



**MB decision num. 014/EEA/MB(74)-GOV(ED)/2015**

**ITEM 14  
74<sup>th</sup> Management Board**

**Decision of the Management Board of the European Environment Agency  
laying down the Key Performance Indicators (KPIs) for the appraisal of the  
Executive Director**

**THE MANAGEMENT BOARD OF THE EUROPEAN ENVIRONMENT AGENCY**

**HAVING REGARD** to Regulation (EC) No 401/2009 of the European Parliament and of the Council of 23 April 2009 on the European Environment Agency (hereinafter referred to as “the EEA”) and the European Environment Information and Observation Network (codified version), and in particular Article 9 thereof,

**HAVING REGARD** to the Staff Regulations of Officials of the European Union (hereinafter referred to as “the Staff Regulations”) and the Conditions of Employment of Other Servants of the European Union (hereinafter referred to as “the CEOS”) laid down by Council Regulation (EEC, Euratom, ECSC) No. 259/68<sup>1</sup>, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, and in particular Articles 43, 44 and 110(2) of the Staff Regulations and Articles 15(2) and 20(4) of the CEOS,

**HAVING REGARD** to the Common Approach on EU decentralised agencies, endorsed by the European Parliament, the Council and the Commission in July 2012, and in particular point 15 thereof,

**HAVING REGARD** to the European Commission Roadmap on the follow-up to the Common Approach, and in particular action No 89,

**WHEREAS**

- (1) the Common Approach on decentralised agencies acknowledges that while agencies’ Directors are accountable to the European Parliament and the Council for the use of EU contribution, the discharge procedure focuses on accountability and regulatory compliance rather than on the performance per se, and calls therefore for the introduction of tailored performance indicators for allowing effective assessment of the results achieved in terms of objectives;
  - (2) Key performance indicators (KPIs) should be explicitly stated in an Agency’s annual work programme (AWP)/Programming document and reported in the Agency’s Consolidated Annual Activity Report (“CAAR”) to indicate the actual
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performance achieved. The assessment of the CAAR by the Agency's Management Board should refer to them,

**HAS DECIDED AS FOLLOWS:**

*Sole Article*

- To adopt the KPIs for the assessment of the EEA Executive Director, to be applied from 2015 onwards, as listed below:

1. KPIs in relation to Operational Objectives:

| Criteria   | Performance indicators   |
|--|--|
| Is the work programme fully implemented throughout the year and such implementation is reflected in the Annual Report for such year? | Timely submission of the draft AWP/Programming document          |
|  | Timely achievement of objectives of the AWP/Programming document |

2. KPIs in relation to Management of Financial and Human Resources:

| 2.1: Swift, timely and full use of the financial resources allocated by the budgetary authorities:                 |   |
|--|---|
| Criteria   | Performance indicators  |
| Does the agency work in full budgetary and financial discipline, in line with the applicable financial regulation? | Rate (%) of implementation of Commitment appropriations   |
|  | Rate (%) of cancellation of payment appropriations  |
|  | Rate (%) of outturn (Total payments in year N and carry-forwards to year N+1, as a % of the total EU funding and fee income, where applicable, received in year N |
|  | Rate (%) of payments executed within the legal/contractual deadlines  |

|   |  |
|---|--|
| 2.2: Timely improvements in the adequacy and effectiveness of internal control systems:   |  |
| Criteria  | Performance indicators   |
| How is the timely improvement in the adequacy and effectiveness of internal control systems demonstrated in various audit reports? Does the agency give an appropriate follow up to the audit reports' recommendations? | Rate (%) of external and accepted internal audit recommendations implemented within agreed deadlines (excluding 'desirable') |

|  |   |
|--|---|
| 2.3: Evidence of the level of staff wellbeing: |   |
| Criteria                                       | Performance indicators  |
| Is the staff supervised, guided and motivated? | The Management Board may want to ask the Director to regularly organise satisfaction surveys/engagement surveys within the agency.<br><br>In that case, aggregated satisfaction/engagement indicators can be used.<br><br><i>NB: the Commission can assist the agencies by providing them templates of satisfaction surveys</i> |
|  | Specific indicators like the following can be used:<br><br>Annual average days of short term sick leave per staff member  |

- To publish the KPIs for the assessment of the EEA Executive Director in the Agency's Annual Work Programme and Programming document as per 2016.

Approved by the EEA Management Board  
on 26 November 2015




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Elisabeth Freytag-Rigler  
Chair, EEA Management Board