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## Information and Notices

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## IV

(Notices)

## NOTICES FROM EUROPEAN UNION INSTITUTIONS, BODIES, OFFICES AND AGENCIES

## EUROPEAN PARLIAMENT

## REPORT ON BUDGETARY AND FINANCIAL MANAGEMENT

## SECTION I: EUROPEAN PARLIAMENT

FINANCIAL YEAR 2013

(2014/C 201/01)

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**INTRODUCTION**

1. This report analyses the European Parliament's budgetary and financial management during the financial year 2013. It outlines the use made of financial resources and the events which had a significant influence on activities during the year (Parts I and II) and gives an overview of the results achieved as against the objectives set for 2013 (Part III).
2. The report has been drawn up in accordance with Article 142 of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 <sup>(1)</sup>, hereinafter referred to as 'the Financial Regulation', and with Article 227 of Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union <sup>(2)</sup>. The analysis is based on the provisional accounts established by the Accounting Officer.

**I. FINANCIAL MANAGEMENT: GENERAL REMARKS**

3. Parliament's final appropriations for 2013 totalled EUR 1 750 463 939, or 19.07 % of heading V of the Multiannual Financial Framework <sup>(3)</sup>. Table 1 below provides an overview of the implementation of Parliament's budget in the financial year 2013.

Table 1

**Use of appropriations**

Appropriation type	2013 appropriations (EUR or %)	2012 appropriations (EUR or %)	Variation 2013/2012
<b>Appropriations</b>			
Initial appropriations	1 750 463 939	1 717 868 121	1,9 %
Amending budget	0	0	
Final appropriations	1 750 463 939	1 717 868 121	1,9 %
<b>Implementation for the year</b>			
Commitments	1 735 963 486	1 693 038 015	2,5 %
As a % of final appropriations	99,2 %	98,6 %	0,6 %
Payments	1 458 188 881	1 387 580 140	5,1 %
As a % of commitments	84,0 %	82,0 %	- 2,0 %
<b>Carryovers to following year</b>			
Automatic carryovers to following year <sup>(1)</sup>	277 774 605	305 457 875	- 9,1 %
As a % of final appropriations	15,9 %	17,8 %	- 1,9 %
As a % of commitments	16,0 %	18,0 %	- 2,0 %
Non-automatic carryovers (uncommitted appropriations carried over to following year) <sup>(2)</sup>	734 000	0	—
As a % of final appropriations	0,0 %	0,0 %	—
<b>Cancellations</b>			
Appropriations cancelled	13 766 453	24 830 106	- 44,6 %
As a % of final appropriations	0,8 %	1,4 %	- 0,6 %

<sup>(1)</sup> OJ L 298, 26.10.2012, p. 1.<sup>(2)</sup> OJ L 362, 31.12.2012, p. 1.<sup>(3)</sup> Interinstitutional Agreement between the European Parliament, the Council and the Commission on budgetary discipline and sound financial management (OJ C 139, 14.6.2006, p. 1).

Appropriation type	2013 appropriations (EUR or %)	2012 appropriations (EUR or %)	Variation 2013/2012
<b>Carryovers from previous year</b>			
Automatic carryovers from previous year (†)	305 457 875	222 900 384	37,0 %
Payments against those carryovers	286 109 573	197 991 076	44,5 %
As a % of carryovers	93,7 %	88,8 %	4,9 %
Amount cancelled	19 348 302	24 909 308	- 22,3 %
Non-automatic carryovers from previous year (**)	0	21 700 000	- 100,0 %
Payments against those carryovers	—	15 649 030	—
As a % of carryovers	—	72,1 %	—
<b>Appropriations from assigned revenue for the year</b>			
Appropriations from assigned revenue for the year	25 991 783	22 274 843	16,7 %
Commitments	16 907 174	18 028 503	- 6,2 %
As a % of appropriations from assigned revenue	65,0 %	80,9 %	- 15,9 %
Payments	8 997 498	11 216 674	- 19,8 %
As a % of appropriations committed arising from assigned revenue	53,2 %	62,2 %	- 9,0 %
Appropriations available from assigned revenue for the year	9 084 608	4 246 340	113,9 %
<b>Appropriations from assigned revenue carried over to the following year</b>			
Appropriations from assigned revenue carried over to the following year	106 934 452	106 900 532 (***)	- 0,1 %
<b>Appropriations from assigned revenue carried over from the previous year</b>			
Appropriations from assigned revenue carried over from the previous year	106 900 532	107 592 247	- 0,7 %
Commitments	104 147 894	105 482 187	- 1,3 %
As a % of appropriations from assigned revenue carried over	97,4 %	98,0 %	- 0,6 %
Payments	16 460 753	10 735 958	53,3 %
As a % of commitments	15,8 %	10,2 %	5,6 %

*Comments:*

(†) Articles 13(1) and 13(4) of the Financial Regulation

(\*\*) Articles 13(1), 13(2)(a) and 13(5) of the Financial Regulation

(\*\*\*) Corrected amount

The figures in the table are based on the 2013 provisional accounts established by the Accounting Officer on 6 March 2014.

**A. Revenue**

4. Total revenue entered in the accounts as at 31 December 2013 was EUR 158 117 371 (2012: EUR 175 541 860), including EUR 25 991 783 in assigned revenue (2012: EUR 22 274 843).

**B. Initial budget and amending budgets**

5. Total appropriations in Parliament's final budget for 2013 were EUR 1 750 463 939, representing a 1,9 % increase over the 2012 budget (EUR 1 717 868 121).

**C. Commitments and payments**

6. Commitments totalled EUR 1 735 963 486, accounting for 99 % of final appropriations (2012: 99 %). Payments totalled EUR 1 458 188 881, or 84 % of commitments entered into (2012: 82 %).

**D. Carryovers from 2013 to 2014**

7. Automatic carryovers to the financial year 2014 totalled EUR 277 774 604, or 16 % of appropriations committed (2012: 18 %). Non-automatic carryovers to the financial year 2014, pursuant to Article 13 of the Financial Regulation, totalled EUR 734 000.

**E. Carryovers from 2012 to 2013**

8. Automatic carryovers to 2013 totalled EUR 305 457 875 (2012: EUR 222 900 384). Payments against those carryovers stood at EUR 286 109 573, or 94 % (2012: 89 %). Appropriations cancelled thus totalled EUR 19 348 302, 22 % less than in 2012 (EUR 24 909 308). The bulk of the cancellations was made against: Article 2 0 0 (Buildings), Article 2 0 2 (Expenditure on buildings), Article 3 2 4 (Production and dissemination), Article 2 1 0 (Computing and telecommunications), Article 1 4 0 (Other staff and externals) and Article 3 0 0 (Expenses on staff missions and duty travel between the three working places). Cancellations against those six articles accounted for 74 % of the total amount cancelled.
9. The amounts cancelled and the main reasons for cancellations are set out in Table 2.

Table 2

**Main reasons for cancellations of automatic carryovers from 2012 to 2013**

Item	Cancellation	Main reasons for cancellations
Article 2 0 0 (Buildings)	5 481 983	<p>Item 2 0 0 7 (Fitting-out of premises): cancellation of EUR 4,3 million relating to various works which were late or not carried out at the three places of work and at the Copenhagen Information Office.</p> <p>Item 2 0 0 5 (Construction of buildings): cancellation of EUR 0,76 million relating to the KAD project in Luxembourg. Further to the decision to replace the project manager for the Konrad Adenauer works, an additional agreement was signed with that company in order to formalise the end of the working relationship. A number of services initially provided for were never carried out and therefore were not invoiced for.</p> <p>Item 2 0 0 8 (Other specific property management arrangements): cancellation of EUR 0,34 million relating to various services in Brussels.</p>
Article 2 0 2 (Expenditure on buildings)	3 305 808	<p>Item 2 0 2 2 (Building maintenance, upkeep, operation and cleaning): cancellation of EUR 2,15 million.</p> <p>Item 2 0 2 4 (Energy consumption): cancellation of EUR 0,76 million.</p> <p>Amounts were cancelled against those two items because a sufficient margin to cover worst-case scenarios had had to be allowed for. It is difficult to calculate the precise carryover amount, given that annual billing was still very incomplete when the appropriations were carried over.</p>
Article 3 2 4 (Production and dissemination)	2 379 658	<p>Item 3 2 4 2: cancellation of EUR 0,48 million relating to various services in Brussels.</p> <p>Item 3 2 4 8: cancellation of EUR 1 million relating to various estimated commitments with a built-in safety margin.</p>

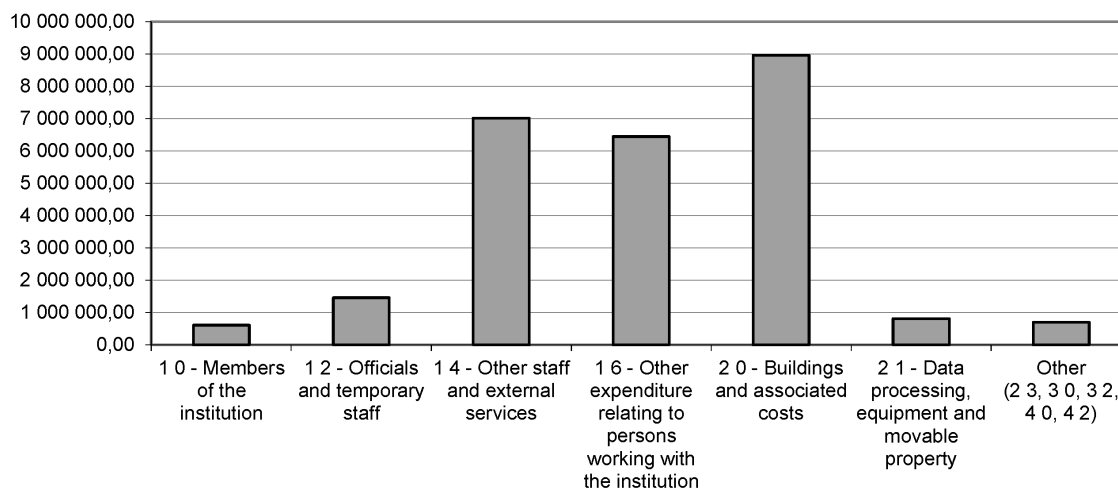
Item	Cancellation	Main reasons for cancellations
Article 2 1 0 (Computing and telecommunications)	1 488 199	A number of measures planned could not be carried out as expected.
Article 1 4 0 (Other staff and externals)	897 006	Item 1 4 0 2 (Conference interpreters): cancellation of EUR 0,71 million. The amount carried over to 2013 included a provision for the pay adjustment, which, ultimately, was not made in 2013.
Article 3 0 0 (Expenses on staff missions and duty travel between the three working places)	807 164	Amounts were cancelled against the article because a sufficient margin to cover worst-case scenarios had had to be allowed for.

#### F. Appropriations from assigned revenue

10. Assigned revenue available in 2013 totalled EUR 25 991 783 (2012: EUR 22 274 843). Commitments totalled EUR 16 907 174, i.e. a 65 % commitment rate (2012: 81 %). Payments totalled EUR 8 997 498, accounting for 53 % of the commitments entered into (2012: 62 %).
11. The source of the appropriations from 2013 assigned revenue is analysed in the figure below.

Figure 1

#### Appropriations from 2013 assigned revenue by chapter



12. Assigned revenue carried over to 2013 totalled EUR 106 900 532 (2012: EUR 107 592 247). The bulk (91 %) of the appropriations came from Chapter 2 0. This is mainly accounted for by the Belgian Government's payment of EUR 85 987 000, on 27 January 2010, by way of defrayal of the cost of the land forming the site for the D4 and D5 buildings and of the development costs for the roof over Brussels-Luxembourg Station.
13. Commitments in 2013 against assigned revenue carried over totalled EUR 104 147 894 (2012: EUR 105 482 187). Payments in 2013 represented 16 % of commitments entered into (2012: 10 %). The bulk of 2013 commitments related to the purchase of the TREBEL building in accordance with the Bureau decision of 30 November 2011.



14. EUR 106 934 452 was transferred to the financial year 2014: EUR 16 494 703 from appropriations from assigned revenue in 2013 (EUR 499 582 cancelled) and EUR 90 335 056 from appropriations from assigned revenue carried over from 2012 (EUR 30 cancelled). The EUR 85 897 000 paid by the Belgian Government in January 2010 (cf. paragraph 12) is external assigned revenue within the meaning of Article 21(2) of the Financial Regulation. Appropriations from internal assigned revenue carried over totalled EUR 21 037 452.

#### G. Cancellations

15. EUR 13 766 453 (2012: EUR 24 830 106), representing 0,8 % of final appropriations (2012: 1,4 %), was cancelled. The main reasons for the cancellations are set out in the table below:

Table 3

#### Main reasons for cancellations in 2013 of appropriations for the year

Article	Amount cancelled (EUR)	% of total cancelled	% cancellation/heading	Main reason for cancellation
2 0 2 Costs relating to buildings	2 261 331	16 %	2,2 %	By and large, this is a technical cancellation against a number of items, since it cannot be accurately forecasted, two years in advance, what the index-linking rates to be applied to the various contracts will be or what the outcome will be of the invitation to tender for contracts which have expired.
2 3 5 Telecommunications	1 250 491	9 %	21,1 %	Telecommunications tariffs fall regularly. Because of full digitisation, furthermore, traffic routing can be optimised at the three places of work.
4 2 2 Parliamentary assistance	1 134 620	8 %	0,6 %	By and large, this is a technical cancellation, since the extent to which Members will use their allowance cannot be accurately forecasted two years in advance.
2 0 0 Buildings	1 012 426	7 %	0,7 %	By and large, this is a technical cancellation against a number of items.
3 2 4 Production and dissemination	993 189	7 %	0,9 %	By and large, this is a technical cancellation against a number of items.
3 2 0 Acquisition of expertise	875 320	6 %	8,8 %	These are cancellations against a number of items. Against Item 3 2 0 0, expertise costs for two temporary committees were budgeted for, but only one committee was set up (EUR 0,3 million).
3 0 4 Miscellaneous expenditure on meetings	851 320	6 %	12,1 %	By and large, this is a technical cancellation against a number of items.

Article	Amount cancelled (EUR)	% of total cancelled	% cancellation/heading	Main reason for cancellation
2 1 6 Vehicles	658 069	5 %	10,1 %	A reserve (EUR 0,37 million) was set aside for the car booking service, but no commitment was entered into because the contract was stopped following an unsuccessful pilot phase. The new insurance policy is less costly than expected, in addition, and the invitation to tender was not finalised by the end of 2013.

#### H. Transfers

16. Over the course of the financial year, 10 C transfers (including the 'mopping-up' transfer) were approved under Articles 27 and 46 of the Financial Regulation <sup>(1)</sup> They totalled EUR 69 088 000, accounting for 3,9 % of final appropriations (2012: 10 transfers, accounting for 4,7 % of final appropriations). The President authorised 10 P transfers under Article 25(1) of the Financial Regulation <sup>(2)</sup>, totalling EUR 9 798 500, or 0,6 % of final appropriations (2012: eight transfers, accounting for 0,6 % of final appropriations).
17. In all, 20 C and P transfers were authorised in 2013, involving a total of EUR 78 886 500, or 4,5 % of final appropriations (2012: 18 transfers, involving a total of EUR 90 841 790, or 5,3 % of final appropriations).

