



European  
Parliament

# ACTION PLAN ON ADMINISTRATIVE SIMPLIFICATION



## I. INTRODUCTION

Simplification is a powerful tool for any administration that is striving to enhance its efficiency, reduce costs, enable a smarter allocation of resources, cut administrative burdens and improve the overall quality of services. Simplification also makes it possible to challenge established practices and by doing so to find innovative approaches and solutions.

In the case of Parliament, administrative simplification has become particularly relevant since the 'Parliament 2024' reform, which called for the strengthening of administrative support for the key functions of the institution. Among the results of this reform has been the creation of four 'thematic' DGs out of the former DG IPOL with the objective to reinforce administrative capacity to assist Members in their legislative, scrutiny and budgetary activities. In a context of limited resources – as shown by the recent Parliament budgets, which have neither increased posts nor provided for an increase in non-statutory financial means above the 2 % ceiling – simplification has become essential to adapt to transformation processes, focusing on key priorities.

In line with the above, several initiatives have been and are being undertaken to simplify administrative structures. These include, *inter alia*, the reforms of DG INLO (Bureau decision of November 2023) and DG ITEC (Bureau decision of December 2024). Among other things, these reforms aim to streamline the services provided while offering more effective support to Members.

Simplification was also highlighted as a major priority of the administration for the years to come at the EP Management Dialogues of July 2024. As a result, and to embed simplification in the working methods of the administration, in October 2024, the Secretary-General requested that all DGs review their activities with a view to streamlining workflows and procedures, reducing administrative burdens and achieving savings. Accordingly, as of 2025, a section of the DGs' Annual Work Programmes (AWPs) is to be dedicated to simplification.

Against this background, in January 2025, the Secretary-General established an inter-DG Task Force to put forward an Action Plan on administrative simplification. This initiative aims to further support DGs in refining their strategies, with simplification being a core element that drives the development and execution of current and future activities.

The Action Plan is additional to other initiatives that have a major simplification potential, including:

- **eLegislate** - This multi-annual project focuses on completing the digitalisation of the workflows of parliamentary documents in XML format, ensuring the interoperability of related tools, including their integration across EU institutions. eLegislate covers the full document chain, from Commission proposals to the adoption and signature of EU acts. It will increase efficiency and reduce the time, cost and efforts required to produce parliamentary documents while enhancing their quality.
- **Artificial Intelligence (AI)** - Following the approval of the governance framework for AI by the Bureau in March 2024, an inter-DG Steering Group is currently carrying out an ideation process based on the input of all DGs. The ideas will be assessed in terms of suitability and feasibility. The proposals retained will be submitted to the EP AI Governance Board for consideration.
- **Document management** - The development of a new document management system for the General Secretariat is ongoing. The new system will provide for several new functionalities, allowing for collaborative work as well as seamless filing and tracing of documents. In parallel, next to updating and consolidating the various decisions and rules in the area, a number of actions will be undertaken to further optimise document management. These range from the reception and handling of documents, including classified ones, to their storage and archiving.
- **Financial procedures** - Following thorough assessments by dedicated inter-DG working groups under the aegis of the inter-DG Steering Group on Finance, several modernisation and simplification actions have been brought forward since 2024 and are being followed-up. This concerns budgetary and accounting procedures, budgetary implementation, and legal reporting. These efforts have also contributed to the simplification and revision of the internal rules on the implementation of Parliament's budget, adopted by the Bureau in January 2025.

The inter-DG Task Force on Simplification has been chaired by a member of the Cabinet of the Secretary-General and composed of one representative per DG and one representative from the Directorate for Committee Coordination and Legislative Activities (CCLA). The first meeting of the Task Force took place on 19 January 2025. At the meeting, three possible pathways for simplification were outlined (simplifying by discontinuing, streamlining, or upgrading). On that basis, the Task Force representatives were invited to submit contributions, including ideas and needs, with a client-oriented perspective and with the aim of enhancing cooperation at inter-DG level, wherever possible.

Following numerous bilateral and multilateral meetings between the Chair of the Task Force and the Task Force representatives – aimed at translating the input and related assessments into concrete actions and identifying the lead service(s) responsible for their implementation – a preliminary list of actions was presented at the second Task Force meeting on 19 March 2025. The actions were further discussed with the lead service(s) and consolidated into a draft table, which was submitted to the Task Force at its third meeting on 8 April 2025. Under the guidance of the Secretary-General, the actions were further refined. They were presented to and endorsed by the Task Force at its last meeting of 13 May 2025.

The Action Plan provides for **two types of actions** implementable without requiring additional human or financial resources, namely:

- **Immediate actions** to be implemented by September 2025, with a mostly intra-DG focus and with the potential of becoming best practices for the whole administration;
- **Short/medium-term actions**, with an inter-DG and/or horizontal dimension, with several deliverables (sub-actions) to be implemented by the end of 2025/mid-2026.

The implementation timelines allow for certain actions/sub-actions to be completed by the end of 2025, thus facilitating the planning of resources for 2026. Other actions/sub-actions are to be completed by mid-2026, allowing to consider their impact in the DGs' AWP for the following year.

The actions are grouped into four categories, namely: (i) human resources, (ii) digitalisation and IT, (iii) working arrangements, and (iv) horizontal areas and services. The **expected outcome of simplification** for each of the actions is one or more of the following:

<b>ACHIEVING SAVINGS</b>	<b>INCREASING EFFICIENCY/QUALITY</b>
<b>OPTIMISING HR ALLOCATION</b>	<b>REDUCING ADMINISTRATIVE BURDENS</b>

The immediate actions are briefly outlined in a table (see Annex 1, pp. 3–10). Each short/medium-term action is detailed in a dedicated action sheet (see Annex 2, pp. 12–31), which also lists the main deliverables, along with their respective deadlines.

The implementation of the actions, including any related consultation processes, will be monitored by the Cabinet of the Secretary-General. Regular briefings on the implementation of the actions will be scheduled at the monthly meetings of the Secretary-General with the Directors-General, including at ad-hoc meetings, as necessary. Parliament's governing bodies will be consulted, as applicable.

To assess the impact of each action, the service(s) or inter-DG team(s) responsible will draw up short reports on their implementation. These reports will focus on the simplification impact achieved, comparing the actual results with the expected outcomes.

**ANNEX 1** – IMMEDIATE ACTIONS

EURACTIV

## I. HUMAN RESOURCES

ACTION TITLE	SHORT DESCRIPTION	EXPECTED SIMPLIFICATION OUTCOME(S)	LEAD SERVICE(S)
<b>SIMPLIFYING AND DIGITISING WORKING TIME PROCESSES</b>	<p>This action aims at further reducing complexity and burdens in working time management. This will be done by, <i>inter alia</i>, streamlining special leave request types by clustering and rationalising workflow steps with more intuitive IT features; introducing paperless handling of medical telework requests; and simplifying changes to teleworking arrangements outside the place of employment by eliminating unnecessary procedural steps in approval flows.</p>	<p><b>Increasing efficiency/quality</b> <b>Optimising HR allocation</b></p>	<p>PERS</p>
<b>UPGRADING THE STAFF FRONT OFFICE</b>	<p>This action concerns a set of focused, staff-centred improvements to boost the visibility and effectiveness of the Staff Front Office as the go-to contact point for all HR-related queries, including for APAs. Key sub-actions include establishing a permanent presence in the SPINELLI building and exploring the gradual rollout of upgraded phone lines to create a single point of contact for staff seeking guidance on PERS services.</p>	<p><b>Increasing efficiency/quality</b> <b>Reducing administrative burdens</b></p>	<p>PERS in cooperation with DG INLO</p>
<b>DEVELOPING AN ENHANCED HR DASHBOARD</b>	<p>An updated version of the HR Dashboard will be rolled out, featuring several enhancements. It will include improved identification of vacant positions in the HR Forward Planning report, a new functionality to add comments directly within the report, and a newly created report on temporary placements, among other upgrades. These developments are driven by the needs and input of HR experts from all DGs.</p>	<p><b>Increasing efficiency/quality</b></p>	<p>PERS in cooperation with HR units/services of all DGs</p>
<b>OPTIMISING ASSISTANTS' WORKLOAD ACROSS LANGUAGE UNITS</b>	<p>Each of the 24 TRAD translation units has assistants who handle both linguistic and technical tasks, with varying workloads. While some units face periods of high demand, others may have available capacity that remains underutilised. To balance workloads, the aim of the action is to create a voluntary pool of assistants who can support other units as needed while remaining administratively attached to their original unit.</p>	<p><b>Increasing efficiency/quality</b> <b>Optimising HR allocation</b></p>	<p>TRAD</p>

