

2016 Discharge

WRITTEN QUESTIONS TO THE EUROPEAN EXTERNAL ACTION SERVICE

Hearing of 18 January 2018

Follow-up to the discharge 2015

1. What measures have been taken in order to improve the security of staff in delegations?
What were the additional expenses for security in 2016?

The budgetary 'Security Package' adopted in the autumn of 2016 amounted to approximately € 10 million in total, covering the budgetary years 2016 and 2017. The progress and achievements made relate to security in EU Delegations and security improvements in infrastructure and communications.

The main achievement in 2016 and 2017 has been the recruitment and deployment of 20 additional regional security officers (RSOs) to EU Delegations, and four RSO floaters based at EEAS HQ, thus increasing the security expertise and presence on the ground in EU Delegations by approximately 70%.

Furthermore, additional security equipment has been purchased for the protection of EU staff such as armoured vehicles and spare parts, and personal protective equipment. Investments were made and works are ongoing for the enhancement of multiple radio networks. In addition, security training took place in order to increasing the security awareness of staff including: Hostile Environment Awareness Training (HEAT); two new security e-learning courses "Basic Security Awareness (BASE)" and "Security Awareness in Fragile Environments (SAFE)" were deployed (with more than 90% of expatriate staff now having completed BASE e-learning courses) and finally 'Security Management Training' events for security teams in Delegations were increased in 2017 from four to six events.

Regarding infrastructure improvements, works and other security projects were carried out in several EU Delegations as well as the installation of Secure Speech Rooms, and the deployment of secure voice devices.

2. What progress has been done with regards to improving the procurement procedures in delegations, in particular with regards to low-value, following up on the observations in the ECA annual report 2015?

For the 27 EU Delegations supported by Regional Centre Europe, dedicated assistance is available on demand for low and middle-value contracts consisting in templates of tender documents, verification of awarding procedure and support to contract management.

The training of Head of Administrations and local agents continued either via the annual seminar for Heads of Administration and via separate or regional trainings. Support from the services in HQ was also provided to the Delegations on an ad-hoc basis.

Templates of tender documents specific to low and middle-value contracts are also being developed and appropriate training will be provided. In addition, two training courses specifically dedicated to low and middle-value contracts were organised in November 2017 for the 27 EU Delegations covered by the Regional Centre Europe.

An e-learning module on low and middle-value contracts is being developed and will be available to users, including EU Delegations, from early 2018.

3. In the discharge procedure for the budget year 2015, it was noted that the EEAS's activities are financed from 33 different budget lines. Has any simplification taken place in that regard and if so, please provide us with examples. Please indicate how much is contributed from each separate budget line and what it finances.

As indicated in the replies to the 2015 discharge procedure, a major simplification was introduced in 2015 as the appropriations relating to the Commissions share of "common costs" in European Union delegations were transferred from Heading IV and V of the Commissions budget to the administrative budget of the EEAS. This transfer, together with an agreement under which the European Development Fund (EDF) contributes a fixed amount (per member of EDF staff) for such costs directly to the EEAS budget, means that these "common" costs are now financed uniquely from the EEAS' own budget lines. As a result, complicated cost sharing arrangements are no longer necessary. This has greatly simplified the management of such costs in delegations. The agreement with the EDF also covers the Trust Funds and its effect therefore increases with each new trust, since without them being covered by the agreement each new trust fund would have had to be managed according to the old complex and difficult key-based system.

The remaining contribution from the Commission to the currently (in 2017) 34 lines finance direct costs (costs directly attributable to a particular staff member) for Commission, EDF and Trust Fund staff in delegations; examples are salaries, missions, and training. The increase compared to last year's 33 lines is an unavoidable consequence of the fact that the Commission has decided to finance its staff in the EEAS' delegations from one additional budget line compared to the previous year.

It should be noted that simplification did not aim for a reduction of the number of budget lines but the abolition of a complicated, key-based pro-rata split of common costs between EEAS and Commission lines, and in this respect it was a resounding success.

It should further be underlined that the contribution is monitored constantly and availabilities are continuously checked against needs. Table 1 in the annex displays the most recent state (15/11/17) of the contribution amounts by contributing line.

Budget

4. Please provide us in percentages, how much of the EEAS's budget is allocated to:
 - a. Administrative costs,
 - b. Over-head costs,
 - c. Operational costs,
 - d. Staff remuneration,
 - e. Staff entitlements/benefits,
 - f. Paid leave.

a) 100% as the entire EEAS budget constitutes administrative appropriations, as it falls under Heading V of the MFF.

b) The term "overhead" is defined in a business context (all costs on the income statement except for direct labour, direct materials, and direct expenses). This definition is not applicable in the context of an administrative budget.

c) 0% as the Operational appropriations are only present in the Commission's section of the budget.

d) + e) The EEAS employs the Common Nomenclature for its classification of expenditure which overlaps with these questions. "Remuneration of statutory and external staff" (which includes both salaries and benefits) correspond to 51,1% of the EEAS' budget.

f) Paid leave is an integrated part of the salary expenditure and is not isolated in the budget systems.

5. With reference to the Annual Accounts of the EEAS (p.27), why were the contingent liabilities relate to actions for damages currently being brought against the EEAS, other legal disputes and the estimated legal costs in 2016 (in total kEUR 491) around 60% higher than in 2015 (in total kEUR 305)?

The increase of the estimated amount for contingent liabilities between 2015 and 2016 is mainly due to new cases of contractual disputes with some local agents in the EU Delegation's network.

It is worth recalling that, in the framework of the application of the accrual accounting, each Institution should assess the cases to be considered as contingent liabilities according to the International Accounting Standard in application to the Public Sector (IPSAS). Nevertheless the recognition of such amounts in the accounts does not imply the recognition of an obligation for our budget, but just a prudential evaluation of possible, but not confirmed, future outflow of financial resources.

Moreover experience shows that only a minor part of the contingent liabilities recognized in the past in our accounts became real obligations for the Institution even after that a Court Ruling or Administrative Decision was taken.

Staff/human resources

6. What recent changes were there regarding the human resources policy of the EEAS?

The EEAS is progressively reviewing, adjusting and improving its HR policy including its procedures, working methods and structure, with a view to optimising its functioning.

Throughout 2016 and 2017 the EEAS implemented a number of new HR policies in order to reflect the objectives of the Human Resources Directorate to optimise staffing allocations, rebalance resources between the EEAS Headquarters and Delegations, introduce flexible staffing measures in order to meet urgent political priorities and cooperate more closely with the Commission on resource management in delegations.

Working group of the network of delegations

In May 2016 the EEAS established the Working Group on the Network of Delegations comprising representatives of geographic and thematic Managing Directorates as well as relevant horizontal EEAS services in order to develop a more strategic approach to staffing in delegations and adjustments to the delegations' network in the medium to long term (2 to 5 years).

Following this, in 2017, an annual review mechanism was set up to systematically review the resources and the scope of the network of delegations

Modernisation of EU Institutions – Article 42c) of the Staff Regulations

In order to take into account the constant need to innovate and modernise the EU Institutions, in 2016 the EEAS launched its first call for expression of interest to identify two officials to be placed on leave in the interests of the service. Article 42c of the Staff Regulations (SR), foresees that the Appointing Authority can place officials on leave in the interests of the service "for organisational needs linked to the acquisition of new competences within the institutions". As a result, the EEAS identified 2 officials in 2016.

Local Agents

In 2016, EEAS HR started informal consultations with the Commission services to modernise and improve the Framework Rules and related social security schemes for Local Agents in Delegations. Substantial progress was made in 2017: main texts were adopted in inter-service consultation and social dialogue with Trade Unions (Commission to be followed by EEAS) is ongoing.

Local agents are employed under local law while also benefitting from the EU Framework Rules setting minimum conditions of employment in all Delegations. These rules have not been updated for over 27 years. The EEAS and the Commission are working to modernise and improve these rules to better reflect the new EEAS dimension and EU priorities. The reform also aims at responding to our local agent colleagues' recurring demands for improved careers, better post-employment benefits, better medical cover, and clearer rules. This reform will create substantial benefits (i) for the local agents, and (ii) for their management by Delegations and in HQ.

7. Could you please provide a table of all human resources in delegations and headquarters broken down by nationality, gender and grade?

EEAS staff categories by nationality

The EEAS does not apply quotas or recruitment policies based on nationality; however, the geographical balance is followed closely. Overall, almost each EU nationality could be found in every staff category, with just 4 exceptions: there were no Contract Agents at the EEAS from Luxembourg, Malta, Estonia and Denmark. There were also differences in the representation of nationalities. Table 2 in the annex illustrates the distribution of staff by nationality per category of staff on 31.12.2016.

EEAS staff by category and gender

In December 2016, 47.7 % of EEAS staff were women (including Officials, Temporary Agents, Contract Agents, Local Agents and SNEs). Although the overall gender distribution was close to equal, imbalances existed in numbers per category of staff and per grade. At that date, women represented 33% of all AD staff (Officials + Temporary Agents), 68.2% in the AST category and 61% in the Contract Agents category (please refer to table 3).

EEAS staff by grade and gender

67% of the AD posts were held by men; 65.5% in Headquarters and 70% in Delegations. In the grades AD5 – AD9 the posts were almost equality distributed between men and women and women outnumbered men in AD5 positions with 57% of the AD5 positions being held by women. Nevertheless in higher grades the difference between genders still existed as women represented 26.9% of the EEAS AD staff in grades 10 and above (please see table 4).

