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(Acts adopted under Title VI of the Treaty on European Union)

COUNCIL ACT
of 18 January 1999
adopting the Financial Regulation applicable to the budget of Europol
(1999/C 25/01)

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Convention based on Article K.3 of the Treaty on European Union, on the establishment of a European Police Office (Europol Convention) ⁽¹⁾, and in particular Article 35(9) and Article 36(6) thereof,

Having regard to the opinion of the Management Board,

Having regard to the opinion of the Joint Audit Committee,

Whereas the principles of sound financial management and in particular those of economy and cost-effectiveness must apply to the Europol budget, clear objectives for planned activities must be identified in the annual budgets and business plans, progress of their realisation monitored and, if necessary, any further action taken to achieve them,

HAS ADOPTED THIS REGULATION:

⁽¹⁾ OJ C 316, 27.11.1995, p. 1.

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TITLE I

GENERAL PRINCIPLES

Article 1

1. The budget of Europol (hereinafter called 'the budget' is the instrument which provides for the estimated revenue and expenditure of Europol for each financial year.

The five-year financing plan of Europol (hereinafter called 'the financing plan') stipulates the revenue and expenditure of Europol for the financial year which the draft budget concerns and the following four financial years.

2. The appropriations entered into the budget shall be provided for the duration of one financial year.

Expenditure may not be provided for a period extending beyond the financial year.

3. Expenditure arising from:

- contracts which have been concluded, in accordance with local usage, or
- contractual provisions relating, in particular, to the supply of equipment,

for periods extending beyond the financial year shall be charged against the budget for the financial year in which it is effected.

Article 2

The budget appropriations shall be used in accordance with the principles of sound financial management, and in particular those of economy and cost-effectiveness.

Article 3

1. Subject to Article 22, all revenue and expenditure shall be entered in full in the budget and in the accounts without any adjustment against each other.

2. Total revenue shall cover total expenditure.

Article 4

1. No revenue shall be collected and no expenditure effected unless credited to or charged against an Article in the budget.

Without prejudice to Article 22, no expenditure may be committed or authorised in excess of the authorised appropriations.

2. The establishment plan adopted pursuant to Article 14 shall constitute an absolute limit for Europol; no appointment may be made in excess of the limit set.

Instances of part-time work may be compensated for by the engagement of other staff within the limits set.

3. No donation, legacy, subsidy or the like may be received without prior approval by the Management Board. The Management Board shall act unanimously.

Article 5

1. The financial year shall run from 1 January to 31 December.

2. Revenue shall be entered in the accounts for the financial year in which it is collected.

Notwithstanding the preceding subparagraph, Member States' contributions to the budget received before the beginning of the financial year which they concern shall be credited to the budget for that financial year.

3. The allotted appropriations may be used solely to cover expenditure properly entered into and paid under the financial year for which they were granted, save as otherwise provided in Article 6, and to cover the debts relating to preceding financial years for which no appropriation was carried forward.

The expenditure of a financial year shall be entered in the accounts for that year on the basis of expenditure authorised no later than 31 December, and for which the corresponding payments are effected before the following 1 March.

Article 6

1. The following rules shall govern the utilisation of appropriations:

- (a) appropriations still uncommitted at the end of the financial year for which they were entered shall, as a rule, lapse;
- (b) appropriations relating to remuneration and allowances of staff may not be carried over;
- (c) appropriations in respect of payments still outstanding at 31 December by virtue of commitments duly entered into between 1 January and 31 December shall be carried over automatically to the next financial year only.

2. Notwithstanding paragraph 1, the Director may forward to the Management Board, before 31 January, duly substantiated requests to carry over to the next financial year appropriations not committed at 31 December.

The carry-over of such appropriations may be proposed only for exceptional reasons.

The Management Board shall act on such requests for carry-over by 1 March at the latest. It shall act unanimously.

3. Appropriations carried over from one financial year to the following lapse if still uncommitted at the end of the financial year to which they were carried over.

4. A list of the appropriations to be carried forward automatically shall be forwarded to the Management Board for information before 1 April.

5. For the purpose of implementing the budget, the utilisation of appropriations carried forward shall be shown separately, for each budget item, in the accounts for the current financial year.

Article 7

Current expenditure chargeable to the next financial year and which, by its nature, arises at the beginning of that financial year may, as from 15 November of each year, be charged as an expected commitment against the appropriations provided for in respect of the next financial year up to a maximum of one quarter of the total corresponding appropriations for the current year. However, such commitments may only apply to new expenditure of a kind not yet approved in principle in the budget of the current financial year if the budget for the next financial year has already been adopted.

Expenditure relating to rents or certain associated expenditure which is payable in advance in accordance with provisions laid down by law or contracts may give rise to payments from 20 December onwards being charged to the appropriations for the next financial year.

Article 8

1. If the budget is not adopted at the beginning of the financial year, expenditure already approved in principle in the last budget duly adopted may be effected under the conditions laid down in this Article.

2. Payments may be made monthly in respect of any chapter up to one-twelfth of the total appropriations entered in the chapter in question for the preceding financial year in so far as this is required to meet Europol's legal obligations.

3. At the request of the Director, the Management Board may, in the light of administrative needs, authorise two or more provisional twelfths at the same time or, in exceptional cases, payments not required to meet Europol's legal obligations. In doing so it shall act unanimously.

4. Under the circumstances referred to in paragraph 1, Member States' contributions amounting to three twelfths of the contributions called up according to the last budget duly adopted may be called up.

5. At the request of the Director, and after obtaining the opinion of the Management Board, the Council may, in the light of financial needs, authorise further Member States' contributions to be called up. In doing so it shall act unanimously.

Article 9

The budget and any supplementary or amending budgets, as adopted, shall be published in the *Official Journal of the European Communities*, at the behest of the President of the Council.

Publication shall normally take place within one month from the date of the adoption.

Article 10

1. The budget and the financing plan shall be drawn up in ecus, as defined in Article 1 of Council Regulation (EC) No 3320/94 ⁽¹⁾.

⁽¹⁾ OJ L 350, 31.12.1994, p. 27.

Any future amendment to that Regulation shall apply to this provision.

2. Any operations involving conversion of the ecu into a national currency shall, in principle, be effected on the basis of the exchange rate applicable on that day; derogations from this principle may be permitted in exceptional cases, in accordance with the implementing rules provided for in Article 57(2).

Article 11

1. On the basis of a review of the existing business plan, the Director shall each year draw up a draft business plan setting out the planned activities and developments for Europol for the following five years. As an integral part of the business plan, the financing plan shall describe the financial and human resources deemed necessary for the proposed yearly activities.

2. The draft business plan shall be submitted to the Management Board which, after obtaining the opinion of the Financial Committee, shall take a decision on it. The Management Board shall act unanimously.

Article 12

1. A Financial Committee is hereby established.

2. The composition of the Financial Committee shall be as defined in Article 35(8) of the Europol Convention. The committee shall be chaired by a representative of the Member State holding the Presidency of the Council.

3. The tasks of the Financial Committee shall be as defined in Article 35 of the Europol Convention and in this Regulation.

Furthermore, the committee shall undertake such tasks concerning budgetary and financial matters which the Management Board or the Council refer to it.

In carrying out its tasks, the committee shall in particular examine whether the principles set out in Article 2 are being duly adhered to.

4. The committee may require the Director to furnish it with any information or evidence it considers necessary concerning budgetary and financial matters for the supervision of which it is responsible.

TITLE II

ESTABLISHMENT AND STRUCTURE OF THE BUDGET

SECTION I

Establishment of the budget

Article 13

The budget shall be adopted, and the financing plan decided on, in accordance with Article 35 of the Europol Convention.

Article 14

The draft budget and the draft financing plan shall be accompanied by explanatory notes containing in particular:

- (a) a general policy declaration on the objectives to be achieved with the budget;
- (b) a description of the activities for which the appropriations are requested, taking account of the principles set out in Article 2 and the business plan as provided for in Article 11;

(c) a description of the assumptions and the NLG/ECU exchange rate on which the drafts are based;

(d) an explanation of the changes in appropriations from one financial year to the next.

In respect of staff, the draft budget shall further be accompanied by a working document containing the following information:

- (a) for each category of staff, a detailed list of budgetary posts and numbers of persons in post on the date of the submission of the draft budget, indicating their distribution by grade and administrative unit;
- (b) where a change in the number of persons is proposed, a statement justifying such changes.

SECTION II

Structure of the budget*Article 15*

The budget shall be subdivided into titles, chapters, articles and items according to the nature of the revenue or expenditure or the intended purpose thereof, following a decimal classification system.

SECTION III

Changes to the budget*Article 16*

1. In the event of unavoidable, exceptional or unforeseen circumstances, the Director may submit draft supplementary and/or amending budgets.

