

ANNUAL ACTIVITY REPORT



Directorate General for the Presidency

20
18

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EXECUTIVE SUMMARY



1. Executive summary

A key feature of our entity in 2018 was consolidation of the management structures established in the DG, such as the Management Team and the Enlarged Management Team. These teams have made it possible to influence exchanges and cooperation between the DGs' managers regarding the EP's main political issues and the challenges facing the Administration in adapting to new forms of management and a more matrix-based organisational structure than existed previously.

With this in mind, the DG has continued to highlight the elements of organisational culture described in its Strategic Execution Framework (SEF), which will be reviewed in 2019. In this context, the values of trust and responsibility have enabled it to develop an approach to the organisation of its entities' work which encourages fairly large-scale use of the possibilities afforded, for example, by occasional teleworking, with very satisfactory results for both staff and managers.

In addition, the DG has also relied heavily on a better internal knowledge of the entities and activities in order to enhance cohesion and help facilitate cooperation. Reception and induction programmes for new colleagues and trainees, as well as a 'shadowing' programme, were progressively developed and improved in the course of 2018.

Intra-DG cooperation, helping to ensure excellence as an objective of the DG, was an important aspect of the DG's work in 2018.

In addition, during the year the DG continued to implement and monitor the Parliamentary Project Portfolio projects. The DG also continued its quarterly analyses of data obtained from the 'lead indicator' exercise.

The DG participates actively and regularly in the various intergroups, working groups and horizontal inter-DG steering groups in areas such as finance, IT, HR, document management, security, training and logistical management, as well as policy areas, etc., in order to pass this information on within the DG.

The DG continued to monitor risks and finalised its Business Continuity Plan.

For 2019, the DG decided to roll over the previous year's objectives and to revise them in the middle of the year to reflect any changes resulting from the elections to the European Parliament and also to align its objectives with the DG's strategy as set out in the new Strategic Execution Framework (SEF), which is being revised. The decision to roll over the objectives was communicated to all staff at a General Assembly which took place on 3 December 2018 and by a note to the Secretary-General. The objectives are also available on the DG's intranet site, PRESnet, the DG's main internal communication tool.

In the area of staff management, a topic that took up a substantial part of the year was the

implementation, for the first time, of the mobility policy for AST officials. Within DG PRES many of the transfers necessitated by the mobility policy have been made within the DG itself, although most of the colleagues concerned responded to the call for expressions of interest issued by DG Personnel.

For the budget part, it should be noted that the final appropriations allocated to DG PRES amount to EUR 3.4 million. The implementation rate for these appropriations exceeded 96%. The average time taken by DG PRES to settle

invoices was nine days. All invoices were settled within the 30-day time limit set by the Financial Regulation.

Lastly, DG PRES finalised the process of acquiring a system for the management of EP documents (Electronic Records Management System, ERMS), and the framework contract was signed with the firm awarded the tender on 7 June 2018. This is a 'corporate' project which affects the whole of the EP.

ENVIRONMENT OF THE DIRECTORATE-GENERAL, OBJECTIVES AND RESULTS



2. Environment of the Directorate-General, objectives and results

2.1 The Directorate-General (mission statement, operational context)

Environment of the DG

Structure and management. As far as DG Presidency's management team is concerned, 2018 ended with the appointment of Ms Maria Gandolfo as Director of the Plenary Sitings Directorate. She had held this post in an acting capacity for the previous two years, while at the same time heading the Planning Unit. Her appointment gave the DG a complete management team and one that was more stable. In March 2018, Ms Katrin Ruhrmann took charge of the Directorate for Relations with National Parliaments. That Directorate was also joined by a new Head of the Legislative Dialogue Unit, Mr Jesús Gómez, who took the post vacated by Ms Patrizia Prode, who had moved to DG COMM under the mobility rules governing Heads of Unit. Another manager who arrived in 2018 under the mobility rules was Ms Anne McLauchlan from DG EXPO, who became the new head of the Members' Administration Unit. Two heads of unit with long experience at Parliament, Ms Ellen Heinemann and Mr José González Holguera, retired in 2018. As an internal reorganisation of the Directorate for Legislative Acts is pending, Ms Heinemann's post has not yet been filled, while that of Mr González Holguera has been filled by Ms Aurora Párraga from DG EPRS.

The structure of the Directorate-General and its core tasks have not been modified in the course of 2018. In the field of logistics, however, it is worth mentioning two large-scale moves undertaken by the DG's staff, one in Luxembourg in the KAD building in the spring and the other, involving all staff in the Directorate for Legislative Acts in Brussels, from the WIE building to the MOY building at the end of 2018.

Objectives for 2018

DG PRES will continue to develop and further define its core values such as trust, accountability, commitment, a service- and solutions-based mentality, competence, innovation and equality. DG PRES aims to be a modern, innovative and sustainable administration with a participatory and inclusive approach, acting as a driver for change in the modernisation of the EP's administrative environment.

(i) DG PRES supports and assists the Deputy Secretary-General in his specific role and tasks, in particular in relation to the Brexit negotiations, as well as in the areas of legislative coordination and interinstitutional relations.

- Continue to provide technical and administrative support and assistance to Parliament's chief negotiator and relevant political bodies as regards the Brexit negotiation process.

