

Annual Activity Report 2017

PUBLICATIONS OFFICE
OF THE EUROPEAN UNION

Annexes



Publications Office

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ANNEXES

ANNEX 1: Statement of the Resources Director

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

I hereby certify that the information provided in Section 2 of the present AAR and in its annexes is, to the best of my knowledge, accurate and complete.

Luxembourg, 31 March 2018

Eva BEŇOVÁ

⁽¹⁾ Communication to the Commission: Clarification of the responsibilities of the key actors in the domain of internal audit and internal control in the Commission; SEC(2003)59 of 21.01.2003.

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): First female appointments at middle management level			
Source of data: Publications Office, HR BC			
Baseline 2015	Target 2019		Latest known results 2017
New indicator	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 The former indicative sub-targets of 2015, which were also at the basis of the Strategic Plan 2016-2020, were repealed.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>		1 female appointment to middle management out of 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 2017
29.50 %	50 % <i>To recover the level of 2013 staff survey</i>		40.20 % <i>2016 staff survey</i>
Indicator 3 (mandatory): Staff engagement index			
Source of data: Commission staff survey			
Baseline 2014	Target 2020		Latest known results 2017
62 %	70 % <i>To recover the level of 2013 staff survey</i>		68.50 % <i>2016 staff survey</i>
Main outputs in 2017			
Description	Indicator	Target 2017	Latest known results 2017
Optimum occupation of permanent posts	Average occupancy rate of permanent posts	95 %	96.36 %
Management of budget for training	Percentage of budget resources devoted to technical and specialised training	> 55 %	64.20 %
New organisation chart	New organisation chart in place	Done by mid-2017	Postponed to mid-2018 The reorganisation was postponed in order to better take into account the priorities of the Strategic objectives 2017–2025
Public procurement contracts rationalisation	Number of contracts managed by the Office	Decrease by 10 %	Decrease by 14 %
Update of the financial management tool	Implementation of the DEFA system	Done by the end of 2017	100 %
New building for all the Office's staff	Staff rehoused on time and in adequate conditions	Selection of final successful bid and signature of contract by 4Q 2017	Postponed Rehousing the Office's staff was postponed to 2020-2021 following cancellation of the market

			prospection by OIL. New opportunities for relocating the staff are currently explored
Move of the Office's data centres	Housing of the IT infrastructure	Done by the end of 2017	Ongoing With the postponement of the move from the Mercier building to a new building, the planning for the local data centre consolidation has been reviewed accordingly. End of 2017, the due diligence for the network was finalised and the one for the hosting of the Office's applications by DG Informatics' data centre is completed to 93 %
	Strategy on the hosting of the IT infrastructure	Done by the end of 2017	100 %

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 2017	
1.08 %	≤ Baseline	0.03 %	
Indicator 2 (mandatory): Percentage of HAN files readable/accessible by all units in the Publications Office			
Source of data: HAN statistics			
Baseline 2015	Target	Latest known results 2017	
97.90 %	≥ Baseline* * It may depend on the nature of the file	97.88 %	
Indicator 3 (mandatory): Percentage of HAN files shared with other DGs			
Source of data: HAN statistics			
Baseline 2015	Target	Latest known results 2017	
0.10 %	4 %	0.18 %	
Main outputs in 2017			
Description	Indicator	Target 2017	Latest known results 2017
Filing of documents	Percentage of registered documents that are not filed	≤ 1 %	0.03 %
Sharing of information	Percentage of HAN files readable/accessible by all units in the Publications Office	98 %	97.88 %
Sharing of information between DGs	Percentage of active HAN files shared with other DGs	1 %	0.18 % The Office's activities are more oriented on procurement, contracts and technology than policies, legislation or other activities where sharing of knowledge and information would be an issue. Exchange of information with the author services occurs through dedicated channels. The potential for opening of HAN files to other directorates-general is limited at this stage
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 2017

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 (excluding building contracts)

Table 12: Summary of procedures (excluding building contracts)

Table 13: Building contracts

Table 14: Contracts declared secret

Additional comments

Annex 3 is reproduced 'as is' from accounting documents supplied by European Commission's Directorate-General for Budget. Not all information supplied can be fully checked by the Publications Office. However, the main comments identified are detailed below.

Tables 8 and 9

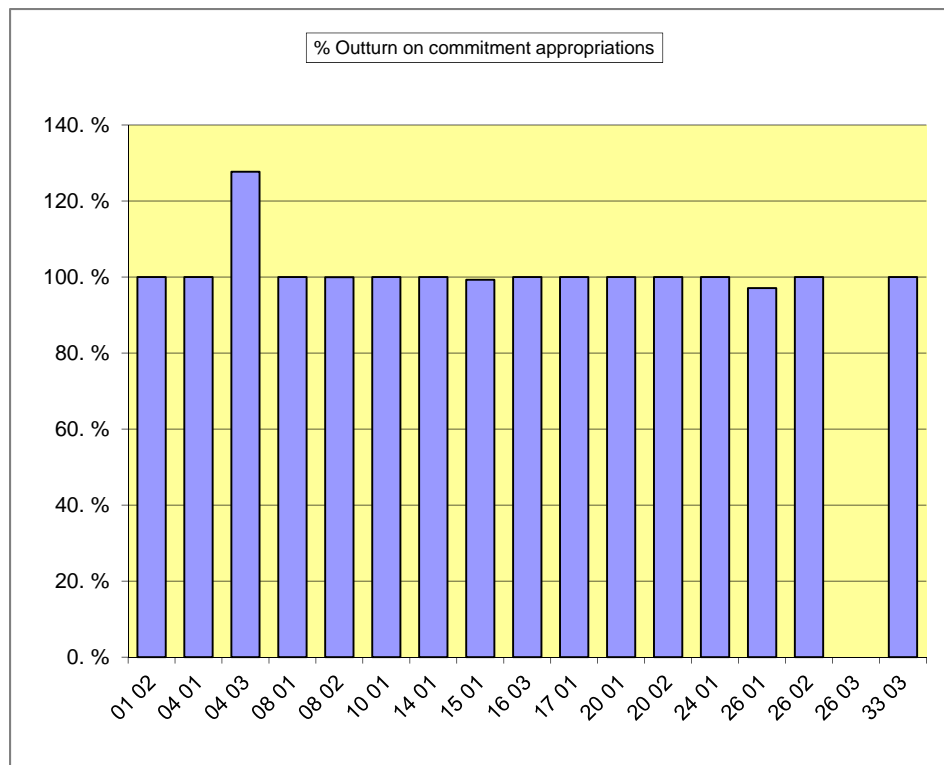
It should be noted that, in the recovery context report (Table 8), most of the recovery orders issued by the Office concern services provided in accordance with Article 21(3)(e) of the Financial Regulation, therefore they are not to be considered as errors.

