



Annual Activity Report 2019

PUBLICATIONS OFFICE
OF THE EUROPEAN UNION

Annexes

March 2020



Table of Contents

ANNEX 1: Statements of the Head of Unit in charge of risk management and internal control and of the Resources Director	4
ANNEX 2: Reporting — Human resources, information management and external communication (performance tables of section 2.2)	5
ANNEX 3: Draft annual accounts and financial reports	7
ANNEX 4: Materiality criteria	28
ANNEX 5: Relevant control systems for budget implementation (RCSs)	29
ANNEX 6: Implementation through national or international public-sector bodies and bodies governed by private law with a public sector mission	33
ANNEX 7: EAMR of the Union Delegations	33
ANNEX 8: Decentralised agencies	33
ANNEX 9: Evaluations and other studies finalised or cancelled during the year	34
ANNEX 10: Specific annexes related to financial management	35
ANNEX 11: Specific annexes related to assessment of the effectiveness of the internal control systems	39
ANNEX 12: Performance tables	40

ANNEX 1: Statements of the Head of Unit in charge of risk management and internal control and of the Resources Director

Statement of the Head of Unit 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 to the Director-General.

I hereby certify that the information provided in section 2 of the present Annual Activity Report and in its annexes is, to the best of my knowledge, accurate and complete.

Luxembourg, 31 March 2020

Luca MARTINELLI

Statement of the Resources Director, taking responsibility for the completeness and reliability of management reporting on results and on the achievements of objectives

I hereby certify that the information provided in section 1 of the present Annual Activity Report and in its annexes is, to the best of my knowledge, accurate and complete.

Luxembourg, 31 March 2020

Eva BEŇOVÁ

⁽¹⁾ C(2017)2373 of 19.04.2017.

ANNEX 2: Reporting – Human resources, information management and external communication (performance tables of section 2.2)

Human resource management

Objective (mandatory): The DG deploys effectively its resources in support of the delivery of the Commission's priorities and core business, has a competent and engaged workforce, which is driven by an effective and gender-balanced management and which can deploy its full potential within supportive and healthy working conditions			
Indicator 1 (mandatory): Percentage of female representation in middle management/First female appointments at middle management level			
Source of data: Publications Office, HR BC			
Baseline 2015	Target 2019	Latest known results 2019	
37.5 %	57 % (4 first female appointments out of 7) <i>On 19 July 2017, the College adopted quantitative targets of first female appointments to be made per directorate-general at middle management level by 1 November 2019, as set out in document SEC(2017)359. The former indicative sub-targets of 2015, which were also at the basis of the Strategic Plan 2016-2020, were repealed. The overall target is to have at least 40 % of middle management positions occupied by women</i>	47 %/4	
Indicator 2 (mandatory): Percentage of staff who feel that the Commission cares about their well-being			
Source of data: Commission staff survey			
Baseline 2014	Target 2019	Latest known results 2018	
29.5 %	50 % <i>To recover the level of 2013 staff survey</i>	43 % 2018 staff survey	
Indicator 3 (mandatory): Staff engagement index			
Source of data: Commission staff survey			
Baseline 2014	Target 2020	Latest known results 2018	
62 %	70 % <i>To recover the level of 2013 staff survey</i>	67 % 2018 staff survey	
Main outputs in 2019			
Description	Indicator	Target 2019	Latest known results 2019
Optimum occupation of permanent posts	Average occupancy rate of permanent posts	97 %	95.1 %
Management of budget for training	Percentage of budget resources devoted to technical and specialised training	> 60 %	82 %
Gender balance	First female appointment to middle management positions	1	4
Action plan as follow-up on staff opinion survey 2018	Approval of action plan by Director-General	By end of second quarter 2019	Approved in October 2019
Public procurement contracts rationalisation	Number of contracts managed by the Office	Decrease by 5 %	Decrease by 20.5 %

Project management methodology	Percentage of projects managed according to PM2 methodology	80 %	70 % All new projects have PIRs. Two days of specific PM ² trainings were organised for the Project Managers in 2019. Draft guidelines on project management were elaborated. The Unit prepared an action plan following IAS audit on project management carried out in 2019
Move of the Office's data centres	Migration of the Office's IT applications either to the cloud or DG Informatics data centres	Migration of two information systems to the cloud; 100 % of the Office's applications migrated to corporate data centre	96 %

Information management aspects

Objective (mandatory): Information and knowledge in your DG is shared and reusable by other DGs; important documents are registered, filed and retrievable

Indicator 1 (mandatory): Percentage of registered documents that are not filed (ratio)

Source of data: Hermes-Ares-Nomcom (HAN) statistics

Baseline 2015	Target	Latest known results 2019
1.08 %	≤ Baseline	0.07 %

Indicator 2 (mandatory): Percentage of HAN files readable/accessible by all units in the Office

Source of data: HAN statistics

Baseline 2015	Target	Latest known results 2019
97.90 %	≥ Baseline (*)	97.7 %
	(*) It may depend on the nature of the file	

Indicator 3 (mandatory): Percentage of HAN files shared with other DGs

Source of data: HAN statistics

Baseline 2015	Target	Latest known results 2019
0.10 %	4 %	6.7 %

Main outputs in 2019

Description	Indicator	Target 2019	Latest known results 2019
Filing of documents	Percentage of registered documents that are not filed	≤ 1%	0.07 %
Sharing of information	Percentage of HAN (Hermes-Ares-NomCom) files readable/accessible by all units in the Office	99 %	97.7 %
More efficient document management	Percentage of documents to externals via e-signatory	70 %	63 %
Produce and propose reports and documents to management	Percentage of documents forwarded to the Management Committee within the time-limit	100 %	100 %

ANNEX 3: Draft annual accounts and financial reports

Annex 3 Financial Reports – Publications Office – Financial Year 2019

Table 1: Commitments

Table 2: Payments

Table 3: Commitments to be settled

Table 4: Balance sheet

Table 5: Statement of financial performance

Table 5bis: 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

Additional comments

Annex 3 is reproduced 'as is' from accounting documents supplied by European Commission's Directorate-General for Budget. The main comments are detailed below.

Table 1

In line with Commission Decision of 3 August 2018 on the Internal Rules on the implementation of the general budget of the European Union (European Commission section) for the attention of the Commission departments, in particular Article 3(5) second subparagraph, the amount of commitments made by the Office is EUR 97.52 million, and not EUR 41.10 million. Currently, Table 1 does not include EUR 57.13 million committed by the Office under a type III co-delegation with PMO, but includes EUR 0.73 million committed by other Commission directorates-general under a type III co-delegation with the Office.

Tables 8 and 9

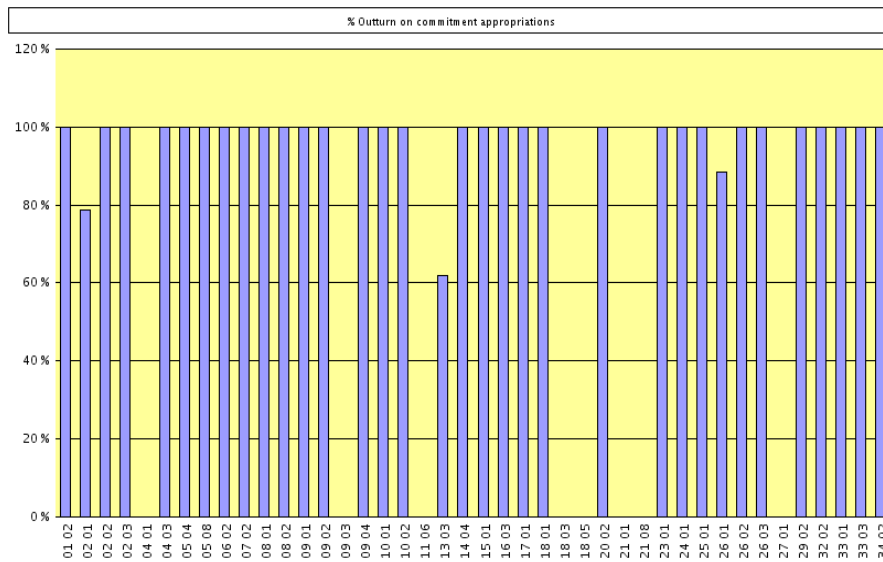
It should be noted that, in the recovery context report (Table 8), most of the recovery orders issued by the Office concern services provided in accordance with Article 21(3)(c) of the Financial Regulation, therefore they are not to be considered as errors.

TABLE 1: OUTTURN ON COMMITMENT APPROPRIATIONS IN 2019 (in Mio EUR)					
			Commitment appropriations authorised	Commitments made	%
			1	2	3=2/1
Title 01 Economic and financial affairs					
01	01 02	Economic and monetary union	0.06	0.06	100 %
Total Title 01			0.06	0.06	100 %
Title 02 Internal market, industry, entrepreneurship and SMEs					
02	02 01	Administrative expenditure of the 'Internal market, industry, entrepreneurship and SMEs' policy area	0.06	0.04	79 %
	02 02	Competitiveness of enterprises and small and medium-sized enterprises (COSME)	0.004	0.004	100 %
	02 03	Internal market for goods and services	0.002	0.002	100 %
Total Title 02			0.06	0.05	81 %
Title 04 Employment, social affairs and inclusion					
04	04 01	Administrative expenditure of the 'Employment, social affairs and inclusion' policy area	0.02	0.00	0 %
	04 03	Employment, social affairs and inclusion	0.26	0.26	100 %
Total Title 04			0.28	0.26	95 %
Title 05 Agriculture and rural development					
05	05 04	Rural development	0.11	0.11	100 %
	05 08	Policy strategy and coordination of the 'Agriculture and rural development' policy area	0.05	0.05	100 %
Total Title 05			0.16	0.16	100 %
Title 06 Mobility and transport					
06	06 02	European transport policy	0.02	0.02	100 %
Total Title 06			0.02	0.02	100 %
Title 07 Environment					
07	07 02	Environmental policy at Union and international level	0.22	0.22	100 %
Total Title 07			0.22	0.22	100 %
Title 08 Research and innovation					
08	08 01	Administrative expenditure of the 'Research and innovation' policy area	0.08	0.08	100 %
	08 02	Horizon 2020 — Research	4.46	4.45	100 %
Total Title 08			4.53	4.53	100 %
Title 09 Communications networks, content and technology					
09	09 01	Administrative expenditure of the 'Communications networks, content and technology' policy area	0.003	0.003	100 %
	09 02	Digital single market	0.002	0.002	100 %
	09 03	Connecting Europe Facility (CEF) - Telecommunications networks	0.00	0.00	0 %
	09 04	Horizon 2020	0.35	0.35	100 %
Total Title 09			0.36	0.36	100 %
Title 10 Direct research					
10	10 01	Administrative expenditure of the 'Direct research' policy area	0.18	0.18	100 %
	10 02	Horizon 2020 - Direct actions of the Joint Research Centre (JRC) in support of Union policies	0.05	0.05	100 %
Total Title 10			0.24	0.24	100 %