Gender distribution among AST staff was in reverse proportion to the AD staff as majority of ASTs were women, with 69.5% of women posts in Headquarters and 62% in delegations. Women were best represented in AST grades 1-8, however, the higher grades 10 and 11 were dominated by men (please see table 5).

Overall, 60% of the Contract Agent posts were held by women. However, gender distribution was influenced by the grade and location. Men dominated in the function group IV (65%) which is AD equivalent, whereas women strongly dominated in the function group II (91%) which is the equivalent to secretary level. Equality between the genders was reached in the function groups I (e.g. ushers) and III (e.g. legal assistants) (please see table 6).

For the total number of staff per category (AD, AST and CA) please see table 7.

8. How many EU ambassadors/ heads of delegations were in office in 2016, and of which nationalities?

The chart below demonstrates Heads of Delegations by nationality. All Member States were represented in the Heads of Delegation positions except Cyprus, Malta and Slovakia. In total, 136 Ambassadors were in office in December 2016.

	Head of Delegation		
	Officials	MSD	Total
Austria	4	1	5
Belgium	7	3	10
Bulgaria		1	1
Croatia		2	2
Cyprus			0
Czech Republic		2	2
Denmark	3	5	8
Estonia		2	2
Finland		3	3
France	8	7	15
Germany	7	3	10
Greece	3		3
Hungary	1	1	2
Ireland	5		5
Italy	9	4	13
Latvia		1	1
Lithuania		1	1
Luxembourg	1	1	2

Malta			0
Poland	2	3	5
Portugal	4	3	7
Romania	1	2	3
Slovakia			0
Slovenia		2	2
Spain	8	8	16
Sweden	2	1	3
The Netherlands	4	3	7
United Kingdom	5	3	8
Total	74	62	136

9. What progress was made in order to improve the gender balance, in particular in middle and senior management positions and in positions of head of delegations?

Whilst women remained underrepresented in management positions during 2016, the top positions of the High Representative and the Secretary General (SG) were both held by women after Helga Schmid assumed the role of the SG in 2016. Generally the gender balance improved slightly, but even if some level of positive discrimination was introduced when other selection criteria were equal, the pace of improvement was considered insufficient. This prompted Secretary General Helga Schmid to launch a Task force on Gender and Equal Opportunities to address the matter.

Middle & Senior Management

In 2016, women managers remaining highly underrepresented, occupying only 14% out of the 44 senior management posts and 25% out of 215 middle management posts (please see table 8).

Heads of Delegation

In 2016, a slight progress was made towards gender balance in Heads of Delegation positions as 28 out of 139 positions were filled with women. This is an increase by 2 positions (1.1%) compared to 2015.

10. What progress has there been in implementing the annual reduction of statutory staff? How does the staff reduction impact the overall work of the EEAS?

EEAS, along with other EU Institutions was obliged to reduce its statutory staff by 1% for five consecutive years. In 2016 the EEAS cut 8 AD and 9 AST posts and the cuts were mainly achieved via the re-organisation of the service. By the end of 2017 EEAS will finalise the fifth and the last staff cuts exercise with the total number of 84 posts being cut.

In 2016 most of the cuts were achieved from the re-organisation of the Service and mergers in MD MENA, MD GLOBAL, MD ASIAPAC and CSDP.

Even though EEAS has fulfilled its obligations and successfully finalised all 5 staff cut exercises, the Service will face additional challenges in the area of resource allocation in the upcoming years. To further increase organisational efficiency and obtain a better balance between resources in Headquarters and delegations, the EEAS plans to redeploy up to 20 statutory staff posts per year from Headquarters to delegations in 2018 – 2020, on condition that the necessary budget for this is granted and the appropriate staff is identified.

Staff reduction throughout the years 2013-2017 had a significant impact on the workload within the EEAS Headquarters. A number of mergers were conducted within the Headquarters which on the one hand optimised the use of human resources within the organisation, but on the other hand had a significant impact in terms of an increased workload of affected divisions. This led to the increased size of the divisions which consequently increased the workload for the managers and assistants of those divisions. Increased workload has an effect on the daily work, as it becomes challenging to deliver results of the same high quality and speed.

11. What measures were taken in reaction to the European Ombudsman's recommendation in case 454/2014/PMC of 14 May 2017 concerning the EEAS' practice of offering unpaid traineeships in EU delegations? What is the rate of compliance of your institution with regard to the recommendations of the Ombudsman?

Following the European Ombudsman recommendation to the EEAS that it pay all its trainees, including those in EU Delegations, an appropriate allowance, the EEAS restructured its traineeship programme in EU Delegations. Under the new scheme, traineeships will be offered to (i) trainees who will be paid an allowance by the EEAS, (ii) students, in the context of an agreement with a local university, who undertake a compulsory or recommended training period as part of their course and are already residing in the place of training, and (iii) trainees receiving financial support from a university or another public institution but located elsewhere in the world. The EEAS will not pay allowances in the latter two cases.

The introduction of a stipend for young graduates will amount to annual costs of 1.2 M€. This amount has been granted in the 2018 budget. The EEAS will now finalise the legal basis.

12. What were the three most important actions taken by the institution in favour of equality?

In 2016 the EEAS main initiatives for ensuring equality in the areas of recruitment was to ensure that the following initiatives continue to be implemented during 2016:

- Permanent monitoring of gender balance in different function groups, incl. management and non-management posts*
- Gender-balanced selection panels*
- Cooperation with Member States so as to increase the number of female applicants for Temporary Agents posts*

On policy level, the Task for on Gender established by Secretary General Helga Schmid has made a detailed analysis of the situation and proposed a number of initiatives. The implementation of these initiatives will start in 2018.

13. What were the three most important actions taken by the institution in favour of disabled people?

Following the recommendation of the Court of Auditors, access to disabled people is one of the criteria in choosing office buildings for EEAS Delegations. This is however not always possible where it would be too expensive to modify existing buildings which are otherwise suitable to accommodate the Delegation.

Since January 2016, 5 Delegations have been adjusted for access for disabled people: Congo/Brazzaville, Dominican Republic and Sri Lanka where the buildings are fully accessible to disabled people (with ramps, wide doorways, lifts and adapted toilet facilities) and Nicaragua and Swaziland (added a ramp and a wide doorway at the entrance) partially adapted.

Access for disabled people was systematically addressed for any change of building (Kazakhstan, Korea and Paraguay) and is being addressed in Lebanon, Kenya and Nepal.

Working conditions

14. What is the average overtime of the Institution's staff in 2016?

In the 2016, 21 members of the EEAS's staff were entitled to receive a compensation for overtime. The total amount of overtime was 1737 hours. Under Article 56 of the Staff Regulation 169 hours were compensated with time off and the remaining hours were paid. The average overtime of the staff was 83 hours.

15. What was the average overtime of the Institution's staff in 2013?

In the 2013, 29 members of the EEAS's staff are entitled to receive a compensation for overtime. The total amount of overtime was 1269 hours. Under art.56 of the Staff Regulation 46 hours were compensated with time off and the remaining hours were paid. The average overtime of the staff was 43 hours.

16. Were there any special leaves requested by members of staff in 2016 because of overworking? In this case how many were there?

The EEAS registered no such cases in 2016.

17. Were there been any cases of harassment reported, investigated and concluded in 2016? What improvements were made regarding procedures to prevent harassment?

The EEAS Mediation Service received 75 cases of conflict, harassment or poor work environment in 2016 which it treated as part of the informal procedure. 23 cases remained open at the end of the year.

The Confidential Counsellors network received 7 cases of which 3 were still open at the end of the year. 10 new confidential counsellors were selected and trained to increase the capacity to identify and deal with cases at an earlier stage. The EEAS invested € 10.501 in training of the confidential counsellors.

No new case was formally raised in 2016 on the basis of Article 24 of the Staff Regulations. One case, launched in 2015 was rejected in 2016 as unfounded with no further appeal.

The EEAS, on the basis of the Court Decision in the case F-34/15, in 2016 had to re-open a request for assistance launched in 2013. This case is still under appeal.

18. Were there any improvements done to the organization of work spaces? What changes have there been in 2016?

For the Delegations, the day-to-day organisation of work spaces is mostly under their responsibility. It largely depends on the type and structure of each building. However, a support to the organisation of the work spaces is given by the HQ upon request, and in the following situations:

- In case of new projects or if extensive renovation works are done, by the architects of the infrastructure sector: in 2016 it occurred in Philippines, Paraguay, Thailand and Kazakhstan.*
- During Health and Safety inspections under the new framework contract signed end of 2016, an ergonomic overview of office spaces is established and recommendations to the delegations are issued.*

For Headquarters, there has been no major change to the organisation of work spaces.

Costs

19. What was the amount of the highest pensions for officials of your institution paid in 2016? What was the average pension paid in 2016 for officials of your institution? What is the average pension paid for officials of your institution who retired in 2016?

EU pension rights are acquired by staff in proportion to the service rendered throughout their whole career, across all EU institutions and bodies.

As the EU Pension scheme is unique for all institutions and there are no specific pensions associated with individual EU institutions or bodies, the Commission provides the consolidated figures for all Institutions.

20. What were the costs in 2016 respectively for away days, closed conferences or similar events for staff? How many staff members participated in the respective events? Where exactly did these events take place?

During 2016, 10 team-building events were organised at Headquarters. The total amount of €93,420 included the cost for external facilitators and venues for 309 participants.

16 team-building events were organised in Delegations, at the cost of €108,046 for external facilitators and venues for 563 participants. This covered the cost of participation of Commission staff in Delegations as well.

