

Annual Activity Report

2016

EMAS UNIT

Contents

0. BUDGETARY IMPLEMENTATION OVERVIEW	3
1. OBJECTIVES	4
1.1. Objectives of the directorate-general.....	4
1.2. Feasibility and risk assessment.....	4
2. ASSESSMENT OF RESULTS IN THE LIGHT OF THE OBJECTIVES - USE OF RESOURCES	6
2.1. Environment of the directorate-general.....	6
2.2. Human resources of the DG.....	6
2.2.1. Establishment plan.....	7
2.2.2. Staff numbers as at 31.12.2016.....	7
2.3. Budget implementation 2016.....	7
2.3.1. Initial and final appropriations.....	7
2.3.2. Final appropriations and appropriations committed.....	8
2.3.3. Appropriations committed and payments made.....	8
2.3.4. Use of automatic and non-automatic carryovers from 2015 to 2016.....	8
2.3.5. Use of appropriations corresponding to assigned revenue.....	8
2.4. Results achieved.....	9
3. EVALUATION AND EFFECTIVENESS OF INTERNAL CONTROLS, INCLUDING AN OVERALL ASSESSMENT OF THE CONTROLS' COST-EFFECTIVENESS (ARTICLE 66(9) FR)	11
4. CONCLUSIONS	11
5. DECLARATION BY THE AUTHORISING OFFICER BY DELEGATION	12
6. ANNEXES	13
6.1. 2016 budget implementation statement.....	13
6.2. Report on compliance with payment deadlines.....	18
6.3. List of exceptions - derogations from the rules.....	18
6.4. Long-term contractual obligations.....	18
6.5. Exceptional negotiated procedures - Articles 53, 134 and 135 RAP.....	18
6.6. Results of ex-post evaluation.....	18
6.7. Sensitive posts.....	18
6.8. Assessment of the implementation of the Minimum Internal Control Standards	19

0. BUDGETARY IMPLEMENTATION OVERVIEW

to be filled in by the DG		calculation	EMAS
Code	Appropriation type	Type de crédits	EUR ou %
	Appropriations of 2016	Crédits 2016	
A	Initial appropriations	Crédits initiaux	359.500,00
B	Final appropriations	Crédits finaux	234.500,00
C	Commitments	Engagements	168.539,40
D	Commitments in % of final appropriations	Engagements en % des crédits finaux	72%
E	Payments	Paiements	38.038,00
F	Payments in % of commitments	Paiements en % des engagements	23%
G	Cancellations of 2016 final appropriations	Annulations de crédits finaux 2016	65.960,60
H	Cancellations appropriations in % of final appropriations	Annulations en % des crédits finaux	28%
	Appropriations carried over from 2016 to 2017	Crédits reportés de 2016 à 2017	
I	Automatic carryovers from 2016 to 2017	Crédits reportés automatiquement de 2016 à 2017	130.501,40
J	Automatic carryovers from 2016 to 2017 in % of commitments	Crédits reportés automatiquement de 2016 à 2017 en % des engagements	77%
K	Non-automatic carryovers from 2016 to 2017	Crédits reportés non-automatiquement de 2016 à 2017	0,00
L	Non-automatic carryovers from 2016 to 2017 in % of final appropriations	Crédits reportés non-automatiquement de 2016 à 2017 en % des crédits finaux	0%
	Appropriations carried over from 2015 to 2016	Crédits reportés de 2015 à 2016	
M	Automatic carryovers from 2015 to 2016	Crédits reportés automatiquement de 2015 à 2016	100.994,04
N	Payments against automatic carryovers from 2015 to 2016	Paiements sur crédits reportés automatiquement de 2015 à 2016	87.294,04
O	Payments against automatic carryovers from 2015 to 2016 in % of automatic carryovers from 2015 to 2016	Paiements sur crédits reportés automatiquement de 2015 à 2016 en % des crédits reportés automatiquement de 2015 à 2016	86%
P	Cancellations of automatic carryovers from 2015 to 2016	Annulations de crédits reportés automatiquement de 2015 à 2016	13.700,00
Q	Cancellations of automatic carryovers from 2015 to 2016 in % of automatic carryovers from 2015 to 2016	Annulations de crédits reportés automatiquement de 2015 à 2016 en % des crédits reportés automatiquement de 2015 à 2016	14%
R	Non-automatic carryovers from 2015 to 2016	Crédits reportés non-automatiquement de 2015 à 2016	0,00
S	Payments of non-automatic carryovers from 2015 to 2016	Paiements sur crédits reportés non-automatiquement de 2015 à 2016	
T	Payments against non-automatic carryovers from 2015 to 2016 in % of non-automatic carryovers from 2015 to 2016	Paiements sur crédits reportés non-automatiquement de 2015 à 2016 en % des crédits reportés non-automatiquement de 2015 à 2016	
U	Cancellations of non-automatic carryovers from 2015 to 2016	Annulations de crédits reportés non-automatiquement de 2015 à 2016	
V	Cancellations of non-automatic carryovers from 2015 to 2016 in % of non-automatic carryovers from 2015 to 2016	Annulations de crédits reportés non-automatiquement de 2015 à 2016 en % des crédits reportés non-automatiquement de 2015 à 2016	
	Assigned revenue in 2016	Recettes affectées 2016	
W	Appropriations from assigned revenue in 2016 (current)	Crédits de recettes affectées courants 2016	0,00
X	Assigned revenue carried over to 2016	Crédits de recettes affectées reportés à 2016	0,00
Y	Balance of commitments on assigned revenue carried over to 2016	Solde des engagements reportés à 2016 sur crédits de dépenses spécifiques sur recettes affectées	0,00
Z	Payments in 2016 against appropriations from assigned revenue (current and carried-over)	Paiements sur crédits de recettes affectées 2016 (courants et reportés)	0,00
AA	Payments in 2016 against assigned revenue in % of assigned revenue in 2016 (current and carried-over)	Paiements sur crédits de recettes affectées 2016 en % des crédits de recettes affectées 2016 (courants et reportés)	-

