

**Annual Activity Report  
2014**

**DG EPRS**

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## 0. BUDGET IMPLEMENTATION OVERVIEW

	Appropriations of 2014	Crédits 2014	
A	Initial appropriations	Crédits initiaux	8.861.676,00
B	Final appropriations	Crédits finaux	6.341.776,00
C	Commitments	Engagements	6.047.809,02
D	Commitments in % of final appropriations	Engagements en % des crédits finaux	95%
E	Payments	Paiements	3.734.765,37
F	Payments in % of commitments	Paiements en % des engagements	62%
G	Cancellations of 2014 final appropriations	Annulations de crédits finaux 2014	293.966,98
H	Cancellations appropriations in % of final appropriations	Annulations en % des crédits finaux	5%
	<b>Appropriations carried over from 2014 to 2015</b>	<b>Crédits reportés de 2014 à 2015</b>	
I	Automatic carryovers from 2014 to 2015	Crédits reportés automatiquement de 2014 à 2015	2.313.043,65
J	Automatic carryovers from 2014 to 2015 in % of commitments	Crédits reportés automatiquement de 2014 à 2015 en % des engagements	38%
K	Non-automatic carryovers from 2014 to 2015	Crédits reportés non-automatiquement de 2014 à 2015	0,00
L	Non-automatic carryovers from 2014 to 2015 in % of final appropriations	Crédits reportés non-automatiquement de 2014 à 2015 en % des crédits finaux	-
	<b>Appropriations carried over from 2013 to 2014</b>	<b>Crédits reportés de 2013 à 2014</b>	
M	Automatic carryovers from 2013 to 2014	Crédits reportés automatiquement de 2013 à 2014	2.799.210,76
N	Payments against automatic carryovers from 2013 to 2014	Paiements sur crédits reportés automatiquement de 2013 à 2014	2.662.776,43
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	95%
P	Cancellations of automatic carryovers from 2013 to 2014	Annulations de crédits reportés automatiquement de 2013 à 2014	136.434,33
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	5%
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	-
U	Cancellations of non-automatic carryovers from 2013 to 2014	Annulations de crédits reportés non-automatiquement de 2013 à 2014	-
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	-
	<b>Assigned revenue in 2014</b>	<b>Recettes affectées 2014</b>	
W	Appropriations from assigned revenue in 2014 (current)	Crédits de recettes affectées courants 2014	0,00
X	Assigned revenue carried over to 2014	Crédits de recettes affectées reportés à 2014	0,00
Y	Payments in 2014 against appropriations from assigned revenue (current and carried-over)	Paiements sur crédits de recettes affectées 2014 (courants et reportés)	0,00
Z	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)	-

## 1. OBJECTIVES

### 1.1. The DG's objectives

The following objectives for 2014 were adopted by EPRS Senior Management:

- The successful completion of the establishment of the new DG, so that it is fully operational by 1 September 2014, will be the central objective for the coming year. This will involve both realising improved synergies between the various services that have been brought together and developing a range of new products and services for the Parliament. A common visual identity and branding for the new DG and its output will be introduced during spring 2014.
- Critical to the establishment of the DG is the progressive development of the new Members' Research Service. Divided into four units and staffed by subject specialists, this will provide a dedicated research capability for Members and generate a wide range of new, in-depth analytical and briefing publications across the major policy fields, building on the best of the pre-existing Library output. The new Members' Hotline, providing a single point-of-entry for the services of the Members' Research Service and the Library, will be established.
- The Library will support the Directorates for the Members' Research Service and Impact Assessment and European Added Value in their research and analytical work. It will open a new Members' Reading Room on the ground floor of the Spinelli building, to complement the existing reading rooms in Brussels, Luxembourg and Strasbourg.
- It will strengthen its role in providing information and documentation to clients by physical and online access to information sources, upgrade the EPRS intranet to incorporate new features, and contribute actively to the planned build-up of the Think Tank pages of the Parliament's internet site. The '100 Books to Remember' project will be brought to fruition. The provision of training support to EP and Members' staff in the use of databases and other information sources will be further developed.
- The work of the Historical Archives will be dovetailed closely with the coming launch of the new House of European History, to help provide a coherent account of the institutional development of the Parliament. The output of the Citizens' Enquiries Unit will be made more widely available to Members. The Transparency Unit will implement the new arrangements being defined between the Parliament and Commission in relation to the Transparency Register and it will present a handbook on access to documents.
- The existing work of the DG in the fields of Impact Assessment and European Added Value will be strengthened and developed, so that parliamentary committees are well placed to analyse legislative options and intensify scrutiny and oversight of the executive throughout the policy cycle.
- The provision of detailed analysis for ex-post impact assessment (evaluation) will be deepened, with the launch of a range of new products. Support for the Parliament in the elaboration of legislative own-initiative reports will be further strengthened. The work undertaken on European added value and the cost of non-Europe has the

potential to prove especially valuable in assisting committees during the hearings for Commissioners-designate.