The events held at Headquarters took place in the Management Centre Europe, or at the Inter-institutional Centre in Overijse. The Commission has concluded an inter-institutional framework contract with the Management Centre Europe.

The events organised by Delegations took place in venues contracted by Delegations.

No closed conference events were held in 2016.

21. How many officials in which functions and grades were retired in 2016 in the interest of service according to Article 50 of the staff regulations?

There were no EEAS officials retiring in 2016 according to Article 50 of the staff regulations.

22. How many working days were granted as vacation days in 2016 for years of service in your institution? How many persons were concerned?

In 2016 510 working days were granted as vacation days for years of service to 102 persons.

23. We would appreciate a comprehensive overview of staff on sick leave in 2016 broken down by the number of staff members that were on sick leaves and by how many days they were on sick leave? How many days lasted the three longest cases of sick leave? How many days of sick leave concerned Mondays and Fridays in 2016?

In 2016, the EEAS registered 2442 staff members as having sick leave with a total of 26.194 days of sick leave, giving an overall absence rate due to sick leave of 3.5%. Of the 26.194 days, 7538 days of concerned Mondays and Fridays, equal to 28.8%.

The three longest cases of sick leave lasted respectively: 851.5 days, 477.5 days and 475 days.

24. Reimbursement in respect of leave not taken:

- How many days of holiday or leave not taken by retiring heads of delegation were reimbursed by the EEAS in 2016? What was the total amount? What amounts were paid in each case?

In 2016, the EEAS reimbursed a total amount of 50.20 annual leave days to 4 retiring Heads of Delegation.

- How many days of holiday or leave not taken by each ambassador were reimbursed in 2016? What amounts were paid in each case?

The EEAS compensated the 4 HoDs as follows: i) 16.50 days, ii) 23.30 days, iii) 10.30 days and iv) 0.10 days. The compensation depended on the individual HoDs salaries at the time of retirement.

- How many days of holiday or leave not taken by other retiring members of staff were reimbursed by the EEAS in 2016? What was the total amount?

The EEAS reimbursed a total amount of 257.25 annual leave days to 19 retiring members of staff in Headquarters and 62.10 annual leave days to 6 retiring members of staff in Delegation. The total amount of annual leave days reimbursed was 319.35.

25. What were the costs for the expatriation allowance in 2016? How many persons received such an expatriation allowance?

In 2016, expatriation allowance (Salary codes: IDE, IEX) was paid to 1962 staff members for a total amount of €27.190.423,72.

26. Which costs occurred in 2016 for the EEAS staff in delegations concerning:

- a. annual leave entitlement
- b. the installation allowance
- c. taking up duty ticket
- d. moving, housing
- e. annual travel
- f. local conditions allowances
- g. weightings coefficients
- h. school allowances
- i. medical cover
- j. accident insurance to family?
- k. rest leave?

Annual leave entitlements (estimate)*	€ 15.762.206
Installation and resettlement allowances	€ 4.987.950,93
Take up duty	€ 1.688.919
Removal	€ 4.768.474
Housing/ rents	€ 54.528.010
Annual travel	€ 7.115.754,79
LCA	€ 14.725.890
Weightings coefficient 7TD, 7S1, 7W1, EML	€ 183.768,95
School allowances	€ 7.914.633
Medical cover **	€2.819.170,10
Accident insurance to family **	€339.594,60
Rest leave	€959.351

* Total of 2016 salaries in Delegations for FO and CA was €126 097 654. The estimated number of leave days per staff is 30 working days which is equivalent to 1,5 months so the total salary cost for annual leave is $1,5/12 \times €126\,097\,654 = €15\,762\,206$

** Employer part only.

27. How many interns of the EEAS were employed: a) within which EU-delegations, b) within the headquarter in the year 2016? How many interns were paid for their internship respectively? What was the average salary? Which criteria determine whether an internship is paid or not?

The EEAS had 721 unpaid trainees in EUDEL in 2016. Please find in table 9 of the annex the number of trainees for each Delegation of our network for the year 2016.

In 2016, the EEAS had 61 trainees in HQ, out of whom – 60 Blue Book trainees in two sessions (March-July and October-February) and 1 Bruges trainee, based on the Administrative Agreement between the EEAS and the College of Europe. All trainees in HQ are paid. The average monthly salary is 1170 euro.

28. How many former MEPs, Commissioners or high officials (from AD 14) still receive money from the budget of your institution as advisors, contract agents or others? What are their tasks and their respective salaries for the budget year 2016?

The current Chairman of the Disciplinary Board is a former Head of Delegation. His daily remuneration is equivalent to 1/22 of the basic salary of an official in grade AD 16, step 1.

He signed a 2 years contract as EEAS special advisor in January 2016.

29. What were the costs of the institution for interpretation, translation and languages classes?

The EEAS committed €490 000 for interpretation services in 2016, of which €386 000 so far has been paid by mid-November 2017.

The translation costs are covered by a franchise with the Commission: instead of transferring a limited number of translators from the Commission as the EEAS was set up, it was agreed for efficiency reasons that the concerned human resources would remain at the Commission in exchange for a number of pages to be translated free of charge every year. Hence the EEAS did not pay anything for translation in 2016.

As for language training, the amount budgeted for this purpose in the 2016 budget was €346 000 altogether in Headquarters and Delegations.

30. What was the amount dedicated by the Institution to training for staff inside the EU? What was the amount dedicated by the Institution to training for staff outside the EU?

The total amount dedicated by the Institution to training for staff in Headquarters in 2016 was €1,002.000. The total amount dedicated to training for staff in Delegations was €1,542,263.

31. According to the Annual Activity Report (p. 16), the EEAS hosted in 2016 two diplomats from the Co-operation Council for the Arab States in the Gulf and one diplomat from the United States Department of State Exchange programmes. How many places were available in 2016 in total? What were the costs per participants of such an exchange programme? Who can apply for such an exchange programme? What are the selection criteria for the participants?

The short-term diplomatic exchange programmes are based on Administrative Agreements between the EEAS and some third countries and international organisations. The objective is to share expertise in sectors of common interest and to develop a common diplomatic culture not only in Europe but also beyond its borders.

There is no specific quota per country or number of available posts within the EEAS. The short term secondment of an official is launched based on an exchange of letters. The candidates are selected and proposed by the sending institution. The programme can start if the hosting institution is able to offer an assignment corresponding to a candidate's profile. The duration, the number of placements and the dates are agreed between both parties.

There are no specific selection criteria, but all the candidates shall be civil servants and have experience that is relevant for one of the EEAS Divisions. All secondment costs are borne by the sending institution. There is no contractual link between the exchange official and the EEAS.

Travel expenditures

32. What was the amount dedicated by the Institution to travel in 2016 for Members? What was the amount dedicated by the Institution to travel in 2016 for staff?

The EEAS has no "Members" so there was no amount for such staff category.

The total amount provided to the EEAS in 2016 for the missions of the staff was €14 887 000 (respectively €8 123 000 for staff in Headquarters and €6 764 000 for staff in the EU Delegation network). This amount has to cater for the travel needs of an organisation that has a staff population of about 3.500 (permanent officials, temporary agents, contract agents, national experts, local agents) divided between Brussels and 139 EU Delegations around the World.

During 2016 the EEAS performed 5.350 missions originating from Headquarters and 23.475 missions originating from the EU Delegations, the latter data contains the missions performed by the staff of the EU Delegations within the Country/territories under their competence.

33. How many days did the High Representative spend on official missions in 2016? What were the costs of those missions in terms of the participation of the High Representative, and in terms of the participation of her staff, respectively? Please split the costs per a) flights b) daily allowances c) accommodation.

Due to her double role as High Representative of the Union for Foreign Affairs and Security Policy and Vice-President of the Commission, Ms Mogherini travels each year for her both mandates and her missions are mainly managed by the European Commission services.

The EEAS uses the same MIPS system as the Commission for managing mission costs, however, this system has very limited search facilities and does not allow reporting that splits the daily allowances from accommodation costs. In particular, the EEAS has no direct access to the information concerning staff missions that are committed and paid out of the Commission budget.

For each mission, the HRVP is joined by one or more members of her office and /or of the EEAS, depending on the subject and purpose of the mission.

In 2016 the HRVP travelled for purely EEAS missions for 21 days, for a total of budget of €78 309.93, of which €74 125 related to travel costs. The remaining €4 184.93 covered all other mission costs.

34. How did these costs increase/decrease compared to the last two years?

The 2016 costs showed a significant decrease compared to 2015. For what relates to year 2014 considering that only the month of December was included with 7 days of mission and therefore the figures cannot be compared.

35. Could you please provide us with a list of the travel costs of each EUSR - please split the costs per EUSR per a) flights b) daily allowances c) accommodation. What were the travel costs for the respective staff of the EUSR in 2016? Please provide us with a list for the latter as well.

Please find below the list of travel costs of each EUSR and their staff as specified.

