

Annual Activity Report

2014

Directorate-General for External Policies

Of

the Union

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0. BUDGET IMPLEMENTATION OVERVIEW

				EXPO
Code	Appropriation type	Type de crédits	Formula	EUR or %
	Appropriations of 2014	Crédits 2014		
A	Initial appropriations	Crédits initiaux		2.994.400,00
B	Final appropriations	Crédits finaux		1.813.400,00
C	Commitments	Engagements		1.241.253,42
D	Commitments in % of final appropriations	Engagements en % des crédits finaux	D=C/B	68%
E	Payments	Paiements		647.237,97
F	Payments in % of commitments	Paiements en % des engagements	F=E/C	52%
G	Cancellations of 2014 final appropriations	Annulations de crédits finaux 2014	G=B-C-K	572.146,58
H	Cancellations appropriations in % of final appropriations	Annulations en % des crédits finaux	H=G/B	32%
	Appropriations carried over from 2014 to 2015	Crédits reportés de 2014 à 2015		
I	Automatic carryovers from 2014 to 2015	Crédits reportés automatiquement de 2014 à 2015	I=C-E	594.015,45
J	Automatic carryovers from 2014 to 2015 in % of commitments	Crédits reportés automatiquement de 2014 à 2015 en % des engagements	J=I/C	48%
K	Non-automatic carryovers from 2014 to 2015	Crédits reportés non-automatiquement de 2014 à 2015		
L	Non-automatic carryovers from 2014 to 2015 in % of final appropriations	Crédits reportés non-automatiquement de 2014 à 2015 en % des crédits finaux	L=K/B	-
	Appropriations carried over from 2013 to 2014	Crédits reportés de 2013 à 2014		
M	Automatic carryovers from 2013 to 2014	Crédits reportés automatiquement de 2013 à 2014		1.042.123,98
N	Payments against automatic carryovers from 2013 to 2014	Paiements sur crédits reportés automatiquement de 2013 à 2014		877.386,53
O	Payments against automatic carryovers from 2013 to 2014 in % of automatic carryovers from 2013 to 2014	Paiements sur crédits reportés automatiquement de 2013 à 2014 en % des crédits reportés automatiquement de 2013 à 2014	O=N/M	84%
P	Cancellations of automatic carryovers from 2013 to 2014	Annulations de crédits reportés automatiquement de 2013 à 2014	P=M-N	164.737,45
Q	Cancellations of automatic carryovers from 2013 to 2014 in % of automatic carryovers from 2013 to 2014	Annulations de crédits reportés automatiquement de 2013 à 2014 en % des crédits reportés automatiquement de 2013 à 2014	Q=P/M	16%
R	Non-automatic carryovers from 2013 to 2014	Crédits reportés non-automatiquement de 2013 à 2014		0,00
S	Payments of non-automatic carryovers from 2013 to 2014	Paiements sur crédits reportés non-automatiquement de 2013 à 2014		0,00
T	Payments against non-automatic carryovers from 2013 to 2014 in % of non-automatic carryovers from 2013 to 2014	Paiements sur crédits reportés non-automatiquement de 2013 à 2014 en % des crédits reportés non-automatiquement de 2013 à 2014	T=S/R	-
U	Cancellations of non-automatic carryovers from 2013 to 2014	Annulations de crédits reportés non-automatiquement de 2013 à 2014	U= R-S	-
V	Cancellations of non-automatic carryovers from 2013 to 2014 in % of non-automatic carryovers from 2013 to 2014	Annulations de crédits reportés non-automatiquement de 2013 à 2014 en % des crédits reportés non-automatiquement de 2013 à 2014	V=U/R	-
	Assigned revenue in 2014	Recettes affectées 2014		
W	Appropriations from assigned revenue in 2014 (current)	Crédits de dépenses spécifiques sur recettes affectées courants 2014		0,00
X	Assigned revenue carried over to 2014	Crédits de dépenses spécifiques sur recettes affectées reportés à 2014		0,00
Y	Commitments on assigned revenue carried over to 2014	Engagements reportés à 2014 sur crédits de dépenses spécifiques sur recettes affectées		0,00
Z	Payments in 2014 against appropriations from assigned revenue (current and carried-over)	Paiements sur crédits de recettes affectées 2014 (courants et reportés)		0,00
AA	Payments in 2014 against assigned revenue in % of assigned revenue in 2014 (current and carried-over)	Paiements sur crédits de recettes affectées 2014 en % des crédits de recettes affectées 2014 (courants et reportés)	AA=Z/(W+X+Y)	-

1. OBJECTIVES

1.1 The DG's objectives

- a) To consolidate the European Parliament's impact in the area of the European Union's external action by providing expert assistance to the relevant parliamentary bodies, striving for ever greater coherence in the EU's external policies;
- to enable these bodies to make optimal use of Parliament's prerogatives in the areas of legislation, accessing documents, budgetary procedure and the use of recommendations;
 - by increasing support to parliamentary oversight of the CFSP/CSDP, of the implementation of political and trade agreements, and of the optimum use of European funding;
 - by clarifying once and for all the contribution interparliamentary delegations and multilateral assemblies can make to legislative procedures, as part of its contribution to – and ahead of its possible structural impact on – the debate on the future of Parliament's delegations, with a view to focusing their activities on Parliament's priorities, with clearly defined objectives and rationalised costs;
 - by developing the tasks of the Democracy Support and Election Coordination Group with a view to providing greater coherence and visibility for Parliament's role in human rights, electoral observation (including monitoring the follow-up of recommendations) and, as a priority, support for parliamentary capacities in EU candidate and neighbourhood countries;
 - by placing particular emphasis on new harmonised collaborative working methods to enable the secretariats of the DG's bodies and the Thematic Department to work transversally – on a regional and/or thematic basis – so as to encourage discussion, avoid duplication, strengthen synergies and make it easier for Members to anticipate and have an impact;
 - by fully exploiting inter-DG cooperation and interinstitutional relations with the European External Action Service and the Commission, particularly by a greater exchange of information facilitated by secure means of transmission.
- b) To prepare the forthcoming Parliament so that Members elected in 2014 can carry out their duties effectively from their first months in office, and to guarantee continuity of action in Parliament's external policy, particularly by:
- closing and reviewing files from 2009-2014, which will provide not only a record of activities but also a tool to improve follow-up on the positions taken by Parliament during this electoral period;
 - welcoming new Members in a number of ways, including providing proper documentation and direct assistance within Parliament's external policy bodies;
 - preparing in detail for the hearings of the new European commissioners-designate at the end of 2014, facilitating in particular close cooperation between Parliament's various bodies.
- c) To allocate the DG's resources efficiently and optimise the management of these resources in the service of Parliament's bodies, in cooperation with the other DGs and in particular, in an election year, by:
- participating in the establishment of the One-Stop Shop, in cooperation with the other DGs; setting up structures in liaison with DG IPOL, such as SharePoint, thus making it possible to

- optimise coordination with the new DG EPRS;
- successfully completing the move to Square de Mee s, particularly by allocating offices in a functional manner and acquiring other facilities;
 - continuing to rationalise all the DG’s administrative management tools, including financial management (analytical accounting, missions), archiving, updating of our websites, and an external communication plan, by Unit, in cooperation with DG COMM;
 - developing properly planned staff management, modernised recruitment, flexibility in staffing (to take account of peaks in workload and/or unpredictable specific needs), improved interinstitutional transfer procedures and follow-up to DG screening;
 - enhancing the DG’s cohesion and communication capacity (information sharing (Intranet)) with a view to achieving high, uniform quality standards – measurable for staff reporting purposes – for documents and files produced;
 - using existing (UNDP) and new (SEAE) exchange programmes to enable the DG’s staff to develop their knowledge and professional networks during the election period;
 - stepping up training, including during the election period, in order to update and boost staff skills and team-working abilities;
 - ensuring security of delegations on official journeys by finalising the Database IT project, keeping the analytical side of its specific security facility, and developing new inter-DG cooperation in this field – as part of the creation of DG Security – by transferring the operational side of this activity to the new DG.

