



ЕВРОПЕЙСКИ ПАРЛАМЕНТ PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT EUROPA-PARLAMENTET
 EUROPAÏSCHES PARLAMENT EUROOPA PARLAMENT ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
 PARLEMENT EUROPÉEN PARLAIMINT NA HEORPA PARLAMENTO EUROPEO EIROPAS PARLAMENTS
 EUROPOS PARLAMENTAS EURÓPAI PARLAMENT IL-PARLAMENT EWROPEW EUROPEES PARLEMENT
 PARLAMENT EUROPEJSKI PARLAMENTO EUROPEU PARLAMENTUL EUROPEAN
 EURÓPSKY PARLAMENT EVROPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPAPARLAMENTET

Directorate-General for Communication
 Director-General

Brussels, 31 JAN 2011
 D(2011) 5211

Annual Activity Report **1st January - 31st December 2010**

DIRECTORATE GENERAL FOR COMMUNICATION
DELEGATED AUTHORISING OFFICER: JUANA LAHOUSSE-JUÁREZ

0. BUDGETARY EXECUTION TABLE (AT 31 DECEMBER 2010)

Code	Appropriation type	€ or %	Formula
	Appropriations of 2010		
A	Initial appropriations	82.514.000	
B	Final appropriations	84.396.200	
C	Commitments	79.681.197	
D	Commitments in % of final appropriations	94,41%	D=C/B
E	Payments	45.189.861	
F	Payments in % of commitments	56,71%	F=E/C
G	Cancellations of 2010 final appropriations	0	
H	Cancellations of 2010 final appropriations in % of final appropriations 2010	-	H=G/B
	Appropriations carried over (automatic and non-automatic carryovers) from 2010 to 2011		
I	Automatic carryovers from 2010 to 2011	34.491.335	
J	Automatic carryovers from 2010 to 2011 in % of commitments	43,29%	J=I/C
K	Non-automatic carryovers from 2010 to 2011	0	
L	Non-automatic carryovers from 2010 to 2011 in % of final appropriations	-	M=K/B
	Appropriations carried over (automatic and non-automatic carryovers) from 2009 to 2010		
M	Automatic carryovers from 2009 to 2010	21.262.227	
N	Payments against automatic carryovers from 2009 to 2010	18.501.789	
O	Payments against automatic carryovers from 2009 to 2010 in % of automatic carryovers from 2009 to 2010	87,02%	O=N/M
P	Cancellations of automatic carryovers from 2009 to 2010	0	
Q	Cancellations of automatic carryovers from 2009 to 2010 in % of automatic carryovers from 2009 to 2010	-	Q=P/M
R	Non-automatic carryovers from 2009 to 2010	0	

Code	Appropriation type	€ or %	Formula
S	Payments of non-automatic carryovers from 2009 to 2010	0	
T	Payments against non-automatic carryovers from 2009 to 2010 in % of non-automatic carryovers from 2009 to 2010	-	$T=S/R$
U	Cancellations of non-automatic carryovers from 2009 to 2010	0	
V	Cancellations of non-automatic carryovers from 2009 to 2010 in % of non-automatic carryovers from 2009 to 2010	-	$V=U/R$
	Assigned revenue in 2010		
W	Appropriations from assigned revenue in 2010 (current)	0	
X	Payments from assigned revenue in 2010	0	
Y	Payments from assigned revenue in 2010 in % of assigned revenue 2010	-	$Y=X/W$
Z	Assigned revenue appropriations carried over to 2010	21.406	
AA	Appropriations for 'mopping-up transfer'	0	

1. OBJECTIVES

1.1 OBJECTIVES OF THE DIRECTORATE-GENERAL

The general objectives set for 2010 by the previous Director General, as presented in the first activity report for 2010, were as follows:

- (i) Continual examination and updating of working methods and communication tools in the light of new requirements arising from the strategic and technological evolution of communication tools and contents;
- (ii) Close monitoring and assessment of the real impact in communication terms of the entry into force of the Treaty of Lisbon and in light of this the putting in place of effective communication strategies to maximise new communication opportunities that Lisbon offers.

The Administrative Work Programme 2009-2011 defined a series of more specific objectives for the Directorate General as follows:

- 30. Extending services to Members
- 31. Visitors' fidelity program
- 32. Consolidation of the Spokesperson's service
- 33. Creating a multitask communication team for each committee
- 34. Building a multichannel media strategy
- 35. Marketing to and tailoring to the media
- 36. Upgraded editorial products and media services
- 37. From website to web services
- 38. Online collaboration and dissemination
- 39. Echoes and feedback
- 40. Reforming the operations of the Information Offices
- 41. Improving Parliament's visibility to citizens

In July 2010, the Bureau adopted an updated communication strategy which called for a revamp of the European Parliament's visual identity in preparation for the 2014 elections. The approach outlined in this strategy paper focuses on the core business of DG Communication, i.e. the provision of impartial, accurate information about the European Parliament's role and activities to a wide audience in both centralised and de-centralised contexts, reflecting the Institution's political nature and increased powers, with the aim of bringing EU policies and politics closer to EU citizens.

This updated communication strategy will be implemented by means of an action plan 2011 – 2014 which will be put to the Bureau for adoption in early 2011.

Specific objectives for 2010 of particular importance for the institution included the opening of the Visitors Centre and the opening of a Liaison Office with Congress in Washington. The Visitors Centre project unfortunately continued to suffer setbacks and the opening has had to be postponed to 2011. The Washington Liaison Office officially opened in April 2010.

1.2 EVALUATION OF THE FEASIBILITY AND THE POTENTIAL ASSOCIATED RISKS

Mention must again be made here of the Visitors Centre project which is a particularly ambitious and complex project, entailing an exceptionally high number of procurement procedures giving rise to an equivalent number of often overlapping, interdependent contracts. Any delay in the award or implementation of one contract has a knock-on effect on the whole chain. Managing these contracts has in many cases required expertise which does not coincide with the core competencies of the in-house team and the complexity of the project is further exacerbated by the very limited human resources which have been available for it.

Plans to open the Visitors Centre in spring 2010 had to be shelved due to a number of unavoidable delays in the works schedule. The award of the contracts for the fit-out and media hardware was seriously delayed due to a problem of intellectual property rights. When fit-out works finally started in August the contractor immediately signalled a serious problem, namely that the false ceilings in the public areas did not conform to Belgian safety norms. The replacement of these false ceilings was of course indispensable but has resulted in a 74 day delay to the fit-out schedule. The direct and indirect costs of this will in the first instance be borne by DG COMM in order not to hold up the project still further but DG INLO has been asked to examine the possibility of recovering the money by making a claim under the guarantee.

The significant overall delay in the project has meant that several contractors were unable to carry out all the services foreseen under their contract during the term of the contract. It was therefore necessary to extend a number of existing contracts beyond their original duration in order to ensure completion of the project. These contract extensions necessitated recourse to Article 126 of the Financial Regulation but were unavoidable – failure to extend would not only have seriously compromised the successful completion of the project but would also have led to significant claims for compensation from contractors unable to fulfil their contracts through no fault of their own and suffering significant loss of earnings as a result.

The opening of the Visitors Centre is now scheduled for October 2011.

Recourse to Article 126 of the Financial Regulation for the extension of contracts beyond their original term has also been necessary to ensure the continuity of the provision of audiovisual services and of the availability of EuroparlTV.

2. EVALUATION OF THE RESULTS OF OPERATIONS IN RELATION TO THE OBJECTIVES - USE OF RESOURCES

2.1 ENVIRONMENT OF THE DIRECTORATE GENERAL

A new Director General was appointed on 1 March 2010 which resulted in some changes to the establishment plan. A new Policy Team was created within the DG's office to ensure the coordination of strategic matters. The General Coordination Unit was abolished and its staff posted either to the Policy Team (Adagio team) or the Resources Unit (IT and GBI staff). The Institutional Visual Identity Production (iVIP) service was integrated into the Events Unit.

A fourth Directorate, the Resource Directorate, was created by Bureau decision on 19 April. This Directorate, comprising three units (Finances, Personnel and IT) became operational as of 1 May 2010.

The Resource Directorate assigned one person dedicated to the follow-up of the staff professional training programmes in order to cover any training requirements against the job descriptions.

In November 2010 a new Performance and Strategic Management Unit was set up, attached directly to the Director General, responsible for the monitoring, measurement and reporting activities of the DG.

The European Parliament Liaison Office in Washington, which is administratively part of Directorate B, was officially opened in April 2010.

No additional human resources were used in the creation of these new structures which are staffed entirely by means of redeployment within the DG.

In March 2010 DG COMM took over administrative and financial responsibility for the House of European History. Selection procedures for the first wave of staff have been completed and the first members of staff were appointed as of November 2010.

2.2 BUDGETARY EXECUTION 2010

2.2.1 Final credits and initial credits

Authorised appropriations in DG Communication's initial budget for 2010 totalled €82.514.000 representing an increase of (1.7%) in relation to the initial budget for 2009 of €81.135.000.

3200-08 (House of European History): Following the decision to place the responsibility of the House of European History under the remit of DG COMM, sub-item 3200-08 was created and the delegation of this sub-item conferred to the Director General of DG COMM in May 2010 resulting in a transfer of credits totalling €455.200. The transfer provided sub-item 3200-08 with the amount entered in the 2010 budget under sub-item 3200-03 (€500.000) for the House of European History less the commitments already made under sub-item 3200-03 in 2010 (*i.e. €44.800 for meetings held between February and May 2010 prior to the placing of responsibility under DG COMM*).

Total commitments at 31 December 2010 amounted to €104.674 or 23% of the final appropriations.

3242-01: In the 2010 budget an amount of €3.427.000 was placed in the reserve on the 3242-01 sub-item pending a detailed report regarding cost-benefits analysis. This was released in October 2010.

3242-01 to 3242-02 & 3242-01 to 3248-01 (transfer): When drawing up the budget requests for 2010 an amount of €5.100.000 had been estimated as necessary for the grants programme. However, following an analysis of previous grant programmes carried out since 2005 and considering the need to adapt to modern communication methods, the Director General decided in 2009 to target the Call for Proposals 2010 at three domains *i.e.* Internet, TV and Radio, all of which have a large public impact, and to abandon the seminars domain (3242-01 - €2.000.000). In order to adapt the budget to operational reality a transfer between sub-posts 3242-01 to 3242-02 was authorised for an amount of **€1.224.161** and a further transfer of **€600.000** was authorised between sub-items 3242-01 to the 3248-01 sub-item.

3242-01 to 3245-01 (transfer): As approved by the Bureau Decision of 19.04.2010, the estimated cost of the Agora forum amounted to €500.000. Taking into account the current programme of actions for the sub-item 3245-01 and the remaining appropriations for 2010, a reinforcement of **€354.571** was authorised to ensure organisation of the forum. The surplus against sub-item 3242-01 was due to the fact that the cost of information actions was lower than previously foreseen.

3242-01 (transfer) to DG ITEC: In December 2010, following a request by the Delegated Authorising Officer of DG ITEC, a transfer of **€2.000.000** from sub-item 3242-01 was authorised by the Committee on Budgets (ref. C14/2010) to cover investment costs in the ICT field.

3244-01 to 3243 (transfer): A total of €2.936.029 was carried over from 2009 in order to ensure the financial commitments relating to legal commitments concerning the Visitors Centre project already entered into in 2008. Several framework contracts are concerned, in particular for the interior and exhibit design of the Visitors' Centre. Due to continued delays in the completion of the Visitors' Centre project, it was impossible for contractors to carry out all of the services which should have been completed during 2010 and Parliament can therefore not pay for these services from the appropriations carried over. These services will now be carried out in 2011 and it is therefore essential to commit new appropriations on the line in order to guarantee the budgetary coverage of the project and to make the final payments in 2011 when the project will be finished. A transfer of **€1.000.000** to item 3243 (Visitors Centre) was authorised to cover this expenditure from the 3244-01 line as it was discovered once the period for the reservation of visits for 2010 expired on 15.10.2010, that there was an excess of appropriations on item 3244.

3245-01 to 3245-03 (transfer): In October 2010, an amount of **€58.430** was authorised for transfer between sub-posts 3245-01 to 3245-03.

3248-02 to 3248-01 (transfer): a transfer of the amount of ~~€695.000~~ was authorised for transfer between sub-posts 3248-02 to 3248-01.

Therefore, at 31 December 2010 final appropriations amounted to a total of ~~€84.396.200~~.

2.2.2 Final credits and committed credits

Final credits at 31 December 2010 totalled ~~€84.396.200~~, an increase of ~~€1.882.200~~ on the initial 2010 budget due to: (i) the decision to place the House of European History under the responsibility of DG COMM (please see above 2.2.1) resulting in a transfer of credits totalling ~~€455.200~~ and (ii) the release from the reserve of ~~€3.427.000~~ on sub item 3242-01 (please see 2.2.1 above), where total commitments entered into amounted to ~~€79.681.197~~ or 94,41% of the final appropriations.

2.2.3 Committed credits and payments carried out

Commitments at 31 December 2010 totalled ~~€79.681.197~~, where payments totalled ~~€45.189.861~~, or 56.71% of all commitments entered into.

2.2.4 Use of carried-over credits 2009-2010

Automatic carryovers to financial year 2010 totalled ~~€1.262.227~~. At 31 December 2010 payments made amounted to ~~€18.501.789~~, or 87,02% of carried over credits 2009-2010 for all posts of the Directorate General.

2.2.5 Use of credits corresponding to assigned revenue (recettes affectées)

There was no assigned revenue in 2010. Assigned revenue carried-over from previous years totalled ~~€1.406~~. At 31 December 2010 commitments totalled ~~€8.414~~ or 39,31% of final credits, where payments totalled ~~€2.981~~, or 35,43% of commitments entered into.

2.3 RESULT INDICATORS

In the Annual Activity Report 2009 the following Result Indicators were provided:

A) Audiovisual

- utilisation of TV studios (number of teams)
- number of AV services for media and other clients
- number of radio and photo operations
- number of AV archives
- number of web-streamed Committee meetings and VOD (video on demand)
- productions for EbS (Europe by Satellite)

B) Internet

- number of hours of programming on EuroparlTV
- presence of the Institution on the social networks
- number of visitors and pages viewed

C) Information Offices

- number of participants at fairs and seminars
- number of Citizen's Fora organised
- number of publications
- number of citizens reached by various actions
- number of products TV, radio

D) Media

- number of seminars organised
- number of briefings and publications (Newsletter, EP today, 'Angles de vue', etc.)
- number of journalists covering the Plenary sessions
- number of press conferences in Brussels and Strasbourg

E) Visitor's Centre

- Procurement :

Number of concluded tender procedures/contracts in relation to the procurement procedures open at the time of last activity report

Number of procurement procedures launched compared to the overall number of procedures still to be concluded

- Copyright clearance compared to overall number of material subject to copyright clearance
- Content work

Scriptwriting process/Approval of content

- Construction

Progress fit-out works in terms of monthly progress report

- Administration

Recruitments compared to posts available

F) Events

- number of events/campaigns;
- number of exhibitions;
- number of visitors/participants (events/campaigns/exhibitions);
- number of publications produced;
- print run of publications;
- number of types of communication items produced (includes promotional objects (t-shirts, pens, USB keys, etc), printed materials (posters, visuals, building decorations, etc), internet and electronic materials);
- number of communication items

G) Visits

- Number of visitors, number of groups, number of individual visitors
- Number of groups sponsored
- Number of participants in Euroscola
- Number of subscribers to the Fivisit programme
- Number of EUVP visitors

H) SOP

- Number of conferences
- Number of analysis
- Number of publications

These indicators are of limited interest since a) they do not cover all of DG COMM's range of action and b) they are purely quantitative in nature. A performance management exercise will be launched in 2011, one objective of which will be to develop key result and performance indicators for all the services of DG COMM.

For reasons of availability/accessibility of information, the 2009 indicators have been maintained for 2010.

2.4 RESULTS OBTAINED¹

A) AUDIOVISUAL

-Utilisation of TV studios (number of team)TV studio operations	370
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- Numbers of AV services for the media and other clients

Lobby-set operations	312
Live stand-ups	366
Transmission slots	1.928
Web encoding	841
Recording hours	1.331
Copying hours	1.677
Editing production hours	4.239
ENG production hours	1.581
TOTAL	12.275

- Numbers of radio operations in hours

-	in Brussels	in Strasbourg
Radio operation	710	895
Mixed multimedia- Radio	218	13
Multimedia	1916	369

-Number of photo operation

Distribution mail	67.490
Reportage	3.549
downloading cumulus (old database pictures)	23.646
Prints (President, Protocol, EPIOs)	26.699
Prints TRACER (Posters)	177
CD/DVD	59
Distribution photos impr.	16.913
Scans of old pictures (since 1960)	88.632
illustration	1584
hours of general film production added to Mediatheque	822
Hours of plenary added Mediatheque	297

-Number of webstreamed Committee meeting and VOD (video on demand)

Committee meetings (including stoas) (half days)	767*
Press conferences and briefing	338
Plenary sessions	59
Maximum number of Committee meetings streamed simultaneously (on 9 June)	13

*compared to 2009 the volume of committee sessions streamed has doubled

¹ For detailed explanations, please refer to Annex 9

-Production for EbS

	news items	info-clip	live stories
Total volume:	809	58	475

B) INTERNET**Europarl website:**

-Unique visitors total per year	9.858.549
-Pages visited total per year	255.922.828

Number of hours of programming on EuroparlTV

-Number of hours of programming on EuroparlTV	69:21:09
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Presence of the Institution on the social networks

<u>Facebook :</u>	
Fans on 31 December 2010	107,202
Updates per day	2-3
Post views in one month	4,377,496
Fans outside Belgium	94%

<u>Flickr:</u>	
Current view rate (end 2010)	+/- 1,000/day
Current upload rate	10-20 photos/week

<u>YouTube channel:</u>	
videos online	297
- Total views	746,749

<u>Twitter (followers)</u>	
Europarl _EN	4,596
Europarl _FR	1,975
Europarl _IT	1,186
Europarl _ES:	1,130
Europarl _DE	652

- 22 feeds had feeds collectively +/- 10,000 followers

C) INFORMATION OFFICES**- Number of participants at fairs and seminars:**

around **2.000.000**

- Number of Citizen's Fora organised:

86 (from which 5 with a cross border dimension)

- Number of publications:

Number of publications varies from **1** up to **7**, depending on EPIO dimension, citizens outreach and programme of activities. Publications are from various sorts and include also wall-charts and maps, teachers packages and where applicable specific leaflets for activities (e.g. Regional discussion fora).

- Citizens reached by various actions:

Directly (effective number of participants in all activities organised by EPIOs)

Indirectly (estimative number of outreach, based on AV coverage, Press readers and online users)
 - number of citizens **directly** reached : - **6.500.000** (varying a lot from MS to MS and on the type of activities, direct number of participants can be from 20 - 40 to up to 500.000 in an open air event)
 - number of citizens **indirectly** reached : - around **60.000.000**

- Number of TV and radio products:

- **53** products were directly produced by EPIOs under their programming.

- Number of TV and radio programmes

derived from EPIOs activities: around **1.500** (number of TV and radio interviews and debates that took place during or because an EPIO)

D) MEDIA

-Numbers of seminars organised

-Numbers of seminars organised	574
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- Numbers of journalists participating in seminars organised

Numbers of journalists participating in seminars organised	9.716
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-Numbers of Angle de vue, for 27 countries

-Numbers of Angle de vue, for 27 countries	216
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-Numbers of Press releases, in 22 languages

-Numbers of Press releases, in 22 languages	4770
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-Numbers of journalist invited in the Plenary sessions

-Numbers of journalist invited in the Plenary sessions	868
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Numbers of press conferences

-Numbers of press conferences	418
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E) VISITORS' CENTER

Procurement: Number of concluded tender procedures/contracts in relation to the procurement procedures open at the time of last activity report: 128 (5 + 123)

Number of procurement procedures launched compared to the overall number of procedures still to be concluded: 8

Copyright clearance: compared to overall number of material subject to copyright clearance : 693 out of 728 cases cleared (95%)

Content work: Scriptwriting process/Approval of content : 80%

Construction: Progress fit-out works in terms of monthly progress report: 16 %

Administration: Recruitments compared to posts available : 7 out of 13 (0,54%)

F) EVENTS

Number of events/campaigns: 25

Number of exhibitions: 315

Number of participants/visitors (events/campaigns/exhibitions): ~ 100 552 inside the EP premises and thousands of participants outside the EP

Number of publications produced: 6

Print run of publications: 1 386 721

Number of types of communication items produced: 78

Number (print-run) of communication items: 332 094

G) VISITS

Number of visitors - 303,316

Number of groups - 7,906
Number of individual visitors - 30,796
Number of groups sponsored - 2,195
Number of participants in Euroscola - 8,574
Number of subscribers to the Fivisit programme - 12,201 (total nr of subscribers is 35,683)
Number of EUVP visitors 155

H) SOP

Number of conferences : 1
Number of analysis : 4
Number of publications : 3

3. EVALUATION AND EFFICIENCY OF INTERNAL CONTROLS

The internal control standards put in place in DG Communication are evaluated during the course of every budgetary year in the areas of control environment, performance and risk management, information and communication, control activities, and audit and evaluation (*please see detailed evaluation at annex 8*). The findings of the evaluation of the internal control standards at the end of December 2010 are as follows:

1. Control environment					
1. Ethics and integrity	2. Mission, role and tasks	3. Staff competence	4. Staff performance	5. Sensitive posts	6. Delegation
<u>Level of completion:</u> <i>partial</i>					
<u>Conclusion and significant results:</u> <i>(see Annex 8 to the report)</i>					
2. Performance and risk management					
7. Setting targets	8. Multiannual programming	9. Annual work programme	10. Monitoring performance against objectives and indicators	11. Risk analysis and management	
<u>Level of completion:</u> <i>started</i>					
<u>Conclusion and significant results:</u> <i>(see Annex 8 to the report)</i>					
3. Information and communication					
12. Ad hoc management information		13. Mail registration and archiving systems		14. Reporting irregularities	
<u>Level of completion:</u> <i>achieved</i>					
<u>Conclusion and significant results:</u> <i>(see Annex 8 to the report)</i>					
4. Control activities					
15. Documentation of procedures	16. Separation of tasks	17. Supervision	18. Recording of exceptions	19. Continuity of operations	
<u>Level of completion:</u> <i>achieved</i>					

<u>Conclusion and significant results:</u> <i>(see Annex 8 to the report)</i>		
5. Audit and evaluation		
20. Identification and correction of internal control weaknesses	21. Audit reports	22. Annual review of internal control
<u>Level of completion:</u> <i>started</i>		
<u>Conclusion and significant results:</u> <i>(see Annex 8 to the report)</i>		

4. CONCLUSIONS

2010 was primarily a stock-taking exercise, also as regards the budgetary and financial management of the DG, and the number of exceptional procedures which had to be authorized in order to ensure the functioning or continuity of the service demonstrated the urgent need to undertake measures to ensure better budget programming and implementation.

