Council of the European Union
General Secretariat
Directorate-General Organisational Development and Services
The Director-General

2018 ANNUAL ACTIVITY REPORT OF THE AUTHORISING OFFICER BY DELEGATION

8 APRIL 2019

For the attention of the Secretary-General of the Council.

I. INTRODUCTION - MISSION STATEMENT

This report covers the activities in 2018 of two departments of the General Secretariat of the Council (GSC):

- ORG - Organisational Development and Services
- LING - Translation Service.

ORG and LING are the successors to the former Directorate-General of Administration (DGA), which was reorganised on 1 July 2018.

The new structures

As of 1 July 2018, the former DGA departments were redistributed as follows:

<u>ORG - Directorate-General for Organisational Development and Services</u>

- ORG.1 Human Resources Directorate
- ORG.2 Protocol and Meetings Directorate
- ORG.3 Buildings and Logistics Directorate
- ORG.4 Finance Directorate
- ORG.5 Safety and Security Directorate
- ORG.A Organisational Development Unit (new entity)

LING - Translation Service[1]

- LING.1 Translation Directorate 1
- LING.2 Translation Directorate 2

DGA CIS (Communication and Information Systems Directorate) from the former DGA was integrated on 1 July into the new Digital Services department, for which a separate annual activity report is made. This report also cover the activities of DGA CIS until 30 June 2018.

Mission statements

ORG's role and mission, as defined by the Secretary-General when it was established, is as follows:

ORG is the backbone of the GSC. It provides for a modern, flexible and customer-oriented organisation in a rapidly changing environment. It is a key service provider and a driving force for organisational development, responsible for driving many modernisation projects. Its new Organisational Development Unit will be engaged in forward thinking on modernising all aspects of working. It is also responsible for internal communication and running the new Advisory Management Board.

LING has the following mission statement**:**

The Translation Service provides timely and high-quality translation and editing services to ensure the smooth running of the European Council and Council decision-making process, and ultimately to serve the citizens of the European Union. Its highly skilled staff work in a flexible manner, using state-of-the-art tools and working methods, safeguarding confidentiality and facilitating multilingual communication among Member States and EU institutions in a complex political environment. The Translation Service places a high value on both client satisfaction and the work-life balance of its staff, and strives to build ever closer ties with internal and external stakeholders.

II. PERFORMANCE OF DUTIES

A) PERFORMANCES/ACHIEVEMENTS

In 2018, the main achieivements of ORG and LING departments included:

- the organisation of 7733 meetings (+5.6% from 2017), of which 8 European Councils (incl. article 50), 7 multilateral summits, 75 Councils at ministerial level and 146 Coreper meetings at ambassador level. These meetings continued to take place in a heightened security environment and with very positive overall feedback from the rotating presidencies (Bulgaria and Austria) on our organisational services.

- the successful organisation of special events, incl. the 12th ASEM summit with 55 delegations, three bilateral summits (Ukraine, South Africa, The Republic of Korea), while protocol and advisory support was provided for a number of meetings and multilateral summits outside Brussels.

- the management of 2500 interpretation requests (+10% from 2017) with a much smaller increase in the overall interpretation costs (+1.3%) thanks to a marked decrease in cancellation fees (-50% from 2017) thanks to improved planning and cooperation with the presidencies.

- the final convention de transaction for the purchase of the Europa building was signed by the Belgian state and approved by the Budget Committee in December 2018. The building was in full operation during 2018, with occupancy rates of the main Europa meeting rooms (offering full interpretation regime) increased by 30% compared to 2017.

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[1] Deputy Directorate-General directly attached to the Secretary-General

- a number of renovations projects were carried out in the three buildings across the GSC campus, i.a. to modernise meeting rooms, facilitate access - incl. for persons with reduced mobility - and to improve the client experience with a new cafeteria in the Justus Lipsius building.

- preparations of our IT systems and staff for the adoption of a number of inter-institutional Human Resources management IT applications (Sysper, MiPS, etc) in 2019. This will also involve the transfer of a number of functions and vacant posts to the PMO in 2019, which required a particular effort in terms of redeployments of ORG staff in 2018 and the non-filling of a number of vacant posts.

- the implementation of a Common Project Management Framework in the GSC, in view of improving the corporate project management and task force culture and fostering a more efficient management of cross-departmental projects.

- the establishment of a new Advisory Management Board, which will strengthen the corporate governance by advising the Secretary-General on strategic issues, strategic projects and on priority setting in the budgetary processes.

- the successful execution of the first global staff survey in the General Secretariat with a 67% overall response rate and the launch of a participatory follow-up process with staff and managers to address weaknesses and build on strengths.

Performance/Achievements by departments

<u>ORG.1 - Human Resources</u>

ORG.1 is in charge of HR management in the General Secretariat of the Council. This includes the management of salaries, rights, staffing and recruitment, staff development, health and social services and missions. The directorate continued its efforts to deliver a more flexible, efficient and dynamic organisation through its activities, namely:

- execution of a substantial number of daily HR operations and services, in line with previous years. This included the management of mission expenses, organisation of selection procedures (incl. management selections with external assessment centres and neutral chairs of selection boards), recruitment processes, medical checks and controls, social services, training courses and the managmenet of the Council creche

- preparations for the adoption of Sysper and other IT-tools in 2019 across all HR departments

- the consolidation of the Moving Resources to Tasks mechanism to reassign staff more rapidly according to needs within the organisation

- the continued modernisation of the approach to staff development, with increased focus on staff learning to handle change, using digital tools and communicating visually, and the introduction of the inter-institutional EU Learn tool.

- the development of a global prevention plan for psycho-social risks (publication in March 2019).

ORG.2 - Protocol and Meetings

ORG.2 is in charge of the Council conference centre, providing both planning and technical support to meetings. Led by the Head of Protocol, it also provides protocol services to the President of the European Council and to the Council. It also manages all catering activities, receptions and ushers.

In 2018, ORG.2 organised 7 733 meetings, 413 more than in 2017. The 5.6 % growth in the total number of meetings is mainly due to 294 more working party meetings (an increase of 7% compared with 2017), indicating an increase in the number of technical discussions and a more extensive use of the Europa building meeting rooms.

On 22-23 October the 12th ASEM Summit (55 delegations) took place. It represented an unprecedented effort to manage new and complex tasks throughout all phases, in particular as it took place back-to-back with a European Council.

The end of 2018 saw the successful negotiation of a technical review of the interpreting system and delegates travel expenses in the Council, which will result in a more efficient and sound use of budgetary resources with the creation of a 'technical interpreting envelope' aimed at covering part of the costs of the pivot languages – i.e. languages used as 'bridges' to ensure multilingual communication in the 23 languages of the EU

In cooperation with SMART, the Delegates' Presence feature was added to the online Delegates' Portal. It enables the electronic registration of delegates' presence at working parties, Councils and summits as well as their travel information. It is an important administrative rationalisation and facilitates the direct reimbursement of delegates' travel expenditure.

