

**INFORMATION ON THE BUDGETARY AND
THE FINANCIAL MANAGEMENT OF THE
EUROPEAN PARLIAMENT IN 2017**

AND

**REPLIES TO THE QUESTIONNAIRE IN
PREPARATION FOR THE
EP DISCHARGE FOR 2017**

Table of Contents

Introduction	3
BUDGET OF THE EUROPEAN PARLIAMENT IN 2017	3
COMPLIANCE OF BUDGETARY AND FINANCIAL MANAGEMENT WITH POLITICAL DECISIONS	4
A. Enhancing the security and cybersecurity of Parliament	4
A.1. Cooperation with national authorities and the other institutions	4
A.2. iPACS project	5
A.3. Measures to make Parliament’s buildings more secure	5
A.4. Internalisation of drivers	6
A.5. ICT Security	6
B. Impact of Brexit	6
C. Enhancing the work of Parliament - empowering Members in their mandate	7
C.1. Searching for and managing knowledge	7
C.2. Supporting political priorities	7
C.3. Internal policies	8
C.4. External policies	9
C.5. Members’ Portal and e-Portal	10
D. Phasing out the derogation for Irish	10
E. Communication / making Parliament attractive to the public and visitors	11
E.1 Media and Stakeholder dialogue	11
E.2 EP Ambassador School programme	12
E.3 Visitors projects	12
E.4 Events and exhibitions	12
E.5 Lux Prize, Sakharov Prize and European Citizen’s Prize	13
E.6 AskEP	13
F. Continuing to implement the multiannual programmes to rationalise and modernise key parts of Parliament’s Administration	13
F.1 Buildings policy	13
F.2 Environmental policy	16
F.3 Catering policy	18
F.4 Modernisation of information technologies	18
F.5 Human resources management	19
GENERAL CONTEXT	22
DELEGATIONS	34
COMMUNICATION	39
TRAINING	52
ACCREDITED PARLIAMENTARY ASSISTANTS (APA)	53
STAFF	57
HARASSMENT	67
WHISTLEBLOWING	69
INFRASTRUCTURE AND LOGISTICS	70
FINANCE AND ADMINISTRATION	89
INNOVATION AND TECHNICAL SUPPORT	120
SECURITY AND SAFETY	125
GREEN PARLIAMENT	125

Introduction

This document presents the answers by the Secretary-General to the questions tabled by Members of the Committee on Budgetary Control in the preparation to the decision on the European Parliament's discharge for budgetary and financial management of the year 2017.

In this context, the following introduction gives an overview of the main characteristics of the year 2017, Parliament's use made of financial resources and important events as well as the fulfilment of the objectives for that year as they were formulated in Parliament's budget as adopted by the budgetary institutions and by its Bureau's decisions.

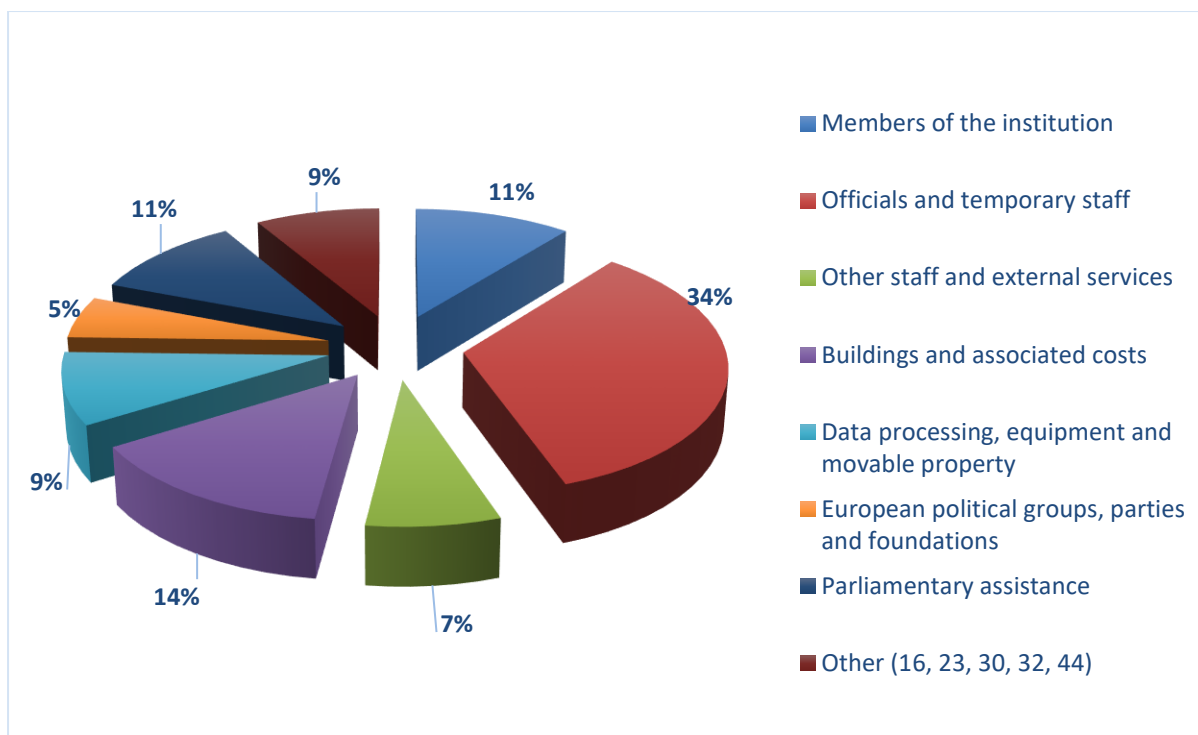
BUDGET OF THE EUROPEAN PARLIAMENT IN 2017

Parliament's final appropriations for 2017 **totalled EUR 1 909 590 000**, or 19.25% of heading V of the Multiannual Financial Framework¹. In 2017, 99.0% of the final budget was committed and only 0.9% (EUR 17 451 943) had to be cancelled.

This excellent result could be achieved thanks to a combination of a very high degree of implementation of the budget as requested by the financial authorities on the one hand and an end of the year transfer of EUR 40.85 Mio of unspent funds following a positive opinion by the Committee on Budgets, so as to help fund the extension and modernisation of the Konrad Adenauer Building (KAD), which is the main construction project in Luxembourg. As a result of this an estimated EUR 8.3 Mio in financing charges will be saved over the construction period and loan amortisation period. Without this end of the year transfer, 96.8% of the final budget had been committed.

In 2017 four chapters accounted for 69.5% of total commitments. Those chapters were Chapter 10 'Members of the institution', Chapter 12 'Officials and temporary staff', Chapter 20 'Buildings and associated costs' and Chapter 42 'Expenditure relating to parliamentary assistance'.

¹ Council Regulation (EU, Euratom) No 1311/2013 of 2 December 2013 laying down the multiannual financial framework for the years 2014-2020 (OJ L 347, 20.12.2013, p. 884).



COMPLIANCE OF BUDGETARY AND FINANCIAL MANAGEMENT WITH POLITICAL DECISIONS

The objectives pursued and outcomes achieved in 2017, which are set out below, stem mainly from the priorities set by Parliament's competent bodies when preparing the 2017 budget², the decisions adopted by the Bureau in 2017, and the goals and achievements of the Strategic Execution Framework³ as well as developments during further preparation and implementation.

A. ENHANCING THE SECURITY AND CYBERSECURITY OF PARLIAMENT

A.1. Cooperation with national authorities and the other institutions

Enhanced security cooperation with the national authorities of host countries, and the Belgian authorities in particular, as well as with the other EU institutions, continued in 2017, and significant progress was made in a number of areas.

In 2015, the Belgian authorities embarked on a security study with a view to establishing an urban planning framework for security requirements in the European quarter. The needs and wishes of the institutions were fully incorporated into the specifications for

² Notably the Bureau decision of 9 March 2016 adopting the Preliminary Draft Estimates 2017 and the underlying Report of the Secretary General and the Resolution of 14 April 2016 on Parliaments estimates (...) 2017;

³ Set of strategic projects adopted by Parliament's administration and to be implemented over a period of 3 years. The Annual Activity Reports of the Authorizing officers by Delegation were taken as a basis.

that study. A monitoring committee, consisting of stakeholders from the competent Brussels authorities and representatives of the European institutions, was set up. Parliament's administration attended several meetings in 2017, representing Parliament's interests as regards the security of its vicinity. The final version of the report was published in December 2017. It will be up to the Brussels authorities, working in coordination with Parliament and the other institutions, to decide what measures to implement and how.

As regards the measures to strengthen the security and safety of Parliament's main Strasbourg and Brussels buildings by **setting up perimeters** around them, the representations being made to the Belgian and French authorities in support of these projects have been continuing and have proved fruitful.

In Brussels, the 'pedestrianisation' of rue Wiertz has been in force since 1 July 2017; in Strasbourg, work has been carried out on security perimeter fences around the Winston Churchill and Salvador de Madariaga Buildings (Quai du Bassin de l'Ill) and at the foot of the embankment (Promenade Alcide de Gasperi) along the curved façade of the Louise Weiss Building.

Regarding the security vetting by the Belgian authorities of all employees of outside firms working at the EU institutions, the memorandum of understanding signed in October 2016 between the EU institutions and the government of the Kingdom of Belgium provides for all external service providers to be screened as a matter of course, and this entered into force in February 2017.

As part of their efforts to step up security at Parliament's premises, the administration of the Parliament sought to make the Brussels unloading bay more secure, bearing in mind that the risks could be greatly reduced if most of the deliveries were moved to an outside location. An interinstitutional project for a common warehouse was launched in 2017 together with the Council and the Commission.

A.2. iPACS project

The integrated Physical Access Control System (iPACS) project was adopted by the Bureau on 9 March 2015 with a view to acquiring new security techniques to step up security in Parliament by giving it modern, integrated, non-invasive technological tools capable of assimilating future technological developments.

In accordance with the Bureau decision, a schedule for the phasing in of the system at the three places of work over an estimated time span of five years was drawn up. The implementation continued in 2017.

A.3. Measures to make Parliament's buildings more secure

Since 2014, the Bureau has taken a series of decisions to tailor security and protection arrangements at Parliament's buildings, which were designed and acquired before terrorism became widespread, to the new types of risk now faced. In April 2016 the Bureau approved a general update on all the security work and investments previously approved for Brussels and Strasbourg and the scheduling thereof for 2016 and 2017.

In tandem with that, the Bureau also adopted a series of measures to step up security and the level of protection of Parliament's central buildings in Brussels and Strasbourg against risks of intrusion or terrorist attack by creating an external perimeter around them.

Against this background, the Bureau had asked for the entrances to all Parliament buildings at the three places of work to be improved and reorganised on the basis of a new security concept able to guarantee a sound and safe working environment for parliamentary activities while retaining the openness to the public that is the hallmark of Parliament. These measures were continued in 2017.

A.4. Internalisation of drivers

In 2017, the internalisation of the Members' transport service, adopted by the Bureau at its meeting of 11 April 2016, was implemented. The main objective of the internalisation was the improvement of the security of Members as Parliament is able to conduct security screenings of drivers before employment and to provide continuous training and monitoring of its staff. The recruitment of 116 drivers and dispatchers was completed.

A.5. ICT Security

From 1 January 2017, the administrative entity of the Chief ICT Security Officer (CISO) was established. It consists of the ICT Security Unit with two departments i.e. Security Management and Security Operations. With an increase in the number and complexity of cyber threats, IT security is a top priority for the European Parliament. The CISO entity is now the central contact point for all matters related to IT security in ICT systems. It delivers quick response to incidents and develops policies regarding information security, ensuring their correct implementation and application at a technical and operational level, whilst implementing security risk assessments and supporting the security development lifecycle for ICT projects.

B. IMPACT OF BREXIT

On 29 March 2017, the United Kingdom invoked Article 50 of the Treaty on the European Union and is thus due to leave the EU on 29 March 2019.

The Brexit declaration had a considerable impact on committee secretariats, research units and horizontal services of the political Directorates General, which were called upon to follow this process and to prepare analytical material based on fact-finding work to consider the impact of the United Kingdom's withdrawal on the policy areas and legislation in their respective fields. Dozens of Brexit Impact Studies across a broad range of policy areas were made publicly available on the Internetsite of the European Parliament.

C. ENHANCING THE WORK OF PARLIAMENT - EMPOWERING MEMBERS IN THEIR MANDATE

C.1. Searching for and managing knowledge

In addition to answering numerous enquiries from Members or their offices, in 2017 the “Members’ Research Service” (MRS) also generated an increasing number of publications for Members and the institution as a whole, all designed to be clear, content-rich, accessible and easy to read.

There are several types of publications, which differ in length and detail. “At a glance notes” provide a one to two page summary of a topic whereas “Briefings” offer a more detailed overview of a policy, issue or piece of legislation and have a length of up to twelve pages. A much more comprehensive and detailed analysis of the same is provided by “In-depth Analyses and Studies”. Overall, in 2017 the MRS generated 677 print publications, out of which 259 were “At a glance notes”, 383 “Briefings” and 35 “In-depth Analyses and Studies.”

In 2017, the MRS also worked closely with the two EU advisory committees - the European Economic and Social Committee and the Committee of the Regions - as foreseen in the cooperation agreements signed with them in 2014, and delivered services to those bodies by responding to specific requests for research and support in other forms.

Parliament’s Library, in addition to the classic library function, also provides digital and online access for Members and staff to a very wide range of knowledge sources, including many subscription-based journals, databases, and news and other information sources.

Furthermore, the unit dealing with comparative law hosted in 2017 its second Annual Forum on Comparative Law, with the active participation of supreme-court justices, dedicated to the subject of “judicial remedies for individuals before the highest jurisdictions.” The unit organised several conferences jointly with external partners, such as ERA (Europäische Rechtsakademie) and ELI (European Law Institute).

C.2. Supporting political priorities

In 2017, legislative activity increased as Parliament was in the mid of its 2014 - 2019 legislative term. This led to a higher output in the areas of Impact Assessment and European Added Value compared to previous years.

Two “Cost of Non-Europe Reports⁴” were published in 2017 on the topics “The added value of international trade and impact of trade barriers” and “Procedural rights and detention conditions”. In addition to that, the fourth edition of the “Mapping the Cost of Non-Europe 2014-2019” was published. Two “European Added Value Assessments”

⁴ These reports analyse the potential benefit of future action by the Union in policy areas where greater efficiency or a collective public good could be realised through common action at European level.

were completed in 2017 on cross-border restitution claims of looted works of arts and on a statute for social and solidarity-based enterprises.

With the Commission half way through its mandate, 2017 saw a high legislative output and a significant number of legislative proposals submitted to Parliament and consequently in the number of Commission impact assessments requiring appraisal: 42 initial appraisals were produced by Parliament's administration. Furthermore, 11 "European Implementation Assessments", were produced.

A broad range of forward-looking studies, workshops and other activities, at the request of the "Science and Technology Options Assessment (STOA) Panel" of 25 Members of the European Parliament, nominated by nine parliamentary committees, were organised during the year. In 2017, 24 publications were produced in this field and published on the Parliament's Website.

The Global Trends Unit continued to work on identifying, tracking and analysing medium- and long- term global trends in the international economic, social, political and geo-political environments, and their implications for the EU policy process. It focuses on strategic foresight and keeps Members informed about trends and their potential policy implications, by publishing briefings and organising seminars. During 2017, the unit published two editions of its new *Global Trendometer*. This publication draws attention to specific trends on a bi-annual basis. It also published a major strategic foresight study on 'Global Trends to 2035 - Geo-politics and Power'.

C.3. Internal policies

Legislative work in the area of internal policies in 2017 was to a high degree shaped by the dossiers of the Joint Declaration. December 2016 saw, for the first time, the Parliament, the Council and the Commission agreeing on such a Joint Declaration on the EU's legislative priorities for 2017. The administration worked hard to support committee Members on these proposals.

The new Joint Declaration on the EU's legislative priorities for 2018-19, signed in December 2017, combines unfinished files from the 2017 Joint Declaration and adds new ones: it will be of equally great importance in the area of internal policies up to the end of the legislative term.

In 2017, the number of legislative files was significantly higher compared to 2016, following a rather expected pattern. In 2017, 392 parliamentary committee meetings and 251 trilogue meetings were organised.

Two temporary committees, EMIS (Committee of Inquiry into Emission Measurements in the Automotive Sector) and PANA (Committee of Inquiry into Money Laundering, Tax Avoidance and Tax Evasion), successfully concluded their work during the year and a third one, TERR (Special Committee on Terrorism), was started. The rapid setting-up and staffing of this temporary committee was a considerable challenge due to the extra coordination efforts and work as regards staffing, offices and other organisational issues.

A very substantial share of expertise needed for the work of the committees is produced in-house and this share has been increasing in the past years. In 2017, some 479 (2016:

382 and 2015: 352) internal studies and briefing papers were produced (including about 100 updates of existing ones).

C.4. External policies

In 2017, the five committee and sub-committee in the field of external policies increased their close cooperation with external stakeholders, notably with third country Missions to the EU in Brussels as well as EU delegations in third countries.

The committee secretariats further encouraged interaction and synergies with national parliaments, particularly in the areas of the Common Foreign and Security Policy (CFSP) and the Common Security and Defense Policy (CSDP), through the preparation, execution and provision of strategic expertise and guidance to national Parliament secretariats in the context of the Inter Parliamentary Conferences organised in association with the rotating Presidencies.

The delegation secretariats continued consistently to apply the working methods and modalities (the so-called reporting sheets) relating to scrutiny introduced in 2015 and revised at the beginning of 2016 and 2017. The reporting sheets ensure the effective assessment and monitoring of international agreements, the level of implementation of EU financial instruments, the impact of programmes and projects financed by the EU, the follow-up given to recommendations issued by election observation missions, the human rights situation and the monitoring legislation in force or in the making. A total of 97 detailed mission reports mostly focussed on projects financed or co-financed by the EU budget as well as International agreements in force or under negotiation and on the human rights situation in third countries. The number of reporting sheets on the Impact of legislation in force or in the making was, in contrast, much more limited, although there is scope to develop this area further. For the 2017 exercise, a new reporting sheet (Immigration, Security and Terrorism including defence issues) was introduced while the reporting sheet on human rights was extended to include a sub-section on gender-related issues. The guidelines on the reporting sheets were also amended to reflect the modifications introduced in 2017.

The Policy Department implemented the results of the survey carried out in 2016 on the relevance and coverage of issues of interest to the delegations, further improving the quality of analysis, timely delivery and quality of policy options and recommendations. It organised a series of events (policy hubs, exchanges of views, a diplomacy forum and a roundtable) on various topical issues with the participation of representatives of relevant academic and think tank communities and international organisations. Two of the policy hubs focused on the impact of the future withdrawal of the UK from the EU on the Union's external policies.

The Comprehensive Democracy Support Approach (CDSA) for Parliament's Capacity building activities was further developed. The priority list was extended to Ukraine, Georgia, Moldova, Tunisia, Morocco, Peru, Myanmar, Nigeria, Tanzania and the Pan African Parliament. Furthermore, with a view to improving synergies and cooperation within the Parliament and with external partners, and enhancing the visibility of capacity building activities, two main events were organised: Tunisia Week (replicating the successful model of the Ukraine Week in 2016) and a High Level Conference on the Legislative Cycle (to which members from all parliaments of priority countries

participated). The International Democracy day took place for the third time in the EP premises.

In addition to 11 Election Observation Delegations, two seminars were organised with external partners, on the follow-up to recommendations and on the improvement of Parliamentarians' accountability in election observation.

Activities for the Western Balkans and Turkish parliaments were implemented in close cooperation with the partner parliaments involved, allowing a focus on issues of specific interest for them (Trans-European Networks, violence against women or public procurement).

In addition, the first High-Level Round Table on the EU integration process of the Western Balkans was organised harnessing various Democracy support units and the Committee on Foreign Affairs, providing a new regional focus on the European Integration process.

C.5. Members' Portal and e-Portal

As regards Members' financial and social entitlements the goal of Parliament's administration is to enhance client orientation and to reduce the administrative burden for Members. In this respect, two instruments play a major role: the Portal and the e-Portal.

The Portal is a single front desk integrating all services related to financial and social entitlement formalities and became fully operational in July 2016 whereas the electronic counterpart, the e-Portal, has been accessible since January 2015. A project running from 2017 - 2019 incorporates major improvements to the e-Portal, such as a new graphical user interface including a version for mobile devices allowing the application to be run from tablets and smartphones.

D. PHASING OUT THE DEROGATION FOR IRISH

In the European Parliament, all official languages are equally important: all parliamentary documents are published in all the official languages of the European Union and all Members of the European Parliament have the right to speak in the official language of their choice. It also ensures everyone is able to follow and access the Parliament's work.

Up to 31 December 2006, Irish was not included in the working languages of the EU institutions. Pursuant to an Agreement made in 1971 between Ireland and the Community, Irish was considered an official Community language, it being understood, however, that only primary legislation was drawn up in that language.

On 1 January 2007, Irish became a full EU official language, however with temporary derogations for renewable periods of five years. In its regulation 2015/2264 of 3 December 2015⁵, the Council decided to phase out the temporary derogation measures.

This phasing out foresees that the number of documents to be translated in Irish should increase gradually every year between 1 January 2017 and 1 January 2021, final date for the end of the derogation.

An Irish translation Unit was created in 2017 within the Directorate-General of Translation. By the end of 2017, the Unit counted 20 staff members.

E. COMMUNICATION / MAKING PARLIAMENT ATTRACTIVE TO THE PUBLIC AND VISITORS

E.1 Media and Stakeholder dialogue

In the field of media, numerous projects have been implemented. The Parliament's web presence was further consolidated with the implementation of a multiplatform approach and a new EP portal and news planet. Essential work has been done regarding increasing Parliament's visibility on the internet when using search engines.

Adaptability of the Parliament's communication to the needs of media and other target groups is reflected in the web-project "Multimedia Centre" which is an all-in-one offer for audiovisual content (photo, video or audio).

Consolidating the relationship with media is also an important activity. Among others, the work done around and since the triggering of Article 50 of the Treaty on European Union by the United Kingdom and the media activities around the debate on the State of the European Union are to be mentioned. In 2017, 223 press seminars were organised in the Member States with more than 3 076 journalists. On top of that, 1 905 journalists were invited to take part in plenary sessions, centrally organised press seminars and High Level Conferences.

Regarding the communication strategy in Member States, the "Stakeholders Dialogue" pilot project allowed 25 events to take place in 2017, involving 14 rapporteurs from 12 Member States. Another additional 34 events were organised by the European Parliament Liaison Offices on legislative topics different from those within the scope of the Stakeholder Dialogue project. The Liaison Offices contributed to reinforcing support to rapporteurs' legislative work by offering them the possibility to discuss with stakeholders in a number of Member States a specific interest or relevance regarding the selected legislative files.

⁵ COUNCIL REGULATION (EU, Euratom) 2015/2264 of 3 December 2015 extending and phasing out the temporary derogation measures from Regulation No 1 of 15 April 1958 determining the languages to be used by the European Economic Community and Regulation No 1 of 15 April 1958 determining the languages to be used by the European Atomic Energy Community introduced by Regulation (EC) No 920/2005.

E.2 EP Ambassador School programme

Another milestone was the innovative approach to reach out to schools across EU Member States by means of the Ambassador School Programme. The project aims to create a continuously increasing network of schools which would be engaging with the Parliament, its Members and Liaison Offices. Interested schools have to apply to become part of the network and then perform teaching activities that raise awareness on European parliamentary democracy and European citizenship values. After the successful completion of the pilot phase, 700 schools were certified as EP Ambassador Schools in 2017. More than 2 600 teachers were appointed senior ambassadors, and more than 9 100 students became part of the junior ambassadors' network.

E.3 Visitors projects

The European Parliament has been striving to improve the experience of its visitors both on the EP premises in Brussels and Strasbourg as well as in the EP's Liaison Offices in the Member States. Over the past years, the need arose to introduce effective, informative and coherent reception arrangements and other facilities to all visitors in its different poles of attraction. In 2017, the Parliament pursued to improved offers to visitors in Brussels, Strasbourg and in the Liaison Offices. As regards the visitors' strategy validated by the Bureau in 2015, a new set of priority projects has been identified.

Implemented in 2017, the Visitors Strategy Coordination ensures the communication on and promotion of the global offer, as well as the entire marketing strategy for the visitor offer in Brussels and Strasbourg. It also manages partnerships with other EU institutions and local Belgian partners and authorities across a wide range of projects and common concerns. In 2017, this materialised in the implementation of a series of cross-communication activities.

The opening of the House of European History on 4 May 2017 by the President of the European Parliament, followed by the opening to the public two days later was of major importance. In the first seven months since its opening, the House of European History has welcomed almost 100 000 visitors for its permanent and temporary exhibitions.

Installing the most successful elements of the Brussels Parliamentarium in the Liaison Offices is also an important tool to improve Parliament's visibility. These new areas, called "Europa Experience", were established in Berlin and Ljubljana in 2016 and counted 144 570 and 7 185 visitors in 2017. The Parliamentarium Simone Veil in Strasbourg was inaugurated in 2017.

E.4 Events and exhibitions

The Parliament fosters interaction with citizens through recurrent and occasional events, in particular by celebrating the "Europe Day" - the 9th of May honours the Anniversary of the Declaration made by French Foreign Minister Robert Schuman in 1950. As every year, in 2017 the European Parliament organised on this occasion Open Days in its places of work, as well as in the Member States. In Brussels, this event was organised in collaboration with the other Brussels-based EU institutions.

E.5 Lux Prize, Sakharov Prize and European Citizen's Prize

The LUX Prize pursues two objectives: enhancing the circulation of European films across Europe and sparking Europe-wide debate and discussion on societal issues. To these ends, the LUX Film Prize promotes the distribution of its three contending films by subtitling each of them in the EU's 24 official languages and by producing one digital cinema package per film for each country. The award of the prize took place during the plenary session in November 2017. Winner was the film *Sámi Blood* from Armanda Kernell.

The European Parliament supports human rights through the annual Sakharov Prize for Freedom of Thought, established in 1988.

The prize is awarded to individuals who have made an exceptional contribution to the fight for human rights across the globe, drawing attention to human rights violations as well as supporting the laureates and their cause. The 2017 laureates were the Democratic Opposition in Venezuela.

Since 2008 the Parliament awards the European Citizen's Prize every year to projects and initiatives that facilitate cross-border cooperation or promote mutual understanding within the EU. The prize, which has symbolic value, is also intended to acknowledge the work of those who through their day-to-day activities promote European values. In 2017, the European Parliament has honoured 49 people and organisations from 26 EU countries. National award ceremonies were followed by a central ceremony in October 2017 in Brussels.

E.6 AskEP

The Citizens' Enquiries Unit (AskEP) answers information requests from members of the general public on the Parliament and EU issues more widely. The 2014-19 Parliament has witnessed a significant increase in the volume of requests, mainly as a result of seemingly coordinated 'write-in' campaigns on topical issues. As a matter of course, the unit replies to correspondence in the official language in which the citizen has sent their letter or email. In 2017, the unit treated over 9 200 individual enquiries and 42 900 'campaign' enquiries. Central topics of the year were the situation in Catalonia, the ongoing Brexit negotiations with questions often linked to the rights of citizens and migration policy.

F. CONTINUING TO IMPLEMENT THE MULTIANNUAL PROGRAMMES TO RATIONALISE AND MODERNISE KEY PARTS OF PARLIAMENT'S ADMINISTRATION
--

F.1 Buildings policy

Buildings policy is a long-term policy that does not follow the annual rhythm of the EU budget. For the best possible results in the long term, it is necessary to plan five to 10 years ahead while bearing in mind prospective needs emerging over 20 to 25 years. Building projects often require financing over several years; proper planning is therefore fundamental for sound financial management.

Building acquisition has been Parliament's main policy related to infrastructure investment since the 1992 Edinburgh European Council decision establishing the seats of the EU institutions. Building renovation on the other hand is a relatively new activity that due to the aging building stock will grow in importance. In the coming years, major renovations of big buildings, such as the Paul-Henri Spaak Building, are expected to take place.

In 2017, building projects at the three main working places and the Liaison offices continued as set out below:

Brussels

The first phase of construction of the Martens Building was finalised in 2016 and the handover from the promoter to the Parliament took place at the end of June 2016. The second phase of the project, in which the Parliament was in charge of the fit out and the adaptation works, was finalised in December 2017.

A 21-year usufruct contract was signed at the beginning of 2016 for the new Professional Training Centre. For this purpose, the existing technically outdated building Montoyer 63 was demolished in 2017 and the building works for the training centre started at the same site. For the 24 months it will take to build the training centre, the building Belmont Court is temporarily leased from the same provider.

Studies concerning the Wayenberg crèche extension (project approved by the Bureau in November 2016) have been completed. A tender procedure was organised in 2017 and opening is planned for the beginning of 2020. The crèche was initially opened in 2005 and the site is owned by Parliament.

The House of European History, hosted in the Eastman building, opened in May 2017. Architecturally, the project has taken an existing building, not designed as a museum, and transformed it into an example of cutting edge contemporary architecture and design offering a suitable environment for a major new museum.

At its meeting of 12 June 2017, the Bureau decided to exercise the contractual option to purchase the Trèves I Building for the price of EUR 1 000.

As requested by the Bureau, a concept for the possible future use of the House of the artist Wiertz and its garden was elaborated in 2017.

Luxembourg

The KAD (Konrad Adenauer) project constitutes the main axis of Parliament's property policy in Luxembourg. The new KAD building will consolidate activities in Luxembourg in one building complex with a view to rationalising costs. The project comprises two phases: the construction on the "East site" and the construction on the "West site". Following the Bureau decision of 6 July 2015, the decision on the future of the old KAD building is left for the beginning of the next term. As in previous years, the Committee on Budgets authorised in 2017 a year-end transfer for the pre-financing of the project. This transfer amounted to EUR 40,85 Mio.

Strasbourg

The Havel Building, originally constructed in 1955, used to be owned by the Council of Europe. It was bought by Parliament in 2012 and has been completely renovated and upgraded in a two-part project: refurbishment of the building proper and construction of a footbridge to link it to the Pierre Pflimlin Building and landscaping of the surrounding area. The building was brought into use in April 2017.

In the framework of the modernisation of the welcome areas, the Parliamentarium Simone Veil opened in July 2017.

Liaison Offices

In Ljubljana, the specific fitting-out work in the new Europe House was completed in 2016. The opportunity was taken to install interactive 'Europa Experience' features in the public area in order to make it more attractive. The inauguration took place on 3 March 2017.

In accordance with the Bureau decision of 12 December 2016, Parliament - acting as lead institution - launched a property market search jointly with the Commission with the aim of finding a building for the new Europe House in Rome. In the course of the survey, an assessment has been made of close to 40 buildings offered by six estate agencies.

At its meeting of 13 November 2017, the Bureau approved the signature of a lease for the 51, Blvd Haussmann building in Paris for the usage as House of Europe together with the European Commission.

The lease on the Europe House in Stockholm was due to expire on 31 March 2018. The premises have been occupied by Parliament's liaison Office and the Commission Representation since 2008. An offer by the owner of the building was received in 2017, proposing a three-year extension of the lease. Following a comparative study of prices on the local market which confirmed that the proposed rent increase was in line with market prices, the Administration was authorised by the Working Party on Buildings, Transport and a Green Parliament to conclude a supplementary agreement extending the current lease by three years.

The contract regarding the fitting-out of two floors of the building housing the Europe House in Sofia was signed in December 2017.

At its meeting of 13 December 2017, the Bureau endorsed the proposal to establish a joint European Parliament and European Commission Information Point at the new Central Library of Helsinki. The proposed lease will run for 10 years and can be renewed.

At its meeting of 13 December 2017, the Bureau endorsed the proposal to rent additional space on the ground floor of the Europe House in Tallinn with a view to transforming the public area into a genuine Europa Experience installation.

The Europe House in Dublin is jointly used with the Commission Representation (lead institution). On 12 June 2017, the Bureau approved an amendment to the Administrative Arrangement with the Commission to extend the current subtenancy until 15 September 2019.

The Bureau, at its meeting of 13 November 2017, approved the proposals to modernise the facilities at the Jean Monnet House in Bazoches in order to upgrade the visitor experience and to purchase a plot of land adjacent to the Jean Monnet site.

Maintenance policy

A multiannual maintenance and upkeep programme has been introduced. There were a number of key developments in 2017.

As regards Brussels, cases in point are the completion of two terraces on parts of the roofs of the Spinelli Building, the refreshment of the painting of the walls and technical installations of the Sports Centre, fitting-out of the Members' Portal and charging station for hybrid cars. The zone "Sanitary Facilities" for Members was put in service in the Brandt Building. The second installation phase of water fountains connected to the water network was completed. The recovery of two power supplies from the distribution network to the high voltage cabins in the Spaak and Spinelli buildings cables allows to ensure a redundancy in case of problems with the active source.

In Strasbourg, action taken in 2017 chiefly involved the beginning of regular maintenance works in the Havel Building after the building had been brought into use, the setting up of a connection system for auxiliary cooling units, the continuation of maintenance refurbishment work in the tower of the Weiss Building and the installation of charging stations for electric vehicles.

