Council of the European Union
General Secretariat
Directorate-General Administration
The Director-General

2017 ANNUAL ACTIVITY REPORT OF THE AUTHORISING OFFICER BY DELEGATION

4 APRIL 2018

For the attention of the Secretary-General of the Council

I. INTRODUCTION - MISSION STATEMENT

This report is submitted on the basis of Article 66(9) of the Financial Regulation.

The Directorate-General for Administration (DGA) covered in 2017 the following fields of activity within the General Secretariat of the Council (GSC):

- DGA 1: human resources and personnel administration;
- *DGA 2 (Deputy Directorate-General):*
  - DGA 2A: protocol and organisation of meetings/conference activities;
  - DGA 2B: logistics and buildings management;
- DGA 3A & 3B: translation
- DGA 4: finance and budget management;
- *DGA SSCIS (Deputy Directorate-General):*
  - DGA DSS: security, safety;
  - DGA CIS: communication and information systems.

The DGA mission statement reads as follows:

We provide skilled staff, facilities, tools and translations to enable the European Council and the Council to deliberate, decide and legislate in a multilingual context. To this end we:

- *develop staff skills and motivation;*
- *use modern tools and processes;*
- *provide a safe and secure professional environment; and*
- *continuously improve service quality to stakeholders.*

II. PERFORMANCE OF DUTIES

A) PERFORMANCES/ACHIEVEMENTS

In 2017, the main achievements of DGA included:

- the organisation of 7 320 meetings (+26% from 2016), including 10 summits at Head of State or Government level, in a permanently heightened security environment, and with a broadened interpretation offer to delegations thanks to the new facilities in the Europa building;

- starting up operations in the Europa building, which as of January 2017 houses Member States' delegations, the President of the European Council (PEC), various GSC services and several high-capacity meeting rooms and catering facilities. The Europa building was used as our primary venue for summits and other high-level meetings for the first time in 2017;

- managing increasing demands for GSC support to informal summits in capitals under the Leaders' Agenda, with significant additional strains on our operational resources and capacities and sharing of responsibilities with rotating presidencies;

- reaching an agreement with the Belgian authorities on the final price of the Europa building (still to be formalised and notarised in 2018), well within the negotiation mandate set by Member States;

- managing an unexpected and temporary closure of the Europa building due to incidents in its kitchens in October 2017. We avoided major disruptions thanks to good business continuity planning and incident management and a dedicated staff. As a result of the incidents, corrective works to the drainage system were carried out (under guarantee) and all facilities were reopened;

- recognition of our pro-active and high-quality environmental management, with the successful transition to the new version of the EMAS Regulation (Community eco-management and audit scheme) and ISO 14001, as one of the first European institutions;

- continued modernisation and optimisation of our ways of working, resource allocation and HR management, in line with the 2016 Action Plan for a more collaborative, dynamic and flexible GSC. This included preparations for moving to Sysper, the inter-institutional administrative IT tool developed by the Commission;

- delivery of high-quality translations in support of the Council's policy of multilingualism, with a near-perfect deadline compliance of 99.96 % in 2017;

- installation of internal network wifi (in addition to public wifi) in all GSC buildings, which, combined with access for staff to laptops and mobile devices, and various other infrastructure enhancements, opened up new possibilities for flexible and collaborative working, and in the end better service to our stakeholders.

Main achievements by department:

Human Resources and Personnel Administration

The directorate continued to be a key driving force behind the GSC Action Plan with:

- the continued preparations for the adoption of Sysper, which will lead to synergies and economies of scale between the institutions,
- the successful Moving Resources To Tasks (MRTT) project, which, based on qualitative and quantitative workload indicators, allowed us to move staff from services with lower workload to services with higher workload. MRTT will be repeated in 2018;

- a new rotation scheme for AD officials who have been in their current job for many years, with the aim of diversifying the skills of our staff;

- a successful reform of our flexitime system towards a more trust-based system without old-fashioned controls and clocking machines;

- further development of our training, coaching and staff development offer based on input from our clients, with increased participation in trainings (+22.3% from 2016) and high satisfaction as a result. A particular effort was made to develop our offer to managers;

- a more inclusive and communicative approach to adopting new organisational policies with a range of new internal communication products, live-streamed interactive discussion sessions with staff and managers using smartphone apps for instant polling and questions;

- development of a proposal for a new career advancement system based more clearly on merit and on meeting objectives;

- execution of a substantial number of daily HR operations and services, in line with previous years.

Protocol and Meetings

In 2017, the directorate organised 7 320 meetings: 10 meetings at the level of EU Heads of State or Government in Brussels, 105 Coreper meetings, 4 071 working party meetings, 3 030 other meetings and over 1 200 protocol events, including official visits, summits and missions abroad (G7 and G20), Association, Stablisation and Cooperation Councils, signing ceremonies and official catering events and receptions.

The most important meetings and events organised, or significantly contributed to, in 2017 were:

- European Councils, European Councils (art. 50) and Euro summits

- EU-Africa summit in Abidjan

- Eastern Partnership Summit in Brussels

- EU-third country bilateral summits (China, Japan, India, Ukraine)

- Foreign Affairs Council (Trade) in Buenos Aires

- Visits of Presidents Trump and Erdogan

- "Supporting the future of Syria and the Region" Conference in Brussels

The Leaders' Agenda has meant an increase in the number of informal summits hosted by the rotating Presidencies in their respective countries. Such summits require intensive coordination with the rotating Presidencies, who rely on the GSC for advice and assistance, in particular related to planning, suitability of venues and technical installations for interpretation.