As far as Table 9 is concerned, it should be noted that none of the open recovery orders was due at year end.

TABLE 1: OUTTURN ON COMMITMENT APPROPRIATIONS IN 2017 (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	0.08	0.08	100 %
Total Title 01			0.08	0.08	100 %
Title 04 Employment, social affairs and inclusion					
04	04 01	Administrative expenditure of the Employment, social affairs and inclusion policy area	0.04	0.04	100 %
	04 03	Employment, social affairs and inclusion	0.23	0.29	128 %
Total Title 04			0.27	0.33	124 %
Title 08 Research and innovation					
08	08 01	Administrative expenditure of the Research and innovation policy area	0.13	0.13	100 %
	08 02	Horizon 2020 – Research	5.46	5.46	100 %
Total Title 08			5.59	5.58	100 %
Title 10 Direct research					
10	10 01	Administrative expenditure of the Direct research policy area	0.31	0.31	100 %
Total Title 10			0.31	0.31	100 %
Title 14 Taxation and customs union					
14	14 01	Administrative expenditure of the Taxation and customs union policy area	0.06	0.06	100 %
Total Title 14			0.06	0.06	100 %
Title 15 Education and culture					
15	15 01	Administrative expenditure of the Education and culture policy area	0.27	0.27	100 %
Total Title 15			0.27	0.27	100 %
Title 16 Communication					
16	16 03	Communication actions	2.05	2.05	100 %
Total Title 16			2.05	2.05	100 %
Title 17 Health and food safety					
17	17 01	Administrative expenditure of the Health and food safety policy area	0.04	0.04	100 %
Total Title 17			0.04	0.04	100 %
Title 20 Trade					
20	20 01	Administrative expenditure of the Trade policy area	0.00	0.00	100 %
	20 02	Trade policy	0.05	0.05	100 %
Total Title 20			0.05	0.05	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 26 Commission's administration					
26	26 01	Administrative expenditure of the Commission's administration policy area	96.01	93.21	97 %
	26 02	Multimedia production	8.21	8.21	100 %
Total Title 26			104.21	101.41	97 %
Title 33 Justice and consumers					
33	33 03	Justice	0.39	0.39	100 %
Total Title 33			0.39	0.39	100 %
Total DG OP			113.32	110.58	98 %

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).



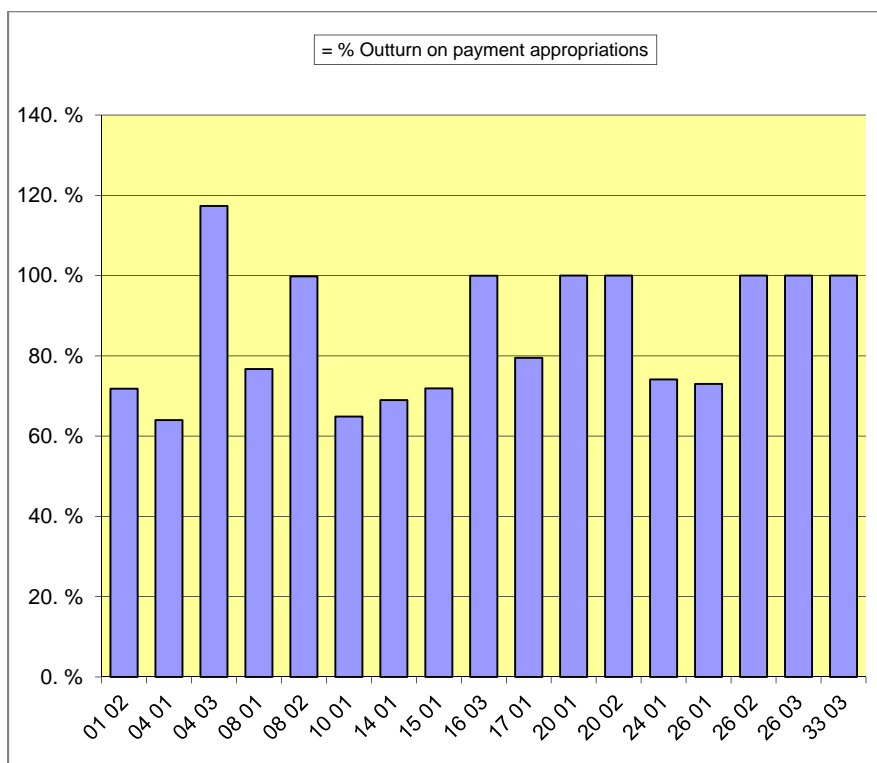
Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors.

TABLE 2: OUTTURN ON PAYMENT APPROPRIATIONS IN 2017 (in Mio EUR)					
Chapter			Payment appropriations authorised *	Payments made	%
			1	2	3=2/1
Title 01 Economic and financial affairs					
01	01 02	Economic and monetary union	0.10	0.07	72 %
Total Title 01			0.10	0.07	72 %
Title 02					
02	02 01	Administrative expenditure of the Internal market, industry, entrepreneurship and SMEs policy area	0.12	0.06	52 %
Total Title 02			0.12	0.06*	52 %
Title 04 Employment, social affairs and inclusion					
04	04 01	Administrative expenditure of the Employment, social affairs and inclusion policy area	0.05	0.03	64 %
	04 03	Employment, social affairs and inclusion	0.16	0.19*	117 %
	04 06	Fund for European aid to the most deprived	0.02	0.00	1 %
Total Title 04			0.23	0.22	96 %
Title 05 Agriculture and rural development					
05	05 04	Rural development	0.07	0.04	50 %
	05 08	Policy strategy and coordination of the Agriculture and rural development policy area	0.06	0.00	6 %
Total Title 05			0.13	0.04	30 %
Title 06 Mobility and transport					
06	06 02	European transport policy	0.04	0.03	84 %
Total Title 06			0.04	0.03	84 %
Title 07 Environment					
07	07 02	Environmental policy at Union and international level	0.00	14.89	
Total Title 07			0.00	14.89	
Title 08 Research and innovation					
08	08 01	Administrative expenditure of the Research and innovation policy area	0.18	0.14	77 %
	08 02	Horizon 2020 – Research	5.16	5.15	100 %
Total Title 08			5.33	5.28	99 %
Title 09 Communications networks, content and technology					
09	09 01	Administrative expenditure of the Communications networks, content and technology policy area	0.0036	0.0004	11 %
Total Title 09			0.0036	0.0004	11 %
Title 10 Direct research					
10	10 01	Administrative expenditure of the Direct research policy area	0.63	0.41	65 %
Total Title 10			0.63	0.41	65 %
Title 11 Maritime affairs and fisheries					
11	11 06	European Maritime and Fisheries Fund (EMFF)	0.00	0.07	
Total Title 11			0.00	0.07	
Title 12 Financial stability, financial services and capital markets union					
12	12 02	Financial services and capital markets	0.00	0.06	
Total Title 12			0.00	0.06	

