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**INFORMATION ON THE BUDGETARY AND  
THE FINANCIAL MANAGEMENT OF THE  
EUROPEAN PARLIAMENT IN 2018**

**AND**

**REPLIES TO THE QUESTIONNAIRE IN  
PREPARATION FOR THE  
EP DISCHARGE FOR 2018**

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## Introduction

This document presents the answers by the Secretary-General to the questions tabled by Members of the Committee on Budgetary Control in the preparation to the decision on the European Parliament's discharge for budgetary and financial management of the year 2018.

In this context, the following introduction gives an overview of the main characteristics and important events of the year 2018 and Parliament's use made of financial resources.

### **BUDGET OF THE EUROPEAN PARLIAMENT IN 2018**

Parliament's final appropriations for 2018 totalled EUR 1 950 687 373, or 18.9% of heading 5 of the Multiannual Financial Framework<sup>1</sup>. In 2018, 99.2% of the final budget was committed and only 0.8% (EUR 16 209 746) had to be cancelled.

This excellent result could be achieved thanks to a combination of a very high degree of implementation of the budget as requested by the financial authorities on the one hand and an end of the year transfer of EUR 29.0 Mio of unspent funds following a positive opinion by the Committee on Budgets, so as to help fund the construction of the new ADENAUER Building, which is the main construction project in Luxembourg. As a result of this an estimated EUR 4.7 Mio in financing charges will be saved over the construction period and loan amortisation period. Without this end of the year transfer, 97.7% of the final budget had been committed.

In 2018 four chapters accounted for 67.6% of total commitments. Those chapters were Chapter 10 'Members of the institution', Chapter 12 'Officials and temporary staff', Chapter 20 'Buildings and associated costs' and Chapter 42 'Expenditure relating to parliamentary assistance'.

### **MAIN CHARACTERISTICS AND IMPORTANT EVENTS OF 2018**

In 2018, legislative activity substantially increased as Parliament was approaching the end of its 2014 - 2019 legislative term. Legislative work was to a high degree shaped by the dossiers of the Joint Declaration. The new Joint Declaration on the EU's legislative priorities for 2018-2019, signed in December 2017, combined unfinished files from the 2017 Joint Declaration and added new ones.

Two temporary committees, TERR (Special Committee on Terrorism) and PEST (Special Committee on the EU authorisation procedure for pesticides), successfully concluded their work during the year and a third one, TAX3 (Special Committee on Financial Crimes, Tax Evasion and Tax Avoidance), was started. The rapid setting-up and staffing of this temporary committee was a considerable challenge due to the extra coordination efforts and work as regards staffing, offices and other organisational issues.

The Brexit preparation continued to have a considerable impact on committee secretariats, research units and horizontal services of Parliament's political Directorates General.

In view of the 2019 elections, the communication campaign was launched and the related financial commitments were established in 2018.

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<sup>1</sup> Council Regulation (EU, Euratom) No 1311/2013 of 2 December 2013 laying down the Multiannual Financial Framework for the years 2014-2020 (OJ L 347, 20.12.2013, p. 884)

Measures of the institution to enhance security continued in 2018, notably in matters of physical and building security but also cyber- and communication security.

The rationalisation and modernisation of key areas of Parliament's Administration continued (building policy - notably with the adoption of the Building Strategy beyond 2019 in April 2018; IT modernisation; environmental policy and staff policy).

The MARTENS Building project in Brussels was completed in 2018. The building provides office space for about 1 000 persons and is a key element for the major renovations planned in Brussels in the coming years.

The reconstruction of the MONTROYER 63 building in Brussels was also completed and put in use in May 2019.

The ADENAUER project constitutes the main axis of Parliament's property policy in Luxembourg. The new ADENAUER building will consolidate activities in Luxembourg in one building complex with a view to rationalising costs. Overall completion of the works is scheduled for end of June 2023. Following the Bureau decision of 6 July 2015, the decision on the future of the old ADENAUER building was left for the beginning of the current term. As in previous years, the Committee on Budgets authorised in 2018 a mopping-up transfer for the pre-financing of the project. This transfer amounted to EUR 29 million.

The European Parliament uses the Eco-Management and Audit Scheme (EMAS), which is a management instrument of the European Union for private and public organisations to evaluate and improve their environmental performance in accordance with the EMAS Regulation 1221/2009. The European Parliament is EMAS-registered at all three places of work since December 2007. The 2018 EMAS action plan was successfully implemented and several communication and awareness-raising activities, such as the "Plastic free event" took place.

In 2018, the IT modernisation continued with the renewal of obsolete hardware and an important number of strategic projects in the areas e-Parliament, mobile environment for Members and staff and the renewal of the Financial Management System.

When the Staff Regulations of Officials were revised and the 2014-2020 Multiannual Financial Framework (MFF) was adopted, an interinstitutional agreement was concluded in which provision was made for reducing posts on each institution's establishment plan by 1% annually over five years. Due to specific new needs arising within Parliament, measures to cut posts were extended for a further year until 2019. For 2018, 60 posts were abolished in the establishment plan.

# REPLIES TO THE QUESTIONNAIRE IN PREPARATION FOR THE EP DISCHARGE FOR 2018

## GENERAL CONTEXT

**1.** In the context of the discharge, there is a difference between what is adopted by the plenary and what is eventually carried out by the Bureau. Can the Secretary-General give an overview of the points on which the Bureau did not implement what was adopted in last year's discharge resolution, as well as during the 2014-2019 legislature?

1. The 2017 discharge resolution as adopted by the Plenary on 26 March 2019 asks the Bureau to take action on the main following issues:

provide the Committee on Budgets with all documents related to the building policy; reconsider the possibility for APAs, under certain conditions, to accompany Members on official Parliament's delegations and missions; generalise the reimbursement based on bills for visitors groups and to delete the possibility to appoint APAs as head of groups; swiftly adopt new rules for Members' trainees which should enter into force at the beginning of the 9th legislature; implement a higher number of women in senior posts of the Parliament's administration; immediately resume discussions about GEA, reconvene its working group and make additional changes concerning GEA; request the Court to produce another opinion on the (voluntary) pension scheme and fund in 2019 as well as establish a clear plan for the Parliament assuming and taking over its obligations for its Members' voluntary pension scheme immediately after the 2019 elections; ensure the smooth running of parliamentary activities in the case of system damages or blackouts.

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

- Parliament's building strategy was approved by the Bureau on 16 April 2018 and transmitted to the Committee on Budgets for information on 9 July 2018. Moreover, for all new building projects likely to have significant financial implications for the budget, the Parliament submits to the Committee on Budgets all relevant documentation as foreseen in article 266 of the Financial Regulation.

- As indicated in the reply to Question 5 of the Questionnaire in preparation for the EP discharge for 2017, regarding the possibility for APAs, at certain conditions to be set, to accompany Members in official Parliament delegations, the Conference of Presidents and the Bureau took a political decision not allowing APAs to accompany Members on official Parliament Delegations and Missions. It falls under the remit of these two bodies to decide whether to reconsider this decision.

- The rules for groups of visitors sponsored by Members were last revised by the Bureau in October 2016. Based on these rules, the Heads of groups are required to keep all the supporting financial documents for a period of three years. Ex-post controls are performed on a sample of groups and the Heads of groups have to present all invoices related to the expenditure they have declared. Moreover, the revised rules have introduced the possibility for Members to designate either a paying agent or a travel agency to hold the financial responsibility for the group, as an alternative to an APA or a member of the group. Since the introduction of the revised rules, the percentage of groups with an APA as Head of group has sharply decreased compared to previous years.

- The new rules concerning Members' trainees have been adopted by the Bureau on 10 December 2018 and entered into force on 2 July 2019.

- In January 2017, the Bureau adopted the Papadimoulis Report on Gender Equality in the European Parliament Secretariat - State of play and the way forward 2017-2019. The report sets targets for women Heads of Unit (40%), women Directors (35%) and women Directors-General (30%). Additionally, it introduces targets by DGs for women Heads of Unit and women Directors (30% each). In May 2017, the High Level Group on Gender Equality and Diversity (HLG) adopted a Roadmap which outlined how the report shall be implemented between 2017 and 2019.

The representation of women among Directors-General remained stable at two in absolute numbers during the period 2017 to 2018. By the end of 2018 the percentage was 18.2%.

Specific emphasis was put on the appointment of women Directors, thus with 34% approaching the target at the end of 2018 compared to 30% in 2017. There were several new appointments in the first semester of 2019. As a result, the number of women directors increased to 37% in the beginning of 2019 and therefore clearly topped the overall target of 35% for 2019.

The ratio of women Heads of Unit appointed by the Secretary-General has increased as well (34% at the end of 2017 to 38% at the end of 2018). It should be noted that in October 2019, this ratio has reached 39%. This illustrates the efficiency of the Secretary-General's notes requiring that in every Head of Unit recruitment procedure, if possible, at least one female candidate should be proposed.

- At its meeting of 2 July 2018, the Bureau adopted a new list of expenses that contains the most common examples of eligible expenditure of each category referred to in Article 28 IMMS. The list is not exhaustive. It stems from that Bureau meeting that for the Members who so wish, the costs relating to an audit of GEA can be covered either from GEA or the Parliamentary assistance allowance. The Bureau also recalled that all Members are free to document their use of GEA, and have this information published in their personal websites. Moreover, in line with the recently updated EP legal framework (Rule 11(4) of the Rules of Procedure, adopted by plenary on 31 January 2019) as implemented by the Bureau in its decision of 11 March 2019, the administration developed a technical solution that has been available since the end of September 2019, for Members who so wish, to publish a voluntary audit or confirmation, as provided for under the applicable rules of the Statute for Members and its implementing rules, that their use of the General Expenditure Allowance complies with the applicable rules of the Statute for Members and its implementing measures.

- At its meeting of 10 December 2018, the Bureau decided to modify the rules applicable to the additional voluntary pension scheme (by increasing the retirement age from 63 to 65 years and introducing a levy of 5 % to pension payments for future pensioners) with a view to improving the sustainability of the voluntary pension scheme, address the increasing liquidity problem and reduce the actuarial deficit. Any further decision regarding the voluntary pension scheme will be taken at a later meeting.

- Smooth running of parliamentary work in the case of system damages or blackouts or a cyber-attack is assured by the implementation of Parliament's Business Continuity Policy endorsed by the Bureau in March 2018, the Parliament Business Continuity Plan and DG ITEC business continuity plan. Also taken into account the lessons learned from the IT outage incident of October 2017, measures to reinforce the European Parliament's ICT infrastructure and application resilience have been implemented following a jointly elaborated Action Plan, agreed between DG ITEC and the Parliament Risk and Business Continuity Managers.

2. In the context of the discharge resolutions relating to the implementation of the general budget for the financial years 2014, 2015 and 2016, the Bureau was requested to take action on the main following points:

extend the internal whistleblowing rules to APAs; revise the list of expenses which may be defrayed from the GEA, work on a definition of more precise rules regarding its accountability and make changes to the GEA; examine the compatibility of events by external bodies in Parliament's premises with parliamentary work; create a technical possibility for Members who wish to publish their calendars on their official webpage and in particular their meetings with lobbyists; bring APAs allowance for missions' expenses in line with those of other staff; take the necessary steps to ensure that the advisory committee on harassment includes at least two representatives of the APAs; make an assessment and consider options to improve the liquidity of the voluntary pension fund; reconsider (and delete) the possibility for APAs to be Head of visitors groups; publish on Parliament's website the relevant documents submitted to it in a machine-readable format; consider entering into a dialogue with the local authorities on the financing and management of the House of European History; address the issue of employment period of APAs in the case of death or resignation of MEPs; ensure that social and pension rights are guaranteed for APAs that have worked with no interruptions for the last two legislative parliamentary terms; study an incentive scheme for promoting more sustainable and efficient transport for home-work commuting; reconsider the possibility for APAs, at certain conditions, to accompany MEPs in official delegations and missions; come up with risk mitigating measures to ensure a smooth running of parliamentary work in case of system damages or blackouts, including a contingency plan for long-time system blackouts.

The implementation of the majority of the requests listed above are presented under point 1. As for the remaining actions, it is worth underlying the following:

- Article 1 of the internal rules implementing Article 22c of the Staff Regulations apply to all Parliament staff and, *mutatis mutandis*, to trainees and national experts. APAs are hence already included in the rules on whistleblowing.

- Parliament's premises are primarily used for parliamentary business, namely for meetings of parliamentary committees, political groups, interparliamentary delegations and for plenary sessions. Individual Members may request authorisation from the Quaestors to organise cultural events and exhibitions. The criteria for holding such events are determined by the "Rules governing cultural events and exhibitions". The Quaestors and Parliament's responsible services ensure that these criteria are strictly respected.
- The possibility for Members to publish their calendars already exists. It is also possible to include a link to the personal web pages on the meetings with interest representatives.
- The Bureau decided on the new flat rates for APAs' missions during its meeting on 2 October 2017. The new flat rates entered into force on 1 January 2018 and provides for three different flat rate allowances to cover APAs missions expenses. Any revision of the flat rate allowances lies with the Bureau.
- On 2 July 2018, the Bureau adopted a new decision on the functioning of the Advisory Committee dealing with harassment complaints concerning Members of the European Parliament which came into force on 1 September 2018. Through the adoption of the new Rules, the legal framework of the Advisory Committee has evolved and a second accredited parliamentary assistant (APA) was appointed as a full member of the Advisory Committee.
- Following the signature of a Service Level Agreement at the end of 2016, the European Commission contribute up to a maximum of EUR 3 million per year towards the HEH's running costs. Moreover, the administration maintains a constant dialogue with local authorities on co-operation, e.g. in the domain of amenities for visitors. In this context, local authorities contributed, in the run-up to the HEH's opening, by executing an elaborate make-over of its surroundings and access, including paving the pathway between the HEH and rue Wiertz/rue Belliard and by the embellishment of the whole area. Local authorities showed continuous commitment to the cooperation with Parliament and are also responsible for the maintenance of the Leopold Park, in which the HEH is situated.
- In the Bureau meeting of 18 October 2018, the President clarified that two consecutive terms could not be legally assimilated to ten years of service in terms of pension rights and mentioned different possible solutions to this issue including the possibility that these APAs become assistants to other Members or groupings of Members in the next legislative term. Nevertheless, in the transition between the 8th and 9th legislative term, a solution was found for 170 cases out of 173.

Overall it can be assessed that the majority of the requests made to the Bureau in previous discharge resolutions have been addressed or have been clarified in the written replies during the discharge procedures. It remains though in the autonomy of the Bureau to propose further revisions of its previous decisions or not.



2. To increase the transparency of lobbying, the Plenary adopted in January 2019 a legislative footprint which is mandatory for rapporteurs, shadow rapporteurs and committee chairs and voluntary to all other MEPs:

a) What have been the developments in the creation of a centralised, user-friendly and machine-readable database where those meetings are published? Are there plans in place to assess the effectiveness of the systems being developed for the publication of meetings with lobbyists? Did the Parliament consider using the Commission's tool developed for that same purpose? Would it have been more cost-effective to use an existing software rather than developing a new one? Are you considering using the Commission's tool in the future, given it is improved functionality?

b) What are the monitoring measures in place to check whether MEPs are complying with their obligations?

c) Are there plans for the EP services to adopt the practice of publishing their meetings with lobbyists, so as to be in line with the increased level of transparency of MEPs?

a) Rule 11 of the European Parliament Rules of Procedure has introduced an obligation for rapporteurs, shadow rapporteurs and Committee Chairs to publish information on meetings held with interest representatives, in the context of their reports. In this framework, the plenary tasked the Bureau with providing the necessary infrastructure on Parliament's website to allow Members to publish scheduled meetings with interest representatives.

At its meeting on 11 March 2019 the Bureau decided on the infrastructure for such a tool, which has been available since the start of the new legislature.

Members are now able to publish themselves the details of their meetings on the Europarl website, via the MEPs Only application, using a user-friendly form. The form requires a certain amount of EP-specific information to be provided, i.e. report discussed, committee concerned and role of the Member, which meant that the tool used by the European Commission did not fit the Parliament's specific requirements.

At its meeting on 11 March 2019, the Bureau also tasked the Secretary-General to assess the efficiency of the implementation of the provisions at the next mid-term.

b) The new tool was introduced only at the start of this legislature and some time is needed to ensure its workability. The Bureau has provided the necessary infrastructure in line with provisions of Rule 11 in order to enable the publication foreseen in that rule. Parliament's services are currently offering guidance and raising awareness of this new obligation among Members and their staff.

The public profile pages of Members, which feature information on their parliamentary activities, including when they are elected committee chairs, become rapporteurs, or shadow rapporteurs, now also show the meetings scheduled with interest representatives, as soon as individual Members publish such information.

Indeed rapporteurs, shadow rapporteurs and committee chairs shall for each report, publish online all scheduled meetings with interest representatives falling under the scope of the Transparency register. Monitoring of the Members concerned, as suggested in the question, cannot be applied by the administration without legal basis.

Other Members may voluntarily publish their scheduled meetings with interest representatives. Accordingly, the Bureau has provided the necessary infrastructure for the publication of meetings on the clear understanding that Members may, if they so wish, limit themselves to the obligation as set out in the new provisions.

c) The rules currently in place regarding European Parliament staff provide that “*when dealing with the pressure groups or lobbies that keep a close watch on Parliament's activities, officials or other servants must behave in the manner required by the independence of their position and the principle of integrity*”<sup>1</sup>.

The plenary has called for all EU officials to attend training on how to deal with interest representatives and conflicts of interest<sup>2</sup>. Appropriate training has been on offer to Parliament staff since 2014 and continues to be provided on a regular basis.

The current rules cover the behaviour of staff vis-a-vis interest representatives, but do not provide for any publication of meetings.

**3.** How has the cooperation agreement signed between the European Parliament, the EESC and the CoR in 2014 contributed to more synergies between the services and what additional effectiveness gains remain to be explored/achieved?

On 5 February 2014, the Presidents of the European Committee of the Regions (hereafter CoR), the European Economic and Social Committee (hereafter EESC) and the European Parliament (EP) signed a Cooperation Agreement (CA) aimed at fostering mutual relations and at creating a more effective framework for cooperation in a number of areas. *Inter alia*, these include translation, security, access to buildings, and IT services. Annex I of this CA foresees several measures on administrative cooperation with a view to enhancing staff support for political core functions.

In the frame of the abovementioned CA, the synergies and results achieved are detailed hereafter for the relevant Parliament's Directorates-General where the agreement could be applied. It includes the additional gains still to be achieved/explored:

#### DG TRAD and DG LINC

In the provision of translation services, the EP has cooperation with the EESC and the CoR. The main areas of cooperation are the following: recruitment and relations with EPSO, technology and tools for translation processes, including translation memories and machine translation where resources are pooled and tools financed jointly to create synergies in both development and use and to avoid overlaps, common tendering for both new translation tools and external translation services (see below), enhanced cooperation in the definition and development of performance indicators to allow for relevant benchmarking and identification of best practices and joint training and outreach activities.

In addition, the EP and the EESC/CoR translation have developed a workload balancing scheme to share work to cover peaks in any one institution (for instance, in 2018 the EESC/CoR translated 932 pages for the EP, whereas no translation was done by the EP for these institutions). In terms of future cooperation, an enhanced system of workload balancing could be envisaged and closer cooperation on tendering procedures for external translation services is taking effect.

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<sup>1</sup> See compendium of rules [Guide to the obligations of officials and other servants of the European Parliament](#) Code of Conduct (adopted by the Bureau on 7 July 2008) PE 422.596/BUR

<sup>2</sup> See paragraph 28 of the [European Parliament resolution of 14 September 2017 on transparency, accountability and integrity in the EU institutions](#) (2015/2041(INI))

Concerning outsourcing, the EESC and the CoR were participating institutions in the 2015 call for tenders and have continued to use the framework contracts signed as a result. The contracts provide that the EESC and CoR are independent authorising authorities responsible for their own budgetary planning and execution, including quality control for the purposes of the validation of expenditure. Parliament was Contracting Authority and lead institution.

As such it organised the procurement procedure. Parliament is also responsible for sending any penalty letters to the contractors once the participating institutions have identified issues under their own quality control procedures and for all communications with the contractors concerning the management of the contracts.

In 2018, the EESC and CoR accepted to participate in Parliament's pilot procurement projects.

Similarly, in 2019 the EESC and CoR agreed to participate in the call for tenders for the remaining target languages. These contracts will enter into force in 2020.

With regard to future cooperation, the Parliament will explore how to cooperate more intensively on promoting clear language in texts, audio and video, by using and sharing skills of language professionals in both services.

With respect to meeting rooms, Parliament's buildings in Brussels are being regularly used by both Committees for their plenary sessions and other meetings and events. From 2014 up to present, the following data on bookings have been collected:

European Committee of the Regions:

2014	2015	2016	2017	2018	2019**
21	71	39	67	169	193

*\*\* data includes booking the EP' premises till the end of 2019 – state of a play on 8/10/2019*

In total for 2014-2019: 407 (100 meetings were finally cancelled)

European Economic and Social Committee:

2014	2015*	2016	2017	2018	2019**
N.A.	20	28	21	122	84

*\* data available as from 4/9/2015*

*\*\* data includes booking the EP' premises till the end of 2019 – state of a play on 8/10/2019*

In total for 2015-2019: 275 (46 meetings were finally cancelled)

- interpretation: since 2014 a service-level agreement is in force including provisions of interpretation services and additional technical support by Parliament during plenaries and events organised by the two Committees in the Parliament's premises. From 2014 up to present, the following data have been collected:

### European Committee of the Regions:

	2014	2015	2016	2017	2018	2019**
Interpretation provided	7	6	9	42	101	141
23 official languages*** or more	5	4	8	8	19	11
At least 5 languages or more (up to 23)	2	2	1	16	51	75
Extra options provided (at least one of TECH, PROJ, RECO, SONO)	9	38	11	10	13	22

*\*\* data includes booking the EP' premises till the end of 2019 – state of a play on 8/10/2019*

*\*\*\*Irish not included*

### European Economic and Social Committee:

	2014	2015*	2016	2017	2018	2019**
Interpretation provided	N.A.	9	2	15	81	64
23 official languages*** or more	N.A.	8	2	2	7	8
At least 5 languages or more (up to 23)	N.A.	1	0	4	38	28
Extra options provided (at least one of TECH, PROJ, RECO, SONO)	N.A.	18	3	3	7	22

*\* data available as from 4/9/2015*

*\*\* data includes booking the EP' premises till the end of 2019 – state of a play on 8/10/2019*

*\*\*\*Irish not included*

- informatics: The Committees' IT Units participated in the evaluation of the bids received in the framework of the interinstitutional calls for tenders launched by Parliament (e.g. on IT users support service and on IT external services). In addition, Wi-Fi coverage is granted to Committees' members and staff during plenary sessions organised in Parliament's buildings. Also, access to sections of the EP intranet is allowed to Committees' staff, including to the e-calendar of the other EU institutions managed by the DG PRES Interinstitutional Relations Unit.

- canteens: access to each other's canteens is granted since May 2014.

In the area of interpretation, the CoR and EESC rely on services provided by either the European Commission (DG SCIC) or the European Parliament (DG LINC) as they do not have their own interpretation service. A service level agreement concerning the provision of interpretation by the EP to the CoR has been in force since 2012. The demand for interpretation from the CoR has been relatively stable at around 100 meetings with interpretation a year. In 2018, discussions on a similar service level agreement with the EESC were nearing completion, and the agreement was subsequently signed in April 2019.

The demand for interpretation from the EESC has increased, reaching 80 meetings with interpretation in 2018. Consequently, preparations were made with DG ITEC to open the possibility for CoR and EESC services to introduce their requests for interpretation directly through the MRS booking interface being deployed in Parliament to ensure a smoother processing and better resource planning. Further discussions are planned with the CoR and EESC on the transition to MRS and reinforcing inter-service coordination in the area of room bookings and conference support services.

### DG SAFE

In the field of security Parliament has always striven to reinforce cooperation with both Committees and, in this context, has managed the use of the existing “passerelle” connecting the Committees and the EP buildings in Brussels and facilitated the security aspects of the Committees’ general assemblies within its premises.

Most recently, Parliament’s security services have agreed to manage the Personal Security Clearance requests for Committees’ officials as well as to facilitate their participation in all Parliament’s security training sessions.

At the end of 2018, Parliament concluded a reciprocal security exemption agreement with the Commission, the EEAS and the two Committees and, since recently, with the European Court of Auditors. Officials and members of these institutions now enjoy access without security controls in all buildings.

This paves the way to additional progress such as elaborating a common accreditation policy for all users of institutions’ premises (EU staff, journalists, lobbyists,...). Since the new Access Control System being implemented by EP (iPACS project) is the same as the one implemented by the other EU institutions (i.e. the Commission, the Economic and Social Committee, the Committee of the Regions), a standardisation of the access rights policy and controls is now possible, both at technological and organisational levels. To that end, the Parliament chairs an interinstitutional working group, which intends to define and assess the possible savings that could be generated in terms of human and financial resources.

Such cooperation in the field of security between EP and the Committees could be further strengthened in order to fully reflect the spirit of the 2014 Cooperation Agreement - in particular point 2 of Annex I - which provided that Parliament could ensure the physical security of the Committees if they so wish.

### DG ITEC

The Printing unit of the Publishing Directorate (EDIT) started cooperation with the European Committee of the Regions in September 2019. The first successful test, performed by the Committee of Regions in the beginning of October, was the offset printing of the wall calendar of DG ITEC. The first test foreseen for the EP would consist in helping out the Committee of Regions with digital printing of documents during its plenary sessions.

Access of EP Intranet and dedicated section to the Committee of Regions and EESC: the project of opening EP Intranet to the two institutions was given the highest priority.

In July 2016, the Secretary-General of the EP informed his two homologues of the Committee of Regions and EESC that a dedicated version of EP Intranet had been set up and accessible to the two Committees. It allowed access to *most* (not all) of the content available on EP Intranet with the exception of the DGs websites. All DG's of the European Parliament had been involved in this operation, including the SG Cabinet, the Data Protection Officer and the Staff Committee.

Once the redesign of the complete EP intranet was subsequently accomplished, the Committee of Regions and the EESC were offered access to the new, more user-friendly EP Intranet version dedicated to them.

In late 2017, Committee of Regions and EESC requested to receive further access, through EP Intranet, on legislative documents. A new section called "*Parliamentary documents*" became accessible to Committee of Regions and EESC.

Further synergies are being explored in the context of the efficient printing efforts of Parliament's administration.

### DG IPOL

In the area of policy making and legislation, the 2014 cooperation agreements with the two consultative bodies work very well. Regular exchanges of views take place with the Presidents of the European Economic and Social Committee and the European Committee of the Regions at the level of the Conference of Committee Chairs and its Chair.

The CCC Chair is also regularly invited to attend the Bureau meetings of the European Economic and Social Committee. At the level of the committees, the cooperation with the consultative bodies is mostly organised between the individual rapporteurs or – at technical level – between the committee secretariats and their counterparts in the consultative bodies.

### DG EPRS

Since the signature of the cooperation agreements with the European Committee of the Regions and the European Economic and Social Committee in 2014, significant advances have been made in the mutual working relations between the Parliament and these two bodies. The European Parliamentary Research Service (DG EPRS) has played an important part in this process by successfully integrating 60 former translators (or their posts) into its Members' Research Service, with the new colleagues playing a crucial role in the generation and delivery of research, analysis and information for Members of the European Parliament. Some of the products and services of the Members' Research Service are also accessible to Members of the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC), in accordance with the agreements. This has generated synergies and efficiency gains.

Concretely, DG EPRS currently offers the following services to the European Committee of the Regions and the European Economic and Social Committee:

- on-demand targeted research work for the members of those committees (around 200 such pieces of work were generated between 2015 and 2018);
- distribution of EPRS publications, both for general purposes and targeted as appropriate to their plenary sessions, conferences, workshops and other events;
- access to the e-book platform of the European Parliament, as well as to its paper collection (through the use of the Library reading rooms and inter-library loans);

- electronic newsletters (based on those routinely sent to MEPs), providing hyperlinks to all EPRS's latest publications;
- invitations to EPRS events in the main Library Reading Room in Brussels.

In addition, there are regular contacts at staff and management level, and sharing of planning/programming of publications with a view to maximising synergies and achieving a timely input into the respective institutional workflows. For example, in the areas of ex-ante impact assessment and ex-post evaluation, regular meetings and exchanges of information with the European Committee of the Regions and the European Economic and Social Committee facilitate the Parliament's access to their experience, expertise and networks. DG EPRS also has a strong presence at the annual European Week of the Regions and Cities, co-hosted by the European Committee of the Regions.

An important area of potentially fruitful cooperation in the future could be closer cooperation between the historical archives of the EP, EESC and CoR, where each of the Committees currently maintains its own separate archiving system. A significant increase in resource efficiency could be achieved by identifying and realising inter-institutional synergies in this field.

#### DG EXPO

In the light of the cooperation agreement with the European Economic and Social Committee and the European Committee of the Regions signed on 5 February 2014, DG EXPO envisages to further exploit political cooperation with the aim of strengthening the legislative and scrutinising role of Parliament and the two Committees in implementation of their respective mandates under the Lisbon Treaty.

**4.** Does the Secretary-General intend to make a proposal to the Bureau in order to improve the transparency of its decisions? Has it been envisaged to communicate on Bureau decisions in the same manner as Quaestors do?

The agendas and minutes of the Bureau meetings, to the extent the meeting was not in camera e.g. to discuss an individual Member's complaint, are already publicly accessible on the EP register of documents. Where appropriate to ensure their effectiveness, Bureau decisions are additionally published in the Official Journal of the European Union.

**5.** In general, is badging information recorded and is it ever used for checks of any nature? What rules apply in terms of data protection?

The context in which DG SAFE is authorised to process the data contained in the badges is governed by strict and clear rules, namely:

- The EU Regulation 2018/1725 of 23 October 2018 on personal data, in particular article 4.1b which states that "the personal data shall be (...) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes";
- The Rules governing security and safety in the European Parliament - Bureau Decision of 15 January 2018 - (2018/C 79/04), in particular articles 27 and 28 thereof;
- The notification of personal data processing n°20 relating to the EP access control / access control system (CA-TA);

Badging records are recorded for security purposes and to manage physical access control to EP buildings and premises. The retention period for these data is limited to 4 months.

Such personal data may only be used for checks in the context of investigations covered by Art. 27 and 28 of the Rules governing security and safety in the European Parliament.

**6.** On 29 April 2019 The European Ombudsman formally recommended that: *“The European Parliament should grant public access to the proposal of the ad hoc Working Group on the revision of the list of expenses which may be defrayed from the General Expenditure Allowance from the agenda of the Bureau meeting of 2 July 2018 and the related letter from its chair.”* What is the planned timetable to adhere to this recommendation by the Ombudsman?

Both former President Tajani and, in reaction to a reply of the Ombudsman, President Sassoli have conveyed to the Ombudsman that Parliament’s decision, taken under the authority of the Bureau, to refuse access to the said documents had been taken as required by Regulation (EC) No 1049/2001. The Presidents also pointed out that the Ombudsman had not properly heard the Parliament, as is required by the Statute of the Ombudsman, before issuing her recommendation. It should be noted that the decision of the Bureau including the full rules as adopted have been public, in the minutes of the Bureau of 2 July 2018.

## COMMUNICATION

**7.** In May 2019, elections for the European Parliament took place. Please provide us with a detailed plan of what was done and spent in 2018 for the preparation of the elections.

At its meeting of 13 November 2017, the Bureau approved a proposal for an institutional communication strategy for the 2019 European Elections. From this point onwards, all responsible Parliament services worked for the implementation of the strategy.

In line with the strategy, Parliament made an unprecedented effort to raise awareness about the elections among the media and the public in order to encourage people to go to vote. Accordingly, the institutional campaign aimed to reach out to a public as wide and diverse as possible through new communication tools as well as traditional campaigning methods. As the European elections are regulated by national legislation, the campaign was also decentralised via the European Parliament Liaison Offices (EPLOs) in order to inform citizens at the national and local levels.

The institutional communication strategy for the 2019 European Elections entailed a number of new features in comparison with previous campaigns. These included:

- a decentralised approach;
- a network ground-game effort aimed at reaching out voters while spreading messages in a cost-effective manner;
- specific campaign phases: “one year to go”, the delivery phase, the Spitzenkandidaten process, the run-up to voter registration deadlines in Member States, and the “go-to-vote” phase;
- “data driven targeting” through public opinion and media monitoring services to provide for a campaign tailored to key audiences.



The main steps in the implementation of the strategy in the course of 2018 (start in March) are listed in annex Q7. In 2019, the Election Day completed the institutional efforts relating to the elections.

An update on the implementation of the strategy was discussed by the Bureau in October 2018. At the meeting, Bureau members welcomed the progress made in the implementation of the strategy, including the actions relating to the ground game and the deployment of successful tools such as the “Leistungsbilanz” (Delivery Score Card) on the achievements of the European Union. The note, which was fully endorsed by the Bureau, was transmitted to the Committee for Budgetary Control.

In the context of the budgetary procedure for the year 2018, the total amount for the 2019 election communication campaign (for 28 countries and in at least 24 languages) had been set at EUR 33,33 million. This amount was topped up with additional EUR 3 million in order to extend the European election campaign to the UK following the decision of the European Council to grant an extension for the UK’s withdrawal from the European Union until 31 October 2019. Out of this total budget, EUR 22 million were committed in 2018 and EUR 14,33 million in 2019.

The overall turnout in the European elections 2019 increased by 8 points (50,6%), resulting in the highest participation rate since 1994 and the first increase ever. Post-electoral surveys clearly show a notable increase in the proportion of ‘soft abstainers’ (the key target of institutional “go-to-vote” efforts) among voters in the 2019 elections compared to 2014. The turnout increase observed at EU level was even more significant within the target groups identified by Parliament, for which specific actions were developed: turnout rose in 70 out of the 97 national target groups (i.e. in 72% of all cases). Moreover, 44% of Europeans recall seeing or hearing messages from the European Parliament encouraging them to vote, i.e. such messages had a clear impact on citizens’ mobilisation.

**8. Could the Secretary-General provide information regarding the "This time I'm voting" campaign and connected activities in terms of budget and expected results (based on analytics if possible)?**

One of the key guiding principles identified for the EE2019 institutional communication strategy was the investment into a network ‘ground game’ effort to reach out and engage voters while spreading messages in a cost-effective way. To this end, the <https://www.thisimeinvoting.eu/> (TTIV) website was released in June 2018 to encourage people to take part in the European elections. On this website, volunteers and supporters could pledge for and register to join the campaign.

The budget of this communication action is part of the overall budget for the institutional election campaign (see question 7).

The Directorate-General for Communication (DG COMM) initiated digital campaigns between June 2018 and May 2019 to generate traffic towards the website. Altogether the digital campaigns performed extremely well in terms of awareness and traffic, taking advantage of additional optimisations during the whole process.

A considerable mobilisation effort, especially among young people to encourage their peers to vote and exchange about Europe, mobilised around 300,000 supporters, and engaged them in debating Europe in their local communities and social groups - both on and off-line.

Approximately 25,000 of these young people became active volunteers. These figures may not seem particularly significant in terms of EU population. On the other hand, these active “ground gamers” have increased the EP’s human resources by thousands. They helped the campaign either online or by organising events on the ground (more than 2 000 events across the EU under the “This time I’m voting” campaign). In this context, it is worth recalling that the European Parliament alone lacks the human and financial resources for an extensive ground game reaching out to 400 million eligible voters in the European Union and must therefore make good use of its own multiplier networks.

The use of the TTIV platform allowed to pursue the objective of achieving greater innovation as regards citizen communication.

Considerable efforts to engage multipliers took place also outside the platform, in private social media groups and face to face. Overall, the high number of Supporters and Volunteers is a direct outcome of how the Parliament positioned itself towards citizens and organisations, and this positioning is perhaps the most noteworthy and long-term benefit of the ‘ground game’ which deserves further consideration.

In addition, partnerships aiming to help mobilise voters were developed with a wide variety of European and national civil society organisations.

A grants programme helped financially support events and communication projects developed by civil society organisations aligned with the spirit and objectives of the European Parliament’s own campaign. Several hundreds of organisations were contacted at the central level, offering the opportunity of a structured partnership in the context of the European elections. Accordingly, organisations willing to participate could sign a Memorandum of Understanding (MoU), stating the objectives and actions of the partnership during the elections campaign. This effort was then replicated at national and local level.

54 MoU’s were signed at EU level, with over 100 additional partners following the campaign without an official MoU. Over 430 partner organisations joined the campaign at national level. These partners supported the campaign in various ways, such as organising special EE19 related events or sharing EE19 related content. The span of organisations involved ranged from business organisations to trade unions, from campaigning non-profits to charitable organisations, from youth organisations to sports organisations, etc. All these partners shared one purpose: encouraging people to vote.

An unexpectedly large number of private companies showed an interest in getting involved in the institutional election campaign in 2019. While no official partnership or financial support was provided to them, they were invited to name themselves as “supporter of the EE19 campaign”. Election-related activities by private companies did not just reach out to their specific audiences, they were also subject to widespread media interest, which helped amplify the impact of messages.

At European level, three Europe-wide business associations and 10 Europe-wide companies / private corporations engaged actively in the election campaign. Examples of their actions included testimonial videos about the importance of voting (Deutsche Telekom, 3M), election related events or magazine editions (DHL, Butlers, Vogue Uomo) or provision of free rides to the polling stations on election days (Lime, Bolt, Flixbus).

At national level, hundreds of companies helped organise election-related events or included the election message in their general communication activities. This was done by sharing the “Choose your future” film, by referring to the European elections in their commercials, by branding their planes, train schedules or buildings with a European message (Lufthansa, DB, Bayern München), or by calls to go to vote for employees (e.g. Ikea, Zara, Rewe, Galeria Kaufhof Karstadt, Douglas, Butlers, etc.).

The European Parliament also received unprecedented support from almost all main global digital actors. All leaders of digital services such as Google, Facebook, Twitter, Snapchat, Instagram, Tinder, Twitch, YouTube and Spotify provided excellent visibility for the European Elections to their own communities on their own channels free of charge.

Finally, several private TV stations and cinema networks across Europe agreed to show the “Choose your future” clip, accounting for millions of euros worth of free advertising space (on top of the space already secured on public TV and radio channels across all Member States). Most of the campaigning activities took place between September 2018 and May 2019. During this period, the following indicators can be considered to assess the performance of the networked ‘ground game’ strategy:

#### **(i) Impressions and conversion rate on social media**

On social media, a considered channel strategy was deployed and concentrated on using high reach Europe-wide platforms such as Facebook and Twitter. With 200 million impressions, Facebook accounted for 50% of all impressions and was a major driver of reach for TTIV to recruit support to the ‘ground game’. Twitter brought almost 75 million impressions and Snapchat 50 million. Overall, the conversion rate was 2.29% across all social channels which is very good in commercial standards.

#### **(ii) Volumes of visits to the TTIV website**

Volume of visits across all election related websites<sup>1</sup> were dominated by the TTIV campaign with 7.3M visits (out of 8.7M). This is a consequence of it being the only site with substantial paid support. It also proves its successful role as the hub of the integrated campaign: it had 2.7M organic visits, coming from search, email, and other non-paid media.

Paid search was used from ‘100 Days to Go’ in ten Member States<sup>2</sup>, achieving three million total impressions and an average click-through rate to the TTIV website of 7% (versus 3.17% Google AdWords benchmark for all industries) - which overall lead to a strong result.

The ‘Because’ campaign also received a significant amount of traffic (121,000 visits over the course of the campaign).

#### **(iii) Volume of visits to the Election website**

The website of the elections attracted 10 million visitors in 6 months (4,5 million for the 26 May).

The “How to vote” section of the website was displayed directly on the Google search engine result pages from 6 to 26 May thanks to a special mark-up which was compatible with Google technologies. This special feature (snippet) was displayed 32 million times in 21 days.

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<sup>1</sup> Five core sites were ‘Because’, ‘This Time I’m voting’, ‘The Press Tool Kit’, ‘News’, and ‘the Results’.

<sup>2</sup> Belgium, Bulgaria, Finland, France, Germany, Ireland, Italy, Lithuania, Poland and Portugal.

A second website was developed for the purpose of publishing the elections results. This website was consulted by 6.4 million visitors between 24 and 30 May 2019. It should be noted that, for the first time, the European Parliament was able to publish all the election results since 1979 in 24 languages, and made available exclusive tools to compare the data.

Election results were published in real time, not only on this specific website, but were also spread to a network of partners, including newspapers (El Pais, the Guardian, Le Monde, New York Times, ...), TV stations (France 2, BBC, ZDF, Arte, ...), press agencies (ANSA, DPA, Bloomberg, ...). Results were also published for the first time on Alexa, Amazon's vocal assistant, and directly on Google search result pages (displayed 91 million times during the elections day).

#### **(iv) Volume of supporters and volunteers**

A total of 328,364 Supporters and Volunteers engaged across Member States from September 2018 to May 2019.

Volunteers leveraged their social followers and networks to bring others on board. Other and "Untracked" sources<sup>1</sup> were also significant and almost certainly influenced directly or indirectly by activities in the European Parliament Liaison Offices.

**9.** DG COMM has spent an enormous amount of money on its information and communication campaigns in 2018. Is this amount justified, given that the Parliament's Facebook attracts 1.005.171 followers, whereas UNICEF attracts 7.6 million "likes"? Even Chancellor Merkel alone has 2.5 million. Why is the EP figure so small and why is it not increasing?

The European Parliament main Facebook page in English ranks at fourth position among international Institutions with 2.5 million fans, after The White House, Unicef and UN but before the European Commission, the WTO or any European government or national parliament.

The European Parliament, being a multilingual Institution, has Facebook pages in all official EU languages with a total number of fans on all its pages corresponding to approximately 3.4 million.

The promotion strategy of the EP Facebook page aims at ensuring efficient and maximum reach and engagement for the proposed content, beyond the sole audiences of its fans. "EP fans" are long-term multipliers, serving a different purpose than institutional advertising.

EP promotional actions and campaigns are always designed and implemented with a clear objective, identified for each campaign at early stage, with a view to maximise the number of video views, increase engagement (reactions and shares of an editorial product), raise the number of clicks to a specific page to optimize the return on investment.

The European Parliament is considered one of the most advanced international institutions in the field of digital communication by third parties, including by Facebook itself, which regularly mentions Parliament as a best practice or inspiring example for others to follow.

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<sup>1</sup> Those which cannot be attributed to any single source due to a lack of tracking consent.

In addition, in 2018, the European Parliament broadcasted 33 live streamings and 38 live interviews on Facebook which gathered respectively 15,389,854 and 17,279,486 views.

**10.** Notes the constant changes made to the Parliament’s public website over the years, particularly with regard to search engine optimization. Can the Secretary-General explain why, given the amount of money spent on IT services, the EP website would still appear to be excessively complex, difficult to navigate and lacking in visibility?

Over the last two years, various improvements on the Parliament’s public websites have been implemented.

First of all, the multimedia platforms have been simplified: from three websites (audiovisual, EP Live and EuroparlTV) a new platform has been created, which by end of 2019 will replace the three websites.

In order to simplify the websites, a fully accessible and user-friendly election website was created: 8 pages with “how to vote”, “previous results”, “news” and information about the election process.

Work is ongoing to simplify the websites and make them accessible to everyone. By end of 2019, most of the large public websites (more than 90% of the pages) will be in responsive web design (except for SmartCMS and EPLOs website, which are planned for 2020), allowing all users to access them on an easy-to-browse website from smartphones to desktop computers. Non-migrated websites related to EP activities will also become responsive in 2020.

The European Parliament is furthermore already highly visible in results of search engines for queries concerning the Institution itself and its functioning. If a query contains the words “European Parliament” the Institution will be among the top results of the search result.

The “Search engine optimisation” (SEO) content strategy, which is being implemented since summer 2017, seeks to introduce a thematic organisation of the EP website (which has an organisational structure) without undertaking a long-lasting and complex reshuffle. The SEO improvements are already showing a clear positive impact. On the news section of Europarl, the number of page views coming from search engines to citizen-oriented content almost doubled between 2016 and 2017 and increased by 66% between 2017 and 2018.

The share of citizens-oriented content reached via search engines is also constantly growing. It corresponded to 43% in the second quarter of 2017 and rose to 50% in the second quarter of 2018.

The SEO strategy has also proven effective during the election campaign, when people were actively searching for Parliament content. In the first quarter of 2019, search traffic grew by 37% compared to the second quarter of 2018 and 59% of the citizen-oriented content was reached via search engines. The SEO and open data work on the election also led to the creation by Google of two components (“how to vote”: 32 millions of views; “election results”: 91 millions of views during the election day) and a special feature in Amazon’s vocal assistant Alexa.

The SEO content strategy also allows Parliament to be visible in search engines on a certain number of queries around a political topic but not mentioning the EU. This enables the EP to attract citizens that are especially interested in specific issues.

The strategy has been applied so far to the following topics: migration, climate change, circular economy, plastics, terrorism, globalisation/international trade, social Europe and Brexit. Additional topics will be added to this list on the basis of the incoming legislative priorities of the newly elected Parliament.

The European Parliament website has an organisational structure, whereas a clear thematic structure is key to help search engines to determine on which issues an organisation is an “expert” and to display its content higher in search results.

**11.** How many visitors’ groups were asked to return money to Parliament? What was the amount recovered by Parliament following ex-post controls in 2018? What was the smallest and what was the largest amount? To what budgetary line was the recovered amount transferred?

Pursuant to the revised rules adopted by the Bureau governing the reception of groups of visitors which entered into force on 1 January 2017, heads of group have the obligation to return any unused financial contribution after verification by EP services of a final financial declaration (so-called “Annex II”), to be submitted at the latest 30 days after the visit has taken place.

Since 2017 and until the end of 2018, 781 visitors groups were asked to return funds. The corresponding amount which was recovered by the Parliament in 2018 is EUR 972.504.

In 2018, the highest individual amount was EUR 10.478, and the smallest was EUR 201<sup>1</sup>. Recovered amounts are transferred to budgetary post 9-0-03244-01-01 and re-used for payments to MEP sponsored groups.

**12.** The amount the Parliament provides per visitor remained the same over the years, while the costs (for example the visitor’s canteen prices) have increased significantly, is there a plan to change the financing?

In accordance with Article 13 of the revised Bureau rules governing the reception of groups of visitors, the financial contribution is intended to cover part of the eligible expenditure incurred by the sponsored group.

The revised rules offer Members more flexibility to adapt to the different needs of the groups, by allowing the interchangeability of the use of funds resulting from the calculation method based on the following factors: travel, accommodation, meals and minor local expenses. This means that groups can use the available budget according to their specific needs, including, for example, in order to cater for increasing meal prices while continuing to apply the ceiling of EUR 40 per person per meal.

The Bureau rules governing the reception of groups of visitors provide that:

- On a proposal from the Secretary-General, the Quaestors may adjust the kilometric rate in line with changes in the costs to be covered (Article 17);
- On a proposal from the Secretary-General, the Quaestors may adjust the ceilings for the accommodation factor and the meals and local minor expenses factor in line with changes in the costs to be covered (Article 18).

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<sup>1</sup> For recoveries, a minimum threshold of EUR 200 has been established in order to take account of the administrative costs related to the procedure.

In light of the amounts returned to the European Parliament since the entry into force of the revised Bureau rules (see answer to question 11 concerning the recovery procedures) the ceilings mentioned above were not adjusted.

**13.** On the House of European History in Brussels, please provide us with the visitors' numbers per month from its opening up to and including 31.12.2018, building maintenance costs, costs for the permanent and the non-permanent exhibitions (respectively), staff remuneration (i.e.: security), other/external contractors (tour guides and catering).

Since its inauguration in May 2017 up to 31.12.2018, the House of European History (HEH) welcomed 263.592 visitors, with the following breakdown:

<b>House of European History : Number of visitors</b>			
	<b>2017</b>	<b>2018</b>	<b>Total</b>
<b>January</b>		8.551	<b>8.551</b>
<b>February</b>		11.711	<b>11.711</b>
<b>March</b>		17.754	<b>17.754</b>
<b>April</b>		14.356	<b>14.356</b>
<b>May</b>	14.262	14.566	<b>28.828</b>
<b>June</b>	12.800	15.144	<b>27.944</b>
<b>July</b>	10.563	11.719	<b>22.282</b>
<b>August</b>	9.993	10.623	<b>20.616</b>
<b>September</b>	10.957	12.716	<b>23.673</b>
<b>October</b>	15.360	18.036	<b>33.396</b>
<b>November</b>	14.687	17.928	<b>32.615</b>
<b>December</b>	10.722	11.144	<b>21.866</b>
<b>Total</b>	<b>99.344</b>	<b>164.248</b>	<b>263.592</b>

#### Building maintenance costs

The House of European History building costs for maintenance, operating and cleaning totalled EUR 601.540 in 2017 and EUR 781.672 in 2018.

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

The following costs (in EUR) were incurred in the years 2017 and 2018 in respect of the permanent exhibition:

	<u>2017</u>	<u>2018</u>
• Production	688.253	276.485
• Maintenance	144.603	382.643
• Floor staff <sup>1</sup>	1.759.517	3.411.679
• Family discovery spaces	375.000	-
• Other expenses: mainly external fire security staff	514.496	496.993

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<sup>1</sup> for permanent and temporary exhibitions

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

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

- the last part of the production cost of the permanent exhibition;
- floor staff services provided by an external contractor during opening hours (welcoming and helping visitors, distribution of tablet devices, cloakroom services, involvement in administration of guided tours);
- integrating so-called family spaces in the HEH in order to increase its attractiveness for families with children;
- hiring external fire security guards until October 2018 in order to comply with fire security requirements;
- other expenses include external contractors tour guides following a framework contract with an external company started in September 2018 and catering which is provided via a so-called “convention de concession”, signed on 1 July 2016 between the European Parliament (DG INLO) and the contractor and valid for a maximum duration of 7 years.

The expenditure incurred in 2017 for the temporary exhibitions was relatively small, since the first temporary exhibition was mainly financed in 2016. The cost for the second temporary exhibition was incurred in 2018 as the contract was signed in February 2018 (in EUR):

	<u>2017</u>	<u>2018</u>
• first temporary exhibition “Interactions”	21.245	-
• second temporary exhibition “Restless Youth”	26.950	913.520
• third temporary exhibition “Fake ..”		72.000

A collection of objects is acquired for both permanent and temporary exhibitions. Part of the collection is purchased through a specialised broker. The HEH exhibitions heavily rely on artefacts acquired on loan from other museums. These objects need to be replaced regularly, e.g. after expiry of the loan contract. Transport costs are incurred for the objects under loan.

	<u>2017</u>	<u>2018</u>
• Purchase objects	264.156	342.565
• Transport, conservation, etc.	723.771	681.613

### Staff remuneration

Total costs incurred in 2017 for EP staff working for the House of European History, including permanent staff and contract agents is EUR 4.4 million in 2017 and EUR 4.5 million in 2018 (including the cost of the security agents).

A co-financing agreement was signed with the European Commission in September 2016 ensuring a yearly contribution to the exploitation costs of EUR 3 million.

The European Parliament has no costs relating to the external catering contractor for Cafe Europa at the House of European History. The contractual arrangement of May 2017 is concession-based and without subsidies.



**14.** Can you provide more information on the tender procedure for the European House of History, whose documents were not available in January 2019 of this year?

The public call for tenders for the “Provision of Service Staff for the European Parliament’s Visitor Facilities” was published in the Official Journal (2019/S 107-260339) on 05 June 2019.

The deadline for the submission of offers expired on 18 August 2019.

The offers received are currently being evaluated and a new framework contract is expected to be signed in November 2019. The current framework contracts runs until the beginning of January 2020.

**15.** On the Parlamentarium in Brussels and in Strasbourg, please provide us with their visitors’ numbers per month from their opening up to and including 31.12.2018.

The visitor figures for the Parlamentarium in Brussels and in Strasbourg are provided per calendar year in the table below. Additional tables with figures per month are included in the annex Q15.

The Parlamentarium in Brussels opened in October 2011. There has been a steady increase in visitor numbers in the first years. In 2016, the Brussels terror attacks and the airport closure impacted very negatively on the tourism market in Brussels. As a consequence, the Parlamentarium welcomed 31% less visitors compared to 2015, in line with the average figures of all Brussels museums. It was only as of the last trimester of 2016 that visitor figures gradually approached the levels prior to the terrorist attacks. In 2017, there was an increase of 27%, in line with the overall tourist market in Brussels. This trend continued in 2018 with figures gradually resuming to pre-2016 levels. Overall, since its opening, the Parlamentarium registered 2.140.796 visitors.

The Parlamentarium in Strasbourg opened in June 2017. Activities followed an upward trend with increasing visits during and outside plenaries and an increased participation in the role-play game. A decline was noted in the last month of 2018 due to cancellation of bookings after the December terrorist attack in the city.

Year	Parlamentarium: No. of visitors by year	
	Brussels (opening 10/2011)	Strasbourg (opening 06/2017)
Opening 14/10/2011	56 014	
2012	268 174	
2013	337 153	
2014	340 500	
2015	326 080	
2016	224 239	
2017	285 894	61 168
2018	302 247	184 172

**16. How many people are employed in the Parliamentarium in Strasbourg and Brussels? How many people are employed in the House of European History in Brussels?**

The Parliamentarium unit in Brussels employs 24 staff members (20 are officials and 4 contract agents). The unit is in charge of the management of both the Parliamentarium and the development of Europa Experiences centres in the Member States.

The management of the Simon VEIL Parliamentarium in Strasbourg is shared between the Conference and Visitors service unit, which has assigned 3 of its staff members to work exclusively as guides. On top, the EPLO in Strasbourg which has assigned 1 staff member for the management of budgetary and financial files.

The House of European History employs 39 staff (25 officials and 15 contract agents).

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

In 2018, 18 stakeholder dialogue events took place in the following Member States: Ireland, France, Sweden, Germany, Italy, Austria, Hungary, Latvia, Spain and Poland with the participation and attendance of 13 Rapporteurs.

