

EUROPEAN  
COMMISSION

Brussels, 18.12.2013  
C(2013) 9189 final

## COMMISSION DECISION

of 18.12.2013

**delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture comprising, in particular, implementation of appropriations entered in the general budget of the Union and of the EDF allocations**

## COMMISSION DECISION

of 18.12.2013

**delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to performance of tasks linked to the implementation of Union programmes in the field of education, audiovisual and culture comprising, in particular, implementation of appropriations entered in the general budget of the Union and of the EDF allocations**

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes<sup>1</sup> and in particular Article 6 thereof,

Having regard to Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union<sup>2</sup> and in particular Article 56(1) and Article 62 thereof,

Having regard to the following instruments:

- Council Regulation establishing The Union Programme for Education, Training, Youth and Sport (hereinafter 'Erasmus+ Programme').;
- Council Regulation establishing the Creative Europe Programme ;
- Council Regulation establishing for the period 2014-2020 the programme "Europe for Citizens" and in particular chapter II in the Annex thereof;
- Council Regulation (EEC) No 3906/89<sup>3</sup>; setting up projects in the field of higher education eligible for funding under the provisions on economic aid for certain countries of central and eastern Europe (Phare);
- Council Decision No 95/563/EC<sup>4</sup>; setting up the programme encouraging the development and distribution of European audiovisual works (MEDIA II — Development and distribution) (1996-2000);
- Council Decision No 95/564/EC setting up the training programme for professionals in the European audiovisual programme industry (MEDIA II — Training) (1996-2000), <sup>5</sup>;
- Decision No 253/2000/EC of the European Parliament and of the Council setting up the second phase of the Community action programme in the field of education, Socrates (2000-2006), <sup>6</sup>;
- Council Decision No 1999/382/EC<sup>7</sup> setting up the second phase of the Community vocational training action programme "Leonardo da Vinci" (2000-2006);

---

<sup>1</sup> OJ L 11, 16.1.2003, p.1.

<sup>2</sup> OJ L 298, 26.10.2012, p.1.

<sup>3</sup> OJ L 375, 23.12.1989, p. 11.

<sup>4</sup> OJ L 321, 30.12.1995, p. 25.

<sup>5</sup> OJ L 321, 30.12.1995, p. 33.

<sup>6</sup> OJ L 28, 03.02.2000, p. 1.

- Decision No 1031/2000/EC of the European Parliament and of the Council<sup>8</sup>; setting up the “Youth” Community action programme (2000-2006);
- Decision No 508/2000/EC of the European Parliament and of the Council setting up the “Culture 2000” programme (2000-2006),<sup>9</sup>;
- Council Regulation (EC, Euratom) No 99/2000<sup>10</sup>; setting up projects in the field of higher education eligible for funding under the provisions on assistance for the partner States of Eastern Europe and Central Asia (2000-2006);
- Council Regulation (EC) No 2666/2000<sup>11</sup> setting up projects in the field of higher education eligible for funding under the provisions on assistance for Albania, Bosnia-Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo (UNSCR 1244) (2000-2006);
- Council Regulation (EC) No 2698/2000<sup>12</sup> setting up projects in the field of higher education eligible for funding under the provisions on financial and technical measures to accompany the reform of economic and social structures in the framework of the Euro-Mediterranean partnership (MEDA);
- Council Decision No 1999/311/EC<sup>13</sup> setting up the third phase of the trans-European cooperation scheme for higher education (Tempus III) (2000-2006);
- Council Decision No 2001/196/EC<sup>14</sup> setting up projects eligible for funding under the provisions of the Agreement between the European Community and the United States of America renewing a programme of cooperation in the field of higher education and vocational education and training (2001-2005);
- Council Decision No 2001/197/EC<sup>15</sup> setting up projects eligible for funding under the provisions of the Agreement between the European Community and the Government of Canada renewing a cooperation programme in the field of higher education and training (2001-2005);
- Council Decision No 2000/821/EC<sup>16</sup> setting up the programme to encourage the development of European audiovisual works (MEDIA Plus – Development, Distribution and Promotion) (2001-2005);
- Decision No 163/2001/EC of the European Parliament and of the Council<sup>17</sup> setting up the training programme for professionals of the European audiovisual programme industry (MEDIA - Training) (2001-2006);
- Decision No 2318/2003/EC of the European Parliament and of the Council<sup>18</sup> setting up the multiannual programme for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (e-Learning) (2004-2006);

---

<sup>7</sup> OJ L 146, 11.06.1999, p. 33.

<sup>8</sup> OJ L 117, 18.05.2000, p. 1.

<sup>9</sup> OJ L 63, 10.03.2000, p. 1.

<sup>10</sup> OJ L 12, 18.01.2000, p. 1.

<sup>11</sup> OJ L 306, 07.12.2000, p. 1.

<sup>12</sup> OJ L 311, 12.12.2000, p. 1.

<sup>13</sup> OJ L 120, 08.05.1999, p. 30.

<sup>14</sup> OJ L 71, 13.03.2001, p. 7.

<sup>15</sup> OJ L 71, 13.03.2001, p. 15.

<sup>16</sup> OJ L 336, 30.12.2000, p. 82.

<sup>17</sup> OJ L 26, 27.01.2001, p. 1.

<sup>18</sup> OJ L 345, 31.12.2003, p. 9.

- Council Decision No 2004/100/EC<sup>19</sup> setting up the Community action programme to promote active European citizenship (civic participation) (2004-2006);
- Decision No 790/2004/EC of the European Parliament and of the Council<sup>20</sup> setting up the Community action programme to promote bodies active at European level in the field of youth (2004-2006);
- Decision No 791/2004/EC of the European Parliament and of the Council<sup>21</sup> setting up the Community action programme to promote bodies active at European level and support specific activities in the field of education and training (2004-2006);
- Decision No 792/2004/EC of the European Parliament and of the Council<sup>22</sup> setting up the Community action programme to promote bodies active at European level in the field of culture (2004-2006);
- Decision No 2317/2003/EC of the European Parliament and of the Council<sup>23</sup> setting up the programme for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with third countries (Erasmus Mundus) (2004-2008);
- Council Decision No 2006/910/EC<sup>24</sup> setting up projects eligible for funding under the provisions of the Agreement between the European Community and the United States of America renewing the programme of cooperation in the field of higher education and vocational education and training (2006-2013);
- Council Decision No 2006/964/EC<sup>25</sup> setting up projects eligible for funding under the provisions of the Agreement between the European Community and the Government of Canada establishing a cooperation framework in the fields of higher education, training and youth (2006-2013);
- Decision No 1720/2006/EC of the European Parliament and of the Council<sup>26</sup> setting up the action programme in the field of lifelong learning (2007-2013);
- Decision No 1855/2006/EC of the European Parliament and of the Council<sup>27</sup> setting up the “Culture” programme (2007-2013);
- Decision No 1904/2006/EC of the European Parliament and of the Council<sup>28</sup> setting up the "Europe for Citizens" programme to promote active European citizenship (2007-2013);
- Decision No 1719/2006/EC of the European Parliament and of the Council<sup>29</sup> setting up the "Youth in Action" programme (2007-2013);
- Decision No 1718/2006/EC of the European Parliament and of the Council<sup>30</sup> setting up the support programme for the European audiovisual sector (MEDIA 2007) (2007-2013);

---

<sup>19</sup> OJ L 30, 04.02.2004, p. 6.  
<sup>20</sup> OJ L 138, 30.04.2004, p. 24.  
<sup>21</sup> OJ L 138, 30.04.2004, p. 31.  
<sup>22</sup> OJ L 138, 30.04.2004, p. 40.  
<sup>23</sup> OJ L 345, 31.12.2003, p. 1.  
<sup>24</sup> OJ L 346, 09.12.2006, p. 33.  
<sup>25</sup> OJ L 397, 30.12.2006, p. 14.  
<sup>26</sup> OJ L 327, 24.11.2006, p. 45.  
<sup>27</sup> OJ L 372, 27.12.2006, p. 1.  
<sup>28</sup> OJ L 378, 27.12.2006, p. 32.  
<sup>29</sup> OJ L 327, 24.11.2006, p. 30.

- Decision No 1298/2008/EC of the European Parliament and of the Council<sup>31</sup> setting up the Erasmus Mundus (II) action programme 2009-2013 for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with third countries;
- Decision No 1041/2009/EC of the European Parliament and of the Council<sup>32</sup> setting up the audiovisual cooperation programme with professionals from third countries (MEDIA Mundus) (2011-2013);
- Council Regulation (EEC) No 443/92<sup>33</sup> setting up projects in the field of higher education eligible for funding under the provisions on aid for economic cooperation with the developing countries in Asia;
- Council Regulation (EC) No 1085/2006<sup>34</sup> setting up projects in the fields of higher education and youth eligible for funding under the provisions of the Instrument for Pre-Accession Assistance (IPA);
- Regulation (EC) No 1638/2006 of the European Parliament and of the Council<sup>35</sup> setting up projects in the field of primary, secondary and higher education and youth eligible for funding under the provisions of the European Neighbourhood and Partnership Instrument;
- Regulation (EC) No 1905/2006 of the European Parliament and of the Council<sup>36</sup> setting up projects in the field of higher education eligible for funding under the provisions of the financing instrument for development cooperation;
- Council Regulation (EC) No 1934/2006<sup>37</sup> setting up projects in the field of higher education and youth eligible for funding under the provisions of the financing instrument for cooperation with industrialised and other high-income countries and territories;
- The Partnership Agreement between members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 (Council Decision 2003/159/EC)<sup>38</sup>, as amended by the Agreement signed in Luxembourg on 25 June 2005 (Council Decision 2005/599/EC<sup>39</sup>) setting up projects in the field of higher education eligible for funding from the European Development Fund.

Whereas:

- (1) Taking account of the cost-benefit analysis for the delegation of certain tasks regarding the implementation of Union Programmes 2014-2020 to the executive agencies, Decision XX/2013/EU of XX [...] established the Education, Audiovisual and Culture Executive Agency (hereinafter “the Agency”) until 31 December 2024 and made the Education, Audiovisual and Culture Executive Agency responsible for implementing parts of the following Union programmes and actions:

---

<sup>30</sup> OJ L 327, 24.11.2006, p. 12.

<sup>31</sup> OJ L 340, 19.12.2008, p. 83.

<sup>32</sup> OJ L 288, 4.11.2009, p. 10.

<sup>33</sup> OJ L 52, 27.02.1992, p. 1.

<sup>34</sup> OJ L 210, 31.07.2006, p. 82.

<sup>35</sup> OJ L 310, 09.11.2006, p. 1.

<sup>36</sup> OJ L 378, 27.12.2006, p. 41.

<sup>37</sup> OJ L 405, 30.12.2006, p.41. Corrected version in OJ L 29, 3.2.2007, p. 16.

<sup>38</sup> OJ L 65, 08.03.2003, p. 27.

<sup>39</sup> OJ L 209, 11.08.2005, p. 26.

- Creative Europe;
  - Erasmus+;
  - Europe for Citizens;
  - EU Aid Volunteers;
  - And projects in the field of higher education falling under external cooperation instruments.
- (2) In accordance with Article 6(3) of Regulation (EC) No 58/2003, the Commission defines in an instrument of delegation the manner in which the executive agencies are to perform the tasks delegated to them by the Commission and the checks to be carried out by the Commission departments responsible for the Union programmes in the management of which an executive agency is involved.
  - (3) Article 58(1)(a) of Regulation (EU, Euratom) No 966/2012 provides that the Commission may implement the general budget of the Union directly through executive agencies.
  - (4) Article 62 of Regulation (EU, Euratom) No 966/2012 provides that the Commission may delegate powers to the executive agencies to implement all or part of a Union programme or project, on its behalf and under its responsibility, in accordance with Regulation (EC) No 58/2003, provided these powers do not involve a large measure of discretion implying political choices. Those provisions define the executive agencies as legal persons created by means of a Commission Decision.
  - (5) Article 35 and 40 of Commission Delegated Regulation (EU, Euratom) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union<sup>40</sup> fix, respectively, the conditions under which the executive agencies exercise the powers delegated to them by the Commission, and the minimum content requirements for the instrument of delegation to ensure the protection of financial interests of the Union and the transparency of operations carried out.
  - (6) The instrument of delegation should set out in detail all the tasks entrusted to the Education, Audiovisual and Culture Executive Agency and the conditions under which the Agency is to exercise the delegated powers.
  - (7) The instrument of delegation should define appropriate provisions for the strict demarcation of the tasks delegated to the Agency, the tasks remaining under the responsibility of the Commission and the administrative and logistical support services to be provided by the Research Executive Agency. It should set out in addition rules for the supervision of the Agency by the Commission and for the Agency's reporting obligations towards the Commission.
  - (8) The instrument of delegation should lay down the minimum content requirements for the memorandum of understanding defining the practical modalities of interaction between the Agency and the Commission.
  - (9) Adequate planning of the activities and annual reporting, including the submission of an annual activity report, should be provided in accordance with the provisions of Council Regulation (EC) No 58/2003 and Regulation (EU, Euratom) No 966/2012.