1.2 Feasibility and risk assessment

The main risks are summarised in the following table:

Objective	Risk	Risk ranking	Answer
Ensuring security of delegations on official journeys	Security of travelling delegations Natural disasters, Political troubles, illnesses	High	To improve the preparation and risk mitigation phases of missions through the adoption of new procedures involving DG SAFE and the CRISIS cell and in particular to develop an appropriate database with DG ITEC and DG SAFE
	Security of our means of transmission with the institutions including EEAS	Moderate	Development of secure electronic communications in cooperation with relevant services
To allocate the DG's resources efficiently and optimise the management	Late requests and late cancellations of interpretation facilities	Low	To improve planning as much as possible
	Late requests for reception and entertainment expenses from committees and delegations. It prevents the control of the participation, VAT	Low	To send reminders

As a large part of DG EXPO's activities take place outside the three places of work, delegations may be called upon to carry out their duties in high risk areas. Therefore, an appropriation of funds of 100.000 Euros (reduced from 250.000 Euros due to the election year) was reserved in the 2014 budget for possible security needs of delegations. In addition, a security support system is in force to ensure proper evaluation of the security situation in the countries visited (Country Security Assessments). This support system provides permanently for a contact point (security officer) in the event of an emergency. As part of the improved risk management, a crisis team has been established for emergency situations. At the same time, the officials going on missions outside the three working places must attend security training before the mission and all staff involved in the administrative preparation of the delegations must take part in a specific training related to security file management. The reflection upon the development of the security support system is still on-going.

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

2.1 The DG's environment

DG EXPO is in charge of providing support to 3 committees, 2 subcommittees, 4 multilateral assemblies, 41 standing delegations and the Democracy Support and Election Coordination Group. The Units in DG EXPO assist 113 political bodies dealing with external relations, covering bilateral relations with around 160 countries. Also, the staff in DG EXPO organises 10-12 election observation missions and 6 to 10 ad hoc delegations per year.

Taking into account the direct link between election observation processes and democracy building activities, the Office for the Promotion of the Parliamentary Democracy (OPPD Unit) was merged with ELOB (Election Observation Unit) within the Directorate for Democracy Support. Within the same directorate, a new Mediation Support service was created.

The overall level of parliamentary activity in 2014 decreased as it is usual during an election year. However a number of activities specific to electoral periods had to be organised: welcoming new members, providing documentation and direct assistance within parliament's external policy bodies; running constitutive meetings; preparing for the hearings of the new European commissioners-designate.

The rules on parliamentary delegation and committee mission have been revised: on 10.04.2014 the Conference of Presidents adopted new rules on parliamentary delegations and ad hoc missions; on 15.12.2014 the Bureau adopted new rules regarding committee missions. Apart from a more effective utilisation of EP budget, the aim of this reform is to insist on an issue-based agenda, shorter term programming and more consistency.

2.2 The DG's human resources

	Situation at 01/01/2013	Situation at 01/01/2014	Staff at 31/12/2014
Establishment Plan posts			
AD			
Permanent staff	114	116	105
Temporary staff	4	3	3
AST			
Permanent staff	115	114	104
Temporary staff	2	2	5
Total 1	235	235	217
Other staff (FTE estimates)			
Contract staff	12	11	11
Seconded national experts	11	8	8
Agency staff			
Interpreters (ACI)*			
Accredited parliamentary assistants			
Local parliamentary assistants			
External staff**			
Total 2	23	19	19
EP total (1+2)	258	254	236

* Number of days converted into FTEs on the basis of an average of 220 days/year.

** Staff made available to the EP (at the three places of work) under service contracts.

2.3 Budget implementation in 2014

2.3.1 *Final and initial appropriations*

DG EXPO used 68% of its final budget 2014. Because of the level of execution, an amount of 1.211.000 € was released through the two mopping-up transfers. The surpluses come from budget lines 3020 (Representation), 3042 (Committee delegations), 3043 (Interparliamentary delegations), 3230 (Democracy Promotion) and 3245 (Sakharov Prize and Network).

DG EXPO requested a transfer of 30.000 Euros from DG PRES to cover additional seminars organised in the field of Pre-Accession (budget line 3249).

2.3.2 *Final appropriations and appropriations committed*

- Item 3020 10 Reception and entertainment

Committees, delegations and assemblies used 50.45% of their budget appropriation in 2014.

DG EXPO gave away 15,000 € from this line in the second mopping-up exercise in 2014.

- Item 3042 02 Committee delegations

Committees used 32.77% of their budget appropriation in 2014. The use of funds decreased compared to previous years and this reflects directly the reduced activity of the Parliament during an election year. Estimating the needed budget for this appropriation line is random because planned missions can be cancelled or modified and new missions might be organised depending on events and crisis. The costs also depend on the local situation and security level.

DG EXPO gave away 23,000 € from this line in the second mopping-up exercise.

- Item 3043-00 Inter-parliamentary delegations and multilateral assemblies

Inter-parliamentary delegations and assemblies used 57.70% of their budget appropriation. The main reason for the low use of appropriations is the limited activity and the late start of the delegations' work in the new legislature. In accordance with Paragraph 109 of Parliament's resolution of 23 October 2013 on the draft general budget of the EU for the financial year 2014, no travel by delegations during the second half of this year was to be organised. As a result, the second semester programme was not adopted.

Generally, it can be assessed that calculating the cost for inter-parliamentary delegations is a complex matter. Planned delegation missions can be cancelled or modified and because of political developments in an area, new delegations could be authorised outside the initial programme. In addition, the cost of a delegation depends on the situation of the destination country, particularly in high risk areas. If security measures are required, this can have a significant impact on the budget funds needed to cover the related costs.

Due to the low expenditure, DG EXPO was able to give away 595,000 € from this line in the two mopping-up exercises.

- Item 3200 02 External expertise

DG EXPO used 77.21% of its appropriation for external expertise, which, as already mentioned, is less than in previous years due to the election year.

- Item 3230 Democracy Promotion/Human Rights Actions/Mediation Support

The DEG used only 87.02% of their budget appropriation. 2014 was an election year and due to absence of MEPs no activity was programmed for 2014 under Human Rights Actions. Therefore, DG EXPO gave away 458,000 € from this line in the two mopping-up exercises.

- Item 3244 Euronest/Euromed Scola

In line with the relevant regulation no activities were planned during the election year (Article 12 of the Rules Governing the Reception of Visitors, and the Euroscola, Euromed-Scola and Euronest-Scola Programmes).

- Item 3245 Sakharov Prize/Sakharov Prize Network/Young Political Leaders

The DEG used only 61.73% of their budget appropriation in 2014. The activities focussed on strengthening the Sakharov Prize Network (SPN) by organising various events in co-operation with the Information Offices.

DG EXPO gave away 120,000 € from this line in the two mopping-up exercises.

- Item 3249 Pre-accession actions

The DEG used 74.96% of their budget appropriation.

A transfer of 30.000 Euros was approved between sub-posts managed by DG PRES and DG EXPO.

2.3.3 *Appropriations committed and payments made*

Payments made in 2014 correspond to 52.14% of the commitments. Given that DG EXPO uses many provisional commitments for imprest accounts annually and that around 15% of its budget is used for the procurement of external expertise, where the time lag between commitment and settlement/invoice is significant, the payment proportion of commitments can be considered normal.

