



Annual Activity Report 2023

Annexes

DG Interpretation

Contents

- Annex 1: Statement of the Director(s) in charge of Risk Management and Internal Control.....3
- Annex 2: Performance tables.....4
- Annex 3: Draft annual accounts and financial reports21
- Annex 4: Financial scorecard.....21
- Annex 5: Materiality criteria.....50
- Annex 6: Relevant Control System(s) for budget implementation (RCSs).....51
- Annex 7: Specific annexes related to ‘financial management’81
- Annex 8: Specific annexes related to ‘assessment of the effectiveness of the internal control systems’87
- Annex 9: Specific annexes related to ‘Control results’ and ‘Assurance: Reservations’.....88
- Annex 10: Reporting – Human resources, digital transformation and information management and sound environmental management.....90
- Annex 11: Implementation through national or international public-sector bodies and bodies governed by private law with a public sector mission (if applicable).....99
- Annex 12: EAMR of the Union Delegations (if applicable).....100
- Annex 13: Decentralised agencies and/or EU Trust Funds (if applicable).....101

Annex 1: Statement of the Director(s) in charge of Risk Management and Internal Control

I declare that in accordance with the Commission's communication on the internal control framework ⁽¹⁾, I have reported my advice and recommendations on the overall state of internal control in the DG SCIC to the Director-General.

I hereby certify that the information provided in the present annual activity report and in its annexes is, to the best of my knowledge, accurate and complete.

Brussels, 31 March 2024

Signed

Gianluca Pecchi

⁽¹⁾ C(2017)2373 of 19.04.2017.

Annex 2: Performance tables

General objective: A modern, high-performing and sustainable European Commission

Impact indicator 1: Image of the European Union

Explanation: This indicator is based on the question ‘In general, does the EU conjure up for you a very positive, fairly positive, neutral, fairly negative or negative image?’ The indicator gives the share of positive and fairly positive views on this question

Source of the data: [Standard Eurobarometer 100 - Autumn 2023 - December 2023 - - Eurobarometer survey \(europa.eu\)](#)

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
43% (EU 27)	Increase	Increase	44%

Impact indicator 2: Staff engagement index in the Commission

Explanation: Staff engagement measures staff’s emotional, cognitive and physical connection to the job, organisation and the people within it

Source of the data: [European Commission](#)

Baseline (2018)	Interim Milestone (2021)	Target (2024)	Latest known results (2023)
69%	Increase	Increase	73.8%

Impact indicator 3: Percentage of female representation in management in the Commission

Explanation: This indicator gives the percentage of female representation at middle and senior management level in the European Commission

Source of the data: **DG HR**

Baseline (2018)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
40.73%	Increase	50%	48.04%

Impact indicator 4: Environmental performance in the Commission

Explanation: This indicator looks at percentage reductions compared to 2019 levels. It gives the weighted average for eight Commission sites participating in the Eco-Management and Audit Scheme (EMAS) on specific core parameters. The sites are Commission buildings in Brussels and Luxembourg, as well as JRC sites Geel (Belgium), Petten (the Netherlands), Seville (Spain), Karlsruhe (Germany), and Ispra (Italy), along with DG SANTE at Grange (Ireland).

Source of the data: [ES 2022 Results 2021 Corporate Summary \(europa.eu\)](#)

Baseline (2019)	Latest known value (2022)	Interim milestone (2021)	Target (2023 and 2030)
Commission Carbon footprint (tonnes CO ₂ e) ⁽²⁾ : 219 801	- 32%	- 40%	-38% in 2030
Energy consumption of buildings (MWh / person): 10.4	- 28%	- 14%	-12% in 2023 (-22% in 2030)
Water use (m ³ / person): 18.0	- 38%	- 36%	-5% in 2023 (-10% in 2030)
Office paper consumption (sheets / person / day): 18.7	- 75%	- 74%	-15% in 2023 (-29% in 2030)
Non-hazardous waste generation (tonnes / person): 0.216 ⁽³⁾	- 54%	- 45%	-11% in 2023 (-16% in 2030)

Specific objective 1: Interpreting services meet our customers' priorities and demand and are effectively managed

Not related to a spending programme

Result indicator 1: Percentage of customers' requests for interpretation that DG SCIC is able to satisfy

Source of the data: SCICView

Baseline (2018)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
96%	95%	95% ⁽⁴⁾	94%

⁽²⁾ Data subject to technical adjustment in the future because of changes in calculation methodologies and or knowledge improvements (baseline before 234 177).

⁽³⁾ Value changed ; before : 0.217.

⁽⁴⁾ This target is considered in line with available resources. A marginal increase of the satisfaction could entail a far bigger increase in costs (i.e. hiring of freelance interpreters from outside of Brussels at an extra cost for the service). This is the reason why the target is set below the baseline.

With a 13% increase of interpretation activity across EU institutions, taking this indicator from 91% (in 2022) so close to target at 94% was quite a result. Especially for the Commission, where demand satisfaction went up 11 points, from 83 to 94%, which means a return to normal levels.

In the face of the shrinking number of staff and freelance interpreters and with resource-intensive working conditions for platform meetings still applying, this was only possible thanks to a very efficient recruitment of freelancers and to the Action Plan to better satisfy demand in the last year of the political cycle, that allowed to redirect available interpreters towards booth assignments during peak periods of activity.

Result indicator 2: Standby rate and reserve of staff and freelance interpreters, excluding periods of low interpretation activity (% of available working time)

Source of the data: SCICView

Baseline (2018)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
18,1%	15%	15%	19.9% (20.6% for the 5 biggest languages)

The performance on this KPI improved significantly, with a drop of the standby rate of around 5%. This was made possible by the measures taken in the context of the Action Plan for better satisfying demand in the last full year of the political cycle.

Nevertheless, the 15% target is out of reach, as demand remains partly unpredictable, last-minute cancellations lead to standby of interpreters originally assigned to meetings and because of the current interim programming arrangements for meetings on platforms.

Result indicator 3: Coverage of i-slot cost by i-slot price (in %)

Source of the data: Budget and Finance Unit

Baseline (2018)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
91,3% (i-slot price: 498 €, i-slot cost: 546 €)	92%	93%	93.9%

Result indicator 4: Progress of modernisation of the corporate management tools for the provision of interpretation

Source of the data: DG SCIC.C3

Baseline (2018)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
Key processes are not automated, in particular the information flows with main external customers, are managed through email exchanges	Management of Council documents for interpreters is digitised.	Key interpretation management processes, including information flows with main external customers, are automated.	Service for automated transfer of meeting documentation from the Council is set up and synchronized with Interpreters' Digital Toolbox

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Service Level Agreements (SLA) with customers	Options paper on revision ready	September 2023	Informal discussions at operational level with the General Secretariat of the Council (GSC) completed in June. Work on the options, started in summer, was paused while the GSC's call for tenders published in autumn is ongoing. It will resume in 2024
Agreement on interpreters' working conditions	Recast started	June 2023	Taskforce established
Workflows for managing interpretation services requests	Adaptation to new framework (recast and SLAs) launched	December 2023	The work started in summer, was paused while the GSC's call for tenders published in autumn is ongoing. It will resume in 2024
Conditions for working in meetings with interpreting platforms	Pilot project on hybrid meetings completed Work on set of rules based on lessons learnt started	February 2023 June 2023	Building on the results of the pilot project, DG SCIC management prepared a proposal of a new set of rules and started a new round of social dialogue with staff representatives in July

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Support for meetings with new delivery modes	Action plan adopted	June 2023	Done. Following the reorganisation, the new Head of Unit and structure are in place. Key actions: <ul style="list-style-type: none"> • Targeted contacts and follow-up with DGs for hybrid meetings • Coordination of Citizens' Panels • Drafting of guidance material package for hybrid meetings
Online inter-institutional freelance interpreter accreditation tests with more flexible calendar and backpack system	21 languages tested in the year 2022/2023 Some 420 candidates tested	June 2023	23 languages and 459 candidates tested Thanks to improved testing system, 79 freelance interpreters (ACIs) could be accredited in 2022/23 test cycle (15 of which thanks to the introduction of the 'backpack' procedure). This represents a 60% increase if compared to the average number of accredited ACIs in the past 5 years (avg. 50 new ACIs/test year). Overall pass rate stands at 18% - due to an enlarged baseline, as the new accreditation testing system allows for all eligible candidates to be directly invited to the test
Modernised business processes and tools for the provision of interpretation	Business process analysis completed Market scan of potential tools completed	December 2023	Done. The Business process analysis has been completed including a market scan of potential new IT tools

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Proof-of-Concept phase to confirm that SAP modules are fit for purpose	Proof-of-Concept phase finished	December 2023	Done. DG SCIC participated in Proof-of-Concept phase for the Pre-Selection module (in collaboration with EPSO and DIGIT)
Digitalised management of interpretation requests	Technical architecture completed	December 2023	Done. The technical architecture has been completed. It will be used both for internal client systems (e.g. MIRA) as well as for interpretation requests coming from external systems (Council, Committees)
Automated transfer of meeting documentation from the Council	Service is set up; implementation synchronised with Interpreters' Digital Toolbox	June 2023	Done. In production since December 2023
Paper smart booth 2.0	Implemented for all DG SCIC clients	December 2023	Delayed . Paper documents for interpreters will be reduced once the roll-out of the Interpreter's Digital Toolbox is completed, in early 2024
DG SCIC collections in IATE	Number of collections updated Number of collections created	100 25	200 24

Specific objective 2: The quality of interpretation meets our customers' needs

Not related to a spending programme

Result indicator 1: Progress of digitalisation of meeting preparation and terminology management

Source of the data: DG SCIC.C6

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2022)
Interpreters use various tools to prepare for meetings, including paper documents	At least 50% of meetings can be prepared fully online with a streamlined documentation interface	At least 85% of meetings can be fully prepared online (documents and creation of event-specific terminology glossaries)	85%

Result indicator 2: Satisfaction with the quality of interpretation expressed by our users

Source of the data: DG SCIC's Customer Satisfaction Survey

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2022)
90%	85%	85% ⁽⁵⁾	93% (2022)

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Follow-up of quality issues in meetings served by DG SCIC interpreters	Percentage of complaints about quality of interpretation followed up	100%	100%
Extend direct language cover of meetings	Number of passive languages and retours added by staff and freelance interpreters	40	34 passive languages + 3 retours added by staff interpreters and 24 passive languages added by freelance interpreters (19 following DG SCIC learning support) = 56
Interpreters' digital upskilling: learning opportunities for interpreters in the digital domain; Digital Fridays	Number of courses designed and delivered	20 courses designed and delivered	48 courses designed and delivered, 19 of which during a dedicated Digital Week in the summer

⁽⁵⁾ This target is considered in line with available resources. A marginal increase of the satisfaction could entail a far bigger increase in costs (i.e. hiring of freelance interpreters from outside of Brussels at an extra cost for the service). This is the reason why the target is set below the baseline.

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Online Interpreter Training Tool (OITT)	Roll out of the digital platform	Q3	Due to administrative delays, the contract was only signed in September 2023. The external contractor shall deliver the finalised product in the first half of 2024
Academy of Trainers and Training for Trainers seminars	Both seminars organised, with a satisfaction survey	Q3	Both seminars organised and satisfaction surveys completed
SCIC-Universities Conference 2023	Organisation of the conference, with a satisfaction survey	Q4	Conference took place on 30/11-01/12, satisfaction survey was completed

External communication actions

Output	Indicator	Target	Latest known results (situation on 31/12/2022)
Maintain DG SCIC's high level of visibility on social media	Follower growth rate	10%	2.7% (due to the 'plateau effect', the number of followers is gradually reaching a maximum level that can be kept rather than increased)
Outreach campaigns to promote the interpreting profession, e.g. in Croatia and Denmark	Number of attendees at each campaign (virtual or/and physical)	200	Average number of attendees = 50 This is due mainly to the variety of audiences for the various campaigns (e.g. smaller and larger countries) and to the different status of the profession in the different countries
The Language Show (London)	Number of attendees (virtual or/and physical)	1 000	65 DG SCIC did not have any control on the number of attendees, since the event was organised by another entity

Output	Indicator	Target	Latest known results (situation on 31/12/2022)
#Think Languages event (Ireland)	Number of attendees (virtual)	5 000	N/A since DG SCIC did not participate at this event
Production of an inter-institutional video to promote the interpreting profession as well as interpretation at the EU institutions	Number of views	50 000	The video was produced in 2023 but was only published on YouTube on 21 March 2024 (following the approval of the inter-institutional Awareness-raising and Outreach Working Group)

Specific objective 3: Modern meeting room services are available for the European Commission

Not related to a spending programme

Result indicator 1: Number of Commission DGs benefiting from corporate meeting room services

Source of the data: Collection of data every 6 months via the room management tool and on the basis of hand-over reports between DG SCIC and each DG

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
n/a	30	36	41 DGs now benefit from corporate meeting room services in meeting spaces in Brussels

Result indicator 2: Number of corporate meeting rooms (rooms with interpretation or with over 50 seats)

Source of the data: Room management tool

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
60	82	90	96

Result indicator 3: Number of DGs and Executive Agencies using the audio-visual framework contract

Source of the data: Regular monitoring on use of the framework contract

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023) Based on requests on AVC2
n/a	36	42	41

Result indicator 4: Number of meeting rooms with DG SCIC's support and technical maintenance

Source of the data: Room inventory

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
150	550	700	1 174

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Corporate meeting room management services	Number of meeting rooms that benefit from new audio-visual equipment in Brussels	200	202
Improved accessibility, usability and security for Simultaneous Interpreting Delivery Platforms	New accessibility features and functionalities added (e.g., breakout session automation) including improved security for sensitive meetings	80% of features implemented	Done. New accessibility features (e.g. multilingual closed-captions, new user interface) available. Feature for improved security for sensitive meetings developed

Specific objective 4: The customer journey is improved through high-quality digital solutions and workflows in meeting room management

Not related to a spending programme

Result indicator 1: Customer satisfaction with audio-visual services offered in meeting rooms

Source of the data: Measured via surveys every 2 years

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
n/a	At least 75%	At least 80%	87%

Result indicator 2: Occupancy rate of Commission meeting rooms during weekdays**Source of the data: DG SCIC.C3**

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
60% (an estimate)	65%	75%	26% for all rooms; 22% for A rooms; 43% for B rooms; 62% for C rooms

The low occupancy rate is linked to the ‘new normal’ following the COVID-19 pandemic. Regular teleworking also means a significant reduction in the use of rooms for internal meetings, compared to pre-pandemic levels. Nevertheless, the occupancy rate is now higher than during the pandemic. To be noted that results of this indicator are not entirely under DG SCIC’s control.

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Streamlined processes for customer service ‘My Meeting & Conference Support’ (MACS)	New processes are in place to ensure efficient customer service via MACS	December 2023	Done. Successful transition to the new corporate tool for incident management
MIRA roll-out	DGs enrolled in MIRA	100%	Approx. 80% of scope covered. The on-boarding of new DGs was impacted by a major technical upgrade. Further, the rollout covered DGs outside Brussels and a number of Executive Agencies, which were not part of the initial scope
Full scope of MIRA	Meeting services managed by MIRA	100%	The definition of functional requirements has taken longer than planned, thus having an impact on the timing of the development work

Specific objective 5: Modern and sustainable conference organisation services are available for the European Commission

Not related to a spending programme

Result indicator 1: Satisfaction of conference participants

Source of the data: Ongoing surveys of conference participants

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
80%	80%	80% ⁽⁶⁾	93%

Result indicator 2: Satisfaction of customer DGs, agencies and services

Source of the data: Debriefing minutes and a yearly survey

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
92%	80%	80% ⁽⁷⁾	90%

Result indicator 3: Progress in putting in place a mechanism to calculate environmental impacts of conferences

Source of the data: to be defined

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
n/a	Report on possible mechanisms for calculation and offsetting	Offsetting mechanism in place	Evaluation of UN carbon footprint calculator finalised and decision taken by EMAS Steering Committee to include carbon footprint calculations of travel of conference participants in the corporate participants registration tool managed by DG SCIC

⁽⁶⁾ Measurement of end customer satisfaction has been revamped in order to make results more specific and relevant. As the survey will be sent to conference participants rather than to the DG's conference organisers, satisfaction rates will be influenced by factors beyond DG SCIC's control (content, speaker selection etc.); a target rate of 80% provides for this, while still aiming for a high satisfaction rate overall.

