

Annual Activity Report

2017

DIRECTORATE-GENERAL FOR

INFRASTRUCTURE AND LOGISTICS

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0. BUDGETARY IMPLEMENTATION OVERVIEW

Code	Appropriation type	Type de crédits	EUR ou %
	Appropriations of 2017	Crédits 2017	
A	Initial appropriations	Crédits initiaux	256.802.000,00
B	Final appropriations	Crédits finaux	274.794.337,00
C	Commitments	Engagements	265.839.576,52
D	Commitments in % of final appropriations	Engagements en % des crédits finaux	97%
E	Payments	Paielements	140.883.459,19
F	Payments in % of commitments	Paielements en % des engagements	53%
G	Cancellations of 2017 final appropriations	Annulations de crédits finaux 2017	6.390.760,48
H	Cancellations appropriations in % of final appropriations	Annulations en % des crédits finaux	2%
	Appropriations carried over from 2017 to 2018	Crédits reportés de 2017 à 2018	
I	Automatic carryovers from 2017 to 2018	Crédits reportés automatiquement de 2017 à 2018	124.956.117,33
J	Automatic carryovers from 2017 to 2018 in % of commitments	Crédits reportés automatiquement de 2017 à 2018 en % des engagements	47%
K	Non-automatic carryovers from 2017 to 2018	Crédits reportés non-automatiquement de 2017 à 2018	2.564.000,00
L	Non-automatic carryovers from 2017 to 2018 in % of final appropriations	Crédits reportés non-automatiquement de 2017 à 2018 en % des crédits finaux	1%
	Appropriations carried over from 2016 to 2017	Crédits reportés de 2016 à 2017	
M	Automatic carryovers from 2016 to 2017	Crédits reportés automatiquement de 2016 à 2017	135.753.222,76
N	Payments against automatic carryovers from 2016 to 2017	Paielements sur crédits reportés automatiquement de 2016 à 2017	126.173.387,76
O	Payments against automatic carryovers from 2016 to 2017 in % of automatic carryovers from 2016 to 2017	Paielements sur crédits reportés automatiquement de 2016 à 2017 en % des crédits reportés automatiquement de 2016 à 2017	93%
P	Cancellations of automatic carryovers from 2016 to 2017	Annulations de crédits reportés automatiquement de 2016 à 2017	9.579.835,00
Q	Cancellations of automatic carryovers from 2016 to 2017 in % of automatic carryovers from 2016 to 2017	Annulations de crédits reportés automatiquement de 2016 à 2017 en % des crédits reportés automatiquement de 2016 à 2017	7%
R	Non-automatic carryovers from 2016 to 2017	Crédits reportés non-automatiquement de 2016 à 2017	0,00
S	Payments of non-automatic carryovers from 2016 to 2017	Paielements sur crédits reportés non-automatiquement de 2016 à 2017	
T	Payments against non-automatic carryovers from 2016 to 2017 in % of non-automatic carryovers from 2016 to 2017	Paielements sur crédits reportés non-automatiquement de 2016 à 2017 en % des crédits reportés non-automatiquement de 2016 à 2017	
U	Cancellations of non-automatic carryovers from 2016 to 2017	Annulations de crédits reportés non-automatiquement de 2016 à 2017	
V	Cancellations of non-automatic carryovers from 2016 to 2017 in % of non-automatic carryovers from 2016 to 2017	Annulations de crédits reportés non-automatiquement de 2016 à 2017 en % des crédits reportés non-automatiquement de 2016 à 2017	
	Assigned revenue in 2017	Recettes affectées 2017	
W	Appropriations from assigned revenue in 2017 (current)	Crédits de recettes affectées courants 2017	26.103.120,95
X	Assigned revenue carried over to 2017	Crédits de recettes affectées reportés à 2017	24.506.719,85
Y	Balance of commitments on assigned revenue carried over to 2017	Solde des engagements reportés à 2017 sur crédits de dépenses spécifiques sur recettes affectées	3.182.524,44
Z	Payments in 2017 against appropriations from assigned revenue (current and carried-over)	Paielements sur crédits de recettes affectées 2017 (courants et reportés)	19.618.534,20
AA	Payments in 2017 against assigned revenue in % of assigned revenue in 2017 (current and carried-over)	Paielements sur crédits de recettes affectées 2017 en % des crédits de recettes affectées 2017 (courants et reportés)	36%

1. OBJECTIVES

1.1. Objectives of the directorate-general

The main objectives of DG Infrastructure and Logistics are as follows:

1. to make available to the institution, within the specified time frames, the facilities, goods and services coming within its responsibility that are required for the proper conduct of the work of Members, the political groups and the Administration, enabling that work to be performed safely and securely;
2. to provide the assistance that the political authorities, in particular the Bureau, the Working Party on Buildings, Transport and a Green Parliament and the Quaestors, require in order to take informed decisions on developments in the management of Parliament's facilities and buildings;
3. to ensure the maintenance of high standards of security on Parliament's premises and contribute to Parliament's general policy in the field of environmental sustainability and efficiency, improving access to Parliament premises (Design for All), and improving working conditions and well-being at work;
4. to finalise decisions on better and efficient accommodation for Members and staff and make a success of bringing the car service for Members in house;
5. to continue work on current buildings projects and their implementation on schedule, on the implementation of a diversified catering strategy at all the places of work and the implementation of all reforms recently initiated with a view to improving services to the Institution;
6. to continue to restructure and modernise the directorate-general, on the basis of a solid assessment of existing working methods and procedures in order to better address future challenges, particularly as regards the need for cooperation, a better allocation of limited resources and better communication.

1.2. Feasibility and risk assessment

DG INLO keeps a risk register covering its main activities. The register is updated annually and forwarded to the central risk management service, which comes under the authority of the Secretary-General's office.

The potential risks associated with the DG's objectives for 2017 included:

- In 2017, the People Transport Unit completed the operation to bring the drivers service in house, in accordance with the Bureau decision of 11 April 2016, by recruiting the 110 drivers. Moreover, a contract for the leasing of cars (hybrid plug-in vehicles) was drawn up in accordance with the EMAS objectives. A new office space, adapted to the new internalised structure, was created to make it possible to merge the management and the operational part of the unit. A new interface for the booking of cars online by Members was launched in June 2017.
- Within the Directorate for Infrastructure, particular attention is paid to the security and well-being of users of Parliament's buildings. Thus DG INLO's technicians, engineers and architects have at their disposal a three-year training programme covering technical aspects, in particular energy performance (EMAS), health and

safety of users, and the ergonomics and accessibility of buildings. In addition, the updating of quality manuals and technical procedures is carried out on a regular basis.

- The risks with regard to accessibility for persons with reduced mobility continued to be reduced by the continuation of the audit already launched in 2016. In 2017, as required by French law, an accessibility register was introduced in Strasbourg (on 22 October 2017). In Brussels, the audit of central buildings was completed and that of other administrative buildings was ongoing. An accessibility manual was published for Strasbourg and Brussels. In Luxembourg, the 2nd phase of the audit of the ADENAUER Building was launched. Moreover, the ‘disabled access’ audit of all existing canteens and restaurants in buildings at the 3 places of work was carried out in 2017.
- The continuation of the buildings projects in progress carries with it operational risks proportional to the scale of the projects involved. In this connection, measures to reduce the risks associated with any technical problems, costs and completion deadlines are dealt with in the registers of specific risks, which are forwarded annually to the central risk management service.
- In the light of the persistently complex political and security situation, particularly since the demonstrations by Kurds in Brussels in the autumn of 2014 and their intrusion into Parliament, and the attacks in Paris in November 2015, Parliament has taken a succession of decisions to tighten up its security arrangements by means of both structural and organisational improvements. These Bureau decisions led to specific measures to improve security in buildings which, thanks to the excellent cooperation between DG INLO and DG SAFE, have been carried out in stages since January 2015. During 2017, therefore, security in Parliament’s buildings improved significantly.

Furthermore, an adaptation of the risk registers of the Directorate-General, in accordance with the new version of Parliament’s risk management manual and in line with the Strategic Execution Framework and the Parliamentary Project Portfolio, was carried out. This new version of the risk registers of DG INLO is communicated to the central risk management service at the beginning of 2018.

2. ASSESSMENT OF RESULTS OF OPERATIONS IN THE LIGHT OF THE OBJECTIVES – USE OF RESOURCES

2.1. The DG’s environment

Structural changes

In 2017, DG INLO continued its strategy of reorganising and rationalising certain sectors connected with its tasks. The ongoing study on the allocation of staff within the DG will make it possible to assess more effectively the future requirements in terms of human resources to contribute optimally to the work of Parliament and to give Members all necessary support in terms of the infrastructure, logistics and services required to perform their duties.

Following the decision to reorganise and semi-decentralise public contracts in DG INLO, a new unit, ‘Ex-ante Control and Public Procurement Coordination’, was created in May

2017. It is made up of the Public Procurement Coordination Service and the Ex-Ante Control Service, which was previously attached to the Finance Unit. The objective is to boost the central role of the Ex Ante Control Service and provide support to ensure uniform application and monitoring of procurement procedures in the DG. In parallel, a procurement department directly attached to the Director was established in each Directorate.

A central cell, responsible for managing financial initiation for the Logistics Directorate, was also gradually introduced from mid-2017.

On 1 September 2017, the Conference Ushers Unit was transferred to DG INTE in order to create a 'One-Stop Conference Service', thereby establishing a centre of competence intended to better meet the expectations of Members and other clients.

2017 was also marked by the conclusion of major projects such as the construction of the House of European History in Brussels, opened in May 2017, which gives visitors an overview of European history, and the renovation of the Havel building, which will permit optimised management of premises in Strasbourg.

2.2. Human resources of the DG

2.2.1. Establishment plan¹

	as at 01/01/2016				as at 01/01/2017			
	AD	AST	AST/SC	Total	AD	AST	AST/SC	Total
Permanent posts	73	309	15	397	74	285	26	385
Temporary posts	10	7	0	17	10	7	0	17
Total	83	316	15	414	84	292	26	402

2.2.2. Staff numbers as at 31/12/2017

	AD	AST	AST/SC	Total		FTE
Officials	62	233	15	310		297
Temporary staff	13	12	5	30		30
- in temporary posts	10	7		17		17
- in permanent posts	2	0	2	4		4
- compensating for part-time working	1	5	3	9		9
Contract staff				302		279
Seconded national experts						
Interim staff				1		1
Total				643		607

Contract staff: FTE: number of days converted into FTEs on the basis of an average of 220 days/year.

¹ As indicated in the EP's preliminary draft estimates (PDE)

The operation to bring the drivers' service in house has led to the recruitment of drivers as contract staff members. The recruitment process was started in January 2017 and ended in January 2018. 110 drivers and 7 control centre staff were recruited. In parallel, a leasing contract with reopening of competition was introduced for vehicles transporting Members, taking into account the latest environmental standards.

The DG also contributed, by the deletion of 5 Assistant posts, to the abolition of 76 posts in the establishment plan of the Secretary-General in order to compensate in a budgetarily neutral manner for the creation of an equivalent number of posts in the establishment plan of the political groups for 2017.

2.3. Budget implementation in 2017

2.3.1. Initial and final appropriations

In 2017, the following transfers affecting the initial allocation for DG INLO were made:

- Transfer P1 signed on 28 April 2017: assigned revenue from item 2003-00 'Acquisition of immovable property' to item 2005-03 'Construction of buildings Brussels' for an amount of EUR 11 646 421, intended to complete the fitting-out and initial occupation of the Martens Building in Brussels.
- Transfer C3: DG INLO made available an amount of EUR 1 345 860 from item 2007-01 'Fitting-out of premises: infrastructure', in response to a request for appropriations to be transferred to DG INTE.

Part of the appropriations already blocked during mopping-up was used for transfers C4 and C6:

- Transfer C4: Transfer of appropriations from items 2007 and 2022 for DG ITEC and DG TRAD.
- Transfer C6: Transfer of appropriations from items 2008, 2022 and 2024 for DG INTE and DG COMM.
- Transfer C7: The mopping-up transfer of EUR 40 850 000 against item 2001 'Lease payments' was approved on 4 December 2017. Initially, this amount will be paid into the fiduciary account and subsequently it will be used to cover the payment of works invoices, thus reducing the cost of financing for the KAD project.

The following table provides an overview of the appropriations freed up during mopping-up operations:

Item	Heading	Amount transferred	Reason for surplus
1631	Mobility	EUR 5 000	Consumption lower than originally expected.
1652	Current operating expenditure for restaurants and canteens	EUR 1 200 000	Priority use of carried-over assigned revenue related to the recovery of EUR 1 million in VAT from the French Government
2000	Rent	EUR 20 000	Operating balance
2005	Construction of buildings	EUR 1 210 000	Partial use of the security budget Delay in planning invitation to tender

Item	Heading	Amount transferred	Reason for surplus
2007	Fitting-out of premises	EUR 12 477 140	Surplus due to the postponement of certain projects until 2018 and the cancellation of an invitation to tender
2008	Other specific property management arrangements	EUR 1 471 000	Savings on technical assistance missions Lower prices in the context of the invitation to tender for inspection agency duties Services revised downwards and abandonment of a contract Delay in the progress of building audit assignments
2022	Office maintenance, upkeep, operation and cleaning	EUR 1 100 000	Optimising human resources Surplus due to postponement of the deadline for the tender procedure 'Technical assistance to the management of the buildings of the European Parliament Information Offices'
2024	Energy consumption	EUR 3 077 392	Fall in consumption and fall in electricity prices Energy for the Belmont building was combined with all charges for Item 2022-03. Operating balance
2103	Computing and telecommunications — business-as-usual operations — management of ICT applications: DG INLO applications	EUR 44 248	Consumption lower than originally expected.
2140	Equipment and technical installations	EUR 255 000	Lag in forecasts due to the change of strategy for the invitation to tender for Parliament's staff shop (only tills instead of complete IT system, i.e. tills, storage and accounting). Consumption lower than originally expected.
2160	Transport of Members, other persons and goods	EUR 526 500	Decrease in transport requests for the Administration Priority use of carried-over assigned revenue related to the recovery of sales of service cars, transferred from Line 02160-03
2360	Postage on correspondence and delivery charges	EUR 9 900	Consumption lower than originally expected.
2370	Removals	EUR 89 000	Consumption lower than originally expected.
2380	Other administrative expenditure	EUR 15 000	Consumption lower than originally expected.
Total		EUR 21 500 180	

2.3.2. *Final appropriations and appropriations committed*

On completion of the two end-of-year mopping-up transfers, 97% of final appropriations for the areas under the DG's responsibility had been committed.

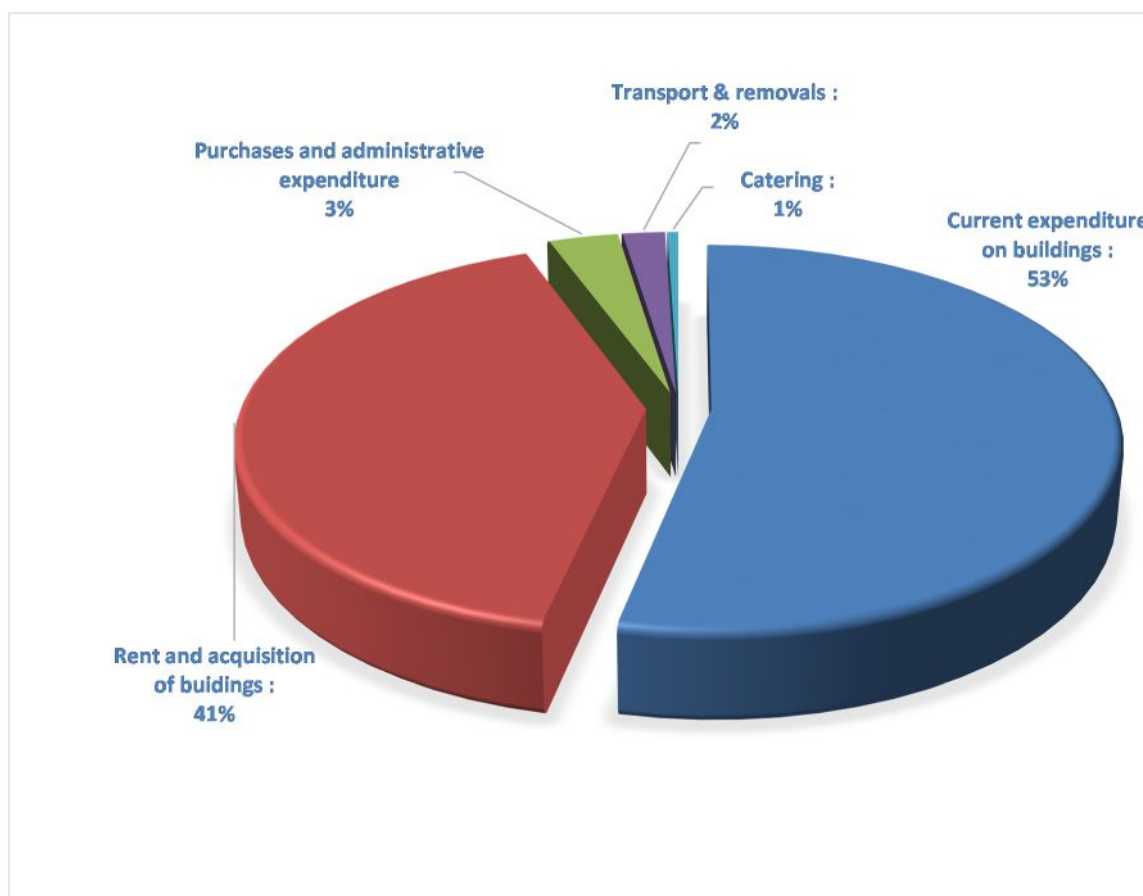
The following amounts were liquidated at the end of the year:

- Item 2005-01 — Construction of buildings — Luxembourg: EUR 787 421
Several decommitments totalling EUR 787 421 were only carried out on 31 December 2017, and, having been released in this way, it was not possible to use these funds for mopping up. These late decommitments arose from the adjustment of the calculation of work performed by the Project Management (taking into account indexation and the exact amount of performance instructions issued at the end of the year).
- Item 2008-02-01 — Other specific property management arrangements: buildings projects - Luxembourg: EUR 46 231
For this item, actual needs were EUR 30 000 less than initially budgeted. The estimates that were revised downwards during the year concerned 'various expert reports and studies', 'models and prototypes' and 'document reproduction'.
- Item 2120 — Furniture: purchases and replacement of furniture: EUR 1 302 591
The appropriations were used partly to furnish the Martens building, but were not consumed in their entirety.
- Item 2140-03-02 — Technical installations: buildings projects: EUR 25 000
No specific need was identified in 2017 and all the appropriations against this item (EUR 25 000) therefore remained unused.
- Item 2160-01 — Transport of Members, other persons and goods: transport of Members (leases and operation)': EUR 299 251
2017 was a transitional year following the internalisation of the drivers' service within Parliament and the replacement of the external contractor responsible for lease cars. As there were some delays in delivery times before the lease cars became definitively available, it was necessary to rent stopgap cars for several months to enable the new drivers who had been recruited to do their work. These factors made it difficult to estimate the appropriations required.
- Item 2160-02 — Transport of Members, other persons and goods: transport of persons (leases and operation): EUR 39 431
The number of requests for transport of EP staff decreased substantially in 2017 compared to previous years, which was partly due to the internalisation of the drivers' service; the number of orders placed with external firms was therefore reduced.
- Item 2160-03 — Transport of Members, other persons and goods: purchases and replacement: EUR 300 000
Following the publication of the call for tenders in September 2017 for the purchase of 2 trucks (total value approx. EUR 300 000), the contract was deemed unsuccessful because the technical specifications had not been respected in the tenders received. It was therefore impossible to use the appropriations allocated to this project.
- Item 2160-04 — Transport of Members, other persons and goods: maintenance, use and repair: EUR 94 245
As for line 2160-01, 2017 was a transitional year due to the internalisation of the drivers' service. It was difficult to estimate the necessary appropriations to cover the additional

costs of fuel and road tolls. It should be noted that this budget line also includes the imprest account covering the operating costs of other EP units (Allocation of EP Offices and Removals Unit, DG SAFE) which can only be roughly estimated.

