

BUDGET AND ESTABLISHMENT PLAN

for 2017

2 December 2016



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1. Explanatory note

1.1. Legal basis

Regulation (EC) No. 1211/2009 of the European Parliament and of the Council of 25 November 2009 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Office¹ (hereafter, 'the BEREC Regulation').

Decision MC/2014/01² of the Management Committee of the Office of the Body of European Regulators for Electronic Communications (BEREC) 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 Union³ (hereafter, 'the BEREC Office Financial Regulation').

General Budget of the EU for 2017⁴

1.2. Budgetary procedure 2017

1.2.1 Draft budget

In accordance with the provisions of Article 32 of the BEREC Office Financial Regulation on 28 January 2016, by electronic voting procedure, the Management Committee adopted a programming document containing multi-annual and annual programming of the BEREC Office for the period 2017-2019.

The draft multiannual programme set out the overall strategic programming including objectives, expected results and performance indicators and the resource programming including multi-annual budget and staff, including the indicative budget and staff resource programming, which has been communicated to the Commission and the Budgetary Authority (the European Parliament and the Council of the EU), as required by Article 33 of the BEREC Office Financial Regulation and Article 12 (1) of the BEREC Regulation.

In addition to the forecast for the European Union contributions the budgetary surplus of previous year N-2 (assigned revenues deriving from previous years' surpluses), i.e. budget outturn 2015 is included in the estimate, as requested by the Directorate-General for Budget of the European Commission (see Table 1 below).

¹ OJ L 337, 18.12.2009, p. 1

² http://berec.europa.eu/eng/document_register/subject_matter/berec_office/download/0/3976-decision-of-the-berec-office-mc-on-the-f_0.pdf

³ OJ L 298, 26.10.2012, p.1

⁴ Reference to follow, as soon as the budget is adopted

Table 1: BEREC Office Revenue as transmitted to the Commission on 31 January 2016 (Financial Statement 2017⁵).

REVENUES	Revenues				
	Executed Budget 2015	Budget 2016	Budget 2017		VAR 2017/2016 (%)
			Agency request	Authorised budget	
1 REVENUE FROM FEES AND CHARGES (including balancing reserve from previous years surplus)					
2 EU CONTRIBUTION	4 017 244	4 246 000	4 246 000	4 246 000	0%
<i>- Of which assigned revenues deriving from previous years' surpluses</i>	519 101	174 000	220 167	220 167	26.53%
3 THIRD COUNTRIES CONTRIBUTION (incl. EEA/EFTA and candidate countries)		p.m.	p.m.	p.m.	
<i>- Of which EEA/EFTA (excl. Switzerland)</i>		p.m.	p.m. (2)	p.m. (2)	
<i>- Of which candidate countries</i>					
4 OTHER CONTRIBUTIONS		p.m.	p.m. (3)	p.m. (3)	
<i>- Of which additional EU funding stemming from ad hoc grants (FFR Art.7)</i>					
<i>- Of which additional EU funding stemming from delegation agreements (FFR Art.8)</i>					
5 ADMINISTRATIVE OPERATIONS	6 695 (1)	p.m.	p.m.	p.m.	
<i>- Of which interest generated by funds paid by the Commission by way of the EU contribution (FFR Art. 58)</i>		p.m.	p.m.	p.m.	
6 REVENUES FROM SERVICES RENDERED AGAINST PAYMENT					
7 CORRECTION OF BUDGETARY IMBALANCES					
TOTAL	4 023 939	4 246 000	4 246 000	4 246 000	0%

