTV videos are also reused and disseminated by MEPs via their own web platforms and communication activities.

EuroparlTV ready to use audio-visual products are widely used by more than 180 media partners in 23 Member States. They are broadcast on national, regional and local television stations as well as via web portals.

Through these partnerships, EuroparlTV has launched exclusive co-productions with national broadcasters. For example, in July EuroparlTV co-produced a debate programme with TVE on youth employment, with the participation of five Spanish MEPs from different political groups. This programme had an audience of about 500 000.

To increase the cost-effectiveness of EuroparlTV productions, selected raw images have been made accessible to TV broadcasters via Europe by Satellite. For example, images covering the visit by a LIBE committee delegation to Washington from 28 to 30 October 2013 were used by CNN International in nine different programmes.

In relation to the EuroparlTV section of the website:

- visits increased by approximately 30 % from October 2012 to October 2013;
- the number of videos viewed on the EP website has increased from approx. 50,000 views in October 2012 to approx. 90,000 views in October 2013

EuroparlTV also has a fast-growing audience on YouTube. The average number of monthly views of EuroparlTV videos on YouTube increased more than threefold from October 2012 (7 964) to October 2013 (29 642). Furthermore, engagement with MEPs on Twitter has spiked in recent months, with Members systematically re-tweeting EuroparlTV videos in which they appear. EuroparlTV's number of followers has more than doubled in 10 months, from 5 500 in December 2012 to 12 000 in October 2013.

In accordance with the note adopted by the Bureau on 3 December 2012, services are commissioning an external evaluation study of Parliament's online multimedia production. The study is being carried out by independent experts. Its findings will help to shape the future online communication policies of Parliament and its newly elected MEPs

Prizes

36. The total costs for the LUX prize were EUR 434,421 in 2012. Which was within this sum the internal and external cost for the LUX prize in 2012 is this including the LUX prize activities in the Member-States?

The budget of EUR 434 421 included costs related to internal and external communication concerning the 2012 LUX Prize competition in Brussels and Strasbourg, targeting MEPs, specialised media partners, as well as the general public.

The cost of internal communication within Parliament have been significantly reduced. A balanced approach has been implemented for external promotion, with a focus on events connected with the LUX calendar and related to the promotion of cultural diversity in relevant international film festivals. Communication activities account for more than one third of the budget. Lastly, this budget also included the cost of subtitling the film having won the 2011 LUX Prize, but does not include LUX Prize activities in the Member States, which are organised by the information offices. The cost of technical and infrastructure work amounted to EUR 15 180.

37. How many MEP's attended the screening of the films/video's in 2012, 2011 and 2010?

The LUX theatre offers open access to all MEPs, staff and the public. In order to provide a genuine user experience, guests are not burdened with any obligation to fill in administrative forms enquiring about their status. The overall number of attendees is nevertheless available. DG COMM has also introduced alternative means of viewing for MEPs which may be better suited to a heavy schedule: the films are also available on DVD and, as of 2011, as a video-on-demand service, exclusively for Members.

Attendance figures for LUX Prize film screenings			
Year	Screening period	Screening per day	Total attendance
2010	4	3	1.920
2011	4	2	1.080
2012	2	2	760
2012	Video-on-demand + DVD:		254 (only MEPs)

38. Page 28 of the Report on Budgetary and Financial Management for 2011, states that several events have undergone 'reconceptualization' to reach a wider audience and to have a greater impact. Which measures have been taken towards which specific events in 2012 and in which way have these goals been achieved? What have been the financial savings of these measures? Has the Internal Auditor reviewed the administration for this purpose? If so, what are his findings?

Various campaigns, relating to values, legislation and the 2014 elections, together with specific events, have been incorporated into a broader communication strategy that will use a common visual identity. The same visual identity has also been adopted for both offline and online communication tools (on social networks and online applications). The Election Steering Committee, set up within DG COMM, is responsible for the overall coordination and the uniform visual identity of the Parliament campaigns. Another measure ensuring sound financial management, and more specifically cost-effectiveness, is the fact that the framework contract for communication activities signed with three leading communication agencies will be implemented with the option offered by the Financial Regulation to reopen the competition for each subsequent specific action and contract.

In accordance with the International Standards for the Professional Practice of Internal Auditing, the Internal Auditor draws up each annual work programme on the basis of a systematic, global risk assessment of the entire organisation of Parliament. The main purpose of the risk assessment is to enable the Internal Auditor to allocate available audit resources to the most important aspects of the Institution's activities, so that the auditors focus on the areas of higher risk that need most attention. Based on that assessment, the Internal Auditor has not, so far, reviewed the measures taken by the administration in respect of the specific 2012 events mentioned in the question.

Visitors' groups

39. Has the Secretariat taken measures to avoid cash payment of reimbursements of expenses associated with sponsored visitors' groups? How many payments in excess of EUR 15 000 did Parliament make to visitors' groups in 2012?

The rules governing the reception of visitors' groups, including method of paying subsidies, were revised by the Bureau in November 2011. On this occasion, the Secretary-General made a proposal to the Bureau based on the principle that the travel expenses would be paid by bank transfer only. However, following the exchange of views, the Bureau decided to endorse the revised rules with the following addition: 'All subsidies payable in respect of travel expenses shall be paid by bank transfer or in cash.' The rules came into force on 1 January 2012.

Out of approximately 2 000 visitor groups annually, only around 330 groups (17 %) receive more than EUR 15 000 (325 in 2010, 332 in 2011, and 365 in 2012). The majority of these groups opt for cash payment (283 in 2012, while 66 asked for bank transfer and 16 for a mix of both methods). The total subsidies granted to groups through payments exceeding EUR 15 000 amounted to EUR 7.6 million in 2012.

DG INFRASTRUCTURE AND LOGISTICS (DG INLO)

40. What were the actual costs of the monthly travel (official, assistants and group advisers) to Strasbourg for the European Parliament in 2012? What was the annual cost of transporting, loading and unloading the trunks between Brussels and Strasbourg, and how does this cost compare to previous years' figures?

Expenditure on missions undertaken in 2012 to Strasbourg (in EUR million) *				
Departure	EP Secretariat staff	Accredited assistants	Political group staff**	MEPs***
BRU****	12,6	5,8	N/A	21,1
LUX	2,6	0,0	N/A	
Info. Office and other	1,0	0,0	N/A	
Total	16,2	5,8	N/A	21,1

*: These amounts are NOT equivalent to the possible savings in case plenary sessions were all held in BRU. Explanation and savings figures are provided in the Secretary-General's 2013 report "Three places of work" (pp. 8-10.), see reference given at question 50.

** : Missions of political group staff are paid directly by political groups and the related data is not available to the General-Secretariat. Groups are paid a global allocation from budget line 400 of the EP and execute that budget autonomously according to the rules adopted by the Bureau. An estimation has been made for a EUR 4.5 million figure based on data publicly available. See the Secretary-General's 2013 report "Three places of work" (p. 9.), see reference given at question 50.

***: Mission costs of MEPs amounted to EUR 21.1 million in 2011. NB. This data is for comparison purposes as no update has been requested for 2012 (cf. question 18 of the 2011 discharge questionnaire).

****: includes EUR 0,1 million for EP Secretariat staff missions from STR to LUX.

The expenditure related to trunks transportation between Brussels and Strasbourg, including also loading, unloading, vehicle maintenance, toll fees and fuel has stood at approximately EUR 300,000 each year since 2009.

41. What were the total costs including salaries of EP staff for the driver services for Members in 2012, and how does this compare to 2010 and 2011? Which measures have been taken to limit the costs of the driver services?

The cost of Members' transport (renting limousines and minibuses for Strasbourg and Brussels, including parking) amounted to EUR 4.36 million in 2012 (in 2011: EUR 4.16 million, in 2010: EUR 4.01 million).

The cost of EP staff working in the driver services for Members (salaries and missions) amounted to EUR 3.20 million in 2012 (38 staff members), as compared to EUR 3.12 million in 2011 (35 staff members) and EUR 2.24 million in 2010 (25 staff members).

42. What reasons, if any, can be given for the lower crèche occupation rate in Luxembourg in 2012?

The following key elements had an impact on the crèche occupation rate in 2012:

- In September 2012, a new crèche was opened, with a capacity of 108 children, on the site of European School II in Bertrange-Mamer (CPE 5). Places at this crèche have been allocated gradually, starting with a very low occupation rate. At the moment (December 2013), the occupation rate stands at around 90 %.
- The other alternative for parents is the CPE 2 in Kirchberg, with a capacity of 111 places. As this crèche has been up and running for more than 20 years, occupation rates here are close to 100 %.
- In 2012 all contracts with private crèches expired. The loss in terms of capacity is compensated by the opening of the new CPE 5 (see above). However, as the CPE 2 and CPE 5 do not allow Parliament to provide the same geographical coverage as before, many parents chose Luxembourgish crèches instead. This trend is also facilitated by the fact that government financial aid is available to staff members living in Luxembourg.

43. Why was there a necessity to sign a service contract for the new VW Phaeton of the Secretary General? Which features does this contract contain? Did the service supplier embed new features in the new car in context of this service contract?

There is no VW Phaeton of the Secretary General. However, for reasons of transparent operational management and budgetary efficiency, maintenance contracts are being concluded for all new service cars (pool and assigned) bought during or since 2012. These are standard maintenance contracts covering maintenance which is necessary in connection with normal use of the vehicle.

Canteens and restaurants

44. Taking into consideration the Parliament's future catering policy 2014-2019 - Guidelines for modernisation, what is the Secretary General's assessment of the

situation in 2012 in this area, especially with regard to the price adjustment on one hand and the reductions of the offer/selection of meals on the other hand? What was the decision-making process? Had the staff (committee) been consulted?

In line with previous trends, 2012 was marked by a further substantial increase in the financial deficit of Parliament's catering operations due to the lack of structural reform with regard to its modus operandi and the stable price policy during the period 1999-2012. During the same period Parliament's catering activities increased, while food and drink prices and staff costs rose considerably. In addition to economic aspects, the Bureau decision of 10 June 2013 sets out a comprehensive modernisation plan which takes into account all aspects of Parliament's catering activities, including the catering offer.

Against this background it should be noted that there was no reduction in the catering offer in 2013. In fact, new or revised offers were introduced at various sales points, such as the Members' Restaurant (for example, an improved cold buffet, a revised menu card with more seasonal options, more variety and changing menus for banqueting), the bars in Brussels (radically improved offers at the Hemicycle Bar and Forum Bar) and the self-service restaurant in Brussels (more options based on organic and fair-trade ingredients, a choice of homemade fruit juices, additional vegetable dishes, additional salad dishes, the introduction of MSC-certified fish dishes, various additional events during the year, in particular to promote healthy and sustainable food options and a better life-style for the well-being of Members and staff). Various other improvements have also been implemented with regard to outlying buildings (such as the GOL building in Luxembourg).

The decision-making process for the price revision implemented at the beginning of 2013 followed the established procedures, according to the different areas of responsibility of the Quaestors and the Secretary-General. In advance of the 2013 price adjustment, the 'Comité de Surveillance de la Restauration et Centrale d'Achats (COCA)' was duly consulted in November 2012, issuing a favourable opinion. The Staff Committee has three full Members and three suppliant Members in the COCA. Furthermore, the price revision was then also submitted to the Staff Committee in December 2012.

