



## **Explanatory Note**

# **Transfers by Administrative Manager in BEREC Office Budget 2013 in September 2013**

### **I. Introduction to transfers by Administrative Manager**

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.

The transfers made within title 2. “Buildings, equipment and miscellaneous operating expenditure” have been made within the responsibility limits of the Administrative Manager.

### **II. Revenues**

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

### **III. Expenditure**

#### **1. Transfers within title 2**

Legal base: Art. 23(1) of the BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

## **2.1. Releases of resources**

### **Chapter 23 “Current Administrative expenditure”/ Article 233 “Legal expenses”/ Item A-2331 “Damages”**

Amount released: EUR - 11,820,- on 05/09/2013

Explanation: The amount of possible legal damages was planned with conservative surplus.

**Total released: EUR -11 820,-**

## **2.2. Increases on budget lines**

### **Chapter 20 “Rental of buildings and associated costs”/ Article 200 “Buildings and associated costs”/ Item A-2000 “Rent”**

Amount increased: EUR 11,820,- on 05/09/2013

Explanation: It was necessary to open a new commitment for the rent of additional parking places near BEREC Office premises, in addition to already planned rental payments of premises.

**Total increased: EUR 11 820,-**

## Annex: Overview of Transfers in BEREC Office Budget 2013 in September 2013

### Expenditure

Budget Line	Budget Item Description	Amended Budget 2013/1	Transfer August 2013	Budget with transfers August 2013	Transfers September 2013	Budget with transfers September 2013
	<b>Budget</b>	<b>3,556,000</b>		<b>3,556,000</b>		<b>3,556,000</b>
<b>1</b>	<b>STAFF</b>	<b>2,333,409</b>		<b>2,333,409</b>		<b>2,333,409</b>
<b>1 1</b>	<b>STAFF IN ACTIVE EMPLOYMENT</b>	<b>1,486,309</b>		<b>1,486,309</b>		<b>1,486,309</b>
<b>1 1 0</b>	<b>Staff in active employment</b>	<b>1,028,009</b>		<b>1,028,009</b>		<b>1,028,009</b>
1 1 0 0	Basic salaries	748,509		<b>748,509</b>		<b>748,509</b>
1 1 0 1	Family allowances	130,000		<b>130,000</b>		<b>130,000</b>
1 1 0 2	Expatriation and foreign-residence allowances	149,500		<b>149,500</b>		<b>149,500</b>
<b>1 1 1</b>	<b>Contract staff and other staff</b>	<b>364,600</b>		<b>364,600</b>		<b>364,600</b>
1 1 1 0	Contract staff	114,300		<b>114,300</b>		<b>114,300</b>
1 1 1 1	Seconded national experts	250,300		<b>250,300</b>		<b>250,300</b>
<b>1 1 2</b>	<b>Employer's social security contributions</b>	<b>56,200</b>		<b>56,200</b>		<b>56,200</b>
1 1 2 0	Insurance against sickness	37,000		<b>37,000</b>		<b>37,000</b>
1 1 2 1	Insurance against accidents and occupational disease	5,600		<b>5,600</b>		<b>5,600</b>
1 1 2 2	Insurance against unemployment	13,600		<b>13,600</b>		<b>13,600</b>
1 1 2 3	Constitution or maintenance of pension rights					
<b>1 1 3</b>	<b>Miscellaneous allowances and grants</b>	<b>37,500</b>		<b>37,500</b>		<b>37,500</b>
1 1 3 0	Childbirth and death allowances and grants	1,000		<b>1,000</b>		<b>1,000</b>
1 1 3 1	Travel expenses for annual leave	36,500		<b>36,500</b>		<b>36,500</b>
1 1 3 9	Other allowances					
<b>1 1 9</b>	<b>Salary weightings</b>			<b>0</b>		<b>0</b>
1 1 9 0	Salary weightings					
1 1 9 1	Adjustments to remunerations					