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

- Common consolidated corporate tax base (CCTB);
- Pursuing the occupation of road transport operator and access to the international road haulage market;
- European Solidarity Corps;
- The Future of Food and Farming;
- Screening of foreign direct investments into the European Union;
- Transparent and predictable working conditions in the EU;
- Posting drivers in the road transport sector;
- Transparent and predictable working conditions in the EU;
- The reform of the European Union's system of own resources;
- European Electronic Communications Code;

Further details on the stakeholder dialogue events are available in annex Q17.

**18. With regard to the Information Offices, please provide the details of the expenditure in each Member State between 2014 and 2018.**

It is important to recall that a new mission statement for the Information Offices, now called European Parliament Liaison Offices (EPLOs), was adopted by the Bureau in November 2017. It spells out clear priorities for the Offices in the fields of media, stakeholder and citizen engagement. The Directorate-General for Communication (DG COMM) is, since the approval of the new mission statement, in the process of upgrading the impact of EPLOs as a strong decentralised asset for Parliament and its Members.

As for the details of the expenditure in each Member State between 2014 and 2018, please refer to annex Q18.

**19.** How much was spent in 2018 on mission expenses for the Information Offices? (i.e. between the office and Brussels, between the office and Strasbourg, between the office and all other locations outside the Member State where it is based).

In 2018, the mission expenses of the European Parliament Liaison Offices (EPLOs) amounted to EUR 1.6 million (thereof approx. EUR 0.1 million for the Washington Liaison Office). For a detailed overview please refer to annex Q19.

**20.** With regard to the Information Offices, please provide the budgetary details for 2018:

- a) breakdown of EPLO's per Member State and respective expenditure;
- b) number of staff and official grade;
- c) highest and lowest grade (in which MS are the highest grades and in which MS are the lowest ones);
- d) a total overview of the costs of the offices and cost of the staff employed.

a) *breakdown of EPLO's per Member State and respective expenditure;*

The European Commission Representations and the European Parliament Liaison Offices (EPLOs) share premises in so called "Europe Houses" in the 28 capital cities of the Member States (with the exception of Athens and Brussels where they are located in separate premises; in Brussels, the EPLO has its offices in the "Station Europe" building).

The European Parliament has a second, smaller representation office ("regional antenna") in the six largest Member States. These offices are located in the cities of Munich, Edinburgh, Marseille, Milan, Barcelona and Wrocław. In these cities, premises are also shared with the Commission (with the exception of Edinburgh where the institutions are located in separate premises).

Operational expenditures can be split into those linked to general communication activities, addressed to stakeholders, media and the general public and those linked to specific activities (Euroscola, Europa Experiences, Open Door Days). A breakdown for both types of activities, by EPLOs is available in annex Q20 (a).

1. Operational expenditures linked to the EPLOs' general communication activities aimed at reaching different target groups (in particular stakeholders, media, youth): Please refer to annex Q20 (a).
2. Operational expenditures linked to specific activities (Euroscola, Europa Experiences, Open Door Days): Please refer to annex Q20 (a).
3. Running costs  
Please refer to annex Q20 (a).

An overview of the EPLOs expenditure from 2014 until 2018 is available in annex Q18.

*b) number of staff and official grade;*

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

Please refer to annex Q20, point (b) (c).

*c) highest and lowest grade (in which MS are the highest grades and in which MS are the lowest ones);*

Please refer to annex Q20, point (b) (c).

*d) a total overview of the costs of the offices and cost of the staff employed.*

Please refer to annex Q18.

It is important to stress that, contrary to the past, with today's new communication platforms (mostly digital), the vast majority of communication efforts are invested in communication professionals who conceive and implement communication actions. Therefore, staff costs represent a real major share in communication. Staff in the EPLOs dedicate themselves fully to brief the media on Parliament activities and priorities, activating one-to-one contacts with journalists, offering tailor-made opportunities for media coverage, promoting Parliament's messages and services available to media to national, regional, multimedia and audio-visual media.

1. Staff in the EPLOs participate in the conception and implementation of news-related events, press briefings and press conferences with Members. They organise interviews and press seminars in Strasbourg, Brussels and in their own country. They identify and target relevant media representatives to invite them to plenary sessions and seminars in Brussels or Strasbourg. In addition, they ensure community management and digital activation.

Concerning salary costs of the staff employed in the Liaison Offices, the data originate from the "Average Salary Cost Report" extracted from NAP (IT tool for salaries) for 2018 and include all the elements which constitute a cost for the institution. They reflect the status as presented in the Organisation Chart as of 31/12/2018.

**21.** What were the full costs of the Washington Office in 2018 (i.e. staff salary costs including all allowances and mission expenses, office and overhead costs, mission costs within the United States, mission costs between the United States and the European Union, costs relating to the office's programme of activities)? Were there changes in posts in 2018?

In total, 12 staff members are employed in the Washington office. The overall level of the staff did not change in 2018, but there are variations in the ratio AD/AST depending on the staff seconded by the DGs to the Washington office.

The overall costs of salaries and allowances, mission costs and the office's programme of activities amount to EUR 1.800.361 (salary costs amount to EUR 1.641.823, mission costs amount to EUR 121.338 and communication activities amount to EUR 38.200).

For detailed salary costs, mission costs, and staff evolution of the Washington Liaison Office in 2018: Please refer to Annex Q21.

In terms of infrastructure, in 2018, the rent for the offices amounted to EUR 411 057 while the utility and service charges totalled EUR 235 266.

**22.** What is the cost of rent that Parliament supports for each representative offices in the Member States?

The cost of rent in 2018 is detailed in Annex Q22.

Empty fields indicate that the building is not subject to a rental agreement but owned by the European Parliament. It is to be noted that the amounts indicated for the EPLOs in Athens, Copenhagen, Lisbon, The Hague and La Valletta relate to parking facilities which are rented (whereas offices are owned by Parliament).

**23.** Were there any legal or financial consequences following the decision to step back from the initially foreseen location for the Paris Liaison office?

There are so far neither financial nor legal consequences. The cancellation of the Hausmann project for the Paris EPLO, following Council's refusal to approve the building project as presented by the Commission, carries limited financial risk for Parliament since no lease contract had been signed yet.

## INTERPRETATION

**24.** How many hours per week did interpreters spend in their booths in 2018 delivering interpretation services per language?

The data provided concern staff interpreters only. The data have been calculated using the hours of booked interpretation time in PERICLES (the database used by DG LINC for managing meetings and interpretation) divided by the Full Time Equivalent (FTE) staffing numbers.

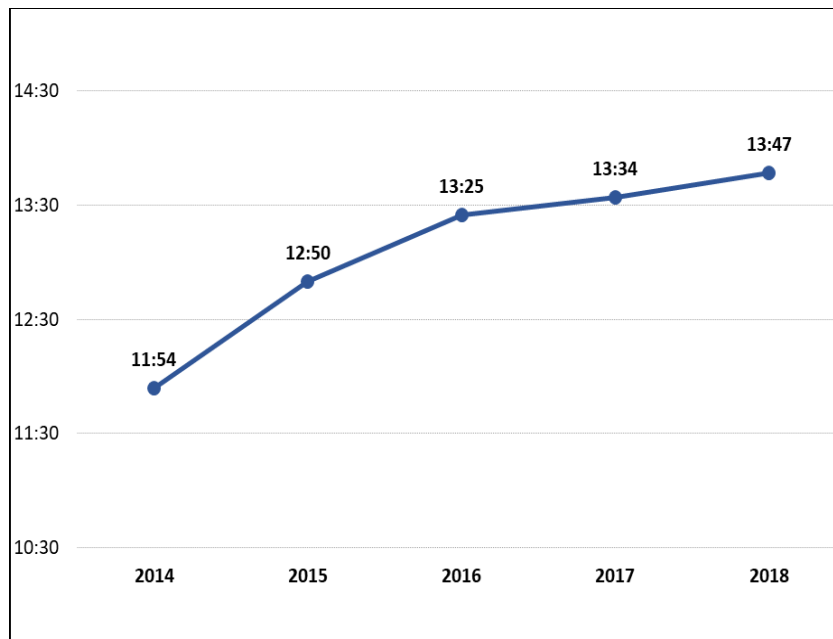
The methodology, refined after comments in the resolution for the Discharge for 2014, corrects for all types of absences (annual leaves, part-times, parental and family leaves, maternity leaves and sick leaves).

The reference period that has been used is 2018, excluding white weeks (i.e. weeks without parliamentary activity).

The table below provides an overview of the average number of interpretation hours/weeks provided in 2018, per language.

<b>2018</b>	<b>Average for the full year</b>	<b>M (Mixed) weeks</b>	<b>S (STR) weeks</b>	<b>C (Committee) weeks</b>	<b>MS (Mini session) weeks</b>
BG	13:46	14:50	13:28	16:45	13:43
CS	14:05	15:29	12:53	17:38	12:55
DA	13:29	14:48	12:30	19:09	14:17
DE	14:30	15:02	12:22	17:11	16:20
EL	13:26	15:44	10:59	18:02	13:58
EN	15:04	16:09	13:36	17:12	16:32
ES	14:39	15:16	12:44	17:24	16:17
ET	13:52	15:39	12:44	17:46	14:21
FI	12:04	12:35	11:24	17:13	11:50
FR	14:13	15:39	12:14	17:11	15:09
HR	12:36	14:42	12:01	16:41	13:03
HU	13:10	13:31	12:13	17:52	13:03
IT	14:54	14:50	13:07	17:35	14:53
LT	13:27	14:35	11:32	18:42	12:54
LV	12:45	14:02	11:11	16:43	14:55
NL	13:11	14:49	12:06	16:56	14:13
PL	13:22	13:41	12:15	18:17	13:05
PT	13:48	15:56	11:58	17:09	14:13
RO	13:26	15:33	13:01	17:08	14:08
SK	13:16	14:41	12:23	17:11	13:10
SL	13:17	14:33	12:37	17:56	13:03
SV	14:03	15:29	12:23	18:12	13:15

For the period between 2014 and 2018, the overall averages for the service as a whole are provided in the graph below.



The methodology used for the collection of these data was introduced in 2015, in the context of the discharge for 2014. In 2015 a modernisation process of the interpretation service was launched. This process included inter alia the introduction of new rules regarding the management of interpreter annual leave in order to increase the availability of staff interpreters during parliamentary activity periods, the avoidance of non-interpreting activities for staff interpreters during periods of parliamentary activity and the introduction of benchmarks for the assignment of staff interpreters. These benchmarks were used to increase the total volume of interpretation provided by staff interpreters and to achieve more balanced workloads between interpreters. In addition, in September 2018, new working conditions for interpreters were introduced. As a result of the above, the average number of hours per week interpreters spend on interpreting activities increased from 11:54 in 2014 to 13:47 in 2018.

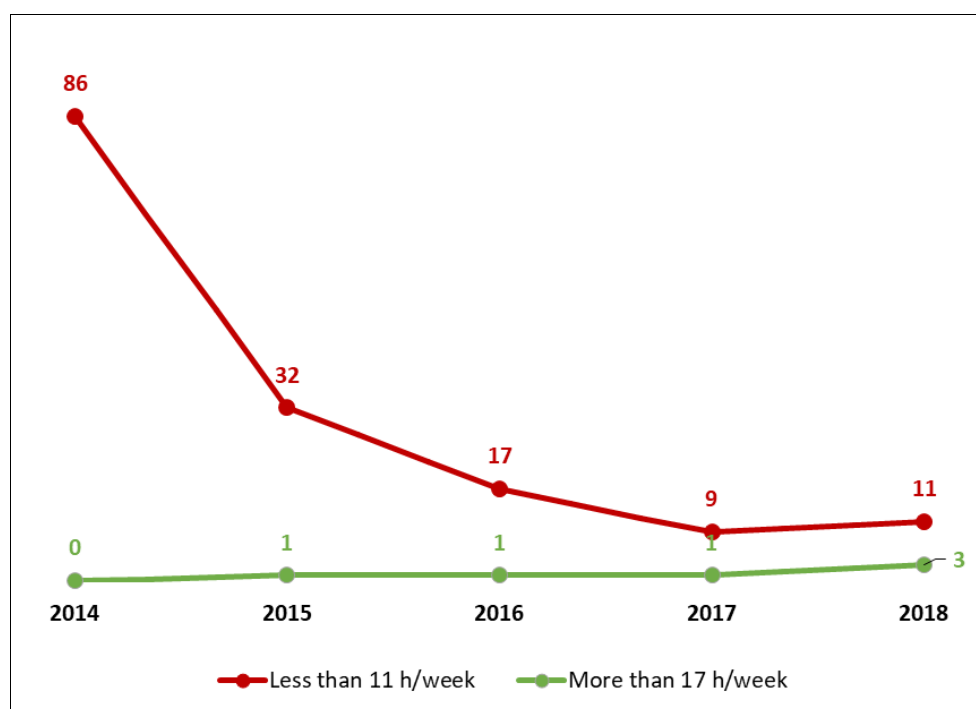
It is important to underline that, apart from interpretation duties, interpreters have a number of other tasks and carry out a number of other activities. These comprise notably meeting preparation, language learning and maintenance, subject-based and specialized training, virtual classes with universities teaching interpretation, speech preparation and recording for training, tests and competitions, participation in tests and competitions as speakers, assessors or board members. As indicated above, most of these activities, with the exception of meeting preparation, are organised outside the parliamentary activity periods, in order not to affect the available capacity to deliver interpretation services.

**25.** What was the lowest service delivery per hour/-week per language in 2018? What was the highest service delivery per hour/-week per language in 2018? The questions are focused on parliamentary working weeks (group weeks, committee weeks and plenary weeks).

Increasing fairness and achieving more balance in the staff interpreters' workloads has been one of the over-riding objectives of modernisation process in DG LINC. In order to achieve this objective, new assignment benchmarks were introduced in relation to the highest and lowest average delivery per week in 2015. An average of 11 hours per week was set as the lowest delivery and 17 hours as the highest average delivery.

As the graph below shows, since the start of the modernisation process in 2015, through increased attention to this dimension, considerable progress has been achieved in ensuring more balanced workloads.

Notably, as the graph below shows, the number of interpreters with a weekly average of less than 11 hours/week has decreased from 86 in 2014 to 11 in 2018 while only 3 interpreters (+/- 1%) exceeded an average of over 17 hours/week.



The details on the lowest and the highest service delivery in 2018 per type of week are provided overleaf.

2018	Group weeks		S weeks		C weeks	
	MIN	MAX	MIN	MAX	MIN	MAX
BG	11:48	16:38	12:23	14:58	15:27	17:34
CS	14:21	16:30	11:57	13:18	15:29	18:15
DA	13:45	15:39	10:52	13:02	17:05	21:32
DE	12:12	17:40	10:59	16:32	14:31	20:22
EL	14:53	16:30	10:28	13:18	08:45	20:15
EN	14:16	19:13	09:45	14:39	13:23	20:02
ES	12:24	17:27	10:29	14:25	13:48	19:44
ET	14:14	16:52	11:52	13:47	16:45	18:24
FI	10:21	14:49	09:12	12:20	16:20	19:43
FR	13:16	17:41	09:46	15:06	13:23	21:45
HR	09:37	16:03	09:00	13:42	11:45	18:44
HU	11:53	14:45	12:06	14:35	16:54	18:57
IT	13:21	16:40	11:17	15:24	15:56	20:32
LT	11:23	16:43	09:36	13:28	17:14	22:27
LV	11:34	15:29	10:39	13:08	15:29	17:49
NL	09:29	18:24	10:41	13:02	13:50	20:53
PL	10:56	16:58	09:54	14:09	16:30	20:40



PT	12:51	17:59	11:31	14:01	15:37	19:01
RO	13:41	17:03	12:30	15:25	16:16	18:06
SK	12:10	17:58	12:02	13:57	15:56	19:11
SL	12:23	16:37	11:06	13:36	16:58	18:56
SV	12:45	16:14	10:00	13:41	17:05	20:16

**26.** What were the average costs for interpreters per language a) staff interpreters b) freelance interpreters c) compared to SCIC interpreters?

Salary costs for interpreters per language: Please refer to annex Q26.

The data come from the Average Salary Cost Report extracted from NAP (IT tool for salaries) for 2018 and include all the elements representing a cost for the institution. They reflect the status as presented in the Organisation Chart of DG LINC as of 31/12/2018. The annex Q26 table does not include the cost of freelance interpreters.

The average cost/hour for staff interpreters was calculated as follows:

Average cost per hour	=	$\frac{((\text{Salary costs} + \text{Pension provision} - \text{Community Tax}) + \text{Mission costs} + \text{Overhead costs} + \text{Annual leaves costs}) - \text{Assigned revenue}}{\text{Total number of EP working hours}}$
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The average cost/hour for freelance interpreters was calculated as follows:

Average cost per hour	=	$\frac{((\text{Remunerations} - \text{Community Tax}) + \text{Overhead costs} + \text{Cost of freelance-specific DG LINC Units}) - \text{Assigned revenue}}{\text{Total number of EP working hours}}$
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The resulting costs/hour for each language and each category are as follows:

Language	Staff	Freelance
BG	245	282
CS	302	295
DA	339	314
DE	317	268
EL	430	267
EN	259	274
ES	489	240
ET	299	361
FI	416	325
FR	378	238
HR	253	348
HU	332	277
IT	344	263
LT	281	283
LV	246	298

<b>MT</b>	0	346
<b>NL</b>	328	244
<b>PL</b>	316	251
<b>PT</b>	406	222
<b>RO</b>	250	271
<b>SK</b>	293	303
<b>SL</b>	245	300
<b>SV</b>	322	289

It is important to emphasise that the total number of hours worked for each category of interpreters, which is the basis for the cost calculations - is contingent on assignment choices that are not based on the status of the interpreters (whether an interpreter belongs to the staff or is an ACI) but on other factors such as interpreters' effective availability, assignment rules set in the interpreters working conditions, the language combinations of the available interpreters matching the language needs in meetings, etc.

In addition, for non-local freelance interpreters, arrangements for travel to and from the meeting place impact the number of hours available for interpretation assignments. As a result the number of hours delivered by either category of interpreters in any given period of time is variable, which also induces variations in the hourly cost.

It should also be noted that the difference in average costs per hour of interpretation between the units is not only dependent on the number of hours worked but also on the age and grade structure of each unit. Cost per hour differences for ACI depend largely on the degree of availability of local ACI, as well as on difference in distances and transport costs for non-local ACI.

Parliament's services do not have access to comparable data for DG SCIC (European Commission).

**27. Which measures of simplification and streamlining have resulted from the implementation of the Bureau Strategy for the modernisation of conference management?**

In 2018, the implementation of the Bureau Strategy was the main task of the new Conference Organisation Directorate, created within DG LINC in February 2018. Within the framework of the 'One Stop Conference Organisation' project, the following measures were implemented:

- a) Further improvements to the booking and management of meetings, with the progressive extension of the MRS (Meeting Request System) booking system to all EP committees and Delegations, as well as to 8 Directorate-Generals; the remaining DGs and the political groups should be integrated in 2019. With MRS, requesters have a full overview of the status of their bookings via dedicated dashboards, and can access a communication module which is simpler and more efficient than email exchanges. See also question 28.

b) Improved assistance to organisers, in particular for complex events such as High Level Conferences, with a dedicated unique interlocutor in charge of coordinating the contributions of all the services involved, organising task forces, advising on specific logistical and technical aspects etc. thus saving a lot of work and time that can be refocused on the political and communication aspects of the event. 6 High Level Conferences and 37 other events received this type of assistance in 2018. Additionally, 124 cultural events sponsored by MEPs received administrative and logistical support following the transfer of the service to the Conference Organisation Directorate in July 2018.

c) Improved assistance in meetings through a pilot Meeting Officer function to be progressively deployed in meetings as from 2019, and increased cooperation between conference technicians and conference ushers.

- Progressive deployment of automated functions (e.g. switching to 'in camera' mode, audio recordings) which are accessible to the meeting secretariat via touchpad, notably to facilitate the implementation of meetings run without the constant presence of an operator on the spot.
- In agreement with DG ITEC, a streamlined OSCO set-up was deployed in a selected number of conference rooms through 2018. In the rooms concerned, DG LINC provides all in-room equipment (cameras, screens, microphones, loudspeakers and automation) and end-user support in the meeting room for 'simple' EP-internal connections, while DG ITEC provides Videoconferencing (VC) and intervenes for "complex" VC connections with the outside world. The objective is to make EP internal VCs in these conference rooms as simple as possible and available in self-service. 6 conference rooms have been equipped in this manner (4 in Strasbourg – LOW S4.4, LOW S4.5, SDM S1 & SDM 640 and 2 in Brussels – PHS 03C050 & ASP 1G1) and are operated according to these principles. The pilot was successful and an agreement has been reached with DG ITEC to extend the project with 5 additional meeting rooms in 2019, all in Strasbourg to facilitate the use of VC connections during part-session weeks. More rooms in both Brussels and Strasbourg will be added in 2019 and 2020.

**28.** What measures have been taken since the 2016 Discharge Resolution to achieve more resource efficiency and effectiveness in the organisation of meeting and conference management in the Parliament? In particular, what efficiency gains have been achieved through the digitisation of processes/the deployment of IT tools?

In addition to the measures described in the reply to question 27, the following measures were implemented to increase resource efficiency and organisational effectiveness through improved IT tools:

**Progressive deployment of a simplified booking interface (MRS - Meeting Request System) for meeting requesters.** The interface aims at simplifying the booking process by allowing the requesters to provide a precise description of their needs using an online form and to monitor the booking process via a dedicated dashboard replacing email and telephone queries. Service coordinators and service providers are quickly and reliably informed of any changes and updates via their own dashboards. In 2018, the MRS interface was rolled out to all EP committees and Delegations, as well as to 8 Directorate-Generals; the remaining DGs and the political groups are scheduled to be integrated in 2019. Out of 23 530 meetings recorded in the Pericles meetings database in 2018, 4 528 were booked using this new interface.

The next steps for enriching the interface include digitising administrative workflows for derogations and authorisations, as well as the tighter integration of additional workflows and services such as audio recording, videoconferencing, webstreaming catering and risk assessments.

**Preparatory work for the deployment of an event and participant management platform (REGIS).** REGIS will become an EP-wide platform for the registration of event participants, connected to the Pericles system and to the tools used for the accreditation of external guests. The deployment of this tool is expected to result in notable efficiency gains as the current processes for managing the invitations and registrations are reported by Parliament event organisers to be very time-consuming and unreliable for lack of adequate tools. The services carried out the preparatory work for a software selection procedure in 2018. Subject to the evaluation results and the technical validation a decision on software procurement is expected in 2019.

## ACCREDITED PARLIAMENTARY ASSISTANTS (APA) AND LOCAL ASSISTANTS

**29.** How many APAs were employed and on which salary scale in 2018 respectively?

2 001 APAs were employed by the Parliament on 31 December 2018. Their distribution by grade is the following:

Grade	Count of NUP
AP01	65
AP02	36
AP03	54
AP04	56
AP05	113
AP06	100
AP07	164
AP08	166
AP09	187
AP10	204
AP11	213
AP12	140
AP13	164
AP14	91
AP15	86
AP16	57
AP17	31
AP18	26
AP19	48
<b>TOTAL</b>	<b>2 001</b>

The data come from the "Average Salary Cost Report" extracted from NUP (IT tool for salaries) on 31 December 2018.

**30.** Since the beginning of the term, how many APAs have applied for occasional teleworking? Has the administration officially informed the MEPs and APAs about the existence of this possibility?

From 31 October 2016, when the occasional teleworking entered into force, until 31 December 2018 a total of 526.5 days of occasional teleworking were used by 55 APAs.

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

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

New APAs are invited by DG PERS to an induction course and to information sessions about their obligations and administrative procedures including information about occasional teleworking.

Information is provided on demand to APAs by the APA Desk (APA Front Office Unit) and the Infodesk (Staff Front Office Unit).

The one-to-one course "How to manage your office" available for MEPs by the Learning&Development Unit includes references to occasional teleworking.

**31.** Considering repeated requests in previous discharge reports, does the Secretary-General intend to submit to the Bureau a proposal in order to fully align allowances between officials, other servants and APAs for Strasbourg missions? If yes, when? If not, why not?

As indicated in previous years, according to Article 132 of the Conditions of employment of other servants (CEOS), for APAs the arrangements for reimbursement of mission expenses shall be laid down in the implementing measures governing the statute of APAs.

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

Any change to this situation would require a revision of the applicable Rules, which is a responsibility of the Bureau.

**32.** Concerning alleged cases of APAs going to Strasbourg without mission orders, for which the administration has no information, would controls based on cross checks between mission-orders and badging be foreseeable?

Theoretically, controls based on cross checks between mission-orders and badging are possible but they might give rise to data protection concerns. See reply to Question 5.

In the light of applicable data protection provisions, under current rules, badging records may only be used for checks in the context of investigations covered by Art. 27 and 28 of the Rules governing security and safety in the European Parliament (Bureau Decision of 15 January 2018 - 2018/C 79/04).

**33.** Considering that the costs estimated for APAs' participation in official missions and delegations would be mostly covered by the parliamentary assistance allowance (i.e. travel costs and daily allowance), thus significantly reducing the additional budgetary burden for the European Parliament, and imagining specific conditions under which APAs would be allowed to attend (i.e. one per office, if accompanying the chair, a rapporteur or shadow, etc.), can the Secretary-General provide updated financial scenarios as per the different budgetary lines that would be impacted according also to the conditions mentioned above?

The Missions unit estimated the financial scenario for APAs' participation in official mission delegations based on the following elements:

- travel cost (flight in business class for missions outside Europe as defined by IATA);
- accommodation cost applying the hotel cost ceiling defined by the rules;
- daily allowance applying the official rate defined by the rules;
- the 2018 average mission cost reimbursed for one mission delegation was equal to 2 691 EUR (1 226 EUR inside the EU and 2 993 EUR outside the EU);
- 99 mission delegations in 2018 (14 within the EU; 85 outside the EU);
- a maximum of three APAs can go on a mission delegation, but only when the chair, the rapporteur and the shadow attend the delegation meetings.

Based on the above stated 2018 average mission costs, the 2018 number of mission delegations and three APAs per mission, the total estimated cost for APAs' mission delegations amount to EUR 814 715 (EUR 51 500 inside the EU and EUR 763 215 outside the EU).

Budget item 422 - Expenditure relating to parliamentary assistance would be impacted in case of change of rules to allow APAs to participate in official missions and delegations.

**34.** On average, how many assistants (accredited and local), paying agents, service providers and trainees have MEPs employed in 2018? What was the highest and lowest number of assistants (accredited and local), paying agents, service providers and trainees employed by single MEPs?

On average members had 11 assistants (accredited and local), 1 paying agents, 1 service providers and 3 trainees.

The highest and lowest number of accredited assistants by single MEP were 4 (highest) and 0 (lowest), local assistants 20 and 0, paying agents 3 and 0, service providers 29 and 0, trainees 31 and 0.

Pursuant to article 34 of the Implementing measures for the statute of Members, the maximum number of contracts for accredited parliamentary assistants is three for each MEP. This limit may be increased to four if an exemption is explicitly granted by the President.

**35.** How many EP Staff (Officials, Contract Agents, Temporary Agents) deal with the processing of contracts for accredited assistants, local assistants, invoices of the service providers and what is the yearly cost of the Parliament for their salary (what is the income of all the EP staff dealing with contracts, invoices of the service providers)?

By October 2019, 30 persons were allocated to the Parliamentary Assistance and Members' General Expenditure Unit. The unit receives an average of 2 500 requests per month (e.g. contracts, invoices, contract modifications). With the change of parliamentary term, the workload increased significantly (around 1 500 new contract-request received during the first two months of the new term).

There are currently two ongoing recruitments on vacant AST-posts, and one person has a 50%-working-time.

	<b>2018</b>	<b>2019</b>
<b>Officials</b>	19	19
<b>-AD</b>	3	3
<b>-AST</b>	16	16
<b>Temporary Agents</b>	1	0
<b>Contractual Agents</b>	7	8
<b>External Agents</b>	3	3
<b>TOTAL</b>	<b>30</b>	<b>30</b>

The remuneration for EU statutory staff (officials, temporary and contract agents) are set out in the Staff Regulations.

**36.** With regards to visitor groups' rules, and considering repeated requests in previous discharge reports, do you intend to suppress the possibility to appoint APAs as head of a visitor groups? How many APAs were appointed head of a visitor group in 2018?

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

The appointment of a Parliamentary assistant (APA) is only one of several possibilities at the disposal of Members for the designation of the head of group, to whom the financial contribution will be paid.



In fact, the revised rules have introduced the possibility for Members to designate:

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

In April 2018, the Bureau Working Group on Information and Communication endorsed a note from DG COMM on the evaluation of the implementation of the revised rules. The Bureau Working Group acknowledged that the main objectives of the revision had been met, namely: cash payments have been almost eradicated and Members make use of the possibility offered by the revised rules to give the financial responsibility of sponsored visits to professionals (i.e. paying agents or travel agencies) instead of to accredited parliamentary assistants (APAs).

Since the introduction of the revised rules, the percentage of groups with an APA as head of group has sharply decreased compared to previous years: from 42% of groups in 2016 to 26% in 2018.

Any change to this situation would require a revision of the applicable Rules, which is a responsibility of the Bureau.

**37.** Can you please detail the different services which remain available to APAs after termination of their contracts? When were the first transfers of unemployment benefits to APAs performed? When were the first transfers of untaken leave to APAs performed? Has the situation of all APAs that are currently redundant been regularised? If so, when did the last regularisation take place?

After the termination of their contract, APAs have access to all the services that are provided to former staff, such as:

- information about unemployment and pension rights
- employment certificates
- access to documents in personal file
- resettlement allowance to be paid if the MEP makes the request and there is enough budget available.



The DG PERS Infodesk in the Staff Front Office Unit and the APA Desk in the APA Front Office Unit are available to former APAs and regularly receive requests. Both units are available to APAs after their contracts have finished for any administrative questions such as providing certificates, statements, etc.

The DG PERS Payroll Unit is involved in the delivery of employment certificates and in the payment of the compensation for contract termination (if applicable).

Unemployment benefits are paid by the Commission's PMO if all the conditions are fulfilled. The time to process the request depends on the internal functioning of PMO, but usually takes about one to two months.

In 2018, a total of 463 APA contracts were terminated or expired. In 85 cases the person continued with a contract in the EP (different status or different MEP).

The EP does not have information about how many APAs requested unemployment benefits or when they started receiving them as this is handled by the Paymaster's Office of the Commission.

The regularisation of the untaken leave balance of APAs who had their contract ended or were recruited to assist a different MEP after the change of term in 2019 was finished by mid-August 2019 with some exceptions where additional information was necessary. The regularisation is therefore completed with the exception of 9 cases which remain open (no answer at all or not satisfactory or waiting for former MEP confirmation).

**38.** What are the efforts of the different services to reduce the delay of the transfer of unemployment benefits? Could you detail why it is necessary for former APAs to go in front of the Belgium national authority regarding their unemployment coming only from the European system? Would it not be more efficient to make the system work with only one office desk? Why does the Health insurance scheme from the European institutions intervene only at the complementary stage while the benefit of unemployment is proven?

Unemployment benefits are managed by the European Commission, the legal basis is Commission Regulation (EC) n° 780/2009 of 27 August, applicable by analogy to APAs pursuant to Article 135 of the CEOS.

Legal basis:

Article 1.2.b of Commission Regulation 780/2009:

*"if unemployment benefit is payable under national legislation, he [a former APA] shall apply for it to the appropriate authorities in his place of residence, as soon as possible, and no later than 30 days following the termination of his service with a Community institution".*

The JSIS health insurance scheme provides primary cover only for staff in active service (and their family members if they are not covered by another scheme). Therefore, if the former staff member on unemployment benefit can obtain cover elsewhere, he or she must do so first. This rule applies not only to APAs benefiting from unemployment benefits, but also, for example, to retired staff members and to family members of officials in active service. If an APA decides to remain in Belgium, he or she must first contact the Belgian national authorities for the primary unemployment benefit. The EU unemployment benefit is supplementary to the national unemployment benefit. The APAs benefit from the supplementary cover without paying contributions.

DG PERS organised in 2018 an information session on the end of contracts which included speakers from the relevant services in the Commission (several such information sessions were organised in 2019). The objective was to provide APAs with all the available information to prepare in advance and proceed swiftly after the end of their contract.

The DG PERS Staff Front Office Unit has been in regular contact with representatives of the Commission's PMO in order to ensure that clear information has been conveyed to staff facing unemployment. The PMO gave presentations at conferences organised by DG PERS about end of contract situations (including question and answer sessions). The PMO was also present at the departure desks, and was providing support to DG PERS to provide detailed answers to questions regarding unemployment rights.

Information regarding unemployment is also provided during conferences (available on Intranet and webstreaming), at the departure desk, on the intranet, by email, telephone, etc.

**39. How many individual Members had more than 10 local assistants in 2018?**

128 Members had more than 10 local assistants in 2018 (local assistants as well as service providers, who may or may not have been employed simultaneously).

**40. Why does DG FINS not accept two separate contracts for local assistants, amounting to 40 hours on the one hand and 20 hours a week on the other hand, in the Member States where the Directive 2003/88/CE applies to each contract separately? We must bear in mind that the legislation of the State in which the Member was elected is respected. The Working Time Directive establishes minimum requirements for 'workers'. However, it does not explicitly state whether its provisions set absolute limits in case of concurrent contracts with one or more employer(s) or if they apply to each employment relationship separately. Conversely, the Czech Republic, Denmark, Spain, Latvia, Hungary, Malta, Poland, Portugal, Romania, and Slovakia apply the Directive per contract.**

DG Finance is aware and acknowledges that there are differences in the implementation of the Working Time Directive among Member States.

Refusal of defrayal of a contract of a local assistant is justified on several grounds based on common criteria, in light of the rules in place at EU and national level, the Financial Regulation (FR) and the implementing measures for the Statute for Members of the European Parliament (IMMS).

In particular, the IMMS require that local assistants only carry out activities linked to the exercise of the parliamentary mandate and that the Members ensure that outside activities do not interfere with the performance by the assistant of their duties or run counter to the financial interests of the European Union.

To this end a risks analysis is made, which may include an assessment of the total working time or the exercise by the assistant of outside activities when there is a risk of interference with the performance by the local assistant of his or her assistant duties.

## STAFF

**41.** In 2018 there was a considerable increase of expenditure on officials and temporary staff amounting to EUR 652 349 114, as the largest spending category (accounting to 34% of total commitments for 2018). What is the current status and the future of the temporary recruited staff in the EPLO offices for the European elections (51 contract agents)?

Part of the election budget was used for the recruitment of 51 contract agents to reinforce the team of Press officers and Public Relations officers of the EP in the Member States.

The staff reinforcement in the EP Liaison Offices (EPLOs) affected all communication activities, resulting in a positive impact on the output, outcome and outreach of these activities. The benefit of the reinforced capacity all over the legislative term should be seen in a longer-term perspective as a trigger to build sustained relations with all media actors, civil society and citizens concerned, and as the best way to contribute to the visibility of the work of the Institution and its Members.

As requested in the resolution of 28 March 2019 on Parliament's estimates for the financial year 2020, an assessment by DG COMM of the impact of the reinforcement of the Liaison Offices with press officers and press relation officers to support the 2019 election campaign has been transmitted to the Committee on Budgets on 10 September 2019.

As a result, it is planned to extend the duration of the contracts of the reinforcement staff in the EPLOs, subject to the availability of the corresponding funds in the 2020 budget.

A corresponding number of AST posts would be progressively redeployed over the next two years from the EPLOs, half inside DG COMM and half to other DGs.

**42.** Please provide the information concerning recent changes in target levels for senior female management staff (heads of unit and directors). Please indicate the concrete steps that have been undertaken and/or planned to address problems of gender imbalance. How many women were employed in senior management positions in the Parliament in 2018? How many men? Please also provide corresponding figures in 2017.

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

The representation of women among Directors-General remained stable at two in absolute numbers during the period 2017 to 2018. By the end of 2018 the percentage was 18.2%.

Specific emphasis was put on the appointment of women Directors, thus with 34% approaching the target at the end of 2018 compared to 30% in 2017. There were several new appointments in the first semester of 2019. As a result, the number of women directors increased to 37% in the beginning of 2019 and therefore clearly topped the overall target of 35% for 2019.

In 2017, there were 10 male Directors-General and 32 male Directors. In 2018, these figures changed respectively as follows: 9 male Directors-General and 31 male Directors.

The ratio of women Heads of Unit appointed by the Secretary-General has increased as well (34% at the end of 2017 to 38% at the end of 2018). It should be noted that in October 2019, this ratio has reached 39%. This illustrates the efficiency of the Secretary-General's notes requiring that in every Head of Unit recruitment procedure, if possible, at least one female candidate should be proposed.

In May 2017, the High Level Group on Gender Equality and Diversity (HLG) adopted a Roadmap which outlined how the report shall be implemented between 2017 and 2019. It listed concrete actions and a clear timeline for specific measures regarding management, professional training, awareness raising on gender equality, work-life balance measures and the regular monitoring of gender balance through statistics. The implementation of these measures is closely followed.

**43.** New Member States are disproportionately underrepresented at senior level in the administration: the number of Heads of Units, Directors and Director Generals is dramatically small. Could you provide a table by nationality for Heads of Unit, Directors and Directors-General at the end of 2018 and could you compare it with 2009, 2014 and 2018/19?

Management by nationality: What appears to be an underrepresentation of New Member State nationals is the direct consequence of the 2004 Staff Regulations reform leading to the recruitment of the officials from these states mainly at grade AD5 while for the appointment as a Head of Unit the grade AD9 is required. For exact figures please refer to Annex Q43. Acting (*faisant fonction*) managers are not counted in these statistics, only the formally appointed managers.

**44.** How many of the new posts in 2018 were occupied by staff who successfully participated in an official EPSO competition? How many posts, and which ones, were occupied by staff who did not successfully participate in an official EPSO competition, or did not participate in any EPSO competition, and what is the reason for this in each case?

According to Article 29(1) of the Staff Regulations, the Appointing Authority (AA) has the obligation, before filling a post, to consider first the applications from EP established officials (in-house transfer), then those from established officials of other EU institutions (inter-institutional transfer). Only if no suitable internal or inter-institutional candidate is found, can the AA consider to appoint as an official a successful laureate of an EPSO competition or an EP internal or "passerelle" competition. ).

In 2018, 93 laureates from EPSO competition reserve lists and 51 laureates from EP internal or "passerelle" competitions were recruited to vacant posts.

**45.** Could the Secretary-General provide the number and type of internal competitions during 2014-2018/19? How many people passed the competition, by gender, nationality and for which grades?

Internal competitions: Please refer to Annex Q45.

**46.** How many staff of the Parliament were promoted in 2018 by more than one grade? If there are cases of fast-track promotions, which grades in the respective DGs are concerned? What were the reasons? Could you classify the promoted staff by grade and nationality?

No staff were promoted by more than one grade in the EP in 2018. In any event, this possibility does not exist because, according to Article 45 of the Staff Regulations, “*promotion shall be exclusively by selection from among officials who have completed a minimum of two years in their grade*”.

**47.** How many staff of the Parliament in function group AD 12 or higher were promoted in 2018 without being assigned to the following types of posts: Heads of Unit, Directors or Directors-General? What were the reasons?

In 2018, there were no promotions beyond grade AD12 without managerial responsibility.

**48.** Could the Secretary-General provide a detailed overview of all posts in Parliament in the years 2014-2019, including distribution of posts by service, gender, nationality, category and type of contract?

Posts in the EP (2014-2018): Please refer to Annex Q48.

**49.** Can you please explain the system used for the reassignment of former members of Presidents’ Cabinets to new posts in the EP administration? Are you aware of any reassignment in positions where a post was not published?

Officials assigned to the Cabinets of EP Presidents are seconded in the interests of the service. As per Article 38 of Staff Regulations (SR), at the end of the secondment, they are reinstated in the posts formerly occupied, unless they are recruited on another post following a selection procedure or a published vacancy notice.

Temporary servants from Political Groups assigned to the Cabinets of EP Presidents are reassigned in the position formerly occupied in the Group.

As regards temporary servants directly recruited by the Cabinets of EP Presidents they cease their duties following the notice period provided by the rules.

Contract agents in the Cabinets of EP Presidents have fixed-term contracts that cannot go beyond the end date of the Cabinet's mandate.

**50.** The President's Cabinet: how many staff were employed in the President's Cabinet on 31/12/2018 (and on 31/12/2017 by way of comparison)? How many were previously EP officials, political group staff, APAs, secondments from other institutions (which ones), and other categories (which ones)?

Please refer to Annex Q50.

**51.** How many staff worked in the President's private office and Protocol service in 2018 (including any seconded or lent posts)? Please compare this situation with the previous six cabinets.

Please refer to Annex Q51. Streamline data available only for staff employed in the Cabinet of the 5 previous Presidents. As a general rule, there is 1 protocol officer in each Cabinet.

**52.** Could the Secretary-General elaborate on the Campaign for Fair Internships and improvement on situation of unpaid traineeships? What was the total amount paid for internships in 2018 and how has this amount evolved in the past 5 years?

Traineeships within the Secretariat of the European Parliament are all paid, and this has been the case for many years already. The two new sets of rules that entered into force in 2019 for traineeships in the Secretariat and traineeships for Members foresee only paid traineeships.

Cost of 2018 traineeships: EUR 1.1 Million for traineeships in the field of translation and EUR 4.9 Million for Schuman traineeships.

In 2014, the Schuman traineeships budget was EUR 3.34 Million and the budget for traineeships in the field of translation of EUR 1.1 Million.

Over the last 5 years (2014-2018), the overall trainee budget has grown by 35%.

As indicated in the follow-up replies to par. 31 and 32 of the resolution on discharge in respect of the implementation of the general budget of the European Parliament for 2017, the new rules concerning Members' trainees were adopted by the Bureau on 10 December 2018 and entered into force on 2 July 2019.

The reform of the rules focused on the main objective of ensuring a better protection for both trainees and Members. More precisely, the reform aimed at overcoming shortfalls of the former system while aligning, to the extent possible, to the system applicable to trainees within the Secretariat of the European Parliament.

Article 10 of the new rules foresees that all Members' trainees who have concluded an agreement with the European Parliament are entitled to a monthly allowance ranging between EUR 800 and EUR 1 313 for a full-time contract. Any allowance or scholarship coming from another source will be deducted.

**53.** Is it possible to have more detailed information about the line 1404 in the EP budget? How much is spent for seconded national experts?

In 2018, budget line 1404 was mainly devoted to the payment of allowances for Schuman trainees and allowances for Seconded National Experts (hereafter SNEs).

The cost of the SNEs was approximately EUR 1.8 Million, in line with previous years.

The overall occupancy rate (FTE or full time equivalent) – in other words, the number of SNEs working in the EP at any one time - tends to stay between 35 and 40.



**54.** In relation to the budget heading other staff, which has seen an increase from 2017, is it possible to have a detailed description of the amounts that are being used for the seconded national experts to the European Parliament and their number?

The budget allocated to SNEs follows a growth based on (or close to) indexation. In fact, the average number of SNEs has consistently remained between 35 and 40 agents.

In 2018, there were no remarkable changes in terms of the SNE workforce: the total SNE cost was about EUR 1.8 Million, which is in line with that of previous years.

This cost has remained stable over time as the quotas allocated to DGs were gradually reduced (53 authorised in 2015, 43 in 2016, 42 in 2017 and 40 in 2018).

**55.** To what extent do Member States contribute to their remuneration and what is the average unit cost of the Parliament's economical supports for each seconded national expert? Furthermore, what is the average length of contract of a national expert seconded to the European Parliament?

Allowances are granted to SNEs as a compensation to cover secondment costs. The maximum amount of the allowances received by SNEs from the Parliament is fixed on the basis of geographical factors determined at the time of entry into service.

From this amount, any secondment allowances paid to the experts by their home institutions are deducted so that the total amount of the allowance does not exceed the maximum amount set by the European Parliament. In 2018, no SNE declared any allowances paid by their home institutions.

SNEs receive, on top of the above-mentioned allowances, a salary from their home institution. The Parliament does not have access to figures related to the salaries SNEs receive from their home institutions.

In 2018, the average amount of allowances paid to SNEs was EUR 4 250 per month, or EUR 51 000 per year.

The average length of contract of a national expert is approximately 3 years.

**56.** How many Members have left office in 2018 (in comparison to 2017)? How many of those have notified the Parliament of their new employment after leaving office? Have these notifications been checked? If yes, how and by whom? In how many cases were the notified activities found to influence, or enable others to influence, EU policy or decision-making?

Twenty-three Members ended their mandates in the course of 2018, as opposed to 31 Members in 2017. There is no requirement for former Members to notify Parliament of their new employment after leaving office. In cases of Members who leave as a result of incompatibility, if it is based on European Law (the 1976 Act concerning the election of the members of the European Parliament by universal suffrage) the election or appointment of the Member to an incompatible post may be ascertained from reliable public sources, and if it is based on national law the relevant Member State authorities are required to inform Parliament. In cases of Members who leave Parliament by resignation, there is no requirement for Parliament to be informed of their subsequent employment or occupation.

The Code of Conduct for Members of the European Parliament with respect to financial interests and conflict of interests (Annex I of the Rules of Procedure) states in its Article 6:

- Former Members of the European Parliament who engage in professional lobbying or representational activities directly linked to the European Union decision-making process should inform the European Parliament thereof and may not, throughout the period in which they engage in those activities, benefit from the facilities granted to former Members under the rules laid down by the Bureau to that effect<sup>1</sup>.

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

In 2018, 138 civil servants left the service (2 resignations and 136 retirements), out of which 21 people submitted a declaration for exercising a professional activity after leaving the service, in line with Article 16 of the Staff Regulations. Authorisation was granted for all activities declared. For 2 of them restrictions were imposed due to the link of the proposed activity with those agents' jobs when they worked for the European Parliament.

**58.** How many temporary and contract staff are concerned by Brexit? How many APAs with UK nationality but working for non-British members are concerned?

Currently, there are 32 contract agents and 54 temporary agents with UK nationality working in the European Parliament.

Out of the 32 contract agents, 22 are staff members of the Secretariat while the remaining 10 work for the political groups. Out of the 22 contract agents working in the Secretariat, 12 have a second EU nationality while out of the 10 working for the political groups, 1 has another EU nationality.

Out of the 54 temporary agents, 13 are staff members of the Secretariat while 41 work for the political groups. Out of the 13 working in the Secretariat, 7 have another EU nationality while out of the 41 working for the political groups, 8 have another EU nationality.

Thus, there are 19 contract agents of exclusive UK nationality and 33 temporary agents of exclusive UK nationality working in the European Parliament. For all of these staff members, a case-by-case evaluation has taken place as requested by the Bureau in its decision of 2 May 2018. These colleagues have been subject to a case-by-case assessment in accordance with the decision of the Bureau of 2 May 2018 and were all granted an exception to the nationality requirement in the event that the UK leaves the European Union. Thus, their employment in Parliament will not end due to nationality.

76 accredited parliamentary assistants (APAs) with UK nationality are currently working for Members of the European Parliament. Out of the 76 APAs, 15 work for non-UK MEPs. 9 of them have a further EU nationality. For the remaining 6, a derogation to the nationality requirement can be issued on the request of the Member concerned.

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<sup>1</sup> Bureau Decision of 12 April 1999 on facilities granted to former Members of the European Parliament.



**59.** How many burnout cases were there in the administration in 2018? Can you specify by type of contract and function? As a minimum, please provide aggregated data in the way it is provided by all other Institutions undergoing discharge.

Medical leave certificates generally do not allow to distinguish between different medical pathologies. Therefore, no exact data exists on the incidence of burnout in the EP. Due to the nature of burnout and its diagnosis, its statistics would only be showing a limited scope of prevalence, for following reasons: 1) the cases known by the medical services would only represent a certain percentage of the cases (of those absent or not, and those whose diagnosis is known and confirmed or not) 2) other diagnosis are often concomitant to burnout which makes burnout more problematic to identify.

**60.** The purpose of the certification procedure is to facilitate the selection of officials in function group AST, in grade 5 and above, who are suitable for appointment to a post in function group AD. How many EP officials have been chosen for the certification procedure in the last five years and how many have successfully passed? How many of them have, in the meantime, been recruited to AD posts?

During the last five certification procedures (2014-2018) 35 officials were selected to take the certification training programme. Out of this number 24 succeeded the certification exams and 17 were appointed to AD posts in the EP. Four other successful officials have been transferred to the European Commission. Currently in the European Parliament there are three certification laureates from the last five procedures still in the AST function group.

**61.** What is the total number of certified officials (not only in the last five years) who are still working in an AST grade? In which DGs are they currently employed?

In total there are 12 certification laureates still in the AST function group. The breakdown is as follows: INLO: 4, COMM: 2, EXPO: 1, ITEC: 1, FINS: 1, LINC: 1.

Two certified officials are currently seconded to political groups. Nine certified officials out of remaining ten were certified before the modification of the internal rules in 2016 when the DGs were not involved in the selection procedure of the candidates for the certification procedure.

**62.** In the answers to the questionnaire on the 2014 EP discharge it was indicated: "DG PERS is currently exploring ways of how to increase the uptake of certified officials to AD positions taking into account the example of the European Commission and other EU institutions." What has been undertaken and achieved since then?

In 2016, modifications were made to Parliament's procedure for the selection of candidates. The introduction of the interview stage was aimed at ensuring that the selected candidates have sufficient motivation and language skills to pass the certification training programme organised by the European School of Administration (EUSA). Closer involvement of the DGs in the selection procedure, by giving them a possibility to award priority points to a limited number of high-scoring candidates in their services, was designed to encourage the appointment of AST officials who have passed the certification exams to AD posts.

These modifications were positively received by the Joint Committee for Certification (COPAC), by DGs and by candidates for certification. Closer involvement of DGs in the selection procedure has led to noticeably faster appointment of certification laureates to AD posts since introduction of modifications.

To illustrate the beneficial effect of the said modifications, only one certified official (out of 8 after the reform) still works in the AST function group.

**63.** With the 2014 Staff Regulation a new category of "AST/SC" officials was introduced with lower salaries and slow career progression. Does the Appointing Authority consider introducing a certification procedure from AST/SC to AST in analogy to the certification procedure AST to AD?

The Staff Regulations do not provide for the possibility for AST/SC officials to take part in a certification procedure to become AST officials. Article 45a of the Staff Regulations clearly offers this opportunity only to AST officials to become AD officials. Thus, the Appointing authority cannot introduce a similar procedure for AST/SC colleagues. However, AST/SC colleagues have the possibility of taking part in internal and open AST competitions.

**64.** In the 2017 discharge resolution for the Parliament, the Parliament itself stressed that the EXPO crew members in the House of European History must be treated better in the following areas: their working hours must be predictable, there must be a decent leave arrangement, proper attire must be provided. Can you please give more information on how this has been achieved?

The management of the House of European History has continued the strict follow-up of the performance of the contract, which has resulted in measurable improvements.

Planning schedules are now established and communicated to the crew one month in advance of the execution of the services thus enabling the crew to properly plan their working hours and their leave. Moreover, lunch break durations have been extended from the legally required 30 minutes (on a full working day) to at least 45 minutes and, when possible, one hour.

On top of the provision of uniforms, the company has offered the possibility for the crew to buy parts of their attire (trousers, shoes) and be reimbursed. This possibility allows for quick interventions when the condition of the uniforms requires it.

The House provided chairs and stools for all positions occupied by the floor staff. The House also provided an additional dressing room for women.

**65.** It seems that one of the staff involved in the OLAF investigations on EASO is currently working in the European Parliament. Can you please provide more information on this?

OLAF's investigation also related to one staff member who is currently working in the Parliament, and Parliament's Secretariat is conducting appropriate procedural steps in the light of this.

**66.** Trainees currently have a fixed reduction in the canteens. Considering the constant increase in prices, would the Parliament services consider negotiating a reduced percentage instead?

All holders of a 'Trainee' badge are entitled to a set price reduction in the self-service restaurants in all three places of work on all hot meals offered, including the 'dish of the day' already offered at a low price of EUR 5.50. In Luxembourg, the reduction is EUR 0.50, in Strasbourg it is EUR 0.80 and in Brussels until July 2019 it was EUR 0.50.

Parliament's services negotiated that, with the entry into force of the new catering contracts in Brussels in August 2019, the discount for trainees was increased to EUR 0.60 in all catering outlets.

## POLITICAL GROUPS, PARTIES AND FOUNDATIONS

**67.** Please outline the number of posts, by group, grade, gender and nationality, of the staff working for the political groups in 2018.

Please refer to Annex Q67.

**68.** Could you also provide the average time it takes to be promoted, by gender and nationality, in each political group for the period 2014-2018/19?

Please refer to Annex Q68.

**69.** Pursuant to Article 6(10) of Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations, the Director of the Authority for European Political Parties and European Political Foundations shall submit annually a report to the European Parliament, the Council and the Commission on the activities of the Authority. At this stage the report has not yet been published for 2018. Last year, this report was published for the first time, but was not made public to either Members or to citizens; it was only to the President and the Secretary-General. Can you please explain why this report is not made public to MEPs and to other citizens?

In line with Article 6(10) of Regulation (EU, Euratom) No 1141/2014 of the European Parliament and of the Council of 22 October 2014 on the statute and funding of European political parties and European political foundations, the Authority for European political parties and European political foundations prepares in each year a report on the activities of the Authority and submits that report to the European Parliament, the Council and the Commission.

The Authority was consulted as the originator of the report and expressed reservations against publication of the report for the following reason: the report sets out, amongst other things, the Authority's administrative infrastructure, the current limits of its enforcement powers as well as its enforcement priorities for the near future. According to the Authority, it would negatively affect compliance by European political parties and European political foundations with that Regulation if documents setting out such elements were divulged.

