



Annual Activity Report

2012

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ACRONYMS

BPfA	Beijing Platform for Action
Cedefop	European Centre for the Development of Vocational Training
EC	European Commission
ECA	European Court of Auditors
ECLAS	European Commission Libraries Catalogue
EF	Experts' Forum
EFSA	European Food Safety Authority
EMPL	Directorate General for Employment, Social Affairs and Inclusion
EP	European Parliament
EPSCO	Employment, Social Policy, Health and Consumer Affairs Council
ETF	European Training Foundation
EuroVoc	Multilingual Thesaurus of the European Union
EWL	European Women's Lobby
Equinet	European Network of Equality Bodies
EUROFOUND	European Foundation for the Improvement of Living and Working Conditions
FEMM	European Parliament Committee on Women's Rights and Gender Equality
FRA	European Union Agency for Fundamental Rights
GBV	Gender-Based Violence
EGEI	European Gender Equality Index
GIA	Gender Impact Assessment
GM	Gender Mainstreaming
HLG	High-Level Group on Gender Mainstreaming
HoO	Head of Operations of EIGE
HR	Human Resources
ICS	Internal Control Standards
ILO	International Labour Organisation
IR	Internal Rules
JTN	Journalists Thematic Network
LMS	Library Management System
MB	Management Board
MTGP	Methods, Tools and Good Practices
MS	European Union Member State
OECD	Organisation for Economic Cooperation and Development
OLAF	European Commission Anti-Fraud Office
RDC	Resource and Documentation Centre of EIGE
SIS	Statistical Information System (the relational database underpinning the EIGE European Gender Equality Index)
SNE	Seconded National Expert
UNECE	United Nations Economic Commission for Europe
UNESCO	United Nations Educational, Scientific and Cultural Organization
WG	Working Group
WIE	Women Inspiring Europe (calendar)
WINE	Women Information Network Europe
WP	Work Programme

Highlights of 2012

Staff features:

- **19** nationalities, as of 31 December 2012 a total of 51 staff members (Temporary Agents, Contract Agents, SNEs and Trainees)

staff development:

- **698** candidates applied for Temporary and Contract Agents' positions
- **324** candidates applied for traineeships
- **88** participants in **13** different training programmes

Main publications:

- **'Review of the Implementation in the EU of area K of the Beijing Platform for Action: Gender Equality and Climate Change'**, Report and Main Findings developed in support to Danish Presidency of the EU Council, 2012, 126 pages.
- **'Review of the Implementation of the Beijing Platform for Action in the EU Member States: Violence against Women - Victim Support'**, Report and Main Findings developed in support to Cypriot Presidency of the EU Council, 2012, 142 pages.
- **'Rationale for the Gender Equality Index for Europe'**, 2012, 10 pages.
- Conference materials **'Gender Training in the European Union: Mapping, Research and Stakeholders' engagement'**, 2012, 39 pages.
- Report **'Men's involvement in gender equality initiatives in the European Union'**, offering brief presentation of actors across the European Union contributing to a more effective involvement of men in the promotion of gender equality, 2012, 60 pages.

Other publications:

- **25** publications covering different areas of the Institute's work

New gender equality indicators:

- **Four new indicators** focusing on women's participation in climate change-related decision making in public sector at the national, EU and international levels and segmentation of tertiary education by gender in scientific and technical fields were proposed by EIGE and endorsed by the EPSCO Council in June 2012.

New data sets:

- Comparable and reliable primary **data on women's participation in climate change-related decision making** in the public sector at the national, EU and international levels were collected and published.

- A full set of comparable and reliable primary **data on the range, extent, number and actual use of support services for women victims of domestic violence** in the 27 EU Member States and Croatia was collected and published.

New databases:

- EIGE's online **database of 'Gender Trainers and Training Organisations'** featuring practical and up-to-date information, such as profiles of gender trainers and organisations offering gender training across the EU and Croatia.
- EIGE's online **database 'Men and Gender Equality'** containing information on the EU-wide initiatives encouraging men to become part of a gender equality project.
- Within the **'Study to map the current situation and trends of female genital mutilation in 27 EU Member States (MS) and Croatia'** EIGE collected information on policies (320), legal documents (270), methods, tools and good practices (600) identified in EU 27 and Croatia on combatting FGM. This information, together with the annotated bibliography on the subject will be available online through EIGE's RDC in 2013.

Signature of cooperation agreements with five Member States in the frame of EIGE's Resource and Documentation Centre:

More than 26.000 records were made available online on 7 November 2012 under EIGE's Resource and Documentation Centre. These records include: EIGE's library catalogued resources; resources harvested from external sources; and resources collected by EIGE.

ICT Infrastructure:

- a new website and an intranet

Events, communications and networking:

- **Thirty-three** journalists participated at JNT meetings resulting in more than **50** articles published.
- The European **Conference 'Advancing Gender Mainstreaming to Support Effective Gender Mainstreaming'**, organised in Vilnius (Lithuania) on 13–14 November 2012, brought more than 150 public servants, trainers and experts in gender training from all MS and European institutions.
- **Thirty-three** gender experts from nearly all the Member States participated in the first online discussion on the Institute's EuroGender platform.
- More than **445** experts took part in numerous consultation meetings.
- By 5 October 2012, EIGE had **3,064** followers on its Facebook page.
- Approximately **9,000** copies of Women Inspiring Europe 2012 calendar were distributed to stakeholders across the European Union and beyond.

1 OPERATIONAL ACTIVITIES

1.1 INSTITUTIONAL SET-UP OF THE INSTITUTE

Planned output of **necessary administrative and operational structures in place** was achieved

The development of the administrative and financial structure of the agency during the institutional set-up was shouldered by 11, 10 members of internal and external staff (equivalent to 24,67% of total human resources and approximately 14% of total financial resources).

By Quarter 4 2012, the Institute completed its establishment plan of 30 members of permanent staff (*indicator 4*). On 31 December 2012, the Institute counted 51 of internal and external staff: 30 Temporary Agents, nine Contract Agents, five SNEs and seven trainees. Two implementing provisions to the staff regulations were adopted, notably on a policy dealing with anti-harassment; and the interim occupation of management posts (*indicator 5*).

A more detailed description of EIGE's progress in relation to the **establishment plan**, the **implementing provisions for the staff regulations**, the findings of the **Court of Auditors**, the **Internal Control Standards**, **OLAF** and **Staff Training** are presented in Chapter 3 dealing with Organisation and Management. It has to be noted that the **business continuity plan**, which was to be finalised by the end of 2012, will be developed after the Institute moves to its permanent premises in 2013.

BODIES OF EIGE

In order to ensure effective functioning of the agency and guide the Institute in the implementation of its Work Programme, the Institute's Management Board met three times (*indicator 1*) in 2012 as did its Standing Committee. Throughout the year, the Board took 20 decisions spanning from the approval of mandatory reductions applied to the Institute's 2012 and 2013 budgets to cooperating with the budgetary authority regarding EIGE's move to its permanent premises in Vilnius.

The Management Board approved of the Institute's first activity within the IPA (instrument for pre-accession) programme. It also agreed to the launch of an unforeseen study in the area of gender-based violence (GBV) identifying administrative data sources within international bodies and organisations. Moreover, the Board adopted EIGE's Communication Strategy along with the Management Board's Rules of Procedure and the Institute's Internal Rules.

The **Experts' Forum met three times** (*Indicator 2*) during the reporting period, of which one was a joint meeting with the Management Board, held in March in Brussels (*indicator 3*).

The Forum actively supported the Institute's work by advising EIGE on various activities, for example the European Gender Equality Index and the country profiles, EIGE's work on Gender Training and the concept and priorities of the Resource & Documentation Centre as well as by participation in the two working groups (on the Beijing Indicators and on the Gender Equality Index). The Forum assisted the Institute in the dissemination of information on EIGE's reports,

events and staff vacancies and by recommending experts for specific areas of the Institute's work.

FOCAL AREAS AND MAIN TOOLS IN 2012

The Institute focused its activities on two focal areas:

1. Collecting comparable, reliable data and development of indicators on gender equality, and
2. Collecting, processing methods, tools and good practices for gender equality work, including gender mainstreaming.

In order to support better-informed policy making, within the first focal area of its activities, EIGE collected new data and information and developed methods to improve the objectivity, comparability and reliability of indicators and data on gender equality issues. EIGE produced two reports for **the Presidencies of the EU Council** and finalised the construction of the **Gender Equality Index**. It reflects the multi-faceted reality of gender equality, specifically tailored towards the EU and Member States policy framework, and offers a common tool to assess gender equality gaps in time and geographically across the EU-27.

To contribute to raising awareness among decision-makers and support capacity building of the administration of the member States and the EU institutions to implement European gender equality policies, the second focal area concentrated on the collection, processing and dissemination of **tools, methods and good practices for gender equality and gender mainstreaming**, with the focus on Gender Training as the tool for gender mainstreaming. Additionally, in the area of domestic violence (theme chosen by the Cypriot presidency), 15 good practices were selected.

Establishment of the Institute's **Resource and Documentation Centre** progressed significantly to house an online and physical documentation centre, a knowledge centre and the European Network on Gender Equality, EuroGender. In 2012, a significant new volume of data was included in the RDC.

1.2 FOCAL AREA 1: COMPARABLE AND RELIABLE DATA AND INDICATORS ON GENDER EQUALITY

Activities of this broad focal area covering 31 % of financial resources of the agency have been carried out by 11,65 internal and external staff, corresponding to 25,89 % of the total staff.

During the year, the Institute supported the European Commission and the Member States mainly by reviewing the implementation of the Beijing Platform for Action in the EU (two reports and two publications on the main findings were released), by updating its centralised

database on 'Women and Men in the EU - Facts and Figures' and by completing the development of the Gender Equality Index, set to be presented in 2013.

1.2.1 COLLECTION OF DATA AND STATISTICS OF THE 12 CRITICAL AREAS OF CONCERN OF THE BPfA/PROVIDING SUPPORT TO THE DANISH AND CYPRIOT, IRISH, LITHUANIAN PRESIDENCIES OF THE EU COUNCIL; GENDER-BASED VIOLENCE

During 2012 EIGE achieved the planned output **of functioning and effective support to the Presidencies of the Council of the EU**

PROVIDING SUPPORT TO THE DANISH AND CYPRIOT, IRISH, LITHUANIAN PRESIDENCIES OF THE EU COUNCIL

In 2012, EIGE produced two reports for the Presidencies of the EU Council (Denmark and Cyprus). Both reports were developed in cooperation with the governments of the Presidency countries (*indicator 3*), European Commission, the High Level Group on Gender Mainstreaming and EIGE's Working group on Beijing Indicators¹ (*indicator 1*). The Institute also established collaboration with the governments of upcoming Presidencies of 2013 – Ireland and Lithuania (*indicator 4*) and began the consultation process with experts to prepare for the reviews of the BPfA in the selected areas of concern.

In support to the Danish Presidency, EIGE developed an EU-wide report '**Review of the Implementation of the Beijing Platform for Action by the EU Member States: Gender Equality and Climate Change**' (126 pages) (*indicator 6²*) which reviews for the first time the implementation of the BPfA by the Member states in the area of Women and the Environment. The report served as a basis for the Danish government to develop conclusions and recommendations on '*Gender equality and the environment: enhanced decision-making, qualifications and competitiveness in the field of climate change mitigation policy in the EU*', which then were adopted by the EPSCO Council in June 2012. The conclusions highlight that more women are needed in climate change decision making to respond to climate change efficiently. EPSCO also took note on the first indicators introduced by the Danish Presidency on the basis of EIGE's report and recommendations.

¹ The creation of the Working Group was foreseen in EIGE's Mid Term Work Programme (2010-2012).

² <http://eige.europa.eu/content/document/gender-equality-and-climate-change-report>.

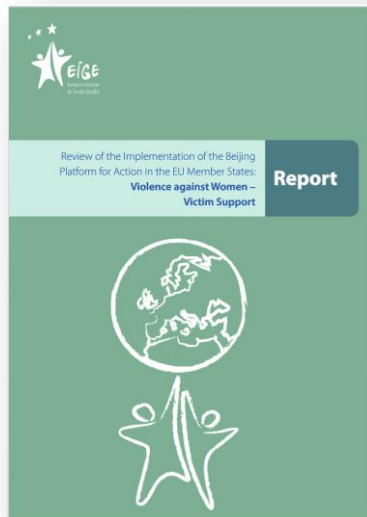


The report reviews the main legislative and policy developments and debates at the EU and global levels concerning climate change and reveals important links between gender equality and climate change. It provides comparable data for all Member States on women's participation in environment and climate change-related decision-making at national, EU and international levels. It also analyses segmentation of tertiary education by gender in fields related to environment and climate change. The report was developed in consultations with DG CLIMA, Nordic Council of Ministers and European Environmental Agency.

The Main Findings developed on the basis of the Report, emphasise the importance of strategies allowing regular integration of gender perspective into climate change-related policy-making and monitoring of progress by using the proposed indicators. Actions towards increasing women's participation in high-level climate-related decision-making positions, among others – introducing specific goals and quantitative targets for women's participation in decision-making are also recommended. The full Report and the Main Findings are available on EIGE's webpage: www.eige.europa.eu and in print. The Main Findings are available in German, French and Danish.

To support the Cyprus Presidency, EIGE reviewed the area on violence against women and published the report '**Review of the Implementation of the Beijing Platform for Action by the EU Member States: Violence against Women - Victim Support**' (142 pages) (*indicator 7³*). In December 2012, EPSCO adopted conclusions on *Combating Violence against Women, and the Provision of Support Services for Victims of Domestic Violence* introduced by the Cypriot Presidency on the basis of EIGE's report and recommendations.

³ More information about the Cyprus report can be found here:
<http://eige.europa.eu/content/document/violence-against-women-victim-support-report>.



The report presents the current legal and policy developments of the general and specialised services available for women survivors of intimate partner violence in the 27 EU Member States and Croatia. It is the first report in the EU which provides a full set of comparable and reliable data on the range, number, extent and actual use of the support options and presents recommendations for improving support services. The report also analyses data gaps and provides recommendations to improve the objectivity, comparability and reliability of the data at the EU level in this area.

The Main Findings emphasise strongly the recommendations for improved access and quality of support services, the importance of specialized gender-specific services meeting the complex range of immediate and long-term needs of women survivors of violence and their children. The importance of guaranteed sustainable funding for specialised services such as women's shelters, helplines and counseling services is also underlined. The full Report and the Main Findings are available on EIGE's webpage: www.eige.europa.eu and in print. The Main Findings are available in German, French and Greek.

Ireland, holding the Presidency of Council of the EU during the first half of 2013, has selected the area J of the BPfA: **Women and the Media**, focusing on women's representation in decision-making in media organisations and on the extent to which media organisations have developed codes of conduct and other forms of self-regulation to obviate discrimination on the grounds of sex. During 2012, EIGE developed a draft report and proposed a list of new indicators in this area. The report and the Main Findings will be finalised and made available in 2013 (*indicators 5 and 8*). The report was developed in consultations with DG INFSO, the European Federation of Journalists, representatives from the European Broadcasting Union, UNECE and UNISEF (*indicator 9*).

The reports (including main findings, factsheets and other communication materials) developed for Presidency countries were presented in the conferences organized by the Presidencies and distributed widely to different stakeholders' groups electronically and in

print: European Commission, European Parliament, national and regional governmental bodies of gender equality, independent bodies of equal treatment, national statistics offices, social partners, civil society organizations and research institutions.

COLLECTION OF DATA AND STATISTICS OF THE 12 CRITICAL AREAS OF CONCERN OF THE BPfA

In December 1995, the European Council acknowledged the EU's commitment towards the BPfA and expressed its intent to review its implementation on a regular basis. Since 1999 the Council of the EU has taken notes on a number of indicators in 10 out of 12 critical areas of concern of the BPfA.

The Council and the Parliament underlined the role of EIGE in carrying out regular reviews of the implementation of strategic objectives of the BPfA, based on reviews of existing indicators and on developing new indicators, when relevant. To reach these objectives and provide effective support to the Presidencies, EIGE maintained and updated the database 'Women and men in the EU. Facts and figures' – a centralised source of quantitative and qualitative information, data and statistics on Beijing indicators and on the implementation of the BPfA in the EU. The EU-level database offers decision-makers a coherent and user-friendly centralised source of sex-disaggregated data and gender statistics for better informed policy making and monitoring of progress in gender equality.

Following the EPSCO conclusions, taking note of the new indicators developed by EIGE for the area of Women and the Environment, dated 25 June 2012, four new indicators were added to the Institute's database. The database was updated in 2012 with the latest available data on Beijing indicators and statistical trends over the past 5 years in gender equality in the EU. At the end of 2012, the database contained 47 indicators (around 150 sub-indicators) on 10 out of 12 critical areas of the BPfA. The database includes information about the indicators (quantitative as well as qualitative), data availability, data sources and useful bibliographical references. It allows the users to follow up the development of indicators since 1999 via access to Presidency reports, EPSCO conclusions and other relevant policy documents and relevant literature. It is available on EIGE's website and presents regularly updated indicators and other statistical information.

EU indicators for the Beijing Platform for Action



The information about the database was disseminated to EIGE’s key target groups through tailored emails, EIGE’s newsletter, social media and direct presentations. The link to the database was shared, among others, by: the Office of the General Secretariat for Gender Equality in Greece, the Office of the International Affairs and Social Policy in Italy, Commission on Domestic Violence in Malta, the Chancellery of the Prime Minister in Poland, EQUINET network and a number of non-governmental organisations in the area of gender equality. Facebook information on the data base was seen by more than 2000 Facebook users.

In the area of sex-disaggregated data, gender statistics and indicators, EIGE cooperates closely with DG EUROSTAT (MoU signed in 2010) participating in the meetings of its working groups on labour market statistics, public health, education and training and crime statistics.

GENDER-BASED VIOLENCE

Gender-based violence (GBV) is fundamentally rooted in gender inequality⁴ and it impacts the future of women and men in Europe⁵. The European Commission addresses GBV in the Strategy for Equality between Women and Men 2010 – 2015⁶ and the Women's Charter⁷.

Broad and more detailed information on the Institute's work in the area of GBV is presented in the Annual Report 2012, in chapter entitled 'EIGE's focus in 2012 – gender-based violence'.

EIGE's work in this field consisted of two main projects: the review on Victim Support carried out for the Cypriot Presidency of the EU in the context of BPfA⁸ (see above) and the study on Female Genital Mutilation⁹ (*indicator 2*). Additionally a study on other types of administrative

⁴ Cf. Council of the European Union, 'EU guidelines on violence against women and girls and combating all forms of discrimination against them', 2008, available at:

<http://www.consilium.europa.eu/uedocs/cmsUpload/16173cor.en08.pdf>, p. 2, 3.1.1; Council of the European Union, 'Council Conclusions on the Eradication of Violence against Women in the European Union', Brussels, 8 March 2010, available at: http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/lisa/113226.pdf, p. 3.

⁵ Cf. European Commission, Communication from the Commission 'A Strengthened Commitment to Equality between Women and Men – A Women's Charter', Brussels, 5 March 2010, available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0078:FIN:EN:PDF>, pp. 4f).

⁶ Cf. European Commission, The European Commission's Strategy for equality between women and men 2010–2015 (COM(2010) 491 final, 21 September 2010, available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52010DC0491:EN:PDF>.

⁷ Cf. European Commission, Communication from the Commission 'A Strengthened Commitment to Equality between Women and Men – A Women's Charter', Brussels, 5 March 2010, available at: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0078:FIN:EN:PDF>.

⁸ Study on Area D of the Beijing Platform for Action: Violence against Women, report published by EIGE in December 2012. ISBN 978-92-9218-061-4.

⁹ 'Study to map the current situation and trends of female genital mutilation in 27 EU Member States and Croatia' – see Annex "Information about the studies conducted by EIGE in 2012'.

data on gender-based violence was initiated in 2012 to be completed in 2013¹⁰.

The screenshot shows the EIGE (European Institute for Gender Equality) website. The header includes the EIGE logo, social media icons (Facebook, Twitter, YouTube), a search bar, and a 'Login or Sign up' button. The main navigation menu contains 'ABOUT EIGE', 'AREAS', 'RDC', 'PUBLICATIONS', 'NEWS AND EVENTS', and 'PRESS'. The page title is 'Sexual violence against women in the European Union'. The main content area includes a definition of sexual violence as a violation of human rights and a form of gender inequality, and a note that gender-based violence, including sexual violence, is both a cause and a consequence of gender inequality. A sidebar on the right titled 'Relevant Information' features a link to 'Study to map data and resources on sexual violence in the EU'. A list of related topics is provided at the bottom of the page: 'Socio-cultural context', 'Definition', 'European legal framework', 'Prevalence', 'Prevention', and 'Protection and support'.

Female genital mutilation (FGM) is a form of gender-based violence rooted in cultural traditions that degrades girls and women and constitutes a serious violation of the human rights of women and children. FGM continues to be one of the most brutal and at the same time most tabooed forms of gender-based violence. In three resolutions on FGM – adopted in 2001¹¹, 2009¹² and 2012¹³ – the European Parliament strongly condemned FGM as a violation of fundamental human rights and called for a comprehensive EU strategy to end FGM.