- Continue to develop legislative coordination and cooperation between relevant EP services and other institutions, in order to ensure effective and accurate legislative planning and planning of plenary proceedings in the short, medium and long term, including at the end of the parliamentary term.
- Focus in particular on the implementation of the legislative priorities in the 2018+ Joint Declaration, in close cooperation with the EP steering groups, the offices of the Secretary-General and the President and the other institutions.
- Develop well-coordinated and coherent advice and support for the relevant parliamentary committees, political groups and EP bodies throughout the various stages of the planning of the plenary agenda.
- Continue to develop legislative planning and monitoring tools in relation to Annual Work Programmes, the Council's priorities and annual and multiannual interinstitutional legislative programmes, inter alia by ensuring smooth cooperation between relevant services in DG PRES, other DGs and the other institutions.
- Continue to strengthen interinstitutional relations in close cooperation with other relevant DGs, in particular in the areas of legislative planning and monitoring and implementation of the Interinstitutional Agreement on Better Law-Making. In this regard, further develop cooperation with the other institutions, in particular through the interinstitutional coordination group.
- Provide assistance and technical support in the negotiations on a new Interinstitutional Agreement on the Transparency Register,

while continuing to cooperate with the Council and the Commission.

- Coordinate, monitor and facilitate implementation of electronic transmission of classified information to Parliament.
 - Contribute, if necessary, to the actions carried out by the EP in the framework of the information campaign on the 2019 European elections, and in particular with regard to the EP's legislative priorities for the last period of the 2014-2019 parliamentary term.
- (ii) Support and assist Members, political groups and Parliament's governing bodies in achieving results throughout the last phase of the parliamentary term.
- Play an active part in all the initiatives taken to strengthen European parliamentary democracy, in particular by making plenary a focal point for European debates and a forum for high-level debates on the future of Europe.
 - Continue to enhance performance in relation to plenary-related services in order to provide high-quality procedural and content-based advice to the President, the Vice-Presidents and Members.
 - Continue to ensure the smooth implementation of Parliament's Rules of Procedure in all DG PRES's areas of activity and support the efforts of the committee responsible for subsequent adaptation to the rules.
 - Provide full advice and support to the President and Members in the implementation of the Code of Conduct for Members.
 - Continue developing the DG's expertise in the legislative process so that DG PRES services

can further consolidate their roles as members of legislative support and project teams.

- Continue to improve legislative services for political groups, Members and committee secretariats by providing more targeted procedural and editorial support throughout the parliamentary cycle.
- Expand the service-oriented approach by enhancing on-demand and helpdesk services, in particular at key times in the parliamentary term and the legislative cycle.
- Continue to promote cooperation within the DG in order to provide coherent high-quality advice on all aspects of legislative and parliamentary procedures, including the pre-legislative phase and programming.
- Ensure close monitoring of debates in Member States and parliaments on the role of national parliaments in the EU decision-making process and promote the EP's role in inter-parliamentary cooperation.
- Step up cooperation with national parliaments on the monitoring and implementation of EU law.
- Offer sound and consistent advice to Members and colleagues with regard to all protocol-related questions in line with existing rules.
- Exploit synergies between DG PRES services with regard to parliamentary activities (including inter-parliamentary activities and those linked to the European elections) in order to ensure the most efficient handling within the DG of cross-cutting parliamentary procedures.
- Complete the tender procedure for the procurement of an Electronic Records Management System (ERMS); continue to play

a leading role in the implementation of Parliament's new document management policy.

- Continue to provide appropriate and legally sound responses to applications for public access to documents.
 - Further step up cooperation with DGs INLO, INTE, ITEC and SAFE with a view to ensuring the smooth functioning of the plenary, official visits and reception and distribution of mail.
 - Continue to develop cooperation with other DGs as regards the handling of classified information and, in particular, explore ways to ensure efficient reception of such documents.
 - Step up participation in the establishment of the working group to welcome new Members after the 2019 elections.
- (iii) DG PRES as a modern, innovative and sustainable administration
- Update and redefine the SEF of the DSG/DG PRES and the Parliamentary Project Portfolio, contributing to the progress of projects of which it is the principal sponsor.
 - Help by means of specific actions and appropriate measures to consolidate a secure working environment where respect and trust are our fundamental values.
 - With reference to the DG's transformation plan, progressively implement its main aspects and also the new human resources policies agreed at EP level, pursuing the path established by the successful implementation of the pilot project for occasional teleworking in our DG.
 - Apply DG PRES's main indicator on the basis of the first results obtained in 2017 to refine it

and draw conclusions as to how our activities can be further improved.

- Consolidate and update the Business Continuity Plan of DG PRES and the risk register, and establish an updated risk management plan.
- Contribute to the development of the e-Parliament project for the EP.
- Continue to ensure sustainable use of all resources within the DG, including the best possible rationalisation of processes and use of new technologies based upon EMAS goals; adapt the DG's systems to new functionalities in various areas.

Feasibility and risk assessment

Potential risks were pinpointed in respect of the activities relating to achievement of the three objectives set for 2018. They were:

Objective 1:

- A possible decision by the competent political authorities resulting in a revision of the structure of Parliament's Secretariat – risk LOW.
- Political and/or administrative decisions could have an impact on the current SEF and on the strategy of the DG – risk LOW.

The setting of other political priorities for implementation during the period could delay the achievement of this objective – risk LOW.

Objective 2:

- The tabling of questions and declarations is dependent on Members'

political willingness and objectives. Unlikely choices in relation to the tabling of such questions could impinge on the DG PRES objective in this regard. - risk LOW

- Unlikely technical problems could temporarily disrupt assistance to Members using the newly created tools – risk LOW.

- The drafting service is dependent on Members' requests, and not receiving such requests could have an impact on the service – risk VERY LOW.

- Highly unlikely technical problems with IT applications could, to some degree, delay the achievement of this objective. However, all requisite measures have been taken to ensure that Members receive efficient and timely assistance in this regard – risk VERY LOW.

- Use of video-conferencing for inter-parliamentary meetings may still be subject to technical constraints – risk LOW.