Three locations

45. How much were Parliament's operating costs in Strasbourg in 2012, outside part-sessions?

46. How much were Parliament's operating costs in Brussels in 2012 during Strasbourg part-sessions?

For a comprehensive overview of all additional savings, costs and net effect relating to the three places of work and their possible abandoning, please refer to the Secretary-General's 2013 report "Three places of work" (in Annex); see also reference given at question 50. Furthermore, it should be noted that the European Court of Auditor is currently preparing an analysis of the subject following the adoption of the report on the location of the seat of the European Parliament. This report requests in its paragraph 8 : "Asks the Court of Auditors, or a

similar independent agency, to provide a comprehensive analysis of the potential savings for the EU budget if Parliament had only one seat; ..."

47. How much are the annual CO₂ emissions arising from travel by officials, assistants and political advisers, as well as transport of equipment and materials, to Strasbourg for part-sessions?

For the answer to this question and for a comprehensive overview of all additional savings, costs and the net effect relating to the three places of work and their possible abandonment, please refer to the Secretary-General's 2013 report entitled 'Three places of work' (p. 17); see also the reference given under question 50.

48. In terms of human resources, how much does the time spent in transit to and from Strasbourg for part-sessions amount to?

For the answer to this question and for a comprehensive overview of all additional savings, costs and the net effect relating to the three places of work and their possible abandonment, please refer to the Secretary-General's 2013 report entitled 'Three places of work' (pp. 10-11.); see also the reference given under question 50.

49. Does the siting of the Secretariat in Luxembourg give rise to additional costs in comparison with its possible siting in Brussels? Does it result in additional CO₂ emissions?

No, on the contrary. Having around 2,500 EP staff at the Luxembourg site saves Parliament approximately EUR 14 million each year. For a more detailed answer to this question and for a comprehensive overview of all additional savings, costs and the net effect relating to the three places of work and their possible abandonment, please refer to the Secretary-General's 2013 report entitled 'Three places of work' (pp. 2-4.); see also the reference given under question 50.

50. What was the extra cost associated with having a seat in Strasbourg in 2012, and how does this cost compare to 2010 and 2011?

Net effect of savings and additional costs when consolidating all EP operations in one place of work (Brussels) (in EUR million, 2014 prices)			
	Strasbourg to Brussels	Luxembourg to Brussels	Total
Savings - direct annual costs	-90.8	- 5.4	- 96.2
Savings - indirect annual costs	-12.1	- 9.6	- 21.7
<i>Additional expenditure (option 'rent') (for information only)</i>	-	17.0	17.0
Additional expenditure (option 'purchase/construct')	-	29.0	29.0
Net effect	- 102.9	14.0	- 88.9
	= savings	= additional expenditure	= net savings
<i>For reference:</i>			
One-off cost of merging	-	58.6	58.6
Total purchase price for new buildings in Brussels	-	1 231.1	1 231.1

For a comprehensive overview of all additional savings, costs and the net effect relating to the three places of work and their possible abandonment, please refer to the Secretary-General's 2013 report entitled 'Three places of work' (see Annex). This report has been prepared in response to the request in paragraph 10 of the Parliament's resolution of 6 February 2013 on the guidelines for the 2014 budget procedure and the request in paragraph 9 of the resolution of 17 April 2013 on discharge in respect of the implementation of the European Union general budget for the financial year 2011, Section I – European Parliament. The report gives an estimation on the basis of the most recent figures available and thus refers to the years 2013 and 2014. It is assumed that figures for the period between 2010 and 2012 would be essentially very similar.

51. Can the Secretariat confirm the cost of EUR 51.5 m communicated in the context of the discharge for 2010 as constituting the costs arising from the Strasbourg seat in 2010?

It must be noted that, these figures are correct they were the answer to a specific question about infrastructure and operating costs. The reply to point 28 of the 2010 discharge questionnaire mentioned the following:

‘The annual cost of infrastructure for Strasbourg is EUR 33.5 m. The additional operating costs for 12 part-sessions in Strasbourg as compared with the cost of holding them in Brussels is EUR 18 m, i.e. a total specific cost of EUR 51.5 m for Strasbourg.’

For a comprehensive overview of all additional savings, costs and the net effect relating to the three places of work and their possible abandonment, please refer to the attached Secretary-General’s 2013 report entitled ‘Three places of work’ (pp. 10-11.); see also the reference given under question 50.

Furthermore, it should be noted that the European Court of Auditor is currently preparing an analysis of the subject following the adoption of the report on the location of the seat of the European Parliament. This report requests in it paragraph 8: *"Asks the Court of Auditors, or a similar independent agency, to provide a comprehensive analysis of the potential savings for the EU budget if Parliament had only one seat; ..."*

Buildings

52. How many companies are doing reparation in the Parliament's buildings, what are the annual costs for those services in 2012?

The information on the companies carrying out maintenance and upkeep (excluding cleaning) of the buildings is as follows:

Brussels	6	companies	EUR 13.7 m
Strasbourg	18	companies	EUR 11.5 m
Luxembourg	8	companies	EUR 2.7 m

53. What buildings does Parliament own in Brussels?

The list of buildings in Brussels owned by Parliament or held on a long lease with an option to purchase is as follows:

	Owned Long lease with option to purchase (LLOP)	m2 (DIN277)
1. BRUSSELS		
ATRIUM (ATR)	Owned	33,278
PAUL-HENRI SPAAK (PHS)	Owned	84,153
ALTIERO SPINELLI (ASP)	Owned	286,037
MONTOYER 70 (MTY70)	Owned	5,746
MONTOYER 75 (MOY 75)	LLOP	12,425
REMARD (RMD)	Owned	8,492
WAYENBERG (WAY)	Owned	4,242
WILLY BRANDT (WIB)	Owned	35,974
EP OFFICE FOR BELGIUM (BQL)	Owned	1,877
JOZSEF ANTALL (JAN)	Owned	38,166
TREVES 1 (TRI)	LLOP	9,710

54. What buildings does Parliament rent in Brussels?

The list of buildings in Brussels rented or on long lease without an option to purchase is as follows:

	Rented Long lease	m2 (DIN277)
1. BRUSSELS		
HOUSE OF EUROPEAN HISTORY (MHE/former EAS)	Long lease	6,616
MONTOYER 63 (MON 63)	Rented	9,802
MONTOYER 30 (MTS 30)	Usufruct	6,869
SQUARE DE MEEUS (SQM)	Usufruct	56,800
WIERTZ (WIE)	Usufruct	18,073
HOUSING (IT room)	Rented	384
ZAVENTEM (drivers' counter)	Rented	11

55. What were the detailed costs of these investments and other property charges in Brussels in 2012?

	Rented Owned Long lease	Investment EUR Mio	Rent Taxes EUR
1. BRUSSELS			
HOUSE OF EUROPEAN HISTORY (MHE/former EAS)	Long lease		
ATRIUM (ATR)	Owned		
PAUL-HENRI SPAAK (PHS)	Owned		
ALTIERO SPINELLI (ASP)	Owned		
MONTOYER 70 (MTY70) purchase price	Owned	16,500,000	
MONTOYER 63 (MON 63)	Rented		18,236,512
MONTOYER 75 (MOY 75) annual charge	Long lease	6,050,017	
MONTOYER 30 (MTS 30)	Usufruct		341,796
REMARD (RMD)	Owned		
SQUARE DE MEEUS (SQM)	Usufruct		
WIERTZ (WIE)	Usufruct		3,686,750
WAYENBERG (WAY)	Owned		
WILLY BRANDT (WIB)	Owned		
EP OFFICE FOR BELGIUM (BQL)	Owned		
JOZSEF ANTALL (JAN)	Owned		
HOUSING (IT room)	Rented		784,800
ZAVENTEM (drivers' counter)	Rented		9,603
TREVES 1 (TRI)	Long lease		

56. How much has been spent on lift (elevators) maintenance during 2012? What measures have been taken to have a more reliable system of repairs? Why do the emergency systems in the lifts not work? What is the average repair/maintenance time and is it regarded as sufficient by the EP administration? Does the Secretary General see any possibility to increase the efficiency and cost-effectiveness of the current system?

Cost of lift maintenance

	Lift Maintenance (EUR Mio)				
	BXL	STR	LUX	IO	TOTAL
Year 2012	2.19	0.66	0.08	0.06	2.99

Measures taken and future measures

Realising that the lift situation was no longer acceptable for a set of buildings such as Parliament's, the departments responsible have drawn up a new standard contract for the maintenance of lifts in Brussels and Strasbourg, as well as goods lifts and escalators, providing for a significantly higher standard of service and more stringent performance targets.

It must be noted that there are particular problems in the Altiero SPINELLI building, not only due to the age of the lifts, but mainly due to the high occupation ratio of the building. In order to respect occupancy rates (in particular health and working condition rules) and security requirements this situation will have to be alleviated in 2014 with the occupancy of the SQM building.

The responsible services will monitor very closely the situation as well as the implementation of the new maintenance contract in order to ensure the efficiency and cost-effectiveness of the system.

Failure of emergency announcement systems

All the intercom systems are working. Tests are performed every week to check that they continue to do so.

In order to comply with the relevant European directive, all the intercoms are being replaced in stages between now and the 4th quarter of 2014. The resulting new system will have an automatic self-testing function, increasing its reliability.

Response times (Brussels and Strasbourg)

In the event of a lift breaking down during Parliament's working hours, technicians are required to release anybody trapped inside them within 15 minutes. This requirement is complied with. Moreover, in 95% of cases, repairs are completed within the hour. The 5% of cases which take longer are analysed monthly, and corrective measures are taken.

57. Are there defects or deficiencies in the construction of the ceiling of the plenary room in Brussels? Who is paying for the renovation of the ceiling? Could the secretary general provide an overview of the costs in 2012 concerning the renovation of the ceiling of the plenary room in Brussels? Which lawyer's fees have accrued and are there any on-going legal proceedings? What is the justification for these lawyer's fees?

The decision to temporarily close Zone A in the Paul-Henri Spaak Building (PHS) was taken on 31 August 2012 after the discovery of cracks in three girders in the support frame of the Chamber ceiling during checks performed in accordance with the on-going inspection and preventive maintenance policy for Parliament's infrastructure.

After a detailed analysis of the advantages and disadvantages of the options for making the structure safe, the experts selected a solution which involves retaining the existing wooden support frame and installing a metal support structure which fits into the free space and will be capable of supporting the whole load, including that of the wooden support frame, which will no longer perform any function.

In view of the time required for studies, inspections, invitations to tender and performance of the work, it has been contractually agreed that the work should be completed by 30 January 2014, and the Chamber should be available for use again at the beginning of March 2014.

The total cost of the work is € 079 591.95 (2013 budget). An additional margin of 15% for modifications or contingencies is allowed for in the contract.

In 2012, €356 346 was spent on the services of experts and consultancies and precautionary measures (shoring).

The total fees of the specialised law firm was €12 733.93. Of this total, about two-thirds could be considered to relate to 2012. The questions covered included the possible causes of action against the vendor of the building and the limitation periods for any action. No legal proceedings were subsequently undertaken.

58. Can the Secretariat confirm that it has rented premises in Brussels to compensate for the unavailability of the Chamber? If so, for how long are they to be rented, and at what cost?

No building has been rented to accommodate persons displaced to other areas on account of the temporary unavailability of the Chamber and the adjoining Zone A.

59. The acquisition of the building TREBEL cost EUR 400,000 EUR lawyer's fees. The lawyer's fees for the extension for the KAD building in Luxembourg amount to EUR 20,000 EUR. What is the basis for the difference in costs?

