

Transfers by Administrative Manager in BEREC Office Budget 2012 between 1 and 30 November 2012

Explanatory Note

1. Introduction

Article 23 from Decision MC (10) 44 of the Management Committee on the financial regulation applicable to the BEREC Office in conformity with the framework Financial Regulation for the bodies referred to in Article 185 of Council Regulation (EC, Euratom) № 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union (hereinafter referred to as “the BEREC Office Financial Regulation”) specifies that:

- The Administrative Manager may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made.
- Transfers carried out shall be accompanied by appropriate and detailed supporting documents showing the implementation of appropriations and estimates of requirements up to the end of the financial year, both for the headings to be credited and for those from which the appropriations are drawn.
- The Administrative Manager shall inform the Management Committee as soon as possible of all transfers made.

Only one transfer was made between titles 1. “Staff” and 2. “Buildings, equipment and miscellaneous operating expenditure” within the responsibility limits of the Administrative Manager.

The following factor caused the need to make the transfer:

- Reassessment of procurement needs and capabilities in 2nd semester of 2012;

2. Budget transfers

2.1. Revenues

No changes on revenue side. All transfers made within section 2000, European Community subsidy for titles 1 and 2.

2.2. Expenditure

2.2.1. Transfers between titles 1 and 2

A. Transfer from Title 1, Chapter 12 “Miscellaneous expenditure on staff recruitment and transfer” to Title 2, Chapter 23 “Current administrative expenditure”

Legal base: Art. 23(1) of BEREC Office Financial Regulation – transfer from one title to another up to a maximum of 10 % of the appropriations for the financial year on the budget line.

Budget lines: Item A-1211 “Expenses on staff entering: Installation” > item A-2300 “Stationery and office supplies”

Amount transferred: EUR 5 600,-

Explanation: Purchase of printed material was required for organising BEREC CN 4 in Riga. Given the favourable conditions, it was decided, that larger amount of print and BEREC corporate identity material will be ordered. The material will cover the needs of not only one venue, but several events planned in 2013. A lower amount was initially planned in the budget. An increase/ transfer of budget under “Office supplies” was therefore needed.

Annex: Overview of Transfers in BEREC Office Budget 2012

Expenditure

Budget Line	Budget Item Description	Appropriation (1) - Amended budget 2012 & transfers until 31.10.2012	Transfers 1-30.11.2012	Budget with transfers 1-30.11.2012	Description
1	STAFF	1,988,800		1,983,200	
1 1	STAFF IN ACTIVE EMPLOYMENT	1,470,000		1,470,000	
1 1 0	Staff in active employment				
A-1100	Basic salaries	646,000.		646,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 62, 64, 65 and 66 thereof and Art. 2 of the Conditions of Employment of Other Servants (CEOS). Staff Regulations applicable to officials of the European Communities, This appropriation is intended to cover basic salaries of temporary agents and the impact of salary weightings applicable to their remuneration.
A-1101	Family allowances	114,000.		114,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 42a, 42b, 62, 67, 68, 68a of the Staff Regulations and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for temporary agents.
A-1102	Expatriation and foreign-residence allowances	136,000.		136,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 62 and 69 thereof and Article 4 of Annex VII thereto. This appropriation is intended to cover the expatriation and foreign-residence allowances for temporary agents.
	Sum:	896,000.00		896,000.00	
1 1 1	Contract staff and other staff				

A-1110	Contract staff	173,000.		173,000.	Conditions of employment of other servants of the European Communities, and in particular Article 3 and Title III thereof. This appropriation is intended to cover the remuneration and allowances, and the employer's social security contributions for Contract Agents.
A-1111	Seconded national experts	302,000.		302,000.	This appropriation is intended to cover allowances and all other benefits of the seconded national experts from Member States.
	Sum:	475,000.00		475,000.00	

1 1 2	Employer's social security contributions				
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A-1120	Insurance against sickness	35,000.		35,000.	Staff Regulations applicable to officials of the European Communities, and in particular Article 72 thereof. Rules on sickness insurance for officials of the European Communities, and in particular Article 23 thereof. This appropriation is intended to cover sickness insurance costs.
A-1121	Insurance against accidents and occupational disease	6,000.		6,000.	Staff Regulations applicable to officials of the European Communities, and in particular Article 73 thereof. This appropriation is intended to cover the employer's contribution to insurance against accidents and occupational diseases.
A-1122	Insurance against unemployment	13,000.		13,000.	Council Regulation (ECSC, EEC, Euratom) No 2799/85 of 27 September 1985 amending the Staff Regulations of officials and the conditions of employment of other servants of the European Communities (OJ L 265, 8.10.1985, p. 1). This appropriation is intended to cover the costs of insurance against unemployment.
	Sum:	54,000.00		54,000.00	