2. 'Draft supplementary budget' means any proposal which would either increase the total amount of appropriations or finance one or more new activities without increasing the total amount of appropriations.

'Draft amending budget' means any proposal which would involve amendments to the budget of a financial or technical nature, without causing an increase in the total amount of appropriations and without providing for new activities.

3. Draft supplementary and/or amending budgets shall be submitted, examined and adopted in the same form and using the same procedure as the budget whose estimates they are amending.

4. Supplementary and/or amending budgets shall be adopted in accordance with the procedure laid down in Article 35 of the Europol Convention.

Article 17

1. During the last four months of the financial year the Director may transfer:

- a maximum of 25 % of the total appropriations within each chapter,
- appropriations between chapters within the same title in order to increase the total sum of appropriations within any chapter by no more than 25 %.

The Director shall inform the Management Board three weeks before making such transfers.

2. The Director may propose transfers of appropriations other than those provided for in paragraph 1.

The Management Board shall take a decision on such proposals for transfers. It shall act unanimously.

3. Notwithstanding paragraph 2, no appropriations can be transferred to or from the title concerning personnel expenditure.

TITLE III

IMPLEMENTATION OF THE BUDGET

SECTION I

General provisions*Article 18*

The budget shall be implemented in accordance with the principle that the Authorising Officers, Accounting Officers and Financial Controller are different individuals.

The duties of Authorising Officer, Accounting Officer and Financial Controller shall be mutually incompatible.

Article 19

1. In accordance with Article 29(3) of the Europol Convention, the Director, being accountable to the

Council, shall implement the budget on his own responsibility in accordance with this Regulation and within the limits of the appropriations allotted.

The Director may delegate his powers under conditions to be laid down by him and within the limits set by the act of delegation, which shall be communicated to the empowered person, the Accounting Officer, the Financial Controller, the Management Board and the Joint Audit Committee.

2. Every three months the Director shall report to the Management Board and the Financial Committee on the implementation of the budget.

Article 20

1. A Financial Controller shall be appointed in accordance with Article 35(7) of the Europol Convention.

The Financial Controller may be assisted in his duties or temporarily replaced by one or more Assistant Financial Controllers also to be appointed in accordance with Article 35(7) of the Europol Convention.

2. In carrying out his duties, the Financial Controller shall be accountable solely to the Management Board.

3. The Financial Controller shall be responsible for the monitoring of:

- the commitment of all expenditure,
- the disbursement of all expenditure,
- all revenue.

By way of derogation from Article 25(2), Article 26(2) and (4), Article 27(2), Article 29(3), and Article 34(2) of this Regulation, and in accordance with Article 35(7) of the Europol Convention, the implementing rules provided for in Article 57(2) of this Regulation may make provision for *ex-post* monitoring by the Financial Controller in the case of minor items of income or expenditure.

4. Furthermore, the Financial Controller shall review, evaluate and report on the soundness, adequacy and application of systems, procedures and related internal controls.

Reports on each separate inspection, evaluation and investigation shall be submitted to the Director and to the Management Board. The Director shall notify the Management Board of the measures to be taken following each report.

5. For each financial year the Financial Controller shall submit a report to the Management Board on the internal supervision activities for that year.

Article 21

The receipt of revenue and the discharge of expenditure shall be carried out by an Accounting Officer appointed by and being responsible to the Director. Subject to Article 32(2), the Accounting Officer shall be the only person empowered to manage funds and assets. He/she shall be responsible for their safekeeping.

The Accounting Officer may be assisted in his/her tasks by one or more Assistant Accounting Officers appointed under the same conditions as the Accounting Officer.

Article 22

Notwithstanding Article 3(1) and Article 4(1):

(a) the following deductions may be made from all bills, invoices or statements, which shall then be passed for payment of the net amount:

- adjustment of amounts paid in error, which may be achieved by means of deduction beforehand when another validation of the same type is being effected under the chapter, article and financial year in respect of which the excess payment was made,
- the value of vehicles, apparatus, equipment and installations taken in part exchange in accordance with commercial usage upon purchase of new vehicles, apparatus, equipment and installation of the same kind.

Discounts, refunds and rebates on invoices and bills shall not be recorded as separate revenue;

(b) the following sums may be re-used under the heading to which the initial expenditure was charged:

- revenue arising from refund of amounts paid in error against appropriations entered in the budget,
- proceeds from supply of goods and services to other institutions or bodies,
- insurance payments received,
- refund of taxes incorporated in the price of the products or services provided to Europol,
- proceeds from the sale of vehicles, apparatus, equipment and installations which are being replaced or scrapped.

Sums must be re-used before the end of the financial year following that in which the revenue was collected.

The chart of accounts as provided for in Article 48 shall include suspense accounts to record re-use operations for both revenue and expenditure;

- (c) adjustments may be made in respect of exchange differences occurring in budget operations, and in respect of debtor and creditor interest rates relating to cash operations. Only the final gain or loss shall be included in the balance for the year.

Article 23

The balance from each financial year shall be entered in the budget for the second financial year following the financial year from which it derives in accordance with Article 40(2).

Article 24

Where revenue and expenditure operations are managed by means of integrated computer systems, the provisions of Section II of this Title and Title IV shall apply with due allowance for the possibilities and requirements deriving from computerised management. To this end:

- the supporting documents may remain with the Authorising Officer or the Accounting Officer for the purposes of checking,
- signatures and approvals may be added in appropriate computerised form.

The conditions for implementing this Article shall be determined by implementing rules provided for in Article 57(2).

SECTION II

Handling of revenue and expenditure

Article 25

1. Any measure or situation which may give rise to or modify a debt due to Europol must be preceded by a debt forecast from the Authorising Officer. Such forecast shall mention, in particular, the type of revenue and the budget item to which it is to be booked and also, as far as possible, the estimated amount and the name and description of the debtor.

2. Debt forecasts shall be forwarded to the Accounting Officer who shall submit them to the Financial Controller for approval.

The purpose of this approval shall be to establish that:

- (a) the revenue is booked to the correct item;
- (b) the forecast is in order and conforms to the relevant provisions.

3. The approved debt forecasts shall be registered provisionally by the Accounting Officer.

Article 26

1. For the collection of any amounts owing to Europol the issue of a recovery order by the Authorising Officer shall be required.

2. Recovery orders shall be forwarded to the Accounting Officer, who shall submit them to the Financial Controller for approval.

The purpose of this approval shall be to establish that:

- (a) the revenue has been booked to the correct item;
- (b) the recovery order is in order and conforms to the correct item;
- (c) the supporting documents are in order;
- (d) the debtor is correctly described;
- (e) the due date is indicated;
- (f) the principles of sound financial management referred to in Article 2 have been applied;
- (g) the amount and currency of the sum to be recovered are correct.

3. The Accounting Officer shall assume responsibility for the recovery orders duly drawn up.

He/she shall exercise all due diligence to ensure that payment of the revenue of Europol is made at the proper time and that the rights of Europol are preserved.

4. If the Authorising Officer waives the right to recover an established debt, he/she shall first forward a proposal for cancellation to the Accounting Officer, who shall submit it to the Financial Controller for approval.

The Financial Controller's approval shall serve to certify that the waiver is in order and conforms with the principles of sound financial management referred to in Article 2.

Article 27

1. Any measure likely to involve expenditure against the current or any subsequent budget must first be the subject of a proposal for a commitment of expenditure

from the Authorising Officer. Such proposal shall show the purpose of the expenditure, the estimated amount involved, the budget item to which the expense is to be charged and the creditor.

A provisional commitment may be entered into for current expenditure.

2. Proposals for commitment shall be forwarded to the Accounting Officer, who shall submit them to the Financial Controller for approval.

The purpose of this approval shall be to establish that:

- (a) the proposal for commitment has been presented in accordance with paragraph 1;
- (b) the expenditure has been correctly charged;
- (c) the appropriations are available;
- (d) the expenditure is in order and conforms to the relevant provisions;
- (e) the principles of sound financial management referred to in Article 2 have been applied.

3. Approval may not be conditional.

4. The Accounting Officer shall register the approved proposal for commitment.

Article 28

1. The purpose of validation of expenditure by the Authorising Officer shall be:

- (a) to verify the creditor's claim;
- (b) to determine or verify the existence and the amount of the sum due;
- (c) to verify the conditions under which the payment falls due;
- (d) to verify that goods have been delivered or services as ordered.

2. Validation of any expenditure shall be subject to the submission of supporting documents showing the creditor's rights.

The Authorising Officer and another member of staff shall carry out and sign for the verification referred to in paragraph 1(d).

The Authorising Officer may have the verifications carried out under his responsibility.