The legal fees paid in 2012 in the context of the acquisition of the TREBEL building amounted to exactly EUR 205 346.20. This amount is justified by the complex legal structure of the project (involving acquisition, demolition and construction through a promoter, with objections from the owner of a neighbouring property), for which the negotiations with a private partner were concentrated in 2012. In comparison, the legal fees for the KAD project were limited to EUR 30 925 in 2012. It should be noted that the TREBEL project commenced some two years ago (cf. Bureau decision of 30 November 2011) whereas the KAD project goes back some ten years.

60. What is the state of play of Sofia building, Trebel, KAD, and Eastman Buildings as a result of decisions and procedures which occurred in 2012?

SOFIA

The Preliminary Agreement for Purchase of the new building in Sofia was signed on 7 July 2011, the agreed price being € m. Because of shortcomings and inadequacies in the fitting-out, it was not possible to accept the building in 2012.

After the owner had remedied all the construction faults at his own expense, it was possible to purchase the building and move into it on 4 June 2013.

Payment in full of the purchase price has been ordered (€ 589 300).

Since July 2013, the new Europe House has been fully operational.

TREBEL

In accordance with the medium-term property policy, premises for use as offices in Brussels need to be adapted to meet the needs arising from Parliament's institutional development, particularly the entry into force of the Lisbon Treaty. After a market search, the TREBEL project was selected on the basis of purchase (at a cost of €122.5 m - including an advance of €15 m - excluding financing costs). In order to limit the financing costs, Parliament paid a second instalment of €35 m when the urban planning permit was obtained. The two instalments (€15 m and €35 m) resulted in savings in financial costs (saved interest between 2013 and 2017) of €3.23 m and €7.4 m respectively.

A purchase agreement for the Trebel project was signed on 27 June 2012 between Parliament and the Atenor Group.

The urban planning permit was granted on 25 April 2013 with a reduction of around 8% in the initial surface areas, which resulted in a reduction of the total price of around €7.9 m (approx. €14.6 m instead of €22.5 m, this representing the price without indexation or financing costs).

The TREBEL Building is scheduled to be taken into use in 2017.

KAD

As a result of decisions and procedures which took place in 2012 (Bureau decision of 10 January 2012) the call for tenders for carcass work on the east side of the new Konrad ADENAUER building was launched, a contractor was appointed and the work began in September 2013. In the meantime, a call for tenders for a new reinforced project manager has also been launched and new contactors appointed. The call for tenders for façade works is in progress and a contractor should be appointed before the end of 2013.

Calls for tenders for technical and finishing work are being prepared by the new project manager and will be launched in Spring 2014.

As far as financing costs are concerned, the transfer of unused appropriations at the year-end 2012 of EUR 10 million will result, as compared to using a loan with regular repayments, in saved interest of EUR 3 million (accumulated interest savings over the repayment period). Moreover, based on the recent transfer of unused appropriations from financial year 2013 amounting to EUR 54 million, savings of around EUR 18 million will be generated.

The administration is committed to respecting the initially agreed budget for the construction of the KAD building.

EASTMAN

After an international architecture competition and agreement on the business plan by the Committee on Budgets, the EASTMAN/House of European History project is at the renovation and extension work stage, which should be completed in 2014. According to the schedule, the exhibitions should open in 2015.

Following the procedure under art. 179.3 of the financial regulation, the Committee on Budget approved the project with different provisions (concerning the building itself):

- "strict adherence to the estimated renovation/extension cost of approximately EUR 31 million , and urges that this figure not be exceeded": the forecast cost remain in the limit;
- "being informed of the launch of the call for tenders and of the result": the Bureau was informed in October 2012 and, then, informed the Committee on budget. Cost and time schedule are in accordance with the expectations;
- "timely implementation of the project": following the decision of the Bureau, the opening of the House of European History is foreseen in November 2015. The works for the building will be finished before the beginning of the fitting out of the exhibitions;
- "the Committee on Budgets being updated on the project's implementation and informed of any significant new developments or delays in the project timetable, including the cost implications thereof" : No significant new development;
- "a transparent process for further decision-making, through close and open cooperation with the Committee on Budgets" : Information transmitted;
- "an adequate risk management procedure for asbestos and harmful substances, and the removal of all asbestos from the Eastman Building" : the removal of asbestos joints in technical rooms was made by specialized company after the building was emptied and before the demolition works;
- "being consulted once again before contracts can be concluded, in the event that the result of the call for tenders lead to any significant deviations from the estimated works budget submitted on 18 April 2012": no deviation.

61. How much money was spent on the improvement of the protocol services facilities in the building PHS? What was the purpose of the upgrade? What were the items of the bill for the contract?

The purpose of the upgrading was to enlarge and improve the protocol facilities in order to bring them to standards in line with the requirements and the role of the institution. In 2012, the costs for the improvement of the protocol services facilities in the building PHS were around EUR 221,000 including the complete refurbishment of the presidential salon at the 12th floor.

Ushers

62. How much does the Usher Service cost in 2012? Who took the decision to install it in its current form under the consideration that there has been a noticeable upgrade in the last year?

Cost of the Ushers Unit in 2012:

Clothing purchases	184 950.00
Missions to the 3 places of work	1 012 570.13

Missions outside the 3 places of work	87 605.36
Professional training missions	<u>0.00</u>
Total:	1 285 125.49

Furthermore, information on ushers' salaries and allowances in 2012, broken down by location and staff category, is provided in the following table:

Ushers in 2012 - salaries and allowances		
LOCATION	TYPE	Total (EUR)
Brussels	Contract	1 859 311.70
	Servant Official	3 089 750.09
Brussels Total		4 949 061.79
Strasbourg	Contract	115 084.45
	Servant Official	77 423.46
Strasbourg Total		192 507.91
Luxembourg	Contract	498 157.61
	Servant Official	2 706 524.88
Luxembourg Total		3 204 682.49
Grand Total		8 346 252.19

The ushers' services have remained in a stable structure over the past years. In order to modernise these services, making them more efficient and able to respond more effectively to Parliament's needs, the large Ushers' Unit was split into two units at the beginning of 2013. A comprehensive reform establishing major organisational cuts was prepared in the same year. This will **allow redeployment of approximately 25 % of the posts in the ushers' units to other functions** (the units are facing a large number of retirements in 2014-2015) and services such as those required for the implementation of the new restaurant strategy and the opening of the One-Stop Shop for Members in 2014, in line with the Bureau decision of 4 February 2013.

DG FINANCE (DG FINS)

Contracts

63. What were the number of protocol gifts covered by the costs of EUR 46,910 and EUR 17,337 reported in 2012?

The requested details are given in the following table:

Article	Unit	Price
CSN1085 pen	400	46.910
RPPBS219 set	250	
Mont Blanc pens	60	
VESPUCCI crystal bowl	50	17.337
KING crystal box	50	
PHYTAGORE TI Lignes 170 mm crystal vase	30	

NB. All articles have been personalised with an EP logo.

SME participation in Tenders

64. In the replies to and action taken on the European Parliament decision of 17 April 2013 on discharge in respect of implementation of the general budget of the European Union for the financial year 2011, it is stated that the European Parliament is not able to indicate how many contracts have been awarded to SMEs in tenders of the European Parliament, as this is perceived as an administrative burden which would probably discourage them from participating. However, after consultation with SME representatives, they state that they are willing to prove that they are SMEs if this increases their chances to be selected for a tender. In order to judge if the measures taken were effective, i.e. lowering the threshold for low-cost contracts, and have led to increased SME participation, data must be available. Therefore the budgetary control committee requests the secretariat general to look into administrative-friendly measures to make this data available for 2012-2013.

According to the information provided, the SME representatives consulted contend 'that they are willing to prove that they are SMEs if this increases their chances of being selected for a tender'. While SMEs are obviously given preferred status when allocating EU and state funding in a number of policy areas, such as research or structural funds, they cannot be favoured in tender procedures administered by the EU institutions for their administrative expenditure: the Financial Regulation's starting point is equal treatment of tenders and

tenderers according to pre-announced criteria, regardless of the size of the tenderer. The facilities for SMEs in the Financial Regulation relate solely to reducing administrative burdens and limiting the financial evidence to be provided in low-value contracts, but not preferential selection over other tenderers. Even in those cases, the reduced documentary requirements apply on the basis of the low-value of the contract, not the tenderer's status. To sum up, even if Parliament possessed information about tenderers' SME status, the information could not be used in any way in the decision about the procurement itself and would only serve for information purposes, in particular in relation to the discharge.

It should also be borne in mind that assessing whether a company is an SME under EU criteria entails completing an exhaustive 10-page questionnaire drawn up by the Commission. The study entitled 'Evaluation of the SME definition', commissioned by the Commission, shows that the application of the regime is considered burdensome and that many enterprises face difficulties in assessing their SME status¹⁰. Moreover, even if some SMEs were still willing to produce this information, such requests cannot be made under the Financial Regulation and are therefore of no benefit.

Transport costs

65. How much money was spent on transport for MEPs between 2010-2012? What measures have been taken to lower the expenses for the travel budget for MEPs and what has been the result?

Parliament provides for a large number of financial and organisational measures related to the duty travel of Members in order to provide them with the best possible conditions in which to perform their duties.

When discussing transport for MEPs, one has to consider:

- journeys to and from Parliament's places of work (essentially Brussels and Strasbourg) (budget item 1004);
- travel relating to committee delegations, parliamentary delegations, and ACP-EU and Euro-Mediterranean Forum delegations (budget item 1004);
- journeys undertaken in the performance of their duties outside the Member State in which they were elected ('additional travel expenses') (budget item 1005);
- journeys undertaken in the Member State in which they were elected (budget item 1005);
- daily subsistence allowances, time and distance allowances;
- the shuttle service for Members in and around Brussels and Strasbourg by means of hired cars (budget item 2160).

Total EP expenditure spent on transport for MEPs has been as follows:

¹⁰ See for the study and EU definition http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/index_en.htm

Transport costs of Members (in EUR million)	
2010	35,9
2011	39,2
2012	40,7
2013	-5% <i>expected</i>

NB. without daily, time and distance allowances

Regarding measures to lower expenses, the plenary asked the Bureau, at the end of 2011, to create the conditions for making savings of 5% in all types of travel expenditure¹¹. A series of savings measures were put forward, many of them by the Joint Bureau/Committee on Budgets Working Group on the EP budget, and implemented via amendments to the Implementing Measures for the Statute and via other instructions. The most significant measures are:

- freezing of travel and subsistence allowances for 2012 and 2013: non-application of a possible 3.4 % and 2.6 % indexation;
- restricting the reimbursement ceiling for business-class travel to tariff-class ‘D’;
- incentive to make MEPs accept the cheapest fare proposed to them by the travel agency;
- incentive to take economy class for short journeys;
- limiting the maximum distance of travel by car in the calculation of the reimbursement to 1 000 km per journey;
- abolishing the provision for a second intermediate journey in ordinary working weeks and the provision for intermediate journeys in constituency weeks;
- closing the central attendance register on Fridays in constituency weeks;
- a complete overhaul of the functioning of the shuttle service, including efficiency measures such as obligatory pre-reservation and car-sharing.

When assessing the results of these changes, one has to bear in mind that

- many changes have only been implemented as from 1 January 2013;
- MEPs have a maximum of 22 months to claim reimbursement, i.e. until the end of October the year following the year of the journey, which restricts any timely analysis of developments;
- there have been significant changes in the levels of the relevant activities: no mini-session this year in Brussels, etc.

