



EUROPEAN INSTITUTE FOR GENDER EQUALITY

Annual Activity Report

2010

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List of acronyms

AAR	Annual Activity Report
ABAC	Accrual Based Accounting
ABB	Activity Based Budgeting
CoA	Court of Auditors
EC	European Commission
EF	Experts' Forum
EFSA	European Food Safety Authority
EMPL	Directorate General for Employment, Social Affairs and Inclusion
EP	European Parliament
FEMM	European Parliament Committee on Women's Rights and Gender Equality
FRA	European Union Agency for Fundamental Rights
HR	Human Resources
IAC	Internal Control Capability
IAS	Internal Audit Service
MB	Management Board
MS	European Union Member State
SNE	Seconded National Expert
WG	Working Group
WP	Work Programme

1. INTRODUCTION

The European Institute for Gender Equality (EIGE) was established on the basis of Regulation 1922/2006 of 20 December 2006, and gained its independence on 15 June 2010.

The Regulation 1922/2006 assigns EIGE the following overall objectives (art. 2):

to contribute to and strengthen the promotion of gender equality, including gender mainstreaming in all Community policies and the resulting national policies; to contribute to the fight against discrimination based on sex; to raise EU citizens' awareness of gender equality by providing technical assistance to the Community Institutions, in particular the Commission and the authorities of the Member States, as set out in Article 3 of the regulation establishing the European Institute for Gender Equality¹.

Over the first six months of the year (1 January – 15 June 2010), EIGE's parent DG, DG EMPL, held financial management responsibility (Authorizing Officer capacity) on behalf of the Institute, in particular, for staff and administrative expenditure. Over this period, DG EMPL made payments in the total amount of 846.876,91 EUR. Due attention should be given to the fact that on 1 March 2010 EIGE's staff relocated from its temporary premises in Brussels to the Institute's permanent seat in Vilnius, Lithuania.

Throughout the year, the Institute extended immense efforts to ensure speedy completion of the agency's set-up phase. In anticipation of administrative and financial autonomy, the Institute prepared itself for successful and expedient implementation of the Annual Work Programme 2010. To initiate the work on gender equality and begin implementing concrete tasks, the Annual Work Programme 2010 was geared to focus on a few key areas. **Support to the policy work of the EU institutions and the Member States** focused on work with the Beijing indicators and providing assistance to the Presidencies of the Council of the EU in further developing indicators in the remaining areas. Work with methods and tools for gender mainstreaming was launched.

Development of an **EU Gender Equality Index** constituted another area, a **thematic area**, which relates to work on developing a concept for a broader and more complex approach to assess the process of equality between women and men.

Awareness-raising, networking and communication dealt with raising initial awareness of gender equality and the Institute at various levels. **Dialogue and partnership** focused on establishment of the European Network on Gender Equality and identification of stakeholders interested in joining efforts towards improved gender equality across Europe.

After adoption (29 April 2010) of the Annual Work Programme 2010 and, in particular, during the 3rd and 4th quarters of 2010, the Institute's staff made considerable efforts to speed up the activities of the Institute.

In order to initiate collection of the first data and relevant information from June 2010, the Institute concentrated its efforts on the development of Terms of Reference and technical specifications for planned studies and future Framework Agreements, increasing radically the number of launched studies. Within the limited period of six months after adoption of the

¹ REGULATION (EC) No 1922/2006 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 20 December 2006 on establishing a European Institute for Gender Equality

Annual work Programme 2010 and gaining administrative and financial independence the Institute committed 65% and paid 26% of all available appropriation (resources). At the end of the year a surplus in the overall amount of €1.8 million was recorded in the 2010 accounts to be returned to the European Commission."

2 OPERATIONAL ACTIVITIES

2.1 Focal area 1: Institutional set-up of the Institute

Output of the activity: **Main conditions established for the full functioning of the Institute**

2.1.1 ENSURING ADMINISTRATIVE AND FINANCIAL INDEPENDENCE

Achieved outputs: Internal Rules of EIGE adopted by the Management Board; Annual Work Programme adopted; Mid-term Work Programme for 2010-2012 adopted; Second Ex-ante evaluation launched in December 2010; five Implementing Provisions for the Staff Regulations adopted; three internal rules developed, three sets of procedures for financial and accounting developed; multi-annual Staff Policy Plan adopted, ICS developed for adoption; administrative filing and archiving system developed and functional; website operational; staff recruited in 2009 installed in Vilnius; establishment plan of 2010 completed 92.3%; Accounting Officer recruited; EIGE account opened; s-Testa line and ABAC operational; remaining offices equipped; conditions for the Seat agreement defined; Second ex-ante evaluation commissioned.

During the reporting period institutional set-up focused on the following priorities:

- Finalising administrative and financial independence
- Creating conditions for full functioning of the Institute

Second Ex-ante Evaluation

As stated in Article 20 of the Institute's Regulation, "by 18 January 2010, the Institute shall commission an independent external evaluation of its achievements on the basis of terms of reference issued by the Management Board in agreement with the Commission." Given that the Institute was not operational as of 19 January 2008, the Management Board decided to postpone the ex-post evaluation to a later date, and to commission an ex-ante evaluation in 2010 and Mid-term evaluation by 2013.

In order to create baseline data for future evaluation of the impact of EIGE's activities, EIGE, supported by DG EMPL and its unit A3, launched in December 2010 specifications for the "Second Ex-ante Evaluation of EIGE Focusing on the Institute's Specific Objectives and Operations."

The main purpose of this second ex-ante evaluation is to provide necessary guidance to EIGE's management for finalisation of the Institute's mandate and the definition of its specific tasks - with particular attention on the aspects relevant to the goal of promoting gender mainstreaming - so that the Institute can contribute with high quality work toward gender equality progress in Europe.

The Institute's Grand Opening event

As the Institute is headquartered in Vilnius, the announcement of its grand opening began with a local promotional campaign one month prior to the event scheduled to take place on 20-21 June 2010. Besides a concert in the city's Town Hall square, the opening event invited the European Parliament, European Commission, Member States, relevant EU agencies and civil society organisations to a conference where the role of EIGE in the promotion of equality between women and men was presented. The conference was opened by the President of the Republic of Lithuania, Ms Dalia Grybauskaitė. A series of television and radio interviews introduced the notion of gender equality to local audiences unfamiliar with the Institute's work. The opening event drew in a local crowd almost 3,000 strong.

2.1.2 BODIES OF EIGE

Output of the activity: **Bodies of the agency fully operational by end of 2010**

Achieved outputs: first meeting of the new Management Board held in June 2010; working structure for the Experts' Forum defined; working group on Beijing indicators established.

As of 1 June 2010, the Institute's Management Board began its second term and the newly appointed decision-making body held its first meeting together on 22 June. Elections were held at that first Board meeting and Ms. Eva Maria Welskop-Deffaa was re-elected for a second term as Chair of the Board and Mr. Michel Pasteel was also re-elected as Vice-Chair.

Guided by the Drafting Committee, comprised of five Board members (including the Chair and the Commission representative), the Institute produced its Work Programme for 2011 pointedly focused on EU priorities in the field of gender equality and the work programme of the Commission. The final 2011 Work Programme was adopted on 7 February 2011.

The Board met twice during this reporting period and took decisions on numerous items pertinent to the Institute's set-up and operational tasks. Over the course, the MB adopted Implementing Provisions giving effect to the Staff Regulations and the Rules on the Secondment of National Experts and National Experts in Professional Training to the Institute. The Board unanimously agreed not to release the frozen funds from the 2010 Budget to the Institute.

The **Experts' Forum** also met twice during reporting period. The Forum actively supported the Institute's work by advising EIGE on various activities, by their participation in Experts' working groups and through their recommendations of experts in specific areas related to the Institute's work. The Forum additionally assisted the Institute in the dissemination of information on EIGE's events, staff vacancies, and they helped EIGE disseminate invitations on the nominations for the first Women of Europe calendar. The Forum members advised the Institute in choosing the first candidates to be included in the calendar that was disseminated in 2011.

2.2 Focal area 2: Support to the research and policy work of the EU institutions and the Member States

2.2.1 DEVELOPING RELIABLE DATA, STATISTICS AND INDICATORS

Output of the activity: Some basic conditions created for work with reliable data and indicators

Achieved outputs: cooperation with Eurostat determined; review of existing information and statistics on BPfA launched in September 2010; study on the needs and implementation difficulties launched in November 2010; working group on Beijing indicators established in June 2010; first information on the existing Beijing indicators gathered for publishing; contacts with the Belgian, Polish and Danish Presidencies established; a study on sexual violence against women, as a pilot area for BPfA (Gender-Based Violence) launched in November 2010.

