



Title of document: Checklist of mandatory input to annual management review		Annex II to SOP/EMA/0029: conducting the annual management review
Applies to: all EMA staff and management		Document ref.: EMA/6310/2006
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MANDATORY REPORTING ELEMENTS TO FEED INTO THE MANAGEMENT REVIEW

- Mandatory elements are defined as reports which are part of the ongoing monitoring of activities, and which are required as input for each management review.
- The checklist below is intended to serve as a reminder. The list should be considered non-exhaustive. The relevant sector or unit is invited to complete the list by adding other reports that may need to feed into the management review to the checklist.
- It is recommended that an annual review of the checklist be carried out, to ensure that it is up-to-date and covers actual reporting carried out.
- The timing of the individual reporting element should be indicated in the column headed 'timing'. This should be set in view of the timing of the overall management review, as decided by top management at the beginning of each year; and other deadlines and tasks of the respective unit/sector.
- The responsible unit/sector is invited to use the checklist as part of their planning tools and indicate timings/deadlines as appropriate.
- One-page executive summaries of the various reporting elements should be prepared, to include suggested action and estimated resource implications.

	REPORTING ELEMENT	RESPONSIBILITY	TIMING
1	Roadmap Report main outcomes, feedback from previous actions, and suggestions for future actions to top management.	All sectors and units. Reports co-ordinated by NW	Spring/Summer
2	Conduct environmental assessment. Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	All sectors and units	In accordance with agreed reporting cycle
3	Conduct internal audits Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	IQM/audit	In accordance with agreed programme

4	Follow-up on findings from external audits by the Court of Auditors and the EC's IAS. Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	All sectors and units	Determined by CoA's or IAS's schedules
5	Follow-up on comments and suggestions contained in report from discharge authority. Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	All sectors and units	
6	Conduct ISO/BEMA self-assessment, expanded to incorporate internal control review, cf. ICS no. 24. Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	All sectors and units	In accordance with agreed IQM/Audit programme
7	Conduct review of follow-up action to management review from year N-1. Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	Relevant sectors and units	Part of management review of year N
8	Report on financial outcome, annual accounts. Report main outcomes, feedback from previous actions, and suggestions for future actions to top management.	Accounting Sector	Set by Financial Regulation
9	Annual Activity Report Report main outcomes, feedback from previous actions, and suggestions for future actions to top management.	All sectors and units	Mid-year?
10	Conduct annual risk assessment in accordance with ARM procedure (ref. ICS no. 11). Report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	All units	According to schedule agreed by HoUs at the beginning of each year
11	Establish mid-year report. Report main outcomes, feedback from previous actions, and suggestions for future actions to top management.	All units	Determined by deadlines of annual business planning and reporting cycle
12	Report on projects included in EPOPPP. In the mid-year report: report main outcomes, feedback of previous actions, and suggestions for future actions to top management.	All sectors and units	As for point 11
13	Add other/new items		
14	Add other/new items		