The Performance and Strategic Management Unit, which will be responsible for the introduction of proper monitoring and management mechanisms, will have a key role to play in improving financial management. Without prejudging the outcome of the risk management exercise launched in September 2010, the past months have shown that there is a clear need to reinforce the control mechanisms in the financial field and the operational audit (due to begin in the second half of 2010 but which had to be postponed due to staff shortages) will now be carried out in parallel with an ex-post analysis of 2010 expenditure.

The newly created Finance Unit has been restructured in such a way as to permit a more detailed overview and better control, at central level, of the financial activities in the operational units. A Contracts Team, acting as a central Help Desk for procurement procedures, has been set up to deal with the high number of high value contracts for the central services as well as the numerous low value contracts for the offices. Two separate financial initiation services, one dedicated to the EPIOS and one to the central services, have been set up.

Finally, the performance management exercise which will be launched next year will permit the measurement of the effectiveness and efficiency of DG COMMs operations.

5. DECLARATION OF THE DELEGATED AUTHORISING OFFICER

I, the undersigned,

Director-General of the Directorate General for Communication,
in my capacity as an authorising officer by delegation,
hereby declare that the information contained in this report is provided in good faith;

certify that I am reasonably certain that the resources allocated to the activities described in this report have been used for the intended purposes and in accordance with the principle of sound financial management and that the control procedures established afford the requisite guarantees as to the legality and regularity of the underlying transactions. This reasonable assurance is based on my own judgment and on the information at my disposal, such as, for example, the results of self-assessment, ex-post controls and remarks by the Internal Audit Service, as well as information derived from the reports of the Court of Auditors on financial years preceding that in which this declaration is made;

certify that I am not aware of any fact which has not been stated which could damage the interests of the institution.

Done at Brussels

on: 31/01/2011

Signature :

Juana LAHOUSSE-JUÁREZ

Annexes:

1. Budgetary execution 2010 - financial data [*Financial Regulation (FR) art. 60.7*]
2. Report on the respect of payment delays [*Implementing Rules (IR) art.106.6*]
3. List of exceptions (derogations from the Regulation) [*RF 66.2, ME 73, Internal Rules 8.9 ; Minimum standards for internal control (NMCI) 18*]
4. List of long-term contractual obligations [*§20 of the resolution discharge 2008*]
5. Exceptional negotiated procedures [*§50 of the resolution discharge 2008*]
6. Result of ex-post evaluations [*Financial Regulation (FR) art. 60.4 / ME art. 52*]
7. Sensitive posts [*Financial Regulation (FR) art. 60.7*][*NMCI 5, Instructions SG 22/11/05*]
8. Evaluation of the implementation of the minimum standards for internal control [*Financial Regulation (FR) art. 60.]*][*NMCI 22*]
9. Detailed explanations of the results indicators and results achieved in 2010

Annex 1
Budgetary execution 2010
Financial data

1. Current appropriations
2. Appropriations automatically carried-over
3. Appropriations from specific expenditure/assigned revenue
4. Appropriations carried-over from specific expenditure/assigned revenue

Poste	Intitulé	Crédits Initiaux	Virements + Budg. suppl.	Crédits Actuels	Engagements Contractés	% Util.	Paiements Effectués	Solde des Engag. E.C.	Crédits Disponibles
03...									
032...									
0320.									
03200									
03200-08	MAISON DE L'HISTOIRE EUROPEENNE	0,00	455.200,00	455.200,00	104.674,00	23,00	34.180,62	70.493,38	350.526,00
0322.									
03220	DEPENSES DE DOCUMENTATION ET DE BIBLIOTHEQUE								
03220-09	ABONNEMENTS, MEDIA MONITORING								
03220-09-01	ABONNEMENTS, MEDIA MONITORING : CENTRE	120.000,00	353.908,00	473.908,00	156.382,73	33,00	25.543,23	130.839,50	317.525,27
03220-09-02	ABONN., MEDIA MONITOR : BUREAUX D'INFORMATION	0,00	201.075,10	201.075,10	158.450,00	78,80	98.568,14	59.881,86	42.625,10
03220-09-03	ABONN., MEDIA MONITOR : RESERVE	375.153,00	375.153,00-	0,00	0,00	0,00	0,00	0,00	0,00
03220-09-51	ABONNEMENTS, MEDIA MONITORING : ATHENES	14.800,00	31.340,00	46.140,00	46.140,00	100,00	40.372,50	5.767,50	0,00
03220-09-53	ABONNEMENTS, MEDIA MONITORING : BERLIN	30.000,00	10.000,00-	20.000,00	12.894,10	64,47	10.910,10	1.984,00	7.105,90
03220-09-54	ABONNEMENTS, MEDIA MONITORING : BRUXELLES	15.000,00	6.173,22-	8.826,78	8.826,78	100,00	8.826,78	0,00	0,00
03220-09-55	ABONNEMENTS, MEDIA MONITORING : COPENHAGEN	30.000,00	30.000,00-	0,00	0,00	0,00	0,00	0,00	0,00
03220-09-56	ABONNEMENTS, MEDIA MONITORING : DUBLIN	30.000,00	29.005,00-	995,00	995,00	100,00	995,00	0,00	0,00
03220-09-58	ABONNEMENTS, MEDIA MONITORING : LA HAYE	7.000,00	2.068,00-	4.932,00	4.932,00	100,00	2.466,00	2.466,00	0,00
03220-09-59	ABONNEMENTS, MEDIA MONITORING : LISBONNE	0,00	25.325,00	25.325,00	24.450,00	96,54	7.650,00	16.800,00	875,00
03220-09-60	ABONNEMENTS, MEDIA MONITORING : LONDRES	0,00	4.750,00	4.750,00	4.750,00	100,00	2.375,00	2.375,00	0,00
03220-09-61	ABONNEMENTS, MEDIA MONITORING : LUXEMBOURG	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
03220-09-62	ABONNEMENTS, MEDIA MONITORING : MADRID	30.000,00	4.574,36-	25.425,64	25.425,64	100,00	10.485,64	14.940,00	0,00
03220-09-63	ABONNEMENTS, MEDIA MONITORING : PARIS	7.000,00	7.000,00-	0,00	0,00	0,00	0,00	0,00	0,00
03220-09-64	ABONNEMENTS, MEDIA MONITORING : ROME	59.850,00	30.000,00-	29.850,00	0,00	0,00	0,00	0,00	29.850,00
03220-09-67	ABONNEMENTS, MEDIA MONITORING : VIENNE	37.000,00	1.856,77-	35.143,23	35.143,23	100,00	30.151,49	4.991,74	0,00
03220-09-75	ABONNEMENTS, MEDIA MONITORING : VARSOVIE	21.347,00	1.463,00-	19.884,00	19.884,00	100,00	9.942,00	9.942,00	0,00
03220-09-76	ABONNEMENTS, MEDIA MONITORING : BUDAPEST	0,00	14.800,00	14.800,00	14.800,00	100,00	3.700,00	11.100,00	0,00
03220-09-77	ABONNEMENTS, MEDIA MONITORING : BRATISLAVA	3.300,00	0,00	3.300,00	3.300,00	100,00	1.100,00	2.200,00	0,00
03220-09-78	ABONNEMENTS, MEDIA MONITORING : PRAGUE	24.000,00	9.193,75-	14.806,25	14.806,25	100,00	6.994,87	7.811,38	0,00
03220-09-79	ABONNEMENTS, MEDIA MONITORING : NICOSIE	0,00	24.995,00	24.995,00	24.995,00	100,00	9.665,00	15.330,00	0,00
03220-09-83	ABONNEMENTS, MEDIA MONITORING : VILNIUS	25.000,00	11.320,00-	13.680,00	13.680,00	100,00	2.103,00	11.577,00	0,00
03220-09-84	ABONNEMENTS, MEDIA MONITORING : RIGA	0,00	16.164,00	16.164,00	16.164,00	100,00	5.388,00	10.776,00	0,00
03220-09-85	ABONNEMENTS, MEDIA MONITORING : BUCAREST	20.000,00	20.000,00-	0,00	0,00	0,00	0,00	0,00	0,00
03220-09-86	ABONNEMENTS, MEDIA MONITORING : SOFIA	20.000,00	4.000,00-	16.000,00	16.000,00	100,00	6.964,93	9.035,07	0,00
	Total sous-poste 03220-09	1.000.000,00	0,00	1.000.000,00	602.018,73	60,20	284.201,68	317.817,05	397.981,27
0324.									
03242	DEPENSES DE PUBLICATION, D'INFORMATION ET DE PARTICIPATION AUX MANIFESTATIONS PUBLIQUES								
03242-01	FRATS DE PRODUCTION ET DE DIFFUSION DE PUBLICATIONS (PAPIER ET FORMES ELECTRONIQUES)								
03242-01-01	PUBL., INFORM., MANIF. PUBL. : SECR. CENTRAL	0,00	219.895,51	219.895,51	52.820,00	24,02	2.154,55	50.665,45	167.075,51
03242-01-02	PUBL., INFORM., MANIF. PUBL. : DIRECTION A	200.000,00	0,00	200.000,00	171.400,22	85,70	101.740,80	69.659,42	28.599,78
03242-01-03	PUBL., INFORM., MANIF. PUBL. : UNITE EVENEMENTS	1.231.512,91	852.533,49	2.084.046,40	2.034.321,67	97,61	619.966,75	1.414.354,92	49.724,73
03242-01-04	PUBL., INFORM., MANIF. PUBL. : S.O.P.	500.000,00	122.500,00	622.500,00	622.100,99	99,94	190.353,35	431.747,64	399,01

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Poste	Intitulé	Crédits Initiaux	Virements + Budg. Suppl.	Crédits Actuels	Engagements Contractés	% Util.	Paiements Effectués	Solde des Engag. E.C.	Crédits Disponibles
03242-01-05	PUBL. INFORM. MANIF. PUBL. : INV. JOURNALISTES	750.000,00	0,00	750.000,00	750.000,00	100,00	536.714,86	213.285,14	0,00
03242-01-06	PUBL. INFORM. MANIF. PUBL. : SUBVENTIONS	1.824.161,09	1.824.161,09-	0,00	0,00	0,00	0,00	0,00	0,00
03242-01-07	PUBL. INFORM. MANIF. PUBL. : ACTIONS BI ON HOLD	507.700,00	498.379,88-	9.320,12	0,00	0,00	0,00	0,00	9.320,12
03242-01-08	PUBL. INFORM. MANIF. PUBL. : PROV. BI/CENTRE	227.000,00	5.732,03-	221.267,97	220.330,93	99,58	89.261,15	131.069,78	937,04
03242-01-51	PUBL. INFORM. MANIF. PUBL. : ATHENES	166.000,00	9.837,01	175.837,01	151.127,83	85,95	75.968,41	75.159,42	24.709,18
03242-01-53	PUBL. INFORM. MANIF. PUBL. : BERLIN	538.720,00	58.227,58-	480.492,42	432.892,80	90,09	248.948,28	183.944,52	47.599,62
03242-01-54	PUBL. INFORM. MANIF. PUBL. : BRUXELLES	166.200,00	52.726,87-	113.473,13	74.754,41	65,88	54.238,13	20.516,28	38.718,72
03242-01-55	PUBL. INFORM. MANIF. PUBL. : COPENHAGUE	112.000,00	12.357,62	124.357,62	103.541,39	83,26	34.522,40	69.018,99	20.816,23
03242-01-56	PUBL. INFORM. MANIF. PUBL. : DUBLIN	51.000,00	48.603,44	99.603,44	97.980,79	98,37	25.436,41	72.544,38	1.622,65
03242-01-57	PUBL. INFORM. MANIF. PUBL. : HELSINKI	80.810,00	49.237,81	130.047,81	92.905,87	71,44	74.953,77	17.952,10	37.141,94
03242-01-58	PUBL. INFORM. MANIF. PUBL. : LA HAYE	108.500,00	190.691,50	299.191,50	292.548,61	97,78	135.119,94	157.428,67	6.642,89
03242-01-59	PUBL. INFORM. MANIF. PUBL. : LISBONNE	80.000,00	57.354,50	137.354,50	86.535,33	63,00	42.958,42	43.576,91	50.819,17
03242-01-60	PUBL. INFORM. MANIF. PUBL. : LONDRES	280.000,00	379,88	280.379,88	274.281,27	97,82	123.718,13	150.563,14	6.098,61
03242-01-61	PUBL. INFORM. MANIF. PUBL. : LUXEMBOURG	74.950,00	27.936,85	102.886,85	87.949,46	85,48	45.655,48	42.293,98	14.937,39
03242-01-62	PUBL. INFORM. MANIF. PUBL. : MADRID	198.500,00	79.849,23	278.349,23	238.560,34	85,71	85.690,61	152.869,73	39.788,89
03242-01-63	PUBL. INFORM. MANIF. PUBL. : PARIS	95.500,00	96.353,36	191.853,36	143.429,64	74,76	44.736,66	98.692,98	48.423,72
03242-01-64	PUBL. INFORM. MANIF. PUBL. : ROME	394.400,00	232.352,73-	162.047,27	148.559,02	91,68	74.500,80	74.058,22	13.488,25
03242-01-65	PUBL. INFORM. MANIF. PUBL. : STOCKHOLM	138.300,00	25.795,10	164.095,10	140.567,20	85,66	70.289,69	70.277,51	23.527,90
03242-01-66	PUBL. INFORM. MANIF. PUBL. : STRASBOURG	198.500,00	7.850,77	206.350,77	200.779,43	97,30	177.553,92	23.225,51	5.571,34
03242-01-67	PUBL. INFORM. MANIF. PUBL. : VIENNE	91.200,00	84.561,62	175.761,62	167.525,84	95,31	104.247,55	63.278,29	8.235,78
03242-01-70	PUBL. INFORM. MANIF. PUBL. : BARCELONE	50.300,00	20.007,33	70.307,33	62.892,49	89,45	22.081,72	40.810,77	7.414,84
03242-01-71	PUBL. INFORM. MANIF. PUBL. : EDIMBOURG	25.000,00	9.788,13	34.788,13	33.218,16	95,49	22.742,59	10.475,57	1.569,97
03242-01-72	PUBL. INFORM. MANIF. PUBL. : MARSEILLE	0,00	62.520,00	62.520,00	37.170,77	59,45	4.443,41	32.727,36	25.349,23
03242-01-73	PUBL. INFORM. MANIF. PUBL. : MILAN	93.850,00	1.644,93	95.494,93	92.514,43	96,88	63.952,43	28.562,00	2.980,50
03242-01-74	PUBL. INFORM. MANIF. PUBL. : MUNICH	61.000,00	11.843,20	72.843,20	48.901,20	67,13	27.934,20	20.967,00	23.942,00
03242-01-75	PUBL. INFORM. MANIF. PUBL. : VARSOVIE	160.746,00	72.693,83	233.439,83	218.770,41	93,72	146.451,96	72.318,45	14.669,42
03242-01-76	PUBL. INFORM. MANIF. PUBL. : BUDAPEST	75.800,00	81.954,68	157.754,68	151.516,84	96,05	77.673,64	73.843,20	6.237,84
03242-01-77	PUBL. INFORM. MANIF. PUBL. : BRATISLAVA	69.000,00	63.689,85	132.689,85	132.519,85	99,87	102.029,85	30.490,00	170,00
03242-01-78	PUBL. INFORM. MANIF. PUBL. : PRAGUE	85.750,00	43.488,17	129.238,17	119.188,17	92,22	95.289,26	23.898,91	10.050,00
03242-01-79	PUBL. INFORM. MANIF. PUBL. : NICOSIE	59.250,00	38.648,66	97.898,66	95.951,57	98,01	59.236,37	36.715,20	1.947,09
03242-01-80	PUBL. INFORM. MANIF. PUBL. : LJUBLJANA	68.750,00	39.305,63	108.055,63	108.055,63	100,00	67.673,98	40.381,65	0,00
03242-01-81	PUBL. INFORM. MANIF. PUBL. : LA VALETTE	58.000,00	26.163,86	84.163,86	80.738,04	95,93	27.177,50	53.560,54	3.425,82
03242-01-82	PUBL. INFORM. MANIF. PUBL. : TALLIN	48.000,00	35.106,29	83.106,29	75.501,49	90,85	47.687,18	27.814,31	7.604,80
03242-01-83	PUBL. INFORM. MANIF. PUBL. : VILNIUS	59.000,00	85.122,97	144.122,97	136.369,25	94,62	71.122,85	65.246,40	7.753,72
03242-01-84	PUBL. INFORM. MANIF. PUBL. : RIGA	43.400,00	27.905,89	71.305,89	64.212,99	90,05	39.388,71	24.824,28	7.092,90
03242-01-85	PUBL. INFORM. MANIF. PUBL. : BUCAREST	74.000,00	8.025,76	82.025,76	28.654,53	34,93	5.769,85	22.884,68	53.371,23
03242-01-86	PUBL. INFORM. MANIF. PUBL. : SOFIA	26.200,00	5.853,22	32.053,22	29.853,96	93,14	7.087,58	22.766,38	2.199,26
	Total Sous-poste 03242-01	9.073.000,00	151.732,09-	8.921.267,91	8.100.942,82	90,80	3.846.473,14	4.254.469,68	820.325,09
03242-02	ACTIVITES D'INFORM. ET COMMUNIC. (INTERNET)								
03242-02-02	INTERNET : EUROPARL	1.670.489,00	1.135.963,65	2.806.452,65	2.796.394,00	99,64	1.235.067,71	1.561.326,29	10.058,65
03242-02-03	INTERNET : SECRET. CENTRAL	250.000,00	98.593,35	348.593,35	348.593,35	100,00	182.672,35	165.921,00	0,00
03242-02-04	INTERNET : SUBVENTIONS	1.824.161,00	0,09	1.824.161,09	1.824.161,09	100,00	729.665,20	1.094.495,89	0,00