At the request of EU Commissioner Viviane Reding EIGE implemented a **‘Study to map the current situation and trends of female genital mutilation in 27 EU Member States and Croatia’**¹⁴, which is expected to give the EU and national policy makers more reliable and

¹⁰ Study: ‘Mapping the current status and potential of administrative sources of data on gender-based violence in the EU and Croatia’.

¹¹ European Parliament, Resolution on female genital mutilation (2001/2035(INI)), 20 September 2001, available at: <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P5-TA-2001-0476+0+DOC+XML+V0//EN>.

¹² European Parliament, Resolution on Combating Female Genital Mutilation in the EU, 24 March 2009, available at: <http://www.europarl.europa.eu/sides/getDoc.do?type=TA&reference=P6-TA-2009-0161&language=EN>.

¹³ European Parliament, Resolution of 14 June 2012 on Ending Female Genital Mutilation (2012/2684(RSP)), available at: <http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//TEXT+TA+P7-TA-2012-261+0+DOC+XML+V0//EN>.

¹⁴ <http://www.eige.europa.eu/content/news-article/eige-study-on-female-genital-mutilation-yields-the-first-EU-wide-map-on-the-situation-of-FGM>.

comparable information on the scale of the phenomenon and the protection and support of girls and women at risk and victims of FGM. This study fits into the broader work that EIGE carries out on gender-based violence.

The study revealed that data on the prevalence of FGM in the EU-27 and Croatia is not systematically collected. Eight EU Member States have undertaken prevalence estimates – although with some methodological shortcomings – of women and girls at risk and victims of FGM. The study also revealed that administrative records which could serve as a proxy indicator of the prevalence of FGM (medical, child protection, and asylum and prosecution records) are not systematically used, the existing data are not collated centrally and access to data is often restricted.

Although some policies have been developed in the EU Member States and Croatia to abandon FGM, coherent and comprehensive approaches are rare. Such strategies can be best implemented in the framework of a national action plan on FGM (NAP) or addressing FGM within a broader strategy on violence against women or a strategy for gender equality. Involvement of affected communities in the development and implementation of such strategies was considered crucial for the quality and effectiveness of these policies.

To disseminate collected information and the findings, EIGE has developed the final report **‘Female genital mutilation in the European Union and Croatia’** and 28 country factsheets, which will be made available in the national languages of the Member States both online and in print from 6 March 2013.

Mapping the current status and potential of administrative sources of data on gender-based violence in the EU and Croatia (heading 2.3, indicator 1)

Administrative data – together with data coming from surveys – are indispensable for a good picture of the nature, extent and consequences of gender-based violence, without which it is not possible to make political decisions and to accomplish an effective design, implementation and monitoring of policies GBV. Accurate information is also important for awareness-raising among professionals and policy-makers of the scope of the problem.

To fill the gap on the extent, scope and potential of administrative data on gender-based violence in the EU Member States and Croatia, EIGE launched a study. The study will create a comprehensive and detailed map of the existing administrative sources of data, which will provide a set of guidelines and recommendations for improving the relevance, quality and statistical potential of administrative sources of data on GBV at MS level. Between September and December 2012, EIGE developed the methodological guidelines to map, describe and assess administrative sources of data on GBV in the European Union Member States and Croatia. The evidence review and desk research have also been initiated¹⁵.

¹⁵ See Annex – Information about the studies conducted by EIGE 2012.

STUDY ON INTERNATIONAL ACTIVITIES IN THE FIELD OF DATA COLLECTION ON GENDER-BASED VIOLENCE ACROSS THE EU

Taking into consideration the increasing interest shown by the European Commission and Member States for EIGE to focus on GBV, aiming to close some knowledge gaps regarding reliable data sources and based on the fact that the Institute did not receive any request for an unforeseen study, the Institute deemed it necessary to propose its Management Board an additional study, which had not been planned in its 2012 Annual Work Programme but was highly needed for a broader analysis of data on GVB. The Institute's Management Board approved in October 2012 the commissioning of such a study using the flexibility clause foreseen in the Institute's budget of the Annual Work Programme 2012¹⁶.

The study, which was launched only after the approval of the Management Board, shall review the data collected and gathered by EU bodies and main international organisations and information on current and planned activities in the area of GBV. The information provided by the study will enable the Institute to avoid duplication of work, strengthen synergies and identify existing gaps for guiding its future activities in this field.

This study fits into the broader work that EIGE carries out on gender-based violence.

GENDER EQUALITY INDEX

By the end of 2012, the Institute delivered the planned output– **a concept for Gender Equality Index developed for the European Union to assess (in)equality between women and men in Europe**

Following the work of 2011¹⁷, at the end of 2012 EIGE completed the calculation for the Gender Equality Index. To facilitate the understanding of the complex and technical nature of the Index the Institute published several information notes on the development of the Index¹⁸, allowing stakeholders to see the rationale and progress of the work (*indicator 4*).

Measuring gender equality throughout the Member States and the EU is not the sole objective of the Gender Equality Index. The Index also permits an analysis of gender equality both over time and geographically; gives more visibility to the status of women and men in the Member States in selected domains of gender equality and supports the assessment of policies and measures implemented in the field of gender equality.

Unique features of Gender Equality Index for Europe

¹⁶ See Annual Work Programme 2012, ANNEX 1 STUDIES PLANNED FOR 2012.

¹⁷ See Annual Work Programme 2011 and Annual Report 2011.

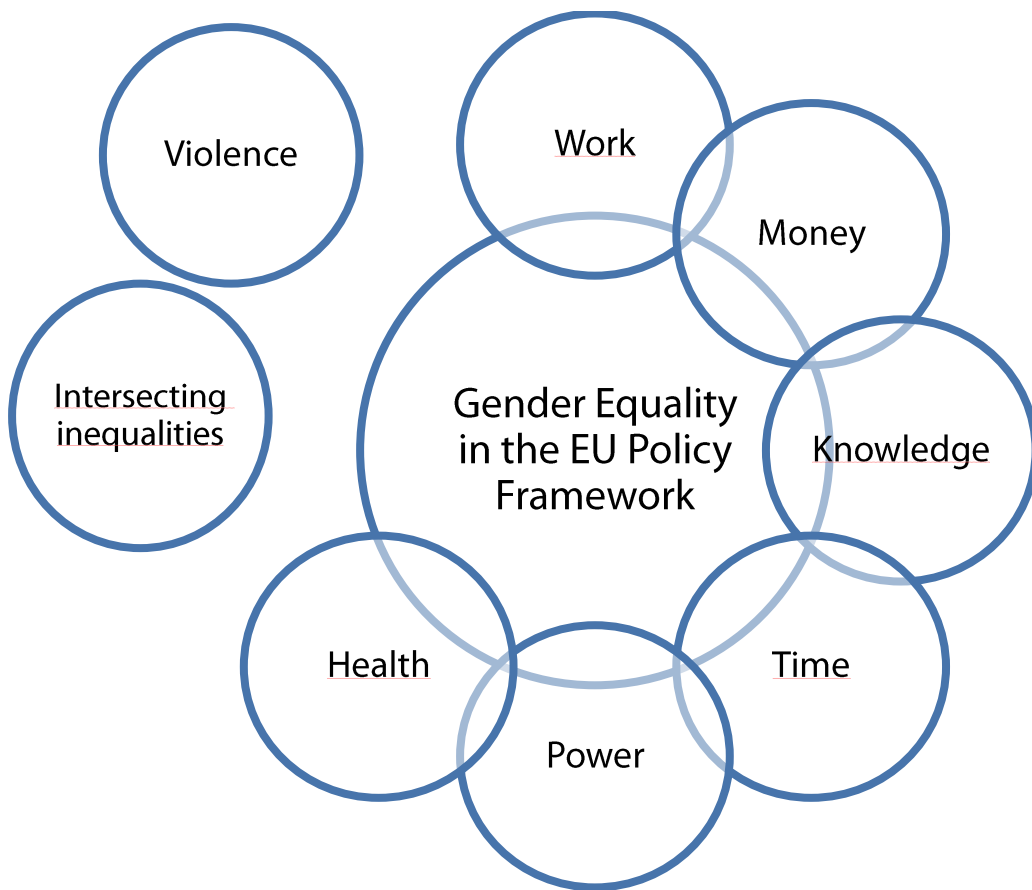
¹⁸ See, for example <http://eige.europa.eu/content/document/rationale-for-the-gender-equality-index-for-europe>.

The Gender Equality Index for Europe:

- is specifically tailored towards the EU gender equality policy framework and objectives;
- adopts a gender approach instead of a women's empowerment approach;
- relies on a more comprehensive framework of gender equality than other women's or gender equality indices;
- measures gender gaps that are adjusted to levels of achievements, in order to ensure that gender gaps cannot be regarded positively where they point to an adverse situation for both women and men;
- highlights gaps in data availability by identifying potential gender indicators, calling for harmonised, reliable data that is both disaggregated by sex and available for all Member States.

The concept of the Index is based on the analysis of key policy documents and policy priorities of the EU and well known theoretical frameworks on gender equality. The concept was then translated into a set of six core and two satellite domains, which were incorporated into the calculation of the Gender Equality Index (see figure 1). The satellite domains are conceptually related to gender equality, however, they cannot be included in the core index because they measure an illustrative phenomenon, which only applies to a selected group of the given population (e.g. women only or people with a disability, etc.). The domains of the Index were further sub-divided into sub-domains.

Figure 1. The core and satellite domains of the Gender Equality Index.



After the concept of the Index was finalised, EIGE carried out a statistical multivariate analysis to translate the conceptual framework into the measurement framework, including decisions on how to weigh and aggregate each domain.

The report on the Index will contain country profiles, with country specific data and brief contextual information on the efforts of the Member States to promote gender equality during the period of 2005–2012. To collect information on the actions taken by national governments and other relevant institutions in promoting and mainstreaming gender equality a study was commissioned by EIGE in 2012. The processed information will be used for the country profiles of Gender Equality Index. The final report on the Gender Equality Index will be published in the second quarter of 2013. The launch of the Index will take place in June 2013 in Brussels.

Designing of conceptual framework and country profiles was facilitated by external experts, EIGE's Experts' Forum and the Working Group on the Gender Equality Index (*indicator 1*). EIGE also ran extensive consultations with the international, European and national data source providers and other relevant stakeholders, namely DG JUST, DG EUROSTAT, UNECE, DG Joint Research Centre (JRC), EUROFOUND. The conceptual framework of the Index was presented in several international conferences and workshops on measuring gender equality in Europe (*indicators 2 and 3*).

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

This activity was implemented by 8,85 of internal and external staff members, (equivalent to 19,67% of total human resources and approximately 24% of total financial resources).

1.3.1 GENDER MAINSTREAMING TOOLS AND METHODS

EIGE produced the expected output **of making effective training tools to promote gender equality and gender mainstreaming available to users**

Supporting capacity building is part of the implementation of gender mainstreaming strategies at various levels. In 2012, following the work initiated in 2010¹⁹, gender training was selected as a potentially powerful tool to improve knowledge and skills, address stereotypes, tackle underlying values and generate extensive sustainable change towards gender equality.

Need to develop capacity for successful implementation of gender mainstreaming strategies was expressed by the Member States in EIGE's Ex-ante Evaluation (2010). In its Resolution of 17 November 2011 on gender mainstreaming in the work of the European Parliament, training EP staff on gender mainstreaming and gender budgeting was listed among the priorities for the upcoming years. When identifying the need to improve gender mainstreaming mechanisms, the EC Advisory Committee on Equal Opportunities referred to training as one of the core components of such mechanisms. The use of training as a tool for the promotion of gender equality is also highlighted in the European Commission's Strategy for Equality between Women and Men 2010 – 2015.

During its first phase, the mapping study (*indicator 4*) identified trends of gender training in Europe and concluded in the final report (*indicator 3*) that although gender mainstreaming has been on the political agenda since 1995, in practice the issues of capacity and knowledge gaps remain unsolved and insufficiently tackled across the EU. It is clear that Europe needs to invest more in developing competence of its staff to implement gender mainstreaming.

The results of EIGE's 2012 work on gender training will be available through EIGE's RDC in early 2013 (*indicators 4, 5 and 11*)²⁰.

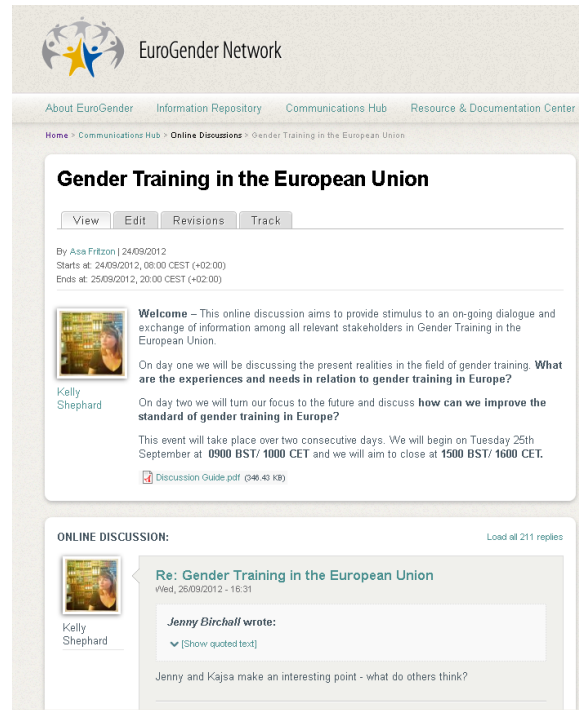
DATABASE ON GENDER TRAINING AND GENDER TRAINERS

The **online database of gender trainers and training organisations** made available by EIGE features practical and up-to-date information, including profiles of gender trainers and

¹⁹ Study: Gender training in the European Union: Mapping, research and stakeholders' engagement (2012-2013) <http://www.eige.europa.eu/content/news-article/eige-conducts-research-and-facilitates-discussions-on-gender-training-in-the-eu>.

²⁰ Database of gender trainers and training institutions will be available from February 2013; Database of gender training resources institutions will be available from February 2013.

organisations offering gender training across the EU and Croatia. This database aims to facilitate finding gender trainers with specific thematic knowledge, skills and expertise to design training courses tailored for different needs and policy areas. Over 200 trainers and organisations are included in the database, from public, private, civil society sectors, independent experts, international organisations, media and government.



The online database of gender training resources is designed to share information, materials and resources on gender training, and support networking between users and practitioners. The database contains over 200 items produced in all the Member States and in a number of different languages. The resources are searchable by title, author, country, language, topic and type.

During the mapping of gender training practices across the EU, EIGE engaged in a number of supporting activities fostering dialogue and knowledge exchange between different actors. EIGE's first online discussion²¹ was organised on 25–26 September 2012. The Institute received over 220 responses from more than 30 participants from the EU Member States and international organisations. The discussion focused on the requirements for a well-designed and tailored training, training on monitoring and evaluation, and the need for quality standards; it also concerned various aspects related to knowledge sharing.

²¹ EIGE developed in its EuroGender Network (see supra, chapter 2.4 on EIGE's RDC) a tool to hold online discussions. The discussion on Gender Training was the first for which this system was used.



Country	Title	Year	Language
Hungary	Partiszióiról a fősodorba	2009	Hungarian
Finland	Sukupuolinköölman valtavirtaistaminen kunissa ja valtionhallinnossa Valtavirtaistaminen käytäntöön -hankkeen alkukartotus	2011	Finnish

EIGE's conference (*indicator 6*)²² held in Vilnius on 13 and 14 November summarised the results of the European conference 'Advancing Gender Training to Support Effective Gender Mainstreaming', which was attended by more than 150 participants – public servants, trainers and experts in gender training. The conference aimed at presenting the results of the gender training project – the report and databases – as well as stimulating discussion on further competence building for effective gender mainstreaming. It was also used to share information about the second phase of EIGE's gender training project (2013–2014) and consult the Gender Training Focal Points from the Member States (*indicator 9*). The conference materials and publications are available online on EIGE's website (*indicators 7 and 11*).

²² <http://www.eige.europa.eu/content/news-article/gender-training-conference-in-vilnius-13-14-november-2012>

1.3.2 COLLECTING, PROCESSING AND DISSEMINATING GOOD PRACTICES²³

To complement its support to the Presidencies of the Council of the EU and to encourage learning from good examples – in the review of the selected critical areas of the Beijing platform for Action (see infra) – EIGE also collects, processes and disseminates good practices.



COLLECTION OF METHODS, TOOLS AND GOOD PRACTICES IN THE FIELD OF DOMESTIC VIOLENCE

The work done under this heading (*indicators 8, 10 and 11*) complements the study on the same area (see supra) carried out for the Cypriot Presidency and promotes the exchange of experiences among the stakeholders.

The good practices, collected and assessed on the basis of methodology developed at the Institute are in line with the following goals: capacity building, networking, learning and awareness-raising. EIGE's publications on good practices contain the main conclusions of the Institute's work in this area (*indicator 11*).

To assess methods, tools and good practices identified and collected in the field of domestic violence, EIGE organised a consultation meeting in Vilnius, on 26 September (*indicator 10*). Experts and stakeholders shared their experiences and reflections related to the 30 collected examples on awareness raising, gender training and victim support services in the area of domestic violence.

EIGE also joined the work on good practices in gender equality coordinated by the Gender Equality Unit of Commission, DG JUST.

MEN AND GENDER EQUALITY

It was in the Mid-term Work Programme 2010 – 2012 that the European Institute for Gender Equality set out to emphasize men's role in promoting gender equality, treating men's

²³ <http://www.eige.europa.eu/content/methods-and-tools>

involvement in this area as a horizontal issue in its activities. In 2012, after consultations with external experts and internal discussions on the ways how to integrate men's perspectives and foster their participation in EIGE's work, the 2010 study on **'Men's involvement in gender equality initiatives in the European Union'**²⁴ was finalized and the report was published on the website.

The report gives a brief presentation of actors across the European Union contributing to a more effective male involvement in the promotion of gender equality, including specific approaches and materials produced by such actors.

By the end of 2012, to encourage networking of similar organizations and inspire further initiatives in the field, EIGE developed and launched an online database 'Men and Gender Equality'²⁵ containing information on the EU-wide initiatives encouraging men to become a part of a gender equality work.

The screenshot shows the EIGE website interface. At the top left is the EIGE logo (European Institute for Gender Equality). To the right are social media icons (Facebook, Twitter, YouTube), a printer icon, and a 'Login or Sign up' button. Below these are flags for Hungary and the United Kingdom, and a navigation menu with links: 'Sitemap | A-Z index | FAQ | Contact us'. A dark green navigation bar contains the following menu items: 'ABOUT EIGE', 'WORKING WITH EIGE', 'ACTIVITIES', 'PRESS AND MEDIA', 'INITIATIVES AND PROGRAMMES', and a search bar. The main content area has a breadcrumb trail: 'Home > Activities > Men and gender equality'. The title 'Men and gender equality' is prominently displayed. Below the title is a paragraph of text explaining the importance of involving men in gender equality. To the right of the text is a large image of a person jumping over a gap between two cliffs against a bright sun. Further right is a 'SHARE' button with social media icons. Below the main text are three sidebar widgets: 1) 'The Involvement of Men in Gender Equality Initiatives in the European Union, Report' with a link to the 'Men and Gender Equality database'. 2) 'Tag cloud' containing terms like 'Women Inspiring Europe', 'Resource-Pool economy European Union', 'Gender-based violence', 'gender stereotypes good practices power and decision making society training', 'Women Inspiring Europe', and 'calendar'. 3) A 'SHARE' button with social media icons.

²⁴ <http://www.eige.europa.eu/content/document/the-involvement-of-men-in-gender-equality-initiatives-in-the-european-union>

See also AWP 2011 and AAR 2011.

²⁵ <http://www.eige.europa.eu/internal/csr/search>.

1.4 RESOURCE AND DOCUMENTATION CENTRE

By the end of 2012, EIGE reached the output **of making comprehensive information on gender equality and EIGE's work accessible to stakeholders and the public**

This complex and broad area of activity involved approximately 6.35 members of internal and external staff, (equivalent to 14.11% of total human resources and approximately 15% of total budget).

The Resource and Documentation Centre is composed of an online catalogue and a small physical library, a gender knowledge centre and EuroGender – the European Network on Gender Equality. It answers the objectives set in the first MTWP of classifying existing gender data and information; providing comprehensive information on gender equality and creating a network to share competence and experience.

1.4.1 ESTABLISHMENT OF A RESOURCE AND DOCUMENTATION CENTRE

Information on gender equality is scattered all around Europe and comes from a large variety of sources. EIGE's RDC aims to provide a centralised resource hub to access existing resources, to make available the results of the research developed by EIGE and to foster the exchange of information and knowledge.

EIGE's RDC²⁶ went online in November 2012, making available more than 26.000 records. It includes policy documents, grey literature, online resources, databases, books and articles on gender equality, with a particular focus on gender-based violence.