EUSRs Travel Costs - Payments made by EUSRs in 2016					
		Total Flights costs	Total Daily Allowances costs	Total Accommodation costs	Total Travel costs
EUSR Afghanistan	EU Special Representative (himself or herself)	37 601	5 672	11 418	54 691
	EUSR's Staff (excluding EU Special Representative himself or herself)	74 088	23 590	24 314	121 992
EUSR Bosnia and Herzegovina	EU Special Representative (himself or herself)	10 212	2 929	3 217	16 358
	EUSR's Staff (excluding EU Special Representative himself or herself)	25 240	40 030	28 209	93 479
EUSR Central Asia	EU Special Representative (himself or herself)	42 111	6 267	9 550	57 928
	EUSR's Staff (excluding EU Special Representative himself or herself)	42 288	9 720	14 142	66 150
EUSR Horn of Africa	EU Special Representative (himself or herself)	87 386	11 195	38 313	136 894
	EUSR's Staff (excluding EU Special Representative himself or herself)	164 011	41 462	70 635	276 108
EUSR Human Rights	EU Special Representative (himself or herself)	30 597	4 769	13 455	48 821
	EUSR's Staff (excluding EU Special Representative himself or herself)	33 077	5 045	14 837	52 959
EUSR Kosovo	EU Special Representative (himself or herself)	6 502	2 304	2 773	11 580
	EUSR's Staff (excluding EU Special Representative himself or herself)	15 536	12 168	13 576	41 279
EUSR Middle East Peace Process	EU Special Representative (himself or herself)	52 054	7 089	13 991	73 134
	EUSR's Staff (excluding EU Special Representative himself or herself)	26 667	4 050	9 077	39 794
EUSR Sahel	EU Special Representative (himself or herself)	98 329	7 957	15 104	121 390
	EUSR's Staff (excluding EU Special Representative himself or herself)	137 980	13 535	19 655	171 170
EUSR South Caucasus and Crisis in Georgia	EU Special Representative (himself or herself)	39 046	5 825	15 667	60 538
	EUSR's Staff (excluding EU Special Representative himself or herself)	72 046	36 472	61 972	170 490
TOTAL		994 771	240 078	379 905	1 614 754

36. Could you please provide us with the number of flight tickets issued due to official missions, trainings, rest and recuperation leave for the:

- Head of Delegation
- Head of Cooperation
- Head of Finance and Contracts.

Based on the number of invoices from the various travel agencies we can estimate the number of tickets bought during 2016, for all the 139 Heads of EU Delegation, to about 1.911. A certain level of

error may be considered as in some cases these invoices can represent train related costs or invoices for ticket exchanges or cancellations. It is also worth considering that an important part of the missions of the Heads of the EU Delegations are missions performed in the area of responsibility of the EU Delegation (missions inside the hosting country).

Unfortunately as the functions of Head of Cooperation and Head of Finance and Contracts in the EU Delegations are not identified as such in the MIPS system, it is very difficult to provide accurate data for this part of the request. It is nevertheless important to mention that these positions are occupied by Commission staff and the EEAS is just managing the respective mission budget allocation on behalf of the respective DGs.

With regard to rest leave, it should be understood that the budget for this is delegated to the Delegations and, in accordance with the rules, the cost of travel for all staff benefiting from rest leave is reimbursed up to a certain pre-established ceiling. Each staff member can therefore have several tickets reimbursed within the ceiling in full compliance with the rules. Please also note that the entitlement for rest leave is the same in a Delegation for all categories of expatriated staff, so there is no difference in the entitlement of the Head of Delegation, the Head of Cooperation or the Head of Finance and Contracts.

In 2016 4 Delegations benefitted from 5 RL periods, 2 Delegations benefitted from 4 RL periods, 9 Delegations benefitted from 3 RL periods, 5 Delegations benefitted from 2 RL periods and 29 Delegations benefitted from 1 RL periods

In total, staff members enjoyed 94 RL periods, so we can consider that 94 return flights were reimbursed to Heads of Delegation, Heads of Cooperation and Heads of Finance/Contracts respectively in 2016, but as previously said, each RL period can lead to the issuing of more than 2 tickets.

Regional seminars

37. Could the EEAS please detail the exact total costs for each regional seminar the EEAS organized in 2016 and the total costs (for each regional seminar) which incurred for the following sectors:

- organization
- logistics
- travel expenses of all EEAS participants
- accommodation of all EEAS participants
- subsistence allowances of all EEAS participants?

37.1 Could the EEAS please provide us with the number of participants and their respective functions (Heads of Delegation Heads of Cooperation, Section Chiefs, Heads of Finances and Contracts, geographic desks, etc.) for the above-mentioned regional seminars, respectively?

37.2. What were the respective costs of participation a) travel b) accommodation and c) subsistence allowance for all EEAS staff of EU Delegations with regard to Conferences held in Brussels in 2015? Could you please list the Conferences with the respective costs separately? How many EU Delegation staff participated in each of the Conferences?

The EEAS training budget is, like the rest of the budget, decentralised between Headquarters and the 139 Delegations. As mentioned, the EEAS uses MIPS for the management of missions and our reporting facilities are given by the system; these do not currently make it possible to provide such a detailed picture as requested.

In 2016 the EEAS Strategic Communications Division organised a total of 6 regional seminars lasting from 3 to 4 days, with an average total cost of €56.000 (see below); the seminars, organised in the regions in order to reduce the travel costs, allowed the Headquarters staff to update over 230 colleagues from the 140 EU Delegations on the policy priorities to communicate as well as to train them on the new communication activities and tools.

The main objective of the Strategic Communication Seminars is to ensure a more comprehensive and coherent approach to communicating on the main EU policies, developments and challenges inside and outside Europe. They specifically adopt an inter-institutional perspective and also take into account the views of the European Parliament.

The Seminars focus on practical aspects of joined-up approaches, notably on (i) how best to engage locally, (ii) what tools to use to act coherently across the regions and themes, (iii) how to gain wider reach-out through partnering with other stakeholders, (iv) how best to achieve internal/external coherence in the external projection of the Union's action. The Seminars offer extended sessions devoted to storytelling, pooling of different communication funds as well as the use of the different audio-visual and social media tools. They also deal with the issue of disinformation.

Delegations manage many projects related to communication, which are not only funded through the press and info budget – managed by the EEAS Strategic Communications Division. They pull resources from DEVCO, NEAR and FPI and organise full-fledged campaigns. In order to deliver on all these and more, they need to be guided and trained.

Seminar location	Dates	No. of participants	Organisation / logistics costs	Overall travel, accommodation and subsistence allowances for all EEAS participants	Overall cost
Bangkok, Thailand	14-17 November 2016	58	€2,791	€104,690	€107,481
Kigali, Rwanda	14-17 March 2016	38		€71,364	€71,364
Brussels, Belgium	17-19 February 2016	25		€55,200	€55,200
San Salvador, El Salvador	27-29 September 2016	51	€4,539	€102,051	€106,590
Tangier, Morocco	25-27 May 2016	24		€34,584	€34,584
Moscow, Russia	18-20 April 2016	36	€1,221	€42,660	€43,881

Of other regional seminars which were registered by the HQ training unit, the following costs were incurred for logistics: Brazil €9 500; Cape Verde €3 240, Gabon €2 876, Georgia €264, Namibia €5 000, Russia €1 221, El Salvador €4 539, Togo € 3 270 and Thailand € 2.791. The mission costs for these seminars depend on the specific travel itineraries of the participants.

The regional seminars can be of both administrative and political nature depending on the needs established in the region. Regional seminars are favoured where they are seen as more economical than hosting the seminars in Brussels and when it is viewed that the training could be better adapted to the local specific circumstances.

The seminars organised for Administration staff from the delegations are principally intended to provide hands-on training on the various IT tools and financial & public procurement procedures used

by the staff on a daily basis aiming at keeping staff up to date and help to reduce errors in the financial procedures.

The Delegations balances their needs for participation in Regional Seminars with their overall mission budget, as there is no specific mission budget for trainings. It is therefore the decision of the Head of Delegation, in his capacity of Authorising Officer, to authorise or not the participation in training.

38. How often do EU ambassadors travel to Brussels per year? What were the reasons for their travels to Brussels in 2016?

The Ambassadors travel to Brussels to attend the annual EU Ambassadors Conference. The conference provides an opportunity for an open exchange of views and experiences and for a review of main current/future challenges for the EU.

In addition, the Ambassadors travel to meetings or training in Brussels throughout the year as per the need of their Delegation (e.g. political dialogue, association negotiations, visits of Head of State / Senior Government officials). There is no specific instruction to Ambassadors as to when they must travel.

Harassment

39. What were the expenditures in 2016 for the management/ Court sentences of harassment cases?

The EEAS Mediator's caseload of conflict, harassment or poor work environment increased from 65 to 75 cases with no increase in resources.

The EEAS invested €10.501 in training of the confidential counsellors. The working time used by colleagues in this capacity is not separately accounted for.

The court case mentioned in question 17 is still pending in Court, therefore EEAS cannot give a complete answer on the expenses that will be linked to the management and defence of this case. The colleagues who are in charge of this case is doing other work as well, and it is not possible to give a precise overview of the time that they have used during 2016 specifically on this case.

However, in 2016, the EEAS paid an amount of 9091.50 euro as lawyers' fees of the staff member in execution of the Court Decision.

Buildings

40. On 28th April 2016, the European Court of Auditors published a special report on 'The European External Action Service's management of its buildings around the world', in which it gave several recommendations to be completed by end of 2017. Did the EEAS follow-up on these recommendations, and where this is not the case, for what reasons?

The EEAS has taken on board the Court of Auditors recommendations and is working on the appropriate changes in order to improve the situation. Some of those changes will however not be visible before the recruitments foreseen in the Budget 2018 become fully operational as it is foreseen to recruit additional Contractual Agents in HQ to provide support for the building files for Delegations.

The European Court of Auditors is aware that the improvement of the situation is a long process. It has been recently agreed with the Court that they will review the implementation of the recommendations by 2019.