The new Europa building offered new state-of-the-art meeting facilities and we were able to accommodate more requests for interpretation. The number of interpreter days increased by 6% compared to 2016.

The technical and support teams of the directorate were heavily involved in the operational management of the Europa building, implementing new technologies in meetings rooms and ensuring interoperability between the technical systems in Justus Lipsius and Europa.

The directorate served 9 500 protocol meals during 2017 and over 900 000 clients were served in our catering outlets spread across three buildings. The new collective restaurant in the Europa building was the first in Belgium to receive "bio" certification.

Buildings and Logistics

The most important task of the directorate in 2017 was to manage the move-in and start up of operations in the Europa building. In addition to being responsible for the removal process and furnishing of the building, the directorate executed a number of adaptation works in the new building to meet evolving needs. It also had to deal with a number of teething problems that are always present in newly constructed facilities.

An agreement was reached with the Belgian authorities on the final price of the building in 2017, which will be formalised in 2018. The agreed price was well within the negotiation mandate set by Member States.

A problem linked to the drainage system in the Europa building led to an evacuation of the building in October 2017 and a temporary closure of the kitchens and its restaurant. Analysis and corrective works were carried out under guarantee. The problems were mainly linked to conceptual and construction defects.

The directorate is in charge of the GSC environmental policy. It managed amongst others the successful transition to the new versions of EMAS and ISO 14001 and integrated green procurement criteria in several contracts.

In the Justus Lipsius building the construction of a new visitor centre was finalised in 2017, with opening planned for 2018.

Finally, the directorate coordinated the move to a new joint warehouse facility in July 2017, owned by the Commission.

Translation Service

The Translation Service delivered high-quality translations of 957 316 standard pages in 2017 (+6% from 2016) with a near-perfect deadline compliance of 99.96%. In 2017, the service continued to be a key driver of innovation and inter-institutional cooperation in the GSC, through:

- the development of new multilingual services (assistance to media monitoring and briefings, editing services for the upcoming and present rotating presidencies and to GSC departments)
- preparations for new translation tools (computer-assisted translation);
- carrying out pilot projects to test outsourcing and extended teleworking;
- close cooperation with other institutions on IT tools, terminology and through staff exchanges
- a pilot project with the Commission and European Parliament on joint teams for files under the Ordinary Legislative Procedure.

The Translation Service contributed significantly to the Moving Resources to Task project, with a large number of reassignments of staff out of the service. It remained the largest department in DGA (and in the GSC) with 875.5 full-time equivalents (FTEs) on 31 December 2017.

Finance

The Finance directorate actively supported financial actors across the GSC through various channels.The 2017 budget implementation was managed by the directorate in close cooperation with the authorising officers and the proposal for the draft 2018 budget was established in due time.

Financial statements were delivered on time and of good quality. The latter was demonstrated by the fact that the Court of Auditors made no observations.

The directorate oversaw the launch of 77 procurement procedures in 2017, of which 40 were category A prcedures managed directly by its Procurement Coordination Unit. 77 contracts were signed at a combined value of EUR 147 million. The average duration of procurement procedures decreased from 9 to 6 months from previous years. The quality of procurement was demonstrated by the fact that the Court of Auditors in its performance Audit made no substantial remarks on the legality of tendering procedures.

Thanks to a targeted effort to convert vendors to e-invoicing, more than 50% of invoices received in the last months of 2017 were received electronically. Incoming invoices were encoded in 0.44 days on average, contributing to a low average payment delay of invoices of 20 days.

The Athena mechanism continued to assure the proper financing of and support to six EU military operations.

The directorate closely followed the review of the Financial Regulation, provided advice on the budget negotiation in the Budget Committee/Coreper and on the discharge procedure in relation to the 2015 budget.

The directorate finalised a proposal for updated Internal Control Standards in 2017.

Safety and Security

In 2017, the Health and Safety Unit was merged with the former Security Office into a single directorate for Safety and Security.

Aside from ensuring the security of a high number of summits and other high-level events and protecting the PEC, the main operational challenge for the Safety and Security directorate in 2017 continued to be managing increased alert levels and implementing the corresponding security measures put in place. The directorate coordinates and collaborates closely with the relevant Belgian authorities and the security services of the other Brussels-based EU institutions.

The directorate was closely involved in the start up of operations in the Europa building and the successful execution of summits in a new environment, both in terms of safety and security.

Other projects in 2017 included the implementation of a new access management system, optimisation of our fire prevention systems and improvements to the quality and efficiency of our operational security by the revision and, where necessary, creation of new operational security working methods.

Communication and Information Systems

The directorate continued its progress in 2017 on four work strands:

- offering <u>new business solutions</u>, namely through the Information and Knowledge Management programme (e-Council, e-Presidency, full scale activation of Agora and Delegates' Portal, contributions to the development of the Trilogue Table Editor, development of a Council app for delegates etc.), while also offering solutions to internal services (Human Resource Management, Financial management, Logistics, Events management etc.);

- <u>digital workplace</u>, with the continued implementation of the one-PC policy offering laptops with docking stations to all staff, connection to internal networks through wifi, migration to Windows 10 and Office 2016, and managed printing allowing clients to print out their documents from any printer in the GSC;

- further <u>improvements to our IT governance and management</u>, amongst others with the implementation of project, programme and portfolio management methodology and associated process, implementation of IT costing, the setup of a Technical Service Catalogue and strengthened communication to users on services and tools offered by the directorate;

- <u>modernisation of the base IT infrastructure</u>, amongst others with the implementation and operation of an extended videoconferencing service and a state-of-the-art network infrastructure.

The directorate contributed significantly to the ongoing modernisation in the context of the GSC Action Plan through the above work strands.