The majority of the resources are presented through abstracts in English and available in English, French and German. At present it is possible for the users to search and access resources in 14 EU languages. Between 7 November and 31 December 2012, the daily average page views number was 52,2.

THE PILOT PROJECT ON LINKING INFORMATION AND DOCUMENTATION CENTRES

Cooperation agreements between EIGE and leading women and gender equality information centres from five Members States – Belgium, Germany, Luxembourg, the Netherlands and Sweden – were signed in 2012 (*indicator 1*).

As a follow-up of a successful pilot project on gender-based violence, finalised in 2012, the agreements expanded to cover areas related to media, climate change, reconciliation of work, family and private life, men and gender equality and institutional mechanisms for the advancement of women, with a particular focus on gender mainstreaming.

The procedures enabling uploads and updates of external data and search through EIGE's RDC were finalised in 2012, allowing the integration of new partners in the future. The electronic data management system was fully implemented, through the extension of an integrated library system and the creation of a platform hub for existing digital resources.

²⁶ www.eige.europa.eu/rdc

The definition of the requirements of the online technical infrastructure for the accessibility of EIGE's knowledge centre databases, reports and studies, was initiated in 2012. The resources collected on Female Genital Mutilation, on the impact of the crisis on gender (in)equality and the database on the involvement of men in gender equality work were presented online.

The screenshot shows the EIGE Resource & Documentation Centre (RDC) website. At the top, there is a navigation menu with links for 'ABOUT EIGE', 'WORKING WITH EIGE', 'ACTIVITIES', 'PRESS AND MEDIA', and 'INITIATIVES AND PROGRAMMES'. A search bar is located on the right side of the navigation menu. Below the navigation menu, the page title is 'EIGE's Resource & Documentation Centre (RDC)'. The main content area is divided into several sections:

- Resources on gender-based violence:** This section describes the RDC's role in building links to resources on gender-based violence in Europe, published for more than 20 years. It lists several partner organizations: Amazone, Atria, Cid-femmes, Gender Library, and KvinnSam.
- Resources on Men and Gender Equality:** This section highlights the importance of men's engagement in achieving gender equality and provides access to EIGE's database on the involvement of men in gender equality covering the period between 2007 and 2010.
- Resources on the impact of the crisis on gender in(equality):** This section provides access to resources on the ways the crisis is affecting the life of women and men in Europe, published at the EU level and in several MS and collected by EIGE between 2009 and 2012.
- Resources on Female Genital Mutilation:** This section explains that FGM is a form of gender-based violence and that EIGE will make public the first EU report on the phenomenon in 2013. It also provides access to resources collected by EIGE covering the period between 1980 and 2011.
- About EIGE RDC:** This section provides information on what can be found in the RDC, including more than 26,000 references in policy documents, grey literature, online resources, books, articles, and databases. It also mentions that the RDC is fully accessible from July 2013.

EIGE's RDC collections gradually increased in 2012 – core collection, data collection, EIGE's own collection, multimedia collection and series collection – with a particular emphasis on the data collection²⁷, which represents 62,7% of the items recorded in 2012.

During 2012, and in view of the move to the final premises in the "House of the European Union", the physical concept of the RDC was finalised by including a space synoptic description embedded in gender equality and proximity to the citizens' perspective.

²⁷ The core collection is the collection of academic works (books, articles published in academic magazines, ...), this collection is arranged by subject and follows a topical classification scheme; the data collection is the collection of the so-called grey literature (policy documents, facts and figures, proceedings, statistical documents, tools/methods and good practices, ...) and it is arranged by country/geographical area/organisation; EIGE's own collection is the collection of the studies produced by EIGE; the multimedia collection includes audio visual materials and the series collection includes journals.

THE WOMEN INSPIRING EUROPE 2013 CALENDAR AND RESOURCE POOL

Aiming to highlight the achievements of some of Europe's most remarkable women and to promote their positive influence on breaking gender stereotypes, the Women Inspiring Europe 2013 Calendar and Resource Pool collect and present their real-life stories.

The **Women Inspiring Europe Resource Pool** is intended to offer the media, EIGE's stakeholders, media and interested individuals the possibility to search for role-models and influential contributors in a specific field of expertise or personal engagement.

Following EIGE's vision to make gender equality a reality for all Europeans, EIGE featured in the printed **Women Inspiring Europe 2013 Calendar** 13 exemplary women that broke gender stereotypes in terms of career choices, thus changing their lives and the lives of their communities for the better. The facts and figures presented in the calendar in connection to each **Monthly Profile** present gender gaps and facts describing a policy area or an area of professional and personal engagement. Their video interviews are rich testimonials that raise awareness on gender equality via social media (*indicators 4 and 5*).

The screenshot displays the EIGE website's 'Calendar' section for February 2013. The page features a navigation menu with options like 'ABOUT EIGE', 'WORKING WITH EIGE', 'ACTIVITIES', 'PRESS AND MEDIA', and 'INITIATIVES AND PROGRAMMES'. A search bar is also present. The main content is divided into two columns: 'Upcoming Events' and 'Women Inspiring Europe - Monthly Profile'. The 'Upcoming Events' section lists three events: 'ONE BILLION RISING' (09:00 - 21:00), '11th Experts' Forum meeting' (09:30 - 17:30), and '57th Commission on the Status of Women (CSW)' (04-03-2013 - 15-03-2013). The 'Monthly Profile' section features a profile for Veronica Bindi from Italy, with a quote about the need for publicizing women's images in scientific environments. Below these sections is a calendar for February 2013, with a 'February's Events at a Glance' section and a 'Women Inspiring Europe - Weekly Profiles' section. The calendar shows events for the 1st, 2nd, 3rd, 14th, 20th, and 21st. The weekly profiles list Aiva Viksna (Latvia), Veronica Bindi (Italy), Gordana Tomislava Popović (Austria), Sasha Bezuhanova (Bulgaria), and Saskia Van Uffelen (Belgium).

Gender equality is built on historic achievements of brave women that broke gender boundaries and had their say in the male-dominated fields. Some of them are presented online among the monthly profiles. EIGE identified, as well, the **Historical Profiles** of 60 inspiring women from the past.

The Women Inspiring Europe 2013 Calendar is the third under this initiative and, from 2014 onwards, the project will be portraying Women and Men Inspiring Europe.

1.4.2 THE EUROPEAN NETWORK ON GENDER EQUALITY

The European Network on Gender Equality, EuroGender, is a platform designed to enable EIGE's stakeholders and partners to meet virtually to discuss, exchange knowledge and raise awareness on specific issues in the gender equality field.

In 2012, the design, implementation and testing of the network took place to prepare for the launch in 2013. In 2012, EIGE developed an action plan for the start-up phase of the network, making sure that resources available in EIGE's RDC are also accessible from the network. A tender for professional facilitation of a series of online discussions was launched and human resources were dedicated to the animation of the network.

Finally, the IT tools required for the network were migrated to EIGE's servers and a helpdesk for monitoring and update was put in place (*indicator 6 and 7*).

1.5 AWARENESS-RAISING, NETWORKING AND COMMUNICATION

Communication and exchange with stakeholders, networks and EU citizens was

established and implemented as a planned output for 2012.

This area of EIGE's activities involved 7,05 members of internal and external staff, (equivalent to 15,67% of total human resources and approximately 16% of total financial resources).

The main achievements in this area are the development of an external and internal communication strategy, speedy establishment of the Institute in social media, development on EIGE's intranet, a European web calendar on gender equality events and the design of the European Network on Gender Equality.

1.5.1 DEVELOPMENT OF A COMMUNICATION STRATEGY

In 2012, EIGE disseminated its products in three to five languages and to larger target groups, thus strengthening its image as the EU knowledge centre on gender equality matters.

New small and large events, new publications and an e-newsletter, and its gender equality event calendar on the web (*indicator 1*) are just a few examples of communication tools used by the Institute

In October 2012, the Institute's Management Board adopted its Communication Strategy. It is based on good practices from other EU agencies, on EIGE's particular needs and its own experiences collected since start of its operation in June 2010.

NETWORKING

The main functions of the Institute's Journalist Thematic Network, JTN, are exchanging information, good practices and giving advice. The Journalist Thematic Network consists of media experts from national news agencies (PT, LV), large daily papers (ES, IR, PL, CY), large online news portals (EE, LT) and other experts with abundant expertise within communication

in general, communication on gender equality, campaigning, public relations, networking and awareness raising. In the same context, communication partnerships were made with the EU Bookshop to get easy access to all EIGE's products (*indicator 2*).



To raise the interest of journalists in gender equality, the Institute hosted two thematic network meetings presenting case stories with the participation of the selected WIE women, press releases, facts and figures and the Institute's latest reports and main findings. The meetings provided valuable feedback for EIGE's future communication work and a possibility to discuss the latest communication trends in the EU Member States.

Other activities towards media consisted of regular press activities in the run-up, during and after the launch of EIGE's outputs: dissemination of fact sheets, interviews, press releases. This work is a part of EIGE's mandate to raise awareness. Media attention allows public discussions to take place, including key stakeholders.

INTERNAL COMMUNICATION AND THE INTRANET

With the support of an external contractor and after initial tests in 2011, a brand new intranet was launched at the end of 2012, and training was organised for the entire Institute's staff. The Intranet's main function is to optimise the use of all Institutes' resources.

EIGE'S WEBSITE AND SOCIAL MEDIA

Version 2.0 of the Institute's website went online in 2012. It provides modern means of communication: e-book facilitation (*indicator 4*) and access to a new online search engine in the Resource and Documentation Centre (RDC).

The website made it possible for potential users to subscribe to the Institute's first e-newsletter 'What's up at EIGE!'. The e-newsletter brings short stories on both past and future events, major initiatives, an overview of EIGE's reports and publications and a list of vacancy announcements. By the end of 2012, it reached about 5.000 key stakeholders.

EVENTS

As part of the Institute's awareness raising mandate, EIGE decided to have a much stronger online presence. One of such events was the 8 March International Women's Day, focusing on the presence/absence of women in arts and culture. During this event, five female artists were given a special focus and presented their work on gender equality through an art exhibition. The exhibition was displayed online and also travelled between three cities in Lithuania.

At the end of 2012, EIGE supported the '16 Days of Activism Against Gender Violence Campaign' with its own online campaign. The pictures of EIGE staff members, MB members and other supporters showed men conveying different messages against violence. The campaign images were shared abundantly through the social media platforms, raising awareness and sending a strong unified message that violence in no form should be tolerated.



As a result of all on-line efforts, EIGE is now the 4th most popular and most frequently visited EU Agency on the Facebook platform.²⁸

1.5.2 EIGE STAKEHOLDERS AND PARTNERS

EIGE established first partnerships across Europe, as planned output

Throughout 2012, EIGE continued to strengthen the existing cooperation and dialogue with its main stakeholders and to further develop contacts with other relevant organisations.

EIGE organised a series of consultation meetings (*indicator 3*) in support of the Institute's work in the thematic areas (points 2.1 and 2.2 of this report). For example, the networking meeting with social partners in Brussels discussed a regular exchange of information and cooperation. The networking meeting on GBV in Barcelona invited the organisations involved in data

²⁸ Following much larger agencies: European Aviation Safety Agency (EASA), the European Environment Agency (EEA) and the European Union Agency for Fundamental Rights (FRA)

gathering, analysis and monitoring of gender-based violence work to agree on a regular exchange of information and cooperation.

In connection to an EQUINET Legal Training in Vilnius, EIGE was invited to present its activities to the participants and the EQUINET's Board Members visited EIGE in May. Future links and cooperation efforts between the Institute and EQUINET/Member Equality Bodies were discussed and agreed upon in several areas promoting gender equality and effective implementation of equal treatment legislation.

A consultation meeting in Vilnius with information centres/libraries and the thematic network in the discussion on useful and effective networks focused on the Resource and Documentation Centre (*indicator 5*) in its entirety, and specifically on its third pillar: the European Network on Gender Equality (EuroGender). The consultation focused on how to answer the needs of the users; how to use it to capture and disseminate knowledge on gender equality; how to structure the resources; how to best foster partnerships and finally how to communicate around the RDC and EuroGender.

In October 2012, EIGE organised a side event in the European Parliament in connection with the conference 'Gender Equality – what do the parliaments of the European Union do?' The event showcased a video promoting EuroGender and the Resource & Documentation Centre (RDC).

The stakeholders' database, the Institute's stakeholder management system, was converted into a format that enables targeted dissemination of printed material through the Publications Office and via electronic communications. The database, with more than 4,000 entries, was converted into a format suitable for EIGE's website and EuroGender, which will enable crowd updates.

COOPERATION WITH OTHER AGENCIES

EIGE participated in the 5th Fundamental Rights Platform Meeting hosted by FRA to present EIGE's work on gender-based violence and to network with some of the 180 civil society organisations that participated in the event. The cooperation agreement (memorandum of understanding) signed in 2010 with Eurofound was transformed into a practical working plan of cooperation. Mutual visits to discuss and deepen the cooperation took place. In November 2012, a meeting of directors of JHA Agencies took place, during which the heads of agencies discussed areas of interest and future cooperation in the selected areas.

2 MANAGEMENT

2012 is the second full year of operation of the Institute and ends its start-up phase of the agency of 2,5 years. During this year, the Management of the Institute dedicated most of their time to the following priorities:

- effective and efficient implementation of the activities, as defined in the Annual Work Programme 2012;
- development and consolidation of a proper administrative and financial framework for the future maturity of the agency;

- establishment in the host country. In 2012, the seat agreement with the host country was signed and by the end of December EIGE moved to the permanent premises in the EU house in the very centre of Vilnius.

By the end of 2012, the Institute consisted of the Director's Office and two Units (Administration and Operations). When the Institute reached its planned capacity in 2012, administrative activities accounted for about 25% of the Institutes' human resources (10 members of internal and external staff).

The main achievements that the management reached over this period were:

- (i) The creation of well-functioning work structures in line with the priorities, and fine-tuning tasks and job descriptions of each individual post: standard sections of competence-based job descriptions were adopted.
- (ii) In the area of human resource management, 100% of planned posts were either filled or under offer by the end of the year.
- (iii) In terms of budget execution, EIGE continued to improve with almost 96% of budget executed in 2012 with further improvements earmarked in payments (64%). The volume of commitments and payments increased by 8% and 35%, respectively compared to 2011. Management of the budget lines has improved. Proper monitoring of expenditure was guaranteed by the appointment of responsible staff and two back-ups.
- (iv) Dedicated financial and procurement training was provided in order to enhance accountability by the financial actors and the quality of the financial and procurement processing. Financial workflows were updated and fully automated.
- (v) In preparation for the move in 2012, the activities related to the set-up and move to the new seat generated additional actions in relation to specifications for the internal fittings of the premises, the technical equipment for meeting rooms, the furniture for offices and common spaces and additional services that were needed in new premises (e.g. cleaning, security, etc.) This required a number of new procurement activities that commenced in 2012 and will continue in 2013.

SEAT AGREEMENT

On 24 October 2012, the Seat Agreement between EIGE and the Government of the Republic of Lithuania was signed. In addition to the Protocol on Privileges and Immunities of the European Union, the Seat Agreement ensures some of the necessary conditions for a smooth functioning of the agency in Lithuania. It has to be noted that several changes in the national legal system were necessary for the signing of the Agreement. First of all, several provisions of the national Law on Value Added Tax had been changed at the very end of 2011 and the implementing provisions on reimbursement of VAT were amended only mid May 2012.

Following the implementation of the Seat Agreement, all staff members (including their family members/dependants), except for the nationals of Lithuania or the ones who did not have permanent residence in Lithuania during the last five years before taking up the duties, will be accredited to the Ministry of Foreign Affairs of Lithuania as diplomatic agents of

category E, while managerial staff – category A. The accreditation process guarantees exemption from immigration restrictions and formalities for the registration of foreigners and the special status of the accredited person. In addition to main privileges and immunities granted by the Protocol to all EU officials, members of staff are entitled to VAT refund under certain conditions determined by national authorities. It is important to mention that apart from other commitments, Lithuanian Government made a promise to support the establishment of the European School in Vilnius.

DELEGATION

The delegation of power of Authorising Officer by sub-delegation to the Head of Administration for a maximum amount of 500, 000 EUR for Title I and II, and limited to one year for Title III was in force throughout 2012.

A backup for the Accounting Officer was ensured in 2012. Hands-on training course on ABAC accounting and the use of SAP was provided.

RISK MANAGEMENT

In the framework of the gradual implementation of the Internal Control Standards, EIGE's risk register was reviewed and updated; the latest update was conducted in December 2012. A draft risk management policy was prepared in 2012, to be adopted in 2013.

QUALITY MANAGEMENT AND EVALUATION

Following the recommendations of the Internal Audit Service of the European Commission of September 2011 and the suggestions of the second Ex-ante evaluation of EIGE, the Institute started developing the procedures for quality control. During 2012, supported by management and team leaders, the Institute analysed the context and conditions necessary for the development of such a procedure. In order to prepare all the staff for the smooth implementation of quality control and ICS, training on the project management was carried out for all relevant members of the staff. During 2013, the quality control procedure will be finalised and integrated in all the procedures of the Institute, in particular, in the contract management and project management tool via EIGE's intranet²⁹.

2.1 FINANCE, PROCUREMENT AND ACCOUNTING UPDATE 2012

During the reporting period, the Finance, Procurement and Accounting work focused on:

- (i) further improvement of procedures and processes, such as definition of EIGE's procurement manual, budget implementation follow-up, improvement of budgeting strategy, procurement monitoring;
- (ii) budget implementation indicators (surplus, carry forwards, cancellations) in all Titles;
- (iii) successful conclusion of the procurement and legal aspects linked to and removal of EIGE to new premises;
- (iv) implementation of the EC IAS Strategic Audit Plan 2011–2013.

²⁹ The functioning of the internal control system – see more in the paragraph 3.5.2 of this report.

2.1.1 BUDGETARY EXECUTION

C1 and C8 appropriations (table 3A)

The overall execution of the budget in 2012 in commitment appropriations was 96% and in payment appropriations – 73%. Budget expenditure included payments executed during the year plus carry forward of budgetary appropriations, with total payment for relevant projects contracted in 2011.

Indicators	Baseline: level of 2011	Results 2012	% improvement in 2012
Commitment rate	Not less than 88%	96%	8%
Payment rate	Not less than 54%	73%	35%

Ref. Indicators C1 and C8 appropriations

Execution of budget in all appropriations C1 and C8 of 2012:

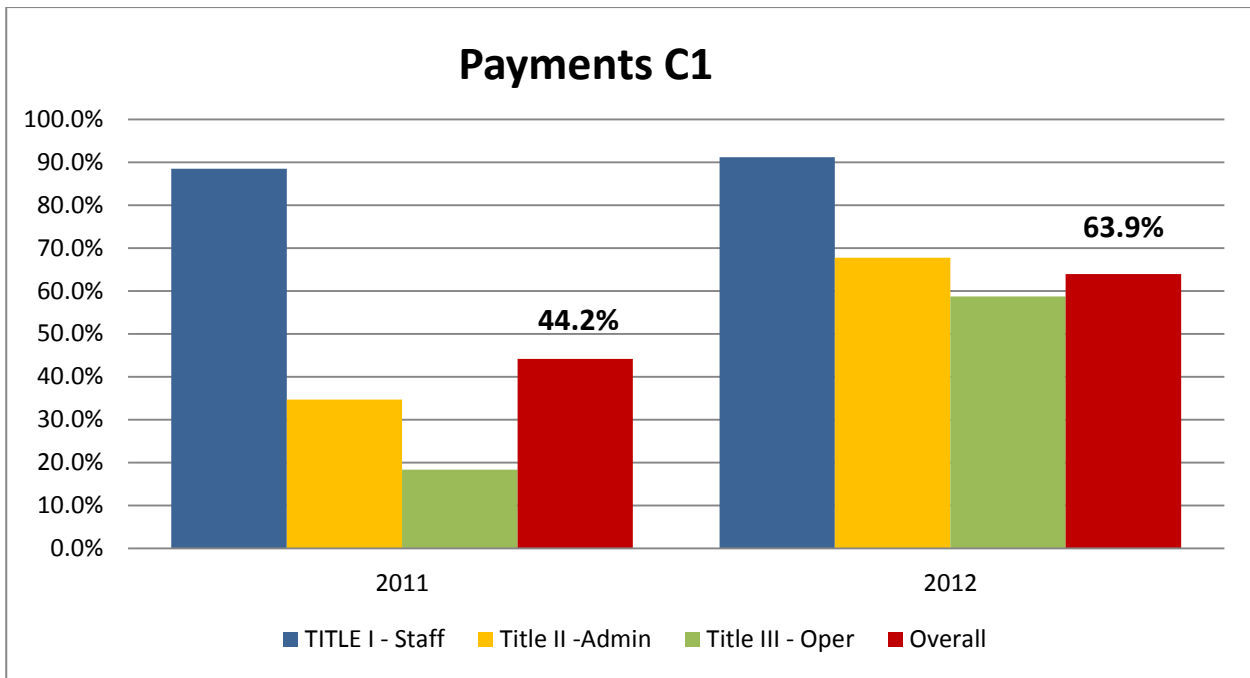
Official budget title	Commitment			Payment		
	Credit available com amount	Commitment accepted amount (Euro)	% Commit	Credit available pay amount	Payment request accepted amount (Euro)	% Payment
A- 01	2,994,643	2,785,570	93.02 %	2,994,643	2,725,327	91.01 %
A - 02	1,381,177	1,248,995	90.43 %	1,381,177	972,973	70.45 %
B - 03	6,705,532	6,500,930	96.95 %	6,705,532	4,369,890	65.17 %
Total	11,081,352	10,535,494	95.07 %	11,081,352	8,068,189	72.81 %

Table 3A: execution of budget in all appropriations C1 and C8 of 2012

C1 'fresh' appropriations: Commitments and payments (table 3B)

Indicators	Baseline: level of 2011	Results 2012	% improvement in 2012
Commitment quantitative rate	Not less than 88%	96%	9%
Payment quantitative rate	Not less than 44%	64%	45%

Ref. Indicators C1 "fresh" appropriations



During 2012, the agency processed 214 commitments and executed 970 payments (including regularisation payments), in comparison to 2011 259 and 888 respectively.