Poste	Intitulé	Crédits Initiaux	Virements + Budg. Suppl.	Crédits Actuels	Engagements Contractés	% Util.	Paiements Effectués	Solde des Engag. E.C.	Crédits Disponibles
03242-02-05	INTERNET : ACTIONS BI ON HOLD	192.200,00	4.869,36-	187.330,64	0,00	0,00	0,00	0,00	187.330,64
03242-02-06	INTERNET : PROVISIONNELS BI/CENTRE	0,00	5.000,00	5.000,00	5.000,00	100,00	3.627,96	1.372,04	0,00
03242-02-53	INTERNET : BERLIN	0,00	4.985,00	4.985,00	4.985,00	100,00	0,00	4.985,00	0,00
03242-02-57	INTERNET : HELSINKI	15.000,00	0,00	15.000,00	0,00	0,00	0,00	0,00	15.000,00
03242-02-58	INTERNET : LA HAYE	70.000,00	30.000,00	100.000,00	100.000,00	100,00	0,00	100.000,00	0,00
03242-02-60	INTERNET : LONDRES	23.550,00	10.120,00	33.670,00	33.670,00	100,00	27.265,00	6.405,00	0,00
03242-02-62	INTERNET : MADRID	91.500,00	51.367,62-	40.132,38	40.132,38	100,00	8.443,65	31.688,73	0,00
03242-02-76	INTERNET : BUDAPEST	3.000,00	640,99-	2.359,01	2.359,01	100,00	0,00	2.359,01	0,00
03242-02-78	INTERNET : PRAGUE	0,00	3.500,00	3.500,00	3.420,00	97,71	0,00	3.420,00	80,00
03242-02-80	INTERNET : LJUBLJANA	22.000,00	0,00	22.000,00	22.000,00	100,00	7.666,00	14.334,00	0,00
03242-02-82	INTERNET : TALLINN	4.600,00	4.600,00-	0,00	0,00	0,00	0,00	0,00	0,00
03242-02-83	INTERNET : VILNIUS	1.500,00	535,00-	965,00	581,52	60,26	181,52	400,00	383,48
03242-02-84	INTERNET : RIGA	10.000,00	11,97	10.011,97	9.811,96	98,00	4.412,52	5.399,44	200,01
	Total Sous-poste 03242-02	4.180.000,00	1.224.161,09	5.404.161,09	5.191.108,31	96,06	2.199.001,91	2.992.106,40	213.052,78
	Total Poste 03242	13.253.000,00	1.072.429,00	14.325.429,00	13.292.051,13	92,79	6.045.475,05	7.246.576,08	1.033.377,87
03243	CENTRE DE VISITEURS	12.100.000,00	1.000.000,00	13.100.000,00	12.725.985,24	97,14	1.021.880,77	11.704.104,47	374.014,76
03244	ORGANISATION ET ACCUEIL DE GROUPES DE VISITEURS, PROGRAMME EUROSCOLA ET INVITATION DE MULTIPPLICATEURS D'OPINION DE PAYS TIERS					0,00			
03244-01	FRAIS D'ACCUEIL ET SUBVENTIONS AUX GROUPES DE VISITEURS								
03244-01-01	VISITEURS : GROUPES PARRAINES	21.165.000,00	0,00	21.165.000,00	20.074.254,42	94,85	17.457.119,87	2.617.134,55	1.090.745,58
03244-01-02	VISITEURS : GROUPES NON PARRAINES	1.000.000,00	0,00	1.000.000,00	892.636,74	89,26	800.322,94	92.313,80	107.363,26
03244-01-03	VISITEURS : CONTRATS, INFRASTR., DIVERS	300.000,00	0,00	300.000,00	118.942,87	39,65	88.942,87	30.000,00	181.057,13
03244-01-04	VISITEURS : BUREAUX D'INFORMATION	35.000,00	0,00	35.000,00	35.000,00	100,00	18.425,81	16.574,19	0,00
03244-01-05	VISITEURS : SUPPORT D'ACCUEIL	1.000.000,00	1.000.000,00-	0,00	0,00	0,00	0,00	0,00	0,00
	Total Sous-poste 03244-01	23.500.000,00	1.000.000,00-	22.500.000,00	21.120.834,03	93,87	18.364.811,49	2.756.022,54	1.379.165,97
03244-02	FRAIS DE FONCTIONNEMENT DU PROGRAMME EUROSCOLA	3.200.000,00	0,00	3.200.000,00	3.082.049,60	96,31	2.497.736,42	584.313,18	117.950,40
03244-03	FINANCEMENT DES BOURSES D'ETUDES, DE STAGES POUR LES MULTIPPLICATEURS D'OPINION DE PAYS TIERS (EUMP)	400.000,00	0,00	400.000,00	331.703,00	82,93	239.246,03	92.456,97	68.297,00
	Total Poste 03244	27.100.000,00	1.000.000,00-	26.100.000,00	24.534.586,63	94,00	21.101.793,94	3.432.792,69	1.565.413,37
03245	SUBSIDES POUR ORGANISATION DE COLLOQUES, DE SEMINAIRES NATIONAUX ET MULTINATIONAUX DES MULTIPPLICATEURS D'OPINION DES ETATS MEMBRES; FRAIS D'ORGANISATION DES COLLOQUES ET SYMPOSIUMS PARLEMENTAIRES								
03245-01-01	COLLOQUES, SEMINAIRES : RESERVE	6.539,00	6.539,00-	0,00	0,00	0,00	0,00	0,00	0,00
03245-01-02	COLLOQUES, SEMINAIRES : OPERATIONS HEMICYCLE	0,00	499.999,93	499.999,93	443.018,51	88,60	0,00	443.018,51	56.981,42
03245-01-03	COLLOQUES, SEMINAIRES : DIRECTION A	350.000,00	11.000,00	361.000,00	217.789,17	60,33	124.269,17	93.520,00	143.210,83
03245-01-04	COLLOQUES, SEMINAIRES : PROV. BI/CENTRE	40.000,00	0,00	40.000,00	40.000,00	100,00	8.640,22	31.359,78	0,00
03245-01-05	COLLOQUES, SEMINAIRES : ACTIONS BI ON HOLD	260.000,00	232.938,89-	27.061,11	0,00	0,00	0,00	0,00	27.061,11

Poste	Intitulé	Crédits Initiaux	Virements + Budg. Suppl.	Crédits Actuels	Engagements Contractés	% util.	Palements Effectués	Solde des Engag. E.C.	Crédits Disponibles
03248-01-51	PRODUCTIONS AUDIOVISUELLES : ATHENES	0,00	60.692,00	60.692,00	60.650,00	99,93	13.068,01	47.581,99	42,00
03248-01-53	PRODUCTIONS AUDIOVISUELLES : BERLIN	57.000,00	42.677,35-	14.322,65	13.847,30	96,68	13.847,30	0,00	475,35
03248-01-56	PRODUCTIONS AUDIOVISUELLES : DUBLIN	100.000,00	3.800,00-	96.200,00	96.200,00	100,00	51.800,00	44.400,00	0,00
03248-01-57	PRODUCTIONS AUDIOVISUELLES : HELSINKI	55.000,00	0,00	55.000,00	55.000,00	100,00	0,00	55.000,00	0,00
03248-01-58	PRODUCTIONS AUDIOVISUELLES : LA HAYE	27.000,00	32.332,26	59.332,26	59.332,26	100,00	20.668,26	38.664,00	0,00
03248-01-59	PRODUCTIONS AUDIOVISUELLES : LISBONNE	115.000,00	8.154,96-	106.845,04	106.845,04	100,00	0,00	106.845,04	0,00
03248-01-60	PRODUCTIONS AUDIOVISUELLES : LONDRES	300.000,00	0,00	300.000,00	300.000,00	100,00	238.600,00	61.400,00	0,00
03248-01-61	PRODUCTIONS AUDIOVISUELLES : LUXEMBOURG	0,00	15.000,00	15.000,00	11.560,00	77,07	2.190,00	9.370,00	3.440,00
03248-01-62	PRODUCTIONS AUDIOVISUELLES : MADRID	0,00	40.336,00	40.336,00	39.886,00	98,88	9.990,00	29.896,00	450,00
03248-01-63	PRODUCTIONS AUDIOVISUELLES : PARIS	25.000,00	25.000,00-	0,00	0,00	0,00	0,00	0,00	0,00
03248-01-64	PRODUCTIONS AUDIOVISUELLES : ROME	93.125,00	55.000,00-	38.125,00	38.125,00	100,00	4.562,50	33.562,50	0,00
03248-01-67	PRODUCTIONS AUDIOVISUELLES : VIENNE	5.000,00	1.542,00-	3.458,00	1.598,00	46,21	392,00	1.206,00	1.860,00
03248-01-70	PRODUCTIONS AUDIOVISUELLES : BARCELONE	3.000,00	657,00	3.657,00	3.657,00	100,00	3.657,00	0,00	0,00
03248-01-73	PRODUCTIONS AUDIOVISUELLES : MILAN	3.000,00	0,00	3.000,00	3.000,00	100,00	0,00	3.000,00	0,00
03248-01-75	PRODUCTIONS AUDIOVISUELLES : VARSOVIE	0,00	49.150,00	49.150,00	49.149,61	100,00	0,00	49.149,61	0,39
03248-01-77	PRODUCTIONS AUDIOVISUELLES : BRATISLAVA	53.000,00	3.026,00	56.026,00	56.026,00	100,00	3.870,00	52.156,00	0,00
03248-01-78	PRODUCTIONS AUDIOVISUELLES : PRAGUE	18.000,00	600,00-	17.400,00	17.250,00	99,14	0,00	17.250,00	150,00
03248-01-79	PRODUCTIONS AUDIOVISUELLES : NICOSIE	20.000,00	0,00	20.000,00	20.000,00	100,00	0,00	20.000,00	0,00
03248-01-80	PRODUCTIONS AUDIOVISUELLES : LJUBLJANA	11.000,00	0,00	11.000,00	8.200,00	74,55	6.010,00	2.190,00	2.800,00
03248-01-81	PRODUCTIONS AUDIOVISUELLES : LA VALETTE	45.000,00	901,10-	44.098,90	36.598,90	82,99	0,00	36.598,90	7.500,00
03248-01-82	PRODUCTIONS AUDIOVISUELLES : TALLIN	32.500,00	1.692,00	34.192,00	32.500,00	95,05	9.201,32	23.298,68	1.692,00
03248-01-84	PRODUCTIONS AUDIOVISUELLES : RIGA	22.000,00	0,00	22.000,00	22.000,00	100,00	4.500,00	17.500,00	0,00
03248-01-85	PRODUCTIONS AUDIOVISUELLES : BUCAREST	5.000,00	4.200,00-	800,00	800,00	100,00	0,00	800,00	0,00
	Total Sous-poste 03248-01	11.200.000,00	695.000,00	11.895.000,00	11.832.960,33	99,48	7.270.573,29	4.562.387,04	62.039,67
03248-02	RETRANSMISSION DES SEANCES PLENIERES ET REUNIONS SUR INTERNET	1.000.000,00	695.000,00-	305.000,00	304.142,92	99,72	136.810,84	167.332,08	857,08
	Total Poste 03248	12.200.000,00	0,00	12.200.000,00	12.137.103,25	99,48	7.407.384,13	4.729.719,12	62.896,75
	Total Article 0324.	75.603.000,00	1.427.000,00	77.030.000,00	73.648.841,79	95,61	43.281.303,95	30.367.537,84	3.381.158,21
0325.									
03250	DEPENSES AFFERENTES AUX BUREAUX D'INFORMATION								
03250-00	DEPENSES AFFERENTES AUX BUREAUX D'INFORMATION								
03250-00-01	LOCATION MATÉRIEL DE TRANSPORT	40.000,00	0,00	40.000,00	40.000,00	100,00	11.269,89	28.730,11	0,00
03250-00-02	PAPETERIE, FOURNITURES DE BUREAU	120.000,00	0,00	120.000,00	120.000,00	100,00	40.751,94	79.248,06	0,00
03250-00-03	FRAIS DE TELECOMMUNICATION	350.000,00	0,00	350.000,00	345.000,00	98,57	189.095,60	155.904,40	5.000,00
03250-00-04	AFFRANCHISSEMENT, FRAIS DE PORT	450.000,00	0,00	450.000,00	450.000,00	100,00	140.712,25	309.287,75	0,00
03250-00-05	MANUTENTION, DEMENAGEMENT	40.000,00	0,00	40.000,00	40.000,00	100,00	11.467,33	28.532,67	0,00
03250-00-06	MENUES DEPENSES	40.000,00	0,00	40.000,00	40.000,00	100,00	13.438,17	26.561,83	0,00
	Total Sous-poste 03250-00	1.040.000,00	0,00	1.040.000,00	1.035.000,00	99,52	406.735,18	628.264,82	5.000,00
	Total Chapitre 032...	77.643.000,00	1.882.200,00	79.525.200,00	75.390.534,52	94,80	44.006.421,43	31.384.113,09	4.134.665,48
	Total Titre 03...	77.643.000,00	1.882.200,00	79.525.200,00	75.390.534,52	94,80	44.006.421,43	31.384.113,09	4.134.665,48
	Total Général	82.514.000,00	1.882.200,00	84.396.200,00	79.681.196,67	94,41	45.189.861,27	34.491.335,40	4.715.003,33

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Crédits Disponibles	Reliquat de Conversion
02...								
021..								
0212.								
02120								
02120-03	OEUVRES D'ART	10.440,07	10.440,07	10.440,07	7.336,51	70,27	3.103,56	0,00
0214.								
02140								
02140-09	MATERIEL ET INSTALLATIONS TECHNIQUES : AUDIOVISUEL - ACHAT, RENOUVELLEMENT, MAINTENANCE							
02140-09-01	ACHAT DE MATERIEL	1.656.372,54	1.656.372,54	1.656.372,54	1.452.890,13	87,72	203.482,41	0,00
02140-11	AUDIOVISUEL - MATERIEL ET INSTALLATIONS TECHNIQUES AUDIOVISUELS ET DE TELECOMMUNICATION DES SALLES ET LOCAUX DE PRESSE A BRUXELLES ET STRASBOURG (ENTRETIEN ET ASSISTANCE)	258.255,10	258.255,10	258.255,10	223.222,30	86,43	35.032,80	0,00
	Total Poste 02140	1.914.627,64	1.914.627,64	1.914.627,64	1.676.112,43	87,54	238.515,21	0,00
	Total Chapitre 021..	1.925.067,71	1.925.067,71	1.925.067,71	1.683.448,94	87,45	241.618,77	0,00
023..								
0230.								
02300	PAPETERIE, FOURNITURES DE BUREAU ET CONSOMMABLES DIVERS							
02300-05	CONSOMMABLES POUR L'AUDIOVISUEL	11.363,77	11.363,77	11.363,77	11.187,83	98,45	175,94	0,00
	Total Titre 02...	1.936.431,48	1.936.431,48	1.936.431,48	1.694.636,77	87,51	241.794,71	0,00

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paielements Effectués	% Util.	Crédits Disponibles	Reliquat de Conversion
03...								
032..								
0322..								
03220	DEPENSES DE DOCUMENTATION ET DE BIBLIOTHEQUE	257.759,23	257.759,23	257.759,23	242.064,58	93,91	15.694,65	0,00
03220-09	ABONNEMENTS							
0324..								
03242	DÉPENSES DE PUBLICATION, D'INFORMATION ET DE PARTICIPATION AUX MANIFESTATIONS PUBLIQUES							
03242-01	FRAIS DE PRODUCTION ET DE DIFFUSION DE PUBLICATIONS (PAPIER ET FORMES ÉLECTRONIQUES)							
03242-01-01	INFORMATION : RESERVE	89.259,49	89.259,49	89.259,49	73.426,56	82,26	15.832,93	0,00
03242-01-02	INFORMATION : DIR B CENTRAL	796.237,63	796.237,63	796.237,63	742.628,40	93,27	53.609,23	0,00
03242-01-03	INFORMATION : SUBVENTIONS	815.605,27	815.605,27	815.605,27	715.883,93	87,77	99.721,34	0,00
03242-01-04	INFORMATION : INVITATION JOURNALISTES	74.764,00	74.764,00	74.764,00	34.922,35	46,71	39.841,65	0,00
03242-01-06	INFORMATION : DIR A	1.415,80	1.415,80	1.415,80	527,40	37,25	888,40	0,00
03242-01-08	INFORMATION : OPINION PUBLIQUE	146.953,50	146.953,50	146.953,50	146.953,50	*****	0,00	0,00
03242-01-09	INFORMATION : ELECTIONS	60.920,23	60.920,23	60.920,23	55.335,80	90,83	5.584,43	0,00
03242-01-51	PUBLICATIONS : ATHENS	33.689,40	33.689,40	33.689,40	22.855,96	67,84	10.833,44	0,00
03242-01-53	PUBLICATIONS : BERLIN	155.279,15	155.279,15	155.279,15	132.125,01	85,09	23.154,14	0,00
03242-01-54	PUBLICATIONS : BRUXELLES	23.892,50	23.892,50	23.892,50	23.827,16	99,73	65,34	0,00
03242-01-55	PUBLICATIONS : COPENHAGUE	18.650,00	18.650,00	18.650,00	13.350,88	71,59	5.299,12	0,00
03242-01-56	INFORMATION : DUBLIN	42.014,75	42.014,75	42.014,75	33.751,15	80,33	8.263,60	0,00
03242-01-57	INFORMATION : HELSINKI	14.635,14	14.635,14	14.635,14	12.410,39	84,80	2.224,75	0,00
03242-01-58	PUBLICATIONS : LA HAYE	70.132,90	70.132,90	70.132,90	67.946,40	96,88	2.186,50	0,00
03242-01-59	PUBLICATIONS : LISBONNE	25.982,90	25.982,90	25.982,90	16.932,90	65,17	9.050,00	0,00
03242-01-60	INFORMATION : LONDRES	37.354,38	37.354,38	37.354,38	23.525,05	62,98	13.829,33	0,00
03242-01-61	PUBLICATIONS : LUXEMBOURG	15.865,33	15.865,33	15.865,33	14.932,94	94,12	932,39	0,00
03242-01-62	PUBLICATIONS : MADRID	48.396,10	48.396,10	48.396,10	43.288,02	89,45	5.108,08	0,00
03242-01-63	PUBLICATIONS : PARIS	53.937,62	53.937,62	53.937,62	52.850,72	97,98	1.086,90	0,00
03242-01-64	PUBLICATIONS : ROME	43.717,36	43.717,36	43.717,36	38.038,64	87,01	5.678,72	0,00
03242-01-65	PUBLICATIONS : STOCKHOLM	91.000,09	91.000,09	91.000,09	86.396,63	94,94	4.603,46	0,00
03242-01-66	PUBLICATIONS : STRASBOURG	3.783,49	3.783,49	3.783,49	3.181,56	84,09	601,93	0,00
03242-01-67	INFORMATION : VIENNE	43.194,96	43.194,96	43.194,96	40.519,98	93,81	2.674,98	0,00
03242-01-70	PUBLICATIONS : BARCELONE	6.554,35	6.554,35	6.554,35	6.554,35	*****	0,00	0,00
03242-01-72	PUBLICATIONS : MARSEILLE	19.551,02	19.551,02	19.551,02	18.553,02	94,90	998,00	0,00
03242-01-73	PUBLICATIONS : MILAN	26.955,10	26.955,10	26.955,10	26.955,10	*****	0,00	0,00
03242-01-74	PUBLICATIONS : MUNICH	1.204,00	1.204,00	1.204,00	1.179,92	98,00	24,08	0,00
03242-01-75	PUBLICATIONS : VARSOVIE	13.290,06	13.290,06	13.290,06	13.168,88	99,09	121,18	0,00
03242-01-76	PUBLICATIONS : BUDAPEST	26.195,06	26.195,06	26.195,06	23.337,93	89,09	2.857,13	0,00
03242-01-77	PUBLICATIONS : BRATISLAVA	31.075,46	31.075,46	31.075,46	30.875,80	99,36	199,66	0,00
03242-01-78	PUBLICATIONS : PRAGUE	26.888,71	26.888,71	26.888,71	25.004,68	92,99	1.884,03	0,00
03242-01-79	PUBLICATIONS : NICOSIE	14.329,95	14.329,95	14.329,95	13.674,83	95,43	655,12	0,00
03242-01-80	PUBLICATIONS : LJUBLJANA	27.281,57	27.281,57	27.281,57	26.034,88	95,43	1.246,69	0,00
03242-01-81	PUBLICATIONS : LA VALETTE	32.723,25	32.723,25	32.723,25	28.760,28	87,89	3.962,97	0,00
03242-01-82	PUBLICATIONS : TALLIN	12.534,51	12.534,51	12.534,51	12.534,51	*****	0,00	0,00