Title 11 Maritime affairs and fisheries					
11	11 06	European Maritime and Fisheries Fund (EMFF)		0.02	
Total Title 11				0.02	
Title 13 Regional and urban policy					
13	13 03	European Regional Development Fund (ERDF) and other regional operations	0.25	0.16	62 %
Total Title 13			0.25	0.16	62 %
Title 14 Taxation and customs union					
14	14 04	Policy strategy and coordination	0.03	0.03	100 %
Total Title 14			0.03	0.03	100 %
Title 15 Education and culture					
15	15 01	Administrative expenditure of the 'Education and culture' policy area	0.18	0.18	100 %
Total Title 15			0.18	0.18	100 %
Title 16 Communication					
16	16 03	Communication actions	2.38	2.38	100 %
Total Title 16			2.38	2.38	100 %
Title 17 Health and food safety					
17	17 01	Administrative expenditure of the 'Health and food safety' policy area	0.01	0.01	100 %
Total Title 17			0.01	0.01	100 %
Title 18 Migration and home affairs					
18	18 01	Administrative expenditure of the 'Migration and home affairs' policy area	0.01	0.01	100 %
	18 03	Asylum and migration		0.00	
	18 05	Horizon 2020 - Research related to security	0.00	0.00	0 %
Total Title 18			0.01	0.01	100 %
Title 20 Trade					
20	20 02	Trade policy	0.02	0.02	100 %
Total Title 20			0.02	0.02	100 %
Title 21 International cooperation and development					
21	21 01	Administrative expenditure of the 'International cooperation and development' policy area		0.03	
	21 08	Development and cooperation worldwide		0.00	
Total Title 21				0.03	
Title 23 Humanitarian aid and civil protection					
23	23 01	Administrative expenditure of the 'Humanitarian aid and civil protection' policy area	0.002	0.002	100 %
Total Title 23			0.002	0.002	100 %
Title 24 Fight against fraud					
24	24 01	Administrative expenditure of the 'Fight against fraud' policy area	0.01	0.01	100 %
Total Title 24			0.01	0.01	100 %
Title 25 Commission's policy coordination and legal advice					
25	25 01	Administrative expenditure of the 'Commission's policy coordination and legal advice' policy area	1.00	1.00	100 %
Total Title 25			1.00	1.00	100 %
Title 26 Commission's administration					
26	26 01	Administrative expenditure of the 'Commission's administration' policy area	24.77	21.92	88 %
	26 02	Multimedia production	6.96	6.96	100 %

	26 03	Services to public administrations, businesses and citizens	1.87	1.87	100 %
Total Title 26			33.61	30.75	92 %
Title 27 Budget					
27	27 01	Administrative expenditure of the 'Budget' policy area		0.02	
Total Title 27				0.02	
Title 29 Statistics					
29	29 02	The European statistical programme	0.27	0.27	100 %
Total Title 29			0.27	0.27	100 %
Title 32 Energy					
32	32 02	Conventional and renewable energy	0.04	0.04	100 %
Total Title 32			0.04	0.04	100 %
Title 33 Justice and consumers					
33	33 01	Administrative expenditure of the 'Justice and consumers' policy area	0.07	0.07	100 %
	33 03	Justice	0.20	0.20	100 %
Total Title 33			0.27	0.27	100 %
Title 34 Climate action					
34	34 02	Climate action at Union and international level	0.01	0.01	100 %
Total Title 34			0.01	0.01	100 %
Total			44.01	41.10	93 %

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.

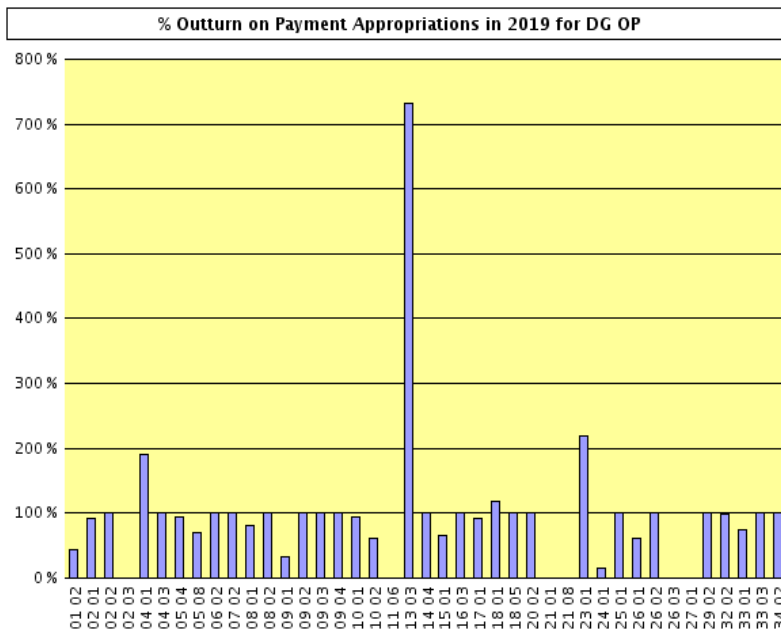
TABLE 2: OUTTURN ON PAYMENT APPROPRIATIONS IN 2019 (in Mio EUR)					
			Payment appropriations authorised	Payments made	%
			1	2	3=2/1
Title 01 Economic and financial affairs					
01	01 02	Economic and monetary union	0.05	0.02	44 %
Total Title 01			0.05	0.02	44 %
Title 02 Internal market, industry, entrepreneurship and SMEs					
02	02 01	Administrative expenditure of the 'Internal market, industry, entrepreneurship and SMEs' policy area	0.04	0.04	92 %
	02 02	Competitiveness of enterprises and small and medium-sized enterprises (COSME)	0.004	0.004	100 %
	02 03	Internal market for goods and services	0.00	0.00	
Total Title 02			0.05	0.04	93 %
Title 04 Employment, social affairs and inclusion					
04	04 01	Administrative expenditure of the 'Employment, social affairs and inclusion' policy area	0.02	0.03	190 %
	04 03	Employment, social affairs and inclusion	0.24	0.24	100 %
Total Title 04			0.26	0.27	105 %
Title 05 Agriculture and rural development					
05	05 04	Rural development	0.05	0.05	93 %
	05 08	Policy strategy and coordination of the 'Agriculture and rural development' policy area	0.05	0.03	70 %
Total Title 05			0.10	0.08	82 %
Title 06 Mobility and transport					
06	06 02	European transport policy	0.02	0.02	100 %
Total Title 06			0.02	0.02	100 %
Title 07 Environment					
07	07 02	Environmental policy at Union and international level	0.20	0.20	100 %
Total Title 07			0.20	0.20	100 %
Title 08 Research and innovation					
08	08 01	Administrative expenditure of the 'Research and innovation' policy area	0.08	0.06	80 %
	08 02	Horizon 2020 — Research	5.04	5.04	100 %
Total Title 08			5.12	5.10	100 %
Title 09 Communications networks, content and technology					
09	09 01	Administrative expenditure of the 'Communications networks, content and technology' policy area	0.004	0.001	32 %
	09 02	Digital single market	0.002	0.002	100 %
	09 03	Connecting Europe Facility (CEF) - Telecommunications networks	1.31	1.31	100 %
	09 04	Horizon 2020	0.18	0.18	100 %
Total Title 09			1.49	1.49	100 %
Title 10 Direct research					
10	10 01	Administrative expenditure of the 'Direct research' policy area	0.18	0.17	95 %
	10 02	Horizon 2020 - Direct actions of the Joint Research Centre (JRC) in support of Union policies	0.01	0.003	61 %
Total Title 10			0.19	0.18	94 %

Title 11 Maritime affairs and fisheries					
11	11 06	European Maritime and Fisheries Fund (EMFF)		0.005	
Total Title 11				0.005	
Title 13 Regional and urban policy					
13	13 03	European Regional Development Fund (ERDF) and other regional operations	0.02	0.14	731 %
Total Title 13			0.02	0.14	731 %
Title 14 Taxation and customs union					
14	14 04	Policy strategy and coordination	0.03	0.03	100 %
Total Title 14			0.03	0.03	100 %
Title 15 Education and culture					
15	15 01	Administrative expenditure of the 'Education and culture' policy area	0.18	0.12	65 %
Total Title 15			0.18	0.12	65 %
Title 16 Communication					
16	16 03	Communication actions	1.62	1.62	100 %
Total Title 16			1.62	1.62	100 %
Title 17 Health and food safety					
17	17 01	Administrative expenditure of the 'Health and food safety' policy area	0.01	0.01	92 %
Total Title 17			0.01	0.01	92 %
Title 18 Migration and home affairs					
18	18 01	Administrative expenditure of the 'Migration and home affairs' policy area	0.01	0.01	117 %
	18 05	Horizon 2020 - Research related to security	0.01	0.01	100 %
Total Title 18			0.02	0.02	107 %
Title 20 Trade					
20	20 02	Trade policy	0.01	0.01	100 %
Total Title 20			0.01	0.01	100 %
Title 21 International cooperation and development					
21	21 01	Administrative expenditure of the 'International cooperation and development' policy area		0.02	
	21 08	Development and cooperation worldwide		0.01	
Total Title 21				0.02	
Title 23 Humanitarian aid and civil protection					
23	23 01	Administrative expenditure of the 'Humanitarian aid and civil protection' policy area	0.002	0.004	219 %
Total Title 23			0.002	0.004	219 %
Title 24 Fight against fraud					
24	24 01	Administrative expenditure of the 'Fight against fraud' policy area	0.01	0.002	16 %
Total Title 24			0.01	0.002	16 %
Title 25 Commission's policy coordination and legal advice					
25	25 01	Administrative expenditure of the 'Commission's policy coordination and legal advice' policy area	0.73	0.72	100 %
Total Title 25			0.73	0.72	100 %

0.05

Title 26 Commission's administration					
26	26 01	Administrative expenditure of the 'Commission's administration' policy area	40.41	24.39	60 %
	26 02	Multimedia production	7.00	7.00	100 %
	26 03	Services to public administrations, businesses and citizens	0.00	1.16	
Total Title 26			47.41	32.56	69 %
Title 27 Budget					
27	27 01	Administrative expenditure of the 'Budget' policy area		0.02	
Total Title 27				0.02	
Title 29 Statistics					
29	29 02	The European statistical programme	0.31	0.31	100 %
Total Title 29			0.31	0.31	100 %
Title 32 Energy					
32	32 02	Conventional and renewable energy	0.02	0.02	99 %
Total Title 32			0.02	0.02	99 %
Title 33 Justice and consumers					
33	33 01	Administrative expenditure of the 'Justice and consumers' policy area	0.07	0.05	75 %
	33 03	Justice	0.07	0.07	100 %
Total Title 33			0.14	0.12	87 %
Title 34 Climate action					
34	34 02	Climate action at Union and international level	0.01	0.01	100 %
Total Title 34			0.01	0.01	100 %
Total			57.98	43.14	74 %

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.