---

<sup>40</sup> OJ L 362, 31.12.2012, p. 1.

- (10) It is appropriate to lay down the administrative rules to be respected by the Agency in the area of security and human resources.
- (11) Officials seconded by the Commission to the executive agencies play a particular part in the organisational setting provided for in Regulation (EC) No 58/2003 as well as in the implementation of the agencies' mission. They are entrusted with positions of responsibility and are characterised by their twofold statutory link to both the Commission (as seconded officials) and the Agency (as temporary agent). As a result, they contribute to the transfer of know-how between the Commission and the Agency, which is particularly important in the period of phasing-in of newly delegated programmes. Their bridge-building role between the Agency and the Commission should be reinforced by synchronising their respective careers as Commission official and as member of the Agency's temporary staff.
- (12) With an objective of administrative simplification and notably to avoid the administrative burden resulting from the payment of a salary differential pursuant to Article 38(d) of the Staff Regulations of the Officials of the European Union, as laid down in Council Regulation (EEC, Euratom, ECSC) N° 259/68 of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities<sup>41</sup>, the contract of temporary agents signed by the Commission officials seconded in the interest of the service should confer, to the extent possible, at least the same grade, step and seniority in the grade and step from which they benefit in their capacity as Commission officials.
- (13) With a view to achieving a smooth transfer of activities between the Commission and the executive agencies, specific provisions as regards human resources derogating from the implementing rules adopted by the agencies should be adopted.
- (14) In order to ensure a consistent implementation in time of this Decision and of the programmes concerned, it is necessary to ensure that the Agency shall exercise its tasks linked to the implementation of those programmes subject to and from the date on which those programmes enter into force.
- (15) The conditions for the payment of the Union contribution to the operating budget of the Agency should be set out in this Decision.
- (16) Commission Decision C(2009)3355 of 6 May 2009 delegating powers to the Education, Audiovisual and Culture Executive Agency with a view to performance of tasks linked to implementation of Community programmes in the fields of education, audiovisual and culture should therefore be repealed.

HAS ADOPTED THIS DECISION:

## **SECTION 1**

### **GENERAL PROVISIONS**

#### *Article 1*

#### *Subject matter*

1. This Decision lays down in detail the tasks delegated to the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Agency") and provides

---

<sup>41</sup> Regulation (EEC, Euratom, ECSC) No 259/68 of the Council of 29 February 1968 laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities and instituting special measures temporarily applicable to officials of the Commission (OJ L 56, 4.3.1968, p. 1).

the framework for its implementation and for the relations between the Commission and the Agency.

2. The delegation laid down in this Decision shall be effective when it has been formally accepted in writing by the Director of the Agency (hereinafter referred to as the "Director") on behalf of the Agency, in accordance with Article 35(2) of Commission Delegated Regulation (EU) No 1268/2012. On a proposal by the Director, the Steering Committee of the Agency, in agreement with the Directors-General of the parent Directorates-General referred to in Article 2, shall fix the dates on which the Director starts implementing the operational appropriations as authorising officer by delegation, on the basis of this Decision. These dates may differ for the individual programmes and parts of programmes referred to in Article 4 and Annex I.
3. The Commission may at any time suspend or terminate the delegation laid down in this Decision for one or more of the programmes or parts thereof entrusted to the Agency.

### *Article 2*

#### *Parent Directorates-General*

The following Directorates-General shall be the parent Directorates-General of the Agency:

- Directorate-General for Education and Culture;
- Directorate-General for Communication;
- Directorate-General for Humanitarian Aid and Civil Protection (ECHO).

In that capacity, they shall handle relations between the Commission and the Agency and shall be responsible for monitoring and supervising the Agency in accordance with Section 5.

### *Article 3*

#### *Reference documents*

1. In performing its tasks the Agency shall comply with the rules in force, in particular:
  - (a) Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain management tasks in the management of Community programmes;
  - (b) Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union;
  - (c) Commission Delegated Regulation (EU, Euratom) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union;
  - (d) Commission Implementing Decision XX/2013/EU of XX establishing the "Education, Audiovisual and Culture Executive Agency" and repealing Decision 2009/336/EC<sup>42</sup>;

---

<sup>42</sup> [OJ reference]



- (e) The basic acts establishing the programmes referred to in Article 4, the operational appropriations of which are to be managed in whole or in part by the Agency;
- (f) The implementing and delegated acts adopted by the Commission in accordance with the basic acts of the programmes delegated to the Agency;
- (g) For implementation of its operating budget, Commission Regulation (EC) No 1653/2004 of 21 September 2004 on a Standard Financial Regulation for the Executive Agencies in application of the Framework Regulation<sup>43</sup>;
- (h) The annual Commission Decision on the Internal Rules on the implementation of the general budget of the European Union (hereinafter "the Internal Rules");
- (i) Commission Decisions concerning the adoption of financing decisions in the meaning of Article 84 of the Financial Regulation which are to be managed in whole or in part by the Agency as per Implementing Decision XX/XX [*new establishment decision*];
- (j) Commission Decision 2008/969/EC, Euratom of 16 December 2008 on the Early Warning System for the use of authorising officers of the Commission and the executive agencies<sup>44</sup>;
- (k) Commission Regulation (EC, Euratom) No 1302/2008 of 17 December 2008 on the central exclusion database<sup>45</sup>;
- (l) Council Regulation (Euratom, EC) No 2185/96<sup>46</sup> of 11 November 1996 concerning on-the-spot checks and inspections carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities;
- (m) Regulation (EU, Euratom) No 883/2013<sup>47</sup> of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office (OLAF) and repealing Regulation (EC) No 1073/1999 of the European Parliament and of the Council and Council Regulation (Euratom) No 1074/1999;
- (n) Council Regulation (EEC, Euratom, ECSC) No 259/68<sup>48</sup> of 29 February 1968 laying down the Staff Regulations of Officials (hereinafter "Staff Regulations") and the Conditions of Employment of Other Servants of the European Communities (hereinafter "CEOS");
- (o) Commission Decision C(94)2129 of 8 September 1994 on the tasks of the Security Office;
- (p) Commission Decision 2001/844/EC, ECSC, Euratom of 29 November 2001 amending its internal Rules of Procedure;

<sup>43</sup> OJ L 297, 22.9.2004, p.6. Regulation as last amended by Commission Regulation (EC) No 651/2008 of 9 July 2008, OJ L 181, 10.07.2008, p.15

<sup>44</sup> OJ L 344, 20.12.2008, p.125, as last amended by Commission Decision 2011/C180/06 of 17 June 2011, OJ C 180, 21.6.2011, p.11

<sup>45</sup> OJ L 344, 20.12.2008, p.12

<sup>46</sup> OJ L 292, 15.11.1996, p.2

<sup>47</sup> OJ L 248, 18.9.2013, p.1

<sup>48</sup> OJ L 56, 4.3.1968, p. 1. Regulation as last amended by Council Regulation (EC, Euratom) N° 337/2007 of 27 March 2007, OJ L 90, 30.3.2007, p.1

- (q) Commission Decision C(2006)3602 of 16 August 2006 concerning the security of information systems used by the European Commission;
  - (r) Commission Decision 2007/65/EC of 15 December 2006 establishing the Commission's standard security measures and alert states and amending its Rules of Procedure as regards operational procedures for management of crisis situations;
  - (s) Commission Decision C/2006/1623 of 26 April 2006 establishing a Harmonised Policy for Health and Safety at Work for all Commission staff.
2. The Agency shall also apply the following:
- (a) Commission Guidelines for the operation of executive agencies<sup>49</sup>;
  - (b) Annual Commission Standing Instructions for the Annual Activity Reports and related guidance material;
  - (c) Communication to the Commission on the Revision of the Internal Control Standards and Underlying Framework SEC (2007)1341;
  - (d) Communication to the Commission "Towards an effective and coherent risk management in the commission services" (SEC(2005)1327);
  - (e) Annual Commission Standing Instructions for the Management Plans;
  - (f) Communication to the Commission on the conditions for the provision of the internal audit capability in each Commission service (SEC(2000)1803/2);
  - (g) Commission Communication on Organisation Charts of Commission DGs and Services (SEC (2006) 1702/4).

## **SECTION 2**

### **DELEGATED TASKS**

#### *Article 4*

#### *Tasks delegated to the Agency*

1. The Agency is hereby entrusted with the implementation of the parts of programmes and the corresponding tasks set out in Annexes I-IV for the new programmes and Annex VI for the legacy. This paragraph shall apply subject to and as from the date of entry into force of each of these programmes.
2. The Agency shall act in its own name for the purposes of the tasks it is assigned.
3. For the purpose of paragraph 1, the Agency shall be responsible for implementing the corresponding operational appropriations entered in the general budget of the Union and the part of European Development Fund appropriations for the parts of external cooperation instruments delegated to the Agency.
4. For the operational appropriations entered in the general budget of the Union, the budget lines concerned for the year 2014 are specified in Annex V. For subsequent years they shall be identified annually in the Internal Rules.

The European Development Fund (EDF) appropriations corresponding to the parts of the programmes delegated to the Agency shall be identified in the decisions referred

---

<sup>49</sup> SEC(2006)662 final of 31 May 2006

to in Annex V. Any additional appropriations allocated by the EDF to these parts of the programmes shall be identified, where appropriate, in ad hoc financing decisions.

5. The Director of the Agency shall exercise the tasks delegated to the Agency by implementing the corresponding operational appropriations under direct management as authorising officer by delegation.

#### *Article 5*

##### *Tasks reserved for the Commission*

1. The Agency shall perform only the tasks attributed to it in accordance with Article 4.
2. The Agency shall not perform any tasks involving a large measure of discretion implying political choices. In particular the Agency shall not:
  - (a) Define objectives, strategies and priority areas of action;
  - (b) Adopt work programmes, including work programmes constituting financing decisions within the meaning of Articles 84 of Regulation (EU, Euratom) No 966/2012;
  - (c) Represent the Commission in the Committee for Executive Agencies or in any other committee where implementation of a Union programme or action requires, pursuant to its legal basis, the control by Member States of the Commission's exercise of implementing powers in accordance with Regulation (EU) No 182/2011 of the European Parliament and of the Council<sup>50</sup>;
  - (d) Adopt award decisions submitted to the control by Member States of the Commission's exercise of implementing powers in accordance with Regulation (EU) No 182/2011;
  - (e) Launch interservice consultations within the Commission;
  - (f) Take enforceable recovery decisions within the meaning of 299 of the Treaty and Article 79(2) of Regulation (EU, Euratom) No 966/2012.

### **SECTION 3**

#### **CONDITIONS FOR THE PERFORMANCE OF TASKS**

#### *Article 6*

##### *General Conditions*

1. The Agency shall perform the tasks assigned to it under this Decision in accordance with the principle of sound financial management within the meaning of Article 30 of Regulation (EU, Euratom) No 966/2012.
2. In the performance of its tasks, the Agency shall apply the instructions contained in the operational manuals approved by the Commission and shall use the guidance or model documents with any adjustments to its specific needs as agreed by the parent Directorates-General.
3. In the performance of its tasks, the Agency shall follow harmonised interpretations of the rules governing the implementation of the programmes, notably by the parent

---

<sup>50</sup> Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules and general principles concerning mechanisms for control by Member States of the Commission's exercise of implementing powers (OJ L 55, 28.2.2011, p.13).

Directorates-General and by horizontal services, such as the Secretariat General, DG Budget and the Legal Service.

4. In case of litigation, the Agency shall, where appropriate, ensure coordination with the parent Directorates-General and the Legal Service.

#### *Article 7*

##### *Memorandum of Understanding*

1. The modalities and procedures of interaction between the Agency and the parent Directorates-General in accomplishing the tasks entrusted to it shall be further defined in a memorandum of understanding signed between the Agency and the parent Directorates-General.
2. The memorandum of understanding shall further define the administrative and operational modalities and procedures of cost-effective interaction and cooperation between the Agency, the Commission, and other bodies entrusted with programme implementation.
3. The parent Directorates-General shall define in the memorandum of understanding a dedicated supervision strategy to ensure no tasks are duplicated between the Commission and the Agency and to ensure appropriate monitoring of activities.
4. The supervision strategy and cooperation modalities laid down in the memorandum of understanding shall be updated regularly to take into account new developments, including inter alia any extension of the mandate of the Agency. The memorandum of understanding may be supplemented, where appropriate, by individual Memoranda signed between the Agency and each parent Directorate-General.

#### *Article 8*

##### *Use of common support services and tools*

Where appropriate, the Commission shall make available to the Agency IT tools on the basis of service level agreements, for daily management of the Agency in order to integrate the Agency as much as possible within IT environment of the Commission.