In December 1995, the European Council acknowledged a commitment to the Beijing Platform for Action and expressed that implementation of the BPfA in the Member States be reviewed annually.² In 1998, the Council agreed that annual assessment on the implementation of the BPfA would include a proposal on a simple set of quantitative and qualitative indicators and benchmarks. Until 2010, indicators have been developed in nine out of twelve critical areas of concern defined in the BPfA.³

To provide technical support to each Member State holding the Presidency of the Council of the EU, EIGE started developing procedures to ensure timely delivery of a high quality Report on the selected area of concern of the BPfA. Before the end of 2010, EIGE established contact with the forthcoming Polish (July-December 2011) and Danish (January-June 2012) Presidencies. Work with reliable data and information on existing indicators and good practices on the implementation methods of the BPfA began with three studies, namely the study on existing indicators and statistics on gender equality in the EU, the study on implementation methods of work with the Beijing indicators in the EU and the study for the review of developments at the EU-level and the Member States in implementing the Beijing Platform for Action in area F: Women and the Economy.

Based on feedback received in experts meetings and the recommendations of the Working Group on the Beijing indicators, a detailed procedure for cooperation with the forthcoming Presidencies was developed.

Combating Gender-Based Violence (GBV)

Among the pilot areas for collection of best practices, information on existing resources and available data, work with Gender-based Violence (GBV) was initiated to strengthen the area of concern under the Beijing indicators. A study mapping existing resources on sexual violence against women in the European Union was launched to collect available resources and to make them accessible through EIGE's RDC. The study will deliver a collection of existing resources, tools, methods and actors addressing the issue of sexual violence in the areas of prevention and protection. The results of the study will be made available by EIGE in the second half of 2011.

A group of experts from a number of Member States have contributed to EIGE's role in the light of the Commission Strategy for Equality between Women and Men 2010-2015, highlighting the need for harmonised data at EU level and methodological guidelines for

² Council Conclusions, 5th October 1995, available at: http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lisa/017a0003.htm

³ These areas are: Women and Poverty, Education and Training of Women, Women and Health, Violence against Women, Women and Armed Conflict, Women and the Economy, Women in Power and Decision-Making, Institutional Mechanisms for the Advancement of Women, the Girl Child. Overview of these Reports can be found at: <http://ec.europa.eu/social/main.jsp?catId=765&langId=en>

collection of such data and information. Contacts have been established with the Fundamental Rights Agency (FRA) within the area of GBV.

2.2.2 DEVELOPING GENDER MAINSTREAMING TOOLS AND METHODS

Output of the activity: Work with tools and methods initiated

Achieved outputs: three Background Papers (Gender Training, Gender and Intersectionality, Mainstreaming Gender into European Structural Funds launched July, 2010; study on existing methods and tools launched; Study on "good practice" as a tool for mainstreaming gender into policies and programmes of the EU institutions and Member States launched in November 2010; gender equality and mainstreaming training defined as first priority.

Work with gender mainstreaming tools and methods focused on three priorities:

- Identification of priorities for 2011-2012,
- Development of standards and objective criteria for the classification of "good practices" in gender mainstreaming, and
- Development of a systematic approach to the collection of tools and methods

Development of the GM Programme (on Tools & Methods, and Good Practices)

EIGE engaged in a series of consultations with stakeholders⁴ and commissioned a number of Background Papers⁵. Selection of future priority areas was initiated by researching the current approaches to gender mainstreaming through Background Papers in three pre-selected areas (Gender Training, Gender and Intersectionality, Mainstreaming Gender into European Structural Funds) and through analysis of the Background Paper results. The consultation process with the group of experts proposed by EIGE's Experts' Forum resulted in the decision to focus on Gender Training (as the tool for gender mainstreaming) and on establishing basic criteria for future work on Good Practices. A "Study on the use of "good practice" as a tool for mainstreaming gender into policies and programmes of the EU institutions and Member States" was commissioned⁶. The results of this study will support the development of the methodology for future work.

2.2.3 COLLECTION, DOCUMENTATION AND DISSEMINATION OF BEST PRACTICES

Output of the activity: Basic conditions created for collecting, documenting and sharing best practices

Achieved outputs: first best practices collected in the pilot area of Gender-Based Violence; five tenders to acquire hardware and software for the electronic online resource centre launched; first materials of the library collected; contacts established with national research bodies, Women of Europe resource pool initiated; Women Inspiring Europe calendar .

⁴ The process was conducted through the consultations with the members of the EIGE's Experts Forum and organization of the meeting with Gender Mainstreaming Experts in Vilnius.

⁵ Three Background Papers were delivered: Gender and Intersectionality, Gender Training and Gender Mainstreaming into European Structural Funds.

⁶ Study on the use of "good practice" as a tool for mainstreaming gender into policies and programmes of the EU institutions and Member states,

Work in this area was initiated by analysing and defining the criteria and standards for good practices, as described in 2.2.2. In July 2010 a Background paper was commissioned on Good Practices in the Implementation of Gender Mainstreaming Policies into the European Structural Funds. For the first practices in other areas of the Beijing Platform for Action a pilot area of GBV was selected (2.2.1) to be processed and made available in EIGE's Resource and Documentation Centre.

Establishment of the Resource and documentation Centre

The first steps towards setting-up the documentation centre focused on the following priorities:

- Developing the concept and technical conditions for the Resource and Documentation Centre
- Launching procurement procedures necessary for the RDC

To begin compiling EIGE's printed collection/library, for acquisition of necessary software and hardware, database software, library management systems, books and electronic subscriptions five tenders were launched in 2010, which related to acquiring resources for the library such as books, periodicals, reference materials, articles, legislation and grey literature (usually scientific reports of agencies and government bodies, which are difficult to find elsewhere) on several gender equality topics. Technical establishment of an electronic online resource database was initiated through a powerful and flexible integrated library system combined with an OPAC (online public access catalogue). The entire collection will be searchable and available to the public through the global online catalogue hosted on EIGE's website. The global online catalogue will be part of the online resource centre.

In 2010, development of the concept for the Resource and Documentation Centre's started by way of a study, which will map the concrete needs and existing expectations among stakeholders regarding EIGE's RDC. The study will also identify relevant national bodies, such as academic and research centres, civil society organisations and other relevant institutions that use and produce gender equality-related statistics and other relevant materials. An inventory of existing research is being compiled and first discussions on the areas of research to be selected for the Centre began in December 2010. First commercial materials (books, journals, reference books) have been purchased and first materials on various topics have been collected from national stakeholders.

Benchmarking and learning from good practices was initiated by contacting some of the major data-bases for Women Information centres, like Aletta, which welcomed the interest of the Institute to cooperate and consolidate resources.

Women of Europe Resource Pool

One of EIGE's tasks is to disseminate information regarding positive examples of non-stereotypical roles for women and men in every walk of life, present its findings and initiatives designed to publicise and build on such success stories. The Institute marked International Women's Day in 2010 by beginning to gather data for its *Women of Europe* resource pool. The *Women of Europe* resource pool contains information about women from all over Europe, who can act as role models and as a source of inspiration for stakeholders and partners making

contributions at occasions where genuine evidence of success such as testimonials, expert or speaker interventions are required. Over time as this activity gains momentum, the *Women of Europe* resource pool will become an integral part of the Institute's Resource and Documentation Centre – reflecting real life stories and bringing recognition to the achievements of European women.

Women Inspiring Europe (WIE) Calendar

Aiming to highlight the achievements and visibility of European women, EIGE launched a call for nominations for its resource pool and its first calendar *Women Inspiring Europe 2011*. Among the women nominated to the resource pool, 12 unique women were selected to be portrayed in the *Women Inspiring Europe 2011* calendar. The 2011 calendar was widely distributed throughout Europe. Information about this initiative can also be found on EIGE's homepage and was underlined in the International Women's Day event.

2.3 Focal area 3: Thematic or priority areas

EU GENDER EQUALITY INDEX

Output of the activity: Basic structure for EU Gender Equality Index developed

Achieved outputs: suggestion for the establishment of the Working group on EU GEI developed; mapping of existing and future data sources launched; first framework for future work on the EU GEI developed.

As gender equality policies must consider persistent gender inequalities of today's Europe, it is important to follow up on the progress of gender equality and consider the gender impact when designing policies at EU and national levels. *The Roadmap for Equality between Women and Men 2006-2010* describes the future EU Gender Equality Index (EU GEI) as a useful tool to identify relative success in promoting gender equality and the domains where inequality meets the biggest gaps in each Member State. The development of such an Index is also foreseen in the European Commission's action plan for implementing the *Strategy for Equality between Women and Men 2010-2015* as a task assigned to EIGE.

During the reporting period, EIGE initiated its work on the development of the methodological framework for the EU Gender Equality Index by launching a study for the development of the basic structure of a European Union Gender Equality Index. The results of the study mapped, identified, analysed and evaluated existing data sources at EU and Member State levels in respect to data availability, and provided an initial proposal for developing a core index. To achieve a common, acceptable and agreeable definition and measurement of gender equality among the Member States, consultation meetings with relevant experts in the MSs took place. During the meetings particular attention was given to the previous research experiences on the development of gender equality indexes. A conceptual framework of EU gender equality index, particularly its dimensions and components, and relevant procedures to set up a framework for future work on the EU gender equality index were discussed.