2.3.4 *Use of automatic and non-automatic carryovers from 2013 to 2014*

DG EXPO has usually a high number of carry forward commitments, as many of its activities are concentrated in the last months of the year and the commitments related to these activities are unpaid at year-end. At the year-end 2014, 138 commitments were carried forward, with a total amount of 1.042.123 Euros. Of these commitments, 877.386 Euros (84.19%) were paid in 2014. The most significant unpaid carry forward commitments are the following (with the relevant justification):

ACP-EU JPA Addis Ababa, Ethiopia: the volume of freight to transport to Addis Ababa was finally lower than foreseen in the contract (25,000€ was carried forward)	11,080 € not paid
Committee hearing guests did not claim all the reimbursements which were foreseen (15,400€ was carried forward)	15,400 € not paid
Sakharov Prize 2012 to Nasrin Sotoudeh, Iran, could not be paid to the Laureate (25,000€ was carried forward)	25,000 € not paid

2.4 Results achieved

The following is a qualitative analysis of the activities carried out by DG EXPO in relation to its objectives for 2014:

2.4.1 *The impact of the European Parliament*

To consolidate the European Parliament's impact in the area of the European Union's external action by providing expert assistance to the relevant parliamentary bodies, striving for ever greater coherence in the EU's external policies:

2.4.1.1 *Optimal use of Parliament's prerogatives (legislation, budget, access to documents)*

Committee Secretariats assisted the Chairs and Members in legislative and non-legislative work. Most procedures were completed by the end of the 7th legislature (especially INI - own-initiative - reports) by committees and subcommittees. INTA carried over into the 8th legislature and continued its work on two ordinary legislative procedures:

- 1) 2012/0060(COD) - Access of third-country goods and services to the Union's internal market in public procurement and procedures supporting negotiations on access of Union goods and services to the public procurement markets of third countries, Rapporteur: D. Caspary);
- 2) 2013/0103(COD) - Protection against dumped and subsidised imports from countries not members of the EC, Rapporteur: C. Fjellner.

With a remarkable effort made by the INTA Secretariat, Parliament achieved significant progress with regard to transparency in the TTIP negotiations and access to documents, including publication of the negotiating mandate. Continuous efforts were pursued in order to guarantee access to CFSP documents (AFET through the Special Committee) and information on financing CFSP/CSDP (Joint Consultation Meetings organised by AFET/BUDG).

Follow-up of comitology decisions and delegated and implementing acts was continued, as well as follow-up of adopted reports (as well as the urgency resolutions) within the competence of the relevant committees.

2.4.1.2 *Parliamentary oversight*

Following the adoption of the financial instruments, the relevant committees put in place various project teams, working groups or task forces, at administrative and/or political level, to strengthen parliamentary oversight. This is partially linked to the Parliamentary Project Portfolio on the scrutiny of MFF financial programmes. AFET and DEVE constituted various Working Groups (at political level) and pursued the Task Force on External Financial Instruments (for staff), with the support, where appropriate, of DROI and SEDE. The DEVE Secretariat closely monitored programming documents transmitted during the electoral recess and proposed a structure and methodology for the scrutiny working groups early in the 8th legislature. For scrutiny of the European Development Fund (EDF), the Secretariat was instrumental in establishing a totally new methodology with the European Commission. For INTA 38 country-specific and regional Monitoring Groups scrutinized on-going trade negotiations and bilateral trade relations, with the participation of the relevant EP standing delegations Chairs.

DROI continued to make good use of the Contact Group it had set up for EP/EEAS/EC consultation on and scrutiny of the new Human Rights Action Plan. AFET and SEDE continued to strengthen their work with national parliaments through the Interparliamentary Conference on CFSP/CSDP.

2.4.1.3 Interparliamentary delegations and multilateral assemblies contribution to legislative procedures

The contribution of the parliamentary delegations to the legislative cycle was one of the very important issues, especially with the enhanced role of Delegations and Assemblies in scrutiny activities. The delegations' secretariats were greatly engaged in developing a set of delegations' scrutiny working methods and modalities to carry out effective monitoring of international agreements, implementation of EU financial instruments, impact of programmes and projects financed by the EU, follow-up given to recommendations issued by election observation missions and human rights situation.

Directorate for Regions was also fully involved in the negotiations on the reform of Delegation work and missions originally proposed by the political groups. On 10 of April the Conference of Presidents adopted the modified *Implementing provisions governing the work of Delegations and Missions outside the European Union*. The Directorate B contributed to the various proposals, in particular those presented by the Chair of the Conference of Delegation Chairs.

The Directorate for Regions has made draft proposals on the reporting sheets in order to improve parliamentary scrutiny in connection with the SEF that will be tested this year by all Delegations and Assemblies.

2.4.1.4 Developing the tasks of the Democracy Support and Election Coordination Group (DEG)

The adoption by DEG of the recommendations in the end-of- legislature report led to the conceptualization of the CDSA - Comprehensive Democracy Support Approach- , defining a coherent strategic outlook to EP democracy support and capacity building, including a selection of 6 priority countries and a priority region (Western Balkans + Turkey) and confirming the usefulness of nominating lead Members for each country / region. This contributed also to the consolidation of the political ownership by Members as they were systematically involved in all democracy support and Sakharov Prize Network activities, be it as speakers in seminars and conferences or hosts of study visits.

The successful merger of OPPD and ELOB into the Democracy and Elections Actions Unit (DEAC) on 1 July was not only a mathematical addition of activities run by both services, but has entailed the setting up of a new culture of implementation of democracy support activities in relation to the electoral cycle.

In addition, a new EP Mediation Support Service (EPMS) has been set up on 1st April, which has reached its operational target for 2014 and contributed to developing a mediation component within the CDSA concept. Further consolidation of the Sakharov Prize Network (SPN) activities was achieved via several SPN events (Sakharov lectures by laureates and debates with local MEPs) in Brussels, Strasbourg and - in cooperation with the EPIOs - in the Member States as well as in Washington D.C.

2.4.1.5 New harmonised collaborative working methods

Examples of inter-secretariat cooperation of committees include close co-operation with the Policy Department and Directorate B Units, as well as the Legal Service and Co-decision Unit over scrutiny matters.

In connection with the Strategic Execution Framework, INTA established a specific project for the follow-up of implementation of the Union's trade agreements. The project will significantly enhance horizontal cooperation in DG EXPO as well as other services such as the EPRS and Legal Service. The DROI secretariat chairs the Human Rights Task Force at which all relevant parliamentary

organs are represented and which helps to circulate information on activities among all relevant services. DEVE established a Coordination Group for the implementation of the European Year for Development in 2015.

Committee Secretariats were closely involved in the Third Annual Conference of EU Heads of Delegations (EEAS) held in the premises of the EP, including through chairing parallel meetings (INTA).

The final report of the Task Force on the reform of the working methods in DG EXPO makes the work of DG more horizontal with more interaction and better cooperation between Directorates, Units and colleagues in general.

The Policy Department has adopted a more topic-oriented approach and has introduced into the Country Briefings one page of "key developments and issues" of the country in question.

The Delegations' Secretariats contributed also with proposals on new working methods of DG EXPO and metrics in connection with the Strategic Execution Framework for the Administration of the EP.

All activities in support of parliaments in newly emerging democracies and in enlargement countries as authorised by DEG have been planned and organised on a more cost-effective basis and in close cooperation with relevant committees / delegations, involving expert colleagues in project teams, via inter-service groups and in regular preparatory meetings with political group advisors. The inter-service cooperation via the Sakharov Prize Task-Force and on ad hoc base was strengthened in purpose of better assistance to the different political bodies (the President, the VP, DEG, committees and interparliamentary delegations).

The Delegations' Secretariats carried out numerous meetings of Interservice groups. In the last legislative term EuroLat, Euronest, Middle East, Western Balkans, ACP and Asia Interservice groups were very active and organised meetings approximately every second month.

