



2011

Annual Activity Report

Annexes

**Directorate-General
for Translation**



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 Commission¹, 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 Parts 2 and 3.1 of the present AAR and in its annexes 2 to 5 is, to the best of my knowledge, accurate and exhaustive.

Brussels, 30 March 2012

[signed]

Piet Verleysen

¹ [SEC\(2003\)59 of 21.01.2003.](#)

ANNEX 2: HUMAN AND FINANCIAL RESOURCES BY ABB ACTIVITY

| Activity (code) | Human resources | | | Financial Resources | | | | | |
|--|-----------------------------|-----------------------|--------------|--|------------------|------------|-------------------|---------------|-------------------|
| | Establishment Plan posts | External Personnel | Total | Budget Line | 2011 Budget (C1) | | | 2010 RAL (C8) | |
| | | | | | Allocated | Committed | Paid ^z | Carry over | Paid ^z |
| ABB Translation (31-AWBL-11) | | | | | | | | | |
| Total | 2 272 | 141 | 2 413 | | 15 700 408 | 15 690 888 | 76.7 % | 4 412 862 | 94.1 % |
| | | | | 31.010701 – External Translations | 13 050 000 | 13 041 056 | 86.5 % | 2 584 109 | 98.2 % |
| | | | | 31.010702 – Multilingual databases | 1 244 044 | 1 243 737 | 27.5 % | 458 202 | 93.6 % |
| | | | | 31.010702 – Library | 483 956 | 483 751 | 52.0 % | 336 226 | 83.5 % |
| | | | | 31.010211.00.05 – ICT | 916 003 | 916 003 | 17.7 % | 1 027 650 | 87.5 % |
| | | | | 31.010211.00.01.30 – Repres. expend. | 6 405 | 6 341 | 24.6 % | 6 675 | 76.6 % |
| ABB Policy Strategy and Coordination (31-AWBL-12) | | | | | | | | | |
| Total | 29 | 3 | 32 | | 989 660 | 989 427 | 46.2 % | 648 298 | 90.3 % |
| | | | | 31.010211.00.02.20 External meetings | 104 177 | 103 944 | 30.0 % | 74 130 | 43.0 % |
| | | | | 31.010211.00.02.40 – Conferences | 272 643 | 272 643 | 40.1 % | 222 664 | 92.3 % |
| | | | | 31.010211.00.04 – Studies | 119 840 | 119 840 | 0.0 % | 34 062 | 100 % |
| | | | | 31.010801 – Interinstitutional cooper. | 493 000 | 493 000 | 64.3 % | 317 442 | 98.8 % |
| ABB Administrative Support (31-AWBL-10) | | | | | | | | | |
| Total | 136 | 21 | 157 | | 1 960 802 | 1 947 651 | 81.9 % | 518 728 | 82.4 % |
| | | | | 31.010211.00.01.10 – Missions | 1 363 836 | 1 352 004 | 88.9 % | 248 352 | 67.1 % |
| | | | | 31.010211.00.02.40 – Internal meetings | 41 959 | 41 624 | 88.9 % | 11 650 | 93.3 % |
| | | | | 31.010211.00.06 – Training | 555 007 | 554 023 | 64.5 % | 258 726 | 96.6 % |
| Sum | 2 437 | 165 | 2 602 | TOTAL (exclud. External staff) | 18 650 870 | 18 627 966 | 75.7 % | 5 579 887 | 92.6 % |



| | | | | | | |
|----------------|---|-----------|-----------|--------|--|--|
| 31.010201.00 | – | 7 395 020 | 7 395 020 | 90.6 % | | |
| External staff | | | | | | |

Notes:

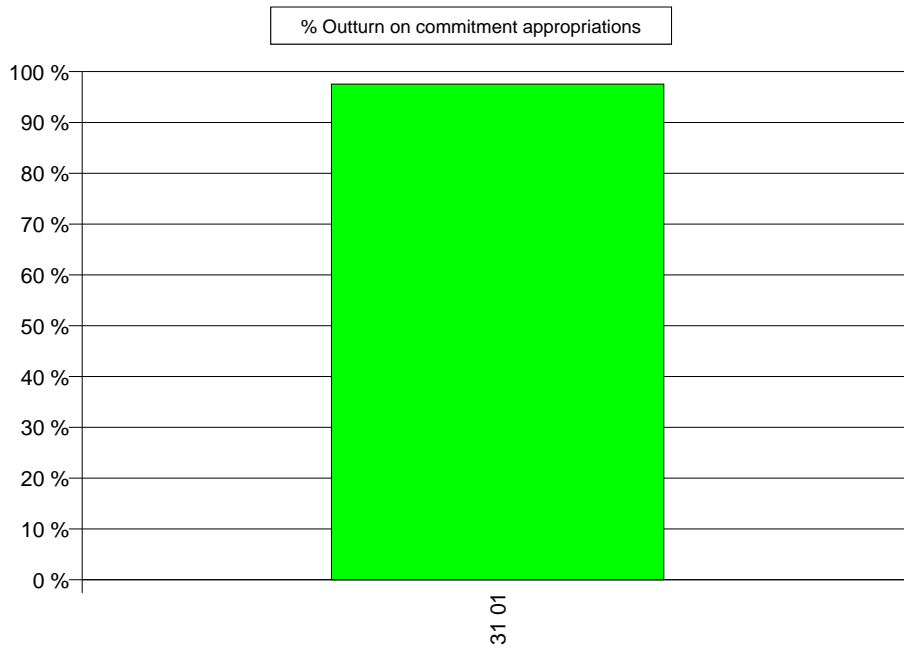
^z Paid values expressed as percentage of legally committed appropriations.

Annex 3 Financial Reports - DG DGT - Financial Year 2011**Table 1 : Commitments****Table 2 : Payments****Table 3 : Commitments to be settled****Table 4 : Balance Sheet****Table 5 : Economic Outturn Account****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 Contracts (excluding Building Contracts)****Table 13 : Building Contracts****Table 14 : Contracts declared Secret**

Additional comments

| TABLE 1: OUTTURN ON COMMITMENT APPROPRIATIONS IN 2011 (in Mio €) | | | | |
|--|---|--|------------------|---------|
| Chapter | | Commitment appropriations authorised * | Commitments made | % |
| | | 1 | 2 | 3=2/1 |
| Title 31 : Language services | | | | |
| 31 01 | Administrative expenditure of `Language services¿ policy area | 21,68 | 21,14 | 97,54 % |
| Total Title 31 | | 21,68 | 21,14 | 97,54 % |
| Total DG DGT | | 21,68 | 21,14 | 97,54 % |

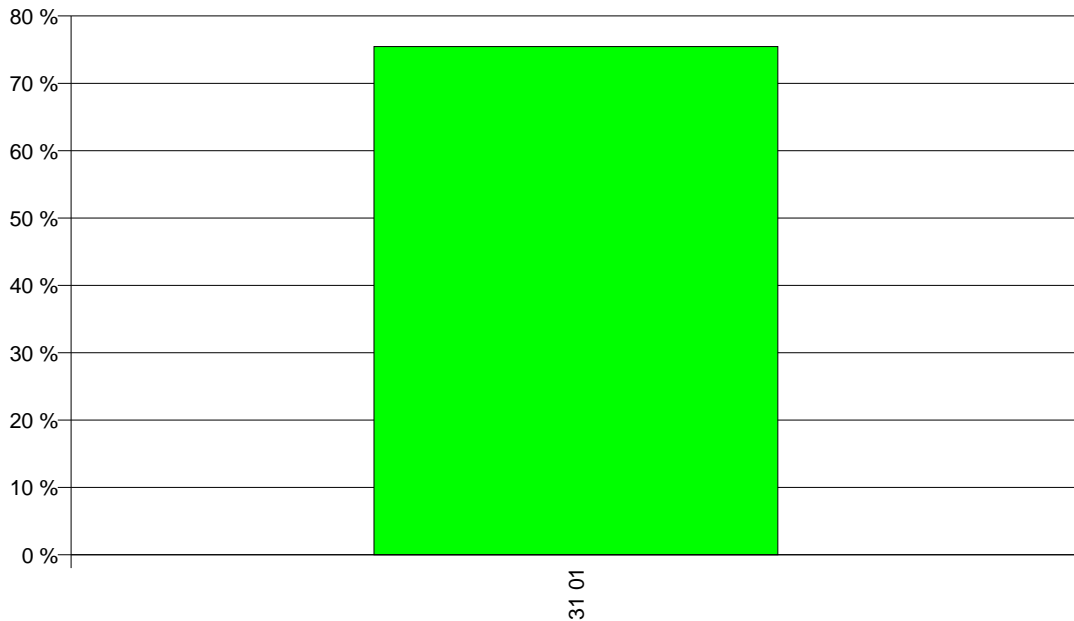
* Commitment appropriations authorised include, in addition to the budget voted by the legislative authority, appropriations carried over from the previous exercise, budget amendments as well as miscellaneous commitment appropriations for the period (e.g. internal and external assigned revenue).