TABLE 3: BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2019 (in Mio EUR)

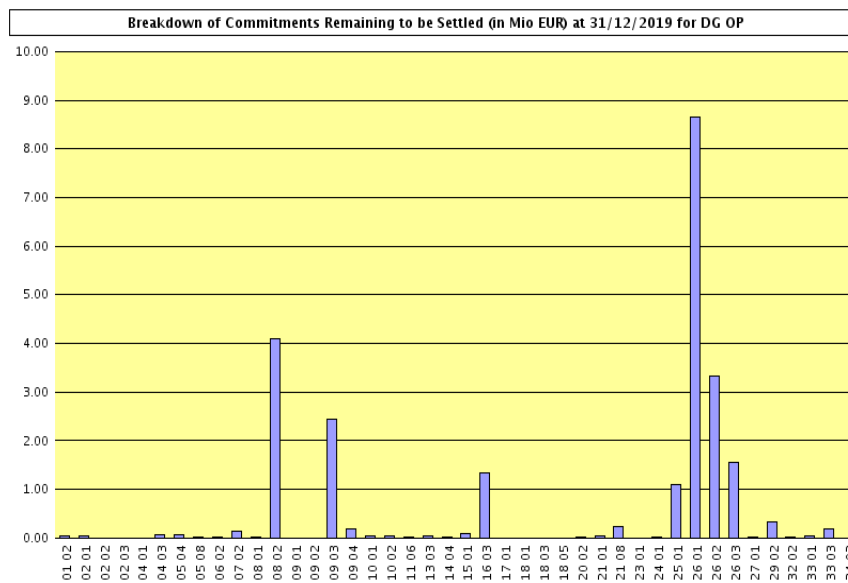
Chapter			Commitments to be settled				Commitments to be settled from financial years previous to 2019	Total of commitments to be settled at end of financial year 2019	Total of commitments to be settled at end of financial year 2018
			Commitments	Payments	RAL	% to be settled			
			1	2	3=1-2	4=1-2/1			
Title 01 Economic and financial affairs									
01	01 02	Economic and monetary union	0.06	0.01	0.05	78 %	0.001	0.05	0.04
Total Title 01			0.06	0.01	0.05	78 %	0.001	0.05	0.04
Title 02 Internal market, industry, entrepreneurship and SMEs									
02	02 01	Administrative expenditure of the 'Internal market, industry, entrepreneurship and SMEs' policy area	0.04	0.01	0.03	78 %	0.00	0.03	0.05
	02 02	Competitiveness of enterprises and small and medium-sized enterprises (COSME)	0.004	0.004	0.00	0 %	0.00	0.00	0.00
	02 03	Internal market for goods and services	0.002		0.002	100 %	0.00	0.002	0.00
Total Title 02			0.05	0.01	0.04	73 %	0.00	0.04	0.05
Title 04 Employment, social affairs and inclusion									
04	04 01	Administrative expenditure of the 'Employment, social affairs and inclusion' policy area	0.00	0.00	0.00	0 %	0.00	0.00	0.03
	04 03	Employment, social affairs and inclusion	0.26	0.19	0.07	26 %	0.00	0.07	0.08
Total Title 04			0.26	0.19	0.07	26 %	0.00	0.07	0.11
Title 05 Agriculture and rural development									
05	05 04	Rural development	0.11	0.03	0.08	71 %	0.00	0.08	0.01
	05 08	Policy strategy and coordination of the 'Agriculture and rural development' policy area	0.05	0.03	0.01	30 %	0.00	0.01	0.06
Total Title 05			0.16	0.07	0.09	58 %	0.00	0.09	0.07
Title 06 Mobility and transport									
06	06 02	European transport policy	0.02	0.01	0.01	44 %	0.002	0.01	0.01
Total Title 06			0.02	0.01	0.01	44 %	0.002	0.01	0.01

Title 07 Environment									
07	07 02	Environmental policy at Union and international level	0.22	0.11	0.11	49 %	0.04	0.14	0.26
Total Title 07			0.22	0.11	0.11	49 %	0.04	0.14	0.26
Title 08 Research and innovation									
08	08 01	Administrative expenditure of the 'Research and innovation' policy area	0.08	0.05	0.03	39 %	0.00	0.03	0.07
	08 02	Horizon 2020 — Research	4.45	0.74	3.71	83 %	0.39	4.10	4.80
Total Title 08			4.53	0.79	3.74	83 %	0.39	4.13	4.87
Title 09 Communications networks, content and technology									
09	09 01	Administrative expenditure of the 'Communications networks, content and technology' policy area	0.004	0.001	0.002	69 %	0.00	0.002	0.002
	09 02	Digital single market	0.002	0.002	0.00	0 %	0.00	0.00	0.00
	09 03	Connecting Europe Facility (CEF) - Telecommunications networks	0.00	1.31	- 1.31	0 %	3.75	2.44	0.00
	09 04	Horizon 2020	0.35	0.18	0.18	50 %	0.00	0.18	0.00
Total Title 09			0.36	1.49	- 1.14	- 319 %	3.75	2.61	0.002
Title 10 Direct research									
10	10 01	Administrative expenditure of the 'Direct research' policy area	0.18	0.14	0.04	24 %	0.00	0.04	0.04
	10 02	Horizon 2020 - Direct actions of the Joint Research Centre (JRC) in support of Union policies	0.05	0.003	0.05	94 %	0.00	0.05	0.00
Total Title 10			0.24	0.14	0.09	40 %	0.00	0.09	0.04
Title 11 Maritime affairs and fisheries									
11	11 06	European Maritime and Fisheries Fund (EMFF)	0.02	0.003	0.02	83 %	0.00	0.02	0.10
Total Title 11			0.02	0.003	0.02	83 %	0.00	0.02	0.10
Title 13 Regional and urban policy									
13	13 03	European Regional Development Fund (ERDF) and other regional operations	0.16	0.12	0.04	25 %	0.01	0.05	0.06
Total Title 13			0.16	0.12	0.04	25 %	0.01	0.05	0.06

Title 14 Taxation and customs union									
14	14 04	Policy strategy and coordination	0.03	0.02	0.01	36 %	0.00	0.01	0.02
Total Title 14			0.03	0.02	0.01	36 %	0.00	0.01	0.02
Title 15 Education and culture									
15	15 01	Administrative expenditure of the 'Education and culture' policy area	0.18	0.08	0.10	53 %	0.00	0.10	0.06
Total Title 15			0.18	0.08	0.10	53 %	0.00	0.10	0.06
Title 16 Communication									
16	16 03	Communication actions	2.38	1.08	1.30	55 %	0.02	1.33	0.63
Total Title 16			2.38	1.08	1.30	55 %	0.02	1.33	0.63
Title 17 Health and food safety									
17	17 01	Administrative expenditure of the 'Health and food safety' policy area	0.01	0.00	0.00	46 %	0.00	0.004	0.02
Total Title 17			0.01	0.00	0.00	46 %	0.00	0.004	0.02
Title 18 Migration and home affairs									
18	18 01	Administrative expenditure of the 'Migration and home affairs' policy area	0.01	0.004	0.01	56 %	0.00	0.01	0.01
	18 03	Asylum and migration	0.00		0.00	0 %	0.00	0.00	0.03
	18 05	Horizon 2020 - Research related to security	0.00	0.00	0.00	0 %	0.00	0.00	0.01
Total Title 18			0.01	0.00	0.01	56 %	0.00	0.01	0.05
Title 20 Trade									
20	20 02	Trade policy	0.02	0.002	0.02	87 %	0.00	0.02	0.03
Total Title 20			0.02	0.002	0.02	87 %	0.00	0.02	0.03
Title 21 International cooperation and development									
21	21 01	Administrative expenditure of the 'International cooperation and development' policy area	0.03	0.02	0.01	46 %	0.00	0.01	0.03
	21 08	Development and cooperation worldwide	0.00	0.00	0.00	0 %	0.23	0.23	0.24
Total Title 21			0.03	0.02	0.01	46 %	0.23	0.24	0.26
Title 23 Humanitarian aid and civil protection									
23	23 01	Administrative expenditure of the 'Humanitarian aid and civil protection' policy area	0.002	0.002	0.00	13 %	0.00	0.00	0.02
Total Title 23			0.002	0.002	0.00	13 %	0.00	0.00	0.02