## WHISTLEBLOWING AND HARASSMENT

**70.** How many cases of harassment were reported in 2018? How many of these cases concerned sexual harassment? In how many cases were sanctions decided? How will you make sure that a gender balanced composition of the committee will be respected after the election of new staff committee? How many of the cases concerned relations between staff members and how many concerned relations between MEPs and Staff members? What actions have been carried out to discourage harassment in the working environment?

In the European Parliament, allegations of harassment at work were reported in a total of 13 cases in 2018. These were reported as follows to the bodies and services in charge of anti-harassment procedures in the Parliament:

- 7 to the Advisory Committee on Harassment and its Prevention in the Workplace;
- 3 to the Committee dealing with harassment complaints concerning Members of the European Parliament; and
- 3 further to DG Personnel.

Four of these cases concerned alleged sexual harassment.

Sanctions were adopted in two cases in 2018. Harassment was found to be established by the Advisory Committee on Harassment and its Prevention in the Workplace in two further cases lodged, in respect of which disciplinary proceedings are currently still ongoing.

The administration will do its share to continue ensuring a gender-balanced composition of the Advisory Committee on Harassment and its Prevention in the Workplace.

### **Actions to discourage harassment in the workplace**

Following the adoption in the plenary of the resolution on combatting harassment on 26 October 2017, an “Updated Roadmap for the adaptation of preventive and early support measures to deal with conflict and harassment between Members of the Parliament and Accredited Parliamentary Assistants (APAs), trainees and other staff” was adopted by the Bureau on 12 March 2018. The following measures emerged, in particular, from this process:

- Awareness raising campaign to promote a zero-tolerance policy on harassment;
- A brochure named “Zero harassment in the workplace” which was made available to MEPs with guidance on how to prevent it from occurring in their teams. A corresponding brochure named “Practical tips and advice for Accredited Parliamentary Assistants on preventing conflict and harassment in the workplace” was published for APAs in October 2018;
- A pilot project providing harassment prevention training for Members, on a voluntary basis, was launched in 2018. Also, training sessions on harassment prevention are an integral part of the induction courses for APAs and are also a long-standing part of the training catalogue for staff of the European Parliament;

- New rules were adopted on 2 July 2018 in order to extend the competence of the Advisory Committee dealing with harassment complaints concerning Members of the European Parliament (established in 2014) to cover complaints lodged against MEPs by any member of staff, including accredited parliamentary assistants, staff members, trainees, political groups staff, and seconded national experts;
- A Code of appropriate behaviour for Members of the European Parliament was adopted in 2018 and incorporated in Parliament's Rules of Procedure in January 2019;
- The rules on Members' expenses (the Implementing Measures for the Statute of Members) have been modified so that in cases of proven harassment, the salary of the APA concerned can be covered by the Member's parliamentary assistance budget;
- By decision of the Secretary-General, a network of confidential counsellors was established with a mandate to provide advice and counselling to staff in cases of perceived harassment or conflict involving MEPs. The decision sets out that the mission of the confidential counsellors will be carried out in independence, voluntarily, preserving confidentiality and with the highest discretion, while taking due account when certain situations give rise to possible conflict of interest.

**71. How many whistleblowing cases were recorded in 2018?**

There were no whistleblowing cases recorded in 2018.

**72.** There were three whistle-blower cases reported in 2016. All three were APAs and all were dismissed. There were no whistle-blower cases in 2017. Furthermore, in the Replies to the discharge questionnaire for 2017, the Secretary-General stated that "*Whistleblowing rules are applicable to APAs but the EP cannot provide employment protection*". As APAs are employed by the Parliament, does the Secretary-General believe the institution is adhering to its legal obligations in the Staff Regulation to provide protection? Does the fact that all the whistle-blowers in 2016 were dismissed provide the necessary work environment where staff feel confident that they will be protected if they report serious irregularities?

Parliament adheres to its legal obligations in the Staff Regulations to provide protection to whistle-blowers. Whistleblowing rules are applicable to all staff including APAs but Parliament cannot offer posts in its administration to APAs dismissed by Members.

**73.** The whistle-blower Directive, adopted in 2019 by the Parliament, affords better protection than the internal rules currently applicable to parliamentary staff. When will the Parliament revise its internal rules to bring them in line with the protections and standards contained in the EU directive?

Parliament adheres to its legal obligations in the Staff Regulations to provide protection to whistle-blowers.

**74.** Concerning the PHS building and the architectural competition, are candidates requested to mention the life expectancy of their proposed project? Would this be a criterion if the decision was made to re-build the building from scratch?

The life expectancy is not determined for a building as a whole, but for its main parts. The lifespan of buildings varies according to the nature of their constructive elements (structure, envelope, installations, finishes, all these have different life spans).

During the Architectural Competition stage, the candidates are not requested to provide life expectancy figures, as the level of detail of the submitted proposals will not allow such assessment with precision at this stage of development.

Life expectancy will be part of the specifications which will follow the decision of the Bureau. It is only during that stage of the procedure that the choice of the materials to be used will be made and that life expectancy can be properly assessed.

**75.** Concerning the KAD building, can the Secretary-General confirm that the works started without studies being completed and that the majority of the specifications have proven incomplete and/or to contain quantities that do not correspond to reality? Concerning the payments of fees, can you confirm that the overall package of “Batch B - architect” and “Batch D - technical design office” was exhausted in September 2018 ? Have contractors submitted any claims for compensation for delays on the construction site? Is it correct that to date, compensation has been set at between 5% and 15% of the market for each batch, depending on the arguments and justifications provided?

The largest building project of the European Parliament, the enlargement of the Konrad ADENAUER building in Luxembourg, is at the point of finalisation of its first phase (East site which represents approximately 70% of the entire project). Currently, Parliament staff in Luxembourg are located in four buildings. The Konrad ADENAUER building will bring all services under one roof and, as such, allow for economies of scale in the fields of energy, water, security and facilities management of the building. It uses the most modern environmental techniques, such as rainwater recuperation, geothermal and solar energy, full use of daylight and natural materials for the fitting out. Parliament’s staff will start moving into the building as of December 2019. All DGs moving into the building were consulted, in order to adapt the layout of their future offices to meet with their specific needs.

The Bureau approved the project and the Committee on Budgets was consulted in line with the relevant provisions of the Financial Regulation and confirmed their respective budgets.

Although certain costs relating to construction delays have been higher than originally foreseen, the considerably lower expenses for the financial costs of the credits has allowed Parliament to compensate additional financial needs. Parliament’s administration and the Bureau have constantly followed the project closely and taken several corrective decisions over the construction time, avoiding overall budgetary overruns which are very common in building projects of this size (e.g. Berlin airport, Hamburg Philharmonic Hall, European Central Bank, the Channel Tunnel). In June 2019 the latest, the Bureau has had an exchange of views on lessons learned and experience gained from Parliament’s recent large building projects, noting that the total cost of ADENAUER project remains EUR 32,5 million under the approved overall budget.



It is correct that the works for the enlargement of the Konrad ADENAUER building started after having encountered several delays. The first considerable delay was due to the cancelling of the first tender procedure because of overpriced offers. Following this experience, Parliament decided to split the construction into six contracts of “maîtrise d’oeuvre” and 23 contracts for building companies. In parallel, Parliament revised the project several times (i. a. in 2012 and 2015) in order to comply with the EUR 432.8 Mio initial budget for construction costs (value year: 2012). The consequences of these two changes resulted in longer delays and subsequently changes in the design. Furthermore in a construction site of this size, certain technical specifications naturally change during the construction time, including technical plans. It is also correct that the works started without all technical plans having been concluded. This does not mean however that studies would not have been advanced to an appropriate level and that the majority of the specifications would have proven to be incomplete.

As a result of the delays, the amount of the contract for Lot B (Architect) and Lot D (Technical installations engineers) was not sufficient by September 2018 and an amendment to the contract was then necessary. In addition, transactions with the construction companies (linked to the delay with the project) have been necessary in order to avoid further delays and costs. After negotiation, 10 transactions have been signed consequently (after having consulted the Legal Service for each one of them). The result of all negotiations is situated between 5% and 15% of the contract amount, depending on the justifications provided for each case. Those payments for transactions can be covered in the margins available for unforeseen.

**76.** Which buildings’ projects were finished in 2018? What are the ongoing construction projects for the Parliament in 2019? When are these planned to be completed? Are there any new building projects prepared or planned?

*Which buildings’ projects were finished in 2018?*

In Strasbourg:

- New entrance pavilion in the CHURCHILL building;
- New nursery in the CHURCHILL building
- Security measures for the footbridge between buildings;
- Visitors’ circuit in the WEISS building

In Brussels:

- MARTENS building;
- Footbridge connecting the SPINELLI and WIERTZ buildings;
- Lulling Lounge in the SPINELLI building;
- New entrance security in the KOHL building;
- New entrance security in the Montoyer Sciences building;
- New entrance security in the WIERTZ building;
- Security for the Visitors' circuit in the SPAAK building;
- Peripheral security measures for the Brussels site;
- Works in the kitchen of the SPINELLI building;
- Nodal point for ITEC;
- Security measures (facades) of the SPINELLI building.

*What are the ongoing construction projects for the Parliament in 2019 and 2020 and when are these projects planned to be completed?*

In Strasbourg:

2019

- Transformation of the former printing shop in the CHURCHILL building into offices and a crisis management area respecting French legal requirements - To be completed in December 2019;
- Refurbishment of the official car counter in the WEISS building - Handover foreseen for November 2019;
- Glass elevation security in the WEISS building - Handover first part made in October 2019;

2020

- Replacement of the heat pumps of the WEISS building - Handover foreseen for April 2020;
- Refurbishment of the Members' bar in the WEISS building - Handover foreseen for April 2020;
- Glass elevation security in the WEISS building - Handover second part foreseen for March 2020;
- Renovation of restrooms for the needs of persons with reduced mobility in the PFLIMLIN building - Handover foreseen for September 2020;

In Brussels:

2019

- Creation of sanitary rooms for disabled persons in the Montoyer 75 building - Handover foreseen for 15 November 2019;
- Enlargement of the conference room in the Montoyer 30 building for the EDPS - Handover foreseen for 5 December 2019;

2020

- Major upgrade of electrical installations in the ZWEIG building (1st phase) - ongoing still in 2020;
- Extension of the Wayenberg nursery - Handover expected in April 2020;
- Major upgrade of electrical installations in the SPINELLI building - ongoing still in 2020;
- Charger stations for electric vehicles (2nd phase) - ongoing still in 2020;
- Water fountains in all buildings - ongoing following requests;

In Luxembourg:

- ADENAUER II – East phase - Handover foreseen for March 2020

*Are there any new building projects prepared or planned?*



#### In Strasbourg:

- Replacement of the fire safety system for all buildings;
- Renovation of the waterproofing of the roof of WEISS Building;
- Entrance and accreditation pavilion in the WEISS building;
- Renovation of restrooms for persons with reduced mobility (2020-2024) in the DE MADARIAGA and CHURCHILL buildings;
- Restaurant and kitchens renovation (2021- 2024) in the CHURCHILL building;
- Works in the context of new requirements under the French legislation for needs of persons with reduced mobility (2020-2025).

#### In Brussels:

- Major upgrade of electrical installations in ZWEIG building (2nd phase);
- Energy savings actions following energy audits (1st phase);
- Power supplies for hybrid vehicles (2nd phase);
- Modernization of lifts;
- Renovation of the building management and fire detection systems in the ZWEIG building;
- Renovation of the building management in the Remard building;
- Compliance works for fire safety doors in the SPAAK building;
- Compliance works for fire regulation in the WIERTZ building;
- Improvement works for disabled access in all buildings;
- Safety works for parking facilities in the ZWEIG and BRANDT buildings;
- Creation of kitchenettes in the BRANDT building;
- Renewal of the SPAAK building;
- Preparatory and side projects to the renewal of the SPAAK building;
- Visitors' Seminar Centre in the ZWEIG building;
- Multifunctional space in the SPINELLI building;
- House of Citizens;
- Interlink of Conference technical facilities;
- Webstreaming technical room;
- Terrace in the House of European History
- Peripheral security of the MARTENS building;
- Cycle-pedestrian link (feasibility study only);
- Refurbishment of the Members' Restaurant in the SPINELLI building;

Studies or works ongoing, for building projects to be delivered in the future:

In Luxembourg :

- Adenauer II – West phase
- Adenauer II – Europa Experience

**77.** What was the total amount dedicated to furniture and refurbishing MEP offices and corridors in 2018? What was the amount in 2017 and in 2016?

There has not been any expense related to furniture for the MEP offices in 2016 and 2017.

In 2018, as part of the final phase of the procurement procedure (competitive dialogue) to refurbish MEP's areas, the 5 participating consortia were invited to take part in a pilot project that consisted of furnishing 5 similar zones in the SPINELLI building, including the offices of one Vice-President or Quaestor, the offices of one Member, a welcoming area and a small meeting room. Each consortium was allocated in 2018 a lump sum payment of EUR 15 000 to cover part of the costs of participation in the dialogue for the conception, design, production and fitting of the mock-up in the demonstration offices and areas, in compliance with the financial regulation.

No additional expenses for furniture incurred in 2018.

In Strasbourg, amounts for refreshment of painting and carpets in MEP offices and corridors:

- 2018: EUR 835 000
- 2017: EUR 981 000
- 2016: EUR 840 000

In Brussels, amounts for the maintenance refurbishment of Members' spaces:

- 2016: EUR 0
- 2017: EUR 0
- 2018: EUR 1 678 000

**78.** By which company was the renovation of the Member's offices planned and carried out?

The refreshment works in Strasbourg were carried out by the group of companies LPR/STRASOL, which is the laureate of a framework contract of works for the paintings and the coatings of grounds.

In Brussels, the following companies were contracted:

- Association Momentanée CIT BLATON – Entreprises JACQUES DELENS (80%) ;
- Association Momentanée ENDECO – TDGI – RINALDI (10%) ;
- Association Momentanée CEGELEC PUTMAN (10%) ;
- NEW ACTUAL SIGN (new signage).

**79.** How was the decision regarding the new MEP office furniture made? Is the leasing of furniture a more cost effective way of having the offices furnished? For how long has the contract been signed with the company who provides the leased furniture?

As the previous working environment and furniture dated back to the 1999 change of legislature, it no longer corresponded to the needs, expectations and standards of a modern office world. In particular, Members' offices lacked flexibility, functionality and ergonomic solutions. Apart from urgent repair works on request, no systematic refurbishment or updating was carried out during the last 20 years. Therefore, at its meeting of 13 December 2017, the Bureau decided to offer Members and their staff an improved working environment in Brussels to be available for the beginning of the next legislature (in effect for autumn 2019).

In order to be able to fulfil the above-mentioned ambition, a procurement procedure called competitive dialogue with five competitors was carried out by DG INLO. The aim of this type of procedure is to take on board the latest technological developments on the market and expertise of market operators, in order to determine which solutions fulfil best the Institution's needs and requirements. Ecological and health aspects at the workplace as well as sustainable sourcing and production regarding the new furniture were duly taken into consideration and were part of the contract awarding criteria.

Following discussions during the dialogue, it was decided to acquire the new furniture through an operational leasing rather than buying the items as in the past. The operational leasing scheme has many advantages. It will lead to a better service for Members, a lower administrative burden and management costs due to shared economies of scale, easier replacement of furniture both in daily use and at the shift of legislatures, faster adaptability to environmental, ergonomic and health aspects in the workplace as well as to technological progress. To sum up, it will lead to considerable savings for Parliament in terms of redeployment of Parliament staff for other important services and freeing up storage space by outsourcing these activities which are not core activities of a modern administration. The operational lease contract was signed under advantageous financial and operational terms for the Parliament thanks to strong and effective competition between the participating companies during the procurement procedure until the final tender, leading to a better value for money in comparison with the 'traditional' way of acquiring and managing furniture assets.

The contract was signed for an initial period of 10 years (which is the standard amortisation period of furniture) with the option for Parliament to extend the contract's total duration up to 15 years, based on the fitness for purpose of the furniture assets at that time. It should be noted that the contract has decreasing rental rates, ensuring an economic balance of the contract in case the option to extend is used.

**80.** Concerning new Members' offices, at what date was the installation of Members complete, meaning that all Members had access to their offices and had all IT equipment installed? Why is there no printer in the Members' third office?

The office installations were available for the constituent session of July 2019 in Strasbourg.

In Brussels, all Members of the 9th legislature had access to temporary offices just after the constituent session of July 2019. Access to their final offices was granted as from 26 August 2019, in line with the planning foreseen in the notice of the Quaestors of June 2019. Apart from offices in the WIERTZ building, where the final furniture were installed in October 2019, the furniture and IT equipment have been available from 2 September for all Members.

According to the Rules on the provision of IT and telecommunications equipment adopted by the Bureau, Members automatically receive one multi-functional printer for their Brussels and one for their Strasbourg offices and, upon request, one further printer in each of the places of work. Upon derogation by the competent Quaestor, 162 additional third printers have been installed in Members' offices since July 2019.

**81.** Can the Secretary-General specify what became of the old furniture and equipment (including televisions) after the MEPs' offices were refurbished?

Approximately 75% of the old furniture was moved to Strasbourg, to equip the additional offices that were put at the disposal of Members as from the new legislative term following the Bureau decision of 11 September 2017.

The remaining furniture was taken over by the leasing company for various small-scale reuse projects with a social or charitable dimension, ensured by a specialised NGO (Hahebo), the unusable part was recycled. Per contract requirements, a detailed report on the responsible disposal of these items will be provided by the contractor to DG INLO as soon as available.

Having reached the end of their life cycle, the MEPs television replacement has been planned in accordance with the obsolescence program and in line with Parliament's asset management principles and rules. Moreover, the new television supports IPTV (Television over IP) deployment. As for all Parliament's IT equipment, all the end-of-life TVs and screens (with low market residual value) were decommissioned through the Oxfam inter-institutional framework contract.

**82.** The floors on which MEPs' offices are located have gone through several renovation phases. Kitchens have been installed, but the doors of these kitchens are not accessible for people with disabilities (e.g. the kitchen door in the G sector, 15th floor). Can you please explain why such large restructuring projects did not include accessibility for everyone as one of the conditions?

Over the years, a great number of measures have greatly improved accessibility for Members, staff and visitors with disabilities. All new projects to extend, renovate or fit out Parliament's buildings are aimed to ensure accessibility for people with disabilities as a priority.

According to the regulations in force, 85 cm wide doors are to be considered for inner access doors. The current standard doors in the kitchen areas on the Members' floors have indeed a 83 cm width. As a matter of priority, it is foreseen that one standard doors in kitchen areas will be replaced with larger models having 93 cm width as from December 2019, starting with the doors in areas where people with disabilities are directly concerned.

**83.** Please provide a detailed list of the precise use of the fleet of EP vehicles (percentage of trips between airport/EP premises in Brussels/Strasbourg, between train station/EP premises, and so on).

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

First priority: 39.84%:

Airports (including Charleroi): 31.75%;

Railway Station (Central, South, and North): 8.09%;

Second priority < = 20 km: 56.28%;

Third priority > 20 km with authorisation: 0.06%

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

First priority: 16.38%:

Airports (including Frankfurt-Hahn): 9.75%

Railway Station (Strasbourg, Offenburg, Kehl): 6.63%

Second priority  $\leq 20$  km: 66.48%

Third priority  $> 20$  km with authorisation: 0.06%

The total number of car reservations registered in CARMEP, the official reservation system, for the year 2018 amounted to 115.166.

In connection with the above numbers, it is important to take into account that not all journeys executed can be registered in the CARMEP application. Mainly at peak times during the ‘Caroussel’ departure on Thursdays at noon in Strasbourg, as well as for mass arrivals at the airports in Strasbourg and Brussels, Members do not need to reserve their transport in advance. In the sense of a quick and time-efficient service, the drivers’ service provides a transport upon arrival of the Member.

A small fleet of goods vehicles is used for office moves at the three Parliament’s sites, plenary sessions, political group meetings outside the three working places and the transport of official mail:

- Transport from Brussels/Luxembourg to Strasbourg in the framework of the Parliamentary sessions (15%);
- Transport in the framework of meetings and conferences within Europe (outside of the 3 EP working places) (15%);
- Mail shuttles between Luxembourg - Brussels and Luxembourg – Strasbourg (40%);
- Occasional use for office moves between buildings (15%);
- Transport of furniture between EP premises (15%).

**84.** Has there been an evaluation on the internalisation of the driver’s service? Has it been successful and cost effective?

At its meeting of 12 November 2018, the Bureau positively evaluated the internalisation of the car service and supported the progress achieved so far.

A permanent evaluation of the performance of the drivers’ service aims to maintain the high level of performance expected in the daily work by Members and other clients.

The number of official complaints filed by Members has dropped significantly following the internalisation of the drivers’ service in spring 2017 (from 17 complaints in 2017 to 2 complaints in 2018).

The numbers registered in the CARMEP reservation application for 2018 in relation to the number of official complaints results in an average satisfaction rate of 99.99%.

The internalisation of the drivers' service has brought a significant increase in flexibility and efficiency of the provided service as direct access to the resources (drivers and vehicles) allows for a quick adaptation on changing requirements, such as sudden unforeseeable traffic or security situations, or sudden increases in workload without going through an intermediary. It also allowed taking up a number of additional transport tasks on top of the daily transport tasks for MEPs. With the necessary resources at hand, it is no longer necessary to rent vehicles and personnel from outside contractors. Only during peak hours in Strasbourg, the drivers' service resorts to temporary and very limited support from outside contractors.

In order to maintain highest standards in service and quality, all drivers follow continuous training courses during less busy periods in the year. The training programs consist of language classes, eco- and safety driving, communication and well-being and protocol.

**85.** The 5 minutes' maximum waiting time for Members' pickup proved to be inefficient, as often the Member has to order a new car if the car has already left, is there any way to change this rule?

The Bureau decision dated 30 November 2011 stipulates that during peak hours in the morning and in the evening, drivers will not wait for Members longer than five minutes after the agreed pick-up time.

This provision aims to avoid extensive waiting time of service cars especially during the busiest periods of the day, as this would hence significantly increase waiting times for other Members and consequently cause important delays for them.

As it is essential to provide an effective and timely service to the Members with the available number of service vehicles, the drivers' service also relies on the cooperation of Members, especially during peak hours. Drivers are however instructed to apply the rule in a flexible way concerning meetings and events for example with other Institutions, Embassies or similar, important for the exercise of the Members' mandates. The service is currently studying more efficient ways for Members to inform directly the driver they are expecting to drive them so as to build in flexibility to the procedure.

**86.** In Strasbourg, more often than in Brussels, there are minibuses available for Members to travel but Members are often traveling on their own, which is not very efficient. Is there a reason why there are more minibuses available in Strasbourg? Is the Parliament undertaking an evaluation of the efficiency of the car service for Members? What are the plans to improve the efficiency of the service?

The service fleet of the European Parliament is the same in Brussels and in Strasbourg, with the vehicles commuting between the places of work according to the Parliament's working schedule. This fleet consists of different models and categories. Cars and minivans provide for a balanced composition, reflecting the essential needs of the service for the execution of the transport tasks as stipulated in the rules in force.

Only during peak hours in Strasbourg, it is still necessary to seek temporary and very limited support from an external service provider to help covering the high number of transport requests. In line with contractual arrangements, this transport company is required to provide a given number of vehicles (minibuses and cars) of a certain standard. Strasbourg transport requests are considerably higher than during standard Brussels weeks as Members are frequently accompanied by their staff or guests, on average doubling the number of persons transported.

Within its remit, the drivers' service strives towards an efficient use of resources, namely its vehicles. Where possible, transport requests are grouped in order to limit the number of individual journeys.

In order to further improve the efficiency of the drivers' service, the establishment of central pick-up points and times could be envisaged; e.g. to collect at the Strasbourg train station or in Kehl a larger number of Members booked in the nearby hotels.

**87.** Concerning canteens, the technical specifications of the new call for tender included "a variety of offers". How did the service provider for the ASP canteen perform on this point?

Following the comprehensive call for tender procedure, the new catering contracts that entered into force as of 5 August 2019, clearly request a further diversification of the offer. This includes new menus with healthy, fresh and quality ingredients, enlarged nutrition choices, single use material reduction and a waste-free approach. In addition, a new design together with a more modern communication is presented and is further developing, allowing better information to Members and staff. Opening hours are equally extended.

The above-mentioned catering contracts preserve a very strong environmental and social dimension and accentuate the use of fair trade initiatives and coherent consumer protection policies. They also introduce new nutritional concepts, including a wider vegetarian/vegan as well as food for all options, in view of a healthier lifestyle.

More precisely, the technical specifications of the new call for tender clearly state (*see the following extract from the document*):

*"... Restaurants in all Parliament Buildings promote sustainable, organic food offerings that are appropriate for healthier, food-for-all nutrition and offer a variety of experiences, in line with Parliament's catering policies. The concessionaire will have to propose new, creative and modern concepts, which convey the image of the Parliament by being part of the culture, the new culinary tendencies of the Europeans and by meeting the expectations of the different groups of guests.*

*In order to adapt to the specificities and the needs of the Parliament, concepts bringing innovation and creativity are sought for the exploitation of the various activities and points of sale of collective catering. The catering provider must assure the variety of meals through the creation of attractive and diverse menus while emphasizing the tradition, originality and spirit of multicultural cuisine..."*

Since the start of the new catering contracts, the providers are regularly adapting their food offers so competition is gradually ensuring higher quality and more variety.

Particularly referring to the main ASP self-service restaurant, the catering contractor in charge is Compass Belgilux. On the criteria of quality that also included other sub-criteria (such as variety of offer) and covered all the outlets in the lot, the awardee (Compass Group) obtained 17 points out of 25.

The company committed – in summary – to the following improvements:

- upgrade of the quality of services in the self-service restaurant;
- a variety of food offers, with diverse thematic such as the world cuisine, show-cooking, innovation kitchen, wellbeing etc.;



- a specific corner named ‘Salad Pharmacy’ with a Mediterranean touch, which will offer a wide choice of vegetarian mezes and a choice of proteins.

In general, the new food offer is richer and emphasises the use of fresh and seasonal vegetables. In addition, a new fusion stand (serving ramen, woks) has been introduced in this canteen and the ‘barista’ cafe with its variety of choices made its appearance in the bars.

Finally, it is important to highlight the fact that new catering contracts entered into force as of 5 August 2019 and thus a period of establishment, organisation and adaptation is necessary. In order to be fully objective on the evaluation of the catering offers, the variety and quality, it is of utmost importance to have a longer period of implementation and control.

## FINANCE AND ADMINISTRATION

**88.** How did the Parliament plan the changes from the 8th to the 9th legislative terms? How do you explain:

- substantial delays in the completion of contracts for APAs?
- substantial delays in the completion of office renovations in the ASP building?
- substantial shortcomings in the functioning of IT in the MEPs’ new offices?

Parliament’s Administration took the following comprehensive steps to prepare for the 2019 Elections and the transition to the new legislative period:

A taskforce “Welcome & Departure of Members in the framework of the 2019 European elections” was created from July 2018 by decision of the Secretary-General. This taskforce put in place specific actions, procedures and tools to ensure a smooth transition between the two terms and improve Parliament’s offer and services for its Members.

In particular, the following actions and facilities were put in place:

- For outgoing Members:
  - Publication of the booklet “FAQ on Members’ end of term”, covering topics on the financial and social entitlements and different logistic questions;
  - Organisation of several Info-sessions on Members’ end of mandate in collaboration with the Former EP Members’ Association, including specific info-sessions for British Members;
  - Organisation of individual session for Members about their financial and social rights as Former Members;
  - Creation of an e-mail address domain for Former Members.
- For new/ re-elected Members:
  - Welcome Village: approximately 200 multilingual specialised staff were mobilized at various stands and desks where Members obtained information covering the essential administrative and financial aspects of their parliamentary life and received assistance in filling in some mandatory forms concerning, for example, personal information, bank accounts, IT matters, and accreditation.



- Members' guides: experienced Parliament colleagues offered on-demand weekly tailor-made assistance to Members between June and September;
- Updated catalogue of learning and development opportunities for Members, provided by experienced Parliament officials;
- On-line facilities to orient Members towards Parliament's services and essential information for a smooth start of their mandate: Europarl welcome pages; Parliament's intranet dedicated sections; Members' Welcome Application; Info sessions on EU policies.

In the framework of the abovementioned task-force, DG PERS launched an action plan on the recruitment of APAs including information conferences for APAs and other staff leaving Parliament in 2018 and 2019. In 2019, a Departure and Welcome Desk was made available to all staff including APAs. The APA Desk was part of the Welcome Village for MEPs dedicated to the reception of recruitment requests.

In view of the preparation of the refurbishment of Member's offices in Brussels, the administration constituted a task force including participants from all relevant services. The mandate of this task force was to prepare the planning for works and coordinate all interventions. The different phases of the works were planned according to the maximum operational capacities. Every week an average of 140 working stations were moved to temporary offices, in order to free the areas to be renovated. The same moves, back to final offices, were organised at the end of each phase (6 weeks).

DG ITEC and DG INLO worked in close cooperation to ensure the closest possible coordination between the interventions of the different teams involved in the project (infrastructure renovations and fitting out of the offices by DG INLO and DG ITEC teams, installing and connecting IT equipment). DG SAFE supported this process and was also largely impacted by the transition to a new parliamentary term as its services managed the deactivation and activation/distribution of all new and former Members and APAs' access badges.

DG EPRS, along with other DGs, played in an important part in welcoming Members in person as they took up their new duties, providing tailor-made information about DG EPRS' products and services, and by undertaking individual visits to their offices.

Concretely, DG EPRS contributed to the intra-DG task force for leaving and incoming Members by:

- providing tailored in-person briefings on demand to new Members on policy issues of their choice, as well as eight other training courses run by EPRS for new Members;
- making the EP Library in Brussels available as a quiet place for work for new Members;
- organising, from October onwards, 'Understanding...' high-level conferences, such as 'Understanding EU Common Security and Defence Policy' in the Library Reading Room for Members and their staff;
- participating actively in the European Parliament's welcome guides network: 10 colleagues from EPRS were trained to be welcome guides for new Members;

Furthermore, DG EPRS is, on an on-going basis:

- participating in the presentation of EP services at EP committee and delegation meetings;
- answering incoming questions related to parliamentary work through its 'Members' Hotline';

- actively visiting Members and their staff to brief them about research, analysis and information available to them from EPRS, in order to facilitate their parliamentary work and empower Members through knowledge;
- providing briefings and other material, including infographics, about the European Parliament and other institutions, including recently briefings related to each Commissioner-designate for the parliamentary hearings;
- offering a cycle of 18 info-sessions in the Library Reading Room in Brussels designed to inform Members and their staff about knowledge sources on EU policies and issues ;
- offering Members the opportunity to organise their office records with special advice from EPRS' Historical Archives Unit.

DG IPOL contributed to a smooth handover from the 8th to the 9th legislative term by planning, organising and adapting their work to the particular challenges of an election year. Many of these efforts concentrated in areas such as legislative affairs and committee coordination, aiming at ensuring a smooth transition to a new legislative term. Among these activities focused on the ongoing legislative files, IPOL's Legislative Affairs Unit:

- Monitored the progress of the legislative files, and communicated it monthly to the Conference of Committee Chairs and the Conference of Presidents
- Participated in inter-service, inter-DGs and inter-institutional coordination to ensure swift finalisation of the legislative files
- Ensured the flow of information through several meetings of the administrative networks on trilogue negotiations, on the Multiannual Financial Framework and on Delegated and Implementing Acts
- Coordinated the screening of the ongoing legislative procedures at the end of the 8th term in preparation of the political decision on the resumption of business at the beginning of the 9th term
- Elaborated and endorsed the Activity Report -2014 -2019, which provides an overview of the trends and evolution of the ordinary legislative procedure during the 8th parliamentary term
- Updated the Handbook on the ordinary legislative procedure at the beginning of the 9th term
- Updated the Guide on Delegated and Implementing Acts at the beginning of the 9th term.

From March to July 2019, the preparation and organisation of constitutive committee meetings was overseen by the Legislative Coordination Unit. These activities involved among others:

- Setting the date and format of constitutive meetings
- Training provided to committee secretariats and political groups
- Coordinating logistical aspects (reservation of meeting rooms, interpretation, ushers)
- Assistance to committee secretariats.

On request of the Secretary-General to strengthen the initiative capacity of the Parliament, DG IPOL did a comprehensive analysis of political demands which Parliament had addressed to the European Commission or the Council during the 8th term and for which little or no reaction had been registered. This work also took into account the recent Cost of non-Europe analysis prepared by DG EPRS. It resulted in a series of concept notes identifying opportunities for possible legislative initiatives which were provided to the newly constituted parliamentary committees for consideration as an input to their work.

Furthermore, DG IPOL contributed to various in-house trainings as part of the Learn MEP catalogue such as the training for new parliamentary assistants.

In order to provide for an efficient transition from the 8th to the 9th legislature and allow the Members to get fully involved in the works of their committees from the very outset, DG IPOL and DG EXPO prepared extensive information products that provided guidance for Members. Notably, a committee Welcome Pack was prepared for all MEPs. Its purpose is to serve as an introduction on how the decision-making process works and how legislation is adopted, also focusing in more detail on the procedures of each standing committee and subcommittee. It explains the supporting roles of the respective secretariats, the policy departments and other units at the disposal of committees and MEPs. Furthermore, it also offers a general overview of the key responsibilities of the various parliamentary bodies, including a focus on upcoming challenges. This Welcome Pack was delivered in July 2019 in print, to each committee, and in all 23 languages as well as in digital format as an intranet [website](#).

In this election year, the Editorial Unit and the Policy departments of DG IPOL and DG EXPO also issued two editions of the EU Fact Sheets. These Fact Sheets are concise documents designed to provide a straightforward and accurate overview of the European Union's institutions and policies, and the role that the European Parliament plays in their development. All 180 individual Fact Sheets were thoroughly reviewed and updated [online](#) to reflect the state of play of the legislative process as at the end of the eighth legislative term. Additionally, a printed edition of the Fact Sheets compilation was delivered to the outgoing Members in March and the updated, second edition will be distributed in October 2019.

DG EXPO is at the direct service of committees and delegations and provides tailor-made services to committee and delegations Chairs and Coordinators, committee Members and Rapporteurs. In addition, it also provides a high quality assistance and expertise to the Democracy Support and Election Coordination Group's (DEG) Members, and lead-Members for priority countries, in the implementation of its Annual Work Programme. Most procedures, especially legislative files and own-initiative reports, were completed by the end of the 8th legislature by committees and subcommittees. A number of legislative files that were not concluded were submitted to the Conference of Presidents with recommendation to resume, continue, or not, the unfinished business.

Furthermore, the DG EXPO was involved in the preparation of the Welcome pack for Members, for Committee and for Delegations. The handbook with dedicated information for each committee and sub-committee includes a general outlook on the key areas addressed by each of these parliamentary bodies and an overview of their upcoming challenges. DG EXPO was also closely following and participating in the organisation of welcome activities and stands for the new Members, and the finalisation of exhaustive compilations of information material for the new Members of parliamentary committees.

Committee secretariats prepared to assist the Chairs and Members in legislative and non-legislative work notably for the hearings for Commissioners-designate.

DG LINC facilitated the transition by making conference ushers' services available for welcoming and guiding new MEPs on their arrival as well as providing interpretation for information sessions for outgoing MEPs and contributing to the information package put together for the new MEPs. In addition, a training offer for MEPs about best practices in multilingual meetings (on-demand individual interpreter coaching) was included in the Learn.MEP catalogue.

DG TRAD's contribution to the transition from the 8th to the 9th legislative period can be summed up through three categories of translation requests: Firstly, the translations of all documents that concern the welcoming of the new MEPs and the future legislative term. Secondly, the translations of all documents that concern the past legislative period. Thirdly, the necessary updates of all documents in view of the new legislative term.

### **How do you explain:**

- a) Substantial delays in the completion of contracts for APAs?

The following table provides an overview of the APA contracts concluded in 2019

Number of APA contracts concluded in 2019 - cumulative data	
Contracts start date 02/07 + 03/07 – First session	1292 (of which 1075 re-recruitment of serving APAs without interruption)
Contracts start date until 15/07 – Second session	1386
Contracts start date until 22/07	1437
Contracts start date until 29/07	1458
Contracts start date until 01/08	1483
Contracts start date until 02/09	1733
Contracts start date until 1/10	1858

Taking into account the large number of APAs contracts concluded for the first few weeks of the new legislature, the administration does not consider that there were substantial delays in the completion of APAs contracts.

- b) Substantial delays in the completion of office renovations in the ASP building?

In Brussels, all Members of the new legislature had access to temporary offices just after the constituent session of July 2019. As foreseen in the initial planning, access to their final offices was possible from 26 August 2019. Thanks to the close co-operation by the participating DGs, the works were concluded a week ahead of schedule and the total cost of the works stayed under the foreseen budget. Overall approval for the conduction of this operation was expressed, despite individual issues might have been addressed due to the unprecedented scale of the works.

It is worth underlining that the upgrading works were conducted within a strictly limited and complex timeline (20 weeks) on the two sites, in between the end of the 8th legislature and the beginning of the 9th legislature. As it has been pointed out in different meetings of the Quaestors, the Bureau and the Bureau Working Group on “Buildings, Transport and a Green Parliament”, this challenging operation has required active cooperation from all Members and their staff during the different working phases as well as from the political group secretariats. The planning involved emptying an average of 140 offices each week, with the subsequent moves to be organized prior to the works. Each of the phases then comprised the removal of the old furniture and old IT equipment, the refurbishment of the offices and corresponding corridors/welcoming areas, the installation of new furniture and new IT equipment.

c) Substantial shortcomings in the functioning of IT in the MEPs' new offices?

Parliament's services worked in close cooperation to ensure the closest possible coordination between the interventions of the different teams involved in the project (infrastructure renovations and fitting out of the offices by DG INLO and DG ITEC teams, installing and connecting IT equipment by ITEC).

In most offices, the furniture and the IT equipment were available from 2 September 2019.

In view of the unprecedented scale of the operations and the limited time and human resources available and despite intensive cooperation and significant preparations by the responsible services to mitigate all the risks related to such a large scale project, some shortcomings could not be avoided.

**89.** The quality and the price setting of the EP's travel agency are subject to criticism, even after the contract was awarded to another travel agency. What are the criteria for the travel agency's price setting scheme, in particular for flight tickets? How is the new travel agency, CWT, selecting flight offers for Members? How is it ensured that the most cost effective tickets within one booking class are sold?

The travel agency contracted by the European Parliament is instructed in line with the regulated Parliament's travel policy. The travel agency has to follow the guidelines given by the various authorising officers' services responsible for the reimbursement of travel expenses (Members' travel expenses Unit, Missions Unit, etc.) in line with applicable rules. Given that especially Members' agendas are very often subject to changes, Members may choose fares offering the possibility of changing or cancelling tickets without considerable fees. Consequently, in addition to a flexible business class rate, the travel agency offers compliant proposals for the same itinerary, i.e. the maximum refundable amount, the lowest business class rate, the lowest flexible economy class rate, and the cheapest fare available. Members choose the best of those options according to their professional commitments and needs.

Parliament's Travel Management Unit carries out random ex-post controls on reservations (mainly air tickets) made by the contracted travel agency to confirm the compliance with the rules in force.

The Travel Management Unit is working intensively with the travel agency to ensure the proper implementation of the travel policies of the EP and to improve the travel agency's perception by Parliament's traveller clients.

**90.** The new travel agency seems to be more expensive than the previous one. Has there been any check or evaluation on the travel costs after and before the change of the travel agency? Does the administration intend to send out a survey to all MEPs on the service and booking quality of the EP travel agency?

The travel agency is paid by a monthly management fee of EUR 157 082 consisting mainly of staff costs. The monthly fee has decreased compared to the previous contract in 2018 (EUR 184 358) with the same number of 37 staff employed by CWT for the Parliament. The Travel Management Unit monitors the proper implementation of the contract obligations by the travel agency and makes regular ex-post controls on bookings. The guidelines given by the various authorising officer services responsible for the reimbursement of travel expenses (e.g. whether economy or business class tickets have to be booked, with restrictive or flexible conditions) have not changed.

When Members or other travellers have the impression that the travel agency made an inappropriate or a too expensive offer, they are invited to contact the staff of the Travel Management Unit that will undergo checks.

**91.** What consequences did the administration draw from the complaints about the travel agency with regard to over-inflated flight ticket and hotel prices?

Travellers may report their observations and feedback on the travel agency and the service provided either directly to the travel agency or to Parliament's Travel Management Unit, at any time. Every complaint is logged in the travel agency's complaint register. In 2018, there were 19 complaints registered regarding the quality of the services rendered by the travel agency. Out of those, none was related to issues of over-inflated flight ticket and hotel prices.

Nevertheless, the services of the European Parliament are always alerted and monitor closely the trends in the travel market that could have a positive/negative impact in the travel management policy of Parliament, including the budget appropriations. This entails close communication with the transport suppliers (airline and railway companies, distribution channels, etc.) regarding the introduction of new pricing strategies (e.g. fare categories) and hotels, and then constructive cooperation with the authorising officer's services in order to ensure that the best fares are booked according to the travel policy defined for their passengers.

**92.** How many people work for the CWT agency in the Parliament and how many used to work for BCD Travel?

The current contract between CWT Global and the European Parliament (EP/FINS 2017-103) provides that 37 Full-Time Equivalent (FTE) should work for the European Parliament. It had been the same figure with the previous contract between BCD Travel and the European Parliament (EP/FINS 2012-201).

**93.** Notes that the travel agency was brought in-house approximately 10 years ago with more responsible travel spending as the main objective. Are there any statistics covering these years on the spending for MEPs travel allowances and external travels; what was the overall costs to the Parliament for the travel allowance before the travel agency and after? How many employees work for the travel agency in the EP and what is the cost for the EP?

For the statistics of travel allowance: the Parliament has had a travel agency since 2001, i.e. for the last 18 years. The amount of budget appropriations and spending on travel allowance has evolved over time to reflect the combined changes in Parliament's own travel policy and perimeter (changes of regulation, new number of MEP and travel habits, choice of delegations 'sizes and destinations, revision of allowance rates, new admissible airlines fare categories, etc.). The perimeters before and after 2009 are in particular less comparable, due to the fact that before the introduction of the Members' Statute in 2009, only lump-sums were paid under the previous applicable regulation. In this context, the introduction of the travel agency cannot consistently explain the evolution of overall costs of travel allowance in Parliament.

For the parts concerning the travel agency, please see the replies to questions 90 and 92.

**94.** DG FINS recently introduced an automatic reimbursement of airfares for Members who book their flight with the EP's travel agency as part of the transition to a paperless and sustainable environment. Taking into account that the travel agency does not book tickets with some airlines, what does the Parliament intend to do to enable the travel agency to book tickets from all airline companies, including low-cost airlines?

The travel agency can book for the travellers of the European Parliament any airline that is not "blacklisted" in the EU Air Safety List. In case the airline or routing is not offered via the traditional booking system, the travel agency books via the website of the (low cost) airline. In some cases, the low cost airline does not accept the credit card of the travel agency, which means the travel agency has to use the one of the traveller.

**95.** Despite the new system of automatic reimbursement of airfares, Members still regularly experience waiting times of three months for travel costs to be reimbursed. Besides the new system of automatic reimbursement for Members, does DG FINS have any other plans to increase the efficiency of the new system of automatic reimbursement of travel costs for Members, including airfares?

The new system of automatic reimbursement of airfares is only the second step within DG Finance's strategy of automatic reimbursement. Daily allowances for all meetings inside the EU and most airfares, time, distance and approach allowances are already paid automatically. This accounts for more than EUR 55 million expenses without any administrative declaration by Members, out of a budget of approx. EUR 70 million.

The Members' Travel and Subsistence Expenses Unit, on instruction of the Secretary-General, is working on several other priority projects in order to cover as much as possible, the remaining EUR 15 Million with today's technology standard:

- Facilitated attendance registration for Members through biometric machines (test phase 2nd quarter 2020) and facilitated attendance in outside meetings (study 2021);
- Facilitated declaration of car trips in the Member State of election through standard Excel file via MEP's e-Portal (implementation 1st quarter 2020);
- Study of viability of automatic reimbursement of train fares through EP's travel agency (possible implementation before end 2020);
- Study of viability of car trip applications for the automatic (GPS tracking) or semi-automatic (manual declaration through the application) expenses declaration (study runs in 2020 for possible implementation 2021).

The progressive implementation of these projects allows for the rationalization of resources, which can be deployed for the reimbursement of expenses that cannot be automatically reimbursed (paper declarations, airfares bought directly by MEPs etc.).

**96.** If a Member finds a cheaper offer and books the ticket himself, then his reimbursement will take much longer than of those tickets booked by the CWT. Is there a plan to speed up the reimbursement of tickets booked directly by Members?

Due to:

- the disparity of travel documents from multiple sources (from external travel agencies, travel websites, airlines websites or call centres, etc.);

- and the manual encoding and verification necessary for each document;

The reimbursement time of tickets booked directly by Members is naturally higher than those tickets booked by Parliament's travel agency. The service's strategy (see also reply to Question 95) is to significantly reduce the workload through the automation of processes, especially those linked to Parliament's travel agency, in order to increase the capacity of the teams dedicated to controls of manual payments, therefore reducing this reimbursement time as well.

For information, the average reimbursement time of travel expenses is currently 25 working days.

**97.** What was the Members' satisfaction rate with the travel office in 2018? Did Members of staff working in the travel office receive any training when starting with the new provider?

There has not been a client satisfaction survey conducted regarding the services rendered by the travel agency contracted by the European Parliament.

Nevertheless, the number of complaints received versus the number of transactions processed by the travel agency gives an indication of the level of satisfaction. For 2018, 63 complaints were received (including the complaints against transport companies and hotels) out of a total of 167 288 transactions, that gives a ratio of 0.037%.

The new travel agency provided training on its tools and procedures to the staff in order to ensure a smooth transition. Training also includes soft skills (e.g. communication, client service, etc.) and is provided whenever there is a need. The Travel Management Unit monitors the contract implementation and ensures that the staff working in the travel agency receive adequate training.

**98.** What was the minimum and maximum amount of travel expenses reimbursed to an MEP in 2018?

In 2018, the minimum amount reimbursed to a Member in terms of travel costs is EUR 257. The maximum reimbursed is EUR 154 566. The calculation is based on requests reimbursed up to the 14 October 2019. The deadline to submit claims for reimbursement is the 30 October 2019.

**99.** Can the Secretary-General explain the outrageously high prices for the hotels in Strasbourg during the plenary sessions? How is it possible that the same hotels can be up to three times cheaper outside parliamentary session weeks?

The high demand for hotel rooms during Strasbourg plenary session weeks results in relatively high hotel prices. Parliament's services are in regular contact with hotels as well as with the City of Strasbourg and negotiate allotments for a certain number of rooms below the price ceiling for staff in order to assure availability (especially during busy periods in Strasbourg coinciding with the plenary session). However, experience shows that possibilities for price negotiations are very limited, as the majority of Members as well as staff are free to make their reservations in any hotel of their choice. Consequently, an assurance of a certain volume of room nights per property can neither be predicted nor guaranteed.

The issue of hotel prices in Strasbourg has repeatedly been discussed in different meetings of the High level contact group between the European Parliament and the City of Strasbourg.



As a result, the city of Strasbourg is currently conducting a feasibility study to assess the deployment of a reservation tool to organise the purchase of hotel rooms on a large scale in order to have better conditions and lower prices.

**100.** How many MEPs returned the part of their General Expenditure Allowance that they had received in or before 2018 but were unable to spend? How much did they pay back? How many MEPs left their posts in 2018 and how many of these MEPs repaid the unspent GEA to the EP? What did the Parliament, in 2018, recommend Members do with the unspent part of their GEA? How many MEPs refrained from having the GEA transferred on a monthly basis? What was the total percentage of the budget reserved for the GEA that was not used in 2018?

The following figures represent the information in the hands of DG Finances on cases GEA return in 2018:

- 15 Members returned part of their GEA;
- The total amount of this returned GEA was EUR 224 031.99;
- In 2018, 23 Members left Parliament. For reasons of data protection, reference is made to the above aggregated figures;
- When Members asked advice regarding their unspent GEA, DG Finance recommended it to be paid back to Parliament;
- None of the Members refrained from having the GEA transferred to him or her on a monthly basis;
- A portion of 2,4% of the budget reserved for the GEA was not used.

**101.** In the last revision of the Rules of Procedure, the plenary adopted the creation of the necessary infrastructure on Members' online EP webpages for those Members who wish to publish a voluntary audit or confirmation that their use of the General Expenditure Allowance complies with the applicable rules of the Statute for Members and its implementing measures. Has the development of this infrastructure been completed? If not, what is the envisioned timeline for operational completion?

In line with the recently updated EP legal framework (Rule 11(4) of the Rules of Procedure, adopted by plenary on 31 January 2019) as implemented by the Bureau in its decision of 11 March 2019, the administration developed a technical solution that has been available since the end of September 2019, for Members who so wish, to publish a voluntary audit or confirmation that their use of the General Expenditure Allowance complies with the applicable rules of the Statute for Members and its implementing measures.

**102.** The discharge reports 2016 and 2017 called for interns to be eligible for advance payments for missions. What progress has been made on this issue?

For trainees in the General Secretariat, Article 15.5 of Internal Rules governing traineeships and study visits in the Secretariat of the European Parliament provides that trainees can receive an advance of up to 70% on the amount payable for the mission in question (excluding transport).

Members' trainees follow the same rules as for APAs and are entitled to request an advance payment equal to 80% of the amount of the daily allowance estimated for each specific mission.

**103.** How many cases involving Parliament were investigated by OLAF in 2018? On what issues? What is the current status of those investigations?

In 2018, OLAF investigated 43 cases involving Parliament on the issues related to staff allowances and staff conduct; parliamentary allowances; financing of European political parties, foundations and Parliament's political groups; irregular activities of MEPs entourage; Members' code of conduct; tax evasion; irregularities carried out by Parliament's external contractors.

Out of these 43 cases OLAF closed 17; 9 with recommendations and 8 without recommendations.

**104.** Please provide us with up-to-date information regarding possible misuse of allowances paid to Members', local and accredited assistants as well as EP officials respectively:

- a) How many investigations were carried out in 2018?
- b) Which allowances were involved?
- c) What amounts were at risk?
- d) What amounts were retracted?
- e) What were the results of these internal investigations?
- f) How many cases were referred to OLAF?
- g) Can you divide the cases into occurrences per political group?

As a preliminary remark, the uniform and consistent definition of the notion of "investigation", which was adopted in the framework of the 2017 discharge, should be recalled. This has allowed the various units involved to provide reliable and harmonised data. As a result, the data below should be compared with those provided for the last discharge questionnaire but not for the previous ones.

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

For the purpose of this analysis, investigation is the in-depth analysis carried out by the services when information comes to their knowledge that would indicate potential irregularities in the use of Members' allowances. This type of investigation relates to past transactions based on new information or on horizontal controls of travel patterns, and may also be triggered by requests for information received from OLAF or national judiciary authorities.

The figures below do not include investigations started in 2018 but not concluded at year-end.

a-e) Number of investigations in 2018

In the area of parliamentary assistance allowances, 4 cases were identified in which investigations, outside the daily control activities, were carried out in 2018. The same year, 3 debit notes were issued for the recovery of EUR 146 814.

With regard to Members' travel and subsistence allowances, a total of 6 investigations were carried out, of which all had financial implications, i.e. they resulted in either a non-reimbursement of the expenses or in a partial or full recovery through debit note or offsetting of the expenses reimbursed, corresponding to an amount of EUR 173 546.

f) No case was referred to OLAF.

g) As a general principle, Members' allowances and entitlements are granted on an individual basis in strict compliance with the Statute for Members and its Implementing Measures, irrespective of the criteria of political group or Member State. The approach for controls results from the application of the Institution's Internal Control Standards and covers the entire population of Members. The resulting recoveries or adjustments off amounts paid (through offsetting) are carried out in application of the relevant provisions of the Financial Regulation and the Implementing Measures for the Statute for Members.

In relation to EP officials, in 2018 DG PERS carried out one complete procedure concerning possible misuse of allowances. The allegations were dismissed. Therefore, no allowances were either unduly received or retracted.

Three further procedures against EP officials started in 2018, but have not yet been concluded. One of the three is suspended (because of a national criminal procedure in parallel).

**105.** How many studies were conducted by the EPRS and the Policy Departments in 2018? How many studies were outsourced to external contractors?

DG EPRS produces a wide range of publications for Members each year and these take a variety of forms and lengths, with a view to providing accessible, content-rich and easy-to-read analysis and research on policy issues relating to the European Union.

Overall, in 2018, DG EPRS produced 1,072 publications, comprising over 800 publications in both physical and digital form, and over 250 items published exclusively online (mostly blogposts). These publications included: 70 Studies (of between 37 and 588 pages), 14 'In-depth Analyses' (of 13 to 36 pages), 460 'Briefings' (of 3 to 12 pages), and over 250 'At a glance' notes providing a one to two page summary of a topic.

In accordance with established practice within EPRS, as much research as possible is generated in-house. In 2018, 44 of EPRS's 1,072 publications were outsourced (4.1%). They had an average length of 124 pages. Outsourced expertise is used either when the rules require EPRS to do so - as in the case of impact assessments on substantive amendments during the legislative process - or in specific cases where the technical nature or complexity of the research needed cannot easily be met by using in-house capacities - as is sometimes the case in the fields of scientific foresight, European added value, ex-post evaluation and comparative law. All outsourced research is closely managed internally, in accordance with precise specifications.

It should be noted that, in addition to the above output, EPRS answered over 3,000 requests for substantive research and analysis from individual Members and other parliamentary clients in 2018, as well as approximately 18,000 reference requests (in the Library), and responded to over 30,000 citizens' inquiries - all of which work was done with exclusively internal resources.