1. OBJECTIVES

1.1. Objectives of the Unit

The ultimate goal of the Environmental Management System of the European Parliament is to continuously improve Parliament's environmental performance in accordance with the EMAS Regulation 1221/2009. Preparation, adoption and implementation of activities, administrative decisions and key documents, such as the Environmental Management Review and Action Plan, communication and awareness-raising as well as internal and external audits are crucial to improve environmental performance.

The main objectives of the EMAS Unit are outlined in the "Environmental Manual of the European Parliament" as revised by the Secretary General in June 2016.

1.2. Feasibility and risk assessment

Expenditure of financial resources from budget lines 3200-07 (acquisition of technical expertise) and 2390 (EMAS activities, including promotion, and the European Parliament's carbon offsetting scheme) should be evaluated as follows:

a) Budget line 3200-07: The use of financial resources from this budget line does not create any major difficulties, since the EMAS Unit regularly requests recurring services under established framework contracts in order to fulfil its legal and administrative obligations. Further expertise is requested according to the current needs.

b) Budget line 2390-00: A reliable and timely planning ensuring the full use of financial resources from budget line 2390-00 remains problematic given the long lapse of time for public procurement procedures on offsetting carbon emissions from the previous year (3-5 months), the long calculation and verification process and the volatility of prices for emission certificates.

The total amounts of carbon emissions to be offset on an annual basis vary in quantity from one year to another and verified information about the concrete amounts to be offset is not available before June of the following year due to the long calculation and verification process. It is therefore currently difficult to launch a tender procedure to offset carbon emissions from the previous year before the summer break.

In December 2016, a direct service contract for an amount of EUR 104.374.20 was signed to offset 100% of the total amount of Parliament's carbon emissions from 2015 in line with the Bureau decision of 7 October 2015. However, this could only be achieved by launching successively two procurement procedures:

- An open procedure EMAS-2016-002 for a maximum amount of EUR 249.000 was published in July 2016. Nine offers were received due to enhanced publicity for this call for tenders. The evaluation committee stated that most of the offers were much lower than predicted and the budget available. It concluded that a negotiated procedure with middle value contract (maximum EUR 135.000) would be more appropriate for the service to be purchased. The evaluation committee therefore recommended that the contracting authority should cancel the procedure and launch a new tender providing

more flexibility in negotiations to fully address the requirements of the Bureau decision of 7 October 2015.