#### *Article 9*

##### *Use of logistical and administrative support services*

For the performance of the tasks detailed in Article 4, paragraph 1 and Annexes I-IV, the Agency shall make use of validation services provided by the Research Executive Agency.

#### *Article 10*

##### *Annual work programme*

The Agency's annual work programme shall be drawn up taking into account the Commission Standing Instructions for the Management Plans. It shall be submitted to the Commission for approval before being adopted by the Steering Committee.

#### *Article 11*

##### *Management and internal control systems*

1. The management and internal control systems put in place by the Director in accordance with Article 11(7) of the Regulation (EC) No 58/2003 shall cover the

implementation of both the operational appropriations charged to the general budget of the Union and the operating appropriations in the Agency's budget.

2. The Agency shall implement the internal control standards annexed to the Internal Rules.
3. For the implementation of the operational appropriations, the Charter of tasks and responsibilities of authorising officers by delegation, adopted by the Commission, shall be binding on the Agency. The Charter of tasks and responsibilities of authorising officers shall be signed by the Director of the Agency, who shall assume responsibility in connection with this function.
4. The authorising officers by sub-delegation shall sign the Charter of tasks and responsibilities of authorising officers by sub-delegation and they shall assume responsibility in connection with that function.
5. The Agency shall define a management system for the human resources, which ensures the implementation of the tasks delegated to it and complies with the CEOS.

*Article 12*  
*Early warning system*

In connection with public procurement, grants and prizes, whether linked to the operational appropriations managed by the Agency or the implementation of its operating budget, the Agency shall have access to the Early Warning System of the Commission and shall request introduction of the relevant information into that system in accordance with the provisions of Commission Decision 2008/969/EC/Euratom.

*Article 13*  
*Visibility of Union action*

1. In order to ensure the visibility of Union action in the acts it adopts, the Agency shall always specify in its contracts, grant agreements, grant decisions, prizes documents and relations with third parties that it is acting under powers delegated to it by the Commission.
2. The Agency shall comply with the guidelines of the Commission concerning the information and visibility of programmes and actions, in particular concerning the use of the graphical images defined by the Commission.

*Article 14*  
*Access to documents*

1. The Steering Committee shall adopt the practical arrangements for implementing Regulation (EC) No 1049/2001 of the European Parliament and of the Council<sup>51</sup>.
2. Complaints may be made to the European Ombudsman or proceedings instituted before the Court of Justice as laid down in Articles 228 and 263 respectively of the Treaty in respect of decisions taken by the Agency under Article 8 of Regulation (EC) No 1049/2001.

---

<sup>51</sup> OJ L 145, 31.5.2001, p.43

*Article 15*  
*Confidentiality*

1. The Agency shall preserve the confidentiality of information supplied to it by the Commission, in accordance with the Commission's instructions, and it shall not disclose any information which could harm the Commission, the other institutions of the Union or third parties.
2. The confidentiality obligation provided for in paragraph 1 of this Article shall be without prejudice to Article 14.
3. The confidentiality obligation provided for in paragraph 1 shall apply to the members of the Steering Committee, all Agency staff, whatever their status, and to any outside service providers used by the Agency. An appropriate confidentiality clause shall be included in contractual documents governing their relations with the Agency.

*Article 16*  
*Security of information and information systems*

1. The Agency shall apply relevant Commission legal framework regarding the security of persons, assets and information, as laid down in the relevant Commission Decisions and their implementing rules.
2. In accordance with Article 15, the Agency shall apply the basic principles, minimum standards and procedures:
  - (a) For protecting European Union Classified Information ('EUCI') as laid down in the Commission's security rules for protecting EUCI;
  - (b) For protecting sensitive non-classified information as laid down in the Commission's security rules;
  - (c) Regarding security of information systems, as set out in Commission Decision C(2006) 3602 of 16 August 2006 concerning the security of information systems used by the European Commission, its implementing rules and corresponding standards.
3. EUCI may be handled and exchanged by the Agency only where an administrative arrangement regarding the exchange and protection of EUCI has been concluded by the Agency with the Directorate General for Human Resources and Security of the Commission and an assessment visit conducted by the Directorate General for Human Resources and Security has allowed it to determine that the Agency applies levels of protection of EUCI which are at least equivalent to those of the Commission.
4. Where appropriate, the Agency shall conclude practical arrangements for implementing this Article or Service-Level Agreements for providing services under paragraphs 1, 2 and 3 with the Directorate General for Human Resources and Security.

*Article 17*  
*Conflict of interests*

The Agency shall take all appropriate precautions to prevent any risk of conflict of interests within the meaning of Article 57(2) of the Financial Regulation and shall without delay inform the parent Directorates-General of any situation which may constitute a conflict of

interest or may give rise to one, including those relating to persons who may be involved in the processing and award of contracts, grants and prizes. The Agency shall adopt rules for the prevention and management of conflicts of interests in respect of its staff.

*Article 18*  
*Duty of information*

1. The Agency shall immediately inform the Directors-General of the parent Directorates-General, providing them with all relevant details, of any event which may:
  - (a) Harm the Agency, the Commission or the other institutions of the Union;
  - (b) Delay or jeopardise performance of the tasks assigned to it by this Decision.
2. Without prejudice to its obligations to inform OLAF in accordance with the specific rules applicable, the Agency shall without delay inform the Directors-General of the parent Directorates-General of any fraud or irregularity which comes to its attention and of any situation which may give rise to such cases.
3. The Director of the Agency shall designate a contact point which shall have the appropriate powers to cooperate directly with OLAF in order to facilitate the latter's operational activities.

**SECTION 4**  
**IMPLEMENTATION REPORTS**

*Article 19*  
*Annual activity report*

1. Each year the Director of the Agency shall submit to the Steering Committee by no later than 1 March and in compliance with the Annual Activity Report (hereinafter 'AAR') standards laid down by the Commission an AAR which shall cover the following:
  - (a) The contribution to the achievement of specific objectives measured by result and output indicators linked to implementation of the programmes' activities which the Agency is managing in full or in part, as set out in the annual work programme adopted by the Commission, and the related operational appropriations for which the Agency is the authorising officer by delegation from the Commission broken down per delegated programme and activity;
  - (b) The Agency's performance regarding key performance indicators laid down in its annual work programme;
  - (c) The operation of the Agency itself, and implementation of its operating budget;
  - (d) The necessary control related information to support a declaration of assurance accompanied by, if necessary, reservations.
2. No later than 31 March, the Steering Committee shall adopt the final report and submit it to the Commission.
3. The report and the declaration shall be signed by the Director of the Agency. The Director of the Agency retains the full responsibility and ownership of the declaration.

4. The report shall be attached to the Annual Activity Report of the Directors-General of the parent Directorates-General.

*Article 20*  
*Other reports*

1. The Agency shall submit to the Directors-General of the parent Directorates-General and to the Steering Committee, on a frequency to be determined according to the Memorandum of Understanding referred to in Article 7, a report of the performance of the tasks assigned to it. This report shall contain the following data and information, broken down per delegated programme:
  - (a) Calls for tender and calls for proposals, contracts concluded, grants and prizes awarded, compliance with deadlines imposed by the Financial Regulation and the Standard Financial Regulation and in particular time to award, time to grant and time to pay, number and amount of negotiated procedures and grants to named beneficiaries;
  - (b) Number of on-going projects, their state of play, monitoring of deadlines and requests for review of the Agency's award decisions;
  - (c) Figures, aggregated at least to chapter level, on implementation of the operating budget, as regards both revenue and all expenditure appropriations and including information on the use of human resources, infrastructures and Service Level Agreements. The figures shall also contain information on the use of appropriations carried over;
  - (d) Figures on implementation of the operational appropriations;
  - (e) Information on the operation of the internal control and financial circuits of the Agency, including an assessment of the entries in the registers for exceptions, non-compliance events and internal control weaknesses reported;
  - (f) Number and results of ex-post controls carried out, accompanied, where appropriate, by detailed information on the measures taken to remedy any problems detected;
  - (g) Summary of the number and type of audits conducted by the internal audit capability, the Internal Audit Service and the European Court of Auditors, the recommendations made and the status of the actions;
  - (h) Figures on outstanding payments and payment delays;
  - (i) Figures on outstanding commitments (RAL);
  - (j) Information meetings and activities carried out;
  - (k) List of alleged irregularities or fraud, OLAF investigations, cases referred to the Ombudsman, actions brought against the acts of the Agency, including administrative proceedings referred to the Commission in accordance with Article 22 of Regulation (EC) No 58/2003, requests for documents and parliamentary questions about the Agency.
2. The Agency shall put in place a reporting system which, through the use of distribution keys, an analytical accounting system or other appropriate method, permits the Directors-General of the parent Directorates-General and other services of the Commission to make the link between the administrative expenditure and the



respective parts of the programmes managed by the Agency. This reporting system, as well as any changes to it, shall be approved by the Agency's Steering Committee.

3. The Agency shall gather, monitor the quality, analyse and communicate to the parent Directorates-General all the information needed to guide the implementation of the programmes entrusted to the Agency. Specific arrangements will be detailed in the Memorandum of Understanding.
4. The Directors-General of the parent Directorates-General may ask the Agency for any other report referred to in Article 11(5) of Council Regulation (EC) No 58/2003 which they consider necessary for performance of the tasks assigned in accordance with Article 4.

## **SECTION 5**

### **COMMISSION SCRUTINY OF THE AGENCY**

#### *Article 21*

##### *Monitoring and supervision of the Agency's systems and procedures*

1. The parent Directorates-General shall be responsible for monitoring and supervising the Agency.
2. The Directors-General of the parent Directorates-General shall ensure that before the Agency begins implementing the newly delegated tasks, the existing systems and procedures in the Agency are adapted to those tasks. Those systems and procedures shall include an effective and efficient internal control system, where appropriate, local accounting systems and appropriate IT tools.
3. The Directors-General of the parent Directorates-General shall review the situation whenever there is any substantial change in procedures or systems.
4. For this purpose, the Agency shall supply the necessary information at least thirty days prior to the adoption of any substantial change in its procedures or systems, and shall communicate the reasons for such change.
5. The Directors-General of the parent Directorates-General and other persons authorised by them shall be entitled to carry out documentary and on-the-spot checks at the Agency to ensure:
  - that its management and internal control system exists and operates properly in such a way as to ensure total compliance with the principle of sound financial management;
  - that the acts performed by the Agency are lawful and comply with the rules.

#### *Article 22*

##### *On-the-spot checks by the Commission, the Court of Auditors and OLAF*

1. The Agency shall grant the Directors-General of the parent Directorates-General, the Commission's Internal Audit Service and other persons authorised by them, as well as the Court of Auditors, access to its sites and premises and to all the information, including information in electronic format, needed in order to conduct their audits.
2. The Directors-General of the parent Directorates-General, the Commission's Internal Audit Service and other persons authorised by them may carry out ex ante and ex post documentary and on-the-spot checks on recipients of Union funds. The

contracts, grant agreements and grand decisions signed by the Agency shall state expressly that the recipients of Union funds undertake to accept these checks as well as those of the Court of Auditors.

3. By virtue of Regulation (Euratom, EC) No 2185/96 and Regulation (EU, Euratom) No 883/2013 of the European Parliament and of the Council, OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities.

## **SECTION 6**

### **INTERNAL AUDITOR**

#### *Article 23*

#### *Appointment and powers and duties of the internal auditor*

1. The Agency shall have an internal auditing function which shall be performed in compliance with the relevant international standards.
2. The internal audit function shall be performed by the Commission's Internal Auditor. The Internal Auditor may be neither authorising officer nor accounting officer neither of the Agency nor of the Commission.
3. The internal auditor shall advise the Agency on dealing with risks, by issuing independent opinions on the quality of management and control systems and by issuing recommendations for improving the conditions of implementation of operations and promoting sound financial management.
4. The internal auditor shall be responsible, in particular, for;
  - (a) Assessing the suitability and effectiveness of internal management systems and the performance of departments in implementing programmes and actions by reference to the risks associated with them;
  - (b) Assessing the efficiency and effectiveness of the internal control and audit systems applicable to each operation for implementation of the budget of the Agency.
5. The internal auditor shall perform his or her duties in relation to all the Agency's activities and departments. The internal auditor shall enjoy full and unlimited access to all information required to perform his or her duties.
6. The internal auditor shall take note of the annual activity report of the authorising officer and any other pieces of information identified.
7. The internal auditor shall report to the Steering Committee and the Director of the Agency on his or her findings and recommendations. The Steering Committee and the Director of the Agency shall ensure regular monitoring of the implementation of audit recommendations.
8. The Agency shall make available the contact details of the internal auditor to any natural or legal person involved in expenditure operations, for the purposes of confidentially contacting the internal auditor.
9. The reports and findings of the internal auditor shall be accessible to the public only after validation by the internal auditor of the action taken for their implementation.