- (1) EUR 5 298 - reimbursement by the Translation Centre of their price stability reserve to all the customers – this revenue should be considered as general revenue and cannot be used for expenditure + EUR 1 396.65 of interest generated by funds paid by the EC in quarter 4/2014 – quarter 3/2015. Both amounts will be taken into account in the calculation of the budget result at the annual closure of the accounts of the agencies as foreseen in Article 20 FFR and will be recovered by the EC in 2016 as a part of the surplus. We have included the interest rate in 'other income', but it is not mentioned in expenditure, as this amount was not foreseen in the Budget and did not give rights to expenditure. In the budget outturn it is retaken and this way the balance of the year takes into account as to be returned to the Commission.
- (2) Subject to the signature of the Agreement with EFTA countries: should the agreement be signed, the EFTA contribution (estimated at 2.97%) should be 112 375 for 2016 and 111 113 for 2017 (1.12 % less than for 2016).
- (3) Voluntary contributions from MS or their NRAs: should the Board of Regulators decide to approve such contributions, a new budgetary procedure will be launched.

⁵ See document MC (16) 05.

2. Budget 2017

The Budgetary Authority approves the budget (revenues and planned expenditures) WITHOUT:

- Surplus, as the surplus amount comes back from previously approved budget
- EFTA and NRA contributions, as these are not under the sole authority of the Budgetary Authority.

The Budgetary Authority approves only the overall budget, without going into detail at the level of budget items.

The General Budget of the EU for 2017 was definitely adopted on 1 December 2016 at the same level as it envisages maintaining the EU subsidy at the level requested by the BEREC Office, namely: EUR 4 025 833. For reference, please see column 'Budget Forecast 2017' (EUR 4 246 000) in Table 1, by excluding assigned revenues from previous years' surpluses (EUR 220 167) that results in the 'fresh' EU contribution (EUR 4,025,833).

Budget 2015 includes transfers.

Budget 2016 includes transfers.

2.1 Revenue 2017 (Table 3)

The sources of revenue for 2017 are:

- A contribution from the European Union of EUR 4 246 000 which consists of:
 - EUR 4 026 000⁶: main subsidy from the EU voted by the budgetary authority;
 - EUR 220 000⁷: budget outturn (surplus) 2015.
 - ;
- EEA-EFTA contribution which is subject to the signature of the agreement. In anticipation of this revenue not to be collected this item is marked as "p.m." (*pro memoria*) in the Statement of revenue of the BEREC Office budget for 2017 (Table 3).
- Financial contribution from Member States or from NRAs: according to Article 5(2) of the BEREC Regulation is voluntary and subject to approval by the Board of Regulators (hereafter, BoR). In anticipation of this revenue not to be collected this item is marked as "p.m." in the Statement of revenue of the BEREC Office budget for 2017 (Table 3).
- Revenue from administrative operations which consists of:
 - The interest generated by funds paid by the Commission by way of the EU contribution. It is not assigned revenue, therefore the BEREC Office cannot use the interest amount for expenditure. The amount should be returned together with the surplus and, therefore, will reduce the fresh credit for year N+2.

⁶ Rounded figures from 4,025,833.44

⁷ Rounded figures from 220,166.56

- Revenue from other administrative operations – the amounts are not certain.

Taking into account the aforementioned information, the interest generated by funds paid by the Commission and revenue from other administrative operations are shown in the budget as p.m. revenue items and are not considered in expenditure.

The total revenue in 2017 is therefore EUR 4 246 000.

According to Article 37 (1) of the BEREC Office Financial Regulation in the statement of revenue the budget of the Office shall show:

- (a) the estimated revenue of the Office for the financial year concerned (year N, i.e. 2017);
- (b) the estimated revenue for the preceding financial year (2016) and the revenue for year N-2 (2015);
- (c) appropriate remarks on each revenue line.

2.2 Expenditure 2017 (Table 4)

According to Article 11 of the BEREC Regulation, the expenditure of the BEREC Office shall cover staff (Title 1), administrative and infrastructure expenditures (Title 2) and operational expenses (Title 3).

When presenting its budget for planned expenditures, the BEREC Office is required to consider the following:

- expenditure appropriations have to be specified by Titles, Chapters, Articles and Items (budget lines);
- budgetary surplus for the year 2015 which will be used for expenditures in the current respective year (2017) has to be divided between Chapters, Articles and Items (budget lines) in proportion to the EU contribution under each Title.