2.4 Focal area 4: Awareness-raising, networking and communication

2.4.1 INITIAL INFORMATION ON THE INSTITUTE FOR EU CITIZENS AND VARIOUS TARGET GROUPS

Output of the activity: EU citizens aware of the mission and work of the Institute

Achieved outputs: development of the Communication strategy launched; provisional media monitoring initiated; approach of support delivered by the communications team integrated into the Work Programme and the draft of WP 2011; first thematic networks established; logo campaign launched; over 1600 of competitors for the logo.

Developing a Communication Strategy

During 2010, the Communication Team finalised and/or launched all its planned activities. With the Communications Team fully staffed (three members of staff) in September, the Institute focused on the Institute's Communications Strategy. To support the process, analyse the conditions and develop a good concept for an effective strategy, a tender for the "Provision of support in development of a communications strategy for the European Institute for Gender Equality" was launched late in the year and the contract was signed in December 2010.

EIGE began Media Monitoring via Google analytics in the second quarter and working with external contractors, who contributed to the dissemination of EIGE's activities in the media. Throughout the year, EIGE received relatively good media coverage, with Lithuania, as the host country, bearing the brunt of the coverage.

The logo campaign

During the first quarter of 2010, the Institute planned a Europe-wide campaign challenging visual and graphical design students with the development of its official logo. The logo competition was launched in June during the grand opening concert. It was covered by Euronews Television, local and European press representatives. As EIGE did not have its own website, it took advantage of the vast EU decentralised networks such as Commission Representations and European Parliament information offices ensuring that the campaign outreach was met as far and wide as possible, reaching local EU towns and villages. The "We need a logo!" campaign resulted in more than one thousand six hundred submissions from which a small expert jury choose the winning design for EIGE's new logo.

The logo was officially unveiled to the public on November 22 at a dedicated ceremony where the winner and one runner-up were handed their prizes by EU Vice President Ms Viviane Reding before an eager set of spectators and local journalists.

2.4.2 DEVELOPING RELIABLE AND COMPREHENSIVE INFORMATION

Output of the activity: Basic tools for comprehensive information on gender equality developed

Achieved outputs: provisional website launched; new version of the web developed; provision of interactive services support for the European Institute for Gender Equality procured; 14,196 Web visitors per month; 86,000 web visitors since June 2010; annual aggregate press release downloads

to news section by end 2010; first two video messages developed; presence in social media established; European seminar on the new Commission strategy.

Developing the Institute's Website

Even before the Work Programme was adopted, the Institute's communications officer began preparing the conditions for the initial, temporary, website, which was launched in its first version (Version 1.0) just before the grand opening. During the subsequent months, a new version was developed in-house (Version 1.1) before the services for development of Version 2.0 were procured through a tender on the "Provision of Interactive Services Support for the European Institute for Gender Equality" which was launched before the year end.

A total monthly aggregate number of clicks by end 2010 amounted to 14,195 visitors (or a total of circa 86,000 for the entirety of the website since June 2010 of which 47,318 are absolute unique visitors and 210,149 page views). The main visitors come from links on other websites and among the most popular pages are: job opportunities, procurement, employees and news.

The two first videos were created in 2010. The first on the logo competition jury. It was disseminated on our website and via social media. The second video was featuring a masculinities expert from The Netherlands, Mr. Lauk Woltring in November 2010.

Throughout the year, the Institute's web presence was given priority as one of the most important platforms for introducing EIGE world-wide. Web visitors were offered information about the Institute's history, important documents, and a list of staff. As its development progressed, information about EIGE's activities, news, events, multimedia, career opportunities, in particular, announcing new vacancies and procurement procedures continuously grew. Along side the website, EIGE also established a dynamic presence in the social media, facilitating direct dialogue with citizens. EIGE's presence on Facebook (www.facebook.com/eige.europa.eu), Twitter (twitter.com/eurogender), Youtube (www.youtube.com/eurogender) and LinkedIn (<http://www.linkedin.com/company/european-institute-for-gender-equality>) has generated a growing group of "fans".

2.4.3 Breaking gender stereotypes

Output of the activity: EIGE begins developing models on breaking gender stereotypes

Achieved outputs: thirty (30) journalist and media experts in the task force; study of collected narratives on gender perceptions in 27 EU Member States launched in November 2010; a Background study on the involvement of men in gender equality within EIGE's working areas launched in November 2010.

Establishing Resource Groups

To create awareness among citizens in all Member States through multipliers an EIGE - **Journalist Task Force** (JTF) was created, which advises the Institute on the best ways to

disseminate information and through which debates on selected issues are initiated. During the meetings held in Vilnius and Brussels, the Institute's communications team discussed with thirty journalists and communications experts the functioning channels of media outreach, best approaches to target various user groups and the role of social media.

Targeting Young People

A study addressing gender stereotypes among young people and raising their gender awareness by engaging them in training modules in select Member States was expected to be launched by the end of 2010. Due to stronger concentration on EIGE's work in its focal areas and limited human resources, this activity was adjusted to support the research work involved with the implementation of the Beijing Platform for Action. Work with gender stereotypes was included into EIGE's activities as a horizontal issue.

With the aim to map the persistence of gender stereotypic attitudes and perceptions, EIGE launched a *Study of collected narratives on gender perceptions in 27 EU Member States*. The study will collect real life stories of people across the EU, which will help analyse how gender stereotypical perceptions influence people's lives and it will provide background information on possible obstacles for increased gender equality in various contexts, including follow-up of the implementation of Beijing Platform for Action.

Men and Masculinities

It was in the Mid-term Programme 2010-2012 that the Institute had set out to emphasize men's role in promoting gender equality. The horizontal approach of integrating men in the promotion of gender equality was selected by the Institute.

During a meeting of experts on men and masculinities held in November 2010, participants highlighted the importance of EIGE's role in promoting men's involvement, collecting and disseminating information in the field, providing a platform for an exchange of information, methods, practices, and contacts.

A Background study on the involvement of men in gender equality within EIGE's working areas was launched in November 2010, which will focus on mapping relevant actors whose activity can be considered as contributing to a more effective involvement of men in the promotion of gender equality, with special attention paid to specific approaches applied and materials produced by such actors across EU-27.

2.5 Focal area 5: Dialogue and partnership

2.5.1 SET-UP OF THE EUROPEAN NETWORK ON GENDER EQUALITY

Output of the activity: **Conditions created for a network to share competence and experience**

Achieved outputs: *feasibility study on effective types of electronic network launched in October 2010; task-force on successful networks established; first inventory of potential network members carried out; definition of basic IT tools for the electronic network completed; eight thematic networks established.*

When creating the conditions for a network to share competence and experience work began with the development of a concept for a well-functioning electronic network. During several network task force meetings, the mode of work, technical design and topics that would attract and sustain network members were analysed.

In order to get evidence-based facts on well-functioning networks, a “Feasibility study on effective forms of electronic networks” was launched on October 28, 2010. The study will analyse the specific communicational, functional and technical requirements for the Electronic Network and propose the network’s concept through proposing a technical and functional design. Based on the suggestions received, necessary hardware and software will be procured to support the technical basis for the network.

Inventory of potential network members and EIGE’s main stakeholders was made in the form of a database, which was used, for example, to disseminate the Women Inspiring Europe calendar as well as for invitations for the Joining efforts towards Gender Equality in the EU 2010 – 2015 seminar.

By the end of the year first thematic networks were established on gender equality training, gender mainstreaming, gender-based violence, men and masculinities, media/communication experts, gender stereotypes and the networks which focus on the work of the Institute on Beijing Platform for Action and EU Gender Equality Index. The networks will assist the Institute in developing forms and channels of pooling of knowledge and exchange of experiences, knowledge and good practices on gender equality within the future European Network on Gender Equality.

2.5.2 STAKEHOLDERS AND PARTNERS

Output of the activity: First partnership across Europe established

Achieved outputs: development of an electronic newsletter initiated; mapping of stakeholders and actors launched; presentation of EIGE for the Committee on Women’s Rights and Gender Equality (FEMM); Memorandum of Understanding and cooperation agreement signed with the European Foundation for the Improvement of Living and Working Conditions, the European Agency for Safety and Health at Work, European Union Agency for Fundamental Rights; draft Memorandum of Understanding between EIGE and Eurostat developed; cooperation with the Joint Research Centre (JRC), OECD, ILO, UN and the UN Economic Commission for Europe (UNECE) established.

During the second half of 2010, when the Stakeholders' Team was finally complete, the team worked on the following priorities:

- Stakeholder mapping and analysis, and
- Establishing cooperation with main stakeholders.

With an aim to pool efforts and competence in work with equality between women and men, the Institute initiated a mapping of stakeholders at various levels by launching a “Study for Mapping Stakeholders and Actors at European level and future Actors in Third Countries in relation to gender equality work: Mapping their interests and needs, as well as those from individual stakeholders”. Based on the suggestions received through the study, in 2011 the Institute will develop an internal strategy, which will assist EIGE in identifying the needs of

various stakeholder groups and approaches toward consolidating efforts around Europe for increased gender equality.

To increase synergies and join efforts, three cooperation agreements in November 2010 during reporting period with: the European Foundation for the Improvement of Living and Working Conditions (Eurofound), the European Union Agency for Fundamental Rights (FRA) and between the European Agency for Safety and Health at Work (EU-OSHA).