Over 500 technical interventions were carried out by the ORG.2 Support Unit's technical team in 2018 for audio-visual systems and activities in meeting rooms. Sound, video and teleconferencing facilities were provided for over 1000 presentations in-house and abroad (e.g. in the country of the Presidency). Thirteen projects were implemented to renew outdated infrastructure, to enhance interoperability, global audio recording, AMX audio and rack, new table modules, infrared listening systems and state-of-the-art crisis management equipment.

Two additional, temporary remote interpreting rooms were set up on level 80 of the JL with the objective of expanding the interpreting facilities for ministerial lunches that take place in rooms S9 of the Europa building. The rooms were used for the ASEM Summit to allow extension of interpreting to 31/31. Negotiations are ongoing with the SCIC in 2019 to deliver this new form of interpreting services for Council lunches as well, in view of offering a wider interpretation cover to Member States.

The President of the European Council (PEC) was provided with protocol support for 201 meetings in Brussels and abroad. With respect to 2017, the PEC activity remained stable.

The Protocol Unit's assistance for the organisation of the EU-Western Balkans Summit in Sofia was appreciated by the Presidency. The tasks were varied, e.g. drafting of information notes, table plans, a family photo, modalities for 'the flow' of delegates. This required close cooperation with the Presidency in managing the event and all of its aspects from the initial planning up to the day it took place.

The Catering Unit in ORG.2 served over 11 000 courtesy protocol meals (16% more than in 2017) to Heads of State and Government, ministers, Permanent Representatives and delegates etc., and it served around 875 000 clients (3% less than in 2017) in nine different catering outlets on the Council campus in Brussels (canteens, cafeterias, dedicated delegates' bars). Two GSC canteens received the Good Food label in recognition of their efforts to become more sustainable and environmentally friendly.

ORG.3 - Buildings and Logistics

ORG.3 is in charge of the management of Council buildings, incl. building projects, maintenance, and financial management, and logistical services, incl. office supplies and furniture, removal services and transport services. The main achievements of ORG.3 in 2018 are as follows:

- The final signature of the convention de transaction by the Belgian State followed by approval from the Budget Committee in December 2018

- Maintaining the Europa building in full operational mode while carrying out several refurbishment projects. This includes the full resolution of the drainage and ventilation issues that caused an incident in 2017.

- The first round of the EMAS certification was successfully achieved with the General Secretariat of the Council receiving the EMAS certification in 2018

- The Council is one of the first EU institutions to set objectives to reduce its carbon footprint, following a UN approved method.

- Continued development of Livedocs, an electronic workflows to facilitate the preparation of purchase orders linked to buildings and logistics.

- Supporting the establishment of a new financial management structure in ORG.5 with the transfer of budget lines and assistance in 2018. ORG.5 had hitherto relied on ORG.3 for its financial management.

ORG.4 - Finance

ORG.4 ensures that the financial resources granted by the European Union budget authorities or by the ATHENA Special Committee are managed according to the principles of sound financial management and in compliance with the applicable financial regulations. The directorate ensures proper management of the budget, supports financial actors, manages public tenders of category A, assists services in category B and C procedures. It also keeps the accounts, produce financial statements, define minimum standards of control and provide tools for efficient financial processes.

The recurrent activities of the directorate were executed successfully. The 2018 budget implementation was managed in close cooperation with authorising officer, with an overall implementation rate of 91,9%. The draft budget for 2019 was established on time, advice and support was provided for the budget negotiation in the Budget Committee as well as for the discharge procedure in relation to the 2016 budget.

Financial statements were delivered on time and of good quality, with no observations from the Court of Auditors.

The number of outstanding debtor receivables older than a year was 57 on 31 December 2018 (EUR 539 000) compared to 48 (EUR 441 000) on 31 December 2017. The majority relate to the transfer of staff pension rights (EUR 96 000) and court cases (EUR 413 000).

Incoming invoices were encoded in less than a calendar day on average, within the objective. This contributed to the low average payment delay for invoices of 21 days, well below the standard contractual payment delay of 30 days.

67 public procurement procedures were launched in 2018, of which 42 were category A procedures managed by ORG.4. 69 contracts were signed. The average duration of a procurement was 7 months, a slight increase from 2017 due to the complexity of the files.

The Athena mechanism continued to assure the proper financing of and support of 6 EU military operations. Focus continued on improving the asset management of EU military operations and on advising missions and operations on proper handling of procedurement procedures.

In addition to recurrent activities, ORG.4 achieved the following:

- The setup of a new internal control framework (ICF), following a review of the minimum standards of internal control.

- The corporate project management and task force culture in the GSC was given a boost through the establishment of a Common Project Management Framework, a set of guidelines elaborated through broad consultations across the GSC. The launch of the CPMF was accompanied by an extensive training package.

- A new vision was developed for a fully integrated financial and activity planning (IFAP) to promote sound financial management. The idea is to elaborate a mapping of GSC budget-relevant activities with a common nomenclature which will allow an automated follow-up on commitments and payments.

- ORG.4 provided important advice in the establishment of the new Advisory Management Board (AMB) and adjusted the processes of the Project Evaluation Committee (CEP) to create synergies with the AMB.

- ORG.4 produced new Internal Rules on budget and asset management following the adoption of the new Financial regulation. The existing Internal Rules on Public Procurement were also revised.

- Support was provided to the Athena Special Committee, which under the the Austrian presidency initiated a series of informal meetings to establish a position for a European Peacy Facility.

ORG.5 - Safety and Security

The Safety and Security Directorate ensures the safety and security of persons, buildings property and activities at the places of work of the European Council and the Council.

A transfer of full financial responsibilities from ORG.3 to ORG.5 took place on 1 June 2018 allowing ORG.5 to manage and implement its own budget line (budget line 2012).

In 2018, ORG.5 ensured the protection for GSC staff, visitors and buildings during meetings and high-level events. It accredited delegates, visitors and journalists, managed security clearances, inspected Council Security Rules compliance in Member States and parter countries and investigated security issues.

A new approach to security threat analysis included a single GSC threat and risk assessment for the whole organisation, a monthly threat review between units for coherent decision making, regular monthly threat reports and a new IT risk management tool to look at the actual impact of changes to security measures in terms of risk mitigation.

The achievements regarding safety included a new prevention plan, reviewing health, safety strategy, risks and fixing plans, the organisation of the Health and Safety Week, briefings for managers, the extension of the Security Incident Reporting and Recording application (SIRA) to Safety, the communication and testing of new evacuation and invacuation procedures. The Fire Alarm replacement project has been agreed and is underway and work has started on improving safety permit processes.

To improve efficiency and effectiveness, ORG.5 has reviewed Close Protection Team operations, has set up a joint testing programme with Securitas, has developed a new training programme for operational staff, and has made major progress on completing standard operating procedures.

ORG.5 has also been leading the participatory task force behind the new client experience programme "We'll take care of it", a cross-ORG initiative to enhance the daily experience of delegates coming to meetings in the Council campus in Brussels. This has resulted in various initiatives such as a bespoke training programme for front-line staff known as "A day in a delegates' shoes", and better facilities for visiting delegates. The programme continues in 2019.