Title 13 Regional and urban policy					
13	13 03	European Regional Development Fund and other regional operations	0.00	0.25	
Total Title 13			0.00	0.25	
Title 14 Taxation and customs union					
14	14 01	Administrative expenditure of the Taxation and customs union policy area	0.06	0.04	69 %
Total Title 14			0.06	0.04	69 %
Title 15 Education and culture					
15	15 01	Administrative expenditure of the Education and culture policy area	0.41	0.30	72 %
Total Title 15			0.41	0.30	72 %
Title 16 Communication					
16	16 03	Communication actions	2.99	2.99	100 %
Total Title 16			2.99	2.99	100 %
Title 17 Health and food safety					
17	17 01	Administrative expenditure of the Health and food safety policy area	0.05	0.04	79 %
Total Title 17			0.05	0.04	79 %
Title 18 Migration and home affairs					
18	18 01	Administrative expenditure of the Migration and home affairs policy area	0.04	0.01	15 %
	18 02	Internal security	0.00	0.01	
	18 03	Asylum and migration	0.00	0.01	
	18 05	Horizon 2020 – Research related to security	0.00	0.02	
Total Title 18			0.04	0.04	116 %
Title 20 Trade					
20	20 01	Administrative expenditure of the Trade policy area	0.001	0.001	100 %
	20 02	Trade policy	0.05	0.05	100 %
Total Title 20			0.05	0.05	100 %
Title 21 International cooperation and development					
21	21 08	Development and cooperation worldwide	0.00	0.03	
Total Title 21			0.00	0.03	
Title 23 Humanitarian aid and civil protection					
23	23 01	Administrative expenditure of the Humanitarian aid and civil protection policy area	0.02	0.02	86 %
Total Title 23			0.02	0.02	86 %
Title 24 Fight against fraud					
24	24 01	Administrative expenditure of the Fight against fraud policy area	0.006	0.004	74 %
Total Title 24			0.006	0.004	74 %
Title 26 Commission's administration					
26	26 01	Administrative expenditure of the Commission's administration policy area	48.25	35.23	73 %
	26 02	Multimedia production	8.21	8.21	100 %
	26 03	Services to public administrations, businesses and citizens	0.67	0.67	100 %
Total Title 26			57.13	44.11	77 %

Title 27 Budget					
27	27 01	Administrative expenditure of the Budget policy area	0.05	0.02	47 %
Total Title 27			0.05	0.02	47 %
Title 29 Statistics					
29	29 02	The European statistical programme	0.35	0.35	101 %
Total Title 29			0.35	0.35	101 %
Title 32 Energy					
32	32 02	Conventional and renewable energy	0.00	0.02	
Total Title 32			0.00	0.02	
Title 33 Justice and consumers					
33	33 01	Administrative expenditure of the Justice and consumers policy area	0.50	0.03	7 %
	33 03	Justice	0.18	0.18	100 %
Total Title 33			0.68	0.21	31 %
Title 34 Climate action					
34	34 02	Climate action at Union and international level	0.00	1.71	
Total Title 34			0.00	1.71	
Total DG OP			68.43	71.35	104 %

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).



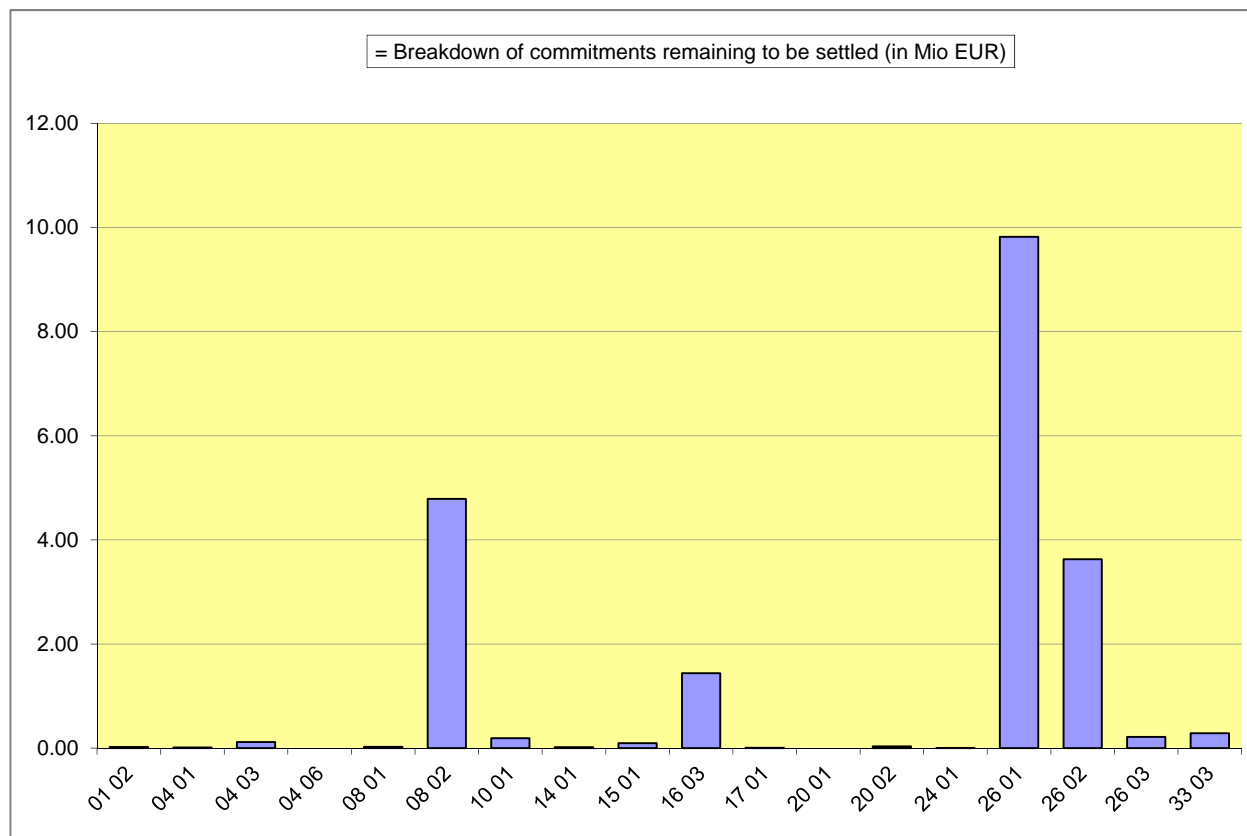
Note: The figures are those related to the provisional accounts and not yet audited by the Court of Auditors.