B) HUMAN RESOURCES ALLOCATED FOR THE INTENDED PURPOSE

DG A had the following human resources on 31 December 2017:

	Permanent staff	Temporary staff	Others	Total
Administrators	796.05	16	3	815.05
Assistants	847.55	14.8	1.75	864.1
Secretaries	58.75	20.8	1	80.55
Subtotal	1702.35	51.6	5.75	1759.7
Contractual agents	115.5	43.8		159.3
National experts			6	6
Subtotal	115.5	43.8	6	165.3
Total	**1817.85**	**95.4**	**11.75**	**1925**

Table includes staff in place on 31 December 2017, expressed as full-time equivalents (FTEs)
Source: Staffing Office

The total number of FTEs decreased slightly from 1936 in 2016, mainly thanks to a reduction in permanent and temporary staff. Besides the merger of Safety and Security, DGA was not subject to reorganisions in 2017.

C) FINANCIAL RESOURCES ALLOCATED FOR THE INTENDED PURPOSE

See annex for:

- Table 1: Overview of the implementation of the budget 2017
- Table 2: Overview of the implementation during 2017 of appropriations carried over from 2016

Comments to Table 1:

The overall outturn rate of 91% is satisfactory.

Under Title 1, we have a good outturn rate of 96%. The low outturn rate in Chapter 10 was due to the unpredictable travel costs of the President of the European Council (1004) and the fact that the former President changed from the higher transition allowance to the lower pension allowance (1010).

Under Title 2, we have a lower outturn rate of 87%. This is mainly due to the well-known structural underspending on Delegates' Travel Expenses (2200) and the fact that the EUR 8M foreseen for the final purchase of the Europa building was carried over to 2018. Without these two budget lines, the outturn rate for Title 2 would have been well above 90%. It can be noted that the outturn rate on Interpretating Costs was 95% (2202).

Comments to Table 2:

The overall outturn rate of 95% is satisfactory.

Under title 1, we have a low outturn rate of 79%, which is however an improvement compared to 2016 (74%). Cancelled appropriations were related to missions; installation and resettlement allowances of staff entering and leaving service (both unpredicatable in nature); medical service (shorter summits); and the mobility plan (staff can submit requests for reimbursement of their public transport costs until 15 February).

Under title 2, we have a good outturn rate of 92% thanks to a good outturn rate on Computer Systems, Equipment and Furniture (Chapter 21) and Operating Expenditure (Chapter 22).

III. FUNCTIONING OF THE INTERNAL CONTROL SYSTEM

A) EFFICIENCY AND EFFECTIVENESS OF THE INTERNAL CONTROL SYSTEMS

DGA (and the GSC as a whole) has set up internal control processes to ensure the adequate management of the risks relating to the legality and the regularity of its transactions, and the nature of payments. The control objective is to ensure that the authorising officer responsible has reasonable assurance that the total amount of financial operations authorised during the reporting year was largely in conformity with the applicable contractual or regulatory provisions.

The efficient and effective functioning of the internal control system at the European Council and Council is based, inter alia, on the following pillars:

- Instructions on Standards of Internal Control are applicable to all authorising officers;
- Internal rules on procurement, budgetary matters and asset management;
- Decisions, Staff Notes and guidance related to procedures to report serious irregularities (also known as whistleblowing), ethics and code of conduct;
- Decision creating the Project Evaluation Committee (CEP) assessing at an early stage the appropriateness of planned expenses;
- A highly effective integrated financial management system which facilitates the control and monitoring of operations, the proper functioning of which is ensured by the Finance Directorate as well as the Directorate for Communication and Information Systems;
- A centralised Finance Directorate providing specific assistance and advice to all financial actors on procurement, budget management and accounting;
- A centralised Procurement Coordination Unit that must be involved when the amount of the market is above EUR 15 000. Furthermore, related to the acquisition of buildings, and procurement of supplies, services or works with a total value in excess of EUR 135 000 the Procurement Coordination Unit is responsible for the organisation and conduct of the procurement procedure;
- A risk management methodology based on ISO standard 31000 available to all staff;
- A training programme that aims to equip the GSC to perform at its best;
- Segregation of the function of verification and initiation;
- The selection of adequate workflows to exercise ex ante controls, so-called 'financial circuits', with varying numbers of control steps, depending on risk;
- The performance of ex post controls, including corrective measures, when considered appropriate;
- An Internal Audit Unit providing (i) a guarantee as to the degree of control over activities carried out in implementation of the budget and (ii) advice on improving the conditions under which those activities are carried out and on encouraging sound financial management;
- An Audit Committee which monitors the work of the Internal Auditor with a view to ensuring that it carries out its functions efficiently, effectively and independently. It also monitors the implementation of the recommendations of internal audit reports and of the Court of Auditors' reports. It will make recommendations to the Secretary General on any issues regarding the internal audit and the effectiveness of internal control systems.

- Positive assurance on administrative expenditure given by the European Court of Auditors for several years, and again for 2017;

- A centralised and direct mode of budget implementation, the mode with the lowest intrinsic risk;

- Validation of the Financial Management System by the Accounting Officer;

- Monitoring and registration of exception reports;

- Absence of grants and expenditure in EU policy domains, which are notoriously risky areas of financial management;

- Transactions at the General Secretariat of the Council are related to administrative expenses only, which is a minor part of the general budget of the EU;

- Assurance declarations received from authorising officers by sub-delegation;

- Establishment of a Financial Irregularity Panel.