| TABLE 2: OUTTURN ON PAYMENT APPROPRIATIONS IN 2011 (in Mio €) | | | | |
|---|---|-------------------------------------|---------------|---------|
| Chapter | | Payment appropriations authorised * | Payments made | % |
| | | 1 | 2 | 3=2/1 |
| Title 31 : Language services | | | | |
| 31 01 | Administrative expenditure of `Language services¿ policy area | 29,81 | 22,49 | 75,45 % |
| Total Title 31 | | 29,81 | 22,49 | 75,45 % |
| Total DG DGT | | 29,81 | 22,49 | 75,45 % |

* 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).

% Outturn on payment appropriations



| TABLE 3 : BREAKDOWN OF COMMITMENTS TO BE SETTLED AT 31/12/2011 (in Mio €) | | | | | | | | |
|---|---|--------------------------------|---------------|----------|-----------------|---|---|---|
| Chapter | | 2011 Commitments to be settled | | | | Commitments to be settled from financial years previous to 2011 | Total of Commitments to be settled at end of financial year 2011 (incl.corrections) | Total of Commitments to be settled at end of financial year 2010 (incl.corrections) |
| | | Commitments 2011 | Payments 2011 | RAL 2011 | % to be settled | | | |
| | | 1 | 2 | 3=1-2 | 4=1-2/1 | 5 | 6=3+5 | 7 |
| Title 31 : Language services | | | | | | | | |
| 31 01 | Administrative expenditure of `Language services¿ policy area | 21,14 | 15,38 | 5,76 | 27,24 % | 0,00 | 5,76 | 8,13 |
| Total Title 31 | | 21,14 | 15,38 | 5,76 | 27,24 % | 0,00 | 5,76 | 8,13 |
| Total DG DGT | | 21,14 | 15,38 | 5,76 | 27,24 % | 0,00 | 5,76 | 8,13 |

Breakdown of Commitments remaining to be settled (in Mio EUR)