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Crédits Disponibles	Reliquat de Conversion
03242-01-83	INFORMATION : VILNIUS	23.649,70	23.649,70	23.649,70	19.987,45	84,51	3.662,25	0,00
03242-01-84	INFORMATION : RIGA	11.988,85	11.988,85	11.988,85	10.982,62	91,61	1.006,23	0,00
03242-01-85	PUBLICATIONS : BUCAREST	50.727,36	50.727,36	50.727,36	50.727,36	99,20	403,72	0,00
03242-01-86	INFORMATION : SOFIA	4.852,52	4.852,52	4.852,52	4.418,66	91,06	433,86	0,00
	Total sous-poste 03242-01	3.036.483,46	3.036.483,46	3.036.483,46	2.707.957,88	89,18	328.525,58	0,00
03242-02	ACTIVITES D'INFORMATION ET DE COMMUNICATION							
03242-02-01	INTERNET : EUROPARL	858.810,17	858.810,17	858.810,17	858.146,17	99,92	664,00	0,00
03242-02-02	INTERNET : SUBVENTIONS	700.628,89	700.628,89	700.628,89	653.875,12	93,33	46.753,77	0,00
03242-02-03	INTERNET : SECRET. CENTRAL	96.291,54	96.291,54	96.291,54	89.614,79	93,07	6.676,75	0,00
03242-02-04	INTERNET : RESERVE	737,18	737,18	737,18	716,22	97,16	20,96	0,00
03242-02-51	INTERNET : ATHENES	21.200,05	21.200,05	21.200,05	21.200,05	*****	0,00	0,00
03242-02-53	INTERNET : BERLIN	3.050,00	3.050,00	3.050,00	2.795,20	91,65	254,80	0,00
03242-02-58	INTERNET : LA HAYE	135.658,91	135.658,91	135.658,91	67.829,46	50,00	67.829,45	0,00
03242-02-59	INTERNET : LISBONNE	3.362,62	3.362,62	3.362,62	3.362,61	*****	0,01	0,00
03242-02-60	INTERNET : LONDRES	59.850,00	59.850,00	59.850,00	59.850,00	*****	0,00	0,00
03242-02-62	INTERNET : MADRID	36.754,96	36.754,96	36.754,96	21.754,92	59,19	15.000,04	0,00
03242-02-79	ACTIVITES D'INFORMATION : NICOSIE	2.850,00	2.850,00	2.850,00	2.850,00	*****	0,00	0,00
03242-02-80	INTERNET : LJUBLJANA	4.760,00	4.760,00	4.760,00	4.760,00	*****	0,00	0,00
03242-02-81	INTERNET : LA VALETTE	1.986,00	1.986,00	1.986,00	0,00	0,00	1.986,00	0,00
03242-02-84	ACTIVITES D'INFORMATION : RIGA	1.015,51	1.015,51	1.015,51	1.015,51	*****	0,00	0,00
	Total sous-poste 03242-02	1.926.955,83	1.926.955,83	1.926.955,83	1.787.770,05	92,78	139.185,78	0,00
	Total Poste 03242	4.963.439,29	4.963.439,29	4.963.439,29	4.495.727,93	90,58	467.711,36	0,00
03243	CENTRE DE VISITEURS							
03243-00	CENTRE DE VISITEURS	2.936.029,39	2.936.029,39	2.936.029,39	1.876.963,08	63,93	1.059.066,31	0,00
03244	ORGANISATION ET ACCUEIL DE GROUPES DE VISITEURS, PROGRAMME EUROSCOLA ET INVITATION DE MULTIPLICATEURS D'OPINION DE PAYS TIERS							
03244-01	FRAIS D'ACCUEIL ET SUBVENTIONS AUX GROUPES DE VISITEURS							
03244-01-01	VISITEURS : GROUPES PARRAINES	4.147.280,59	4.147.280,59	4.147.280,59	4.098.673,46	98,83	48.607,13	0,00
03244-01-02	VISITEURS : GROUPES NON PARRAINES	46.146,71	46.146,71	46.146,71	43.437,13	94,13	2.709,58	0,00
03244-01-03	VISITEURS : CONTRATS, INFRASTR., DIVERS	96.840,68	96.840,68	96.840,68	64.649,65	66,76	32.191,03	0,00
	Total sous-poste 03244-01	4.290.267,98	4.290.267,98	4.290.267,98	4.206.760,24	98,05	83.507,74	0,00
03244-02	FRAIS DE FONCTIONNEMENT DU PROGRAMME EUROSCOLA	202.208,54	202.208,54	202.208,54	191.794,43	94,85	10.414,11	0,00
03244-03	FINANCEMENT DES BOURSES D'ETUDES, DE STAGES POUR LES MULTIPLICATEURS D'OPINION DE PAYS TIERS	30.000,00	30.000,00	30.000,00	21.733,37	72,44	8.266,63	0,00
	Total Poste 03244	4.522.476,52	4.522.476,52	4.522.476,52	4.420.288,04	97,74	102.188,48	0,00
03245	SUBSIDES POUR ORGANISATION DE COLLOQUES, DE SEMINAIRES NATIONAUX ET MULTINATIONAUX DES MULTIPLICATEURS D'OPINION DES ETATS MEMBRES; FRAIS D'ORGANISATION DES COLLOQUES ET SYMPOSIUMS PARLEMENTAIRES							
03245-01	COLLOQUES, SEMINAIRES : RESERVE	104.043,33	104.043,33	104.043,33	31.826,69	30,59	72.216,64	0,00

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Crédits Disponibles	Reliquat de Conversion
03245-01-05	COLLOQUES, SEMINAIRES : DIRECTION A	30.942,72	30.942,72	30.942,72	382,11	1,23	30.560,61	0,00
03245-01-51	COLLOQUES, SEMINAIRES : ATHENES	23.480,57	23.480,57	23.480,57	23.480,57	98,04	459,99	0,00
03245-01-53	COLLOQUES, SEMINAIRES : BERLIN	4.800,00	4.800,00	4.800,00	4.302,83	89,64	497,17	0,00
03245-01-55	COLLOQUES, SEMINAIRES : COPENHAGUE	245,70	245,70	245,70	245,70	*****	0,00	0,00
03245-01-56	COLLOQUES, SEMINAIRES : DUBLIN	5.702,79	5.702,79	5.702,79	5.307,00	93,06	395,79	0,00
03245-01-57	COLLOQUES, SEMINAIRES : HELSINKI	3.821,95	3.821,95	3.821,95	1.685,03	44,09	2.136,92	0,00
03245-01-58	COLLOQUES, SEMINAIRES : LA HAYE	10.641,51	10.641,51	10.641,51	8.629,20	81,09	2.012,31	0,00
03245-01-59	COLLOQUES, SEMINAIRES : LISBONNE	49.949,17	49.949,17	49.949,17	41.587,69	83,26	8.361,48	0,00
03245-01-62	COLLOQUES, SEMINAIRES : MADRID	18.424,46	18.424,46	18.424,46	2.400,00	13,03	16.024,46	0,00
03245-01-63	COLLOQUES, SEMINAIRES : PARIS	6.568,66	6.568,66	6.568,66	6.514,66	99,18	54,00	0,00
03245-01-64	COLLOQUES, SEMINAIRES : ROME	180,00	180,00	180,00	0,00	0,00	180,00	0,00
03245-01-65	COLLOQUES, SEMINAIRES : STOCKHOLM	4.817,75	4.817,75	4.817,75	4.725,71	98,09	92,04	0,00
03245-01-67	COLLOQUES, SEMINAIRES : VIENNE	6.077,22	6.077,22	6.077,22	4.058,22	66,78	2.019,00	0,00
03245-01-70	COLLOQUES, SEMINAIRES : BARCELONE	9.516,94	9.516,94	9.516,94	7.915,61	83,17	1.601,33	0,00
03245-01-71	COLLOQUES, SEMINAIRES : EDMBOURG	5.490,38	5.490,38	5.490,38	4.978,16	90,67	512,22	0,00
03245-01-74	COLLOQUES, SEMINAIRES : MUNICH	22.180,80	22.180,80	22.180,80	22.180,80	*****	0,00	0,00
03245-01-76	COLLOQUES, SEMINAIRES : BUDAPEST	29.206,00	29.206,00	29.206,00	29.206,00	*****	0,00	0,00
03245-01-77	COLLOQUES, SEMINAIRES : BRATISLAVA	13.149,00	13.149,00	13.149,00	13.149,00	*****	0,00	0,00
03245-01-78	COLLOQUES, SEMINAIRES : PRAGUE	8.158,10	8.158,10	8.158,10	7.750,90	95,01	407,20	0,00
03245-01-79	COLLOQUES, SEMINAIRES : NICOSIE	7.227,94	7.227,94	7.227,94	5.290,00	73,19	1.937,94	0,00
03245-01-80	COLLOQUES, SEMINAIRES : LJUBLJANA	172,26	172,26	172,26	102,22	59,34	70,04	0,00
03245-01-81	COLLOQUES, SEMINAIRES : LA VALETTE	781,00	781,00	781,00	625,00	80,03	156,00	0,00
03245-01-82	COLLOQUES, SEMINAIRES : TALLIN	9.760,09	9.760,09	9.760,09	9.760,07	*****	0,02	0,00
03245-01-83	COLLOQUES, SEMINAIRES : VILNIUS	14.057,65	14.057,65	14.057,65	11.651,58	82,88	2.406,07	0,00
03245-01-84	COLLOQUES, SEMINAIRES : RIGA	4.000,00	4.000,00	4.000,00	4.000,00	*****	0,00	0,00
03245-01-85	COLLOQUES, SEMINAIRES : BUCAREST	800,00	800,00	800,00	778,39	97,30	21,61	0,00
03245-01-86	COLLOQUES, SEMINAIRES : SOFIA	895,00	895,00	895,00	889,66	99,40	5,34	0,00
03245-01	Total sous-poste 03245-01	395.090,99	395.090,99	395.090,99	252.962,81	64,03	142.128,18	0,00
03245-03	PRIX POUR LE CINEMA	271.769,13	271.769,13	271.769,13	264.237,32	97,23	7.531,81	0,00
03245-03	Total poste 03245	666.860,12	666.860,12	666.860,12	517.200,13	77,56	149.659,99	0,00
03246	CHAINE TELEVISUELLE PARLEMENTAIRE (WEB TV)	2.063.688,98	2.063.688,98	2.063.688,98	1.991.013,34	96,48	72.675,64	0,00
03248	DÉPENSES D'INFORMATION AUDIOVISUELLE	1.484.048,36	1.484.048,36	1.484.048,36	1.333.304,82	89,84	150.743,54	0,00
03248-01	COPRODUCTION ET DIFFUSION DE PROGRAMMES AUDIOVISUELS	51.844,00	51.844,00	51.844,00	51.844,00	*****	0,00	0,00
03248-01-02	PRODUCTIONS AUDIOVISUELLES : TV	124.700,53	124.700,53	124.700,53	22.883,54	18,35	101.816,99	0,00
03248-01-03	PRODUCTIONS AUDIOVISUELLES : RESERVE	1.185.959,18	1.185.959,18	1.185.959,18	994.778,22	83,88	191.180,96	0,00
03248-01-06	PRODUCTIONS AUDIOVISUELLES : ELECTIONS	10.000,00	10.000,00	10.000,00	10.000,00	*****	0,00	0,00
03248-01-07	PRODUCTIONS AUDIOVISUELLES : SUBVENTIONS	1.950,00	1.950,00	1.950,00	1.692,00	86,77	258,00	0,00
03248-01-51	PRODUCTIONS AUDIOVISUELLES : ATHENES	34.600,00	34.600,00	34.600,00	34.600,00	*****	0,00	0,00
03248-01-53	PRODUCTIONS AUDIOVISUELLES : BERLIN	29.329,00	29.329,00	29.329,00	27.979,00	95,40	1.350,00	0,00
03248-01-56	PRODUCTIONS AUDIOVISUELLES : DUBLIN	25.000,00	25.000,00	25.000,00	25.000,00	*****	0,00	0,00
03248-01-58	PRODUCTIONS AUDIOVISUELLES : LA HAYE	65.100,00	65.100,00	65.100,00	48.200,00	74,04	16.900,00	0,00
03248-01-59	PRODUCTIONS AUDIOVISUELLES : LISBONNE							
03248-01-60	PRODUCTIONS AUDIOVISUELLES : LONDRES							

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Crédits Disponibles	Reliquat de Conversion
03248-01-61	PRODUCTIONS AUDIOVISUELLES : LUXEMBOURG	6.715,00	6.715,00	6.715,00	6.715,00	*****	0,00	0,00
03248-01-62	PRODUCTIONS AUDIOVISUELLES : MADRID	6.040,00	6.040,00	6.040,00	4.050,00	67,05	1.990,00	0,00
03248-01-63	PRODUCTIONS AUDIOVISUELLES : PARIS	32.579,84	32.579,84	32.579,84	32.579,84	*****	0,00	0,00
03248-01-64	PRODUCTIONS AUDIOVISUELLES : ROME	22.562,50	22.562,50	22.562,50	22.562,50	*****	0,00	0,00
03248-01-73	PRODUCTIONS AUDIOVISUELLES : MILAN	15.404,19	15.404,19	15.404,19	15.404,19	*****	0,00	0,00
03248-01-81	PRODUCTIONS AUDIOVISUELLES : LA VALETTE	34.102,83	34.102,83	34.102,83	24.573,15	72,06	9.529,68	0,00
03248-01-82	PRODUCTIONS AUDIOVISUELLES : TALLIN	21.000,00	21.000,00	21.000,00	21.000,00	*****	0,00	0,00
03248-01-84	PRODUCTIONS AUDIOVISUELLES : RIGA	13.832,09	13.832,09	13.832,09	13.832,09	*****	0,00	0,00
	Total Sous-poste 03248-01	3.164.767,52	3.164.767,52	3.164.767,52	2.690.998,35	85,03	473.769,17	0,00
03248-02	RETRANSMISSION DES SEANCES PLENIERES ET REUNIONS SUR INTERNET	529.799,89	529.799,89	529.799,89	466.255,36	88,01	63.544,53	0,00
	Total Poste 03248	3.694.567,41	3.694.567,41	3.694.567,41	3.157.253,71	85,46	537.313,70	0,00
	Total Article 0324.	18.847.061,71	18.847.061,71	18.847.061,71	16.458.446,23	87,33	2.388.615,48	0,00
0325.								
03250								
03250-00								
03250-00-01	LOCATION MATÉRIEL DE TRANSPORT	8.225,76	8.225,76	8.225,76	3.279,08	39,86	4.946,68	0,00
03250-00-02	PAPETERIE, FOURNITURES DE BUREAU	17.955,23	17.955,23	17.955,23	7.992,29	44,51	9.962,94	0,00
03250-00-03	FRAIS DE TELECOMMUNICATION	34.553,66	34.553,66	34.553,66	34.553,66	*****	0,00	0,00
03250-00-04	AFFRANCHISSEMENT, FRAIS DE PORT	144.437,76	144.437,76	144.437,76	54.468,03	37,71	89.969,73	0,00
03250-00-05	MANUTENTION, DEMENAGEMENT	9.677,74	9.677,74	9.677,74	925,62	9,56	8.752,12	0,00
03250-00-06	MENUES DEPENSES	6.124,15	6.124,15	6.124,15	5.422,43	88,54	701,72	0,00
	Total Sous-poste 03250-00	220.974,30	220.974,30	220.974,30	106.641,11	48,26	114.333,19	0,00
	Total Chapitre 032..	19.325.795,24	19.325.795,24	19.325.795,24	16.807.151,92	86,97	2.518.643,32	0,00
	Total Titre 03...	19.325.795,24	19.325.795,24	19.325.795,24	16.807.151,92	86,97	2.518.643,32	0,00
	Total Général	21.262.226,72	21.262.226,72	21.262.226,72	18.501.788,69	87,02	2.760.438,03	0,00

Poste	Intitulé	Crédits an-précéd.	Crédits an. cumulés.	Crédits Actuels	Engagements Contractés	% util.	Paiements Effectués	Solides des Engag. E.C.	Crédits Disponibles
	Total Général	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Poste	Intitulé	Crédits Initiaux	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Solde des Engagements	Crédits disponibles
02...	IMMEUBLES, MATERIEL ET DEPENSES DIVERSES INTERINSTITUTIONNELS							
021..								
0212.								
02120								
02120-03	OEUVRES D'ART (RECETTES AFFECTEES REPORTEES)	507,64	507,64	495,00	495,00	*****	0,00	12,64
0214.								
02140								
02140-09		149,41	149,41	0,00	0,00	0,00	0,00	149,41
	Total Chapitre 021..	657,05	657,05	495,00	495,00	*****	0,00	162,05
023..								
0235.								
02350								
02350-05		12.362,13	12.362,13	0,00	0,00	0,00	0,00	12.362,13
028..	IMMOBILIERS, MOBILIER ET SERVICES INTERINSTITUTIONNELS							
0282.	AUDIOVISUEL - DEPENSES INFRASTRUCTURE							
02820								
02820-02	RENOUVELLEMENT DE MATERIEL, D'INSTALLATIONS TECHNIQUES	209,34	209,34	209,34	0,00	0,00	209,34	0,00
02820-03	ENTRETIEN, UTILISATION ET REPARATION DU MATERIEL ET INSTALLATIONS TECHNIQUES	2.114,46	2.114,46	2.114,01	0,00	0,00	2.114,01	0,45
	Total Poste 02820	2.323,80	2.323,80	2.323,35	0,00	0,00	2.323,35	0,45
0283.	DEPENSES D'INFORMATION AUDIOVISUELLE							
02830								
02830-00	DEPENSES D'INFORMATION AUDIOVISUELLE	1.032,00	1.032,00	1.032,00	0,00	0,00	1.032,00	0,00
	Total Chapitre 028..	3.355,80	3.355,80	3.355,35	0,00	0,00	3.355,35	0,45
	Total titre 02...	16.374,98	16.374,98	3.850,35	495,00	12,86	3.355,35	12.524,63

Poste	Intitulé	Crédits Initiaux	Crédits Actuels	Engagements Contractés	Paiements Effectués	% util.	Solde des Engagements	Crédits disponibles
03...								
032...								
0324.								
03242		4.564,11	4.564,11	4.564,11	2.486,40	54,48	2.077,71	0,00
03242-01								
03248		466,67	466,67	0,00	0,00	0,00	0,00	466,67
03248-01		5.030,78	5.030,78	4.564,11	2.486,40	54,48	2.077,71	466,67
	Total Article 0324.							
	Total Titre 03...	5.030,78	5.030,78	4.564,11	2.486,40	54,48	2.077,71	466,67
	Total Général	21.405,76	21.405,76	8.414,46	2.981,40	35,43	5.433,06	12.991,30



Annex 2
Report on the respect of payment delays
Tableau Récapitulatif - Factures payés via FINORD

Factures payées		Intérêts de retard à payer d'office (>200€)	Intérêts de retard à payer à la demande (<=200€)	Pas d'intérêts de retard à payer	Total
Endéans le délai	Nombre de factures			1662	1662
	Montant total des factures (EUR)			31.365.582,17	31.365.582,17
	Montant des intérêts de retard (EUR)				
Après le délai	Nombre de factures	15	357		372
	Montant total des factures (EUR)	1.075.170,11	3.333.896,67		4.409.066,78
	Montant des intérêts de retard (EUR)	5.177,06	5.023,99		10.201,05
Nombre de factures		15	357	1662	2034
Montant total des factures (EUR)		1.075.170,11	3.333.896,67	31.365.582,17	35.774.648,95
Montant des intérêts de retard (EUR)		5.177,06	5.023,99		10.201,05

Annex 3
List of exceptions¹
Derogations from the Regulation

Decisions derogating from standard procedures and applicable regulations					
		Verifier		Final Decision	
N° ED/OD	Subject	Conform with observation/ not conform	Justification	Authorising officer	Final Decision
OD 0430/209 (ED 25151)	Direction C - Visits & Seminars - EPIO Dublin Euroscola - travel costs 2008 - Outstanding bill owed to Irish Travel Agency NST Amount: €2.446,44	Not conform	'Saisine à postériori' (Detailed file archived)	Susanne OBERHAUSER (Sub-delegated)	'Passer Outre'
ED 25693	Direction C - Events Unit Organisation of mini football tournament UEFA celebrations on the 9 May in Strasbourg and the purchase of 800 bags. Amount: €51.167,24	Not conform	Non-respect of procurement procedures and the principle of sound financial management. (Detailed file archived)	Juana LAHOUSSE-JUÁREZ (Delegated)	'Passer Outre'
ED 25865	Direction A - Audiovisual Electrical Power Cut Amount: €14.080	Not conform	'Saisine à postériori' (Detailed file archived)	Fernando CARBAJO (Sub-delegated)	'Passer Outre'
ED 26421 ED 26422 ED 26463	linked to same activity Direction B - Information Offices Day against Women's violence - Prix Immagini Amiche Amounts: € 1.450 € 4.800 € 1.360	Not conform	'Saisine à postériori' (Detailed file archived)	Katrin RUHRMANN (Sub-delegated)	'Passer Outre'

Comments related to the above table:

There have been 6 derogations from the Financial Regulation between the 01.01.2010 and the 31.12.2010 which resulted in a 'passer outre' by the delegated/sub-delegated Authorising Officer relating to 6 EDs as mentioned above in the table.

OD 0430/209 (ED 25151): (Provisional ED) - Following examination of the file and the exceptional situation in which the EPIO Dublin found itself; in view of the obligation of the European Parliament to honour its commitments towards its contractors for services rendered; the sub-delegated Authorising Officer took the decision to 'passer outre' in order to permit the payment of €2.446,44 to the Irish Travel Agency - NST to cover outstanding costs owed.

¹ Article 66.2 FR, IR 73, IR 8.9

An authorising officer by delegation or sub-delegation who considers that a decision which it is his/her responsibility to take is irregular or contrary to the principles of sound financial management shall inform the delegating authority in writing. If the delegating authority then gives a reasoned instruction in writing to the authorising officer by delegation or sub-delegation to take the decision in question, the authorising officer may not be held liable.

ED 25693: Following examination of the file, the comments of the ex-ante verifier and the reply of the Events Unit; in view of the fact this action was the result of a Bureau decision of the 24 March 2010 where the political authorities of the European Parliament only finalised the definitive formula of the tournament of 'Futsal' on the 20 April 2010 in Strasbourg following a meeting with the UEFA, the 'Ville de Strasbourg' and the Ligue Alsacienne de Football Association (LAFA); having consulted the sub-delegated Authorising Officer responsible and the Finance Unit; the Delegated Authorising Officer took the decision to 'passer outre' to permit the payment of €51.167,24 to cover all costs related to this event as decided upon by the political authorities of the Institution.

ED 25865: Following an electrical power-cut in the EP on the 01.02.2010 the Audiovisual Unit's installations for carrying out the numeration of their audiovisual archives² was subjected to serious damage caused by a lack of power generated by the malfunctioning of the "No Break" group. The Audiovisual Unit had to act urgently in order to quickly rectify the damage caused and they contacted the Broadcasting Centre Europe (BCE) to evaluate the damage and to carry out the necessary repairs. Following examination of the ED file, introduced to the ex-ante verifier in June 2010, and the issuing of a 'non conforme', and in view of the obligation of the European Parliament to honour its commitments towards its contractors for services rendered the sub-delegated Authorising Officer took the decision to 'passer outre' on this ED to allow payment of the amount of €14.080.