2.4.1.6 Inter-DG cooperation and interinstitutional relations with the European External Action Service

Colleagues participated in various training courses organised in the EP, in many cases as active participants. Some were seconded to the EEAS Headquarters and to the EU Delegations. The staff from the EuroLat Unit participated in the advanced online training course organised by the Foundation CEDDET in the Framework of the OPPD programme of Activities which took place in June-July.

The secretariat of the CDC besides assisting the Chair in negotiations for a modified *Implementing provisions governing the work of Delegations and Missions outside the European Union* substantially contributed to the successful organisation of the third Annual Conference of EU Heads of Delegations which was held on 2 September 2014.

The inter-service cooperation via the Sakharov Prize Task-Force and on an ad hoc basis was strengthened in purpose of better assisting the different political bodies (the President, the VP for SPN, DEG, committees and interparliamentary delegations). Enhanced cooperation with the European Commission and the EEAS has been continued and qualitatively improved; working contacts with EU-Delegations have been built up on case-by-case approach. For the first time a joint conference on Fundamental Rights was co-organised with the Commission and the Italian EU Presidency (in Albania), and regular exchanges of information with DG ELARG have been put in place, involving DG ELARG experts in seminars both in Brussels and in the region.

2.4.2 Preparing for the Parliament elected in 2014

To prepare the forthcoming Parliament so that Members elected in 2014 can carry out their duties effectively from their first months in office, and to guarantee continuity of action in Parliament's external policy, particularly by:

2.4.2.1 Closing and reviewing files from 2009-2014

Files from legislature 2009-2014 were reviewed and closed by the units. Moreover, the Directorate for Regions closed and transferred the files related to the previous legislature 2004-2009 to CARDOC, dealt with the remaining documents stored in the ATR and the WIB and contributed to the work of the service of historical archives.

Defining a procedure for archiving meeting recordings of the seventh legislature has made it possible to complete the archiving by the end of 2014. Finally, the IT Unit Staff have also coordinated the definition of requirements for the eDelegation system, thereby allowing a pilot to be launched in early 2015.

2.4.2.2 Welcoming new Members

Committee Secretariats produced welcome packs for the new Members to understand the functioning of the EP and the relevant files. Constitutive meetings went smoothly, thanks to the good cooperation and preparation with other EP services involved (especially Coordleg). Organising the work of the new committees in the 8th legislature began with Coordinators' meetings in July or early September, based on comprehensive and informative notes by the Secretariats explaining the rules and practices.

Delegation Secretariats have also prepared very handy welcome packages and handbooks for the new legislature offering new Members of the Parliament concise information about the Delegations and Assemblies.

2.4.2.3 Preparing the Hearings of commissioners-designate

Directorate for Regions successfully prepared and carried out the constitutive meetings of the new Delegations and Assemblies. This time the organisation of the meetings was even more demanding and complicated due to a change of dates and reduction of timeslots for the constitutive meetings as a consequence of changed dates of the hearings of Commissioners designate.

All DG EXPO committee Secretariats played a pivotal role in planning for the hearings of the candidate Commissioners for development and humanitarian aid (DEVE), for trade (INTA), for neighbourhood and enlargement negotiations and the HR/VP for foreign affairs and security policy (AFET) both in substantive terms, with briefings suggesting possible questions which Members might like to pose, and in procedural terms, assisting the political groups to reach agreement on the format of the questions and on the list of speakers. The Secretariats also provided valuable assistance in providing first drafts of the assessment letters and subsequently helping political groups reach agreement on the letters.

2.4.3 Optimise the DG's resources efficiently

To allocate the DG's resources efficiently and optimise the management of these resources in the service of Parliament's bodies, in cooperation with the other DGs and in particular, in an election year, by:

2.4.3.1 Setting up structures in liaison with IPOL and optimise coordination with the new EPRS

EXPO financial actors regularly participate in DG IPOL Financial Actors' Meeting to review and harmonise issues of common interest. In the process of the audit of the external expertise DG IPOL and EPRS colleagues were informed at the Public Procurement Forum's meeting about the audit results.

Moreover, regular meetings were held with IPOL and EPRS at Director and HoU level to improve coordination and avoid duplication of work.

2.4.3.2 Completing the move to Square de Meeûs

The move of the DG to the Square de Meeûs building has also been a considerable challenge, very well managed at the Personnel Unit's level but there have been numerous technical issues involved.

Between May and June 2014, the IT Unit supervised all activities related to moving ICT equipment to SQM. Thanks to the intensive work in preparation for the move, DG EXPO staff was able to access to their ICT equipment the very day of the move.

2.4.3.3 To rationalise all the DG's administrative management tools including financial management

The Internal Audit showed that, overall, DG EXPO's management and control procedures provided reasonable assurance that the external expertise acquired in the field of external policies was purchased in compliance with the applicable rules. To address a few issues, which entailed moderate exposure to residual risk, the Internal Auditor established together with DG EXPO a five-point action plan.

After launching an open call for tender for external expertise, eight new framework contracts were concluded in 2014. The high number of offers (57) ensured competition and resulted in a good value for money. The cooperation between the services involved (colleagues from Finance Unit, Policy Department, Committee Secretariats, IPOL and EPRS) was excellent.

To rationalise and simplify the management of the financial resources, the tender documents were simplified with the agreement of the Public Procurement Forum to increase competition by making it easier for small and medium sized enterprises, and economic operators outside the EU to participate. Also, a simplified workflow was introduced in Webcontracts by waiving the obligation of the ex-ante verification on condition that a provisional commitment had already been validated and the value of the contract in question was below or equal to 1000 Euros.

Reflecting the stricter requirements of the Conference of Presidents and the Bureau, 115 individual financial statements were issued in 2014.

IT Unit staff have also contributed to setting up five SharePoint scenarios, three of which are currently in production.

2.4.3.4 Developing staff management

The activities of Personnel Unit have been mainly devoted to the implementation of the new Statute. DG PERS has produced throughout the year numerous rules to implement the changes in the fields of recruitment, ethics, assessment procedure, career evolution, working time and conditions, missions, etc. These new Rules have created an important work overload for the unit as a whole. The recruitment procedure has been improved according to the objectives (reinforcement

of the selection).

The Personnel Unit has also been in charge in 2014 of the follow-up of the screening exercise launched in 2013 in DG EXPO. 3 working groups have consequently been set up (IT, Training and Relations between Staff and Management) and have produced recommendations on the basis of which the unit has launched an action plan which is already being developed. A special attention has also been given to the Training in order to propose tailor-made training for the staff.

The mobility still remains a difficult and heavy exercise due to a lack of precise instructions and global coherence, as well as a fluctuating timetable, all this leading to a complex system which is not always understood by the staff.

2.4.3.5 Enhancing the DG's cohesion and communication capacity

A significant step forward has been taken by promoting and signing an Administrative Arrangement between the European External Action Service and the European Parliament (for DG EXPO, IPOL and EPRS) which has been immediately implemented: an exchange of staff of 14 people from EP and 5 from EEAS has already taken place, with a very positive feedback from both sides.

This topic was developed in different ways. First, the EXPO's PPP "Increasing the dissemination of information related to the activities of parliamentary organs that are assisted by DG EXPO" aims at better promoting external policies activities through intranet and internet.

It was also one of the main discussions of the DG EXPO Management Away Day 2014 touching upon "relations between staff and the hierarchy" but also "internal improvements within the DG" about cohesion of the services' activities.

On a more informal but very welcome approach a number of enthusiast staff created "DG EXPO Social Committee". On the basis of a poll it proposes a large range of activities from sport, ted-style talks to parties. The Christmas party was friendly and well attended.

The IT unit has also contributed to improving collaboration and information sharing by implementing a completely new version of the DG's intranet available. This site has been live since 1 October.

2.4.3.6 Exchange programmes for better knowledge and network

Most Committee Secretariats were involved in various exchanges of staff with UNDP and EEAS. The integration of new colleagues with the Committee Secretariats was facilitated by the availability of draft handbooks on rules and best practices in committees, prepared for MEPs during the electoral break.