B) ASSESSMENT OF THE ESTIMATED COSTS AND BENEFITS OF CONTROLS

There is no exact estimation of the total costs of controls but all directorates estimate that their control measures are efficient and effective. Costs of controls would mostly liaise to human resources and IT. Detected errors or irregularities are rare, as attested by the observations of the European Court of Auditors in reports on previous financial years, and they are systematically addressed and corrected if they occur.

Benefits of controls in non-financial terms cover: better value for money, efficiency gains, system improvements and compliance with regulatory provisions.

C) RISKS ASSOCIATED TO THE OPERATIONS

All departments within DGA applied risk management according to a methodology based on ISO standard 31000. They kept risk registers in which were recorded identified risks, assessment levels and mitigating actions that had to be implemented. Reporting lines were established, whereby deputy directors-general and directors had to inform the director-general of specific risks of which he should be aware.

No critical risk levels were reported within DGA in 2017.

One significant risk materialised: the incidents leading to evacuation and temporary closure of the Europa building). This was foreseen in the DGA risk register both under meeting planning (unforeseen closure of facilities) and under management of the (new) Europa building (unforeseen technical issues). The foreseen risk management measures were applied, including:

- the successful activation of our plan for back-up venues in Justus Lipsius for the summit held two days after the evacuation;

- the successful activation of business continuity plans with relocation of all delegations, the PEC cabinet, the SG cabinet and other GSC services in Justus Lipsius in temporary offices.

The execution of these measures was overseen by the GSC Crisis Management Team, convoqued to manage the situation. A college of three directors-general was set up to carry out an internal inquiry into the incident. The conclusions of this inquiry are yet to be published at the time of writing.

For the reporting period, a number of risks with a substantial residual risk level or potential impact, were adequately managed (besides the incidents cited above). They include:

- the start-up of very complex technical operations in the Europa building (risk was considered substantial in the first year of operations);

- management of the aging fire detection system in the Justus Lipsius building
- the availability of IT resources, such as business-critical IT resources in the event of major critical incidents;
- safety, security and wellbeing of people at premises managed by the GSC
- guaranteeing that summits and meetings (core business) take place as planned, in particular in the new Europa building.

IV. CONCLUSIONS ON ASSURANCE

Reasonable assurance on the legality and regularity of the underlying transactions can be provided since authorising officers at the GSC operate in an environment where the residual risk levels linked to finance matters are sufficiently well-managed and generally rather low, which can be deduced from the factual information supplied above.

V. DECLARATION OF ASSURANCE[1]

I, the undersigned,

Director-General of Directorate-General Administration (DGA),

in my capacity as authorising officer by delegation,

declare that the information contained in this report gives a true and fair view[2].

State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that 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 observations of the internal audit service and lessons learnt from the reports of the Court of Auditors for years prior to the year of this declaration.

However the following reservation should be noted (see annex):

> *Referral to the Financial Irregularities Panel (FIP) on 6 July 2017 by the Secretary-General to determine if a number of situations highlighted by the Internal Auditor could be considered as financial irregularities. The situations examined by the Financial Irregularities Panel concerned the splitting of contracts, the end date of purchase orders and the target value of contracts. These situations were all linked to IT consultancy services' purchase orders. They were all the consequence of the abnormally long duration of the IT Services procurement procedure (UCA 65/13), which lasted more than four years, and the risk of not being able to deliver essential IT services to the GSC.*
>
> *The FIP concluded on 8 September 2017 that two issues (the splitting of contracts and the target value of contracts) constituted financial irregularities where the Authorising Officer did not follow the appropriate procedure. The Authorising Officer should have reported them as exceptions in the Exception report.*
>
> *The FIP concluded that an exceptional procedure to guarantee the provision of services vital to the operation of the GSC was warranted and that there was no evidence to suggest that these financial irregularities led to any distortion of competition. Moreover, they did not cause any damage to the financial interests of the Union.*
>
> *Regarding the third issues (purchase orders) the FIP concluded that there was no financial irregularity.*

Confirm that I am not aware of anything not reported here which could harm the interests of the institution.

Brussels, 4 April 2018

[*signed*]

William SHAPCOTT

Director-General DGA

---

1 **On the basis of the foregoing and analogy of declarations by AOsD, the director-general established his/her own annual statement.**

2 **True and fair in this context means a reliable, complete and correct view on the state of affairs in the service.**

RESERVATION - Attachment to the Declaration of Assurance

Reservation n° 1	
Title of the reservation	Referral to the panel Financial Irregularities Panel (FIP)
Domain	IT Services contracts
Amount affected	-
Description of the weakness and its significance (nature, scope, impact, duration)	The situations examined by the Financial Irregularities Panel concerned the splitting of contracts, the end date of purchase orders and the target value of contracts. These situations were all linked to IT consultancy services' purchase orders. They were all the consequence of the abnormally long duration of the IT Services procurement procedure (UCA 65/13), which lasted more than four years, and the risk of not being able to deliver essential IT services to the GSC. The FIP concluded on 8 September 2017 that two issues (the splitting of contracts and the target value of contracts) constituted financial irregularities where the Authorising Officer did not follow the appropriate procedure. The Authorising Officer should have reported them as exceptions in the Exception report. The FIP concluded that an exceptional procedure to guarantee the provision of services vital to the operation of the GSC was warranted and that there was no evidence to suggest that these financial irregularities led to any distortion of competition. Moreover, they did not cause any damage to the financial interests of the Union. Regarding the third issues (purchase orders) the FIP concluded that there was no financial irregularity.
Information on: - compensatory measures; - corrective actions.	Recommendations from the FIP: "*The FIP recommends that* • *Services facing challenges that require exceptional solutions, should handle them in accordance with the rules and with the necessary transparency, involving other relevant services to find the best approach. In this context, it is particularly advisable to timely (before taking a decision) involve/consult the full hierarchy.* • *The procurement approach for IT services should be reviewed. If the time needed to procedure IT services for the period after expiry of the recently signed contracts would be the same as in*

	the last round, the process should be launched shortly. *The FIP has taken note of the document recently drawn up by DGA CIS on lessons learned from the previous procedure. This document constitutes a very good basis for a profound discussion with other services in the house on the future approach. In this context, the FIP suggests that DGA CIS reflect on the possibilities of interinstitutional procedures and on alternatives to a clustered approach (procurement of all services in one go)*" The recommendations are being followed.

