





Agence exécutive "Éducation, audiovisuel et culture"

Le Directeur

Bruxelles, le 06.03.2012
EACEA R2/VPB//D (2012)

N° ARES: 259370

PE - COURRIER
EP - ENTRÉE

08.03.2012

N° 3571

NOTE A L'ATTENTION DE

M. MARTIN SCHULZ - PRÉSIDENT DU PARLEMENT EUROPÉEN
M. VILLY SOYNDAL - PRÉSIDENT DU CONSEIL

**Objet: Rapport sur la gestion financière et budgétaire de l'Agence Exécutive
Education, Audiovisuel et Culture relatif à l'exercice 2011**

Sur proposition du Directeur de l'Agence, les comptes provisoires ont été formellement approuvés par le Comité de direction de l'Agence en date du 1^{er} mars 2012.

Conformément aux dispositions de l'art.14 du règlement du Conseil 58/2003 portant statut des Agences Exécutives, et de l'art.57 du règlement 1653/2004 de la Commission, portant règlement financier type des Agences Exécutives, je vous transmets en annexe, au nom du Comité de Direction, le rapport sur la gestion financière et budgétaire pour l'exercice 2011.

Les comptes définitifs 2011 de l'Agence vous seront transmis pour le 1^{er} juillet 2012.

Gilbert Gascard

Pièces jointes: Rapport sur la gestion financière et budgétaire

10/11/2011
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2011

**REPORT ON BUDGETARY
AND FINANCIAL
MANAGEMENT**

**Education,
Audiovisual and
Culture
Executive
Agency - EACEA**

I. Introduction

The role of the Education, Audiovisual and Culture Executive Agency is to manage European funding opportunities and networks in the fields of education and training, audiovisual, culture, citizenship and youth. The Agency has a duty to ensure financial transparency, efficiency and a high quality service to beneficiaries in full co-operation and transparency with the DGs concerned. The main tasks of the Executive Agency are to turn policy into action and results and to contribute to European knowledge and expertise.

While the European Commission is responsible for policy setting and overall programme management, the implementation of many programme strands has been partly or fully delegated to the Executive Agency. This mandate covers a variety of Europe- and worldwide opportunities for organisations, professionals and individuals, at all stages of life.

The Agency is responsible for most of management aspects of the programmes, including:

- Drawing up conditions and guidelines for funding opportunities;
- Evaluating applications, selecting projects and signing project agreements;
- Financial management;
- Contacts with beneficiaries;
- Monitoring of projects (intermediate and final reports, controls);
- On-site project visits.

In order to inform and support the applicants and beneficiaries, the Agency provides supporting tools and services such as:

- Dedicated web pages and online tools about funding opportunities;
- Events: information days, projects meetings and information visits;
- Information kits and leaflets on how to access and benefit from funding opportunities;
- Responding to inquiries: information mailboxes.

The Agency is committed to helping projects to promote their achievements and exploit their results. In close cooperation with the Commission, the Agency continuously seeks to identify good practices and success stories.

During its sixth operational year, the Agency further improved operational and financial indicators, strengthened its internal procedures, and continued to simplify processes. Consequently, the Agency contributed to a better management of delegated programmes, in particular following the reservation that was emitted in the Agency's Annual Activity Report 2010 (the error rate exceeded 2% for two delegated programmes). Most of the actions of the action plan established in this context were implemented in 2011, in conformity with the planning established. The first impact on the error rate should be visible on final payments done as from 2012 onwards. In the meanwhile, in this report, a reservation is emitted for 2011, as the error rate for the LLP programme (2007-2013) exceeds 2%.

In its management Plan for 2011 the Agency identified 4 operational priorities:

1. Streamlining project selection processes

- Applicants' **level of satisfaction**: the results of the Agency's 'Customer' Satisfaction Survey 2010 show that programme management at the Agency is highly rated and reflects an improvement compared to the previous survey (2008). Actions have been taken to address two areas related to the selection processes: 1) communication efforts at Agency level to better explain the reasons for rejection of proposals, 2) further development of the use of online submission: many of the issues raised by respondents have already been addressed with the new versions of the online application form.
- Simplification:
 - The Agency consolidated the use of **programme guides** and permanent guidelines (MEDIA, Europe for Citizens), which offer stable information to applicants, harmonised application deadlines (single application deadline for Erasmus Mundus), extended the use of **flat rates** (ex: LLP-Jean Monnet, MEDIA - new action on Digitisation) and extended the use of **framework partnerships** (MEDIA-VOD, initial training).
 - Further progress has been made in the management of **evaluation** experts through remote evaluation and briefing (LLP, Culture, Citizenship).
 - Extension of the use of **decisions** instead of agreements which lightens the contractualisation process (LLP, MEDIA).
 - **On-line submission**: around 67% of the applications were submitted online (objective: 70%). E-forms have been introduced for almost all actions with more than 200 proposals a year.
- Around 12700 proposals were received and more than 3700 were selected (targets are respectively 11000 and 4000).
- Time to award grants to beneficiaries:
 - For the Youth in Action and Europe for Citizens programmes, finalisation of selections within 3.1 months from the deadline of submission¹.
 - For the other programmes managed by the Agency : finalisation of selections within 4 months (target: 5 months)².