According to Article 37 (2) of the BEREC Office Financial Regulation in the statement of expenditure the budget of the Office shall show:

- (a) the commitment and payment appropriations for year N (2017);
- (b) the commitment and payment appropriations for the preceding financial year (2016), and the expenditure committed and the expenditure paid in year N-2 (2015) – the latter also expressed as a percentage of the budget of the Union body of year N (2017);
- (d) appropriate remarks on each subdivision.

Certain activities and sub-activities to be performed by the BEREC Office during the financial year 2017 were reviewed and clarified during the preparation of the final draft of the Annual and Multiannual Programming of the BEREC Office Activities for 2017-2019 (MC (16) 136). Therefore, in accordance with the afore-mentioned document and in particular the Work Programme for 2017 approved by the Management Committee a reallocation of the budget between the different Titles and Chapters has been done to take into account the following considerations:

Title 1

The amounts requested in Title 1 have been based on realistic assumptions as to the number of staff to be actually recruited in 2017 and the reclassification of staff in 2017. The BEREC Office expects to operate under a fully staffed situation in 2017 and the associated costs have also been calculated on the basis of these assumptions. The budget has been adjusted to take into account the reduction of 1 AST post as of 1 January 2017, as indicated in EU Budget 2017.

The estimated budgetary impact of salary adjustments has also been taken into account and consequently the Chapter for salaries and allowances is slightly increased for 2017.

The BEREC Office has planned expanding the audio-video conference facility and therefore the expenditure on missions is slightly decreased. The budget for trainings in 2017 is also slightly decreased due to the fact that the current contract in force for language trainings will expire in December 2017 and the BEREC Office will sign a new contract with a start date in January 2018.

In the absence of European school in the Republic of Latvia in May 2016 the BEREC Office established internal rules for financing multilingual tuition for the dependent children of the BEREC Office staff in the Republic of Latvia, which will be covered by Chapter 16' External service' which has led to the need to increase the planned expenditure under Title 1 and specifically under the above-mentioned Chapter.

Under the same Chapter the BEREC Office will ensure the payment of grants and other associated expenditure to trainees on the basis of the official BEREC Office Traineeship Programme approved by the Management Committee in June 2016, the sharing of the Internal Control Coordinator Assistant function (under a Service Level Agreement (SLA) with ENISA), the provision of technical HR services and translation of vacancy notices in all official languages of the EU.

The BEREC Office has planned a team event in the middle of 2017, which will be dedicated to improving the planning of activities, including human and financial resources, which has led to significant increase of the planned expenditure in item (budget line) 1700 compared to 2016.

Title 2

In September 2016 the BEREC Office signed an up-dated lease agreement with the State-owned company VNI with an increased price of the rent for its premises. As of 2017 the BEREC Office has requested additional rooms from the property manager, which may lead to further increase in the rent. Furthermore, the BEREC Office considers signing a new contract for renting parking lots for staff and visitors. This is reflected in an increase under of the expenditure for Rental of buildings and associated costs.

An increase in the information and communication technology spending is required for the potential renewal of part of the BEREC Office computer equipment, acquisition and prolongation of licenses for the administrative work tools and applications, as well as for paying for external data processing services, including the annual and hosting fees for ABAC, HERMES-ARES-NomCom (HAN), Sysper, the fees for maintaining IT security (under an MoU with the EU CERT), provision of external IT services, off-site storage of data (SLA with ENISA) as well as for access to DG DIGIT procurement procedures (new SLA). The inclusion of expenditure for the three new agreements with the Commission, in particular for HAN, Sysper and EU CERT is reflected in substantial increase of expenditure of other external data

processing services.

Taking into account the actual costs on publications, expenditure under movable property and associated costs is substantially decreased.

