



ECHA Programming Document 2018 - 2020

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1 **Foreword**

2 The purpose of the EU's chemicals legislation is to ensure the safe use of chemicals throughout
3 the supply chain, under the responsibility of industry, contributing to a high level of protection of
4 human health and the environment, and to facilitate the free circulation of chemicals within the
5 internal market. In addition, the aim is to enhance competitiveness and innovation, and to
6 promote alternative methods to animal testing for assessing the hazards of chemicals. The EU
7 regulatory system is based upon the principle that manufacturers, importers and downstream
8 users (DUs) should make sure that they manufacture, place on the market or use substances that
9 do not adversely affect human health or the environment. The provisions are underpinned by the
10 precautionary principle.

11 ECHA's mandate covers tasks under four regulations on chemicals: REACH, CLP, BPR and PIC.
12 The successful implementation of these regulations requires a well-functioning Agency, capable of
13 delivering independent, high-quality science-based and fit-for-purpose opinions and decisions
14 within strict legal deadlines, as well as providing the necessary support to the concerned
15 interested parties, including industry, in implementation of these regulations to ensure that the
16 operational aspects of the legislation function properly.

17 However, the efficient operation of the regulations also depends upon ECHA's institutional
18 partners, in particular the Member States of the EU and the European Commission (hereafter
19 referred to as 'the Commission') on the one hand, and on industry to implement the regulations
20 properly, on the other. In addition, contributions by distributors, retailers and consumers, as well
21 as workers and their representatives, are needed. Through the implementation of the above
22 legislation, ECHA also contributes towards achieving the targets of the EU's Seventh Environment
23 Action Programme, the EU's industrial policy and the goals agreed at Johannesburg World Summit
24 on sustainable development (WSSD) in 2002.

25 ECHA's Single Programming Document 2018-2020 comprises the multiannual section (Multi-annual
26 Programming 2018-20) and annual section (Work Programme 2018) and is prepared in
27 connection with the draft budget. It fulfils also ECHA's commitments in line with the Common
28 Approach on EU decentralised agencies on international activities. The final ECHA budget and the
29 establishment plan for human resources (HR) will be adopted in December 2017 by its
30 Management Board (MB), following the final adoption of the general budget of the European
31 Union by the Budgetary Authority (European Council and Parliament). Should the total revenue or
32 authorised staff figures differ significantly from the current estimates, the Work Programme 2018
33 will be adjusted accordingly.

34 The resource allocation for all activities under the BPR, PIC Regulations and the delegated task of
35 Nano-observatory, as described under the relevant sections of the Work Programme 2018, is
36 expressed as one single figure (both for human and financial resources), which also includes the
37 relevant Governance and support activities. This enables a unified view of resources planned for
38 the relevant Regulations. The Management and Resources activities for REACH and CLP
39 Regulations are presented separately with their respective indicative resource allocation.

1 **List of Acronyms**

2		
3	AD	Administrator
4	AST	Assistant
5	BPC	Biocidal Products Committee
6	BPR	Biocidal Products Regulation
7	C & L	Classification and Labelling
8	CA	Contract Agent
9	CEOS	Conditions of Employment of Other Servants of the European Union
10	Chesar	Chemical Safety Assessment and Reporting tool
11	CLP	Classification, Labelling and Packaging
12	CMR	Carcinogenic, Mutagenic or toxic to Reproduction
13	CoRAP	Community Rolling Action Plan
14	CSA	Chemical Safety Assessment
15	CSR	Chemical Safety Report
16	DNA	Designated National Authorities
17	DU	Downstream User
18	EC	European Commission
19	ECHA	European Chemicals Agency
20	ECM	Enterprise Content Management
21	ED	Endocrine disruptor
22	EEA	European Economic Area
23	EFSA	European Food Safety Authority
24	EMA	European Medicines Agency
25	ENES	Exchange Network on Exposure Scenarios
26	ES	Exposure scenario
27	EU	European Union
28	EUSES	European Union System for Evaluation of Substances
29	Forum	Forum for Exchange of Information on Enforcement
30	HelpNet	Network of national BPR, CLP and REACH helpdesks
31	HR	Human Resources
32	IPA	Instrument for Pre-Accession Assistance
33	IQMS	Integrated Quality Management System
34	ISO	International Organization for Standardization
35	ICT	Information Communications Technology
36	IR	Information Requirements
37	IT	Information Technology

1	IUCLID	International Uniform Chemical Information Database
2	MB	Management Board
3	MFF	Multiannual financial framework
4	MS	Member State
5	MSC	Member State Committee
6	MSCA	Member State Competent Authority
7	NEA	National Enforcement Authority
8	NeRSAP	Network of REACH SEA and Analysis of Alternatives Practitioners
9	OECD	Organisation for Economic Cooperation and Development
10	Odyssey	ECHA's tool to support evaluation tasks
11	PBT	Persistent, Bioaccumulative and Toxic
12	PIC	Rotterdam Convention on the Prior Informed Consent Procedure
13	POPs	Persistent Organic Pollutants
14	PPORD	Product and Process Oriented Research and Development
15	PPPs	Plant Protection Products
16	(Q)SAR	(Quantitative) Structure-Activity Relationship
17	R4BP	Register for Biocidal Products
18	RAAF	Read-Across Assessment Framework
19	RAC	Risk Assessment Committee
20	REACH	Registration, Evaluation, Authorisation and Restriction of Chemicals
21	REACH-IT	REACH-IT is the central IT system providing support for REACH
22	REF	REACH-Enforcement (project)
23	RMOA	Risk Management Option Analysis
24	SEAC	Socio-Economic Analysis Committee
25	SIEF	Substance Information Exchange Forum
26	SDS	Safety Data Sheet
27	SME	Small and Medium-sized Enterprises
28	SON	Security Officers' Network
29	SPC	Summary of Product Characteristics
30	SVHC	Substance of Very High Concern
31	TA	Temporary Agent
32	vPvB	very persistent and very bioaccumulative
33	WP	Work Programme
34	WSSD	World Summit on Sustainable Development

1 **Mission Statement**

3 **ECHA's legal mandate**

4 The European Chemicals Agency (ECHA) is a European Union (EU) body established on 1 June 2007
5 by Regulation (EC) No 1907/2006 of the European Parliament and the Council concerning the
6 "Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)".

7 ECHA was established for the purposes of managing and, in some cases, carrying out the technical,
8 scientific and administrative aspects of the REACH Regulation and to ensure consistency of
9 implementation of the Regulation at EU level. It was also established to manage tasks related to
10 the classification and labelling of chemical substances, which, since 2009, have been governed by
11 the Regulation on "Classification, Labelling and Packaging of substances and mixtures" (CLP
12 Regulation (EC) No 1272/2008 of the European Parliament and the Council).

13 In 2012, ECHA's mandate was expanded by Regulation (EU) No 528/2012 of the European
14 Parliament and of the Council concerning the making available on the market and use of biocidal
15 products – the "Biocidal Products Regulation".

16 The recast Prior Informed Consent (PIC) Regulation (Regulation (EU) No 649/2012 of the European
17 Parliament and of the Council concerning the export and import of hazardous chemicals) also
18 entered into force in 2012. Certain tasks related to PIC were transferred from the Joint Research
19 Centre of the European Commission to ECHA in 2014.

20 These legislative acts are applicable in all EU Member States (MSs) without the need for
21 transposition into national law.

23 **ECHA's Mission**

24 ECHA is the driving force among regulatory authorities in implementing the EU's ground-breaking
25 chemicals legislation for the benefit of human health and the environment as well as for innovation
26 and competitiveness.

27 ECHA helps companies to comply with the legislation, advances the safe use of chemicals, provides
28 information on chemicals and addresses chemicals of concern.

30 **ECHA's Vision**

31 ECHA aspires to become the world's leading regulatory authority on the safety of chemicals.

33 **ECHA's Values**

34 **Transparent**

35 We actively involve our regulatory partners and stakeholders in our activities and are transparent
36 in our decision-making. We are easy to understand and to approach.

37 **Independent**

38 We are independent from all external interests and impartial in our decision-making. We consult
39 members of the public openly before taking many of our decisions.

40 **Trustworthy**

41 Our decisions are science based and consistent. Accountability and the security of confidential
42 information are cornerstones of all our actions.

1 **Efficient**

2 We are goal-oriented, committed and we always seek to use resources wisely. We apply high quality
3 standards and respect deadlines.

4 **Committed to well-being**

5 We stimulate the safe and sustainable use of chemicals to improve the quality of human life in
6 Europe and to protect and improve the quality of the environment.

I GENERAL CONTEXT

1. The EU regulatory system for chemical safety

ECHA operates in a complex environment. Implementing the REACH, CLP, BPR and PIC regulations is a shared responsibility with many partners and these regulations are not the only pieces of legislation with effects on businesses in the EU. The range of companies impacted directly or indirectly by the four regulations managed by ECHA is vast and includes a high number of SMEs, which necessitates specific actions and focus by ECHA.

REACH and CLP

The purpose of the REACH and CLP Regulations is to ensure a high level of protection of human health and the environment as well as the free circulation of substances on the internal market while enhancing competitiveness and innovation. REACH is also designed to promote the development of alternative methods for assessing the hazards of substances. REACH makes industry responsible for assessing and managing the risks posed by chemicals and providing appropriate safety information to their users. At the same time, where needed, the European Union can take additional regulatory risk management measures on the most hazardous substances.

The core processes that ECHA was set up to manage are the following:

1. Registration

Companies are required to document all the information on the substance they manufacture or import in a registration dossier and submit it to ECHA. This information is also the basis for communicating safe use down the supply chain. In order to promote the harmonised interpretations of data, and to reduce registration costs and unnecessary testing on animals, registrants of the same substance have to share their data and submit their registration jointly. ECHA manages the registration process through its support to companies, facilitation of data-sharing and arbitration of data-sharing disputes. ECHA verifies the completeness of registration information before assigning a registration number, and at each update of the registration dossier.

2. Evaluation

ECHA and the Member States evaluate the information submitted by companies with a view to examine the compliance of the registration dossiers and the proposals for further testing and to clarify if a given substance constitutes a risk to human health or the environment. Evaluation under REACH focuses on three different areas:

- Examination of testing proposals submitted by registrants – ECHA examines the testing proposals and decides whether the tests are necessary or not.
- Compliance check of the dossiers submitted by registrants – ECHA verifies whether information requirements under the REACH Regulation are met.
- Substance evaluation - Member States evaluate substances to clarify whether their use poses a risk to human health or the environment. ECHA has a coordinating role in the substance evaluation process.

Once the evaluation is completed, registrants may be required to submit further information on the substance. This is done in a form of an ECHA decision, adoption of which always involves Member States. If Member States propose amendments to the draft decision, the case is referred to the Member State Committee to seek unanimous agreement.

3. Classification and Labelling

1 The CLP Regulation sets the rules for the classification and labelling of chemicals. It aims
2 to determine whether a substance or mixture displays properties that lead to a
3 classification as hazardous. ECHA maintains a Classification and Labelling Inventory and
4 manages the process with regard to harmonised classifications not only for industrial
5 chemicals, but also for pesticides and biocides. It also decides on alternative name
6 requests where a company wishes to keep the precise name of a substance used in a
7 mixture confidential.

8 **4. Authorisation**

9 The authorisation procedure aims to assure that the risks from substances of very high
10 concern (SVHCs) are properly controlled and that these substances are progressively
11 replaced by suitable alternatives while ensuring the functioning of the EU's internal
12 market. After a two-step regulatory process managed by ECHA, SVHCs may be included in
13 the Authorisation List and become subject to authorisation. These substances cannot be
14 placed on the market for a use after a given date, unless an authorisation is granted for
15 their specific use, or the use is exempted from authorisation. Authorisation applications
16 are submitted to ECHA. After the Committees for Socio-economic Analysis and Risk
17 Assessment have issued their opinion, taking due account of the information provided
18 during a public consultation, the European Commission together with the Member States,
19 takes the decision to grant or refuse authorisation.

20 **5. Restrictions**

21 Restrictions are designed to manage unacceptable risks to humans or the environment in
22 the EU. They limit or ban the manufacture, placing on the market or use of certain
23 substances within the EU. A Member State, ECHA on request of the European Commission,
24 or ECHA on its own initiative, can propose restrictions if they find that there are risks that
25 need to be addressed on a Union-wide basis. After receiving the opinions of ECHA's
26 Committees for Socio-economic Analysis and Risk Assessment, the European Commission,
27 together with the Member States, takes the final decision.

28 In addition, ECHA is required to provide free and easy access to data on substances collected,
29 including information on their properties (hazards), classification and labelling, authorised uses
30 and risk management measures. The dissemination of information to the general public is
31 balanced against the right of companies to protect their confidential business information.

32 **BPR**

33 The Biocidal Products Regulation (BPR) concerns the placing on the market and use of biocidal
34 products. These are typically used to protect humans, animals, materials or articles against
35 harmful organisms, like pests or bacteria, through the action of the active substances contained
36 in the biocidal product. ECHA is not only coordinating the evaluation of active substances and the
37 Union wide authorisation of biocidal products but is also the central hub for all national
38 applications, establishment of technical equivalence, assessment of applications for alternative
39 suppliers, resolution of data sharing disputes, dissemination, preparation of guidance, and
40 communication.

41 **PIC**

42 The Prior Informed Consent procedure (PIC) Regulation implements the international Rotterdam
43 Convention in the EU. It applies to banned or severely restricted chemicals and provides for
44 information exchange mechanisms regarding the export outside and import inside the EU of those
45 chemicals. ECHA manages the practical functioning of the PIC mechanisms and provides the
46 Commission, upon request, with technical and scientific input and assistance.

47

COMBINING THE REACH AND CLP PROCESSES INTO AN INTEGRATED REGULATORY STRATEGY

Based on the first years of experience in implementing REACH and CLP regulatory processes, ECHA developed an integrated regulatory strategy which coherently brings all the processes together to achieve the aims of these Regulations, as well as contributing to meeting the 2020 goals of the World Summit on Sustainable Development¹.

Together with the Member States, ECHA developed a common screening process, which identifies substances that have the greatest potential for adverse impacts on human health and the environment. The common screening allows a conclusion to be reached on which substances need further compliance check and/or substance evaluation and which substances can be directly earmarked for EU level risk management measures.

Under the compliance check process, priority is given to full registrations of chemicals produced in volumes over 100 tonnes per year, and with potential concern that may require substance evaluation or risk management measures. The main focus is on the higher tier (Annex IX and X) human health and environment endpoints which are relevant for identifying CMR (carcinogenic, mutagenic and reprotoxic) and PBT/vPvB ((very) persistent, bioaccumulative and toxic) substances.

If the concern is confirmed in the evaluation, a risk management option analysis (RMOA) process will usually follow, firstly to confirm if risk management processes need to be initiated, and secondly, to check which process is the most suitable. The process can also lead to the conclusion that a substance is currently of no, or low concern.

ECHA's ambition by 2020 is to gradually map the 'universe of registered substances' above 100 tonnes through a number of actions. These actions are intended to reduce the pool of substances of potential concern and conclude for as many substances as possible the need for specific action or that they are currently of low priority for further work.

The work is carried out in collaboration with industry sectors, and companies can proactively contribute by updating their dossiers when informed of the results of the common screening and by providing better use and exposure information. This level of coordination will also be instrumental in making sure that all relevant currently known SVHCs are on the Candidate List by 2020 with the best risk management options identified as provided by the SVHC Roadmap.

In summary, the integrated strategy ultimately aims to achieve the following impact:

- provide confidence amongst stakeholders and the public that registrants meet REACH information requirements, followed up by improved communication on safe use in the supply chain;
- efficiently select substances that raise potential concern, generating the necessary information for assessing their safety through a compliance check or other means so that any remaining concerns can subsequently be addressed through the most suitable regulatory risk management instrument;
- ensure appropriate and timely intervention from all actors (ECHA, Member States, industry and the European Commission) within the different REACH and CLP processes so that chemicals of concern are addressed as soon as possible through the regulatory risk management measures.

¹ Outcome of the World Summit on Sustainable Development, Johannesburg 2002: http://www.unesco.org/education/tlsf/mods/theme_a/img/02_WSSDOutcomes.pdf

2. Working with others

The successful implementation of the REACH, CLP, BPR and PIC Regulations requires the collaboration of many players. It depends on companies, ECHA's institutional partners at EU level, the Member States, and key stakeholders playing their parts.

EU Partners (EU institutions, other EU agencies) and Member States

The EU chemicals legislation assigns shared responsibility for its implementation. The Member States (in the form of competent authorities and enforcement authorities – which may or may not be the same) and the European Commission are ECHA's primary regulatory partners.

At EU level, ECHA has exchanges with a number of related Agencies and European Commission services. These include EFSA and EMA – with whom a close cooperation exists on science-based opinion making in order to ensure consistent decision-making.

Member States play pivotal roles in decision-making and also carry the primary responsibility for the enforcement of the law. The resources made available for REACH, CLP, BPR and PIC responsibilities in Member States have a direct impact on the progress that can be made at EU level on each of the regulations and therefore on their ultimate success. Effective, proportionate enforcement and dissuasive sanctions for non-compliance will need to provide the ultimate back-stop for the implementation of the EU chemicals safety regime and of ECHA's regulatory decisions.

Duty holders

Chemicals legislation places many duties on companies. Risk assessment, the safe use of substances, classification and labelling and communication down the supply chain are the responsibility of individual companies. ECHA's support to the industry aims to ensure that companies understand how to comply with the legislation.

Accredited stakeholder organisations (ASOs) and scientific communities

ECHA also collaborates with many stakeholder organisations, in particular with organisations representing industry, NGOs, civil society and trade unions. Their involvement in ECHA's work provides transparency, engagement, mutual understanding and valuable input into the regulatory decision-making – for example through their participation as observers in ECHA's Committees. In addition, ECHA is closely following the recent developments in science and technology and maintains an active interface for the scientific community and academia. Technological developments like nanotechnology for example have raced ahead, and regulatory science has to respond to ensure that the potential risks of substances with nanoforms can be adequately assessed. ECHA in turn takes account of these scientific developments in making judgments about the adequacy of the information provided in dossiers.

By the same token, developments in assessing the properties of substances by using alternative test methods to animal testing and prediction techniques such as read-across and computational methods also have a significant impact on the scientific justifications provided by companies and ECHA's examination of these. Furthermore, within these scientific communities, ECHA provides training for young professionals seeking to work in regulatory science.

The worldwide scene

ECHA shares experience with an increasing number of countries, including both authorities and industry, adopting chemicals safety legislation akin to REACH. The Agency will also encourage data owners to share data across different regulatory areas.

ECHA continues to work with international organisations, in particular with the OECD, on activities of mutual interest. It is greatly to the advantage of both regulators and companies in terms of competition and innovation that the legislative regimes in place throughout the world have common building blocks. ECHA also continues to work with regulatory authorities of countries with whom it has cooperation agreements – Australia, Canada, Japan, and the USA – to share best practice, exchange information and to learn. The Agency continues to support EU policies in

1 its dealings with the outside world, such as with EU candidate or neighbourhood policy countries,
2 as well as to support the European Commission in representing the EU in multilateral arena on
3 chemical safety, in particular the UN Globally Harmonised System of classification and labelling
4 and the Rotterdam Convention, as well as SAICM².

5

6 **3. ECHA's drivers**

7 The programming period 2018-20 will, for some part, fall beyond the scope of the current Multi-
8 annual strategic plan 2014-18. A new strategic plan for years 2019-23 is under preparation and
9 will be further developed during 2017, along with identification of ECHA's new strategic
10 objectives.

11 At the same time, the REACH regulation and the bundle of other EU legislation on chemicals is
12 undergoing an evaluation as part of the Regulatory Fitness and Performance (REFIT) programme,
13 followed by the Commission's review of the REACH legislation and a parallel assessment of the
14 performance of ECHA. The resulting actions and recommendations will affect the work expected
15 during the planning horizon in 2019 and 2020.

16 Within the programming period 2018-20, ECHA will further contribute to the "World Summit of
17 Sustainable Development (WSSD) 2020 goals" in order to honour the commitment of the EU and
18 Member States in achieving a "toxic-free" environment. REACH and CLP Regulations are the
19 main tools in the EU for implementing the goal of sound management of chemicals throughout
20 their lifecycle so that, by 2020, chemicals are used and produced in ways that lead to the
21 minimisation of significant adverse effects on human health and the environment.

22 The success in achieving the WSSD 2020 goals will mean that by 2020:

- 23 1. Robust data is available on all chemicals in Europe
 - 24 a) All chemicals critical for the supply chain in Europe are registered without unnecessary
25 market disruption.
 - 26 b) Registration dossiers are compliant, up to date, and contain the data covering the
27 hazards and uses of substances adequately. This allows them to be adequately
28 classified, labelled and used safely. Companies can use the information for substituting
29 hazardous substances, and by that spur innovation.
 - 30 c) Hazard data is generated using non-animal testing methods and new approaches
31 wherever possible.
 - 32 d) ECHA has concluded, preferably in co-operation with the relevant stakeholders, which
33 high-volume substances (above 100 tonnes per year):
 - 34 i. Are of concern;
 - 35 ii. Are currently not of concern; or
 - 36 iii. Need more data for a judgement to be made.
 - 37 e) A plan describes how ECHA will identify candidates for further evaluation and/or risk
38 reduction amongst the lower volume substances (1-100 tonnes per year).
 - 39 f) Divergence in industry self-classification has decreased significantly.
- 40 2. Effective regulatory risk management of the most dangerous chemicals takes place
 - 41 a) Substances of concern are identified, either individually or in groups. The most
42 appropriate regulatory risk management measure to protect health or the
43 environment, either under REACH and CLP or other legislation has been initiated.
 - 44 b) The processes for authorisation, restrictions, and harmonised classification and
45 labelling are fully optimised and operate based on fit-for-purpose dossiers. They allow
46 efficient opinion-forming in the committees and swift decision-making by the
47 Commission.

² Adopted by the International Conference on Chemicals Management (ICCM) on 6 February 2006 in Dubai, United Arab Emirates, the Strategic Approach to International Chemicals Management (SAICM) is a policy framework to foster the sound management of chemicals.

- 1 3. Effective communication takes place about the safe use of chemicals up and down the
2 supply chain
- 3 a) Information about substances flows effectively up and down the supply chain.
4 Companies that use chemicals inform their suppliers about what they do, and in return,
5 manufacturers and importers provide information on how to use them safely.
- 6 b) Importers and EU producers of articles have improved their knowledge on the
7 substances present in their articles to provide adequate safe use advice to their
8 customers and promote substitution.
- 9 4. A step-change for citizens, businesses and the regulators takes place
- 10 a) Information on chemicals is reliable, understandable, freely available, and easy to use.
11 This allows citizens, stakeholders, businesses and regulators to make informed choices
12 on using and substituting hazardous substances, and to increase their confidence in
13 the safety of chemicals – not just in Europe, but around the world.
- 14 b) The experience of REACH and CLP, the information, methods and tools developed are
15 increasingly recognised and used worldwide.
- 16 c) Companies experience firm, and fair enforcement, focusing on ensuring the safe use of
17 hazardous chemicals and fostering a level playing field.
- 18

19 In the years to come ECHA will also be taking on new regulatory tasks. The Agency will for
20 instance provide tools and support to notifiers of information relating to emergency health
21 response to the national poison centres that face a first deadline in 2020. Furthermore, it is
22 expected that the Commission will, in the near future, request ECHA to support the
23 implementation of the Regulation on Persistent Organic Pollutants (POPs).

24 Looking ahead and beyond 2020, and keeping in mind the developments and goals established
25 under the 2030 Agenda for Sustainable Development³, ECHA will further investigate how to best
26 establish a framework for ensuring that the data collected under REACH is broadly used to the
27 benefit of human health and environment, e.g. through extension of the dissemination activities
28 or data delivery and through providing further support to companies in substituting hazardous
29 substances with safer alternatives.

30 The driving force behind this framework will undoubtedly be the further optimisation of efforts
31 and investments made by all stakeholders in demonstrating the safe use of chemicals. Further
32 integrating the wealth of information on chemicals and their uses, towards other legislative
33 domains in the EU will definitely strengthen and optimise the chemicals regulatory landscape.
34 These initiatives need also to be seen in the context of the Juncker Commission's Agenda for
35 Jobs, Growth, Fairness and Democratic Change where a strong emphasis is put on the right
36 regulatory environment. Chemicals also play an important role in the action plan for circular
37 economy, especially concerning substances in articles. ECHA will contribute where relevant to
38 ensure that the ambitious targets of this package can be realised. Within the same context, ECHA
39 will pay high attention to REACH's aims to increase innovation and competitiveness within the
40 EU's chemical sector and to ensure a level playing field in the EU and EEA.

³ Adopted by the General Assembly of the United Nations on 25 September 2015 describing 17 Global Goals. The specific targets for chemicals management foresee by 2030

- to substantially reduce the number of deaths and illnesses from hazardous chemicals and air, water and soil pollution and contamination;

- to improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally;

- to achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment.

II MULTI-ANNUAL PROGRAMMING 2018 - 2020

1. Multi-annual objectives

ECHA will pursue the following four strategic objectives as described below. Progress in achieving each of these objectives is monitored via indicators and targets.

Strategic objective	Indicator	Target
Maximising the availability of high quality information to enable the safe manufacture and use of chemicals	Measurable increase in the availability and quality of information on safe manufacture and use of chemicals	Continuous positive trend
Mobilising authorities to use information intelligently to identify and address chemicals of concern	Chemicals of concern are successfully identified and addressed proficiently through adequate regulatory risk management measures with an increased number of Member States authorities involved	Continuous positive trend
Addressing scientific challenges by serving as a hub for building the scientific and regulatory capacity of Member States, European institutions and other actors	Progress made on scientific and technical aspects of regulatory challenges in collaboration with partners and stakeholders	Tangible and significant outcome generated in a form of scientific capacity, key-events, reports, guidance and advice by 2020
Embracing current and new legislative tasks efficiently and effectively, while adapting to upcoming resource constraints	Decisions equivalent (No. of weighted decisions/opinions divided by the maximum annual staff capacity)	Steady increase at a minimum level of 2% year to year

2. Strategic areas of operation

2.1 Maximising the availability of high quality information to enable the safe manufacture and use of chemicals

REACH shifted the responsibility for establishing the safe use of chemicals to companies manufacturing and importing them. The information they provide needs to be of high quality, in other words, scientifically sound, understandable and reliable. Currently, the quality of the information provided by the companies shows serious shortcomings and thus clear opportunities for improvement. The deficiencies relate to their compliance with the legal requirements and/or how the hazard, exposure and use information is converted into adequate and reliable safety instructions. Also under the BPR, good quality data is a success factor as it facilitates the evaluation carried out by authorities, thus promoting the safe use and reliability of publicly disseminated data. Achieving good quality data on the intrinsic properties of chemicals and their use is an important contribution for the EU as a whole in achieving the WSSD 2020 goals. For this

- 1 purpose, relevant hazard and use data are key fundamentals in managing chemicals in an
2 appropriate way.
- 3 ECHA plays a central role in increasing the reliability of its public database on chemicals and has
4 a mandate to issue legally binding decisions on chemical companies to provide information to
5 redress deficiencies in registration dossiers. The challenge for ECHA during the coming period is
6 to keep inducing improvements in the quality of this information so that it effectively enables the
7 safe manufacture and use of chemicals. ECHA will inform Member States of any concerns of
8 companies in their territory and will continue to support the coordination of enforcement across
9 the EU/EEA through the work of the Forum.
- 10 The focus of ECHA's action concentrates also on measures to help registrants and downstream
11 users to improve the communication of risk management advice throughout the supply chain – all
12 the way down to the articles produced for workers and consumers. It includes dialogue between
13 ECHA and sector organisations and further actions to stimulate a demand for robust information
14 on safe use in the market.
- 15 The Agency provides advice and assistance to duty holders via guidance and helpdesk. Emphasis
16 for these support activities, often sector wide, is given to SMEs and less experienced actors.
17 ECHA's website as well as its social media campaigns are the core vehicles to inform a variety of
18 relevant audiences with specific support to fulfil their legal obligations. Within the multi-annual
19 timeframe, ECHA's communications will increasingly address the relevant audiences including
20 downstream to end users, the general public and consumers. ECHA will further facilitate and
21 stimulate the communication on safe use of chemicals as well as the more detailed information
22 via ECHA's Info Cards and other relevant dissemination tools.
- 23 As part of anticipating future strategic actions under this objective, ECHA will explore how the
24 current wealth of information on chemical hazards, properties and uses can be best employed to
25 support other regulatory applications. Exploratory work as well as feasibility studies are
26 anticipated in order to explore and assess the benefits, added-value and opportunities of ECHA's
27 unique databases for dedicated areas related to chemicals management.
- 28 Overall this strategic objective will be achieved via the following action areas and milestones
29 specified below:
- 30

Strategic action area 1 - Improving quality of information in dossiers			
Priority area	2018	2019	2020
Preparation of dossiers	Additional Cloud services delivered to SMEs	QSAR Toolbox enhanced version published, extending its applicability to other types of substances (e.g. inorganics and nanomaterials) and higher-tier endpoints. ECHA Cloud Services undergoes an ex-post evaluation and a roadmap for the service and the IUCLID tool is defined	Programmes in place in relevant sectors for continuous improvement of dossiers New Vision on ECHA Cloud services and IUCLID implemented
Submission of dossiers	Successful management of the 2018 registration deadline: companies are adequately informed/helped Annual letter campaign on short-listed priority substances.	Priority setting methods adapted to information available for substances registered in low tonnages, especially 1-10 tonnes	Assessment of the confidentiality requests in 2018 registration dossiers completed Retrospective completeness check of registration dossiers for substances registered over 100 tpa, to ensure availability of key human health and environment data according to completeness check enhanced from June 2016 Guidance and regulatory advice as well as HelpNet activities revised to identify post-2018 customer needs

Strategic action area 1 - Improving quality of information in dossiers			
Priority area	2018	2019	2020
			<p>REACH-IT is optimised as the communication platform between ECHA and industry</p> <p>REACH-IT is the single submission point including other submission types as needed</p> <p>Communicators' Network strengthened to ensure outreach to duty holders with post-2018 obligations</p>
Evaluation of dossiers	<p>At least 100 priority substances of concern addressed under complementary measures or CCH, in accordance with the refined priorities set in 2017.</p> <p>More than 10% of the priority substances (over 100 tn) checked for compliance for the key human health and environment endpoints⁴.</p> <p>Plan for compliance checks 2019-2020 established.</p>	At least 100 priority substances of concern addressed under complementary measures or CCH, in accordance with the priorities set in the CCH plan 2019-2020.	<p>Report on Evaluation of high volume substances</p> <p>Testing proposals from 2018 DL concluded</p> <p>At least 100 priority substances of concern addressed under complementary measures or CCH, in accordance with the priorities set in the CCH plan 2019-2020.</p>
Strategic action area 2 - Maximising the impact of communication of risk management advice in the supply chain			
Priority area	2018	2019	2020
Exposure scenarios and safety data sheets	Perform activities in line with the 2016 review of the CSR/ES Roadmap	Perform activities in line with the 2016 review of the CSR/ES Roadmap	Report on implementation of the supply chain communication obligations
Substances in articles	Forum pilot project focusing on substances of concern in articles	Based on the learnings of the pilot project, ECHA and its stakeholders raise a targeted awareness campaign for importers and EU producers of articles	Report on the state of play and conclusions on next steps
Strategic action area 3 – Improving the dissemination information			
Priority area	2018	2019	2020
Dissemination of substance information	Dossiers from 2018 registration deadline published and linked to eChemportal for maximising public availability of information on chemicals	Pending the outcome of the feasibility study on the "EU chemicals legislation finder", gradual extension of the Dissemination website	<p>Lessons learned for the next phase of data dissemination</p> <p>Report on the evolution in the differences in self-classification of hazardous substances</p>

⁴ Reflects the aim to conclude, by the end of 2018, at least 420 CCH on the priority endpoints of the ca. 4200 substances with standard registration requirements in >100 tpa tonnage bands

2.2 Mobilising authorities to use information intelligently to identify and address chemicals of concern

Under REACH and CLP, the individual Member States and the Commission have the right to initiate regulatory risk management. Jointly, authorities need to use REACH and CLP information to target regulatory action as early as possible on priority substances and uses that cause the highest potential risks. Those concerns need to be addressed by well-informed decisions on regulatory measures that are proportionate and effective in reducing the risk. Achieving a common view amongst authorities on how to select the best regulatory instrument and to use this in an effective manner is a prerequisite to reach this objective.