- A new (negotiated) procedure (EMAS-2016-005) for a maximum amount of EUR 135.000 was launched immediately after the cancellation of the open procedure and was published in November 2016, inviting all economic operators who had submitted an offer in the framework of the open procedure.

A direct service contract for an amount of EUR 104.374.20 was signed in December 2016 to offset 100% of Parliament's carbon emissions from 2015. The remaining financial means under budget line 2390 were intended to be made available for mopping-up (GEDA D (2016) 48717). In fact, only 80.000.- EUR could be transferred for mopping-up, in particular due to the late signature of the contract.

Measures to be taken to address the risk of non-optimal use of budget line 2390-00:

As of 2017, annual tender procedures to offset Parliament's carbon emissions should be launched as early as possible and before external verification of the calculated amount of carbon emissions from the respective previous year. Possible corrections and adaptations of the calculated amounts could be taken into consideration in the next offsetting procurement procedure of the following year, if necessary. This would allow to fully complying with the Bureau decision from 2015 in a timely manner.

2. ASSESSMENT OF RESULTS IN THE LIGHT OF THE OBJECTIVES - USE OF RESOURCES

2.1. Environment of the Unit

In 2016, the EMAS Unit launched the following tender procedures:

- EMAS-2016-001 - 'External Verification and Validation of the European Parliament's Carbon Footprint Calculation'. Following this low value negotiated procedure (maximum EUR 60.000), a Framework Contract was signed with Summit Energy International BVBA on 4 May 2016 for an amount of EUR 40.200
- EMAS-2016-002/005 - 'Offsetting of the greenhouse gas emission of the European parliament' (see point 1.2.)
- EMAS-2016-003 - Following the one-year GPP Helpdesk pilot project, it has been decided to launch an inter-institutional open procedure for the 'Operation of Green Public Procurement Helpdesk with the participation of the European Commission, the Council Secretariat, the European Court of Justice, the European Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Investment Bank. The EP is the lead Institution. The Framework contract should be signed beginning of March 2017.
- EMAS-2016-004 - 'Environmental Consultancy on the management and monitoring of the European Parliament's Carbon Footprint', middle value negotiated procedure. The Framework Contract should be signed beginning of March 2017
- EMAS-2016-006 'Consultancy services in the field of Sustainable Mobility'. The order form for an amount of 14.950€ was signed on 12 December 2016 with TRAJECT. In view of the future Working Group on Sustainable Mobility which should be set up during the first quarter of 2017, external expertise was requested to develop a mobility survey, analyse the results and provide recommendations for sustainable mobility in the area of home-office commuting at the three places of work, including a review of European Parliament's bike services.

2.2. Human resources of the Unit

The situation regarding human resources in the EMAS Unit was changed as follows:

- On 1 September 2016, Mr David Hesslevik (AD - official) replaced Ms Audrey Barroux (AD - temporary agent) as Structural Engineer.
- The AD-post occupied by Ms Justyna Tlaga was transferred from the EMAS Unit to DG COMM as of 1 July 2016.

2.2.1. Establishment plan

	at 1.1.2015				at 1.1.2016			
	AD	AST	AST/SC	Total	AD	AST	AST/SC	Total
Permanent posts	3	3		6	3	4		7
Temporary posts	1	2		3	1	1		2
Total	4	5	0	9	4	5	0	9

2.2.2. Staff numbers as at 31.12.2016

	AD	AST	AST/SC	Total	ETP
Officials	3	4		7	6,5
Temporary staff					
- in temporary posts				0	
- in permanent posts				0	
- to offset part-time working				0	
Contractual agents				1	1
END					
Agency staff					
Total				8	7,5

2.3. Budget implementation 2016

2.3.1. Initial and final appropriations

For budget line 2390, 'EMAS activities, including promotion, and the European Parliament's carbon offsetting scheme', the initial appropriations amounted to €250.000 out of which EUR 104.374.20 were committed (see point 1.2).