3. Salaries, wages, emoluments and allowances shall be validated in accordance with a collective statement drawn up by the Personnel Department, except where individual validation is necessary.

Article 29

1. Authorisation shall be the act whereby the Authorising Officer, by the issue of a payment order, authorises the Accounting Officer to pay an item of expenditure which has been validated.

2. Payment orders shall state:

- the financial year against which the payment shall be charged,
- the budget article and any other subdivision that may apply,
- the amount and the currency of the sum to be paid,
- the name and address of the payee,
- the purpose of the expenditure,
- the method of payment, wherever possible,
- the numbers and dates of the relevant approvals of commitment.

They shall be accompanied by the original supporting documents or, in exceptional circumstances, by certified true copies.

3. Payment orders shall be forwarded to the Accounting Officer, who shall submit them to the Financial Controller for approval.

The purpose of this approval shall be to establish that:

- (a) the payment order was properly issued;
- (b) the payment order agrees with the commitment of expenditure and that the amount thereof is correct, taking account of the principles of sound financial management referred to in Article 2;
- (c) the expenditure is charged to the correct item;
- (d) the appropriations are available;
- (e) the supporting documents are in order;

(f) the payee is correctly named and described.

4. After approval, the original of the payment order, together with the supporting documents, shall be forwarded to the Accounting Officers.

Article 30

For payment by instalments, this first payment order shall be accompanied by documents establishing the creditor's claim to payment of the instalment in question. Subsequent payment orders shall refer to the supporting documents already furnished.

Article 31

1. Payment shall be the final act whereby Europol is discharged of its obligations towards its creditors.

Payment shall be made by the Accounting Officer within the limits of the funds available.

In the event of a substantive error or of the validity of the discharge being contested or of failure to observe the formalities prescribed by this Regulation, the Accounting Officer shall suspend payment.

2. If payment is suspended, the Accounting Officer shall give the reasons therefore in a written statement which he/she shall forward to the Authorising Officer and, for information, to the Financial Controller.

Article 32

1. Payments shall be effected as a general rule through a bank account or post office giro account.

The Director shall establish such bank accounts and post office giro accounts in Europol's name. The procedure for opening, administering and using these accounts shall be laid down in the implementing rules provided for in Article 57(2).

2. Cheques and post office giro bank transfer orders shall require the joint signature of two officials authorised by the Director, one signature necessarily being that of the Accounting Officer.

Article 33

For payment of certain categories of expenditure, imprest accounts may be set up in accordance with the implementing rules provided for in Article 57(2).

Only the Accounting Officer may replenish the imprest accounts, save in exceptional cases defined in the implementing rules provided for in Article 57(2).

Article 34

1. The Accounting Officer may grant advances to staff if a provision laid down by regulation or in the implementing rules, provided for in Article 57(2), provides therefore.

The Accounting Officer may grant advances to cover disbursements to be effected by a member of staff on behalf of Europol.

2. Apart from the imprest accounts referred to in Article 33, no advance may be paid unless it has been approved beforehand by the Financial Controller.

Article 35

1. Should the Financial Controller withhold his/her approval as provided for in Article 25(2), Article 26(2), Article 26(4), Article 27(2), Article 29(3) or Article 34(2), he/she shall give his/her reasons therefore in a written statement which shall be forwarded to the Accounting Officer, who shall inform the Authorising Officer of the refusal.

2. In the event of a refusal to approve, except for cases where the availability of appropriations is in doubt, the Director may confirm the debt forecast, recovery order, proposal for cancellation, commitment of expenditure, payment order or advance in a reasoned decision.

The debt forecast, recovery order, proposal for cancellation, commitment of expenditure, payment order or advance shall then be considered to have been validly made.

The Management Board and the Joint Audit Committee shall be informed immediately whenever this provision is applied.

Article 36

In accordance with Article 5(9) of the Europol Convention, costs relating to the activities of liaison officers shall, as a general rule, be borne by the seconding Member States.

However, costs in relation to activities undertaken by liaison officers on behalf of Europol and in agreement with the seconding Member States or requested by

Europol or which otherwise fall within the general competence of Europol, shall be borne by the Europol budget. Expenditure which is not attributable shall also be borne by the Europol budget.

SECTION III

Member States' contributions

Article 37

1. Each Member State's contribution to the budget for the financial year 't' shall, in accordance with Article 35(2) of the Europol Convention, be calculated on the basis of that State's gross national product (hereinafter called 'GNP') for the year 't-2'.

The contribution shall be expressed in ecus.

2. The calculation of the contributions used when drawing up the budget shall be based on the GNP forecasts, in national currencies, used when drawing up the preliminary draft budget of the European Communities for the financial year 't-2'. These forecasts shall be converted into ecus applying the average exchange rate of the year 't-2'.

Article 38

1. Before 1 December of the year 't-1' or no later than one month after the budget is adopted, whichever date is the later, the Director shall call up the contributions for the financial year 't'.

2. Subject to Article 8, payment of the Member States' contributions shall be made in full before 31 March of the year 't' or no later than one month after the contributions are called up, whichever date is the later.

Payment shall be made in ecus or in national currency.

3. Interest shall be charged, at a normal loan rate to be specified in the implementing rules provided for in Article 57(2), on that part of a Member State's contribution which has not been paid within one month of the time specified in paragraph 2.

The Management Board shall be informed whenever this provision is applied.

Article 39

Articles 37 and 38 shall apply likewise in the event of a supplementary budget.

Article 40

1. On the basis of the revenue and expenditure account for the financial year 't' drawn up in accordance with Article 53, the Director shall, by applying the actual GNP figures for 't-2' as established in national currencies by the European Commission and the average exchange rate for the same year, recalculate the Member States' contributions necessary for the financial year 't' in order to finance the actual expenditure for this year and the carry-overs to the following financial year.

2. To take account of the surplus from the financial year 't' and the differences between the provisional and the actual GNP figures for 't-2', the following procedure shall be applied:

- (a) for those Member States whose contributions actually paid for the financial year 't' exceed the contributions necessary according to paragraph 1, the amount paid in excess shall be deducted from the contributions called up for the financial year 't+2';
- (b) for those Member States whose contributions actually paid for the financial year 't' are smaller than the contributions necessary according to paragraph 1, the outstanding amount shall be called up together with the contributions called up for the financial year 't+2'.

SECTION IV

Conclusion of contracts and inventory

Article 41

1. Contracts for the purchase and hiring of buildings or goods, for the provision of services or for the performance of construction work shall be in writing.

2. Apart from contracts relating to the purchase of a building already constructed or the leasing of a building, all such contracts shall be concluded after an invitation to tender has been issued.

However, contracts may be made by private treaty in the following circumstances:

- (a) within the limit laid down by the implementing rules provided for in Article 57(2);
- (b) where the purchase or hiring of goods, the provision of services or building works are so urgently needed that it is not possible to wait for a tendering procedure to be carried out;

- (c) where the tendering procedures do not give any result or where the prices quoted are not acceptable;
- (d) where for technical, practical, security or legal reasons the supply of goods and services can be carried out only by a particular contractor or supplier;
- (e) for contracts for the supply of additional goods and services or for ancillary building works which, technically, cannot be separated from their main contract.

In the cases referred to under (a), (b) and (c), Europol shall nonetheless be bound, as far as possible and by all appropriate means, to enable suppliers who are likely to be able to supply the goods and services in question to compete.

3. Invitations to tender shall, as a general rule, be published in all the Member States and, where appropriate, in third countries in so far as this is compatible with the development of relevant industries within the European Union. However, their publication may be restricted where the scale or nature of the goods or services is such that they are not appropriate for a general invitation to tender.

4. The tendering procedures, award criteria and price adjustment procedures occurring after the conclusion of contracts shall be determined and governed by the implementing rules provided for in Article 57(2), given that the award criteria shall be defined by analogy with the provisions of the directives referred to in Article 44.

5. Contracts exceeding the limit laid down by the implementing rules provided for in Article 57(2) shall be subject to the authorisation of the Management Board.

Article 42

No discrimination shall be practised between nationals of Member States on grounds of nationality in respect of contracts entered into by Europol.

Article 43

1. Contracts may be made against invoice or bill of costs where the expected value of the goods, services or works does not exceed the amounts laid down by the implementing rules provided for in Article 57(2).

2. By way of guarantee of the performance of contracts, suppliers or contractors may be required by a warranty clause to make a preliminary deposit.

The amount of the deposit shall be fixed according to the usual trade terms and conditions.

Where a contract has not been performed or completion has been late, Europol shall ensure that it is adequately compensated in respect of all damages, interests and costs by the deduction of the amount from the deposit, whether this has been lodged directly by the supplier or contractor or by a third party.