By focusing on identifying new substances for risk management and including such substances on the Candidate and Authorisation lists or potential candidates for restriction, ECHA will contribute significantly to the promotion of the substitution of the most dangerous substances in the EU. Via the common screening approach, ECHA will work together with Member States to identify the substances of potential concern that deserve dossier or substance evaluation to clarify the concern and to initiate relevant regulatory action after a risk management option analysis.

The BPR is based on the principle that active substances are approved at EU level and biocidal products are authorised either at EU or national level. It contains provisions aimed at focusing attention on substances, products and uses of the highest concern especially through the application of exclusion criteria and the identification of candidates for substitution while the simplified authorisation procedure aims to facilitate the authorisation of products containing substances of lowest concern. In addition, the opportunities for cross fertilisation between REACH, CLP and the BPR will be taken to ensure that resources and scrutiny are targeted on the substances that represent the highest potential risks.

ECHA's strategic outlook will strive to anticipate any relevant future initiative it deems necessary to facilitate the work under this objective. Special focus will be given to future approaches and opportunities in using chemical use information more intelligently in close collaboration with Member States. In addition, ECHA will explore how its four pieces of chemical regulation can most optimally add value for other EU regulations linked to chemical safety.

The overall implementation approach is divided into three action areas and relevant milestones as specified below:

Strategic action area 1 – Mobilising authorities and aligning their views			
Priority area	2018	2019	2020
Mobilising authorities and aligning views	Progress review on the SVHC roadmap and reaching the WSSD 2020 goals Enforcement Projects (implement REF-6 and prepare REF-7) Results of the enforcement pilot project on substances in articles.	Review workshop(s) on the SVHC roadmap and reaching the WSSD 2020 goals Enforcement Projects (implement REF-7 and prepare REF-8)	Enforcement Projects (implement REF-8 and prepare REF-9) Report on achievements in harmonising enforcement in REACH/CLP through the Forum
Strategic action area 2 - Identification of substances for regulatory risk management			
Priority area	2018	2019	2020
Screening		Systematic screening of 1-10 tn and 10-100 tn dossiers initiated to support priority setting for evaluation	For substances registered above 100 tonnes it has been concluded whether they are of (potential) concern or whether they are currently of low priority for further regulatory work ('mapping the universe of chemicals')

Criteria, approaches and tools	Annual report on 2020 SVHC roadmap implementation	Annual report on 2020 SVHC roadmap implementation	Final report on SVHC roadmap
Filling information gaps	Second review of the substance evaluation process (2015-2017)	Implementation of the recommendations from the second review	Plan for prioritisation of the low volume substances
Strategic action area 3 - Addressing identified concerns through REACH, CLP and other legislation			
Priority area	2018	2019	2020
Through REACH & CLP	Have identified the needs for capacity building for companies and Member States to carry out alternatives assessment and consequent substitution		All relevant currently known SVHCs included in the candidate list
Other legislation	Workshop on the practical use of REACH/CLP information to support compliance with other legal obligations at company level	Follow-up workshop on topics identified in 2018	Report on how REACH information has been used by other EU legislation

1

2.3 Addressing scientific challenges by serving as a hub for building the scientific and regulatory capacity of member states, European institutions and other actors

ECHA's activities are rooted in a strong regulatory science foundation. Hence, its technical and scientific expertise needs constant updating especially since new scientific findings continuously emerge within the various disciplines supporting chemicals management. Furthermore new paradigms gradually push the boundaries of traditional hazard assessments (e.g. systems biology, bioinformatics, (eco)toxicogenomics) offering for example opportunities for reduction in traditional animal testing. This is also true for aspects of exposure assessment of chemicals as well as in the field of socio-economic assessment (e.g. evaluating benefits of risk reduction measures).

ECHA will keep on developing its scientific and regulatory capacity and expertise, in partnership and dialogue with the science community, and encompass scientific developments and emerging regulatory needs. It will also take into account the scientific capacity of its own Committees, of Member State authorities, including other agencies, international partners and relevant actors. In addition, ECHA will actively interact with the professional and academic scientific community

These two inter-related and synergistic aspects of ECHA's scientific capacity, i.e. institutional knowledge and interaction and influence in the science community, contribute to the ultimate third strategic objective of ECHA to be a hub for regulatory science by providing leadership and catalysing improvements and developments in chemical safety. This requires consistent and regular interaction with Member States, EU institutions, the OECD and other relevant actors. The third strategic objective is not isolated from the three other objectives: without up-to-date scientific and technical capacity, which is under regular review and constant development, the other strategic objectives cannot be successfully implemented.

The overall implementation approach is divided into three areas of operation and relevant milestones as specified below:

28

Strategic action area 1 – Expertise and capacity building			
Priority area	2018	2019	2020

Expertise and capacity building	Improvement actions completed to enhance ECHA's staff capacity to assess alternative methods and approaches.	Action plan prepared to ensure adequate scientific and regulatory capacity for ECHA post-2020, including for potential new tasks (covering e.g. data management, circular economy, new approach methods for hazard assessment).	Start implementation of the action plan for post-2020 capacity.
Strategic action area 2 – A hub for excellence in regulatory science			
Priority area	2018	2019	2020
Hub for excellence in regulatory science	1 regulatory science workshop Overall plan to update ECHA guidance to latest scientific developments.	1 regulatory science workshop Regulatory science cooperation with international partners reviewed.	1 regulatory science workshop 4 th Report on use of alternatives under Art 117.3 published
Socio-economic analysis	A well-functioning platform established among EU and OECD countries to exchange experiences and cases on risk management, in particular from the point of view of socio-economic analysis and to foster common methodologies.	Results of the research on values available to support impact assessment published and disseminated	
Strategic action area 3 – ECHA's Regulatory Science Strategy			
Priority area	2018	2019	2020
ECHA's Regulatory Science Strategy	Updated communication from ECHA towards research community on R&D needs serving ECHA's priorities.	ECHA contribution to priorities for the next framework programme for research (after Horizon 2020)	ECHA's Regulatory Science Strategy reviewed and updated.

1

2.4 Embracing current and new legislative tasks efficiently and effectively (while adapting to upcoming resource constraints)

ECHA is facing a growing number of tasks while its resources are under pressure. Without achieving higher efficiency and maximising the synergies between the Agency's tasks, ECHA will not be able to achieve the ambitions set out in this multi-annual plan and by the WSSD 2020 goals on chemicals. At the same time, higher levels of efficiency must not mean lower levels of effectiveness. The continuous improvement of its more mature operations should aim at both higher efficiency and increased effectiveness.

Based on the Commission review of REACH and on the external review of the Agency, ECHA will implement the relevant recommendations to improve its work and the relevant operations.

With the experience and expertise gained since its foundation in 2007, the Agency will further strengthen its capabilities and expertise in the area of chemicals management and will further elaborate towards synergies and possibilities to integrate its current operations towards other legislative areas in service of the European Commission and the Member States. This includes some new activities such as supporting the European Poison centres, maintaining the EU Nanomaterials Observatory, potentially developing an EU Chemicals Legislation finder, assessment of the endocrine disruption properties in biocidal active substances, or supporting the Commission in the circular economy package. Under this strategic objective ECHA anticipates to address such emerging opportunities for example via Management Board workshops and feasibility studies.

The overall implementation approach is divided into three areas of operation and relevant milestones as specified below:

24

Strategic action area 1 – Maximising the effectiveness and efficiency of existing and new work processes			
Priority area	2018	2019	2020
Process re-engineering	First round of efficiency improvements through re-engineering of REACH and CLP processes completed	Start the adaptation of REACH processes to the post-deadlines phase	
Biocides	Review the Union Authorisation process on the basis of experience gained with first years of implementation, focusing on the internal peer review process including on-going evaluations of biocidal products and the interaction between ECHA, competent authorities and the Commission.	Five year report on the implementation of the BPR and its contribution to the WSSD goals	
PIC	Establish together with COM which chemicals to propose for inclusion in the PIC Regulation and which to notify to the Rotterdam Convention Secretariat		
Nano-Observatory	Second version of the observatory launched	Third version of the observatory launched	
Notification to the poison centres	<p>Pending feasibility study outcome of 2017, start developing a one-stop notification portal with a target completion date of end 2018</p> <p>Notification format and editor, UFI generator and product categorisation system are in place for companies to prepare for notifications; maintenance of those tools.</p> <p>Completion of guidance and support material for the notification to the poison centres by end 2018.</p>	<p>Formats, tools, guidance, helpdesks and support material are in place to enable companies to prepare submissions and to enable poison centres to receive submissions around one year ahead of the deadline of 1 January 2020.</p> <p>If agreed that ECHA will develop a one-stop notification portal, start processing and dispatching notifications to the Member States ECHA tools</p> <p>Subject to resources availability start investigating options to harvest data from poison centres to identify the need for preventative action.</p>	<p>Maintenance of formats, tools, guidance and support material for notifications to the poison centres</p> <p>Subject to resources availability continue to work on options to harvest data from poison centres to identify the need for preventative action.</p>
Strategic action area 2 - Delivering integrated and re-usable IT systems and services			
Priority area	2018	2019	2020
Deliver IT support for regulatory processes	<p>Current target IT architecture pursued with particular focus on the provision of Cloud Services for SMEs and data managements services</p> <p>Further implement the roadmap for improving IT support for collaboration with MSCAs and Committees members (ECHAInteracts)</p>	<p>Design new IT architecture for post 2018-DL taking into account the evaluation of the SME Cloud services</p> <p>Consolidation of IT support for collaboration with MSCAs and Committees members (ECHAInteracts)</p>	Target IT architecture post-2020 pursued
Deliver IT support for administrative processes	<p>Consolidation of the Management Information Systems solutions</p> <p>Upgrade of the internal document management system</p>	Reassessment of the IT architecture for the Management Information Systems after the REACH deadlines phase (post 2020 architecture)	Target architecture post-2020 pursued
Ensure adequacy of ICT infrastructure	<p>Transition to new outsourcing channels</p> <p>Workplace IT facilities upgrade started in conjunction with the implementation of the ECHA building project</p>	<p>Infrastructure Services upgraded</p> <p>Workplace IT facilities upgrade continued in conjunction with the</p>	

		implementation of the ECHA building project	
Strategic action area 3 - HR policies and initiatives			
Priority area	2018	2019	2020
HR Policies and Initiatives	Review of competency mapping framework	Future building project completed	

1

2 2.5 Workload drivers of ECHA's regulatory activities

3 The magnitude of ECHA's regulatory activities, tasks and outputs in a given year depend, to a
4 large extent, on a number of external and regulatory drivers as identified and presented in the
5 table below. The forecasted values indicate the Agency's assumptions about the future workload
6 or available capacity, based on the original Commission estimates updated with any new
7 information ECHA has gained.

8 Baseline figures for 2018-2020

9

ECHA's main activity drivers	2017	2018	2019	2020
Dossiers arriving REACH and CLP				
Registration dossiers (including updates)	13 000	59 500	19 500	18 900
Testing proposals	220	240	70	50
Confidentiality requests	540	3 290	450	400
Access to data older than 12 years	350	390	320	300
PPORD notifications (incl. requests for prolongation)	300	300	300	300
Inquiries concluded ⁵	1 700	1 900	2 000	2 000
Data sharing disputes	80	170	20	20
Restriction proposals submitted by MS and ECHA (REACH Annex XV)	6	8	8	8
Restriction proposals (or reports) developed by ECHA on behalf of the Commission	5	4	4	4
Restrictions proposals (or reports) developed under Article 69(2).	1	1	1	1
Proposals for harmonised classification and labelling (CLP Annex VI)	70	75	85	85

⁵ The late pre-registration ends June 2017, which will result in an increase in the number of inquiries.

ECHA's main activity drivers	2017	2018	2019	2020
Proposals for identification as SVHC (REACH Annex XV) ⁶	15	20	25	25
Authorisation applications received	5	15	15	15
Alternative name requests	50	50	50	50
Substances on the CoRAP to be evaluated by MSs	25	40	50	50
ECHA decisions REACH and CLP				
Evaluation decisions				
- Testing proposal	150	105	165	165
- Compliance Check	180	180	180	180
- Substance evaluation	30	30	22	30
Decisions on data sharing	70	140	15	15
Decisions on PPORD	50	50	50	50
Decisions on completeness check (negative) ⁷	260	1 200	400	380
Decisions on confidentiality requests (negative) ⁸	65	340	150	50
Appeals				
Appeals submitted	27	37	30	30
Cases closed	25	25	25	25
Others				
Updates of the CoRAP for substances subject to substance evaluation	1	1	1	1
Recommendations to the European Commission for the Authorisation List	0	1	1	1
Received helpdesk questions on REACH and CLP	8 000	10 000	2 650	2 650
Resolved general enquiries	1 200	1 200	600	600
Press enquiries and interviews	550	600	400	400
SME checks	330	400	400	400
Management Board meetings	4	4	4	4

⁶ The actual number of SVHC dossiers arriving will depend on the outcome of the RMO analyses.

⁷ Calculated as a percentage of number of dossiers received, where the percentage is based on the historical data of actual negative decisions in 2011-2015 (i.e. 1%), increased with an estimated 1% for the enhanced and retroactive completeness checks starting mid-2016

⁸ Calculated as a percentage of number of confidentiality requests received, where the percentage is based on the historical data of actual negative decisions in 2011-2015

ECHA's main activity drivers	2017	2018	2019	2020
MSC meetings	6	6	6	5
RAC meetings	7	6	6	6
SEAC meetings	5	4	4	4
Forum meetings	3	3	3	3
Biocides				
Received helpdesk questions on Biocides	3 000	5 000	5 000	5 000
Biocides data sharing disputes	5	5	5	5
Applications for new active substance approval	8	28	8	8
Applications for renewal or review of active substances	2	11	5	11
Opinions on active substances in the Review Programme	50	50	50	50
Applications for Union authorisation	37	30	40	50
Assessment of technical equivalence	37	45	45	45
BPC meetings	6	6	6	6
PIC				
Notifications	8 900	10 700	12 900	15 500
Received helpdesk questions on PIC	650	1 200	900	900
New TA posts to be filled for PIC	0	1	0	0

3. Human and financial resource outlook for 2018-2020

3.1 Overview of the past and current situation

Staff population overview

Detailed data is provided in Table 1 of Annex II.

ECHA clearly recognises the present economic and budgetary circumstances and their impact on its operating environment and, therefore, steps have been, and will continue to be taken, to further improve efficiency in operational and administrative processes.

While ECHA's workload will remain high, and increase in certain activities (for example, to ensure the effective management of the 2018 registration deadline), the Agency will continue to adapt to an overall reduction in financial and staff resources during the period of 2018-2020, in line with COM(2013)519. For 2018, however, ECHA will deviate from COM(2013)519 to ensure the successful management of the Registration deadline.

However, it should be noted, however, that as part of a strategic analysis of ECHA's future role, a number of potential new tasks are being discussed and may be entrusted to the Agency, as described in the dedicated section below, which will require additional financial and human resources, subject to final agreement.

Staff-related expenditure in 2016

Detailed data provided in Table 1 of Annex II.

3.2 Resource programming for the years 2018-2020

3.2.1 Financial Resources

Detailed data is provided in Tables in Annex II.

3.2.1.1 REVENUES

REACH /CLP

ECHA's REACH/CLP income is comprised of fees and charges and the EU subsidy. The forecasted fee income and, consequently, the required subsidy, vary substantially over the years covered by the planning period. This is due to the fact that the final registration deadline under the REACH regulation falls in 2018, resulting in a significant peak in the fee income in that year.

In 2018, the fees and charges are currently – and optimistically - estimated to total c. € 72 million and the required balancing EU subsidy is c. € 31 million.

The annual subsidy needs for the planning period have been based on the current MFF ceilings. There is, however, a high degree of uncertainty related to the fee income estimates for 2018, as they are based on the estimated volume of incoming dossiers. In the event that the income would not materialise to the extent presently forecasted, ECHA will require a subsidy higher than currently foreseen and requested. There is a high likelihood that this will not materialise and, therefore, the Commission is encouraged to consider providing a higher subsidy which would take account of the higher-than-planned salary increases in 2016 and 2017, which all EU institutions are now facing.

BPR

ECHA's BPR activities are funded by fee income and the EU subsidy. The high uncertainty continues with respect to the budgeted revenue from fees and charges, which is based on estimated dossier application volumes. Preliminary staffing figures are put forward while still awaiting the review of

1 the financial statement, the human resource implications arising from the higher-than-expected
2 number of applications received in 2016, more detailed estimations of the fee income for 2018,
3 and, potentially, the manner of implementation of the adopted criteria on endocrine disrupting
4 properties.

5 In 2018, the fees and charges are presently estimated to total c. € 9.6 million and the required
6 balancing EU subsidy is c. € 2.5 million. The requested subsidy exceeds the amount currently
7 foreseen in the MFF by c. € 320 000, however it is in line with the amount recommended in the
8 Ecorys study undertaken on behalf of DG SANTE.

9 The EU subsidy foreseen (c. 5.5 million and c. 4.1 million) for the years 2019 and 2020 is not in
10 line with the EC Communication of July 2013 and needs to be accepted by the Commission services.

11 The additional subsidy needs are stemming from the predicted increase in the number of incoming
12 applications and consequent need for additional staff to handle these.

13 **PIC**

14 ECHA's PIC activities continue to be funded by the EU subsidy over the planning period. As indicated
15 in the programming document 2017-19, ECHA has examined whether the faster-than-anticipated
16 increase in the number of substances in Annex I would require a higher subsidy for the years 2018-
17 2020. Based on the review and, given that ECHA will receive an additional post in 2018, the EU
18 subsidy request for each year is € 100 000 higher than foreseen in the MFF. In 2018, the additional
19 need would be largely covered by the assigned revenue stemming from the 2016 outturn totalling
20 € 75 787.

21

22 **3.2.1.2 EXPENDITURE**

23 **Title 1**

24 **REACH/CLP**

25 For 2018, the needs for staff-related expenditure (Title 1) will increase to c. € 66 million. The
26 increase stems mainly from the indexation of salaries and from the employer's contribution to the
27 pension scheme, which is paid based on the proportion of the revenues without the EU subsidy,
28 and the total revenues. As the fee income in 2018 is significantly higher than in 2017, due to the
29 final registration deadline, the employer's pension contribution also increases.

30 It is to be noted that salaries represent 93% of the total Title 1 budget, while other staff-related
31 expenditure accounts for 7% of the total.

32 **BPR**

33 The total amount for staff-related expenditure under BPR in 2018 is estimated at c. € 8 million,
34 representing an increase of 15% in comparison with 2017. This increase is stemming mainly from
35 the additional 6 posts for 2018. Direct salary costs affected by indexation represent 90% of the
36 total staff-related expenditure at € 7.2 million, while other staff costs constitutes 10% at € 0.8
37 million. It is to be noted that there are ongoing discussions with DG SANTE with respect to the
38 additional financial and human resource requirements (7 FTEs) of ECHA's BPR activities that would
39 have an impact on the present planning figures.

40 **PIC**

41 Total amount for staff-related expenditure under PIC is estimated at c. € 0.8 million. This represents
42 an increase of 15% compared to 2017, stemming from the additional post received in 2018 and
43 indexation of salaries. The direct salaries represent c. € 0.63 million (82%) and other staff costs c.
44 € 0.135 million (18%).

45

1 **Title 2**

2 The overall Title 2 (infrastructure and operating expenditure) for 2018 amounts to c. € 17 million,
3 which is 10% higher than in 2017.

4 Chapters 20 (Rental of buildings and associated costs) and 22 (Movable property and associated
5 costs) increase compared to 2017 following the need to incorporate the preparations for the new
6 office building.

7 Chapter 21 (Information and communication technology) includes the hosting services for which a
8 transition from the first generation outsourced hosting services and managed services is foreseen
9 in 2018, resulting in increased expenditure in that year.

10

11 **Operational Titles**

12 **Title 3 (REACH / CLP)**

13 Due to the salary increases, ECHA has at this stage reduced its expenditure in the operational title
14 below what would normally be required for its activities.

15 2018 is the year of the last registration deadline for the phase-in substances, resulting in a
16 significant peak-in-workload and a requirement to increase the workforce, with an associated cost
17 increase⁹. Therefore, the expenditure for registration foreseen for 2018 is significantly higher than
18 in the other years of the planning period. In addition, the need for legal support and litigation costs
19 are expected to increase due to the deadline, resulting in a significant increase in the expenditure
20 for the Management Board and management of the Agency.

21 The demand for communication activities to reach out to new registrants, particularly to SMEs, with
22 more support and, where possible, simplified and shorter information, should normally increase,
23 but cannot and will now reduce.

24 Substance evaluation is expected to start increasing again in 2018, with ca. 40 substances to be
25 evaluated, and further increase in 2019. The evaluation work is undertaken by Member States
26 Competent Authorities and, in line with the Fee Regulation, a proportion of funds is transferred to
27 them to compensate for part of the work carried out.

28 The IT costs in Title 3 are intended to cover all the costs for developing and maintaining IT tools
29 such as REACH-IT, IUCLID, Cloud Services for SMEs, CHESAR, RIPE, Dynamic Case, Portal
30 Dashboard, ODYSSEY and other ECM Programme tools quality assurance services for the afore-
31 mentioned applications and other services. In addition, the costs related to Data Management and
32 Dissemination of REACH/CLP data fall under Title 3.

33 Title 3 includes critical software development services for which a transition of framework contract
34 is foreseen in 2018 (e.g. software development services for the REACH dossier preparation and
35 dossier submission tools), resulting in a special absorption of resources in that year.

36 The ECM Programme will complete the objectives on archiving. Funds are reserved for the
37 implementation of the new ECHAinteract roadmap, aimed at establishing a single interface for
38 Competent Authorities and Committees with easy access to all case and substance information,
39 and standardised interactions with ECHA Processes.

40

41 **Title 4 (BPR)**

42 The main expenditure item in 2018 for BPR is related to the development of IT tools. In relation to
43 the IT tools for Authorities, it is expected that in 2018 ECHA will take over the development of
44 EUSES for biocides and support the enforcement in the BPR. The expenditure foreseen for R4BP

⁹ An extraordinary high number of interims is going to be needed to support the statutory staff to handle the workload stemming from processing the incoming registration dossiers and providing support to the registrants

1 service is maintained at the financial fiche. However, for the R4BP project, provided that funds are
2 made available in 2017, the development part can be completed during 2017. The application is
3 expected to go into maintenance mode by end-2018. As mentioned above, there may be increased
4 budget needs, subject to agreement on the manner of implementation of the adopted criteria on
5 endocrine disrupting properties.

6 Another significant expenditure item relates to the Biocidal Products Committee and the Forum
7 BPR Sub-Group. Through the Committee, ECHA continues delivering opinions for the European
8 Commission to support decision-making on biocidal active substances and products. In fact, ECHA
9 is not only coordinating the evaluation of active substances and the Union-wide authorisation of
10 biocidal products; it is also the central hub for all applications, establishment of technical
11 equivalence, assessment of applications for alternative suppliers, resolution of data sharing
12 disputes, dissemination, preparation of guidance, and communication.

13

14 ***Title 5 (PIC)***

15 The largest portion of the PIC budget for 2018 is allocated to the maintenance of the IT tools related
16 to the support of the export notifications and the import consents. The additional budget is required,
17 in particular, to ensure the progressive maintenance of the IT system and the timely processing of
18 export notifications and the continuation of stakeholder support in view of the ongoing workload
19 increase. Other main elements are allocated to communications activities, particularly translating
20 materials into 22 languages.

21 Detailed information on budget outturn and cancellation of appropriations is provided in Table 3
22 of Annex II.

23

24 **3.2.2 Human resources**

25 **Resource outlook over the years 2018 to 2020 (detailed data provided in Table 1 and 2** 26 **in Annex III)**

27 As stated above, ECHA will deviate from the Commission Communication COM(2013)519 with
28 respect to the number of TA posts for REACH/CLP for one year (2018) to ensure the successful
29 management of the Registration deadline. ECHA intends to continue maintaining its low vacancy
30 rate for all regulations and implementing proactive human resource management practices to
31 ensure low staff turnover.

32 A key factor in ECHA's workload during this period will be ECHA's responsibilities in the largest
33 REACH registration deadline in 2018, resulting in ECHA's registration activity undergoing
34 significant growth until end-2018 and requiring also some internal redeployment of staff. ECHA
35 will strive to ensure delivery of its ambitious work programme (including the registration
36 deadline) over this period through the use of the additional six FTEs (CAs) to handle invoicing
37 tasks, internal redeployment, competency development, efficiency measures and simplification of
38 delivery modes.

39 ECHA will also continue to carefully monitor its Establishment Plan and ensure good forward
40 planning with respect to recruitment, mobility and promotions. This will include consideration of
41 changes in the recruitment grades of profiles to maintain, and build, scientific capability, enhance
42 overall organisational performance and optimise the utilisation of ECHA's allocated human
43 resources within the overall establishment plan. If ECHA cannot maintain its full REACH
44 Establishment Plan, it will examine the use of additional flexibility measures to ensure that it has
45 the necessary human resources in place to implement the programme of work over the 2018-
46 2010 period. Such flexibility measures will include modification of ECHA's Establishment Plan, in
47 accordance with Article 32(1) and 32(2) of ECHA's Financial Regulation.

48 ECHA will also continue to work closely with the Network of EU Agencies, the Network of Fee
49 Receiving Agencies (EFRAN) and the Commission services, as appropriate, to develop a viable

1 model for authorising additional human resources in the event of increased workload in 2019-
2 2020.

3

4 **New tasks:**

5 Since 2015, ECHA has been undertaking a strategic analysis of its future direction and potential
6 tasks with its Management Board and key stakeholders. At present, there are a number of new
7 tasks that have been agreed, or are under discussion, with the Commission services, which will
8 require additional human resources, subject to final agreement. An overview of the main tasks
9 under discussion is provided hereunder.

10 *Poison Centres*

11 In 2017, ECHA becomes responsible for some new tasks in relation to the notification of
12 emergency health response to the poison centres, in accordance with the amendment to the CLP
13 regulation. This may include – further to a feasibility study to be carried out in 2017 - the
14 development in 2018 of a new notification portal for receiving notifications to the poison centres
15 and dispatching them to the relevant bodies. If agreed that ECHA will develop the portal, this
16 activity is a new task that is not included in the Commission proposal and will require appropriate
17 funding and additional human resources, particularly in 2018 which are estimated, at present, to
18 amount up to a maximum of six FTEs. In 2019, companies will start to submit their notifications
19 and ECHA will need resources to operate the system and support companies.

20 *Endocrine Disruptors (BPR activities)*

21 At the present time, it is difficult to estimate the workload related to specific activities associated
22 with endocrine disruptors (review of identified potential endocrine disruptors among approved
23 active substances) as the workload is dependent on the number of approved substances to
24 review, the timing of the adoption to define endocrine disrupting properties and the timeline to
25 complete the review of the approved substances. The foreseeable timeline covers 2018–2020 and
26 beyond. ECHA will work with DG SANTE to resource this new task, involving three additional FTEs
27 which require expert knowledge on this topic.

28 *Persistent Organic Pollutants*

29 It is understood that the Commission may request ECHA to carry out certain administrative,
30 technical and scientific tasks for the implementation of the Regulation (EC) No 850/2004 on
31 Persistent Organic Pollutants (POPs). The details of the activities foreseen, and the related
32 increased budget and staff needs, which are estimated, at present, to amount two FTEs, will be
33 finalised during the recast of this Regulation.

34 *Circular Economy/Non-toxic Environment*

35 ECHA understands that it will be requested by the Commission services to carry out further work
36 in support of the implementation of the Circular Economy package and the development of the
37 strategy for a Non-toxic Environment, as announced in the 7th Environment Action Programme. In
38 addition, ECHA plans to increase its efforts in the area of encouraging, and providing support to,
39 industry in their efforts in substituting SVHCs and other substances of concern, based on a
40 strategy to be developed in 2017. These activities would require additional resources, which are
41 estimated, at present, to amount to four FTEs.

42

43 **Delegated tasks**

44 *EU Observatory for Nanomaterials*

45 Hosting the EU Observatory for Nanomaterials is a new task based on a delegation agreement
46 between the European Commission and ECHA, signed in 2016. The Observatory will analyse,
47 evaluate and disseminate information on nanomaterials present on the EU market. While
48 implementation will commence in 2017, the years 2018-2020 is the period when this new task

1 becomes fully operational, potentially involving three additional Contract Agent positions for
2 ECHA.

3 *EU Chemicals Legislation Finder*

4 In 2017, ECHA will commence a feasibility study on an EU Chemicals Legislation Finder, which
5 purpose is to facilitate company's ability to retrieve from ECHA website the information concerning
6 how a substance is regulated at EU level. If agreed that ECHA will develop the system, additional
7 budget and posts would be required at a level to be identified during the feasibility study.

8

9 **Growth of existing tasks:**

10 **Resource outlook for REACH/CLP-related tasks**

11

12 This section provides a detailed overview of the anticipated workload associated with ECHA's
13 existing REACH/CLP tasks, the growth of these tasks and the anticipated human resource
14 implications.

15 As outlined earlier, ECHA's **registration activity** will undergo significant growth until end-2018
16 as a result of the largest REACH registration deadline in 2018. Successful management of the
17 2018 deadline is critical to the continued success of REACH and will be a major step in 'closing
18 the information gap' on chemicals. The average number of dossiers to be processed by ECHA is
19 anticipated to be ca. 60.000 (and could be higher), which represents a 20-fold increase in the
20 volume of initial submissions to be handled in a regular year. The 2018 peak registrations will
21 generate additional work, mainly to process the incoming dossiers within the legal deadlines and
22 to offer helpdesk support, particularly to SMEs, in the fields of assessment of the confidentiality
23 requests in the dossiers and publication of information on ECHA's website. In addition, ECHA will
24 continue the manual verification of certain data requirements (such as substance identity), as
25 part of the submission process, to ensure that the registrations contain meaningful information.
26 This includes a retroactive verification of existing registrations as well as a check that the
27 registrants registered jointly for the same substance. ECHA also expects to receive an increased
28 number of appeals due to these developments.

29 Although ECHA proposes to engage interim support to handle the peak in workload stemming
30 from the 2018 registration deadline, the tasks related to guidance and regulatory advice, as well
31 as the invoicing process must be handled by statutory staff. Our current estimations indicate that
32 this could require additional workforce, mainly interim staff, and also six FTEs (Contract Agents),
33 for invoicing, in 2018. The level of industry activity, combined with survey work that will be
34 undertaken in 2017, will give ECHA a clearer picture of the level of workload to expect as we
35 approach 2018. In this respect, we may need to revise the current estimations and assess
36 whether internal redeployment is necessary, looking also at the potential impact on the work
37 programme 2018.

38 A more robust overview of the currently foreseen scenarios of the 2018 Registration deadline
39 workload volumes and related fee income is presented in Annex XII.

40 After the registration deadline, the workload related to performing completeness checks and
41 assessing confidentiality requests and, later, to SME verification, will continue to be high until
42 end-2019. From 2019, it is expected that ECHA will continue receiving high number of dossiers
43 per year (approximately 20 000), covering the continuous submission of registrations of high-
44 volume substances and dossier updates and as a result of the commitment to include a manual
45 verification in the completeness check process, the number of required staff shall remain at a
46 high level.

47 ECHA is also anticipating a steady increase related to handling **data sharing disputes** and
48 providing adequate support to the **substance information exchange forums (SIEFs)**, with a
49 potential significant increase in inquiries for contacting other registrants due to the termination of
50 the pre-registration option in May 2017. This, in conjunction with enforcing joint submission on
51 legacy cases, will have an important impact on the human resource requirements until end-2018.

1 ECHA's activity related to **data analysis and demands from EU Authorities**, or other
2 stakeholders, is expected to grow steadily until May 2018 and, then, increase due to the volume
3 of information that will be stored in ECHA's databases. ECHA will enhance screening and
4 prioritisation for subsequent evaluation and risk management work. It will also build capacity for
5 ensuring that this information can serve as a basis for other regulatory work on chemicals. This
6 will require a solid IT platform and IT-related support to provide added-value solutions and
7 services.

