

Explanatory Note

Transfers by Administrative Manager in BEREC Office

Budget 2014 in May-July 2014

I. INTRODUCTION TO TRANSFERS BY ADMINISTRATIVE MANAGER

Article 27 from Decision MC/2014/1 of the Management Committee of the Office of the Body of European Regulators for Electronic Communication on the financial regulation applicable to the BEREC Office in conformity with the framework Financial Regulation for the bodies referred to in Article 208 of Council Regulation (EU, Euratom) No 966/2012 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 transfer appropriations from one chapter to another, from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the year shown on the line from which the transfer is made.
- The Administrative Manager shall inform the Management Committee as soon as possible of all transfers made.

The transfers made within titles 1. “Staff”, 2. “Buildings, equipment and miscellaneous operating expenditure” and 3. “Operational expenditure” of the BEREC Office 2014 budget 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 Union subsidy for title 1 and 2.

III. EXPENDITURE

1. Transfers within title 1

Legal base: Art. 27(1)(b) of the BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Item	Description	Budget 2014 approved by budgetary authority	Transfers by Administrative Manager in May- July 2014 €	Transfers between Title 1 and Title 3 approved by decision MC/2014/8	Budget with transfers	Difference (between initial and budget on 31.07.2014)
1	STAFF	2 560 600,00	0,00	-409 500,00	2 151 100,00	-15,99%
11	Staff in active employment	1 978 600,00	-42 440,00	-384 500,00	1 551 660,00	-21,58%
A-1100	Basic salaries	1 168 800,00		-361 800,00	807 000,00	-30,95%
A-1111	Seconded national experts	345 800,00	-42 440,00	-22 700,00	280 660,00	-18,84%
13	Missions and duty travel	220 000,00	-16 000,00		204 000,00	-7,27%
A-1300	Mission expenses, duty travel expenses and other ancillary expenditure	220 000,00	-16 000,00		204 000,00	-7,27%
14	Sociomedical services	30 000,00		-25 000,00	5 000,00	-83,33%
A-1400	Medical service	30 000,00		-25 000,00	5 000,00	-83,33%
16	External services	100 000,00	58 440,00		158 440,00	58,44%
A-1600	External services	100 000,00	58 440,00		158 440,00	58,44%

Explanations:

Transfers from: A-1111 – Actual expenditure on SNEs allowances in 2014 (period January to July) have been below the forecast and is expected to remain below the total annual forecast of EUR 345 800. A part of the surplus remaining on the budget line could be released.

A-1300 – Actual expenditure on BEREC Office staff missions in 2014 is below the forecast and is expected to remain below the total annual forecast of EUR 220 000. A part of the surplus remaining on the budget line could be released.

Transfers to: A-1600 – The expenditure for external services was underestimated, additional contract for consultancy project for the review of the functions and the roles at the BEREC Office and their alignment with the financial regulatory framework had to be signed (EUR 42 440 needed). Due to the cancellation of an open tender procedure for provision of interim staff, there was necessity to address the urgent needs for a low value interim staff contract and additional support required for launching of a new procedure (EUR 16 000).

2. Transfers within title 2

Legal base: Art. 27(1)(b) of the BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Item	Description	Budget 2014 approved by budgetary authority	Transfers by Administrative Manager in May- July 2014 €	Transfers between Title 1 and Title 3 approved by decision MC/2014/8	Budget with transfers	Difference (between initial and budget on 31.07.2014)
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	507 800,00	0,00		507 800,00	0,00%
21	Information technology purchases	280 000,00	-28 300,00		251 700,00	-10,11%
A-2100	Computer equipment	125 000,00	-28 300,00		96 700,00	-22,64%
23	Current administrative expenditure	40 300,00	28 300,00		68 600,00	70,22%
A-2320	Bank charges	300,00	200,00		500,00	66,67%
A-2329	Other financial charges	0,00	15 000,00		15 000,00	
A-2359	Other operating expenditure	0,00	13 100,00		13 100,00	

Explanations:

Transfer from: A-2100 – The expenditure for computer equipment in 2014 will be lower than foreseen.

Transfer to: A-2320 – Necessity to address the needs for additional banking services.

A-2329 - Necessity to address the needs for launching public procurement procedure for externalisation of audit services.

A-2359 – Translation and publication services of the BEREC Office documents related to budget and legal issues that were planned under budget item 1600 are to be processed from this budget item.