Article 44

When concluding contracts in respect of which the amounts involved are equal to or greater than the thresholds laid down by the Council Directives coordinating the procedures for the conclusion of contracts covering public works, supplies and services, Europol shall be subject to the same obligations which are incumbent on parties in the Member States pursuant to the Directives.

Article 45

1. A permanent inventory showing the quantity and value of all movable and immovable property belonging to Europol shall be kept. Only movable property exceeding a specific value laid down in the implementing rules provided for in Article 57(2) shall be entered in this inventory.

2. All acquisitions of such movable or immovable property shall be entered in the permanent inventory before payment can be made.

The entry shall be recorded in the corresponding invoice or attached document drawn up with a view to payment of the expenditure.

3. Europol shall carry out its own inspection to ascertain that entries in the inventory correspond to the facts.

Article 46

1. The sale movable property shall be suitably advertised.

2. A statement or record shall be drawn up by the Authorising Officer whenever any property in the inventory is sold, given away free of charge, scrapped, hired out, or missing on account of loss, theft or other

reason. The statement or record shall be forwarded to the Accounting Officer, who shall submit it to the Financial Controller for authentication.

The statement or record shall refer in particular to any obligation that may devolve on a member of the staff of Europol or any other person to replace the item in question.

3. Apart from sales by public auction, members of staff may not acquire any movable property sold by Europol.

4. If immovable property or large installations are made available free of charge, they must be covered by contracts approved by the Financial Controller.

5. Article 4(3) shall apply likewise.

SECTION V

Accountancy

Article 47

1. The accounts shall be kept in ecus by the double-entry method, on the basis of the financial year. They shall show all revenue and expenditure for the financial year; they shall be authenticated by supporting documents.

The accounts shall be closed at the end of the financial year to enable the balance sheet and the revenue and expenditure account referred to in Article 53 to be drawn up. The revenue and expenditure account shall be submitted to the Financial Controller.

2. The revenue and expenditure account and the balance sheet shall be drawn up in ecus.

Article 48

1. The chart of accounts shall make a clear distinction between budgetary accounts and cash accounts.

It shall comprise two parts:

- (a) accounts of budgetary expenditure and revenue which show the detailed implementation of the budget;
- (b) the balance sheet accounts which disclose the assets and liabilities of Europol.

These accounts shall show the expected effect of Europol's legal obligations.

2. Any advance, other than regular advances which are periodically re-examined, shall be entered in a suspense account and settled at the latest during the financial year which follows the payment of this advance.

However, the advances referred to in Article 34 shall be settled as a general rule within six weeks following completion of the project for which they were granted.

3. The detailed conditions for the establishment and operation of the chart of accounts for transactions, relating both to assets and liabilities and to the implementation of the budget, including the accounting standards, shall be determined by the implementing rules provided for in Article 57(2).

4. Supporting documents pertaining to the accounts and the preparation of the revenue and expenditure account and the balance sheet shall be kept for a period of five years following the date of the decision provided for in Article 55(2) giving discharge in respect of the implementation of the budget.

However, the documents relating to transactions not finally closed shall be kept for longer than the said period until the end of the year following the year in which such transactions are finally closed.

SECTION VI

Responsibilities of Authorising Officers, the Accounting Officer, Administrators of imprest accounts and the Financial Controller

Article 49

1. An Authorising Officer shall render himself liable to disciplinary action and, where appropriate, to payment of compensation if he/she enters into a commitment of expenditure or signs a payment order without complying with this Regulation.

The same shall apply if he/she omits to draw up a document establishing a debt or if he/she neglects to issue a recovery order or is, without justification, late in issuing it.

2. The Accounting Officer and Assistant Accounting Officers shall render themselves liable to disciplinary action and, where appropriate, to payment of compensation in the following cases:

- (a) if they fail to comply with Article 31(1);

- (b) if the payments made by them do not agree with the amounts and currencies of the payment orders;
- (c) if they effect payment to a party other than the lawful payee.

3. The Accounting Officer and Assistant Accounting Officers shall insure themselves against the risk arising under paragraph 2.

Europol shall cover the insurance costs relating thereto.

4. Administrators of imprest accounts shall render themselves liable to disciplinary action and, where appropriate, to payment of compensation in the following cases:

- (a) where they cannot show due warrant with proper documents for payments made by them;

- (b) where they effect payment to parties other than entitled payees.

5. The Financial Controller and Assistant Financial Controllers shall render themselves liable to disciplinary action and, where appropriate, to payment of compensation if they exceed the budget appropriations or if they are guilty of gross negligence in the performance of their duties.

6. The liability of Authorising Officers, the Accounting Officer, Assistant Accounting Officers and Administrators of imprest accounts to payment of compensation and disciplinary action shall be determined in accordance with the relevant provisions of the Staff Regulations of officials of Europol.

These provisions shall also apply, *mutatis mutandis*, in case of liability of the Financial Controller and Assistant Financial Controllers to payment of compensation and disciplinary action.

TITLE IV

PRESENTING AND AUDITING THE ACCOUNTS

SECTION I

Presenting the accounts

Article 50

The Director shall each year draw up and present a revenue and expenditure account of a balance sheet of assets and liabilities as at 31 December of the preceding financial year in accordance with Article 36 of the Europol Convention.

The revenue and expenditure account shall cover all revenue and expenditure transactions relating to the preceding financial year. It shall be submitted in the same form and following the same subdivisions as the budget.

The balance sheet shall include, on the asset side, the amount of revenue to be collected and, on the liabilities side, the amount of expenditure chargeable to the financial year, which have not yet been entered in the accounts.

A statement showing the movements and balances of the accounts at 31 December of the preceding financial year shall be attached to the balance sheet.

Article 51

1. The Director shall send the revenue and expenditure account, the balance sheet and the report on the annual accounts, as provided for in Article 36(1) of the Europol Convention, to the Council and the Joint Audit Committee and, for information, to the Management Board and the Financial Committee by 31 May of the following year at the latest.

2. The annual report shall in particular describe:

- (a) the commitments entered into and payments made chargeable to the financial year;
- (b) the total revenue and expenditure booked under each article of the budget;
- (c) the appropriations unused at the end of the financial year and not carried over to the following financial year;
- (d) the appropriations carried over to the following financial year pursuant to Article 6;
- (e) the use of appropriations carried over from the preceding financial year;
- (f) an explanation where revenue or expenditure has been higher or lower than anticipated in the budget;
- (g) the assets and liabilities of Europol;
- (h) the capital investments made during the financial year;
- (i) such further explanations as may be necessary for a proper understanding of the annual accounts including an assessment of Europol's future financial situation.

SECTION II

Auditing the accounts*Article 52*

The purpose of the audit, carried out by the Joint Audit Committee in accordance with recognised practice, based on records and, if necessary, performed on the spot, shall be to establish that all revenue has been received and all expenditure incurred in a lawful and regular manner, in accordance with the terms of the Europol Convention, the budget and this Regulation, in particular Article 2, and that the financial management has been sound.

Article 53

1. The Director shall provide the Members of the Joint Audit Committee with all information and every assistance which they require in order to perform their task.

In particular, the Director shall place all cash and goods accounts and all vouchers, supporting documents and stock registers which the Members of the committee consider necessary for auditing the revenue and expenditure account at their disposal.

The Members of the Joint Committee shall have personal access to the premises of Europol and shall have the right to interview the Director, the Deputy Directors and any other employee of Europol responsible for transactions involving revenue or expenditure.

2. Notwithstanding paragraph 1, the Director may, in exceptional cases, deny the Members of the Joint Audit Committee access to information, in whatever form, covered by provisions of the Europol Convention or acts adopted in accordance therewith concerning confidentiality.

The Director shall inform the Management Board immediately when this provision is applied. The Management Board may by unanimous decision grant the Members of the Joint Audit Committee access to the information in question.

3. The Members of the Joint Audit Committee and anybody assisting them in carrying out their tasks shall

treat all information acquired about Europol and its activities as confidential.

4. The audit report as provided for in Article 36(3) of the Europol Convention may be published, in full or in part, only if approved beforehand unanimously by the Management Board.

Article 54

1. In addition to its responsibility for auditing the accounts, the Joint Audit Committee shall make any appropriate comments on the accounting methods used and, in general, on the financial implications of the administrative practices followed.

2. Any comments which in the opinion of the Joint Audit Committee should be contained in the audit report provided for in Article 36(3) of the Europol Convention shall be brought to the attention of the Director and the Financial Controller. The Director and the Financial Controller shall send the Joint Audit Committee their replies to any such comments.

Article 55

1. The Joint Audit Committee shall produce its report, by 31 October at the latest, on the accounts of the preceding financial year.