Delay in the new document management policy – risk MEDIUM.

Objective 3:

- Difficulties with cooperation and delays with anticipated results owing to problems in political agendas – risk LOW.

- Difficulties in scheduling planned activities to improve internal knowledge of the DG owing to excessive workload of participating services – risk LOW.

- Delays in availability of new tools to improve internal processes – risk MEDIUM.

2.2 Key results and progress towards achieving objectives

Results

Protocol:

2018 can be described as a year of consolidation and testing of new IT tools with the aim of facilitating the operational work of the staff of the Protocol Service. The service continued to develop its tasks with a high level of professionalism both in the field of official ceremonies and in the hosting of visiting VIPs and supporting parliamentary delegations. In particular, in 2018, the Protocol Service was intensively involved in the visits of EU Member States' Heads of State or Government to participate in plenary debates on the future of the EU and especially – in view of the level of media coverage – the visits by France's President Emmanuel Macron in April 2018 and Germany's Chancellor Angela Merkel in November 2018. The service has constantly supported the President of Parliament and his office with regard to protocol matters.

Mention should also be made of the work done in the area of visas for Members, delegations travelling on mission and the management of protocol gifts, which has been modernised.

Plenary Sitings Directorate:

The Plenary Sitings Directorate continued to enhance Parliament's image through its professionalism in organising and providing assistance with debates on major political issues, which were heavily covered by the media. Here we should once again draw attention to the importance of the debates on the future of Europe at each plenary session in 2018.

In addition, the modernisation of IT applications for the Plenary continued very successfully, and there will be much further work on it in 2019. The PV/CRE voice recognition system has been expanded and currently operates in 15 languages. Turning to another aspect, the PV/CRE teams continued to produce verbatim records of the meetings of temporary committees.

Since the end of 2017, the interinstitutional register of delegated acts has been online, making it easier to search for draft delegated acts and adopted delegated acts. This was an interinstitutional effort in which the EP had become involved via the Unit for Reception and Referral of Official Documents. That unit also made a very worthwhile working visit to the Dutch Parliament during which staff were able to compare working methods in the unit's areas of responsibility, noting differences and similarities.

The Official Mail Unit also continued to modernise its procedures for registering and managing mail and continued to make a key contribution to the GIDOC project. A new system for managing small packages and registered mail has been operational since March 2018, further contributing to paper reduction and efficiency gains. Implementation of the document management reform has progressed, and training courses on the new system have started to be organised with the support of DG PERS. The process of acquiring a system for the management of EP documents (Electronic Records Management System, ERMS) has been completed, and the framework contract was signed with the firm awarded the tender on 7 June 2018.

Finally, the excellent cooperation between Parliament and the Commission in the management of parliamentary questions has led to an increase in the quality of both the questions and the answers. The number of parliamentary questions has continued to decline.

With regard to the Members' Administration and the management of the Code of Conduct for Members, the unit's activities have continued smoothly, and the human resources situation has been improved in order to receive new Members after the elections and carry out other activities linked to the end and beginning of Members' term of office.

Directorate for Legislative Acts:

In parallel with its regular daily activities of linguistic and legal verification, the Directorate has continued to make a major contribution to the planning and implementation of the e-Parliament programme, despite the accumulated delay due to the IT outage at the end of 2017. The e-Parliament Drafting Support Tool (DST) continues to be well used by Members. In 2018, the lawyer-linguists of the DLA continued to process requests for assistance drafted by individual Members, in addition to supporting rapporteurs and shadow rapporteurs, either directly or as part of the EP's legislative support teams.

The Directorate has also continued to contribute to the more coherent planning of legislation at Strasbourg plenary sessions and has swiftly adopted, finalised and signed off a large number of key legislative files. The Directorate has also begun preparations for the end of the parliamentary term in order to be able to contribute to the finalisation of pending legislative texts.

As regards staff resources, the Directorate has continued its policy of monitoring and developing more rigorously the professional expertise of staff. The results of the surveys carried out among its staff have been reassuring with reference to the prioritisation, in its legislative drafting work, of upstream advice and assistance, with the lawyer-linguists providing assistance that is increasingly sought after.

Directorate for Relations with National Parliaments:

In 2018, partly on account of Parliament's involvement in various inter-parliamentary networks, including COSAC, ECPRD and IPEX, the two units of the Directorate for Relations with National Parliaments, which are responsible for legislative dialogue and institutional cooperation, worked intensively in support of interparliamentary meetings at committee level, high-level conferences, the annual conference of Speakers of Parliaments, COSAC meetings, the seminars and statutory meetings of ECPRD and IPEX meetings.

As regards the early warning system for checks on compliance with the subsidiarity principle laid down in Protocol 2, the Directorate dealt with a large number of submissions and contributions from national parliaments as part of the 'informal political dialogue'. All these documents have been made available to the rapporteurs and committees responsible for the corresponding issues. The CONNECT database was also greatly improved from the technical point of view, leading to better document management.

The EP has received a large number of bilateral parliamentary visits, and interest in the programme of support for the Parliament of the

Member State holding the Presidency has remained strong.

Finally, in 2018, the Directorate continued to provide logistical and administrative support to representatives of national parliaments, with whom the Directorate also organised several meetings and seminars.

Directorate for Interinstitutional Affairs and Legislative Coordination:

Among the various activities of the Directorate in 2018, which included the on-going task of assisting the political and administrative bodies with the scheduling of plenary sessions and the information activities developed for the presidencies of the Council, it is worth highlighting the placing on line of the interinstitutional calendar by the Interinstitutional Relations Unit, which has also continued to extend its coverage of the activities of the other institutions.