- The work and output of the Science and Technology Options Assessment (STOA) process will be made more widely available, and the launch of the new STOA Panel in the next Parliament will be guaranteed.
- The research and analytical work of the DG in all fields will be underpinned by close and effective mutual cooperation with the Policy Departments in DGs IPOL and EXPO, and with other horizontal services in the Parliament's administration. Liaison with outside bodies, such as national parliamentary libraries and research services, as well as with European think tanks and research institutes, will continue to be developed.
- The breadth, depth and general availability of the services of the DG will be drawn actively to the attention of Members, notably at the beginning of the new parliamentary term, through the 'welcome desk', 'welcome pack' and other processes.
- The consolidation of the DG will be underpinned by the successful integration of new staff and the move to the Square de Meeûs Building later this year. The former process will be supported by enhanced training and the latter will be undertaken in a way that minimises disruption to services. Capacity in the field of information technology will continue to be upgraded, including migration of the whole DG to Windows 7 during the year.
- In the effective utilisation of the financial and other resources at their disposal, all administrative units will continue the drive to ensure maximum value for money, not least in any public purchasing undertaken by the DG.

## **1.2. Feasibility and risk assessment**

In the first calendar year of its existence, DG EPRS identified and notified four risks in total, some of which were linked to its creation or of temporary nature. These were:

- preservation and management of the Historical Archives (Acquisition of an appropriate, performing IT application was launched in 2014);
- smooth office move to the Square de Meeus building (accomplished in July 2014);
- successful delivery of services from the new Members' Research Service. (The strategy was implemented in 2014, with ongoing measures to optimise services);
- recruitment and integration of new staff (partially accomplished in autumn 2014).

Following the adoption of a new approach to Risk Assessment within the Parliament's administration, in line with the SEF, DG EPRS plans to update its risk register in early 2015.

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

### 2.1. The DG's environment

DG EPRS was created in November 2013. Therefore, 2014 was a special year, dedicated to the successful completion of the establishment of the new DG. During much of the year synergies between the various services that were brought together were established, without affecting the level of service expected by the clients. This period was mainly used to concretely implement the mission of the Directorate General, by offering a coherent set of publications, enriched by the introduction of new tools like in-person briefings, tailored analysis or policy hubs.

In this context, the following were the **principal achievements** of DG EPRS in the course of 2014:

- The new **Members' Research Service** began to provide a dedicated research capability for individual Members and to generate a much **wider and deeper range of in-depth analytical and briefing publications** across all major policy fields for a general parliamentary audience.
- A much higher degree of **policy specialism** was introduced among colleagues in the Members' Research Service, which is now divided into **five policy units**, comprised of Policy Analysts and Information Specialists, and backed by a **publications management and editorial service**.
- A **Members' Hotline** was developed to provide a single point-of-entry for the services of the Members' Research Service and the Library.
- The EPRS generated over **450 publications** in 2014, about two-thirds in physical form and one-third on-line only. These elicited over 700.000 'page views' on-line. In addition, there were another 500 blog posts, with 550.000 page views.
- The Members' Research Service responded to **1.675 personal requests for research or analysis from Members** (or their staff) and the MRS and/or Library dealt with a further 745 similar requests from other clients within the Parliament. About half of these 2.420 requests, which came from over 1.000 individuals in all, were answered on the same day and 90 per cent in less than one week.
- Just under **50 per cent of Members or their offices made requests in the second half of the year**, with the volume and sophistication of enquiries rising rapidly, partly as a result of EPRS's conscious 'client needs' approach.
- The breadth, depth and general **availability of EPRS services** was drawn actively to the attention of Members, notably at the beginning of the new parliamentary term, through a general 'welcome desk' and a personalised **welcome pack**. A dedicated '**client needs team**' was established to carry this process forward on an on-going basis, with **briefing visits** to Members and their staff, individually and collectively.
- **Rules for the operation of the Members' Research Service** were adopted by the Parliament's Bureau in June 2014.

- The **Library** responded to some **17.000 reference and other requests** from clients of various kinds in 2014. There were **1.800 unique users for enquiries** of all kinds; 2.400 for newswires and electronic databases, and 5.400 for search functions.
- A new **EPRS intranet site**, incorporating a range of new features, was launched in May 2014, as was the updated **EP Think Tank** extranet site (coordinated by EPRS), in August 2014. A new **Graphics Warehouse** on the intranet made downloadable charts, tables, maps and other info-graphics from EPRS publications more widely available.
- The EPRS **web-presence** witnessed steadily increasing use. There were about 700.000 page-views for EPRS products. About three-quarters of the 'Europarl' community used the EPRS intranet at some point in 2014 (7.200 unique visitors), with about 1.500 doing so each month. Some 2.000 people from outside the Parliament visited the EPRS blog on an average day.
- The **Library Reading Room** has been used more actively for seminars and roundtables on policy issues, as well as for book launches and other events, including the first **EP-EUI policy roundtable**, following the Parliament's cooperation agreement with the European University Institute.
- The Library opened a new **Members' Reading Room** on the ground floor of the Spinelli building, to complement the existing reading rooms in Brussels, Luxembourg and Strasbourg.
- The Library's '**100 Books on Europe to Remember**' project was successfully launched online in May 2014.
- **Twenty-five new colleagues** were welcomed (on secondment) from the European Economic and Social Committee (EESC) and Committee of the Regions (CoR) in October 2014. They joined the MRS as Policy Analysts, specialising in specific policy areas, or as assistants, in line with the Bureau's agreement between the EP and the two Advisory Committees.
- An **open competition for contractual researchers** was organised, drawing on the support of DG Personnel and EPSO, with 40 persons selected to join Directorates A and C of DG EPRS in 2015.
- The **Citizens' Enquiries Unit** replied to 10.700 letters or emails from members of the public in the course of 2014.
- The **Transparency Unit** handled around 400 requests for current documents and produced a new handbook on **access to documents** for use throughout the Parliament's administration.
- The **Historical Archives Unit** processed over 100.000 paper or electronic files - with the paper files alone stretching to a length of 600 metres - whilst also responding to nearly 700 requests for historic documents, supplying 7.800 such documents.
- Significant further progress was made in strengthening support for parliamentary committees in exercising **scrutiny and oversight** over the executive.