International Seminar "Joining efforts towards Gender Equality in the EU 2010 - 2015"

Aspiring to discuss with the Member States the implementation of the new Commission Strategy for Equality between Women and Men 2010-2015 and EIGE's contribution to the implementation plan, on 22 November, the Institute organised a technical seminar "Joining efforts towards Gender Equality in the EU 2010 - 2015". National bodies, mainly, National Bodies for Gender Equality and National Statistics Offices, and relevant EU Agencies discussed suitable approaches of progressing gender equality work.

The Commission's Vice-President responsible for Justice, Fundamental Rights and Citizenship, Viviane Reding opened the seminar by presenting the challenges and the Strategy. The participation of Cedefop, Eurofound, FRA, Eurostat and OECD paved the way for close cooperation in several domains.

3 MANAGEMENT

During its first six months of operation, management dedicated a majority of their time to the following priorities:

- Creation of a proper administrative and financial framework for future maturity of the agency,
- Establishment in the host country, and
- Development of ownership and necessary skills among the staff toward effective and efficient implementation of the Work Programme.

Considering the small size of the agency, the administrative and financial tasks were shared by very few staff members, who displayed several areas of competence and functioned in several roles. By the end of 2010, the Institute was shaped by a Directorate and two units: Operations and Administration.

The main challenges management faced over this period were the (i) establishment of a proper working environment, which consisted of moulding human resources into a well-functioning team, developing ownership of the Annual and Mid-term Work Programmes among staff, creating functioning work structures, and fine-tuning tasks and job descriptions of each individual; (ii) development of a functioning administrative structure, which included drafting internal rules for missions, training, traineeship policies, initial information on the Internal Control Standards and Risk Management, filing and archiving system, document registration, etc.; (iii) development of financial and accounting procedures (i.e. financial circuits, payment and commitment procedures, etc.); and (iv) HR management encompassing the development of necessary implementing provisions giving effect to the Staff Regulations,

multi-annual Staff Policy Plan, and planning and implementing the recruitment of new staff, establishing a policy on language, training, etc.

Seat Agreement

Efforts put forth to ensure the conditions for the future Seat Agreement and spent toward mitigating the effects of the negative attitudes of local media and some groups of the population in relation to the issue of gender equality, created additional and time consuming challenges.

Finding legal solutions for the Seat Agreement to be accepted nationally proved to be quite a complex process for the relevant Lithuanian authorities. This was due to the fact that the host country found the conditions to be in contradiction of their Constitution. A decision was taken after a long investigation by the government to initiate two additional by-laws in 2011. Over 2010, the Director held numerous meetings with members of the Parliament and government in order to present the Institute and discuss the necessary conditions for smooth functioning of the agency and its staff.

Delegation

To ensure proper financial and accounting procedures, the responsibilities of financial actors were defined for staff members and financial circuits for Commitments were developed. By the end of the year, the Institute nominated all financial actors defining their roles and responsibilities.

Subsequently, to ensure efficient management of the work, the Director delegated the power of Authorising Officer to the Head of Administration for a maximum amount of 500,000 EUR for Title I and II, and limited to one year for Title III. Additionally, a backup for the Accounting Officer was appointed.

Risk Management

In the area of risk prevention and management, the Institute organized a strategic planning workshop in the second quarter in order to start the process of ensuring better judgement in resource allocation and the relation of risk to the cost of control. During the workshop possible external and internal risks were discussed and identified leading to the first risk management plan and a risk register was created in order to ground the Internal Control Standards.

Quality Management and Evaluation

In order to create the baseline data for future evaluation of the impact of EIGE's activities, EIGE, supported by DG EMPL and its unit A3, developed and launched in December 2010 a call for tender for a "Second Ex-ante Evaluation of EIGE Focusing on the Institute's Specific Objectives and Operations". The main purpose of this second ex-ante evaluation is to provide necessary guidance to EIGE's management for finalisation of the Institute's mandate and the definition of its specific tasks - with particular attention on the aspects relevant to the goal of promoting gender mainstreaming - so that the Institute can contribute with high quality work to gender equality progress in Europe. In other words, this evaluation should provide specific

recommendations that will contribute to a final decision on the definition of SMART objectives (at all levels of the Institute's operation) and hence, on the relevant indicators to assess progress towards these objectives, the baseline values, targets and on the specific monitoring arrangements.

3.1 Finance, procurement and accounting

Between 15 June (date of administrative autonomy granted by the European Commission) and 31 December 2010, the responsible for Finance, Procurement and Accounting dealt with the following priorities:

- Development of procedures and processes;
- Development of calculators for mission, expert and candidate reimbursements;
- Implementation of the MB decision on the Frozen funds (1 October 2010);
- Facilitation of the mission of Court of Auditors (CoA member & team), and the visit of OLAF.

Documentation of Procedures

To ensure proper functioning of EIGE activities necessary procedures were progressively developed and presented to all staff. By the end of the 4th quarter, procedures were in place and being implemented for several administrative areas: missions, complaint management, procurement Q&A, VAT, quality accounting, bank reconciliation, payment run, commitments and payments. A telecom policy and document registration framework were developed and implemented

Frozen funds

Upon revision of the draft Budget 2010, the Management Board highlighted two budgetary imbalances, namely, one under Title II in the amount of € 195.000 and the other under Title III in the amount of € 220.000 amounting to total imbalance of € 415.000. In October 2010, the Management Board unanimously agreed not to allocate the frozen funds to the Institute.

The budgetary imbalance under Title II was the expected under consumption in rental costs as the Lithuanian Government covered rental costs for the Institute's premises in Vilnius for its first two years of activity, i.e. 15 December 2009 to 15 December 2011. The budgetary imbalance under Title III arose due to expected under consumption in operation-related expenditure. Due to substantial hurdles encountered in recruiting qualified staff for the Vilnius-based Institute, these obstacles inevitably led to delays in launching EIGE's operational activities.

From June through December, 102 commitments were made, consisting of those that migrated to the Institute from DG EMPL at the cut off date of 15 June 2010 and those created by EIGE after administrative and financial independence was gained. The agency carried out 390 payments, including regularisation payments. These commitments covered 55% for staff, 86% for administration and 67% for the operational appropriations. These payments covered the 50% for staff, 29% for administration and the 26% of the operational appropriations.

Accounting Reporting

The bank balance on 31 December 2010 was

3.661.233,90 EUR in ING and

1.527.941,47 LTL and 499.998,39 EUR in SEB

Over 2010, EIGE received three financial transfers from the European Commission totalling € 5.678.123,09 (respectively € 2.593.123,09 in the first transfer, € 2.000.000,00 in the second transfer and € 1.085.000,00 in the third transfer).

Public Procurement

EIGE's public procurement was based on the principle of most economical, effective and efficient implementation.

Within the reporting period, 63 procurements were carried out and contracts for the procured services were signed. The total contracted amount was € 1.974.626 (see Annex IV).

An eighty-five per cent majority of procured contracts (€ 1.628.122) were related to services that supported operational activities. The remaining amount € 292.504 (15%) were for procured goods and services which supported administrative activities.

With a shortage of staff, the lateness of the Work Programme 2010 adoption and the fact that financial and administrative independence was gained end-2nd quarter, the Institute encountered two major difficulties in the procurement process. The time span available for implementing a procurement procedure was extremely tight and put the execution of planned studies and the relevant budget at risk. Another barrier was the lack of qualified support to the Operations Unit, where the majority of staff had little or no knowledge of public procurement procedures. In order to ensure timely and proper budgetary commitments for 2010, all staff had to learn these procedures quickly and procure relevant services in order to commit the funds before the end of the year.

As a result, these complications created certain delays and a number of procurement procedures had to be cancelled hence causing the largest part of the budgetary commitment to be carried-forward to 2011.

Despite that, it is important to underline that thanks to the strong commitment and involvement of the staff an average level of budget execution was achieved.

To support and guide staff in the process of public procurement, the underlying procurement rules and procedures were presented to all team members involved in the process, e.g. the rules for determining an appropriate procurement procedure, the information flow to be ensured when procuring good and/or services, the rules for documenting the procurement process, the rules and principles for evaluating bids, and etc. The documents providing the legal basis for EU public procurement (i.e. current Financial Regulation and Implementing Rules applicable to the general budget of the European Communities, the European Commission's Vade-mecum on public procurement, and the respective Directives, e.g. 2004/18/EC) were also shared with all staff.

To respond to the identified needs for knowledge-building in procurement issues, tailor-made training was delivered to staff, both internally and by experts from another EU Agency (EFSA).