Table 4

#### Transfers by legal basis

Number of transfers	Amount transferred (EUR)	As a % of final appropriations
<i>C transfers (Articles 27 and 46 of the Fin. Reg.)</i>		
10 C transfers	69 088 000	3,9 %
including 'mopping-up' transfer (C12)	54 000 000	3,1 %
<i>P transfers (Article 25(1) of the Fin. Reg.)</i>		
10 P transfers of appropriations for the year	9 798 500	0,6 %
<b>C + P transfers of appropriations for the year</b>	<b>78 886 500</b>	<b>4,5 %</b>

Table 5

#### Analysis of C transfers by receiving budget line

(EUR)

Receiving budget line		Transfer	Amount transferred
1 0 0 5	Other travel expenses	C9	1 100 000

<sup>(1)</sup> Article 27 (transfer proposals submitted to the budgetary authority) and Article 46 (provisions) of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012.

<sup>(2)</sup> Decision by the institution to transfer appropriations within a given article.

		(EUR)	
Receiving budget line		Transfer	Amount transferred
1 0 3 0	Retirement pensions	C9	1 600 000
1 0 5 0	Language and data-processing courses	C11	60 000
1 2 2 0	Allowances for staff retired in the interests of the service	C3	110 000
2 0 0 1	Annual lease payments	C12	54 000 000
2 1 0 0	Equipment and software for information and innovation technologies	C1	100 000
2 1 0 0	Equipment and software for information and innovation technologies	C8	940 000
2 1 0 0	Equipment and software for information and innovation technologies	C7	1 760 000
2 1 0 2	Outside assistance for information and innovation technologies	C1	200 000
2 1 0 2	Outside assistance for information and innovation technologies	C8	560 000
2 1 4 0	Technical equipment and installations	C1	250 000
2 1 6 0	Vehicles	C1	420 000
3 2 0 0	Acquisition of expertise	C1	30 000
3 2 4 1	Digital and traditional publications	C5	150 000
3 2 4 2	Expenditure on publication, information and participation in public events	C4	1 734 000
4 2 2 0	Parliamentary assistance	C10	6 074 000
<b>Total</b>			<b>69 088 000</b>

Table 6

**Analysis of C transfers by expenditure category and purpose**

(EUR)	Expenditure category receiving transfer	Subject matter	Transfer Amount transferred	%
Buildings/property policy	KAD project	C12	54 000 000	78
<b>Buildings policy — Total</b>				<b>78</b>

(EUR)	Expenditure category receiving transfer	Subject matter	Transfer Amount transferred	%
Members	Language and data-processing courses	C11	60 000	0
	Retirement pensions	C9	1 600 000	2
	Travel expenses	C9	1 100 000	2
	Release from the reserve for salaries, mission expenses and the cost of external professional training courses for accredited parliamentary assistants	C10	6 074 000	9
<b>Members — Total</b>			<b>8 834 000</b>	<b>13</b>
Administration	Allowances for staff retired in the interests of the service	C3	110 000	0
	Projects relating to catering services and ecological waste management	C1	250 000	0
	Purchase of electric vehicles for the transport of goods and purchase of regular and electric bicycles	C1	420 000	1
	Study to identify means of strengthening the sustainability aspect of catering services at the European Parliament	C1	30 000	0
<b>Administration — Total</b>			<b>810 000</b>	<b>1</b>
Information	European Youth Event 2014	C4	1 734 000	3
<b>Information — Total</b>			<b>1 734 000</b>	<b>3</b>
Information technology	Improvement of videoconference facilities and services	C1	300 000	0
	Provide the means for the purchase of tablets that could be made available from the beginning of 2014, as decided by the Steering Committee for ICT Innovation created by the Bureau	C8	1 500 000	2
	Release from the reserve in order to replace Streamline (Parliament's main human resources management system) by Sysper2 (used by almost all EU institutions)	C7	1 760 000	3
	Launching a project to set up a SharePoint collaborative space for translators	C5	150 000	0
<b>IT — Total</b>			<b>3 710 000</b>	<b>5</b>
<b>Total</b>			<b>69 088 000</b>	<b>100</b>

H.1. *Transfers of provisional appropriations (excluding the 'mopping up' transfer)*

18. This section looks at the use of appropriations from Chapter 10 1 (Contingency reserve) and Chapter 10 8 (EMAS reserve). Appropriations entered against those chapters, included in Title 10 (Other expenditure), are hereinafter referred to as 'provisional appropriations'. Excluding the 'mopping-up' transfer, Title 10 (Other expenditure) was the main source of appropriations transferred, accounting for 59 % of the total (EUR 8 834 000 out of a total of EUR 15 088 000).
19. Of that amount, EUR 6 074 000 was for expenditure on Members, EUR 2 060 000 for IT expenditure and EUR 700 000 for administration expenditure. The purpose of the transfers of provisional appropriations is set out below

Table 7

**Purpose of transfers of provisional appropriations**

				(EUR)
Source heading	Transfer	Transferred to	Purpose	Amount transferred
10 1	C7	2 1 0 0	Release from the reserve in order to replace Streamline (Parliament's main human resources management system) by Sysper2 (used by almost all EU institutions)	1 760 000
10 8	C1	2 1 0 0 2 1 0 2	Improvement of videoconference facilities and services	300 000
<b>IT- Total</b>				<b>2 060 000</b>
10 1	C10	4 2 2 0	Release from the reserve for salaries, mission expenses and the cost of external professional training courses for accredited parliamentary assistants	6 074 000
<b>Members — Total</b>				<b>6 074 000</b>
10 8	C1	2 1 4 0	Projects relating to catering services and ecological waste management	250 000
10 8	C1	2 1 6 0	Purchase of electric vehicles for the transport of goods and purchase of regular and electric bicycles	420 000
10 8	C1	3 2 0 0	Study to identify means of strengthening the sustainability aspect of catering services at the European Parliament	30 000
<b>Administration — Total</b>				<b>700 000</b>
<b>Total</b>				<b>8 834 000</b>

H.2. *Transfers from other sources (excluding the 'mopping up' transfer)*

20. This section looks at the transfers, excluding the 'mopping up' transfer, from sources other than Title 10 (Other expenditure). A total of EUR 6 254 000 was transferred from other titles. Expenditure on Members accounted for the bulk (44 %) of those transfers, followed by information-related expenditure (28 %), IT expenditure (26 %) and administration expenditure (2 %). Tables 8a and 8b give details of those transfers.

Table 8a

**Sources of C transfers other than provisional appropriations (excluding 'mopping-up' transfer)**

			(EUR)
Transfer	Source item	Purpose	Amount transferred
C3	1 2 0 0	Transfer from the remuneration and allowances item to the item for allowances following retirement in the interests of the service in order to meet requirements under Article 50 of the Staff Regulations.	110 000
C4	1 4 0 2	Transfer from the item for conference interpreters to the item for expenditure on publication, information and participation in public events in order to cover the cost of organising the European Youth Event 2014.	1 734 000
C5	1 4 2 0	Transfer from the external services item to the item for digital and traditional publications in order to fund the launch of a project to set up a SharePoint collaborative space for translators.	150 000
C8	2 3 5 0	Transfer from the telecommunications item to the computing and telecommunications article in order to purchase tablets.	1 500 000
C9	1 0 0 6 1 0 1 0 1 0 1 2 1 0 2 0 1 0 3 1 3 0 0 0	Combined transfer from the items for the general expenditure allowance, for accident and sickness insurance and other social security charges, for specific measures to assist disabled Members, for transitional allowances, for invalidity pensions and for expenses for staff missions and duty travel between the three places of work to the item for other travel expenses in order to cover reimbursement of travel expenses incurred in the Member State of election (EUR 1 100 000) and to the retirement pensions item in order to pay arrears and default interest relating to retirement pensions paid to former Members elected in France, under Annex III to the old PEAM Rules, following detection of a difference in adjustment rates applied to those pensions (EUR 1 600 000).	2 700 000
C11	1 0 2 0	Transfer from the item for transitional allowances to the item for language and IT courses in order to cover Members' claims for reimbursement of expenses.	60 000
<b>Total</b>			<b>6 254 000</b>

## H.3. 'Mopping-up' Transfer C12

21. A total of EUR 54 000 000 was transferred from provisional-appropriation headings, and from other sources, so as to help fund the extension and modernisation of the Konrad Adenauer Building (KAD), which is the main construction project in Luxembourg. Table 8b gives details of that transfer.

Table 8b

**Breakdown of Transfer C12 ('mopping-up')**

Source chapter	Title	Amount (EUR)	% of initial approps	% of total transferred	Remarks
1 0	Members of the institution	2 211 500	1 %	4 %	Less use made than forecast because there was no index-linking of the general expenditure allowance and pay in respect of 2011 (following the judgment handed down on 19 November 2013 by the Court of Justice) and 2012 (pending a Court judgment).
1 2	Officials and temporary staff	7 800 000	1 %	14 %	Less use made than forecast because there was no index-linking of the general expenditure allowance and pay in respect of 2011 (following the judgment handed down on 19 November 2013 by the Court of Justice) and 2012 (pending a Court judgment).
1 4	Other staff and external services	7 476 000	6 %	14 %	The main savings also stem from the fact that pay for 2011 and 2012 was not index-linked, but also from the measures adopted by the Bureau in order to rationalise interpretation costs and from a further increase in in-house translation productivity as a result, in particular, of higher reuse rates.
1 6	Other expenditure relating to persons working with the Institution	968 600	5 %	2 %	The main saving stems from Item 1 6 5 4 (Early Childhood Centre and approved day nurseries). The Early Childhood Centre and private day nurseries in Luxembourg do not come under Parliament's direct responsibility; rather, they are managed by the Commission, which did not announce until the end of the year that actual expenditure would be lower than had initially been projected.
2 0	Buildings and associated costs	12 983 900	6 %	24 %	The main savings stem from: <ul style="list-style-type: none"> <li>— Item 2 0 0 7 (Fitting-out of premises) because of delays to a number of procurement procedures;</li> <li>— Item 2 0 2 2 (Building maintenance, upkeep, operation and cleaning) because some items of equipment were not replaced, procurement procedures were deferred and use was made of assigned revenue;</li> <li>— Item 2 0 2 6 (Security and surveillance of buildings) as a result of the internalisation of security in Parliament, decided on by the Bureau in 2011, continued implementation of the rationalisation policy launched in 2010 and the signing of the new framework contract in April 2012, which resulted in a significant decrease in the cost per hour of the services provided in Brussels.</li> </ul>

Source chapter	Title	Amount (EUR)	% of initial approps	% of total transferred	Remarks
2 1	Data processing, equipment and movable property	351 800	0,3 %	1 %	The bulk of the amount stems from the fact that less use than projected was made of the item for technical equipment and installations.
2 3	Current administrative expenditure	2 043 500	14 %	4 %	More than half of this amount comes from the item for the European Parliament carbon offsetting scheme because the price on international markets was markedly lower than forecasted.
3 0	Meetings and conferences	762 000	2 %	1 %	This is mainly a technical surplus.
3 2	Expertise and information: acquisition, archiving, production and dissemination	2 667 935	2 %	5 %	The surplus stems from the fact that fewer studies were commissioned than forecast, chiefly because a number of them were produced in-house.
4 0	Expenditure relating to certain institutions and bodies	256 000	0,3 %	1 %	This is mainly a technical surplus.
4 2	Expenditure relating to parliamentary assistance	2 400 000	1 %	4 %	The surplus stems from the fact that the extent to which Members will use their allowance cannot be accurately forecast two years in advance.
10	Other expenditure	14 078 765	61 %	26 %	Use of provisional appropriations.
<b>Total</b>		<b>54 000 000</b>	<b>3 %</b>	<b>100 %</b>	
Receiving budget line	Title	Amount (EUR)	% of initial approps	% of total transferred	Purpose
2 0 0 1	Annual lease payments	54 000 000	335 %	100 %	Construction of the new KAD building in Luxembourg.
<b>Total</b>		<b>54 000 000</b>	<b>3 %</b>	<b>100 %</b>	

22. An overview of the P transfers is given in Table 9.

Table 9

**Purpose of P transfers**

(EUR)				
Receiving item		Transfer	Description	Amount transferred
2 1 0 2	Outside assistance for information and innovation technologies	P5	To maintain service continuity, to anticipate and accelerate on-going projects.	4 829 500



				(EUR)
Receiving item		Transfer	Description	Amount transferred
3 2 4 4	Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries	P9	To ensure Parliament's involvement in the new EU-PHORIA exhibition at Schirmeck in cooperation with the region of Alsace and the Mémorial Alsace-Moselle museum.	2 000 000
2 0 0 5	Construction of buildings	P2	To provide funding for project management services in connection with the KAD site works.	900 000
1 6 5 2	Current operating expenditure for restaurants and canteens	P6	Transfer needed in order to cover the cost of organising the European Youth Event (EYE) 2014.	515 000
3 0 4 0	Miscellaneous expenditure on internal meetings			
3 2 4 2	Expenditure on publication, information and participation in public events			
3 2 4 8	Expenditure on audiovisual information	P8	To cover higher than projected expenditure on audiovisual information (because of two unscheduled events).	500 000
4 2 2 2	Exchange losses	P1	Transfer needed in order to cover conversion charges in connection with the payment of parliamentary assistance expenses (because of the fall in value of the euro).	500 000
1 4 2 2	Interinstitutional cooperation activities in the language field	P7	To provide funding for the new computer-assisted translation (CAT) tool.	220 000
4 2 2 0	Parliamentary assistance	P10	Transfer needed in order to pay salaries and mission expenses for parliamentary assistants.	200 000
3 2 4 5	Organisation of seminars, symposia and cultural activities	P4	Transfer needed in order to pay over the Sakharov Prize endowments from previous years which could not be paid because of restrictions on the freedom of movement of the winners concerned.	100 000
1 4 2 2	Interinstitutional cooperation activities in the language field	P3	Payment — to the Commission — of Parliament's share of funding for the new CAT tool.	34 000
<b>Total — Transfers of appropriations for the year</b>				<b>9 798 500</b>

## II. FINANCIAL MANAGEMENT BY CHAPTER

23. This section looks at the use of appropriations by budget chapter, their share of the overall budget and changes in the use of appropriations over the previous financial year. Four chapters accounted for 70 % of total commitments. Those chapters were Chapter 10 (Members of the institution), Chapter 1 2 (Officials and temporary staff), Chapter 2 0 (Buildings and associated costs) and Chapter 4 2 (Expenditure relating to parliamentary assistance).
24. Table 10 provides a breakdown by chapter of the appropriations committed in 2013 as against those committed in 2012. Figures 2 and 3 depict, respectively, the relative shares and the changes between 2012 and 2013.