⁽⁷⁾ Measurement of end customer satisfaction has been revamped in order to make results more specific and relevant. At the same time, the customer base has been expanded significantly and working methods have been streamlined, including the introduction of a framework contract. A target rate of 80% takes these changes and their possible impact into consideration whilst still aiming for a high satisfaction rate overall.

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
New framework contract on event management services	Contract signed	December 2023	Call for tender published in June 2023. For lot 1 (conference services in Belgium) evaluation of tenders completed in December 2023 and framework contracts signed in January 2024. Because of the number and the length of the offers received for lot 2 (conference services outside Belgium) evaluation phase completed in mid-February 2024 and framework contracts signed in February 2024
Business and cost models for a virtual conference platform	Definition of business and cost model	September 2023	Final report and business and cost models were finalised by the contractor a bit later than foreseen. Presentation of outcomes and decision on the way ahead and the cost model will be planned with DG SCIC Management early 2024 as well as with relevant corporate networks. Submitted to ITCB in Q1 2024
Award ceremony on sustainable events	Organisation of the award ceremony	May 2023	Award ceremony organised on 24 April 2023
Carbon footprint calculator for events	Feasibility test, proof of concept and roadmap for a calculator	September 2023	Evaluation of UN carbon footprint calculator finalised and decision taken by EMAS Steering Committee to include carbon footprint calculations of travel of conference participants in the corporate participants registration tool managed by DG SCIC

Specific objective 6: The conference organisation community is professionalised and engaged

Not related to a spending programme

Result indicator 1: Satisfaction of users with the professionalization training path offered by DG SCIC

Source of the data: to be defined

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
n/a as the post for professionalisation is newly created	n/a as beginner-level training course is just in place	70%	Mapping of EU Learn and LinkedIn Learning courses finalised and discussed with DG HR. Publication of package foreseen in first half of 2024

Result indicator 2: Satisfaction of conference correspondents with DG SCIC's domain leadership

Source of the data: Poll about usefulness and involvement of the Network of Conference Correspondents

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
65%	70%	70% ⁽⁸⁾	90%

⁽⁸⁾ Due to the high turnover among Conference Correspondents, it is difficult to obtain a continuous improvement of the relationship with the domain leader.

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Definition of professionalisation pathways	Preliminary competence framework and list of recommended courses finalised	End 2023	Mapping of EU Learn and LinkedIn Learning courses finalised and discussed with DG HR. Publication of package foreseen in first half of 2024
Targeted training offers for specific groups / on specific topics	Organisation of two cycles of Event-Works training, comprising overall 12 sessions for different levels of users	End 2023	Done. Two series of Event-Works trainings organised in Spring and Autumn, each with 4 different levels of users + 4 specific trainings. Espresso session on data protection

General objective: A Europe fit for the digital age

Impact indicator 1: Aggregate score in the Digital Economy and Society Index (DESI) – replaced as composite index by a dashboard

Explanation: DESI is a composite index that summarises relevant indicators on Europe's digital performance and tracks the evolution of EU Member States in digital competitiveness. Higher values indicate a better performance

Source of the data: [DESI](#)

Methodology for calculating the indicator ⁽⁹⁾: The DESI index is calculated as the weighted average of the five main DESI dimensions: 1 Connectivity (25%), 2 Human Capital (25%), 3 Use of Internet (15%), 4 Integration of Digital Technology (20%) and 5 Digital Public Services (15%)

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
43.1	Increase	Increase	NA ⁽¹⁰⁾

⁽⁹⁾ The methodology on calculating the indicator and the baseline have changed due to the need to align the DESI with the Digital Decade Compass cardinal points and target. This modification is referred to in the DESI reports (see page 13-15 <https://ec.europa.eu/newsroom/dae/redirection/document/80563>) and in the press materials of DESI (https://ec.europa.eu/commission/presscorner/detail/en/QANDA_21_5483).

⁽¹⁰⁾ As of 2023, with the publication of the first State of the Digital Decade Report, DESI as composite index does not exist any longer. It is replaced by a dashboard of digital indicators including most of the key performance indicators of the 2030 Digital Decade Policy Programme plus some other relevant indicators. No update is available for this part of the table. Additional information in the DESI 2023 methodological note: <https://digital-strategy.ec.europa.eu/en/library/desi-methodological-note-digital-decade-report-2023>).

Impact indicator 2: Digital skills ⁽¹¹⁾

Explanation: The basic digital skills indicator (DSI) looks at selected activities performed by individuals aged 16 to 74 on the internet in the five specific areas (information and data literacy, communication and collaboration, content creation, safety, problem solving). It is assumed that individuals having performed certain activities have the corresponding skills; therefore, the indicator can be considered as a proxy of the digital skills of individuals. Finally, based on the performance in the five specific areas, an overall digital skills indicator is calculated as a proxy of the digital skills of individuals ('no skills', 'limited', 'narrow', 'low', 'basic' or 'above basic'). To have at least basic overall digital skills (derived as a sum of basic and above basic levels), people must know how to do at least one activity related to each area. The DSI is biennial and will be collected/compiled every uneven year (next time in 2023).

Source of the data: Eurostat (Eurostat online data code: ISOC_SK_DSKL_I21)

Baseline (2021)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
<i>Basic digital skills:</i> 54%	63%	67%	55.5%

Specific objective 7: A European speech recognition technology is used by the EU Institutions and the public

Related to the IT 'Global envelope' and a spending programme – CEF and Digital Europe Programme

Result indicator 1: Number of languages supported by the speech recognition tool

Source of the data: Connecting Europe Facility programme report

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
0	5	10	8

⁽¹¹⁾ New methodology for the calculation of this indicator is currently under development. This indicator might be revised.

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Pilot of 'live transcription portal'	Solution used in conferences organised by DG SCIC	June 2023	Solution used in conferences organised by DG SCIC
Multilingual closed captioning of web streaming	Solution being implemented in SCIC web streaming	June 2023	Done. Solution available and ready to be offered to customers
Multilingual closed captioning of meetings using SIDPs	Solution tested in meetings	June 2023	Done. Solution available
Benchmarking of audiovisual data (Spanish, Estonian, Czech) for testing of open-source speech recognition models	Data sets created	June 2023	Data sets created and validated, tool for processing transcription files created and published as open-source code
Development of open-source components for live transcriptions	Components developed	December 2023	Done. Components developed
Text-to-speech solution for TAXUD training material	Solution used	June 2023	Pilot developed and deployed, and is used by DG TAXUD to create voice-overs

Annex 3: Draft annual accounts and financial reports

AAR 2023 Version 3

Annex 3 Financial Reports - DG SCIC - Financial Year 2023

Table 1: Commitments

Table 2: Payments

Table 3: Commitments to be settled

Table 4: Balance Sheet

Table 5: Statement of Financial Performance

Table 5 Bis: Off Balance Sheet

Table 6: Average Payment Times

Table 7: Income

Table 8: Recovery of undue Payments

Table 9: Ageing Balance of Recovery Orders

Table 10: Waivers of Recovery Orders

Table 11: Negotiated Procedures

Table 12: Summary of Procedures

Table 13: Building Contracts

Table 14: Contracts declared Secret

Table 15: FPA duration exceeds 4 years

Table 16: Commitments co-delegation type 3 in 2022

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

Additional comments

Table 1:

The appropriations presented under Title 20 are DG Interpretation's own budget, consisting of basic appropriations and assigned revenue. Figures for all other Titles represent funds co- delegated to DG SCIC for the organisation of conferences or for other purposes.

The level of implemented commitments appears to be lower than available appropriations for Title 20. Authorised appropriations also include assigned revenue which was cashed during 2023 but not used to finance activities during the year. This is due to the fact that as assigned revenue represent in general a ratio of 2/3 of the overall financing of DG SCIC's interpreting activities, a part of it is used as an 'anticip  ' budget on revenue. This 'cash-flow' buffer is mostly consumed at the beginning of the year for long-term recruitment of freelance interpreters, to finance recurring IT expenditures related to interpretation and on missions' expenditure for staff interpreters. On the other hand, there are revenues not linked to interpretation, but for meeting rooms management (for which SCIC is domain leader), are often received from the paying services (notably Executive Agencies) very late in the year, and cannot be committed immediately as the planning and contracting phases for the renovation works require several weeks.

Table 2:

As mentioned for the previous table, payment appropriations authorised for Title 20 also include assigned revenue which was not committed in 2023. Additionally, the C8 payment appropriations are the ones available at the beginning of 2023, disregarding the de-commitments that were made during the year.

Table 6:

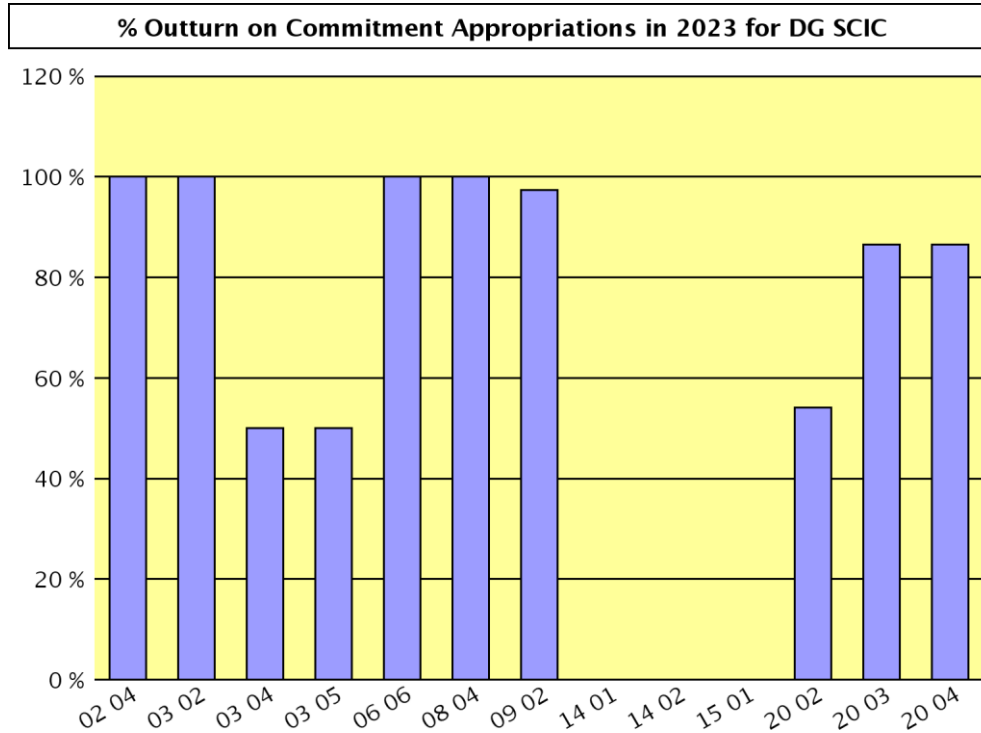
The data for Average Payment Times displayed in Table 6 is not complete, as it does not include all invoices that due to the specificities of SCIC operations are paid via hors budget accounts. The complete data is displayed in Annex 7.

TABLE 1: OUTTURN ON COMMITMENT APPROPRIATIONS IN 2023 (in Mio €) for DG SCIC					
			Commitment appropriations authorised*	Commitments made	%
			1	2	3=2/1
Title 02 European Strategic Investments					
02	02 04	Digital Europe programme	0.35	0.35	100.00 %
Total Title 02			0.35	0.35	100.00 %
Title 03 Single Market					
03	03 02	Single Market Programme	0.20	0.20	100.00 %
	03 04	Cooperation in the field of taxation (FISCALIS)	0.02	0.01	50.00 %
	03 05	Cooperation in the field of customs (Customs)	0.02	0.01	50.00 %
Total Title 03			0.25	0.22	90.14 %
Title 06 Recovery and Resilience					
06	06 06	EU4Health Programme	0.21	0.21	100.00 %
Total Title 06			0.21	0.21	100.00 %
Title 08 Agriculture and Maritime Policy					
08	08 04	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	0.24	0.24	100.00 %
Total Title 08			0.24	0.24	100.00 %
Title 09 Environment and Climate Action					
09	09 02	Programme for the Environment and Climate Action (LIFE)	0.31	0.30	97.32 %
Total Title 09			0.31	0.30	97.32 %
Title 14 External Action					
14	14 01	Support administrative expenditure of the 'External Action' cluster	0.00	0.00	0.00 %
	14 02	Neighbourhood, Development and International Cooperation Instrument ' Global Europe (NDICI ' Global Europe)	0.00	0.00	0.00 %
Total Title 14			0.00	0.00	0.00 %
Title 15 Pre-accession Assistance					
15	15 01	Support administrative expenditure of the "Pre-accession Assistance" cluster	0.00	0.00	0.00 %
Total Title 15			0.00	0.00	0.00 %
Title 20 Administrative expenditure of the European Commission					
20	20 02	Other staff and expenditure relating to persons	0.83	0.45	54.08 %
	20 03	Administrative Operating expenditure	68.88	59.60	86.53 %
	20 04	Information and communication technology- related expenditure	6.39	5.53	86.56 %
Total Title 20			76.10	65.58	86.18 %
Total Excluding NGEU			77.45	66.89	86.38 %
Total DG SCIC			77.45	66.89	86.38 %

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

* Commitment appropriations authorised include, in addition to the budget voted by the legislative authority, appropriations carried over from the previous exercise, budget amendments as well as miscellaneous commitment appropriations for the period (e.g. internal and external assigned revenue).



Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

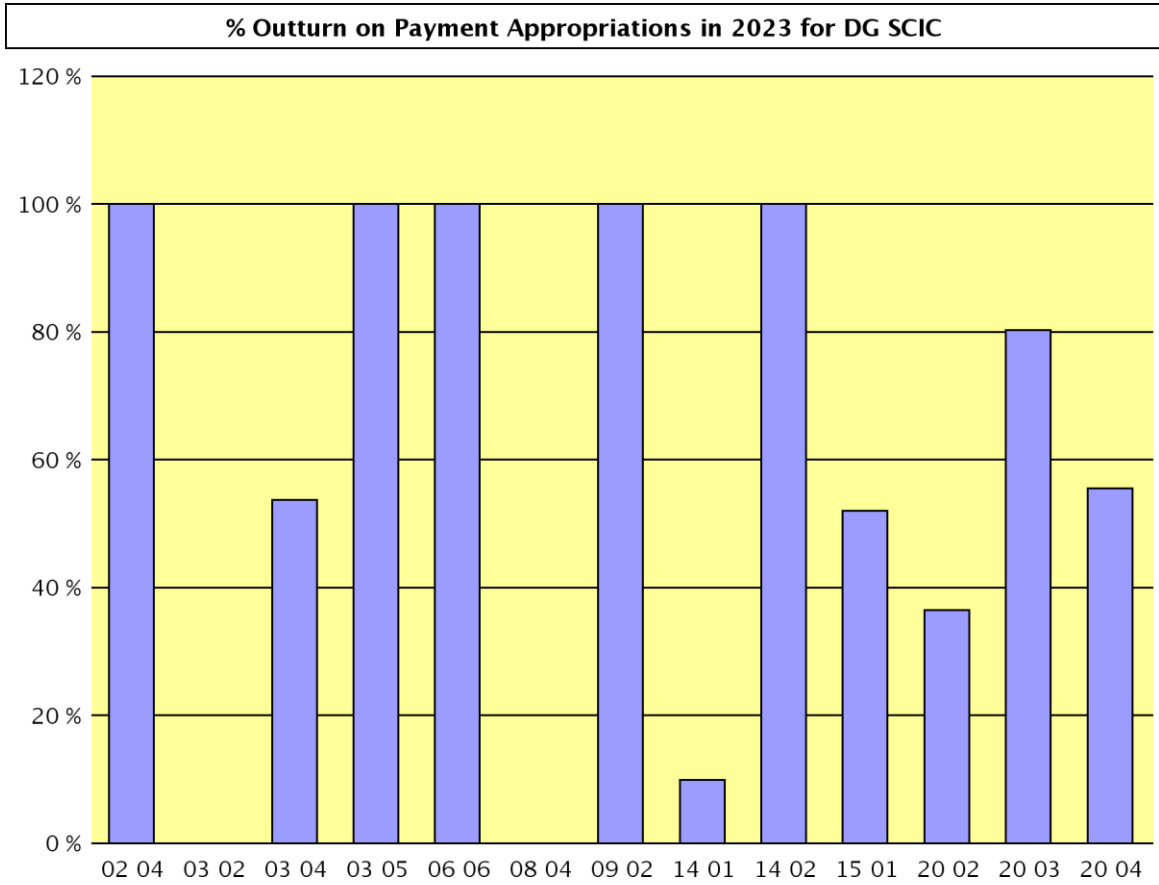
Refresh date: 15/03/2024

TABLE 2: OUTTURN ON PAYMENT APPROPRIATIONS in 2023 (in Mio €) for DG SCIC					
			Payment appropriations authorised *	Payments made	%
			1	2	3=2/1
Title 02 European Strategic Investments					
02	02 04	Digital Europe programme	0.36	0.36	100.00 %
Total Title 02			0.36	0.36	100.00%
Title 03 Single Market					
03	03 02	Single Market Programme	0.00	0.00	0.00 %
	03 04	Cooperation in the field of taxation (FISCALIS)	0.21	0.11	53.71 %
	03 05	Cooperation in the field of customs (Customs)	0.11	0.11	100.00 %
Total Title 03			0.32	0.22	69.92%
Title 06 Recovery and Resilience					
06	06 06	EU4Health Programme	0.10	0.10	100.00 %
Total Title 06			0.10	0.10	100.00%
Title 08 Agriculture and Maritime Policy					
08	08 04	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	0.00	0.00	0.00 %
Total Title 08			0.00	0.00	0.00%
Title 09 Environment and Climate Action					
09	09 02	Programme for the Environment and Climate Action (LIFE)	0.22	0.22	100.00 %
Total Title 09			0.22	0.22	100.00%
Title 14 External Action					
14	14 01	Support administrative expenditure of the ` External Action ¿ cluster	0.10	0.01	9.92 %
	14 02	Neighbourhood, Development and International Cooperation Instrument ¿ Global Europe (NDICI ¿ Global	0.05	0.05	100.00 %
Total Title 14			0.15	0.06	41.70%
Title 15 Pre-accession Assistance					
15	15 01	Support administrative expenditure of the "Pre-accession Assistance" cluster	0.01	0.01	51.95 %
Total Title 15			0.01	0.01	51.95%
Title 20 Administrative expenditure of the European Commission					
20	20 02	Other staff and expenditure relating to persons	1.06	0.39	36.48 %
	20 03	Administrative Operating expenditure	79.63	63.87	80.21 %
	20 04	Information and communication technology-related expenditure	8.91	4.94	55.47 %
Total Title 20			89.59	69.20	77.24%
Total Excluding NGEU			90.76	70.17	77.32%
Total DG SCIC			90.76	70.17	77.32%

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

* Payment appropriations authorised include, in addition to the budget voted by the legislative authority, appropriations carried over from the previous exercise, budget amendments as well as miscellaneous payment appropriations for the period (e.g. internal and external assigned revenue).



Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
Chapter			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
02	02 04	Digital Europe programme	0.35	0.00	0.35	100.00%	0.00	0.35	0.36
Total Title 02			0.35	0.00	0.35	100.00%	0.00	0.35	0.36
TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
Chapter			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
03	03 02	Single Market Programme	0.20	0.00	0.20	100.00%	0.00	0.20	0.00
	03 04	Cooperation in the field of taxation (FISCALIS)	0.01	0.01	0.00	0.00%	0.00	0.00	0.10
	03 05	Cooperation in the field of customs (Customs)	0.01	0.01	0.00	0.00%	0.00	0.00	0.10
Total Title 03			0.22	0.02	0.20	89.06%	0.00	0.20	0.20
TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
Chapter			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
06	06 06	EU4Health Programme	0.21	0.10	0.10	49.88%	0.00	0.10	0.00
Total Title 06			0.21	0.10	0.10	49.88%	0.00	0.10	0.00

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
Chapter			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
08	08 04	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	0.24	0.00	0.24	100.00%	0.00	0.24	0.00
Total Title 08			0.24	0.00	0.24	100.00%	0.00	0.24	0.00
TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
Chapter			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
09	09 02	Programme for the Environment and Climate Action (LIFE)	0.30	0.22	0.08	26.60%	0.00	0.08	0.00
Total Title 09			0.30	0.22	0.08	26.60%	0.00	0.08	0.00
TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
Chapter			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
14	14 01	Support administrative expenditure of the External Action cluster	0.00	0.00	0.00	0.00%	0.00	0.00	0.10
	14 02	Neighbourhood, Development and International Cooperation Instrument Global Europe (NDICI Global Europe)	0.00	0.00	0.00	0.00%	0.00	0.00	0.20
Total Title 14			0.00	0.00	0.00	0.00%	0.00	0.00	0.30

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

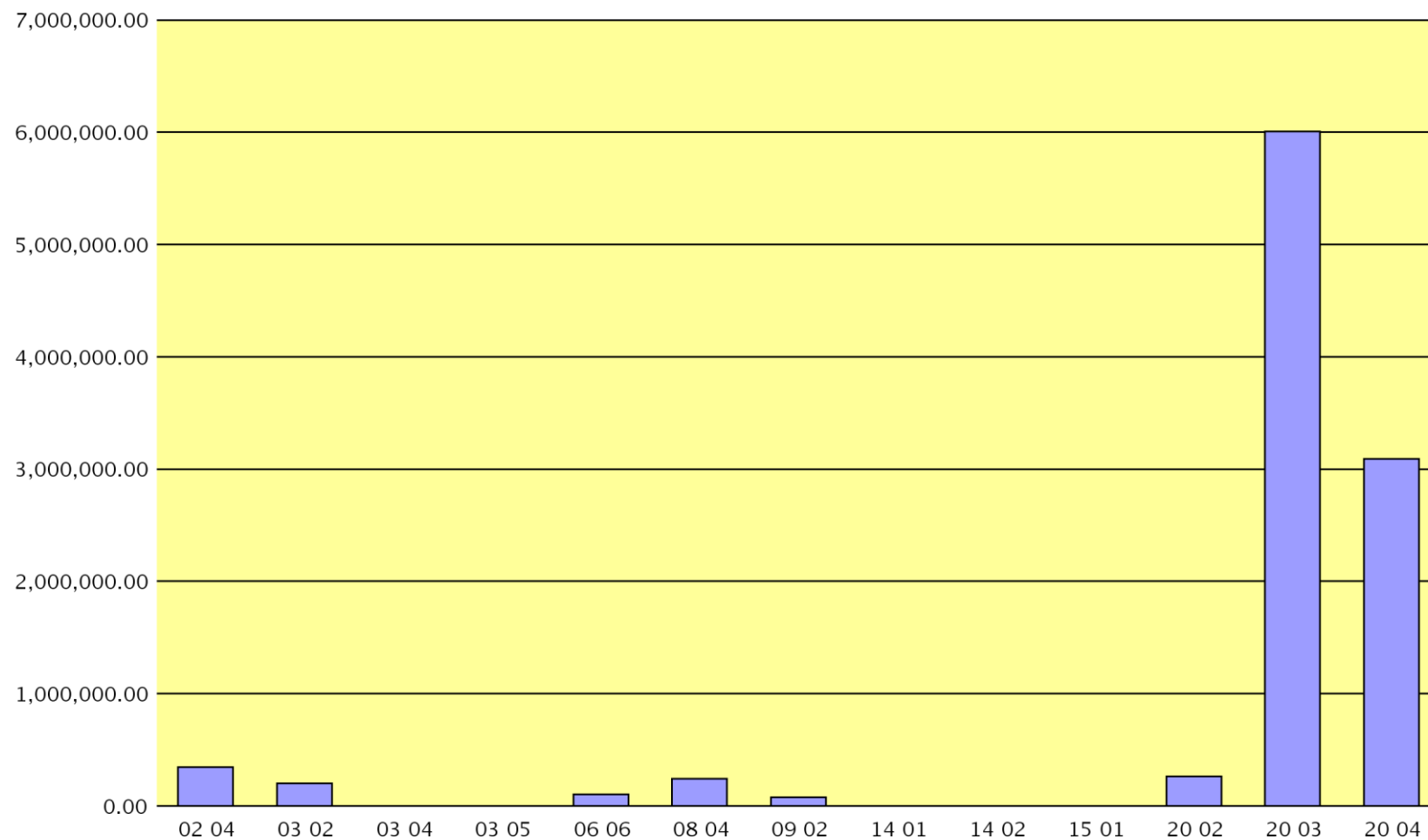
Refresh date: 15/03/2024

TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
Chapter			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
15	15 01	Support administrative expenditure of the "Pre-accession Assistance" cluster	0.00	0.00	0.00	0.00%	0.00	0.00	0.01
Total Title 15			0.00	0.00	0.00	0.00%	0.00	0.00	0.01
TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2023 (in Mio €) for DG SCIC									
			Commitments to be settled				Commitments to be settled from financial years previous to 2022	Total of commitments to be settled at end of financial year 2023	Total of commitments to be settled at end of financial year 2022
Chapter			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
20	20 02	Other staff and expenditure relating to persons	0.45	0.19	0.26	58.06%	0.00	0.26	0.22
	20 03	Administrative Operating expenditure	59.60	53.60	6.01	10.08%	0.00	6.01	10.75
	20 04	Information and communication technology-related expenditure	5.53	2.44	3.09	55.88%	0.00	3.09	2.52
Total Title 20			65.58	56.23	9.36	14.27%	0.00	9.36	13.49
Total Excluding NGEU			66.89	56.57	10.32	15.43%	0.00	10.32	14.36
Total for DG SCIC			66.89	56.57	10.32	15.43 %	0.00	10.32	14.36

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

Breakdown of Commitments Remaining to be Settled (in Mio EUR) in 2023 SCIC



Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 4 : BALANCE SHEET for DG SCIC

BALANCE SHEET	2023	2022
A.I. NON CURRENT ASSETS	421,877.51	335,594.57
A.I.1. Intangible Assets	0.00	0.00
A.I.2. Property, Plant and Equipment	421,877.51	335,594.57
A.II. CURRENT ASSETS	28,971,531.13	35,363,659.24
A.II.2. Current Pre-Financing	178,103.53	111,930.24
A.II.3. Curr Exch Receiv & Non-Ex Recoverables	28,793,427.60	35,251,729.00
A.II.6. Cash and Cash Equivalents	0.00	0.00
ASSETS	29,393,408.64	35,699,253.81
P.II. CURRENT LIABILITIES	-30,002,142.43	-40,418,265.72
P.II.2. Current Provisions	0.00	0.00
P.II.4. Current Payables	-2,683,698.24	-3,582,364.96
P.II.5. Current Accrued Charges & Defrd Income	-27,318,444.19	-36,835,900.76
LIABILITIES	-30,002,142.43	-40,418,265.72
NET ASSETS (ASSETS less LIABILITIES)	-608,733.79	-4,719,011.91
Non-allocated central (surplus)/deficit*	277,921,529.93	240,924,349.13
P.III.2. Accumulated Surplus/Deficit	-277,312,796.14	-236,205,337.22
TOTAL DG SCIC	0.00	0.00

It should be noted that the balance sheet and statement of financial performance presented in Annex 3 to this Annual Activity Report, represent only the assets, liabilities, expenses and revenues that are under the control of this Directorate General. Significant amounts such as own resource revenues and cash held in Commission bank accounts are not included in this Directorate General's accounts since they are managed centrally by DG Budget, on whose balance sheet and statement of financial performance they appear. Furthermore, since the accumulated result of the Commission is not split amongst the various Directorates General, it can be seen that the balance sheet presented here is not in equilibrium.

Additionally, the figures included in tables 4 and 5 are provisional since they are, at this date, still subject to audit by the Court of Auditors. It is thus possible that amounts included in these tables may have to be adjusted following this audit.

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 5 : STATEMENT OF FINANCIAL PERFORMANCE for DG SCIC

STATEMENT OF FINANCIAL PERFORMANCE	2023	2022
II.1 REVENUES	-106,076,000.99	-102,852,864.16
II.1.1. NON-EXCHANGE REVENUES	-13,728,902.46	-13,227,663.74
II.1.1.8. OTHER NON-EXCHANGE REVENUES	-13,728,902.46	-13,227,663.74
II.1.2. EXCHANGE REVENUES	-92,347,098.53	-89,625,200.42
II.1.2.2. OTHER EXCHANGE REVENUE	-92,347,098.53	-89,625,200.42
II.2. EXPENSES	69,524,705.00	61,745,405.24
II.2. EXPENSES	69,524,705.00	61,745,405.24
II.2.11.OTHER EXPENSES	69,837,522.02	61,305,168.61
II.2.2. EXP IMLEM BY COMMISS&EX.AGENC. (DM)	415,577.98	1,143,456.63
II.2.6. STAFF AND PENSION COSTS	-728,395.00	-703,220.00
STATEMENT OF FINANCIAL PERFORMANCE	-36,551,295.99	-41,107,458.92

The accounting situation presented in the Balance Sheet and Statement of Financial Performance does not include the accruals and deferrals calculated centrally by the services of the Accounting Officer .

It has to be noted that the amount presented in the Balance Sheet as 'Current Accrued Charges and Deferred Income' corresponds to the balances of the suspense accounts of the European Parliament and the Court of Justice. These accounts are used to make payments to freelance interpreters on behalf of these Institutions. The balance at year-end (EUR – 27,318,444.19) reflects the amount that is still available for making necessary payments. When all payments related to a budget year are performed, the remaining balance is returned to the corresponding institution. Also related to these accounts, EUR 27,100,000.00 is part of 'Curr Exch Receiv & Non-Ex Recoverables' and it is the result of a recovery order issued but not cashed at year-end on the Parliament's suspense account.

The negative figure for 2022 for II.2.6. Staff and Pension Costs in the Statement of Financial Performance is the result of the accounting closure entries transferring staff costs (that normally do not appear in DG SCIC's accounts) to IT development costs.

It should be noted that the balance sheet and statement of financial performance presented in Annex 3 to this Annual Activity Report, represent only the assets, liabilities, expenses and revenues that are under the control of this Directorate General. Significant amounts such as own resource revenues and cash held in Commission bank accounts are not included in this Directorate General's accounts since they are managed centrally by DG Budget, on whose balance sheet and statement of financial performance they appear. Furthermore, since the accumulated result of the Commission is not split amongst the various Directorates General, it can be seen that the balance sheet presented here is not in equilibrium.

Additionally, the figures included in tables 4 and 5 are provisional since they are, at this date, still subject to audit by the Court of Auditors. It is thus possible that amounts included in these tables may have to be adjusted following this audit.