3.2 Human resources

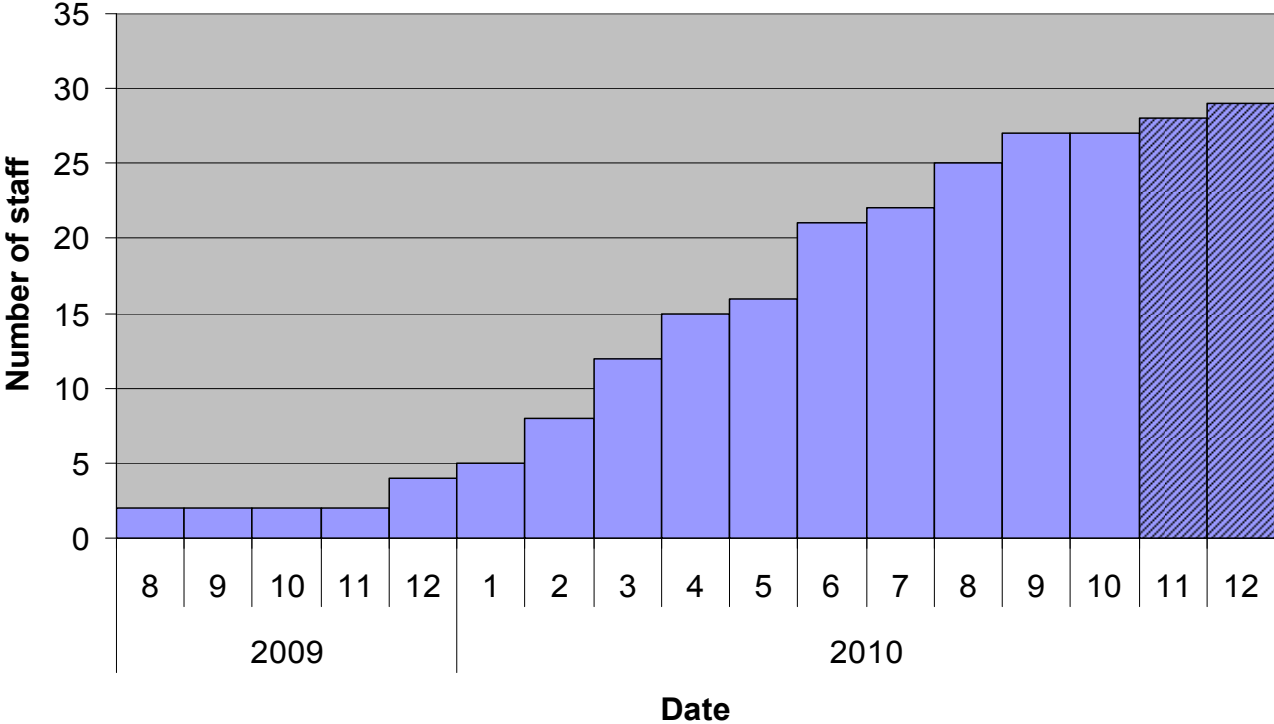
Throughout 2010, priorities in human resources focused on:

- Development and implementation of proper recruitment procedures;
- Human resource management;
- Development and adoption of planned Implementing Provisions giving effect to the Staff Regulation;
- Development of relevant internal policies.

Recruitment

Figure 1 illustrates a summary of the progress made by the Institute in recruitment during 2010.

Figure 1: Recruitment progress



By the end of the year, the Institute successfully recruited twenty three Temporary Agents and six Contract Agents, and reached a remarkable 92.3% of its Establishment Plan⁷ target given that:

⁷ See Annex 6 – Establishment Plan

- EIGE received more than 1,400 applications in response to vacancy announcements launched in 2010 and the last quarter of the previous year.
- Eleven vacancy notices were developed from scratch and launched in 2010, of which, four needed to be launched a second or third time, due to a meagre response from applicants, this also caused inevitable delays in the planned schedule.
- The Institute's Director appointed no less than 16 selection committees, which invariably included an external member from the Commission or another EU agency, to deal with the applications submitted for the various vacant posts announced.
- The predominance of Lithuanian agents, who make up just over 30% of the total staff, coincided with the fact that 40% of applications received by EIGE for various posts in 2010 came from Lithuanian citizens. Nevertheless, 16 nationalities were represented on staff on 31 December 2010, a representation of 60% of EU-27.

HR was also responsible for establishing the rights of agents upon recruitment and to ensure the payment of salaries after the Institute gained full independence.

Further Staff Analysis

Despite the fact that each vacancy notice indicated that the Institute applies an equal opportunities policy and that representation of women and men has been consistent in all the appointed selection committees, the current ratio of recruited women and men at the end of the 4th quarter was 70:30 respectively.

Recruitment statistics indicated that the overwhelming majority of applicants were women. This is partially explicable by the reality that social and gender-related studies are predominantly followed by women. In cases of equally qualified candidates, the post under consideration may have been offered to the candidate from the underrepresented sex. Table 1 details the distribution of staff by EU member state on 31 December 2010:

Table 1: Distribution of staff by EU member state

Country of origin	Staff	Percentage
Belgium	1	3
Denmark	1	3
Finland	1	3
France	1	3
Germany	1	3
Greece	1	3
Italy	2	7
Latvia	2	7
Lithuania	9	31
Malta	1	3
Poland	2	7
Portugal	2	7
Romania	2	7
Sweden	2	7
UK/Cyprus	1	3

TOTAL	29	100%
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Staff Training

EIGE initiated a number of initiatives in 2010 to facilitate the integration of new staff. Table 2 provides more details.

Table 2: Activities to integrate new staff

Title	Venue	Dates	Service Provider	EIGE participants
1. Life Cycle Expenditure	Brussels, Belgium	25.01.2010	DG BUDG	1
	Warsaw, Poland	6-7.09.2010	FRONTEX	5
2. Procurement Fundamentals	Vilnius, Lithuania	11-12.11.2010	EFSA	22
Title	Venue	Dates	Service Provider	EIGE participants
3. ABAC expenses	Vilnius, Lithuania	18-21 and 25.05.2010	FWC Deloitte	7
4. ABAC Local Profile Manager	Vilnius, Lithuania	26.05.2010	FWC Deloitte	4
5. ABAC expenses-order invoice inventory JAVA	Vilnius, Lithuania	27-28.05.2010	FWC Deloitte	4
6. Gender awareness workshop	Vilnius, Lithuania	17-20.09.2010	Pluribus	22
7. ABAC	Brussels, Belgium	23-26.11.2010	DG BUDG	1
8. Gender Mainstreaming training	Vilnius, Lithuania	03-04.08.2010	Independent expert	12
9. SAP training	Brussels, Belgium	15-16.04.2010	DG BUDG	1
10. End of the year training	Brussels, Belgium	21-22.10.2010	FWC Deloitte	1
11. LEF&BAF	Helsinki, Finland	01-02.06.2010	DG BUDG	3
Total				83

Implementing Provisions and Decisions

The Management Board approved the following implementing provisions in 2010, in line with the Institute's obligations under Article 110 of the Staff Regulations:

- a) The engagement and use of Temporary Agents;
- b) The engagement and use of Contract Agents;
- c) The appraisal for the Director of the European Institute for Gender Equality;
- d) Middle management staff at the European Institute for Gender Equality;

- e) General implementing provisions to the staff regulations covering aspects including pension rights transfer, household allowance, dependent children, place of origin, education allowance, parental leave, family leave, absence due to sickness or accident, reimbursement of medical expenses, vacation leave, outside activities and assignments, leave on personal ground, criteria applicable to classification in grade and step on appointment or engagement and part-time work;
- f) Implementing rules for Article 43 on staff appraisal;
- g) Decision on setting up a Staff Committee;

Additionally, a number of other internal decisions and policies were introduced, namely:

- h) Rules on the engagement and use of Seconded National Experts and National Experts in Professional Training to the European Institute for Gender Equality,
- i) Traineeship policy for the European Institute for Gender Equality, and
- j) Flexitime in the context of the Institute's working time policy.

3.3 Legal and Policy Affairs

The Institute carried out the first review of its Internal Rules, where the Management Board and the Experts' Forum rules of procedure were re-defined in order to better streamline their work.

3.4 Information Technology & Operations

Priorities in this area over 2010 focused on the following:

- Implementing an IT infrastructure;
- Implementing the S-TESTA connection with the European Commission;
- Video conferencing facilities;
- Building the EIGE data centre (initial stage).

Before and during the move to its seat in Vilnius, the Institute acquired a completely new IT infrastructure. Work involved the installation and configuration of the network and servers, the preparation of work stations for each employee and installation of other office equipment (i.e. printers, copiers, telephones, etc.).

One of the key elements to ensure financial independence was assurance of a secure connection from the agency to the Commission's accounting system, ABAC. Assisted by the Commission and Lithuanian authorities a local state-owned company Infrastructura, that supplies the government of the host country with a secure connection was identified as the sole provider of such a service in Lithuania. A contract for services on sTesta line for the Institute was signed by DG EMPL on behalf of EIGE.

This particular transaction also saved the Institute a considerable amount of money that was eventually allocated to procure other needed equipment, like the video conferencing system.

Slightly distanced from the central hub of Europe, i.e. Brussels, videoconferencing equipment facilitated our communication channels with various Commission services and allowed for solving urgent issues efficiently. At the end of the year, the video conferencing system was procured and installed on the premises.

In EIGE's data centre, centralised storage systems and a virtual environment were installed to prepare for new future applications and servers. The new virtual environment allowed for seamless installation of new systems and easy backup, and scaling of existing ones.