For budget line 03200-07, 'Acquisition of expertise', the initial appropriations amounted to EUR 109.500 out of which EUR 64.165,20 were committed. The surplus of EUR 45.334,80 is due to the following:

- Savings on negotiated procedures EMAS-2016-001 following competitive tendering;
- The decision of not extending the contract 'Operation of a helpdesk for greening public procurements' (pilot project) due to the provisional calendar of the future inter-institutional procedure with a signature in February. Therefore the budget foreseen for this action has not been committed.

2.3.2. *Final appropriations and appropriations committed*

The total amount committed for budget lines 03200-07 and 0239-00 by the end of 2016 amounted to EUR 168.789,40, representing 72% of the final appropriations (EUR 234.500,00)

The difference of EUR 65.710,60 is mainly due to the specific situation of tender procedure for offsetting of the greenhouse gas emissions of the European Parliament (see point 1.2)

2.3.3. *Appropriations committed and payments made*

The appropriations committed in 2016 amounted to EUR 168.539,40 out of which EUR 38.038 were paid by the end of 2016.

The reason for divergences between commitments and payments is that the following contracts/order forms were signed during 2016 but will be invoiced during the financial year 2017:

- Direct Service Contract EMAS-2016-005 signed with Carbon Clear Ltd ‘Offsetting of the greenhouse gas emission of the European parliament’ (EUR 104.374,20)
- Order Form SG Office/2016/SG-70/SOF/9 signed with Infeurope SA ‘20h Legal audit’ (EUR 11.177.20)
- Order Form EMAS-2016-006 signed with Traject SA ‘Consultancy services in the field of sustainable mobility’ (EUR 14.950)

2.3.4. *Use of automatic and non-automatic carryovers from 2015 to 2016*

The total of EUR 100.994,04 was automatically carried-over from 2015 into 2016.

86% of it was used in 2016. The reasons for the under-utilisation were for the GPP Helpdesk contract for which the balance payment was made on the basis of tasks actually performed during the one year contract (EUR 13.700).

2.3.5. *Use of appropriations corresponding to assigned revenue*

Not applicable

2.4. Results achieved

In accordance with the general objectives of the "Environmental Manual of the European Parliament", the EMAS Unit did achieve the following objectives:

Governance, cooperation and adoption of key Documents

- Extension of EMAS registration at the three places of work until 17 December 2019
- Adoption of a new "Environmental Policy" by the Bureau signed by the President and the Secretary-General on 21 June 2016
- Revision of the "Environmental Manual" approved by the Secretary-General on 3 June 2016
- Adoption of EMAS key documents, such as the Environmental Management Review 2016 covering 2015 (EMR), the Environmental Statement 2016 covering 2015 (ES), the Action Plan 2017 based on input from the Directorates-General, the annual training plan, including info-sessions on selected topics, and the Communication Plan 2017
- Providing the secretariat of the Inter DG Steering Group on Environmental Management on a monthly basis, including preparation, organisation and coordination of meetings, drafting of key documents and new targets for key environmental indicators beyond 2016, minutes and coordination of follow-up
- Preparing meetings of the Steering Committee for Environmental Management chaired by the Secretary-General, in particular
 - the meeting of 22 June 2016 adopting the draft EMR and ES 2016 and reviewing the EMAS Action Plan 2016 (mid-term review)
 - the meeting on 9 December 2016 adopting the EMAS Action Plan 2017 and reviewing the implementation of the EMAS Action Plan 2016
- Providing assistance to Directorates-General in planning and implementing internal environmental activities
- Environmental advice to Directorates-General on a regular basis, including concrete feedback on questions, proposals, comments and other input from staff in relation to the Environmental Management System of the EP through the EMAS-mailbox.
- Monitoring the implementation of EMAS Action Plan 2016
- Organisation of meetings of the Waste Committee to improve waste management and to prepare new targets for reduction and recycling of waste at the EP beyond 2016
- Organisation of meetings of the Working Group 'Green Public Procurement' (GPP) to further implement the approach adopted by the Public Procurement Forum in 2014 and adapt GPP related documents to the new Financial Regulation
- Organisation of annual meeting with "Eco-Teams" from national Parliaments in March 2016 in STR to exchange best practice in the area of waste management (second meeting after 2015)

Carbon footprint and Offsetting

- Calculation and verification of EP's carbon emissions by external experts (CO2 Logic and Summit Energy) from March – June 2016
- Launch of the first tender procedure implementing the Bureau decision of 7 October 2015 on a revised offsetting scheme (see above 1.2. - Gold Standard

project in Uganda).