TABLE 1: OVERVIEW OF THE IMPLEMENTATION OF THE 2017 BUDGET **ANNEX**

			1 - Initial Budget 2017	2 - Final Budget 2017	3 - Commitments 2017	4 = 3/2 - Outturn rate on final budget (%)	5 - Carry-over to 2018 Commitments-payments (Fund 4*)	6 - Carry Over to 2018 on Decision (Fund 41*)
Fund	Commitment item		EUR	EUR	EUR	%	EUR	EUR
1	1000	Basic salary	335.000,00	335.000,00	326.809,98	98	0,00	
1	1001	Entitlements related to the post held	68.000,00	68.000,00	67.012,56	99	0,00	
1	1002	Entitlements related to the personal cir	10.000,00	10.000,00	8.734,44	87	0,00	
1	1003	Social security cover	14.000,00	14.000,00	12.363,18	88	0,00	
1	1004	Other management expenditure	675.000,00	675.000,00	385.028,32	57	73.901,34	
1	ART-100	Remuneration and other entitlements	1.102.000,00	1.102.000,00	799.948,48	73	73.901,34	
1	1010	Pensions	170.000,00	170.000,00	72.230,76	42	0,00	
1	ART-101	Termination of service	170.000,00	170.000,00	72.230,76	42	0,00	
1	1020	Provisional appropriation for changes i	50.000,00	50.000,00				
1	ART-102	Provisional appropriation	50.000,00	50.000,00				
1	CHAP-10	Members of the Institution	1.322.000,00	1.322.000,00	872.179,24	66	73.901,34	
1	1100	Basic salaries	236.814.000,00	235.484.000,00	229.502.819,11	97	0,00	
1	1101	Entitlements under the Staff Regulations	1.850.000,00	1.850.000,00	1.403.504,67	76	0,00	
1	1102	Entitlements under the Staff Regulations	59.571.000,00	60.501.000,00	59.751.216,98	99	0,00	
1	1103	Social security cover	9.452.000,00	9.852.000,00	9.309.813,94	94	0,00	
1	1104	Salary weightings	50.000,00	150.000,00	124.188,43	83	0,00	
1	1105	Overtime	1.500.000,00	1.400.000,00	937.106,33	67	0,00	
1	1106	Entitlements under the Staff Regulations	2.600.000,00	2.600.000,00	1.628.873,14	63	366.146,38	
1	ART-110	Remuneration and other entitlements	311.837.000,00	311.837.000,00	302.657.522,60	97	366.146,38	
1	1110	Allowances in the event of retirement in	171.000,00	171.000,00	171.000,00	100	0,00	
1	1112	Entitlements former Secretaries-General	665.000,00	665.000,00	655.741,28	99	0,00	

1	ART-111	Termination of service	836.000,00	836.000,00	826.741,28	99	0,00	
1	1120	Provisional appropriation (officials and	2.767.000,00	2.767.000,00				
1	1121	Provisional appropriation (retired staff	6.000,00	6.000,00				
1	ART-112	Provisional appropriation	2.773.000,00	2.773.000,00				
1	CHAP-11	Officials and temporary staff	315.446.000,00	315.446.000,00	303.484.263,88	96	366.146,38	
1	1200	Other staff	9.706.000,00	9.706.000,00	9.384.604,80	97	7.255,08	
1	1201	National experts on secondment	973.000,00	973.000,00	836.051,12	86	3.116,46	
1	1202	Traineeships	670.000,00	673.000,00	653.643,50	97	30.933,13	
1	1203	Outside services	488.000,00	540.000,00	298.088,75	55	83.269,67	
1	1204	Supplementary services for the translati	200.000,00	692.800,00	263.520,05	38	29.779,20	
1	ART-120	Other staff and outside services	12.037.000,00	12.584.800,00	11.435.908,22	91	154.353,54	
1	1220	Provisional appropriation	102.000,00	102.000,00				
1	ART-122	Provisional appropriation	102.000,00	102.000,00				
1	CHAP-12	Other staff and outside services	12.139.000,00	12.686.800,00	11.435.908,22	90	154.353,54	
1	1300	Miscellaneous expenditure on recruitment	181.000,00	71.000,00	70.100,00	99	49.970,57	
1	1301	Further training	1.992.000,00	2.102.000,00	2.096.320,00	100	951.015,24	
1	ART-130	Expenditure relating to staff management	2.173.000,00	2.173.000,00	2.166.420,00	100	1.000.985,81	
1	1310	Special assistance grants	30.000,00	30.000,00				
1	1311	Social contacts between members of staff	117.000,00	109.800,00	108.579,09	99	59.057,43	
1	1312	Supplementary aid for the disables	210.000,00	210.000,00	120.670,89	57	30.507,05	
1	1313	Other welfare expenditure	66.000,00	73.200,00	72.250,75	99	34,54	
1	ART-131	Measures to assist institution's staff	423.000,00	423.000,00	301.500,73	71	89.599,02	
1	1320	Medical service	498.000,00	498.000,00	387.373,37	78	205.198,55	
1	1322	Crèches and other childcare facilities	2.683.000,00	2.683.000,00	2.636.848,00	98	314.979,26	
1	ART-132	Activities relating to all persons	3.181.000,00	3.181.000,00	3.024.221,37	95	520.177,81	
1	1331	Mission expenses of the Council Secretar	2.980.000,00	2.980.000,00	2.638.631,66	89	232.914,81	
1	1332	Travel expenses of staff related to the	650.000,00	650.000,00	628.362,95	97	28.637,23	
1	ART-133	Missions	3.630.000,00	3.630.000,00	3.266.994,61	90	261.552,04	