3.5 Audit and Internal Control Standards

On the 9th and 10th of November 2010 OLAF visited EIGE and provided a first training session for staff on audit principles and the internal control standards. A cooperation agreement between OLAF and EIGE was set in motion in 2010; its adoption by EIGE's MB was scheduled for the first quarter of 2011.

The first visit of the Court of Auditors took place from 6 to 10 December. The audit focused mostly on procurement, finance and human resources.

4 ANNEXES

Annex 1: List of Management Board members/alternates

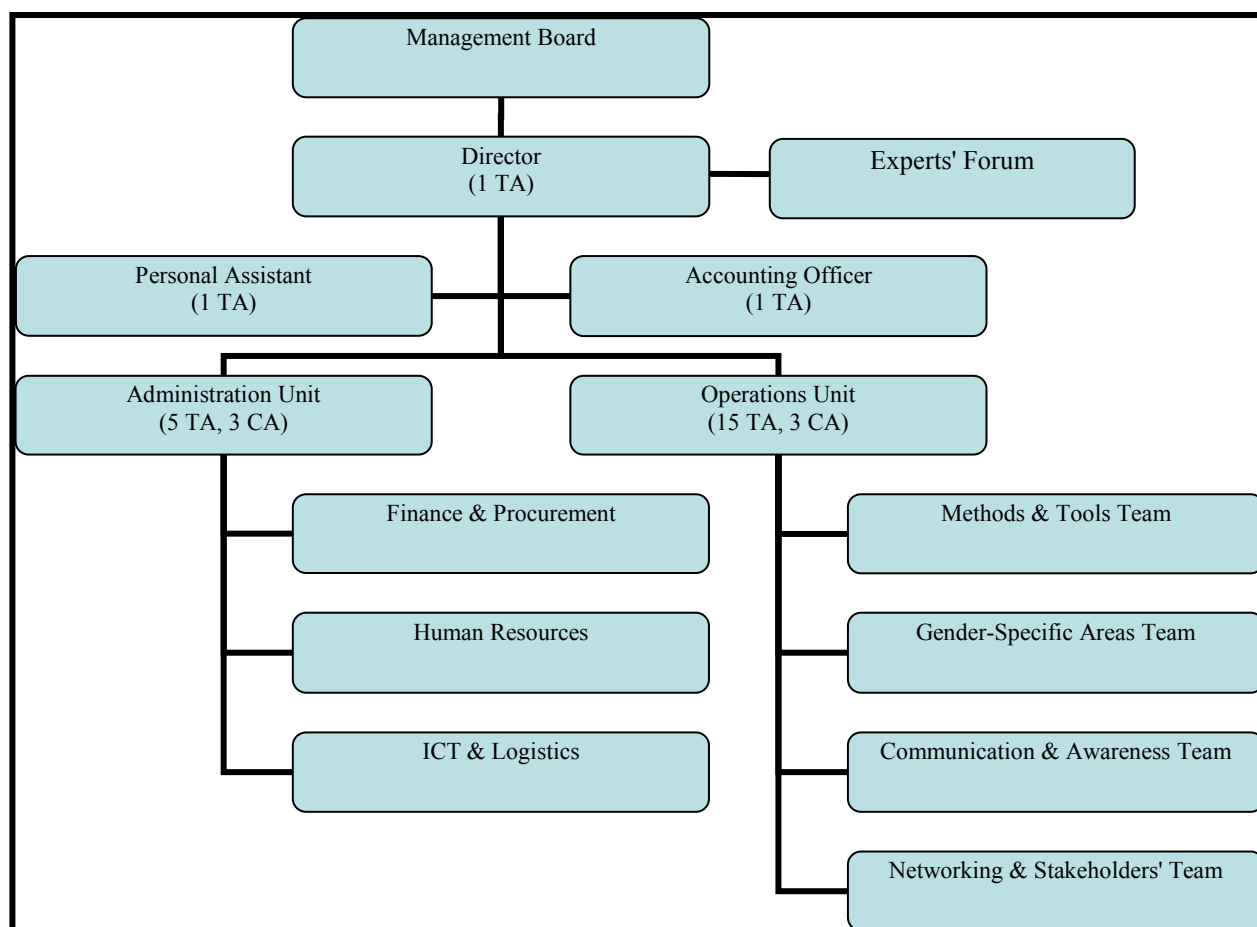
Members of the Management Board on 31 December 2010

CHAIR: Ms Eva Maria WELSKOP-DEFFAA

VICE-CHAIR: Mr Michel PASTEEL

Member State	Member	Alternate
Austria	Ms Vera JAUK	Mr Dietmar HILLBRAND
Belgium	Mr Michel PASTEEL	Ms Annemie PERNOT
Bulgaria	Ms Tatyana Spassova KMETOVA	Ms Petia Mihaylova MOEVA
Czech Republic	Ms Andrea BARŠOVÁ	Mr Czeslaw WALEK
Germany	Ms Eva Maria WELSKOP-DEFFAA	Ms Renate AUGSTEIN
Estonia	Ms Käthlin SANDER	Mr Christian VESKE
Finland	Ms Tarja HEINILÄ-HANNIKAINEN	Ms Riitta MARTIKAINEN
France	Ms Elisabeth TOMÉ-GERTHEINRICH	Ms Françoise VILAIN
Hungary	Ms Zsuzsa SEBESTYÉN	Ms Katalin KISSNÉ BENCZE
Malta	Ms Romina BARTOLO	Ms Therese SPITERI
Netherlands	Ms Carlien SCHEELE	Mr Ferdi LICHER
Portugal	Ms Sara FALCÃO CASACA	Mr Pedro DELGADO ALVES
Romania	Mr Florin-Marian NEGREA	Ms Andra Cristina CROITORU
Slovenia	Dr Roman KUCHAR	Ms Maruša GORTNAR
Slovakia	Dr Martina JANÍKOVÁ	Ms Jana STANKOVÁ
Spain	Ms Enriqueta CHICANO JÁVEGA	Ms Cecilia PAYNO DE ORIVE
Sweden	Ms Helén LUNDKVIST	Mr Lars WITTENMARK
United Kingdom	Ms Helene REARDON-BOND	Ms Celia REED
Representatives appointed by the European Commission	Ms Belinda PYKE	Ms Daniela BANKIER

Annex 2: EIGE's organisation chart



Annex 3: List of meetings (MB, Experts' Forum)

Management Board meetings held

Event	Date	Location
8 th MB Meeting	22 June 2010	Vilnius
9 th MB Meeting	1 October 2010	Vilnius
MB Drafting Committee Meeting	25 October 2010	Brussels

Experts' Forum meetings held

Event	Date	Location
2 nd EF Meeting	3-4 June 2010	Vilnius
3 rd EF Meeting	2-3 September 2010	Druskininkai
4 th EF Meeting	18-19 November 2010	Vilnius

Annex 4: List of 2010 tenders

Direct Contracts between 5.000 and 60.000 EUR
Low value contracts, negotiated procedure

Nr	Reference	Title	Contractor	Maximum amount EUR
		OPERATIONAL		
1	EIGE/2010/OPER/02	Holiday Inn: GEI and Task Force	Holiday Inn, Vilnius	3,044.12
2	EIGE/2010/OPER/03	Drupal Technology training	Senza Limiti	4,950.00
3	EIGE/2010/OPER/04	Training on social patterns	Mr Snowden, expert	4,800.00
4	EIGE/2010/OPER/05	Training on Gender Mainstreaming	Ms Aseskog, expert	4,250.00
5	EIGE/2010/OPER/06	Background paper on gender mainstreaming	Ms Marta Rawluszko	5,000.00
6	EIGE/2010/OPER/07	Background paper intersectionality	Ms Alison Parken	5,000.00
7	EIGE/2010/OPER/08	Study on existing indicators and statistics on gender equality in the EU	Alphametrics Ltd	56,598.00
8	EIGE/2010/OPER/09	Training on GE	Pluribus	5,000.00
9	EIGE/2010/OPER/10	Training on GE and Experts' meeting	Novotel hotel	5,000.00
10	EIGE/2010/OPER/11	Hotel Grand Spa, Druskininkai: Experts Forum AF/ASF	Grand Spa Lietuva	5,000.00
11	EIGE/2010/OPER/12	Supply: Gender books acquisition 2010	Humanitas	13,658.84
12	EIGE/2010/OPER/13	Analysis and provision of existing library material on gender equality	Knyginas Eureka UAB	60,000.00
13	EIGE/2010/OPER/14	Provision of services (meeting rooms, catering, technical equipment, accommodation) for organizing meetings and events in 2010	Artis Centrum Hotels UAB	32,953.74
14	EIGE/2010/OPER/15	Study for the development of the basic structure of a European Union Gender Equality Index	Utrecht University	59,106.00
15	EIGE/2010/OPER/16	Background paper on gender training	Ms M.Sangiuliano	5,000.00
16	EIGE/2010/OPER/17	Proofreading	Baltic Media	5,000.00
17	EIGE/2010/OPER/18	Supply: Logo prizes	Small Talk	4,910.51
18	EIGE/2010/OPER/19	Design, printing and distribution of "Women Inspiring Europe" calendar for 2011	UAB "Imago Facta"	59,878.80