Following the collapse of the Strasbourg Chamber ceiling and its immediate rebuilding in 2008, as a precautionary measure Parliament had the ceilings of the main rooms and circulation areas in the Louise Weiss Building inspected. As a result, a number of defects and instances of non-compliance with building regulations and industry standards were established. Parliament brought legal proceedings against an insurance company. In view of the highly technical nature of this issue, the court appointed a panel of three experts to determine the causes of the problems and put a figure on the damage caused to Parliament. That panel also addressed a further problem that had been detected: the poor state of repair of the flocking on the structural steelwork supporting the roof of the building. After the technical aspects had been wound up, the main works proceeded in 2016 and were completed in 2017. As far as the claims are concerned, Parliament accepted a compensation of EUR 20 Mio proposed by the insurance company, with a view to bringing an end to the legal disputes.

With regard to maintenance work in Luxembourg, the cold generation was modified with a view to realising savings in energy. Other maintenance work included the reinforcement of physical security in the Schuman and Senningerberg buildings by the replacement of the key systems, the maintenance of carpets in the corridors of the Adenauer Building and painting remakes in Tower B.

F.2 Environmental policy

The European Parliament recognises that it has a duty to make a positive contribution to sustainable development as a long-term goal, not only through its political role and its

role in legislative procedures, but also in the context of how it operates and the decisions that it makes on a day-to-day basis.

Due to this environmental commitment, the European Parliament uses the Eco-Management and Audit Scheme (EMAS), which is a management instrument of the European Union for private and public organisations to evaluate and improve their environmental performance in accordance with the EMAS Regulation 1221/2009. The European Parliament is EMAS-registered at all three places of work since December 2007. Following the last re-certification audit, the registration was successfully extended until December 2019.

In accordance with Parliament's Environmental Manual, the Environmental Policy had been established by the Bureau and signed by the President and the Secretary-General on behalf of the Institution, first in 2007 and in a revised form in 2010. As the Environmental Policy should be renewed during each legislative term, a revised document was approved by the Bureau and signed by the President and the Secretary-General in 2016. In 2017, the EMAS Action Plan of the year was successfully implemented.

Overall, the Eco-Management System at the European Parliament is successful. All the 2016 mid-term KPI targets were achieved by 2016, and for many indicators the actual performance significantly exceeded the target level. New ambitious KPI targets were adopted by the Steering Committee for Environmental Management on 26 September 2017 in the areas gas, oil and district heating consumption, renewable energy percentage (new), electricity, paper and water consumption, waste recycling, reduction of non-recycled waste, reduction of food waste (new) and green public procurement (new).

One of the main objectives of Parliament is to reduce carbon dioxide emissions by 30% by 2020. By 2016, Parliament had already achieved a considerable reduction of 27.2% compared to 2006. At its meeting of 23 October 2017, the Bureau approved the new reduction target of its carbon dioxide emissions by at least 40% in 2030 compared to 2006. The new target for the period beyond 2020 is based on a comprehensive approach, building on the experience acquired by working on reaching the current target and applying Parliament's environmental management system in general. It takes into account the evolution of this performance indicator during the last years, best practice models as well as proportionality, feasibility and new developments in the European Parliament itself. Defining a new long term CO₂ emissions target allows for medium and long-term planning and sends a strong signal of practical commitment to the broader emission reduction targets at EU level, affirming the willingness on the part of the European Parliament to lead by example in this effort.

Whereas Parliament's environmental policy is based on preventing or limiting emissions first, carbon offsetting is a useful and compensatory measure to combat climate change. Since 2016, the European Parliament is the first EU institution to become carbon neutral, because after making all possible efforts to reduce its CO₂ emissions it offsets 100% of its irreducible emissions.

One element of Parliament's Environmental Policy is the commitment to "Green Public Procurement" (GPP), which is defined in the European Commission's Communication on Public Procurement for a better environment as: "a process whereby public authorities seek to procure goods, services and works with a reduced environmental impact

throughout their life cycle when compared to goods, services and works with the same primary function that would otherwise be procured"⁶.

F.3 Catering policy

Efforts continued in 2017 to modernise catering within Parliament until 2019 as laid down in the Bureau decision of 10 June 2013 on 'Parliament's future catering policy 2014-2019 - Guidelines for modernisation'.

A major element of the catering policy are unsubsidised “fixed price” contracts. In Brussels and Strasbourg, new contracts unsubsidised by Parliament had already entered into force in 2015 and 2016 respectively. The food offer was gradually diversified and new canteens and restaurants were opened. In Luxembourg, the timing of contractual changes will be aligned with the conclusion of the construction of the new Adenauer building.

In order to improve health and well-being at the workplace, it was decided to favour food options considered healthy and to support more sustainable food choices at Parliament's catering facilities. The latest restaurant/catering and vending service contracts have included requirements on fair trade aspects, transition to better diets, healthier lifestyles and combatting food waste. The tenders have also integrated criteria like seasonal products, animal welfare and a vegetarian offer.

Giving away unsold food to charity is also making its way as a good practice in Parliament's canteens and sale points. Another element of the catering policy is the further reduction of the use of bottled mineral water in meetings and the installation of water fountains in passageway areas.

F.4 Modernisation of information technologies

The renewed Bureau's Working Group on ICT Innovation Strategy met three times in 2017, providing a renewed impetus on implementing the 2014-2019 Strategic Orientations and consolidating shared vision for digital transformation in the EP.

In the framework of the strategic objectives 2016-2019, substantial progress has been made on enriching the spectrum of services provided to the users, in particular through strategic projects such as eParliament, ICT4MEP, the deployment of the new EP Intranet, and the Application's Strategy framework. New projects that have started in 2017, such as “From Tablet to Hybrid” and “Mainstreaming Innovation” contribute to this approach and will reinforce the Innovative and digital working environment of the Parliament. The state of play on the IT Plan 2017 showed that by the end of 2017, of the 293 projects planned, 74% were completed or ongoing.

The “From Tablet to Hybrid” project aims at a phased large deployment of hybrid portables to replace desktops in order to support the mobility strategy. The devices will offer additional features and integrated communication tools, opening up for important opportunities in mobility policies, teleworking and working space management.

⁶ COM (2008) 400, page 4

On 18 October 2017, the Publishing Service Desk (PSD) opened its doors. Designed to support MEPs, political groups, committees and DGs, the PSD supports any publishing need for communication activities within the Parliament and offers help with graphic design, printing, multimedia, and web projects.

In 2017, the Parliament's administration prepared for the migration of the European Parliament's IT systems from Windows 7 with Office 2013, to Windows 10 with Office 2016. This new platform brings a more modern and collaborative IT environment to the Parliament.

In 2017, the Financial Management System (FMS) project on the introduction of SAP continued. The aim is to improve the visibility and availability of decision-critical information on available resources (human, IT and financial) and their use, achieve efficiencies by standardising and automating key central financial processes, and provide a solution to the approaching technical obsolescence of existing IT applications, in particular the general and budgetary accounting systems and the payments system.

The evolving scenario of cooperation in the framework of the CII (Interinstitutional Committee on Informatics) required a stronger involvement in joint projects teams from the onset on challenging topics such as mobility and the digital workplace.

Two important international cooperation projects have taken form during 2017, one with the United Nation's High-Level Committee on Management Secretariat on the digitalisation of the Assembly decision-making processes and one with the Interparliamentary Union on the establishment of a Global Centre on Innovation in Parliaments. Both projects represent an important investment of in the light of the strategic objective to support technological innovation in favour of strengthening democracy.

F.5 Human resources management

In 2017, the update of the internal rules on human resources management continued and improvements in several processes were implemented. In relation to the recruitment of officials and temporary agents, a paperless approach was introduced for requests for recruitment and changes to contractual conditions. For the recruitment of contract staff, procedures were also simplified by the possibility for candidates to provide scanned copies of documents needed for their recruitment. As regards staff development, the actions included the career guidance and counselling services as well as the organisation, for the first time, of a Career Day in Brussels and Luxembourg. Training of staff continued with over 22 000 participants in the training courses in 2017. The quality of the training courses offered remains perceived as good, as the overall client satisfaction evaluation on administration, course content and trainer skills was 87% in 2017 (the target is at least at 80%).

The issue of equal opportunities remains a key component of Parliament's human resource management policy. The action plan for the promotion of gender equality and diversity for the current legislature, i.e. until 2019, contains specific objectives and in 2017 the implementation of the related measures was continued.

Following allegations of sexual harassment in the House, the Bureau discussed this issue during a meeting of 23 October 2017. A few days later, on 26 October 2017, the Plenary adopted a resolution on combating sexual harassment and abuse in the EU, so taking these allegations very seriously and applying a zero tolerance policy.

This gave new impetus to the entities already in place to fight harassment at Parliament's workplace, notably the Advisory Committee dealing with harassment complaints between Accredited Parliamentary Assistants and Members and the Advisory Committee hearing harassment complaints between staff members.

Since November 2016, an occasional teleworking scheme for the Secretariat-General of the European Parliament is in place. Whilst safeguarding the interests of the service and the effective organisation of the institution's work, Parliament wished to implement flexible, modern staff management arrangements in order to improve performance and staff motivation by promoting a better work-life balance. Occasional teleworking makes it possible for staff members to work at home on an ad hoc basis, for a maximum of three consecutive calendar days and on no more than 36 working days per calendar year. In September 2017, the Directorate General for Personnel (DG PERS) conducted a survey amongst management and staff on the first year of experience with the occasional teleworking scheme. It forms part of DG PERS' project on structural teleworking; the evaluation of the survey is ongoing. If the evaluation indicates that further steps towards structural teleworking are to be taken, the project foresees several structural and policy elements which will need to be implemented.

When the Staff Regulations of Officials were revised and the 2014-2020 multiannual financial framework was adopted, an interinstitutional agreement was concluded in which provision was made for reducing posts on each institution's establishment plan by 1% annually over five years. Due to specific new needs arising within Parliament, measures to cut posts will be extended for a further year until 2019.

For the 2017 budget 76 additional posts have been authorised for political groups. The conciliation agreement on the 2017 budget⁷ established that these posts would be fully offset by an equivalent reduction in posts on the establishment plan for Parliament's Administration, as a result of which a total of 136 posts were abolished in 2017, at Secretariat level.

In addition, 20 posts have been deleted from Parliament's establishment plan, reflecting the end of the transfers of staff foreseen in the administrative cooperation agreement signed with two committees on 5th February 2014. This agreement provided for up to 80 staff to be transferred on voluntary basis from the Committees to Parliament in support of building up the Parliament's Research Service, while a total of 60 staff were effectively transferred to the Parliament by 1st January 2016 (36 from the EESC and 24 from the CoR).

⁷ Annex to the European Parliament legislative resolution of 1 December 2016 on the joint text on the draft general budget of the European Union for the financial year 2017 approved by the Conciliation Committee under the budgetary procedure (P8_TA-PROV(2016)0475).

26 additional posts were granted to the institution as part of the phasing out of the Irish-language derogation and exempted from the application of the Interinstitutional agreement on the 5% staff reduction target.

REPLIES TO THE QUESTIONNAIRE IN PREPARATION FOR THE EP DISCHARGE FOR 2017

GENERAL CONTEXT

1. In May 2019 elections for the European Parliament will take place. Please provide us with a detailed plan of what is already done and spent for the preparation of the elections.

The administration received a mandate to develop an institutional communication strategy for the 2019 European Elections during the Bureau meeting in November 2017. From that point onwards, DG Communication and the entire administration of Parliament have geared all efforts into translating the strategy into operational reality.

As foreseen in the adopted strategy, the information campaign on the next European Elections presents a number of particularities and features that makes it quite different from the previous ones:

- a decentralised and localised campaign;
- a network ground game effort to involve voters and spread the message in a cost-effective way;
- key campaign moments : “one year to go”, the delivery phase, the Spitzenkandidaten process, the run up to voter registration deadlines in Member States, and the go-to-vote phase;
- data driven targeting using public opinion and media monitoring services to ensure a campaign tailored to key target audiences.

An Election Day and an inauguration ceremony for the new president of the European Commission will complete the Institutional efforts in connection to the elections.

An update on the implementation of the strategy was discussed by the Bureau in October 2018. The note, which received a warm welcome, could be shared with the Committee for Budgetary Control.

In the context of the budgetary procedure for the years 2018, the total amount for the 2019 election communication campaign has been set at EUR 33,33 million: EUR 25 million have been committed in 2018 and EUR 8,33 million to be committed in 2019. DG COMM requested to use part of this budget to reinforce the staff in the EPLOs through the recruitment of about 50 contract agents in view of the election period. This request was approved by the Committee on Budgets in its meeting of 21 February 2018. The essential goal of this strategy is to boost the presence of the Parliament in media and in social media.

2. *What is the cost of one-minute speaking time of a MEP in a committee meeting?*

It is not possible to give precise indications regarding the cost for committee meetings, let alone a fragment. Firstly there is no definition of the relevant elements to be taken into account; even if that would be the case many costs cannot be allocated directly to a committee meeting (salaries of officials present, heating costs of a building, etc). Thirdly even for cost that can be directly allocated numerous variables are involved. The cost of the interpretation for instance is affected inter alia by the linguistic profile of the meeting, the length and timing of the meeting, the number of other meetings taking place on the same day, the type of parliamentary week the meeting takes place in, the place of work where the meeting takes place, the availability of staff interpreters, the availability of local and non-local freelance interpreters, etc.

3. *How does the Secretary General see and evaluate the Bureau's and the administration's information policy? A MEP involved with the discharge procedure has little to no opportunity to fact check what different Director Generals from different DGs say in bilateral meetings and most things need to be taken at face value.*

All agendas of the Bureau meetings are published beforehand and are made available on Parliament's intranet and internet site. All discussions and decisions of each meeting of the Bureau are minuted and, once approved by the Bureau at its following meeting, these minutes are published on Parliament's intranet and internet site pursuant to Rule 31(1) of Parliament's Rules of Procedure.

Through the political groups the Vice Presidents ensure consultation and information of Members.

All Members have the right to ask questions concerning the performance by the Bureau of its duties pursuant to Rule 31(2) of Parliament's Rules of Procedure.

Concerning the information policy of the administration, each Director General has the obligation (according to Article 66 (9) of the Financial Regulation) to draft an Annual Activity Report on the performance of his or her duty. It must include a declaration of assurance in which the Director General provides assurance that:

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

The Secretary-General ensures that these annual activity reports are sent to the Bureau and Parliament's committee responsible for budgetary control (CONT).

Furthermore, an end-of-year report on budgetary and financial management is prepared annually and the Secretary-General forwards this for information to the Bureau, the

Committee on Budgets and the Committee on Budgetary Control. It is also published in the Official Journal.

4. *Could you please specify the measures taken in order to strengthen the in-house expertise on accounts and auditing that rapporteurs can make use of in the preparation of their discharge reports? Could you please specify the measures the EP administration have taken in order to comply with the above mentioned?*

As part of each discharge procedure, the Internal Auditor provides the secretariat of the Committee on Budgetary Control with copies of the reports adopted by him on audits conducted during the financial year to which the discharge pertains. The Internal Auditor meets with the Rapporteur to discuss the outcome of the audits and any other issues that the Rapporteur may wish to raise in the context of the discharge. Throughout the discharge procedure, the Internal Auditor remains at the disposal of the Rapporteur and the Committee secretariat to furnish advice and clarification where this is required.

As requested in Parliament's discharge resolution of 27 April 2017 regarding the implementation of the 2015 Budget, the Secretary-General invited the secretariat of the Committee on Budgetary Control (CONT), the Policy Department for Budgetary Affairs (PolDepD) and the Unit for Budgetary Policies (DG EPRS) to further intensify their cooperation in order to put all necessary existing expertise at the disposal of the rapporteurs for the Parliament's discharge.

As recommended by the EP Discharge rapporteur and with a view to explore good practices, the Directorate for Budgetary Affairs consulted the Dutch Parliament's services (DAO: Dienst Analyse en Onderzoek, former BOR: Bureau Onderzoek en Rijksuitgaven) in order to gather information on what kind of support is provided by these services in the context of the national budgetary and discharge procedures to the Members of the Dutch Parliament.

Following these contacts and the meetings held between DG IPOL and DG EPRS, a special dedicated 'Helpdesk' service for EP discharge rapporteurs was set up to provide help and support on how to better understand and interpret the outcome of annual accounting and audit reports, in addition to the already existing service delivered by the CONT secretariat in the frame of the discharge procedure. The Policy Department for Budgetary Affairs provides this Helpdesk function and serves as a contact point, in close cooperation with the secretariat of the CONT committee.

Since March 2018, the new 'Discharge Helpdesk' has analysed the EP management reports and accounts and has been assisting the rapporteur for the 2017 EP discharge to gather information. It has organised numerous meetings with various Parliamentary services on topics such as the drivers' service, building policy, travel service, catering and furniture, IT development and IT security, elections strategy, social media and fake news, interpretation, etc.

The Discharge Helpdesk is operational and remains available to further support the rapporteurs on the preparation of the Parliament discharge.

5. *In the context of the discharge there is a difference in what is adopted by the plenary and what is eventually done by the Bureau. Can the Secretary-General give an overview of the points on which the Bureau did not implement what was adopted in last year's discharge resolution? Can the Secretary-General indicate for each point for which reasons he did not implement the adopted recommendations? Why has the Secretary-General not previously drawn up an action plan requested by the Budgetary Control committee/plenary? The fact that the Bureau Members are supposed to know the recommendations does not seem to be viable, as many recommendations were simply ignored.*

The 2016 discharge resolution as adopted by the Plenary on 18 April 2018 asks the Bureau to take action on the following issues: Follow-up to the qualified opinion by the external auditor to the ENF Group; Implementation of a technical solution that allows Members to use their individual page on the Parliament's website for the voluntary publication of meetings with interest representatives; Alignment of the daily subsistence allowance of APAs on missions to Strasbourg with the one for official and other staff; Possibility for APAs, at certain conditions to be set, to accompany Members in official Parliament Delegations (same request also addressed to the Conference of Presidents); Possibility of appointing an external auditor in order to further improve the internal processes of harassment procedures; Assessment of the current situation of the voluntary pension fund; Changes in the General Expenditure Allowance; Implementation of risk mitigating measures to ensure a smooth running of parliamentary work in the case of system damages or blackouts; Diversification of an environmentally friendly Parliament's car-fleet.

The Bureau and the Conference of Presidents are the responsible bodies for matters assigned to them under Parliament's Rules of Procedure. Based on proposals submitted by the Secretary-General they already considered or are in the process of considering the majority of items described above. More concretely:

- In its meeting of 2 July 2018 the Bureau approved the closure of the 2016 accounts for the ENF Group and decided on the repayment of the expenditure classified as non-compliant with the applicable rules.
- Based on a Bureau decision, a technical solution was developed so that the MEPs can include on a voluntary basis a link on their EP web page to their private web pages where meetings with interest representatives can be listed. This technical solution was implemented and launched on 6 November 2018 together with the update of the Members Activities web pages.
- In its meeting of 2 October 2017 the Bureau decided the new allowance rates for APAs which entered into force on 1 January 2018.
- With a view to introducing further improvements in the prevention of workplace harassment, the Bureau endorsed in its meeting of 12 March 2018 an "Updated Roadmap for the adaptation of preventive and early support measures to deal with conflict and harassment between Members and APAs, Trainees or other staff". A set of implementing measures was approved by the Bureau on 2 July 2018. The organisation of an external audit of harassment procedures (for which the panel of experts was established in June 2018) is one of the items of the roadmap already implemented.

- The Bureau held a debate on the situation of the voluntary pension fund on 12 March 2018 on the basis of a proposal by the Secretary-General. The Bureau also held an exchange of views with the Chairman of the Fund on 30 May 2018. Any decision regarding the voluntary pension scheme will be taken at a future meeting.

- At its meeting of 2 July 2018, the Bureau adopted a revised list of eligible expenses for the General Expenditure Allowance, which is applicable from the next legislative term. It was also decided that Parliament shall pay the funds earmarked for the General Expenditure Allowance to a dedicated account to which it does not transfer any other allowances.

- As regards the European Parliament general contingency planning, a new Business Continuity Policy (outlining the Parliament's core activities and recovery time objectives) and the corresponding new Crisis and Business Continuity Governance Scheme for the European Parliament (defining a three-level response to incidents and crises applied throughout the entire EP administration) were presented to and validated by the Bureau in March 2018. The corporate Business Continuity Plan of the European Parliament has subsequently been elaborated. In accordance with this general plan, the services will start accompanying the Directorate-Generals on developing and implementing their individual Business Continuity Plans. As regards DG ITEC in particular, both the corporate Business Continuity Plan of the EP, as well as DG ITEC's own business continuity plan will constitute the contingency plan for long time system blackouts.

- As regards Parliament's car fleet, the Institution is in line with the targets stipulated in the ambitious E-mobility roadmap presented by the Secretary-General and adopted by the Bureau on 15 May 2017, while constantly being open to other emission free technologies that might appear. Reaching the zero-emission operation goal before the year 2024 remains the objective.

As for the possibility for APAs, at certain conditions to be set, to accompany Members in official Parliament Delegations, it has to be recalled that the Conference of Presidents and the Bureau have taken a political decision not allowing APAs to accompany Members on official Parliament Delegations and Missions.

6. On simplification of administration:

- *As this is also relevant to budget matters, which measures of simplification or streamlining have been undertaken so far?*
- *Is there incentive to do more? As an illustrative example, there are 4 if not 5 different parties involved to do repairs in an office: the person you call, the person who checks what the problem is, the person who does the repairs, the person who checks if the repairs have been completed.*

The simplification or streamlining of administration is an important field and very relevant to budget matters - especially in view of the continuous reduction of administrative posts in the institution's establishment plan. Measures have been undertaken in various areas and the answer to Q102 in the 2016 discharge questionnaire provided detailed examples of simplification initiatives in different areas of the administration. New IT systems and the digitalisation of procedures have resulted in more streamlined procedures with notably the introduction of "paperless" workflows. New IT systems will continue to be an important factor to achieve efficiency gains.

In the framework of the IT strategic objectives 2016-2019, substantial progress has been made through strategic projects. New projects that have started in 2017, such as “From Tablet to Hybrid” and “Mainstreaming Innovation” contributed to this approach and will reinforce the innovative and digital working environment of the Parliament.

In 2017, the Financial Management System (FMS) project on the introduction of SAP continued. The aim is to improve the visibility and availability of decision-critical information on available resources (human, IT and financial) and their use, achieve efficiencies by standardising and automating key central financial processes, and provide a solution to the approaching technical obsolescence of existing IT applications, in particular the general and budgetary accounting systems and the payments system.

The usage of the e-Tendering platform for procurement procedures will continue leading to considerable simplifications at the administrative level and to savings in time, paper and costs.

In the area of language services, the initiative “translation on demand” helped to reduce substantially the number of translated pages. For 2017, the estimated savings generated by this system in terms of translation pages for amendments at committee stage amounted to 40 000 net pages, equal to 2.8% of the total net production and the electronic “Meeting Request System” allowed savings on explanatory mails, phone calls etc.

Furthermore, productivity in the translation services was substantially increased allowing for a redeployment of 230 staff translators. In interpretation productivity was brought up by 2 hours per week of interpretation time. This process was initiated and monitored by the Secretary-General through the introduction of lead indicators of “number of pages per translator” and “booth hours per week per interpreter” respectively.

As regards human resources management, in January 2017, Parliament's Secretary-General launched an initiative intended to avoid that the reduction of posts in the Secretariat's organigram may impact its efficiency adversely. This initiative, known under the name of " DGs Transformation Plan", calls upon DGs to systematically screen and free up their respective resources (notably by discontinuing, externalising or digitalising activities), with a view to redeploying staff via transfers, upgrades and temporary shifts based on current priorities. Altogether, these measures represent an unprecedented simplification effort whose benefits are expected to last for the years to come. Moreover, in several areas such as in relation to the recruitment of officials and temporary agents, the annual staff assessment procedure, personnel records, the reimbursement of mission costs or the recording of sick leave outside the place of employment, the digitalisation of workflows led to further simplifications. With a view to managing requests related to APAs more efficiently, a new single contact point for APAs (APA desk) was opened in March 2018.

Efforts continued in 2017 to modernise catering within Parliament until 2019 as laid down in the Bureau decision of 10 June 2013 on 'Parliament's future catering policy 2014-2019 - Guidelines for modernisation'. A major element of the catering policy are unsubsidised “fixed price” contracts. In Brussels and Strasbourg, new contracts unsubsidised by Parliament had already entered into force in 2015 and 2016 respectively. In Luxembourg, the timing of contractual changes will be aligned with the conclusion of the construction of the new Adenauer building.

Another driving factor for efficiency gains is the usage of the management instrument “Eco-Management and Audit Scheme (EMAS)” by the European Parliament. It results in the systematic setting of performance targets and the measurement of their achievement. In 2017, the EMAS Action Plan of the year was successfully implemented. New ambitious Key Performance Indicator (KPI) targets were adopted by the Steering Committee for Environmental Management on 26 September 2017 in the areas gas, oil and district heating consumption, renewable energy percentage (new), electricity, paper and water consumption, waste recycling, reduction of non-recycled waste, reduction of food waste (new) and green public procurement (new).

In the area of Infrastructure and Logistics, several simplification measures have resulted in cost savings. Notably the consultation of users during projects' design phases is being implemented now for all new building projects. This dialog process reduces the number of future change requests and therefore reduces costs, improves timeliness and achieves better architectural results.

As regards the illustrative example of several people being involved to do repairs in an office, the Buildings Helpdesk offers a central contact point in the event of problems with office services (lighting, heating, water supply, cleaning). Furthermore, for any issues concerning furniture or moves, the Secretary-General created a Moves Service Desk within DG INLO in order to streamline all procedures in these sectors.

7. *Can you tell when MEPs can first publish their reports legislative footprint on the individual MEP section of the EP’s website as rapporteurs?*

In accordance with the model for a voluntary legislative footprint adopted by the Bureau on 12 September 2016, a model and explanatory note were sent to all Members on 6 October 2016. Since 1 November 2016, the template in “word” format is fully available as an annex to the model for draft report, report, draft opinion and opinion. The list of contacts is drawn up on a purely voluntary basis by the office of the Member concerned and under the exclusive responsibility of the rapporteur. The Secretary-General has meanwhile instructed Parliament's competent service to provide an IT tool to serve rapporteurs who might wish to make available a voluntary legislative footprint alongside their draft reports.

As regards the voluntary publication of Members' interest representative meetings, it should be noted that Members may already link their own homepage and social media presences to their profile on Parliament’s webpages. In the context of the update to the Members' profile pages and Parliament's website in general, the Secretary-General additionally instructed Parliament’s competent service to implement an approach to allow Members to improve accessibility of information they would like to make available, by including on the Member's profile in Parliament’s webpages a direct link to the part of his or her personal web pages on the meetings with interest representatives.

Since 6 November 2018, together with the update of the Members profile pages, it is thus possible to include a link to the personal web pages on the meetings with interest representatives. A farther-reaching proposal made by the Secretary General did not reach the necessary consensus in the Bureau and has to be reconsidered.

8. Have the administration prepared a report on the use of Parliament's premises by interest representatives and other external organisations? Is it available to the public?

The following table shows the list of organisations that have been authorised to use the premises of Parliament in 2017, for both Strasbourg and Brussels. Due to the continued yellow alert restrictions, the number of requests granted was smaller than in previous years.

Use of EP premises by external bodies in 2017	
Brussels	
Parti Populaire Européen	23-24 January
Comité des Régions	7-9 February
Mission of Israel to the EU	21 March
Comité des Régions	21-23 March
Comité Économique et Social	28-30 March
APPF - Autorité pour les partis politiques européens et les fondations politiques européennes.	11 April
OLAF	26 April
Comité des Régions	11-12 May
Parti Populaire Européen	8-9 June
Comité des Régions	11-13 July
ESCP	30-31 October
Comité des Régions	9 October
Knowledge4Innovation	28 November
European Commission DG Education, Youth, Sport and Culture	30 November
Parti Populaire Européen	4-5 December
European Disability Forum	6 December
Prix du Livre Européen	6 December
Strasbourg	
European Administration School (EAS) programme Erasme	14 March
European Administration School (EAS) programme Erasme	13 June
Ecole européenne de Strasbourg	6 July
European Administration School (EAS) programme Erasme	24 October

Parliament's premises are primarily used for parliamentary business, namely for meetings of parliamentary committees, political groups, interparliamentary delegations and for plenary sessions.

Individual Members may request authorisation from the Quaestors to organise cultural events and exhibitions. The criteria for holding such events are determined by the "Rules governing cultural events and exhibitions". The Quaestors and Parliament's responsible services ensure that these criteria are strictly respected.

Individual Members cannot request the use of and reserve any other of Parliament's premises, such as, for instance, meeting rooms. Such reservations can only be made via their respective political groups.

Authorising events in Parliament's Chamber (the Hemicycles in Strasbourg and Brussels) is the responsibility of the Bureau, also on the basis of the "Rules governing the use of Parliament's premises by outside bodies" mentioned above. On an entirely exceptional basis, the Chamber can be made available to other EU institutions and once a year to public bodies, for events in which Parliament is closely involved.

In addition, the use of parliament's premises by outside bodies is submitted to strict conditions (to the exception of the plenary's chamber that is submitted to stricter rules) which are, inter alia⁸:

- Requests must be submitted by another European Union institution, a national or regional parliament of a Member State, a public body or a European political party;
- Requests by public bodies to use the Chamber must be endorsed and justified in writing by at least two relevant parliamentary committees;
- The initiative must have a European dimension, be related to the activities of the European Union and be of direct interest to Parliament;
- Events may under no circumstances have a commercial purpose and must not undermine the dignity of Parliament. Sponsorship shall be prohibited, along with any form of partnership between Parliament and a private body.

9. *Can the Secretary General inform us about the common interinstitutional warehouse project?*

In the context of the ongoing efforts to reinforce security for the European Parliament, DG INLO and DG SAFE services have been jointly analysing the possibility of improving the security situation in the EP loading docks by rerouting the bulk of Parliament deliveries to an external location.

In such a scenario, a thorough security check would be carried out at the external location, after which the goods would be transported into our buildings using sealed EP vehicles. In both the Council and the Commission this is already the case for a significant part of deliveries.

In parallel, it turned out that the Commission and the Council needed to replace their logistics warehouses whose leases were close to expiration. In this context, a logistic building that responds to both the Commission and Council's warehousing needs was identified.

Following the offer by the Commission (OIB), Parliament accepted the proposal to join the project and share the use of this new warehouse (i.e. the space needed along with the screening facilities already in place and some office space).

⁸ Article 4 of the Rules governing the use of parliament's premises by outside bodies, adopted by the Bureau on of 14 march 2000.

Following that decision, DGs SAFE, INLO and ITEC services created a working group to define all necessary internal procedures to reload most of the deliveries to the new external site instead of the ASP building, define which of the deliveries can be rerouted towards the new building, define future impact on their activities and estimate extra costs (HR, equipment, adaptation of contracts).

In parallel, two Service Level Agreements (SLA) have been drafted in cooperation with OIB and the European Commission's Directorate for Security.

10. Can you explain what the “mobility strategy” and “working space management” aspects of the “From Tablet to Hybrid” project entail?

The “From Desktop to Hybrid” pilot project aims at the deployment of new hybrid devices to replace desktops computers installed in the three working places. “Hybrids” are lightweight flat computers equipped with a touchscreen, positioned between laptops and tablets.

In the context of the mobility strategy, the objective of the project is to examine whether hybrids would be suitable in the daily practice for a fully-fledged Digital Work Space environment and give the possibility to work anywhere, inside or outside the EP premises, using Wi-Fi or wired connections. Indeed mobile users can use their device in meeting rooms or even outside the EP, while being able to access all their documents and applications. Additional facilities such as chat, phone and videoconferencing create the possibility to create a workplace independent of physical locations. The possibility to work from anywhere with a hybrid device could have an impact on the future working space management, because staff would not necessarily have to work from a fixed office all the time.

The introduction of hybrid devices will also allow to reduce costs of IT equipment provided to mobile and teleworking staff as well as reducing IT equipment maintenance costs.

11. Is there any development about the project “The Jean Monnet Academy”?

The Jean Monnet Academy is a brand with two pillars in the area of training.

One pillar of the project is a ‘school of leadership’ with the aim to put in place tailor-made management development programmes based on an analysis of collective development needs and aligned to Parliament's strategic direction.

In terms of desired impact, such a programme will:

- help Parliament's managers to be more effective in conducting change in the organisation; in addition, it could have a positive impact on the performance of the whole organisation;
- be an important signal for other Parliament staff that management cares about development and believes in its benefits;
- profile Parliament within the European context as an organisation with highly competent managers and strong collective leadership.

The management development programme will be rolled out in 2019.

The second pillar concerns the development of an in-house faculty. The purpose is to build on the vast and diverse knowledge of EP staff and to encourage knowledge transfer. In this context, a number of corporate-level training courses were developed and will take place in 2019.

As the project was still in a conception phase in 2017, there were no budgetary implications in 2017.

In 2018 the needs analysis was conducted and a call for tender for a partnership with a suitable European business school was completed.

12. DG PRES organised more ad hoc events in 2017 than in 2016. What is the procedure for the decision to organise an event and the reception of delegations? Why did this number (62 in total) increase? What was the intended result in the context of key performance indicators? (Paragraph 2.4 Annual Activity Report 2017 DG PRES)

The decision to organise an event in the Parliament or to invite a dignitary is taken by the Bureau or by the Conference of Presidents. Then, DG PRES (Protocol Service) supports the organisation of the event and reception of the delegations of dignitaries invited, following the guidelines given by the political authority (President's Cabinet) and according to Parliament's internal rules.