In the area of transparency, despite the temporary interruption of negotiations on the interinstitutional agreement on the Transparency Register, the workload of the unit responsible has been continuously growing

and, among other things, a seminar on access to trilogue documents was held, which was a very topical issue in the unit's activities during the year because of the Court's judgment in the 'De Capitani' case.

The Classified Information Unit has continued the indexing, cataloguing and transfer of documents to the intermediate or historical archives. It has continued to provide technical assistance to other services, Members and officials designated to access EUCIs deposited with CIUs (receipt and registration of documents, information notes, reservations and consultations in the Secure Reading Room).

With regard to Brexit, the Directorate, and in particular the Interinstitutional Relations Unit, provided administrative and organisational support throughout the year to the Deputy Secretary-General, the EP coordinator for the Brexit negotiations and the Brexit Steering Group.

RESOURCES MANAGEMENT



3. Resources management

3.1 Human resources

ESTABLISHMENT PLAN

on 01/01/2018				
	AD	AST	AST/SC	Total
Permanent posts	163	182	11	356
Temporary posts	1			1
Total	164	182	11	357

on 01/01/2017				
	AD	AST	AST/SC	Total
	162	186	8	356
	1	1		2
Total	163	187	8	358

STAFF NUMBERS AS AT 31/12/2018

	AD	AST	AST/SC	Total
Officials	153	166	7	326
Temporary staff	7	11	2	20
- in temporary posts	1	0	0	1
-in permanent posts	4	8	2	14
- offsetting staff working part-time	2	3	0	5
Contract staff				52
Seconded national experts (SNE)				1
Agency staff				0
Total				399

3.2 Financial and budgetary management

The following were dealt with between 1 January and 31 December 2018: 630 budget files (expenditure commitments, payments based on expenditure commitments, payment orders, recovery orders),

663 invoices/credit notes and 278 order forms/contracts.

INITIAL AND FINAL APPROPRIATIONS

As at 31 December 2018, initial appropriations totalling EUR 3 567 500 had been reduced to EUR 3 383 320. This surplus of EUR 184 180 is due to the transfer of S17 appropriations (- EUR 112 570, GEDA D/2018/24427) in the context of investments in decentralised IT projects and transfer of appropriations C11/2018 (+ EUR 296 750, GEDA/D/2018/47075) concerning the mopping-up operation. The details are set out in the Annex, point 6 II 1.

FINAL APPROPRIATIONS AND APPROPRIATIONS COMMITTED

As at 31 December 2018, the commitment rate across all operational departments of DG PRES was 96.39% of final appropriations. For more details, see the Annex, point 6 II 1.

APPROPRIATIONS COMMITTED AND PAYMENTS MADE

The overall rate of payments made was 27.21% of appropriations committed. This relatively low rate is the result of budgetary commitments relating to the Electronic Records Management System project (line 2105-11), for

which payments can only be made in 2019, when this project comes on stream. For more details, see the Annex, point 6 II 1.

The average time taken by DG PRES to settle invoices was nine days (EP average: 18 days).

All invoices were settled within the 30-day time limit set by the Financial Regulation.

USE OF AUTOMATIC AND NON-AUTOMATIC CARRYOVERS FROM 2017 TO 2018

The payment rate for automatic carryovers across all operational departments is 88.00%. The details per budget item are set out in the Annex, point 6 II 2.

USE OF APPROPRIATIONS CORRESPONDING TO ASSIGNED REVENUE

Appropriations carried over from specific expenditure/assigned revenue were fully committed and paid. See the Annex, point 6 II 5.

**EVALUATION AND EFFECTIVENESS
OF INTERNAL CONTROL, INCLUDING
OVERALL ASSESSMENT OF
COST-EFFECTIVENESS**



4. Evaluation and effectiveness of internal control, including overall assessment of cost-effectiveness and performance

Annex V sets out an evaluation of compliance with the minimum internal control standards and shows that the Directorate-General complies with them.

Application of these standards is supported by the internal structure established by the authorising officer by delegation, who allocates tasks and duties to each of the financial agents in accordance with the financial rules in force.

In accordance with the instructions of the SG, DG PRES has appointed an Internal Control Coordinator (ICC).

The DG continuously evaluates and updates its Risk Register.

DG PRES has consolidated its Business Continuity Plan (BCP), and it has been sent to the EP Business Continuity Manager as a contribution to the EP's BCP. In the same way, our DG has finalised its Business Impact Analysis and identified the key operations and the agents responsible for a situation in Business Continuity Mode.

The Incident Management Scheme and the Incident Communication Scheme are in the final stages of approval and have already been communicated informally to the EP Business Continuity Manager.

There were no errors to report during 2018. No receivables were waived in respect of it.

The average time taken by DG PRES to pay invoices in 2018 was nine days. No invoices were paid late.

All DG PRES contracts and order forms were entered and validated in Webcontracts.

Given the limited number of financial agents in our DG, the number of budgetary acts performed and the results mentioned above, cost-effectiveness can be considered excellent.

DG PRES has not been subject to any internal or external audit in 2018, and no such action is under way at present.

4.1 Assessment of the effectiveness and efficiency of internal control

The fact that no shortcomings or derogations have been found in recent years, the fact that the period within which invoices are paid is much shorter than for the EP as a whole,

the fact that no invoices have been paid after the legal 30-day time limit, and the good conduct and continuous monitoring of the complex procurement procedure for the ERMS project (a corporate project for the whole of the EP) demonstrate the quality and proportionality of the internal control.

Parliament has adopted minimum internal control standards with reference to international best practice in this field. DG PRES has carried out an evaluation of the internal control systems this year and has concluded that internal controls have been introduced and are functioning properly.

