

## **Practical arrangements for the 2022 discharge of the EU decentralised agencies**

### **SECTION 1 – Steps and timeline of the agencies' discharge process**

#### **Timetable and deadlines**

1. Agencies' documents to be submitted to the European Parliament according to FFR articles 47, 93 and 109 by **01/07/2023**
2. Standard questionnaire to the Agencies adopted by the CONT Coordinators by **17-18/07/2023**
3. Standard questionnaire forwarded to the EU Agencies' Network by **20/07/2023**
4. Individual Agencies' reports on the follow-up to the 2021 budgetary discharge – submitted to the European Parliament by **15/09/2023**
5. Horizontal report on the follow-up to the 2021 budgetary discharge – submitted to the European Parliament by **15/09/2023**
6. Compiled replies to the standard questionnaire by the EU Agencies' Network and the individual agencies – submitted to the European Parliament by **15/09/2023**
7. Publication of the European Court of Auditors Report on the annual accounts by **26 October 2023**
8. Written questions from the CONT Committee – forwarded to the EU Agencies' Network by **27/10/2023**
9. Replies by the EU Agencies' Network and/or the individual agencies – submitted to the European Parliament by **16/11/2023**
10. Hearing with Heads of Agencies – **29 November 2023**
11. Consideration of draft reports – **1 February 2024**
12. Deadline for amendments – **8 February 2024, 12:00**
13. Adoption of draft reports in the CONT Committee – **7 March 2024**
14. Adoption of reports in the Plenary – **April II 2024**

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

**SECTION 3 – Procedure during the hearing with Heads of Agencies**

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

Documents to be provided	Format of the documents	Timeline	Practical information for sending the documents
<i>Consolidated annual activity report</i>		01/07/2023	<b>Electronic version</b> of the documents in searchable PDF format to be sent by email to the President of the European Parliament, Mrs Roberta Metsola ( <a href="mailto:president@europarl.europa.eu">president@europarl.europa.eu</a> ) with a copy to the Chair of the CONT Committee, Monika Hohlmeier ( <a href="mailto:monika.hohlmeier@europarl.europa.eu">monika.hohlmeier@europarl.europa.eu</a> ), and to the CONT Secretariat ( <a href="mailto:CONT-secretariat@europarl.europa.eu">CONT-secretariat@europarl.europa.eu</a> )
<i>Report on budgetary and financial management</i>			
<i>Final accounts</i>			
<i>Horizontal follow-up report by the EU Agencies' Network for the 2021 budgetary discharge</i>	The document contains an introduction, responses to individual recommendations from the European Parliament grouped by theme and a conclusion	15/09/2023	<b>Electronic version</b> of the documents in searchable PDF format, to be sent by email to the Chair of the CONT Committee, Monika Hohlmeier ( <a href="mailto:monika.hohlmeier@europarl.europa.eu">monika.hohlmeier@europarl.europa.eu</a> ), with a copy to the CONT Secretariat ( <a href="mailto:CONT-secretariat@europarl.europa.eu">CONT-secretariat@europarl.europa.eu</a> )
<i>Individual agencies' follow-up reports for the 2021 budgetary discharge</i>	The document should be provided in a tabular format which contains the following columns: - <i>Observation of the Discharge Authority</i> – column contains the paragraph number and the text of the Parliament's recommendation - <i>Response and measures taken by the Agency</i> – column contains the Agency's reply - <i>Status/Reference</i> – column contains information on the action such as ongoing, implemented, partially implemented, not implemented and any other necessary information	15/09/2023	
<i>Replies to the standard questionnaire</i>	The compiled document should contain replies to the horizontal standard questions by the EU Agencies' Network grouped by theme followed by the answers of individual agencies, where applicable.	15/09/2023	Collected by the EU Agencies' Network – <b>compiled electronic version</b> of the document in searchable PDF format, and where it concerns tables with quantitative information in XLSX format, to be sent by email to the CONT Secretariat ( <a href="mailto:CONT-secretariat@europarl.europa.eu">CONT-secretariat@europarl.europa.eu</a> )
<i>Replies to the written questions</i>	The document should be presented in the form of Q&A document for each agency.	16/11/2023	<b>Electronic version</b> of the documents in searchable PDF format to be sent by email to the CONT Secretariat ( <a href="mailto:CONT-secretariat@europarl.europa.eu">CONT-secretariat@europarl.europa.eu</a> )