In addition to legal expenses and office supplies the chapter 'Current administrative expenditure' includes expenditure related to the BEREC Office budget publications in the Official Journal, as well as translations and/or other language requests related to the BEREC Office documents, budgetary and legal issues.

It also takes into account the costs of outsourcing the services of the Accounting Officer that is reflected in an increase of the other operating expenditure.

The expenditure for external audit services has been transferred from budget line 2359 'Other financial charges' to budget line 2359 'Other operating expenses' as the latter has been considered as a more appropriate one. However, this move can be considered as technical adjustment without budgetary impact on Title 2 as a whole.

Taking into account the actual spending on general meetings in 2016 and the intention to continue organising Open Door Days at the BEREC Office, as well as other promotional and/or communication activities, strictly linked to the BEREC Office, the spending under meeting expenses is increased.

Title 3

The expenditure under Title 3 has been decreased based on the actual level of expenditure in 2016 and the planned activities in the Work Programme 2017.

Additionally, to match the revised BEREC Office activity based budget model two budget lines in Chapter 30 and two budget lines in Chapter 31 have been merged, as follows:

- Chapter 30: Budget lines 3001 and 3003 have been merged, as all activities on collection, exchange and transmission of information have been planned together with the activities in support to BEREC EWGs.
- Chapter 31: Budget lines 3101 and 3102 have been merged, as the provision of advice and other ad-hoc services to BEREC and other parties have been planned under 'Other support to BEREC and NRAs'.

Additionally the support to BEREC EWGs is decreased to reflect the actual spending in 2016 and due to the fact that one low-value study is planned as support to BEREC and the NRAs instead of support to the EWGs. Under this Chapter the BEREC Office has planned expanding the audio-video and conference facility and continuing the full support to EWGs already provided by the Programme Management Unit, including for reimbursement of experts participation in EWG meetings.

The expenditure under Support to BEREC and NRAs is slightly increase to reflect the additional low-value study to be commissioned in support to BEREC. This chapter will be used also for covering potential costs of update and maintenance of the BERECNet collaboration tool, BEREC website and necessity to reply to the request to provide electronic communications regulatory training to NRA's staff.

Further details are provided in table 3.

Table 2: Statement of revenue of the BEREC Office budget for 2017

Budget Titles	Description	Revenue	Estimated revenue		Remarks
		2015	2016	2017	
2 0	European Union subsidy				
2 0 0 0	European Union subsidy	4 017 244	4 246 000	4 246 000	Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Office (OJ L 337, 18.12.2009, p.1). Pursuant to article 11(1)(a) a subsidy for the Office is entered in the Commission Section of the general EU budget
	<i>European Union main subsidy</i>	3 498 143	4 072 000	4 025 833	Rounded to thousands in 2016 (from 4 071 542)
	<i>Assigned revenues deriving from previous years' surpluses</i>	519 101	174 000	220 167	In 2016 - Surplus 2014, rounded to thousands (from 174 458)
	Chapter 2 0	4 017 244	4 246 000	4 246 000	
	Title 2	4 017 244	4 246 000	4 246 000	
3 0	Third countries contribution (incl. EFTA and candidate countries)				
3 0 0 0	Third countries contribution (incl. EFTA and candidate countries)	p.m.	p.m.	p.m.	Subsidy from the EFTA countries. This subsidy represents a fixed percentage of the main EU subsidy. In anticipation of this revenue not to be collected this item is marked as "p.m."
	Chapter 3 0	p.m.	p.m.	p.m.	
	Title 3	p.m.	p.m.	p.m.	
4 0	Other contributions (Members states, NRAs, etc.)				
4 0 0 0	Other contributions (Members states, NRAs, etc.)	p.m.	p.m.	p.m.	Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009 establishing the Body of European Regulators for Electronic Communications (BEREC) and the Office (OJ L 337, 18.12.2009, p.1). Pursuant to article 11(1)(b) shall be made on a voluntary basis and used to finance specific items of operational expenditure.
	Chapter 4 0	p.m.	p.m.	p.m.	
	Title 4	p.m.	p.m.	p.m.	
5 0	Administrative operations				
5 0 0 0	Administrative operations	6 695	p.m	p.m	Other revenue from administrative operations. Starting from Budget 2015 it also includes interest generated by funds paid by the Commission by way of the EU contribution.
	<i>Interest generated by funds paid by the Commission by way of the EU contribution</i>	1 397	p.m	p.m	<i>The interest is not assigned revenue, the BEREC Office cannot use the interest amount for expenditure. The amount should be returned together with the surplus and, therefore, will reduce the fresh credit for year N+2</i>
	<i>Other revenue from administrative operations</i>	5 298	p.m	p.m.	<i>Other revenue in 2015 includes the reimbursements of the price stability reserve of the Translation Centre (CdT) and is not assigned revenue. The amount received should be returned together with the surplus and, therefore, will reduce the fresh credit for year N+2</i>
	Chapter 5 0	6 695	p.m	p.m	
	Title 5	6 695	p.m	p.m	
	GRAND TOTAL	4 023 939	4 246 000	4 246 000	