¹ With no comitology procedure

² idem

- Time to contract with beneficiaries:
 - For the Youth in Action and Europe for Citizens programmes, 1st grant agreement sent to the beneficiary within 0,7 month from the award decision (target: 1 month).
 - For the other programmes managed by the Agency, 1st grant agreement sent to the beneficiary within 1.3 months after the award decision (target: 2 months).

2. Providing improved guidance for project implementation and moving towards harmonised reporting requirements

- Identification and work on key areas to increase the beneficiaries' level of satisfaction: in addition to the measures described under point 1, further measures to simplify the administrative burden have been explored and implemented, for instance the extended use of audit certificates to reduce the amount of justification of costs that projects used to attach to final financial statements.
- Monitoring visits were carried out according to the outcomes of each programme's strategy. 459 projects were monitored through meetings at the Agency or through staff visits on the field (target: more than 400).
- Payment processes were conducted in line with target deadlines set by the Commission: percentage of payments within contractual time: 93% (target: 90%); percentage of payments within target: 88% (target: 80%).
- Payment time targets:
 - 1) first pre-financing payments: 11.7 days (target: max. 20 days)
 - 2) interim and final payments due within 19.2 days (target: max 30 days)
 - 3) interim and final payments with a single time-limit applied for the report approval and the payment: 61.1 days (target: max. 75 days).

3. Supporting and exploiting further the achievements of EU actions

- The Agency regularly and systematically presented to its parent DGs both quantitative and qualitative information on the status of programme implementation, through quarterly reporting, through contacts between mirror-units and regular meetings at Director level (information such as: project selections, statistics, identification of best projects, projects corresponding to various priorities and themes on demand, information on project monitoring, *project results* etc.). In addition, the Agency gave its support to parent DGs activities (European Year, events, awards, etc). Selection results and compendia were published on the Agency's website. Finally, project information on selected projects was transferred into the public domain database "EVE" of DG EAC (1400 projects in 2011).

- The Eurydice 2011 Work Programme (outputs) was implemented according to planning.
- 4. Supporting the commission in the preparation of the next generation of programmes and in the extension of the Agency's mandate.**
- The Agency has worked in cooperation with its parent DGs in the preparation of the **legal bases** for next generation of programmes. It has also started to work through the steering committees, tasks forces and working groups put into place in the preparation of the **implementation mechanisms** for the next generation of programmes (Erasmus for All, Creative Europe and Europe for Citizens).
 - The Agency has worked in cooperation with the parent DGs on the extension of the Agency's **mandate** for the following actions: MEDIA Mundus, an 'Eurydice-type' of action in the field of Youth, an increase of appropriations for Erasmus Mundus and Tempus, ENPI windows for LLP-eTwinning and for Youth in Action (following a joint Communication on 'A new response to a changing Neighbourhood'³).
 - The adoption by the Commission of the creation and delegation acts related to this mandate extension is foreseen to be adopted during the second quarter 2012. A delay in this process would represent a **risk** as without a mandate and the needed resources the Agency will not be able to implement the actions foreseen in the Annual Work Programme 2012.

II. Legislative Framework

The Agency implements the operational budget related to the delegated Community programmes where the Commission has empowered it to do so. The director acts as authorizing officer by delegation as regards the implementation of these operational appropriations and shall comply to that end with the obligations laid down in the financial regulation applicable to the general budget of the European Communities.

The Agency implements the administrative budget covering the Agency's running costs. The director acts as Authorizing Officer as regards implementation of these administrative appropriations and shall comply to that end with the obligations laid down in the specific financial regulation applicable to the executive agencies.

The financial statements and the reports on budget implementation are prepared in conformity with:

Council Regulation (EC) N° 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes.

³ Joint Communication of the European Commission and the High Representative of the European Union for Foreign Affairs and Security Policy to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions (COM(2011)303).

Commission Decision (EC) N° 336/2009 of 20 April 2009 setting up the Education, Audiovisual and Culture Executive Agency for the management of Community action in the fields of education, audiovisual and culture in application of Council Regulation (EC) N° 58/2003.

Commission Regulation (EC) N° 651/2008 of 9 July 2008 amending Regulation (EC) No 1653/2004 on a standard financial regulation for the executive agencies pursuant to Council Regulation (EC) No 58/2003 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes.

Commission Regulation N° 2342/2002 of 23 December 2002 ("Implementing Rules of Council Regulation N° 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities"); last amended by Commission Regulation (EC) N° 478/2007 of 23 April 2007.

Accounting Rules on accrual accounting adopted by the Accounting Officer of the Commission in December 2004 last updated on December 2009.

III. Administrative budget execution

In January, the initial budget was set at 49,95 M€ (+/- 1 M€ more than in 2010). This budget was revised in July and November without changing the total amount, to take into account the Agency's needs at the light of the budget execution. A last transfer took place in December in order to optimize the budget execution, following the refusal of the salary indexation.

The budget execution rate is higher than the objectives set by the 2011 Annual Management Plan (97% for commitment appropriations and 80% for payment appropriations).

As of 31/12/2011, 49,85 M€ were committed (99,8% of the total appropriation) :

- 29,49M€ on title I "staff expenditure" representing 99,8% of the credits allocated to this title,
- 20,36M€ on title II "infrastructure and operating expenditure" representing 99,8% of the credits allocated to this title,

Payments reached 44,19M€ (42,8M€ in 2010) equivalent to 88,5% of the available appropriation (+1% compared to last year). The balance equal to 5,66M€ has been carried over and will be paid in 2012 after the reception of invoices. Last year the amount carried over was 6,12M€.