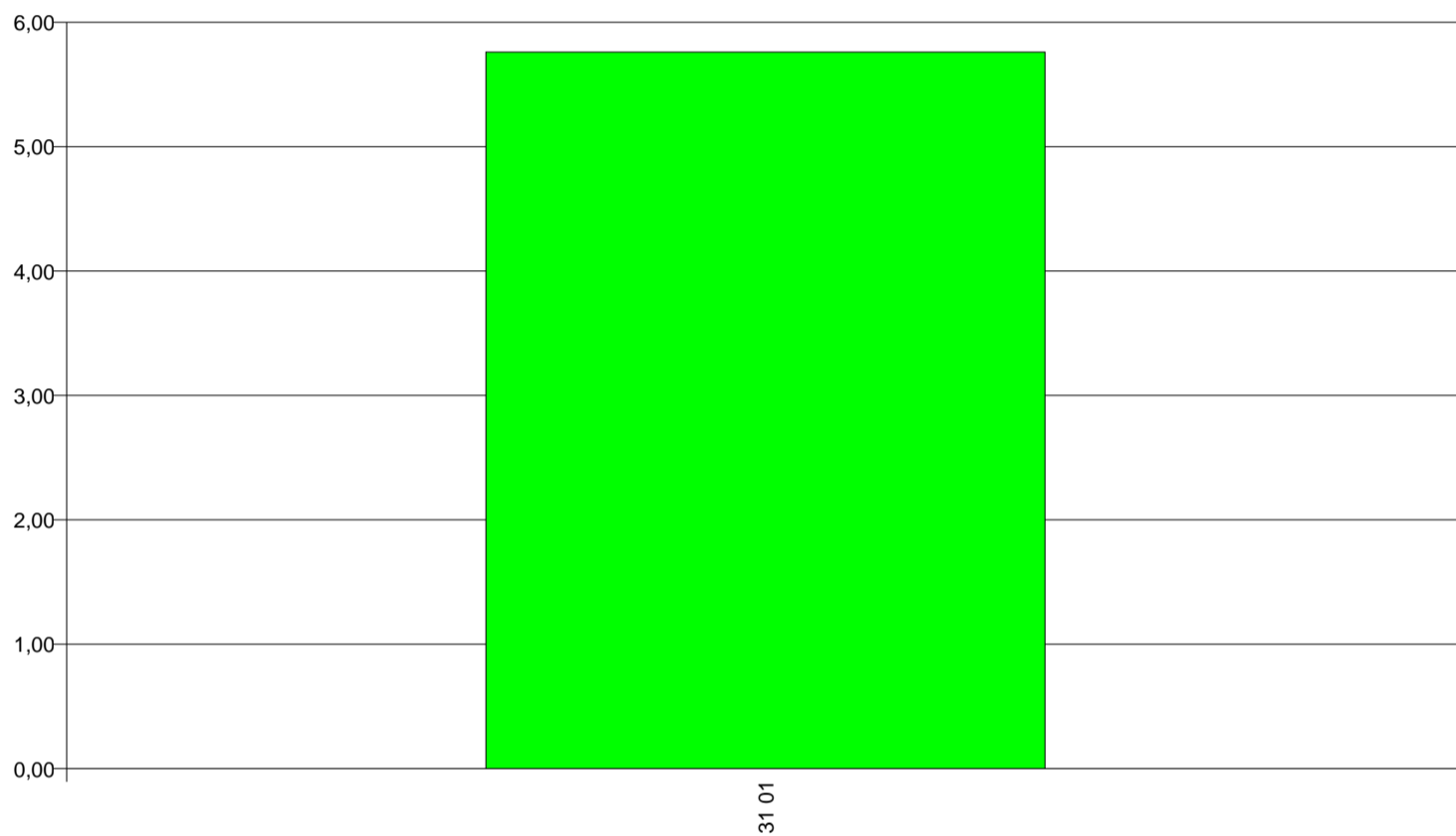


TABLE 4 : BALANCE SHEET DGT

| BALANCE SHEET | 2011 | 2010 |
|---|----------------------|----------------------|
| A.I. NON CURRENT ASSETS | 69.183,54 | 59.833,82 |
| A.I.2. Property, plant and equipment | 69.183,54 | 59.833,82 |
| A.II. CURRENT ASSETS | 265.900,01 | 213.725,01 |
| A.II.2. Short-term Pre-Financing | 0,00 | 0,00 |
| A.II.3. Short-term Receivables | 265.900,01 | 213.725,01 |
| ASSETS | 335.083,55 | 273.558,83 |
| P.III. CURRENT LIABILITIES | -2.735.203,22 | -2.037.357,79 |
| P.III.4. Accounts Payable | -2.735.203,22 | -2.037.357,79 |
| LIABILITIES | -2.735.203,22 | -2.037.357,79 |
| | | |
| NET ASSETS (ASSETS less LIABILITIES) | -2.400.119,67 | -1.763.798,96 |
| | | |
| P.I.2. Accumulated Surplus / Deficit | 0,00 | 0,00 |
| | | |
| Non-allocated central (surplus)/deficit* | 2.400.119,67 | 1.763.798,96 |
| | | |
| TOTAL | 0,00 | 0,00 |

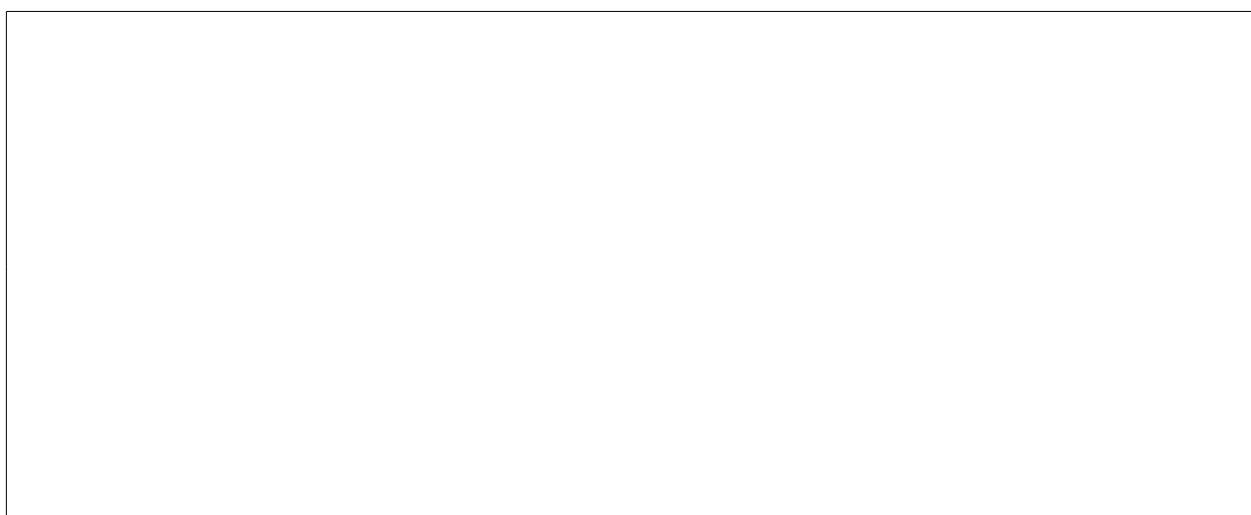
* This figure is a balancing amount presented here so as to reflect the fact that the accumulated result of the Commission is not attributed to each DG