8 In 2017, ECHA is launching new IT **Cloud Services for SMEs** that will require resourcing (2 CA
9 posts were added in 2017, and 1 additional in 2018). In 2019, such new services will undergo an
10 evaluation to assess the achievement of the benefits for SMEs and agree on the next steps. In the
11 event of a continuation of this project, the resourcing of the services will be confirmed.

12 While ECHA's **evaluation activity** is expected to remain relatively stable in this period, certain
13 existing tasks are expected to grow. Following the Commission decisions on over 200 dossier
14 evaluation decisions related to reproduction toxicity, ECHA aims to examine the re-submitted
15 testing proposals by end-2018, and finalise the decision-making on these cases by end-2019.
16 Furthermore, ECHA will start examining all the testing proposals from the 2018 registration
17 deadline, with the aim of concluding these by end-2020. ECHA's Regulatory Strategy foresees a
18 comprehensive evaluation of high-volume priority substances and endpoints until end-2020, which,
19 due to the complexity of the cases, requires at least sustaining, or increasing, resources. The follow-
20 up of decisions will, in many cases, become more complex. ECHA will need to continue intensifying
21 its role in assessing that the vertebrate animal testing is used only as a last resort, which will also
22 increase the workload. Following the clarification of REACH information requirements for
23 nanomaterials, ECHA expects an increase in the compliance checks for dossiers, including
24 substances, in nanoform. Although not high in numbers, this is a demanding area due to the
25 scientific and technical complexity.

26 Existing tasks in the areas of **screening substances** for evaluation, SVHC identification,
27 development of the Annex XIV recommendation, restrictions and harmonised Classification and
28 Labelling are likely to remain stable or grow slightly. This is due to:

- 29 • further implementation of the actions foreseen under the Integrated Regulatory Strategy
30 and the SVHC Roadmap
- 31 • the fact that the fraction of complicated dossiers will increase (for example, Article 57(f)
32 SVHC cases and CLH dossiers for PPPs/biocides), and more support from ECHA is
33 requested by Member States for coordination work (for example, screening/RMOA) and
34 during preparation of risk management proposals (for example, restrictions).

35
36 A substantial increase is foreseen in the number of **CLH dossiers for pesticides**, in particular due
37 to the review programme for pesticides and the policy agreement to review their classification in
38 parallel. The number of CLH dossiers for industrial chemicals will likely increase as well due to the
39 fact that proceeding with REACH authorisation and restrictions and with actions under other EU
40 legislation requires or strongly benefits from the harmonised classification.

41 For the **substances in articles and in recycling materials**, the current resources are minimal.
42 Should ECHA work towards a situation where the risks resulting from substances in articles are
43 addressed at a level similar to the risk related to the use of substances on their own or in
44 mixtures, it will require an increase in resources. Similarly, this applies if ECHA is requested to
45 support further activities to ensure that chemicals are not hindering the Circular Economy.
46 Further work will, in particular, be needed to support supply-chain communication tools and
47 mechanisms (from the production of materials outside the EU to articles entering the recycling),
48 and improved exposure assessment tools and approaches.

49 Finally, from 2017, ECHA will reorient its activity to assist industry to improve the **supply chain**
50 **communication**. ECHA intends to create a flagship programme for Safe Use of Substances in
51 Europe where it will collaborate with industry stakeholders to support channelling appropriate,
52 'fit-for-purpose', information to the end users of substances, and their use of this information in a

1 meaningful way. At the same time, the end-users need to communicate their uses to the
2 manufacturers and importers of substances so that the information flow constantly improves.

3 In summary, due to the above-mentioned increased activity in the peak year 2018, ECHA cannot
4 afford to reduce the number of Establishment Plan posts in 2018 however, should the
5 Commission decide to strictly follow the MFF staff planning, it is proposed to compensate the loss
6 in part-time working arrangements by additional AD posts (4 in total), in line with the relevant
7 provision in the Staff Regulations.

8

9 **Resource outlook for BPR regulation**

10 It is to be noted that there are ongoing discussions with DG SANTE with respect to the financial
11 and human resource requirements of ECHA's BPR activities that may have an impact on the present
12 planning figures. The rationale for this increase in human resource requirements is twofold. Firstly,
13 in 2016, ECHA received a much higher than planned number of applications for both Union
14 authorisations and approval of active substances that generates scientific work in 2018 and requires
15 additional resources (four FTEs). Secondly, in line with the above presented information (page 29)
16 following the adoption by the Commission of criteria for endocrine-disrupting properties under the
17 BPR, ECHA need to re-evaluate a number of approved active substances vis-à-vis these new
18 criteria, with a consequent increase in resources (three FTEs).

19 An increase in Union authorisation applications is foreseen, potentially rising to 50 in 2018. The
20 peer review work for the 2015 Union authorisation applications will occur mostly in 2018, while the
21 peer review work for 2016 Union authorisation applications will occur between Q4 2018 and 2019.
22 2019 should also see some of the peer review work for the 2017 applications while, in 2020, there
23 will be work related to 2017 applications and, to a lesser degree, 2018 applications.

24 In addition, a significant peak of applications for the approval of active substances has been
25 received in relation to the legal deadline of 1 September 2016 for Articles 93 and 94 of the BPR.
26 This will translate into increased workload for the corresponding peer review activities in 2018,
27 2019 and, possibly, the following years as some of the evaluations might be delayed because of
28 the need for additional data. Another peak of active substance applications is foreseen in 2018,
29 linked to the two-year period for applying, following the acceptance of the 2016 notifications. The
30 major part of the resulting workload should take place in 2020 and 2021

31 In summary, work related to the BPR is perceived as a growing activity in which the workload will
32 increase in the period 2018–2020, and beyond, requiring additional resources. It is in the interest
33 of both the Commission services and ECHA to ensure that ECHA has the necessary resources to
34 successfully manage these important tasks, which require deviation from the MFF planning (which
35 dates from 2013).

36

37 **Resource outlook for PIC regulation**

38 For the PIC Regulation, relating to the export and import of hazardous chemicals, it is proposed to
39 follow the legislative financial statement and the Commission Communication COM(2013)519 with
40 respect to the number of TA posts for PIC tasks, which includes one additional post in 2018.
41 However, it is to be noted that the number of notifications is increasing every year by a higher
42 number than initially estimated and, by end-2016, will have already exceeded the volume estimated
43 for 2017, requiring additional interim support for handling the peak of notifications in Q4 of each
44 year.

45

46 **Efficiency gains and negative priorities**

47 In 2014, ECHA initiated a process – 'ECHA 2020' – to take the existing and future resource and
48 policy challenges as an opportunity to start reshaping ECHA's resourcing priorities. A number of
49 activities were identified as potentially decreasing in resource requirements over the planning

1 period, with the general aim to refocus resources to leaner and more impactful regulatory work. At
2 the same time, ECHA has been taking on new tasks and integrating them within its operations.

3 The Efficiency Programme is expected to continue in its current form until at least 2018, having
4 supported the optimisation of key existing processes by then. ECHA's management system, which
5 is ISO9001-2015 certified, according to internationally recognised good practice, will continue to
6 drive improvement in work practices. The overall resource savings created through the efficiency
7 programme will lead to increased allocation of resources to processes that create operational
8 output.

9 The objectives of efficiency work in 2019-2020 will be scoped on the basis of the multi-annual
10 strategic objectives 2019-2023, which should also reflect the conclusions and recommendations of
11 the REACH review and the REFIT exercise undertaken by the Commission on the EU chemicals
12 legislation in 2017. ECHA's drivers, presented in Section 3, such as raising the quality of information
13 on chemicals and addressing chemicals of concern, are expected to remain priorities for further
14 efficiency improvement, as well as the integration of new legislation and the more impactful use of
15 the wealth of data collected under the various regulations.

16 In addition, ECHA will continue to report on its efficiency gains in the context of the Commission's
17 annual Job Screening Exercise.

18

19 **Opportunities for redeployment**

20 ECHA will maintain its proactive approach to human resources management and will continue to
21 actively promote redeployment, leveraging internal skills and increasing overall flexibility. As an
22 example, ECHA will implement an internal flexible redeployment programme to support the 2018
23 registration deadline. In addition, in relation to substance evaluation, the number of evaluations in
24 2017 is expected to temporarily reduce the workload in ECHA in 2018-2019, allowing re-allocation
25 of resources to dossier evaluation and other tasks related to regulatory strategy implementation.
26 For applications for authorisations, the workload is expected to reduce in 2018, facilitating
27 temporary resource reallocation to registration, before returning to full capacity from 2019
28 onwards.

29

30 **Conclusion on evolution of resources compared to the Commission Communication 2014-** 31 **2020**

32 Since the Commission Communication - COM(2013)519 – ECHA has complied with the REACH/CLP
33 and PIC imposed Temporary Agent posts reductions, while its BPR activity was under-resourced in
34 comparison with this communication.

35 For 2018, ECHA is in line with the Commission Communication - COM(2013)519 - with respect to
36 BPR and PIC Temporary Agent post allocations, however an exception is requested for one year in
37 relation to REACH/CLP activities. The deviation in 2018 is due to the peak workload for REACH/CLP
38 linked to the final registration deadline and to a higher number of applications and work
39 commencing on endocrine disruptors for the BPR. ECHA commits itself to reduce its REACH/CLP
40 Establishment Plan in 2019 by the number of posts foreseen in 2018 (six posts) which could be
41 more easily achieved after the registration deadline. Moreover, as stated earlier, ECHA has been
42 engaged in a strategic analysis of its future direction and potential tasks with its Management Board
43 and key stakeholders. At present, there are a number of new tasks that have been agreed, or are
44 under discussion, with the Commission services, which will require additional human resource
45 requirements, subject to final agreement.

46 It is considered that the retention of performing staff is central to ECHA's continued success. Key
47 issues to be addressed during the period of this Plan include effective performance management;
48 competency development; people development strategies and allocation of posts to priority areas.
49 The appropriateness of ECHA's organisation will also be reviewed, as needed. Finally, it is
50 recognised that it will be a significant management challenge to proactively motivate staff in the
51 achievement of our priorities in a context of increasing workload and decreasing resources.

1 **III WORK PROGRAMME 2018**

2 **Executive summary**

3 The fifth and last year of implementing ECHA's five-year strategy, described in the Multi-Annual
4 Work Programme (MAWP) 2014-2018, involves further pursuit of the four strategic objectives.
5 These four objectives are – as before – complemented with specific support to SMEs embedded in
6 ECHA's activities, since a growing proportion of these companies have imminent obligations under
7 the four regulations managed by ECHA.

8

9 ***1. Maximise the availability of high quality information to enable the safe*** 10 ***manufacture and use of chemicals***

11 The year 2018 is a year of the third and last registration deadline for phase-in substances affecting
12 maybe the largest group of registrants - the small and medium-sized enterprises (SMEs). SMEs will
13 have access to centrally hosted cloud services to support them in meeting their registration
14 obligations. By the end of the year, ECHA expects to process an increasing number of dossiers
15 automatically and, if triggered, also manually, before assigning a registration number. This will be
16 supported by clarifying the reasons for rejections and advising on how to complete the dossier.
17 ECHA will also provide support to SIEF members, by solving late data sharing disputes and ensuring
18 that all registrants can get access to the joint submission. The Agency's helpdesk will also process
19 a growing number of enquiries from registrants, especially SMEs, and will – as done in 2010 and
20 2013 - in the final months before the deadline allow registrants to contact the helpdesk by phone.

21 Finally, ECHA will use its chairmanship of the Directors' Contact Group (DCG) to identify any risks
22 of unexpected withdrawal of low volume substances that are critical for the supply chains.

23 Based on the updated CSR/ES Roadmap, ECHA will also further improve its downstream user tools.
24 Under its Downstream User Communications Strategy, ECHA will provide these tools to their users,
25 not least small and medium-sized companies, in user and reader-friendly formats.

26 In order to improve the safety information on substances that matter, ECHA conducts compliance
27 checks or takes complementary measures such as sector approaches to address the highest priority
28 substances, focusing on higher tier human health and environment endpoints in lead and individual
29 dossiers. Together with other actions, this allows ECHA to progress on the mapping of the chemical
30 universe, as part of its integrated regulatory strategy.

31 After the release of the new dissemination platform early 2016 and the further improvements made
32 in 2017, ECHA will continue publishing information on substances, especially information stemming
33 from the 2018 deadline, and make further improvements to the dissemination web section including
34 links to the OECD eChemPortal. This deepening of publicly available data on chemicals will allow
35 ECHA to further develop its communications on 'chemicals in our lives', providing information of
36 relevance to retailers and consumers. It will also trigger further harmonisation of classification and
37 labelling substances of very high concern.

38

39 ***2. Mobilise authorities to use information intelligently to identify and address*** 40 ***chemicals of concern***

41 The integrated screening activities will continue to identify substances of potential concern, which
42 should either be addressed under compliance check or placed on the Community Rolling Action Plan
43 (CoRAP) for substance evaluation. ECHA anticipates that the number of substance evaluations
44 initiated in 2018 will be higher than in the previous year and will continue contributing to the
45 regulatory risk management processes.

46 Should the concern be ascertained already at the screening stage, the appropriate risk management
47 measure shall be identified through risk management option analysis (RMOA) or, if the measure is
48 decided upon directly, via a proposal for that specific measure (i.e. restriction, authorisation,

1 harmonised classification). Thereby, the number of substances put forward for the Candidate List
2 or proposals for harmonised classification and of restrictions will increase. It is also expected that
3 a larger number of Member States will participate in these efforts thus contributing to the
4 implementation of the integrated regulatory strategy.

5 The recommendations from the review of the SVHC roadmap implementation plan will be used to
6 adapt the work towards 2018-2020 and where needed introduce changes to the co-operation and
7 co-ordination structures with all authorities to ensure optimal impact of the work on SVHCs.

8 More focus will be given to the implementation of a strategy on how to increase the capacity of
9 Member States and industry to carry out analysis of alternatives and consequent successful
10 substitution of hazardous substances. Also substances in articles will be addressed at the national
11 enforcement level through a dedicated Forum pilot project.

12 Finally, monitoring substances that are inquired, newly registered, or notified for PPORD will provide
13 indications whether less hazardous substances are entering the market. Additionally, information
14 regarding renewable, recovered or recycled materials will become available, thus supporting policy
15 goals for the circular economy and the non-toxic environment.

16

17 ***3. Address the scientific challenges by serving as a hub for building scientific*** 18 ***and regulatory capacity of Member States, European institutions and other*** 19 ***actors***

20 ECHA will continue building up a systematic approach for further developing the scientific capacity
21 in accordance with its science strategy defined in 2014, which outlined the areas that are most
22 important from the regulatory decision-making perspective.

23 ECHA will also prepare a plan to update all relevant guidance to the latest developments in
24 regulatory science. Special emphasis is put to guidance that can be used by industry and regulators
25 to improve the quality of decisions through evaluation decision-making and spontaneous updates
26 of registration dossiers. ECHA will use its expert group on endocrine disruptors to apply the criteria
27 to identify such substances under REACH and BPR, as described in the guidance to be published in
28 2017, and this way will gather experiences in implementing the criteria adopted by the Commission.

29 After the Commission's review of the REACH annexes relevant for nanomaterials, ECHA will finalise
30 its second review of its guidance for nanomaterials to be adopted after the registration deadline.
31 This guidance would eliminate any remaining uncertainty on how the safety of nanomaterials should
32 be addressed as part of REACH registration. ECHA will also focus on the improving its capacity to
33 assess the alternative methods to animal testing, leveraging its scientific expertise and data
34 management capabilities, and building on the report on applicability of the alternative methods to
35 be published in 2017.

36 Furthermore, ECHA will continue providing scientific advice to the Commission on how the REACH
37 data can be used in support of other legislation.

38

39 ***4. Embrace current and new legislative tasks efficiently and effectively, while*** 40 ***adapting to upcoming resource constraints***

41 To achieve the ambitious targets of the Work Programme, ECHA will continue to improve its
42 efficiency and effectiveness. Regarding implementation of the Biocidal Products Regulation (BPR),
43 ECHA will review the Union Authorisation process on the basis of experience gained in the first
44 years of implementation. The increase in application related workload for the Secretariat and the
45 Biocidal Product Committee will require monitoring and further efficiency measures.

46 In 2018, the Agency will implement the actions that follow the review of the architecture of its
47 many IT systems undertaken in 2017. This will include improving IT support for collaboration with
48 Member States authorities and Committee members.

1 ECHA will launch the second version of the European observatory for nanomaterials with enhanced
2 content for various audiences, and launch the preparations for the third phase which will complete
3 the set up phase of the observatory in 2019.

4 Depending on the outcomes of feasibility study launched in 2017 in cooperation with the
5 Commission, ECHA will start the development of a one-stop notification portal for the notifications
6 by companies of emergency health response to the national poison centres, in time for the first
7 deadline (01.01.2020).

8 Based on the measurements developed in 2014 and refined in 2017, ECHA will report on the
9 progress made in achieving its strategic objectives in the view of closing the 5 year multi-annual
10 planning period 2014-2018. It will also continue to monitor the evolution of its annual performance
11 indicators introduced for the first time in 2017.

12 Finally, ECHA will also adopt its new strategic plan 2019-2023, which should reflect also the
13 conclusions and recommendations of the REACH review and of the REFIT exercises undertaken by
14 the Commission on the EU chemicals legislation in 2017.

15

16 *NOTE:* The current work programme has been drawn to efficiently support a scenario in which
17 approximately 60 000 dossiers would be submitted to ECHA in 2018. Such workload will be
18 processed primarily through recruitment of interim staff and a very limited redeployment of staff
19 members in specific areas.

20 During 2017, ECHA will analyse and put in place organisational solutions and facilities to address
21 such baseline scenario.

22 Depending on the estimated inflow of dossiers – which will be closely monitored in 2017 also
23 through further market intelligence – and the actual volumes arriving, the actual scenario could
24 deviate more than a reasonable tolerance from the baseline scenario, ultimately requiring
25 adjustments and adaptations of the aforementioned solutions. In particular, in case of
26 underestimation, ECHA may have to resort to further redeployment of staff members, ultimately
27 affecting the targets currently set for the 2018 programme.

28

1. Operational activities

1.1 REACH and CLP dossier management and assessment

ECHA provides assistance and tools to companies in the elaboration and submission of their registration dossiers via its regulatory advice, guidance and communication activities. The Agency processes the dossiers and assigns registration numbers so that companies can manufacture, import or place their substances on the European market.

ECHA evaluates the substance identity, hazard, use and exposure information as well as testing proposals submitted by companies to verify compliance and hereby improve the safety information and thereby risk management of chemicals, and to support identification of candidates for regulatory risk management measures. The Member States evaluate substances in order to clarify whether a given substance may pose a risk to human health or the environment.

Enforcement of the REACH Regulation is the responsibility of the Member States. However, the Forum for Exchange of Information on Enforcement as a body of ECHA constitutes a network involving Member State enforcement authorities for the purpose of harmonising their approach to enforcement of REACH provisions.

1.1.1 Registration dossier preparation

Overview

It is more cost effective to support companies while they are preparing their dossiers rather than asking for updating the dossier after the initial submission. Therefore, ECHA provides structured IT tools as well as extensive advice and assistance to industry to support them in fulfilling their legal obligations.

To support companies in fulfilling their information requirements, the Agency provides guidance and contributes actively to the further development of test methods, including alternative test methods to animal testing, and the use of weight of evidence. ECHA also co-manages the development of the Organisation for Economic Cooperation and Development (OECD) Quantitative Structure-Activity Relationship (QSAR) Toolbox with the view of helping companies in providing robust scientific justifications for the use of alternative methods and grouping of chemicals.

The Agency provides IT systems for dossier preparation: IUCLID and ECHA Cloud Services for SMEs for preparing the registration dossier and Chesar, for carrying out the chemical safety assessment and preparing the chemical safety report and the exposure scenarios in the extended safety data sheets (SDS). Under international cooperation activities requested by the Commission, the submission formats and software, especially IUCLID, are developed in cooperation with the OECD to promote international harmonisation that may help companies to re-use their data under other regulatory regimes.

To facilitate the joint registration, which is a legal obligation, the Agency provides scientific advice to registrants on the identification of their substance and facilitates data-sharing by putting registrants in contact via the inquiry process. ECHA also decides on submitted data-sharing disputes and gives access to data when appropriate. In addition, continued sector approach allows for both, specific advice and better reach-out to relevant (SME) companies.

ECHA's communications activities will concentrate on expanding the network of multipliers to disseminate the information and support material developed under the REACH 2018 Roadmap as widely as possible. ECHA also informs key audiences in non-EU countries, in order to heighten their understanding of the EU chemicals safety regime and the information needs of EU duty holders.

The ECHA Secretariat supports the Forum to further strengthen and harmonise the effective enforcement of the data-sharing decisions in the EU/ European Economic Area (EEA) Member States.

1 ECHA's data-sharing decisions are appealable to the Board of Appeal and ECHA's legal defence is
2 provided by the Secretariat.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Helpdesk questions received ¹⁰	3 298	2 800	4 700
Inquiries concluded	1 235	1 700 ¹¹	1 900
Access to data older than 12 years	167	350	390
Data-sharing disputes	23	80	170
Decisions on data-sharing disputes	7	70	140
Appeals on data-sharing decisions	0	1	8

3

4 **Key objective**

5 Registrants, especially SMEs, have access to data, tools and guidance for preparing complete and
6 compliant dossiers.

7 **Main actions and outputs of 2018**

- 8
- 9 • Carry out the final phase of ECHA's REACH 2018 roadmap, which outlines ECHA's plans for
10 improving registration process, tools and support for the last registration deadline of phase-
11 in substances, in dialogue with industry stakeholders, Commission and national authorities
and specifically:
 - 12 • Continue coordinated communication activities via various networks (such as the REACH
13 Communicators' network), and using multiple communication channels (online, audio-
14 visual, documentation, events and social media) in order to remind chemical companies
15 of their REACH obligations and orient late comers towards the relevant support.
 - 16 • Publish the last phase of the Roadmap ('Keep your registration dossier up-to-date').
 - 17 • Support companies in fulfilling their registration obligations for the 2018 registration deadline,
18 and specifically:
 - 19 • Organise regular workshops on REACH for HelpNet correspondents and observers,
20 keeping them up to date with regulatory developments and agreeing on common
21 understanding on issues raised by registrants and other stakeholders.
 - 22 • Support national helpdesks with *ad hoc* training and information sharing so that they can
23 support registrants in their own language.
 - 24 • Reply to an increasing number of regulatory questions from registrants in relation to the
25 registration deadline. The topics will be on registration obligations (due to tonnage band,

¹⁰ Regulatory and non-regulatory questions related to dossier preparation only.

¹¹ After May 2017 it is no longer possible to submit late pre-registrations. If the current trend observed in the number of late pre-registrations received (12.000 late pre-registrations/year) continues, the number of inquiries is likely to increase dramatically.

- 1 possible exemptions); data and cost sharing, and joint submission obligations.
- 2 • Be prepared to tackle unexpected generic issues of broad impact in a coordinated manner
3 by means of the Directors' Contact Group (DCG).
- 4 • Continue the maintenance of IUCLID through various releases and support to users,
5 particularly 2018 registrants.
- 6 • Provide cloud services to SMEs to enable them to manage their data and prepare their
7 IUCLID dossiers directly online on an ECHA hosted and supported platform so that they
8 can focus their resources on data requirements matters rather than IT tools management.
- 9 • Continue the progressive maintenance of ECHA's chemical safety assessment and
10 reporting tool (Chesar) through various releases including support and training to users.
11 Support to sectors on provision of inputs to chemical safety assessment in Chesar
12 importable formats.
- 13 • Work on exposure assessment tools as foreseen in the strategy developed in 2016-2017.
- 14 • Promote the implementation of the CSR/ES Roadmap products to improve the CSAs and
15 ES particularly the uptake of the use maps as an input to the registration dossiers for
16 new registrants and updates, and make them available to their users, not least small and
17 medium-sized companies, as part of ECHA's Downstream User Communications Strategy,
18 in user and reader-friendly formats.
- 19 • Continue promoting appropriate use of alternative methods to animal testing by i.a.:
- 20 ○ Continue to promote QSAR Toolbox and support the users by organising training
21 and providing additional materials
- 22 ○ Promote the QSAR Assessment Framework (QAF) and Read-Across Assessment
23 Framework (RAAF).
- 24 ○ Communicate on the outcome of the report on alternatives to animal testing and
25 recommendations to registrants.
- 26 • Cooperate with industry sectors on continual improvement of registration dossiers.
- 27 • ECHA will also finalise its second review of its guidance for nanomaterials to be adopted
28 after the registration deadline
- 29 • SIEF management
- 30 • Support SIEFs in improving consistency in substance sameness with the Substance Identity
31 adaptation service.
- 32 • Manage the expected high number of data-sharing disputes arising from the reinforcement
33 of the One Substance One Registration (OSOR) principle in REACH-IT to ensure that SIEF
34 members can get access to the joint submission. Provision of support and advice in this
35 context.
- 36 • As the obligation to inquire exists also after the registration deadline, process the expected
37 high number of inquiries, and thus provide swift access to the market for companies.

Performance indicators¹²	2016 actual	2017 estimate	2018 target
Percentage of inquiries concluded within the target timeframe (20 working days)	95%	80%	80%
(NEW)Effective working time of ECHA staff used per inquiry concluded	NA	1.8 – 2 person days	1.8 – 2 person days
(NEW)Percentage of received data sharing disputes handled within relevant timeframes ¹³	NA	100%	80%
(NEW)Effective working time of ECHA staff used per data sharing decision	NA	16 – 18 person days	16 – 18 person days
(NEW)Percentage of ECHA Helpdesk questions related to dossier preparation, answered within established timeframe (15 working days)	NA	90%	90%

1

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	13 443 371	12 330 283	12 534 315
Human resources (FTE)	45	49	48

2

3 **1.1.2 Registration and dossier submission**

4 **Overview**

5 The Agency processes registration dossiers, requests for temporary exemption of registration
6 obligations (Product and Process Oriented Research and Development PPORD), notifications by
7 producers and importers of substances of very high concern contained in articles and reports
8 submitted by downstream users.

9 Before assigning the registration number, the Agency verifies the completeness of the information
10 and the payment of the registration fee in order to ensure that all the elements required are
11 included in the dossier and are meaningful. Once the registration decision has been adopted, the
12 Agency verifies whether confidentiality requests introduced by the registrants in their dossiers are
13 justified. It also checks the correctness of reductions granted to SMEs and of the level of fees paid
14 to ECHA, and in case of abuse, may revoke the registration decision.

15 The Agency assesses the PPORD notifications and may set conditions where it matters for safe use,
16 after consultation with the member states competent authorities.

17 ECHA's registration decisions can be appealed and ECHA's legal defence is submitted to the Board
18 of Appeal by the Secretariat.

¹² For new proposed indicators the values for 2015 and 2016 are not available (NA);

¹³ Disputes for non-phase-in substances have a legal deadline of 1 month while disputes for phase-in substance do not have a legal deadline (only internal deadline of 40 working days)

- 1 To support the submission and processing of the dossiers, the Agency develops the REACH-IT
 2 system which also provides a secure communication channel between all involved parties.
 3 The ECHA Secretariat supports the Forum to further strengthen and harmonise the effective

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Registration dossiers received (including updates)	11 357	13 000	59 500
Confidentiality requests processed	187	540	3 290
PPORD notifications received (including requests for extension)	212	300	300
Helpdesk questions received ¹⁴	2 292	2 000	6 600
Decisions on completeness check (negative)	89	260	1 200
Decisions on confidentiality requests (negative)	24	65	340
Decisions on PPORD notifications	44	50	50
Appeals submitted ¹⁵	2	2	10

4

5 Key objective

6 ECHA processes registrations in an efficient manner to ensure that companies get swift access to
 7 the market, while ensuring that their registration dossiers are complete (“no data, no market”).

8 Main actions and outputs of 2018

- 9 • Manage successfully the registration deadline of 31 May 2018:
- 10 • Monitor, in cooperation with the stakeholders, the overall progress of REACH 2018
 11 registrations.
 - 12 • Process a high number of registrations (preliminary estimates: up to ca. 60.000) within
 13 the 3-month legal timeframe.
 - 14 • Perform completeness checks of the dossiers received, including a manual check where
 15 necessary, and provide advice as needed on how to complete the dossier.
 - 16 • Open phone services to the registrants who need specific support with their registration
 17 dossier submission.
 - 18 • Deploy resources as needed - including flexible redeployment - in order to react
 19 promptly to any potential issues that might endanger the registration.
 - 20 • Initiate significant number of confidentiality assessments with the purpose of

¹⁴ Regulatory and non-regulatory questions related to dossier submission only.

¹⁵ Calculated as a percentage of negative decisions, where the percentage is based on the historical data of actual negative decisions appealed against in 2011-2015

1 concluding on all confidentiality requests present in 2018 registrations during 2020.

- 2 • As part of implementing ECHA's regulatory strategy, and depending on the resources needed
3 to handle the peak of registrations:
- 4 • Continue to carry out retrospective completeness checks of registration dossiers
5 submitted prior to the entry into force of the enhanced completeness check in June
6 2016, to ensure a level playing field among registrants and to ensure the availability
7 of key information in the registration database as input for subsequent regulatory
8 processes
- 9 • Continue to stimulate dossier updates through the publication of the list of substances
10 to be potentially addressed under compliance check, targeted letter campaigns e.g. to
11 inform registrants that their dossiers may be targeted for dossier evaluation, verify
12 the intermediate status of substances of very high concern, and other measures so
13 that the quality of registration information is further enhanced.
- 14 • Prepare and decide on the initiation of Forum pilot projects on intermediates and on
15 registration of monomers
- 16 • Identify and remove duplicates for registrations submitted with different substance
17 identifiers for the same substance, and promote the consistency of substance sameness
18 within joint registrations in general.
- 19 • Analyse inquiries, new registrations and PPORDs with the aim to track substitution,
20 renewables and recycled or recovered materials with a view to provide information
21 relevant to policies on circular economy and the non-toxic environment.
- 22

Performance indicators^{16 17}	2016 actual	2017 estimate	2018 target
Level of satisfaction of interested parties with dossier submission and dissemination activities of ECHA	High	High	High
(NEW)Unplanned IT system downtime preventing submission within service hours (average of related IT systems, per month)	NA	2%	2%
(NEW)Average time (working days) to manually perform the first completeness check of a registration dossier	NA	15 days	15 days
(NEW)Effective working time of ECHA staff used per processed registration dossier (incl. updates)	NA	0.6 – 0.65 person days	0.55 – 0.6 person days

¹⁶ To measure ECHA's performance as perceived by its internal and external stakeholders and to assess their satisfaction with ECHA's services the Agency conducts a survey at the end of each year. The stakeholder survey is sent out in several parts addressing different groups of customers and different types of ECHA's activities. The average of the results for all satisfaction questions (e.g. How satisfied are you with...?) for a given activity constitute the annual satisfaction rate per activity which then constitutes the result of each performance indicator related to satisfaction level. A high satisfaction rate is reached when satisfaction is 75% or higher, a medium satisfaction rate is reached when it is 50% or higher and a low rate is given when the result is below 50%. This methodology applies to all performance indicators measuring satisfaction throughout the Work Programme 2017

¹⁷ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

(NEW)Percentage of ECHA Helpdesk questions related to dossier submission and substance identity, answered within established timeframe (15 working days).	NA	90%	90%
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1

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	9 856 308	9 564 452	12 767 180
Human resources (FTE)	39	42	54

2

3 1.1.3 Evaluation

4 Overview

5 Once the substances are registered ECHA conducts compliance checks on a proportion of
6 registration dossiers to examine whether they are in compliance with the information requirements
7 of the REACH Regulation. Moreover, testing proposals included in the registration dossiers are
8 examined to make sure that the generation of information on a given substance is tailored to real
9 information needs and that unnecessary animal testing is avoided. After the final decision, follow-
10 up evaluation continues to assess the adequacy of the submitted information in response to ECHA
11 dossier evaluation decisions and to flag substances for further action.