DG IPOL's Policy Departments, covering twenty committees (including three special committees) in the fields of the internal policies of the Union, produced 489 studies and briefing papers in 2018. Of these, 330 studies and briefing papers were produced using internal Policy Department expertise alone. 159 studies and briefing papers were produced through external expertise, managed by in-house specialists. The departments also organised presentations and 37 workshops, as well as making less formal contributions by in-person and written briefings for the President, parliamentary bodies, secretariats and political groups.

The DG EXPO Policy Department provides horizontal services for three committees, two sub-committees, all parliamentary delegations, and the cabinet of the President in the field of the external policies of the Union. For these clients, the DG EXPO Policy Department produced 300 items of expertise of various lengths and forms in 2018. While 40 of such items were outsourced, the great majority (260) were produced entirely in-house. Again, all outsourced work was closely managed internally. External experts contributed to committee work during nine workshops organised by the Policy Department during 2018.

Information regarding all tender procedures is available in Parliament's website at <http://www.europarl.europa.eu/tenders/invitations.htm>.

**106.** Public tenders for contracts for the purchase of goods and services by the European Parliament: were there single bidder tenders in 2018? What were the reasons? Were there tenders where the same company won two or more tenders?

There have been single bidder tenders in 2018 and there were cases in which the same company has won two or more tenders in which it had been the only bidder.

The Financial regulation provides the possibility for authorising officers to limit certain types of procedures to a single offer:

- Point 6.3 of Annex I to the Financial Regulation (FR), if the value of the contract to be awarded does not exceed EUR 15 000.
- Point 11.1(a) to (m) of Annex I FR, if the authorising officer uses the negotiated procedure without prior publication of a contract notice for specific cases referred to in that point.
- Point 12.1 of Annex I FR, if the authorising officer uses the competitive procedure with negotiation or the competitive dialogue for specific cases referred to in Point 12.1(a) to (f) of Annex I FR.

Pursuant to Article 74(10) FR, for each financial year, an ex-post report on contracts concluded by negotiated procedures in accordance with points (a) to (f) is sent to the CONT and BUDG committees (the most recent such report is contained in Chapter III of the 2018 Annual report on contracts and concessions awarded by Parliament).

For all other types of procedures for which a contract has been awarded with only a single offer in 2018, various factors could explain the lack of quantity in offers. General factors for procedures with only one offer could be the relatively complex EU procurement rules and a lack of attractiveness given the limited award amounts of some of Parliament's public procurement procedures. Further potential reasons are mentioned in Special report No 17/2016 of the European Court of Auditors. Parliament's services have taken measures (guidelines, awareness raising in trainings, etc.) to encourage the reception of more offers in the public procurement procedures launched by Parliament.

**107.** What steps will be taken by the Parliament to ensure an easy and transparent search engine for public tenders on its website?

A new version of the website "Contracts and Grants" (<https://www.europarl.europa.eu/contracts-and-grants/en>) has been released on 7 November 2019. This new version will be fully responsive and will present a much better user experience and navigation through its pages.

Moreover, thanks to a close collaboration between the services, this website offers the same search engine as the one already implemented on the websites "About Parliament" and "At Your Service". This search engine, called "elastic search", offers much better results to the users than the old one.

According to recommendation 5 of the Special report No 17/2016 of the European Court of Auditors “the EU institutions should create a common electronic one-stop shop for their procurement activities allowing economic operators to find all relevant information in a single online location and interact with the EU institutions through this website. Procurement procedures including communication on rules applicable, business opportunities, relevant procurement documents, submission of tenders and all other communication between institutions and economic operators should all be managed via such an one-stop shop”. The Publications Office of the European Union, has proposed to implement as a long-term target a common electronic one-stop shop for the procurement of all EU institutions to gradually gather all procurement information in one single website to facilitate the public access of and to avoid information multiplication and discrepancies. Parliament in collaboration with other EU institutions is setting up the common rules to define and automatize at maximum the implementation procedure for that one-stop shop.

**108.** What is the most up to date status of the deficit of the pension fund and what was the deficit in 2018 compared to 2017?

The most recent assessment of the actuarial deficit of the pension fund is as of 31 December 2018. The actuarial deficits at 31 December in the years 2017 and 2018 were as follows:

Year	Actuarial deficit in million EUR
<b>2017</b>	305,4
<b>2018</b>	286,1

**109.** Please provide us with additional information regarding the voluntary pension fund:  
a) Contributions by the EP (2014 to 31.12.2018 in yearly increments);  
b) Annual payments (2014 to 31.12.2018 in yearly increments);  
c) Projections of the number of MEPs for the next 5 years, who will be entitled to an EU pension (in yearly increments).

a) For the years 2014 to 2018, Parliament’s contributions to the voluntary pension fund were:

Year	Amount in EUR
<b>2014</b>	25 284.36
<b>2015</b>	3 178.74
<b>2016</b>	287.82
<b>2017</b>	0,00
<b>2018</b>	0,00

b) Annual pension payments under the additional (voluntary) pension scheme (2014 to 2018)

<b>Year</b>	<b>Amount in EUR</b>	<b>Yearly increments</b>
<b>2014</b>	14 471 432.31	
<b>2015</b>	15 771 158.41	1 299 726.10
<b>2016</b>	16 616 919.88	845 761.47
<b>2017</b>	17 186 610.39	569 690.51
<b>2018</b>	17 807 642.21	621 031.82

c) Projections of the number of MEPs who will be entitled to an old-age pension under the additional (voluntary) pension scheme (2014 to 2018). The figures are based on three assumptions:

1. All present and potential future beneficiaries will remain alive throughout the period;
2. MEPs in mandate holding rights under the scheme will remain in mandate until the European elections in 2024.
3. Pensionable age under the scheme rules will remain unchanged at 65 years.

<b>Year</b>	<b>Beneficiaries already in pension (MEPs + survivors)</b>	<b>New pensioners for the year (MEPs only)</b>	<b>Total</b>
<b>2019</b>	790	1	<b>791</b>
<b>2020</b>	791	5	<b>796</b>
<b>2021</b>	796	20	<b>816</b>
<b>2022</b>	816	18	<b>834</b>
<b>2023</b>	834	9	<b>843</b>
<b>2024</b>	843	29	<b>872</b>

**110.** The Bureau presented a comprehensive proposal in March 2018 aimed at significantly reducing the actuarial deficit and improving the sustainability of the Fund. What decisions and actions have been taken since then to reduce the actuarial deficit of the voluntary pension fund?

At its meeting of 10 December 2018, the Bureau decided to modify the rules applicable to the additional voluntary pension scheme with a view to improving the sustainability of the pension fund. The changes included an increase of the pension age from 63 to 65 years and the introduction of a 5% levy applicable to pensions established after 1 January 2019.

**111.** What was the highest, lowest and average pension paid from the voluntary pension fund in 2018 and in 2019?

With reservation for the fact that the annual indexation for 2019 is not yet known, the highest, lowest and average pensions paid monthly under the additional (voluntary) pension scheme in 2018 and 2019 were (including survivors' pensions):

<b>Year</b>	<b>Max</b>	<b>Min</b>	<b>Average</b>
<b>2018</b>	EUR 6 369.24	EUR 115.84	EUR 1 938.37
<b>2019</b>	EUR 6 369.24	EUR 117.81	EUR 1 951.90

**112.** Since the foundation of the fund, how many members left the fund and had their contributions paid back in 2018?

The number of Members who withdrew from the scheme each year were:

<b>1995</b>	7
<b>1996</b>	3
<b>1997</b>	1
<b>1998</b>	85
<b>1999</b>	39
<b>2000</b>	8
<b>2001</b>	5
<b>2002</b>	3
<b>2003</b>	8
<b>2004</b>	29
<b>2005</b>	30
<b>2006</b>	10
<b>2007</b>	13
<b>2008</b>	8
<b>2009</b>	68
<b>2010</b>	7
<b>2011</b>	2
<b>2012</b>	1
<b>2013</b>	1
<b>2014</b>	6



<b>2015</b>	2
<b>2016</b>	3
<b>2017</b>	0
<b>2018</b>	1
<b>Total</b>	<b>340</b>

**113.** Concerning UK pension funds, can the Secretary-General provide an overview of the information gathered so far? What are the conditions a fund should meet to be considered suitable for a transfer out? How many UK pension funds has the PMO identified as suitable? How is the PMO working on the matter?

The file continues to be discussed at interinstitutional level with a view to monitoring the developments closely, since it is not Parliament's administration but the Commission's paymaster's office (PMO) which implements pension rights transfers. The latest information available is that PMO identified at least one UK pension fund which accepts "transfer out".

**114.** It seems that when transferring in pension contributions, different conversion rates are applied to officials, contractual agents, temporary agents and accredited parliamentary assistants. Can the Secretary-General provide an overview of the rules and provisions the PMO applies to each category of officials and other servants?

There are no differential rates regarding transfer of pension rights from the national pension schemes to the pension scheme of the European Union ("transfer in"). The rates are identical irrespective of the statutory status of the staff member concerned. The rules applicable to transfer of pension rights are essentially to be found in Articles 11 and 12 of Annex VIII of the Staff Regulations and in the General Implementing provisions for the Transfer of Pension Rights (Decision of the Bureau of 22 June 2011.

<https://epintranet.in.ep.europa.eu/home/parliamentary-life/governing-bodies/bureau/compendium-of-rules.html>).

Additionally, Parliament's Intranet contains detailed guidelines concerning the administrative procedure for both "transfer in" and "transfer out" of pension rights:

<https://epintranet.in.ep.europa.eu/home/browse-as/human-resources/leaving-ep/retirement-pensions.html>

As to the applicable exchange rate for "transfer out", the exact rate of the moment of the transfer is applied. As far as "transfer in", the exchange rate applicable at the moment of the request of the transfer is applied.



## DELEGATIONS AND MISSIONS

**115.** In 2018, what were the ten most expensive delegation trips, in absolute terms, and what were the ten delegation trips where the average cost per MEP was highest?

Please refer to Annex Q115.

**116.** How many “away days” did the whole administration and the Bureau have in 2018, where did they take place and how many people participated respectively? What were the costs incurred?

Please refer to Annex Q116.

**117.** Missions by the President: which missions outside the EP’s three locations (Brussels, Luxembourg and Strasbourg) were undertaken by the President in 2018 (and in 2017 by way of comparison)? In the cases where a private flight was chartered, for what costs was it chartered and what justification was given for not taking the regular flight operators? For missions outside the EU: what was the purpose of the mission and who accompanied the President and in which function?

In 2018, 22 missions were undertaken by the President of the European Parliament outside the three Parliament locations (Brussels, Luxembourg and Strasbourg), out of which 4 were outside of the European Union.

By way of comparison, in 2017, 28 missions were undertaken by the President outside the EP’s locations (Brussels, Luxembourg and Strasbourg), out of which 3 were outside of the EU.

In three missions held respectively in:

- Bucharest on 20-21 November 2018,
- Sofia on 20-21 November 2017,
- Tallinn on 29-30 May 2017

a charter flight was hired for the Delegation of the Parliament’s Conference of Presidents in the framework of the meetings organised respectively by the incoming Romanian, Bulgarian and Estonian Presidency of the Council of the European Union.

The relevant quota covering the President’s travel costs corresponded respectively to EUR 1 225 (Bucharest), EUR 417 (Sofia) and EUR 1 075 (Tallinn).

<b>Visits inside EU (outside the EP three locations)</b>	
<b>2017</b>	<b>2018</b>
<ol style="list-style-type: none"> <li>1. Paris, France, 15-16 January</li> <li>2. Lisbon, Portugal, 9-10 January</li> <li>3. Rome, Italy, 19-23 January</li> <li>4. La Valletta, Malta, 2-3 February</li> <li>5. Berlin, Germany, 23-24 February</li> <li>6. La Valletta, Malta, 29-30 March</li> <li>7. Bratislava, Slovakia, (via Vienna), 23-24 April</li> <li>8. Madrid, Spain, 8-9 May</li> <li>9. Zagreb, Croatia, 18-19 May</li> <li>10. Tallinn, Estonia, 29-30 May (CoP incoming EE Presidency)</li> <li>11. Cardiff, United Kingdom, 3-4 June</li> <li>12. Speyer, Germany, 1 July</li> <li>13. Paris, France, 5 July</li> <li>14. Cernay-la-Ville, France, 9-10 October</li> <li>15. Osnabrück/ Münster, Germany, 10 September</li> <li>16. Paris, France, 21-22 September</li> <li>17. Tallinn, Estonia, 28-29 September</li> <li>18. Oviedo, Spain, 20-21 October</li> <li>19. Paris, France, 26 October</li> <li>20. La Valletta, Malta, 3 November</li> <li>21. Stockholm and Gothenburg, 15-17 November</li> <li>22. Berlin, Germany, 9-10 November</li> <li>23. Sofia, Bulgaria, 20-21 November (CoP incoming BG Presidency)</li> <li>24. Milan, Italy, 6-7 December</li> <li>25. Nicosia, Cyprus, 7-8 December</li> </ol>	<ol style="list-style-type: none"> <li>1. Sofia, Bulgaria, 11-12 January</li> <li>2. Seville, Spain, 29 January</li> <li>3. Madrid/Valencia, Spain 7-8 March</li> <li>4. Madrid, Spain, 12 April</li> <li>5. Bochum, Germany, 12-13 April</li> <li>6. Tallinn, Estonia, 23-24 April</li> <li>7. Madrid, Spain, 8-9 May</li> <li>8. Paris, France, 23-24 May</li> <li>9. Sofia, Bulgaria, 16-17 May</li> <li>10. Budapest, Hungary, 2-3 June</li> <li>11. München, Germany, 6-7 June</li> <li>12. Vienna, Austria, 18-19 June</li> <li>13. Salzburg, Austria, 19-20 September</li> <li>14. Lisbon, Portugal, 27-28 September</li> <li>15. Helsinki, Finland, 7-8 November</li> <li>16. Paris, France, 10-11 November</li> <li>17. Bucharest, Romania, 20-21 November (CoP incoming RO Presidency)</li> <li>18. Vienna, Austria, 18 December</li> </ol>

<b>Visits outside EU 2017</b>		
<b>Visit</b>	<b>Justification</b>	<b>Delegation</b>
1. Abidjan, Ivory Coast, 28-29 November 2017	Participation to the EP-PAP Parliamentary Summit 5th AU-EU Summit of Heads of State and Government	<ol style="list-style-type: none"> <li>1. Mr Antonio TAJANI, President of the European Parliament</li> <li>2. Mr Diego CANGA FANO, Head of Cabinet</li> <li>3. Mr Carlo CORAZZA, Deputy Head of Cabinet and Spokesman</li> <li>4. Ms Chiara SALVELLI, Head of the Private Office of the President</li> <li>5. Mr Guglielmo DI COLA, Member of Cabinet</li> </ol>
2. Podgorica, Montenegro	Meeting with Parliament Speaker H.E. Mr Ivan Brajović	<ol style="list-style-type: none"> <li>1. Mr Antonio Tajani, President of the European Parliament</li> <li>2. Mr Carlo Corazza, Deputy Head of Cabinet and Spokesman</li> <li>3. Mr Guglielmo Di Cola, Member of Cabinet</li> </ol>
3. Tunis, Tunisia, 30 October -1 November 2017	Meeting with Mr Mohamed Ennaceur, President of the Assembly of the Representatives of the People and Mr Béji Caid Essebsi, President of the Republic	<ol style="list-style-type: none"> <li>1. Mr Antonio TAJANI, President of the European Parliament</li> <li>2. Mr Carlo CORAZZA, Deputy Head of Cabinet and Spokesman</li> <li>3. Mr Jesper HAGLUND, Member of Cabinet and diplomatic advisor</li> <li>4. Mr François GABRIEL, Member of Cabinet</li> <li>5. Ms. Chiara SALVELLI, Head of the Private Office of the President</li> </ol>

<b>Visits Outside EU 2018</b>		
<b>Visit</b>	<b>Justification</b>	<b>Delegation</b>
1. Tripoli, Libya, 24 June 2018	Meeting with Prime Minister Faiez Serraj + Foreign Minister Mohamed Taha Siala	<ol style="list-style-type: none"> <li>1. Mr. Antonio TAJANI, President of the European Parliament</li> <li>2. Mr. Carlo CORAZZA, Deputy Head of Cabinet and Spokesperson</li> <li>3. Mr. Michele CERCONE, Member of Cabinet, Diplomatic Advisor</li> <li>4. Mrs Chiara SALVELLI, Head of the Private Office of the President</li> <li>5. Mr. François GABRIEL, Member of Cabinet, Advisor on External Policies</li> </ol>
2. Tripoli, Libya, 9-10 July 2018	EUBAM travel to Tripoli , Meetings with Libyan political representatives, including Prime Minister Faiez Serraj	<ol style="list-style-type: none"> <li>1. Mr. Antonio TAJANI, President of the European Parliament</li> <li>2. Mr Carlo CORAZZA, Deputy Head of Cabinet and Spokesperson</li> <li>3. Mr Michele CERCONE, Member of Cabinet, Diplomatic Advisor</li> <li>4. Mrs Chiara SALVELLI, Head of the Private Office of the President</li> <li>5. Mr François GABRIEL, Member of Cabinet, Advisor on External Policies</li> </ol>
3. Niamey, Niger, 17-18 July 2018	<p>Rencontre avec les Présidents des Assemblées Nationales des pays du G5 Sahel (Niger, Mali, Burkina Faso, Mauritanie, Tchad) et</p> <p>Audience Président de l'Assemblée Nationale, suivie d'une réunion avec le Bureau de l'Assemblée Nationale</p> <p>Audience Premier Ministre</p>	<ol style="list-style-type: none"> <li>1. Mr Antonio TAJANI, President of the European Parliament</li> <li>2. Mr Carlo CORAZZA, Deputy Head of Cabinet and Spokesperson</li> <li>3. Mr Michele CERCONE, Member of Cabinet, Diplomatic Advisor</li> <li>4. Mr Guglielmo DI COLA, Member of Cabinet, Advisor on Africa</li> <li>5. Ms Chiara SALVELLI, Head of the Private Office of the President</li> <li>6. Mr Jaume DUCH, Director-General of the Directorate-General for Communication</li> </ol>
4. Beograd, Serbia, 31 January and 1 February 2018	Meetings with the Serbian National Assembly Speaker HE Ms Maja Gojković, with HE Mrs Ana Brnabić, Prime Minister of the Republic of Serbia and with HE Mr Aleksandar Vučić, President of the Republic of Serbia	<ol style="list-style-type: none"> <li>1. Mr Antonio TAJANI, President of the European Parliament</li> <li>2. Mr Carlo CORAZZA, Deputy Head of Cabinet, Spokesperson</li> <li>3. Mr Jesper HAGLUND, Member of Cabinet, Diplomatic Advisor</li> <li>4. Mr François GABRIEL, Member of Cabinet</li> </ol>

**118.** Please provide us with detailed figures regarding the costs of the 12 missions to Strasbourg in the 2018 financial year:

- a) Reimbursement of travel costs for Members of Parliament;
- b) Reimbursement of travel costs for EP staff;
- c) Reimbursement of travel costs for Accredited Parliamentary Assistants;
- d) Costs of charter train Thalys;
- e) Costs of transport of the “cantines”;
- f) Costs of transport of the vehicle fleet;
- g) Cost of external contractors (Flower Bar, Members’ Bar, Press Bar, Swan Bar, selfservice restaurant, etc.);
- h) The total amount of all costs.

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

Cost of Strasbourg sessions for year 2018 (EUR) (1)

<b>Cat.</b>	<b>TOTAL</b>	<b>AVERAGE PER SESSION</b>
<b>Travel Costs</b>	7 571 447.52	630 953.96
<b>Daily Allowance</b>	10 193 940.50	849 495.04
<b>Distance Allowance</b>	1 424 841.37	118 736.78
<b>Time Allowance</b>	2 038 181.52	169 848.46
<b>Other Costs</b>	38 278.59	3 189.88
<b>TOTAL</b>	<b>21 266 689.50</b>	<b>1 772 224.12</b>

(1) Figures not final as deadline for submission of 2018 expenses is 31/10/2019

b and c) Reimbursement of travel costs for EP staff and APAs

	<b>N° Missions for Strasbourg sessions</b>	<b>Travel cost</b>
<b>Agent</b>	18.509	3.631.082
<b>APA</b>	10.522	2.097.250
<b>Total:</b>	<b>29.031</b>	<b>5.728.333</b>

d) Costs of charter train Thalys:

At the Parliament’s request, the travel agency concluded with the Thalys railway company a contract for the charter of two high-speed trains covering the Brussels-Strasbourg-Brussels route with a travel time of 3 hours, one consisting of two train units and the other consisting of one train unit with a total of 1 113 seats.

The total price for the chartered trains in 2018 resulted in a price of 140 EUR per passenger for a one-way trip, and 280 EUR for a return trip. That amount covers the price for the trains operation between Brussels and Strasbourg including one stop in Paris and the access controls in the form of ticket and ID checks when travellers enter the trains.

It is worth noting that the costs for the Thalys charter are included in the figures for reimbursements of travel costs for Members/staff and APAs.

e) Costs of transport of the canteens

In 2018, the total cost of this type of rental of external vehicles for the 12 missions to Strasbourg amounted to EUR 51 832 (due to the internalisation of the EP vehicle fleet this cost will further decrease in 2019).

f) Costs of transport of the vehicle fleet

In 2018, the costs of transport of the combined vehicle fleet (persons and goods) for 12 sessions in Strasbourg for 130 vehicles amount to +/- EUR 34 500 for road toll (péage) and +/- EUR 130 000 for fuel.

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

The European Parliament incurs no costs from Compass Eurest France, the external catering contractor for Parliament's buildings in Strasbourg. The contractual arrangement in place since November 2016 is concession-based and without subsidies.

h) Total amount of all costs

The above cost elements sum up to a total of approx. EUR 27 211 000.

## SECURITY AND SAFETY

**119.** Can the Secretary-General describe in detail the expenditure on improving security measures in the EP buildings and the objective of concrete steps taken in 2014- 2018/19?

The competent services presented the expenses relating to the securisation of the Parliament's premises to the Committee on Budgets in June 2018 and provided further clarifications in a letter addressed to the Chair of the Committee on Budgets 22 of June 2018. Details were considered confidential and were made available in the secured reading room.

The security measures in buildings, linked to anti-terrorism measures, implemented between 2014 and 2018, can be subdivided in several natures, according to the security expert report, responsible for the risk analysis:

1. Entrances - Improve security level in entrances by adding anti-bullet; anti-riot; anti-intrusion and anti-blast protections and at the same time, revising the layout to organize circulation flows and guarantee access control and evacuation paths, without losing the functionalities needed for a European institution building entrance.

2. Facades - Adding anti-blast protection in all building facades, using specific anti-shattering films;
3. Peripheral protections - Create protections against vehicles in pedestrian and building entrances.

These measures were implemented in Brussels and Strasbourg buildings, between 2014 and 2018, and the respective global expenditure during this period was:

- Strasbourg – 2014-2018 (Design + Construction works) = EUR 25,9 Mio
- Brussels – 2014-2018 (Design + Construction works) = EUR 37,6 Mio

**120.** Is the SG of the opinion that the measures taken in terms of security and safety meet the actual needs of the EP?

See also reply to Question 122.

The SG has acknowledged several times that the measures taken in terms of security and safety meet the actual needs of the EP.

A comparison of EP's with French, British, German, Italian and American parliamentary services for Members conducted by the Secretary-General shows that Parliament has made considerable progress in the field of security showing an evolution from a below average service in 2014 to an above average in 2019.

Since 2014, Parliament has taken a whole series of measures to tighten up its security arrangements and make operational, structural and cultural improvements in this area while ensuring that it remains an open, transparent and accessible institution, which has always been its stated intention.

Bringing general security services in-house has radically altered the nature of Parliament's security services and how they operate and are organised.

Over the last parliamentary term, the Bureau has accordingly taken a number of major security-related decisions that have been followed-up effectively by the Administration.

The various measures taken can be categorised as follows:

- political measures concerning relations with the national authorities of the host countries and the other institutions;
- measures to upgrade Parliament's buildings;
- internal measures to step up internal security arrangements.

It should be pointed out that thanks to all these measures, taken as a whole, security in Parliament at the three sites has been markedly stepped up while ensuring parliamentary business continuity and retaining the openness and accessibility that are Parliament hallmarks.

The details of all the measures taken during the last parliamentary term, together with the infrastructure investment made, were presented to the Bureau in July 2019.

**121.** How many security staff were employed within the three places of work in 2018? What are the total costs? How many security staff became officials, in which grade and nationality in 2018?

553 security staff (security and prevention officers in Function Group I) were employed by the Parliament in 2018. The total salary costs for the staff concerned were around EUR 25 million.

Only one security and prevention officer became official in 2018 as a laureate of the EPSO competition for Accreditation officers / Receptionists (EPSO/AST-SC/05/16 - SC 1). He is of Belgian nationality and was recruited in the grade AST-SC 1.

**122.** Has the change from an external company to internal security services proved to be successful? Has an evaluation taken place on this change?

The Bureau adopted the decision to bring security services in house in 2012, in line with the strategy laid down in the 'New global security concept', the cornerstones of which included professionalisation and specialisation in view of the specific nature of Parliament and parliamentary activities.

Having brought its security services in house, Parliament is now able to manage all aspects of security within its buildings in Brussels and Strasbourg using its own staff, whose level of professionalism, motivation, commitment, dedication and loyalty to the institution and its Members is far greater than would be the case with the employees of an external service provider.

Internal management allowed for:

- A specific and tailor-made recruitment policy leading to the recruitment of a highly specialised management and mid-management with academic training at various levels in the area of security and solid professional background either in the national police forces of the Member States or the security services of the other institutions;
- A high level of specialisation among coordinators and administrators. Assistants (AST) responsible for coordination tasks (recruited through specific EPSO competitions tailored to Parliament's needs) and administrators also benefiting from solid security academic trainings and professional experience either in the national police forces of the Member States or the security services of the other institutions;
- A very selective recruitment procedure as regards security staff (Function Group I contract staff) who were all recruited via an EPSO selection applying exactly the same criteria as those for the recruitment of permanent staff performing other functions. The staff recruited have substantial knowledge and experience, coming mostly from the national law enforcement agencies of the various Member States;
- The professionalisation of all security staff, based on training provided to all staff in order to familiarise them with the specific characteristics and demands of Parliament's activities and the procedures, practices and working methods specific to the institution.
- The maintenance of staff know-how with regard to the specific nature and activities of Parliament, which is now able to develop and strengthen itself over time to ensure increasingly effective security tailored to the specific needs of the institution;
- Flexible management providing for tailored security able to safeguard the activities of Parliament, its bodies and Members while ensuring an appropriate level of security.



The fact that this internal transformation of the security services has coincided with an extremely sensitive time in terms of security must not be overlooked.

The complex context has direct consequences for the internal organisation of Parliament's security and brought the Bureau to take a series of measures to tighten up its security arrangements and make operational and structural improvements in this area, while ensuring that Parliament remains an open, transparent and accessible institution, which has always been its stated intention (see reply to Question 120).

Such a far-reaching transformation of the Parliament's security arrangements could never have been achieved with an external company managing its internal security.

A comparison of Parliament with French, British, German, Italian and American parliamentary services for Members shows that EP has made considerable progress in the field of security showing an evolution from a below average service in 2014 to an above average in 2019.

Moreover, DG SAFE has organised various visits and meetings with his counterparts in the national Parliaments - notably the European Parliamentary Security Service Conference held in the European Parliament in October 2018 with the aim of fostering enhanced cooperation with colleagues responsible for security in national parliaments and jointly identifying best practices.

The results of these exchanges indicate that EP's current security standards are on the same level with those of national parliaments, and even higher in some areas.

**123.** Concerning Cybersecurity and the increased and generalised use of WhatsApp, have the EP services considered creating an App internal to the institution? Would there be barriers to doing so?

DG ITEC, will analyse all possible communication solutions in the context of its Digital Work Place (DWP) strategy and has already involved ICT security services in the process.

## GREEN PARLIAMENT

**124.** With regard to the Environmental Management System (EMAS), what results were achieved in 2018 in terms of reducing carbon dioxide emissions and reducing waste, especially plastic?

The European Parliament's objective is to reduce CO<sub>2</sub> emissions per full-time equivalent (FTE) by 40% between 2006 and 2030. Between 2006 and 2018, Parliament has already reduced its emissions by approximately 37.7%, nearly reaching its 2030 target. In 2018, Parliament's emissions were slightly lower than in 2017 in both absolute terms and per FTE. Emissions per FTE were 2.2% lower in 2018 when compared to 2017. Parliament's carbon footprint calculation is based on the most ambitious scope possible, encompassing direct, semi-direct and indirect emissions resulting from Parliament's activities.

In 2018, European Parliament reduced the total amount of waste it produced by 3.2% compared to 2017. In 2018, Parliament's average recycling rate stood at 69.1%, nearly reaching the target (70% for the period 2016-2025), while the amount of non-recycled waste was reduced by 17.6% and the amount of food waste by 23.1%.

When it comes to plastic waste, due to the procedures for its removal and treatment by authorised entities at the three places of work, it is weighed together with metal cans and drink cartons. Taken together, the amount of waste in this category was reduced by 19% in 2018 when compared to 2017 (128 325 kg in 2018 compared to 158 720 kg in 2017).

**125.** How much electricity, water and heat was consumed in 2018 in the EP's three locations (Brussels, Luxembourg and Strasbourg) respectively (and, for comparison, in 2017)?

In 2018, 122 315 983 kWh of electricity were used at the European Parliament's three main places of work (71 558 342 kWh in Brussels, 15 531 168 kWh in Luxembourg and 35 226 473 kWh in Strasbourg). This is slightly more than in 2017, when 120 580 240 kWh of electricity were used at the three main places of work (69 627 371 kWh in Brussels, 15 834 120 kWh in Luxembourg and 35 118 749 kWh in Strasbourg).

When it comes to water, 222 237 m<sup>3</sup> were used at the European Parliament's three main places of work in 2018 (146 709 m<sup>3</sup> in Brussels, 24 877 m<sup>3</sup> in Luxembourg and 50 651 m<sup>3</sup> in Strasbourg). This is slightly more than in 2017, when 220.028 m<sup>3</sup> of water were used at the three main places of work (142 552 m<sup>3</sup> in Brussels, 25 866 m<sup>3</sup> in Luxembourg and 51 610 m<sup>3</sup> in Strasbourg).

It should be noted that relative to the number of FTEs, there was a reduction in both electricity and water consumption in 2018 when compared to 2017 (for electricity, 8 390 kWh/FTE in 2018 compared to 8 430.4 kWh/FTE in 2017; for water, 15.2 m<sup>3</sup>/FTE in 2018 compared to 15.4 m<sup>3</sup>/FTE in 2017).

Concerning energy used for heating, 67 183 096 kWh were used at the European Parliament's three main places of work in 2018 (54 214 773 kWh in Brussels, 10 828 217 kWh in Luxembourg and 2 140 106 kWh in Strasbourg). This is less than in 2017, when 68 985 262 kWh were used at the three main places of work (54 645 934 kWh in Brussels, 10 873 700 kWh in Luxembourg and 3 465 628 kWh in Strasbourg).

**126.** How many single-use plastic bottles were discarded by the Parliament in 2018? What initiatives is the Parliament pursuing to further reduce the use of single-use plastic bottles?

In 2018, roughly 1 million plastic bottles were consumed in the European Parliament, down by 11% (103 000) compared to 2017, 600 000 of which were consumed at Parliament's official meetings, the other 400 000 by political groups and other events organised by Parliament's services.

The Bureau Working Group on 'Buildings, Transport and a Green Parliament' invited the administration to propose immediate and long-term measures for a complete abolition of single-use plastic bottles distributed or sold on Parliament's premises (at official meetings, vending machines, catering sale outlets and large scale events) for the new legislature 2019.

The following decisions and measures were taken by the Quaestors and the Bureau:

At their meeting on 17 April 2018, the Quaestors decided that

- plastic bottles for water and soft drinks in vending machines should be phased-out as soon as possible;

- freely accessible water tap fountains (providing still and sparkling water) shall be installed universally in Parliament's meeting rooms and busy corridors to ensure water provision at all times without having to resort to the distribution of plastic bottles.

At their meeting on 11 June 2018, the Bureau

- welcomed this innovative water provision policy at Parliament's premises through a widespread system of water fountains located near all the meeting rooms and in all buildings housing Members and staff, including visitors' areas, to enable the reduction and gradual elimination of single-use plastic bottles, and noted that Parliament should become the leading EU institution in this area;

On 18 June 2019, the Quaestors adopted the following measures:

- As of 1 July 2019, bottled mineral water is no longer provided at Parliament's official meetings. Members and staff attending Parliament's official meetings are invited to use one of the newly installed 300 water fountains equipped with anti-bacteriological devices providing cooled still and sparkling water. The remaining fountains that still dispense cups for single-use will be equipped with recyclable or biodegradable material.
- As of September 2019, plastic bottles in all vending machines, catering outlets and sales points should be eliminated.
- Vending machines providing reusable drinks containers (functioning with a deposit system) should be installed gradually as of January 2020 in the main passageways and visitors' areas, in order to eliminate the distribution of all single-use material, whether recyclable or not.

Following these decisions, these implementing measures have been taken:

- At the three places of work, as of 1 July 2019, bottled mineral water is no longer provided at Parliament's official meetings. Existing stocks of plastic water bottles were returned to the supplier or, if not possible, will be used up and phased out as soon as possible.
- Members and staff were informed of this measure and were encouraged to use the newly installed water fountains instead.
- In Brussels, as of 5 August 2019, the new restaurant and catering service providers will be gradually offering a plastic-free service.
- In Luxembourg, as of 1 July 2019, single-use plastic bottles are no longer available at the catering outlets, sales points and in the Staff Shop. Single-use plastic bottles are replaced by more environmentally friendly reusable bottles or by cans, which are collected at identified collecting points.
- In Strasbourg, as of 1 July 2019, plastic bottles have been replaced by a deposit/voucher system for glass bottles applicable to all catering sales points, restaurants and bars.
- The 'Use Your Own Mug' financial incentive, where vending machines as well as cafeterias offer a reduction of 10 cents, is under implementation. In addition, all catering providers operating on Parliament's premises on the three sites committed themselves to reduce, with a view to total elimination, plastics, such as cutlery, packaging and wrapping material.

the 1990s, the number of people in the world who are under 15 years of age is expected to increase by 1.5 billion (United Nations 1994).

There is a growing awareness of the need to address the needs of children in the 1990s. The United Nations Children's Fund (UNICEF) has been instrumental in this regard, and has produced a number of reports and guidelines for the development of child care services. The United Nations Development Programme (UNDP) has also produced a number of reports and guidelines for the development of child care services. The World Bank has also produced a number of reports and guidelines for the development of child care services.

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## Annex Q7 - Implementation of the election strategy in 2018

March 2018	Creation of governance structures for EE19 campaign in DG COMM
March 2018	EU-wide research to refine understanding of priority “soft abstainer” target audiences for all EPLOs and central teams: Phase 2 (media habits)
Mar-June 2018	Creation and progressive activation of inter-institutional cooperation structures relating to the EE19 campaign.
Mar-June 2018	Recruitment of specialist contractual staff for EE19 (mainly press officers and community managers in the EPLOs, plus technical experts for digital ground game)
Mar-June 2018	Development of eight “EE19 core narratives”, relating important policy areas (identified by Eurobarometer research as being citizens’ major concerns) to EP legislative activities and action. For use in messaging to all audiences.
Mar-June 2018	Set up of “thistimeimvoting.eu” (TTIV) website, technical infrastructure and organisational structures/workflows.
Mar-June 2018	Development of graphic guidelines and designs for EE19 communication products, distribution to internal and external partners (e.g. via “download centre”)
Mar-June 2018	Preparation of ‘action plans’ by DG COMM central units and ‘national action plans’ by EPLOs (aligned with general strategy) Attribution of budget to EPLOs to support national action plans.
May 2018	Launch of press/media campaign with President Tajani of “One Year to Go” press briefing. Publication of Eurobarometer survey on awareness of and attitudes to European elections. Promotional campaign on social media.
June 2018	Launch of TTIV website v.1 and first recruitments of ground game at EYE.
July 2018	First promotional campaign to attract recruits to TTIV community
July-Aug 2018	EU-wide research to refine understanding of priority “soft abstainer” target audiences for all EPLOs and central teams: Phase 3 (voting behaviour and political/campaign priorities)
Sept. 2018	First “welcome meetings” in EPLOs for TTIV volunteers, first activation of volunteers (online/offline).
Sept. 2018	State of the Union speech: major media activation based on upcoming elections; parallel launch of first pre-election Eurobarometer; promotional campaign via social media.
Sept-Dec 2018	Integration of EE19 messaging and information in visitor briefings and content. Special EE19 stand for visitors, “sharing box” (photo booth with EE19 content), election postcards...
Sept-Dec 2018	Supporter and volunteer newsletters through TTIV platform: shareable content, competitions, tips and tricks, testimonials, campaign milestones in accordance with an editorial schedule.
Sept-Dec 2018	Ongoing social media posting (and re-posting) of EE19 related content (central and local platforms), engagement with social media networks, online competitions to develop content, etc. “Always-on” promotion of election related content.

Sept-Dec 2018	“Delivery phase” development of campaign visuals based on policies of EU and actions of EP --> physical installations (e.g. Brussels Skywalk), social media imagery and messaging, “Because” website (Nov.) Promotional campaign (Dec).
Sept-Dec 2018	Networking with and mobilisation of partner organisations: briefings, presentations, participation in events with information stands, series of training seminars, memoranda of understanding...
Sept-Dec 2018	Mobilisation of online influencers, including through invitations to EP sessions and events
Sept-Dec 2018	Series of seminars for journalists and media to brief them on EE19 and related services (Brussels/Strasbourg)
Sept-Dec 2018	Workshops and briefings organised by media/press teams in EPLOs at national level to brief journalists on EE19 and related services
Sept-Dec 2018	“Media Tour”: senior management meetings with leading media directors (newspaper editors, heads of TV & radio news, etc.) to boost awareness/interest in and offer EP support services for EE19 coverage.
Oct. 2018	Publication and media launch of Eurobarometer survey concerning public opinion on EE19, attitudes to the European Parliament and EU policies/values of greatest interest in this context.
Oct. 2018	Organisation of Europe Direct Information Centres (EDICs) annual general meeting in the European Parliament, themed EE19
Oct-Dec 2018	Pre-production conceptual work for “Choose Your Future” movie and family of products: moodboarding, storyboarding, development and validation of narrative...
Oct-Dec 2018	Development and design work for “How to” elections website (for launch January 2019)
Oct-Dec 2018	Pre-award phase of grants programme (media & events) relating to EE19: publication, evaluations (awards in 2019)
Oct-Dec 2018	Preparatory discussions with European Broadcasting Union and European Political parties on organisation of lead candidate debate.
Nov. 2018	Launch of “Because” website, with promotional campaign.
Nov. 2018	Launch of the “What Europe Does For Me” website, developed by DG EPRS providing details of EU action in geographical locations and for social/interest groups. Promotional campaign
Nov. 2018	“28/28” meeting of EC Representations and EP Liaison Offices, themed EE19
Nov. 2018	Second promotional campaign to attract recruits to TTIV community
Dec. 2018	Publication of “pre-election” website on Europarl.
Dec. 2018	Launch of Citizens’ App
Dec. 2018	EE19 promo items available for visitor services
Dec. 2018	Preparation of social media short video campaign promoting voter registration for the largest EU diasporas within the EU (publication 2019)

**Annex Q15 - Visitor numbers per month for the Brussels and Strasbourg Parliamentarium**

	Parlamentarium Brussels								Parlamentarium Strasbourg	
	2011	2012	2013	2014	2015	2016	2017	2018	2017	2018
<b>Jan</b>	-	12.280	18.065	19.738	17.744	13.379	16.748	19.199	-	6.818
<b>Feb</b>	-	16.537	22.595	25.911	22.275	21.214	23.518	23.147	-	9.444
<b>Mar</b>	-	24.463	35.324	33.708	35.885	21.374	30.351	33.567	-	16.203
<b>Apr</b>	-	24.374	35.615	37.214	35.939	17.884	30.547	29.708	-	16.823
<b>May</b>	-	25.333	35.291	31.957	35.413	19.035	27.075	27.000	-	15.003
<b>Jun</b>	-	20.398	28.523	23.367	30.075	17.511	21.859	23.592	3.212	32.899
<b>Jul</b>	-	18.275	25.651	24.817	28.337	15.645	19.455	22.624	9.978	16.850
<b>Aug</b>	-	20.581	27.024	31.927	30.103	14.816	20.288	27.304	8.814	12.611
<b>Sep</b>	-	23.504	22.593	25.393	25.691	17.908	21.163	22.252	10.220	14.013
<b>Oct</b>	16.752	29.798	32.817	36.039	34.075	23.626	27.841	28.268	11.666	17.984
<b>Nov</b>	22.650	30.064	31.574	26.371	17.508	22.291	26.115	25.865	10.176	13.351
<b>Dec</b>	16.612	22.567	22.081	24.058	13.035	20.051	20.934	19.721	7.102	12.173
<b>TOTAL</b>	<b>56.014</b>	<b>268.174</b>	<b>337.153</b>	<b>340.500</b>	<b>326.080</b>	<b>224.734</b>	<b>285.894</b>	<b>302.247</b>	<b>61.168</b>	<b>184.172</b>
<b>% Variation</b>		-	26%	1%	-4%	-31%	27%	6%		-



## Annex Q17 - Stakeholder dialogue events in 2018

Date	City	Legislative proposals	Committee	Rapporteur(s)
25/01/2018	Dublin	Common consolidated corporate tax base (CCCTB) and Common corporate tax base (CCTB)	ECON	Alain LAMASSOURE (EPP) & Paul TANG (S&D)
01/02/2018	Paris	Common corporate tax base (CCTB)	ECON	Paul TANG (S&D)
16/02/2018	Stockholm	Pursuing the occupation of road transport operator and access to the international road haulage market	TRAN	Jens NILSSON (S&D)
26/02/2018	Berlin	European Solidarity Corps	CULT	Helga TRÜPEL (Verts/ALE)
23/03/2018	Rome	The Future of Food and Farming	AGRI	Herbert DORFMANN (EPP)
25/04/2018	Paris	Screening of foreign direct investments into the European Union	INTA	Franck PROUST (EPP)
26&27/04/2018	Vienna	The Future of Food and Farming	AGRI	Herbert DORFMANN (EPP)
08/05/2018	Budapest	Transparent and predictable working conditions in the EU	EMPL	Enrique CALVET CHAMBON (ALDE)
14/05/2018	Berlin	Common consolidated corporate tax base (CCCTB) and Common corporate tax base (CCTB)	ECON	Alain LAMASSOURE (EPP) & Paul TANG (S&D)
15/05/2018	Vienna	Common consolidated corporate tax base (CCCTB) and Common corporate tax base (CCTB)	ECON	Alain LAMASSOURE (EPP) & Paul TANG (S&D)

17/05/2018	Paris	Transparent and predictable working conditions in the EU	EMPL	Enrique CALVET CHAMBON (ALDE)
23/05/2018	Riga	Posting drivers in the road transport sector	TRAN	Merja KYLLONEN (GUE/NGL)
01/06/2018	Madrid	Transparent and predictable working conditions in the EU	EMPL	Enrique CALVET CHAMBON (ALDE)
08/06/2018	Stockholm	Transparent and predictable working conditions in the EU	EMPL	Enrique CALVET CHAMBON (ALDE)
08/06/2018	Warsaw	The reform of the European Union's system of own resources	BUDG	Janusz LEWANDOWSKI (EPP)
15/06/2018	Berlin	Transparent and predictable working conditions in the EU	EMPL	Enrique CALVET CHAMBON (ALDE)
18/06/2018	Madrid	European Electronic Communications Code	ITRE	Pilar DEL CASTILLO (EPP)
14/09/2018	Vienna	Transparent and predictable working conditions in the EU	EMPL	Enrique CALVET CHAMBON (ALDE)

## Q18 and Q20 - European Liaison Offices

### Breakdown of total expenditure 2014

Liaison office	Staff Cost			Buildings cost	Security cost	Communication cost	Total cost
	Salaries	Missions	Sub-total				
ATHENS OFFICE	853.017	45.503	898.520	396.998	44.824	153.941	1.494.282
BARCELONA REG OFFICE	321.555	18.910	340.465	156.062	50.715	97.579	644.821
BERLIN OFFICE	1.149.649	64.610	1.214.259	710.250	104.959	516.894	2.546.362
BRATISLAVA OFFICE	391.855	46.780	438.635	144.451	0	176.799	759.885
BRUSSELS OFFICE	874.673	26.569	901.242	0	0	359.826	1.261.068
BUCHAREST OFFICE	173.321	25.402	198.723	302.944	13.753	84.152	599.572
BUDAPEST OFFICE	298.909	38.958	337.868	97.163	37.283	172.684	644.997
COPENHAGEN OFFICE	764.936	53.704	818.640	264.210	132.991	169.918	1.385.758
DUBLIN OFFICE	737.667	37.087	774.754	360.890	68.903	136.741	1.341.289
EDINBURGH REG OFFICE	190.687	23.558	214.245	148.294	38.124	87.181	487.844
HELSINKI OFFICE	695.607	46.930	742.537	355.762	54.775	215.691	1.368.766
LISBON OFFICE	560.227	48.446	608.673	118.017	36.102	160.713	923.505
LJUBLJANA OFFICE	261.019	55.678	316.696	119.952	41.253	144.125	622.026
LONDON OFFICE	1.523.854	72.366	1.596.221	127.927	87.296	570.140	2.381.584
LUXEMBOURG OFFICE	331.266	14.530	345.796	243.762	0	122.154	711.712
MADRID OFFICE	1.384.909	56.048	1.440.957	607.668	103.581	296.436	2.448.641
MARSEILLE REG OFFICE	334.392	18.750	353.142	58.933	24.844	83.873	520.791
MILAN REG OFFICE	219.552	30.147	249.699	151.887	48.238	85.432	535.256
MUNICH REG OFFICE	290.888	15.246	306.133	50.104	36.484	60.815	453.537
NICOSIA OFFICE	201.466	33.984	235.450	378.897	52.836	170.904	838.086
PARIS OFFICE	1.000.776	53.767	1.054.543	1.182.942	97.027	237.520	2.572.032
PRAGUE OFFICE	323.689	43.679	367.368	220.053	818	250.303	838.542
RIGA OFFICE	266.356	30.688	297.045	157.596	56.035	97.291	607.967
ROME OFFICE	743.517	66.050	809.567	722.587	106.140	240.066	1.878.360
SOFIA OFFICE	95.086	35.001	130.088	98.674	15.503	133.388	377.653
STOCKHOLM OFFICE	818.782	54.140	872.923	409.235	94.083	202.154	1.578.395
STRASBOURG OFFICE	1.766.467	21.124	1.787.592	0	0	3.608.417	5.396.009
TALLINN OFFICE	276.061	25.700	301.761	155.028	19.352	90.551	566.692
THE HAGUE OFFICE	607.819	36.745	644.564	78.108	83.378	236.316	1.042.366
VALLETTA OFFICE	267.611	19.226	286.837	79.725	14.792	113.893	495.247
VIENNA OFFICE	537.779	46.270	584.049	104.018	60.924	216.841	965.832
VILNIUS OFFICE	223.464	37.215	260.678	201.321	16.409	209.091	687.499
WARSAW OFFICE	354.543	44.653	399.196	193.042	16.211	266.174	874.624
WROCLAW REG OFFICE	169.128	20.240	189.368	326.197	7.440	62.228	585.232
ZAGREB OFFICE	143.580	24.344	167.924	221.144	28.722	113.475	531.265
<b>Sub TOTAL</b>	<b>19.154.108</b>	<b>1.332.048</b>	<b>20.486.156</b>	<b>8.943.841</b>	<b>1.593.794</b>	<b>9.943.706</b>	<b>40.967.497</b>
WASHINGTON DC OFFICE	1.722.687	37.021	1.759.707	259.145	17.180	41.345	2.077.377
<b>TOTAL</b>	<b>20.876.795</b>	<b>1.369.069</b>	<b>22.245.863</b>	<b>9.202.986</b>	<b>1.610.974</b>	<b>9.985.051</b>	<b>43.044.874</b>

#### Communication costs:

Berlin: It includes Europe Experience expenses since 2017

Brussels: It includes Open Days management expenses until 2016. Afterwards it was managed by the HQ

Ljubljana: It includes Europe Experience expenses since 2017

Strasbourg: It includes Europe Experience expenses since 2017 and Euroscola management carried out by the Office

## Q18 and Q20 - European Liaison Offices

### Breakdown of total expenditure 2015

Liaison office	Staff Cost			Buildings cost	Security cost	Communication cost	Total cost
	Salaries	Missions	Sub-total				
ATHENS OFFICE	746.819	55.468	802.287	221.204	41.752	150.544	1.215.787
BARCELONA REG OFFICE	324.091	14.868	338.959	156.820	53.483	88.440	637.702
BERLIN OFFICE	1.197.399	65.191	1.262.590	1.579.610	139.332	601.886	3.583.418
BRATISLAVA OFFICE	394.961	48.143	443.104	139.146	7.872	128.600	718.722
BRUSSELS OFFICE	875.262	26.279	901.541	0	0	460.107	1.361.648
BUCHAREST OFFICE	180.028	32.626	212.654	264.347	23.904	103.564	604.469
BUDAPEST OFFICE	310.002	35.600	345.603	117.305	37.803	146.582	647.292
COPENHAGEN OFFICE	640.378	55.122	695.500	788.105	128.777	133.444	1.745.825
DUBLIN OFFICE	734.769	38.278	773.047	852.245	67.740	169.250	1.862.282
EDINBURGH REG OFFICE	361.894	33.325	395.220	162.601	37.396	75.850	671.066
HELSINKI OFFICE	527.282	47.540	574.822	360.561	56.215	143.668	1.135.266
LISBON OFFICE	591.788	52.074	643.862	106.709	36.332	176.820	963.723
LJUBLJANA OFFICE	286.174	53.350	339.524	98.296	41.543	118.371	597.734
LONDON OFFICE	1.454.996	81.604	1.536.601	113.938	116.409	558.603	2.325.551
LUXEMBOURG OFFICE	346.035	13.961	359.997	254.323	0	93.730	708.050
MADRID OFFICE	1.135.933	57.063	1.192.997	617.810	104.447	233.952	2.149.205
MARSEILLE REG OFFICE	335.947	22.602	358.549	29.707	23.011	56.385	467.652
MILAN REG OFFICE	243.993	19.509	263.502	149.079	48.306	99.897	560.784
MUNICH REG OFFICE	159.334	15.549	174.883	50.104	32.387	65.006	322.380
NICOSIA OFFICE	202.180	41.557	243.737	158.727	52.366	90.140	544.969
PARIS OFFICE	1.205.934	59.010	1.264.945	1.195.335	95.998	261.893	2.818.171
PRAGUE OFFICE	345.605	52.610	398.215	169.795	1.182	182.417	751.609
RIGA OFFICE	231.293	40.724	272.018	160.033	46.612	70.007	548.669
ROME OFFICE	913.634	74.657	988.291	702.917	105.074	240.477	2.036.759
SOFIA OFFICE	129.541	27.822	157.364	88.027	12.165	138.157	395.712
STOCKHOLM OFFICE	649.292	49.471	698.763	386.468	91.354	181.628	1.358.212
STRASBOURG OFFICE	1.756.832	21.692	1.778.524	0	0	3.757.268	5.535.792
TALLINN OFFICE	278.049	28.214	306.263	158.585	20.934	122.044	607.826
THE HAGUE OFFICE	662.572	42.213	704.785	78.861	83.865	261.196	1.128.708
VALLETTA OFFICE	269.576	29.049	298.625	78.855	13.625	178.014	569.120
VIENNA OFFICE	601.401	51.399	652.800	112.507	67.190	184.027	1.016.524
VILNIUS OFFICE	269.060	38.152	307.212	194.020	16.839	119.010	637.081
WARSAW OFFICE	348.939	45.635	394.574	192.072	16.551	302.161	905.359
WROCLAW REG OFFICE	184.681	21.167	205.849	270.826	8.062	71.116	555.852
ZAGREB OFFICE	218.683	31.282	249.965	238.388	28.508	111.081	627.942
<b>Sub TOTAL</b>	<b>19.114.359</b>	<b>1.422.809</b>	<b>20.537.168</b>	<b>10.247.326</b>	<b>1.657.031</b>	<b>9.875.335</b>	<b>42.316.860</b>
WASHINGTON DC OFFICE	1.651.855	60.838	1.712.694	428.505	23.709	40.266	2.205.174
<b>TOTAL</b>	<b>20.766.214</b>	<b>1.483.648</b>	<b>22.249.862</b>	<b>10.675.831</b>	<b>1.680.740</b>	<b>9.915.601</b>	<b>44.522.034</b>

#### Communication costs:

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Ljubljana: It includes Europe Experience expenses since 2017

Strasbourg: It includes Europe Experience expenses since 2017 and Euroscola management carried out by the Office