It should be noted that the balance sheet and economic outturn account presented in Annex 3 to this Annual Activity Report, represent only the (contingent) assets, (contingent) 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 economic outturn account 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 : ECONOMIC OUTTURN ACCOUNT DGT

| ECONOMIC OUTTURN ACCOUNT | 2011 | 2010 |
|---|----------------------|----------------------|
| II.1 SURPLUS/ DEF. FROM OPERATING ACTIVT | 20.437.057,03 | 17.981.082,30 |
| II.1.1. OPERATING REVENUES | -1.664.452,43 | -734.098,13 |
| II.1.1.1. Other operating revenue | -1.664.452,43 | -734.098,13 |
| II.1.2. OPERATING EXPENSES | 22.101.509,46 | 18.715.180,43 |
| II.1.2.1. Administrative Expenses | 22.101.509,46 | 18.715.180,43 |
| II.2. SURPLUS/DEF. NON OPERATING ACTIVIT | | 0,00 |
| II.2. FINANCIAL OPERATIONS | | 0,00 |
| II.2.2. Financial expenses | | 0,00 |
| ECONOMIC OUTTURN ACCOUNT | 20.437.057,03 | 17.981.082,30 |



It should be noted that the balance sheet and economic outturn account presented in Annex 3 to this Annual Activity Report, represent only the (contingent) assets, (contingent) 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 economic outturn account 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 2011 - DG DGT

| Legal Times | | | | | | | |
|------------------------------------|---------------------------------|--|-------------------|-------------------------------------|-----------------------------|-------------------|-------------------------------------|
| Maximum Payment Time (Days) | Total Number of Payments | Nbr of Payments within Time Limit | Percentage | Average Payment Times (Days) | Nbr of Late Payments | Percentage | Average Payment Times (Days) |
| 30 | 1202 | 1083 | 90,10 % | 16,70 | 119 | 9,90 % | 50,55 |
| 45 | 9309 | 9212 | 98,96 % | 15,71 | 97 | 1,04 % | 61,63 |
| 60 | 32 | 32 | 100,00 % | 18,22 | | | |

| | | | | | | | |
|---------------------------------|--------------|--------------|----------------|--------------|------------|---------------|--------------|
| Total Number of Payments | 10543 | 10327 | 97,95 % | | 216 | 2,05 % | |
| Average Payment Time | 16,64 | | | 15,82 | | | 55,53 |

| Target Times | | | | | | | |
|-----------------------------------|---------------------------------|---|-------------------|-------------------------------------|-----------------------------|-------------------|-------------------------------------|
| Target Payment Time (Days) | Total Number of Payments | Nbr of Payments within Target Time | Percentage | Average Payment Times (Days) | Nbr of Late Payments | Percentage | Average Payment Times (Days) |
| 30 | 10543 | 9831 | 93,25 % | 14,84 | 712 | 6,75 % | 41,46 |

| | | | | | | | |
|---------------------------------|--------------|-------------|----------------|--------------|------------|---------------|--------------|
| Total Number of Payments | 10543 | 9831 | 93,25 % | | 712 | 6,75 % | |
| Average Payment Time | 16,64 | | | 14,84 | | | 41,46 |

| 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 | 24 | 1074 | 10,19 % | 10543 | 2.277.614,19 | 10,55 % | 21.592.504,20 |

| Late Interest paid in 2011 | | | |
|-----------------------------------|-------------------|--------------------|---------------------|
| DG | GL Account | Description | Amount (Eur) |
| | | | |

