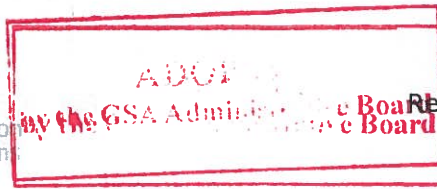




European
Global Navigation
Satellite System
Agency



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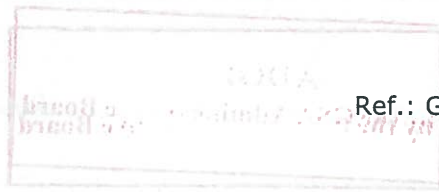
GSA-AB-52-18-03-08

European GNSS Agency

52nd Meeting of the Administrative Board

Prague, 21 March 2018

Decision of the Administrative Board on GSA Financial Circuits



DECISION OF THE ADMINISTRATIVE BOARD OF THE EUROPEAN GNSS AGENCY

of 21 March 2018 on GSA Financial Circuits

THE ADMINISTRATIVE BOARD OF THE EUROPEAN GNSS AGENCY (hereinafter referred to as “the GSA” or “the Agency”),

Having regard to Regulation (EU) 912/2010 of the European Parliament and of the Council of 22 September 2010 setting up the European GNSS Agency¹, as amended by Regulation (EU) No 512/2014 of the European Parliament and of the Council of 16 April 2014², and in particular to Articles 6(2)(c) and 13 thereof;

Having regard to Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002³;

Having regard to Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union⁴;

Having regard to the Decision of the Administrative Board of 25 April 2014 adopting the GSA Financial Regulation 2014 (hereinafter referred to as the “GSA Financial Regulation”)⁵, and in particular Article 44(2) thereof;

Having regard to the Decision of the Administrative Board of 25 April 2014 adopting the GSA Financial Regulation Implementing Rules 2014⁶;

Having regard to the Decision of the Administrative Board of 30 June 2011 adopting new Financial Validation Circuits for the GSA,⁷

Whereas

- (1) Under Article 44(2) of the GSA Financial Regulation, the Administrative Board shall approve the financial circuits of the GSA which should set the minimum standards for the management of the financial transactions within the GSA.
- (2) The financial validation circuits, as adopted by the decision of the Administrative Board of 30 June 2011, must be updated to bring them in line with evolvments of the GSA since 2011.

¹ OJ L 276, 20.10.2010, p. 11.

² OJ L 150, 20.5.2014, p. 72.

³ OJ L 298, 26.10.2012, p. 1.

⁴ OJ L 362, 31.12.2012, p. 1.

⁵ GSA-AB-WP32

⁶ GSA-AB-WP33

⁷ GSA.AB-11-06-30-05



HEREBY ADOPTS THE FOLLOWING DECISION:

Article 1

The validation circuits for the management of financial transactions within GSA, annexed to the present decision, are hereby adopted.

Article 2

The decision of the Administrative Board of 30 June 2011 adopting new Financial Validation Circuits for the GSA is repealed.

Article 3

The present Decision shall enter into force on the day of its adoption.

Done in Prague on 21 March 2018

For the GSA Administrative Board

Jean-Yves Le Gall

Chair of the GSA Administrative Board

# & Type of Circuit	Transaction and validation circuit	Actors and tasks
1. Commitments	Applicable to: Commitments, modification of commitments, decommitments, recovery orders	
	OIA	Responsible Project Officer (for administrative provisional commitments only, OIA = FIA)
	OVA	Validation by responsible Head of Department. Optional: inclusion of review of a Legal Officer, Head of Legal and Procurement, Head of Administration or other relevant Heads of Departments as additional OVAs. Designated line managers may act as OVA for mission orders.
	FIA	Encoding the transaction in ABAC by Finance Department
	FVA	Budget Officer or Head of Finance
	AO or AOD	As a standard: Executive Director is AO. He can delegate this power to a designated AOD - within the scope set in the respective delegation.
2. Payments	Applicable to: All payments	
	FIA	Invoices/payment requests received by FIA and initialised in ABAC (Step1)
	OIA	"Conforme aux faits"
	OVA	Validation by responsible Head of Department
	FIA	Invoice in Step 2 + Payment request and payment order in ABAC
	FVA	Budget Officer or Head of Finance for all other transactions
	AO or AOD	As a standard: Executive Director is AO. Stable delegation as AOD for all payments is established to Head of Finance, Budget Officer and Head of Administration (acting individually). Further AODs can be created by additional appropriate delegation from ED.

List and description of all financial actors within GSA (as per the Financial Regulation terminology)	
Authorising Officer (AO)	Executive Director (ED)
Authorising Officer by Delegation (AOD)	Any AOD on basis of a (stable, ad hoc or specific) delegation by AO within the scope set therein, for example Heads of Departments, Head of Administration, Chief Operating Officer. The GSA will inform the Admin Board of applicable delegations on an annual basis. Stable delegation is established for missions to be approved by Heads of Departments, Head of Administration and Chief Operating Officer as AOD for their respective teams.
Financial Verifying Agents (FVA)	(i) Head of Finance, (ii) Budget Officer, (iii) designated Finance Officers NOTE: In delegations ED can grant to AOD the power to sign as both FVA and AOD
Financial Initiating Agents (FIA)	(i) Designated Finance Officers (ii) Designated HR Officer for processing of salary payments only
Operational Initiating Agents (OIA)	(i) All operational staff responsible for projects and their follow up or (ii) other designated actors (such as Legal Officer, etc) set by GSA internal processes; (iii) FIA for administrative provisional commitments only
Operational Verifying Agents (OVA)	(i) Heads of Department responsible for project results and outcomes, (ii) Legal Officers, (iii) Head of Legal and Procurement Department, (iv) Head of Administration, (v) designated line managers for mission orders.