*Article 24*  
*Independence of the internal auditor*

The independence of the internal auditor, his or her liability for action taken in the performance of his or her duties and the right for the internal auditor to bring action before the Court of Justice of the European Union shall be determined in accordance with Article 100 of Regulation (EU, Euratom) No 966/2012.

*Article 25*  
*Establishment of internal audit capability*

1. On a proposal by the Director of the Agency, the Steering Committee may establish, with due regard to cost effectiveness and added value, an internal audit capability (hereinafter "the IAC") which shall perform its duties in compliance with the relevant international standards and shall be functionally independent.
2. The purpose, authority and responsibility of the IAC shall be provided for in the audit charter and shall be subject to the approval of the Steering Committee. The annual audit plan of the IAC shall be drawn up by the Head of IAC taking into consideration inter alia the Director's assessment of risk in the Agency. It shall be reviewed and approved by the Steering Committee. The IAC shall report to the Steering Committee and the Director of the Agency on its findings and recommendations.
3. The responsibility of the IAC for action taken in the performance of its duties shall be determined in accordance with Article 100 of Regulation (EU, Euratom) No 966/2012 which shall apply mutatis mutandis.
4. The Steering Committee may decide, on a proposal by the Director of the Agency, to share an IAC with other executive agencies, in particular if a separate IAC for the Agency would not be cost-effective. In such cases, the Steering Committees of the respective executive agencies shall agree on the practical modalities of the shared IAC.
5. The internal audit actors shall cooperate efficiently through exchanging information and audit reports and, where appropriate, establishing joint risk assessments, and carrying out joint audits. The Steering Committee and the Director of the Agency shall ensure regular monitoring of the implementation of the IAC's recommendation.

**SECTION 7**  
**FINANCIAL RESOURCES MADE AVAILABLE TO THE AGENCY FOR THE**  
**PERFORMANCE OF ITS TASKS**

*Article 26*  
*Union financial contribution to the operating budget of the Agency*

1. The amount of the Union contribution for the operation of the Agency shall be entered each year in the Commission's section of the general budget of the Union.
2. The amount of the contribution from the European Development Fund shall be covered by specific financing decisions in accordance with applicable EDF decisions.

3. The authorising officers for implementation of these appropriations shall inform the Agency of the amount of the contribution as soon as it is adopted by the budgetary authority.

#### *Article 27*

##### *Payment of the Union contribution and recovery of the budget result*

1. The Commission shall pay the Union contribution to the Agency annually in no more than four instalments taking into account the real cash needs of the Agency.
2. If the budget result is positive, it shall be the subject of a recovery order issued by the Commission at the annual closure of the Agency's accounts. The amounts recovered shall be considered as general revenue.

### **SECTION 8 PROVISIONS RELATED TO STAFF**

#### *Article 28*

##### *Grading of seconded officials*

1. In accordance with Article 18 of Regulation (EC) No 58/2003, when the Agency accepts the secondment of an official in the interest of the service, the official concerned shall be granted a contract of indefinite duration under point (a) of Article 2 of the CEOS. Within the limits of posts available in the establishment plan, this contract shall offer the same grade, step and seniority within the grade and step as the official's situation in his Institution of origin. The applicable statutory framework permitting and without prejudice to any amendment decided autonomously by the Agency, such contract shall be amended to reflect any change in the career of the official at the Institution of origin.
2. The contracts of officials seconded in the interest of the service by virtue of Article 18 of Regulation (EC) No 58/2003, on the date of entry into force of this Decision, shall be amended to implement paragraph 1 of this Article.

#### *Article 29*

##### *Consequences of transfer of activities on Commission officials*

Officials of the Commission whose activities are transferred from the Commission to the Agency by virtue of this Decision, shall be offered by the Commission the possibility to be seconded in the interest of the service to the Agency in accordance with Article 38 of the Staff Regulations. The Agency shall accept the secondment without any publication and selection procedure and in accordance with Article 27.

#### *Article 30*

##### *Consequences of transfer of activities on contract agents*

1. Contract staff of the Commission shall be offered by the Agency the possibility, without publication and selection procedure, of concluding contract agent contracts under Article 3a of the CEOS in the same function group to ensure the continuity of their activities. when they fulfilled the requirements:
  - (a) Their activities are transferred from the Commission to the Agency by virtue of this Decision, and;
  - (b) They have fulfilled the complete selection procedure of contract staff organised by or under the responsibility of EPSO.

2. The grading and the duration of contracts shall be determined according to the appropriate rules adopted by the Agency. A new probationary period shall start with the new contract offered by the Agency.

*Article 31*

*Repeal*

Decision C(2009)3355 of 6 May 2009 is repealed with effect from the date of formal acceptance of the delegation by the Director of the Agency in accordance with Article 1(2).

*Article 32*

*Addressee*

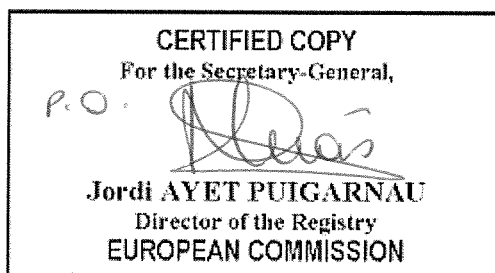
This Decision is addressed to the Education, Audiovisual and Culture Executive Agency.

Done at Brussels, 18.12.2013

*For the Commission*

*Androulla VASSILIOU*

*Member of the Commission*



## ANNEX I

### Description of the parts of the programme and the tasks delegated to the Agency in the framework of the "Erasmus+" Programme

#### **1. PARTS OF THE PROGRAMME WHICH ARE DELEGATED**

With regard to the actions and activities referred to in Articles 7, 8, 9 10 and 12 of the Regulation establishing "Erasmus+" (the Union programme for Education, Training, Youth and Sport)<sup>52</sup>, the Agency shall be involved in the implementation and management of the following actions and measures:

#### **SECTION 1. EDUCATION AND TRAINING (CHAPTER II)**

##### **1. WITHIN LEARNING MOBILITY OF INDIVIDUALS (ARTICLE 7):**

- Joint Masters Programmes;
- Joint Doctoral Programmes set up under the Erasmus Mundus II programme;
- Online linguistic support.

##### **2. WITHIN COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES (ARTICLE 8):**

1. Strategic partnerships (Article 8(1)(a)), namely:
  - Insurance cover for schools;
2. Partnerships between the world of work and education and training institutions in the form of:
  - Knowledge Alliances between, in particular, higher education institutions and the world of work (Article 8(1)(b), first indent);
  - Sector Skills Alliances between education and training providers and the world of work (Article 8(1)(b), second indent).
3. IT support platforms, covering all education and training sectors, including in particular e-Twinning allowing peer learning, virtual mobility and exchanges of best practices and opening access for participants from neighbourhood countries (Article 8(1)(c)), namely:
  - Central Support Services (eTwinning);
  - eTwinning National Support Services and Partner Support Agencies (platform for school cooperation);
  - Central Support Services (EPALE);
  - EPALE National Support Centres (platform for EU adult cooperation);

---

<sup>52</sup> – Proposal for a Regulation of the European Parliament and of the Council COM (2011) 788 of 23.11.2011 establishing "Erasmus for All": The Union Programme for Education, Training, Youth and Sport (hereinafter 'Erasmus+ Programme').

- Other web and dissemination platforms.
4. International partnerships between Union and third countries' higher education institutions (Article 8(2)), namely:
    - International higher education capacity building, including internationalisation with neighbourhood countries and third countries;
    - Network of National Information Offices (NIOs).
- 3. SUPPORT FOR POLICY REFORM (ARTICLE 9):**
1. Part of the activities related to the implementation of the Union policy agenda on education and training in the context of the Open Method of Coordination (OMC), as well as to the Bologna and Copenhagen processes (Article 9(1)(a)), namely:
    - Knowledge in the fields of Education and Training, through surveys and studies;
    - Prospective initiatives.
  2. Part of the implementation in participating countries of Union transparency and recognition tools and the support to Union-wide networks and European education and training non-governmental organisations (NGOs) (Article 9(1)(b)), namely:
    - European Qualification Framework (EQF) National Coordination Points;
    - European Credit Transfer and Accumulation System (ECTS);
    - Initiative to support the implementation of EHEA reforms/Support to Bologna process;
    - Network of Higher Education Reform Experts HEREs (directly through NIOs);
    - Network of Higher Education Reform Experts HEREs (service contract);
    - Erasmus+ Charter.
    - National Coordinators for the implementation of the European Agenda for Adult Learning;
    - Tools which will be developed in the context of the European Area of Skills and Qualifications;
    - Civil Society cooperation: Education and Training;
    - Call to National Authorities on apprenticeships.
  3. The following networks (Article 9(1)(d)):
    - National Academic Recognition Information Centres (NARIC);
    - Eurydice network;
    - Euroguidance network;
    - National Europass Centres;
    - Part of the management of the European unit of Refernet (start date after 2014 to be fixed by the Steering Committee).
  4. Part of the activities to support policy dialogue with third countries and international organizations (Article 9(2)).

#### **4. JEAN MONNET ACTIVITIES (ARTICLE 10):**

1. Promote teaching and research on European integration among specialist academics, learners and citizens, notably through the creation of Jean Monnet Chairs and other academic activities, as well as by providing aid for other knowledge-building activities at higher education institutions (article 10(a));
2. Support the activities of academic institutions or associations active in the field of European integration studies and support a Jean Monnet label for excellence (article 10(b));
3. Support the following institutions pursuing an aim of European interest (article 10(c)):
  - (a) The European University Institute of Florence;
  - (b) The College of Europe (Bruges and Natolin campuses)
  - (c) The European Institute of Public Administration (EIPA), Maastricht;
  - (d) The Academy of European law, Trier;
  - (e) The European Agency for Development in special Needs Education, Odense;
  - (f) The International Centre for European Training (CIFE), Nice.
4. Promote policy debate and exchanges between the academic world and policy-makers on Union policy priorities (article 10(d)).

#### **SECTION 2. YOUTH (CHAPTER IIA)**

##### **1. LEARNING MOBILITY OF INDIVIDUALS:**

1. Part of the mobility of young people in non-formal and informal learning activities between the participating countries; such mobility may take the form of youth exchanges and volunteering through the European voluntary service, as well as innovative activities building on existing provisions for mobility, namely:
  - European Voluntary Service Insurance;
  - Large Scale Volunteering Projects (Youth).

##### **2. WITHIN COOPERATION FOR INNOVATION AND THE EXCHANGE OF GOOD PRACTICES :**

- Capacity building (Youth) including internationalisation with neighbourhood countries and third countries .

##### **3. SUPPORT FOR POLICY REFORM SHALL INCLUDE ACTIVITIES RELATING TO :**

1. Part of the implementation of the Union policy agenda on youth through the OMC , namely:
  - Studies aimed at increasing the knowledge of the Youth sector.
2. Part of the support for Union-wide networks and European youth NGOs, namely:
  - Civil Society cooperation (Youth).



3. Part of policy dialogue with relevant European stakeholders and structured dialogue with young people, namely:
  - Structured dialogue (Youth).
4. Part of the activities related to the Eurodesk network, namely:
  - Eurodesk: Brussels-Link.

### **SECTION 3. SPORT:**

1. Support for collaborative partnerships ;
2. Support for non-profit European sport events involving several participating countries;
3. Part of support for strengthening of evidence base for policy making, including:
  - Provision of part of the studies aimed at increasing the knowledge of the Sport sector.

### **SECTION 4. COMMUNICATION AND DISSEMINATION:**

#### **1. PART OF DISSEMINATION OF INFORMATION, PUBLICITY AND FOLLOW-UP WITH REGARD TO ALL ACTIONS AND ACTIVITIES SUPPORTED UNDER THE PROGRAMME, IN CONFORMITY WITH THE MEMORANDUM OF UNDERSTANDING ADOPTED BY THE STEERING COMMITTEE IN AGREEMENT WITH THE PARENT DIRECTORATE-GENERAL, INCLUDING:**

- Content management of the dissemination platform for actions delegated;
- Support the Commission in the selection of best practices.

#### **2. TASKS WHICH ARE DELEGATED**

On the basis of the powers delegated by the Commission and within the framework of the relevant annual work programme adopted by the Commission, the Agency shall perform the following programme implementation tasks:

- (a) Manage some or all of the phases of programme implementation and stages in the lifetime of projects and operating grants in the frame of the delegated parts of programmes. In this connection, it shall be responsible for monitoring the projects and operating grants, making the necessary checks and recovery procedures<sup>53</sup>, and for performing budget implementation tasks covering revenue and expenditure within the meaning of the Financial Regulation, and in particular:
  - (1) Award grants and manage the ensuing agreement or decision, including the operations required to launch and conclude grant award procedures<sup>54</sup>;

<sup>53</sup> Including carrying out ex-post audits.