The Head of the EP Mediation support Service spent 3 months with the EEAS conflict prevention and mediation experts, taking part in their mediation training programme and establishing good working relations which has already led to a presentation by the EEAS- Director for Conflict Prevention and Security Policy to DEG on the EU actions in this area and the possibilities for the EP to play a greater role. In addition, EPMS organised a meeting with colleagues of the ACP Unit, the EEAS desk and the conflict adviser for the EEAS-Africa Directorate on Burkina Faso. Finally, the Deputy Head of the Security Policy Division of EEAS spent four weeks in the Directorate and held inter alia a very useful information meeting for EXPO colleagues on risk analysis in CFSP. A colleague of OPPD (now in DEVE) was seconded for 2 months to UNDP in Tunisia in the context of the JOINT EU/UNDP/EP support actions for the Tunisian parliament.

2.4.3.7 Stepping up training

EXPO staff participated very actively in on-going training courses before, during, and after the electoral break. Finance Unit team gave a presentation of the hands-on practice on the financial rules and events organisation, for new colleagues within the DG.

2.4.3.8 Ensuring security of delegations on official journey

All staff partaking in travel are required to participate in a one day training course on raising awareness to security and medical emergencies during travel.

The Personnel Unit, as responsible for sponsoring the Safe Mission Database, of which ITEC was in charge, has to report that this project is so far a failure, despite being essential to the security of official travels outside the 3 working places. A new Head of project was appointed by DG ITEC in July 2014 but it is uncertain whether the new database will be operational in 2015! It has to be stressed that the absence of a reliable IT database as well as of a genuine security procedure for authorised travels constitutes a major risk for the EP (and especially for our DG) in terms of risk management.

To ensure security of delegation activity, the Event Organisation Service and IT Unit improved the quality and reliability of the procedure for the registration of the events' participants. It proved useful for the recent ACP-EU JPA in Strasbourg in connection to the Ebola risk.

Closer cooperation with other EXPO services, DGs INTE, TRAD, INLO, and with Political Groups facilitated a more efficient resources allocation. Building upon the process started in 2013 further steps have been taken for better aligning the procedures for the meetings of Multilateral Assemblies. In addition, shared drives have been set up in order to improve circulation of information between the relevant units involved in the organisation of an event.

2.5 Result indicators

As most of the objectives at DG level are mainly political (as for example "increase EP's involvement in the EU's external policies by improved support to parliamentary bodies in their legislative, budgetary, control and diplomatic functions"), it is difficult to establish meaningful numeric result indicators related to them. Therefore, the reported numeric result indicators should be analyzed together with the qualitative results (described above) in order to establish a total picture of the DG's results in the reporting period.

To support the work of the 113 political bodies dealing with external relations, the units of the DG have organized 65 inter-parliamentary and 7 committee delegations or activities with financial implication in the election year 2014. The table below shows the delegations/activities by units in 2014 and 2013 for comparison:

Inter-parliamentary delegations	No of delegations/activities in 2014	No of delegations/activities in 2013
Enlargement/EEEA	14	23
Eastern Partnership/Russia	5	7
Middle East	7	11
Transatlantic Relations	1	2
Asia/Australia/New Zealand	3	20
WTO meetings	1	1
Election Observation missions	8	14
Ad hoc delegations	6	6
ACP delegations	1	4
ACP-EU JPA meetings	6	12
Latin America delegations	2	8
PA Eurolat	1	3
PA Union for Mediterranean (Euromed)	1	6
PA Euronest	9	6
Total inter-parliamentary delegations and Assemblies	65	123
Committee delegations	7	23
Total	72	146

The procurement of external expertise to support the work of the committees and sub-committees, stands for almost one third of DG EXPO's budget. DG EXPO procured 30 external studies in 2014. In addition, the Policy Department produced 251 internal papers and Country Security Assessments, and organised 22 informal meetings to support the political engagements of the EP's parliamentary bodies. The table below shows the details of the Policy Department's production:

Speaking Points / Background	At a glance	Briefings	In-depth analysis	Studies	External studies (incl. Workshops)	Country Security Assessment (CSA)	Informal Meetings (incl. 18 Policy Hubs, 3 Diplomacy Forums)
56	7	56	84	5	30	43	22
19%	2%	18%	28%	2%	10%	14%	7%

In order to support the Members' political works and to provide for the possibility of having in-depth discussions on topics of immediate interest and concern for the Committees and Subcommittees, the secretariats organized 24 public hearings in 2014. To these hearings, 55 guests were invited to present their views and out of these 25 were paid guests. The table below shows the number of hearings organised by the different committees/subcommittees:

Committee	Number of hearings	Number of invited guests	Number of paid guests
AFET	2	4	3
DEVE	3	7	3
INTA	6	18	8
DROI	10	20	11
SEDE	3	6	0
Total	24	55	25

As regards public hearings, the maximum quota for invited, paid guests, was 72 in 2014, of which 34.7% was used.

The Democracy Support Directorate organised 5 study visits, 1 workshop, 1 special mission, 1 training, and received 7 fellows in 2014; Human Rights Actions Unit in cooperation with the Information Offices: 9 events with participation of Sakharov Laureates; the Pre-Accession Unit organised 5 study visits, 4 conferences, 3 seminars, 2 meetings and received 7 fellows. Three fora took place in November-December for the Young Political Leaders from Southern and Eastern Neighbourhood Countries.

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

When evaluating the internal controls in DG EXPO, it is worth bearing in mind that in terms of budget appropriations, its activities include a high number of low value transactions. Around one third of DG EXPO's budget is used for expenses directly related to delegations' activities, almost one third for democracy support activities, and the rest mainly for the external expertise aimed at supporting the work of the committees.

The programmes and activities of the committees and delegations are adopted by the Conference of Presidents/ Bureau, while the programmes of the new Democracy Support Directorate are adopted by the Democracy Support and Election Coordination Group (and subsequently by the CoP).

After political authorisation, the initiation of the requests takes place in the operational units while the financial initiation, the procurement/ordering, the ex-ante verification and budgetary authorisation are dealt with by the finance unit. This segregation of duties (after political authorisation) guarantees that each transaction is implemented and monitored by four different actors. Therefore, the use of budget funds is under detailed scrutiny.

The centralisation of procurements to the finance unit, improves further the internal control in this context.

As regards sensitive posts, on the basis of the screening in 2012, DG EXPO's assessment did not identify any post with sensitivity above the acceptable level. This is mainly due to the control environment in the DG and particularly due to segregation of duties which allocates to different individuals the operational initiation, financial initiation, ex-ante verification and authorisation of each transaction. As requested by the Secretary-General on 09.01.2015 a new assessment exercise is now to be launched.

Concerning programming, objective setting and delegations of powers, programming was performed through the first six months programme for committee and delegations activities. For budget savings reasons and reform debates no programme was set up for the rest of 2014. Objectives are set yearly on the basis of the Administrative Work Programme approved by the Secretary General (soon to be replaced by the S.E.F. and its associated P.P.P.). The objectives of the DG are communicated to the staff in writing, objectives at lower levels in writing and orally in meetings. Delegations of powers are clearly defined and always communicated in writing.

Risk management within the DG is monitored in cooperation with the Risk Manager. A simplified risk register is prepared on the basis of the standard scheme. Next steps will be to include it in the planning and management of the DG's activities. For details concerning risk management, please see points 1.2 and 6.7.

4. CONCLUSIONS

4.1 General evaluation of the reporting period

DG EXPO operated in accordance with the yearly objectives it has set up, through the projects of the Administrative Work Programme 2012-2014 and on the basis of the decisions of the political authorities. In this process, the Authorizing officer by delegation optimizes the allocation of financial and human resources.