The 62 events listed in the 2017 statistics of the Protocol Service include all the events organised by Parliament in 2017, i.e. not only "ad-hoc" events but also annual ("recurrent") institutional events.

Among others, the 2017 "ad-hoc" events included the celebration in plenary of the 60 years of the Treaty of Rome, the 30th Erasmus Anniversary, the Helmut Kohl ceremony, the inauguration of the Schirmeck Memorial in Alsace, the inauguration of the V. Havel building and the opening of the Parlamentarium in Strasbourg.

Among others, the annual ("recurrent") events were the Sakharov Prize, the Lux Prize, the European Citizen's Prize, the Charlemagne Youth prize and the Open days in Brussels and Strasbourg.

When an event is organised following a political decision, the Protocol Service is in charge of the event related protocol activities and works in close cooperation with the other Parliament services involved in those events.

The Protocol Service contributes to the preparation of the ceremonial programme, assists with the drafting and sending of invitations, liaises with VIP guests, organises official meals / receptions, if this is foreseen, and takes care of their transport arrangements. A Protocol Officer is always present to welcome the VIP guests at the European Parliament and accompany them for the entire duration of the event.

The increasing number of events registered in 2017 (from 51 to 62) may be explained by:

- a higher number of inaugurations' ceremonies (6 in 2017; 1 in 2016), for instance, as mentioned above, the inauguration of the Vaclav Havel building or the Parliamentarium,
- the High-Level Conferences in the context of the election campaign strategy approved by the Bureau in November 2017 under the initiative of President Tajani (4 in 2017; 0 in 2016),
- as the organisation of Helmut Kohl's Ceremony in July 2017.

Concerning the intended result in the context of key performance indicators, the impact of a concrete event is considered on a case-by-case basis taking into account mainly how many people attended/attended the event and its impact in the social networks and media communications.

The Protocol Service should ensure that the event is organised in a manner that will most benefit the dignity and the stature of the Institution.

13. How many away days did the whole administration and the Bureau have in 2017? Where did they take place and how many people participated respectively? What were the costs incurred?

AWAY DAY	Venue	Duration in days	Participants*	Facilities costs in EUR	Mission costs in EUR	Trainer costs in EUR	Total
EP Senior Management	Aachen	1,5	70	Budget 2016	14.763,00	0	
DG PRES	Beersel	1	9	791,91	49,00	0	
DG INTE Senior Management	Bazoches	2	33	5.048,66	13.407,00	7.545,00	
DG EPRS Senior Management	Brussels	0,5	6	437,00	0,00	2.430,00	
DG FINS	Spa	1	48	3.196,00	12.555,00	0	
DG EPRS Management	Beersel	0,5	31	2.305,06	803,00	0	
BUREAU	Bazoches	2	28		14.310,00		
DG EXPO Management	Brussels	1	25	1.803,90	0	200,00	
TOTAL				13.582,53	55887,00	10175,00	79.644,53

*Supporting staff included.

DELEGATIONS

- 14. A delegation to Egypt took place in April 2018:**
- a) How many staff from the European Parliament and from which committees, DGs participated?**
 - b) How long did they stay in Egypt?**
 - c) What were the total hotel costs for the EP staff members?**
 - d) What were the total travel costs for the EP staff members?**
 - e) What were their tasks, respectively?**

The 5th Summit of Presidents of Parliament and the 14th Plenary Session of the Parliamentary Assembly of the Union for the Mediterranean (PA-UfM) took place in Cairo on 28-29 April. The EP delegation was authorized by the Conference of Presidents on 15 March 2018 to send up to 20 Members of the Delegation to the PA-UfM and 5 Members for the Working Group on Palestine to attend.

Held back-to-back with the Speakers' Summit, the annual Plenary Session of the 280 members of the Parliamentary Assembly also marked the end of the Egyptian Presidency, and the start of the European Parliament Presidency of the PA-UfM. Members participated in the Political Committee, the Working Group on Rules and Procedures and the four Committees (Energy, Economy, Culture, Women), as well as, to the Bureau and Enlarged Bureau meetings.

The EP delegation was composed of 17 Members, 9 political groups' staff and 14 DG EXPO officials (9 from the Euromed and Middle East Unit, 2 from the Policy Department for External Relations, one from the Secretariat of the Committee on International Trade, one management assistant and one director). In addition, 2 EP translators dealt, on the spot, with the French, English and Arabic amendments tabled at the meetings of the Political Committee and the Working Group.

The 16 officials stayed in Egypt between three to four nights (11 staff stayed 3 nights and 5 staff stayed 4 nights). Some of the officials held preparatory meetings on Thursday 26 April since the Egyptian parliament was closed on Friday 27 April. Those officials then worked on urgent preparatory matters from the EU Delegation premises on 27 April. The total travel cost for the 16 officials was EUR 30 750 and the total hotel cost was EUR5 755. Daily allowances amounted to EUR 3 965.

The distribution of tasks for the Euromed & Middle East Unit and the Director, as adopted before the 14th PA-UfM Plenary Session, is shown below. The four other DG EXPO officials were supporting Members and the core Euromed team. Each of the bodies (Summit, Plenary, Enlarged/Bureau, Committees and Working Group) had to be followed by EP staff, who also had to ensure general coordination between Members, with the outgoing Presidency and other delegations.

Horizontal Tasks		Back-up
• Overall Coordination	Director	Head of Unit/ AD A
• Liaison with Egypt	Head of Unit	Director / AD A
• Liaison with Vice-President and assistance for bilateral meetings	Director / Head of Unit AST A	AD A AST C
• Contact point MEPs	AST A	AST C
• Registration of MEPs, liaison with political groups, update list of participating MEPs plenary	AST B	AST A
• Security file	AST B	AST A
• Preparation of the MEPs files	AST C	AST A
• Summit and plenary files for the hierarchy	AST D	AST G
• Translation - Relations with DG TRAD (coordinator)	AST A	AST E
• Management of the functional mailbox Euromed	AST E	AST B

• Logistics: Hotel booking for staff	AST F	AST A
• Liaison with the Egyptian organiser: transport, security;	AST F in cooperation with AST A	AST G
• Committees logistic CoPo, WG Rules (room plan, cavaliers) + liaison with the Egyptian organiser; • IT services, office furniture, laptops, GSM, phone lists, medical kit + liaison with the Egyptian organiser	AST F in cooperation with AST A	AST G
• Feedback notes : coordination, collection, dissemination (mailing list)	AST A	AST B

Speakers' Summit		Back-up
• Overall Coordination summit + feedback note	Director/ Head of Unit AST A	AD A AST G
• Liaison with Vice President	Head of Unit AST A	Director/ AD A AST G
• Declaration (EP amendments and inter-service consultation)	Head of Unit/ AD A AST A	AST G
• Chair's notes Vice President	AD A	Head of Unit
• Feedback note	Head of Unit	Director

<ul style="list-style-type: none"> Update list of participants; liaison with the 28 EU National Parliaments; assistance to EP delegation 	AST A	AST G
---	-------	-------

15. *Malgré les demandes multiples et répétées de remplir de contenu les pages Web des délégations du Parlement, on constate après une analyse approfondie de celles-ci, que, à de rares exceptions près, un nombre non négligeable des pages Web des délégations sont sans mise à jour même pour les données indispensables, vides de contenu et que, dans un tel état, non seulement elles ne servent à pas grand-chose, mais en plus elles donnent une très mauvaise image du travail du Parlement dans ce domaine, très loin par ailleurs de la réalité. Le Parlement a demandé plusieurs fois de remédier à cette situation. Quels sont les motifs de ne rien avoir fait dans ce sens? Que compte faire le SG à ce propos tout spécialement en vue des prochaines élections européennes?*

In 2017 the delegations' websites were revamped and moved to a new platform that allowed the secretariat to present a fuller picture of their activities. In addition to a general introduction to the delegations, their typology and the Conference of Delegation Chairs, by the end of 2017 each delegation managed a sub-site that includes separate pages for:

1. a letter of welcome from the Chair,
2. an introduction,
3. a history,
4. the list of Members,
5. a page summarising the ordinary meetings,
6. a page for inter-parliamentary meetings,
7. a calendar,
8. links to the e-meeting site with meeting documents,
9. European Parliament resolutions,
10. key EU texts related to the delegation's area of expertise (such as Association agreements or treaties).

In addition, those delegations that participate in a structured inter-parliamentary committee with rules of procedure have a page devoted to the rules, and those delegations that issue press statements have a page for those official positions.

Some of these pages do not require frequent changes. The introduction and welcome letter, for example, will be revised in 2019 at the end of the present term. The pages on EP resolutions and EU texts should be updated when there are significant additions or modifications.

However, a number of other pages – particularly those highlighting ordinary and inter-parliamentary meetings – require that the secretariat staff manually add text and sometimes photos to provide a complete picture of the delegations' activities. This stands in contrast to the committees websites, which are largely automatically updated by the tools used by the committees (such as ITER), which are unfortunately not available to delegations. As a result, while most of the standing delegations have exploited the possibilities offered by the new platform (see for example those covering Balkans and the North, ACP countries and the Americas), other delegations still lag behind.

In order to ensure that the sites are brought up-to-date and accurately portray the delegations' activities, an update process will be completed by the end of 2018, for every single site, to better reflect the delegation's diverse and substantive work for the forthcoming electoral period and beyond. In addition, to improve its efficiency, a structural change is considered that would assign responsibility for the websites to a small, dedicated team. 2018 is expected to produce a meaningful improvement in those sites that have been insufficiently maintained.

16. *Parliament extended its priority list in the context of Democracy support activities to Ukraine, Georgia, Moldova, Tunisia, Morocco, Peru, Myanmar, Nigeria, Tanzania and the Pan African Parliament. What are the costs involved per country? Based on which criteria are decisions to put a country on the priority list taken? How do the support activities relate to the activities of the Commission and the EEAS? Is there any overlap in the funding? Who is deciding on individual projects? (paragraph 2.4.2.4. Annual Activity Report DG EXPO)*

The Democracy Support and Election Coordination Group (DEG) is, by virtue of the EP Conference of Presidents decision of 13 September 2012, competent for “providing political supervision to matters related to the monitoring and continued follow-up of elections (...) and to the promotion of parliamentary democracy, with priority for the neighbourhood ones”. Fulfilling this mandate, the DEG agreed at the end of 2014 on a global concept for the development of EP democracy support activities, to ensure that all parliamentary support activities are carried out in a coherent and complementary manner, but also by focusing as much as possible on providing EP assistance and resources to a limited number of countries.

In this vein, the DEG reconfirmed in 2017 as priorities Ukraine, Georgia, Moldova, Tunisia, Myanmar, Nigeria and Peru, as well as a regional parliament (Pan-African Parliament), but put on stand-by activities in Morocco and Tanzania. The approach followed by the DEG has therefore been to give priority to the eastern / southern neighbourhood (GE, MD, UA, TN), also selecting one other country per continent where the EP has observed elections (Peru for the Americas; Nigeria in Africa; Myanmar in Asia). It is also a dynamic approach: the DEG has not shied away from putting on hold activities in countries where democracy has been backtracking or which have been unresponsive. Lead Members appointed by the DEG - often former Chief EU Observers in charge of EOMs - provide political oversight to the exercise.

In parallel to its full array of democracy support and capacity building activities, the DEG further developed a wide-range of parliamentary mediation and dialogue activities, including inter-party dialogue and consensus building, the concept of Jean Monnet Dialogue, prevention of election-related violence, parliamentary support to conflict prevention and peace processes as well as the EP Young Political Leaders Programme. One of the most prominent examples of mediation and dialogue activities carried out in 2017 include the case of Ukraine where the European Parliament continued the successful implementation of the high level Jean Monnet Dialogues with the Verkhovna Rada of Ukraine.

In developing these capacity-building activities, the DEG takes stock of the political developments, especially in democratisation terms, and focuses on the relevant parts of

conclusions and recommendations of previously deployed Electoral Observation Missions. This allows assessing the areas where direct EP engagement could provide a specific added value, by engaging in capacity building activities from Parliament to Parliament.

The rule is for these activities, usually addressed MPs and to Parliamentary officials, to be defined jointly with national parliaments, and in close cooperation with EU Delegations in the country as well as EEAS/EC in Brussels. Support activities organised in this framework are therefore complementary to the ones envisaged by the Commission and the EEAS, and allow to draw on the EP's specific expertise (both administrative and political) on matters related to parliamentary business. These can cover a variety of fields – from parliamentary mediation, to seminars on more technical issues (legislative drafting, budgetary matters, personnel policy, etc). Whenever standing EU programmes exist already (such as, for instance, the twinning/EU jumelage existing with Morocco and Tunisia), the activities that are organised with and by the EP duly take this element into account so as to focus on these specific areas where EU national parliaments lack specific expertise. These efforts allow, precisely, to avoid overlaps and to maximise synergies when these can be identified. A good example of this was the key capacity-building event organised in this framework in 2017, under the auspices of President Tajani, namely the Tunisian week (2/4 May 2017). A series of capacity-building meetings and workshops were organised during 3,5 days for 64 participants (MPs and officials) belonging to the Assemblée des Représentants du Peuple - and close cooperation with the EEAS meant that the travel costs (excluding hotel costs) to the EP for 53 of them were actually borne by the EU Delegation in Tunis.

COSTS INVOLVED PER PRIORITY COUNTRY FOR 2017	
PRIORITY COUNTRY/REGION	AMOUNT (EUR)
UKRAINE	87 214
PERU (fact-finding, just launched)	385
NIGERIA	76 799
MYANMAR	14 976
TUNISIA	42 382
GEORGIA	15 024
MOLDOVA	21 391
MOROCCO (<i>scaled down; previous commitments</i>)	10 061
PAN-AFRICAN PARLIAMENT	22 077
TANZANIA (<i>scaled down; previous commitments</i>)	4 865
JOINT EVENTS (<i>involving all countries</i>)	68 820

17. One of the projects managed in the media area that is led by DG COMM is ‘Fake News’. How does the strategy of DG COMM relate to East StratCom Task Force of the EEAS? Did Parliament and EEAS work together on this and do they have the same goals? What is the definition of fake news; what are the main priorities? (What strategy was prepared on fighting fake news? How is the independence of the media guaranteed in this regard?)

Protecting the European Parliament and European Union’s reputation is a central mission of DG COMM. Following the decision taken by the Bureau on 13 December 2017, a Spokesperson’s unit was created, which has been operational within the Directorate-General for Communication as of 3 January 2018. The unit has been tasked with developing and coordinating the Parliament’s strategy against disinformation as well as the Parliament’s reputation management and crisis communication on a daily basis.

The Parliament adopted a resolution in November 2016 on EU strategic communication to counteract anti-EU propaganda by third parties⁹.

The Spokesperson’s Unit provides support to Members who request this, to the Spokesperson, EP press officers and social media community managers (at both central and decentralised levels) with lines-to-take and response strategies.

The unit has launched an initiative to set up cooperation with other institutional actors such as the European Commission (DGCOMM, DGCONNECT), the Joint Research Centre and the European External Action Service (Strategic Communication Division) to exchange information, best practices, create synergies and avoid duplication when possible.

As stated in the May 2015 Council Conclusion, the mandate of the Stratcom East Task force specifically focuses on six Eastern Partnership countries and Russian disinformation and narratives. The Parliament strategy, by contrast, focuses on incorrect information which harms the EU in general and Parliament in particular. Nevertheless, the Spokesperson’s Unit is studying how to work together with the EEAS East Stratcom division in exchanging alerts, best practices in detecting disinformation, media literacy expertise and proposing alternative narratives.

The action plan on fighting fake news approved by the Bureau Working Group on Communication on 24 April 2018 focuses on a triple approach of prevention, detection and response:

- Prevention is highly important. Once the disinformation has spread, it is very hard to change people’s perception. A large part of DG COMM’s prevention work consists of traditional communication work (contacts with journalists, visitors, teachers, etc).

⁹ <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//NONSGML+TA+P8-TA-2016-0441+0+DOC+PDF+V0//EN>

In addition, it regularly publishes the answers to frequently asked questions on the EP press website and it is developing actions to support media literacy initiatives (e.g. a Fact-checkers conference organised 27-28 September 2018).

- On detection, DG COMM is actively developing synergies within Parliament and with external actors (EC, EEAS, JRC ...) to boost existing capabilities while keeping costs down, aiming at near real-time detection of incorrect and potentially harmful reports in order to be able to respond rapidly. The Spokesperson's Unit aims to identify and deploy appropriate software and hardware tools and acquire the necessary human resources to enable early detection of serious disinformation attempts targeted at the institution.
- The unit analyses if, how and which audiences should be targeted in efforts to rebut disinformation, it defines the tone of the message as well as the best tools to be used. The unit coordinates closely with outreach units and has created a database with lines-to-take.

A core problem with information manipulation is that it undermines the free media by attacking people's trust in factual reporting. In all its actions, DG COMM therefore has always been careful to refrain from actions which could in any way harm the independence and the freedom of media.

18. *With regards to the communication policy, please provide details on the decision regarding "several other concrete projects to follow in due time" (page 27 of EP report on budgetary and financial management - financial year 2017).*

The House of European History has started, since its opening on 4 May 2017, the preparation of a range of museum activities, notably the organisation of events and of guided tours. Guided tours were carried out by the HEH's own staff as well as by external guides. Another important part of the educational offer consists of a number of publications such as learning material for use at schools. This material is available in print and online. The HEH's events programme is a key element in making the HEH interesting and attractive among the public. Preparations are ongoing for the second and third temporary exhibition which should open respectively in February 2019 and May 2020.

The Parliament continued its strategy of installing the most successful elements of the Brussels Parliamentarium in the Liaison Offices with the opening of a Europa experience in Ljubljana at the end of 2016.

In 2017, the Parliamentarium Simone Veil was inaugurated in Strasbourg and preparation works have started in Copenhagen with the aim of opening the improved facilities in 2018.

At the end of 2017, political authorities also approved the establishment of improved visitors' facilities in Tallinn, Helsinki and Paris. The Europa Experience in Helsinki is now scheduled to be opened on 5th December.

Finally, a decision was taken at the end of 2017 on the visitors' experience at the Jean Monnet House in Bazoche.

19. Please, explain the necessity of having EU information offices in cities, where the EP already has a seat.

The European Parliament has Liaison Offices in the 28 capital cities in the Member States and a second, small office (“regional antenna”) in the six largest Member States (these are located in the cities of Munich, Edinburgh, Marseille, Milan, Barcelona and Wroclaw). At the end of 2017, the Secretary-General suggested a reform of the EPLO’s mission to the Bureau which was approved.

Their revised mission statement aims at engaging with citizens, media and stakeholders in order to reach out to the citizens. A pro-active engagement in two-way communication is key, listening to citizens and stakeholders at local level on the one hand and using audience insights to adapt messages on the other.

In **Belgium** and **Luxembourg**, the Liaison Offices are physically located in the cities of Brussels and Luxembourg, which are also the administrative seats of the European Parliament. These Liaison Offices have the same objectives and tasks as Parliament’s Liaison Offices (EPLOs) in all other Member States: reaching out to citizens of Belgium and Luxembourg respectively and stimulating public debate via the national media and other national multipliers, civil society, teachers and schools, universities, stakeholders in legislation etc. Similarly to other EPLOs, focus is given to "going local" in the regions of Belgium and Luxembourg and providing platforms of debate for Members of these countries. These objectives and tasks are not related to the seat of the European Parliament.

The office in Brussels is located in the central premises of Parliament to increase cost-efficiency and to develop synergies with other services, to the benefit of the national Members and the cities of these two countries.

The **Strasbourg** Office is different from other Liaison Offices in so far as its main “raison d’être” is linked to the seat of the European Parliament in Strasbourg. The Strasbourg Office liaises with local and regional authorities in Strasbourg and in the region on both sides of the Rhine, as well as with the Council of Europe. In addition, it organised many pedagogical activities targeting youth, including 20 sessions of Euroscola which welcomed 9 579 participants from all Member States that have the chance to meet Members. This programme gives young people the opportunity to act as an MEP for one day. The Office in Strasbourg is also responsible for the organisation of the Open Door Days at the seat of the Parliament. Adding the individual visitors and groups, Strasbourg welcomed approximately 96,000 visitors in 2017.

- 20. With regard to the information offices, please provide the details of their budget for year 2017, ideally in comparison to budget year 2016:**
- **Breakdown of EU information offices per Member state and respective expenditure**
 - **Number of Staff employed by Member state and their official grade**
 - **Details concerning the criteria employed in allocating offices**
 - **Employment modalities (national employees or EU staff)**
 - o **Average remuneration grade**
 - o **Highest and lowest individual remuneration grades**
 - o **Additional entitlements**
 - **Please provide information as to what degree the furniture and equipment are standardised across all IOs.**
 - **If there is no standardisation, why is that the case?**
 - **Why are some IO bought and others rented? Is this for economic or other reasons?**
 - **Regarding the cost for rent you provided in the last discharge procedure for 2016, are the maintenance costs included?**

It is important to remind that a new Mission Statement for the information offices, now called Liaison Offices (EPLO) was adopted by the Bureau in December 2017. It spells out clear priorities for the Offices in the fields of media, stakeholder and citizen engagement. DG COMM is since this approval in the process of upgrading the impact of EPLOs as a strong decentralised asset for Parliament and its Members.

a) Breakdown of EU offices per Member State and respective expenditure

The European Commission Representations and the European Parliament Liaison Offices (former EP Information Offices) share premises in the 28 capital cities in the Member States, called “Europe Houses” (with the exception of Athens, Edinburgh and Brussels where they are in separate premises; in the case of Brussels, the EPLO occupies offices in the “Station Europe” building). The European Parliament has a second, small office (“regional antenna”) in the six largest Member States. These offices are located in the cities of Munich, Edinburgh, Marseille, Milan, Barcelona and Wroclaw. In these cities, premises are also shared with the Commission (with the exception of Edinburgh where they are in separate premises).

Operational expenditures could be split into those linked to general communication activities, addressed to stakeholders, media and general public and those linked to particular activities (Euroscola, Europa Experience, Open Door Days). A breakdown for both types of activities, by EP Liaison Office may be found in the Annex.

1. Operational expenditures linked to EPLOs’ general communication activities aimed to reach different target groups (in particular stakeholders, media, youth) :
Please refer to Annex Q20, under a) 1.
2. Operational expenditures linked to specific activities (Euroscola, Europa Experience, Open Door Days):
Please refer to Annex Q20, under a) 2.
3. Running costs

Please refer to Annex Q20, under a) 3.

- b) Number of Staff employed by Member state and their official grade

Please refer to Annex Q20, under b).

- c) Details concerning the criteria employed in allocating offices

In the case of a market prospection aiming to find a building to host a new House of Europe or Liaison Office, DG COMM as client service is consulted by DG INLO. The European Commission Blue Book specifications are used to determine the amount of office space required. Once a building is selected, the office layout is designed according to the limitations of each specific building. Once the premises are made available to the client service, the Head of the Liaison Office assigns offices to staff members.

- d) Employment modalities (national employees or EU staff)
- Average remuneration grade
 - Highest and lowest individual remuneration grades
 - Additional entitlements

The employment modalities for the EU statutory staff (officials and contract agents) are set out in the Staff Regulations and in the ‘General implementing provisions governing competitions and selection procedures, recruitment and the grading of officials and other servants of the European Parliament’. Remuneration for EU statutory staff is based on the Staff Regulations. There are no national employees in EPLO's.

It is key to underline that differently from the past, with today's new communication platforms (mostly digital), the huge majority of communication efforts are invested in communication professionals, who are those that conceive and implement the communication actions. Staff cost represent hence the real major share in communication. Staff in EPLOs dedicate themselves fully to the organisation of seminars for the press and other media work; community management and digital activation; events organisation and public relations activities.

- e) Please provide information as to what degree the furniture and equipment are standardised across all LOs.

If there is no standardisation, why is that the case?

Furniture, IT equipment and security equipment are provided by DG INLO, DG ITEC and DG SAFE respectively, which allows a very high degree of degree of standardisation across all the European Parliament's Liaison Offices.

The furniture provided to the Liaison offices are following the same guidelines as for the three main places of work of Parliament. Moreover, the same framework contracts are used to purchase the furniture for the main work places and for the Liaison offices.

- f) Why are some IO bought and others rented? Is this for economic or other reasons?

In line with Parliament's Building Strategy, properties were purchased in the past if appropriate buildings were available for sale at the time when the lease was about to

expire. Within each market prospection, buildings for both purchase and rent are sought. If a building meets the search criteria for a House of Europe, notably in terms of its location, footfall, visibility and the envisaged functionality as well as its rental price, quality of infrastructure, access to persons of reduced mobility, energy performance and public transport access, then purchase is prioritised over rental whenever possible. Over the long-term, ownership is deemed more economic, provided that the necessary human resources are available to manage and maintain the buildings in the different Member States.

- g) Regarding the cost for rent you provided in the last discharge procedure for 2016, are the maintenance costs included?

Regarding the buildings of Liaison Offices, the maintenance costs are included in the answer to a) above. See tables provided in Annex Q20, under a) 3.
For 2016, see the replies to the questionnaire, question 20.

21. *New Information Offices (Europe Houses) will be established in Paris, Rome, Stockholm and the contracts for Budapest and Dublin will be extended. Furthermore, Parliament has Information Offices in Brussels and in Luxembourg.*

- *What is the outreach of the current Information Offices? Please specify per Office.*
- *How do the Information Offices ensure that citizens are aware of the work undertaken by the European Institutions? Also, if people are not aware of the existence of the Information Offices, how could they consult them in case of ambiguities/questions? How is it prevented that only citizens concerned are reached?*
- *Please provide us with a total overview of the costs of the Offices.*
- *How did they function in the context of key performance indicators? Are they cost-effective?*

- a) What is the outreach of the current Liaison Offices? Please specify per Office.
b) How do the Liaison Offices ensure that citizens are aware of the work undertaken by the European Institutions? Also, if people are not aware of the existence of the Liaison Offices, how could they consult them in case of ambiguities/questions? How is it prevented that only citizens concerned are reached?

The profound political, social and economic changes in Europe, along with changes in the media landscape and communication methods has led to a deep revision of the mission statement of the EP Liaison Offices (previously Information Offices). Outreach towards the citizens is at the core of the offices' actions. A pro-active engagement in two-way communication is key, listening to citizens and stakeholders at local level on one hand and using audience insights to adapt messages on the other.

The EPLOs have developed a strong digital presence. Locally managed social media activities in the national language have increased substantially. Each office has been reinforced with a community manager who will be key in the intense digital campaign of the upcoming European Elections. Based on objective criteria, EPLOs have also received up to three additional press officers per country. These efforts are extremely useful in order to reach and engage the conversation with the citizens.

The revised importance given to media relations as well as the online debate generated by the digital activities also has triggered increased media attention. As media outlets are decreasing travel budget, the local contact had to be intensified within the EPLOs; it has also supported a closer reach to the European citizens via its local medium.

The direct, physical experience is also key to reaching all audiences. Therefore, human resources and budget of the offices are deployed for reaching out to young people (European Parliament Ambassador School project, Charlemagne Youth Prize Laureates, Euroscola programme) and stakeholders at local level, thanks to a very active participation of the Members of the European Parliament in the Stakeholders' debates, for example.

Finally, a major part of the budgetary and human resources of the EPLOs will be dedicated to the European Elections campaign which through its ground game has placed the outreach and network activation at the core of the Offices work.

c) Please provide us with a total overview of the costs of the Offices

The various costs of the Offices are set out in detail in the answer to question 20. See Annex Q20, specifically under a).

With regard to :

- Paris: On 13 November 2017, the Bureau approved the signature of a lease for the 51, Boulevard Haussmann for 20 years;
- Rome: On 12 December 2016, the Bureau approved the launch of a market prospection to find a new House of Europe;
- Stockholm: The current contract will expire on 31 March 2021;
- Budapest: This building is owned by the European Union;
- Dublin: The EP is subtenant, via an Administrative Arrangement, which will expire on 15 September 2019, of a building rented by the European Commission.

d) How did they function in the context of key performance indicators? Are they cost-effective?

The Secretary-General requested each DG to set up a lead indicator for monitoring its activities and performance following a harmonised method. The lead indicator for DG COMM, including the Liaison Offices, is Hours of Attention. By way of example, the opening of the Europa Experience space in the Liaison Office in Ljubljana led to a 37-fold increase in Hours of Attention.

Furthermore, DG COMM is developing a methodology to report on and then evaluate each activity carried out by the EPLOs on the basis of common indicators for all EPLOs. This is incorporated in the general reporting of the DG. These indicators allow a thorough review and analysis of the activities and help redirecting the strategy of the Offices when needed. It also helps assess performance of the Office activities and outreach. Part of this analysis is contained in the annual report published by the Directorate for Liaison Offices and in the activity report of each office that could be provided on demand.

DG COMM is also looking at qualitative evaluation to measure for example the level of satisfaction for events organised in the Member States. A feedback and evaluation

scheme is set for MEPs and stakeholders attending Stakeholder Dialogue events in the Member States and for teachers and students participating in the EP Ambassador School Programme for example.

As part of the Election campaign, DG COMM and its offices are raising the game for reporting and evaluation mechanisms in order to have a better cost efficiency not only for the Offices but for the whole DG.

22. On Parliamentarium Brussels, please provide us with the visitors' numbers from 2014 up to and including 31.12.2017.

The Parliamentarium's visitor figures for the past years are in the table below, by calendar year.

For 2016, the Brussels terror attacks and the airport closure crashed the tourism market in Brussels. The Parliamentarium had 31% less visitors compared to 2015, which was slightly below the average of all Brussels museums' figures. It was only as of the last trimester 2016 that visitor figures gradually approached pre-attack levels.

For the year 2017, there was an increase of 27% which is in line with the overall tourist market in Brussels.

(update 17/10/18)	No. Visitors by year	Variation	Diff. %
Opening 14/10/2011	56 014	--	--
2012	268 174	--	--
2013	337 153	68 979	25,7%
2014	340 500	3 347	1,0%
2015	326 080	-14 420	-4,2%
2016	224 239	-101 841	-31,2%
2017	285 894	61 655	27,5%

23. Are there already visitors' numbers for the Mini Parliamentariums in Member states? If so, please provide them in monthly increments from the point of opening up to and including the 31.12.2017.

Following decisions of the Bureau, mini-Parlamentaria (called "Europa Experience") were implemented in some Member States.

Berlin and **Ljubljana** were the first ones, inaugurated in May 2016 and December 2016 respectively. The Parliamentarium **Simone Veil in Strasbourg** opened its doors on 3rd July 2017.

The total number of visitors, in monthly increments from the point of opening up to December 2017 is shown in the table below:

	Europa Experience				
	2016		2017		
	Berlin	Ljubljana	Berlin	Ljubljana	Strasbourg
January			4.546	262	
February			5.614	257	
March			10.712	657	
April			10.383	674	
May	12.425		11.548	1.295	
June	12.605		14.270	1.029	3.212
July	15.190		17.369	115	9.978
August	13.512		18.074	138	2.757
September	10.278		11.737	409	8.999
October	12.682		25.120	345	11.497
November	6.493		9.578	955	10.762
December	5.677	380	5.619	1.049	7.189
Total	88.862	380	144.570	7.185	54.394

24. With regard to the House of Europe in Berlin, please provide a detailed list of expenses over the year 2017.

The required information can be found in reply to question 20 and Annex Q20.

25. Concerning the House of European History please provide us with annual numbers (since its inauguration up to 31.12.2017) regarding:

- *Monthly visitors*
- *Building maintenance costs*
- *Costs for the permanent and the non-permanent exhibition (respectively)*
- *Staff remuneration (i.e.: security)*
- *Other/external contractors:*
 - o *Tour guides*
 - o *Catering/restauration*

Total costs incurred in 2017 for EP staff working for the House of European History is EUR 4.4 million: EUR 2.7 million for permanent staff and EUR 1.7 million for contract agents (including the cost of the security agents).

a) Monthly visitors

Since its inauguration in May 2017 up to 31.12.2017, the House of European History (HEH) welcomed 99.344 visitors in 2017, with the following breakdown:

2017	Number of visitors
May	14.262
June	12.800
July	10.563
August	9.993
September	10.957
October	15.360
November	14.687

December	10.722
Total in 2017	99.344

b) Building maintenance costs

The House of European History costs for maintenance are as follows:

Technical maintenance and operating costs: EUR 443 440/year

Cleaning costs (internal and windows): EUR 158 100/year

c) Costs for the permanent and the non-permanent exhibition (respectively)

The following costs were incurred in the year 2017 in respect of the **permanent exhibition**:

• Production	EUR 688.253
• Maintenance	EUR 144.603
• Floor staff	EUR 1.759.517
• Family discovery spaces	EUR 375.000
• Other expenses: mainly external fire security staff	EUR 514.496
Total	EUR 3.480.753

Since the opening, the running and maintenance costs represent the larger share of the overall annual budget related to the permanent exhibition. Substantial renewal of the permanent exhibition is only foreseen after 7 years.

As shown above, the costs for the permanent exhibition include:

- the last part of the production cost of the permanent exhibition;
- floor staff services are provided by an external contractor during opening hours and concern welcoming and helping visitors, distribution of tablet devices, cloakroom services, involvement in administration of guided tours;
- in order to increase the HEH's attractiveness for families with children, so-called family spaces were integrated in the HEH;
- finally, as fire security installations were not up to the required standards, external fire security guards had to be hired until October 2018.