TABLE 3: BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2017 (in Mio EUR)

			2017 Commitments to be settled				Commitments to be settled from financial years previous to 2017	Total of commitments to be settled at end of financial year 2017	Total of commitments to be settled at end of financial year 2016
Chapter			Commitments 2017	Payments 2017	RAL 2017	% to be settled			
			1	2	3=1-2	4=1-2/1	5	6=3+5	7
Title 01: Economic and financial affairs									
01	01 02	Economic and monetary union	0.08	0.05	0.02	30.73 %	0.00	0.02	0.02
Total Title 01			0.08	0.05	0.02	30.73 %	0.00	0.02	0.02
Title 04: Employment, social affairs and inclusion									
04	04 01	Administrative expenditure of the Employment, social affairs and inclusion policy area	0.04	0.03	0.01	32.40 %	0.00	0.01	0.01
	04 03	Employment, social affairs and inclusion	0.29	0.18	0.12	39.98 %	0.00	0.12	0.11
	04 06	Fund for European aid to the most deprived	0.00	0.00	0.00	0.00 %	0.00	0.00	0.02
Total Title 04			0.33	0.20	0.13	39.1 %	0.00	0.13	0.14
Title 08: Research and innovation									
08	08 01	Administrative expenditure of the Research and innovation policy area	0.13	0.10	0.02	18.76 %	0.00	0.02	0.05
	08 02	Horizon 2020 – Research	5.46	1.25	4.20	77.02 %	0.58	4.79	4.53
Total Title 08			5.58	1.36	4.23	75.68 %	0.58	4.81	4.58
Title 10: Direct research									
10	10 01	Administrative expenditure of the Direct research policy area	0.31	0.12	0.19	61.37 %	0.00	0.19	0.32
Total Title 10			0.31	0.12	0.19	61.37 %	0.00	0.19	0.32

Title 14: Taxation and customs union									
14	14 01	Administrative expenditure of the Taxation and customs union policy area	0.06	0.04	0.02	35.24 %	0.00	0.02	0.01
Total Title 14			0.06	0.04	0.02	35.24 %	0.00	0.02	0.01
Title 15: Education and culture									
15	15 01	Administrative expenditure of the Education and culture policy area	0.27	0.17	0.10	36.12 %	0.00	0.10	0.14
Total Title 15			0.27	0.17	0.10	36.12 %	0.00	0.10	0.14
Title 16: Communication									
16	16 03	Communication actions	2.05	1.04	1.01	49.28 %	0.43	1.44	1.88
Total Title 16			2.05	1.04	1.01	49.28 %	0.43	1.44	1.88
Title 17: Health and food safety									
17	17 01	Administrative expenditure of the Health and food safety policy area	0.04	0.04	0.01	13.50 %	0.00	0.01	0.01
Total Title 17			0.04	0.04	0.01	13.50 %	0.00	0.01	0.01
Title 20: Trade									
20	20 01	Administrative expenditure of the Trade policy area	0.00	0.00	0.00	0.00 %	0.00	0.00	0.00
	20 02	Trade policy	0.05	0.01	0.03	71.03 %	0.00	0.03	0.05
Total Title 20			0.05	0.01	0.03	69.52 %	0.00	0.03	0.05
Title 24: Fight against fraud									
24	24 01	Administrative expenditure of the Fight against fraud policy area	0.01	0.00	0.00	22.25 %	0.00	0.00	0.00
Total Title 24			0.01	0.00	0.00	22.25 %	0.00	0.00	0.00
Title 26: Commission's administration									
26	26 01	Administrative expenditure of the Commission's administration policy area	93.20	83.38	9.82	10.53 %	0.00	9.82	9.03
	26 02	Multimedia production	8.21	4.63	3.58	43.59 %	0.05	3.63	3.64
	26 03	Services to public administrations, businesses and citizens	0.00	0.00	0.00	0.00 %	0.21	0.21	0.92
Total Title 26			101.41	88.02	13.40	13.21 %	0.27	13.66	13.59

Title 33: Justice and consumers									
33	33 03	Justice	0.39	0.10	0.29	74.10 %	0.00	0.29	0.08
Total Title 33			0.39	0.10	0.29	74.10 %	0.00	0.29	0.08
Total DG OP			110.58	91.16	19.42	17.57 %	1.28	20.70	20.83



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	2017	2016
A.I. NON CURRENT ASSETS	6 646 879.09	8 090 344.38
A.I.1. Intangible assets	3 850 698.42	4 473 655.90
A.I.2. Property, plant and equipment	2 796 180.67	3 616 688.48
A.II. CURRENT ASSETS	6 983 493.50	7 795 110.48
A.II.3. Current exchange receivables & non-exchange recoverables	63 825.30	36 747.17
A.II.4. Inventories	6 904 960.91	7 742 401.79
A.II.6. Cash and cash equivalents	14 707.29	15 961.52
ASSETS	13 630 372.59	15 885 454.86
P.I. NON CURRENT LIABILITIES	-1 804 818.42	-2 179 838.13
P.I.2. Non-current provisions	-121 142.26	-121 142.26
P.I.3. Non-current financial liabilities	-1 683 676.16	-2 058 695.87
P.II. CURRENT LIABILITIES	-1 080 395.07	-1 173 371.64
P.II.3. Current financial liabilities	-981 898.42	-1 076 303.74
P.II.4. Current payables	-98 496.65	-97 067.9
P.II.5. Current accrued charges & deferred income	0.00	0.00
LIABILITIES	-2 885 213.49	-3 353 209.77
NET ASSETS (ASSETS less LIABILITIES)	10 745 159.10	12 532 245.09
P.III.2. Accumulated surplus/deficit	134 830 159.10	102 678 236.38
Non-allocated central (surplus)/deficit*	-145 575 318.20	-115 210 481.47
TOTAL	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 5: STATEMENT OF FINANCIAL PERFORMANCE

STATEMENT OF FINANCIAL PERFORMANCE	2017	2016
II.1 REVENUES	-9 008 511.15	-14 595 572.54
II.1.1. NON-EXCHANGE REVENUES	-39 666.14	-37 097.17
II.1.1.6. OTHER NON-EXCHANGE REVENUES	-39 666.14	-37 097.17
II.1.2. EXCHANGE REVENUES	-8 968 845.01	-14 558 475.37
II.1.2.1. FINANCIAL INCOME	-242.33	729.45
II.1.2.2. OTHER EXCHANGE REVENUE	-8 968 602.68	-14 559 204.82
II.2. EXPENSES	55 641 281.73	46 747 495.26
II.2. EXPENSES	55 641 281.73	46 747 495.26
II.2.10. OTHER EXPENSES	36 880 231.34	32 957 572.52
II.2.2. EXP IMPLM BY COMMISS&EX.AGENC. (DM)	19 364 954.59	14 288 687.12
II.2.6. STAFF AND PENSION COSTS	-706 594.09	-547 311.96
II.2.8. FINANCE COSTS	102 689.89	48 547.58
STATEMENT OF FINANCIAL PERFORMANCE	46 632 770.58	32 151 922.72

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.

