
REPORT ON BUDGETARY AND FINANCIAL MANAGEMENT

SECTION I: EUROPEAN PARLIAMENT

FINANCIAL YEAR 2014

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INTRODUCTION

1. This report analyses the European Parliament's budgetary and financial management during the financial year 2014. It outlines the use made of financial resources and the events which had a significant influence on activities during the year (Parts I and II) and gives an overview of the results achieved as against the objectives set for 2014 (Part III).
2. The report has been drawn up in accordance with Article 142 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union, hereinafter referred to as 'the Financial Regulation', and with Article 227 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application for the Financial Regulation. The analysis is based on the provisional accounts established by the Accounting Officer.

I. FINANCIAL MANAGEMENT: GENERAL REMARKS

3. Parliament's final appropriations for 2014 totalled EUR 1 755 631 742, or 20.13% of heading V of the Multiannual Financial Framework¹. Table 1 below provides an overview of the implementation of Parliament's budget in the financial year 2014.

¹ Council Regulation (EU, Euratom) No 1311/2013 of 2 December 2013 laying down the multiannual financial framework for the years 2014-2020.

Table 1. Use of appropriations

Appropriation type	2014 appropriations (EUR or %)	2013 appropriations (EUR or %)	Change 2014/2013
Appropriations			
Initial appropriations	1 755 631 742	1 750 463 939	0.3%
Amending budget	0	0	
Final appropriations	1 755 631 742	1 750 463 939	0.3%
Implementation for the year			
Commitments	1 737 744 692	1 735 963 486	0.1%
As a % of final appropriations	99.0%	99.2%	-0.2%
Payments	1 459 832 867	1 458 188 881	0.1%
As a % of commitments	84.0%	84.0%	0.0%
Carryovers to following year			
Automatic carryovers to following year*	277 911 825	277 774 604	0.05%
As a % of final appropriations	15.8%	15.9%	-0.07%
As a % of commitments	16.0%	16.0%	-0.01%
Non-automatic carryovers (uncommitted appropriations carried over to following year)**	0	734 000	-100%
As a % of final appropriations	0.0%	0.0%	
Cancellations			
Appropriations cancelled	17 887 050	13 766 453	29.9%
As a % of final appropriations	1.0%	0.8%	0.2%
Carryovers from previous year			
Automatic carryovers from previous year*	277 774 604	305 457 875	-9.1%
Payments against those carryovers	255 743 100	286 109 573	-10.6%
As a % of carryovers	92.1%	93.7%	-1.6%
Amount cancelled	22 031 504	19 348 302	13.9%
Non-automatic carryovers from previous year**	734 000.00	0	
Payments against those carryovers	733 996.45	-	
As a % of carryovers	100%	-	
Appropriations from assigned revenue for the year			
Appropriations from assigned revenue for the year	26 979 032	25 991 783	3.8%
Commitments	17 042 788	16 907 174	0.8%
As a % of appropriations from assigned revenue	63.2%	65.0%	-1.8%
Payments	13 053 117	8 997 498	45.1%
As a % of commitments against assigned revenue	76.6%	53.2%	-4.8%
Appropriations available from assigned revenue for the year	9 936 243	9 084 608	9.4%
Appropriations from assigned revenue carried over to the following year			
Appropriations from assigned revenue carried over to the following year	106 077 150	106 934 452	-0.8%
Appropriations from assigned revenue carried over from the previous year			
Appropriations from assigned revenue carried over from the previous year	106 934 452	106 900 532	0.03%
Commitments	105 356 705	104 147 894	1.2%
As a % of appropriations from assigned revenue carried over	98.5%	97.4%	1.2%
Payments	13 027 149	16 460 753	-20.9%
As a % of commitments	12.4%	15.8%	-3.4%
<i>Comments:</i>			
(*) Articles 13(1) and 13(4) of the Financial Regulation			
(**) Articles 13(1), 13(2)(a) and 13(5) of the Financial Regulation.			
The figures in the table are based on the 2014 provisional accounts established by the Accounting Officer on 3.3.2015.			

A. Revenue

4. Total revenue entered in the accounts as at 31 December 2014 was EUR 174 436 852 (2013: EUR 158 117 371), including EUR 26 979 032 in assigned revenue (2013: EUR 25 991 783).

B. Initial budget and amending budgets

5. Total appropriations in Parliament's final budget for 2014 were EUR 1 755 631 742, representing a 0.3% increase over the 2013 budget (EUR 1 750 463 939).

C. Commitments and payments

6. Commitments totalled EUR 1 737 744 692, accounting for 99% of final appropriations (2013: 99%). Payments totalled EUR 1 459 832 867, or 84% of commitments entered into (2013: 84%).

D. Carryovers from 2014 to 2015

7. Automatic carryovers to financial year 2015 totalled EUR 277 911 825, accounting for 16% of the total appropriations committed (2013: 16%). There were no non-automatic carryovers to financial year 2015 under Article 13 of the Financial Regulation.

E. Use of carryovers from 2013 to 2014

8. Automatic carryovers to 2014 totalled EUR 277 774 604 (2013: EUR 305 457 875). Payments against those carryovers stood at EUR 255 743 100, or 92% (2013: 94%). Appropriations cancelled thus totalled EUR 22 031 504, 14% more than in 2013 (EUR 19 348 302). The bulk of the cancellations was made against: Article 200 'Buildings', Article 202 'Expenditure on buildings', Article 324 'Production and dissemination', Article 210 'Computing and telecommunications', Article 100 'Salaries and allowances' and Article 402 'Financing of European political parties'. Cancellations against those six articles accounted for 82% of the total amount cancelled.
9. The amounts cancelled and the main reasons for cancellations are set out in Table 2.

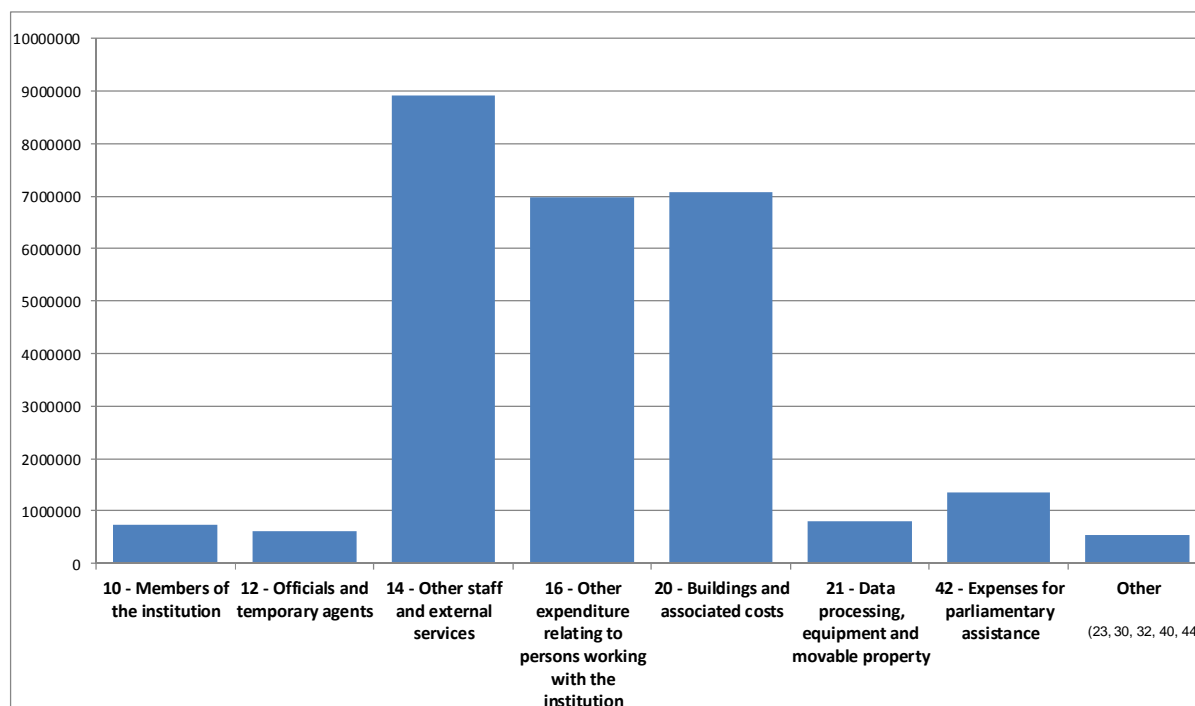
Table 2. Main reasons for cancellations of automatic carryovers from 2013 to 2014

Article	Cancellation	Main reasons for cancellations
Article 200 (Buildings)	7 502 599	<p>Item 2007 (Fitting-out of premises): the cancellation of EUR 7.19 m was due mainly to the fact that it would not be possible to complete the work on the renovation and extension of the Eastman Building (House of European History) in December 2014, as scheduled. The cancellation also applied to other work which was delayed or not performed in the three places of work.</p> <p>Item 2008 (Other specific property management arrangements): EUR 0.28 m was cancelled because of surpluses at various sites and in respect of various services.</p>
Article 202 (Expenditure on buildings)	3 535 651	<p>Item 2022 (Building maintenance, upkeep, operation and cleaning): EUR 2.16 m was cancelled. This included EUR 0.58 m for a lift maintenance contract in Brussels, where a dispute with the contractor led to the signing of a settlement under which the sums payable by Parliament were reduced. EUR 0.35 m related to penalties on the technical maintenance contract for Strasbourg, which were deducted from the amount payable. The surplus is attributable to unused final balances on miscellaneous contracts and delays in certain work.</p> <p>Item 2024 (Energy consumption): EUR 1.09 m was cancelled. The reason for this was that a sufficient margin to cover worst-case scenarios had had to be allowed for. It is difficult to calculate the precise carryover amount, given that annual billing was still very incomplete when the appropriations were carried over.</p>
Article 324 (Production and dissemination)	3 253 663	<p>Item 3247 (House of European History): cancellation of EUR 1.60 m. The appropriations concerned are due to delays in the work on the European House of History, which will not be completed until 2015 (see also Item 2007).</p> <p>Item 3244 (Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries): the cancellation of EUR 0.52 m was due to the fact that the commitments were based on reservations, whereas actual use was less, because of unforeseen cancellations by participants.</p> <p>Item 3248 (Expenditure on audiovisual information): cancellation of EUR 0.49 m relating to various estimated commitments with a built-in safety margin.</p> <p>Item 3245 (Organisation of seminars, symposia and cultural activities): cancellation of EUR 0.25 m relating to various estimated commitments with a built-in safety margin concerning the organisation of seminars.</p>
Article 210 (Computing and telecommunications)	1 281 824	<p>Item 2102 (Computing and telecommunications — business as usual — general support for users): cancellation of EUR 0.99 m for services not rendered in the full volume anticipated and invoices which fell short of forecasts.</p>
Article 100 (Salaries and allowances)	1 244 857	<p>Item 1004 (Ordinary travel expenses): cancellation of EUR 1.23 m. Many applications for reimbursements are submitted in the financial year following that of the journey. As a result, a significant quantity of appropriations has to be carried over each year to cover these applications. The sum cancelled at the end of 2014 represented 6.6% of the amounts carried over and 1.6% of the total committed for 2013, which may be regarded as a normal safety margin.</p>
Item 402 (Funding of European political parties)	1 181 744	<p>For this article, the cancellations were due to the fact that several parties indicated that they had spent less than the maximum permitted by way of eligible expenditure.</p>

F. Appropriations from assigned revenue

10. Assigned revenue made available in 2014 totalled EUR 26 979 032 (2013: EUR 25 991 783). Commitments totalled EUR 17 042 788, i.e. a 63% commitment rate (2013: 65%). Payments totalled EUR 13 053 117, accounting for 77% of the commitments entered into (2013: 53%).
11. The source of the appropriations from 2014 assigned revenue is analysed in the figure below.

Figure 1. Appropriations from 2014 assigned revenue by chapter



12. Assigned revenue carried over to 2014 totalled EUR 106 934 452 (2013: EUR 106 900 532). The bulk (92%) of the appropriations came from Chapter 20. This is mainly accounted for by the Belgian Government's payment of EUR 85 987 000, on 27 January 2010, by way of defrayal of the cost of the land forming the site for the D4 and D5 buildings and of the development costs for the roof over Brussels-Luxembourg Station, forming part of the Martens Building (TREBEL) project.
13. Commitments in 2014 against assigned revenue carried over totalled EUR 105 356 705 (2013: EUR 104 147 894). Payments in 2014 represented 12% of commitments entered into (2013: 16%). The bulk of commitments related to the purchase of the Martens building in accordance with the Bureau decision of 30 November 2011.
14. The sum of EUR 106 077 150 was transferred to 2015, including EUR 13 543 113 from appropriations from 2014 assigned revenue (the available appropriations carried over amounted to EUR 9 553 441 and the balances on commitments to EUR 3 989 671; cancellations of appropriations amounted to EUR 382 802) and EUR 92 534 038 in appropriations from 2013 assigned revenue (the balances on commitments amounted to EUR 5 463 051); cancellations of appropriations amounted to EUR 1 373 265, including EUR 403 761 in uncommitted appropriations carried over from assigned revenue and EUR 969 504 in balances ineligible for carryover of commitments carried over on appropriations from assigned revenue). The EUR 85 897 000 paid by the Belgian Government in January 2010 (cf. paragraph 12) is external assigned revenue

within the meaning of Article 21(2) of the Financial Regulation². Appropriations from internal assigned revenue carried over totalled EUR 20 180 150.

G. Cancellations

15. The sum of EUR 17 887 050 (2013: EUR 13 766 453), representing 1.0% of final appropriations (2013: 0.8%), was cancelled. The main reasons for the cancellations are set out in the table below:

Table 3. Main reasons for cancellations from current appropriations in 2014

		Amount cancelled (EUR)	As % of total cancelled	% cancellation / heading	Main reason for cancellation
422	Parliamentary assistance	5 417 593	30 %	2.9 %	EUR 4 357 579 of this amount (80%) related to local assistants: as 2014 was an election year, large amounts had to be paid by way of redundancy payments to outgoing local assistants. It was not easy to forecast the total expenditure on this, particularly in view of the fact that this was the first end of a parliamentary term subject to the new rules arising from the entry into force in 2009 of the Statute for Members. For this reason, large safety margins were built in, which explains the surplus appropriations.
324	Production and dissemination	1 894 489	11 %	1.9 %	By and large, this is a technical cancellation against a number of items.
210	Computer systems and telecommunications	1 499 011	8 %	1.5 %	By and large, this is a technical cancellation against a number of items.
202	Costs relating to buildings	1 485 037	8 %	1.5 %	By and large, this is a technical cancellation against a number of items.
120	Remuneration and other entitlements	1 349 211	8 %	0.2 %	By and large, this is a technical cancellation against a number of items.
142	Outside translation services	1 117 126	6 %	20.8 %	Because of the decline in the volume of demand for translation (reduced activity because of the elections), less use needed to be made of freelance translators.

H. Transfers

16. During the financial year, three C transfers (including what is termed ‘mopping-up’ transfer) were approved in accordance with Articles 27 and 46 of the Financial Regulation³. They totalled €77 215 000, which is 4.4% of final appropriations (in 2013: 10 transfers accounting for 3.9% of final appropriations). The President approved a total of 12 P transfers under Article 25(1) of the Financial Regulation⁴. Ten of the P transfers were of appropriations for the year, one transfer was from appropriations from assigned revenue carried over and a final transfer concerned various types of appropriations

² Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.

³ Article 27 – ‘Transfer proposals submitted to the budgetary authority’ and Article 46 – ‘Provisions’ of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012.

⁴ Decision by the institution to transfer appropriations within a given article.

(current appropriations, appropriations from current and carried over assigned revenue). P transfers of appropriations for the year totalled €17 497 444, which is 1.0% of final appropriations (2013: 10 transfers representing 0.6% of final appropriations). The transfer involving solely appropriations from assigned revenue amounted to €2 321 173 and only concerned the ADENAUER building project. This revenue came from the repayment of the Commission's share for the purchase of the information offices in The Hague, Nicosia, London and Budapest. This exceptional transfer is actually a **technical adjustment** which does not affect the nature of the assignment⁵, and the appropriations were able to be used to make advance payments in the context of the ADENAUER building extension. Finally, a transfer of €6 400 000 was approved for the House of European History project. Of this total, €3 866 628 came from appropriations for the year, €1 247 510 from appropriations from assigned revenue carried over and €1 285 862 from appropriations from assigned revenue for the year. This transfer is actually a **technical adjustment** which does not affect the nature of the assignment.⁶

Table 4. Transfers by legal basis

Number of transfers	Amount transferred (EUR)	As a % of final appropriations
<i>C transfers (Articles 27 and 46 of the Fin. Reg.)</i>		
3 C transfers	77 215 000	4.4%
including 'mopping-up' transfer (C4)	71 500 000	4.1%
<i>P transfers (Article 25(1) of the Fin. Reg.)</i>		
11 P transfers of appropriations for the year ⁷	17 497 444	1.0%
14 C + P transfers of appropriations for the year	94 712 444	5.4%
2 P transfers of assigned revenue carried over⁸	3 568 683	N.A.
1 P transfer of assigned revenue for the year	1 285 862	N.A.