Table 10

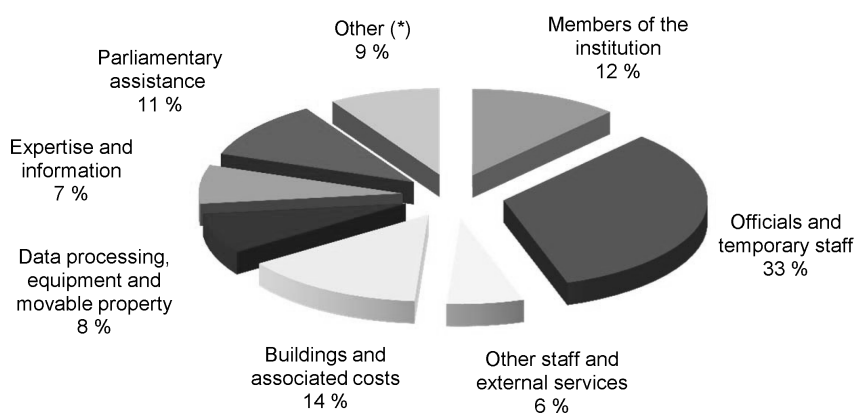
**Appropriations committed in 2013 as against those committed in 2012**

(EUR)					
Chapter	Heading	2013	2012	Difference	Variation 2013/2012
1 0	Members of the institution	205 414 449	204 267 112	1 147 338	1 %
1 2	Officials and temporary staff	574 999 348	560 700 762	14 298 586	3 %
1 4	Other staff and external services	106 182 103	102 483 098	3 699 005	4 %
1 6	Other expenditure relating to persons working with the Institution	17 829 236	16 699 823	1 129 413	7 %
<b>Title 1 — Persons working with the institution</b>		<b>904 425 137</b>	<b>884 150 794</b>	<b>20 274 343</b>	<b>2 %</b>
2 0	Buildings and associated costs	250 336 611	248 864 928	1 471 683	1 %
2 1	Data processing, equipment and movable property	131 805 904	142 804 433	-10 998 530	-8 %
2 3	Current administrative expenditure	9 548 021	9 476 760	71 261	1 %
<b>Title 2 — Buildings, furniture, equipment and miscellaneous operating expenditure</b>		<b>391 690 535</b>	<b>401 146 121</b>	<b>-9 455 586</b>	<b>-2 %</b>
3 0	Meetings and conferences	32 816 473	32 624 325	192 148	1 %
3 2	Expertise and information: acquisition, archiving, production and dissemination	125 672 031	105 967 314	19 704 718	19 %
<b>Title 3 — Expenditure resulting from general functions carried out by the institution</b>		<b>158 488 505</b>	<b>138 591 639</b>	<b>19 896 865</b>	<b>14 %</b>
4 0	Expenditure relating to certain institutions and bodies	92 683 288	87 917 639	4 765 650	5 %
4 2	Expenditure relating to parliamentary assistance	188 301 020	180 871 822	7 429 198	4 %

(EUR)					
Chapter	Heading	2013	2012	Difference	Variation 2013/2012
4 4	Meetings and other activities of current and former Members	375 000	360 000	15 000	4 %
<b>Title 4 — Expenditure resulting from special functions carried out by the institution</b>		<b>281 359 309</b>	<b>269 149 461</b>	<b>12 209 848</b>	<b>5 %</b>
<b>Title 10 — Other expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>—</b>
<b>Total</b>		<b>1 735 963 486</b>	<b>1 693 038 015</b>	<b>42 925 471</b>	<b>3 %</b>

Figure 2

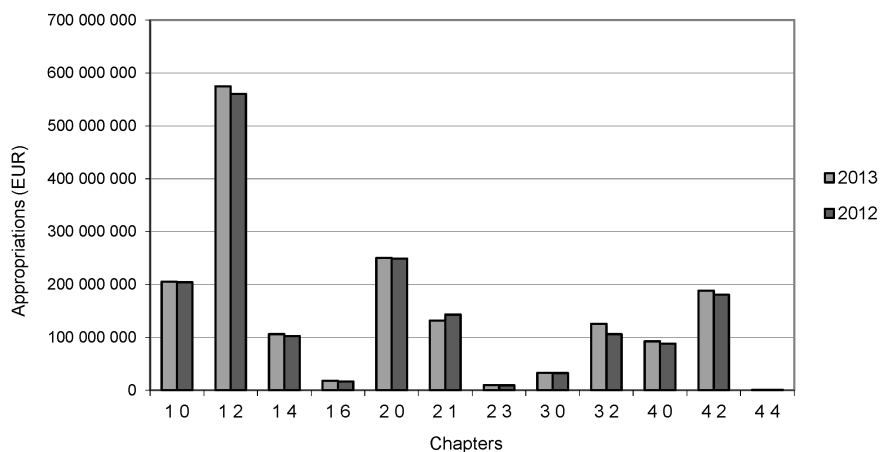
## Breakdown of 2013 commitments by chapter



(\*) Other (Chapters 1 6, 2 3, 3 0, 4 0)

Figure 3

## Appropriations committed in 2013 as against those committed in 2012, by chapter



**A. Chapter 1 0 ‘Members of the Institution’**

25. Direct expenditure on Members amounted to EUR 205 414 449 in 2013, or 12 % of total commitments for the year. That figure is EUR 1,1 million, or 0,6 %, more than in 2012. There are five main expenditure items in the chapter: 1 0 0 0 (Salaries) and 1006 (General expenditure allowance) accounted for 34 % and 19 % of commitments respectively, 1 0 0 4 (Ordinary travel expenses) and 1005 (Other travel expenses) accounted for 35 % and 3 % respectively, and 1030 (Retirement pensions) accounted for 6 %.
26. Commitments against Item 1 0 0 0 (Salaries) and Item 1006 (General expenditure allowance), which are intended to cover the cost of Members’ parliamentary activities, amounted to EUR 108 633 749, or 53 % of total commitments for the chapter. They were 0,5 % up on commitments for 2012 as a result of Croatia’s accession and the arrival of 12 new Croatian Members<sup>(1)</sup>. Members’ gross monthly salary is EUR 7 957; the general expenditure allowance is EUR 4 299; there was no change in either amount over 2012.
27. Commitments against Items 1 0 0 4 (Ordinary travel expenses) and 1005 (Other travel expenses) amounted to EUR 78 497 779, or 38 % of total commitments for Chapter 1 0. They were 0,4 % down on commitments for 2012. The level of commitments should be viewed with caution, however, since it does not definitively represent the year’s actual expenditure on Members’ travel and subsistence<sup>(2)</sup>. Nonetheless, despite incorporation of the new Croatian Members<sup>(3)</sup> and despite transport cost inflation, the measures taken by the Bureau to bring about a structural reduction in Members’ travel expenses have helped to cut the level of commitments.
28. In 2013, Members<sup>(4)</sup> made a total of 29 142<sup>(5)</sup> journeys<sup>(6)</sup>. Most journeys were made to Brussels (18 280) and to Strasbourg (8 407). There were 1 514 and 941 journeys, respectively, to attend meetings elsewhere in the European Union and outside the European Union.
29. Commitments against Item 1 0 3 0 (Retirement pensions) amounted to EUR 11 941 558, or 6 % of total commitments for the chapter. They were 18 % up on 2012 because arrears and default interest in connection with retirement pensions for former Members elected in France had to be paid.

**B. Chapter 1 2 ‘Officials and temporary staff’**

30. Expenditure on officials and temporary staff amounted to EUR 574 999 348 in 2013, making it the largest spending category (accounting for 33 % of total commitments for 2013). That figure is EUR 14,3 million, or 3 %, more than in the previous financial year. The growth against the chapter stems largely from the increase against Item 1 2 0 0 (Remuneration and allowances), which accounts for 99 % of the appropriations
31. Commitments against Item 1 2 0 0 (Remuneration and allowances) totalled EUR 570 669 888; they were 3 % up (EUR 15 294 817) on 2012. That movement reflects the proportion of posts filled and includes career progression. Item 1 2 0 0 showed a surplus in 2013 and was the main source for the ‘mopping-up’ transfer<sup>(7)</sup> (EUR 6 300 000). The main reason for the surplus is that, when the 2013 budget was drawn up, the 2011 and 2012 annual pay adjustments were factored in, but, ultimately, those adjustments were not made in 2013. In its judgment of 19 November 2013, the Court of Justice of the European Union ruled that the Council of the European Union had been entitled to reject the Commission proposal, based on the ‘adjustment method’, to increase European Union officials’ pay by 1,7 % for 2011<sup>(8)</sup>.

<sup>(1)</sup> NB: 12 Members as from July 2013.

<sup>(2)</sup> Claims in respect of travel carried out during the 2013 financial year may be submitted until 31 October 2014.

<sup>(3)</sup> NB: 12 Members as from July 2013.

<sup>(4)</sup> 766 Members as from July 2013 (754 in 2012).

<sup>(5)</sup> NB: ‘Journey’ means travel by a Member to one specific meeting venue.

<sup>(6)</sup> Based on Members’ reimbursement claims as at 7 February 2014.

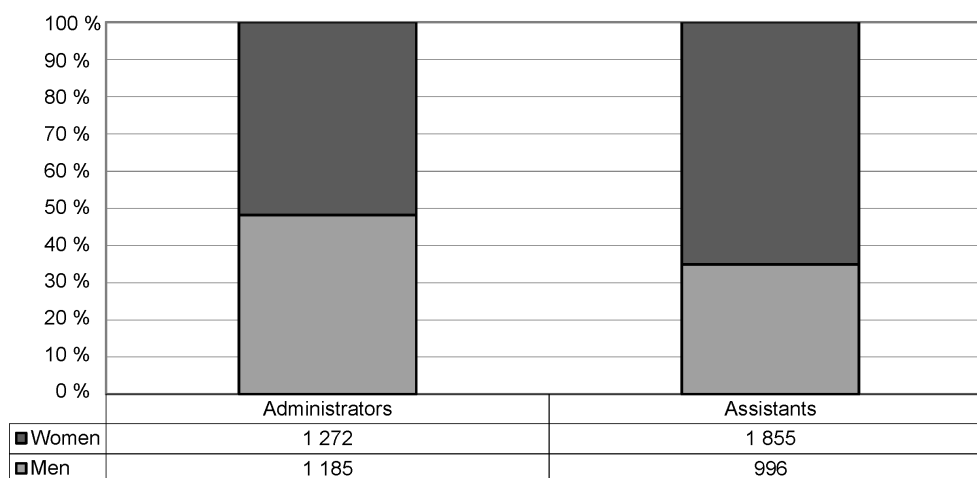
<sup>(7)</sup> Excluding provisional appropriations.

<sup>(8)</sup> At a conciliation meeting in early March 2014, Parliament and the Council reached agreement on pay adjustments of 0 % and 0.8 %, respectively, for 2011 and 2012.

32. In 2013, 463 officials and temporary staff members were recruited to the Secretariat, 75 temporary staff were recruited to political groups and 337 accredited parliamentary assistants were recruited. A total of 6 105 officials and temporary staff were employed within Parliament as at 31 December 2013 — 5 308 in the Secretariat and 797 in the political groups — and there were 1 763 accredited parliamentary assistants.
33. As regards the gender breakdown, women accounted for 29 % of heads of unit, 34 % of directors and 33 % of directors-general as at 31 December 2013. The figure below gives a gender breakdown of staff by function group

Figure 4

## Secretariat staff by gender



Source: DG PERSONNEL

### C. Chapter 1 4 'Other staff and external services'

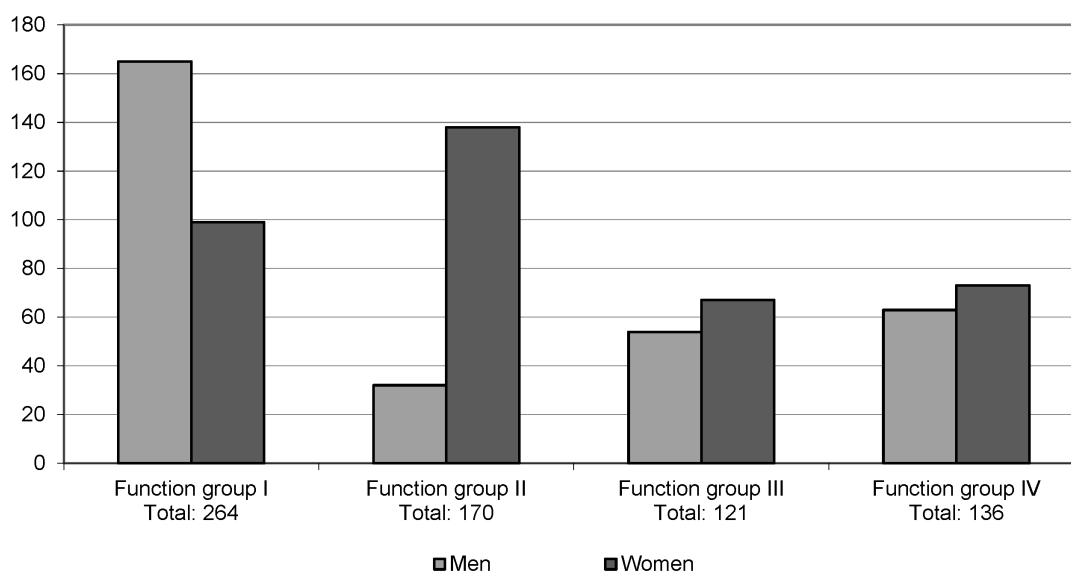
34. Expenditure on other staff and external services amounted to EUR 106 182 103 in 2013, or 6 % of commitments. The chapter contains three main spending items: Item 1 4 0 2 (Conference interpreters) accounted for 47 % of commitments, Item 1 4 0 0 (Other staff) <sup>(1)</sup> 35 %, and Item 1 4 2 0 (External services) <sup>(2)</sup> 11 %.
35. Commitments against the chapter were some EUR 3,7 million, or 4 %, higher than in 2012. The main reason for this change lay in the increase in the number of days on which interpreting was provided by auxiliary conference interpreters and the recruitment of contract staff in connection with bringing security in house, while in the field of freelance translation several measures made it possible to cut costs.
36. Commitments against Item 1402 (Conference interpreters) totalled EUR 49 599 377 and covered the fees, social security contributions, travel expenses and subsistence allowances of auxiliary conference interpreters used by Parliament to service meetings organised by Parliament. Commitments against the chapter increased by EUR 3 599 377, or 8 %, in comparison with 2012. This change was mainly due to the increase in the number of days on which interpreting was provided by auxiliary conference interpreters (2013: 53 244 days, 2012: 49 615 days).

<sup>(1)</sup> This item relates chiefly to contract staff.

<sup>(2)</sup> This item relates chiefly to external translation.

37. Parliament's interpreters and the auxiliary conference interpreters provided 103 550 days of interpreting in 2013 (2012: 102 471 days), for Parliament and other institutions <sup>(1)</sup> in cases in which Parliament was required to provide this service. Parliament interpreters worked 50 306 days (5 % down on 2012), and auxiliary conference interpreters 53 244 days (7 % up on 2012).
38. Commitments against Item 1 4 2 0 (External services) totalled EUR 11 904 661 (EUR 2 682 972, or 18 %, down on 2012). The reduction was due to various cost-cutting measures. The decision to produce the verbatim report of proceedings only as a multilingual document, without systematic translation, made it possible to reduce commitments for external services by EUR 970 000. In addition, the quantity of amendments to be translated by freelance translators was reduced by 149 000 pages because the average length of an amended document was reduced from 28 standard pages in 2012 to 21,5 standard pages in 2013. Accordingly, the proportion of pages translated by freelance translators fell from 30,1 % in 2012 to 28,9 % in 2013.
39. Commitments against Item 1 4 0 0 (Other staff) totalled EUR 37 296 239 (7 % up on 2012). That item mainly covers the remuneration and allowances of other staff, including contract and local staff and special advisers, employer's contributions to the various social security schemes and the impact of salary weightings applicable to the remuneration of these staff, as well as the employment of temporary agency staff. The increase is mainly due to the recruitment of contract staff following the internalisation of the security guard function. As at 31 December 2013, Parliament employed 691 contract staff. A breakdown of contract staff by function group <sup>(2)</sup> and gender is given in Figure 5.

Figure 5.

**Contract staff by function group and gender in 2013**

Source: DG Personnel

**D. Chapter 1 6 'Other expenditure relating to persons working with the Institution'**

40. Chapter 1 6 expenditure stood at EUR 17 829 236, or 1 % of total commitments for the financial year 2013. That is EUR 1 129 413, or 7 %, more than in 2012.

<sup>(1)</sup> Court of Auditors, Ombudsman, Translation Centre, Commission meetings in Luxembourg and, in part, Committee of the Regions.