- Item 3040 — Miscellaneous expenditure on internal meetings: EUR 567 000
The measures (reduction in the price of bottled water and reduction of the amount for bottles distributed during official meetings) taken after the adoption of the 2017 budget made it possible to reduce significantly the expenditure on item 3040.

The graph below shows the breakdown of appropriations committed by type of expenditure within the directorate-general in 2017:



Rent and acquisition of buildings: 41%
Purchases and administrative expenditure: 3%
Transport and removals: 2%
Catering: 1%
Current expenditure on buildings: 53%

Item 1652: The decrease in commitments on budget line 1652 'Current operating expenditure for restaurants and canteens' is due to the priority use of carried-over assigned revenue related to the recovery of EUR 1 million in VAT payments from the French state.

Item 2120 — Furniture: The significant increase in the percentage of commitments for item 2120 was due to the launch of the project to provide furniture for the new Martens building in Brussels with a capacity of 950 work stations. This project was based on new configurations which met the highest standards of ergonomics and occupation of space.

Item 2024 — Energy consumption: The savings made thanks to reduced energy consumption and the fall in electricity prices enabled significant reductions to be made on this item.

2.3.3. *Appropriations committed and payments made*

The utilisation rate for the appropriations committed was 53%.

- Item 2001-01-00 — Annual lease payments: Luxembourg:
The sums committed against item 2001 for the Adenauer project (including EUR 40 850 000 from the 2017 mopping-up operations) will only be paid as and when work on the project progresses. They have therefore been carried over to 2018 in their entirety with a view to being used to replenish the revolving fund provided for under the contracts via a transfer to the fiduciary account.
- Item 2005-01-00 — Construction of buildings: Luxembourg:
The utilisation rate for commitments relating to the management of the KAD project and Lot 02 (Site management) is relatively low (around 57%). The main reasons for this are as follows:
 - No invoices have yet been submitted to Parliament for work on several project management lots for the last months of 2017 (phase 1).
 - Work in response to performance instructions for several project management lots commissioned in 2017 had not yet been invoiced.
 - There were also delays in invoicing in relation to Lot 2 (Site management), where the work done in the last quarter of 2017 had not yet been invoiced by 31 December 2017.

2.3.4. *Use of automatic and non-automatic carryovers from 2016 to 2017*

The utilisation rate for the appropriations carried over was 93%. This rate is average for recent financial years.

The table below lists the main items against which there was a significant outstanding balance of unused carried-over appropriations in 2017:

Item	Heading	Balance	Justification
2005	Construction of buildings	EUR 1 061 623	<p>Construction of buildings: The unused appropriations were mainly due to the following works not having been invoiced:</p> <ul style="list-style-type: none"> • against commitments for project management lots for the KAD II West site studies and performance instructions from before 1 January 2017. Due to a delay in performing the KAD II West site studies, the MAR (“marchés”) and EXE (“exécution”) phases were not carried out in 2017 and therefore did not give rise to invoicing. In addition to this, there was a delay in invoicing certain

Item	Heading	Balance	Justification
			<p>performance instructions issued before 1 January 2017.</p> <ul style="list-style-type: none"> against the commitment to cover the services of Lot 02 (Specific Contracts Nos 5-6-7) by the end of 2016. There were long delays in invoicing for Lot 02, and at the time of carryover of the appropriations it was necessary to estimate the amount of work done in the last quarter of 2016. The estimates exceeded the ultimate invoices.
2007	Fitting-out of premises	EUR 5 520 750	<p>Strasbourg maintenance: The unused appropriations mainly came from:</p> <ul style="list-style-type: none"> Management and coordination of sites assessed: EUR 135 000 unused in performing the work to stop seepage on levels -3 and 4 in the Louise Weiss building (in comparison with the initial estimate of the cost) Replacement of six electrical transformers in the WIC/SDM/PFL buildings: EUR 48 000 unused in the performance of the work in comparison with the initial estimate of the cost Creation of facilities to connect backup refrigeration units in the Weiss building: EUR 43 000 unused in performing the work in comparison with the initial estimate of the cost <p>The rest of the amount came from differences in the cost of fitting-out work between the amounts estimated and the actual amounts of work done by the contractors.</p> <p>Information Offices: total small surpluses</p> <p>Luxembourg projects: The disparity of EUR 241 000 was due to the delay in invoicing for lights.</p> <p>Strasbourg projects: The balance of the carried-over appropriations can be explained as follows:</p> <ul style="list-style-type: none"> EUR 211 000 represented shortfalls an amount of EUR 347 000 represented several recommitments for ongoing work, including a recommitment of an amount of EUR 279 440 for the entrance to the Weiss

Item	Heading	Balance	Justification
			<p>Building, due to the delay in the negotiations with the City of Strasbourg on the acquisition of the land.</p> <p>Brussels projects: The loss of appropriations is mainly due to four reasons:</p> <ul style="list-style-type: none"> • Spinelli-Wiertz walkway project: Work on the site was scheduled for completion by the end of October 2017. Discoveries made on the site during the excavation works and the need to plan modifications to the foundations, as well as general-contractor's problems with his principal subcontractor and adverse weather conditions, led to a delay in the project of around four months. Loss: EUR 1 243 158 (undertaking and consultancy firm) • Atrium-Nodal ITEC project: Work on the site was scheduled for completion in September 2017. It had to be suspended in April for modification, because of a request that the parking spaces where the project was being built should be completely liberated. The study of the modified situation was carried out, and work on the site was able to resume in September, extending the deadline by 5 months. Loss of EUR 830 761 (undertaking and consultancy firm) • Security projects: The commitments were entered into and the order forms issued in 2016 and the work also began in 2016. Apart from the privacy film for windows, all the work was completed in 2016 and 2017. Technical changes in comparison with the work originally planned were made in the course of 2017. Savings were made on the various sites, but mainly because of this. Loss: EUR 839 359 • Other projects: Main savings made on building sites
2008	Property management	EUR 118 438	Information Offices: total small surpluses

Item	Heading	Balance	Justification
2022	Cleaning and maintenance	EUR 1 775 266	<p>Luxembourg maintenance: The unused appropriations came mainly from committed appropriations for cost statements, as the charges payable for several buildings had been decreased. The amount of advances for charges was adjusted for 2017.</p> <p>Strasbourg maintenance: The unused appropriations were mainly due to the following significant events:</p> <ul style="list-style-type: none"> • Work to secure the tubs along the façades of offices T11 and T13 in the Weiss building: EUR 184 000 which was not used arose from the fact that the work whose cost had been estimated was performed on the basis of inspections of the carcass work, and that, when carrying out the work, the faults to be remedied proved to be less serious than assumed in the estimate. The rest of the amount came from differences in the cost of fitting-out work between the amounts estimated and the actual amounts of work done by the contractors. <p>Information Offices: total small surpluses</p>
2024	Energy consumption	EUR 866 374	<p>Luxembourg Maintenance: surplus due to falls in energy consumption and in electricity prices. The savings on heating were also partly due to favourable weather conditions.</p> <p>Strasbourg maintenance: reduction in energy consumption</p> <p>Information Offices: consumption less than estimated at the time of the carry-over of appropriations</p>
Total		EUR 9 342 451	

2.3.5. Use of appropriations corresponding to assigned revenue

2.3.5.1 Situation with regard to specific expenditure appropriations/assigned revenue

2.3.5.2 Situation with regard to appropriations carried over on specific expenditure items/assigned revenue

The payment rate against assigned revenue appropriations (current and carried over) was 36%.

The table given below shows the main items against which appropriations committed against assigned revenue (type 3) were not used in full in 2017:

Main surpluses (except items 2000 and 2001)

Item	Heading	Balance	Justification
2005	Construction of buildings	EUR 535 876	See the items listed in point 2.3.4 for item 2005
2007	Fitting-out of premises	EUR 11 436	Surplus from management
2008	Other specific property management arrangements	EUR 3 723	Information Offices: total small surpluses
2022	Cleaning and maintenance	EUR 35 430	Information Offices: total small surpluses

2.4. Results achieved

One-Stop Shop

The One-Stop Shop has been operating since February 2014 as a central contact point for Members seeking assistance regarding parliamentary services. It serves as a link between Members and the various services, which remain responsible for the part of the service that they provide to Members. The one-stop shop covers all administrative and support services, but does not provide assistance with core political work or advice on the rights and obligations of accredited parliamentary assistants under the Staff Regulations.

Statistics and state of play: 2017 is the third full year of operation, and nearly 4 300 requests have been received. From the beginning of the 8th parliamentary term (01/07/2014) until December 2017, 816 Members out of a total of 832 (751 Members + 81 'incoming and outgoing' Members) were customers of the One-Stop Shop.

Pursuant to the Bureau decision of 9 December 2013, the Members' One-Stop Shop is required to conduct user satisfaction surveys. The last survey carried out during the first half of 2017 resulted in a 90% score for quality, which is fully in line with DG INLO's internal objectives.

DIRECTORATE A

In terms of the European Parliament's infrastructure maintenance policy, the main objective of the Directorate for Infrastructure is to provide the Members and staff of the European Parliament with optimum working conditions in a high-quality, energy-efficient buildings stock, while ensuring their safety, comfort and well-being. In this spirit, and in line with the objectives of the Directorate-General, in addition to the actions carried out on a routine basis, some highlights of the year 2017 (non-exhaustive listings) are worthy of mention.

In Brussels, following the signing of the agreement for the acquisition of the future MONTROYER 63 building, which will house the training centre and administrative premises, the old building was cleared of asbestos and then demolished, allowing the construction of the new building to begin. By the end of 2017, the structure had been completed and the installation of technical equipment had begun. Following submission by DG SAFE of the expert report on building security, negotiations were undertaken with the owner to incorporate these modifications. The owner has submitted an offer of EUR 1.2 million for this work.

In the SPINELLI building, the two terraces were completed on the roofs on the sixth floor, zones F and H. A green wall was built near the Mediterranean cuisine restaurant on either side of the stairs.

The paint finishes and technical installations of the sports centre were renovated. Following contamination by Legionella, the technical installations had to be redone with the help of an external expert. Other hot water production facilities have been modified to improve management. Other projects include the pilot project for improving the ergonomics of interpreter booths, upgrading the MEPs' Portal and making fuel available for hybrid cars.

In March 2017, the 'Sanitary Facilities' area in the BRANDT building, comprising three shower cabins, one of which is for the use of people with reduced mobility, was put into service. Although they are not widely used, this concept could be used in the SPINELLI building as part of the study into the removal of the showers in Members' offices.

The second phase of installation of the water coolers connected to the water system was completed. In order to make them more visually appealing, a decorative frame was made on the 3rd floor of the SPAAK building as a test case.

In the SPAAK building, two municipal water leaks caused extensive damage to the building, requiring the relocation of about 30 people to other offices.

In the same building, after a number of tiles fell from the suspended ceiling in the newsroom and press room, electricity was restored and the suspended ceilings of these two rooms and the journalists' bar were secured in a period of only two months. In September, journalists were able to return to the premises.

At the beginning of the year, the securing of the BELMONT entrance was completed.

Following the triggering of the automatic fire extinguishing systems in the Huizigen data centre on 16 October 2017, the IT equipment has not yet been put back into operation. Litigation is under way with ATOS, with the support of the Legal Department.

The restoration of the two power supply cables from the distribution network to the high-voltage cabins of the SPAAK and SPINELLI buildings ensures redundancy in the event of a problem with the active source.

Installation of energy meters has been completed and the information can start to be used under the next building services maintenance contract.

As regards building services, the calls for tenders for maintenance, consultancy and works were carried out successfully. Calls for tender for the modernisation of the centralised technical management and fire detection facilities were delayed and could not be awarded in 2017. The major project to renovate the electrical installations of the SPINELLI 'Electrical Masterplan', including the creation of a backup network to which the emergency power units will be connected, was approved, as was the electrical distribution to the ATRIUM, and will be integrated into the framework contract 'Works'.

A multiannual programme of maintenance work will be carried out. The condition of the technical installations in the buildings is constantly being monitored and the modernisation and renovation programme for the technical installations is being continued: heating, air conditioning, electrical distribution network, centralised technical management, fire detection, elevators, maintenance of interior finishing, etc.

For the Luxembourg site, thanks to effective negotiations with the lessors of the various rented buildings, the most significant savings achieved by the unit in 2017 were a further EUR 150 000 reduction on the rent of the GOLDBELL building (in addition to the EUR 870 000 savings that were previously achieved) and annual savings of around EUR 60 000 on the charges for the Tower A and Tower B buildings from mid-2017.

The maintenance, renovation and alteration projects that have been carried out include the following:

- modification of the cooling system in order to save energy;
- upgrading the physical security of the SCHUMAN and SENNINGERBERG buildings by replacing key systems;
- maintenance of the carpets in the corridors of the ADENAUER building;
- painting of the entrance, lift lobby and cafeteria of Tower B;
- renovation of offices in the Schuman building and renovation of ceilings in the corridors of the building.

In Strasbourg, the quality of services was maintained for the operation and maintenance of the technical installations, as well as for the maintenance of the main and secondary works and the exterior areas, cleaning and waste management.

In particular:

- the maintenance of the HAVEL building, which was carried out following the entry into use of the building;
- the installation of a connection system for emergency cooling units, in order to limit the risk of a breakdown in the supply of power in the event of the failure of the main cooling system;
- the continued refurbishment of the WEISS building tower;
- the installation of charging stations for electric vehicles;
- the organisation of the necessary works and services for the event in honour of Mr Helmut KOHL in the Chamber.

Concerning the major planned maintenance works in the WEISS building, we can mention:

- that the technical studies for the replacement of heat pumps have been made and the call for tenders for these works launched;
- that the technical studies for the renovation of the Fire Safety System (FSS) have been launched and will be completed in early 2018, in consultation with DG SAFE;
- that an inventory of the Building Management System (BMS) has been launched and will be completed in 2018. This inventory is the first step in the strategy developed for the work to replace the BMS.

With regard to the court-appointed experts' reports on the WEISS building, the last work package has been completed.

The alteration needs of other Directorates-General were addressed: in particular for DG COMM, work on the modernisation of audio-visual installations started in 2017 (local part for technical installations of audio-visual equipment).

As far as the Information Offices are concerned, mention should be made first and foremost of the property market survey that took place in Paris to find a location for the prospective Europe House. Following the political authorities' visit of 27-28 April 2017, the building at 51 Boulevard Haussmann emerged as the best option among the four buildings that were shortlisted. On 13 November 2017, the Bureau approved the signing of a lease for the rental of the property at 51 Boulevard Haussmann for a period of 20 years. At its meeting of 4 December 2017, the Committee on Budgets did not raise any objections. The contract is expected to be signed in early 2018.

As for the temporary building, again in Paris, following the Bureau's decision of 3 July 2017 to conclude a lease contract for a temporary building, two buildings were visited on 10 July 2017 in the presence of the relevant directors from the two Institutions. At the same time, negotiations were started with the representative of the owner of the current Europe House, which resulted in a number of advantages for the Institutions, including a 14% reduction in rent, better contractual conditions, no obligation to restore the property to its original condition at the end of the lease, and no work during the new occupancy period. With regard to the temporary building, on 11 October 2017, the Working Party on Buildings, Transport and a Green Parliament expressed a preference for extending the occupation of 288 Bld St-Germain until the move to 51 Bld Haussmann. The addendum to the lease will be signed in early 2018.

A future Europe House is also planned in Rome. In accordance with the Bureau's decision of 12 December 2016, a property market survey was launched by Parliament, which is the lead institution, with the aim of finding a building to house the new Europe House, incorporating the Europa Experience facilities. Market studies were carried out to assess the specific characteristics of Rome's property market. 40 buildings were then evaluated and a political authorities' visit is planned for spring 2018.