Table 3: Statement of expenditure of the BEREC Office budget for 2017 – budget lines

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
1	STAFF	2 291 114	2 295 959	2 448 123	93.59%	Total funding for covering personnel costs
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	305 635	366 546	389 714	78.43%	Total funding for covering general administrative costs
3	OPERATIONAL EXPENDITURE	1 245 656	1 583 495	1 408 163	88.46%	Total funding for operational expenditure
	GRAND TOTAL	3 842 405	4 246 000	4 246 000	90.49%	

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/2017	Remarks
			2016*	2017	%	
1	STAFF					
1 1	STAFF IN ACTIVE EMPLOYMENT					
1 1 0	<i>Staff in active employment</i>					
1 1 0 0	Basic salaries	700 143	692 145	774 879	90.36%	Staff Regulations applicable to officials of the European Union, and in particular Articles 62, 63, 64, 65 and 66 thereof and Art. 2 and 19 of the Conditions of Employment of Other Servants (CEOS). This appropriation is intended to cover basic salaries of temporary agents and the impact of salary weightings applicable to their remuneration.
1 1 0 1	Family allowances	165 969	174 494	176 120	94.24%	Staff Regulations applicable to officials of the European Union, 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.

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
1 1 0 2	Expatriation and foreign-residence allowances	140 052	136 000	155 001	90.36%	Staff Regulations applicable to officials of the European Union, 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.
	Article 1 1 0	1 006 164	1 002 639	1 106 000	90.97%	
1 1 1	Contract staff and other staff					
1 1 1 0	Contract staff	289 122	339 472	476 885	60.63%	Conditions of employment of other servants of the European Union, and in particular Article 3a, 93 and Title IV thereof. This appropriation is intended to cover the remuneration and allowances, and the employer's social security contributions for Contract Agents
1 1 1 1	Seconded national experts	204 052	164 092	130 965	155.81%	This appropriation is intended to cover allowances, other benefits of the seconded national experts (SNEs) from Member States and any other expenditure related to the use of SNEs
	Article 1 1 1	493 174	503 564	607 850	81.13%	
1 1 2	Employer's social security contributions					
1 1 2 0	Insurance against sickness	34 150	34 100	37 795	90.36%	Staff Regulations applicable to officials of the European Union, and in particular Article 72 thereof. Rules on sickness insurance for officials of the European Union, and in particular Article 23 thereof. This appropriation is intended to cover sickness insurance costs.
1 1 2 1	Insurance against accidents and occupational disease	5 050	5 625	5 589	90.36%	Staff Regulations applicable to officials of the European Union, and in particular Article 73 thereof. This appropriation is intended to cover the employer's contribution to insurance against accidents and occupational diseases.
1 1 2 2	Insurance against unemployment	12 828	12 748	14 197	90.36%	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). Conditions of employment of other servants of the European Union, and in particular Article 28a thereof. This appropriation is intended to cover the costs of insurance against unemployment.