Green Public Procurement

Launch of an inter-institutional procurement procedure for ‘Operation of Green Public Procurement Helpdesk’ with the participation of 8 Institutions/Bodies (see point 2.1) based on experience gained with the EP GPP Helpdesk in 2015/16 (test-phase). By pooling the purchasing power of 8 Institutions/Bodies for this project, important economies of scales will be made. The EP’s expenses will be reduced to EUR 16.000 annually, which represents a saving of more than EUR 100.000 over four years, compared to the previous forecast for an EP GPP Helpdesk. Efficiency of the service, synergies and exchange of best practice should be improved due to similar needs of all participating Institutions/Bodies.

Reduction of water consumption

Following the signature of an order form with Vivaqua in 2015 on identification of possibilities to reduce EP’s water consumption, a screening of water installation/equipment was carried out by Vivaqua’s engineers in all EP buildings on the 3 sites. Elements of Vivaqua’s audit report were included in the EMAS action plan 2016 for further implementation.

Environmental Audits

Organisation of internal and external environmental audits as well as follow-up:

- 7 internal and 7 legal audits have been carried out by staff , external contractors and the EMAS Unit based on an annual internal audit programme as prepared by the EMAS Unit and adopted by the Inter DG Steering Group
- Preparing and organising verification of Parliament’s Environmental Management System by AIB Vinçotte in June 2016 at the three places of work, including the verification of Parliament’s Environmental Statement 2016 covering 2015
- Reviewing and monitoring corrective measures arising from internal and external audits, including follow-up of corrective measures or proposals for improvement of the environmental performance

Communication and awareness-raising activities

- The European Parliament has been awarded the Belgian Label "Entreprise Eco Dynamique" in October 2016
- Organising various communication and awareness-raising activities, including Earth Day event, inter-institutional Green Week (May 2016), Mobility Week (September 2016) and participation in European Week for Waste Reduction (November 2016)
- Screening of (documentary) environmental movies on the 3 sites of the EP, organisation of seminars, workshops and conferences, such as “Zero Home Waste” with Bea Johnson
- Publication of EMags, regular update of EP EMAS intranet and Facebook account

3. EVALUATION AND EFFECTIVENESS OF INTERNAL CONTROLS, INCLUDING AN OVERALL ASSESSMENT OF THE CONTROLS' COST-EFFECTIVENESS (ARTICLE 66(9) FR)

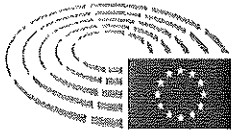
EMAS Unit deals with relatively limited number of transactions. In 2016, they consisted mostly in launching procedures as listed under point 2.1. as well as in handling the payments against existing contracts and creating budget commitments in relation to existing framework contracts. The structure of the financial circuit was set up by the AO in his note of 18/09/2015 (2015)42523.

4. CONCLUSIONS

EMAS activities in 2016 were very successful, notably due to

- the extension of the EMAS registration for the three places of work until December 2019, renewal of the Environmental Policy and revision of the Environmental Manual,
- the adoption of the EMR/ES 2016, the Action and Communication Plan 2017 as well as the implementation of the Action Plan 2016, including the EMAS Mid-Term Strategy 2016-2020, first launch of an offsetting procedure to become as the first EU-institution 100 % carbon neutral, launch of an inter-institutional GPP Helpdesk procurement procedure and various positively perceived communication and awareness-raising activities
- the positive outcome of the external audit carried out in May/June 2016 confirming the good condition and maturity of Parliament's Environmental Management System

The core tasks of the EMAS Unit continue to evolve and expand in response to increased aspirations for more responsible and accountable behaviour of EU institutions towards the environment, targets set for improving environmental performance and integrating environmental considerations into administrative activities.