In Stockholm, a property market survey to find a new Europe House was declared unsuccessful in December 2016. A major delay in the building conversion project, the owner's initial reason for terminating the lease, created a new possibility for the institutions to resume negotiations for an extension of the lease. At its meeting on 29 November 2017, the Working Party on Buildings, Transport and a Green Parliament authorised the Administration to conclude an amendment to the contract to extend the lease for three years.

In Budapest, the contract for the redevelopment of floors 2 and 4 of the Europe House building was signed on 15 December 2017. The work will be completed in 2018.

In Dublin, the sub-lease for the Information Office was extended for an additional two years through the Administrative Arrangement signed on 15 September 2017.

DIRECTORATE B

In 2017, the Logistics Directorate continued to implement the overall reform of the various services, focusing on improving the quality of services offered to Members, based on efficient resource management and increasing environmental sustainability in line with the principles set out in the EMAS Action Plan and other decisions taken by the political and budgetary authorities.

A key task was to complete the reform of the drivers' service after the completion of all the procedures necessary to implement the Bureau's decision of 11 April 2016 to internalise this service, in order to ensure that all the measures are put into practice to guarantee a high-quality service to Members. The move towards a 'green' fleet of vehicles using electric cars has been facilitated by the signing of leasing contracts, thus allowing for greater flexibility and rapid adaptation to new technologies. The online reservation interface for Members, entitled 'CARMEP WEB', was put into production in June 2017.

Furthermore, the proper and effective functioning of Parliament's catering services has been ensured while continuing the various implementing measures linked to Parliament's strategy (2014-2019), adopted by the Bureau on 10 June 2013, aimed at maintaining high-quality services for Members and staff by introducing competition into the sector, widening the choice and diversity of foods in order to create a more modern working environment, emphasising the importance of healthy and sustainable nutritional choices and reducing food waste.

During 2017, the optimisation of the Conference Ushers (transferred to DG INTE during the year) and Floor Ushers Units was pursued using technological advances, thus guaranteeing high-quality services to Members and to Parliament's administration.

The implementation of the Secretary-General's decision on the reform of the Office Allocation and Relocation Unit is being finalised. This restructuring allows for more efficient customer service and improved coordination in the various aspects of moving and space management. It aims to create a 'one-stop-shop' approach for all the services provided by this unit. The launch of the canteen sharing system for the Parliament administration is progressing well and will continue in 2018.

The current policy in the field of furniture for Members and staff is based on the principles of flexibility, adaptability, ergonomics and recycling and recovery solutions, with a view to ensuring high added value for Members, with a reduction in administrative burden and management costs. Therefore, a 're-furnishing Members' offices in Brussels' project was launched by DG INLO to create a welcoming and representative atmosphere in the

workplace, based on the image of the European Parliament. After approval of the project by the Bureau's Working Party on Buildings, Transport and a Green Parliament in May 2015, DG INLO, with the active participation of the other Directorates-General and the Legal Service, launched a procurement procedure in the form of a competitive dialogue procedure. The conclusion of the dialogue, scheduled for March 2017, was postponed following the plenary vote on 27 April 2017. In the meantime, five competing companies have prepared pilot projects which are scheduled to be installed over a period of five months in some Members' offices, starting in February 2018. The dialogue will be concluded and the call for tenders is expected to be awarded in the autumn of 2018.

DIRECTORATE C

The Resources Directorate contributed to the Directorate-General's 2017 objectives both through its own operational achievements and through the support it has provided to the other entities of the Directorate-General (Infrastructure Directorate, Directorate for Logistics and Directorate for Buildings Projects), in accordance with its historical mandate.

In 2017, it launched a major project with a very significant potential impact on the Directorate-General involving an analysis and screening of the allocation of human resources and possible improvement actions to be taken on the basis of its conclusions.

Following a request from the Directorate for Buildings Projects, and on the basis of several opinions from the Legal Service in this area, the Resources Directorate completed the extension of coverage for the 10-year and two-year complementary insurance policies for a series of European Parliament buildings in Brussels (W. MARTENS, House of European History, SQUARE de MEEUS, Learning Centre).

In terms of mobility, the Resources Directorate has extended coverage of part of the costs of local public transport subscriptions for its staff to Strasbourg, concluding an agreement to this effect with *Compagnie de Transports Strasbourgeois* (CTS) on behalf of the European Parliament.

Following the agreement of the Secretary-General, the Resources Directorate successfully implemented the overhaul of public contracts by redeploying its central staff to the authorising officers sub-delegated by other Directorates and by creating a new unit (ex-ante control and coordination of public contracts) responsible for supervision in this area.

On another level, the Communication Unit has completely rethought its communication strategy in order to take into account and make efficient use of the new technologies available by applying new principles in this field. The Directorate-General's intranet site has also been updated, in line with the European Parliament's new intranet site.

The accessibility of the buildings is being audited, a process that will last until 2019. In 2017, this exercise continued to bear fruit.

The Directorate was able to contribute to environmental efficiency through the plan to eliminate individual printers, which continued in 2017.

DIRECTORATE D

The main objective of the Luxembourg Buildings Projects Unit is to carry out and ensure the completion of the ADENAUER project within the deadlines and costs defined by the political

authorities. At the same time, it must ensure the smooth running and efficiency of the financing mechanism via the SI KAD PE.

It should be noted that at the beginning of 2017, the new Directorate identified deficiencies affecting the main management lots which caused significant delays in the execution of the works schedule.

Faced with this situation, which had its origins well before 2017 (with amendments supposed to provide solutions having been signed in October 2016), the new Directorate took the necessary steps to resolve the problems.

Numerous meetings were held with the management lot contractors in order to precisely identify the causes of the deficiencies and define the procedures to be applied in order to remedy them.

At the same time, consideration was also given to the possibility of a thorough reorganisation of the project management with a view to significantly improving the quality of the services provided.

However, it turned out that the main management lot contractors were somewhat reluctant to accept responsibility for the deficiencies noted and displayed an inability to find lasting solutions.

In particular, the Directorate decided:

- to notify contractors of the application of contractual penalties for delays;
- to examine the possibility of introducing a 'lean management' component to the project management, with the objective of ensuring better supervision of the entire operation, combined with a limitation of the roles assigned to project management lots by transferring certain tasks to the lean management.

These actions are currently in progress.

- **Deadlines:**
Following the Bureau's decision of 6 July 2015 and the delays experienced during the years 2016 and 2017, the project management presented a new schedule. According to this new schedule, acceptance of the East Site is now planned in three stages:
 - October 2018: acceptance of the Tower and the PQRS zone,
 - April 2019: acceptance of the rest of the East Site, except for the conference centre,
 - July 2019: acceptance of the conference centre.Completion of the West Site works is scheduled for January 2022.
- **Cost of the works carried out on site:**

The following table provides a summary of the progress of the work by batch as at 31.12.2017 (calculation: projected cost/payments made as at 31.12.2017, including pre-financing):

Nr lot	Designation	%
02	LIFEBASE	59 %
41	BUILDING STRUCTURE East construction site	94 %
42	BUILDING STRUCTURE West construction site	
43	METAL FRAME	66 %
44	DEMOLITION - ASBESTOS REMOVAL West construction site	
45	OUTDOOR FITTING East construction site	
46	EXTERIOR CONSTRUCTION West construction site	
47	ELEVATOR	60 %
48	BUILDING STRUCTURE - Demolition / asbestos removal - OUTDOOR FITTING West construction site	
51	CAPS - RESIN COATINGS - CARPET - FLOORING	26 %
52	TERRAZZO COATING - TILES - COATINGS	8 %
53	PAINTING - LIGHT PARTITIONS - LINERS - FALSE CEILINGS	33 %
54	FALSE FLOORS - HOLLOW FLOORS	7 %
55	REMOVABLE WALLS - DOORS	
561	METAL DOORS	
562	PARTITIONS STEEL-GLASS	
563	JOINERY WOOD INTERIORS - PLINTHS - LIGHT PANELS	
58	HARDWARE - INDUSTRIAL DOORS - SECTIONAL DOORS - CLOSURES	26 %
59	FIXED FURNITURE - FACING - MOBILE PARTITIONS	
61	FRONTS	66 %
71	HEALTH	35 %
72	KITCHEN EQUIPMENT, CENTRAL PURCHASES	
73	CENTRAL ENERGY	73 %
741	HVAC / hydraulic	23 %
742	HVAC / ventilation	24 %
743	HVAC / regulation	12 %
75	STRONG CURRENT ELECTRICITY	16 %
753	OFFICE / PARKING LIGHTING / STAIRS	
76	ELECTRICITY LOW CURRENTS	12 %
81	Preparatory work and guarding	

In total, the cumulative amount of work paid as at 31.12.2017 (including pre-financing) amounts to EUR 178 630 963. We can therefore observe a cumulative use of 44% of the target cost (based on an objective cost of EUR 410 000 000 at October 2012 prices).

- Estimated total cost of the ADENAUER project:
The changes in the projected cost were mainly caused by the following factors:
 - The Bureau decision of 6 July 2015 not to renovate the existing ADENAUER building;
 - The new end-of-site-works projection following reconfiguration of the finishing and technical works lots;
 - Additional work related to the development of the project;
 - Programmatic changes.

The target cost was thus adjusted at the Board meeting of 4 December 2017 and set at EUR 410 000 000 based on an October 2012 value date.

The last update of the projected cost was presented to Parliament on 24 November 2017. The projected cost of the ADENAUER project, including contingencies, has been estimated at EUR 411 232 733 (based on October 2012 prices).

- **Funding:**
Throughout 2017, the trust has been used to safeguard EP appropriations that have not been used directly for the payment of invoices. The assets held in the trust came from European Parliament pre-financing. The assets have been released gradually as needed. In 2017, Parliament effected 10 releases totalling EUR 44 550 000.

Strasbourg projects:

Item 2007-02 'Fitting-out premises in Strasbourg' in 2017:

- initial appropriations of sub-item: 32, 8 Mio € ;
- in view of the progress of the projects, the distribution of appropriations has been modified as follows:
 - Additional security and finishing work, HAVEL: 0,3 Mio €;
 - Securing the CHURCHILL entrance: 6,3 Mio €;
 - Conversion of the three PFLIMIN meeting rooms: 3,5 Mio €;
 - Corridor ceilings: Project carried forward (budget estimate EUR 1 million);
 - Compliance with health standards: Project carried forward (budget estimate EUR 2 million);
 - Divisional switchboards: 0,7 Mio €
 - Press room 4,11 Mio €
 - Securing the WEISS entrance – The planned appropriations cannot be used in the course of 2017 due to delays in making the land available by the City of Strasbourg.
 - Postal kiosk: 0,35 Mio €;
 - Securing the façades: 3,2 Mio €;
 - Securing the crèche: 1,9 Mio €;
 - Securing the perimeter: 5 Mio €;
 - Securing the walkways: 0,83 Mio €;
 - MEPs' bar: 0,34 Mio €;
 - Securing the visitors' areas: 1,3 Mio €;
 - Fees and ongoing costs: 4, 2 Mio €

Brussels projects:

The following achievements can be highlighted:

- the opening of the House of European History in May,
- completion of the first installation works in the MARTENS Building in December,
- completion of the façade security work,
- continuation of the security work on the entrances (only three buildings to be completed),
- pedestrianisation of Rue Wiertz,
- miscellaneous works, such as the extension of the front office car centre, works in the SPINELLI large conference rooms, the changing rooms and the laundry.

In addition, studies were completed for the crèche and for the refurbishment of the LULLING lounge and the central DG COMM room.

In contrast, the WIERTZ house project was blocked by the Belgian authorities.

LEAD INDICATORS

OBJECTIVE

1. to deliver to the Institution in time all the services, facilities and goods falling within its remit to enable Members, Political Groups and administration to execute their activities in an appropriate as well as safe and secure manner;
2. to ensure proper assistance to the political authorities, in particular the Bureau and its Working Group on Buildings, Transport and a Green Parliament as well as the Quaestors, so that they can take informed decisions on the evolution of Parliament's facility management and buildings policy;

PERFORMANCE SUB INDICATOR N° 1: CUSTOMER SATISFACTION:

- Building Help Desk measured up on a quarterly basis. Target: 90% of satisfaction

Customer satisfaction results:

	Total	Oui - Yes	Non - No	Satisfaction rate in %
average January - December 2017	1935	1814	121	93.75

- Movers - transport of trunks: measured up on a quarterly basis. Target: 99,9 %

	Number of trunks requested	Number of trunks not delivered in time	Satisfaction rate in %
average January - December 2017	19100	53	99.72

- MEP Transport - the official car service measured up on a quarterly basis. Target: 99,9 %

MEP transport:

	Number of trips	Number of complaints	Satisfaction rate in %
average January - December 2017	87456	17	99.98

OBJECTIVE

3. to ensure the implementation of high building security standards to Parliament's premises and to

contribute to the general policies of the EP in the domain of environmental efficiency and sustainability, of improved accessibility to Parliament's premises ("Design for all"), of better working conditions, and well-being at work;

PERFORMANCE SUB INDICATOR N° 3: FACILITIES COSTS/M2

Measured up on a quarterly basis. Target: this sub indicator is not expressed in terms of target. The data under this sub indicator need to be analysed in a continuous manner over a longer period. The objective of the computed ratio is therefore not to make direct conclusions about the profitability of a building or to make inter-site or intra-site comparisons. The main objective is to identify any potential deviations in costs and, where appropriate, to provide information on the reasons for such a change, in particular by correlations with the other available sub-indicators such as Customer satisfaction Building Help Desk and energy consumption/m2.

PERFORMANCE SUB INDICATOR N° 5: ENERGY COSTS/M2

Measured up on a quarterly basis. Target: All values below 100% indicate that consumption is lower than the objective set by DG INLO, which aims to reduce respectively water consumption and the value of CO₂ by 2% and the consumption of gas and electricity by 3% in the period 2012-2020. This objective is consistent with the annual EMAS objective based on the results of Bilan Carbone.

KPI 2017 per month	January	February	March	April	May	June
Correction m2						
Water	94,96%	89,36%	102,18%	96,59%	107,38%	89,98%
Gas+Heating	126,09%	61,62%	105,78%	87,13%	87,70%	38,14%
Electricity	92,96%	82,51%	87,92%	85,25%	86,64%	89,30%
CO2	126,24%	61,84%	106,38%	86,96%	88,10%	37,02%

OBJECTIVE

4. to achieve further progress on the on-going buildings projects and their delivery in time, on the further implementation of the diversified catering strategy at all places of work, and of all the reforms recently launched to improve services to the Institution;

PERFORMANCE SUB INDICATOR N° 2: PUBLIC PROCUREMENT PROCEDURES

Measured up on a 12 months rolling calendar. Target: 60 %

The target is explained by the specificity of the sub indicator. It measures the ability of the DG INLO to put in place the public procurement procedures which enable contracts to be signed on time in order to ensure the continuous provision of services, supplies and works. As this continuity is ensured in any case by the DG INLO, the capacity to deliver 'the contracts on time' is a comparison of the number of delayed or cancelled procedures during a given period and the number of procedures initially planned. In this context the target is currently set at 60% since the DG ensures the continuity for the remaining 40% by other means: i.e. by applying procedures different from those initially planned (Article 134 RAP or Article 114a RF) or by application of the initial contractual terms of extension.

In order to quantify specific actions taken to cater for delayed or cancelled procedures in the reference period, the following legal tools are at the disposal of the authorising officer:

1. Application of prolongation clause of previous contract;
2. Application of an exceptional negotiated procedure based on article 134 of the Rules of Application (RAP);
3. Application of article 114a of the revised Financial Regulation (2016).

In order to neutralise cyclical effects, a rolling calendar from 1st of April until 31st of March of the following year applies.

The number of procedures versus number of specific actions between April 1st, 2016 and March 31st, 2017:

Total number of contracts programmed	135
Prolongation clause of previous contract	4
Application of article 134 RAP	3
Application of article 114a	8
Awarded contracts (except PN 1 offer)	66
Ratio programmed/signed	49%
Ratio programmed/averted	11%
Residual (ongoing)	40%

State of play of the Parliamentary Project Portfolio 2017 in the Directorate-General.

The progress made by the Directorate-General on the DG projects included in Parliament's Strategic Execution Framework is summarised in the table below:

PPP 2017 - finalized	SCOPE	STATE OF PLAY
Project 11: Extension of Members' Cafeteria in Strasbourg	The current Members' Cafeteria in the Louise WEISS building in Strasbourg is constantly overcrowded, not only in peak times. Taking into account the limited office space Members have at their disposal in Strasbourg and the lack of an environment for informal talks, they are often using this Cafeteria as meeting place. For these reasons, it is proposed to enlarge the space of the existing Members' Cafeteria without heavy investments into infrastructure. The project is to offer Members an appropriate environment for informal meetings with their guests during the part-sessions.	The new premises, including furniture, were delivered for the September parliamentary session. Library has moved to the ground floor of the Winston CHURCHILL building according to the plan.
Project 23: Systematic consultation on office configuration	The purpose of systematic consultation on office configuration, as successfully tested with the Wilfried MARTENS and the new Konrad ADENAUER buildings, is to provide a new modern work space which is at the same time: ergonomic, equitable, accessible, functional, flexible, communicative, environmentally friendly and pleasant.	The main objective of this project is to achieve that the office configuration is fully adapted to the activities and users' needs, even in a changing environment.

PPP 2017 - on hold	SCOPE	STATE OF PLAY
Project 9: Pollution alert system	The project consists of the development, in connection with mobility and protection of workers, of an information system for alerts to Members and staff in the event of air pollution peaks in the Brussels Capital Region, with a view to reducing road traffic.	The internal communication plan is currently in the process of being approved.
Project 13: New Meeting Rooms – Preparing for the Future	Working methods and languages of Parliament have considerably changed since Parliament premises were built. These changes concern primarily Brussels, as Committee, Trilogue and Political Group meetings in general take place in the Belgian capital. The aim of the project is to present a comprehensive action plan in order to provide appropriate meeting set-ups.	Note to the Bureau established. Waiting for a decision.
Project 19: One Place for all MEPs Services in Brussels	It is proposed to centralise the following front line and helpdesk services for MEPs "all in one single location" at the 3rd floor of the	No expression of needs by the different DGs.