Overall, the situation as at the end of October 2013¹² showed that it was possible to achieve a 5 % reduction in travel expenses and subsistence allowances between 2012 and 2013. The non-indexation of allowances, the other savings measures collectively and the changes in the level of parliamentary activities all contributed significantly to this achievement.

¹¹ European Parliament resolution of 23 October 2012 on the Council position on the draft general budget of the European Union for the financial year 2013 - all sections, paragraph 75

¹² Final figures for 2013 are not yet available

66. Does the Parliament negotiate with airlines about special conditions for the European Parliament, in order to further decrease costs? If yes, could you please specify the current status quo of these negotiations?

Parliament has secured, in inter-institutional cooperation with the Commission and the Council, reduced corporate rates with 28 the companies used most frequently. Reductions depend above all on the destination and vary between 5 % and 50 %.

67. When will the Administration come forward with a concrete proposal, as requested by the plenary, on how to use accumulated air miles to purchase air tickets in order to make savings in the travel costs?

The situation described in point 28.3 of the 2011 discharge questionnaire replies is still applicable. It is possible to make savings through the use of accumulated air miles when purchasing new flight tickets.

However, it is entirely up to the initiative of individual Members to provide, at the time of the ticket reservation at the Member's Travel Office, the travel agency or the relevant website, their frequent flyer card identification number, so that the ticket can be purchased by using those accumulated air miles.

The reason is that frequent flyer cards are made for individual customers (e.g. MEPs) and not for the company (e.g. Parliament) which ultimately pays the customer's travel costs. Thus, Parliament has neither the information about private data relating to MEPs' frequent flyer cards, nor the relevant authority. Besides, the Bureau has not approved any such rule and the Quaestors have not drawn up any communication on the subject.

Mission costs

68. Which measures have been taken to avoid unnecessary missions between the three working places and what has been the financial result?

Since mid-February 2011, a new mission order form has been in use, which requires the line manager of the staff member sent on mission to certify that the option of an audio- or video-conference has been considered and that, due to the nature of the work, this is not a valid alternative to undertaking the mission.

In addition, to further promote the use of the video-conference facilities offered by the Parliament, a promotion video has been published on the EP intranet showing staff the advantages of using video-conference instead of going on mission (http://www.epintranet.ep.parl.union.eu/intranet/ep/lang/en/content/practical_life/environmental_management/multimedia/emas_videos). The EMAS mobility week in September 2013 addressed the theme 'Missions = Emissions'. The promotion video was

shown and a brochure distributed, explaining the environmental impact of missions and suggesting video-conferencing as an alternative to missions.

It should be noted that the number of missions to Parliament's three places of work was reduced by 5.3 % in 2012 compared to 2011. The number of missions to Strasbourg was 5.6% lower in 2012 than in 2011.

Voluntary pension fund

69. Could you please inform us about the financial situation of the voluntary pension fund for 2012? How did the deficit of this pension fund develop? Could Parliament provide us with the annual report from the management of the fund?

Members who wish to obtain this annual report should address the request directly to the Pension Fund, as Parliament cannot disclose documents produced by external bodies without their authorisation.

70. In 2011 the Parliament's pension fund had a deficit of EUR 155.6 million. What deficit level did the pension fund reach at the end of 2012, if calculated in the same way as the deficit for 2011 was calculated?

The methods of calculation used in the actuarial reports of 2011 and 2012 were identical. The deficit of the voluntary pension fund was EUR 207.9 million at the end of 2012, as calculated on the basis of the actual net asset information for 2012 received from the Fund.

DG PRESIDENCY (since 1 November 2013 DG EPRS - PARLIAMENTARY RESEARCH SERVICES)

71. The Parliament pays EUR 258,548 to Dow Jones News and EUR 201,898.70 for Financial Times Digital content. Who has access and uses these services? Why is there a need for such services?

1. Dow Jones News

In 2012, the Library concluded a four-year contract (2013-2016) with **Dow Jones News GmbH, Frankfurt/Germany**, in order to secure access to the *daily newsletter "Dow Jones Europa Aktuell"* (including access to the archive for the last 10 years) and the *news service "EU Ticker"*. This subscription is available to all persons with a europarl e-mail address.

The total cost of the contract for the **four-year period** is EUR 258,548 . This amount was accepted in the Award Decision and published in the OJ (under point V.4 "Information on value of contract"). The yearly fee is fixed for the whole duration of the contract:

- for the period of 1 January 2013 to 31 December 2013: EUR 61 800.00;
- for the period of 1 January 2014 to 31 December 2014: EUR 63 654.00;

- for the period of 1 January 2015 to 31 December 2015: EUR 65 564.00;
- for the period of 1 January 2016 to 31 December 2016: EUR 67 530.,00.

In accordance with the above mentioned provisions, the amount paid for 2013 is EUR 61,800.00 (Invoice No PE 5327).

Access/Users: Anybody having the right to access the Library's website could access these services. In addition, e-mail distribution is also possible upon request.

Reason for subscription: The newsletter covers the latest developments in the EU from a German perspective and in German, and is of particular interest to German Members. The service 'EU Ticker' provides a supplementary news service in addition to the newsletter. The tender documents were assessed by an evaluation committee.

2. Financial Times

In 2012, the Library concluded a three-year contract (2013-2015) with **Financial Times Ltd, London/UK**, in order to secure access to FT digital content via: (i) FT.com, (ii) Factiva, (iii) Kantar Media, (iv) or any other third party channels agreed by both parties. This subscription is available to all persons with a europarl e-mail address.

The total cost of the contract for the **three-year period** is EUR 201 898.70. This amount was accepted in the award decision and published in the Official Journal (under point V.4 'Information on value of contract'). The yearly fee is fixed for the whole duration of the contract:

- for the period from 1 June 2012 to 31 May 2013: GBP 51 980.00;
- for the period of 1 June 2013 to 31 May 2014: GBP 56 138.00;
- for the period of 1 June 2014 to 31 May 2015: GBP 60 629.00.

The amount paid for 2013-2014, expressed in euro, is EUR 65 804.74 (Invoice No PE 11921).

Access/Users: Anybody having the right to access the Library's website may access the FT's digital content, including on mobile devices anywhere and at any time.

Reason for subscription: The FT is a leading current affairs journal. The subscription request was approved by the Database Working Group. The tender documents were assessed by an evaluation committee.

72. Could the Parliament break down the costs (development, production, marketing, distribution, staff costs) of the brochures/ briefings produced by the Library in 2012? How many brochures were published? How many staff is employed in the Library and working on these publications?

For brochures, costs and other related data, please see reply to question 7.

In the course of 2012, the Library published several products online and in print: short Briefings for Parliament's plenary sessions, longer Briefings for a more in-depth analysis, Keysources to find the most important documents, Statistical Spotlights and Infographics for

easy-to-understand statistical and economic information. Briefings, Statistical Spotlights and InfoGraphics were distributed online (on the Library Intranet site, the Public Register and the Library blog, and by email to subscribers) and on paper (in the Library reading room, the presentation stands on ASP 3rd floor and in the Brussels and Strasbourg Members' Bars, and by mail to subscribers; printed copies were also made available on request for meetings). Keysources were made available online and 27 of them were also distributed on paper at meetings upon specific request.

Publications are produced by Research Analysts, assisted by Information Specialists, who provide help in finding, selecting and collecting information, checking facts and reviewing the texts. Statistical Spotlights are produced by statisticians, aided by Information Specialists or Research Analysts. Marketing and Social media teams promote and publish the products.

During 2012, the Library used an average of 15 full-time equivalent Research Analysts and an average of 15 full-time equivalent Information Specialists on the writing and editing of these publications, although these individuals also undertake a wide variety of other tasks (see below).

The approximate working time involved in producing different products and the 2012 production can be seen in the following table:

	<i>Workload</i>	<i>Number of publications in 2012</i>
Full-length Briefing	110-115 hours	95
Plenary Briefing	60-65 hours	53
Statistical Spotlight	85-90 hours	9
InfoGraphic	105-110 hours	2
Keysource	18-20 hours	113
Navigator	41-43 hours	44
Summaries	14-15 hours	127

Besides these products, Library staff answered client enquiries ("Ask the Library"), produced web content, ran the Reading Rooms and intranet, acquired and catalogued books and periodicals, trained EP staff and participated in other EP projects.

INTERNAL AUDIT

73. What is the Secretary General's opinion of the Internal Audit Service's current capacity (in 2012) to perform its professional duties? Does the Secretary General consider the Internal Auditor's unit sufficiently staffed or does he see any need, or any possibility, to increase the IAS's staff numbers and audit resources?

The Secretary-General considers that the current organisation and staffing of the Internal Audit Service ('IAS') is adequate and reflects Internal Audit's commitment to performing audits in accordance with the applicable international professional standards. This was confirmed in 2011 by an external evaluator who certified the Internal Audit Service as being at the highest level of conformity with the Institute of Internal Auditors' definition of Internal Auditing, Code of Ethics and Professional Standards. In 2013, to further strengthen the

service's capacity, in the context of the increased number of auditable entities resulting from the creation of new directorates-general, the Secretary-General decided as requested by the Internal Auditor to convert one of the IAS's support staff posts (assistant function group) into an auditor's post (administrator function group), without changing the total number of staff in the IAS's establishment plan.

74. Which internal audits are available for the wider public and what is the reason not to make public the "older" internal audits yet?

Public access requests to Internal Audit reports are examined in accordance with the provisions of Regulation (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents and of Regulation (EU, Euratom) No. 966/2012 ('The Financial Regulation'). Both regulations provide for a number of exceptions to the public disclosure of audit reports. Article 99.6 of the Financial Regulation states that "the reports and findings of the internal auditor, as well as the report of the institution, shall be accessible to the public only after validation by the internal auditor of the action taken for their implementation."

The following Internal Audit reports are available to the public, via the internet, in Parliament's public Register of Documents:

- Internal Audit Report No. 05/01 - The Internal Auditor's Annual Report for 2004
- Internal Audit Report No. 06/02 - Audit of the Parliamentary Assistance Allowance
- Internal Audit Report No. 06/11 - The Internal Auditor's Annual Report for 2005
- Internal Audit Report No. 07/01 - The Internal Auditor's Annual Report for 2006
- Internal Audit Report No. 08/01 - The Internal Auditor's Annual Report for 2007
- Internal Audit Report No. 09/01 - The Internal Auditor's Annual Report for 2008
- Internal Audit Report No. 10/01 - The Internal Auditor's Annual Report for 2009.

DG PERSONAL (DG PERS)

Parliament's staff (officials and other servants)

75. How many Staff of the European Parliament (without taking into account parliamentary assistants) has been promoted more than one grade within 1) one year 2) two years. If there are cases of fast-track promotions: Which Grades in the respective DGs are concerned? What were the reasons?

According to Article 45(1) of the Staff Regulations: 'Promotion ...shall be effected by appointment of the official to the next higher grade in the function group to which he belongs. Promotion shall be exclusively by selection from among officials who have completed a minimum of two years in their grade after consideration of the comparative merits of the

officials eligible for promotion'. Therefore, according to this rule, **it is not possible to be promoted more than one grade within one year or within two years**. The fastest promotion (limited always to one grade) occurs in two years and concerns a very limited number of outstandingly deserving officials on the basis of relevant staff reports.

76. Does Parliament grant special leave for long service awards? How many working days were granted 2012 as vacation days for years of service? How many people were concerned?

Parliament grants five additional days of leave to colleagues who have completed 25, 30, 35, 40 or 45 years of service in the European institutions.