- The work undertaken on **European added value** and the **cost of non-Europe** proved valuable in the run-up to the European elections and assisted committees during the hearings for Commissioners-designate. Seventy-five publications of various kinds were produced by the directorate for these issues.
- The substantial work undertaken between 2012 and 2014 in the identifying potential added value in new initiatives and the cost of non-Europe in various sectors was brought together in a major publication, entitled *Mapping the Cost of Non-Europe*, which attracted positive attention in media, academic and policy-making circles.
- Support for **ex-post impact assessment** (evaluation) by committees was deepened through the launch of important new products, including short *Implementation Appraisals*, longer *European Implementation Assessments*, and rolling check-lists of review clauses in EU legislation and of implementation of European Council conclusions and country-specific recommendations (CSRs).
- The majority of EPRS's Brussels-based staff successfully moved to the renovated **Square de Meeûs** building over the summer of 2014.
- The provision of **training support** to EP and Members' staff in the use of databases and other information sources was actively developed: over 1.000 individuals participated in 124 training sessions of various kinds.
- Overall, the new directorate-general significantly **improved synergies** between the various administrative services that had been brought together in November 2013, whilst developing a range of new products and services for Members and committees, in a strong spirit of client service.
- DG EPRS developed its own **Strategic Execution Framework** (SEF) and defined projects for the new **Parliamentary Project Portfolio** (PPP), based on initiatives taken in 2014 throughout the administration as a whole.



## 2.2. The DG's human resources

	Situation as at 01/01/2013	Situation as at 01/01/2014	Staff numbers as at 31/12/2014 <sup>[2]</sup>
	<b>Establishment plan posts<sup>[1]</sup></b>		
AD	NA	113	108
Permanent	NA	112	105
Temporary	NA	1	3
AST	NA	108	103
Permanent	NA	107	99
Temporary	NA	1	4
Total 1		221	211
	<b>Other staff (FTE estimates)</b>		
Contract staff		12	25
Seconded national experts		2	5
Agency staff			
Interpreters (ACI)			
Accredited parliamentary assistants			
Local parliamentary assistants			
Outside staff		20,5	25,5
Total 2		34,5	55,5
EP total (1+2)		255,5	266,5

## 2.3. Budget implementation in 2014

### 2.3.1. Initial and final appropriations

At the beginning of the year, the appropriations under the responsibility of EPRS amounted to EUR 8.861.676,00. During the two-stage mopping-up exercise, an amount of EUR 2.519.900,00 was made available. Therefore, the final appropriations in 2014 amount to EUR 6.341.776,00.

### 2.3.2. Final appropriations and appropriations committed

Final appropriations: **EUR 6.341.776, 00**  
 Committed appropriations: **EUR 6.047.809, 20**  
 Implementation rate: **95%**.

The difference between the final appropriations and committed appropriations can be explained by the retained margins to keep the DG's capacity to promptly react to last-

<sup>[1]</sup> Additionally, 80 posts were set aside by the Budgetary Authority for staff from the joint translation service of the Committee of the Regions (CoR) and European Economic and Social Committee (EESC).

<sup>[2]</sup> 25 seconded translators joined DG EPRS from the CoR and the EESC on 1 October 2014 with a view to a possible transfer in early 2015.

minute requests for studies or for subscriptions to sources of information coming from Members and/or committees.

DG EPRS took the approach of reducing the number of provisional commitments to a strict minimum, in order to have a tight control over the execution of the budget.

### *2.3.3. Appropriations committed and payments made*

The percentage of payments under committed credits is 62%. There is a structural fact that explains the figure of payments in year n, and the level of carry-overs to year n+1. This stems in large part from the fact that the DG commissions most of its external studies on the basis of requests, during the financial year, from the parliamentary committees. Many of these, particularly the more costly ones, require time-consuming research and rarely give rise to payments in the same year. This has a big effect on the executed payments against current commitments.

Additionally, guests entitled to travel reimbursement sometimes send in their requests and receipts only after the end of the financial year when they prepare their private declaration of income. It should be noted that 2014 was an election year and that parliamentary work was subject to an election recess. Many of the committed requests were received only during the second half of the year. Those commitments were carried over to 2015.