12 ECHA coordinates and supports the substance evaluation which is performed by the Member State
13 competent authorities (MSCAs) to clarify potential concerns, and involves an assessment of all
14 available information. It may also lead to requests for further information from registrants, if
15 appropriate. The starting point for substance evaluation is the annually updated Community rolling
16 action plan (CoRAP) for substances subject to substance evaluation.

17 ECHA Member State Committee (MSC) participates in the evaluation decision-making on cases
18 where MSCAs or, in case of substance evaluation, the ECHA Secretariat have proposed amendments
19 to draft decisions prepared either by the ECHA Secretariat or a MSCA. The ECHA Secretariat
20 supports the MSC to ensure high efficiency and quality of outputs. The ECHA Secretariat supports
21 the Forum to further strengthen and harmonise the effective enforcement of the evaluation
22 decisions in the EU/EEA Member States.

23 ECHA's dossier evaluation and substance evaluation decisions can be appealed and ECHA's legal
24 defence is submitted to the Board of Appeal by the Secretariat.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Draft decisions on testing proposals	133	70	145
Final decisions on testing proposals	116	150	105
Compliance checks concluded	176	220	200
Final decisions on compliance checks	132	180	180
Follow-up evaluations on dossier evaluation decisions concluded	355	330	330

Number of substances on the CoRAP list to be evaluated by the MSs	39	25	40
Final decisions on substance evaluation	27	30	30
Appeals submitted	8	23	18
Helpdesk questions received ¹⁸	801	750	500

1

2 Key objective

3 ECHA identifies and addresses, in an efficient manner, non-compliant registrations for substances
 4 where it matters most for risk management. ECHA identifies and addresses, in an efficient manner,
 5 substances where additional information may be needed to clarify concerns of importance for risk
 6 management.

7 Main actions and outputs of 2018

- 8 • As part of implementing ECHA's regulatory strategy and in coordination with other activities,
 9 continue compliance checks addressing relevant higher tier hazard endpoints for substances
 10 of potential concern over 1000 tn dossiers and 100-1000 tn dossiers. The selection of
 11 dossiers for compliance check will continue to be based on the common screening that also
 12 serves substance evaluation and regulatory risk management.
- 13 • With the aim to accelerate closing data gaps on priority substances and endpoints, and
 14 building on the experience gained in 2017, continue addressing selected groups of priority
 15 substances using read-across or grouping approaches also through other means than
 16 compliance check, including informal interaction with registrants or sector groups and
 17 working in collaboration with Member States competent authorities.
- 18 • Establish a plan for compliance checks for years 2019-2020.
- 19 • Continue providing improved visibility to content and outcome of compliance checks through
 20 the dissemination platform and the annual Evaluation Report (Article 54).
- 21 • Examine any testing proposals within the set legal deadlines, giving priority to non-phase-
 22 in testing proposals and to the resubmitted 2010 testing proposals for reproduction toxicity.
- 23 • Plan the examination of testing proposals included in the registration dossiers from the 2018
 24 deadline.
- 25 • Examine any information submitted in consequence of ECHA's dossier evaluation decisions
 26 and communicate to the Commission and Member States the information obtained and any
 27 conclusions made as well as inform the concerned national authorities in case no or not
 28 sufficient information is submitted. Where appropriate, draft follow-up decisions. Ensure
 29 that the information obtained and any conclusions made are fed back into screening and
 30 regulatory risk management processes.
- 31 • Ensure, together with Member States, that substance evaluation contributes in an effective
 32 and efficient manner to the implementation of the integrated regulatory strategy and
 33 supports the regulatory risk management processes. This entails the effective interplay with

¹⁸ Regulatory and non-regulatory questions related to evaluation only.

1 dossier evaluation and risk management processes in the annual CoRAP updating and
 2 ECHA's seamless coordination of and support to substance evaluation decision-making and
 3 conclusion.

4 • Continue addressing the lack of information on the safe use of substances in nanoforms
 5 under both dossier and substance evaluation.

6 • Provide useful regulatory advice to registrants and other interested parties on information
 7 requirements, and dossier and substance evaluation processes.

8 • Prepare and publish ECHA's annual Evaluation Report with recommendations to registrants

Performance indicators¹⁹	2016 actual	2017 estimate	2018 target
Level of satisfaction of MSCAs with ECHA's coordination and support to substance evaluation.	High	High	High
Level of satisfaction of MSC members and stakeholder observers with the quality of the scientific, technical and regulatory support provided by the ECHA Secretariat	High	High	High
Percentage of unanimous MSC agreements on evaluation decisions	99%	80%	80%
Percentage of concluded Compliance checks (draft decision sent or closed with no action) addressing the relevant higher tier hazard endpoint as portion of all concluded compliance checks in a year	94%	≥75%	≥75%
(NEW)Effective working time of ECHA staff used per final dossier evaluation output	NA	25 – 28 person days	25 – 28 person days
(NEW)Percentage of Follow-up evaluations performed within 6 months from the deadline set in a Decision (TPE and CCH)	NA	90%	90%
(NEW)Percentage of substance evaluation decisions adopted within 60 days from the MSCA/MSA agreement	NA	90%	90%
(NEW)Percentage of ECHA Helpdesk questions related to evaluation, answered within established timeframe (15 working days)	NA	90%	90%

9

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	18 503 168	17 874 662	19 541 601
Human resources (FTE)	106	106	106

¹⁹ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1.1.4 Communication of risk management advice through the supply chain

Overview

ECHA supports registrants and downstream users in the development (and application) of tools and communication processes to ensure that meaningful information on uses and conditions of safe use is communicated up and down the supply chain. Support is provided through regulatory advice, HelpNet, communications and guidance activities as well as the Exchange Network on Exposure Scenarios (ENES). This activity corresponds to the commitments of ECHA under the Chemical safety report / Exposure scenarios Roadmap (CSR/ES Roadmap²⁰). It also links with ECHA's actions related to Registration dossier preparation (Activity 1.1.1) as the communication up the supply chain has a direct impact on the fulfilment of the information requirements.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of events organised with industry to improve the uptake of Roadmap products	5	5	5
Helpdesk questions received ²¹	173	200	550

Key objective

ECHA facilitates the generation and communication of information on uses, exposure and risk management up and down the supply chain so that an effective cycle of information to manage risks from chemicals is created.

Main actions and outputs of 2018

- Provide useful regulatory advice to stakeholders in relation to communication in the supply chain, downstream users, safety data sheets and exposure scenario, amongst other.
- Make the products emanating from the work of the ENES in accordance with the CSR/ES Roadmap publicly available to their users, in particular to small and medium-sized companies, in user and reader-friendly formats, in line with ECHA's Downstream User Communications Strategy.

Performance indicators ²²	2016 actual	2017 estimate	2018 target
Level of satisfaction of the interested parties with the quality of the support provided by the ECHA secretariat in the area of supply chain communication	High	High	High
(NEW)Percentage of ECHA Helpdesk questions related to communication of risk management advice through the supply chain, answered within established timeframe (15 working days)	NA	90%	90%

²⁰ [CSR/ES Roadmap](#) link

²¹ Regulatory and non-regulatory questions related to communication of risk management advice through the supply chain only.

²² New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	3 098 187	3 036 807	2 930 964
Human resources (FTE)	15	16	16

1

2 **1.2 Risk management**

3 ECHA supports the implementation of the restrictions and authorisation titles under REACH. The
 4 authorisation procedure aims to assure that the risks from substances of very high concern (SVHCs)
 5 are properly controlled and that these substances are progressively replaced by suitable
 6 alternatives while ensuring the functioning of the EU's internal market. Restrictions are designed
 7 to address unacceptable risks from chemicals at the EU level. They limit or ban the manufacture,
 8 placing on the market or use of certain substances within the EU. ECHA provides, through its
 9 Committees for Risk Assessment (RAC) and Socio-economic Analysis (SEAC), opinions for the
 10 European Commission on authorisation applications and on proposals for restrictions.

11 The CLP Regulation ensures that the hazards presented by chemicals are clearly communicated to
 12 workers and consumers in the EU through classification and labelling of chemicals. ECHA provides,
 13 through RAC, opinions for the European Commission on proposals for harmonised classification and
 14 labelling of substances. ECHA maintains a Classification and Labelling Inventory and manages the
 15 process with regard to harmonised classifications. It also decides on alternative name requests
 16 where a company wishes to keep the real name of a substance used in a mixture confidential.

17 ECHA keeps duty holders and national helpdesks updated on developments via its communications,
 18 regulatory advice, HelpNet and guidance activities.

19 ECHA will continue its contacts with peer agencies in Australia, Canada, Japan and the United States
 20 of America to exchange knowledge and experience particularly on risk identification and risk
 21 management topics.

22

23 **1.2.1 Identifying needs for Regulatory Risk Management**

24 **Overview**

25 ECHA's strategic objective 2 calls for intelligent use of REACH and CLP data to ensure that
 26 authorities are able to timely and efficiently address the substances of highest concern. To this end,
 27 ECHA implements common screening approaches for all REACH and CLP processes, including
 28 evaluation, to identify the substances and uses that matter the most. These processes should
 29 eventually as well enable the identification of substances that have no or low priority for further
 30 regulatory action.

31 The risk management option analysis (RMOA) framework supports selection of the most appropriate
 32 regulatory risk management instrument(s) to address the identified concerns. In line with the
 33 intentions of the SVHC roadmap to 2020 the common screening approaches and RMOA together
 34 aim to ensure an efficient and integrated use of the REACH and CLP processes for clarifying, by
 35 further data generation where needed, and addressing the identified concerns.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Upon request by the Commission, support provided for the development of RMO analyses and/or SVHC dossiers	0	5	5

Number of expert and coordination meetings (incl RiME)	8	9	9
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1

2 **Key objective**

3 Early identification and improved prioritisation of substances with highest concerns of importance
4 for risk management, is provided, and the preferred REACH or CLP or other regulatory process to
5 confirm and address the identified concerns is indicated.

6 **Main actions and outputs of 2018**

- 7 • The common screening is adapted to allow the newly registered substances to be directed
8 to the relevant REACH and CLP processes. The new registration data will be used to complete
9 the picture of the chemicals universe. Grouping of substances at the screening phase will be
10 used to allow more holistic and effective assessment and processing of substances that
11 matter throughout the regulatory steps.
- 12 • The identification of the needs for the regulatory risk management will make full use of the
13 further information generated by CCH and SEv. This is enhanced by further aligning the
14 screening, RMOA and evaluation processes. Integration of the risk management thinking to
15 screening and evaluation processes will help optimising the number and sequence of the
16 regulatory steps. Early RMOA is also used to increase transparency of foreseen regulatory
17 actions as well as conclusions to not take further action.
- 18 • Continue coordinating and providing support to Member States in preparing RMOAs and
19 develop them upon request by the Commission.
- 20 • The ED identification guidance developed in 2017 to support the use of the ED criteria is
21 foreseen to accelerate the informal assessment process. Therefore, the ED Expert Group will
22 need to increase its capacity to support this phase. Guidance development will continue to
23 address more detailed guidance needs identified during the work done in 2017.
- 24 • PBT assessment work is stable and supported by the guidance updated in 2017 and the new
25 insights on how to use a wide range of (eco)toxicological information.
- 26 • REACH data and compliance with REACH obligations can significantly contribute to the
27 implementation of circular economy. To this end, ECHA will continue to develop article
28 service-life exposure assessment approaches and to support industry in improving service-
29 life parts of their CSA/ESs. Furthermore, together with the Commission, ECHA will explore
30 how to improve interfaces between REACH and other legislation to support the circular
31 economy and non-toxic environment objectives.
- 32 • The fourth SVHC roadmap progress report (March 2018) will include a review of the
33 implementation. The outcome of the review will be used to adapt the work during 2018-
34 2020, where necessary, as well as to initiate discussion on the concrete follow up after 2020.
- 35 • Based on the review carried out in 2017, the necessary changes to the co-ordination and
36 co-operation structure will be implemented. Maintain high level of efforts for co-operation
37 and co-ordination with all authorities of the work on SVHC roadmap implementation and
38 beyond.
- 39 • Continue to have up to date information on ECHA's website on screening and assessments
40 providing industry better predictability on which substances will be under authorities'
41 attention and consequently more time to plan for substitution and improving safety.

Performance indicators²³	2016 actual	2017 estimate	2018 target
Level of satisfaction of Commission, MSCAs, ECHA Committees, industry, NGOs and other interested parties with the quality of the scientific, technical and administrative support provided by the ECHA Secretariat	High	High	High
(NEW) Effective working time of ECHA staff used per SVHC dossier	NA	38 – 47 person days	38 – 47 person days

1

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	2 926 922	3 143 386	3 132 460
Human resources (FTE)	18	16	16

2

3 1.2.2 Authorisation

4 Overview

5 ECHA regularly updates the Candidate List of substances of very high concern (SVHCs) based on
6 the proposals for identifying SVHCs provided by Member States or by ECHA, based on requests by
7 the Commission. Where necessary, the identification of SVHCs includes agreement seeking in MSC.

8 Using an agreed prioritisation approach, ECHA assesses annually the priority scores for all the
9 substances included on the Candidate List to decide which ones should be recommended for
10 inclusion in the Authorisation List as a priority, taking into account the opinion of the MSC.

11 The ECHA Secretariat supports RAC and SEAC, and in particular their rapporteurs, to develop high
12 quality opinions on applications for authorisation in a transparent and efficient manner that can
13 effectively support the Commission's decision-making on granting or refusing an authorisation.

14 ECHA actively promotes the participation of third parties in the consultation process for each
15 application for authorisation to make sure that appropriate information on alternative substances
16 or techniques, if available, will be fed into the opinion-making process.

17 ECHA provides support particularly to potential applicants by providing regulatory advice and by
18 engaging the national REACH helpdesks as well as its communications.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of proposals for identifying SVHCs ²⁴	10	15	20

²³ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

²⁴ The expected number of proposals for identification of SVHCs stems from the extrapolation of yearly consultation with the Member States Competent Authorities on their plans for developing such dossiers and adjusted by intelligence from the processes

Recommendation for inclusion of substances in the authorisation list.	1	0 ²⁵	1
Number of received Applications for authorisation (number of uses)	112	5	15
RAC & SEAC opinions ¹⁾ on applications for authorisation	63	40	11
Helpdesk questions received ²⁶	843	650	500

¹⁾ One opinion refers to a compiled version of the final opinions of RAC and SEAC for each use

2

3 Key objective

4 ECHA efficiently produces updates of the Candidate List, recommendations for inclusion of
5 substances in the Authorisation List and opinions on authorisation applications of high scientific,
6 technical and regulatory quality.

7 Main actions and outputs of 2018

- 8 • Process a potentially increasing number of SVHC dossiers that more often relate to PBTs,
9 EDs or other substances of equivalent concern and hence require specific effort and
10 involvement from the respective expert groups and from the MSC.
- 11 • Provide a well-founded Annex XIV recommendation, which takes into account the
12 effectiveness of the whole authorisation process.
- 13 • Available approaches to identify and address concerns related to the presence of substances
14 in articles are not as developed as those related to substances on their own and in mixtures.
15 Furthermore, the implementation of the circular economy and toxic-free environment
16 targets require better information, enhanced communication and further regulatory
17 measures on substances in articles. To bridge these gaps in the knowledge and methods
18 ECHA continues, together with the Commission, Member States and stakeholders i) to
19 develop the exposure assessment methods of substances in articles during their service-life
20 and waste stage, ii) to explore effective ways to identify the relevant substances, in
21 particular, in the imported articles, iii) to investigate how to support the development and
22 wider implementation of communication tools and, iv) where needed, to trigger relevant
23 regulatory actions.
- 24 • Continue to raise awareness on the obligation for industry to communicate in the supply
25 chains on the presence of SVHCs in articles and the need to notify information to ECHA
- 26 • The opinions on the first Review Reports will be adopted by ECHA's scientific committees
27 (RAC and SEAC). This experience will allow ECHA to establish how helpful the "bottom-up"
28 information from the downstream users on their use of SVHCs has been, based on Article
29 66 of REACH. Corrective action, as necessary, will be taken based on that experience.
- 30 • ECHA will continue to provide timely support applicants and authorisation holders through
31 pre-submission information sessions, possible new versions of the Practical Guide, updated

²⁵ Due to the 15-16 months planning cycle for the development of the Annex XIV recommendation the 8th recommendation will be sent to the Commission only in January 2018. Work to prepare this recommendation takes place during 2017 and has already started in 2016.

²⁶ Regulatory and non-regulatory questions related to authorisation only.

- 1 application formats, “reference” DNELs and dose-response relationships of substances.
- 2 • ECHA’s Application Teams will support the rapporteurs and the committees in the
3 preparation of opinions of “fit-for-purpose” sufficient quality and consistency to meet the
4 expectations of the Commission, Member States and stakeholders.
- 5 • ECHA will continue to support the Commission during the decision making of authorisations,
6 to support and learn from the national enforcement authorities in the enforcement of the
7 granted authorisations.
- 8 • ECHA will continue to improve and adapt the communication through its web to facilitate
9 the preparation and processing of “fit-for-purpose” applications for authorisation, especially
10 for reviews of initial authorisations
- 11 • Implementation of ECHA’s strategy on how to increase the capacity of Member States and
12 industry to carry out analysis of alternatives and consequent successful substitution of
13 hazardous substances. This is likely to comprise of the establishment of a network among
14 Member States on analysis of alternatives and substitution.
- 15 • Further development of analysis of alternatives activities under the Network of REACH SEA
16 and Analysis of Alternatives Practitioners (NeRSAP) including holding one or two meetings
17 to improve the knowledge and skills of European applied economists providing analysis in
18 industry on applications for authorisation or regulatory settings for restrictions.
- 19 • Continue to provide timely support to ECHA’s Scientific Committee through notes on
20 methodological questions, including socio-economic issues.
- 21 • Draw conclusions from the feasibility study on different systems in place for tracking of
22 chemicals from article production and import through the service-life until waste and
23 recovery.
- 24 • Prepare a report from a Forum pilot project on substances in articles

Performance indicators²⁷	2016 actual	2017 estimate	2018 target
Level of satisfaction of Commission, MSCAs, ECHA Committees, industry, NGOs and other interested parties with the quality of the scientific, technical and administrative support provided by the ECHA Secretariat	High	High	High
(NEW)Average time to deliver an opinion on an application for authorisation	NA	13 months	13 months
(NEW)Effective working time of ECHA staff used per authorisation opinion	NA	38 – 46 person days	38 – 46 person days

25

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	5 715 551	5 544 310	4 076 676
Human resources (FTE)	35	31	21

²⁷ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1.2.3 Restrictions

Overview

Following the European Commission's requests, ECHA prepares Annex XV restriction dossiers, reviews existing Annex XVII entries and investigates the need to prepare a restriction proposal.

The ECHA Secretariat provides scientific, technical and administrative support to RAC and SEAC and their rapporteurs for the development of opinions on the restriction proposals by Member States or ECHA. In parallel, the Forum provides advice on the enforceability of these proposed restrictions.

Article 69(2) of REACH requires ECHA to prepare restriction dossiers for articles that include substances that are on the Authorisation List and pose a risk that is not adequately controlled.

ECHA supports Member State enforcement authorities and helpdesks, and continues to improve the accessibility and readability of the table on its website containing the list of restrictions in Annex XVII. In addition, ECHA answers questions relating to interpretation and enforcement of the restrictions.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Restriction proposals submitted by MS and ECHA (Annex XV)	2	6	8
Annex XV restriction dossiers (or preparatory reports) prepared on request by the Commission	1	5 ²⁸	4
Restriction proposals or reports developed under Article 69(2)	2	1	1
RAC & SEAC opinions ¹⁾ on restriction proposals	2	4	8
Helpdesk questions received ²⁹	847	600	500

¹⁾ One opinion includes both the opinion of RAC and SEAC

Key objective

ECHA produces high quality Annex XV restriction proposals or reports and efficiently produces opinions of high scientific, technical and regulatory quality on restriction proposals.

Main actions and outputs of 2018

- Provision of support to the Member States during their preparation of restriction dossiers, e.g. in Pre-Restriction Information Meetings, a restriction workshop with Member States and restriction surgeries back-to-back with RiME.
- Support further development of methodologies for risk to impact assessment work (including estimations related to man via environment) and work on improved guidance for MS and Committees on analysis of alternatives.

²⁸ Commission request to prepare an Annex XV restriction dossier on i) lead in shot in wetlands, ii) chemicals used in tattoo inks and in addition prepare preliminary reports on a) substances in recycled rubber granules, b) Bisphenol S in thermal paper and c) cadmium in recycled plastics (preparation for a review). More details in <http://echa.europa.eu/addressing-chemicals-of-concern/restriction/echas-activities-on-restrictions/current-activities-on-restrictions>. Additional requests are possible for 2017.

²⁹ Regulatory and non-regulatory questions related to restrictions only.

- 1 • Further development and implementation of a capacity building programme for Member
2 States and members of the RAC/SEAC on regulatory impact assessment, in particular
3 methods used in socio-economic analysis.
- 4 • Continued improvement of the efficiency and effectiveness of the restriction process through
5 implementation of the Restriction Efficiency Task Force recommendations, monitoring of
6 efficiency and identification of potential new recommendations
- 7 • Continued support to the Commission, stakeholders and enforcement authorities to clarify
8 the existing restriction entries by developing Q&As.
- 9 • Further develop methodologies related to socio-economic analysis in particular in the context
10 of the OECD. This comprises both the valuation of health and environmental endpoints and
11 learning lessons from regulatory risk management cases in different OECD member
12 countries.
- 13 • Review any lessons learnt from the Forum’s fifth coordinated enforcement project on
14 restrictions (REF-5) and integrate any resulting advice in the relevant guidance (e.g.
15 Annex XV reporting format).

Performance indicators³⁰	2016 actual	2017 estimate	2018 target
Level of satisfaction of Commission, MSCAs, ECHA Committees, industry, NGOs and other interested parties with the quality of the scientific, technical and administrative support provided by the ECHA Secretariat	High	High	High
(NEW)Average time to deliver an opinion on a Restriction proposal	NA	15 months	15 months
(NEW)Effective working time of ECHA staff used per restrictions opinion	NA	200 – 255 person days	200 – 255 person days

16

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	3 306 157	3 454 427	3 706 450
Human resources (FTE)	17	17	19

17

18 **1.2.4 Classification and Labelling**

19 **Overview**

20 The classification of carcinogenic, mutagenic and reprotoxic (CMR) substances, as well as for
21 respiratory sensitisers, is normally harmonised at EU level. ECHA supports this process and
22 develops opinions of its Committee for Risk Assessment (RAC) on the proposals submitted by the
23 Member States.

24 ECHA maintains a database of all notifications of substances in the C&L Inventory.

³⁰ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1 In certain cases, manufacturers, importers and downstream users can request the use of an
 2 alternative chemical name to keep the precise name of certain ingredients in their mixtures
 3 confidential.

4 ECHA provides support to duty holders and national helpdesks via its support activities, including a
 5 CLP HelpNet workshop.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Proposals for harmonised classification and labelling	45	70	75
RAC opinions on proposals for harmonised classification and labelling	35	40	80
Alternative name requests	33	50	50
Helpdesk questions received ³¹	261	250	800

6

7 **Key objective**

8 ECHA efficiently produces opinions of high scientific, technical and regulatory quality on proposals
 9 for harmonised classification and promotes the harmonisation of self-classifications included in the
 10 CLP inventory.

11 **Main actions and outputs of 2018**

- 12
- 13 • The total number of incoming CLH dossiers is expected to increase as a result of joint
 14 Commission, EFSA and ECHA efforts to encourage timely submission of dossiers for
 15 pesticides. Furthermore, the increased integration of CLH to REACH work, in particular
 16 common screening and evaluation processes, will result in more proposals on industrial
 chemicals.
 - 17 • ECHA, together with the Commission and EFSA, will work further to reduce overlapping work
 18 for PPP/BP/CLH processes in MSCAs, committees and agencies. This will include support to
 19 the use of integrated assessment templates to reduce the workload of dossier submitters,
 20 increase efficiency of the processes as well as clarity of the outcome.
 - 21 • CLP guidance is updated, as necessary, to reflect changes in information requirement as
 22 well as guidance updates for other purposes. Guidance and templates developed to apply
 23 weight of evidence, including read across, will be in use for CLH to improve the quality of
 24 the CLH dossiers.
 - 25 • Continued monitoring of convergence of self-classifications; where appropriate focussed
 26 actions encouraging industry to agree on classifications and update notifications accordingly.
 27 2018 registrations will be used to reduce the obsolete notifications related to those
 28 substances.

³¹ Regulatory and non-regulatory questions related to classification and labelling only.

- 1 • Provide scientific and technical support to the European Commission in the context of the
2 further development of the United Nations Global Harmonised System of classification and
3 labelling of chemicals (UNGHS).
- 4 • Provide useful regulatory advice on self and harmonised classification, labelling and
5 packaging, including the request for alternative names and interaction with safety data
6 sheets obligations, including the work of selected GHS working groups, notably the
7 working group on the use of non-animal testing methods for classification
- 8 • Organise regular workshops on CLP for HelpNet correspondents and observers, keeping
9 them up to date on regulatory developments and agreeing on common understanding on
10 issues raised by notifiers and other stakeholders.
- 11 • Further develop tools and support to facilitate data provision by companies to national
12 poison centres under Art 45 of the CLP Regulation:
- 13 o Maintain and host the poison centre notification format and editor, the UFI generator
14 and maintain the product categorisation system in response to feedback from
15 stakeholders.
- 16 o Based on the results of the feasibility study to be undertaken in 2017 with the
17 Commission, start developing the one-stop notification portal that will enable
18 participating Member States to receive notifications from industry in the new format
19 and facilitate company notifications to multiple countries simultaneously
- 20 o Provide advice and support to companies to enable them to prepare for the
21 submission deadline of 1 January 2020
- 22 o Plan to investigate options to harvest data from poison centres to identify the need
23 for preventative action
- 24 • Carry out the Forum project on CLP (REF-6)
- 25 • Prepare a report from the Forum pilot project on CLP internet sales

Performance indicators³²	2016 actual	2017 estimate	2018 target
Level of satisfaction of Commission, MSCAs, ECHA Committees, industry, NGOs and other interested parties with the quality of the scientific, technical and administrative support provided by the ECHA Secretariat	High	High	High
(NEW)Average time to deliver an opinion on a CLH proposal	NA	10 months	10 months
(NEW)Effective working time of ECHA staff used per CLH opinion	NA	45 – 55 person days	45 – 55 person days
(NEW)Percentage of ECHA Helpdesk question related to C&L, answered within the established timeframe (15 working days)	NA	90%	90%

26

Resources	2016 actual	2017 estimate	2018 estimate

³² New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

Financial resources (costs, euros)	4 272 487	4 446 081	4 426 990
Human resources (FTE)	24	23	23

1

2 1.3 Biocides

3 The Biocidal Products Regulation (BPR) concerns the placing on the market and use of biocidal
4 active substances and products. These are typically used to protect humans, animals, materials or
5 articles against harmful organisms, like pests or bacteria, through the action of the active
6 substances contained in the biocidal product. ECHA delivers, via its Biocidal Products Committee
7 (BPC), opinions for the European Commission to support decision-making on biocidal active
8 substances and products. ECHA is not only coordinating the evaluation of active substances and
9 the Union wide authorisation of biocidal products but is also the central hub for all national and EU
10 applications, establishment of technical equivalence, assessment of applications for alternative
11 suppliers, resolution of data sharing disputes, dissemination, preparation of guidance, and
12 communication. ECHA keeps duty holders and national authorities abreast with developments via
13 its communications, Helpdesk and HelpNet activities.

14 Overview

15 ECHA provides support to the preparation of BPC opinions on active substances, Union
16 authorisations of biocidal product as well as on scientific or technical matters concerning mutual
17 recognition or at the request of the Commission or of Member States' competent authorities.

18 In addition, support is provided to the Biocidal Products Committee and its permanent and ad hoc
19 working groups for the harmonisation of risk assessment approaches and preparation of emission
20 scenario documents and guidance.

21 ECHA processes the applications for data sharing (inquiries and data sharing disputes) and assesses
22 the applications for technical equivalence and for inclusion in the Article 95 list.

23 Advice is provided to duty holders as well as information and training for national BPR helpdesks
24 via HelpNet.

25 ECHA supports the evaluations of the active substances and Union authorisation applications and
26 performs the public consultations defined in the biocides legislation and manages the participation
27 to the Review Programme and the Article 95 list.

28 In close collaboration with Member States and stakeholders ECHA works on the further development
29 of the IT tools (in particular the Register for Biocidal Products (R4BP) 3 and the Summary of Product
30 Characteristics (SPC) editor) in order to progress towards a more efficient and comprehensive
31 implementation of the biocides legislation.

32 Some of ECHA's decisions are appealable to the Board of Appeal and ECHA's legal defence is
33 provided by the Secretariat. Some decisions can only be challenged in the General Court where
34 ECHA's legal defence is also provided by the Secretariat.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Opinions on active substances approval (under the Review programme)	41	50	50
Biocides Inquiries received	56	50	50
Biocides Data sharing disputes	2	5	5

Applications for new active substance approval	39	8	28
Applications for renewal or review of active substances	0	2	11
Applications for Union authorisation for biocidal products	24	37	30
Applications for active substance suppliers (Article 95)	54	25	25
Assessment of technical equivalence	23	37	45
Submissions to Member States	1 368	3 000	3 000
Appeals submitted	4	3	1
Helpdesk questions received ³³	2 790	3 000	5 000

1

2 Key objective

3 ECHA produces decisions/opinions of high scientific, technical and regulatory quality on the use of
4 biocidal active substances and products.

5 Main actions and outputs of 2018

- 6
- 7 • Support the Member States Competent Authorities for the preparation of BPC opinions on active substances.
 - 8 • Support the Member States Competent Authorities for the preparation of BPC opinions on
 - 9 Union authorisation of biocidal products with a special emphasis on the efficiency of the
 - 10 opinion forming process and the coordination between Member States Competent
 - 11 Authorities dealing with related applications.
 - 12 • Start the identification of potential endocrine disruptors among the approved biocidal active
 - 13 substances, ensuring coordination with EFSA for substances that are also approved for use
 - 14 in plant protection products.
 - 15 • Organise a workshop with competent authorities to evaluate the impact of the measures put
 - 16 in place in 2016 to increase the efficiency of the active substance approval process and the
 - 17 Review Programme and consider further measures.
 - 18 • Further develop the Register for Biocidal Products (R4BP 3) and the SPC editor, in order to
 - 19 finalise the comprehensive implementation of the biocides legislation.
 - 20 • Publish updates to the Guidance on the Biocidal Products Regulation.
 - 21 • Re-develop the EUSES tool for the Biocides needs, with the aim that the final product will
 - 22 cover new emission estimation models for all product types.
 - 23 • Provide support to the BPR enforcement including the development of an IT tool for BPR

³³ Regulatory and non-regulatory questions related to Biocides only.

1 inspectors.

- 2 • Organise one workshop on BPR for HelpNet correspondents and observers, keeping them up
- 3 to date on regulatory developments and agreeing on common understanding on issues
- 4 raised by registrants, notifiers and other stakeholders.

Performance indicators³⁴	2016 actual	2017 estimate	2018 target
Level of satisfaction of the members of the BPC (inc. its Working Groups), Coordination Group, the Commission, MSCAs and industry with the quality of the scientific, technical and regulatory support provided.	High	High	High
(NEW)Unplanned IT system downtime preventing submission within service hours (average of related IT systems, per month)	NA	2%	2%
(NEW)Percentage of BPR inquiries concluded within the target timeframe (20 working days)	NA	80%	90%
(NEW)Percentage of received BPR data sharing disputes handled within 60 days	NA	100%	100%
(NEW)Average time to process an active substance dossier (from competent authority evaluation report to BPC opinion)	NA	9 months	9 months
(NEW)Effective working time of ECHA staff used per active substance opinion	NA	27 – 33 person days	27 – 33 person days
(NEW)Percentage of ECHA Helpdesk questions related to Biocides, answered within established timeframe (15 working days)	NA	80%	90%

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	8 207 359	10 358 000	12 247 590
Human resources (FTE)	50	59	65

7 1.4 PIC

8 ECHA contributes to the implementation of the Prior Informed Consent (PIC) Regulation, which
9 administers the export/import of certain hazardous chemicals to/from the EU.