ORG.A - Organisational Development Unit

The unit was set up as part of the reorganisation on 1 July to place more focus on organisational development and modernisation. The unit is also in charge of internal communication. Its achievements include:

- the successful execution of the first staff survey in the GSC, followed by a participatory follow-up programme involving all GSC departments.

- the setup and running of the new Advisory Management Board comprised of senior managers from across the GSC in view of providing advice to the Secretary-General on corporate governance issues, strategic projects and programme and on budget prioritisation in the framework of the Multiannual Budget Planning and the annual budget procedures.

- The launch and management of the New Ways of Working pilot project, with the identification of pilot participants, communication campaigns on activity-based working and office design and extensive preparatory and analytical work. A number of departments from across the GSC participate in the pilot, which will run over three years and which will invole the creation of modern acitivity-based working environments.

LING - Translation Service

The achievements of the Translation Service include the following:

The setup of a new organisation after the reorganisation on 1 July 2018, where LING became an independent department led by a Deputy Director-General.

With rare exceptions, requested translations were delivered on time throughout the year. LING translated 471 189 pages, of very high quality and with 99.9% delivery on time.

Active participation at various levels in the work of the Interinstitutional Committee for Translation and Interpretation (ICTI) and the Executive Committee for Translation (ECT).

The following interinstitutional enhance interinstitutional cooperation initiatives have been implemented: Joint preparations for a new Computer-assisted Translation (CAT) tool, staff exchanges, involvement in preparation of tender specifications for a translation outsourcing project led by the European Parliament, terminology (work on IATE2, an updated version of the current terminology database) and selection and recruitment.

The ECT promoted a more creative use at ECT level of the well-established but underexploited workload balancing system. Reflections were launched about ways of increasing the use of workload balancing inter alia for special linguistic services (e.g. sub- titling) to capitalise on investment in training in the different institutions.

The ECT also organised two events bringing together middle managers from the EU translation services. With the support ofthe Council, the European Economic and Social Committee and the European Committee of the Regions organized the 2018 event, which brainstormed around the theme 'competency passport for translators in a digital world' (key competencies in view ofa constantly evolving profession, new skills, profiles and training requirements)

LING provided financial support to the different tools that are managed and financed interinstitutionally.

In 2018, LING undertook preparations for the Council presidency of ICTI in 2019-2020, with an ambitious work programme.

Diversification of language services

The conversion of the Media Monitoring pilot project into a regular collaboration project with COMM was ongoing at the end of 2018 and will be finalized by the end of Q1 2019.

During Q4 2018, LING piloted a new project for COMM (localisation of national day video clips). Other collaborative initiatives were discussed and planned for execution in 2019.

Preparations for a platform for express translations of short texts was almost finalised in 2018. It is expected to launch in Q1 2019.

Quality management within LING

A new quality management system has been implemented in the translation service with a new quality policy coordinator, reform of the quality controller role, a client feedback system from GSC departments and from delegations.

Modernisation projects

The work on preparing for a new computer-assisted translation environment continued and intensified in 2018. An inter-institutional call for tenders for a new CAT tool was launched in August 2018. LING upgraded to Studio 2017 in 2018.

The capacity for data analysis and statistics was reinforced.

LING has improved conditions for teleworkers with better tools for distance e-learning, increased use of web-streaming for training and information purposes. The facilities in the multipurpose room for summits and occasional standby were upgraded.

Improving the quality of upstream work

8 File Coordination Team[2] projects dealt with 21 legislative files (ECOFIN, ENVIRON, JHA), 3 reports (CFSP FG) and 1 collaborative terminology project

The EN unit edited 12.639 net pages in 2018, up from 11.667 in 2017. The increase was largely due to the editing mailboxes (for DGs and for presidencies): the unit edited 6.060 pages via those channels in 2018, compared with 4.709 in 2017. For the FR unit the figures in 2018 were 348,5 pages (261,5 pages in 20 I7), an increase of about 33 %

The close cooperation with the Directorate for Quality of Legislation continued.

[2] an internal cross-unit project intended to 'upstream' the gathering and sharing of file-related information in order to improve translation quality and consistency

B) HUMAN RESOURCES ALLOCATED FOR THE INTENDED PURPOSE

ORG disposed of the following human resources on 31 December 2018:

	Permanent staff	Temporary staff	Others	Total
Administrators	141.65	7.00	-	148.65
Assistants	493.20	9.00	-	502.20
Secretaries	39.00	3.80	-	42.80
Subtotal	**673.85**	**19.80**	**-**	**693.65**
Contractual agents	101.55	25.00	-	126.55
National experts	-	-	5.00	5.00
Subtotal	**101.55**	**25.00**	**5.00**	**131.55**
Total	**775.40**	**44.80**	**5.00**	**825.20**

Table includes staff in place on 31 December 2018, expressed as full-time equivalents (FTEs)
Source: Staffing Office

ORG has accumulated a number of vacant posts in 2018, in view of their transfer to the Commission in the context of the adoption of Sysper and other inter-institutional IT tools in 2019.

LING disposed of the following human resources on 31 December 2018:

	Permanent staff	Temporary staff	Others	Total
Administrators	581.25	33.00	-	614.25
Assistants	187.60	1.80	-	189.40
Secretaries	15.75	14.00	-	29.75
Subtotal	**784.60**	**48.80**	**-**	**833.40**
Contractual agents		11.00	-	11.00
National experts			1.00	1.00
Subtotal	**-**	**11.00**	**1.00**	**12.00**
Total	**784.60**	**59.80**	**1.00**	**845.50**

Table includes staff in place on 31 December 2018, expressed as full-time equivalents (FTEs)
Source: Staffing Office

LING has in 2018 taken a conservative approach to filling vacant posts due to the uncertainties linked to the new CAT tool and its impact on the evolution of workload. LING was an important contributor to the MRTT project in 2018.

Approximately 225 posts were transferred from DGA to Digital Services in connection with the reorganisation on 1 July 2018.

C) FINANCIAL RESOURCES ALLOCATED FOR THE INTENDED PURPOSE

See annexes for:

- Table 1/ORG - Overview of the implementation of the budget 2018
- Table 2/ORG - Overview of the implementation during 2018 of appropriations carried over from 2017
- Table 1/LING - Overview of the implementation of the budget 2018

- Table 2/LING - Overview of the implementation during 2018 of appropriations carried over from 2017.

ORG - Comments to table 1 - Overview of the implementation of the budget 2018

The overall outturn rate of 91% is satisfactory and similar to that of 2017.

Under Title 1, there is a good outturn rate of 94% (96% in 2017), mainly thanks to a 94% outturn rate in Chapter 11 related to officials and temporary agents.

Under Title 2, the lower outturn rate of 86% (87% in 2017) is mainly due to structural underspending on Delegates' Travel Expenses (50%). 87% of the interpretation budget was implemented (also known for its unpredictability). 97% of the budget for buildings and associated costs was implemented.