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

As a whole, EPRS has a payment rate on appropriations carried over (from 2013 to 2014) above 95%. The remaining percentage can be explained by the cancellation of purchases of publications which have not been received, and by the provision for travel expenses for experts invited that finally had a lower cost.

### *2.3.5. Use of appropriations arising from assigned revenue*

Not applicable

2.3.5.1 Specific expenditure appropriations/assigned revenue

2.3.5.2 Specific expenditure appropriations/assigned revenue carried over

## **2.4. Results**

In addition to the principal achievements listed under point 2.1 above, the following more specific results were registered by the various Directorates within DG EPRS:

### **Directorate for the Members' Research Service (Directorate A)**

A series of documents has been drafted in 2014 according to the specific institutional agenda: the election of the European Parliament and subsequently the elections of the President of the European Commission and of the whole Commission itself. Among these publications, the briefings on the Parliamentary hearings of the Commissioners-designate and on the role and election of the President of the Commission had a great success, with more than 125.000 downloads of PDFs.

For normal legislative and political processes, the Directorate published about 400 documents in different categories, regarding all the fields of activity of the Parliament and of its MEPs. The accent has been put on areas where the Parliament has legislative power.

## Types and number of publications produced by Directorate A in 2014

At a Glance	134
Briefing	86
In-depth Analysis	12
Online only	146
<b>Total</b>	<b>378</b>

### Directorate for the Library (Directorate B)

In July 2014, a second Reading Room, specifically for Members, was opened in Brussels in the Astrid Lulling Lounge, offering a selection of newspapers and weekly magazines in five languages, both in paper form and on tablets, as well as being staffed by an EPRS librarian to handle queries and requests.

The 'One Hundred Books on Europe to Remember' project was launched. A publicly accessible web space provides a comprehensive selection of academic, intellectual and political works on the European idea and the development of the European integration process.

The Library contributed to the development and constant improvement of the Members' Hotline, staffed in part through the Library information desk. At the start of a new parliamentary term, a new client training programme, focusing on the use of databases and other information sources, was elaborated and implemented.

A new Framework Contract for the acquisition of books was entered into and the Library continued to further develop its collection of e-books.

The programme of events taking place in the EPRS Reading Room was expanded and includes book launches sponsored by Members and EPRS-organised events, some of which are co-organised with partners, such as the European University Institute, with which the Parliament recently concluded a partnership agreement.

The Transparency Unit finalised and presented a Handbook of Access to documents. An update of the Transparency Register is under way including, for example, the preparation of a package of possible EP incentives for registration.

The Ask EP Unit developed the "Ask EP net" service as a web-based single-entry point for citizens. The development of modules (ToEVoc, Anscomp, eWIP) is in process. The unit rationalised its publications, with emphasis on EP answers (a collection of typical answers to citizens' frequently asked questions), and started collaboration with the EP facebook team in order to establish new ways of interacting with citizens.

The Historical Archives Unit started the processing of archives of (former) Members after the elections in May 2014, and continued processing the archives of parliamentary committees (1975-2009), parliamentary delegations (1965-2009) and cabinets of former EP Presidents. It organised exhibitions on Altiero Spinelli and Emilio Colombo. The website of the Historical Archives was revamped and several usability tests conducted.

**Measures of activity for Directorate B in 2014**

<b>Library</b>	
Reading Room opening days	<b>Brussels ASP5D - 226 Brussels ALR - 51 Strasbourg - 43 Luxembourg - 235 Total - 555</b>
Hotline and other enquiries handled (nr of requests)	<b>Brussels ASP5D - 14.939 Strasbourg - 355 Luxembourg - 1.821 Total - 17.115</b>
Loans	<b>Brussels - 8.092 (12.318 incl. renewals) Lux - 1.423 (2.204 incl. renewals) Strasbourg - 10 Total - 9.525 (14.532)</b>
Training sessions	<b>Brussels - 99 (908 participants) Luxembourg - 25 (142 participants) Total - 124 (1.050 participants)</b>
Events	<b>Brussels ASP 5D - 17 Luxembourg - 1 Total - 18</b>
Views on intranet	<b>7.201 (unique visitors)</b>
Books & articles (from catalogue) uploaded on intranet	<b>8.797</b>
EPRS publications uploaded on intranet	<b>507</b>
Posts on the blog	<b>501 (blog posts)</b>
New followers on Twitter	<b>2,835</b>
Number of posts on Facebook	<b>721</b>
<b>Register</b>	
Documents requested	<b>542</b>
Documents sent	<b>742</b>
Quality checks on ERR data	<b>1.940</b>
Mail checked prior to transfer to the Register	<b>2.451</b>
<b>Total registrations</b>	<b>7.472</b>
<b>Historical Archives</b>	
Archives processed	
Nr of new paper files:	<b>24.390</b>
Linear Meters:	<b>597</b>
Nr of processed electronic files:	<b>80.192</b>
Units created and described in the ARCDoc database	<b>93.276</b>
Number of requests	<b>691</b>
Number of documents sent	<b>7.807</b>
Number of study visitors/visitors in groups	<b>29/69</b>
<b>Citizens' Enquiries</b>	
Items of mail received	<b>10.730</b>
Average response time (days)	
0-3	<b>43,05%</b>
3-6	<b>23,01%</b>
6-9	<b>15,78%</b>
9-12	<b>10,82%</b>
More than 12	<b>7,34%</b>

## **Directorate for Impact Assessment and European Added Value (Directorate C)**

The output of the Directorate reflected the fact that 2014 was an election year, with consequently less new legislative and committee work overall, and more focus on implementation of existing legislation and on planning for the forthcoming legislative period.