Title 24 Fight against fraud									
24	24 01	Administrative expenditure of the 'Fight against fraud' policy area	0.01	0.002	0.01	84 %	0.00	0.01	0.01
Total Title 24			0.01	0.002	0.01	84 %	0.00	0.01	0.01
Title 25 Commission's policy coordination and legal advice									
25	25 01	Administrative expenditure of the 'Commission's policy coordination and legal advice' policy area	1.00	0.15	0.85	85 %	0.26	1.11	0.83
Total Title 25			1.00	0.15	0.85	85 %	0.26	1.11	0.83
Title 26 Commission's administration									
26	26 01	Administrative expenditure of the 'Commission's administration' policy area	21.92	13.30	8.62	39 %	0.00	8.62	11.53
	26 02	Multimedia production	6.96	3.83	3.13	45 %	0.21	3.33	3.38
	26 03	Services to public administrations, businesses and citizens	1.87	0.42	1.45	77 %	0.12	1.57	0.86
Total Title 26			30.75	17.55	13.20	43 %	0.32	13.52	15.77
Title 27 Budget									
27	27 01	Administrative expenditure of the 'Budget' policy area	0.02	0.01	0.01	36 %	0.00	0.01	0.01
Total Title 27			0.02	0.01	0.01	36 %	0.00	0.01	0.01
Title 29 Statistics									
29	29 02	The European statistical programme	0.27	0.16	0.12	42 %	0.22	0.34	0.47
Total Title 29			0.27	0.16	0.12	42 %	0.22	0.34	0.47
Title 32 Energy									
32	32 02	Conventional and renewable energy	0.04	0.02	0.02	52 %	0.00	0.02	0.02
Total Title 32			0.04	0.02	0.02	52 %	0.00	0.02	0.02
Title 33 Justice and consumers									
33	33 01	Administrative expenditure of the 'Justice and consumers' policy area	0.07	0.04	0.03	42 %	0.00	0.03	0.03
	33 03	Justice	0.20	0.02	0.18	90 %	0.01	0.19	0.06
Total Title 33			0.27	0.06	0.21	77 %	0.01	0.22	0.08

Title 34 Climate action									
34	34 02	Climate action at Union and international level	0.01	0.01	0.002	15 %	0.00	0.002	0.14
Total Title 34			0.01	0.01	0.002	15 %	0.00	0.002	0.14
Total			41.10	22.13	18.98	46 %	5.26	24.23	24.04



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

TABLE 4: BALANCE SHEET

BALANCE SHEET	2019	2018
A.I. NON CURRENT ASSETS (*)	1 169 842.40	1 983 923.17
A.I.1. Intangible assets	1 169 842.40	1 822 457.92
A.I.2. Property, plant and equipment	0.00	161 465.25
A.II. CURRENT ASSETS	3 539 683.70	5 239 153.04
A.II.3. Current exchange receivables & non-exchange recoverables	114 060.68	289 238.54
A.II.4. Inventories	3 405 276.05	4 933 387.99
A.II.6. Cash and cash equivalents	20 346.97	16 526.51
ASSETS	4 709 526.10	7 223 076.21
P.I. NON CURRENT LIABILITIES	- 121 142.26	- 1 239 134.06
P.I.2. Non-current provisions	- 121 142.26	- 121 142.26
P.I.3. Non-current financial liabilities	0.00	- 1 117 991.80
P.II. CURRENT LIABILITIES	- 61 342.05	- 1 144 158.95
P.II.3. Current financial liabilities	0.00	- 990 645.01
P.II.4. Current payables	- 61 342.05	- 153 513.94
P.II.5. Current accrued charges & deferred income	0.00	0.00
LIABILITIES	- 182 484.31	- 2 383 293.01
NET ASSETS (ASSETS less LIABILITIES)	4 527 041.79	4 839 783.20
P.III.2. Accumulated surplus/deficit	228 654 255.63	181 462 929.68
Non-allocated central (surplus)/deficit*	- 233 181 297.42	- 186 302 712.88
TOTAL	0.00	0.00

(*) Since October 2018 tangible and intangible assets in the IT domain (computer software, computer hardware) have been transferred to DG Informatics.

Note: 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 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.

TABLE 5: STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	2019	2018
II.1. REVENUES	- 5 071 793.24	- 5 609 965.15
II.1.1. Non-exchange revenues	- 863 979.22	- 80 818.54
II.1.1.6. Other non-exchange revenues	- 863 979.22	- 80 818.54
II.1.2. Exchange revenues	- 4 207 814.02	- 5 529 146.61
II.1.2.1. Financial income		- 242.33
II.1.2.2. Other exchange revenue	- 4 207 814.02	- 5 529 388.94
II.2. EXPENSES	44 905 050.08	52 801 291.10
II.2. Expenses	44 905 050.08	52 801 291.10
II.2.10. Other expenses	27 293 268.20	35 586 972.67
II.2.2. EXP IMPLM BY COMMISS&EX.AGENC. (DM)	17 829 713.28	17 514 895.75
II.2.6. Staff and pension costs	- 223 198.68	- 387 776.47
II.2.8. Finance costs	5 267.28	87 199.15
STATEMENT OF FINANCIAL PERFORMANCE	39 833 256.84	47 191 325.95

Note: 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 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.

TABLE 5bis: OFF BALANCE SHEET

OFF BALANCE	2019	2018
OB.1. Contingent assets	2 114 500.00	2 208 500.00
GR for performance	2 114 500.00	2 208 500.00
OB.1.4. CA other	0.00	0.00
OB.2. Contingent liabilities	- 141 555.48	- 141 555.48
OB.2.7. CL legal cases other	- 141 555.48	- 141 555.48
OB.3. Other significant disclosures	- 206 538.38	- 111 663.10
OB.3.5. Operating lease commitments	- 206 538.38	- 111 663.10
OB.4. Balancing accounts	- 1 766 406.14	- 1 955 281.42
OB.4. Balancing accounts	- 1 766 406.14	- 1 955 281.42
OFF BALANCE	0.00	0.00

Note: 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 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.

TABLE 6: AVERAGE PAYMENT TIMES IN 2019

Legal times							
Maximum payment time (days)	Total number of payments	Number of payments within time limit	Percentage	Average payment times (days)	Number of late payments	Percentage	Average payment times (days)
30	3 235	3 230	99.85 %	12.42	5	0.15 %	42
60	13	13	100 %	19.54			
Total number of payments	3 248	3 243	99.85 %		5	0.15 %	
Average net payment time	12.49			12.45			42
Average gross payment time	12.79			12.74			48

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	19	51	1.57 %	3 248	2 495 549.05	5.79 %	43 077 392.20

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.

TABLE 7: SITUATION ON REVENUE AND INCOME IN 2019								
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	
50	PROCEEDS FROM THE SALE OF MOVABLE AND IMMOVABLE PROPERTY	31 940.80	0.00	31 940.80	31 940.80	0.00	31 940.80	0.00
55	REVENUE FROM THE PROCEEDS OF SERVICES SUPPLIED AND WORK CARRIED OUT	4 792 682.79	298 616.39	5 091 299.18	4 682 269.71	298 616.39	4 980 886.10	110 413.08
57	OTHER CONTRIBUTIONS AND REFUNDS IN CONNECTION WITH THE ADMINISTRATIVE OPERATION OF THE INSTITUTION	7 297.76	0.00	7 297.76	0.00	0.00	0.00	7 297.76
59	OTHER REVENUE ARISING FROM ADMINISTRATIVE MANAGEMENT	1 532.66		1 532.66	1 532.66		1 532.66	0.00
61	REPAYMENT OF MISCELLANEOUS EXPENDITURE	290.30	0.00	290.30	290.30	0.00	290.30	0.00
66	OTHER CONTRIBUTIONS AND REFUNDS	409 646.76	2 044.15	411 690.91	398 401.70	2 044.15	400 445.85	11 245.06
Total		5 243 391.07	300 660.54	5 544 051.61	5 114 435.17	300 660.54	5 415 095.71	128 955.90

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

TABLE 8: RECOVERY OF PAYMENTS IN 2019
(Number of recovery contexts and corresponding transaction amount)

INCOME BUDGET RECOVERY ORDERS ISSUED IN 2019 Year of origin (commitment)	Irregularity		Total undue payments recovered		Total transactions in recovery context (including non- qualified)		% Qualified/Total RC	
	Nr	RO Amount	Nr	RO Amount	Nr	RO Amount	Nr	RO Amount
2019	2	7 297.76	2	7 297.76	3	7 588.06	66.67 %	96.17 %
No link					381	4 793 697.13		
Sub-total	2	7 297.76	2	7 297.76	384	4 801 285.19	0.52 %	0.15 %

EXPENSES BUDGET	Irregularity		OLAF notified		Total undue payments recovered		Total transactions in recovery context (including non-qualified)		% Qualified/Total RC	
	Nr	Amount	Nr	Amount	Nr	Amount	Nr	Amount	Nr	Amount
INCOME LINES IN INVOICES							14	11 972.66		
NON ELIGIBLE IN COST CLAIMS										
CREDIT NOTES	8	28 467.26			8	28 467.26	165	1 718 043.82	4.85 %	1.66 %
Sub-total	8	28 467.26			8	28 467.26	179	1 730 016.48	4.47 %	1.65 %
GRAND TOTAL	10	35 765.02			10	35 765.02	563	6 531 301.67	1.78 %	0.55 %

Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors. The provisional closure will be based on the recovery context situation at 31/01/2020.

TABLE 9: AGEING BALANCE OF RECOVERY ORDERS AT 31/12/2019

	Number at 1/01/2019	Number at 31/12/2019	Evolution	Open amount (EUR) at 1/01/2019	Open amount (EUR) at 31/12/2019	Evolution
2018	17		- 100 %	300 660.54		- 100 %
2019		13			128 955.90	
	17	13	- 23.53 %	300 660.54	128 955.90	- 57.11 %

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

TABLE 10: RECOVERY ORDER WAIVERS ≥ EUR 60 000 IN 2019

Waiver central key	Linked RO central key	RO accepted amount (EUR)	LE account group	Commission decision	Comments

Total OP	
-----------------	--

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

There are no waivers below EUR 60 000.

