

Practical arrangements for the 2018 discharge of the EU decentralised agencies

SECTION 1 – Steps and timeline of the agencies’ discharge process

Timetable and deadlines

1. Agencies’ documents to be submitted to the European Parliament according to FFR articles 47, 93 and 109 by **01/07/2019**
2. Standard questionnaire to the Agencies adopted by the CONT Coordinators by **24/07/2019**
3. Standard questionnaire forwarded to the EU Agencies’ Network by **25/07/2019**
4. Horizontal report on the follow-up to the 2017 budgetary discharge – submitted to the European Parliament by **26/08/2019**
5. Individual Agencies’ reports on the follow-up to the 2017 budgetary discharge – submitted to the European Parliament by **26/08/2019**
6. Compiled replies to the standard questionnaire by the EU Agencies’ Network and the individual agencies – submitted to the European Parliament by **12/09/2019**
7. Publication of the European Court of Auditors Report on the annual accounts at the **beginning of October 2019** (*tbc*)
8. Horizontal and individual written questions from the CONT Committee – forwarded to the EU Agencies’ Network by **18/10/2019** (*tbc - depending on point 7*)
9. Replies by the EU Agencies’ Network and the individual agencies – submitted to the European Parliament by **04/11/2019** (*tbc - depending on point 7*)
10. Hearing with Heads of Agencies – **4 December 2019**
11. Consideration of draft reports – **20-21 January 2020**
12. Deadline for amendments – **28 January 2020, 14:00**
13. Adoption of reports in the CONT Committee – **19-20 February 2020**
14. Adoption of reports in the Plenary – **March II 2020**

SECTION 2 – Documents to be provided: format, deadline, practical guidelines for transmission – See Annex I

SECTION 3 – Procedure during the hearing with Heads of Agencies

1. Introduction by the European Court of Auditors, which submits its findings according to the Agencies' annual reports (max. 7 minutes)
2. The Chair of the EU Agencies Network makes a brief presentation and address the Court's findings (max. 5 minutes)
3. The Parliament's Rapporteur and other Members put questions to the Heads of Agencies
4. Possibly winding up comments at the end by the Rapporteur, the Court and the Chair of the Agencies' Network

| Documents to be provided | Format of the documents | Timeline | Practical information for sending the documents |
|---|--|------------|--|
| Consolidated annual activity report | | 01/07/2019 | Electronic version of the documents in searchable PDF format to be sent by email to the President of the European Parliament, Mr David-Maria Sassoli (president@europarl.europa.eu) with a copy to the Chair of the CONT Committee, Monika Hohlmeier (monika.hohlmeier@europarl.europa.eu), and to the CONT Secretariat (CONT-secretariat@europarl.europa.eu) |
| Report on budgetary and financial management | | | |
| Final accounts | | | |
| Horizontal follow-up report by the EU Agencies' Network for the 2017 budgetary discharge | The document contains an introduction, responses to individual recommendations from the European Parliament grouped by theme and a conclusion | 26/08/2019 | Electronic version of the documents in searchable PDF format to be sent by email to the Chair of the CONT Committee, Monika Hohlmeier (monika.hohlmeier@europarl.europa.eu), with a copy to the CONT Secretariat (CONT-secretariat@europarl.europa.eu) |
| Individual agencies' follow-up reports for the 2017 budgetary discharge | The document should be provided in a tabular format which contains the following columns: - <i>Observation of the Discharge Authority</i> – column contains the paragraph number and the text of the Parliament's recommendation - <i>Response and measures taken by the Agency</i> – column contains the Agency's reply - <i>Status/Reference</i> – column contains information on the action such as ongoing, implemented, partially implemented, not implemented and any other necessary information | 26/08/2019 | |
| Replies to the standard questionnaire | The compiled document should contain replies to the horizontal standard questions by the EU Agencies' Network grouped by theme followed by the answers of individual agencies, where applicable. | 12/09/2019 | Collected by the EU Agencies' Network – compiled electronic version of the document in searchable PDF format to be sent by email to the CONT Secretariat (CONT-secretariat@europarl.europa.eu) |
| Replies to the horizontal written questions | The document should contain answers to the horizontal questions by the EU Agencies' Network grouped by theme followed by the answers of individual agencies, where applicable | 04/11/2019 | Electronic version of the documents in searchable PDF format to be sent by email to the CONT Secretariat (CONT-secretariat@europarl.europa.eu) |
| Replies to the individual written questions | The document should be presented in the form of Q&A document | 04/11/2019 | Electronic version of the documents in searchable PDF format to be sent by email to the CONT Secretariat (CONT-secretariat@europarl.europa.eu) |