<sup>54</sup> Preparation and publication of the calls for proposals defined in the work programmes, preparation of information documents for potential beneficiaries, preparation for the evaluation of the proposals, including the selection of the expert evaluators, reception and eligibility checking of the proposals, verification on the basis of the exclusion criteria, evaluation of the proposals, adoption of award Decisions for which the relevant legal bases do not require the control by Member States of the Commission's exercise of implementing powers in accordance with Regulation (EU) No 182/2011,

- (2) Conclude public procurement procedures and manage the ensuing contracts, including the operations required to launch and conclude public procurement procedures<sup>55</sup>.
- (b) Provide support in programme implementation, in particular:
- (1) Collecting, processing and distributing data, and in particular compiling, analysing and transmitting to the Commission all information required to guide implementation and monitoring of the programme, promote coordination with other Union programmes, the Member States or international organisations; including collecting, processing, updating data on supported actions with a view to responding to requests for information from the Commission and collecting, processing, updating and providing operational support for the Commission's dissemination tool for the actions managed by the Agency;
  - (2) Exploiting the results of the projects stemming from the programmes by suitable measures and means of exploitation and dissemination, in conformity with the memorandum of understanding adopted by the Steering Committee in agreement with the parent Directorates-General, including as regards the Erasmus+ programme selecting on an annual basis best projects and practices among the projects selected and granted;
  - (3) In the case of the networks and bodies under the parts of the programmes delegated to the Agency (NARIC, Euroguidance, Europass, EURODESK, national coordination points for the European Qualifications Framework (EQF), etc.): managing grants given to the national units of these networks and bodies and coordinating the networks and bodies, in conformity with the memorandum of understanding adopted by the Steering Committee in agreement with the parent Directorates-General;
  - (4) Conducting studies by means of public contracts, in conformity with the memorandum of understanding adopted by the Steering Committee in agreement with the parent Directorates-General;
  - (5) Contributing to evaluation of the impact of the programme and to monitoring the actual effect of the measures on the sector;
  - (6) Managing and directing a network, in particular concerning the target public (beneficiaries, recipients, projects, actors);

---

information to rejected and successful applicants, preparation of grant agreements and grant decisions on the basis of the standard models drawn up by the Commission, signature of grant agreements and grant decisions in accordance with the conditions laid down in this Decision, monitoring the performance of the grant agreements and grant decisions including acceptance of reports and other deliverables, payments and recoveries of debts on the Union budget, routine ex post publicity and dissemination of results, application of penalties within the meaning of Article 131(5) of the Financial Regulation in agreement with the parent Directorates-General.

<sup>55</sup>

ex ante and ex post advertising, preparation of invitation to tender documents such as specifications and model contracts prepared on the basis of the models drawn up by the Commission, evaluation of requests to participate and of tenders, signature of contracts in accordance with the conditions of this Decision, cancelation or abandonment of the procedure if needed, monitoring the performance of the contracts including acceptance of reports and other deliverables, payments and recoveries, application of penalties within the meaning of Article 109 of the Financial Regulation in agreement with the parent Directorates-General.

- (7) Organising meetings, seminars or events (on-line and off-line); organising training and meetings of experts;
  - (8) Producing compendia and analysis of selected projects and their results; carrying out studies and evaluations, in particular the annual and/or mid-term evaluation of implementation of the programme, and contributing to preparation and implementation of follow-up action on evaluations;
  - (9) Preparing recommendations for the Commission on implementation of the programme and its future development;
  - (10) Planning and implementing information operations, among which information activities on funding opportunities;
  - (11) Producing overall control and supervision data;
  - (12) Participating in preparatory work on work programmes and financing decisions;
  - (13) Ensuring and monitoring visibility of the Union action and of the European Commission;
  - (14) The provisioning and support of specific IT tools, infrastructure and services for the Agency's own requirements in cooperation with the Commission's departments;
  - (15) Providing the operational support structure for the European Voluntary Service insurance scheme for volunteers in connection with the Erasmus+ programme, action in the youth sector.
- (c) Specific tasks in connection with the management of the EACEA unit of the Eurydice network.

In the case of the EACEA unit of the Eurydice network, the Agency shall also be responsible for the following tasks:

- (1) Collecting, processing, updating and disseminating information and data on education systems and policies in Europe;
- (2) Coordinating, producing and disseminating reports on the education systems in Europe: articles, short overviews, thematic analysis, national information sheets, bibliographies, glossaries, etc.;
- (3) Developing and disseminating qualitative indicators and statistics in the field of education;
- (4) Designing, developing and managing databases like Eurypedia, IT tools (programs, software) and IT sites (Internet, intranet and extranet), including arranging discussion forums;
- (5) Arranging and coordinating the network, including devising procedures and support for the national units of the network;
- (6) Promoting and utilising the network and its work, in particular;
- (7) Conducting press campaigns;
- (8) Conducting surveys aimed at identifying the needs of the target groups of the network and/or improving the products of the network;

- (9) Coordinating and supporting national measures for utilising the network and its work;
  - (10) Improving the dissemination of the work of the network;
  - (11) Responding to requests for information from the Commission, from the national units of the network and from outside (by mail, fax, e-mail or telephone);
  - (12) Supporting and providing the Commission with qualitative information on recent reforms related to Europe 2020 priorities in education and training;
  - (13) Preparing the documents required for the work of the network and its European unit (instructions, guides, user manuals, questionnaires, forms) and the dissemination of these documents to the relevant people;
  - (14) Cooperating with national, European and international bodies in the fields of education and statistics (services of the Member States and non-member countries, Organisation for Economic Cooperation and Development, Council of Europe, European Centre for the Development of Vocational Training, European Training Foundation, Eurostat, Centre for Research on Lifelong Learning, Eurolib, European Schoolnet, etc.) and participating in the work of these bodies.
- (d) Specific tasks linked to the management of activities to bring about better understanding and knowledge of the field of youth.

With regard to the management of activities to bring about better understanding and knowledge of the field of youth, the Agency has the following tasks:

- (1) Collecting, processing, updating and disseminating information and data in the field of youth;
- (2) Coordination, production and dissemination of analyses and studies in the field of youth;
- (3) Developing and disseminating indicators and statistics in the field of youth;
- (4) Answering requests for information from the Commission and elsewhere;
- (5) Cooperation with the competent European and international bodies in the fields of youth and statistics, and participation in the work of such bodies.

## ANNEX II

### Description of the parts of the programme delegated to the Agency in the framework of the “Creative Europe” Programme

#### **1. PARTS OF THE PROGRAMME WHICH ARE DELEGATED (TASKS PERFORMED ARE PRESENTED IN ANNEX IV)**

With regard to the measures referred to in Articles 8, 10 and 12 of the Regulation on establishing the Creative Europe programme<sup>56</sup>, the Agency shall be involved in the implementation and management of the following actions and measures:

#### **SECTION 1. THE CROSS-SECTORIAL STRAND (ARTICLE 8(1)):**

- A. Testing of new and cross-sectoral business approaches to funding, distributing, and monetising creation (Article 8(1) (d));
- B. Support to the Creative Europe Desks to carry out their tasks (Article 8(1) (f) and Article 8a).

#### **SECTION 2. CULTURE SUB-PROGRAMME (ARTICLE 10(1)):**

- A. Transnational cooperation projects bringing together cultural and creative organisations from different countries to undertake sectorial or cross-sectorial activities (Article 10(1) (a));
- B. Activities by European networks of cultural and creative organisations from different countries (Article 10(1) (b));
- C. Activities by organisations with a European vocation fostering the development of emerging talent and stimulating the transnational mobility of cultural and creative players and circulation of works, with the potential to influence broadly cultural and creative sectors, and to provide for lasting effects (Article 10(1)(c));
- D. Literary translation and further promotion (Article 10(1) (d)).

#### **SECTION 3. MEDIA SUB-PROGRAMME (ARTICLE 12):**

- A. The development of a comprehensive range of training measures promoting the acquisition and improvement of skills and competences by audiovisual professionals, knowledge sharing and networking initiatives, including the integration of digital technologies;
- B. The development of European audiovisual works in particular films and television works such as fiction, documentaries, children’s and animated films, as well as interactive works such as videogames and multimedia with enhanced cross-border circulation potential ;
- C. Activities aiming at supporting European audiovisual production companies, in particular independent production companies, with a view to facilitating European and international co-productions of audiovisual works including television works;

---

<sup>56</sup> Proposal for Regulation of the European Parliament and of the Council COM (2011) 785 of 23.11.2011 establishing the Creative Europe Programme.

- D. Activities helping European and international co-production partners to meet and/or provide indirect support for audiovisual works co-produced by supporting international co-production funds based in a country participating in the Programme;
- E. Facilitating access to professional audiovisual trade events and markets and the use of online business tools inside and outside the Union;
- F. Establishing systems of support for the distribution of non-national European films through theatrical distribution and on all other platforms as well as for international sales activities, in particular the subtitling, dubbing and audio-description of audiovisual works;
- G. Facilitating circulation of European films worldwide and of international films in the Union on all distribution platforms, via international cooperation projects in the audiovisual sector;
- H. A European cinema operators' network screening a significant proportion of non-national European films ;
- I. Initiatives presenting and promoting a diversity of European audiovisual works, including short films, such as festivals and other promotional events;
- J. Activities aimed at promoting film literacy and increasing audiences' knowledge of, and interest in, European audiovisual works, including the audiovisual and cinematographic heritage, in particular among young audiences;
- K. Innovative actions testing new business models and tools in areas likely to be influenced by the introduction and the use of digital technologies.

#### **SECTION 4. COMMUNICATION AND DISSEMINATION (ARTICLE 15)**

- A. Provision to the countries participating in the Programme with information concerning the projects or operating grants which have received the Union's funding by transmitting the selection decisions within two weeks of their adoption (Article 15 (-1));
- B. Dissemination of relevant information to the Creative Europe Desks (Article 15(1a).

### ANNEX III

<p style="text-align: center;"><b><u>Description of the parts of the programme delegated to the Agency in the framework of the “Europe for Citizens” Programme</u></b></p>
--

**PARTS OF THE PROGRAMME WHICH ARE DELEGATED (TASKS PERFORMED ARE PRESENTED IN ANNEX V)**

With regard to the actions referred to in Article 3 and the Annex of the Regulation establishing for the period 2014-2020 the programme "Europe for Citizens"<sup>57</sup>, the Agency shall be involved in the implementation and management of the following actions and measures foreseen in Article 3, paragraphs 1 and 2:

**SECTION 1. ACTIONS COMING UNDER THE TWO STRANDS**

- A. "European remembrance";
- B. "Democratic engagement and civic participation”.

**SECTION 2. PART OF THE HORIZONTAL "VALORISATION" ACTIONS FORESEEN IN ARTICLE 3, PARAGRAPH 1, IN CONFORMITY WITH THE MEMORANDUM OF UNDERSTANDING ADOPTED BY THE STEERING COMMITTEE IN AGREEMENT WITH THE PARENT DIRECTORATE-GENERAL.**

---

<sup>57</sup> Proposal for a Council Regulation COM(2011)884 of 14.12.2011 establishing for the period 2014-2020 the programme "Europe for Citizens".

## ANNEX IV

<b>Description of the tasks delegated to the Agency in the framework of the delegated parts of programmes listed in Annex II &amp; III</b>
--

On the basis of the powers delegated by the Commission and within the framework of the relevant annual work programme adopted by the Commission, the Agency shall perform the following programme implementation tasks:

- (a) Manage some or all of the phases of programme implementation and stages in the lifetime of projects and operating grants in the frame of the delegated parts of programmes. In this connection, it shall be responsible for monitoring the projects and operating grants, making the necessary checks and recovery procedures<sup>58</sup>, and for performing budget implementation tasks covering revenue and expenditure within the meaning of the Financial Regulation, and in particular:
  - (1) Award grants and manage the ensuing agreement or decision, including the operations required to launch and conclude grant award procedures<sup>59</sup>;
  - (2) Conclude public procurement procedures and manage the ensuing contracts, including the operations required to launch and conclude public procurement procedures<sup>60</sup>.
- (b) Provide support in programme implementation, in particular:
  - (1) Collecting, processing and distributing data, and in particular compiling, analysing and transmitting to the Commission all information required to guide implementation and monitoring of the programme, promote coordination with other Union programmes, the Member States or international organisations; including collecting, processing, updating data on supported actions with a view to responding to requests for information from the Commission and collecting, processing, updating and providing operational support for the Commission's dissemination tool for the actions managed by the Agency;

---

<sup>58</sup> Including carrying out ex-post audits.