1	CHAP-13	Other expenditure relating to persons	9.407.000,00	9.407.000,00	8.759.136,71	93	1.872.314,68	
1	TITLE-1	Persons working with the institution	338.314.000,00	338.861.800,00	324.551.488,05	96	2.466.715,94	
1	2000	Rent	1.982.000,00	1.959.000,00	1.957.643,23	100	63.537,96	
1	2002	Acquisition of immovable property		8.884.000,00	96.000,00	1	96.000,00	8.787.738,00
1	2003	Fitting-out of premises	10.618.000,00	8.782.000,00	8.738.922,53	100	6.064.445,78	
1	2004	Work to make premises secure	2.830.000,00	1.205.000,00	1.204.246,51	100	854.285,29	
1	2005	Exp.preliminary to the acquisition build	711.000,00	711.000,00	344.062,91	48	205.862,75	
1	ART-200	Buildings	16.141.000,00	21.541.000,00	12.340.875,18	57	7.284.131,78	8.787.738,00
1	2010	Cleaning and maintenance	19.057.000,00	17.928.000,00	17.852.440,99	100	4.422.007,35	
1	2011	Water, gas, electricity and heating	4.974.000,00	3.075.000,00	2.957.188,68	96	973.759,20	
1	2012	Buildings security and surveillance	16.815.000,00	18.197.000,00	17.520.886,40	96	2.495.266,14	
1	2013	Insurance	191.000,00	282.000,00	279.998,00	99	15.525,30	
1	2014	Other expenditure relating to buildings	611.000,00	566.000,00	559.457,85	99	335.329,29	
1	ART-201	Costs relating to buildings	41.648.000,00	40.048.000,00	39.169.971,92	98	8.241.887,28	
1	CHAP-20	Buildings and associated costs	57.789.000,00	61.589.000,00	51.510.847,10	84	15.526.019,06	8.787.738,00
1	2100	Acquisition of equipment and software	12.262.000,00	11.030.756,00	10.699.646,84	97	5.398.355,89	
1	2101	Outside assistance for computer systems	21.850.000,00	23.967.599,00	23.874.910,71	100	13.140.786,60	
1	2102	Servicing, maintenance of equipment/SW	7.156.000,00	5.661.197,00	5.651.012,24	100	783.750,51	
1	2103	Telecommunications	1.532.000,00	1.240.448,00	1.240.447,04	100	679.440,09	
1	ART-210	Computer systems and telecommunications	42.800.000,00	41.900.000,00	41.466.016,83	99	20.002.333,09	
1	2111	Purchase and replacement of furniture	902.000,00	902.000,00	726.732,32	81	316.091,59	
1	2112	Rental and repair of technical equipment	40.000,00	40.000,00	14.897,61	37	7.496,90	
1	ART-211	Furniture	942.000,00	942.000,00	741.629,93	79	323.588,49	
1	2120	Purchase and replacement of technical eq	1.825.000,00	1.228.955,95	1.203.722,71	98	380.971,51	
1	2121	Outside assistance for the operation and	78.000,00	419.989,05	412.864,95	98	166.471,36	
1	2122	Rental, servicing, maintenance and repai	906.000,00	801.501,00	711.448,44	89	272.943,12	
1	ART-212	Technical equipment and installation	2.809.000,00	2.450.446,00	2.328.036,10	95	820.385,99	
1	2132	Rental and repair of the vehicle fleet	598.000,00	598.000,00	571.465,30	96	205.126,80	

1	2133	Mobility plan	450.000,00	450.000,00	450.000,00	100	235.746,29	
1	ART-213	Transport	1.048.000,00	1.048.000,00	1.021.465,30	97	440.873,09	
1	CHAP-21	Computer systems,equipment and furniture	47.599.000,00	46.340.446,00	45.557.148,16	98	21.587.180,66	
1	2200	Travel expenses of delegations	17.802.000,00	25.017.502,00	13.472.728,52	54	0,00	
1	2201	Miscellaneous travel expenses	470.000,00	470.000,00	232.784,78	50	44.500,00	
1	2202	Interpreting costs	79.816.000,00	69.700.498,00	66.521.325,00	95	6.910.863,00	
1	2203	Entertainment and representation expense	150.000,00	150.000,00	130.875,00	87	12.081,91	
1	2204	Miscellaneous expenditure on internal ex	4.174.000,00	4.159.000,00	4.004.163,98	96	808.276,72	
1	2205	Organisation of conferences, congresses	190.000,00	205.000,00	155.284,72	76	12.679,74	
1	ART-220	Meetings and conferences	102.602.000,00	99.702.000,00	84.517.162,00	85	7.788.401,37	
1	2230	Office supplies	408.000,00	403.000,00	355.429,77	88	75.295,73	
1	2231	Postal charges		0,00				
1	2232	Exp.on studies,surveys and consultations	45.000,00	45.000,00	17.800,00	40	0,00	
1	2234	Removals	80.000,00	85.000,00	83.834,94	99	2.618,19	
1	2235	Financial charges	10.000,00	10.000,00	10.000,00	100	6.605,61	
1	2237	Other operating expenditure	254.000,00	254.000,00	223.759,08	88	175.716,42	
1	ART-223	Miscellaneous expenses	797.000,00	797.000,00	690.823,79	87	260.235,95	
1	CHAP-22	Operating expenditure	103.399.000,00	100.499.000,00	85.207.985,79	85	8.048.637,32	
1	TITLE-2	Buildings,equipment and operating expend	208.787.000,00	208.428.446,00	182.275.981,05	87	45.161.837,04	8.787.738,00
1	X100	Contingency reserve	2.000.000,00	2.000.000,00				
1	ART-1010	Contingency reserve	2.000.000,00	2.000.000,00				
1	CHAP-101	Contingency reserve	2.000.000,00	2.000.000,00				
1	TITLE-10	Other expenditure	2.000.000,00	2.000.000,00				
1	EXPENSE	EXPENSE	549.101.000,00	549.290.246,00	506.827.469,10	92	47.628.552,98	8.787.738,00
1	COUNCIL	Council Legal Reporting	549.101.000,00	549.290.246,00	506.827.469,10	92	47.628.552,98	8.787.738,00
Overall Result			549.101.000,00	549.290.246,00	506.827.469,10	92	47.628.552,98	8.787.738,00