The level of ex-ante impact assessment work was nevertheless approximately two-thirds of the level of the previous year and amounted to 31 initial appraisals of European Commission Impact Assessments, two detailed appraisals, one impact assessment of substantive amendments, and three substitute or complementary impact assessments.

New products in the area of ex-post impact assessment and policy performance appraisal were drawn up by new units in these fields, including eight implementation appraisals and a comprehensive listing of review clauses in legislation to facilitate the scrutiny and oversight work of the parliamentary committees. Other oversight tools developed for the first time in 2014 included a rolling check-list of commitments by the European Council and an update of the implementation of the country-specific recommendations in the European semester.

In support of political initiatives and agenda-setting by the parliamentary committees, four new Cost of Non-Europe reports were undertaken, as well as a number of assessments mapping the overall cost of non-Europe and the economic potential of the plan put forward by the newly-elected President of the European Commission.

The foresight work of the European Parliament was further strengthened with the publication for the STOA Panel of six studies and eight in-depth analyses on the subjects chosen by the panel members for their strategic interest to policy-making.

### **Type and number of publications produced by Directorate C in 2014**

Initial Appraisal of Commission Impact Assessment	31
Complementary Impact Assessment	3
Detailed Appraisal of the Commission's Impact Assessment	2
Impact Assessment of a Substantive EP Amendment	1
Compendium	1
Cost of Non-Europe Report	4
Cost-benefit analysis and other evaluations	3
Added Value of existing EU policies	1
Implementation Appraisals	6
Implementation in Action	2
Detailed listing	1
Rolling check-list	2
Scorecard	1
European Council briefing	2
STOA publications	18
<b>Total</b>	<b>78</b>

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

The use of budget funds is transparent and under detailed scrutiny at all levels of the hierarchy. The Director General (AOD) includes the issue of finances on the agenda of the weekly Senior Management Meeting, involving the Directors (AOS). The Finance Team issues a monthly report covering all aspects of budget implementation addressed to AOSs and Heads of Unit. In addition, a quarterly report, addressed only to the AOD and AOSs, is prepared with the issues identified during the relevant period which were considered worth mentioning to anticipate a financial risk. An additional benefit of this quarterly report is to record elements that could be used in the future, in order to promote a consistent approach across the services and in the future.

At the beginning of 2014, the control structures put in place in DG IPOL and DG PRES (the former DGs of the services composing EPRS) were analysed and cross-checked with existing resources, in order to establish a system of control for the new DG that assures compliance with the Financial Regulation, while guaranteeing an efficient and cost-effective way of working. All basic concepts, such as the segregation of duties, are fully respected.

Procurement procedures of medium and high value are verified before the launch and before award. The usual controls are applied to budgetary procedures.

The internal audit conducted on acquisition of expertise in the STOA field led to a specific action plan that is being implemented both by the STOA Unit and by other services purchasing external expertise.

### **4. CONCLUSIONS**

DG EPRS has offered Members a growing range of products and services to respond to their needs for information, analysis and research, attempting to build a reputation for professionalism and quality in the process. In total, the DG has handled over 1,600 personal research requests from Members and 700 from other clients in 2014: around fifty per cent of Members or their offices have made requests since the European elections, and the volume and sophistication of enquiries is rising steadily, partly as a result of the DG's conscious 'client needs' approach. EPRS services also proactively generated well over 450 publications in 2014, about two-thirds of which were in physical form and one-third on-line only.

The DG's internet presence on the EP website ('Think Tank') - as well as both its upgraded EPRS intranet and blog - is seeing steadily increasing use. About three-quarters of the 'Europarl' community used the EPRS intranet at some point in 2014, with about 1,500 doing so each month. Some 2,000 people from outside the Parliament now visit the EPRS blog on an average day. In parallel, in one form or another, the DG replied to over 10,000 citizens' enquiries in the course of 2014.

Organisationally, EPRS has continued the transition towards a much higher degree of policy specialism among colleagues in the Members' Research Service. It has also developed three new 'ex-post' units in the Directorate for Impact Assessment and European Added Value, to reinforce support for parliamentary committees in their oversight and scrutiny roles.

As a result of the progress made on these fronts and others in 2014, the central mission of the Directorate General, to "empower through knowledge", is steadily being achieved.