## II. DIGITALISATION AND IT

### AUTOMATING QUALITY CHECKS ON DLA'S PLENARY OUTPUTS

Quality assurance, which is done manually, will be simplified through more automation. Following a successful pilot, this action consists in further exploring Robotic Process Automation in relation to the analysis of anomaly checks for texts adopted.

**Increasing efficiency/quality**  
**Optimising HR allocation**

PRES in cooperation with ITEC

### LAUNCHING THE PILOT PHASE OF THE MISSIONS SKETCHPAD APP

The pilot phase of the recently developed Missions Sketchpad App will be rolled out in EXPO. This application aims at forecasting missions, from a very early stage, on any mobile device. The application enables also identifying missions possibly related for more synergies, better organisation and possibly cost reduction.

**Increasing efficiency/quality**  
**Reducing administrative burdens**

EXPO

### SIMPLIFYING DECLARATIONS OF MEPs TRAVEL BY CAR

The purpose of this action is to complete all necessary preparatory steps for the launch of a pilot project for an application facilitating MEPs' submission of their reimbursement requests when travelling by car. This will be done via a portable device and a dedicated application, allowing for information related to MEPs' car trips to be automatically registered and transmitted to the relevant EP services. The application is expected to reduce manual declarations and allow for faster reimbursement. This action will be submitted for consideration to the College of Quaestors prior to its implementation on a voluntary basis.

**Increasing efficiency/quality**  
**Reducing administrative burdens**

FINS

### SIMPLIFYING THE MANAGEMENT OF MEPs FINANCIAL AND SOCIAL ENTITLEMENTS THROUGH DIGITALISATION

The aim of this action is to finalise the digitalisation of all forms relating to MEPs' social and financial entitlements and make these available to MEPs on the e-Portal. The action also aims at improving the user-friendliness of e-forms and e-data consultation. In parallel, the e-Portal will be fully integrated with the back-office applications of the operational services, thus allowing a more efficient and less prone to errors treatment of requests.

**Increasing efficiency/quality**  
**Reducing administrative burdens**

FINS

### III. WORKING ARRANGEMENTS

#### SIMPLIFYING INTER-INSTITUTIONAL COOPERATION AT LAWYER-LINGUIST LEVEL

To optimise workflows and increase efficiency in legislative and administrative cooperation, this action will assess the feasibility of setting up a shared workspace between the EP (PRES/DLA) and the Council (DQL) and choose the appropriate IT solution for implementation. Depending on the parallel development of eLegislate, and in particular the milestone of producing TAs in XML, the potential of XML technology could also be leveraged to simplify/accelerate the final phase of the legislative process, leading to the LEX signature.

**Increasing efficiency/quality**  
**Optimising HR allocation**

PRES in cooperation with ITEC

#### PRODUCTIVITY ACCELERATION THROUGH WORKSHOPS ON LANGUAGE TOOLS

The EXPO IT Unit started and will continue regular workshops to train staff to use GPT@JRC, EC Language Tools and AI Vocal Assistant. These sessions aim at enabling staff to speed up work on non-sensitive texts through automated summarisation, email drafting, speech-to-text conversion for meeting minutes, note-taking, and creative brainstorming.

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

EXPO

#### TRANSFERRING THE MANAGEMENT OF THE BUILDINGS HELPDESK TO ONE-STOP SHOP FOR MEPs

The transfer of the operational management of Building Helpdesk to One-Stop Shop for Members will bring a structured, Member-focused approach that enhances communication for addressing maintenance and infrastructure-related concerns, operational efficiency and service quality. Client satisfaction will be prioritised by offering dedicated follow-ups and personalised service, benefiting both operational teams and end-clients.

**Increasing efficiency/quality**  
**Optimising HR allocation**

INLO

#### SETTING UP A "CATERING FOR EVENTS" HELPDESK IN THE ONE-STOP SHOP FOR MEPs

The collaboration between the INLO Catering Unit and the One-Stop Shop for Members offers significant opportunities to enhance efficiency and improve client service. By establishing a "catering for events" helpdesk, Members and their assistants will have a dedicated point of contact for any inquiries and support concerning catering reservations for their events, thus simplifying the overall process and enabling a seamless experience.

**Increasing efficiency/quality**  
**Reducing administrative burdens**

INLO

**ENHANCING TRAD  
MATRIX APPROACH TO  
BOOST HORIZONTAL  
INTRA-DG  
COOPERATION**

TRAD has already a relatively well-developed matrix-structured cooperation across teams from different Directorates, leading to more efficiency through resource sharing and cooperation. This action aims at reinforcing this approach. To this end, this action will aim at further clarifying roles, investing in coordination and workflow tools, reinforcing training programmes and implementing effective performance evaluations.

**Increasing efficiency/quality  
Optimising HR allocation**

TRAD

**STREAMLINING  
COOPERATION  
WITH HOST  
MEMBER STATES  
POLICE AND JUDICIAL  
AUTHORITIES**

Cooperating smoothly with national police and judicial authorities is key for the Parliament to be a reliable partner for the host Member States. Obtaining a waiver of inviolability of buildings or images, or the waiver of the duty of discretion is a procedure which can be lengthy, at cost of judicial and police efficiency. A streamlined workflow will be put in place, including internal deadlines, to simplify/accelerate relevant procedures.

**Increasing efficiency/quality  
Reducing administrative burdens**

SAFE in cooperation  
with the CSG and SJ

**CREATING LINC  
INFORMATION HUB**

This action aims at creating a centralised intra-DG information platform in LINC, providing easy access to key data, statistics, and information about the services. The project aims to consolidate various information sources currently scattered across different channels. By having a single source, the project will help reducing the time spent searching and verifying data, minimising errors and duplications, and enhancing the overall efficiency and effectiveness of communication/reporting processes.