ED 26421, ED 26422 & ED 26463: Following examination by the ex-ante verifier of the files presented by the EPIO Rome for the organisation of the 'Day against Women's violence - Prix Immagini Amiche', it was found that the action had already been publicised on the EP internet site and the site of the Unione Donne Italiane (UDI) before any budgetary commitment had been put in place - contrary to Article 77 (1) of the Financial Regulation - thus creating a legal expectation, and that logistical arrangements were already in the process of being made, thus making this a "saisine a posteriori". In view of the importance of the event the sub-delegated Authorising Officer took the decision to 'passer outre' on all 3 EDs to permit the payment of the amounts of €1.450, €4.800 and € 1.360 respectively.

² A system put in place following an open call for tenders for which the company Broadcasting Centre Europe (BCE) were the successful tenderers)

Annex 4
List of long-term contracts in force during 2010

Contractor	Subject	Duration		Total estimated value of the market	Payments in 2010 €	Type of renewal (manual or automatique)	Description of the measures of control
		Contract	Market				
1. Twofour Group Ltd Twofour Studios Estover Plymouth Devon PL6 7RG United Kingdom	Hosting, management and further additional development of the technical platform of the European Parliament's webtv "Europarltv"	4 years , 7 months	Open Call & Art. 126 (b) (additional 7 months)	2.708.933	443.656,50	Automatique	<i>The current amendment expires on the 23.07.2011</i>
2. Quadrant Media & Communications Ltd. Greenmeadow Springs CF15 7NE Cardiff Wales	News reporting services for local radio stations in Ireland	5 years, 1 month	Open call & Art. 126 (e) (additional 6 + 6 months)	421.800	51.800	Automatique	<i>The current amendment expires on the 09.04.2011</i>
3. PDC Informatie Architectuur, Lange Voorhout 86, Unit 15, 2514 EJ Den Haag	Maintenance, improvement and enlargement of the Dutch website on European issues www.europahoezo.nl (now www.europa-nu.nl)	4 years, 4 months	Open call & Art. 126 (e)	604.212	67.829,46	Automatique	<i>The current amendment expires on the 31.3.2011</i>
4. AtelierBrückner, Krefelderstrasse 32, D-70376 Stuttgart Germany	Interior and exhibit design, including multimedia development for Visitor's centre in Brussels	4 years, 6 months	Open call & Art. 126 (e)	<i>Based on a % rate applied on each contract procured for interior and exhibit design and multimedia development.</i> Current value of market: 3.165.731,34	261.411,13	Automatique	<i>The current amendment expires on the 8.7.2012</i>
5. BM8 GmbH Grosse Elbstrasse 160, D-22767 Hamburg	'Multimedia content production for the European Parliament Visitors Centre in Brussels' Contract A - relating to the media content production	5 years	Restricted call & Art. 126 (e)	3.967.199,64	403.344	Automatique	<i>The current contract expires on the 29.3.2014</i>

6. Watch TV, 23 Bd. Charlemagne B-1000 Bruxelles	LOT 1 - Provision of broadcast video and multimedia services in Brussels	4 years, 5 months	Open call	14.900.000,-	3.533.726,34	Automatique	<i>The current amendment expires on the 30.4.2011</i>
7. Watch TV, 23 Bd. Charlemagne B-1000 Bruxelles	LOT 2- Provision of Radio services in Brussels	4 years, 5 months	Open call	500.000,-	134.498,40	Automatique	<i>The current amendment expires on the 30.4.2011</i>
8. Trace!, 25 Bd. Zoé Drion, B-6000 Charleroi	LOT 3 - Provision of photographic services in Brussels	4 years, 5 months	Open call	1.600.000,-	353.856,00	Automatique	<i>The current amendment expires on the 30.4.2011</i>
9. Auvitec, 26c Bd. du Président Wilson, F-67000 Strasbourg	LOT 4 - Provision of broadcast video and multimedia services in Strasbourg	4 years, 5 months	Open call	11.500.000,-	2.173562,06	Automatique	<i>The current amendment expires on the 30.4.2011</i>
10. Auvitec, 26c Bd. du Président Wilson, F-67000 Strasbourg	LOT 5- Provision of Radio services in Strasbourg	4 years, 5 months	Open call	800.000,-	173.937,20	Automatique	<i>The current amendment expires on the 30.4.2011</i>
11. Scramble, 1 rue Walzin, B-5500 Dinant,	LOT 6- Provision of photographic services in Brussels	4 years, 5 months	Open call	900.000,-	119.720,00	Automatique	<i>The current amendment expires on the 30.4.2011</i>

Annex 5
Exceptional Negotiated Procedures - Articles 126 & 127 IR

	Name of winning contractor	Subject	Amount	Legal Basis	Motive	Candidates	
						Invited	To negotiate
1.	APA - Austria Presse Agentur	Vienna Information Office - Subscription to the Austrian Press Agency for the Vienna Information Office - 2010 - 2.510,76 EUR (monthly fee) x 12 i.e. 30.129,12 EUR	30.129,12	PN art. 126 B	Exclusivity	1	0
2.	ANP	Hague Information Office - Distribution through the Dutch national press agency of press releases (40) issued by the Information Office of The Hague - 40 x 176,90 / unit equals 7.076,00 EUR	7.076,00	PN art. 126 B	Exclusivity	1	0
3.	Svenska Massan Stiftelse	Stockholm Information Office - Book and Library Fair - Space and stand hire, technical equipment during the fair	8.494,33	PN art. 126 B	Exclusivity	1	0
4	Svet Khiny	Prague Information Office -Book Fair Exhibition -13-15/05/2010 - Space and stand hire, technical equipment during the fair	2.085,05	PN art. 126 B	Exclusivity	1	0
5.	Stoer Media	Warsaw Information Office -Info screens 2010 Hire of commercial space on info screens in Warsaw metro, broadcasting of various EP events (Women's Day etc.)	9.500,40	PN art. 126 B	Exclusivity	1	0
6.	Broadcasting Centre Europe (BCE)	Audiovisual Unit - Réparation SAMMA & Réparation Dell serveur & transport Bxls-Annecy-Bxls	9.337,00	PN art. 126 E	Additional services	1	0
7.	Uniwersytet Gdanski	Warsaw Information Office - Educational Fair Gdansk - 17-19/03/2010 - Stand hire, logistics, technical equipment.	4.670,00	PN art. 126 B	Exclusivity	1	0
8.	Quadrant Media & Communications	Dublin Information Office - radio & news reporting services - March - September 2010 - extension of current service contract (amendment n° 1 to contract EPOI/DUBLIN/AV/2/2005)	51.800,00	PN art. 126 E	Additional services	1	0

9.	Challenge Partners	Audiovisual Unit - EP D5 building - Monitoring 'en régie broadcast' - PC HP (4) + installation logiciel (4) câble réseau (4)	18.450,00	PN art. 126 B	Exclusivity	1	0
10.	Mediargus	Brussels Information Office: Press Review - Abonnement à la plateforme électronique de la presse belge pour la réalisation de la revue de presse	8.826,78	PN art. 126 B	Exclusivity	1	0
11.	Publimat	Strasbourg Information Office: Portes Ouvertes 9.5.2010 - Affichage 50 faces 4x3m réseau Aglovision 16 panneaux 4x3m Perivision	6.208,00	PN art. 126 B	Exclusivity	1	0
12.	Posterselect	Strasbourg Information Office: Portes Ouvertes 9.5.2010 - Affichage 160 panneaux 9m2 - 460 panneaux 2m2	3.342,53	PN art. 126 B	Exclusivity	1	0
13.	Posterselect	Strasbourg Information Office: Portes Ouvertes 9.5.2010 - Affichage 160 panneaux d'affichage 9m2 - 460 panneaux 2m2	40.877,78	PN art. 126 B	Exclusivity	1	0
14.	CBS Outdoor	Strasbourg Information Office: Portes Ouvertes 9.5.2010 - Affichage 67 panneaux 400x300 cms - réseau exclusif Giraudy	6.633,00	PN art. 126 B	Exclusivity	1	0
15.	'Divers Bénéficiaires'	Events Unit: - Panel de sélection prix de cinéma Lux 2010, d'après décision du Bureau Estimation 10.000 x 3 réunions les 25/3, 29/4 et 3/6	30.000,00	PN art. 126 B	Exclusivity	1	0
16.	Port Autonome de Strasbourg	Strasbourg Information Office: Portes Ouvertes 09.05.2010 - Navette fluviales de Strasbourg de 9h30 à 17h30	5.213,27	PN art. 126 B	Exclusivity	1	0
17.	Broadcasting Centre Europe (BCE)	Audiovisual Unit: Réparation de dégâts suite coupure électricité Réparation librairie SUN (Archives) et remplacement pièces défectueuses.	6.429,39	PN art. 126 E	Additional services	1	0
18.	ARS Polona	Warsaw Information Office - Book Fair-20-23/05/2010 - Stand hire, equipment, technical facilities, decoration.	5.849,22	PN art. 126 B	Exclusivity	1	0
19.	Slovensky Rozhlas	Bratislava Information Office: Radio production 2010 Production and broadcasting of regular radio programmes 2010, various types, including promotion on the programmes.	19.996,00	PN art. 126 B	Exclusivity	1	0

20.	Highlight Films	Audiovisual Unit : AV coverage of the visit of the European Parliament Joint Delegation to the Middle East - 25 to 27 May 2010	11.152,13	PN art. 126 C	Extreme urgency	1	0
21.	Syndesmos Ekdoton Voreias Elladas	Athens Information Office - Book Exhibition in Thessaloniki - organisation services	10.000,00	PN art. 126 B	Exclusivity	1	0
22.	4 prize winners	Media Services and Monitoring Unit - Prize for Journalism - 4 prizes of 5.000 EUR (4 categories). As per the rules for journalistic prizes as adopted by the Bureau on the 24.09.2004	20.000,00	PN art. 126 B	Exclusivity	1	0
23.	Broadcasting Centre Europe	Audiovisual Unit - Electrical power-cut in the EP on the 01/02/2010 resulted in the dysfunction of the 'NO BREAK' installation of the local Archives. Costs to cover all costs related to the urgent repair of the system by the current contractor BCE.	14.080,00	PN art. 126 C	Extreme urgency	1	0
24.	Svenska Massan Stiftelse	Stockholm Information Office - Book and Library Fair - stand hire, technical equipment during the fair held 23-26 September 2010	8.298,30	PN art. 126 B	Exclusivity	1	0
25.	Truvo Ireland	Dublin Information Office - Insert into national telephone directory of the EPIOs telephone details and numbers of 12 MEPs	2.304	PN art. 126 B	Exclusivity	1	0
26.	Strasbourg Evénements	Strasbourg Information Office - Rental of space and stand hire for participation in the 'Foire Européenne' 03.09.2010 -13.09.2010	9.239,56	PN art. 126 B	Exclusivity	1	0
27.	Viennale	Vienna Information Office - Advertisement by the Vienna Information Office for the LUX Prize in the Vienna International Film Festival (Viennale) booklet	5.841,00	PN art. 126 B	Exclusivity	1	0
28.	Institute of Public Administration IPA	Dublin Information Office - Entry in IPA Yearbook to inform public of the European Parliament's Information Office in Dublin	1.632,50	PN art. 126 B	Exclusivity	1	0
29.	Office de l'harmonisation dans le marché intérieur (OHMI)	Europarl TV Unit - Dépôt de 3 marques auprès de l'OHMI afin de protection : Europarl, EuroparlTV et Myeuroparl	2.700,00	PN art. 126 B	Exclusivity	1	0

30.	Divers bénéficiaires	Events Unit - Dir. C- fourniture des trois films retenus pour le Prix Lux 2010 dans les supports prévus pour projection (décision bureau 05-07-2010). Pas de concurrence possible suites à des droits de propriété intellectuelle	23.670,79	PN art. 126 B	Exclusivity	1	0
31.	RTV OOST	Hague Information Office - Coverage by regional TV station of the Citizens Forum in Enschede organised by the EPIO	8.718,26	PN art. 126 B	Exclusivity	1	0
32.	Keres Technologies	Audiovisual Unit - Contrat de services pour assistance technique pour le suivi de la migration TREX vers INVENIO - Phase 3. (amendment n°1 to contract EP/DG COMM/AV/15/09)	23.625,00	PN art. 126 B	Exclusivity	1	0
33.	Régie Fréquence Espace (RFE)	Paris Information Office - RFE prestataire exclusive sur les autoroutes du sud de la France pour la distribution de 50.000 flyers sur le Prix Sakharov avec un jeu de grattage sur l'autoroute.	7.450,00	PN art. 126 B	Exclusivity	1	0
34.	BM8	Visitors Centre Unit - Additional costs related to prolongation of the contract 'Multimedia content production for the European Parliament Visitors Centre in Brussels' - Contract A - relating to the media content production. (amendment n° 2 to contract A)	398.700,00	PN art. 126 B	Exclusivity	1	0
35.	Highco Shopper	Paris Information Office - distribution of 50.000 flyers for the Sakharov Prize at barriers of the 'péage' of Fleury-en- Biere.	7.500,00	PN art. 126 B	Exclusivity	1	0
36.	Quadrant Media & Communications Ltd.	Dublin Information Office - amendment to current contract for provision of material for local and regional radio broadcasting in Ireland. <i>(due to suspension of new open call for tenders currently awaiting Legal Service advice)</i>	44.400,00	PN art. 126 E	Additional services	1	0
37.	Page In Extremis Sprl	Brussels Information Office - Conception graphique - publication du PE en 50 mots clés en NL	7.900,00	PN art. 126 B	Exclusivity	1	0
38.	SNCF	Paris Information Office - train tickets Paris-Bxls-Paris for students from the school of journalism participating in seminars in Brussels the 11-12 Nov.(14 participants) and 7-12 Nov 2010 (25 participants).	7.300,00	PN art. 126 B	Exclusivity	1	0

39.	Atelier Brueckner Gmbh	Visitors Centre Unit - amendment to the current contract for Interior and Exhibit design, including multimedia development - extending the duration due to delays in the works.	698.722,50	PN art. 126 B	Exclusivity	1	0
40.	PDC Informatie Atchitectuur	Hague Information Office - Maintenance and improvement of the Dutch website www.europa-nu.nl (extension of current contract)	50.000,00	PN art. 126 B	Exclusivity	1	0
41.	Centro Documentazione Giornali Srl	Rome Information Office - Insertion in the 'Agenda del Giornalista' - January to June 2011	10.400,00	PN art. 126 B	Exclusivity	1	0
42.	Kantorou Marina and SIA	Athens Information Office - cost of cocktail for 350 persons.	3.875,00	PN art. 126 B	Exclusivity	1	0
43.	Twofour Group Ltd	Europarl TV Unit - Hosting, maintenance and related tasks - amendment n° 3	370.000,00	PN art. 126 B	Exclusivity	1	0
44.	M. Peter Pollag	Events Unit - Purchase of a work of art entitled: "Art of Diplomacy" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	5.000,00	PN art. 126 B	Exclusivity	1	0
45.	M. Marko Blazo	Events Unit - Purchase of works of art entitled: "Warhol 1" and "Warhol 2" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	6.000,00	PN art. 126 B	Exclusivity	1	0
46.	M. Ilavsky Svetozar	Events Unit - Purchase of a work of art entitled: "Pleonazmus" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	6.000,00	PN art. 126 B	Exclusivity	1	0
47.	Mme Maria Bergerova	Events Unit - Purchase of works of art entitled: "Archa" and Modrà Krajina" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	11.000,00	PN art. 126 B	Exclusivity	1	0

48.	M. Erik Sille	Events Unit - Purchase of a work of art entitled: " Slowly I damage your home" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	3.800,00	PN art. 126 B	Exclusivity	1	0
49.	Mme Jasmina Cibic	Events Unit - Purchase of a work of art entitled: " Ideologies of display" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	3.000,00	PN art. 126 B	Exclusivity	1	0
50.	M. Andrej Jemec	Events Unit - Purchase of a work of art entitled: " Rdeca nit/Red line" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	3.000,00	PN art. 126 B	Exclusivity	1	0
51.	M. Jozef Jankovic	Events Unit - Purchase of a work of art entitled: " Transformovany M. Dobes" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	3.500,00	PN art. 126 B	Exclusivity	1	0
52.	M. Drago Trsar	Events Unit - Purchase of a work of art entitled: " Okameneli valovi/petrified waves" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	3.500,00	PN art. 126 B	Exclusivity	1	0
53.	M. Gasper Jemec	Events Unit - Purchase of a work of art entitled: "The Human Evolution " <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	3.000,00	PN art. 126 B	Exclusivity	1	0
54.	M. Arjan Pregl	Events Unit - Purchase of a work of art entitled: " Nature" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	2.800,00	PN art. 126 B	Exclusivity	1	0
55.	M. Lojze Logar	Events Unit - Purchase of a work of art entitled: " Rast" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	1.800,00	PN art. 126 B	Exclusivity	1	0
56.	M. Kenneth Zammit-Tabona	Events Unit - Purchase of a work of art entitled: " View from the window" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	1.750,00	PN art. 126 B	Exclusivity	1	0

57.	Mme Madeleine Gera	Events Unit - Purchase of a work of art entitled: "Portrait of Alexi with a glass" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	2.500,00	PN art. 126 B	Exclusivity	1	0
58.	M. James Vella Clark	Events Unit - Purchase of a work of art entitled: "Waves in a storm" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	1.200,00	PN art. 126 B	Exclusivity	1	0
59.	M. Paul Carbonaro	Events Unit - Purchase of a work of art entitled: "Tormento rosso " <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	2.800,00	PN art. 126 B	Exclusivity	1	0
60.	Mme Celia Borg Cardona	Events Unit - Purchase of a work of art entitled: "F'Xatt il-Brigu" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	1.650,00	PN art. 126 B	Exclusivity	1	0
61.	Mme Teresa Sciberras	Events Unit - Purchase of a work of art entitled: "Poi piovvu dentro" <i>Bureau Decision 11-13.12.2006</i> <i>Letter from the President of 13.10.10</i> <i>Letter from President to the Secretary General of 18.11.10</i>	1.500,00	PN art. 126 B	Exclusivity	1	0
62.	Studio Bikini D.O.O	Ljubljana Information Office - Euroscola web game of Ljubljana Information Office - additional software and application development.	3.800,00	PN art. 126 B	Exclusivity	1	0
63.	Atelier Brueckner GMBH	Visitors Centre Unit - amendment 4 to current contract for Interior and Exhibit design, including multimedia development for establishment of final artwork for graphics.	89.783,75	PN art. 126 B	Exclusivity	1	0

Annex 6
Result of ex-post evaluations

In March 2010 the new Authorising Officer by Delegation decided to redeploy the resources (1 AST post) hitherto dedicated to the ex-post control function in order to create a risk management structure, with the objective, inter alia, of carrying out a thorough risk evaluation to identify priorities for ex-post control. However, due to the clear need to improve financial management, the ex-post function will be re-established within the new Strategic and Performance Management Unit as of early 2011.

Annexe 7
SENSITIVE POSTS 2010

The 'fiches métiers' for DG COMM have not been kept up-to-date, so that it is impossible to clearly identify which agents have financial responsibilities and the exact nature of those responsibilities. An operation to update the 'fiches métiers' across the DG is already underway and, as part of this exercise, an analysis of the distribution and nature of financial responsibility across the DG is being made. Once this has been done it will be possible to identify sensitive posts and appropriate measures can be taken to ensure adequate rotation of staff.

(see also Annex 8, paragraph 5 (sensitive posts)).

Annex 8

Detailed evaluation of the implementation of the minimum standards for internal control

Section 1. Environment control:

Organisational issues, including administrative structure and management of human resources:

1. Ethics and integrity

Each DG must ensure that staff is fully aware of the rules governing staff conduct and prevention and reporting of fraud and irregularities.

All staff have access by means of the intranet, notes from DG Personnel and from the Director General, to information on all matters relating to staff conduct, prevention and reporting of fraud and irregularities, the Staff Regulation, the Rules of Procedure of the EP, the Financial Regulation and its implementing rules, the internal rules, the charters, vademeca etc.

2. Mission, role and tasks

Each DG must communicate to all staff up-to-date information, in writing, concerning:

- (a) the mission statement of their department (unit, directorate and Directorate-General);
- (b) their role in their department (job description);
- (c) the tasks assigned to them (individual objective) and expected results.

All staff are informed of the mission statement of the Directorate-General. Consultations within the context of the risk identification phase of the risk management exercise have shown that the higher level mission statement of the DG is not always appropriately declined at directorate or unit level and this is something which will be done during then risk management exercise.

The job description and objectives of each member of staff are stated in his or her annual staff report.

3. Staff competence (recruitment, training and mobility)

Each DG must ensure on a permanent basis that the competence of staff is appropriate to their tasks by:

- (a) defining the knowledge and skills required for each job;
- (b) conducting recruitment interviews on the basis of an evaluation sheet drawn up by the Human Resources Unit
- (c) identifying during the recruitment process the basic training plan to be followed immediately by the new official;
- (d) reviewing training needs in the context of the annual staff appraisal;
- (e) ensuring that identified training needs are met as soon as possible;
- (f) developing an internal training capacity in order to respond to specific needs not covered by general training courses;
- (g) defining a training and mobility policy to enrich staff's basic knowledge and experience.

