



EUROPEAN INSTITUTE FOR GENDER EQUALITY

## **Annual Activity Report**

**2011**

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## List of acronyms

<b>AAR</b>	Annual Activity Report
<b>ABAC</b>	Accrual Based Accounting
<b>ABB</b>	Activity Based Budgeting
<b>AWP</b>	Annual Work Programme
<b>BPfA</b>	Beijing Platform for Action
<b>DG JUST</b>	Directorate General for Justice
<b>EC</b>	European Commission
<b>ECA</b>	European Court of Auditors
<b>EF</b>	Experts' Forum
<b>EP</b>	European Parliament
<b>ETF</b>	European Training Foundation
<b>FEMM</b>	European Parliament Committee on Women's Rights and Gender Equality
<b>FRA</b>	European Union Agency for Fundamental Rights
<b>GEI</b>	Gender Equality Index
<b>GM</b>	Gender Mainstreaming
<b>HLG</b>	High-Level Group on Gender Mainstreaming
<b>HR</b>	Human Resources
<b>IAC</b>	Internal Control Capability
<b>IAS</b>	Internal Audit Service
<b>ICS</b>	Internal Control Standards
<b>ILO</b>	International Labour Organisation
<b>IR</b>	Internal Rules
<b>LMS</b>	Library Management System
<b>MB</b>	Management Board
<b>MTGP</b>	Methods, Tools and Good Practices
<b>MS</b>	European Union Member State
<b>OECD</b>	Organisation for Economic Cooperation and Development
<b>OLAF</b>	European Commission Anti-Fraud Office
<b>RDC</b>	Resource and Documentation Centre of EIGE
<b>SIS</b>	Statistical Information System (underlying EIGE's Gender Equality Index)
<b>SNE</b>	Seconded National Expert
<b>WG</b>	Working Group
<b>WIE</b>	Women Inspiring Europe (calendar)
<b>WINE</b>	Women Information Network Europe

# 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.

EIGE's founding act, *Regulation 1922/2006* assigns it 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 Equality.*<sup>1</sup>

In accordance with the Regulation<sup>2</sup>, the Institute must carry out its tasks within the competencies of the EU in the light of the objectives adopted and priority areas identified in its Annual Programme. The evaluation for the Commission on decentralised agencies<sup>3</sup> defined information as the Institute's main task, which contains analysing and forwarding objective, reliable and easy-to understand information/networking. The Institute is also placed in the category of an 'upstream' agency, which is supposed to explore future policy issues, carry out research, collect, harmonise relevant data and disseminate information that feeds into EU policy-making. A study of the European Parliament<sup>4</sup> categorises the tasks of EIGE as new tasks, which have not previously been carried out by the Commission or the Member States. It also expects the Institute "to act as a knowledge-centre and coordinating structure where facts and figures, research results, etc. are collected, analysed, structured and again disseminated to actors involved in the domain of gender equality"<sup>5</sup>.

2011 was the first complete operational year for EIGE since it gained its financial and administrative independence in June 2010. EIGE's structure is based on the mandate and tasks defined in the basic regulation establishing the Agency and on the objectives approved by the Institute's Management Board in the Mid-term Work Programme 2010-2012 and the Annual Work Programme. The Institute gains its exclusivity by undertaking a number of tasks in the field of gender equality, which other existing EU institutions and bodies do not deal with at the European level.

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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.

2 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, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:403:0009:0017:EN:PDF>.

3 Meta-study on decentralised agencies: cross-cutting analysis of evaluation FINDINGS. Final report, 2008. Eureval.

4 EP (2007) Agencies: origin of tasks, local conditions and staffing

5 European Parliament, Role of a future European Gender Institute, 2002.

## 2. OPERATIONAL ACTIVITIES

### 2.1 INSTITUTIONAL SET-UP OF THE INSTITUTE

*Output of the activity:* **Necessary administrative and operational structures in place**

Development of the administrative and financial framework needed for the institutional set-up was shouldered by 9.4 members of internal and external staff, which comprised 24% of all human resources and 15% of the financial resources of the agency. A more detailed description of EIGE's actions on the state of play in relation to the **establishment plan**<sup>6</sup>, the **implementing provisions for the staff regulations**, the findings of the **Court of Auditors**, the **Internal Control Standards**, **OLAF**, and **Training** are presented in Chapter 3. Organisation and Management. It has to be noted that the **business continuity plan** will be developed as soon as the Institute will move to its permanent premises in 2012/2013.

#### BODIES OF EIGE

In order to support the Institute in the implementation of its Work Programme, the achievement of planned outputs and to ensure effective functioning of the agency, the Institute's **Management Board met three times** (Indicator 3<sup>7</sup>) during 2011, took 15 decisions and agreed on a number of issues, in particular, on the procedure of developing the reports for the Presidency of the Council and approach to the concept of the Gender Equality Index. The Management Board agreed to the proposal of the Institute to launch and implement a study on Female Genital Mutilation, which although not a part of its Work Programme, constituted an important part of the work against gender-based violence in the Commission's Strategy on Equality between Women and Men 2010-2015.

The **Experts' Forum met three times** (Indicator 6<sup>8</sup>) during the reporting period. The Forum actively supported the Institute's work by advising EIGE on various activities, by participation in the two Working groups (on the Beijing Indicators and on the Gender Equality Index) and by recommending various experts for specific areas of the Institute's work. The Forum assisted the Institute in the dissemination of information on EIGE's events, staff vacancies, and helped to disseminate invitations for the nominations for the Women Inspiring Europe calendar. The Forum members advised the Institute in shortlisting the candidates for the calendar 2011.

#### SECOND EX-ANTE EVALUATION

During 2011, the Institute coordinated and managed the implementation of the Second ex-ante evaluation, the results and suggestions of which are expected to

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6 For more details see also Chapter 3 Organisation and Management and Annex 6.

7 Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011

8 Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011

provide necessary guidance to EIGE's management in the fine-tuning of the Institute's mandate, defining of its specific objectives - with particular attention on the aspects of promoting gender mainstreaming - so that the Institute can contribute high quality work to the progress of gender equality in Europe. During September 2011, the final report was received and approved by the Institute. The main findings and recommendations were presented and discussed with the Management Board members and the Experts' Forum.

Based on the recommendations, the Institute will develop indicators in 2013 to measure the long-term effects (Impact) of its work. The results of the Ex-ante evaluation will help when planning targets and indicators in the Annual Work Programme for 2013 and the next Mid-term Work Programme.

## 2.2 FOCAL AREA 1: COMPARABLE AND RELIABLE DATA AND INDICATORS ON GENDER EQUALITY<sup>9</sup>

Activities of this broad focal area have been carried out by 10.3 members of internal and external staff, corresponding to 26.41% of all staff of the agency and 31% of financial resources of the agency. During the year, the Institute supported the European Commission, the Member States by reviewing the implementation of the Beijing Platform for Action, by developing a central database on "Women and men in the EU. Facts and figures" and by developing the Gender Equality Index.

### 2.2.1 COLLECTION OF DATA AND STATISTICS ON ALL 12 CRITICAL AREAS OF CONCERN OF THE BPFA/PROVIDING SUPPORT TO THE POLISH, DANISH AND CYPRIOT PRESIDENCIES OF THE COUNCIL

#### ***Output of the activity: Mode of work and expertise to support the Member States and the Presidencies of the Council developed***

Comparable data for decision-makers, practitioners and other users of gender statistics and information is one of the focal areas of the Institute's activities. It was marked as number one priority by the stakeholders at the national, European and international levels who "suggested that data collection is essential in areas where cross-European comparisons are not yet possible due to the absence of reliable data. Even though in some areas data exist (e.g. employment, decision-making, or health), in other areas (e.g. environment, violence or minority communities) comparative data are not available. Some stakeholders think that more accurate time series comparisons between Member States may directly influence their behaviour and improve performance, as well as inform evidence based policy making"<sup>10</sup>.

To meet the task defined in the European Commission's Strategy for Equality between Women and Men 2010-2015<sup>11</sup> of helping the Commission and the Member States to report on the EU-level indicators established under the Beijing Platform for Action in the areas of particular concern and to develop further indicators where needed, the Institute was **cooperating with the governments of Presidency**

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9 See also Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011, point 2.2.1

10 Second Ex-ante evaluation, p. 40.

11 <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0491:FIN:EN:PDF>

**countries** (Indicator3<sup>12</sup>), European Commission Directorate-General for Justice, Eurostat, the High Level Group on Gender Mainstreaming and **EIGE's Working Group on Beijing Indicators** (Indicator 14, Annex 1).

In 2011, the Institute **developed its first report** (Indicator 6, Annex 1) "Review of the Implementation of the Beijing Platform for Action: Women and the Economy. Reconciliation of Work and Family Life as a Condition of Equal Participation in the Labour Market" for the Polish Presidency (July - December 2011). The report served as a background document on which the Polish Presidency developed its conclusions to be adopted by the Council during the Presidency period.

The report includes the main legislative and policy developments at EU level concerning maternity, paternity and parental leave, the latest available sex disaggregated data for parental leave, for the time spent on paid and unpaid work, for the accessibility and availability of care facilities for elderly persons and also the use of available childcare services in the EU Member States. The **full Report and the Main Findings** which are EIGE's publications in the research series are available on EIGE's webpage: [www.eige.europa.eu](http://www.eige.europa.eu) and in print.

The Main Findings are also available in German, French and Polish. Besides the recommendations on data availability the Institute recommends in its Main Findings stronger gender mainstreaming in national and international statistical systems, in particular by developing gender data necessary for policy development, implementation, monitoring and evaluation. Given the difficulties and the cost of collecting new data, a stronger cooperation among the key players in data collection is suggested.

To support the **Danish Presidency, EIGE published its second report** "Review of the Implementation in the EU of area K of the Beijing Platform for Action: Women and the Environment, Gender Equality and Climate Change" (Indicator 7, Annex 1). While developing the report the Institute arranged several consultation meetings, including meeting with the Nordic Council of Ministers and EEA. Preliminary findings were presented to the FEMM Committee at the European Parliament hearing on Women and Climate change (Indicator 2). It is the first EU-wide report on gender equality and climate change which provides comparable data at the EU level. The report focuses on women's participation in climate change related decision making in the public sector at the national, EU and international levels and segmentation of tertiary education by gender in scientific and technical fields. Furthermore, it introduces the first indicators to support policy makers in measuring progress in climate change policies from the perspective of gender equality.

The full Report and the Main Findings are available on EIGE's webpage: [www.eige.europa.eu](http://www.eige.europa.eu) and in print. The Main Findings will also be available in German, French and Danish.

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12 Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011

In its overall conclusions presented in the Main Findings, EIGE suggests further research on the links between women's participation in decision-making and the actual policy outcomes and other climate change-related sectors, which contribute significantly to GHG emissions and play a relevant role in climate change policy making, such as agriculture, industrial processes and waste.

In September 2011, the Institute launched the **technical specifications for the next study** on the relevant data for the future report to be submitted to the Cypriot Presidency (Indicator 11).

**EIGE's database: "Women and men in the EU. Facts and figures"** (Indicators 12 and 15)

At the end of 2011, EIGE developed a harmonised set of comparable baseline information, which provides a comprehensive overview of all of the Beijing Indicators, data at the EU level and on available data sources. This initial version of the database serves as a useful tool for supporting policy decisions and assists in identifying data gaps and gender inequalities at the EU level.

In order to achieve this task, two studies<sup>13</sup> were carried out to collect the information for the database. In addition, the Beijing Declaration and Platform for Action for Equality, Development and Peace (BPfA) 1995, EU policy documents and other relevant publications and reports were studied and possible data sources were assessed and analysed.

More details on the results of EIGE's Reports and Main Findings are available in the Annual Report 2011.

It is important to note that early planning and implementation of the studies, on the basis of which the report for the Presidencies is prepared, is crucial both to the quality of the reports and to the effective execution of budget appropriations. In 2011, due to the late decision of the Presidency on the scope of the future report, the Institute experienced a delay in procuring a large study connected to that specific report and a large carry-forward of committed appropriations was incurred.

#### Area D: Violence against Women

Even though gender-based violence is recognised as a policy area where EU action is required, data availability is weak, particularly in relation to domestic violence, genital mutilation, honour crimes and trafficking in human beings. According to the European Parliament, lack of reliable data is caused by not all Member states gathering such data and difficulties in the comparability of the data.<sup>14</sup> To contribute to the work of the European Union and to shorten the gap, EIGE continued the collection of data on Violence against Women, which was initiated in 2010. In 2011, development of databases containing information on actors engaged in the prevention of domestic violence, on existing training in the area of prevention of

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<sup>13</sup> The background information was collected by Alphametrics Ltd and Instituto per la Ricerca Sociale (IRS) for the use of the European Institute for Gender Equality.

<sup>14</sup> European Parliament, Session document B7-0139/2009.

gender-based violence, anti-violence awareness-raising campaigns and methods for victims support used in the EU27 was initiated.

EIGE also collected methods, tools and good practices in this area through a study aimed to identify and map existing data and resources on sexual violence against women in the EU, carried out in 2011. First practices with potential on addressing violence against women were collected in October 2011 (Indicator 13).

The main findings of the study showed a lack of available and systematically collected data specifically on sexual violence. The study also found that most often, criminal statistics are not gender disaggregated or separated by types of sexual violence, making it impossible to discern the cases of sexual violence committed against women. Moreover, official sources of data generally do not provide information on the relationship or links between aggressors and victims; official criminal statistics on sexual violence are not easily accessible, centrally stored or published in the countries, but rather scattered among various state actors; there are significant differences between the Member States in providing materials for victims of sexual violence and for professionals dealing with it, and while some Member States have several actors and resources on sexual violence, others are lacking specialized services and materials.

Another important area in which reliable and comparable data is missing is that of Female Genital Mutilation. As it is extremely difficult to assess the prevalence and scope of this phenomenon, in agreement with the Management Board, the Institute commissioned a study to map the current situation and trends of female genital mutilation in 27 EU Member States and Croatia (Indicator 8). During the following year, the Institute will process collected information to present the findings to the European Commission and the Member States.