**Increasing efficiency/quality**

LINC

## IV. HORIZONTAL AREAS AND SERVICES

<p><b>STREAMLINING THE REGULATORY FRAMEWORK FOR OFFICIAL VISITS</b></p>	<p>This action will assess procedures and internal rules applicable to official visits with a view to streamlining and improving the quality of the service provided. The outcome of the assessment, which may lead to potential adaptations of the rules, will be submitted to Parliament responsible bodies, as appropriate.</p>	<p><b>Increasing efficiency/quality</b> <b>Reducing administrative burdens</b></p>	<p>PRES</p>
<p><b>RATIONALISING EPRS EVENTS</b></p>	<p>EPRS organises regularly events throughout each legislative term. EPRS has introduced stricter justification criteria for the organisation of events, in particular as to their relevance for core business. The number of events will be thus reduced, with the emphasis placed on ongoing parliamentary work.</p>	<p><b>Achieving savings</b> <b>Optimising HR allocation</b></p>	<p>EPRS in cooperation with any DG concerned</p>
<p><b>DISCONTINUING EPRS PODCASTS WHILE ENHANCING DATA VISUALISATION</b></p>	<p>As of 2025, EPRS podcasts have been discontinued following assessments on their return on investment and relevance for Parliament core business. Instead, EPRS will make greater use of data visualisation with the aim to modernise written productions.</p>	<p><b>Increasing efficiency/quality</b> <b>Optimising HR allocation</b></p>	<p>EPRS in cooperation with any DG concerned</p>
<p><b>DISCONTINUING THE PROJECT OF A SECOND ROLE-PLAY-GAME</b></p>	<p>The project of a second Role-Play-Game in Brussels will not be pursued. Instead, the renewal of the existing settings of the Role-Play-Game will provide for shorter time required to play, hence increasing the number of slots available. It will also allow to cater for more varied audiences.</p>	<p><b>Achieving savings</b> <b>Increasing efficiency/quality</b></p>	<p>COMM in cooperation with INLO</p>
<p><b>RATIONALISING OUTREACH ACTIVITIES</b></p>	<p>COMM has identified some outreach activities with a low return on investment, which will be assessed with a view to potentially discontinue and/or rationalise them. These activities include, <i>inter alia</i>, logistical and financial support to the Brussels 20 Km; art exhibitions for Council presidencies; engagement grants at local level; and some digital visitor projects.</p>	<p><b>Achieving savings</b> <b>Optimising HR allocation</b></p>	<p>COMM</p>
<p><b>REVIEWING FINS CONTROL FRAMEWORK</b></p>	<p>The FINS control framework is being adapted in line with its obligations under the Financial Regulation. The update of the DG's risk register will lead to revising the control strategy to ensure better proportionality. This is expected to result in a rationalisation of controls and optimisation of resources needed.</p>	<p><b>Increasing efficiency/quality</b> <b>Optimising HR allocation</b></p>	<p>FINS</p>

<p><b>SIMPLIFICATION THROUGH SMART RESOURCES MANAGEMENT</b></p>	<p>The action will focus on identifying negative priorities, e.g. activities or processes that can be discontinued or deprioritised within LINC. By focusing on negative priorities, the action will help streamlining operations and improve the overall performance. The action will also involve a thorough review of processes with the objective of streamlining and improvement.</p>	<p><b>Increasing efficiency/quality Optimising HR allocation</b></p>	<p>LINC</p>
<p><b>SYSTEMATIC CHECKS ON THE RETURN ON INVESTMENT OF INLO CONTRACTS</b></p>	<p>An intra-DG methodology will be established by the Resources Directorate at INLO to systematically check the return on investments of contracts. The checks will be proportionate to the value/type of the contracts and the results will be considered in the tender documents when renewing the contract.</p>	<p><b>Achieving savings Increasing efficiency/quality</b></p>	<p>INLO</p>
<p><b>SMART BADGE REPLACEMENT</b></p>	<p>This action aims at achieving substantial cost reductions whenever staff members need a temporary badge. Instead of printing a new plastic badge, SAFE will print a paper "tecno" badge ("tecno" meaning it can open doors). This will also enable staff working in peripheral buildings to receive the badge at the entrance of their building, instead of queueing at the accreditation centre.</p>	<p><b>Achieving savings Increasing efficiency/quality Reducing administrative burdens</b></p>	<p>SAFE</p>
<p><b>OPTIMISING PERSONAL SECURITY CLEARANCE REQUESTS</b></p>	<p>Today, the Secretary-General signs the security organisational chart (SOC) and then also each individual request for personnel security clearances (PSC). To optimise this process, any related administrative procedures will be streamlined. This will be reflected in an adapted regulatory basis in the information security rules. Only requests for PSC for positions not included in the SOC, hence not approved a priori by the Secretary-General, will be sent up for his signature before the request is launched.</p>	<p><b>Increasing efficiency/quality Reducing administrative burdens</b></p>	<p>SAFE</p>
<p><b>STREAMLING SCREENING PROCEDURES OF EXTERNAL PROVIDERS</b></p>	<p>In Belgium, since 2019, external service providers working in the EP are subject to security screening. To fully profit from this service, a streamlined procedure will be put in place entailing a commitment from DGs to provide the list of external service providers to be vetted and setting a fixed number of files on a monthly basis.</p>	<p><b>Increasing efficiency/quality Reducing administrative burdens</b></p>	<p>SAFE</p>

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# 1. SIMPLIFYING SELECTION AND RECRUITMENT PROCEDURES

## SCOPE AND OBJECTIVES

This action has the overall objective of reducing complexity, improving efficiency and ensuring faster selection and recruitment processes. The action concerns all categories of staff except APAs, who are subject to a dedicated simplification action.

A major deliverable of the action is the revision of the general implementing provisions governing competitions and selection procedures, recruitment and the grading of officials and other servants of Parliament (GIPs). To this end, a consultation process will be launched before the 2025 summer recess and concluded by mid-2026.

One of the goals of the simplification efforts will be to streamline the competitions and selection procedure processes by reducing the number of phases. In this regard, building on the experience gained so far, a two-phase approach will be favoured (typically preselection and testing) rather than three or four phases.

Several initiatives will aim to further simplify and clarify the applicable regulatory framework. These include updating the Handbook on the filling of vacancies and the Guide for the recruitment of contract staff.

In parallel, the FT-People application, that is the recruitment and contract management workflow tool for officials and temporary staff, will be launched in January 2026. The tool will seek to simplify processes, gradually reducing manual work, enhance transparency, improve user experience for HR professionals and candidates, and boost overall efficiency while reducing errors. Steps will be taken to extend its functionalities to contract renewals for temporary agents and recruitment procedures for political groups to further capitalise on the potential of the tool.

### DELIVERABLES INCLUDING DEADLINES

- Updating the Handbook on filling vacancies to reflect new IT tools and practical requirements and align it with the principle of administrative simplification - OCTOBER 2025
- Updating the Guide for the recruitment of contract staff - OCTOBER 2025
- Launching the FT-People application - JANUARY 2026
- Simplifying and clarifying the presentation of financial entitlements to selected candidates through a coordinated approach of the Individual Entitlements, Staff Recruitment and Payroll units at PERS (enhance attractiveness of the EP recruitment offer) - JUNE 2026
- Consultation process for the revision of the GIPs governing competitions, selection procedures, recruitment and grading of officials and other servants - JUNE 2026

### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

### LEAD SERVICE(S)

PERS in cooperation with CSG and SJ, and in consultation with the HR units/services of all DGs

## 2. SIMPLIFYING THE MANAGEMENT OF APAs FILES

### SCOPE AND OBJECTIVES

This action will aim at completing the digitalisation and streamlining of the end-to-end business processes related to the recruitment and contract management of Accredited Parliamentary Assistants (APAs). It will build on existing tools (notably APA-People) and outcomes from previous initiatives (e.g. Smart HR management for APAs). The scope of the action provides for cooperation across relevant PERS units as well as with FINS and ITEC for IT system integration.

The objectives of this action are, *inter alia*, the following:

- automating APA recruitment workflows to enhance efficiency, reduce manual errors, and improve data reliability;
- improving responsiveness and communication with MEPs and APAs throughout the recruitment cycle;
- strengthening the ability to monitor, track, and follow up on pending actions across units;
- expanding the operational capacity during high-demand periods through the use of digital tools;
- ensuring interoperability and alignment with other EP IT systems through stronger inter-DG cooperation.