Table 5. Analysis of C transfers by receiving budget line

Receiving item		Transfer	Amount transferred (EUR)
2 0 0 1	Annual lease payments	C4	71 500 000
4 2 2 0	Parliamentary assistance	C3	2 500 000
1 0 0 0	Salaries	C3	1 300 000
1 0 0 4	Ordinary travel expenses	C3	1 150 000
1 0 0 5	Other travel expenses	C3	700 000
1 2 2 0	Allowances for staff retired in the interests of the service	C1	65 000
		Total	77 215 000

⁵ Transfer from Item 2003 'Acquisition of immovable property' to item 2001 'Annual lease payments'.

⁶ The details of this P11 transfer are set out in Annex 2.

⁷ These 11 transfers include appropriations for the year under Transfer P11, which covered different types of appropriation.

⁸ Including the corresponding part of the appropriations in the P11 transfer

Table 6. Analysis of C transfers by expenditure category and purpose

Expenditure category receiving transfer	Subject matter	Transfer	Amount transferred (EUR)	%
Buildings policy	ADENAUER building project	C4	71 500 000	93
Buildings policy - Total			71 500 000	93
Members	2012 salary adjustment for MEPs and end-of-term costs	C3	1 300 000	2
	Travel expenses	C3	1 850 000	2
	2012 salary adjustment and allowances for accredited assistants	C3	2 500 000	3
Members - Total			5 650 000	7
Administration	Allowances for staff retired in the interests of the service	C1	65 000	0
Administration - Total			65 000	0
Total			77 215 000	100

H.1. Transfers of provisional appropriations and from other sources (excluding the 'mopping up' transfer)

17. Chapter 10 1 (Contingency reserve) in Title 10 (Other expenditure) was the main source of appropriations transferred, excluding the 'mopping-up' transfer, accounting for 99% of the total (€5 650 000 out of a total of €5 715 000). The entire expenditure was on Members.
18. The only transfer from another source was for €65 000 in the 'Administration' category, from Item 1200 'Remuneration and allowances' to Item 1220 'Allowances following retirement in the interests of the service'.

H.2. 'Mopping-up' Transfer C4

19. A total of €71 500 000 was transferred from provisional-appropriation headings, and from other sources, so as to help fund the extension and modernisation of the Konrad Adenauer Building (KAD), which is the main construction project in Luxembourg. Table 7 gives details of that transfer.

Table 7. Breakdown of Transfer C4 ('mopping-up')

Source chapter	Title	Amount (EUR)	% of initial approps	% of total transferred	Remarks
1 0	Members of the institution	-3 390 000	2 %	5%	The actual surplus is only EUR 0.24 M (0.1% of the initial appropriations), since transfer C3 had increased the appropriations of the chapter by EUR 3.15 M (on items 1000, 1004 and 1005). For technical reasons, at the time when an apparent deficit on the above-mentioned items had to be covered, it was not yet possible to have an estimate of the potential surplus on the other items in the chapter
1 2	Officials and temporary staff	-1 510 000	0,3 %	2%	Technical surplus.
1 4	Other staff and external services	-6 710 700	7 %	9%	Impact of the elections (slowdown in activity).
1 6	Other expenditure relating to persons working with the Institution	-2 378 085	13 %	3%	The main saving stems from Item 1654 (Early Childhood Centre and approved day nurseries). The surplus mostly stems from the use of accumulated assigned revenue which could not be carried over to 2015.
2 0	Buildings and associated costs	-9 704 998	5 %	14%	The main savings stem from: - from Item 2022 'Building maintenance, upkeep, operation and cleaning': better conditions when renewing contracts and postponing of procurement procedure for maintenance works to 2015; - from Item 2024 'Energy consumption': mild weather conditions leading to less consumption than foreseen and savings on the new gas and electricity contracts; - from Item 2026 'Security and surveillance of buildings': savings due to a very strict planning of surveillance hours ordered to security companies and to anticipated internalisation of some activities in Brussels.
2 1	Data processing, equipment and movable property	-11 603 888	8 %	16%	The main savings stem from: - from Item 2100 'Computing and Telecommunications - recurring operating activities': savings due to economies of scale on network and data centres maintenance and lower than foreseen phone costs; - from Item 2140 'Technical equipment and installations': freezing of the renewal of older equipment related to security and surveillance, for the benefit of a global modernised and integrated project for access control to be presented to the Bureau by the end of the year; - Item 2160 'Vehicles': savings due to the internalisation and rationalisation of the transport services to the Members;
2 3	Current administrative expenditure	-1 113 519	18 %	2%	The main savings stem from: - from Item 2300 'Stationery' and from item 2360 'Postage on correspondence and delivery charges': requests lower than foreseen, due to slower pace in activity during election period; - from Item 2390 'European Parliament carbon offsetting scheme': the tendering procedure for the purchase of CO2 offsetting credits was not successful. A new procedure will be launched in the framework of the 2015 budget.

Source chapter	Title	Amount (EUR)	% of initial approps	% of total transferred	Remarks
3 0	Meetings and conferences	-6 329 474	18%	9%	Impact of the elections (slowdown in activity)
3 2	Expertise and information: acquisition, archiving, production and dissemination	-8 696 016	7%	12%	Impact of the elections (slowdown in activity)
4 0	Expenditure relating to certain institutions and bodies	-463 320	0.5%	1%	This is mainly a technical surplus.
4 2	Expenditure relating to parliamentary assistance	-12 250 000	6%	17%	The surplus comes from a lower than forecasted use by the MEPs of their allowance for local parliamentary assistance, in particular for the payment of lay-offs. On the other hand, the expenditure forecasts for accredited parliamentary assistants were overrun (cf. transfer C3; for technical reasons at the time when the deficit on the accredited assistance envelope had to be covered, it was not yet possible to have an accurate estimate of the potential surplus on the local assistance envelope). Therefore, the actual surplus is EUR 9.75 M or 5% of the initial appropriations.
10	Other expenditure	-7 350 000	57%	10%	Use of provisional appropriations
Total		71 500 000	4%	100%	

Receiving item	Title	Amount (EUR)	% of initial approps	% of total transferred	Subject matter
2 0 0 1	Annual lease payments	71 500 000	1 319 %	100 %	Construction of the new KAD building in Luxembourg.
	Total	71 500 000	4%	100%	

20. An overview of the P transfers of appropriations for the year is given in Table 8.

Table 8. Purpose of P transfers of appropriations for the year

Receivin g item		Transfer	Subject	Amount transferred (EUR)
2 1 0 5	Computing and telecommunications — Investment in projects	P3	Transfer in order to rebalance the allocation of appropriations for IT expenditure among different budget items managed by DG ITEC.	3 825 881
2 1 0 4	Computing and telecommunications — Investment in infrastructure	P2	Transfer in order to rebalance the allocation of appropriations for IT expenditure among different budget items managed by DG ITEC.	3 258 416
2 0 0 5	Construction of buildings	P11	Transfer to fund work on the House of European History project.	3 866 628
2 1 0 4	Computing and telecommunications — Investment in infrastructure	P10	Transfer to allow use of the surplus generated by a slowing of expenditure on the development of applications in order to accelerate investment in IT infrastructure.	2 047 394
1 4 0 0	Other staff	P9	Transfer in order to provide the means for higher than expected expenses relating to other staff (contract agents) by transferring surplus appropriations from interpretation expenditure.	1 700 000
2 1 0 3	Computing and telecommunications — business-as-usual operations — Management of ICT applications	P1	Transfer in order to rebalance the allocation of appropriations for IT expenditure among different budget items managed by DG ITEC.	1 171 600
2 1 0 3	Computing and telecommunications — business-as-usual operations — Management of ICT applications	P6	Transfer to continue to adapt human resources databases.	550 000
3 2 4 1	Digital and traditional publications	P12	Transfer for development of an improved version of the SPA+ application (Safe Working Protocol Automation) for translation, which is more stable and compliant with Parliament's standards.	500 000
2 1 0 2	Outside assistance for information and innovation technologies	P8	Transfer to increase the appropriations available to the User Support Unit in DG Innovation and Technological Support to provide service cover until the end of 2014.	277 525
1 0 1 2	Specific measures to assist disabled Members	P7	Transfer to fund the specific assistance requested by newly elected disabled Members.	200 000
3 2 4 1	Digital and traditional publications	P5	Transfer to fund the development of an additional functionality in SDL Studio, the main translation tool.	100 000
Total - Transfers of appropriations for the year				17 497 444

II. FINANCIAL MANAGEMENT BY CHAPTER

21. This section looks at the use of appropriations by budget chapter, their share of the overall budget and changes in the use of appropriations over the previous financial year. Four chapters accounted for 72% of total commitments. Those chapters were Chapter 10 (Members of the institution), Chapter 12 (Officials and temporary staff), Chapter 20 (Buildings and associated costs) and Chapter 42 (Expenditure relating to parliamentary assistance).
22. Table 9 provides a breakdown by chapter of the appropriations committed in 2014 as against those committed in 2013. Figures 2 and 3 depict, respectively, the relative shares and the changes between 2013 and 2014.

Table 9. Appropriations committed in 2013 as against those committed in 2014

Chapter	Heading	2014	2013	Difference	Change 2014/2013
10	Members of the institution	223 348 317	205 414 449	17 933 868	9%
12	Officials and temporary staff	592 225 771	574 999 348	17 226 423	3%
14	Other staff and external services	89 659 626	106 182 103	-16 522 477	-16%
16	Other expenditure relating to persons working with the Institution	15 769 390	17 829 236	-2 059 845	-12%
Title: Title 1 - Persons working with the institution		921 003 104	904 425 137	16 577 968	2%
20	Buildings and associated costs	261 255 177	250 336 611	10 918 566	4%
21	Data processing, equipment and movable property	127 593 867	136 476 413 ⁹	-8 882 546	-7%
23	Current administrative expenditure	4 824 591	4 877 511 ¹⁰	- 52 920	-1%
Title: Title 2 – Buildings, furniture, equipment and miscellaneous operating expenditure		393 673 635	391 690 535	1 983 100	1%
30	Meetings and conferences	28 562 580	32 816 473	-4 253 893	-13%
32	Expertise and information: acquisition, archiving, production and dissemination	112 532 750	125 672 031	-13 139 282	-10%
Title: Title 3 - Expenditure resulting from general functions carried out by the institution		141 095 330	158 488 505	-17 393 175	-11%
40	Expenditure relating to certain institutions and bodies	100 523 786	92 683 288	7 840 498	8%
42	Expenditure relating to parliamentary assistance	181 048 837	188 301 020	-7 252 184	-4%
44	Meetings and other activities of current and former Members	400 000	375 000	25 000	7%
Title: Title 4 – Expenditure resulting from special functions carried out by the institution		281 972 623	281 359 309	613 314	0%
Title: Title 10 - Other expenditure		0	0	0	-
Total		1 737 744 692	1 735 963 486	1 781 207	0%

⁹ For ease of comparison, the presentation of appropriations committed in 2013 has been brought into line with the new nomenclature for 2014. In 2013, €131 805 904 was committed against Chapter 21 and €9 548 021 against Chapter 23.

¹⁰ See footnote 8.

Figure 2. Breakdown of 2014 commitments by chapter

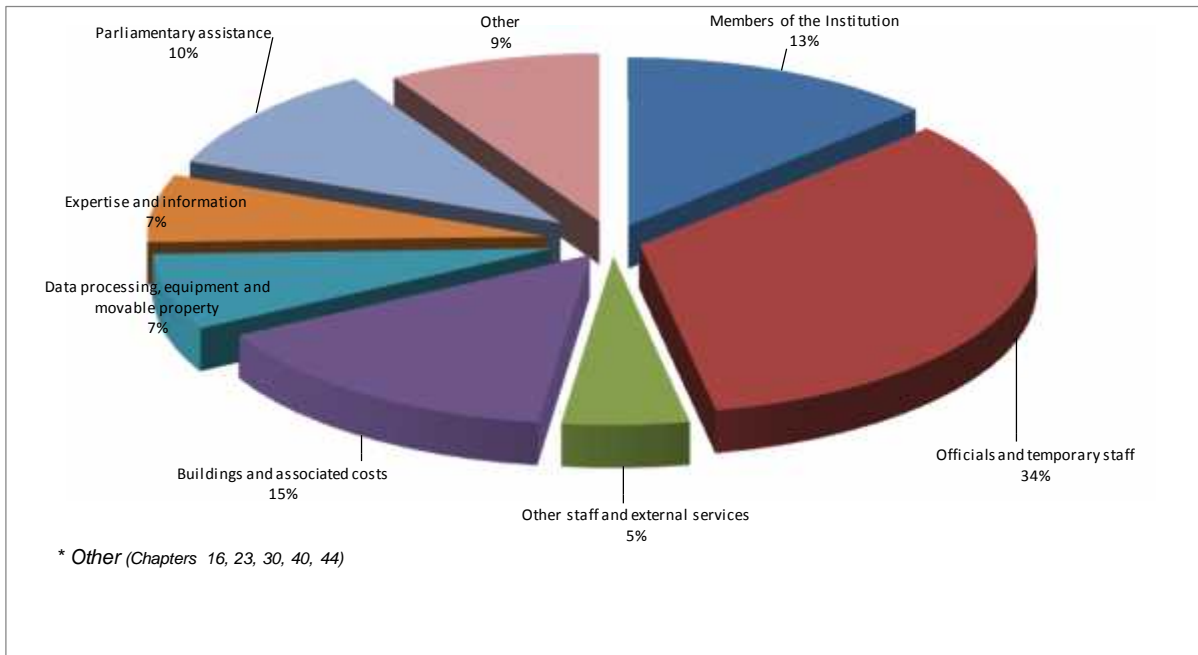
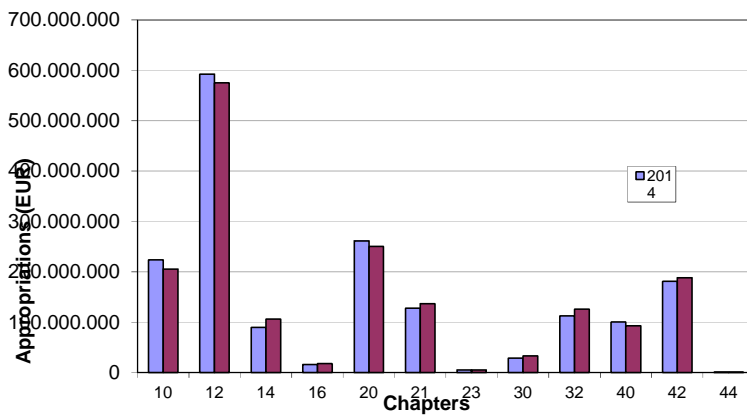


Figure 3. Appropriations committed in 2013 as against those committed in 2014, by chapter



A. Chapter 10 'Members of the Institution'

23. Direct expenditure on Members amounted to €223 348 317 in 2014, or 13% of total commitments for the year. That figure is €17.9 m, or 8.7%, more than in 2013. There

are six main expenditure items in the chapter: Items 1000 (Salaries) and 1006 (General expenditure allowance) accounted for 34% and 19% of commitments respectively; Items 1004 (Ordinary travel expenses) and 1005 (Other travel expenses) accounted for 30% and 3% respectively, Item 1020 (Transitional allowance) accounted for 7% and item 1030 (Retirement pensions) accounted for 5%.

24. Commitments under Item 1000 (Salaries) amounted to €74 881 314, an increase of 7.7% compared to 2013. Members' gross monthly salary is 38.5% of the basic salary of a judge at the European Court of Justice¹¹. The main reason for the increase in commitments under this item is that in July 2014, Members' salaries¹² included the payments to incoming Members as well as the payments to outgoing Members, who received their full salary for that month. Members are elected for a term of five years. This period begins at the opening of the first part-session following each election (the constituent part-session). A Member who is not re-elected remains in office until the opening of the first part-session following the elections (1 July 2014). The parliamentary salary is paid up until the last day of the month in which the Member's term of office ends. In addition, in April 2014 the salaries of EU officials and other staff were increased by 0.8%, backdated to 1 July 2012. Members' monthly salary rose to €8 021 (2013: €7 957) and in 2014 a total amount of €1 019 948 was paid retroactively for the period from July 2012 to April 2014.
25. Commitments under Item 1006 (General expenditure allowance), which is intended to cover Members' expenses resulting from parliamentary activities, rose to €43 215 516, an increase of 10.6% compared to 2013. This increase stemmed from the payment of transitional allowances to Members not re-elected in 2014: the payment is continued for three months after the end of a Member's term of office, at a rate of 50% of the normal allowance. This allowance amounted to €4 299 a month for each Member in 2014, which was unchanged from 2013.
26. Commitments against Items 1004 (Ordinary travel expenses) and 1005 (Other travel expenses) amounted to €74 050 000, or 33% of total commitments for Chapter 10. They were 5.7% down on commitments for 2013 owing to the reduction in parliamentary activities as a result of the elections being held in 2014. Moreover, measures taken by the Bureau to bring about a structural reduction in Members' travel expenses helped to additionally cut the level of commitments.
27. In 2014, Members made a total of 28 694¹³ journeys¹⁴. Most journeys were made to Brussels (18 559) and to Strasbourg (8 631). There were 1 221 and 283 journeys, respectively, to attend meetings elsewhere in the European Union and outside the European Union.
28. Commitments under Item 1020 (Transitional allowances) amounted to €14 766 194, which is nearly 81 times the amount committed in 2013 (€183 008). This again stems from the turnover of Members with the changeover from one parliamentary term to the next. Outgoing members can introduce a claim for a transitional allowance¹⁵. Some 408

¹¹ Article 10 of the Statute for Members of the European Parliament.