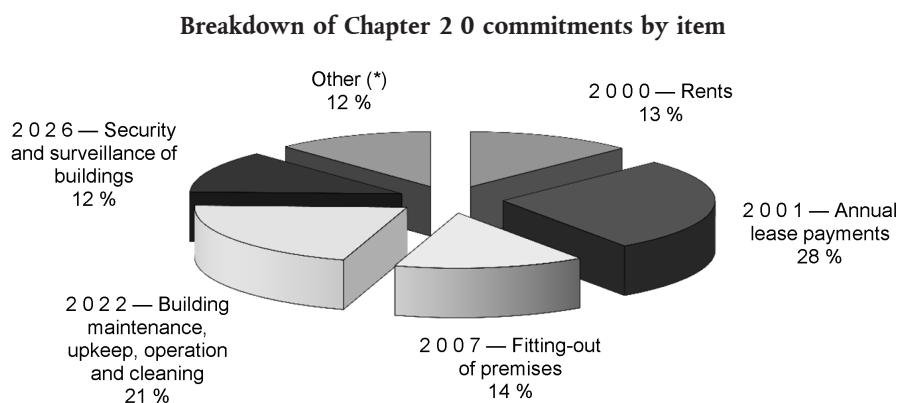
<sup>(2)</sup> Function group I covers manual and administrative support service tasks; function group II covers clerical and secretarial tasks, office management and other equivalent tasks; function group III covers executive tasks, drafting, accountancy and other equivalent technical tasks; and function group IV covers administrative, advisory, linguistic and equivalent technical tasks.

41. 33 % of the chapter's commitments were made against Item 1 6 5 4 (Early childhood centre and approved day nurseries), 26 % against Item 1 6 1 2 (Further training) and 24 % against Item 1 6 5 2 (Current operating expenditure for restaurants and canteens).
42. Outside management of Parliament's day nursery and family room in Brussels and ancillary expenditure accounted for the bulk of spending against Item 1 6 5 4. Commitments against this item totalled EUR 5 843 000 — unchanged from 2012 — and covered Parliament's contribution to the overall costs of the early childhood centre and outside crèches with which an agreement has been concluded <sup>(1)</sup>.
43. Commitments against Item 1 6 1 2 (Further training) stood at EUR 4 682 180 — 12 % up on 2012 — and covered expenditure on training to improve staff skills and the performance and efficiency of the institution. In 2013, 4 766 persons (2012: 5 089) attended language courses, 5 775 <sup>(2)</sup> (2012: 1 538) attended IT courses, and 900 (2012: 1 126) attended financial training courses. A total of 7 709 persons (2012: 6 963) attended in-house general training courses and 343 (2012: 320) attended outside courses.
44. Commitments against Item 1 6 5 2 (Current operating expenditure for restaurants and canteens) stood at EUR 4 260 000 (8 % up on 2012). At its meeting of 10 June 2013, the Bureau adopted a note by the Secretary-General on 'Parliament's future catering policy 2014-2019 — Guidelines for modernisation', setting out strategic guidelines for the future development of the sector. The initial effects of the implementation of the structural reform in conjunction with a revision of prices (which had not changed for 12 years) carried out at the beginning of 2013 in Parliament's restaurants, canteens, cafeterias and bars made it possible to generally stabilise the budgetary situation for Item 1 6 5 2 (see paragraph 130). The increase in comparison with 2012 was due to the organisation of the EYE event (European youth gathering in 2014) decided upon by the Bureau on 1 July 2013 (see paragraph 106), for which a transfer of appropriations of EUR 300 000 (transfer P6, see Table 9) was made.

#### E. Chapter 2 0 'Buildings and associated costs'

45. Chapter 2 0 commitments stood at EUR 250 336 611, or 14 % of total commitments for 2013. Commitments increased by EUR 1 471 683, or 1 %, over 2012. Appropriations for the chapter rose by EUR 41 million during the year (19 % of initial appropriations) because of the 'mopping-up' transfer (cf. Table 8b).
46. A breakdown of Chapter 2 0 appropriations by expenditure type is given in Figure 6 below.

Figure 6.



(\*) Other (2 0 0 5, 2 0 0 8, 2 0 2 4, 2 0 2 8)

<sup>(1)</sup> NB: Assigned revenue for this item — from parental contributions — totalled EUR 4 420 294.

<sup>(2)</sup> The increase was due to the migration to Windows 7 and MS Office 2010.

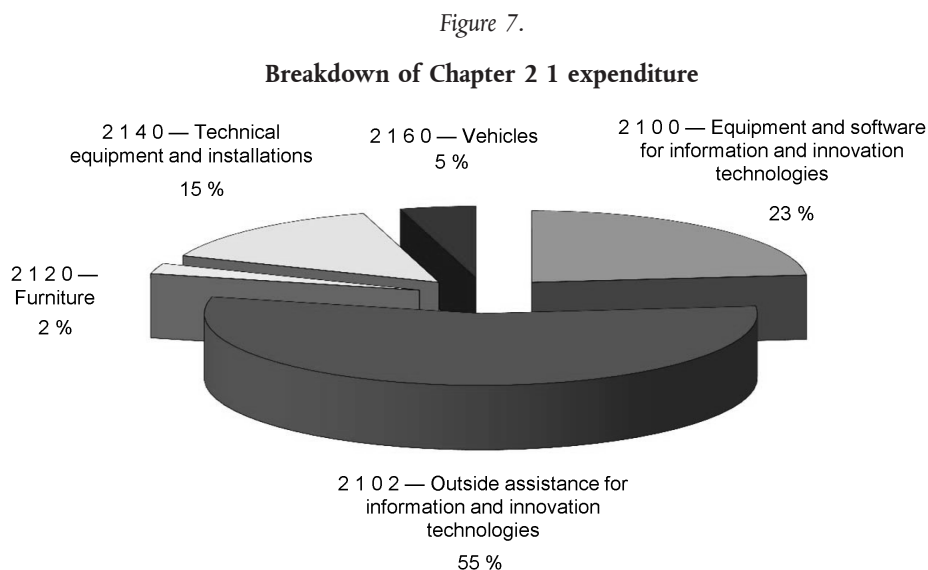
47. The commitments entered into against Item 2 0 2 2 (Building maintenance, upkeep, operation and cleaning) stood at EUR 51 891 984 (21 % of the chapter). This item covers the cost of maintaining premises, lifts, heating and air-conditioning systems and fire doors, as well as repainting and repair work, etc. Commitments increased by 7 % over 2012 (up by EUR 3 253 340). This was mainly due to the stage-by-stage conclusion of contracts for the implementation of the new maintenance policy (based on the Baloché report adopted on 22 December 2008), which is intended to step up maintenance work in the light of the responsibilities incumbent on the European Parliament as the owner. However, the allocation to the item was cut by EUR 3,9 million (7 % of the initial appropriations) during the year because of the non-replacement of certain equipment, the postponement of procurement procedures and the use of assigned revenue.
48. Commitments against Item 2 0 0 1 (Lease payments) — 28 % of the chapter — totalled EUR 69 236 000, or more than twice the amount in 2012. The item's allocation was topped up by EUR 53 100 000 during the year — 329 % of initial appropriations — chiefly because of the 'mopping-up' transfer (cf. Tables 8a and 8b). The full amount has been committed to the project to extend the KAD Building in Luxembourg.
49. Commitments against Item 2 0 0 5 (Construction of buildings) amounted to EUR 8 065 316 (3 % of the chapter) and covered expenses and work relating to the KAD project, except for the work financed under the lease (which is covered by appropriations from Item 2001). The 76 % increase in commitments over 2012 (+ EUR 3 481 701) takes account of the increase in resources used for monitoring (lead coordinator, cost controller) requested by the Bureau.
50. Commitments against Item 2 0 0 7 (Fitting-out of premises) — 15 % of the chapter — stood at EUR 36 326 338 (4 % up on 2012). In 2013, a large volume of work was started and completed on buildings and projects at the Brussels site. The largest amounts concerned the House of European History project, for which EUR 12 448 650 was committed in 2013, and the work on the Chamber in the PHS Building in Brussels (renewal of the ceiling support frame), for which EUR 2 079 600 was committed in 2013 (an additional amount of 15 % for changes and contingencies is provided for in the contract). Various works were also carried out on occupied buildings. This item serves to carry out specific and individual fitting-out projects which do not involve recurrent work. A comparison of the appropriations for different years would therefore not be particularly enlightening.
51. Commitments against Item 2 0 2 6 (Security and surveillance of buildings) — 12 % of the chapter — totalled EUR 31 097 983 (11 % down on 2012). They essentially covered the costs of caretaking and surveillance in respect of buildings occupied by Parliament at its three places of work and the information offices. The reduction mainly arises from the savings made thanks to internalisation.

**F. Chapter 2 1 'Data processing, equipment and movable property'**

52. Chapter 2 0 commitments stood at EUR 131 805 904, or 8 % of total commitments for 2013. Some EUR 10 998 530, or 8 %, less was committed than in 2012. Appropriations for the chapter increased by EUR 3 878 200 during the year (3 % of initial appropriations). (Cancellations of appropriations represented only 1,2 % of the final appropriations, viz. a technical balance).
53. Items 2 1 0 0 (Equipment and software) and 2 1 0 2 (Outside assistance for information and innovation technologies) alone accounted for 79 % of commitments against the chapter.



54. A breakdown of Chapter 2 1 expenditure is given in the figure below.



55. Commitments against Item 2 1 0 0 (Equipment and software) represent 23 % of Chapter 2 1, with an amount of EUR 30 792 197, down 31 % on 2012. The item covers expenditure on the purchase, hire, servicing and maintenance of equipment and software for the institution, and related work. This equipment and software relates mainly to systems at the computer and telecommunications centre, computing at departmental level and in the political groups and the electronic voting system. The main reason for this reduction was that the level of commitments for this item in 2012 was exceptionally high: two C transfers were adopted, making it possible to increase the appropriations for this item by more than EUR 11 million at the end of 2012 in order to finance Wi-Fi cover in Parliament's buildings and the renewal of a large part of the network infrastructure.
56. Item 2 1 0 2 (Outside assistance for information and innovation technologies) accounted for 55 % of Chapter 2 1 commitments, totalling EUR 72 984 023, which was 4 % up on 2012. This increase was due to several additional projects requiring outside services. Delays also occurred in bringing certain tasks in house, because of difficulties in recruiting qualified staff to fill the new permanent posts. Thus appropriations increased by EUR 5 586 300 during the year (8 % of initial appropriations). The appropriations principally covered the cost of outside assistance from service providers and data-processing consultants in connection with the operation of the computer centre and the network, the production and maintenance of applications, support for users, including Members and political groups, the carrying out of studies and the drawing up and input of technical documentation.

#### G. Chapter 2 3 'Current administrative expenditure'

57. This chapter accounted for 1 % of 2013 commitments, totalling EUR 9 548 021 (1 % up on 2012).
58. Commitments against this chapter broke down as follows: 49 % against Article 2 3 5 (Telecommunications), 24 % against Article 2 3 0 (Stationery, office supplies and miscellaneous consumables) and 10 % against Article 2 3 2 (Legal costs and damages). The remaining 17 % is accounted for by Articles 2 3 1 (Financial charges), 236 (Postage on correspondence and delivery charges), 2 3 7 (Removals), 2 3 8 (Other administrative expenditure) and 2 3 9 (European Parliament carbon offsetting scheme).

59. With the exception of Items 2 3 8 0 (Other administrative expenditure) and 2300 (Stationery, office supplies and miscellaneous consumables), all the items in the chapter provided funding for transfers C8 and C12 (cf. Tables 8a and 8b). As a result of those transfers, initial appropriations for the chapter were reduced by 24 %, which illustrates the effort made to control current administrative expenditure.
60. Appropriations against Article 2 3 9 (European Parliament carbon offsetting scheme), initially EUR 1 064 000, were reduced by 98 % as a result of the 'mopping-up' transfer because of a large reduction in the price of a tonne of CO<sub>2</sub>.

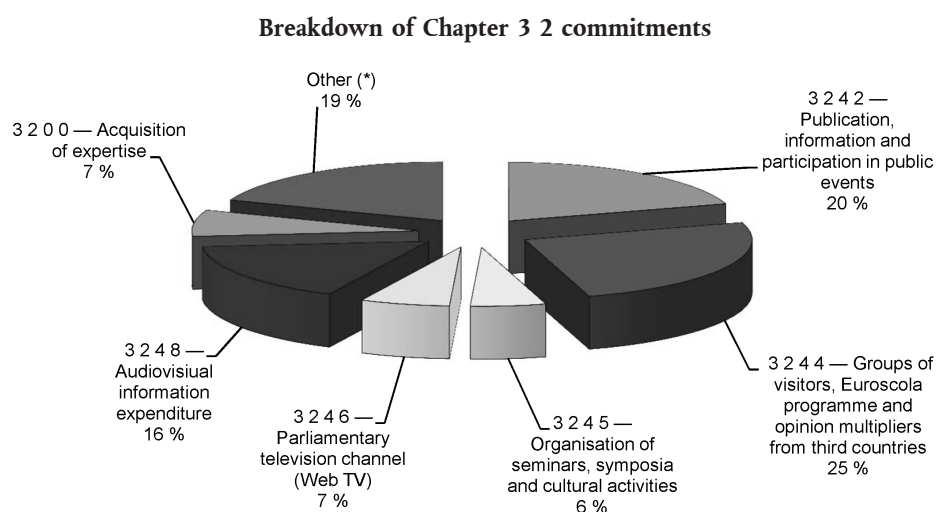
#### H. Chapter 3 0 'Meetings and conferences'

61. This chapter accounted for 2 % of 2013 commitments, totalling EUR 32 816 473 (1 % up on 2012). Commitments against this chapter broke down as follows: 78 % against Article 3 0 0 (Expenses for staff missions and duty travel between the three places of work), 19 % against Article 3 0 4 (Miscellaneous expenditure on meetings), and 3 % against Article 3 0 2 (Entertainment and representation expenses).
62. In 2013, there were 32 736 missions (2012: 33 616) representing a total of 97 161 mission days (2012: 99 377). Most of the missions involved travel between Parliament's three places of work (Brussels — 4 094 missions; Strasbourg — 19 427; and Luxembourg — 1 886).

#### I. Chapter 3 2 'Expertise and information: acquisition, archiving, production and dissemination'

63. Commitments against this chapter accounted for 7 % of 2013 expenditure, totalling EUR 125 672 031 (19 % up on 2012). Some 25 % of the appropriations against this chapter were utilised for Item 3244 (Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries), 20 % for Item 3242 (Expenditure on publication, information and participation in public events) and 16 % for Item 3248 (Expenditure on audiovisual information).
64. A breakdown of commitments is given in Figure 8 below.

Figure 8.