41. According to the Special Report 7/2016 of the European Court of Auditors (page 21) “some 85 delegations exceeded the maximum space of 35 m² per person” in 2015.

- How many EU-delegations exceeded the maximum space of 35 m² per person in 2016? With how many m² per person on average?
- Could you please list the EU-delegations which still exceeded the maximum space of 35m² per person in 2016?
- What were the additional costs in 2016, which occurred due to the situation that the EU-delegations did not comply with the recommended size of 35 m²?
- Please indicate how the EEAS plans to reduce the incidence of exceeding the maximum space of 35m² per person. Which steps were taken to apply with the in 2013 reduced "maximum office space per person" norm in 2016?

Since the issuance of this recommendation this question of size has been fully integrated in the management of the EEAS buildings around the world. Each building file is now carefully scrutinised for its compliance with the maximum 35 m²/person for office buildings and the maximum of 600 m² for residences. Exceptions are rarely approved and only when duly justified notably for obvious economic reasons. Moreover, In case of excess space, co-location with Member State embassies or other EU bodies is actively pursued.

Furthermore, a full revision of space available exceeding the 35 m²/person threshold will take place. It includes a contradictory analysis of surfaces and staff composition in order to know the exact usable surfaces available for co-location.

In addition, the EEAS has conducted a deeper analysis on the space and on the use of meeting rooms in the multilateral Delegations, where the "theoretical" office space was far above the threshold. This analysis showed intensive use of all meeting rooms with external partners and, excluding the meeting rooms, a reasonable ratio per staff for office (from 21 to 38 sqm/staff).

At the end of 2016, the number of EU Delegations exceeding the maximum space of 35 m² was 83 and the average was slightly reduced to 40m²/staff. At present, the average has now reached 39m², getting closer to the maximum ceiling established by the EEAS Buildings' Policy.

The list of the EU Delegations which still exceeded the maximum space is presented in annex.

The additional costs occurred in 2016 are estimated at 7.4 M€ compared to 7.8 MEUR. Although mathematically correct, this figure for excess square metres may vary depending on where the reductions in space occur, as these prices differ significantly between countries. In addition, investments (security and infrastructure works) made in office buildings need to be offset against the potential aforementioned savings.

The table below is summarizing the situation:

CoA Audit - Keys indicators evolution	ECA report (April 2016)	January 2017	July 2017	November 2017
Average sqm/staff	41	40	39	39
Average sqm/staff (exc. space in colocation)	40	39	37	37
Number of Del exceeding 35sqm (rented outside EU)	85	85	80	78
Total amount rent office - MEUR	53,9	54,4	55,2	55,6
Estimated rent amount for excess space - MEUR	7,8 (14,4%)	7,4 (13,6%)	6,2 (11,2%)	6,1 (10,9%)
Residence surface average	488	462	465	459
Number of residence exceeding 600 sqm	34	26	25	23

It should be reminded however that in some cases, it is not possible or economically advantageous to find solutions under the 35 m²:

- In case of reduction in staff, e.g. when the Commission decides to close or transfer a cooperation section, it is not always possible or cost-effective to move immediately to a smaller building. The cost of the move and the cost of the securing of the new buildings may be higher than the saving expected from the reduction of space.*
- In some cases, it is not possible to rent part of a floor only.*
- It is not cost-effective to terminate an existing lease contract of an office with excess space while the rent at current market prices for smaller offices would be the same or higher.*
- In some cases, the number or the size of meeting rooms/conference rooms required for the fulfilment of the role and responsibilities of EU delegations under the Lisbon Treaty increases significantly the ratio of space per person.*

42. What did the EEAS do to reduce the additional costs which occurred due to the situation that the EU Delegations did not comply with the recommended size?

Cf. question 41

43. What is the state of play of the implementation of the management tool system (IMMOGEST)? How did it improve the management of building, notably with regards to the recommendations given by the European Court of Auditors in its special report N°7/2016 on the EEAS' management of its buildings around the world?

A version 2.0 release of Immogest was put into production in the first quarter of 2016. Regional seminars were organized in order to sensitize the administrative staff of the delegations to update all the real estate data. The efforts were continued throughout 2017 to have a more complete and reliable database.

44. What measures were taken to reinforce expertise in real-estate management at Headquarters?

Since the release of the report, the EEAS has introduced more flexible criteria in the internal staff mobility exercise in order to mitigate the loss of institutional memory and the inadequacy of profile.

Work is being taken forward towards the regionalisation of the administrative management of the Delegations, thus concentrating administrative expertise in the regional centre and providing Delegations with the necessary access to expertise. The establishment of the Regional Centre Europe, providing centralised administrative support to 27 Delegations is a good example of these efforts.

The EEAS has introduced a request to the Budget Authority to increase the number of contract agents with expertise in security and real estate management for 2018 (e.g. architects and engineers). In parallel, the EEAS is evaluating the possibility to contract specialised external support for the preparation and monitoring of real estate projects.

45. Could you please provide an overview of new buildings that were bought in 2016 with a break down by country, size and cost?

No purchases were made in 2016

46. Could you please provide an overview of the buildings owned by the EEAS but no longer in use, broken down by buildings and residences? In what countries are these buildings? What is the additional cost incurred by these buildings?

As regards the unused properties identified in the CoA's Special Report, Delegations have been reminded to take the necessary measures to sell or determine their use. In some cases, the legal and/or political context prevents the EEAS from taking such measures. One sale has been finalised in 2016 (Ivory Coast) and another 10 analyses are ongoing.

For all unused properties, studies have been launched to determine the best way to dispose of them. Each case is unique and the state of play is presented in the table below. The costs incurred in 2016 for the conservation of property is marginal (less than 50.000 Euros), well below the increase in the potential resale value of property over a year.

DELEGATION	STATE OF PLAY	COSTS 2016
BOTSWANA (plot of land)	Plot of land very well located which could be used to improve the office situation of the Delegation Very comprehensive pre-feasibility study finalised in November 2017, proposal to be done early 2018	€0.00
CAPE VERDE (residence)	The old residence is now used for archives waiting for a project to be developed to build a new residence	€2,500.00
CENTRAL AFRICAN REPUBLIC (office)	This old office building is now occupied by ECHO.	paid by ECHO
GABON (offices)	This office building had to be evacuated mainly for stability issues. Reflexion on what to will start as soon as the office situation of the Delegation will be arranged	€17,162.38
GAMBIA (office)	The Delegation previously occupied a house which was owned by the Commission. Following serious problems with the structure (cracks, infiltration, asbestos ...) recorded by an architect office and expertise, it was decided to leave this house and look for its replacement. The delegation will prepare the disposal of the building.	€6,259.00
GUINEE EQUATORIALE (offices)	Plot of land and building given by the Guinean authorities in 1996. No more delegation in this country but it could be considered as an offence by the Authorities to dispose of this building. No interest for the time being from any MS	€11,159.27

IVORY COAST (house and plot of land)	The Delegation was in possession of a house which was sold early 2017 and a plot of land, given by the Ivorian Government. No decision yet on how to use this land	€0.00
Malawi (house)	The Delegation owns a house outside the areas recommended by the RSO. The house remains empty, except if it is occasionally used as temporary accommodation. Sale process to be launch in 2018	€4,110.00
NAMIBIA (plot of land)	DEL owns offices since 2009, which include the office building, parking area and an adjacent plot of 1000 sqm. The plot is surrounded by three other neighbours so the number of interested bidders would be limited. The Delegation is expected to send a note to HQ asking for authorisation to auction the unused plot of land. The current value was estimated between €110,000 and €145,000) in 2017	€147.57
SOUTH AFRICA (residence)	Former residence is unoccupied. DEL launched a tender to sell the property in October 2017 for a minimum bid of €335,000 but no bids were received. Tender will be re-launched in first quarter 2018.	€1,639.42
TANZANIA (residence and house)	Delegation is using 4 houses which were built on plots of land owned by the Government and of which 2 are no longer occupied. Local government asked the DEL to return these properties which has been agreed. The DEL now awaits when the government wishes to take back the properties.	tbc
ZAMBIA (plot of land)	Delegation disposes of a plot of land in the diplomatic centre which was donated by the Government for the construction of an office building. According to DEL the EU can dispose of it as legal property. Delegation will present a building file for offices in late 2017/early 2018 that will appraise the plot of land against other office options and make proposals on the future use.	€0.00

€42,977.64

47. How were charges for co-locations of organisations adapted in delegations where these charges did not cover the cost?

After the publication of the Special Report by the Court of Auditors, the approach to co-location was improved in order to calculate the real costs of such projects. In particular, the EEAS started to put into place a new method to recover the costs of administrative overheads, which were previously not accounted for ("management fee"). In parallel, the EEAS has been introducing progressively the centralisation of co-location revenues directly at headquarters.

48. How many new co-location projects of Union delegations with Member States have there been in 2016? How did this contribute to reduce the costs related to building expenditure?

The EEAS have established 4 co-location projects with 3 EU Member states in 2016: Denmark in EUDEL Bolivia, Spain in EUDEL Fiji, Malta in EUDELs Turkey and Geneva. In addition, the EEAS is hosted by the Netherlands in Iran.

With EU institutions, agencies and bodies: the European Investment Bank in EUDELs Cameroon, China and Ethiopia; DG ECHO in EUDELs India, Myanmar and Thailand; and the EU Special Representatives in EUDELs Israel and Georgia.