The expenditure incurred in 2017 for the **temporary exhibitions** was relatively small, since the first temporary exhibition was mainly financed in 2016 and the cost for the second (scheduled to open in February 2019) will be incurred in 2018 as the contract was signed in February 2018:

- first temporary exhibition "Interactions" in 2017: EUR 21.245
- second temporary exhibition "Restless Youth" in 2017: EUR 26.950

d) Staff remuneration

Total costs incurred in 2017 for EP staff working for the House of European History is EUR 4.4. million: EUR 2.7 million for permanent staff and EUR 1.7 million for contract agents (including the cost of the security agents).

e) Other/external contractors:

All major expenditures incurred for the House of European history are included under the sections a) to d) above, with the exception of:

- purchase of objects, either directly or through a specialised broker for a total amount of EUR 274.617;
- transport services: as the HEH exhibitions heavily rely on artefacts acquired on loan from other museums, institutions etc. these objects need to be changed regularly e.g. after expiry of the loan contract. Total cost of transport services incurred in 2017 was EUR 530.181;

There are no catering costs given that ‘Café Europa’ is run under a concession-based contract, which is not subsidised from Parliament’s budget and where the catering provider bears the full economic and commercial risk.

It should be borne in mind that a co-financing agreement with the European Commission was signed in September 2016 and that the contribution by the European Commission in 2017 amounted to 30% of the real exploitation costs i.e. EUR 3 million.

26. *People working at the House of the European History, that are employed by Manpower, are being obliged to work six or seven days a week, ten hours a day, etc.. At the meeting of the Budgetary Control committee on 27 September 2018, the Secretary-General promised to see whether Belgian labour law was respected by Manpower. Can you please provide us with the result of that research? Even more shocking is the fact that the workers have been approached by Manpower, after blowing the whistle. Can the Secretary-General investigate these practices as soon as possible and inform us of the outcome?*

The management of the House of European History (HEH) has weekly meetings with the contractor to monitor the execution of the contract and verify respect of the Belgian labour law as stipulated in the framework contract with the service provider.

The problems were created by too frequent absences of floor staff and insufficient replacements. The HEH management obliged the contractor to address the complaints of its staff. The contractor has implemented a better staff planning methodology leading to shorter uninterrupted working cycles and improved the quantity and duration of breaks required by Belgian labour laws. Furthermore, the HEH urged the contractor to improve internal communication with its staff which has resulted in increased staff representation at periodical meetings with the contractor and more involvement of staff in decisions on working conditions.

The HEH will continue to duly monitor and contribute to improving the working conditions. One of the complaints concerned the availability of chairs. In fact, chairs were

actually available even before the complaints were made and the seating conditions have been further improved.

The HEH monitors that rules are strictly respected and will screen satisfaction of the contractor's staff. On 7 July 2015, the European Parliament signed a framework contract with Manpower for a duration of four years. In view of the imminent expiry of this contract, a new call for tender is in preparation.

Within the limits of the Financial Regulation, the HEH and the other visitor facilities of the European Parliament that make use of the contract, will maintain the importance of the application of proper working conditions in the new tender documents.

Floor staff members were approached by Manpower after a series of tweets complaining about the working conditions. The tweets contained certain misinformation about the working conditions. Manpower needed to approach floor staff in order to deal with the issues mentioned in the tweets and with a view to finding satisfactory solutions. In this context staff were reminded of the confidentiality clause contained in the framework contract.

27. *Concerning the Stakeholders dialogue events, could you specify in which Member States each of the 25 events took place, and which were the 14 Reports selected?*

During 2017, 25 stakeholders dialogue events took place in the following Member States: Germany, Portugal, Estonia, Belgium, Luxembourg, The Netherlands, Bulgaria, Sweden, Ireland, France, Poland and Malta with the presence of 14 Rapporteurs.

The following list of topics was officially approved by the Conference of Committee Chairs and the Bureau Working Party for Information and Communication:

- European Fund for Strategic Investments: extension of duration; technical enhancements for the Fund and the European Investment Advisory Hub
- Common consolidated corporate tax base (CCCTB)
- Common corporate tax base (CCTB)
- Posting of workers in the framework of the provision of services
- Coordination of social security systems: benefits
- Energy efficiency
- Contracts for the supply of digital content
- Multi-annual plan for demersal stocks in the North Sea and the fisheries exploiting those stocks
- Common procedure for international protection in the Union
- Council of Europe Convention on preventing and combating violence against women and domestic violence

28. *Combien de groupes de visiteurs ont utilisé la réception de visiteurs de la Rue d'Ardenne en 2017? Est-ce que le PE considère que ça vaut la peine de garder ce centre ouvert ? Est-ce qu'une étude coût/efficacité a été déjà faite? Si oui, quel sont les résultats?*

The visitors flow and characteristics of the use of the Atrium facility have been followed closely from its opening in November 2016. In 2017, the Atrium welcome facility for visitors groups was used by 147 groups (6 000 visitors). Currently only the first phase of the Atrium projects is completed whilst a new visitor rooms will be installed in the next phase.

Awaiting completion of the 2nd phase, the administration took several measures to increase its use and reduce costs. For example, the number of welcome staff on duty in the facility was reduced and opening hours were adapted to observed flows.

The Secretary-General decided to make the facility more attractive and accessible by opening the Esplanade entrance, which had been provisionally closed because of security concerns, on a permanent basis following the necessary adaptations of the security of the entrance door. Security controls will also be adapted to present risks. This will allow for an easy access from the Esplanade side for example also for visitors of the Parliamentarium.

As a consequence the facility will now also be used for other purposes such as group accreditation for events and distribution of badges. These measures will bring up the visitors' flow substantially.

Last but not least, the existence and purpose of this facility should be examined in light of future opening of Visits and Seminars unit rooms in that building since one of the main purposes for the opening of the Atrium facility was to complement the whole "group visit" experience and not to maintain it as another stand-alone facility.

A summary of the use of the Atrium facility and its operating costs may be found below:

2017	Opening days	Visiting groups	People	Cost
January	20	8	304	10.381,85
February	20	11	414	10.823,95
March	23	19	657	13.072,59
April	17	18	686	8.940,28
May	20	16	528	11.067,87
June	21	18	674	11.336,18
July/August	CLOSED			
September	20	10	436	11.037,38
October	23	22	984	11.982,57
November	21	16	938	11.397,77
December	15	9	332	7.767,63
TOTAL	200	147	5 953	107.808,07

TRAINING

29. Has an evaluation of the transfer of the Members' Professional Training Unit from DG FINS to DG PERS been carried out? If yes, what were the results?

The transfer of some of the competencies of the Members' Professional Training Unit from DG FINS to DG PERS took place on 1 January 2018. The transfer included the seven MEP language teachers and one person responsible for the general coordination of the learn.MEP course catalogue. This is now a service attached to the Learning & Development Unit in DG PERS. This decision was taken in order to create better synergies with existing in-house expertise. It followed the completion of the work of the Task Force on Members' Professional Training in 2016 and the adoption of the report by the Bureau in March 2017. The administration of the reimbursement of external language and IT courses has remained in DG FINS.

Since January 2018, the demand and participation in the courses presented in the learn.MEP catalogue has increased significantly.

Even if a formal evaluation of the transfer has not yet been carried out, it is clear that there are more synergies to be gained with already existing in-house services linked to the know-how of course organisation, calls for tender in the field of learning and development and consultancy skills.

ACCREDITED PARLIAMENTARY ASSISTANTS (APA)

30. APAs having worked for two parliamentary terms without interruption will not be entitled to access to the European pension rights scheme when they will reach the pension age, since they will be lacking some time out of ten years' service needed as set out in the Staff Regulation, due to early elections in 2014 (P8_TA(2018)0182). How many APAs are concerned?

The number of APAs concerned depends on the date to be considered as the cut-off date. There are 148 APAs who were recruited between 14 July and 31 August 2009 and are still in active service.

31. APAs pension rights after two terms referred to in par. 41 of the Resolution on EP Discharge 2016 and corresponding answer in the follow up: "In 2009 and in 2014, the delay in the signature of the contracts were not due to the heavy workload for the HR Services":

There is good and factual evidence that in 2009 the EP services were not able to deal with the huge avalanche of contracts (for example, at least one national delegation centralising the contracts management of their MEP's assistants had to improvise more than 20 bridge 15 days contracts in the national system in order to avoid a labour shortage and an illegal situation for the APAs already working since the previous term, as the EP was not able to offer the signing of the new contracts until August 1). Nevertheless, there were dozens of examples more or less similar to this one. The EP services at the time recognised there was a chaotic situation and if it was difficult for DG PERS services, it was much more difficult for the APAs.

In 2014 the situation improved but there were also problematic cases and the EP itself recognises that a "technical problem with the transfer of data from one IT system to another causes a delay in re-recruitment of seven APAs in July".

Could the SG indicate how many contracts the EP formalised between 1 July and the 30 of September in 2009 and 2014 and the dates of signature of them?

In order to be able to recruit an unprecedented number of staff within a very short period of time following the 2009 and 2014 elections, the administration adopted measures allowing the speedy recruitment of the APAs in order to ensure a smooth transition to the new parliamentary term.

Both in 2009 and in 2014, the main reason for postponement of the signature of contracts was the late completion of the files by the candidates. APAs who provided the required documents on time were recruited as requested.

In July, August and September 2009, some 1179 contracts were concluded.

In 2014, 1642 contracts entered into force between 1 July 2014 and 30 September 2014. The earliest signature took place on 13 June 2014. As a general rule they were signed at the latest on the day of their entry into force.

32. *Le SG peut-il expliquer quels sont les possibles solutions que les services sont en train d'explorer pour compléter les droits des pensions des APAs ayant travaillé pendant les deux dernières législatures ? Est-ce que les représentants des APAs sont associés à ce processus tel que demandé par la résolution de la décharge PE2016? Pourriez-vous indiquer le nombre d'APA qui seront concernés par cette situation à la fin de la législature?*

In the Bureau meeting of 1 October 2018, the President addressed the issue of APAs who will have worked as assistants to Members for the last two consecutive terms but will not have completed the necessary ten years in service to be entitled to a pension under the European Institutions' pension scheme. The President clarified that two consecutive terms could not be legally assimilated to ten years of service, in terms of pension rights.

However, it is possible that these APAs could be employed as contract agents in the secretariat of a political group or as assistants to other Members or groups of Members, following a selection procedure which did not necessarily involve a competition, or as Parliament staff members, following a selection procedure, including a competition, to complete the ten years.

There were several exchanges with the APA Committee on this issue at different levels, e.g. directly with the President as well as services of the administration, such as on the occasion of an open information session on leaving the European Parliament on 24 September 2018.

33. *Prend note des déclarations du Secrétaire General à propos des droits de pension des APA lors du follow-up de la décharge 2016 en commission CONT le 27 septembre dernier. Pourquoi l'administration est en train de se tourner seulement vers les groupes politiques pour trouver une solution? Qu'en serait-il ainsi des assistants des MEPs non-inscrits? A-t-elle tenu compte que le changement de régime de contrat impliquerait la perte du statut pre-2014 avec des conséquences graves pour les APA rapprochant ou atteignant l'âge de la retraite ou de la préretraite? Pourquoi le Parlement n'est pas en train d'explorer d'autres solutions comme la dérogation de la durée minimale du contrat d'APA permettant ainsi des contrats d'un mois ou deux -au lieu de seulement six- ce qui pourrait faciliter la signature de contrats «solidaires» de la part des MEPs anciens ou nouveaux? ; Et parallèlement faciliter la création d'une bourse de MEPs volontaires/solidaires qui pourraient s'inscrire pour faciliter ce type de short contracts (qui même pourraient tourner pour certains cas dans des contrats plus longs?)*

In the Bureau meeting of 1 October 2018, the President mentioned different possible solutions to this issue including the possibility that these APAs become assistants to other Members or groups of Members

However, as a Member of the European Parliament is free to choose the APAs working for him/her, the administration cannot impose on MEPs whom they should employ. Therefore, an evaluation of this option is only possible after the elections when the Members of the next term are known.

There are no APAs working for non-attached Members who are concerned by this issue.

34. *How many APAs with UK nationality but working for non-British members are in the EP? How are they concerned by Brexit?*

There are five APAs with exclusively UK nationality working for non-British MEPs. In his communication of 14 May 2018 the SG stated the following: “*For APAs with only UK nationality but working for non-British Members, at the request of the Member concerned, an exception will be authorised along the same principles as those applying to temporary and contract staff.*”

35. *Since the introduction of the occasional teleworking in the EP on 31/10/2016, how many APAs have applied for it? Has the administration officially informed the MEPs about the existence of this possibility?*

During the period from 31 October 2016 to 31 December 2017, 107 occasional teleworking requests were made in Streamline by 31 APAs.

Wide ranging information activities accompanied the launch of the occasional teleworking scheme, notably:

- Email campaign to all staff members presenting the occasional teleworking scheme (31 October 2016);
- Three different articles in Newshound, the EP’s internal newsletter sent by e-mail to all staff members (including APAs and staff working in the political groups) (9 November 2016, 28 June 2017 and 27 September 2017);
- Comprehensive Intranet pages, accessible to MEPs, on occasional teleworking in order to provide all necessary information and related decisions/regulations;
- A survey on occasional teleworking in September 2017 evaluating user satisfaction with the new scheme; with the survey and its result communicated to all staff members via e-mail, as well as via Intranet and Newshound articles published in the same period.

36. *Demande au SG de bien vouloir répondre aux questions soulevés dans le paragraphe 78 de la Résolution de la Décharge du PE 2016 (surtout tenant compte de la faible participation des APA aux cours de langues proposés par l’institution, seulement un 16,3% du total d’après le Bilan Social 2017).*

A number of arrangements have been made over the years in order to promote the participation of accredited parliamentary assistants in training courses organised by Parliament. This includes the establishment of a dedicated APA Summer School, the access to external training courses including language training and without certain restrictions applying to other staff categories, and the access to e-learning.

To encourage enrolment in language courses, additional sessions on Mondays and Fridays were added in order to facilitate their participation. The system now also allows enrolment on a continuous basis not linked to the semesters. Additionally, APAs have the possibility to follow intensive summer language courses organised by both the Parliament and the Commission.

The number of APAs participating in language courses increases continuously with around 10% each year, notably from 516 participants in 2014 to 670 participations in

2017. APAs' participation in language courses is now roughly proportional to their weight in the staff, they notably account for around 20% of the total staff eligible for language training and make up 16.3% of actual participants.

37. How many individual Members had more than 10 local assistants in 2017?

A total of 46 Members had more than 10 locally employed assistants. If the service providers are also taken into consideration as local assistance, the figure raises to 104 Members who had more than 10 local assistants.

38. With regard to visitor groups' rules, do you intend to delete the possibility to appoint APAs as head of a visitor groups? How many APAs were appointed head of a visitor group in 2017?

The role of the head of a visitor group is laid out in the Rules governing the reception of groups of visitors, approved by the Bureau as part of the Compendium of rules of the European Parliament.

In this respect, the appointment of a Parliamentary assistant (APA) is only one from several possibilities as Members have an array of options for the designation of the head of group, and consequently as to whom the financial contribution will be paid.

Indeed, the Member can designate:

- a. A paying agent, under contract with the Member, who takes the financial responsibility for the sponsored group of visitors, using a standard contract provided by Parliament's services. The financial contribution is paid to the bank account of the paying agent. A participant or staff member of the Member's office should be designated as head of group, taking the organisational responsibility for the visit.
- b. A travel agent, bearing the organisational and financial responsibility for the group of visitors. The head of group - present during the visit - is a person with the legal authority or delegation to represent the travel agency. The financial contribution will be transferred to the account of the travel agency.
- c. An individual, either a participant or Member's staff, who takes the organisational and financial responsibility for the group. The head of group may choose to receive the financial contribution on his/her personal bank account or ask for the financial contribution to be transferred to a bank account held by the group. This includes the possibility to execute payments to the banks accounts of "moral entities" such as schools, institutions or associations.

Therefore, APAs can be designated as heads of group among other possibilities. The objective is for Members to empower professionals with the financial responsibility of a sponsored visit rather than to give it to Accredited Parliamentary Assistants. Moreover, in the event an APA is designated as head of group and receives the financial contribution on his/her personal bank account, the Parliament provides certification, available in all official EU languages, as to the source and purpose of the funds being transferred. Any change to this situation would require a revision of the Rules, which is an exclusive competency of the Bureau.

In 2017, APAs were heads of group for approximately 29% of visitor groups; in a further 2% of groups an APA had the organizational responsibility for the group, while a paying agent contracted by the inviting Member had the financial responsibility. Of note, this figure is down from 2016 when APAs were heads of group for approximately 42% of visitor groups.

STAFF

39. How many temporary and contract staff working in the EP are concerned by Brexit? Has their situation already been assessed case by case? What have been the results?

There are only six temporary agents in active service concerned by Brexit in the General Secretariat. The assessment of their situation is ongoing. However, since their profiles are linked to linguistic needs, it is expected that they will be granted the necessary exemptions in the interest of the service to allow the contracts to continue after Brexit.

In six political groups and in the Non-attached Members' Secretariat, 41 temporary agents are concerned by Brexit. In their cases, the relevant group has to request the necessary exemptions. Currently, already two political groups have done so.

There are also 30 contract agents, 10 in the General Secretariat and 20 in political groups, concerned by Brexit. Their situation is currently being assessed on a case-by-case basis. No extension will be denied on the sole ground of nationality.

40. How many women were employed in senior management positions in the Parliament in 2017? How many men? Please also provide corresponding figures in 2016.

Senior management by gender					
		2016		2017	
Director-General	F	3	25%	2	17%
	M	9	75%	10	83%
Director	F	14	30%	14	30%
	M	33	70%	32	70%

41. How do you explain the higher number of procedures to fill a post of Director-General with only one candidate in the period from 2013 to 2018 (6 out of 11 compared to 1 out of 10 in the Commission)?

Given the size of the Commission, the absolute number of staff eligible to apply (i.e. at least grade AD14, step 2) in that institution, for a comparable number of vacant Director-General posts, is significantly higher than in the EP.

42. How many senior experts and senior assistants were appointed in 2017 and to which grades, and which grades did they have before the appointment? How many further promotions beyond AD 12 without managerial responsibility took place in 2017?

There were no appointments as Senior Advisor in the Secretariat in 2017, and no such posts were published. Two Heads of unit in grade AD13 stepped down from their positions and were assigned to the type of post “Senior Advisor or equivalent” without any change to their grade, in accordance with Art. 7 of the Staff Regulations.

There were no promotions beyond grade AD 12 without managerial responsibility. There was one appointment in a political group in the type of post “Senior Advisor or equivalent” by promoting an official from grade AD12 to AD13.

In 2017, there were 12 appointments in the Secretariat following the publication of a senior assistant vacancy. All successful candidates were promoted from grade AST9 to AST10.

43. How many officials, in which function and grade were retired in 2017 according to Article 41 of the staff regulations? How many of those retired in the interest of service according to Article 50 of the staff regulations?

None.

44. How many officials were placed on leave in the interest of the service (article 42 c) Staff Regulations)? What were the reasons, their last grade, and promotion, respectively?

In 2017, Art. 42c of the Staff Regulations was applied to six officials (out of eight possibilities allowed according to the calculation methodology set out there), for organisational needs linked to the acquisition of new competencies within the institution.

Grades and last promotions of the six officials concerned were: AD14.3 - 01.01.2012, AST9.3 - 01.01.2013, AST9.3 - 01.01.2013, AST9.1 - 01.01.2017, AST8.1 - 01.01.2017 and AST4.1 - 01.01.2016.

45. How many civil servants have left the service; in how many cases was permission for another job requested, were there any cases of conflicts of interest in taking up a new position?

175 officials left the service in 2017 due to retirement, invalidity or resignation. Five of them requested authorisation to engage in an outside activity after leaving the service, one of them in invalidity. There have been no cases of conflicts of interest.

46. How many Article 90 complaints were made by officials, other agents and APAs in 2017 (specify)? How many were upheld, partially upheld or rejected? How many were followed by an appeal to the Court of Justice? Did the Court close any pending cases? What were the costs of the cases lost in the Court if any?

Article 90 complaints in 2017	
Officials	156
Other agents	25
APA	18
Other (on invalidity, retired or dependant widow, orphan etc.)	10
External (competition candidates, etc.)	15
TOTAL	224
Upheld	40
Partially upheld	12
Rejected	150
Other (premature, etc.)	22
Followed by appeal	12
Cases closed in 2017	11
Cost (excluding harassment cases, see under question 63)	EUR 0

47. To neutralise the additional capacity built up by the increase of working time to 40 hours per week it was agreed to reduce the staff by 5% until 2017. Why did the European Parliament delay the implementation of the 5 % staff cut to 2019?

When the Staff Regulations were revised and the MFF for the period 2014-2020 was adopted, an interinstitutional agreement was concluded in which provision was made for reducing the staff of each institution by 1% annually over five years. This measure was first applied in 2014 and was scheduled to continue until 2018.

It has to be stressed that Parliament's contribution to the 5% staff reduction was characterised by a further reduction of 76 posts during the 2017 budgetary procedure, as a result of an increase of staff of political groups by 76 posts which led to an additional reduction (offset) of administration's staff of the same size. Therefore, in total the administration reduced staff by 7 %.

48. Parliament's resolution (P8_TA-PROV(2018)0117) pointed out that political influence must not undermine the application of the Staff Regulations. All EU institutions must apply the letter and the spirit of the rules to maintain an excellent, independent, loyal and motivated EU civil service, putting an end to 'parachuting' which damages the credibility of the EU, open and transparent senior selection procedures to get the best candidates. What progress has Parliament made on these points?

For the latest publications of senior management posts in the European Parliament, all possibilities to guarantee the widest possible choice of candidates have been used. Posts were published inside the Parliament, as well as externally.

Additionally, in the Bureau meeting of 1 October 2018, the President has asked the Advisory Committee for the Appointment of Senior Officials, which will conduct the interviews, to present the Bureau with recommendations for 2-3 candidates for each post, including one candidate from the underrepresented gender, where possible, so that the Bureau has a choice for the appointment to each post.

49. Please, provide information concerning recent changes in target levels for senior female management staff (heads of unit and directors). Please indicate the concrete steps that have been undertaken and/or planned to address problems of gender imbalance.

In January 2017, the Bureau adopted the Papadimoulis Report on Gender Equality in the European Parliament Secretariat - State of play and the way forward 2017-2019. The report sets targets for female Heads of Unit (40%), female Directors (35%) and female Directors-General (30%). Additionally, it introduces targets by DGs for female Heads of Unit and female Directors (30% each). All targets should be achieved by 2019.

The Secretary-General puts specific emphasis on the appointment of female Heads of Unit, thus almost doubling their numbers from 21 % in 2006 to nearly 40 % in 2018.

In May 2017, the High Level Group on Gender Equality and Diversity adopted a roadmap which outlined how the report shall be implemented between 2017 and 2019. It outlines concrete actions and a clear timeline for specific measures regarding management, professional training, awareness raising on gender equality, work-life balance measures and the regular monitoring of gender balance through statistics.

Measures which have already been implemented include:

- Awareness raising, such as a round-table with male and female managers on 8th March 2018 on 'Developing Female Talent: Senior managers share their experience' and the publication of relevant articles in internal publications (e.g. on male role models on 10/10/2018).
- Notes and recommendations issued either by the Secretary-General or the Director-General for Personnel, e.g. regarding the procedure for the appointment of Heads of Unit or the time frame for administrative meetings.
- Workshops on unconscious bias for managers.
- A workshop on gender-sensitive drafting of vacancy notices and job profiles for the Human Resource Services as well as reviewing of vacancy notices and job profiles by DG Personnel in order to ensure that they are gender-sensitive.

- Complete statistics on gender equality published twice a year and the results reported to the HLG as well as to senior management and human resource management.

The roadmap outlines further measures due to be implemented in 2019, such as:

- A new call for expressions of interest in specific training targeted at women with management potential.
- Training and mentoring programmes in technical areas and Directorates-General where women are particularly under-represented.
- A recommendation to all Directors-General that all visual publications in Parliament should avoid gender stereotypes.

50. *To what extent was staff of the European Parliament entrusted with tasks that would have justified a higher function group, as for instance a contractual agent (FG III) carrying out administrator functions (AD)?*

DG Personnel's services pay close attention to make sure that for each contract agent recruited, the job description and function group correspond. After recruitment, each line manager is required to ensure that the actual tasks correspond to the function group.

51. *Was there an evaluation of the transfer of the Members' Professional Training Unit from DG FINS to DG PERS carried out? If yes, what were the results?*

(identical to Q29, see for reply there)

52. *Concerning the answer to para 96 of the Resolution on EP Discharge 2016, is the Secretary-General considering that it might be a good practice to transfer personnel from the overcrowded DG EPRS to the always-overwhelmed DG PERS?*

Paragraph 96 of the Resolution on EP Discharge 2016 concerned the complexity and length of recruitment procedures as well as reimbursements for missions and travel costs of local assistants. The answer stated, amongst other elements, that the 5% staff reduction obligation had a negative impact on the competent services. This statement was made in the concrete context of DG FINS and its services for local assistants and did not refer to either DG PERS or DG EPRS.

It is true that all DGs are affected by the 5% staff reduction. However, there is no indication currently that a shift of staff members from DG EPRS to DG PERS is necessary or useful. Both DGs are operating effectively and provide a broad range of services for Members and staff as well. Details on their services and achievements are available in the relevant Annual Activity Reports as published on the Intranet.

53. On 1 September, the new internal rules governing missions and duty travel by officials and other servants of the European Parliament entered into force. Can the Secretary General provide an agenda of the meetings hold with the Representatives of the Staff Committee and of the APA Committee as to consult them on the revision process?

The Staff Committee was duly consulted, with the draft revised mission rules sent on 31 January 2018 and presented in a meeting on 19 February 2018. The Staff Committee provided its opinion on 13 March 2018. The APA Committee contributed through their observers appointed in several internal joint committees, in full conformity with Article 126 of the Staff Regulations and Article 35 of its Implementing Measures as adopted by the Bureau. The Committee for Equality of opportunity between men and women and diversity, the Advisory Committee for prevention and protection at work and the Data Protection Officer were also consulted.

54. Please, provide us with up-to-date information regarding long-term missions of EP staff:

- **Where are the people currently on long-term missions?**
- **How many long-term missions are currently being conducted?**
- **What is the average time of a long-term mission?**
- **What is the shortest and longest long-term mission, respectively?**
- **Please, provide us with a detailed breakdown of long-term missions from the start of this legislative period up to the foreseen ends of current long-term missions**
- **Average cost of a long-term mission (including the lowest and highest cost of a long-term mission)**

Long-term missions (as at 31 October 2018)		
Number of staff	Place	Start date
2	New York	8/10/2018
1	Vienna	16/07/2018
1	Munich	15/10/2018
1	Madrid	03/09/2018

Duration statistics of long-term missions (in days, for 2018 missions)	
Average	79
Shortest	28 (not yet settled), New York
Longest	181, Sofia

Detailed breakdown of long-term missions from the start of this legislative period up to the foreseen ends of current long-term missions with average, lowest and highest costs					
Year	Place	Start date	End date	Days	Total cost
2014	NEW YORK	29/11/2014	31/12/2014	33	7.970
2015	NEW YORK	10/01/2015	20/02/2015	42	11.455

	NEW YORK	21/02/2015	03/04/2015	42	10.514
	PARIS	30/03/2015	31/10/2015	137	21.308
	FRANKFURT/MA	14/05/2015	14/08/2015	93	12.176
	FRANKFURT/MA	17/05/2015	17/07/2015	62	7.353
2016	LA HAYE	17/01/2016	01/07/2016	166	22.442
	MUENCHEN	19/06/2016	29/07/2016	41	6.511
	BRATISLAVA	30/06/2016	22/12/2016	175	18.161
	BERLIN	28/08/2016	30/09/2016	34	4.912
	MILANO	28/08/2016	08/10/2016	42	5.458
2017	VALLETTA	03/01/2017	29/09/2017	263	26.211 Highest
	TALLINN	09/07/2017	22/12/2017	145	12.650
	EDINBURGH	19/08/2017	22/09/2017	35	4.230
	LISBONNE	21/08/2017	22/09/2017	33	4.795
	MILANO	03/09/2017	13/10/2017	41	6.094
	ZAGREB	01/10/2017	10/11/2017	41	4.213 Lowest
2018	SOFIA	14/01/2018	14/07/2018	181	12.239
	VIENNE	16/07/2018	21/12/2018	159	*
	MADRID	03/09/2018	19/10/2018	42	*
	NEW YORK	08/10/2018	02/11/2018	28	*
	NEW YORK	08/10/2018	02/11/2018	28	*
	MUENCHEN	15/10/2018	16/11/2018	33	*
* mission ongoing or finished but not yet settled					
Average cost (without those missions not yet finished or settled):					11.038

55. *Quelles mesures est en train de prendre le Secrétariat afin de garantir l'égalité des chances dans l'accès aux postes de la sécurité et du service chauffeurs du parlement ?*

The job of security and surveillance agent is a rather special one with an important number of missions and constraints of a service that must be provided 24 hours a day and 365 days a week. This requires shifts and an effective presence every moment. Security-related professions are known as traditionally less attractive for women, though DG SAFE has developed an inclusive approach and initiated a number of measures to promote equal opportunities, namely:

- **A zero-tolerance culture regarding discriminatory attitudes is practised**, and special initiatives to enhance women's security roles have been taken. DG SAFE set up the SAFE Women Network to exchange ideas and develop projects aimed at promoting and reinforcing the role of women within the Directorate-General. The network organised a conference on women in security on 8 March 2018.
- The **recruitment policy** of DG SAFE strives to ensure a better representation of European society and a better representation of women in security professions. DG SAFE launched two calls for expressions of interest between 2012 and 2015 for a total of 1846 candidates. While women accounted for only 13.71% of the list of

laureates, they represent 16.88% of the recruits. Whenever possible, DG SAFE gave priority to women which resulted in a higher percentage of women recruited compared to their share among candidates.

- A **new annual organization** of the prevention and surveillance missions. The organization of work was restructured, thus allowing security agents to achieve a better work-life balance (annual planning, limiting the annual number of night shifts, equal treatment regarding missions, etc.). Individual solutions were sought and found for those agents with personal or family-related special situations.

56. *Concerning Flexitime, and the response to Paragraph 79 in the 2016 discharge follow-up, could the SG clarify how the “more agile ways of organising work based on results” effectively work and which safeguards are implemented in application of this approach to guarantee a good work-life balance?*

Agile ways of working are focused on providing staff with a choice of necessary means (working time options, digital processes, IT tools and applications) that enable them to efficiently perform according to set guidelines. The emphasis is on the results, not merely on the physical presence in the office. In Parliament work flexibility is provided through the opportunity to use occasional teleworking and staff may also choose from more than 130 different working time formulas, ranging from 50% to 100%, which are adapted to the needs of staff members and provide them with more flexibility in balancing their personal and professional commitments. In addition to this, Parliament is currently in the process of introducing a more extended teleworking scheme. All of these working options are clearly communicated to staff and are based on internal rules and guidelines, which act as safeguards both for staff and managers.

57. *Combien de cas de burnout y-a-t’il eut en 2017 parmi le personnel statutaire? Pouvez-vous spécifier le genre, le type et catégorie.*

For reasons of medical confidentiality, data on burnout cannot be disclosed. There is no indication that the percentage of burnout cases is higher or lower than in other institutions or in the private sector.

58. *Please, provide an overview of leave taken by personnel in EU liaison offices and possible explanations for why personnel may not have taken advantage of all leave days they are entitled to.*

Annual leave taken in 2017 corresponded, on average, to 95% of the 2017 leave entitlements across the Liaison Offices, with a minimum of 61% (Marseille) and maximum of 115% (Barcelona). A value below 100% means taking over leave days into the next year, while a value above it means using all the entitlements of the current year plus also leave days carried over from the previous year.

Please note that staff are allowed to carry over to the next year a maximum of 12 days of leave, with a cut-off date of 31 January next year, so that any excess above the 12 days limit can still be used in January.

59. What measures (trainings, guidelines published, etc) are taken to inform staff (in particular local staff) in EP liaison offices about public procurement procedures? Please list the trainings offered, number of staff in attendance and cost for trainings. In case of guidelines published, please detail how the information is made available to staff.

Trainings in Brussels are also offered to EPLO staff with enrolment directly in Streamline. All staff is regularly informed via email campaigns on upcoming training courses. In 2017, the following internal training courses on procurement procedures have been attended by colleagues in Liaison Offices:

Type of training	Number of participants
Introduction to public procurement	5
General principles - The cycle of expenditure	2
Webcontracts: Awarded contracts and order forms	8
Webcontracts : Framework contracts and direct contracts:	8
Public procurement for low and middle value contracts	6
Public procurement for high value contracts:	1
Total	30

These trainings are conducted by staff members of DG FINS so that there are no direct costs other than mission costs.

The Finance Unit of DG Communication has also a **team dedicated** to procurement procedures that provides advice and administrative support to Liaison Offices on all issues related to **procurement procedures**.