Fund 4: Appropriations automatically carried over to the year +1 **// Fund 41**: Appropriations carried over to the year +1 by decision

TABLE 2: OVERVIEW OF THE IMPLEMENTATION DURING 2017 OF APPROPRIATIONS CARRIED OVER FROM 2016

			1 - Carry-over from budget 2016	2 - Paym 2017 on carry-over 2016	3 = 2/1 - Outturn rate (%)	4 - Cancelled appropriations	5 - Carry-over from 2017 to 2018
Fund *	Commitment item		EUR	EUR	%	EUR	EUR
4	1004	Other management expenditure	23.981,07	8.001,76	33	15.979,31	0,00
4	ART-100	Remuneration and other entitlements	23.981,07	8.001,76	33	15.979,31	0,00
4	CHAP-10	Members of the Institution	23.981,07	8.001,76	33	15.979,31	0,00
4	1106	Entitlements under the Staff Regulations	425.000,00	244.208,31	57	180.791,69	0,00
4	ART-110	Remuneration and other entitlements	425.000,00	244.208,31	57	180.791,69	0,00
4	CHAP-11	Officials and temporary staff	425.000,00	244.208,31	57	180.791,69	0,00
4	1200	Other staff	6.172,88	3.561,89	58	2.610,99	0,00
4	1202	Traineeships	15.719,81	13.493,69	86	2.226,12	0,00
4	1203	Outside services	56.911,88	35.816,87	63	21.095,01	0,00
4	1204	Supplementary services for the translati	25.000,00	4.699,25	19	20.300,75	0,00
4	ART-120	Other staff and outside services	103.804,57	57.571,70	55	46.232,87	0,00
4	CHAP-12	Other staff and outside services	103.804,57	57.571,70	55	46.232,87	0,00
4	1300	Miscellaneous expenditure on recruitment	63.400,26	63.400,26	100	0,00	0,00
4	1301	Further training	711.106,68	688.596,68	97	22.510,00	0,00
4	ART-130	Expenditure relating to staff management	774.506,94	751.996,94	97	22.510,00	0,00
4	1311	Social contacts between members of staff	15.660,85	15.601,97	100	58,88	0,00
4	1312	Supplementary aid for the disables	34.318,74	26.721,81	78	7.596,93	0,00
4	1313	Other welfare expenditure	5.613,82	5.317,83	95	295,99	0,00
4	ART-131	Measures to assist institution's staff	55.593,41	47.641,61	86	7.951,80	0,00
4	1320	Medical service	122.180,21	89.286,01	73	32.894,20	0,00
4	1322	Crèches and other childcare facilities	262.634,53	220.813,24	84	41.821,29	0,00
4	ART-132	Activities relating to all persons	384.814,74	310.099,25	81	74.715,49	0,00
4	1331	Mission expenses of the Council Secretar	172.459,29	120.401,04	70	52.058,25	0,00