The average payment delay related to the administrative budget on 31 December 2011 is 16 days improving compared to 2010 (18 days). Moreover, 95% of the invoices were paid on time (92% in 2010), meaning that the Agency has well achieved its fixed objective for 2011 of 90%.

Credits of the year C1:

Fund Source: C1		31/12/2011			ENGAGEMENTS			PAIEMENTS		
Chapitre	Description	Crédits disponibles (Euro)	Montants engagés (Euro)	% exécution	Crédits disponibles (Euro)	Montants payés (Euro)	% exécution	Carry Over		
Chap. 11	Personnel en activité	27.784.600	27.771.555	99,95 %	27.784.600	27.583.712	99,28 %	187.843		
Chap. 13	Frais de missions et déplacements	700.000	670.000	95,71 %	700.000	591.197	84,46 %	78.803		
Chap. 14	Infrastructure à caractère socio-médical	369.000	365.503	99,05 %	369.000	260.043	70,47 %	105.460		
Chap. 16	Centre de la petite enfance	684.337	684.221	99,98 %	684.337	111.589	16,31 %	572.632		
Chap. 17	Frais de réception et représentation	0	0	#DIV/0!	0	0	#DIV/0!	0		
Titre I		29.537.937	29.491.279	99,84 %	29.537.937	28.546.540	96,64 %	944.738		
Chap. 20	Location d'immeuble et frais accessoires	5.896.500	5.894.070	99,96 %	5.896.500	5.150.542	87,35 %	743.528		
Chap. 21	Traitement de données	4.323.000	4.320.011	99,93 %	4.323.000	3.174.506	73,43 %	1.145.505		
Chap. 22	Biens meubles et frais accessoires	267.800	264.446	98,75 %	267.800	156.727	58,52 %	107.720		
Chap. 23	Dépenses de fonctionnement administratif courant	215.000	213.315	99,22 %	215.000	190.540	88,62 %	22.775		
Chap. 24	Affranchissement et télécommunication	875.000	874.684	99,96 %	875.000	829.853	94,84 %	44.831		
Chap. 26	Frais administratifs liés aux activités opérationnelles	8.838.000	8.797.914	99,55 %	8.838.000	6.144.417	69,52 %	2.653.496		
Titre II		20.415.300	20.364.440	99,75 %	20.415.300	15.645.586	76,64 %	4.717.854		
TOTAL		49.953.237	49.855.719	99,80 %	49.953.237	44.192.126	88,47 %	5.662.538		

At the end of December 2011, appropriations carried over from 2010 (6,12M€) were not completely used. The execution reached 5,49M€, the balance 0,63M€ (10% of the carried over appropriations) have been cancelled.

Most of the increase (compared with 2010) of the remaining balance to be cancelled related to audit expenses. In the framework contract for audits in use in 2011, travel expenses were estimated at the specific contract stage. The real travel expenses incurred by the auditors would only be known at the time final invoices are received and would in many cases be under the initial estimation.

Carried over Credits C8:

Fund Source: C8		31/12/2011			ENGAGEMENTS			PAIEMENTS		
Chapitre	Description	Crédits disponibles (Euro)	Montants engagés (Euro)	% exécution	Crédits disponibles (Euro)	Montants payés (Euro)	% exécution	Annulation de crédits		
Chap. 11	Personnel en activité	328.141	259.553	79,10 %	328.141	259.553	79,10 %	68.589		
Chap. 13	Frais de missions et déplacements	85.640	67.366	78,66 %	85.640	67.366	78,66 %	18.274		
Chap. 14	Infrastructure à caractère socio-médical	271.649	173.244	63,77 %	271.649	173.244	63,77 %	98.405		
Chap. 16	Centre de la petite enfance	8.478	8.478	100,00 %	8.478	8.478	100,00 %	0		
TITRE I		693.908	508.641	73,30 %	693.908	508.641	73,30 %	185.288		
Chap. 20	Location d'immeuble et frais accessoires	746.825	692.228	92,69 %	746.825	692.228	92,69 %	54.597		
Chap. 21	Traitement de données	1.363.673	1.317.731	96,63 %	1.363.673	1.317.731	96,63 %	45.942		
Chap. 22	Biens meubles et frais accessoires	115.678	100.465	86,85 %	115.678	100.465	86,85 %	15.213		
Chap. 23	Dépenses de fonctionnement administratif courant	39.946	20.757	51,96 %	39.946	20.757	51,96 %	19.189		
Chap. 24	Affranchissement et télécommunication	8.811	60	0,68 %	8.811	60	0,68 %	8.751		
Chap. 26	Frais administratifs liés aux activités opérationnelles	3.153.660	2.854.787	90,52 %	3.153.660	2.854.787	90,52 %	298.873		
Titre II		5.428.592	4.986.028	91,85 %	5.428.592	4.986.028	91,85 %	442.564		
TOTAL		6.122.500	5.494.669	89,75 %	6.122.500	5.494.669	89,75 %	627.832		

Revenues 2011 are detailed in the table hereunder:

Ligne budgétaire	Description de la ligne budgétaire	Revenus Budgetés (1)	Ordres de recouvrement émis (2)	Revenus encaissés (3)	Montants ouverts fin 2011 (2)-(3)
I2011-1011-IC1	Subvention Commission EAC - rubrique 1a	23.216.138	23.216.138	23.216.138	0,00
I2011-1012-IC1	Subvention Commission EAC - rubrique 3b	16.574.099	16.574.099	16.574.099	0,00
I2011-1013-IC1	Subvention Commission EAC - rubrique 4	600.000	600.000	600.000	0,00
I2011-1014-IC2	Subvention Commission COMM - rubrique 3b	3.381.000	3.381.000	3.381.000	
I2011-1030-IC1	Subvention Commission DEVCO - rubrique 4	4.102.000	4.102.000	4.102.000	0,00
I2011-1031-IC1	Subvention Commission FPI - rubrique 4	519.000	519.000	519.000	0,00
I2011-1040-IC1	Subvention Commission ELARG - rubrique 4	1.219.000	1.219.000	1.219.000	0,00
I2011-1050-IC1	Contribution du FED	342.000	342.000	342.000	0,00
I2011-2300-IC1	Autres revenus		47.022	6.909	40.113,14
	GRAND TOTAL	49.953.237	50.000.259	49.960.146	40.113,14

Other revenues concern the invoicing of undue amounts paid in 2010 and more specifically vis-à-vis OIB as the contribution invoiced in 2010 for some of the services was higher than the real consumption. Consequently, the Agency has issued a recovery order after having received in 2011 from OIB the final detailed account related to 2010.

Other revenues are reimbursed to the Commission.

The budget outturn for the financial year 2011 is presented hereunder:

		2011	2010	
REVENUS				
	Subventions de la Commission (pour le budget de fonctionnement - Titres 1,2 et 3 - de l'agence)	+	49.611.237,00	48.897.529,00
	Autres contributions et fonds reçus par la Commission	+		
	Autres contributions (FED)	+	342.000,00	76.968,00
	Autres revenus	+	6.908,94	38.599,62
	TOTAL REVENUS (a)		49.960.145,94	49.013.096,62
DEPENSES				
	<i>Titre I: Personnel</i>			
	Palements	-	28.546.540,35	27.104.535,58
	Crédits reportés	-	944.738,43	693.908,33
	<i>Titre II: Dépenses administratives</i>			
	Palements	-	15.646.585,97	15.657.369,48
	Crédits reportés	-	4.717.854,24	5.428.591,98
	TOTAL DEPENSES (b)		49.855.718,99	48.884.405,37
	RESULTAT DE L'ANNEE FINANCIERE (a-b)		104.426,95	128.691,25
	Annulation des crédits de paiement non utilisés reportés de l'année précédente	+	627.831,78	500.173,85
	Ajustements du report de l'année précédente des crédits disponibles au 31.12 provenant de revenus attribués	+		
	Différences de change de l'année (gain +/-)	+/-	-507,78	-326,67
	SOLDE DU RESULTAT DE L'ANNEE FINANCIERE		731.750,95	628.538,43
	Non inclus dans le résultat budgétaire:			
	Intérêts générés au 31/12/ sur les fonds de subvention de la Commission et à rembourser à la Commission (dette)	+	132.723,89	72.477,84

Although the execution of commitment appropriations for 2011 amounts to 99,8% (same rate as in 2010), the budget outturn is slightly higher than last year because the amount of cancelled appropriations carried over from the previous year exercise has increases compared to 2010 and notably on audit cost that represents 17% of the carried over appropriation (cfr. Point III. Administrative budget execution on C8 credits).