PPP 2017 - on hold	SCOPE	STATE OF PLAY
	SPINELLI building: MEP Portal, Central Register, Members Activities (written and oral questions; written declarations), Members' Administration (voting cards, special ID cards, laissez-passer, MEP application, verification of credentials, etc.); Tabling Desk; Travel Agency and the Members' Travel Office (only for the part related to Members' travel arrangements); ITEC Service Desk for Members; One-Stop-Shop for Members; Document distribution counter; Visa applications.	

PPP 2017 - in progress	SCOPE	STATE OF PLAY
Project 1: Allocation of human resources within DG INLO	Against the background of increasing budgetary constraints and the ongoing modernisation of Parliament's administration as a whole, the priority allocation of human resources becomes even more decisive. The project aims at putting the required number of people with the appropriate skills, experience and competencies at the right time and cost within DG INLO so that it is able to fulfil its mission and objectives, through the carrying-out of a study.	Planning Memorandum, to be approved by the Sponsor, defining the study scope, objective(s) and desired methodology, the resources to be employed and key milestones to be achieved in the proposed study => START: 05/2017 / END: 07/2017 => 100% completed Study process and final report with conclusions and suggestions for improvement => START: 06/2017 / END: 06/2018 => 10% completed
Project 2: Improved approach for the property management: Building Information Modelling (BIM) process implementation	«Building Information Model(ing)» [BIM] is a process which describes how to create and maintain a shared digital model (database) of a building. The use of BIM is encouraged in the Directive 2014/24/UE of 26 February 2014 on public procurement. In the context of the EP buildings policy, BIM is an opportunity to modernize and optimize working methods and to facilitate the exchange of information on buildings, such as space management, the technical and structural maintenance of buildings, furniture management, to name just a few.	The test for the maintenance process will be finalized in Semester 1 2018 for the Havel building in Strasbourg. A proposal for BIM implementation strategy will be finalized by the end of Semester 1 2018
Project 4: House of citizens	The project, which concerns the former house and garden of the painter	Agreement ready but blocked by the Belgian authorities; currently

PPP 2017 - in progress	SCOPE	STATE OF PLAY
	<p>Antoine WIERTZ, aims to open an informal meeting and discussion place for MEPs and their guests, on the one hand, and European citizens as a whole and journalists on the other hand, for exchanges and the organisation of cultural events on various subjects, such as the daily life of the European Union, the participation of citizens in the democratic life of the European Union and the characteristics of the European Union itself.</p> <p>This project aims to provide high-quality, multi-purpose buildings for the political authorities and European citizens.</p>	discussions ongoing on political level.
Project 5: Increased effectiveness and efficiency of space allocation for personnel with specific functions in EP buildings	The project aims at increasing the effectiveness and efficiency of space allocation in the three places of work by carrying out a comprehensive review of space allocated to staff with specific functions.	The relevant data has been gathered from each DG and the analysis of the current space allocated to different functions is in progress.
Project 6: Reinforced maintenance for KAD II: How to run a building with high level technical and environmental features	Due to the high level of technicality (cogeneration, geothermal heat pumps, photovoltaic panels, etc.), KAD II is a sophisticated building requiring appropriate measures and tools for its management. The project aims at addressing every single aspect of the takeover of the KAD II building by the Luxembourg Buildings Management and Maintenance Unit in order to ensure the smooth transition from the current construction phase to the finalized building complex.	The assessment of needs has been implemented in order to be able to launch the call for tender for a future new maintenance contract. All other aspects are examined through monthly meetings between maintenance and project units. The call for tender on maintenance is ongoing and will soon be attributed. At the same time amendments to the existing contracts (cleaning, inspection building structure and finishes, energy delivery, rental contracts) are being prepared.
Project 7: Electric cars	<p>At the three European Parliament places of work, a number of challenges need to be addressed in the short and medium term with regard to car park management.</p> <p>It is necessary to anticipate and encourage changes in the vehicle fleet with the advent of electric vehicles</p>	The DG INLO/DG SAFE working group on the overall evolution of parking policy has prepared a first draft of 15 measures to be implemented in order to encourage better use of car parks in relation to greener mobility for all the Institution's

PPP 2017 - in progress	SCOPE	STATE OF PLAY
	(bicycles, scooters, electric cars).	<p>staff. These measures are in the process of being validated.</p> <p>Extension of the car park in Brussels (SPINELLI -3) with 43 additional parking spaces for new cars and installation of electrical terminals for charging hybrid vehicles in the three places of work.</p>
Project 8: Renovation of Members 'Facilities in Brussels - Restaurant/Lounge/ Bar	The aim of the project is to completely renovate the area dedicated to the bar and restaurant of Members, in order to enable Members to meet in a modern and appropriate environment with their guests and fellow Members.	<p>Approval of the design of the LULLING Lounge renovation by the Quaestors.</p> <p>Works committed and foreseen between January and June 2018.</p>
Project 10: Office buildings and their effect on the well-being of the staff	<p>Parliament will enter in a consolidation phase of its building park in the coming years. However, existing buildings are not always taking into account studies, which demonstrate that the physical work environment has an impact on the health and productivity of staff.</p> <p>The project aims at improving not only the physical work environment, but also at influencing the well-being, health and productivity of Parliament's staff.</p>	<p>Integration of factors of well-being into the MARTENS project done (salle polyvalente, creation of social areas, vegetalisation, ...)</p> <p>Integration of factors of well-being in the KAD project under way.</p>
Project 12: Mid-term Building Strategy	The goal of Parliament's buildings policy is to provide Members, assistants, staff and visitors with optimum working conditions, in all circumstances, in buildings, which offer a high degree of environmental performance and guarantee their safety, comfort and well-being.	<p>The proposal for a "Medium-Term Building Strategy 2015-2019" was elaborated under the guidance of the Bureau Working Party on "Buildings, Transport and a Green Parliament" and presented to the Bureau in September 2015 but has not yet been approved.</p> <p>The updated proposal for "Medium- and Long-Term Strategy - Parliament beyond 2019" aims at preparing for the needs of Parliament beyond 2019 and offering a long-term perspective (2019 - 2025), taking into account the current security context and the future development of the Union. This Strategy will be presented to the</p>

PPP 2017 - in progress	SCOPE	STATE OF PLAY
		<p>political authorities beginning of 2018.</p> <p>The MARTENS building in Brussels has been received by the European Parliament at the end of 2017, moves of staff to the new building will follow in the first half of 2018.</p>
Project 14: Collocation for Innovation Areas	<p>Parliament's administration is working increasingly across Units, Directorates and DGs on projects which involve different services. Currently there are no specific areas in our buildings dedicated to this kind of cooperation.</p> <p>These innovation areas will stimulate intra- and inter-DG cooperation and contribute to develop new working methods by offering a creative and collaborative working environment.</p>	<p>The pilot developed in the KAD integrates a space for teams who want to use the location as innovation hub. A pilot design hub on the 8th floor of the MARTENS building is currently developed to allow customer DGs together with DG INLO to design the spaces they would like to use as teams.</p>
Project 16: MEP office 2018 in Brussels	<p>The project aims at refurbishing the offices of Members in Brussels in order to provide high-quality and flexible workspaces geared for the duties performed by each Member and to install new furniture that reflects the variety of parliamentary activities and the increased institutional role of Members. In this context the current offices will be refurbished.</p> <p>It also includes a new innovative design for the conversion of non-office space (circulation areas, storage rooms) on the floors housing Members into service areas (waiting rooms, meeting rooms, kitchenettes). It further entails routing guests to Members' offices more efficiently.</p>	<p>A comprehensive program for an improved working environment was developed and presented at the Bureau Away days in October 2017, at which it received a very warm welcome. At its meeting on 13 December 2017, the Bureau approved the project.</p> <p>As part of an ongoing procedure to acquire new furniture as from 2019, 5 demonstration projects will be installed during weeks 6 and 7 in 2018 for a duration of 5 months.</p>
Project 17: 1+1 Member office in Strasbourg	<p>The current accommodation for Members does not correspond to the increased institutional responsibilities of the European Parliament and endangers the carrying out of their legislative functions in an appropriate manner.</p> <p>This project will provide the necessary office space to Members after the 2019 elections. It will improve their working conditions and also the efficiency in office space allocation for Parliament's administration and other Institutions (Commission and</p>	<p>Political level:</p> <p>On 11 September 2017, the Bureau of the European Parliament adopted a Medium term Office Allocation Strategy - One-plus-one principle for Members' offices in Strasbourg.</p> <p>Technical level:</p> <p>The informal consultations and discussions have started with Local Property Managers and this work will be extended into more formalised consultations in 2018.</p>

PPP 2017 - in progress	SCOPE	STATE OF PLAY
	Council) using Parliament's premises in Strasbourg.	
Project 18: 2+1 office for Members in Brussels	This project aims at creating the necessary infrastructure so that all Members will dispose of 1+2 offices in Brussels after approval of Parliament's medium-term building strategy by the Bureau. This move to more office space for Members might be facilitated by the Brexit process.	<p>The fit-out of the MARTENS building is foreseen to be finalised by January 2018. The occupation of the MARTENS building is foreseen in the first half of 2018.</p> <p>No political level decision has been taken on additional offices for Members or on renovation works on SPAAK building</p> <p>A proposal for a comprehensive plan for offices moves in light of the 2019 elections is in progress.</p>
Project 20: Extension of the Konrad ADENAUER building	<p>Finalise the construction of the East Site of the Konrad ADENAUER project in Luxembourg.</p> <p>Update the project and execute the works of the West Site.</p> <p>The project will enable Parliament to carry out all its activities in Luxembourg in a single building complex, thus rationalising travel and security costs as well as the cost of a range of services (catering, mail, etc.). In addition, it will cut expenditure on premises, as the complex will be owned rather than rented.</p>	Due to planning delays, the completion of the East site works will be split in three phases: the first phase comprising the Tower and probably the zones PQRS is scheduled for the second semester 2018, while the second and third phase comprising the other zones is scheduled for the second semester 2019. Completion of the West site works is now scheduled for the first semester 2022.
Project 21: Efficient Cleaning	<p>At the three sites of the European Parliament, the contracts for the cleaning of buildings are based on obligations in terms of the minimum resources to be made available and the results to be achieved by the contractor.</p> <p>The optimisation of the contractually agreed resources can be achieved by a more targeted definition of the frequency of services and the quality levels required.</p> <p>A more in-depth study would allow us to identify other optimisation options and consider their widespread deployment at the three sites.</p>	<p>The optimisation of resources was introduced in a new contract signed in Luxembourg in 2016. An analysis of the feedback on this contract confirms a reduction of about 20% in the price on an annual basis, while maintaining the same overall quality of service.</p> <p>For Brussels, a call for tenders must be launched again in 2018, and a strategy document is being finalised to adapt the technical and administrative specifications for monitoring performance.</p> <p>The same process was initiated in Strasbourg, but while taking into account a later deadline for the relaunch of a new contract, given the expiry dates of the current contract.</p>

3. EVALUATION AND EFFECTIVENESS OF INTERNAL CONTROLS, INCLUDING AN OVERALL ASSESSMENT OF THEIR COST-EFFECTIVENESS (ARTICLE 66(9) FR).

Internal budget control by DG INLO - statistics

As part of the Directorate-General's internal control activities during the reference period (January to the end of December 2016), the Ex-Ante Control Service examined 7 852 files (Finord statistics), including the following:

- 1 888 proposed expenditure commitment files;
- 5 518 payment authorisation files;
- 184 expenditure commitment validation files;
- 145 recovery order files.

These figures also include 94 proposals relating to claims and 23 standing orders. The number of budget documents considered was 11% more than the previous year.

Following verification, 371 'REF' and 8 'OBS' (observation) files were referred back to the various originating departments. A 'REF' file, it will be remembered, is issued for the purpose of requesting correction of an error or additional information and is sent directly to the financial initiator. An 'OBS' is an observation sent to the authorising officer by subdelegation or delegation if there has been a substantial or structural error requiring action on their part. In 2017, the vast majority of issues raised in the ex-ante checks were corrected, allowing the relevant budgetary document to be validated.

Three budgetary documents received an unfavourable opinion which was subsequently overruled by the authorising officer by delegation (see Annex 6(3) for details).

Invoices for the projected Adenauer Building

In addition to the transactions charged to Parliament's budget, the Ex-Ante Control Service was called upon to check the invoices pertaining to the projected new Adenauer Building from 29 February 2016. It will be recalled that the project is being financed by a special purpose entity. Its revenue comes from Parliament's budget via a fiduciary account. Payments to construction companies are then made from the accounts of SI KAD on the basis of instructions from the Director-General of DG INLO.

Because of the stage reached by the project, the number of companies working on the site at the end of 2017 was 16. In total, the Ex-Ante Control Service checked 131 invoices (compared to 54 in 2016) and 10 releases from the fiduciary account - transfers between that account and the accounts of SI KAD - (compared to 8 in 2016).

Procurement files

With regard to procurement procedures, a total of 102 files were checked and validated by the Ex-Ante Control Service:

- 42 'pre-referral' files;
- 43 contract award files;
- 17 negotiated procedures for low-value contracts, without pre-referral.

Nine opinions were issued on these ‘pre-referral’ files. The reduction of the number of opinions issued by the Ex-Ante Control Service can be attributed to a change in working methods. In line with the ‘*Less GEDA please*’ approach announced by the Director-General, highly formal correspondence using GEDA notes has been largely replaced by more ‘informal’ channels of communication, such as e-mail messages, depending on the subject matter.

Resources v. workload

The workload mentioned above was assigned to a team of seven checkers (1 AD and 6 ASTs).

With a total of 7 852 budgetary transactions, each checker dealt with, on average, 1 309 budget documents and 24 invoices and budget transfers concerning the projected Adenauer Building.

In 2017, a team of four checkers within the Ex-Ante Control Service dealt with contract award procedures. Each file was checked twice, by two different checkers. On average, therefore, each checker dealt with 51 pre-referral files and contract award files.

In addition to the quantifiable work of the Ex-Ante Control Service, its checkers also act as advisers/a helpdesk for the operational units. No record is kept of the time spent providing information and giving opinions on administrators’ questions about the various files, but this is an important service, which is appreciated by operational units. To this must be added the contribution to work to update the manual of procedures.

Digital circuit

In order to simplify the circuits between Strasbourg and Luxembourg and on the basis of an in-depth analysis of Parliament’s digital strategy and of the tools available, a digital circuit was introduced with effect from 16 February 2016, solely for the expenditure commitments of the Strasbourg Maintenance Unit. The aim of the project was to test the advantages of forwarding supporting documentation between the initiating service and the Ex-Ante Control Service and the constraints involved. On the basis of the positive experiences, the project was extended to the Strasbourg Projects Unit from 25 July 2016. In 2017, it was decided to include the payment orders of both units. The budget document breakdown is as follows:

- 478 Expenditure commitments
- 883 Expenditure authorisations
- 43 expenditure commitment validation files;
- 22 recovery orders.

The result is a total of 1 424 budget documents, or 18% of all documents processed.

4. CONCLUSIONS

In 2017, a number of large-scale construction projects were being continued and completed. Aside from the ongoing Konrad ADENAUER project in Luxembourg, other major projects are in progress or being finalised:

- the construction of the House of European History in Brussels, which opened its doors in May 2017;
- The Martens Building in Brussels was purchased in June 2016; work on refitting it in line with Parliament's specific needs commenced in October 2016 and continued in 2017; occupancy is scheduled for 2018;
- major works are still under way to ensure tighter security in line with current requirements in this regard;
- complete renovation of the Havel Building in Strasbourg with occupancy commencing in March 2017;
- opening of the Mini-Parlamentarium in Strasbourg in 2017;
- major building stock refurbishment programme to be launched;
- bringing the Drivers' Service in-house;
- the establishment of a revised medium-term property policy for adoption in 2018.

5. DECLARATION BY THE AUTHORISING OFFICER BY DELEGATION

I, the undersigned Leena Maria LINNUS,

Director-General of Infrastructure and Logistics

hereby declare, in my capacity as authorising officer by delegation, that I have reasonable assurance that:

- a) the information contained in the report presents a true and fair view;
- b) the resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principle of sound financial management;
- c) the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

This reasonable assurance is based on my own judgement and on the information at my disposal, such as the results of self-assessment, ex post controls and remarks by the Internal Audit Service, as well as the lessons learned from the reports of the Court of Auditors for financial years prior to that for which this declaration is being made.

I also confirm that I am not aware of any fact not set down herein that could be prejudicial to the interests of the Institution.