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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	2017	2016
OB.1. Contingent assets	3 214 000.00	2 555 025.00
GR for performance	3 214 000.00	2 555 025.00
OB.1.4. CA other	0.00	0.00
OB.2. Contingent liabilities	-141 555.48	-141 555.48
OB.2.7. CL amounts relating to legal cases	-141 555.48	-141 555.48
OB.3. Other Significant disclosures	-223 715.24	-300 176.12
OB.3.2. Commitments against appropriations not yet consumed	0.00	0.00
OB.3.5. Operating lease commitments	-223 715.24	-300 176.12
OB.4. Balancing accounts	-2 848 729.28	-2 113 293.40
OB.4. Balancing accounts	-2 848 729.28	-2 113 293.40
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 FOR 2017

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	4211	4205	99.86 %	12.08	6	0.14 %	68
60	16	16	100 %	22.56			
Total number of payments	4227	4221	99.86 %		6	0.14 %	
Average net payment time	12.20			12.12			68
Average gross payment time	12.41			12.33			68

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	15	59	1.40 %	4227	1 228 646.37	2.18 %	56 235 728.87

Late interest paid in 2017			
DG	GL Account	Description	Amount (EUR)
OP	65010100	Interest on late payment of charges New FR	610.60
			610.60

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 2017

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	21 138.78	0	21138.78	21 138.78	0	21 138.78	0
55	REVENUE FROM THE PROCEEDS OF SERVICES SUPPLIED AND WORK CARRIED OUT	10 877 280.88	0	10 877 280.88	10 803 931.55	0	10 803 931.55	73 349.33
57	OTHER CONTRIBUTIONS AND REFUNDS IN CONNECTION WITH THE ADMINISTRATIVE OPERATION OF THE INSTITUTION	12 121.48	0	12 121.48	11 579.92	0	11 579.92	541,56
66	OTHER CONTRIBUTIONS AND REFUNDS	530 616.03	50 594.93	581 210.96	527 232.07	50 594.93	577 827	3 383.96
Total DG OP		11 441 157.17	50 594.93	11 491 752.1	11 363 882.32	50594.93	11 414 477.25	77 274.85

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

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

Year of origin (commitment)	Total undue payments recovered		Total transactions in recovery context (including non-qualified)		% Qualified/Total RC	
	Nr	RO Amount	Nr	RO Amount	Nr	RO Amount
2016			152	415 999.68		
2017			26	1 278 689.81		
No link			315	9 174 047.58		
Sub-total			493	10 868 737.07		

EXPENSES BUDGET	Error		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	Nr	Amount
INCOME LINES IN INVOICES									12	32 664.02		
NON ELIGIBLE IN COST CLAIMS												
CREDIT NOTES	3	6 137.1					3	6 137.1	222	2 334 120.98	1.35 %	0.26 %
Sub-total	3	6 137.1					3	6 137.1	234	2 366 785	1.28 %	0.26 %
GRAND TOTAL	3	6 137.1					3	6 137.1	727	13 235 522.07	0.41 %	0.05 %

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 31/01/2018.

TABLE 9: AGEING BALANCE OF RECOVERY ORDERS AT 31/12/2017

	Number at 1/01/2017	Number at 31/12/2017	Evolution	Open amount (EUR) at 1/01/2017	Open amount (EUR) at 31/12/2017	Evolution
2016	3		- 100 %	50 594.93		- 100 %
2017		9			77 274.85	
	3	9	200 %	50 594.93	77 274.85	52.73 %

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

TABLE 10: RECOVERY ORDER WAIVERS IN 2017 ≥ EUR 100 000					
Waiver central key	Linked RO central key	RO accepted amount (EUR)	LE account group	Commission decision	Comments

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

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

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

TABLE 11: CENSUS OF NEGOTIATED PROCEDURES – 2017

Negotiated procedure legal base	Number of procedures	Amount (EUR)
Total		

TABLE 12: SUMMARY OF PROCEDURES EXCLUDING BUILDING CONTRACTS**Internal procedures > EUR 60 000**

Procedure legal base	Number of procedures	Amount (EUR)
Call for expressions of interest – Pre-selection of candidates (Article 136(1)(a) RAP)	2	206 960.00
Negotiated procedure with at least five candidates below Directive thresholds (Article 136a RAP)	2	268 000.00
Open procedure [Article 104(1)(a) FR]	7	88 898 206.81
Open procedure [Article 127(2) RAP]	1	8 032 000.00
Total	12	97 405 166.81

TABLE 13: BUILDING CONTRACTS

Legal base	Contract number	Contractor name	Description	Amount (EUR)

TABLE 14: CONTRACTS DECLARED SECRET

Legal base	Contract number	Contractor name	Description	Amount (EUR)

ANNEX 4: Materiality criteria

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

The threshold of 2 % of authorised payments used by the European Commission and the European Court of Auditors 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 2017.

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 important recommendation of the IAS and the observations of the Court of Auditors have no impact on the declaration of assurance.

No issues were reported by OLAF.

ANNEX 5: Internal Control Templates for budget implementation (ICTs)

Direct management

Stage 1: Procurement

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

Main risks It may happen (again) that...	Mitigating controls	How to determine coverage, frequency and depth	How to estimate the costs and benefits of controls	Control indicators
Irregularities or errors in the procurement procedure may lead to incorrect attribution of contracts.	<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 CAM ⁽²⁾.</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 Call for Tenders, Contracts and Copyright Unit.</p>	<p>Costs are estimated by determining the full-time staff equivalent dealing with monitoring and control of procurement procedures.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p>	<p>Percentage of evaluations available for launched procedures.</p> <p>Number of opinions given by the CAM.</p> <p>Percentage of contract amount used for control of procurement procedures.</p>
Irregularities or errors during implementation of contracts may lead to erroneous deliveries being accepted.	<p>Control of financial transactions, in particular operational verification.</p> <p>Application of liquidated damages.</p>	<p>See control of financial transactions.</p> <p>Number of liquidated damages applied.</p>	<p>These controls are part of transactional controls under the control objectives in stage 2: commitments and payments.</p>	<p>Number of cases where liquidated damages or other penalties were applied.</p>

⁽²⁾ Comité des achats et des marchés (CAM).