## Q18 and Q20 - European Liaison Offices

### Breakdown of total expenditure 2016

Liaison office	Staff Cost			Buildings cost	Security cost	Communication cost	Total cost
	Salaries	Missions	Sub-total				
ATHENS OFFICE	665.182	51.700	716.882	191.540	38.900	180.900	1.128.222
BARCELONA REG OFFICE	333.990	17.588	351.578	136.344	56.079	94.320	638.320
BERLIN OFFICE	1.167.524	57.174	1.224.698	1.761.441	121.060	870.603	3.977.802
BRATISLAVA OFFICE	378.313	57.698	436.012	137.751	0	144.005	717.768
BRUSSELS OFFICE	679.543	20.199	699.741	0	0	482.717	1.182.458
BUCHAREST OFFICE	219.393	41.541	260.934	244.136	25.874	147.800	678.743
BUDAPEST OFFICE	306.228	32.764	338.993	105.917	36.411	150.906	632.227
COPENHAGEN OFFICE	654.250	51.724	705.974	176.049	131.718	151.906	1.165.647
DUBLIN OFFICE	668.042	32.660	700.701	478.518	67.153	232.477	1.478.849
EDINBURGH REG OFFICE	378.294	33.579	411.873	152.177	35.894	58.549	658.492
HELSINKI OFFICE	503.658	38.936	542.595	359.006	54.425	142.800	1.098.826
LISBON OFFICE	621.285	38.268	659.553	108.682	35.857	231.030	1.035.122
LJUBLJANA OFFICE	276.833	43.224	320.056	1.059.953	45.424	209.293	1.634.726
LONDON OFFICE	1.622.447	66.799	1.689.246	107.911	95.373	439.675	2.332.205
LUXEMBOURG OFFICE	292.852	16.459	309.312	207.135	90.862	89.101	696.410
MADRID OFFICE	1.195.456	49.405	1.244.862	590.671	100.913	349.700	2.286.146
MARSEILLE REG OFFICE	357.585	22.553	380.138	81.697	23.379	100.760	585.974
MILAN REG OFFICE	251.821	18.868	270.690	154.065	50.177	103.581	578.513
MUNICH REG OFFICE	190.927	12.402	203.329	54.287	33.239	73.868	364.723
NICOSIA OFFICE	273.591	60.245	333.837	146.559	53.201	100.931	634.528
PARIS OFFICE	1.261.163	48.890	1.310.053	1.212.206	92.301	332.621	2.947.181
PRAGUE OFFICE	371.122	48.366	419.489	170.580	944	185.935	776.948
RIGA OFFICE	240.734	42.469	283.202	162.825	48.008	72.801	566.836
ROME OFFICE	793.430	56.970	850.400	743.569	104.685	260.917	1.959.571
SOFIA OFFICE	151.607	38.132	189.739	92.602	14.270	136.160	432.771
STOCKHOLM OFFICE	762.825	50.445	813.270	394.504	119.994	199.074	1.526.842
STRASBOURG OFFICE	2.147.835	12.246	2.160.081	0	0	4.055.439	6.215.520
TALLINN OFFICE	297.011	38.122	335.134	160.733	24.404	137.210	657.481
THE HAGUE OFFICE	695.170	61.381	756.550	90.267	101.126	282.700	1.230.643
VALLETTA OFFICE	293.668	30.340	324.008	50.295	56.569	173.294	604.166
VIENNA OFFICE	608.870	44.718	653.588	105.137	80.235	155.992	994.952
VILNIUS OFFICE	255.449	34.036	289.486	196.807	16.508	122.700	625.501
WARSAW OFFICE	397.059	49.135	446.194	201.740	19.014	201.311	868.258
WROCLAW REG OFFICE	143.830	21.435	165.264	377.303	7.795	61.967	612.329
ZAGREB OFFICE	220.968	42.795	263.763	234.810	17.658	134.348	650.578
<b>Sub TOTAL</b>	<b>19.677.956</b>	<b>1.383.265</b>	<b>21.061.221</b>	<b>10.447.217</b>	<b>1.799.450</b>	<b>10.867.391</b>	<b>44.175.279</b>
WASHINGTON DC OFFICE	1.593.780	104.843	1.698.623	570.175	33.321	56.218	2.358.337
<b>TOTAL</b>	<b>21.271.736</b>	<b>1.488.108</b>	<b>22.759.844</b>	<b>11.017.392</b>	<b>1.832.771</b>	<b>10.923.609</b>	<b>46.533.616</b>

#### Communication costs:

Berlin: It includes Europe Experience expenses since 2017

Brussels: It includes Open Days management expenses until 2016. Afterwards it was managed by the HQ

Ljubljana: It includes Europe Experience expenses since 2017

Strasbourg: It includes Europe Experience expenses since 2017 and Euroscola management carried out by the Office

## Q18 and Q20 - European Liaison Offices

### Breakdown of total expenditure 2017

Liaison office	Staff Cost			Buildings cost	Security cost	Communication cost	Total cost
	Salaries	Missions	Sub-total				
ATHENS OFFICE	583.389	53.823	637.212	201.020	41.227	234.700	1.114.159
BARCELONA REG OFFICE	263.460	12.698	276.159	126.161	57.664	70.466	530.449
BERLIN OFFICE	1.277.502	68.995	1.346.498	1.002.550	141.098	907.270	3.397.416
BRATISLAVA OFFICE	433.551	37.843	471.394	138.012	0	146.200	755.606
BRUSSELS OFFICE	509.755	21.210	530.965	0	0	185.944	716.909
BUCHAREST OFFICE	215.460	32.680	248.140	233.155	24.252	142.876	648.423
BUDAPEST OFFICE	313.016	27.539	340.555	105.257	35.486	159.824	641.122
COPENHAGEN OFFICE	636.899	47.954	684.853	155.661	128.912	177.360	1.146.786
DUBLIN OFFICE	743.288	36.866	780.154	456.458	67.617	187.142	1.491.371
EDINBURGH REG OFFICE	182.637	24.014	206.651	144.877	43.520	36.000	431.048
HELSINKI OFFICE	659.582	43.302	702.884	359.666	51.535	151.000	1.265.085
LISBON OFFICE	637.348	41.091	678.439	127.266	35.658	183.765	1.025.127
LJUBLJANA OFFICE	302.386	39.968	342.354	168.664	44.194	283.971	839.183
LONDON OFFICE	1.601.092	52.722	1.653.814	97.011	90.094	420.691	2.261.611
LUXEMBOURG OFFICE	358.334	17.082	375.417	198.186	79.794	124.031	777.428
MADRID OFFICE	1.218.906	58.797	1.277.704	622.206	99.951	286.571	2.286.432
MARSEILLE REG OFFICE	314.380	18.529	332.908	53.225	23.259	75.020	484.413
MILAN REG OFFICE	267.985	15.826	283.811	162.102	48.647	97.000	591.560
MUNICH REG OFFICE	221.014	16.845	237.859	50.104	33.158	75.100	396.221
NICOSIA OFFICE	277.619	38.515	316.134	156.250	63.127	93.896	629.407
PARIS OFFICE	1.337.093	33.659	1.370.752	1.305.578	92.938	342.901	3.112.169
PRAGUE OFFICE	377.994	43.818	421.812	171.591	4.306	187.000	784.709
RIGA OFFICE	243.359	34.917	278.276	160.604	49.069	83.365	571.314
ROME OFFICE	713.358	75.449	788.807	749.192	105.802	253.920	1.897.721
SOFIA OFFICE	200.894	30.544	231.438	148.607	15.546	164.600	560.191
STOCKHOLM OFFICE	793.785	41.077	834.862	381.010	89.947	186.197	1.492.016
STRASBOURG OFFICE	1.227.864	11.820	1.239.684	0	0	4.252.221	5.491.905
TALLINN OFFICE	311.792	38.609	350.401	163.414	23.663	126.280	663.758
THE HAGUE OFFICE	642.626	35.742	678.368	121.498	83.968	232.336	1.116.170
VALLETTA OFFICE	181.616	22.442	204.058	98.764	20.916	51.500	375.237
VIENNA OFFICE	677.480	44.413	721.894	84.739	78.190	187.670	1.072.492
VILNIUS OFFICE	280.471	37.838	318.309	194.738	16.314	135.242	664.603
WARSAW OFFICE	447.167	46.233	493.400	200.922	17.322	235.190	946.835
WROCLAW REG OFFICE	408.022	17.938	425.961	309.925	8.996	66.499	811.380
ZAGREB OFFICE	60.784	30.942	91.726	226.118	16.901	143.643	478.388
<b>Sub TOTAL</b>	<b>18.921.910</b>	<b>1.251.743</b>	<b>20.173.652</b>	<b>8.874.531</b>	<b>1.733.071</b>	<b>10.687.391</b>	<b>41.468.646</b>
WASHINGTON DC OFFICE	1.551.265	132.512	1.683.777	643.368	34.802	55.800	2.417.747
<b>TOTAL</b>	<b>20.473.175</b>	<b>1.384.255</b>	<b>21.857.430</b>	<b>9.517.899</b>	<b>1.767.873</b>	<b>10.743.191</b>	<b>43.886.393</b>

#### Communication costs:

Berlin: It includes Europe Experience expenses since 2017

Brussels: It includes Open Days management expenses until 2016. Afterwards it was managed by the HQ

Ljubljana: It includes Europe Experience expenses since 2017

Strasbourg: It includes Europe Experience expenses since 2017 and Euroscola management carried out by the Office

## Q18 and Q20 - European Liaison Offices

### Breakdown of total expenditure 2018

Liaison office	Staff Cost			Buildings cost	Security cost	Communication cost	Total cost
	Salaries	Missions	Sub-total				
ATHENS OFFICE	611.690	52.152	663.842	170.903	44.114	240.001	1.118.860
BARCELONA REG OFFICE	193.783	13.168	206.951	120.492	53.425	81.000	461.868
BERLIN OFFICE	1.471.069	81.517	1.552.586	1.012.444	132.169	1.227.726	3.924.925
BRATISLAVA OFFICE	492.493	52.248	544.741	137.332	0	166.200	848.273
BRUSSELS OFFICE	531.850	20.270	552.120	0	0	193.000	745.120
BUCHAREST OFFICE	299.278	42.674	341.952	204.461	25.012	145.000	716.425
BUDAPEST OFFICE	398.466	36.899	435.365	369.271	36.742	162.000	1.003.379
COPENHAGEN OFFICE	607.510	53.915	661.425	286.846	140.454	239.200	1.327.925
DUBLIN OFFICE	776.115	53.234	829.349	470.587	68.578	184.800	1.553.313
EDINBURGH REG OFFICE	268.015	23.404	291.419	142.342	40.372	38.000	512.133
HELSINKI OFFICE	652.838	49.485	702.323	471.021	52.808	227.000	1.453.153
LISBON OFFICE	706.866	44.256	751.122	105.776	35.614	180.000	1.072.512
LJUBLJANA OFFICE	240.508	33.505	274.013	392.747	45.280	372.500	1.084.540
LONDON OFFICE	1.054.383	57.969	1.112.352	142.208	89.376	264.060	1.607.996
LUXEMBOURG OFFICE	309.149	18.384	327.533	215.395	92.663	111.227	746.817
MADRID OFFICE	1.108.158	65.048	1.173.206	655.545	120.443	373.930	2.323.124
MARSEILLE REG OFFICE	391.113	23.087	414.200	49.390	25.419	90.800	579.809
MILAN REG OFFICE	270.075	30.730	300.805	145.889	73.156	81.000	600.851
MUNICH REG OFFICE	250.469	23.689	274.158	50.104	34.348	77.000	435.610
NICOSIA OFFICE	299.586	57.359	356.945	118.478	52.852	84.000	612.275
PARIS OFFICE	1.464.158	44.705	1.508.863	1.027.475	97.108	356.918	2.990.364
PRAGUE OFFICE	466.788	57.806	524.594	156.548	545	242.000	923.687
RIGA OFFICE	279.815	43.223	323.038	161.488	50.585	98.933	634.043
ROME OFFICE	915.613	90.823	1.006.436	754.245	104.564	256.000	2.121.245
SOFIA OFFICE	259.728	56.495	316.223	101.062	15.780	187.000	620.065
STOCKHOLM OFFICE	1.034.493	48.899	1.083.392	489.861	111.966	200.000	1.885.219
STRASBOURG OFFICE	1.349.449	16.290	1.365.739	0	0	4.418.375	5.784.114
TALLINN OFFICE	169.078	32.901	201.979	1.428.577	21.560	116.610	1.768.726
THE HAGUE OFFICE	508.768	38.674	547.442	77.951	83.627	241.500	950.520
VALLETTA OFFICE	116.906	20.718	137.624	62.665	21.310	72.800	294.399
VIENNA OFFICE	742.118	69.647	811.765	112.849	79.172	206.352	1.210.138
VILNIUS OFFICE	323.273	48.840	372.113	174.477	18.186	178.100	742.875
WARSAW OFFICE	444.210	46.775	490.985	198.005	17.142	253.523	959.655
WROCLAW REG OFFICE	248.674	28.970	277.644	308.019	14.295	67.000	666.958
ZAGREB OFFICE	279.447	38.522	317.969	209.305	12.227	167.333	706.834
<b>Sub TOTAL</b>	<b>19.535.932</b>	<b>1.516.278</b>	<b>21.052.210</b>	<b>10.523.758</b>	<b>1.810.893</b>	<b>11.600.888</b>	<b>43.407.021</b>
WASHINGTON DC OFFICE	1.640.824	121.338	1.762.162	646.324	32.446	38.200	2.479.131
<b>TOTAL</b>	<b>21.176.756</b>	<b>1.637.616</b>	<b>22.814.372</b>	<b>11.170.082</b>	<b>1.843.339</b>	<b>11.639.088</b>	<b>45.886.152</b>

#### Communication costs:

Berlin: It includes Europe Experience expenses since 2017

Brussels: It includes Open Days management expenses until 2016. Afterwards it was managed by the HQ

Ljubljana: It includes Europe Experience expenses since 2017

Strasbourg: It includes Europe Experience expenses since 2017 and Euroscola management carried out by the Office

**Annex Q19 - EPLO missions 2018**

	BRUSSELS	Inside IO country	Other locactions outside IO Country	STRASBOURG	Sum:
ATHENS OFFICE	10.543	13.331	765	27.513	52.152
BARCELONA REG OFFICE	4.027	1.092		8.049	13.168
BERLIN OFFICE	20.919	25.915	640	34.043	81.517
BRATISLAVA OFFICE	13.043	10.977		28.228	52.248
BRUSSELS OFFICE		3.906	153	16.212	20.270
BUCHAREST OFFICE	8.972	3.679		30.022	42.674
BUDAPEST OFFICE	8.039	1.472	226	27.162	36.899
COPENHAGEN OFFICE	13.808	8.837	1.179	30.091	53.915
DUBLIN OFFICE	12.338	11.905		28.991	53.234
EDINBURGH REG OFFICE	5.198	6.758	1.089	10.359	23.404
HELSINKI OFFICE	11.582	8.567	1.473	27.863	49.485
LISBON OFFICE	6.317	16.172		21.767	44.256
LJUBLJANA OFFICE	10.506	3.171	4.408	15.421	33.505
LONDON OFFICE	9.122	13.160	2.585	33.102	57.969
LUXEMBOURG OFFICE	4.367	318	62	13.637	18.384
MADRID OFFICE	9.162	15.228	2.791	37.868	65.048
MARSEILLE REG OFFICE	2.526	8.342		12.219	23.087
MILAN REG OFFICE	5.821	10.192	298	14.419	30.730
MUNICH REG OFFICE	6.481	5.745	1.011	10.452	23.689
NICOSIA OFFICE	20.074	7.041		30.244	57.359
PARIS OFFICE	11.939	7.748		25.018	44.705
PRAGUE OFFICE	9.954	25.177	269	22.406	57.806
RIGA OFFICE	13.047	2.332		27.843	43.223
ROME OFFICE	13.710	28.791		48.322	90.823
SOFIA OFFICE	7.595	7.444	14.169	27.286	56.495
STOCKHOLM OFFICE	17.249	7.817	212	23.621	48.899
STRASBOURG OFFICE	12.443	2.519	1.327		16.290
TALLINN OFFICE	7.825	4.388		20.689	32.901
THE HAGUE OFFICE	4.239	4.149	1.380	28.906	38.674
VALLETTA OFFICE	3.110			17.608	20.718
VIENNA OFFICE	15.847	7.540	19.021	27.239	69.647
VILNIUS OFFICE	12.499	5.960		30.381	48.840
WARSAW OFFICE	11.207	4.262	3.182	28.125	46.775
WASHINGTON DC OFFICE	58.907	42.602	9.746	10.082	121.338
WROCLAW REG OFFICE	10.418	1.350	1.881	15.321	28.970
ZAGREB OFFICE	6.195	7.236	964	24.127	38.522
Sum:	399.027	335.122	68.830	834.636	1.637.616



**Annex Q20 (a) - European Liaison offices: breakdown of communication expenditure in 2018**

<b>European Liaison offices: breakdown of communication expenditure in 2018</b>						
<b>Liaison Office</b>	<b>General</b>	<b>Europe Exp.</b>	<b>Euroscola</b>	<b>Comm credits 2018</b>	<b>Running costs</b>	<b>Total</b>
Athens	240.001	0	0	240.001	36.400	276.401
Barcelona	81.000	0	0	81.000	0	81.000
Berlin	815.132	412.594	0	1.227.726	161.600	1.389.326
Bratislava	166.200	0	0	166.200	19.570	185.770
Brussels	193.000	0	0	193.000	13.800	206.800
Bucharest	145.000	0	0	145.000	15.200	160.200
Budapest	162.000	0	0	162.000	12.000	174.000
Copenhagen	191.200	48.000	0	239.200	36.900	276.100
Dublin	184.800	0	0	184.800	28.000	212.800
Edinburg	38.000	0	0	38.000	0	38.000
Helsinki	152.000	75.000	0	227.000	20.000	247.000
Lisbon	180.000	0	0	180.000	21.200	201.200
Ljubliana	219.005	153.495	0	372.500	16.000	388.500
London	264.060	0	0	264.060	50.000	314.060
Luxembourg	111.227	0	0	111.227	5.600	116.827
Madrid	373.930	0	0	373.930	71.000	444.930
Marseille	90.800	0	0	90.800	9.200	100.000
Milan	81.000	0	0	81.000	0	81.000
Munich	77.000	0	0	77.000	0	77.000
Nicosia	84.000	0	0	84.000	15.200	99.200
Paris	356.918	0	0	356.918	63.300	420.218
Prague	242.000	0	0	242.000	17.600	259.600
Riga	98.933	0	0	98.933	13.520	112.453
Rome	256.000	0	0	256.000	43.400	299.400
Sofia	187.000	0	0	187.000	17.600	204.600
Stockholm	200.000	0	0	200.000	26.000	226.000
Strasbourg	<b>33.000</b>	385.375	4.000.000	<b>4.418.375</b>	5.900	<b>4.424.275</b>
Tallinn	116.610	0	0	116.610	16.510	133.120
The Hague	241.500	0	0	241.500	24.000	265.500
Valletta	72.800	0	0	72.800	14.400	87.200
Vienna	206.352	0	0	206.352	28.300	234.652
Vilnius	178.100	0	0	178.100	9.000	187.100
Warsaw	253.523	0	0	253.523	18.000	271.523
Wroclaw	67.000	0	0	67.000	0	67.000
Zagreb	167.333	0	0	167.333	11.200	178.533
<b>Totals</b>	<b>6.526.424</b>	<b>1.074.464</b>	<b>4.000.000</b>	<b>11.600.888</b>	<b>840.400</b>	<b>12.441.288</b>

## Annex Q20 (b) + (c) - EPLO: staff and grades

### Annex Q20 (b)

Number of staff and grades of staff in EPLos on 31/12/2018

EPLO by GRADE	AD05	AD06	AD07	AD08	AD09	AD10	AD11	AD12	AD13	AD14	AST01	AST02	AST03	AST04	AST05	AST06	AST07	AST08	AST09	AST11	IO1	IO3	IO4	IO6	III08	III09	III10	III11	III12	IV13	IV14	IV15	IV16	IV17	IV18	TOTAL
ATHENS OFFICE				1						1					1		1	2																		6
BARCELONA REG OFFICE	1												1	1									1							1						5
BERLIN OFFICE	2			1				1		1			2		1	1	4	2	2										1							16
BRATISLAVA OFFICE				1				1						2			1													1						6
BRUSSELS OFFICE					1								3				2					1								1						8
BUCHAREST OFFICE		1		1									1	2										1						1						7
BUDAPEST OFFICE		1				1								2	2															1						7
COPENHAGEN OFFICE		1				1							1				1												2	1						7
DUBLIN OFFICE							2										1	2												1						6
EDINBURGH REG OFFICE				1										1										1												3
HELSINKI OFFICE				1		1								1			3									1			1							8
LISBON OFFICE								2							1			2	1												1					7
LJUBLJANA OFFICE														3													1					1				5
LONDON OFFICE							2				1			1	2		1	1																		8
LUXEMBOURG OFFICE							1												1		1						1									4
MADRID OFFICE						2									1		2	5												1						11
MARSEILLE REG OFFICE						1										1	1																			3
MILAN REG OFFICE								1					1	1																						3
MUNICH REG OFFICE	1													1		1												1								4
NICOSIA OFFICE		1			1						1			2																						5
PARIS OFFICE	1			2				1								4	2	1	1											2						14
PRAGUE OFFICE				1			1						1	3											1				1							8
RIGA OFFICE					1									3															1							5
ROME OFFICE	1			1			1								2	1	2	2		1											1					12
SOFIA OFFICE				1	1							1		2																1						6
STOCKHOLM OFFICE					1				2					1		1	1												1							7
STRASBOURG OFFICE	1								1				1			1		2	1		1		1					1					2			12
TALLINN OFFICE												1		2															1							4
THE HAGUE OFFICE						1							1	1			2												1							6
VALLETTA OFFICE										1			1																				1			3
VIENNA OFFICE							2							1		2		1													2					8
VILNIUS OFFICE							1							2	1															1						5
WARSAW OFFICE						1		1						4																1						7
WROCLAW REG OFFICE						1							1	1																1						4
ZAGREB OFFICE		1						1			1	1																		1						5
TOTAL	3	6	3	4	8	4	6	18	3	5	2	3	3	12	37	11	22	15	21	3	2	2	1	1	3	1	2	1	1	12	14	2	1	1	2	235

**Annex Q20 (b) + (c) - EPLO: highest and lowest grade**

**Annex Q20 (c)**

**Highest and lowest grade in EPLOs**

HIGHEST GRADE				
<b>AD14</b>	Athens	Stockholm	Strasbourg	Berlin
<b>AST11</b>	Lisbon	Paris	Strasbourg	
LOWEST GRADE				
<b>AD05</b>	Paris	Rome	Strasbourg	
<b>AST01</b>	Valletta	Zagreb		

**Annex Q021 - Washington Office salaries, mission costs and staff evolution****SALARY COSTS 2018**

	<b>AD</b>	<b>AST</b>	<b>Total:</b>
<b>Number of staff:</b>	11	1	12
<b>Total average salary costs:</b>	1.563.616,57	77.207,03	<b>1.640.823,60</b>

**MISSION COSTS 2018**

	<b>To EU Country</b>	<b>Within USA</b>	<b>CANADA</b>	<b>Total:</b>
<b>Washington DC Office</b>	75.172,98	42.602,23	3.562,76	<b>121.337,97</b>

**EVOLUTION STAFF 2018**

	<b>01/01/2018</b>	<b>01/06/2018</b>	<b>01/09/2018</b>	<b>31/12/2018</b>
<b>Number of staff:</b>	13	10	12	12

**Annex Q22 - Rent Costs in Liaison Offices**

<b>Liaison office</b>	<b>Building's rent cost</b>
ATHENS OFFICE	38.400
BARCELONA REG OFFICE	93.188
BERLIN OFFICE	816.924
BRATISLAVA OFFICE	111.448
BRUSSELS OFFICE	
BUCHAREST OFFICE	169.287
BUDAPEST OFFICE	
COPENHAGEN OFFICE	5.000
DUBLIN OFFICE	287.435
EDINBURGH REG OFFICE	88.400
HELSINKI OFFICE	312.655
LISBON OFFICE	6.876
LJUBLJANA OFFICE	346.296
LONDON OFFICE	
LUXEMBOURG OFFICE	168.352
MADRID OFFICE	496.355
MARSEILLE REG OFFICE	18.089
MILAN REG OFFICE	115.889
MUNICH REG OFFICE	44.570
NICOSIA OFFICE	
PARIS OFFICE	847.266
PRAGUE OFFICE	132.410
RIGA OFFICE	140.591
ROME OFFICE	594.995
SOFIA OFFICE	
STOCKHOLM OFFICE	410.151
STRASBOURG OFFICE	
TALLINN OFFICE	131.854
THE HAGUE OFFICE	12.323
VALLETTA OFFICE	8.025
VIENNA OFFICE	
VILNIUS OFFICE	153.864
WARSAW OFFICE	138.953
WROCLAW REG OFFICE	201.801
ZAGREB OFFICE	180.187
<b>TOTAL</b>	<b>6.071.583</b>

## Annex Q26 - Interpretation costs

Interpretation salary calculation costs for 2018 with Heads of Unit	
	Sum of Avrg sal cost 2018
<b>INTERPRETATION</b>	<b>34.327.245,37</b>
BG INTERPRETATION	1.036.285,77
CS INTERPRETATION	782.081,63
DA INTERPRETATION	745.769,80
DE INTERPRETATION	2.601.997,91
DIR INTERPRETATION	563.271,85
EL INTERPRETATION	2.189.981,72
EN INTERPRETATION	2.065.852,01
ES INTERPRETATION	2.882.734,00
ET INTERPRETATION	654.324,00
FI INTERPRETATION	1.998.598,43
FR INTERPRETATION	3.145.747,25
HR INTERPRETATION	497.903,98
HU INTERPRETATION	1.431.525,37
IT INTERPRETATION	2.391.341,39
LT INTERPRETATION	1.172.110,83
LV INTERPRETATION	986.958,67
NL INTERPRETATION	1.379.317,74
PL INTERPRETATION	1.969.302,78
PT INTERPRETATION	1.940.485,49
RO INTERPRETATION	1.109.504,19
SK INTERPRETATION	924.508,24
SL INTERPRETATION	496.252,44
SV INTERPRETATION	1.361.389,88

# Annex Q43 - Management by nationality

NAT	HoU			DIR			DIRGEN		
	2009	2014	2018	2009	2014	2018	2009	2014	2018
AT	4	8	6	1		2		1	
BE	18	24	21	3	5	6	1	1	
BG	1	3	4						
CY	1		2						
CZ	1	4	4						
DE	16	29	27	5	9	11	1	1	
DK	5	9	9	3	2	2			
EE	2	2	4						
EL	7	13	12	1			2	1	
ES	18	36	33	4	5	5	1	2	2
FI	2	10	13	1	1				1
FR	20	35	35	4	7	5	2	2	2
HR		1	1						
HU	1	2	3		1	1			
IE	3	5	4						
IT	17	25	34	3	4	5	2	2	2
LT	1	3	4						
LU		2	3						
LV	2	3	3						
MT	1	2	1						
NL	5	9	7	3	3	2			
PL	2	4	6	1	2	1	1		1
PT	11	11	9	2	3	1			
RO	1	3	7						
SE	4	6	6						
SI	1	2	4	1	2	1			1
SK	1	4	6						
UK	16	16	14	2	1	3		1	1
TOTAL	145	271	268	32	45	42	10	11	10

**Annex Q45 - Competitions**

<b>Internal competitions 2014-2019</b>					
<b>Internal competition</b>	<b>Function group and grade</b>	<b>Laureates</b>	<b>Nationality</b>	<b>F</b>	<b>M</b>
AD/1/16	AD5	30	8 IT, 3 BE, 3 DE, 3 FR, 3 PL, 2 ES, 2 EL, 2 HU, 1 HR, 1 RO, 1 SK, 1 SV	18	12
AD/1/17	AD9	30	10 DE, 6 IT, 3 FR, 2 RO, 1 AT, 1 BE, 1 BG, 1 ES, 1 HR, 1 HU, 1 SK, 1 PL, 1 LV	18	12
AD/1/18	AD6	2	2 UK (in the field of interpretation)	2	0
AD/2/18	AD6	4	4 HR (in the field of interpretation)	3	1
AST/1/16	AST1	30	7 IT, 5 HR, 3 HU, 3 PL, 2 SV, 2 BE, 2 DE, 1 DK, 1 ES, 1 FR, 1 EL, 1 RO, 1 SL	21	9
AST/1/17	AST4	30	6 IT, 5 BE, 5 DE, 4 FR, 3 PL, 2 EL, 2 HU, 1 ES, 1 BG, 1 RO	26	4
		<b>126</b>		<b>88</b>	<b>38</b>

<b>Internal competitions for the political groups ("passerelle"), 2014-2019</b>					
<b>Internal competition</b>	<b>Function group and grade</b>	<b>Laureates</b>	<b>Nationality</b>	<b>F</b>	<b>M</b>
AD/2/16	AD9	20	4 IT, 4 FR, 2 BE, 2 EL, 2 SK, 2 SL, 1 DE, 1 HU, 1 PL, 1 PT	13	7
AD/3/16	AD10	4	1 DK, 1 HU, 1 PL, 1 SK	3	1
AD/4/16	AD11	3	1 DK, 1 DE, 1 FR	0	3
AST/2/16	AST6	19	8 BE, 2 CZ, 1 DE, 1 ES, 1 FR, 1 EL, 1 PL, 1 IT, 1 PT, 1 SK, 1 SL	17	2
AST/3/16	AST7	4	2 IT, 1 BE, 1 PL	1	3
AST/4/16	AST8	2	1 MT, 1 UK	1	1
AST/5/16	AST9	2	2 BE	1	1
		<b>54</b>		<b>36</b>	<b>18</b>



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Postes organigramme par entités organisationnelles01/01/2014(sous réserve des modifications en cours)				
Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale de la Présidence</b>	5	4	0	9
Unité Protocole	5	12	0	17
<b>Direction de la séance plénière</b>	2	1	0	3
Unité des procès-verbaux et des comptes rendus de la séance plénière	6	7	0	13
Unité Activités des députés	3	14	0	17
Unité du déroulement et du suivi de la séance plénière	6	7	0	13
Unité du dépôt des documents	3	6	0	9
Unité du courrier officiel	2	28	0	30
<b>Total Direction de la séance plénière</b>	22	63	0	85
<b>Direction des Actes Législatifs</b>	2	2	0	4
Unité de la coordination et du planning législatif	3	12	0	15
Unité Qualité législative A - Politique économique et scientifique	1	1	0	2
Section grecque	3	2	0	5
Section anglaise	8	4	0	12
Section irlandaise	2	2	0	4
Section italienne	3	1	0	4
Unité Qualité législative B - Politique structurelle et de cohésion	1	1	0	2
Section bulgare	3	2	0	5
Section maltaise	3	2	0	5
Section slovène	3	2	0	5
Section slovaque	3	2	0	5
Section croate	4	3	0	7
Unité Qualité législative C - Droits des citoyens	1	1	0	2
Section allemande	4	3	0	7
Section lituanienne	3	2	0	5
Section néerlandaise	2	2	0	4
Section polonaise	4	2	0	6
Section roumaine	3	2	0	5
Unité Qualité législative D - Affaires budgétaires	1	1	0	2
Section danoise	3	2	0	5
Section espagnole	3	2	0	5
Section finnoise	3	2	0	5
Section française	4	2	0	6
Section portugaise	3	2	0	5
Unité Qualité législative E - Politiques externes	1	0	0	1
Section tchèque	3	2	0	5
Section estonienne	3	2	0	5
Section hongroise	3	2	0	5
Section lettone	3	2	0	5
Section suédoise	3	2	0	5
<b>Total Direction des Actes Législatifs</b>	89	69	0	158
<b>Direction des relations avec les parlements nationaux</b>	1	2	0	3
Unité de la coopération institutionnelle	6	4	0	10
Unité du dialogue législatif	5	5	0	10
<b>Total Direction des relations avec les parlements nationaux</b>	12	11	0	23
<b>Direction des services de la présidence</b>	2	1	0	3
Unité Planning	6	4	0	10
Unité de la réception et du renvoi des documents officiels	3	15	0	18
Unité Administration des députés	3	5	0	8
Unité des Relations interinstitutionnelles	4	4	0	8
Unité Informations classifiées	3	3	0	6
<b>Total Direction des services de la présidence</b>	21	32	0	53
<b>Direction des ressources</b>	0	0	0	0
Unité Personnel	4	8	0	12
Unité Finances	1	4	0	5
Unité Programmation, gestion budgétaire et contrats	0	0	0	0
Unité Informatique et Communication interne	0	0	0	0
<b>Total Direction des ressources</b>	5	12	0	17
<b>Total Direction générale de la Présidence</b>	159	203	0	362

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale des Politiques internes de l'Union</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>8</b>
Unité de programmation stratégique	3	1	0	4
<b>Direction des politiques économiques et scientifiques</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission de l'emploi et des affaires sociales	10	9	0	19
Secrétariat de la commission des affaires économiques et monétaires	15	11	0	26
Secrétariat de la commission du marché intérieur et de la protection des consommateurs	14	9	0	23
Secrétariat de la commission de l'industrie, de la recherche et de l'énergie	14	13	0	27
Secrétariat de la commission de l'environnement, de la santé publique et de la sécurité alimentaire	13	10	0	23
Département thématique des politiques économiques, scientifiques et de la qualité de la vie	16	10	0	26
Unité d'assistance à la gouvernance économique	7	4	0	11
<b>Total Direction des politiques économiques et scientifiques</b>	<b>90</b>	<b>68</b>	<b>0</b>	<b>158</b>
<b>Direction des politiques structurelles et de cohésion</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Secrétariat de la commission de l'agriculture et du développement rural	12	8	0	20
Secrétariat de la commission de la pêche	7	8	0	15
Secrétariat de la commission du développement régional	12	9	0	21
Secrétariat de la commission des transports et du tourisme	14	9	0	23
Secrétariat de la commission de la culture et de l'éducation	8	7	0	15
Département thématique des politiques structurelles et de cohésion	12	8	0	20
<b>Total Direction des politiques structurelles et de cohésion</b>	<b>66</b>	<b>50</b>	<b>0</b>	<b>116</b>
<b>Direction des droits des citoyens et des affaires constitutionnelles</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission des libertés civiles, de la justice et des affaires intérieures	17	12	0	29
Secrétariat de la commission des affaires juridiques	10	7	0	17
Secrétariat de la commission des affaires constitutionnelles	7	6	0	13
Secrétariat de la commission des droits de la femme et de l'égalité des genres	8	7	0	15
Secrétariat de la commission des pétitions	9	9	0	18
Département thématique des droits des citoyens et des affaires constitutionnelles	13	8	0	21
<b>Total Direction des droits des citoyens et des affaires constitutionnelles</b>	<b>65</b>	<b>51</b>	<b>0</b>	<b>116</b>
<b>Direction des affaires budgétaires</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission des budgets	12	10	0	22
Secrétariat de la commission du contrôle budgétaire	7	8	0	15
Département thématique des Affaires budgétaires	8	5	0	13
<b>Total Direction des affaires budgétaires</b>	<b>28</b>	<b>25</b>	<b>0</b>	<b>53</b>
<b>Direction de la coordination législative et des conciliations</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité des conciliations et de la codécision	7	6	0	13
Unité de la coordination législative et de la programmation	10	7	0	17
Service Calendrier des réunions	0	7	0	7
Unité pour la coordination des activités éditoriales et de communication	6	5	0	11
<b>Total Direction de la coordination législative et des conciliations</b>	<b>24</b>	<b>26</b>	<b>0</b>	<b>50</b>
<b>Direction des ressources</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Personnel	4	15	0	19
Unité Informatique	2	13	0	15
Unité Finances	2	7	0	9
<b>Total Direction des ressources</b>	<b>9</b>	<b>36</b>	<b>0</b>	<b>45</b>
<b>Total Direction générale des Politiques internes de l'Union</b>	<b>289</b>	<b>261</b>	<b>0</b>	<b>550</b>
<b>Direction générale des Politiques externes de l'Union</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
<b>Direction des commissions</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Secrétariat de la commission des affaires étrangères	12	9	0	21
Secrétariat de la sous-commission de la sécurité et de la défense	7	5	0	12
Secrétariat de la sous-commission des droits de l'homme / Unité des droits de l'homme	7	6	0	13
Secrétariat de la commission du développement	8	7	0	15
Secrétariat de la commission du commerce international	14	10	0	24
<b>Total Direction des commissions</b>	<b>49</b>	<b>38</b>	<b>0</b>	<b>87</b>
<b>Direction des régions</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Europe : Elargissement et Espace économique européen	4	4	0	8
Unité Asie, Australie et Nouvelle-Zélande	6	7	0	13
Département thématique des relations extérieures	14	9	0	23
Unité Euromed et Moyen-Orient	7	6	0	13
Unité Amérique latine	4	5	0	9
Unité Europe : Partenariat oriental et Russie	4	5	0	9
Unité Afrique, Caraïbes et Pacifique	4	4	0	8
Unité Relations transatlantiques et G8	4	3	0	7
<b>Total Direction des régions</b>	<b>48</b>	<b>44</b>	<b>0</b>	<b>92</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité Personnel	1	7	0	8
Unité Finances	2	9	0	11
Unité Informatique	1	3	0	4
<b>Total Direction des ressources</b>	<b>5</b>	<b>21</b>	<b>0</b>	<b>26</b>
<b>Direction générale des Politiques externes de l'Union - Direction du Soutien à la démocratie</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Service de soutien à la médiation du Parlement européen	0	1	0	1
Bureau de promotion de la démocratie parlementaire	4	3	0	7
Unité Actions préadhésion	3	1	0	4
Observation d'élections	3	2	0	5
Unité Actions droits de l'homme	3	2	0	5
<b>Total Direction générale des Politiques externes de l'Union - Direction du Soutien à la démocratie</b>	<b>14</b>	<b>10</b>	<b>0</b>	<b>24</b>
<b>Total Direction générale des Politiques externes de l'Union</b>	<b>119</b>	<b>116</b>	<b>0</b>	<b>235</b>

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale des services de recherche parlementaire</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
RESERVE COMITES	60	20	0	80
Unité Ressources	3	11	0	14
Unité de la Stratégie et coordination	7	7	0	14
Direction Service de recherche pour les députés	1	0	0	1
Unité Politiques économiques et scientifiques	12	6	0	18
Unité Politiques structurelles et de cohésion	11	6	0	17
Unité Affaires institutionnelles, juridiques et budgétaires	10	7	0	17
Unité Politiques externes	13	7	0	20
<b>Total Direction Service de recherche pour les députés</b>	<b>47</b>	<b>26</b>	<b>0</b>	<b>73</b>
Direction de la bibliothèque	4	4	0	8
Unité de la Bibliothèque sur site et en ligne	11	21	0	32
Unité Archives historiques	3	18	0	21
Unité Demandes d'informations des citoyens	8	13	0	21
Unité Transparence	3	4	0	7
<b>Total Direction de la bibliothèque</b>	<b>29</b>	<b>60</b>	<b>0</b>	<b>89</b>
Direction de l'Evaluation de l'impact et de la Valeur ajouté européenne	1	1	0	2
Unité Evaluation de l'impact	5	1	0	6
Unité Valeur ajoutée européenne	6	1	0	7
Unité Evaluation des choix scientifiques et technologiques (STOA)	4	4	0	8
Unité Evaluation de l'impact	4	1	0	5
<b>Total Direction de l'Evaluation de l'impact et de la Valeur ajouté européenne</b>	<b>20</b>	<b>8</b>	<b>0</b>	<b>28</b>
<b>Total Direction générale des services de recherche parlementaire</b>	<b>167</b>	<b>134</b>	<b>0</b>	<b>301</b>
<b>Direction générale de la Communication</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
Unité du programme de visites de l'Union européenne (EUVF)	1	4	0	5
Unité Programmation et gestion stratégique	1	4	0	5
Unité Orientation stratégique	5	3	0	8
Unité du suivi de l'opinion publique	1	3	0	4
Direction des médias	4	5	0	9
Unité Presse	12	4	0	16
Service Politiques économiques et scientifiques	8	5	0	13
Service Politiques structurelles et de cohésion	2	1	0	3
Service Affaires constitutionnelles et droits des citoyens	1	2	0	3
Service Affaires budgétaires	2	1	0	3
Service Politiques externes	4	2	0	6
Unité Services et suivi des médias	35	10	0	45
Unité de l'audiovisuel	11	49	0	60
Unité de la communication internet	21	8	0	29
Unité de la gestion du site Europarl	4	9	0	13
Unité Europarl TV	3	4	0	7
<b>Total Direction des médias</b>	<b>107</b>	<b>100</b>	<b>0</b>	<b>207</b>
Direction des bureaux d'information	2	2	0	4
Bureau de liaison PE-Congrès américain à Washington	8	3	0	11
Unité de coordination et de programmation	5	8	0	13
Unité de suivi horizontal et thématique	5	5	0	10
Bureau d'information du Parlement européen en Grèce	2	7	0	9
Bureau d'information du Parlement européen en Allemagne	5	9	0	14
Antenne régionale de Munich	1	2	0	3
Bureau d'information du Parlement européen en Belgique	2	7	0	9
Bureau d'information du Parlement européen au Danemark	2	4	0	6
Bureau d'information du Parlement européen en Irlande	2	3	0	5
Bureau d'information du Parlement européen en Finlande	2	4	0	6
Bureau d'information du Parlement européen aux Pays-Bas	2	5	0	7
Bureau d'information du Parlement européen au Portugal	2	4	0	6
Bureau d'information du Parlement européen au Royaume-Uni	2	9	0	11
Antenne régionale d'Edimbourg	1	2	0	3
Bureau d'information du Parlement européen au Luxembourg	1	2	0	3
Bureau d'information du Parlement européen en Espagne	4	7	0	11
Antenne régionale de Barcelone	1	2	0	3
Bureau d'information du Parlement européen en France	3	7	0	10
Antenne régionale de Marseille	1	2	0	3
Bureau d'information du Parlement européen en Italie	3	6	0	9
Antenne régionale de Milan	1	2	0	3
Bureau d'information du Parlement européen en Suède	2	4	0	6
Bureau d'information du Parlement européen à Strasbourg	2	8	0	10
Bureau d'information du Parlement européen en Autriche	2	4	0	6
Bureau d'information du Parlement européen à Chypre	1	3	0	4
Bureau d'information du Parlement européen en Estonie	1	3	0	4
Bureau d'information du Parlement européen en Hongrie	2	4	0	6
Bureau d'information du Parlement européen en Lettonie	1	3	0	4
Bureau d'information du Parlement européen en Lituanie	1	3	0	4
Bureau d'information du Parlement européen à Malte	1	3	0	4
Bureau d'information du Parlement européen en Pologne	3	4	0	7
Antenne régionale de Wrocław	1	2	0	3
Bureau d'information du Parlement européen en République tchèque	2	4	0	6
Bureau d'information du Parlement européen en Slovaquie	2	3	0	5
Bureau d'information du Parlement européen en Slovaquie	1	3	0	4
Bureau d'information du Parlement européen en Bulgarie	2	3	0	5
Bureau d'information du Parlement européen en Roumanie	2	3	0	5
Bureau d'information du Parlement européen en Croatie	2	1	0	3
Unité de soutien des bureaux d'information	1	1	0	2
<b>Total Direction des bureaux d'information</b>	<b>86</b>	<b>161</b>	<b>0</b>	<b>247</b>
Direction des relations avec les citoyens	2	4	0	6
Parlamentarium	5	15	0	20
Unité des visites et séminaires	28	21	0	49
Unité Événements et expositions	4	6	0	10
Unité Campagnes d'information	6	5	0	11
Maison de l'histoire européenne	18	7	0	25
<b>Total Direction des relations avec les citoyens</b>	<b>63</b>	<b>58</b>	<b>0</b>	<b>121</b>
Direction des ressources	1	4	0	5
Unité Personnel	2	8	0	10
Unité Finances	4	11	0	15
Unité Informatique	2	9	0	11
<b>Total Direction des ressources</b>	<b>9</b>	<b>32</b>	<b>0</b>	<b>41</b>
<b>Total Direction générale de la Communication</b>	<b>275</b>	<b>368</b>	<b>0</b>	<b>643</b>

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale du Personnel</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
Unité de communication interne	1	3	0	4
Unité Egalité et diversité	3	5	0	8
<b>Direction Développement des ressources humaines</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>
Unité Organisation interne et programmation des ressources humaines	5	8	0	13
Unité Concours et procédures de sélection	4	13	0	17
Unité Recrutement et mutation du personnel	4	30	0	34
Unité Gestion du personnel et des carrières	3	18	0	21
Unité de la formation professionnelle	10	26	0	36
Service du budget de la formation	1	2	0	3
<b>Total Direction Développement des ressources humaines</b>	<b>30</b>	<b>99</b>	<b>0</b>	<b>129</b>
<b>Direction Gestion de la vie administrative</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
Unité Droits individuels et rémunérations	2	2	0	4
Service Paie et contrôle	1	10	0	11
Service Droits individuels	1	15	0	16
Service Privilèges et documentation	1	10	0	11
Unité des missions	2	14	0	16
Unité des pensions et assurances sociales	2	19	0	21
Unité des relations avec le personnel	3	19	0	22
<b>Total Direction Gestion de la vie administrative</b>	<b>15</b>	<b>90</b>	<b>0</b>	<b>105</b>
<b>Direction Gestion des services de soutien et sociaux</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Service de la gestion des absences médicales	2	3	0	5
Cabinet médical Luxembourg	3	14	0	17
Cabinet médical Bruxelles	6	19	0	25
Unité des actions sociales	2	10	0	12
Service des crèches à Luxembourg	0	3	0	3
Service des crèches à Bruxelles	1	3	0	4
Unité de la prévention et du bien-être au travail	4	6	0	10
<b>Total Direction Gestion des services de soutien et sociaux</b>	<b>20</b>	<b>60</b>	<b>0</b>	<b>80</b>
<b>Direction des ressources</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Ressources humaines	2	6	0	8
Unité gestion des ressources financières et contrôles	3	14	0	17
Unité Informatique et support TI	5	13	0	18
<b>Total Direction des ressources</b>	<b>11</b>	<b>34</b>	<b>0</b>	<b>45</b>
<b>Total Direction générale du Personnel</b>	<b>82</b>	<b>294</b>	<b>0</b>	<b>376</b>
<b>Direction générale des infrastructures et de la logistique</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>
<b>Direction des infrastructures</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité de la coordination des infrastructures	7	5	0	12
Unité de la gestion immobilière et de la maintenance à Luxembourg	3	17	0	20
Unité de la gestion immobilière et de la maintenance des bureaux d'information	4	13	0	17
Unité de la gestion immobilière et de la maintenance à Bruxelles	6	33	0	39
Unité de la gestion immobilière et de la maintenance à Strasbourg	5	18	0	23
<b>Total Direction des infrastructures</b>	<b>26</b>	<b>87</b>	<b>0</b>	<b>113</b>
<b>Direction de la logistique</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>8</b>
Unité Transport de personnes	3	26	0	29
Unité des huissiers de conférence	1	48	0	49
Unité des acquisitions, gestion des biens et inventaire	2	8	0	10
Service de l'inventaire	0	5	0	5
Service des dépôts et magasins	0	7	0	7
Service des acquisitions	0	6	0	6
Unité de la restauration et de la centrale d'achats	3	1	0	4
Service de la restauration	0	12	0	12
Service de la centrale d'achats	0	3	0	3
Unité Transport de biens	1	23	1	25
Unité des huissiers d'étage	2	31	0	33
Unité One Stop Shop pour les députés	1	4	0	5
<b>Total Direction de la logistique</b>	<b>16</b>	<b>179</b>	<b>1</b>	<b>196</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
Unité de la coordination générale	3	8	0	11
Unité de la programmation, du suivi et du contrôle budgétaire	1	1	0	2
Service de la programmation et du suivi budgétaire	1	3	0	4
Service du contrôle interne	3	5	0	8
Unité des contrats et marchés publics	9	12	0	21
Unité Informatique et support TI	2	7	0	9
<b>Total Direction des ressources</b>	<b>21</b>	<b>37</b>	<b>0</b>	<b>58</b>
<b>Direction des Projets immobiliers</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>6</b>
Unité des projets immobiliers à Luxembourg	10	14	0	24
Unité des projets immobiliers à Bruxelles	6	12	0	18
Unité des projets immobiliers à Strasbourg	2	8	0	10
<b>Total Direction des Projets immobiliers</b>	<b>22</b>	<b>36</b>	<b>0</b>	<b>58</b>
<b>Total Direction générale des infrastructures et de la logistique</b>	<b>86</b>	<b>341</b>	<b>2</b>	<b>429</b>

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale de la traduction</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Unité Multilinguisme et relations externes	6	5	0	11
<b>Direction du support et des services technologiques pour la traduction</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>10</b>
Unité développement d'applications et de systèmes informatiques	12	11	0	23
Unité de la traduction externe	1	1	0	2
Service du Placement	1	15	0	16
Service Exécution des contrats	3	6	0	9
Unité de pré-traduction Euramis	7	9	0	16
Unité Coordination de la terminologie	7	4	0	11
<b>Total Direction du support et des services technologiques pour la traduction</b>	<b>35</b>	<b>52</b>	<b>0</b>	<b>87</b>
<b>Direction de la traduction</b>	<b>5</b>	<b>4</b>	<b>0</b>	<b>9</b>
Unité de la traduction danoise	28	12	0	40
Unité de la traduction allemande	37	15	0	52
Unité de la traduction grecque	30	16	0	46
Unité de la traduction anglaise et irlandaise	23	16	0	39
Unité cService de la traduction irlandaise	5	1	0	6
Unité de la traduction espagnole	33	19	0	52
Unité de la traduction française	35	15	0	50
Unité de la traduction italienne	32	14	0	46
Unité de la traduction néerlandaise	29	12	0	41
Unité de la traduction portugaise	28	14	0	42
Unité de la traduction finnoise	31	13	0	44
Unité de la traduction suédoise	29	14	0	43
Unité de la traduction tchèque	30	11	0	41
Unité de la traduction estonienne	28	11	0	39
Unité de la traduction hongroise	28	10	0	38
Unité de la traduction lituanienne	29	12	0	41
Unité de la traduction lettone	29	12	0	41
Unité de la traduction maltaise	28	11	0	39
Unité de la traduction polonaise	33	12	0	45
Unité de la traduction slovène	28	11	0	39
Unité de la traduction slovaque	28	11	0	39
Unité de la traduction bulgare	29	11	0	40
Unité de la traduction roumaine	29	11	0	40
Unité de la traduction croate	27	11	0	38
Unité Planning	1	1	0	2
Service de Gestion de la demande	1	20	0	21
Service Qualité	2	5	0	7
Service des Relations avec les clients	8	1	0	9
Unité Vérification rédactionnelle	7	2	0	9
<b>Total Direction de la traduction</b>	<b>710</b>	<b>328</b>	<b>0</b>	<b>1038</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
Unité Ressources humaines	2	7	0	9
Unité Gestion des ressources financières et contrôles	3	12	0	15
Unité Formations et stages	2	6	0	8
Unité Informatique et support TI	2	19	0	21
<b>Total Direction des ressources</b>	<b>11</b>	<b>45</b>	<b>0</b>	<b>56</b>
<b>Total Direction générale de la traduction</b>	<b>764</b>	<b>432</b>	<b>0</b>	<b>1196</b>
<b>Direction générale de l'interprétation et des conférences</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Unité des paiements AIC	2	9	0	11
Unité de la communication externe	2	1	0	3
Unité de la gestion de la qualité	3	2	0	5
<b>Direction de l'interprétation</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>
Unité de l'interprétation danoise	12	0	0	12
Unité de l'interprétation allemande	28	0	0	28
Unité de l'interprétation grecque	16	0	0	16
Unité de l'interprétation anglaise	31	0	0	31
Unité de l'interprétation espagnole	21	0	0	21
Unité de l'interprétation finnoise	16	0	0	16
Unité de l'interprétation française	27	0	0	27
Unité de l'interprétation italienne	23	0	0	23
Unité de l'interprétation néerlandaise	15	0	0	15
Unité de l'interprétation portugaise	16	0	0	16
Unité de l'interprétation suédoise	14	0	0	14
Unité de l'interprétation polonaise	20	0	0	20
Unité de l'interprétation tchèque	10	0	0	10
Unité de l'interprétation hongroise	18	0	0	18
Unité de l'interprétation slovaque	9	0	0	9
Unité de l'interprétation slovène	6	0	0	6
Unité de l'interprétation estonienne	8	0	0	8
Unité de l'interprétation lituanienne	10	0	0	10
Unité de l'interprétation lettone	9	0	0	9
Unité de l'interprétation maltaise	4	0	0	4
Unité de l'interprétation bulgare	13	0	0	13
Unité de l'interprétation roumaine	12	0	0	12
Unité de l'interprétation croate	9	1	0	10
<b>Total Direction de l'interprétation</b>	<b>348</b>	<b>4</b>	<b>0</b>	<b>352</b>
<b>Direction de l'organisation et de la programmation</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité du recrutement des auxiliaires interprètes de conférence	5	3	0	8
Unité de la programmation	12	10	0	22
Unité des réunions et conférences	6	12	0	18
Unité des techniciens de conférence	2	48	0	50
Unité du soutien au multilinguisme	3	4	0	7
Unité de la formation des interprètes	3	2	0	5
Unité Formation en ligne	3	1	0	4
<b>Total Direction de l'organisation et de la programmation</b>	<b>35</b>	<b>81</b>	<b>0</b>	<b>116</b>
<b>Direction des ressources</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Ressources humaines	2	9	0	11
Unité Informatique et support TI	4	8	0	12
Unité du budget	3	3	0	6
<b>Total Direction des ressources</b>	<b>10</b>	<b>21</b>	<b>0</b>	<b>31</b>
<b>Total Direction générale de l'interprétation et des conférences</b>	<b>402</b>	<b>120</b>	<b>0</b>	<b>522</b>

