

Explanatory Note

Transfers by the Administrative Manager in the BEREC Office Budget 2015 in October-December 2015

1. 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 2015 budget have been made within the responsibility limits of the Administrative Manager.

2. Revenues

No changes on revenue side. All the transfers were made within section 2000, European Union subsidy.

3. Expenditure

3.1. 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 2015 approved by budgetary authority	Budget 2015 with transfers January-September 2015	Transfers by Administrative Manager in October-December 2015 €	Budget with transfers	Difference (between initial and budget on 31.12.2015)
1	STAFF	2,326,472.00	2,326,472.00	0	2,326,472.00	0.00%
11	Staff in active employment	1,694,315.00	1,649,415.00	-42,768.69	1,606,646.31	-5.17%
A-1100	Basic salaries	912,315.00	801,215.00	-101,068.69	700,146.31	-23.26%
A-1102	Expatriation and foreign-residence allowances	146,000.00	146,000.00	-5,000.00	141,000.00	-3.42%
A-1110	Contract staff	230,000.00	230,000.00	59,200.00	289,200.00	25.74%
A-1111	Seconded national experts	200,000.00	200,000.00	4,100.00	204,100.00	2.05%
12	Miscellaneous expenditure on staff recruitment and transfer	64,000.00	138,500.00	-4,731.31	133,768.69	109.01
A-1200	Travel expenses	28,000.00	28,000.00	-700.00	27,300.00	-2.50%
A-1201	Miscellaneous expenditure on staff recruitment	5,000.00	5,000.00	-5,000.00	0.00	-100.00%
A-1212	Removal expenses	4,000.00	4,000.00	-1,300.00	2,700.00	-32.50%
A-1213	Daily subsistence allowances	15,000.00	37,000.00	2,268.69	39,268.69	161.79%
13	Missions and duty travel	195,000.00	195,000.00	31,700.00	226,700.00	16.26%
A-1300	Mission duty and travel expenses	195,000.00	195,000.00	31,700.00	226,700.00	16.26%
15	Training and language courses	70,000.00	70,000.00	12,200.00	82,200.00	17.43%
A-1500	Training and language courses	70,000.00	70,000.00	12,200.00	82,200.00	17.43%

Title Chapter Item	Description	Budget 2015 approved by budgetary authority	Budget 2015 with transfers January-September 2015	Transfers by Administrative Manager in October-December 2015 €	Budget with transfers	Difference (between initial and budget on 31.12.2015)
16	External services and temporary assistance	290,157.00	260,557.00	6,200.00	266,757.00	-8.06%
A-1600	External services and temporary assistance	290,157.00	260,557.00	6,200.00	266,757.00	-8.06%
17	Representation and miscellaneous staff costs	6,000.00	6,000.00	-2,600.00	3,400.00	-43.33%
A-1700	Representation and miscellaneous staff costs	6,000.00	6,000.00	-2,600.00	3,400.00	-43.33%

Explanations:

Transfer from: A-1100 – Less expenditure was foreseen due to high staff turnover and delays with recruitments.

A-1102 - – Less expenditure was foreseen due to high staff turnover and delays with recruitments.

A-1200 - Actual costs on reimbursing recruitment candidates and participants of the Selection Boards were lower than planned.

A-1201 - Not needed due to decision not to hire CAs using EPSO CAST database.

A-1212 - Less expenditure than foreseen.

A-1700 - Less expenditure was foreseen on staff badges and no Staff Committee meetings were held in Riga.

Transfers to: A-1110 - Increase was required further to the decision on change of category of staff from SNEs to CAIV.

A-1111 - Expenses on SNEs were underestimated.

A-1213 - Increase was required due to the underestimation of actual needs (high staff turnover)

A-1300 - Closer to the year end it became clear that the needs for resources for missions were underestimated. Therefore, the budget line had to be replenished in order to increase the commitments accordingly.

A-1500 - Needs for financial training were underestimated and updated information was received on prices for general training, therefore the budget line had to be replenished.

A-1600 - Despite the previously performed increases, there was a need to replenish the budget line for an extensive previously not planned HR related translation to be booked.