<sup>59</sup> Preparation and publication of the calls for proposals defined in the work programmes, preparation of information documents for potential beneficiaries, preparation for the evaluation of the proposals, including the selection of the expert evaluators, reception and eligibility checking of the proposals, verification on the basis of the exclusion criteria, evaluation of the proposals, adoption of award Decisions for which the relevant legal bases do not require the control by Member States of the Commission's exercise of implementing powers in accordance with Regulation (EU) No 182/2011, information to rejected and successful applicants, preparation of grant agreements and grant decisions on the basis of the standard models drawn up by the Commission, signature of grant agreements and grant decisions in accordance with the conditions laid down in this Decision, monitoring the performance of the grant agreements and grant decisions including acceptance of reports and other deliverables, payments and recoveries of debts on the Union budget, routine ex post publicity and dissemination of results, application of penalties within the meaning of Article 131(5) of the Financial Regulation in agreement with the parent Directorates-General.

<sup>60</sup> ex ante and ex post advertising, preparation of invitation to tender documents such as specifications and model contracts prepared on the basis of the models drawn up by the Commission, evaluation of requests to participate and of tenders, signature of contracts in accordance with the conditions of this Decision, cancellation or abandonment of the procedure if needed, monitoring the performance of the contracts including acceptance of reports and other deliverables, payments and recoveries, application of penalties within the meaning of Article 109 of the Financial Regulation in agreement with the parent Directorates-General.



- (2) Exploiting the results of the projects stemming from the programmes by suitable measures and means of exploitation and dissemination, in conformity with the memorandum of understanding adopted by the Steering Committee in agreement with the parent Directorates-General;
- (3) In the case of the networks and bodies under the parts of the programmes delegated to the Agency: managing grants given to the national units of these networks and bodies and coordinating the networks and bodies, in conformity with the memorandum of understanding adopted by the Steering Committee in agreement with the parent Directorates-General;
- (4) Conducting studies by means of public contracts, in conformity with the memorandum of understanding adopted by the Steering Committee in agreement with the parent Directorates-General;
- (5) Contributing to evaluation of the impact of the programme and to monitoring the actual effect of the measures on the sector;
- (6) Managing and directing a network, in particular concerning the target public (beneficiaries, recipients, projects, actors);
- (7) Organising meetings, seminars or events (on-line and off-line); organising training and meetings of experts;
- (8) Producing compendia and analysis of selected projects and their results; carrying out studies and evaluations, in particular the annual and/or mid-term evaluation of implementation of the programme, and contributing to preparation and implementation of follow-up action on evaluations;
- (9) Preparing recommendations for the Commission on implementation of the programme and its future development;
- (10) Planning and implementing information operations, among which information activities on funding opportunities;
- (11) Producing overall control and supervision data;
- (12) Participating in preparatory work on work programmes and financing decisions;
- (13) Ensuring and monitoring visibility of the Union action and of the European Commission;
- (14) The provisioning and support of specific IT tools, infrastructure and services for the Agency's own requirements in cooperation with the Commission's departments;

## ANNEX V

<b>Budget lines and EDF allocations for 2014 of which part of the appropriations corresponding to the tasks entrusted to the Agency shall be implemented by the Agency</b>
<b>Erasmus+</b>
15 02 01 01
Promoting excellence and cooperation in the European education and training area and its relevance to the labour market
15 02 01 02
Promoting excellence and cooperation in the European Youth Area and the participation of young people in European democratic life
15 02 02
Developing excellence in teaching and research activities in European integration world-wide (Jean Monnet programme)
15 02 03
Developing the European dimension in sport
<b>Creative Europe</b>
15 04 01
Strengthening the financial capacity of the cultural and creative sectors, in particular for SMEs and organisations
15 04 02
Culture sub-programme — Supporting actions for the cultural and creative sectors to operate in the Union and beyond and to promote transnational circulation and mobility
15 04 03
MEDIA sub-programme — Supporting actions for the cultural and creative sectors to operate in the Union and beyond and to promote transnational circulation and mobility
<b>Europe for Citizens</b>
16 02 01
Europe for Citizens — Strengthening remembrance and enhancing capacity for civic participation at the Union level

### **EDF ALLOCATIONS**

- Allocation under the intra-ACP financial envelope of the Ninth EDF covered by Commission Decision C (2006) 7117 of 9 January 2007 approving the programme “Erasmus Mundus ACP Window” in favour of the African, Caribbean and Pacific (ACP) Group of States to be financed from the 9th European Development Fund.
- Allocation under the intra-ACP financial envelope of the Ninth EDF covered by Commission Decision C (2007) 6617 of 21 December 2007 approving the programme “Erasmus Mundus ACP Window” in favour of the African, Caribbean and Pacific (ACP) Group of States to be financed from the 9th European Development Fund.
- Allocation under the intra-ACP financial envelope of the Tenth EDF covered by Commission Decision C (2009) 9268 of 30 November 2009 approving the programme “Erasmus Mundus ACP Window” in favour of the African, Caribbean and Pacific (ACP) Group of States to be financed from the 10th European Development Fund.
- Allocation under the intra-ACP financial envelope of the Tenth EDF covered by the Commission Decision C(2010) 7243 of 22 December 2010 approving the programme “Intra-ACP Mobility Scheme” in favour of the African, Caribbean and

Pacific (ACP) Group of States to be financed from the 10th European Development Fund.

- Allocation under the intra-ACP financial envelope of the Tenth EDF covered by the Commission Decision C(2012) 8392 of 16 November 2012 on the Annual Action Programme 2012 in favour of Intra-ACP cooperation to be financed from the 10th European Development Fund, approving the programme “Erasmus Mundus ACP Window” in favour of the African, Caribbean and Pacific (ACP) Group of States to be financed from the 10th European Development Fund.

## ANNEX VI

### Description of the parts of the programmes and the tasks delegated to the Agency in the framework of legacy programmes

#### 1. PARTS OF THE PROGRAMME WHICH ARE DELEGATED

The Agency shall be involved in the implementation and management of the legacy of the following actions and projects:

1. With regard to the actions referred to in the Annex to the Decision on the programme encouraging the development and distribution of European audiovisual works (Media II — Development and distribution) (Council Decision 95/563/EC<sup>61</sup>):
  - 1.1: Actions in the development sector: closure of projects selected by the Commission for the period 1996-2000<sup>62</sup>;
  - 1.2: Actions in the distribution and dissemination sector: closure of projects selected by the Commission for the period 1996-2000<sup>63</sup>;
2. With regard to the actions referred to in the Annex to the training programme for professionals in the European audiovisual programme industry (Media II -Training) (Council Decision 95/564/EC<sup>64</sup>):
  - 2.1: Training in economic and commercial management: closure of projects selected by the Commission for the period 1996-2000<sup>65</sup>;
  - 2.2: Training in new technologies: closure of projects selected by the Commission for the period 1996-2000<sup>66</sup>;
3. With regard to the actions referred to in Article 3 of and in the Annex to the Decision on the second phase of the Community action programme in the field of education “Socrates” (Decision No 253/2000/EC of the European Parliament and of the Council<sup>67</sup>):
  - Action 1: “Comenius”: School education;
    - Action 1.2: Initial and continuing training of staff involved in school education: multilateral cooperation projects (points 2 (d), (e), (f) and (g));
    - Action 1.3: Networks related to school partnerships and the training of staff involved in education.
  - Action 2: “Erasmus”: Higher education:
    - Management and monitoring of Erasmus University Charters;

<sup>61</sup> OJ L 321, 30.12.1995, p. 25.

<sup>62</sup> The tasks delegated to the Agency in connection with these actions are listed in points 10 to 12 of section 2.I. to this Annex and, in particular, recovery orders.

<sup>63</sup> The tasks delegated to the Agency in connection with these actions are listed in points 10 to 12 of section 2.I. to this Annex and, in particular, recovery orders.

<sup>64</sup> OJ L 321, 30.12.1995, p. 33.

<sup>65</sup> The tasks delegated to the Agency in connection with these actions are listed in points 10 to 12 of section 2.I. to this Annex and, in particular, recovery orders.

<sup>66</sup> The tasks delegated to the Agency in connection with these actions are listed in points 10 to 12 of section 2.I. to this Annex and, in particular, recovery orders.

<sup>67</sup> OJ L 28, 3.2.2000, p. 1.

- Action 2.1: European inter-university cooperation;
  - Action 2.3: Thematic networks.
  - Action 3: “Grundtvig”: adult education and other educational pathways; actions 3.2 (mentioned under points (a) to (g) and point (i)) and 3.3.
  - Action 4: “Lingua”: teaching and learning of languages.
  - Action 5: “Minerva”: open and distance learning: information and communication technologies in education.
  - Action 7: Joint actions.
4. With regard to the actions referred to in Article 3 of and in section II of Annex I to the Decision on the second phase of the Community action programme in the field of vocational training “Leonardo da Vinci” (Council Decision No 1999/382/EC<sup>68</sup>):
- Measure 2: Pilot projects:
    - Thematic actions (procedure C);
  - Measure 5: support for actions to establish, update and disseminate reference material (procedure C);
  - Measure 6: Joint actions.
5. With regard to the actions referred to in Article 3 of and in the Annex to the Decision on the Community action programme “Youth” (Decision No 1031/2000/EC of the European Parliament and of the Council<sup>69</sup>):
- Action 1: Youth for Europe:
    - Action 1.1: Intra-Community exchanges of young people;
    - Action 1.2: Youth exchanges with non-member countries;
  - Action 2: European Voluntary Service:
    - Action 2.1: Intra-Community European Voluntary Service;
    - Action 2.2: European Voluntary Service with non-member countries;
  - Action 4: Joint actions: closure of projects selected by the Commission for 2002, 2003 and 2004<sup>70</sup>;
  - Action 5: Support measures:
    - Action 5.1: Training and cooperation of youth policy players.
6. With regard to the actions referred to in Article 2 of and in Annex I to the programme “Culture 2000” (Decision No 508/2000/EC of the European Parliament and of the Council<sup>71</sup>):
- 6.1: Specific, innovative and/or experimental actions;
  - 6.2: Integrated actions covered by structured, multiannual transnational cultural cooperation agreements.

<sup>68</sup> OJ L 146, 11.6.1999, p. 33.

<sup>69</sup> OJ L 117, 18.5.2000, p. 1.

<sup>70</sup> The tasks delegated to the Agency in connection with this action are listed in points 10 to 14 of section 2.I. to this Annex.

<sup>71</sup> OJ L 63, 10.3.2000, p. 1.

7. Projects covered by the “Erasmus Mundus External Cooperation Window” and financed under the provisions on assistance for the partner States of Eastern Europe and Central Asia (Council Regulation (EC) No 99/2000<sup>72</sup>).
8. Projects in the field of higher education (Erasmus Mundus) financed under the provisions on assistance for Albania, Bosnia and Herzegovina, Croatia, the Former Yugoslav Republic of Macedonia, Montenegro, Serbia and Kosovo<sup>73</sup> (Council Regulation (EC) No 2666/2000<sup>74</sup>).
9. With regard to actions provided for in the Annex to the Decision adopting the third phase of the trans-European cooperation scheme for higher education (Tempus III) (Council Decision No 1999/311/EC<sup>75</sup>);
  - Joint European projects;
  - Structural and/or complementary measures;
  - Individual grants;
  - In connection with the “Support Actions”: support for the National Tempus Offices.
10. With regard to the actions referred to in Article 5 of and in the Annex to the Agreement between the European Community and the United States of America renewing a programme of cooperation in the field of higher education and vocational education and training (Council Decision No 2001/196/EC<sup>76</sup>):
  - Action 1: Joint European Community/United States consortia projects;
  - Action 2: Fulbright/European Union programme;
  - Action 3: Complementary activities.
11. With regard to the actions referred to in Article 5 of and in the Annex to the Agreement between the European Community and the Government of Canada renewing a programme of cooperation in the field of higher education and training (Council Decision No 2001/197/EC<sup>77</sup>):
  - Action 1: Joint EC/Canada consortia projects;
  - Action 2: Complementary activities.
12. With regard to the actions referred to in Articles 3 and 4 of and the Annex to the programme to encourage the development of European audiovisual works (MEDIA Plus – Development, Distribution and Promotion) (Council Decision No 2000/821/EC<sup>78</sup>):
  - 12.1: Actions concerning the development of audiovisual works;
  - 12.2: Actions in the distribution and dissemination sector;
  - 12.3: Actions in the promotion sector;
  - 12.4: Actions in connection with pilot projects;

<sup>72</sup> OJ L 12, 18.1.2000, p. 1.

<sup>73</sup> In accordance with the UNSCR 1244/99.

<sup>74</sup> OJ L 306, 7.12.2000, p. 1.

<sup>75</sup> OJ L 120, 8.5.1999, p. 30.

<sup>76</sup> OJ L 71, 13.3.2001, p. 7.

<sup>77</sup> OJ L 71, 13.3.2001, p. 15.

<sup>78</sup> OJ L 336, 30.12.2000, p. 82.