TABLE 7 : SITUATION ON REVENUE AND INCOME IN 2011

| 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 | | |
| Title 5: REVENUE ACCRUING FROM THE ADMINISTRATIVE OPERATION OF THE INSTITUTIONS | | | | | | | | |
| 57 | OTHER CONTRIBUTIONS AND REFUNDS IN CONNECTION WITH THE ADMINISTRATIVE OPERATION OF THE INSTITUTIONS | 1.773.750,82 | 37.710,30 | 1.811.461,12 | 1.653.408,80 | 37.710,30 | 1.691.119,10 | 120.342,02 |
| | Total Title 5 | 1.773.750,82 | 37.710,30 | 1.811.461,12 | 1.653.408,80 | 37.710,30 | 1.691.119,10 | 120.342,02 |
| Total DG DGT | | 1.773.750,82 | 37.710,30 | 1.811.461,12 | 1.653.408,80 | 37.710,30 | 1.691.119,10 | 120.342,02 |

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

Annex 3 Financial Reports - DG DGT
Report printed on 14/03/2012

**TABLE 8 : RECOVERY OF UNDUE PAYMENTS
(Number of Recovery Contexts and corresponding Transaction Amount)**

| RECOVERY ORDERS ISSUED IN 2011 Year of Origin (commitment) | No error / irregularity | | TOTALS | |
|--|----------------------------|-------------------|-----------|-------------------|
| | Nbr | RO Amount | Nbr | RO Amount |
| 2008 | 7 | 1.322,71 | 7 | 1.322,71 |
| 2009 | 30 | 123.904,79 | 30 | 123.904,79 |
| 2011 | 8 | 326.815,12 | 8 | 326.815,12 |
| | 45 | 452.042,62 | 45 | 452.042,62 |

EXPENSES

| | Nbr | Amount |
|--------------------------|-----|--------|
| INCOME LINES IN INVOICES | 0 | |

| | Nbr | Non-Eligible Amount |
|------------------------------------|-----|---------------------|
| NON ELIGIBLE AMOUNT IN COST CLAIMS | 0 | |

| | No error / irregularity | |
|--------------|----------------------------|--------------------|
| | Nbr | Credit Note Amount |
| CREDIT NOTES | 1078 | -910.612,46 |

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 28/02/2011.

TABLE 9: AGEING BALANCE OF RECOVERY ORDERS AT 31/12/2011 FOR DGT

| Year of Origin | Number at 01/01/2011 | Number at 31/12/2011 | Evolution | Open Amount (Eur) at 01/01/2011 | Open Amount (Eur) at 31/12/2011 | Evolution |
|-----------------------|-----------------------------|-----------------------------|------------------|--|--|------------------|
| 2009 | 1 | | -100,00 % | 30.025,70 | | -100,00 % |
| 2010 | 2 | | -100,00 % | 7.684,60 | | -100,00 % |
| 2011 | | 2 | | | 120.342,02 | |
| Totals | 3 | 2 | -33,33 % | 37.710,30 | 120.342,02 | 219,12 % |

TABLE 10 : RECOVERY ORDER WAIVERS IN 2011 >= EUR 100.000

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

| | |
|---------------------|--|
| Total DG DGT | |
|---------------------|--|

| | |
|-----------------------------|----------|
| Number of RO waivers | 0 |
|-----------------------------|----------|

| |
|--|
| |
|--|

No data to be reported

TABLE 11 : CENSUS OF NEGOTIATED PROCEDURES - DG DGT - YEAR 2011**Contracts > 60.000**

| Negotiated Procedure Legal base | Number of Procedures | Amount (€) |
|--|-----------------------------|-------------------|
| Art. 126 1b | 1 | 303.394,82 |
| Total | 1 | 303.394,82 |

TABLE 12 : SUMMARY OF PROCEDURES OF DG DGT EXCLUDING BUILDING CONTRACTS

| Internal procedures > € 60,000 | 2010 | | 2011 | |
|---|--------------|-----------------------|--------------|---------------------|
| Contract Class | Count | Amount (€) | Count | Amount (€) |
| Service | 7 | 117.994.505,60 | 1 | 303.394,82 |
| Supply | | | 1 | 1.500.000,00 |
| TOTAL | 7 | 117.994.505,60 | 2 | 1.803.394,82 |
| Procedure Type | Count | Amount (€) | Count | Amount (€) |
| Negotiated Procedure without publication of a contract notice Art. 126 IR | 1 | 294.505,60 | 1 | 303.394,82 |
| Open Procedure (Art. 122.2 IR) | 6 | 117.700.000,00 | 1 | 1.500.000,00 |
| TOTAL | 7 | 117.994.505,60 | 2 | 1.803.394,82 |

| External procedures > € 10,000 |
|--|
| Contract Class |
| TOTAL |
| |
| Procedure Type |
| TOTAL |