Commitments were entered in the accounts on the basis of legal commitments made up to 31 December and payments were made by the accounting officer by the same date. The execution of budget 2012 is shown in table 3B.

Two budget amendments were published in OJ. Budgetary transfers were made only between chapters and articles, while all three budget titles remained unchanged.

Official budget title	Commitment			Payment			Carry-forward RAL 6	% 6/(1-7)	Cancelled (1-2) 7
	Commit. approp. (voted budget) 1	Commitments established 2	% 2/1	Paym. (voted budget) 4	Payments executed 5	% 5/4			
Title I	2,960,000	2,758,762	93.20 %	2,960,000	2,698,519	91.17 %	60,243	2.18%	201,238
Title II	1,187,800	1,080,717	90.98 %	1,187,800	804,695	67.75 %	276,022	25.54%	107,083
Title III	3,594,000	3,578,377	99.57 %	3,594,000	1,447,337	40.27 %	2,131,040	59.55%	15,623
Total	7,741,800	7,417,855	95.82 %	7,741,800	4,950,550	63.95 %	2,467,305	33.26%	323,945

Table 3B: C1 "fresh" appropriations

Payments monitoring

Indicators	Baseline: level of 2011	Results 2012	Measures taken	% improvement in 2012

Invoice registration delays	8%	3%	Monitoring system was introduced to: ✓ Prevent technical mistakes. ✓ Speed up the approval of operational reports	62.5%
Delayed payment rate	5.33%	1.81%		66%
Suspension of payment deadlines	0	0	n/a	n/a

Ref: Indicators Payments monitoring

Invoice registration: Out of 364 invoices 352 were registered between 0 and 7 days which represents a 3% of registration delay.

Time limits for payments are established as 30 calendar days for payments relating to service or supply contracts, and 45 days for other payments (according to FR 2007). Out of 883 payments 867 were done within above mentioned limits and 16 payments were done after these time limits. The payments delay representing 1.81% significantly improved compared with the previous year (5.3%).

C1 'fresh' appropriations: Carry-forwards

Indicators	Baseline: not more than level of 2011	Measures taken	Results 2012
Title I	34k EUR 1,5%		60k EUR 2,1 %
Title II	193k EUR 41%	Advance payment for the completed portion of base fit-out works in EIGE new premises	276k EUR 26%
Title III	3.1 Mio EUR 80%	<ul style="list-style-type: none"> ✓ Through effective procurement monitoring the contractual steps were speeded up: by the end of the second quarter 2012 the amount contracted was EUR 0.46 Mio against 0.26 Mio in 2011. ✓ This led to a higher level of payments in pre-financing (0,65 Mio) and interim payments. ✓ Existing and newly established framework contracts contributed to the acceleration of contractual and payment steps. 	2.1 Mio EUR 60%

Total	3.2 Mio 50%		2.4 Mio ³⁰ 33%
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Ref: Indicators Carry-forwards

Commitments are entered in the accounts on the basis of legal commitments signed before 31 December and payments on the basis of the payments made by the accounting officer by the same date. Non-differentiated commitment and payment appropriations, corresponding to obligations duly contracted at the close of the financial year, are carried forward automatically to the following financial year. This is done after the estimation and documentation of the amounts to carry forward, in relation to the accrued charges' needs.

Commitments carry-forward represent the 33% in comparison to 2011 50%, corresponding to 2,467,305 EUR, mainly relate to:

Title I

- Staff-related costs (60k EUR), mostly to cover the end-of-year invoices, such as external services for interim staff (20k EUR), officials on secondment from the Member States (12k EUR), as well as missions, medical examinations, training, and representation costs.

Title II

- General administration of the agency: due to late order and end-year non-delivery of goods including ICT (115k EUR), furniture (434k EUR), as well as open legal cases (25k EUR), and regularisations induced by contractual obligations related to previous premises (4k EUR).

Title III

- Despite a better result than in 2011, the majority of the operational projects were finalised by the end of 2012. This led to carry-forward of appropriations up to 60% under the procurement of Title III (around 2.1 Mio EUR). It is important to note that the procurement of the two largest contracts (amounting to ca. 740k EUR in total) under operational appropriations was delayed, due to the circumstances partly outside EIGE's control, i.e. a delayed decision by the Presidency of the Council of the EU on the topic of one study and the need to re-tender the other study because of absence of acceptable offers.

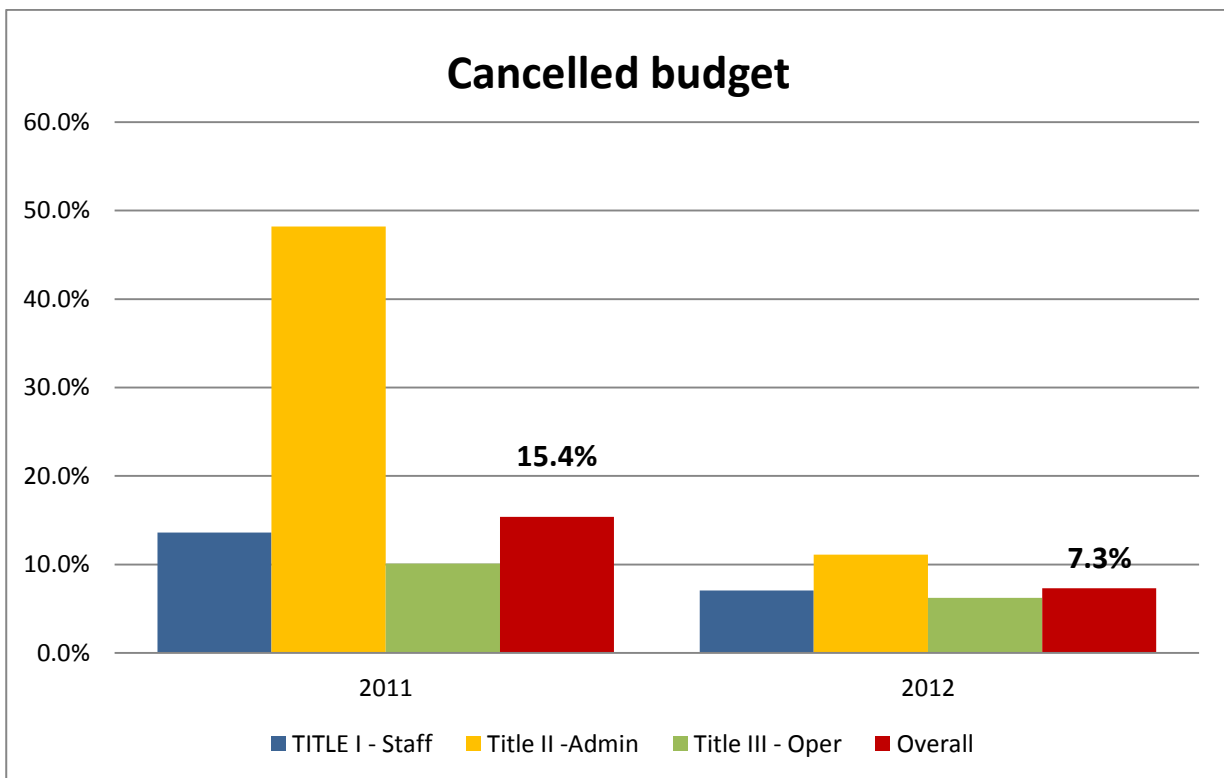
Surplus of 'fresh' C1 appropriations of 2012 and cancellations of carried forward appropriations (C8 from projects 2011, table 3C)

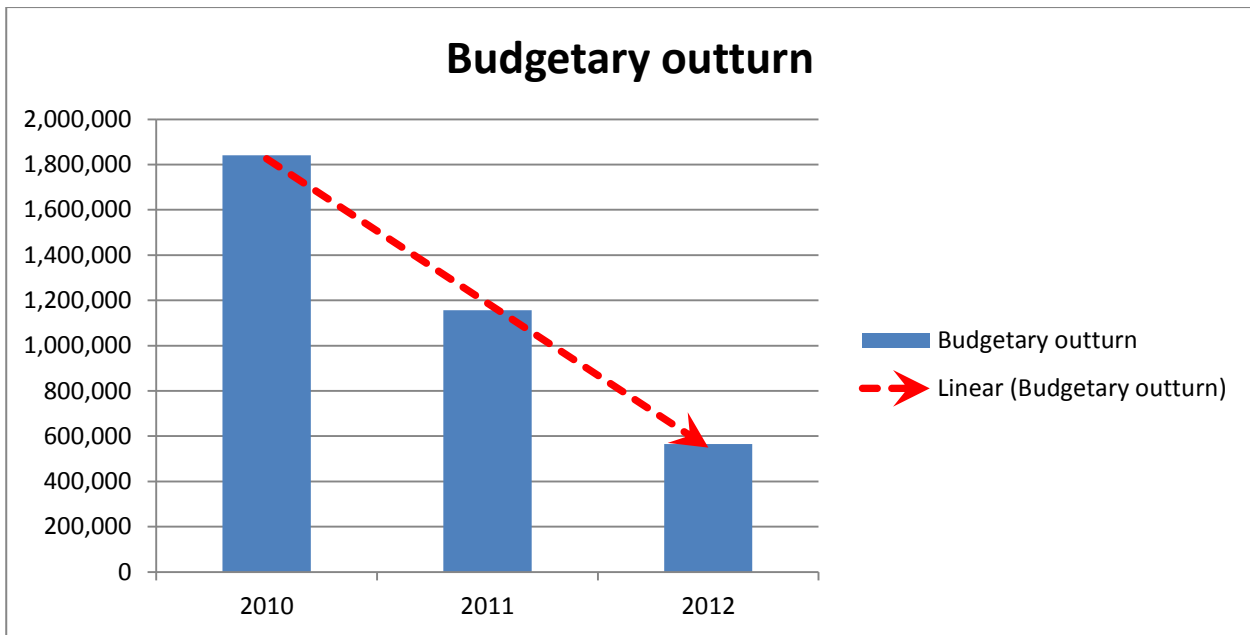
Indicators	Baseline: level of 2011	Measures taken	Results 2012

³⁰ 31% of this carried-forward amount refers to procurement of two studies under operational appropriations. This procurement was unexpectedly delayed due the circumstances outside of EIGE's control.

Surplus (ideal 5%) but in any case not more than 10%	15% (Approx. 1.1 Mio EUR)	<ul style="list-style-type: none"> ✓ Better procurement planning n launching projects. ✓ Existing and newly established framework contracts accelerated contractual and payment steps. ✓ Advance payment for completed portion of fit-out works in EIGE's new premises. 	7% (Approx. 0.54 Mio EUR)
C8 Cancellation of appropriations	(Approx. 0.296 Mio EUR)	Better monitoring and execution of carry-forward exercise	(Approx. 0.22 Mio EUR)

Ref: Indicators Cancellation & Surplus





EIGE reduced the level of surplus and improved the level of budget execution: I Titles 1, 2, 3: 93%, 59% and 99,57%, in comparison to year 2011 90%, 59%, 94% respectively.

carried forward from 2011	commitment appropriations	payment appropriations	payments executed	%	Cancelled
Title I	34.642,79	34.642,79	26.808,07	77,38 %	7.834,72
Title II	193.377,31	193.377,31	168.277,83	87,02 %	25.099,48
Title III	3.111.531,83	3.111.531,83	2.922.552,85	93,93 %	188.978,98
Total	3.339.551,93	3.339.551,93	3.117.638,75	93,36 %	221.913,18

Ref. table3C on cancellations of C8 appropriations

A total amount of 0,22 Mio EUR was cancelled from the total amount of 3,33 Mio EUR of commitment and payment appropriations that were carried forward from the budget 2011. This results mainly from the surpluses of commitments under Title III.

Exceptions registry 2012

An exception is any transaction (financial or operational) which is carried out with an approach that deviates from the established regulations, policies, procedures an/or MB/Director's decisions. EIGE has been registering exceptions from the very beginning of its independence in 2010. The overall objective of exception registry is to establish exceptional circumstances of overriding controls or deviations.

In 2012, EIGE registered two exceptions as shown in table 3D:

REG. NR. NR./YEA RS/AO	DESCRIPTION OF EXCEPTION payment, procurement, recruitment	Type of deviation (procedures, reputation risk, financial risk)	COMMENTS (transaction type, BL)	VALUE	EXPLANATION

1/12/VL	Reimbursing the costs of Croatian participants for meetings	Financial Risk Procedures	B03521, Payment Order EIG.344	1,232.00 €	Reimbursement of travel costs, accommodation and daily allowance for the Head of the Office for Gender Equality, Government of the Republic of Croatia in connection with EIGE's RDC.
2/12/VL	Signature of service contract under EIGE Framework contract	Signature by EIGE of legal commitment after 31.12.2012	B03521 Budgetary commitment EIG.576	79.873,30 €	Due to postponement of the events, late (end of the year) launch of relevant procurement procedure, what led to insufficient follow-up of the dossier by Project manager.

Table 3D: Exceptions registry 2012

Total exceptions recorded in 2011 were 6.

2.1.2 ACCOUNTING

BANK BALANCE

The bank balance at the end of the reporting period (31/12/2012) was:

- 2.758.592,62 EUR in ING and
- 890.204,87 LT and 7,25 EUR in SEB.

EIGE received three financial transfers from the European Commission, each one of 2.580.600,00 EUR, for a total amount of 7.741.800,00 EUR.

OPEN PRE-FINANCING

In 2012, EIGE opened four pre-financing procedures amounting to 516.062,00 EUR. The outstanding amount at the end of the year was 200.302,60 EUR due to the fact that one of the pre-financings was partially cleared and the amount of 270.000,00 EUR was reclassified as long term receivables.

OPEN GUARANTEES ISSUED

No bank guarantee was issued by the Institute.

OPEN GUARANTEES RECEIVED

The Institute received one bank guarantee from the landlord. The amount is 300.000 EUR and the open guarantee is valid till 01.03.2013.

SHORT-TERM RECEIVABLES

EIGE's receivables comprise mainly VAT to be recovered from the Lithuanian taxation authorities. In accordance with the taxation regulations, EIGE is entitled to VAT exempt purchases to the amount greater than 800.00 LTL. As of 31.12.2012 the outstanding VAT amount equalled 109.331,00 EUR, according to the invoices paid in 2012.

Apart from that, there are no other short-term receivables.

SUPPLIERS

Amount payable to suppliers on 31.12.2012 amounted to 21.025,95 EUR.

2.1.3 PUBLIC PROCUREMENT

OPERATIONS

<i>Indicators</i>	<i>Baseline: level of 2011</i>	<i>Results 2012</i>
Procured contracts in relation to budget (Title III) ³¹	91%	93%
Carry-forward (Title III)	80%	60% ³²
Number of court rulings against EIGE's procurement procedures	0	1

Within the Annual Work Programme 2012 implementation, 77 procurement procedures were implemented for the amount of 3.118.107 EUR:

57 procedures of procuring direct service contracts, 2 procedures of procuring low value contracts on supply of goods (books for EIGE's library in Resource and Documentation Centre), and 7 procurements of specific contracts within the framework contract concluded in the previous year, as well as 11 procurements of specific contracts within three new framework contracts concluded in 2012.

In addition, phase II of a phased contract concluded in 2011 was launched which raised the value of procured services to 3.341.873 EUR. This amount represents about 50% of the total EIGE budget.

ADMINISTRATIVE

Under administrative appropriations, 37 direct service and supply contracts and 7 specific contracts within framework contracts (both existing and newly concluded) were procured.

In total, procurement procedures under Title II resulted in contracts for an amount of 1.444.768 EUR.

³¹ Excluding 200.000 EUR for translations.

³² 35% of this carried forward amount refers to two studies procurement of which was unexpectedly delayed due to: late EU Presidency decision on the subject of the study and need to re-tender the other study due to absence of acceptable offers.

Two framework contracts were established: on provision of travel agency services and on support to EIGE's communication activities.

Both contracts serve as highly efficient tools to support a large variety of EIGE's activities. The framework contract on communication activity support was effectively used to implement the budget of Annual Work Programme 2012.

PROCUREMENT PLANNING AND MONITORING

Following the EU Presidency cycle and instructions on the topics from the upcoming Presidencies, two large studies have been launched in March and July 2012. The same pattern is expected to be applied in years to come.

The pace of budget implementation improved compared to 2011. By the end of the second quarter of 2012, operational activities for an amount of over EUR 0.46 Mio were contracted (against 0.26 Mio in 2011). Availability of framework contracts eased certain procurement procedures and enabled to accelerate the implementation of the budget.

Under Title III: in 2012, carry-forward of around 2.1 Mio EUR of the appropriations corresponds to significant reduction in comparison to 3.1 Mio EUR in 2011.

The majority of operational procurement procedures were finalised by the end of 2012. The largest procedure had to be cancelled because of absence of acceptable tenders. Further re-launch of the procedure caused late contracting consequences, one of which was mentioned earlier as carry-forward of appropriations.

In the course of the procurement processes all relevant provisions of legal documents were observed. Close monitoring guaranteed reliability and accuracy of all steps within the procedures. Efficiency and effectiveness of procurement processes were constantly scrutinised and supervised.

Consequently, the audit of EIGE's procurement files, conducted by the Court of Auditors in 2012, expressed no observations on the legality, regularity and documentation of procurement procedures.

EIGE developed and adopted its own procurement manual and standard templates for various procurement procedures. The manual is mostly focused on distribution of roles, procedures to follow, standardisation of documents, and good practices.

Update and improvement of internal standard documents on public procurement and establishing good practices and processing of lessons learned was continued. In relation to good practices, special attention was paid to timely documented agreements among the involved staff with regard to workflow of each individual procedure, careful presentation of the rationale behind each procedure, proper documentation of each modification in the process, etc. Lessons learned allowed to achieve better value-for-money procurement implementation, e.g. for low-value contracts more candidates were invited to bid; in appropriate cases the maximum budget was not indicated etc.

Sessions with operational staff on recent developments related to procurement and question-answer workshops were regularly conducted throughout the year.

2.2 HUMAN RESOURCES

PRIORITIES

The Institute's HR efforts for the year centred around the following priorities:

- implementing established standards in the recruitment procedures and filling all available posts;
- strengthening its administrative capacity (mainly through professional development and revised practices) to deal with salaries, allowances and the establishment and management of staff rights;
- identifying training needs and supporting training programmes according to service requirements;
- introducing more traineeship and interim staff to boost the capacity of EIGE's operational teams and to give young people an opportunity to experience the specificity of EU agency work;
- developing and adopting implementing provisions to facilitate the application of the Staff Regulations as well as relevant HR related policies.