- 12.5: Participation in the management of projects as part of the “i2i audiovisual” initiative.
13. With regard to the actions referred to in the Annex to the training programme for professionals in the European audiovisual programme industry (MEDIA-Training) (Decision No 163/2001/EC of the European Parliament and of the Council<sup>79</sup>):
- 13.1: Training in new technologies;
  - 13.2: Training in economic, financial and commercial management;
  - 13.3: Scriptwriting techniques;
  - 13.4: Networks of training courses;
  - 13.5: Initial vocational training activities.
14. With regard to the actions referred to in Article 3 of and in the Annex to the multiannual programme for the effective integration of information and communication technologies (ICT) in education and training systems in Europe (e-Learning) (Decision No 2318/2003/EC of the European Parliament and of the Council<sup>80</sup>):
- Action line 1: Promotion of digital literacy;
  - Action line 2: European virtual campuses;
  - Action line 4: Transversal actions and monitoring of the e-Learning Action Plan;
  - Participation in the management of the closure of projects as part of the e-Learning preparatory action.
15. With regard to the activities referred to in the Annex (points 2.1.2 and 2.1.3) to the Community action programme to promote active European citizenship (civic participation) (Council Decision 2004/100/EC<sup>81</sup>):
- Part 2: permanent work programme of a body pursuing an aim of general European interest in the field of European citizenship or an objective forming part of European Union policy in this area;
  - Part 3:
    - (a) Actions in the field of European citizenship, conducted in particular by non-governmental organisations, associations and federations of European interest or cross-industry trade unions;
    - (b) Actions to promote town twinning, taken at the initiative of local and regional municipalities, authorities and bodies and local and regional administrations and their organisations.
16. With regard to the actions referred to in Article 1 of and in the Annex to the Community action programme to promote bodies active at European level in the field of youth (Decision No 790/2004/EC of the European Parliament and of the Council<sup>82</sup>):

---

<sup>79</sup> OJ L 26, 27.1.2001, p. 1.

<sup>80</sup> OJ L 345, 31.12.2003, p. 9.

<sup>81</sup> OJ L 30, 4.2.2004, p. 6.

<sup>82</sup> OJ L 138, 30.4.2004, p. 24.

- Part 2: Support for the permanent activities of bodies pursuing an aim of general European interest in the field of youth or an objective forming part of European Union policy in this area.
17. With regard to the actions referred to in Article 1(2) of and in the Annex to the programme to promote bodies active at European level and support for specific activities in the field of education and training (Decision 791/2004/EC of the European Parliament and of the Council<sup>83</sup>):
- Action 2: Support for European associations in the field of education or training;
  - Action 3A: Support for activities in the field of higher education concerning European integration, including Jean Monnet chairs.
18. With regard to the actions referred to in Annex I (points 2.2 and 2.3) to the programme to promote bodies active at European level in the field of culture (Decision 792/2004/EC of the European Parliament and of the Council<sup>84</sup>):
- Part 2: permanent activities of other bodies pursuing an aim of general European interest in the field of culture or an objective forming part of European Union policy in this area;
  - Part 3: Actions for the preservation and commemoration of the main sites and archives associated with deportations, symbolised by the memorials which have been erected on the sites of former camps and other places of mass civilian martyrdom and extermination, and for keeping alive the memory of the victims at these sites.
19. With regard to the actions referred to in Article 4 of and the Annex to the programme for the enhancement of quality in higher education and the promotion of intercultural understanding through cooperation with non-member countries (Erasmus Mundus) (Decision 2317/2003/EC of the European Parliament and of the Council<sup>85</sup>):
- Action 1: Erasmus Mundus Masters courses;
  - Action 2: Scholarships;
  - Action 3: Partnerships with non-member country higher education institutions;
  - Action 4: Enhancing the attractiveness of European higher education.
20. With regard to the actions referred to in Article 5 of and in the Annex to the Agreement between the European Community and the United States of America renewing the programme of cooperation in the field of higher education and vocational education and training (Council Decision 2006/910/EC<sup>86</sup>):
- Action 1: Joint European Community–United States consortia projects;
  - Action 2: Excellence (follow-up) mobility projects;
  - Action 3: Policy-oriented measures;
21. With regard to the actions referred to in Article 5 of and the Annex to the Agreement between the European Community and the Government of Canada establishing a

<sup>83</sup> OJ L 138, 30.4.2004, p. 31.

<sup>84</sup> OJ L 138, 30.4.2004, p. 40.

<sup>85</sup> OJ L 345, 31.12.2003, p. 1.

<sup>86</sup> OJ L 346, 9.12.2006, p. 33.



framework of cooperation in the field of higher education, training and youth (Council Decision 2006/964/EC<sup>87</sup>):

- 1: Action concerning higher education and training;
- 2: Action concerning youth;
- 3: Complementary actions:
  - 3.1: Complementary activities;
  - 3.2: Financial support to policy-oriented measures involving organisations active in higher education, training and youth;
  - 3.3: Mobility of professionals.

22. With regard to the actions referred to in the action programme in the field of lifelong learning (Decision 1720/2006/EC of the Parliament and of the Council<sup>88</sup>):

- “Comenius” programme (Article 18(1)):
  - a) Multilateral projects;
  - b) Multilateral networks;
  - c) Accompanying measures.
- “Erasmus” programme (Article 22(1)):
  - a) Management and monitoring of Erasmus University Charters;
  - b) Multilateral projects;
  - c) Erasmus thematic networks;
  - d) Accompanying measures.
- “Leonardo da Vinci” programme (Article 26(1)):
  - a) Multilateral projects aimed at improving training systems by focusing on the development of innovation and good practice;
  - b) Thematic networks of experts and organisations;
  - c) Accompanying measures.
- “Grundtvig” programme (Article 30(1)):
  - a) Multilateral projects aimed at improving adult education systems through the development and transfer of innovation and good practice;
  - b) Grundtvig networks;
  - c) Accompanying measures.
- Transversal programme (Article 33):
  - 1. Policy cooperation and innovation:
    - a) Multilateral projects;
    - b) Multilateral networks;

---

<sup>87</sup> OJ L 397, 30.12.2006, p. 14.

<sup>88</sup> OJ L 327, 24.11.2006, p. 45.

- c) Observation and analysis of policies and systems in the field of education and training:
  - i) Studies and research;
  - ii) Development of indicators and statistical surveys;
  - iii) Support for the national units of the Eurydice network and management of the Eurydice European Unit.
- d) Action to support transparency and recognition of qualifications and competences, information and guidance for mobility for learning purposes and cooperation in quality assurance:
  - i) Euroguidance network and National Academic Recognition Information Centres (NARIC);
  - ii) Activities under the Europass initiative, in accordance with Decision No 2241/2004/EC of the European Parliament and of the Council<sup>89</sup>.
- e) Accompanying measures.
- 2. Language learning:
  - a) Multilateral projects;
  - b) Multilateral networks;
  - c) Accompanying measures.
- 3. ICT:
  - a) Multilateral projects;
  - b) Multilateral networks;
  - c) Other actions aimed at improving policy and practices in the field of lifelong learning.
- 4. Dissemination and exploitation of results:
  - a) Multilateral projects.
- “Jean Monnet” programme (Article 36):
  - 1. The “Jean Monnet” action:
    - a) Unilateral and national projects:
      - i) Jean Monnet Chairs, centres of excellence and teaching modules;
      - ii) Associations of lecturers, teachers and researchers;
      - iii) Support for young researchers specialising in European integration studies;
      - iv) European Community information and research activities.

---

<sup>89</sup> The tasks delegated to the Agency under this action are, firstly, to manage the operating subsidies granted under Article 16 of and Annex VIII to Decision No 2241/2004/EC to the National Europass Centres (NECs) referred to in Article 11 of this Decision and, secondly, to monitor the European network of NECs referred to in the same Article, in accordance with the provisions of section 2.III(4) of this Annex.

- b) Multilateral projects and networks.
  - 3. Operating subsidies for European associations and establishments active in the field of education and training.
  - Annex B.2: in addition to the networks and centres mentioned above (NARIC, Eurydice, Euroguidance and the national Europass centres), the eTwinning national support services.
23. With regard to the actions referred to in Article 4 of and in paragraph I of the Annex to the “Culture” programme (2007-2013) (Decision No 1855/2006/EC of the European Parliament and of the Council<sup>90</sup>):
- Part 1: support for cultural actions:
    - 1.1: multiannual cooperation projects;
    - 1.2: cooperation measures;
    - In connection with part 1.3 “special actions”: support for European cultural festivals and cooperation programmes with non-member countries.
  - Part 2: support for bodies active at European level in the field of culture;
  - Part 3: support for the work of analysing, collecting and disseminating information and of maximising the impact of projects in the field of cultural cooperation.
24. With regard to the actions referred to in Article 3 of and in paragraph I of the Annex to the programme “Europe for Citizens” aimed at promoting active European citizenship (Decision No 1904/2006/EC of the European Parliament and of the Council<sup>91</sup>):
- Action 1: Citizens for Europe:
    - 1.1: Town twinning, apart from the direct structural support granted for 2007, 2008 and 2009 to the Council of European Municipalities and Regions (CEMR);
    - 1.2: Citizens’ projects and support measures;
  - Action 2: Civil society in Europe:
    - 2.1: Structural support for European public policy research organisations (think tanks), apart from the direct structural support granted for 2007, 2008 and 2009 to the association *Groupement d’études et de recherches Notre Europe* and to the *Institut für Europäische Politik*;
    - 2.2: Structural support for civil society organisations at European level, apart from the direct structural support granted for 2007, 2008 and 2009 to the Platform of European Social NGOs, the European Movement and the European Council on Refugees and Exiles;
    - 2.3: Support for projects initiated by civil society organisations;
  - Action 3: Together for Europe:
    - 3.2: Studies;

<sup>90</sup> OJ L 372, 27.12.2006, p. 1.

<sup>91</sup> OJ L 378, 27.12.2006, p. 32.

- 3.3: Information and dissemination tools;
  - Action 4: European remembrance;
25. With regard to the actions referred to in Article 4 of and in the Annex to the “Youth in Action” programme (Decision No 1719/2006/EC of the European Parliament and of the Council<sup>92</sup>):
- Action 1: Youth for Europe:
    - 1.1: Youth exchanges;
    - 1.3: Participative democracy projects;
    - In connection with the “structuring measures for Action 1”<sup>93</sup>: pilot projects on thematic approach and networking;
  - Action 2: European Voluntary Service;
  - Action 3: Youth in the World:
    - 3.1: Cooperation with the neighbouring countries of the Union;
    - 3.2: Cooperation with other countries;
  - Action 4: Youth support systems:
    - 4.1: Support for bodies active at European level in the field of youth;
    - 4.3: Training and networking of those active in youth work and youth organisations;
    - 4.4: Projects to encourage innovation and quality;
    - 4.5: Information activities for young people and those active in youth work and youth organisations;
    - 4.6: Partnerships;
    - 4.7: Support for the following structures of the programme: EURODESK network, Euro-Mediterranean Youth Platform and associations of young European volunteers;
  - Action 5: Support for European cooperation in the field of youth:
    - 5.1: Meetings of young people and those responsible for youth policy;
    - 5.2: Support for activities to bring about better understanding and knowledge of the field of youth.
26. With regard to the actions referred to in Articles 3, 4, 5, 6, 7 and 12 of and in the Annex to the programme of support for the European audiovisual sector (MEDIA 2007) (Decision No 1718/2006/EC of the European Parliament and of the Council<sup>94</sup>):
- I.1: Actions for the acquisition and improvement of skills in the audiovisual sector;
  - I.2: Actions in the development sector;
  - I.3: Actions in the distribution and dissemination sector;

<sup>92</sup> OJ L 327, 24.11.2006, p. 30.

<sup>93</sup> See 2007 Guide to the Youth in Action programme 2007-2013: ([http://ec.europa.eu/youth/index\\_en.html](http://ec.europa.eu/youth/index_en.html), p. 54).

<sup>94</sup> OJ L 327, 24.11.2006, p. 12.