Additional comments

TABLE 13 : BUILDING CONTRACTS

| | |
|------------------------------------|----------|
| Total number of contracts : | 0 |
| Total amount : | |

| Legal base | Contract Number | Contractor Name | Description | Amount (€) |
|-------------------|------------------------|------------------------|--------------------|-------------------|
|-------------------|------------------------|------------------------|--------------------|-------------------|

No data to be reported

TABLE 14 : CONTRACTS DECLARED SECRET

| | |
|------------------------------------|----------|
| Total Number of Contracts : | 0 |
| Total amount : | |

| Legal base | Contract Number | Contractor Name | Type of contract | Description | Amount (€) |
|-------------------|------------------------|------------------------|-------------------------|--------------------|-------------------|
|-------------------|------------------------|------------------------|-------------------------|--------------------|-------------------|

No data to be reported

ANNEX 4: MATERIALITY CRITERIA

Materiality criteria used

In 2011 DGT managed a budget of non-differentiated appropriations worth €18.6 million. The overall budget execution rate at the end of 2011 was a remarkable 99.8%.

A weakness is considered material if either quantitative or qualitative criteria are met. As far as the quantitative criteria are concerned, DGT has set its materiality level at 2% of the budget managed in 2011 — which is the standard threshold applied by Commission services — although the level of financial spending is very low compared to the overall EU budget. This 2% threshold means that DGT uses a materiality level of €373 000 as a yardstick.

In addition, DGT bases its assessment on qualitative criteria, such as:

- the presence of a significant shortcoming in the control systems, and
- the possibility of a critical risk for the Commission's reputation.

In 2011, a total of 26 exceptions were handled (compared with 33 in 2010). All exceptions cover formal or procedural errors. The total value of the exceptions (€27 226) is far below the threshold. None of these exceptions can be considered critical, being mostly the consequence of minor formal shortcomings.

Making reservations

On the basis of the above criteria, DGT has identified no issues that would require a reservation in the annual declaration of the Acting Director-General for 2011.

Overall conclusion on the combined impact of the reservations on the declaration as a whole

In the absence of any formal reservation, the Acting Director-General has issued an unqualified annual declaration (see *Part 4* of the report).

ANNEX 5: INTERNAL CONTROL TEMPLATE(S) FOR BUDGET IMPLEMENTATION (ICT)

ICT N° 1: External translation

Management mode: Direct centralised

Pursuant to the Commission's translation strategy, the Directorate General for Translation is running framework contracts with external translation providers to outsource non-confidential and lower-priority documents. In general, these contracts have a maximum duration of four years, i.e. they are concluded for a one-year period, which is extendable three times. In 2011, the external translation budget (budget line 31.010701) managed by DGT amounted to some €17.1 million (C1, C4, C5 credits and the global commitment taken together).

Key figures:

In view of the persisting resource constraints and the need to ensure the high quality of its outsourced documents, DGT changed its strategy for external translation in 2007, shifting from general calls for tender for translation services to thematic ones. Currently, there are 1 270 framework contracts, in 5 thematic groups.

Table 1. Number of orders for and value of translation outsourcing

| Theme > | GEN | | LEG | | TECH1 | | TECH2 | | ECON | |
|---------------|------------|--------|------------|--------|------------|--------|------------|--------|------------|--------|
| LG group | Value in € | Orders | Value in € | Orders | Value in € | Orders | Value in € | Orders | Value in € | Orders |
| EU3 | 2 900 702 | 2 228 | 1 683 316 | 1 162 | 752 608 | 409 | 1 137 494 | 691 | 457 685 | 451 |
| EU15 | 2 290 556 | 1 751 | 546 208 | 302 | 480 215 | 329 | 689 439 | 470 | 503 334 | 292 |
| EU10 | 2 351 719 | 3 007 | 283 652 | 330 | 454 174 | 552 | 565 510 | 856 | 579 729 | 674 |
| EU2+GA | 352 830 | 398 | 33 021 | 65 | 40 691 | 65 | 62 796 | 152 | 43 799 | 118 |
| Total | 7 895 807 | 7 384 | 2 546 197 | 1 859 | 1 727 688 | 1 355 | 2 455 239 | 2 169 | 1 584 547 | 1 535 |

Management and control systems: stages and main actors

Selection process:

*(of beneficiaries, intermediaries, agencies, contractors etc), including **preventive** measures*

DGT operates a fully automated outsourcing system (TrèFLe = *Traduction FreeLance*) that features a ranking system based on the performance of each past service. This ensures that the economically most advantageous bid is selected.