In its report the committee shall indicate the extent and nature of the audit performed and give its comments on the accounts and the balance sheet and a brief assessment of the financial management of Europol.

The audit report, together with the Director's and the Financial Controller's replies, shall be submitted to the Management Board by 31 December at the latest.

2. On the basis of an opinion of the Financial Committee, the Management Board shall draw up a recommendation to the Council concerning discharge to be given to the Director in respect of the implementation of the budget. Before 30 April of the following year and in accordance with Article 36(5) of the Europol Convention, the Council shall take a decision on this discharge.

3. The Director shall take all appropriate steps to act on the comments appearing in the decision giving discharge.

4. The Financial Controller shall take account of the comments appearing in the decision giving discharge.

TITLE V

FINAL PROVISIONS

Article 56

The Management Board shall inform the Joint Audit Committee, as soon as possible, of all decisions and measures taken in implementation of Articles 6, 8, 17, and 20.

The Joint Audit Committee and the Financial Controller shall be informed of the appointment of Authorising Officers, the Accounting Officer, Assistant Accounting Officers and Administrators of imprest accounts, and of the acts of delegation or appointment pursuant to Articles 19(1) and 21.

The Management Board shall forward to the Joint Audit Committee any rules of procedure which it adopts in respect of financial matters.

Article 57

1. Amendments to this Regulation shall be adopted in accordance with Article 35(9) of the Europol Convention and after consultation of the Joint Audit Committee.

2. Acting upon a proposal from the Director, and after consultation of the Financial Controller and the Financial Committee, the Management Board shall adopt the rules required for implementing this Regulation. It shall act unanimously.

Article 58

1. When Europol takes up its activities, it shall automatically succeed to all financial rights and obligations recorded in the accounts of the Europol Drugs Unit.

2. In accordance with Article 45(5) of the Europol Convention, Europol shall become the owner of all equipment financed from the Europol Drugs Unit joint budget, developed or produced by the Europol Drugs Unit or placed at its disposal free of charge by the Netherlands Government for its permanent use.

3. When Europol takes up its activities, the coordinator of the Europol Drugs Unit shall present to the Council a report on the statement of accounts of that Unit, as well as an inventory list of all the equipment of which Europol becomes owner in accordance with paragraph 2.

This report shall also be sent to the auditor of the Europol Drugs Unit and to the Joint Audit Committee.

Article 59

This Regulation shall enter into force on 1 February 1999.

Done at Brussels, 18 January 1999.

For the Council

The President

O. LAFONTAINE

I

(Information)

COMMISSION

Euro exchange rates ⁽¹⁾

29 January 1999

(1999/C 25/02)

1 euro	=	7,4359	Danish krone
	=	321,6	Greek drachma
	=	8,865	Swedish krona
	=	0,6928	Pound sterling
	=	1,141	United States dollar
	=	1,7374	Canadian dollar
	=	132,25	Japanese yen
	=	1,6129	Swiss franc
	=	8,57	Norwegian krone
	=	79,68395	Icelandic króna ⁽²⁾
	=	1,8262	Australian dollar
	=	2,1365	New Zealand dollar
	=	6,91446	South African rand ⁽²⁾

⁽¹⁾ Source: reference exchange rate published by the ECB.

⁽²⁾ Source: Commission.

Non-opposition to a notified concentration
(Case No IV/M.1335 — Dana/Glacier Vandervell)

(1999/C 25/03)

(Text with EEA relevance)

On 11 December 1998, the Commission decided not to oppose the above notified concentration and to declare it compatible with the common market. This decision is based on Article 6(1)(b) of Council Regulation (EEC) No 4064/89. The full text of the decision is only available in English and will be made public after it is cleared of any business secrets it may contain. It will be available:

- as a paper version through the sales offices of the Office for Official Publications of the European Communities (see list on the last page),
- in electronic form in the 'CEN' version of the CELEX database, under document number 398M1335. CELEX is the computerised documentation system of European Community law; for more information concerning subscriptions please contact:

EUR-OP,
Information, Marketing and Public Relations (OP/4B),
2, rue Mercier,
L-2985 Luxembourg.
Tel. (352) 29 29-42455, fax (352) 29 29-42763.

Non-opposition to a notified concentration
(Case No IV/M.1387 — Lufthansa/Menzies/Sigma AT Manchester)

(1999/C 25/04)

(Text with EEA relevance)

On 13 January 1999, the Commission decided not to oppose the above notified concentration and to declare it compatible with the common market. This decision is based on Article 6(1)(b) of Council Regulation (EEC) No 4064/89. The full text of the decision is only available in English and will be made public after it is cleared of any business secrets it may contain. It will be available:

- as a paper version through the sales offices of the Office for Official Publications of the European Communities (see list on the last page),
- in electronic form in the 'CEN' version of the CELEX database, under document number 399M1387. CELEX is the computerised documentation system of European Community law; for more information concerning subscriptions please contact:

EUR-OP,
Information, Marketing and Public Relations (OP/4B),
2, rue Mercier,
L-2985 Luxembourg.
Tel. (352) 29 29-42455, fax (352) 29 29-42763.

Prior notification of a concentration**(Case No IV/M.1410 — Deutsche Post/Danzas)**

(1999/C 25/05)

(Text with EEA relevance)

1. On 18 January 1999, the Commission received notification of a proposed concentration pursuant to Article 4 of Council Regulation (EEC) No 4064/89 ⁽¹⁾, as last amended by Regulation (EC) No 1310/97 ⁽²⁾, by which the undertaking Deutsche Post AG acquires, within the meaning of Article 3(1)(b) of the Regulation, control of the whole of the undertaking Danzas Holding AG by way of public bid announced on 19 January 1999.

2. The business activities of the undertakings concerned are:

- Deutsche Post: national and international letter and parcel delivery services, national and international express delivery services; logistic service,
- Danzas: forwarding and logistic services.

3. On preliminary examination, the Commission finds that the notified concentration could fall within the scope of Regulation (EEC) No 4064/89. However, the final decision on this point is reserved.

4. The Commission invites interested third parties to submit their possible observations on the proposed operation.

Observations must reach the Commission not later than 10 days following the date of this publication. Observations can be sent by fax (No (32-2) 296 43 01 or 296 72 44) or by post, under reference IV/M.1410 — Deutsche Post/Danzas, to the following address:

European Commission,
Directorate-General for Competition (DG IV),
Directorate B — Merger Task Force,
Avenue de Cortenberg/Kortenberglaan 150,
B-1040 Brussels.

⁽¹⁾ OJ L 395, 30.12.1989, p. 1; corrigendum: OJ L 257, 21.9.1990, p. 13.

⁽²⁾ OJ L 180, 9.7.1997, p. 1; corrigendum: OJ L 40, 13.2.1998, p. 17.

II

(Preparatory Acts)

COMMISSION

Proposal for a Council Decision setting up a Community framework for cooperation in the field of accidental marine pollution

(1999/C 25/06)

(Text with EEA relevance)*COM(1998) 769 final — 98/0350(SYN)**(Submitted by the Commission on 16 December 1998)*

THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Treaty establishing the European Community, and in particular Article 130s(1) thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the European Parliament,

Having regard to the opinion of the Economic and Social Committee,

Having regard to the opinion of the Committee of the Regions,

Whereas the actions taken by the Community in this field since 1978 have made it possible progressively to develop cooperation between the Member States within a Community Action Programme; whereas the resolution and decisions adopted since 1978 ⁽¹⁾ constitute the basis for this cooperation;

Whereas the Community Information System has served the purpose of making available to the competent authorities in the Member States the data required for the control and reduction of pollution caused by the spillage of hydrocarbons and other harmful substances at sea in large quantities; whereas the Information System will be simplified by the use of a modern automatic data processing system; whereas the need for rapid and efficient exchange of information requires an appropriate linguistic regime;

Whereas the Community Task Force and other actions within the Community Action Programme have provided practical assistance to operational authorities during marine pollution emergencies and promoted cooperation and preparedness for efficient response to accidents;

Whereas the Community programme of policy and action in relation to the environment and sustainable development ⁽²⁾ presented by the Commission foresees that the Community's activities will be stepped up in particular in the field of environmental emergencies which includes accidental marine pollution;

Whereas the Community cooperation in the field of accidental marine pollution, by taking action against the risks, helps to achieve the objectives of the Treaty by promoting solidarity between Member States and contributing, pursuant to Article 130r of the Treaty, to preserving and protecting the environment, including human health;

Whereas the establishment of a Community framework for cooperation providing support measures will help to develop cooperation in the field of accidental marine pollution even more efficiently; whereas such a framework for cooperation should be based to a large extent on experience already gained since 1978 in this field;

Whereas a Community framework for cooperation will also increase transparency as well as consolidate and strengthen the different actions in continued pursuit of the objectives of the Treaty;

⁽¹⁾ OJ C 162, 8.7.1978, p. 1; OJ L 355, 10.12.1981, p. 52; OJ L 77, 22.3.1986, p. 33; OJ L 158, 25.6.1988, p. 32.