Nr	Reference	Title	Contractor	Maximum amount EUR
19	EIGE/2010/OPER/20	Hotel 9th Management Board	Novotel	5,000.00
20	EIGE/2010/OPER/21	Organisation of international seminar "Joining efforts towards gender equality in the European Union 2010-2015" 22 November 2010	UAB "Viesuju Rysiu Partneriai" (VRP "Hill & Knowlton")	49,321.70
21	EIGE/2010/OPER/24	Study for Mapping Stakeholders and Actors at European level and Accession Countries in relation to gender equality work: Mapping their interests and needs, as well as those from individual stakeholders	European profiles A.E.	54,200.00
22	EIGE/2010/OPER/25	Purchase of a software for integrated library management system	Ex Libris Ltd	58,557.25
23	EIGE/2010/OPER/26	Background study on the involvement of men in gender equality within EIGE's working areas	Män för Jämställdhet	60,000.00
24	EIGE/2010/OPER/29	Logo competition: support activities	Marija Matuzevičienė	4,920.00
25	EIGE/2010/OPER/30	Website support activities	UAB Komunikacija ir Konsultantai	4,900.00
26	EIGE/2010/OPER/33	Journalist services for Calendar 2011	Shila Meyer-Behjat	5,000.00
27	EIGE/2010/OPER/34	Purchase and Management of Subscriptions to Serials and Newspapers	Swets Information Services A/S	34,237.77
28	EIGE/2010/OPER/36	Journalist task force, Brussels 3.12.2010	Epsolon events	18,538.00
29	EIGE/2010/OPER/37	Provision of events management services related to EIGE Journalists' Taskforce meetings in four major EU cities - 2011	Simmetrie & Partners, Private Limited Company	46,000.00
30	EIGE/2010/OPER/38	Provision of communications services related to the European Institute for Gender Equality Public relations and communications services in connection to the work programme activities	Media Consulta International Holding AG	57,480.00
31	EIGE/2010/OPER/39	Study on the use of "good practice" as a tool for mainstreaming gender into the policies and programmes of the	Fondazione Giacomo Brodolini	57,460.00

		Institutions of European Union and EU Member States		
Nr	Reference	Title	Contractor	Maximum amount EUR
32	EIGE/2010/OPER/40	Study on implementation methods of work with the Beijing indicators in the EU	Istituto per la Ricerca Sociale (IRS)	40,850.00
33	EIGE/2010/OPER/41	Production of videos for NGOs	UAB Jano studija	22,550.00
34	EIGE/2010/OPER/42	Study for the review of developments at the EU-level and the Member States in implementing the Beijing Platform for Action in the area F: Women and the Economy	Fondazione Giacomo Brodolini	57,160.00
35	EIGE/2010/OPER/43	Provision of Support in Development of a Communications Strategy for EIGE	Viešųjų ryšių partneriai, abbreviated VRP/Hill & Knowlton	44,601.48
36	EIGE/2010/OPER/44	Study to identify and map existing data and resources on sexual violence against women in the EU	European Women's Lobby AISBL	59,720.00
37	EIGE/2010/OPER/45	Silken hotel: Joint meeting	Silken Hotel	5,000.00
38	EIGE/2010/OPER/47	Gender training	Genderatwork	4,350.00
39	EIGE/2010/OPER/48	Promo items	BALTMEX	21,028.50
40	EIGE/2010/OPER/51	Exhibition kiosk	Carl Jakobsen	4,700.00
41	EIGE/2010/OPER/52	E-correspondence/ News	Artium Magister	4,472.00
42	EIGE/2010/OPER/53	Distribution, LT postal services	Lietuvos Pastas	5,000.00
43	EIGE/2010/OPER/54	Photo services EP exhibition	Imago design	4,893.00
		ADMINISTRATIVE		
44	EIGE/2010/ADM/01	Services: Travel agency	Baltic Clipper	0
45	EIGE/2010/ADM/02	Services: canteen	Kolonos	5000
46	EIGE/2010/ADM/03	Supply: stationary supplies	Office Day	5000
47	EIGE/2010/ADM/04	Supply: office supplies	Sanitex	5000
48	EIGE/2010/ADM/05	Services hotel: Strategic planning	hotel Druskininkai	2000
49	EIGE/2010/ADM/06	Purchase of office furniture for premises of EIGE	Abu partneriai UAB	43,886.22
50	EIGE/2010/ADM/07	Services: Missions insurance	Vanbreda	fees per consumption
51	EIGE/2010/ADM/08	Supply and installation of video conference system at EIGE premises	Alna Intelligence UAB	58,043.00
52	EIGE/2010/ADM/09	Servers and storage, Vilnius	Fortevento UAB	59,675.00
53	EIGE/2010/ADM/10	Database software, Vilnius	Ingeniuos IT UAB	45,905.00
54	EIGE/2010/ADM/11	Supply and installation of library furniture	Ergolain projektai UAB	59,995.00

Nr	Reference	Title	Contractor	Maximum amount EUR
55	EIGE/2010/ADM/12	Interim services	1)ADVANTUS 2)DELTA MANAGEMENT	1) 2500 2) 2500
56	EIG/2010/ADM/13	Social event for staff	Artis	3000
57	EIG/2010/ADM/14	Supply: software licence	PC-WARE Information Technologies	22.905,76
58	EIGE/2010/01	ABAC Training	Delloitte	16.265,38
59	EIGE/2010/02	PROJECT MANAG.& ABAC training	Delloitte	12.451,76

Specific Contracts awarded under Framework Contracts

Nr	Reference	Title	Contractor	Maximum amount EUR
		OPERATIONAL		
60	EIGE/2010/OPER/31	Feasibility study on effective forms of electronic network - Framework Contract Publications Office of the EU	Deloitte	59,058.80
61	EIGE/2010/OPER/35	Provision of interactive services support for EIGE - Framework Contract 10224, Lot 3, Publications Office of the European Union	IRIS Solutions & Services	34,884.00
62	EIGE/2010/OPER/49	Second ex-ante evaluation of EIGE focusing on the Institute's specific objectives and operations	GHK Consulting Ltd	269,389.50

Direct Contracts over 125.000 EUR. Open procedure

Nr	Reference	Title	Contractor	Maximum amount EUR
		OPERATIONAL		
63	EIGE/2010/OPER/22	Study: Gender stereotypes narratives	Yellow Window BE	249,700.00

Procurement procedures cancelled

Nr	Reference	Title	Intended value and procedure
		OPERATIONAL	
1	EIGE/2010/OPER/01	Study: Gender mainstreaming	under 25.000, Negotiated Procedure

Nr	Reference	Title	Intended value and procedure
2	EIGE/2010/OPER/23	Hotel: conference on stereotyping	under 60.000, Negotiated Procedure
3	EIGE/2010/OPER/27	Background study on GS	
4	EIGE/2010/OPER/28	Info material, brochure	Negotiated Procedure
5	EIGE/2010/OPER/32	Print communication support LT	under 5.000, Negotiated Procedure
6	EIGE/2010/OPER/46	Media monitoring	under 5.000, Negotiated Procedure
7	EIGE/2010/OPER/50	Not launched	

Annex 5: Budget execution 2010 (allocated/committed/paid/carryovers)

Budget execution C8 – Title I

Budget Line	Official Budget Item	Commitment Appropriation	Executed Commitment Amount	Not Used Cancelled	Payment Appropriation	Executed Payment Amount	Cancelled	Total Cancelled
		(4)	(5)	(4)-(5)	(6)	(7)	(5)-(7)	
A-1100	Temporary Agents - Basic Salaries	783,232.80	0	783,232.80	783,232.80	0.00	0.00	783,232.80
A-1111	Contract agents - allowances	836,774.44	0	836,774.44	836,774.44	0.00	0.00	836,774.44
A-1170	Suppl services	47,155.66	0	47,155.66	47,155.66	0.00	0.00	47,155.66
A-1200	Sundries of recruitment of the personnel	177,794.40	0	177,794.40	177,794.40	0.00	0.00	177,794.40
A-1300	Mission expenses	76,987.77	0	76,987.77	76,987.77	0.00	0.00	76,987.77
A-1410	Medical service	49,907.60	0	49,907.60	49,907.60	0.00	0.00	49,907.60
A-1420	Training and courses of languages	25,846.00	0	25,846.00	25,846.00	0.00	0.00	25,846.00
A-1700	Representation expenses, events and sundries of internal meetings	30,000.00	0	30,000.00	30,000.00	0.00	0.00	30,000.00
	Total Title I	2,027,698.67	0.00	2,027,698.67	2,027,698.67	0.00	0.00	2,027,698.67