As from 2013, DG COMM also organises specific **training days on-site of EPLOs**, regarding various financial issues specifically focusing on the needs of the EPLOs. For each training, the proposed programme is discussed with the Head of the EPLO and adapted to their specific needs. Depending on the size of the EPLOs, attendance was between 3 and 18 colleagues. Staff of the antenna were also invited to attend the training course in the Liaison Office. Procurement procedures were a recurrent subject of discussion, covering all aspects from the launch until the award - and were largely developed. In total, about 35 such training courses were organised to date, covering all Member States.

Besides these on-site training courses, two **general meetings** were organised in Brussels in September 2012 and in Strasbourg in March 2018 covering several aspects of the work carried out by services: procurement and contracts, financial rules and case studies on procurement, codification procedures, documentation, fraud and irregularities. 31 participants from EPLOs and about 30 from central services attended the meeting in Strasbourg in March 2018.

Finally, **documentation and templates** on procurement procedures are available and regularly updated on EP's intranet pages.

60. *Could you please outline the occasional teleworking scheme that was introduced in November 2016? What were the results evaluation of the first operational year? If the evaluation indicates that further steps towards structural teleworking are to be taken, what are the structural and policy elements due to be implemented?*

Occasional teleworking offers the possibility to statutory staff to work at home, on an ad-hoc basis, for a minimum of half a day to a maximum of three consecutive calendar days for no more than 36 working days (288 hours) per calendar year.

Participation in the scheme is voluntary and is compatible with other working arrangements. Teleworkers must use their own equipment (IT and communication equipment) and bear any fees incurred in the context of teleworking such as WIFI network and phone calls. They cannot claim overtime.

Participation in the occasional teleworking scheme does not constitute an entitlement and may be authorized only under particular conditions, namely:

- teleworker must have at least 9 months' work experience in their jobs;
- request must be compatible with the interests of the service;
- tasks to be carried out can be done at home; therefore, staff members engaged in shift work or whose tasks involve receiving members of the public, building security, driving or interpreting cannot telework;
- number of teleworkers in a unit cannot exceed 20% of the unit's staff (unless in exceptional circumstances).

Staff members wishing to telework create a request in Streamline, specifying the tasks they intend to perform during this teleworking session. The request is sent for approval by a Director with responsibility for the staff member concerned after consulting the staff member's immediate superior who must be at least head of unit.

As for APAs, they create their request for occasional telework in Streamline after having received their MEP's authorisation.

Occasional teleworkers enjoy all the usual rights and are required to comply with all the obligations laid down in the SR. In particular, staff must telework in the place where they are employed or at a distance from that place which is compatible with the proper performance of their duties in the event of their being called at the office.

An evaluation of the first year of operation was being carried out, and it was based on a staff survey that was launched at the end of September 2017. The results showed a high level of satisfaction with the scheme, both on the side of managers and staff. A vast majority of respondents indicated their wish to extend the scheme, improve access to IT applications from home, and simplify the procedures. These suggestions were taken on board and the extension of the current scheme is currently under preparation. Elements that are likely to be included in the new scheme are more flexibility, simplified procedures, and increase in number of teleworking days. In parallel to these efforts, assessment of IT tools and applications is being carried out to provide better access to the EP network, higher number of simultaneous connections, and overall accessibility of IT applications from home.

61. Does the EP offer the use of fuel cards for staff? If the answer is positive, how many fuel cards exist and who is using them? What are the rules for private usage?

277 fuel cards are provided to drivers for professional use only.

62. Attractivité de la Fonction publique européenne au Luxembourg : l'évolution des prix du logement au Luxembourg ne fléchit pas ces dernières années, au contraire. Les lauréats de concours évitent des affectations au Luxembourg et parmi ceux qui y travaillent (contraints), beaucoup demandent à être transférés à la première occasion. Est-ce qu'il existe un quelconque type de concertation entre les principales institutions concernées pour mettre en place une stratégie commune qui pallie à cette désertion du GDL de la part des fonctionnaires européens? Quelles mesures ont été prises jusqu'à présent par le PE et avec quels résultats tangibles?

The heads of administration of the EU institutions and organs present in Luxembourg meet regularly since 1992 and are concerned with the attractiveness of the Luxembourg site. They decided to set up a working group on this topic in late 2017 and recently discussed the resulting report. Various recommendations will be put into practice in the future. The EU institutions will also work more closely with the Luxembourg authorities in order, on the one hand, to make EU staff and future staff more aware of the existing facilities regarding housing, social benefits, childcare, transportation, job opportunities for spouses, etc. and, on the other hand, to increase the visibility of the EU institutions in Luxembourg. Parliament and the University of Luxembourg have already signed a cooperation agreement. In order to ease inter-institutional mobility of staff, both the Commission and the Parliament have increased their cooperation with the other institutions based in Luxembourg, e.g. by inviting them to take part in their Career Days.

HARASSMENT

63. How many a) new b) ongoing c) closed harassment cases were there at the European Parliament in 2017? What were the total expenditures in 2017 for the management/ Court sentences of harassment cases at the European Parliament?

Advisory Committee on harassment and its prevention at the workplace

In 2017, 5 harassment complaints were lodged, 3 were ongoing and 2 were closed.

Expenditure in 2017 for running the Committee: EUR 7.052,10 (mission costs)

Advisory Committee concerning Members of the European Parliament

In 2017, there were 5 harassment cases dealt with by the Advisory Committee concerning MEPs. Two cases (opened in 2016) were closed in 2017 by decision of the President. Three new cases were opened in 2017, and were closed in 2018 by decision of the President.

Total expenditures in 2017 for running the Committee were:

- Translation costs: EUR 235.777,26

- Interpretation costs: EUR 66.390,00
- Training costs: EUR 8.787,00
- Mission costs: EUR 2.098,90

In 2017, the total Court sentences costs were 126.254 euros.

64. *What is the average period for the EP to settle harassment cases? How many cases in general were referred to the CJEU or the European Ombudsman?*

5 court cases relating to harassment were filed with the General Court in 2017. 2 of them referred to complaints lodged in 2016. 1 was an action initiated by a MEP. There was one complaint to the Ombudsman on harassment concerning one former staff member of a political group.

Advisory Committee on harassment and its prevention at the workplace

The average length of a procedure varies between 6 and 8 months, depending on the complexity of the file, the availability of the members, the number of witnesses to be heard, the documentation to be analysed, etc.

Advisory Committee concerning Members of the European Parliament

In 2017, the average period for settling cases involving MEPs was 9.6 months from the lodging of the complaint to the decision of the President. Only one case involving an MEP was referred to the Court of Justice in 2017 (T-61/17).

65. *How many of the harassment cases concerned relations between staff members and how many cases concerned relations between MEPs and staff members in 2017? Which actions have been carried out to discourage the harassment in the working environment? Why did the audit contracted by the EP only assess the functioning of the APA/MEP harassment committee and not look into the Committee dealing with complaints from the administration? On what basis will the Secretary General nominate confidential advisers? How will their independence be guaranteed?*

Advisory Committee on harassment and its prevention at the workplace

In 2017, 5 harassment complaints were lodged, 3 were ongoing and 2 were closed.

All the cases treated by the *Advisory Committee on harassment and its prevention at the workplace* concern staff members only (officials, APAs, trainees).

Advisory Committee concerning Members of the European Parliament

In 2017, there were 5 harassment cases treated which concerned relations between MEPs and staff members.

In January 2017, the Advisory Committee dealing with harassment complaints between APAs and Members in cooperation with Directorate-General for Personnel launched a “zero-harassment” campaign with a view to provide information about harassment and the procedures in place to deal with it. An integral part of the campaign consisted of issuing a brochure named “Zero harassment in the workplace” to MEPs providing them

with information on harassment and guidance on how to prevent it from occurring in their teams.

In addition to harassment-specific topics, one of the more general prevention efforts was the organization of the “Well-being Week” on the topic of “positive work climate” whose goal was to raise awareness about diverse workplace issues, including harassment, and give tools and information to staff on how to deal with them in the right way.

The EP contracted an audit of the functioning of the Advisory Committee concerning MEPs since that was one of the measures outlined in “The Roadmap for the adaptation of preventative and early support measures to deal with conflict and harassment between Members of the Parliament and Accredited Parliamentary Assistants (APAs), trainees and other staff” which was adopted by the Bureau on its meeting on 12 March 2018. External experts had been consulted in order to audit the scheme and give recommendations on aspects such as conflict of interest, independence and confidentiality (a hearing took place on 15 October 2018, chaired by Questor Ms MORIN-CHARTIER).

The Secretary-General appointed confidential counsellors on the basis of their competences, expertise and interpersonal skills.

The decision of the Secretary-General sets out that the mission of the confidential counsellors will be carried out in independence, voluntarily, preserving confidentiality and with the highest discretion, while taking due account when certain situations give rise to possible conflict of interest. Moreover, the counsellors will receive appropriate training, which should necessarily also cover those aspects. The network may further clarify the framework of the activity of confidential counsellors.

WHISTLEBLOWING

66. *D’après le Rapport Bilan Social 2017 seulement trois cas de whistleblowing ont été enregistrés en 2017, pourriez-vous indiquer :*

- le type et catégorie de personnel qui a fait ces dénonciations et si celles-ci ont finalement abouti à des investigations?***
- What is the current personnel situation of each (e.g. were there dismissals, horizontal moves, etc.)?***
- How many cases were referred to OLAF?***
- Est-ce qu’il a eu des dénonciations anonymes ? Si oui, quelle suite ont-elles reçu et en quoi ont-elles abouti ?***

- The three whistle-blower cases were reported in 2016 not in 2017, there were no cases in 2017;
- All three were APAs, the Secretary-General gave the appropriate follow-up to all of them by analysing the received information and informing OLAF as appropriate;
- All have been dismissed by their MEP, one has been later employed by another MEP and is currently an APA;
- Three cases were referred to OLAF;
- There was no anonymous information, since Article 4 of the internal rules on whistleblowing excludes anonymous complaints.

67. *The Secretary General acknowledged on the last hearing that whistleblowing rules are applicable to APAs but the EP cannot provide employment protection, as they are dependent on their individual MEPs. Would you consider the creation of an alternative solution for compensating APAs for the loss of their employment in order to balance this inequality?*

Whistleblowing rules are applicable to APAs but the EP cannot provide employment protection, as they are dependent on their individual MEPs.

As stated by the Secretary-General, the Internal Rules implementing Article 22 c on whistleblowing apply to all staff members, including APAs. The rules provide for fair treatment and protection of whistleblowers. Measures may include ensuring that whistleblowers have equal career possibilities or can be transferred to a different posts if need be.

If APAs consider that they have been victimised as result of his or her whistleblowing, they may ask for assistance under Article 24 to seek the protection of the Institution. Appropriate measures will be taken according to an individual assessment of the case. In the framework of the new procedure for cases of harassment where MEPs are involved, it is also possible - only in cases where the competent Committee confirms that the APA has been a victim of harassment by a Member - to transfer him/her to a different post for the remaining length of their contract with the MEP. The salary has to be paid by the MEP from the parliamentary assistance allowance until the end of the contract.

INFRASTRUCTURE AND LOGISTICS

68. *With regard to the construction of buildings, DG INLO had a delay in planning the invitation to the tender. What was the reason for this delay? Furthermore, the calls for tender for the modernisation of the centralised technical management and fire detection facilities were delayed (page 8 and 18 Annual Activity Report 2017 DG INLO)*

The tender procedure for the framework contract for building works was launched on time. However, during the award phase, one company introduced a contentious appeal, which led to considerable delays for the award of the contract.

As for the tendering procedures for INC (incendie - fire protection systems) and GTC (gestion technique centralisée), the two contracts concern a complete replacement operation spread over 10 years, each of them representing a total budget of several millions. The drafting of the two specifications took more time than initially planned as they concern highly specific technical fields with no precedents of this size. The terms of reference were intended to allow sufficient competition on one hand and, on the other hand, to be sufficiently clear to meet Parliament's concrete long-term vision. The two markets were also subject to a restricted procedure with detailed quality criteria, and the tenders were therefore the subject of a detailed technical analysis. The final evaluation report, which was extensively justified, was developed during several rounds of questions and several meetings of the evaluation committee. Both awards didn't give rise to any appeal or complaint.

- 69. Please, provide us with up-to-date information regarding the construction of the KAD building in Luxemburg:**
- *Estimated costs vs final costs*
 - *List of the external contractors, their country of origin and the sums that were allocated to these contractors*
 - *Type of tender to select the previously mentioned external contractors*

1) Estimated cost vs final cost:

The budget allocated by the Bureau and confirmed by the Committee on Budgets to the construction of the KAD project is EUR 432,8 Mio (value date October 2012). The currently estimated construction cost as calculated by the economist (Lot H) as of 21/09/2018 is EUR 412.9 Mio (value date October 2012). As a reminder, construction cost does not include project management cost and other costs (financial, certified bodies, etc.).

As costs still evolve throughout the project, the actual final cost are not yet known. Therefore, the final construction cost will be determined at the end of the project.

2) List of external contractors, countries of origin and individually allocated sums (construction companies only):

Lot	Contract subject	Company name	Country	Contract amount EUR
1	Terrassements	Olivi & Rodrigues T.P.	Luxembourg	7 290 392
2	Gestion chantier	AM: CIT Blaton S.A. - CBL S.A. - CLE S.A.	Belgium / Luxembourg	18 969 528
3	Travaux forages – géothermie	AM Drillexpert / ABT / Terrasond	Germany	3 092 007
41	Gros-œuvre Est	AM: Soludec - CDCL - CLE - Constantini - LuxTP	Luxembourg	65 577 000
43	Charpente métallique	Bohlen A.G.	Germany	4 609 256
45	Aménagement extérieur Est	Tralux Sàrl	Luxembourg	6 653 945
47	Appareils élévateurs	Schindler Sàrl	Luxembourg	4 812 618
48	GO - Démol. et désamiantage - Aménagement extérieur	Not awarded yet	n/a	n/a

51	Chapes – revêtement résine – moquette parquet	CBL S.A.	Luxembourg	12 408 318
52	Revêtement terrazzo – carrelage – enduits	AM: Lampertz Sàrl - Maroldt Sàrl	Luxembourg	4 998 032
53	Peintures cloisons légères	APLEONA R&M Ausbau Luxembourg Sàrl	Luxembourg	21 803 467
54	Planchers surélevés – planchers creux	Jansen Finishings N.V.	Belgium	3 844 361
55	Parois amovibles - portes	Beddeleem NV	Belgium	4 395 641
561	Portes métalliques	Hörmann KG Verkaufsgesellschaft	Germany	3 788 681
562	Cloisons acier-verre	Hörmann KG Verkaufsgesellschaft	Germany	6 962 776
563	Menuiseries intérieures bois - plinthes - stores - habillages allégés	Karl Westermann	Germany	6 707 890
58	Ferronnerie - portes industrielles	KEMA Schlosserei GmbH	Germany	8 023 970
61	Façades	AM: Gebrüder Schneider Fensterfabrik GmbH	Germany	63 302 602
71	Sanitaires	AM: Soclair S.A. - Gabbana Sàrl - Soclima S.A. (AM	Luxembourg	8 585 551
72	Equipements de cuisine - Centrale d'achats	SM: GBM S.A. - Hobart Foster	Belgium	5 471 864
73	Centrale d'énergie	AM: Mersch & Schmitz Production Sàrl - Energolux	Luxembourg	34 450 563
741	Chauffage et climatisation	AM: Cofely Axima S.A. - Cegelec S.A. – Close S.A.	Belgium	27 803 692
742	Ventilation et détection CO	Climalux S.A.	Luxembourg	22 939 431
743	GTC / regulation	SM: Putman S.A. - Siemens S.A.	Belgium / Luxembourg	4 750 864

75	Electricité - courants forts	AM: A. Muller & Fils sàrl - Putman S.A.	Luxembourg / Belgium	45 561 635
76	Electricité - courants faibles	SM: Putman S.A. - Siemens S.A.	Belgium / Luxembourg	20 054 730

3) Type of tender to select the previously mentioned external contractors (construction companies only):

All works contracts have been awarded following open tender procedures organised by the European Parliament and signed by the SI KAD PE (special purpose vehicle financed by EIB and BGL).

70. With regard to the item 2000 - Rent, please provide the details (amount and with whom) of rental contracts in effect in 2017.

Luxembourg

These are the data for Luxembourg as far as rental contracts are concerned in 2017:

<i>Building</i>	<i>Rent (2017)</i>	<i>Owner</i>
Schuman	EUR 743 776	Administration de l'Enregistrement et des domaines (AED)
Schuman - parking	EUR 877 388	Fonds d'urbanisation et d'aménagement du Plateau de Kirchberg (FUAK)
Senningerberg (stock)	EUR 395 855	IRECO
Tour A	EUR 3 641 555	Administration de l'Enregistrement et des domaines (AED)
Tour B	EUR 4 465 129	Administration de l'Enregistrement et des domaines (AED)
Goldbell	EUR 2 212 620	Sunningdale
Geos	EUR 3 566 969	IVG Euroselect
Resilience centre (data centre)	EUR 633 655	e-Business Resilience Centre
Total	EUR 16 536 947	

Strasbourg

The rent of the "Parking de l'Europe", near the Salvador De Madariaga Building, is EUR 54 150 / year. The owner is Eurometropole de Strasbourg.

Brussels

These are the data for Brussels as far as rental contracts are concerned in 2017:

<i>Building</i>	<i>Rent (2017)</i>	<i>Owner</i>
Wiertz - usufruct contract	EUR 3 537 772	BEFIMMO S.C.A.
Huizingen - data centre	EUR 928 392	ATOS BELGIUM
Montoyer 30 - usufruct contract	EUR 1 259 719	FEDIMMO S.C.A.
Welcome desk Zaventem	EUR 14 223	Brussels Airport Company
SQM - usufruct contract	EUR 9 126 515	HANA GENII SQM
Belmont - rent	EUR 1 914 779	LEASINVEST REAL ESTATE
Total	EUR 16 781 400	

71. Please provide an overview of buildings of EPLO shared with other MS' embassies, rental costs, estimate of costs saved due to shared (security) infrastructure.

All EPLOs are either shared with the Commission as a 'House of Europe' or under the sole responsibility of the European Parliament (Athens, Edinburgh and Brussels).

The only case where a House of Europe is hosting an Embassy of another Member State is in Madrid, Paseo de Castellana, where services of the Irish Embassy are also located.

With regard to rental costs, please refer to elements of reply under question 20, under a), and Annex Q20.

72. Please provide us with additional information regarding building security/maintenance, particularly the PHS building and concerns that have been raised regarding structural integrity:

- *What are cost projections for refurbishing and rebuilding respectively?*
- *Which option will be the better plan in terms of sound financial management:*
 - o *A newly constructed building, which might initially cost more but be less costly in the long run*
 - o *Refurbishing a building that is already 24 years old*
- *Will the two external studies (by TÜV Süd and CSTB respectively) conducted in this regard be made available to CONT members?*
- *Is the PHS building the only building where structural integrity is becoming a security issue?*
- *Please provide us with a breakdown of individual EP building and at which stage of their life cycle they are*
- *Please provide us of a breakdown of the progress regarding building security plans (Brussels and Strasburg)*
 - i. *Which elements (bullet-resistant glass, etc.) are on track?*
 - ii. *Which elements are not and what is the foreseen timeline?*

1. On 2 July 2018, the Bureau instructed the Secretary-General to mandate the responsible services of DG INLO to launch an architectural competition for the selected options (B and C) in order to have concrete architectural concept proposals which include the latest update of time schedule and budgetary estimates. The Bureau also charged the Secretary-General to present the outcome of this process

in the second semester of 2019 in order to allow the Bureau Members to take a final decision on the project. Option B foresees a technical update of the building meeting environmental requirements, plus some limited new functionalities (budgetary estimation: 345 million EUR). Option C foresees a redesign of the building (budgetary estimation: 380 million EUR).

2. A Global Life Cycle Cost analyse, by Building Cost Experts, is presently underway. This study will compare the three refurbishment/reconstruction options (A, B, C), together with the "zero" option (reinforced maintenance in order to keep the building in use) over a period of 40 years (2019-2058) and will be part of the decision to be taken by the Bureau on the different options.
3. The two expertise studies conducted in 2016 and 2017 by the CSTB and TÜV-SÜD have been made available to all Members by the Classified Information Unit in July 2017 and can be consulted at any moment.
4. The structural integrity of the building structure is guaranteed for all of Parliaments buildings, in all locations, and there are no security concerns. However, in Brussels, the Spinelli, Atrium, Montoyer 70, Montoyer 75, Meeus, Remard buildings, just like the SPAAK, have been designed and built before the existence of the Eurocodes that introduced the robustness concept of Non-Progressive Collapse.
5. Life cycle of EP buildings: At its meeting of 16 April 2018, the Bureau endorsed Parliament's buildings strategy beyond 2019. In this document, the theoretical life cycle of EP buildings has been established to a span of 33 years. This is therefore the final date to launch a complete renovation of each building. In order to better detail this theoretical approach, a new method to evaluate by annual assessments the real level of the life cycle is under implementation and should be available by the end of 2019.
6. Security works are well on track in Brussels, whereby now all entrances have been secured and protection of facades are undertaken. Some security works of the surroundings of the Buildings are continuing.

In Strasbourg, the securisation of the Churchill entrance has been finalised, the Weiss security entrance building will be constructed in 2019-2020. However, the security works of the surroundings are very well advanced and the facades are protected to almost 90%.

Security works in Luxembourg are directly linked to the new KAD construction.

73. *Regarding the increase of budget item 2022, what are the additional components of the new contract for building maintenance in Luxembourg?*

There was no increase of budget item 2022 for Luxembourg, the price increase for technical maintenance mainly occurred in Brussels, due to the following facts:

- When preparing new contracts, an important objective was to improve competition and increase the quality of services. The provider of the old contract was already on site for more than 15 years and had all the technical installations under his

responsibility. However, it is already visible that the recently introduced competition amongst maintenance companies operating within Parliament's buildings has led all contractors to be more vigilant.

- The influence of increasingly obsolete facilities and the more stringent implementation modalities also play an important role. Examples of these are: the increased skill requirements of technicians and subcontractors, the fact that an increasing part of the work needs to be done outside office hours, and simpler rules for non-reimbursement of unrealized performance.

In order to increase the overall quality level, various quality criteria have been included in the evaluation criteria (e. g. support of central services for operation, works and health risks, energy monitoring and administrative and financial follow-up, the reduction of delivery and repair delays, the improvement of staff qualification and training, a better stability of human resources), which has also resulted in a higher unit price.

- In contrast to the previous maintenance contract, the new maintenance contract now includes the complete technical maintenance of the new Martens building.
- Given the nature and duration of this type of contract, the cost of mobilization is rather significant for a new contracting company, however the Institution as contractor has de-monopolised the service in question and benefits from better quality of service provided.

74. *A concept for the possible future use of the House of the artist Wiertz and its garden was elaborated in 2017 (p. 37 EP-report). Please provide us with this plan and specified costs of the project. What is the aim of the use of the House of Wiertz and how will citizens be involved?*

The Belgian Government formally endorsed on 9 November 2018 the agreement with the European Parliament on the future use of the former house of the painter Wiertz and its garden.

As a reminder, in its meeting of 3 April 2017 the Bureau mandated the Secretary-General to proceed with the finalisation of the public-public partnership agreement with the Belgian authorities and to subsequently initiate the works.

As a next step, the design studies will now be launched. These studies will give a reliable cost estimate. A first estimate evaluates the cost at about 2 Mio EUR for the renovation of the house and the restructuring of the 4000 m² of park.

The aimed use for the building project has been described as a part of the agreement:

"La Maison Wiertz doit devenir un lieu informel de rencontre et de discussion pour les députés, les citoyens européens et la société civile en mettant à disposition des lieux de rencontre de dimensions réduites. Après transformation, la Maison pourrait disposer de cinq pièces séparées, situées à différents étages, qui conviendraient pour l'organisation de rencontres et de manifestations réunissant un petit nombre de participants, aisément accessibles aux personnes handicapées.

Au rez-de-chaussée, les espaces de rencontre seraient reliés à un jardin d'hiver et à une terrasse. Il est également prévu une cafétéria et une cuisine"

When the Members of the European Parliament are present in Brussels, they have the priority to book the 5 lounges. In the other periods, the activities are oriented to the activities with European citizens. The ground floor and the garden will remain accessible to citizen all year long during the day hours. Some private event with closure of the garden can be organized during the year.

75. What was the total amount dedicated to furniture and refurbishing MEP offices and corridors in 2017? What was the amount in 2016?

In 2017 EUR 75 000 were committed in relation to the pilot installation of innovative furnishing and office equipment models, including several welcoming areas, meeting rooms and offices. No amount was dedicated to furniture and MEPs offices in 2016.

Strasbourg

In 2016-2017, refurbishing works of Members' offices and corridors were carried out in the tower of Weiss building as part of the long-term maintenance programme (it should be noted that no systematic refurbishment has taken place in Strasbourg since the opening of the Louise Weiss building in 1999). The total amounts are EUR 840 260 in 2016 and EUR 1 157 975 in 2017.

Brussels

There were no significant interventions in the MEPs offices in 2016 or 2017, with the exception of some ad hoc requests. Work on the pilot project "Members' new office set-up" took place at the beginning of 2018.

76. The Parliament expressed concerns in 2016 discharge resolution (P8_TA-PROV(2018)0124) regarding the decision to change the furniture in the offices of Members and their assistants, since most of the furniture is perfectly serviceable and presentable, and there is absolutely no need to change it. However, the Bureau decided at its meeting of 13 December 2017 to continue its plans. What are the costs for this? Is it possible that Members of European Parliament who consider this to be a waste of taxpayers' money keep the old furniture?

The furnishing of Members' offices is part of a bigger scheme to improve Members' working environment in both Brussels and Strasbourg. In both places of work, facilities made available for Members and their increased staff no longer correspond to the real needs in terms of functional working conditions. Therefore it was decided by the Bureau to ensure that with the new legislature (in effect autumn 2019) every Member will be attributed 1+2 offices for staff in Brussels, and 1+1 office in Strasbourg. In addition, in particular Members' floors in Brussels will be fitted with appropriate common welcoming areas for guests, and small meeting room facilities, video-conferencing and small kitchenettes to host and meet their guests in an appropriate way in the immediate vicinity of their offices.

The Bureau endorsed this proposal to fit all these new facilities in the vicinity of the lift exits, using and transforming unused or badly used storage space in central areas on Members' floors. These works have been initiated in 2018 and will be continued throughout the remainder of this legislature in order to be ready in time.

In addition, the Bureau endorsed the proposal to equip all offices with flexible, ergonomic and environmentally sustainable office furniture chosen by each Member individually through an online office configurator from a selection of items predefined by a certain product range and budgetary envelope.

The new working environment is thought to offer an added value for Members and their Assistants by offering them the requested flexibility which constitutes an essential aspect of this concept in order to meet the individual preferences of Members.

It is also planned to acquire the new furniture through an operational leasing scheme for the more than 3 500 workstations rather than buying the items as in the past. The operational leasing scheme has many advantages. It will lead to better service to Members, a lower administrative burden and management costs due to shared economies of scale, easier replacement of furniture both in daily use and at the shift of legislatures, faster adaptability to environmental, ergonomic and health aspects in the workplace as well as to technological progress. To sum up, it will lead to considerable savings for Parliament in terms of redeployment of Parliament staff for other important services and freeing up storage space by outsourcing these activities which are not core activities of a modern administration.

77. *For the new legislative period, MEP offices are adapted to a more modern work environment, in Brussels as well as in Strasbourg. Please indicate how this increase in workload will affect DG INLO, also in terms of budgetary consequences.*

While the renovation works to improve the Members' working environment within the self-imposed tight deadlines will require a big common inter-DG effort, not just for DG INLO, all costs can be covered within the existing budget provisions for the years 2018 and 2019.

In total, the different works entail the refurbishment of a total of 60.000 m² of office space, corridors and meeting areas, 90.000 m² of repainting of walls and replacement of 4.400 lights by environmentally and ergonomically better LED-lamps.

The budget for the totality of the maintenance works, new common areas, appliances and furnishing for 3 500 workstations, which constitute an investment into the updating and longevity of buildings is estimated at around EUR 10-15 million.

In Strasbourg, the one-plus-one project does not comprise any substantial works to the proposed offices. However, as it has already been done over the last months for the WEISS building, the offices allocated to the Members and their staff in the CHURCHILL and MADARIAGA buildings will undergo a light refreshment.

78. Please, provide us with additional information regarding the catering services on Brussels' EP premises:

- **Please provide us with a comprehensive list of external contractors and, in the case of them being subsidiaries to bigger corporations, please name those as well;**
- **Please indicate which catering outlets are making revenue and which are making losses.**

a) Please provide us with a comprehensive list of external contractors and, in the case of them being subsidiaries to bigger corporations, please name those as well

The main catering provider (restaurants, canteens, bars, cocktails) has been selected in an open call for tender and started operating a “concession and non-subsidised” contract at the end of September 2015.

1. COMPASS GROUP BELGILUX S.A.
 - Self-Service, Restaurants and Salons, Lounge, Bars and Cafeterias, Cocktails and Receptions, as well as Services in Meeting Rooms

Other contractors:

2. JOHN MARTIN Finest Globe Services - September 2015
 - Vending machines for snacks and drinks
3. LES FILLES PLAISIRS CULINAIRES Sprl - September 2016
 - Fairtrade, Organic, Local, Seasonal
4. ON EGIN Sprl - November 2016
 - Restaurant Origen, Mediterranean Style
5. KLEOPOLD Sprl - May 2017
 - Café Europa, House of European History

b) Please indicate which catering outlets are making revenue and which are making losses

It should be mentioned that catering in Brussels is now run under a concession-based contract where the catering provider bears the full economic and commercial risks. Food and catering services are no longer subsidised by Parliament's budget as they used to be under the previous classical public contract, when Parliament's budget directly covered the entire deficit in the profit and loss account (period 2000-2015).

The requested pieces of information are commercially sensitive data, falling under company secret, given that the current modus operandi is a concession executed under operator's risk and not the former “open book” contract.

However, all catering providers regularly keep the responsible Parliament's services updated with the corresponding activity results. 2017 annual stock-taking meetings are aligned with contract anniversary dates as well as with accounting practices of the different companies. Meetings are therefore planned for 23 October (Les Filles), 9

November (On Egin), 20 November (Compass). The yearly stock-taking with KLéopold took place on 11 July 2018 because Café Europa opened its doors in May 2017.

Compass Group Belgilux: 2017 results reported by the caterer at quarterly follow-up meetings show similar trends as in 2016, i.e. nearing the break-even point. In 2017 catering activities performed by Compass received the impact of several infrastructure related projects, such as:

- closure for refurbishing of the Astrid Lulling Lounge for nine months;
- closing of the self-service restaurant in the TREVES building at the end of April;
- opening of a cafeteria and a self-service restaurant in the MARTENS building at the beginning of May;
- end of renovation works in the dishwashing area and the tray conveyer belt in the self-service restaurant of the SPINELLI building at the end of June.

The three concessions run by Les Filles, On Egin and KLéopold still continue to adapt to the particularities of Parliament's agenda. Fluctuant results persist mainly due to the huge concentration of business in only two weeks per month whereas costs remain unchanged over the whole month. Nonetheless, concession contracts being signed for seven years, one of which will be especially uneven because of the electoral break, the overall viability will be better assessed towards the end of the period.

79. *Pourquoi est-ce que les travaux de rénovation du « carrousel » du SELF du bâtiment ASP à Bruxelles se sont prolongés jusqu'au moins le mois de juin 2018 alors leur achèvement était prévu pour mai 2017? L'image répétitive de dizaines de plateaux déposés par terre laissait beaucoup à désirer ; quelle a été le coût causé par ce retard (personnel embauché pour faire office de carrousel, entre autres, spécifiez svp)?*

As referred to under point 78, the self-service restaurant in the SPINELLI building operated for two years in suboptimal circumstances mainly due to unexpectedly protracted renovation works.

During the period from August 2016 to December 2016, the underground dishwashing area of the SPINELLI Self underwent thorough renovation works consisting of damp-proofing rehabilitation of the floor and replacement of the equipment – dishwashers, wastewater disposal system, organic waste treatment. It was decided that the dishwashing premises of the neighbouring Member's restaurant would be used to wash up the dishes of the Self throughout the duration of the works. For that reason the rental of a mobile dishwashing cell could be discarded and EUR 187 000 was subsequently saved. A buffer area was created in the Self, thus temporarily reducing its seated capacity of 800 seats by nearly 100. The purpose of this partitioning was to allow clearing of used trays on the spot and their transportation to the Member's restaurant dishwashing area at times that would not disturb the smooth service offered to Members. The renovation works in the dishwashing area of the Self were completed.

The corrective maintenance foreseen for the tray conveyer could unfortunately not be accomplished. It was impossible to obtain the spare parts needed because the builder of the conveyer, installed in 1996, went out of business meanwhile. The initial plan to operate with the 'old' conveyer while awaiting the result of an open public procurement procedure for a 'new' one, was therefore abandoned. With the agreement of the FMP

(Forum Marchés Publics), an urgent procedure was launched in December. Ideally, a new conveyor might have been operational at the end of May 2017, indeed.