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

TABLE 11: NEGOTIATED PROCEDURES IN 2019**Internal procedures > EUR 60 000**

Negotiated procedure legal base	Number of procedures	Amount (EUR)
Annex I – 11.1(c) FR – Extreme urgency caused by unforeseeable events not attributable to the contracting authority	1	420 000.00
Total	1	420 000.00

TABLE 12: SUMMARY OF PROCEDURES IN 2019**Internal procedures > EUR 60 000**

Procedure legal base	Number of procedures	Amount (EUR)
Competitive dialogue (Article 104(1)(e) FR)	1	9 000 000.00
Negotiated procedure middle value contract (Annex I – 14.2 FR)	25	3 548 970.40
Negotiated procedure without prior publication (Annex I – 11.1 FR)	1	420 000.00
Open procedure (Article 164(1)(a) FR)	5	13 730 000.00
Total	32	26 698 970.40

TABLE 13: BUILDING CONTRACTS IN 2019

Legal base	Contract number	Contractor name	Description	Amount (EUR)

TABLE 14: CONTRACTS DECLARED SECRET IN 2019

LC responsible organisation DG code	LC contract/grant type	LC Date	Legal base	Contract number	Contractor name	Description	Amount (EUR)

TABLE 15: FPA duration exceeds 4 years

None of your FPA (if any) exceeds 4 years

ANNEX 4: Materiality criteria

As from 2019, a '**de minimis**' threshold for financial reservations is introduced. Quantified AAR reservations related to residual error rates above the 2 % materiality threshold are deemed not substantial for segments representing less than 5 % of a directorate-general's total payments and with a financial impact below EUR 5 million. In such cases, quantified reservations are no longer needed.

1. Quantitative weaknesses [significant occurrence of errors in the underlying transactions (legality and regularity)]

The threshold of 2 % of authorised payments used by the Commission and the ECA as well as the quantification of the financial impact are applied.

2. Qualitative weaknesses

Even if a potential financial loss is not material under this quantitative criterion or where the financial impact cannot be quantified with reasonable assurance, the error may still be significant in the light of qualitative criteria.

Such weaknesses may be:

- significant control system weaknesses;
- insufficient audit coverage and/or inadequate information from internal control systems;
- critical issues reported by the European Court of Auditors, the IAS or OLAF;
- significant reputational events, including their assessment (identification of the impact on reputation, the breath of awareness of the event and the duration of impact on reputation).

The Office decides on materiality in particular taking into account:

- the reputational risk for the institutions;
- whether the error persists for a longer period (this period is assessed based on the nature of the error); and
- whether mitigating controls or corrective actions can be taken.

However, no significant errors of this type, no significant control system weaknesses or significant reputational events were identified in 2019.

3. Critical issues reported by the European Court of Auditors, the IAS and OLAF

No critical issues were reported.

There are no very important recommendations for which there is a significant delay in the implementation of the action plan.

The one very important and the important recommendations of the IAS, and the observations of the ECA have no impact on the declaration of assurance.

No issues were reported by OLAF in 2019.

ANNEX 5: Relevant control systems for budget implementation (RCSs)

DIRECT MANAGEMENT – PROCUREMENT

PUBLIC PROCUREMENT PROCEDURES

Main control objectives: ensure procurement procedures do not lead to incorrect attribution of contracts

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth of controls	Cost-effectiveness indicators (3 Es)
<p>Irregularities or errors in the procurement procedure may lead to incorrect attribution of contracts.</p>	<p>Each contract above an established threshold (at the moment EUR 500 000) is subject to an analysis or evaluation before launching the procurement procedure.</p> <p>The authorising officer by subdelegation decides on the attribution of contract based on the opinion of the Office's CAM.</p> <p>Composition of evaluation committees is subject to strict rules.</p>	<p>Semi-annual checks of availability of evaluations.</p> <p>Monitoring CAM opinions.</p> <p>Monitoring by the Contracts and Copyright Unit.</p>	<p>Effectiveness: Completion of Anti-Fraud Strategy action plan</p> <p>Percentage of evaluations available for launched procedures.</p> <p>Number of opinions given by the CAM.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p> <p>Efficiency: Percentage of contract amount used for control of procurement procedures.</p> <p>Economy (costs): Costs are estimated by determining the full-time staff equivalent dealing with monitoring and control of procurement procedures.</p>

COMMITMENTS AND PAYMENTS

Main control objectives: ensure commitments and payments are regular and legal

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth	Cost-effectiveness indicators (3 Es)
Improper application or non-application of contract conditions may lead to unjustified payments/undue advantages.	Overrides of contract conditions and deviations from procedures are registered in the register of exceptions which is analysed semi-annually.	All exceptions registered are analysed.	<p>Effectiveness: Number and value of exceptions in relation to the total number and value of financial transactions.</p> <p>Number of penalty and other contract condition overrides in the register of exceptions.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p> <p>Efficiency: Times per year the risk register is analysed.</p> <p>Economy (costs): Cost is time spent on analysing the register of exceptions.</p>
Errors in preparing and processing budgetary commitments may lead to irregularities or illegal commitments.	Operational and financial verification. Every year the financial control performs: — until April, sample based second level ex-ante controls of commitments on advance appropriations and commitments. Exemption from second level ex-ante controls is based on these results; — a sample based ex-post control of commitments not subject to second level ex-ante controls in year n - 1.	All transactions are subject to first level verification. The sample size of ex-post and second level ex-ante controls is expressed in percentage of the number and value of all transactions in the controlled period.	<p>Effectiveness: Coverage of financial control.</p> <p>Error rate.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p> <p>The Office also considers the difference between:</p> <ul style="list-style-type: none"> — amounts affected by errors as identified; and — amounts affected by errors without controls being in place (according to a hypothetical error rate). <p>Efficiency: Cost of controls in percentage of transaction value.</p> <p>Cost of control per transaction.</p> <p>Economy (costs): Cost is full-time staff equivalent spent on verification and financial control.</p>
Errors during the preparation and processing of payments may lead to irregularities or illegal payments.	Operational and financial verification (ex-ante). Financial control performs quarterly ex-post controls.		<p>Effectiveness: Coverage of financial control.</p> <p>Error rate.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p> <p>The Office also considers the difference between:</p> <ul style="list-style-type: none"> — amounts affected by errors as identified; and — amounts affected by errors without controls being in place (according to a hypothetical error rate). <p>Efficiency: Cost of controls in percentage of transaction value.</p> <p>Cost of control per transaction.</p> <p>Economy (costs): Cost is full-time staff equivalent spent on verification and financial control.</p>

REVENUES — RECOVERY ORDERS

Main control objectives: ensure that advanced and periodic recovery orders are correctly established for all services rendered

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth	Cost-effectiveness indicators (3 Es)
<p>Data in recovery orders established are not correct, final settlement contains errors or recovery orders are not established for services rendered for other DGs, institutions or bodies.</p>	<p>Operational and financial verification and monitoring by the head of the budget cell.</p> <p>Every year the financial control performs:</p> <ul style="list-style-type: none"> — until April, sample based second level ex-ante controls of recovery orders; — a sample based ex-post controls of recovery orders not subject to second level ex-ante controls in year n – 1. <p>IT systems are in place to provide data for the establishment of the settlement and to enable follow-up of recovery orders.</p> <p>Clients are continuously informed of the costs and can check the correctness.</p> <p>In case of advance recovery orders, there is a summary settlement at the end of the year.</p> <p>For periodic recovery orders, a monthly statement is sent to the clients who have two weeks to check and react.</p>	<p>All transactions are subject to first level verification.</p> <p>The sample size of ex-post and second level ex-ante controls is expressed in percentage of the number and value of all transactions in the controlled period.</p> <p>Monitoring and analysing exceptions.</p>	<p>Effectiveness:</p> <p>Coverage of financial control.</p> <p>Error rate.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p> <p>Efficiency:</p> <p>Cost of controls in percentage of transaction value.</p> <p>Cost of control per transaction.</p> <p>Economy (costs): Cost is full-time staff equivalent spent on verification and financial control.</p>

OTHER TRANSACTIONS

Main control objectives: ensure transfers are regular and legal

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth	Cost-effectiveness indicators (3 Es)
The requests for transfer of appropriations may be illegal or irregular due to improper preparation or mistakes during preparation.	Financial control checks all requests for transfer (ex-ante).	100 %	<p>Effectiveness: Number of requests checked. Transfer requests in error.</p> <p>Benefits are qualitative and their main effect is of a preventive nature. Occasional corrections may be undertaken due to financial control observations.</p> <p>Efficiency:</p> <p>Cost of controls in percentage of transaction value.</p> <p>Cost of control per transaction.</p> <p>Economy (costs): Cost is full time staff equivalent devoted to controls.</p>

Main control objectives: protection of assets and information

Main risks It may happen (again) that...	Mitigating controls	Coverage, frequency and depth	Cost-effectiveness indicators (3 Es)
A write-off request may be illegal or irregular due to improper preparation or mistakes during preparation.	Financial control checks all write-off requests (ex-ante). A write-off committee (or its president) in Luxembourg has to approve all requests (ex-ante).	100 %	<p>Effectiveness: Number of requests checked.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p> <p>Occasional corrections may be undertaken due to financial control observations.</p> <p>Efficiency: Number of errors detected.</p> <p>Economy (costs): Cost is full-time staff equivalent devoted to controls.</p>

ANNEX 6: Implementation through national or international public-sector bodies and bodies governed by private law with a public sector mission

Not applicable to the Office.

ANNEX 7: EAMR of the Union Delegations

Not applicable to the Office.

ANNEX 8: Decentralised agencies

Not applicable to the Office.

ANNEX 9: Evaluations and other studies finalised or cancelled during the year

I. Evaluations finalised or cancelled in 2019								
<i>a. Evaluations finalised in 2019</i>			none					
<i>b. Evaluations cancelled in 2019</i>			none					
II. Other studies finalised or cancelled in 2019								
<i>a. Other studies finalised in 2019</i>								
Study project ID	Title of the study	Study reason	Study overview	Study internal ID ⁽¹⁾	Associated services	Study Cost	Note ⁽²⁾	Title of the deliverable ⁽³⁾
7284	Evaluations of the quality control activities	General study	Functioning of the quality control and lessons learned for improving the operations	O	—	—	Internal study	Summary report on the evaluation of the quality control activities
<i>b. Other studies cancelled in 2019</i>			None					
⁽¹⁾ L — legal obligation to evaluate, CWP — Commission Work Programme item, MFF — Linked to spending programmes under the Multiannual Financial Framework, O — other — please specify in the Comments.								
⁽²⁾ Allows to provide any comments related to the item (in particular changes compared to the planning). When relevant, the reasons for cancelling evaluations/ other studies also need to be explained in this column.								
⁽³⁾ For evaluations the references should be 1) number of its Evaluation Staff Working Document and number of the SWD's executive summary; 2) link to the supportive study of the SWD in OP Portal — EU Publications. For other studies the references should be the link to OP Portal — EU Publications or other reference where the 'other study' is published via different point.								