Stage 2: Commitments and payments

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

Main risks It may happen (again) that...	Mitigating controls	How to determine coverage, frequency and depth	How to estimate the costs and benefits of controls	Control indicators
Improper application or non-application of contract conditions may lead to unjustified payments.	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.	Cost is time spent on analysing the Register of exceptions. Benefits are qualitative and their main effect is of a preventive nature.	Number and value of exceptions in relation to the total number and value of financial transactions.
Deviation from contract conditions may lead to 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.	Cost is time spent on analysing the Register of exceptions. Benefits are qualitative and their main effect is of a preventive nature.	Number of penalty and other contract condition overrides in the Register of exceptions.
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 controls 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.	Cost is full-time staff equivalent spent on verification and financial control. Benefits are qualitative and their main effect is of a preventive nature. The Office also considers the difference between: — amounts affected by errors as identified; and — amounts affected by errors without controls being in place (according to a hypothetical error rate).	Coverage of financial control. Error rate. Cost of controls in percentage of transaction value. Cost of control per transaction.
Errors during the preparation and processing of payments may lead to irregularities or illegal payments.	Operational and financial verification. Financial control performs quarterly ex-post controls.	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.	Cost is full-time staff equivalent spent on verification and financial control. Benefits are qualitative and their main effect is of a preventive nature. The Office also considers the difference between: — amounts affected by errors as identified; and — amounts affected by errors without controls being in place (according to a hypothetical error rate).	Coverage of financial control. Error rate. Cost of controls in percentage of transaction value. Cost of control per transaction.

Stage 3: Other financial transactions

Main control objectives: ensure transfers and writes-off are regular and legal

Main risks It may happen (again) that...	Mitigating controls	How to determine coverage, frequency and depth	How to estimate the costs and benefits of controls	Control indicators
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.	100 %	Cost is full time staff equivalent devoted to controls. Benefits are qualitative and their main effect is of a preventive nature. Occasional corrections may be undertaken due to financial control observations.	Number of requests checked. Transfer requests in error. Cost of controls in percentage of transaction value. Cost of control per transaction.

Main control objectives: protection of assets and information

Main risks It may happen (again) that...	Mitigating controls	How to determine coverage, frequency and depth	How to estimate the costs and benefits of controls	Control indicators
A write-off request may be illegal or irregular due to improper preparation or mistakes during preparation.	Financial control checks all write-off requests. A write-off committee (or its president) in Luxembourg has to approve all requests.	100 %	Cost is full-time staff equivalent devoted to controls. Benefits are qualitative and their main effect is of a preventive nature. Occasional corrections may be undertaken due to financial control observations.	Number of requests checked. Number of errors detected.

Revenues

Stage 1: Advance recovery orders

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

Main risks It may happen (again) that...	Mitigating controls	How to determine coverage, frequency and depth	How to estimate the costs and benefits of controls	Control indicators
Data in recovery orders established are not correct.	Operational and financial verification and monitoring by the head of the budget cell. Every year the financial control performs: — 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.	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.	Cost is full-time staff equivalent spent on verification and financial control. Benefits are qualitative and their main effect is of a preventive nature.	Coverage of financial control. Error rate. Cost of controls in percentage of transaction value. Cost of control per transaction.
Final settlement contains errors.	IT systems are in place to provide data for the establishment of the settlement. Clients are continuously informed of the costs and can check the correctness. In case of additional recovery orders: operational and financial verification and monitoring by the head of the budget cell. Every year the financial control performs: — 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.	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.	Cost is full-time staff equivalent spent on verification and financial control. Benefits are qualitative and their main effect is of a preventive nature.	Coverage of financial control. Error rate. Cost of controls in percentage of transaction value. Cost of control per transaction.

Stage 2: Periodic recovery orders (after services were rendered)

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

Main risks It may happen (again) that...	Mitigating controls	How to determine coverage, frequency and depth	How to estimate the costs and benefits of controls	Control indicators
Recovery orders are not established for services rendered for other DGs, institutions or bodies.	<p>IT systems are in place to enable follow-up of establishment of recovery orders for all services where needed.</p> <p>The heads of the budget cells follow the establishment of recovery orders for all services where needed.</p> <p>In case of advance recovery orders, there is a summary settlement at the end of the year.</p>	<p>All transactions are subject to first level verification.</p> <p>Monitoring and analysing exceptions.</p>	<p>Cost is full-time staff equivalent spent on verification and financial control.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p>	<p>Cases of recovery orders established late in the Register of exceptions.</p>
Data in recovery orders established are not correct	<p>A monthly statement is sent to the clients who have two weeks to check and react.</p> <p>Operational and financial verification.</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>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>Cost is full-time staff equivalent spent on verification and financial control.</p> <p>Benefits are qualitative and their main effect is of a preventive nature.</p>	<p>Coverage of financial control.</p> <p>Error rate.</p> <p>Cost of controls in percentage of transaction value.</p> <p>Cost of control per transaction.</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 Publications Office.

ANNEX 7: EAMR of the Union Delegations

Not applicable to the Publications Office.

ANNEX 8: Decentralised agencies

Not applicable to the Publications Office.

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

No used in Annex 3 MP2017	Title	Reason ⁽¹⁾	Scope ⁽²⁾	Type ⁽³⁾	Associated DGs	Costs (EUR)	Comments ⁽⁴⁾	Reference ⁽⁵⁾	
I. Evaluations finalised or cancelled in 2017									
	<i>a. Evaluations finalised in 2017</i>	none							
	<i>b. Evaluations cancelled in 2017</i>	none							
II. Other studies finalised or cancelled in 2017									
	<i>a. Other studies finalised in 2017</i>								
		Evaluation of the Official Journal production contract		New contract	O		External: 0	Production of the Official Journal	
		Analysis of experiences on new EUR-Lex		Lessons learned in terms of performance	O		External: 0	Public website	
		Summaries of EU Legislation		Lessons learned in terms of performance	O		External: 0	Public website	
		Analysis of processes		Risk assessment, simplification opportunities	O		External: 0		
	<i>b. Other studies cancelled in 2017</i>	none							

⁽¹⁾ Reason why the evaluation/other study was carried out, please align with Annex 3 of the MP 2017. The individual symbols used have the following meaning: L – legal act, LMFF – legal base of MFF instrument, FR – financial regulation, REFIT, REFIT/L, CWP – ‘evaluate first’, O – other (please specify in Comments).

⁽²⁾ Specify what programme/regulatory measure/initiative/policy area etc. has been covered.

⁽³⁾ FC – fitness check, E – expenditure programme/measure, R – regulatory measure (not recognised as a FC), C – communication activity, I – internal Commission activity, O – other – please specify in the Comments.

⁽⁴⁾ 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.

⁽⁵⁾ 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 EU Bookshop. For other studies the references should be the link to EU Bookshop or other reference where the ‘other study’ is published via different point.