ORG - Comments to table 2 - Overview of the implementation during 2018 of appropriations carried over from 2017.

The overall outturn rate of 57% is low for appropriations carried over from 2017.

Under title 1, we have a low outturn rate of 79%, similar to 2017. Cancelled appropriations were related to missions; installation and resettlement allowances of staff entering and leaving service (both unpredicatable in nature) and medical services linked to summits. All of these are linked to either political circumstances or uncertainty. The appropriations allocated to cover the medical costs of European Councils have been revised downwards in 2019 by 30%.

The main explanation for the low outturn rate under Title 2 relates to the Europa building purchase, for which an amount of EUR 8 787 738 was reserved. . However, an important part of the initial purchase price was not spent because of the change in the nature of the transaction initially foreseen. After a refusal from the Belgian Prime Minister to conclude the sale of 4 plots included in the initial transaction, the GSC negotiated a budgetary neutral transaction with a cost-free exchange of the plots situated at Chaussée d'Etterbeek. This transaction was accepted by the Belgian state and resulted in the non-spending of the initial price for the plots of EUR 4 672 944. This amount was earmarked and could not be used for another purpose.

LING - Comments to table 1 - Overview of the implementation of the budget 2018

The overall outturn rate of 90% is satisfactory. The implementation of the budget for supplementary services for the translation services was low at 65% This budget is intended to cover outsourcing needs, in particular for translations and revisions in non-EU languages (e.g. treaties negotiated with third countries). Such needs are highly unpredictable and depend on the Council and European Council's political activities.

LING - Comments to table 2 - Overview of the implementation during 2018 of appropriations carried over from 2017.

There was a low outturn rate of 62%. Cancelled appropriations relate on one hand, to revisions of documents in non-official EU languages foreseen but not performed before the end of the year. On the other hand, the amount carried forward also covers 25% of the budgeted contribution agreed under the Annual Financing Agreement for the use of translation IT tools whose final amount to be paid may vary to a certain extent."

III. FUNCTIONING OF THE INTERNAL CONTROL SYSTEM

A) EFFICIENCY AND EFFECTIVENESS OF THE INTERNAL CONTROL SYSTEMS

As mentioned under the achievements of ORG.4 above, the internal control framework (ICF) for the GSC was revised in 2018. Goal of the ICF for the GSC remained to provide reasonable assurance of achievement of objectives. The revised ICF took effect on 1/11/2018 by a decision of the Secretary-General. Both the old and the revised ICF,have been based on the internal control framework guidance by COSO (see www.coso.org) that provides an internationally accepted standard in this field. The present annual activity report will already use terminology referred to in the new ICF, as the revision of the ICF had no effect on the internal control systems in place during the reporting year.

The new ICF has been set-up of five components, 17 principles and 33 characteristics.

ORG and LING adhere to the 17 principles set out in the internal control framework for the GSC and contributes, together with other services, to the effective and efficient functioning of the framework, of which a description is given below.

Component: CONTROL ENVIRONMENT

<u>PRINCIPLE 1: The GSC demonstrates commitment to integrity and ethical values.</u>

Focus lies on management to respect integrity and ethical values in their instructions, actions and behaviour, as well as adherence to a code of conduct that is applicable for all staff that sets out the expectations regarding integrity and ethical values.

<u>PRINCIPLE 2: The GSC enables oversight of the development and performance of internal control.</u>

Focus lies on having established appropriate working methods and communication channels between senior management, middle management, the independent Audit Committee and Internal Audit Service, as well as on authorising officers providing annual activity reports and declarations of assurance.

<u>PRINCIPLE 3: The GSC establishes structures, reporting lines, and appropriate authority and responsibilities in the pursuit of objectives.</u>

Focus lies on having in place a comprehensive management structure where authority is delegated, responsibility assigned through appropriate processes and technology, where duties are segregated, as appropriate, and where reporting lines are established within departments to enable the execution of authority, fulfilment of responsibilities and flow of information. It is worthwhile mentioning that in 2018 an Advisory Management Board was established with the task of assisting the Secretary-General in ensuring that the organisational elements of the GSC are aligned with its mission and with the evolving needs of its stakeholders. In addition, the Advisory Management shall help the Secretary-General prioritise, enhance, promote and monitor strategic initiatives.

<u>PRINCIPLE 4: The GSC demonstrates a commitment to attract, develop and retain competent individuals in alignment with objectives.</u>

Focus lies on defining required competencies to support the achievement of objectives, ensuring the professional development of staff e.g. by providing training and coaching, and by promoting and planning mobility of staff.

<u>PRINCIPLE 5: The GSC holds individuals accountable for their internal control responsibilities in the pursuit of objectives.</u>

Focus lies on enforcing accountability through organisational structures, delegation of authority and assigning responsibility, thereby establishing reporting lines.

Component: RISK ASSESSMENT

PRINCIPLE 6: The GSC's authorising officers work with objectives to enable the identification and assessment of risks.

Focus lies on the use of objectives that are clearly formulated, updated when necessary and reflecting the activities of the GSC.

PRINCIPLE 7: The GSC's authorising officers identify risks and analyse them as a basis for determining how risks should be managed.

Focus lies on the identification and assessment of risks at various organisational levels, based on the methodology of ISO standard 31000, estimating the significance of risks and determining how to treat risks.

PRINCIPLE 8: The GSC considers the potential for fraud in assessing risks to the achievement of objectives.

Focus lies on having in place measures to counter fraud and illegal activities as well as considering during the identification step specific risks related to fraud.

PRINCIPLE 9: The GSC identifies and assesses changes that could significantly impact the system of internal control.

Focus lies on having in place procedures to identify and monitor risks and related risk treatment that consider changes to internal and external environments, such as related to policies, priorities and information technology.

Component: CONTROL ACTIVITIES

PRINCIPLE 10: The GSC selects and develops control activities that contribute to the mitigation of risks.

Focus lies on selecting appropriate risk treatment options that involves balancing the costs and efforts of implementation against the benefits derived, as well as monitoring of risk treatment.

PRINCIPLE 11: The GSC selects and develops general control activities to be applied to technology to support the achievement of objectives.

Focus lies on having in place appropriate internal control activities related to the acquisition, development and maintenance of technology and related infrastructure, as well as ensuring the security of IT systems.

PRINCIPLE 12: The GSC deploys control activities through policies and procedures.

Focus lies on having appropriate policies and control procedures in place that ensure that objectives are achieved, continuity of core businesses is guaranteed, and that persons on premises and assets are safeguarded, as well as that exceptions are dealt with in an appropriate manner.

Component: INFORMATION & COMMUNICATION

PRINCIPLE 13: The GSC obtains or generates and uses relevant quality information to support the functioning of internal control.

Focus lies on ensuring adequate information and document management relevant to internal control, in a timely manner and in compliance with applicable security rules.

PRINCIPLE 14: The GSC internally communicates information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.

Focus lies on implementing a culture of internal communication enabling staff to receive a clear message from senior management on matters of internal control as well as having in place separate communication lines, such as whistleblowing procedures, to ensure information flows when normal channels are ineffective.