In 2012, 296 staff members of the Secretariat and 8 staff members of the political groups benefited from this additional leave, amounting to a total of 1 480 days and 40 days of additional leave respectively.

77. Could you provide us with an overview of the number of staff for 2012 in the Cabinet of the Secretary General?

In 2012, 29 staff members worked in the Secretary General's Cabinet (12 ADs, 14 ASTs and 3 contract agents).

78. Could he also provide an overview of how many candidates applied in 2012 for each open and filled post for and from the grades of head of unit and above and if those post were opened for candidates from the other institutions and if not why these posts were not opened for them?

Heads of Unit (HoU) posts

A. Publication

- There were 53 Heads of Unit posts published in 2012, 37 of which were open for candidates of other institutions.

B. Eligible candidates for HoU posts

- 151 eligible internal candidates applied;
- 100 eligible candidates applied from other institutions.

In accordance with Article 29.1 of the Staff Regulations, the Appointing Authority must first consider whether a vacant post can be filled by transfer, appointment in accordance with Article 45a of the Staff Regulation (i.e. the certification procedure), or promotion within the institution. This explains why some of the HoU posts were only published internally.

Senior management posts: Directors-General and Directors

- 8 Director selection procedures were launched in 2012: 4 were open in parallel for internal, interinstitutional and external candidates and 4 were open only for internal candidates
- A total of 147 candidates applied: 19 internal candidates, 1 candidate from other institutions and 127 external candidates.

The Appointing Authority decides on a case by case basis whether a senior management selection procedure should be run only internally, or also interinstitutionally and externally (i.e. publication in the Official Journal), in order to have a wider choice of candidates.

79. Which was the number of appointed staff for 2012 in the category head of unit and above who passed a "concours" before being appointed?

As mentioned under question 78, 53 Head of Unit and 8 Director selection procedures were launched in 2012. Under these procedures 50 Heads of Unit and 8 Directors passed a competition ('concours') before being appointed. In the remaining three Head of Unit selection procedures, which were published in the Official Journal, external candidates were appointed.

No vacancy arose in 2012 at Director-General level.

No vacancy arose in 2012 at Director-general level.

80. How many total EP staff posts were there in 2012 and currently?

TOTAL EP STAFF POSTS	Permanent posts	Temporary posts for EP Secretariat	Temporary posts for political groups
2012 Establishment Plan	5 537	132	1 015
2013 Establishment Plan	5 592	135	1 016

81. How many Director General posts were there at the end of 2012 and how many staff posts report to each DG (i.e. all staff who report to them directly or indirectly, excluding all those who report to them through a director).

At the end of 2012, there were 11 Director General posts in the EP and 177 staff posts that reported directly to them.

YEAR	2012
DG	
PRES	24
IPOL	10
EXPO	5
COMM	31
PERS	19
INLO	4
TRAD	15
INTE	27
FINS	23
ITEC	5
LS	14
TOTAL	177

NB: please note that DG FINS and the Legal Service (LS) have no resources directorates (contrarily to all other DGs), which implies that the central services of the DG need to be attached directly to the Director General and not to a director.

What delegated authorities do these advisers and assistants of these Directors Generals have over budgetary management and expenditure (i.e. making commitments, authorising the payments of invoices etc.)? Could a table be provided listing each advisor/assistant and each budget line for which they have such authority?

As regards the budgetary year 2012, there were no advisors or assistants directly reporting to a Director-General (i.e. without the intermediation of a director) with delegated authority over budgetary management and expenditure, with the exception of the following cases:

In DG COMM two officials (Ms West, Head of the Planning and Strategic Management Unit and Mr Warasin, Head of the Policy Unit) who report directly to the Director-General had delegated authority over budgetary management and expenditure in 2012. All budget lines delegated to the Director-General for Communication were sub-delegated to Ms West and Mr Warasin.

In DG INTE no advisor or assistant to the Director-General has any authority over budgetary management and expenditure (i.e. making commitments, authorising the payment of invoices etc.). However, since the unit for ACI (auxiliary conference interpreter) Payments depends directly on the Director-General, several budgetary functions are covered in this unit relating

exclusively to the payment of ACIs. A second such dependence relates to the Unit for External Communication, which also reports directly to the Director-General.

In the Legal Service there is a financial administrator in the central secretariat who carries out ex-ante verification in addition to other duties. The lines concerned are sub-items 2320-01, 2320-03 and 3220-07.

82. Could the SG provide an overview/table of the number of heads of unit, directors and director generals in 2012 compared to 2011? What was the reason for each change?

Please find below the requested information. Further explanation concerning organisational changes is given under Question 83.

Count of Organization Name	2011	2012	Difference	Remarks
Job	Total	Total		
Deputy Secretary-General - Director-General	1	1		
Director-General	10	10		
Jurisconsult	1	1		
Director	43	45	2 new Directorates	EXPO - DIR DEMOCRACY SUPPORT INLO - DIR BUILDING PROJECTS
Head of Units	256	272	16 new Units	restructuring, reorganization

83. What organisational changes (merging/splitting) occurred at unit level within the individual directorates-general? If there were such changes what were the reasons?

The financial year 2012 was chiefly marked by action to bring about **new structural improvements** in order to give Parliament all the resources it needs to play its role in the legislative process to the full and enable it to capitalise to the full on the enhanced powers conferred on it by the Treaty of Lisbon.

Parliament also fully accommodated the 18 additional Members provided for by the Treaty of Lisbon, continued preparations for the accession of Croatia, made major changes in the area of information and communication policy with a view to the 2014 elections, and continued to implement multiannual programmes to rationalise and modernise key sectors of its Administration.

The following table provides an overview about the organisational changes made in 2012.

Summary of restructuring changes in Parliament's Secretariat in 2012

DG	Restructuring and modernisation
DG PRES	<p>The Classified Information Unit was set up in January and is up and running. Its main task has been to draw up implementing measures, working closely with the Commission and Council, for handling classified documents.</p> <p>The Members' Administration Unit was asked to provide the secretariat for the newly established Advisory Committee on the Conduct of Members. This includes follow-up work on the implementation of and adherence to the Code of Conduct for Commissioners and dealing with Members' declarations of financial interests and requests.</p> <p>Internalisation of security duties continued.</p>
DG IPOL	<p>Focus was put on consolidating the new Directorate for Impact Assessment and European Added Value and the Economic Governance Support Unit, and training the new teams. In addition, the CRIM Special Committee's ad hoc secretariat was put in place in April 2012.</p>
DG EXPO	<p>A new Directorate for Democracy Support was created, aiming to give more coherence to the EP's activities in support of new and emerging democracies. This new Directorate was created in a budget-neutral manner through redeployment and it started its work on 1 April 2012. It includes the Election Observation Unit and the Office for the Promotion of Parliamentary Democracy (OPPD), which were already part of DG EXPO, the Unit for relations with Western Balkans parliaments, transferred from DG Presidency, and the newly-created Human Rights Actions Unit. Based on the decision of the Conference of Presidents on 13 September 2012, the enlarged mandate of the Democracy Support and Election Coordination Group covers political guidance and supervision of all activities of the new Directorate.</p>
DG COMM	<p>In September 2012 a restructuring of the services was carried out by means of redeployment of existing staff and posts, in order to align the operational structures with the operational priorities of the DG. Two new units were created and two existing ones moved :</p> <ul style="list-style-type: none"> - a new "Horizontal and thematic" unit was created within Directorate B ; - the "Events" unit in Directorate C was split in to two entities: the "Events and exhibitions" unit and the "Information campaign" unit; - the "House of European history" unit was placed under the responsibility of Directorate C - Relations with Citizens; - the "Public Opinion Monitoring" unit was placed under the responsibility of the Director General; - the European Union Visitors programme unit (EUVP) was placed under the responsibility of the Director General.
DG INLO	<p>To meet the challenges and demands of a growing and ageing buildings stock, the Directorate for Infrastructure was split on 1 April 2012 into two</p>

DG	Restructuring and modernisation
	<p>separate directorates: one responsible for building project management (with the subsequent creation of a unit specifically for Strasbourg building projects) and the other for building management and maintenance.</p> <p>Following the creation of the new Resources Directorate for centrally handling issues relating to human resources, finance, procurement procedures, IT management and EMAS service, central support units were set up: a unit responsible for budgetary planning, monitoring and control, a unit responsible for contracts and procurement procedures in the DG, and a general coordination unit. In July 2012, in addition, a computing and IT services unit was set up.</p>
DG TRAD	<p>Following the creation of the new Resources Directorate, existing structures were reorganised and the new Directorate C now comprises four units, i.e. Human Resources Unit (HR Unit), Financial Resources Management and Controls Unit (FRMC Unit), Training and Traineeships Unit (TTU) and the Information Technology and IT Support Unit (ITS Unit). The objective of these changes was to ensure a harmonised approach to resource management throughout the DG and to align the structure to that in other DGs.</p> <p>In addition, a new Editing Unit was created, contributing to further efficiency improvements by increasing the quality of the source texts to be translated by all the language units.</p>
DG INTE	<p>Following the creation of the new Resources Directorate, recruitment of staff to fill the various posts in the newly created units within the Directorate was almost completed by the end of the year.</p> <p>An E-learning Unit was created in August 2012 in the Directorate for Organisation and Planning, with the aim to maximise the provision of skilled interpreters in all working languages to support the efforts of the DG in the context of succession planning and recruitment.</p>
DG ITEC	<p>The setting up of the Resources Directorate in late 2011 led to the creation of four units within the directorate, whose heads were appointed in 2012. The units drew on existing resources without any staff increases.</p> <p>At its meeting of 2 July 2012, the Bureau decided to internalise a number of ICT activities carried out by external service providers. As a result of this budget-neutral measure, 60 permanent posts will be created in 2013 and 2014.</p> <p>The establishment of the Design and Development Unit in the middle of the year made it possible to improve planning, preliminary project assessment and IT programme management.</p>

84. How do Parliament's staff members document their working hours?

EP staff members do not register their working time, with the exception being those who work under special schemes, such as conference interpreters. However, it is one of management's responsibilities to supervise the respect of working hours.

85. How do they document their overtime?

Staff members must obtain prior supervisory approval to work more than their regular work schedule. Overtime (i.e overtime hours worked, compensatory leaves and/or overtime hours paid) is managed through the EP Human Resource IT application (Streamline).

86. What is the average number of hours of overtime worked in 2012?

In 2012, 28 231 overtime hours were registered in Streamline. However, this only reflects those overtime hours which have been registered; most staff members do not register overtime as there is no flexitime system in Parliament.

87. How much compensatory time-off has been granted in average to Parliament's staff members?

According to the rules in force and with the supervisor's approval, a staff member may request to receive compensatory time-off or overtime payment. In 2012, 16 939 hours were granted in compensatory leave and 11 292 overtime hours were paid in the EP.

88. What measures is Parliament taking to ensure that overtime is kept to a minimum?

Parliament has established appropriate working arrangements for certain services in order to better manage the increased workload.

In addition, guidance is given to DGs each year in order to reduce overtime and when this is not possible, it is proposed to give priority to grant compensatory time-off.

89. Could the Parliament indicate its post assigned to the task of 'policy coordination' and administrative support as the Commission does in its annual staff screening reports? What is its percentage of 'policy coordination' and administrative support in relation to the overall number of posts?

In 2012 the 154 different types of jobs performed in the EP Secretariat were classified among nine occupational categories.