4.2 Evaluation of the available resources

Though the 2014 budget was adapted to an election year it proved to be more than sufficient. This was the result of a very limited number of delegations during the period following the elections. This is a consequence of a strict financial execution in line with the invitation of the budgetary resolutions. The human resources as described in point 2.2 were sufficient.

As a result most of the DG objectives were reached at a high level be it to consolidate the European Parliament impact in the area of the European Union's external action or to prepare the forthcoming Parliament so that Members elected in 2014 can carry out their duties effectively from their first months in office or to allocate the DG's resources efficiently and optimise the management of these resources.

4.3 Conclusions on strenghts and weaknesses and foreseeable measures with a view to better adaptation of the available personnel and budgetary resources

As regards DG EXPO's staff members, it is worth noting they offer the relevant education and experience, the necessary linguistic range as well as the necessary availability for working during late meetings and during missions to remote destinations. These features are key points to meet the needs of EXPO activities constraints.

Regarding the financial resources, those were sufficient and, on a number of budget lines, exceeded the needs. Consequently the opportunity of the two mopping-up transfers was used to reduce the available appropriation and thus avoid the cancellation of the relevant amounts.

Rather than describing the weaknesses we hereby propose a number of actions which in the future would strengthen the DG capabilities.

- Implementing, where applicable, the report of the TF on the working methods within DG EXPO and envisaging an adaptation of DG EXPO structures by mid-term, in line with the report's annex.
- A professional training plan focusing on knowledge updates, innovation capacity and professional behaviour. It would help the staff to evolve as quickly as the external environment requires and enable staff to make the most of the future new technologies.

These actions need strong commitment to be successful. Most of these actions are addressed in the Parliamentary Projects Portfolio to be implemented in the next years. The 2015 objectives of the Directorate-General for External Policies refers to the " Cross-cutting objectives related to DG EXPO's Strategic Execution Framework" and in particular setup the objective "to implement, adapt or withdraw the Parliamentary Project Portfolio (PPP) projects which DG EXPO is a sponsor; to monitor and, when opportune, to contribute to all other projects that could impact on the work of DG EXPO".

Working that way would certainly strengthen EXPO resources.

5. DECLARATION BY THE AUTHORISING OFFICER BY DELEGATION

I, the undersigned, L. Marco AGUIRIANO NALDA

Director-General for External Policies of the Union

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 anything not reported here that could be prejudicial to the interests of the institution.

Done at Brussels

on 27 January 2015

Signature

6. ANNEXES

6.1 Budget implementation statements for 2014 Relevés d'exécution budgétaire 2014

6.1.1 Current appropriations

Poste	Intitule	Crédits Initiaux	Virements Budg. Suppl.	Crédits Actuels	Engagements contractés	% Util.	Paiements effectues	Soldes des Engag.	Crédits disponibles
03020-10-99	FRAIS DE RECEPTION ET DE REPRESENTATION	64.200,00	- 15.000,00	49.200,00	24.820,63	50,45%	16.301,39	8.519,24	24.379,37
03042-02-99	REUNIONS, CONGRES ET CONFERENCES : REUNION DES COMMISSIONS ET DES DELEGATIONS	52.500,00	- 23.000,00	29.500,00	9.666,23	32,77%	9.666,23	-	19.833,77
03042-05-99	REUNIONS, CONGRES ET CONFERENCES : COTISATIONS	10.000,00	-	10.000,00	6.872,94	68,73%	6.872,94	-	3.127,06
03043-00-01	DELEGATIONS EUROPE - ENLARGEMENT/EEA	35.000,00	-	35.000,00	21.028,00	60,08%	11.028,93	9.999,07	13.972,00
03043-00-02	DELEGATIONS EUROPE - EURONEST/RUSSIA	15.000,00	8.183,22	6.816,78	6.816,78	100,00%	6.816,78	-	-
03043-00-03	DELEGATIONS MIDDLE EAST	25.000,00	6.481,41	18.518,59	16.070,69	86,78%	11.409,44	4.661,25	2.447,90
03043-00-04	DELEGATIONS AFRICA/CARIBBEAN/PACIFIC	15.000,00	9.322,91	5.677,09	5.677,09	100,00%	5.677,09	-	-
03043-00-05	DELEGATIONS TRANSATLANTIC RELATIONS	20.000,00	18.811,59	1.188,41	1.188,41	100,00%	1.188,41	-	-
03043-00-06	DELEGATIONS LATIN AMERICA	25.000,00	-	25.000,00	3.729,99	14,92%	3.729,99	-	21.270,01
03043-00-07	DELEGATIONS ASIA/AUSTRALIA	75.000,00	66.813,98	8.186,02	8.186,02	100,00%	8.186,02	-	-
03043-00-08	WTO MEETINGS	10.000,00	6.932,70	3.067,30	1.567,30	51,10%	1.567,30	-	1.500,00
03043-00-09	ELECTION OBSERVATION MISSIONS	200.000,00	- 103.389,25	96.610,75	59.528,64	61,62%	40.262,44	19.266,20	37.082,11
03043-00-10	DELEGATIONS AD HOC	10.000,00	11.003,90	21.003,90	15.503,89	73,81%	15.503,89	-	5.500,01
03043-00-20	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE ACP-UE	200.000,00	74.028,11	125.971,89	64.051,82	50,85%	26.546,91	37.504,91	61.920,07
03043-00-21	FRAIS MISSIONS AUTONOMES ACP	40.000,00	35.000,00	5.000,00	-	0,00%	-	-	5.000,00
03043-00-22	FRAIS EXPERTS ACP	40.000,00	20.000,00	20.000,00	10.149,74	50,75%	3.649,74	6.500,00	9.850,26
03043-00-30	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE EUROLAT	35.000,00	10.093,50	24.906,50	15.047,27	60,42%	15.047,27	-	9.859,23
03043-00-40	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE UFM	210.000,00	- 210.000,00	-	-	-	-	-	-
03043-00-50	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE EURONEST	25.000,00	6.248,93	18.751,07	17.756,64	94,70%	15.752,89	2.003,75	994,43
03043-00-99	FRAIS DIVERS D'ORGANISATION DES ASSEMBLEES PARLEMENTAIRES, DES DELEGATIONS INTERPARLEMENTAIRES ET AUTRES DELEGATIONS	59.200,00	30.698,30	28.501,70	10.000,00	35,09%	-	10.000,00	18.501,70
	Sous-total	1.039.200,00	- 595.000,00	444.200,00	256.302,28	57,70%	166.367,10	89.935,18	187.897,72
03200-02-01	EXPERTS ET AUDITIONS	60.000,00	10.000,00	50.000,00	31.465,11	62,93%	25.465,11	6.000,00	18.534,89
03200-02-02	ETUDES AFET	146.590,00	8.950,00	137.640,00	123.350,20	89,62%	82.028,90	41.321,30	14.289,80
03200-02-03	ETUDES SEDE	87.660,00	12.445,84	75.214,16	69.100,00	91,87%	1.700,00	67.400,00	6.114,16
03200-02-04	ETUDES DROI	87.660,00	860,00	86.800,00	65.680,00	75,67%	7.280,00	58.400,00	21.120,00
03200-02-05	ETUDES DEVE	86.430,00	2.110,00	84.320,00	17.672,00	20,96%	9.572,00	8.100,00	66.648,00
03200-02-06	ETUDES INTA	87.660,00	34.365,84	122.025,84	122.025,84	100,00%	23.545,84	98.480,00	-
	Sous-total	556.000,00		556.000,00	429.293,15	77,21%	149.591,85	279.701,30	126.706,85

