

Annual Activity Report

2017

EMAS Unit

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0. BUDGETARY IMPLEMENTATION OVERVIEW

to be filled in by the DG		calculation	
			EMAS
Code	Appropriation type	Type de crédits	EUR ou %
	Appropriations of 2017	Crédits 2017	
A	Initial appropriations	Crédits initiaux	374.000,00
B	Final appropriations	Crédits finaux	289.012,00
C	Commitments	Engagements	289.011,24
D	Commitments in % of final appropriations	Engagements en % des crédits finaux	100%
E	Payments	Paiements	217.011,24
F	Payments in % of commitments	Paiements en % des engagements	75%
G	Cancellations of 2017 final appropriations	Annulations de crédits finaux 2017	0,76
H	Cancellations appropriations in % of final appropriations	Annulations en % des crédits finaux	0%
	Appropriations carried over from 2017 to 2018	Crédits reportés de 2017 à 2018	
I	Automatic carryovers from 2017 to 2018	Crédits reportés automatiquement de 2017 à 2018	72.000,00
J	Automatic carryovers from 2017 to 2018 in % of commitments	Crédits reportés automatiquement de 2017 à 2018 en % des engagements	25%
K	Non-automatic carryovers from 2017 to 2018	Crédits reportés non-automatiquement de 2017 à 2018	0,00
L	Non-automatic carryovers from 2017 to 2018 in % of final appropriations	Crédits reportés non-automatiquement de 2017 à 2018 en % des crédits finaux	0%
	Appropriations carried over from 2016 to 2017	Crédits reportés de 2016 à 2017	
M	Automatic carryovers from 2016 to 2017	Crédits reportés automatiquement de 2016 à 2017	130.501,40
N	Payments against automatic carryovers from 2016 to 2017	Paiements sur crédits reportés automatiquement de 2016 à 2017	130.501,40
O	Payments against automatic carryovers from 2016 to 2017 in % of automatic carryovers from 2016 to 2017	Paiements sur crédits reportés automatiquement de 2016 à 2017 en % des crédits reportés automatiquement de 2016 à 2017	100%
P	Cancellations of automatic carryovers from 2016 to 2017	Annulations de crédits reportés automatiquement de 2016 à 2017	0,00
Q	Cancellations of automatic carryovers from 2016 to 2017 in % of automatic carryovers from 2016 to 2017	Annulations de crédits reportés automatiquement de 2016 à 2017 en % des crédits reportés automatiquement de 2016 à 2017	0%
R	Non-automatic carryovers from 2016 to 2017	Crédits reportés non-automatiquement de 2016 à 2017	0,00
S	Payments of non-automatic carryovers from 2016 to 2017	Paiements sur crédits reportés non-automatiquement de 2016 à 2017	
T	Payments against non-automatic carryovers from 2016 to 2017 in % of non-automatic carryovers from 2016 to 2017	Paiements sur crédits reportés non-automatiquement de 2016 à 2017 en % des crédits reportés non-automatiquement de 2016 à 2017	
U	Cancellations of non-automatic carryovers from 2016 to 2017	Annulations de crédits reportés non-automatiquement de 2016 à 2017	
V	Cancellations of non-automatic carryovers from 2016 to 2017 in % of non-automatic carryovers from 2016 to 2017	Annulations de crédits reportés non-automatiquement de 2016 à 2017 en % des crédits reportés non-automatiquement de 2016 à 2017	
	Assigned revenue in 2017	Recettes affectées 2017	
W	Appropriations from assigned revenue in 2017 (current)	Crédits de recettes affectées courants 2017	44.800,00
X	Assigned revenue carried over to 2017	Crédits de recettes affectées reportés à 2017	0,00
Y	Balance of commitments on assigned revenue carried over to 2017	Solde des engagements reportés à 2017 sur crédits de dépenses spécifiques sur recettes affectées	0,00
Z	Payments in 2017 against appropriations from assigned revenue (current and carried-over)	Paiements sur crédits de recettes affectées 2017 (courants et reportés)	8.544,00
AA	Payments in 2017 against assigned revenue in % of assigned revenue in 2017 (current and carried-over)	Paiements sur crédits de recettes affectées 2017 en % des crédits de recettes affectées 2017 (courants et reportés)	19%