For calls for tender and calls for expressions of interest, evaluation committees are set up to prepare the selection of the contractors. Members of these committees are required to sign a declaration of no potential conflict of interest. Such contracts are used for 99% of DGT's outsourcing operations. The remaining part (less than 1%) consists of individual contracts awarded under the negotiated procedure without publication of a contract notice (value of € 5000 or less). These are used for unusual language combinations not covered by any current framework contract.

Major risks of frauds relate to the possibility of certain contractors being unduly favoured at the stage of initial selection (Initiating Agent and Verifying Agent) whenever framework contracts are not used (due to lack of language combination, temporary unavailability of contractors, etc.). Risks are reduced by controls to prevent or detect the misuse of powers and by the segregation of duties. Some twelve people are concerned in the unit in question. The situation is reviewed regularly as part of the process of sensitive-function screening.

| | |
|---|---|
| | <p>Before a contract is awarded, tenderers must prove that they are not in one of the situations of exclusion specified in the Financial Regulation (e.g. bankruptcy, failure to pay tax or social security contributions, conviction for an offence concerning their professional conduct). Before each transaction is authorised, staff are automatically alerted by the computerised financial system if the Commission is aware of any such impediment. As from 1 January 2009 information on exclusions is shared with all organisations involved in managing EU funds, including the Member States (early warning system).</p> <p>Bids are protected physically by being kept in a locked room and by segregation of original and copies.</p> |
| <p>Communication and information:</p> <p><i>measures to improve the quality of financial management and provision of supporting data by beneficiaries, contractors and intermediaries</i></p> | <p>All calls for tender are published in the Official Journal and on the EUROPA website. Further dedicated information for contractors and internal users is available on the website of the managing unit. Once the tendering procedure has been completed, tenderers are informed of the outcome. Contractors are regularly informed of their performance rating.</p> |
| <p>Detective and corrective controls:</p> <p><i>Checks and monitoring during the initial phases of the programme/contract</i></p> <p><i>Checks and monitoring during the final/ closure phases of the programme/contract</i></p> | <p>The financial circuits are monitored by the 'four eyes' principle. All people involved in the financial circuits receive a delegation from the Authorising Officer to carry out specific tasks, and their names are recorded in the computerised financial system.</p> <p>The arrangements for monitoring the contractor's performance include systematic quality control of each translation service provided and a performance history for each individual contractor.</p> |
| <p>Preventive and corrective controls and audit:</p> <p><i>Desk reviews, on-the-spot audits carried out either ex-ante or ex-post.</i></p> | <p>Payments for services rendered under DGT's procurement operations are due only when the translation has been accepted (i.e. there is no prefinancing). There is therefore no need to run ex-ante or ex-post on-the-spot-checks. Acceptance of outsourced translations is dependent on individual quality assessments.</p> |
| <p>Anti-fraud measures (if applicable):</p> <p><i>Fraud prevention and detection measures taken, like anti-fraud strategy, systematic controls and risk analysis, close monitoring of selected contracts or grants, etc.</i></p> | <p><i>Not applicable</i></p> |
| <p>Feedback which enables control activities to be optimised</p> | |
| <p>Verification that processes are working as designed</p> | <p>DGT's ABM/SPP cycle provides for strategic risk assessments which are structured around the objectives set out in the MP. Twice a year DGT takes stock of progress in achieving targets, and corrective action is taken if appropriate. Self-assessments</p> |

| | |
|---|---|
| | <p>of the effectiveness of the internal control arrangements and of compliance with the internal control standards are done annually.</p> |
| <p>Monitoring of performance <i>of independent bodies, 3rd party auditors, externally contracted auditors</i></p> | <p>Not applicable.</p> |
| <p>High level management reporting <i>(e.g. to the Director General and its role in monitoring problem issues)</i></p> | <p>Outsourcing decisions are supervised by having senior management review the correlation between work rate and outsourcing rate, and on a more day-to-day basis by reference to senior management derogations for outsourcing high-priority documents. At selected points in time, there are targeted controls in conjunction with the managing unit and the financial resources unit for selected processes. The results are reported to senior management and include a series of recommendations for any corrective action.</p> <p>On the basis of targets and objectives set in the Management Plan, the results of and progress on managing procurements are reported twice a year. Indicators related to budget execution are reported every month. The Commissioner is kept regularly informed on the management of resources, and on the results of the audits.</p> |