Finally, EIGE started working on the issue of the involvement of men in gender-based violence. In this framework, a meeting of the thematic network on GBV with the participation of experts on men and masculinities was organised in May 2011 (Indicator 4-5). The participants indicated that EIGE should explore the situation in Europe in relation to the availability of data and information in the area of GBV and to make attempts to harmonise it.

More detailed information on the concrete findings of the Institute in the area of GBV is available in the Annual Report 2011.

### 2.2.2 GENDER EQUALITY INDEX<sup>15</sup>

#### *Output of the activity:* **Concept of the Gender Equality Index developed**

In order to demonstrate the progress of promoting gender equality and to identify the areas where inequality meets the biggest gaps in each Member State, the European Commission proposed in the Action Plan of the Commission Strategy for Equality between Women and Men 2010-2015 to develop a Gender Equality Index (GEI). The

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<sup>15</sup> See also Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011, point 2.2.2

elaboration of the Gender Equality Index became one of the major assignments attributed to EIGE in its Mid-Term Programme 2010-2012. Therefore, in line with its policy foundations, the objectives of the GEI are not only to measure gender equality throughout the Member States and the EU. It also aims to permit an analysis of gender equality both over time and geographical areas; to give more visibility to the situation of women and men in the Member States overall and in selected domains of gender equality, and to support the evaluation of the degree of effectiveness between different measures and policies implemented in the field of gender equality.

In 2011, the first step (development of the conceptual framework), was completed, during which EIGE **consulted key stakeholders** and **International Organisations** (Indicator 3) working with and have extensive expertise of gender equality (Indicator 3) and engaged a discussion with its **Working Group** (Indicator 2), established to provide technical advice to the Institute. To start the work with data selection a **study on the Development of a Statistical Information System** (SIS) of the Gender Equality Index for the EU (Indicator 1) was launched in the second quarter of 2011, which did not receive any qualitative bids and was re-launched in August 2011. By the end of 2011, after consultations with Working Group, international organisations and Experts' Forum, the Institute selected **the methods to harmonise data sources and information** (Indicator 4). As planned, by the end of 2011 the Institute developed a summary of the **findings of the study** (Indicator 5) for the development of the basic structure of the Gender Equality Index to be placed on the web at the beginning of 2012. Due to the re-launch of ToR for the SIS resulting in a delayed concept, the **conference is moved to 2013** (Indicator 5).

It is important to mention that the Institute encountered particular difficulties in identifying suitable competence on the European market. In procuring the study on the Development of a Statistical Information System, no offers meeting the requested specifications were obtained and the re-launch of the study caused a delay and a substantial carry-forward of the committed appropriations.

Broader presentation of the work and progress regarding the Gender Equality Index can be obtained in the Annual Report 2011.

### 2.3 FOCAL AREA 2: COLLECTING AND PROCESSING METHODS AND PRACTICES FOR GENDER EQUALITY WORK

*Output of the activity:* **Practical tools to support gender mainstreaming available to users**

This activity was implemented by 7.25 members of internal and external staff, which made up 18.56% of the total human resources and 25% of financial resources of the agency.

During the year, collection and processing of relevant information on the first gender mainstreaming tool was carried out, a concept developed on Good Practices and an approach to complement the review of BPfA with tools, methods and good practices agreed upon.

### 2.3.1 DEVELOPING GENDER MAINSTREAMING TOOLS AND METHODS<sup>16</sup>

The findings of the Ex-ante evaluation indicate that ‘the development of tools and methods in relation to gender mainstreaming is another area where EIGE’s contribution appears to be necessary. The extent of gender mainstreaming activities varies significantly between organisations participating in this study and across Member States. Over time, progress in all Member States is patchy.’<sup>17</sup>

EIGE’s stakeholders found that EIGE would add value to their activities by facilitation of the process of sharing good practices in relation to gender equality and gender mainstreaming. “As some Member States perform better than others in relation to gender equality, collecting good practice examples would provide support to policy reforms and/or to undertaking new actions”<sup>18</sup>.

Building on the work carried out in 2010<sup>19</sup> and based on the findings of the Ex-ante evaluation, EIGE identified three priority areas for its work with Methods, Tools and Good Practices (MTGP): 1) development of standards and objective criteria for the classification of "good practices" in gender mainstreaming 2) development of a systematic approach to one selected tool identified as one of the most important tools for gender equality and gender mainstreaming (gender training), and 3) the area of concern of the BPfA selected by the Presidencies of the Council.

**Gender training** is an important tool for gender mainstreaming since it builds capacities that provide people with awareness, knowledge, and practical skills and, indirectly, motivate them for implementing gender mainstreaming and, therefore, enhance gender equality. To develop an **inventory of the needs and difficulties of gender mainstreaming and on existing successful models and methods** (Indicator 6), EIGE launched a study on Gender Training in the EU with an objective to develop a better knowledge base on gender training, collect across the EU27 and Croatia and make available to the users practical and resourceful information related to gender training as well as to foster the discussion on the development and acceptance of the minimum quality standards for gender training in the European Union. The first information on gender mainstreaming was developed **on the Institute’s website** in the third quarter of 2011 (Indicator 7).

### 2.3.2 COLLECTING, PROCESSING AND DISSEMINATING GOOD PRACTICES<sup>20</sup>

In 2011, EIGE started working with selected methods and tools, which were considered and acknowledged as good practices in the field of gender mainstreaming and the promotion of gender equality. In cooperation with the **gender**

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<sup>16</sup> See also Annex 1: Achievement of Output Indicators, EIGE’s Work Programme 2011, point 2.3.1 and 2.3.2

<sup>17</sup> Second Ex-Ante Evaluation of EIGE, focusing on the Institute’s specific objectives and operations: Final report. GHK in association with Fondazione G. Brodolini (2011) p. 10.

<sup>18</sup> Second Ex-ante evaluation, p. 29.

<sup>19</sup> See EIGE’s Annual Report 2010, available here: <http://eige.europa.eu/content/important-documents>

<sup>20</sup> See also Annex 1: Achievement of Output Indicators, EIGE’s Work Programme 2011, point 2.3.1 and 2.3.2

**mainstreaming experts** (Indicator 1), in April 2011 the Institute started collecting information across EU-27 needed for the **development of a database of tools, methods, good practices and relevant actors in gender mainstreaming** (Indicator 6). With the aim to develop a working definition of Good Practice in Gender Mainstreaming and the conceptualisation of a long term programme on collection, processing and dissemination of good practices for gender equality and gender mainstreaming, a **study on the use of "good practice" as a tool for mainstreaming gender** (Indicator 5) into the policies and programmes of the Institutions of European Union and EU Member States was launched and finalized in November 2011. The initial results of EIGE's work in this area were discussed at a meeting of gender mainstreaming practitioners working in the area of gender training and presented to a broad audience at a European conference "Good Practices in Gender Mainstreaming: Towards Effective Gender Training" organized in November 2011 in Brussels. "Good Practices in Gender Mainstreaming - Towards Effective Gender Training" (Indicators 10-11). The **brochure** "Good Practices in Gender Mainstreaming: Towards Effective Gender Training" was **published** and disseminated in November 2011 (Indicator 8).

At the end of 2011, the Institute finalised a study of "Collected narratives on gender perceptions in 27 EU Member States", the aim of which was to collect real-life stories from around Europe, reflecting gender representations in the daily lives of women and men. Despite its limits in size, the study identified certain patterns of gender stereotypical thinking and behaviour. It also attempted to identify the so-called "triggers for change", that are possible ways of how and why people change their ways of thinking about gender roles and attributes. The database, which was discussed in a peer review meeting (Indicator 3) and a meeting with OECD in Vilnius presents some good practices **addressing gender stereotypes** in the area of reconciliation of family and work life (Indicator 9). It also provides a rich source for developing awareness raising materials about gender stereotypes for a variety of target groups and contributes to a collective endeavour to push forward gender equality in Europe. The far-reaching effects of stereotypes that are reported are overwhelmingly negative, mostly for women but also for men.

In 2011, the Institute in a Background study on the involvement of men in gender equality (Indicator 2) mapped and prepared an online database on **men and gender equality**, spanning across the 27 European Union Member States. The database discussed and finalised in a joint meeting of experts (Indicator 4) on gender-based violence and men and masculinities will be accessible through EIGE's Resource and Documentation Centre from May 2012. It covers 241 organisations and 67 individuals, their organizational forms, methods, tools and approaches and will allow for better cooperation in and between EU countries, aiming at involving men in the promotion of gender equality within the European Union.

More on the activities and findings can be found in the Annual Report 2011.

## 2.4 RESOURCE AND DOCUMENTATION CENTRE<sup>21</sup>

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<sup>21</sup> See also Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011, point 2.4

*Output of the activity:* **Concept and technical conditions created for collecting, organising and disseminating information on gender equality**

This complex and broad area of activity involved 6.5 members of internal and external staff, which equals to 17% of the human resources and 14% of the financial resources of the agency.

The Institute's Resource and Documentation Centre, in short called the RDC, will serve as a unique product benefiting users across the entire EU and beyond. During 2011 the Institute developed an on-line catalogue of digital resources, processed the first library documentation, developed the contacts with the European documentation and information centres and developed the design of the European Network on Gender Equality. In the area of promoting the success and achievements of women, the Women of Europe resource pool was expanded, the Women Inspiring Europe calendar printed and distributed.

The need for an online documentation centre/repository for information on gender equality issues was confirmed by various stakeholders who find very limited information enabling them to support the activities at national, European and international levels. To develop a useful resource for policy makers, public administration, researchers and other users, in 2011, EIGE developed a concept of its future RDC, based on three pillars, which was presented to its Management Board and the Expert's Forum.

To develop a **global online catalogue of digital documentation resources** (Indicator 3), EIGE initiated **contacts with main research centres**, including Aletta (Indicator 2) and began in the first half of 2011 to collect the relevant literature, including "grey literature". Work with the encoding of relevant literature and resources and making it increasingly available to the public and interested parties from the Member States and Accession or Candidate countries was initiated. The infrastructure of EIGE's Library Management System (LMS) was delivered and installed in June 2011 (Indicator 1).

This **global online catalogue** was at first only available to EIGE staff. Other library services were since then gradually **implemented** (Indicator 4). EIGE's library grew during 2011 substantially and by the end of 2011 the first 250 **books and other documents were made accessible** for users in EIGE's "core collection", the "data collection" or the "serials collection".

The second pillar of the RDC "**EIGE's Knowledge centre**", serving as the brain of EIGE's RDC, enables the dissemination of processed and analysed material from EIGE's research, collected effective methods, tools and good practices on gender equality and gender mainstreaming. In this pillar of the RDC, EIGE started building the capacity of the future resource centre; developing and publishing the collection of first good practices in gender mainstreaming and the Institute's first report to the Presidency of the Council of the EU (review of the Beijing Platform for Action – in area F – women and the economy: reconciliation of work and family life as a condition of equal participation in the labour market), which **were also made**

**accessible on line** in Q4/2011 at <http://www.eige.europa.eu/internal/bpfa/results> (Indicator 5)<sup>22</sup>. As planned, a special webpage on the Beijing Indicators was created on EIGE's webpage: <http://eige.europa.eu/content/activities/beijing-platform-for-action> (Indicator 7).

The third pillar of the RDC is the **European Network on Gender Equality**. More information presented under 2.5.2.

## COMMUNICATING THE RDC

In April 2011, a web page informing visitors about EIGE's on-line and physical documentation centre and the available services was launched. In September 2011, the initial structure of the RDC was finalised, **Aleph I was installed** and the first search functions established (Indicator 1). Planning for the second phase (in 2012) was prepared and a partner identified to help EIGE with all technical installations (**Aleph II and PRIMO**) during the first half a year of 2012 (Indicator 1). A search function will be offered on EIGE's website once the available material in EIGE's library has been recorded to the Library Management System (LMS). Preparations for the instalment of EIGE's extranet and intranet started.

EIGE subscribed to two bibliographical databases on gender topics from EBSCO (Gender Studies database).

As planned, during 2011 the Institute continued its work on presenting role models and promoting the success and achievements of women, thus inspiring others toward meaningful action, collection of experts and candidates for EIGE's **Women of Europe / men of Europe Resource Pool**. The Institute received over 80 nominations of women, some of which were nominated by national Gender Equality bodies, embassies, research centres, collective votes of civil society organisations and Social Partners. To increase the use of and interest in the Calendar, more facts and figures, presenting progress of gender gaps, were collected on the relevant areas to be published, together with the articles and video films on the experience of the women on the web and to be disseminated through social media. Since January 2011 a **separate webpage dedicated to the "Women Inspiring Europe"** Calendar was developed (Indicator 7).

By the end of 2011, EIGE distributed the **WIE 2012** calendar to 9 000 stakeholders and organisations (Indicator 6). A webpage on "Women Inspiring Europe (WIE)" was created for this activity and presents all relevant information, including facts and figures and lengthier articles on Inspiring Women of the month (Indicator 9).

The Institute's Annual Report 2011 presents more details on the progress of the Resource and documentation Centre and the Women Inspiring Europe initiative.

## 2.5 AWARENESS-RAISING, NETWORKING AND COMMUNICATION<sup>23</sup>

<sup>22</sup> See section 2.2.1 of this report and EIGE's Annual Report 2011 for more detailed information. The database can be accessed here: <http://www.eige.europa.eu/content/women-and-men-in-the-eu-facts-and-figures>

<sup>23</sup> See also Annex 1: Achievement of Output Indicators, EIGE's Work Programme 2011, point 2.5

## ***Output of the activity: Communication with stakeholders, networks, EU Member States, European citizens***

This area of EIGE's activities involved 5.5 members of internal and external staff, which equals to 14% of the human and 15% of financial resources of the agency. Development of the external and internal communication strategy, in particular, speedy establishment of the Institute in social media, establishment of intranet, development of a European web calendar on gender equality events and design of the European Network on Gender Equality are the main achievements of the area.

The Institute's Mid-term Work Programme 2010-2012, as well as the WP 2010, has a different structure for its activities, outputs and outcomes of the areas below. For the sake of effectiveness and efficiency, the objectives and activities as well as the related budget lines for the two teams 'Communications' and 'Stakeholders and Partners' have been merged in the AWP 2011 under one activity area 'Awareness raising, Networking and Communication'.