Done at

on

Signature

6. ANNEXES

6.1. 2017 budget implementation statement

6.1.1. Crédits courants

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits initiaux	Virement - budg suppl	Crédits finaux	Engagements contractés	Crédits disponibles	% Util.	Paiements effectués	%	Solde des engagements
1631	Mobilité	700.000	-5.000	695.000	639.060	55.940	92	555.812	87	83.248
1652	Frais de fonctionnement courant des restaurants et cantines	1.380.000	-1.200.000	180.000	180.000	0	100	156.456	87	23.544
2000	Loyers	37.169.000	-20.000	37.149.000	37.096.065	52.935	100	36.435.304	98	660.761
2001	Redevances emphytéotiques	0	40.850.000	40.850.000	40.850.000	0	0	0	0	40.850.000
2003	Acquisition de biens immobiliers	0	0	0	0	0	0	0	0	0
2005	Construction d'immeubles	32.970.000	-1.210.000	31.760.000	30.972.579	787.421	98	21.196.858	68	9.775.721
2007	Aménagement des locaux	84.550.000	-13.823.000	70.727.000	67.303.370	3.423.630	95	22.242.489	33	45.060.881
2008	Autres dépenses afférentes aux immeubles	5.114.000	-1.465.624	3.648.376	3.312.060	336.316	91	2.212.843	67	1.099.216
2022	Entretien, maintenance, conduite et nettoyage des immeubles	59.440.000	-1.100.000	58.340.000	57.073.754	1.266.246	98	39.814.014	70	17.259.741
2024	Consommations énergétiques	16.690.000	-3.077.391	13.612.609	13.427.611	184.998	99	10.196.181	76	3.231.430
2028	Assurances	784.000	0	784.000	778.768	5.232	99	661.810	85	116.958
2103	Informatique et telecommunications : Applications DG INLO	121.000	-44.248	76.752	76.752	0	100	0	0	76.752
2120	Mobilier	5.925.000	0	5.925.000	4.622.309	1.302.691	78	722.001	16	3.900.309
2140	Matériel et installations techniques	2.935.000	-255.000	2.680.000	2.610.062	69.938	97	1.037.077	40	1.572.985
2160	Matériel de transport	4.534.000	-526.500	4.007.500	3.222.496	785.004	80	2.608.104	81	614.392
2300	Papeterie, fournitures de bureau et consommables divers	800.000	-17.000	783.000	689.353	93.647	88	546.413	79	142.940
2360	Affranchissement de correspondance et frais de port	16.000	-9.900	6.100	4.441	1.659	73	2.194	49	2.247
2370	Déménagements	1.434.000	-89.000	1.345.000	1.324.850	20.150	99	1.125.406	85	199.444
2380	Autres dépenses de fonctionnement administratif	528.000	-15.000	513.000	511.045	1.955	100	458.472	90	52.573
3040	Frais divers de réunions internes	1.712.000	0	1.712.000	1.145.000	567.000	67	912.025	80	232.975
TOTAL DG INLO		256.802.000	17.992.337	274.794.337	265.839.577	8.954.760	97	140.883.459	53	124.956.117

6.1.2. Crédits reportés automatiques

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits reportés	Paielements effectués	%	crédits disponibles
1631	Mobilité	111.779	107.061	96	4.717
1652	Frais de fonctionnement courant des restaurants et cantines	238.434	238.434	100	0
2000	Loyers	1.387.311	1.349.411	97	37.901
2001	Redevances emphytéotiques	53.500.000	53.500.000	100	0
2003	Acquisition de biens immobiliers				
2005	Construction d'immeubles	11.191.073	10.129.450	91	1.061.623
2007	Aménagement des locaux	45.403.698	39.882.948	88	5.520.750
2008	Autres dépenses afférentes aux immeubles	1.079.557	961.119	89	118.438
2022	Entretien, maintenance, conduite et nettoyage des immeubles	15.589.779	13.814.513	89	1.775.266
2024	Consommations énergétiques	3.640.981	2.774.607	76	866.374
2028	Assurances	52.785	34.174	65	18.611
2120	Mobilier	1.172.849	1.163.438	99	9.411
2140	Matériel et installations techniques	968.754	943.145	97	25.609
2160	Matériel de transport	526.128	434.357	83	91.771
2300	Papeterie, fournitures de bureau et consommables divers	180.942	158.895	88	22.047
2360	Affranchissement de correspondance et frais de port	1.300	1.234	95	66
2370	Déménagements	258.988	240.111	93	18.876
2380	Autres dépenses de fonctionnement administratif	174.066	165.693	95	8.373
3040	Frais divers de réunions internes	274.798	274.798	100	0
TOTAL DG INLO		135.753.223	126.173.388	93	9.579.835

6.1.3. Crédits reportés non automatiques

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits reportés	Paielements effectués	%	Solde des engagements
					0
					0
TOTAL DG INLO		0	0		0

6.1.4. Crédits de dépenses spécifiques / recettes affectées (RA)

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits actuels	Engagements contractés	Crédits disponibles	% Util.	Paiements effectués	%	Solde des engagements
1652	Frais de fonctionnement courant des restaurants et cantines	1.002.501	0	1.002.501	0	0	0	0
2000	Loyers	2.936.476	0	2.936.476	0	0	0	0
2001	Redevances emphytéotiques	20.000.000	0	20.000.000	0	0	0	0
2003	Acquisition de biens immobiliers	1.201.887	0	1.201.887	0	0	0	0
2005	Construction d'immeubles	0	0	0	0	0	0	0
2007	Aménagement des locaux	206.337	0	206.337	0	0	0	0
2008	Autres dépenses afférentes aux immeubles	47.816	8.593	39.223	18	0	0	8.593
2022	Entretien, maintenance, conduite et nettoyage des immeubles	494.459	20.169	474.290	4	0	0	20.169
2024	Consommations énergétiques	196.621	0	196.621	0	0	0	0
2028	Assurances	6.738	0	6.738	0	0	0	0
2120	Mobilier	330	0	330	0	0	0	0
2160	Matériel de transport	9.793	0	9.793	0	0	0	0
2300	Papeterie, fournitures de bureau et consommables divers	0	0	0	0	0	0	0
2380	Assurances diverses	162	0	162	0	0	0	0
TOTAL DG INLO		26.103.121	28.762	26.074.359	0	0	0	28.762

6.1.5. Crédits reportés de dépenses spécifiques / RA

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits actuels	Engagements contractés	Crédits disponibles	% Util.	Paielements effectués	%	Solde des engagements
1652	Frais de fonctionnement courant des restaurants et cantines	1.803.589	1.803.589	0	100	897.616	50	905.973
2000	Loyers	7.577.768	3.019.427	4.558.341	40	2.567.408	85	452.019
2001	Redevances emphytéotiques	0	0	0	0		0	0
2003	Acquisition de biens immobiliers	13.354	0	13.354	0	0	0	0
2005	Construction d'immeubles	229.900	225.208	4.692	0	79.652	35	145.556
2007	Aménagement des locaux	1.124.989	1.124.989	0	100	11.902	1	1.113.087
2008	Autres dépenses afférentes aux immeubles	52.390	51.800	589	99	24.740	48	27.060
2022	Entretien, maintenance, conduite et nettoyage des immeubles	304.283	304.283	0	100	217.981	72	86.302
2024	Consommations énergétiques	1.469.686	1.469.140	546	100	1.377.222	94	91.919
2028	Assurances	5.524	5.524	0	100	5.524	100	0
2120	Mobilier	187.500	187.102	398	100	185.612	99	1.490
2160	Matériel de transport	87.859	85.134	2.726	97	83.909	99	1.225
2300	Papeterie, fournitures de bureau et consommables divers	3.458	3.458	0	100	3.458	100	0
2370	Déménagements	0	0	0	0	0	0	0
2380	Autres dépenses de fonctionnement administratif	0	0	0	0	0	0	0
TOTAL DG INLO		12.860.299	8.279.654	4.580.645	64	5.455.023	66	2.824.632

6.1.6. Engagements reportés dépenses spécifiques / RA

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits actuels	Engagements contractés	% Util.	Paielements effectués	%	Reste à payer
1652	Frais de fonctionnement courant des restaurants et cantines	405.849	405.849	100	405.849	100	0
2000	Loyers	90.346	17.832	20	17.832	100	0
2005	Construction d'immeubles	2.156.478	2.156.478	100	1.620.602	75	535.876
2007	Aménagement des locaux	66.571	66.571	100	55.135	83	11.436
2008	Autres dépenses afférentes aux immeubles	137.007	137.007	100	133.284	97	3.723
2022	Entretien, maintenance, conduite et nettoyage des immeubles	249.423	249.423	100	213.993	86	35.430
2024	Consommations énergétiques	10.353	10.353	100	6.806	66	3.547
2160	Matériel de transport	66.497	66.497	100	63.590	96	2.907
TOTAL DG INLO		3.182.524	3.110.010	98	2.517.091	81	592.920

6.1.7. Crédits de dépenses spécifiques (nature 9)

Situation Finord au 31 décembre 2017

Poste	Intitulé du poste	Crédits an. précéd.	Crédits an. cumulés.	Crédits actuels	Engagements contractés	Crédits disponibles	% Util.	Paiements effectués	%	Solde des engagements
2003	Acquisition de biens immobiliers	11.646.421	-11.646.421	0	0	0	0	0	0	0
2005	Construction d'immeubles	0	11.646.421	11.646.421	11.646.421	0	100	11.646.421	100	0
TOTAL DG INLO		11.646.421	0	11.646.421	11.646.421	0	100	11.646.421	100	0

6.2. Report on compliance with payment deadlines

<u>Invoices paid in 2017</u>		Default interest payable on request (\leq €200)	Default interest payable automatically ($>$ €200)	No default interest payable	Total
Paid by the time limit	Number of invoices			5 592	5 592
	Total invoiced (€)			266 947 967.36	266 947 967.36
Paid outside time limit	Number of invoices	368	1		369
	Total invoiced (€)	4 440 189.55	64 895.83		4 505 085.38
	Amount of default interest (€)	4 129.27	241.80		4 371.07
Total number of invoices		368	1	5 592	5 961
Total invoiced (€)		4 440 189.55	64 895.83	266 947 967.36	271 453 052.74

Almost 94 % of invoices were settled within the contractual deadlines and the average payment period was 20 days, reflecting efficient invoice processing in the vast majority of cases (contractually agreed payment deadlines of 30, 60 or 90 days). The average payment period reflected efficient settlement procedures, despite difficulties arising from geographical dispersion.

In 2017, default interest was paid in respect of one invoice totalling EUR 241.80 (because of delay in internal processing).

While examination of the invoice payment circuit shows a high degree of involvement of those concerned, the fact that the DG itself is geographically spread over three sites, with a decentralised financial system (financial initiators and authorising officers in the three sites), balanced by a central verification system in Luxembourg, means that its financial circuits, still largely based on the internal distribution of paper files, are encountering structural obstacles. As a result, 370 invoices were settled after the contractual deadlines had elapsed. No default interest was claimed in respect of invoices (less than EUR 200), on which such interest is not payable automatically but only if a specific claim is entered by the contractor. The interest theoretically payable is nevertheless very low, given the total amount of the invoices.

Owing to the carryover procedure, an increased payment period for invoices received at the end of the year is inevitable and cannot be reduced. Innovations within the Institution (introduction of fully electronic payment circuit, etc.) would provide an effective solution to the geographical dispersion of staff involved.

6.3. List of exceptions - derogations from the rules

Exceptions to procedures

Decisions to make an exception to the applicable procedures and rules							
Document ref. (Finord ref, contract, etc.)	Authorising officer responsible	Objet	Amount	Verifiers' opinion		Decision	
				favourable with statement/unfavourable	Justification	Authorising officer responsible	Justification
ED 40892	COLANTONIO Paolo	Commitments of expenditure for the rental of 80 defibrillators in Brussels and Strasbourg	EUR 9 468.00	Unfavourable D(2017)13303	Non-compliance with principle of prior commitment	LINNUS Leena Maria	Overrule D(2017)16021 Despite non-compliance with principle of prior commitment, the contractor must be paid for services rendered.
ED 40895	COLANTONIO Paolo	Commitments of expenditure for the rental of 20 defibrillators in Luxembourg	EUR 2 940.00	Unfavourable D(2017)13303	Non-compliance with principle of prior commitment	LINNUS Leena Maria	Overrule D(2017)16021 Despite non-compliance with principle of prior commitment, the contractor must be paid for services rendered.
ED 41251	SEIFRIEDSBERGER Maria	Commitments of expenditure for Audi A8 CD 70-25 maintenance contract	EUR 2 094.82	Unfavourable D(2017)27003	Non-compliance with principle of prior commitment	SEIFRIEDSBERGER Maria	Overrule D(2017)27381 Despite non-compliance with principle of prior commitment, the contractor must be paid for services rendered.
ED 41939	BILGER Xavier	Commitment of expenditure for costs of attendance by bailiff on KAD II site	EUR 1 800.00	Favourable with observation	Non-compliance with principle of prior commitment	BILGER Xavier	Urgent need for action the following Monday ascertained during the weekend, preventing compliance with principle of prior commitment.

List of waivers/cancellations of receivables (Articles 91 and 92 RAP)N/A

6.4. Long-term contractual obligations

OBLIGATIONS CONTRACTUELLES DE LONGUE DUREE
Direction générale des Infrastructures et de la Logistique
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Annexe 6.4.

Contractant	Objet	Début	Durée contrat/marché	Valeur totale du marché	Dépense contractuelle pour 2017	Type de renouvellement	Description des mesures de contrôle
Dir A - BRUXELLES							
Centre public d'Aide Sociale de Bruxelles	<u>EASTMAN</u> Convention d'emphytéose sans option d'achat - Acte authentique CNT(2008)363	01/12/2008	99 ans	18.500.000 €	0 €	NA	pas de dépenses
VIVIUM LIFE	<u>MONTOYER 75</u> Contrat d'emphytéose avec option d'achat CNT(2005)199 Acte authentique CNT(2005)319	en vigueur le 03/01/2006 signé le 06/12/2005	02/01/2033 27 ans	43.070.733 €	0 €	NA	pas de dépense en 2017. Option d'achat reste à lever (1 €)
VMW (DE WATERGROEP- VL.MAATSCH. WATER)	<u>Bâtiment TREVES</u> Convention d'emphytéose avec option d'achat au profit du PE sur le bâtiment de bureaux situé au B-1040, rue Belliard 73 CNT(2009)299 Acte notarié - Emphytéose avec option d'achat CNT(2010)153	Signé le 08/12/2009 Date début 01/01/2011 Acte notarié signé le 06/05/2010	99 ans 31/12/2109 Date d'expiration	31.452.941 €	0 €	NA	pas de dépense en 2017. Option d'achat reste à lever (1000 €)
BEFIMMO S.C.A.	<u>WIERTZ</u> Contrat de bail portant sur 4 étages et 112 emplacements de parking dans bâti. Rue Wiertz 30/50 Bx1 CNT(2007)405 Contrat d'usufruit Immeuble "WIERTZ" CNT(2009)113 Acte authentique - Constitution droit réel d'usufruit CNT(2010)79 du 11/09/2009	Signé le 09/11/2007 entré en vigueur le 01/04/2008 01/06/2012	durée initiale: 31/03/2017 31/05/2027	44.333.100,00 €	3.468.431 €	NA	redevances fixes (indexables) (suivi des valeurs du marché) Montant 2017 = loyer annuel dû

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LEASINVEST NV	Bâtiment BELMONT Contrat de bail (bâtiment provisoire) Acquisition d'espaces aux fins de salles de formation et de bureaux CNT(2016)71	01/09/2016	31/08/2018	2.519.519 € pour un forfait de 24 mois, payables en 21 mensualités (les trois derniers mois sont offerts).	363.594 €	Pas de renouvellement prévu	Les charges payables pour ce qui concerne toute intervention de maintenance / fourniture énergie et eau seront contrôlées
FEDIMMO SA	Science/Montover (MTS 30) Convention d'usufruit CNT(2012) 69 Acte authentique CNT(2012)290	signé 29/05/2012 en vigueur le 27/09/2012	21 ans 26/09/2033	24.488.394 € (hors indexation)	1.230.563 €	N.A	Redevance fixe indexée Montant 2017 = loyer annuel dû
KANAM GRUND SQUARE DE MEEUS	SQUARE DE MEEUS Convention d'usufruit CNT(2013)50 Acte authentique CNT(2013)187	signé le 28/03/2013 signé le 25/06/2013 signé le 24/02/2016	mise à disposition + 12 ans	91.265.150 €	2.627.737 €	1 seule fois de 1 à 15 ans moy. Préavis	Redevance fixe non indexée
KONE Belgium NV/SA	Contrat de services AO 12-003 Lot A Maintenance ascenseurs/monte charges et escalators Bât PHS, ASP, ATR, MON, MTS CNT(2013)011 AV 1 CNT(2014)126 AV 2 CNT(2015)156	09/07/2013 25/09/2014 16/12/2015	durée initiale 08/07/2014 08/07/2023	20.548.415 € + extension 2.052.553 € 2.523.416 €	3.042.584 €	reconduction tacite annuelle	Montant 2017 = prestations effectuées et facturées pour 2017
KONE Belgium NV/SA	Contrat de service - Travaux de modernisation AO 11-527 Maintenance omnium des ascenseurs des bâtiments BQL-JAN-MOY-MTY-RMD-TRI-WAY-WIB-WIE du Parlement européen à Bruxelles CNT(2011)263	15/12/2011	durée initiale 14/12/2012 14/12/2021	8.266.109 €	704.495 €	reconduction tacite 9 * 1 an à partir du 15/12/2012 + 6 * 1 mois par LR avec AR par le PE	sera arrêté le 14/12/2021 Montant 2017 = prestations prestées et facturées pour 2017

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KONE Belgium NV/SA	Contrat de service - Travaux de modernisation AO 13-002 Maintenance omnium avec travaux de modernisation des Tables élévatoires (ASP-PHS-BQL-JAN) CNT(2013)165	11/12/2013	10ans 11/12/2023	1.643.928 €	121.687 €	durée initiale: 1An reconduction tacite 9 fois 1 an maximum	Montant 2017 = prestations prestées et facturées pour 2017
GOM/GENERAL OFFICE MAINTENANCE	Contrat de services INLO.AO-2012-023-BRU-UGIMB-16 Lot 1 Prestations de nettoyage (locaux, vitreries, etc...) CNT(2013)173 AV 1 CNT(2017)35	01/12/2013	durée initiale 01/12/2013 31/12/2018	41.897.774 €	7.535.607 €	reconduction tacite 5 * 1 an à partir du 01/01/2014	contrat limité à 5 ans Montant 2017 = prestations prestées et facturées pour 2017
ATOS (SIEMENS IT Solutions and Services SA)	Contrat de services INLO-A-BATIBRU-PDS-S-09192-00 Service d'hébergement des serveurs informatiques de la DIT du PE à Bruxelles CNT(2010)94 AV 1 CNT(2011)250 AV 2 CNT(2015)157	07/07/2010	durée initiale 06/07/2018 06/07/2025	17.700.765 €	1.308.926 €	reconduction tacite annuelle à partir de 2018	LOYER dû pour 2017 (hors énergies)
VEOLIA (anciennement DALKIA)	Contrat de services INLO-A-BATIBRU-DME-S-11-523 Conduite et maintenance des installations techniques des bâtiments de BRU CNT(2011)268 AV 1 AV 2	01/04/2012	durée initiale : 31/12/2012 18/11/2018	84.863.983 € 3.481.834 € 6.348.018 €	18.215.454 €	reconduction tacite 5 * 1 an à partir de 01/01/2013 + 6 * 1 mois par LR du PE	contrat limité à 6 ans Montant 2017 = prestations effectuées et facturées pour 2017 (montant estimé total =.....)
AM GRONTMIJ/BAEB	Contrat cadre de service INLO.AO-2012-028-BRU-UGIMB-20 - Lot 3 Assistance architecturale et technique pour la rénovation du Bâtiment TRI CNT(2013)185	18/12/2013	durée initiale 17/12/2014 17/12/2020	1.292.353 €	0 €	reconduction tacite 6 * 1 an à partir du 18/12/2014	contrat désactivé
AM GRONTMIJ/BAEB	Contrat cadre de service INLO.AO-2012-028-BRU-UGIMB-20 Lot 4 Assistance architecturale et technique pour la rénovation du Bâtiment RMD CNT(2013)186	18/12/2013	17/12/2020	1.151.036 €	0 €	reconduction tacite annuelle	contrat désactivé