ANNEX 10: Specific annexes related to financial management

1. Performance tables of section 2.1

Overarching objective: **The Authorising Officer by Delegation should have reasonable assurance that resources have been used in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions including prevention, detection, correction and follow-up of fraud and irregularities**

Objective 1 (mandatory): Effective and reliable internal control system giving the necessary guarantees concerning the legality and the regularity of the underlying transactions

Indicator 1 (mandatory): Estimated residual error rate

Source of data: Publications Office, Strategy, Governance and Internal Control Unit

Baseline 2014	Target	Latest known results 2019
< 1 %	< 2% (*)	0.12 %
	(*) The target error rate is the materiality limit	

Indicator 2 (mandatory): Estimated overall amount at risk for the year for the entire budget under the DGs responsibility

Source of data: Publications Office, Strategy, Governance and Internal Control Unit

Baseline 2014	Target	Latest known results 2019
< EUR 100 000	None	EUR 51 765

Indicator 3 (mandatory): Estimated future corrections

Source of data: Publications Office, Strategy, Governance and Internal Control Unit

Baseline	Target	Latest known results 2019
Not applicable (*)	Not applicable (*)	Not applicable (*)

(*) The Office does not implement programmes where the performance of ex-post controls of external entities would give rise to recoveries in subsequent years. Furthermore, the Office's error rate is low and thus the corrective capacity is insignificant.

Main outputs in 2019

Description	Indicator	Target 2019	Latest known results 2019
Ex-post controls	Coverage of ex-post controls in percentage of transactions value	> 15 %	29.4 %
Procurement management	Negative opinions from CAM (<i>Comité des achats et des marchés</i>)	0	0

Objective 2 (mandatory): Effective and reliable internal control system in line with sound financial management

Indicator 1 (mandatory): Conclusion reached on cost effectiveness of controls

Source of data: Publications Office, Strategy, Governance and Internal Control Unit

Baseline 2013	Target	Latest known results 2019
Yes	Yes	Yes

Indicator 2 (mandatory): Percentage of budget execution (commitments) with respect to final budgets

Source of data: Publications Office, Finance Unit

Baseline 2014	Target	Latest known results 2019
> 99%	≥ Baseline	100 %

Main outputs in 2019

Description	Indicator	Target 2019	Latest known results 2019
Cost-effectiveness of controls	Overall costs of controls in percentage of transactions value	< 6 %, i.e. maintain	4.2 %
Budget execution (commitments)	Ratio of number of award decisions/number of launched procedures	90 %	84.8 % (39/46)
Timely execution of payments	Percentage of payments made within time limits	> 99 %	99.9 %
	Time to pay	< 15 days	12.5 days

Objective 3 (mandatory): Minimisation of the risk of fraud through application of effective anti-fraud measures, integrated in all activities of the DG, based on the DG's anti-fraud strategy (AFS) aimed at the prevention, detection and reparation of fraud

Indicator 1 (mandatory – information available in DG's AFS): Updated anti-fraud strategy of the Publications Office elaborated on the basis of the methodology provided by OLAF

Source of data: Publications Office, Strategy, Governance and Internal Control Unit

Baseline	Interim Milestone	Target	Latest known results 2019
31/01/2014	Update 31/09/2016	Update every 3 years	Strategy reviewed, final document under preparation

Main outputs in 2019

Description	Indicator	Target 2019	Latest known results 2019
Analysis of the register of exceptions	Number of penalty and other contract condition overrides in the register of exceptions	< 10	7

2. Economy = the cost of controls

Every year, in cooperation with all units, the Strategy, Governance and Internal Control Unit estimates the costs of controls in place by reviewing the number of Full Time Equivalent (FTE) staff members and their activity-ratio dedicated to control tasks, and by monitoring the total number of transactions carried out by types. For 2019, the corporate methodology for the estimation, assessment and reporting on the cost-effectiveness of controls was applied and the costs of controls were separated by the applicable control system in ex-ante and ex-post controls.

Public procurement control procedures

For public procurement, an estimated EUR 0.78 million were invested in controlling 39 procurement procedures (including negotiated procedures under EUR 60 000 and budgetary increase and amendment procedures) with a total value of EUR 27.73 million which resulted in 66 contracts or amendments signed. Thus 2.8 % of the total contract value was dedicated to control. As most of these controls are performed before the launch of the procurement procedures, the costs correspond mainly to ex-ante controls.

Control of commitments and payments

- *Financial circuits procedures*

For the verification of commitments and payments, an estimated EUR 2.26 million were invested in controlling 4 209 financial transactions worth EUR 139.3 million, out of which EUR 43.14 million represented payments. These costs mostly refer to the effort invested in the verification of the transactions by the operational units, the budget execution section and the financial control, and mainly correspond to ex-ante controls. Thus 5.25 % of the total payment amount was dedicated to control. The increase by 25 % since 2018 is due the higher number of FTEs dedicated to the verification of the deliverables from contractors, mainly explained by the increased externalisation of language editing services.

- *Financial control procedures*

Regarding ex-ante controls, the sampling used is a mixture of random, monetary unit and risk-based methods. The target sampling rate is 40 % or 25 % depending on the type of transaction. Ex-ante controls are provided from the moment the anticipated credits are made available until the end of April when Financial Control, based on the ratio qualifying the quality and the regularity level, decides for each unit on the exemption until the end of year n. In addition, one ex-post control exercise takes place during year n+1 for verifying the quality and regularity of files produced by the exempted units. Regarding quarterly ex-post controls on payments, since the beginning of 2017, a stratified sampling methodology is applied with a target of 15 %. The target sampling rates were complied with in 2018.

For ex-post and second level ex-ante financial control, an estimated EUR 0.38 million were invested in controlling 755 financial transactions (commitments and payments) worth an estimated EUR 134 million. Thus 0.28 % of the total value of transactions (commitments and payments) checked by the financial control was dedicated to control. Control of each transaction or procedure checked cost an estimated EUR 503. In 2018, the values were 0.18 % and EUR 360 respectively. Out of this, the estimated costs of ex-ante controls (ex-ante level 2 on commitments) were EUR 87 951, and the estimated costs of ex-post controls (on payments and commitments) were EUR 291 496.

Recovery orders

A total of EUR 151 639 were invested in controlling recovery orders worth EUR 5.54 million.

Other financial transactions

A total of EUR 205 564 were invested in controlling transfers, write-offs and protection of assets and information, stemming mostly from controls dedicated to IT security.

Overall controls

Overall controls (including control of procurement, control of financial circuits, financial control, control related to budget and accounting, coordination and internal control, control related to IT security) cost EUR 3.40 million, which is 4.19 % of the value of transactions in the scope of the different types of controls – these include the value of procurement procedures verified, the amount of payments made, recovery orders and assets. In 2018, the costs of controls were EUR 3.36 million. The ratio calculated in 2018 represented 7.05 %, as it was calculated only against the amount of payments made. As explained above, this calculation method was changed in 2019 to better reflect the separation of controls to respond to different control objectives.

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

EC total costs (in EUR)	Funds managed (in EUR)*	Ratio (%) (*) Total ex-ante control cost in EUR ÷ funds managed in EUR	EC total costs (in EUR)	Total value verified and/or audited (in EUR)	Ratio (%) Total ex-post control cost in EUR ÷ total value verified and/or audited in EUR	EC total estimated cost of controls (in EUR)	Ratio (%) Total cost of controls ÷ funds managed
Procurement							
Ex-ante controls			Ex-post controls			Total (**)	
599 638	27 726 307	2.16 %	180 158	27 726 307	0.65 %	779 795	2.81 %
Commitments and payments							
Ex-ante controls			Ex-post controls			Total (**)	
1 600 194	43 137 790	3.71 %	662 867	75 836 492	0.87 %	2 263 061	5.25 %
Recovery orders							
Ex-ante controls			Ex-post controls			Total (**)	
70 990	5 544 052	1.28 %	80 648	793 560	10.16 %	151 639	2.74 %
Other transactions							
Ex-ante controls			Ex-post controls			Total (**)	
3 518	4 709 526	0.07 %	202 046	4 709 526	4.29 %	205 564	4.36 %
Overall estimated cost of control at EC level							
Ex ante controls			Ex post controls			Total (**)	
2 274 341	81 117 675	2.80 %	1 125 719	109 065 884	1.03 %	3 400 060	4.19 %
<p>(*) Ratio possibly 'Not Applicable (N/A)' if a relevant control system specifically covers an internal control objective such as safeguarding sensitive information, reliable accounting/reporting, etc. For the funds managed, the Office uses information from AAR Annex 3.</p> <p>(**) Any 'holistic' control elements (e.g. with 'combined' ex-ante and ex-post characteristics) can be mentioned in the total column (without being in either one of the ex-ante or ex-post columns), provided that a footnote clarifies this (their nature + their cost).</p>							

3. Charge-back

Services provided to Commission directorates-general

A total of EUR 11 161 819.60 were charged back by the Office from other Commission directorates-general using type II and III co-delegations (EUR 10 898 054.28) and recovery orders (EUR 263 765.32). It should be noted that the Office does not apply any standard costing models and only charges back externally contracted costs.

Services provided to other EU institutions, agencies and bodies

The Guidance on the provision of services to other EU institutions, agencies and bodies is not applicable to the Office's services, which 'are provided following organised interinstitutional cooperation under a common governance structure in which the EU institutions, agencies and bodies are represented and which receive the necessary appropriations' (point 1 last indent of the Guidance on the provision of services to other EU institutions, agencies and bodies).

ANNEX 11: Specific annexes related to assessment of the effectiveness of the internal control systems

Not applicable.