¹² NB: 766 Members until 1 July 2014 and 751 Members as from the constituent part-session of 1 July 2014 (2013: 754 until end June 2013 and 766 from July 2013).

¹³ NB: Based on Members' reimbursement claims as at 13 February 2015.

¹⁴ NB: A journey is connected to a Member's participation at a single meeting place (ordinary travel).

¹⁵ This allowance is paid in accordance with Article 9 of the Statute for Members of the European Parliament, whose terms can be summarised as follows: *Members of the European Parliament who have served for a minimum period of one year are entitled at the end of their term to receive a transitional allowance corresponding to the parliamentary salary. It is paid from the first day of the month following the cessation of their duties. This entitlement continues for one month per year of their term in the European Parliament, and not for less than six months or more than 24 months. The transitional allowance is not compatible with: (i) paid elected posts involving the exercise of the prerogatives of public authority, (ii) membership of a national or*

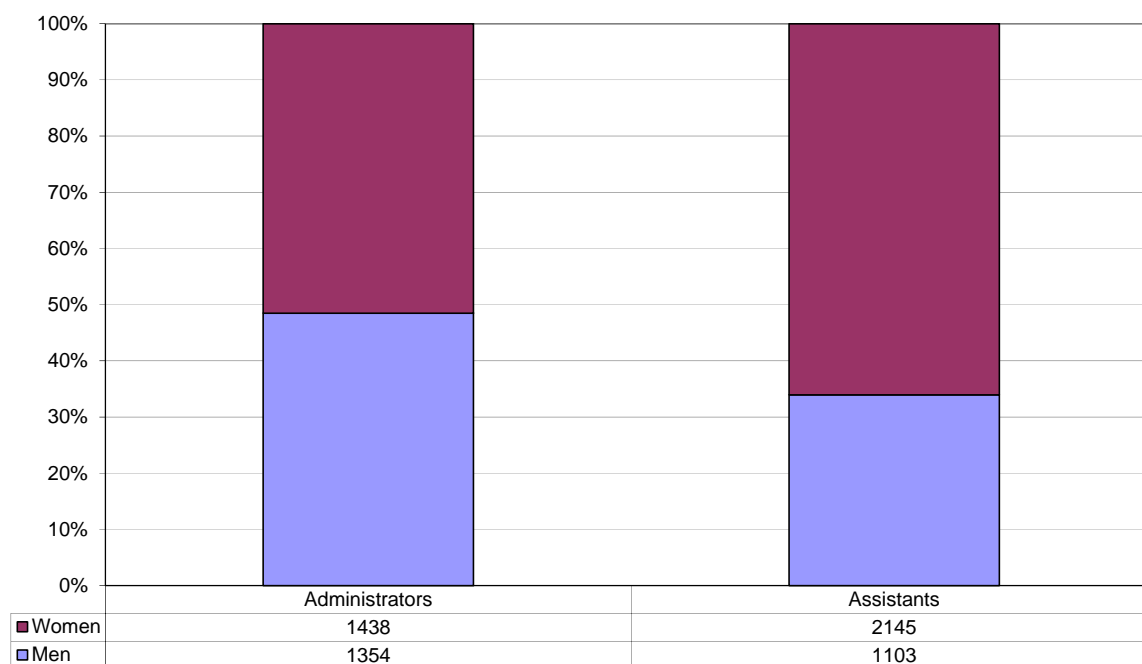
Members in the 7th parliamentary term were not re-elected in May 2014. As at end December 2014, 356 former Members received a transitional allowance (compared to only 23 in 2013).

29. Commitments against Item 1030 (Retirement pensions) amounted to €10 422 837, or 5% of total commitments for the chapter. The level of commitments fell by 12.7% compared to 2013, a year in which extraordinary arrears were paid.

B. Chapter 12 'Officials and temporary staff'

30. Expenditure on officials and temporary staff amounted to €592 225 771 in 2014, making it the largest spending category (accounting for 34% of total commitments for 2014). That figure is €17.2 m, or 3%, more than in the previous financial year. The growth against the chapter stems largely from the increase against item 1200 (Remuneration and allowances), which accounts for 99% of the appropriations
31. Commitments against item 1200 (Remuneration and allowances) totalled €588 325 127; they were 3.1% up (€17 655 239) on 2013. That movement reflects the proportion of posts filled and includes career progression as well as index-linking of pay. In April 2014, the salaries of EU officials and other staff were increased by 0.8%, backdated to 1 July 2012; the impact on the 2014 figure (including arrears) is estimated at €11.4 m, accounting for 65% of the increase in comparison with 2013.
32. In 2014, 309 officials and other temporary staff were recruited to the Secretariat, and eight temporary staff were recruited to the political groups. A total of 6 040 officials and temporary staff were employed within Parliament as at 31 December 2014 – 5 295 in the Secretariat and 745 in the political groups.
33. As regards the gender breakdown, women accounted for 59% of Parliament's total staff but only 30% of heads of unit, 34% of directors and 25% of directors-general as at 31 December 2014. The figure below gives a gender breakdown of staff by function group:

Figure 4. Secretariat staff by gender



Source: DG Personnel

C. Chapter 14 'Other staff and external services'

34. Expenditure on other staff and external services amounted to €89 659 626 in 2014, or 5% of total commitments. There are four main expenditure items in the chapter: item 1400 (Other staff)¹⁶ with a 50% share, Item 1402 (Conference interpreters) accounting for 39 % of commitments against the chapter, Item 1404 (Traineeships, grants and exchanges of officials) with 6% and Item 1420 (External services)¹⁷ with 4%.
35. Commitments against the chapter were some €16.5 m, or 15.6%, lower than in 2013. The main reason for this change lay in the impact of the elections and the related reduction in parliamentary activity, which reduced the need for external interpreting and translation (down by €15 m and €8 m respectively). On the other hand, commitments for other staff increased by €7.8 m, mostly owing to security services being brought in house.
36. Commitments against item 1402 (Conference interpreters) totalled €34 553 991 and covered the fees, social security contributions, travel expenses and subsistence allowances of auxiliary conference interpreters used by Parliament to service the meetings which it organised. Commitments against the chapter fell by €15 045 386, or 30.3%, in comparison with 2013. This change was mainly due to the reduction in the number of days on which interpreting was provided by auxiliary conference interpreters (2014: 39 181 days; 2013: 53 244 days). Since 2014 was an election year, Parliament's interpreting needs were reduced and could mostly be met by its own staff interpreters.

¹⁶ This item relates chiefly to contract staff.

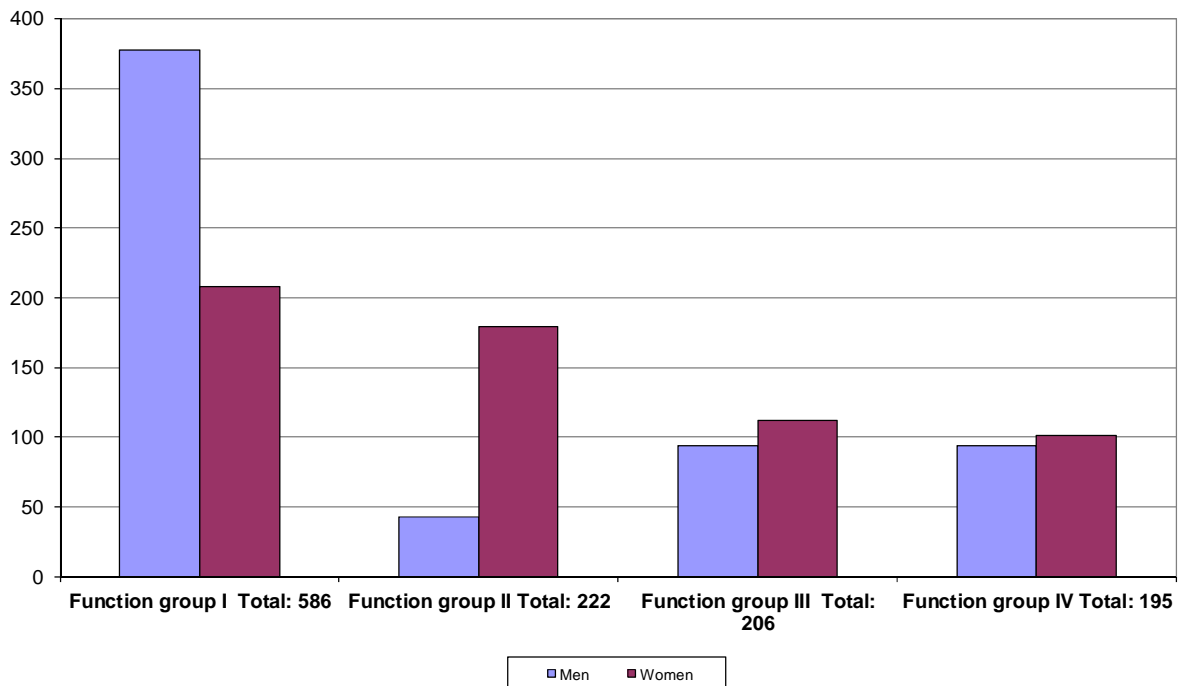
¹⁷ This item relates chiefly to external translation.

37. Parliament's interpreters and the auxiliary conference interpreters provided 86 381 days of interpreting in 2013 (2014: 103 550 days), for Parliament and other institutions¹⁸ (where Parliament was required to provide this service). Parliament interpreters worked 47 200 days (6% down on 2013), and auxiliary conference interpreters 39 181 days (26% down on 2013).
38. Commitments for Item 1404 (Traineeships, grants and exchanges of officials) amounted to €5 791 882 and covered remunerations, allowances, travel expenses and sickness and accident insurance costs for the categories of staff concerned. Commitments against the chapter fell by €652 756, or 10.1%, in comparison with 2013. This change stemmed mainly from a reduction in costs for seconded national experts, reimbursed study visits and officials placed at the disposal of other bodies (down by €384 000), as well as a reduction in training costs for auxiliary conference interpreters (down by €346 000). As 2014 was an election year, more emphasis was given to organising training for Parliament's staff interpreters.
39. Commitments against Item 1420 (External translation services) totalled €3 892 854 (down by €8 011 807, or 67.3%, on 2013). Again the main reason for this change was that 2014 was an election year. There was almost no demand for translation during the elections and relatively little during the first few months of the new term. Internal capacity was sufficient to deal with the required translations without needing to use external translation services.
40. Commitments against Item 1400 (Other staff) totalled €45 051 879 (20.8% up on 2013). That item mainly covers the remuneration and allowances of other staff, chiefly contract staff, employer's contributions to the various social security schemes and the impact of salary weightings applicable to the remuneration of these staff, as well as the employment of temporary agency staff. The increase is mainly due to the recruitment of contract staff in order to bring security in house. As at 31 December 2014, Parliament employed 1 209 contract staff. A breakdown of contract staff by function group¹⁹ and gender is given in Figure 5.

¹⁸ Court of Auditors, Ombudsman, Translation Centre, Commission meetings in Luxembourg and, in part, Committee of the Regions.

¹⁹ Function group I covers manual and administrative support service tasks; function group II covers clerical and secretarial tasks, office management and other equivalent tasks; function group III covers executive tasks, drafting, accountancy and other equivalent technical tasks; and function group IV covers administrative, advisory, linguistic and equivalent technical tasks.

Figure 5. Contract staff by function group and gender in 2014



Source: DG PERSONNEL

D. Chapter 16 "Other expenditure relating to persons working with the Institution"

Chapter 16 expenditure stood at EUR 15 769 391, or 1% of total commitments for the financial year 2014. That is EUR 2 059 845, or 11.6%, less than in 2013.

- 42. In this chapter, 31% of commitments were accounted for by Item 1612 (Further training), 26% by Item 1652 (Current operating expenditure for restaurants and canteens), and 25% by Item 1654 (Early Childhood Centre and approved day nurseries). Commitments against Item 1612 (Further training) stood at EUR 4 835 591 – 3.3% up on 2013 – and covered expenditure on training to improve staff skills and the performance and efficiency of the institution. In 2014 attendances at language courses totalled 4 594 (2013: 4 766), at IT training courses, 3 614 (2013: 5 775), and at financial training courses, 1 113 (2013: 900). The number of attendances at in-house general training courses was 13 441 (2013: 7 709), and at outside courses 423 (2013: 343)²⁰.
- 44. Commitments against Item 1652 (Current operating expenditure for restaurants and canteens) stood at EUR 4 050 000 (4.9% down from 2013). This reduction was achieved primarily through rigorous management of staff-related expenditure under the present catering contracts. Furthermore, the Bureau, at its meeting of 10 June 2013, adopted a note by the Secretary-General on ‘Parliament’s future catering policy 2014-2019 – Guidelines for modernisation’, setting out strategic guidelines for the future development of the sector.
- 45. Outside management of Parliament’s day nursery and family room in Brussels and ancillary expenditure accounted for the bulk of spending against Item 1654. Commitments against this item totalled EUR 4 006 645 – 31.4% lower than in 2013 –

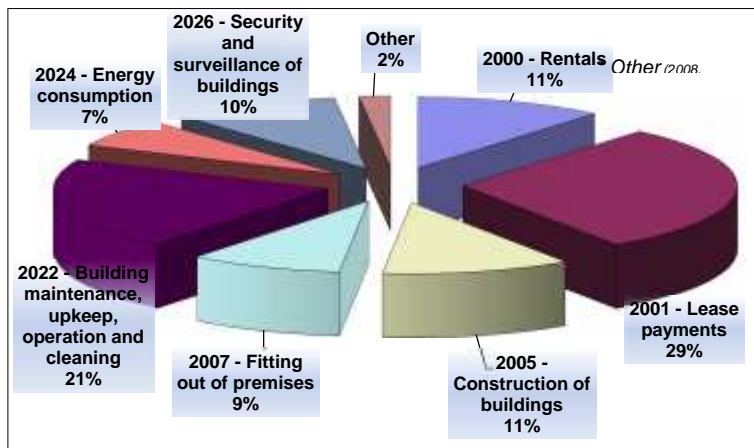
²⁰ The figures refer to attendances and not persons, as one person can attend several courses in the same field.

and covered Parliament's contribution to the overall costs of the Early Childhood Centre and outside crèches with which an agreement has been concluded²¹. The decrease is due to the sharp fall in the number of enrolments, especially in outside crèches, and by the fact that use was made first and foremost of assigned revenue appropriations carried forward from previous years.

E. Chapter 20 'Buildings and associated costs'

46. Chapter 20 commitments stood at EUR 261 255 177, or 15% of total commitments for 2014. Commitments increased by EUR 10 918 566, or 4.4%, over 2013. Appropriations for the chapter rose by EUR 61.8 m during the year (30.6% of initial appropriations) because of the 'mopping-up' transfer (cf. Table 7).
47. A breakdown of Chapter 20 appropriations by expenditure type is given in Figure 6 below.

Figure 6. Breakdown of Chapter 20 commitments by item



48. The commitments entered into against Item 2022 (Building maintenance, upkeep, operation and cleaning) stood at EUR 54 930 848 (21% of the chapter). This item covers maintenance of premises, lifts, heating and air-conditioning systems, and fire doors, and painting and repair work etc. The appropriations increased by 5.9% compared with 2013 (+ EUR 3 038 864). This trend is due to some extent to the index-linking of deliverables related to works or service contracts for the buildings at Parliament's three working places and to specific services and work entailed in the management and maintenance of an ageing building stock. As regards Brussels, which is generating the biggest increase, examples of work in the above categories include the fitting-out of Members' and staff offices necessitated by the successive large waves of

²¹ NB: Assigned revenue for this item - from parental contributions - totalled EUR 4 010 369.

moves (from the central buildings to the Square de Meeûs Building and other outlying buildings); specific measures have also been carried out in Brussels, for instance 'relighting' or the conclusion of a contract to cover all lifting installations.