DG PRES has set up an organisational structure and internal control systems tailored to the performance of its tasks, taking into account the risks associated with the management environment. The authorising officer by delegation continuously assesses the effectiveness and efficiency of the internal control systems with a view to ensuring that they are functioning as expected and that any weaknesses in the controls that are detected are corrected.

4.2 Assessment of the costs and benefits of the controls

The total number of budgetary files processed by DG PRES for 2018 is 630, and the average number of ex ante verifiers is estimated at two, so that an average of 315 files were dealt with ex ante by each of them. No ex post evaluation has been carried out.

DG PRES is basing its cost-effectiveness analysis not only on the budget it manages, but also and above all on the number of budgetary acts. It should be borne in mind that, due to the management of the ERMS project, the budget of DG PRES has varied greatly and will do so in future too.

4.3 Summary of internal and external audits

DG PRES has not been subject to any internal or external audit in 2018, and no such action is under way at present.

STATEMENT OF ASSURANCE



5. Statement of assurance

I, the undersigned, **Markus Winkler**

Deputy Secretary-General and Director-General of DG Presidency,

hereby declare, in my capacity as authorising officer by delegation, that I have reasonable assurance that:

- the information contained in this report presents a true and fair view;
- 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;
- 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 judgement 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 statement is being made.

I also confirm that I am not aware of any fact not set down herein that could be prejudicial to the interests of the Institution.

Done at **Brussels**

On

Signature

ANNEXES

6

Annexes

I. Budgetary implementation overview

		PRES	
Code	Type de crédits	EUR ou %	Formule
Crédits 2018			
A	Crédits initiaux	3.567.500,00	
B	Crédits finaux	3.383.320,00	
C	Engagements	3.261.018,69	
D	Engagements en % des crédits finaux	96,39%	D=C/B
E	Paiements	887.225,28	
F	Paiements en % des engagements	27,21%	F=E/C
G	Annulations de crédits finaux 2018	122.301,31	G=B-C-K
H	Annulations en % des crédits finaux	3,61%	H=G/B
Crédits reportés de 2018 à 2019			
I	Crédits reportés automatiquement de 2018 à 2019	2.373.793,41	I=C-E
J	Crédits reportés automatiquement de 2018 à 2019 en % des engagements	72,79%	J=I/C
K	Crédits reportés non-automatiquement de 2018 à 2019	0,00	
L	Crédits reportés non-automatiquement de 2018 à 2019 en % des crédits finaux	0,00%	L=K/B
Crédits reportés de 2017 à 2018			
M	Crédits reportés automatiquement de 2017 à 2018	308.926,29	
N	Paiements sur crédits reportés automatiquement de 2017 à 2018	271.867,41	
O	Paiements sur crédits reportés automatiquement de 2017 à 2018 en % des crédits reportés automatiquement de 2017 à 2018	88,00%	O=N/M
P	Annulations de crédits reportés automatiquement de 2017 à 2018	37.058,88	P=M-N
Q	Annulations de crédits reportés automatiquement de 2017 à 2018 en % des crédits reportés automatiquement de 2017 à 2018	12,00%	Q=P/M
R	Crédits reportés non-automatiquement de 2017 à 2018		
S	Paiements sur crédits reportés non-automatiquement de 2017 à 2018		
T	Paiements sur crédits reportés non-automatiquement de 2017 à 2018 en % des crédits reportés non-automatiquement de 2017 à 2018	-	T=S/R
U	Annulations de crédits reportés non-automatiquement de 2017 à 2018		U= R-S
V	Annulations de crédits reportés non-automatiquement de 2017 à 2018 en % des crédits reportés non-automatiquement de 2017 à 2018		V=U/R
Recettes affectées 2018			
W	Crédits de dépenses spécifiques sur recettes affectées courants 2018	558,73	
X	Crédits de dépenses spécifiques sur recettes affectées reportés à 2018	524,95	
Y	Solde des engagements reportés à 2018 sur crédits de dépenses spécifiques sur recettes affectées	0,00	
Z	Paiements sur crédits de recettes affectées 2018 (courants et reportés)	524,95	
AA	Paiements sur crédits de recettes affectées 2018 en % des crédits de recettes affectées 2018 (courants et reportés)	48,44%	AA=Z/(W+X+Y)

II. 2018 Budget implementation statement

1. Current appropriations as at the end of December -Financial year 2018 (nature 0)

Unité opération.- Lignes budgétaires	Crédits initiaux	Virements	Crédits finaux	Engagements	% E/ CF	Paiements	% P/ E	Solde Eng.	Crédits disponibles
Ressources 2103-11	0,00	80.906,00	80.906,00	80.906,00	100,00%	0,00	0,00%	80.906,00	0,00
Ressources 2105-11	2.150.000,00	31.664,00	2.181.664,00	2.181.245,00	99,98%	3.863,93	0,18%	2.177.381,07	419,00
Courrier 2140-07	4.500,00	0,00	4.500,00	3.457,85	76,84%	1.125,00	32,53%	2.332,85	1.042,15
Courrier 2360-01/02/03	190.000,00	-50.000,00	140.000,00	123.023,34	87,87%	108.164,13	87,92%	14.859,21	16.976,66
Protocole 3020-01/03/04/05	728.000,00	-143.000,00	585.000,00	533.027,03	91,12%	454.446,59	85,26%	78.580,44	51.972,97
Oeil 3242-03	290.000,00	-52.500,00	237.500,00	216.868,27	91,31%	201.134,43	92,74%	15.733,84	20.631,73
Relations avec les Parl.nationaux 3249-01/02	205.000,00	-51.250,00	153.750,00	122.491,20	79,67%	118.491,20	96,73%	4.000,00	31.258,80
TOTAL	3.567.500,00	-184.180,00	3.383.320,00	3.261.018,69	96,39%	887.225,28	27,21%	2.373.793,41	122.301,31