(\*) Other (3 2 2 0, 3 2 2 2, 3 2 3, 3 2 4 0, 3 2 4 1, 3 2 4 3, 3 2 4 7, 3 2 4 9, 3 2 5)

65. Commitments against Item 3 2 4 4 (Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries) totalled EUR 31 667 743, which was up (+13 %) on 2012. They covered the subsidies granted for group visits and associated supervision and infrastructure costs, the running costs of the Euroscola programme, and the financing of traineeships for opinion multipliers from third countries. The increase is due, inter alia, to Parliament's participation in the financing of the new EU-PHORIA exhibition at the Schirmeck Museum in cooperation with the Alsace Region and Memorial Alsace-Moselle, as well as the organisation of the EYE event (European youth meeting in 2014) and the rise in the number of groups of visitors and participants in the Euroscola programme.
66. Commitments against Item 3 2 4 2 (Expenditure on publication, information and participation in public events) amounted to EUR 25 453 635 and covered, in particular, expenditure on information publications, including electronic publications, information activities, public relations, participation in public events, trade fairs and exhibitions in the Member States and candidate countries, and updating of the Legislative Observatory (OEIL). Commitments were 15 % up on 2012. This was due to information activities with a view to preparing for the 2014 elections.
67. Commitments against Item 3 2 4 8 (Expenditure on audiovisual information) totalled EUR 20 533 306 and covered expenditure relating to:
- the operating budget of the audiovisual sector (including services under its own control and outside assistance such as technical services for radio and television stations, provision, production, coproduction and broadcasting of audiovisual programmes, the hiring of lines, the transmission of television and radio programmes, and other measures to develop relations between the institution and audiovisual broadcasting bodies),
  - expenditure on live Internet broadcasting of plenary sittings and parliamentary committee meetings,
  - the establishment of appropriate archives ensuring uninterrupted public access to that information.
- Commitments were 54 % up on 2012. This was due to audiovisual information activities relating to the 2014 elections.
68. With regard to audiovisual information, 1 375 events, including 1 134 committee meetings, were webstreamed. 'Europe by Satellite' production was as follows: 829 news items about Parliament were broadcast 27 563 times by 187 channels, 79 info clips on legislative subjects, 75,5 plenary days, 527 live broadcasts, 321 topical features produced for Eurovision (for distribution to its members) and 26 events relayed by Eurovision from Parliament in Brussels and Strasbourg.
69. It should also be noted that commitments against Item 3 2 4 3 (Parliamentarium — the European Parliament Visitors' Centre), EUR 3 844 123, increased by 11 % over the previous year. The Parliamentarium is one of the most visited tourist attractions in Brussels, and received 337 000 visitors in 2013 (2012: 250 000 visitors).

J. **Chapter 4 0 'Expenditure relating to certain institutions and bodies'**

70. This chapter accounted for 5 % of 2013 commitments, totalling EUR 92 683 288 (5 % up on 2012).
71. Article 4 0 0 (Current administrative expenditure and expenditure relating to the political and information activities of the political groups and non-attached Members) accounted for 63 % of Chapter 4 0 appropriations (2012: 65 %). Commitments against that article totalled EUR 58 697 494 and were intended to cover the following in respect of the political groups and the non-attached Members:
- secretarial, administrative and operational expenditure,

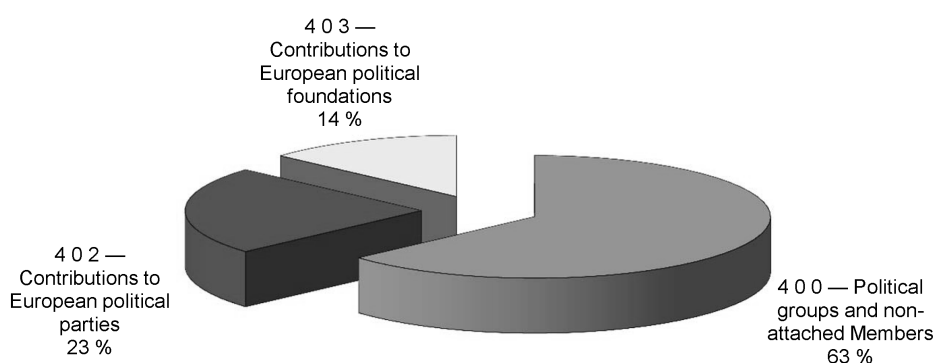
- expenditure on political and information activities conducted in connection with the European Union's political activities.

These commitments rose by 3 % over 2012 due to additional needs arising from the accession of Croatia.

72. Article 4 0 2 (Financing of European political parties) accounted for 23 % (2012: 21 %) of commitments against Chapter 4 0, viz. EUR 21 585 794, an increase of 14 % over 2012. This increase was due to the fact that 2013 was a pre-election year.
73. Article 4 0 3 (Funding of European political parties), EUR 12 400 000, accounted for 13 % (2012: 14 %) of Chapter 4 0 commitments.

Figure 9.

#### Breakdown of Chapter 4 0 commitments

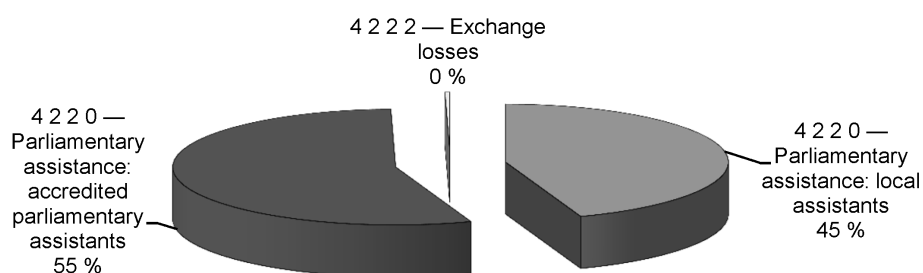


#### K. Chapter 4 2 'Expenditure relating to parliamentary assistance'

74. This chapter accounted for 11 % of 2013 commitments, totalling EUR 188 301 020 (4 % up on 2012).
75. The appropriations rose by EUR 3,7 million (2 % of the initial appropriations) in the year, in order to cover the growing expenditure on accredited parliamentary assistants (+EUR 3,5 million) and greater than anticipated exchange rate differences (+0,2 million).
76. A breakdown of commitments against the chapter is given in the figure below.

Figure 10.

#### Breakdown of Chapter 4 2 commitments



77. Commitments for local assistants stood at EUR 83 840 699 (4 % up on 2012).
78. Commitments for accredited parliamentary assistants stood at EUR 103 797 680 (5 % up on 2012). These cover salaries, allowances and mission expenses for the staff concerned, together with the cost of outside courses. Average monthly remuneration paid was EUR 7,9 million (EUR 7,5 million on average in 2012).
79. On 31 December 2013 there were 1 785 accredited parliamentary assistants working at Parliament and 4 860 local assistants had an employment contract with a Member (including 162 via groupings of Members). On average, each Member employed 2,33 accredited assistants and 6,34 local assistants<sup>(1)</sup>. The number of local assistants employed per Member varied greatly — between 0 and 43 — in 2013. Although 16 Members employed no local assistants, 84 Members recruited more than 10 employees in their Member State during 2013. Around 45 Members employed only local assistants in 2013.
80. Parliamentary assistance payments in 2013 relating to local assistants living outside the euro zone were made on the basis of a rate of exchange between the euro and other currencies which was set for the entire year (December 2012 rate).

L. **Chapter 4 4. 'Meetings and other activities of current and former Members'**

81. This chapter accounted for 0,02 % of 2013 commitments, totalling EUR 375 000 (4 % up on 2012).

M. **Title 10 'Other expenditure'**

82. The chapters in this title contain only provisional appropriations, which may be committed only once they have been transferred to an operational line. Transfers of provisional appropriations (EUR 22 912 765) are dealt with in section 1 of this report. Initial appropriations against this title stood at EUR 22 912 765 (2012: EUR 29 542 652) — equivalent to 1,3 % of the total budget for 2013.

III. **2013 OBJECTIVES AND RESULTS**

83. The financial year 2013 was marked by the continuation of action, begun in 2011, to bring about structural improvements in order to give Parliament all the resources it needs to play its role in the legislative process to the full and enable it to capitalise to the full on the enhanced powers conferred on it by the Treaty of Lisbon.
84. The institution also continued to implement multiannual programmes to rationalise and modernise key sectors of its administration, particularly in the field of security, and undertook significant development of its information and communication policy with a view to the 2014 elections.
85. The institutional changes arising from the accession of Croatia were completed without any significant difficulties.
86. The objectives pursued and outcomes achieved in 2013, which are set out below, stem from the priorities and decisions adopted by the Bureau in 2013, the guidelines adopted by Parliament in its budget resolutions, and the goals and achievements of the 2012-2014 Administrative Work Programme.

A. **Bringing about the institutional changes related to the Treaty of Lisbon**

A.1. *Support for research*

87. A comparative study with four national parliaments and the Congress of the United States has demonstrated a significant margin for improvement in the support structure to the European Parliament, particularly in terms of independent scientific advice. Based on the recommendations of the Joint Working Group of the Bureau and the Budget Committee on the budget of Parliament, the Bureau decided, at its meeting of 20 May 2013, to create a new Directorate-General for Parliamentary Research (DG EPRS) in order to provide independent scientific advice both for political bodies of Parliament and for individual Members.

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<sup>(1)</sup> Average calculated on the basis of 766 Members (including, accordingly, Members having contracts only with accredited assistants or only with local assistants).

88. This Directorate-General, whose setting-up took effect on 1 November 2013, brings together the former Directorate for the Library and Document Management (with the exception of the Official Mail Unit, which remains attached to DG PRES) and the Directorate for Impact Assessment and European Added Value, formerly attached to DG IPOL, to which has been added a new Directorate for Members' Research Services, organised thematically.
89. The new parliamentary research service will support individual Members and complement the policy departments <sup>(1)</sup>, which will continue to serve holders of offices and those with particular responsibilities, such as rapporteurs. These products are of a different nature, as the policy departments were explicitly conceived as a way of providing an immediate response to Parliament's committees and delegations. Nonetheless, these two services will cooperate as closely as possible and exchange information as if they really belonged to the same department. They will share the existing expertise budget heading.
90. At its meeting of 15 April 2013, the Bureau had authorised negotiations with the Economic and Social Committee and the Committee of the Regions in the context of the 2014 budget procedure with the aim of increasing efficiency in the field of translation, the part of those efficiency gains realised within Parliament being earmarked for the further build-up of the Parliamentary Research Service. Those negotiations having been successfully completed, the Bureau instructed the President to sign a cooperation agreement with the two committees at its meeting of 9 December; this agreement particularly gives staff who are affected by the restructuring of the committees' translation service and who have the required profile the option of being transferred to Parliament in order to work for the new Directorate-General for Parliamentary Research (a maximum of 80 staff).

#### A.2. *Knowledge management*

91. The cooperation of committees with Policy Departments is very close, continuous and multi-faceted: Policy Departments' briefings, policy papers, studies and workshops regularly feed into committee deliberations and ensure a valuable interconnection between expertise and policy-making. To enhance the visibility and accessibility of Policy departments' products, a common newsletter of Policy Departments has been created in 2013. It offers a monthly overview of the main upcoming events organised in the European Parliament, a summary of key studies in preparation and a direct link to a selection of studies published recently. Policy Departments have carried out a major update of Parliament's Factsheets ahead of the election year.

#### A.3. *External policy codecision and consent*

92. According to the Lisbon Treaty, all trade agreements are now subject to the EP's consent, while the implementation measures of the Common Commercial policy (CCP) are subject to the Ordinary Legislative Procedure. In 2013, the International Trade committee (INTA) worked on major legislative reports on International Procurement Instrument, Enforcement Regulation, and second reading agreements on Omnibus I and Omnibus II (aligning the Union trade legislation to the Lisbon treaty), and also the Public Procurement Instrument and modernisation of the Union's Trade Defence Instruments. INTA monitoring groups continued their work in monitoring trade negotiations. Resolutions were adopted in connection to all negotiating mandates, which were suggested by the Commission.
93. The committees continued the practice of monitoring negotiations of international agreements. For the Foreign Affairs committee (AFET), it concerned especially the pending Framework for Association Agreements with third countries. AFET also questioned the practice by the Council to request Parliament's consent once the ratification process in EU Member States is almost completed. AFET adopted resolutions on all candidate and pre-candidate countries, as is now consolidated practice.
94. Monitoring of developments in Ukraine intensified with a view to determining Parliament's position regarding the signature of the Association Agreement. AFET organised briefings with EU and Ukrainian stakeholders and prepared a resolution on the EU neighbourhood policy, which covers the Association Agreement with Ukraine (and also Moldova and Georgia).

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<sup>(1)</sup> These policy departments form part of the DGs Internal and External Policies.

95. The Bureau decided on 26 February 2013 that a programme for Euronest Scola<sup>(1)</sup> would be organised and managed by DG EXPO in line with the principles for the already existing Euromed Scola<sup>(2)</sup>, and decided on 15 April 2013 on an extension of the programme for Young Political Leaders from Europe, Palestine and Israel to include the neighbourhood countries. For the first time, a Euronest Scola programme and two new Young Political Leaders Fora were very successfully organised in November-December 2013 (Maghreb-EU and Eastern Partnership-EU), expressing concretely via the administrative action the EP priority commitment to strengthen and empower civil society in the neighbourhood.

#### A.4. *Improving plenary sitting services*

96. Efforts to improve the Institution's image and the attractiveness of plenary continued, with the development of a reliable database containing statistics on plenary work, the adoption of amendments to the Rules of Procedure and modifications to internal procedures, for example written declarations, summary records and voting procedures. The IT applications used in plenary are still being modernised.
97. As regards the drafting of legislative acts, the general introduction of the procedure for finalising texts before their adoption, which makes it possible to sign and publish legislation more quickly, and the development of a substantial programming capacity, made it possible for most of the MFF decisions to enter into force before the end of the year. Other progress has also been accomplished in the 'on demand' editing service, for example in creating e-Parliament tools<sup>(3)</sup> and the Drafting Support Tool<sup>(4)</sup>.
98. It may be noted that the number of legislative texts adopted by Parliament (drafted by the Directorate for Legislative Acts) has doubled over 2012. The integration of the Croatian language (publication of legislative and parliamentary texts since the date of accession) has been a success.

### B. **Communication strategy and preparation of the information campaign for the 2014 elections**

#### B.1. *Centrally organised activities*

99. The creative concept of the institutional information and communication campaign for the 2014 elections was endorsed by the Bureau on 20 May 2013 and a specific contract for the execution and implementation of the campaign was signed on 7 June 2013. The emphasis of the campaign has been put on the political nature of the European Parliament and the new powers conferred on it by the Lisbon Treaty translated through the message 'This time it's different'. The concept is based on a four-phase approach which revolves around the baseline of 'ACT. REACT. IMPACT'. This baseline, which aims to establish the European Parliament as a recognised brand, will ensure the perennity of the campaign well beyond 2014.
100. The kick-off of the institutional information and communication campaign took place in Strasbourg on 10 September 2013, contextually to the State of the Union, a symbolic moment chosen to highlight the new role of the European Parliament after the entry into force of the Lisbon Treaty. The event enjoyed extensive media coverage, with some 160 journalists attending the kick-off press conference. This coverage, together with the intense interaction on the social media, means that the launch can be considered a true success in terms of awareness raising. In December 2013 the official website of the campaign went online.

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<sup>(1)</sup> Under the Euronest Scola programme, young citizens from the EU Member States and from the six Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) are invited by the European Parliament to debate, discuss and adopt resolutions on issues of common interest to the Eastern Partnership. It aims at raising the young participants' awareness of the values of dialogue, knowledge and mutual understanding, and respect for cultural and linguistic diversity. It provides civic education geared towards democracy, respect for human rights and fundamental freedoms, tolerance and peaceful resolution of conflicts.

<sup>(2)</sup> Euromed Scola was launched in 2008. It brings together young citizens from all over the EU Member States as well as the southern neighbours in order to foster the Euro-Mediterranean Partnership.

<sup>(3)</sup> The e-Parliament program aims to empower the Members of the European Parliament (EP) and give them increased control over the political life of the Institution by providing them with enhanced and improved support to carry out their law-making activities.

<sup>(4)</sup> The Drafting Support Tool (DST) is a tool which supports drafting, and is available on line. It enables Members to gain access to a pool of lawyer-linguists who are at the ready to assist them in drafting legislative amendments. The process is entirely confidential.