The breakdown of the existing posts by occupational category in the General Secretariat (occupied by officials or temporary staff) was identified at the end of 2012 and published in Parliament's annual "Social Report" as follows:

Occupational category	Breakdown¹³
Language assistance	23.8%
Administration	18.5%
Parliamentary assistance	17.2%
Management	11.4%
Communication	8.7%
Physical and logistical assistance	7.5%
Finance	6.6%
Information technology	5.2%
Legal Assistance	1.3%

The 'parliamentary assistance' category brings together all the occupations which involve providing direct support for Members' legislative work, including the lawyer-linguists. Please note that the above figures do not include data relevant to staff working in the political groups or as Members' accredited parliamentary assistants.

90. How much staff is allocated to the medical service in Luxembourg, Strasbourg and Brussels? How many are doctors and how many are nurses?

At the end of 2012, the staff allocated to the medical service was the following:

MEDICAL SERVICE	Doctor	Nurse	Other	TOTAL
BRUSSELS	7	9	11	27
LUXEMBOURG	3	7	9	19

¹³ Percentage values rounded up or down to the nearest decimal place.

91. We would appreciate a comprehensive overview of staff on sick leave during 2011 and 2012 broken down by the number of staff members that were in sick leaves and by how many days they were on sick leave? Could you indicate the two Directorate Generals where the most days of sick leave occurred?

	Sick leave days	Persons in sick leave
2012	74.901	4.467
2011	75.436	4.309

*These figures cover: Probationary Official; Official; Temporary Servants and Contractual

The two DGs with the highest ratio sick leave days/staff were in 2011: DG INL.O and DG PERS and in 2012 DG FINS and DG PERS

92. How many days of sick leave only concerned Mondays or Fridays in 2012?

In 2012, 2 002 days of sick leave concerned Mondays, 2 391 days concerned Fridays and 66 Mondays and Fridays.

Retirement of EP officials

93. How many staff by nationality retired in 2012? How has this number changed compared to 2011? What was the average retirement age and average length of service of staff leaving the service?

In 2012, 152 staff members retired compared to 132 in 2011. The breakdown by nationality is presented in the table below:

Nationality	No. in 2012
BE	30
DE	9
DK	10
EE	1
ES	13
FI	4
FR	18
GB	5
GR	5
IE	1
IT	20

LU	9
NL	11
PT	10
SE	6
TOTAL	152

The average retirement age was 59 and the average length of service of staff leaving the service was 30 years.

94. In how many cases did staff take early retirement without reduction of pension rights (Article 9(2) of Annex VIII to the SR) in 2012, broken down by DG, salary group and function? What was the average retirement age of Parliament officials who took early retirement in 2012?

In 2012, 13 staff members left under to the early retirement without reduction of pension rights scheme. The split by DG/ Function group is presented in the table below:

DG	AD	AST	TOTAL
COMM	1		1
INLO	1	2	3
PERS		2	2
PRES		1	1
TRAD	3	3	6
TOTAL	5	8	13

The average retirement age was 56.

95. How many Parliament officials aged between 50 and 55, 56 and 60, 61 and 65 and over 65 retired in 2012 and in how far has this number changed compared to 2011?

Age Span	2012	2011
50-55	21	12
56-60	34	38
61-65	85	80
65 +	12	2
TOTAL	152	132

96. How many officials in which functions and grades were retired in 2012 in the interest of service according to Article 50 of the Staff Regulations?

No official retired according to the scheme provided for under Article 50 of the Staff Regulations in 2012.

Retirement of Parliament officials due to invalidity

97. How many Parliament officials were granted early retirement due to invalidity in 2012 and in how far has this number changed compared to 2011?

22 Parliament officials were granted early retirement due to invalidity in 2012, compared to 5 in 2011.

98. How has the average age of Parliament officials granted early retirement due to invalidity changed until 2012?

The average age of Parliament officials who were granted early retirement due to invalidity was 54 in 2012, compared to 55 in 2011.

Training courses in 2012

99. What are the causes for the altered costs (EUR 2,490,000 EUR 3, 150,000) concerning the language courses in Luxemburg (DG Personnel)? Which languages were taught in these language courses? How many participants took part in these language courses? What is the basis for the cost increase?

It should be noted,, that the "altered costs" mentioned in the question are different from the real costs paid by the EP in 2011 and 2012 relating to the language courses in Luxembourg. See below an overview of the costs, the courses offered and the participants in the language courses.

Language courses Luxembourg				
	2011	2012	Difference 2011/2012	
Costs	683316.72	679114.80	-4201.92	-0.6%
Courses	170	166	-4	-2%
Participants	1,240	1,200	-40	-3%

The following table provides an overview about the languages taught in the European Parliament in 2011 and 2012:

Languages taught in EP	
2011	2012
DE	DE
EN	EN
ES	ES
FR	FR
IT	IT
NL	NL
PL	PL
SV	SV
EL	EL
HR	HR
IS	IS
TR	TR
RO	RO
HU	HU
LT	LV

100. How many Parliament staff enrolls for the language courses offered by the institutions? How many complete these courses? What are the figures for each language and each level?

Detailed statistics are presented in Annex 3.

Some additional remarks to the figures:

- Cancellations before a course begins are not included in the numbers of enrolments. The figure given for enrolments represents the number of participants at the beginning of the course
- "Attended" means that the participant was able to attend the course on enough occasions to comply with the internal rules, including the final test
- -"Retention rate" refers to all the participants who were able to attend the course in this sense as a proportion of the total number of enrolments. It does not always mean that they passed the final test.

101. Given Strasbourg, what steps are made to adapt the lessons to the needs of staff of the European Parliament? Is there a case to make the lessons more cost effective by having courses which are built around the need of many staff to attend Strasbourg?

- In Brussels, English and French courses are organised internally and only for Parliament staff. This is possible because it is only in these languages that we have sufficient demand to fill classes at all levels requested. These courses are not held during Strasbourg part-sessions, to enable staff to go on mission without missing the courses. Unfortunately, courses in other languages, being organised interinstitutionally, cannot be suspended during part-sessions because they are attended by many staff from other Institutions. The absences of Parliament staff are not recorded (i.e. they are not 'penalised' for being absent). Lastly, the teachers try to supply enough material to allow participants to catch up. There is a problem with the German courses; it is true that Parliament's demand is not sufficient by itself to fill the classes at every level, but we nonetheless aim to make this language available to Parliament staff by means of internal courses (i.e. making allowance for part-session weeks) in 2014.
- In Luxembourg, there is not a comparable need to interrupt courses in part-session weeks, as far more staff do not travel to the part-session. Moreover, in Luxembourg new IT tools in support of courses have been in operation since 2013 making course material available to participants.
- In Strasbourg, courses in languages for which there is strong demand are organised for staff based in Strasbourg. Staff on mission are of course not included. Nor would that be possible, because part-sessions are held only once a month.

Generally speaking, the addition, in 2014, of specific facilities for e-learning will increase the flexibility required by Parliament and its staff.

102. Of the Parliament staff enrolled for professional training courses offered by the institutions and which relate to specific skill-sets such as IT or financial management training, what percentage of staff enrolled carry out a professional function requiring these skillsets?

A list with all IT and financial management training courses is presented in Annex 4. Y est inclus également une liste des métiers des participants. Il faut préciser que les règles internes relatives à la formation exigent que les services approuvant les demandes de formation doivent s'assurer que ces formations sont toujours accordées dans l'intérêt du service. Ceci veut dire que les participants sont admis sur base du fait qu'ils ont besoin des compétences enseignées pour leur travail quotidien ou dans la perspective d'une évolution de carrière.

DG for Internal Policies and DG for External Policies

103. In 2012, how many hearings were cancelled and what were the costs incurred?

As far as DG EXPO is concerned, one planned hearing was cancelled in 2012. The cancellation did not cause any costs.

In 2012, two DG IPOL hearings were cancelled out of some 80 organised.

These hearings were "The impact of the EC task force on the reform process in Greece" (CONT) and "The EC as administrative authority" (CONT).

The costs incurred amounted to EUR 335 and EUR 200, respectively, due to non-refundable flight tickets.

Interparliamentary delegations

104. What were the total and average costs of interparliamentary delegations outside the EU in 2012?

The aforementioned total and average costs of interparliamentary delegations outside the EU in 2012 have been calculated on the following basis:

- The total costs including the mission costs of Members, parliamentary assistants and officials who took part in the delegations, the internal and external interpretation costs and miscellaneous costs incurred;
- The average cost based on the 53 interparliamentary delegations outside the EU which occurred in 2012.

Interparliamentary delegations outside the EU in 2012

Total costs	EUR 2 514 269
Average costs per delegation	EUR 47439

105. What was the maximum cost of an interparliamentary delegation outside the EU per day and per Member in 2012?

The aforementioned maximum costs of an interparliamentary delegation outside the EU in 2012 per day and per Member have been calculated on the following basis:

- The total costs of missions of Members include the travel costs, the different allowances reimbursed (daily and travel allowances), the accommodation costs and miscellaneous costs incurred directly by the Members;
- The number of Members considered for the calculation includes all Members who took part in the delegation (delegation chair, members of the delegation and accompanying members).
- The number of days considered include travelling time.

Delegation	Activity	Venue	Dates	Costs per day and per Member
MERCOSUR (DMER)	Working Group fact-finding visit to Paraguay	Asuncion (Paraguay)	16-18/07 2012	EUR 1 939 *

* Travel costs representing 88% of the total costs

106. How much were the average CO₂ emissions occasioned by an interparliamentary delegation outside the EU in 2012?

Mean CO₂ production per interparliamentary delegation outside the EU is between 100 and 200 tonnes, but can vary substantially and exceed this by a large amount depending on the destination and the number of Members and members of staff travelling.

Here are several examples of CO₂ production for certain delegations in 2012:

- For the MED delegation to Rabat in March 2012: approx. 80 tonnes of CO₂;
- For the ELEC delegation to Timor in July 2012: approx. 150 tonnes of CO₂;
- For the ACP delegation to Samoa in July 2012: approx. 300 tonnes of CO₂;
- For the ACP delegation to Paramaribo (Suriname) in November 2012: approx. 600 tonnes of CO₂.

Committee Delegations

107. What is the total and average annual cost of parliamentary committee delegations outside the EU?

The aforementioned total and average costs of committee delegations outside the EU in 2012 have been calculated on the following basis:

- The total costs including the mission costs of Members, parliamentary assistants and officials who took part in the delegations, the internal and external interpretation costs and miscellaneous costs incurred;
- The average cost based on the 49 committee delegations which occurred outside the EU in 2012.

Committee delegations outside the EU in 2012

Total costs	EUR 1 563 603
Average costs per committee delegation	EUR 31 910

108. What was the maximum cost of a committee delegation outside the EU per day and per Member in 2012?

The aforementioned maximum costs of a committee delegation outside the EU in 2012 per day and per Member have been calculated on the following basis:

- The total costs of missions of Members including the travel costs, the different allowances reimbursed (daily and travel allowances), the accommodation costs and miscellaneous costs incurred directly by the Members;
- The number of Members considered for the calculation including all Members who took part in the delegation (committee chair, members of the committee and accompanying members).
- The number of days considered including travelling time.

Committee	Activity	Venue	Dates	Costs per day and per Member
ECON	Hong Kong and Singapore	Hong Kong and Singapore	20-22 February 2012	EUR 1 798 *

* Travel costs representing **81 %** of the total costs

109. How much were the average CO₂ emissions occasioned by a committee delegation outside the EU in 2012?

Mean CO₂ production per parliamentary committee delegation outside the EU ranges between 50 and 100 tonnes, but may vary and exceed the upper figure given here, depending on the destination and the number of Members and members of staff travelling.