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale des finances</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>
Cellule budgétaire et vérification	2	5	0	7
Unité de la coordination générale	3	9	0	12
<b>Direction du budget et des services financiers</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité du budget	6	6	0	12
Unité de la comptabilité et de la trésorerie	3	3	0	6
Service de la trésorerie	1	9	0	10
Service de la comptabilité	1	12	0	13
Unité financière centrale	5	2	0	7
Unité refonte du système informatique financier	4	1	0	5
<b>Total Direction du budget et des services financiers</b>	<b>21</b>	<b>34</b>	<b>0</b>	<b>55</b>
<b>Direction des droits financiers et sociaux des députés</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité rémunération et droits sociaux des députés	3	1	0	4
Service pensions et assurances des députés	0	5	0	5
Service des frais de maladie des députés	0	4	0	4
Service rémunération des députés	0	3	0	3
Unité assistance parlementaire et frais généraux des députés	3	21	0	24
Unité frais de voyages et de séjour des députés	3	28	0	31
<b>Total Direction des droits financiers et sociaux des députés</b>	<b>10</b>	<b>64</b>	<b>0</b>	<b>74</b>
<b>Direction Financement des structures politiques et autres services</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Bureau de voyages et formation professionnelle des députés	2	1	0	3
Service Bureau de voyages parlementaires	0	7	0	7
Formation professionnelle des députés	5	2	0	7
Unité financement des structures politiques et inventaire	5	1	0	6
Service des non-inscrits, associations, fondations, groupes et partis	0	5	0	5
Service inventaire	0	5	0	5
<b>Total Direction Financement des structures politiques et autres services</b>	<b>13</b>	<b>22</b>	<b>0</b>	<b>35</b>
<b>Total Direction générale des finances</b>	<b>52</b>	<b>136</b>	<b>0</b>	<b>188</b>
<b>Direction générale de l'innovation et du support technologique</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
<b>Direction des technologies de l'information</b>	<b>22</b>	<b>6</b>	<b>0</b>	<b>28</b>
Unité Support aux utilisateurs	2	4	0	6
ITEC Service Desk	4	24	0	28
MEP Service Desk	1	7	0	8
Accès IT, Gestion des équipements et LSU	2	15	0	17
Unité Gestion des infrastructures	1	1	0	2
Ingénierie et architecture des réseaux informatiques	3	8	0	11
Déploiement des infrastructures réseaux	6	6	0	12
Déploiement des infrastructures d'hébergement	3	0	0	3
Unité Conception et Développement	1	2	0	3
Planification et Évaluation	1	2	0	3
Gestion des projets	7	4	0	11
Tests de réception	2	2	0	4
Unité Évolution et Maintenance	3	2	0	5
Services parlementaires	2	6	0	8
Services législatifs	2	5	0	7
Services ressources humaines	2	5	0	7
Services administratifs	3	6	0	9
Services web	1	3	0	4
Unité Equipements individuels et logistique	2	7	0	9
Support à l'évolution des équipements individuels	2	10	0	12
Gestion de l'infrastructure individuelle	2	7	0	9
Unité Opérations et Hébergement des TIC	1	4	0	5
Supervision et Opérations	3	11	0	14
Capacité et Continuité	3	4	0	7
Gestion des demandes d'Hébergement et de service	2	2	0	4
Méthodes, standards et sécurité des TIC	1	2	0	3
Sécurité des TIC	6	3	0	9
Ingénierie, méthodes et solutions	3	1	0	4
Configurations standards	1	6	0	7
<b>Total Direction des technologies de l'information</b>	<b>94</b>	<b>165</b>	<b>0</b>	<b>259</b>
<b>Direction de l'édition et de la distribution</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité des services intranet	1	5	0	6
Service Relations clients et bureau projets	2	15	0	17
Service Intranet	3	7	0	10
Unité Production documentaire	2	8	0	10
Service Chaînes de production documentaire	0	6	0	6
Service Correction et préparation documentaire	0	27	0	27
Unité Impression multi-support	1	2	0	3
Service Couleur et produits multi-support	0	34	0	34
Service Impression législative	0	13	0	13
Service Administration, logistique et innovation	0	8	0	8
Unité Diffusion	1	2	0	3
Service Guichets	0	17	0	17
Service Diffusion multi-support	0	14	0	14
<b>Total Direction de l'édition et de la distribution</b>	<b>11</b>	<b>160</b>	<b>0</b>	<b>171</b>
<b>Direction des ressources</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Service Vérification Ex-ante	1	4	0	5
Unité Ressources humaines	2	6	0	8
Unité Gestion des ressources financières	2	11	0	13
Unité Gestion des marchés et contrats	2	1	0	3
Service Administration des marchés publics	1	5	0	6
Service Administration des contrats	1	5	0	6
Unité Relations clients et communication	2	1	0	3
Service Gestion des relations clients	5	8	0	13
Service Communication	2	2	0	4
<b>Total Direction des ressources</b>	<b>20</b>	<b>45</b>	<b>0</b>	<b>65</b>
<b>Total Direction générale de l'innovation et du support technologique</b>	<b>127</b>	<b>373</b>	<b>0</b>	<b>500</b>

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
<b>Direction générale de la sécurité</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unité de l'évaluation des risques	4	14	0	18
<b>Direction pour la proximité et l'assistance, la sécurité et la sûreté</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unité Accréditation	2	32	0	34
Unité Sécurité et sûreté Bruxelles	4	36	0	40
Unité Sécurité et sûreté Strasbourg	1	1	0	2
Unité Sécurité et sûreté Luxembourg	0	0	0	0
<b>Total Direction pour la proximité et l'assistance, la sécurité et la sûreté</b>	<b>7</b>	<b>69</b>	<b>0</b>	<b>76</b>
<b>Direction de la prévention, des premiers secours et de la sécurité incendie</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Prévention des incendies Bruxelles	0	2	0	2
Unité Prévention des incendies Strasbourg	0	3	0	3
Unité Prévention des incendies Luxembourg	0	3	0	3
Unité Formation et sécurité incendie	1	0	0	1
<b>Total Direction de la prévention, des premiers secours et de la sécurité incendie</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>11</b>
<b>Direction de la stratégie et des ressources</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité du Dispatching	2	3	0	5
Unité du personnel et de planification	3	8	0	11
Unité du budget	1	12	0	13
Unité des technologies et de la sécurité des informations	5	19	0	24
<b>Total Direction de la stratégie et des ressources</b>	<b>12</b>	<b>43</b>	<b>0</b>	<b>55</b>
<b>Total Direction générale de la sécurité</b>	<b>25</b>	<b>135</b>	<b>0</b>	<b>160</b>
<b>Service juridique</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>12</b>
<b>Direction des Affaires institutionnelles et parlementaires</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité Droit institutionnel et budgétaire	4	2	0	6
Unité Relations extérieures	4	2	0	6
Unité Droits parlementaire et réglementaire	8	6	0	14
<b>Total Direction des Affaires institutionnelles et parlementaires</b>	<b>17</b>	<b>12</b>	<b>0</b>	<b>29</b>
<b>Direction des Affaires législatives</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>5</b>
Unité Politiques économiques et scientifiques	8	2	0	10
Unité Politiques structurelles et de cohésion	5	2	0	7
Unité Justice et Libertés Publiques	8	3	0	11
<b>Total Direction des Affaires législatives</b>	<b>25</b>	<b>8</b>	<b>0</b>	<b>33</b>
<b>Direction des Affaires administratives et financières</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Droits et obligations statutaires	4	2	0	6
Unité Carrières statutaires	4	2	0	6
Unité Droit contractuel et financier	7	3	0	10
Unité Droit des projets immobiliers	8	5	0	13
<b>Total Direction des Affaires administratives et financières</b>	<b>24</b>	<b>13</b>	<b>0</b>	<b>37</b>
<b>Total Service juridique</b>	<b>70</b>	<b>41</b>	<b>0</b>	<b>111</b>
<b>Secrétariat général du Parlement européen</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Cabinet du Secrétaire général	14	15	0	29
Secrétariat du Bureau et des questeurs	7	11	0	18
Unité d'audit interne	10	1	0	11
Unité Gestion du risque	4	4	0	8
Secrétariat de la Conférence des présidents	5	5	0	10
Protection des données	1	1	0	2
Unité contrôle des coûts et de la qualité	3	1	0	4
Unité Système de management environnemental et d'audit (EMAS)	4	4	0	8
<b>Total Secrétariat général du Parlement européen</b>	<b>49</b>	<b>42</b>	<b>0</b>	<b>91</b>
Cabinet du Président	19	23	0	42
Secrétariat des Vice-Présidents	1	17	0	18
Secrétariat des Questeurs	0	7	0	7
Direction pour les relations avec les groupes politiques	14	11	0	25
Groupe du Parti Populaire Européen (Démocrates-Chrétiens)	143	202	0	345
Groupe de l'Alliance Progressiste des Socialistes et Démocrates au Parlement européen	103	145	0	248
Groupe Alliance des démocrates et des libéraux pour l'Europe	49	70	0	119
Groupe des Verts/Alliance libre européenne	35	50	0	85
Groupe des Conservateurs et Réformistes européens	33	46	0	79
Groupe confédéral de la Gauche unitaire européenne/Gauche verte nordique	25	34	0	59
Groupe Europe Liberté et Démocratie	24	33	0	57
Non Inscrits	3	21	0	24
<b>Comité du personnel</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>14</b>
<b>Total général</b>	<b>3120</b>	<b>3664</b>	<b>2</b>	<b>6786</b>

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Direction générale / Direction / Unité / Service	AD	AST	AST/SC	Total
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## Annex Q48 - Overview of posts 2014-2018 2015

Postes organigramme par entités organisationnelles au 01/01/2015 (Sous réserve des modifications en cours)				
Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la Présidence</b>	4	3		7
Unité Ressources	3	12		15
Unité Protocole	5	11		16
<b>Direction de la séance plénière</b>	2	1		3
Unité des procès-verbaux et des comptes rendus de la séance plénière	6	6		12
Unité Activités des députés	2	14		16
Unité du déroulement et du suivi de la séance plénière	6	7		13
Unité du dépôt des documents	3	6		9
Unité du courrier officiel	2	26	1	29
Unité de la réception et du renvoi des documents officiels	4	12		16
Unité Administration des députés	4	5		9
<b>Total</b>	<b>29</b>	<b>77</b>	<b>1</b>	<b>107</b>
<b>Direction des Actes Législatifs</b>	2	1		3
Unité de la coordination et du planning législatif	4	11		15
Unité Qualité législative A - Politique économique et scientifique	1	1		2
Politique économique et scientifique - Section grecque	3	2		5
Politique économique et scientifique - Section anglaise	8	4		12
Politique économique et scientifique - Section irlandaise	2	2		4
Politique économique et scientifique - Section italienne	3	1		4
Unité Qualité législative B - Politique structurelle et de cohésion	1	1		2
Politique structurelle et de cohésion - Section bulgare	3	2		5
Politique structurelle et de cohésion - Section maltaise	3	2		5
Politique structurelle et de cohésion - Section slovène	3	2		5
Politique structurelle et de cohésion - Section slovaque	3	2		5
Politique structurelle et de cohésion - Section croate	3	3		6
Unité Qualité législative C - Droits des citoyens	1	1		2
Droits des citoyens - Section allemande	4	3		7
Droits des citoyens - Section lituanienne	3	2		5
Droits des citoyens - Section néerlandaise	4	2		6
Droits des citoyens - Section polonaise	3	2		5
Droits des citoyens - Section roumaine	3	2		5
Unité Qualité législative D - Affaires budgétaires	1	1		2
Affaires budgétaires - Section danoise	3	2		5
Affaires budgétaires - Section espagnole	3	2		5
Affaires budgétaires - Section finlandaise	3	2		5
Affaires budgétaires - Section française	4	2		6
Affaires budgétaires - Section portugaise	3	2		5
Unité Qualité législative E - Politiques externes	1			1
Politiques externes - Section tchèque	3	2		5
Politiques externes - Section estonienne	3	2		5
Politiques externes - Section hongroise	3	2		5
Politiques externes - Section lettone	3	2		5
Politiques externes - Section suédoise	3	2		5
<b>Total</b>	<b>90</b>	<b>67</b>	<b>0</b>	<b>157</b>
<b>Direction des relations avec les parlements nationaux</b>	1	2		3
Unité de la coopération institutionnelle	5	4		9
Unité du dialogue législatif	5	4	1	10
<b>Total</b>	<b>11</b>	<b>10</b>	<b>1</b>	<b>22</b>
<b>Total</b>	<b>142</b>	<b>180</b>	<b>2</b>	<b>324</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des Politiques internes de l'Union</b>	<b>5</b>	<b>4</b>		<b>9</b>
Unité de programmation stratégique	4	1		5
<b>Direction des politiques économiques et scientifiques</b>	<b>1</b>	<b>2</b>		<b>3</b>
Secrétariat de la commission de l'emploi et des affaires sociales	10	8		18
Secrétariat de la commission des affaires économiques et monétaires	14	11		25
Secrétariat de la commission du marché intérieur et de la protection des consommateurs	12	9		21
Secrétariat de la commission de l'industrie, de la recherche et de l'énergie	13	12		25
Secrétariat de la commission de l'environnement, de la santé publique et de la sécurité alimentaire	13	10		23
Département thématique des politiques économiques, scientifiques et de la qualité de la vie	16	10		26
Unité d'assistance à la gouvernance économique	7	5		12
<b>Total</b>	<b>86</b>	<b>67</b>	<b>0</b>	<b>153</b>
<b>Direction des politiques structurelles et de cohésion</b>	<b>1</b>	<b>1</b>		<b>2</b>
Secrétariat de la commission de l'agriculture et du développement rural	11	8		19
Secrétariat de la commission de la pêche	10	9		19
Secrétariat de la commission du développement régional	11	9		20
Secrétariat de la commission des transports et du tourisme	13	9		22
Secrétariat de la commission de la culture et de l'éducation	8	7		15
Département thématique des politiques structurelles et de cohésion	12	8		20
<b>Total</b>	<b>66</b>	<b>51</b>	<b>0</b>	<b>117</b>
<b>Direction des droits des citoyens et des affaires constitutionnelles</b>	<b>1</b>	<b>2</b>		<b>3</b>
Secrétariat de la commission des libertés civiles, de la justice et des affaires intérieures	16	12		28
Secrétariat de la commission des affaires juridiques	13	6	1	20
Secrétariat de la commission des affaires constitutionnelles	7	6		13
Secrétariat de la commission des droits de la femme et de l'égalité des genres	7	7		14
Secrétariat de la commission des pétitions	9	9		18
Département thématique des droits des citoyens et des affaires constitutionnelles	11	8		19
<b>Total</b>	<b>64</b>	<b>50</b>	<b>1</b>	<b>115</b>
<b>Direction des affaires budgétaires</b>	<b>1</b>	<b>2</b>		<b>3</b>
Secrétariat de la commission des budgets	12	11		23
Secrétariat de la commission du contrôle budgétaire	8	7		15
Département thématique des Affaires budgétaires	8	5		13
<b>Total</b>	<b>29</b>	<b>25</b>	<b>0</b>	<b>54</b>
<b>Direction de la coordination législative et des conciliations</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité des conciliations et de la codécision	9	6		15
Unité de la coordination législative et de la programmation	9	7		16
Service Calendrier des réunions	1	6		7
Unité pour la coordination des activités éditoriales et de communication	4	5		9
<b>Total</b>	<b>24</b>	<b>25</b>	<b>0</b>	<b>49</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité Personnel	4	14		18
Unité Informatique	2	13		15
Unité Finances	2	7		9
<b>Total</b>	<b>9</b>	<b>36</b>	<b>0</b>	<b>45</b>
<b>Total</b>	<b>287</b>	<b>259</b>	<b>1</b>	<b>547</b>
<b>Direction générale des Politiques externes de l'Union</b>	<b>3</b>	<b>3</b>		<b>6</b>
<b>Direction des commissions</b>	<b>1</b>	<b>1</b>		<b>2</b>
Secrétariat de la commission des affaires étrangères	12	8		20
Secrétariat de la sous-commission de la sécurité et de la défense	7	5		12
Secrétariat de la sous-commission des droits de l'homme / Unité des droits de l'homme	7	6		13
Secrétariat de la commission du développement	8	7		15
Secrétariat de la commission du commerce international	15	10		25
<b>Total</b>	<b>50</b>	<b>37</b>	<b>0</b>	<b>87</b>
<b>Direction des régions</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité Europe : Elargissement et Espace économique européen	4	4		8
Unité Asie, Australie et Nouvelle-Zélande	6	7		13
Département thématique des relations extérieures	15	9		24
Unité Euromed et Moyen-Orient	6	6		12
Unité Amérique latine	4	5		9
Unité Europe : Partenariat oriental et Russie	4	5		9
Unité Afrique, Caraïbes et Pacifique	4	4		8
Unité Relations transatlantiques et G8	4	3		7
<b>Total</b>	<b>48</b>	<b>44</b>	<b>0</b>	<b>92</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité Personnel	1	5	1	7
Unité Finances	2	8		10
Unité Informatique	1	4		5
<b>Total</b>	<b>5</b>	<b>19</b>	<b>1</b>	<b>25</b>
<b>Direction du Soutien à la démocratie</b>	<b>1</b>	<b>1</b>		<b>2</b>
Service de soutien à la médiation du Parlement européen	1	1		2
Unité Actions démocratie et élections	5	4		9
Unité Actions préadhésion	3	1		4
Unité Actions droits de l'homme	3	2		5
<b>Total</b>	<b>13</b>	<b>9</b>	<b>0</b>	<b>22</b>
<b>Total</b>	<b>119</b>	<b>112</b>	<b>1</b>	<b>232</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des services de recherche parlementaire</b>	<b>2</b>	<b>2</b>		<b>4</b>
BUDGET RESERVE COMITES	25	12		37
Unité Ressources	4	13		17
Unité de la Stratégie et coordination	10	1	1	12
<b>Direction Service de recherche pour les députés</b>	<b>1</b>	<b>1</b>		<b>2</b>
Service éditorial et de gestion des publications	4	5		9
Unité des politiques économiques	20	4		24
Unité des politiques structurelles	19	3		22
Unité des politiques des citoyens	10	6		16
Unité des politiques externes	17	6		23
Unité des politiques budgétaires	3	1		4
<b>Total</b>	<b>74</b>	<b>26</b>	<b>0</b>	<b>100</b>
<b>Direction de la bibliothèque</b>	<b>3</b>	<b>4</b>		<b>7</b>
Unité de la Bibliothèque sur site et en ligne	14	30		44
Unité Archives historiques	2	19		21
Unité Demandes d'informations des citoyens	9	11		20
Unité Transparence	4	4		8
<b>Total</b>	<b>32</b>	<b>68</b>	<b>0</b>	<b>100</b>
<b>Direction de l'Evaluation de l'impact et de la Valeur ajoutée européenne</b>	<b>1</b>	<b>2</b>		<b>3</b>
Ex-Ante Unité Evaluation de l'impact	5	1		6
Unité Valeur ajoutée européenne	4			4
Unité de la prospective scientifique	3	3		6
Service de la prospective scientifique	1			1
Secrétariat de la STOA	1			1
Ex-Post Unité Evaluation de l'impact	6			6
Unité de l'évaluation de la performance des politiques	2	1	1	4
Unité de la surveillance du Conseil européen	2			2
<b>Total</b>	<b>25</b>	<b>7</b>	<b>1</b>	<b>33</b>
<b>Total</b>	<b>172</b>	<b>129</b>	<b>2</b>	<b>303</b>
<b>Direction générale de la Communication</b>	<b>5</b>	<b>6</b>		<b>11</b>
Unité du suivi de l'opinion publique	1	3		4
<b>Direction des médias</b>	<b>5</b>	<b>4</b>		<b>9</b>
Unité Presse	7	6		13
Service Politiques économiques et scientifiques	8	2		10
Service Politiques structurelles et de cohésion	3	1		4
Service Affaires constitutionnelles et droits des citoyens	4	2		6
Service Affaires budgétaires	2	1		3
Service Politiques externes	4	2		6
Unité Services et suivi des médias	34	7		41
Unité de l'audiovisuel	10	48		58
Unité de la communication internet	20	8		28
Unité de la gestion du site Europarl	4	9		13
Unité Europarl TV	3	4		7
Unité Suivi et analyse stratégique des médias	2	3	1	6
<b>Total</b>	<b>106</b>	<b>97</b>	<b>1</b>	<b>204</b>
<b>Direction des bureaux d'information</b>	<b>2</b>	<b>2</b>		<b>4</b>
Bureau de liaison PE-Congrès américain à Washington	10	3		13
Unité de coordination et de programmation	5	8		13
Unité de suivi horizontal et thématique	5	5		10
Bureau d'information du Parlement européen en Grèce	2	7		9
Bureau d'information du Parlement européen en Allemagne	5	9		14
Antenne régionale de Munich	2	2		4
Bureau d'information du Parlement européen en Belgique	2	7		9
Bureau d'information du Parlement européen en Danemark	2	4		6
Bureau d'information du Parlement européen en Irlande	2	3		5
Bureau d'information du Parlement européen en Finlande	2	4		6
Bureau d'information du Parlement européen aux Pays-Bas	2	5		7
Bureau d'information du Parlement européen au Portugal	2	4		6
Bureau d'information du Parlement européen au Royaume-Uni	2	9		11
Antenne régionale d'Edimbourg	1	2		3
Bureau d'information du Parlement européen au Luxembourg	1	2		3
Bureau d'information du Parlement européen en Espagne	4	8		12
Antenne régionale de Barcelone	1	2		3
Bureau d'information du Parlement européen en France	3	8		11
Antenne régionale de Marseille	1	2		3
Bureau d'information du Parlement européen en Italie	3	6		9
Antenne régionale de Milan	1	2		3
Bureau d'information du Parlement européen en Suède	2	4		6
Bureau d'information du Parlement européen à Strasbourg	2	7		9
Bureau d'information du Parlement européen en Autriche	2	4		6
Bureau d'information du Parlement européen à Chypre	2	3		5
Bureau d'information du Parlement européen en Estonie	1	3		4
Bureau d'information du Parlement européen en Hongrie	2	4		6
Bureau d'information du Parlement européen en Lettonie	1	3		4
Bureau d'information du Parlement européen en Lituanie	1	3		4
Bureau d'information du Parlement européen à Malte	1	3		4
Bureau d'information du Parlement européen en Pologne	3	4		7
Antenne régionale de Wrocław	1	2		3
Bureau d'information du Parlement européen en République tchèque	2	4		6
Bureau d'information du Parlement européen en Slovaquie	2	3		5
Bureau d'information du Parlement européen en Slovaquie	1	3		4
Bureau d'information du Parlement européen en Bulgarie	2	3		5
Bureau d'information du Parlement européen en Roumanie	2	3		5
Bureau d'information du Parlement européen en Croatie	2	1		3
Unité de soutien des bureaux d'information	1	1		2
<b>Total</b>	<b>90</b>	<b>162</b>	<b>0</b>	<b>252</b>
<b>Direction des relations avec les citoyens</b>	<b>3</b>	<b>4</b>		<b>7</b>
Parlamentarium	4	15		19
Unité des visites et séminaires	26	20		46
Unité de coordination des services aux visiteurs	1		1	2
Unité Événements et expositions	4	6		10
Unité Campagnes d'information	6	5		11
Maison de l'histoire européenne	19	7		26
Unité du programme de visites de l'Union européenne (EUVP)	1	4		5
<b>Total</b>	<b>64</b>	<b>61</b>	<b>1</b>	<b>126</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité Personnel	2	10		12
Unité Finances	4	10	1	15
Unité Informatique	2	11		13
Unité Programmation et gestion stratégique	1	4		5
<b>Total</b>	<b>10</b>	<b>37</b>	<b>1</b>	<b>48</b>
<b>Total</b>	<b>276</b>	<b>366</b>	<b>3</b>	<b>645</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale du Personnel</b>	<b>3</b>	<b>3</b>		<b>6</b>
Service de communication interne	1	3		4
Unité Egalité et diversité	3	5		8
<b>Direction Développement des ressources humaines</b>	<b>3</b>	<b>2</b>		<b>5</b>
Unité Organisation interne et programmation des ressources humaines	5	8		13
Unité Concours et procédures de sélection	4	13		17
Unité Recrutement et mutation du personnel	4	28	2	34
Unité Gestion du personnel et des carrières	3	18		21
Unité de la formation professionnelle	9	21	1	31
Service du budget de la formation	1	2		3
<b>Total</b>	<b>29</b>	<b>92</b>	<b>3</b>	<b>124</b>
<b>Direction Gestion de la vie administrative</b>	<b>3</b>	<b>1</b>		<b>4</b>
Unité Droits individuels et rémunérations	2	2		4
Service Paie et contrôle	1	9	1	11
Service Droits individuels	1	15		16
Service Privilèges et documentation	2	10		12
Unité des missions	2	14		16
Unité des pensions et assurances sociales	2	19		21
Unité des relations avec le personnel	3	19		22
<b>Total</b>	<b>16</b>	<b>89</b>	<b>1</b>	<b>106</b>
<b>Direction Gestion des services de soutien et sociaux</b>	<b>2</b>	<b>2</b>		<b>4</b>
Service de la gestion des absences médicales	1	3		4
Cabinet médical Luxembourg	4	14		18
Cabinet médical Bruxelles	6	19	1	26
Unité des actions sociales	2	10		12
Service des crèches à Luxembourg		3		3
Service des crèches à Bruxelles	1	3		4
Unité de la prévention et du bien-être au travail	4	6		10
<b>Total</b>	<b>20</b>	<b>60</b>	<b>1</b>	<b>81</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>		<b>3</b>
Unité Ressources humaines	2	6		8
Unité gestion des ressources financières et contrôles	4	11		15
Unité Informatique et support TI	6	13	1	20
<b>Total</b>	<b>14</b>	<b>31</b>	<b>1</b>	<b>46</b>
<b>Total</b>	<b>86</b>	<b>283</b>	<b>6</b>	<b>375</b>
<b>Direction générale des infrastructures et de la logistique</b>	<b>3</b>	<b>4</b>		<b>7</b>
Unité de la politique immobilière	5	4		9
<b>Direction des infrastructures</b>	<b>2</b>	<b>2</b>		<b>4</b>
Unité de la gestion immobilière et de la maintenance à Luxembourg	4	16	1	21
Unité de la gestion immobilière et de la maintenance des bureaux d'information	4	11		15
Unité de la gestion immobilière et de la maintenance à Bruxelles	6	33		39
Unité de la gestion immobilière et de la maintenance à Strasbourg	6	18		24
<b>Total</b>	<b>22</b>	<b>80</b>	<b>1</b>	<b>103</b>
<b>Direction de la logistique</b>	<b>4</b>	<b>4</b>		<b>8</b>
Unité Transport de personnes	4	25	1	30
Unité des huissiers de conférence	1	41	2	44
Unité des acquisitions, gestion des biens et inventaire	1	3		4
Service de l'inventaire		6		6
Service des dépôts et magasins		5		5
Service des acquisitions		13		13
Unité de la restauration et de la centrale d'achats	3	16	1	20
Unité Transport de biens	1	24		25
Unité des huissiers d'étage	1	26		27
Unité One-Stop Shop pour les députés	1	8		9
<b>Total</b>	<b>16</b>	<b>171</b>	<b>4</b>	<b>191</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>		<b>3</b>
Unité du personnel	2	5		7
Service Recrutement et carrières	1	3		4
Unité de la programmation, du suivi et du contrôle budgétaire	1	2		3
Service de la programmation et du suivi budgétaire	1	3		4
Service du contrôle interne	3	5		8
Unité des contrats et marchés publics	9	11	1	21
Unité Informatique et support TI	2	8		10
<b>Total</b>	<b>21</b>	<b>38</b>	<b>1</b>	<b>60</b>
<b>Direction des Projets immobiliers</b>	<b>2</b>	<b>2</b>		<b>4</b>
Unité des projets immobiliers à Luxembourg	9	13	1	23
Unité des projets immobiliers à Bruxelles	6	12		18
Unité des projets immobiliers à Strasbourg	2	8		10
<b>Total</b>	<b>19</b>	<b>35</b>	<b>1</b>	<b>55</b>
<b>Total</b>	<b>86</b>	<b>332</b>	<b>7</b>	<b>425</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la traduction</b>	1	2		3
Unité Multilinguisme et relations externes	5	5		10
Service de coordination de la qualité	2	3		5
<b>Direction du support et des services technologiques pour la traduction</b>	4	5		9
Unité développement d'applications et de systèmes informatiques	4	2	1	7
Service des applications de suivi de la production	3	2		5
Service Outils de TAO et de collaboration	3	7		10
Unité de la traduction externe	1	1		2
Service du Placement	1	14		15
Service Exécution des contrats	3	5		8
Unité de pré-traduction Euramis	7	8		15
Unité Coordination de la terminologie	6	4		10
<b>Total</b>	32	48	1	81
<b>Direction de la traduction</b>	5	3		8
Unité de la traduction danoise	30	12		42
Unité de la traduction allemande	37	16		53
Unité de la traduction grecque	30	15		45
Unité de la traduction anglaise et irlandaise	20	14		34
Service de la traduction irlandaise	5	1		6
Unité de la traduction espagnole	31	17		48
Unité de la traduction française	36	15		51
Unité de la traduction italienne	31	13		44
Unité de la traduction néerlandaise	29	13		42
Unité de la traduction portugaise	28	14		42
Unité de la traduction finnoise	30	13		43
Unité de la traduction suédoise	27	14		41
Unité de la traduction tchèque	30	11		41
Unité de la traduction estonienne	28	11		39
Unité de la traduction hongroise	29	11		40
Unité de la traduction lituanienne	29	12		41
Unité de la traduction lettone	29	10		39
Unité de la traduction maltaise	27	11		38
Unité de la traduction polonaise	32	12		44
Unité de la traduction slovène	28	11		39
Unité de la traduction slovaque	28	11		39
Unité de la traduction bulgare	29	12		41
Unité de la traduction roumaine	29	11		40
Unité de la traduction croate	27	11		38
Unité Planning	1	1		2
Service de Gestion de la demande	2	20		22
Service Qualité	1	3		4
Service des Relations avec les clients	7	1		8
Unité Vérification rédactionnelle	9	2		11
<b>Total</b>	704	321	0	1025
<b>Direction des ressources</b>	2	1		3
Unité Ressources humaines	2	7		9
Unité Gestion des ressources financières et contrôles	2	11		13
Unité Formations et stages	2	6		8
Unité Informatique et support TI	1	1		2
TRAD Service Desk		11		11
Service Administration des systèmes		3		3
Service Coordination des projets	1	3		4
Gestion des services TI	1	1		2
<b>Total</b>	11	44	0	55
<b>Total</b>	755	423	1	1179
<b>Direction générale de l'interprétation et des conférences</b>	2	3		5
Unité des paiements AIC	2	9		11
Unité de la communication externe	2	2		4
Unité de la gestion de la qualité	3	2		5
<b>Direction de l'interprétation</b>	1	3		4
Unité de l'interprétation danoise	11			11
Unité de l'interprétation allemande	28			28
Unité de l'interprétation grecque	16			16
Unité de l'interprétation anglaise	30			30
Unité de l'interprétation espagnole	21			21
Unité de l'interprétation finnoise	16			16
Unité de l'interprétation française	25			25
Unité de l'interprétation italienne	22			22
Unité de l'interprétation néerlandaise	15			15
Unité de l'interprétation portugaise	16			16
Unité de l'interprétation suédoise	13			13
Unité de l'interprétation polonaise	20			20
Unité de l'interprétation tchèque	10			10
Unité de l'interprétation hongroise	17			17
Unité de l'interprétation slovaque	9			9
Unité de l'interprétation slovène	6			6
Unité de l'interprétation estonienne	8			8
Unité de l'interprétation lituanienne	10			10
Unité de l'interprétation lettone	9			9
Unité de l'interprétation maltaise	4			4
Unité de l'interprétation bulgare	13			13
Unité de l'interprétation roumaine	12			12
Unité de l'interprétation croate	8	1		9
<b>Total</b>	340	4	0	344
<b>Direction de l'organisation et de la programmation</b>	1	2		3
Unité du recrutement des auxiliaires interprètes de conférence	6	3		9
Unité de la programmation	11	9		20
Unité des réunions et conférences	6	13		19
Unité des techniciens de conférence	2	46		48
Unité du soutien au multilinguisme	3	3		6
Unité de la formation des interprètes	3	2		5
Unité Formation en ligne	2	2		4
<b>Total</b>	34	80	0	114
<b>Direction des ressources</b>	1	1		2
Unité Ressources humaines	2	10		12
Unité Informatique et support TI	4	7		11
Unité du budget	2	4		6
<b>Total</b>	9	22	0	31
<b>Total</b>	392	122		514

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des finances</b>	<b>3</b>	<b>5</b>		<b>8</b>
Cellule budgétaire et vérification	3	4		7
<b>Direction du budget et des services financiers</b>	<b>1</b>		<b>1</b>	<b>2</b>
Unité du budget	5	4		9
Unité de la comptabilité et de la trésorerie	3	3		6
Service de la trésorerie	1	9		10
Service de la comptabilité	1	10		11
Unité financière centrale	4	2		6
Unité refonte du système informatique financier	4	1		5
<b>Total</b>	<b>19</b>	<b>29</b>	<b>1</b>	<b>49</b>
<b>Direction des droits financiers et sociaux des députés</b>	<b>2</b>	<b>2</b>		<b>4</b>
Unité rémunération et droits sociaux des députés	3	1		4
Service pensions et assurances des députés		4		4
Service des frais de maladie des députés		4		4
Service rémunération des députés		3		3
Unité assistance parlementaire et frais généraux des députés	3	21		24
Unité frais de voyages et de séjour des députés	3	28		31
<b>Total</b>	<b>11</b>	<b>63</b>	<b>0</b>	<b>74</b>
<b>Direction Financement des structures politiques et ressources</b>	<b>1</b>	<b>2</b>		<b>3</b>
Service Organisation des voyages	2	8		10
Unité Financement des structures politiques	5	6		11
Unité des technologies de l'information et de l'inventaire	2			2
Service Informatique et logistique	2	4		6
Service Inventaire		5		5
Unité Ressources humaines et formation professionnelle des députés	1			1
Service Ressources humaines		2		2
Service Formation professionnelle des députés	5	2		7
Service Marchés publics	1			1
<b>Total</b>	<b>19</b>	<b>29</b>	<b>0</b>	<b>48</b>
<b>Total</b>	<b>55</b>	<b>130</b>	<b>1</b>	<b>186</b>
<b>Direction générale de l'innovation et du support technologique</b>	<b>2</b>	<b>4</b>		<b>6</b>
<b>Direction du développement et du support</b>	<b>10</b>	<b>3</b>		<b>13</b>
Unité Support aux utilisateurs	2	4		6
ITEC Service Desk	5	26	1	32
MEP Service Desk	1	5		6
Accès IT, Gestion des équipements et LSU	2	12		14
Unité Conception et développement	1	2		3
Planification et Evaluation	2	3		5
Gestion des projets	7	4		11
Tests de réception	3	2		5
Méthodologies des projets	2			2
Unité Évolution et maintenance	2	3		5
Services parlementaires	4	5		9
Services législatifs	3	4		7
Services ressources humaines	3	5		8
Services administratifs	3	7		10
Services web	2	3		5
<b>Total</b>	<b>52</b>	<b>88</b>	<b>1</b>	<b>141</b>
<b>Direction de l'édition et de la distribution</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité des services intranet	1	5		6
Service Relations clients et bureau projets	2	15		17
Service Intranet	3	7		10
Unité Production documentaire	3	9		12
Service Chaînes de production documentaire		6		6
Service Correction et préparation documentaire		27		27
Unité Impression multi-support	1	2		3
Service Couleur et produits multi-support		35		35
Service Impression législative		14		14
Service Administration, logistique et innovation		7		7
Unité Diffusion	1	1		2
Service Guichets		17	1	18
Service Diffusion multi-support		13		13
<b>Total</b>	<b>12</b>	<b>160</b>	<b>1</b>	<b>173</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>		<b>3</b>
Service Vérification Ex-ante	1	4		5
Unité Ressources humaines	2	6		8
Unité Gestion des ressources financières	2	11		13
Unité Gestion des marchés et contrats	2	1		3
Service Administration des marchés publics	1	5		6
Service Administration des contrats	1	5		6
Unité Relations clients et communication	2	1		3
Service Gestion des relations clients	5	8		13
Service Communication	2	2		4
<b>Total</b>	<b>19</b>	<b>45</b>	<b>0</b>	<b>64</b>
<b>Direction des infrastructures et des équipements</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité Gestion des infrastructures	1	1		2
Ingénierie et architecture des réseaux informatiques	2	8		10
Déploiement des infrastructures réseaux	6	6		12
Déploiement des infrastructures d'hébergement	3			3
Unité Equipements individuels et logistique	2	7		9
Support à l'évolution des équipements individuels	2	10		12
Gestion de l'infrastructure individuelle	2	7		9
Unité Opérations et Hébergement des TIC	1	5		6
Supervision et Opérations	3	11		14
Capacité et Continuité	3	4		7
Gestion des demandes d'Hébergement et de service	3	2		5
Unité Standards et sécurité des TIC	1	2		3
Sécurité des TIC	8	2		10
Configurations standards	1	7		8
<b>Total</b>	<b>39</b>	<b>73</b>	<b>0</b>	<b>112</b>
<b>Total</b>	<b>124</b>	<b>370</b>	<b>2</b>	<b>496</b>

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## 2015

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la sécurité et de la protection</b>	1			1
Unité de l'évaluation des risques	3	13		16
<b>Direction pour la proximité et l'assistance, la sécurité et la sûreté</b>	1	2		3
Unité Accréditation	2	27	1	30
Unité Sécurité et sûreté Bruxelles	6	29		35
Unité Sécurité et sûreté Strasbourg	1	1	1	3
Unité Sécurité et sûreté Luxembourg	1	2		3
<b>Total</b>	11	61	2	74
<b>Direction de la prévention, des premiers secours et de la sécurité incendie</b>	1	1		2
Unité Prévention des incendies Bruxelles	1	2		3
Unité Prévention des incendies Strasbourg	1	3		4
Unité Prévention des incendies Luxembourg	1	3		4
Unité Formation et sécurité incendie	1	1		2
<b>Total</b>	5	10	0	15
<b>Direction de la stratégie et des ressources</b>	1			1
Unité du Dispatching	2	4		6
Unité du personnel et de planification	3	8		11
Unité du budget	1	13		14
Unité des technologies et de la sécurité des informations	4	19		23
<b>Total</b>	11	44	0	55
<b>Total</b>	31	128	2	161
<b>Service juridique</b>	3	4		7
Service des ressources	1	4		5
Unité de la coordination législative et judiciaire	3	4		7
<b>Direction des Affaires institutionnelles et parlementaires</b>	1	1		2
Unité Droit institutionnel et budgétaire	4	2		6
Unité Relations extérieures	4	2		6
Unité Droits parlementaire et réglementaire	8	4		12
<b>Total</b>	17	9	0	26
<b>Direction des Affaires législatives</b>	4	2		6
Unité Politiques économiques et scientifiques	7	1		8
Direction des affaires législatives - Unité Politiques structurelles et de cohésion	4	2		6
Unité Justice et Libertés Publiques	8	2		10
<b>Total</b>	23	7	0	30
<b>Direction des Affaires administratives et financières</b>	1	1		2
Unité Droits et obligations statutaires	4	2		6
Unité Carrières statutaires	4	2		6
Unité Droit contractuel et financier	7	3		10
Unité Droit des projets immobiliers	7	4		11
<b>Total</b>	23	12	0	35
<b>Total</b>	70	40		110
<b>Secrétaire général du Parlement européen</b>				1
<b>Cabinet du Secrétaire général</b>	14	15		29
Protection des données	1	1		2
Secrétariat du Bureau et des questeurs	6	12		18
Unité d'audit interne	11	1		12
Secrétariat de la Conférence des présidents	5	4		9
Management Team Support Office	6	5		11
Unité Système de management environnemental et d'audit (EMAS)	4	4		8
<b>Total</b>	47	42		90
<b>Secrétaire général adjoint</b>	2	3		5
Cabinet du Secrétaire général adjoint	2	2		4
Unité Planning législatif et coordination	5	4		9
Unité Informations classifiées	3	4		7
Unité des relations interinstitutionnelles	5	4		9
<b>Total</b>	17	17		34
<b>Cabinet du Président</b>	17	22		39
<b>Secrétariat des Vice-Présidents</b>	1	18		19
<b>Secrétariat des Questeurs</b>		7		7
<b>Direction pour les relations avec les groupes politiques</b>	14	9		23
Groupe du Parti Populaire Européen (Démocrates-Chrétiens)	123	171		294
Groupe de l'Alliance Progressiste des Socialistes et Démocrates au Parlement européen	107	150		257
Groupe Alliance des démocrates et des libéraux pour l'Europe	41	57		98
Groupe des Verts/Alliance libre européenne	32	46		78
Groupe des Conservateurs et Réformistes européens	42	59		101
Groupe confédéral de la Gauche unitaire européenne/Gauche verte nordique	33	46		79
Groupe Europe de la liberté et de la démocratie directe	32	45		77
Non Inscrits	5	27		32
Comité du personnel	4	10		14
<b>Total</b>	3110	3600	28	6739

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2016

Postes organigramme par entités organisationnelles au 01/01/2016 (Sous réserve des modifications en cours)				
Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la Présidence</b>	3	2		5
Unité Ressources	3	12		15
Unité Protocole	5	12		17
<b>Direction de la séance plénière</b>	2	1		3
Unité des procès-verbaux et des comptes rendus de la séance plénière	6	6		12
Unité Activités des députés	3	14		17
Unité du déroulement et du suivi de la séance plénière	7	6		13
Unité du dépôt des documents	3	5		8
Unité du courrier officiel	2	26	1	29
Unité de la réception et du renvoi des documents officiels	4	11		15
Unité Administration des députés	3	5		8
<b>Total</b>	30	74	1	105
<b>Direction des Actes Législatifs</b>	2	1		3
Unité de la coordination et du planning législatif	4	11		15
Unité Qualité législative A - Politique économique et scientifique	1	1		2
Politique économique et scientifique - Section grecque	3	2		5
Politique économique et scientifique - Section anglaise	8	4		12
Politique économique et scientifique - Section irlandaise	2	2		4
Politique économique et scientifique - Section italienne	3	2		5
Unité Qualité législative B - Politique structurelle et de cohésion	1	1		2
Politique structurelle et de cohésion - Section bulgare	3	2		5
Politique structurelle et de cohésion - Section maltaise	3	2		5
Politique structurelle et de cohésion - Section slovène	3	2		5
Politique structurelle et de cohésion - Section slovaque	3	2		5
Politique structurelle et de cohésion - Section croate	3	3		6
Unité Qualité législative C - Droits des citoyens	1	1		2
Droits des citoyens - Section allemande	4	3		7
Droits des citoyens - Section lituanienne	3	2		5
Droits des citoyens - Section néerlandaise	3	2		5
Droits des citoyens - Section polonaise	3	2		5
Droits des citoyens - Section roumaine	3	2		5
Unité Qualité législative D - Affaires budgétaires	1	1		2
Affaires budgétaires - Section danoise	3	2		5
Affaires budgétaires - Section espagnole	3	2		5
Affaires budgétaires - Section finnoise	3	2		5
Affaires budgétaires - Section française	4	2		6
Affaires budgétaires - Section portugaise	3	2		5
Unité Qualité législative E - Politiques externes	1			1
Politiques externes - Section tchèque	3	2		5
Politiques externes - Section estonienne	3	2		5
Politiques externes - Section hongroise	3	2		5
Politiques externes - Section lettone	3	2		5
Politiques externes - Section suédoise	3	2		5
<b>Total</b>	89	68	0	157
<b>Direction des relations avec les parlements nationaux</b>	1	2		3
Unité de la coopération institutionnelle	5	4		9
Unité du dialogue législatif	5	2	3	10
<b>Total</b>	11	8	3	22
<b>Total</b>	141	176	4	321



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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des Politiques internes de l'Union</b>	<b>17</b>	<b>9</b>		<b>26</b>
Unité de programmation stratégique	3	1		4
<b>Direction des politiques économiques et scientifiques</b>	<b>1</b>	<b>2</b>		<b>3</b>
Secrétariat de la commission de l'emploi et des affaires sociales	11	8		19
Secrétariat de la commission des affaires économiques et monétaires	12	9		21
Secrétariat de la commission du marché intérieur et de la protection des consommateurs	12	9		21
Secrétariat de la commission de l'industrie, de la recherche et de l'énergie	13	10	1	24
Secrétariat de la commission de l'environnement, de la santé publique et de la sécurité alimentaire	12	9	1	22
Département thématique des politiques économiques, scientifiques et de la qualité de la vie	15	11		26
Unité d'assistance à la gouvernance économique	8	5		13
Commission spéciale sur les rescrits fiscaux et autres mesures similaires par leur nature ou leur effet	4	3		7
<b>Total</b>	<b>88</b>	<b>66</b>	<b>2</b>	<b>156</b>
<b>Direction des politiques structurelles et de cohésion</b>	<b>1</b>	<b>1</b>		<b>2</b>
Secrétariat de la commission de l'agriculture et du développement rural	11	9		20
Secrétariat de la commission de la pêche	10	8		18
Secrétariat de la commission du développement régional	10	8		18
Secrétariat de la commission des transports et du tourisme	14	8	1	23
Secrétariat de la commission de la culture et de l'éducation	8	7	1	16
Département thématique des politiques structurelles et de cohésion	13	7		20
<b>Total</b>	<b>67</b>	<b>48</b>	<b>2</b>	<b>117</b>
<b>Direction des droits des citoyens et des affaires constitutionnelles</b>	<b>1</b>	<b>3</b>		<b>4</b>
Secrétariat de la commission des libertés civiles, de la justice et des affaires intérieures	16	11	1	28
Secrétariat de la commission des affaires juridiques	13	7	1	21
Secrétariat de la commission des affaires constitutionnelles	8	6		14
Secrétariat de la commission des droits de la femme et de l'égalité des genres	7	7		14
Secrétariat de la commission des pétitions	9	9		18
Département thématique des droits des citoyens et des affaires constitutionnelles	10	8		18
<b>Total</b>	<b>64</b>	<b>51</b>	<b>2</b>	<b>117</b>
<b>Direction des affaires budgétaires</b>	<b>1</b>	<b>2</b>		<b>3</b>
Secrétariat de la commission des budgets	11	9		20
Secrétariat de la commission du contrôle budgétaire	8	7		15
Département thématique des Affaires budgétaires	9	5		14
<b>Total</b>	<b>29</b>	<b>23</b>	<b>0</b>	<b>52</b>
<b>Direction de la coordination législative et des conciliations</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité des conciliations et de la codécision	9	4	1	14
Unité de la coordination législative et de la programmation	10	8		18
Service Calendrier des réunions	1	4	1	6
Unité pour la coordination des activités éditoriales et de communication	4	3	1	8
<b>Total</b>	<b>25</b>	<b>20</b>	<b>3</b>	<b>48</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité Personnel	4	14		18
Unité Informatique	2	13		15
Unité Finances	2	7		9
<b>Total</b>	<b>9</b>	<b>36</b>	<b>0</b>	<b>45</b>
<b>Total</b>	<b>302</b>	<b>254</b>	<b>9</b>	<b>565</b>
<b>Direction générale des Politiques externes de l'Union</b>	<b>2</b>	<b>4</b>		<b>6</b>
<b>Direction des commissions</b>	<b>1</b>	<b>1</b>		<b>2</b>
Secrétariat de la commission des affaires étrangères	11	7	1	19
Secrétariat de la sous-commission de la sécurité et de la défense	7	5		12
Secrétariat de la sous-commission des droits de l'homme / Unité des droits de l'homme	7	6		13
Secrétariat de la commission du développement	8	6		14
Secrétariat de la commission du commerce international	16	10		26
<b>Total</b>	<b>50</b>	<b>35</b>	<b>1</b>	<b>86</b>
<b>Direction des régions</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité Europe : Elargissement et Espace économique européen	3	4		7
Unité Asie, Australie et Nouvelle-Zélande	6	7		13
Département thématique des relations extérieures	14	8	1	23
Unité Euromed et Moyen-Orient	5	6		11
Unité Amérique latine	4	5		9
Unité Europe : Partenariat oriental et Russie	4	5		9
Unité Afrique, Caraïbes et Pacifique	3	4		7
Unité Relations transatlantiques et G8	4	3		7
<b>Total</b>	<b>44</b>	<b>43</b>	<b>1</b>	<b>88</b>
<b>Direction des ressources</b>	<b>2</b>	<b>2</b>		<b>4</b>
Unité Personnel	2	5	1	8
Unité Finances	2	8		10
Unité Informatique	1	4		5
<b>Total</b>	<b>7</b>	<b>19</b>	<b>1</b>	<b>27</b>
<b>Direction du Soutien à la démocratie</b>	<b>1</b>	<b>1</b>		<b>2</b>
Service de soutien à la médiation du Parlement européen	1	1		2
Unité Actions démocratie et élections	5	3		8
Unité Actions préadhésion	3	1		4
Unité Actions droits de l'homme	3	2		5
<b>Total</b>	<b>13</b>	<b>8</b>	<b>0</b>	<b>21</b>
<b>Total</b>	<b>116</b>	<b>109</b>	<b>3</b>	<b>228</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des services de recherche parlementaire</b>	<b>2</b>	<b>2</b>		<b>4</b>
BUDGET RESERVE COMITES	16	5		21
Unité Ressources	1	3		4
Service des ressources humaines	1	3		4
Service des finances	1	4		5
Service des technologies de l'information	1	4		5
Unité de la Stratégie et coordination	11	1	1	13
<b>Direction Service de recherche pour les députés</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité des politiques économiques	20	5		25
Unité des politiques structurelles	20	5		25
Unité des politiques des citoyens	13	6		19
Unité des politiques externes	17	6		23
Unité des politiques budgétaires	6	1		7
Unité éditoriale et de gestion des publications	5	7		12
<b>Total</b>	<b>82</b>	<b>32</b>	<b>0</b>	<b>114</b>
<b>Direction de la bibliothèque</b>	<b>3</b>	<b>3</b>		<b>6</b>
Unité de la Bibliothèque sur site et en ligne	10	22		32
Unité Archives historiques	4	23	1	28
Unité Demandes d'informations des citoyens	8	11		19
Unité Transparence	5	4		9
Unité Bibliothèque de droit comparé	1	1		2
<b>Total</b>	<b>31</b>	<b>64</b>	<b>1</b>	<b>96</b>
<b>Direction de l'Evaluation de l'impact et de la Valeur ajoutée européenne</b>	<b>1</b>	<b>2</b>		<b>3</b>
Ex-Ante Unité Evaluation de l'impact	4	1		5
Unité Valeur ajoutée européenne	1			1
Unité de la prospective scientifique	1	3		4
Service de la prospective scientifique	2			2
Secrétariat de la STOA	2			2
Ex-Post Unité Evaluation de l'impact	5			5
Unité de l'évaluation de la performance des politiques	3	2	1	6
Unité de la surveillance du Conseil européen	2			2
	2	1		3
<b>Total</b>	<b>23</b>	<b>9</b>	<b>1</b>	<b>33</b>
<b>Total</b>	<b>169</b>	<b>127</b>	<b>3</b>	<b>299</b>
<b>Direction générale de la Communication</b>	<b>6</b>	<b>5</b>		<b>11</b>
Unité du suivi de l'opinion publique	1	3		4
<b>Direction des médias</b>	<b>4</b>	<b>5</b>		<b>9</b>
Unité Presse	7	6		13
Service Politiques économiques et scientifiques	9	2		11
Service Politiques structurelles et de cohésion	4	1		5
Service Affaires constitutionnelles et droits des citoyens	5	2		7
Service Affaires budgétaires	1	1		2
Service Politiques externes	3	1		4
Unité Services et suivi des médias	33	7		40
Unité de l'audiovisuel	11	45	1	57
Unité de la communication internet	5	6		11
	4			4
	4			4
	2	1		3
	3			3
	2	1		3
Unité de la gestion du site Europarl	4	9		13
Unité Europarl TV	3	4		7
Unité Suivi et analyse stratégique des médias	2	3	1	6
<b>Total</b>	<b>106</b>	<b>94</b>	<b>2</b>	<b>202</b>
<b>Direction des bureaux d'information</b>	<b>3</b>	<b>2</b>		<b>5</b>
Bureau de liaison PE-Congrès américain à Washington	9	3		12
Unité de coordination et de programmation	4	8		12
Unité de suivi horizontal et thématique	6	5		11
Bureau d'information du Parlement européen en Grèce	2	6		8
Bureau d'information du Parlement européen en Allemagne	5	9		14
Antenne régionale de Munich	1	2		3
Bureau d'information du Parlement européen en Belgique	2	6		8
Bureau d'information du Parlement européen au Danemark	2	4		6
Bureau d'information du Parlement européen en Irlande	2	3		5
Bureau d'information du Parlement européen en Finlande	2	4		6
Bureau d'information du Parlement européen aux Pays-Bas	2	5		7
Bureau d'information du Parlement européen au Portugal	2	4		6
Bureau d'information du Parlement européen au Royaume-Uni	2	9		11
Antenne régionale d'Edimbourg	1	2		3
Bureau d'information du Parlement européen au Luxembourg	2	1		3
Bureau d'information du Parlement européen en Espagne	3	7		10
Antenne régionale de Barcelone	1	2		3
Bureau d'information du Parlement européen en France	3	8		11
Antenne régionale de Marseille	1	2		3
Bureau d'information du Parlement européen en Italie	3	7		10
Antenne régionale de Milan	1	2		3
Bureau d'information du Parlement européen en Suède	2	4		6
Bureau d'information du Parlement européen à Strasbourg	2	8		10
Bureau d'information du Parlement européen en Autriche	2	4		6
Bureau d'information du Parlement européen à Chypre	2	3		5
Bureau d'information du Parlement européen en Estonie	1	3		4
Bureau d'information du Parlement européen en Hongrie	2	4		6
Bureau d'information du Parlement européen en Lettonie	1	3		4
Bureau d'information du Parlement européen en Lituanie	1	3		4
Bureau d'information du Parlement européen à Malte	1	3		4
Bureau d'information du Parlement européen en Pologne	3	4		7