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 5bis : OFF BALANCE SHEET for DG SCIC

OFF BALANCE	2023	2022
OB.3. Other Significant Disclosures	0.00	0.00
OB.3.5. Operating lease commitments	0.00	0.00
OB.4. Balancing Accounts	0.00	0.00
OB.4. Balancing Accounts	0.00	0.00
OFF BALANCE	0.00	0.00

It should be noted that the balance sheet and statement of financial performance presented in Annex 3 to this Annual Activity Report, represent only the assets, liabilities, expenses and revenues that are under the control of this Directorate General. Significant amounts such as own resource revenues and cash held in Commission bank accounts are not included in this Directorate General's accounts since they are managed centrally by DG Budget, on whose balance sheet and statement of financial performance they appear. Furthermore, since the accumulated result of the Commission is not split amongst the various Directorates General, it can be seen that the balance sheet presented here is not in equilibrium.

Additionally, the figures included in tables 4 and 5 are provisional since they are, at this date, still subject to audit by the Court of Auditors. It is thus possible that amounts included in these tables may have to be adjusted following this audit

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

**TABLE 6: AVERAGE PAYMENT TIMES for
DG SCIC**

Legal Times									
Maximum Payment Time (Days)	Total Nbr of Payments	Nbr of Payments within Time Limit	Percentage	Average Payment Times (Days)	Nbr of Late Payments	Percentage	Average Payment Times (Days)	Late Payments Amount	Percentage
30	914	890	97.37 %	12.50	24	2.63 %	36.54	106,792.87	1 %
52	1	1	100.00 %	18.00				0.00	0 %
60	12	11	91.67 %	35.36	1	8.33 %	89.00	1,250.00	1 %

Total Number of Payments	927	902	97.30 %		25	2.70 %		108,042.87	1 %
Average Net Payment Time	13.48			12.78			38.64		
Average Gross Payment Time	14.63			13.85			42.76		

Suspensions							
Average Report Approval Suspension Days	Average Payment Suspension Days	Number of Suspended Payments	% of Total Number	Total Number of Payments	Amount of Suspended Payments	% of Total Amount	Total Paid Amount
0	9	115	12.41 %	927	4,751,392.27	25.15 %	18,892,888.68

DG	GL Account	Description	Amount (Eur)

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 7 : SITUATION ON REVENUE AND INCOME in 2023 for DG SCIC

Chapter		Revenue and income recognized			Revenue and income cashed from			Outstanding balance
		Current year RO	Carried over RO	Total	Current Year RO	Carried over RO	Total	
		1	2	3=1+2	4	5	6=4+5	
30	Revenue from staff	13,728,902.46		13,728,902.46	13,728,902.46		13,728,902.46	0.00
33	Other administrative revenue	92,563,291.21	4,127,331.00	96,690,622.21	90,894,261.61	4,127,331.00	95,021,592.61	1,669,029.60
Total DG SCIC		106,292,193.67	4,127,331.00	110,419,524.67	104,623,164.07	4,127,331.00	108,750,495.07	1,669,029.60

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

**TABLE 8 : FINANCIAL IMPACT OF EX-ANTE AND EX-POST
CONTROLS in for DG SCIC**

EX-ANTE CONTROLS BY TRANSACTION	Irregularity	Total ex-ante amounts
NON ELIGIBLE IN COST CLAIMS		
CREDIT NOTES	21,321.50	21,321.50
RECOVERY ORDERS ON PRE-FINANCING		
Sub-Total	21,321.50	21,321.50

EX-POST CONTROLS BY TRANSACTION	Irregularity	Total ex-post amounts
RECOVERY ORDERS OTHER THAN ON PRE-FINANCING		
INCOME LINES IN INVOICES		
Sub-Total		
GRAND TOTAL (EX-ANTE + EX-POST)	21,321.50	21,321.50

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

TABLE 9: AGEING BALANCE OF RECOVERY ORDERS AT 12/31/2023 for DG SCIC

	Number at 1/1/2023	Number at 12/31/2023	Evolution	Open Amount (Eur) at 1/1/2023 1	Open Amount (Eur) at 12/31/2023	Evolution
2022	7		-100.00 %	4,127,331.00		-100.00 %
2023		10			1,669,029.60	
	7	10	42.86 %	4,127,331.00	1,669,029.60	-59.56 %

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

Refresh date: 15/03/2024

TABLE 10 :Recovery Order Waivers >= 60 000 € in 2023 for DG SCIC

Waiver Central Key	Linked RO Central Key	RO Accepted Amount (Eur)	LE Account Group	Commission Decision	Comments
---------------------------	------------------------------	---------------------------------	-------------------------	----------------------------	-----------------

Total DG SCIC	
----------------------	--

Number of RO waivers	
-----------------------------	--

There are no waivers below 60 000 €

TABLE 11 : Negotiated Procedures in 2023 for DG SCIC

Internal Procedures > € 60,000

Negotiated Procedure Legal base	Number of Procedures	Amount (€)
Annex 1 - 11.1 (b) - Artistic/technical reasons or exclusive rights or technical monopoly/captive market	1	89,994.51
Annex 1 - 11.1 (e) - New services/works consisting in the repetition of similar services/works	1	140,000.00
Total	2	229,994.51

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

TABLE 12 : Summary of Procedures in 2023 for DG SCIC

Internal Procedures > € 60,000

Procedure Legal base	Number of Procedures	Amount (€)
Negotiated procedure without prior publication (Annex 1 - 11.1)	2	229,994.51
Total	2	229,994.51

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

TABLE 13 : BUILDING CONTRACTS in 2023 for DG SCIC

Legal Base	Procedure subject	Contract Number	Contractor Name	Contract Subject	Contracted Amount (€)

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

TABLE 14 : CONTRACTS DECLARED SECRET in 2023 for DG SCIC

Legal Base	LC Date	Contract Number	Contract Subject	Contracted Amount (€)

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

TABLE 15 : FPA duration exceeds 4 years - DG SCIC

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

scic_aar_2023_annexes

Refresh date: 15/03/2024

Page 43 of 101

TABLE 16 : Commitments co-delegation type 3 in 2023 for DG SCIC

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors

scic_aar_2023_annexes

Refresh date: 15/03/2024

Page 44 of 101

Annex 4: Financial scorecard

The annex 4 of each Commission service summarises the annual result of the standard financial indicators measurement. Annexed to the Annual Activity Report 2023, 11 standard financial indicators are presented below, each with its objective and result for the Commission service and for the EC as a whole (for benchmarking purposes) ⁽¹²⁾:

- | | |
|---|------------------------------|
| - Commitment Appropriations (CA) Implementation | - Timely Payments |
| - CA Forecast Implementation | - Timely Decommitments |
| - Payment Appropriations (PA) Implementation | - Invoice Registration Time |
| - PA Forecast Implementation | - Accounting Data Quality |
| - Global Commitment Absorption | - Management Data Quality |
| | - Timely Invoice PF clearing |

For each indicator, its value (in %) for the Commission service is compared to the common target (in %). The difference between the indicator's value and the target is colour coded as follows:

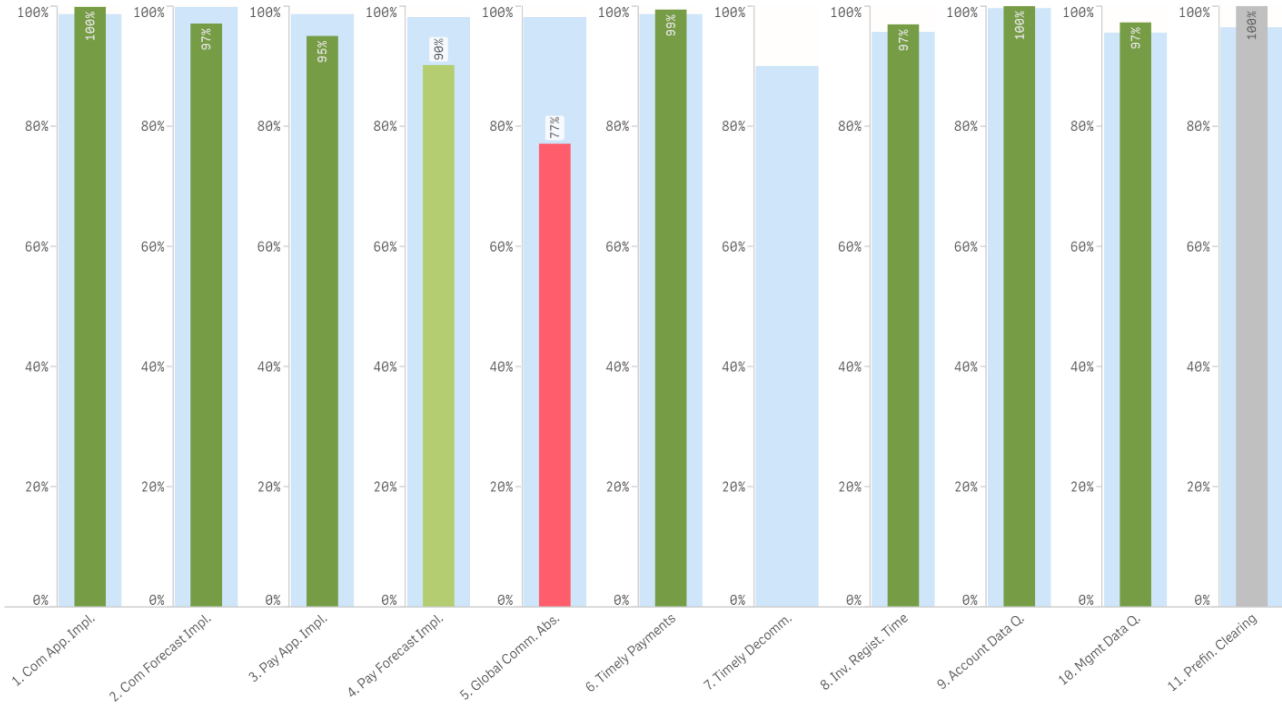
- 100 – >95% of the target: dark green
- 95 – >90% of the target: light green
- 90 – >85% of the target: yellow
- 85 – >80% of the target: light red
- 80 – 0% of the target: dark red

The Commission services are invited to provide commentary for each indicator's result in the dedicated comment section below the indicators scores as this can help the reader to understand the Commission's service context. In cases when the indicator's value achieves 80% or less of the target, the comment becomes mandatory.

The detailed definitions of the indicators are available on the internal DG BUDG site (BudgPedia) and managed by unit BUDG.C5 Financial Reporting.

⁽¹²⁾ If the EC service did not perform any transaction in the area measured by the indicator or the information is not available in the central financial system, the indicator is not calculated (i.e. displayed as '-') in this annex.

SCIC Indicator Scores for 2023 12



For each indicator the light blue bar denotes the EC Score.

Indicator	Objective	Comment ⁽¹³⁾	SCIC Score	EC Score
1. Commitment Appropriations Implementation	Ensure efficient use of commitment appropriations expiring at the end of Financial Year	DG SCIC always uses C5 appropriations first and aims at the maximal utilization of C1 appropriations. When it is confirmed that contrary to the information available at the planning of the draft budget, certain appropriations would not be needed, these are returned to the Central Services as part of the Global Transfer exercise. This guarantees the high execution rate.	100%	99%
2. Commitment Forecast Implementation	Ensure the cumulative alignment of the commitment implementation with the commitment forecast in a financial year	Although DG SCIC updated the forecast of commitment appropriations with the information available at the time, there were subsequent changes as the amount of additional funds received was lower than expected. This explains the slightly lower rate of implementation.	97%	100%
3. Payment Appropriations Implementation	Ensure efficient use of payment appropriations expiring at the end of Financial Year	When DG SCIC notes before the end of the year that due to unforeseen circumstances it is not possible to fully implement C8 payment appropriations, necessary de-commitments are made, so that the funds are released to the Commission. The data displayed in this indicator does not take de-commitments into account and considers them as payment appropriations not executed.	95%	99%

⁽¹³⁾ An explanation behind the indicator result can be provided, e.g. the comment about the achievement itself, reference to the whole Commission performance (better or worse), reasons behind this achievement. The comment is mandatory for the 'Timely payments' indicator. For the rest of indicators the comment is mandatory only if the score is equal or below the target of 80%.

4. Payment Forecast Implementation	Ensure the cumulative alignment of the payment implementation with the payment forecast in a financial year	Execution of payment appropriations always depends on the timing of invoices received from suppliers. In fact, in 2023 more payments were executed than forecasted. Therefore, the difference from the 100% is in this case not under-implementation, but over-implementation.	90%	98%
5. Global Commitment Absorption ⁽¹⁴⁾	Ensure efficient use of already earmarked commitment appropriations (at L1 level)	The relatively low absorption rate is caused by one level 1 commitment from 2020. Due to the different interpretation of rules on the final date of implementation with the co-delegating DG, the level 2 commitments could not be made according to the DG SCIC planning and the funds had to be released. Further all level 1 budgetary commitments were either fully implemented or necessary de-commitments were made.	77%	98%
6. Timely Payments	Ensure efficient processing of payments within the legal deadlines	In 2023 DG SCIC continued the considerable efforts in the monitoring of open transactions and raising awareness to improve this indicator from the 97% noted in 2022 and the 88% noted in 2021.	99%	99%
7. Timely Decommitments	Ensure efficient decommitment of outstanding RAL at the end of commitment life cycle	The indicator is not applicable for DG SCIC in 2023 due to the lack of underlying transactions (meaning commitments with long-outstanding RAL) recorded by DG SCIC in 2023.	-	90%

⁽¹⁴⁾ Due to technical limitation: 1. the indicator does not take into account the Com L1 Consumption between the FDC ILC date and the FA FDI allowed as an exception in the external actions for Com L1 of type GF, i.e. with Financing Agreement, under the FR2018 Article 114.2. 2. it is technically not possible to exclude the decommitment of RAL (C8) which is subsequently re-committed for a new purpose. As a result, the actual Indicator score may be slightly higher than the one reported for DGs using the GF commitments.

8. Invoice Registration Time	Monitor the accounting risk stemming from late registration of invoices in the central accounting system ABAC	The monthly monitoring of this indicator ensured that awareness was raised in the DG, when late introductions were noted. This resulted in the improvement of the 95% noted for this indicator in 2022.	97%	96%
9. Accounting Data Quality	Ensure the good data quality of ABAC transactions with the focus on fields having a primary impact on the accounts	Regular accounting controls are performed at DG Interpretation in order to guarantee that the low accounting risk can be maintained for the DG	100%	100%
10. Management Data Quality	Ensure the good data quality of ABAC transactions with the focus on fields having a primary impact on the management decisions	The main reason for not being able to reach 100% for this indicator lies in the closure of legal commitments. A continuous effort is being made, to proceed with this task that is complicated by possible de-commitments and the monitoring of task end dates.	97%	96%
11. Timely Invoice PF clearing	Ensure efficient clearing by invoices of prefinancing payments within the invoice payment time limit	DG SCIC only had pre-financing transactions related to university grants. Clearing of the transactions is done systematically.	100%	100%

Annex 5: Materiality criteria

Since 2019⁽¹⁵⁾, a ‘de minimis’ threshold for financial reservations has been introduced. Quantified annual activity report reservations related to residual error rates above the 2% materiality threshold are deemed not substantial for segments representing less than 5% of a DG’s total payments and with a financial impact below EUR 5 million. In such cases, quantified reservations are no longer needed.

DG Interpretation uses the corporate guidelines for determining materiality as regards legality and regularity. Materiality is assessed both from quantitative and qualitative perspectives.

1. Quantitative criteria:

- Deficiencies are noted as material if the potential financial impact reaches or exceeds the threshold of 2%.
- This threshold is applicable for all Relevant Control Systems of expenditure and for income.