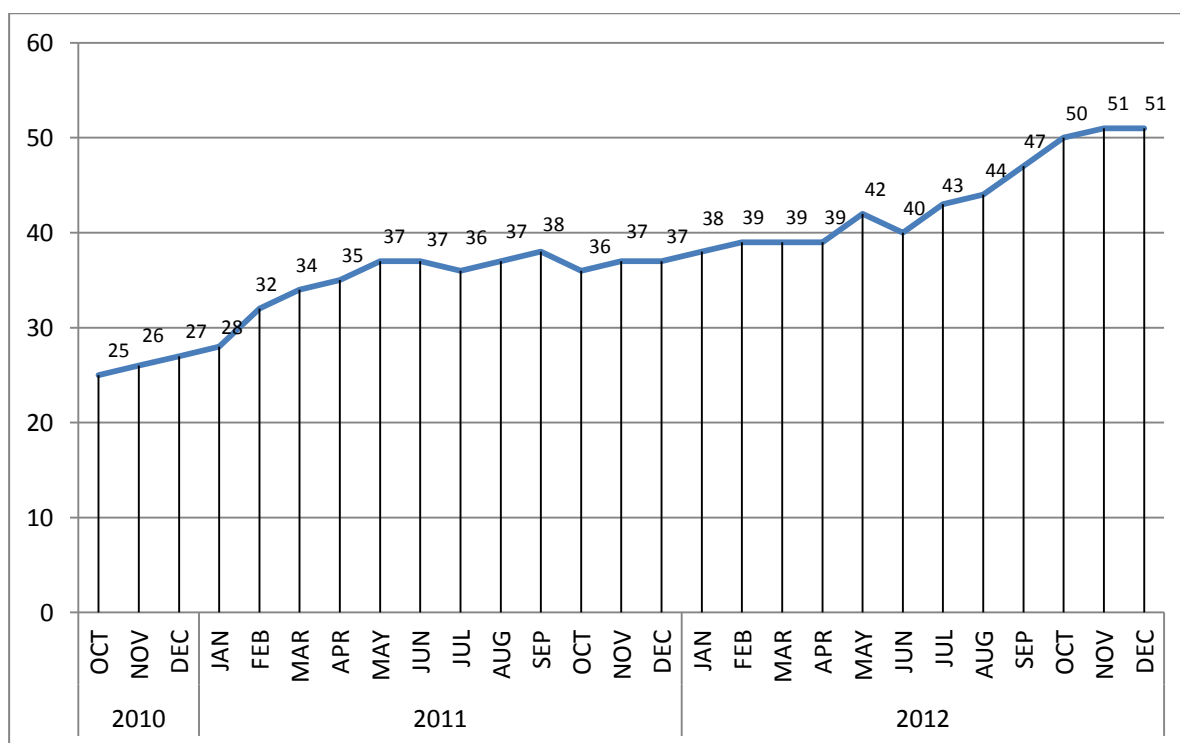
SELECTION AND RECRUITMENT

By the end of the year, the Institute had concluded the recruitment of three Temporary Agents and three Contract Agents. Its Establishment Plan³³⁴ occupancy rate was 100%. It can be noted that during the year:

- Eight vacancy notices for Temporary and Contract Agent posts closing in 2012 were launched. Measures were taken to ensure an effective dissemination of vacancy notices. Applications submitted increased by 33% from 522 to 698. In addition, seven vacancy notices for Seconded National Experts (SNE) and by 31 December 2012, five SNE were seconded to EIGE. Five traineeships were also announced for which 324 applications were submitted.
- The Institute's Director appointed eight selection committees. The appointment of external members in these committees was kindly facilitated by the European Commission (DG Justice), 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).

The following chart depicts the evolution of the total number of internal and external staff (Temporary and Contract Agents, SNE and Trainees) between October 2010 and December 2012.

³³ See Annex 6 – Establishment Plan



TRAINING

Staff training is one of the principal means of developing the Institute's knowledge, capabilities and skills. In order to facilitate professional development, various requests from the annual and probationary appraisals and EIGE's Staff Committee were analysed and approved. As a result no less than 88 participants were registered in 13 programmes.

The Institute continued to promote language training for its Temporary and Contract Agents based on a policy of reimbursement up to a per annum ceiling. In 2012, EIGE supported 13 agents with language learning courses in French, Lithuanian and Advanced English.

Training and development programmes in 2012

Training programme	Location	Date	Training provider	Number of EIGE participants
Project Cycle Management/Results Based Management	Vilnius, LT	17-18-19 October, 2012 29-30-31 October, 2012	PCM group	28
English clear writing	Vilnius, LT	6-7 September, 2012	DG HR, Demos group	17

Ethics and integrity	Vilnius, LT	27-28 September, 2012	EFE Formation	30
Expenditure life cycle	Brussels	28 February 27 March 2012	DG Budget	2
ABAC for Initiating Agents	Brussels	5-7 March, 2012	DG Budget	3
Internal control frameworks for decentralised agencies	Brussels	24-26 September, 2012	DG HR	1
Internal audit process for decentralised agencies	Brussels	26-27 September, 2012	DG HR	1
Statistical metadata – introductory course	The Hague	11-12 June, 2012	Statistics Netherlands (CBS)	1
Training to train for occasional trainers	Brussels	12-13 June, 2012	DG HR	1
ABAC Accounting (SAP) Agency hand-on training	Riga (BEREC)	11-13 September, 2012	BEREC(Deloitte)	1
ABAC For Financial Initiating Agents advanced - invoices	Brussels	22-23 November, 2012	DG Budget	1
EU Staff Regulations cases in practice	Trier	19-20 November, 2012	Academy of European Law	1
Change of exercise and closing activities (Accounting)	Brussels	08 November 2012	DG Budget	1
Total				88

HR RELATED CONTRACTS

In addition to a number of service level agreements that the Institute concluded with the Commission, the following details relate to contracts that were launched/continued to be implemented in 2012 within the HR scope.

- a) The framework contract for the provision of interim staff was signed on 1 June with Manpower LT. The Institute was thus able to employ a number of interim staff in the second half of the year.
- b) The framework contract with Medicinos Diagnostikos Centras which was signed in 2011 was implemented in 2012 with respect to services of a medical adviser and services of a medical centre for annual medical examinations.
- c) A service contract for the provision of HR related legal advice was signed with Field Fisher Waterhouse in the last quarter of the year.

IMPLEMENTING PROVISIONS AND DECISIONS

During 2012, after the adoption by the Management Board the Institute introduced the following implementing rules in line with Article 110 of the Staff Regulations:

- a) The interim occupation of middle management positions;
- b) Decision on the policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment;
- c) The career of temporary staff and their assignment to an employment of a higher grade than to which they are employed on the basis of Article 10 of CEOS.

Additionally, specific internal policies on external activities and breastfeeding hours during work time were also finalised and approved.

STAFF PROFILE

As of 31 December 2012, the nationalities represented among the staff increased by one to 19, reflecting a representation of 70% of the EU-27. Table below provides details of the distribution of staff by EU Member State.

It can be noted that since EIGE initiated the recruitment of staff at the very end of 2009, applications from women have consistently outpaced those from men. While at the end of 2011 the ratio of recruited women and men decreased marginally from 70:30 to 68:32, it increased again marginally to 72:28.

Distribution of staff by EU Member State

Member State	Staff by nationality as at 31/12/2012	Estimated percentage 2012
Austria	0	0
Belgium	3	6
Bulgaria	1~	2
Cyprus	0	0
Czech Republic	0	0

Denmark	1	2
Estonia	2~	4
Finland	1	2
France	2*	4
Germany	3**	6
Greece	1	2
Hungary	0	0
Ireland	1*	2
Italy	4*	8
Latvia	2	4
Lithuania	11	21
Luxembourg	1	2
Malta	1	2
Netherlands	0	0
Poland	3~	6
Portugal	3	4
Romania	4*	8
Slovakia	0	0
Slovenia	0	0
Spain	5~~	10
Sweden	2	4
United Kingdom	0	0
Total	51	100

~ Seconded National Expert/*trainee

2.3 LEGAL AND POLICY AFFAIRS

Following the requirements laid out in Article 10 paragraph 7 and paragraph 9 of the Institute's Regulation, a physical separation of the existing Internal Rules was conducted. The Commission was consulted on both sets of rules and provided its recommendations. As a result, a set of Management Board Rules of Procedure and the Institute's Internal Rules were put into force, as adopted by the Institute's Management Board on 25 October 2012.

2.4 INFORMATION & COMMUNICATIONS TECHNOLOGY, LOGISTICS

Priorities in this area over 2012 focused on the following:

- Implementation of a new intranet system;
- Supporting the operations unit in the implementation of new IT systems and tools;
- Preparation for the move into the new premises.

INTRANET

Having procured services to facilitate the introduction of an Intranet system, in 2012 the necessary licences were acquired. In addition, the Intranet platform both for the testing and the production environment was secured.

OPERATIONS SUPPORT

New services and systems were developed and introduced. The pilot project to create a network of resource and documentation centres across Europe was concluded in July 2012 and enabled access to the resources on gender-based violence from five libraries in Europe. This project relies on two new servers which were set up for that purpose. Another important service was conducted in connection with EIGE's Network on Gender Equality where a web-based platform was developed assisted by an external contractor. EIGE is now equipped to provide its own ICT infrastructure –encompassing servers, storage space and the network.

USERS SUPPORT

All user-related issues were resolved in a timely manner throughout the year and the service was maintained constantly. In fact, a mere half a day in the whole year was recorded when both email and server services were down as a result of a cut in the general electricity supply.

NEW PREMISES

Preparations for the change of premises took place throughout 2012 after a procurement procedure for the rent of the new premises was launched by the EC Representation in Lithuania in October 2011. Towards the end of March 2012, the EP gave its approval for negotiations with the owners of the building located at Gedimino 16. Following a very intensive round of meetings on technical and legal issues and consultations with the EC's DG Budget, in July the Institute's Management Board presented an information file on the selected building to the respective Budgetary Authority representatives of the EP and the Council. In the same month, the file was presented to the Budget Committee of the EP which expressed no objection to the project. The Institute was duly given the necessary approval to sign the rent agreement soon after the file was presented to Budget Committee of the EU Council. After finalising negotiations with the owners, the contract for the rent of the premises for 10 years was signed on 27 November 2012.

It is important to note that this constellation of an EU agency sharing the premises with the European Parliament Information Office and the European Commission Representation in Lithuania does not have a precedent and will be used for building enabling synergies, reducing maintenance costs and increasing the visibility of the EU in Lithuania's capital city.

On-going cooperation with the European Commission – DG COMM and the European Parliament were vital in order to establish 'Europe House'.

In the meantime, as a result of separate procurement procedures, contracts with various service providers, e.g. for internet, telephone services and supply of furniture, were also successfully concluded and by January 2013, EIGE was able to commence its operations in this new venue. The other two tenants are expected to move in at a later stage in 2013.

2.5 AUDIT AND INTERNAL CONTROL STANDARDS

2.5.1 EUROPEAN COURT OF AUDITORS (COA)

The European Court of Auditors (ECA) visited EIGE twice in 2012:

- In February – the visit assessed the reliability of the accounts and the legality and regularity of transactions underlying the accounts for 2011;
- in November – the second visit was made in relation to DAS (Declaration of Assurance); auditing on exception basis EIGE's operational budget (Title III), pursuant to the Article 287 of the Treaty on the Functioning of the European Union.

During the visit in February 2012, following random checks on commitments, payments, recruitment and procurement no errors were detected by the Court of Auditors in relation to the 2011 accounts. The Court issued a positive opinion on the reliability of the accounts and on the legality and regularity of the transactions underlying the accounts.

Three findings were reported for 2011 accounts.

To react to the first finding concerning the high level of carry-forward, EIGE has introduced an adequate budget implementation reporting and monitoring. For carry-forward, EIGE introduced acceptable ceilings by each budgetary title, e.g.: Title I up to 10%; Title II up to 20%; Title III up to 35%.

In the start-up phase EIGE expected in 2011 and 2012 a higher percentage of carry-forward, in particular within the operational activities of Title III. This percentage is progressively reduced through adequate planning and monitoring. For better management of the 2012 budget, a responsible staff member (with two back-ups) for each budget line was identified and assigned.

To follow-up the second observation on not-enough-documented year-end inventory of fixed assets, the Institute duly documented, labelled and recorded all EIGE's assets. In addition, EIGE is developing 'EIGE's Inventory Procedure' to insure proper assets management. The documented procedure will take effect upon the signature of a Director's decision in the first quarter of 2013.

To answer the third observation requesting to better document and justify the estimation of accrued charges in order to ensure reliable reflection in the accounts, already in 2011 a review on carry-forwards and accruals on regular basis was introduced. In 2012, this review was documented thoroughly by having each project manager add adequate information on the implementation status of the estimated budget figures for their respective project(s). Any

additional relevant information was duly included and signed by the responsible staff member in the carry-forward forms. Information sessions explaining the terms and the process were carried out for the staff in 2012.

Regarding the ECA's visit in November 2012, this audit did not identify any errors of legality and regularity; consequently no report is expected to be issued. This positive result underlines the reliability of EIGE's accounts and the legality and regularity of the transactions.

2.5.2 INTERNAL AUDIT SERVICE

In May 2011, the strategic audit plan for the EC DG IAS and EIGE was finalised and submitted to EIGE's Management Board for approval.

In September 2011, a mission was conducted by the EC DG IAS services to carry out a 'Limited review of the implementation of the Internal Audit Standards'.

The IAS final report on the 'Limited review of the implementation of Internal Control Standards' in EIGE issued on 19 December 2011 resulted in zero 'critical' remarks, eight 'very important', eleven 'important' and one 'desirable' recommendations. To ensure compliance with the findings and recommendations an action plan was prepared to implement actions.

The following table provides an overview of the recommendations issued by DG IAS in the above mentioned Report and the state of implementation by the Institute at the end of 2012.

	Total	Not accepted	Implemented	Not implemented (out of these downgraded)		
				Total	Not started	In Progress
Critical	0	0	0	0	0	0
Very Important	8	0	4	0	0	4
Important	11	0	5	0	0	6
Desirable	1	0	1	0	0	0
Total	20	0	10	0	0	10

In October 2012, IAS conducted an audit in relation to budget/budget execution in EIGE.

The objective of the audit was to assess and provide independent assurance on the adequate design and effective application of the internal control system related to budget and budget execution in EIGE. The scope of the audit covered the following interconnected activities and processes:

- Design and implementation of the financial circuits;
- Execution of transactions (commitments, payments, recovery orders);

- Management monitoring of budget implementation and reporting;
- Budget clearings, de-commitments, transfers, carry-overs;
- Procurement planning, implementation and monitoring; and
- Accounting system validation.

The Advanced Draft Audit Report was issued on 18 December 2012.

2.5.3 THE FUNCTIONING OF THE INTERNAL CONTROL SYSTEM

In March 2011, EIGE's Management Board approved of the 16 Internal Control Standards.

EIGE's Internal Control Standards are structured around six 'building blocks': mission and values, human resources, planning and risk management, processes, operations and control activities, information and financial reporting, and evaluation and audit. To maintain an appropriate balance between risks to be addressed and the level of control required to minimise these risks the agency developed and implemented an internal control system.

The assessment of the internal control systems is based on management knowledge gained from daily operations, annual self-assessment, management reviews and audit reports.

No significant or material weaknesses of the EIGE's Internal Control System became evident in 2012. The results of the 2012 internal control system review and assessment provide reasonable assurance for a positive assessment of EIGE's compliance with all internal control standards.

OLAF

No OLAF cases were reported in 2012.

4 ANNEXES

ANNEX 1: ACHIEVEMENT OF OUTPUT INDICATORS, EIGE'S ANNUAL WORK PROGRAMME 2012

2.1 INSTITUTIONAL SET-UP AND BODIES OF EIGE

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

Output indicators	Achievements
<ol style="list-style-type: none"> 1. Meetings of the Management Board (Q2, Q4). 2. Meetings of the Experts' Forum (Q3, Q4). 3. Joint meeting of the Management Board and the Experts' Forum (Q1). 4. Establishment Plan 2012 completed (Q1). 5. Implementing Provisions to Staff Regulation adopted (Q2-Q4). 	<ol style="list-style-type: none"> 1. MB meetings on 14 March, Brussels; 6 June, Vilnius; 25 October, Vilnius. 2. 8th Experts Forum Meeting on 14-15 March; 9th EF Meeting 26-27 June; 10th EF Meeting 14-15 November. 3. Joint meeting EF – MB, on 14 March, Brussels 4. Establishment Plan 2012 completed in Q4. 5. Two implementing provisions were adopted, dealing with anti-harassment; and the interim occupation of management posts.

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 OF THE 12 CRITICAL AREAS OF CONCERN OF THE BPF/A/PROVIDING SUPPORT TO THE DANISH, CYPRIOT, IRISH AND LITHUANIAN PRESIDENCIES OF THE COUNCIL OF THE EU; GENDER-BASED VIOLENCE

Output of the activity: **Functioning and effective support to the Presidencies of the Council of the EU**

Output indicators	Achievements
<ol style="list-style-type: none"> 1. Meetings of the Working Group on Beijing indicators (Q2, Q3). 2. FGM available data mapped (Q2). 3. Meetings with governments holding the Presidency in 2012 - Denmark and Cyprus (Q1,Q3). 4. Meetings with governments of upcoming Presidencies in 2013-2014 - Ireland, Lithuania, Greece (Q2 – Q4). 5. Studies on selected areas of the BPFa for Ireland and Lithuania launched (Q1-Q2). 6. Report for the Danish Presidency delivered (Q1). 7. Report for the Cyprus Presidency delivered (Q3). 8. Report for the Irish Presidency drafted (Q4). 9. Consultation meetings with experts in selected areas by Cyprus and Ireland (Q2,Q3). 10. Unforeseen <i>ad hoc</i> study 2012 (based on the flexibility clause in EIGE's AWP). 	<ol style="list-style-type: none"> 1. Two Working Group meetings in April and October 2012. 2. Available prevalence data on FGM mapped. Resources for the database collected. 3. Meetings with representatives of Danish (January) and Cypriot (September) governments. 4. Meetings with representatives of Irish (January, September), Lithuanian (March, November) and Greek (November) governments of upcoming Presidencies in 2013-2014. 5. Study on 'Women and the Media' launched in March 2012, study on 'Institutional Mechanisms' launched in July 2012. 6. Report for the Danish Presidency delivered in March 2012. 7. Report for the Cyprus Presidency delivered in October 2012. 8. Draft report for the Irish presidency delivered in December 2012. 9. Consultations with DG INFSO, the European Federation of Journalists, representatives from the European Broadcasting Union, UNECE, UNISEF. 10. Study on international activities in the field of data collection on gender-based violence

	across the EU launched in December 2012.
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2.2.2 EU GENDER EQUALITY INDEX

Output of the activity: **A concept for an index developed for the European Union to assess (in)equality between women and men in Europe**

Output indicators	Achievements
<ol style="list-style-type: none"> 1. Meetings of the Working Group on Gender Equality Index (Q2, Q4). 2. Consultations with international, European and national data source providers and other relevant stakeholders (Q1 -Q4). 3. International consultation seminar on measuring gender equality in Europe (Q4). 4. Publication on the European Gender Equality Index (Q3-Q4) 	<ol style="list-style-type: none"> 1. Two Working Group meetings in March and November 2012. 2. Consultations with the following International, European and national data source providers and other relevant stakeholders: <ol style="list-style-type: none"> 2.1 Meeting for establishing the cooperation agreement with Eurostat in April 2012. 2.2 Work Session on the Communication of Statistics UNECE in June 2012. 2.3 Working Group on Public Health Statistics Eurostat in September 2012. 2.4 Working meeting with DG JRC - Unit of Econometric and Applied Statistics in October 2012. 2.5 JRC Annual Seminar on Composite Indicators in October 2012. 2.6 Labour Market Statistics (LAMAS) working group Eurostat in October 2012. 3. International consultations on measuring gender equality in Europe: <ol style="list-style-type: none"> 3.1 Presentation of Index in the Work Session on Gender Statistics-Group of Experts on Gender Statistics UNECE in March 2012. 3.2 IX ISQOLS International Conference: Discovering New Frontiers in Quality of Life Research, University of Venice, November 2012. 3.3 International Congress on Social Diversity, a session on measuring gender equality in Europe, Santiago de Compostela University, December 2012. 4. Publication 'the Rationale for the Gender Equality Index for Europe' (September 2012). The final publication on Gender Equality Index will be launched in June, 2013.

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

2.3.1 GENDER MAINSTREAMING TOOLS AND METHODS

Output of the activity: **Effective training tools to promote gender equality and gender mainstreaming available to users**

2.3.2 COLLECTING, PROCESSING AND DISSEMINATING GOOD PRACTICES

Output indicators	Achievements
<ol style="list-style-type: none"> 1. Study to explore good practices for data collection in order to create conditions for hosting a future observatory on violence against women (Q2). 2. Studies on good practices, tools and methods within the BPfA areas chosen by Ireland and Lithuania launched (Q1-Q2). 3. Report on gender training finalised and available on EIGE's website (Q4). 4. Database of gender training and gender trainers updated, system for updating in place (Q3). 5. Inventory of gender training materials and manuals published (Q3); (Q4). 6. European seminar on gender training (Q4). 7. Materials and info-package on training (Q4). 8. Database of gender mainstreaming tools and methods developed and available, system for updating it in place (Q1-Q4). 9. Thematic network on gender training established (Q4). 10. <i>Ad-hoc</i> expert meetings on good practices related to Presidency's areas of concern and gender equality and mainstreaming training (Q1- Q3). 	<ol style="list-style-type: none"> 1. EIGE re-oriented this indicator into a study on 'Mapping the current status and potential of administrative sources of data on gender-based violence in the EU and Croatia'. 2. Study on Women and the Media (IE Council Presidency) launched (April); study on Institutional Mechanisms (LT Council Presidency) launched (launched September, re-launched October). 3. The study report presented to EIGE in December 2012; currently in the processes of finalising; will be made available online in February 2013; the Executive Summary of the report available online from November 2012; 28 country factsheets (Annex to the final report) were presented to EIGE in October 2012; were validated with TNGT; will be available online in February 2013. 4. Database of gender trainers and training institutions presented in Excel format in October 2012; validated with TNGT; currently being turned into an online format; will be available from February 2013. 5. Database of gender training resources institutions presented in Excel format in October 2012; validated with TNGT; currently being turned into an online format; will be available from February 2013. 6. European Conference 'Advancing Gender Training to Support Effective Gender Mainstreaming', Vilnius, 13-14 November, 2012. 7. The info package prepared for the European conference is online since November 2012. 8. Database of methods and tools, annotated bibliography on domestic violence made available to users; system for updating will be ready in 2013. 9. Thematic Network on Gender Training established in Q2, meeting held in Vilnius on 23 May; 14 November 2012. 10. Exchange of good practices, UK, 7-8 February, focus on awareness raising on violence against women (participation). Exchange of good practices, Norway, on 10-11 May, focus on women in decision making (participation).