### **2.5.1 DEVELOPMENT OF A COMMUNICATION STRATEGY**

In order to improve the communication of EIGE with EU institutions, MS, stakeholders and partners, in 2011, EIGE sought to reach further progress in finalising its long-term **communication strategy** (Indicator 11), outlining detailed activities for awareness-raising, networking and communication using a mix of tools for i) Externally - all stakeholders and users, and ii) Internally - all staff members.

Media and communication experts and stakeholders from across the EU have contributed to the Institute in its work with the strategy by a series of tailored consultation **meetings** (Indicator 5) held in the first half of 2011 in Budapest, Berlin, Marseille and Copenhagen. In parallel, EIGE built a substantial database of media contacts and partnerships (Indicator 4) covering the entire EU27 to be used for the awareness activities of the Institute.

In order to optimize EIGE's internal work, a first version of **EIGE's intranet** (Indicator 1) was developed and tested. A study on the exact needs and requirements for EIGE was executed in the second half of the year, on the basis of which the construction of the intranet began and should be completed during 2012.

For EIGE's website, a **calendar of gender equality events** in Europe (Indicator 2) was developed and has since presented online information on EIGE's and European events/meetings. To highlight the achievements of women and the impact of their participation in public life and society, EIGE supported the initiative of two Heads of State, Ms Dalia Gybauskaitė and Ms Tarja Halonen in participating in the conference "Women Enhancing Democracy" in Vilnius on 31 of June 2011. The speeches, testimonies and practices of world famous leaders were broadcasted live under the events heading of EIGE's website and attracted a large number of visitors. During the conference several European leaders were interviewed to be featured in a video film and disseminated as positive roles of women in leadership and management.

To highlight some of the continuing inequalities and the under-representation of women in certain fields, EIGE organised and hosted a series of **events on 8 March**, International Woman's Day (Indicator 3). On the same day, EIGE launched a press release on the German human rights activist, Seyran Ates, as that month's woman Inspiring Europe; a more in-depth dissemination focus was made on Germany, her country of residence. The nomination process for Women Inspiring Europe (WIE) 2012 was also re-launched on 8<sup>th</sup> of March.

On this, the 100th anniversary of the International Women's Day, EIGE created and **published a list of 100 Inequalities** which demonstrate that despite the achievements of the past 100 years, gender inequality remains an issue. Web monitoring showed that the list attracted interest among web visitors. The 100 Inequalities are published on-line in EIGE's social media channel on a regular basis. From its headquarters in Vilnius, EIGE hosted an array of women Ambassadors (Finnish, Swedish, Irish and American) as well as a Lithuanian researcher who commented on the list of 100 Inequalities and gave a picture of the situation in the respective countries. EIGE produced a video of the event and disseminated it through social networks (YouTube, Facebook) and its website.

**Partnerships (Indicator 4)** at the EU and Member State level were created through the participation of the EC and the EP representations in EIGE events, EIGE received journalists organised by the EC representation in Estonia.

The Institute's provisional **website**, which was developed in 2010, was replaced in 2011 by a new website that encompasses the main elements of the developed visual identity (logo, colour palette and graphic elements). The content of the website is constantly updated in order to communicate the latest information from the Institute. The Institute uses Google Analytics for collecting and processing statistics about website usage and can also **monitor the European Media** on specific topics related to its work and on references for EIGE itself (Indicator 10).

Usually, an increase in the website visitors is connected to an event or activity that EIGE organises or participates: 1: February 7: After EIGE's presence in the European Parliament, 2: 8 March: International Women's Day, 3: 18 April: Journalists Consultation meeting; 4: 30 May – 10 June: 10 Last days for the nomination of Women Inspiring Europe; 5: 14 September: A day before the third meeting of the Working Group on Beijing Indicators and 5: 28 November: EIGE organised the event "Good Practices in Gender Mainstreaming: Towards Effective Gender Training". That day the website visits reached the peak for 2011 (1116 visits).



The most popular pages on our website were the Homepage, Pages related to career opportunities, Staff, Women Inspiring Europe Calendar, Important Documents; “Good Practices in Gender Mainstreaming: Towards Effective Gender Training” conference page, “Women and men in the EU - facts and figures” database.

## 2.5.2 THE EUROPEAN NETWORK ON GENDER EQUALITY

The results of the “**Feasibility study on effective forms of electronic networks**” (Indicator 6), two stakeholders **consultation meetings** (in Budapest and in Vilnius, (Indicator 2) and the advice provided by the EF have formed the basis for the launch of a tender on the design and implementation of the electronic European network on gender equality in August. EIGE awaits a gradual development and rollout of different features and the launch of the network in 2012. As a first step, a separate **platform for the sharing of information** for the Experts’ Forum was made available on 15 December 2011 (Indicator 14).

This network is part of EIGE’s RDC allowing all EIGE’s partners, bodies, and experts/members of thematic networks meet, exchange knowledge, and raise awareness on specific issues. The network aims to facilitate the dialogue among stakeholders and provide easy access to the library and to the documentation that is uploaded by the network users.

## 2.5.3 EIGE STAKEHOLDERS AND PARTNERS

Contacts with **the European Parliament and FEMM Committee** were consolidated during 2011, in particular, after the first visit of the EP FEMM Committee in May with the aim of establishing closer relations with EIGE and in order to discuss future cooperation. In November 2011 EIGE participated in a meeting of the FEMM Committee and gender mainstreaming focal points to present EIGE’s work. EIGE was also invited to a meeting with Vice-President of the European Parliament Rodi Kratsa-Tsagaropoulou responsible for Communication and Information policy.

Between 31 January and 4 February, EIGE participated in the [exhibition for all EU Agencies](#) at the European Parliament and hosted a booth responding to enquiries, giving information to interested parties about gender equality, EIGE, its mission and activities.

**The Regional Stakeholders’ Consultation** (Indicator 5), held on 8 March in Budapest targeted stakeholders from Hungary, Bulgaria, Cyprus, the Czech Republic, Greece, Slovakia, Slovenia and Romania with the purpose of discussing ways to cooperate and also to form networks for the establishment and development of EIGE's Women Inspiring Europe calendar, European Network on Gender Equality and RDC. At this meeting, Professor Michaela Miroiu of Romania, who is portrayed in EIGE's Women Inspiring Europe Calendar 2011, gave a presentation on the regional situation regarding gender (in)equality.

The Institute took steps to make the cooperation with relevant **EU agencies** more concrete, discuss synergies and overlap duplication. Within the frame of the

Memorandum of Understanding signed in November 2010 between EIGE and Eurofound, a visit to Eurofound was organised in June to discuss the next steps for the implementation of the MoU such as the analysis of data of Eurofound's surveys. Within the frame of the cooperation initiated between EIGE and FRA following the signing of the Memorandum of Understanding in November 2010, EIGE participated in the 4th Fundamental Rights Platform Meeting of the Fundamental Rights Agency, 14-15 April, held in Vienna to network with the organisations and to take part in the "talking tables" on gender-based violence.

In cooperation with FRA, FRONTEX and other EU agencies, EIGE made an intervention during the 5th EU Anti-Trafficking Day Conference "Together Against Trafficking in Human Beings", October 2011. An information stand with EIGE's publications was hosted during the Conference. As result of this conference a "Joint statement of the Heads of the EU Justice and Home Affairs Agencies" was signed by the directors of all involved agencies.

In the same month EIGE hosted the conference **Good Practices in Gender Mainstreaming: Towards effective gender training** (Indicator 15) in Brussels. During this conference a networking lunch was arranged inviting representative from the Member States in charge of gender mainstreaming to discuss their engagement in EIGE's focal area of work on methods, tools and good practices.

### 3. ORGANISATION AND MANAGEMENT

#### 3.1 MANAGEMENT

2011 was the first full year of operation, during which the management dedicated most of its time to the following priorities:

- Effective and efficient implementation of the Annual Work Programme 2011,
- Creation and consolidation of a proper administrative and financial framework supporting the set-up of the agency, and
- Establishment in the host country.

Considering the small size of the agency, the few administrative members of staff continued shouldering several functions and roles, which required several different areas of competence by the end of 2011, the organizational structure of the Institute was based around its two units: Operations and Administration.

The main challenges the management faced over this period were (i) development of ownership of the Annual and Mid-term Work Programmes among staff and ensuring functional and timely implementation; (ii) development of a functioning administrative structure, which included processes and procedures, in particular, setting up of an Internal Control environment in line with the standards; (iii) development of financial and accounting procedures (i.e. draft budget and budget, updated financial circuits and financial procedures); and (iv) HR management encompassing the multi-annual Staff Policy Plan, fine-tuning tasks and developing the template for the job

descriptions of each position, development of necessary implementing provisions giving effect to the Staff Regulations, and the recruitment of new staff.

### Establishment in the host country

With the aim to finalise the conditions necessary for the **Seat Agreement**, the Director held numerous meetings with the representatives of the Parliament and the Government of the Republic of Lithuania, namely two deputy Speakers of the Parliament, Prime Minister and the Ministry of Foreign Affairs and discussed the conditions, necessary for the Seat agreement. Meetings with several committees of the Parliament also took place. In December 2011, the first major incitement took place (indispensable amendments to the Law on Value Added Tax were adopted by the Lithuanian Parliament). For the completion of all pre-conditions, additional by-laws and amendments (on the accreditation of European Union institutions in Lithuania and on the procedure of the implementation of VAT exemption) need to be adopted by the Lithuanian Government in 2012.

### Relations with the host country

In order to raise the awareness on gender equality among stakeholders and inhabitants of Lithuania and to increase the visibility of the agency, a cooperation agreement with the Ministry of Labour and Social Solidarity of Lithuania was signed, in the framework of which the Ministry translated a larger part of the materials for the Institute's web into Lithuanian. Access to the materials on the agency's web will be launched on Europe Day in 2012.

### Delegation

The Head of Administration was given a sub-delegation of power as Authorising Officer for a maximum amount of 500,000 EUR for Title I and II, and limited to one year for Title III for all 2011.

In October 2011, and following adequate training, a new financial verifying officer was appointed by Director's Decision No 15. An alternate for the Accounting Officer was ensured in 2011.

To ensure proper financial and accounting procedures, the responsibilities of financial actors were defined for staff members and financial circuits were updated. By the end of the year, the Institute nominated all financial actors and informed the European Commission (DG Budget) on the defined roles.

### Risk Management

In the framework of the gradual implementation of the Internal Control Standards, EIGE's Internal Control Standards strategy foresees a completion of the risk register.

### Quality Management and Evaluation

Following the recommendations made in the framework of the visit of the Internal Auditors (EC IAS) in September 2011 and the suggestions made in the second Ex-

ante evaluation of EIGE, the Institute started developing the procedures for quality control at Institute level. In November, several staff members attended training on Internal Control Standards. Quality control is currently integrated and carried out through the implementation of each individual project.

## 3.2 FINANCE, ACCOUNTING AND PROCUREMENT UPDATE 2011

### Finance

During this reporting period in 2011, Finance, Procurement and Accounting dealt with several issues. Work on procedures and processes such as exception registry, commitments and payments continued; EIGE provisional and final accounts for 2010 were prepared and submitted. In 2011 the Institute facilitated the Court of Auditors mission of February 2011 (2010 audit) and replied to the audit findings (7), after which the action plan was prepared and implemented. EC IAS Strategic Audit Plan covering the period up to 2011-2013 was adopted by EIGE's Management Board in May 2011. After the EC IAS mission in September 2011 on the "Limited review of the implementation of the Internal Control Standards" a report was accepted by EIGE in December 2011.

Relevant staff was trained on project cycle management and procurement, administrative staff acquired skills on ABAC, SAP and year-end closure.

### Documentation of Procedures

Fine-tuning of processes and establishment of procedures such as exception registry, registration and filing of invoices, check lists for commitments and payments, financial circuits and payroll continued.

### Budgetary execution

The overall execution of the budget in commitment appropriations was 88,5%, in payment appropriations — 44,2%, which showed a significant improvement compared to 2010 (in the committed appropriations, at 64,5% and payment appropriations at 25,86%). The number of commitments completed was 259 and number of payments executed reached 888 (including regularisation payments). One Amending budget has been published in OJ after adoption by the Management Board. Transfers executed only between Chapters and Articles (all three Titles stayed unchanged).

Non-differentiated appropriations corresponding to obligations duly contracted at the close of the financial year were carried over automatically to the following financial year only, after having estimated and documented the needs of the accrued charges.

The level of carry-overs rose to 50% due to the start-up phase of the Institute, late adoption of WP2011, one re-launched study and one delayed procurement caused by external factors.

2011	Commit. Approp.(voted budget) 1	Commitments established 2	% 2/1	Paym. (voted budget) 4	Payments executed 5	% 5/4	Carry over RAL 6	% 6/1-7	Cancelled 7
TITLE I	2 585 000	2 322 215,61	89,83%	2 585 000	2 287 572,82	88,49%	34 642,79	1,49%	262 784,39
TITLE II	805 000	472 796,39	58,73%	805 000	279 419,08	34,71%	193 377,31	40,90%	332 203,61
TITLE III	4 140 000	3 871 678,68	93,52%	4 140 000	760 146,85	18,36%	3 111 531,83	80,37%	268 321,32
Total	7 530 000	6 666 690,68	88,54%	7 530 000	3 327 138,75	44,19%	3 339 551,93	50,09%	863 309,32

Carry-over of appropriations (EUR 3 339 552) to C8 mainly related to:

#### Title I

Staff related costs such as missions, medical examinations, training (EUR 21 800), external services such as interim staff and administrative assistance from other institutions (EUR 12 000) and representation costs (EUR 800).

#### Title II

General administration of the agency (premises EUR 9 000, IT EUR 24 000, furniture EUR 24 000, etc.), organisation costs of Management Board and Experts Forum (EUR 97 000).

#### Title III

Translations ordered (EUR 246 000), amount of procurement contracts mainly for studies (EUR 2 200.000), organisation of events (EUR 265 000), other procurement in the operations (EUR 180 000), reimbursement of participants to meetings organised by EIGE, missions for the operations part.