Budget Line	Budget Item Description	Amended Budget 2013/1	Transfer August 2013	Budget with transfers August 2013	Transfers September 2013	Budget with transfers September 2013
<b>1 2</b>	<b>MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER</b>	<b>156,400</b>		<b>156,400</b>		<b>156,400</b>
<b>1 2 0</b>	<b>Recruitment expenses</b>	<b>44,500</b>	<b>47,450</b>	<b>91,950</b>		<b>91,950</b>
1 2 0 0	Travel expenses	38,500		<b>38,500</b>		<b>38,500</b>
1 2 0 1	Miscellaneous expenditure on staff recruitment	6,000	<b>47,450</b>	<b>53,450</b>		<b>53,450</b>
<b>1 2 1</b>	<b>Expenses on entering/leaving</b>	<b>111,900</b>	<b>-47,450</b>	<b>64,450</b>		<b>64,450</b>
1 2 1 0	Travel expenses on entering/leaving	47,000	<b>-42,500</b>	<b>4,500</b>		<b>4,500</b>
1 2 1 1	Installation, resettlement and transfer allowances	30,000	<b>-4,950</b>	<b>25,050</b>		<b>25,050</b>
1 2 1 2	Removal expenses	14,000		<b>14,000</b>		<b>14,000</b>
1 2 1 3	Daily subsistence allowances	20,900		<b>20,900</b>		<b>20,900</b>
<b>1 3</b>	<b>MISSIONS AND DUTY TRAVEL</b>	<b>224,700</b>		<b>224,700</b>		<b>224,700</b>
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	224,700		<b>224,700</b>		<b>224,700</b>
<b>1 4</b>	<b>SOCIOMEDICAL SERVICES</b>	<b>7,000</b>		<b>7,000</b>		<b>7,000</b>
<b>1 4 0</b>	<b>Medical service</b>	<b>7,000</b>		<b>7,000</b>		<b>7,000</b>
1 4 0 0	Medical service	7,000		<b>7,000</b>		<b>7,000</b>
<b>1 5</b>	<b>TRAININGS</b>	<b>80,000</b>		<b>80,000</b>		<b>80,000</b>
<b>1 5 0</b>	<b>Training</b>	<b>80,000</b>		<b>80,000</b>		<b>80,000</b>
1 5 0 0	Training	80,000		<b>80,000</b>		<b>80,000</b>
<b>1 6</b>	<b>EXTERNAL SERVICES</b>	<b>370,000</b>		<b>370,000</b>		<b>370,000</b>
1 6 0 0	External services	370,000		<b>370,000</b>		<b>370,000</b>
<b>1 7</b>	<b>REPRESENTATION AND MISCELLANEOUS STAFF COSTS</b>	<b>9,000</b>		<b>9,000</b>		<b>9,000</b>
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	9,000		<b>9,000</b>		<b>9,000</b>
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>293,600</b>		<b>293,600</b>		<b>293,600</b>
<b>2 0</b>	<b>RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>54,700</b>	<b>2,000</b>	<b>56,700</b>	<b>11,820</b>	<b>68,520</b>
<b>2 0 0</b>	<b>Buildings and associated costs</b>	<b>54,700</b>	<b>2,000</b>	<b>56,700</b>	<b>11,820</b>	<b>68,520</b>
2 0 0 0	Rent	18,000		<b>18,000</b>	<b>11,820</b>	<b>29,820</b>
2 0 0 1	Insurance	1,000		<b>1,000</b>		<b>1,000</b>