PRINCIPLE 15: The GSC communicates to external audiences on the work of the Council and the European Council. This may include communicating on matters related to internal control.

Focus lies on selecting relevant, modern and innovative methods for external communication, which includes communication of information on internal control.

Component: MONITORING ACTIVITIES

PRINCIPLE 16: The GSC selects, develops and performs evaluations to ascertain whether the components of internal control are present and functioning.

Focus lies on mapping, monitoring and evaluating periodically the internal control framework of the GSC.

PRINCIPLE 17: The GSC evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action.

Focus lies on communicating internal control deficiencies to relevant departments and taking corrective action, if necessary, in a timely manner, that are supervised and monitored.

The Authorising Officer by Delegation for ORG And LING in 2018 is of the opinion that the above points of focus have been implemented during the reporting year at satisfactory level, acknowledging that it is a collaborative exercise by the whole GSC ,and that from there it can be concluded that the principles as well as the components are present and functioning, thereby providing reasonable assurance regarding achievement of objectives.

B) ASSESSMENT OF THE ESTIMATED COSTS AND BENEFITS OF CONTROLS

There is no exact estimation of the total costs of internal controls, but when considering the new internal control framework for the GSC it can be stated that the largest part of the budget of the European Council and Council of the EU is covering administrative expenditure and could be attributed to internal control utilised to pursue objectives of the institutions. For instance, costs of controls liaise to human resources, IT, buildings, setting up organisational structures, security, safety, organisation of meetings, etc.

On the other hand, reports of the Internal Auditor, reports of the European Court of Auditors and opinions of the Audit Committee make no mention of misuse of funds nor irregularities. This can be taken as an indicator that internal control is functioning at satisfactory level as well as that the controls were beneficial to the institutions.

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

C) RISKS ASSOCIATED TO THE OPERATIONS

All departments within ORG and LING respectively 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 ORG and LING in 2018 and no significant risks materialised.

IV. CONCLUSIONS ON ASSURANCE

Reasonable assurance on the legality and regularity of the underlying transactions can be provided among others for the following reasons:

- 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;

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

- A highly effective integrated IT financial management system which facilitates the control and monitoring of operations;

- The selection by authorising officers of adequate workflows, so-called 'financial circuits', to exercise ex ante controls with varying numbers of control steps depending on risk;

- Declarations of Assurance provided by authorising officers by sub-delegation;

- A centralised Directorate Finance 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, and is leading such procedures when the market is above EUR 144 000;

- 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.

V. DECLARATION OF ASSURANCE[3]

I, the undersigned,

Director-General of Directorate-General Organisational Development and Services (DG ORG),

in my capacity as authorising officer by delegation

- for DGA Administration[4] from 1/1/2018 to 30/6/2018, and

- for the Directorate-General for Organisational Development and Services (ORG) and the Translation Service (LING) from 1/7/2018 to 31/12/2018,

declare that the information contained in this report gives a true and fair view[5].

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.

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

Brussels, 8 April 2019

[signed]

William SHAPCOTT

Director-General

Annexes: Budget implementation tables for ORG and LING

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

4 **Renamed DG Organisational Development and Services (ORG) following Decision by the Secretary-General of the Council DE 27/18 of 29/6/2018 amending the organisation of the General Secretariat of the Council as of 1/7/2018.**