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
Antenne régionale de Wrocław	1	2		3
Bureau d'information du Parlement européen en République tchèque	2	4		6
Bureau d'information du Parlement européen en Slovaquie	2	3		5
Bureau d'information du Parlement européen en Slovénie	1	3		4
Bureau d'information du Parlement européen en Bulgarie	2	3		5
Bureau d'information du Parlement européen en Roumanie	2	3		5
Bureau d'information du Parlement européen en Croatie	2	2		4
Mini-Parlamentarium Berlin	1			1
Unité de soutien des bureaux d'information	1	2		3
<i>Total</i>	90	162	0	252

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction des relations avec les citoyens</b>	<b>3</b>	<b>4</b>		<b>7</b>
Parliamentarium	5	15	1	21
Unité des visites et séminaires	25	19	1	45
Unité de coordination des services aux visiteurs	3	1		4
Unité Événements et expositions	4	5		9
Unité Campagnes d'information	6	5		11
Maison de l'histoire européenne	18	7		25
Unité du programme de visites de l'Union européenne (EUVP)	1	4		5
Unité EYE	4			4
<b>Total</b>	<b>69</b>	<b>60</b>	<b>2</b>	<b>131</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>
Unité Personnel	2	9		11
Unité Finances	4	10	1	15
Unité Informatique	2	11		13
Unité Mesures, évaluations et risques	1	4		5
<b>Total</b>	<b>11</b>	<b>35</b>	<b>2</b>	<b>48</b>
<b>Total</b>	<b>283</b>	<b>359</b>	<b>6</b>	<b>648</b>

<b>Direction générale du Personnel</b>	<b>3</b>	<b>3</b>		<b>6</b>
Service de communication interne	1	3		4
Unité Egalité et diversité	4	4		8
<b>Direction Développement des ressources humaines</b>	<b>3</b>	<b>2</b>		<b>5</b>
Unité Organisation interne et programmation des ressources humaines	5	7		12
Unité Concours et procédures de sélection	4	13		17
Unité Recrutement des agents contractuels et des assistants parlementaires accrédités	3	21	2	26
Unité Gestion du personnel et des carrières	4	18		22
Unité de la formation professionnelle	9	20	1	30
Service du budget de la formation		3		3
Unité Recrutement des fonctionnaires et des agents temporaires	2	8		10
<b>Total</b>	<b>30</b>	<b>92</b>	<b>3</b>	<b>125</b>
<b>Direction Gestion de la vie administrative</b>	<b>3</b>	<b>1</b>		<b>4</b>
Unité Droits individuels et rémunérations	2	2		4
Service Paie et contrôle	1	8	1	10
Service Droits individuels	1	15		16
Service Privilèges et documentation	2	9	1	12
Unité des missions	2	12	2	16
Unité des pensions et assurances sociales	2	17	1	20
Unité des relations avec le personnel	3	19		22
<b>Total</b>	<b>16</b>	<b>83</b>	<b>5</b>	<b>104</b>
<b>Direction Gestion des services de soutien et sociaux</b>	<b>2</b>	<b>2</b>		<b>4</b>
Service de la gestion des absences médicales	1	3		4
Cabinet médical Luxembourg	3	13		16
Cabinet médical Bruxelles	7	19	1	27
Unité des actions sociales	2	11		13
Service des crèches à Luxembourg		3		3
Service des crèches à Bruxelles		3		3
Unité de la prévention et du bien-être au travail	5	6		11
<b>Total</b>	<b>20</b>	<b>60</b>	<b>1</b>	<b>81</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>		<b>3</b>
Unité Ressources humaines	2	6		8
Unité gestion des ressources financières et contrôles	3	11	1	15
Unité Informatique et support TI	6	12	1	19
<b>Total</b>	<b>13</b>	<b>30</b>	<b>2</b>	<b>45</b>
<b>Total</b>	<b>87</b>	<b>275</b>	<b>11</b>	<b>373</b>

<b>Direction générale des infrastructures et de la logistique</b>	<b>5</b>	<b>3</b>		<b>8</b>
Unité de la politique immobilière	5	5		10
<b>Direction des infrastructures</b>	<b>2</b>	<b>2</b>		<b>4</b>
Unité de la gestion immobilière et de la maintenance à Luxembourg	4	14	2	20
Unité de la gestion immobilière et de la maintenance des bureaux d'information	4	11	1	16
Unité de la gestion immobilière et de la maintenance à Bruxelles	6	31	1	38
Unité de la gestion immobilière et de la maintenance à Strasbourg	6	20		26
<b>Total</b>	<b>22</b>	<b>78</b>	<b>4</b>	<b>104</b>
<b>Direction de la logistique</b>	<b>3</b>			<b>3</b>
Unité Transport de personnes	3	26	1	30
Unité des huissiers de conférence	1	37	4	42
Unité des acquisitions, gestion des biens et inventaire	2	3		5
Service de l'inventaire		6		6
Service des dépôts et magasins		6		6
Service des acquisitions		15		15
Unité de la restauration et de la centrale d'achats	3	15	1	19
Unité Transport de biens		23		23
Unité des huissiers d'étage	1	19		20
Unité One-Stop Shop pour les députés	1	7		8
<b>Total</b>	<b>14</b>	<b>157</b>	<b>6</b>	<b>177</b>
<b>Direction des ressources</b>	<b>3</b>	<b>1</b>		<b>4</b>
Unité du personnel	1	5		6
Service Recrutement et carrières		3		3
Unité de la programmation, du suivi et du contrôle budgétaire	1	1		2
Service de la programmation et du suivi budgétaire	2	3		5
Service du contrôle interne	1	5		6
Unité des contrats et marchés publics	8	10	2	20
	2	8		10
Unité Communication	1	2		3
<b>Total</b>	<b>19</b>	<b>38</b>	<b>2</b>	<b>59</b>
<b>Direction des Projets immobiliers</b>	<b>2</b>	<b>2</b>		<b>4</b>
Unité des projets immobiliers à Luxembourg	9	13	2	24
Unité des projets immobiliers à Bruxelles	5	12	1	18
Unité des projets immobiliers à Strasbourg	2	8		10

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
Total	18	35	3	56
Total	83	316	15	414

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la traduction</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité Multilinguisme et relations externes	6	4		10
Service de coordination de la qualité	1	3		4
<b>Direction du support et des services technologiques pour la traduction</b>	<b>4</b>	<b>5</b>		<b>9</b>
Unité développement d'applications et de systèmes informatiques	3	3	1	7
Service des applications de suivi de la production	3	1		4
Service Outils de TAO et de collaboration	4	8		12
Unité de la traduction externe	1	1		2
Service du Placement	1	15		16
Service Exécution des contrats	2	5		7
Unité de pré-traduction Euramis	6	10		16
Unité Coordination de la terminologie	7	4		11
<b>Total</b>	<b>31</b>	<b>52</b>	<b>1</b>	<b>84</b>
<b>Direction de la traduction</b>	<b>5</b>	<b>3</b>		<b>8</b>
Unité de la traduction danoise	28	11		39
Unité de la traduction allemande	36	14	1	51
Unité de la traduction grecque	29	15		44
Unité de la traduction anglaise et irlandaise	21	11		32
Service de la traduction irlandaise	5	1		6
Unité de la traduction espagnole	31	16		47
Unité de la traduction française	36	13	1	50
Unité de la traduction italienne	31	12		43
Unité de la traduction néerlandaise	28	12		40
Unité de la traduction portugaise	28	14		42
Unité de la traduction finnoise	29	13		42
Unité de la traduction suédoise	28	14		42
Unité de la traduction tchèque	28	11		39
Unité de la traduction estonienne	28	11		39
Unité de la traduction hongroise	29	11		40
Unité de la traduction lituanienne	28	11		39
Unité de la traduction lettone	29	11		40
Unité de la traduction maltaise	28	11		39
Unité de la traduction polonaise	31	12		43
Unité de la traduction slovène	28	10		38
Unité de la traduction slovaque	27	11		38
Unité de la traduction bulgare	29	10	1	40
Unité de la traduction roumaine	28	11		39
Unité de la traduction croate	27	10	1	38
Unité Planning	1	2		3
Service de Gestion de la demande	1	18		19
Service Demandes de traduction pour la présidence et la plénière	1	4		5
Service des Relations avec les clients	7	1		8
Unité Vérification rédactionnelle	9	2		11
<b>Total</b>	<b>694</b>	<b>306</b>	<b>4</b>	<b>1004</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>		<b>3</b>
Unité Ressources humaines	2	7		9
Unité Gestion des ressources financières et contrôles	2	11		13
Unité Formations et stages	2	6		8
Unité Informatique et support TI	1	1		2
TRAD Service Desk		11		11
Service Administration des systèmes		3		3
Service Coordination des projets		3		3
Gestion des services TI	1	1		2
<b>Total</b>	<b>10</b>	<b>44</b>	<b>0</b>	<b>54</b>
<b>Total</b>	<b>743</b>	<b>410</b>	<b>5</b>	<b>1158</b>

<b>Direction générale de l'interprétation et des conférences</b>	<b>3</b>	<b>4</b>		<b>7</b>
Unité des paiements AIC	2	10		12
Unité de la communication externe	1	1	1	3
Unité Stratégie	2	1		3
Unité de la gestion de la qualité	3	1	1	5
<b>Direction de l'interprétation</b>	<b>1</b>	<b>3</b>		<b>4</b>
Unité de l'interprétation danoise	11			11
Unité de l'interprétation allemande	26			26
Unité de l'interprétation grecque	16			16
Unité de l'interprétation anglaise	28			28
Unité de l'interprétation espagnole	21			21
Unité de l'interprétation finnoise	15			15
Unité de l'interprétation française	24			24
Unité de l'interprétation italienne	22			22
Unité de l'interprétation néerlandaise	15			15
Unité de l'interprétation portugaise	16			16
Unité de l'interprétation suédoise	13			13
Unité de l'interprétation polonaise	20			20
Unité de l'interprétation tchèque	10			10
Unité de l'interprétation hongroise	15			15
Unité de l'interprétation slovaque	9			9
Unité de l'interprétation slovène	6			6
Unité de l'interprétation estonienne	8			8
Unité de l'interprétation lituanienne	10			10
Unité de l'interprétation lettone	9			9
Unité de l'interprétation maltaise	3			3
Unité de l'interprétation bulgare	13			13
Unité de l'interprétation roumaine	12			12
Unité de l'interprétation croate	8		1	9
<b>Total</b>	<b>331</b>	<b>3</b>	<b>1</b>	<b>335</b>
<b>Direction de l'organisation et de la programmation</b>	<b>1</b>	<b>2</b>		<b>3</b>
Unité du recrutement des auxiliaires interprètes de conférence	6	3		9

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Direction générale / Direction / Unité / Service		AD	AST	SC	Total
	Unité de la programmation	10	9		19
	Unité des réunions et conférences	6	13		19
	Unité des techniciens de conférence	2	45		47
	Unité du soutien au multilinguisme	3	3		6
	Unité de la formation des interprètes	3	2		5
	Unité Formation en ligne	2	1	1	4
	<i>Total</i>	33	78	1	112
	Direction des ressources	1	1		2
	Unité Ressources humaines	2	9		11
	Unité Informatique et support TI	5	7		12
	Unité du budget	2	3		5
	<i>Total</i>	10	20	0	30
<i>Total</i>		385	118	4	507

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des finances</b>	<b>3</b>	<b>4</b>		<b>7</b>
Unité budget et vérification	4	4		8
<b>Direction du budget et des services financiers</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité du budget	5	4		9
Unité de la comptabilité et de la trésorerie	2	3		5
Service de la trésorerie	1	9		10
Service de la comptabilité	1	11		12
Unité financière centrale	5	2		7
Unité refonte du système informatique financier	5	2		7
<b>Total</b>	<b>20</b>	<b>32</b>	<b>0</b>	<b>52</b>
<b>Direction des droits financiers et sociaux des députés</b>	<b>3</b>	<b>2</b>		<b>5</b>
Portal	1	3		4
Unité rémunération et droits sociaux des députés	3	1		4
Service des droits statutaires		7		7
Service des pensions (réglementation FID)		3		3
Service comptes bancaires, informatique, formulaires et attestations		2		2
Unité assistance parlementaire et frais généraux des députés	2	22		24
Unité frais de voyages et de séjour des députés	2	25	1	28
<b>Total</b>	<b>11</b>	<b>65</b>	<b>1</b>	<b>77</b>
<b>Direction Financement des structures politiques et ressources</b>	<b>2</b>	<b>2</b>		<b>4</b>
Service Organisation des voyages	3	7		10
Unité Financement des structures politiques	4	6		10
Unité des technologies de l'information et de l'inventaire	2			2
Service Informatique et logistique	1	4		5
Service Inventaire	1	5		6
Unité Ressources humaines et formation professionnelle des députés	1			1
Service Ressources humaines		2		2
Service Formation professionnelle des députés	5	2		7
Service Marchés publics	1			1
<b>Total</b>	<b>20</b>	<b>28</b>	<b>0</b>	<b>48</b>
<b>Total</b>	<b>58</b>	<b>133</b>	<b>1</b>	<b>192</b>
<b>Direction générale de l'innovation et du support technologique</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>
<b>Direction du développement et du support</b>	<b>3</b>	<b>2</b>		<b>5</b>
Unité Support aux utilisateurs	1	1	1	3
Service Front office TIC	5	27		32
Service Back office TIC	3	11		14
Gestion et qualité de service TIC	2	4		6
Service TIC aux députés	1	2		3
Unité Conception et développement	1	3		4
Planification et Évaluation	2	3		5
Gestion des projets	9	3		12
Tests de réception	3	2		5
Service Analyse métier et méthodologies de projet	2			2
Service Solutions et méthodes	1	3		4
Unité Évolution et maintenance	2	3		5
Service Évolution des services parlementaires	4	5		9
Service Évolution des services législatifs	4	5		9
Service Évolution des services de gestion administrative	3	8		11
Service Évolution des services financiers	2	3		5
Service Évolution des services de communication	2	1		3
<b>Total</b>	<b>50</b>	<b>86</b>	<b>1</b>	<b>137</b>
<b>Direction de l'édition et de la distribution</b>	<b>1</b>	<b>3</b>		<b>4</b>
Unité des services intranet		5		5
Service Relations clients et bureau projets	2	15		17
Service Intranet	4	7		11
Unité Production documentaire	3	8		11
Service Chaînes de production documentaire		6		6
Service Correction et préparation documentaire		27		27
Unité Impression multi-support	1	2		3
Service Couleur et produits multi-support		33	1	34
Service Impression législative		13		13
Service Administration, logistique et innovation		7		7
Unité Diffusion	1		1	2
Service Guichets		16	1	17
Service Diffusion multi-support		13		13
<b>Total</b>	<b>12</b>	<b>155</b>	<b>3</b>	<b>170</b>
<b>Direction de l'innovation et des ressources</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
Service Vérification Ex-ante	1	4		5
Service Innovation	1			1
Unité Ressources humaines	2	7		9
Unité Gestion des ressources financières	2	11		13
Unité Gestion des marchés et contrats	2	1		3
Service Administration des marchés publics	1	4		5
Service Administration des contrats	1	6		7
Unité Relations clients et communication	2	1		3
Service Gestion des relations clients	5	8		13
Service Communication	2	3		5
<b>Total</b>	<b>20</b>	<b>46</b>	<b>1</b>	<b>67</b>
<b>Direction des infrastructures et des équipements</b>	<b>1</b>	<b>1</b>		<b>2</b>
Unité Gestion des infrastructures	1	1		2
Ingénierie et architecture des réseaux informatiques	3	8		11
Déploiement des infrastructures réseaux	5	6		11
Déploiement des infrastructures d'hébergement	2			2
Unité Équipements individuels et logistique	1	4		5
Service Support à l'évolution des équipements individuels	2	10		12
Service Gestion de l'infrastructure individuelle	3	6		9
Services spécifiques aux entreprises	2	3		5



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Direction générale / Direction / Unité / Service		AD	AST	SC	Total
	Unité Opérations et Hébergement des TIC	1	4		5
	Supervision et Opérations	3	11		14
	Capacité et Continuité	3	5		8
	Gestion des demandes d'Hébergement et de service	3	2		5
	Unité Standards et sécurité des TIC	1	2		3
	Sécurité des TIC	7	2		9
	Configurations standards	1	6		7
	Total	39	71	0	110
Total		123	360	6	489

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la sécurité et de la protection</b>	1			1
Unité de l'évaluation des risques	2	8		10
<b>Direction pour la proximité et l'assistance, la sécurité et la sûreté</b>	2	2		4
Unité Accréditation	3	21	4	28
Unité Sécurité et sûreté Bruxelles	4	16	1	21
Section de sécurité 1		4		4
Section de sécurité 2	1	3		4
Section de sécurité 3	1	4		5
Unité Sécurité et sûreté Strasbourg	1	3		4
Unité Sécurité et sûreté Luxembourg	1	5		6
<b>Total</b>	13	58	5	76
<b>Direction de la prévention, des premiers secours et de la sécurité incendie</b>	1	1		2
Unité Prévention des incendies Bruxelles	1	5		6
Unité Prévention des incendies Strasbourg	1	3		4
Unité Prévention des incendies Luxembourg	1	4		5
Unité Formation et sécurité incendie	1	1		2
<b>Total</b>	5	14	0	19
<b>Direction de la stratégie et des ressources</b>	1		1	2
Unité du Dispatching	3	16		19
Unité du personnel et de planification	4	8	1	13
Unité du budget	1	12		13
Unité des technologies et de la sécurité des informations	6	21		27
<b>Total</b>	15	57	2	74
<b>Total</b>	36	137	7	180
<b>Service juridique</b>	3	4		7
Service des ressources	2	4		6
Unité de la coordination législative et judiciaire	3	5		8
<b>Direction des Affaires institutionnelles et parlementaires</b>	1	1		2
Unité Droit institutionnel et budgétaire	4	2		6
Unité Relations extérieures	4	2		6
Unité Droits parlementaire et réglementaire	7	3		10
<b>Total</b>	16	8	0	24
<b>Direction des Affaires législatives</b>	2	2		4
Unité Politiques économiques et scientifiques	7	1	1	9
Direction des affaires législatives - Unité Politiques structurelles et de cohésion	4	1		5
Unité Justice et Libertés Publiques	9	1	1	11
<b>Total</b>	22	5	2	29
<b>Direction des Affaires administratives et financières</b>	1	1		2
Unité Droits et obligations statutaires	4	2		6
Unité Carrières statutaires	5	2		7
Unité Droit contractuel et financier	7	3		10
Unité Droit des projets immobiliers	6	4		10
<b>Total</b>	23	12	0	35
<b>Total</b>	69	38	2	109
<b>Secrétaire général du Parlement européen</b>				1
<b>Cabinet du Secrétaire général</b>	14	14		28
Protection des données	1	2		3
Secrétariat du Bureau et des questeurs	6	11		17
Unité d'audit interne	11	1		12
Secrétariat de la Conférence des présidents	6	5		11
Management Team Support Office	7	4		11
Unité Système de management environnemental et d'audit (EMAS)	4	4		8
<b>Total</b>	49	41		91
<b>Secrétaire général adjoint</b>	2	3		5
Cabinet du Secrétaire général adjoint	1	3		4
Unité Planning législatif et coordination	5	4		9
Unité Informations classifiées	3	4		7
Unité des relations interinstitutionnelles	6	3		9
<b>Total</b>	17	17		34
<b>Cabinet du Président</b>	17	21		38
<b>Secrétariat des Vice-Présidents</b>	1	17		18
<b>Secrétariat des Questeurs</b>		6		6
<b>Direction pour les relations avec les groupes politiques</b>	14	6		20
<b>Groupe du Parti Populaire Européen (Démocrates-Chrétiens)</b>	123	171		294
<b>Groupe de l'Alliance Progressiste des Socialistes et Démocrates au Parlement européen</b>	107	150		257
<b>Groupe Alliance des démocrates et des libéraux pour l'Europe</b>	41	57		98
<b>Groupe des Verts/Alliance libre européenne</b>	32	46		78
<b>Groupe des Conservateurs et Réformistes européens</b>	42	59		101
<b>Groupe confédéral de la Gauche unitaire européenne/Gauche verte nordique</b>	33	46		79
<b>Groupe Europe Liberté et Démocratie Directe</b>	32	45		77
<b>Groupe Europe des nations et des libertés</b>	24	35		59
<b>Non Inscrits</b>	2	14		16
<b>Comité du personnel</b>	4	9		13
<b>Total</b>	3133	3552	76	6762

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Postes organigramme par entités organisationnelles au 01/01/2017 (Sous réserve des modifications en cours)					
Direction générale / Direction / Unité / Service		AD	AST	SC	Total
Direction générale de la Présidence		1	0	0	1
	Cabinet du Secrétaire général adjoint	2	4	0	6
	Unité Ressources	3	12	0	15
	Unité Protocole	5	12	0	17
Direction de la séance plénière		3	1	0	4
	Unité des procès-verbaux et des comptes rendus de la séance plénière	6	6	0	12
	Unité Activités des députés	3	13	0	16
	Unité du déroulement et du suivi de la séance plénière	5	5	0	10
	Unité du dépôt des documents	3	5	0	8
	Unité du courrier officiel	3	20	3	26
	Unité de la réception et du renvoi des documents officiels	4	12	0	16
	Unité Administration des députés	3	5	0	8
Total		30	67	3	100
Direction des Actes Législatifs		2	2	0	4
	Unité de la coordination et du planning législatif	4	10	1	15
	Unité Qualité législative A - Politique économique et scientifique	1	0	0	1
	Politique économique et scientifique - Section grecque	3	2	0	5
	Politique économique et scientifique - Section anglaise	8	3	0	11
	Politique économique et scientifique - Section irlandaise	5	3	0	8
	Politique économique et scientifique - Section italienne	3	2	0	5
	Unité Qualité législative B - Politique structurelle et de cohésion	1	1	0	2
	Politique structurelle et de cohésion - Section bulgare	3	2	0	5
	Politique structurelle et de cohésion - Section maltaise	3	2	0	5
	Politique structurelle et de cohésion - Section slovène	3	2	0	5
	Politique structurelle et de cohésion - Section slovaque	3	2	0	5
	Politique structurelle et de cohésion - Section croate	3	3	0	6
	Unité Qualité législative C - Droits des citoyens	1	1	0	2
	Droits des citoyens - Section allemande	4	3	0	7
	Droits des citoyens - Section lituanienne	3	2	0	5
	Droits des citoyens - Section néerlandaise	3	2	0	5
	Droits des citoyens - Section polonaise	3	2	0	5
	Droits des citoyens - Section roumaine	3	2	0	5
	Unité Qualité législative D - Affaires budgétaires	1	1	0	2
	Affaires budgétaires - Section danoise	3	2	0	5
	Affaires budgétaires - Section espagnole	3	2	0	5
	Affaires budgétaires - Section finnoise	3	2	0	5
	Affaires budgétaires - Section française	4	2	0	6
	Affaires budgétaires - Section portugaise	3	2	0	5
	Unité Qualité législative E - Politiques externes	1	0	0	1
	Politiques externes - Section tchèque	3	2	0	5
	Politiques externes - Section estonienne	3	2	0	5
	Politiques externes - Section hongroise	3	2	0	5
	Politiques externes - Section lettone	3	2	0	5
	Politiques externes - Section suédoise	3	2	0	5
Total		92	67	1	160
Direction des relations avec les parlements nationaux		1	2	0	3
	Unité de la coopération institutionnelle	5	3	1	9
	Unité du dialogue législatif	5	2	3	10
Total		11	7	4	22
Direction des affaires interinstitutionnelles et coordination législative		1	3	0	4
	Unité Planning législatif et coordination	5	4	0	9
	Unité Informations classifiées	3	3	0	6
	Unité des relations interinstitutionnelles	6	3	0	9
	Unité Transparence	4	5	0	9
Total		19	18	0	37
Total		163	187	8	358

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des Politiques internes de l'Union</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>
Unité de programmation stratégique	3	1	0	4
<b>Direction des politiques économiques et scientifiques</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission de l'emploi et des affaires sociales	10	8	0	18
Secrétariat de la commission des affaires économiques et monétaires	15	10	0	25
Secrétariat de la commission du marché intérieur et de la protection des consommateurs	12	8	0	20
Secrétariat de la commission de l'industrie, de la recherche et de l'énergie	14	9	1	24
Secrétariat de la commission de l'environnement, de la santé publique et de la sécurité alimentaire	15	10	1	26
Département thématique des politiques économiques, scientifiques et de la qualité de la vie	13	10	1	24
Unité d'assistance à la gouvernance économique	7	4	0	11
Commission d'enquête sur le blanchiment de capitaux, l'évasion fiscale et la fraude fiscale	3	2	0	5
<b>Total</b>	<b>90</b>	<b>63</b>	<b>3</b>	<b>156</b>
<b>Direction des politiques structurelles et de cohésion</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission de l'agriculture et du développement rural	11	8	0	19
Secrétariat de la commission de la pêche	10	8	0	18
Secrétariat de la commission du développement régional	9	7	0	16
Secrétariat de la commission des transports et du tourisme	15	9	1	25
Secrétariat de la commission de la culture et de l'éducation	9	6	1	16
Département thématique des politiques structurelles et de cohésion	13	7	0	20
<b>Total</b>	<b>68</b>	<b>47</b>	<b>2</b>	<b>117</b>
<b>Direction des droits des citoyens et des affaires constitutionnelles</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Secrétariat de la commission des libertés civiles, de la justice et des affaires intérieures	18	11	1	30
Secrétariat de la commission des affaires juridiques	10	7	1	18
Secrétariat de la commission des affaires constitutionnelles	8	6	0	14
Secrétariat de la commission des droits de la femme et de l'égalité des genres	7	6	0	13
Secrétariat de la commission des pétitions	10	10	0	20
Département thématique des droits des citoyens et des affaires constitutionnelles	11	6	2	19
<b>Total</b>	<b>65</b>	<b>47</b>	<b>4</b>	<b>116</b>
<b>Direction des affaires budgétaires</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Secrétariat de la commission des budgets	11	10	0	21
Secrétariat de la commission du contrôle budgétaire	8	7	0	15
Département thématique des Affaires budgétaires	9	5	0	14
<b>Total</b>	<b>29</b>	<b>23</b>	<b>0</b>	<b>52</b>
<b>Direction de la coordination législative et des conciliations</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité des conciliations et de la codécision	7	4	1	12
Unité de la coordination législative et de la programmation	8	8	0	16
Service Calendrier des réunions	1	4	1	6
Unité pour la coordination des activités éditoriales et de communication	4	3	1	8
Commission d'enquête sur la mesure des émissions dans le secteur de l'automobile	4	4	0	8
<b>Total</b>	<b>25</b>	<b>24</b>	<b>3</b>	<b>52</b>
<b>Direction des ressources</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité Personnel	3	15	0	18
Unité Informatique	2	12	0	14
Unité Finances	2	7	0	9
<b>Total</b>	<b>8</b>	<b>36</b>	<b>0</b>	<b>44</b>
<b>Total</b>	<b>291</b>	<b>245</b>	<b>12</b>	<b>548</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des Politiques externes de l'Union</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
Direction des commissions	1	2	0	3
Secrétariat de la commission des affaires étrangères	10	7	1	18
Secrétariat de la sous-commission de la sécurité et de la défense	6	4	0	10
l'homme	7	6	0	13
Secrétariat de la commission du développement	8	6	0	14
Secrétariat de la commission du commerce international	15	7	1	23
<b>Total</b>	<b>47</b>	<b>32</b>	<b>2</b>	<b>81</b>
Direction des régions	1	1	0	2
Unité Europe : Elargissement et Espace économique européen	4	4	0	8
Unité Asie, Australie et Nouvelle-Zélande	6	7	0	13
Département thématique des relations extérieures	13	8	1	22
Unité Euromed et Moyen-Orient	5	6	0	11
Unité Amérique latine	4	5	0	9
Unité Europe : Partenariat oriental et Russie	4	5	0	9
Unité Afrique, Caraïbes et Pacifique	4	4	0	8
Unité Relations transatlantiques et G8	4	2	0	6
<b>Total</b>	<b>45</b>	<b>42</b>	<b>1</b>	<b>88</b>
Direction des ressources	2	2	0	4
Unité Personnel	2	5	1	8
Unité Finances	2	8	0	10
Unité Informatique	1	4	0	5
<b>Total</b>	<b>7</b>	<b>19</b>	<b>1</b>	<b>27</b>
Direction du Soutien à la démocratie	1	1	0	2
Service de soutien à la médiation du Parlement européen	1	2	0	3
Unité Actions démocratie et élections	5	4	0	9
Unité Actions préadhésion	3	1	0	4
Unité Actions droits de l'homme	3	2	0	5
<b>Total</b>	<b>13</b>	<b>10</b>	<b>0</b>	<b>23</b>
<b>Total</b>	<b>115</b>	<b>106</b>	<b>4</b>	<b>225</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des services de recherche parlementaire</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
BUDGET RESERVE COMITES	0	0	0	0
Unité Ressources	1	3	0	4
Service des ressources humaines	2	3	0	5
Service des finances	1	4	0	5
Service des technologies de l'information	1	5	0	6
Unité de la Stratégie et coordination	9	1	1	11
<b>Direction Service de recherche pour les députés</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité des politiques économiques	21	4	0	25
Unité des politiques structurelles	18	5	0	23
Unité des politiques des citoyens	11	5	0	16
Unité des politiques externes	17	6	0	23
Unité des politiques budgétaires	7	1	0	8
Unité éditoriale et de gestion des publications	6	6	0	12
<b>Total</b>	<b>81</b>	<b>29</b>	<b>0</b>	<b>110</b>
<b>Direction de la bibliothèque</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>
Unité de la Bibliothèque sur site et en ligne	10	20	0	30
Unité Archives historiques	4	20	1	25
Unité Demandes d'informations des citoyens	7	11	0	18
Unité Bibliothèque de droit comparé	1	1	0	2
<b>Total</b>	<b>25</b>	<b>56</b>	<b>1</b>	<b>82</b>
<b>Direction de l'Evaluation de l'impact et de la Valeur ajoutée européenne</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>
Ex-Ante Unité Evaluation de l'impact	5	2	0	7
Unité Valeur ajoutée européenne	3	0	0	3
Unité de la prospective scientifique	1	2	0	3
Service de la prospective scientifique	2	0	0	2
Secrétariat de la STOA	2	0	0	2
Ex-Post Unité Evaluation de l'impact	5	0	0	5
Unité Cycle politique	3	1	1	5
Unité de la surveillance du Conseil européen	2	0	0	2
Unité Global trends	2	1	0	3
<b>Total</b>	<b>26</b>	<b>8</b>	<b>2</b>	<b>36</b>
<b>Total</b>	<b>148</b>	<b>111</b>	<b>4</b>	<b>263</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la Communication</b>	<b>7</b>	<b>3</b>	<b>0</b>	<b>10</b>
Unité du suivi de l'opinion publique	1	3	1	5
<b>Direction des médias</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>9</b>
Unité Presse	6	5	0	11
Service Politiques économiques et scientifiques	5	1	0	6
Service Politiques structurelles et de cohésion	4	1	0	5
Service Affaires constitutionnelles et droits des citoyens	5	2	0	7
Service Affaires budgétaires	2	1	0	3
Service Politiques externes	4	2	0	6
Unité Services aux médias	33	7	0	40
Unité de l'audiovisuel	10	44	1	55
Unité de la communication internet	2	6	1	9
Service Politiques économiques et scientifiques	4	0	0	4
Service Politiques structurelles et de cohésion	3	0	0	3
Service Affaires constitutionnelles et droits des citoyens	4	1	0	5
Service Affaires budgétaires	4	0	0	4
Service Politiques externes	4	0	0	4
Unité de la gestion du site Europarl	2	3	0	5
Service Conception	1	3	0	4
Service Implementation	1	3	0	4
Unité Europarl TV	3	4	0	7
Unité Suivi et analyse stratégique des médias	2	3	1	6
<b>Total</b>	<b>103</b>	<b>91</b>	<b>3</b>	<b>197</b>
<b>Direction des bureaux d'information</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>3</b>
Bureau de liaison PE-Congrès américain à Washington	10	3	0	13
Unité de coordination et de programmation	6	7	0	13
Unité de suivi horizontal et thématique	5	4	1	10
Bureau d'information du Parlement européen en Grèce	2	5	0	7
Bureau d'information du Parlement européen en Allemagne	5	9	0	14
Antenne régionale de Munich	1	2	0	3
Bureau d'information du Parlement européen en Belgique	1	5	0	6
Bureau d'information du Parlement européen au Danemark	2	4	0	6
Bureau d'information du Parlement européen en Irlande	3	3	0	6
Bureau d'information du Parlement européen en Finlande	2	4	0	6
Bureau d'information du Parlement européen aux Pays-Bas	2	4	0	6
Bureau d'information du Parlement européen au Portugal	2	4	0	6
Bureau d'information du Parlement européen au Royaume-Uni	3	8	0	11
Antenne régionale d'Edimbourg	1	2	0	3
Bureau d'information du Parlement européen au Luxembourg	2	1	0	3
Bureau d'information du Parlement européen en Espagne	3	8	0	11
Antenne régionale de Barcelone	1	2	0	3
Bureau d'information du Parlement européen en France	3	8	0	11
Antenne régionale de Marseille	1	2	0	3
Bureau d'information du Parlement européen en Italie	3	7	0	10
Antenne régionale de Milan	1	2	0	3
Bureau d'information du Parlement européen en Suède	2	4	0	6
Bureau d'information du Parlement européen à Strasbourg	4	8	0	12
Bureau d'information du Parlement européen en Autriche	2	4	0	6
Bureau d'information du Parlement européen à Chypre	2	3	0	5
Bureau d'information du Parlement européen en Estonie	1	3	0	4
Bureau d'information du Parlement européen en Hongrie	2	4	0	6
Bureau d'information du Parlement européen en Lettonie	1	3	0	4
Bureau d'information du Parlement européen en Lituanie	1	3	0	4
Bureau d'information du Parlement européen à Malte	1	3	0	4
Bureau d'information du Parlement européen en Pologne	3	4	0	7
Antenne régionale de Wrocław	1	2	0	3
Bureau d'information du Parlement européen en République tchèque	2	4	0	6
Bureau d'information du Parlement européen en Slovaquie	2	3	0	5
Bureau d'information du Parlement européen en Slovénie	1	3	0	4
Bureau d'information du Parlement européen en Bulgarie	2	3	0	5
Bureau d'information du Parlement européen en Roumanie	2	4	0	6
Bureau d'information du Parlement européen en Croatie	2	2	0	4
Unité de soutien des bureaux d'information	1	2	0	3
<b>Total</b>	<b>93</b>	<b>156</b>	<b>2</b>	<b>251</b>
<b>Direction des relations avec les citoyens</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
Parlamentarium	6	15	1	22
Unité des visites et séminaires	24	17	2	43
Unité de coordination des services aux visiteurs	2	2	0	4
Unité Événements et expositions	4	5	0	9
Unité Campagnes d'information	6	5	0	11
Maison de l'histoire européenne	18	5	0	23
Unité du programme de visites de l'Union européenne (EUVP)	2	5	0	7
Unité EYE	4	0	0	4
<b>Total</b>	<b>69</b>	<b>57</b>	<b>3</b>	<b>129</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
Direction des ressources	2	1	1	4
Unité Personnel	2	9	0	11
Unité Finances	4	10	0	14
Unité Informatique	2	12	0	14
Unité Mesures, évaluations et risques	1	4	0	5
Mini-Parlamentarium Berlin	1	1	0	2
Total	12	37	1	50
Total	285	347	10	642



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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale du Personnel</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
Service de communication interne	1	3	0	4
Unité Egalité et diversité	3	2	1	6
<b>Direction Développement des ressources humaines</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
Unité Organisation interne et programmation des ressources humaines	5	7	0	12
Unité Concours et procédures de sélection	4	11	2	17
Unité Recrutement des agents contractuels et des assistants parlementaires accrédités	2	20	2	24
Unité Gestion du personnel et des carrières	4	17	0	21
Unité de la formation professionnelle	9	20	1	30
Service du budget de la formation	0	3	0	3
Unité Recrutement des fonctionnaires et des agents temporaires	2	9	0	11
<b>Total</b>	<b>29</b>	<b>88</b>	<b>5</b>	<b>122</b>
<b>Direction Gestion de la vie administrative</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
Unité Droits individuels et rémunérations	2	2	0	4
Service Paie et contrôle	1	8	1	10
Service Droits individuels	2	15	0	17
Service Privilèges et documentation	1	10	1	12
Unité des missions	2	12	2	16
Unité des pensions et assurances sociales	2	16	1	19
Unité des relations avec le personnel	3	18	0	21
<b>Total</b>	<b>16</b>	<b>82</b>	<b>5</b>	<b>103</b>
<b>Direction Gestion des services de soutien et sociaux</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Service de la gestion des absences médicales	1	3	0	4
Cabinet médical Luxembourg	3	13	0	16
Cabinet médical Bruxelles	8	17	2	27
Unité des actions sociales	2	10	0	12
Service des crèches à Luxembourg	0	3	0	3
Service des crèches à Bruxelles	0	3	0	3
Unité de la prévention et du bien-être au travail	5	7	0	12
<b>Total</b>	<b>20</b>	<b>58</b>	<b>2</b>	<b>80</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
Unité Ressources humaines	2	6	0	8
Unité gestion des ressources financières et contrôles	2	11	1	14
Unité Informatique et support TI	6	12	1	19
<b>Total</b>	<b>12</b>	<b>30</b>	<b>2</b>	<b>44</b>
<b>Total</b>	<b>84</b>	<b>266</b>	<b>15</b>	<b>365</b>

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## 2017

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des infrastructures et de la logistique</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>
Unité One-Stop Shop pour les députés	1	7	0	8
<b>Direction des infrastructures</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Service d'assistance à la maintenance	1	0	0	1
Unité de la gestion immobilière et de la maintenance à Luxembourg	4	13	2	19
Unité de la gestion immobilière et de la maintenance des bureaux d'information	4	11	1	16
Unité de la gestion immobilière et de la maintenance à Bruxelles	5	28	1	34
Unité de la gestion immobilière et de la maintenance à Strasbourg	6	18	0	24
<b>Total</b>	<b>22</b>	<b>72</b>	<b>4</b>	<b>98</b>
<b>Direction de la logistique</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>8</b>
Unité Transport de personnes	2	22	1	25
Unité des huissiers de conférence	1	33	6	40
Unité des acquisitions, gestion des biens et inventaire	2	2	0	4
Service de l'inventaire	0	3	0	3
Service des dépôts et magasins	0	3	0	3
Service des acquisitions	0	12	0	12
Unité de la restauration et de la centrale d'achats	3	13	0	16
Unité de l'attribution des bureaux et des déménagements	1	3	0	4
Service de la logistique	1	6	0	7
Service des déménagements	0	18	0	18
Unité des huissiers d'étage	1	17	3	21
<b>Total</b>	<b>15</b>	<b>134</b>	<b>12</b>	<b>161</b>
<b>Direction des ressources</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
Unité du personnel	1	6	1	8
Unité de la programmation, du suivi et du contrôle budgétaire	1	1	0	2
Service de la programmation et du suivi budgétaire	3	3	0	6
Service du contrôle interne	1	4	1	6
Unité des contrats et marchés publics	7	11	2	20
Unité Informatique et support TI	2	8	1	11
Unité Communication	1	3	0	4
Unité du soutien central	6	5	1	12
<b>Total</b>	<b>24</b>	<b>42</b>	<b>6</b>	<b>72</b>
<b>Direction des Projets immobiliers</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>
Unité des projets immobiliers à Luxembourg	9	12	3	24
Unité des projets immobiliers à Bruxelles	5	12	1	18
Unité des projets immobiliers à Strasbourg	2	7	0	9
<b>Total</b>	<b>19</b>	<b>33</b>	<b>4</b>	<b>56</b>
<b>Total</b>	<b>84</b>	<b>292</b>	<b>26</b>	<b>402</b>

# Annex Q48 - Overview of posts 2014-2018

## 2017

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la traduction</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Multilinguisme et relations externes	5	4	0	9
Service de coordination de la qualité	2	3	0	5
<b>Direction du support et des services technologiques pour la traduction</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>9</b>
Unité développement d'applications et de systèmes informatiques	3	3	1	7
Service des applications de suivi de la production	4	1	0	5
Service Outils de TAO et de collaboration	4	7	0	11
Unité de la traduction externe	2	0	1	3
Service du Placement	1	12	0	13
Service Exécution des contrats	2	6	0	8
Unité de pré-traduction Euramis	5	8	1	14
Unité Coordination de la terminologie	7	2	1	10
<b>Total</b>	<b>32</b>	<b>44</b>	<b>4</b>	<b>80</b>
<b>Direction de la traduction</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>8</b>
Unité de la traduction danoise	27	9	0	36
Unité de la traduction allemande	36	13	1	50
Unité de la traduction grecque	28	12	0	40
Unité de la traduction anglaise et irlandaise	21	10	0	31
Service de la traduction irlandaise	21	6	0	27
Unité de la traduction espagnole	30	14	0	44
Unité de la traduction française	36	13	1	50
Unité de la traduction italienne	28	11	0	39
Unité de la traduction néerlandaise	27	11	0	38
Unité de la traduction portugaise	28	12	0	40
Unité de la traduction finnoise	28	13	0	41
Unité de la traduction suédoise	28	10	1	39
Unité de la traduction tchèque	28	11	0	39
Unité de la traduction estonienne	27	11	0	38
Unité de la traduction hongroise	28	10	0	38
Unité de la traduction lituanienne	27	9	0	36
Unité de la traduction lettone	27	11	0	38
Unité de la traduction maltaise	27	11	1	39
Unité de la traduction polonaise	31	11	0	42
Unité de la traduction slovène	27	10	0	37
Unité de la traduction slovaque	28	11	0	39
Unité de la traduction bulgare	28	9	1	38
Unité de la traduction roumaine	27	10	0	37
Unité de la traduction croate	27	10	1	38
Unité Planning	1	2	0	3
Service de Gestion de la demande	1	18	0	19
Service Demandes de traduction pour la présidence et la plénière	1	4	0	5
Service des Relations avec les clients	7	1	0	8
Unité Vérification rédactionnelle	9	2	0	11
<b>Total</b>	<b>695</b>	<b>287</b>	<b>6</b>	<b>988</b>
<b>Direction des ressources</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
Unité Ressources humaines	2	7	0	9
Unité Gestion des ressources financières et contrôles	2	11	0	13
Unité Formations et stages	2	5	1	8
Unité Informatique et support TI	2	1	0	3
TRAD Service Desk	0	11	0	11
Service Administration des systèmes	0	3	0	3
Service Coordination des projets	0	3	0	3
Gestion des services TI	1	1	0	2
<b>Total</b>	<b>12</b>	<b>43</b>	<b>1</b>	<b>56</b>
<b>Total</b>	<b>747</b>	<b>382</b>	<b>11</b>	<b>1140</b>

**Annex Q48 - Overview of posts 2014-2018**  
**2017**

Direction générale / Direction / Unité / Service		AD	AST	SC	Total
<b>Direction générale de l'interprétation et des conférences</b>		<b>4</b>	<b>3</b>	<b>0</b>	<b>7</b>
	Unité des paiements AIC	2	10	0	12
	Unité Stratégie	2	2	1	5
	Unité de la gestion de la qualité	3	1	1	5
	<b>Direction de l'interprétation</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>
	Unité de l'interprétation danoise	10	0	0	10
	Unité de l'interprétation allemande	25	0	0	25
	Unité de l'interprétation grecque	15	0	0	15
	Unité de l'interprétation anglaise	25	0	0	25
	Unité de l'interprétation espagnole	19	0	0	19
	Unité de l'interprétation finnoise	15	0	0	15
	Unité de l'interprétation française	24	0	0	24
	Unité de l'interprétation italienne	22	0	0	22
	Unité de l'interprétation néerlandaise	15	0	0	15
	Unité de l'interprétation portugaise	16	0	0	16
	Unité de l'interprétation suédoise	13	0	0	13
	Unité de l'interprétation polonaise	20	0	0	20
	Unité de l'interprétation tchèque	8	0	0	8
	Unité de l'interprétation hongroise	14	0	0	14
	Unité de l'interprétation slovaque	9	0	0	9
	Unité de l'interprétation slovène	6	0	0	6
	Unité de l'interprétation estonienne	7	0	0	7
	Unité de l'interprétation lituanienne	10	0	0	10
	Unité de l'interprétation lettone	9	0	0	9
	Unité de l'interprétation maltaise	3	0	0	3
	Unité de l'interprétation bulgare	13	0	0	13
	Unité de l'interprétation roumaine	12	0	0	12
	Unité de l'interprétation croate	8	0	0	8
	<b>Total</b>	<b>319</b>	<b>3</b>	<b>0</b>	<b>322</b>
	<b>Direction de l'organisation et de la programmation</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
	Unité du recrutement des auxiliaires interprètes de conférence	6	3	1	10
	Unité de la programmation	9	7	0	16
	Unité des réunions et conférences	5	13	0	18
	Unité des techniciens de conférence	3	44	1	48
	Unité du multilinguisme et de la planification de la relève	4	2	1	7
	Unité de la formation et du soutien aux interprètes	4	4	0	8
	Unité Formation en ligne	2	1	1	4
	<b>Total</b>	<b>34</b>	<b>76</b>	<b>4</b>	<b>114</b>
	<b>Direction des ressources</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
	Unité Ressources humaines	2	8	0	10
	Unité Informatique et support TI	5	6	1	12
	Unité du budget	2	3	0	5
	<b>Total</b>	<b>10</b>	<b>18</b>	<b>1</b>	<b>29</b>
<b>Total</b>		<b>374</b>	<b>113</b>	<b>7</b>	<b>494</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des finances</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>
Unité budget et vérification	2	4	0	6
<b>Direction du budget et des services financiers</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité du budget	6	4	0	10
Unité de la comptabilité et de la trésorerie	2	3	0	5
Service de la trésorerie	1	9	0	10
Service de la comptabilité	1	10	0	11
Unité financière centrale	5	2	0	7
Unité refonte du système informatique financier	6	1	1	8
<b>Total</b>	<b>22</b>	<b>30</b>	<b>1</b>	<b>53</b>
<b>Direction des droits financiers et sociaux des députés</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>
Service des Assistants Parlementaires	0	0	0	0
Portal	1	5	0	6
Unité rémunération et droits sociaux des députés	3	1	0	4
Service des droits statutaires	0	7	0	7
Service des pensions (réglementation FID)	0	2	0	2
Service comptes bancaires, informatique, formulaires et attestations	0	2	0	2
Unité assistance parlementaire et frais généraux des députés	2	21	0	23
Unité frais de voyages et de séjour des députés	2	22	2	26
<b>Total</b>	<b>11</b>	<b>62</b>	<b>2</b>	<b>75</b>
<b>Direction Financement des structures politiques et ressources</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Service Organisation des voyages	3	6	0	9
Unité Financement des structures politiques	5	6	0	11
Unité des technologies de l'information et de l'inventaire	2	1	0	3
Service Informatique et logistique	1	4	0	5
Service Inventaire	0	3	2	5
Unité Ressources humaines et formation professionnelle des députés	1	0	0	1
Service Ressources humaines	0	2	0	2
Service Formation professionnelle des députés	4	2	0	6
Service Marchés publics	1	0	0	1
<b>Total</b>	<b>19</b>	<b>26</b>	<b>2</b>	<b>47</b>
<b>Total</b>	<b>57</b>	<b>126</b>	<b>5</b>	<b>188</b>

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## 2017

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de l'innovation et du support technologique</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>
<b>Direction du développement et du support</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Unité Support aux utilisateurs	1	1	1	3
Service Front office TIC	5	25	0	30
Service Back office TIC	3	11	0	14
Gestion et qualité de service TIC	2	4	1	7
Service TIC aux députés	1	2	0	3
<b>Direction du développement et du support - Unité Conception et développement</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>
Planification et Évaluation	1	2	0	3
Gestion des projets	9	4	0	13
Tests de réception	3	2	0	5
Service Analyse métier et méthodologies de projet	2	1	0	3
Service Solutions et méthodes	0	3	0	3
<b>Unité Évolution et maintenance</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>6</b>
Service Évolution des services parlementaires	4	5	0	9
Service Évolution des services législatifs	3	4	0	7
Service Évolution des services de gestion administrative	3	8	0	11
Service Évolution des services financiers	3	2	0	5
Service Évolution des services de communication	3	1	0	4
<b>Total</b>	<b>48</b>	<b>84</b>	<b>2</b>	<b>134</b>
<b>Direction des infrastructures et des équipements</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
Unité Gestion des infrastructures	1	1	0	2
Ingénierie et architecture des réseaux informatiques	1	8	0	9
Déploiement des infrastructures réseaux	5	6	0	11
Déploiement des infrastructures d'hébergement	1	0	0	1
Configurations standards	0	6	0	6
<b>Unité Équipements individuels et logistique</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>
Service Support à l'évolution des équipements individuels	3	9	0	12
Service Gestion de l'infrastructure individuelle	3	7	0	10
Services spécifiques aux entreprises	2	3	0	5
<b>Unité Opérations et Hébergement des TIC</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>5</b>
Supervision et Opérations	2	11	0	13
Capacité et Continuité	3	5	0	8
Gestion des demandes d'Hébergement et de service	3	2	0	5
<b>Total</b>	<b>28</b>	<b>66</b>	<b>0</b>	<b>94</b>
<b>Direction de l'édition et de la distribution</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité intranet et multimédia	1	3	0	4
Service Création multimédia	0	13	0	13
Service Intranet	2	6	0	8
Service Monitoring et diffusion des connaissances	1	0	0	1
<b>Unité Production documentaire</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
Service Production documentaire automatisée	0	13	0	13
Service Information et données multilingues	0	26	0	26
Service XML, indexation et métadonnées	0	4	0	4
<b>Unité Impression multi-support</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Service production de haute qualité	0	35	1	36
Service Processus législatifs	0	7	0	7
Service Administration et logistique	0	9	0	9
Service Impression unifiée	0	9	0	9
<b>Unité clients, outils et méthodes</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>
Service Demandes clients et projets	0	10	1	11
Service Outils informatiques éditoriaux	1	6	0	7
Service Méthodes et automatisation de publication	0	3	0	3
Service Mobilité et nouvelles solutions	0	0	0	0
<b>Total</b>	<b>10</b>	<b>152</b>	<b>3</b>	<b>165</b>
<b>Direction de l'innovation et des ressources</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
Unité Ressources humaines	2	6	0	8
Service Vérification Ex-ante	0	4	0	4
<b>Unité Gestion des ressources financières</b>	<b>2</b>	<b>11</b>	<b>0</b>	<b>13</b>
<b>Unité Gestion des marchés et contrats</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
Service Administration des marchés publics	1	3	0	4
Service Administration des contrats	1	7	0	8
<b>Unité Relations clients et communication</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Service Gestion des relations clients	6	6	0	12
Service Communication	2	3	0	5
<b>Unité Innovation, performance et contrôle interne</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>6</b>
Service Innovation	0	1	0	1
<b>Total</b>	<b>22</b>	<b>45</b>	<b>2</b>	<b>69</b>
<b>Chief Information Systems Security Officer</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Unité Sécurité des TIC	1	2	0	3
Service Gestion de la sécurité	2	1	0	3
Service Sécurité opérationnelle	7	1	0	8
<b>Total</b>	<b>11</b>	<b>4</b>	<b>0</b>	<b>15</b>
<b>Total</b>	<b>120</b>	<b>353</b>	<b>8</b>	<b>481</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la sécurité et de la protection</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>
Unité de l'évaluation des risques	2	8	0	10
<b>Direction pour la proximité et l'assistance, la sécurité et la sûreté</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Unité Accréditation	3	18	5	26
Unité Sécurité et sûreté Bruxelles	2	4	1	7
Section de sécurité 1	1	4	0	5
Section de sécurité 2	1	3	0	4
Section de sécurité 3	1	5	0	6
Unité Sécurité et sûreté Strasbourg	1	3	0	4
Unité Sécurité et sûreté Luxembourg	1	4	0	5
Unité Protection	2	14	34	50
<b>Total</b>	<b>14</b>	<b>57</b>	<b>40</b>	<b>111</b>
<b>Direction de la prévention, des premiers secours et de la sécurité incendie</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Prévention des incendies Bruxelles	1	5	0	6
Unité Prévention des incendies Strasbourg	1	2	0	3
Unité Prévention des incendies Luxembourg	1	4	0	5
Unité Formation et sécurité incendie	1	1	0	2
<b>Total</b>	<b>5</b>	<b>13</b>	<b>0</b>	<b>18</b>
<b>Direction de la stratégie et des ressources</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Unité du Dispatching	3	14	0	17
Unité du personnel et de planification	4	10	2	16
Unité du budget	1	11	0	12
Unité des technologies et de la sécurité des informations	6	21	0	27
<b>Total</b>	<b>15</b>	<b>56</b>	<b>2</b>	<b>73</b>
<b>Total</b>	<b>37</b>	<b>134</b>	<b>43</b>	<b>214</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Service juridique</b>	2	4	0	6
Service des ressources	2	4	0	6
Unité de la coordination législative et judiciaire	3	4	0	7
<b>Direction des Affaires institutionnelles et parlementaires</b>	1	1	0	2
Unité Droit institutionnel et budgétaire	4	2	0	6
Unité Relations extérieures	4	1	1	6
Unité Droits parlementaire et réglementaire	7	3	0	10
<b>Total</b>	16	7	1	24
<b>Direction des Affaires législatives</b>	2	2	0	4
Unité Politiques économiques et scientifiques	7	1	1	9
Direction des affaires législatives - Unité Politiques structurelles et de cohésion	4	1	0	5
Unité Justice et Libertés Publiques	9	0	1	10
<b>Total</b>	22	4	2	28
<b>Direction des Affaires administratives et financières</b>	1	1	0	2
Unité Droits et obligations statutaires	5	2	0	7
Unité Carrières statutaires	4	2	0	6
Unité Droit contractuel et financier	7	3	0	10
Unité Droit des projets immobiliers	7	3	0	10
<b>Total</b>	24	11	0	35
<b>Total</b>	69	34	3	106