10 Overview

11 ECHA is responsible for administrative and technical tasks. It develops and maintains the IT system
12 for receiving and administering the notifications. The Agency provides technical and scientific
13 guidance to industry, the designated national authorities (DNAs) both from the EU and from third
14 countries. Each year, the Agency publishes the summary report on actual volumes of exports and
15 imports at the Union level that have occurred in the previous year for substances listed in Annex I
16 of the PIC Regulation.

³⁴ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1 The Agency provides scientific and technical support to the Commission, as needed, in support of
 2 their management of the legislation and related activities at the Rotterdam convention, and with
 3 the agreement of the Commission, to the Designated National Authorities (DNAs) both from the EU
 4 and from third countries. Finally, ECHA also provides the secretariat for the Forum and supports it
 5 to further strengthen and harmonise the effective enforcement of the PIC regulation in the EU
 6 Member States.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Export notifications	9 733	8 900	10 700
Helpdesk questions received ³⁵	536	650	1 200
(NEW)Scientific and technical requests from the Commission, EU and non-EU DNAs	NA	2 200	2 800

7

8 **Key objective**

9 ECHA ensures effective management of the export and import notifications of hazardous chemicals
 10 listed in PIC Regulation so that European companies can trade these chemicals while respecting the
 11 shared responsibility for their safe use.

12 **Main actions and outputs of 2018**

- 13
- 14 • Process a continuously increasing number of notifications (25% vs. 12% estimated increase on a yearly basis).
 - 15 • Produce and publish the annual report on PIC exports and imports.
 - 16 • Support the Commission in establishing which chemicals to propose for inclusion in the PIC
 17 Regulation and which to notify to the Rotterdam Convention Secretariat.

Performance indicators³⁶	2016 actual	2017 estimate	2018 target
Percentage of export notifications processed within the legal timeframe	100%	100%	100%
Level of satisfaction with the quality of scientific, technical, and administrative support provided to the Commission, Member State DNAs and industry	High	High	High
(NEW)Average time to respond to a scientific and technical requests from stakeholders	NA	<15 days	<15 days

18

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	1 082 842	1 183 000	1 242 000
Human resources (FTE)	7	7	8

³⁵ Regulatory and non-regulatory questions related to PIC only.

³⁶ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1.5 Data management and dissemination

Tasks covered in this area include for the four legislations: data governance, data harmonisation, data architecture, data security, data warehousing and business intelligence, computational methods for data mining as well as data dissemination to stakeholders and public at large.

The Dissemination Portal provides, since early 2016, the world's largest public data base on the properties of industrial chemicals in a tiered format – with InfoCards for lay persons and more detailed information for experts drawn from a multitude of ECHA's data bases – and is expected to be attracting ever-increasing attention from interested readers.

Overview

Data management and dissemination is a distributed function in ECHA that comprises:

- Providing IT systems and support services to Member States Competent Authorities (so called Portal Dashboard for Competent Authorities, MSCAs IUCLID central database for REACH&CLP, MSCAs IUCLID central database for Biocides), to Enforcement Authorities (so called Portal Dashboard for Enforcement Authorities), and to the European Commission to facilitate their access to ECHA's databases on chemicals.
- Integration of data across different sources and processes according to an Enterprise Data Model and into a common Data Integration Platform used to support Dissemination, the Portals for Authorities, reporting as well as the regulatory processes performed in ECHA
- Data mining for dossiers and substance screening purposes in order to focus the evaluation and risk management processes.
- Analysis of data quality parameters on high volume registered dossiers and notifications.
- Performing specific data analysis upon request for ECHA's institutional partners.
- Developing ways to make data suitable for use in other applications such as OECD QSAR Toolbox, scientific software such as the QSAR modelling, or SDS generation software used by data holders.
- Developing ways to make data available to actors in support of increased safe use of chemicals and/or reduction in animal tests needed
- Providing case management tools to support the processing of regulatory or administrative files in the application of the legislations or the internal administrative practices.
- Publishing of information on properties and uses of chemicals on the ECHA website, complemented by information on whether the substance is under evaluation or subject to risk management action.
- Exploring the opportunities to link data that ECHA is holding to external, product based websites, thereby bringing data on chemicals more directly to the attention – and thereby use – of citizens

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of dossiers to be disseminated	5 494	13 000	56 000
Number of external requests for data	143	60	50

1 Key objective

2 Data submitted on chemicals, data generated by regulatory processes and external data sources is
3 securely accessible to support the regulatory tasks for REACH, CLP, Biocides and PIC, and non-
4 confidential data is freely accessible to the public and professional users in a user-friendly format.

5 Main actions and outputs of 2018

- 6 • Dissemination activities
- 7 ○ Registration information from the 2018 deadline published and linked to OECD
8 eChemPortal for maximising public availability of information on chemicals.
- 9 ○ Further integration of ECHA’s regulatory activities in the disseminated information,
10 including the display of the Life-cycle and scope of evaluation decisions
- 11 ○ Extend searches functionalities such as on substance uses and nanomaterials
- 12 ○ Enrich the user experience by providing a user area with substances update
13 notifications and saved searches
- 14 • Start the implementation of a major upgrade of the Business Intelligence Data Integration
15 (BIDI) platform to address in particular: change of end-of-life technology; improvement of
16 master data management of the Regulatory Master List of Substances; refactoring of
17 reference data such as the Annex VI database;
- 18 • Increase data accessibility in line with ECHA’s mission to advance with the safe use of
19 chemicals and provide information on chemicals.
- 20 • Feedback from the use of the information collected and made available by ECHA to third
21 parties
- 22 • Provide useful regulatory advice to registrants, academia, public institutions and other
23 interested parties on what and how data is disseminated by ECHA, including its use and
24 validity.
- 25 • Support further development of NEA IT tools, including introduction of new features for
26 PD-NEA

Performance indicators³⁷	2016 actual	2017 estimate	2018 target
Level of Member States’ and Commissions user satisfaction with data management services	High	High	High
Level of satisfaction of stakeholders with dissemination activities of ECHA.	High	High	High
(NEW)Maximum continuous downtime (% non-availability) of the website, Portal Dashboard, S-CIRCA and Dynamic Case	NA	2%	2%
(NEW)Percentage of registered dossiers published on the Dissemination Portal within 20 working days from completing the registration process	NA	90%	90%

27

³⁷ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	11 163 016	10 104 257	10 591 376
Human resources (FTE)	38	39	39

1

2 **1.6 Delegated tasks**

3 A Delegation Agreement is used by the European Commission to entrust the Agency budget
 4 implementation tasks that are outside of its core mandate. The purpose of the Agreement is to
 5 define the entrusted tasks, to lay down the rules applicable to their implementation and to define
 6 the rights and obligations of the Parties in their implementation. According to ECHA Financial
 7 Regulation³⁸ the tasks entrusted should be referred to in the annual work programme of the Agency
 8 for information purposes only, and the Executive Director shall consult the Management Board
 9 before signing the delegation agreement.

10

11 **1.6.1 EU Observatory for Nanomaterials (EU-ON)**

12 Based on a delegation agreement between the European Commission and ECHA the Agency is
 13 hosting the Observatory for Nanomaterials. The objective of the Observatory is to provide better
 14 access to information on nanomaterials on the EU market, their uses and safety aspects, and related
 15 research activities. The Observatory integrates available information, and communicates it to
 16 decision-makers, authorities and the general public in a balanced, user-friendly and easily
 17 understandable way. The observatory is a response to the concerns expressed by policy makers
 18 and stakeholders on the lack of information about nanomaterials in the EU market, in articles sold
 19 to consumers and in workplaces.

20 **Overview**

21 The EU Observatory for Nanomaterials will systematically collect available information on
 22 nanomaterials with a specific focus on their markets and how they are used, their hazards and
 23 risks, and ongoing nano-safety research activities and their main results.

24 ECHA will use various information sources to maintain the content of the observatory. These include
 25 ECHA's own regulatory activities (e.g. dissemination of registration data, evaluation decisions or
 26 risk management processes), information from implementation of other EU legislation, national
 27 inventories or registers, market studies and/or related databases, and EU funded research
 28 activities.

29 The observatory partly creates edited content adapted for various audiences (consumers, workers,
 30 authorities, and researchers), and partly links to other relevant data sources. The observatory does
 31 not create any legal obligations for companies to report. ECHA establishes the observatory in three
 32 phases where the second and third phase are planned to be released in 2018 and 2019.

33 **Key objective**

34 Objective information on nanomaterials in the EU market allows both professional and general
 35 audiences review and increase their understanding of how nanomaterials are used in the EU, what
 36 safety information is available on them, and what safety research is ongoing.

³⁸ MB/WP/03/2014, Article 8

1 Main actions and outputs of 2018

- 2 • Publish the second phase of the observatory website with enhanced content (updated
3 information on nanomaterials on the EU market, further information on products and
4 articles where nanomaterials are present, and wider information on relevant research
5 activities).
- 6 • Complete first IT analysis on available databases.
- 7 • Start preparations for the third phase to be published in 2019.

8

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	800 000	600 000	600 000
Human resources (FTE)	NA	3	3

9

10 1.6.2 EU Chemical Legislation Finder

11 The Commission entrusted ECHA at the end of 2016 to undertake a feasibility study with a view to
12 creating an 'EU Chemical Legislation Finder' to improve the business environment for EU companies,
13 and SMEs in particular, with regard to access to information on regulation applicable to a given
14 chemical substance.

15 A given chemical substance can be subject to several EU legislations pursuing different objectives
16 (REACH, biocides, pesticides, cosmetics, fertilisers, drug precursors, explosives, pyrotechnics,
17 detergents, worker protection, toy safety etc). This information is, however, not accessible from
18 one single entry point. This renders the access to information burdensome and costly, in particular
19 for SMEs that have to deal with chemical substances as producers or downstream users. The
20 creation of an EU Chemical Legislation Finder would address this issue.

21 Considering that compliance with EU legislations is often mandatory in order to sell and distribute
22 substances, this initiative can facilitate access to markets for SMEs.

23 Overview

24 The action to be financed consists of a feasibility study prior to the definition and implementation
25 of a project, in particular with regard to the scope of the EU legislation to be covered, the potential
26 market needs, the interoperability of data sources, the service level to be considered, the
27 organisation aspects, the financial needs for the set-up and the update of IT solution and related
28 services.

29 The initiative can provide added value at European level. In fact, most of the chemical legislation
30 at stake is already harmonised at EU level; however, as indicated above, there is no single access
31 point per substance so that companies, especially SMEs, can easily understand how to comply with
32 their legal obligations on chemicals. This will also contribute to building confidence in the public at
33 large, as they will be able to understand how chemical substances are regulated at EU level more
34 easily.

35 Key objective

36 Improve the business environment for EU companies and SMEs in particular with regard to access
37 to information on regulation applicable to a given chemical substance. In longer-term perspective,
38 help identifying opportunities for streamlining legislations or addressing overlaps as well as gaps in
39 the legislative landscape.

1 Main actions and outputs of 2018

- 2 • Pending the outcome of the feasibility study conducted in 2017, start preparations for the
- 3 EU Chemical Legislation Finder aiming at providing a comprehensive view on how a chemical
- 4 substance is regulated across various legislations in Europe.

2. Governance and support activities

2.1 Management of ECHA bodies and networks

The Committees – Member State Committee (MSC), Committee for Risk Assessment (RAC), Committee for Socio-economic Analysis (SEAC) and the Biocidal Products Committee (BPC) – form an integral part of ECHA. They play a crucial role by providing independent scientific and technical advice (i.e. agreements and opinions) for ECHA and Commission decision-making.

The Forum for Exchange of Information on Enforcement provides a network of Member State authorities responsible for the enforcement of the REACH, CLP, and PIC regulations, with the aim of harmonising their approach to enforcement.

ECHA and the national BPR, CLP and REACH helpdesks operate a network of helpdesks (HelpNet) with the objective to exchange information, to cooperate, particularly with a view to provide consistent and harmonised advice. HelpNet is governed by the HelpNet Steering Group composed of ECHA, the national BPR, CLP and REACH helpdesks, the Commission and observers from the European Enterprise Network, candidate countries/other third countries, and/or Accredited Stakeholder Organisations.

The Security Officers' Network (SON) is a network of experts from MSCAs, Mandated National Institutions, the European Commission and CEFIC.

The Board of Appeal was established by the REACH Regulation to provide interested parties with the possibility of administrative legal review of certain ECHA's decisions.

It should be noted that in order to achieve objectives of all the operational activities other informal bodies and expert groups function alongside the ones mentioned above.

2.1.1 Committees

Overview

The ECHA Secretariat organises the meetings of the Committees, including their working groups and preparatory meetings, manages the written consultations, manages the membership, including the implementation of conflict of interest policy, the accredited stakeholder observers' participation in the Committees, and provides the Chairmen and the secretariat to the Committees. The Secretariat also manages the work planning of the Committees and implements their Rules of Procedure. The opinion forming activity is covered under the Operations section.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
MSC meetings	7	6	6
RAC meetings	8	7	6
SEAC meetings	6	5	4
BPC meetings	5	6	6

Key objective

The ECHA Secretariat supports and facilitates the work of the Committees by providing the necessary infrastructure and support for running the decision-making processes efficiently and effectively.

1 Main actions and outputs of 2018

- 2 • Manage membership (renewals and new appointments/nominations) of each Committee
3 with specific focus on ensuring adequate capacity of RAC, SEAC and BPC.
- 4 • Continue implementing efficiency improvements in all Committees, including the on-going
5 development of IT support tools and their regular integration.
- 6 • Cooperation activities with other EU bodies such as EFSA’s Panels and Scientific Committee,
7 and the Commission’s Scientific Committee on Consumer Safety (SCCS), the Scientific
8 Committee on Health, Environment and Emerging Risks (SCHEER) and the Scientific
9 Committee on Occupational Exposure Limits (SCOEL).

Performance indicators³⁹	2016 actual	2017 estimate	2018 target
Level of satisfaction of ECHA Committees with the quality of the scientific, technical and administrative support provided by the ECHA Secretariat	High	High	High
(NEW)Percentage of members acting as rapporteurs in RAC and SEAC	NA	>60%	>60%

10

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	3 581 580	3 358 212	3 325 702
Human resources (FTE)	17	17	16

11

12 2.1.2 Forum

13 Overview

14 The ECHA Secretariat organises the meetings, manages the membership and provides the
15 secretariat to the Forum and its Chair. The Forum will hold three plenary meetings per year,
16 including an open session to liaise with accredited stakeholder organisations. The Forum will also
17 discuss and find harmonised solutions to practical challenges faced by inspectors which will be
18 recorded in its manual of conclusions. Specific projects and specific support of the Forum to ECHA’s
19 operations is covered above under Section 1, “Operations”, of this Work Programme.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of REF projects (at any stage of project life cycle)	3	4	4
Number of pilot projects (at any stage of project life cycle)	5	4	4
Forum meetings	3	3	3
Active working groups	18	12	11

³⁹ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1 Key objective

2 The ECHA Secretariat will support and facilitate the work of the Forum so that it will be able to
3 promote harmonised enforcement of REACH, CLP and the PIC regulations efficiently and effectively.

4 Main actions and outputs of 2018

- 5 • Prepare the REF-7 project, and prioritise the subject for REF-8 project
- 6 • Revise Interlinks Guide, considering experience gained since its introduction in 2016
- 7 • Continue expanding the Manual of Conclusions (MOC) recording the Forum agreements on
8 enforcement practices
- 9 • Continue work on tightening cooperation of the Forum with customs authorities
- 10 • Prepare and organise the annual training for enforcement trainers
- 11 • Prepare the next Forum activity plan for the years 2019-2021

Performance indicators ⁴⁰	2016 actual	2017 estimate	2018 target
Level of satisfaction of the members and other participants with the functioning of the Forum Secretariat	High	High	High
(NEW)Portion of Member States (EU or EEA) participating in REF projects	NA	100%	100%

12

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	1 646 407	1 551 735	1 612 523
Human resources (FTE) ⁴¹	8	8	8

13

14 2.1.3 HelpNet and Security Officers Network

15 Overview

16 ECHA provides the HelpNet Secretariat which supports the administration and organisation of the
17 network, coordinates the work of HelpNet with that of other ECHA services and the Commission,
18 manages ECHA's input to questions from the national helpdesks and manages the preparation of
19 FAQs. ECHA also provides training and supports the exchange of information and best practice
20 between national helpdesks through HelpNet Steering Group meeting(s) and HelpNet workshops
21 on BPR, CLP and REACH. In the immediate run-up to the REACH 2018 registration deadline, the
22 HelpNet will be crucial in keeping national REACH helpdesks informed on developments to allow
23 them to provide advice and assistance to potential registrants, in particular to SMEs.

24 The SON provides advice to ECHA on security issues related to the secure exchange of information
25 pertaining to the REACH and CLP Regulations, between ECHA, MSCAs, Mandated National

⁴⁰ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

⁴¹ Biocides resources are not included in this estimate but under the Biocide Activity in section 1.3 of the Work Programme

1 Institutions and the European Commission. ECHA provides its secretariat and coordinates the
2 network.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of HelpNet events	7	7	4
Number of SON events	1	1	1

3

4 **Key objective**

5 ECHA Secretariat supports and facilitates the work of the networks by providing the necessary
6 infrastructure and assistance for their efficient and effective functioning.

7 **Main actions and outputs of 2018**

- 8
- 9 • Organise one HelpNet Steering Committee meeting in the second half of the year, back to back with three workshops: BPR, REACH and CLP.
 - 10 • Keep National Helpdesks up to date with the latest developments and advice through the regular publication of the HelpNet update, and possibly by organising an *ad hoc* Webex conference before the REACH registration deadline, if a clear need is identified.
 - 11 • Keep the published FAQs up to date regarding their content by prioritising registration-related ones, and regarding their form by using clear, simple language.
 - 12
 - 13
 - 14

Performance indicators⁴²	2016 actual	2017 estimate	2018 target
Level of satisfaction of HelpNet members with the HelpNet Secretariat support	High	High	High
(NEW)Quality of the advice provided by SON as perceived by the Management Board members	NA	High	High

15

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	295 458	311 233	335 557
Human resources (FTE)	2	2	2

16

17 **2.1.4 Board of Appeal**

18 **Overview**

19 Board of Appeal decides on appeals against certain decisions of the Agency (see Article 91 of the
20 REACH Regulation and Article 77 of the BPR). The Board is supported by a Registry, which, as the

⁴² For new proposed indicators the values for 2015 and 2016 are not available (NA)

1 Board itself, acts entirely independent from the ECHA Secretariat when it supports the Board in the
2 exercise of the latter's duties.

Workload driver estimates	2016 actual		2017 estimate		2018 estimate	
	REACH	BPR	REACH	BPR	REACH	BPR
Appeals submitted	10	4	24	3	36	1
Procedural decisions	12	2	15	2	23	1
Cases closed	22	2	22	3	24	1

3

4 **Key objective**

5 High-quality decisions are adopted by the Board of Appeal without undue delay.

6 **Main actions and outputs of 2018**

- 7
- 8 • Process and decide on incoming appeals which are estimated to include an increased number
 - 9 of registration and data sharing related cases due to the manual completeness check and the
 - 10 reinforcement of the OSOR principle in the REACH-IT as well as a steady influx of cases in
 - 11 relation to substance evaluation and compliance check decisions.
 - 12 • Adopt procedural decisions, as needed.
 - 13 • Publish a robust body of high-quality decisions on-line, helping to build a set of consistent
 - 14 criteria for the Agency decision-making.
 - 15 • Ensure effective (i.e. clear, accurate and timely) communication with the (potential) parties
 - in relation to appeal proceedings.

Performance indicators⁴³	2016 actual	2017 estimate	2018 target
Percentage of final Board of Appeal decisions made within 90 working days of the closure of the written or oral procedure	79%	90%	80%
(NEW)Average time to process an appeal	NA	15 months	15 months
(NEW)Effective working time of Board of Appeal and its Registry to conclude an appeal case against ECHA's decision	NA	85 – 90 person days	85-90 person day

16

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	1 622 936	1 696 662	1 828 811
Human resources (FTE)	11	11	11

⁴³ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

2.2 Management

ECHA is governed by a 36-member Management Board. The Executive Director is in charge of the management and administration of the Agency. He is the legal representative of the European Chemicals Agency and reports to ECHA's Management Board. Together with the Directors, he manages and supervises all activities of the Agency.

Overview

The Agency strives to ensure a modern corporate identity and management that complies with the highest EU standards including engagement of its stakeholders.

ECHA works closely with its accredited stakeholders and involves them in its work. The Agency works towards having stakeholders satisfied that their views are heard and taken into account. This engagement takes place throughout the year at events, network meetings and through the annual strategic workshop to discuss priorities for the future.

ECHA uses an activity and process-based integrated management system, which is ISO[9001:2015] certified, to organise its operations in a hierarchical or matrix structure. The environmental management aims at efficient and effective use of resources in support of sustainable development. The management of information is balanced between openness and security principles, while in the longer term the Agency strives to become paperless by applying an Archiving Strategy. This includes reducing the need for paper in general and exploring the needs and opportunities of digitising current and legacy paper archives of the Agency.

The core functions of the Management Board include the adoption of the budget, work programme, and annual report, as well as the adoption and review of internal Agency rules. In addition, the Management Board closely monitors the performance of the Agency and the implementation of its strategic objectives. To this end, the Board receives regular reports on the progress with work programme implementation, and specific topic-related reports from the Secretariat. The ECHA Secretariat supports the work of the Management Board and its working groups in its role as the governing body of the Agency.

Under international cooperation activities requested by the Commission, ECHA pursues mutually beneficial cooperation with the regulatory agencies in non-EU countries with which ECHA has concluded cooperation agreements, in line with the bilaterally established Rolling Work Plans.

Solid defence is given to ECHA in legal proceedings e.g. on human resources issues, procurement, and access to documents. Complaints are effectively analysed from the legal perspective.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of general questions	1 501	1200	1200
Management Board meetings	4	4	4
Number of audits and evaluations to take place in a year ⁴⁴	14	17	17

Key objective

The Agency is governed through efficient and effective management and IT governance, which ensures the proper planning of activities, allocation of resources, assessment and management of risks, communication and stakeholder engagement, safety of staff, environmental protection and

⁴⁴ This includes the internal audits and their follow-up performed by the European Commission's Internal Audit Service (IAS) and ECHA's Internal Audit Capability (IAC) as well as ECHA's Integrated Quality Management System audits

1 security of assets and information, and provides an assurance of the conformity and quality of
2 outputs.

3 **Main actions and outputs of 2018**

4 Corporate governance and support activities will continue following the planning, monitoring and
5 reporting cycles, ensuring continuity, effectiveness and efficiency of the Agency's work, as well as
6 timely action towards risks and opportunities. Specific activities in 2018 include:

- 7 • Establish relations between the newly appointed Executive Director and the institutional
8 Stakeholders, in particular the European Parliament, with a view to maintaining the regular
9 dialogue with ECHA
- 10 • Support the Commission in the implementation and monitoring of the actions resulting from
11 the REACH review
- 12 • Submit to public consultation and finalise the 2019-2023 ECHA strategic plan, including
13 related review of ECHA's corporate identity, Vision, Mission and Values
- 14 • Coordinate and organise meetings and consultations with the Management Board, including
15 its Working Groups
- 16 • Prepare and coordinate directors meetings including management strategies, decisions,
17 delegations and policies
- 18 • Manage the Agency's reputation by: gathering feedback on the Agency's performance from
19 stakeholders through surveys and by daily media and social media monitoring; and acting
20 on the feedback received
- 21 • In recognition of both the need to communicate more effectively with consumers and on
22 worker protection, and the unsuitability of ECHA's website for these two respective target
23 audiences, the Agency will build a separate website. This will retain ECHA branding and
24 editorial content, but will have a different look and feel so as to make it more appealing to
25 the general public. It will contain content on all aspects of chemicals in our life, including
26 information on nanomaterials, as part of the remit of the EU Nanomaterials Observatory.
27 The site will be developed in consultation with accredited stakeholders.
- 28 • Maintain sound managerial overview of the various implemented regulations and delegated
29 tasks, to achieve maximum integration, synergy of shared services and transparency of
30 performance.
- 31 • Continue optimising ECHA's Integrated Management and Internal Control systems to
32 support ECHA operations, while successfully maintaining relevant ISO standards.
- 33 • Review and update the corporate-wide efficiency development programme, its scoping and
34 role, in line with the updated strategic direction 2019-23.
- 35 • Perform Audits and Evaluations in line with the annual audit plan.
- 36 • Continue refining and implementing the Archiving Strategy.
- 37 • Respond to general requests for information on the ECHA website, the Agency's activities,
38 and questions outside its remit (ca. 1200).
- 39 • Coordinate international cooperation activities as requested by the Commission, in line with
40 an Exchange of Letters in 2014 between the Commission and ECHA establishing working

1 arrangements for handling such activities, and carry out ECHA's third capacity building
 2 project for EU candidate countries and potential candidates under the IPA (Instrument for
 3 Pre-Accession) programme.

Performance indicators⁴⁵	2016 actual	2017 estimate	2018 target
Percentage of very important audit recommendations implemented within the deadline (IAS).	100%	100%	100%
Decisions equivalent (No. of weighted decisions/opinions divided by the maximum annual staff capacity)	+2.3%	2% increase	2% increase
Level of satisfaction of MB Members with ECHA Secretariat's support to their governing role	High	High	High
(NEW)Number of critical recommendations from any auditor	NA	0	0
(NEW)Proportion of work programme indicators for which the set targets were achieved	NA	98%	95%

4

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	6 731 601	7 138 594	7 932 659
Human resources (FTE)	42	42	42

5

6 **2.3 Resources**

7 Finance, Human Resources, Corporate Services, communications and Information Communications
 8 Technology (ICT) functions are needed for an organisation with stable and reliable funding,
 9 services, competences and place of work.

10 **2.3.1 Financial resources**

11 **Overview**

12 This activity covers the general financial management of the Agency, financial programming and
 13 reporting. It also includes overseeing and ensuring the correctness of the budget implementing
 14 operations as well as accounting and treasury operations. Finance unit coordinates and provides
 15 advice on the planning, launching, reporting and publication of the Agency's procurement activities.
 16 In addition, Finance unit performs SME company size verification to ensure that only genuine SMEs
 17 benefit from reduced fees and charges under REACH/CLP and BPR regulations.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of amending budgets in a year	2	2	2
Number of subsidy requests (incl. cash-flow forecast requirements)	6	7	7

⁴⁵ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

Number of outgoing payments in a year (incl. commercial invoices)	13 309	13 000	13 000
Number of fee receipts in a year	5 463	6 000	44 000
Number of contracts (incl. procurements and purchase orders)	630	700	750
SME status checks for REACH/CLP	570	330	400

1

2 Key objective

3 ECHA ensures correct, sound and efficient management of its financial resources comprising of fee
4 income and EU subsidy awarded under three different EU budget lines and adjusts its expenditure
5 over the year to the revenue effectively collected.

6 Main actions and outputs of 2018

- 7 • Prepare the Agency's budget and manage its implementation, including amendments and
8 transfers, revenue collection and cash management, procurement and contracting, financial
9 reporting including annual accounts.
- 10 • Continue regular exchange with Commission partner services, including reporting on actual
11 budget implementation, communicating revenue and expenditure estimates for the future
12 and discussing ways of handling any shortfall or surplus during the budget year.
- 13 • Monitor and report on reimbursements to Member States and prepare eventual reviews of
14 the Management Board rules on this matter.
- 15 • Continue streamlining and automation of ECHA financial processes with emphasis on
16 electronic processing especially of purchase invoices and tender publications and
17 submissions.
- 18 • Continue ensuring the correctness of the SME fee reductions claimed by registrants by
19 performing eligibility checks.

20

Performance indicators	2016 actual	2017 estimate	2018 target
Commitment rate (of commitment appropriations at the end of the year).	98%	95%	95%
Payment rate (of payment appropriations at the end of the year).	86%	80%	80%
Carryover rate (% of committed funds carried over into the next year)	13%	<20%	<20%
Cancelled carryover payment appropriations.	8%	≤5%	≤5%
Percentage of payments made within the legal/contractual deadlines	98.7%	≥95%	≥95%

21

Resources	2016 actual	2017 estimate	2018 estimate
-----------	-------------	---------------	---------------

Financial resources (costs, euros)	3 850 643	4 005 230	4 155 575
Human resources (FTE)	25	27	26

1

2 2.3.2 Human resources

3 Overview

4 Human Resources activity covers Agency's staff planning and reporting on an organisational basis,
5 including implementation of ECHA's selection and recruitment plans and engagement of Seconded
6 National Experts, trainees and interim staff. It also includes the development and implementation
7 of Implementing Rules and policies, in line with the revised Staff Regulations and taking account of
8 ECHA's specific circumstances.

9 Other activities include the management of personnel and payroll administration, in line with
10 applicable rules and regulations; the management of staff welfare and wellbeing actions including
11 matters related to individual wellbeing, (European) schooling matters and the integration of staff
12 with Helsinki City; the management of performance appraisal, reclassification and related HR
13 exercises to ensure that organisational objectives are met and that staff receive accurate feedback
14 and recognition on their performance and the management of ECHA's learning and development
15 function, including capacity-building actions identified under Strategic Objective No 3.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of statutory staff selections completed	13	10	10
Number of recruitments completed	33	35	40
Number of trainings organised	309	275	275
Number of contract renewals	94	100	100
Number of statutory staff subject to annual appraisal	552	520	520
Number of staff in the payroll	564	550	550
Number of decisions related to entitlements	492	500	500

16

17 Key objective

18 ECHA has a sufficient number of skilled staff to ensure the implementation of the Work Programme
19 and offers staff a well-functioning work environment.

20 Main actions and outputs of 2018

- 21 • Conduct the annual objective setting, performance appraisal and reclassification exercises
- 22 • Provide all HR services with high quality to staff
- 23 • Maintain good relations and dialogue with the staff committee and European School of Helsinki
24 and other key stakeholders
- 25 • Conduct the Job Screening Exercise as part of a wider inter-Agency benchmarking exercise
26 initiated by the European Commission.

- 1 • Provide relevant learning and development activities to ensure continuous capacity-building
- 2 of staff
- 3 • Ensure the integration of the general competencies in all HR processes
- 4 • Review of competency mapping framework
- 5 • Ensure availability of necessary additional workforce for the 2018 registration deadline related
- 6 activities

Performance indicators⁴⁶	2016 actual	2017 estimate	2018 target
Percentage of Establishment Plan posts filled	98%	98%	98%
Turnover of TAs.	2%	< 5%	< 5%
Turnover of CAs (excluding short-term CAs).	7%	< 10%	< 10%
Level of satisfaction of all staff with the HR services	NA	High	High
Percentage improvement in the Job Screening Exercise	1%	1%	1%
(NEW)Percentage of days that staff are absent from work due to sickness	NA	≤5%	≤5%

7

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	3 814 363	3 667 413	3 938 207
Human resources (FTE)	24	25	25

8

9 **2.3.3 Corporate services**

10 **Overview**

11 Corporate Services cover the management of ECHA's building and related facilities (including
 12 building and facilities maintenance and refurbishments; management of the conference centre and
 13 delivery of audio visual and virtual conferencing services; the provision of canteen and catering
 14 services; workspace allocation and waste management activities). The activity also covers
 15 coordination of ECHA's security, business continuity and crisis management activities and involves
 16 providing events/meetings logistical and secretarial support, the management of ECHA's travel
 17 management services and the coordination of postal and courier services and the purchase and
 18 maintenance of office supplies. It is responsible for the preparatory work to support the decision-
 19 making regarding the ECHA premises in view of the expiry of the current lease contract in the end
 20 of 2019.