All staff members are recruited in on the basis of their knowledge and experience. The training service ensures the application in the DG of the European Parliament's new professional training policy and it is their responsibility to ensure the development of specialized continuous training particularly for newly recruited staff. Specific training of new officials is discussed with the official upon the taking up of his/her post and training needs are met as soon as possible.

Every year all staff members working in the DG have their specific training needs discussed during their staff appraisal, where their needs are indentified and detailed in their staff report.

4. Staff Performance

Each DG must review the performance of all of its staff at least annually. All staff must have the opportunity to discuss their individual performance with their reporting officer at least once a year. Where specific performance issues are identified these are to be addressed by managers as early as possible.

The performance of all staff members is assessed during the annual staff report procedure. Specific problems arising during the year are dealt with separately and measures to correct them are taken if necessary.

5. Sensitive posts

Each DG must draw up an inventory of sensitive posts (those which could potentially be vulnerable to influence which might damage the financial interests of Parliament) in its service and define an appropriate rotation policy. A person holding a post classified as sensitive should move to another post after a period determined under the mobility policy.

The 'fiches métiers' for DG COMM have not been kept up-to-date, so that it is impossible to clearly identify which agents have financial responsibilities and the exact nature of those responsibilities. An operation to update the fiche métier across the DG has already been launched and, as part of this exercise, an analysis of the distribution and nature of financial responsibility across the DG will be made. Once this has been done it will be possible to define a mobility strategy for staff in sensitive posts.

The newly created Finance Unit has been structured and working methods reviewed so as to ensure a clearer distinction between the role of the financial initiator and that of the operational initiator. The operational audit which will be carried out in 2011 will also assist in defining and delimiting tasks of a sensitive nature.

6. Delegation

The limits to delegation to authorising officers by delegation and subdelegation must be clearly defined and communicated in writing. Delegation must be proportionate to the importance of the decisions to be taken and the risks involved. The same applies to delegation to staff of powers to commit Parliament contractually without their being authorising officers. In principle, delegation is confined to the following cases:

- delegation by a chief authorising officer to an authorising officer by delegation
- delegation by an authorising officer by delegation to authorising officers by sub-delegation.

All original documentation relating to the delegation and sub-delegation of authorising officers in DG Communication is now carefully archived and closely followed up. The authorising officer by delegation clearly defines and communicates in writing to those members of staff sub-delegated powers to commit Parliament contractually at the beginning of each budgetary exercise.

In addition, in 2010 DG Communication fully revised the empowerment of its staff members to sign invoices 'conforme aux faits' and 'bon à payer' in both the central services and the information offices. In the case of the information offices, the existing practice whereby the Head of Office held the role of imprest account manager in addition to being empowered to give the 'conforme aux faits' and 'bon à payer' has been prohibited by the authorising officer by delegation. This will continue to be strictly followed and archived. All those concerned are communicated in writing of their tasks and responsibilities.

Section 2. Performance and risk management:

The aim here is to ensure that the resources assigned to activities have been used for their intended purpose and in accordance with the principles of sound financial management;

7. Setting of objectives

Each DG must communicate to its staff overall objectives and expected results. Each DG must translate overall objectives into specific objectives and expected results for each activity and communicate them to its staff. Specific objectives must be verifiable and include meaningful and practical measurement criteria.

The overall objectives of the DG and the expected results are outlined in detail in the beginning of each year and presented in the 1st Activity Report of the DG. The performance management exercise being launched in 2011 will permit the definition of appropriate result indicators, both on a DG level and on a service level.

The specific objectives of each staff member are included in his/her staff report.

For 2010 the Annual Work Programme 2009-2011 set out 12 key projects (objectives) for DG Communication to be achieved during this period.

In July 2010, the Bureau adopted a strategy paper on communication policy. The updated communication strategy will be implemented by means of an action plan which will also be put to the Bureau for adoption.

8. Multiannual programming

(Standard applicable only to activities with multiannual budgets)

At the time of the adoption of a decision or legal basis establishing an activity and its multiannual financial programming, the DG is to establish a 'road-map' of measures to be set in hand to achieve the objectives intended and the methods by which the project is to be managed.

The Administrative Work Programme 2009-2011, as presented by the Secretary General in his report to the President, defines the Parliament's main challenges and key projects to be achieved over the 2009-2011 period. The programme sets out the key projects to be completed by each DG whereby this work programme provides a clear direction for the future and allows for better planning of resources and budget. However, hitherto, there has been no systematic multiannual budget planning in DG COMM, and the action plan for Parliament's new communication strategy "Action Plan Horizon 2014" provides an ideal opportunity for a first real exercise in multiannual programming.

9. Annual management plan

Each DG must prepare a management plan which incorporates objectives and progress indicators and the resources (financial and human) necessary to achieve them.

The action plan to be adopted by the Bureau for the implementation of Parliament's new communication strategy will constitute the basis of the work programme for the DG and hence for the individual units. The action plan is close to adoption and work has already begun on the definition of resources necessary for the implementation of each individual action. Once adopted, it will be possible to finalize this analysis and also to establish progress indicators to measure achievement of the objectives.

10. Monitoring performance against objectives and indicators

Key performance indicators, particularly indicators for economy, efficiency and effectiveness, should be established for each activity. Management should regularly receive reports on each activity, comparing the interim or final results with the objectives set. Management must take action to address any identified shortfall against objectives.

The result indicators used hitherto do not reflect the whole range of DG COMM's activities and are purely quantitative. The performance management exercise to be launched in 2011 will result in the definition of key performance indicators, both qualitative and quantitative, for the DG as a whole and subsequently for individual services.

11. Risk analysis and management

Each DG is to systematically analyse risks in relation to its main activities at least once a year, draw up appropriate action plans to address them and assign staff responsible for implementing those plans.

A risk management structure was created in May 2010 and a DG wide risk management exercise kicked off in September 2010. The risk identification phase of this exercise is due to be completed by end March 2011 and an action plan for risk management will be drawn up on this basis.

Section 3. Information and communication:

Setting up a process to manage internal information and report on issues such as implementation of the budget and of the management plan use of resources, mail registration and the filing system and reporting improprieties;

12. Ad hoc management information

Management and members of staff will regularly receive reliable and readily accessible information on the implementation of the budget, the use of resources and the progress made with the programme of work.

Authorising officers and their financial management staff are regularly updated by the Finance Unit as regards their budget implementation and meetings are held regularly to discuss all aspects of the execution of appropriations. The reorganisation of the finance unit has resulted in a more efficient finance circuit inside the DG and hence a better use of financial resources.

The Secretary General receives regular updates as to the progress being made with regard to the implementation of the Administrative Work Programme.

13. Mail registration and filing systems

Each DG is to systematically register incoming and outgoing mail to enable efficient monitoring of deadlines and maintain a comprehensive and up-to-date filing system to which the staff concerned have access. Supporting documents for accounts and copies thereof are to be filed by authorising officers in accordance with the standards specified by the Financial Regulation and the implementing rules.

All incoming and outgoing mail is systematically registered in GEDA. Supporting documents for financial accounts are filed in the DG COMM's central financial archives.

14. Reporting improprieties

Ad hoc procedures, in addition to reporting to the direct superior, will be established and communicated to staff to enable them to report suspected improprieties. Persons complying with the above obligations must not suffer inequitable or discriminatory treatment as a result of communicating such information.

Necessary measures have been taken to ensure procedures for reporting improprieties are established and staff are informed. Should such a case arise it is dealt with in a fair and equal manner.

Section 4. Control of activities:

Issues relating to the documentation of procedures, segregation of duties, supervision, recording of exceptions and continuity of operations;

15. Documentation of procedures

The procedures used in the DG for its main processes must be fully documented and the documentation kept up to date and available to all relevant staff. They must comply with the Financial Regulation and all relevant Parliament decisions.

All staff members have access to the applicable rules, manuals, checklists and programmes necessary for the work of the DG. All internal documents, vademeca etc. comply with the Financial Regulation, its Implementing rules and the internal rules of the Parliament.

16. Segregation of duties

The functions of initiation, verification and authorisation of each transaction must be kept separate and carried out by different people. Those responsible for verification must not be subordinate to those responsible for initiating the transaction.

The functions of the initiators, the ex-ante verifiers and the authorising officers are separate and are carried out by different financial actors.

17. Supervision

Each DG must establish appropriate supervision arrangements including, where appropriate, ex post control of a sample of transactions to ensure that the procedures set up by management are carried out effectively.

A risk management structure has been created and the ex-post function will be re-established as of early 2011.

18. Recording exceptions:

Each DG must establish appropriate arrangements to ensure that all instances of overriding of controls or deviations from established policies and procedures under exceptional circumstances are documented, justified and approved at an appropriate level before action is taken.

All financial transactions are registered in FINORD. If a derogation from the standard policies, regulations or procedures are discovered appropriate action is then taken after consultation with those responsible. A record is kept of all 'exceptions' which are presented in the relevant Periodic Activity Report and in the Annual Activity Report. 'Notes to file' are also established and kept in the central financial archive.

19. Continuity of operations

Each DG must establish appropriate arrangements to ensure the continuity of operations at any moment [e.g. absence of an official, replacement of an official, migration to new information systems, change of procedures, mobility, retirement, etc.], particularly for the roles of initiator, auditor and authorising officer.

The continuity of operations is crucial to the smooth running of the DG, the provision of service and the payment of its contractors. In the absence of a key financial actor the redistribution of work amongst the rest of their team is carried out immediately. The creation of a coordination point in each team, the use of common mail boxes and the registering of documentation in GEDA are all measures which assist the continuity of service in case of absence.

Section 5. Audit and evaluation:

Setting-up and functioning of the audit capabilities and the evaluation function.

20. Recording and correction of internal control weaknesses

A clearly defined procedure must be established for the identification and correction of internal control weaknesses and for any related updating of procedures.

DG COMM has worked closely in 2010 with the Internal Auditor in order to identify, rectify and implement any weaknesses found in the internal controls of the DG. A reorganisation of the financial unit was undertaken in an effort to tighten internal controls and to ensure a more efficient and effective financial circuit.

21. Audit reports

Each DG must review the recommendations made in audit reports by the Internal Audit Service and the European Court of Auditors and the action taken in response to them.

DG COMM takes action as required in response to the findings of the Internal Audit Service and the European Court of Auditors. In the case of the Internal Audit Service the DG strives to implement findings and improve its internal controls accordingly. DG COMM worked closely with the Court of Auditors in 2010 in relation to a number of files (3) chosen for audit purposes. The recommendations and actions to be taken will be provided by the CoA in its 2011 report.

22. Annual review of internal control

Each DG must conduct an annual review of its internal control arrangements to act as a basis for the DG's statement on internal control in the annual activity report.

The setting up of the Strategic and Performance Management Unit is indicative of the priority given by the Authorising Officer by delegation to improving the internal control mechanisms. In particular, an operational audit of both the central services and the EPIOs will be carried out with a view to producing a manual of procedures. Priority will also be given to developing pertinent results and performance indicators.

Annex 9

Detailed explanation on the results achieved in 2010

A) Audiovisual

During 2010 the media Directorate has completed a large amount of projects, in the constant attempt to offer objective, accurate, factual and trustworthy information on the European Parliament's decisions to a wide range of media, so as to ensure the largest possible press coverage for the institution.

Here is a non exhaustive list of the main achievements for year 2010.

Audiovisual website for professionals and digitalisation of archives

After an external analysis of the needs, in December, a new, user-friendly online audiovisual platform was launched in December 2010. It already became the number one contact point for Parliament-produced broadcast quality video, audio and photo material, especially on thematic packages. The entire audiovisual library of the EP has started to be gradually digitised. A big part of digital archives have been made available to users through this audiovisual web site.

Consolidation of web streaming of parliamentary committees

The web streaming service has been extended to all parliamentary committees, press conferences and important institutional events. 13 Simultaneous streaming are now available. A co-operation with DG IPOL and DG EXPO, has started to enrich the streaming images with relevant data (metadata), such as name, political group and nationality of the speaker. The Video on Demand (VOD) system has been further developed, to make images available shortly after the event and to check recordings before publishing them.

Other day to day activities

- Providing audiovisual content, services and facilities to TV and radio broadcasters,

B) Internet

A clear Strategy for recasting the EP Online Presence

2010 has been used to prepare for a complete recasting of the EP web site so as to make it fully fit for purpose in the contemporary online media environment. A clear strategy for the new online presence of the Parliament has been defined and approved by the Bureau in November.

Since then, the first working groups have started to work to follow the strategy with an active participation of representatives of DG ITEC.

Partial revamp of La Une, Press and Committee pages of the EP web site

In the first semester of 2010, La Une and Press pages have been updated to accommodate needs resulting from the Directorate's reform and more multimedia tools. Parliamentary committee pages have also been updated to host multimedia, promote live streaming of meetings and offer RSS subscriptions. A 3-monthly survey has been launched to measure clients' impressions about the Europarl website.

New look & feel and increased integration for europarlTV

The new look and feel of Parliament's web television has been put online in October 2010. Key improvements included re-organising the content, higher speed programme transmission, visual enhancements and navigation across specific themes. At the same time, an increased integration of EuroparlTV programmes was realised through Parliament's main website and Facebook pages.

Social media platforms

Pursuing new avenues explored in the 2009 election campaign (Facebook, MySpace, Flickr, Twitter and EUtube, blogs), social communities have been engaged on identified priorities, under the co-ordination of the Editorial Committee and from an institutional standpoint.

In 2010 chats with MEPs and President on Facebook were organised and parliamentary debates were covered live on Twitter. Facebook fans base has doubled in one year.

Other day to day activities

- Writing and producing editorial products and programmes for the general public for publication on the EP web site and europarlTV, communicating Parliament's messages through social media platforms, and
- Supervising technical and editorial development of the EP website.

C) Information Offices

Results indicators

For Patronage

- Number of received requests
- Number of treated and closed files

For EP Information Offices

During 2010, Directorate B proceeded to a review of its evaluation methodology and, consequently the indicators. For reaching this result in the most coherent and beneficial way, the Directorate B organised a special training seminar on 15-16 June 2010, during the plenary sitting.

The main aim of this seminar was to :

- increase awareness on the need for better and sound evaluation
- identify areas for improvement
- reform and build up criteria for evaluation results

The results obtained are detailed under the next section by service and type of activity, currently using former result indicators.

RESULTS OBTAINED

For Patronage

In 2010, cellule "patronage" received 446 requests for patronage, 19 requests for financial support and 51 files related to patronage requests which could be closed in GEDA without any need for a written answer from our side.

All requests for financial support have been answered. Out of the patronage requests, 333 have been answered so far, whilst 250 received a positive answer and 83 a negative one. Out of the other 113 files, 56 requests are still pending whilst the other 57 files have been closed in GEDA for various reasons (several requests for the same event, positive late arrivals directly dealt by CP etc.).

Due to the huge amount of incoming requests and an increasing number of 'late arrival' files which have to be dealt with by the team on a priority basis, other files which are introduced in time can no longer be answered within the two month timeframe. It is also necessary to mention that the majority of requests require translation which currently involves an increasing amount of administrative tasks and leads to time delays because of extended waiting time to receive translations.

Furthermore, cellule patronage has established the structure of the database on all incoming requests and contact details of organisations having received patronage by the President of the European Parliament. Information is now being put into the system with the help of trainees, starting with the mandate of the current EP-President Jerzy Buzek.

For EP Information Offices

The main overall objectives of EPIOs were met with success, having still space for improvement for the running programming in 2011. A coverage by field of activity is described hereafter, in light of the mission statement of EPIOs. Before going into details, please find hereby a short overview on results which are explained in detail afterwards.

In short, the

- number of participants at fairs and seminars: - around **2.000.000**
- number of Citizen's Fora organised: - **86** (from which 5 with a cross border dimension)
- number of publications: - number of publications vary from **1** up to **7**, depending on EPIO dimension, citizens outreach and programme of activities. Publications are from various sorts and include also wall-charts and maps, teachers packages and where applicable specific leaflets for activities (eg. Regional discussion fora).
- Citizens reached by various actions: - Directly (effective number of participants in all activities organised by EPIOs)
- Indirectly (estimative number of outreach, based on AV coverage, Press readers and online users)
- number of citizens **directly** reached : - **6.500.000** (varying a lot from MS to MS and on the type of activities, direct number of participants can be from 20 - 40 to up to 500.000 in an open air event)
- number of citizens **indirectly** reached : - around **60.000.000**
- number of TV and radio products: - **53** products were directly produced by EPIOs under their programming.
- number of TV and radio programmes derived from EPIOs activities: - around **1.500** (number of TV and radio interviews and debates that took place during or because an EPIO)

Information activities targeting Media

Information activities conceived for *media*, written and audiovisual, are designed to maximise coverage of the Parliament and to take a more active role in rebutting inaccuracies and distortions in local press coverage of the European Parliament and legislative procedures.

Main information activities addressed to media, written and audio-visual are:

- press conferences with MEPs;
- seminars for journalists in Member States;
- development of contacts with senior editorial staff of the national and regional audiovisual media and press;
- visits and seminars for journalists in Brussels and Strasbourg; ensuring in particular an important presence of journalists representing regional and local media

In addition to the 697 journalists invited to cover the plenary session in Strasbourg and Brussels. Table 1 below shows the number of journalists invited by EPIO both to cover sessions and to specific media seminars, as well as the executed budget within the allocated budget by country:

EPIO	Current allocation	Total payments	Execution level	Number of journalists invited		
	(in EUR)	(in EUR)	(in %)	Sessions	Seminars	Total
Athènes	57.000,00	41.984,00	73,7%	52	1	53
Berlin	37.180,00	30.944,00	83,2%	62	3	65
Bruxelles	30.000,00	19.152,00	63,8%	35	0	35
Copenhagen	30.000,00	19.314,00	64,4%	21	6	27
Dublin	18.000,00	11.955,00	66,4%	16	1	17
Helsinki	40.000,00	31.189,00	78,0%	29	7	36
La Haye	13.600,00	9.019,00	66,3%	13	2	15
Lisbonne	12.000,00	7.935,00	66,1%	11	5	16
Londres	8.000,00	1.824,00	22,8%	2	5	7
Luxembourg	28.000,00	17.987,00	64,2%	39	0	39
Madrid	52.000,00	37.564,00	72,2%	37	9	46

Paris	9.000,00	8.016,00	89,1%	16	4	20
Rome	24.935,00	23.339,30	93,6%	28	2	30
Stockholm	58.000,00	39.359,88	67,9%	49	7	56
Strasbourg	0,00	0,00	0,0%	0	0	0
Vienne	12.000,00	6.881,00	57,3%	9	3	12
Barcelone	12.515,00	9.437,00	75,4%	13	1	14
Edinburgh	4.000,00	863,00	21,6%	1	0	1
Marseille	3.000,00	0,00	0,0%	0	0	0
Milano	3.000,00	794,00	26,5%	1	0	1
Munich	7.820,00	7.820,00	100,0%	17	0	17
Varsovie	39.000,00	34.407,00	88,2%	39	14	53
Budapest	29.000,00	17.550,00	60,5%	22	1	23
Bratislava	35.000,00	28.991,00	82,8%	40	4	44
Prague	15.000,00	13.877,56	92,5%	18	9	27
Nicosie	28.000,00	20.258,00	72,4%	21	3	24
Ljubljana	26.000,00	16.169,00	62,2%	20	6	26
La Valette	16.200,00	12.931,00	79,8%	16	7	23
Tallinn	13.000,00	10.340,11	79,5%	11	2	13
Vilnius	24.000,00	14.411,00	60,0%	19	8	27
Riga	30.000,00	23.196,00	77,3%	31	4	35
Bucarest	14.000,00	8.965,00	64,0%	10	0	10
Sofia	20.000,00	14.985,00	74,9%	19	9	28
Reserve	750,00	750,00	100,0%	0	0	0
Total:	750.000,00	542.207,85	72,3%	697	123	820

Table 1. Journalists invited by EPIOs and executed budget within the allocated budget by country between January and October 2010

The general execution rate is (72,3%) by the end of October 2010, though with huge variation from one Member State to the other.

Information activities targeting Citizens, NGOs and Civil Society in general

In general, activities to enhance direct contacts with EU citizens have been developed, taking the form of:

- seminars / conferences and debates
- Citizens' Forums

During the reporting period, 234 seminars/conferences/debates have been organised in most Member States.

In addition, Citizens' Forums, implemented as part of the European Parliament's contribution to the reflection period on the Future of Europe, proved to be a success tool to increase both qualitatively and quantitatively Parliament's direct contacts with EU citizens. By its decentralised "go local" main feature, Citizens' Forums not only endeavoured an open and direct debate with EU citizens, but reached mainly EU citizens who had never been involved in any previous EU debate. In total, 86 Citizens Forums were in 2010, 5 of which were special cross-border fora based on the regional groupings sorted out of the *Eurobarometer* analysis from data concerning the European Parliament collected since the end of 2007, prepared by Public Opinion Monitoring Unit.