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017 %	Remarks
			2016*	2017		
1 1 2 3	Constitution or maintenance of pension rights	0	0	0		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). Conditions of employment of other servants of the European Union, and in particular Article 39 and 40 thereof. This appropriation is intended to cover the costs of pension rights
	Article 1 1 2	52 028	52 473	57 581	90.36%	
1 1 3	Miscellaneous allowances and grants					
1 1 3 0	Childbirth and death allowances and grants	198	1 000	399	49.62%	Staff Regulations applicable to officials of the European Union, and in particular Articles 70, 74 and 75 thereof. Conditions of employment of other servants of the European Union, and in particular Article 29 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.
1 1 3 1	Travel expenses for annual leave	37 146	26 456	33 198	111.89%	Staff Regulations applicable to officials of the European Union, and in particular Article 7 of Annex VII thereto. This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants.
1 1 3 9	Other allowances	0	0	0		Staff Regulations applicable to officials of the European Union, and in particular Article 14 of Annex VII thereto.
	Article 1 1 3	37 344	27 456	33 597	111.15%	
1 1 9	Salary weightings					
1 1 9 0	Salary weightings	0	0	0		
1 1 9 1	Adjustments to remunerations	0	0	0		This appropriation is intended to cover the effects of any salary adjustments decided by the Council during the financial year.
	Article 1 1 9	0	0	0		
	CHAPTER 1 1	1 588 710	1 586 132	1 805 028	88.02%	
1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER					
1 2 0	Recruitment expenses					
1 2 0 0	Travel expenses	23 222	31 000	25 700	90.36%	Decision MC (11) 24 of BERE Office Management Committee on Reimbursement of expenses of participants to selection/recruitment procedures, PMO fees for candidates applications

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
1 2 0 1	Miscellaneous expenditure on staff recruitment	0	0	0		This appropriation is intended to cover miscellaneous expenditure for publishing vacancy notices, involved in recruitment procedures, the fees for the use of EPSO CAST database as stipulated in the SLA between the European Personnel Selection Office (EPSO) and Regulatory Agencies.
	Article 1 2 0	23 222	31 000	25 700	90.36%	
1 2 1	Expenses on entering/leaving					
1 2 1 0	Travel expenses on entering/leaving	3 556	3 000	3 935	90.37%	Staff Regulations applicable to officials of the European Union, 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).
1 2 1 1	Installation, resettlement and transfer allowances	60 252	12 000	20 000	301.26%	Staff Regulations applicable to officials of the European Union, 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.
1 2 1 2	Removal expenses	2 396	4 000	10 000	23.96%	Staff Regulations applicable to officials of the European Union, 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.
1 2 1 3	Daily subsistence allowances	39 269	15 485	14 460	271.57%	Staff Regulations applicable to officials of the European Union, 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).
	Article 1 2 1	105 473	34 485	48 395	217.94%	
	CHAPTER 1 2	128 695	65 485	74 095	173.69%	
1 3	MISSIONS AND DUTY TRAVEL					

