2018 Agencies' discharge
STANDARD REVISED QUESTIONNAIRE (as of 25/07/2019)

Budget and financial management and performance

1. *Could all Agencies illustrate the amounts of planned and unplanned carryovers and of carry-over cancellations by budgetary title and the main reasons behind them?*

2. *What are the key performance indicators (outcome/impact) used by the Agencies for measuring the added value provided by their activities, and for enhancing their budget management in this regard? Which KPIs were added / deleted in 2018? Do the Agencies use or plan to introduce other instruments to measure performance?*

3. *What were the services shared between the Agencies in 2018, and which savings were achieved through these shared services?*

4. *Have the Agencies identified and evaluated the possibility to coordinate and share resources on overlapping tasks with other Agencies with similar activities?*

Staff policy

5. *How did the Establishment Plan (officials and temporary agents) of each Agency evolve from 2017 to 2018, taking the data of 31.12.2018 compared with 31.12.2017? How many seconded national experts, contract staff, interim staff and consultants were working for each Agency in 2018, expressed in FTEs?*

6. *Could each Agency present a gender and nationality breakdown of its senior management positions and its management board, and of its staff overall?*

7. *How many former MEPs, Commissioners or high-level officials (from AD 14) still receive money from the budget of your institution as advisors, contract agents or others? What are their tasks and their respective salaries?*

8. *What measures / activities were organised to improve on the well-being for staff in each agency? What were the costs in 2018 and how many staff members participated in these events?*

9. *What measures do Agencies use to prevent and fight against harassment? What kind of efforts have the Agencies made to facilitate easy and confidential reporting of internal and external harassment towards their staff? Were there any harassment cases reported, investigated or taken before the court in 2018?*

10. *What was the average absence from work due to a sick leave in 2018? How many working hours were lost as a consequence of burnouts or other work-related reasons?*

11. *Could the Network prepare a comprehensive list of staff-cuts implemented per individual Agency in accordance with the Commission's plan until 2019? How many of these staff-cuts were replaced by Contractual Agents or External experts?*

Conflicts of interest and transparency

12. *Could each Agency confirm whether the declarations of conflicts of interest are in place (and public) for their:*
    · *management board members*
    · *senior management?*

13. *Could each Agency confirm if they publish on their website the CVs of their:*
    · *management board members*
    · *management staff*
    · *external experts*
    · *in-house experts?*

14. *What kind of mechanisms do the Agencies use to identify and avoid conflicts of interest, and were there any cases of conflicts of interest reported, investigated and concluded in 2018?*

15. *For the Agencies that depend on fee collection: how many percent of the Agency's income consist of fees? How does the Agency view in this regard the danger of conflicts of interest for relying on fees from their clients? Would the Agency consider it an appropriate solution if the Commission would collect the fees, and the Agency would hence be fully funded from the EU budget?*

16. *Have all the Agencies set up and implemented internal rules or common guidelines on whistleblowing? Could the Agencies provide the number of open, closed and ongoing whistleblowing cases in 2018? Which actions were taken for each of these case and what were the results?*

17. *Are all meetings with lobbyists, in case such meetings were held:*
    · *registered*
    · *made public?*

Other comments

18. *Which measures did the Agencies implement in 2018 in order to increase their public visibility and online presence? Could you please summarize shortly the actions taken in order to promote the work of the Agencies to EU citizens, and to make services available to the wider public, civil society and academia where appropriate?*

19. *Which measures did the Agencies implement in 2018 in order to increase their cyber security and protection of the digital records in its possession? Does the Agency have such a policy in place / in a making?*

20. *Could the Agencies provide a list of their internal measures in place to:*
    - *ensure a cost-effective and environment-friendly working place*
    - *reduce or offset CO_2 emissions?*