Reinforcement of the local approach with a special emphasis to better targeted communication, gathering all main stakeholders linked to a specific legislative topic was in the centre of the implementation of the pilot projects of the Regional Discussion Fora in Spain, Slovakia and Sweden. The results are extremely reflective of the success:

In Spain

Topic: Pharmaceutical package
Place and time: Zaragoza, 25-27 Oct. 2010
Main Activities: High level conference, movie projection, press conference, street performance
Other tools: students' survey, 10000 leaflets, 5000 magnets

Target groups: pharmaceutical industry, patients associations, doctors, NGOs, pharmacists, nurses, medicine students

Results:

- 250 participants, 16 journalists, 1 MEP
- Excellent media coverage (23 written articles, 2 TV programs, 4 radio programs)
- Very high % of people reached (more than 50% of the region's population)
- positive feedback of stake holders

In Slovakia

Topic: Food Labeling

Place and time: Nitra region, 25-27 Oct. 2010

Main Activities: Citizens Forum, seminar for experts, press conference

Other tools: opinion survey, leaflet, video documentary, school discussions, choice box

Target Groups: consumers, producers, retailers, Scientifics, students, journalists

Results:

- 470 participants, 15 journalists, 3 MEPs,
- Excellent media coverage in 27 national and regional media (13 written articles, 7 TV reportages, 7 radio programs) and 60 web portals (including stakeholders)
- Very high % of population reached
- positive feedback of stake holders and MEPs

In Sweden

Topic: CAP reform

Place and time: Skåne region, 12-15 Oct. 2010

Main Activities: Stake holders' debate, public after work-debate, 3 day media tour

Other tools: opinion survey

Target groups: farmers, consumers, NGOs, journalists

Results:

- 260 participants, 40 journalists, 2 MEPs
- Very good media coverage (10 written articles, 1 TV broadcast)
- Very high % of people reached (more than 50% of the region's population)
- Positive feedback of stake holders and MEPs

EP priority events

Within the Information activities, it's worth noting the main priority events covered during this period. The major priority event to highlight is women's day. Several types of events have been organized by the EP Information Offices in Member States. To publicise the outreach and events organised by the EPIOs, coordination unit produced and published an two e-leaflet for International Women's Day and for Europe's Day.

All information offices promote all priority events in their websites and in the existing Facebook profiles.

During the first semester, the highlight goes to Women's Day and Europe's Day.

➤ Women's Day

All of the events held by the EPIOs drew the attention of the local media and over 55 exhaustive items were dedicated to them. A large part of the events focused on the fight against violence towards women and the role of the EP was regularly underlined.

The *Slovak Radio* broadcast a programme "the EP has stepping up the fight against violence toward women" in which MEP Anna Zaborska (EPP) stated that "it is not well known that every two weeks a woman dies because of

domestic violence", while in an article referring to a lunch debate organized by the Lisbon EP Office, the Portuguese magazine *Focus* stressed on the need for greater prevention.

In the same tune, the daily *Latvijas Avize* ran the headline "International Women's Day is not enough" quoting, among others, MEP Krisjanis Karins (EPP) as stating that "violence is a serious problem, but unequal work pay should be also be taken into consideration".

Actually, on March 5th our EP Office in Latvia organized a discussion focussing on women's social exclusion and poverty, which got covered by several internet sources.

Worth noting is the fact that some offices organized regional events which got ample media coverage, as in the case of the Hungarian town of Szerencs. The Hungarian media, having published 45 items, accounted for over 30% of the whole EU coverage.

In Hungary, all of the events, starting with Buzek's statement in Strasbourg and ending with the Szerencs event, were covered in detail and with positive tones by the media, be it over internet, the printed press or the radio, not to mention the five interviews given by different MEPs for the *Duna TV*.

Note that internet sources played an important informational role, in particular in five of the "new member states" (Estonia, Hungary, Latvia, Lithuania and Poland).

➤ Europe's Day/Week

Lastly, in the period covered, EPIOs organised successfully events celebrating Europe day marking this year the 60th anniversary of Schuman Declaration. From the daily press reviews put together by the EPIOs, a total of about 100 features on the Europe Day celebrations were identified in the media of more than half the Member States. The Bulgarian media took the lead with more than 30% of the entire coverage. With more than 10 features, the Cypriot media have also shown a considerable interest in the occasion, highlighting the fact that this year, the Europe Day celebrations coincide with 2010 being the Year of the Fight against Poverty and Social Exclusion. In Belgium, France and Luxembourg, the press noted that European Parliament is opening its doors, giving the opportunity to citizens to visit the institution.

During the second second semester a special emphasis is given in this report to the communication activities to promote Lux Prize and for Sakharov Prize.

➤ Lux Prize

As part of their activities EPIO promote by different means the LUX Prize in the Member States. In addition to the promotion in the EPIOs webpages and existing facebook pages, several activities were organised by EPIOs this year to promote the 2010 edition, among them:

*Luxembourg (8 octobre-10 December 2010): a two-month event with the screening of 8 films which were nominated for LUX Prize.

*Barcelona (26-28 October): screening of the three finalists on a movie theatre

*Berlin and Munich (14 - 19 November): screening of the three finalists and debate

*Vienna (24 November): screening of the 2010 winner at the same time as the Award ceremony

*Tallinn (25 November-5 December): screening of the three finalists

*Milan (3 December): screening of the winner and debate

*Helsinki (7 December): screening of the winner

*Bratislava (7-8 December): screening of the three finalists

*Prague (8 December): screening of the winner and debate

*Athens (10 December): screening of the Greek finalist

*London (13 December): screening of the winner

*Madrid (17-19 December): screening of the three finalists on a movie theatre

*Lisbon (10-17 December): screening of the three finalists in Azores

All EPIOs have received the 2010 LUX Prize DVD kit with all 3 nominees (original version+ two out of EN, FR or DE subtitles).

➤ Sakharov Prize

For Sakharov Prize several and diversified activities were organised by all EPIOs to promote Human Rights and Sakharov Prize. From the recurrent open debates with MEPs and Human Rights NGOs and association to the new Facebook chats. In short, the activities for promoting Sakharov are summarised hereby:

- **Open debates** (14)
BG; CZ; DK; EE; IE; EL; ES (Madrid and Barcelona); LT; NL; PL; RO; UK (London);
- **Citizens' Fora** (3) - SI and IT (Rome and Milan)
- **Press conferences** - 4 - CZ; LT; SI
- **Seminars** - (2) - EE; IT
- **Articles** (1) in addition to the dissemination of press releases by all EPIOs
- **Online chat/Facebook** -1 - FI
- **Twitter** - (1) - NL
- **Quizzes** - (3) - NL; SK
- **Simulation of Sakharov Prize procedures** -2 - IE; UK/Edinburgh
- **EUROSCOLA competition** - (2) in LT
- **Seminars for multipliers** - (2)- IT/Milan; FI
- **Mass promotion campaigns** (8)
Distribution of leaflets at motorway tolls in FR; underground TV-screens in PL; placement of e-banners in major online portals in LT and PL; special EP newsletter send to all households in MT; radio spots in CZ and EE; Sakharov spots on national TV in CY.
- **Exhibitions** (10) - CZ; DK; BE; ES (Madrid and Barcelona); LV; AT; SI; SK
- **Sakharov spots in EPS and House of Europe** (8)
DK; EE; EL; ES (Madrid and Barcelona); HU; LV; SK

The details of all activities by EPIO are listed below:

* **Brussels** supported the central events in promoting it in the Infopoint, as well as by disseminating all information to the Belgium press (in FR, NL, DE)

* **Sofia** (10/12/2010) organised a special public event. A round table discussion on the freedom of the media and expression in South-Eastern Europe, with the participation of NGOs, media and journalists from Bulgaria, Serbia, Albania, Croatia and Bosnia who have suffered attacks because of their publications. Panellists: **Anna Zarkova, Bulgaria**, Head of Crime desk of the Bulgarian newspaper "Trud" and author of numerous articles on crime in Bulgaria; **Ognyan Stefanov, Bulgaria**. A longtime journalist, who worked in leading dailies, currently the Editor-in-chief of the "Frognews" on-line media; **Lydia Pavlova, Bulgaria**, A journalist in the regional newspaper "Struma", she was first inhabitant of the town of Dupnitsa, who dared to take a public stance against the local leaders of organised crime; **Vucadin Obradovic, Serbia**, Chairman of the Independent Society of Serbian Journalists and Editor-in-chief of the "Novine Vranjske" weekly; **Besar Likmeta, Albania**, Albanian investigative journalist; **Dušan Miljus, Croatia**, Journalist in the newspaper "Iytarnii list", a leading investigative reporter; **Vildana Selimbegovic, Bosnia and Herzegovina**, Editor-in-chief of Sarajevo's newspaper "Oslobodjenje". The newspaper was awarded the Sakharov Prize of the European Parliament in 1993 and **Oliver Vujovic** - Secretary General South east Europe media organisation. Among invitees was a former winner of the Sakharov prize in 1993, Sarajevo's newspaper "Oslobodjenje" represented by its Editor in Chief Vildana Selimbegovic, who made an extensive expose. Three Bulgarian MEPs (S. Ilchev, ALDE; M. Nelecheva, EPP; K. Vigenin, S&D) attended the event the over 2,5 hours of discussion, as well as several ambassadors from EU Member-States and candidate countries, representatives of NGOs, members of the public. In mediatic terms, the whole round table was webstreamed live on www.europe.bg. The event was widely covered all major national TVs and radios, even in primetime by the leading private bTV, as well as in the press and on-line media.

* **Prague**, in addition to the journalists invited to the award ceremony in Strasbourg, organised five different events to promote Human Rights and Sakharov prize in particular: **1) an exhibition** organized by EPIO CZ was

opened in **mid December** in the capital of Southern Bohemia - Ceske Budejovice; which was visited by a large number of people, in particular thanks to its unusual location - in a city mall "Géčko" where high numbers of citizens, especially in pre-Christmas time, come (daily 12-25 thousand). A series of 14 panels and promo material were exhibited during the whole week catching the attention of passers-by; **2)** a special **radio spot** created for the occasion was aired during **December** in three major and most popular radios in the Czech Republic via their regional sections in three CZ regions. The jingle relates the history of the prize, its first laureate, the 2010 winner Fariñas and the awarding ceremony in the EP in Strasbourg. More than 500 times repetition of the spot in each radio: Czech Radio, Europe 2 and Imputs; **3)** on **8 December** a **public debate** organized by EPIO and ECR on "The Sakharov Prize and the Human Rights Policy in the EU". The topic was discussed by the **Vice-President of the EP Libor Rouček**, (S&D) Deputy Secretary-General for external relations of the EC Karel Kovanda and other experts from academic, NGO and media sections. Also **Mr. Orlov (Memorial)** and Mr. Blinushov intervened in the discussion. **The 2009 Sakharov Prize winner, Oleg Orlov**, cofounder of the Russian organization Memorial, addressed the audience through a video message. About 70 people debated what the EU does and can do for human rights, the current situation and prospects not only in Cuba and Russia but also in other parts of the world. The National media - Czech Radio reported on the event (ČRO 6, Studio 22:10, 7/1/2011). **4)** **Vice-President of the EP Libor Rouček** and Head of EPIO Kubicek jointly opened an exhibition "The Sakharov Prize: history and context" in the Europe House on 8 December. The five weeks exhibition organized within the European Public space consists of panels, posters and AV material about the history and laureats of the Sakharov Prize, including a special poster about the 2010 Cuban dissident Fariñas. The exhibition is opened to public Mo-Fri from 10-18 hrs; **5)** Press-conference on Sakharov prize 2010, MEPs, experts on Cuba and Russia.

* **Copenhagen** organised an exhibition at the Europe House (December); draft and disseminated a special newsletter on the Sakharov Prize (10/12/2010) and organised an "Human Rights round-table debate" in cooperation with the Danish Institute for Human Rights and Amnesty International in Denmark with the participation of MEPs and representatives of the media to take place in the beginning of 2011 (13/01/2011).

* **Berlin** arranged an exhibition at the information point on Sakharov prize, during which a permanent screening of two Sakharov-videos and an exhibition on movable walls to display the prize winners of the last years and explanations on the prize and Andrei Sakharov (29/11/10 - 31/1/11).

***Tallinn** implemented 6 actions addressed to different specific target groups to promote Sakharov Prize : 1) on 09/12/10, a round-table debate on the human rights in the world with Open Estonia Foundation (NGOs) and 2) a film-screening in the EU House (students); 3) on 10/12/10, a specialized press-seminar on Sakharov Prize (journalists) and 4) a story on Sakharov 2010 in free-of-charge daily in Estonian and Russian (general public, youth, students, teachers); 5) on 14/12/10 released a special newsletter on Sakharov Prize, and the role of the EP in defending human rights for schools, teachers, and youth organizations and finally 6) on 15/12/10 a special news programme on public service radio on Sakharov Prize (general public).

* **Dublin** organised a simulation of Sakharov Prize award procedure (week 40) at National University of Ireland, Galway (NUI Galway), Department on Human Rights, including a debate on Human Rights and on criteria for award. The success of the event made the University to request this to become a yearly event.

* **Athens** - A public event to celebrate Sakharov Prize was organised by our EPIO, with the support of the French Institute of Athens, on Friday, December 10. It has been mainly a young people action, since the audience consisted of 350 university and high school students. MEP Chrissoula Paliadeli was the key speaker. The Secretary General for Youth represented the Greek government and addressed the participants. The French Ambassador together with the Ambassadors of Hungary and Belgium in Greece addressed also the event. The film "Akadimia Platonos", one of the three finalists for the Lux Prize 2010, was projected. The film attracted the interest of the participants who also received information material for Sakharov and Lux Prizes.

* In **Spain, Madrid** organised a round-table debate on Human Rights; an exhibition of previous editions' posters and the screening of Elias Querejeta documentary on Human Rights and debate. In addition, an artistic performance with live painting and a pianist during the debate was also expected. In **Barcelona**, on the December 9th, just a day before the International Day of Human Rights, the EPIO organised different activities to promote the Sakharov Prize. Two Cuban dissident journalists recently released from Cuban prisons and now

living in Madrid were also invited: **Julio César Gálvez** and **Ricardo Gonzalez Alfonso**. Having spent more than seven years in prison for "opinion crimes" started early in the morning on the 9th, with press interviews on regional TV, radio, and newspapers, followed by a **debate at the Journalists Association "Fight for freedom of expression in Cuba, the example of Guillermo Fariñas"**. Along with the two dissident Cuban journalists, Vicenç Sanclemente, former TVE correspondent in La Habana, and Rosa Messeguer Secretary-General of Reporters without Borders also participated in the debate, with the active participation of Media, human rights associations (Pen Club, Amnesty International), journalists and Cubans in exile living in Barcelona. In the forthcoming days, an **Exhibition of the XX Anniversary of the Sakharov Prize and Concert for Human Rights at the Youth Centre "La Fontana"** (in EN and CAT) was opened. The Catalan rumba group "Sabor de Gràcia" gave a **concert of "Rumba for Human Rights"**. The video on the Sakharov Prize Winners was projected during the concert. The concert was very successful, attracting the attendance of more than 300 people, especially younger people. Our Cuban dissident journalists addressed the public and received enthusiastic applause from the public and support messages.

* **Paris** distributed at the motorway tolls a leaflet on Sakharov prize and Human rights.

* **Rome/Milan** organised: 1) a seminar for journalists in Palermo, Sicily. Cooperation between EPIO - REC - Sicily Region (12/11/2010); 2) Citizens' Forum "EUROPA IN CITTÀ" in Catanzaro, Calabria with MEPs from Southern Italy. Cooperation between EPIO - REC - Italian government (19/11/10); 3) a seminar with school teachers on Human Rights in Assisi, Umbria. Cooperation between EPIO - REC - SIOI - Assisi Municipality (30/11/10) and 4) Citizens' Forum "EUROPA IN CITTÀ" in Turin, Piemonte with MEPs from North-western Italy, in cooperation with the REC and the Italian government (03/12/10).

* In **Cyprus** the Sakharov Prize spots (ex. award ceremony) were broadcasted in European related programmes on national TV (CyBC). The promotion of Sakharov Prize was also part of the special training organised for teachers. Lastly, leaflets and PR material were distributed to schools and young people in general.

* In **Latvia**, the EPIO opened an exhibition "*Andrei D. Sakharov: Alarm and Hope*" honouring the human rights legacy of Andrei Sakharov in the Riga European Public Space (15/12/10 - 09/01/11). The exhibition has been initiated by the Council of Europe produced in co-operation with the Andrei Sakharov Museum and Public Center and with Memorial, the Russian human rights association which received the EP 2009 Sakharov Prize. The nine panels of the exhibition tell about the life and human rights work of Andrei Sakharov. The EPIO Riga also play broadcasts of the EP Sakharov prize award ceremony on 15 December in Strasbourg. The EPIO event in the Riga EPS is open to the general public with special media invited.

* On 10 December, EPIO in **Vilnius** organised a press conference, in which the latest public opinion poll on human rights situation in Lithuania was presented and the issue of human rights protection in the world was discussed. MEP Ms Laima ANDRIKIENE (EPP), has presented the EP Report on Human Rights in the World 2009 and EU policy on the matter. Ms Andrikiene was the EP rapporteur on the issue. In addition to the report, Ms Andrikiene introduced EP actions in human rights protection, among them – the Sakharov Prize. The same day, the EPIO, in cooperation with Human Rights Monitoring Institute, ELSA Vilnius, Student Scientists Community of Vilnius University and Student Corporation „RePublica“ organised a discussion dedicated to the issue of human rights in the European Union and outside. The main speakers at the discussion were MEP Laima Liucija Andrikienė (EPP/LT), Dr. Kęstutis K. Girnius from Vilnius University and Director of Ethnic Research Institute Dr. Vida Beresnevičiūtė. In addition, the EPIO placed Sakharov prize banners on main internet portals and used the promotion of Sakharov Prize for the Euroscola competitions. The task for the selection round of Euroscola in Kaunas County and in the in the city of Siauliai was based on a Sakharov prize procedure simulation.

* In **Luxembourg**, the EPIO addressed the special press releases to all media and distributed the promotional material amongst specific NGOs.

* **Budapest** organised a specific seminar for national, regional and local press on human rights/Sakharov Prize and a special info-screen in the new European Public Space for the general public.

* In **Malta**, 2010's Sakharov Prize for Freedom of Thought, awarded to Cuban dissident Guillermo Fariñas, received an unprecedented level of coverage in Malta. Besides being featured in the traditional media, background to the Prize, details of the winner and finalists together with visuals of the laureate and the Sakharov 2010 "Opinion" poster were afforded an entire page in a 16-page newspaper publication issued by the EPIO in Malta, which is currently being distributed to every household and business outlet in Malta and Gozo.

* In **The Netherlands**, the EPIO paid special attention to the Sakharov-award and has congratulated the winner of the Sakharov-award through social media websites www.europeesparlement.hyves.nl and www.twitter.com/euoparlement (from October 2010 onwards) and organised, in December 2010, two quizzes in Nijmegen and The Hague about Europe and two public debates with special attention for the Sakharov prize and human rights. One debate on Europe and Human Rights (07/12/10) was organised in cooperation with the Faculty of Law of Maastricht University and the second debate in cooperation with the European Affairs department of the local authority gemeente Den Haag (08/12/10).

* The EPIO **Vienna** updated its exhibition on the Sakharov Prize of the European Parliament and presented it in its premises. The EPS offered a good opportunity to spread the message since a lot of events bring numerous visitors.

* In **Poland**, the EPIO drew attention of the public to the Sakharov Prize and to the events it organized on this occasion not only via press releases, invitations sent to NGOs, EPIO Webpage and Facebook profile, but also via information on the start page of one of the biggest Web news portals www.interia.pl (3m real users daily) with links to the EP/EPIO Webpages, as well as via infoscreens in the Warsaw tube stations. **On 9 December**, in cooperation with the Watch Docs film festival organized under the auspices of the Helsinki Foundation for Human Rights, the EPIO screened the film "Dans le peau de Fidel Castro" at the Warsaw University. The film was shown again on **11 December** in the Centre for Contemporary Art at the Ujazdowski Castle. This screening was preceded by a meeting with Cuban dissident Miguel Saludes. Further, **more than 250 people** took part in the EPIO-organized debate and screenings of two films devoted to human rights on **9, 10 and 11 December** in Warsaw. 500 information and promotional materials on the Sakharov Prize were distributed. The events had a relatively wide coverage in the media in spite of tough competition among many activities organized on and around 10 December by various institutions and human rights organizations. **On 10 December** the main EPIO Poland debate on "How much of the human rights in politics, and how much of politics in the human rights?" was co-organized with the Amnesty International Poland with participation of Deputy Chairman of the EP Subcommittee on Human Rights Andrzej GRZYB MEP, former MEP Józef Pinior, 2006 Sakharov Prize laureate Aliaksandr Milinkevich and Cuban dissident Miguel Saludes. It took place at the premises of Collegium Civitas, one of the Warsaw universities, at the very centre of Warsaw. The debate was followed by a screening of the film "Anna. Seven years on the frontline" about Anna Politkovskaya directed by Masha Novikova. This debate was widely reported in Polish media, including the Polish Press Agency (PAP), the *Polska Gazeta Wroclawska* daily, www.wyborcza.pl, www.wp.pl, www.onet.pl, www.wprost.pl.