#### Exceptions 2011

In 2011, EIGE registered six exceptions for the financial transactions, which were discussed with the management, team leaders and relevant staff to avoid future mistakes.

REG. NR. NR./ YEARS /AO	DESCRIPTION OF EXCEPTION payment, procurement, recruitment	Type of Deviation (Procedures, Reputation Risk, Financial Risk)	COMMENTS (transaction type, BL)	VALUE	EXPLANATION
1/11/VL	Overpaid amount to the expert, meeting of 8 November 2010 on gender-based violence Vilnius	Financial Risk, Procedures	BL:3212, Payment Order EIG.344	€1 006,22	Overpaid amount to the expert was recovered with Recovery Order EIG.17
2/11/VL	Procurement of study EIGE/2011/OPER /02	Financial Risk Art. 77 FR, Procedures	commitment EIG.182, BL: 3211	€52 988,00	A posteriori commitment EIG.182. The service contract signed on 14 June 2011, commitment signed on 16 June 2011.
3/11/VL	Procurement procedure EIGE/2011/OPER /11	Financial Risk Art. 107 FR, Procedures	BL:3311, commitment EIG.168, payment order EIG.876	€2 800,00	Agency is not covered by WTO's Agreement on Government Procurement (GPA), Art. 107 FR -US expert
4/11/VL	Procurement EIGE/2010/OPER /37 JTF in 4 EU cities	Financial Risk, Procedures	BL:3511, commitment EIG.204	€561,57	Additional commitment for EIG.204 of 26 August 2011 not foreseen in the contract. Initial value of contract EIG.93 was 46 000 signed 25 December 2010
5/11/VL	INVOICE BC7 Nr.00244674-31 August 2011 BALTIC CLIPPER travel agency	Financial Risk Art. 77 FR, Procedures	BL:3311, Payment Order EIG.1280	€1 262,00	A posteriori commitment EIG.208. The service and invoice provided as of 2 September 2011, commitment was signed on 12 September.
6/11/VL	Specific contract for RS3 (under EIGE FWC EIGE/2011/OPER /04)	Financial Risk Art. 158a FR, Procedures	BL:3521, Commitment EIG.306	€196 629,00	Non respect of stand-still period - IR Art. 158a (the contract should be signed 03 January 2012 instead of 31 December 2011), in order to avoid non-respect of the principle of annuality - FR Art. 8.4 providing for entering into legal commitments up to 31 December

## Accounting

Bank balance:

The bank balance at the end of the reporting period (31 December 2011) was:

- EUR 3 832 659,48 in ING and
- LTL 1 976 556,97 and EUR 2,74 in SEB.

EIGE received three financial transfers from the European Commission for a total amount of EUR 7 530 000,00 (respectively EUR 3 390 000,00 in the first transfer, EUR 2 070 000,00 in the second and in the third transfer).

Open pre-financing:

During 2011, EIGE presented three pre-financing, one of which was cleared. At the end of the year, the amount of the two pre-financing open is EUR 130 838,00.

Open guarantees issued and received:

No bank guarantee was issued by the Institute. There are no open guarantees received from service providers/suppliers.

Short-term receivables:

EIGE receivables comprise mainly of VAT to be recovered from Lithuanian Taxation Authorities. In accordance with taxation regulations, EIGE is entitled to VAT exempt purchases with a value of greater than LTL 800,00. As of 31 December 2011 the outstanding VAT amount equalled EUR 128 297,74 relating to invoices paid during year 2011. Apart from that, there are no other short-term receivables.

## Public Procurement

In 2011, 123 procurement procedures in Operations and Administration were finalised. Overall procurement represented around 50% of EIGE's overall budget. The procurement activities of 2011 have been carried out in line with the Work Programme 2011. The priorities for the year resulted in an increased number of larger studies and service contracts were concluded through open procurement procedures. Use of open procedures ensured transparency of the public procurement and gave access of participation to all eligible economic operators.

Attention was paid to improving planning and monitoring EIGE's procurement activities through internal consultations.

Following the findings and recommendations on procurement by Court of Auditors (2010), relevant procedures were put in place and actions were taken:

- To reflect the budgetary estimation for each planned procurement contract, a form has been introduced to “Request for launching a procurement procedure” which includes a section on estimation of contract value.
- To make transparent the choice of candidates for negotiated procedures, a form “Invitee justification” has been introduced for launching a procurement procedure.
- Within negotiated procedures the negotiation phase was more emphasized: the Evaluation Report incorporated a section on negotiations describing and commenting on the negotiations with the tenderers about technical and/or financial offers.

To ensure transparency and secure conclusions of the main contracts in the first half of the financial year, right after the adoption of Work Programme 2011 (February 2011) and finalisation of the procurement plan for Title III, first calls for tenders were published in OJ (open procedures), and a series of calls for tenders on low value contracts were publicised on EIGE’s website.

It should be noted that the Institute encountered several external risks challenging the planning and implementation of the procurement. Due to insufficient number of votes required for the adoption of the Institute’s Work Programme 2011, it was adopted by its Management Board on 8 February 2011 (by written procedure) and enabled the launch of procurement after that date. A list of studies planned within the AWP is attached as an annex. The first launch of the tender on “Gender Equality Index” (EIGE/2011/OPER/06) did not receive any bid qualifying for the minimum requirements and the tender was re-launched.

Open procedures on Violence against Women for Cyprus Presidency were launched in September (contracts signed in December) because the request specifying the focus of the future research arrived relatively late. Moreover, the definition of deliverables expected in some of the studies to be launched in 2011 were depending on the findings of the studies, launched in 2010, which were launched in a short time span, during the second half of the year 2010, after the administrative financial independence (16 June 2010). Finally, the start-up phase meant on-going recruitment of staff which allowed a gradual engagement in the operational mandate.

Despite all efforts given, a major part of the operational procurement procedures were finalised in November - December 2011. This led to carry-over of appropriations up to 60% under procurement of Title III (around EUR 2 600 000).

In 2011, contracts for an amount of EUR 3 947 194 were signed, including, Framework contracts (FWC), a number of specific contracts and direct contracts.

In order to learn from the experience of the last year and to support staff in the process of public procurement, the underlying procurement rules and procedures were presented to all staff members, like rules for determining an appropriate procurement procedure, the follow up to be ensured, or the procedures to follow when procuring goods and/or services, the rules for documenting the procurement process, the rules and principles for evaluating bids, and etc.

The key documents for EU public procurement (i.e. current Financial Regulation and Implementing Rules applicable to the general budget of the European Communities, the most recent update of the European Commission's Vade-mecum on public procurement, and the respective Directives, e.g. 2004/18/EC) were presented to and analysed with all staff. Additionally, a course on basic procurement was provided by DG BUDG, in cooperation with EIGE's procurement officers.

Permanent update and improvement of internal standard documents on public procurement were put in place. EIGE joined the procurement-benchmarking network of Agencies and started benchmarking as a practice.

### 3.3 HUMAN RESOURCES

The Institute's human resources team centred on the following priorities:

- Implementing established standards in its recruitment procedures; strengthening its administrative capacity to deal with salaries, allowances and the establishment of staff rights.
- Identifying training needs and supporting training programmes.
- Introducing new categories of staff namely, seconded national experts and trainees to boost the capacity of EIGE Operations' teams.
- Developing and adopting implementing provisions to facilitate the application of the Staff Regulations and relevant personnel management policies.

#### Selection and Recruitment

By the end of the year, the Institute had concluded the recruitment of three Temporary Agents and three Contract Agents. Its Establishment Plan<sup>24</sup> occupancy rate was 94%, a small improvement on last year's achievement of 92%. It can be noted that during the year:

- Nine vacancy notices for Temporary and Contract Agents posts were developed and launched. Measures were taken to ensure an effective dissemination of the vacancy notices and EIGE received 522 applications, an average of 58 applications per vacancy. In addition, seven vacancy notices for Seconded National Experts were issued and EIGE's also launched its first traineeships.
- The Institute's Director appointed no less than nine selection committees. The appointment of external members on these committees was kindly facilitated not only by the European Commission (DG Justice and DG Employment, Social Affairs and Equal Opportunities) but also the European Foundation for the Improvement of Living and Working Conditions (EUROFOUND), the European Union Agency for Fundamental Rights (FRA) and the European Training Foundation (ETF).

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<sup>24</sup> See Annex 8 – Establishment Plan

## Training

Staff training is one of the principal means of developing the Institute's knowledge, capabilities and skills. In 2011 various initiatives were undertaken in order to facilitate the professional development of the staff. In total, 18 programmes were carried out. The Institute also promotes language training for its Temporary and Contract Agents based on a policy of reimbursement up to a per annum ceiling. In 2011, EIGE supported 11 agents with French, Lithuanian and Advanced English.

**Table 1: Training and development programmes in 2011**

<b>Training Programme</b>	<b>Location</b>	<b>Date</b>	<b>Training provider</b>	<b>Number of EIGE participants</b>
Gender sensitivity	Vilnius, Lithuania	24-25 January	Independent expert	26
ABAC DWH and Contracts	Vilnius, Lithuania	09-11 February	Deloitte	7
Project Cycle management	Vilnius, Lithuania	07-08 February	Deloitte	15
Presentation about Joint Sickness Insurance Scheme	Vilnius, Lithuania	24-25 February	PMO	24
Training on salaries	Vilnius, Lithuania	31 March -01 April	PMO	5
Creative Workshop „EIGE: Inspiring Communication“	Vilnius, Lithuania	29 April	Independent expert	30
Team building	Miskiniskes, Lithuania	10-11 October	ISM Executive School,	27
Clear English writing course	Vilnius, Lithuania	27-28 October	Independent expert	15
Basic procurement course	Vilnius, Lithuania	14 November	DG BUDG	18
Project Cycle Management/Results Based Management	Vilnius, Lithuania	1-2 December	PCM group	10
Accounting for ABAC users	Brussels, Belgium	20-21 October	DG BUDG	1
Procurement in Practice	Brussels, Belgium	13-14 September	DG BUDG	2
Introduction to Internal Audit & Control for Agencies	Brussels, Belgium	07-09 November	EC Internal Audit Service,	3
ABAC for Verifying Agents	Brussels, Belgium	22-23 September	DG BUDG	1
Staff Rights	Brussels, Belgium	19-20 October	PMO	2
Year-end procedure training	Brussels, Belgium	22 November	DG BUDG	1

Accounting training	Riga, Latvia	23-25 November	Deloitte	1
Customised ABAC workflow for FIA hands on training course	Brussels, Belgium	10-12 May	Deloitte,	2
<b>Total</b>				<b>190</b>

### Implementing Provisions and Decisions

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

- a) Implementing rules for Article 43 on staff appraisal
- b) Decision on setting up a Staff Committee

Additionally, a policy document concerning the general principles governing the role of selection committees and the functions of the Human Resources Section and their required interaction with the Institute's Director as Appointing Authority in this context was also finalised and approved.

### Staff Profile

The average age of EIGE staff as at 31 December 2011 was 39.

It can be noted that since EIGE initiated the recruitment of staff in 2009, applications from women have consistently outpaced those from men. At the end of 2011, the ratio of recruited women and men decreased marginally from 70:30 to 68:32. 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 was offered to the candidate from the underrepresented sex.

### Further analysis

The nationalities represented among the staff increased by two to 18 at 31 December 2011, reflecting a representation of 66% of EU-27. Table 2 provides details of the distribution of staff by EU member state on 31 December 2011:

**Table 2: Distribution of staff by EU member state**

<b>EU Member State</b>	<b>Number of Staff</b>	<b>Percentage</b>
Austria	1	3
Belgium	2	3
Cyprus	1	3
Denmark	1	3
Estonia	1	3
Finland	1	3
Germany	1	3
Greece	1	3

Italy	4	<b>12</b>
Latvia	2	<b>5</b>
Lithuania	12	<b>32</b>
Luxembourg	1	<b>3</b>
Malta	1	<b>3</b>
Poland	1	<b>3</b>
Portugal	2	<b>5</b>
Romania	2	<b>5</b>
Spain	1	<b>3</b>
Sweden	2	<b>5</b>
<b>Total</b>	<b>37</b>	<b>100%</b>

### 3.4 INFORMATION TECHNOLOGY & OPERATIONS

Priorities in this area over 2011 focused on the following:

- Installation of backup system for servers;
- IT infrastructure update;
- Migration to the new version of office applications;
- The everyday support of the users and servers.

In 2011, the Institute purchased and installed backup system for servers based on magnetic tapes. The data from servers (e-mail, web and shared data) is backed up into the tapes regularly thus enabling to restore everything in case of major failure of hardware.

Virtual infrastructure was updated with the addition of servers and memory to accommodate expanding number of systems (mainly required for resource and documentation centre).

Since set-up, the Institute was using Microsoft Office 2003 applications. In 2011, the e-mail server and user applications were migrated to the newest available version – Microsoft Office 2010.

Since all the main systems were in place and most of the staff recruited, the support activities became an important continuous task. During 2011, all user- related issues were solved in time and there were no server/network related failures or downtimes.

There was only one person in the Institute dealing with IT matters thus, back-up could not be ensured throughout the entire year.

#### Premises

The Government of the Republic of Lithuania ensured the payment of the office rent for the European Institute for Gender Equality for a period of 2 years until 15 December 2011.

During 2011, EIGE was actively searching for a permanent solution. The plans discussed in 2011 with the European Commission - DG COMM and the Information office of the European Parliament about a Europe House project materialised into concrete steps. The market prospection procedure was launched in October 2011 and is still on-going. By December 2011 two buildings were retained in the shortlist. The move to the permanent premises is scheduled during the last quarter of 2012 and/or early 2013.

In the meantime, EIGE developed a temporary solution and launched an office market survey in June 2011. Building owners/representatives from the four top positions of the survey results were invited to submit their proposals through a negotiated procedure. The best cost-efficient option was retained. The budgetary authority as well as the European Commission – DG JUST and DG BUDG -have been constantly informed about the progress.