IV. Overview of the recovery orders issued by the Agency in 2011

N°ordre de recouvrement	Objet	Montant de l'OR (Eur)	Montant encaissé (Eur)	Montant ouvert au 31/12/2011
EAA.222	BALANCE A GEAC-CEACT 12/2010	1.250,61	1.250,61	0,00
EAA.224	DG EAC - 1ERE TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	8.489.890,00	8.489.890,00	0,00
EAA.225	DG COMM - 1ERE TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	710.676,00	710.676,00	0,00
EAA.226	DG DEVCO - 1ERE TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	862.226,00	862.226,00	0,00
EAA.227	DG ELARG - 1ERE TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	256.230,00	256.230,00	0,00
EAA.228	DG FPIS - 1ERE TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	109.092,00	109.092,00	0,00
EAA.229	RECouvreMENT DETTE FIN CONTRAT NUP 268057	29,88	29,88	0,00
EAA.230	RECouvreMENT DETTE FIN CONTRAT NUP 268201	18,51	18,51	0,00
EAA.232	RECouvreMENT IDD EACEA-CEACT 13/2010 + 01-03/2011	66.493,95	66.493,95	0,00
EAA.233	DG EAC - 2EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	10.511.293,00	10.511.293,00	0,00
EAA.234	DG COMM - 2EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	879.884,00	879.884,00	0,00
EAA.235	DG DEVCO - 2EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	1.067.518,00	1.067.518,00	0,00
EAA.236	DG ELARG - 2EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	317.237,00	317.237,00	0,00
EAA.237	DG FPIS - 2EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	135.066,00	135.066,00	0,00
EAA.238	BALANCE EACEA-PE 2010/13	247,75	247,75	0,00
EAA.239	BALANCE EACEA-COCDR 2010/13, 2011/02 ET 2011/03	3.482,43	3.482,43	0,00
EAA.242	REMBOURSEMENT ELECTRABEL COTISATION FEDERALE/SURCHARGE	517,34	517,34	0,00
EAA.243	DG EAC - 3EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	9.702.731,00	9.702.731,00	0,00
EAA.244	DG COMM - 3EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	812.200,00	812.200,00	0,00
EAA.245	DG DEVCO - 3EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	985.401,00	985.401,00	0,00
EAA.246	DG ELARG - 3EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	292.834,00	292.834,00	0,00
EAA.247	DG FPI - 3EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	124.677,00	124.677,00	0,00
EAA.248	REMBOURSEMENT ELECTRABEL COTISATION FEDERALE	4.722,94	4.722,94	0,00
EAA.249	RECouvreMENT IDD EACEA-CEACT 04-06/2011	28.368,75	28.368,75	0,00
EAA.250	RECouvreMENT BALANCE SEAS 02-05/2011	1.558,01	1.558,01	0,00
EAA.251	RECouvreMENT BALANCE EACEA / COMMISSION 03/2011	885,24	885,24	0,00
EAA.252	RECouvreMENT BALANCE SEAS 02-05/2011	1.558,01	1.558,01	0,00
EAA.259	DG EAC - 4EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	11.686.323,00	11.686.323,00	0,00
EAA.260	DG COMM - 4EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	978.240,00	978.240,00	0,00
EAA.261	DG DEVCO - 4EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	1.186.855,00	1.186.855,00	0,00
EAA.262	FED VERSEMENT SUBV FONCT EACEA	342.000,00	342.000,00	0,00
EAA.263	DG ELARG - 4EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	352.699,00	352.699,00	0,00
EAA.264	DG FPI - 4EME TRANCHE 2011 - VERSEMENT SUBV FONCT EACEA	150.165,00	150.165,00	0,00
EAA.266	RECouvreMENT BALANCE EACEA-AGIMI 13/2010 ET 02/2011	76,85	76,85	0,00
EAA.267	RECouvreMENT IDD EACEA-CEACT 07-09/2011	28.508,94	28.508,94	0,00
EAA.268	RECouvreMENT PRELEV SPECIAL FRAIS MISSION	19,50	19,50	0,00
EAA.269	RECouvreMENT BALANCE EACEA / COMMISSION 08/2011	139,66	139,66	0,00
EAA.270	RECouvreMENT BALANCE EACEA / COMMISSION 09/2011	1.269,76	1.269,76	0,00
EAA.271	RECouvreMENT DETTE FIN CONTRAT NUP 268133	897,50	897,50	0,00
EAA.272	RECouvreMENT MISSIONS 2009	891,48	891,48	0,00
EAA.277	REMBOURSEMENT RICOH	757,68	757,68	0,00
EAA.278	RECouvreMENT BALANCE EACEA / COMMISSION 10/2011	9.275,28	9.275,28	0,00
EAA.279	RECouvreMENT BALANCE EACEA / COMMISSION 11/2011	1.139,70	1.139,70	0,00
EAA.282	RECouvreMENT BALANCE EACEA / REA 11/2011	172,18	172,18	0,00
EAA.283	RECouvreMENT IDD EACEA-CEACT 10/2011 11/2011 12/2011	101.202,51	101.202,51	0,00
EAA.289	OR SLA OIB 2010 (OS.1)	9.566,68	0,00	9.566,68
EAA.291	OR SLA OIB 2010 (RE.2)	17.686,93	0,00	17.686,93
EAA.292	OR SLA OIB 2010 (OS.2)	12.859,53	0,00	12.859,53

V. Procédures de marché au 31/12/11

Type de contractualisation	Contractant	Objet du marché	Montant (€)
Contrat spécifique CC DI-06762	A3S UP FOR EU CONSORTIUM	PERSONNEL IT	16.400
Contrat spécifique CC DI-06762	A3S UP FOR EU CONSORTIUM	PERSONNEL IT	45.100
Procédure négociée	AMERICAN EXPRESS CORPORATE TRAVEL	FRAIS DE MISSION	285.984
Procédure négociée	ANNAPURNA CONSULT	TEAMBUILDIG AND AWAY DAYS EACEA 2011	5.840
Procédure négociée	APROOVE	ACHAT SOFTWARES	92
Procédure négociée	APROOVE	ACHAT SOFTWARES	429
Contrat spécifique CC EAC 01/2008-02/01	AQADEMIA	SUPPORT ET DE DEVELOPPEMENT DE FILEMAKE	652
Contrat spécifique CC EAC 01/2008-02/01	AQADEMIA	PERSONNEL IT	43.587
Contrat spécifique CC EAC 01/2008-02/01	AQADEMIA	PERSONNEL IT	114.752
Procédure négociée	ASHURST	ASSISTANCE JURIDIQUE	75.000
Procédure négociée	ATELIER NIKISAN ASBL	TEAMBUILDIG AND AWAY DAYS - EACEA 2011	400
Contrat spécifique CC EACEA 03-2008-01-00	CECOPFORMA	INFODAY MEDIA	86.317
Procédure négociée	CHATEAU DU LAC - MARTIN'S HOTELS	TEAMBUILDIG AND AWAY DAYS - EACEA 2011	1.862
Contrat spécifique CC DI-05510	COMLIN	MAINTENANCE SAN UPGRADE	2.016
Contrat spécifique CC DI-05510	COMLIN	MAINTENANCE SAN	23.933
Contrat spécifique CC ADMIN/D1/PR/2008/004 lot 2 et Lot 4	COMMUNICA ID	COURS DE LANGUES	807
Contrat spécifique CC DI-06820	COMPAREX	LICENCES	470
Contrat spécifique CC DI-06820	COMPAREX	RENOUVELLEMENT DE LICENCES	4.528
Contrat spécifique CC DI-06820	COMPAREX	MIGRATION DES APPLICATIONS ORACLE	8.419
Contrat spécifique CC DI-06820	COMPAREX	LICENCE APPEON	13.082
Contrat spécifique CC DI-06820	COMPAREX	MAINTENANCE	21.083
Contrat spécifique CC DI-06820	COMPAREX	MAINTENANCE	23.078
Contrat spécifique CC DI-06820	COMPAREX	ADOBE SERVER	132.150
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	CONSORTIUM EFE FORMATION	SEMINARS FOR HEADS OF UNITS	2.699
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	CONSORTIUM EFE FORMATION	FORMATION CHAIRING MEETING	3.598
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	CONSORTIUM EFE FORMATION	SELECTION INTERVIEWING	3.598
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	CONSORTIUM EFE FORMATION	TEAMBUILDIG AND AWAY DAYS - EACEA 2011	5.007
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	CONSORTIUM EFE FORMATION	FORMATIONS ETHICS AND INTEGRITY	8.345