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 approved 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: 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. The annual tender procedure to offset Parliament's carbon emissions was therefore launched beginning of May 2017, before external verification of the calculated amount of carbon emissions from 2016. The contract was signed on 9 September 2017, allowing for some more procedures to be launched in order to optimise the use of the budget line (see point 2.1). The contract covered an amount of 105.000 tonnes of CO₂ emission. The amount of CO₂ emissions for 2016 which was not yet offset in 2017 will be taken into consideration in the offsetting procurement procedure of 2018, which should be launched even earlier in 2018 (February-March) given the acquired experience in this field and the help from an external expert (Framework contract signed in 2017 - see point 2.1).

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

2.1. Environment of the directorate-general

In 2017, the EMAS Unit finalised the following tender procedures:

- EMAS-2016-004 - Negotiated procedure for 'Environmental Consultancy on the management and monitoring of the European Parliament's Carbon Footprint'. The Framework contract was signed on 23/02/2017 for a total amount of EUR 66.650,00
- EMAS-2016-003 - Inter-institutional open procedure 'Operation of Green Public Procurement Helpdesk'. The Framework contract was signed on 20/03/2017 for a total amount of EUR 320.000,00 over four years (EUR 64.000,00 for the EP)

The following procurement procedures were launched and finalised in 2017:

- EMAS-2017-001 - Open procedure for the offsetting of the 2016 greenhouse gas emission of the European parliament (see point 1.2.). The contract was signed on 6 October 2017 for a total amount of EUR 148.260,00 to implement Gold standard projects in Uganda, Malawi and Kenya in accordance with the Bureau decision from October 2015.

Following the request by DG INLO, the Inter DG Steering Group on Environmental Management, endorsed several communication activities to promote the use of new water dispensers set up in the European Parliament in 2017. Therefore, the remaining amount on budget line 2390-00 was spent as follows:

- EMAS-2017-002 - Purchase of 'Led light box' in order to enhance visibility of the water dispensers for a total value of EUR 10.371,50, of which EUR 4.148,60 were committed in 2017
- EMAS-2017-003 - Purchase of glass bottles for a total value of EUR 11.392, from which EUR 5.572,00 were committed in 2017 with the aim to reduce use of plastic/paper cups for water dispensers.

The remaining financial means were partly allocated to the purchase of an environmentally sound and innovative "City Tree". To this end, a negotiated procedure on the basis of Article 134.1(b) of the Financial Regulation (monopoly situation) was launched:

- EMAS-2017-004 - Purchase of one innovative self-standing outdoor urban biological air filter for the European Parliament site in Brussels for an amount of EUR 37.850

2.2. Human resources of the DG

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

- As of 16 November 2017, Ms Carla Rodrigues Fereira (AST4 - official) was recruited for the functions of assistant to the Head of Unit and for the execution of financial transactions
- The contract for Mr Nicolas Hormain, contractual agent at the EMAS Unit, terminated on 31 December 2017
- Ms Joëlle Lagast has been graded from AST7 to AD7 as of 1 January 2017, after a successful certification procedure.

2.2.1. Establishment plan

	at 1.1.2016				at 1.1.2017			
	AD	AST	AST/SC	Total	AD	AST	AST/SC	Total
Permanent posts	4	4		8	4	4		8
Temporary posts				0				0
Total	4	4	0	8	4	4	0	8

2.2.2. Staff numbers as at 31.12.2017

	AD	AST	AST/SC	Total		FTE
Officials	4	4		8		7,25
Temporary staff	0	0	0	0		
- in temporary posts				0		
- in permanent posts				0		
- to offset part-time working				0		
Contractual agents				1		1
Seconded National Expert (SNE)						
Agency staff						
Total				9		8,25

2.3. Budget implementation 2017

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 €262.500 out of which EUR 196.961,24 were committed (see point 1.2).