101. The last months of 2013 were dedicated to the implementation of the second phase of the campaign ('Thematic phase') and the preparation of the following phases ('Go to vote' and 'post-election').

B.2. *Decentralised activities*

102. In addition to using traditional communication channels, the thematic phase of the campaign sees the introduction of a number of innovative outreach activities such as the organisation of 'ReACT' events in five major cities.
103. The first events, organised in Paris, Warsaw and Frankfurt, tackled the main themes such as jobs, the economy, the EU budget and Structural Funds, and registered a high level of interest among civil society and stakeholders. Two more events about quality of life and the EU in the world will take place in Rome and Madrid in 2014.
104. The Information Offices played a key role in the implementation of the campaign, promoting the centrally developed tools in all Member States, involving stakeholders and media as multipliers in order to achieve wider outreach of the campaign message as well as managing social media at local level.

B.3. *EYE*

105. In parallel to the institutional information and communication campaign, a European Youth Event (EYE) will be organised. The Bureau adopted on 1 July 2013 the concept for this event, aimed at raising awareness of European identity among young people.
106. The event, under the general motto 'Ideas for a better Europe', will take place in Strasbourg in May 2014, with up to 5 000 young people from all over Europe. Registration has been open since October 2013.

B.4. *Progress made on the House of European History project*

107. The concept of the outlines of the permanent exhibition was adopted by the Bureau during its meeting of 22 October 2012. In 2013, this concept was further developed with a design company and has now been finalised.
108. In parallel to the designing of the permanent exhibition, the House of European History team has started developing the future offer to visitors, comprising temporary and travelling exhibitions, events, conferences, an extensive online offer and learning programmes targeted at different age groups. The House of European History project is an integral part of the visitor offers of the European Parliament and the visitor's strategy currently under development.
109. The works in the Eastman building, that will host the House of European History, have progressed substantially in 2013 and are expected to be finished by end of 2014. The building will be prepared in order to receive the exhibitions: the opening of the House of European History is foreseen for the end of 2015 with the permanent exhibition, while the first temporary exhibition is scheduled for 2016.

B.5. *Improving services to visitors*

110. Progress in improving services to visitors was made in 2013 thanks to two cooperation agreements with the Autonomous Port of Strasbourg and the Region of Alsace/Memorial Alsace-Moselle following Bureau's decision of 18 November 2013: the visitor-reception capacity of the EP premises in Strasbourg will be increased in view of the higher number of visitors expected during the election year, and citizens visiting the EP in Strasbourg will be provided with a broader historical overview as part of the new EU-PHORIA project in Schirmeck.
111. At the same time and in accordance with the abovementioned decision, preparatory work was undertaken to establish a reduced 360° cinema in Strasbourg and in Berlin, and to realise role play game exercises in Strasbourg similar to those organised in Brussels.

**C. Institutional changes arising from Croatia's accession**

112. The posts provided for in the budget (124 in total) were filled by appointing temporary staff with effect from 1 July 2013, and then by replacing the temporary staff with officials on probation as the lists of successful candidates in specific competitions for Croat nationals were published.



113. The 12 Croat observers attended Parliament's proceedings (plenary sittings and meetings of committees and political groups) from 1 April 2012, and became full Members as of 1 July 2013.

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

*D.1. Buildings/property policy*

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

Brussels

115. With regard to the Trebel project, the urban planning permit was issued on 30 April 2013, with a reduction of around 8 % in the surface area originally planned. Due to this alteration to the project, an additional shortfall in office space of 2 562 m<sup>2</sup> is anticipated by 2017.
116. Efforts to find a temporary solution until the Trebel Building can be occupied, which is expected to happen in 2017, resulted in the Square de Meeûs No 8 Building being identified as the most appropriate (cf. Bureau decisions of 30 November 2011, 14 January 2013 and 11 March 2013, and the decision of the Committee on Budgets of 28 February 2013). The 12-year usufruct contract for this building was signed on 28 March 2013, with provision for the building to be occupied from 31 March 2014. The planning of the stage-by-stage removal, from 2014, of the departments currently housed in other buildings (a minimum of 1 000 persons) and the work in the current and future offices for Members and their assistants began in 2013.

Luxembourg

117. As regards the Konrad Adenauer project, an overall analysis of the work of the consultancy which had initially managed the project was performed under the terms of the partnership agreement signed on 16 January 2012 with the Luxembourg State, with the result that it was decided to dispense with the services of the consultancy. An invitation to tender for an enhanced project management set-up to supervise the work was published on 2 January 2013, and resulted in the appointment of the five entities making up the project management team, headed by a lead coordinator. The new project management began to provide its services in mid-2013. In addition, efforts to cut the cost of the project and the reissuing of the invitations to tender for the east site carcass works made it possible to obtain tenders which remained within the budgets allocated. The construction work began in September 2013. An additional lot (Façades) was awarded on 20 December 2013, and led to the signing of the corresponding contract on 6 January 2014.
118. The financial arrangements for the project have been put into practice for the first time. The initial invoices submitted by the contractors have been paid by the specially constituted property company. A fiduciary agreement was signed on 25 November 2013 with the bank BGL. Its purpose is to guarantee the amounts credited to the accounts of the property company and to make it possible to transfer safely the appropriations allocated to the Konrad Adenauer project by the budgetary authority. As a result, the fiduciary account was able to receive the first transfers in December 2013. In accordance with the contractual obligations, a first loan drawdown was performed on 31 December 2013.
119. Until the new Konrad Adenauer Building becomes available, it is necessary to extend the lease on the Goldbell Building until 31 December 2017 and to rent the Geos Building instead of the President Building. With regard to the Goldbell Building, it was possible to achieve a substantial saving in comparison with the current lease conditions at the conclusion of the negotiations with the owner, and the additional agreement to the lease was signed in December 2013, the Bureau having approved it at its meeting of 21 October 2013 <sup>(1)</sup>. A cost-benefit analysis showed that moving from the President Building to the Geos Building in 2014 would generate a saving for the period from 1 April 2014 to 31 December 2017 which would exceed that which would be derived from maintaining the lease on the President Building under the new terms proposed by its owner. Consequently, on 13 August 2013, a lease on the Geos Building was signed, once the Bureau had approved it at its meeting of 2 July 2013 <sup>(2)</sup>.

<sup>(1)</sup> The Committee on Budgets decided, on 27 November 2013, not to deliver an opinion on the renegotiation of the lease.

<sup>(2)</sup> The Committee on Budgets decided, on 11 July 2013, not to deliver an opinion on the renegotiation of the lease.

### Information Offices

120. The preliminary agreement for purchase of the new building in Sofia, for EUR 9 million, was signed on 7 July 2011. Because of poor workmanship and the non-conformity of fitting-out work with building regulations, the building was not accepted in 2012. Once the owner had remedied all the construction defects, the procedure for acceptance of the building led to the signature of the deed of purchase before a notary in Sofia on 4 June 2013. The removal took place on 11 June 2013, and since July 2013 the Europe House has been fully operational.
121. A cooperation agreement between the European Parliament and the European Commission on joint management of Europe Houses is still being sought with the aim, on the one hand, of setting out a framework for multiannual planning of property surveys with a view to purchasing or leasing property, and, on the other hand, of simplifying the administrative and financial procedures for their day-to-day management.

### New policy on the maintenance and renovation of buildings

122. An external audit was initiated in 2013 with the aim of being able to submit, in the new parliamentary term, an initial assessment of the enhanced maintenance policy. An internal and external audit schedule, to be repeated regularly in each parliamentary term, was approved by the Bureau on 26 February 2013, and the resources to be mobilised will be decided on this basis.
123. Following the discovery, in September 2012, of cracks in three of the ceiling beams in the Chamber roof during inspections carried out as part of the ongoing policy of carrying out inspections and preventive maintenance of Parliament's infrastructure, it was decided to temporarily close zone A of the Paul-Henri Spaak Building. After a detailed analysis of the pros and cons of the options for making the structure safe, the experts selected a solution which, in view of the time required for studies, inspections, invitations to tender, performance of the work and refurbishment of the Chamber, will not make the Chamber available for use again before the beginning of 2014. The contract for making the Chamber safe (repairs to the roof structure and refurbishment of the Chamber) was signed on 26 June 2013, enabling work to begin on reinforcement of the ceiling structure.
124. As regards the faults affecting the fireproofing (flocking) on the roof frame in the Louise Weiss Building, the inspections being conducted by the group of experts appointed by Strasbourg District Court will continue until the end of the first quarter of 2014. However, the conclusions reached by the experts on the basis of their initial studies enabled Parliament to plan the initial work required to bring the Chamber roof frame into line with fire safety law. In that connection, two invitation-to-tender procedures have been launched. The first, concerning the work referred to above, has been suspended pending completion of the experts' report, and the decision should be taken before May 2014. The second has been finalised and will cover the drafting of a fire safety study which will set out possible ways of bringing the rest of the structure into line with the law. The practical work required as part of that second procedure should be carried out in the first quarter of 2014.

### D.2. *Environmental policy*

125. Parliament has sought to set an example in the fight against climate change by adopting a comprehensive strategy for reducing and offsetting its carbon emissions, with the ambitious target of reducing its emissions by 30 % by 2020. In 2013, a cut of 26,4 % was achieved, and 28 % of the carbon footprint was offset (buildings, missions, official cars).
126. For the first time since the first EMAS registration in 2007 (which covered 9 buildings), Parliament has increased the number of EMAS-registered buildings. Three new buildings (WIB, JAN and PFL) were added in 2013. This necessitated an environmental analysis and audits of these buildings. In addition, this contract was used to order a significant number of inspections to facilitate interpretation of environmental legislation and to ensure that Parliament's Administration was entirely compliant (a requirement of the EMAS Regulation). After external audits had been conducted in May and June 2013, Parliament was able to apply for an extension of its EMAS registration for three further years.
127. A contract was signed with the undertaking ECOACT on 7 November 2013 to offset 28 747 tonnes of CO<sub>2</sub> in the context of an energy efficiency project for the urban heating system in Pernik, Bulgaria. The offset credits purchased comply with the rules governing the European Union Emissions Trading System (EU ETS).

128. Three events were also organised in 2013 at the three places of work: the Green Week, the Mobility Week and the Waste Week.

D.3. *Catering policy*

129. 2013 marked the beginning of a period of reorganisation of Parliament's catering activities, designed to bring about their complete modernisation by 2019. In this context, at its meeting of 10 June 2013, the Bureau adopted a note by the Secretary-General on 'Parliament's future catering policy 2014-2019 — Guidelines for modernisation', setting out strategic guidelines for the future development of the sector.
130. The Bureau decision covers not only issues relating to infrastructure and operational and nutritional aspects but also economic objectives. The initial effects of the implementation of the structural reform in conjunction with a revision of prices (which had not changed for 12 years) carried out at the beginning of 2013 in Parliament's restaurants, canteens, cafeterias and bars made it possible to improve the budgetary situation for item 1652 (Current operating expenditure for restaurants and canteens).
131. Thanks to better control of costs, higher productivity, competition between suppliers and realistic pricing, the aim is to break even by the end of the 2014-2019 parliamentary term.

D.4. *Continuing to modernise information technologies/security*

132. The implementation of programmes such as e-Parliament (amendments and electronic signature, MEP Portal, etc.), Paperless (e-Committee <sup>(1)</sup>, e-Meeting <sup>(2)</sup>, etc.) and Knowledge Management is making it possible to move towards a totally on-line EP with full mobility. This is being supplemented by the introduction (in progress) of a tablet as the standard working tool. This process has been accompanied by a software upgrade (migration to Windows 7 and Outlook 2010) and a substantial enhancement of the videoconferencing network and Wi-Fi.
133. In response to articles in the press reporting an intrusion into Parliament's open Wi-Fi network, an inquiry was launched to assess the extent and nature of the attack. At its meeting of 9 December 2013, the Bureau unanimously approved the immediate and medium-term measures proposed by the Secretary-General in order to enhance Parliament's security rules for the use of mobile equipment.

D.5. *Relations with national parliaments*

134. Relations with National Parliaments have been further strengthened through the European Parliamentary Week from 28 to 30 January 2013, during which Members of the European Parliament and national Parliamentarians met to debate the European semester for economic policy coordination.
135. The first interparliamentary conference on the economic and financial governance of the European Union, provided for by Article 13 of the Treaty on Stability, Coordination and Governance, was held in Vilnius from 16 to 17 October 2013.
136. On the technical side, it is important to note the development of the EP's 'Connect' database for documents from national parliaments in order to better disseminate their opinions and contributions, in accordance with the Treaty provisions on subsidiarity and proportionality. The pilot project on videoconferencing — a major asset in interparliamentary cooperation — was successfully completed. The information available to Members and third parties was significantly improved thanks to the development of the databases ECPRD (European Centre for Parliamentary Research and Documentation) and IPEX (Interparliamentary EU Information Exchange).

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<sup>(1)</sup> The eCommittee application is a dedicated work space for members, committee secretariats, political group staff and others who need to follow the work of committees. Each committee has its own site, which contributes to increase transparency and work efficiency. It has been used by all committees since February 2012.

<sup>(2)</sup> The eMeeting application makes committee meeting documents available in a user-friendly format, which allows consultation, annotation and sharing of documents anytime, anywhere and on any device.

D.6. *Thoroughgoing restructuring of the security service*

137. Since the Bureau decision of June 2012 on internalisation of general security services, a series of preparatory measures to launch the process have been adopted, starting with the procedure to select 1 212 candidates out of a total of 2 443 applicants, making it possible to undertake the stage-by-stage recruitment of contract staff at Parliament's three places of work, while strictly complying with the action plan approved by the Bureau.
138. Since September 2013, the control centre has comprised solely Parliament staff, and since October, security at the crèche, the Parliamentarium and the entrances to the ASP Building has likewise been brought in house.
139. Internalisation involves a complex and multi-faceted process, entailing not only a major drive to recruit Parliament staff but also, and above all, their training, adjustment and integration and the organisation of work, tasks which have never been carried out in house in the past. The complexity of the process also arises from the fact that, during its transitional stage and until its full completion, the current external security companies and Parliament's own staff will have to work in tandem.
140. As indicated in the action plan endorsed by the Bureau, the internalisation process in Brussels and Strasbourg will be carried out on a phased basis over the period 2013-2016. As regards Luxembourg, the internalisation process is connected with buildings policy and the work on the KAD Building. This means that the evaluation and implementation of internalisation are tied in with the progress made in that work.

E. **Other modernisation measures**

E.1. *Improving services to Members*

141. At its meeting of 9 December 2013, the Bureau noted and approved the creation of a One Stop Shop for parliamentary services to Members. This was a follow-up to the conclusions from a process of consultation of Members and Parliament staff concerning ways of improving and modernising Parliament's organisational capacities. This service will be attached to the Directorate for Logistics, and the staff for it will be recruited by internal redeployment. It will begin to operate, in stages, from the beginning of 2014, becoming fully operational after the elections.
142. The Members' portal for their social and financial entitlements aims at providing Members with a unique Intranet entry point where they can obtain information on the status and trends of their financial and social rights arising from the Members' Statute and its implementing measures. This will substantially facilitate each Member his/her management of financial and social entitlements. A first release of the Portal for active Members to be used from within the EP premises for a subset of forms and data has been made available in 2013. Further steps (such as additional features for MEPs including use of electronic signature, accessibility from outside EP premises, portal for former Members and their beneficiaries, paying agents, completion of the archives) are foreseen, with the target date of December 2015, to complete the full-fledged system.