<p>11. Publications on methods and tools (Q1-Q4).</p>	<p>Consultation meeting to assess good practices in preventing domestic violence, Vilnius 26 September (organisation).</p> <p>Peer review meeting on female genital mutilation, Vilnius, 10 May 2012 (organisation).</p> <p>11. Three reference sheets on gender training published in November 2012, available online; reflections from the online discussion on gender training report published in November 2012, available online; database 'Men and Gender Equality' available online from December 2012.</p>
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2.4 RESOURCE AND DOCUMENTATION CENTRE

Output of the activity: **Comprehensive information on gender equality and the work of EIGE accessible to stakeholders and the public**

2.4.1 ESTABLISHMENT OF A RESOURCE AND DOCUMENTATION CENTRE

Output indicators	Achievements
<ol style="list-style-type: none"> 1. Increased number of cooperation agreements with research centres, libraries and information centres (Q1-Q4). 2. Network information campaign launched (Q1). 3. Data and information on two new areas of the BPfA at the RDC available (Q4). 4. Calendar 'Women Inspiring Europe – 2013' printed and distributed (Q4). 5. Video presentations of the Women Inspiring Europe 2013 launched (Q1). 6. IT tools for the electronic network in service (Q3-Q4). 7. System to update and monitor IT platform in place (Q4). 	<ol style="list-style-type: none"> 1. Cooperation agreement with five Partners formally signed in Vilnius during Q4. 2. The Eurogender Network will be launched in 2013. The information campaign was postponed to coincide with this to 2013. 3. EIGE Reports on the BPfA areas have been integrated in the RDC. The database on Women and Men in the EU – facts and figures has been kept up-to-date during 2012. 4. The calendar 'Women Inspiring Europe – 2013' was prepared and printed, and distributed. 5. A short video interview and accompanying text is put online on EIGE's website. http://eige.europa.eu/content/women-inspiring-europe-2012 6. IT tools required for the Eurogender network were installed to an EIGE staging server. 7. A helpdesk for monitoring and update was put in place.

2.5 AWARENESS-RAISING, NETWORKING AND COMMUNICATION

Output of the activity: **Communication and exchange with stakeholders, networks and EU citizens**

2.5.1 DEVELOPMENT OF A COMMUNICATION STRATEGY

2.5.2 EIGE STAKEHOLDERS AND PARTNERS

Output of the activity: **Partnerships across Europe established**

Output indicators	Achievements
<ol style="list-style-type: none"> 1. Events calendar on the web (Q1); 	

<ol style="list-style-type: none"> 2. Number of communication partnerships at EU and Member State levels (Q1, Q2); 3. Consultation meetings with stakeholders (Q1, Q2); 4. E-publications (Q2); 5. Stakeholder's information management system procured (Q3). 6. Journalists Thematic Network Meetings 	<ol style="list-style-type: none"> 1. Events calendar on the web and updated. 2. Established with EC office on Cyprus, EEA and JLS agencies. 3. Two consultation meetings were held: with the social partners on 13 March, Brussels; and on gender-based violence on 27 March, Barcelona. 4. Uploaded on the web and updated. 5. 3rd meeting of the Thematic Network on Useful and Effective Networks, 18-19 June, Vilnius. 6. Meetings of the JTN held on 10-11 April, Copenhagen; 7-8 November, Nicosia.
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Focal Area 1: Comparable and reliable data and indicators on gender equality

Collection of data and statistics on all of the 12 critical areas of concern of the BPfA - providing support to the Polish, Danish and Cypriot Presidencies of the Council

Support to the Cypriot Presidency of the Council (July – December 2012)

Study in Area D of the Beijing Platform for Action: Violence against Women

Contract awarded to: Austrian Women's Shelter Network/WAVE (Women Against Violence Europe, Austria)

Study launched: September 2011, final report delivered to EIGE in September 2012

Description of the study:

The study carried out under this contract focused on domestic violence against women, with a special emphasis on different types of support services for women victims of domestic violence in all EU Member States and Croatia. The study focused on collection of data and assessing the range, extent, number, actual use and quality of support services for women victims of domestic violence in EU Member States and Croatia. The study provided a background overview of existing data and information on the profile of female victims of violence and male perpetrators, the measures targeting the male perpetrator, training of professionals, state measures to eliminate domestic violence against women and evaluation of the measures taken in all EU Member States and Croatia.

Encountered difficulties: -

Future steps:

The information from the background research and the collected data was used for drafting the report for Cyprus Presidency of the Council of European Union. The data resulting from this study was integrated in a database, included in EIGE's RDC. The data is also used for the calculation of the Index.

Support to the Irish Presidency of the Council (January – June 2013)

Study in Area J of the Beijing Platform for Action: Women and Media

Contract awarded to: The University of Liverpool, UK

Study launched: March 2012, main study report delivered to EIGE in November 2012, media monitoring report to be delivered in March 2013

Description of the study:

The aim of the study is to produce a comprehensive report on the current implementation stage in the Member States of the objective formulated in area J: Women and the Media, referring to 'actions to be taken to increase the participation and access of women to expression and decision making in and through the media and new technologies of communication' in order to propose indicators to monitor the implementation in this area.

The study is dedicated to the topic of gender equality and the media, focusing on the role of women in the decision-making roles in media (boards of public and private broadcasters of radio-television stations). It also explores if and how the regulating media bodies existing in the EU Member States (including Croatia) developed voluntary codes of good practice in relation to the dignity of human beings and non-discrimination between the sexes in the sense of EU Directive 2010/13/EC.

Encountered difficulties: -

Future steps:

The information from the background research and the collected data was used for drafting the report for Irish Presidency of the Council of European Union. The data resulting from this study is to be integrated in a database, and is to be included in EIGE's RDC.

Support to the Lithuanian Presidency of the Council (July – December 2013)

Study in Area H of the Beijing Platform for Action– Institutional Mechanisms

Contract awarded to: Aletta E-Quality, the Netherlands

Study launched: June 2012, final report to be delivered to EIGE in 2013

Description of the study:

The aim of the study is to produce a comprehensive report on the current implementation stage in the EU Member States and Croatia of the objectives formulated in Area H of the Beijing Platform for Action: Institutional Mechanisms for Advancement of Women. The study will provide a review of objectives H1 and H2 of the Beijing Platform for Action 'create or strengthen national machineries and other governmental bodies' and 'integrate gender perspectives in legislation, public policies, programs and projects' and will monitor indicators proposed by Finnish Presidency in 2006. To provide full overview of the area H, the study will also review implementation of the objective H3 in the EU Member States and Croatia 'generate and disseminate gender-disaggregated data and information for planning and evaluation' and will propose indicators to monitor this objective.

The study shall explore national machineries and other governmental bodies for gender equality; conditions for an effective functioning of national structures, such as location at the highest possible level in the government, sufficient resources in terms of professional capacity and budget, and the possibility of influencing the development of governmental policies; the commitment and responsibility of the national structures for promoting gender equality; gender mainstreaming; generating and disseminating sex disaggregated data and information in each of 27 EU Member States and Croatia.

Encountered difficulties: -

Future steps:

The information from the background research and the collected data will be used for drafting the report for Lithuanian Presidency of the Council of the European Union. The data resulting from this study is to be integrated in a database, and included in EIGE's RDC. The data is also used for the calculation of the Index.

EIGE's work on gender-based violence

'Study to map the current situation and trends of female genital mutilation in 27 EU Member States (MS) and Croatia'

Contract awarded to: the consortium composed by the Ghent University – ICRH and E.A.D.C. (Yellow Window Management Consultants)

Study launched: 2011; final report delivered to EIGE: December 2012

Description of the study:

The main objective of the study is to support and contribute to the future development of strategies for the elimination of different forms of violence against women, by assessing and analysing the current situation of FGM in the EU-27 and Croatia, notably on prevalence, policy and legal framework, actors dealing with this issue and approaches. Finally, the study provides recommendations on data collection and policy approaches to FGM in the EU.

The study consists of two phases:

First phase: Desk research in the 27 EU Member States and Croatia. The research identified six most comparable indicators to assess and monitor the situation in relation to FGM: prevalence studies; asylum granted on FGM grounds; specific criminal law provisions on FGM; national action plans covering FGM; FGM-related child protection interventions and hospital/medical records on FGM. The main findings of the study's first phase show that data on the prevalence of FGM in the EU-27 and Croatia is not systematically collected. Eight EU Member States (BE, FR, DE, HU, IE, IT, NL, UK) have undertaken prevalence estimates of women and girls at risk and victims of FGM, however not on a systematic basis. Although some policies have been developed in the EU Member States and Croatia to abandon FGM, coherent and comprehensive national approaches are rare. There are national action plans that deal exclusively with FGM in eight countries. Moreover, prevention work on FGM as well as services for victims of FGM are seriously underfunded and are not organised in a structural or sustainable way.

Second phase: in-depth research in nine EU Member States; bringing about the first collection of information and data, legal and policy framework, actors, tools and methods in the area of FGM in the EU. The different national approaches to tackle FGM in the EU were analysed and compared in order to identify practices with potential in prevention, protection, prosecution, provision of services, partnership and prevalence.

Encountered difficulties: -

Future steps: The final report, country fact-sheets on FGM will be launched in March 2013.

'Mapping the current status and potential of administrative sources of data on gender-based violence in the EU and Croatia'

Contract awarded to: Matrix Insight Ltd

Study launched: September 2012; final report to be delivered to EIGE: August 2013

Description of the study:

The study aims to map out the key administrative data sources on gender-based violence – and statistical products created from these sources – in the 27 EU Member States and Croatia and analyse their relevance, reliability and quality.

So far, there has been no overview available of the extent, scope and potential of administrative data collection on gender-based violence in the European Union Member States and Croatia. With this study, EIGE intends to fill this gap.

As the first stage, a comprehensive and detailed map of the existing administrative sources of data on this issue will be built.

Based on the results of this analysis, the feasibility of the collection of comparable data at the EU level from the identified national administrative sources on GBV will be assessed. Finally, the study will provide recommendations for improving the statistical potential of administrative sources on GBV as well as a set of guidelines to harmonise data collection. This will constitute the first and the most essential step for a reliable compilation of comparable administrative data on GBV across the EU.

Between September and December 2012, EIGE developed methodological guidelines to map, describe and assess efficiently and effectively administrative sources of data on gender-based violence and statistics drawn from these sources in the EU Member States and Croatia. The evidence review and desk research have also been initiated.

Encountered difficulties: -

Future steps:

The field research of the study in each country will be carried out between January and April 2013. The analysis of the results of the desk and field research will be produced between May and July. The database of key administrative data sources and statistics from them and an overview of the status of administrative data collection on gender-based violence in the 27 EU Member States and Croatia will be ready in May 2013. The final report (Feasibility study on administrative data collection on gender-based violence in the European Union) is expected in August 2013.

'Study on international activities in the field of data collection on gender-based violence across the EU'

Contract awarded to: The European Institute for Crime Prevention and Control, affiliated with the United Nations (HEUNI)

Study launched: December 2012; final report to be delivered to EIGE: May 2013

Description of the study:

The study shall review data collected and gathered by EU bodies and main international organisations as well as the existing and planned activities addressing this subject. The information provided by the study will enable the Institute to avoid duplicated work, strengthen synergies and identify existing gaps for guiding its future activities in this field.

Encountered difficulties: -

Future steps:

The study will be carried out between January and April of 2013. The final report is expected in May 2013.

EIGE's Gender Equality Index

Study for the construction of a statistical information system of the European Union Gender Equality Index

Study launched: Initially launched in June 2011, re-launched in August 2011. Final report delivered to EIGE in November 2012.

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

Description of the study:

The study will provide a relational database on gender equality in 27 EU Member States. The construction of the Index 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.

The SIS is composed of data and exhaustive descriptions of the meta-information of the generating process of the index, which are relevant for the composition of the Gender Equality Index. The meta-information includes conceptual information, methodology, harmonisation of data within the Member States and institutional references.

Through this project, EIGE obtained:

- the structured classification and organisation of a statistical information system based on a comprehensive framework of gender equality through mapping gender equality policy priorities in the EU
- the support in the calculation process of the Index

The main outputs of this project are:

- the architecture of the Statistical Information System,
- the complete database and its log file describing its construction,
- comprehensive assessment on the quality of data,
- a glossary of the statistical terms,
- a glossary of the meta-information in the SIS,
- identification of the methodology implemented and the problems encountered, namely on the imputation of data.

Encountered difficulties: EIGE encountered delays in the implementation of this project. Since 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 on the scale planned by EIGE is unique and does not exist yet, therefore finding a partner proved hard.

Information on Gender Equality Index country profiles in relation to the efforts made by the EU Member States towards gender equality

Study launched: in June 2012

Contract awarded to: Franet National Focal Points from the EU 27 Member States

Description of the study:

The scope of this study was to gather information on the actions carried out by national governments and other relevant institutions in promoting and mainstreaming gender equality.

The relevant information on gender equality, reflecting the efforts made by the EU Member States was provided for the timeframe 2005-2012.

National focal points were requested to gather information about national policy measures taken by the national and regional governments of EU Member States in the promotion of gender equality.

All the information used to produce the report comes from national sources which are publicly available.

The national reports are structured according to the following areas of concern:

- General scope
- Work
- Money
- Power
- Knowledge
- Time and participation
- Health
- Violence
- Intersecting inequalities

Encountered difficulties:

This project proved to be very ambitious due to its wide scope. The establishment of the criteria for selection of the Member States' initiatives for the support of the Gender Equality Index results turned out to be especially challenging.

Revision and enrichment of the conceptual framework for the Gender Equality Index

Study launched : August 2012

Contract awarded to: Eileen Drew

Description of the study:

The service requested provided the revision and updating of the conceptual framework underpinning the Gender Equality Index. The research methodology was desk-based research. The deliverable is a full conceptual paper together with references and annexes, written in an understandable-by-non-experts way and of the highest publishing quality.

Encountered difficulties: The negotiated tender was initially launched in June 2012. As no offers meeting all of the project's eligibility criteria were received, a more restricted negotiated procedure was implemented. Consequently, EIGE experienced some delays in the implementation of this project. The final deliverable was received in September 2012, and after a process of revisions, the accepted paper was delivered in October 2012.

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

Study on good practices, tools & methods in Area J of the Beijing Platform for Action: Women and Media

Contract awarded to: Fondazione Giacomo Brodolini (in partnership with Ecorys), Italy

Study launched: March 2012; Final Report to be delivered to EIGE: April 2013

Description of the study:

The collection and dissemination of methods, tools and good practices (MTGP) aiming to provide an overview of EU-27 and Croatia approaches and experiences, in Beijing Platform for Action areas of concern selected by the forthcoming Presidencies of the Council of the European Union.

The collection of methods, tools and good practices aims to provide an overall perspective of the existing knowledge at European level, so as to improve the flowing and the transferability of the added value identified by the practices among Member States and then enhance the implementation of effective gender mainstreaming and gender equality policies.

The overall objective of the study is to contribute to the promotion of gender equality in the European society.

The specific objective is to provide a collection of methods, tools and good practices, in the context of Women and the Media, together with a literature review and a collection of relevant national and European policies and a programming document.

The project intends to make available a wide knowledge of methods and tools for decision makers and media managers, for media organisations to support the implementation of gender mainstreaming strategies. The project aims to :

- increase women's participation and their expression in the media;
- increase women's participation and access to decision making in the media;
- establish and develop gender sensitive self-regulation in the media organisations;
- develop gender skills and knowledge among professionals, staff, decision makers and media managers;

Encountered difficulties: -

Future steps:

Data resulting from this study, concerning methods, tools, resources, stakeholders and good practices will be integrated in a database, and included in EIGE's RDC.

**Study on good practices, tools & methods in Area D of the Beijing Platform for Action:
Domestic Violence**

Contract awarded to: Istituto per la Ricerca Sociale, Italy; and GIO Gender Interuniversity Observatory – University of Rome ROMATRE, Italy

Study launched: 2011; Final Report delivered to EIGE: December 2012.

Description of the study:

The study's objective is to collect information on training, awareness raising and victims support tools, methods and good practices in the area of prevention of domestic violence in the European Union to develop a better knowledge on Methods, Tools and Good Practices (MTGP), collected across the EU-27 and Croatia, and make available to the users the practical information related to MTGP as well as to foster the exchange of good practices in this area.

The study aims to collect methods, tools and good practices in the context of domestic violence (victim support) in order to enhance the effectiveness of gender equality policies at both the European and Member States levels. The project intends to disseminate the added value expressed by the collected experiences and methodological approaches among stakeholders and relevant national and European institutions.

The project will focus on training, awareness raising and victim's support methods, tools and good practices, in order to enhance the effectiveness of gender equality policies dealing with domestic violence. The study will be made available through EIGE's Resource and Documentation Centre.

Encountered difficulties: -

Future steps:

The data resulting from this study, concerning methods, tools, resources, stakeholders and good practices will be integrated in a database, and included in EIGE's RDC.

Study on good practices, tools & methods in area Area H of the Beijing Platform for Action– Institutional Mechanisms ‘Review of the Institutional Capacity and Effective Methods, Tools and Good Practices for Mainstreaming Gender Equality in a few Selected Policy Areas within the European Commission, the Member States and Croatia’:

Contract awarded to: YELLOW WINDOW

Study launched: Procurement process re-launched in October 2012; kick-off meeting held on 3 January 2013, final report to be delivered to EIGE in late 2013.

Description of the study:

The study will map the institutional mechanisms and the methods and tools for gender equality and gender mainstreaming in the European Commission, the EU Member States and Croatia. It will include an evaluative analysis of the effectiveness of a particular method for GM, Gender Impact Assessment, in a selected policy area.

Encountered difficulties:

This study was originally launched through an open procedure in September 2012, but failed to attract bids answering all selection criteria. The open procedure was consequently cancelled and replaced by a negotiated procedure in October 2012.

Future steps:

The study will complement the Presidency report on Institutional Mechanisms.

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

EIGE's work on gender training

Gender training in the European Union: mapping, research and stakeholders engagement

Contract awarded to: GHK Consulting Limited, UK

Study launched: in 2010, the project is to be implemented in two phases; the Mapping study final report (delivered in December 2012; the in-depth study report to be delivered in November 2013).

Description of the study:

With this study, EIGE intends to increase the knowledge on gender training in the European Union, collect across the EU-27 and make available practical and resourceful information related to gender training as well as to foster the discussion on the development and acceptance of the quality standards for gender training in the European Union.

The initiative aims to capture and build upon a wide, at times fragmented, experience of the EU and lessons learned in the field of gender training. It will contribute to a wider acceptance of gender training as a necessary tool for an effective implementation of gender mainstreaming strategy, creating a pool of practical information and facilitating the process of a critical reflection on the quality of such trainings. Additionally, the initiative intends to bring together different actors and facilitate the transfer of knowledge between academia and the practitioners so as to increase the capacity of relevant practitioners in pursuing effective gender training programmes.

One of the main aims of this tender is to develop an effective approach to identifying, presenting in a user-friendly manner, disseminating and exchanging good practices in gender training. The information will be made available to Member States' authorities in order to help them formulate policies and measures at local, regional and national levels in their spheres of competence.

The initiative is expected to add up to a smoother and more effective implementation of gender equality policies and initiatives across the EU by supporting the Member States with useful information and recommendations that would help building the professional gender equality capacity of their civil servants.

Main conclusions: The research has shown the wide variation in the backgrounds and professional qualifications of gender trainers; also demonstrated a wide scale of approaches towards designing gender training. In the academic circles, the issue of setting at least the minimum quality standards has been long discussed, but in practice no such standards exist. Furthermore, institutions and organisations commissioning gender training do not typically have reference frameworks that would help them to decide what training would be most effective for them. They also lack guidance through the process of finding and selecting high quality training services.

Thus issues of quality assurance should remain high on the agenda.

The study concluded that gender training needs to be considered and designed as a vital part of gender mainstreaming and a wider 'capacity building strategy' that includes post training activities, monitoring systems, and changes in the organisation.

Based on the insights of the mapping study, phase II of the project (to be carried out in 2013) will aim at a more profound analysis of gender training. It will explore the factors underlying the effectiveness of gender training as means for capacity building of staff and as a tool for transformative gender mainstreaming. Greater attention will be devoted to issues of quality, practical guidance and stakeholders' involvement in creating progress in the area.