1 1 3	Miscellaneous allowances and grants				
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A-1130	Childbirth and death allowances and grants	1,000.		1,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 70, 74 and 75 thereof. This item is intended to cover the childbirth grant and, in the event of the death of an official, payment of the deceased's full remuneration.
A-1131	Travel expenses for annual leave	44,000.		44,000.	Staff Regulations applicable to officials of the European Communities, and in particular Article 8 of Annex VII thereto. This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants.
	Sum:	45,000.00		45,000.00	

1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER				196,000	190,400
1 2 0	Recruitment expenses					
A-1200	Travel expenses	48,000.		48,000.	Decision MC (11) 24 of BEREK Office management Committee on Reimbursement of expenses of participants to selection/recruitment procedures.	
A-1201	Miscellaneous expenditure on staff recruitment	5,000.		5,000.	This appropriation is intended to cover miscellaneous expenditure involved in recruitment procedures, the fees for the use of EPSO CAST database.	
	Sum:	53,000.00		53,000.00		

1 2 1	Expenses on entering/leaving					
A-1210	Travel expenses on entering/leaving	13,000.		13,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 20 and 71 thereof and Article 7 of Annex VII thereto. This appropriation is intended to cover the travel expenses of staff (including members of their families).	
A-1211	Installation	56,000.	-5,600.	50,400.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 5 and 6 of Annex VII thereto and Art. 23 of the CEOS. This appropriation is intended to cover the installation allowances for temporary agents obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere.	
A-1212	Removal expenses	42,000.		42,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 20 and 71 thereof and Article 9 of Annex VII thereto. This appropriation is intended to cover the removal costs of temporary agents obliged to change residence after taking up their appointment or when transferred to a new place of work or when they definitively cease their duties and settle elsewhere.	
A-1213	Daily subsistence allowances	32,000.		32,000.	Staff Regulations applicable to officials of the European Communities, and in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto, as well as Articles 25 and 92 of the Conditions of Employment of other Servants. This appropriation is intended to cover the daily subsistence allowances due to staff able to prove that they were obliged to change their place of residence after taking up their duties (including transfer).	
	Sum:	143,000.00		137,400.00		

1 3	MISSIONS AND DUTY TRAVEL				181,800	181,800
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A-1300	Mission expenses	181,800.		181,800.	This appropriation is intended to cover expenditure on travel, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by staff in the interest of the service, in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
	Sum:	181,800.00		181,800.00	

1 4	SOCIOMEDICAL SERVICES	18,000		18,000	
1 4 0	Medical service				
A-1400	Medical services	18,000.		18,000.	This appropriation is intended to cover the costs of annual medical inspections and of reviewing the health and safety conditions at work, medical checks linked to recruitment and other services provided by the Medical Service.
	Sum:	18,000.00		18,000.00	

1 5	TRAININGS	85,000		85,000	
1 5 0	Training				
A-1500	Training and language courses	85,000.		85,000.	This appropriation is intended to cover the costs of language and other training needs.
	Sum:	85,000.00		85,000.00	

1 6	EXTERNAL SERVICES	23,000		23,000	
A-1600	External services and temporary assistance	23,000.		23,000.	This appropriation is intended to cover the costs of interim staff and external services such as those provided by PMO for calculation of salaries and allowances and missions and Translation Centre for translation of vacancy notices.
	Sum:	23,000.00		23,000.00	

1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS	15,000		15,000	
A-1700	Representation and miscellaneous staff costs	15,000.		15,000.	This appropriation is intended to cover the costs of representation, receptions, events and other staff related expenses.
	Sum:	15,000.00		15,000.00	

2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE				
		496,200		501,800	

2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	33,388	33,388	
2 0 0	Buildings and associated costs			
A-2000	Rent	0.	0.	This appropriation is intended to cover the payment of rents for buildings or parts of buildings occupied by the Agency and the hiring of parking spaces.
A-2001	Insurance	500.00	500.00	This appropriation is intended to cover the insurance policy premiums in respect of the buildings or parts of buildings occupied by the Agency and their contents.
A-2002	Water	18,000.	18,000.	This appropriation is intended to cover current expenditure and other communal charges related to the Agency's premises.
A-2004	Fitting-out and maintenance of premises	0.	0.	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
A-2005	Security and surveillance of buildings	14,887.85	14,887.85	This appropriation is intended to cover expenditures on buildings connected with security and surveillance, in particular contracts governing building security, hire and replenishment of extinguishers, purchase and maintenance of fire-fighting equipment, replacement of equipment for officials acting as voluntary firemen, costs of carrying out statutory inspections.
A-2009	Other expenditure relating to buildings and premises	0.	0.	The appropriation is intended to cover expenditure on buildings not specially provided for in the articles in Chapter 20, for example market survey costs for rent of buildings, and costs of departmental removals and other handling costs.
	Sum:	33,387.85	33,387.85	