### 3.5 AUDIT AND INTERNAL CONTROL STANDARDS

#### EIGE's Action Plan on 2010 ECA findings

Following the Court of Auditors mission in December 2010 and February 2011, the Institute focused on the implementation of the action plan prepared to address all findings. Underlying the fact that financial independence was granted to EIGE in June 2010, the plan of measures addressing the findings included the assurance of consistency of data with the approved budget and budget appropriations in ABAC. In addition, EIGE ensured that the budget published in the OJ complied with the budget adopted by the MB. During the end of 2011 EIGE conducted a review of all C1 to C8 and 125 carry forward forms have been prepared and provided to the accountant for the accrual and carry forward exercise. All these forms were made available during the ECA mission.

During the coming years EIGE will make all efforts to ensure a progressive reduction of carry forward. Due to the start-up phase, EIGE foresees measures to respect an acceptable ceiling for carry forwards from 2013 onwards. For Title III – operational budget – trainings of operation staff on project and budget management has been and shall be carried out.

All observations from the auditors were implemented and EIGE recruitment procedure was duly in place, documenting all processes properly as of Q2/2011. Threshold/s have been included in each selection procedure and applied in 2011. Documents of selection board meeting/s properly filed. All documents in the personnel files were registered and numbered in serial order. In addition a procedure for introducing new documents is being finalized.

In the area of public procurement, EIGE introduced a standard format for the note to file “Request for launching a procurement procedure” which includes a section on estimation of contract value. In each note to file, produced by project manager/s and/or administration staff, a budget estimation linked to a procurement action has been introduced. In addition a standard form “Invitee justification” has been introduced into the set of documents applied for launching a procurement procedure. Currently the request for launching a negotiated procedure is always accompanied

by the explanation why the particular invitees have been proposed. The Authorizing Officer approves the invitee justification by signing this standard form. For negotiated procedure, the standard format of the Selection-Evaluation-Negotiation Report includes a section on negotiations that describes and comments on the negotiations with the tenderers on the technical and/or financial offers where applicable negotiations take place. In each note to file, produced by project manager/s and/or admin staff, a budget estimation linked to a procurement action has been introduced.

### Internal Audit Service

In May 2011, the **strategic audit plan for the EC DG IAS and EIGE** was finalized and submitted to the Management Board for adoption.

In September 2011, a mission was carried by the EC DG IAS services to carry out a “limited review of the implementation of the Internal Audit standards”.

A report was issued on 8 December 2011 containing 20 findings and recommendations (8 very important, 11 important and 1 desirable). EIGE acknowledged the receipt of the report and ensured that by mid February 2012 an action plan be prepared to address and progressively implement actions in order to ensure compliance with the findings and recommendations.

### OLAF

On 26 January 2011, the Management Board adopted a decision (MB/2011/022) concerning the terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the European Union’s interest. The text is based on the inter-institutional agreement of 25 May 1999 between the European Parliament, the Council and the Commission (OJ L 136, pg. 15).

During the course of 2011, EIGE ethic & integrity principles, rights and obligations of staff, and the code of administrative behaviour from the European Commission was presented and explained to all staff.

No OLAF cases were reported in 2011.

## **4. ANNEXES**

ANNEX 1: ACHIEVEMENT OF OUTPUT INDICATORS, EIGE'S WORK PROGRAMME 2011

ANNEX 2: INFORMATION ABOUT THE STUDIES CONDUCTED BY EIGE IN 2011

ANNEX 3: LIST OF MANAGEMENT BOARD MEMBERS/ALTERNATES

ANNEX 4: EIGE'S ORGANISATION CHART

ANNEX 5: LIST OF MEETINGS (MB, EXPERTS' FORUM)

ANNEX 6: LIST OF 2011 CONTRACTS

ANNEX 7: BUDGET EXECUTION 2010  
(ALLOCATED/COMMITTED/PAID/CARRYOVERS)

ANNEX 8: ESTABLISHMENT PLAN

ANNEX 9: DECLARATION OF ASSURANCE

## ANNEX 1: ACHIEVEMENT OF OUTPUT INDICATORS, EIGE'S WORK PROGRAMME 2011

### 2.1 FOCAL AREA 1: INSTITUTIONAL SET-UP AND BODIES of EIGE

#### 2.1.1 Ensuring administrative and financial independence

*Output of the activity:* **Necessary administrative and operational structures in place**

<p><b>Output Indicators:</b></p> <ol style="list-style-type: none"><li>1. Cooperation agreement with OLAF signed</li><li>2. Two training sessions on gender-sensitivity for EIGE staff</li><li>3. Meetings of the Management Board</li><li>4. Internal Control Standard action plan in place</li><li>5. Implementing provisions for staff regulation adopted</li><li>6. Meetings of the Experts' Forum</li><li>7. Establishment plan completed</li><li>8. Business Continuity Plan in place</li></ol>	<ol style="list-style-type: none"><li>1. Cooperation agreement with OLAF signed</li><li>2. Two training sessions for EIGE staff on gender sensitivity and on diversity in the workplace organized.</li><li>3. The Management board met three times during 2011.</li><li>4. An ICS strategy was established in November 2011 and approved by the Commission's Internal Audit Service. It will be implemented in 2012-2013.</li><li>5. Five implementing provisions were adopted in 2011</li><li>6. Three EF meetings took place.</li><li>7. Establishment plan completed at 96,2%</li><li>8. Development of Business Continuity Plan moved to end 2012/Q1, 2013.</li></ol>
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### 2.2 FOCAL AREA 1: COMPARABLE AND RELIABLE DATA AND INDICATORS ON GENDER EQUALITY

2.2.1. Collection of Data, Statistics and Information on all 12 critical areas of concern of the BPFAs providing support to the Polish, Danish and Cypriot Presidencies of the Council

*Output of the activity:* **Mode of work and expertise to support the Member States and the Presidencies of the Council developed**

**Output Indicators**

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Study on Women and the Economy launched</li><li>2. Consultation meetings with experts on Women and the Environment</li><li>3. Meetings with the Governments holding the Presidency of the Council</li><li>4. Awareness-raising and dissemination event on violence against women</li><li>5. Expert meetings on violence against women</li><li>6. Polish Presidency Report prepared</li><li>7. study on Women and the Environment</li><li>8. Study on existing resources and best practices on preventing violence against women launched</li><li>9. Mapping of relevant national bodies available</li><li>10. Danish Presidency Report drafted</li><li>11. Study on a selected critical area of the BPfA launched</li><li>12. Classification C of existing gender equality data in some areas of BPfA</li><li>13. First best practices on addressing violence against women collected</li><li>14. Working Group on the Beijing Indicators;</li><li>15. Report on Council Presidency outcomes for the Beijing Indicators in factsheet format printed.</li></ol> | <ol style="list-style-type: none"><li>1. Study launched in Q4/2010</li><li>2. Participation in (EP) FEMM Committee public hearing on Women and Climate change, consultation with Nordic Council of Ministers and EEA</li><li>3. Meetings with representatives of Danish, Cyprus and Lithuanian governments</li><li>4. Thematic network meeting May 2011</li><li>5. Thematic network on gender-based violence meeting , participants from thematic network on men and masculinities (May 2011)</li><li>6. Report handed over to the Polish Presidency in October 2011</li><li>7. Study on Women and the Environment launched in January 2011.</li><li>8. Study to map the current situation and trends of female genital mutilation launched in August 2011. Study for Collection of methods, tools and good practices in the field of domestic violence (area D of Beijing Platform for Action) launched in September 2011.</li><li>9. Information on relevant national bodies available in EIGE's stakeholders database (November 2011)</li><li>10. Draft report handed over to the Danish Presidency in December 2011</li><li>11. Study for Cyprus Presidency on Violence against women launched in September 2011</li><li>12. Database on Beijing Indicators "Women and men in the EU: facts and figures" created and open to public on EIGE's webpage (December 2011)</li><li>13. First practices with potential on addressing violence against women collected in October 2011</li><li>14. Two Working Group meetings in April and September 2011</li><li>15. Factsheets on EIGE's work with Beijing Indicators and gender equality and climate change developed, translated into 22 languages and made available on EIGEs webpage (by end of 2011)</li></ol> |
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## 2.2.2 GENDER EQUALITY INDEX

*Output of the activity:* **Concept for the Gender Equality Index developed**

<p><b>Output Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Study on dimensions and components</li> <li>2. Working Group on GEI</li> <li>3. Meetings of external experts</li> <li>4. Method to harmonise data sources and information decided</li> <li>5. First findings presented to the Experts' Forum and Management Board and available to the public</li> <li>6. Conference on the Gender Equality Index concept for EIGE's stakeholders and general public</li> </ol>	<ol style="list-style-type: none"> <li>1. Study on the Development of a Statistical Information System (SIS) of the Gender Equality Index for the EU launched in August 2011</li> <li>2. Working Group meeting in May 2011</li> <li>3. Meeting with representatives of international organizations in May and OECD in June 2011.</li> <li>4. Methods to harmonise data sources and information decided after consultations with Working Group, international organisations and Experts' Forum (by end of 2011)</li> <li>5. Presentation to Experts' Forum (November 2011), summary of the Study for the development of the basic structure of a Gender Equality Index available on EIGE's webpage (beginning of 2012)</li> <li>6. Due to the re-launch of ToR for the SIS resulting in delayed concept, the conference is moved to 2013</li> </ol>
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## 2.3 FOCAL AREA 2: COLLECTING AND PROCESSING METHODS AND PRACTICES FOR GENDER EQUALITY WORK

2.3.1 Developing Gender Mainstreaming tools and methods

2.3.2 Collecting, processing and disseminating Good Practices

*Output of the activity:* **Practical tools to support gender mainstreaming available to users**

<p><b>Output Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Meetings of gender mainstreaming experts</li> <li>2. Background study on involvement of men</li> <li>3. Expert meeting on gender stereotypes</li> <li>4. Expert meetings on men and</li> </ol>	<ol style="list-style-type: none"> <li>1. Meetings of GM experts organized in April and October 2011</li> <li>2. Background study on the involvement of men in gender equality within EIGE's working areas finalized in August 2011, leading to a database of actors in all 27 EU Member States.</li> </ol>
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<p>masculinities</p> <ol style="list-style-type: none"> <li>5. Study on the existing tools and methods to mainstream gender at EU level</li> <li>6. Inventory of the needs and difficulties of gender mainstreaming and on existing successful models and methods</li> <li>7. Gender mainstreaming section of EIGE's website developed</li> <li>8. One publication on good practices of gender mainstreaming drafted</li> <li>9. Good gender equality practices addressing gender stereotypes in the area of reconciliation of family and work life</li> <li>10. Seminars for gender mainstreaming practitioners</li> <li>11. Dissemination events</li> </ol>	<ol style="list-style-type: none"> <li>3. Peer review of experts on gender stereotypes organized in July 2011 on the Study of collected narratives related to gender perceptions in all 27 EU Member States,</li> <li>4. Joint meeting of experts on gender-based violence and men and masculinities organized in May 2011</li> <li>5. Study on the use of "good practice" as a tool for mainstreaming gender into the policies and programmes of the Institutions of European Union and EU Member States finalized in November 2011</li> <li>6. Creation of a database of tools, methods, good practices and relevant actors in gender mainstreaming through collecting relevant information across EU-27 started in April 2011.</li> <li>7. Gender mainstreaming section of EIGE's website developed in Q3 of 2011,</li> <li>8. Brochure "Good Practices in Gender Mainstreaming: Towards Effective Gender Training" published in November 2011</li> <li>9. Meeting with OECD in Vilnius to present EIGE's plans on good practices and results of the Polish Presidency Report (reconciliation of family and work life)</li> <li>10. Meeting for the gender mainstreaming practitioners working in the area of gender training, May 2011. (See also point 11)</li> <li>11. European conference "Good Practices in Gender Mainstreaming: Towards Effective Gender Training" organized on 28 November 2011 in Brussels.</li> </ol>
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## 2.4 RESOURCE AND DOCUMENTATION CENTRE

*Output of the activity: **Concept and technical conditions created for collecting, organising and disseminating information on gender equality.** This focal area remains for the next Mid Term Programme*

<p><b>Output Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Electronic data management system installed</li> <li>2. Contacts with main research centres including Aletta</li> <li>3. Global online catalogue available</li> <li>4. online resource centre operational</li> <li>5. Classification availability at the Resource and Documentation Centre of existing gender equality data and information in selected areas of the BPfA</li> <li>6. Calendar 'Women Inspiring Europe' 2012 printed and distributed</li> <li>7. Special's webpage for Beijing Indicators available on EIGE's web</li> </ol>	<ol style="list-style-type: none"> <li>1. First elements of Data Management System (Aleph &amp; Primo) installed by June 2011. For further developments: launching of a tender in 2011 to install Aleph II in March 2012. Respective trainings organized in 2011</li> <li>2. Contacts with main research centres, including Aletta since May 2011. Service request launched in November 2011 for the first pilot project of the Wine Network in the field of gender-based violence.</li> <li>3. Global online catalogue available for EIGE's resources in Q3 and for the pilot project in Q4.</li> <li>4. Project presenting the resource centre databases launched in Q2, and implemented until Q1 of 2012. First database available to public in Q4/2011 at <a href="http://www.eige.europa.eu/internal/bpfa/results">http://www.eige.europa.eu/internal/bpfa/results</a></li> <li>5. Database on Beijing Indicators "Women and men in the EU: facts and figures" created and open to public on EIGE's webpage in December, 2011</li> <li>6. The Calendar printed and distributed for 9000 stakeholders in November 2011.</li> <li>7. Beijing Indicators on EIGE's webpage: <a href="http://eige.europa.eu/content/activities/beijing-platform-for-action">http://eige.europa.eu/content/activities/beijing-platform-for-action</a></li> </ol>
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## 2.5 AWARENESS-RAISING, NETWORKING AND COMMUNICATION

### 2.5.1 Development of a Communication Strategy

### 2.5.2 The European Network on Gender Equality

### 2.5.3 EIGE Stakeholders and Partners

*Output of the activity:* **Communication with stakeholders, networks, EU Member States, European citizens**