**5. DECLARATION BY THE AUTHORISING OFFICER BY DELEGATION**

I, the undersigned, Anthony Teasdale,

Director-General for Parliamentary Research Services,

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, internal 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 Strasbourg,  
on

*11th February 2015.*

**Anthony Teasdale**

*Anthony Teasdale*

Signature

## 6. ANNEXES

### 6.1. Budget outturn reports for 2014 Relevés d'exécution budgétaire 2014

#### 6.1.1 Stock Credits

<b>Operational Unit.- Budget lines</b>	<i>Initial Credits</i>	<i>Transfers</i>	<i>Final credits</i>	<i>Commitments</i>	<i>% Comm/CF</i>	<i>Payments</i>	<i>% P/Comm.</i>	<i>Balance Commitments</i>	<i>Available</i>
APPLICATIONS TIC - 02103-14	0,00	165.800,00	165.800,00	165.178,20	99,62%	46.278,84	28,02%	118.899,36	621,80
STOA - 03020-07	10.000,00	0,00	10.000,00	6.427,00	64,27%	6.427,00	100,00%	0,00	3.573,00
ACQUISITIONS-EVAL - 03200-04	585.000,00	-185.000,00	400.000,00	398.099,91	99,52%	7.984,57	2,01%	390.115,34	1.900,09
ACQUISITIONS-EVAL - 03200-09	900.000,00	-400.000,00	500.000,00	402.477,27	80,50%	221.664,27	55,07%	180.813,00	97.522,73
ACQUISITIONS-EVAL - 03200-010	2.000.000,00	-1.800.000,00	200.000,00	122.953,20	61,48%	96.853,20	78,77%	26.100,00	77.046,80
LIBRARY - 03220-01	570.000,00	-5.000,00	565.000,00	557.840,47	98,73%	408.686,12	73,26%	149.154,35	7.159,53
LIBRARY - 03220-02	1.010.885,00	-100.000,00	910.885,00	909.133,15	99,81%	909.133,15	100,00%	0,00	1.751,85
LIBRARY - 03220-03	1.463.891,00	-170.000,00	1.293.891,00	1.252.289,31	96,78%	814.785,82	65,06%	437.503,49	41.601,69
LIBRARY - 03220-04	8.200,00	-2.700,00	5.500,00	4.950,13	90,00%	4.950,13	100,00%	0,00	549,87
LIBRARY - 03220-08	713.700,00	-23.000,00	690.700,00	629.360,70	91,12%	220.434,79	35,03%	408.925,91	61.339,30
CARDOC 03222-00	1.600.000,00	0,00	1.600.000,00	1.599.099,68	99,94%	997.567,48	62,38%	601.532,20	900,32
<b>TOTAL</b>	<b>8.861.676,00</b>	<b>2.519.900,00</b>	<b>6.341.776,00</b>	<b>6.047.809,02</b>	<b>95,36%</b>	<b>3.734.765,37</b>	<b>61,75%</b>	<b>2.313.043,65</b>	<b>293.966,98</b>



### 6.1.2 Automatic deferred credits

<b>Operational Unit.- Budget lines</b>	<i>Deferred credits</i>	<i>Payments</i>	<i>%</i>	<i>Available credits</i>
ACQUISITIONS-EVAL - 03200-04	391.492,29	377.709,79	96,48%	13.782,50
ACQUISITIONS-EVAL - 03200-09	350.092,00	329.868,00	94,22%	20.224,00
LIBRARY - 03220-01	124.181,00	77.746,56	62,61%	46.434,44
LIBRARY - 03220-03	488.151,62	481.622,34	98,66%	6.529,28
LIBRARY - 03220-08	503.905,90	471.857,23	93,64%	32.048,67
CARDOC 03222-00	941.387,95	923.972,51	98,15%	17.415,44
<b>TOTAL</b>	<b>2.799.210,76</b>	<b>2.662.776,43</b>	<b>95,13%</b>	<b>136.434,33</b>

### 6.1.3 Non automatic deferred credits

<b>Operational Unit.- Budget lines</b>	<i>Deferred credits</i>	<i>Payments</i>	<i>%</i>	<i>Available credits</i>
ACQUISITIONS-EVAL - 03200-04	0,00	0,00	0,00%	0,00
ACQUISITIONS-EVAL - 03200-09	0,00	0,00	0,00%	0,00
LIBRARY - 03220-01	0,00	0,00	0,00%	0,00
LIBRARY - 03220-03	0,00	0,00	0,00%	0,00
LIBRARY - 03220-08	0,00	0,00	0,00%	0,00
CARDOC 03222-00	0,00	0,00	0,00%	0,00
<b>TOTAL</b>	<b>0,00</b>	<b>0,00</b>	<b>0,00%</b>	<b>0,00</b>

**6.1.4 Specific credit expenses/assigned revenue (RA)**

<b>Operational Unit.- Budget lines</b>	<b>Current Credits 2014</b>	<b>Appropriations committed</b>	<b>% Commit./Credits</b>	<b>Payments</b>	<b>% Pments/Commit..</b>	<b>Available credits</b>
	0,00	0,00	0,00%	0,00	0,00%	0,00
	0,00	0,00	0,00%	0,00	0,00%	0,00
<b>TOTAL</b>	0,00	0,00	0,00%	0,00	0,00%	0,00