49. Commitments against Item 2001 (Lease payments) (29% of the chapter) totalled EUR 76 914 000, an increase of EUR 7 678 000 (11.1%) compared with 2013. The appropriations were increased by EUR 71 500 000 during the financial year, chiefly as a result of the mopping-up transfer (Table 7). The full amount has been committed to the project to extend the KAD Building in Luxembourg.
50. Commitments against Item 2005 (Construction of buildings) totalled EUR 29 037 045 (11% of the chapter) and covered costs and work related to the Adenauer project²², amounting to EUR 8 214 105 (2013: EUR 8 113 000), to the renovation of the Havel Building in Strasbourg, amounting to EUR 7 316 390 (2013: EUR 0), and to the House of European History project, amounting to EUR 13 506 549²³. Regarding the last-mentioned project, EUR 3 866 628 was transferred to finance the work. Given that the completion date has been put back to 2015, the appropriations carried forward that were intended to cover the outstanding work were cancelled in late 2014, and the transfer thus served to release the appropriations that would need to be recommitted.
51. Commitments against Item 2007 (Fitting-out of premises) – 9% of the chapter – stood at EUR 23 517 400 (35% down from 2013). This item serves to carry out specific and individual fitting-out projects which do not involve recurrent work. A comparison of the appropriations for different years would therefore not be particularly enlightening. The amounts intended to finance the building work for the House of European History, initially charged to this item, have, since the financial year 2014, been charged to Item 2005 (Construction of buildings): that is the reason for the considerable difference in the appropriations for 2013 and 2014. By way of specific commitments, in connection with the Berlin Europe House, the Bureau gave its approval for the rental of a further 317 m² on the ground floor of the building, in which to install a visitor centre with a 360° projection room (i.e. a smaller version of the Brussels Parliamentarium). The lease, which was signed in December 2014, includes provision for a sum of EUR 1 342 500 for preliminary work on the building infrastructure and the installation of the Parliamentarium, including improvements to the Infopoint and alterations to the security facilities.
52. Commitments against Item 2026 (Security and surveillance of buildings) (10% of the chapter) totalled EUR 25 890 784, the reduction – 17% compared with 2013 – being due to the fact that the services in question are gradually being brought within the scope of in-house responsibilities. They essentially covered the costs of caretaking and surveillance in respect of buildings occupied by Parliament at its three places of work and the information offices.

F. Chapter 21 'Data processing, equipment and movable property'

53. Chapter 21 commitments stand at EUR 127 593 867, that is to say, 7% of the amount committed in 2014, giving a reduction of EUR 8 882 546²⁴ compared with 2013 (i.e.

²² Excluding work financed under the long lease, which is covered by Item 2001 appropriations.

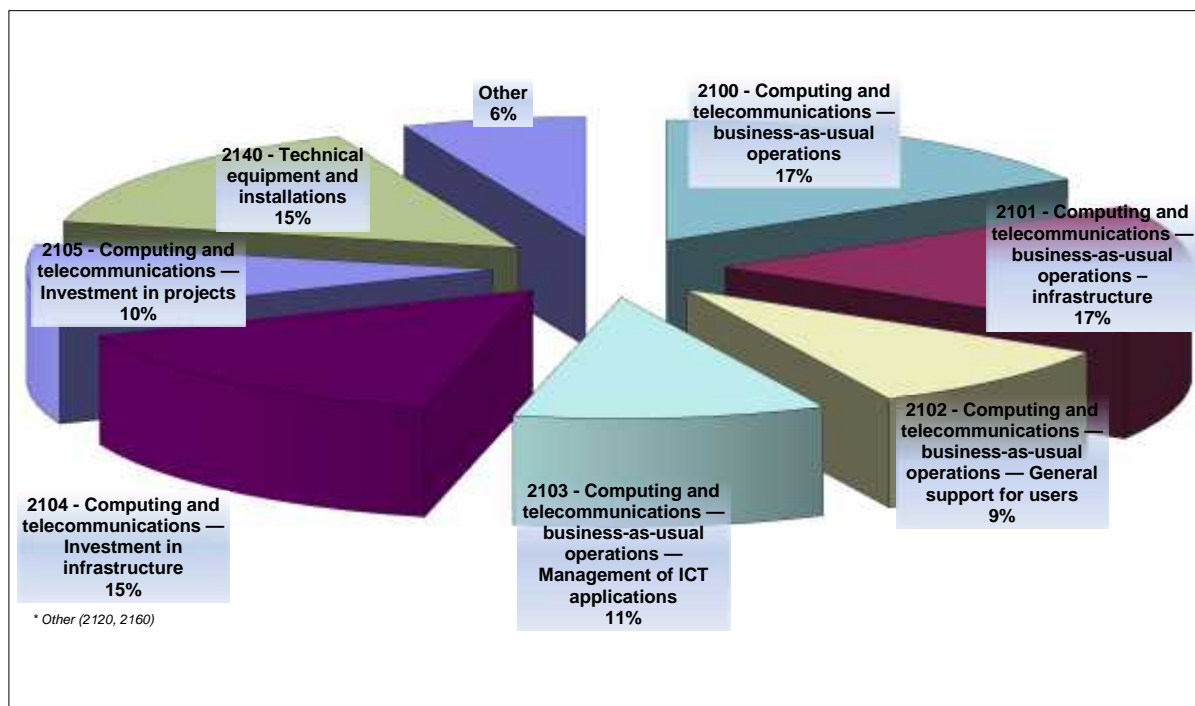
²³ In 2013 an amount of EUR 12 448 650 for the House of European History was committed against Item 2007. In 2014 this project was covered by Item 2005.

²⁴ This amount has been brought into line with the new 2014 nomenclature and is based on a figure of EUR 136 476 413 for commitments in 2013. According to the 2103 nomenclature, Chapter 21 commitments totalled EUR 131 805 904 and included telecommunications expenditure.

7%). In addition, the appropriations in this chapter were reduced during the financial year by EUR 11 603 888 (i.e. 8.2% of the initial appropriations) as a result of transfers.

54. The nomenclature for Chapters 21 (Data processing, equipment and movable property) and 23 (Current administrative expenditure) was reorganised for the year 2014, and telecommunications expenditure transferred from Chapter 23 to Chapter 21. Chapter 21 items now cover expenditure on the purchase, hire, servicing and maintenance of hardware and software and on outside assistance from service bureaux and consultants in activities falling under the heading of computing and telecommunications. Items 2101 (Computing and telecommunications – business-as-usual operations – infrastructure), 2103 (Computing and telecommunications – business-as-usual operations – management of ICT applications), 2104 (Computing and telecommunications – investment in infrastructure), and 2105 (Computing and telecommunications – investment in projects) have been newly created. Item 2350 (Telecommunications) has been removed, and Items 2100 (Computing and telecommunications – business-as-usual – operations) and 2102 (Computing and telecommunications – business as usual – general support for users) have been renamed and their substance altered. The presentation of commitments for 2013 has been adjusted to allow for the new 2014 nomenclature in order to assist comparison.
55. A breakdown of Chapter 21 expenditure is given in Figure 7.

Figure 7. Breakdown of Chapter 21 expenditure



56. Item 2100 (Computing and telecommunications – business as usual – operations) accounted for 17% of Chapter 21 commitments, totalling EUR 21 066 293, which was 2% up on 2013.
57. Expenditure under this item relates to the smooth running of Parliament’s computing and telecommunications systems, not least the systems at the computer and telecommunications centre, departmental-level IT, and network management. Item 2101 (Computing and telecommunications – business-as-usual operations – infrastructure) accounted for 17% of Chapter 21 commitments, totalling EUR 21 890 682, which was 17% up on 2013. Expenditure under this item relates to routine management and maintenance of Parliament’s computer and telecommunications system infrastructure, including network, cabling, and telecommunications infrastructure, and infrastructure for individual equipment and voting systems.
58. Item 2102 (Computing and telecommunications – business-as-usual operations – general support for users) accounted for 9% of Chapter 21 commitments, totalling EUR 11 763 534, which was 12% down from 2013. Expenditure under this item relates to routine assistance and general user support regarding Parliament’s computer and telecommunications systems, including support services for Members and for administrative and legislative applications.
59. Item 2103 (Computing and telecommunications – business-as-usual operations – management of ICT applications) accounted for 11% of Chapter 21 commitments, totalling EUR 13 812 345, which was 17% down from 2013. Expenditure under this item relates to routine management of Parliament’s ICT applications, including applications for Members, communication applications, and administrative and legislative applications.
60. Item 2104 (Computing and telecommunications – investment in infrastructure) accounted for 15% of Chapter 21 commitments, totalling EUR 19 352 737, which was 38% down from 2013. This item covers investment in Parliament’s computing and

telecommunications system infrastructure, including the systems at the computer and telecommunications centre, networks, cabling, and videoconferencing systems.

61. Item 2105 (Computing and telecommunications – investment in projects) accounted for 10% of Chapter 21 commitments, totalling EUR 12 213 961, which was 52% up on 2013. This item covers investment in current or new ICT projects, specifically in applications for Members, legislative, administrative, and financial applications, and ICT governance applications.

G. Chapter 23 'Current administrative expenditure'

62. This chapter accounted for 0.3% of 2014 commitments, totalling EUR 4 824 591²⁵ (1% down from 2013).
63. Commitments against this chapter broke down as follows: 31% against Article 237 (Removals), 30% against Article 230 (Stationery, office supplies and miscellaneous consumables) and 17% against Article 232 (Legal costs and damages). The remaining 22% was divided between articles 231 (Financial charges), 236 (Postage on correspondence and delivery charges), and 238 (Other administrative expenditure).
64. All of the items in this chapter provided funding for transfer C4, known as the mopping-up transfer (Table 7). The transfer served to reduce the initial appropriations by 18%, the explanation for which might lie in the fall-off in activity in an election year and the effort to rein in ordinary administrative expenditure.

H. Chapter 30 'Meetings and conferences'

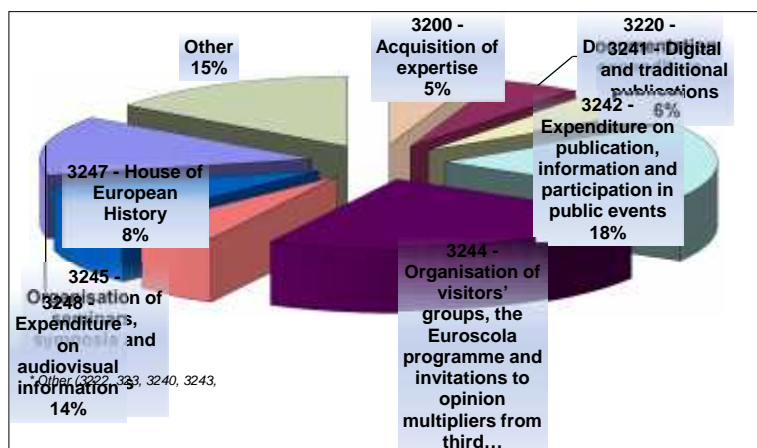
65. This chapter accounted for 2% of 2014 commitments, totalling EUR 28 562 580 (13% down from 2013). Commitments against this chapter broke down as follows: 80% against Article 300 (Expenses for staff missions and duty travel between the three places of work), 17% against Article 304 (Miscellaneous expenditure on meetings), and 3% against Article 302 (Entertainment and representation expenses).
66. In 2014, there were 33 141 missions (2013: 34 658) representing a total of 93 960 mission days (2013: 101 620). Most of the missions involved travel between Parliament's three places of work (Brussels – 5 297 missions; Strasbourg – 20 092; and Luxembourg – 2 411).

I. Chapter 32 'Expertise and information: acquisition, archiving, production and dissemination'

67. Commitments against this chapter accounted for 6% of 2014 expenditure, totalling EUR 112 532 750 (10% down from 2013). Some 24% of the appropriations against this chapter were utilised for Item 3244 (Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries), 17% for Item 3242 (Expenditure on publication, information and participation in public events) and 14% for Item 3248 (Expenditure on audiovisual information).
68. A breakdown of commitments is given below.

²⁵ The nomenclature was changed in 2014, and the 2013 figures for Chapter 23 have been adjusted for ease of comparison. In 2013 the commitments entered against Item 2350 (Telecommunications) totalled EUR 4 670 510, but in 2014 the corresponding sums were included in Chapter 21.

Figure 8. Breakdown of Chapter 32 commitments



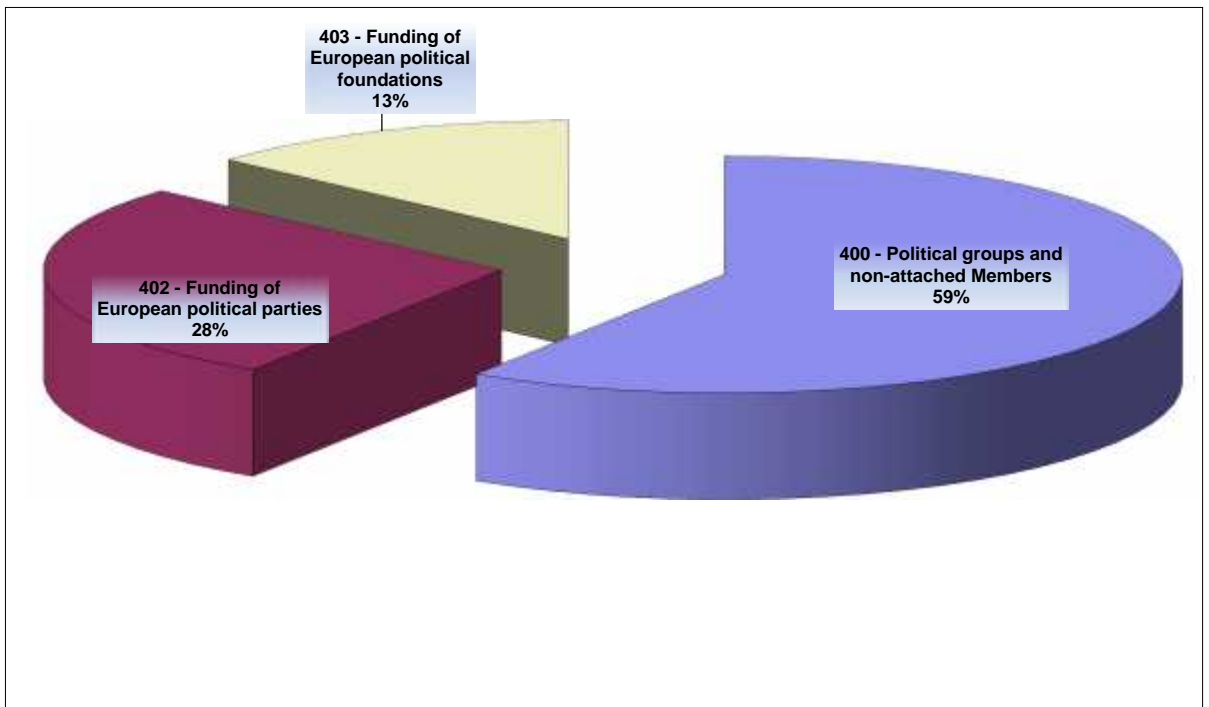
69. Commitments against Item 3244 (Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries) totalled EUR 27 249 059, which was down (14%) from 2013. They covered the subsidies granted for group visits and associated supervision and infrastructure costs, the running costs of the Euroscola programme, and the financing of traineeships for opinion multipliers from third countries. The fall in commitments is due to the fact that visitor numbers were lower in the months following the elections because there were fewer groups invited by Members.
70. Commitments against Item 3242 (Expenditure on publication, information and participation in public events) amounted to EUR 19 651 447 and covered, in particular, expenditure on information publications, including electronic publications, information activities, public relations, participation in public events, trade fairs and exhibitions in the Member States and candidate countries, and updating of the Legislative Observatory (OEIL). Commitments fell by 23% compared with 2013, the reason being that large amounts of expenditure for information activities were committed in that year in anticipation of the 2014 election.
71. Commitments against Item 3248 (Expenditure on audiovisual information) totalled EUR 15 484 852 and covered expenditure relating to:
- the operating budget of the audiovisual sector (including services under its own control and outside assistance such as technical services for radio and television stations, provision, production, coproduction and broadcasting of audiovisual programmes, the hiring of lines, the transmission of television and radio programmes, and other measures to develop relations between the institution and audiovisual broadcasting bodies),
 - expenditure on live Internet broadcasting of plenary sittings and parliamentary committee meetings,
 - the establishment of appropriate archives ensuring uninterrupted public access to that information.

72. These commitments were 25% down from 2013. As in the case of Item 3242, this trend is due to the fact that commitments for information activities relating to the 2014 election were already entered into in 2013.
73. With regard to audiovisual information, 1.080 events, including 874 committee meetings, were webstreamed. 'Europe by Satellite' production was as follows: 874 pieces of EP news footage were rebroadcast 85 181 times by 207 channels, 68 info-clips on legislative subjects, 38 sitting days, 585 live broadcasts, 357 topical reports produced for Eurovision (to be broadcast in 79 countries), and 18 events broadcast by Eurovision from the EP in Brussels or Strasbourg.
74. It should also be noted that commitments against Item 3243 (Parlamentarium – the European Parliament Visitors' Centre), EUR 4 748 380, increased by 24% over the previous year. The Parlamentarium is one of the most visited tourist attractions in Brussels and received 340 500 visitors in 2014 (2013: 337 000 visitors).

J. Chapter 40 'Expenditure relating to certain institutions and bodies'

75. This chapter accounted for 6% of 2014 commitments, totalling EUR 100 523 786 (8% up on 2013).
76. Article 400 (Current administrative expenditure and expenditure relating to the political and information activities of the political groups and non-attached Members) accounted for 59% of Chapter 40 appropriations (2013: 63%). Commitments against that article totalled EUR 59 416 002 and were intended to cover the following in respect of the political groups and the non-attached Members:
- secretarial, administrative and operational expenditure,
 - expenditure on political and information activities conducted in connection with the European Union's political activities.
77. Commitments were 1% up on 2013.
78. Article 402 (Funding of European political parties) accounted for 28% (2013: 23%) of Chapter 40 commitments, i.e. EUR 27 713 795, a figure which rose by 28% compared with 2013 owing to the additional expenditure in an election year.
79. Article 403 (Funding of European political foundations), EUR 13 393 989, accounted for 13% (2013: 13%) of Chapter 40 commitments.