21 Also covered by the Corporate Services are ECHA's external and internal communication activities
 22 that play a fundamental role in both the efficient management of the Agency and in the

⁴⁶ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1 management of its corporate and visual identity. ECHA aims to communicate effectively with its
 2 external audiences, in 23 languages where appropriate, and works with the media in order to
 3 maintain an accurate and balanced media presence. The main communication vehicle remains the
 4 multilingual website, its ECHA Weekly e-news as well as the ECHA Newsletter, but other vehicles
 5 are also used to increase the outreach to new audiences – for example, social media, which are
 6 constantly seeing a significant uptake. Also various communications networks support ECHA in
 7 reaching out to relevant audiences. Effective internal communication (through intranet, staff events
 8 and briefings) remains key to ensuring that the staff has a sense of belonging and feels part of a
 9 common corporate endeavour.

Workload driver estimates	2016 actual	2017 estimate	2018 estimate
Number of work stations to maintain	650	700	700
Number of meetings held at ECHA Conference Centre (including internal meetings)	1 580	1 600	1 650
Number of new publications produced	85	50	40
Number of pages translated into 22 languages	1 600	1 100	800

10

11 **Key objective**

12 ECHA has secure and healthy office premises and adequate facilities for the staff and external
 13 visitors; and maintains effective internal and external communication.

14 **Main actions and outputs of 2018**

- 15
- Provide high quality corporate services to staff and external meeting participants and visitors
 - 16 • Implement the Events Management Tool for further streamlined meetings and events
17 processes
 - 18 • Monitor and follow-up the implementation of the contract for ECHA's future office building
 - 19 • Publish and promote information on all regulatory developments of importance to companies
20 as well as the general public via relevant communications tools and platforms and monitor
21 their impact on target audiences

Performance indicators⁴⁷	2016 actual	2017 estimate	2018 target
Level of satisfaction of the Committees, Forum and MB members with the functioning of the conference centre	High	High	High
Level of accredited stakeholder satisfaction with the information they receive and their engagement with ECHA.	NA	High	High
Level of reader satisfaction with ECHA's written output, including language availability measured in terms of timeliness, content and usability	NA	High	High
Level of satisfaction of the staff with the corporate services	NA	High	High

⁴⁷ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

(NEW)Average time to resolve an internal, facility-related request	NA	<8h	<8h
--	----	-----	-----

1

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	3 249 273	3 080 627	3 308 094
Human resources (FTE)	20	21	21

2

3 2.3.4 ICT

4 Overview

5 This activity manages and provides the IT services for the Agency and for the external users of
6 ECHA's IT tools in Industry and in national competent and enforcement authorities. It is a core
7 activity on which all other activities depend, ensuring that the staff have the appropriate IT tools
8 at their disposal, that the external users can rely on high availability of the IT tools, adequate
9 performance and good users support whilst complying to IT security standards.

10 The activity ensures the procurement, delivery and management of all ECHA's IT applications.

11 All services are assessed for business continuity requirements, while designed and maintained
12 according to the identified needs.

13 This activity also provides the integrated access management services for all ECHA's IT applications.

14 A key resource managed by this activity is the outsourcing contracts used for the delivery of
15 services, requiring significant effort to procure, manage services and external providers.

16 The support to the IT Governance of the Agency as well as the management of the ICT assets of
17 the Agency is part of this activity.

Workload driver estimates ⁴⁸	2016 actual	2017 estimate	2018 estimate
Number of IT related incidents	NA	5600	to be confirmed in 2017
Number of IT contracts to be managed in a year ⁴⁹	NA	111	100
Number of Agency- wide IT applications in operation	32	41	44

18

19 Key objective

20 The IT services of the Agency are operated at a high level of users' satisfaction, continuity and
21 security.

⁴⁸ New workload drivers were introduced in SPD2017-2019 and their values were not recorded in 2016 (NA)

⁴⁹ ECHA's own established IT Framework contracts and the major service contracts managed under HANSEL (Finnish Administration Procurement) including specific contracts implementing ECHA's own established IT Framework contracts and major service contracts managed under HANSEL (the specific contract amount to c.a. 100 per year)

1 Main actions and outputs of 2018

- 2 • Support the registration 2018 deadline also by providing IT support to Business Continuity
- 3 • Manage the transition to the new framework contracts for hosting services, infrastructure
- 4 services, application management services
- 5 • Prepare for the transformation towards the second generation of Infrastructure as a Service
- 6 including a refactored networks design and the evolution towards software defined data
- 7 centres
- 8 • Continue the evolution towards leased IT facilities for the workplace, ultimately leading to a
- 9 full transition from asset based to as a service delivered.
- 10 • Further implement the roadmap for improving IT support for collaboration with MSCAs and
- 11 Committees members (ECHAInteracts)

12

Performance indicators⁵⁰	2016 actual	2017 estimate	2018 target
Availability of mission-critical systems for externally used IT systems (i.e. uptime during service hours).	99.8%	99% (average 98 %)	99% (average 98 %)
Level of internal users satisfaction with the ICT services	High	High	High
(NEW)Average time to resolve an internal, ICT service related request	NA	<8h	<8h

13

Resources	2016 actual	2017 estimate	2018 estimate
Financial resources (costs, euros)	3 108 000	3 374 020	3 465 622
Human resources (FTE)	26	23	22

14

⁵⁰ New indicators were introduced in SPD2017-2019 and their values for 2016 are not available (NA)

1 **Annexes**

2 **Annex I:** Resource allocation per Activity of the work Programme 2018

3 **Annex II:** Human and Financial Resources

4 Table 1 – Expenditure

5 Table 2 – Revenue

6 Table 3 – Budget outturn and cancellation of appropriations

7 **Annex III:** Staff population and its evolution

8 Table 1 – Staff population and its evolution; Overview of all categories of staff

9 Table 2 – Multi -annual staff policy plan year

10 **Annex IV:**

11 A. Recruitment policy

12 B. Appraisal of performance and reclassification/promotions

13 Table 1 - Reclassification of temporary staff/promotion of officials

14 Table 2 - Reclassification of contract staff

15 C. Mobility policy

16 D. Gender and geographical balance

17 E. Schooling

18 **Annex V:** Buildings

19 **Annex VI:** Privileges and immunities

20 **Annex VII:** Evaluations 2018

21 **Annex VIII:** Risks 2018

22 **Annex IX:** Procurement plan 2018

23 **Annex X:** Organisation chart 2018

24 **Annex XI:** IT Resource

25 **Annex XII:** 2018 Registration deadline scenarios

1 **Annex I: Resource allocation per Activity of the Work Programme 2018**

Activity	Staff allocation in FTE (TA, CA) – 2017 final estimate	Staff allocation in FTE (TA, CA) – 2018 estimate	Draft Budget 2017	Budget estimate 2018
1.1. 1 Registration dossier preparation	49	48	12 330 283	12 534 315
1.1.2 Registration and dossier submission	42	54	9 564 452	12 767 180
1.1.3 Evaluation	106	106	17 874 662	19 541 601
1.1.4 Communication of risk management advice through the supply chain	16	16	3 036 807	2 930 964
1.2.1 Identifying needs for Regulatory Risk Management	16	16	3 143 386	3 132 460
1.2.2 Authorisation	31	21	5 544 310	4 076 676
1.2.3 Restrictions	17	19	3 454 427	3 706 450
1.2.4 Classification and Labelling	23	23	4 446 081	4 426 990
1.3 Biocides	59	65	10 358 000	12 247 590
1.4 PIC	7	8	1 183 000	1 242 000
1.5 Data management and dissemination	39	39	10 104 257	10 591 376
2.1.1 Committees	17	16	3 358 212	3 325 702
2.1.2 Forum	8	8	1 551 735	1 612 523
2.1.3 HelpNet and Security Officers Network	2	2	311 233	335 557
2.1.4 Board of Appeal	11	11	1 696 662	1 828 811
2.2 Management	42	42	7 138 594	7 932 659
2.3.1 Financial resources	27	26	4 005 230	4 155 575
2.3.2 Human resources	25	25	3 667 413	3 938 207
2.3.3 Corporate Services	21	21	3 080 627	3 308 094
2.3.4 ICT	23	22	3 374 020	3 465 622
Totals	581	588	109 223 390	117 100 350
1.6 Delegated tasks	3	3	600 000	600 000

1 **Annex II: Human and Financial Resources**2 **Table 1: Expenditure**3 **ECHA**

Expenditure	2017		2018	
	Commitment appropriations	Payment appropriations	Commitment appropriations	Payment appropriations
Title 1	69 105 290	69 105 290	74 729 420	74 729 420
Title 2	15 085 831	15 085 831	16 608 660	16 608 660
Titles 3-5	25 684 486	25 632 269	26 437 670	26 362 278
Total expenditure	109 875 607	109 823 390	117 775 750	117 700 350

10

11

EXPENDITURE	Commitment appropriations					
	2016	2017	2018	VAR 2018/2017	2019	2020
			Agency request			
Title 1 Staff Expenditure	65 766 995	69 105 290	74 729 420	8%	74 644 010	77 191 510
11 Salaries & allowances	60 757 809	63 249 757	69 373 400	10%	68 942 160	71 356 060
- of which establishment plan posts	54 222 409	55 838 157	60 944 600	9%	61 028 496	63 204 986
- of which external personnel	6 535 400	7 411 600	8 428 800	14%	7 913 664	8 151 074
12 Expenditure relating to Staff recruitment	501 286	688 801	606 860	-12%	706 860	706 860
13 Mission expenses	41 014	60 000	63 010	5%	63 010	63 010
14 Socio-medical infrastructure	1 608 168	1 920 667	1 783 690	-7%	1 805 460	1 887 000
15 Training	892 322	1 150 332	980 340	-15%	1 150 340	1 150 340
16 External Services	1 959 654	2 015 733	1 904 110	-6%	1 956 170	2 008 230
17 Receptions and events	6 742	20 000	18 010	-10%	20 010	20 010
Title 2				-		
Infrastructure and operating expenditure	14 686 304	15 085 831	16 608 660	10%	17 818 950	15 438 340
20 Rental of buildings and associated costs[1]	7 642 657	7 459 243	7 765 060	4%	8 618 440	7 625 660

21 Information and communication technology	6 319 556	6 969 820	7 668 760	10%	7 455 690	7 239 640
22 Movable property and associated costs	489 369	371 073	870 950	135%	898 470	264 150
23 Current administrative expenditure	225 765	279 695	291 760	4%	834 100	296 510
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	8 957	6 000	12 130	102%	12 250	12 380
26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 3					0	0
Operational expenditure	26 723 612	23 380 002	23 732 100	2%	21 570 790	21 366 810
30 REACH	25 169 009	21 291 402	21 000 100	-1%	18 542 790	18 362 810
3003 Registration, datasharing and dissemination	533 989	1 097 000	2 561 500	134%	928 000	928 000
3004 Evaluation	1 295 374	260 000	145 000	-44%	235 000	235 000
3005 Risk Management	435 522	900 000	850 000	-6%	1 050 000	1 050 000
3006 Classification and labelling	13 194	170 000	240 000	41%	50 000	50 000
3007 Advice and assistance through guidance and helpdesk	161 401	223 000	256 250	15%	252 750	252 750
3008 Scientific IT tools	14 854 250	10 951 836	10 938 360	0%	9 661 530	9 650 300
3009 Scientific and technical advice to EU institutions and bodies	103 371	551 000	350 000	-36%	550 000	550 000
3011 Committees and Forum	2 146 960	1 442 500	1 150 500	-20%	1 250 500	1 200 500
3012 Board of Appeal	68 936	83 000	96 000	16%	96 000	96 000
3013 Communications including Translations	4 115 603	3 886 140	2 313 580	-40%	2 525 880	2 525 880
3014 International cooperation	0	0	0	-	0	0
3022 Management Board and management of the Agency	925 125	1 132 826	1 525 910	35%	1 320 130	1 201 380
3030 Missions	515 284	594 100	573 000	-4%	623 000	623 000
3031 External training	0	0	0	-	0	0
3090 Refunds REACH/CLP	0	0	0	-	0	0
31 MULTIANNUAL ACTIVITIES	212 927	1 188 600	1 732 000	46%	1 678 000	1 704 000
3111 Committees and Forum (Multiannual)	212 927	1 188 600	1 732 000	46%	1 678 000	1 704 000
38 INTERNATIONAL ACTIVITIES	1 164 794	300 000	400 000	33%	750 000	700 000

3801 Cooperation with international organisations for IT programmes	1 164 794	300 000	400 000	33%	750 000	700 000
39 EARMARKED OPERATIONS	176 882	600 000	600 000	0%	600 000	600 000
3901 IPA programme according to agreement 2009/214-524	0	0	0	-	0	0
3902 IPA programme according to agreement 2012/291-934	27 909	0	0	-	0	0
3903 IPA programme according to agreement 2015/361-049	148 973	0	0	-	0	0
3911 Delegated tasks	0	600 000	600 000	0%	600 000	600 000
Title 4					0	0
Operational expenditure	1 934 802	1 967 208	2 447 080	24%	2 333 750	2 235 130
4000 Substances, products and technical equivalence	0	50 000	50 000	0%	50 000	50 000
4003 Submissions, datasharing, dissemination	0	0	0	-	0	0
4007 Advice assistance through guidance and helpdesk	30 091	31 650	51 750	64%	73 750	73 750
4008 Scientific IT tools	1 361 881	1 095 953	1 440 770	31%	1 310 090	1 211 190
4009 Scientif technic advice to EU institut and bodies	0	0	0	-	0	0
4011 Biocidal products Committee and Biocides Enforcement Group	307 374	489 200	613 000	25%	613 000	613 000
4012 Board of Appeal	5 521	15 500	17 000	10%	17 000	17 000
4013 Communications including Translations	113 093	99 714	105 410	6%	94 410	94 410
4022 Management Board and management of the Agency	58 264	118 591	100 150	-16%	106 500	106 780
4030 Missions	58 577	66 600	69 000	4%	69 000	69 000
4031 External training	0	0	0	-	0	0
4901 Preparatory work BPR 13/3938 Norwegian	0	0	0	-	0	0
Title 5					0	0
Operational expenditure	363 916	337 276	258 490	-23%	229 360	227 120
5000 Studies and consultants	0	0	0	-	0	0
5007 Advice assistance through guidance and helpdesk	0	0	0	-	0	0
5008 Scientific IT tools	331 036	305 974	226 670	-26%	198 840	196 600
5011 Meetings with the DNAs and experts on PIC implem	0	0	0	-	0	0

5013 Communications including Translations	20 267	17 402	17 820	2%	16 520	16 520
5030 Missions	12 613	13 900	14 000	1%	14 000	14 000
5031 External training	0	0	0	-	0	0
TOTAL EXPENDITURE	109 475 628	109 875 607	117 775 750	7%	116 596 860	116 458 910

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EXPENDITURE	Payment appropriations					
	2016	2017	2018 Agency request	VAR 2018/2017	2019	2020
Title 1 Staff Expenditure	65 327 970	69 105 290	74 729 420	8%	74 644 010	77 191 510
11 Salaries & allowances	60 757 809	63 249 757	69 373 400	10%	68 942 160	71 356 060
- of which establishment plan posts	54 222 409	55 838 157	60 944 600	9%	61 028 496	63 204 986
- of which external personnel	6 535 400	7 411 600	8 428 800	14%	7 913 664	8 151 074
12 Expenditure relating to Staff recruitment	458 287	688 801	606 860	-12%	706 860	706 860
13 Mission expenses	39 088	60 000	63 010	5%	63 010	63 010
14 Socio-medical infrastructure	1 525 686	1 920 667	1 783 690	-7%	1 805 460	1 887 000
15 Training	797 837	1 150 332	980 340	-15%	1 150 340	1 150 340
16 External Services	1 742 617	2 015 733	1 904 110	-6%	1 956 170	2 008 230
17 Receptions and events	6 647	20 000	18 010	-10%	20 010	20 010
Title 2				-		
Infrastructure and operating expenditure	12 874 516	15 085 831	16 608 660	10%	17 818 950	15 438 340
20 Rental of buildings and associated costs[1]	7 261 619	7 459 243	7 765 060	4%	8 618 440	7 625 660
21 Information and communication technology	5 129 999	6 969 820	7 668 760	10%	7 455 690	7 239 640
22 Movable property and associated costs	284 639	371 073	870 950	135%	898 470	264 150
23 Current administrative expenditure	189 623	279 695	291 760	4%	834 100	296 510
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	8 636	6 000	12 130	102%	12 250	12 380
26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 3				-	0	0
Operational expenditure	15 858 446	23 327 785	23 656 700	1%	21 600 790	21 404 810
30 REACH	15 075 341	21 291 402	21 000 100	-1%	18 542 790	18 362 810

3003 Registration, datasharing and dissemination	416 937	1 097 000	2 561 500	134%	928 000	928 000
3004 Evaluation	183 335	260 000	145 000	-44%	235 000	235 000
3005 Risk Management	256 544	900 000	850 000	-6%	1 050 000	1 050 000
3006 Classification and labelling	13 194	170 000	240 000	41%	50 000	50 000
3007 Advice and assistance through guidance and helpdesk	161 401	223 000	256 250	15%	252 750	252 750
3008 Scientific IT tools	8 056 703	10 951 836	10 938 360	0%	9 661 530	9 650 300
3009 Scientific and technical advice to EU institutions and bodies	78 176	551 000	350 000	-36%	550 000	550 000
3011 Committees and Forum	1 444 924	1 442 500	1 150 500	-20%	1 250 500	1 200 500
3012 Board of Appeal	23 376	83 000	96 000	16%	96 000	96 000
3013 Communications including Translations	3 376 075	3 886 140	2 313 580	-40%	2 525 880	2 525 880
3014 International cooperation	0	0	0	-	0	0
3022 Management Board and management of the Agency	598 377	1 132 826	1 525 910	35%	1 320 130	1 201 380
3030 Missions	466 300	594 100	573 000	-4%	623 000	623 000
3031 External training	0	0	0	-	0	0
3090 Refunds REACH/CLP	0	0	0	-	0	0
31 MULTIANNUAL ACTIVITIES	12 950	336 243	1 406 600	318%	1 708 000	1 692 000
3111 Committees and Forum (Multiannual)	12 950	336 243	1 406 600	318%	1 708 000	1 692 000
38 INTERNATIONAL ACTIVITIES	644 759	1 100 140	650 000	-41%	750 000	750 000
3801 Cooperation with international organisations for IT programmes	644 759	1 100 140	650 000	-41%	750 000	750 000
39 EARMARKED OPERATIONS	125 396	600 000	600 000	0%	600 000	600 000
3901 IPA programme according to agreement 2009/214-524	0	0	0	-	0	0
3902 IPA programme according to agreement 2012/291-934	27 909	0	0	-	0	0
3903 IPA programme according to agreement 2015/361-049	97 487	0	0	-	0	0
3911 Delegated tasks	0	600 000	600 000	0%	600 000	600 000
Title 4				-	0	0
Operational expenditure	746 548	1 967 208	2 447 080	24%	2 333 750	2 235 130
4000 Substances, products and technical equivalence	0	50 000	50 000	0%	50 000	50 000
4003 Submissions, datasharing, dissemination	0	0	0	-	0	0

4007 Advice assistance through guidance and helpdesk	30 091	31 650	51 750	64%	73 750	73 750
4008 Scientific IT tools	187 600	1 095 953	1 440 770	31%	1 310 090	1 211 190
4009 Scientif technic advice to EU institut and bodies	0	0	0	-	0	0
4011 Biocidal products Committee and Biocides Enforcement Group	258 894	489 200	613 000	25%	613 000	613 000
4012 Board of Appeal	175	15 500	17 000	10%	17 000	17 000
4013 Communications including Translations	49 346	99 714	105 410	6%	94 410	94 410
4022 Management Board and management of the Agency	46 916	118 591	100 150	-16%	106 500	106 780
4030 Missions	51 544	66 600	69 000	4%	69 000	69 000
4031 External training	0	0	0	-	0	0
4901 Preparatory work BPR 13/3938 Norwegian	121 981	0	0	-	0	0
Title 5				-	0	0
Operational expenditure	233 458	337 276	258 490	-23%	229 360	227 120
5000 Studies and consultants	0	0	0	-	0	0
5007 Advice assistance through guidance and helpdesk	0	0	0	-	0	0
5008 Scientific IT tools	218 165	305 974	226 670	-26%	198 840	196 600
5011 Meetings with the DNAs and experts on PIC implem	0	0	0	-	0	0
5013 Communications including Translations	4 424	17 402	17 820	2%	16 520	16 520
5030 Missions	10 869	13 900	14 000	1%	14 000	14 000
5031 External training	0	0	0	-	0	0
TOTAL EXPENDITURE	95 040 938	109 823 390	117 700 350	7%	116 626 860	116 496 910

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1 REACH/CLP

Expenditure	2017		2018	
	Commitment appropriations	Payment appropriations	Commitment appropriations	Payment appropriations
Title 1	61 505 966	61 505 966	65 989 860	65 989 860
Title 2	13 448 639	13 448 639	14 564 200	14 564 200
Title 3	23 380 002	23 327 785	23 732 100	23 656 700
Total expenditure	98 334 607	98 282 390	104 286 160	104 210 760

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EXPENDITURE	Commitment appropriations					
	2016	2017	2018	VAR 2018/2017	2019	2020
			Agency request			
Title 1 Staff Expenditure	59 681 251	61 505 966	65 989 860	7%	64 871 980	67 010 070
11 Salaries & allowances	55 395 258	56 610 457	61 551 000	9%	60 133 630	62 138 430
- of which establishment plan posts	49 685 758	50 281 857	54 517 000	8%	53 656 610	55 467 099
- of which external personnel	5 709 500	6 328 600	7 034 000	11%	6 477 020	6 671 331
12 Expenditure relating to Staff recruitment	445 210	529 631	459 720	-13%	547 420	547 420
13 Mission expenses	37 461	53 160	55 260	4%	55 260	55 260
14 Socio-medical infrastructure	1 470 637	1 701 710	1 564 280	-8%	1 573 400	1 654 880
15 Training	819 745	1 016 400	859 440	-15%	1 008 530	1 008 530
16 External Services	1 506 737	1 576 668	1 484 160	-6%	1 535 960	1 587 770
17 Receptions and events	6 203	17 940	16 000	-11%	17 780	17 780
Title 2				-		
Infrastructure and operating expenditure	13 780 564	13 448 639	14 564 200	8%	15 625 660	13 537 860
20 Rental of buildings and associated costs[1]	7 191 430	6 666 638	6 801 980	2%	7 550 400	6 679 730
21 Information and communication technology	5 922 266	6 188 803	6 725 400	9%	6 538 560	6 349 090
22 Movable property and associated costs	444 837	331 294	763 810	131%	787 950	231 650
23 Current administrative expenditure	213 825	256 588	262 380	2%	738 010	266 540
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	8 207	5 316	10 630	100%	10 740	10 850

26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 3				-	0	0
Operational expenditure	26 723 612	23 380 002	23 732 100	2%	21 570 790	21 366 810
30 REACH	25 169 009	21 291 402	21 000 100	-1%	18 542 790	18 362 810
3003 Registration, datasharing and dissemination	533 989	1 097 000	2 561 500	134%	928 000	928 000
3004 Evaluation	1 295 374	260 000	145 000	-44%	235 000	235 000
3005 Risk Management	435 522	900 000	850 000	-6%	1 050 000	1 050 000
3006 Classification and labelling	13 194	170 000	240 000	41%	50 000	50 000
3007 Advice and assistance through guidance and helpdesk	161 401	223 000	256 250	15%	252 750	252 750
3008 Scientific IT tools	14 854 250	10 951 836	10 938 360	0%	9 661 530	9 650 300
3009 Scientific and technical advice to EU institutions and bodies	103 371	551 000	350 000	-36%	550 000	550 000
3011 Committees and Forum	2 146 960	1 442 500	1 150 500	-20%	1 250 500	1 200 500
3012 Board of Appeal	68 936	83 000	96 000	16%	96 000	96 000
3013 Communications including Translations	4 115 603	3 886 140	2 313 580	-40%	2 525 880	2 525 880
3014 International cooperation	0	0	0	-	0	0
3022 Management Board and management of the Agency	925 125	1 132 826	1 525 910	35%	1 320 130	1 201 380
3030 Missions	515 284	594 100	573 000	-4%	623 000	623 000
3031 External training	0	0	0	-	0	0
3090 Refunds REACH/CLP	0	0	0	-	0	0
31 MULTIANNUAL ACTIVITIES	212 927	1 188 600	1 732 000	46%	1 678 000	1 704 000
3111 Committees and Forum (Multiannual)	212 927	1 188 600	1 732 000	46%	1 678 000	1 704 000
38 INTERNATIONAL ACTIVITIES	1 164 794	300 000	400 000	33%	750 000	700 000
3801 Cooperation with international organisations for IT programmes	1 164 794	300 000	400 000	33%	750 000	700 000
39 EARMARKED OPERATIONS	176 882	600 000	600 000	0%	600 000	600 000
3901 IPA programme according to agreement 2009/214-524	0	0	0	-	0	0
3902 IPA programme according to agreement 2012/291-934	27 909	0	0	-	0	0

3903 IPA programme according to agreement 2015/361-049	148 973	0	0	-	0	0
3911 Delegated tasks	0	600 000	600 000	0%	600 000	600 000
TOTAL EXPENDITURE	100 185 427	98 334 607	104 286 160	6%	102 068 430	101 914 740

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EXPENDITURE	Payment appropriations					
	2016	2017	2018	VAR 2018/2017	2019	2020
			Agency request			
Title 1 Staff Expenditure	59 315 823	61 505 966	65 989 860	7%	64 871 980	67 010 070
11 Salaries & allowances	55 395 258	56 610 457	61 551 000	9%	60 133 630	62 138 430
- of which establishment plan posts	49 685 758	50 281 857	54 517 000	8%	53 656 610	55 467 099
- of which external personnel	5 709 500	6 328 600	7 034 000	11%	6 477 020	6 671 331
12 Expenditure relating to Staff recruitment	402 252	529 631	459 720	-13%	547 420	547 420
13 Mission expenses	35 749	53 160	55 260	4%	55 260	55 260
14 Socio-medical infrastructure	1 395 614	1 701 710	1 564 280	-8%	1 573 400	1 654 880
15 Training	733 382	1 016 400	859 440	-15%	1 008 530	1 008 530
16 External Services	1 347 453	1 576 668	1 484 160	-6%	1 535 960	1 587 770
17 Receptions and events	6 116	17 940	16 000	-11%	17 780	17 780
Title 2				-		
Infrastructure and operating expenditure	12 077 777	13 448 639	14 564 200	8%	15 625 660	13 537 860
20 Rental of buildings and associated costs[1]	6 825 908	6 666 638	6 801 980	2%	7 550 400	6 679 730
21 Information and communication technology	4 805 132	6 188 803	6 725 400	9%	6 538 560	6 349 090
22 Movable property and associated costs	258 737	331 294	763 810	131%	787 950	231 650
23 Current administrative expenditure	180 082	256 588	262 380	2%	738 010	266 540
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	7 918	5 316	10 630	100%	10 740	10 850
26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 3				-	0	0
Operational expenditure	15 858 446	23 327 785	23 656 700	1%	21 600 790	21 404 810
30 REACH	15 075 341	21 291 402	21 000 100	-1%	18 542 790	18 362 810

3003 Registration, datasharing and dissemination	416 937	1 097 000	2 561 500	134%	928 000	928 000
3004 Evaluation	183 335	260 000	145 000	-44%	235 000	235 000
3005 Risk Management	256 544	900 000	850 000	-6%	1 050 000	1 050 000
3006 Classification and labelling	13 194	170 000	240 000	41%	50 000	50 000
3007 Advice and assistance through guidance and helpdesk	161 401	223 000	256 250	15%	252 750	252 750
3008 Scientific IT tools	8 056 703	10 951 836	10 938 360	0%	9 661 530	9 650 300
3009 Scientific and technical advice to EU institutions and bodies	78 176	551 000	350 000	-36%	550 000	550 000
3011 Committees and Forum	1 444 924	1 442 500	1 150 500	-20%	1 250 500	1 200 500
3012 Board of Appeal	23 376	83 000	96 000	16%	96 000	96 000
3013 Communications including Translations	3 376 075	3 886 140	2 313 580	-40%	2 525 880	2 525 880
3014 International cooperation	0	0	0	-	0	0
3022 Management Board and management of the Agency	598 377	1 132 826	1 525 910	35%	1 320 130	1 201 380
3030 Missions	466 300	594 100	573 000	-4%	623 000	623 000
3031 External training	0	0	0	-	0	0
3090 Refunds REACH/CLP	0	0	0	-	0	0
31 MULTIANNUAL ACTIVITIES	12 950	336 243	1 406 600	318%	1 708 000	1 692 000
3111 Committees and Forum (Multiannual)	12 950	336 243	1 406 600	318%	1 708 000	1 692 000
38 INTERNATIONAL ACTIVITIES	644 759	1 100 140	650 000	-41%	750 000	750 000
3801 Cooperation with international organisations for IT programmes	644 759	1 100 140	650 000	-41%	750 000	750 000
39 EARMARKED OPERATIONS	125 396	600 000	600 000	0%	600 000	600 000
3901 IPA programme according to agreement 2009/214-524	0	0	0	-	0	0
3902 IPA programme according to agreement 2012/291-934	27 909	0	0	-	0	0
3903 IPA programme according to agreement 2015/361-049	97 487	0	0	-	0	0
3911 Delegated tasks	0	600 000	600 000	0%	600 000	600 000
TOTAL EXPENDITURE	87 252 046	98 282 390	104 210 760	6%	102 098 430	101 952 740

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1 **BIOCIDES**

Expenditure	2017		2018	
	Commitment appropriations	Payment appropriations	Commitment appropriations	Payment appropriations
Title 1	6 931 428	6 931 428	7 972 200	7 972 200
Title 2	1 459 364	1 459 364	1 828 310	1 828 310
Title 3	1 967 208	1 967 208	2 447 080	2 447 080
Total expenditure	10 358 000	10 358 000	12 247 590	12 247 590

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EXPENDITURE	Commitment appropriations					
	2016	2017	2018	VAR 2018/2017	2019	2020
			Agency request			
Title 1 Staff Expenditure	5 513 118	6 931 428	7 972 200	15%	8 991 280	9 367 500
11 Salaries & allowances	4 863 887	6 108 000	7 190 300	18%	8 167 910	8 543 850
- of which establishment plan posts	4 078 987	5 070 000	5 839 300	15%	6 776 380	7 110 574
- of which external personnel	784 900	1 038 000	1 351 000	30%	1 391 530	1 433 276
12 Expenditure relating to Staff recruitment	46 712	119 236	108 470	-9%	119 470	119 470
13 Mission expenses	3 085	6 120	6 930	13%	6 930	6 930
14 Socio-medical infrastructure	130 338	195 909	196 210	0%	207 530	207 580
15 Training	64 301	119 227	107 530	-10%	126 230	126 230
16 External Services	404 258	380 876	360 750	-5%	360 980	361 210
17 Receptions and events	539	2 060	2 010	-2%	2 230	2 230
Title 2				-		
Infrastructure and operating expenditure	759 439	1 459 364	1 828 310	25%	1 961 400	1 699 540
20 Rental of buildings and associated costs[1]	376 025	705 297	861 290	22%	955 150	845 950
21 Information and communication technology	333 738	697 189	843 600	21%	820 150	796 380
22 Movable property and associated costs	38 660	35 591	95 810	169%	98 830	29 060
23 Current administrative expenditure	10 366	20 675	26 270	27%	85 920	26 790
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	651	612	1 340	119%	1 350	1 360

26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 4				-		
Operational expenditure	1 934 802	1 967 208	2 447 080	24%	2 333 750	2 235 130
4000 Substances, products and technical equivalence	0	50 000	50 000	0%	50 000	50 000
4003 Submissions, datasharing, dissemination	0	0	0	-	0	0
4007 Advice assistance through guidance and helpdesk	30 091	31 650	51 750	64%	73 750	73 750
4008 Scientific IT tools	1 361 881	1 095 953	1 440 770	31%	1 310 090	1 211 190
4009 Scientific technic advice to EU institut and bodies	0	0	0	-	0	0
4011 Biocidal products Committee and Biocides Enforcement Group	307 374	489 200	613 000	25%	613 000	613 000
4012 Board of Appeal	5 521	15 500	17 000	10%	17 000	17 000
4013 Communications including Translations	113 093	99 714	105 410	6%	94 410	94 410
4022 Management Board and management of the Agency	58 264	118 591	100 150	-16%	106 500	106 780
4030 Missions	58 577	66 600	69 000	4%	69 000	69 000
4031 External training	0	0	0	-	0	0
4901 Preparatory work BPR 13/3938 Norwegian	0	0	0	-	0	0
TOTAL EXPENDITURE	8 207 359	10 358 000	12 247 590	18%	13 286 430	13 302 170