3. Transfers within title 3

Legal base: Art. 27(1)(b) of the BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Item	Description	Budget 2014 approved by budgetary authority	Transfers by Administrative Manager in May- July 2014 €	Transfers between Title 1 and Title 3 approved by decision MC/2014/8	Budget with transfers	Difference (between initial and budget on 31.07.2014)
3	OPERATIONAL EXPENDITURE	1 094 474,00	0,00	409 500,00	1 503 974,00	37,42%
30	Support to implementation of BEREC WP	552 000,00	239 584,00	96 916,00	888 500,00	60,96%
B3-001	Support to the BEREC Expert Working Groups	440 000,00	239 584,00	96 916,00	776 500,00	76,48%
31	Horizontal activities (other support not directly related to BEREC WP)	542 474,00	-239 584,00	312 584,00	615 474,00	13,46%
B3-101	Other support activities to BEREC	250 000,00	39 874,00	73 000,00	362 874,00	45,15%
B3-102	Provision of advice and other ad-hoc services to BEREC and other parties	292 474,00	-279 458,00	239 584,00	252 600,00	-13,63%

Explanations:

Transfers from: B3-102 – According to the forecast the amount of EUR 252 600 on this budget line will be needed by the end of year 2014. In view of the urgent need for additional resources on the budget line BERO-B2014-B03001-C1-BEREC, EUR 239 584 were transferred temporarily to ensure the Net Neutrality EWG study project continuation and provision of reimbursements to EWG meetings organised in July-August 2014. This amount was returned to B3-102 from Title 1 by Decision MC/2014/8. The surplus of EUR 39 874 was used for transfer to B3-101.

Transfers to: B3-001 – Necessity to address the urgent need for additional resources for finalisation of Net Neutrality study procurement procedure and provision of reimbursements to experts for participation in EWG meetings organised in July-August 2014.

B3-101 - Necessity to address the increased needs for organisation of the BEREC CN and Plenary meetings, stakeholders forum as well as the increased requests for reimbursement of expenses for the BEREC Board International activities.

Annex: Overview of Transfers in BEREC Office Budget 2014 in May-July 2014

Expenditure

Budget Line	Budget Line description	Budget 2014 approved by Budg. Authority	Agency transfers May - June 2014	Transfer from Title1 to Title 3 (MC/2014/8)	Agency transfers July 2014	Budget with transfers
	Budget Total	4,162,874	0	0	0	4,162,874
1	STAFF	2,560,600	0	-409,500	0	2,151,100
1 1	STAFF IN ACTIVE EMPLOYMENT	1,978,600	-42,440	-384,500	0	1,551,660
1 1 0	Staff in active employment	1,438,800	0	-361,800	0	1,077,000
A-1100	Basic salaries	1,168,800		-361,800	0	807,000
A-1101	Family allowances	120,000		0	0	120,000
A-1102	Expatriation and foreign-residence allowances	150,000		0	0	150,000
1 1 1	Contract staff and other staff	445,800	-42,440	-22,700	0	380,660
A-1110	Contract staff	100,000		0	0	100,000
A-1111	Seconded national experts	345,800	-42,440	-22,700		280,660
1 1 2	Employer's social security contributions	51,000	0	0	0	51,000
A-1120	Insurance against sickness	33,000		0	0	33,000
A-1121	Insurance against accidents and occupational diseases	6,000		0	0	6,000
A-1122	Insurance against unemployment	12,000		0	0	12,000
1 1 3	Miscellaneous allowances and grants	43,000	0	0	0	43,000
A-1130	Childbirth and death allowances and grants	1,000		0	0	1,000
A-1131	Travel expenses for annual leave	42,000		0	0	42,000
A-1139	Other allowances					0
1 1 9	Salary weightings	0	0	0	0	0
1 1 9 0	Salary weightings	0		0	0	0
1 1 9 1	Adjustments to remunerations	0		0	0	0
1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER	142,000	0	0	0	142,000

Budget Line	Budget Line description	Budget 2014 approved by Budg. Authority	Agency transfers May - June 2014	Transfer from Title1 to Title 3 (MC/2014/8)	Agency transfers July 2014	Budget with transfers
1 2 0	Recruitment expenses	62,000	0	0	0	62,000
A-1200	Travel expenses	56,000		0	0	56,000
A-1201	Miscellaneous expenditure on staff recruitment	6,000		0	0	6,000
1 2 1	Expenses on entering/leaving	80,000	0	0	0	80,000
A-1210	Travel expenses on entering/leaving	5,000		0	0	5,000
A-1211	Installation	25,000		0	0	25,000
A-1212	Removal expenses	25,000		0	0	25,000
A-1213	Daily subsistence allowances	25,000		0	0	25,000
1 3	MISSIONS AND DUTY TRAVEL	220,000	0	0	-16,000	204,000
A-1300	Mission expenses	220,000		0	-16,000	204,000
1 4	SOCIOMEDICAL SERVICES	30,000	0	-25,000	0	5,000
1 4 0	Medical service	30,000	0	-25,000	0	5,000
A-1400	Medical services	30,000		-25,000		5,000
1 5	TRAININGS	70,000	0	0	0	70,000
1 5 0	Training	70,000	0	0	0	70,000
A-1500	Training and language courses	70,000		0	0	70,000
1 6	EXTERNAL SERVICES	100,000	42,440	0	16,000	158,440
A-1600	External services and temporary assistance	100,000	42,440	0	16,000	158,440
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS	20,000	0	0	0	20,000
A-1700	Representation and miscellaneous staff costs	20,000		0	0	20,000
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	507,800	0	0	0	507,800
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	77,000	0	0	0	77,000
2 0 0	Buildings and associated costs	77,000	0	0	0	77,000
A-2000	Rent	30,000		0	0	30,000
A-2001	Insurance	1,000		0	0	1,000
A-2002	Water	18,000		0	0	18,000
A-2003	Cleaning	0		0	0	0
A-2004	Fitting-out and maintenance of premises	10,000		0	0	10,000