2. Automatic carryovers as at the end of December - Financial year 2018 (nature 2)

Unité opération.- Lignes budgétaires	Crédits reportés	Paiements effectués	%	Crédits disponibles
Ressources 2103-11	0,00	0,00	0,00%	0,00
Ressources 2105-11	101.952,24	101.952,24	100,00%	0,00
Courrier 2140-07	600,00	588,60	98,10%	11,40
Courrier 2360-01/02/03	16.927,46	13.741,89	81,18%	3.185,57
Protocole 3020-01/03/04/05	171.114,65	138.467,14	80,92%	32.647,51
Oeil 3242-03	15.331,94	15.331,94	100,00%	0,00
Relations avec les Parl.nationaux 3249-01/02	3.000,00	1.785,60	59,52%	1.214,40
TOTAL	308.926,29	271.867,41	88,00%	37.058,88

3. Non-automatic carryovers as at the end of December - Financial year 2018 (nature 6)

NA

4. Specific expenditure appropriations/assigned revenue as at the end of December - Financial year 2018 (nature 7)

Unité opération.- Lignes budgétaires	Crédits 2018	Crédits engagés	% Eng/ Crédits	Paiements	% P ments/ Eng	Crédits disponibles
Courrier 2360-02	558,73	0,00	0,00%	0,00	0,00%	558,73
TOTAL	558,73	0,00	0,00%	0,00	0,00%	558,73

5. Specific expenditure appropriations/assigned revenue carried over as at the end of December - Financial year 2018 (nature 5)

Unité opération.- Lignes budgétaires	Crédits reportés 2018	Crédits engagés	% Eng/ Crédits	Paiements	% P ments/ Eng	Crédits disponibles
Courrier 2360-02	524,95	524,95	100,00%	524,95	100,00%	0
TOTAL	524,95	524,95	100,00%	524,95	100,00%	0

6. Specific expenditure commitments/assigned revenue carried over as at the end of December - Financial year 2018 (nature 3)

NA

7. Specific expenditure appropriations/external assigned revenue as at the end of December - Financial year 2018 (nature 9)

NA

III. List of exceptions - derogations from the rules

N/A

IV. Results of assessments

[Règlement financier (RF) art. 74.6]

L'Ordonnateur délégué de la DG PRES, après analyse du risque (NMCI n°9), n'a pas nommé de vérificateur ex-post et n'a pas fait des évaluations ex-post en 2018.

V. Assessment of the implementation of the minimum internal control standards

1 Mission La définition de la mission de la DG ainsi que de chaque direction et unité est clairement définie et clairement communiquée au personnel via l'intranet de la DG. De même, le management et le top management, sur base des objectifs annuels de la DG déclinés à leur niveau, établissent de manière pertinente les tâches pour chaque membre du personnel. Celles-ci, accessibles via le site intranet de la DG, font partie intégrante de l'évaluation annuelle du personnel.

La DG a établi et met à jour régulièrement ses PPP et SEF et le communique à l'ensemble des services via PRESnet. Pour mémoire, la DG PRES a prolongé les objectifs 2018, avec de petits ajustements, en 2019, compte tenu du caractère intimement lié de notre DG au devenir politique du PE. Les objectifs seront révisés après les élections du mois de mai 2019 et, évidemment, cela aura un impact sur notre SEF et notre PPP.

En outre, les données relatives aux activités, réparties en pourcentage, pour chaque direction et unité de la DG sont envoyées à la DG PERS sous forme de « photographie de service ».

2 Valeurs éthiques et organisationnelles Le SEF de la DG met en avant les valeurs et la culture de l'organisation. La DG essaie toujours d'aligner avec le SEF ses actions, politiques et activités. De plus, au moyen des réunions récurrentes du Directeur général avec le staff, de procédures et formations ad hoc, le personnel est informé des règles régissant la conduite du personnel ainsi que la prévention et le signalement des fraudes et irrégularités.

De la même manière, toutes les communications de la hiérarchie sont répercutées au personnel concerné de la DG et, le cas échéant, à l'ensemble de la DG via la page web PRESnet ou l'assemblée générale.

3 Affectation du personnel et mobilité Les compétences requises pour l'exécution des tâches sont assurées par la participation du personnel aux formations de perfectionnement professionnel (dans différents domaines tels que le management, le budget, les HR, langues, IT, etc.) organisées par la DG PERS, DG FINS, etc.

Des formations internes personnalisées sont organisées lorsque cela s'avère nécessaire (ex. nouveaux arrivés).

La mobilité intra-DG est encouragée, soit sur demande personnelle, soit pour des besoins des services, soit suite à l'exercice de fonctions sensibles qui a eu lieu annuellement au sein de la DG PRES.

4 Évaluation et développement du personnel Une des recommandations faites par le Directeur général aux notateurs, premiers et finaux, déjà lors de la convocation du Collège des notateurs, est celle de donner la possibilité au personnel de s'entretenir avec le notateur, non seulement dans le cadre de la procédure formelle. Une bonne pratique des entités de la DG tiennent ainsi des entretiens intermédiaires.

En outre, le personnel, à partir de la définition de ses objectifs annuels jusqu'à la discussion de son rapport de notation, est régulièrement invité à discuter de ses avancements avec sa hiérarchie.

Cette norme est bien respectée auprès de tous les services de la DG.

La participation du personnel de la DG à tout type de formation est encouragée tout comme le développement professionnel et personnel.