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SOPHYXIME	Contrat-cadre Lot A - Assistance à l'exploitation des bâtiments - Contrôle qualité du gros oeuvre, second oeuvre, nettoyage et environnement CNT(2016)53 AV 1 AV 2 AV 3	22/04/2016	22/04/2016 21/04/2021	8.080.625 €	1.297.292 €	reconduction possible 6 x 1 mois	
SM SEMAFI - MARCO ET ROBA	Contrat-cadre Lot B Assistance à l'exploitation des bâtiments - contrôle qualité des techniques spéciales CNT(2016)54 AV 1	22/04/2016	22/04/2016 21/04/2021	10.140.938 €	2.130.740 €	reconduction possible 6 x 1 mois	
AIB-VINCOTTE INTERNATIONAL	Contrat-cadre Lot C - Assistance à l'exploitation des bâtiments - Coordination sécurité et santé et audits CNT(2016)55	22/04/2016	21/04/2017 21/04/2021	2.920.475 €	568.475 €	reconduction possible 6 x 1 mois	

DIR A - Luxembourg

Etat du Grand-Duché du Luxembourg (Enregistrement et Domaines)	Contrat de bail entre l'Etat du grand-duché du Luxembourg qui donne à bail au Parlement l'immeuble Schuman CNT(2009)15 AV 1 AV 2	01/01/1990	jusqu'à fin des travaux KAD	10.975.582 €	1.621.164 €	tacitement à partir de 31/12/1995 (périodes successives de 3 ans)	loyer fixe (indexable)
Ireco SA	Contrat de bail entre le Parlement et la Société anonyme IRECO qui donne en location au Parlement un hall d'entrepôt avec bureaux dans la zone industrielle de Senningerberg CNT(2007)416 AV1 CNT(2007)295 AV2 CNT(2015)7	01/09/1999	31/08/2020	1.245.600 € 2.250.000 €	395.855 €	tacitement à partir de 31/08/2020 (périodes successives de six mois)	loyer fixe (indexable)

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Sunningdale Properties 2 SA	Location Goldbell CNT(2007)427 AV 1 CNT (2007)293 AV 2 CNT(2013)174 AV 3 CNT(2016)20 AV 4 CNT(2016)27 AV 5 CNT(2016)184	01/06/2003	31/12/2017 14 ans et 7 mois	12.505.395 €	2.212.621 €	tacitement à partir de 01/06/2016 (annuellement)	loyer fixe (indexable)
Etat du Grand-Duché du Luxembourg	Contrat sous location Tour A CNT(2007)213 AV 1 CNT(2007)214 AV 2 CNT(2008)308 AV 3 CNT(2013)220 AV 4 CNT(2014)180	01/04/2003	jusqu'à la date d'occupation du KAD 2	14.351.029 €	3.641.555 €	tacitement annuellement	loyer fixe (indexable)
Etat du Grand-Duché du Luxembourg	Contrat de bail Tour B CNT(2009)19 AV 1 CNT(2013)221 AV 2 CNT(2014)179	01/07/2008	Jusqu'à la date d'occupation du KAD 2	17.512.893 €	4.465.129 €	tacitement annuellement	loyer fixe (indexable)
E-Business-Resilience Centre	Contrat de sous-location entre EBRC et PE - "Résilience Centre"-Windhof CNT(2008)84	27/05/2008	30/06/2016	8.576.045 €	633.655 €	Tacitement à partir de 30/06/2016 (1 * 2 ans, puis de 2 ans en 2 ans)	loyer fixe (indexable)
IVG Euroselect The Square	Contrat de bail Bâtiment GEOS INLO AO-2013-027-LUX-UCI-04 CNT(2013)124 AV1 CNT(2016)105 AV2 CNT(2016)170	01/04/2014	31/12/2017	11.867.303 €	3.566.969 €	Contrat reconduit par la suite mensuellement et de manière tacite, pouvant être dénoncé avec un préavis de 18 mois	loyer fixe indexable
LEO Luxembourg Energy Office	OIL/06/PO/2014/009 Contrat de fourniture Fourniture de gaz naturel à Luxembourg	26/08/2014	31/12/2014 25/08/2019	2.840.000 €	264.000 €	tacitement renouvelé pour 1 an à partir de 31/12/2014 (4 fois). Dernier renouvellement tacite jusqu'au 25/08/2019.	
VILLE DE Luxembourg	Convention concernant les modalités de fourniture de chaleur pour l'ensemble immobilier " TOUR B " CNT(2004)155	04/11/2004	30/06/2023	3.000.000 €	160.000 €	tacitement annuellement	

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VILLE DE Luxembourg	Convention concernant les modalités de fourniture de chaleur pour l'ensemble immobilier "TOUR A" CNT(2004)154	04/11/2004	30/06/2023	1.600.000 €	87.000 €	tacitement annuellement	
LUXENERGIE S.A.	Convention - Contrat de fourniture de froid "TOUR A" CNT(2005)170	29/06/2005	Valable le temps de la sous-location de la Tour A	3.900.000 €	215.500 €	tacitement annuellement	
LUXENERGIE S.A.	Convention - Contrat de fourniture de froid "TOUR B" CNT(2004)203	01/07/2004	Valable le temps de la location de la Tour B	8.200.000 €	432.022 €	Tacitement à partir du 30/06/2008 (annuellement)	
VEOLIA (anciennement DALKIA)	Maintenance technique dans les bâtiments du Parlement européen à Luxembourg Lot 2 CNT(2011)267	01/04/2012	31/12/2017	8.946.771 €	1.194.200 €	tacitement annuellement 5 * 1 an + 6 * 1 mois	évaluation faite lors de la procédure de passation de marché date de fin 31/3/2018

* La valeur totale du marché est estimée comme la dépense annuelle actuelle multipliée par le nombre des années de la durée du contrat (le montant réellement dépensé est dépendant de l'indexation et la durée réelle du contrat). La date de fin de contrat (pour les contrat CNT(2005)170 et CNT (2004)203) pris en compte pour le calcul est le 30/06/2023.

Dir A - Strasbourg

Ville de Strasbourg	Contrat de fourniture d'eau pour le bâtiment LOW CNT(2009)11 CNT(2009)12	25/02/2010 (date de signature du contrat)	sans condition de durée	N/A (abonnement fourniture eau)	162.000 €	Tacite, jusqu'à la résiliation.	Activité règlementée, généralement service public ou concession de service public, pas d'alternative
Ville de Strasbourg	Contrat de fourniture d'eau pour les bâtiments WIC/SDM CNT(2009)9 CNT(2009)10	"	sans condition de durée	"		"	Activité règlementée, généralement service public ou concession de service public, pas d'alternative
Ville de Strasbourg	Contrat de fourniture d'eau pour le bâtiment PFL CNT(2009)13	"	sans condition de durée	"		"	Activité règlementée, généralement service public ou concession de service public, pas d'alternative
Ville de Strasbourg	Contrat de fourniture d'eau Bâtiment HAV CNT(2012)44	03/02/2012	sans condition de durée	N/A (abonnement fourniture eau)		Tacite, jusqu'à la résiliation.	Activité règlementée, généralement service public ou concession de service public, pas d'alternative
DALKIA	Contrat de service - Conduite et maintenance des installations techniques au PE à Strasbourg LOT 3 CNT(2011)265	30/03/2012	durée initiale 31/12/2012 31/12/2017	38.795.464 €	6.796.300 €	reconduction tacite 5 * 1 an + 6 * 1 mois	L'évaluation a été faite avant la procédure.

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OTIS	Contrat de service - Conduite et maintenance des installations de levage avec travaux de modernisation au PE à Strasbourg CNT(2012)26 AV 1 AV 2 CNT(2013)82 AV 3 CNT(2017)75	18/04/2012	durée initiale 17/04/2013 17/04/2022	10.155.268 €	415.850 €	reconduction tacite 9 * 1 an + 6 * 1 mois	L'évaluation a été faite avant la procédure, toutefois compte tenu de la durée, une vérification devrait être lancée à mi-contrat
ISS PROPRETE	Contrat de services Nettoyage des bâtiments du Parlement européen à Strasbourg CNT(2014)190	01/01/2015	durée initiale 31/12/2015 31/12/2019	19.816.636 €	3.991.309 €	reconduction tacite 4 * 1 an + reconduction mensuelle exclusivement si non aboutissement AO	L'évaluation a été faite avant la procédure et intégration d'un plan de progrès dans le contrat (1% par an)
SECA BENELUX	Contrat de service Assistance à la gestion technique des bâtiments du Parlement européen à Strasbourg CNT(2015)36	13/04/2015	durée initiale 12/04/2016 12/04/2020	3.978.000 €	590.013 €	reconduction tacite 4 * 1 an à partir du 12/04/2016	L'évaluation a été faite avant la procédure.

Dir A - Bureaux d'information

CE	Barcelone Contrat de bail (CE) 06A40/AA/CNT(2006)628/BAR 06A40/AA/CNT(2005)250/BAR/AV/1 CNT(2006)628 CNT(2005)250	01/06/2001	31/05/2019	1.612.591 €	104.336 €	A partir du 01/06/2017, à tout moment à condition d'un préavis de 6 mois. Prolongation du bail initial jusqu'au 31/05/2019	NB: pour tous les BI, la valeur totale du marché est calculée sur la base du montant initial figurant au contrat sans indexation * la durée prévue au contrat
Immobilien GbR Pariser Platz	Berlin Contrat de bail (représentation du PE) 06A40/2015/DC/4/CNT(2014)201/BER CNT(2014)201	01/01/2015	31/12/2024	6.762.836 €	692.284 €	Option de renouvellement 1 * 5 ans avec préavis de 18 mois, sans utilisation d'option renouvellement tacite annuelle avec préavis de 18 mois	
Immobilien GbR Pariser Platz	Berlin Contrat de bail (Parlementarium) 06A40/2015/DC/5/CNT(2014)202/BER CNT(2014)202	01/01/2015	31/12/2024	2.294.400 €	240.501 €	Option de renouvellement 1 * 5 ans avec préavis de 18 mois, sans utilisation d'option renouvellement tacite annuelle avec préavis de 18 mois	

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Správa služieb diplomatického zboru	Bratislava Contrat de bail 06A40/2014/DC/16/Bratislava CNT(2004)221/AV/4 06A40/2014/DC/16/Bratislava CNT(2004)221/AV/3 06A40/2014/DC/16/Bratislava CNT(2004)221/AV/2 06A40/2014/DC/16/CNT(2004)221/BRA/A V/1 06A40/2014/DC/16/Bratislava CNT(2004)221 CNT(2004)221 CNT(2006)54 CNT(2007)90 CNT(2014)23 CNT(2014)61	01/07/2004	30/06/2024	2.583.488 €	137.332 €	Résiliation: _après les premiers 5 ans (soit le 30/06/2019) moyennant un préavis au minimum d'un an (soit avant le 30/06/2018) + compensation financière _ clause diplomatique - moyennant un préavis de 6 mois	
CE - UTI	Bucarest Contrat de bail (CE) 06A40/AA/CNT(2009)1/BUC CNT(2009)1 CNT(2014)39	16/03/2009	15/03/2019	2.901.927 €	216.568 €	Reconduction possible pour 10 ans au 15/03/2019	
CE	Dublin 06A40/2015/AA/15/CNT(2015)44/DUB 06A40/2015/AA/15/CNT(2015)44/DUB/A V/1 AA CNT(2015)44	16/09/2015	15/09/2019	489.976 €	411.695 €		
BOULTBEE BROOKS RE	Edinburgh Contrat de bail 06A40/2014/DC/29/CNT(2007)39/EDI/AV /2 06A40/2014/DC/29/CNT(2007)39/EDI/AV /1 06A40/2014/DC/29/CNT(2007)39/EDI CNT(2007)224 CNT(2007)39	02/11/2001	02/11/2026	2.981.250 €	121.668 €	Droit de résiliation à partir de 1/11/2016 avec préavis de 12 mois	
CE - MAN TALO OY	Helsinki Contrat de bail (CE) 06A40/AA/CNT(2010)259/HEL CNT (2010)259	01/05/2011	30/04/2021	3.109.160 €	332.826 €	Renouvelable pour 10 ans moyennant un préavis de 6 mois avant la date d'échéance.	
TRIGLAV UPRAVLJANJE NEPREMICNI	Ljubljana Contrat de bail Maison de l'Europe INLO.AO-2013-051-LUX-UGIMBI- 06_LJU CNT(2015)90	27/09/2016	26/09/2026	5.429.411 €	168.933 €	Renouvelable pour 10 ans moyennant un préavis de 3 mois avant la date d'échéance avec possibilité de renégociation du montant du loyer et des charges.	

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CE - Lieblch	Luxembourg Contrat de bail (CE) 06A40/AA/CNT(2005)253/LUX 06A40/AA/CNT(2007)364/LUX CNT(2007)364 CNT(2005)253	01/07/2005	30/06/2019	1.493.806 €	178.176 €	Renouvelable à trois reprises pour la durée d'un an à chaque fois moyennant un préavis écrit de 11 mois avant la date d'échéance au maximum jusqu'au 30.06.2021 Résiliation: _moyennant un préavis écrit de 12 mois avant la date d'échéance	
Consortio de Compensación de Seguros	Madrid Contrat de bail 06A40/2014/DC/5/CNT(2013)32/MAD CNT(2013)32	01/03/2013	28/02/2023	4.777.979 €	554.315 €	Le bail est conclu pour une durée de 10 ans, du 1er mars 2013 au 28 février 2023. Reconduction tacite pour 5 ans si aucune des deux parties n'a manifesté une intention contraire par écrit, six mois avant la date du 28 février 2023 _clause diplomatique - compensation financière (loyer de 12 mois)	
Instituto nazionale per il Commercio Estero	Milan Contrat de bail 06A40/2014/DC/46/CNT(2008)209/MIL/A V/1 06A40/2014/DC/46/CNT(2006)462/MIL CNT(2006)462 CNT(2008)209	01/06/2002	31/05/2020	1.290.960 €	145.504 €	Reconduction tacite pour 6 ans Résiliation: _possibilité de résiliation à tout moment pendant la durée, moyennant préavis de 6 mois.	
Generali Immobilier Gestion S.A.	Paris Contrat de bail 06A40/2014/DC/49/CNT(2007)391/PAR/A V/1 CNT(2007)391	01/11/2007	30/04/2018	7.590.150 €	1.035.737 €	_la possibilité de la résiliation du contrat de bail 6 mois avant le 31/10/2010 ou le 31/10/2013 par lettre recommandée avec avis de réception _sera reconduit tacitement si avant le 01/05/2016 une des deux parties n'aura par résilié le bail _avenant au bail, pour une durée ferme de dix-huit (18) mois du 1er novembre 2016 au 30 avril 2018.	