The EEAS also signed a Global Memorandum of Understanding with DG ECHO in order to simplify the administrative management of co-location in July 2016. The agreement entered into force on 01/01/2017.

Based on the above, the total revenue from co-location regarding building expenditures was about €996,000 in 2016.

Whistleblowing

49. Have there been any cases of whistleblowing in 2016? What improvements were made regarding procedures for whistleblowing?

There were no reported cases of whistleblowing in 2016

EEAS' whistleblowing procedures are aligned with the provisions, the policy and the procedures of European Commission. This is supported by Service Level Agreement, which ensures support in case of administrative inquiries and disciplinary procedures.

Furthermore, the EEAS Civilian Planning and Conduct Capability (CPCC) has finalised a Standard Operating Procedures for whistle blowers in the framework of missions under its control.

The EEAS is exploring together with the Commission the possibility of joining the Transparency Register in its current form. The negotiations between the Commission, the European Parliament and the Council on the new agreement for the Transparency Register is set to begin shortly as all 3 institutions have now agreed their negotiation mandate for this. In line with this, the EEAS will also prepare an update to its Whistleblower policy in 2018.

Conflict of interest

50. What are the measures implemented by the EEAS to prevent the occurrence of conflict of interest?

The individual obligations for EEAS staff regarding outside activities, gifts, honours and publications are established in the EEAS Ethics Policy. Staff members are obliged to request prior authorisation before engaging in outside activities (paid or unpaid); activities during leave on personal grounds; accepting gifts; honours and decorations; publishing a work or making speeches. In line with Article 16 of the Staff Regulations, specific requirements are also established for staff members leaving the service. This includes the provisions of Article 16(2) with regard to senior staff.

Fraud and corruption (including cooperation with OLAF)

51. Please detail your cooperation with OLAF regarding prevention/investigation of fraud and corruption cases.

Relations between the EEAS and OLAF are governed by an 'Administrative Arrangement' concluded in January 2015 (and updated in October 2017). This arrangement provides for regular high-level exchanges between the two services as well as guidelines for practical day-to-day co-operation regarding access to information, notification procedures, external investigations, cooperation with judicial authorities etc.

The 'Administrative Arrangement' complements and is fully consistent with the Decision on OLAF, which sets out OLAF's responsibilities, methods of work etc.

According to the information provided by OLAF, 8 cases regarding the EEAS were opened in 2016, out of which 1 was dismissed and 1 transmitted to IDOC.

52. Fraud case: The Daily Sabah published on 04.11.2017 an article "Red Cross admits \$6M lost due to fraud during Ebola crisis"¹ about several cases of fraud by officials during efforts to combat the Ebola outbreak. Are EU funds involved in these detected fraud cases? If yes, what is the total amount of EU money that is affected by the fraud cases? Could you please list the projects which are involved in these fraud cases? Which follow-up measures will be taken by the Commission?

This question concerns Commission funds, not EEAS funds, and the answer has been provided by the European Commission who has funded three IFRC Ebola related projects.

- *The first one was implemented from 1/11/2014 to 31/7/2015 in West Africa, covering Sierra Leone, Liberia, Guinea, Nigeria, Senegal, Mali and Ivory Coast. The funding was €3,5 million.*
- *The second project was implemented from 01/04/2014 to 31/10/2015 in Guinea, Liberia, Sierra Leone, Mali and Nigeria. The EU funding was 1 million EUR.*
- *The third project was implemented from 01/04/2016 to 30/09/2016 in Guinea. The EU funding was 179.392 EUR.*

The European Commission has so far not been informed about any fraud allegations related to the EU funded activities managed by the IFRC during the Ebola crisis. In case such information would be received, it would be transferred to OLAF as per procedure.

The European Commission takes a zero tolerance approach with regard to any allegations of misconduct by any of its partners implementing humanitarian projects funded by the EU and will take all the necessary measures to clarify the issue. For further information on this, please revert to the relevant Commission Services.

Inspections

53. Could you please provide the Parliament with a list of inspections carried out in the delegations in 2016? What were the reasons for carrying out an inspection in the delegations respectively? How does the EEAS follow-up on the results of the inspections?

During 2016, the EEAS inspection Division carried out the following inspections (in alphabetical order of country/organization):

African Union (based in Addis Ababa); Argentina (Buenos Aires); Australia (Canberra); Benin (Cotonou); Bolivia (La Paz); Brazil (Brasilia); Cambodia (Phnom Penh); Canada (Ottawa); Egypt (Cairo); Eritrea (Asmara); Ethiopia (Addis Ababa); France (Strasbourg) - EU Delegation to COE; Ghana (Accra); Guinea (Conakry); Kenya (Nairobi); Kyrgyzstan (Bishkek); Lebanon (Beirut); Lesotho (Maseru); Liberia (Monrovia); Mauritania (Nouakchott); Mozambique (Maputo); Nepal (Kathmandu); New Zealand (Wellington); Niger (Niamey); Nigeria (Abuja); Sierra Leone (Freetown); Swaziland (Mbabane); Tajikistan (Dushanbe); Timor Leste (Dili); Tunisia (Tunis); Turkey (Ankara); Ukraine (Kiev); United Arab Emirates (Abu Dhabi) and Venezuela (Caracas).

With the exceptions of two ad hoc inspections to Kenya and Strasbourg, on specific request from the administration, all other inspections were carried out according to criteria established in the mandate:

¹ <https://www.dailysabah.com/africa/2017/11/04/red-cross-admits-6m-lost-due-to-fraud-during-ebola-crisis>

- where the Head of Delegation is a first-time "EU Ambassador";
- where challenges have been identified;
- where the last inspection took place more than 4 years ago.

The Inspection team establishes a report with a series of recommendations which is circulated to all relevant actors (EU Delegation, EEAS Divisions and other Commission DG or services as appropriate). Approximately 6 months after the Inspection Report has been sent out, a note signed by the Secretary-General is sent to the Head of Delegation and other actors responsible for the implementation of the recommendations requesting an update on the status. The replies to this request are examined by the Inspection team and, as and when necessary, a further request for additional information is sent to the EU Delegation and/or other actors.

In 2016, the follow-up of the implementation of the recommendations became an integral part of the inspection process. The Inspection Division contacted the Delegations to receive their updates on the state-of-play of the implementation and where relevant further clarifications or additional information were requested from the Delegations to assess the effectiveness of the remedial actions.

During 2017, the EEAS continued to strengthen the follow-up procedure using notably the participation of the Heads of Delegation and Heads of Administration in their respective annual seminars in Brussels by setting up bilateral meetings. Where relevant, video-conferences will also be used.

It was noted that, to a large extent, the majority of Delegations do act on the recommendations.

The follow-up is carried out at different levels depending on the qualifier given to the recommendation (critical, very important, important or desirable). Emphasis is placed on the satisfactory implementation of recommendations which are classified as critical or very important.

It should be noted that EU Delegations perform particularly well in policy outreach to their host country. EU visibility in the post-Lisbon context has much improved. Inspection visits have also confirmed the appreciation of Member States for the coordinating role of Delegations and the quality of Delegation reports that are shared with Member States.

Annex

Table 1 – for question 3 – Contributions on different budget lines.

Lignes		EC contribution
		(a)
XX 01 01 02 01	Remuneration and allowances	858.000,00
XX 01 01 02 02	Expenses and allowances related to recruitment, transfers and termination of service	4.639.000,00
XX 01 02 02 01	Remuneration of other staff	8.884.000,00
XX 01 02 02 02	Training of young experts and detached national experts	1.888.000,00
XX 01 02 02 03	Expenses of other staff and payment for other services	398.000,00
XX 01 02 12 01	Missions, conferences and entertainment expenses	5.395.000,00
XX 01 02 12 02	Further training of officials	377.275,00
XX 01 03 02 01	Acquisition, renting and related expenditure	26.238.000,00
XX 01 03 02 02	Equipment, furniture, supplies and services	827.000,00
TOTAL EX-TITLE A6		49.482.275,00
05.010403	DG AGRI	70.000,00
08.010502	DG RTD	1.500.000,00
08.010503	DG RTD	800.000,00
09.010502	DG CONNECT	378.870,00
09.010503	DG CONNECT	19.574,00
10.010502	JRC	21.717,34
11.010401	DG MARE	494.591,00
18.030102	DG HOME - EMLO	300.000,00
19.010401	FPI INSTR CONTRIBUTING TO STABILITY & PEACE	2.000.000,00
19.010404	FPI PARTNERSHIP INSTRUMENT	2.000.000,00
19.060100	FPI PRESS AND INFORMATION	7.990.000,00
21.010401	DEVCO DCI-DEV	34.171.021,00
21.010403	DEVCO EIDHR	2.303.026,00
21.010404	DEVCO (IFS)	288.828,00
22.010401	NEAR - IPA	19.216.377,23
22.010402	NEAR - ENI	19.850.000,00
A3.010201	OLAF	119.500,00
A3.010211	OLAF	21.400,00
A3.010300	OLAF	79.300,00
TOTAL BA		91.604.004,57
21.010407	DEVCO EUROPEAN DEVELOPMENT FUND (EDF)	50.331.294,94
21.010408	DEVCO TRUST FUNDS - T3 BEKOU	379.234,80
21.010408	DEVCO TRUST FUNDS - T5 AFRICA	2.434.763,50
21.010408	DEVCO TRUST FUNDS - T6 COLOMBIA	128.125,00
22.010401	NEAR FACILITY FOR REFUGEES TURKEY	1.317.158,19
22.010403	NEAR TRUST FUNDS - T4 MADAD	373.885,48
TOTAL EDF + TRUST FUNDS*		54.964.241,71
GRAND TOTAL		196.050.521,28