During the period from January to December 2017

In March 2017, the urgent procurement procedure had to be cancelled on the basis of the conclusions of the evaluation committee. Immediately afterwards, a new procedure was launched through the framework contract with the engineering company currently working for Parliament. Upon reception of the corresponding design study and approval of the quotation, a specific contract for the construction works was signed. Over this entire period, the absence of a tray conveyor was still compensated manually.

However, from April onwards, the Self's dishwasher area became fully operational and the dishwashing staff was trained accordingly. The dishwashing premises of the Member's restaurant were no longer needed. Neither was the clearing of used trays in the Self. Trays were stored on trolleys directly by users and transported by catering staff to the underground dishwashing area. An agreement with DG SAFE was found on the use of a service lift for this purpose, which accounted for fewer manual operations and therefore fewer costs as from that point in time.

Still, it was decided to keep the partitioning in place as a contingency plan for three reasons:

- a) The service lift used to transport trolleys with trays in the absence of an automated conveyor belt could break down due to frequent or excessive use;
- b) The newly installed dishwashing and waste recycling equipment could run into startup problems even though testing was successful;
- c) The catering staff could face some teething problems when operating the new machines, even though the necessary training had been provided by the manufacturer.

It is worth mentioning that there were times when the service lift actually collapsed and the customers' comfort at the Self was endangered. The partitioning came in useful while waiting for the service lift to be fixed. However, this only happened very few times in weeks of high parliamentary activity in Brussels.

During the period from December 2017 to January 2018, the service lift enabling transportation of trolleys with trays to the underground dishwashing area was upgraded and its reliability was enhanced before the next phase of the works.

During the period from January to June 2018, the construction site for the replacement of the tray conveyor system was installed in the Self and the partitioning was realigned. Nearly 50 seats were given back to the Self so that customers' comfort would be affected to a lesser extent. Notices informing customers about the estimated duration of the works and apologizing for the inconveniences were always displayed on the Self's premises. The works ended on 29 June 2018, the original seated capacity of the Self was restored and the invoicing from the catering company for extra staff costs stopped.

The cost for extra catering staff to handle the dirty dishware taking into account the savings due to the non-rental of a dishwashing cell amounted to EUR 254 334 for the period between August 2016 and June 2018.

80. *In 2017 there was a drastic increase in restaurant prices in Brussels, without Parliament being obliged to approve it. An audit is done about this. Can you inform us of the outcome of this audit?*

A moderate revision of prices for the users of self-service restaurants and cafeterias at Parliament's premises in Brussels came into force in June 2017. After the end of the direct food subsidies in 2015, the prices of products are now linked to the development of food prices on the market and to the continuous rise in service expenses, in particular prices for quality food and catering staff costs.

The price revision in the concession contract in Brussels was a one-off and exceptional measure. It has been carried out in accordance with the provisions of Art. 114a (3) c) of the Financial Regulation. In accordance with these provisions, two cumulative conditions had to be fulfilled. Both thresholds, the one referred to in Article 118(1) of the Financial Regulation (maximum of EUR 135 000) and a maximum of 10% of the initial value for service contracts, were kept. By meeting these conditions, the legal requirements for the one-off price adjustment were already fully complied with.

The administrative program of the Internal Audit Service for 2018 includes in its scope the catering and staff shop activities in all three places. This regular exercise is the first one after the New Catering Strategy was adopted by the Bureau back in 2013. The report of the Internal Audit Service will be issued in due time.

81. *Why some water fountains are rented and others owned?*

There are different types of water fountains used on Parliament's premises indeed, because they depend on contracts signed at a different points in time and with a different duration. Rental of water fountains running on tap water and installed at the main passageways near meeting rooms was the first alternative to individual plastic water bottles. This initiative was part of an interinstitutional contract and was used as a primary source for action.

In the meantime, new fountain models appeared on the market and new public procurement procedures were accomplished. Like the rest of catering and kitchen equipment, which is mainly owned by Parliament, an increasing number of tap water fountains is EP owned. In line with the Bureau decision, the installation of 300 fountains in all Parliament's buildings in the three places of work has already started. Fountains will thus become the main source for water at meetings as from the next legislative term. This challenge imposes maintaining, cleaning and disinfecting of these appliances through a special protocol agreed with the Medical Service and upon advice by independent experts in order to preserve hygiene and health requirements. From this prospective, renting options with intervention only by the renting company do not prove flexible enough for an even increasing park of water fountains.

Parliament is a special environment where Members and staff alike interact on a daily basis with visitors and external participants in all kind of events. On top of the usual cost-benefit analysis, it was this particular context that accounted for the decision of the corresponding services to privilege acquisition of water fountains. Those are included in the in-house maintenance and monitoring system.

82. *New water supply system: Are the plastic water dispensers refillable? If not, what is the difference in throwing away fewer big plastic bodies of water instead of singular small plastic bottles?*

Parliament's New Catering Policy has as one of its priorities to further reduce the use of plastic water bottles indeed. Keg-equipped water dispensers will be therefore phased out in order to reduce environmentally damaging plastic waste.

Keg-equipped water dispensers will continue in use for occasional training activities, short meetings, events or other purposes where the installation of fixed fountains running on public tap water presents excessive technical costs and difficulties, as it is the case in some Parliament buildings. Apart from Parliament's administration, the corresponding services of the political groups also acquire keg-equipped water dispensers if they deem it necessary.

Parliament has reduced waste production significantly over the past years, and has reduced the use of plastic bottles for meetings. In 2017, Parliament still discarded almost 1 million single-use plastic bottles. In line with the downward trend, during the first semester of 2018 there was already a reduction of 8,6% in plastic bottles compared to the same period in the previous year.

The installation of a widespread system of drinking water fountains is currently underway. The goal is to install 300 water fountains before the start of the next parliamentary term, so as to ensure water provision at all times without having to resort to plastic bottles. Connected to the general water system of the building in which they are installed, 186 water fountains are so far available in the three working places - 133 in Brussels, 38 in Strasbourg and 15 in Luxembourg.

83. *Please, provide us with more information regarding the now fully internalised drivers' service/unit:*

- *Breakdown of drivers' nationalities in numbers per country*
- *Average duration of contracts*
- *Shortest and longest duration of individual contracts*
- *Average remuneration grade of all drivers*
- *Lowest and highest remuneration grade*
- *Additional costs (including but not limited to)*
 - o *Expat allowances*
 - o *Child benefits*
 - o *Spousal benefits*
 - o *Projected pension payments (if applicable)*

Nationality:

AT	1
BE	35
BG	3
DK	1
ES	17
FR	9
GR	16
IE	1

IT	15
LT	2
NL	1
PT	11
RO	12
SI	3
SK	2

Average duration of contracts:

- The average duration of contracts: 1 year renewable (in 11 cases the renewal was for two consecutive periods of 6 months instead of 1 year).
- The shortest duration of an individual contract was 1 year.
- The longest duration of individual contracts are those that are open-ended.

Average remuneration grade of internalised drivers: Function group I, grade 1

- Lowest remuneration grade: Function group I, grade 1
- Highest remuneration grade: Function group I, grade 3

Additional costs: 94 702 EUR, the costs depend on the individual situation of each contract agent

As to pensions' payments: In 2017 two staff members retired from that service, one as from 1 June 2017 and the other one from 1 August 2017. The net amount paid to the staff retired on 1st June 2017 is EUR 35,260.49 and the same amount for the staff retired on 1st August 2017 is EUR 22,398.00.

84. Was there an evaluation of the internalisation of car services carried out? If yes, what were the results?

At its meeting of 12 November 2018, the Bureau positively evaluated the internalisation of the car service and supported the progress achieved so far. The Bureau also took note and welcomed the progress achieved in the implementation of the “E-mobility” Road Map adopted on 15 May 2017. Diversification, greening and electrification of the fleet become more and more a reality with the gradual introduction of hybrid and full electric vehicles. It is expected that Parliament will reach the zero-emission operation goal before the year 2024.

The internalisation of the drivers' unit has brought a significant increase in flexibility and efficiency of the provided service as direct access to the resources (drivers and vehicles) allows for a quick adaptation on changing requirements, such as sudden unforeseeable traffic or security situations, or sudden increases in workload without going through an intermediary. The additional opportunities coming with the new setup of the unit lead to new services offered to Members of the European Parliament as a whole.

The team of permanent drivers, recruited in the process of internalisation, guarantees a constant level of quality and security in transport of Members and other staff of the EP, always maintaining a high level of service and reliability.

Quality and efficiency of the people transport service is being constantly monitored in the daily workflow. If an incident has been detected, it is the aim to find an appropriate solution immediately in order to guarantee a smooth continuation of the service. Serious

incidents initiate a thorough internal debriefing process in order to identify possible improvements in order to avoid recurrence.

However, the feedback from members since the internalised service is in place indicates increasing client satisfaction and a considerable improvement in the quality of the service provided, demonstrated also by the significant drop of official complaints received (95% reduction compared to 2016, when the service was still outsourced).

- 85. Please, provide us with up-to-date information regarding the EP's vehicle fleet, which is set to be modernised**
- **Individual car brands (including the total amount per brand)**
 - **Acquisition type (leasing, purchase, rental - divided into numbers per type)**
 - **Type of car (plug-in hybrid or electric vehicles)**
 - **Tender procedure:**
 - o **Type of call for tender**
 - o **Selection criteria**
 - o **Amounts allocated per tender**

Under the Bureau rules on the use of official cars, the European Parliament's car fleet includes vehicles put at the disposal for Chairs of the political groups, President, Secretary-General and Deputy Secretary-General. The Ombudsman, Parliament's Directors-General and services with specially defined transport needs can request the use of the official car in specific circumstances.

The number of vehicles in possession in 2017 amounted to 36, with the following breakdown:

- AUDI: 3
- BMW: 14 (including 1 full electric BMW i3)
- CITROËN: 1
- JAGUAR: 1
- MERCEDES: 11
- PEUGEOT: 2 (for persons with specific mobility needs)
- RENAULT: 1
- SKODA: 1
- VOLKSWAGEN: 2

In addition, two vehicles were rented (Audi A8 armoured cars for security reasons).

In addition, following the internalisation of the drivers' service, 109 vehicles have been acquired under an operational leasing contract – 30 minivans and 79 cars, of which 45 are hybrid plug-in cars.

The composition of this fleet is as follows:

- BMW Series 3 Hybrid Plug-In: 15
- MERCEDES C30 E Hybrid Plug-In: 30
- MERCEDES V minivan Diesel: 10

- SKODA SUPERB Diesel: 19
- VOLVO S90 Diesel: 15
- VW Caravelle minivan Diesel: 20

The operational leasing contract was awarded following a restricted procedure (open to all European leasing companies capable of ensuring lease in Belgium where the cars are registered), based on best value for money.

The cost (price) criterion accounted for 70% of the award; the quality criterion, accounting for 30%, was set to ensure sound and transparent management of the leasing contract. As a result of the procedure, three contractors were selected. Any new acquisition of vehicles under operating lease is made through reopening of competition among the contractors, in order to obtain the most competitive rental rates.

Below the amounts allocated to the specific contracts (SPC) regarding the different vehicles and leasing duration over either 24 or 48 months

ARVAL SPC 1:	2 285 406
ARVAL SPC 2	975 052
ALPHABET	191 466

86. Does the size of the cars play a role in the choice of the cars?

Given the specific safety requirements in place for vehicles used for the transport of members of the European Parliament, the focus is on the security aspect.

The possibility for luggage transport, as well as quality and reliability are the core aspects, which significantly influence the choice of suitable models.

In its vehicle choice, the European Parliament aims to be in line with the environmental strategy set out by the Bureau of the European Parliament in the E-mobility paper adopted on 15 May 2017. Full electric vehicles will be gradually introduced; other future leading drive technologies are actually being evaluated in order to further diversify and “green” the European Parliament’s car fleet. In September 2018, already half of the leased car fleet are plug-in hybrid cars.

87. With regard to the item 216 - Transport of members, other people and goods, please provide the details (number of the vehicles and costs) of the fleet of vehicles of the EP, as well as the operating costs. Please provide a detailed list of what was the precise use of the cars (percentage of trips between airport/EP premises in Brussels/Strasbourg, between train station/EP premises, and so on).

In 2017, 109 vehicles for people transport were leased (see answer to question 85). Leasing and operating costs for the European Parliament’s vehicle fleet are distributed as follows:

Leasing/rental costs amount to EUR 1 123 239.

Operating costs amount to EUR 384 512:

Fuel.....	EUR 227 478
Road Toll.....	EUR 13 569
Maintenance & wear parts.....	EUR 62 385
Car wash.....	EUR 36 917
Maintenance contracts.....	EUR 24 674
Reimbursement of other expenses (e.g. motor oil, ad blue, parking).....	EUR 19 487

Percentage of journeys between airports and stations/EP premises in **Brussels**:

First priority: 40,63%
Airports (including Charleroi): 32,45%
Railway Station (Central, South, and North): 8,18%

Second priority < = 20 km: 57,63%

Third priority > 20 km with authorisation: 0,13%

Other: 1,61%

Percentage of journeys between airports and stations/EP premises in **Strasbourg**:

First priority: 18, 89%
Airports (including Frankfurt-Hahn): 11,86%
Railway Station (Strasbourg, Offenbourg, Kehl): 7,03%

Second priority < = 20 km: 67,62%

Third priority > 20 km with authorisation: 0,12%

Other: 13,38%

The total number of car reservations registered in CARMEP, the official reservation system, for the year 2017 amounted to 100.023.

It should be noted that not all journeys executed during the “carousel” in Strasbourg on the main departure day, and mass arrivals at the airports in Strasbourg and Brussels, can be registered as Members don’t need to reserve their departure in advance.

Fleet of vehicles (Brussels and Luxembourg) - transport of goods

(different moves, European Parliament plenary sessions, political group meetings outside three working places as well as official mail)

- 5 trucks (heavy weight) + 3 trailers
 - 3 trucks (light weight)
 - 5 vans (long distance transport)
 - 12 electric vans (inter-city, short distance transport)
- + (5 vans made available for other services)

The total operating costs (maintenance, repair, washing costs etc.) of the EP truck fleet in 2017 amounted to EUR 37 000.

88. Please, provide us with up-to-date information regarding the Car Reservation Service:

- *Number of employees (divided into full time and part time respectively)*
- *Average remuneration grade of all employees*
- *Lowest and highest remuneration grade*
- *Projected pension payments*

DG INLO	
Car Reservation Service	31/12/2017
Full-time employees	12
Part-time	2
TOTAL	14

Average remuneration grade of all employees: AST 1

- Lowest remuneration grade: Contract agent, Function group I, grade 1
- Highest remuneration grade: AST 9

89. Regarding the contracts signed by Parliament with UK companies -and for ongoing procedures- what is the EP's line of action? Is the Parliament aligning with the European Commission line? Was there an opinion of the EP Legal Service and / or other services of the house?

As regards existing contracts, normal principles of contract law apply whereby contracts are binding on both parties (*pacta sunt servanda*). Therefore, existing contracts with UK economic operators and contracts signed with UK operators until 29 March 2019 will remain valid after the withdrawal of the United Kingdom from the European Union. However, apart from termination grounds explicitly foreseen in the contract, Parliament may assess the possibility to terminate the contract in exceptional circumstances, if these fundamentally disrupt the underlying assumptions of the contracting parties that the contract can no longer reasonably be upheld as is.

As regards ongoing procurement procedures, until 29 March 2019 inclusive, UK economic operators will be treated in a non-discriminatory way and their right to participate in all public procurement procedures launched by Parliament will not be limited. However, UK economic operators will have to be excluded from the procedure in accordance with Article 176(1) of the Financial Regulation if Brexit becomes effective during a tender procedure and before signing the contract, unless and for as long as a withdrawal agreement postpones the legal effects of Brexit in procurement matters.

In consultation with the Legal Service, Parliament's services have published a guidance for its financial actors on how to deal with Brexit-related contractual issues. Parliaments services will also include appropriate clauses in their tender and contract documents in relation to Brexit.

90. Two trucks could not be purchased because the technical specifications were not respected in the tenders received. What would these trucks be used for? What are the consequences of the impossibility of this purchase? (paragraph 2.3.2. Annual Activity Report 2017 DG INLO)

For security, budgetary and environmental grounds, the use of an own truck fleet by the European Parliament is seen as a priority. The renewal strategy for the Parliament's truck fleet is established by aligning the budgetary planning with the medium-term strategic priorities set by the political authority. This allows a consecutive replacement of trucks with more environmentally friendly ones in a cost-effective and coherent manner. A periodic renewal of the Parliament's trucks is necessary more or less every 7 years and this renewal of the truck fleet is done progressively.

The procurement of the two trucks that was initially programmed for 2017 has been finalised in 2018. Keeping in line with the strategy established for renewal of the EP fleet of trucks, the acquisition of these two additional trucks in 2018 has allowed the following: 1) replace the truck under leasing, 2) transport outside three working places (meetings organised by the political groups), 3) transport of trunks for the EP plenary sessions.

FINANCE AND ADMINISTRATION

Delegation

91. With regard to the item 1632 - Social contacts between members of staff and other social measures, please provide the details of the expenditure.

Details on expenditure on items are published in the Report on Budgetary and Financial Management and the Annual Activity Reports of the responsible DG's as published on the CONT Discharge website.

92. With regard to the item 238 - Other administrative expenditure, please provide the details of the expenses.

Details on expenditure on items are published in the Report on Budgetary and Financial Management and the Annual Activity Reports of the responsible DG's as published on the CONT Discharge website.

93. Please, provide details on the important decrease of commitments for item 1652 and more precisely on the recovery of VAT from the French Authorities. What are the remaining costs for the Parliament composed of?

Details on expenditure on items are published in the Report on Budgetary and Financial Management and the Annual Activity Reports of the responsible DG's as published on the CONT Discharge website.

The VAT reimbursement followed a settlement with the competent French VAT authorities. At stake was the question whether exoneration should be à priori, as

Parliament contended, or a posteriori, as interpreted by the contractor at the time. The French authorities decided in favour of Parliament, which lead to unblocking of respective amounts by the contractor over 2016 and 2017, used in 2017. That additional use of assigned revenue coincided with a reduction of expenditure to restaurant contractors as a result of the new concession-style contracts in place.

94. With regard to the item 302 - Reception and representation expenses, please provide the details of the expenditure. What percentage of the budget has been allocated to acquire services from external catering companies?

Concerning budget item 03020-08 “Reception and representation expenses: allowance for Office-holders”, the reimbursement of the expenses incurred in the exercise of the mandate as a Member of the Bureau is done directly to the Member, upon submission of the reimbursement request accompanied by the corresponding supporting documents. Members may still submit reimbursement requests for the year 2017 until 31 October 2018.

In 2017: 178 400 EUR have been allocated to this budget item, out of which 128 000 EUR were transferred to other budget lines. Therefore 50 400 EUR remaining were earmarked for use, out of which 39 675 EUR effectively used/reimbursed (79%).

Currently, the expenses paid for 2017 may so far be broken down as follows:

- Hospitality costs: 30 007,33 EUR
- Gifts for visitors: 8 955,52 EUR
- Travel and subsistence: 712,88 EUR

Out of the total 39 675 EUR paid, 12 704,94 EUR concerned catering services, out of which 668,44 EUR were reimbursed for external catering companies' services.

95. With regard to the item 3040 - Miscellaneous expenditure on internal meetings, please provide the details of the expenses and of the number of services provided.

Details on expenditure on items are published in the Report on Budgetary and Financial Management and the Annual Activity Reports of the responsible DG's as published on the CONT Discharge website.

96. With regard to the item 440 - Meetings and other activities of former Members, please provide the details of expenditures as well as of the organized meetings/activities.

The appropriations under budget item 440 are intended to cover the functioning of the Association of Former Members of the European Parliament. The association implements its work programme independently; the Parliament's secretariat reviews the annual reports of the association together with the independent auditors report. The rules governing financial contributions to parliamentary associations are set by the Bureau Decision of 14 January 2008, as last amended and consolidated by the Bureau Decision of 14 April 2014.

The total payments from budget item 440 in 2017 were EUR 210 000, which consisted of one payment in form of an annual financial contribution to the Association of Former Members. The contribution finances the association's eligible operational expenditure and expenditure on information activities and social activities. The total eligible expenditure of the Association for the financial year 2017 was EUR 297 172.25, whereas the total expenditure was EUR 300 951.99. The association covered the difference from its own resources (EUR 90 952), originating largely from membership fees and contributions from the participants to the events. The above-mentioned financial contribution from the European Parliament to the association was less than its administrative expenditure.

The association reported 24 main activities on its annual report 2017, including various seminars and meeting in Brussels, a study visit to Washington (paid by the participants), visits to national parliaments in the EU states holding the EU presidency (Malta and Estonia, contributed to by the participants), co-operating with the House of European History etc.

The main expenditure lines reported by the association are as follows:

FMA Expenditure 2017		
		EUR
Heading 1	Staff costs	210.748,72
Heading 2	Infrastructure and operating costs	7.480,55
Heading 3	operational expenditure	5.819,89
Heading 4	Meetings and entertainment costs	
	1. Management committee meeting expenses	17.071,43
	2. Relations with former members associations and Association of former Members of Parliaments of the member states of the Council of Europe or the European Union (FP-AP), membership fee, <i>of which</i>	14.235,62
	- <i>Membership fee FP-AP + Reimbursement of members for FP-AP meetings</i>	8.944,90
	- <i>Visits to national FMAs and parliaments in Member States holding the EU presidencies</i>	5.290,72
	3. EP to Campus	4.068,86
	5. Other meeting costs, <i>of which</i>	29.262,60
	- <i>Dinner debate</i>	7.091,60
	- <i>Annual lunch</i>	2.565,00
	- <i>Annual dinner</i>	3.920,00
	- <i>Study visit</i>	13.600,00
	- <i>Memorial service</i>	1.649,00
	- <i>Get-together lunch</i>	437,00
Heading 5	Information and publishing costs	8.484,59
	Total eligible expenditure	297.172,25
	Total non-eligible expenditure	3.779,74
	TOTAL EXPENDITURE	300.951,99

The details of the organized activities can be found on the Associations website, <http://www.formermembers.eu/>

97. With regard to the item 442 - Cost of meetings and other activities of the European Parliamentary Association, please provide the details of expenditures as well as of the organized meetings/activities.

The appropriations under budget item 442 are intended to cover the functioning of the European Parliamentary Association, including the cost of meetings, and, where applicable, any other associated costs. The rules governing financial contributions to parliamentary associations are set by the Bureau Decision of 14 January 2008, as last amended and consolidated by the Bureau Decision of 14 April 2014. The Association implements its work programme independently; the Parliament’s secretariat reviews the annual reports of the association together with the independent auditors report.

The actual payments from budget item 442 in 2017 were EUR 210 000, which consisted of one payment in form of an annual financial contribution to the European Parliamentary Association. The financial contribution is intended to cover the association’s eligible operation expenditure and expenditure on information activities and social activities. The total eligible expenditure of the Association for the financial year 2017 was EUR 220 347, whereas the total expenditure was EUR 224 674. The difference between EP contribution and total cost has been covered by own recourses.

The main activities have been various events organized for its members, like dinner debates, after-work events, common breakfast meetings, exhibitions and cultural events during the session weeks. Further details about the activities of the Association can be found on its webpage: <https://ape-europa.eu/> .

The main expenditure lines reported by the association are as follows:

EPA Expenditure 2017		
		EUR
Heading 1	Staff costs	105.811
Heading 2	Infrastructure and operating costs	29.159
Heading 3	Operational expenditure	10.783
Heading 4	Meetings and entertainment costs, of which	68.213
	- Meetings of the Association	62.596
	- Participation to seminars and conferences	5.617
Heading 5	Information and publishing costs	6.381
	Total eligible expenditure	220.347
	Total non-eligible expenditure	4.327
	Total Expenditure	224.674

98. Which were the costs for each delegation and the average cost for each deputy in 2017?

See details in Annex Q98.

99. Members of European institutions can claim discounts. Is it true that Afiliatys is one of the associations where officials and MEPs can receive special discounts? Is Afiliatys subsidized by the European Parliament? Do they conclude deals with partners and if so, with whom? Do interest representatives also participate in their events?

Afiliatys is a private non-profit association (asbl) to which officials and other agents of the EU, active or retired, can adhere on a private basis. Parliament does not subsidize Afiliatys. In the framework of the opening of its antenna in Luxembourg and at its request, an office has provisionally been put at the disposal of Afiliatys in the Konrad Adenauer building during 2016.

These facilities for social organisations of staff, as there are a few, are explicitly not considered as grants under Article 121 (2)(a) of the (applicable 2012) Financial Regulation. No further facilities have been granted since there was no specific agreement between the Parliament and this association. Parliament does not contribute to discounts. More information on this organisation can be found on its website (www.afiliatys.eu).

100. Can former MEPs claim privileges through Parliamentary Associations and if so, which privileges? Are meetings organized by Parliamentary Associations, and if so, for whom and how often?

The members of the associations can benefit from the two Bureau de passage provided by the Former Members Associations in Brussels and Strasbourg as well as from the European Parliamentary Association's premises in Strasbourg.

Please refer also to the replies to questions 96 and 97. Further details about the events and meetings organized by the Associations can be found on their websites:

- <http://www.formermembers.eu/> and
- <https://ape-europa.eu/> .

101. The funding of childcare facilities increased by 19% between 2016 and 2017. How many extra nursery places were created in Brussels? Did the increase in the price of nursery places in Luxembourg following the signing of a new contract come with some advantages for the Parliament and nursery users?

The childcare budget line covers not only the childcare facilities managed by the EP, but also kindergarten and childminding facilities, managed by OIB in Brussels and OIL in Luxembourg.

The childcare facilities budget remains in contained growth and is predictable, as linked to children population and contractual obligations (annual indexations).

The crèches and nursery facilities budget is variable as it includes renting, buildings management, energy and security costs. These infrastructural costs dramatically increased over the past years and EP contribution to OIB increased accordingly.

EP contribution to OIB was EUR 840.000 in 2016 while 2017 estimations from OIB reached EUR 1.3 million (+50%). This increase is mainly due to the renovation of the European Interinstitutional Centre. For 2017, the EP paid an advance of EUR 950.000. The final figures are still expected from the European Commission. EUR 298.000 are committed to face these final expenses.

Childcare facilities attendance in Brussels has increased by 5 % between 2016 (3082 monthly attendance) and 2017 (3228 monthly attendance). The EP provides 75% of the total cost. Parental contribution (25%) is closely linked to parents' salaries.

Prices of the childcare facilities places in Luxemburg are the results of a call for tender. Price of a full time place under the former contract was EUR 1434.39 (based on May 2015 last indexation). Price of a full time place under the new contract, based on September 2016 index, is EUR 1490.25. Increase between the two contracts is then less than 4%, excluding normal indexation. Payroll in Luxembourg has grown by 2.5% during the same period.

102. When it comes to carryovers, DG EXPO could again not pay all commitments, since the DG overestimated the costs. Will the DG develop a strategy to better estimate the costs for reimbursements? How will the DG avoid or decrease the overestimation? (paragraph 2.3.4. Annual Activity Report DG EXPO)

The rate of utilisation of appropriations carried over from 2016 to 2017 was 84%. This is the highest utilisation rate for the last five financial years and reflects an optimized carryover management.

It is worth highlighting that DG EXPO has a very particular mandate. Forecasting the cost for inter-parliamentary delegations is extremely complex with a significant degree of uncertainty. Planned delegation missions can be cancelled or modified because of political developments and new meetings could be authorised outside the initial programme. In addition, the cost of a delegation depends on the situation of the destination country, particularly in high-risk areas. If security measures (armoured cars, close protection teams) are required, this can have a significant impact on the appropriations needed.

Estimates also need to comply with legal obligations and a certain level of unpredictability. For instance, for election observation missions an external auditor must examine and verify the expenditure, and the supporting documents submitted by the service provider, before payment. In that case, the final invoiced amount is sometimes lower than the amount of the contract established which reflects, inevitably, in unused carried over commitments.

Amounts not finally used can also relate to the fact that expertise may, occasionally, be rejected once received. This is sound financial management as studies of insufficient quality should not be paid for, or only paid for partially. There are also outstanding amounts, not finally used, that relate to carryovers made for travel reimbursements. This

is difficult to avoid since the eventual final travel costs are very volatile and not completely known at the time of the carryover procedure. In some other cases presentation of studies, under the framework contracts, are finally not requested and therefore travel expenses are not due.

Nevertheless, DG EXPO continuously tries to minimise the rate of unpaid carryovers through active follow-up. One of the measures under implementation is a structural change in its framework contracts for acquisition of expertise, by using all in prices, and therefore avoiding the requirement to carryover amounts for the reimbursement of travel costs in that area.

103. Could you please provide an overview of the missions carried out by the President of the European Parliament in 2017? Please include information on who participated, the destination of the mission, the objective, the cost, the duration and who paid for the mission.

The following table shows the details requested for all missions of the President of the European Parliament outside Brussels, Strasbourg and his Member State of election.

The missions carried out by the President of the European Parliament in 2017								
Beginning	End	Meeting code	Country	Town	Mission costs	Participants	Objective	Budget
02/02/17	02/02/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE MALTE	LA VALLETTE	495,16	CANGA FANO Diego, SANTELLA E.	Official visit +dinner ahead of the European summit	DG FINS
03/02/17	03/02/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE MALTE	LA VALLETTE	620,68	CANGA FANO Diego, SANTELLA E.	Official visit +dinner ahead of the European summit	DG FINS
10/02/17	10/02/17	PRPE - PRESIDENCE P.E.	ROYAUME D'ESPAGNE	MADRID	476,78	CANGA FANO Diego, SANTELLA E.	Official visit to Spain	DG FINS
11/02/17	11/02/17	PRPE - PRESIDENCE P.E.	ROYAUME D'ESPAGNE	MADRID	657,74	DE MENDOZA Gonzalo	Official visit to Spain	DG FINS
23/02/17	23/02/17	PRPE - PRESIDENCE P.E.	ALLEMAGNE	BERLIN	237,19	CANGA FANO Diego, WEISS Michael	Official Visit to Germany	DG FINS
24/02/17	24/02/17	PRPE - PRESIDENCE P.E.	ALLEMAGNE	BERLIN	687,72	CORAZZA Carlo	Official Visit to Germany	DG FINS
02/03/17	03/03/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE SLOVÉNIE	LJUBLJANA	1336,75	SANTELLA E., VLASE Delia	Official visit to Slovenia - inauguration of the EU-house	DG FINS
29/03/17	30/03/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE MALTE	LA VALLETTE	1403,84	SALVELLI C.	Working visit	DG FINS
19/04/17	20/04/17	PRPE - PRESIDENCE P.E.	ROYAUME-UNI DE GRANDE-BRETAGNE ET D'IRLANDE DU NORD	LONDON	456	CANGA D., CHIOCCHETTI A., CORAZZA C.	Official visit to UK	DG FINS
23/04/17	24/04/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE SLOVAQUE	BRATISLAVA	1251,84	VLASE D., SANTELLA E., BOLYAB.	Speakers' Conference	DG FINS
08/05/17	09/05/17	PRPE - PRESIDENCE P.E.	ROYAUME D'ESPAGNE	MADRID	1338,04	CANGA Diego, DE MENDOZA Gonzalo	Prix Charles V	DG FINS
18/05/17	19/05/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE CROATIE	ZAGREB	1381,21	SALVELLI C., VLASE Delia	Official visit to Croatia	DG FINS
23/05/17	23/05/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE ITALIENNE	FIRENZE	25,51	DI COLA Guglielmo	EURO-LATIN AMERICAN PARLIAMENTARY ASSEMBLY	DG FINS
30/05/17	30/05/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE D'ESTONIE	TALLINN	549,9	CHIOCCHETTI A., WEISS Michael	Conference of Presidents	DG FINS
05/07/17	05/07/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE FRANÇAISE	PARIS	242	GABRIEL F., DI COLA G., SANTELLA E.	Homage Simone VEIL	DG FINS
18/07/17	20/07/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DU MONTÉNÉGRO	PODGORICA	814,88	CORAZZA C., DI COLA G., SANTELLA E.	Official Visit Montenegro	DG FINS
10/09/17	10/09/17	PRPE - PRESIDENCE P.E.	ALLEMAGNE	DUSSELDORF	1263,22	WEISS Michael, CAPOGROSSO F.	Visit Germany/Dutch Corps, Conference Sant'Egidio	DG FINS
21/09/17	22/09/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE FRANÇAISE	PARIS	368,49	CANGA, CHIOCCHETTI, CORAZZA, DI COLA	Official Visite to France	DG FINS
28/09/17	29/09/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE D'ESTONIE	TALLINN	897,49	CHIOCCHETTI A., PANELLA, SANTELLA	DIGITAL SUMMIT	DG FINS
20/10/17	21/10/17	PRPE - PRESIDENCE P.E.	ROYAUME D'ESPAGNE	MADRID	1292,53	CANGA FANO D., DE MENDOZA Gonzalo	Premio Princesa de Asturias	DG FINS
30/10/17	01/11/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE TUNISIENNE	TUNIS	459,37	CORAZZA, SALVELLI, GABRIEL, HAGLUND	Official Visit Tunesia	DG FINS
03/11/17	03/11/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE MALTE	LA VALLETTE	1055,99	SALVELLI C	Funérailles CARUANA GALIZIA	DG FINS
09/11/17	10/11/17	PRPE - PRESIDENCE P.E.	ALLEMAGNE	BERLIN	935,59	WEISS Michael	Meeting Chancellor MERKEL and Adenauer Stiftung	DG FINS
16/11/17	17/11/17	PRPE - PRESIDENCE P.E.	ROYAUME DE SUÈDE	GÖTEBORG	897,72	HAGLUND, SANTELLA, CORAZZA	Official visit to Sweden and Social Summit in Göteborg	DG FINS
20/11/17	21/11/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE BULGARIE	SOFIA	489,76	CHIOCCHETTI, WEISS, VLASE	Conference of Presidents ahead Bulgarian Presidency	DG FINS
27/11/17	29/11/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE CÔTE D'IVOIRE	ABIDJAN	3350,97	SALVELLI, CORAZZA, CANGA, DI COLA	AFRICA - EU SUMMIT	DG FINS
07/12/17	08/12/17	PRPE - PRESIDENCE P.E.	RÉPUBLIQUE DE CHYPRE	LARNAKA	1755,13	CORAZZA, SALVELLI, GLATIGNY	Official Visit to CYPRUS	DG FINS
TOTAL			27 missions		24.741,50			

104. Please, provide us with detailed numbers regarding the costs of 12 missions to Strasbourg in the budget year 2017:

- **Reimbursement of travel costs for Members of Parliament**
- **Reimbursement of travel costs for EP staff**
- **Reimbursement of travel costs for Accredited Parliamentary Assistants**
- **Costs of charter train Thalys**
- **Costs of transport of the “cantines”**
- **Costs of transport of the vehicle fleet**
- **Cost of external contractors (Flower Bar, Members’ Bar, Press Bar, Swan Bar, self-service restaurant, etc.)**
- **The total amount of all costs**

a) Reimbursement of travel costs for Members of Parliament

The table below summarizes the total and average costs of MEPs’ travel expenses for the 12 Strasbourg sessions:

Costs for Strasbourg sessions (€)

Cat.	TOTAL ¹	AVERAGE/MONTH
Travel Costs	7 700 358	641 696
Daily Allowance	10 036 444	836 370
Distance Allowance	1 394 608	116 217
Time Allowance	1 994 045	166 170
Other Costs	47 594	3 966
TOTAL	21 173 049	1 764 421

(1) Figures not final as deadline for submission of 2017 expenses is 31/10/2018.

b) Reimbursement of travel costs for EP staff

c) Reimbursement of travel costs for Accredited Parliamentary Assistants

In 2017, the European Parliament reimbursed a total amount of EUR 5 742 678 for travel cost linked to the 12 part-sessions:

- EUR 3 641 190 for agents, and
- EUR 2 101 488 for Accredited Parliamentary Assistants.

d) Costs of charter train Thalys

The cost of the charter train Thalys in 2017 was EUR 3 668 532.