* EPIO for **Portugal** produced a specific publication highlighting Human Rights and Sakharov Prize.

* In **Romania** had to postpone to January 2011 the International round table on the freedom of expression and the role of journalism in democratic societies (initially foreseen for 26/11/10). All PR material and leaflets were mainly distributed to young people during other public events.

* In **Slovenia**, two press conferences were organised by the EPIO: the first on October on the laureate and other press activities and the second before the plenary award ceremony (in dept brief on Sakharov prize, press release on the programme - prize awarded). An exhibition in the House of EU in Ljubljana (November until mid December) and a specific Citizens Forum in Murska Sobota on the freedom of speech was organised on 10.12.10.

* "Freedom of thought in the world" was the title of the exhibition organized by the EPIO in **Slovakia** on the occasion of the award of 2010 Sakharov prize. Around 100 guests participated at the opening ceremony. It was held on 7 December 2010 on the premises of the Faculty of Law, Trnava University in Trnava. The exhibition consists of portraits and posters of exceptional people and organizations that fight against oppression, injustice and intolerance. Before the opening ceremony of the event, guests watched a short video document dedicated to Guillermo Fariñas - this year's winner of the Sakharov prize. Robert Hajsels, Head of EPIO welcomed all guests and pointed out that the EP pays great attention to respect of human rights within the EU but also in other

countries. MEP Anna Záborská greeted the attending guests through the video recording. This prestigious award is a symbol of the importance of freedom for the society, Záborská stated. The program continued with a presentation on EP's Sakharov Prize and this year's winner - Guillermo Fariñas. Later students measured their knowledge in a quiz on the Sakharov Prize. The exhibition will stay installed at the premises of the University until the end of January 2011. The opening of the exhibition was attended by representatives of the public Slovak Television and Slovak Radio.

* **Helsinki's** EPIO hosted an open seminar on human rights focusing on Sakharov Prize (15/12/10). The seminar was held on the day of the Sakharov Prize Award Ceremony. The evening before EPIO Helsinki organised a Facebook chat on European Parliament and human rights with MEP Heidi Hautala. MEP Heidi Hautala (Greens/EFA), chair of the EP sub-committee on Human Rights presented her greetings and message by video (VoxBox). Links to EP press release, interview of Mr Fariñas on EP homepage and links to the prize award ceremony were sent afterwards to all participants. Invitees to the seminar were human rights NGOs, students, media, officials and general public. Amnesty Finland, University of Helsinki and Finnish PEN will put links to our homepage to disseminate information on the Sakharov Prize further. The evening before on **14th December** EPIO Helsinki organised a Facebook chat on Sakharov Prize (<http://www.facebook.com/event.php?eid=148975291818104&index=1>), human rights and the EP with MEP Heidi Hautala, chair of the EP sub-committee on Human Rights. This was the very first chat EPIO Helsinki organised and the result was good. There were some lessons learnt on technical matters but the chat itself was successful with active participation.

* In **Sweden**, the EPIO worked mainly with media. In addition to the press work with releases, newsletters and homepage we have used our recently launched FB-page to inform about the prizes. Journalists for the scholarship to Strasbourg were specifically informed about the prize award and invited to submit an application for that particular session if their area of interest is human rights. An advert was placed in Sweden's biggest daily morning paper, Dagens Nyheter, with information of the ways in which the public not present in Strasbourg could follow the prize award (europarl-tv, etc).

* The **UK EPIO in London** organised an event on Sakharov inviting MEPs who had a specific interest in Human Rights to lead a debate on Sakharov on the occasion of the opening of the new premises. This took place on Thursday evening 9th December for human rights groups and academics. Mr. Charles Tannock, MEP, Mr. Richard Howitt, MEP and Prof. Bill Bowring, from Birkbeck University in London were on the panel. Prof. Bowring has strong links with last year's winner of the Sakharov Prize, MEMORIAL. The second element to our publicity for Sakharov was to invite the News Editor from INDEX on Censorship, a Human Rights' Organisation's quarterly publication to attend the December plenary. Printed material was distributed during the event. In **Edinburgh**, the EPIO based on Dublin's experience organised a simulation of EP Sakharov award procedure at the Universities of Glasgow and Strathclyde, both of which have Departments on Human Rights.

Fairs and Exhibitions

Information Offices participate and co-organise fairs and exhibitions. The main purpose of these events is to publicise and raise awareness on the European Parliament and its activities. This is achieved via the distribution of promotional materials, publications and direct contact with citizens (replies to citizens' queries). Overall, EPIOs participated in 104 fairs and exhibitions in 24 Member States.

Worth noting that for this 2010 programming exercise EPIOs were requested to diminish the number of participation in fairs, unless they would be integrated or in parallel with a communication activity, on a priority topic preferably.

Support products: Publications and Promotional products (PR material)

Traditional publications are a major educational tool for increasing citizens' awareness on the European Parliament and its activities, members and powers. Moreover, publications of EPIOs allow developing a single message determined by the European Parliament taking into account the specific national dimension. Whereas publications work as an information tool, promotional products are meant to publicise and create an image of the European Parliament.

For both these products, the EPIOs were called to brainstorm for increasing their performance and impact (see conclusions of working group on communication support material).

These two information and communication activities are the main support tools for Fairs and exhibitions.

Audio-visual products

The EPIOs, in coordination and with the support of central audio-visual services, may finance, when appropriate, audiovisual productions and co-productions on the work of the Parliament and its MEPs.

Furthermore, EPIOs ensure as great presence of MEPs as possible on national, regional and local television and radio programmes. All in all, 53 audiovisual productions and/or co-productions have been completed between January and May 2010.

Internet

Following the migration to adagio platform, only Information Offices in Ireland, Portugal UK are still not covered. The newly created liaison office in Washington, with a specific different visual, is also in the same platform.

On internet domain, EPIOs were also invited since last year to consider the possibility of using the social media networks, in particular Facebook and Flickr. Nonetheless, this type of tool should only be considered and used if EPIOs could ensure a constant feed and management. Within these conditions, 22 EPIOs in 21 Member States have at this moment a Facebook profile: Sofia, Prague, Berlin, Tallinn, Dublin, Athens, Barcelona, Paris, Rome, Milan, Nicosia, Vilnius, Luxembourg, Budapest, Valletta, The Hague, Vienna, Lisbon, Ljubljana, Bratislava, Helsinki and Warsaw.

In addition, as stated in the Annual Working programme, in co-operation with adagio team a new IT tool was adapted and open to EPIOs use: e-quiz. The e-quiz is a tool which can since March 2010 be used by any EPIO in their own website to publish online quizzes linked to their activities. From March till now, Stockholm, Prague and The Hague have used it and quizzes produced by Brussels, and followed by Luxembourg and Paris.

Inter-institutional cooperation

From all aspects of inter-institutional cooperation, within this period the highlight should go to European Public Spaces (EPS). From 2009, EPS is operated in 13 capitals of EU Member States: Tallinn, Dublin, Madrid, Stockholm, Lisbon, Rome, Berlin, Copenhagen, Vienna, Riga, Helsinki, Nicosia, and Prague. From January 2010, these 13 EPS have been consolidated and their programming adapted to EP political bodies requests.

EPIOs Coordination Unit

On the programming field, coordination Unit:

- developed in association with DG ITEC a Monitoring and Reporting database (MEMOIRE) for EPIOs programming. Phase I was successfully implemented and received a very positive feedback from first users in the working flow - the EPIOs.
- AD received geographical coordination of EPIOs, ensuring a closer monitoring of the respective EPIOs programming.

The Unit also ensures the connection between the central services and EPIOs. One AD participated in the following Tasks Forces, guaranteeing the spread and increase of information of EPIOs activities on the respective subjects:

- Covenant of Mayors
- 9 May
- Sakharov Prize

In addition, Unit members participate in all inter-services meetings related to EP priority events (Women's Day, Charlemagne Youth Prize 2010 and launch of 2011 edition, Journalism Prize; Lux Prize, etc) to ensure a better cooperation and granting greater coherence between central and local activities.

Further, unit staff supports the Directorate to manage and update the Directorate B intranet sections by :

- **publishing a Newsletter**
The new version of the Newsletter started in September 2009, with the new template, with events from September to December 2009. The definite template (bilingual FR/EN) was launched in January 2010. Five editions were broadcasted in 2010, with a section dedicated to "The Interview of the month": January-February; March-April (with the e-booklet on the IWD activities); May-July (with the e-booklet on Europe Day activities); September-October; and November-December (with a summary of the three countries participating in the Pilot project on Regional Discussions Fora: Bratislava, Madrid and Stockholm), as well as emphasis on 2010 Lux Prize activities and 2010 Sakharov Prize activities. Following a decision by the Director General and the Director of Directorate B, since April 2010 the distribution was extended to the whole DG COMM, with copy to the President's Cabinet; SG Cabinet and the Offices of our two Vice-Presidents, Rodi Kratsa and Stavros Lambrinidis.
- **ensuring EPIOs Intranet sections** to be updated with all relevant documents and archives and a separate section was also created with the help of the Adagio Team colleagues for the Directorate, including a restricted area for a specific users' group at the request of the Director. This is operational since January 2011.

It also assists Directorate B with

- **EPIOs Agenda and Forward Planning:** as decided in the Administrative Working Programme, the DG COMM Forward Planning opened a new section for the EPIOs agenda end October 2010, with a view to publicize them with the Forward Planning and also to insert available data on the Intranet EPIOs activities calendar. The system started in November 2010 on a weekly basis, with a very good response from EPIOs.
- **Reports requested:** compilations and analysis by topic or type of activity, in addition to the annual and interim reports.
- **Directorate B Working Groups conclusions:** the 5 W/G finalised their activities and the conclusions were presented in Strasbourg from July to October 2010. The W/G presentations, together with the conclusions, are also published on the Intranet main documents section.
- **E-leaflets reports on EP priority events in 2010:** two leaflets were realised in 2010 with priority activities, one on the 2010 IWD and one on the 2010 Europe Day activities of EPIOs. These e-booklets are available on the Intranet and were also published with the Newsletter.
- **Editorial Committee:** follow-up of the Editorial Committee meetings on a weekly basis and report to the Directorate and the Unit.
- **Visual Identity Working Group:** follow-up of the W/G on Visual Identity created in March 2010. Participation in the meetings on a monthly basis and reporting to the Director and the Head of Unit. The first phase was presented in December 2010. The W/G is still going on in 2011 for the presentation of the next phases and finalisation of the project.

The coordination unit also provides the follow up of inter-institutional questions and topics related with EPIOs activities and functioning in Member States.

Lastly, two members of staff joined the **2011 Evaluation Committees for grants**.

CONCLUSIONS

In general, the overall objectives of the Directorate B were

Follow up of the pilot project RDF

To start with, I would like to highlight the very successful new communication tool for increasing outreach, the Regional Discussion Fora. In light of the success of the three pilot projects, RDF will be inserted in 2011 programming as a common communication tool for all EPIOs.

Evaluation indicators were established for these pilot projects and results were shown in the previous respective section.

In short, this new communication tool achieved to guarantee:

- High number of participants
- Broad media coverage (press, TV, radio, web)
- Stakeholders communicate on the event

In addition, they were essential for:

- Strategic approach: topical discussion reflecting all different positions in Parliament around a legislative subject (Lambrinidis approach)
- Topics which are of particular interest in a country/region raise the interest on European issues
- Participation of MEPs is essential as well as inter-DG collaboration
- Cooperation with partners required: Europe Direct Networks, Commission, local -authorities, etc

Enhancing Communication activities assessment

In light of the Seminar on planning and evaluation of communication activities held in Strasbourg on 15-16 June 2010, the most significant conclusions were :

- on *Planning*
Overall programming should be linked to reach further impact. Single activities could be developed on the basis of a larger communication strategy (ies).
- on *Monitoring*
Collect and treatment of data should be improved and simplified. An effort could be also made to insert common terminology to help and support the treatment of existing data.
- on *Evaluation*
- in general, evaluation needs further development. A reflection to develop evaluation methodology, criteria and follow up is needed, in particular to improve accountability to the budgetary and political authorities.

Subsequently, RDF applied a new evaluation criteria set up from the beginning of the project and linked to the nature and objectives of the respective project (outreach - direct and indirect; number of participants; spread of media coverage).

In 2011, evaluation criteria will be set up for the major communication activities following the example of RDF.

For other activities, such publication and PR material, in addition to the number of copies and outreach, these items should comply with the conclusions set by the WG on communication materials.

Working groups

Working groups established in 2010 to bring together central and EPIOs staff for discussion and improvement of identified areas of concern proven to be a very positive and constructive structure, which will be re-launch in 2011 for key areas of activity.

Monitoring and reporting

Following the set up and running of the first phase of MEMOIRE, the application development is ongoing to fit the needs of:

- (phase 2 - to be completed by 1st March 2011)
 - speed and coherent monitoring and reporting tools
 - data available at any time
- (phase 3 - to start from 1st March 2011)
 - identification of other development and /or correction needs
 - identification of other users (read only) feasibility
 - improvement of phases 1 and 2 tools.

D) Media

MEDIA PLANS FOR MEDIA PRIORITY GROUPS:

During 2010, the Media Directorate has built on progress in priority setting, in even closer co-operation with DG PRES, DG IPOL and DG EXPO.

For priority legislative dossiers, the Directorate set up media priority groups to develop and implement an integrated media plan. In other words, priority legislative dossiers benefited from a full campaign service throughout their parliamentary lifespan.

Four media priority groups have worked in 2010 to cover a considerable number of legislative dossiers, grouped by issues under "financial crisis and economic situation", "health" and "climate change and energy" headings. A fourth group, lead by the Media Director, has communicated on the EP's powers in the Lisbon Treaty era.

Further development of the Media Intelligence Cell

The Media Monitoring and Services Unit, in close co-operation with the Media Director, have developed further the Media Intelligence Cell in order to identify media risks and opportunities for Parliament. The Cell is responsible for alerting the Editorial Committee and sister units to what the media needs country by country, by providing both pre- and post-media analysis. This has enhanced the efficiency and relevance of the Directorate's work.

Other day to day activities

- Running pro-active press relations targeted at Brussels-based media and journalists in the Member States, including producing press products in 22 languages and organising press events (technical briefings, press conferences, press breakfasts, etc.),
- Organising seminars for journalists in Brussels and in the Member States,
- Managing journalists' invitations to plenary and committee events,

E) Visitor's Centre

Contracts were completed with AIB Vincotte, SECO and Scholz & friends, plus contract prolongations with Atelier Brückner and BM8. In addition to that, 123 licence agreements for the use of footage were completed.

Contract prolongations with Technum, Nous and Mediafarm are close to agreement. The tenders on correction of videos for the role-play game, the provision of floor staff and the shop tender are ready, but have not yet been launched. The procedures/contracts on the "opening event" and the "marketing campaign", remain open. The preparation of the tender on vote-matching data was suspended. The preparation of an additional negotiated procedure on media production services will start soon.

The unit has succeeded in reducing the estimated number of individual copyright transactions from 1500 to 728, 693 of which have been cleared.

The unit has finalised all raw scripts and is now reviewing the scripts provided by the contractors. Approximately 80% of the scripts have been reviewed, translation into all languages has been initiated.

Due to a problem with the ceilings, the works have been delayed. So far, 16% of the fit-out works are implemented and invoiced. The real progress is higher as BRUNS works on the exhibition fit-out off-site and will supply only when the basis infrastructure on site is settled.

Seven out of 13 available posts were published. These procedures are all successfully completed.

F) Events

In 2010, the Event Unit was involved in organisation of 26 events/campaigns (1 January- 31 December). The Unit was in charge of annual events such as **International Women's Day celebrations** (2-16 March) that included *Seminar on Women and EU* (2 March, Brussels), *conference-debate on violence against women* (8 March, Strasbourg), *workshop with journalists - How to end with violence towards women* (15 March, Brussels), and a *conference Violence against women: we can stop it''* (16 March, Brussels) , as well as **Open Day of the EP and EU institutions in Brussels** (8 May) and **Celebration of the 60th anniversary of the Schuman Declaration in Strasbourg** (9 May), **Lux Prize** screenings and Award Ceremony; annual **Sakharov Prize for Freedom of Thought** and Human Rights campaign.

Number of events/campaigns: 25

1. Celebration of Lisbon Treaty - Dutch school children visit the EP (18 January, Brussels);
2. ICT for Energy Efficiency (23-24 February, Brussels);
3. Sakharov Exhibition in Tour&Taxis (mid-February - end of April, Brussels);
4. International Women's Day celebrations: Seminar on Women and EU, conference-debate on violence against women, and workshop with journalists - How to end with violence towards women, and a conference ''Violence against women: we can stop it!'' (2-16 March; Brussels and Strasbourg);
5. Commemorating Shoah by bullets - Yahad in Unum - Exhibition and Conference (7 April, Brussels);
6. Special commemorative event in honour of the victims of Polish air tragedy (14 April, Brussels);
7. One World 2010 - Human Rights Documentary Film Festival (14-15 April, Brussels);
8. Opening of the EP-US Congress Liaison Office (29 April, Washington);
9. Covenant of Mayors (4 May; Brussels);
10. Open Day of the EP and EU institutions (8 May, Brussels);
11. Celebration of the 60th anniversary of the Schuman Declaration (9 May, Strasbourg);
12. Lux Prize: 7 screenings 7 cities 5 countries (9 May, Lyon, Luxembourg, Madrid, Strasbourg, Brussels, Roma and Paris), Europe Day at Cannes Film Festival (17 May, Cannes)
13. European Charlemagne Youth Prize Award Ceremony (11 May, Aachen)
14. UN Millenium Development Goals e-card (15 June, Strasbourg)
15. Joint Parliamentary meeting ''Towards a european Energy Community for the 21st Century?'' (7-8 June, Brussels)
16. Meeting of people experiencing poverty (25 June, Brussels)
17. Karlovy Vary Film Festival in the frame of Lux Prize (5 - 7 July, Karlovy Vary, Czech Republic)
18. Lux Prize film screenings (October-November, Brussels)
19. Conference européenne sur la communication publique EuroPCom conference and exhibition (12-14 October, Brussels)
20. International Day against Poverty 17 October 2010 (18 October, Brussels)
21. European Charlemagne Youth Prize winners in Brussels (26-27 October, Brussels)
22. Human Ring around the EP (19 November, Brussels)
23. Lux Prize Ceremony (24 November, Strasbourg)
24. Flamme de la Paix (13 December, Strasbourg)
- 25. Sakharov Prize for Freedom of Thought (15 December, Strasbourg)**

Number of exhibitions: 315

- 308 sponsored by MEPs,
- exhibition of the Polish Works of Art from the EP Collection (25 January, Brussels);
- exhibition ''Sakharov Silhouettes'' (December, Strasbourg)
- installation of the Blue Ribbon in Strasbourg and Brussels
- decoration of the WIB building
- Visual Aung San Suu Kyi
- decoration of DGCOMM building Montoyer 75

Number of participants/visitors (events/campaigns/exhibitions): ~ 100 552 inside the EP premises and thousands of participants outside the EP

Number of publications produced: 6

- Module I of the Basic Brochure of the European Parliament;
- Module II of the Basic Brochure of the European Parliament;
- Catalogue of the exhibition of the Polish Works of Art from the EP art collection.
- Sakharov Prize brochure
- Sakharov Prize leaflet
- European Parliament bookmark
- Open Days leaflet

Print run of publications: 1 386 721

Number of types of communication items produced: 78

Number (print-run)of communication items: 332 094

G) Visits

- In 2010 for the first time the Visitors Service welcomed more than 300 000 visitors. There were around 220,000 visitors in Brussels and about 80,000 during the plenary sessions in Strasbourg. In total these visitors represented around 7,900 groups. Around 28,400 were individual visitors most of whom followed the new multimedia-guided visit in Brussels.
- Until the end of December the European Parliament sponsored 2,054 groups invited by Members (19,906,829 Euro million €) and 141 opinion-multiplier groups invited by the Visitor Service (888,431 million €).
- In Strasbourg, a total of 8574 participants (secondary school students and teachers) took part in the monthly Euroscola events hosted by the Information Office.
- In 2010 an additional 12,201 visitors subscribed to the Visitors Fidelity Programme - Fivisit, bringing the total current number at over 35,600 subscribers who receive our monthly specialised newsletter for visitors.

H) SOP

Conferences	1	Conference on 2 March 2010: Towards 2014: <i>What are the links between women and the European Union?</i>
Analysis	4	1) Parlmètre EB 73.1 January 2010 : groupings of MS (analysis on political priorities and values) 2) Qualitative EB : Women and the European Union, following the European elections in June 2009 2) EB Spécial 74.1 Aug-Sept 2010 : impact of the economic crisis 3) Intraregional analysis : 5 Member States
Publications	3	1) EB <i>Parlmètre</i> 73.1 (January 2010) - analytical synthesis - report - national factsheet 2) EB <i>Spécial</i> 74.1 Europeans and the crisis (Aug-Sept 2010) - analytical synthesis - report - national factsheet 3) EB <i>Parlmètre / Energy</i> 74.3 (December 2010) - 2 analytical synthesis (publication Janvier 2011) - 2 reports - 2 sets of national factsheet