



2017

Annual Activity Report

Annexes

EUSA
(European School of Administration)

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ANNEXES

ANNEX 1: Statement of the Resources Director

This is covered in the EPSO activity report.

ANNEX 2: Reporting – Human Resources, Better Regulation, Information Management and External Communication

This is covered in the EPSO activity report.

ANNEX 3: Draft annual accounts and financial reports

This is covered in the EPSO activity report.

ANNEX 4: Materiality criteria

This is covered in the EPSO activity report.

ANNEX 5: Internal Control Template(s) for budget implementation (ICTs)

This is covered in the EPSO activity report.

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

Not applicable to the European School of Administration

ANNEX 7: EAMR of the Union Delegations

Not applicable to the European School of Administration

ANNEX 8: Decentralised agencies

Not applicable to the European School of Administration

ANNEX 9: Evaluations and other studies finalised or cancelled in 2017

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								
a. Evaluations finalised in 2017								
1.	End-of-course participant evaluation (electronic) of all training programmes run by EUSA	O	Assess participants' satisfaction, trainers' performance and course relevance.	I	NO	N/A	Continuous evaluation. All the School's training courses are monitored on a monthly basis for (1) participants' satisfaction, (2) perceived relevance and (3) quality of the trainers' work. Corrective actions are taken if one of these criteria is under the threshold of 90%. The main findings of these evaluations can be found in this AAR under the title "1. policy achievements".	
2.	Impact of certification training	O	For the job of the skills developed during the programme.	I	NO	N/A	Continuous evaluation. A specific survey on learning transfer is implemented on a regular basis amongst participants who have been appointed as ADs. The main findings of these evaluations can be found in this AAR under the title "1. policy achievements".	
3.	Erasmus for Public Administration (EPA) - evaluation of participants	O	Assess participants' satisfaction.	I	NO	N/A	Continuous evaluation. A specific survey is implemented on the quality (from "poor" to "excellent") of each of the short modules proposed in the EPA programme in order to allow the School to take corrective action if needed.	
4.	Impact of key skills training	O	For the job of the skills developed during the programme.	I	NO	N/A	Continuous evaluation. In 2017 all our skills development courses were evaluated for learning transfer and impact of the training.	
b. Evaluations cancelled in 2017								

II. Other studies finalised or cancelled in 2017								
a. Other studies finalised in 2017								
b. Other studies cancelled in 2017								

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 needs 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"

This is covered in the EPSO activity report.

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

Annex 11 to be provided only if needed (free format).

ANNEX 12: Course statistics (performance tables are embedded into section 1 of the AAR)

Institutional participation per course

	CoR	GSC	CoJ	EC	ECA	EESC	EEAS	EP	Others & Agencies	TOTAL
MANAGEMENT (DIRECTORS)	0	1	2	25	2	1	2	2	5	40
MANAGEMENT (HEADS OF UNIT)	17	36	7	270	2	13	6	40	13	404
MANAGEMENT (ALL)	13	24	23	813	16	14	19	85	159	1166
THE ESSENTIALS OF MANAGEMENT	3	23	6	251	0	3	13	22	17	338
									0	
KEY SKILLS	10	66	36	1026	23	23	45	303	193	1725
									0	
WELL-BEING	11	255	24	782	20	19	34	119	117	1381
									0	
CONFERENCES	11	45	10	489	7	19	24	5	88	698
									0	
NEWCOMERS	6	49	12	228	2	8	9	62	54	430
ALL COURSES	71	499	120	3884	72	100	152	638	646	6182

	CoR	GSC	CoJ	EC	ECA	EESC	EEAS	EP	Others & Agencies	TOTAL
MANAGEMENT (DIRECTORS)	0,0%	2,5%	5,0%	62,5%	5,0%	2,5%	5,0%	5,0%	12,5%	100,0%
MANAGEMENT (HEADS OF UNIT)	4,2%	8,9%	1,7%	66,8%	0,5%	3,2%	1,5%	9,9%	3,2%	100,0%
MANAGEMENT (ALL)	1,1%	2,1%	2,0%	69,7%	1,4%	1,2%	1,6%	7,3%	13,6%	100,0%
THE ESSENTIALS OF MANAGEMENT	0,9%	6,8%	1,8%	74,3%	0,0%	0,9%	3,8%	6,5%	5,0%	100,0%
KEY SKILLS	0,6%	3,8%	2,1%	59,5%	1,3%	1,3%	2,6%	17,6%	11,2%	100,0%
WELL-BEING	0,8%	18,5%	1,7%	56,6%	1,4%	1,4%	2,5%	8,6%	8,5%	100,0%
CONFERENCES	1,6%	6,4%	1,4%	70,1%	1,0%	2,7%	3,4%	0,7%	12,6%	100,0%
NEWCOMERS	1,4%	11,4%	2,8%	53,0%	0,5%	1,9%	2,1%	14,4%	12,6%	100,0%
AVERAGE ALL COURSES	1,1%	8,1%	1,9%	62,8%	1,2%	1,6%	2,5%	10,3%	10,4%	100,0%