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

ANNEX

Table 1: Overview of the implementation of the budget 2018 - ORG

			1 - Initial Budget 2018	2 - Final Budget 2018	3 - Commitments 2018	4 = 3/2 - Outturn rate on final budget (%)	5 - Carry-over to 2019 Commitments-payments (Fund 4*)	6 - Carry Over to 2019 on Decision (Funf 41*)
Fund	Commitment item		EUR	EUR	EUR	%	EUR	EUR
1	1000	Basic salary	342.000,00	342.000,00	332.041,32	97	0,00	
1	1001	Entitlements related to the post held	70.000,00	70.000,00	67.800,00	97	0,00	
1	1002	Entitlements related to the personal cir	10.000,00	10.000,00	8.874,30	89	0,00	
1	1003	Social security cover	14.000,00	14.000,00	12.561,06	90	0,00	
1	1004	Other management expenditure	675.000,00	675.000,00	448.958,89	67	46.117,27	
1	1007	Annual adjustment of the remuneration	50.000,00	50.000,00				
1	ART-100	Remuneration and other entitlements	1.161.000,00	1.161.000,00	870.235,57	75	46.117,27	
1	1010	Pensions	185.000,00	185.000,00	48.718,50	26	0,00	
1	ART-101	Termination of service	185.000,00	185.000,00	48.718,50	26	0,00	
1	CHAP-10	Members of the Institution	1.346.000,00	1.346.000,00	918.954,07	68	46.117,27	
1	1100	Basic salaries	246.398.000,00	246.398.000,00	234.570.365,90	95	0,00	
1	1101	Entitlements under the Staff Regulations	1.920.000,00	1.920.000,00	1.347.756,93	70	0,00	
1	1102	Entitlements under the Staff Regulations	62.300.000,00	62.300.000,00	61.048.177,01	98	0,00	
1	1103	Social security cover	10.100.000,00	10.100.000,00	9.492.622,43	94	0,00	
1	1104	Salary weightings	52.000,00	152.000,00	141.318,09	93	0,00	
1	1105	Overtime	1.450.000,00	1.200.000,00	776.122,53	65	0,00	
1	1106	Entitlements under the Staff Regulations	2.400.000,00	2.400.000,00	1.658.877,78	69	432.237,31	
1	1107	Annual adjustment of the remuneration	3.128.000,00	3.128.000,00				
1	ART-110	Remuneration and other entitlements	327.748.000,00	327.598.000,00	309.035.240,67	94	432.237,31	
1	1110	Allowances in the event of retirement in	362.000,00	362.000,00	173.981,82	48	0,00	
1	1112	Entitlements former Secretaries-General	690.000,00	690.000,00	590.360,50	86	0,00	
1	ART-111	Termination of service	1.052.000,00	1.052.000,00	764.342,32	73	0,00	
1	1120	Provisional appropriation (officials and		0,00				
1	ART-112	Provisional appropriation		0,00				
1	CHAP-11	Officials and temporary staff	328.800.000,00	328.650.000,00	309.799.582,99	94	432.237,31	
1	1200	Other staff	10.565.000,00	10.799.000,00	10.532.544,62	98	5.250,00	
1	1201	National experts on secondment	993.000,00	993.000,00	987.789,12	99	1.580,48	
1	1202	Traineeships	680.000,00	680.000,00	659.500,22	97	23.389,65	
1	1203	Outside services	490.000,00	360.000,00	207.649,77	58	95.987,20	
1	1207	Annual adjustment of the remuneration	104.000,00	0,00				
1	ART-120	Other staff and outside services	12.832.000,00	12.832.000,00	12.387.483,73	97	126.207,33	
1	CHAP-12	Other staff and outside services	12.832.000,00	12.832.000,00	12.387.483,73	97	126.207,33	
1	1300	Miscellaneous expenditure on recruitment	192.000,00	137.000,00	136.100,00	99	11.941,09	
1	1301	Further training	2.028.000,00	2.233.000,00	2.230.918,58	100	871.030,96	
1	ART-130	Expenditure relating to staff management	2.220.000,00	2.370.000,00	2.367.018,58	100	882.972,05	
1	1310	Special assistance grants	30.000,00	30.000,00	3.592,88	12	3.287,75	
1	1311	Social contacts between members of staff	117.000,00	117.000,00	116.700,00	100	42.322,19	
1	1312	Supplementary aid for the disables	210.000,00	190.000,00	176.373,80	93	29.682,38	
1	1313	Other welfare expenditure	66.000,00	86.000,00	85.400,00	99	3.607,64	
1	ART-131	Measures to assist institution's staff	423.000,00	423.000,00	382.066,68	90	78.899,96	
1	1320	Medical service	505.000,00	505.000,00	370.327,28	73	124.457,22	
1	1322	Crèches and other childcare facilities	2.895.000,00	2.895.000,00	2.598.244,00	90	245.503,05	
1	ART-132	Activities relating to all persons	3.400.000,00	3.400.000,00	2.968.571,28	87	369.960,27	
1	1331	Mission expenses of the Council Secretar	3.130.000,00	3.130.000,00	2.831.151,83	90	275.200,00	
1	1332	Travel expenses of staff related to the	800.000,00	800.000,00	785.622,26	98	60.000,00	
1	ART-133	Missions	3.930.000,00	3.930.000,00	3.616.774,09	92	335.200,00	
1	CHAP-13	Other expenditure relating to persons	9.973.000,00	10.123.000,00	9.334.430,63	92	1.667.032,28	
1	TITLE-1	Persons working with the institution	352.951.000,00	352.951.000,00	332.440.451,42	94	2.271.594,19	
1	2000	Rent	1.109.000,00	1.873.500,00	1.872.944,07	100	0,00	
1	2002	Acquisition of immovable property		45.500,00	45.035,11	99	45.035,11	
1	2003	Fitting-out of premises	8.855.377,00	8.955.377,00	8.933.610,77	100	6.273.437,32	
1	2004	Work to make premises secure	2.547.000,00	1.747.000,00	1.722.095,07	99	1.165.278,81	
1	2005	Exp.preliminary to the acquisition build	690.000,00	930.000,00	928.750,78	100	676.461,29	
1	ART-200	Buildings	13.201.377,00	13.551.377,00	13.502.435,80	100	8.160.212,53	
1	2010	Cleaning and maintenance	19.080.000,00	18.871.500,00	18.363.217,28	97	4.284.316,92	
1	2011	Water, gas, electricity and heating	4.766.000,00	4.197.801,00	3.997.861,27	95	1.003.618,12	
1	2012	Buildings security and surveillance	18.493.000,00	18.033.000,00	17.399.660,63	96	2.261.464,37	
1	2013	Insurance	270.000,00	282.500,00	279.888,34	99	12.520,09	
1	2014	Other expenditure relating to buildings	550.000,00	684.199,00	614.419,07	90	366.043,61	
1	ART-201	Costs relating to buildings	43.159.000,00	42.069.000,00	40.655.046,59	97	7.927.963,11	
1	CHAP-20	Buildings and associated costs	56.360.377,00	55.620.377,00	54.157.482,39	97	16.088.175,64	
1	2101	Outside assistance for computer systems		20.000,00	12.356,98	62	1.000,00	
1	ART-210	Computer systems and telecommunications		20.000,00	12.356,98	62	1.000,00	
1	2111	Purchase and replacement of furniture	692.000,00	882.500,00	876.100,72	99	270.396,91	

ANNEX

Table 1: Overview of the implementation of the budget 2018 - ORG

Fund	Commitment item		1 - Initial Budget 2018	2 - Final Budget 2018	3 - Commitments 2018	4 = 3/2 - Outturn rate on final budget (%)	5 - Carry-over to 2019 Commitments- payments (Fund 4*)	6 - Carry Over to 2019 on Decision (Funf 41*)
			EUR	EUR	EUR	%	EUR	EUR
1	2112	Rental and repair of technical equipment	41.000,00	50.500,00	47.522,92	94	19.744,10	
1	ART-211	Furniture	733.000,00	933.000,00	923.623,64	99	290.141,01	
1	2120	Purchase and replacement of technical eq	1.584.000,00	1.785.479,00	1.740.827,28	97	671.188,68	
1	2121	Outside assistance for the operation and	312.000,00	184.010,00	166.479,20	90	96.803,92	
1	2122	Rental, servicing, maintenance and repai	1.408.000,00	1.090.511,00	972.520,11	89	369.041,72	
1	ART-212	Technical equipment and installation	3.304.000,00	3.060.000,00	2.879.826,59	94	1.137.034,32	
1	2131	Purchase and replacement of the vehicle		14.000,00	14.000,00	100	0,00	
1	2132	Rental and repair of the vehicle fleet	1.046.000,00	1.522.000,00	1.424.566,10	94	546.611,30	
1	2133	Mobility plan	450.000,00	500.000,00	500.000,00	100	285.565,18	
1	ART-213	Transport	1.496.000,00	2.036.000,00	1.938.566,10	95	832.176,48	
1	CHAP-21	Computer systems,equipment and furniture	5.533.000,00	6.049.000,00	5.754.373,31	95	2.260.351,81	
1	2200	Travel expenses of delegations	17.802.000,00	22.331.114,00	11.121.429,00	50	0,00	
1	2201	Miscellaneous travel expenses	470.000,00	470.000,00	367.007,15	78	62.500,00	
1	2202	Interpreting costs	79.316.000,00	74.441.386,00	64.551.318,52	87	11.908.872,00	
1	2203	Entertainment and representation expense	175.000,00	175.000,00	102.942,56	59	13.634,86	
1	2204	Miscellaneous expenditure on internal ex	4.040.000,00	4.260.000,00	4.215.150,45	99	496.926,75	
1	2205	Organisation of conferences, congresses	260.000,00	385.500,00	263.564,86	68	82.034,97	
1	ART-220	Meetings and conferences	102.063.000,00	102.063.000,00	80.621.412,54	79	12.563.968,58	
1	2230	Office supplies	358.000,00	358.000,00	345.368,94	96	76.747,16	
1	2232	Exp.on studies,surveys and consultations	60.000,00	77.000,00	76.025,00	99	56.200,00	
1	2234	Removals	18.000,00	18.000,00	13.849,00	77	5.755,15	
1	2235	Financial charges	10.000,00	10.000,00	7.500,00	75	4.341,42	
1	2237	Other operating expenditure	281.000,00	264.000,00	162.510,98	62	112.865,69	
1	ART-223	Miscellaneous expenses	727.000,00	727.000,00	605.253,92	83	255.909,42	
1	CHAP-22	Operating expenditure	102.790.000,00	102.790.000,00	81.226.666,46	79	12.819.878,00	
1	TITLE-2	Buildings,equipment and operating expend	164.683.377,00	164.459.377,00	141.138.522,16	86	31.168.405,45	
1	X100	Contingency reserve	1.500.000,00	1.500.000,00				
1	ART-1010	Contingency reserve	1.500.000,00	1.500.000,00				
1	CHAP-101	Contingency reserve	1.500.000,00	1.500.000,00				
1	TITLE-10	Other expenditure	1.500.000,00	1.500.000,00				
1	EXPENSE	EXPENSE	519.134.377,00	518.910.377,00	473.578.973,58	91	33.439.999,64	
1	COUNCIL	Council Legal Reporting	519.134.377,00	518.910.377,00	473.578.973,58	91	33.439.999,64	
Overall Result			519.134.377,00	518.910.377,00	473.578.973,58	91	33.439.999,64	