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 2015 approved by budgetary authority	Budget 2015 with internal transfers January- September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Transfers by Administrative Manager in October- December 2015	Budget with transfers	Difference (between initial and budget on 31.12.2015)
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	468,770.00	468,770.00	-155,000.00	0	313,770.00	-33.07%
20	Rental of buildings and associated costs	111,200.00	111,200.00	-30,000.00	-209.00	80,991.00	-27.17%
A-2000	Rent	68,000.00	67,710.00	-30,000.00	-6,820.00	30,890.00	-54.57%
A-2001	Insurance	1,200.00	1,200.00		-209.00	991.00	-17.42%
A-2002	Water gas electricity and heating	20,000.00	20,000.00		6,850.00	26,850.00	34.25%
A-2005	Security and surveillance of buildings	20,000.00	20,000.00		-30.00	19,970.00	-0.15%
21	Information technology purchases	236,500.00	233,869.00	-100,000.00	22,142.96	156,011.96	-34.03%
A-2100	Computer equipment	30,000.00	30,000.00		5,561.90	35,561.90	18.54%
A-2101	Software	162,000.00	159,369.00	-100,000.00	-46,818.94	12,550.06	-92.25%
A-2102	Other external data processing services	44,500.00	44,500.00		63,400.00	107,900.00	142.47%
22	Movable property and associated costs	7,600.00	10,600.00		-160.00	10,440.00	37.37%
A-2200	Technical installations and electronic office equipment	600.00	600.00		-600.00	0.00	-100.00%
A-2210	Furniture	5,000.00	5,000.00		-1,080.00	3,920.00	-21.60%
A-2290	Books and publications	1,000.00	5,000.00		1,520.00	6,520.00	552.00%

Title Chapter Item	Description	Budget 2015 approved by budgetary authority	Budget 2015 with internal transfers January- September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Transfers by Administrative Manager in October- December 2015	Budget with transfers	Difference (between initial and budget on 31.12.2015)
23	Current administrative expenditure	91,970.00	81,770.00	-25,000.00	-18,951.00	37,819.00	-58.88%
A-2320	Bank charges	300.00	300.00		100.00	400.00	33.33%
A-2330	Legal expenses	75,000.00	45,176.00	-25,000.00	-17,876.00	2,300.00	-96.93%
A-2359	Other operating expenses	2,670.00	13,794.00		-1,175.00	12,619.00	372.62%
24	Postage and telecommunica- tions	21,500.00	21,500.00		-4,123.05	17,376.95	-19.18%
A-2410	Telecommunication charges	20,000.00	20,000.00		-4,123.05	15,876.95	-20.62%
25	Expenditure on formal and other meetings	0.00	9,831.00		1,300.00	11,131.09	
A-2500	Meetings in general	0.00	9,831.00		1,300.00	11,131.09	

Explanations:

Transfers from: A-2000 - Less rental expenses foreseen due to the decision not to rent additional parking slots.

A-2001 - Actual cost of premises insurance was less than estimated.

A-2005 - Contract was renewed for an exact amount of EUR 19,937.16, the remaining amount was not needed.

A-2101 - Due to decision not to proceed with HR tool and Document management tool projects, the actual expenditure on this budget line is lower than planned.

A-2200 - No technical installations needed to be done.

A-2210 - Actual expenditure is lower than foreseen due to delay with signature of a Framework Contract by the European Commission.

A-2330 - The only legal case was closed in 2014, no new cases open by now, therefore, less legal expenses are foreseen in 2015 than forecast.

A-2359 - Despite the previously performed increase, the expenses on OJ publications and translations of the BEREC Office documents were lower than planned.

A-2410 – Expenses lower than forecast.

Transfer to: A-2002 – The cost of utilities was expected to be increased.

A-2100 - Expenses on computer equipment are higher than initially planned.

A-2102 - Due to multiannual programming and budgeting, there was a need to start implementation of the update of ABB model project and of automatic reporting management.

A-2290 - Increase was required for ordering additional publications in accordance with SLA with Publication Office.

A-2320 - Bank charges higher due to additional services requested.

A-2500 - In order to raise awareness on the BEREC commitments and work of the BEREC Office in Latvia, transfers were required for organisation of the BEREC Office's Open door days and support to organisation of "EU presidency test" organised by the Secretariat of the LV Presidency of the Council of the EU.