Ευρωπαϊκό κοινοβούλιο Parlamento Europeo Evropský parlament Europa-Parlamentet Europäisches Parlament
Euroopa Parlamend Eupansnikó Κοινοβούλιο European Parliament Parlement européen Parlamenti na hEorpa
Európski parlament Parlamento europeo Eiropas Parlaments Europos Parlamentas Európa Parlamenti
Parlament Ewropew Europees Parlement Parlament Europejski Parlamento Europeu Parlamentul European
Európsky parlament Evropski parlament Euroopan parlamentti Europaparlamentet

Cabinet of the Secretary-General
Director of Office

I, the undersigned,

Director of Office of the Secretary General

hereby declare, in my capacity as authorising officer by delegation, that I have reasonable assurance that:

- a) the information contained in the report presents a true and fair view;
- b) the resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principle of sound financial management;
- c) 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 judgment and on the information at my disposal, such as the results of self-assessment, ex post controls and remarks by the Internal Audit Service, as well as the lessons learned from the reports of the Court of Auditors for financial years prior to that for which this declaration is being made.

I also confirm that I am not aware of any fact not set down herein that could be prejudicial to the interests of the Institution.

Done at

Brussels

on

23.1.17

Signature

6. ANNEXES

6.1. 2016 budget implementation statement

- 6.1.1. **Current appropriations** *as at the end of December* - Financial year 2016 (nature 0)
- 6.1.2. **Automatic carryovers** *as at the end of December* - Financial year 2016 (nature 2)
- 6.1.3. **Non-automatic carryovers** *as at the end of December* - Financial year 2016 (nature 6)
N/A
- 6.1.4. **Specific expenditure appropriations/assigned revenue** *as at the end of December* - Financial year 2016 (nature 7)
N/A
- 6.1.5. **Specific expenditure appropriations/assigned revenue carried over** *as at the end of December* - Financial year 2016 (nature 5)
N/A
- 6.1.6. **Specific expenditure commitments/assigned revenue carried over** *as at the end of December* - Financial year 2016 (nature 3)
N/A
- 6.1.7. **Own revenue** *as at the end of December* - Financial year 2016 (nature 8)
N/A
- 6.1.8. **Specific expenditure appropriations/assigned revenue** *as at the end of December* - Financial year 2016 (nature 9)
N/A

Poste	Inti tul Ā	Cr Ādi ts Ini ti aux	Vi rements + Budg. Suppl .	Cr Ādi ts Actuel s	Engagements Contract Ās	% Util .	Pai ements Effectu Ās	Sol des des Engag. E. C.	Cr Ādi ts Di sponi bl es
02. . .									
023. .									
0239.									
02390	COMPENSATION DES ĀMI SSIONS DE CARBONE DU PARLEMENT EUROP ĀEN								
02390-00	COMPENSATION DES ĀMI SSIONS DE CARBONE DU PARLEMENT EUROP ĀEN	250. 000, 00	80. 000, 00-	170. 000, 00	104. 374, 20	61, 40	0, 00	104. 374, 20	65. 625, 80
	Total Titre	250. 000, 00	80. 000, 00-	170. 000, 00	104. 374, 20	61, 40	0, 00	104. 374, 20	65. 625, 80

Poste	Intitulé	Crédits Initiaux	Virements + Budg. Suppl.	Crédits Actuels	Engagements Contractés	% Util.	Paiements Effectués	Sol des des Engag. E. C.	Crédits Disponibles
03...									
032..									
0320.									
03200									
03200-07	EMAS	109.500,00	45.000,00-	64.500,00	64.165,20	99,48	38.038,00	26.127,20	334,80
	Total Titre	109.500,00	45.000,00-	64.500,00	64.165,20	99,48	38.038,00	26.127,20	334,80
	Total Général	359.500,00	125.000,00-	234.500,00	168.539,40	71,87	38.038,00	130.501,40	65.960,60

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Reste à payer	Reliquat de Conversion
02...								
023..								
0239.								
02390	COMPENSATION DES ÉMISSIONS DE CARBONE DU PARLEMENT EUROPÉEN							
02390-00	COMPENSATION DES ÉMISSIONS DE CARBONE DU PARLEMENT EUROPÉEN	12.661,40	12.661,40	12.661,40	12.661,40	*****	0,00	0,00
	Total Titre 02...	12.661,40	12.661,40	12.661,40	12.661,40	*****	0,00	0,00