The surplus is due to the following:

- High fluctuation of prices for emission certificates for offsetting makes early planning of expenses from budget line 2390 difficult
- Late changes in the planning of expenses led to a surplus.

For budget line 03200-07, 'Acquisition of expertise', the initial appropriations amounted to EUR 111.500,00 out of which EUR 92.050,00 were committed. The surplus of EUR 19.450,00 is due to the following:

- Some follow up audits were not necessary given the positive environmental audit results
- Some additional consultancy services on offsetting were not needed in 2017.

2.3.2. *Final appropriations and appropriations committed*

The total amount committed for budget lines 03200-07 and 0239-00 by the end of 2017 amounted to EUR 289.011,24, representing 75% of the final appropriations (EUR 374.000,00).

The difference of EUR 84.988,76 is mainly due to the specific situation in relation to the tender procedure for offsetting of the greenhouse gas emissions of the European Parliament (see point 1.2 and 2.3.1)

2.3.3. *Appropriations committed and payments made*

The appropriations committed in 2017 amounted to EUR 289.011,24 out of which EUR 217.011,24 were paid by the end of 2017.

The reason for divergences between commitments and payments (EUR 72.000) is due to contracts/order forms signed in 2017 but to be invoiced during the financial year 2018:

- Order form EMAS-2017-FWC-2016-003 signed with CODUCO for the Interinstitutional GPP Helpdesk (2 quarterly payments to be made: EUR 34.150)
- Order Form EMAS-2017-004-001 signed with Green City Solutions GmbH (EUR 37.850)

2.3.4. *Use of automatic and non-automatic carryovers from 2016 to 2017*

The total of EUR 130.501,40 was automatically carried-over from 2016 into 2017. 100% of this amount was used in 2017.

2.3.5. *Use of appropriations corresponding to assigned revenue*

2.3.5.1 Situation with regard to specific expenditure appropriations/assigned revenue

In the framework of the Interinstitutional GPP Helpdesk, the amount of EUR 44.800,00 was paid to the EP on budget line 3200-07 out of which EUR 29.780,68 was committed to cover the following order forms:

- Order form EMAS-2015-FWC-005-002 signed with AIB-Vinçotte International SA (EUR 8.544,00)
- Order Forms SG Office/2017/SG-70/SOF/10 and 70/SOF/11 signed with Infeurope SA for Legal audits (EUR 21.236,68)

The difference of EUR 15.019,32 was carried over to 2018 and will be used in priority to cover expenditure for acquisition of expertise.

2.3.5.2 Situation with regard to specific expenditure appropriations/assigned revenue carried over

N/A

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

- Adoption of EMAS key documents, such as the Environmental Management Review 2017 covering 2016, the Environmental Statement 2017 covering 2016, the Action Plan 2018 based on input from the Directorates-General, the Annual Training Plan and the Communication Plan 2018
- Preparation of a note on new EMAS targets beyond 2016/2020 and a mandate for a Working Group on Sustainable Mobility
- On 26 September 2017, the Steering Committee for Environmental Management adopted new ambitious KPI targets for periods beyond 2016 in the following areas: Gas, oil, and district heating consumption; renewable energy percentage (new); electricity consumption; paper consumption; water consumption; waste recycling; reduction of non-recycled waste; reduction of food waste (new); green public procurement (new)
- On 23 October 2017, the Bureau adopted a new target for reducing Parliament's CO₂ emissions: Reduction of at least 40% in 2030 compared to 2006
- In May 2017, the Bureau decided on a gradual electrification of Parliament's car fleet by 2024, with the initial introduction of plug-in hybrid vehicles at first and electric cars at a later stage. In 2017, 60 plug-in hybrid cars have been incorporated into EP's fleet
- In October 2017, Parliament's rules on the use of service bicycles were updated allowing for commuting and overnight use
- 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
- 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 2017 and informing top-management on the state of implementation on a regular basis
- 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
- Third meeting with eco-teams from national Parliaments April 2017 in the JRC, Seville, Green Public Procurement (GPP)

Carbon footprint and Offsetting

- Calculation and verification of EP's carbon emissions by external experts (CO2 Logic

and Summit Energy) from March – June 2017

- Launch of the tender procedure implementing the Bureau decision of 7 October 2015 on a revised offsetting scheme (see above 1.2.) which led to the selection of three Gold Standard projects in Uganda, Malawi and Kenya.