<p><b>Output Indicators:</b></p> <ol style="list-style-type: none"> <li>1. Intranet developed</li> <li>2. Events/calendar developed</li> <li>3. 8 March event</li> <li>4. Communication partnerships at EU and Member State levels established</li> <li>5. Consultation meetings with stakeholders</li> <li>6. Basic structure for electronic gender</li> </ol>	<ol style="list-style-type: none"> <li>1. Project to analyse EIGE's intranet requirements launched and completed in Q3 2011. Project for intranet development started in Q4 2011, final version to be completed in 2012</li> <li>2. Calendar available on web in July 2011</li> </ol>
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<p>network developed</p> <ol style="list-style-type: none"> <li>7. Resource and Documentation Centre rendered compatible to EIGE's website</li> <li>8. First e-publications developed</li> <li>9. Webpage on 'Women of Europe' developed</li> <li>10. Media monitoring report on new communication activities, services and tools with EIGE's new LOGO to further promote the Institute's mission in place</li> <li>11. External and internal communication strategy finalised</li> <li>12. Classification of existing gender equality data and information existing on some areas of BPfA in the Resource and Documentation Centre and available on the website</li> <li>13. IT tools for the electronic network in service</li> <li>14. Functional IT platform for exchange</li> <li>15. December seminar in Brussels</li> </ol>	<ol style="list-style-type: none"> <li>3. March 8 event based on "100 inequalities" developed by EIGE</li> <li>4. Partnerships with EC and EP representations for EIGE events, including information for journalists on EIGE and gender equality</li> <li>5. Regional Consultation meeting on the development of the Women of Europe Resource pool, Women Inspiring Europe Calendar, the European Network on Gender Equality and the Resource and Documentation Centre, on 8 March 2011 in Budapest</li> </ol> <p>Consultation meeting on the RDC with women's libraries, archives and information centres on the concept and on the technical requirements for EIGE's RDC (May 2011 in Vilnius)</p> <p>Thematic network on useful and effective networks on the design and structure of the European network on gender equality in November 2011, in Vilnius</p> <p>Visit of the European Parliament FEMM committee delegation to discuss future cooperation in May in Vilnius</p> <p>Stakeholders' Consultation tender launched for two networking meetings planned in 2012</p> <ol style="list-style-type: none"> <li>6. Feasibility study on effective forms of electronic networks finalized in June 2011. Tender for the design and implementation of the European network on gender equality launched in August 2011</li> <li>7. First database available to public on Q4 of 2011. The global online catalogue of EIGE resources under development in 2011, foreseen on website in Q3/2012</li> <li>8. e-publications like Women Inspiring Europe, Main Findings online and EIGE will further develop this feature to ensure easy readability of</li> </ol>
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	<p>materials</p> <ol style="list-style-type: none"> <li>9. Webpage “Women Inspiring Europe” developed in December 2011, operational as of 3 January 2012. Weekly presentation of members of “Women of Europe “-resource pool since January 2012 on website and social media</li> <li>10. Monitoring via JRC and Google not only the new logo but also key words like “gender equality and “EIGE”</li> <li>11. Strategy paper drafted for internal adaptation</li> <li>12. Database on Beijing Indicators “Women and men in the EU: facts and figures” created and open to public on EIGE’s webpage in December, 2011</li> <li>13. Feasibility study on effective forms of electronic networks finalized in June 2011. A tender for the design and implementation of the European network on gender equality launched in August 2011</li> <li>14. Separate platform for sharing of information for the Experts’ Forum, available since 15 Dec 2011</li> <li>15. European conference “Good Practices in Gender Mainstreaming: Towards Effective Gender Training” organized on 28 November 2011 in Brussels, Belgium</li> </ol>
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Focal Area 1: **Comparable and reliable data and indicators on gender equality**

**Collection of data and statistics on all 12 critical areas of concern of the BPfA**

**Study on existing indicators and statistics on gender equality in the European Union**

Contract awarded to: Alphametrics, UK

Study launched in 2010; final report delivered to EIGE: February 2011.

**Description:**

The study reviewed and analysed data availability for the indicators (e.g. databases, surveys, administrative data sources) at the European Union and Member States level in relation to the 12 critical areas of concern identified in the BPfA. Various existing indicators, previously adopted by the Council of the European Union, Member States and other relevant institutions at the European Union and national level, were examined and analysed taking into account data availability and its comparability. The information collected gives valuable background information for EIGE's activities in follow up of the BPfA.

This study will be published in electronic form and disseminated through EIGE's website, and made available to various stakeholders and users through EIGE's RDC and stakeholder's network.

**Study on implementation methods of work with the Beijing Indicators in the European Union.**

Contract awarded to: Istituto per la Ricerca Sociale (IRS), Italy

Study launched in December 2010; final report delivered to EIGE: March 2011.

**Description:**

The study contributes to developing prerequisites for comparable and reliable gender equality data. The study was carried out in order to assess information about functioning approaches to the application of the Beijing Indicators to measure the progress or negative development in the Member States. The study also collected benchmarking information and identified some good practices in a work with the Beijing Indicators in the Member States.

This study will be disseminated through EIGE's website, and made available to various stakeholders through EIGE's RDC and the stakeholders' network.

**Providing support to the Polish, Danish and Cypriot Presidencies of the Council** Support to the Polish Presidency of the Council (July – December 2011)

**Study for the review of developments at the level of the EU and the Member States in implementing the Beijing Platform for Action in the Area F: Women and the Economy**

Contract awarded to: Fondazione Giacomo Brodolini, Italy

Study launched: November 2010, Final report delivered: May 2011.

**The main findings of the study**

Despite the progress towards gender equality in the EU, the gender gaps remain in the labour market and distribution of care responsibilities. Women are still the main care providers both for children and for the dependent elderly and are more likely to be involved in both paid and unpaid work compared to men in all EU27 Member States. Women's working life profile is more likely to be affected by the care needs of others, be they children, parents, family members or any other dependants, as is demonstrated by their higher take-up of parental leave and by women's position in the labour market (the higher incidence of part-time working and the higher inactivity rate for women). Moreover, the results of the study demonstrate the need for the further strengthening of work on a more effective monitoring system, particularly in relation to data collection and data dissemination. The limited availability of harmonised, comparable or sex-disaggregated data hampers the assessment of the implementation progress of BPfA.

**Support to the Danish Presidency of the Council (January – June 2012)**

**Study for the review of developments at the level of the EU and the Member States in implementing the Beijing Platform for Action in the Area K: Women and the Environment.**

Contract awarded to: consortium Milieu limited, Belgium and Life-Education, Environment, Equality, Germany

Study launched: February 2011; Final report delivered to EIGE: November 2011

The Final report provided the basis for the report to be prepared for the Danish Presidency.

The aim of the study is to produce a comprehensive review on the current implementation stage in the Member States of the objectives formulated in Area K: Women and Environment, with a focus on the specific issue of Gender and Climate Change, introducing possible indicators in this area.

As Denmark has chosen an area of concern for which no indicators had been developed at the European level, the findings and conclusions should be of special interest for all 27 Member States and countries beyond Europe.

### **Study to identify and map existing data and resources on sexual violence against women in the European Union**

Contract awarded to: European Women's Lobby, Belgium

Study launched: December 2010, Final report to be delivered to EIGE during 2012

#### **Encountered difficulties:**

As the contractor faced various difficulties in delivering results on time, as defined in the contract, the duration of the contract had to be prolonged at the request of the contractor.

This study was undertaken by EIGE within the scope of the Institute's Mid-term Programme (2010 – 2012)<sup>25</sup>. The main objective of this study is to identify what kind of data and resources should be collected for having a good overview of the methods, tools and progress made in relation to protection and prevention of sexual violence against women; to collect existing and reliable information, data and resources; to systematise it and to provide advice on actions for improving implementation methods, tools and data collection on sexual violence against women.

This study will also serve as a good data source for the future work with the Cypriot presidency in the area of violence against women (area D).

#### **Future steps:**

The data resulting from this study will be integrated in a database that will be included in EIGE's RDC.

## **Gender Equality Index**

### **Study for the development of the basic structure of a European Union Gender Equality Index**

Contract awarded to: Utrecht University/Faculty of Law, Economics & Governance, The Netherlands.

Study launched in: November 2010, Final report delivered in August 2011.

#### **Description:**

This study explored a possible structure of a European Gender Equality Index to be constructed by the end of 2012. In particular, this study has produced an overview of previous work with Gender Equality Indices within the European Union Member States and globally; secondly, it has assessed existing and future data sources (databases, surveys, administrative data sources) at the EU and Member States level. Finally, it included implications and suggestions for actions on the establishment of a framework for the future GEI taking into account gender gaps.

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<sup>25</sup> See EIGE's website: <http://www.eige.europa.eu>, where this document can be downloaded.

### **Study for the construction of a statistical information system of the Gender Equality Index**

Study initially launched in June 2011, re-launched in August 2011.

Contract awarded to: Panteia B.V Business Unit: EIM Business & Policy Research, The Netherlands

#### **Description:**

The study will provide a relational database on gender equality in 27 EU Member States. The construction of the GEI will be based on a selection of variables from the statistical information system whereby the natural complexity of gender equality is reflected through a structured and classified system of variables. This project provides the database from which the data for the index can be drawn.

#### **Encountered difficulties:**

EIGE encountered delays in the implementation of this project, as the initial call for tender (open procedure) received only one unsuccessful offer, the study needed to be re-launched. The Terms of Reference for the study were also adjusted. The creation of an index of the scale planned by EIGE is unique and does not yet exist, therefore finding a partner institution proved difficult.

### **Focal Area 2: collecting and processing methods and practices for gender equality work**

#### **Study on the use of 'good practice' as a tool for mainstreaming gender into the policies and programmes of the institutions of the European Union and EU Member States.**

Contract awarded to: Fondazione Giacomo Brodolini, Italy

Study launched: December 2010; Final report presented in December 2011.

#### **Description:**

The study provided EIGE with the information on the EU and MS level (five MS: Austria, Poland, Sweden, Spain and United Kingdom) in relation to the understanding of and the use of good practices in gender mainstreaming. In the study, the development of a working definition of good practices in GM helped EIGE to establish methodological principles on the basis of which processing and categorising of collected tools and methods into good practices was done. This information was further used as the departure point for EIGE's work on collecting, processing and disseminating good practices.

To test the methodology for categorising good practices, several good practices in the area of gender training were selected, which were used for the publication prepared for the Brussels conference on Good Practices in Gender Training (28 November 2011).

### **Study of Collected Narratives related to Gender Perceptions in 27 EU Member States**

Contract awarded to: EADC nv, division Yellow Window Management Consultants, Belgium

Study launched: December 2010; final report presented to EIGE in October 2011.

#### **Description:**

The study maps the persistence of gender-stereotypical attitudes and perceptions by collecting real life stories of men and women across the EU. These stories help to analyse how gender stereotypical perceptions influence people's lives. The researchers identified belief systems, patterns and norms of behaviour that reinforce gender stereotypes, including general observations about how these differ among regions and evolve over time. The study focussed specifically on the 'triggers of change' in people's attitudes about gender and will identify the key factors that have contributed to breaking stereotypical gender patterns. The database of collected narratives will be made available for further research and analysis by European researchers.

### **Background study on the involvement of men in gender equality within EIGE's working areas**

Contract awarded to: Män för Jämställdhet (Men for Gender Equality), Sweden

Study launched: December 2010; Final Report presented on 29 July 2011.

#### **Future steps:**

The database of organisations working on the issue of Men and Masculinities in 27 Member States has been developed to be made available to the users via EIGE's website.

## **Awareness-raising, networking and communication**

### **Feasibility study on effective forms of electronic networks**

Contract awarded to: Deloitte (December 2010); Luxembourg

Study launched: December 2010; Final report delivered: June 2011.

#### **Description:**

The report provides examples of effective forms of electronic networks with a life span of over three years, describing the advantages and disadvantages of each identified example of each network and analysing the success factors of each network (with regards to, for example, but not excluding others, the following indicators: how long they have existed, who is running them, what tools are they

using, the number of users, how active they are, the demographic of the users, what kind of added value they provide to their users), analysing the specific communicational, functional and technical requirements for the European Network, proposing the network's concept through proposing a technical and functional design, and providing a workable, self-sustaining plan of action for the development and implementation of an effective form of electronic network in the field of gender equality, including a risk analysis considering both members' outreach and engagement and technical issues. This provides a valid input for the preparation of the Terms of Reference of the "Design and implementation of the electronic European network on gender equality" which EIGE plans to launch during the third quarter of 2011.

**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.**

Contract awarded to: European profiles, Greece

Study launched: December 2010, final report delivered: October 2011

**Description:**

The study's overall goal was to map actors and gather contact information, to map their interests and needs as well as the interests and needs of individual stakeholders in relation to gender equality work.

The study facilitates establishing cooperation with various stakeholders at various levels, information dissemination and in identifying relevant stakeholders' in different thematic areas upon request. The data resulting from this study will be presented online through a database of Stakeholders' and Actors making it useful also for third parties.

Furthermore, activities under this area of focus also give momentum to the establishment of the European network on gender equality. It will be kept up to date by the stakeholders themselves, through the use of IT tools.