**6.1.5 Deferred specific credit expenses/assigned revenue (RA)**

<b>Operational Unit.- Budget lines</b>	<b>Deferred credits 2014</b>	<b>Appropriations committed</b>	<b>% Commit./Credits</b>	<b>Payments</b>	<b>% Pments/Commit..</b>	<b>Available credits</b>
	0,00	0,00	0,00%	0,00	0,00%	0,00
	0,00	0,00	0,00%	0,00	0,00%	0,00
<b>TOTAL</b>	0,00	0,00	0,00%	0,00	0,00%	0,00

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

<u>Invoices paid in 2014</u>		Default interest payable automatically (> €200)	Default interest payable on request (<=€200)	No default interest payable	Total
<b>Paid within the time limit</b>	<b>Number of invoices</b>			570	570
	<b>Total invoiced (€)</b>			6.539.131,77	6.539.131,77
<b>Paid outside time limit</b>	<b>Number of invoices</b>	0	40		40
	<b>Total invoiced (€)</b>	0	404.102,15		404.102,15
	<b>Amount of default interest (€)</b>	0	1.041,53		1.041,53
Total number of invoices		0	40	570	610
Total invoiced (€)		0	404.102,15	6.539.131,77	6.943.233,92

### Comments

On average, DG EPRS received in 2014 just under three invoices per working day. The vast majority of invoices, namely 93,5 % have been paid within the deadline of 30 calendar days, foreseen by the Financial Regulation.

The delayed payments (6,5 % of all invoices) are to be explained by the following reasons:

- Incorrect attribution of invoices, especially where suppliers delivered directly to other services of the Parliament.
- The annual closing procedure, involving a period of time where the system is not accessible between end of December and beginning of January.
- In exceptional cases delays occur due to the circuit of invoices, which may have to be transmitted from Luxembourg to Brussels and back again to Luxembourg.

It is noteworthy that none of the invoices paid after the deadline has produced automatically payable interest (which is the case if the interest to be paid is larger than EUR 200).

**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*)**

Not applicable. There has been no derogation from the rules and no waiver/cancellation of receivables.

**6.4. Long-term contractual obligations**  
**Obligations contractuelles de longue durée**

Contractor	Subject	Initial duration		Total value of awarded contract	Spent value for 2014	Renewal type <sup>(2)</sup>	Description of control measure
		Contract	Award				
SIRSI Ltd UK Buckingham (6099)	EP/DG/PRES/E/SER/2009/016 Supply, install and support an Integrated library management System for the EP (End of contract 29/11/2016)	1 Year	7 Years	€231.532,00	€15.550,00	automatic	<ul style="list-style-type: none"> <li>- Approval by the responsible service.</li> <li>- Report from contractor on the provided service in accordance with the provisions of the tender documents</li> <li>- Mid-term review</li> </ul>

(1) Months, years or open-ended

(2) Manual or automatic

**6.5. Exceptional negotiated procedures - Articles 53, 134 and 135 RAP**  
**Procédures négociées exceptionnelles - articles 53, 134 et 135 RAP**

Awardee(s) name(s)	Subject	Amount	Justification	Reason	Candidates		Acceptability criteria	Awarded contract reference
					Invited	Acceptable		
IPS LEARNING LLC	Presentation of a Study and animation of a workshop	€59.800,00	PN article 134.1 b)	Single economic operator. Methodology and content protected by Copyright	1	1	The offer corresponded to the service requested	DGEPRS/SER/2014/003N
MANZ'SCHE VERLAGS-U.UNIV.BUCH	Manz	€1.212,00	PN article 134.1 b)	monopoly position of supplier / no competitive tendering	1	1	The offer corresponded to the service requested	EP/DGEPRS/BIB/SER/2014/101N
SWETS INFORMATION SERVICES	Swetscan Metadata	€4.580,20	PN article 134.1 b)	monopoly position of supplier / no competitive tendering	1	1	The offer corresponded to the service requested	EP/DGEPRS/BIB/SER/2014/103N
ROUBINI GLOBAL ECONOMICS	Roubini Global Economics	€10.984,18	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EP/DGEPRS/BIB/SER/2014/105N
LE COURRIER DES BALKANS	Subscription to "Courrier des Balkans"	€450,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EP/DGEPRS/BIB/SER/2014/107N
AGENCE EUROPE	Subscription to Agence Europe and European Diplomacy and Defense	€781.000,00	PN article 134.1 b)	Single operator. Content protected by Copyright	1	1	The offer corresponded to the service requested	EP/DGPRES/BIB/SER/2013/061N
EUROPE INFORMATION SERVICE	Europolitics news agency	€480.000,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EP/DGPRES/BIB/SER/2013/062N
M-BRAIN INSIGHT	M-Brain insight OY's (ex Helsingin Sanomat Esmerk OY)	€4.404,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EP/DGPRES/BIB/SER/2013/152N
INTERNET SECURITIES	Internet Securities: ISI emerging markets Email alerts	€6.000,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EP/DGPRES/BIB/SER/2013/153N