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	226 634	246 855	220 000	103.02%	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 Union and PMO fees related to missions.
	CHAPTER 1 3	226 634	246 855	220 000	103.02%	
1 4	SOCIOMEDICAL SERVICES					
1 4 0	Medical service					
1 4 0 0	Medical service	3 756	6 000	5 000	75.12%	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.
	Article 1 4 0	3 756	6 000	5 000	75.12%	
	CHAPTER 1 4	3 756	6 000	5 000	75.12%	
1 5	TRAININGS					
1 5 0	Training					
1 5 0 0	Training	82 175	81 793	76 000	108.12%	This appropriation is intended to cover the costs of language and other training needs.
	Article 1 5 0	82 175	81 793	76 000	108.12%	
	CHAPTER 1 5	82 175	81 793	76 000	108.12%	
1 6	EXTERNAL SERVICES					
1 6 0 0	External services	257 768	306 164	258 000	99.91%	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, Translation Centre for BEREC Office staff related translation and other language requests and vacancies publications in OJ, supporting multilingual schooling for the children of the BEREC Office staff, payment of the grants and other entitlements to trainees and others
	CHAPTER 1 6	257 768	306 164	258 000	99.91%	
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS					
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	3 376	3 530	10 000	33.76%	This appropriation is intended to cover the costs of representation, receptions, team events and other staff related expenses (e.g. badges for entry into Ecomm buildings in accordance with SLA with DG HR, Secretariat of Inter-Agencies Network, Staff Committee meetings etc.).

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
	CHAPTER 17	3 376	3 530	10 000	33.76%	
	TITLE 1	2 291 114	2 295 959	2 448 123	93.59%	
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE					
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS					
2 0 0	<i>Buildings and associated costs</i>					
2 0 0 0	Rent	30 889	37 012	69 147	44.67%	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.
2 0 0 1	Insurance	990	980	2 000	49.50%	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.
2 0 0 2	Water, gas, electricity and heating	22 318	24 183	29 521	75.60%	This appropriation is intended to cover current expenditure and other communal charges related to the Agency's premises.
2 0 0 3	Cleaning	0	0	0		This appropriation is intended to cover the cleaning services of the Agency's premises.
2 0 0 4	Fitting-out and maintenance of premises	2 110	1 845	2 600	81.15%	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
2 0 0 5	Security and surveillance of buildings	19 937	5 912	12 600	158.23%	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.
2 0 0 9	Other expenditure relating to the acquisition, construction or maintenance of a building	0	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.
	Article 2 0 0	76 244	69 931	115 868	65.80%	
	CHAPTER 2 0	76 244	69 931	115 868	65.80%	
2 1	INFORMATION TECHNOLOGY PURCHASES					
2 1 0	<i>Information technology purchases</i>					
2 1 0 0	Computer equipment	35 550	23 722	10 000	355.50%	This appropriation is intended to cover the costs of purchasing computer equipment and other hardware.

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
2 1 0 1	Software	12 550	7 350	7 000	179.29%	This appropriation is intended to cover the costs of software.
2 1 0 2	Other external data processing services	107 847	125 016	160 001	67.40%	This appropriation is intended to cover external data processing services, including fees for ABAC, HERMES-ARES-NomCom, Sysper and other external data processing services provided to the BEREC Office by the Commission, other bodies of the EU or service providers, fees for maintaining of computer equipment, applications and SAP support, the fees for procurement of external IT services and others.
	Article 2 1 0	155 947	156 088	177 001	88.11%	
	CHAPTER 2 1	155 947	156 088	177 001	88.11%	
2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS					
2 2 0	Technical installations and electronic office equipment					
2 2 0 0	Technical installations and electronic office equipment	0	4	0	0.00%	This appropriation is to cover the costs of technical installations and electronic office equipment.
	Article 2 2 0	0	4	0	0.00%	
2 2 1	Furniture					
2 2 1 0	Furniture	3 919	6 171	2 500	156.76%	This appropriation is to cover the costs of purchasing, leasing, and repairs of furniture.
	Article 2 2 1	3 919	6 171	2 500	156.76%	
2 2 9	Other movable property and associated costs					
2 2 9 0	Books, newspapers and documentation	6 518	6 000	3 550	183.61%	This appropriation is intended to cover the purchase of publications, newspapers, periodicals, and subscriptions to information services
2 2 9 1	Cars, transport vehicles, and maintenance and repairs	0	0	0		This appropriation is to cover the costs of cars, transport vehicles, maintenance and repairs
2 2 9 9	Other movable property, and maintenance and repairs	0	0	0		This appropriation is to cover the costs of maintenance and repairs of equipment.
	Article 2 2 9	6 518	6 000	3 550	183.61%	
	CHAPTER 2 2	10 437	12 175	6 050	172.51%	
2 3	CURRENT ADMINISTRATIVE EXPENDITURE					
2 3 0	Stationery and office supplies					