3.2. 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 2015 approved by budgetary authority	Budget 2015 with internal transfers January- September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Transfers by Administrative Manager in October- December 2015	Budget with transfers	Difference (between initial and budget on 31.12.2015)
3	OPERATIONAL EXPENDITURE	1,222,002.00	1,222,002.00	155,000.00	0	1,377,002.00	12.68%
30	Support to implementation of BEREC WP	705,125.00	644,625.00		-18,000.00	626,625.00	-11.13%
B-3002	Activities under Articles 7 and 7a of Framework Directive	47,000.00	47,000.00		-18,000.00	29,000.00	-38.30%
31	Horizontal activities (other support not directly related to BEREC WP)	516,877.00	577,377.00	155,000.00	18,000.00	750,377.00	45.18%
B-3102	Provision of advice and other ad-hoc services to BEREC and other parties	137,000.00	197,500.00	39,000.00	18,000.00	254,500.00	85.77%

Explanations:

Transfers from: B-3002 - In 2015 significantly less Article7/7a cases were open, so the expenditure is lower than expected.

Transfer to: B-3102 –There was a need to sign a direct service contract for subscription to media and analytical services related to electronic communications market and other topics related to BEREC activities

Annex

Overview of Transfers in BEREC Office Budget 2015 in January-December 2015

Expenditure

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Agency transfers October-December 2015	Budget with transfers
	Budget Total	4,017,244				4,017,244
1	STAFF	2,326,472				2,326,472
1 1	STAFF IN ACTIVE EMPLOYMENT	1,694,315	-44,900		-42,769	1,606,646
1 1 0	Staff in active employment	1,178,315	-52,500		-106,069	1,019,746
A-1100	Basic salaries	912,315	-111,100		-101,069	700,146
A-1101	Family allowances	120,000	58,600			178,600
A-1102	Expatriation and foreign-residence allowances	146,000			-5,000	141,000
1 1 1	Contract staff and other staff	430,000			63,300	493,300
A-1110	Contract staff	230,000			59,200	289,200
A-1111	Seconded national experts	200,000			4,100	204,100
1 1 2	Employer's social security contributions	55,000				55,000
A-1120	Insurance against sickness	36,000				36,000
A-1121	Insurance against accidents and occupational diseases	5,500				5,500
A-1122	Insurance against unemployment	13,500				13,500
1 1 3	Miscellaneous allowances and grants	31,000	7,600			38,600
A-1130	Childbirth and death allowances and grants	1,000				1,000
A-1131	Travel expenses for annual leave	30,000	7,600			37,600
A-1139	Other allowances	0				0
1 1 9	Salary weightings	0				0
1 1 9 0	Salary weightings	0				0
1 1 9 1	Adjustments to remunerations	0				0

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Agency transfers October-December 2015	Budget with transfers
1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER	64,000	74,500		-4,731	133,769
1 2 0	Recruitment expenses	33,000			-5,700	27,300
A-1200	Travel expenses	28,000			-700	27,300
A-1201	Miscellaneous expenditure on staff recruitment	5,000			-5,000	0
1 2 1	Expenses on entering/leaving	31,000	74,500		969	106,469
A-1210	Travel expenses on entering/leaving	2,000	2,000			4,000
A-1211	Installation	10,000	50,500			60,500
A-1212	Removal expenses	4,000			-1,300	2,700
A-1213	Daily subsistence allowances	15,000	22,000		2,269	39,269
1 3	MISSIONS AND DUTY TRAVEL	195,000			31,700	226,700
A-1300	Mission expenses	195,000			31,700	226,700
1 4	SOCIOMEDICAL SERVICES	7,000				7,000
1 4 0	Medical service	7,000				7,000
A-1400	Medical services	7,000				7,000
1 5	TRAININGS	70,000			12,200	82,200
1 5 0	Training	70,000			12,200	82,200
A-1500	Training and language courses	70,000			12,200	82,200
1 6	EXTERNAL SERVICES	290,157	-29,600		6,200	266,757
A-1600	External services and temporary assistance	290,157	-29,600		6,200	266,757
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS	6,000			-2,600	3,400
A-1700	Representation and miscellaneous staff costs	6,000			-2,600	3,400
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	468,770		-155,000		313,770
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	111,200		-30,000	-209	80,991
2 0 0	Buildings and associated costs	111,200		-30,000	-209	80,991
A-2000	Rent	68,000	-290	-30,000	-6,820	30,890
A-2001	Insurance	1,200			-209	991