### DELIVERABLES INCLUDING DEADLINES

- Simplification of recruitment-related procedures (e.g. simplifying the content of forms and declarations; harmonising recruitment-related administrative procedures; developing a communication strategy to explain the digitalisation process and highlight its benefits to Members, APAs, and EP services) - DECEMBER 2025
- Expanding digitalisation (e.g. integrating verification in the APA-People application; completing the digital cycle of terminations and modifications of APA contracts by phasing in updated and fully digitalised forms in the APA-People application) - DECEMBER 2025
- Designing a joint platform containing the tools and practices of PERS recruitment services, following the review of the business rules applicable to the recruitment procedures - JUNE 2026
- Reviewing the content of the recruitment forms and prepare their digitalisation with the goal to achieve full digitalisation by the end of 2026 - JUNE 2026

### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

### LEAD SERVICE(S)

PERS in cooperation with CSG, FINS and ITEC

### 3. SIMPLIFYING THE MANAGEMENT OF LOCAL ASSISTANT FILES

#### SCOPE AND OBJECTIVES

To assist them in the Member State in which they were elected, Members may employ local assistants. These types of contracts are concluded directly between the Members and the local assistants concerned. Parliament is not a party of the contractual agreement, which must comply with the applicable national law. Still, Parliament offers for facilitation contract templates that Members may decide to use.

In the Resolution of 3 April 2025 on Parliament 2026 budget, the Plenary has welcomed the initiative "to conduct a major screening exercise aimed at identifying opportunities for administrative simplification". In this regard, the Plenary has underlined that "administrative procedures and human resources management represent a heavy burden for Members". The Resolution has called for simplification in particular as regards local assistant files<sup>1</sup>.

This action intends to follow up on the priority expressed by the Plenary. To this end, the responsible services at FINS will assess the overall management of local assistant files with a view to identify simplification opportunities, including via automation and digitalisation. The action will concern the entire applicable regulatory and procedural framework, including forms and administrative procedures. This includes also internal control procedures, which will be evaluated with the objective of reducing administrative burdens while ensuring their proportionality and cost-effectiveness. The action may lead to recommendations, which will be submitted to Parliament competent authorities, as appropriate.

#### DELIVERABLES INCLUDING DEADLINES

- Assessing the applicable regulatory and procedural framework with a view to identify simplification opportunities, including through automation and digitalisation - OCTOBER 2025
- Assessing internal control procedures - NOVEMBER 2025
- Forward the assessment, including any recommendations, to Parliament competent authorities, as appropriate - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

FINS in cooperation with CSG and SJ

<sup>1</sup> Excerpt from the Resolution of 3 April 2026 on Estimates of revenue and expenditure for the financial year 2026 - Section I - European Parliament (paragraph 6): "Welcomes the initiative of the Secretary-General to conduct a major screening exercise aimed at identifying opportunities for administrative simplification, eliminating inefficiencies and ensuring tangible cost reductions, thereby increasing efficiency and ensuring a smart use of resources; asks the Secretary-General to provide the Committee on Budgets with semestrial updates on the actions taken and on the Action Plan on Simplification as well as their impact in terms of budget and staff; underlines that administrative procedures and human resources management represent a heavy burden for Members, in particular when hiring local assistants, and calls for simplification in that regard".

## 4. SIMPLIFYING THE STAFF ASSESSMENT PROCESS

### SCOPE AND OBJECTIVES

The staff assessment process is based on staff reports, which are drawn up on an annual basis. The reports are divided into different sections and assess the ability, efficiency and conduct of staff. The reports are the basis on which staff merit is measured.

As highlighted, *inter alia*, at the EP Management Dialogues of July 2024, there is a need for simplification of staff reports. The drawing up of the reports is a resource-intensive process, which calls for modernisation. This also concerns the need to ensure more coherence at inter-DG level.

Against the above background, the aim of this action is to simplify the staff assessment process starting with the reports, while aiming at also increasing quality and consistency within the whole administration. To this end, this action will focus on both the format and the content of the staff evaluation template with the view to first of all identify simplification opportunities not requiring a change of the applicable rules. The applicable regulatory framework will be also assessed with the objective to identify additional simplification opportunities, which would require changes in the applicable rules, and make recommendations or proposals in this regard. This assessment will also look into relevant IT tools.

#### DELIVERABLES INCLUDING DEADLINES

- Assess simplification opportunities of the staff report form and put forward recommendations on how to revise the format to be used for the 2025 evaluation exercise to be performed in 2026 - DECEMBER 2025
- Assess simplification opportunities of the regulatory framework applicable to the staff evaluation reports, including related IT tools, and put forward recommendations and proposals for modifications and/or upgrades - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

PERS in cooperation with CSG, SJ and in consultation with HR units/services of all DGs

## 5. STREAMLINING AND UPGRADING HR DATA ANALYTICS

### SCOPE AND OBJECTIVES

This action aims to streamline and upgrade HR data analytics by simplifying and optimising HR data-driven processes across Parliament administration. The scope of this action includes:

- establishing common taxonomy and data standards across DGs to ensure consistency and comparability of HR data;
- enhancing the interoperability of HR systems, such as integrating HR requests and eRingBook, to reduce manual data transfers and thus improve data accuracy;
- rationalising HR processes by identifying areas where manual or ad-hoc adjustments can be replaced with automated workflows, increasing efficiency and reducing errors;
- reviewing and optimising data entry processes via the HRM portal to ensure that relevant and accurate information is collected and available for various types of reports and analyses.

The overall objective of this action is to improve the quality, reliability, and accessibility of HR data, enabling informed decision-making and more effective HR management.

#### DELIVERABLES INCLUDING DEADLINES

- Assessing HRM system performance improvements, e.g. data consultation to provide relevant info that can also be readily available in different reports & analysis (ex: Mobility flag, retirement date, history of all position/ status changes) - DECEMBER 2025
- Reviewing and identifying simplification opportunities for HR request processes - JUNE 2026
- Identifying recurrent processes handled through manual/exceptional adjustments and implementing correspondent workflows (ex: integration between HR Requests and eRingBook) - JUNE 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

PERS in cooperation with CSG and ITEC, and in consultation with HR units/services of all DGs

## 6. SIMPLIFYING STAFF MISSION RULES

### SCOPE AND OBJECTIVES

This action aims to simplify and modernise Parliament's staff mission rules by reducing administrative burdens through streamlined procedures and further automation via the new eMiss application. This action is also aimed at increasing cost-efficiency, sustainability, and work-life balance, while upholding the smooth functioning of Parliament's activities.

The action will be carried out in cooperation with the CSG, FINS, ITEC and the Legal Service. Relevant stakeholders from all DGs will be duly consulted.

The action will provide for quick operational improvements, whenever possible, and it will include the adaptation of the IT environment, alongside targeted communication and training initiatives.

The action has, *inter alia*, the following objectives:

- reducing administrative complexity and leveraging technology to simplify mission management;
- integrating sustainability considerations into applicable rules to support Parliament's environmental targets;
- ensuring legal clarity, consistency, and easing the application across relevant regulatory texts;
- enhancing work-life balance by embedding appropriate principles into travel and reimbursement practices;
- enabling smooth implementation through stakeholder engagement, communication and training initiatives, as well as continuous improvement mechanisms.

#### DELIVERABLES INCLUDING DEADLINES

- Internal stakeholder consultation - DECEMBER 2025
- Finalisation of revised general implementing provisions for Bureau referral - JUNE 2026
- Upgrading IT tools to reflect the revised regulatory framework - JUNE 2026
- Communication/training strategy supporting operational transition - JUNE 2026
- Framework for procedural refinement and compliance monitoring - JUNE 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

PERS in cooperation with CSG, SJ, FINS and ITEC, and in consultation with relevant stakeholders of all DGs

## 7. STREAMLINING IT CAPABILITIES AND SERVICES

### SCOPE AND OBJECTIVES

Parliament's digitalisation has reached a notable level of maturity, with major developments over recent years that have redefined and significantly enlarged its ICT ecosystem. In this regard, during the previous legislative term, Parliament has focused on further reinforcing the IT infrastructure, increasing the cybersecurity capabilities, and exploring the potential of Artificial Intelligence.