<b>Secrétariat général du Parlement européen</b>	<b>Hors catégorie:</b>	1	1	0	0	2
Cabinet du Secrétaire général			14	13	0	27
Secrétariat de la Conférence des présidents			5	4	0	9
Secrétariat du Bureau et des Questeurs			6	11	0	17
Unité d'audit interne			11	1	0	12
Unité Gestion de la continuité des activités			2	2	0	4
Protection des données			1	2	0	3
Management Team Support Office			6	3	0	9
Unité Système de management environnemental et d'audit (EMAS)			4	4	0	8
<b>Total</b>	<b>Hors catégorie:</b>	1	50	40	0	91

<b>Cabinet du Président</b>			20	20	0	40
<b>Secrétariat des Vice-Présidents</b>			0	17	0	17
<b>Secrétariat des Questeurs</b>			0	5	0	5
<b>Autorité pour les partis politiques européens et les fondations politiques européennes</b>			1	1	0	2
<b>Direction pour les relations avec les groupes politiques</b>			11	3	0	14
<b>Groupe du Parti Populaire Européen (démocrates-chrétiens)</b>			132	180	0	312
<b>Groupe de l'Alliance progressiste des socialistes et démocrates au Parlement européen</b>			115	159	0	274
<b>Groupe Alliance des démocrates et des libéraux pour l'Europe</b>			45	62	0	107
<b>Groupe des Verts/Alliance libre européenne</b>			35	48	0	83
<b>Groupe des conservateurs et réformistes européens</b>			47	65	0	112
<b>Groupe confédéral de la Gauche unitaire européenne/Gauche verte nordique</b>			36	49	0	85
<b>Groupe Europe de la liberté et de la démocratie directe</b>			32	44	0	76
<b>Groupe Europe des nations et des libertés</b>			27	42	0	69
<b>Non Inscrits</b>			2	15	0	17
<b>Comité du personnel</b>			5	8	0	13
<b>TOTAL GENERAL</b>	<b>Hors catégorie:</b>	1	3132	3454	156	6743



**Annex Q48 - Overview of posts 2014-2018**  
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Postes organigramme par entités organisationnelles au 01/01/2018 (Sous réserve des modifications en cours)				
Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de la Présidence</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Cabinet du Secrétaire général adjoint	2	4	0	6
Unité Ressources	3	12	0	15
Unité Protocole	5	13	0	18
<b>Direction de la séance plénière</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>
Unité des procès-verbaux et des comptes rendus de la séance plénière	6	6	0	12
Unité Activités des députés	3	13	0	16
Unité du déroulement et du suivi de la séance plénière	5	6	1	12
Unité du dépôt des documents	3	5	1	9
Unité du courrier officiel	3	21	3	27
Unité de la réception et du renvoi des documents officiels	4	10	1	15
Unité Administration des députés	3	5	0	8
<b>Total</b>	<b>30</b>	<b>66</b>	<b>6</b>	<b>102</b>
<b>Direction des Actes Législatifs</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>
Unité de la coordination et du planning législatif	4	10	1	15
Unité Qualité législative A - Politique économique et scientifique	1	0	0	1
Politique économique et scientifique - Section grecque	2	2	0	4
Politique économique et scientifique - Section anglaise	7	2	0	9
Politique économique et scientifique - Section irlandaise	5	3	0	8
Politique économique et scientifique - Section italienne	3	2	0	5
Unité Qualité législative B - Politique structurelle et de cohésion	1	1	0	2
Politique structurelle et de cohésion - Section bulgare	3	2	0	5
Politique structurelle et de cohésion - Section maltaise	3	2	0	5
Politique structurelle et de cohésion - Section slovène	3	2	0	5
Politique structurelle et de cohésion - Section slovaque	3	2	0	5
Politique structurelle et de cohésion - Section croate	3	3	0	6
Unité Qualité législative C - Droits des citoyens	1	1	0	2
Droits des citoyens - Section allemande	4	3	0	7
Droits des citoyens - Section lituanienne	3	2	0	5
Droits des citoyens - Section néerlandaise	3	2	0	5
Droits des citoyens - Section polonaise	4	2	0	6
Droits des citoyens - Section roumaine	3	2	0	5
Unité Qualité législative D - Affaires budgétaires	1	0	0	1
Affaires budgétaires - Section danoise	3	2	0	5
Affaires budgétaires - Section espagnole	3	2	0	5
Affaires budgétaires - Section finnoise	3	2	0	5
Affaires budgétaires - Section française	4	2	0	6
Affaires budgétaires - Section portugaise	3	2	0	5
Unité Qualité législative E - Politiques externes	1	0	1	2
Politiques externes - Section tchèque	3	2	0	5
Politiques externes - Section estonienne	3	2	0	5
Politiques externes - Section hongroise	3	2	0	5
Politiques externes - Section lettone	3	2	0	5
Politiques externes - Section suédoise	3	2	0	5
<b>Total</b>	<b>92</b>	<b>64</b>	<b>3</b>	<b>159</b>
<b>Direction des relations avec les parlements nationaux</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité de la coopération institutionnelle	5	3	1	9
Unité du dialogue législatif	5	4	1	10
<b>Total</b>	<b>11</b>	<b>8</b>	<b>2</b>	<b>21</b>
<b>Direction des affaires interinstitutionnelles et coordination législative</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité Planning législatif et coordination	5	2	0	7
Unité Informations classifiées	3	3	0	6
Unité des relations interinstitutionnelles	6	3	0	9
Unité Transparence	4	5	0	9
<b>Total</b>	<b>19</b>	<b>15</b>	<b>0</b>	<b>34</b>
<b>Total</b>	<b>163</b>	<b>182</b>	<b>11</b>	<b>356</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des Politiques internes de l'Union</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>6</b>
Unité de programmation stratégique	4	1	0	5
<b>Direction des politiques économiques et scientifiques</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission de l'emploi et des affaires sociales	10	7	1	18
Secrétariat de la commission des affaires économiques et monétaires	16	9	0	25
Secrétariat de la commission du marché intérieur et de la protection des consommateurs	12	8	0	20
Secrétariat de la commission de l'industrie, de la recherche et de l'énergie	17	10	1	28
Secrétariat de la commission de l'environnement, de la santé publique et de la sécurité alimentaire	16	11	1	28
Département thématique des politiques économiques, scientifiques et de la qualité de la vie	14	9	1	24
Unité d'assistance à la gouvernance économique	7	4	0	11
Commission d'enquête sur le blanchiment de capitaux, l'évasion fiscale et la fraude fiscale	1	1	0	2
<b>Total</b>	<b>94</b>	<b>61</b>	<b>4</b>	<b>159</b>
<b>Direction des politiques structurelles et de cohésion</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission de l'agriculture et du développement rural	9	9	0	18
Secrétariat de la commission de la pêche	10	8	0	18
Secrétariat de la commission du développement régional	9	8	0	17
Secrétariat de la commission des transports et du tourisme	15	8	1	24
Secrétariat de la commission de la culture et de l'éducation	8	5	1	14
Département thématique des politiques structurelles et de cohésion	13	7	0	20
<b>Total</b>	<b>65</b>	<b>47</b>	<b>2</b>	<b>114</b>
<b>Direction des droits des citoyens et des affaires constitutionnelles</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Secrétariat de la commission des libertés civiles, de la justice et des affaires intérieures	17	12	0	29
Secrétariat de la commission des affaires juridiques	8	6	1	15
Secrétariat de la commission des affaires constitutionnelles	8	6	0	14
Secrétariat de la commission des droits de la femme et de l'égalité des genres	5	5	1	11
Secrétariat de la commission des pétitions	9	8	0	17
Département thématique des droits des citoyens et des affaires constitutionnelles	11	6	2	19
Commission spéciale sur le terrorisme	5	1	0	6
<b>Total</b>	<b>64</b>	<b>45</b>	<b>4</b>	<b>113</b>
<b>Direction des affaires budgétaires</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Secrétariat de la commission des budgets	11	10	0	21
Secrétariat de la commission du contrôle budgétaire	8	6	0	14
Département thématique des Affaires budgétaires	8	5	0	13
<b>Total</b>	<b>28</b>	<b>22</b>	<b>0</b>	<b>50</b>
<b>Direction de la coordination législative et des conciliations</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité des conciliations et de la codécision	9	5	1	15
Unité de la coordination législative et de la programmation	8	8	0	16
Service Calendrier des réunions	1	4	1	6
Unité pour la coordination des activités éditoriales et de communication	4	4	1	9
<b>Total</b>	<b>23</b>	<b>22</b>	<b>3</b>	<b>48</b>
<b>Direction des ressources</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Personnel	3	16	0	19
Unité Informatique	3	14	0	17
Unité Finances	2	6	0	8
<b>Total</b>	<b>9</b>	<b>37</b>	<b>0</b>	<b>46</b>
<b>Total</b>	<b>289</b>	<b>239</b>	<b>13</b>	<b>541</b>

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des Politiques externes de l'Union</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
<b>Direction des commissions</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Secrétariat de la commission des affaires étrangères	11	8	1	20
Secrétariat de la sous-commission de la sécurité et de la défense	6	5	0	11
droits de l'homme	7	6	0	13
Secrétariat de la commission du développement	8	8	0	16
Secrétariat de la commission du commerce international	14	7	1	22
<b>Total</b>	<b>47</b>	<b>36</b>	<b>2</b>	<b>85</b>
<b>Direction des régions</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Europe : Elargissement et Espace économique européen	3	4	0	7
Unité Asie, Australie et Nouvelle-Zélande	5	6	0	11
Département thématique des relations extérieures	14	8	1	23
Unité Euromed et Moyen-Orient	5	6	0	11
Unité Amérique latine	4	5	0	9
Unité Europe : Partenariat oriental et Russie	4	4	0	8
Unité Afrique, Caraïbes et Pacifique	4	4	0	8
Unité Relations transatlantiques et G8	4	2	0	6
<b>Total</b>	<b>44</b>	<b>40</b>	<b>1</b>	<b>85</b>
<b>Direction des ressources</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Unité Personnel	2	5	1	8
Unité Finances	3	8	0	11
Unité Informatique	1	4	0	5
<b>Total</b>	<b>8</b>	<b>19</b>	<b>1</b>	<b>28</b>
<b>Direction du Soutien à la démocratie</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
Unité Actions démocratie et élections	5	4	0	9
Unité Actions préadhésion	3	1	0	4
Unité Actions droits de l'homme	3	2	0	5
Unité de soutien à la médiation du Parlement européen	3	2	0	5
<b>Total</b>	<b>15</b>	<b>10</b>	<b>0</b>	<b>25</b>
<b>Total</b>	<b>116</b>	<b>108</b>	<b>4</b>	<b>228</b>

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Direction générale / Direction / Unité / Service		AD	AST	SC	Total
Direction générale des services de recherche parlementaire		1	2	0	3
Unité Ressources		1	2	0	3
Service des ressources humaines		2	3	0	5
Service des finances		1	5	0	6
Service des technologies de l'information		1	5	0	6
Unité de la Stratégie et coordination		10	1	1	12
Direction Service de recherche pour les députés		2	2	0	4
Unité des politiques économiques		18	3	0	21
Unité des politiques structurelles		18	5	0	23
Unité des politiques des citoyens		10	5	0	15
Unité des politiques externes		16	6	0	22
Unité des politiques budgétaires		8	0	1	9
Unité éditoriale et de gestion des publications		8	7	0	15
Total		80	28	1	109
Direction de la bibliothèque		4	4	0	8
Unité de la Bibliothèque sur site et en ligne		8	19	0	27
Unité Archives historiques		4	18	2	24
Unité Demandes d'informations des citoyens		7	11	0	18
Unité Bibliothèque de droit comparé		2	1	0	3
Total		25	53	2	80
Direction de l'Evaluation de l'impact et de la Valeur ajoutée européenne		1	3	1	5
Ex-Ante Unité Evaluation de l'impact		5	1	0	6
Unité Valeur ajoutée européenne		3	0	0	3
Unité de la prospective scientifique		1	2	0	3
Service de la prospective scientifique		2	0	0	2
Secrétariat de la STOA		2	0	0	2
Ex-Post Unité Evaluation		7	1	1	9
Unité de la surveillance du Conseil européen		3	0	0	3
Unité Global trends		2	1	0	3
Total		26	8	2	36
Total		147	107	6	260

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Direction générale / Direction / Unité / Service		AD	AST	SC	Total
<b>Direction générale de la Communication</b>		<b>6</b>	<b>3</b>	<b>0</b>	<b>9</b>
	Unité du porte-parole	1	0	0	1
	Unité du suivi de l'opinion publique	2	4	1	7
<b>Direction des médias</b>		<b>2</b>	<b>3</b>	<b>0</b>	<b>5</b>
	Unité Presse	8	5	0	13
	Service Politiques économiques et scientifiques	5	1	0	6
	Service Politiques structurelles et de cohésion	4	1	0	5
	Service Affaires constitutionnelles et droits des citoyens	5	2	0	7
	Service Affaires budgétaires	1	1	0	2
	Service Politiques externes	4	2	0	6
	Unité Services aux médias	32	6	0	38
	Unité de l'audiovisuel	10	44	1	55
	Unité Suivi et analyse stratégique des médias	2	3	1	6
<b>Total</b>		<b>73</b>	<b>68</b>	<b>2</b>	<b>143</b>
<b>Direction des bureaux de liaison</b>		<b>3</b>	<b>1</b>	<b>1</b>	<b>5</b>
	Bureau de liaison PE-Congrès américain à Washington	10	3	0	13
	Unité de coordination et de programmation	6	8	1	15
	Unité de suivi horizontal et thématique	5	4	1	10
	Bureau de liaison du Parlement européen en Grèce	2	5	0	7
	Bureau de liaison du Parlement européen en Allemagne	5	9	0	14
	Antenne régionale de Munich	1	2	0	3
	Bureau de liaison du Parlement européen en Belgique	1	5	0	6
	Bureau de liaison du Parlement européen au Danemark	2	3	0	5
	Bureau de liaison du Parlement européen en Irlande	2	3	0	5
	Bureau de liaison du Parlement européen en Finlande	2	4	0	6
	Bureau de liaison du Parlement européen aux Pays-Bas	3	4	0	7
	Bureau de liaison du Parlement européen au Portugal	2	4	0	6
	Bureau de liaison du Parlement européen au Royaume-Uni	3	8	0	11
	Antenne régionale d'Edimbourg	1	2	0	3
	Bureau de liaison du Parlement européen au Luxembourg	2	1	0	3
	Bureau de liaison du Parlement européen en Espagne	3	8	0	11
	Antenne régionale de Barcelone	1	2	0	3
	Bureau de liaison du Parlement européen en France	3	8	0	11
	Antenne régionale de Marseille	1	2	0	3
	Bureau de liaison du Parlement européen en Italie	4	6	0	10
	Antenne régionale de Milan	1	2	0	3
	Bureau de liaison du Parlement européen en Suède	2	4	0	6
	Bureau de liaison du Parlement européen à Strasbourg	2	5	0	7
	Bureau de liaison du Parlement européen en Autriche	2	4	0	6
	Bureau de liaison du Parlement européen à Chypre	2	3	0	5
	Bureau de liaison du Parlement européen en Estonie	1	3	0	4
	Bureau de liaison du Parlement européen en Hongrie	2	4	0	6
	Bureau de liaison du Parlement européen en Lettonie	1	3	0	4
	Bureau de liaison du Parlement européen en Lituanie	1	3	0	4
	Bureau de liaison du Parlement européen à Malte	0	3	0	3
	Bureau de liaison du Parlement européen en Pologne	3	4	0	7
	Antenne régionale de Wroclaw	1	2	0	3
	Bureau de liaison du Parlement européen en République tchèque	2	4	0	6
	Bureau de liaison du Parlement européen en Slovaquie	2	3	0	5
	Bureau de liaison du Parlement européen en Slovénie	1	3	0	4
	Bureau de liaison du Parlement européen en Bulgarie	2	3	0	5
	Bureau de liaison du Parlement européen en Roumanie	2	4	0	6
	Bureau de liaison du Parlement européen en Croatie	2	2	0	4
	Mini-Parlamentarium Berlin	1	1	0	2
	Unité de soutien aux bureaux de liaison	1	2	0	3
<b>Total</b>		<b>93</b>	<b>154</b>	<b>3</b>	<b>250</b>
<b>Direction des visiteurs</b>		<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
	Parlamentarium	6	15	1	22
	Unité des visites et séminaires	25	17	2	44
	Unité de coordination des services aux visiteurs	2	1	1	4
	Maison de l'histoire européenne	19	5	1	25
	Unité pour les conférences et services aux visiteurs à Strasbourg	3	3	0	6
<b>Total</b>		<b>58</b>	<b>44</b>	<b>5</b>	<b>107</b>
<b>Direction des ressources</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
	Unité Personnel	2	9	0	11
	Unité Finances	6	8	0	14
	Unité Informatique	2	12	0	14
	Unité Mesures, évaluations et risques	1	4	0	5
<b>Total</b>		<b>13</b>	<b>34</b>	<b>0</b>	<b>47</b>
<b>Direction des campagnes</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Unité de la communication internet	3	8	1	12

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Direction générale / Direction / Unité / Service		AD	AST	SC	Total
	Service Politiques économiques et scientifiques	3	0	0	3
	Service Politiques structurelles et de cohésion	3	0	0	3
	Service Affaires constitutionnelles et droits des citoyens	4	1	0	5
	Service Affaires budgétaires	4	0	0	4
	Service Politiques externes	4	0	0	4
	Unité Conception et Design	5	5	0	10
	Unité Jeunesse	4	0	0	4
	Unité de la gestion du site web	2	2	0	4
	Service conception web	1	4	0	5
	Service Implémentation	1	3	0	4
	Unité Événements et expositions	4	5	0	9
	<b>Total</b>	<b>38</b>	<b>28</b>	<b>1</b>	<b>67</b>
<b>Total</b>		<b>284</b>	<b>335</b>	<b>12</b>	<b>631</b>

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Direction générale / Direction / Unité / Service		AD	AST	SC	Total
Direction générale du Personnel		2	3	0	5
	Service Communication	1	3	0	4
	Service Relations interinstitutionnelles et dialogue social	1	2	0	3
Direction Développement des ressources humaines		2	2	0	4
	Service Enquêtes administratives et procédures disciplinaires	2	3	0	5
	Unité Programmation stratégique des ressources humaines	5	7	0	12
	Unité Sélection des talents	4	9	2	15
	Unité Recrutement des agents contractuels et des stagiaires	2	13	1	16
	Unité Développement de la carrière et éthique	3	15	0	18
	Unité Apprentissage et perfectionnement	9	17	1	27
	Formation professionnelle des députés	4	2	0	6
	Unité Recrutement des fonctionnaires et des agents temporaires	2	7	1	10
Total		33	75	5	113
Direction Administration des ressources humaines		2	1	0	3
	Unité Droits individuels	4	20	2	26
	Unité Rémunérations	2	10	1	13
	Unité des missions	2	9	4	15
	Unité des pensions et assurances sociales	2	14	1	17
	Unité Front Office et assistants parlementaires accrédités	1	1	1	3
	Service Front Office	1	0	0	1
	Service Front Office - Secteur Privilèges et immunités - Bruxelles	0	9	0	9
	Service Front Office - Secteur Info Desk	0	7	0	7
	Service Assistants parlementaires accrédités	1	0	0	1
	Service Assistants parlementaires accrédités - Secteur Contrats	0	6	0	6
Total		15	77	9	101
Direction Services sociaux et soutien aux ressources humaines		2	2	0	4
	Service de la gestion des absences médicales	2	3	0	5
	Cabinet médical Luxembourg	3	11	0	14
	Cabinet médical Bruxelles	7	17	2	26
	Unité Temps de travail et crèches	1	1	1	3
	Service Temps de travail	1	6	0	7
	Service Crèches	1	2	0	3
	Service Crèches - Secteur Crèches Luxembourg	0	2	0	2
	Service Crèches - Secteur Crèches Bruxelles	0	3	0	3
	Unité de la prévention et du bien-être au travail	2	2	0	4
	Service Bien-être au travail	1	2	0	3
	Service Prévention et protection au travail	1	3	0	4
	Unité Egalité et diversité	4	2	1	7
Total		25	56	4	85
Direction des ressources		3	1	0	4
	Unité Ressources humaines et suivi stratégique	3	8	0	11
	Unité Ressources financières	2	17	1	20
	Unité informatique	6	13	1	20
Total		14	39	2	55
Total		91	255	20	366

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Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale des infrastructures et de la logistique</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>9</b>
Unité One-Stop Shop pour les députés	1	6	0	7
<b>Direction des infrastructures</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Service d'assistance à la maintenance	5	3	0	8
Unité de la gestion immobilière et de la maintenance à Luxembourg	4	12	3	19
Unité de la gestion immobilière et de la maintenance des bureaux d'information	4	11	1	16
Unité de la gestion immobilière et de la maintenance à Bruxelles	5	28	1	34
Unité de la gestion immobilière et de la maintenance à Strasbourg	5	17	0	22
<b>Total</b>	<b>25</b>	<b>73</b>	<b>5</b>	<b>103</b>
<b>Direction de la logistique</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>6</b>
Service de passation des marchés	1	3	0	4
Service d'initiation financière	0	4	0	4
Unité Transport de personnes	2	23	1	26
Unité des acquisitions, gestion des biens et inventaire	2	1	0	3
Service de l'inventaire	0	5	0	5
Service des acquisitions	0	8	0	8
Unité de la restauration et de la centrale d'achats	4	12	1	17
Unité de l'attribution des bureaux et des déménagements	1	6	0	7
Service de la logistique	1	5	0	6
Service des déménagements	0	15	0	15
Unité des huissiers d'étage	1	15	2	18
<b>Total</b>	<b>15</b>	<b>99</b>	<b>5</b>	<b>119</b>
<b>Direction des ressources</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>
Unité du personnel	0	6	2	8
Unité Finances	2	1	2	5
Service de la programmation et du suivi budgétaire	1	3	0	4
Unité de vérification ex ante et de coordination des passations de marchés	1	2	1	4
Service de vérification ex ante	1	5	0	6
Service de coordination des marchés publics	1	1	0	2
Unité Informatique et support TI	2	8	1	11
Unité Communication	0	3	0	3
Unité du soutien central	7	5	2	14
<b>Total</b>	<b>18</b>	<b>36</b>	<b>8</b>	<b>62</b>
<b>Direction des Projets immobiliers</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>8</b>
Unité des projets immobiliers à Luxembourg	10	12	2	24
Unité des projets immobiliers à Bruxelles	5	13	1	19
Unité des projets immobiliers à Strasbourg	3	6	0	9
<b>Total</b>	<b>22</b>	<b>34</b>	<b>4</b>	<b>60</b>
<b>Total</b>	<b>85</b>	<b>253</b>	<b>22</b>	<b>360</b>



# Annex Q48 - Overview of posts 2014-2018

## 2018

Direction générale / Direction / Unité / Service		AD	AST	SC	Total
Direction générale de la traduction		3	2	0	5
	Unité Multilinguisme et relations externes	5	4	0	9
	Unité de Coordination de la Qualité	2	2	0	4
Direction du support et des services technologiques pour la traduction		3	6	0	9
	Unité développement d'applications et de systèmes informatiques	3	3	1	7
	Service des applications de suivi de la production	4	1	0	5
	Service Outils de TAO et de collaboration	4	7	0	11
	Unité de la traduction externe	1	0	1	2
	Service du Placement	1	11	0	12
	Service Exécution des contrats	2	6	0	8
	Unité de pré-traduction Euramis	6	6	1	13
	Unité Coordination de la terminologie	6	2	1	9
Total		30	42	4	76
Direction de la traduction		5	3	0	8
	Unité de la traduction danoise	27	9	0	36
	Unité de la traduction allemande	33	12	1	46
	Unité de la traduction grecque	27	12	0	39
	Unité de la traduction anglaise	21	9	0	30
	Unité de la traduction espagnole	29	13	0	42
	Unité de la traduction française	36	13	1	50
	Unité de la traduction italienne	26	10	0	36
	Unité de la traduction néerlandaise	25	9	0	34
	Unité de la traduction portugaise	27	11	0	38
	Unité de la traduction finnoise	28	13	0	41
	Unité de la traduction suédoise	28	9	1	38
	Unité de la traduction tchèque	28	10	0	38
	Unité de la traduction estonienne	27	11	0	38
	Unité de la traduction hongroise	29	10	0	39
	Unité de la traduction lituanienne	28	8	1	37
	Unité de la traduction lettone	27	11	0	38
	Unité de la traduction maltaise	27	10	1	38
	Unité de la traduction polonaise	30	12	0	42
	Unité de la traduction slovène	27	9	0	36
	Unité de la traduction slovaque	26	11	0	37
	Unité de la traduction bulgare	28	9	1	38
	Unité de la traduction roumaine	27	10	0	37
	Unité de la traduction croate	27	10	1	38
	Unité de la traduction irlandaise	21	6	0	27
	Unité Planning	1	2	0	3
	Service de Gestion de la demande	1	17	0	18
	Service Demandes de traduction pour la présidence et la plénière	1	4	0	5
	Service des Relations avec les clients	6	1	0	7
	Unité Vérification rédactionnelle	10	2	1	13
Total		683	276	8	967
Direction des ressources		2	1	0	3
	Unité Ressources humaines	3	5	1	9
	Unité Gestion des ressources financières et contrôles	2	10	0	12
	Unité Formations et stages	2	5	1	8
	Unité Informatique et support TI	2	1	0	3
	TRAD Service Desk	0	10	0	10
	Service Administration des systèmes	1	3	0	4
	Service Coordination des projets	0	4	0	4
	Gestion des services TI	1	1	0	2
Total		13	40	2	55
Total		736	366	14	1116

# Annex Q48 - Overview of posts 2014-2018

## 2018

Direction générale / Direction / Unité / Service		AD	AST	SC	Total
Direction générale de la logistique et de l'interprétation pour les conférences		5	3	0	8
	Unité des paiements AIC	2	10	0	12
	Unité Stratégie	2	2	0	4
	Unité de la gestion de la qualité	3	1	1	5
Direction de l'interprétation		1	3	0	4
	Unité de l'interprétation danoise	8	0	0	8
	Unité de l'interprétation allemande	25	0	0	25
	Unité de l'interprétation grecque	15	0	0	15
	Unité de l'interprétation anglaise	25	0	0	25
	Unité de l'interprétation espagnole	18	0	0	18
	Unité de l'interprétation finnoise	15	0	0	15
	Unité de l'interprétation française	22	0	0	22
	Unité de l'interprétation italienne	20	0	0	20
	Unité de l'interprétation néerlandaise	14	0	0	14
	Unité de l'interprétation portugaise	15	0	0	15
	Unité de l'interprétation suédoise	13	0	0	13
	Unité de l'interprétation polonaise	20	0	0	20
	Unité de l'interprétation tchèque	8	0	0	8
	Unité de l'interprétation hongroise	13	0	0	13
	Unité de l'interprétation slovaque	9	0	0	9
	Unité de l'interprétation slovène	6	0	0	6
	Unité de l'interprétation estonienne	7	0	0	7
	Unité de l'interprétation lituanienne	10	0	0	10
	Unité de l'interprétation lettone	9	0	0	9
	Unité de l'interprétation maltaise	3	0	0	3
	Unité de l'interprétation bulgare	13	0	0	13
	Unité de l'interprétation roumaine	12	0	0	12
	Unité de l'interprétation croate	8	0	0	8
Total		309	3	0	312
Direction de l'organisation et de la programmation		2	1	1	4
	Unité du recrutement des auxiliaires interprètes de conférence	5	3	1	9
	Unité de la programmation	10	8	0	18
	Unité des réunions et conférences	5	12	0	17
	Unité des techniciens de conférence	3	44	1	48
	Unité du multilinguisme et de la planification de la relève	4	1	1	6
	Unité de la formation et du soutien aux interprètes	5	4	0	9
	Unité Formation en ligne	1	0	2	3
	Unité des huissiers de conférence	1	32	8	41
Total		36	105	14	155
Direction des ressources		1	1	0	2
	Unité Ressources humaines	2	8	0	10
	Unité Informatique et support TI	5	6	1	12
	Unité du budget	2	3	1	6
Total		10	18	2	30
Total		367	142	17	526

# Annex Q48 - Overview of posts 2014-2018

## 2018

Direction générale / Direction / Unité / Service		AD	AST	SC	Total
<b>Direction générale des finances</b>		<b>4</b>	<b>3</b>	<b>0</b>	<b>7</b>
	Unité budget et vérification	2	5	0	7
	Unité de suivi de la conformité réglementaire	3	1	0	4
<b>Direction du budget et des services financiers</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>
	Unité du budget	5	3	1	9
	Unité de la comptabilité et de la trésorerie	2	3	0	5
	Service de la trésorerie	1	9	0	10
	Service de la comptabilité	1	10	1	12
	Unité financière centrale	5	2	0	7
	Unité refonte du système informatique financier	6	2	0	8
<b>Total</b>		<b>21</b>	<b>30</b>	<b>2</b>	<b>53</b>
<b>Direction des droits financiers et sociaux des députés</b>		<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
	Portal	2	4	0	6
	Unité rémunération et droits sociaux des députés	3	1	0	4
	Service des droits statutaires	0	7	0	7
	Service des pensions (réglementation FID)	0	2	0	2
	Service comptes bancaires, informatique, formulaires et attestations	0	1	0	1
	Unité assistance parlementaire et frais généraux des députés	2	19	0	21
	Unité frais de voyages et de séjour des députés	3	19	2	24
<b>Total</b>		<b>12</b>	<b>55</b>	<b>2</b>	<b>69</b>
<b>Direction Financement des structures politiques et ressources</b>		<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
	Service Organisation des voyages	3	7	0	10
	Service Ressources humaines	0	3	0	3
	Service Marchés publics	1	0	0	1
	Unité Financement des structures politiques	6	6	0	12
	Unité des technologies de l'information et de l'inventaire	2	1	0	3
	Service Informatique et logistique	1	3	0	4
	Service Inventaire	0	3	2	5
<b>Total</b>		<b>15</b>	<b>24</b>	<b>2</b>	<b>41</b>
<b>Total</b>		<b>57</b>	<b>118</b>	<b>6</b>	<b>181</b>

# Annex Q48 - Overview of posts 2014-2018

## 2018

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Direction générale de l'innovation et du support technologique</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Direction du développement et du support</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
Unité Support aux utilisateurs	1	1	1	3
Service Front office TIC	5	25	0	30
Service Back office TIC	2	10	0	12
Gestion et qualité de service TIC	2	4	1	7
Service TIC aux députés	2	2	0	4
Direction du développement et du support - Unité Conception et développement	1	2	0	3
Planification et Evaluation	1	2	0	3
Gestion des projets	11	4	0	15
Tests de réception	3	2	0	5
Service Analyse métier et méthodologies de projet	2	1	0	3
Service Solutions et méthodes	0	3	0	3
Unité Évolution et maintenance	2	3	0	5
Service Evolution des services parlementaires	4	5	0	9
Service Evolution des services législatifs	2	4	0	6
Service Evolution des services de gestion administrative	3	8	0	11
Service Evolution des services financiers	4	1	0	5
Service Evolution des services de communication	3	1	0	4
<b>Total</b>	<b>50</b>	<b>80</b>	<b>2</b>	<b>132</b>
<b>Direction des infrastructures et des équipements</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
Unité Gestion des infrastructures	1	2	1	4
Ingénierie et architecture des réseaux informatiques	1	8	0	9
Déploiement des infrastructures réseaux	5	5	0	10
Déploiement des infrastructures d'hébergement	1	0	0	1
Configurations standards	0	6	0	6
Unité Equipements individuels et logistique	1	3	0	4
Service Support à l'évolution des équipements individuels	3	9	0	12
Service Gestion de l'infrastructure individuelle	3	7	0	10
Services spécifiques aux entreprises	3	3	0	6
Unité Opérations et Hébergement des TIC	1	3	0	4
Supervision et Opérations	2	11	0	13
Capacité et Continuité	3	5	0	8
Gestion des demandes d'Hébergement et de service	3	2	0	5
<b>Total</b>	<b>29</b>	<b>65</b>	<b>1</b>	<b>95</b>
<b>Direction de l'édition et de la distribution</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
Unité intranet et multimédia	1	2	0	3
Service Création multimédia	1	13	0	14
Service Intranet	2	6	0	8
Service Monitoring et diffusion des connaissances	1	0	0	1
Unité Production documentaire	2	3	0	5
Service Production documentaire automatisée	0	13	0	13
Service Information et données multilingues	0	25	0	25
Service XML, indexation et métadonnées	0	6	0	6
Unité Imprimerie	1	1	1	3
Service production de haute qualité	0	31	2	33
Service Processus législatifs	0	5	0	5
Service Administration et logistique	0	4	0	4
Service Impression unifiée	0	9	0	9
Unité clients, outils et méthodes	1	1	0	2
Service Demandes clients et projets	0	11	1	12
Service Outils informatiques éditoriaux	1	6	0	7
Service Méthodes et automatisation de publication	0	5	0	5
<b>Total</b>	<b>11</b>	<b>143</b>	<b>4</b>	<b>158</b>
<b>Direction de l'innovation et des ressources</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>
Unité Ressources humaines	2	6	0	8
Service Vérification Ex-ante	0	4	0	4
Unité Gestion des ressources financières	1	10	1	12
Unité Gestion des marchés et contrats	1	0	1	2
Service Administration des marchés publics	1	4	0	5
Service Administration des contrats	1	7	0	8
Unité Relations clients et communication	1	1	0	2
Service Gestion des relations clients	6	5	0	11
Service Communication	2	3	0	5
Unité Innovation, performance et contrôle interne	3	2	1	6
Service Innovation	1	1	0	2
<b>Total</b>	<b>20</b>	<b>44</b>	<b>4</b>	<b>68</b>
<b>Chief Information Systems Security Officer</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
Unité Sécurité des TIC	1	2	0	3
Service Gestion de la sécurité	3	1	0	4
Service Sécurité opérationnelle	8	0	0	8

## Annex Q48 - Overview of posts 2014-2018

2018

Direction générale / Direction / Unité / Service		AD	AST	SC	Total
	Total	13	3	0	16
Total		124	337	11	472

# Annex Q48 - Overview of posts 2014-2018

## 2018

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
Direction générale de la sécurité et de la protection	2	1	1	4
Unité de l'évaluation des risques	2	10	1	13
Direction pour la proximité et l'assistance, la sécurité et la sûreté	2	2	0	4
Unité Accréditation	2	17	5	24
Unité Sécurité et sûreté Bruxelles	2	4	1	7
Section de sécurité 1	1	4	0	5
Section de sécurité 2	1	2	0	3
Section de sécurité 3	1	5	0	6
Unité Sécurité et sûreté Strasbourg	2	3	0	5
Unité Sécurité et sûreté Luxembourg	1	4	0	5
Unité Protection	1	14	35	50
Total	13	55	41	109
Direction de la prévention, des premiers secours et de la sécurité incendie	1	1	0	2
Unité Prévention des incendies Bruxelles	0	4	0	4
Unité Prévention des incendies Strasbourg	1	2	0	3
Unité Prévention des incendies Luxembourg	1	4	0	5
Unité Formation et sécurité incendie	2	1	0	3
Total	5	12	0	17
Direction de la stratégie et des ressources	1	0	0	1
Unité du Dispatching	3	13	0	16
Unité du personnel et de planification	3	8	2	13
Unité du budget	2	11	0	13
Unité des technologies et de la sécurité des informations	5	21	0	26
Total	14	53	2	69
Total	36	131	45	212

# Annex Q48 - Overview of posts 2014-2018

## 2018

Direction générale / Direction / Unité / Service	AD	AST	SC	Total
<b>Service juridique</b>	3	4	0	7
Service des ressources	2	4	0	6
Unité de la coordination législative et judiciaire	3	3	0	6
<b>Direction des Affaires institutionnelles et parlementaires</b>	1	1	0	2
Unité Droit institutionnel et budgétaire	4	2	0	6
Unité Relations extérieures	4	1	0	5
Unité Droits parlementaire et réglementaire	7	3	0	10
<b>Total</b>	16	7	0	23
<b>Direction des Affaires législatives</b>	2	2	0	4
Unité Politiques économiques et scientifiques	6	1	1	8
Direction des affaires législatives - Unité Politiques structurelles et de cohésion	4	1	0	5
Unité Justice et Libertés Publiques	7	1	1	9
<b>Total</b>	19	5	2	26
<b>Direction des Affaires administratives et financières</b>	1	1	0	2
Unité Droits et obligations statutaires	5	2	0	7
Unité Carrières statutaires	6	2	0	8
Unité Droit contractuel et financier	6	3	0	9
Unité Droit des projets immobiliers	6	2	1	9
<b>Total</b>	24	10	1	35
<b>Total</b>	67	33	3	103

<b>Secrétariat général du Parlement européen</b>	<b>Hors catégorie:</b>	2	0	0	2
Cabinet du Secrétaire général		24	17	0	41
Secrétariat de la Conférence des présidents		5	4	0	9
Secrétariat du Bureau et des Questeurs		7	12	0	19
Unité d'audit interne		11	1	0	12
Unité Gestion de la continuité des activités		2	2	0	4
Protection des données		1	2	0	3
Management Team Support Office		5	3	0	8
Unité du programme de visites de l'Union européenne (EUVP)		2	4	0	6
<b>Total</b>	<b>Hors catégorie:</b>	59	45	0	104

<b>Cabinet du Président</b>		24	13	0	37
<b>Secrétariat des Vice-Présidents</b>		0	19	0	19
<b>Secrétariat des Questeurs</b>		0	5	0	5
<b>Autorité pour les partis politiques européens et les fondations politiques européennes</b>		1	1	0	2
<b>Direction pour les relations avec les groupes politiques</b>		23	22	0	45
<b>Groupe du Parti Populaire Européen (démocrates-chrétiens)</b>		129	174	0	303
<b>Groupe de l'Alliance progressiste des socialistes et démocrates au Parlement européen</b>		111	154	0	265
<b>Groupe Alliance des démocrates et des libéraux pour l'Europe</b>		42	59	0	101
<b>Groupe des Verts/Alliance libre européenne</b>		32	47	0	79
<b>Groupe des conservateurs et réformistes européens</b>		45	64	0	109
<b>Groupe confédéral de la Gauche unitaire européenne/Gauche verte nordique</b>		36	48	0	84
<b>Groupe Europe de la liberté et de la démocratie directe</b>		31	41	0	72
<b>Groupe Europe des nations et des libertés</b>		29	43	0	72
<b>Non-inscrits</b>		3	15	0	18
<b>Comité du personnel</b>		6	10	0	16
<b>TOTAL GENERAL</b>	<b>Hors catégorie:</b>	3133	3366	184	6683

## Annex Q050 - President's Cabinet staff and previous jobs

### Cabinet Tajani 31/12/2017

Category	AD	AST	I	TOTAL
Official	9	7		16
Temporary agent	7	4		11
Contract agent			4	4
<b>TOTAL</b>	<b>16</b>	<b>11</b>	<b>4</b>	<b>31</b>

Previous job	Number of staff
EP Official	10
Seconded official (EC/COR)	3
Ex-APA	6
Political group (Official/TA)	4
Contract agent (EP)	3
Ex-Assistant VP	2
Ex-President's Office*	1
SG-Bureau	1
No previous job	1
<b>TOTAL</b>	<b>31</b>
*Protocol Officer	

### Cabinet Tajani 31/12/2018

Category	AD	AST	I	TOTAL
Official	9	8		17
Temporary agent	9	4		13
Contract agent			4	4
<b>TOTAL</b>	<b>18</b>	<b>12</b>	<b>4</b>	<b>34</b>

Previous job	Number of staff
EP Official	8
Seconded official (EC/COR)	5
Ex-APA	8
Political group (Official/TA)	6
Contract agent (EP)	3
Ex-Assistant VP	2
Ex-President's Office*	1
SG-Bureau	1
No previous job	0
<b>TOTAL</b>	<b>34</b>
*Protocol Officer	



## Annex Q51 - Presidents' Cabinets

### CABINET TAJANI

Category	AD	AST	I-II-III	TOTAL
Official	9	8		17
Temporary agent	9	4		13
Contract agent			4	4
TOTAL	18	12	4	34

### CABINET SCHULZ II

Category	AD	AST	I-II-III	TOTAL
Official	9	12		21
Temporary agent	5	2		7
Contract agent			4	4
TOTAL	14	14	4	32

### CABINET SCHULZ I

Category	AD	AST	I-II-III	TOTAL
Official	13	14		27
Temporary agent	6	5		11
Contract agent			3	3
TOTAL	19	19	3	41

### CABINET BUZEK

Category	AD	AST	I-II-III	TOTAL
Official	10	9		19
Temporary agent	9	12		21
Contract agent			2	2
TOTAL	19	21	2	42

### CABINET POETTERING

Category	AD	AST	I-II-III	TOTAL
Official	8	10		18
Temporary agent	11	10		21
Contract agent			1	1
TOTAL	19	20	1	40

### CABINET BORRELL FONTELLES

Category	AD	AST	I-II-III	TOTAL
Official	6	17		23
Temporary agent	8	7		15
Contract agent			1	1
TOTAL	14	24	1	39

Annex Q67 - Political groups

FCT / AT (sur poste)

GROUP	PPE GROUP				S_D				ALDE				VERTS				ECR				GUE/NGL				EFDD				ENF				NI				TOTAL
FG	AD		AST		AD		AST		AD		AST		AD		AST		AD		AST		AD		AST		AD		AST		AD		AST						
GENDER	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F					
NATIONALITY																																					
AT	1			2	1			1				1				1										3		1					11				
BE		2	7	10	3	3	9	19	2		3	13	4	2	1	1	2		5	1	1	1	3	2		2	1	4		1	2		1	2	107		
BG		2		1	1	1		2		2							1		1	2														13			
CA																			1															1			
CY		1															1			1				1										4			
CZ	1	2		2	1		1		1	1							2	1	1	2		1	1			2								19			
DE	10	8	1	15	4	9		8	1	2		2	3	6	5	3	2		1		2	1	1	4	1							1		90			
DK	1			1		1		1	1													1												6			
EE		1			1			1		1		1			1																			5			
ES	5	6	1	11	4	2		8		2		3			1		1				2	3	3	3					1					56			
FI	1			1		1	1	1	2	1		1					1					1												11			
FR	3	6	4	11	2	6	3	10	2	2	2	2	3		5	7						2	2	1	1	2	1	2	2	3	2			1	1	88	
GB	2			1	3	4		7	1		1	3	2		1	1	4	3	2	2			1	1	4	1	6	1						1	52		
GR	1		1	5	1	1		4						2			1			2	1	2	3	1						1			1	27			
HR		1				1		1	1								1			1			1											7			
HU	2	2		4	2		1	2								1													1					15			
IE		2	1	1	1		1	3	1			1					1	1	1	2	3	1	2	1	1									24			
IT	2	5	7	9	8	5	5	3			1	4	1		2	3	2			1	2	1	3	3	6	1	6	4	4		3	2		1	1	95	
LT		1		1		1		2	1	1										1					1									9			
LU	1			1	1				1						1								1											6			
LV	2		1		1							1	1					1	1															8			
MC																															1				1		
MT							1																												1		
NL	3			2	1		1	3	3			2	1				2			1				1				1						21			
PL	3	7	1	5	1	3		2		1							4	2	4	9					2				1	2				47			
PT	1	1		1		2	1	3	1						1	1						1	2	3									1	19			
RO	4	3	2	3	1	4		5	1		1	2			1			1		1														29			
SE	1	1	1		1	1		3		2							2							1										13			
SI		1		2			1																												4		
SK	1	3		1		1		2									1		1	1														11			
TOTAL	45	55	27	90	38	46	25	91	19	15	8	35	15	10	19	18	26	11	17	27	12	15	23	22	15	5	17	8	14	5	9	6	1	1	5	5	800

## Annex Q68 - Promotions in political groups

Average promotion statistics Temporary 2C by nationality and gender from 01/01/2014 to 31/12/2018

	PPE			SD			ALDE			VERTS/ALE			ECR			GUE			EFDD			ENF			NI			All PGs
	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	Ms	Mr	Avg PG	AVG Country
AT	2,25		2,25		2,08	2,08	2,75		2,75	2,02		2,02										0,00	0,00				2,28	
BE	3,61	3,21	3,50	3,37	2,45	3,03	3,18	2,17	2,98	2,88	3,28	3,12	0,00	3,12	3,12	2,00	2,00	2,00	2,50	3,88	3,19	3,29	0,00	3,29		8,25	8,25	3,15
BG	4,75		4,75	3,00	2,42	2,86	2,50		2,50				0,00	2,00	2,00												3,10	
CA													0,00		0,00												0,00	
CY	0,00		0,00										0,00		0,00	0,00	0,00	0,00									0,00	
CZ	2,18	2,25	2,20		3,00	3,00		2,00	2,00				2,01	2,07	2,04	0,00	2,01	2,01		2,67	2,67						2,20	
DE	2,58	2,70	2,61	2,47	2,50	2,47	2,38	2,54	2,43	2,58	2,29	2,46		2,02	2,02	3,16	3,13	3,16							4,44	4,44	2,61	
DK		2,30	2,30	2,69		2,69										2,48		2,48									2,49	
EE	2,25		2,25	3,00	2,69	2,84	3,00		3,00		2,00	2,00															2,59	
EL	2,09	6,01	3,07	2,61		2,61				5,34		5,34	2,13	2,13	2,13	0,00	2,42	2,42							0,00	0,00	2,79	
ES	2,38	3,65	2,64	3,28	2,47	3,06	2,22		2,22		2,00	2,00		0,00	0,00	2,00	2,00	2,00				0,00		0,00			2,67	
FI	4,00	2,17	3,09	3,00	0,00	3,00	2,75	5,34	4,05							3,92		3,92									3,66	
FR	2,35	2,45	2,38	2,67	3,36	2,86	2,54	3,58	3,06	2,10	3,84	2,89				2,21	2,00	2,11	2,38	0,00	2,38	2,00	0,00	2,00	6,34	6,34	2,76	
HR	2,17		2,17	2,37		2,37		2,00	2,00				2,31		2,31		2,17	2,17									2,25	
HU	2,77	3,15	2,86		2,25	2,25				2,01		2,01										0,00		0,00			2,72	
IE	2,67	0,00	2,67		2,75	2,75							2,00	2,00	2,00	3,96	4,64	4,47		2,00	2,00						3,10	
IT	3,57	3,29	3,44	2,60	2,82	2,77	2,56	3,50	2,79	2,00	3,83	2,73		2,00	2,00	2,00	2,51	2,25	2,50	2,57	2,55	5,51	2,32	3,12	4,50	4,50	2,92	
LT	2,52		2,52	2,38		2,38		3,00	3,00				5,13		5,13												2,90	
LU	3,00		3,00								2,08	2,08					2,01	2,01									2,36	
LV		2,50	2,50		3,00	3,00	2,50		2,50		3,00	3,00	2,20	0,00	2,20												2,62	
MC																						0,00		0,00			0,00	
MT					5,00	5,00																					5,00	
NL	0,00	2,75	2,75	2,75	3,00	2,84	3,00	2,00	2,50		0,00	0,00	2,00	3,29	2,86	2,25		2,25				0,00	0,00				2,68	
PL	2,39	2,42	2,40	2,65		2,65	1,67		1,67				2,20	2,32	2,24					2,75	2,75	0,00	0,00	0,00			2,37	
PT	2,00	2,30	2,15	3,97	2,61	3,70		2,05	2,05	2,07	0,00	2,07				5,08	2,00	3,54							0,00	0,00	3,09	
RO	2,66	3,50	3,12	2,40	2,25	2,38	2,00	3,50	3,00		2,00	2,00	0,00		0,00												2,77	
SE	0,00	2,29	2,29	2,50		2,50	2,38		2,38					0,00	0,00	2,50		2,50									2,44	
SI	0,00		0,00		2,92	2,92																					2,92	
SK	3,38	3,51	3,42	3,43		3,43							0,00	0,00	0,00												3,43	
UK		4,50	4,50	2,53	2,75	2,58	2,75	2,50	2,67	0,00	4,84	4,84	2,11	2,12	2,11	3,59	0,00	3,59	0,00	2,03	2,03						2,67	
Avg all countries	2.75	3.03	2.84	2.87	2.75	2.83	2.73	2.94	2.80	2.45	3.13	2.79	2.26	2.48	2.38	2.92	2.69	2.80	2.46	2.53	2.51	3.60	2.32	2.96	5.42	6.35	5.88	2.79

## Annex Q115 - Delegation trips

### Ten most expensive delegation trips, in absolute terms

FS ID	Body	Type of body	Description	City	Country	Departure	Return	Nbr of MEPs	MEPs' expenditures	Officials' expenditures	Interpretation expenditures	Miscellaneous expenditures	Total
2017-241-049	DLAT	Delegation	Delegation to Panama	Panama City	Panama	02/04/2018	07/04/2018	30	165.856	58.267	116.539	13.616	354.279
2018-083-049	DACP	Delegation	JPA - 3 Committees + JPA Bureau + JPA 36th Session	Porto Novo	Benin	30/11/2018	06/12/2018	29	143.259	82.935	56.291	19.010	301.496
2018-269-001	DLAT	Delegation	11th EuroLat Plenary Session, and related meetings of Executive Bureau	Vienna	Austria	17/09/2018	20/09/2018	26	65.763	25.369	58.222	16.191	165.545
2018-022-001	ADHOC	Committee	Ad hoc Agri mission to Mercosur	Brasília, Cuiaba, Campo Grande	Brazil	02/04/2018	07/04/2018	10	69.928	16.365	74.734	2.229	163.256
2018-232-001	REGI	Committee	REGI Mission to La Réunion	Saint-Denis de la Réunion and Saint-Gilles	Réunion	17/09/2018	21/09/2018	9	61.541	9.965	79.326	4.746	155.577
2018-083-045	DANZ	Delegation	IPM	Sindeg and Brisbane	Australia	28/10/2018	02/11/2018	9	67.477	12.098	37.934	5.642	123.150
2017-321-001	D-MX	Delegation	24 JPC EU-Mexico	Mexico city	Mexico	12/02/2018	16/02/2018	12	76.316	12.499	32.166	2.039	123.021
2018-083-033	D-US	Delegation	IPM/TLD	Washington DC	USA	02/12/2018	06/12/2018	17	96.405	20.080	0	4.175	120.661
2018-029-001	D-JP	Delegation	38th EU-Japan IPM	Tokyo, Hiroshima	Japan	07/05/2018	12/05/2018	13	74.475	15.664	24.335	4.792	119.266
2018-342-001	DARP	Delegation	5th EU-Qatar IPM and 9th EU-Kuwait IPM	Doha	Qatar	15/12/2018	21/12/2018	5	32.289	6.803	73.290	4.936	117.319

### Ten delegation trips where the average cost per MEP was highest

FS ID	Body	Type of body	Description	City	Country	Departure	Return	Nbr of MEPs	MEPs' expenditures	Average cost / MEP
2018-137-082	CULT	Committee	Policy lessons on digital skills and "fake news" (including the MEDIA sub-programme).	San Francisco/Silicon Valley	USA	17/09/2018	21/09/2018	6	54.963	9.160
2017-286-001	DROI	Committee	Delegation to Myanmar and Bangladesh Borders	Yangon	Myanmar	11/02/2018	17/02/2018	9	78.823	8.758
2017-323-001	DANZ	Delegation	22TH EU-NEW ZEALAND INTERPARLIAMENTARY MEETING	Wellington and Auckland	New Zealand	10/02/2018	16/02/2018	4	34.248	8.562
2018-329-001	DROI	Delegation	DROI Mission to Canada	Ottawa, British Columbia	Canada	28/10/2018	04/11/2018	8	68.481	8.560
2018-326REV-001	DKOR	Delegation	5th EU/DPRK IPM	Pyongyang	North Korea	27/10/2018	03/11/2018	3	25.122	8.374
2018-137-079	IMCO	Committee	Meetings with key players (customs, qualifications, consumers).	Tokyo, Kyoto	Japan	17/09/2018	21/09/2018	6	47.990	7.998
2017-265-023	REGI	Committee	smart specialisation strategies, financing innovation, R&D and SMEs development	Boston , Washington	USA	07/05/2018	11/05/2018	7	54.716	7.817
2018-169-001	ADHO	ADHOC	ad hoc delegation to the humanitarian crisis of the refugees of venezuela - visit to Brasilia and Boa Vista (Brazil)	Brasilia and Boa Vista	Brazil	25/06/2018	30/06/2018	1	7.730	7.730
2017-306-003	STOA	Committee	STOA delegation to New York and Silicon Valley	New York, San José	USA	06/05/2018	12/05/2018	5	38.538	7.708
2018-109-001	STOA	Committee	STS FORUM KYOTO	Kyoto	Japan	04/10/2018	11/10/2018	2	15.320	7.660
2017-265-015	DEVE	Committee	Fact-finding mission	Conakry	Guinea	03/04/2018	07/04/2018	3	22.801	7.600

## Annex 116 - Away Days

AWAY DAY	Venue	Duration in days	Participants	Facilities costs spent in €	Missions costs in €	Trainer costs in €	Total
DG EXPO	Jodoigne	1	22	4.940,00	4.714,55	4.419,63	
DG EXPO DIR D	House of European History	1	31	815,00		487,96	
DG INLO/DIR Projets Immobiliers	Knokke Out	1	62	2.597,00			
DG ITEC	Vayamundo Hotel	2	60	4.822,40	11.131,62	2.960,00	
DG PERS	Bazoches	3	27	7.671,95	15.780,50	12.000,00	
SJ	Chateau d'Urspelt - Clervaux	2	66	11.168,00	12.899,00		
DG TRAD DIR B	Parc Belair - Luxembourg	1	30	2.085,00		6.890,00	
<b>Total</b>				<b>34099,35</b>	<b>44525,67</b>	<b>26757,59</b>	<b>105.382,61</b>