03220-12-99	DEPENSES DE DOCUMENTATION ET DE BIBLIOTHEQUE	10.000,00	-	10.000,00	1.372,45	13,72%	1.372,45	-	8.627,55
03230-00-01	RELATIONS AVEC LES PARLEMENTS DES PAYS TIERS ET PROMOTION DE LA DEMOCRATIE PARLEMENTAIRE	450.000,00	- 328.000,00	122.000,00	115.451,30	94,63%	113.622,92	1.828,38	6.548,70
03230-00-02	HUMAN RIGHTS ACTIONS	187.500,00	- 187.500,00	-	-	-	-	-	-
03230-00-03	MEDIATION SUPPORT	-	57.500,00	57.500,00	40.750,00	70,87%	-	40.750,00	16.750,00
	Sous-total	637.500,00	- 458.000,00	179.500,00	156.201,30	87,02%	113.622,92	42.578,38	23.298,70
03245-02-01	PRIX SAKHAROV ET FRAIS D'ORGANISATION LA CEREMONIE DUDIT PRIX	100.000,00	-	100.000,00	76.675,94	76,68%	26.675,94	50.000,00	23.324,06
03245-02-02	RESEAU D'ACTIVITES SAKHAROV	255.000,00	- 138.385,86	116.614,14	45.677,78	39,17%	10.229,39	35.448,39	70.936,36
03245-02-03	YOUNG POLITICAL LEADERS	100.000,00	18.385,86	118.385,86	84.452,24	71,34%	56.752,24	27.700,00	33.933,62
	Sous-total	455.000,00	- 120.000,00	335.000,00	206.805,96	61,73%	93.657,57	113.148,39	128.194,04
03249-03-99	ECHANGES D'INFORMATIONS AVEC LES PARLEMENTS NATIONAUX DES BALKANS OCCIDENTAUX, DES PAYS EN PRE-ACCESSION ET DE LA TURQUIE	170.000,00	30.000,00	200.000,00	149.918,48	74,96%	89.785,52	60.132,96	50.081,52
TOTAL GENERAL		2.994.400,00	- 1.181.000,00	1.813.400,00	1.241.253,42	68,45%	647.237,97	594.015,45	572.146,58

6.1.2 Appropriations carried forward to 2014 (nature 2)

SITUATION CREDITS REPORTEES AUTOMATIQUES EXERCICE : nature 2 of 2014 (EN EUR)

POSTE	INTITULE	CREDITS REPORTEES	CREDITS ACTUEES	ENGAGEMENTS CONTRACTES	PAIEMENTS EFFECTUEES	% UTIL.	CREDITS DISPONIBLEES
03020-10-99	FRAIS DE RECEPTION ET DE REPRESENTATION DES COMMISSIONS PARLEMENTAIRES ET DES DELEGATIONS INTERPARLEMENTAIRES	15000	15000	15000	9192,67	61,28	5807,33
03042-02-99	REUNIONS, CONGRES ET CONFERENCES : REUNION DES COMMISSIONS ET DES DELEGATIONS	11156,6	11156,6	11156,6	3426,4	30,71	7730,2
03043-00-02	DELEGATIONS EUROPE - EURONEST/RUSSIA	962,08	962,08	962,08	962,08	100	0
03043-00-06	DELEGATIONS LATIN AMERICA	4989,79	4989,79	4989,79	4318,3	86,54	671,49
03043-00-22	FRAIS EXPERTS ACP	2500	2500	2500	2123	84,92	377
03043-00-30	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE EUROLAT	193,12	193,12	193,12	193,12	100	0
03043-00-09	ELECTION OBSERVATION MISSIONS	59796,56	59796,6	59796,56	52665,2	88,07	7131,36
03043-00-20	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE ACP-UE	49757,52	49757,5	49757,52	35403,61	71,15	14353,91
03043-00-03	DELEGATIONS MIDDLE EAST	6602,14	6602,14	6602,14	4502,14	68,19	2100
03043-00-01	DELEGATIONS EUROPE - ENLARGEMENT/EEA	11744,69	11744,7	11744,69	10942,33	93,17	802,36
03043-00-40	FRAIS DIVERS ASSEMBLEE PARLEMENTAIRE UFM	250	250	250	0	0	250
03043-00-10	DELEGATIONS AD HOC	5019,62	5019,62	5019,62	2751,86	54,82	2267,76
03043-00-05	DELEGATIONS TRANSATLANTIC RELATIONS	3806,86	3806,86	3806,86	264,86	6,96	3542
03043-00-07	DELEGATIONS ASIA/AUSTRALIA	34463,96	34464	34463,96	33723,06	97,85	740,9
03043-00-99	FRAIS DIVERS D'ORGANISATION DES ASSEMBLEES PARLEMENTAIRES, DES DELEGATIONS INTERPARLEMENTAIRES	10000	10000	10000	437,44	4,37	9562,56
03200-02-05	ETUDES DEVE	135596,53	135597	135596,53	132833,53	97,96	2763
03200-02-04	ETUDES DROI	80695	80695	80695	76145	94,36	4550
03200-02-03	ETUDES SEDE	34700	34700	34700	28500	82,13	6200
03200-02-02	ETUDES AFET	116170	116170	116170	115062	99,05	1108
03200-02-01	EXPERTS ET AUDITIONS	23857,11	23857,1	23857,11	3958,24	16,59	19898,87
03200-02-06	ETUDES INTA	43750	43750	43750	41356,25	94,53	2393,75
03200-02-99	ACQUISITION D'EXPERTISE : ETUDES, EXPERTS ET AUTRES PERSONNALITES	500	500	500	-95,98	-19,2	595,98
03220-12-99	DEPENSES DE DOCUMENTATION ET DE BIBLIOTHEQUE: LIVRES ET SOUSCRIPTIONS	1700	1700	1700	1137,98	66,94	562,02
03230-00-01	RELATIONS AVEC LES PARLEMENTS DES PAYS TIERS ET PROMOTION DE LA DEMOCRATIE PARLEMENTAIRE	102879,93	102880	102879,93	76463,33	74,32	26416,6
03230-00-02	HUMAN RIGHTS ACTIONS	39500	39500	39500	38822,3	98,28	677,7
03244-04-01	EURONEST - SCOLA	13653	13653	13653	11653	85,35	2000
03249-03-99	ECHANGES D'INFORMATIONS AVEC LES PARLEMENTS NATIONAUX DES BALKANS OCCIDENTAUX, DES PAYS EN PRE-ACCESSION ET DE LA TURQUIE	99770,21	99770,2	99770,21	94151,3	94,37	5618,91
03245-02-02	RESEAU D'ACTIVITES SAKHAROV	11377,1	11377,1	11377,1	7025,04	61,75	4352,06
03245-02-01	PRIX SAKHAROV ET FRAIS D'ORGANISATION DE LA CEREMONIE DUDIT PRIX	66885,08	66885,1	66885,08	50941,39	76,16	15943,69
03245-02-03	YOUNG POLITICAL LEADERS	54847,08	54847,1	54847,08	38527,08	70,24	16320
TOTAL		1042123,98	1042124	1042123,98	877386,53	84,19	164737,45

See further explanation under point 2.3.4

6.2 Report on compliance with payment time limits Rapport sur le respect des délais de paiement

Factures payées		Intérêts de retard à payer à la demande (<=200€)	Pas d'intérêts de retard à payer	Total
Endéans le délai	Nombre de factures		427	427
	Montant total des factures (EUR)		1.026.373,59	1.026.373,59
	Montant des intérêts de retard (EUR)			
Après le délai	Nombre de factures	69		69
	Montant total des factures (EUR)	96.596,47		96.596,47
	Montant des intérêts de retard (EUR)	201,45		201,45
Nombre de factures		69	427	496
Montant total des factures (EUR)		96.596,47	1.026.373,59	1.122.970,06
Montant des intérêts de retard (EUR)		201,45		201,45

In 2014, 69 invoices were paid late, accumulating late-payment interests for a total amount of 201.45 Euros. However, these late-payment interests were all below the threshold of 200 Euros that triggers automatic payment of the interests, and were only payable under request from the supplier. As none of the suppliers requested such a payment, none of these interests was paid.