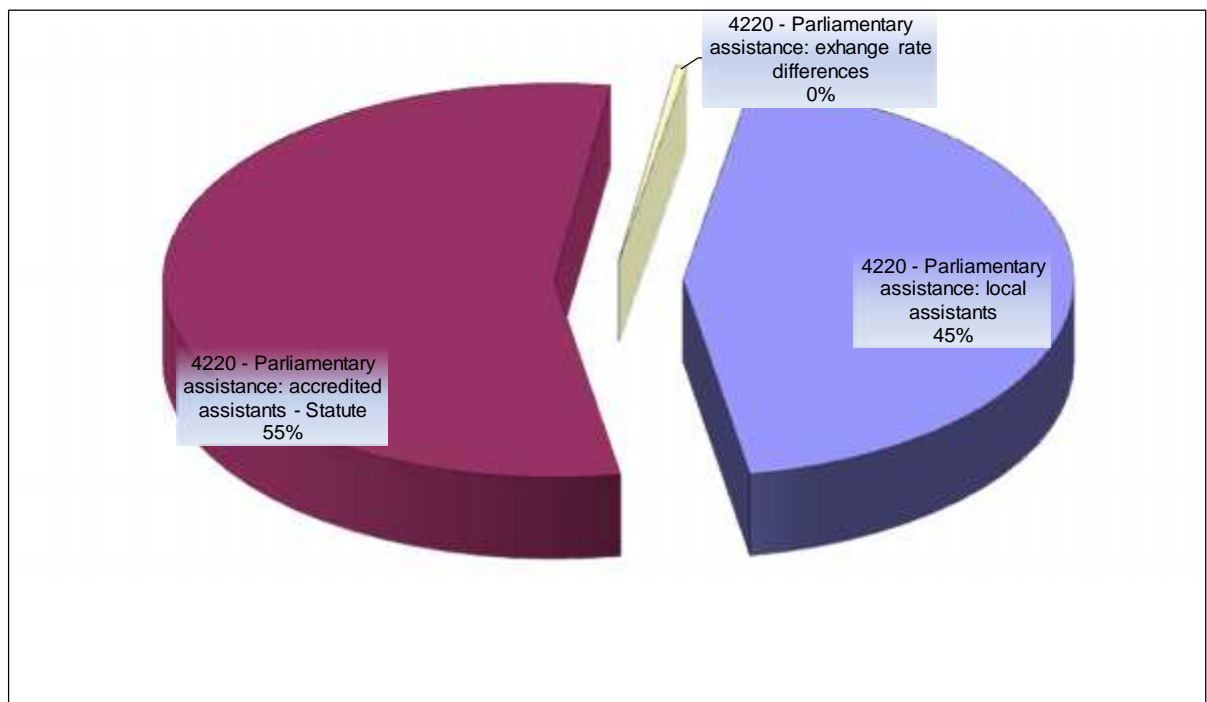
Figure 9. Breakdown of Chapter 40 commitments



K. Chapter 42 'Expenditure relating to parliamentary assistants'

- 80. This chapter accounted for 10% of 2014 commitments, totalling EUR 181 048 83770 (4% down from 2013).
- 81. A breakdown of commitments against the chapter is given in the figure below.

Figure 10. Breakdown of Chapter 42 commitments



82. Commitments for local assistants²⁶ stood at EUR 80 542 421 (4% down from 2013). Commitments for accredited assistants – Staff Regulations²⁷ stood at EUR 99 689 759 (also 4% down from 2013). These cover salaries, allowances and mission expenses for the staff concerned, together with the cost of outside courses.
83. The commitments for both local and accredited assistants were lower because 2014 was an election year, and a great many assistants consequently had to leave their jobs. New assistants to newly elected Members were gradually recruited between July and the end of the year, and that was the reason for the lower take-up of the appropriations for 2014.
84. On 31 December 2014 there were 1 686 accredited parliamentary assistants working at Parliament and 4 453 local assistants had an employment contract with a Member (including 213 via groupings of Members). On average, each Member employed 2.3 accredited assistants and 5.9 local assistants²⁸. The number of local assistants employed per Member varied greatly – between 0 and 46 – in 2014. Whereas 67 Members did not have any local assistants at all at the end of 2014, there were 91 Members who recruited more than 10 employees in their home Member State in 2014 (seventh and eighth parliamentary terms).
85. Parliamentary assistance payments in 2014 relating to local assistants living outside the euro zone were made on the basis of a rate of exchange between the euro and other currencies which was set for the entire year (December 2013 rate).

L. Chapter 44 'Meetings and other activities of current and former Members'

86. This chapter accounted for 0.02% of 2014 commitments, totalling EUR 400 000 (7% up on 2013).

M. Title 10 'Other expenditure'

87. The chapters in this title contain only provisional appropriations, which may be committed only once they have been transferred to an operational line. Transfers of provisional appropriations (EUR 13 000 000) are dealt with in section 1 of this report. Initial appropriations against this title stood at EUR 13 000 000 (2013: EUR 22 912 765) – equivalent to 0.7% of the total budget for 2014.

²⁶ Assistants recruited under contracts governed by national law and working in Members' constituencies.

²⁷ These assistants are recruited under the Staff Regulations – Conditions of Employment of Other Servants. They are based in Brussels or Strasbourg.

²⁸ Average calculated on the basis of 766 Members (including, accordingly, Members having contracts only with accredited assistants or only with local assistants).

III. 2014 OBJECTIVES AND RESULTS

88. The financial year 2014 was marked by the European elections and the process of appointing the new Commission.
89. The efforts, begun in 2011, to bring about structural improvements in order to provide Parliament with all the resources it needs to play its role in the legislative process to the full and enable it to capitalise to the full on the enhanced powers conferred on it by the Treaty of Lisbon were continued. Parliament also continued to carry out multiannual programmes designed to rationalise and modernise key areas of its Administration, in particular security.
90. The objectives pursued and outcomes achieved in 2014, which are set out below, stem from the priorities and decisions adopted by the Bureau in 2014, the guidelines adopted by Parliament in its budget resolutions, and the goals and achievements of the 2012-2014 Administrative Work Programme.

A. European elections

91. The overall level of parliamentary activity in 2014 decreased as it is usual during an election year. The transition from the seventh legislative term to the eighth meant de facto a division of the year in three parts.
92. The first part, from January to April was characterised by identifying legislative proposals which committees still wanted to see adopted during the 7th term and giving priority to them in terms of committee meeting time and trilogues so as to allow their finalisation for the last plenary sessions of the term. The tight deadlines meant a considerable pressure on staff and on resources in general.
93. Considerable efforts were made by the political directorates-general and the Legal Service to complete important legislative procedures by the end of the parliamentary term, in particular those on the single resolution mechanism and the Single Bank Resolution Fund, the financing of political parties, the European Investigation Order and the European Maritime and Fisheries Fund.
94. May and June were months of transition, both politically and administratively. These two months were characterised by the organisation of welcome activities and stands for the new Members, and the finalisation of the so-called welcome pack, exhaustive compilations of information material for the new Members of parliamentary committees.
95. The third phase, as from July 2014, started with the election of the President, the constitution of the new committees and of the Conference of Committee Chairs. With the election of the new committee Chairs and Vice-Chairs and the successful completion of the hearings of the Commissioners-designate in September/October, all elements were in place for the legislative and non-legislative work both in committees and in the plenary to restart fully.

B. Enhancing the work of Parliament and its Members in order to complete the legislative cycle

A.1. Support for research

96. Following the comparative study concerning Parliament's budget, which involved four national parliaments and the US Congress, and on the basis of recommendations drawn up by the Joint Working Group of the Bureau and the Committee on Budgets, the Bureau decided at its meeting of 20 May 2013 to create a new Directorate-General for Parliamentary Research (DG EPRS) in order to provide independent scientific advice both for Parliament's political bodies and for individual Members. The new directorate-general came into being on 1 November 2013.
97. At the end of its first full year of existence, DG EPRS is now fully operational. Rules for the operation of the Members' Research Service were adopted by the Parliament's Bureau in June 2014.
98. The new Members' Research Service began to provide a dedicated research capability for individual Members and to generate a much wider and deeper range of in-depth analytical and briefing publications across all major policy fields for a general parliamentary audience. The EPRS generated over 450 publications in 2014 (about two-thirds in physical form and one-third on-line only), and responded to 1 675 personal requests for research or analysis from Members or their staff while dealing with a further 745 similar requests from other clients within the Parliament. Just under 50 per cent of Members or their offices made requests in the second half of the year, with the volume and sophistication of enquiries rising rapidly, partly as a result of EPRS's conscious 'client needs' approach.
99. What is more, the cooperation agreement signed with the Economic and Social Committee and the Committee of the Regions on 5 February 2014 gives staff who are affected by the restructuring of the committees' translation service and who have the required profile the option of being transferred to Parliament in order to work for the new Directorate-General for Parliamentary Research (a maximum of 80 staff).
100. Following the signing of that agreement, a call for expressions of interest was organised in the committees and a joint selection committee was formed to draw up the list of candidates selected. The first six-month phase of secondments from the committees began on 1 October 2014 (25 staff); the second phase started on 1 January 2015 (17 staff). On 30 September 2014 a memorandum of understanding was concluded between DG Personnel and the relevant departments of the two committees with a view to laying down detailed administrative arrangements for the secondments.

A.2. Knowledge management

101. Cooperation between the parliamentary committees and the Policy Departments is very close, continuous and multifaceted: Policy Department briefings, policy papers, studies and workshops regularly feed into committee deliberations and establish a valuable link between the provision of expertise and policy-making.
102. In order to support the Members' political works and to provide for the possibility of having in-depth discussions on topics of immediate interest and concern for the committees and subcommittees, the secretariats organized 50 hearings on internal policies and 24 public hearings on external policies in 2014.
103. In addition to the procurement of external expertise to support the work of the committees and sub-committees, a number of internal studies and briefing papers were also produced: 218 internal studies and briefing papers by DG IPOL and 251 internal

papers and Country Security Assessments by DG EXPO. These figures seem to consolidate a trend of increased internal production over the past two years.

104. Significant further progress was made in strengthening support for parliamentary committees in exercising scrutiny and oversight over the executive.
105. The work undertaken on European added value and the cost of non-Europe proved valuable in the run-up to the European elections and assisted committees during the hearings for Commissioners-designate. Seventy-five publications of various kinds were produced by DG EPRS for these issues.
106. The substantial work undertaken between 2012 and 2014 in identifying the potential added value in new initiatives and the cost of non-Europe in various sectors was brought together in a major publication, entitled Mapping the Cost of Non-Europe, which attracted positive attention in media, academic and policy-making circles.

A.3. *Scrutiny and agenda-setting*

107. Scrutiny-related activities of committees are increasingly being developed and strengthened in order to allow Parliament exercising oversight over other institutions, to monitor the proper use of the EU budget and to ensure the correct implementation of EU law.
108. The committee secretariats and horizontal services are working on several project milestones strengthening and systematising these aspects. At the end of the previous legislative term, they also took stock of and assessed current committee activities in this domain, leading to a *scrutiny toolbox* of procedures and practices. This toolbox has been developed and will be regularly adjusted.
109. As regards scrutiny through the [discharge procedure](#) new tools have been developed especially as regards performance scrutiny, including an analysis of the Commission's annual evaluation report and its communication on the protection of the EU budget.
110. New products in the area of ex-post impact assessment and policy performance appraisal were drawn up, including eight implementation appraisals and a comprehensive listing of review clauses in legislation to facilitate the scrutiny and oversight work of the parliamentary committees. Other oversight tools developed for the first time in 2014 included a rolling check-list of commitments by the European Council and an update of the implementation of the country-specific recommendations in the European semester.
111. In support of political initiatives and agenda-setting by the parliamentary committees, four new Cost of Non-Europe reports were undertaken, as well as a number of assessments mapping the overall cost of non-Europe and the economic potential of the plan put forward by the newly-elected President of the European Commission.
112. The foresight work of the European Parliament was further strengthened with the publication for the STOA (Science and Technology Options Assessment) Panel of six studies and eight in-depth analyses on the subjects chosen by the panel members for their strategic interest to policy-making.
113. Within the PPP (Parliament Project Portfolio, see paragraphs A.A.E.1 to 169), several projects are specifically related to parliamentary oversight, in particular three projects developed by DG IPOL: strengthening the culture of scrutiny in committees, scrutiny on delegated acts and draft RPS²⁹ measures, and scrutiny of MFF³⁰ financial programmes.

²⁹ RPS: Regulatory procedure with scrutiny.

³⁰ MFF: Multiannual Financial Framework.

A.4. External policy codecision and consent

114. Committee secretariats assisted the Chairs and Members in legislative and non-legislative work. Most procedures, especially own-initiative reports, were completed by the end of the 7th legislature by committees and subcommittees. The committee on International Trade (INTA) carried over into the 8th legislature and continued its work on two ordinary legislative procedures (concerning the access of third-country goods and services to the Union's internal market in public procurement and procedures supporting negotiations on access of Union goods and services to the public procurement markets of third countries, and the protection against dumped and subsidised imports from countries not members of the EC).
115. With a remarkable effort made by the INTA Secretariat, Parliament achieved significant progress with regard to transparency in the Transatlantic Trade and Investment Partnership (TTIP) negotiations and access to documents, including publication of the negotiating mandate. Continuous efforts were pursued in order to guarantee access by the Foreign Affairs Committee (AFET)³¹ to Common Foreign and Security Policy (CFSP) documents and by the Foreign Affairs Committee and the Committee on Budgets to information on financing CFSP/CSDP (Common Security and Defence Policy).
116. Following the adoption of the financial instruments, the relevant committees put in place various project teams, working groups or task forces, at administrative and/or political level, to strengthen parliamentary oversight. AFET and DEVE (Committee on Development) constituted various Working Groups (at political level) and pursued the Task Force on External Financial Instruments (for staff), with the support, where appropriate, of DROI (Subcommittee on Human Rights) and SEDE (Subcommittee on Security and Defence). The DEVE Secretariat monitored closely programming documents transmitted during the electoral recess and proposed a structure and methodology for the scrutiny working groups early in the 8th legislature. For scrutiny of the European Development Fund (EDF), the Secretariat was instrumental in establishing a totally new methodology with the European Commission. For INTA 38 country-specific and regional Monitoring Groups scrutinized on-going trade negotiations and bilateral trade relations, with the participation of the relevant standing delegations Chairs of the Parliament. DROI continued to make good use of the Contact Group it had set up for EP/EEAS/EC³² consultation on and scrutiny of the new Human Rights Action Plan. AFET and SEDE continued to strengthen their work with national parliaments through the Interparliamentary Conference on CFSP/CSDP.
117. The adoption by DEG (Democracy Support and Election Coordination Group) of the recommendations in the end-of- legislature report led to the conceptualization of the CDSA - Comprehensive Democracy Support Approach- , defining a coherent strategic outlook to EP democracy support and capacity building, including a selection of six priority countries and a priority region (Western Balkans + Turkey) and confirming the usefulness of nominating lead Members for each country / region. This contributed also to the consolidation of the political ownership by Members as they were systematically involved in all democracy support and Sakharov Prize Network activities, be it as speakers in seminars and conferences or hosts of study visits.
118. Enhanced cooperation with the European Commission and the EEAS has been continued and qualitatively improved. A significant step forward has been taken by promoting and signing an Administrative Arrangement between the European External Action Service and the European Parliament (for DG EXPO, IPOL and EPRS) which

³¹ Through the Special Committee on Common Foreign and Security Policy.

³² European Parliament/European External Action Service/European Commission.

has been immediately implemented: an exchange of staff of 14 people from EP and 5 from EEAS has already taken place, with a very positive feedback from both sides.

119. For the first time a joint conference on Fundamental Rights was co-organised with the Commission and the Italian EU Presidency (in Albania), and regular exchanges of information with DG ELARG have been put in place, involving DG ELARG experts in seminars both in Brussels and in the region.

A.5. *Improving plenary sitting services*

120. The efforts to improve Parliament's image and make plenary more attractive continued. In addition to the projects already launched (development of a reliable database containing statistics on the work of plenary, revision of the Rules of Procedure and internal procedures), consideration was given to the best ways of generating and disseminating information about part-sessions and the work done at them, including by means of briefings, an updated Vademecum, an FAQ portal and a 'Sittings Live' website linked to Europarl.
121. The IT applications used in plenary are still being modernised. Consideration is being given, in particular, to the possibility of providing access to the Legislative Observatory from mobile devices (smart phones, tablets, etc.) and introducing a voice recognition system for the Minutes/Verbatim Report of Proceedings.
122. The number of written questions received and dealt with by the Tabling Desk Unit doubled between 2009 and 2014 and that trend is likely to continue during the current parliamentary term. The introduction across the board of the procedure of finalising texts prior to their adoption, so that legislation can be signed and published more quickly, and very effective planning made it possible to adopt all the proposals on which agreement had been reached with the Council before the end of the seventh parliamentary term.