*

Fund 4: Appropriations automatically carried-over to the year+1

Fund 41: Appropriations carried-over to the year+1 by decision.

ANNEX

Table 1: Overview of the implementation of the budget 2018 [DGA3 1/1/2018 to 30/6/2018] + [LING 1/7/2018 to 31/12/2018]

					1 - Initial Budget 2018	2 - Final Budget 2018	3 - Commitments 2018	4 = 3/2 - Outturn rate on final budget (%)	5 - Carry-over to 2019 Commitments-payments	6 - Carry Over to 2019 on Decision
Fund	Funds Center		Commitment item		EUR	EUR	EUR	%	EUR	
1	A3	Translation Service	1204	Supplementary services for the translati	200.000,00	200.000,00	130.510,00	65	4.415,00	
1	A3	Translation Service	ART-120	Other staff and outside services	200.000,00	200.000,00	130.510,00	65	4.415,00	
1	A3	Translation Service	CHAP-12	Other staff and outside services	200.000,00	200.000,00	130.510,00	65	4.415,00	
1	A3	Translation Service	TITLE-1	Persons working with the institution	200.000,00	200.000,00	130.510,00	65	4.415,00	
1	A3	Translation Service	2101	Outside assistance for computer systems	500.000,00	510.000,00	507.598,16	100	102.941,16	
1	A3	Translation Service	ART-210	Computer systems and telecommunications	500.000,00	510.000,00	507.598,16	100	102.941,16	
1	A3	Translation Service	CHAP-21	Computer systems,equipment and furniture	500.000,00	510.000,00	507.598,16	100	102.941,16	
1	A3	Translation Service	TITLE-2	Buildings,equipment and operating expend	500.000,00	510.000,00	507.598,16	100	102.941,16	
1	A3	Translation Service	EXPENSE	EXPENSE	700.000,00	710.000,00	638.108,16	90	107.356,16	
1	A3	Translation Service	COUNCIL	Council Legal Reporting	700.000,00	710.000,00	638.108,16	90	107.356,16	
Overall Result					700.000,00	710.000,00	638.108,16	90	107.356,16	

*

Fund 4: Appropriations automatically carried-over to the year+1

Fund 41: Appropriations carried-over to the year+1 by decision.

ANNEX

Table 2: Overview of the implementation during 2018 of appropriations carried over from 2017 - ORG

			1 - Carry-over from budget 2017	2 - Paym 2018 on carry-over 2017	3 = 2/1 - Outturn rate (%)	4 - Cancelled appropriations	5 - Carry-over-from 2018 to2019
Fund *	Commitment item		EUR	EUR	%	EUR	EUR
4	1004	Other management expenditure	73.901,34	22.061,72	30	51.839,62	0,00
4	ART-100	Remuneration and other entitlements	73.901,34	22.061,72	30	51.839,62	0,00
4	CHAP-10	Members of the Institution	73.901,34	22.061,72	30	51.839,62	0,00
4	1106	Entitlements under the Staff Regulations	366.146,38	306.771,01	84	59.375,37	0,00
4	ART-110	Remuneration and other entitlements	366.146,38	306.771,01	84	59.375,37	0,00
4	CHAP-11	Officials and temporary staff	366.146,38	306.771,01	84	59.375,37	0,00
4	1200	Other staff	7.255,08	5.014,96	69	2.240,12	0,00
4	1201	National experts on secondment	3.116,46			3.116,46	0,00
4	1202	Traineeships	30.933,13	23.791,11	77	7.142,02	0,00
4	1203	Outside services	83.269,67	42.744,05	51	40.525,62	0,00
4	ART-120	Other staff and outside services	124.574,34	71.550,12	57	53.024,22	0,00
4	CHAP-12	Other staff and outside services	124.574,34	71.550,12	57	53.024,22	0,00
4	1300	Miscellaneous expenditure on recruitment	49.970,57	43.784,35	88	6.186,22	0,00
4	1301	Further training	951.015,24	890.865,84	94	60.149,40	0,00
4	ART-130	Expenditure relating to staff management	1.000.985,81	934.650,19	93	66.335,62	0,00
4	1311	Social contacts between members of staff	59.057,43	58.497,19	99	560,24	0,00
4	1312	Supplementary aid for the disables	30.507,05	29.143,27	96	1.363,78	0,00
4	1313	Other welfare expenditure	34,54	28,00	81	6,54	0,00
4	ART-131	Measures to assist institution's staff	89.599,02	87.668,46	98	1.930,56	0,00
4	1320	Medical service	205.198,55	74.342,64	36	130.855,91	0,00
4	1322	Crèches and other childcare facilities	314.979,26	227.958,06	72	87.021,20	0,00
4	ART-132	Activities relating to all persons	520.177,81	302.300,70	58	217.877,11	0,00
4	1331	Mission expenses of the Council Secretar	232.914,81	176.180,16	76	56.734,65	0,00
4	1332	Travel expenses of staff related to the	28.637,23	22.544,78	79	6.092,45	0,00
4	ART-133	Missions	261.552,04	198.724,94	76	62.827,10	0,00
4	CHAP-13	Other expenditure relating to persons	1.872.314,68	1.523.344,29	81	348.970,39	0,00
4	TITLE-1	Persons working with the institution	2.436.936,74	1.923.727,14	79	513.209,60	0,00
4	2000	Rent	63.537,96			63.537,96	0,00
4	2002	Acquisition of immovable property	96.000,00	41.301,43	43	54.698,57	0,00
4	2003	Fitting-out of premises	6.064.445,78	4.524.457,37	75	1.539.988,41	0,00
4	2004	Work to make premises secure	854.285,29	653.946,34	77	200.338,95	0,00
4	2005	Exp.preliminary to the acquisition build	205.862,75	119.945,96	58	85.916,79	0,00
4	ART-200	Buildings	7.284.131,78	5.339.651,10	73	1.944.480,68	0,00
4	2010	Cleaning and maintenance	4.422.007,35	3.994.031,93	90	427.975,42	0,00
4	2011	Water, gas, electricity and heating	973.759,20	643.662,44	66	330.096,76	0,00
4	2012	Buildings security and surveillance	2.495.266,14	1.340.673,92	54	1.154.592,22	0,00
4	2013	Insurance	15.525,30	17,58	0	15.507,72	0,00
4	2014	Other expenditure relating to buildings	335.329,29	267.073,58	80	68.255,71	0,00
4	ART-201	Costs relating to buildings	8.241.887,28	6.245.459,45	76	1.996.427,83	0,00
4	CHAP-20	Buildings and associated costs	15.526.019,06	11.585.110,55	75	3.940.908,51	0,00
4	2101	Outside assistance for computer systems	1.000,00			1.000,00	0,00
4	ART-210	Computer systems and telecommunications	1.000,00			1.000,00	0,00
4	2111	Purchase and replacement of furniture	316.091,59	306.537,85	97	9.553,74	0,00
4	2112	Rental and repair of technical equipment	7.496,90	5.563,00	74	1.933,90	0,00
4	ART-211	Furniture	323.588,49	312.100,85	96	11.487,64	0,00
4	2120	Purchase and replacement of technical eq	380.971,51	350.700,45	92	30.271,06	0,00
4	2121	Outside assistance for the operation and	166.471,36	99.347,90	60	67.123,46	0,00
4	2122	Rental, servicing, maintenance and repai	272.943,12	237.557,92	87	35.385,20	0,00
4	ART-212	Technical equipment and installation	820.385,99	687.606,27	84	132.779,72	0,00
4	2132	Rental and repair of the vehicle fleet	205.126,80	131.908,43	64	73.218,37	0,00
4	2133	Mobility plan	235.746,29	219.521,36	93	16.224,93	0,00
4	ART-213	Transport	440.873,09	351.429,79	80	89.443,30	0,00
4	CHAP-21	Computer systems,equipment and furniture	1.585.847,57	1.351.136,91	85	234.710,66	0,00
4	2201	Miscellaneous travel expenses	44.500,00	28.444,83	64	16.055,17	0,00
4	2202	Interpreting costs	6.910.863,00	4.679.388,00	68	2.231.475,00	0,00
4	2203	Entertainment and representation expense	12.081,91	7.289,20	60	4.792,71	0,00
4	2204	Miscellaneous expenditure on internal ex	808.276,72	639.427,95	79	168.848,77	0,00
4	2205	Organisation of conferences, congresses	12.679,74	2.473,50	20	10.206,24	0,00
4	ART-220	Meetings and conferences	7.788.401,37	5.357.023,48	69	2.431.377,89	0,00