ANNEX 3: LIST OF MANAGEMENT BOARD MEMBERS/ALTERNATES

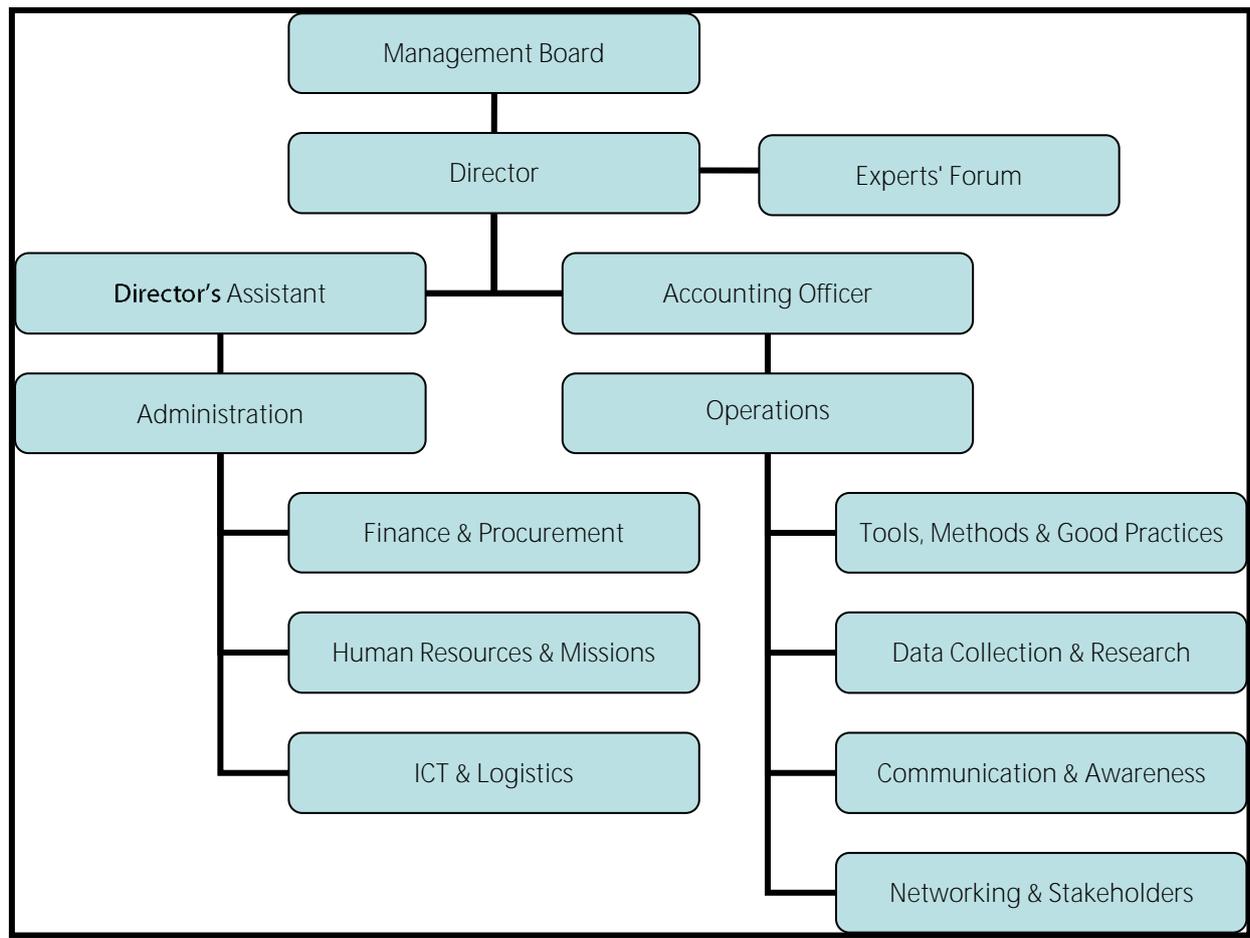
**Members of the Management Board on 31 December 2011**

**CHAIR: Ms Eva Maria WELSKOP-DEFFAA**

**VICE-CHAIR: Mr Michel PASTEEL**

<b>Member State</b>	<b>Member</b>	<b>Alternate</b>
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-GERTHEINRICHS	Ms Françoise VILAIN
Hungary	Ms Judit GAZSI	Ms Anna OROSZ
Malta	Ms Romina BARTOLO	Ms Therese SPITERI
Netherlands	Ms Carlien SCHEELE	Ms Jantina WALRAVEN
Portugal	Ms Teresa M. DO CARMO FRAGOSO	Mr Pedro DELGADO ALVES
Romania	Ms Andra Cristina CROITORU	Ms Daniela COZMA
Slovenia	Dr Roman KUCHAR	Ms Maruša GORTNAR
Slovakia	Dr Martina JANÍKOVÁ	Ms Anina BOTOŠOVÁ
Spain	Ms Ana GONZÁLEZ RODRÍGUEZ	Ms Mercedes A. FERNÁNDEZ PÉREZ
Sweden	Ms Helén LUNDKVIST	Mr Lars WITTENMARK
United Kingdom	Mr Charles RAMSDEN	Ms Claire FIELDER
European Commission	Mr Aurel CIOBANU-DORDEA	Ms Daniela BANKIER

## ANNEX 4: EIGE'S ORGANISATION CHART



ANNEX 5: LIST OF MEETINGS (MB, EXPERTS' FORUM)

**Management Board meetings held**

<b>Event</b>	<b>Date</b>	<b>Location</b>
10 <sup>th</sup> MB Meeting	26 January 2011	Vilnius
11 <sup>th</sup> MB Meeting	26 May 2011	Vilnius
12 <sup>th</sup> MB Meeting	05 October 2011	Vilnius
MB Standing Committee Meeting	12 December 2011	Stockholm

**Experts' Forum meetings held**

<b>Event</b>	<b>Date</b>	<b>Location</b>
5 <sup>nd</sup> EF Meeting	28-29 March 2011	Vilnius
6 <sup>rd</sup> EF Meeting	28-29 June 2011	Vilnius
7 <sup>th</sup> EF Meeting	15-16 November 2011	Vilnius

## ANNEX 6: LIST OF 2011 PROCUREMENT PROCEDURES

**EIGE operational and administrative procurement 2011**

Reference	Title	Contract amount EUR	Contractor
<b>Open Procedure</b>			
EIGE/2011/OPER/02	Study: Women and Environment of BPfA	176 625,00	Milieu LTD
EIGE/2011/OPER/04	FWC with 3 operators. Organisation of events and technical meetings	max 3 000 000	Adria, Media Consulta, LDK
EIGE/2011/OPER/18	Study on Female Genital Mutilation	436 125,00	Universiteit Gent. BE
EIGE/2011/OPER/06	Study for the construction of a statistical information system of the Gender Equality Index		Non-award
EIGE/2011/OPER/19	Extension of Integrated Library System and creation of a hub for existing digital resources	209 884,00	ExLibris Deutschland
EIGE/2011/OPER/24	Design of European Network on gender equality	87 000,00	EWORX S.A.
EIGE/2011/OPER/25	Study on Gender training in EU	522 107,00	GHK Consulting Ltd
EIGE/2011/OPER/26	Collection of MTGP	238 545,00	IRS
EIGE/2011/OPER/28	Violence against Women for Cyprus Presidency	219 970,00	Austrian Women Shelter - WAVE
EIGE/2011/OPER/31	Development of a statistical information system for the Gender Equality Index	446 850,00	Panteia BV
EIGE/2011/ADM/09	FWC Provision of Medical services to EIGE	max 100 000,00	JSC "SK Impeks Medicinos diagnostikos centras"

<b>Negotiated procedure between 25 000 and 60 000</b>			
EIGE/2011/OPER/01	Organisation of technical meetings	50 314,60	Hekon UAB
EIGE/2011/OPER/12	Local Communication Support	49 955,00	Komunikacija ir konsultatai
EIGE/2011/OPER/13	Intranet analysis services	54 000,00	Ernst/Young Baltic Ltd
EIGE/2011/OPER/14	WIE Calendar 2012	58 750,05	ImagoFacta, LT
EIGE/2011/OPER/15	Story writing, editing (WIE Calendar)	30 198,00	Idea Mecca, LT
EIGE/2011/OPER/16	DB analysis and presentation on	48 225,00	REGGIANI

	web		SPA
EIGE/2011/OPER/17	Subscription to serials, newspapers and electronic resources		Non-award
EIGE/2011/ADM/01	Interim Staff Services for EIGE	25 000,00	UAB MANPOWER LIT

<b>Specific contracts awarded under Framework Contracts</b>			
EIGE/2011/OPER/04-O-1	EIGE FWC RS1 Conference Brussels, 28/11/2011	81 816,83	Adria Congrex
EIGE/2011/OPER/04-O-1-Amendment 1	RS1 Conference Brussels, 28 November 2011	6 647,3	Adria Congrex
EIGE/2011/OPER/04-O-2	EIGE FWC RS2 7th Experts Forum, November 2011	39 518,60	LDK
EIGE/2011/OPER/04-O-3	EIGE FWC RS3 Technical meetings	196 629,46	Media Consulta
EIGE/2011/OPER/04-O-4	EIGE FWC RS4 Management Board and Experts Forum, March 2012	111 381,91	Media Consulta
EIGE/2011/OPER/04-O-5	EIGE FWC RS5 Technical meetings	53 769,95	LDK
EIGE/2011/OPER/20	OPOCE 2010 Annual Report	2 266,69	Publications Office
EIGE/2011/OPER/21	Adobe software, specific DI/6820	10 338,18	PC-Ware
EIGE/2011/OPER/22	Visual update/branded materials	2 660,00	SLA Publications Office
EIGE/2011/OPER/27	SLA-OPOCE-PL Presidency-Summary Report	35 000,00	SLA Publications Office
EIGE/2011/OPER/35	SLA OPOCE. EU Presidency	35 000,00	Publications Office
EIGE/2011/OPER/38	Annual Report 2010 - translation into Portuguese	10 000,00	Publications Office
EIGE/2011/OPER/39	Ordering ISBN number	0,00	Publications Office
EIGE/2011/OPER/41	Development and implementation of Intranet	104 962,00	SLA Publications Office
EIGE/2011/OPER/43	27 SCs under FWC FRANET - Review of stakeholders data	132 109,00	FRANET
EIGE/2011/OPER/44	26 SCs under FWC FRANET - Review service of EIGE economic crisis	133 805,00	FRANET
EIGE/2011/OPER/51	Publications Beijing 1 Oct -12 Feb	35 000,00	Publications Office
EIGE/2011/ADM/02	Personal computers acquisition	6 167,26	ECONOCOM Products and solutions BELUX
EIGE/2011/ADM/30	Personal computers acquisition	10 818,77	ECONOCOM Products and solutions BELUX
EC FWC	VmWare licenses for software	22 905,76	Inter-institutional European Commission

EC FWC	Statistical Software	78 902,75	Inter-institutional European Commission
EC FWC	Maintenance of McAfee	514,3	Inter-institutional European Commission
EC FWC	Maintenance of VmVare	1 532,64	Inter-institutional European Commission

#### Negotiated procedure between 5 000 and 25 000

EIGE/2011/ADM/08	Microsoft licenses	22 994,44	Alna Intelligence UAB
EIGE/2011/ADM/11	Legal Services	6 200,00	Eversheds & Saladzius
EIGE/2011/ADM/13	IT infrastructure extension	14 000,00	Fortevento UAB
EIGE/2011/ADM/16	Lease contract 2011 for EIGE temporary premises		Vilbra UAB
EIGE/2011/ADM/18	Services of an Architect and Engineer related to EIGE premises	23 050,00	Vilniaus Architektu Studija UAB
EIGE/2011/ADM/27	Office Furniture	23 504,50	Narbutas UAB

#### Negotiated procedure between 500 and 5 000

EIGE/2011/OPER/03	Journalists/stakeholders meeting Budapest	5 000,00	Ramada hotel Budapest
EIGE/2011/OPER/05	Experts' forum 28-29 Mar 2011	5 000,00	Hekon UAB
EIGE/2011/OPER/07	Distribution of calendars - 2	3 458,00	Bijusta
EIGE/2011/OPER/08	Experts' meeting on GM, Vienna	5 000,00	Accor hotel, Vienna
EIGE/2011/OPER/09	Books for RC	4 719,80	Dawson Books Ltd
EIGE/2011/OPER/10	Subscription to gender database	2 891,00	EBSCO
EIGE/2011/OPER/11	Snitow Workshop	2 800,00	Prof. Snitow
EIGE/2011/OPER/23	Women enhancing democracy	2 896,00	Baltic Clipper UAB
EIGE/2011/OPER/29	Design of Beijing publication	4 800,00	A. Jocus
EIGE/2011/OPER/30	12th MB meeting 4-5 Oct 2011	3 653,32	UAB Centrum, Hotel Artis
EIGE/2011/OPER/33	Books for RDC		Not signed in 2011
EIGE/2011/OPER/34	Weekly WIE 2012	4 963,00	T. Staniewicz
EIGE/2011/OPER/37	Background Paper Summaries	4 500,00	I. Romao
EIGE/2011/OPER/45	Promo Glass coasters	1 880,00	UAB "BALTMER GROUP"
EIGE/2011/ADM/04	Real Estate services	955,75	UAB Resolution advisers LT
EIGE/2011/ADM/12	Renting costs for storage space	1 020,00	Vilbra UAB
EIGE/2011/ADM/20	Team building event for staff	4 923,55	ISM University of Management Economics

EIGE/2011/ADM/21	Transportation services for EIGE staff , Team building event	359,00	Fortuna Travel UAB
EIGE/2011/ADM/22	Accommodation for EIGE staff , Team building event	2 927,80	Misko GNK
EIGE/2011/ADM/23	Training on project cycle management	4 999,00	PCM Group Process Consultants and Moderators
EIGE/2011/ADM/28	Office supplies	5 000,00	UAB Officeday
EIGE/2011/ADM/29	Mobile services		Transferred to 2012
EIGE/2011/ADM/31	New Year event	3 499,99	Gravitas Partners UAB
EIGE/2011/ADM/32	Mobile devices	4 329,00	Pasiylimas Omnitel UAB
EIGE/2011/ADM/33	Fitting out works for additional premises	2 206,50	Vilbra UAB

<b>Contract under Art1261/b</b>			
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EIGE/2011/ADM/05	Provision of S-testa services	7 300,00	Infostruktura UAB
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<b>Joint with MS</b>			
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EIGE/2011/ADM/06	Stationery	1 139,00	CPO (LT public procurement office) REAVITA
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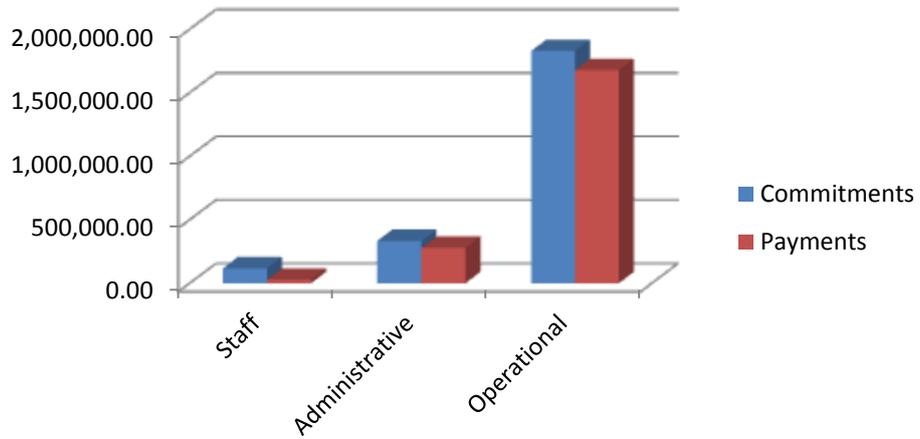
ANNEX 7: BUDGET EXECUTION 2010 (ALLOCATED/COMMITTED/PAID/CARRYOVERS)