C. Information campaign for the 2014 European elections

B.1. *Centrally organised activities*

123. Launched in September 2013, timed to coincide with President Barroso's "state of the Union" speech, the campaign ran until the end of 2014 with its post-electoral phase focusing on the outcome of the elections, the constitution of the new Parliament, the hearings of Commissioners-designate, and the inauguration of the new Commission and its President as elected by Parliament.
124. Two special events can be considered major marking points of the final stages of the campaign: the Presidential Debate and the Election night.
125. On May 15th, the only "Presidential Debate" between all five candidates to become the next President of the European Commission took place within the EP premises in Brussels. This event was organised in cooperation with the European Broadcast Union (EBU) and the European political parties and involved more than 150 partners (TV Channels, radios and website) broadcasting live the event across the EU countries.
126. On May 25th, the Election night, collecting electoral results for projection of the political composition of the new Parliament and ensuring live broadcasting of the event, attracted over 1 200 accredited journalists who reported live from the EP premises as well as over 150 broadcasters from 46 countries. The general public also showed a deep

interest in the election night attending events and debates organised in the Parliamentarium and gathering in the vicinity of the Parliament.

127. The last phase, the “Post-electoral phase” of the campaign focused on the outcome of the elections and the constitution of the new Parliament. DG COMM communicated on election results and the composition of the new Parliament across all EU Member states and provided media coverage concerning the election of the new President of the Commission and ensured Commissioners’ hearings coverage via traditional and new media.
128. An ex-post evaluation of the information campaign has been commissioned with an external consultant, in response to the budget authority’s request (resolution of 23rd October 2013 on 2014 draft budget). This evaluation, aimed at analysing the methodology and implementation of the campaign, will give a valuable insight into the pertinence of the various choices made along the way and will serve to enrich the necessary reflection on the strategic decisions to be taken as regards communication strategy and its implementation in the years to come.

B.2. Decentralised activities

129. The campaign was implemented in the Member States through the 34 EP’s Information Offices (EPIOs). The Information Offices were crucial actors in executing the various phases of the campaign at the national level declining the central messages into national realities and disseminating the same message in different languages in 28 countries.
130. The EPIOs ensured active promotion of all campaign steps and organised many other pre-election activities in order to spread the campaign’s main message as well as post-election activities focusing on the analysis of the elections outcome. In addition the EPIOs activated their own networks with stakeholders and local partners to generate multiplier effect in the promotion of the European Parliament branding and election material.
131. The EPIOs also played a key role in the negotiations with TV channels and radio stations in order to secure free broadcasting of the election TV spot and the radio advert. Through cooperation with other institutions locally they also managed to secure some funding from inter-institutional programmes. Total estimated savings for EUR 10.7 M result for EPIOs arrangements with local partners.

B.3. EYE

132. In addition, a brand new format was developed for an event focusing on young people which was not part of the 2014 information and communication campaign. The European Youth Event (EYE 2014) brought together 5 000 Europeans aged 16-30 to exchange ideas on youth-related issues in Strasbourg on 11 May 2014. They took part in panel discussions on topics such as human rights, youth employment, the digital revolution and sustainability and talked about their ideas for the future of Europe with politicians, journalists and other decision makers. No additional budget was foreseen for the EYE which was funded by reallocation of resources within the existing 2014 budget.
133. During its meeting of 16 June 2014, the Bureau took note of the outcome of the European Youth Event as a successful occasion for the European Parliament to invite young people into its premises to discuss their ideas with European decision-makers, and instructed the Secretary General to complete a review of the implementation of the EYE with a view to it becoming a regular feature staging similar events again in the

future in the framework of an open and continuous two-way communication strategy with young people.

B.4. House of European History

134. Work on the Eastman Building, which will provide the premises for the House of European History, continued. Delays built up, however, with the result that the work could not be completed by the end of 2014. Completion is now scheduled for summer 2015, after which the work of preparing the exhibition itself will start. The opening of the House of European History and its permanent exhibition and the first temporary exhibition are scheduled for 2016.

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

D.1. Buildings policy

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

Brussels

136. Efforts to find a temporary solution until the Martens Building can be occupied (Trebel project), which is expected to happen in 2017, resulted in the Square de Meeûs No 8 Building being identified as the most appropriate (cf. Bureau decisions of 30 November 2011, 14 January 2013 and 11 March 2013, and the decision of the Committee on Budgets of 28 February 2013). In June 2014, once improvements had been made to the building, some 1000 staff from DGs IPOL, EXPO and EPRS moved in. This removal was the first key stage in the process of making additional space available to members in Parliament's main buildings.
137. Work has started on drawing up a new medium-term buildings strategy. The new strategy involves efforts to find new premises to meet Parliament's needs within a set perimeter close to the main buildings, premises in which the New World of Work concept³³ can be implemented, and the multiannual planning of renovation work, including related projects. The principle of interinstitutional property redistribution is an integral part of that strategy. The new strategy should be submitted to the Bureau in the first half of 2015.
138. What is more, a property market survey has been launched with a view to finding replacement premises for the training centre and additional premises with a floor area of roughly 6000 m².
139. As regards the Martens Building (Trebel project), a start has been made on the initial fitting-out work. That work will also make provision for the application of the New World of Work concept.

³³ The New World of Work concept is based on the idea that the organisation should be focused on results, not mere presence, allowing staff to improve their work-life balance. It aims at creating an environment where work is effective, efficient, pleasurable and valuable for both the organisation and the individual, where creativity and ownership are encouraged. It involves moving towards an activity-based spatial organisation (i.e. where you can choose a work environment based on your activities), working with reliable, secure, user-friendly and flexible IT, enhancing inter-service collaboration and knowledge management, and promoting a management style that is people-centered, interactive and participative for both individuals and teams.

Luxembourg

140. As regards the Adenauer project, in 2013, on the basis of the Bureau decisions taken in 2012 and a comprehensive analysis carried out with the Luxembourg State, a decision was taken to replace the project manager which had overseen the design stage with a project manager to supervise the construction phase, consisting of five entities under the responsibility of a lead coordinator. In late 2013, building work resumed and at the same time the funding arrangements were finalised through the establishment of the fiduciary account. 2014 was thus the first full year of implementation of the project in its current form.
141. In late 2013, the project had fallen three months behind schedule. In 2014, despite unforeseen events and problems linked to the organisation of invitations to tender Nos 4 and 5 ('special construction technologies' and 'finishing'), the revised schedule (adjusted to take account of the three-month delay) was hardly changed. This schedule does not yet take account of the delays linked to modifications to the facades, which are still the subject of negotiations with the contractor for Lot 61, Facades, and the delay linked to the reissuing of the invitation to tender for Lot 74 (HVAC³⁴ - regulation). The completion date for the East site might therefore have to be put back between six and nine months.
142. Throughout 2014, the fiduciary account was used to guarantee amounts paid over by Parliament which were not used immediately to settle invoices. The assets held in the fiduciary account stem from Parliament pre-financing payments and the first loan draw-down effected on 31 December 2013. The assets were released gradually as required. In 2014, Parliament effected 10 releases totalling EUR 31.9 million. Talks with the Luxembourg tax authorities led to the restoration of the tax-neutral status of the Société Immobilière KAD PE³⁵ as regards imposition of the minimum tax rate (request for waiver) and the impact of VAT (prompt reimbursement).
143. Pending availability of the new Konrad Adenauer Building, it was decided in 2013 to extend the lease on the Goldbell Building until 31 December 2017 and to rent the Geos Building instead of the President Building. After staff moved from the President Building into the GEOS Building in early 2014, an analysis was made of how the best possible use might be made of the space in Parliament's buildings in Luxembourg. Following that analysis, the updating of the Konrad Adenauer II Building disruption study³⁶ and the move requests submitted by the various directorates-general, Parliament is in a position to propose the Goldbell Building for use by the Commission (Luxembourg Office for Infrastructure and Logistics) as of 2015.

Information Offices

144. In connection with the Berlin Europe House, at its meeting of 13 January 2014 the Bureau gave its approval for the rental of a further 317 m² on the ground floor of the building, in which to install at 360° Parliamentarium. The lease, which was signed on 19 December 2014, includes provision for a sum of EUR 1.34 million for preliminary work on the building infrastructure, including improvements to the Infopoint and alterations to the security facilities. The works are scheduled for completion in early 2016

³⁴ Heating, Ventilation & Air-Conditioning.

³⁵ The Société Immobilière KAD PE is the future owner of the Adenauer Building with which Parliament has concluded a long-term lease conferring a right in rem.

³⁶ A disruption study was conducted prior to the start of the earthworks required as part of the Adenauer II project. In the light of that study, in 2009 the Secretary-General decided that some 200 offices in the existing building should not be occupied. Given the stage reached in the work on the Adenauer II Building and the fact that the earthworks were completed some time ago, the updated study confirmed that the offices which had been vacated could now be reoccupied without this causing disruption for staff.

145. A cooperation agreement between the European Parliament and the Commission on joint management of Europe Houses is still being sought with the aim, on the one hand, of setting out a framework for multiannual planning of property surveys with a view to purchasing or leasing property, and, on the other hand, of simplifying the administrative and financial procedures for their day-to-day management. Unfortunately, the negotiations between the two Administrations broke down as a result of differences between the policy pursued by the Commission, which prefers budget planning based on current availabilities, and that pursued by Parliament, which favours a budget based on three-yearly planning of joint actions decided jointly at political level. As a result of this deadlock, the current administrative arrangements will continue to apply for the time being. The possibility of holding talks at political level with a view to agreeing a common approach to Europe Houses could be explored in the future.

New policy on the maintenance and renovation of buildings

146. An internal and external audit schedule, to be repeated regularly in each parliamentary term, was approved by the Bureau on 26 February 2013. The external audit conclusions were submitted to the Bureau Working Party on Buildings, Transport and a Green Parliament at the end of the last parliamentary term (25 June 2014).
147. Following the discovery, in September 2012, of cracks in three of the ceiling beams in the Chamber roof during inspections carried out as part of the ongoing policy of carrying out inspections and preventive maintenance of Parliament's infrastructure, a decision was taken to temporarily close zone A of the Paul-Henri Spaak Building. Following completion in the first quarter of 2014 of the work required to make the Chamber safe again (repairs to the ceiling frame and refurbishment of the Chamber), the Chamber was re-opened and the first mini-session was held on 1 April 2014.
148. As regards the faults affecting the fireproofing (flocking) on the ceiling frame in the Louise Weiss Building, the inspections being conducted by the group of experts appointed by Strasbourg District Court are continuing; the experts are due to submit their report on 31 October 2015.
149. As regards the 'ceilings' issue, the technical assessment has been completed and the group of experts appointed by Strasbourg District Court submitted their report to the judge hearing the matter on 31 March 2014. Under the terms of that report, Parliament could be reimbursed the amount set by the group of experts in the form of damages, which corresponds to 64% of the cost of the repairs Parliament itself met (or EUR 8.64 million net of tax). The judge has been asked to find against the insurer and the contractors, project manager and technical inspectors concerned.

D.2. Environmental policy

150. Parliament has sought to set an example in the fight against climate change by adopting a comprehensive strategy for reducing and offsetting its carbon emissions, with the ambitious target of reducing its emissions by 30% by 2020.
151. In pursuit of Objective 1 of the EMAS Action Plan for 2009-2011 (Carbon emissions, overall study per site and per building in Brussels and Strasbourg) an engineering consultancy was selected on the basis of a call for tenders in April 2011 to carry out the necessary energy audits. The audits carried out on the first buildings studied in Brussels and Strasbourg show that energy savings and carbon emissions reductions can be achieved in the medium term without the need for significant investment. This programme will be concluded in 2015. In the longer term, further improvements may be achieved as part of a financially and technically more ambitious building modernisation programme.

152. The Working Group on Green Public Procurement (WGGPP) finalised its work at the end of October 2014. The WGGPP developed a Green Public Procurement (GPP) approach for the European Parliament, including a revision of the Vade Mecum for Procurement Procedures, a new Implementation Guide for Green Public Procurement annexed to the Vade Mecum, a revised Procurement Planning Document as well as detailed planning for GPP training and the set-up of a GPP helpdesk. The GPP-approach was adopted by the Public Procurement Forum on 8 December 2014.

D.3. Catering policy

153. Efforts continued in 2014 to modernise catering within Parliament until 2019 as laid down in the Bureau decision of 10 June 2013 entitled 'Parliament's future catering policy 2014-2019 - Guidelines for modernisation'.
154. In what was a major undertaking, a new canteen and modern cafeteria with an 800-cover capacity were provided in the Square de Meeûs Building in Brussels. The new facility has been designed to offer a very high level of convenience and more sustainable and better-quality menus. The new canteen is the first infrastructure project carried out in accordance with the guidelines adopted in the abovementioned Bureau decision. In addition, a new canteen and cafeteria were installed on schedule in the GEOS Building in Luxembourg. Other improvements have also been made in various outlets, mainly in Brussels and Luxembourg.
155. Furthermore, a food waste management policy has been put in place at the three places of work, taking into account the resolution adopted by Parliament in 2012 and the initiatives launched at European and national level. Food waste policy features include weighing for the salad bar, as well as the option of paying less for less ('my portion').
156. As a result of the introduction of the reformed drinks service for meetings in July 2014, a significant reduction in expenditure against the relevant budget item has been achieved. That will allow compliance with requirements for a further reduction in the budget for this type of activity in 2015.

D.4. Continuing to modernise information technologies / security

157. The implementation of programmes such as e-Parliament (amendments and electronic signature, MEP Portal, etc.), Paperless (e-Committee³⁷, e-Meeting³⁸, etc.) and Knowledge Management is making it possible to move towards a totally on-line EP with full mobility. This is being supplemented by the introduction (in progress) of a tablet as the standard working tool. This process has been accompanied by a software upgrade (migration to Windows 7 and Outlook 2010) and a substantial enhancement of the videoconferencing network and wifi.
158. For the new legislature, the Paperless Programme was brought to the end, with a new version of eCommittee and a general launch of eMeeting for all committees. Their evolution will continue in 2015. The Paperless Repository project moved to a phase of live testing, with the aim to go to production in all committees in spring 2015. All this also contributes to the Parliament's EMAS policy.

³⁷ The eCommittee application is a dedicated work space for members, committee secretariats, political group staff and others who need to follow the work of committees. Each committee has its own site, which helps to increase transparency and work efficiency. It has been used by all committees since February 2012.

³⁸ The eMeeting application makes committee meeting documents available in a user-friendly format, which allows consultation, annotation and sharing of documents at any time, anywhere and on any device.

D.5. Relations with national parliaments

159. Development of the EP's 'Connect' database for documents from national parliaments was completed and the database is fully operational. Their opinions and input can be better circulated by means of the database in line with what the Treaty stipulates with regard to subsidiarity and proportionality.
160. The interparliamentary conference on the economic and financial governance of the European Union, provided for by Article 13 of the Treaty on Stability, Coordination and Governance, was held in Brussels on 3 and 4 February 2014.
161. As regards the other interparliamentary meetings in 2014, the following were some of the most significant: the parliamentary forum 'EU Parliaments in global governance' (18 February), the interparliamentary meeting on 'Preventing violence against women: a challenge to everybody' (5 March) to mark International Women's Day, the interparliamentary meeting on 'Future priorities in the field of Civil Liberties, Justice and Home Affairs' (19 March) and the interparliamentary meeting on 'The external agenda of the EU and the Western Balkans' (1 and 2 December). As 2014 was an election year, there were no interparliamentary meetings at the end of the parliamentary term or the beginning of the new one.

D.6. Thoroughgoing restructuring of the security service

162. 2014 was marked by the stage-by-stage internalisation of security services, so that internalised and externalised management coexisted (as they will continue to until June 2015), making it necessary to reconcile the strategy laid down by the Bureau with the contractual obligations and requirements in relation to the service provider, while maintaining coherence with the choices made by the Institution's political authorities and the guidelines issued by them. 287 security and prevention staff were recruited by Parliament (80 in 2013 and 207 in 2014).
163. Under the action plan adopted in 2012, provision was made for gradual implementation, over the period 2013-2016, in Brussels and in Strasbourg. This plan has been strictly adhered to. Indeed, internalisation at the two sites will be completed in the first half of 2015. As regards Luxembourg, the internalisation process is connected with buildings policy and the work on the Konrad Adenauer Building (KAD). This means that the evaluation and implementation of internalisation are tied in with the progress made on that work.
164. As part of the internalisation process, the opening hours of Parliament's buildings were revised, in line with what is being done at the other EU Institutions, introducing a differentiation between buildings devoted to political and parliamentary work, those used by the services most directly linked to that work and purely administrative buildings. The application of these new provisions in 2015 will be phased in, depending on the calendar for implementing the technical security measures peculiar to each building.
165. During 2014, the Network of Security Correspondents finally fully assumed the role intended for it, which is that of acting as a permanent point of contact for effective communication between the political groups, the directorates-general and the EP's services on matters relating to security.
166. Following the meeting on 5 February 2014 of the Security Management Steering Committee, the composition of the Network was revised, and it now consists of resource directors and a representative of each political group. It was also decided at that meeting to establish the 'Need to know' service, with a remit to gather and centralise all information about events or meetings organised at Parliament involving

outside participants. This enables the DG to plan security schedules for events, better assess the risks associated with each event, assess impacts and better respond to the needs of organisers, be proactive, scale facilities – and in particular accreditation and public reception services – accordingly and speed up access to buildings.