2. Qualitative criteria:

- If a deficiency is identified with no material financial impact but with serious reputational consequences for the Commission, it will be deemed as material.
- When assessing the significance of any weaknesses, the following factors are taken into account:
 - the nature and scope of the weakness;
 - the duration of the weakness;
 - the existence of compensatory measures (mitigating controls which reduce the impact of the weakness);
 - the existence of effective corrective actions to correct the weaknesses (action plans and financial corrections) which have had a measurable impact.

⁽¹⁵⁾ Agreement of the Corporate Management Board of 30/4/2019.

Annex 6: Relevant Control System(s) for budget implementation (RCSs)

Stage 1: Ex ante

ACI (freelance interpreters) process

Main internal control objectives: to ensure the legality and regularity with regards to the contracting and payment of ACI. Additionally, the aim is to optimise the allocation of resources: budgetary coverage of all contracts signed including the reimbursement of costs made by the ACI, at the same time minimizing budgetary commitments not consumed for payments and minimizing contracts not executed.

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
The contracts signed with ACI are not covered by a provisional budgetary commitment.	'Engagements financiers', a dedicated application ensures budgetary coverage for contracts, while consumption is additionally monitored by the operational units.	Through the dedicated application, the monitoring of consumption is continuous. Additionally, calculations are made by staff with special focus at the end of the year with the purpose of optimization of resources.	2023 contracts were fully covered by the provisional commitment. There were no cases noted where no ACI could be contracted and/or paid due to the lack of available funds. As part of the budgetary commitment process, FVA controls ensured that necessary re-arrangement of fund sources were made when needed.
The recruitment or planning offices of the other Institutions introduce the wrong information about the ACI contract into DG Interpretation's internal payment	In DG Interpretation, the system which allows the booking of meetings, allocation of interpreters, monitoring of meeting attendance, recruitment	For DG Interpretation, all interpreter bookings are entered into the Meetings and Interpretation Management system MIM, which is a single	There are controls built into the applications. The focus is on managing the consequences and ensuring the

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>system.</p> <p>An ACI contract is modified after the 'conforme aux faits' was sent and the remuneration paid.</p>	<p>and payment of ACI is fully integrated, caters for strict segregation of duties and therefore it is not possible to create fictitious entries at different levels.</p> <p>However, the other institutions have their own databases, recruitment and allocation of interpreters tools that are interconnected with our systems.</p> <p>From time to time there is a change to a contract after the first payment has been made. In these cases, an update is executed and a new balance (positive or negative) appears in SCIC's local system, GRIF.</p> <p>The system only allows a single correction for remuneration and allowances. The application have built in controls to avoid accidental over-writing of data. Each change submitted by an external system on an already paid contract has to be validated</p>	<p>database for the whole of the DG.</p> <p>For the other Institutions, all information related to contracts is covered as from the moment they are injected into DG Interpretation's database.</p> <p>It is possible to make a correction to a payment after a payment has been made, but it is not the same payment then. So the necessary audit trail is ensured.</p>	<p>legality and regularity of the final payment (adjustments), even if this comes at a relatively high cost (it is a time-consuming procedure).</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
	by the Payments Office.		
Due to the unpredictability of demand, the DG may have recruited too many ACIs in the long or medium term exercise.	Constant monitoring of demand and review of procedures regarding the long, medium and short-term recruitment exercises.	Meeting the demand for interpretation, whilst ensuring standby rates are kept within the targets in the MP are key objectives for DG Interpretation to achieve its mission . Therefore, the monitoring of demand is an ongoing task for the management within the Unit and Directorate.	The overall standby rate of interpreters 19.9 % in 2023 showed an decrease compared to the previous year (24.6% in 2022, 31.6% in 2021 and 29.9% in 2020). The performance on this KPI improved significantly, with a drop of the standby rate of around 5%. This was made possible by the measures taken in the context of the Action Plan for better satisfying demand in the last full year of the political cycle.
DG Interpretation performs the role of inter-institutional payment office for ACI. Due to differing procedures between the Institutions, there is a risk of error when handling payment requests.	Payment officers are grouped by Institution and therefore understand the payment rules linked to their specific recruiting institution. An internal payments vademecum, which regroups specific rules for each institution, was redacted and used since mid- 2019. The risk increases during staff absences, as back-ups may not be up to date with more recent	Coverage: 100% of all payment requests are filtered in this way	This is an organisational matter; therefore, no additional costs are associated.

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
	developments.		
ACI presents a forged supporting document in order to claim higher or non-existent expenses.	<p>Payment officers are trained to spot possible forged documents.</p> <p>Access to travel tickets prepaid by the Institutions further reduces the possibility to forge supporting documents.</p>	Coverage: 100% of non-local contracts with supporting documents are subject to <i>ex ante</i> control according to the 4-eyes principle. Training and further guidance is given to ensure controls are sufficient and up to date.	No false documents were confirmed/found in 2023. Where payment managers considered it necessary, additional supporting documents were requested (proof of payments, bank statements, etc.). There were also documents not accepted because of not complying with the rules, and the related reimbursement was not completed.
The amount paid is incorrect or paid to the wrong ACI.	<p>Payment officers have access to statistical data and reference tables to verify respect of the various ceilings.</p> <p>The paid amount per each category of expenses is determined by the initiating agent according to a clear procedure and set of rules.</p> <p>The flat rate character of allowances paid reduces the risk of error.</p> <p>Risk to pay to the wrong ACI is</p>	Coverage: 100% of non-local contracts with supporting documents are subject to <i>ex ante</i> control according to the 4-eyes principle.	<p>There were no complaints noted in 2023 with regards to payment to the wrong ACI.</p> <p>There have been cases of complaints where the amounts reimbursed to ACI were adjusted to reasons of:</p> <ul style="list-style-type: none"> - Request of a derogation from the RAO (be it from the Commission or from the other Institutions); - Additional supporting documents provided; - Additional information concerning the

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
	limited via the general Commission methodology to pay only to validated binomes LEF/BAF, univocally associated to each ACI by DG BUDG and reflected into the SCIC payment system.		interpretation of rules.
Batch payments to ACI or payments to the travel agency are encoded with errors.	All batch payments and payments to the travel agency are processed according to the 4-eyes principle.	100% of the transactions is subject to <i>ex ante</i> controls.	In 2023 the verifying agents refused 11 transactions for correction ¹⁶ : in 5 cases due to the amount (often a payment had to be removed from the batch due to technical reasons), in 2 case the wrong budget line was introduced, in 1 case the batch number had to be corrected, in 1 case for double encoding, in 2 cases the reference used was incorrect.

¹⁶ Only payments for ACI remuneration

Procurement process

Main internal control objectives: Ensuring that the Commission selects the tenders that contribute the most towards the achievement of the policy or programme objectives (effectiveness); Prevention of fraud (anti-fraud strategy); Ensuring that the actions and funds allocation is optimal (best value for money; effectiveness, economy, efficiency); Ensuring that the operation results (deliverables) from the projects are of good value and meet the objectives and conditions (effectiveness & efficiency); ensuring that the related financial operations comply with regulatory and contractual provisions (legality & regularity); Ensuring appropriate accounting of the operations (reliability of reporting, safeguarding of assets and information).

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>Selection phase The needs are not well defined (operationally and economically), therefore the decision to procure is inappropriate to meet the operational objectives.</p> <p>Poor planning and organisation of the procurement process, including the planning of supervision and monitoring, resulting in waste of resources.</p> <p>Inappropriate choice of budget line, procurement procedure and calculation of threshold, resulting in non-compliance case.</p> <p>The best offer/s are not submitted</p>	<p>In order to optimize the tendering process, DG Interpretation has concluded framework contracts in the areas of technical equipment and services and conference management. Additionally, SCIC also utilizes framework contracts concluded by other DGs.</p> <p>Irrespective of the estimated amount of the procurement, the RAO is responsible for the approval of the tender specifications and their compliance with the regulatory framework. This approval is documented in the legal and budgetary commitment file in form of an 'outcome of procedure'</p>	<p>The 'outcome of procedure' document constitutes a compulsory component of each legal commitment file. Before the signature of the contract the finance unit reviews these files according to the 4-eyes principle and provides advice to the RAO with regards to legality and regularity of the process.</p> <p>Operational units regularly turn to the finance unit in the planning phase of procurement in order to ensure compliance with necessary regulations.</p>	<p>During 2023 there was only 1 procedure published above the Directive's threshold. It was an open procedure for a framework contract for conference organisation.</p> <p>There were no projected tenders cancelled or not awarded due to the unsatisfactory definition of the tender specifications in 2023, which demonstrates the effectiveness of controls in this area.</p> <p>There was one exception note issued in connection to the need to extend FWC for conference</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>due to the poor definition of the tender specifications.</p>	<p>document.</p> <p>The finance unit – due to their specific expertise – is at the disposal of operational units for the full review of tender specifications to ensure that these are clear and that the proposed evaluation and award criteria allow the best possible evaluation compared to the contract subject. Publication of tender specifications are done centrally by the finance unit as an additional means for <i>ex ante</i> control.</p>		<p>management services to ensure business continuity and bridge the time gap caused by the delays of the procurement procedure aiming at the conclusion of a new FWC.</p> <p>Two exception notes had to be issued in relation to the use of the inter institutional budget line due to the fact that the nature of the activities to be funded in this area evolved calling for the slight amendment of the budgetary remark.</p> <p>There was one exception registered in relation to Non-equal treatment for the award of the specific contract under the FWC in cascade, and non-respect of competition principles.</p>
<p>Selection phase: For conferences managed under co-delegated procedures only: The operational needs are not well defined, as DG Interpretation is rarely in a position to know well in advance which conferences will be</p>	<p>A registry of conferences was established as part of the action plan for the implementation of the Synergies and Efficiency Review: DGs should introduce their planned conferences as soon as possible after the project is</p>	<p>Information can be added to the registry at any time by all DGs.</p>	<p>The creation of the registry contributed to the better planning of the procurement processes as opposite to high demand during peak periods. More even distribution of workloads for both the financial and operational units</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>organised under the co-delegation management mechanism.</p> <p>This leads to a difficult planning of the whole procurement processes and an overload of work for operational and financial units.</p>	<p>decided.</p>		<p>was achieved.</p>
<p>Selection phase: The most economically advantageous offer is not selected, due to a biased, inaccurate or ‘unfair’ evaluation process. Opening and evaluation of offers is not in line with the Financial Regulation, with the defined selection and award criteria or if applicable with the corresponding Framework contract.</p>	<p>Opening committees and Evaluation committees for procedures above € 140,000 are always assigned members of representatives of at least 2 administrative entities (including the finance unit), complemented where appropriate with representatives from other DGs or Institutions as experts or services users and in case of need, external experts.</p> <p>Members of such committees provide a declaration of absence of conflict of interest.</p> <p>The standstill period after communication of the award decision offers an opportunity for unsuccessful tenderers to put</p>	<p>100% of procedures above € 140,000 is awarded involving an opening and evaluation committee.</p> <p>Before the signature of the legal commitment 100% of files are reviewed by the finance unit according to the 4-eyes principle.</p> <p>As part of the checks, legality and regularity of the procurement process is verified.</p>	<p>In 2023 there were no complaints submitted by non-selected or not awarded tenderers to DG Interpretation, which indicates the maturity of the procurement procedures put in place.</p> <p>However, there was one case where a company asked additional information on a negotiated tender procedure after its award, not having been invited to tender.</p> <p>In case of a low value contract the signature of the award decision by the dedicated financial supplience of RAO who was not authorised o act in this capacity took place that required the registration of a non-compliance event.</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
	forward their concerns on the award decision.		
<p>Contracting phase: The proposed contract does not respect the Financial Regulation or terms of the related tendering specifications or framework contract. The legal commitment is not covered by a corresponding budgetary commitment. The budgetary and/or legal commitment is made à posteriori.</p>	<p>Budgetary and legal commitments are examined for the legality and regularity of the transaction, including:</p> <ul style="list-style-type: none"> - <i>Respect of the Financial Regulation</i> - <i>Complying with terms of the related framework contract, call for tenders</i> - <i>The existence of the budgetary commitment before the signature of the legal commitment</i> - <i>Confirmation that all features of the commitment are encoded correctly in ABAC</i> 	<p>100% of budgetary and legal commitments are subject to <i>ex ante</i> validation according to the 4-eyes principle, both at the operational and financial unit. The use of checklists facilitates the work of the agents ensuring that all necessary controls are executed.</p> <p>For the specific cases of last minute needs emerging at conferences a specific procedure is put in place creating a margin in the budgetary commitment and empowering certain officials for adjusting the ordered services covered by the contracts based on the needs defined on the spot. Such changes are reported to the RAO so that (s)he can ensure that his/her authorization is not misused.</p>	<p>In 2023 the following exceptions were registered allowing deviation of the FWC rules:</p> <p>In one case the communication with the contractor to extend the validity of a formal offer was sent after the offer expired. In the second case the signature of the contract by the Commission was not possible within the validity period of the offer.</p> <p>In another case the due to the lack of suitable venues in case of a conference in a busy period the request to extend the submission deadline for offers has been accepted by the RAO.</p> <p>In the forth case the extension of a specific contract was authorised after the deadline in order to maximise the use of the outstanding man-days to ensure the continuity of services offered.</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
			<p>In the fifth case the RAO decided not to apply the liquidated damages procedure despite of the contractor did not respect the timeline of quotation in the framework contract in order to ensure the receipt of complete quotation. This deficiency was noticed prior to the actual payment however it was not possible to request/add the document as it has been missing already at an earlier phase of the process.</p> <p>In the 6th case, in order to receive offers for a specific language training the contractor were authorised to submit offers with a longer time delay as without such derogation from the conditions of the Framework contract DG SCIC failed to receive offers repeatedly.</p> <p>In 6 cases a non compliance incident had to be registered due</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
			<p>to the validation of a posteriori budgetary (in 3 cases) and legal (1case) commitment; discrepancy between the budgetary and legal commitment as regards the bank account of the contractor; accepting payment conditions proposed by the contractor that are not in line with the FR.</p> <p>We can conclude that verification worked efficiently as the majority of transactions could be concluded without an observation at FVA level and in 11 cases the transactions were sent back for non substantial correction (e.g. correction of bank account, change of funding source, change responsible organisation, the received offer was higher than the estimation, missing reference documents).</p>
Execution/Payment phase: The products/ services/ works ordered are not, totally or partially, provided in accordance with the technical description and	Certified correct qualification is given by a formally endorsed official trained, technically competent and informed of the details of the contract and	All invoices are endorsed 'certified correct'. Existence of this endorsement is confirmed as part of the <i>ex ante</i> verification at the finance unit, according to the 4-	There were 2 exception notes signed in 2023 for the following reasons: Deviation from reimbursement

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>requirements foreseen in the contract.</p> <p>The amounts paid exceed that due in accordance with the applicable contractual and regulatory provisions.</p> <p>The details of the invoice and/or payment are entered incorrectly into ABAC.</p>	<p>subsequent invoice under supervision of RAO for payments.</p> <p>Operational and financial checks are carried out in accordance with the financial circuits and checklists, encompassing the comparison between the certified correct endorsement and the contract provisions.</p> <p>ABAC security prevents from paying more than the corresponding budgetary commitment.</p> <p>Financial circuits are conceived so that a payment is never authorised by the RAO having signed the contract to ensure objectivity.</p>	<p>eyes principle. The use of checklists facilitates the work of the agents ensuring that all necessary controls are executed.</p> <p>100% of the invoices are controlled against the contract.</p> <p>ABAC security applies to 100% of the transactions.</p>	<p>rules - reimbursement to a staff member (the third party) of the delegation, in a third country, in order to pay a local interpreter who was paid in cash by this same staff member. This was the only solution possible because the local interpreter only accepted cash-payment (no bank transfer) and since the Commission cannot make cash-payments, the staff member intervened as a 'facilitator'.</p> <p>Payment requested in the absence of a legal commitment: In one case a package of 11 interpretation assignments in a 3rd country was cancelled. Even if the Purchase orders were not signed, the delay was too short for interpreters to find another contract. For this reason, the RAO decided to compensate the two interpreters.</p> <p>One non-compliance incident had to be registered due to oversight</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
			<p>at FVA level, as no formal endorsement has been issued for the person providing Certified correct qualification.</p> <p>Another non-compliance event had to be recorded due to a posteriori legal commitment: in relation to the provision of interpretation (freelance interpreter in a third country) more hours of overtime had to be paid than originally contracted.</p> <p>The third non-compliance event was registered as the payment was executed without all compulsory documents available.</p> <p>Despite the above incidents we can conclude that the verification worked efficiently as the majority of transactions could be concluded without an observation and in 12 cases the transactions were sent back for non -substantial correction (suspension reason of the invoice; correction of user</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
			ID/reference , minor correction of the amount, certified correct provided by non authorise personnel, correction of the invoice details, missing reference of supporting documents, other missing information) and in 2 cases the payment was refused by the RAO as one of the invoice has been already paid by PMO, in another case the there was no legal grounds for payment.