4	1332	Travel expenses of staff related to the	20.000,00	9.345,32	47	10.654,68	0,00
4	ART-133	Missions	192.459,29	129.746,36	67	62.712,93	0,00
4	CHAP-13	Other expenditure relating to persons	1.407.374,38	1.239.484,16	88	167.890,22	0,00
4	TITLE-1	Persons working with the institution	1.960.160,02	1.549.265,93	79	410.894,09	0,00
4	2002	Acquisition of immovable property	11.001.199,00	11.000.000,00	100	1.199,00	0,00
4	2003	Fitting-out of premises	5.261.902,48	3.902.262,09	74	1.359.640,39	0,00
4	2004	Work to make premises secure	709.272,63	658.977,69	93	50.294,94	0,00
4	2005	Exp.preliminary to the acquisition build	292.848,16	226.388,22	77	66.459,94	0,00
4	ART-200	Buildings	17.265.222,27	15.787.628,00	91	1.477.594,27	0,00
4	2010	Cleaning and maintenance	3.326.842,45	3.022.683,35	91	304.159,10	0,00
4	2011	Water, gas, electricity and heating	1.333.639,71	774.371,79	58	559.267,92	0,00
4	2012	Buildings security and surveillance	1.750.906,23	1.478.646,64	84	272.259,59	0,00
4	2013	Insurance	14.053,78	14.053,78	100	0,00	0,00
4	2014	Other expenditure relating to buildings	218.334,34	161.366,54	74	56.967,80	0,00
4	ART-201	Costs relating to buildings	6.643.776,51	5.451.122,10	82	1.192.654,41	0,00
4	CHAP-20	Buildings and associated costs	23.908.998,78	21.238.750,10	89	2.670.248,68	0,00
4	2100	Acquisition of equipment and software	8.646.275,20	8.620.888,84	100	25.386,36	0,00
4	2101	Outside assistance for computer systems	9.920.647,37	9.219.715,59	93	700.931,78	0,00
4	2102	Servicing, maintenance of equipment/SW	474.173,93	458.323,88	97	15.850,05	0,00
4	2103	Telecommunications	1.086.700,88	935.885,61	86	150.815,27	0,00
4	ART-210	Computer systems and telecommunications	20.127.797,38	19.234.813,92	96	892.983,46	0,00
4	2111	Purchase and replacement of furniture	573.118,51	561.026,03	98	12.092,48	0,00
4	2112	Rental and repair of technical equipment	4.717,53	216,75	5	4.500,78	0,00
4	ART-211	Furniture	577.836,04	561.242,78	97	16.593,26	0,00
4	2120	Purchase and replacement of technical eq	915.723,98	891.190,20	97	24.533,78	0,00
4	2121	Outside assistance for the operation and	137.084,56	85.804,71	63	51.279,85	0,00
4	2122	Rental, servicing, maintenance and repai	262.301,99	200.271,38	76	62.030,61	0,00
4	ART-212	Technical equipment and installation	1.315.110,53	1.177.266,29	90	137.844,24	0,00
4	2132	Rental and repair of the vehicle fleet	39.401,61	16.715,45	42	22.686,16	0,00

4	2133	Mobility plan	256.352,45	209.973,21	82	46.379,24	0,00
4	ART-213	Transport	295.754,06	226.688,66	77	69.065,40	0,00
4	CHAP-21	Computer systems,equipment and furniture	22.316.498,01	21.200.011,65	95	1.116.486,36	0,00
4	2201	Miscellaneous travel expenses	47.403,08	31.581,36	67	15.821,72	0,00
4	2202	Interpreting costs	10.024.524,80	9.160.725,20	91	863.799,60	0,00
4	2203	Entertainment and representation expense	31.192,50	22.246,00	71	8.946,50	0,00
4	2204	Miscellaneous expenditure on internal ex	442.464,68	355.004,41	80	87.460,27	0,00
4	2205	Organisation of conferences, congresses	15.898,15	15.409,30	97	488,85	0,00
4	ART-220	Meetings and conferences	10.561.483,21	9.584.966,27	91	976.516,94	0,00
4	2230	Office supplies	72.624,35	62.077,00	85	10.547,35	0,00
4	2234	Removals	24.371,78	19.371,78	79	5.000,00	0,00
4	2235	Financial charges	1.343,40	253,32	19	1.090,08	0,00
4	2237	Other operating expenditure	17.200,98	12.866,47	75	4.334,51	0,00
4	ART-223	Miscellaneous expenses	115.540,51	94.568,57	82	20.971,94	0,00
4	CHAP-22	Operating expenditure	10.677.023,72	9.679.534,84	91	997.488,88	0,00
4	TITLE-2	Buildings,equipment and operating expend	56.902.520,51	52.118.296,59	92	4.784.223,92	0,00
4	EXPENSE	EXPENSE	58.862.680,53	53.667.562,52	91	5.195.118,01	0,00
4	COUNCIL	Council Legal Reporting	58.862.680,53	53.667.562,52	91	5.195.118,01	0,00
41	2120	Purchase and replacement of technical eq	350.000,00			19.008,95	330.991,05
41	ART-212	Technical equipment and installation	350.000,00			19.008,95	330.991,05
41	CHAP-21	Computer systems,equipment and furniture	350.000,00			19.008,95	330.991,05
41	TITLE-2	Buildings,equipment and operating expend	350.000,00			19.008,95	330.991,05
41	EXPENSE	EXPENSE	350.000,00			19.008,95	330.991,05
41	COUNCIL	Council Legal Reporting	350.000,00			19.008,95	330.991,05
42	2111	Purchase and replacement of furniture	155.490,46	142.835,46	92	12.655,00	0,00
42	ART-211	Furniture	155.490,46	142.835,46	92	12.655,00	0,00
42	2120	Purchase and replacement of technical eq	57.044,71	44.029,71	77	13.015,00	0,00
42	ART-212	Technical equipment and installation	57.044,71	44.029,71	77	13.015,00	0,00

42	CHAP-21	Computer systems,equipment and furniture	212.535,17	186.865,17	88	25.670,00	0,00
42	TITLE-2	Buildings,equipment and operating expend	212.535,17	186.865,17	88	25.670,00	0,00
42	EXPENSE	EXPENSE	212.535,17	186.865,17	88	25.670,00	0,00
42	COUNCIL	Council Legal Reporting	212.535,17	186.865,17	88	25.670,00	0,00
Overall Result			59.425.215,70	53.854.427,69	91	5.239.796,96	330.991,05

*

Fund 4: Appropriations automatically carried-over from the year-1 (from Fund 1)
Appropriations not paid during the year are cancelled.

Fund 41: Appropriations carried-over from the year-1 by decision.
Appropriations not committed during the year are cancelled.
Appropriations not paid during the year are carried-over automatically for payments during the year+1.

Fund 42: Appropriations automatically carried-over from the year-1 (from Fund 41)
Appropriations not paid during the year are cancelled.