ANNEX 12: Performance tables

Results towards the achievement of general and specific objectives of the Publications Office (performance tables of section 1)

General objective 11: To help achieve the overall political objectives, the Commission will effectively and efficiently manage and safeguard assets and resources, and attract and develop the best talents

Specific objective 11.1: Automated workflows for more dynamic ways of producing and publishing legal content are optimised and implemented Non programme-based

Result indicator: Percentage of Official Journal issues produced without delay in 23 or 24 language versions

Source of data: Publications Office, Unit B.1

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
2005	2016	2018		
99 %	100 %	100 %	100 %	100 %

Result indicator: Percentage of case-law document-by-document produced without delay

Source of data: Publications Office, Unit B.1

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
(not available)	2016	2018		
New indicator	100 %	100 %	100 %	96.9 % Target not met due to unexpected technical problems encountered by the contractor during system maintenance and during the migration of the production information systems to the new data centre. Deliveries still occurred very shortly after the expected deadlines

Main outputs in 2019

Official Journal of the European Union

Description	Indicator	Target 2019	Latest known results 2019
New Official Journal production contract	The production of the Official Journal is handed over to the new contractors	Second semester 2019	Done

Strategic objective 5 The Official Journal act-by-act

Description	Indicator	Target 2019	Latest known results 2019
<i>As per roadmap 2018</i> Process and IT specifications for PlanLex	The process and IT specifications of the new workflow production tool (PlanLex) are finalised	Mid 2019	Done
<i>As per roadmap 2019</i> New workflow production tool PlanLex	The development of the production tool PlanLex starts	Second semester 2019	The PlanLex project was suspended

Authentication by electronic seal (mass signature)	A new electronic signature tool is available in production	Second semester 2019	Done
--	--	----------------------	------

Case-law of the European Court of Justice

Description	Indicator	Target 2019	Latest known results 2019
Timely delivery of case-law documents	Percentage of documents produced within requested deadline	91 %	96.9 %
Production lead time	Average duration of the production of documents	8 days	4.35 days

Supplement to the Official Journal

Description	Indicator	Target 2019	Latest known results 2019
Production of the <i>Supplement to the Official Journal</i> in accordance with the directives in force	Average cost per notice	< EUR 8.00	EUR 6.38

Specific objective 11.2: Collaborative production services, optimised for multichannel dissemination, are provided to all EU institutions, agencies and bodies Non programme-based

Result indicator: Satisfaction rate (quality of output, price, respect of deadlines, quality of service)

Source of data: Publications Office, Unit B.2, Survey carried out on a regular basis with author services

Baseline	Interim Milestone		Target 2020	Latest known results 2019
(not available)	2016	2018		
New indicator	80 %	85 %	90 %	92 %

Main outputs in 2019

Strategic objective 2 Rationalisation of the production of publications

Description	Indicator	Target 2019	Latest known results 2019
Quality and timeliness in the production of general publications	<i>KPI post-2019</i> Percentage of authors satisfied with time taken to publish with the Office	70 %	83 %
Multi-channelling and audience-targeting	Percentage of titles produced for mobile devices	30 %	29 % Content consumable on mobile devices increased steadily during 2019. Web PDF continued to dominate
Accessible publications	<i>KPI post-2019</i> Percentage of publications accessible to disabled users	20 %	Not available By their inherent nature only epubs and HTML were navigable for disabled users. This represented 21 % of digital output

Strategic objective 3 Refocusing quality control

Description	Indicator	Target 2019	Latest known results 2019
<i>As per roadmap 2018</i> Collaborative planning with authors and institutional language services	Completion of the 'collaborative planning' aspect of the pilot project	End 2019	Done
	Editorial governance designed - Proposal for a structure of editorial governance	October 2019	Done Proposal designed in December 2019 and to be presented to the Corporate Management Board for approval in 2020
<i>As per roadmap 2018</i> Editorial support services	Scaling up of editorial support services	> 50 selected publications	31 selected publications Limited scaling-up due to delay in the allocation of resources
<i>As per roadmap 2018</i> Modernisation of the production process of the Interinstitutional style guide - modular approach	Completion	End 2019	In progress Input collected and included in the work plan for 2020. It should be completed by the last quarter of 2020 Work was delayed due to a comparative study between the ISG and other style guides, and discussion on their respective scope
<i>As per roadmap 2019</i> New version of Interinstitutional style guide	Available	Mid 2019	Available (online) It was decided to abandon the paper version and to focus on digital only The website is systematically updated and therefore up-to-date

Interinstitutional style guide available in OP Portal	Completion	End 2019	In progress Postponed due to delay of modernisation project and changing priorities for OP Portal (migration to MSP). It will be completed in the third quarter of 2020
---	------------	----------	--

Strategic objective 6 Reference centre for the production of publications

Description	Indicator	Target 2019	Latest known results 2019
Synergies in the production of general publications	<i>As per roadmap 2018</i> Centralisation of the dispatch of printing tasks to institutions' internal print is operational	12 %	2.2 % Due to an increased internal capacity of the print shop, less files were transmitted to other institutions in 2019
	<i>KPI 2019</i> Percentage of author services using full production with the Office instead of submitting identifiers-only requests	50 %	38 % Delayed approval of centralisation of publication's production and resource allocations linked to the domain leadership Publications
<i>KPI 2018</i> Feedback mechanism for all institutions	Availability — Web analytics and upstream editorial assessment in place; planning tool designed	November 2019	Tools in place Pilot-phase started with 4 selected DGs The scaling-up to all DGs depends on resource allocations

Strategic objective 7 Towards a new concept for the distribution policy

Description	Indicator	Target 2019	Latest known results 2019
<i>KPI post-2019</i> Implementation of a new distribution concept	Volume of stock	Decrease by 10 %	9.5 million copies – 23 %
<i>KPI post-2019</i> Efficiency in the production and distribution of publications	Surplus publications in stock (difference between publications received and publications distributed)	Decrease by 40 %	– 0.1 million copies – 100 % Overall, more copies have been distributed than received in 2019. The surplus is negative, so the 'zero surplus stock' objective was reached

Specific objective 11.3: Structuring of data [content and metadata (IMFC)] is facilitated through synergies in tools and formats on the interinstitutional level Non programme-based

Result indicator: Number of document types (each taking into account several example documents) covered by the IMFC's Common Vocabulary for the semantic structuring of the documents' content

Source of data: Publications Office, Unit A.1

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
(not available)	2016	2018		
New indicator	1	8	20	9 Change of priorities as requested by the EU institutions: focus on annexes. Previous selected document types were postponed to subsequent release (after AKN4EU v3)

Result indicator: Percentage of data related to legislation (content and metadata) that has been exchanged in structured format

Source of data: Publications Office, Unit A.1

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
(not available)	2016	2018		
New indicator	50 %	80 %	98 %	For metadata: 93 % Since 2019, additional document types from Parliament and Commission are sent using IMMC For content: postponed The pilot project of transmissions in AKN4EU format initially scheduled for the first quarter of 2019 was postponed to the end of 2020

Main outputs in 2019

Strategic objective 1 Secured and automated exchange of legal data: interoperability of document formats

Description	Indicator	Target 2019	Latest known results 2019
Synergies in structuring of data on the interinstitutional level	Number of example documents covered by the Interinstitutional Metadata and Formats Committee's (IMFC) Common Vocabulary for the semantic structuring of the documents' content	10	24
<i>As per roadmap 2019</i> Common Exchange Model	Finalisation and adoption of version 3	End 2019	In progress The limitation in scope and the deadline were postponed to March 2020 because of limited availability of key resources as well as conflicting priorities on the side of the EU institutions
Secured and automated exchange of data	<i>KPI 2019</i> Exchanges of all legal data with the institutions are based on the Common Exchange Model	50 %	Postponed The pilot project initially scheduled for the first quarter of 2019 was postponed to the third quarter of 2020

Strategic objective 1 Secured and automated exchange of legal data: standardisation of metadata

Description	Indicator	Target 2019	Latest known results 2019
Extension of publishing chains based on IMMC on the side of the Office	Number of new publishing chains based on IMMC exchange that have been put into production	2	1 A new generic workflow for the reception and validation of deliverables for digitalisation projects was put into production and existing workflows were extended to enable the processing of 5 supplementary types of documents
Adoption of the IMMCbuilder for the implementation of IMMC exchanges	Use of the IMMCbuilder by a first group of external and internal stakeholders	2	2
<i>KPI 2018</i> Implementation of eTrustEX or other secure exchange platforms	Percentage of exchanges of legal data with the institutions based on eTrustEX and other secure exchange platforms (*) (*) The result depends on whether the participating institutions will be on schedule with their internal projects	50 %	All exchanges take place in a secure manner 93 % based on IMMC

EuroVoc – the multilingual thesaurus of the EU

Description	Indicator	Target 2019	Latest known results 2019
Availability of production version of VocBench on Joinup	Publication of a version 3.4.1 of VocBench on Joinup	October 2019	Done
EuroVoc updates	Number of Eurovoc updates published during the year	2 (June 2019 and December 2019)	Done (March 2019 and December 2019)

Specific objective 11.4: EU digital information and data are archived, preserved over time and extended to new content types

Non programme-based

Result indicator: Extensibility of the archive (number of new types of information that have been integrated in the archive)

Source of data: Publications Office, Unit A.4

Baseline	Interim Milestone		Target 2020	Latest known results 2019
(not available)	2016	2018		
New indicator	+ 2	+ 2	+ 2	2

Result indicator: Accessibility (percentage of the information available in the archive that is accessible)

Source of data: Publications Office, Unit A.4

Baseline	Interim Milestone		Target 2020	Latest known results 2019
(not available)	2016	2018		
New indicator	100 %	100 %	100 %	100 %

Result indicator: Coverage (percentage of completeness of the archive regarding the entire collection of the *Official Journal of the European Union* and all other mandatory publications)

Source of data: Publications Office, Unit A.4

Baseline	Interim Milestone		Target 2020	Latest known results 2019
(not available)	2016	2018		
New indicator	99 %	99.9 %	100 %	99.8 % The difference is due to the delay between the dissemination and the archive of the Official Journal due to a manual triggering

Main outputs in 2019

Long-term preservation

Description	Indicator	Target 2019	Latest known results 2019
Implementation of Digital Preservation Plan version 1.0	Starting up the interinstitutional steering committee	April 2019	Version 1.0 was partially adopted as some annexes will be reviewed in 2020 The Steering Committee was put in place and its mandate was adopted by the Management Committee
Formal recognition of trustworthiness of EUDOR by an accredited certification body	Certification procedure – Obtaining certification in a first stage for the Official Journal collection	End 2019	Preparatory work ongoing The certification procedure was delayed due to supplementary workload caused by the migration to DG Informatics, pending validation of electronic signature and other third party technical issues
Long-term digital preservation service - Completion of collections according to Digital Preservation Plan	Ingestion of missing Recueils in EUDOR	June 2019	Preparatory work ongoing The analysis of the collection was done and the ingestion is planned to be completed by November 2020
	Archiving of the Supplement to the Official Journal in EUDOR	April 2019	Analysis of needs and update of IMMC schema with related test packages The project is expected to be fully implemented by mid-2020