Type de contractualisation	Contractant	Objet du marché	Montant (€)
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	CONSORTIUM EFE FORMATION	FORMATION CDR/REC	8.996
Contrat spécifique CC BUDG07/PO/14-30-CE-0173786/00-01	DELOITTE	FORMATION ABAC	2.322
Contrat spécifique CC BUDG-2008-PO-01	DELOITTE	SENIOR BUSINESS ANALYST	9.640
Contrat spécifique CC BUDG-PO-01-Lot2	DELOITTE	SENIOR & JUNIOR BUSINESS ANALYST	43.220
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATIONS COMMUNICATION EFFICACE PAR	1.519
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATION CARTE HEURISTIQUE	4.558
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATION GESTION DU STRESS	4.558
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATION EFFICACITE PERSONNELLE ET	5.800
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATIONS PRISE NOTES ET COMPTES RENDUS	8.700
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATIONS REDACTION ADMINISTRATIVE	11.600
Contrat spécifique CC ADMIN/D1/PR/2006/137 Lot	DEMOS	FORMATION PARLER EN PUBLIC	11.878
Contrat spécifique CC DI-03130	DIMENSION DATA	MAINTENANCE VIDEOCONFERENCE	2.656
Procédure négociée	DLA PIPER	ASSISTANCE JURIDIQUE	7.500
Procédure négociée	EBSCO INFORMATION SERVICES	ABONNEMENT	9.450
Contrat spécifique CC DI-06720	ECONOCOM	REMPLACEMENT DES ORDINATEURS HIGH END	8.253
Contrat spécifique CC DI-06720	ECONOCOM	ACHAT ORDINATEURS ET ÉCRANS	29.617
Contrat spécifique CC DI-06720	ECONOCOM	ACHAT ORDINATEURS	29.618
Procédure négociée	ERNST & YOUNG TSRS	FOLLOW-UP AUDIT IT SERVICES	25.000
Procédure négociée	ETS VAN DEN BERG R.	ACHAT FOUR MICRO-ONDES	390
Contrat spécifique CC OIB.2/PR/2008/112/213	EUROBUSSING	TEAMBUILDIG AND A WAY DAYS - EACEA 2011	1.188
Contrat spécifique CC DI-06761	EUROPEAN DYNAMICS CONSORTIUM	PERSONNEL IT	1.560
Contrat spécifique CC DI-06761	EUROPEAN DYNAMICS CONSORTIUM	PERSONNEL IT	42.900
Contrat spécifique CC DI-06761	EUROPEAN DYNAMICS CONSORTIUM	PERSONNEL IT	76.340
Contrat spécifique CC DI-06270	FUJITSU TECHNOLOGY SOLUTIONS	LICENCES MICROSOFT	63.765
Contrat spécifique CC DI-06610	GETRONICS BELGIUM	ACHAT CLAVIERS	150
Contrat spécifique CC DI-05891	GETSYS	ETIQUETTES	462
Contrat spécifique CC DI-05891	GETSYS	ACHAT DE TROIS SCANNERS COULEURS	1.191
Procédure négociée	INSTITUUT VAN INTERNE AUDITOREN	ABONNEMENT	141
Procédure négociée	INTERNATIONAL GRAFIC EDITIONS AND PROMOTIONS	CLEFS USB	4.060
Contrat spécifique CC DI-06775	INTRASOFT	PERSONNEL IT	5.062
Contrat spécifique CC DI-06775	INTRASOFT	PERSONNEL IT	52.650
Contrat spécifique CC DI-06775	INTRASOFT	PERSONNEL IT	63.190
Contrat spécifique CC EAC 01/2008-01/01	INTRASOFT	PERSONNEL IT	75.897
Contrat spécifique CC EAC 01/2008-01/01	INTRASOFT	PERSONNEL IT	76.905
Contrat spécifique CC DI-06773	IRIS	PERSONNEL IT	56.778
Contrat spécifique CC DI-06764	IRIS	PERSONNEL IT	72.063
Contrat spécifique CC DI-06775	IRIS	PERSONNEL IT	88.715
Procédure négociée	KAISER EN KRAFT	ACHAT MATERIEL ET INSTALLATIONS	448
Contrats spécifiques CC OIB.0002/PR/2009/092/294/C1/L1	KRINKELS	KRINKELS - ENTRETIEN ESPACES VERTS	12.221
Procédure négociée	LES FILLES PLAISIRS CULINAIRES	TEAMBUILDIG AND A WAY DAYS - EACEA 2011	1.000
Procédure négociée	LESSE KAYAKS	TEAMBUILDIG AND A WAY DAYS - EACEA 2011	200
Procédure négociée	LIBRAIRIE EUROPEENNE	ACHATS D'OUVRAGES	122
Procédure négociée	LIBRAIRIE EUROPEENNE	ACHATS D'OUVRAGES	754
Procédure négociée	LIEDEKERKE WOLTERS	ASSISTANCE JURIDIQUE	3.500
Procédure négociée	LIGUE FRANCOPHONE BELGE DE SAUVETAGE	FORMATION A LA DEFIBRILLATION	1.080
CC INFOS Smart 2010/0103	LITTLEJOHN	AUDITS 2011 - AUD-08	114.200
CC INFOS Smart 2010/0103	LITTLEJOHN	AUDITS 2011 - AUD-10	150.300
CC INFOS Smart 2010/0103	LITTLEJOHN	AUDITS 2011 - AUD-09	313.500
CC INFOS Smart 2010/0103	LITTLEJOHN	AUDITS 2011 - AUD-07	368.050
Procédure négociée	LUMESSE	REDEVANCE ANNUELLE	44.110
Procédure négociée	MARILYN HAZELDINE	SEMINAIRE GESTION DU STRESS	825
Procédure négociée	MARILYN HAZELDINE	WORKSHOP CHEFS DE SECTEUR 2011	3.300
Contrat spécifique CC OIB.0002/PR/2008/070/173/CO/L2-00	MARSH	THIRD PARTY LIABILITY INSURANCE	244
Contrat spécifique CC OIB.0002/PR/2008/070/173/CO/L2-00	MARSH	ASSURANCE RESPONSABILITE CIVILE	1.906
Procédure négociée	MOORE STEPHENS	AUDITS 2011 - AUD-02	12.906
Procédure négociée	MOORE STEPHENS	AUDITS 2011 - AUD-01	18.573
Procédure négociée	MOORE STEPHENS	AUDITS 2011 - AUD-05	20.362
Procédure négociée	MOORE STEPHENS	AUDITS 2011 - AUD-04	39.218
Procédure négociée	MOORE STEPHENS	AUDITS 2011 - AUD-06	45.997
Procédure négociée	MOORE STEPHENS	AUDITS 2011 - AUD-03	57.767
Contrat spécifique CC EAC 10/2009/02	MOSTRA	BROCHURE "E-NEWSLETTER"	6.451
Procédure négociée	MSC KICK & RUSH	MSC KICK & RUSH CLEFS USB TEMPUS	1.381
Procédure négociée	MSC KICK & RUSH	STYLO TEMPUS	1.490
Contrat spécifique OIB10/PR/2006/009/098-L1	OCE	LEASING COPIEURS	3.963
Contrat spécifique CC DI-06760	PANOPLIS A CONSORTIUM	PERSONNEL IT	56.330
Contrat spécifique CC DI-06760	PANOPLIS A CONSORTIUM	PERSONNEL IT	66.792
Contrat spécifique CC DI-06760	PANOPLIS A CONSORTIUM	PERSONNEL IT	70.980
Contrat spécifique CC DI-06760	PANOPLIS A CONSORTIUM	PERSONNEL IT	72.496