In line with the strategic objectives for Parliament's digital transformation, as approved by the Bureau in December 2024, it is now necessary to move towards a phase of consolidation. This requires among other things an updated ICT governance framework.

Against the above background, this action aims at reviewing IT capabilities and services in Parliament Secretariat with a view to streamlining them and thereby contributing to the consolidation of the overall ICT ecosystem, while enabling simplification. This is key to optimise the allocation of resources and increase efficiency, while also supporting the implementation of the "reuse-before buy-before build" principle. Another important benefit of a clearer and streamlined approach is to achieve a higher level of cybersecurity thanks to the clarification of responsibilities.

From an end-user perspective, this action will also make the various changes necessary when moving to another DG more transparent and less cumbersome. In addition, a clearer distribution of responsibilities will help swifter decision-making and shorten the clarification phases in the agile IT Program iterations.

In line with the above, this action will consist of the following sub-actions:

- reviewing all IT capabilities in the EP Secretariat with a view to optimising/rationalising them;
- reviewing the IT services provided to end-users and IT professionals across Parliament to achieve efficiency gains and savings.

#### DELIVERABLES INCLUDING DEADLINES

- Putting forward proposals for options/scenarios for the optimisation/rationalisation of the EP IT capabilities - SEPTEMBER 2025
- Mapping all IT services delivered across Parliament - SEPTEMBER 2025
- Putting forward proposals for options/scenarios for optimisation/rationalisation of all IT services delivered across the Parliament - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Achieving Savings**  
**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

ITEC in cooperation with CSG and in consultation with IT units/services of all DGs and Parliament DPO

## 8. RATIONALISING THE IT APPLICATIONS PORTFOLIO

### SCOPE AND OBJECTIVES

The IT applications portfolio includes the applications under ITEC responsibility that support the parliamentary and administrative work of the Parliament. Over the years, with the evolution of functionalities and the integration of new tools, despite the obsolescence management efforts, the portfolio has grown with duplications and several old applications that require outdated infrastructure to function. Also, despite the policy that has been in place for several years, the principle to “re-use, before buy, before build” (RBB) applications has been implemented in a very heterogeneous way. This state of affairs has also implications on the levels of assurance and compliance that the portfolio can guarantee, leading to increased cybersecurity risks.

In view of the above, the aim of the action is to rationalise the current IT applications portfolio and leverage the maturity gained in the dev-sec-ops and cloud development streams to help ITEC focus (and spend limited resources) on the applications that provide value to the clients. This will enable also a smoother application of the RBB principle, which is a priority in line with the strategic objectives for Parliament digital transformation approved by the Bureau in December 2024.

Two main complementary efforts are planned to leverage a rationalised applications portfolio:

- developing an integrated compliance framework to ensure that new acquisitions and new developments provide the right levels of compliance and assurance from the start, thus increasing efficiency and quality from the beginning of the processes;
- the convergence and consolidation of all information sources on the applications portfolio in a single source of truth, i.e. Service Now, thus streamlining and simplifying all activities in this area with major efficiency gains.

#### DELIVERABLES INCLUDING DEADLINES

- Consolidating a central repository of EP applications to ensure a single source of truth for EP applications and softwares and a better management of their lifecycle - DECEMBER 2025
- Implementing the “reuse-before-buy-before build” policy by defining common criteria for the EP administration - DECEMBER 2025
- Defining, implementing and rolling-out of the compliance framework to ensure that new acquisitions and new developments provide the correct levels of compliance and assurance by design - DECEMBER 2025
- Awareness campaign on the compliance framework - MARCH 2026
- Planning the decommissioning process of IT applications for the coming 2-3 years and completing the decommissioning of 10% of the IT applications - JUNE 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Achieving savings**  
**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

ITEC in cooperation with CSG and in consultation with IT units/services of all DGs

## 9. STREAMLINING AND RATIONALISING COLLABORATIVE WORKING TOOLS

### SCOPE AND OBJECTIVES

With the increased use of videoconference and collaborative IT tools during the pandemic and the subsequent consolidation of hybrid working practices, the current institutional portfolio of related solutions and tools leads to multiple investments and often a lack of clarity for the end-users. In addition, with every new release, more and more functionalities are duplicated across tools and make the initial guidelines for their usage less consistent.

Against the above background, this action aims at reassessing the portfolio and the current end-users' requirements with a view to streamline and rationalise the offer while ensuring higher levels of user experience. Besides the overall significant expected simplification outcomes, this action follows up on the strategic objective, as approved by the Bureau in December 2024, to strengthen customer orientation within the ICT development of Parliament during the current legislative term.

This action will also assess user experience relating to videoconference and collaborative working tools in small and medium-size rooms, which are often managed by services from different DGs, leading frequently to a lack of technical interoperability at the detriment of end-users. The objective of this assessment will be to put forward streamlined and clearer technical solutions for the users.

This action will be implemented by ITEC in cooperation with the CSG and all DGs concerned. This includes LINC with reference to small and medium-size rooms. All DGs concerned as end-users will be consulted at the beginning and throughout the process as regards their needs.

The Bureau Working Group on Digital Transformation, Cybersecurity and Information Security will be informed and consulted, as appropriate. Likewise, relevant proposals will be referred to the Bureau, whenever appropriate.

#### DELIVERABLES INCLUDING DEADLINES

- Reviewing the portfolio of instant messaging, telephone and videoconferencing tools - OCTOBER 2025
- Developing and pilot a simplified and coherent offer to a limited population of users taking into account all relevant information and security policies – NOVEMBER 2025
- Reviewing the management of videoconferencing and collaborative IT tools in small and medium size meeting rooms – DECEMBER 2025
- Rolling out the adapted offer for collaborative tools to the Parliament as a whole – and the new room management framework starting in the first quarter of 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Achieving Savings**  
**Increasing efficiency/quality**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

ITEC in cooperation with CSG and LINC, and in consultation with all DGs concerned

## 10. SIMPLIFYING THROUGH UPGRADED IT SERVICES

### SCOPE AND OBJECTIVES

The landscape of IT applications delivering non-legislative services to Members and staff has grown organically and in a decentralised way for the last decade. This has led, *inter alia*, to a loss in user experience and a multiplication of maintenance costs. Such vast landscape multiplies the cybersecurity risks. In addition, many workflows still require cumbersome manual intervention.

Against this background, this action focuses on three proposals:

1. ePortal (one-stop-shop for MEPs)

The ePortal currently covers most interactions of FINS, PERS and PRES with Members. This could be extended to include also other DGs, such as ITEC (e.g. monitoring of the ICT points system), INLO (e.g. ordering furniture), LINC (e.g. exhibition areas), etc. This would not only streamline and thus facilitate Members' access to various EP services and enhance their user experience (traceability of requests etc.), but, in the medium term, might also lead to a simplification of the current IT landscape required to support the Members non-legislative needs.

2. Employee portal

Capitalising on the initial investment in the Service Now platform, this sub-action aims at assessing the possibility to set up a digital "one-stop-shop" for all administrative, IT and logistics requests submitted by staff, bringing together administrative information and services for the staff under a single banner. This initiative would also allow for a simplification of the related IT landscape (currently composed of many different applications, with obsolescence and legacy challenges). This initiative would be a multi-annual effort requiring cooperation with several DGs (e.g. PERS, INLO, FINS).

3. Robot processing automation (RPA)

DG ITEC already provides technical support both to general and more advanced RPA requirements of clients. To increase the use of RPA, this sub-action will focus on raising awareness and collection of clients' requirements, focusing on quick wins for clients.