Grants process

Main internal control objectives: Ensuring that the Commission selects the proposals that contribute the most towards the achievement of the policy or programme objectives (effectiveness); Prevention of fraud (anti-fraud strategy); Ensuring that the actions and funds allocation is optimal (best value for money; effectiveness, economy, efficiency); Ensuring that the operation results (deliverables) from the projects are of good value and meet the objectives and conditions (effectiveness & efficiency); ensuring that the related financial operations comply with regulatory and contractual provisions (legality & regularity); Ensuring appropriate accounting of the operations (reliability of reporting, safeguarding of assets and information)

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>The evaluation, ranking and selection of proposals is not carried out in accordance with the established procedures, the policy objectives, priorities and the essential eligibility, or with the selection and award criteria defined in the annual work programme and subsequent calls for proposals.</p>	<p>The call for proposals and the procedures are established in close cooperation with the finance unit and in consultation with the RAO.</p> <p>Assessment of proposals is done by an evaluation committee appointed by the RAO. The committee contains at least members from 2 different Units or sectors. In the case of grants, members of DG LINC of the EP are present as observers, to ensure an inter-institutional approach and to avoid double financing.</p> <p>When evaluating the applications, the Committee members use a standard evaluation grid which</p>	<p>100% of proposals from universities and students are evaluated by the evaluation committee on the basis of the proposals and an evaluation grid covering all eligibility, selection and award criteria.</p> <p>Clarifications are requested in writing when necessary with a view to enable the evaluation committee to be fully informed before drafting its report.</p> <p>If the RAO does not want to follow the recommendations of the evaluation committee, (s)he must document the reasons for the decision in the award decision.</p>	<p>There were no complaints received from applicants for the university grants or student bursaries.</p> <p>All documents were processed digitally and no major difficulties were noted by the controls. Based on the experience of the previous year, it had been anticipated that Qualified Electronic Signature would not always be a feasible option for some universities. Therefore, in 1 case the grant agreement was planned to be signed in blue ink. This resulted in a more efficient process for signatures.</p> <p>It can be concluded that controls</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
	<p>contains the eligibility, selection and award criteria (with weighted scoring method) as published in the call for proposals.</p> <p>Non-conflict of interest declarations are signed by all evaluation committee members</p>	<p>The limited number of procurement procedures that are grouped with these transactions are also subject to <i>ex ante</i> verifications according to the four-eyes principle.</p>	<p>are carried out consistently in this area.</p>
<p>The description of the action in the grant agreement includes tasks which do not contribute to the achievement of the programme objectives and/or that the budget foreseen overestimates the costs necessary to carry out the action.</p> <p>The rules for implementing the action are unclear, resulting in litigations and incomplete action implementation. Anti-fraud issues are not well covered</p>	<p>The application form is drafted in a way that the applicant/beneficiary is asked to provide a detailed project description (with expected results and objectives) and realistic budget needs.</p> <p>SCIC systematically uses the DG BUDG templates for grant agreements and complements in the applicant's guide and other documents related to the call for proposals. The templates include a number of provisions related to audit and antifraud actions to protect EU financial interests. They are also published for information in the call for proposals.</p>	<p>100% of subsidised projects are subject to <i>ex ante</i> controls.</p> <p>All of the grants awarded in 2023 were low value grants, additional <i>ex post</i> controls and on-the-spot audit missions are only performed when strictly needed in order to keep a correct balance between cost and benefit of such controls</p>	<p>In 2023 there were no complaints received from applications for university grants or bursaries to students in this area either.</p> <p>There was an exception registered for giving a grant for a beneficiary outside of the geographical scope defined by the legal base. It was justified by the operational needs in the area of succession planning and the shifting patterns of cooperation between universities. FVA controls did not note any significant deficiencies. The effectiveness of the controls can be confirmed.</p>
<p>The actions foreseen are not</p>	<p>The template of final reports</p>	<p>All payment files are subject to</p>	<p>There were no discrepancies</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>totally or partially carried out in accordance with the technical description and requirements foreseen in the grant agreement and/or the amounts paid exceed that due in accordance with the applicable contractual and regulatory provisions.</p>	<p>annexed to the grant agreement requires a high degree of accuracy concerning the action and the budget. During the action implementation period, pedagogical assistants' reports provide SCIC with information on the implementation of the co-financed action and information about the interim and final examinations of the students</p> <p>All final reports are reviewed by the programme officer and a random sample of expenses is verified against supporting documents, especially for the staff costs, in cooperation with the Financial Unit.</p> <p>Final grant payments are only made after having received all the necessary documentation and all the requested explanations.</p>	<p>control according to the 4-eyes principle both at operational and financial level.</p> <p>When submitting the Final Report for the grants for universities, the examination of staff costs is given the highest priority (it accounts for 80% of the projects' costs). The declared costs are examined through sampling.</p> <p>For the bursaries and other financed actions detailed controls are performed in all aspects of the file.</p>	<p>noted by FVA controls during the payment phase. The complex final grant payments were subject to thorough analysis. For the pre-financing and bursary payments only a few parameters had to be controlled, but this was done systematically as well. The effectiveness of the controls can be confirmed.</p>

Staff expenditure process

Main internal control objectives: Ensuring that the Commission selects the proposals that contribute the most towards the achievement of the policy or programme objectives (effectiveness); Prevention of fraud (anti-fraud strategy); Ensuring that the actions and funds allocation is optimal (best value for money; effectiveness, economy, efficiency); Ensuring that the operation results (deliverables) from the projects are of good value and meet the objectives and conditions (effectiveness & efficiency); ensuring that the related financial operations comply with regulatory and contractual provisions (legality & regularity); Ensuring appropriate accounting of the operations (reliability of reporting, safeguarding of assets and information)

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>The decision for language training priorities does not sufficiently reflect the needs of the DG at the time of the language addition due to unpredictable structural/cyclical valuations in demand and the length of the language acquisition.</p>	<p>For officials: Unit B.1 applies language training priorities defined in consultation with Directorate A and unit B.2 on the basis of objective criteria such as current language knowledge of staff interpreters, known and expected changes to the language combinations resulting from departures, and gaps identified when assigning interpreters to meetings and the level of satisfaction of interpretation demand per language.</p> <p>For ACIs: SCIC offers financial support for ACIs language learning.</p>	<p>Extensive consultation is conducted once a year.</p>	<p>In 2023 32 staff interpreters and 20 ACI added a new language after a language stay with the support of DG Interpretation.</p> <p>One additional staff member and 10 additional ACI should still organise the language tests for adding a language.</p> <p>These figures in general are exceeding the ones noted in 2022 (24 staff and 19 ACI) 2021 (23 staff and 21 ACI) and exceed the ones of 2020 (17 staff and 11 ACI).</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
An interpreter follows a full training cycle without adding the language at the end of their learning path (courses/training vouchers + immersion periods).	Monitoring of language training process.	Coverage: limited sample	The prolongation of the deadline for adding a language to 16 months granted in order to compensate the effects of the COVID-19 pandemic was maintained only in case of trainings started during the previous training period. For trainings started in the 2023 academic year this extension was discontinued.
Lack of or insufficient supporting documents, absence of legal and/or budgetary commitment for the reimbursement of expenses. The invoice and/or payment is not registered correctly into ABAC.	<p>Standard <i>ex ante</i> control procedure with operational initiation and verification in Unit B.3 and the financial initiation and verification in Unit C.2.</p> <p>Due to the COVID-19 crisis, additional control measures became necessary. For virtual language stays, a logbook of online activities during the second half of the day was requested to make sure that the entire day was used for language learning (the first half of the day is used for structured language learning activities).</p>	Coverage: 100% of all files are controlled at the operational and at the financial units according to the 4-eyes principle.	<p>In 2023 there was one non-compliance event recorded in this area: the authorisation letter that serves as legal commitment erroneously did not contain the travel costs.</p> <p>FVA controls on payments resulted in 2 refusal for correction visas. In both cases the fund source had to be corrected that depends on the actual level of consumption of the C5 credits and this action ensures the maximisation of the usage.</p> <p>The undue amounts (excessive per diems requested, travel costs not</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
			<p>supported by documents) were filtered out at operational initiation/verification level and the necessary corrections were made already at operational level in several cases.</p> <p>Therefore, <i>ex ante</i> controls can be considered effective.</p>

Income process

Main internal control objectives: Safeguarding of assets of the DG, Effectiveness, efficiency and economy; Compliance (legality and regularity); Sound financial management

Main risks It may happen (again) that	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
An amount due is not billed to SCIC's interpretation clients.	The MIM (Meeting and Interpretation Management) database holds the data on all bookings of interpretation. This entry is the prerequisite for allocating interpreters to an assignment. This provides a basis which is in the form of <i>ex ante</i> controls verified by the finance unit.	<p>100% of all meetings and interpretation requirements are entered into MIM.</p> <p>After verification, amounts to be compensated are sent to users under the form of an automated pre-information. They have 15 days to accept the amounts to be compensated on an interface or introduce a claim.</p> <p>100% of all debit notes are controlled against pre-information before being sent to clients.</p>	In the finance unit initiating agents have specific clients assigned to them. This means that they can ensure timely follow-up of interpretation services to be billed. However, MIM offers an additional opportunity for business continuity, allowing to trace interpretation services to be verified and to be billed. The verification process remains a complex and time-consuming exercise.

<p>An amount due is not billed to other clients of SCIC.</p>	<p>Conference organisation and meetings room management are billed based on agreements with SCIC's clients.</p>	<p>Relevant agreements are provided to the responsible initiating agent who shall proceed with the billing as soon as they are signed.</p>	<p>The availability of funds is a prerequisite for the conclusion of contracts in the areas of conference organisation and meetings room management.</p> <p>If the amount has not been billed to the client and it has not been cashed, the action cannot be started. At the level of the budgetary commitment, it is always controlled whether the necessary funds are already available for DG Interpretation.</p>
<p>The amount billed is not correct.</p>	<p>The data with regards to billing is subject to extensive <i>ex ante</i> verification by the finance unit.</p>	<p>All recoveries are preceded by <i>ex ante</i> verification which is followed by sending of a pre-information notice or based on the signed contract. In the first case, this provides the client with additional 15 days to signal any potential errors or inconsistencies.</p>	<p>In 2023 out of the 155 recovery orders issued none of them had to be cancelled, which confirms effectiveness of the verification process.</p> <p>The systemic and correct use of pre-information notices resulted in a smooth compensation process ensuring that funds are rapidly reconstituted and allowing for the continuity of DG Interpretation activities.</p>

<p>Recovery (compensation) delays are observed, limiting the funds available for DG Interpretation.</p>	<p>Introduction of SLAs and ACAs introducing clear rules and guidelines on payments.</p> <p>Reporting tools to ensure respect of the compensation rules.</p>	<p>SLAs and ACAs are created as and when needed with the external users of DG Interpretation. They contribute to sound financial management and reduce discussions on their implementation. In 2022 9 new agreements (SLAs or ACAs) were concluded with Clients.</p>	<p>Average recovery delay for SCIC's 3 biggest clients for debit notes issued in 2023 was 18, 14, and 18 days respectively, which is higher than the same figures in 2022: (14, 16 and 13), however, all averages are well below the 30 days' deadline.</p> <p>It should be noted that DG SCIC conducted rather extensive consultations in order to achieve mutual understanding when determining billing figures. The actual cashing times at the 3 Institutions can also be affected by their internal financial procedures.</p> <p>For Presidencies the total average figure was 32 days, which seems like a considerable improvement compared to the 63 days average observed in 2022. However, it needs to be noted that there were at year-end 2 long outstanding recovery orders for Presidencies. The delays in cashing were not due to any processes at DG SCIC, as the billed amounts were not contested. As Presidency countries</p>
---	--	--	---

			<p>change each year, cashing depends on the performance of the different Member States. The creation of SLAs and ACAs is a continuous exercise, the associated control costs were also incorporated into the overall figure of this RCS.</p>
--	--	--	--

Stage 2: Ex post

Ex post controls on payments to freelance interpreters

Main internal control objectives: Measuring the effectiveness of *ex ante* controls by *ex post* monitoring; addressing systemic weaknesses in the *ex ante* controls, based on the analysis of the findings (sound financial management).

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>The amounts reimbursed to freelance interpreters are not correct: the amounts are not justified sufficiently by supporting documents, or they are not in line with the legal bases (Agreement on working conditions with ACI and additional rules for implementing certain provisions), or the contract concluded with the ACI.</p>	<p>MIM concentrates all information related to the conclusion by all 3 institutions of contracts with ACIs, ensuring a fair share of joint costs for each institution and data consistency.</p> <p>A system of <i>ex post</i> controls has been set up examining the correctness of the amounts paid.</p>	<p>The controls are executed on a sample basis selected according to the MUS method. Similarly to earlier years, in 2023 only transactions with supporting documents were selected for control. The sampling methodology changed in 2023, as due to an improved functionality of the MUS tool it became possible to exactly predict how many transactions would be selected for control using a particular threshold. The sample size was set at 30 transactions for the 1st semester of the year and 20 for the second semester. Findings are collected per month and are presented twice a year in a report.</p>	<p>As a result of the 2023 controls an error rate of 0.02% was noted applying to the total population of payments to ACI. The controls are based on the population of all payments made to ACI regardless whether they were contracted by the Commission, the Parliament or the Court of Justice.</p> <p>In total only 3 errors were noted above the EUR 5 threshold. 2 of these cases were related and the third one was due to in incorrectly applied exchange rate for travel reimbursement. Further there were 9 errors found with a value below EUR 5.</p> <p>It can be concluded that the controls effectively traced potential errors, these were efficiently registered in the</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
			checklists developed for this purpose and the related costs are extremely low compared to the total of payments made on behalf of the 3 Institutions.

Ex post accounting controls

Main internal control objectives: Reliability of reporting: providing the Authorising Officer with reasonable assurance with regards to the quality of DG Interpretation's accounts.