Type de contractualisation	Contractant	Objet du marché	Montant (€)
Contrat spécifique CC DI-06763	PANOPLIS B CONSORTIUM	PERSONNEL IT	84.357
Contrat spécifique CC DI-06763	PANOPLIS B CONSORTIUM	PERSONNEL IT	106.470
Contrat spécifique CC DI-06766	PANOPLIS C CONSORTIUM	PERSONNEL IT	20.210
Contrat spécifique CC DI-06766	PANOPLIS C CONSORTIUM	PERSONNEL IT	25.440
Contrat spécifique CC DI-06766	PANOPLIS C CONSORTIUM	PERSONNEL IT	51.245
Contrat spécifique CC DI-06766	PANOPLIS C CONSORTIUM	PERSONNEL IT	120.590
Procédure négociée	PARTNER PRESS	ABONNEMENTS PUBLICATIONS	5.321
Contrat spécifique CC BUDG 30-CE-0227323 Lot 1	PRICEWATERHOUSECOOPERS EU SERVICES EESV	JUSTIFICATION DE L'UTILISATION DE LA	12.275
Procédure négociée	REPLIWEB	MIGRATION SHAREPOINT 2010	12.782
Contrat spécifique CC DI-06990	RICO!	LOCATION ET CONSOMMATION COPIEURS 2011	33.783
Contrat spécifique CC DI-06990	SAP	MAINTENANCE/RENOUVELLEMENT LICENCES	978
Contrat spécifique CC BUDG-06-PN-01-SAP	SAP	LICENCES AND MAINTENANCE	2.496
Contrat spécifique CC DIGIT/05910-00	SAP	FORMATION BUSINESS OBJECTS	10.541
Procédure négociée	SCHAFFER SHOP INTERNATIONAL	ACHAT MATERIEL	1.010
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	21.472
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	21.804
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	25.951
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	31.347
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	39.439
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	47.520
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	50.688
Contrat spécifique CC DI-06850	SERCO	PERSONNEL IT	52.632
Appel d'offres ouvert conjoint EAC/EA/CEA 50/06	SIPWELL	FONTAINES D'EAU-LOCATION-CONSOMMATION	6.549
Contrat spécifique CC DI-06775	SOGETI	PERSONNEL IT	31.920
Contrat spécifique CC DI-06775	SOGETI	PERSONNEL IT	53.250
Contrat spécifique CC DI-06764	SOGETI	PERSONNEL IT	73.560
Contrat spécifique CC DI-06764	SOGETI	PERSONNEL IT	76.914
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 11/2011	155.810
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 01/2011	159.922
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 08/2011	169.372
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 04/2011	177.873
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 09/2011	178.856
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 10/2011	193.113
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 02/2011	195.225
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 07/2011	197.855
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 06/2011	204.462
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 05/2011	235.583
Commandes CC ADMIN/D1/PR/2007/001/1	STARTPEOPLE	INTERIMAIRES 03/2011	256.265
Contrat spécifique CC DI-06540	SYNAPS	PERSONNEL IT	84.708
Contrat spécifique CC DI-06610	SYSTEMAT	ACHAT DE 2 NAS AVEC DISQUES	2.810
Contrat spécifique CC DI-06610	SYSTEMAT	ACHAT D'EQUIPEMENT	3.106
Contrat spécifique CC DI-06610	SYSTEMAT	ACHAT DE 2 SERVEURS	23.060
Contrat spécifique CC EAC 10/2009/01	TEAMWORK	JINFODAYS LLP	26.272
Contrat spécifique CC EAC 10/2009/01	TEAMWORK	JINFODAYS CULTURE	59.593
Contrat spécifique CC OIB/0002/PR/2008/061/167	TER BEEK	DEMANAGEMENTS INTERNES	3.795
Procédure négociée	TVI.DE NEW TELEVISION SOLUTIONS	WEBSTREAMING	686
Contrat spécifique CC SCIC/2010/D3/358699	TVI.DE NEW TELEVISION SOLUTIONS	WEBSTREAMING	5.110
Contrat spécifique CC SCIC/2010/D3/358699	TVI.DE NEW TELEVISION SOLUTIONS	WEBSTREAMING	25.594
Contrat spécifique CC SCIC/2010/D3/358699	TVI.DE NEW TELEVISION SOLUTIONS	WEBSTREAMING	32.484
Contrat spécifique CC DI-06773	UNISYS	PERSONNEL IT	41.160
Procédure négociée	VALDUC SHOE	TENUES DE SERVICE	255
Contrat spécifique CC OIB.0002/PR/2008/070/173/CO/L1-00	VANBREDA	ASSURANCES	1.737
Contrat spécifique CC OIB.0002/PR/2008/070/173/CO/L1-00	VANBREDA	ASSURANCE INCENDIE	15.744
Procédure négociée	VIMEDI	ACHAT DEFIBRILLATEURS	2.277
Contrat spécifique OIB10/PR/2006/009/098-L3-00	XEROX	LOCATION ET SERVICE D'UN OPERATEUR	59.014