1

EXPENDITURE	Payment appropriations					
	2016	2017	2018	VAR 2018/2017	2019	2020
			Agency request			
Title 1 Staff Expenditure	5 465 646	6 931 428	7 972 200	15%	8 991 280	9 367 500
11 Salaries & allowances	4 863 887	6 108 000	7 190 300	18%	8 167 910	8 543 850
- of which establishment plan posts	4 078 987	5 070 000	5 839 300	15%	6 776 380	7 110 574
- of which external personnel	784 900	1 038 000	1 351 000	30%	1 391 530	1 433 276
12 Expenditure relating to Staff recruitment	46 677	119 236	108 470	-9%	119 470	119 470
13 Mission expenses	2 899	6 120	6 930	13%	6 930	6 930

14 Socio-medical infrastructure	123 868	195 909	196 210	0%	207 530	207 580
15 Training	57 281	119 227	107 530	-10%	126 230	126 230
16 External Services	370 503	380 876	360 750	-5%	360 980	361 210
17 Receptions and events	531	2 060	2 010	-2%	2 230	2 230
Title 2				-		
Infrastructure and operating expenditure	667 770	1 459 364	1 828 310	25%	1 961 400	1 699 540
20 Rental of buildings and associated costs[1]	363 093	705 297	861 290	22%	955 150	845 950
21 Information and communication technology	273 278	697 189	843 600	21%	820 150	796 380
22 Movable property and associated costs	22 493	35 591	95 810	169%	98 830	29 060
23 Current administrative expenditure	8 283	20 675	26 270	27%	85 920	26 790
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	623	612	1 340	119%	1 350	1 360
26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 4				-		
Operational expenditure	746 548	1 967 208	2 447 080	24%	2 333 750	2 235 130
4000 Substances, products and technical equivalence	0	50 000	50 000	0%	50 000	50 000
4003 Submissions, datasharing, dissemination	0	0	0	-	0	0
4007 Advice assistance through guidance and helpdesk	30 091	31 650	51 750	64%	73 750	73 750
4008 Scientific IT tools	187 600	1 095 953	1 440 770	31%	1 310 090	1 211 190
4009 Scientific technic advice to EU institut and bodies	0	0	0	-	0	0
4011 Biocidal products Committee and Biocides Enforcement Group	258 894	489 200	613 000	25%	613 000	613 000
4012 Board of Appeal	175	15 500	17 000	10%	17 000	17 000
4013 Communications including Translations	49 346	99 714	105 410	6%	94 410	94 410
4022 Management Board and management of the Agency	46 916	118 591	100 150	-16%	106 500	106 780
4030 Missions	51 544	66 600	69 000	4%	69 000	69 000
4031 External training	0	0	0	-	0	0
4901 Preparatory work BPR 13/3938 Norwegian	121 981	0	0	-	0	0

TOTAL EXPENDITURE	6 879 964	10 358 000	12 247 590	18%	13 286 430	13 302 170
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2 **PIC**

Expenditure	2017		2018	
	Commitment appropriations	Payment appropriations	Commitment appropriations	Payment appropriations
Title 1	667 896	667 896	767 360	767 360
Title 2	177 828	177 828	216 150	216 150
Title 3	337 276	337 276	258 490	258 490
Total expenditure	1 183 000	1 183 000	1 242 000	1 242 000

3

EXPENDITURE	Commitment appropriations					
	2016	2017	2018	VAR 2018/2017	2019	2020
			Agency request			
Title 1 Staff Expenditure	572 626	667 896	767 360	15%	780 750	813 940
11 Salaries & allowances	498 665	531 300	632 100	19%	640 620	673 780
- of which establishment plan posts	457 664	486 300	588 300	21%	595 506	627 313
- of which external personnel	41 000	45 000	43 800	-3%	45 114	46 467
12 Expenditure relating to Staff recruitment	9 363	39 934	38 670	-3%	39 970	39 970
13 Mission expenses	469	720	820	14%	820	820
14 Socio-medical infrastructure	7 193	23 048	23 200	1%	24 530	24 540
15 Training	8 277	14 705	13 370	-9%	15 580	15 580
16 External Services	48 659	58 189	59 200	2%	59 230	59 250
17 Receptions and events	0	0	0	-	0	0
Title 2				-		
Infrastructure and operating expenditure	146 301	177 828	216 150	22%	231 890	200 940
20 Rental of buildings and associated costs[1]	75 202	87 308	101 790	17%	112 890	99 980
21 Information and communication technology	63 553	83 828	99 760	19%	96 980	94 170
22 Movable property and associated costs	5 872	4 188	11 330	171%	11 690	3 440

23 Current administrative expenditure	1 574	2 432	3 110	28%	10 170	3 180
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	99	72	160	122%	160	170
26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 5				-	0	0
Operational expenditure	363 916	337 276	258 490	-23%	229 360	227 120
5000 Studies and consultants	0	0	0	-	0	0
5007 Advice assistance through guidance and helpdesk	0	0	0	-	0	0
5008 Scientific IT tools	331 036	305 974	226 670	-26%	198 840	196 600
5011 Meetings with the DNAs and experts on PIC implem	0	0	0	-	0	0
5013 Communications including Translations	20 267	17 402	17 820	2%	16 520	16 520
5030 Missions	12 613	13 900	14 000	1%	14 000	14 000
5031 External training	0	0	0	-	0	0
TOTAL EXPENDITURE	1 082 842	1 183 000	1 242 000	5%	1 242 000	1 242 000

1

EXPENDITURE	Payment appropriations					
	2016	2017	2018 Agency request	VAR 2018/2017	2019	2020
Title 1 Staff Expenditure	546 502	667 896	767 360	15%	780 750	813 940
11 Salaries & allowances	498 665	531 300	632 100	19%	640 620	673 780
- of which establishment plan posts	457 664	486 300	588 300	21%	595 506	627 313
- of which external personnel	41 000	45 000	43 800	-3%	45 114	46 467
12 Expenditure relating to Staff recruitment	9 358	39 934	38 670	-3%	39 970	39 970
13 Mission expenses	440	720	820	14%	820	820
14 Socio-medical infrastructure	6 203	23 048	23 200	1%	24 530	24 540
15 Training	7 174	14 705	13 370	-9%	15 580	15 580
16 External Services	24 661	58 189	59 200	2%	59 230	59 250
17 Receptions and events	0	0	0	-	0	0
Title 2				-		

Infrastructure and operating expenditure	128 969	177 828	216 150	22%	231 890	200 940
20 Rental of buildings and associated costs[1]	72 618	87 308	101 790	17%	112 890	99 980
21 Information and communication technology	51 588	83 828	99 760	19%	96 980	94 170
22 Movable property and associated costs	3 409	4 188	11 330	171%	11 690	3 440
23 Current administrative expenditure	1 258	2 432	3 110	28%	10 170	3 180
24 Postage / Telecommunications	0	0	0	-	0	0
25 Meeting expenses	95	72	160	122%	160	170
26 Running costs in connection with operational activities	0	0	0	-	0	0
27 Information and publishing	0	0	0	-	0	0
28 Studies	0	0	0	-	0	0
Title 5					0	0
Operational expenditure	233 458	337 276	258 490	-23%	229 360	227 120
5000 Studies and consultants	0	0	0	-	0	0
5007 Advice assistance through guidance and helpdesk	0	0	0	-	0	0
5008 Scientific IT tools	218 165	305 974	226 670	-26%	198 840	196 600
5011 Meetings with the DNAs and experts on PIC implem	0	0	0	-	0	0
5013 Communications including Translations	4 424	17 402	17 820	2%	16 520	16 520
5030 Missions	10 869	13 900	14 000	1%	14 000	14 000
5031 External training	0	0	0	-	0	0
TOTAL EXPENDITURE	908 928	1 183 000	1 242 000	5%	1 242 000	1 242 000

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1 Annex II: Table 2 – Revenue

ECHA

Revenues	2017	2018
	Revenues estimated by the agency	As requested by the agency
EU contribution	75 172 500	34 303 532
Other revenue	34 650 890	83 396 818
Total revenues	109 823 390	117 700 350

REVENUES	2016	2017	2018	VAR 2018 / 2017	2019	2020
	Executed Budget	Revenues estimated by the agency	As requested by the agency			
1 REVENUE FROM FEES AND CHARGES	49 828 533.26	32 247 800	81 890 958	154%	39 953 753	40 909 483
2. EU CONTRIBUTION	60 920 188	75 172 500	34 303 532	-54%	74 077 247	73 067 967
of which Administrative (Title 1 and Title 2)	49 823 496	57 486 919	26 609 032	-54%	58 639 810	57 934 822
of which Operational (Title 3)	11 096 692	17 685 581	7 694 500	-56%	15 437 437	15 133 145
of which assigned revenues deriving from previous years' surpluses	441 492	3 093 463	5 288 731	71%	0	0
3 THIRD COUNTRIES CONTRIBUTION (incl. EFTA and candidate countries)	1 767 954	1 803 090	905 860	-50%	1 995 860	1 919 460
of which EFTA	1 639 917	1 752 190	816 610	-53%	1 799 028	1 774 096
of which Candidate Countries	0	0	0	-	0	0
4 OTHER CONTRIBUTIONS	900 000	600 000	600 000	0%	600 000	600 000
of which delegation agreement, ad hoc grants	900 000	600 000	600 000	0%	600 000	600 000
5 ADMINISTRATIVE OPERATIONS	543 830	0	0	-	0	0
6 REVENUES FROM SERVICES RENDERED AGAINST PAYMENT	0	0	0	-	0	0
7 CORRECTION OF BUDGETARY IMBALANCES	0	0	0	-	0	0
TOTAL REVENUES	113 960 505	109 823 390	117 700 350	7%	116 626 860	116 496 910

REACH / CLP

Revenues	2017	2018
	Revenues estimated by the agency	As requested by the agency
EU contribution	69 489 500	30 517 000
Other revenue	28 792 890	73 693 760
Total revenues	98 282 390	104 210 760

REVENUES	2016	2017	2018	VAR 2018 / 2017	2019	2020
	Executed Budget	Revenues estimated by the agency	As requested by the agency			
1 REVENUE FROM FEES AND CHARGES	42 216 388	26 476 500	72 340 000	173%	32 614 000	31 999 000
2. EU CONTRIBUTION	58 919 188	69 489 500	30 517 000	-56%	67 224 000	67 682 000
of which Administrative (Title 1 and Title 2)	48 210 364	52 995 842	23 589 390	-55%	53 001 533	53 472 275
of which Operational (Title 3)	10 708 824	16 493 658	6 927 610	-58%	14 222 467	14 209 725
of which assigned revenues deriving from previous years' surpluses			4 794 980	-		
3 THIRD COUNTRIES CONTRIBUTION (incl. EFTA and candidate countries)	1 625 575	1 716 390	753 760	-56%	1 660 430	1 671 740
of which EFTA	1 625 575	1 716 390	753 760	-56%	1 660 430	1 671 740
of which Candidate Countries				-		
4 OTHER CONTRIBUTIONS	900 000	600 000	600 000	0%	600 000	600 000
of which delegation agreement, ad hoc grants	900 000	600 000	600 000	0%	600 000	600 000
5 ADMINISTRATIVE OPERATIONS	517 204			-		
6 REVENUES FROM SERVICES RENDERED AGAINST PAYMENT				-		
7 CORRECTION OF BUDGETARY IMBALANCES				-		
TOTAL REVENUES	104 178 355	98 282 390	104 210 760	6%	102 098 430	101 952 740

BIOCIDES

Revenues	2017	2018
	Revenues estimated by the agency	As requested by the agency
EU contribution	4 500 000	2 544 532
Other revenue	5 858 000	9 703 058
Total revenues	10 358 000	12 247 590

REVENUES	2016	2017	2018	VAR 2018 / 2017	2019	2020
	Executed Budget	Revenues estimated by the agency	As requested by the agency			
1 REVENUE FROM FEES AND CHARGES	7 612 146	5 771 300	9 550 958	65%	7 339 753	8 910 483
2. EU CONTRIBUTION	850 000	4 500 000	2 544 532	-43%	5 611 247	4 143 967
of which Administrative (Title 1 and Title 2)	757 766	3 645 353	2 036 132	-44%	4 625 636	3 447 667
of which Operational (Title 3)	92 234	854 647	508 400	-41%	985 611	696 300
of which assigned revenues deriving from previous years' surpluses	330 372	3 050 000	417 965	-86%		
3 THIRD COUNTRIES CONTRIBUTION (incl. EFTA and candidate countries)	142 379	86 700	152 100	75%	335 430	247 720
of which EFTA	14 342	35 800	62 850	76%	138 598	102 356
of which Candidate Countries				-		
4 OTHER CONTRIBUTIONS				-		
of which delegation agreement, ad hoc grants				-		
5 ADMINISTRATIVE OPERATIONS	13 588			-		
6 REVENUES FROM SERVICES RENDERED AGAINST PAYMENT				-		
7 CORRECTION OF BUDGETARY IMBALANCES				-		
TOTAL REVENUES	8 618 112	10 358 000	12 247 590	18%	13 286 430	13 302 170

PIC

Revenues	2017	2018
	Revenues estimated by the agency	As requested by the agency
EU contribution	1 183 000	1 242 000
Other revenue	0	0
Total revenues	1 183 000	1 242 000

REVENUES	2016	2017	2018	VAR 2018 / 2017	2019	2020
	Executed Budget	Revenues estimated by the agency	As requested by the agency			
1 REVENUE FROM FEES AND CHARGES	0	0	0	-	0	0
2. EU CONTRIBUTION	1 151 000	1 183 000	1 242 000	5%	1 242 000	1 242 000
of which Administrative (Title 1 and Title 2)	855 366	845 724	983 510	16%	1 012 640	1 014 880
of which Operational (Title 5)	295 634	337 276	258 490	-23%	229 360	227 120
of which assigned revenues deriving from previous years' surpluses	111 120	43 463	75 786	74%		
3 THIRD COUNTRIES CONTRIBUTION (incl. EFTA and candidate countries)	0	0	0	-	0	0
of which EFTA	0	0	0	-	0	0
of which Candidate Countries				-		
4 OTHER CONTRIBUTIONS				-		
of which delegation agreement, ad hoc grants				-		
5 ADMINISTRATIVE OPERATIONS	13 038			-		
6 REVENUES FROM SERVICES RENDERED AGAINST PAYMENT				-		
7 CORRECTION OF BUDGETARY IMBALANCES				-		
TOTAL REVENUES	1 164 038	1 183 000	1 242 000	5%	1 242 000	1 242 000

1 **Annex II: Table 3 - Budget outturn and cancellation of appropriations**2 **Calculation budget outturn**

3

4 *REACH / CLP*

Budget outturn	2014	2015	2016
Reserve from the previous years' surplus (+)	160 044 885	87 189 692	8 839 384
Revenue actually received (+)	27 817 012	24 825 943	95 338 971
Payments made (-)	-90 826 274	-93 301 724	-87 252 046
Carry-over of appropriations (-)	-10 333 258	-10 460 492	-13 339 281
Cancellation of appropriations carried over (+)	490 200	546 332	885 682
Adjustment for carry over of assigned revenue appropriations from previous year (+)		51 427	323 288
Exchange rate differences (+/-)	-2 873	-11 794	-1 018
Adjustment for negative balance from previous year (-)			
Total	87 189 692	8 839 384	4 794 980

5 The amount of € 1 686 496 remained uncommitted and is cancelled.

6

1 *BIOCIDES*

Budget outturn	2014	2015	2016
Revenue actually received (+)	7 728 121	11 536 716	8 618 112
Payments made (-)	-7 089 216	-6 653 783	-6 879 964
Carry-over of appropriations (-)	-543 110	-2 037 505	-1 449 970
Cancellation of appropriations carried over (+)	234 577	26 444	69 538
Adjustment for carry over of assigned revenue appropriations from previous year (+)		178 581	122 162
Exchange rate differences (+/-)		0	
Adjustment for negative balance from previous year (-)		0	
Total	330 372	3 050 453	479 879

2 The amount of € 233 815 remained uncommitted and is cancelled.

3

4 *PIC*

Budget outturn	2014	2015	2016
Revenue actually received (+)	1 297 391	1 222 925	1 164 039
Payments made (-)	-1 003 063	-1 015 317	-908 928
Carry-over of appropriations (-)	-192 017	-164 310	-185 558
Cancellation of appropriations carried over (+)	8 810	2 769	6 234

Budget outturn	2014	2015	2016
Adjustment for carry over of assigned revenue appropriations from previous year (+)		166	
Exchange rate differences (+/-)			
Adjustment for negative balance from previous year (-)			
Total	111 121	46 233	75 786

- 1 The amount of € 69 552 remained uncommitted and is cancelled.

1 **Annex III. Staff population and its evolution**

2

3 **Table 1 – Overview of all categories of staff**

Staff population		Staff population - posts actually filled in 31.12.2015*				Staff population in voted EU budget 2016				Staff population - posts actually filled in 31.12.2016*				Staff population in voted EU budget 2017					Staff population in draft EU budget 2018*					Staff population envisaged in 2019					Staff population envisaged in 2020				
		REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	Delegated tasks	TOTAL	REACH/CLP	Biocides	PIC	Delegated tasks	TOTAL	REACH/CLP	Biocides	PIC	Delegated tasks	TOTAL	REACH/CLP	Biocides	PIC	Delegated tasks	TOTAL
Officials	AD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	AST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TA	AD	304	31	1	336	303	30	1	334	299	31	1	331	301	35	1	337	301	38	1		340	298	43	1		342	298	44	1		343	
	AST	117	9	5	131	117	9	5	131	110	9	5	124	109	9	5	123	109	9	6		124	106	10	6		122	106	10	6		122	
	AST/SC																																
Total AD+AST		421	40	6	467	420	39	6	465	409	40	6	455	410	44	6	460	410	47	7		464	404	53	7		464	404	54	7		465	
CA FG IV		14	4		18	20	4	1	25	17	7		24	19	6	1	2	28	18	10	1	2	31	17	10	1	2	30	17	10	1	2	30
CA FG III		53	6		59	64	8		72	58	5		63	65	7	1	73	66	6		1	73	62	6		1	69	60	6		1	67	
CA FG II		23	0	1	24	18	2		20	25	1	1	27	18	2		20	24	2			26	18	2			20	18	2			20	
CA FG I		2			2				0				0				0					0					0					0	
TOTAL CAs in place		92	10	1	103					100	13	1	114																				
Total CA (FTE)		85	9.08	1	95	102	14	1	117	89.5	10.5	0.9	101	102	15	1	3	121	108	18	1	3	130	97	18	1	3	119	97	18	1	3	119
SNE		7	1		8	13	2	0	15	8	1		9	13	1	0	14	15	2	0	0	17	15	2	0	0	17	15	2	0	0	17	
Structural service providers**		40			40					22																							
Total		560	51	7	618	535	55	7	597	539	54	7	600	525	60	7	3	595	533	67	8	3	611	516	73	8	3	600	516	74	8	3	601
External staff for occasional replacement**		34	9	3	46					3	2	3	8																				

* 3 TAs under recruitment
* 3 CAs under recruitment

* 1 TA under recruitment
* 6 CAs under recruitment

* final number of posts will be determined by the budgetary authority

4

1 **Table 2 – Multi-annual staff policy plan 2018-2020**

Category and grade	Establishment plan in the voted EU budget 2016				Establishment plan in the draft EU budget 2017				Establishment plan 2018				Establishment plan 2019				Establishment plan 2020			
	TA				TA				TA				TA				TA			
	REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	TOTAL	REACH/CLP	Biocides	PIC	TOTAL
AD 16	0		0	0	0		0	0	0	0	0	0	0		0	0		0	0	0
AD 15	1		0	1	1		0	1	1		0	1	1		0	1	1		0	1
AD 14	4		0	4	5		0	5	6		0	6	7		0	7	8		0	8
AD 13	15		0	15	15		0	15	15		0	15	16		0	16	17		0	17
AD 12	20	2	0	22	18	2	0	20	18	2	0	20	19	2	0	21	21	2	0	23
AD 11	31	3	0	34	31	3	0	34	31	3	0	34	31	3	0	34	32	3	0	35
AD 10	33	3	0	36	36	3	0	39	38	4	0	42	39	5	0	44	43	5	0	48
AD 9	48	6	0	54	48	6	0	54	49	6	0	55	50	10	0	60	53	10	0	63
AD 8	50	9	1	60	49	12	1	62	48	12	1	61	50	12	1	63	47	11	1	59
AD 7	52	5	0	57	59	5	0	64	61	5	0	66	59	4	0	63	55	6	0	61
AD 6	41	4	0	45	31	4	0	35	25	6	0	31	21	6	0	27	17	5	0	22
AD 5	8		0	8	8		0	8	9		0	9	5	1	0	6	4	1	0	5
Total AD	303	32	1	336	301	35	1	337	301	38	1	340	298	43	1	342	298	43	1	342
AST 11	0		0	0	0		0	0	0		0	0		0	0		0		0	0
AST 10	0		0	0	0		0	0	1		0	1	1		0	1	1		0	1
AST 9	6		0	6	5		0	5	4		0	4	5		0	5	5		0	5
AST 8	9		0	9	7		0	7	6		0	6	8		0	8	8	1	1	10
AST 7	12	1	2	15	11	1	2	14	11	1	2	14	12	1	2	15	13	1	1	15
AST 6	16		0	16	15		0	15	18		0	18	18	1	0	19	21	1	0	22
AST 5	31	3	0	34	31	3	0	34	27	3	0	30	31	3	0	34	25	3	1	29
AST 4	12	2	0	14	19	2	1	22	23	3	2	28	17	4	2	23	21	3	2	26
AST 3	19	1	3	23	13	3	2	18	16	2	2	20	13	1	2	16	11	1	1	13
AST 2	7		0	7	5		0	5	3		0	3	1		0	1	1		0	1
AST 1	5		0	5	3		0	3	0		0	0			0	0			0	0
Total AST	117	7	5	129	109	9	5	123	109	9	6	124	106	10	6	122	106	10	6	122
AST/SC 6				0				0				0				0				0
AST/SC 5				0				0				0				0				0
AST/SC 4				0				0				0				0				0
AST/SC 3				0				0				0				0				0
AST/SC 2				0				0				0				0				0
AST/SC 1				0				0				0				0				0
TOTAL AD+AST	420	39	6	465	410	44	6	460	410	47	7	464	404	53	7	464	404	53	7	464

2

1 **Annex IV: A. Recruitment policy**

2 **Selection procedures**

3 ECHA has a set of comprehensive staff selection and recruitment procedures in place covering all the key stages of the process in a clear and detailed
4 manner. The aim of the selection and recruitment procedures is to recruit staff that best fit the job profile in a timely and transparent manner and
5 to ensure that staff members are selected and appointed in accordance with the Staff Regulations and with due regard to the principles of professional
6 qualification, transparency, equal access and non-discrimination. The selection procedure information is available on ECHA's website.

7 8 **Employment Conditions**

9 The employment conditions of staff members employed by ECHA are governed by the Staff Regulations of Officials (SR), the Conditions of
10 Employment of Other Servants of the European Union (CEOS) and the Implementing Rules adopted by ECHA. These temporary agent (TA) and
11 contract agent (CA) staff are referred to as statutory staff. While both TA and CA staff are financed from staff-related expenditure (Title 1), CA's are
12 engaged by ECHA's Appointing Authority in positions that are not included in the Establishment Plan.

13 14 **a. Officials**

15 ECHA does not engage officials.

16 17 **b. Temporary agents**

18 All temporary agents employed by ECHA are temporary agents that fall under Article 2(f) and 2(a) of the Staff Regulations.

19 Temporary agent posts are classified according to the nature and responsibility of the duties, as follows:

- 20 • Administrator function group (AD) comprises eleven grades, from AD 5 to AD 15, corresponding to scientific, technical, administrative and
21 legal duties;
- 22 • Assistant function group (AST) comprises eleven grades, from AST 1 to AST 11, corresponding to administrative, technical and clerical duties.

23 TAs are recruited by open calls for expressions of interest and may be selected for employment using either a selection procedure conducted by
24 ECHA, the European Personnel Selection Office (EPSO) or a selection procedure organised through the Inter Agency Job Market. ECHA engages the
25 services of an executive search consultancy to assist in the selection of candidates for management posts and certain high-level specialist posts

1 involving supervisory/key coordination responsibilities. The consultancy assists in the screening of applicants and in assessing management
2 capabilities, utilising modern selection methods.

3 ECHA adopts a systematic approach to selection planning, involving an identification of its staffing needs on a quarterly basis and the development
4 and implementation of related staffing plans. TAs are appointed on 5-year contracts, which may be renewed for an additional 5 years, with the
5 possibility of a second renewal for an indefinite period. In line with the necessity for staffing flexibility, ECHA also organises selection procedures for
6 short-term assignments under the Temporary Agent contract, in accordance with the Article 8 of the Conditions of Employment of Other Servants
7 of the European Union. In 2016, ECHA did not recruit secretaries at AST level and, for the period 2018-2020, ECHA does not intend to recruit any
8 secretaries at AST level.

9

10 **c. Contract agents**

11 The Decision of ECHA's Management Board MB/07/2009 (D) 3, dated 26 February 2009, is the Implementing Rule that sets out the procedure
12 governing the engagement and the use of contract agents at ECHA. Again, the SWP has decided to work on new Implementing Rules that will give
13 effect to the changes brought by the new SR, taking account the specificities of the agencies. Once agreed by the SWP, ECHA is committed to adopt
14 these IRs (subject to Commission agreement).

15 Contract agent positions are classified in four function groups corresponding to the nature and responsibilities involved:

- 16 • Function Group I: administrative and manual support service tasks
- 17 • Function Group II: clerical and secretarial tasks, office management and other equivalent tasks
- 18 • Function Group III: administrative, finance and other equivalent technical tasks, and
- 19 • Function Group IV: operational, scientific and equivalent technical tasks.

20 Contract Agents are appointed on 3-year contracts, which may be renewed for an additional 3 years, with the possibility of a second renewal for an
21 indefinite period. For the 2018 registration deadline, ECHA is also planning on using specific short-term CA contracts.

22

23 **d. Seconded national experts⁵¹**

⁵¹ SNEs are not employed by the agency

1 ECHA engages seconded national experts (SNEs) for highly specialised positions requiring a high level of expertise. ECHA publishes a call for
2 expressions of interest on its website and the procedure is conducted in a transparent manner. Typically, the length of secondment is for one year
3 (renewable) however, ECHA has engaged experts for shorter periods.

4 5 **e. Structural service providers⁵²**

6 Structural service providers carry out specialised outsourced tasks, principally in the area of information technology. The tender procedures
7 adopted follow the best practice procurement rules and the duration of contracts vary in accordance with the specific nature of the contract. ECHA
8 is committed to ensuring that the number of structural service providers will be reduced in the coming years.

9 10 **f. External staff for occasional replacement⁵³**

11 External staff may be contracted by ECHA from a contractor (employment agency) to work at ECHA on a temporary basis, for a limited period of
12 time, to cover absences, work peaks, specific projects, etc. ECHA is committed ensuring that the numbers of operational interims will be reduced
13 in the coming years, except in 2018 when ECHA anticipates a peak in registrations and such external staff will be required to handle this
14 exceptional peak-in-workload activity.

15 16 **g. Traineeships**

17 Traineeships are targeted at university graduates who are aiming for a career related to chemicals or activities in ECHA's stakeholder community.
18 For the period 2018–2020, ECHA estimates the following intake of graduate trainees:

Year	2017	2018	2019	2020
Trainees	30	30	30	25

⁵² Structural service providers are not employed by the agency

⁵³ External staff for occasional replacements is not employed by the agency

1 **Annex IV: B. Appraisal of performance and reclassification/promotions**

2 **Table 1 - Reclassification of temporary staff/promotion of officials**

Category and grade	Staff in activity at 1.01.2015		How many staff members were promoted / reclassified in 2016		Average number of years in grade of reclassified/promoted staff members in 2016
	officials	TA	officials	TA	TA
AD 16	0	0	0	N/A	N/A
AD 15	0	1	0	0	N/A
AD 14	0	3	0	0	N/A
AD 13	0	7	0	1	6.30
AD 12	0	14	0	1	6.09
AD 11	0	17	0	0	N/A
AD 10	0	30	0	4	5.92
AD 9	0	45	0	4	5.55
AD 8	0	51	0	8	4.21
AD 7	0	54	0	5	4.85
AD 6	0	84	0	16	3.86
AD 5	0	46	0	11	4.20
Total AD	0	350	0	50	4.48
AST 11	0	0	0	N/A	N/A
AST 10	0	0	0	N/A	N/A

AST 9	0	3	0	N/A	N/A
AST 8	0	1	0	N/A	N/A
AST 7	0	6	0	N/A	N/A
AST 6	0	10	0	N/A	N/A
AST 5	0	21	0	2	5.65
AST 4	0	24	0	1	3.87
AST 3	0	52	0	12	4.20
AST 2	0	14	0	3	4.50
AST 1	0	11	0	0	N/A
Total AST	0	142	0	18	4.39
Total	0	492	0	68	4.46

1

2 **Table 2 - Reclassification of contract staff**

Function Group	Grade	Staff in activity at 1.01.2015	How many staff members were reclassified in 2016	Average number of years in grade of reclassified staff members in 2016
CA IV	18	0	N/A	N/A
	17	0	0	N/A

	16	2	0	N/A
	15	1	0	N/A
	14	10	1	2.84
	13	7	2	2.86
CA III	12	0	0	N/A
	11	1	0	N/A
	10	13	0	N/A
	9	31	2	4.09
	8	13	5	3.12
CA II	7	0	0	N/A
	6	0	0	N/A
	5	12	1	5.47
	4	11	1	2.63
CA I	3	0	0	N/A
	2	2	0	N/A
	1	0	0	N/A
Total		103	12	3.37

1 **The agency's policy on performance appraisal and promotion/reclassification – short description**

2 Following the extensive work of the Inter-Agency Standing Working Group, ECHA's has adopted by analogy in 2015 a new policy with respect to
3 performance appraisal articulated in the ECHA Decision (MB/74/2015) on performance appraisal of temporary agents and contracts agents dated
4 18 June 2015 (implementing Article 43 of the Staff Regulations) and Article 15(2) of the CEOS.

5 ECHA's policy with respect to promotion/reclassification is articulated in the ECHA Decision (MB/05/2016) on the policy and procedure for the
6 reclassification of Temporary Agents dated 17 March 2016 (implementing Article 10 of the Staff Regulations and Article 10 of the CEOS) and in the
7 ECHA Decision (MB/06/2016) on the policy and procedure for the reclassification of Contract Agents dated 17 March 2016 (implementing Article
8 87(3) of the Staff Regulations and Article 10 of the CEOS).

9 As a guiding principle, ECHA's establishment plan evolution and the annual reclassification exercise is carried out in line with the multiplication rate
10 for guiding the average career equivalence as provided for in Article 6 and Annex IB of the Staff Regulations, and on the basis of comparative merit
11 and budgetary availability.

12

13 **Annex IV. C. Mobility policy**

14 **Mobility within ECHA**

15 ECHA revised its internal mobility policy in 2016, in collaboration with the Staff Committee, with the objective of further encouraging mobility within
16 the organisation on a permanent and temporary basis. In 2016, eighteen (18) staff members availed of internal mobility opportunities within ECHA.

17 **Mobility between Agencies (Inter-Agency Job Market)**

18 ECHA signed the Inter-Agency Job Market agreement in January 2008 and is supportive of the Inter-Agency Job Market, in particular for posts that
19 may be considered attractive for potential candidates in other Agencies. Following the adoption of the Implementing Rules for the TA 2 (f) that offer
20 the possibility of the continuation of employment contracts between Agencies, ECHA did not publish any Inter Agency Mobility in 2016.