At the EP’s request, the travel agency concluded with the Thalys railway company a contract for the charter of two high-speed trains covering the Brussels-Strasbourg-Brussels route, one consisting of two train units and the other consisting of one train unit. The total price for the chartered trains in 2017 was EUR 3 668 532, resulting in a cost price of 140 EUR per passenger for a one-way trip, and 280 EUR for a return trip. That amount covers the price for the trains operation between Brussels and Strasbourg,

including one stop in Paris and the access controls in the form of ticket and ID checks when travellers enter the trains.

e) Costs of transport of the canteens (trunks)

Costs of transport of the “canteens” in 2017: EUR 70 400 (outsourced transport).

f) Costs of transport of the vehicle fleet

In 2017, the costs of 12 sessions to Strasbourg for the vehicle fleet amount to +/- EUR 33 120 for road toll (péages) and +/- EUR 108 864 for fuel.

g) Cost of external contractors (Flower Bar, Members’ Bar, Press Bar, Swan Bar, self-service restaurant, etc.)

The European Parliament incurs no costs from COMPASS EUREST FRANCE, the external catering contractor for Parliament’s buildings in Strasbourg. The contractual arrangement is free of costs (not subsidised) and concession-based since November 2016.

h) From the replies above, the total amount can be calculated as follows:

a) Reimbursement of travel costs for Members of Parliament:	7 700 358
+ b) Reimbursement of travel costs for EP staff:	3 641 190
+ c) Reimbursement of travel costs for APAs:	2 101 488
+ e) Costs of transport of the “canteens”:	70 400
+ f) Costs of transport of the vehicle fleet:	33 120
+	108 864

	13 655 420

The travel costs indicated under a), b), c) cover transport by train (i. a. Thalys charter, already disclosed under d)) for the parts relating to Members, APAs and EP staff.

However, the Thalys charters are also used by journalists and staff of political groups; therefore, the total amount of EUR 13 655 420 does not include the part of Thalys costs pertaining to these travellers of the Thalys.

105. Does the Secretary-General intend to submit to the Bureau a proposal in order « to fully align allowances between officials, other servants and APAs » for Strasbourg missions as asked in para 40 of the Resolution on EP Discharge 2016? If yes, when? If not, why not?

The Bureau decided on the new flat rates for APAs during its meeting on 2 October 2017. The new flat rates entered into force on 1 January 2018.

106. *Since indeed it is the Bureau which decides on the revision of the flat rate allowances, could the SG indicate what kind of moral or ethical reasons (or other reasons) may justify this manifest inequality of treatment (something that does not occur in any other institution of the UE)?*

The new allowance rates for APAs decided by the Bureau on 2 October 2017 entered into force on 1 January 2018 and are the following: EUR 137, 160 and 183.

107. *The rapporteur of EP discharge 2016 called for interns to be eligible for advance payments for missions. What progress has been made on this issue?*

The management of the EP trainees' missions (not MEP trainees whose missions are not managed by the Parliament) is based on Internal Rules governing traineeships and study visits in the Secretariat of the European Parliament. Article 15.5 of these rules foresees that the trainees can receive an advance of up to 70% on the amount payable for the mission in question (excluding transport). The mission order for the trainees can and should be established as soon as needed.

Members' trainees have a private-law contract with the Member, which does not entitle them to have a similar status in Parliament as the other categories of Parliament staff. There is currently subsequently no facility or legal framework within DG Finance to arrange a scheme for direct advance payments to those trainees. However, the Bureau, at its meeting of 2 July 2018 examined a proposal by the Secretary-General for the revision of the rules for Members' trainees. One of the key principles agreed by the Bureau, which would be then followed by a more detailed proposal, was that to the extent possible, the regime of the Members' trainees would be aligned with the traineeship of the Secretariat of the European Parliament.

108. *How many people are tasked with processing MEP travel cost reimbursements?*

The total number of posts affected to the reimbursement of travel and subsistence expenses within the responsible unit is 34 at 31.12.2017, consisting of 25 officials, 1 temporary and 8 contractual agents, versus 38 posts at 31.12.2011.

109. *How many car travel expenses and total kilometres (incurred in the Member State of election) have been reimbursed to the Members and what kind of documents has been provided to support these requests? Which crosschecks in the Member States have been carried out to verify the claims?*

To date, a total amount of EUR 3 261 440 have been reimbursed to Members in 2017 for travels done by car within the Member State of election. The kilometre allowance rate was 0.51 EUR/km in 2017. Thus, the total amount reimbursed corresponds to 6 394 980 kilometres. Following articles 13 and 14 of the IMMS, Members shall submit a declaration indicating the registration number of the car used to make the journey, the distance travelled and the places of departure and arrival. Members have also to indicate the purpose of the journey undertaken in the exercise of the mandate. Parliament's administration is not in a position to make systematic crosschecks in the Member States, and the large number of requests would be a real constraint to the possibilities of verification.

110. What was the cost in 2017 for covering all flight travel for Members? What was the percentage of flights done in economy class and on business class? What is the percentage of MEPs using business class/economy class during their flight travels? What were the equivalent figures for the flight travel of staff?

The total cost in 2017 for covering all flight travel for Members was EUR 21 744 592.

In 2017, the percentage of flight tickets purchased by Members via Parliament’s travel agency (currently BCD Travel) broke down as 39% in economy class and 61% in business class.

From the total population of MEP, it is not possible to provide the percentage of MEPs who use business class against those who use economy class. Indeed, a majority of MEPs use both classes, with varying intensity.

The equivalent figures for the flight travel of staff is as follows:

	Agents	APAs	Totals	Cost
Economy flights	86%	98%	92%	1.600.039
Business flights	14%	2%	8%	2.244.214
			Total cost	3.844.252

111. Concerning the new travel agency, could you extensively detail the list of new criteria which were added in the call for tenders compared to the previous period?

The European Parliament concluded a contract with Carlson Wagonlit Travel, which will operate as the new Travel Management Company (TMC) on 1 January 2019, following an open call for tender. For the preparation of this call for tender, an in-depth analysis of the previous contract has been carried out in order to identify and keep the provisions which proved to work well and to add, adapt and specify provisions where necessary. During this exercise, the remarks made in the framework of the discharge procedures were analysed and taken into account. The main provisions of the contract are:

- Opening hours - The opening hours of the selected TMC will be aligned with those of the Members’ Portal, thus ensuring a quality service including during lunchtime in Brussels as well as in Strasbourg.
- Quality service - The focus for the TMC remains the provision of a professional travel service, taking into account the Members' needs while providing the most cost effective arrangement. The TMC shall make offers according to the established travel policy of the European Parliament in line with the applicable rules and the guidelines given by the authorising officers’ services responsible for the reimbursement of expenses (i.e. Member’s Travel Expenses Unit in DG Finance). This includes also providing information about the so-called “Low Cost” airlines and proceed upon request with the booking thereof.
- Complaint register - The TMC is also requested to put a complaint register in place, in order to respond without delay to any complaint about their service or about the service rendered by hotels or transport companies and to ensure the necessary

follow-up until every case can be closed. This complaint register will be closely monitored by the Travel Management Unit of DG Finance.

- 24/7 Emergency hotline - The TMC shall provide a service of assistance for travellers of the European Parliament which is available 24 hours per day, seven days a week, 365 days per year. The agents of this hotline shall assist the travellers of the European Parliament before or during their travel any time outside office hours.
- Booking channels - The selected TMC has the obligation to rely on any booking channel in order to compare prices and offer the best available fares on the market, including the fares negotiated by the European Parliament. In addition, the TMC is asked to contribute with its market power and experience to the negotiations between the European Parliament's services and train companies (e.g. Thalys), airlines and hotel groups.
- Participation in the Daily Ticket Tracking - With the Daily Ticketing Project, the status information of each ticket issued by the TMC can be transferred through integrated processes to Parliament's service in charge of reimbursing MEP travel expenses. This project is developed by the Member's Travel Expenses Unit of DG Finance, with the potential of a simplification thanks to automatic reimbursements of travel costs and allowances to Members, possibly without them submitting supporting documents (in most of the cases, handing in boarding passes will no longer be needed).

112. Please, provide details of expenditures for the following budget items: Funding of European Political Parties (item 402) and Funding of European Political Foundations (item 403).

The requested information has been published at the following address:

<http://www.europarl.europa.eu/contracts-and-grants/en/20150201PVL00101/Political-parties-and-foundations>

113. If any, which irregularities have been spotted in 2017 in respect of the use of grants attribute to European political parties and foundations?

The annual accounts and the activities of the Political parties and Political foundations at European level were subject to the usual and necessary thorough scrutiny. Firstly, the financial data are verified by an independent external auditor mandated by the European Parliament and secondly by the services of the European Parliament. These two layers of control have two main objectives: to ensure that the financial data reported in financial statements is correctly accounted for in line with the relevant accounting standards and that the expenditure reported as eligible for EU funding complies with the relevant rules.

For the financial year 2017, the European Parliament awarded grants to 31 Political parties and Political foundations at European level. Only 24 beneficiaries submitted their final reports within the given deadline. Of the remaining 7 beneficiaries, one beneficiary had waived its grant, two grant decisions were terminated by the Parliament and four beneficiaries failed to produce their financial statements and final reports for 2017.

These four beneficiaries have ended their activities and did not cooperate with the administration of the Parliament or with the external auditors, including one party and its affiliated foundation which received the pre-financing for 2017 and are therefore subject to recovery.

The analysis of the final reports for 2017 submitted by the beneficiaries - to the extent it was not yet possible to finalise for the Bureau in September - is due to be finalised shortly, and the Secretary-General will then make a proposal to the Bureau incorporating that assessment.

114. Given increased interest by citizens, civil society organisations and investigative journalists in how the Parliament implements its budget, has the Secretary General undertaken any work to increase the transparency and usability of existing information by providing parliamentary expenditure data in open source format?

Wherever comprehensive information on budget implementation is sent by the Administration for publication on the web, it is in pdf 'searchable' mode; likewise the OPOCE publishes the Reports on budgetary and financial management in the Official Journal in searchable format. However, many comprehensive documents consist of parts in different formats, notably annexes. Publishing all parts separately in their own format is cumbersome and the accessibility for the reader would be reduced compared to a single document.

115. Due to an increase in the level of risk associated with legality and regularity DG FINS set up the Compliance Monitoring Unit, reporting directly to the Director-General of DG Finance. Could you give more information regarding the composition, the mandate and how this Unit will gather and share information with the Budgetary Control committee? Furthermore, could you give more details of the increased levels of recovery procedures and how it is determined if any irregularity rises to an OLAF referral? Of the recovery procedures related to allowances, how many were referred to OLAF?

The Compliance Monitoring Unit of DG Finance was set up by decision of the Secretary-General of 15 June 2017 and started functioning on 1 September 2017. The unit, directly attached to the Director-General, consists of a team of five persons: a head of unit, three legal administrators and one assistant.

Firstly, the Compliance Monitoring Unit is in charge of providing legal support within DG Finance with regards to the Implementing Measures of the Statute for Members (IMMS) and the rules on funding of political parties and foundations at European level. The unit's task is to ensure that the rules are applied in a correct, impartial and harmonised manner, while promoting legally sound and effective practices for interactions with beneficiaries.

Secondly, the unit is in charge of monitoring the correct application of the rules related to Members' financial entitlements, and in particular to manage in an effective manner recovery procedures under Article 68 IMMS and to advise the Director-General of DG Finance on complaints under Article 72 IMMS. The unit regularly liaises with

Parliament's Legal Service on those matters and provides support in the related court cases. Moreover, the unit coordinates the draft answers provided by DG Finance to investigatory requests addressed by OLAF and national judicial authorities when falling in the scope of DG Finance.

Finally, the Compliance Monitoring Unit provides advice on compliance in DG Finance with data protection rules and liaises in this respect with Parliament's Data Protection Officer. It liaises with Parliament's competent units and coordinates, as regards DG Finance, the contributions to requests for access to documents based on the transparency regulation, and access to the administrative file by the parties concerned.

In 2017, there were 17 new recovery decisions related to Members' financial entitlements, under Article 68 IMMS, compared to 7 issued in 2016. The corresponding total amounts to be recovered were EUR 903 741 in 2017 and EUR 1 111 178.53 in 2016.

A referral to OLAF in a case regarding a Member is decided by the President. Under the Staff Regulation, the Financial Regulation and the OLAF Regulation, Parliament's services have the duty to recommend a referral to OLAF, if they become aware of irregularities which might be considered as an illegal activity, fraud or corruption and harm the interests of the Union. The President makes the final decision.

In 2017, one case related to recovery procedures was referred to OLAF.

116. How many cases involving Parliament were investigated by OLAF in 2017? On what issues?

In 2017 OLAF investigated 38 cases related to the Parliament on:

- MEPs -20
- staff - 12
- political parties financing - 2
- political group financing - 1
- external services providers - 3

117. Please provide us with up-to-date information regarding possible misuse of Members' and staff allowances:

- *How many investigations were carried out in 2017?*
- *Which allowances were involved?*
- *What amounts were at risk?*
- *What amounts were retracted?*
- *What were the results of these internal investigations?*
- *How many cases were referred to OLAF?*
- *Can you divide the cases into occurrences per political group?*

As a preliminary remark, it should be underlined that it was deemed necessary to adopt a uniform and consistent definition of the notion of "investigation". This has allowed the various units involved to provide reliable and harmonised data. As a result, the data below may not be compared with those provided for the last two discharge questionnaires.

As required by the principle of sound financial management, provided for in the Financial Regulation, the services in charge of managing the Members' allowances carry out regular daily internal control activities aimed at safeguarding the legality and regularity of transactions and compliance with the Statute for Members and its Implementing Measures. These types of controls were not considered for the purpose of identifying the cases of "misuse" of allowances by Members.

For the purpose of this analysis, investigation is the in-depth analysis carried out by the services when information comes to their knowledge that would indicate potential irregularities in the use of Members' allowances.

This type of investigation relates to past transactions based on new information or on horizontal controls of travel patterns, for example, and may also be triggered by requests for information received from OLAF or national judiciary authorities.

The figures below do not include investigations started in 2017 but not concluded at year-end.

Concerning the Members 'parliamentary assistance, 47 cases were identified in which investigations, outside the daily control activities, were carried out in 2017. The same year, 17 debit notes were issued for the recovery of approximately EUR 903 741,00. One case was referred to OLAF.

In the area of the Members 'travel and subsistence expenses, a total of 17 investigations were carried out, of which 10 had financial implications, i.e. they resulted in either a non-reimbursement of the expenses or in a partial or full recovery through offsetting of the expenses reimbursed, corresponding to an amount of EUR 68.589,05.

As a general principle, Members' allowances and entitlements are granted on an individual basis in strict compliance with the Statute for Members and its Implementing Measures, irrespective of the criteria of political group or Member State. The approach for controls results from the application of the Institution Control Standards and covers all Members. The resulting recoveries or adjustments of amounts paid (through offsetting) are carried out in application of the relevant provisions of the Financial Regulation and the Implementing Measures for the Statute for Members.

118. In order to have a more comprehensive approximation to the scheme introduced by the Statute for Members of the European Parliament in 2009, could the General Secretariat:

a Inform the precise amount to which the statutory pensions have risen, and the number of people who have benefited from this regime since its entry into force in 2009 until the end of this parliamentary term (2014-2019)?

b provide a forecast of the number of beneficiaries and the foreseen amounts for the periods 2019-2024 and 2024?

- a) The European Commission currently pay pensions under the Statute for Members at a monthly total of EUR 313 247 (October 2018). As this parliamentary term has not yet ended it is impossible to include figures for 2019, but between July 2009 and October 2018 a total of 227 separate beneficiaries received a pension under the Statute for Members.

- b) The projections of the number of beneficiaries (former MEPs, widows and orphans) who will receive a pension under the Statute for Members for the years 2019 - 2024, are given in the table below. They are based on the assumptions that 226 beneficiaries will be in pension at the end of 2018, that all present and potential future beneficiaries will remain alive throughout the period, and that an annual indexation of 2% will apply as from 2018:

Year	# of beneficiaries	Amount in EUR
2019	234	3 753 100
2020	371	6 965 400
2021	411	9 458 300
2022	419	10 089 800
2023	427	10 427 800
2024	435	10 797 400
Total 2019-2024		51 491 800

119. How many MEPs and/or APAs are using usually the e-Portal? How many posts have been saved in the administration since the launch of the e-Portal? How many are expected to be saved when the application reaches its full cruising speed (full Assistants' missions, etc.)?

The MEP's e-Portal is operational since 2014. It offers Members the possibility to submit their financial requests and consult their personal data, payments and budget execution. Certificates and other documents are also provided through e-Portal. At the end of August 2017, the version 2.0 of the application has been deployed with a complete new graphical user interface and a new form for the reimbursement of travel expenses.

The functionalities make a distinction between actions (submission of expense-related requests via eForms) and data retrievals (visualisation of budget or a payment status or a certificate in eData).

Since October 2017, the accredited parliamentary assistants have the obligation to submit their mission order requests through the e-Portal to avoid typing errors and other unclear forms - regardless if their Member uses the e-Portal.

	2018 ¹⁰	2017	2016
<i>eForms for mission orders of APAs</i>	11.576	5.524	694

In details, Members have in particular the possibility to consult their budget on Parliamentary assistance allowance and General expenditure allowance, which is one of the most used feature of the system. They also can easily print certificates (e.g. the tax certificate) or their salary slip. Members' CV and the declaration of financial interest can equally be introduced via the e-Portal to DG Presidency.

For the future, more functionalities of the e-Portal are planned:

¹⁰ 15/10/2018

- A mobile version of the e-Portal accessible from outside the European Parliament with a laptop or tablet by means of a secured version on https-protocol, further easing and enhancing Members' access for consultation or submission of requests from anywhere at any time.
- A dedicated workspace for the Member's paying agent to enter and validate the necessary data on tax and social security for parliamentary assistance. This will make the interaction much easier, quicker and even paperless between the Member, his paying agent and Parliament's services.
- Reimbursement of Members' professional training requests and consultation of the available budget.
- Reimbursement and consultation of the budget 400 for non-attached Members

As of 2018, the administration reports the following statistics on the use of the e-Portal by Members and APAs.

	2018 ¹¹	2017	2016	2015
Users MEP	625	425	326	119
Users APAs with PoA for their MEP	414	325	237	162
Number of requests submitted via eForms	19 194	11 185	6 519	2 420
Number of eData consultations	25 155	24 516	21 275	9 717

Members made the most use of eForms for their travel expenses reimbursement requests, followed by the requests for mission orders for APAs.

The use of eData consisted mainly in consultation of the budget execution for the parliamentary assistance allowance and the payment history.

The e-Portal brings added value in the automation, reliability and client-visibility of certain processes, but it cannot replace the fundamental functions of the administrative staff, whose analysis and decision making are needed, with regard to the complexity of the rules and each Member's choices concerning his travel arrangement, parliamentary assistance etc.

In the current context of implementation and transition, Members have still the choice when submitting their files: in paper form submitted to the MEPs' Portal or via an electronic requests through the e-Portal. In the framework of the upcoming 2019 European elections, one of the main objectives is to stimulate the use of the electronic platform, following a gradual approach.

In the longer term, once completed, the e-Portal expects more and more users, which also means less paper forms should be submitted. Efficiency gains could therefore be expected, which would allow to reallocate resources differently. While a reinforcement of IT specialised staff will be needed, the colleagues from operational units and front-

¹¹ 15/10/2018

office, now tasked with managing paper forms, could be better dedicated to other high-quality services.

120. Was there an evaluation of the e-Portal system carried out? If yes, what were the results?

A constant evaluation is already carried out via the statistics monitoring and analysis of users and their application of the different features. These figures show an increase of the number of users by 47 % in the last 12 months. This is the positive result of a coordinated communication strategy. In the near future, the project management team is also planning to gather the various typologies of Members and Assistants' feedback in order to correct existing features and establish priorities for next steps of the tool development. This includes a mobile version for the use on tablets as well as the workspace for the paying agents that will be available soon.

The general feedback received is overall positive. Users appreciate to have at their disposal an electronic tool that is easy to use, 24/7 available, reliable and secure, gives flexibility and allows transparency to the treated files.

In future, DG Finance plans to do systematic surveys among Members and Assistants to enquire user's needs and the user friendliness of the e-Portal to have it implemented into further development of functionalities.

121. Lump Sum Payments

- **Which lump sum payments, aside from the GEA does the EP award it's staff?**
- **Please provide an overview across all staff (APAs, contract agents, permanent officials,...).**
- **Please provide information on the required documentation the different staff types need to provide to be entitled to specific lump sums?**

The GEA is not applicable to Parliament' staff but to Members. Depending on personal circumstances, a member of staff may be entitled to receive allowances as set out in the SR, Annex VII to the SR, and the CEOS.

Installation allowances, if any, are paid when the staff member takes up his duties. Resettlement allowances, if any, are paid when the staff member ceases his duties. Travel allowances, if any, are paid when the staff member takes up or ceases his duties, as well as once a year. Other allowances are paid to entitled staff members on a monthly basis.

A breakdown of allowances (including the legal basis) paid in 2017 is shown in the table below:

Allocations et indemnités payées en 2017

Base Statut	Fonctionnaire/AT	AC	APA	Total rubrique
Statut Article 42 ter	99.268,87	7.235,26	5.157,98	111.662,11
Statut Article 42 bis	1.472.543,30	135.847,67	158.600,76	1.766.991,73
Statut Article 67 § 2 - annexe VII art. 2	(5.708.050,21)	(1.815.355,67)	(590.890,43)	(8.114.296,31)
Statut Annexe VII article 2	27.420.963,47	6.782.070,00	3.598.512,11	37.801.545,58
Statut Annexe VII article 1er	14.125.664,12	2.597.114,96	1.814.743,44	18.537.522,52
Statut Annexe VII article 7 § 1 b)	8.962,43	5.994,62	-	14.957,05
Statut Annexe VII article 8	7.152.314,65	1.180.681,72	-	8.332.996,37
Statut Annexe VII article 7 § 1 c)	87.043,98	240,48	-	87.284,46
Statut Annexe VII article 7 § 1 a)	19.379,90	71.494,42	-	90.874,32
Statut article 56 & annexe VI	50.525,07	60.054,09	-	110.579,16
Statut article 56 & annexe VI	106.149,12	1.265.366,93	-	1.371.516,05
Statut Annexe VII article 4 § 1	67.215.450,31	5.541.544,51	13.564.734,50	86.321.729,32
Statut Annexe VII article 4 § 2	1.450.139,37	473.317,20	131.709,09	2.055.165,66
Statut Annexe VII article 15	69.610,31	2.082,36	-	71.692,67
Statut Annexe VII article 14	641.912,91	86.648,80	163,78	728.725,49
Statut Article 44	2.591.003,17	-	-	2.591.003,17
Statut Annexe VII article 5	319.517,17	133.833,70	94.464,26	547.815,13
Régime Applicable aux Autres Agents(RAA) Article 139 § 2	-	-	-	-
Statut article 56 & annexe VI	315.887,49	3.401.124,26	-	3.717.011,75
Statut Annexe VII article 6	114.045,06	10.969,83	48.591,29	173.606,18
Statut Annexe VII article 3	5.569.791,74	609.636,27	349.612,82	6.529.040,83
Statut Annexe VII article 3	700.288,96	89.778,17	60.138,12	850.205,25
Statut Article 67 § 2 - annexe VII art. 1	(158.184,53)	(29.992,18)	(5.614,05)	(193.790,76)
Statut Article 67 § 2 - annexe VII art. 3	(1.398.990,02)	(62.965,00)	(14.206,68)	(1.476.161,70)
Statut Annexe VII article 8 - récupération	(53.496,38)	(10.520,16)	-	(64.016,54)
	122.211.740,26	20.536.202,24	19.215.716,99	161.963.659,49
Statut Annexe VII article 8 - récupération	(750,40)	-	-	
	-	(1.709,84)	-	

122. How many Members of the European Parliament used their total budget of all allowances (including language and computer courses)? Have any irregularities had been detected?

Parliamentary assistance allowance:

Article 33(6) of the IMMS provides the Members with the possibility to carry-over one month worth of unused balance of the allowance to the next year, resulting therefore in no obligation for them to use up to the last euro of their envelope. A total of 60 Members transferred an unused balance equivalent to less than half of their monthly budget. Another 586 MEP transferred this maximum amount.

General expenditure allowance (GEA):

Upon the Member's request at the beginning of the legislative term, the GEA is paid directly as a flat-rate monthly payment.

Professional Training:

As of today, no MEP used 100% of his or her professional training allocation, but requests related to 2017 are still being processed. However on the requests paid and processed up to this date, out of the 71 MEPs having received reimbursement for an external language or IT training:

- 5 MEPs received reimbursement for IT courses, out of which 1 MEP used the budget in full, and 2 other above 90%;

- 66 MEPs received reimbursement for language courses, with 8 MEPs above 90% consumption

If irregularities with a financial impact occur, the Secretary-General recovers the corresponding amount pursuant to Article 68 of the IMMS.

123. What was the average demand for general expenditure allowance in 2017?

Upon the Member's request at the beginning of the legislative term, the GEA is paid directly as a flat-rate monthly payment. In 2017, it amounted in average to EUR 4 300 per month (the maximum being EUR 4 416).

124. How many MEPs have a separate bank account for receiving the GEA?

As of 18/10/2018, 536 MEPs have a separate bank account for receiving the general expenditure allowance.

125. How many MEPs returned the part of their General Expenditure Allowance that they had received in or before 2017 but were unable to spend? What amount was returned? How many MEPs refrain from having the GEA transferred on a monthly basis? What was the total percentage of the budget reserved for the GEA that was not used in 2017?

During 2017, 17 Members returned unused GEA funds received during 2014-2016. The total amount returned was EUR 453 927. All MEPs received their payment on a monthly basis. Six members requested less than the full amount monthly, whereas no members refused the GEA. A percentage of 2,4% of reserved budget for GEA was not used.

126. How many MEPs left their position in 2017 and returned unused GEA to the EP?

Up to 16 October 2018, one member whose mandate ended 2017 has returned unused GEA.

127. Having regard to the lack of transparency of Members regarding their General Expenditure Allowance and given that in 2017 Members were still not obliged to publish their accounts or to let them being checked by an external auditor, how many members made that information public and had their accounts audited in 2017?

According to the current legislation, Members are not obliged to inform Parliament's administration regarding their decision to have their accounts audited or published, consequently this is subject to each Member's individual decision. It is also each Member' individual decision whether or not to inform the European Parliament.

128. Please provide detail of the control system used for general expenditure allowance in 2017.

The GEA is automatically paid monthly once a Member has made a request for its payment. Although there is the Bureau decision of 2 July 2018 on eligible expenditures, Members are not obliged to keep receipts regarding the use of the GEA. Consequently, it is not possible for Parliament's services to control the use of the GEA without having access to supporting documents. However, according to article 31(2) of the IMMS, in case a Member is absent on at least 50% of plenary sessions, half of the paid GEA has to be reimbursed to Parliament. This control exists, and is done via the presence lists.

Voluntary Pension Fund

129. What is the most up to date status of the deficit of the pension fund (what was the deficit in 2017 in comparison with 2016?). Moreover, we would like to ask for an analysis of the legal basis and the consequences for the European Parliament of the deficit.

The actuarial deficits at 31.12.2016 and 31.12.2017 stood at EUR 326.2 Mio and EUR 305.4 Mio respectively, showing a decrease of EUR 20.8Mio between the two years. The reason behind this decrease is to be found mainly in the evolution of the technical factors affecting the calculations.

Parliament commissions actuarial evaluations of its pension schemes, on the legal basis of the European Union accounting rules (EAR) decided by the European Commission. The actuarial deficit has no immediate consequences for Parliament, but constitutes an estimated value of Parliament's future pension benefit obligations which are disclosed in the institution's financial statements as contingent liabilities for each financial year.

130. Please provide us with additional information regarding the voluntary pension fund:

- *Contributions by the EP (2014 to 31.12.2017 in yearly increments)*
- *Yearly payments (2014 to 31.12.2017 in yearly increments)*
- *Projections of number of MEP for the next 5 years, which will be entitled to an EU pension (in yearly increments)*

- Contributions by the EP to the voluntary pension fund (2014 to 2017)

Year	Amount in EUR
2014	25 284.36
2015	3 178.74
2016	287.82
2017	0,00

- Annual pension payments under the additional (voluntary) pension scheme (2014 to 2017)

Year	Amount in EUR
2014	14 471 432.31
2015	15 771 158.41
2016	16 616 919.88
2017	17 186 610.39

- Projections of number of beneficiaries (former MEPs, widows and orphans) who will receive a pension under the additional (voluntary) pension scheme for the next 5 years, based on the assumption that 773 beneficiaries will be in pension at the end of 2018, and assuming that all present and potential future beneficiaries will remain alive throughout the period.

Year	# beneficiaries
2019	802
2020	823
2021	835
2022	853
2023	863

131. Could you please provide us with all of the decisions that the bureau has taken so far to reduce the actuarial deficit of the voluntary pension fund?

Parliament's Bureau modified the scheme's rules numerous times with a view to improve the liquidity of the fund and the funding of the scheme. At its meetings of 23 March and 1 April 2009 the Bureau decided to withdraw the options for early retirement and capital lump sum payments, and the retirement age was increased from 60 to 63. These Bureau decisions were challenged before the Court of Justice by beneficiaries under the scheme. However, the Court ruled in favour of Parliament in all three cases.

More recently, on 12 March 2018, the Secretary-General presented to the Bureau a comprehensive proposal which would significantly reduce the actuarial deficit and improve the sustainability of the Fund. The Bureau charged the Secretary-General to elaborate a financial and legal analysis to be presented to the Bureau before the end of the current mandate.

132. What was the reason for the ASBL and the SICAV to be founded in Luxembourg?

This question should be addressed directly to the ASBL, noting that Luxembourg was Parliament's official seat.

133. What was the highest, lowest and average pension paid from the voluntary pension fund in 2017 and in 2018?

With reservation for the fact that the annual indexation for 2018 is not yet known, the highest, lowest and average pensions paid under the additional (voluntary) pension scheme are as follows (including survivors' pensions):

Year	MAX	MIN	Average
2017	6.262,77	114,13	1.905,79
2018	6.262,77	115,84	1.934,72

134. Could you please provide us with the amount of each pension payments made to its pensioners in July 2018 by the voluntary pension fund? It goes without saying, that the corresponding names are anonymised.

The July 2018 payment comprised of 751 individual payments of varying size (see also the answer to question 133 above). It is not possible to list all 751 payments in any meaningful manner in this document, but Members can obtain a complete table of the payments from the Members' Salaries and Social Entitlements Unit, DG FINS.