VI. Human Resources

- In 2011, the Agency reached an occupation rate of 99%. The authorized staff consisted of 102 temporary agents plus 336 contract agents among which 314 are financed by EUR 27 appropriations, 19 by third countries contributions and 3 by the European Development Fund (EDF), 438 posts in total.

At the end of the year, 433 posts were occupied, 102 by temporary agents and 331 by contract agents.

- Staff turnover has stabilised over the year at around 5% (8% in 2010).

VII. Control systems

1) Procedures

Since 2011, the Agency has extended the decentralised management system for all the administrative budget lines. Previously, it was only applied to "experts" lines transactions. For the transactions on the other administrative lines, a financial verification was performed by the ex ante sector in the financial unit. However, a second level ex ante verification process, limited to a few budget lines, has been put in place in the second semester 2011. Moreover, all the budgetary and legal commitments are signed by the authorizing officer (Agency Director) and payments are signed by the delegated authorizing officer (head of unit or head of sector).

It should be underlined that in all the cases the award decisions related to procurement procedures and the "fiches récapitulatives" for the experts selections are signed by the authorizing officer (Agency Director or head of department).

2) Ex-ante Control

Regarding the second level ex ante verification process, 23 transactions were verified, 19 were accepted without comments and 4 were accepted after complementary information was submitted.

3) Recording exceptions

In 2011, 11 exception reports have been established (8 in 2010). For 9 of them, the reason was to justify "à posteriori" budgetary or legal commitments. The budget and financial follow up implemented in 2011 will be maintained in 2012.

VIII. Accounting

The Accounting Officer was appointed the 1st of March 2006 by the Steering Committee.

Since the agency financial autonomy, the following financial systems are used to manage and implement the administrative budget:

- * SAP for the accrual accounting system, which is hosted and maintained by the Commission and put at the Agency's disposal through a Service Level Agreement.
- * Regarding the budgetary management and implementation, the Agency is using ABAC based on a Service Level Agreement with the Commission. The software "Business Object" is also used as a reporting tool on budgetary and financial management.
- * Finally, "ABAC assets" is the system used to manage the physical and financial inventory with the support of DG BUDGET and DIGIT.

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