The number of late paid invoices in 2014 was 24% less than in 2013.

6.3 List of exceptions - derogations from the rules Liste des exceptions - dérogations à la réglementation

List of waivers/cancellations of receivables (Arts. 91 and 92 RAP)
Liste des renonciations/annulations de créance (RAP 91, 92)

No exceptions in 2014.

Dérogations aux procédures - Exceptions to procedures

Not applicable.

Les décisions dérogeant aux procédures établies et aux réglementations applicables							
Réf. document	Ordonnateur compétent	Objet	Montant	Avis vérificateurs		Décision	
				conforme avec observation / non conforme	Justification	Ordonnateur compétent	Justification

Renonciation/annulations de créance - Waivers/cancellations of receivables

Les procédures de renonciations/annulations de créance				
Réf. document	Ordonnateur compétent	Objet	Montant	Justification de l'ordonnateur quant à la renonciation/annulation

6.4 Long-term contractual obligations
Obligations contractuelles de longue durée

Not applicable.

6.5 Exceptional negotiated procedures – Articles 53, 134 and 135 of the RAP
Procédures négociées exceptionnelles - articles 53, 134 et 135 RAP

Nom/s de/s l'attributaire/s	Objet	Montant	Base juridique	Motif	Candidats		Critères d'acceptabilité	Référence du marché	Date Avis FMP
					Invités	Pour négociations			
GIZ	Election observation mission to Egypt 26-27/05/2014, first round	16619,42 EUR	NP article 134.1 b)	To implement the logistical, security and administrative aspects, a direct contract was awarded to the same economic operator which the European Commission contracted following its call for tender for framework contract under EuropAid/132614/C/ser/multi.	1	1	Price quote of the service provider of 07/05/2014	2014/20110-01	Not applicable

6.6 Results of ex-post controls

Résultat des évaluations ex-post

Objet: ED 20215/2013 - Ex-Post control of the Eurolat-file "E-learning training programme + experts network"

Conclusions:

1) In the file submitted for ex-post control it wasn't possible to find evidence that a genuine competition has been promoted (only 1 economic operator consulted/invited to submit an offer).

Therefore it isn't possible to confirm that the principle of economy has been respected:

"2. The principle of economy requires that the resources used by the institution in the pursuit of its activities shall be made available in due time, in appropriate quantity and quality and at the best price."

2) It wasn't also possible to see how the financial conditions have been negotiated;

Therefore it isn't possible to confirm that the principle of efficiency has been respected:

The principle of efficiency concerns the best relationship between resources employed and results achieved.

3) Since there is no evidence in the documentation submitted for ex-post control concerning specific, measurable, achievable and relevant objectives for the training activity covered;

It is difficult to determine if *"The principle of effectiveness concerns the attainment of the specific objectives set and the achievement of the intended results."* has been respected.

The only possible way to confirm the achievement of those objectives remains with the final assessment made after each module (Apto / No Apto). It should be noticed the number of No Apto participants especially in Modules 2, 3.

It should be noticed as well the number of participants in the last module 4 with only 12 participants out of 23 that can reveals a lack of interest in the training.

From the exposed and final results obtained it is not clear whether this expense fully met the principles of economy, efficiency and effectiveness.

Recommendations:

For future similar actions, the responsible Unit should consult the Finance Unit in order to request the initiation of a low value tendering procedure, similar to the ones prepared for the POLDEP Unit concerning studies, provide a list of potential economic operators interested and qualified to develop the services required and prepare the tender specifications, detailing as much as possible the training's specific objectives and the intended results.

6.7 Sensitive posts

Fonctions sensibles

Not applicable, see Chapter 3.

6.8 Assessment of the implementation of minimum internal control standards Evaluation de la mise en oeuvre des normes minimales de contrôle interne

Tableau synoptique d'évaluation
(base : normes de 2002)

N° norme 2002	N° norme 2014	achevée	presque	en partie	démarrée	à démarrer / NA
Section 1: Environnement de contrôle						
1. Déontologie et intégrité	2	x				
2. Mission, rôle et tâches	1	x				
3. Compétences du personnel	3	x				
4. Rendement du personnel	3, 4	x				
5. Fonctions sensibles	7	x				
6. Délégation	7	x				
Section 2: Performance et gestion des risques						
7. Fixation d'objectifs	5	x				
8. Programmation pluriannuelle	n/a					
9. Programme de travail annuel	5	x				
10. Contrôle de la performance sur la base d'objectifs et d'indicateurs	5	x				
11. Analyse et gestion du risque	6	x				
Section 3: Information et communication						
12. Information ad hoc en matière de gestion	12, 13	x				
13. Enregistrement du courrier et systèmes d'archivage	11, 12	x				
14. Signalement d'irrégularités	12	x				
Section 4: Activités de contrôle						
15. Documentation relative aux procédures	8, 13	x				
16. Séparation des tâches	8	x				
17. Surveillance	9	x				
18. Relevé des exceptions	8	x				
19. Continuité des opérations	10	x				
Section 5: Audit et évaluation						
20. Identification et correction des insuffisances du contrôle interne	15	x				
21. Rapports d'audit	16	x				
22. Examen annuel du contrôle interne	15	x				

Commentaires sur le résultat de l'exercice annuel de l'autoévaluation des NMCI

1. Environnement de contrôle

DG EXPO issued in July 2012 a practical handbook that has been distributed to all the staff and newcomers and made available on the DG's intranet.

The DG EXPO handbook (Last updated: 1 October 2012, currently under revision) was set up in order to facilitate staff understanding and accomplishment of their duties and the organisation objectives.

The main aspects are mentioned on chapters:

2. DG EXPO structure;
3. Administrative meetings; &
4. Administrative rules.

2. Performance et gestion des risques

DG EXPO, Directorate and Unit objectives are set up, monitored and reported annually according to the relevant EP decisions, namely the Committees Annual Programme and the Semester Programme of the Delegations.

On 18 December 2014, DG EXPO published its "Strategic Execution Framework"

The SEF is intended as a "management tool that help guides work in an organisation so that the strategic decisions get carried out and bring benefits to the entire organisation".

The metrics will be used to evaluate whether goals are reached, whether projects are accomplished and, more generally how the daily work ("operations") is carried out.

Following an internal assessment of the more risky activities a DG EXPO Security Service is operating 365/24 ready to provide first assistance to the Outgoing Delegations/staff missions.

3. Information et communication

Monthly management and heads of unit meetings are hold to discuss, monitor and report the DG's activity and achievements.

The Bureau Away Days and EXPO general assembly are also important events for communicating the DG's activities, difficulties and results.

Furthermore DG EXPO as implemented a social network to promote the organisation values and mission and publish trimestral newsletters.

4. Activités de contrôle

All the documentation related to legal and financial procedures is centralised and kept by the relevant services in appropriated archive rooms.

The centralisation of procurements' management tasks in the field of external expertise have been standardized according to an assessment process and respective conclusion in order to better segregate the operational from the financial tasks.

This standardization has been audited by the EP service and the recommendations were implemented.

No exceptions to the EU's Financial Regulations and Implementing Rules have been registered in 2014 otherwise they would be registered as previously in annual activity report in the appropriate item.

All the DG activities in the different areas have been successfully completed in 2014 and the systems and processes currently in place (staff "back up", knowledge "transfer", documentation systems, etc.) allows to assess positively the DG's staff capacity to perform effectively and efficiently their tasks and activities.

Section 5: Audit et valuation

DG EXPO different services have submitted in 2014 to several audits on different matters, some included in the annual Audit Service's plan and others at request of DG EXPO.

The audit results can be considered very positive, the overall assessment was also in positive terms and the audit recommendations and opportunities for improvement were very well received and implemented.