E.2. *Financial and budgetary management*

143. During the year 2013, in the framework of the 2014 budget procedure <sup>(1)</sup>, the Parliament on the basis of its Bureau's proposals and after consultations in the Joint Working Group Bureau — Committee on Budgets has endorsed the need for strengthening four areas of its activities:
- a) Strengthening independent scientific advice — The comparative study with four national parliaments and the Congress of the United States has demonstrated a significant margin for improvement in the support structure to the European Parliament, particularly in terms of independent scientific advice. Based on the recommendations of the Joint Working Group, the Bureau has decided, at its meeting of 20 May 2013, to create a new General Directorate for Parliamentary Research (DG EPRS) in order to provide independent scientific advice for both political bodies of Parliament and for individual members (see paragraphs 87 to 89).

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<sup>(1)</sup> European Parliament resolution of 23 October 2013 on the Council position on the draft general budget of the European Union for the financial year 2014 (13176/2013 — C7-0260/2013 — 2013/2145(BUD)) and European Parliament resolution of 17 April 2013 on the estimates of revenue and expenditure of Parliament for the financial year 2014 (2013/2018(BUD))

- b) Strengthening the capacity for scrutiny — The Joint Working Group concluded, on the basis of the above mentioned comparative studies and taking into account that scrutiny is one of the four core tasks of Parliament in the legislative cycle, that it was necessary to strengthen the capacity of parliamentary control over the executive. Lack of capacity became very clear in the field of scrutiny of delegated acts, spending programs and transposition of legislation. Corresponding support structures for Members will have to be created and means put at their disposal once the political decision making process after the elections 2014 has taken place.
- c) Improve logistical support for Members — For the logistics support to Members, the Joint Working Group has identified the need to allocate more office space for Members, to accommodate assistants and trainees serving Member in good working conditions, in full compliance with Belgium laws on working conditions. For that purpose the Bureau has taken several decisions in 2013 regarding the building policy (see section D.1).
- d) Improve local support for Members — On the basis, in particular, of the examples set by the US Congress and the Bundestag, the Working Group also tackled the issue of Members spending more time in their constituencies and of the local support required for constituency work. The Working Group's recommendations were forwarded to the Bureau, which asked for the issue to be examined in greater depth by the political groups and the Conference of Presidents, particularly the question of a parliamentary calendar organised more effectively to enable Members to spend more time in their constituencies.
144. In addition, the Joint Working Group has identified seven areas, where Parliament can improve its efficiency in order to allow the development of the four above mentioned areas of activity in a financially responsible manner:
- i. Develop a system of translation on MEPs' demand of Committee amendments — The Joint Working Group recommends to translate amendments at Committee stage into each Committee's language profile (that is, corresponding to languages of Members and Substitutes of the Committee) and on specific request from any MEP not being a Member or Substitute of the Committee wanting a translation into his language. This would allow for a reduction of 54 075 in-house translated pages and 18 025 outsourced pages per year (the last one representing EUR 540 000 of annual savings).
- ii. Explore possibilities for inter-institutional cooperation with the Committee of the Regions and the Economic and Social Committee — after negotiations between the three institutions during the autumn, the Bureau expressed its approval of the cooperation project in December 2013 <sup>(1)</sup>, the main points being:
- Parliament will give staff (a maximum of 80) who are affected by the restructuring of the committees' translation service the option of working for the new Directorate-General for Parliamentary Research. These transfers will be made on a voluntary basis, in response to a call for expressions of interest which will indicate the requirements applicable in terms of university background and professional experience.
  - Political cooperation will be established, with the aim of strengthening the democratic and scrutinising role of the three institutions in implementation of their respective mandates under the Lisbon Treaty.
  - Administrative cooperation will be established which can generate savings by increasing the support provided by staff for core political tasks, synergies with regard to security and access to buildings, the designation of Parliament as the default provider of interpreting services, improvements to cooperation on the use of meeting rooms, cooperation in the field of IT, and mutual access to canteens.
- iii. Explore to offer interpretation capacities to other institutions in no-peak times — The agreement to be signed with the two advisory Committees foresees that Parliament can develop into the standard provider for interpretation of these two Committees. Further cooperation agreements are in preparation with other institutions.

<sup>(1)</sup> The cooperation agreement was signed between the three institutions in February 2014.

- iv. Explore the possibility of complete outsourcing of payments to the paymaster office — the working group has proposed replacing Streamline, the main system for managing human resources at Parliament, with Sysper2, the system used by virtually all the European Institutions. This replacement will constitute an additional interinstitutional cooperation measure, and will enable the personnel administration to concentrate on its core tasks and to economise on resources by developing synergies and economies of scale.
- v. Prepare for a more efficient structure of the working rhythm of Parliament — Proposals for a more efficient structure of the working rhythm of the Parliament have been developed by the Joint Working Group. The proposals which fall under the competence of the Conference of Presidents have been transmitted to this organ as well as to the Political Groups.
- vi. Prepare for a paperless Parliament where ever possible, through best practice and the full implementation of the e-meeting project — the Working Group also considered the issue of moving towards a 'paperless' Parliament. The Bureau thus decided to adopt 'paperless' good practices across the board in the Environment and International Relations committees so as to reduce the number of versions of working documents distributed in hard copy and to distribute minutes only in electronic form. The annual savings anticipated from this will be 21,5 million sheets of paper and EUR 648 000 per annum. This measure will also make it possible to reduce the carbon footprint by 73 tonnes per annum.
- vii. Developing a system of on-request interpretation for meetings other than Plenary — The newly elected Parliament will have to analyse its real needs in interpretation and could come forward with new proposals for a more efficient use of its in-house and free-lance interpretation capacities.

#### E.3. *Human resources management*

- 145. The preparations for the implementation of the new Staff Regulations continued throughout 2013. Because virtually all the new provisions were to apply as of 1 January 2014, the work of revising rules and certain procedures and updating the IT systems was carried out to very tight deadlines. This work (particularly the modification of the legislative framework and IT work) will partly continue in 2014 for fields which were not regarded as priorities in 2013.
- 146. In preparation for the end of the parliamentary term and the beginning of the new one, measures were taken to organise the management of the termination of the contracts of some 1 700 accredited parliamentary assistants (APAs), assistance to these staff in their administrative procedures and the arrival of several hundred new APAs, and to support the action to be taken by the political groups if the results of the European elections in 2014 lead to significant changes in the make-up of the secretariats of certain groups. For example, a platform for uploading documents (APA-People) was established, together with a Departure Desk and an Arrival Desk open for a long period to give parliamentary assistants and political group staff more support with administrative procedures.

#### E.4. *Document and archive management*

- 147. At its meeting of 2 July 2012, the Bureau adopted the new concept for document and archives management. This model is based on the identification of various stages in the life of documents and on appropriate management of the whole cycle. It also facilitates Parliament's compliance with the rules on public access to documents.
- 148. The arrangements for implementing the document management rules have been prepared. At its meeting of 15 April 2013, the Bureau approved the decision on the processing of confidential documents at the EP, and on 10 June 2013 it adopted the annual report on the management of classified documents. The Council approved the technical aspects of the plans to create a secure reading room, which is now open.

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

- 149. In total, 59 new posts were created in 2013 in order to meet the four main requirements summarised as follows:

Internalisation of ICT (Information and Communication Technologies) services:

30 posts

Implementation of building projects, particularly construction of the KAD Building and other current projects:	15 posts
Additional staff for DG COMM (Resources Directorate and Cyprus Information Office):	5 posts
Additional staff for the REGI Committee:	5 posts
Additional staff for DG PRES:	3 posts
Temporary post for the non-attached Members' secretariat:	1 post

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

Table 11

**Summary of restructuring in Parliament's Secretariat in 2013**

Directorate-General	Restructuring and modernisation
DG PRES Presidency	<p>Four head-of-unit posts have been filled, namely those of the 'Members' Administration Unit' and the 'Classified Information Unit' (DIR F) and, on 1 December 2013, the 'Structural and Cohesion Policy Unit' and the 'Economic and Scientific Policy Unit' (formerly DIR C/DG EPRS). All the senior and middle management posts have now been filled except for the head-of-unit post which has become vacant in the 'Strategy and Coordination Unit' (DIR C/DG EPRS).</p> <p>On 20 May 2013, the Bureau decided to restructure the Secretariat so as, in particular, to create a Deputy Secretary-General post independent of the post of Director-General of DG PRES, to create a DG EPRS and to create a DG Security. DG EPRS and DG SAFE were set up on 1 November and 1 December 2013 respectively. However, the separation of the posts of Deputy Secretary-General and Director-General of DG PRES will become operational only in the first half of 2014.</p>
DG IPOL Internal Policies	<p>After 18 months of work, the mandate of the Special Committee on Organised Crime, Corruption and Money Laundering (CRIM) came to an end with the plenary vote on 23 October 2013 and the secretariat was disbanded.</p> <p>2013 also saw the splitting of Directorate G for Impact Assessment and European Added Value from DG IPOL and its merging with the Library to form the new DG EPRS.</p> <p>The Directorate G for Impact Assessment and European Added Value (now part of the new DG EPRS) has become fully operational and an additional unit on Ex-Post Impact Assessment has been set up to further consolidate Parliament's expertise capacity.</p>
DG EPRS Parliamentary Research Services	DG EPRS was set up on 1 November 2013 (see DG PRES and DG IPOL above).
DG COMM Communication	<p>A new unit 'Support to the EPIOs' was created in DIR B to assist the Director in managing EPIOs human resources.</p> <p>Following a Bureau Working Party decision, the function of Community Manager was introduced in each EPIO in order to increase the EP presence on social media in each Member State.</p>
DG INLO Infrastructure and Logistics	<p>On 1 January 2013, the Ushers' Unit was split into 2 separate units (Mail Ushers' Unit and Conference Ushers' Unit).</p> <p>The one-stop shop project was actively prepared during 2013. This service will be launched at the beginning of 2014, with the aim of making it fully operational after the elections. The posts in this new unit were made available by means of internal redeployment within the Directorate.</p>

Directorate-General	Restructuring and modernisation
DG TRAD Translation	<p>In December 2013, it was decided to transfer all quality-related tasks from the Planning Unit's Quality Service to the Multilingualism and External Relations Unit as of 1 January 2014, thus ensuring a single point of contact for all quality-related issues. Concentrating these activities into one unit will guarantee a more efficient service and allow better integration of client feedback into the quality initiatives taken by the Quality coordinators.</p> <p>An important change in 2013 is that the Croatian Unit is now staffed with 5 translators appointed as officials, 21 temporary and contractual agents and 10 temporary assistants. Recruitment interviews of laureates from the reserve list are still on-going and a second competition is being held. Appointments of the Head of unit and the Quality coordinator are on their way.</p>
DG INTE Interpretation	<p>The E-learning Unit, created in August 2012 is now fully operational and the Head of Unit was appointed and will take up duties as from the beginning of 2014. (During 2013 the Head of the Multilingualism Unit was acting Head of E-Learning).</p>
DG ITEC Innovation and technological support	<p>2013 featured the continuing reorganisation of Directorate A, Information Technologies.</p> <p>A restructuring intended to separate equipment management from communications infrastructure management came into force from October 2013, and was gradually rolled out over the entire final quarter of 2013.</p> <p>Four heads of unit were recruited and appointed.</p> <p>The implementation of the internalisation exercise began with the creation of the 30 additional posts allocated from 2013 and the reduction of in-house consultants: 60 of these new posts were filled in 2013 and, as far as the other posts are concerned, DG ITEC will now have recourse to other sources of staff (new reserve lists, temporary staff) to fill the remainder.</p>
DG SAFE Security	<p>DG SAFE was set up on 1 December 2013 (see DG PRES above).</p>



## ANNEX I

## OVERVIEW OF C TRANSFERS DURING THE FINANCIAL YEAR 2013

(EUR)

No	To/From Chapter/Article/Item	Heading	Amount transferred in	Amount transferred out	
C1	<b>from Chapter</b>	10 8	EMAS RESERVE	- 1 000 000	
	<b>to Chapter</b>	2 1	DATA PROCESSING, EQUIPMENT AND MOVABLE PROPERTY		
	to Items	2 1 0 0	Equipment and software for information and innovation technologies		100 000
		2 1 0 2	Outside assistance for information and innovation technologies		200 000
		2 1 4 0	Technical equipment and installations		250 000
		2 1 6 0	Vehicles		420 000
	<b>to Chapter</b>	3 2	EXPERTISE AND INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION		
to Item	3 2 0 0	Acquisition of expertise	30 000		
C3	<b>from Item</b>	1 2 0 0	Remuneration and allowances	- 110 000	
	<b>to Chapter</b>	1 2	OFFICIALS AND TEMPORARY STAFF		
	to Item	1 2 2 0	Allowances for staff retired in the interests of the service		110 000
C4	<b>from Item</b>	1 4 0 2	Conference interpreters	- 1 734 000	
	<b>to Chapter</b>	3 2	EXPERTISE AND INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION		
	to Item	3 2 4 2	Expenditure on publication, information and participation in public events		1 734 000
C5	<b>from Item</b>	1 4 2 0	External services	- 150 000	
	<b>to Chapter</b>	3 2	EXPERTISE AND INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION		
	to Item	3 2 4 1	Digital and traditional publications		150 000
C7	<b>from Chapter</b>	10 1	CONTINGENCY RESERVE	- 1 760 000	
	<b>to Chapter</b>	2 1	DATA PROCESSING, EQUIPMENT AND MOVABLE PROPERTY		
	to Item	2 1 0 0	Equipment and software for information and innovation technologies		1 760 000

(EUR)					
No	To/From Chapter/Article/Item	Heading	Amount transferred in	Amount transferred out	
C8	<b>from Item</b>	2 3 5 0	Telecommunications		- 1 500 000
	<b>to Chapter</b>	2 1	DATA PROCESSING, EQUIPMENT AND MOVABLE PROPERTY		
	to Item	2 1 0 0	Equipment and software for information and innovation technologies	940 000	
	to Item	2 1 0 2	Outside assistance for information and innovation technologies	560 000	
C9	<b>from Item</b>	1 0 0 6	General expenditure allowance		- 128 650
	<b>from Item</b>	1 0 1 0	Accident and sickness insurance and other social security charges		- 321 350
	<b>from Item</b>	1 0 1 2	Specific measures to assist disabled Members		- 130 000
	<b>from Item</b>	1 0 2 0	Transitional allowances		- 500 000
	<b>from Item</b>	1 0 3 1	Invalidity pensions		- 20 000
	<b>from Item</b>	3 0 0 0	Expenses on staff missions and duty travel between the three working places		- 1 600 000
	<b>to Chapter</b>	1 0	MEMBERS OF THE INSTITUTION		
	to Item	1 0 0 5	Other travel expenses	1 100 000	
	to Item	1 0 3 0	Retirement pensions	1 600 000	
C10	<b>from Chapter</b>	10 1	CONTINGENCY RESERVE		- 6 074 000
	<b>to Chapter</b>	4 2	EXPENDITURE RELATING TO PARLIAMEN- TARY ASSISTANCE		
	to Item	4 2 2 0	Parliamentary assistance	6 074 000	
C11	<b>from Item</b>	1 0 2 0	Transitional allowances		- 60 000
	<b>to Chapter</b>	1 0	MEMBERS OF THE INSTITUTION		
	to Item	1 0 5 0	Language and data-processing courses	60 000	