Green Public Procurement

- Organisation of meetings of the Working Group ‘Green Public Procurement’ (GPP) for further implementation of the GPP approach following results of 2016: Development of targets for 2017, 2018 and 2019, simplification of contract classification, modification of thresholds for classification of contracts (above EUR 60.000), introduction of two additional product groups (buildings, gardens and green areas), creation of a mechanism for reporting (Webcontracts) the greenness of EP contracts in collaboration with DG FINS, introduction of mandatory take-back provisions for packaging waste and pallets in model contract
- Set up of the inter-institutional Green Public Procurement Helpdesk with the participation of 8 EU Institutions/Bodies in March 2017, the European Parliament, the European Commission, the Council’s Secretariat, the European Investment Bank, the European Court of Auditors, the Court of Justice of the EU, the European Social and Economic Committee and the Committee of the Regions,(see point 2.1). Two presentations were made to launch the project and several presentations were made on various topics such as Eco labels, verification of environmental criteria, purchase of wood from sustainable forest (FSC and PEFC labels), etc.

Environmental Audits

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

- 9 internal and 8 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
- Preparation and organisation of verification of Parliament’s Environmental Management System by AIB Vinçotte in June 2017 at the three places of work, including the verification of Parliament’s Environmental Statement 2017 covering 2016
- 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

Sustainable mobility

- Preparation and organisation of a Mobility Survey in collaboration with DG INLO and TRAJECT for Brussels (2000 participants), including recommendations from TRAJECT for a more sustainable mobility at the EP

Communication and awareness-raising activities

- Participation in the EMAS Awards ceremony in Valetta, Malta on 8 May 2017 as the only EU-institution/body in the public administration category (“honorary mention”)
- ‘Prix Belge Luminus de l’Energie et de l’Environnement’ was awarded to Atenor and the European Parliament in June 2017 for the Wilfried Martens Building
- Organisation of a live discussion in the EP library on the occasion of the 10th anniversary of Parliament’s EMAS registration at the three places of work (December 2017)

- Organisation of various communication campaigns, such as on the removal of the individual printers (2800 removed) via a video promoted on EP Intranet in June and on the voluntary removal of the “general purpose waste bins” in October 2017 (400 removed)
- Awareness-raising activities, such as workshops, conferences, exhibitions, in the framework of events like:
 - Earth Hour in March
 - Inter-institutional 'European Green Week' in June in Brussels and in Luxembourg with workshops (“Greening the Institutions’ buildings” and “Biodiversity”), best practices exchanges, art exhibition and information stands from institutions and local organizations promoting mobility and circular economy
 - ‘European Mobility Week’ in September, promoting cycling: organisation of 1-hour cycling tour trainings in Brussels, focusing on security and safety issues, conferences on “Health benefits of cycling”, “Safe cycling with children” and a workshop on “How to buy an e-bike”, combined with the 1st EP Bike to Work Challenge
 - ‘Waste Week’ in November with a special focus on communication activities to promote the use of new water dispensers: online leaflet and an easy-to-read map for location of water dispensers; short messages on Parliament’s TV screens about benefits related to the use of water dispensers, and 1000 reusable water bottles distributed to staff to provide alternatives to plastic and paper cups.
- Eco Champion election: each Directorate-General nominated a candidate Unit that stands for its environmental commitment. More than 700 staff members voted online for their candidate on EP intranet. The activity raised awareness and promoted environmental competition in-house.
- Publication of EMags, and regular update of EP EMAS intranet and Facebook account.