Poste	Intitulé	Crédits Reportés	Crédits Actuels	Engagements Contractés	Paiements Effectués	% Util.	Reste à payer	Reliquat de Conversion
03...								
032..								
0320.								
03200								
03200-07	EMAS	88.332,64	88.332,64	88.332,64	74.632,64	84,49	13.700,00	0,00
	Total Titre	88.332,64	88.332,64	88.332,64	74.632,64	84,49	13.700,00	0,00
	Total Général	100.994,04	100.994,04	100.994,04	87.294,04	86,43	13.700,00	0,00

6.2. Report on compliance with payment deadlines

SOO25:Invoices paid from 01/01/2016 to 31/12/2016				
		INTEREST AMOUNT <= 200	NO INTEREST AMOUNT	Total
ON TIME	Number of invoices		9	9
	Total invoice amount (EUR)		107.594,04	107.594,04
	Total interest amount (EUR)			
LATE PAYMENT	Number of invoices	1		1
	Total invoice amount (EUR)	17.738,00		17.738,00
	Total interest amount (EUR)	69,98		69,98
Number of invoices		1	9	10
Total invoice amount (EUR)		17.738,00	107.594,04	125.332,04
Total interest amount (EUR)		69,98		69,98

6.3. List of exceptions - derogations from the rules

List of waivers/cancellations of receivables (Articles 91 and 92 RAP)

N/A

6.4. Long-term contractual obligations

N/A

6.5. Exceptional negotiated procedures - Articles 53, 134 and 135 RAP

N/A

6.6. Results of ex-post evaluation

N/A

6.7. Sensitive posts

N/A

6.8. Assessment of the implementation of the Minimum Internal Control Standards

Self-assessment summary table

2014 standard No	2002 standard No	Achieved	Almost	Partly	Started	To be started / NA
Section 1: Mission statement and values						
1. Mission	2	X				
2. Ethical and organisational values	1	X				
Section 2: Human resources						
3. Allocation of staff and mobility	3	X				
4. Staff assessment and development	3, 4	X				
Section 3: Planning and risk management						
5. Objectives and performance indicators	7, 9, 10	X				
6. Risk management process	11	X				
Section 4: Operations and control activities						
7. Operational set-up	5, 6	X				
8. Processes and procedures	15, 18	X				
9. Supervision by management	17	X				
10. Business continuity	19	X				
11. Document management	13	X				
Section 5: Information and financial reporting						
12. Information and communication	13, 14	X				
13. Accounting and financial information	12	X				
Section 6: Evaluation and auditing						
14. Evaluation of activities	N/A.	X				
15. Evaluation of internal control systems	20, 22	X				
16. Audit reports	21					X

Comments on the outcome of the annual self-assessment of MICS performance

Standard no	Title	Remarks on achievements
1.	Mission	<p>Achieved: The EMAS Unit is a central service attached to the SG and its mission is outlined in Parliament's Environmental Manual and the EMAS Regulation 1221/2009. The mission is mainly based on an annual "Plan-Do-Check-Review-Cycle" aiming at continuously improving Parliament's environmental performance. It includes collection of data, calculation of Parliament's environmental performance, planning, drafting and adoption of certain key documents, organisation of trainings and audits, providing advice, identifying, and implementing new environmentally sound activities in cooperation with other services on an annual basis.</p> <p>Activities to further improve Parliament's Environmental Management System are prepared by the EMAS Unit and adopted by the Inter DG Steering Group on Environmental Management (representatives from</p>