21 **Mobility between the Agencies and the Institutions**

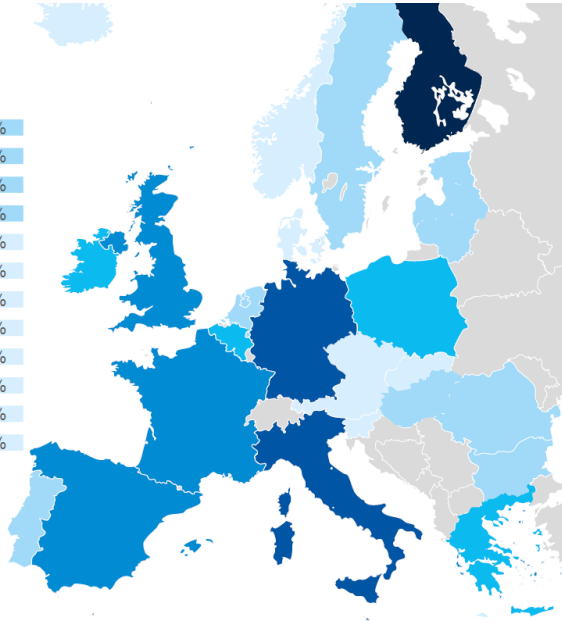
22 ECHA encourages mobility between the Agencies and the European Institutions and welcomes candidates from such Agencies and Institutions.

23

1 **Annex IV: D. Gender and geographical balance**

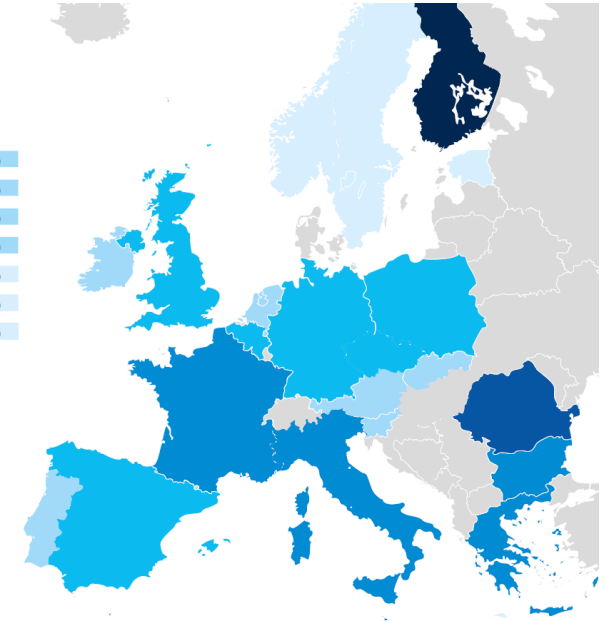
TA GEOGRAPHICAL BALANCE

Finnish	30.8%	Bulgarian	1.5%
Italian	7.9%	Estonian	1.5%
German	7.7%	Lithuanian	1.3%
Spanish	6.6%	Latvian	1.1%
British	6.2%	Slovenian	0.9%
French	5.1%	Slovakian	0.9%
Polish	4.6%	Czech	0.9%
Greek	4.4%	Danish	0.7%
Belgian	4.0%	Austrian	0.7%
Irish	2.9%	Maltese	0.7%
Romanian	2.0%	Iceland	0.2%
Swedish	2.0%	Liechtenstein	0.2%
Portuguese	2.0%		
Hungarian	1.8%		
Dutch	1.5%		



CA GEOGRAPHICAL BALANCE

Finnish	31.5%	Slovakian	1.9%
Romanian	10.2%	Slovenian	1.9%
French	6.5%	Portuguese	1.9%
Bulgarian	6.5%	Irish	1.9%
Greek	6.5%	Swedish	0.9%
Italian	5.6%	Estonian	0.9%
German	3.7%	Norwegian	0.9%
British	3.7%		
Belgian	3.7%		
Spanish	2.8%		
Polish	2.8%		
Czech	2.8%		
Austrian	1.9%		
Dutch	1.9%		



TA GENDER BALANCE (ECHA)



CA GENDER BALANCE (ECHA)



1 **Annex IV: E. Schooling**

2 **Legal Basis**

3 The European Schooling Helsinki (ESH) opened in September 2008 to provide education for the children of ECHA staff, following the enactment of
4 the ESH Act on 1 January 2008. The ESH is maintained by the State of Finland and it annually concludes an attainment contract with the Finnish
5 National Board of Education. It is organised on the basis of the educational structure of the European Schools, providing education based on the
6 syllabi of the European Schools. It is an Accredited European School and is administered and funded by the Finnish Government, which receives
7 EU subsidies^[1], and own revenues generated through certain fees. The Act provides that the children of ECHA staff (Category I pupils) have an
8 entitlement to enrolment at ESH. In 2009, an amendment to the Act on European Schooling Helsinki was adopted to facilitate admission of
9 Category II (non-ECHA) pupils to the School. Category II pupils may apply for enrolment in the ESH since 2010 and, presently, approximately 41
10 % of the pupils are of category II.

11 **Administration**

12 The School is managed by a Director and an Administrative Board (consisting of a chair, a vice-chair and a maximum of 8 members), which is
13 appointed for a term of 4 years. Although being the main stakeholder of the ESH, ECHA has only one vote on the Administrative Board.

14 The School has three language sections – Finnish, French and English – and education is divided into a 2-year nursery cycle (Years NI-N2); a 5-
15 year primary cycle (Years P1-P5) and a 7-year secondary cycle (Years S1-S7). The student numbers for ECHA related children for the school year
16 2016-2017 are the following: nursery: 16, primary: 82 and secondary: 65. The total number of ECHA related children is therefore 163, and it is
17 envisaged that this number remains relatively stable within the next years.

18 **Accreditation**

19 The ESH is linked to the European Schools system through an Accreditation and Cooperation Agreement, which was initially signed on 20 January
20 2009. Following an audit of ESH, conducted in December 2010, the Secretary General, representing the Board of Governors of the European
21 Schools, signed an Additional Agreement to the Accreditation and Cooperation Agreement on 26 May 2011, recognising the European schooling
22 provided by European Schooling Helsinki for secondary years 6 and 7 and the European Baccalaureate. The School has offered the European
23 Baccalaureate for the first time in 2013.

^[1] Note: As of 01 July 2011, based on the EU Contribution Agreement entered into with the European Commission, Finland received financial contributions from the EU budget based on the number of Category I children enrolled in the ESH in the given year. This system was amended in 2013 with the consequence that for the school year 2016/2017, ECHA has to pay the subsidy out of its own budget, which amounts to €1.2 Million.

1 The ESH joined the network of Accredited European Schools in 2011. ECHA participates in the meetings of the network together with other EU
2 Agencies in order to exchange best practices and to further strengthen the provision of European Schooling, which is essential for staff recruitment
3 and retention.

4 **Issues**

5 The availability of a high quality of education in Helsinki is a critical attraction and retention factor for ECHA and, in this respect, the ESH is a key
6 stakeholder for ECHA. There is a clear requirement for the School's budget – and, specifically, the subsidy from the Finnish state - to be
7 maintained at a sufficient level to continue to ensure the provision of a high quality of education at the School. ECHA will, through its presence on
8 the Administrative Board and interactions with other stakeholders, continue to represent the interests of ECHA staff on this issue.

9 ECHA co-chairs the Sub-Network of EU Agencies on Accredited European Schools (SNAES) within the Network of the Heads of Administration to
10 ensure coordination and mutual support among Agencies on this important topic.

11

1 Annex V: Buildings

2 Current building(s)

	Name, location and type of building	Other Comment
<i>Information to be provided per building:</i>	Annankatu 18 (AK18) Lonnotkatu 12 (LK) Bulevardi (BL)	
Surface area (in square metres)	24 809 m ²	
- Of which office space	15 823 m ²	
- Of which non-office space	8 986 m ²	
Annual rent (in EUR)	6 048 048 €	
Type and duration of rental contract	<i>Lease contract until 31.12.2019 (with a purchase option until 30.06.2019)</i>	
Host country grant or support	<i>No</i>	
Present value of the building	<i>building/A</i>	

3

4 Building projects in planning phase

5 As the current lease contract of ECHA's office building expires on 31.12.2019, ECHA launched a prospection of the local market in 2016 (that will
6 be included in the negotiation procedure to take place in 2017).

1 **Building projects to be submitted to the European Parliament and the Council**

2 The current planning foresees the submission of a proposed future building project to the Budgetary Authority in 2017.

3

4

5 **Annex VI. Privileges and immunities**

6 The privileges and immunities of staff and the Agency are contained in the respective Protocol to the EU Treaty. Moreover, further effect is given
7 by the Seat Agreement signed between Finland and ECHA on 28 June 2007.

8

Agency privileges	Privileges granted to staff	
	Protocol of privileges and immunities / diplomatic status	Education / day care
Inviolability	Immunity from jurisdiction regarding official capacity	Same access to daycare organised by municipalities as Finnish nationals
Facilitations for Communications	Exemption from registration requirements Duty free import of goods upon taking up services Reimbursement of VAT between 1 June 2007 and 31 May 2009 (no longer in place)	Access to Finnish school system

	<p>Right to free export when leaving the service</p> <p>Exemption from taxes on EU salaries</p> <p>Exemption from national car tax once every three years</p> <p>Executive Director and Directors join diplomatic status</p> <p>Temporary residence permits to family members who are not EU / EEA nationals</p> <p>Issuance of personal cards through the Foreign Ministry</p> <p>Issuance of Finnish identity numbers</p>	
Assistance and Cooperation in Security Matters		Access to European Schooling through the European Schooling Helsinki
Exemption from all duties and taxes		

1

2

1 **Annex VII. Evaluations**

2 To be added in a later version of the document after the endorsement of the Management Board Working Group on Audit

3

4 **Annex VIII. Risks 2018**

5 To be added in June 2017 after the risk management exercise is performed (ED)

6

7 **Annex IX. Procurement plan 2018**

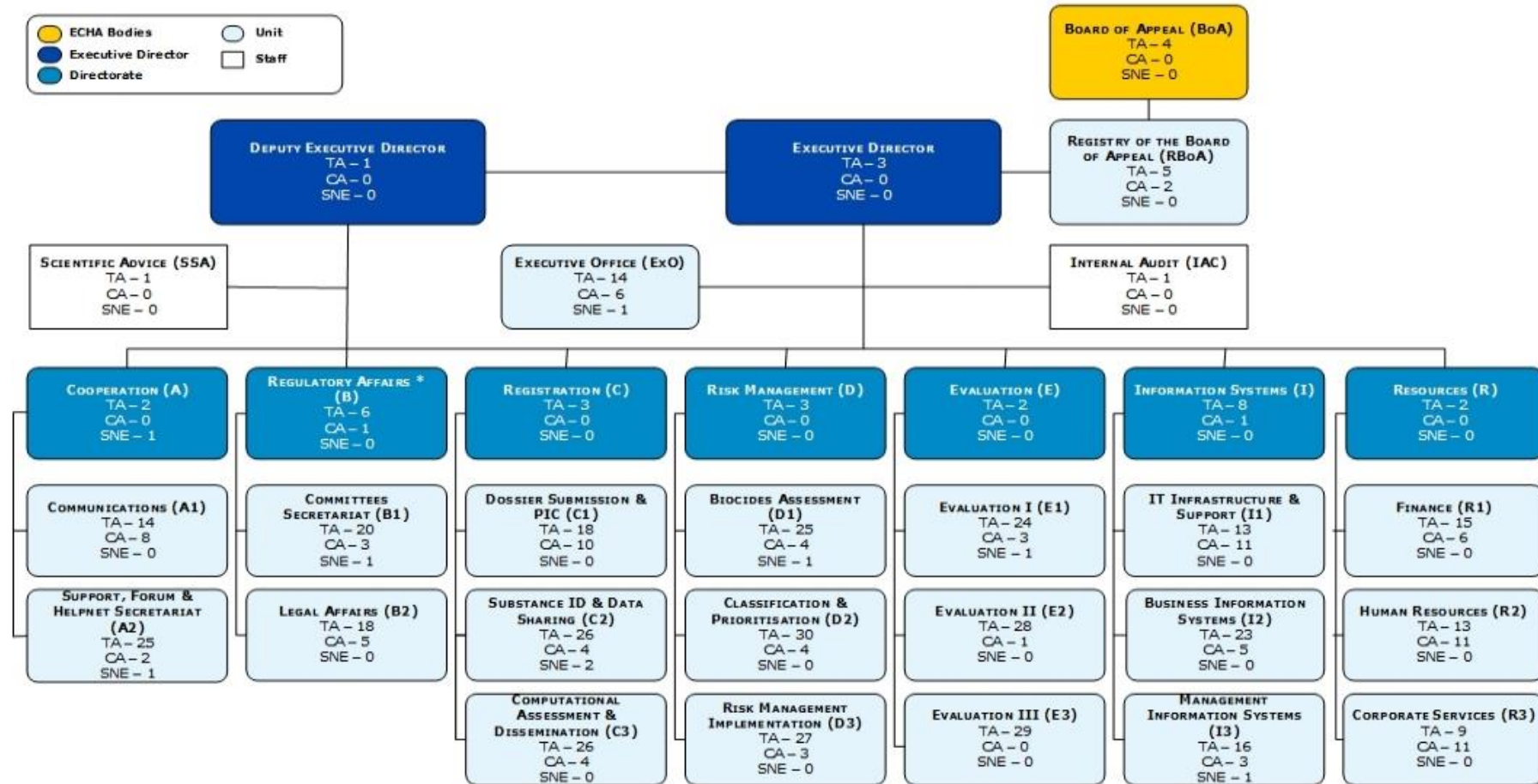
8 To be inserted in December 2017

9

10

1 **Annex X. Organisation chart 2018**

**ORGANISATION CHART
December 2016**



* Including coordination of regulatory opinion and decision-making

1 **Annex XI. IT resources**

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
IUCLID	<p>Main tool for technical dossier preparation for Industry in REACH, CLP and BPR.</p> <p>Used as the central database of dossiers for the regulatory work of ECHA and for the work of national Competent Authorities in REACH, CLP and BPR.</p> <p>Tool for preparation of applications for authorisation.</p>	<p>1.1.1 Registration dossier preparation</p> <p>1.1.2 Registration and dossier submission</p> <p>1.1.3 Evaluation</p> <p>1.2.1 Identifying needs for Regulatory Risk Management</p> <p>1.2.2 Authorisation</p> <p>1.2.3 Restrictions</p> <p>1.2.4 Classification and Labelling</p> <p>1.3 Biocides</p>
CHESAR	<p>Supports registrants to carry out their safety assessments in a structured manner, prepare their chemical safety reports (CSRs) and generate their exposure scenarios for communication in the supply chain.</p>	<p>1.1.1 Registration dossier preparation</p> <p>1.1.4 Communication of risk management advice through the supply chain</p>
QSAR Toolbox	<p>Software application intended to be used by OECD member countries, chemical industry and other stakeholders in filling gaps in data needed for assessing the hazards of chemicals.</p>	<p>1.1.1 Registration dossier preparation</p> <p>1.5 Data management and dissemination</p>
REACH-IT	<p>The tool for inquiry submission and processing.</p> <p>Submission web application for REACH and CLP, as well as the tool for automated processing of submission, granting a</p>	<p>1.1.1 Registration dossier preparation</p> <p>1.1.2 Registration and dossier submission</p>

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
	<p>registration number or PPORD notification number, once technical completeness and other relevant rules are met.</p> <p>Invoicing tool for fee based submissions.</p> <p>It offers a secure communication inbox used for all communication with registrants, used also by non-submission regulatory processes (e.g. communication of evaluation decisions).</p> <p>Submission tool for the applications for authorisation.</p>	<p>1.2.2 Authorisation</p> <p>1.2.4 Classification and labelling</p>
Odyssey	<p>Guides the scientific decision-making process and ensures consistency & traceability.</p>	<p>1.1.3 Evaluation</p>
Website	<p>ECHA's website is the primary communication vehicle of the Agency. It is the fundamental source of information and guidance for companies seeking to comply with the legislation on chemicals. It is essential reading for dossier preparation, registration and dossier submission and evaluation.</p> <p>It informs and is the vehicle for public consultation in the different steps of the Authorisation process, on Restrictions, on CLP and on Biocides.</p> <p>It is the source of information for notifiers and DNAs on PIC and for companies wishing to appeal decisions.</p> <p>ECHA's website is the source of information on procurement exercises.</p>	<p>1.1.1 Registration dossier preparation</p> <p>1.1.2 Registration and dossier submission</p> <p>1.1.3 Evaluation</p> <p>1.1.4 Communication of risk management advice through the supply chain</p> <p>1.2.1 Identifying needs for regulatory risk management</p> <p>1.2.2 Authorisation</p> <p>1.2.3 Restrictions</p> <p>1.2.4 Classification and Labelling</p> <p>1.3 Biocides</p>

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
	<p>It is the channel through which ECHA communicates its vacancies.</p> <p>It is the channel through which ECHA demonstrates who we are, what we do, how we are structured, how we make decisions and how stakeholders can engage with us.</p>	<p>1.4 PIC</p> <p>1.5 Data management and dissemination</p> <p>2.1.4 Board of Appeal</p> <p>2.3.1 Financial resources</p> <p>2.3.2 Human resources Management</p>
Remedy and its customisation Helpex	<p>IT service management tool in which the enquiries, service requests and incidents are stored for processing and a database for regular reporting on ECHA services.</p>	<p>1.1.1 Registration dossier preparation</p> <p>1.1.2 Registration and dossier submission</p> <p>1.1.3 Evaluation</p> <p>1.1.4 Communication of risk management advice through the supply chain</p> <p>1.2.2 Authorisation</p> <p>1.2.3 Restrictions</p> <p>1.2.4 Classification and Labelling</p> <p>1.3 Biocides</p> <p>1.4 PIC</p> <p>2.1.3 HelpNet and Security Officers Network</p>
Dynamic Case	<p>Case management tool to support the creation and processing of business cases at the same time providing a repository for the documents generated. It ensures traceability of the process</p>	<p>1.1.2 Registration and dossier submission</p> <p>1.1.3 Evaluation</p>

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
	steps also for auditing and other legal aspects (e.g. access to data, appeals).	<ul style="list-style-type: none"> 1.2.1 Identifying needs for Regulatory Risk Management 1.2.2 Authorisation 1.2.3 Restrictions 1.2.4 Classification and Labelling 1.3 Biocides 1.5 Data management and dissemination 2.1.1 Committees 2.1.2 Forum
Secure CIRCA-BC	External collaboration tool used to exchange documents with MSCAs.	<ul style="list-style-type: none"> 1.1.2 Registration and dossier submission 1.1.3 Evaluation 1.2.2 Authorisation 1.2.3 Restrictions 1.2.4 Classification and Labelling 1.3 Biocides 2.1.1 Committees 2.1.2 Forum 2.1.3 HelpNet and Security Officers Network 2.1.4 Board of Appeal 2.2 Management

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
Reporting	Automated reporting is a key instrument to monitor, manage and inform about submissions, fee income and related data; the status of cases opened for evaluation: it is a crucial tool for the regular reports on evaluation foreseen in the regulations (e.g. Article 117 (2) report).	1.1.2 Registration and dossier submission 1.1.3 Evaluation 1.2.4 Classification and Labelling
IT for Screening	ECHA develops algorithms and uses powerful dedicated data mining tools to screen the high volume of dossiers submitted and identify candidates for compliance checks according to the compliance checks strategy.	1.1.3 Evaluation 1.2.1 Identifying needs for Regulatory Risk Management 1.5 Data management and dissemination
Portal Dashboard for MSCAs/ NEAs	Portals for Competent Authorities and National Enforcement Authorities (NEAs) under REACH and CLP to access integrated data around chemical substance (scientific data and regulatory data related to registration, risk management, substance evaluation).	1.2.1 Identifying needs for Regulatory Risk Management 1.2.2 Authorisation 1.2.3 Restrictions 1.2.4 Classification and Labelling 1.5 Data management and dissemination 2.1.2 Forum
Dissemination Portal	ECHA stores and integrates data on chemicals which represent one of the largest knowledge bases in the world on scientific and hazardous properties, experimental study data, safe use, risk management measures, classification and labelling. Complex and resource intensive IT support has been developed by ECHA to give facilitated access to the public to such knowledge base.	1.2.4 Classification and Labelling 1.1.2 Registration and dossier submission 1.3 Biocides 1.4 PIC

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
		1.5 Data management and dissemination
C&L Platform	Web-based discussion forum to support Industry fulfilling their legal obligation to agree on the classification and labelling for substances which appear to be the same but have been differently classified by different companies.	1.2.4 Classification and Labelling
R4BP	Used by Industry for submitting applications under the Biocidal Products Regulation to ECHA and by ECHA/MSAs for providing applicants with the related decisions. R4BP represents the implementation of the register for Biocidal products foreseen in the legislation.	1.3 Biocides
SPC Editor	Tool for Industry and MSAs to process the Summary of Product Characteristics as foreseen in the BPR	1.3 Biocides
ePIC	Web application used by Industry for submitting PIC notifications to ECHA. Central IT tool for all the actors involved in PIC: Industry, ECHA, Designated National Authorities, Customs, European Commission: all the actors interact using the tool.	1.4 PIC
MSAs IUCLID central database for REACH&CLP;	Two large central databases of scientific data in IUCLID format opening direct access and full IUCLID functionalities to MSAs.	1.5 Data management and dissemination

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
MSCAs IUCLID central database for Biocides		
Data Integration Platform	<p>The Data Integration Platform is the data management system to provide data integration and aggregation, business intelligence and reporting on business data;</p> <p>It provides integrated data to consuming systems, notably the Dissemination Portal, the Portal dashboard for MSCAs and for the Enforcement Authorities.</p> <p>It enables the re-use of data without duplication, advanced searches, data intelligence; capabilities which make the data usable and meaningful for consumption.</p>	1.5 Data management and dissemination
COMA	Contact Management tool used to manage lists of contacts (as Management Board or Committees members, experts listed by expertise, legal contacts, etc.), to search and sort data.	2.1.1 Committees 2.1.2 Forum 2.1.3 HelpNet and Security Officers Network 2.2 Management
Planning and reporting integrated IT solution	A set of solutions serving planning, monitoring and reporting on corporate work, human resources and financial resources	2.2 Management 2.3.1 Financial resources 2.3.2 Human resources
ECM - Records Management system	System capable of storing and managing ECHA records according to ECHA filing plan, information security rules, retention rules, etc. making records immutable.	2.2 Management

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
ECHANet	Intranet of ECHA – the Agency’s primary internal communication and collaboration tool.	2.2 Management
ECM-Document Management System	Platform used by ECHA’s personnel to store and collaborate on documents applying the internal policies and procedures on management of documents and records and on classification and handling of information.	2.2 Management
Mail registry		2.2 Management
Declarations of Interest management tool	Tool used to declare, and search Declarations of Interests by all ECHA’s personnel. Used in the Conflict of Interests checks in all processes.	2.2 Management
ABAC	Budget, Accounting and Asset management system provided by the European Commission.	2.3.1 Financial resources
EasySign	Electronic workflow supporting some financial workflows.	2.3.1 Financial resources
Dynamic Case for SME verification		2.3.1 Financial resources
Integrated Human Resource Management System	Supports the HR processes: Personnel and Payroll Administration, HR Financial management, Staff planning & reporting, Time management (and related time clocking devices), Recruitment, Performance & Career management, Training.	2.3.2 Human resources

ECHA IT RESOURCES		
IT tool	Main description	Activities served by tool
Mission management tool	Tool used to create mission orders and process mission claims and reimbursements.	2.3.2 Human resources 2.3.3 Corporate services
Webex	A platform for videoconferencing.	2.3.3 Corporate services
Hardware and software licences		2.3.4 ICT
Workplace ICT facilities and services		2.3.4 ICT
Telecommunication equipment and services		2.3.4 ICT
Integrated Access Management:	IT solution to provision/de-provision user accounts and grant access to IT systems for internal and external users	2.3.4 ICT
Remedy Ticketing system	System facilitating mainly the Incident management of IT and business services	2.3.4 ICT
Automation and administrative tools to support IT operations.		2.3.4 ICT

1

2

1 **Annex XII. 2018 Registration deadline scenarios**

2 **Baseline scenario**

3 The last of the REACH registration deadline in 31 May 2018 will produce the largest amount of
 4 registrations. The current working estimation foresees 60 000 registrations submitted to ECHA
 5 in 2018 (covering 25 000 substances). This figure is derived from the estimations drawn up by
 6 the European Commission in 2006, which were based on extensive surveys performed for the
 7 impact assessment of REACH. ECHA modified the original Commission estimations to reflect a
 8 lower number of registrations for intermediates, in line with what we have observed in 2010 and
 9 2013. Otherwise, the figures derived from that work proved to be a good forecast for the
 10 registration deadlines in 2010 and 2013.

11

12 **Table 1** shows the detailed breakdown behind this estimation, as well as the forecasted fee
 13 income.

14 **Table 1. 2018 registration assumptions and fee income**

	Number of dossiers
Initial phase-in	
1-10 tonnes	32 570
10-100 tonnes	8 055
100-1000 tonnes	560
>1000 tonnes	470
Intermediates	10 323
All initial phase-in	51 978
Initial non phase-in	
1-10 tonnes	222
10-100 tonnes	50
100-1000 tonnes	61
>1000 tonnes	57
Intermediates	225
All initial non phase-in	615
Updates	
All updates	7 169
PPORDs	
All PPORDs	425
Total dossiers	
All submissions	60 187
Modelled Fee Income	
Total registration	68 513 973 €

15

16

1 Under registration activities, dossiers attracting fees are the registration dossiers and the PPORD
 2 notifications. As regards registration dossiers, they can be either initial dossiers that are
 3 submitted in any of the tonnage band (either for the 2018 deadline, or for substances registered
 4 in high volumes reflecting market dynamics and portfolio changes), and updates of existing
 5 dossiers to a higher tonnage band. In both cases, registrants may claim certain information
 6 confidential, which generates an additional fee. Forecasting of the registration fee income
 7 additionally requires the estimation of a number of parameters. Table 2 shows the values of
 8 those additional assumptions used for forecasting the registration fee in 2018.

9

10 **Table 2. Assumptions used for fee 2018 income forecasting**

SME	40%
1-10 t registrations with fee waiver	50%
Registrations within a joint submission	80%
Registration updates attracting a fee	10%
Average fee for registration updates	7 832
Initial registrations attracting a confidentiality claim fee	1.3%
Average confidentiality fee for initial registrations	2 263

11

12 The parameters used in Table 2 are briefly explained here below:

- 13 - SME: percentage of registrations submitted by micro, small or medium-sized companies.
 14 - 1-10 t registration with a fee waiver: percentage of registrations where the fee is waived
 15 by the company under certain conditions (only for registrations in the range 1-10 tpa,
 16 with full information voluntarily included).
 17 - Registrations within a joint submission: percentage of registrations for which the
 18 information is submitted jointly, by a lead registrant on behalf of the rest of companies
 19 registering the same substance.
 20 - Registration updates attracting a fee: percentage of all registration updates which
 21 generate fee income (increase of tonnage band, new information claimed confidential or
 22 update from intermediate to REACH Article 10).
 23 - Initial registrations attracting a confidentiality claim fee: percentage of initial
 24 registrations, which include a chargeable claim for confidentiality.

25

26 **Alternative scenarios**

27 There is a degree of uncertainty on the forecasted number of registrations for 2018 and the
 28 related fee income, since it is based on predictions of future behaviour. ECHA had a relatively
 29 good insight on the expected number of registrations for the first two deadlines in 2010 and
 30 2013. Companies had submitted dossiers under previous legislation for substances placed on

1 the market, therefore providing the opportunity to extrapolate such information. However, the
2 previous regulation did not foresee data collection for the 1-10 tonne range. Additionally, ECHA
3 has observed a steady flow of registrations for high volume substances -mainly coming from
4 countries outside the European Union- which are low in number but with a significant impact on
5 the fee income. These factors add to the uncertainty on the accuracy of the current estimation
6 for 2018.

7 ECHA plans to mitigate these uncertainties by increasing its market intelligence throughout
8 2017:

- 9 - Using the leadership of the Directors' Contact Group (DCG) to activate chemical
10 associations.
- 11 - Increasing the cooperation with Member States.
- 12 - Performing a large-scale survey to contact pre-registrants, together with a specific
13 contract on market segmentation. Preliminary surveys conducted in 2015 and 2016 with
14 major industry players and industry associations revealed that it was too early for
15 industry to provide their real registration intentions for 2018. We intend to approach
16 potential registrants in 2017 to refine the estimate.

17 Based on the current information, ECHA can draw three alternative scenarios to reflect the main
18 areas of uncertainty and the potential impact to the number of registrations and the related fee
19 income (Table 3).

20 These alternative scenarios reflect the variation of two single parameters:

- 21 (i) Number of initial registrations affected by the 2018 deadline (1-10 and 10-100 tpa).
22 The baseline estimation is modified by a range of $\pm 25\%$, yielding a lower scenario of
23 45 000 and a higher scenario of 75 000 registrations. A scenario with 45 000
24 registrations can be justified given the low response from companies to surveys so
25 far. On the other hand, a scenario with 75 000 registrations is included to take stock
26 of the uncertainties regarding registration of substances in the lowest tonnage (1-10
27 tpa), as explained earlier in this document.
- 28 (ii) Proportion of registrations submitted by SME companies. The percentage of
29 registrations submitted by SMEs is reduced to 30% to reflect a potential lower level
30 compared to the baseline forecast of 40%.

31 These two parameters are selected because their uncertainty is high and, at the same time, their
32 variation has a significant impact on the fee income. All the rest of assumptions presented in
33 Table 2 are kept constant when building these alternative scenarios: it is considered that they
34 either have a lower potential impact on the fee income (e.g. confidentiality claims), or significant
35 variations from the historical trend are not expected (e.g. number of high volume registrations).

36 Table 3 shows the detailed breakdown of each of the alternative scenarios and the potential
37 impact on the fee income in 2018.

1 **Table 3. 2018 baseline scenario and alternative scenarios** (differences highlighted in green)

2018	Baseline scenario 60 000 dossiers 40% SME	Alternative scenario 1 60 000 dossiers 30% SME	Alternative scenario 2 45 000 dossiers 40% SME (Lowest income)	Alternative scenario 3 75 000 dossiers 30% SME (Highest income)
Initial phase-in				
1-10 tonnes	32 570	32 570	22 570	47 570
10-100 tonnes	8 055	8 055	3 055	8 055
100-1000 tonnes	560	560	560	560
>1000 tonnes	470	470	470	470
Intermediates	10 323	10 323	10 323	10 323
All initial phase-in	51 978	51 978	36 978	66 978
Initial non phase-in				
1-10 tonnes	222	222	222	222
10-100 tonnes	50	50	50	50
100-1000 tonnes	61	61	61	61
>1000 tonnes	57	57	57	57
Intermediates	225	225	225	225
All initial non phase-in	615	615	615	615
Updates				
All updates	7 169	7 169	7 169	7 169
PPORDs				
All PPORDs	425	425	425	425
Total dossiers				
All submissions	60 187	60 187	45 187	75 187
Modelled Fee Income				
Total registration	68 513 973 €	74 005 132 €	49 368 522 €	82 723 084 €

2
3 These alternatives range from a low-income scenario (45 000 dossiers, 40% SME, 49 million
4 euros), to a high-income scenario (75 000 dossiers, 30% SME, 83 million euros). Variations in
5 the number of incoming registrations would not only influence the fee income, but would also
6 have an impact on the workload. It is worth noting that the increase in workload would not be
7 proportional to the increase in fee revenue. Indeed, while the tonnage band and the size of the
8 company influences the fee income, the registration-related workload depends only on the total
9 number of dossiers and it is largely independent from their size.

10 Our current estimations indicate that we would require approximately 100 additional workforce
11 to handle the peak in workload under the baseline scenario of 60 000 dossiers. This estimation
12 would fluctuate between 75 and 125 additional workload for the scenario of 45 000 and 75 000
13 dossiers, respectively.

14 The majority of the additional workforce will be covered through interim staff. However, there
15 are certain tasks, such as invoicing, which can only be handled by statutory staff and therefore
16 will require a number of short-term Contract Agents.

17 ECHA will use the information gathered through the market intelligence activities explained
18 before to revisit the registration scenarios accordingly.