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Agency transfers October-December 2015	Budget with transfers
A-2002	Water	20,000			6,850	26,850
A-2003	Cleaning	0				0
A-2004	Fitting-out and maintenance of premises	2,000	290			2,290
A-2005	Security and surveillance of buildings	20,000			-30	19,970
A-2009	Other expenditure relating to buildings and premises	0				0
2 1	INFORMATION TECHNOLOGY PURCHASES	236,500	-2,631	-100,000	22,143	156,012
2 1 0	Information technology purchases	236,500	-2,631	-100,000	22,143	156,012
A-2100	Computer equipment	30,000			5,562	35,562
A-2101	Software	162,000	-2,631	-100,000	-46,819	12,550
A-2102	Other external data processing services	44,500			63,400	107,900
2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS	7,600	3,000		-160	10,440
2 2 0	Technical installations and electronic office equipment	600			-600	0
A-2200	Technical installations and electronic office equipment	600			-600	0
2 2 1	Furniture	5,000			-1,080	3,920
A-2210	Furniture	5,000			-1,080	3,920
2 2 9	Other movable property and associated costs	2,000	3,000		1,520	6,520
A-2290	Books and publications	1,000	4,000		1,520	6,520
A-2291	Cars, transport vehicles, and maintenance and repairs	0				0
A-2299	Other movable property, and maintenance and repairs	1,000	-1,000			0
2 3	CURRENT ADMINISTRATIVE EXPENDITURE	91,970	-10,200	-25,000	-18,951	37,819
2 3 0	Stationery and office supplies	11,000	2,620			13,620
A-2300	Stationery and office supplies	11,000	2,620			13,620
2 3 2	Financial charges	300	8,880		100	9,280
A-2320	Bank charges	300			100	400
A-2321	Exchange rate losses	0				0
A-2329	Other financial charges	0	8,880			8,880
2 3 3	Legal expenses	75,000	-29,824	-25,000	-17,876	2,300
A-2330	Legal expenses	75,000	-29,824	-25,000	-17,876	2,300

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-September 2015	Transfers between Title 2 and Title 3 approved by decision MC/2015/9	Agency transfers October-December 2015	Budget with transfers
A-2331	Damages	0				0
2 3 5	Other operating expenses	5,670	8,124		-1,175	12,619
2 3 5 0	Miscellaneous insurances	3,000	-3,000			0
2 3 5 9	Other operating expenses	2,670	11,124		-1,175	12,619
2 4	POSTAGE AND TELECOMM.	21,500			-4,123	17,377
A-2400	Postage and delivery charges	1,500				1,500
A-2410	Telecommunication charges	20,000			-4,123	15,877
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS	0	9,831		1,300	11,131
A-2500	Expenditure on formal and other meetings	0	9,831		1,300	11,131
3	OPERATIONAL EXPENDITURE	1,222,002		155,000		1,377,002
3 0	Support to implementation of BEREC WP 2014	705,125	-60,500		-18,000	626,625
3 0 0	Support to implementation of BEREC WP 2014	705,125	-60,500		-18,000	626,625
B3-001	Support to the BEREC Expert Working Groups	560,000	-30,500			529,500
B3-002	Activities under Articles 7 and 7a Framework Directive	47,000			-18,000	29,000
B3-003	Collection exchange and transmission of information	98,125	-30 000			68,125
3 1	Horizontal activities (other support not directly related to BEREC WP)	516,877	60,500	155,000	18,000	750,377
3 1 0	Horizontal activities (other support not directly related to BEREC WP)	516,877	60,500	155,000	18,000	750,377
B3-101	Other support activities to BEREC	379,877		116,000		495,877
B3-102	Provision of advice and other ad-hoc services to BEREC	137,000	60,500	39,000	18,000	254,500

Done in Riga on 21 January 2016

László IGNÉCZI
Administrative Manager