Table 2 - Question 7 - *EEAS staff categories by nationality*

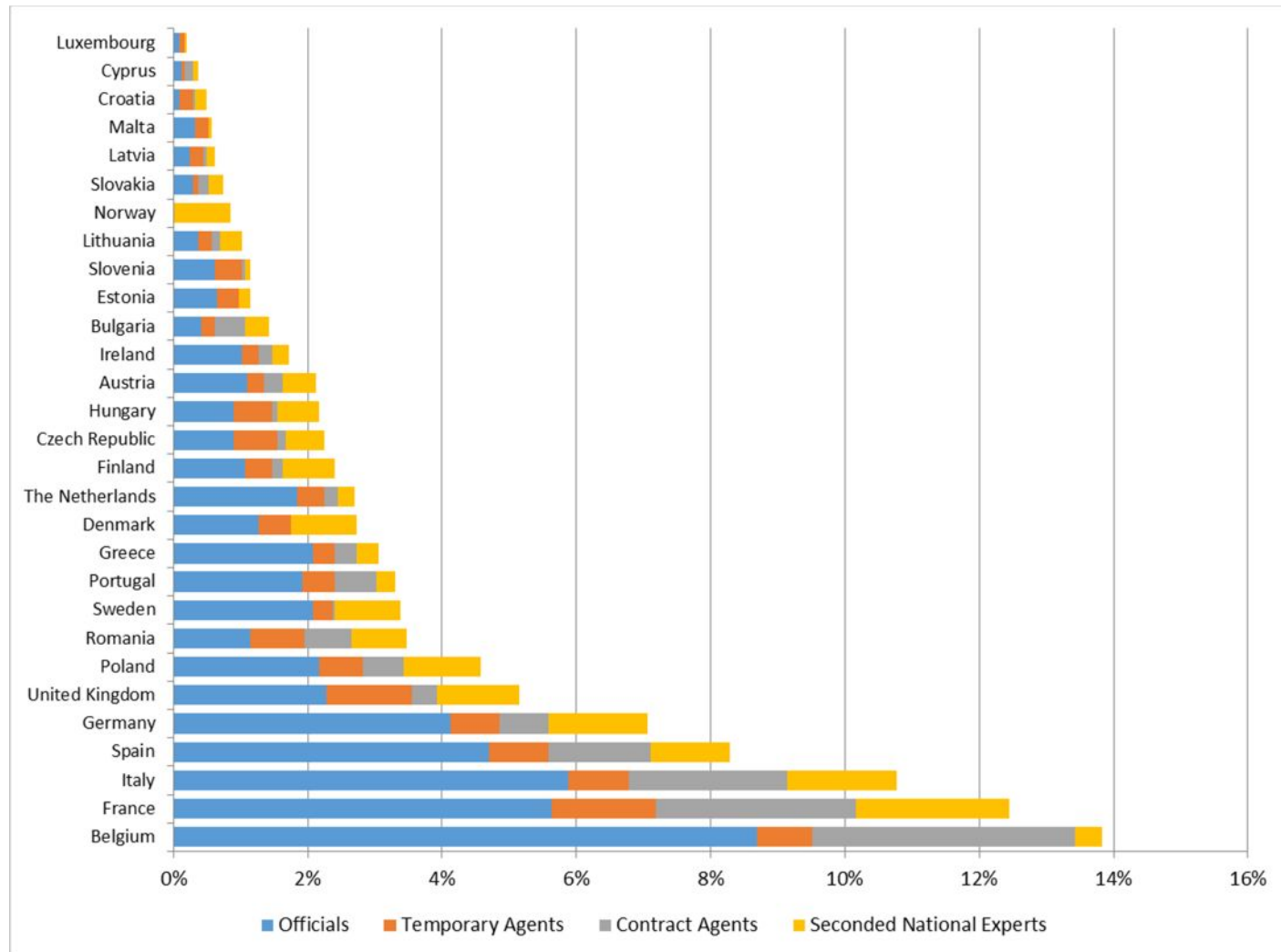


Table 3 – Question 7 - Gender Balance per staff category

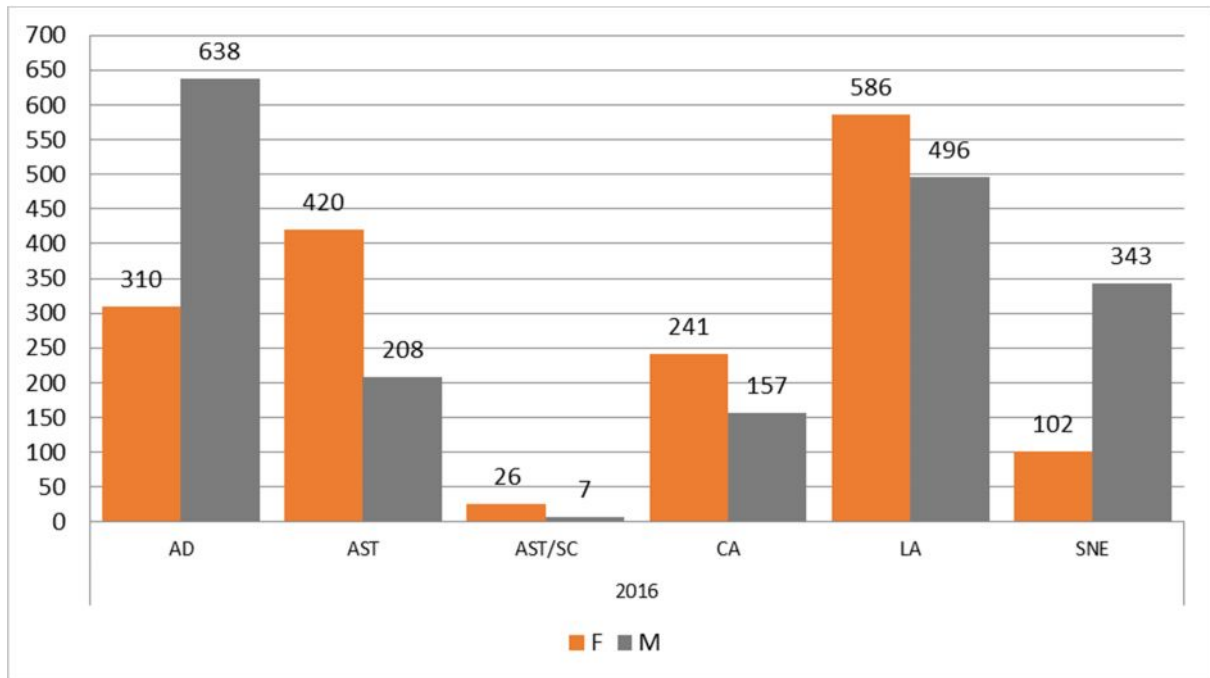


Table 4 – Question 7 - Gender balance per grade - AD

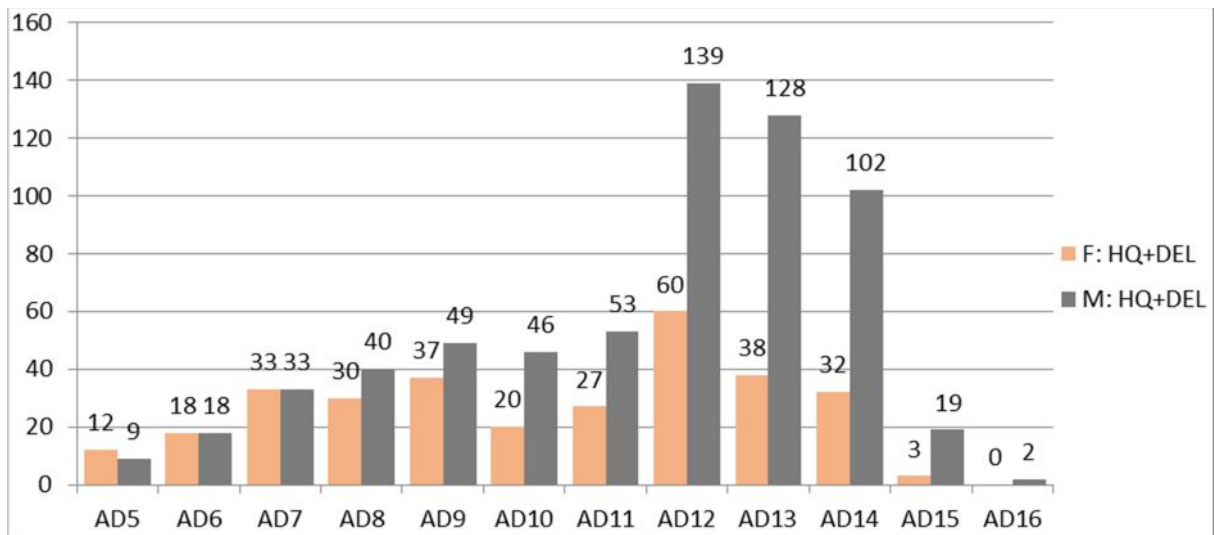


Table 5- Question 7 - Gender balance per grade – AST and SC

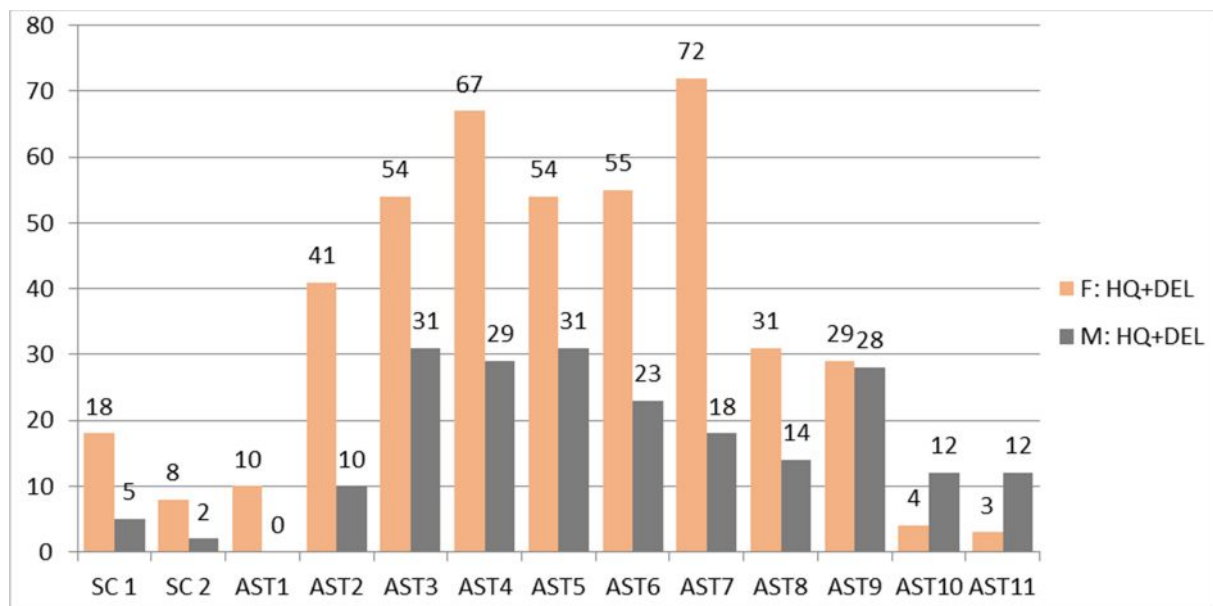


Table 6 – Question 7 - Gender balance Contractual Agents

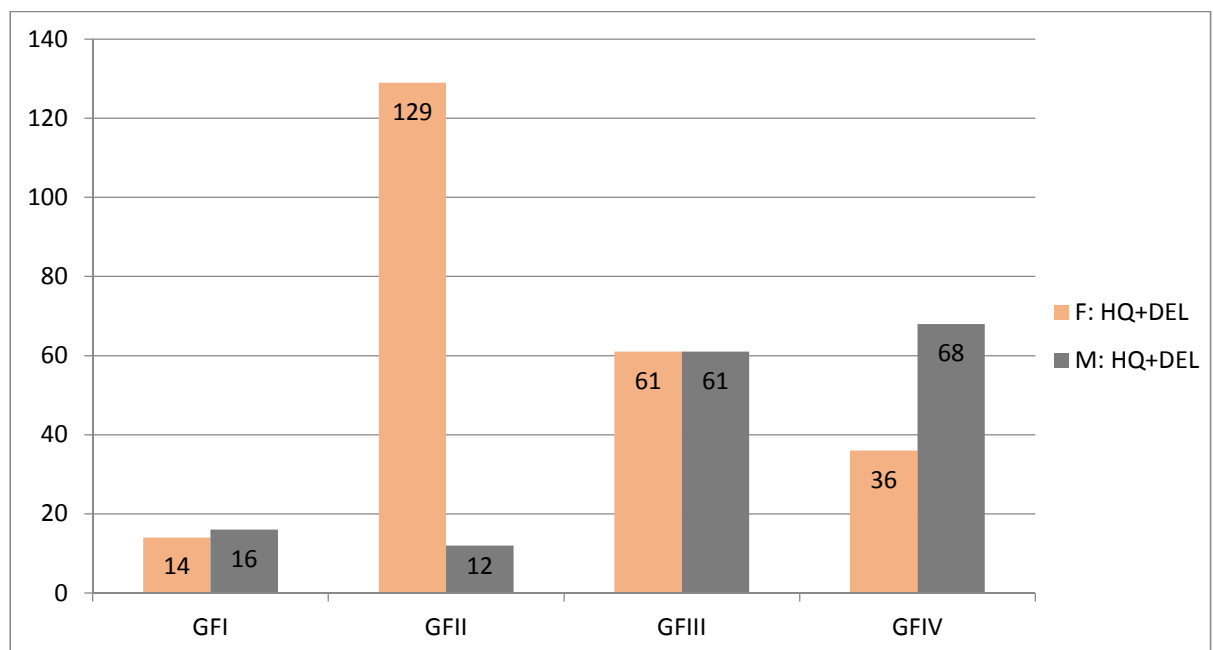


Table 7 – Question 7 – number of staff per grade and category.

Administrators		Secretaries/Assistants		Contract Agents	
Grade	TOTAL	Grade	TOTAL	Grade	TOTAL
AD5	21	AST/SC 1	23	GFI	30
AD6	36	AST/SC 2	10	GFII	141
AD7	66	AST1	10	GFIII	122
AD8	70	AST2	51	GFIV	104
AD9	86	AST3	85	GRAND TOTAL	397
AD10	66	AST4	96		
AD11	80	AST5	85		
AD12	199	AST6	78		
AD13	166	AST7	90		
AD14	134	AST8	45		
AD15	22	AST9	57		
AD16	2	AST10	16		
GRAND TOTAL	948	AST11	15		
		GRAND TOTAL	661		

Table 8 – Question 9 - Gender balance Management

	Middle Management		Senior Management		Total management	
	M	F	M	F	M	F
2011	146	45	43	6	189	51
2012	156	47	40	6	196	53
2013	164	47	41	6	205	53
2014	160	50	41	4	201	54
2015	165	51	37	4	202	55
2016	162	53	38	6	200	58

Table 9 – Question 27 – Trainees in Delegations

EUDEL in	City	Number
CHINA	Beijing	56
UN NEW YORK	New York	52
UN GENEVA	Geneva	39
UNITED STATES	Washington	34
UN/IAEA/OSCE	Vienna	28
INDIA	New Delhi	22
COE	Strasbourg	18
THAILAND	Bangkok	18
TURKEY	Ankara	16
INDONESIA	Jakarta	15
EGYPT	Cairo	14
HONG KONG	Hong Kong	14
SERBIA	Belgrade	14
BRAZIL	Brasilia	13