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>For expenditure: Ex post accounting control described in this section is applied on each expenditure strand regardless of the type of expenditure. Expenses are registered on the incorrect G/L account, invoices are not entered into SCIC's accounts or the information entered for invoices or credit notes is incorrect. Invoices remain unpaid for no valid reason, or they are not introduced into DG</p>	<p>Various accounting controls as well as automated reports sent to the operational units to trace invoices that remain untreated, other controls aim at identifying transactions which apply an incorrect G/L account.</p>	<p>Monthly controls are executed at transaction level to trace untreated invoices. G/L account controls are also conducted monthly at transaction level. Other controls are executed on a quarterly basis in order to detect incorrect application of recovery context in credit notes, untreated returned payments and VAT files, to observe on an aggregated level the correct application of G/L accounts for the different budget</p>	<p>In 2023 in 7 credit notes the recovery context qualification was corrected, and in 14 invoices the expense account was corrected. 2 duplicate credit notes and 5 duplicate invoices were deleted, and there was also one invoice found which was modified after payment, and had to undergo a new validation cycle including RAO visa for payments. OIAs were reminded on a monthly basis to treat long outstanding</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>SCIC's accounts within 7 days after reception, VAT reimbursement files and returned payments are not treated.</p>		<p>lines, and to examine in detail a sample of invoices.</p>	<p>transactions and to pay attention to the timely registration of invoices into DG SCIC's accounts. In this process there were also some specific cases highlighted where additional interventions were needed, for instance the incorrect registration of a legal commitment Necessary corrections were made. A regularisation payment for returned payment was noted that remained in the workflow as the initiating agent failed to accept the refusal visa. As part of a new control, invoices, payment orders and payment requests remaining in ABAC without validation for more than 30 days were examined. As a result, 228 payment requests and 2 payment orders were deleted as unintended duplicates.</p>
<p>For batch payments (for ACI): Batch payments are entered incorrectly for regularisation payments. Insufficient funds are put at DG SCIC's disposal for the</p>	<p>Ensure that batch payments are booked on the correct accounts and in line with data entered into SCIC's local system, Grif. Follow up that recovery orders are</p>	<p>These two accounting controls are performed on a monthly basis at aggregated transaction level.</p>	<p>There were no errors identified in batch payments. The balances of the hors budget accounts were monitored on a monthly basis in order to ensure</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
payment of ACI working for the EP and CoJ.	established in time in order to feed the hors budget accounts of the EP and CoJ to avoid a negative balance.		the timely establishment of recovery orders feeding the accounts.
Pre-financing: Pre-financing transactions are registered on an incorrect account or they remain uncleared even after final settlement has been made for the grant/procurement contract.	Accounting controls follow up new entries on pre-financing accounts and ensure that their clearance is registered correctly.	Quarterly controls examine new entries at transaction level and a sample of transactions is reviewed for various aspects of correct registration and clearing.	In 2023 no errors have been noted in pre-financing transactions.
Assets Assets are booked as expenditure or incorrect entries are made on asset or depreciation accounts.	Accounting controls follow up irregular entries and cases where asset purchases are expensed.	Monthly controls review uncleared entries on the asset suspense account, while additional quarterly controls are conducted at transaction level to trace irregular entries.	In 2023 there were no cases found where the costs were originally booked as expenditure instead of assets. There was one case where another DG purchased audio-visual goods and they had to be reminded to correctly register the related invoice and send a manual clearing request to DG Budget.
Guarantees: No guarantee is requested/received while the contract/grant agreement stipulates this, the guarantee is incorrectly registered or is in an incorrect state.	Accounting controls review new contracts above €60,000 for eventual need for a guarantee and confirm correct registration and state of guarantees in DG SCIC's accounts.	Quarterly controls and one yearly control are performed at transaction level.	In 2023 there were no irregularities noted in this area.

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>Income: Recovery Orders are registered incorrectly in DG SCIC's account (G/L account, budget line, policy area, related commitment, NoR and SNoR codes, amount, LEF, 'Late Interest Rule ID', Recovery Context). Establishment of a pre-information notice is not followed by a recovery order. Recovery Order remains unpaid.</p>	<p>Various accounting controls confirm whether different features for recovery orders are established correctly, ensure follow-up of unpaid debit notes and pre-information notices that have not led to a recovery order yet.</p>	<p>The follow-up of unsettled debit notes and the examination of main features of new recovery orders is conducted at transaction level on a monthly basis. The follow-up of pre-information notices is performed quarterly.</p>	<p>All Recovery Orders established in 2023 were booked on the correct General Ledger account and applied the correct Nature or Sub-Nature of Receivables code. There was one case noted where the due date and the late interest rate were not established correctly, but the payment had been made in time, so there was no accounting impact and there was no correction needed. A new control also served as a reminder for the RAO to give a refusal for correction visa on a Recovery Order, so that the transaction could be finalized.</p>
<p>Commitments: As DG Interpretation is a non-large DG, DG Budget is in charge of the booking of cut-off entries. Budgetary and legal commitments are used for the calculation of the cut-off figure, therefore the data quality in this area is important for accounting purposes as well. If unnecessary RAL is not de-committed and legal</p>	<p>Various accounting controls follow up outstanding commitments, and commitments that remain in the workflow and review the registration of legal commitments.</p>	<p>Quarterly controls at transaction level identify budgetary de-commitments that should be made and cases where the legal commitment is not registered or remains without validation. Twice a year commitments in the workflow are reviewed and a quarterly control of correct registration of legal commitments is performed on a sample basis. A</p>	<p>In 2023, there were 21 cases noted where necessary validation of a legal commitment was not made within the stipulated deadline. In 2023 besides the 1 case identified as part of the controls on expenditure, controls also identified 48 legal commitment registrations with minor discrepancies and 11 unintended</p>

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-Effectiveness indicators (three E's)
<p>commitments are not registered or entered with incorrect data, this could possibly result in erroneous cut-off bookings.</p>		<p>check is performed 4 times a year to confirm if older legal commitments can be put into state 'Closed'. In view of the migration to SUMMA, 3 times a year budgetary commitments potentially containing errors are reviewed as well.</p>	<p>duplicate legal commitments. Considerable efforts were made to validate the closed version of legal commitments. In total 386 legal commitments were closed. The closure of legal commitments is of utmost importance in view of the upcoming introduction of SUMMA, as only open transactions will be migrated. As part of controls on budgetary commitments, 9 transactions were noted for which some parameters needed correction, and 6 commitments that were modified after full validation and needed regularisation. Furthermore, controls proved to be efficient to remind initiating agents to proceed with the timely validation of Legal Commitments and to proceed with necessary de-commitments in time.</p>

Annex 7: Specific annexes related to 'financial management'

In this annex the following tables are presented:

1. DG Interpretation Accounting Indicators 2023
2. Table Y on the cost of control
3. Payment Times Statistics DG Interpretation 2023

Type of corrections	Expense process checks		Pre-financing process checks		Assets process checks		Recovery Order process checks		Commitment and Guarantee process checks		Total impact of the corrections made on the 2023 annual accounts									
	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Corrections with no impact on accounts (data quality)	Impact on assets		Impact on liabilities		Impact on expenses		Impact on revenue		
												(- decrease, increase)	+	(- decrease, increase)	+	(- decrease, + increase)		(- decrease, + increase)		
Incorrect expense G/L account used	14	286.109,08																		0,00
Correction of recovery context qualification in credit notes	7	0,00									7									
Correction of committing year and/or year of detection in recovery context of credit notes	3	0,00									3									
Assets on SCIC management centre but requesting centre of another DG remaining uncleared on the 44450000 account					1	7.195,24							-7.195,24							
Regularisation payment for returned payment remaining in the workflow as OIA failed to accept the refusal visa.	1	0,00									1									
Invoices in MOD0 after 7 calendar days	1	17.279,24																		17.279,24
Invoice in state COR0	1	647,00									1									
Duplicate invoice in MOD0 deleted	5	0,00									5									
Duplicate credit note in MOD0 deleted or refusal visa given	2	0,00									2									
Payment Request remaining in MOD0 - deleted	228	0,00									228									
Payment Order remaining in MOD0 - deleted	2	0,00									2									
Incorrect BAF in Budgetary Commitment, as e-ordering had not been updated	1	0,00									1									
Incorrect Legal Commitment registration	1	0,00								48	0,00	49								
Legal Commitment not registered/and or validated within deadline										21	0,00	21								
Closure of Legal Commitments										386	0,00	386								
Budgetary commitment with incorrect parameters.										9	0,00	9								
Budgetary commitment remaining in state FIN/0.										1	0,00	1								
Budgetary commitment back in MOD0.										5	0,00	5								
Budgetary commitment remaining in the workflow while the procedure had been abandoned.										1	0,00	1								
Legal commitment remaining in MOD0 while the procedure had been abandoned.										2	0,00	2								
Duplicate Legal Commitment in state MOD0 or INITO										11	0,00	11								
Total	266	304.035,32	0	0,00	1	7.195,24	0	0,00	484	0,00	735	-7.195,24	0,00	17.279,24	0,00	17.279,24	0,00	17.279,24	0,00	0,00
2023 financial statements on 31.12.2023													29.586.876,82	-307.314.938,57	69.331.236,82	-106.076.000,99				
% on financial statements at 31.12.2023													-0,02%	0,00%	0,02%	0,00%				

In order to be able to produce one figure with regards to corrections, the average of the correction figures in the areas of assets, liabilities, expenses and revenue was taken resulting in a figure of 0.01%. Calculation is presented below:

Impact on assets		0,02%
Impact on liabilities		0,00%
Impact on expenses		0,02%
Impact on revenue		0,00%
Average		0,01%

Table Y - Overview of the estimated cost of controls at Commission (EC) level:

- Overview of SCIC's estimated cost of controls at Commission (EC) level								
EXPENDITURE								
The absolute values are presented in EUR								
SCIC	Ex ante controls***			Ex post controls			Total	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Relevant Control System (RCS) / Other as defined in Annex 6 of the AAR*	EC total costs	related payments Made	Ratio (%)** (a)/(b)	EC total costs	total value verified and/or audited	Ratio (%) (d)/(e)	EC total estimated cost of controls (a)+(d)	Ratio (%)** (g)/(b)
ACI expenditure including the ex-post controls	455,754.76 €	51,279,309.38 €	0.89%	30,744.00 €	- €	0.00%	486,498.76 €	0.95%
Procurement	1,413,107.75 €	18,191,087.49 €	7.77%	- €	- €	0.00%	1,413,107.75 €	7.77%
Grants	67,215.00 €	407,331.21 €	16.50%	- €	- €	0.00%	67,215.00 €	16.50%
Staff expenditure	118,112.00 €	229,773.29 €	51.40%	- €	- €	0.00%	118,112.00 €	51.40%
Other	- €	64,445.73 €	0.00%	- €	- €	0.00%	- €	0.00%
Accounting controls	- €	- €	0.00%	47,692.03 €	- €	0.00%	47,692.03 €	0.00%
Reporting	- €	- €	0.00%	229,239.04 €	- €	0.00%	229,239.04 €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
OVERALL total estimated cost of control at EC level for expenditure	2,054,189.51 €	70,171,947.10 €	2.93%	307,675.07 €	- €	0.00%	2,361,864.58 €	3.37%

SHARED/POOLED CONTROL ACTIVITIES (RTD & REA)

Common Implementation Center - Common Audit Service excluded (only DG RTD)	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
Common Audit Service (only DG RTD)	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
Validation services (only REA)	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%
Expert management (only REA)	- €	- €	0.00%	- €	- €	0.00%	- €	0.00%

NON-EXPENDITURE ITEMS ****

SCIC	Ex ante controls***			Ex post controls			Total	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
Relevant Control System (RCS) / Other as defined in Annex 6 of the AAR*	EC total costs	related amounts	Ratio (%)** (a)/(b)	EC total costs	total value verified and/or audited	Ratio (%) (d)/(e)	EC total estimated cost of controls (a)+(d)	Ratio (%)** (g)/(b)
Only applicable for DGs with non-expenditure items								
Revenue collection	233,315.00 €	95,021,592.61 €	0.25%	374,999.30 €	- €	N/A	608,314.30 €	0.64%
Inventory management	- €	- €	N/A	237,900.16 €	- €	N/A	237,900.16 €	N/A
Missions	257,702.00 €	2,047,250.40 €	12.59%	- €	- €	N/A	257,702.00 €	12.59%
	- €	- €	N/A	- €	- €	N/A	- €	N/A
	- €	- €	N/A	- €	- €	N/A	- €	N/A
	- €	- €	N/A	- €	- €	N/A	- €	N/A
	- €	- €	N/A	- €	- €	N/A	- €	N/A
	- €	- €	N/A	- €	- €	N/A	- €	N/A
	- €	- €	N/A	- €	- €	N/A	- €	N/A
	- €	- €	N/A	- €	- €	N/A	- €	N/A

* if the control costs are not attributable to a single RCS and may relate to a 'mix' of expenditure, revenue, assets/liabilities, etc, they may be grouped

** ratio possibly "Not Applicable (N/A)", e.g. if a RCS specifically covers an Internal Control Objective such as safeguarding sensitive information, reliable accounting/reporting, etc

*** any 'holistic' control elements (e.g. with 'combined' ex-ante & ex-post characteristics) can be reported in the ex-ante column provided that a footnote clarifies this (their nature + their cost). Example: MS system audits in shared management

**** These include revenue operations (e.g. assigned revenue, fines, interest); assets (e.g. (in) tangible or financial assets, inventories, treasury) and financial liabilities or 'off balance sheet' items (e.g. employee benefits, guarantees offered or other commitments)

Remarks for Table Y

For DG Interpretation, revenue is of strategic importance. The *ex post* accounting controls and controls carried out under the collective name reporting, are also performed both on expenditure and on revenue. The cost of these controls is divided up pro-rata between expenditure and income.

Following the methodology applied in the past years, the relevant figure for DG SCIC is the total cost of control compared to the total of expenditure and revenue. This indicator is 1.80%.

Ex post controls on payments to ACI are performed on contracts concluded by the European Commission (EUR 51,279,309.38), the European Parliament (EUR 55,138,310.79) and the Court of Justice (EUR 4,532,951.81). If we compare the cost of control (EUR 30,744.00) to this total expenditure (EUR 110,950,571.98) the indicator would be 0.03%. As the cost of control for this particular RCS is rather low, it is not considered as a distorting factor that all cost is taken into account for the overall figure for DG SCIC, while related only to a part of the relevant expenditure.

Inventory management is not a separate Relevant Control System. The associated costs are not incorporated into the total figure for DG Interpretation, which is in line with last year's methodology. The reason behind this is that inventoried items are used during several years, therefore comparison with the current year's budgetary execution is not possible. Additionally, DG SCIC as domain leader for audio-visual equipment is also responsible for the audio-visual inventory purchased with appropriations of other DGs.

Missions is not a separate RCS, the control activities here are related to checks made for mission expenditure. As the payments are made by PMO and not by DG SCIC, the cost of these controls is not taken into account in the overall figure. However, it is considered useful to show how the cost of controls relate to the total of payments made by PMO.

Payment Times Statistics, DG Interpretation 2023

Year	2023
Days Authorising Officer (with Susp)	9.25
Days Authorising Officer (without Susp)	8.22
Days Horizontal Services	4,94
Days Total (with Susp.)	14.19
Days Total (without Susp.)	13.16
Number of Payment Requests	1033
% late	2.61%

The data for Average Payment Times displayed in Table 6 of annex 3 is not correct, as it does not include all invoices that due to the specificities of DG SCIC operations are paid via hors budget accounts. The correct data is displayed above.

Annex 8: Specific annexes related to ‘assessment of the effectiveness of the internal control systems’

DG SCIC has assessed its internal control system during the reporting year and has concluded ⁽¹⁷⁾ that it is effective and the components and principles are present and functioning well overall, but some improvements are needed as minor deficiencies were identified related to principles 4, 5, 8, 11 and 13.

The improvements and/or remedial measures implemented or envisaged are:

- Follow-up plan for the 2023 EU Staff Survey will be created and actions defined to increase the staff engagement (this is relevant for internal control principle 4);
- Managers will be reminded to keep job descriptions up to date (this is relevant for internal control principle 5);
- The finalisation of the updated Anti-Fraud Strategy was completed in the first quarter of 2024, as it was subject to a peer review coordinated by OLAF (this is relevant for internal control principle 8);
- The update of the security plan for one of the information systems, which was not updated on time in 2023 was done in the first quarter of 2024 (this is relevant for internal control principle 11);
- Processing of the backlog of unfilled documents in Ares is scheduled to be done before the exercise of file closure in Ares, which is planned for the second quarter of 2024 (this is relevant for internal control principle 13).