Budget Line	Budget Line description	Budget 2014 approved by Budg. Authority	Agency transfers May - June 2014	Transfer from Title1 to Title 3 (MC/2014/8)	Agency transfers July 2014	Budget with transfers
A-2005	Security and surveillance of buildings	18,000		0	0	18,000
A-2009	Other expenditure relating to buildings and premises	0		0	0	0
2 1	INFORMATION TECHNOLOGY PURCHASES	280,000	-13,300	0	-15,000	251,700
2 1 0	Information technology purchases	280,000	-13,300	0	-15,000	251,700
A-2100	Computer equipment	125,000	-13,300	0	-15,000	96,700
A-2101	Software	80,000		0	0	80,000
A-2102	Other external data processing services	75,000		0	0	75,000
2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS	23,000	0	0	0	23,000
2 2 0	Technical installations and electronic office equipment	5,000	0	0	0	5,000
A-2200	Technical installations and electronic office equipment	5,000		0	0	5,000
2 2 1	Furniture	10,000	0	0	0	10,000
A-2210	Furniture	10,000		0	0	10,000
2 2 9	Other movable property and associated costs	8,000		0	0	8,000
A-2290	Books and publications	3,000		0	0	3,000
A-2291	Cars, transport vehicles, and maintenance and repairs					0
A-2299	Other movable property, and maintenance and repairs	5,000		0	0	5,000
2 3	CURRENT ADMINISTRATIVE EXPENDITURE	40,300	28,300	0	0	68,600
2 3 0	Stationery and office supplies	15,000	0	0	0	15,000
A-2300	Stationery and office supplies	15,000		0	0	15,000
2 3 2	Financial charges	300	200	0	15,000	15,500
A-2320	Bank charges	300	200	0	0	500
A-2321	Exchange rate losses	0		0	0	0
A-2329	Other financial charges	0		0	15,000	15,000
2 3 3	Legal expenses	25,000	0	0	0	25,000
A-2330	Legal expenses	20,000		0	0	20,000
A-2331	Damages	5,000		0	0	5,000
2 3 5	Other operating expenses	0	13,100	0	0	13,100
2 3 5 0	Miscellaneous insurances	0		0	0	0
2 3 5 9	Other operating expenses	0	13,100	0	0	13,100

Budget Line	Budget Line description	Budget 2014 approved by Budg. Authority	Agency transfers May - June 2014	Transfer from Title1 to Title 3 (MC/2014/8)	Agency transfers July 2014	Budget with transfers
2 4	POSTAGE AND TELECOMM.	77,500	0	0	0	77,500
A-2400	Postage and delivery charges	1,500		0	0	1,500
A-2410	Telecommunication charges	76,000		0	0	76,000
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS	10,000	0	0	0	10,000
A-2500	Expenditure on formal and other meetings	10,000		0	0	10,000
3	OPERATIONAL EXPENDITURE	1,094,474	0	409,500	0	1,503,974
3 0	Support to implementation of BEREC WP 2014	552,000	239,584	96,916	0	888,500
3 0 0	Support to implementation of BEREC WP 2014	552,000	239,584	96,916	0	888,500
B3-001	Support to the BEREC Expert Working Groups	440,000	239,584	96,916	0	776,500
B3-002	Activities under Articles 7 and 7a Framework Directive	40,000		0	0	40,000
B3-003	Collection exchange and transmission of information	72,000		0	0	72,000
3 1	Horizontal activities (other support not directly related to BEREC WP)	542,474	-239,584	312,584	0	615,474
3 1 0	Horizontal activities (other support not directly related to BEREC WP)	542,474	-239,584	312,584	0	615,474
B3-101	Other support activities to BEREC	250,000		73,000	39,874	362,874
B3-102	Provision of advice and other ad-hoc services to BEREC	292,474	-239,584	239,584	-39,874	252,600

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