Here are several specific examples for 2012:

- For the delegation from the FEMM committee to Tunisia in October 2012: approx. 10 tonnes of CO₂;
- For the delegation from the ENVI committee to Hyderabad (India) in October 2012: approx. 60 tonnes of CO₂;
- For the delegation from the LIBE committee to Washington in March 2012: approx. 120 tonnes of CO₂.

Legal Service (LS)

110. Could the secretary list the highest three items concerning external lawyer's fees? What were the purposes of these costs?

The three highest-value invoices paid from the Legal Service budget line for external legal advice in 2012 were as follows:

- (1) Invoice dated 17 August 2012 in the sum of EUR 36,852.26 for work carried out in June 2012 on various faults found in the buildings at Strasbourg;
- (2) Invoice dated 18 April 2012 in the sum of EUR 43,325.97 for work carried out in February 2012 on various faults found in the buildings at Strasbourg;
- (3) Invoice dated 17 August 2012 in the sum of EUR 71,014.32 work carried out in May 2012 on the acquisition of the TREBEL building at Brussels.

Such invoices generally cover all the activities undertaken by the firm in question over a given period such as a calendar month, which can include work by several different lawyers, such as preparation for and participation in meetings, drafting documents etc.

DG INNOVATION AND TECHNOLOGICAL SUPPORT (DG ITEC)

111. Does the Parliament negotiate with telecom companies about special conditions for the European Parliament, in order to further decrease costs? If yes, could you please specify the current status quo of these negotiations?

Phone call charges have decreased during 2012 in general for all kind of consumers in the European Union. Moreover, Parliament has obtained special conditions from telecom companies in grouping its needs with the other Institutions. The current inter-institutional contract for mobile services secures very favourable arrangements, such as:

- no roaming fees between Belgium and Luxembourg for mobile phones,
- free calls between mobile phones within the EP's fleet,
- free calls between mobile phones of the EP's fleet and the fleet of other institutions,
- free calls from mobiles phones to the EP offices' fixed phones in Brussels, Luxembourg and Strasbourg.

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112. What are the costs of the new phones, printers and computers?

Most recent purchase prices for IT/telecommunication equipment (net of VAT)	
Cisco 8945 phones	163.13
Samsung SL-M4020 ND printers	164.70
Dell Optiplex 7010 DT desktops	326.83
Fujitsu Lifebook S752 notebooks	451.31

113. What are the statistics on the number of proprietary/open source applications used in the EP IT infrastructure in 2012?

Number of proprietary and open-source applications		
Open-source	372	61%
Proprietary	236	39%
Total	608	100%

NB. Situation as of 12/2013. Estimated share in 2012 is 60%/40%.

114. The company BlueCoat which is listed in the parliament ICT infrastructure schematic as a provider of network OS and hardware has been implicated in a series of cases relating to government sponsored malware. The company has demonstrably assisted non-democratic governments track down and hurt democracy advocates and individuals. Has the Administration taken measures for migrating from that architecture in order to allow European tax payers money and the reputation of the European Parliament not to be put at stake by affiliating them with such commercial actors?

There is no direct contract with Bluecoat. DG ITEC follows the regulation on call for tenders and also follows the results as requested under the financial regulation. Any decision avoiding the use of specific companies in the central exclusion database as specified under the financial regulation will be implemented. Bluecoat is currently not on the existing list.

115. Is DG ITEC undertaking measures to ensure that Members who choose to use non-Microsoft solutions in their desktops or laptops are not deprived of functionality, for instance by ensuring that Mozilla Firefox (which is default installed on Member's workstations as of the Windows 7 migration) becomes compatible with the EP intranet?

The EP intranet is compatible with all major browsers by design and it is also tested with them. In fact, most of the edition works are done using Mozilla Firefox.

116. What is the formal, written procurement policy for ICT?

DG ITEC has a rolling portfolio of framework contracts renewed periodically according to the Financial Regulation in order to continuously be in a position to purchase supplies and services related to the whole portfolio of activities of the Directorate General. The vast majority of these contracts are the result of open procurement procedures either managed directly by DG ITEC or inter-institutional procedures led by another Institution, mainly by the European Commission. In this context, DG ITEC follows strictly the orientations of the Public Procurement Forum of the EP.

117. What kind of dependencies on proprietary standards were in the Parliament's ICT Infrastructure in 2012 and what are the main changes since?

Exchanging electronic information and documents with externals has no dependencies (for example XML, , HTML, email and PDF). Some constraints were previously present for the users (for example MWM streaming). Projects have been launched to improve the user experience in this context and to analyse the possibility to use a non-proprietary format for web streaming. Internally dependencies are based on choices made in the implementation of both vendor specific and open source solutions. Connections between different internal solutions are using standard protocols in order to reduce any dependency as much as possible.

118. Which single-vendor dependencies can be identified in the European Parliament ICT infrastructure, and what roadmap is in place for removing such dependencies on all levels of the infrastructure? In light of the Coswin maintenance and development tender by DG DIGIT, how is DG ITEC working to ensure that this roadmap is respected by the ICT procurement of the institutions?

In addition to the elements provided in the reply to question 117, it must be noted that DG ITEC strategy is to continuously evaluate the vendors in order to use the best technology for the Parliament. This includes looking for open source solutions whenever possible.

The list of vendors currently used in the ICT infrastructure is provided in Annex 5.

119. To what extent can citizens interact with the institution without resorting to closed or proprietary standards? What are the barriers to providing a qualitatively equivalent citizen interaction based on open standards, and what is the roadmap for removal of such barriers, including time frame, technical measures?

See answer to question 115 and 117

120. What has the Parliament done to ensure that MEPs and staff can communicate in such a way that communications are not tapped or even altered while in the course of transmission or in storage and that those who attempt or succeed with such tapping or alteration are identified?

All access to the Parliament is using encryption as HTTPS. It does not prevent attacks and the Parliament has additional different countermeasures to protect the infrastructure. DG ITEC has procedures in place concerning IT security to protect against threats and vulnerabilities. Encryption is used internally to protect the internal access and communication. Access rights to different sources (including storage) are granted on the basis of users/roles/organisation in accordance with the business needs.

121. Which constraints exist for DG ITEC to disclose to MEPs and staff who is responsible for tapping or alteration attempts of their communications? Could DG ITEC provide a list of malware/viruses that have been detected in the Parliament's systems or those of its contractors?

The constraints are related to treatment of Personal Data (Regulation (EC) No 45/2001) as well as global security measures in order to protect the institution. The total number of malware/viruses detected and stopped from infecting IT systems of the European Parliament was more than 12,000 divided into more than 1,200 individual viruses.

DG TRANSLATION (DG TRAD) AND DG INTERPRETATION AND CONFERENCES (DG INTE)

122. What is the average cost of an amendment for plenary?

Regarding translation costs, a total of 10 166 AM documents for plenary (*AM document may contain one or several amendments in different languages*) were submitted for translation in 2012. The average size of these documents was 4.17 pages, resulting in an average cost of EUR 252 per amendment document. This calculation takes into account the 50% re-use rate of AM documents (*average number of pages X 50% X average price per page (EUR 121¹⁴)*). There is no sufficient statistical data available to estimate the translation cost of one single amendment.

The application AT4AM is still not used for all amendments, therefore an average cost of maintenance of the AT4AM application is not possible to be established in this phase.

In relation to staff involved, there are no indicators available to calculate the average cost of an amendment.

¹⁴ Average price per page including overheads in 2012.

Questions not strictly relate to the 2012 EP budget

123. *What is your assessment of the internalisation process of the security and accreditation services as well as the IT personnel? What savings to the EP budget are envisaged as a result of this large-scale internalisation?*

As regards security services, the accreditation services were fully internalised in October 2012, with the process for the internalisation of the security guards starting in September 2013.

Thanks to the internalisation process, Parliament's security services as a whole are gaining in professionalism, quality and efficiency in terms of the services offered to Members, staff and visitors. The staff recruited is dedicated to their tasks, attentive and proud of their work. The savings are detailed in the answers to questions 127 and 130. Moreover, it is worth noting that savings already made by the institution and budgets planned for 2014 and 2015 follow the trend as detailed in the Action Plan adopted by the Bureau in June 2012.

In relation to the internalisation process pertaining to IT personnel, adopted by the Bureau on 2 July 2012, it involves complementing DG ITEC's staff with 60 posts, 30 of which were authorised in 2013 and an additional 30 to be authorised in 2014¹⁵. To balance this increase, it is foreseen that some 133 intra-muros external contractors will leave the EP's premises. The recruitment effort in 2013 has allowed for 16 of these new positions to be filled, mostly through internal mobility in DG ITEC or the EP or interinstitutional mobility. The recruiting effort is being continued although difficulties exist in finding appropriate candidates for these highly specialised posts. The requirements for appropriate reserve lists of candidates have been communicated to EPSO and DG ITEC participates actively in the definition and implementation of the regulatory recruitment competitions. It appears that it will take some time until suitable EPSO reserve lists will be available in the year 2014 and beyond. Since the adoption of this internalisation plan in mid-2012, the number of external contractors working intra-muros for DG ITEC has decreased by 6 %.

From the financial viewpoint, the adoption of this internalisation plan has been coupled with a cut of EUR 936 000 in DG ITEC's budget for 2013 and a further cut of EUR 1 872 000 in DG ITEC's budget for 2014. This last reduction has also been applied to DG ITEC's draft budget for 2015.

DG ITEC is in the process of replacing the times and means contracts with permanent staff and fixed price contracts. With fixed price contracts the deliverables are clearly defined for a fixed price to be produced by a specific date by the service provider. These contracts are better value for money for the European Parliament, as they include guarantees on the quality of the product and its specifications to be delivered to the European Parliament. DG ITEC will further enhance its internal organisation to adapt to the fixed price contracts approach which is planned to be fully implemented by the end of 2014.

¹⁵ The cost of each tranche of 30 staff members was estimated at EUR 935 912.

124. How high is the pension that the President of the European Parliament will receive after his end of term?

There is no special pension scheme for the President. The rules applicable to the pension of the President are the same as for other Members of the European Parliament.

125. In how far do the President's pension rights differ from the pension rights of other Members of the European Parliament?

They do not differ.

126. Does the President receive a special transitional allowance after his end of term?

No. The entitlements are the same as for any other Members of the European Parliament.

DG PRESIDENCY (DG PRES)

127. In 2012 the decision was taken to internalise the security. Can the Administration provide an insight on how the costs of internalisation will develop over the following 5 years?

Based on the action plan approved by the Bureau on 11 June 2012, over the period 2013-2016, the internalisation process for internal security services should generate savings of more than EUR 11 million, and from 2016 onwards savings of EUR 5.7 million per year.

128. Can the Secretary General provide preliminary information on the New Global Security Concept which is to be drawn up by the end of 2013? What are the major principles and priorities of this new concept? Are first cost estimates available? What would be the costs/savings to the EP budget?

The New Global Security Concept is based on five main lines of action:

- 1) Improvement of the EP security culture;
- 2) Daily use of security risk assessment methodology, with a cross-cutting approach for the management of administrative procedures and an improved exchange of information with relevant security correspondents;
- 3) Security and accessibility within the establishment of different levels of access to EP building and premises;
- 4) Internalisation and professionalization based on the principle that management and control functions in security tasks should be exclusively exercised by EP staff;
- 5) Enhanced cooperation with national authorities.