ANNEX

Table 2: Overview of the implementation during 2018 of appropriations carried over from 2017 - ORG

Fund *	Commitment item		1 - Carry-over from budget 2017 EUR	2 - Paym 2018 on carry-over 2017 EUR	3 = 2/1 - Outturn rate (%) %	4 - Cancelled appropriations EUR	5 - Carry-over-from 2018 to2019 EUR
4	2230	Office supplies	75.295,73	71.686,29	95	3.609,44	0,00
4	2234	Removals	2.618,19			2.618,19	0,00
4	2235	Financial charges	6.605,61	275,16	4	6.330,45	0,00
4	2237	Other operating expenditure	175.716,42	166.858,70	95	8.857,72	0,00
4	ART-223	Miscellaneous expenses	260.235,95	238.820,15	92	21.415,80	0,00
4	CHAP-22	Operating expenditure	8.048.637,32	5.595.843,63	70	2.452.793,69	0,00
4	TITLE-2	Buildings,equipment and operating expend	25.160.503,95	18.532.091,09	74	6.628.412,86	0,00
4	EXPENSE	EXPENSE	27.597.440,69	20.455.818,23	74	7.141.622,46	0,00
4	COUNCIL	Council Legal Reporting	27.597.440,69	20.455.818,23	74	7.141.622,46	0,00
41	2002	Acquisition of immovable property	8.787.738,00			4.672.944,05	4.114.793,95
41	ART-200	Buildings	8.787.738,00			4.672.944,05	4.114.793,95
41	CHAP-20	Buildings and associated costs	8.787.738,00			4.672.944,05	4.114.793,95
41	TITLE-2	Buildings,equipment and operating expend	8.787.738,00			4.672.944,05	4.114.793,95
41	EXPENSE	EXPENSE	8.787.738,00			4.672.944,05	4.114.793,95
41	COUNCIL	Council Legal Reporting	8.787.738,00			4.672.944,05	4.114.793,95
42	2120	Purchase and replacement of technical eq	330.991,05	330.991,05	100	0,00	0,00
42	ART-212	Technical equipment and installation	330.991,05	330.991,05	100	0,00	0,00
42	CHAP-21	Computer systems,equipment and furniture	330.991,05	330.991,05	100	0,00	0,00
42	TITLE-2	Buildings,equipment and operating expend	330.991,05	330.991,05	100	0,00	0,00
42	EXPENSE	EXPENSE	330.991,05	330.991,05	100	0,00	0,00
42	COUNCIL	Council Legal Reporting	330.991,05	330.991,05	100	0,00	0,00
Overall Result			36.716.169,74	20.786.809,28	57	11.814.566,51	4.114.793,95

*

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.

Table 2: Overview of the implementation during 2018 of appropriations carried over from 2017
[DGA3 1/1/2018 to 30/6/2018] + [LING 1/7/2018 to 31/12/2018]

					1 - Carry-over from budget 2017	2 - Paym 2018 on carry-over 2017	3 = 2/1 - Outturn rate (%)	4 - Cancelled appropriations	5 - Carry-over-from 2018 to2019
Fund	Funds Center		Commitment item		EUR	EUR	%	EUR	EUR
4	A3	Translation Service	1204	Supplementary services for the translati	29.779,20	16.200,00	54	13.579,20	0,00
4	A3	Translation Service	ART-120	Other staff and outside services	29.779,20	16.200,00	54	13.579,20	0,00
4	A3	Translation Service	CHAP-12	Other staff and outside services	29.779,20	16.200,00	54	13.579,20	0,00
4	A3	Translation Service	TITLE-1	Persons working with the institution	29.779,20	16.200,00	54	13.579,20	0,00
4	A3	Translation Service	2101	Outside assistance for computer systems	129.000,00	81.488,47	63	47.511,53	0,00
4	A3	Translation Service	ART-210	Computer systems and telecommunications	129.000,00	81.488,47	63	47.511,53	0,00
4	A3	Translation Service	CHAP-21	Computer systems,equipment and furniture	129.000,00	81.488,47	63	47.511,53	0,00
4	A3	Translation Service	TITLE-2	Buildings,equipment and operating expend	129.000,00	81.488,47	63	47.511,53	0,00
4	A3	Translation Service	EXPENSE	EXPENSE	158.779,20	97.688,47	62	61.090,73	0,00
4	A3	Translation Service	COUNCIL	Council Legal Reporting	158.779,20	97.688,47	62	61.090,73	0,00
Overall Result					158.779,20	97.688,47	62	61.090,73	0,00

*

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.