					(EUR)
No	To/From Chapter/Article/Item		Heading	Amount transferred in	Amount transferred out
C12	<b>from Chapter</b>	1 0	MEMBERS OF THE INSTITUTION		- 2 211 500
	<b>from Chapter</b>	1 2	OFFICIALS AND TEMPORARY STAFF		- 7 800 000
	<b>from Chapter</b>	1 4	OTHER STAFF AND EXTERNAL SERVICES		- 7 476 000
	<b>from Chapter</b>	1 6	OTHER EXPENDITURE RELATING TO PERSONS WORKING WITH THE INSTITUTION		- 968 600
	<b>from Chapter</b>	2 0	BUILDINGS AND ASSOCIATED COSTS		- 12 983 900
	<b>from Chapter</b>	2 1	DATA PROCESSING, EQUIPMENT AND MOVABLE PROPERTY		- 351 800
	<b>from Chapter</b>	2 3	CURRENT ADMINISTRATIVE EXPENDITURE		- 2 043 500
	<b>from Chapter</b>	3 0	MEETINGS AND CONFERENCES		- 762 000
	<b>from Chapter</b>	3 2	EXPERTISE AND INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION		- 2 667 935
	<b>from Chapter</b>	4 0	EXPENDITURE RELATING TO CERTAIN INSTITUTIONS AND BODIES		- 256 000
	<b>from Chapter</b>	4 2	EXPENDITURE RELATING TO PARLIAMENTARY ASSISTANCE		- 2 400 000
	<b>from Chapter</b>	10	OTHER EXPENDITURE		- 14 078 765
	to Item	2 0 0 1	Lease payments	54 000 000	
<b>Total amount transferred in C transfers</b>				<b>69 088 000</b>	<b>- 69 088 000</b>

## ANNEX II

## OVERVIEW OF P TRANSFERS DURING THE FINANCIAL YEAR 2013

(EUR)

N°	Chapter/Article/Item number	Amount transferred in	Amount transferred out
<b>P1</b>	<b><u>Within Article 422</u></b>		
	from Item 4 2 2 0 Parliamentary assistance		- 500 000
	to Item 4 2 2 2 Exchange losses	500 000	
<b>P2</b>	<b><u>Within Article 200</u></b>		
	from Item 2 0 0 1 Lease payments		- 900 000
	to Item 2 0 0 5 Construction of buildings	900 000	
<b>P3</b>	<b><u>Within Article 142</u></b>		
	from Item 1 4 2 0 External services		- 34 000
	to Item 1 4 2 2 Interinstitutional cooperation activities in the language field	34 000	
<b>P4</b>	<b><u>Within Article 324</u></b>		
	from Item 3 2 4 9 Information exchanges with national parliaments		- 100 000
	to Item 3 2 4 5 Organisation of seminars, symposia and cultural activities	100 000	
<b>P5</b>	<b><u>Within Article 210</u></b>		
	from Item 2 1 0 0 Equipment and software for information and innovation technologies		- 4 829 500
	to Item 2 1 0 2 Outside assistance for information and innovation technologies	4 829 500	

				(EUR)	
N°	Chapter/Article/Item number			Amount transferred in	Amount transferred out
<b>P6</b>	<b><u>Within Article 165</u></b>				
	from Item	1 6 5 4	Early childhood centre and approved day nurseries		- 300 000
	to Item	1 6 5 2	Current operating expenditure for restaurants and canteens	300 000	
	<b><u>Within Article 304</u></b>				
	from Item	3 0 4 3	Miscellaneous expenditure for organising parliamentary assemblies, interparliamentary delegations and other delegations		- 115 000
	to Item	3 0 4 0	Miscellaneous expenditure on internal meetings	115 000	
<b>P6</b>	<b><u>Within Article 324</u></b>				
	from Item	3 2 4 7	House of European History		- 85 000
	from Item	3 2 4 9	Information exchanges with national parliaments		- 15 000
	to Item	3 2 4 2	Expenditure on publication, information and participation in public events	100 000	
<b>P7</b>	<b><u>Within Article 142</u></b>				
	from Item	1 4 2 0	External services		- 220 000
	to Item	1 4 2 2	Interinstitutional cooperation activities in the language field	220 000	
<b>P8</b>	<b><u>Within Article 324</u></b>				
	from Item	3 2 4 7	House of European History		- 500 000
	to Item	3 2 4 8	Expenditure on audiovisual information	500 000	
<b>P9</b>	<b><u>Within Article 324</u></b>				
	from Item	3 2 4 7	House of European History		- 2 000 000
	to Item	3 2 4 4	Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries	2 000 000	
<b>P10</b>	<b><u>Within Article 422</u></b>				
	from Item	4 2 2 2	Exchange losses		- 200 000
	to Item	4 2 2 0	Parliamentary assistance	200 000	
<b>Total amount transferred in P transfers</b>				<b>9 798 500</b>	<b>- 9 798 500</b>

## ANNEX III

## IMPLEMENTATION OF 2013 APPROPRIATIONS

(EUR)						
Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
1 0 0 0	Salaries	71 393 074	- 1 800 000	69 593 074	69 543 044	99,9 %
1 0 0 4	Ordinary travel expenses	72 343 140	0	72 343 140	72 343 140	100,0 %
1 0 0 5	Other travel expenses	5 054 639	1 100 000	6 154 639	6 154 639	100,0 %
1 0 0 6	General expenditure allowance	39 388 525	- 268 650	39 119 875	39 090 705	99,9 %
1 0 0 7	Allowances for performance of duties	184 000	- 7 390	176 610	173 610	98,3 %
1 0 1 0	Accident and sickness insurance and other social security charges	2 769 000	- 527 460	2 241 540	2 215 739	98,8 %
1 0 1 2	Specific measures to assist disabled Members	384 000	- 130 000	254 000	209 017	82,3 %
1 0 2 0	Transitional allowances	800 000	- 560 000	240 000	183 008	76,3 %
1 0 3 0	Retirement pensions	10 818 000	1 600 000	12 418 000	11 941 558	96,2 %
1 0 3 1	Invalidity pensions	395 000	- 78 000	317 000	278 102	87,7 %
1 0 3 2	Survivors' pensions	2 820 000	0	2 820 000	2 692 561	95,5 %
1 0 3 3	Optional pension scheme for Members	31 000	0	31 000	29 327	94,6 %
1 0 5 0	Language and data-processing courses	500 000	60 000	560 000	560 000	100,0 %
1 0 9 0	Provisional appropriation	0	0	0	0	—
1 2 0 0	Remuneration and allowances	577 124 909	- 6 410 000	570 714 909	570 669 888	100,0 %
1 2 0 2	Paid overtime	400 000	- 200 000	200 000	200 000	100,0 %
1 2 0 4	Entitlements on entering the service, transfer and leaving the service	4 460 000	- 1 300 000	3 160 000	3 160 000	100,0 %
1 2 2 0	Allowances for staff retired in the interests of the service	391 400	110 000	501 400	462 019	92,1 %

(EUR)						
Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
1 2 2 2	Allowances for staff whose service is terminated and special retirement scheme for officials and temporary staff	552 000	0	552 000	507 442	91,9 %
1 2 4	Provisional appropriation	0	0	0	0	—
1 4 0 0	Other staff	38 578 161	- 1 200 000	37 378 161	37 296 239	99,8 %
1 4 0 2	Conference interpreters	53 000 000	- 3 400 000	49 600 000	49 599 377	100,0 %
1 4 0 4	Graduate traineeships, grants and exchanges of officials	8 097 950	- 1 455 000	6 642 950	6 444 637	97,0 %
1 4 0 6	Observers	447 449	- 135 000	312 449	312 000	99,9 %
1 4 2 0	External services	15 800 000	- 3 424 000	12 376 000	11 904 661	96,2 %
1 4 2 2	Interinstitutional cooperation activities in the language field	374 000	254 000	628 000	625 189	99,6 %
1 4 4	Provisional appropriation	0	0	0	0	—
1 6 1 0	Expenditure on recruitment	378 850	- 75 000	303 850	303 850	100,0 %
1 6 1 2	Further training	4 850 000	0	4 850 000	4 682 180	96,5 %
1 6 3 0	Social welfare	718 000	- 75 000	643 000	607 907	94,5 %
1 6 3 1	Mobility	1 000 000	- 100 000	900 000	727 372	80,8 %
1 6 3 2	Social contacts between members of staff and other social measures	305 000	0	305 000	298 817	98,0 %
1 6 5 0	Medical service	1 285 000	- 178 600	1 106 400	1 106 111	100,0 %
1 6 5 2	Current operating expenditure for restaurants and canteens	3 960 000	300 000	4 260 000	4 260 000	100,0 %
1 6 5 4	Early childhood centre and approved day nurseries	6 683 000	- 840 000	5 843 000	5 843 000	100,0 %
2 0 0 0	Rent	33 032 000	- 1 248 900	31 783 100	31 684 764	99,7 %
2 0 0 1	Lease payments	16 141 000	53 100 000	69 241 000	69 236 000	100,0 %
2 0 0 3	Acquisition of immovable property	0	0	0	0	—

(EUR)						
Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
2 0 0 5	Construction of buildings	7 213 000	900 000	8 113 000	8 065 316	99,4 %
2 0 0 7	Fitting-out of premises	39 459 000	- 2 550 000	36 909 000	36 326 338	98,4 %
2 0 0 8	Other specific property management arrangements	4 210 000	- 455 000	3 755 000	3 434 255	91,5 %
2 0 2 2	Building maintenance, upkeep, operation and cleaning	57 264 000	- 3 910 000	53 354 000	51 891 984	97,3 %
2 0 2 4	Energy consumption	18 975 000	- 400 000	18 575 000	17 786 997	95,8 %
2 0 2 6	Security and surveillance of buildings	36 043 268	- 4 320 000	31 723 268	31 097 983	98,0 %
2 0 2 8	Insurance	991 000	- 100 000	891 000	812 974	91,2 %
2 1 0 0	Equipment and software for information and innovation technologies	33 016 000	- 2 068 100	30 947 900	30 792 197	99,5 %
2 1 0 2	Outside assistance for information and innovation technologies	67 651 088	5 586 300	73 237 388	72 984 023	99,7 %
2 1 2 0	Furniture	3 232 500	- 50 000	3 182 500	3 090 732	97,1 %
2 1 4 0	Technical equipment and installations	19 585 000	- 10 000	19 575 000	19 109 021	97,6 %
2 1 6 0	Vehicles	6 068 000	420 000	6 488 000	5 829 931	89,9 %
2 3 0 0	Stationery, office supplies and miscellaneous consumables	2 339 500	0	2 339 500	2 292 797	98,0 %
2 3 1 0	Financial charges	75 000	- 38 000	37 000	16 500	44,6 %
2 3 2 0	Legal costs and damages	1 714 000	- 610 000	1 104 000	956 160	86,6 %
2 3 5 0	Telecommunications	7 421 000	- 1 500 000	5 921 000	4 670 510	78,9 %
2 3 6 0	Postage on correspondence and delivery charges	357 000	- 20 000	337 000	236 631	70,2 %
2 3 7 0	Removals	1 100 000	- 330 400	769 600	731 303	95,0 %
2 3 8 0	Other administrative expenditure	661 500	0	661 500	626 298	94,7 %



(EUR)						
Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
2 3 9	European Parliament carbon offsetting scheme	1 064 000	- 1 045 100	18 900	17 823	94,3 %
3 0 0 0	Expenses on staff missions and duty travel between the three working places	27 616 000	- 1 600 000	26 016 000	25 725 512	98,9 %
3 0 2 0	Entertainment and representation expenses	1 361 350	- 216 000	1 145 350	885 621	77,3 %
3 0 4 0	Miscellaneous expenditure on internal meetings	2 600 000	115 000	2 715 000	2 715 000	100,0 %
3 0 4 2	Meetings, congresses and conferences	1 405 000	- 345 000	1 060 000	816 577	77,0 %
3 0 4 3	Miscellaneous expenditure for organising parliamentary assemblies, interparliamentary delegations and other delegations	1 473 000	- 260 000	1 213 000	605 103	49,9 %
3 0 4 9	Expenditure on travel agency services	2 124 660	- 56 000	2 068 660	2 068 660	100,0 %
3 2 0 0	Acquisition of expertise	11 530 000	- 1 568 335	9 961 665	9 086 345	91,2 %
3 2 2 0	Documentation and library expenditure	4 927 111	- 501 600	4 425 511	4 302 893	97,2 %
3 2 2 2	Expenditure on archive fonds	1 965 000	0	1 965 000	1 933 710	98,4 %
3 2 3	Relations with parliaments of third countries and support for parliamentary democracy	750 000	- 100 000	650 000	413 470	63,6 %
3 2 4 0	Official Journal	4 000 000	0	4 000 000	3 999 500	100,0 %
3 2 4 1	Digital and traditional publications	5 175 000	150 000	5 325 000	5 241 324	98,4 %
3 2 4 2	Expenditure on publication, information and participation in public events	23 755 900	1 834 000	25 589 900	25 453 635	99,5 %
3 2 4 3	Parlamentarium — the European Parliament's Visitors' Centre	3 916 000	0	3 916 000	3 844 123	98,2 %

(EUR)						
Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
3 2 4 4	Organisation and reception of groups of visitors, Euroscola programme and invitations to opinion multipliers from third countries	29 996 000	2 000 000	31 996 000	31 667 743	99,0 %
3 2 4 5	Organisation of seminars, symposia and cultural activities	6 830 300	85 000	6 915 300	6 721 656	97,2 %
3 2 4 6	Parliamentary television channel (Web TV)	8 000 000	0	8 000 000	7 999 400	100,0 %
3 2 4 7	House of European History	6 400 000	- 3 038 000	3 362 000	3 360 695	100,0 %
3 2 4 8	Expenditure on audiovisual information	20 133 700	500 000	20 633 700	20 533 306	99,5 %
3 2 4 9	Information exchanges with national parliaments	475 000	- 115 000	360 000	283 329	78,7 %
3 2 5	Expenditure relating to Information Offices	1 100 000	0	1 100 000	830 902	75,5 %
4 0 0 0	Current administrative expenditure and expenditure relating to the political and information activities of the political groups and non-attached Members	58 750 000	- 48 000	58 702 000	58 697 494	100,0 %
4 0 2 0	Funding of European political parties	21 794 200	- 208 000	21 586 200	21 585 794	100,0 %
4 0 3 0	Funding of European political foundations	12 400 000	0	12 400 000	12 400 000	100,0 %
4 2 2 0	Parliamentary assistance	185 299 000	3 474 000	188 773 000	187 638 380	99,4 %
4 2 2 2	Exchange losses	500 000	200 000	700 000	662 641	94,7 %
4 4 0 0	Cost of meetings and other activities of former Members	200 000	0	200 000	200 000	100,0 %
4 4 2 0	Cost of meetings and other activities of the European Parliamentary Association	175 000	0	175 000	175 000	100,0 %
10 0	PROVISIONAL APPROPRIATIONS	12 912 765	- 12 912 765	0	0	—
10 1	CONTINGENCY RESERVE	9 000 000	- 9 000 000	0	0	—
10 3	ENLARGEMENT RESERVE	0	0	0	0	—

(EUR)

Item	Heading	Initial appropriations	Transfers	Final appropriations	Amount committed	Used
10 4	RESERVE FOR INFORMATION AND COMMUNICATION POLICY	0	0	0	0	—
10 5	PROVISIONAL APPROPRIATION FOR BUILDINGS	0	0	0	0	—
10 6	RESERVE FOR PRIORITY PROJECTS UNDER DEVELOPMENT	0	0	0	0	—
10 8	EMAS RESERVE	1 000 000	- 1 000 000	0	0	—
<b>T O T A L</b>		<b>1 750 463 939</b>	<b>0</b>	<b>1 750 463 939</b>	<b>1 735 963 486</b>	<b>99,2 %</b>









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