#### DELIVERABLES INCLUDING DEADLINES

- Business analysis and requirements collection to enlarge the list of services provided by ePortal, including proposing a roadmap, and a budgetary estimate for its further development - DECEMBER 2025
- Business analysis and requirements collection for a "one-stop-shop" for staff (e.g. establishing a list of the services to be provided via the platform as well as proposing a roadmap, and a budgetary estimate for the development) - DECEMBER 2025
- Conducting an assessment to identify high-potential processes for RPA and issue proposals and recommendations - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Achieving Savings**  
**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

ITEC in cooperation with CSG and any DG concerned

## 11. STREAMLINING INTERNAL COMMUNICATION BY/FOR THE ADMINISTRATION

### SCOPE AND OBJECTIVES

Internal communication by/for Parliament administration is organised around two types of services, which provide mainly two types of communication products:

- centralised internal communication (products for the whole administration);
- decentralised internal communication (products for the whole administration and for specific entities, such as individual DGs).

In line with the conclusions of the 2024 Action Plan of the inter-DG forum devoted to internal communication, there is considerable potential to harmonise and improve internal communication to gain efficiency while increasing staff engagement. The inter-DG forum also concluded that internal communication products suffer from certain information 'overload', necessitating a qualified analysis of existing products and their impact.

Against the background above, the present action seeks to perform an in-depth analysis of all the internal communication products (e.g. newsletters, podcasts, articles, etc.) as well as distribution channels (Intranet, e-mails, apps, etc.), including the resources they require with a view to streamlining them and putting forward proposals on, *inter alia*, the following:

- revised portfolio of internal communication products and channels;
- arrangements for the pooling of internal communication resources;
- further streamlining of internal communication, including in terms of resources, visual identity and guidelines for the administration.

Given that some of the services devoted to decentralised internal communication are also active in external communication and outreach activities, their external communication products and channels (outside DG COMM's remit) will also fall within the scope of this action.

#### DELIVERABLES INCLUDING DEADLINES

- Mapping and screening all internal communication products and channels with a view to propose the continuation / discontinuation / replacement of specific products - OCTOBER 2025
- Mapping and screening of all internal communication resources with a view to propose a viable centralised pooling system, including Internal guidelines for the use of equipment and spaces - NOVEMBER 2025
- Submission of proposals on how to further streamline internal communication - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Achieving Savings**  
**Increasing efficiency/quality**  
**Optimising HR allocation**

#### LEAD SERVICE(S)

CSG in cooperation with COMM and in consultation with any DG concerned

## 12. REORGANISING AND RATIONALISING INTER-DG ADMINISTRATIVE FORA

### SCOPE AND OBJECTIVES

Over the last decades, several inter-DG administrative fora were set up for various reasons and with different objectives. While such fora have surely an added-value in bringing together the expertise of services from different DGs on a task or by ensuring inter-DG knowledge/information sharing, they may be resource-intensive. Given that some fora were established several years ago, it is unclear, which ones are still necessary. Additionally, there is no list of inter-DG fora on Parliament's intranet, that includes information on composition, mandates, projects, etc. The decision-making mechanisms and powers of certain fora are also unclear, leading to uncertainty as to the application of recommendations or conclusions.

Against the above background, the present action has the objective to reorganise and rationalise inter-DG administrative fora. The action will consist in mapping all existing inter-DG administrative fora, including specialised working groups, with the view to assess their current relevance. The action will also aim at establishing simplified governance methods for the fora in terms of composition and working methods, including with reference to transparency on their activities. Finally, yet importantly, the reviewed governance methods will seek to establish principles aimed at facilitating inter-DG consultation processes via the fora.

The action will be carried out in cooperation with any DG concerned by the fora. It will ultimately lead to putting forward proposals to the Secretary-General on the continuation or discontinuation of existing fora, including on revising mandates and compositions. In addition, recommendations will be made on harmonised governance methods and transparency of inter-DG administrative fora.

#### DELIVERABLES INCLUDING DEADLINES

- Mapping and screening of inter-DG administrative fora with the view to assess the relevance of their activities and mandates - OCTOBER 2025
- Evaluating harmonised governance methods and transparency measures for the work of inter-DG administrative fora - NOVEMBER 2025
- Putting forward proposals to the Secretary-General on the continuation or discontinuation of inter-DG administrative fora, including on mandate/composition updates as well as governance/transparency measures - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**

#### LEAD SERVICE(S)

CSG in cooperation with DGs/services concerned by the fora

## 13. SIMPLIFYING REPORTING REQUIREMENTS

### SCOPE AND OBJECTIVES

DGs are required to produce multiple reports throughout the year. While these reports are necessary for the Institution, the associated processes can be both time-consuming and resource-intensive.

Workflows, guidance documents, templates and tools have been developed to streamline the collection and submission of data, ensuring consistency and adherence to regulatory standards. Yet, the reports sometimes demand the same or similar information, leading to redundancies and unnecessary administrative effort.

Against this background, this action will aim to optimise these reporting practices and reduce complexity by identifying and eliminating overlaps, redundancies, and non-essential steps across the different reporting exercises. This will be done also through benchmarking assessments with other institutions, including the Council. By analysing the different centrally managed reporting exercises, the action will focus on creating synergies and improving the flow of information while ensuring compliance with legal requirements.

The following types of reporting will be concerned by the action, *inter alia*:

- Annual Work Programme, including the related IT tool;
- Annual Activity Report, including risk reporting, internal control, and the related IT tool;
- EMAS audits, including for EPOs.

The action will be implemented by the Central Services in cooperation with the Cabinet of the Secretary-General, PERS, FINS and the Legal Service. In order to ensure a collegial and transparent approach all DGs will be consulted at the beginning of the action through a questionnaire.

#### DELIVERABLES INCLUDING DEADLINES

- Implementing modifications to the AWP tool to improve user experience and efficiency - SEPTEMBER 2025
- Identifying synergies and possible overlaps in reports centrally managed to reduce redundancies- DECEMBER 2025
- Implementing possible findings in related reporting guidance, templates, workflows and tools - JUNE 2026
- Improving planning database and tools with simplified functionalities to enhance user experience and ease of access to and use of data - JUNE 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

Central services in cooperation with CSG, PERS, FINS and SJ, and in consultation with all DGs

## 14. STREAMLINING KNOWLEDGE MANAGEMENT AT CENTRAL LEVEL

### SCOPE AND OBJECTIVES

The need for more structured knowledge sharing among services of different DGs was raised in several contributions submitted by the Task Force representatives on behalf of their DGs/services for the preparation of the Action Plan. Knowledge management is indeed a cornerstone for every organisation. This is particularly true for a multinational, multi-layered and multilingual administration as is the case of Parliament.

The Parliament has developed several tools aimed at enabling and facilitating the sharing of knowledge and data by the administration. Among those, the ongoing project for a new document management system is expected to introduce several new functionalities and improvements as compared to the current system. These changes have great potential also in terms of knowledge management, including collaborative work on files, as well as supporting appropriate filing of documents and improved search functions. This will allow staff to trace all relevant information available in the system concerning specific topics or processes.

In addition, several intra-DG methodologies and tools are available. These include, *inter alia*, intra-DG databases or hand-over procedures. Such intra-DG arrangements have the potential to become best practices, which could possibly be applied at central level to further enhance the administration's ability to share, transfer and apply knowledge at inter-DG level.

Against the above background, this action will assess intra-DG knowledge management methods and tools with a view to identify best practices, which could be applied at the central level. This benchmarking exercise will be extended to other EU and non-EU organisations, as appropriate.

This action will also look at establishing a centralised methodology to enable an easier consultation of internal rules, guidelines and templates on Parliament's Intranet. Currently, these sources are often dispersed and difficult to access, resulting in inefficiencies and increasing the risk of errors, ultimately compromising the quality of the services provided.