Budget execution C8

Official Budget Item	Commitment			Payment		
	Credit Available Com Amount	Commitment Accepted Amount (Euro)	% Commit	Credit Available Pay Amount	Payment Request Accepted Amount (Euro)	% Payment
Suppl. services	12 250,12	5 185,24	42,33 %	12 250,12	5 185,24	42,33 %
Sundries of recruitment of the personnel	40 022,86	386,96	0,97 %	40 022,86	386,96	0,97 %
Mission expenses	21 344,03	8 524,23	39,94 %	21 344,03	8 524,23	39,94 %
Medical service	13 284,50	0,00	0,00 %	13 284,50		
Training and courses of languages	16 112,34	13 079,13	81,17 %	16 112,34	13 079,13	81,17 %
Representation expenses, events and sundries of internal meetings	14 039,28	398,88	2,84 %	14 039,28	398,88	2,84 %
Staff expenditure	117 053,13	27 574,44	23,56 %	117 053,13	27 574,44	23,56 %

Infrastructure expenses	21 546,16	0,00	0,00 %	21 546,16		
ITIT equipment (hardware) and maintenance	186 528,76	186 528,76	100,00 %	186 528,76	186 528,76	100,00 %
Furniture	59 995,00	59 995,00	100,00 %	59 995,00	59 995,00	100,00 %
Paper mill and office supplies	16 967,62	0,00	0,00 %	16 967,62		
Bank charges and other financial expenses	699,82	175,63	25,10 %	699,82	175,63	25,10 %
Other insurances	4 344,97	420,52	9,68 %	4 344,97	420,52	9,68 %
Admin publications	2 371,59	0,00	0,00 %	2 371,59		
Correspondence stamping and carriage costs	5 640,03	4 560,57	80,86 %	5 640,03	4 560,57	80,86 %
Management board	15 125,97	10 727,37	70,92 %	15 125,97	10 727,37	70,92 %
Experts forum	20 459,41	15 578,83	76,15 %	20 459,41	15 578,83	76,15 %
<b>Administrative expenses</b>	<b>333 679,33</b>	<b>277 986,68</b>	<b>83,31 %</b>	<b>333 679,33</b>	<b>277 986,68</b>	<b>83,31 %</b>
Translations	74 800,00	74 800,00	100,00 %	74 800,00	74 800,00	100,00 %
Meetings of experts, conferences and seminars	286 917,65	281 981,88	98,28 %	286 917,65	281 981,88	98,28 %
Information, publications and communication	409 257,52	364 206,05	88,99 %	409 257,52	364 206,05	88,99 %
Studies	60 129,22	59 603,38	99,13 %	60 129,22	59 603,38	99,13 %
Communication and awareness-raising	824 947,29	766 035,01	92,86 %	824 947,29	766 035,01	92,86 %
Dialogue and partner	155 647,65	128 049,67	82,27 %	155 647,65	128 049,67	82,27 %
Events conf campaign	17 215,87	3 668,94	21,31 %	17 215,87	3 668,94	21,31 %
<b>Operational expenses</b>	<b>1 828 915,20</b>	<b>1 678 344,93</b>	<b>91,77 %</b>	<b>1 828 915,20</b>	<b>1 678 344,93</b>	<b>91,77 %</b>
<b>Grand total</b>	<b>2 279 647,66</b>	<b>1 983 906,05</b>	<b>87,03 %</b>	<b>2 279 647,66</b>	<b>1 983 906,05</b>	<b>87,03 %</b>

### C8: committed in 2010 paid in 2011



## Budget execution C1

Official Budget Item	Commitment			Payment		
	Credit Available Com Amount	Commitment Accepted Amount (Euro)	% Commit	Credit Available Pay Amount	Payment Request Accepted Amount (Euro)	% Payment
Basic salaries	1 260 000,00	1 205 486,56	95,67 %	1 260 000,00	1 205 486,56	95,67 %
Family allowances	155 000,00	139 747,62	90,16 %	155 000,00	139 747,62	90,16 %
Expatriation and foreign-residence allowances	230 000,00	219 245,77	95,32 %	230 000,00	219 245,77	95,32 %
Managerial allowances	244 314,89	28 690,12	11,74 %	244 314,89	16 440,00	6,73 %
Contract Agents	285 000,00	277 884,69	97,50 %	285 000,00	277 884,69	97,50 %
Employer's social security contribution	100 000,00	93 505,40	93,51 %	100 000,00	93 505,40	93,51 %
Travel expenses for annual leave	60 000,00	57 508,72	95,85 %	60 000,00	57 508,72	95,85 %
Trainees	11 000,00	10 132,82	92,12 %	11 000,00	10 132,82	92,12 %
Officials on secondment from Member States	80 000,00	62 764,88	78,46 %	80 000,00	62 764,88	78,46 %
Daily allowances	40 000,00	22 252,20	55,63 %	40 000,00	22 252,20	55,63 %
Removal cost reimbursements	50 000,00	16 831,45	33,66 %	50 000,00	16 831,45	33,66 %
Travel in expenses	12 000,00	1 759,66	14,66 %	12 000,00	1 759,66	14,66 %
Installation allowances	60 000,00	32 509,36	54,18 %	60 000,00	32 509,36	54,18 %
Interview expenses	35 500,00	25 167,63	70,89 %	35 500,00	25 167,63	70,89 %
External selection committee member reimbursements	6 500,00	3 550,27	54,62 %	6 500,00	3 550,27	54,62 %

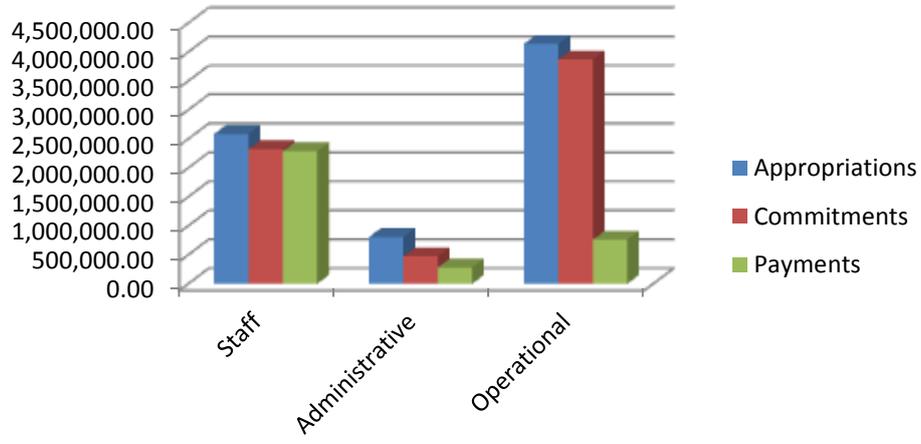
Miscellaneous expenditure on staff recruitment	5 000,00	4 794,34	95,89 %	5 000,00	4 794,34	95,89 %
Missions expense, duty travel expense and ancillary expenditure	45 000,00	22 040,39	48,98 %	45 000,00	21 350,39	47,45 %
Medical service	15 000,00	11 230,33	74,87 %	15 000,00	381,60	2,54 %
Other	2 000,00	0,00	0,00 %	2 000,00		
Training	50 000,00	50 000,00	100,00 %	50 000,00	39 757,42	79,51 %
Admin. assistance from Community institutions	25 000,00	25 000,00	100,00 %	25 000,00	22 375,53	89,50 %
Interim services	25 000,00	25 000,00	100,00 %	25 000,00	15 584,00	62,34 %
Representation costs	14 500,00	1 922,99	13,26 %	14 500,00	1 101,98	7,60 %
Internal staff events	3 500,00	3 499,99	100,00 %	3 500,00	3 499,99	100,00 %
<b>Staff expenditure</b>	<b>2 585 000,00</b>	<b>2 322 215,61</b>	<b>89,83 %</b>	<b>2 585 000,00</b>	<b>2 287 572,82</b>	<b>88,49 %</b>

Renting costs	18.000,00	9.586,02	53,26 %	18.000,00	9.586,02	53,26 %
Insurance	5.000,00			5.000,00		
Water, gas, electricity and heating	52.000,00	15.000,00	28,85 %	52.000,00	11.960,01	23,00 %
Cleaning and maintenance	8.000,00	6.200,00	77,50 %	8.000,00	5.548,83	69,36 %
Fitting-out of premises	5.000,00	5.000,00	100,00 %	5.000,00	847,80	16,96 %
Security and surveillance of buildings	15.000,00	9.300,00	62,00 %	15.000,00	8.105,09	54,03 %
Administrative expenditure, taxes	10.000,00	560,09	5,60 %	10.000,00	560,09	5,60 %
ITC hardware expenditure	34.000,00	30.986,03	91,14 %	34.000,00	20.167,26	59,32 %
ICT software expenditure	90.000,00	48.417,22	53,80 %	90.000,00	35.079,22	38,98 %
Services provided by third parties	12.000,00	5.400,00	45,00 %	12.000,00	5.400,00	45,00 %
ITC operating expenditure	30.000,00	30.000,00	100,00 %	30.000,00	30.000,00	100,00 %
New and replacement furniture purchases, furniture maintenance and repair	25.000,00	23.504,50	94,02 %	25.000,00		
Purchase and maintenance of office equipment	20.000,00			20.000,00		
Special library, documentation and reproduction equipment, binding and upkeep of library books	40.000,00			40.000,00		
Stationery and office supplies	15.000,00	10.997,97	73,32 %	15.000,00	2.088,05	13,92 %
Bank charges	1.200,00	1.200,00	100,00 %	1.200,00	768,54	64,05 %

Exchange rate losses	500,00	139,44	27,89 %	500,00	139,44	27,89 %
Legal expenses (provision)	15 000,00	6 200,00	41,33 %	15 000,00		
Miscellaneous insurance	1 000,00			1 000,00		
Internal catering expenses	1 300,00			1 300,00		
Departmental removals	1 000,00			1 000,00		
Other expenditure	1 000,00			1 000,00		
Postage and delivery charges	15 000,00	1 500,00	10,00 %	15 000,00		
Telephone, telegraph, telex, radio and television subscriptions and charges	25 000,00	19 000,00	76,00 %	25 000,00	17 642,31	70,57 %
Telephone, telegraph, telex, radio and television equipment	10 000,00			10 000,00		
Admin meeting expenditure	5 000,00			5 000,00		
Management Board	75 000,00	74 586,39	99,45 %	75 000,00	27 065,70	36,09 %
Management Board interpretation	33 000,00	30 056,00	91,08 %	33 000,00	30 056,00	91,08 %
Experts' Forum	132 000,00	116 513,62	88,27 %	132 000,00	67 503,57	51,14 %
Running costs in connection with operational activities	20 000,00	1 000,00	5,00 %	20 000,00	819,24	4,10 %
SLA OPOCE	20 000,00	1 643,36	8,22 %	20 000,00	1 643,36	8,22 %
Other expenditures for information and publishing	20 000,00	2 000,00	10,00 %	20 000,00	882,80	4,41 %
Studies	50 000,00	24 005,75	48,01 %	50 000,00	3 555,75	7,11 %
<b>Administrative expenses</b>	<b>805 000,00</b>	<b>472 796,39</b>	<b>58,73 %</b>	<b>805 000,00</b>	<b>279 419,08</b>	<b>34,71 %</b>

Translations	380 000,00	380 000,00	100,00 %	380 000,00	134 428,50	35,38 %
Beijing Indicators	500 000,00	469 277,09	93,86 %	500 000,00	154 030,98	30,81 %
Defining areas of work on gender-based violence	230 000,00	204 117,23	88,75 %	230 000,00	144 955,23	63,02 %
Concept of the EU GEI	490 000,00	488 411,12	99,68 %	490 000,00	12 193,37	2,49 %
Practical tools to support GM	340 000,00	327 016,39	96,18 %	340 000,00	22 420,90	6,59 %
Work with men and Gender Equality	55 000,00	5 523,98	10,04 %	55 000,00	5 323,98	9,68 %
Research on good practices	500 000,00	491 570,05	98,31 %	500 000,00	6 900,05	1,38 %
Development of concept and technical conditions for collecting, organising and disseminating information on GE	650 000,00	581 828,37	89,51 %	650 000,00	162 659,52	25,02 %
Communication with stakeholders, networks, MS and EU citizens	505 000,00	467 171,58	92,51 %	505 000,00	93 494,60	18,51 %
Development of technical tools for the electronic network	490 000,00	456 762,87	93,22 %	490 000,00	23 739,72	4,84 %
<b>Operational expenses</b>	<b>4 140 000,00</b>	<b>3 871 678,68</b>	<b>93,52 %</b>	<b>4 140 000,00</b>	<b>760 146,85</b>	<b>18,36 %</b>
<b>Grand total</b>	<b>7 530 000,00</b>	<b>6 666 690,68</b>	<b>88,54 %</b>	<b>7 530 000,00</b>	<b>3 327 138,75</b>	<b>44,19 %</b>

### C1: committed in 2011 paid in 2011



ANNEX 8: ESTABLISHMENT PLAN

Function group and grade	2011			
	Authorised under the EU Budget		Engaged as of 31/12/2011	
	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		4		4
AD 7		3		3
AD 6		1		1
AD 5		8		8
AD total		20		19
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
<b>TOTAL</b>		<b>27</b>		<b>26</b>

## ANNEX 9: 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 June 2012



Virginija Langbakk  
Director