⁽²⁾ OJ C 138, 17.5.1993, p. 5.

Whereas action to provide information and prepare those responsible for and involved in dealing with accidental marine pollution in the Member States is important and increases the degree of preparedness for accidents and also contributes to preventing the risks;

Whereas it is also important to undertake Community action to improve techniques and methods of response and rehabilitation after emergencies;

Whereas the provision of operational support in emergency situations to Member States and facilitating the dissemination of experience from such situations among Member States has proved to be of significant value;

Whereas an advisory committee on accidental marine pollution will assist the Commission in managing the framework for cooperation; whereas the Commission may also refer other matters relating to accidental marine pollution to this committee;

Whereas the provisions of this Decision take over, in particular, the action programme set up through Council Resolution of 26 June 1978 and the Community Information System established through Council Decision of 6 March 1986; whereas that Council Decision should therefore be repealed from the date on which this Decision enters into force;

HAS ADOPTED THIS DECISION:

Article 1

1. A Community framework for cooperation in the field of accidental marine pollution (hereinafter called 'the framework for cooperation') is hereby established for the period 1 January 2000 to 31 December 2004.

2. The framework for cooperation is intended to support and supplement Member States' efforts at national, regional and local levels for the protection of the marine environment, human health and coastlines against the risks for accidental pollution at sea and operational spills.

3. The aim of the framework for cooperation is to contribute to improve capabilities of the Member States for response in case of incidents involving spills or imminent threats of spills of oil or other harmful substances at sea and also to contribute to the prevention of the risks. The framework for cooperation is further intended to create the conditions for and facilitate efficient mutual assistance and cooperation between Member States in this field.

4. Within this framework for cooperation, a Community Information System with the purpose of exchanging data for the preparedness for and response to accidental marine pollution, including operational spills, is established. The system will consist of at least the components set out in Annex I.

Article 2

1. The Commission shall implement the actions under the framework for cooperation.

2. A three-year rolling plan to implement the actions under the framework for cooperation, to be reviewed annually, shall be adopted, in accordance with the procedure laid down in Article 4 and on the basis *inter alia* of the information supplied by Member States to the Commission. The Commission may, where necessary, arrange additional actions to those under the framework for cooperation. Such additional actions shall be assessed in the light of the priorities set and the financial resources available.

3. Actions under the framework for cooperation and financial arrangements for Community contribution are set out in Annex II.

Article 3

1. The rolling plan to implement the actions under the framework for cooperation shall contain the individual actions to be undertaken.

2. Individual actions shall be selected primarily on the basis of the following criteria:

a) contribution to providing information and preparing those responsible for and involved in dealing with accidental marine pollution and operational spills, in the Member States, in order to increase the degree of preparedness and contribute to preventing the risks;

b) contribution to improving techniques and methods of response and rehabilitation after emergencies;

c) contribution to providing operational support, by mobilising experts mainly belonging to the Community Task Force, in emergency situations to Member States and to disseminating experience from such situations among Member States;

3. Each individual action shall be implemented in close cooperation with the competent authorities on national, regional and local levels in the Member States.

Article 4

For the implementation of the actions under the framework for cooperation, the Commission shall be assisted by an advisory committee composed of representatives of the Member States and chaired by the representative of the Commission.

The representative of the Commission shall submit to the committee a draft of the individual actions to be taken. The committee shall deliver its opinion on the draft, within a time limit, which the chairman may lay down according to the urgency of the matter, if necessary by taking a vote.

The opinion shall be recorded in the minutes; in addition, each Member State shall have the right to ask to have its position recorded in the minutes.

The Commission shall take the utmost account of the opinion delivered by the committee and shall inform the committee of the manner in which its opinion has been taken into account.

The Commission may also refer other matters relating to accidental marine pollution to the advisory committee.

Article 5

The Commission shall evaluate the implementation of the framework for cooperation at mid term and before its end, and report by 30 September 2002 and 31 March 2004 to the Council and the European Parliament.

Article 6

The Council Decision of 6 March 1986 establishing a Community Information System for the control and reduction of pollution caused by the spillages of hydrocarbons and other harmful substances at sea, as last amended, shall be repealed on the entry into force of this Decision.

Article 7

This Decision shall apply with effect from 1 January 2000.

Article 8

This Decision is addressed to the Member States.

*ANNEX I***COMPONENTS OF THE COMMUNITY INFORMATION SYSTEM**

The Community Information System will use a modern automatic data processing system. On the Internet site, there will be general background information at Community level on a Community Home Page and, on National Home Pages, information related to the national intervention resources available.

Separately, a printed part of the system will be maintained in the form of a Community operational loose-leaf booklet with information on emergency management in each Member State.

1. Each Member State, within six months from the date the Decision enters into force, shall:
 - (a) appoint the authority or authorities responsible of the management of the national part of the system, and inform the Commission thereof,
 - (b) open a web site to be connected with the whole system through the Community general access page of the system.
2. The Commission will open a web site for the purpose of a general access page of the system and a Community page.

3. Each Member State shall fill, in its National Home Page and within six months from the date the Decision enters into force, at least, the following information:
 - (a) a concise view of national structures and of the links between national authorities in the field of accidental marine pollution,
 - (b) the inventory of main means for emergency response and clean-up from public and private sectors. This inventory will contain data on:
 - number and qualification of the specialist staff,
 - mechanical resources for recovering hydrocarbons discharged at sea and preventing or combating coastal pollution, as well as on the specialist staff that will utilise these resources,
 - chemical and biological resources for combating pollution at sea and cleaning up coasts, as well as on the specialist staff that will utilise these resources,
 - strike teams,
 - ships and aircraft equipped for combating pollution,
 - mobile resources for temporary storage of recovered hydrocarbons and other harmful substances,
 - systems for lightening oil-tankers,
 - (c) the location of stockpiles or equipment,
 - (d) the conditions for offering assistance to other Member States.
 4. Each Member State shall up-date its National Home Page, specified in paragraph 3, as soon as changes have occurred or at least each year in January.
 5. Each Member State shall provide the Commission with its information on operational emergency management to be included in the Community operational loose-leaf booklet, including operational procedures for mobilization and operational contact points with their references, within 6 months from the date the Decision enters into force.
 6. Each Member State shall notify to the Commission at the earliest opportunity any change related to the information contained in the loose-leaf booklet.
 7. The Commission shall make available to each Member States a copy of the loose-leaf booklet and shall provide any updating to the Member States.
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ANNEX II

FINANCIAL ARRANGEMENTS FOR THE COMMUNITY CONTRIBUTION

Action	Financing arrangements
A. Actions in training and information	
1. <i>Courses and workshops</i> ⁽¹⁾	
<p>Organisation of courses and workshops for the national, regional and local officials in Member States and others involved to ensure that the competent services respond rapidly and efficiently.</p>	<p>Maximum Community financial contribution: 75 % of the total cost of the action with a ceiling of ECU 75 000 per action.</p>
2. <i>Exchange of experts</i>	
<p>Organisation of the secondment of experts to another Member State in order to allow the experts to gain experience or appraise different techniques used or to study the approaches taken within other emergency services or other relevant bodies.</p>	<p>Maximum Community financial contribution: 75 % of the experts' travel and subsistence expenses and 100 % of the costs of co-ordinating the system.</p>
<p>Organisation of exchanges of Member States' experts, specialists and technicians enabling them to present or follow short training courses or modules in another Member State.</p>	
3. <i>Exercises</i> ⁽¹⁾	
<p>The exercises are intended to compare methods, to stimulate cooperation between Member States and to back up progress in and to co-ordinate the national emergency services.</p>	<p>Maximum Community financial contribution: 50 % of the costs of participation of observers from other Member States and for organising associated workshops, preparing the exercise, producing a final report, etc.</p>
4. <i>Community Information System</i>	
<p>Development and maintenance of a modern computerised information system to help the national authorities dealing with accidental marine pollution by providing the information needed for emergency management.</p>	<p>100 % financing of the Commission part of the system.</p>
B. Actions for improving techniques and methods of response and rehabilitation (pilot projects) ⁽¹⁾	
<p>Projects designed to increase the Member States' capacity for response and rehabilitation. These projects are aimed mainly at improving means, techniques and procedures. Their scope shall interest all or several Member States, and could include projects for the implementation of new technologies related to accidental marine pollution. Projects involving two or more Member States will be encouraged.</p>	<p>Maximum Community financial contribution: 50 % of the total cost of each project with a ceiling of 150 000 ECU.</p>