In the context of the New Global Security Concept approved by the Bureau on 6 July 2011, no costs or economy was envisaged other than those relating to internalisation (see previous answer). The aim was rather to raise the level of professionalism in the security services and

to increase the level of security. Not all of the components have yet been decided upon and therefore the related costs cannot be estimated, for example the Bureau decided to postpone until after the elections the decision on the different levels of access to the buildings (security zoning) – see next question.

129. *It was the EP administration's intention to implement changes in order to enhance Parliament's internal security. To this end, the buildings in Brussels were supposed to be divided in five access zones (zoning) and other measures would be introduced. The project's costs were estimated at EUR 2.8 million. What is the state of play of the project? Will the project be implemented? What have been the costs so far incurred to the EP budget?*

The question concerns the Zoning project, which is one of the five principles of "New Global Security Concept". The SG has submitted a plan of the Zoning to the Bureau in beginning of 2013. The Bureau postponed the project to a date to be determined after the elections in 2014. The estimate of the cost for this project was 2.8 million for the only DG PRES. No budget has been allocated for it and no legal or budgetary commitment has been prepared.

130. *How does the service contract for general security service about EUR 94 million fit to the plan to internalize the security services?*

The amount of EUR 94 million is related to the costs indicated in the planning of tenders (page 23 of the 2012 Annual Activity Report of DG PRES) for security services in Brussels for the period April 2012 to April 2017. The budgetary costs of services assigned to external companies will decrease gradually during the implementation process for internalisation as indicated in the Action Plan approved by the Bureau in June 2012 and should produce savings estimated at more than EUR 11 million for the period 2013 to 2016 and from 2016 onwards these savings are estimated at EUR 5.7 million per year (see question 127).

House of European History

131. *The Commission was due to communicate before the end of the summer 2013 its contribution to the running costs of the House of European History in Brussels. Could you please let us know which will be this contribution yearly or has the Commission reconsider to participate on the set-up costs of the project?*

Honouring its earlier commitment, the European Commission has included in its 2014 draft budget the new article 16 03 04 'House of European History' with EUR 800 000 in commitment appropriations, assigned to Heading 3 of the multiannual financial framework. This amount corresponds to 30 % of the running costs for that year, as calculated and requested by Parliament and is also intended to cover the expenditure allowing a seventh opening day every week. The proposed amount was approved during the budget procedure. Co-financing from the Commission has thus been secured.

Canteens and restaurants

132. *How is the preparation for the establishment of competitive catering facilities within the buildings of the European Parliament progressing?*

The responsible service has launched expert studies on the establishment of competitive catering facilities within the buildings of the European Parliament and the preparation of future call for tender procedures. Close attention is being paid to ensuring that catering facilities in new building projects and renovation projects can be operated independently. A comprehensive answer to this question was provided to the relevant Committee in the follow-up information to the 2011 discharge provided by the Secretary General.

133. *What has been the financial impact of the new 2013 opening hours from of the EP cafeterias/bars? What impact does it have on working-time and organization of work of the personnel concerned, especially during the closure periods?*

The new opening hours came into force by the end of August 2013. After just three months it is still too early to give a full account of the impact that this measure has had in financial terms. However, it can generally be observed that the results have clearly improved in comparison with those of 2012.

The impact on working time is rather limited and organisation of the work of the permanent staff during closure periods has not changed. However, the need for additional interim staff has been reduced.

134. In Annex 2 to the secretariat general's replies, guidelines for modernisation of the catering services are outlined, to be implemented in the new mandate. In this document the catering services in Strasbourg are not mentioned. Which measures do the secretariat general intends to take towards Strasbourg? Also, which measures will be taken before the new mandate towards the catering services in Strasbourg, as the current services are overcrowded and of perceived lower quality than in Brussels?

Measures in Strasbourg will focus primarily on the self-service restaurant in the LOW building, as well as the restaurant and the bar in the WIC building. In addition, in line with the new strategy additional catering options (to-go/take-away) will be made available in the LOW building during the first semester 2014.

Buildings

135. Could you please provide us with a detailed explanation of the current situation of the KAD building in Luxembourg?

Please see answer to question 60.

Transport costs

136. The actual contract with the Travel Agency expires on 31st December 2013. We know that the new tender has been prepared. Has the public tender been launched? Number of bids and from which countries the candidate agencies come from?

The interinstitutional tender has been finalised, and the contract issued for a period of two years was signed on 4 December 2013 with BCD Travel N.V. Only one other offer was received. The headquarters of both tenderers are situated in the Netherlands.

LEGAL SERVICE (LS)

137. Recently Parliament appointed a new head of its legal service. What are the legal standards for the post and what are the legal qualifications of the successful applicant?

The legal standards required were as follows:

- to hold the grade stipulated in the vacancy notice or be eligible for promotion (at least two years' seniority in grade AD14)
- to have completed law studies,
- to prove a significant experience in EU law and an excellent knowledge of EP rules including legislative procedures.

The legal qualifications of the successful candidate meet all the above requirements, as decided by the Appointing Authority.

DG PERSONAL (DG PERS)

138. *Recently a post was opened and published for a temporary member of staff as advisor to the deputy SG. Why is this only on a temporary base and could this post not be filled through internal recruitment?*

This post could not be filled through internal recruitment because it is a temporary post and not a permanent one. It can only be filled after an external competition.

139. *Recently the European Court of Justice ruled on and in a dispute between the Union's and the EP about the way the last elections of staff representatives was conducted and ordered the EP to pay the total cost of the procedure, being around 150.000 Euro including the lawyers' fees of the Union's; From which budget line will this amount be paid or will this be covered by an insurance? If so which insurance taken out by who?*

The budget line in question is sub-item 2320-01, which covers damages and costs arising from adverse judgements. The uncertainty inherent in legal proceedings makes the extent of damages and costs difficult to predict. Similar to the practice of other Institutions, such as the European Commission and the Council, there is no insurance against adverse judgements. The total costs in this case have not been finally settled, but will cover two exchanges of pleadings, observations on statements in intervention and a hearing of some two hours' length. In the meantime a claim has been received for a very much lower sum than the figure quoted, which the Parliament will seek to have reduced.

DG TRANSLATION (DG TRAD) AND DG INTERPRETATION AND CONFERENCES (DG INTE)

140. *How was the new possibility of interpretation on demand used by MEPs? Are there any plans to extend or improve this service?*

The IAP service is available in Brussels and Strasbourg for EP Vice-Presidents, Quaestors, Committee chair-persons, political group coordinators, rapporteurs, shadow rapporteurs, rapporteurs of opinions and shadow rapporteurs of opinions in all EU official languages except Maltese and Gaelic.

The implementation of the decision of the Bureau (December 2011) concerning a resource-efficient multilingualism has been one of the focal points for DG INTE, and in this context the utilisation of IAP services has been very useful.

During 2012-2013 it has provided a number of hours for bilateral and shadow meetings for the entitled MEPs when interpretation with booths (SIM) was not possible, whilst at the same time *smoothing* the consequences of restrictions concerning the number of meetings in parallel to be provided by DG INTE. This has contributed to an increase in the coverage of

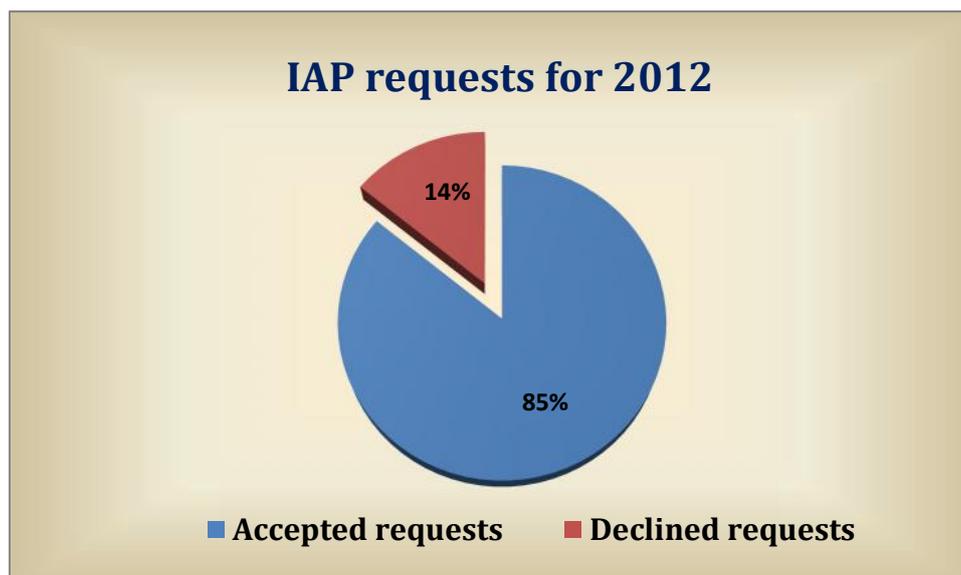
meetings and as a result, an increase in the satisfaction of MEPs' demands for interpretation. This has been done in full respect of the Bureau's Decision.

Furthermore, the IAP service became a very useful tool of communication in the framework of the institutional and legislative cooperation between each E.U. Council Presidency and MEPs having an institutional (EP Vice-Presidents, Committee chairpersons, political group coordinators) or legislative role (rapporteurs, shadow rapporteurs, rapporteurs of opinions and shadow rapporteurs).

Year 2012

	2012	%
Weeks with parliamentary activity:	38	
Received requests:	236	100%
Accepted requests:	201	85,17%
Declined requests:	35	14,83%
Requests per week of parliamentary activity:	6,21	

Language Combination	Absolute figures for total addressed requests
IT/EN	72
ES/EN	27
FR/EN	24
DE/EN	18
HU/EN	16
EL/EN	11
DE/ES	10
PL/EN	9
FR/DE	6
FR/ES	6
IT/DE	6
HU/FR	5
EL/FR	4
RO/EN	2
CZ/EN	2
ET/EN	2
IT/ES	2
Divers	12



IAP service has ensured quality interpretation for all the entitled MEPs. Demands for services have grown significantly and the target group of requesters has expanded. The requests usually cover bilateral meetings, shadow meetings such as preparatory meetings for Trialogues and meetings with representatives of the Council's Presidency. For the IAP meetings, the close cooperation and coordination with other operational services of DG INTE is of vital importance.

IAP team keeps regular contacts with the MEPs offices as well as the interpreters. In addition, the final IAP form (delivered at the end of the meetings) is a useful source of information for the specifics of the meetings and it includes an important section for recommendations by the interpreters. Every concern is discussed, evaluated and transmitted for information to the ACI-Recruitment HoU.

Overall, the IAP service is requested and considered as very useful by MEPs for the quality of the service. Interpreters are also pleased by the organisational aspects and the fact that documents are provided before the meetings.

Based on the above-mentioned results, the ACI Recruitment Unit aims to further strengthen the IAP service and ensure its successful continuity. This is clearly stated in the Objectives of DG INTE for 2014 as nr. IV.2.8 : "*....Continuer la mise à disposition d'interprétation pour le Président et les Membres individuels dans le cadre des compétences du guichet IAP/Président du PE....*" (Source: extract from the original document)

The respect of the IAP Rules by all stakeholders is of vital importance. Therefore the service will continue to evaluate modalities and provide suggestions aiming:

- a) to further improve the procedure by clarifying the IAP Rules,
- b) to increase awareness among MEPs for the eligibility criteria and the benefits of the service,
- c) to suggest to the Secretary-General widening entitlements to a limited extent by including Inter-parliamentary Delegations Chairs.