Budget execution C8 – Title II

Budget Line	Official Budget Item	Commitment Appropriation	Executed Commitment Amount	Not Used Cancelled	Payment Appropriation	Executed Payment Amount	Cancelled	Total Cancelled
		(4)	(5)	(4)-(5)	(6)	(7)	(5)-(7)	
A-2000	Infrastructures expenses	359,587.34	359,587.34	0.00	359,587.34	12,020.67	347,566.67	347,566.67
A-2100	It equipment (hardware) and maintenance	19,692.30	19,145.74	546.56	19,692.30	18,891.07	254.67	801.23
A-2200	Material and technical installations	100,000.00	0	100,000.00	100,000.00	0	0.00	100,000.00
A-2300	Paper mill and office supplies	35,925.53	0	35,925.53	35,925.53	0	0.00	35,925.53
A-2400	Correspondence stamping and carriage costs	57,072.65	0	57,072.65	57,072.65	0	0.00	57,072.65
A-2510	Management board	70,024.84	0	70,024.84	70,024.84		0.00	70,024.84
A-2520	Experts forum	16,406.36	16,406.36	0.00	16,406.36	851.75	15,554.61	15,554.61
	Administrative expenses	658,709.02	395,139.44	263,569.58	658,709.02	31,763.49	363,375.95	626,945.53

Budget execution C1 – Title I

Budget Line	Official Budget Item	Credit Available Com Amount	Executed Commitment Amount	Commitment Appropriations Not Used Cancelled	Credit Available Pay Amount	Payment Request Accepted Amount (Euro)	Available for Carry Over	Carried Over	Payment Appropriations Cancelled	Total Cancelled
		(1)	(2)	(1)-(2)=(3)	(4)	(5)	(2)-(5)=(6)	(7)	(6)-(7)=(8)	(3)+(8)
A-1100	Temporary Agents - Basic Salaries	1,053,210.95	809,573.80	243,637.15	1,053,210.95	809,573.80	0.00	0.00	0.00	243,637.15
A-1110	Other staff	260,655.54	0	260,655.54	260,655.54	0	0.00	0.00	0.00	260,655.54
A-1111	Contract agents - allowances	110,000.00	82,770.92	27,229.08	110,000.00	82,770.92	0.00	0.00	0.00	27,229.08
A-1170	Suppl services	244,314.89	28,690.12	215,624.77	244,314.89	16,440.00	12,250.12	12,250.12	0.00	215,624.77
A-1200	Sundries of recruitment of the personnel	185,436.15	83,446.04	101,990.11	185,436.15	43,423.18	40,022.86	40,022.86	0.00	101,990.11
A-1300	Mission expenses	60,317.48	35,260.36	25,057.12	60,317.48	13,916.33	21,344.03	21,344.03	0.00	25,057.12
A-1410	Medical service	22,000.00	13,284.50	8,715.50	22,000.00	0	13,284.50	13,284.50	0.00	8,715.50
A-1420	Training and courses of languages	57,000.00	49,010.00	7,990.00	57,000.00	32,897.66	16,112.34	16,112.34	0.00	7,990.00
A-1430	Social welfare	11,000.00	0	11,000.00	11,000.00	0	0.00	0.00	0.00	11,000.00
A-1700	Representation expenses, events and sundries of internal meetings	30,000.00	15,410.40	14,589.60	30,000.00	1,371.12	14,039.28	14,039.28	0.00	14,589.60
	Total Title I	2,033,935.01	1,117,446.14	916,488.87	2,033,935.01	1,000,393.01	117,053.13	117,053.13	0.00	916,488.87

Budget execution C1 – Title II

Budget Line	Official Budget Item	Credit Available Com Amount	Executed Commitment Amount	Commitment Appropriations Not Used Cancelled	Credit Available Pay Amount	Payment Request Accepted Amount (Euro)	Available for Carry Over	Carried Over	Payment Appropriations Cancelled	Total Cancelled
		(1)	(2)	(1)-(2)=(3)	(4)	(5)	(2)-(5)=(6)	(7)	(6)-(7)=(8)	(3)+(8)
A-2000	Infrastructures expenses	34,000.00	33,904.49	95.51	34,000.00	12,358.33	21,546.16	21,546.16	0.00	95.51
A-2010	Insurance	1,500.00	0.00	1,500.00	1,500.00	0	0.00	0.00	0.00	1,500.00
A-2100	It equipment (hardware) and maintenance	219,722.84	210,155.84	9,567.00	219,722.84	23,627.08	186,528.76	186,528.76	0.00	9,567.00
A-2200	Material and technical installations	35,895.94	0.00	35,895.94	35,895.94	0	0.00	0.00	0.00	35,895.94
A-2210	Furniture	103,881.22	103,881.22	0.00	103,881.22	43,886.22	59,995.00	59,995.00	0.00	0.00
A-2250	Library expenses and subscriptions	8,052.32	0.00	8,052.32	8,052.32	0	0.00	0.00	0.00	8,052.32
A-2300	Paper mill and office supplies	28,000.00	27,700.00	300.00	28,000.00	10,732.38	16,967.62	16,967.62	0.00	300.00
A-2320	Bank charges and other financial expenses	750.00	750.00	0.00	750	50.18	699.82	699.82	0.00	0.00
A-2330	Legal charges and damages	750.00	0.00	750.00	750	0	0.00	0.00	0.00	750.00
A-2350	Other insurances	8,500.00	5,000.00	3,500.00	8,500.00	655.03	4,344.97	4,344.97	0.00	3,500.00
A-2390	Admin publications	10,000.00	3,000.00	7,000.00	10,000.00	628.41	2,371.59	2,371.59	0.00	7,000.00
A-2400	Correspondence stamping and carriage costs	7,000.00	7,000.00	0.00	7,000.00	1,359.97	5,640.03	5,640.03	0.00	0.00
A-2410	Royalties of telecommunications	15,000.00	0.00	15,000.00	15,000.00	0	0.00	0.00	0.00	15,000.00
A-2510	Management board	49,884.15	49,884.15	0.00	49,884.15	34,758.18	15,125.97	15,125.97	0.00	0.00
A-2520	Experts forum	61,947.68	61,947.68	0.00	61,947.68	41,488.27	20,459.41	20,459.41	0.00	0.00
	Administrative expenses	584,884.15	503,223.38	81,660.77	584,884.15	169,544.05	333,679.33	333,679.33	0.00	81,660.77

Budget execution C1 – Title III

Budget Line	Official Budget Item	Credit Available Com Amount	Executed Commitment Amount	Commitment Appropriations Not Used Cancelled	Credit Available Pay Amount	Payment Request Accepted Amount (Euro)	Available for Carry Over	Carried Over	Payment Appropriations Cancelled	Total Cancelled
		(1)	(2)	(1)-(2)=(3)	(4)	(5)	(2)-(5)=(6)	(7)	(6)-(7)=(8)	(3)+(8)
B-3000	Translations	250,000.00	181,390.00	68,610.00	250,000.00	106,590.00	74,800.00	74,800.00	0.00	68,610.00
B-3001	Meetings of experts, conferences and seminars	400,000.00	397,343.23	2,656.77	400,000.00	110,425.58	286,917.65	286,917.65	0.00	2,656.77
B-3002	Information, publications and communication	800,000.00	441,271.86	358,728.14	800,000.00	32,014.34	409,257.52	409,257.52	0.00	358,728.14
B-3003	Studies	120,000.00	67,742.46	52,257.54	120,000.00	7,613.24	60,129.22	60,129.22	0.00	52,257.54
B-3004	Communication and awareness-raising	1,210,000.00	904,959.25	305,040.75	1,210,000.00	80,011.96	824,947.29	824,947.29	0.00	305,040.75
B-3005	Dialogue and partner	460,000.00	158,760.00	301,240.00	460,000.00	3,112.35	155,647.65	155,647.65	0.00	301,240.00
B-3006	Events conf campaign	40,000.00	32,953.74	7,046.26	40,000.00	15,737.87	17,215.87	17,215.87	0.00	7,046.26
	Operational expenses	3,280,000.00	2,184,420.54	1,095,579.46	3,280,000.00	355,505.34	1,828,915.20	1,828,915.20	0.00	1,095,579.46

Annex 6: Establishment Plan

Function group and grade	2010			
	Authorised under the EU Budget		Engaged as of 31/12/2010	
	Permanent posts	Temporary Posts	Permanent posts	Temporary Posts
AD 16				
AD 15				
AD 14				
AD 13		1		1
AD 12				
AD 11		1		1
AD 10		1		1
AD 9		1		
AD 8		3		4
AD 7		2		2
AD 6		1		
AD 5		8		7
AD total		18		16
AST 11				
AST 10				
AST 9				
AST 8				
AST 7				
AST 6		2		2
AST 5		3		
AST 4		2		5
AST 3				
AST 2				
AST 1				
AST total		7		7
TOTAL		25		23

Annex 7: Declaration of Assurance

I, the undersigned, Virginija Langbakk, Director of the European Institute for Gender Equality
in my capacity as Authorising Officer:

- Declare that the information contained in this report gives a true and fair view.
- State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

This reasonable assurance is based on my own judgement and on the information at my disposal, such as the results of the self-assessment, ex-post controls.

- Confirm that I am not aware of anything not reported here which could harm the interests of the institution.

Vilnius, 6 May 2011



Virginija Langbakk
Director