Training courses

In 2017, the following training courses were given by the EMAS Unit:

- European Parliament Induction Courses: ‘World Café Sessions’ providing general information about EP’s environmental performance and its Environmental Management System (mandatory course for newcomers in the EP)
- Tailor-made training for security and accreditation staff: 450 members of security staff to be trained over a period of 18 months
- Mini-trainings/info sessions on Environmental Management System at the European Parliament, Climate change and carbon offsetting and Eco-tips in the office
- Training for internal auditors

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

EMAS Unit deals with a relatively limited number of procurement procedures, handling of payments and creation of budget commitments in relation to existing framework contracts. The structure of the financial circuit was drafted by the EMAS Unit and approved by the Authorising Officer (cf note of 18/09/2015 (2015)42523). The financial circuit, including control mechanisms, worked out without any problems and proved to be effective.

4. CONCLUSIONS

EMAS activities in 2017 were very successful, notably due to

- the adoption by the Bureau of new ambitious KPI targets for periods beyond 2016 and a new target for reducing Parliament's CO₂ emissions by at least 40% in 2030 compared to 2006
- the adoption of the EMR/ES 2017, the Action and Communication Plan 2018 as well as the implementation of the Action Plan 2017
- the offsetting of 100 % of EP's CO₂ emissions through Gold standard projects
- the renewal of Parliament's car and bike fleet
- the set-up of an inter-institutional GPP Helpdesk with 8 EU-institutions/bodies
- the conduct of a Mobility Survey in Brussels as a basis for follow-up activities in the Working Group on Sustainable Mobility
- various positively perceived communication and awareness-raising activities as well as training courses
- the increasing number of EMAS awards and the positive outcome of the external audit carried out in May/June 2017 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.

5. DECLARATION BY THE AUTHORISING OFFICER BY DELEGATION

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 *Bruxelles*

on *25. 1. 18*

Signature



6. ANNEXES

6.1. 2017 budget implementation statement

- 6.1.1. **Current appropriations** *as at the end of December* - Financial year 2017 (nature 0)
- 6.1.2. **Automatic carryovers** *as at the end of December* - Financial year 2017 (nature 2)
- 6.1.3. **Non-automatic carryovers** *as at the end of December* - Financial year 2017 (nature 6)
N/A
- 6.1.4. **Specific expenditure appropriations/assigned revenue** *as at the end of December* - Financial year 2017 (nature 7)
- 6.1.5. **Specific expenditure appropriations/assigned revenue carried over** *as at the end of December* - Financial year 2017 (nature 5)
N/A
- 6.1.6. **Specific expenditure commitments/assigned revenue carried over** *as at the end of December* - Financial year 2017 (nature 3)
N/A
- 6.1.7. **Own revenue** *as at the end of December* - Financial year 2017 (nature 8)
N/A
- 6.1.8. **Specific expenditure appropriations/assigned revenue** *as at the end of December* - Financial year 2017 (nature 9)
N/A

Poste	Inti tul ��	Cr��di ts Ini ti aux	Virements + Budg. Suppl .	Cr��di ts Actuel s	Engagements Contract��s	% Util .	Pai ements Effectu��s	Sol des des Engag. E. C.	Cr��di ts Di sponi bl es
02. . . 023. . 0239. 02390	COMPENSATION DES ��MISSIONS DE CARBONE DU PARLEMENT EUROPE��N								
02390-00	COMPENSATION DES ��MISSIONS DE CARBONE DU PARLEMENT EUROPE��N	262. 500, 00	65. 538, 00-	196. 962, 00	196. 961, 24	100, 00	159. 111, 24	37. 850, 00	0, 76
	Total Titre 02. . .	262. 500, 00	65. 538, 00-	196. 962, 00	196. 961, 24	100, 00	159. 111, 24	37. 850, 00	0, 76

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	111.500,00	19.450,00-	92.050,00	92.050,00	100,00	57.900,00	34.150,00	0,00
	Total Titre 03...	111.500,00	19.450,00-	92.050,00	92.050,00	100,00	57.900,00	34.150,00	0,00
	Total Général	374.000,00	84.988,00-	289.012,00	289.011,24	100,00	217.011,24	72.000,00	0,76