COSTA RICA	San Jose	13
KOREA	Seoul	13
COLOMBIA	Bogota	12
MEXICO	Mexico	12
SWITZERLAND	Bern	11
BURMA/MYANMAR	Yangon	10
FAO	Rome	10
FIJI	Suva	10
OECD/UNESCO	Paris	9
TAJIKISTAN	Dushanbe	9
CANADA	Ottawa	8
KAZAKHSTAN	Astana	8
NEW ZEALAND	Wellington	8
PHILIPPINES	Manila	8
SINGAPORE	Singapore	8
TAIWAN	Taipei	8
AUSTRALIA	Canberra	7
ETHIOPIA	Addis Ababa	7
NIGERIA	Abuja	7
RUSSIA	Moscow	7
RWANDA	Kigali	7
VIETNAM	Hanoi	7
ARMENIA	Yerevan	6
CAMBODIA	Phnom Penh	6
GUYANA	Georgetown	6
JAPAN	Tokyo	6
MAURITIUS	Port Louis	6

NICARAGUA	Managua	6
SENEGAL	Dakar	6
VENEZUELA	Caracas	6
ECUADOR	Quito	5
KENYA	Nairobi	5
KYRGYZSTAN	Bishkek	5
UKRAINE	Kiev	5
UZBEKISTAN	Tashkent	5
AZERBAIJAN	Baku	4
MONTENEGRO	Podgorica	4
TANZANIA	Dar Es Salaam	4
URUGUAY	Montevideo	4
WTO GENEVA	Geneva	4
ALGERIA	Algiers	3
CHILE	Santiago	3
GUATEMALA	Guatemala	3
ICELAND	Reykjavik	3
LAOS	Vientiane	3
MALAYSIA	Kuala Lumpur	3
MOLDOVA	Chisinau	3
MOROCCO	Rabat	3
NAMIBIA	Windhoek	3
NORWAY	Oslo	3
SOUTH AFRICA	Pretoria	3
SRI LANKA	Colombo	3
TUNISIA	Tunis	3
CAPE VERDE	Praia	2
DOMINICAN REPUBLIC	Santo Domingo	2
GHANA	Accra	2
ISRAEL	Tel Aviv	2
IVORY COAST	Abidjan	2
KOSOVO	Pristina	2
LEBANON	Beirut	2
MALAWI	Lilongwe	2
TIMOR-LESTE	Dili	2
UGANDA	Kampala	2
ALBANIA	Tirana	1
CAMEROON	Yaoundé	1
CONGO	Brazzaville	1
DJIBOUTI	Djibouti	1
EL SALVADOR	San Salvador	1
ERITREA	Asmara	1
FYROM	Skopje	1

GEORGIA	Tbilisi	1
JAMAICA	Kingston	1
JORDAN	Amman	1
LESOTHO	Maseru	1
LIBYA	Tripoli	1
PAKISTAN	Islamabad	1
SOMALIA	Nairobi (Kenya)	1
SUDAN	Khartoum	1
TOGO	Lomé	1
WEST BANK & GAZA STRIP	Jerusalem East	1

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