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Jungmannova Plaza a.s. (ex. Delta Park, a.s.)	Prague Contrat de bail 06A40/2014/DC/52/CNT(2006)617/PRA 06A40/2014/DC/52/CNT(2006)617/PRA/A V/4 06A40/2014/DC/52/CNT(2006)617/PRA/A V/3 06A40/2014/DC/52/CNT(2006)617/PRA/A V/2 06A40/2014/DC/52/CNT(2006)617/PRA/A V/1 CNT(2006)617 CNT(2006)28 CNT(2010)46 CNT(2013)207 CNT(2014)3	22/10/2004	31/12/2019	2.620.066 €	164.005 €	Résiliation: _clause diplomatique - moyennant un préavis de 6 mois	
CE - OMNIUM INVEST DZIVNIEKU	Riga Contrat de bail (CE) 06A40/2014/AA/CNT(2005)88/RIG CNT(2005)88 CNT(2006)13	21/12/2014	30/11/2024	2.069.604 €	155.264 €	Résiliation: _pendant les premiers 3 ans compensation pécuniaire; _après 3 ans moyennant un préavis de 6 mois; _clause diplomatique - moyennant un préavis de 1 mois	
Uesisa	Rome Contrat de bail 06A40/2014/DC/6/CNT(2012)178/ROM CNT(2012)178	01/01/2013	31/12/2018	3.075.948 €	497.713 €	Reconduit tacitement chaque 6 ans si une des deux parties n'aura par résilié le bail Résiliation: _moyennant un préavis de 12 mois avant la date d'échéance Contrat résilié le 12.12.2017	
CE	Rome Contrat de bail "Espace Europe" 06A40/AA/CNT(2012)271/ROM CNT(2012)271	01/01/2013	31/12/2018	581.110 €	135.728 €	Reconduit tacitement chaque 6 ans si une des deux parties n'aura par résilié le bail _moyennant un préavis de 12 mois avant la date d'échéance Contrat résilié	
DB Real Estate Hammarén	Stockholm Contrat de bail 06A40/2014/DC/56/CNT(2007)319/STO CNT(2007)319 CNT(2008)186	01/04/2008	31/03/2018	7.128.475 €	318.087 €	Après la période principale de 7 ans reconduction tacite pour des périodes de 3 ans Résiliation: moyennant un préavis écrit 9 mois avant la date d'échéance	

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EU House	Tallinn Contrat de bail 06A40/2006/DC/CNT(2006)14/TAL/AV/1/ CNT(2015)151 06A40/2006/DC/CNT(2006)14/TAL CNT(2006)14 06A40/2016/DC/1/CNT(2015)151/TAL CNT(2015)151	06/03/2006	05/03/2026	1.193.239 €	158.763 €	Renouvelable pour une durée de 10 ans moyennant un préavis écrit de 3 mois avant la date d'échéance.	
Centrum Jasna Sp. Z.o.o.	Varsovie Contrat de bail 06A40/2014/DC/60/CNT(2005)239/VAR 06A40/2014/DC/60/CNT(2005)239/VAR/ AV/2 06A40/2014/DC/60/CNT(2005)239/VAR/ AV/1 CNT(2005)239 CNT(2011)53 CNT(2015)94	16/03/2006	15/03/2021	1.587.325 €	187.190 €	Après les 10 ans, renouvelable pour une durée maximale de 5 ans moyennant un préavis écrit de 6 mois avant la date d'échéance Résiliation: _pas possible pendant les premières 4 années _après les premières 4 années moyennant un préavis écrit de 6 mois + compensation financière _clause diplomatique	
CE- AUB Pinus Proprius	Vilnius Contrat de bail (CE) 06A40/AA/CNT(2012)260/VIL 06A40/2015/AA/CNT(2014)153/VIL AA CNT(2012)260 AA CNT(2014)153	07/03/2013	06/03/2023	1.789.090 €	181.018 €	Renouvelable pour une durée de 10 ans moyennant un préavis écrit de 3 mois avant la date d'échéance. Résiliation: _après 5 ans moyennant un préavis écrit de 6 mois _clause diplomatique, 6 mois de préavis	
CE - 2175 K street owner LLC a Delaware limited liability company	Washington DC Contrat de bail CE 06A40/AA/CNT(2010)203/WAS/AV/1 06A40/AA/CNT(2010)203/WAS CNT(2010)203 CNT(2015)68	10/11/2010	31/10/2030	4.381.212 \$	651.604 €	Renouvelable 2 fois 5 ans moyennant un preavis entre 18 et 24 mois avant la date d'échéance. Résiliation: _clause diplomatique, 6 mois de préavis	
Dominium Wroclaw sp.z o.o. sp.k.	Wroclaw Contrat de bail (nouveau) 06A40/2015/DC/7/CNT(2015)6/WRO CNT(2015)6	05/05/2015	04/05/2025	3.161.946 €	122.782 €	_contrat de 10 ans, _renouvelable une fois pour une durée de 5 ans, _après une première période de 5 ans (soit après le 04/05/2020), le locataire peut résilier le bail à tout moment sans compensation ni pénalité, moyennant un préavis de 3 mois.	

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CE - Centar Gradski Podrum d.o.o.	Zagreb Contrat de bail (CE) 06A40/AA/CNT(2013)10/ZAG CNT(2013)10	26/06/2013	25/06/2023	2.049.752 €	206.139 €	Renouvelable pour une durée de 10 ans moyennant un préavis écrit de 3 mois avant la date d'échéance. Résiliation: _après 5 ans moyennant un préavis écrit de 6 mois _clause diplomatique, 3 mois de préavis	
Association Jean Monnet	Convention des tâches d'entretien, de gardiennage, d'animation et de gestion de la Maison Jean Monnet 06A40/AA/CNT(2011)153/BAZ CNT(2011)153	22/02/2012	Indeterminée		210.000 €	3 ans et renouvelable pour tacite reconduction pour une période indéterminée. Résiliation: _moyennant un préavis d'un an par lettre recommandée.	

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Contractant	Objet	Début	Durée contrat/marché	Valeur totale du marché	Dépense contractuelle pour 2017	Type de renouvellement	Description des mesures de contrôle
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Mobilier

DAUPHIN HUMAN DESIGN BELGIUM	Contrat-cadre de fournitures Acquisition de mobilier et accessoires de bureau Lot 2 Sièges CNT(2017)132	12/07/2017	durée initiale 11/07/2018 11/07/2022	5.300.000 €	834.334 €	reconduction tacite de 4 x 1 année	Pour chaque bon de commande le gestionnaire financier, le contrôleur ex-ante et l'ordonnateur confrontent l'offre de prix du contractant avec l'offre présentée au cours de l'appel
GISPEN	Contrat-cadre de fournitures Fourniture avec ou sans assemblage et location de mobilier pour espace de restauration CNT(2009)298	02/04/2014	durée initiale 01/04/2016 01/04/2019	3.553.000 €	1.778.134 €	reconduction tacite de 3 x 1 année	Pour chaque bon de commande le gestionnaire financier, le contrôleur ex-ante et l'ordonnateur confrontent l'offre de prix du contractant avec l'offre présentée au cours de l'appel
KOENING + NEURATH	Contrat-cadre de fournitures Acquisition de mobilier et accessoires de bureau Lot 1 Mobilier de bureau CNT(2017)131	12/07/2017	durée initiale 11/07/2018 11/07/2022	17.750.000 €	1.939.552 €	reconduction tacite de 4 x 1 année	Pour chaque bon de commande le gestionnaire financier, le contrôleur ex-ante et l'ordonnateur confrontent l'offre de prix du contractant avec l'offre présentée au cours de l'appel

Voitures

TOTAL LUXEMBOURG	Contrat de Service Mise à disposition de cartes carburants pour les véhicules de service des institutions à Luxembourg (parité PE) 03/2013/OIL Lot 1 / sous-lot 1 CNT(2015)77	20/12/2013	31/12/2017	1.000.000 €	289.347 €		
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Contractant	Objet	Début	Durée contrat/marché	Valeur totale du marché	Dépense contractuelle pour 2017	Type de renouvellement	Description des mesures de contrôle
Unité Soutien Central							
VANBREDa RISK - BENEFITS	Contrat-cadre de service Marché interinstitutionnel INLO.AO- 2013-004-LUX-UCI-01 Assurance incendie et risques connexes du parc immobilier et de son contenu CNT(2014)24	01/03/2014	durée initiale: 28/02/2015 29/02/2020	3.199.528 €	602.181 €	reconduction tacite 5 * 1 an à partir du 01/03/2015	Suivi mensuel des engagements des dépenses relatifs à la prime d'assurance qui est calculée sur la base des surfaces des immeubles et de la valeur de leur contenu. Le tableau relatif à ces données variables est mis à jour régulièrement. Le tableau des surfaces des immeubles et de leur contenu est mis à jour régulièrement.

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Dir D - BRUXELLES							
Groupeement CHAIX & MOREL - TPF- JSWD	Contrat de services INLO-A-BATIBRU-PDS-S-09145-00-EAS Contrat de services relatif à la mise en oeuvre d'un projet architectural pour la future "Maison de l'Histoire européenne" CNT(2011)51 AV 1 CNT (2011)120 AV 2 CNT (2012)89 AV 3 CNT (2013)66 AV 4 CNT (2014)204 AV 5 CNT (2015)98 AV 6 CNT(2016)73	31/03/2011	Fin des travaux 08/2016 selon planning de l'entreprise Le contrat prendra fin à la réception définitive soit minimum un an après fin des travaux	5.236.197 €	0 €	NA	
SOCIETE MOMENTANEE BPC-CFE	Contrat de travaux Bâtiment Eastman - Travaux de rénovation et d'extension CNT(2012)134 AV 1 CNT(2013)99 AV 2 CNT(2013)168 AV 3 CNT(2014)112 AV 4 CNT(2015)65 AV 5 CNT(2015)194	25/09/2012	02/11/2017 Sept 2018 (réception définitive)	27.898.701 €	0 €		
ATENOR + ETHIAS	Achat immeuble MARTENS (Trebel) CNT(2012)076 AV1 AV2 CNT(2015)78 AV3 CNT(2015)147 AV4 CNT(2016)102	27/06/2012	Agrégation 29/06/2016	124.250.579 €	0 €	NA	
SM B2AI-TRACTEBEL	Contrat-cadre de service Prestations de services d'assistance à la réalisation et à la gestion de projet d'architecture et d'ingénierie relatif à divers aménagements dans le bâtiment Wilfried Martens/Trebel du Parlement européen à Bruxelles et des prestations accessoires CNT(2014)108	21/08/2014	durée initiale : 20/08/2015 20/08/2020	3.592.135 €	806.921 €	reconduction tacite d'année en année sans pouvoir excéder 6 ans à compter de son entrée en vigueur	

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Dir D - LUXEMBOURG							
Etat luxembourgeois & Fonds d'Urbanisation et d'Aménagement du Plateau du Kirchberg	Contrat-cadre relatif à l'extension du bâtiment KAD pour les besoins du secrétariat du PE CNT(2006) 364 Av. n° 1 CNT (2008) 128 Av n°2 CNT(2012)12	signé le 07/09/2006	à la réception définitive des travaux du bâtiment KAD prévu en 2019	10.450.267 €	0 €	sans condition de durée	N/A
Fonds d'Urbanisation et d'Aménagement de Kirchberg	Convention régissant la mise à disposition d'un terrain pour les installations de chantier propres à l'extension du KAD et à la 2ème extension des bâtiments de la Cour des Comptes CNT(2009)50	11/02/2009	jusqu'à la fin des travaux d'extension du KAD	N/A	0 €	Reconduction par prorogation	N/A
SOCOTEC Luxembourg s.a.r.l.	Contrat-cadre de service INLO-A-BATILUX-RRO-S-07 268-00 Projet d'extension et de remise à niveau du bâtiment Konrad Adenauer Luxembourg- Mission de surveillance des nuisances dues aux travaux CNT(2008) 059	22/10/2008	à la réception définitive des travaux du bâtiment KAD prévu en 2019	1.237.920 €	31.055 €	N/A	N/A
Association Momentanée CIT Blaton CBL-CLE	Contrat cadre de travaux INLO-A-BATILUX-RRO-T-07 022-00 Projet d'extension et de remise à niveau du KAD - Travaux préparatoires, travaux divers et gardiennage du chantier Lot 002 CNT(2008) 190	17/12/2008	à la réception définitive des travaux du bâtiment KAD prévu en 2019	21.245.286 €	4.382.354 €	Tacitement à partir de 17/12/2009 (annuellement)	N/A
SI Société immobilière Bâtiment Konrad Adenauer du Parlement européen	Convention-cadre du droit d'emphytéose avec option d'achat et droit de superficie - Immeubles KAD I et KAD II CNT(2012)3	29/02/2012 (date de signature de l'acte authentique)	2039	€473 000 000 (estimation)	53.720.260 €	N/A	Contrat indexé après 6 ans
Gras Savoye Luxembourg SA AXA Assurances Luxembourg S.A.	Assurance tous risques chantier (TRC) relative au projet d'extension et de remise à niveau du bâtiment KAD CNT(2011)272	03/04/2012	garanties prennent fin à l'expiration de leur période fixée à l'article 21.1.3 du cahier des charges (annexe 1)	€657.113 (prime provisoire)	€254.032	N/A	N/A

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AON Belgium SA	Assurance responsabilité civile décennale et biennale relative au projet d'extension et de remise à niveau du bâtiment KAD CNT(2011)273	03/04/2012	Les garanties prennent fin à l'expiration de leur période fixée à l'article 22 du cahier des charges	1.465.985 € (prime provisoire)	0 €	N/A	N/A
SOCOM	Assistance au bureau de dessin du PE CNT(2015)203	01/01/2016	5 ans	1.256.950 €	244.710 €	N/A	N/A
AM EGIS BATIMENTS - INCA INGENIEURS CONSEILS	Extension du bâtiment KAD : Coordinateur Pilote Lot A CNT(2013)46	03/05/2013	70 mois . Cette durée peut être prolongée si des prestations compl. sont nécessaires.	14.047.571 €	4.027.426 €	N/A	N/A
AM TETRA KAYSER - ART ET BUILD SA	Extension du bâtiment KAD : Bureau d'études architecture Lot B CNT(2013)67 AVT(2014)136	07/06/2013	70 mois . Cette durée peut être prolongée si des prestations compl. sont nécessaires.	6.569.290 €	2.955.057 €	N/A	N/A
SGI CONSULTING SA	Extension bâtiment KAD : Bureau d'études génie civil Lot C CNT(2013)68 AVT(2014)12 AVT(2014)137	03/06/2013	70 mois . Cette durée peut être prolongée si des prestations compl. sont nécessaires.	4.033.706 €	322.562 €	N/A	N/A
AM RMC CONSULTING - FELGEN - EGIS	Extension bâtiment KAD : Bureau d'études génie technique Lot D CNT(2013)72 AVT(2014)138	18/07/2013	70 mois . Cette durée peut être prolongée si des prestations compl. sont nécessaires.	8.469.874 €	2.671.503 €	N/A	N/A
SOCOTEC LUXEMBOURG	Extension du bâtiment KAD : Coordinateur sécurité et santé Lot F CNT(2013)70	13/06/2013	70 mois . Cette durée peut être prolongée si des prestations compl. sont nécessaires.	404.769 €	33.077 €	N/A	N/A

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Contractant	Objet	Début	Durée contrat/marché	Valeur totale du marché	Dépense contractuelle pour 2017	Type de renouvellement	Description des mesures de contrôle
SOCOTEC LUXEMBOURG	Extension du bâtiment KAD : Bureau de contrôle technique Lot G CNT(2013)71	14/06/2013	70 mois . Cette durée peut être prolongée si des prestations compl. sont nécessaires.	829.532 €	47.442 €	N/A	N/A
GLOBAL FACILITIES	Contrat-cadre Mission de conseil technique pour le suivi technique du projet, l'assistance à la réception des travaux et à la mise en service de l'immeuble KAD Luxembourg CNT(2016)86	21/06/2016	20/06/2018 20/09/2023	2.688.048 €	373.827 €	N/A	N/A
PAUL WURTH GEPLUX	Contrat Mission d'économiste pour le suivi des coût des travaux du projet KAD CNT(2016)145	01/01/2017	31/03/2021	3.535.505 €	612.500 €		

Mesures de contrôle

L'objectif des mesures consiste à vérifier que le contrat est encore conforme aux conditions concurrentielles, que les conditions ayant justifié cette durée spécifique sont encore valables et que d'autres options plus favorables ne sont pas envisageables (mesures de veille).

6.5. Exceptional negotiated procedures (Articles 53 et 134 RAP) competitive procedure with negotiation (Article 135 RAP)

Rapport sur les Procédures négociées exceptionnelles (visées par les articles 134 et 135 des RAP). Année d'attribution : 2017

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Nom/s de/s l'attributaire/s	Objet	Montant	Base juridique	Motif	Candidats		Critères d'acceptabilité	Référence du Marché	Date Avis FMP
					Invités	Pour négociations			
AQUAFLUENCE	Mise à jour de la procédure du plan de gestion de crise légionelle (art. 134 1 B des RAP)	€4.500,00	PN article 134.1 rt 134 1.b)	L'entreprise est un fournisseur unique pour ce type de prestation			Le prix de la prestation est acceptable et conforme au prix du marché	06/2017/180/MISE A JOUR PLAN LEGIONNELLE	
MERCEDES-EUROPA	Contrat de maintenance pour Mercedes Classe V - CD AP454	€5.161,24	PN article 134.1 b)	pour des raisons de garantie fabricant contrat à prendre auprès du concessionnaire de la marque	1	1	prix conforme au prix du marché	06/2017/226	
GEORGIEV, TODOROV AND CO	Sofia Maison de l'Europe - assistance juridique	€9.800,00	PN article 134.1 rt 134 1.b)	L'opérateur conseille et assiste les institutions dans le cadre de différentes procédures administratives et juridiques et les représente devant les autorités administratives bulgares. Afin de pouvoir finaliser les projets en cours, conserver une uniformité sur le plan juridique et assurer la continuité du dossier, il est nécessaire de faire appel au même opérateur pour défendre les intérêts des institutions.			Le prix horaire a été jugé acceptable pour ce genre de services.	06A40/2017/356/UGIMBI-17075/SOF	
G I ENTERPRISE	Travaux de réparation et mesures de prévention des installations techniques lors de la période de gel	€37.752,42	PN article 134.1 rt 134 1.c)	Suite au gel des installations techniques, des travaux urgentes pour remédier aux dégâts sont nécessaires ainsi que travaux d'amélioration afin de réduire le risque qu'une situation similaire se répète.	1	1	Fournisseur connu ayant la connaissance des installations techniques assurant la maintenance.	06A40/2017/AWD/UGIMBI-17003/SOF	
BL AVOCATS	Assist juridique pour négociations c/sortie de bail avec propriétaire actuel de la MdUE à Paris ainsi que nég. avec l'opérateur pressenti ds le cadre de la nvelle MdUE; analyse/modif nveau cnt de bail bât.'tampon'.	€59.950,00	PN article 134.1 rt 134 1.h)	Opérateur connu et ayant assisté le PE dès le début de la procédure c/la prospection pour une nvelle MdUE à Paris. Vu l'importance des documents à étudier et les spécificités du PE, le recours à ce Cabinet d'avocats est indispensable.			Le prix horaire de la proposition financière a été jugé acceptable, ainsi que le temps nécessaire ds les négociations avec le propriétaire actuel (sortie de bail) et l'opérateur pressenti pour la nvelle MdUE; l'analyse et les modifications du prochain contrat de location pour le bâtiment 'tampon'.	06A40/2017/AWD/UGIMBI-17054/PAR	