ANNEX 10: Specific annexes related to financial management (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, Internal Control and Evaluation Unit

Baseline 2014	Target	Latest known results 2017
< 1 %	< 2 % (*) (*) The target error rate is the materiality limit	0.04 %

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

Source of data: Publications Office, Internal Control and Evaluation Unit

Baseline 2014	Target	Latest known results 2017
< EUR 100 000	None	EUR 29 800

Indicator 3 (mandatory): Estimated future corrections

Source of data: Publications Office, Internal control and Evaluation Unit

Baseline 2014	Target	Latest known results 2017
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 2017

Description	Indicator	Target 2017	Latest known results 2017
Ex-post controls	Coverage of ex-post controls in percentage of transactions	15 %	17.5 %
Procurement management	Negative opinions from CAM (Comité des achats et des marchés)	0	1 The CAM delivered 16 opinions, out of which one was partially negative due to the extension of the duration of a contract which the committee assessed was not justified

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, Internal Control and Evaluation Unit

Baseline 2013	Target	Latest known results 2017
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 2017
> 99 %	≥ Baseline	99.97 %

Main outputs in 2017

Description	Indicator	Target 2017	Latest known results 2017
Cost-effectiveness of controls	Overall costs of controls	≤ 6 %	4.65 %
Timely execution of payment	Percentage of payments made within time limits	< 99 %	99.86 %
	Time to pay	< 15 days	12.20 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, Internal Control and Evaluation Unit

Baseline	Interim Milestone	Target	Latest known results 2017
31/01/2014	Update 31/09/2016	Update every 3 years	Not applicable

Main outputs in 2017

Description	Indicator	Target 2017	Latest known results 2017
Analysis of the register of exceptions	Number of penalty and other contract condition overrides in the register of exceptions	< 20	3

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 B1

Baseline	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
2005	2016	2018		
99 %	100 %	100 %	100 %	100 %

Completed evaluations: Evaluation of the Official Journal production contract. The conclusions drawn from the evaluation were used in the preparation of the new contract for the Official Journal.

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

Source of data: Publications Office, Unit B1

Baseline	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
(not available)	2016	2018		
New indicator	100 %	100 %	100 %	71.6 % Production included backlog, representing over 25 % of the total volume. Individual short-term backlog deadlines were only indicative; the critical global deadline of producing the remaining backlog documents by the end of August 2017 was achieved

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
Automation of the workflows	Percentage of manuscripts for which IMMC files are received from author services	55 %	33 % IMMC exchange implementation with the European Economic and Social Committee, the Committee of Regions and the European Parliament has been delayed
New workflow tools	Functional specifications Technical specifications Development and tests Go live	Functional specifications drafted	Phase 1 of the functional analysis started on 15 September 2017 Finalisation expected in February 2018
New OJ production contract	Ex ante evaluation Specifications drafted Publication of the call for tender and evaluation Signature of the contract	Ex ante completed First draft of the specifications ready	Ex ante completed Second draft of the specifications distributed for comments
Authentication by electronic seal (mass signature)	Study Technical specifications Move from signature by physical persons to seal of legal entity	Study completed and technical specifications drafted	Business requirements have been finalised in August 2017 The analysis phase started on 22 September 2017 Final delivery for analysis phase expected in January 2018

Act-by-act production of the Official Journal	Study Move to act-by-act production	Agreement by the institutions	Formal agreement given by the Management Committee of the Publications Office
Backlog production completed	Percentage of backlog completed	100 %	100 %
New case-law production contract	Signature of the contract Successful closure of take-over period Start of operational phase	New contract fully operational	New contract fully operational
New features for CIBA	Technical specifications Development Parallel run Go live	Technical specifications drafted Replacement of storage/retrieval solution	Technical specifications drafted Developments started for Interinstitutional Budget Information System (IBIS), the production system that will replace CIBA
Production of the Supplement to the Official Journal in accordance with the directives in force	Average cost per notice	< EUR 13.50	EUR 10.37

Specific objective 11.2: **Collaborative production services, 100% 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 B2, Survey carried out on a regular basis with author services

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	80 %	85 %	90 %	89 %

Result indicator: Number of digital publications (*)

Source of data: Publications Office, Unit B2

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	5 000	4 000	3 000	9 610

(*) Non reliable indicator. Web PDFs have become a standard output format and it was decided to count only mobile publications as of 2018. Stop reporting.

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
General publications production	Percentage of fully satisfied clients for production of general publications (based on survey of all author services having produced with the Publications Office)	90 %	89 % Overall: 89 % Quality of outputs: 92 % Deadlines: 80 % Quality of service: 90 %
	Increase of the percentage of titles produced for mobile devices	10 %	23 %
	Increase of the percentage of invoiced print jobs produced via the interinstitutional network of internal print shops	8 %	3 % The centralisation exercise for the dispatch of printing tasks via institutions' internal print assets was prepared in 2017 with service agreements transmitted to partner institutions, quality tests performed and the budgetary process put in place The percentage should increase in 2018 with the roll-out of the exercise
Collaborative production services	Increase of the number of titles produced using a collaborative platform with author services (*)	1 250	701 Though the number of active users remains stable, there was a decrease in the titles produced with the collaborative production platform; this can be attributed to the Court of Auditors changing its publishing process of special reports. As of early 2017, the Office has not been proofreading (language editing) the reports and has carried out only HTML validation. Consequently there have been a lot fewer titles produced via the platform
(*) Non reliable indicator. The workflow may change during production. Stop reporting.			
Structured templates	Number of generic and customised structured templates provided to author services (*)	5	20 A prototype of a generic template has been developed for authors to create well-structured manuscripts (release foreseen early 2018)

(*) Non reliable indicator. Stop reporting.

<p>Interinstitutional Style Guide website modernised</p>	<p>'Quick win' development completed Study and technical specifications completed Development of front and back office launched</p>	<p>Done by the end of 2017</p>	<p>Technical specifications for PDF generation and download completed Study on front- and back-office launched</p>
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Specific objective 11.3: **Structuring of data [content (IFC) and metadata (IMMC)] 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 Interinstitutional Formats Committee's (IFC) Common Vocabulary for the semantic structuring of the documents' content

Source of data: Publications Office, Unit A1

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	1	8	20	4

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

Source of data: Publications Office, Unit A2

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	50 %	80 %	98 %	95 % for metadata 0 % for content

