



EUROPEAN
COMMISSION

Brussels, 5.3.2015
C(2015) 1423 final

ANNEX 2 – PART 1/3

ANNEX

SUBDELEGATION

to the

COMMISSION DECISION

**on the Internal Rules on the implementation of the general budget of the
European Union (European Commission section) for the attention of the
Commission departments**

SUBDELEGATION
(Article 7 of the Internal Rules)

Pursuant to Article 65 of the Financial Regulation, Article 47 of the Commission Delegated Regulation on the rules of application of the Financial Regulation and the Internal Rules on the implementation of the budget,

I, the undersigned
.....

subdelegate powers to¹
.....

to draw up – for the purposes of budget implementation carried out on the basis of both paper documents, signed manually, and the computerised management system, signed electronically:

¹ *Name, category, grade.*

- overall budgetary commitments of appropriations
- individual budgetary commitments of appropriations
- provisional budgetary commitments of appropriations
- decisions on the award of grants, prizes and public contracts
- legal commitments (as well as the preliminaries²)³
- payment orders
- estimates of amounts receivable
- recovery orders
- waivers of recovery of amounts receivable of less than €15 000
- cancellations of amounts receivable of less than €15 000
- decisions (as well as the preliminaries⁴) ruling out participation in contract and grant award procedures
- decisions (as well as the preliminaries) ruling out the award of contracts and grants
- preliminaries⁵ to the decision to refer a case to the Commission under a penalty procedure
- proposals to the Directorate-General for the Budget for transfer of appropriations where there is no need for a procedure to inform or obtain authorisation from the budgetary authority
- validation of transfers of appropriations by the secondary authorising officer concerning budget lines subject to a co-delegation

(⁶)

to be booked to the articles and/or items listed on the page attached, in accordance with the Charter for authorising officers by subdelegation.

² For example: appointment of the evaluation committee, letters of notification of the decisions on the awards, etc.

³ Where necessary, specify the required limitations.

⁴ For example: letter stating the intention to adopt the exclusion decision, giving the candidate/tenderer/applicant a time limit for submitting comments.

⁵ For example: letter stating the intention to refer the case to the Commission, giving the candidate/tenderer/applicant a time limit for submitting comments.

⁶ Delete as appropriate or add other tasks where necessary.

The authorising officer by subdelegation shall report [X] times per year⁷ to the authorising officer by delegation on the implementation of programmes, operations or actions in respect of which powers have been subdelegated to him.

The authorising officer by subdelegation shall inform the authorising officer by delegation in writing of the management problems encountered and the solutions proposed to remedy them.

Article and/or item No	Heading (⁸)	Maximum amount in euros (⁹)	Period (¹⁰)

This subdelegation repeals the following prior subdelegation:

.....

Done at Brussels, ...¹¹
(Signature of the authorising officer by delegation¹²)

ACCEPTANCE OF SUBDELEGATION

Having regard to Article 11a of the Staff Regulations of Officials of the European Union,
 Having regard to Article 11 of the Conditions of Employment of Other Servants of the European Union,

⁷ It is up to the authorising officer by delegation to decide the frequency (at least once per year).
⁸ State the exact heading given in the budget for the current year.
⁹ If the subdelegation is not accompanied by a limit on the amount, state 'appropriation authorised'.
¹⁰ To be completed if there is a time restriction on the subdelegation; otherwise state 'unlimited'.
¹¹ Name in block letters.

Having regard to paragraph 3.2 of the Charter for authorising officers by subdelegation¹³, which the authorising officer by subdelegation declares that he/she has received and signed, I, the undersigned¹⁴, ... (authorising officer by subdelegation), hereby declare on my honour that I will declare any personal interests that might compromise my independence from and objectivity towards any other person (Article 11a of the Staff Regulations).

Any false declaration may give rise to disciplinary measures.

This subdelegation repeals the following prior subdelegation:

.....

Done at Brussels,¹⁵

.....
(Signature of the authorising officer by subdelegation for acceptance)

¹² In the case of a subdelegation granted by the authorising officer by subdelegation, see Article 7(3) of the Internal Rules.

¹³ 'Staff assigned the role of authorising officer by subdelegation must have followed - or follow as soon as possible after receiving the delegation - an appropriate training course in the financial sector for the tasks and responsibilities they must assume as authorising officer by subdelegation.'

¹⁴ Name, category, grade.

¹⁵ Name in block letters.