- I.4: Actions in the promotion sector;
  - I.5: Actions on pilot projects;
  - II.2.2: MEDIA Desks and MEDIA antennae
27. With regard to the actions referred to in Article 4(1) of and in the Annex to the Erasmus Mundus action programme 2009-2013 for the enhancement of quality in higher education and the promotion of intercultural understanding (Decision 1298/2008/EC of the European Parliament and of the Council<sup>95</sup>):
- Action 1: Erasmus Mundus joint programmes;
  - Action 3: Promotion of European higher education, with the exception of the Erasmus Mundus Students and Alumni Association;
28. With regard to the actions referred to in Articles 5 to 7 of and in the Annex to the Decision on audiovisual cooperation with professionals from third countries (MEDIA Mundus) (2011-2013) (Decision No 1041/2009/EC of the European Parliament and of the Council<sup>96</sup>):
- 1: Actions relating to information exchange, training and market intelligence;
  - 2: Actions in the competitiveness and distribution sector;
  - 3: Actions in the circulation sector;
29. Projects in the field of higher education (Erasmus Mundus) financed under the provisions on aid for economic cooperation with developing countries in Asia (Council Regulation (EEC) No 443/92<sup>97</sup>);
30. Projects in the fields of higher education (Erasmus Mundus and Erasmus Mundus 2009-2013) and youth financed under the provisions of the Instrument for Pre-Accession Assistance (IPA) (Council Regulation (EC) No 1085/2006<sup>98</sup>);
31. Projects in the field of higher education (Erasmus Mundus) financed by resources from the EDF;
32. Projects in the fields of primary and secondary education (eTwinning), higher education (action 1 of the Erasmus Mundus programme 2009-2013) and youth eligible for funding by the European Neighbourhood and Partnership Instrument, established by Regulation (EC) No 1638/2006 of the European Parliament and of the Council<sup>99</sup>;
33. Projects in the field of youth funded under the provisions of the financing instrument for cooperation with industrialised and other high-income countries and territories (Council Regulation (EC) No 1934/2006<sup>100</sup>);
34. Joint consortia projects covered by cooperation in the field of education funded by the financing instrument for cooperation with industrialised and other high-income countries and territories (Council Regulation (EC) No 1934/2006<sup>101</sup>);

---

<sup>95</sup> OJ L 340, 19.12.2008, p. 83.

<sup>96</sup> OJ L 288, 4.11.2009, p. 10.

<sup>97</sup> OJ L 52, 27.2.1992, p. 1.

<sup>98</sup> OJ L 210, 31.7.2006, p. 82.

<sup>99</sup> OJ L 310, 9.11.2006, p. 1.

<sup>100</sup> OJ L 405, 3.12.2006, p. 37.

<sup>101</sup> OJ L 405, 3.12.2006, p. 37.

35. With regard to the Tempus IV action, financed under the provisions of the Instrument for Pre-Accession Assistance (IPA) (Council Regulation (EC) No 1085/2006<sup>102</sup>), the general provisions of the European Neighbourhood and Partnership Instrument (Regulation (EC) No 1638/2006 of the European Parliament and of the Council<sup>103</sup>) and the provisions of the financing instrument for development cooperation (Regulation (EC) No 1905/2006 of the European Parliament and of the Council<sup>104</sup>):
- Joint projects;
  - Structural projects;
  - Accompanying measures, including support for the National Tempus Offices;
36. Projects covered by the “Erasmus Mundus External Cooperation Window” and financed under the provisions of the Instrument for Pre-Accession Assistance (IPA) (Council Regulation (EC) No 1085/2006<sup>105</sup>), the general provisions of the European Neighbourhood and Partnership Instrument (Regulation (EC) No 1638/2006 of the European Parliament and of the Council<sup>106</sup>), the provisions of the financing instrument for development cooperation (Regulation (EC) No 1905/2006 of the European Parliament and of the Council<sup>107</sup>) and resources from the Ninth EDF;
37. Erasmus Mundus Partnerships covered by Action 2 of the Erasmus Mundus action programme 2009-2013 (Decision 1298/2008/EC of the European Parliament and of the Council<sup>108</sup>) and financed by the Instrument for Pre-Accession Assistance (IPA) (Council Regulation (EC) No 1085/2006<sup>109</sup>), the European Neighbourhood and Partnership Instrument (Regulation (EC) No 1638/2006 of the European Parliament and of the Council<sup>110</sup>), the financing instrument for development cooperation (Regulation (EC) No 1905/2006 of the European Parliament and of the Council<sup>111</sup>), the financing instrument for cooperation with industrialised and other high-income countries and territories (Council Regulation (EC) No 1934/2006<sup>112</sup>) and resources from the European Development Fund in accordance with the Partnership Agreement between the African, Caribbean and Pacific Group of States, of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 (Council Decision 2003/159/EC<sup>113</sup>), as amended by the agreement signed in Luxembourg on 25 June 2005 (Council Decision 2005/599/EC<sup>114</sup>);
38. Projects covered by the “Intra-ACP academic mobility programme” and financed under the provisions of the financing instrument for development cooperation (Regulation (EC) No 1905/2006 of the European Parliament and of the Council<sup>115</sup>) and resources from the European Development Fund in accordance with the

---

<sup>102</sup> OJ L 210, 31.7.2006, p. 82.  
<sup>103</sup> OJ L 310, 9.11.2006, p. 1.  
<sup>104</sup> OJ L 378, 27.12.2006, p. 41.  
<sup>105</sup> OJ L 210, 31.7.2006, p. 82.  
<sup>106</sup> OJ L 310, 9.11.2006, p. 1.  
<sup>107</sup> OJ L 378, 27.12.2006, p. 41.  
<sup>108</sup> OJ L 340, 19.12.2008, p. 83.  
<sup>109</sup> OJ L 210, 31.7.2006, p. 82.  
<sup>110</sup> OJ L 310, 9.11.2006, p. 1.  
<sup>111</sup> OJ L 378, 27.12.2006, p. 41.  
<sup>112</sup> OJ L 405, 3.12.2006, p. 37.  
<sup>113</sup> OJ L 65, 8.3.2003, p. 27.  
<sup>114</sup> OJ L 209, 11.8.2005, p. 26.  
<sup>115</sup> OJ L 378, 27.12.2006, p. 41.

Partnership Agreement between the African Caribbean and Pacific Group of States, of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 (Council Decision 2003/159/EC<sup>116</sup>), as last amended by the Agreement signed in Ouagadougou on 22 June 2010.

## **2. TASKS WHICH ARE DELEGATED UNDER LEGACY MANAGEMENT**

### **I. Tasks in connection with projects under the parts of the programme delegated to the Agency and, in particular, the operations required to launch and conclude grant procedures**

1. Preparation of draft calls for proposals on the basis of the Commission work programme or an ad hoc financing decision by the Commission;
2. Publication of calls for proposals after their approval by the Commission in conformity with the appropriate rules of comitology;
3. Preparation of information documents for potential beneficiaries;
4. Preparation of an assessment of proposals and, where appropriate, pre-proposals, including the management of experts involved in the assessment;
5. Selection of projects or, where the legal basis of the programme provides for the Commission to select the projects, preparation of a proposal for selection to be made by the Commission in conformity with comitology procedures;
6. Notification to beneficiaries of individual decisions on the award of grants;
7. Consideration of requests to review grant award decisions;
8. Preparation of agreements, on the basis of the standard models drawn up by the Commission, adapted to specific requirements;
9. Signature of grant agreements;
10. Budgetary measures resulting from the signature and the implementation of agreements (budgetary commitments, payments, estimates of accounts receivable and recoveries). However, enforceable recovery decisions within the meaning of Article 256 of the EC Treaty and Article 72(2) of the General Financial Regulation shall be prepared by the Agency and adopted by the Director-General of the parent Directorate-General on the basis of the delegation received from the Commission (Decision SEC(2005) 1473 of 15 November 2005 on delegation with a view to the adoption of enforceable decisions);
11. Individual monitoring of agreements and projects;
  - Assessment of interim project reports;
  - Assessment of final project reports;
  - Site visits;
12. Financial audit of the projects managed by the Agency (this task may be subcontracted);
13. Ex-post publicity;
14. The application of sanctions within the meaning of Article 114(4) of the General Financial Regulation, in agreement with the parent Directorate-General.

---

<sup>116</sup> OJ L 65, 8.3.2003, p. 27.

The involvement of the Agency in the case of projects in the field of higher education financed by the budget headings of the policy field External Relations (Title 19 of the budget) and the policy field Enlargement (Title 22 of the budget) shall comply with the conditions of implementation of projects and division of tasks laid down by the inter-service agreement adopted by the Commission services in the field of External Relations in July 2001.

## **II. Tasks in connection with the award of public contracts**

1. Ex-ante and ex-post advertising;
2. Preparation of call for tender documents, such as specifications and specimen contracts, prepared on the basis of the standard models drawn up by the Commission and adapted to specific requirements;
3. Assessment of applications to participate and tenders;
4. Individual decisions on the award of contracts or, where the legal basis of the programme provides for the Commission to select the tenders, preparation of a proposal for selection to be made by the Commission in conformity with comitology procedures, in accordance with the conditions of this Decision;
5. Signing contracts;
6. Monitoring the implementation of contracts;
7. Budgetary measures resulting from the signature and the implementation of contracts (budgetary commitments, payments, estimates of accounts receivable and recoveries, apart from the adoption of enforceable recovery decisions within the meaning of Article 256 of the EC Treaty and Article 72(2) of the General Financial Regulation);
8. Application of sanctions within the meaning of Article 96 of the General Financial Regulation, in agreement with the parent Directorate-General.

## **III. Other tasks delegated to the Agency**

1. Collecting, processing and disseminating data and, in particular, compiling, analysing and transmitting to the Commission all information required to guide implementation of the EU programmes and to promote coordination and synergy with other programmes of the European Union, the Member States or international organisations. When the information is of a statistical nature, the Agency shall use the data and methods existing at EU level and shall cooperate with Eurostat as a Community authority within the meaning of Article 2 of Council Regulation (EC) No 322/97 of 17 February 1997 on Community Statistics<sup>117</sup>, except in the case of statistics concerning the MEDIA Plus, MEDIA Training, MEDIA 2007 and MEDIA Mundus programmes;
2. Informing and communicating with the beneficiaries of the parts of the programme delegated to the Agency – including preparing information documents for participation in programmes (instructions and guides for applicants, forms, overview of projects), arranging training and organising meetings, conferences and events (on-line and off-line) – in conformity with the cooperation arrangements adopted by the Steering Committee in agreement with the parent Directorates-General;
3. Utilising the results of the projects stemming from the parts of the programme delegated to the Agency by suitable measures and means of exploitation and

---

<sup>117</sup> OJ L 52, 22.2.1997, p. 1.



dissemination, in conformity with the cooperation arrangements adopted by the Steering Committee in agreement with the parent Directorates-General;

4. In the case of the networks and bodies under the parts of the programmes delegated to the Agency (NARIC, Euroguidance, Europass, EURODESK, national coordination points for the European Qualifications Framework (EQF), etc.): managing the grants given to the national units of these networks and bodies and monitoring the networks and bodies (attending coordination meetings, conducting monitoring visits, etc.), in conformity with the cooperation arrangements adopted by the Steering Committee in agreement with the parent Directorates-General;
5. Conducting studies by means of public contracts, in conformity with the cooperation arrangements adopted by the Steering Committee in agreement with the parent Directorates-General;
6. Organisation of training activities and meetings of experts;
7. Contributing to the work of assessment, in particular in the form of support which the Agency can provide with regard to the data at its disposal by virtue of its mandate (data input, statistical processing);
8. Preparing recommendations for the Commission on implementation of the EU programmes and their future development;
9. Producing overall control and supervision data;
10. Participating in preparatory work on financing decisions;
11. The development of specific IT tools for the Agency's own requirements in cooperation with the Commission's departments;
12. Providing the operational support structure for the European Voluntary Service in connection with the "Youth" and "Youth in Action" programmes;
13. Maintaining and using mailing lists.

#### **IV. Specific tasks in connection with the management of the European unit of the Eurydice network**

In the case of the European unit of the Eurydice network, the Agency shall also be responsible for the following tasks:

1. Collecting, processing, updating and disseminating information and data on education systems and policies in Europe;
2. Coordinating, producing and disseminating studies on the education systems in Europe: articles, summaries, information sheets, bibliographies, monographs, glossaries, thesauri, etc.;
3. Developing and disseminating indicators and statistics in the field of education;
4. Designing, developing and managing databases, IT tools (programs, software) and IT sites (Internet, intranet and extranet), including arranging discussion forums;
5. Arranging and coordinating the network, including devising procedures and support for the national units of the network;
6. Promoting and utilising the network and its work, in particular:
  - Conducting press campaigns;

- Conducting surveys aimed at identifying the needs of the target groups of the network and/or improving the products of the network;
  - Coordinating and supporting national measures for utilising the network and its work;
  - Improving the dissemination of the work of the network.
7. Responding to requests for information from the Commission, from the national units of the network and from outside (by mail, fax, e-mail or telephone);
  8. Preparing the documents required for the work of the network and its European unit (instructions, guides, user manuals, questionnaires, forms) and the dissemination of these documents to the relevant people;
  9. Cooperating with national, European and international bodies in the fields of education and statistics (services of the Member States and non-member countries, Organisation for Economic Cooperation and Development, Council of Europe, European Centre for the Development of Vocational Training, European Training Foundation, Eurostat, Centre for Research on Lifelong Learning, Eurolib, European Schoolnet, etc.) and participating in the work of these bodies.