JURIS	Subscription to Juris	€1.250,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EP/DGPRES/BIB/SER/2013/158N
BLOOMBERG FINANCE	Subscription to Bloomberg Government database	€39.420,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/14/008N
OXFORD ANALYTICA	Subscription to Oxford Analytica	€252.000,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/14/009N
ANSA AGENZIA	Subscription to Ansa	€140.000,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/14/012N
DL SERVICES (ANCIEN DE LANNOY)	Subscription to OECD iLibrary Package	€15.025,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/14/015N
POLITYKA INFO	Subscription to Politika Insight	€17.083,88	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/14/10N
IHS GLOBAL	Subscription to Jane's online services (Database)	€188.610,00	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/2014/004N
BNS BALTIC NEWS SERVICE	Annual subscription to the BNS Terminal (including smartphone access):	€22.754,76	PN article 134.1 b)	Single possible contractor for copyright reasons	1	1	The offer corresponded to the service requested	EPRS/BIB/SER/2014/006N

**6.6. Results of ex-post controls**  
**Résultat des évaluations ex post**

The rather limited resources within the central financial team of the Resources Unit of DG EPRS do not allow carrying out regular ex-post controls. Nevertheless, informal ex-post controls can be carried out when deemed pertinent, and the introduction of ex-post controls is envisaged in the medium term, following a future cost-benefit analysis.

A very substantial effort was made in connection with an internal audit carried out regarding the STOA expertise with regard to procurement (within the Internal Auditor's annual work plan), launched while the STOA unit had been still within DG IPOL. Although very satisfactory findings were communicated by the Internal Auditor, there was margin for improvement in some areas, which lead to an action-plan elaborated in cooperation with the internal auditor. This action plan is being implemented by DG EPRS.

**6.7. Sensitive posts**  
**Fonctions sensibles**

DG EPRS has not yet been involved in this exercise (see note of the Secretary General GEDA D(2014) 48355)



**6.8. Assessment of the implementation of minimum internal control standards**  
**Évaluation de la mise en œuvre des normes minimales de contrôle interne**

**Self-assessment summary table**

*(based on 2002 standards)*

2002 standard No	2014 standard No	Achieved	Almost	Partly	Started	To be started / NA
<b>Section 1: Control environment</b>						
1. Ethics and integrity	2	√				
2. Mission, role and tasks	1	√				
3. Staff competences	3	√				
4. Staff performance	3, 4	√				
5. Sensitive posts	7	√				
6. Delegation	7	√				
<b>Section 2: Performance and risk management</b>						
7. Setting of objectives	5	√				
8. Multiannual programming	N/A					√
9. Annual Work Programme (AWP)	5	√				
10. Monitoring performance against objectives and indicators	5	√				
11. Risk analysis and management	6	√				
<b>Section 3: Information and communication</b>						
12. Ad hoc management information	12, 13	√				
13. Mail registration and archiving systems	11, 12	√				
14. Reporting of irregularities	12					√
<b>Section 4: Control activities</b>						
15. Documentation of procedures	8, 13	√				
16. Separation of tasks	8	√				
17. Supervision	9	√				
18. Recording of exceptions	8	√				
19. Business continuity	10					√
<b>Section 5: Audit and evaluation</b>						
20. Identification and correction of internal control weaknesses	15					√
21. Audit reports	16					√
22 Annual review of internal control	15					√

**Comments on the outcome of the annual self-assessment of MICS performance**

1. Standards assessed as 'achieved' – good practices

Good practice examples are:

- Regular training for newcomers (1);
- EPRS mission is published on the EPRS intranet (2);
- Access to databases (e.g. FINORD) linked to mandatory training; a toolbox for financial actors is published on the EPRS intranet (3);

- Regulatory framework of Staff Appraisal procedure is fully implemented (4);
- Mobility policy in place (5);
- Financial Actors table and delegation of signatures communicated regularly (6)
- Objectives of the DG are defined and communicated each year (7);
- Administrative work programmes in place, replaced by the Strategic Execution Framework from the end of the year (9);
- Monthly reporting of DG's budget implementation by the Central Finance Team in cooperation with all operational departments (10);
- Bi-annual risk assessment exercise, indicating the nature of the risk, mitigating measures and an action plan (11);
- Internal instructions (notes by AOD) published on EPRS intranet (12);
- Financial archives of the DG centralised and managed by in the DG's Central Finance team (13);
- Common templates for financial procedures are published on the EPRS intranet (15)
- Financial Regulation fully complied with and financial circuits published on the EPRS intranet; detailed checklists for financial transactions published on the EPRS intranet (16);
- Ex-ante supervision of financial procedures is in place for all procurement procedures above 15.000€ and for every budgetary transaction (17);
- Exceptions and Derogations are registered by the Finance Team (18);

## 2. Standards assessed as **'to be started'** or **'non-applicable'**

- Multi Annual programing (8)
- Reporting of Irregularities (14)
- Business continuity (19)
- Identification and correction of internal control weaknesses (20)
- Audit reports (21)
- Annual review of internal control (22)