Action	Financing arrangements
C. Support and Information actions	
<p>1. <i>Environmental impact</i></p> <p>Actions to support surveys of the environmental effects after an incident and to largely disseminate their results and the experience acquired to the other Member States.</p>	<p>Maximum Community financial contribution: 50 % of the total cost of each action.</p>
<p>2. <i>Conferences and events</i> ⁽¹⁾</p> <p>Conferences and other marine pollution events open to a large audience, in particular when they involve several Member States.</p>	<p>Maximum Community financial contribution: 30 % of the total cost of the action with a ceiling of ECU 50 000.</p>
<p>3. <i>Other support actions</i> ⁽¹⁾</p> <p>Actions for defining the state of the art, for the development of principles and guidance for important aspects of the accidental marine pollution and operational spills and for the evaluations of the framework for cooperation.</p>	<p>100 % financing.</p>
<p>4. <i>Information</i></p> <p>Publications, exhibition material and other information to the public on the Community cooperation in the field of accidental marine pollution.</p>	<p>100 % financing.</p>
D. Mobilization of expertise	
<p>Action for mobilization of experts belonging to the Community Task Force to intervene in the event of an emergency situation to reinforce the system set up by the authorities of a Member State or a third country facing the emergency and for provision of an expert on scene to coordinate observers from other Member States.</p>	<p>Community financial contribution: 100 % of the costs for the experts' missions.</p>

⁽¹⁾ The only eligible actions are those interesting all Member States or a significant number of them.

III

(Notices)

COMMISSION

YOUTH FOR EUROPE PROGRAMME

Action E.I: Information for young people

Call for projects (DG XXII 2/99)

(1999/C 25/07)

I. Framework

The aim of Action E.I is to contribute to the objectives of the programme by providing support for information activities for young people at a European level carried out by youth organisations and structures working in close cooperation.

Action E.I therefore helps youth organisations and structures working with young people to carry out information projects aimed at developing their field of activity at a European level.

Action E.I also helps structures specialised in information for young people — youth information centres, youth media — to exchange experiences with regard to youth information provision, to become acquainted with youth information practices and structures in other participating countries, and to develop cooperation in this field in line with the objectives of the programme.

The Commission will support initiatives which aim to increase awareness among people working in the field of youth information as to the possibilities for cooperation between participating countries, and to increase cooperation for the dissemination of youth information.

The Commission will offer guidance for carrying out projects with a view to drawing maximum benefits from the activity in question and ensuring efficient use of the funds available.

II. Who can participate?

Youth information centres, professional or voluntary bodies working in the field of youth media, officials/

experts working in governmental structures responsible for youth matters at national, regional and local levels; youth association officers and youth workers in full-time, part-time or voluntary posts at European, national, regional or local level.

III. Projects

(a) *Exchanges of experience and know-how*

In this context, eligible applicants may submit three main types of projects: visits, seminars and practical training experiences. However, with a view to encouraging innovative approaches, the Commission may also consider applications for other types of projects. The aim being to lay the foundations for lasting cooperation in the field of youth information, projects under this heading should provide participants with:

- the possibility to develop concrete cooperation strategies for the production and/or dissemination of youth information material in line with the objectives of the programme,
- a better understanding of youth information practice and structures in other participating countries, particularly with a view to creating networks,
- an insight into specific approaches to youth information provision (e.g. information developed for certain target groups, innovative approaches to the dissemination of youth information),
- an opportunity to explore the transferability of examples of good practice in the field of youth information to other regions of the European Union,
- an opportunity to identify partners with a view to creating multilateral youth information networks,

- the capacity to develop cooperation through informal (i.e. not leading to a professional qualification) training initiatives in the field of youth information.

Projects should be multilateral (minimum four participating countries of which two must be Member States), and should be linked to projects developed under headings (b) and (c).

Duration

- study visits or feasibility visits from two to 10 days,
- practical training experience from five to 25 days,
- seminars from two to seven days.

(b) *Production and dissemination of youth information*

Projects should aim to develop and disseminate innovative information materials related to the objectives of the programme. These may take the form of, for example, written material, audio- or video cassettes, or material developed from new information technologies. Youth media channels (youth press, radio, television, new information technologies, etc.) may be used to disseminate these information materials.

A clear description of both the proposed youth information product and the planned dissemination strategy are essential for assessing the potential of the project.

Projects should involve participants from at least six participating countries.

Projects which include *ad hoc* information actions pertaining to the general scope and objectives of the programme may also be taken into account.

(c) *Networking*

Activities supported under this heading should aim to reach young people living in areas of the European Union where information is either not available or difficult to obtain.

This will primarily concern national and regional structures, particularly those in peripheral regions, urban areas or regions which are at a disadvantage in terms of

the provision of youth information related to the programme. These structures may apply for funding to develop means of creating links with well-established youth information structures, already networking with other partners at a Community level.

Funding may also be accorded to established networks seeking to develop activities with disadvantaged areas as described above.

In some cases, the networking of regional information structures may be considered for funding, with regard to the development of transnational activities.

IV. **Grant applications and selection**

Applications concerning study or feasibility visits

Applications for study or feasibility visits should be sent to the national agencies. Projects have to be submitted three months before the start of the activity up to 1 October 1999 at the latest.

When submitting applications for study or feasibility visits to the national agencies it is important to note that:

- the hosting group or organisation should submit its request for funding to its national agency which will take the decision regarding activity costs of the programme,
- the sending group(s) or organisation(s) should submit its(their) request for funding to its(their) respective national agency(ies), which will take the decision on the costs of travel and stay.

Projects may be funded on condition that four participating countries have decided that activities suggested can be co-financed and that the Commission has not expressed any reserves.

Activities involving six or more participating countries or involving over 18 participants will nonetheless also be transmitted by the national agencies to the Commission.

Other applications

The deadlines for submission of applications are 1 April 1999 and 1 September 1999, as per the postmark.

For the selection of 1 April 1999 the proposed activities should start between 1 July 1999 and 31 January 2000. For the selection of 1 September 1999 activities should start between 1 December 1999 and 30 June 2000.

The projects, presented on the standard questionnaire, should be addressed to the national agencies which will send them on to the Commission. The only exception are projects introduced by European organisations (i.e. those having representation in at least six Member States and whose head office is in one of the Member States) which may be addressed to the Commission directly (see addresses below).

Selection

In assessing projects, the Commission will pay special attention to those:

- directed at regions of the European Union which are at a disadvantage in terms of youth information,
- focusing on the information needs of disadvantaged young people,
- which are innovative in their approach to youth information,
- which seek to develop cooperation in terms of youth information designed to prevent and combat social exclusion, racism and xenophobia,
- promoting cooperation in the field of information on the problem of drug consumption,
- which promote the work of youth associations.

V. Financial assistance

In principle, Community funding for projects under this Action may not exceed 50 % of the total expenditure, to a maximum of EUR 50 000. Exceptions to this rule can only be justified in terms of the potential impact of the project, particularly as concerns disadvantaged youth.

In accordance with the general principle of co-financing, the Commission will favour applications which indicate efforts made by the organisers to secure other sources of funding.

The submission of applications to several Community programmes for one and the same project is justified only if the project contains distinct parts, each of which is eligible for a specific programme; in this case the

general principle of co-financing continues to apply. Where funding is being requested from several Community programmes, the organisation/group should clearly indicate on the form the programmes and amounts involved.

Budgets drawn up for the purpose of applying for Community funding will concern only those costs directly linked to the projects themselves. In principle, neither the operational expenses nor the equipment expenses will be covered by Community funding.

For study visits, feasibility visits and practical training experiences, projects will receive funding per person, which may not exceed EUR 780 for the first two days of the project (including travel), and EUR 70 per additional day.

Funding for other categories of projects will be considered individually and comparatively by the Commission on the basis of objective costs (such as travel and accommodation rates, etc.).

Beneficiaries will receive a contract, which should be signed and returned to the Commission. Upon receipt of the signed contract, the Commission will authorise the payment of a first instalment amounting to 80 % of the grant accorded; the beneficiary should receive this first instalment within 60 days. The remaining 20 % of the grant will be paid once the Commission has received the final report and is satisfied, both in qualitative and financial terms, with the report.

Further information and application forms can be obtained from the following addresses:

European Commission,
Directorate General XXII,
Education, Training and Youth,
Unit C.2,
Rue de la Loi/Wetstraat 200,
B-1049 Brussels;
Tel.: (32-2) 295 11 00,
Fax: (32-2) 299 41 58.
E-mail: YFE@dg22.cec.be
Internet: <http://europa.eu.int/en/comm/dg22/youth/youth.html>

Socrates & Youth Technical Assistance Office,
Youth Department,
Rue Montoyer 70,
B-1000 Brussels;
Tel.: (32-2) 233 01 11,
Fax: (32-2) 233 01 50.