⁽¹⁷⁾ Assessment of the State of Internal Control – Year 2023, [Ares\(2024\)1157141](#), 15/02/2024.

Annex 9: Specific annexes related to ‘Control results’ and ‘Assurance: Reservations’

1. Annex related to ‘Control results’ – Table X: Estimated risk at payment and at closure

Table X : Estimated risk at payment and at closure

DG SCIC	Payments made (2023;MEUR)	minus new prefinancing [plus retentions made] (in 2023;MEUR)	plus cleared prefinancing [minus retentions released and deductions of expenditure made by MS] (in 2023;MEUR)	Relevant expenditure (for 2023;MEUR)	Detected error rate or equivalent estimates	Estimated risk at payment (2023;MEUR)	Adjusted Average Recoveries and Corrections (adjusted ARC; %)	Estimated future corrections [and deductions] (for 2023;MEUR)	Estimated risk at Closure (2023;MEUR)
-1	-2	-3	-4	-5	-6	-7	-8	-9	-10
ACI expenditure	51.28	0.00	0.00	51.28	0.50% - 0.50%	0.26 - 0.26	0.00% - 0.00%	0.00 - 0.00	0.26 - 0.26
Procurement	18.19	0.00	0.00	18.19	0.50% - 0.50%	0.09 - 0.09	0.00% - 0.00%	0.00 - 0.00	0.09 - 0.09
Grants	0.41	-0.18	0.11	0.34	0.50% - 0.50%	0.00 - 0.00	0.00% - 0.00%	0.00 - 0.00	0.00 - 0.00
Staff expenditure	0.23	0.00	0.00	0.23	0.50% - 0.50%	0.00 - 0.00	0.00% - 0.00%	0.00 - 0.00	0.00 - 0.00
Other	0.06	0.00	0.00	0.06	0.50% - 0.50%	0.00 - 0.00	0.00% - 0.00%	0.00 - 0.00	0.00 - 0.00
DG total	70.17	-0.18	0.11	70.11	0.50%	0.35 - 0.35	0.00%	0.00 - 0.00	0.35 - 0.35
					Overall risk at payment in %	0.50% - 0.50% (7) / (5)		Overall risk at closure in %	0.50% - 0.50% (10) / (5)

Notes to the table X

(1) Relevant Control Systems differentiated per relevant portfolio segments and at a level which is lower than the DG total.

(2) Payments made or equivalent, e.g. expenditure registered in the Commission's accounting system, accepted expenditure or cleared pre-financing. In any case, this means after the preventive (*ex ante*) control measures have already been implemented earlier in the cycle.

In all cases of Co-Delegations (Internal Rules Article 3), 'payments made' are reported by the Delegated departments..

(3) New pre-financing actually paid by out by the department itself during the financial year (i.e. excluding any pre-financing received as a transfer from another department). as per note 2.5.1 to the Commission annual accounts thus excluding 'Other advances to Member States' which are covered on a purely payment-made basis (note 2.5.2). Pre-financing paid/cleared' are always covered by the Delegated departments, even for Cross-SubDelegations.

(4) Pre-financing actually cleared during the financial year (i.e. their 'delta' in the Financial Year 'actuals', not their 'cut-off' based estimated 'consumption').

(5) For the purpose of equivalence with the ECA's scope of the EC funds with potential exposure to legality & regularity errors (see the ECA's Annual Report methodological annex 1.1), our concept of 'relevant expenditure' includes the payments made, subtracts the new pre-financing paid out, and adds the pre-financing actually cleared; during the FY. This is a separate and 'hybrid' concept, intentionally combining elements from the budgetary accounting and from the general ledger accounting.

(6) In this column, we disclose the detected error rates or equivalent estimates.

For low-risk types of expenditure, where there are indications that the equivalent error rate might be close to 'zero' (e.g. administrative expenditure, operating contributions to agencies), the rate which should be used is 0.5% as a conservative estimate, unless the department has a more precise estimate based on evidence.

(8) The adjusted average recovery and corrections percentage is based on the 7 years historic Average of Recoveries and financial Corrections (ARC), which is the best available indication of the corrective measures each department applied over the past years as a result of *ex post* controls. For DG SCIC the ARC is 0.00%.

Annex 10: Reporting – Human resources, digital transformation and information management and sound environmental management

Objective: DG SCIC employs a competent and engaged workforce and contributes to gender equality at all levels of management to effectively deliver on the Commission's priorities and core business

Indicator 1: Number and percentage of first female appointments to middle management positions
Source of data: Sysper, SEC(2020)146 and SEC(2023)200

Baseline (2018)	Target (2024)	Latest known results (2023)
61%, 22 out of 36	Quantitative target for female first appointments to middle management positions: 2	First female middle management appointments in 2023: 75% female (6 out of 8) In total, at the end of 2023, 65.7% middle managers were female

Indicator 2: DG SCIC's staff engagement index
Source of data: Commission staff survey

Baseline (2018)	Target (2024)	Latest known results (2023)
75%	75%	73% (the participation rate was 60% in 2023 compared to 34% in 2021)

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
First female appointments to middle management positions	Number of female middle managers appointed	Appoint the number of female middle managers corresponding to the target given by DG HR	The target for 2023-2024 is 2. In 2023, DG SCIC appointed 6 females for their first middle management positions
Implementing the follow-up plan to the Staff Opinion survey 2021	Measures agreed for 2023 completed	End of 2023	Completed: <ul style="list-style-type: none"> • Specific questions to interpreting staff added to the 2023 Staff Survey. • Inter-service cooperation on issues linked to interpreters' hearing health enhanced • Survey on internal communication, follow-up plan agreed

Objective: DG SCIC is using innovative, trusted digital solutions for better policy-shaping, information management and administrative processes to forge a truly digitally transformed, user-focused and data-driven Commission

Indicator 1: Degree of implementation of the digital solutions modernisation plan¹⁸

Source of data: DIGIT and DG SCIC.C6

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
Simultaneous Interpretation Delivery Platforms (SIDPs) – 36%	100%	100%	95%
MIRA – New corporate tool for management of meeting rooms, meeting and interpretation services – 50%	100%	100%	90%

⁽¹⁸⁾ The European Commission Digital Strategy (C(2018)7118) calls on Commission services to digitally transform their business processes by developing new innovative digital solutions or make evolve the existing ones in line with the principles of the strategy. At the beginning of the year n+1, the Solution Owner and IT Investments Team will assess the progress made on the basis of the proposed modernisation plan. For each of the 3 solutions, a table will reflect – per principle - the progress achieved during the last year.

Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
Interpreter's Digital Toolbox – 39%	100%	100%	100%

DG SCIC has made considerable progress in aligning its IT initiatives to the priorities of the Commission's Digital Strategy. As indicated by DG DIGIT, with regard to the current indicator it is not always possible to reach 100% for each information system. Instead, the indicator allows to monitor the evolution and to set goals for improvement. In the coming years, DG SCIC will focus on providing APIs (Application Programming Interfaces) and exchanging its data between the different information systems, for example to be able to improve its workflows and extract statistics about its services.

Indicator 2: Percentage of DG SCIC's key data assets for which corporate principles for data governance have been implemented Source of data: EC data inventory			
Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
35%	50%	80%	66%
Indicator 3: Percentage of staff attending awareness raising activities on data protection compliance Source of data: DG SCIC.C3			
Baseline (2019)	Interim Milestone (2022)	Target (2024)	Latest known results (2023)
0%	Newcomers – 100% Data protection (DP) awareness when organising meetings or events (guidance booklet – ready for distribution) Audience – for all meeting organisers, Commission DPCs	100% of staff	DG SCIC's DPC periodically reminds staff about the importance to follow DP trainings and raises general awareness through SCICnet (intranet) Guidance booklet delayed, as additional comments from DPO need to be implemented, the booklet is now expected to be distributed in Q2 2024

Main outputs in 2023:

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Modernised business processes and tools for the provision of interpretation	Business process analysis completed Market scan of potential tools completed	December 2023	Done. The Business process analysis has been completed including a market scan of potential new IT tools
Proof-of-Concept phase to confirm that SAP modules are fit for purpose	Proof-of-Concept phase finished	December 2023	Done. DG SCIC participated in Proof-of-Concept phase for the Pre-Selection module (in collaboration with EPSO and DIGIT)
Digitalised management of interpretation requests	Technical architecture completed	December 2023	Done. The technical architecture has been completed. It will be used both for internal client systems (e.g. MIRA) as well as for interpretation requests coming from external systems (Council, Committees)
Automated transfer of meeting documentation from the Council	Service is set up; implementation synchronised with Interpreters' Digital Toolbox	Q2 2023	Done. In production since December 2023
Improved accessibility, usability and security for Simultaneous Interpreting Delivery Platforms	New accessibility features and functionalities added (e.g. breakout sessions automation) including improved security for sensitive meetings	80% of features implemented	Done. New accessibility features (e.g. multilingual closed-captions, new user interface) available. Feature for improved security for sensitive meetings developed

MIRA roll-out	DGs enrolled in MIRA	100%	Approx. 80% of scope covered. The on-boarding of new DGs was impacted by a major technical upgrade. Further, the rollout covered DGs outside Brussels and a number of Executive Agencies, which were not part of the initial scope
Full scope of MIRA	Meeting services managed by MIRA	100%	The definition of functional requirements has taken longer than planned, thus having an impact on the timing of the development work
Pilot of 'live transcription portal'	Solution used in conferences organised by DG SCIC	Q2 2023	Solution used in conferences organised by DG SCIC
Multilingual closed captioning of web streaming	Solution tested in web streaming	Q2 2023	Done. Solution available and ready to be offered to customers
Multilingual closed captioning of meetings using SIDPs	Solution tested in meetings	Q2 2023	Done. Solution available
Benchmarking of audio-visual data (Spanish, Estonian, Czech) for testing of open-source speech recognition models	Data sets created	Q2 2023	Data sets created and validated, tool for processing transcription files created and published as open-source code
Development of open-source components for live transcriptions	Components developed	Q4 2023	Done. Components developed
Text-to-speech solution for TAXUD training material	Solution used	Q2 2023	Pilot developed and deployed, and is used by DG Taxud to create voice-overs
Implementation of the corporate principles for data governance for DG SCIC key data assets	Percentage of implementation of the corporate principles for data governance for DG SCIC key data assets	65%	66%

Comprehensive data breach package prepared for Record Controllers	Package is created and is on-line	Q4 2023	Comprehensive information published on the SCICnet page dedicated to Data Breach in Q2
Update the Change Management template to include a checkbox to note that personal data processing has been considered	New template available	Q1 2023	This was not done. It was assessed that the corporate template was sufficient and personal data aspects can be included as part of the risk assessment
Use of sensitive personal data flag in records management system	Compliance rate of documents with sensitive personal data flag	60%	62%
Awareness-raising and compliance for controllers	<p>Updated information on the SCIC intranet on data breach procedures</p> <p>Information sessions organised for DG SCIC Data controllers on internal data breach procedures</p> <p>Information for all staff on steps to take if a data breach is discovered</p>	<p>July 2023</p> <p>organised by end of 2023</p> <p>100%</p>	<p>Done</p> <p>To be organised in 2024</p> <p>100%</p>

Objective: DG SCIC takes account of its environmental impact in their actions and actively promotes measures to reduce the related day-to-day impact of the administration and its work, with the support their respective EMAS Correspondents/EMAS Site Coordinators.

Main outputs in 2023:

I. More efficient use of resources (energy, water, paper):

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Priority action to support the Greening the Commission Communication and action plan			
Participation in corporate energy saving actions, by closing down DG buildings during the Christmas and New Year/summer holiday period, and/or optimisation of the temperature in EC buildings	L107 and CCAB participating in corporate optimisation of the temperature in EC buildings L107 closed if applicable or spaces in the building offered to be shared with other DGs whose buildings are closed	End 2023	DG SCIC participated in corporate optimisation of the temperature in EC buildings. Winter 2022/2023 action: CCAB and VM18 closed 23/12-6/1, L107 closed 23/12-2/1 Summer action: CCAB closed 31/7-18/8, VM18 31/7-11/8, zones P036 and P091 in L107 in 4th floor offered as a working hub for colleagues from other DGs Winter 2023/2024 action: CCAB closed 26/12-05/01, L107 closed 26/12-29/12
Other recommended actions			
Staff awareness actions to reduce energy use in the framework of EMAS corporate campaigns and/or awareness actions about DG's total energy consumption in collaboration with OIB (19) where appropriate	Awareness-raising action(s) in cooperation with other DGs occupying the L107 building	End 2023	At the end, there was a corporate energy savings campaign, DG SCIC informed about this campaign via its Green Digest newsletters

(19) See OIB – Environmental Building Performances for Brussels

II. Reducing CO₂, equivalent CO₂ and other atmospheric emissions

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Priority action to support the Greening the Commission Communication and action plan			
Analysis of DG/service's missions trends/patterns (based on corporate EC-staff's and experts' professional trips (missions ⁽²⁰⁾), optimise and gradually reduce CO2 emissions (e.g. by reducing the number of participants on the same mission, promoting more sustainable travelling options, promoting balanced use of videoconferences/virtual events as an alternative)	Reduction of DG SCIC's CO2 emissions from missions ⁽²¹⁾ (in %)	-25% compared to 2019	-51% compared to 2019
Other recommended actions			
Staff awareness actions on reducing GHG emissions (such as actions on sustainable commuting during EU Mobility week and VeloWalk corporate events) and/or raise staff awareness on sustainable commuting in collaboration with OIB (e.g., availability of bike parking facilities, lockers and showers, promote the reduction of parking space use amongst staff)	SCICnet article + Article in <i>Green Digest</i> newsletter during EU Mobility Week and VeloWalk to promote the sustainable commuting	End 2023	Velomai promoted in April and May Green Digest newsletters, sustainable commuting promoted in February and March newsletters. Since the beginning of 2023, the <i>Green Digest</i> newsletter is sent to the whole DG
Staff awareness activities on digital pollution and gradual change of behaviour avoiding heavy emails, encouraging the use of ICT platforms, avoiding unnecessary storage of data	Article on digital mindfulness in <i>Green Digest</i> newsletter and/or workshop organised	End 2023	Article on digital mindfulness/sobriety/frugality appeared in <i>Green Digest</i> in October

⁽²⁰⁾ Data provided by PMO/MiPS.

⁽²¹⁾ Overall reduction of CO2 emissions from missions for the DG/service from 2019 to 2023 (%).

III. Reducing and management of waste

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Priority action to support the Greening the Commission Communication and action plan			
Implementation of the EC Guidelines for sustainable meetings and events, e.g. sustainable catering, reduce/eliminate single-use plastics, gadgets/gifts.	Percentage of events following the guidelines	100%	100%
Other recommended actions			
Staff awareness activities on waste reduction and sorting in the framework of EMAS corporate campaigns and/or staff awareness actions about DG/service waste generation in collaboration with OIB	At least one collection of used objects organised to give them a second life (in cooperation with other DGs occupying the L107 building)	End 2023	Collections of old textiles (for the NGO CyclUp) and of small household electronic appliances (for the NGO Cyreo) to be upcycled run until 14 February. Both collections were successful

IV. Promoting green public procurement (GPP)

Output	Indicator	Target	Latest known results (situation on 31/12/2023)
Priority action in line with the Greening the Commission Communication and action plan			
Usage of GPP criteria in contracts	Percentage of contracts relevant for GPP criteria	100%	100%

Annex 11: Implementation through national or international public-sector bodies and bodies governed by private law with a public sector mission (if applicable)

not applicable

Annex 12: EAMR of the Union Delegations (if applicable)

not applicable

Annex 13: Decentralised agencies and/or EU Trust Funds (if applicable)

not applicable