5 Objectifs et indicateurs de performance Le Directeur général présente les objectifs de chaque exercice lors de l'Assemblée générale de la DG, en décembre de l'année N-1, les envoie aux directions de la DG et demande aux directeurs et chefs d'unité de les décliner à leur niveau. En outre, pendant la réunion du Collège de notateurs, le Directeur général rappelle aux notateurs l'obligation de réunir leurs notes pour présenter les objectifs avant d'entamer la procédure de notation. La DG a établi, tel que demandé par le SG, son « Lead Indicator » et l'a communiqué à l'ensemble de la DG.

Bon nombre d'unités de la DG ont établi des Key Performance Indicators et les mettent à jour régulièrement.

La DG PRES continue à effectuer l'analyse des KRI (Key Result Indicators) en relation avec les objectifs de la DG et a fixé des outils pour les mesurer.

6 Processus de gestion des risques La DG rédige un « Register annuel des risques » indiquant le risque, sa nature, son niveau et le plan d'action pour le traiter en relation avec les objectifs généraux de la DG. Ce registre est évolutif d'une manière permanente, en sorte de maîtriser les différents risques associés aux activités de la DG et de les réduire au minimum possible.

Le tableau révisé a été établi et envoyé au Risk Manager fin janvier 2018. À sa demande un tableau de risques de fraude et un autre sur

les risques d'un des projets inclus dans le PPP ont été établis et envoyés en même temps. Ce tableau fera l'objet d'une mise à jour lors du premier trimestre 2019.

7 Structure opérationnelle Au plus tard au début de chaque N exercice la liste des ordonnateurs délégués et subdélégués est préparée, envoyée aux services de l'Institution responsables du suivi du domaine d'activité ainsi qu'aux services de la DG. De la même manière sont préparés et communiqués le tableau des acteurs financiers, les habilitations des agents financiers et les permissions pour les différents systèmes de gestion financière.

Ces documents sont adaptés et mis à jour en cours d'année, chaque fois que cela s'avère nécessaire

8 Processus et procédures Les procédures utilisées dans la DG pour la mise en œuvre de ses activités font l'objet d'une documentation appropriée aux différents domaines d'activité et par direction, en étroite collaboration avec l'unité Ressources en charge de la gestion du budget de la DG.

Les dispositions qui visent à garantir le contrôle et le traitement de cas spécifiques liés à l'exécution budgétaire sont centralisées au niveau de l'unité Ressources.

Le circuit financier de la DG est assuré par l'unité Ressources dans le respect du chapitre 3 du Règlement financier.

Lors de l'élaboration du premier rapport annuel d'activités, l'unité Ressources consolide la programmation des appels d'offres pour l'exercice

et fait le suivi tout au long de l'année en assurant en même temps la gestion de ces procédures. La mise à jour de cette programmation est permanente si nécessaire et, en tout cas, elle est consolidée à chaque rapport d'activité intermédiaire. L'unité Ressources effectue également un suivi rapproché de la consommation des contrats et contrats-cadre et de l'exécution des crédits y compris les recettes affectées.

9 Supervision par le management

L'unité Ressources dispose d'une série d'instruments de contrôle et de suivi afin d'assurer que toutes les procédures définies pour les activités financières, opérationnelles et administratives soient respectées ou de réagir et corriger rapidement tout éventuel dysfonctionnement.

10 Continuité des opérations

Le principe que chaque direction adopte est celui de confier des tâches complémentaires, de back-up, à 2 membres de son personnel au minimum, afin d'assurer la continuité du travail pendant les absences de l'un ou de l'autre.

En outre, chaque direction est dotée d'un disque commun censé regrouper les travaux menés par les services qui peuvent être consultés par le personnel concerné qui y a accès.

La DG PRES a consolidé son Business Continuity Plan (BCP) et il a été communiqué au Business Manager comme contribution au BCP général du PE. De la même manière, notre DG a finalisé son BIA (Business Impact Analyse) et a identifié les opérations essentielles et les

agents responsables dans le cas d'une situation en Business Continuity Mode.

Le Incident Management Scheme et le Communication Incident Scheme sont en phase finale d'approbation et ils ont été déjà communiqués officiellement au Business Manager du PE

11 Gestion des documents L'enregistrement, organisation, sécurité et protection des données personnelles se font en plein respect de cette norme au sein de chaque service de la DG. L'archivage est effectué pour la presque totalité des documents sur support papier et par voie électronique.

La DG PRES dirige le ERMS/Steering Committee et participe au groupe GIDOC en charge de préparer le PE à la mise en œuvre du nouveau Plan de Classement adopté par le Bureau.

L'unité Ressources tient à jour les archives financières de la DG tant sur support physique qu'électronique.

La DG commence la mise en œuvre du plan de classement approuvé par le PE. De la même manière, ce plan de classement est une des clés de voûte du nouveau projet de gestion de documents, Electronic Records Management System, dont la DG PRES est le chef de file et ordonnateur principal.

12 Information et communication La page intranet de la DG (PRESnet) est l'outil clé de communication interne de la DG. Elle contient les informations nécessaires pour la gestion des activités de la DG et tout le staff est encouragé à s'y informer et à y verser toutes les

informations qui s'avèreraient utiles pour d'autres collègues ou pour l'ensemble de la DG. La diffusion des informations est également effectuée au moyen d'e-mails à l'ensemble du personnel. Certains services utilisent également des espaces comme Confluence ou SharePoint.

13 Information comptable et financière Les informations nécessaires à une gestion efficace de la DG et des services ont été identifiées et font partie intégrante du RAA.

La totalité des informations budgétaires et financières est transmises périodiquement à la DG FINS et elles sont disponibles dans les systèmes de gestion (Finord, Webcontracts). Aucune exception n'est à signaler.