Encountered difficulties: -

ANNEX 3: LIST OF MANAGEMENT BOARD MEMBERS/ALTERNATES

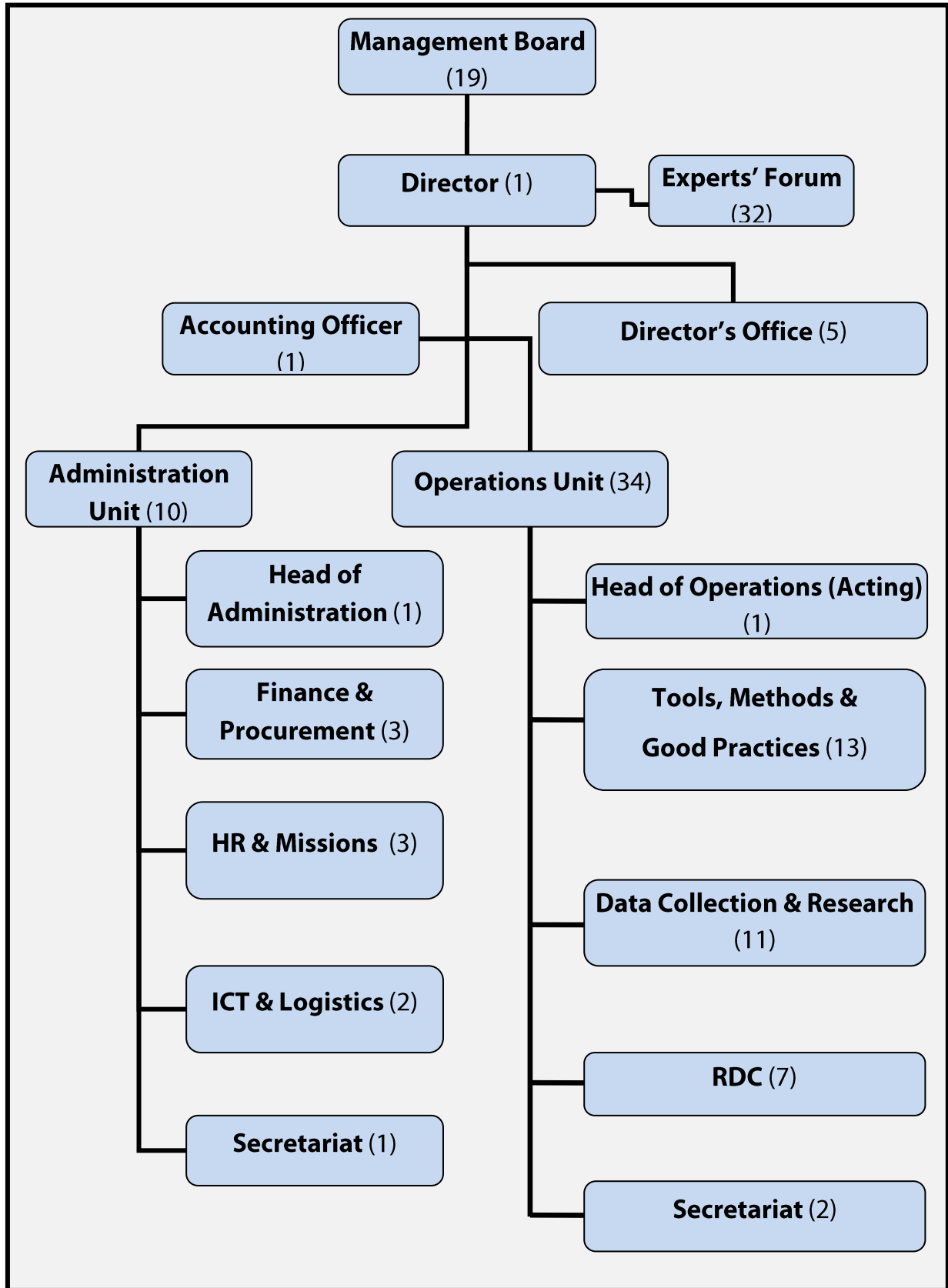
Members of the Management Board on 31 December 2012

CHAIR: *Vice-Chair acting*

VICE-CHAIR: Mr Michel PASTEEL

Member State	Member	Alternate
Austria	Ms Vera JAUK	Mr Dietmar HILLBRAND
Belgium	Mr Michel PASTEEL	Ms Annemie PERNOT
Bulgaria	Ms Tatyana Spassova KMETOVA	Ms Petia Mihaylova MOEVA
Czech Republic	Mr Miroslav FUCHS	Ms Lucia ZACHARIASOVA
Germany	Ms Renate AUGSTEIN	Ms Antje WUNDERLICH
Estonia	Ms Kathlin SANDER	Ms Helena PALL
Finland	Ms Tarja HEINILA-HANNIKAINEN	Ms Riitta MARTIKAINEN
France	Ms Nathalie TOURNYOL du CLOS	Ms Emmanuelle LATOUR
Hungary	Ms Zsuzsanna DEBRECENI KORMOSNE	Ms Judit HALASZ
Malta	Ms Romina BARTOLO	Ms Therese SPITERI
Netherlands	Ms Carlien SCHEELE	Ms Jantina WALRAVEN
Portugal	Ms Maria de Fátima ABRANTES DUARTE	Mr Manuel Maria FEIO BARROSO
Romania	Ms Andra Cristina CROITORU	Ms Daniela COZMA
Slovenia	Dr Roman KUCHAR	Ms Marusa GORTNAR
Slovakia	Ms Olga PIETRUCHOVA	Ms Anina BOTOSOVA
Spain	Ms Carmen PLAZA MARTIN	Ms Mercedes A. FERNANDEZ PEREZ
Sweden	Ms Helen 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 and the indicative number of staff covering the different functions.



ANNEX 5: LIST OF MEETINGS (MANAGEMENT BOARD AND EXPERTS' FORUM)

Management Board meetings held

Event	Date	Location
13 th MB Meeting	14 March 2012	Brussels
MB Standing Committee Meeting	3 May 2012	Berlin
14 th MB Meeting	6 June 2012	Vilnius
MB Standing Committee Meeting	3 October 2012	Vienna
15 th MB Meeting	25 October 2012	Vilnius

Experts' Forum meetings held

Event	Date	Location
Joint meeting of EIGE's Experts' Forum and Management Board	14 March 2012	Brussels
8 th EF Meeting	15 March 2012	Brussels
9 th EF Meeting	26-27 June 2012	Vilnius
10 th EF Meeting	14-15 November 2012	Vilnius



ANNEX 6: LIST OF 2012 CONTRACTS

Contracts under Administrative procurement 2012

Reference	Title	Procedure	Commitment Nr.	Contract signature date	Contract amount EUR	Contractor
					1,444,768.49	
EIGE/2012/ADM/01	FWC Travel, accommodation and related services	OP	n/a	20.04.2012	500,000.00	WestExpress UAB, Lithuania
	Order Form 1	specific	EIG.346,347,348,353, 354,355,356,358	20.04.12		
EIGE/2012/ADM/02	HR software rent	FWC DI/06820	EIG.352	16/01/2012	11,111.66	COMPAREX
EIGE/2012/ADM/04	Business-related: canteen and catering services	NP 5000	EIG.385	22.03.2012	5,000.00	UAB Eugenijos Svetaine
EIGE/2012/ADM/05	Mobile devices	NP 5000	EIG.350	20/01/2012	4,142.82	UAB Omnitel
EIGE/2012/ADM/06	Lavazza Blue coffee capsules	against invoice 500	EIG.391	29.03.2012	152.44	UAB Pardavimo Automatai
EIGE/2012/ADM/07	Provision of interim personnel services to EIGE	FWC/OP	EIG.458	01/06/2012	up to 250 000 /4 years	UAB Manpower
	Order Form No. 1			10/08/2012		UAB Manpower
	Order Form No. 2		EIG.457	30/08/2012	40,000.00	UAB Manpower

	Order Form No. 3			26/09/2012		UAB Manpower
	Order Form No. 4			22/11/2012		UAB Manpower
EIGE/2012/ADM/08	Training and consultancy services on PCM and RBM	NP 25000	EIG.438	02/08/2012	20,138.00	PCM Group Process Consultants and Moderators
EIGE/2012/ADM/10	Microsoft software subscription 2012	FWC DI/07020	EIG.396	4.4.12	18,606.51	HP, Belgium
EIGE/2012/ADM/12	Banking tender	NP 25000	n/a	01/01/2013	n/a	AB SEB Bankas (Litas) & ING Belgium NV/SA (EURO)
EIGE/2012/ADM/13	FWC on Services to support EIGE's communication activities	OP			1,130,000.00	
EIGE/2012/ADM/13/Lot1	Low value events	specific	n/a	23.7.2012	160,000.00	Small Talk UAB, Lithuania
	Order Form No. 2 - Logistic services for EIGE training		EIG.463	04/09/2012	2,798.08	Small Talk UAB, Lithuania
EIGE/2012/ADM/13/Lot3	Graphic design	specific	n/a	09/10/2012	300,000.00	Media Consulta, Germany
EIGE/2012/ADM/13/Lot4	EIGE's website	specific	n/a	27.8.2012	510,000.00	Eworx, Greece
EIGE/2012/ADM/14	sTesta	NP	EIG.344		8,183.80	Infostruktura
EIGE/2012/ADM/15	European Union House	NP	EIG.502,504,506,509, 510,541	27/11/2012	16.53	PinusProprius
EIGE/2012/ADM/16	Allegro Software Rent and Maintenance	NP	EIG.352	16/01/2012	11,111.66	Valmeda, Lithuania
EIGE/2012/ADM/17	Dinner with MB members	NP5000	EIG.384	04/06/2012	980.40	UAB viesbutis 'Lietuva'
EIGE/2012/ADM/18	Provision of training on Ethics and Integrity	NP5000	EIG.456	29/08/2012	4,555.00	EFE formation
EIGE/2012/ADM/20	MFD maintenance	NP5000	EIG.415	03/07/2012	4,612.80	RICOH Belgium
EIGE/2012/ADM/21	VMWARE enterprice + support	DI/06820	EIG.416	29.6.12	1,702.44	Comparex

	2012					
EIGE/2012/ADM/22	RFID security system for library	NP 25.000	EIG.481	07/11/2012	22,278.75	HANSAB
EIGE/2012/ADM/23	Office telephone system	FWC DI/07030	EIG.421	25/07/2012	28,528.26	Dimension Data, BE
EIGE/2012/ADM/24	Office supplies for EIGE	NP 5000	EIG.461	24/08/2012	5,000.00	UAB Biuro Pasaulis
EIGE/2012/ADM/25	Publication of HOO vacancy in www.eurobrussels.com	NP 5000	EIG.366	30/08/2012	560.00	EUROJOBSITES limited
EIGE/2012/ADM/26	Publication of HOO vacancy in www.jobs.ac.uk	NP5000	EIG.366	29/08/2012	537.23	Warwick University
EIGE/2012/ADM/28	Postal services	NP 5000	EIG.471	04/10/2012	5,000.00	UAB Bijusta
EIGE/2012/ADM/29	Cleaning services for the EU House	FWC OP	in 2013	04-10.01.2013	150,000.00	D. Petraities firm "Akvija"
EIGE/2012/ADM/30	Removal services	NP 5000	EIG.488	07/11/2012	4,068.42	VI Saules Garsai
EIGE/2012/ADM/31	Purchase of PC's	FWC DI/06720	EIG.468	18/09/2012	5,063.84	Comparex
EIGE/2012/ADM/32	Server software	NP 60.000	EIG.526	17/12/2012	44,975.00	Fortevento
EIGE/2012/ADM/34	Internet services for the European Institute for Gender Equality	NP5000	EIG.544	18/12/2012	1,908.36	Baltnetos komunikacijos
EIGE/2012/ADM/35	Mobile services for EIGE	NP 5000	EIG.572	21/12/2012	up to 5000	Omnitel
EIGE/2012/ADM/36	Voice services	NP60000	EIG.571	21/12/2012	up to 60000	TEO
EIGE/2012/ADM/37	Provision of HR related legal advice to EIGE	NP5000	EIG.516	05/12/2012	3,750.00	FIELD fischer waterhouse
EIGE/2012/ADM/38	Mobile archives	FWC OIB10/PR/200 7/014/054/L2	EIG.490	11/11/2012	20,492.99	Dromedas
EIGE/2012/ADM/39	Provision of custom-made	NO 25000	EIG.537	14/12/2012	23,498.50	Ergolain projektai

	furniture and lighting for RDC					
EIGE/2012/ADM/40	Legal services - representation in the General Court	NP	EIG.536	17/12/2012	21,000.00	Liedekerke (An-Marie Vandromme, Jules Stuyck)
EIGE/2012/ADM/41	Acquisition of mementos	NP5000	EIG.534	17/12/2012	4,995.00	UAB Stiklo paslaptis

Contracts under Operational procurement 2012

Reference	Title	Procedure	Commitment Nr	Contract signature date	Contract amount EUR	Contractor	Country
					3,341,872.93		
EIGE/2012/OPER/01	Good practices women and the media; area J BPfA	OP	EIG.422	08.08.2012	297,603.00	FGB	Italy
EIGE/2012/OPER/02	Mapping the current status and potential of administrative sources of data on GBV in EU and Croatia	OP	EIG.459	06.09.2012	299,913.00	Matrix Insight	UK
EIGE/2012/OPER/03	Books acquisition	NP5000	EIG.368	06.03.2012	4,640.30	Blackwell Limited	UK
EIGE/2012/OPER/04	Follow up of gender training	NP5000	EIG. 467	21.10.2012	4,808.51	Ana Gruden	Croatia
EIGE/2012/OPER/05	Calendar 2013 incl, video and printing	NP60000	EIG.398	10.05.2012	58,999.70	Imago Facta	Lithuania
EIGE/2012/OPER/06	EIGE portal - pilot project - Humboldt University	NP5000	EIG.376	22.02.2012	4,999.00	Marius Zierold	Germany
EIGE/2012/OPER/07	Area J of BPfA: women and the media	OP	EIG.414	11.07.2012	399,310.00	University of Liverpool	UK
EIGE/2012/OPER/08	8 March event	NP5000	EIG.380	23.02.2012	5,000.00	Laima Kreyvite	Lithuania
EIGE/2012/OPER/10	Facts and figures on GE for calendars 2013	NP25.000	EIG.399	01.05.2012	24,942.00	Teresa Stanewicz	UK

	"Women inspiring Europe"						
EIGE/2012/OPER/11	EIGE portal - pilot project - Amazone	NP5000	EIG.394	16.04.2012	5,000.00	Destin	Belgium
EIGE/2012/OPER/14	PR support for BPfA	NP5000	EIG.400	04.05.2012	5,000.00	Ms. ShilaMeyer - Behjat	Germany
EIGE/2012/OPER/15	Proofreading	NP25000	EIG.404	11.05.2012	21,100.00	Metropolio Vertimai	Lithuania
EIGE/2012/OPER/16	Equinet meeting in Vilnius	NP5000	EIG.397	25.05.2012	1,500.00	Valmeda	Lithuania
EIGE/2012/OPER/17	FRANET-country profiles	27 RSs	EIG.424-425, 428-436, 439 - 453	11.09.2012	242,510.70	27 different	MSs
EIGE/2012/OPER/19	Integration of men into GE	NP25000	EIG.409	13.06.2012	9,480.00	Jens van Tricht	Netherlands
EIGE/2012/OPER/20	Area H of BPfA - Institutional Mechanisms (LT Presidency)	OP	EIG.475	09.11.2012	298,040.00	Aletta E-Quality	Netherlands
EIGE/2012/OPER/21	Purchase and delivery of books	NP50000	EIG.487	29.11.2012 and 08.12.2012	40,449.34	Knygynas Eureka UAB	Lithuania
EIGE/2012/OPER/22	GEI Conceptual Framework Revision II	NP25000	EIG.454	10.08.2012	9,750.00	Eileen Drew	Ireland
EIGE/2012/OPER/23	Animation: online discussions within EuroGender	OP	EIG.495	20.11.2012	124,500.00	Cultura Lavoro	Italy
EIGE/2012/OPER/24	Collection of resources on the impact of the social and economic crisis on women and men in Croatia (2009-2012)	NP 5000	EIG.467	02.10.2012	4,808.51	Ana Gruden	Croatia
EIGE/2012/OPER/25-126A	Review of the Institutional Capacity and Effective Methods, Tools and Good Practices for Mainstreaming Gender Equality in a few Selected Policy Areas in the	NP	EIG.527	27.12.2012	340,000.00	EADC-Yellow Window	Belgium

	European Commission, the EU Member States and Croatia						
EIGE/2012/OPER/27	Request for additional services _GT conference	NP60000	EIG.474	09.10.2012	49,563.57	ICF GHK	UK
EIGE/2012/OPER/28	Subscriptions to 2 bibliographic databases on gender equality	NP5000	EIG.489	16.11.2012	3,079.00	EBSCO	Germany
EIGE/2012/OPER/29	Subscriptions to serials	NP25000	EIG.518	Dec-12	24,977.33	LM information delivery	Finland
EIGE/2012/OPER/31	Software for EIGE's Touch Screen - RDC	NP5000	EIG.533	19.12.2012	2,000.00	House of IT	Denmark
EIGE/2012/OPER/32	Communication tools, calendar, business conference packs	NP5000	EIG.563	20.12.2012	4,908.00	Informacijos Kalve	Lithuania
EIGE/2012/OPER/34	Thematic expansion of harvested resources in EIGE's RDC	NP25000	EIG.573	21.12.2012	25,000.00	University of Gothenburg	Sweden
EIGE/2012/OPER/36	Discussion paper on gender stereotypes	NP5000	EIG.531	19.12.2012	4,800.00	Niall Crowley	Ireland
EIGE/2012/OPER/37	Provision of a study on international activities in the field of data collection on gender - based violence across the EU	NP25000	EIG.564	20.12.2012	24,975.00	The european Institute for Crime Prevention and Control, affiliated with the United Nations	Finland
EIGE-OPOCE-SLA	Request for creating stakeholders distribution list at the Publication Office. SLA OPOCE	SLA	EIG.532	n/a	7,200.00	Publications Office	Luxembourg
EIGE-OPOCE-SLA	Production and publication of: Interview with S.Walby; Factsheet VaW; MF -024-9; MF -007-2; FGM Factsheets; FGM Main Findings; FGM Country factsheets; FGM main Findings; FGM report; GT final report; GT country fact	SLA	EIG.496	n/a	15,670.00	Publications Office	Luxembourg

	sheets; Post study report DV; Good practices in GM; About EIGE in brief; Beijing indicators in biref						
EIGE-OPOCE-SLA	Production and publication of: Report on VaW; MF VaW; Factsheet VaW; Factsheet-interview with A.Carrlson; factsheet Women and Climate change	SLA	EIG.470	n/a	11,563.52	Publications Office	Luxembourg
EIGE-OPOCE-SLA	Good Practices on FGM; Country reports on FGM; Collection of good practices in DV; Good practices in the field of DV; FGM country fact sheets; GT country fact sheets; Gender Stereotypes Report; Gender Stereotypes discussion paper; Post conference Publ.; Reference sheets; GT Executive summary; Methodological on preventing and Protecting from DV	SLA	EIG. 561	n/a	41,976.66	Publications Office	Luxembourg
SPECIFIC CONTRACTS UNDER FRAMEWOR CONTRACTS							
EIGE/2011/OPER/04 - EVENTS AND TECHNICAL MEETINGS							
RS6	Organisation of Two meetings of EIGE's Institutional Bodies in Vilnius, in June 2012		EIG.361	31.01.2012	65,000.00	Adria Congrex	Italy
RS7	Organisation of a package of five events in Copenhagen and Vilnius. Provision of related services		EIG.382	16/03/2012	123,940.90	LDK Consultants Engineers and Planners	Greece
RS8	Organisation of three meetings to be held in Vilnius and/or Brussels and related services		EIG.405	22.05.2012	78,883.00	Media Consulta Event Gmbh	Germany
RS9	Organisation of two meetings of EIGE's Institutional Bodies in Vilnius, in		EIG.362	16.08.2012	51,799.00	LDK Consultants Engineers and	Greece

	October/November 2012					Planners	
RS10	Organisation of two parallel meetings, with one joint session, of EIGE's Thematic Networks in Vilnius, on 18 June 2012		EIG.408	31.05.2012	47,978.08	Media Consulta Event GmbH	Germany
RS11	Organisation of package of two events in Nicosia and Brussels. Provision of related services.		EIG.485	24.10.2012	61,998.60	LDK Consultants Engineers and Planners	Greece
RS12	Four meetings in Brussels		EIG.576		79.873,30	LDK Consultants Engineers and Planners	Greece
EIGE/2012/ADM/13 - SUPPORT OF EIGE COMMUNICATION ACTIVITIES							
Lot 1	EIGE through communication events and activities.					Small Talk Ideas	Lithuania
RS1	Organization of AwayDay in the frame of internal communication strategy for EIGE staff, on 24 or 25 September 2012, Vilnius		EIG.466	23/072012	4832.86		
RS2	Logistical arrangements for EIGE trainings in 2012		EIG.463	04/09/2012	2,798.08		
RS3	EIGE's Achievements of 2012. 7 December, Vilnius		EIG. 525	06/12/2012	4,496.36		
RS6	Services in connection with EIGE's 16 days of activism against gender-based violence 5 - 6 December 2012		EIG.523	30/11/2012	4,230.16		
RS7	EIGE Media monitoring and media database update - request for services		EIG.538	13/12/2012	18,150.00		