Poste	Inti tul é	Crédi ts Reportés	Crédi ts Actuel s	Engagements Contractés	Pai ements Effectués	% Util .	Reste à payer	Rel i quat de Conversi on
02. . . 023. . 0239. 02390	COMPENSATION DES ÉMISSIONS DE CARBONE DU PARLEMENT EUROPÉEN							
02390-00	COMPENSATION DES ÉMISSIONS DE CARBONE DU PARLEMENT EUROPÉEN	104. 374, 20	104. 374, 20	104. 374, 20	104. 374, 20	*****	0, 00	0, 00
	Total Titre 02. . .	104. 374, 20	104. 374, 20	104. 374, 20	104. 374, 20	*****	0, 00	0, 00

Poste	Inti tul �		Cr�di ts Report�s	Cr�di ts Actuel s	Engagements Contract�s	Pai ements Effectu�s	% Util .	Reste � payer	Rel i quat de Conversi on
03... 032... 0320. 03200 03200-07	EMAS		26. 127, 20	26. 127, 20	26. 127, 20	26. 127, 20	*****	0, 00	0, 00
	Total Ti tre	03...	26. 127, 20	26. 127, 20	26. 127, 20	26. 127, 20	*****	0, 00	0, 00
	Total G�n�ral		130. 501, 40	130. 501, 40	130. 501, 40	130. 501, 40	*****	0, 00	0, 00

CAB SEC GEN		Situation des crédits de dépenses spécifiques/RA					Exercice: 2017 (en EUR)		
							Edité le 21/01/2018 à 12:39		Page 01 / 01
Poste	Intitulé	Virements	Crédits an. cumulés	Crédits Actuels	Engagements Contractés	% Util.	Paiements Effectués	Sol des Engag. E. C.	Crédits Disponibles
03...									
032..									
0320.									
03200									
03200-07	ACQUISITION D'EXPERTISE: EMAS	0,00	44.800,00	44.800,00	29.780,68	66,47	8.544,00	21.236,68	15.019,32
	Total Titre 03...	0,00	44.800,00	44.800,00	29.780,68	66,47	8.544,00	21.236,68	15.019,32
	Total Général	0,00	44.800,00	44.800,00	29.780,68	66,47	8.544,00	21.236,68	15.019,32

6.2. Report on compliance with payment deadlines

<u>Invoices paid in 2017</u>		Default interest payable automatically (> €200)	Default interest payable on request (<=€200)	No default interest payable	Total
Paid by the time limit	Number of invoices			11	11
	Total invoiced (€)			331.306,64	331.306,64
Paid outside time limit	Number of invoices	0	2	0	2
	Total invoiced (€)	0	24.750,00	0	24.750,00
	Amount of default interest (€)	0	75,15	0	75,15
Total number of invoices		0	2	11	13
Total invoiced (€)		0	24.750,00	331.306,64	356.056,64

Payment was delayed due to the timing of the reception of invoices, (with service providers not complying with guidelines communicated to them concerning invoice submission). This led to invoices being received at the time when their processing was slowed down because of limited availability of staff involved in the financial circuit. An additional back-up has been established in order to avoid such delays in future.

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 and 134) and competitive procedure with negotiation (135 RAP)

Name(s) of successful tenderer(s)	Subject	Amount	Legal basis	Grounds	Applicants		Eligibility criteria	Contract reference	PPF opinion date
					Invited:	For negotiations			
Green City Solutions GmbH	Purchase of one innovative self-standing outdoor urban biological air filter for the EP site in Brussels	EUR 37.850,00	134.1.b)	Monopoly situation	1	1	The innovative product answered all minimum requirements as listed in the specifications	Order form n° EMAS-2017-004-001	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	<u>Achieved</u> : 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

		<p>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 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	<p><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. Ms Carla Rodrigues Ferreira, new member of staff, has already followed the necessary financial training courses but still needs to acquire practical experience to perform financial transactions autonomously.</p>
3.	Allocation of staff and mobility	<p><u>Achieved:</u> Staff allocation and recruitment is based on EMAS objectives and priorities taking into account relevant rules and 'fiches métier'.</p>
4.	Staff assessment and development	<p><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.</p>
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 the core objective 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	<p><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.</p>

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>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 Operational 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.