14 Évaluation des activités Outre les Rapports d'activités périodiques à transmettre à la DG FINS, la DG PRES mène un suivi exhaustif des activités de l'ensemble des secteurs de la DG par trois moyens principaux: Rapports périodiques officiels, rapports ad-hoc, systèmes informatiques de gestion et bases de données propres à la DG. Par exemple, plusieurs unités font un rapport trimestriel de leurs

activités qui est communiqué à l'ensemble de la hiérarchie de la DG. Certaines entités, et pour certaines questions, ont réalisé des sondages internes afin d'évaluer les mesures prises pour des politiques appliquées.

15 Évaluation des systèmes de contrôle interne L'unité Resources mène en continu une évaluation des systèmes de contrôle et d'analyse des circuits et des structures mises en place tant dans son sein que dans les unités opérationnelles en charge de l'exécution du budget (y incluses les recettes affectées) de la DG dans les domaines de l'exécution budgétaire, de la passation des marchés, du suivi des bons de commande (évaluation des besoins, circuits et procédures internes), mise à jour du tableau des acteurs financiers, vérification des permissions dans les systèmes de gestion, subdélégation des ordonnateurs compétents), et des formations lorsque cela s'avère nécessaire. La nomination de l'*Internal Control Coordinator* renforcera l'évaluation permanente des systèmes de contrôle interne.

16 Rapports d'Audit La DG PRES n'a pas fait l'objet d'aucun audit interne ou externe au cours de 2018 et aucune action dans ce sens n'est ouverte.

SELF-ASSESSMENT SUMMARY TABLE

		N° NORME				
		ACHEVEE	PRESQUE	EN PARTIE	DEMARREE	A DEMARRER
Section 1: mission et valeurs						
1. Mission		Achevée				
2. Valeurs éthiques et organisationnelles		Achevée				
Section 2: Ressources humaines						
3. Affectation du personnel et mobilité			Presque			
4. Évaluation et développement du personnel		Achevée				
Section 3: Processus de planification et gestion des risques						
5. Objectifs et indicateurs de performance		Achevée				
6. Processus de gestion des risques		Achevée				
Section 4: Opérations et activités de contrôle						
7. Structure opérationnelle		Achevée				
8. Processus et procédures		Achevée				
9. Supervision par le management		Achevée				

N°	NORME	ACHEVEE	PRESQUE	EN PARTIE	DEMARREE	A DEMARRER
10.	Continuité des opérations		Presque			
11.	Gestion des documents		Presque			
Section 5: Information et reporting financier						
12.	Information et communication	Achevée				
13.	Information comptable et financière	Achevée				
Section 6: Évaluation et audit						
14.	Évaluation des activités	Achevée				
15.	Évaluation des systèmes de du contrôle interne	Achevée				
16.	Rapports d'audit					N/A

COMMENTS ON THE OUTCOME OF THE ANNUAL SELF- ASSESSMENT OF MICS PERFORMANCE

1. Normes évaluées achevées.

Bon nombre des NMCI, même si marqués comme achevés, de par sa propre nature sont à caractère évolutif et d'actualisation permanente (NMCI 2, 4, 5, 8, 9, 12, 13, 14 et 15).

En ce qui concerne le NMCI 6, le tableau de risques de la DG PRES a été modifié pour l'année 2018 et sera révisé le premier trimestre 2019 en conformité avec les objectifs généraux de la DG et présenté au nouveau Risk Manager mais toute évolution de ce tableau lui sera communiquée ultérieurement. Un tableau sur le risque de fraude et un autre sur les risques éventuels d'un des projets du PPP ont également été établis et communiqués au Risk Manager du PE.

La DG PRES a conclu son Business Continuity Plan (NMCI 10) et a fait preuve de sa flexibilité et capacité de réponse lors de l'incident informatique de la fin du mois d'octobre pour assurer la continuité des opérations de la plénière en étroite collaboration avec la DG ITEC et le EP Business Continuity Manager.

2. Normes évaluées presque achevées - éléments à compléter

NMCI 3 L'exercice de mobilité du staff est en cours mais la DG PRES n'a pas un nombre élevé d'agents statutaires AD/AST affectés par cet exercice.

NMCI 10 La DG PRES a consolidé son Business Continuity Plan (BCP) et il a été communiqué au EP Business Continuity Manager comme contribution au BCP général du PE. De la même manière, notre DG a finalisé son BIA (Business Impact Analyse) et a identifié les opérations essentielles et les agents responsables dans le cas d'une situation en Business Continuity Mode.

Le *Incident Management Scheme* et le *Communication Incident Scheme* sont en phase finale d'approbation et ils ont été déjà communiqués officieusement au EP Business Continuity Manager. Il manque uniquement l'adoption formelle de ces documents par le Secrétaire General Adjoint et Directeur General DG PRES.

NMCI 11 La DG PRES travaille dans l'adaptation de ses archives et documents au nouveau Plan de Classement adopté par le Bureau. Cet exercice sera fini avant la fin du premier semestre 2019. Par ailleurs la DG PRES dirige le

ERMS/Steering Committee, étroitement lié à la mise en oeuvre de ce Plan de Classement via la nouvelle application acquise par le PE suite à l'appel d'offres EP/DGPRES/ERMS/2017/021.

3. Normes évaluées partielles ou démarrées - points faibles et pratiques

NA

4. Normes évaluées à démarrer ou non applicables.

NMCI 16

N/A La DG PRES n'a pas fait l'objet d'aucun audit interne ou externe ou cours de 2018 et aucune action dans ce sens n'est ouverte.