The action will be implemented by an inter-DG Action Team to be established by the Secretary-General and open to participation of all interested DGs.

#### DELIVERABLES INCLUDING DEADLINES

- Mapping and screening knowledge management methodologies and tools applied at intra-DG level in the EP- OCTOBER 2025
- Mapping and screening knowledge management methodologies and tools applied in EU institutions and beyond - DECEMBER 2025
- Putting forward proposals on knowledge management methodologies and tools to be applied at central level, including on how to enable an easier consultation of internal rules, guidelines and templates - MARCH 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

Inter-DG Action Team

## 15. STREAMLINING INTER-DG COOPERATION ON POLICY WRITTEN PRODUCTIONS

### SCOPE AND OBJECTIVES

This action seeks to streamline, simplify and reinforce inter-DG cooperation in policy publications (e.g. studies, briefings, etc.), including assessing the viability of implementing XPublisher as a central publishing solution. The action aims to improve coordination among different services, streamline workflows and avoid duplications as Parliament seeks to modernise publication formats and enhance accessibility and efficiency.

The action will be carried out by an inter-DG Action Team, which would focus on two key areas:

1. Enhancing inter-DG cooperation on policy publications, including related processes.

The inter-DG Action Team would look into how to establish structured cooperation among the concerned DGs, including processes and relevant guidelines, to align ongoing and future work, thus minimising duplication and redundancies. Proposals could include a revision of the existing nomenclature and the creation of a central database (of published, ongoing and planned studies, for internal use), workflow applications, or other tools.

2. Assessing XPublisher.

The inter-DG team would assess the needs of the services and explore the feasibility of adopting XPublisher as a publishing tool. This would include evaluating corporate licensing options and integration possibilities within existing institutional frameworks. The team would also analyse the potential benefits of XPublisher in standardising and simplifying publication processes across DGs.

Streamlining inter-DG cooperation can lead to more efficiency for policy publications, ensuring a more strategic and resource-conscious approach. Transitioning from PDF-centric documents to web-based formats would help streamline workflows, standardise formats, and improve content dissemination across services. In addition, XPublisher has the potential to improve digital accessibility, enhance user experience on mobile devices, and reduce the institution's digital carbon footprint.

#### DELIVERABLES INCLUDING DEADLINES

- Putting forward recommendations aimed at improving inter-DG cooperation in the field of policy written productions - DECEMBER 2025
- Assessing the feasibility and potential benefits of integrating XPublisher as a centralised publishing tool and, if appropriate, make recommendations for implementing XPublisher as a centralised solution, including necessary technical requirements and resources - MARCH 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

- **Achieving Savings**
- **Increasing efficiency/quality**
- **Optimising HR allocation**

#### LEAD SERVICE(S) /COOPERATION

Inter-DG Action Team  
ECTI, CASP, IUST, BUDG, EXPO, EPRS, CCLA  
in cooperation with CSG, COMM, PART, TRAD, ITEC

## 16. FACILITATING COMPLIANCE WITH TRANSPARENCY REQUIREMENTS

### SCOPE AND OBJECTIVES

From the beginning of the 14-plan implementation process, PRES focus has also been to facilitate implementation of the new rules (for instance through IT developments). The following initiatives aim to further simplify and/or accelerate, thus facilitate, the completion of transparency requirements both for Members and the administration.

- Enabling digital signatures for updates to declarations of MEPs private interests (DPI). This would simplify the workflow for MEPs and their offices and would make publication quicker.
- Improving the handling of MEPs declarations on awareness of conflict of interest (DACI) by transferring them into the MADIS system. This will come together with a "depublishing" button to make this step easier and significantly quicker (in cases where MEPs made a mistake in their declaration). Developments are also ongoing to link iter to e-portal, to ensure consistency and facilitate checks at committee secretariats' level.
- Creating an automatic redirect from the e-Portal to MEPsOnly for the publication of meetings. The MEPsOnly portal's functionality "publication of meetings" will be accessible via the e-Portal, with an "add a meeting" link, making all CoC-related declarations accessible via one application.
- Improving the handling of MEPs CVs. The interface for managing CVs in MADIS will be improved, so that information is sent automatically to TRAD, and CVs can be retrieved anytime for corrections or additions at the MEP's request even after initial transmission to TRAD. The system should also automatically publish corrected translations, thus reducing manual interventions.
- Bringing procedural simplifications to establishing Intergroups. The "Annex II" form to establish Intergroups no longer serves any purpose, since it is submitted after the decision on their establishment, and contains less information than mandatory transparency declarations. It is thus proposed to suppress this requirement through minor deletions in the relevant CoP decision.
- Using advanced technologies to flag entries in the Transparency Register (TR) with potential suboptimal data quality checks on the Transparency Register. This would enable more effective and resource efficient monitoring, bring simplification for the monitoring services (more targeted and meaningful checks) as well as public transparency benefits.

The services will also work to move the current request workflow management functions of Pamportail, which are used by MAU staff, to MADIS. This will allow establishing a single end-point to manage all MEPs declarations.

#### DELIVERABLES INCLUDING DEADLINES

- Improving the handling of DACIs by moving them into MADIS - SEPTEMBER 2025
- Creating an automatic redirect from the e-Portal to the MEPsOnly Portal for the publication of meetings - DECEMBER 2025
- Using advanced technologies to flag entries in the TR with potential suboptimal data quality - DECEMBER 2025
- Procedural simplifications to establishing Intergroups - DECEMBER 2025
- Enabling digital signatures for updates to DPIs - DECEMBER 2025
- Improving the handling of MEPs CVs - JUNE 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

PRES in cooperation with ITEC and FINS

## 17. SIMPLIFYING TRAVEL MANAGEMENT PROCESSES

### SCOPE AND OBJECTIVES

This action aims to improve the quality of services offered by Parliament's contracted travel agency to its clients (MEPs, officials and other staff) by re-examining the entire travel management process. The scope is threefold as further detailed below.

#### 1. Optimising the boarding process on Eurostar chartered trains

CWT developed a software that enables travel agents to perform an automated check-in process for chartered Eurostar trains. Potential enhancements include incorporating QR codes on the tickets issued or developing an application or feature allowing passengers to store codes within their phone digital wallets. Such advancements would enable conducting the check-in process of passengers by just scanning the QR code, thereby simplifying the overall boarding process. Currently the checks are done by manual verification of all the details on the tickets.

#### 2. Simplifying the communication between the travel agency and the clients

a) The layout and content of emails sent from CWT agents to passengers will be analysed with the purpose of enhancing harmonisation and user-friendliness. Templates already exist, but some are out-of-date or not consistently used. DG FINS will review and update the templates and visual identity to be used and share them with CWT and investigate whether additional templates are useful.

b) CWT has a messaging service that would allow EP travellers to use a chat function to conveniently contact the travel agents. This functionality can be introduced as an additional communication option.

#### 3. Assessing the development of a travel app

The feasibility of developing an EP travel app or further developing of the travel agency's app will be assessed to facilitate bookings, implement chat functionality and simplify travel expenses claims for staff (similar to existing procedures for Members). In this regard, a feasibility study will provide orientations as regards the technological options (buy, build) and the development timeline. Accordingly, the study will assess the feasibility and benefits of developing an own app, enhancing the travel agency's app, or a possible third option.

Travellers expect a seamless travel experience from start to finish. Professional communication and modern technical solutions are part of this experience, which this action will ultimately simplify and enhance, in addition to making processes more efficient.