Amount	# Recipients	Amount	# Recipients	Amount	# Recipients	Amount	# Recipients
115,84	1	1.111,19	1	1.643,98	14	2.759,53	1
122,12	1	1.122,08	2	1.659,28	1	2.766,05	1
187,88	3	1.126,89	1	1.722,25	1	2.766,06	1
375,77	2	1.148,18	1	1.722,26	2	2.778,07	1
509,62	1	1.166,56	4	1.761,40	1	2.792,16	1
594,96	3	1.172,14	1	1.780,97	1	2.818,25	2
595,09	1	1.174,00	1	1.800,55	1	2.870,43	1
610,35	1	1.174,27	56	1.826,64	2	2.948,72	1
610,61	1	1.177,32	1	1.859,26	1	3.000,91	1
652,37	2	1.200,36	1	1.878,83	20	3.006,78	1
656,20	1	1.200,37	2	1.910,43	1	3.026,99	1
672,46	2	1.226,45	1	1.931,02	1	3.027,00	1
716,41	1	1.226,46	1	2.017,37	1	3.027,01	1
724,12	1	1.252,55	2	2.018,26	2	3.105,30	1
743,70	1	1.278,64	1	2.054,96	1	3.131,39	97
751,53	1	1.291,69	1	2.054,97	2	3.157,47	1
767,10	1	1.304,74	3	2.074,54	2	3.229,24	1
782,67	1	1.328,90	1	2.102,09	1	3.287,95	1
782,85	1	1.330,84	2	2.113,68	2	3.314,04	1
808,94	2	1.345,51	2	2.144,55	1	3.366,24	1
861,04	1	1.356,94	1	2.165,86	1	3.405,37	1
861,13	1	1.383,03	1	2.165,87	1	3.424,95	1
880,69	1	1.409,11	1	2.165,88	1	3.470,61	1
913,33	2	1.409,12	2	2.174,59	1	3.522,81	8
938,66	5	1.416,27	1	2.218,06	1	3.888,13	1
939,41	54	1.435,21	3	2.218,07	1	3.924,41	1
939,42	1	1.435,22	3	2.250,67	3	3.992,52	1
965,50	1	1.449,72	1	2.289,82	1	4.012,08	1
965,51	1	1.449,73	1	2.296,34	1	4.096,90	1
979,09	1	1.454,92	1	2.348,54	29	4.325,22	1
986,39	1	1.460,93	1	2.426,81	1	4.331,74	1
991,60	2	1.461,32	1	2.452,92	1	4.488,32	1
996,68	1	1.461,34	1	2.479,02	1	4.566,61	1
1.009,13	3	1.487,41	1	2.503,11	1	4.592,69	1
1.017,70	4	1.518,72	1	2.531,21	4	4.644,89	1
1.076,41	1	1.539,59	1	2.557,29	1	4.697,08	23
1.087,29	3	1.539,60	2	2.657,83	1	5.218,98	1
1.088,79	1	1.565,69	248	2.713,87	1	6.262,77	4
1.089,44	1	1.585,26	1	2.724,31	1		
1.110,43	1	1.643,97	1	2.739,96	2	Grand Total	751

135. Article 2 No. 2 of Annex VII on the voluntary pension fund, PEAM rules reads out the following: “2. The maximum pension shall be 70% (and the minimum pension 10.5%) of 40% of the basic salary of a Judge at the Court of Justice of the European Communities.” What was the minimum contribution period necessary to receive the minimum pension of 10.5% of 40% of the basic salary of a Judge? Among the actual members of the voluntary pension fund what is the shortest contribution period and what is or will be the corresponding pension?

Initially, Parliament’s Bureau set the minimum contribution period at 3 years. However, following the accession of Bulgaria and Romania in 2007, the Bureau reduced the minimum contribution period to 2 years without changing the amount of the pension (3.5% of 40% of the basic salary of a Judge for each full year in office). The effect of this change was that the lowest old-age pension obtainable was reduced to 7.0% of 40% of the basic salary of a Judge, the survivors’ pensions being lower. At today’s salary level, a contribution period of two years corresponds to a monthly old-age pension of EUR 626.28.

136. Are the pension payments of the voluntary pension fund subject to any tax?

The pensions are not subject to tax for the benefit of the European Union. Taxation at national level depends on the national tax provisions.

137. Are the pension payments of the voluntary pension fund offset against any other pension payments?

The rules in force do not foresee any offsetting against other types of pension.

138. Since the foundation of the fund, how many members left the fund and got their contributions paid back, and, respectively, in which year?

The following table lists the number of Members who withdrew from the scheme in each year:

Year	Number of Members who left the Fund
1995	7
1996	3
1997	1
1998	85
1999	39
2000	8
2001	5
2002	3
2003	8
2004	29
2005	30
2006	10
2007	13
2008	8
2009	68
2010	7
2011	2
2012	1
2013	1
2014	6
2015	2
2016	3
2017	0
2018	1
Sum	340

139. What were the travel costs incurred by the investment advisor from Deloitte Consult Edinburgh in 2017?

Parliament's administration is unable to answer this question and has therefore forwarded it to the Pension Fund Secretariat which answered as follows:

“Some of the answers to the questions posed will be available after the Fund's 2017 ASBL Annual accounts and annual report are presented at the Fund's AGM in November 2018.

In line with the Fund's Statutes, these accounts and report will then be sent, in December 2018, along with the SICAV 2017 accounts, to the Presidents of the European Parliament, its Budget Control and Budget Committees, and the European Court of Auditors.

The Fund's Statutes were approved by the Bureau of Parliament and the College of Quaestors who, working with the Parliament's Legal Service and DG Finance in 1992 set up the Fund. The European Parliament is legally bound to honour the agreements it has entered into at that time and subsequently.

In line with Article 32 of Fund's Statutes, approved by the Bureau of Parliament on 7th July 1993 'The Association's accounts shall not be subject to the discharge procedure applicable to the general budget of the European Communities.'

140. What were the meeting expenses for the entire Board, the actual incurred travel costs for the Chairmen, and the allowances for the Chairmen in 2017?

See reply to Question 139

141. Who bears the costs for the advisor from the European Commission? What were these costs in 2017?

See reply to Question 139

142. How many staff members are employed, on a full or part-time basis, directly by the ASBL and the SICAV, respectively? What are their tasks? What are the total cost for all of the staff per month?

See reply to Question 139

143. Could you please list all the companies, registries or auditors that provided or are providing services to the ASBL or the SICAV in 2017, while linking them to their respective tasks? What were the total costs in 2017?

See reply to Question 139

144. Does the pension fund make use of the services and resources of the European Parliament? If yes how many hours? How many staff? What are their tasks? Who bears these costs?

Parliament's administration carries out various administrative tasks (management of beneficiaries portfolio, correspondence with beneficiaries, public authorities and estate managers), financial tasks (establishment of pension rights, preparation of monthly payments) and IT tasks on behalf of the Fund. The annual work-load of these administrative and IT tasks is estimated at 1,5 full-time AST position in grade 5 for administrative and financial management plus app. 100 hours for IT maintenance. For 2017, such costs total an estimated EUR 122 387.50 which are borne out of Parliament's general budget.

The Fund is also provided with a permanent office within Parliament's buildings and benefits from use of Parliament's meeting rooms and interpretation facilities free of charge for its regular board meetings. These costs cannot be quantified with exactitude.

145. What were the costs for the legal opinion from Daldewolf to the Fonds de Pension – Députés au Parlement Européen, ASBL of 30 August 2018?

See reply to Question 139

146. How many legal opinions did the voluntary pension fund commission and how often did the fund ask for legal advice, in 2017 and 2018? What were the corresponding costs?

See reply to Question 139

147. How much money could be saved annually by transferring the administration of the voluntary pension fund to the European Parliament?

The daily management of the beneficiary portfolio and the preparation of monthly payments is already done by Parliament's administration at no cost for the fund, hence a formal transfer of these tasks would not result in any savings for Parliament.

As regards tasks managed by the fund secretariat, it must be recalled that investment funds (SICAV) and pension funds are heavily regulated throughout the European Union. As such, strict management rules apply as well as supervision by national authorities. These rules impose guaranteed minimum capital requirements, periodic financial reports, designation of a custodian bank, qualified fund management staff, etc. Whether money could be saved by transferring this part of the Fund administration to Parliament's general secretariat would depend on two things: Firstly, on the future legal form of the fund. And secondly, on the cost of creating dedicated posts with specialised staff within Parliament's administration for the purpose of meeting the legal requirements stipulated by the rules governing the legal form in question.

- 148. Old-age pensions for European mandates exercised before July 2009 to former Members elected in France and Italy:**
- a. What was the background for this exception to be made only for Italian and French members? Could you please elaborate on the process from the moment the Parliament's administration/bureau became aware of the proposal until this decision was taken?**
 - b. Could you please provide us with all relevant decisions with regard to the above-mentioned exception?**
 - c. For which period could the French and Italian members contribute to this additional system? What was the contribution rate of the MEPs, and was there also a share in which the Parliament took over? Please provide us with the different contribution rates per year if this rate changed over the years.**
 - d. Are the pension payments subject to any tax?**
 - e. Are the pension payments offset against any other pension payments?**
 - f. Which sums were paid in 2016 and 2017 from the EP budget to**
 - i. Italian**
 - ii. French former Members****for pensions related to their European mandates pre-2009?**
 - g. How many**
 - i. Italian**
 - ii. French Members****in total receive or are eligible for such a pension? Please distinguish between: pensioners; survivors; deferred active MEPs; deferred former MEPs**
 - h. How many**
 - i. Italian**
 - ii. French Members****who receive or are eligible for this exceptional pension also obtain or are entitled to a pension from the voluntary pension fund? Are these pensions to be offset?**

- a. It appears from the Bureau decision of 4 November 1981 that the Bureau's concern was that all Members of the European Parliament be entitled to a retirement pension. The rules explicitly state that "where no pension is provided under national arrangements or where the level and/or conditions of such pension are not identical to those applicable to Members of the national parliament of the Member State for which the Member was elected, a provisional pension shall, at the request of the Member concerned, be paid from the European Union budget, Parliament Section." Regarding European mandates exercised before 2009, this applies to pensions from three Member States only, namely France, Italy, and Luxembourg. The Bureau took this decision on the basis of a draft proposal drawn up by the "Working Party on a Statute for Members".
- b. The relevant decisions are listed in the title of the pension scheme rules which are available on Parliament's intranet as Annex III to the PEAM Rules (item 2.1.2 in the online Compendium of Rules which can be found on the Bureau webpage). All of these decisions can be found either online or by written request to the Bureau secretariat.

- c. Members elected in Italy and France could contribute to this pension scheme during the period July 1979 - July 2009. There was no contribution paid by the European Parliament. The contribution rate of Members changed according to the following table:

Italy

%	Start date	End date	MS
8.60	01/07/1993	14/07/2009	IT
7.60	01/01/1984	30/06/1993	IT
5.60	01/01/1983	31/12/1983	IT
4.90	01/07/1979	31/12/1982	IT

France

%	Start date	End date	MS
7.85	01/07/1991	14/07/2009	FR
7.80	01/01/1988	30/06/1991	FR
7.00	01/01/1984	31/12/1987	FR
6.00	01/07/1979	31/12/1983	FR

- d. The pensions are not subject to tax for the benefit of the European Union. Taxation at national level depends on the national tax provisions.
- e. The rules in force oblige Parliament to apply the national rules applicable to the relevant lower chamber. For former MEPs elected in France, this means that the pension is offset against any pension rights acquired at national level simultaneously with the European mandate under three pension schemes: RG/CNAV, IRCANTEC and CES.
For former MEPs elected in Italy, there is no provision to offset against other pensions.
For both pension schemes, the pension is suspended if the beneficiary takes up a certain public office post.
- f. The following amounts were paid in 2016 and 2017 for pensions acquired before 2009 paid according to Annex III of the PEAM Rules:

	2016	2017
FR	3 424 496.01	3 465 412.11
IT	7 121 132.84	6 993 316.42

g.

Category	IT	FR	Total
Old-age pensioners	150	161	311
Survivors	51	37	88
Deferred active MEPs	9	11	20
Deferred former MEPs not yet in pensionable age	44	45	89
Total	254	254	508

- h. The pension under Annex III to the PEAM Rules is a primary pension. There is no provision to offset pensions paid under the additional voluntary pension scheme (PEAM Rules Annex VII) from these pensions.

As regards the number of beneficiaries who hold rights under both Annex III and Annex VII to the PEAM rules, these are as follows:

FR MEPs		Status in Annex III		
		Deferred	Pensioners	Total
Status in Annex VII	Deferred	20	2	22
	Pensioners	6	103	109
	Total	26	105	131

IT MEPs		Status in Annex III		
		Deferred	Pensioners	Total
Status in Annex VII	Deferred	27	4	31
	Pensioners	11	112	123
	Total	38	116	154

149. With regard to the additional voluntary pension fund, can you provide the detail about average age and number of participants for every Member State in 2017?

The following excel-table shows all beneficiaries who have received at least one payment under the additional voluntary pension scheme during 2017:

Member State	# MEPs	Av. Age	# Widower/ Widow	Av. Age	# Orphan of one parent	Av. Age	# Orphan of both parents	Av. Age
AT	11	70						
BE	23	74	7	79			3	19
BG	2	69						
CY	3	73						
CZ	5	67						
DE	19	75	4	78				
DK	12	73	1	79			1	10
EE	2	73						
ES	91	75	10	75				
FI	10	73						
FR	100	74	15	74			2	19
GB	102	73	13	77			2	34
GR	37	75	13	83	1	57		
HU	6	72						
IE	23	73	3	81				
IT	126	75	20	77				
LT	3	75						
LU	8	80						
LV	2	81						

MT	2	67						
NL	25	76						
PL	15	72						
PT	28	73	5	72				
SE	10	77	1	81				
SI	2	73						
SK	4	70	1	75				
Total	671	74	93	77	1	57	8	21

150. The latest actuarial assessment dated 31 December 2017 shows the actuarial deficit of EUR 305,4 million. According to the estimations prepared by the DG Finance, the liquidity of the fund is sufficient to cover pension payments approximately until the end of 2024. Could you please provide information regarding the action plan to be carried on, in order to avoid any impact on the Parliament's budget and consequently any additional cost is in charge of EU citizens?

The answer to this question should be seen in conjunction with the answer to question 131 above.

The Bureau held a debate on 12 March 2018 on the basis of a proposal by the Secretary General. The Bureau also held an exchange of views with the Chairman of the Fund on 30 May 2018. Any decision regarding the voluntary pension scheme will be taken at a future meeting.

151. The Parliament is the guarantor for the payment of pension rights when and if the Voluntary Pension Fund is unable to meet its obligations and expressed its serious concerns with the fact that this way taxpayer's money is wasted. Will the Secretary-General develop proposals for dissolving the fund, while returning to participating (former) Members the contributions they paid themselves? What are the legal obstacles to stop the Voluntary Pension Fund?

Parliament has an obligation to pay pensions to the beneficiaries under the Additional (Voluntary) Pension Scheme.

With regards to a possible closure of the Fund, it must be recalled that the Fund is owned solely by a non-profit organisation ("ASBL") residing in Luxembourg. Parliament's Bureau and Quaestors set up the ASBL as an independent distinct legal entity, meaning that Parliament has no direct legal ways to force the ASBL to close the fund. Only a general assembly of the members of the ASBL can decide on an eventual closure of the fund. Any decision regarding the voluntary pension scheme will be taken at a future Bureau meeting.

INNOVATION AND TECHNICAL SUPPORT

- 152. Please, provide us with up-to-date information regarding DG ITEC Services:**
- *How many employees are employed full and half time respectively, divided into areas of expertise?*
 - *What is the average duration of contracts?*
 - *What is the shortest and longest duration of individual contracts?*
 - *Are DG ITEC employees contracted via the EP or are they external contractors and if so please supply the names of the external contractors?*
 - *If employed by the EP:*
 - o *What is the average remuneration grade?*
 - o *What is the lowest and highest remuneration grade respectively?*
 - o *Which additional benefit are granted to DG ITEC employees? (including but not limited to expat allowance, child benefits, spousal benefits)*
 - o *What are the selection criteria or qualifications of eligibility for employment?*

a) Full and part time employees and staff of contractors

Employment type	Permanent official	Temporary official	Contractual agent	Staff of contractor
Full time	381	22	37	641
Part time	34	2	20	128
Total	415	24	57	769

NB. Breakdown per „area of expertise” is not available.

b) and c) Shortest, longest and average duration of contracts

Contract duration (months)	Temporary official	Contractual agent	Staff of contractor
Average	22,5	12,6	N/A
Minimum	12	12	N/A
Maximum	48	24	N/A

d) Contractors providing staff as of 31 December 2017

ACCIS CONSORTIUM
 APAQ CONSORTIUM
 ARGUS
 ARIE
 ATOS ET DELOITTE CONSORTIUM
 ATOS ORIGIN
 ATSO CONSORTIUM

CGI LUXEMBOURG S.A. - INTRASOFT INTERNATIONAL
S.A.
CRONOCOMM
DetA Consortium
EPIOS
EUREL
FUJITSU
GETRONICS
GSS4EP
IEC
InfraFuture4EP Consortium
INTERACT CONSORTIUM
KNOW AND DECIDE
MCS
ORACLE
ORANGE CONSULTING, PRICEWATERHOUSECOOPERS EU
SERVICES
PROXIMUS
PWC EU Services EESV
PWC-Everis Consortium
PYXIS 14
SAP BELGIUM
SERCO
SODAH
SOFTLINE SOLUTIONS NETHERLANDS B.V.
SOGATOS
SOGETI SA
SYSTEMAT

e) Further statistics for EP staff

e1) and e2) Average, lowest and highest remuneration grades

Category	Minimum	Maximum	Average
AD	5	16	9
AST	1	11	7
AST/SC	1	2	1

e3) Additional benefits

For staff employed by the EP, the conditions of the Staff Regulations apply to DG ITEC as well as for all other DGs.

e4) Selection and eligibility criteria

According to the Staff Regulation for staff employed by the EP. According to the call for tender documents and framework contract clauses for staff of contractors.

153. *On the website of the European Parliament, it is difficult to find out the result of Parliament's votes. VoteWatch is a website that is much more practical. What does the Secretary-General think about the fact that the voting results on a commercial website are easier to find and that money has to be paid for it? What will the Secretary-General do to change this in the short term to have this efficient method on our own website, as it should be?*

Parliament's website already features the results of all votes in Plenary, in accordance with Rules 180(4) and 192(1) of the Rules of Procedure. These results can be easily accessed at the following link:

<http://www.europarl.europa.eu/plenary/en/votes.html?tab=votes>

The Secretary-General is aware of the importance of voting information and of the wide range of actors accessing the data published, as well as of its potential to be re-used. This is why the administration endeavours to ensure the publication of timely, accurate and complete records of votes, also in XML format for research and processing purposes.

The sections showing the results of votes on Europarl are part of the ongoing restructuring of Parliament's website, which aims, inter alia, to improve visibility and facilitate easy access to the information provided.

It would indeed be technically possible to present the voting results in a different way on the web site, though time and cost of any new presentation depends on the exact definition of how the votes are to be presented. It is worth noting that VoteWatch has a number of features, for instance the ranking of Members, which would probably be beyond the mandate of Parliament's administration.

154. *Please, provide details on the future replacement of the Streamline application.*

Commission's services are actually performing a gap and needs analysis to decide about the future of SYSPER, the HR system used by the Commission and a number of other institutions, to be finalised by the end of 2019. The analysis is expected to take into account inputs from Parliament's administration.

Parliament is also continuously seeking to exploit synergies with other European institutions, and would favour the usage of a single inter-institutional HR system if the Parliament's needs are duly taken into account.

In the meantime DG PERS is putting in place further IT solutions to simplify HR procedures, bearing in mind the interfacing possibilities with a future inter-institutional HR system.

155. On 16 October 2017, an unexpected incident at the EP Data Centre took place. What were the consequences of this incident? What will the Data Centre do in order to avoid these kind of incidents in the future? Due to this incident, IPOL applications are now facing delays in their development and improvement, in particular those related to the full digitalisation of the legislative process for the beginning of the next legislative term. Did DG IPOL develop an action plan to tackle these problems? (paragraph 2.1 Annual Activity Report 2017 DG IPOL)

Information systems used for internal administrative processes were unavailable following this incident, and in certain cases delays in the ongoing development projects of such systems occurred. Information systems supporting the Plenary session were restored on time to allow normal parliamentary activity on the Monday following the incident. Other systems were restored following the priority order defined by the Business Continuity Management.

A central Action Plan covering with a view to establish a more robust business continuity in IT was developed in the meantime. Priority actions foreseen for 2018 include, among others, automated server transfer between sites for critical applications, extension of the storage network and replication, and the extension of backup infrastructure capacity and backup media servers.

DG IPOL and other concerned DGs dealt with the incident by rescheduling a number of non-critical development projects.

156. TV des bureaux des Membres à Bruxelles:

- *Quelles sont les raisons pour lesquelles les téléviseurs des bureaux des députés ont été remplacés par des appareils d'une taille disproportionnée pour le petit espace de la plupart des bureaux des membres? Il est évident que l'emplacement et la distance des appareils tels que la télévision, les ordinateurs, etc. ont une influence sur la santé. S'agissant de TV de 43", une distance optimale entre 1,75 et 2 mètres aurait dû être respectée, ce qui par ailleurs est impossible vue la taille des bureaux (d'autres aspects importants tels que l'acuité visuelle, l'angle de la ligne de visée et l'angle de vue ne peuvent pas non plus être tenus en compte vue la position de l'écran par rapport au fauteuil du bureau). Pourquoi les normes standard d'ergonomie applicables à ces situations n'ont pas été tenues en compte?*
- *Quand est-ce que la décision de remplacement a été prise, quand est-ce que l'appel d'offre a été lancé et pourquoi une si grande taille a été choisie? Est-ce que des questions d'ordre de coût/efficacité/besoin réel/santé ont été tenues en compte dans la prise de décision sans oublier l'image que l'on donne aux gens de l'extérieur et même de l'intérieur qui se réunissent avec les Membres?*
- *Est-ce qu'une telle dépense était nécessaire par rapport au temps qu'un député peut regarder la télévision dans son bureau tout spécialement dans un monde où l'information via la TV est presque devenue obsolète?*
- *Pourquoi on n'a pas installé à Bruxelles le même modèle que celui de Strasbourg beaucoup plus adapté à la plupart des besoins réels tout en étant les deux modèles aussi performants d'un point de vue technique?*
- *Pourquoi les Membres n'ont pas été consultés surtout après la polémique suscitée à cause de la décision du changement des meubles de leurs bureaux? (Ce n'est pas les aspects techniques qui justifient le changement des appareils TV qui est mise en cause mais leur taille et leur coût).*

The new IPTV system is replacing a 20 years old obsolete analogue solution. Besides the availability of TV channels from all member states, it offers functionalities for the distribution of many different added-value services such as information about ongoing activities in the European Parliament, plenary session live, the agenda, the speakers list, ongoing events, and gives the possibility to introduce further services hitherto not available.

A survey in the demo offices for the new MEP offices 2019+ pilot project showed that the screen size of 40 to 45 inches would be optimal, taking into account the functionalities foreseen, the size of the office and the viewing distance for the various applications of the screen. The TV was presented in a demonstration of the new IPTV system to the Quaestors and they confirmed the screen size. While a 43 inch model was chosen for the Members' offices in Brussels, the constraints of the furniture in the Strasbourg offices led to the choice of a smaller 24 inch model.

The procurement procedure was managed in full conformity with the EU public procurement rules and resulted in a very favourable price of 230 euro (net of VAT) for the 24 inch model respectively 404 euro for the 43 inch model, both with an integrated decoder.

SECURITY AND SAFETY

157. Considering the extension of Parliament premises in Brussels across rue Belliard, was the security of the sidewalk for pedestrians envisaged while planning the construction of this new building?

Parliament's administration is highly committed in securing the sidewalk for pedestrians on the Rue Belliard and security measures have indeed been studied to protect the perimeter of the WIM building. These measures require an alignment with the Brussels Region before execution. The analysis from the Brussels Region side will be made in the framework of the global risk analysis of the Brussels European quartier. The measures will include works to be done in EP property but also on public domain. For both cases, permits are necessary and are being under discussion with the Brussels Region.

GREEN PARLIAMENT

158. Please, elaborate on how the Parliament applies the sustainability criteria in its public procurement procedures, and please include an evaluation of the use made of green public procurement as an instrument.

As regards green public procurement, rules and recommendations on how to integrate environmental considerations in Parliament's public procurement procedures have been incorporated in the Vademecum, the Implementation Guide on Green Public Procurement (GPP) and various other documents since 2015. Parliament established priority areas for which different targets were set, depending on the year and the maturity of the green policy. The percentage of contracts which are classified as "green" should be at least 35% of the procurement procedures launched by Parliament based on their value in 2016, 50% in 2017, and 60% in 2018.

So far, reports on the implementation of the green public procurement approach at the European Parliament have been provided to the Working Group on Green Public Procurement, the Inter DG Steering Group on Environmental Management and the Steering Committee for Environmental Management, containing information about

- the total number and value of contracts concluded in the priority areas and how many contracts have been greened in terms of numbers and values;
- the use of the inter-institutional GPP Helpdesk;
- the attendance of presentations and trainings.

As to the evaluation of the green percentage of the contracts of Parliament, the following statistics are:

Taking into consideration the total lot values of Parliament's contracts for 2017 it can be established that 40.71% of the contracts were classified as green, 10.96% as light green and 48.33% did not have any environmental dimension.

If we take into consideration the total lot values for 2017 with defined priority products, the results reach the thresholds defined in the green procurement guide, they even lie

considerably over these limits with 92.72% being green, 4,28% light green and only 3% having no environmental dimension.

The inter-institutional GPP Helpdesk has been set-up for eight EU-institutions¹² and aims at providing support to integrate green criteria into all stages of procurement procedures. Since the launch of the project in 2017, 118 questions were treated and customised support as well as presentations have been provided on different priority product groups¹³ to staff dealing with procurement procedures. The GPP Helpdesk platform provides for frequently asked questions (FAQs), market research and good practice examples to further promote GPP in EU-institutions.

In 2018, the Public Procurement Forum discussed the possibilities of creating a framework and recommendations for social buying which is similar to the framework established in the field of green public procurement.

The issue was raised and discussed during the meetings of the Forum. The Secretariat prepared a questionnaire addressed to the members in which their opinion, suggestions, eventual problems were asked. The findings of the questionnaire were presented to the members at the end of 2017. A paper with conclusions has been adopted by the Forum.

159. With regard to the Environmental management system (EMAS), what results have been achieved in 2017 in terms of reducing carbon dioxide emissions and reducing waste, especially plastic?

1. The European Parliament's objective, as laid down by the Bureau, is to reduce CO₂ emissions per full-time equivalent (FTE) by 40% between 2006 and 2030. By 2017, approximately 36,3% of reduction had been achieved, which was mainly due to:
 - The introduction of 'green' electricity in the three places of work
 - Projects to improve the energy efficiency of the technical installations (heat pumps, cooling systems, etc.)
 - Greening of Public Procurement
 - Replacement of charter flights by Thalys trains between Brussels and Strasbourg
 - Mobility projects (e.g. co-financing of public transport)
 - Continuous renewal of the car fleet, including electric vehicles and hybrid cars, as well as continuous extension of bike fleet at the three places of work, including e-bikes
 - Increased use of economy class for travel

The overall trend in the carbon footprint indicator has been positive over the last years. The performance in 2017 was roughly comparable to that in 2016 (7,77 t CO₂eq/FTE in 2016 and 7,75 t CO₂eq/FTE in 2017). It should also be noted that with the adoption of

¹² The European Parliament, the European Commission, the Council Secretariat, the European Court of Justice, the European Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Investment Bank.

¹³ Buildings (construction; heavy renovations; light renovations/refurbishment), Cleaning, Food and Catering, Furniture, Gardens, green areas and hydroculture plants, IT and Imaging Equipment, Lighting, Office Supplies, Paper, Sanitary and Water Equipment, Textiles, Vehicles and Transport and Waste Management

the updated KPI target for CO₂ emissions, the target scope has expanded, now also including Members' flights from their home countries to meetings in Brussels and Strasbourg. Consequently, the base year for the target (2006) was also recalculated to include those emissions.

All CO₂ emissions which cannot be reduced any further are offset in accordance with the Bureau decision from October 2015.

2. Parliament has a waste recycling percentage target, and a target for reduction of non-recycled waste production. The target for this period is an average recycling rate of 70%. As of 2017, the average recycling rate was 67,3%, which is an improvement compared to 2016.

For non-recycled waste, target is a 15% decrease in quantity of such waste per FTE in 2025 when compared to 2012. The quantity of non-recycled waste per FTE increased in 2017, with a 14,3% increase compared to 2016. This is due to increased volumes of all types of construction waste in Brussels and Strasbourg, some of which was non-recyclable. The non-recycled waste indicator was nonetheless 1,8% lower in 2017 when compared to 2012 (the base year for the target).

When it comes to office and kitchen waste, the total quantity decreased by 33% in 2017 when compared to 2012, and by 2,7% when compared to 2016. A positive trend in the percentage of office and kitchen waste recycled was also observed in 2017, with 63,8% of office and kitchen waste recycled, compared to 60,1% in 2016. Concerning plastic waste specifically, its recyclable elements are included in the "PMC" waste stream, which increased in size by 28% between 2016 and 2017. Non-recyclable and incorrectly sorted plastic waste is incinerated with other general waste. The total amount of incinerated office and kitchen waste decreased by 13% when compared with 2016.

On 11 June 2018, the Bureau has taken important decisions to further reduce and gradually eliminate single-use plastic, including bottles. The implementation of the decision could lead to further reductions of plastic and plastic waste at the European Parliament.

It is important to note that efforts in waste reduction are closely linked to prevention and re-use. Therefore, effective needs assessment prior to purchase and use as well as redeployment of existing resources are among the most effective approaches to waste reduction, which can at the same time result in significant cost savings.

160. Does the EP have a policy in place to avoid wasting food? What percentage of food from the canteen is discarded? Are there local welfare organisations who receive that food?

Since the second semester of 2013 Parliament is implementing a comprehensive policy with the objective to drastically reduce food waste. Almost no food is wasted, if it can be safely recovered and reused in accordance with HACCP (Hazard Analysis and Critical Control Points) concepts and the applicable rules for food safety and hygiene.

The so-called “my portion”, progressively extending to all self-service restaurants in the three places, helps reduce food waste by giving the choice of big and small servings, which have different price. Other measures aiming at the same purpose are reducing food offer at the end of opening hours; selling salad, fruit and vegetables by weight or removing presentation tables and gradually replacing them by screens.

An ambitious plan for significant reduction of food-wastage at the three sites through benchmarking, best practices and awareness raising measures is in place aiming at 10-15% target of unsold food and leftovers. The aforementioned target is to be achieved by an annual reduction of 5% in kg per meal by 2019 (reference year 2016). The amount of food waste from unsold and leftover food in all three places shows the following trend:

- In 2017 food waste was 12% (with 5% increase in the number of meals served compared to 2016 and 16% decrease in food waste per meal served (kg/meal)
- In 2016 - 15% of waste from unsold food and leftovers
- In 2015 - 15,92% of waste from unsold food and leftovers
- In 2014 - 18,21% of waste from unsold food and leftovers

The service providers since the latest public tender procedures in Brussels (2015) and in Strasbourg (2016) have committed themselves to oversee the management of all products and meals so that food waste and the number of unconsumed products, which cannot be sold once service is over, are kept to a minimum. To honour this commitment, the main service provider, in association with Parliament’s services, have set up a procedure on food donations, which allows for the recovery of unsold foods and their redistribution to charitable organisations. The Organic food corner (Les Filles) has also joined the scheme.

Special thermoforming and sealing machines have been acquired in both Brussels and Strasbourg and staff operating them has been trained accordingly.

Food donation opportunities in France continue to be very limited due to certain abusive practices mainly by supermarkets. In the aftermath of the vote in plenary of the Borzan’s report on cutting food waste (16 May 2017), the catering provider operating on Parliament’s premises in Strasbourg approached local French authorities for an exemption for Parliament’s self-service restaurants so that momentary shortcomings in legislation would not hinder food donation. Unfortunately, the exemption has not been granted so far. However, 450 kg of unsold food products falling under a different category have been donated in Strasbourg since the beginning of 2017 and up to mid-2018.

In Brussels, the European Parliament continues to be a frontrunner with its distribution of ready meals in a systematic and monitored way. Since the beginning of this programme and up to October 2018, 3965 kg of food were donated, enough to feed for one day 6100 people in need. At the latest big interinstitutional event on Parliament’s premises in October 2018, 42 kg of unconsumed sandwiches were donated on that very same day with the subsequent logistical effort from both Parliament’s organisers and the charity association.

161. The discharge procedure 2016 for the European Parliament brought to light, that the “vertical gardens” on ASP ground floor lead to installation costs of EUR 41 000 and maintenance costs of EUR 500 per year. Please, explain how the alleged improvement of the air quality and the work environment of the occupants of the building stands in proportion to costs this elevated - particularly since this part of the ASP building is rarely visited other than by visitors of the Restaurant Origen.

The installation of the green wall of the ASP building was a green building test project for the European Parliament buildings as part of the EMAS approach. This project has an impact on indoor air quality throughout the interior street, and it contributes to giving occupants a more pleasant environment.