E. Other modernisation measures

E.1. Strategic Execution Framework

167. The Strategic Execution Framework is an academic theory developed in the Stanford School of Engineering in Palo Alto (California). This is a way to reflect about the organisation, its objectives and operations in its unity. It helps the organisation to set its strategy to achieve its goals and long term intentions, while also considering the external environment and the internal culture and structure. The starting point for the process is to clarify the purpose of the organisation, its identity and its long-range intention – i.e. where it intends to be in 10-15 years' time.
168. It can be applied to the Secretariat general of the European Parliament as a management tool to lead organisational developments through project-based work aligned with the corporate strategy. The SEF is a framework which should help the Secretariat to align its operations, and project and programme portfolios to serve this long term intention and achieve its goals. The project proposals developed by the DGs in this perspective have been gathered in a Parliamentary Project Portfolio (PPP), a living document which will be regularly updated and reported on.
169. The EP secretariat has set its purpose as 'We empower the Members of Parliament for a vibrant European democracy' and its long term intention as 'We want to match the capabilities of the leading democratic institutions in Europe and worldwide'. Together with the SEF, the PPP was presented to the President and members of the Bureau during the Away days on 1-2 October 2014 as a planning document for the Secretariat General.

E.2. Improving services to Members: One Stop Shop and Members' portal

170. At its meeting of 9 December 2013, the Bureau noted and approved the creation of a One Stop Shop for parliamentary services to Members. The One Stop Shop, which was opened on 3 February 2014, serves as a central contact point for Members seeking assistance. It is not intended to replace the services Parliament already offers to Members, but to serve as a link between Members and the various departments in Parliament's Administration, which will continue to provide the services for which they are directly responsible.
171. 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 their Statute. The One Stop Shop has a front desk ensuring swift handling of requests from Members or from assistants acting on their Members' behalf. Members/assistants can also contact the One Stop Shop by phone, at a central email address and via Parliament's intranet.
172. All the requests are dealt with within the time limits laid down in the Bureau decision of 9 December 2013. An initial reply is given within two hours, and a full reply within 24 hours. When complex issues are involved and the lead times are longer, Members are kept up to date with the action being taken on their requests. In practice, Members often receive a reply either immediately or within 15 minutes. In addition to serving Members, a large number of former Members also use the service. In accordance with

the Bureau's decision, the first customer satisfaction survey was completed on 5 December 2014. The overall level of satisfaction among customers of this service (numbering 630) was 88.6%.

173. Otherwise, "Members' Portal for Financial and Social Entitlements" aims at providing Members with a unique entry point for obtaining information on the status and evolution of their financial and social entitlements arising from the Statute for Members and the associated implementing measures.
174. This Portal allows, inter alia, the electronic submission of reimbursement requests by Members, consultation of their personal file (remuneration, transitional allowance, pensions, assurance), access to all incoming and outgoing correspondence related to social entitlements, consultation of MEPs' budgets (e.g. parliamentary assistance allowance), at any point, access to documents exchanged with paying agents managing local assistants' employment contracts, the follow-up of files concerning travel expenses, and the introduction of an IT system for the management of meetings between Members and DG FINS services.
175. In 2014, the Portal for active Members was further supplemented with new forms, and link to the MADIS (Members' Administration Information System) application. The application was used by officials at the welcome stands to assist MEPs in filling out the forms at the start of the new parliamentary term.
176. At its meeting of 15 December 2014, the Bureau adopted amendments to the Implementing Measures for the Statute of Members introducing the use of electronic signatures for Members' requests for reimbursement of expenses, together with scanned copies of supporting documents.
177. After a period of trial with a reduced number of voluntary Members, the Portal has reached its 'go live' phase.

E.3. Financial and budgetary management

178. The new version of the Internal Rules on the implementation of the European Parliament's budget, together with the subordinated documents (including charters of the financial actors and the Minimum Internal Control Standards), was approved by the Bureau at its meeting of 16 June 2014. The Internal Rules and the subordinated documents needed to be adapted to the new Financial Regulation which entered into force on 1 January 2013³⁹.
179. The Financial Management System (FMS) project aims at improving the visibility and the availability to the top management (Secretary-General and Directors-General) of decision-critical information on available resources (human, IT and financial) and their use, at achieving efficiencies by standardising and automating key central financial processes, and at providing a solution to the approaching technical obsolescence of existing IT-applications, in particular the general and budgetary accounting systems and the payments system.
180. The drawing-up of the Functional Blueprint document, started in September 2013. The final draft of the V1 document, consisting of the Parliament's requirement collection and solution proposal for the core SAP, was delivered by the implementation partner in July 2014. This draft Functional Blueprint was submitted to the comments of all the Directorate Generals of the Parliament in order to improve the document and a final version was delivered in October 2014.

³⁹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012.

E.4. Human resources management

181. The revision of the General Implementing Provisions (GIP) and the Internal Rules necessitated by the entry into force of the new Staff Regulations continued in 2014. Rules concerning accredited parliamentary assistants, promotions policy and merit points, the Promotions Committee, staff reports, confirmation in post of heads of unit/directors/directors-general, part-time working, family and parental leave and recruitment were adopted. Some GIPs (for example those on the staff assessment procedure for senior management) will be finalised in 2015.
182. Following the entry into force of the new Staff Regulations, the Staff Rights and Obligations Unit (Legal Service) handled five times as many complaints in 2014 as in 2013, while the Staff Careers Unit doubled its complaints workload.
183. In connection with the changeover between parliamentary terms, measures were taken to manage the ending of the contracts of approximately 1 700 accredited parliamentary assistants (APAs), assist the staff concerned with administrative procedures and manage the integration of several hundred new APAs.
184. The new platform for uploading documents APA-People was developed between December 2013 and May 2014 and became operational at the end of the May, with the aim of facilitating recruitment for the new parliamentary term.
185. Targeted training courses were organised in order to help APAs become operational quickly.
186. A 'Departure Desk' and an 'Arrival Desk' were established for a long period of time to give parliamentary assistants and political group staff more support with administrative procedures (the Departure Desk operated from March to July 2014 and the Arrival Desk from May to July 2014 in Brussels, and at the time of the constituent sitting, in Strasbourg). The Departure Desk received more than 2 150 visits and dealt with more than 6 000 questions.
187. New implementing measures for APAs were adopted by the Bureau on 14 April 2014 in response to the judgment delivered on 12 December 2013 by the Civil Service Tribunal. The new, more stringent provisions require a pre-dismissal interview to be held which gives the AECE the opportunity to explain the reasons for the dismissal on the basis of facts, introduce a conciliation procedure and lay down specific rules on harassment (involving APAs and Members).

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

188. The changes made to Parliament's establishment plan in 2014 may be summarised as follows:
 - creation of 30 posts to manage the second stage of internalisation of ICT (information and communication technology) services; this operation was performed in a budget neutral manner for the year by reducing appropriations for external services;
 - the cooperation agreement with the Economic and Social Committee and the Committee of the Regions signed on 5 February 2014 in particular gives staff affected by the restructuring of the Committees' translation services the option of transferring to Parliament to work for the new Directorate-General for Parliamentary Research Services. For this purpose, 80 staff were entered in the establishment plan, they will be

removed from the establishment plans of the Committees when the transfers become final (see also paragraphs 99 and 100 above);

- 67 posts were deleted from the establishment plan (at Secretariat level) in connection with the implementation of the Interinstitutional Agreement on budgetary discipline, on cooperation in budgetary matters and on sound financial management⁴⁰.

189. The main changes to Parliament's organisational set-up and management are summarised in the table below:

⁴⁰ Interinstitutional Agreement of 2 December 2013 between the European Parliament, the Council and the Commission on budgetary discipline, on cooperation in budgetary matters and on sound financial management (2013/C 373/01).

Table 11. Summary of restructuring changes in Parliament's Secretariat in 2014

Directorate-General	Restructuring and modernisation
<p>DG PRES Presidency</p>	<p>In the course of 2014, DG PRES had three different Authorising Officers in succession. The separation of the posts of Deputy Secretary-General and Director-General of DG PRES, on which the Bureau decided on 20 May 2013, has been in force since 23 April 2014. The process of restructuring DG PRES was successfully completed, and the directorate-general became fully operational.</p> <p>Several management posts became vacant in 2014, partly because of the reorganisation of the directorate-general, but also because of retirements or transfers. The posts affected were those of Director for Plenary, Director of Legislative Acts, Head of the Plenary Organisation and Follow-up Unit, Head of the Members' Activities Unit and Head of the Members' Administration Unit.</p> <p>At the end of 2014, DG Presidency's establishment plan comprised three directorates and sixteen units, three of which were directly answerable to the Director-General. The Strategy and Coordination Unit was removed from DG PRES's establishment plan with effect from 2015, and its staff and tasks were transferred to the Resources Unit.</p>
<p>DG IPOL Internal Policies</p>	<p>DG IPOL proceeded to a mobility exercise of 7 heads of unit in time for the new legislative term, anticipating the compulsory mobility of some of the colleagues concerned.</p>
<p>DG EXPO External Policies</p>	<p>Taking into account the direct link between election observation processes and democracy building activities, the Office for the Promotion of the Parliamentary Democracy (OPPD Unit) was merged with ELOB (Election Observation Unit) within the Directorate for Democracy Support. Within the same directorate, a new Mediation Support service was created.</p>
<p>DG EPRS Parliamentary Research Services</p>	<p>80 posts were created in accordance with the cooperation agreement between Parliament and the Economic and Social Committee and the Committee of the Regions (cf. paragraph 99).</p> <p>Twenty-five new colleagues were welcomed (on secondment) from the European Economic and Social Committee (EESC) and Committee of the Regions (CoR) in October 2014, and another 17 colleagues are expected on 1 January 2015.</p> <p>They joined the Members Research Services as Policy Analysts, specialising in specific policy areas, or as assistants, in line with the Bureau's agreement between the EP and the two Advisory Committees.</p> <p>An open competition for contractual researchers was organised, drawing on the support of DG Personnel and EPSO, with 40 persons selected to join Directorates A and C of DG EPRS in 2015.</p> <p>The STOA unit became the Scientific Foresight unit as of 15 September 2014. This unit carries out interdisciplinary research and provides strategic</p>

Directorate-General	Restructuring and modernisation
	advice in the field of science and technology options assessment and scientific foresight.
DG COMM Communication	<p>At the beginning of the new legislative term, some minor changes were made to DG COMM's organigramme:</p> <ul style="list-style-type: none"> - The Policy unit was abolished, leaving only the Public Opinion Monitoring unit directly attached to the Director General. - The European Union Visitors Programme unit (EUVP) and the Planning and Strategic Management unit were moved respectively under the responsibility of the Director for Relations with citizens and the Director for Resources. - Two new units were created: the Media Intelligence unit within the Directorate for Media and the Visitors Services Coordination unit within the Directorate for Relations with citizens. These new units have been staffed exclusively by means of redeployment.
DG PERS Personnel	<p>2014 was a year of transition, as the Director-General changed during the year.</p> <p>Two measures taken in late 2014 should bear fruit in 2015: (i) the setting-up in December 2014 of a 'screening' working group in DG PERS with a remit, particularly, to identify changes to existing workflows needed in the context of the migration to Sysper2 (the main human resources management tool used by most of the European Institutions), assess the distribution of the workload among units with a view to optimising the allocation of resources, and propose improvements in order to make the organisation of work more efficient, and (ii) the sending of a self-assessment questionnaire to each head of unit with the aim of providing an overview of the way departments operate, perceived risks and possible proposals for improvements.</p>
DG INLO Infrastructure and Logistics	<p>2014 was a year of transition, as the Director-General changed during the year.</p> <p>The duties of advising the Director-General which had previously been performed by the Head of the General Coordination Unit were transferred to the three advisers to the new Director-General as of 1 September 2014. In parallel, the General Coordination Unit was replaced by the Personnel Unit with the establishment of a recruitment and careers service within the unit.</p> <p>The One Stop Shop project was launched at the beginning of 2014 and proved itself fully operational after the elections (cf. paragraph 170). The posts in this new unit were made available by means of internal redeployment within the Logistics Directorate.</p> <p>Also in 2014, the Infrastructure Coordination Unit (formerly attached to Directorate A) was assigned to the Director-General as the Buildings Policy Unit.</p> <p>Given that its remit covers all of Parliament's activities, the EMAS (Eco-Management and Audit Scheme) service was moved from DG INLO on 1 January 2014 and now reports directly to the Secretary-General. The EMAS-related budget lines were transferred on 1 July 2014.</p>

Directorate-General	Restructuring and modernisation
<p>DG TRAD Translation</p>	<p>Change of Director-General during the year.</p> <p>Following the transfer of all quality-related tasks to the Multilingualism and External Relations Unit on 1 January 2014 a new Quality Coordination Service was created in this unit on 1 April 2014. This service is responsible for handling all complaints and feedback on both translations and originals, as well as the coordination of DG Translation's quality initiatives.</p> <p>As regard the Croatian Translation Unit, it can be noted that by 31 December 2014 it is staffed with 11 AD officials, including the Head of Unit and the Quality Coordinator. There are also 14 AD temporary agents, of which 8 are about to be recruited as officials. Furthermore, 11 AST temporary agents are working as translation assistants, tasks for which no competition has yet been planned by EPSO.</p>
<p>DG FINS Finance</p>	<p>During 2014, there were considerable changes in the management posts of the DG: a new director-general, three new directors (following two retirements and one of the two directors becoming director-general), four heads of unit (out of 10) and one head of service were appointed in the course of the financial year.</p> <p>In July 2014, the General Coordination Unit and the former Directorate C were merged into the new Political Structures Financing and Resources Directorate in order to further boost DG FINS's resources component. .</p>
<p>DG ITEC Innovation and Technological Support</p>	<p>At its meeting of 14 April 2014, the Bureau decided on a restructuring which involved splitting the former IT Directorate (DIT) into two new directorates, the Directorate for Infrastructure and Equipment (ESIO) and the Directorate for Development and Support (DES).</p> <p>The implementation of the internalisation exercise continued with the creation of 30 additional posts in 2014 and the reduction of in-house consultants. Some 83% of the 2013 posts and 57% of the 2014 posts had been filled by the end of 2014. Competitions are to be held to recruit specialists in 2015.</p>
<p>DG SAFE Security</p>	<p>To meet the urgent need to bolster some activity sectors, including Directorate B – 'Prevention, First Aid and Fire Safety' – the DG undertook some internal redeployment operations which meant temporarily sacrificing (pending the essential addition of new posts to the establishment plan) certain other sectors of activity.</p> <p>These operations made it possible to fill the post of Director of Directorate A – 'Proximity and Assistance, Security and Safety' – and 9 of the 13 head of unit posts (the procedures for the 4 remaining posts were also completed, and those posts will be filled in early 2015).</p>
<p>SJ</p>	<p>In 2014, a Legislative and Judicial Coordination Unit and a Resources Service were set up within the Legal Service.</p>

Directorate-General	Restructuring and modernisation
Legal Service	<p>The new unit is responsible for cross-cutting questions on, in particular, all aspects of ordinary and special legislative procedures, delegated acts, implementing acts and legislative planning.</p> <p>The new Resources Service, like the resources directorates in other directorates-general, is responsible for human resources management, budget management and IT matters in the Legal Service.</p>
Service EMAS Eco-Management and Audit Scheme	<p>As of 1 January 2014, the former EMAS service in the Strategic Planning Unit of DG INLO has been transferred to the Secretary-General as an attached central service - EMAS Unit.</p> <p>The responsibilities for the EMAS budget lines as well as for public procurement procedures remained in DG INLO until the end of June 2014. The financial and full administrative handover from DG INLO to EMAS took place as of July 1, 2014, when the Head of Cabinet of the Secretary-General was appointed authorizing officer by delegation for the two EMAS budget lines.</p>