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
Synergies in structuring of data (metadata) on the interinstitutional level	Number of example documents (corresponding to the first document type) covered by the Interinstitutional Formats Committee's (IFC) Common Vocabulary for the semantic structuring of the documents' content	6	8
Common Exchange Model	Adoption by the responsible governance authorities	Initial version adopted by the end of 2017	First revision completed In order to integrate all comments of the first review and to provide more time to the stakeholders for the final review, the deadline for adoption has been prolonged to February 2018
Extension of publishing chains based on IMMC on the side of Publications Office	Number of new publishing chains based on IMMC exchange that have been put into production	5 new chains	5
Institutions delivering documents via IMMC based workflows	Number of institutions using IMMC workflows	6 institutions in total	4 The European Parliament, the Council, the Commission and the Court of Justice use IMMC protocol at least partially
Data warehouse for an efficient and complete reporting about the dissemination activity	Development of the initial version of the new CERES data warehouse	Initial version of data warehouse is available	Technical specifications are ongoing There was a delay due to the change of IT development contract and to heavy workload and conflicting priorities
Adoption of the IMMCbuilder for the implementation of IMMC exchanges	Use of the IMMCbuilder by a first group of external and internal stakeholders	IMMCbuilder is used to facilitate at least 3 IMMC exchanges	2 Intensive work with two external partners is ongoing, but has not been finalised for the end of 2017

Availability of production version of VocBench on Joinup	Publication of new version of VocBench on Joinup	Availability in September 2017	Available from September 2017
EuroVoc updates	Number of EuroVoc updates published during the year	2	2

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 A2

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	+ 2	+ 2	+ 2	0 Migration of the existing data to the new archive took longer than foreseen

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

Source of data: Publications Office, Unit A2

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	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 A2

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	99 %	99.90 %	100 %	> 99 %

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
Availability of the long-term digital preservation service	Long-term digital archive system (EUDOR) – availability of the service (hardware, network, IT systems)	≥ 99 %	99.89 %
Preservation Plan	Adoption of the Preservation Plan	Initial version finalised by mid-2017	The initial version of the digital preservation plan was finalised by mid-2017
New long-term preservation service	Migration of data from EUDOR V2 to EUDOR V3	Finalised by mid-2017	All collections that are available through CELLAR were migrated Some small collections that are not available for dissemination have still to be migrated

Result indicator: Number of visits to EUR-Lex website

Source of data: Publications Office, Unit C2

Baseline 2007	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
67.3 million	70 million	72 million	74 million	50 128 868 The tool used to collect statistics changed at the beginning of 2017. Results are not comparable with the previous year

Completed evaluations: Analysis of experiences on new EUR-Lex. Lessons learned in terms of performance.

Result indicator: Number of visits to TED website

Source of data: Publications Office, Unit C2

Baseline 2007	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
9.2 million	13 million	14 million	15 million	8 180 194 The tool used to collect statistics changed at the beginning of 2017. Results are not comparable with the previous year

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

Source of data: Publications Office, Unit C4

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	120 000	150 000	180 000	199 915

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
Consolidation of legal acts	Number of new consolidated versions of legal acts produced	1 900	1 843 The year-end result falls within the usual range of published legislation that is subject to consolidation
Smooth production of the Summaries of EU legislation	Number of drafted / redrafted and updated summaries loaded in CELLAR and available for EUR-Lex	500	297 The year-end result was affected by the handover/takeover period following a change of contractor The future planned volume is around 400 items per year and it will be achieved in the course of 2018. This reduction of estimated items takes into account increased prices in the new contract and diminishing backlog

Completed evaluations: Summaries of EU legislation. Lessons learned in terms of performance.

Complete and improve the collections of legal documents	Legal documents: number of notices available in EUR-Lex	990 000	961 345 The decrease is due to the fact that around 30 000 notices which referred to the Official Journal tables of content were removed from the IDOL index
Access to public procurement notices	Number of documentary units (notices) loaded on TED website during the year	485 000	528 975

eProcurement	Number of contracting authorities publishing via eTendering	95	92 (77) The data supporting the indicator relates to the contracting entities registered in eTendering rather than to the actual usage of the tool
Dissemination of research results to support their exploitation	Number of enhanced 'Results in brief' about FP7 and Horizon 2020 research	600	584 The target was based on trends that did not materialise

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 A2

Baseline 2015	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
≥ 99.9 %	≥ 99.9 %	≥ 99.9 %	≥ 99.9 %	≥ 99.9 %

Result indicator: Number of visits to OP Portal (including EU Bookshop)

Source of data: Publications Office, Unit C1

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	2.8 million	3.8 million	5 million	3 050 000

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
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	100 000	91 899 The target was based on trends that did not materialise
To ensure transparency in the field of EU-commissioned studies	Number of studies available for public consultation on EU Bookshop	8 500	9 519
Integration of EU Bookshop into the OP Portal	EU Bookshop on the OP Portal	Done by mid-2017	Done by mid-2017
Integration of Whoiswho and EU Vocabularies (MDR and EuroVoc) sites into the OP Portal	Whoiswho and EU Vocabularies on the OP Portal	Done by the end of 2017	The integration of EU Whoiswho into the OP Portal was delivered and testing is ongoing The integration of EU Vocabularies into the OP Portal is under development The launch of EU Whoiswho in OP Portal is foreseen for the first semester 2018
Widgets on the OP Portal	Number of author services using the widgets	5	0 16 EU institutions and agencies expressed interest in using the widgets and participated in tests during the year None has yet adopted the widgets in their production environment, the main reasons being technical restrictions at the level of their content management systems

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

Non programme-based

Result indicator: Number of visits to EU Open Data Portal

Source of data: Publications Office, Unit C1

Baseline 2014	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
309 187	0.6 million	0.75 million	1 million	516 174 The tool used to collect statistics changed at the beginning of 2017. Results are not comparable with the previous year

Result indicator: Number of visits to CORDIS website

Source of data: Publications Office, Unit C3

Baseline 2014	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
3.3 million	3.9 million	4.2 million	4.4 million	3 463 902

Result indicator: CORDIS user satisfaction rate (percentage of neutral and positive opinions expressed in the annual user survey)

Source of data: Publications Office, Unit C3

Baseline 2015	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
88.7%	88.8 %	88.9 %	89 %	90.99 %

Result indicator: Reuse of CELLAR data (number of direct external accesses)

Source of data: Publications Office, Unit A2

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	> 6 million	> 9 million	> 10 million	10 000 000

Result indicator: Number of Member States having implemented ELI in their system

Source of data: Publications Office, Unit B1

Baseline (not available)	Interim Milestone		Target 2020	Latest known results 2017
	2016	2018		
New indicator	8	10	12	12

Main outputs in 2017

Policy-related outputs

Description	Indicator	Target 2017	Latest known results 2017
Increase the number of available EU datasets	Number of datasets on EU Open Data Portal	10 000	11 798
Establishment of a catalogue of interinstitutionally reusable visualisation tools	Catalogue available	Done by the end of 2017	Catalogue developed and testing is ongoing Available to public in February 2018
ELI links at document fragment level	Study Technical specifications Testing and deployment	Study completed and technical specifications drafted	Study and technical specifications completed