Nom/s de/s l'attributaire/s	Objet		Montant	Base juridique	Motif	Candidats		Critères d'acceptabilité	Référence du Marché	Date Avis FMP
						Invités	Pour négociations			
ANDREW VASSALLO		Works on the terraces-MdUE Valletta	€22.150,21	PN article 134.1 rt 134 1.c)	Travaux à entreprendre le plus rapidement possible afin de pallier d'éventuelles intempéries en fin d'année.			fournisseur connu sur le marché local et disponible rapidement pour effectuer les travaux	06A40/2017/AWD/UGIMBI-17085/VAL	
DR.KICSKA GABRIELLA UGYV.IRODA		Budapest : assistance juridique pour toute question liée au bâtiment Millénaris (warranty issues and others)	€4.800,00	PN article 134.1 rt 134 1.b)	L'opérateur a été chargé de l'assistance juridique lors des négociations relatives au contrat préliminaire d'achat du bâtiment Millénaris et il a été chargé du suivi des malfaçons liées à la construction.	1	1	Le prix horaire a été jugé acceptable.	06A40/2017/AWD/UGIMBI-17091/BUD	
DR.KICSKA GABRIELLA UGYV.IRODA		BUDAPES : Legal assistance in condominium matters	€5.200,00	PN article 134.1 rt 134 1.b)	L'opérateur a été chargé de l'assistance juridique lors des négociations relatives au contrat préliminaire d'achat du bâtiment Millénaris.	1	1	Le prix horaire a été jugé acceptable.	06A40/2017/AWD/UGIMBI-17092/BUD	
GOM/GENERAL OFFICE MAINTENANCE		Avenant au CNT(2013)173 - Nettoyage des batiments du PE à Bruxelles	€946.357,24	PN article 134.1 rt 134 1.e)	Les bâtiments MHE (Maison de l'Histoire européenne), WIM (Wilfried Martens) et BMT (Belmont Court) ont été mis en service. Il est indispensable que ces bâtiments fassent l'objet de prestations de nettoyage et des services annexes. Ces bâtiments n'entrant pas, ipso facto, dans le champ d'application du contrat n° CNT(2013)173, il convient donc d'établir un avenant à ce contrat afin d'étendre les prestations aux nouveaux locaux. Par conséquent, l'annexe 1 aux Spécifications Techniques du contrat CNT(2013)173 devra être modifiée pour tenir compte des nouveaux bâtiments occupés ou à occuper par le Parlement européen. Par ailleurs, la future occupation des bâtiments MHE et WIM, ainsi que d'un bâtiment tampon, étaient déjà indiqués dans la saisine UCMP lors du lancement de l'appel d'offres.			Prix acceptable pour le Parlement européen.	06A50/2016/M009	
SIEMENS		Remplacement de l'unité d'aide à l'exploitation du système de sécurité incendie du parking du bâtiment WEISS	€34.689,00	PN article 134.1 rt 134 1.b)	UAE existante datant de la construction bâtiment est tombée en panne sans possibilité de réparation. Une nouvelle UAE doit être mise en place qui ne peut être programmée uniquement par le constructeur			Besoin de sécurité des personnes	06A70/2017/M058	

Nom/s de/s l'attributaire/s	Objet		Montant	Base juridique	Motif	Candidats		Critères d'acceptabilité	Référence du Marché	Date Avis FMP
						Invités	Pour négociations			
POTIEZ-DE MAN		Mise à disposition de personnel de manutention à Luxembourg	€1.450.000,00	PN article 134.1 rt. 134.1.)	Aucune offre appropriée			Prix de l'offre	06B50/2017/M050	
COMPAGNIE DES TRANSPORTS STRABOURGEOIS		Convention de vente d'abonnements annuels du Parlement Européen	€220.000,00	PN article 134.1 rt 134 1. b)	Monopole			Le prix des abonnements correspond à l'estimation du PE	06C60/2017/M030	
CREOS LUXEMBOURG		Raccordement au réseau d'électricité du nouveau bâtiment KAD	€30.316,70	PN article 134.1 rt 134 1. b)	Un seul gestionnaire du réseau électrique à Luxembourg			L'offre répond aux exigences techniques du PE pour la réalisation du chantier KAD	06D10/2017/M004	
SIBELGA (ELECTRABEL)		Augmentation puissance compteur TRE - WIM	€22.755,00	PN article 134.1 rt 134 1. b)	S'agissant de fourniture d'énergie électrique, le prix est fixé par l'opérateur économique sur base de la réglementation applicable dans la région de Bruxelles-capitale.			Le prix s'impose donc au Parlement européen.	06D20/2017/M046	
STIB		Convention tiers-payant STIB: délivrance d'abonnements annuels réduits de la cotisation patronale aux membres du personnel du Parlement européen à Bruxelles	€1.200.000,00	PN article 134.1 rt 134 1. b)	L'opérateur opère comme monopoliste. Il n'y a pas de concurrence possible.			Un seul opérateur économique. Prix conforme à l'estimation. Prix forfaitaire non négociable. Fixe pour tous.	INLO/CNT(2017)76/STIB	

6.6. Results of ex-post evaluation

In 2017, the ex-post control of cleaning services in the three main places of work was completed. This revealed a number of shortcomings in the internal control system, in particular regarding the management of the cleaning contract in Brussels. On the basis of the findings of this ex-post control, measures aimed at stepping up the internal control system are currently being implemented within DG INLO.

In the light of some of the conclusions of the report, a number of findings have been forwarded to the European Anti-Fraud Office.

6.7. Sensitive posts

The 2017 assessment focused on posts identified as sensitive in 2016, all management posts (Head of Unit or Director) and the new posts created by the restructuring of the former Procurement Unit. 32 sensitive posts were identified as a result.

The associated residual risks are in large part due to the exacting requirements that must be met by the incumbent in terms of expertise, contacts with third parties, access to confidential information and accountability (decision-making power).

The identified residual risks are considered acceptable in the instances identified and no immediate action is deemed necessary. The internal control system in place is functioning well and a certain level of residual risk appears inevitable, given the responsibilities of DG INLO in sensitive areas such as buildings policy and front-line services to Members.

Organisation	Position	Residual risk
06 Directorate-General	Advisor to Director-General	5
06 Directorate-General	Advisor to Director-General	5
06 Directorate-General	Advisor to Director-General	5
06 Directorate-General	Advisor to Director-General	5
06 Directorate-General	Advisor to Director-General	5
06 One-Stop Shop	Head of Unit	5
06A Infrastructure	Director	8
06A20 Maintenance Luxembourg	Head of Unit	5
06A40 Information offices	Head of Unit	5
06A50 Maintenance Brussels	Head of Unit	5
06A70 Maintenance Strasbourg	Head of Unit	5
06B Logistics	Director	15
06B0010 Procurement Service	Head of Service	3
06B10 People Transport	Head of Unit	10
06B30 Furniture	Head of Unit	10
06B40 - Food and Beverage Service	Head of Unit	10

06B50 Office allocation and removals	Head of Unit	5
06C Resources	Director	15
06C10 Personnel	Head of Unit	5
06C20 Finance	Head of Unit	10
06C2010 Budgetary programming and monitoring	Head of Unit	5
06C30 Procurement Coordination Service	Acting Head of Unit	5
06C60 Central Support	Head of Unit	5
06C60 Central Support	Team manager / coordinator	5
06D Building projects	Director	15
06D10 Luxembourg projects	Head of Unit	34
06D10 Luxembourg projects	Buildings engineer - AD:	16
06D20 Brussels projects	AD Project supervisor, head of technical service - authorising officer	5
06D20 Brussels projects	Head of Unit	15
06D30 Strasbourg projects	Head of Unit	15
06D30 Strasbourg projects	Senior building technician	5
06D30 Strasbourg projects	Buildings engineer - AD:	5

6.8. Evaluation of the implementation of minimum internal control standards

Self-assessment summary table

Standard 2014	Standard 2002	Achieved	Almost	Partly	Started	To be started / NA
Section 1: Mission and values						
1. Mission	2	X				
2. Ethical and organisational values	1	X				
Section 2: Human resources						
3. Allocation of staff and mobility	3	X				
4. Staff assessment and development	3, 4	X				
Section 3: Planning and risk management						
5. Objectives and performance indicators	7, 9, 10		X			
6. Risk management process	11	X				
Section 4: Operations and control activities						
7. Operational set-up	5, 6	X				
8. Processes and procedures	15, 18	X				
9. Supervision by management	17	X				
10. Continuity of operations	19	X				
11. Document management	13	X				
Section 5: Information and financial reporting						
12. Information and communication	13, 14	X				
13. Accounting and financial information	12	X				
Section 6: Evaluation and auditing						
14. Evaluation of activities	n/a	X				
15. Evaluation of internal control systems	20, 22	X				
16. Audit reports	21		X			

Comments on the outcome of the annual self-assessment of MICS performance

Standards assessed as ‘achieved’ – good practices

Section 1: Mission and values

1. Mission

The Directorate-General identifies its overall objectives on an annual basis. The objectives are determined by the administrative work programme and by the political priorities of the political authorities. The objectives fixed by the Director-General form the basis for the objectives that are to be defined by the Directorates and units and subsequently confirmed by the Director-General. The objectives are adopted by the ‘College of assessors’ around mid-December.

They are published in a format accessible to all the DG's staff on the intranet site INLOWEB² and are communicated to staff in the units. Members of staff are set individual objectives at the annual assessment interview.

2. Ethical and organisational values

The signing of declarations of absence of conflict of interest is systematic in the context of participation in public procurement evaluation committees.

General awareness-raising activities for Parliament staff in relation to information on the rules are the responsibility of DG PERS (initial training for new members of staff, information campaigns, documentation concerning the Staff Regulations, etc.). The rules concerning obligations in relation to ethics/integrity are accessible on the DG PERS website.

Section 2: Human resources

3. Allocation of staff and mobility

Staff allocation and recruitment are based on the directorate-general's objectives and priorities.

All vacant posts are subject to assessment prior to their reassignment with the aim of optimising the use of human resources.

Staff mobility is encouraged, in compliance with the mobility policy applicable to Parliament staff.

A project (PPP1) specifically relating to the allocation of resources in the DG is in progress. Its aim is to propose an optimal allocation of the DG's limited resources in line with its tasks and priority actions. This study was launched in 2017 under the auspices of the Resources Directorate. It will be completed in 2018 and produce recommendations on the optimised reallocation of resources taking into account ongoing and planned projects and actions, more specifically in relation to the main building projects (in the context of medium- and long-term property policy).

4. Staff assessment and development

Staff performance is evaluated annually in accordance with the general implementing provisions on staff reports.

Particular attention is paid to staff development. As well as being encouraged to take part in the standard training courses offered by the Institution, specific and sectoral external training is provided for staff, in particular for civil engineers and civil engineering technicians.

In order to ensure that its staff have the necessary qualifications to best meet the objectives set at all times, in 2017 DG INLO established a three-year training plan based on the non-catalogue training needs identified in each unit.

Specific training was then organised in line with the particular requirements in each area of activity, offering the greatest possible number of staff an opportunity to take part and update

their knowledge. As a result, 461 members of staff attended 46 specific training courses (98 training sessions). Part of this training was aimed in particular at the integration of the new drivers who had been recruited.

For staff in the Infrastructure and Projects Directorates specifically, many of the training needs in the field of building technology are covered by a framework contract with the French Building Science and Engineering Centre, managed by Professional Training in cooperation with the DG (198 members of staff participated in individual and specific training in the context of this framework contract).

In addition, a limited number of staff members (93) attended essential training courses such as IT courses, training to acquire new driving licences, compulsory training to update licences, training in the field of public procurement and financial management, outside the Institution, and participated in conferences and seminars relevant to their field of activity.

In 2017, 86% of staff participated in at least one day of training and 54% met the target of three or more days of training (excluding language training).

Section 3: Planning and risk management

6. Risk management process

A risk management process in keeping with the relevant rules and guidelines is included in the annual work programme and updated once a year.

Section 4: Operations and control activities

7. Operational set-up

The Directorate-General's operational set-up provides for effective decision-making through the appropriate degree of delegation of the powers of authorising officers.

The delegations of powers are clearly defined in scope and are proportionate to the importance of the decisions to be taken and the risks involved.

8. Processes and procedures

The processes and procedures used by the Directorate-General to carry out and monitor its work comply with the relevant rules and are properly documented, and the documentation is kept up to date and made available to the relevant staff.

A manual of financial procedures drafted in the form of factsheets has been available in DG INLO since 2011. The first section covers the budgetary process (budget, transfers, etc.), the second covers budget implementation (commitments, payments, etc.), the third covers WebContracts and the fourth covers the buildings inventory and balance sheet. It also provides information on various circuits and internal models (certified correct/passed for payment endorsement, WebContract circuits, etc.). The manual is accessible to all the DG's staff on the DG INLO intranet site.

The aim of this manual of procedures is to provide operational units and the administrators concerned with a guide in preparing and implementing the various stages relating to financial management in accordance with the practices in force within DG INLO.

The manual is regularly updated in the light of operational modifications or recommendations adopted, or operational needs adopted by the authorising officer by delegation as well as

modifications to the regulatory framework (Financial Regulation, implementing rules, internal rules etc.).

Exceptions are recorded and archived by the ex-ante service. They are also notified in Annex 6.3 of the Annual Activity Report. Recurring problems are referenced by the ex-ante service in a database where all references and remarks are stored. In the event of recurring/structural problems, the ex-ante service informs the authorising officer responsible.

Multiannual programming of work and tenders is periodically updated in order to plan the actions corresponding to the Directorate-General's strategic tasks and objectives. A procurement planning tool (PMP) allows the programming of the procurement procedures that are necessary in order to carry out the Directorate-General's tasks.

9. Supervision by management

Management ensures that work is performed efficiently and effectively and in accordance with the relevant rules.

10. Continuity of operations

DG INLO's services make every effort to guarantee the Institution's ability to continue operating on a continuous and permanent basis. The units must ensure that procedures are in place for the optimal management of their activities, including back-up procedures to safeguard the continuity of operations.

11. Document management

The management of mail and the system for archiving documents meet the regulatory requirements. Instructions relating to:

- the registration and processing of mail;
- the DG's document management chart, the purpose of which is:
 - to allow the category of every file created and held by each of the DG's directorates and units to be identified in order to manage its preservation correctly,
 - to determine the retention period for each category of file, taking into account its administrative usefulness for the departments, legal obligations and requirements and the potential historical value of the file;

are accessible to all the DG's staff on the INLOWEB³ intranet site.

An internal inter-service working group, the 'Procedure Team', was appointed in April 2016 to analyse and optimise the administrative processes in force within the DG. It resulted in a report and recommendations which led to the publication in 2017 of a 'survival kit' of administrative documents intended to provide updated information in this area.

³ http://www.inloweb.ep.parl.union.eu/inloweb/cms/lang/fr/Accueil/Admin/INLO_Archives

Section 5: Information and financial reporting

12. Information and communication

Internal communication is necessary in order to enable management and staff to carry out their duties, including internal control duties, in an efficient and effective manner.

The conclusions of the Building Policy Management Team set up in 2016 and comprised of DG INLO senior management are circulated to staff, the aim being to share information and ensure there is transparency as regards the action taken.

13. Accounting and financial information

The financial circuits in place within the DG are set out in the manual that all staff in DG INLO can consult on INLOWEB. They are consistent with the requirements laid down in the Financial Regulation and the relevant implementing rules on the separation of duties.

The central departments submit detailed budget implementation reports to senior management on a monthly basis, as well as on request. The DG INLO Financial Dashboard was also developed to provide an overview of the implementation of appropriations (commitments, payments, appropriations carried over, assigned revenue and payment deadlines). Tables and specific reports are drawn up on request.

Section 6: Evaluation and auditing

14. Evaluation of activities

In line with Parliament's Strategic Execution Framework and the priority tasks assigned to the DG, a series of specific focal points were identified in the areas of buildings projects, maintenance, logistics and the strategies on buildings and building stock financing. The projects concerned are subject to regular reporting and updating.

A series of six lead indicators was designed and put in place in 2017 on the basis of one of the DG's key performance indicators: its ability to provide the services it is expected to provide. The aim of the indicators and of assessments relating to them is not to provide comprehensive reporting on all the DG's activities, but to focus on those activities that the DG and its users consider to be most representative (the lead indicators are set out in point 2.4 of the report).

See also standard 5.

15. Evaluation of internal control systems

With regard to the cost-effectiveness of controls, it should be noted that as there is no directly applicable central methodology for establishing the costs involved in control activities, and no formula according to which cost-effectiveness can be measured across all of Parliament's DGs, it is difficult to provide a uniform assessment in this area. The information set out in point 3 of the report has therefore been provided as a guideline, in order to give a reasonable overview – including figures – of the workload involved and the resources assigned to it.

An examination of the internal control systems is set out in the Annual Activity Report (see point 3).

2. Standards assessed as '**almost achieved**' – **further work required**

Section 3 : Planning and risk management

5. Objectives and performance indicators

Each year, the DG draws up a working document outlining its general objectives for the year to come. Objectives are set at directorate and unit level. They are then discussed at college-of-assessors level and finalised in December.

Dashboards outlining the key performance indicators laid down for each unit are updated and sent to the authorising officer by delegation twice a year.

A general 'lead indicator' focusing on the DG's ability to deliver the services that fall within its areas of responsibility was established in 2017. It is made up of a number of sub-indicators that measure the core activities concerned.

Section 6 : Evaluation and auditing

16. Audit reports

The recommendations made in the audit reports are examined on a regular basis and assessed as part of the twice-yearly follow-up exercises. Action is taken with a view to ensuring that appropriate action plans are drawn up.

At the end of 2017, two actions stemming from Internal Audit Service reports were still pending. Those actions do not, however, relate solely to DG INLO, and depend on decisions that are still to be taken at another level.

A new audit with a specific focus on the use of external experts in buildings projects was confirmed in July 2017, owing to the fact that an action in the area concerned was still pending. The deadline for implementing the four recommendations made is one year after the adoption of the report (July 2018).

3. Standards assessed as '**partly achieved**' or '**started**' – **weaknesses and practices**
N/A

4. Standards assessed as '**to be started**' or '**not applicable**'
N/A