Lot 3	Design adaptation and production of EIGE's communication outputs					Media Consulta	
RS1	I. Women Inspiring Europe; II. Gender Training Project in the European Union: Mapping, Research and Stakeholders' Engagement (2012-2013)		EIG.494	09/11/2012 5	48,801.50		
RS2	Production of a factsheet Anica Carlson		EIG.517	17/12/2012	1,241.25		
RS4	I. Templates referring to EIGE style guide; II. Illustrations; III. E-christmas card		EIG.530	19/12/2012	8,935.00		
Lot 4	EIGE Web Services					Eworx	Greece
RS1	EIGE Web Services - RS1		EIG.562 (EIG.484)	23/10/2012	160,775.00		
RS2	EIGE Web Services - RS2		EIG.570	20/12/2012	11,200.00		
RS3	Video presentation		EIG.575		4,980.00		

OTHER CONTRACTS IN FORCE FROM 1 JANUARY 2012

EIGE/2011/OPER/25	Gender training in the European Union: mapping, research and stakeholders engagement	OP		20/12/2011	522,107.00	GHK Consulting	UK
	<i>PHASE I</i>		<i>EIG.250</i>		<i>298,314.00</i>		
	PHASE II		EIG.528		223,766.00		

ANNEX 7: BUDGET EXECUTION 2012

Budget execution C8

Line description	Commitment			Payment		
	Credit available com amount	Commitment accepted amount (Euro)	% Commit	Credit available pay amount	Payment request accepted amount (Euro)	% Payment
Missions expense, duty travel expense and ancillary expenditure	690.00	460.01	66.67 %	690.00	460.01	66.67 %
Medical service	10,848.73	7,600.11	70.06 %	10,848.73	7,600.11	70.06 %
Training	10,242.58	8,326.02	81.29 %	10,242.58	8,326.02	81.29 %
Administrative assistance from Community institutions	2,624.47	1,224.15	46.64 %	2,624.47	1,224.15	46.64 %
Interim services	9,416.00	9,197.78	97.68 %	9,416.00	9,197.78	97.68 %
Representation costs	821.01	0.00	0.00 %	821.01		
Total staff	34,642.79	26,808.07	77.38 %	34,642.79	26,808.07	77.38 %
Water, gas, electricity and heating	3,039.99	2,203.99	72.50 %	3,039.99	2,203.99	72.50 %
Cleaning and maintenance	651.17	560.23	86.03 %	651.17	560.23	86.03 %
Fitting-out of premises	4,152.20	2,333.11	56.19 %	4,152.20	2,333.11	56.19 %
Security and surveillance of buildings	1,194.91	987.93	82.68 %	1,194.91	987.93	82.68 %
ICT hardware expenditure	10,818.77	10,818.77	100.00 %	10,818.77	10,818.77	100.00 %
ICT software expenditure	13,338.00	13,338.00	100.00 %	13,338.00	13,338.00	100.00 %
New and replacement furniture purchases, furniture maintenance and repair	23,504.50	23,504.50	100.00 %	23,504.50	23,504.50	100.00 %

Stationary and office supply	8,909.92	8,394.27	94.21 %	8,909.92	8,394.27	94.21 %
Bank charges	431.46	418.52	97.00 %	431.46	418.52	97.00 %
Legal expenses	6,200.00	4,424.92	71.37 %	6,200.00	4,424.92	71.37 %
Postage and delivery charges	1,500.00	0.00	0.00 %	1,500.00		
Telephone, telegraph, telex, radio and television subscriptions and charges	1,357.69	898.35	66.17 %	1,357.69	898.35	66.17 %
Management Board	47,520.69	35,373.05	74.44 %	47,520.69	35,373.05	74.44 %
Experts' Forum	49,010.05	44,572.19	90.95 %	49,010.05	44,572.19	90.95 %
Running costs in connection with operational activities	180.76	0.00	0.00 %	180.76		
Other expenditures for information and publishing	1,117.20	0.00	0.00 %	1,117.20		
Studies	20,450.00	20,450.00	100.00 %	20,450.00	20,450.00	100.00 %
Total administrative	193,377.31	168,277.83	87.02 %	193,377.31	168,277.83	87.02 %
Translations	245,571.50	232,563.50	94.70 %	245,571.50	232,563.50	94.70 %
Beijing indicators	315,246.11	292,578.29	92.81 %	315,246.11	292,578.29	92.81 %
Defining areas of work on Gender-based violence	59,162.00	59,162.00	100.00 %	59,162.00	59,162.00	100.00 %
Concept of the EU GEI	476,217.75	468,399.73	98.36 %	476,217.75	468,399.73	98.36 %
Practical tools to support GM	304,595.49	303,757.98	99.73 %	304,595.49	303,757.98	99.73 %
Work with men and Gender Equality	200.00	141.69	70.85 %	200.00	141.69	70.85 %
Research on good practices	484,670.00	484,670.00	100.00 %	484,670.00	484,670.00	100.00 %
Development of concept and technical conditions for collecting, organising and disseminating	419,168.85	390,440.38	93.15 %	419,168.85	390,440.38	93.15 %
Communication with stakeholders, networks, MS and EU citizens	373,676.98	343,226.00	91.85 %	373,676.98	343,226.00	91.85 %
Development of technical tools for the electronic network	433,023.15	347,613.28	80.28 %	433,023.15	347,613.28	80.28 %

Total operational	3,111,531.83	2,922,552.85	93.93 %	3,111,531.83	2,922,552.85	93.93 %
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	3,339,551.93	3,117,638.75	93.36 %	3,339,551.93	3,117,638.75	93.36 %
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Budget execution C1

Budget line position		Commit. approp. transact. amnt. (1)	Commitment amount accepted (2)	% committed (2/1)	Paym.approp.transact. amount (4)	Payment amnt. accepted (5)	% Paid (5/4)
A-1100	Basic salaries	1,393,500.00	1,331,574.03	95.56 %	1,393,500.00	1,331,574.03	95.56 %
A-1101	Family allowances	180,000.00	178,799.16	99.33 %	180,000.00	178,799.16	99.33 %
A-1102	Expatriation and foreign-residence allowances	254,000.00	253,654.53	99.86 %	254,000.00	253,654.53	99.86 %
A-1103	Managerial allowances	11,000.00	10,975.13	99.77 %	11,000.00	10,975.13	99.77 %
	Total 110	1,838,500.00	1,775,002.85	96.55 %	1,838,500.00	1,775,002.85	96.55 %
A-1113	Contract Agents	345,000.00	311,165.00	90.19 %	345,000.00	311,165.00	90.19 %
	Total 111	345,000.00	311,165.00	90.19 %	345,000.00	311,165.00	90.19 %
A-1130	Employer's social security contribution	140,000.00	99,858.41	71.33 %	140,000.00	99,858.41	71.33 %
	Total 113	140,000.00	99,858.41	71.33 %	140,000.00	99,858.41	71.33 %
A-1141	Travel expenses for annual leave	50,000.00	39,199.15	78.40 %	50,000.00	39,199.15	78.40 %
	Total 114	50,000.00	39,199.15	78.40 %	50,000.00	39,199.15	78.40 %
A-1150	Trainees	31,000.00	29,497.11	95.15 %	31,000.00	29,497.11	95.15 %
	Total 115	31,000.00	29,497.11	95.15 %	31,000.00	29,497.11	95.15 %
A-1176	Officials on secondment from	171,000.00	171,000.00	100.00 %	171,000.00	158,125.37	92.47 %

	Member States						
	Total 117	171,000.00	171,000.00	100.00 %	171,000.00	158,125.37	92.47 %
A-1181	Daily allowances	40,000.00	39,740.69	99.35 %	40,000.00	39,740.69	99.35 %
A-1182	Removal cost reimbursements	20,000.00	13,964.25	69.82 %	20,000.00	13,964.25	69.82 %
A-1183	Travel in expenses	15,000.00	2,264.38	15.10 %	15,000.00	2,264.38	15.10 %
A-1184	Installation allowances	43,500.00	42,730.56	98.23 %	43,500.00	42,730.56	98.23 %
	Total 118	118,500.00	98,699.88	83.29 %	118,500.00	98,699.88	83.29 %
A-1210	Interview expenses	33,000.00	30,850.56	93.49 %	33,000.00	30,850.56	93.49 %
	Total 121	33,000.00	30,850.56	93.49 %	33,000.00	30,850.56	93.49 %
A-1220	External selection committee member reimbursements	7,000.00	4,442.60	63.47 %	7,000.00	4,442.60	63.47 %
	Total 122	7,000.00	4,442.60	63.47 %	7,000.00	4,442.60	63.47 %
A-1230	Miscellaneous expenditure on staff recruitment	3,000.00	2,718.36	90.61 %	3,000.00	2,718.36	90.61 %
	Total 123	3,000.00	2,718.36	90.61 %	3,000.00	2,718.36	90.61 %
A-1300	Missions expense, duty travel expense and ancillary expenditure	45,000.00	34,024.92	75.61 %	45,000.00	30,874.92	68.61 %
	Total 130	45,000.00	34,024.92	75.61 %	45,000.00	30,874.92	68.61 %
A-1410	Medical service	27,000.00	17,661.40	65.41 %	27,000.00	10,751.61	39.82 %
	Total 141	27,000.00	17,661.40	65.41 %	27,000.00	10,751.61	39.82 %
A-1423	Other social welfare	11,000.00	8,565.48	77.87 %	11,000.00	8,565.48	77.87 %
	Total 142	11,000.00	8,565.48	77.87 %	11,000.00	8,565.48	77.87 %
A-1500	Training	55,000.00	55,000.00	100.00 %	55,000.00	47,218.80	85.85 %

	Total 150	55,000.00	55,000.00	100.00 %	55,000.00	47,218.80	85.85 %
A-1601	Administrative assistance from Community institutions	30,000.00	30,000.00	100.00 %	30,000.00	24,485.44	81.62 %
A-1602	Interim services	40,000.00	40,000.00	100.00 %	40,000.00	19,781.99	49.45 %
	Total 160	70,000.00	70,000.00	100.00 %	70,000.00	44,267.43	63.24 %
A-1701	Representation costs	13,000.00	10,713.53	82.41 %	13,000.00	6,918.53	53.22 %
A-1702	Internal staff events	2,000.00	362.62	18.13 %	2,000.00	362.62	18.13 %
	Total 170	15,000.00	11,076.15	73.84 %	15,000.00	7,281.15	48.54 %
	TOTAL A-1	2,960,000.00	2,758,761.87	93%	2,960,000.00	2,698,518.68	91%

Budget line position		Commit. approp.transact. amnt. (1)	Commitment amount accepted (2)	% Committed (2/1)	Paym.approp.transact. amount (4)	Payment amnt. accepted (5)	% Paid (5/4)
A-2000	Renting costs	465,800.00	462,889.02	99.38 %	465,800.00	462,889.02	99.38 %
	Total 200	465,800.00	462,889.02	99.38 %	465,800.00	462,889.02	99.38 %
A-2010	Insurance	0.00			0.00		
	Total 201	0.00	0.00		0.00		
A-2020	Water, gas, electricity and heating	29,000.00	23,500.00	81.03 %	29,000.00	19,837.18	68.40 %
	Total 202	29,000.00	23,500.00	81.03 %	29,000.00	19,837.18	68.40 %
A-2030	Cleaning and maintenance	9,000.00	9,000.00	100.00 %	9,000.00	8,229.20	91.44 %
	Total 203	9,000.00	9,000.00	100.00 %	9,000.00	8,229.20	91.44 %
A-2040	Fitting-out of premises	22,500.00	5,000.00	22.22 %	22,500.00	1,146.61	5.10 %
	Total 204	22,500.00	5,000.00	22.22 %	22,500.00	1,146.61	5.10 %

A-2050	Security and surveillance of buildings	16,000.00	13,000.00	81.25 %	16,000.00	11,746.86	73.42 %
	Total 205	16,000.00	13,000.00	81.25 %	16,000.00	11,746.86	73.42 %
A-2090	Administrative expenditure, taxes	0.00			0.00		
	Total 209	0.00	0.00		0.00		
A-2100	ITC hardware expenditure	75,000.00	74,959.26	99.95 %	75,000.00	5,063.84	6.75 %
	Total 210	75,000.00	74,959.26	99.95 %	75,000.00	5,063.84	6.75 %
A-2110	ICT software expenditure	84,000.00	81,723.16	97.29 %	84,000.00	36,748.16	43.75 %
	Total 211	84,000.00	81,723.16	97.29 %	84,000.00	36,748.16	43.75 %
A-2120	Services provided by third parties	5,000.00	500.00	10.00 %	5,000.00	242.74	4.85 %
	Total 212	5,000.00	500.00	10.00 %	5,000.00	242.74	4.85 %
A-2130	ICT operating expenditure	36,000.00	35,400.00	98.33 %	36,000.00	35,400.00	98.33 %
	Total 213	36,000.00	35,400.00	98.33 %	36,000.00	35,400.00	98.33 %
A-2210		66,000.00	64,250.40	97.35 %	66,000.00		
	Total 221	66,000.00	64,250.40	97.35 %	66,000.00		
A-2221	New and replacement furniture purchases, furniture maintenance and repair	14,000.00	13,053.24	93.24 %	14,000.00	11,438.33	81.70 %
	Total 222	14,000.00	13,053.24	93.24 %	14,000.00	11,438.33	81.70 %
A-2251	Documentation and library expenditure	30,000.00	29,661.75	98.87 %	30,000.00	7,383.00	24.61 %
	Total 225	30,000.00	29,661.75	98.87 %	30,000.00	7,383.00	24.61 %
A-2300	Stationery and office supplies	5,000.00	4,788.80	95.78 %	5,000.00	4,788.80	95.78 %
	Total 230	5,000.00	4,788.80	95.78 %	5,000.00	4,788.80	95.78 %

A-2320	Bank charges	1,500.00	1,500.00	100.00 %	1,500.00	847.08	56.47 %
A-2321	Exchange rate losses	6,500.00	6,500.00	100.00 %	6,500.00	4,868.22	74.90 %
A-2329	Other financial charges	1,000.00			1,000.00		
	Total 232	9,000.00	8,000.00	88.89 %	9,000.00	5,715.30	63.50 %
A-2330	Legal expenses (provision)	30,400.00	29,750.00	97.86 %	30,400.00	5,200.00	17.11 %
	Total 233	30,400.00	29,750.00	97.86 %	30,400.00	5,200.00	17.11 %
A-2350	Miscellaneous insurance	0.00			0.00		
A-2352	Internal catering expenses	500.00	54.74	10.95 %	500.00	54.74	10.95 %
A-2353	Departmental removals	4,100.00	4,068.42	99.23 %	4,100.00		
A-2359	Other expenditure	4,500.00	3,000.00	66.67 %	4,500.00	2,037.00	45.27 %
	Total 235	9,100.00	7,123.16	78.28 %	9,100.00	2,091.74	22.99 %
A-2400	Postage and delivery charges	500.00	500.00	100.00 %	500.00	135.93	27.19 %
	Total 240	500.00	500.00	100.00 %	500.00	135.93	27.19 %
A-2410	Telephone, telegraph, telex, radio and television subscriptions and charges	24,000.00	19,500.00	81.25 %	24,000.00	18,156.60	75.65 %
	Total 241	24,000.00	19,500.00	81.25 %	24,000.00	18,156.60	75.65 %
A-2420	Telephone, telegraph, telex, radio and television subscriptions and charges	26,000.00	25,740.64	99.00 %	26,000.00	24,571.38	94.51 %
	Total 242	26,000.00	25,740.64	99.00 %	26,000.00	24,571.38	94.51 %
A-2500	Administrative meeting expenditure	3,000.00	349.53	11.65 %	3,000.00	349.53	11.65 %
	Total 250	3,000.00	349.53	11.65 %	3,000.00	349.53	11.65 %

A-2510	Management Board	55,000.00	40,951.13	74.46 %	55,000.00	40,951.13	74.46 %
A-2511	Management Board interpretation	25,000.00	22,984.00	91.94 %	25,000.00	22,984.00	91.94 %
	Total 251	80,000.00	63,935.13	79.92 %	80,000.00	63,935.13	79.92 %
A-2520	Experts' Forum	77,000.00	59,192.02	76.87 %	77,000.00	59,192.02	76.87 %
	Total 252	77,000.00	59,192.02	76.87 %	77,000.00	59,192.02	76.87 %
A-2600	Running costs in connection with operational activities	35,000.00	34,646.12	98.99 %	35,000.00	12,675.68	36.22 %
	Total 260	35,000.00	34,646.12	98.99 %	35,000.00	12,675.68	36.22 %
A-2700	SLA OPOCE	16,500.00	13,000.00	78.79 %	16,500.00	6,503.57	39.42 %
	Total 270	16,500.00	13,000.00	78.79 %	16,500.00	6,503.57	39.42 %
A-2710	Other expenditures for information and publishing	20,000.00	1,254.46	6.27 %	20,000.00	1,254.46	6.27 %
	Total 271	20,000.00	1,311.09	6.27 %	20,000.00	1,254.46	6.27 %
A-2800	Studies	0.00			0.00		
	Total 280	0.00	0.00		0.00		
	TOTAL A-2	1,187,800.00	1,080,773.32	91%	1,187,800.00	804,695.08	67.75 %

Budget Line Position		Commit. approp.transact. amnt. (1)	Commitment amount accepted (2)	% Committed (2/1)	Paym.approp.transact. amount (4)	Payment amnt. accepted (5)	% Paid (5/4)
B3-001	Translations	200,000.00	200,000.00	100.00 %	200,000.00	57,559.50	28.78 %
	Total B3-00	200,000.00	200,000.00	100.00 %	200,000.00	57,559.50	28.78 %
B3-211	Beijing indicators and Presidency	920,025.00	913,620.56	99.30 %	920,025.00	421,100.49	45.77 %

	support						
B3-212	Gender Equality Index	315,000.00	307,199.11	97.52 %	315,000.00	256,933.30	81.57 %
B3-213	Unforeseen studies	24,975.00	24,975.00	100.00 %	24,975.00		
	Total B3-21	1,260,000.00	1,245,794.67	98.87 %	1,260,000.00	678,033.79	53.81 %
B3-311	Practical tools to support GM and GE	395,000.00	394,894.16	99.97 %	395,000.00	167,655.47	42.44 %
	Total B3-31	395,000.00	394,894.16	99.97 %	395,000.00	167,655.47	42.44 %
B3-321	Good practices to complement the areas of BPfA	665,000.00	664,316.54	99.90 %	665,000.00	244,303.95	36.74 %
	Total B3-32	665,000.00	664,316.54	99.90 %	665,000.00	244,303.95	36.74 %
B3-411	Resource and Documentation Centre	206,452.82	206,452.82	100.00 %	206,452.82	60,470.89	29.29 %
B3-412	Collection and dissemination of resources on GBV	120,000.00	119,951.70	99.96 %	120,000.00	27,719.99	23.10 %
B3-413	The European Network on Gender Equality	207,547.18	207,340.00	99.90 %	207,547.18	1,499.49	0.72 %
	Total B3-41	534,000.00	533,744.52	99.95 %	534,000.00	89,690.37	16.80 %
B3-511	Communication strategy	370,000.00	369,944.34	99.98 %	370,000.00	143,918.15	38.90 %
	Total B3-51	370,000.00	369,944.34	99.98 %	370,000.00	143,918.15	38.90 %
B3-521	Networking meetings including EU agencies	170,000.00	169,682.62	99.81 %	170,000.00	66,175.43	38.93 %
	Total B3-52	170,000.00	169,682.62	99.81 %	170,000.00	66,175.43	38.93 %
	TOTAL B-3	3,594,000.00	3,578,376.85	99.57 %	3,594,000.00	1,447,336.66	40.27 %

	TOTAL 2012	7,741,800.00	7,417,912.04	96%	7,741,800.00	4,950,550.42	64%
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ANNEX 8: ESTABLISHMENT PLAN

Function group and grade	2012			
	Authorised under the EU Budget		Engaged as of 31/12/2012	
	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		6		4
AD 7		4		5
AD 6		1		3
AD 5		8		8
AD total		23		23
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

Function group and grade	2012			
	Authorised under the EU Budget		Engaged as of 31/12/2012	
	Permanent posts	Temporary Posts	Permanent posts	Temporary Posts
TOTAL		30		30

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 view³⁵.

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.

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

Vilnius, 22 March 2013



Virginija Langbakk

Director

³⁵ True and fair in this context means a reliable, complete and correct view on the state of affairs in the service.