Budget Line	Budget Item Description	Amended Budget 2013/1	Transfer August 2013	Budget with transfers August 2013	Transfers September 2013	Budget with transfers September 2013
2 0 0 2	Water, gas, electricity and heating	16,500		16,500		16,500
2 0 0 3	Cleaning	0		0		0
2 0 0 4	Fitting-out and maintenance of premises	0		0		0
2 0 0 5	Security and surveillance of buildings	19,200	2,000	21,200		21,200
2 0 0 9	Other expenditure relating to the acquisition, construction or maintenance of a building	0		0		0
<b>2 1</b>	<b>INFORMATION TECHNOLOGY PURCHASES</b>	<b>126,800</b>		<b>126,800</b>		<b>126,800</b>
<b>2 1 0</b>	<b>Information technology purchases</b>	<b>126,800</b>		<b>126,800</b>		<b>126,800</b>
2 1 0 0	Computer equipment	8,200		8,200		8,200
2 1 0 1	Software	73,000		73,000		73,000
2 1 0 2	Other external data processing services	45,600		45,600		45,600
<b>2 2</b>	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>19,500</b>		<b>19,500</b>		<b>19,500</b>
<b>2 2 0</b>	<b>Technical installations and electronic office equipment</b>	<b>1,000</b>		<b>1,000</b>		<b>1,000</b>
2 2 0 0	Technical installations and electronic office equipment	1,000		1,000		1,000
<b>2 2 1</b>	<b>Furniture</b>	<b>18,500</b>		<b>18,500</b>		<b>18,500</b>
2 2 1 0	Furniture	18,500		18,500		18,500
<b>2 2 9</b>	<b>Other movable property and associated costs</b>	<b>0</b>		<b>0</b>		<b>0</b>
2 2 9 0	Books, newspapers and documentation	0		0		0
2 2 9 1	Cars, transport vehicles, and maintenance and repairs	0		0		0
2 2 9 9	Other movable property, and maintenance and repairs	0		0		0
<b>2 3</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>54,800</b>	<b>-2,000</b>	<b>52,800</b>	<b>-11,820</b>	<b>40,980</b>
<b>2 3 0</b>	<b>Stationery and office supplies</b>	<b>6,600</b>		<b>6,600</b>		<b>6,600</b>
2 3 0 0	Stationery and office supplies	6,600		6,600		6,600
<b>2 3 2</b>	<b>Financial charges</b>	<b>200</b>		<b>200</b>		<b>200</b>
2 3 2 0	Bank charges	200		200		200
2 3 2 1	Exchange rate losses	0		0		0
2 3 2 9	Other financial charges	0		0		0

Budget Line	Budget Item Description	Amended Budget 2013/1	Transfer August 2013	Budget with transfers August 2013	Transfers September 2013	Budget with transfers September 2013
<b>2 3 3</b>	<b>Legal expenses</b>	<b>45,000</b>	<b>-2,000</b>	<b>43,000</b>	<b>-11,820</b>	<b>31,180</b>
2 3 3 0	Legal expenses	20,000		20,000		20,000
2 3 3 1	Damages	25,000	-2,000	23,000	-11,820	11,180
<b>2 3 5</b>	<b>Other operating expenses</b>	<b>3,000</b>		<b>3,000</b>		<b>3,000</b>
2 3 5 0	Miscellaneous insurances	3,000		3,000		3,000
2 3 5 9	Other operating expenses	0		0		0
<b>2 4</b>	<b>POSTAGE AND TELECOMM.</b>	<b>36,800</b>		<b>36,800</b>		<b>36,800</b>
2 4 0 0	Postage and delivery charges	1,800		1,800		1,800
2 4 1 0	Telecommunication charges	35,000		35,000		35,000
<b>2 5</b>	<b>EXPENDITURE ON FORMAL AND OTHER MEETINGS</b>	<b>1,000</b>		<b>1,000</b>		<b>1,000</b>
2 5 0 0	Meetings in general	1,000		1,000		1,000
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>	<b>928,991</b>		<b>928,991</b>		<b>928,991</b>
<b>3 0</b>	<b>Support to implementation of BEREC WP 2013</b>	<b>489,291</b>		<b>489,291</b>		<b>489,291</b>
<b>3 0 0</b>	<b>Support to implementation of BEREC WP 2013</b>	<b>489,291</b>		<b>489,291</b>		<b>489,291</b>
3 0 0 1	Support to the BEREC Expert Working Groups	388,191		388,191		388,191
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	50,100		50,100		50,100
3 0 0 3	Collection exchange and transmission of information	51,000		51,000		51,000
<b>3 1</b>	<b>Horizontal activities (other support not directly related to BEREC WP)</b>	<b>439,700</b>		<b>439,700</b>		<b>439,700</b>
<b>3 1 0</b>	<b>Horizontal activities (other support not directly related to BEREC WP)</b>	<b>439,700</b>		<b>439,700</b>		<b>439,700</b>
3 1 0 1	Other support activities to BEREC	350,700		350,700		350,700
3 1 0 2	Provision of advice and other ad-hoc services to BEREC and other parties	89,000		89,000		89,000

Ando Rehema

15 October 2013