		<p>all DGs), the Steering Committee for Environmental Management (Secretary-General and all Directors General) or the Bureau.</p> <p>The Bureau and the Steering Committee for Environmental Management are monitoring the “Plan-Do-Check-Review-Cycle” organised by the EMAS Unit on a regularly basis. Both bodies are regularly informed about the annual environmental performance and achievements in accordance with the Environmental Manual, in particular through the annual Environmental Management Review http://www.emasnet.ep.parl.union.eu/emasnet/</p>
2	Ethical and organisational values	<u>Achieved</u> : EMAS Unit complies with relevant internal rules. Staff in place is aware of the code of conduct and other relevant documents. Members of staff responsible for procurement procedures and financial transactions have a profound knowledge of the Financial Regulation and its Rules of Application due to professional experience and/or training.
3.	Allocation of staff and mobility	<u>Achieved</u> : Staff allocation and recruitment is based on EMAS objectives and priorities taking into account relevant rules and 'fiches métier'.
4.	Staff assessment and development	<u>Achieved</u> : Staff reports follow the general procedures and requirements established by DG PERS. Training needs for staff are included in specific training schemes/plans for EMAS Unit's staff members and in the annual staff reports. The training plan is checked by external auditors on an annual basis.
5.	Objectives and performance indicators	<p><u>Achieved</u>: The principle of continual improvement is based on an annual "Plan-Do-Check-Review-Cycle", as included in the Environmental Manual. Implementation and coordination of the "Plan-Do-Check-Review-Cycle" is one of core objectives of the EMAS Unit.</p> <p>In order to monitor progress, performance indicator targets have been set up and the EMAS Unit calculates and outlines Parliament's environmental performance on a regular basis. Parliament's achievements are presented twice a year by the EMAS Unit to the Steering Committee for Environmental Management and the Bureau.</p>
6.	Risk management process	<u>Achieved</u> : Appropriateness and effectiveness of Parliament's EMS is updated and developed further on a regular basis by the Inter DG Steering Group on Environmental Management and the Steering Committee for Environmental Management. The system is regularly assessed by way of annual internal and external audits. The annual "Plan-Do-Check-Review-Cycle" as implemented and coordinated by the EMAS Unit ensures a smooth implementation of Parliament's EMS.
7.	Operational set-up	<u>Achieved</u> : Delegations and sub-delegations are made according to established procedures.
8.	Processes and procedures	<p><u>Achieved</u>: Operational activities are processed according to the EMS (see point 5). Specific EMAS procedures cover the overall technical implementation and organisation of the EMS (http://www.emasnet.ep.parl.union.eu/emasnet/cms/documents/procedure)</p> <p>Supervision of all procurement procedures and financial transactions is ensured by the financial circuit set up by the AO.</p>

9.	Supervision by management	<p><u>Achieved</u>: In accordance with the Environmental Manual, the Bureau and the Steering Committee for Environmental Management are regularly informed about environmental activities and performance under Parliament's EMS; both bodies steer the EMS and ensure that work is performed efficiently and effectively in accordance with the relevant rules.</p> <p>No ex-post control on financial transactions has taken place so far as the EMAS Unit deals with relatively limited number of transactions.</p>
10.	Business continuity	<u>Achieved</u> : A back up system ensures business continuity for all tasks to be achieved within the EMAS Unit
11.	Document management	<p><u>Almost achieved</u>: Document management and an electronic filing plan has been set up in accordance with the EMAS Regulation, Environment Manual and relevant EMAS procedures.</p> <p>Financial hard-copy archives are set up on the premises of the Financial initiator (in Brussels, at PHS 06 A 048).</p>
12.	Information and communication	<p><u>Achieved</u>: Internal and external communication rules have been set up under the Environmental Manual and relevant EMAS procedures.</p> <p>Confidentiality of data and integrity of information systems are ensured in line with relevant rules.</p>
13.	Accounting and financial information	<u>Achieved</u> : Relevant information is provided on a regular basis in accordance with internal rules and on the basis of DG FINS requests (e.g. budgetary reports)
14.	Evaluation of activities	<u>Achieved</u> : See point 5.
15.	Evaluation of internal control systems	<p><u>Achieved</u>: At operational level, evaluation of internal control systems is embedded in the basic functioning of the EMAS system: Internal and external audits as well as follow-up activities are carried out on a regular basis in accordance with the EMAS Regulation, the Environmental Manual and relevant EMAS procedures. The Inter DG Steering Group, the Steering Committee and the Bureau are regularly informed about performance, achievements, audit results and possible follow-up activities.</p> <p>At financial level, the structure of the financial circuit was set up by the AO in his note of 18/09/2015 (2015)42523.</p>
16.	Audit reports	NA - The EMAS Unit has not been audited by the Internal Audit Service or the Court of Auditors.