2 1	INFORMATION TECHNOLOGY PURCHASES	145,000	145,000	
2 1 0	Information technology purchases			
A-2100	Computer equipment	25,000.	25,000.	This appropriation is intended to cover the costs of purchasing computer equipment and other hardware.
A-2101	Software	18,000.	18,000.	This appropriation is intended to cover the costs of software.
A-2102	Other external data processing services	102,000.00	102,000.00	This appropriation is intended to cover external data processing services, including the ABAC start-up and annual fees, the fees charged by Commission's services for the administrative services provided and in line with the provisions of the Service Level Agreements (SLA), the fees for procurement of external IT services, website costs, etc.
	Sum:	145,000.00	145,000.00	

2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS	4,000	4,000	
2 2 0	Technical installations and electronic office equipment			
A-2200	Technical installations and electronic office equipment	3,000.		3,000.
	Sum:	3,000.00		3,000.00

This appropriation is to cover the costs of technical installations and electronic office equipment.

2 2 1	Furniture			
A-2210	Furniture	1,000.00		1,000.00
	Sum:	1,000.00		1,000.00

This appropriation is to cover the costs of purchasing, leasing, and repairs of furniture.

2 2 9	Other movable property and associated costs			
A-2299	Other movable property	0.		0.
	Sum:	0.00		0.00

This appropriation is to cover the costs of maintenance and repairs of equipment.

2 3	CURRENT ADMINISTRATIVE EXPENDITURE	17,000	22,600	
2 3 0	Stationery and office supplies			
A-2300	Stationery and office supplies	6,000.	5,600.00	11,600.
	Sum:	6,000.00		11,600.00

This appropriation is intended to cover the purchase of stationery and various office supplies (including drinking water for the Office).

2 3 2	Financial charges			
A-2320	Bank charges	1,000.		1,000.
A-2321	Exchange rate losses	0.		0.
A-2329	Other financial charges	0.		0.
	Sum:	1,000.00		1,000.00

This appropriation is intended to cover bank charges, interest paid and other related costs such as hiring of a bank safe deposit box, etc.

This appropriation is intended to cover exchange rate losses incurred by the Agency in the management of its budget, in so far as such losses cannot be offset against exchange rate gains.

This appropriation is intended to cover other financial charges.

2 3 3	Legal expenses			
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A-2330	Legal expenses	10,000.00		10,000.00	This appropriation is intended to cover the Agency's legal expenses.
	Sum:	10,000.00		10,000.00	

2 3 5	Other operating expenses				
A-2350	Miscellaneous insurances	0.		0.	This appropriation is intended to cover the special insurances, e.g. for the Agency's accountant or the imprest account holder.
A-2359	Other operating expenses	0.		0.	This appropriation is intended to cover other operating expenditure not specifically provided for.
	Sum:	0.00		0.00	

2 4	POSTAGE AND TELECOMM.	83,500		83,500	
A-2400	Postage and delivery charges	2,000.		2,000.	This appropriation is intended to cover post office and special courier costs.
	Sum:	2,000.00		2,000.00	

A-2410	Telecommunication charges	81,500.00		81,500.00	This appropriation is intended to cover the costs of telecommunications, including IP telephony, Internet connectivity, sTesta and mobile communication costs.
	Sum:	81,500.00		81,500.00	

2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS	213,312		213,312	
A-2500	Expenditure on formal and other meetings	213,312.		213,312.	This appropriation is intended to cover the costs of formal meetings (Plenaries, Management Committee meetings, etc.), including reimbursement of the travel costs and accommodation of BEREC's Chair and Vice-chair and of the experts participating in group meetings and PMO fees.
	Sum:	213,312.15		213,312.15	

3	OPERATIONAL EXPENDITURE	705,000		705,000	
3 0	Support to implementation of BEREC WP 2012	665,000		665,000	
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B3-001	Support to the BEREC Expert Working Groups	549,000.		549,000.	This appropriation is intended to cover the costs of technical meetings (e.g. working groups), including travel costs and accommodation allowances of experts participating in group meetings and PMO fees.
B3-002	Activities under Articles 7 and 7a Framework Directive	116,000.		116,000.	This appropriation is intended to cover the costs of technical meetings (Article 7 working groups), including travel costs and accommodation allowances of experts participating in group meetings and PMO fees.
B3-003	Collection exchange and transmission of information	0.		0.	This appropriation is intended to cover the costs of the collection exchange and transmission of information.
	Sum:	665,000.00		665,000.00	

3 1	Horizontal activities (other support not directly related to BEREC WP)	40,000		40,000	
3 1 0	Horizontal activities (other support not directly related to BEREC WP)				
B3-102	Provision of advice and other ad-hoc services to BEREC	40,000.		40,000.	This appropriation is intended to cover the costs of provision of ad-hoc services to BEREC and other parties including the costs of workshops organisation, travel costs and accommodation allowances of experts participating in group meetings and PMO fees.
	Sum:	40,000.00		40,000.00	

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