### DELIVERABLES INCLUDING DEADLINES

- Enabling the boarding of charter trains through a QR code - DECEMBER 2025
- Updating and reformatting emails (texts and visuals) from CWT agents to passengers to enhance user-friendliness - DECEMBER 2025
- Introducing a new communication channel with the travel agency: CWT messaging - SEPTEMBER 2025 for MEPs, MARCH 2026 for all travellers
- Assessing the feasibility and potential benefits of having a single tool for travellers, and if appropriate, make a proposal for building an EP app or contributing to the development of the travel agency's app - DECEMBER 2025 (results to be possibly implemented in the course of 2026)

### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Reducing administrative burdens**

### LEAD SERVICE(S)

FINS in cooperation with CSG and all DGs concerned

## 18. SIMPLIFYING MEETING ORGANISATION AND MANAGEMENT

### SCOPE AND OBJECTIVES

This action will consist of four sub-actions with the following scopes and objectives:

1. Simplifying procedures and clarifying responsibilities for meeting planning and organisation.

This sub-action will have the objective to simplify procedures and clarify responsibilities for meeting planning and organisation within the administration. To this end, an inter-DG service level agreement among the DGs providing and receiving services will be concluded for meetings organised by internal users. As a subsequent step, a central coordination structure will be established supporting both external and internal users, serving as a single point of contact for all stages of meeting organisation.

2. Establishing an inter-institutional helpdesk.

An inter-institutional helpdesk will be established by the end of 2025. It will be located in the same service dealing with meeting requests from users other EU institutions, thus further simplifying and harmonising processes in line with the applicable procedures.

3. Finalising an incremental implementation and migration plan, outlining a roadmap for the modernisation of the Pericles system, including timelines and resources required.

The modernisation of the Pericles system is a long-term project. As a first step, this sub-action will focus on developing an incremental implementation and migration plan, outlining a roadmap for the modernisation of the system, including timelines and resources required. The focus will be on business analysis and architectural design.

4. Streamlining and rationalising reporting on meetings across services to give a comprehensive overview of service provision and enable a quick/targeted response to clients.

This sub-action aims to improve meeting reporting across services in DG LINC, streamlining the process to enhance efficiency, user experience, reliability, sustainability, and data accessibility.

#### DELIVERABLES INCLUDING DEADLINES

- Creation of a dashboard for meeting reporting – JUNE 2025
- Simplifying procedures/clarifying responsibilities for meeting organisation through an inter-DG service level agreement – DECEMBER 2025
- Establishing an inter-institutional helpdesk – DECEMBER 2025
- Finalising an incremental implementation and migration plan, outlining a roadmap for the modernisation of the Pericles system, including timelines and resources required – DECEMBER 2025
- Establishing a single contact point for meeting' organisers – JUNE 2026
- Integration of meeting feedback reports into one unified system – JUNE 2026
- Provision of a comprehensive digital reporting tool – JUNE 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

- **Increasing efficiency/quality**
- **Optimising HR allocation**
- **Reducing administrative burdens**

#### LEAD SERVICE(S)

LINC in cooperation with CSG and all DGs concerned

## 19. SIMPLIFYING THE MANAGEMENT OF SPONSORED VISITOR GROUPS

### SCOPE AND OBJECTIVES

This action aims at identifying simplification opportunities in the internal rules and related administrative procedures concerning sponsored visitor groups (MEP groups, Euroscola and opinion multipliers). To this end, COMM will carry out a thorough assessment of the regulatory and procedural framework aimed at reducing administrative burdens, while increasing the efficiency and quality of the services provided. The internal auditor's recommendations will be duly considered.

Every year, Parliament welcomes numerous sponsored groups, including between 1.500 and 2.000 Member sponsored visitor groups. Each group generates a "financial file" (pre-visit) and an "expenses declaration file" (post-visit). These files are managed by the Visits and Seminars Unit at COMM in close contact with the Head of the group concerned, who is, according to the applicable rules, either a travel agent, an APA or a visitor in the group.

The treatment of the financial file provides for several administrative steps involving different DGs, including FINS, SAFE and ITEC. The assessment will thus look into the administrative procedures, including forms, to identify simplification opportunities in the financial file. This will be done by taking account of user feedback, including complaints. The "expenses declaration file" is processed based on amounts and ceilings set out in the applicable rules. In this regard, simplification could be possible by introducing lump sums. This could significantly reduce the number of invoices to be uploaded by the Head of Group in the post-visit expenses declaration as well as the controls to be carried out by the responsible services, thus freeing up resources. Such a lump sum system would have to be thoroughly assessed in terms of technical, financial and legal feasibility.

Alongside the analyses concerning the "financial" and the "expenses declaration" files, the assessments will be extended to identify simplification opportunities in the applicable rules. Indeed, clarifying the applicable provisions could be beneficial to ensure a uniform interpretation of the rules, which is key for legal certainty, thus facilitating the management of visitor groups by both Members and the administration.

The assessments outlined above will be carried out by COMM in cooperation with the CSG and with any service concerned, including those mentioned above and the Legal Service. Once completed, by the end of 2025 at the latest, the assessment will be submitted for consideration to the responsible Parliament authorities.

#### DELIVERABLES INCLUDING DEADLINES

- Assessment of the procedural and regulatory requirements concerning the financial and expenses declaration files of sponsored visitor groups with the objective to identify simplification opportunities - SEPTEMBER 2025
- Assessment of the applicable rules with the objective to identify additional simplification opportunities and increase legal clarity and coherence in the application of the rules - OCTOBER 2025
- Finalisation of the assessments, including any recommendations for changes to applicable regulatory requirements - DECEMBER 2025

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

COMM in cooperation with CSG and any DG concerned

## 20. OPTIMISING PUBLIC PROCUREMENT

### SCOPE AND OBJECTIVES

Public procurement is key for the proper functioning of Parliament in multiple areas, ranging from policy expertise to catering to IT services and many more. Depending on its core activities, each DG is differently concerned by public procurement. With the aim of providing Parliament authorising officers by delegation with practical assistance in preparing and implementing procurement procedures, the Central Financial Unit at FINS delivered a Vade Mecum, which is currently being updated. In addition, a central advisory body, the Public Procurement Forum (PPF) was set up by decision of the Secretary-General in 2006. The PPF is mainly responsible for examining arrangements for public procurement procedures within Parliament and for advising authorising officers by delegation about them, while also providing guidance and advice on good practices.

Notwithstanding the guidance provided by the Vade Mecum and the important coordination and advisory role of the PPF, differences in approaches and standards in the application of public procurement rules still persist among DGs. In addition, knowledge and information sharing in the area remains insufficient, hampering, *inter alia*, the use of framework contracts across DGs and/or at inter-institutional level.

In light of the above, this action aims at optimising the use of public procurement within Parliament. This will be done by mapping and screening procedures and approaches across DGs with the view to identify best practices to be better embedded at the central level. This will be followed by proposing standardised and coherent approaches for the application of relevant rules across DGs. Based on the assessments, the action aims to propose ways to enhance the use framework contracts across DGs and at inter-institutional level.

The action will be implemented by an inter-DG Action Team to be established by the Secretary-General. Participation in the Action Team will be open to all interested DGs. The Action Team will consult the PPF and other bodies or fora on the matter, as appropriate.

#### DELIVERABLES INCLUDING DEADLINES

- Mapping and screening procedures and approaches across DGs to identify best practices to be applied at central level - NOVEMBER 2025
- Putting forward proposals aimed at standardising approaches and practices across DGs, including on knowledge/information sharing - DECEMBER 2025
- Putting forward proposals for a better use of framework contracts across DGs and at inter-institutional level - MARCH 2026

#### EXPECTED SIMPLIFICATION OUTCOME(S)

**Achieving savings**  
**Increasing efficiency/quality**  
**Optimising HR allocation**  
**Reducing administrative burdens**

#### LEAD SERVICE(S)

Inter-DG Action Team