Strategic objective 9 Legal deposit scheme

Description	Indicator	Target 2019	Latest known results 2019
<i>As per roadmap 2019</i> Draft legal deposit scheme	Approval by the Management Committee	Mid 2019	A first proposal of the scheme was elaborated and presented to the Management Committee

Web preservation

Description	Indicator	Target 2019	Latest known results 2019
Web preservation service (archiving, access and long-term preservation)	Archiving of websites of the EU institutions	320 to 350 crawls	428 crawls 409 regular crawls (from 91 URLs) + 19 ad hoc crawls
	Giving access to the web archive via a public website	99.9 % uptime of online access system	99.7 % Service provider maintained an uptime of 99.7 %, and had automatic failover between its multiple data centres to help lessen the likelihood of a service outage
	Integration in EUDOR	95 % integrated in EUDOR	The integration into EUDOR will be started in 2020 with the aim to complete by the end of the year

Specific objective 11.5: EU authentic information is easily accessible online and its discoverability is enhanced

Non programme-based

Result indicator: Number of visits to EUR-Lex website

Source of data: Publications Office, Unit C.2

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
2007	2016	2018		
67 300 000	70 000 000	72 000 000	74 000 000	56 152 204 Interpolation was used for November and December figures due to some loss of data related to the cloud migration and data protection issues The deviation from the target is due to the change of the tool used to collect statistics. On the basis of the same tool, the year-end result shows a decrease of 11.3 % compared to 2018

Result indicator: Number of visits to TED website

Source of data: Publications Office, Unit C.3

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
2007	2016	2018		
9 200 000	13 000 000	14 000 000	15 000 000	11 538 308 The deviation from the target is due to the change of the tool used to collect statistics. On the basis of the same tool, the year-end result shows an increase of 12.7 % compared to 2018

Result indicator: Number of individual metadata records exported to third parties

Source of data: Publications Office, Unit A.4

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2016	2018		
(not available)	2016	2018		
New indicator	120 000	150 000	180 000	197 375

Main outputs in 2019

EUR-Lex – access to EU law

Description	Indicator	Target 2019	Latest known results 2019
Consolidation of legal acts	Number of new consolidated versions of legal acts produced (*) (*) Results dependent on the number of amending acts and corrigenda adopted during a year	1 500	1 802
Smooth production of the Summaries of EU legislation	Number of drafted/redrafted and updated summaries loaded in CELLAR and available for EUR-Lex	300	364
Complete and improve the collections of legal documents	Legal documents: number of notices available via EUR-Lex (*) (*) Results partially dependent on the number of acts adopted	1 000 000	1 038 739

Strategic objective 8 TED – towards the single point of access for public procurement			
Description	Indicator	Target 2019	Latest known results 2019
Access to public procurement notices	Number of documentary units (notices) loaded on TED website during the year	530 000	622 787
eProcurement	Number of contracting authorities publishing via eTendering	99	107
<i>As per roadmap 2019</i> Call for tender for a single point of access to public procurement	Launch	Mid 2019	Functional requirements for eNotices ² were gathered and drafted Due to the adoption of the new Regulation on electronic public procurement notification forms (eForms), it is necessary to adapt the tools for reception, processing and publication of public procurement notices by 2022. The work on a single point of access focused therefore on the preparation of the specifications for the reception tool
<i>As per roadmap 2019</i> eForms for better procurement governance	TED XML schema for eForms defined	End 2019	Done A first version of the eForms schemas was published on SIMAP in December 2019
Public procurement code lists tables published on the Metadata Registry	Number of tables	20	43

Specific objective 11.6: The various collections of EU content are available through a single point of access based on commonly agreed standards Non programme-based

Result indicator: Completeness of collections that are available for access and reuse (through the common repository, CELLAR)

Source of data: Publications Office, Unit A.2

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	2015	2016		
≥ 99.9 %	≥ 99.9 %	≥ 99.9 %	≥ 99.9 %	≥ 99.9 %

Result indicator: Number of visits to OP Portal

Source of data: Publications Office, Unit C.1

Baseline	Interim Milestone		Target 2020	Latest known results 2019
	(not available)	2016		
New indicator	2 800 000	3 800 000	5 000 000	7 609 743 The deviation from the target is due to the change of the tool used to collect statistics. On the basis of the same tool, the year-end result shows a decrease of 14.3 % compared to 2018

Main outputs in 2019

Enhanced features for the OP Portal 'EU law and publications'

Description	Indicator	Target 2019	Latest known results 2019
Identification, cataloguing and archiving of publications	General publications: number of notices (works) available in CELLAR (*) (* A notice (work) covers all linguistic versions and available formats for a given title in CELLAR	104 000	103 404
Transparency in the field of EU-commissioned studies	Number of studies available for public consultation on the OP Portal (*) (* Results dependent on the number of studies commissioned by the EU institutions during a year	12 500	12 873
Quality of service provided by the OP portal to its various customers	OP Portal user satisfaction rate (*) (* Percentage of neutral and positive opinions expressed in the user survey of the portal to be carried out in 2019. Targeted, among others, will be registered and 'privileged' users, users who recently ordered publications, and author services	82 %	Postponed to 2020 as the implementation of the new graphic environment of the OP Portal was rescheduled following the migration to the cloud

Strategic objective 4 Achieve integrated access to content managed by the Office and to a range of selected content not managed by the Office

Description	Indicator	Target 2019	Latest known results 2019
<i>KPI post-2019</i> Widgets used by the EU institutions	Number of OP Portal widgets used by other websites or applications (from EU institutions' and others' websites)	5 % of EU institutions and 5 % of agencies	2 DGs, 1 agency, 1 regional government and 1 private organisation

Strategic objective 4 Interoperability between controlled vocabularies

Description	Indicator	Target 2019	Latest known results 2019
<p><i>As per roadmap 2018</i></p> <p>Interoperability achieved between selected controlled vocabularies used at the Commission and other institutions</p>	<p>Alignment of key Commission vocabularies</p> <p>Report on extension of inventory with EU agencies' vocabularies</p> <p>Launch of survey for EU institutions</p>	<p>Second semester 2019</p>	<p>Alignment of key Commission vocabularies: 100 %</p> <p>Extension of inventory with EU agencies' vocabularies: 0 %</p> <p>It was replaced by an iterative approach, and the collaboration with the Translation Centre for the Bodies of the EU (terminology team) was initiated</p> <p>Launch of survey for EU institutions: 0 %</p> <p>It was replaced by an iterative approach, and most institutions were experimenting or using VocBench</p>

Specific objective 11.7: The Office is the information hub for policy makers, market actors and civil society as regards the dissemination and reuse of public EU data

Non programme-based

Content-linking from various sources is enabled through synergies and interoperability with other EU institutions, agencies and bodies

Result indicator: Number of visits to EU Open Data Portal				
Source of data: Publications Office, Unit C.4				
Baseline	Interim Milestone		Target 2020	Latest known results 2019
2014	2016	2018		
309 187	600 000	750 000	1 000 000	1 180 331
Result indicator: Number of visits to CORDIS website				
Source of data: Publications Office, Unit C.4				
Baseline	Interim Milestone		Target 2020	Latest known results 2019
2014	2016	2018		
3 300 000	3 900 000	4 200 000	4 400 000	3 525 946 Web traffic was exceptionally high in 2018 and returned to longer-term trends in 2019. The significant variations are mainly due to changes in Google algorithms which can favour or penalise traffic
Result indicator: CORDIS user satisfaction rate (percentage of neutral and positive opinions expressed in the annual user survey)				
Source of data: Publications Office, Unit C.4				
Baseline	Interim Milestone		Target 2020	Latest known results 2019
2015	2016	2018		
88.7 %	88.8 %	88.9 %	89 %	94.1 %
Result indicator: Reuse of CELLAR data (number of direct external accesses)				
Source of data: Publications Office, Unit A.2				
Baseline	Interim Milestone		Target 2020	Latest known results 2019
(not available)	2016	2018		
New indicator	> 6 000 000	> 9 000 000	> 10 000 000	> 142 million In principle, from a Cellar point of view, every request is considered as an external request. Currently on average, there are more than 25.3 million requests per day, where 391 000 requests are direct external accesses from about 6 500 requesters (companies, individuals) through the internet. These requests are mostly executed by machines
Result indicator: Number of Member States having implemented ELI in their system				
Source of data: Publications Office, Unit B.1				
Baseline	Interim Milestone		Target 2020	Latest known results 2019
(not available)	2016	2018		
New indicator	8	10	12	14

Main outputs in 2019

Strategic objective 10 EU Open Data Portal and synergies in data dissemination and reuse services

Description	Indicator	Target 2019	Latest known results 2019
Increase in the number of available EU datasets	Number of datasets on EU Open Data Portal	14 000	14 066
<i>As per roadmap 2018</i> Increased quantity and quality of datasets	Number of EU institutions publishing on the EU Open Data Portal	7	6 (all EU institutions except the European Court of Justice)
<i>As per roadmap 2018</i> Public inventory on the reusable data collections. Roadmap for the incremental publishing the reusable data on the EU Open Data Portal	Landscaping reports by group (Commission, institutions, agencies and bodies) and roadmap for publishing on the EU Open Data Portal	Mid 2019	Done
<i>As per roadmap 2019</i> Synergies between the EU Open Data Portal and the European Data Portal	Definition of the approach Definition of synergies between the data dissemination of the EU institutions and agencies (EU Open Data Portal) and of the EU Member States (European Data Portal) Roadmap for implementation defined	End 2019	Done

Strategic objective 4 European Legislation Identifier: interoperability at EU and national levels

Description	Indicator	Target 2019	Latest known results 2019
<i>As per roadmap 2019</i> Increase the granularity of ELI references to allow specific text fragments to be identified	Specifications to integrate modules into production workflow are available	End 2019	In progress The draft specifications were elaborated in 2018 and a review in 2019 showed that adaptations were necessary. In consequence, the final specifications will only be available in 2020

CORDIS – dissemination of EU-funded research and innovation results

Description	Indicator	Target 2019	Latest known results 2019
Dissemination of research results to support their exploitation	Number of enhanced <i>Results in brief</i> about FP7 and Horizon 2020 research results	2 500	2 494