National agencies 'youth for europe'

BELGIQUE

Bureau International Jeunesse (BIJ)
13-17 Boulevard Adolphe Max
B-1000 Bruxelles
Tel.: +32.2.219.09.06
Fax: +32.2.218.81.08
E-Mail: daniel.menschaert@cfwb.be

BELGIE

JINT v.z.w.
Waterkrachtstraat 36
B-1210 Brussel
Tel.: +32.2.230.95.70
Fax: +32.2.230.18.75
E-Mail: jint@infoboard.be

BELGIEN

Agentur Jugend für Europa
Neustraße 93
B-4700 Eupen
Tel.: +32.87.55.48.72
Fax: +32.87.74.30.22
E-Mail: rdj@rdj.be

BULGARIA

Committee for Youth, Physical
Education and Sports
Youth for Europe National Agency
75 Vassil Levski Blvd.
BG-1040 Sofia
Tel.: +359 2 87.25.26/981.75.77
Fax: +359 2 81.88.16
E-Mail: yfe@mbox.cit.bg

DANMARK

InformationsCenter for Udveksling (ICU)
Vandkunsten 3
DK-1467 København K
Tel.: +45.33.14.20.60
Fax: +45.33.14.36.40
E-Mail: icu@icu.dk

DEUTSCHLAND

Deutsches Büro 'Jugend für Europa'
Hochkreutzallee 20
D-53175 Bonn
Tel.: +49.228.95.060
Fax: +49.228.95.06.222
E-Mail: jfe@ijab.de

ΕΛΛΑΔΑ

General Secretariat for Youth
417 Acharnon Street
GR-11 1 43 Athens
Tel.: +30.1.253.13.49/231
Fax: +30.1.253.14.20
E-Mail: no e-mail

ESPAÑA

Instituto de la Juventud
C/Ortega y Gasset, 71
E-28006 Madrid
Tel.: +34.1.347.76.48
Fax: +34.1.347.76.87
E-Mail: pliego@europe.co.injuve.max.es

ESTONIA

Archimedes
Estonian YFE National agency
Kohtu 6
EE-0100 Tallinn
Tel.: +372-696.24.20
Fax: +372.696.24.26
E-Mail: reet@euedu.ee

FRANCE

INJEP
9-11 rue Paul Leplat
F-78160 Marly-le-Roi
Tel.: +33.1.39.17.27.70
Fax: +33.1.39.17.27.57
E-Mail: jpe@injep.fr

IRELAND

Léargas — The Exchange Bureau
189-193 Parnell Street
IRL-Dublin 1
Tel.: +353.1.873.14.11
Fax: +353.1.873.13.16
E-Mail: first.name@leargas.team400.ie

ITALIA

Presidenza del Consiglio
Dipartimento Affari Sociali
Via Vittorie Veneto 56
I-00100 Roma
Tel.: +39-6-48.16.13.36
Fax: +39.6.48.16.13.31
E-Mail: dgrc.uninf@mae.stm.it

LATVIA

Ministry of Education & Science
of Latvia
National Youth Centre
Ranka Dambis 1
LV-1048 Riga
Tel.: +371-760.12.94
Fax: +371-760.12.99
E-Mail: yfe@latnev.lv

LITHUANIA

State Council for Youth Affairs —
Agency of International youth
cooperation
Gedimino pr. 37
LT-2001 Vilnius
Tel.: +370-222.04.09
Fax: +370-222.04.09
E-Mail: lilija.gerasimiene@vjrt.lt

LUXEMBOURG

Centre d'info. et d'Échanges de Jeunes
76 Boulevard de la Pétrusse
L-2320 Luxembourg
Tel.: +352.40.55.52
Fax: +352.40.55.56
E-Mail: no e-mail

NEDERLAND

NIZW International Centre
Catharijnesingel 47
NL-3501 DD Utrecht
Tel.: +31.30.230.65.50
Fax: +31.30.230.65.40
E-Mail: c.vink@nizw.nl

ÖSTERREICH

Interkulturelles Zentrum
Kettenbrückengasse 23
A-1050 Wien
Tel.: +43.1.586.75.440
Fax: +43.1.586.75.449
E-Mail: iz.vienna@blackbox.at

PORTUGAL

Instituto Português da Juventude IPJ
Avenida da Liberdade 194-6°
P-1250 Lisboa
Tel.: +351.1.315.19.61/55
Fax: +351.1.315.19.59
E-Mail: gab.infor@mail.telepac.pt

SUOMI-FINLAND

Centre for International Mobility
(CIMO)
Hakaniemenkatu 2, PO BOX 343
FIN-00531 Helsinki
Tel.: +358.9.77.47.70.33
Fax: +358.9.77.47.70.64
E-Mail: ulla.naskali@cimo.fi

SVERIGE

Ungdomsstyrelsen
PO Box 17 801
S-118 94 Stockholm
Tel.: +46.8.462.53.50
Fax: +46.8.644.88.54
E-Mail: first.name@ungdoms-
styrelsen.se

UNITED KINGDOM

Youth Exchange Centre
British Council, 10 Spring Gardens
UK-SWIA 2BN London
Tel.: +44.171.389.40.30
Fax: +44.171.389.40.33
E-Mail: first.surname@britcoun.org

ISLAND

Ungt folk i Evrópu
Hitt Husid, Adalstraeti 2
IS-101 Reykjavik
Tel.: +354.5.522.220
Fax: +354.5.624.341
E-Mail: ufe@centrum.is

LIECHTENSTEIN

Kinder- und Jugenddienst — Sozialer
Dienst
Postgebäude
LI-9494 Schaan
Tel.: +41.75.236.72.55
Fax: +41.75.236.72.74
E-Mail: no e-mail

NORGE

Atlantis Youth Exchange
Rolf Hofmos gate 18
N-0655 Oslo
Tel.: +47.22.62.60.60
Fax: +47.22.62.60.61
E-Mail: eurodesk@online.no

ČESKÁ REPUBLICA

National Agency YFE — Institut dětí a
mlád eze MSMT
Moravská, 20
CZ-120 00 Praha 2
Tel.: +420.2.24.25.13.35
Fax: +420.2.24.25.62.05
E-Mail: agency@mbox.vol.cz

MAGYARORSZÁG

Mobilitás Ifjúsági Szolgálat (Mobility
Youth Service)
Amerikai ut 96
H-1145 Budapest
Tel.: +36 1.251.33.37
Fax: +36 1.251.36.77/3637
E-Mail: mobility@mail.mgx.hu

ROMÂNIA

EUROTIN — Romanian YFE National
Agency
16 Vasile Conta St.
RO-Sector 2 Bucharest 1
Tel.: +40 1 210.89.04
Fax: +40 1 211.90.78
E-Mail: eurotin@fx.ro

CYPRUS

YFE National agency of Cyprus
Th. Dervi Str. 41 office 106
CY-1066 Nicosia
Tel.: +357 2 30.43.01
Fax: +357.2.76.08.40
E-Mail: neolea@cytanet.com.cy

POLSKA

Foundation for the Dvpt. of the
Education system,
Polish YFE National Agency
Al. Szucha 25
PL-00-918 Warszawa
Tel.: +48-22-622.37.06/6
Fax: +48-22-622.37.08/6
E-Mail: yfe@kaloiope.men.waw.pl

SLOVAKIA

National Agency for Youth Mobility
(NAFYM)
IUVENTA
Karloveská 64
SK-842 58 Bratislava
Tel.: +421-7-654.22.240/20
Fax: +421-7-654.22 303
E-Mail: nafym@iuven.sk

SLOVENIA

SIMO
Smartinska 134A
000 Ljubljana
SLOVENIA
Tel.: +386-61-184.25.11
Fax: +386-61-184.25.09
E-Mail: janez.skulj@guest.arnes.si

Industry consultation on IDA's telematic strategy

(1999/C 25/08)

To help shape the IDA (Interchange of Data between Administrations) programme's strategy for telematic services for European administrations, DG III is organising an industry consultation day in preparation for a new call for tenders in Brussels on **15 February 1999**.

Participation in the event is open to all interested market actors and may be of particular interest to telecommunication service providers. Advice will be sought on the implications of a multi-operator network environment, including interoperability and quality of service issues.

Industry representatives interested in attending the event should contact

IDA Central Office,
European Commission,
GD III/B/6,
Rue de la Loi/Wetstraat 200,
B-1049 Brussels,

e-mail: bernhard.schnittger@dg3.cec.be,
fax (32-2) 299 02 86.