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V. ANNEXES

Annex 1 – Overview of C transfers during the financial year 2014

Annex 2 – Overview of P transfers during the financial year 2014

Annex 3 – Implementation of appropriations during 2014

ANNEX 1 – OVERVIEW OF C TRANSFERS DURING THE FINANCIAL YEAR 2014

N°	To/From Chapter/Article/Item	Heading	Amount transferred in (€)	Amount transferred out (€)
C1	from Item	1 2 0 0	Remuneration and allowances	
	to Chapter	1 2	OFFICIALS AND TEMPORARY STAFF	
	to Item	1 2 2 0	Allowances for staff retired in the interests of the service	65 000
C3	from Chapter	10 1	CONTINGENCY RESERVE	
	to Chapter	1 0	MEMBERS OF THE INSTITUTION	
	to Items	1 0 0 0	Salaries	1 300 000
		1 0 0 4	Ordinary travel expenses	1 150 000
		1 0 0 5	Other travel expenses	700 000
	to Chapter	4 2	EXPENDITURE RELATING TO PARLIAMENTARY ASSISTANCE	
to Item	4 2 2 0	Parliamentary assistance	2 500 000	
C4	from Chapter	1 0	MEMBERS OF THE INSTITUTION	
	from Chapter	1 2	OFFICIALS AND TEMPORARY STAFF	
	from Chapter	1 4	OTHER STAFF AND EXTERNAL SERVICES	
	from Chapter	1 6	OTHER EXPENDITURE RELATING TO PERSONS WORKING WITH THE INSTITUTION	
	from Chapter	2 0	BUILDINGS AND ASSOCIATED COSTS	
	from Chapter	2 1	DATA PROCESSING, EQUIPMENT AND MOVABLE PROPERTY	
	from Chapter	2 3	CURRENT ADMINISTRATIVE EXPENDITURE	
	from Chapter	3 0	MEETINGS AND CONFERENCES	
	from Chapter	3 2	EXPERTISE AND INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION	
	from Chapter	4 0	EXPENDITURE RELATING TO CERTAIN INSTITUTIONS AND BODIES	
	from Chapter	4 2	EXPENDITURE RELATING TO PARLIAMENTARY ASSISTANCE	
	from Chapter	10	OTHER EXPENDITURE	
	to Item	2 0 0 1	Lease payments	71 500 000
Total C transfers			77 215 000	-77 215 000

ANNEX 2 – OVERVIEW OF P TRANSFERS DURING THE FINANCIAL YEAR 2014

No	Chapter/Article/Item			Amount transferred in (€)	Amount transferred out (€)
Transfers of appropriations for the year					
P1	<u>Within Article 210</u>				
	from Item	2 1 0 0	Equipment and software for information and innovation technologies		-817 503
	from Item	2 1 0 1	Computing and telecommunications: business as usual - Infrastructure		-22 497
	from Item	2 1 0 2	Outside assistance for information and innovation technologies		-331 600
	to Item	2 1 0 3	Computing and telecommunications: business as usual — ICT applications management	1 171 600	
P2	<u>Within Article 210</u>				
	from Item	2 1 0 1	Computing and telecommunications: business as usual - Infrastructure		-3 258 416
	to Item	2 1 0 4	Computing and telecommunications: investments – Corporate infrastructure	3 258 416	
P3	<u>Within Article 210</u>				
	from Item	2 1 0 0	Equipment and software for information and innovation technologies		-1 350 700
	from Item	2 1 0 1	Computing and telecommunications: business as usual - Infrastructure		-1 811 799
	from Item	2 1 0 2	Outside assistance for information and innovation technologies		-663 382
	to Item	2 1 0 5	Computing and telecommunications: investments — Ongoing and new development projects	3 825 881	
P5	<u>Within Article 324</u>				
	from Item	3 2 4 9	Information exchanges with national parliaments		-100 000
	to Item	3 2 4 1	Digital and traditional publications	100 000	
P6	<u>Within Article 210</u>				
	from Item	2 1 0 5	Computing and telecommunications: investments — Ongoing and new development projects		-550 000
	to Item	2 1 0 3	Computing and telecommunications: business as usual — ICT applications management	550 000	
P7	<u>Within Article 101</u>				
	from Item	1 0 1 0	Accident and sickness insurance and other social security charges		-200 000
	to Item	1 0 1 2	Specific measures to assist disabled Members	200 000	
P8	<u>Within Article 210</u>				
	from Item	2 1 0 4	Computing and telecommunications: investments – Corporate infrastructure		-277 525
	to Item	2 1 0 2	Outside assistance for information and innovation technologies	277 525	
P9	<u>Within Article 140</u>				
	from	1 4 0 2	Expenditure on interpretation		-1 700 000

ANNEX 2 – OVERVIEW OF P TRANSFERS DURING THE FINANCIAL YEAR 2014

No	Chapter/Article/Item			Amount transferred in (€)	Amount transferred out (€)
	Item				
	to Item	1 4 0 0	Other staff	1 700 000	
P10	Within Article 210				
	from Item	2 1 0 5	Computing and telecommunications: investments — Ongoing and new development projects		-2 047 394
	to Item	2 1 0 4	Computing and telecommunications: investments – Corporate infrastructure	2 047 394	
P11	Within Article 200				
	from Item	2 0 0 0	Rent		-1 436 628
	from Item	2 0 0 7	Fitting-out of premises		-1 520 000
	from Item	2 0 0 8	Other specific property management arrangements		-910 000
	to Item	2 0 0 5	Construction of buildings	3 866 628	
P12	Within Article 324				
	from Item	3 2 4 4	Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries		-500 000
	to Item	3 2 4 1	Digital and traditional publications	500 000	
Total P transfers against appropriations for the year				17 497 444	-17 497 444
Transfers of appropriations against assigned revenue carried over					
P4	Within Article 200				
	from Item	2 0 0 3	Acquisition of immovable property		-2 321 173
	to Item	2 0 0 1	Lease payments	2 321 173	
P11	Within Article 200				
	from Item	2 0 0 1	Lease payments		-1 247 510
	to Item	2 0 0 5	Construction of buildings	1 247 510	
Total P transfers against assigned revenue carried over				3 568 683	-3 568 683
Transfers against appropriations from assigned revenue for the year					
P11	Within Article 200				
	from Item	2 0 0 1	Lease payments		-97 414
	from Item	2 0 0 3	Acquisition of immovable property		- 1 188 448
	to Item	2 0 0 5	Construction of buildings	1 285 862	
Total P transfers against assigned revenue for the year				1 285 862	-1 285 862
Total P transfers				22 351 989	-22 351 989

ANNEX 3 – IMPLEMENTATION OF 2014 APPROPRIATIONS

Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
1000	Salaries	73 643 709.00	1 300 000.00	74 943 709.00	74 881 314.28	99.9%
1004	Ordinary travel expenses	65 400 000.00	1 150 000.00	66 550 000.00	66 550 000.00	100.0%
1005	Other travel expenses	6 800 000.00	700 000.00	7 500 000.00	7 500 000.00	100.0%
1006	General expenditure allowance	43 418 000.00	- 150 000.00	43 268 000.00	43 215 516.17	99.9%
1007	Allowances for performance of duties	180 000.00	0.00	180 000.00	171 049.74	95.0%
1010	Accident and sickness insurance and other social security charges	3 368 000.00	- 900 000.00	2 468 000.00	2 339 883.01	94.8%
1012	Specific measures to assist disabled Members	301 000.00	200 000.00	501 000.00	239 224.34	47.7%
1020	Transitional allowances	15 784 819.00	- 900 000.00	14 884 819.00	14 766 194.17	99.2%
1030	Retirement pensions	11 744 000.00	-1 300 000.00	10 444 000.00	10 422 836.85	99.8%
1031	Invalidity pensions	310 000.00	- 20 000.00	290 000.00	282 186.10	97.3%
1032	Survivors' pensions	2 810 541.00	- 320 000.00	2 490 541.00	2 454 828.14	98.6%
1033	Optional pension scheme for Members	32 000.00	0.00	32 000.00	25 284.36	79.0%
1050	Language and data-processing courses	500 000.00	0.00	500 000.00	500 000.00	100.0%
1200	Remuneration and allowances	589 687 598.00	- 65 000.00	589 622 598.00	588 325 126.76	99.8%
1202	Paid overtime	436 740.00	- 275 000.00	161 740.00	110 000.00	68.0%
1204	Entitlements on entering the service, transfer and leaving the service	4 400 000.00	-1 200 000.00	3 200 000.00	3 200 000.00	100.0%
1220	Allowances for staff retired in the interests of the service	396 000.00	30 000.00	426 000.00	418 515.27	98.2%
1222	Allowances for staff whose service is terminated and special retirement scheme for officials and temporary staff	182 000.00	0.00	182 000.00	172 129.16	94.6%
1400	Other staff	43 796 448.00	1 700 000.00	45 496 448.00	45 051 879.32	99.0%
1402	Expenditure on interpretation	39 428 991.00	-4 875 000.00	34 553 991.00	34 553 991.00	100.0%
1404	Graduate traineeships, grants and exchanges of officials	7 573 000.00	-1 535 700.00	6 037 300.00	5 791 881.77	95.9%
1406	Observers	0.00	0.00	0.00	0.00	-
1420	External translation services	7 000 000.00	-2 000 000.00	5 000 000.00	3 892 854.33	77.9%
1422	Interinstitutional cooperation activities in the language field	379 000.00	0.00	379 000.00	369 019.25	97.4%
1610	Expenditure on recruitment	446 000.00	- 210 000.00	236 000.00	236 000.00	100.0%
1612	Further training	4 990 000.00	0.00	4 990 000.00	4 835 590.94	96.9%
1630	Social welfare	719 500.00	0.00	719 500.00	517 180.69	71.9%
1631	Mobility	800 000.00	- 85 085.00	714 915.00	702 914.74	98.3%
1632	Social contacts between members of staff and other social measures	271 000.00	- 22 000.00	249 000.00	248 522.25	99.8%
1650	Medical service	1 285 000.00	- 107 000.00	1 178 000.00	1 172 537.01	99.5%
1652	Current operating expenditure for restaurants and canteens	4 050 000.00	0.00	4 050 000.00	4 050 000.00	100.0%
1654	Early childhood centre and approved day nurseries	6 277 500.00	-1 954 000.00	4 323 500.00	4 006 644.97	92.7%

ANNEX 3 – IMPLEMENTATION OF 2014 APPROPRIATIONS

Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
2000	Rent	30 653 000.00	-1 440 176.00	29 212 824.00	29 109 302.26	99.6%
2001	Lease payments	5 419 000.00	71 500 000.00	76 919 000.00	76 914 000.00	100.0%
2003	Acquisition of immovable property	0.00	0.00	0.00	0.00	-
2005	Construction of buildings	25 465 000.00	3 675 628.00	29 140 628.00	29 037 044.51	99.6%
2007	Fitting-out of premises	25 471 000.00	-1 680 000.00	23 791 000.00	23 517 399.72	98.8%
2008	Other specific property management arrangements	5 278 000.00	-1 005 450.00	4 272 550.00	4 060 467.21	95.0%
2022	Building maintenance, upkeep, operation and cleaning	60 095 000.00	-4 515 000.00	55 580 000.00	54 930 847.78	98.8%
2024	Energy consumption	20 937 000.00	-3 440 000.00	17 497 000.00	17 034 803.69	97.4%
2026	Security and surveillance of buildings	27 305 000.00	-1 065 000.00	26 240 000.00	25 890 784.21	98.7%
2028	Insurance	1 020 000.00	- 235 000.00	785 000.00	760 527.53	96.9%
2100	Computing and telecommunications: business as usual — Operations	25 862 503.00	-4 332 203.00	21 530 300.00	21 066 292.56	97.8%
2101	Computing and telecommunications: business as usual – Infrastructure	27 478 949.00	-5 389 512.00	22 089 437.00	21 890 682.48	99.1%
2102	Computing and telecommunications: business as usual – General support	13 315 983.00	-1 536 785.00	11 779 198.00	11 763 534.15	99.9%
2103	Computing and telecommunications: business as usual — ICT applications management	13 202 000.00	701 910.00	13 903 910.00	13 812 344.88	99.3%
2104	Computing and telecommunications: investments – Corporate infrastructure	15 743 215.00	3 841 200.00	19 584 415.00	19 352 736.86	98.8%
2105	Computing and telecommunications: investments — Ongoing and new development projects	11 977 727.00	733 576.00	12 711 303.00	12 213 961.44	96.1%
2120	Furniture	3 180 000.00	0.00	3 180 000.00	3 168 096.49	99.6%
2140	Technical equipment and installations	22 933 500.00	-3 459 000.00	19 474 500.00	19 365 043.88	99.4%
2160	Vehicles	7 265 000.00	-2 163 074.00	5 101 926.00	4 961 174.18	97.2%
2300	Stationery, office supplies and miscellaneous consumables	2 021 000.00	- 460 000.00	1 561 000.00	1 463 016.51	93.7%
2310	Financial charges	65 000.00	- 24 000.00	41 000.00	19 598.46	47.8%
2320	Legal costs and damages	1 035 000.00	- 105 000.00	930 000.00	842 916.34	90.6%
2360	Postage on correspondence and delivery charges	510 000.00	- 179 519.00	330 481.00	297 523.89	90.0%
2370	Removals	1 620 000.00	- 80 000.00	1 540 000.00	1 512 597.25	98.2%
2380	Other administrative expenditure	731 500.00	- 15 000.00	716 500.00	688 938.55	96.2%
2390	European Parliament carbon offsetting scheme	250 000.00	- 250 000.00	0.00	0.00	-
3000	Expenses for staff missions and duty travel between the three places of work	27 600 000.00	-4 645 000.00	22 955 000.00	22 818 505.73	99.4%
3020	Reception and representation expenses	1 333 260.00	- 331 474.00	1 001 786.00	816 097.91	81.5%
3040	Miscellaneous expenditure on internal meetings	2 250 000.00	0.00	2 250 000.00	2 246 000.00	99.8%
3042	Meetings, congresses and conferences	1 232 500.00	- 643 000.00	589 500.00	440 674.05	74.8%
3043	Miscellaneous expenditure for organising parliamentary assemblies, interparliamentary delegations and other delegations	1 039 200.00	- 595 000.00	444 200.00	256 302.28	57.7%
3049	Expenditure on travel agency services	2 100 000.00	- 115 000.00	1 985 000.00	1 985 000.00	100.0%

ANNEX 3 – IMPLEMENTATION OF 2014 APPROPRIATIONS

Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
3200	Acquisition of expertise	10 386 000.00	-3 604 316.00	6 781 684.00	5 976 827.78	88.1%
3220	Documentation and library expenditure	6 632 676.00	- 665 700.00	5 966 976.00	5 817 785.86	97.5%
3222	Expenditure on archive funds	1 600 000.00	0.00	1 600 000.00	1 599 099.68	99.9%
3230	Relations with parliaments of third countries and support for parliamentary democracy and human rights	637 500.00	- 458 000.00	179 500.00	156 201.30	87.0%
3240	Official Journal	4 586 000.00	- 300 000.00	4 286 000.00	4 202 107.46	98.0%
3241	Digital and traditional publications	5 703 318.00	600 000.00	6 303 318.00	6 205 090.09	98.4%
3242	Expenditure on publication, information and participation in public events	21 036 912.00	- 940 000.00	20 096 912.00	19 651 446.69	97.8%
3243	Parliamentarium — the European Parliament Visitors' Centre	4 978 023.00	0.00	4 978 023.00	4 748 380.08	95.4%
3244	Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries	30 120 500.00	-2 578 000.00	27 542 500.00	27 249 058.55	98.9%
3245	Organisation of seminars, symposia and cultural activities	6 725 000.00	- 605 000.00	6 120 000.00	5 769 791.63	94.3%
3246	Parliamentary television channel (Web TV)	5 000 000.00	0.00	5 000 000.00	4 994 665.86	99.9%
3247	House of European History	9 650 000.00	0.00	9 650 000.00	9 481 619.22	98.3%
3248	Expenditure on audiovisual information	15 620 000.00	0.00	15 620 000.00	15 484 852.11	99.1%
3249	Information exchanges with national parliaments	445 000.00	- 145 000.00	300 000.00	215 252.63	71.8%
3250	Expenditure relating to Information Offices	1 100 000.00	0.00	1 100 000.00	980 570.90	89.1%
4000	Current administrative expenditure and expenditure relating to the political and information activities of the political groups and non-attached Members	59 800 000.00	- 382 916.00	59 417 084.00	59 416 002.23	100.0%
4020	Funding of European political parties	27 794 200.00	- 80 404.00	27 713 796.00	27 713 795.20	100.0%
4030	Funding of European political foundations	13 400 000.00	0.00	13 400 000.00	13 393 988.80	100.0%
4220	Parliamentary assistance	196 216 430.00	-9 750 000.00	186 466 430.00	181 048 836.81	97.1%
4400	Cost of meetings and other activities of former Members	200 000.00	0.00	200 000.00	200 000.00	100.0%
4420	Cost of meetings and other activities of the European Parliamentary Association	200 000.00	0.00	200 000.00	200 000.00	100.0%
10 0	PROVISIONAL APPROPRIATIONS	0.00	0.00	0.00	0.00	-
10 1	CONTINGENCY RESERVE	13 000 000.00	-13 000 000.00	0.00	0.00	-
10 3	ENLARGEMENT RESERVE	0.00	0.00	0.00	0.00	-
10 4	RESERVE FOR INFORMATION AND COMMUNICATION POLICY	0.00	0.00	0.00	0.00	-
10 5	PROVISIONAL APPROPRIATION FOR BUILDINGS	0.00	0.00	0.00	0.00	-
10 6	RESERVE FOR PRIORITY PROJECTS UNDER DEVELOPMENT	0.00	0.00	0.00	0.00	-
10 8	EMAS RESERVE	0.00	0.00	0.00	0.00	-
TOTAL		1 755 631 742.00	0.00	1 755 631 742.00	1 737 744 692.30	99.0%