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
2 3 0 0	Stationery and office supplies	13 454	12 681	14 500	92.79%	This appropriation is intended to cover the purchase of stationery and various office supplies (including drinking water for the Office).
	Article 2 3 0	13 454	12 681	14 500	92.79%	
2 3 2	Financial charges					
2 3 2 0	Bank charges	390	182	0		This appropriation is intended to cover bank charges, interest paid and other related costs such as hiring of a bank safe deposit box, etc.
2 3 2 1	Exchange rate losses	0	0	0		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.
2 3 2 9	Other financial charges	8 880	14 304	0		This appropriation is intended to cover other financial charges.
	Article 2 3 2	9 270	14 486	0		
2 3 3	Legal expenses					
2 3 3 0	Legal expenses	2 300	5 000	2 500	92.00%	This appropriation is intended to cover the Agency's legal expenses.
2 3 3 1	Damages		0	0		This appropriation is intended to cover the costs of damages payable
	Article 2 3 3	2 300	5 000	2 500	92.00%	
2 3 5	Other operating expenses					
2 3 5 0	Miscellaneous insurances	0	0	0		This appropriation is intended to cover the special insurances.
2 3 5 9	Other operating expenses	10 754	80 502	50 968	21.10%	This appropriation is intended to cover other operating expenditure not specifically provided for, including accounting officer services, external audit services, BEREC Office budget publication in OJ, translations related to the BEREC Office budgetary and legal issues and others
	Article 2 3 5	10 754	80 502	50 968	21.10%	
	CHAPTER 2 3	35 778	112 669	67 968	52.64%	
2 4	POSTAGE AND TELECOMM.					
2 4 0 0	Postage and delivery charges	1 227	1 300	1 500	81.80%	This appropriation is intended to cover post office and special courier costs.
2 4 1 0	Telecommunication charges	15 877	2 150	11 000	144.34%	This appropriation is intended to cover the costs of telecommunications, including IP telephony, Internet connectivity, sTesta and mobile communication costs.
	CHAPTER 2 4	17 104	3 450	12 500	136.83%	

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS					
2 5 0 0	Meetings in general	10 125	12 233	10 327	98.04%	This appropriation is intended to cover the costs of promotional meetings, such as open-door days or other BEREC Office communications activities, BEREC Office meetings with the EU institutions, other bodies of the EU, representatives of the local authorities or diplomatic missions, etc.
	CHAPTER 2 5	10 125	12 233	10 327	98.04%	
	TITLE 2	305 635	366 546	389 714	78.43%	
3	OPERATIONAL EXPENDITURE					
3 0	Support to implementation of BEREC WP 2015					
3 0 0	Support to implementation of BEREC WP 2015					
3 0 0 1	Support to the BEREC Expert Working Groups	517 450	578 000	548 677	94.31%	This appropriation is intended to cover the costs of events organised by the BEREC expert working groups (EWGs) (e.g. meetings, workshops, seminars, etc.), including the costs for EWG event organisation, travel costs and accommodation allowances of experts participating in EWG events, expanding and maintaining the audio-video conference facilities, commissioning studies requested by the EWGs, costs of the collection, exchange and transmission of information, etc.
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	6 027	33 000	10 000	60.27%	This appropriation is intended to cover the costs of technical meetings (Article 7/7a EWGs), including the costs for Article 7/7a EWG meetings organisation, travel costs and accommodation allowances of experts participating in group meetings.
3 0 0 3	Collection exchange and transmission of information	51 728	150 495	n.a. ⁸	n.a.	
	Article 3 0 0	575 205	761 495	558 677	102.96%	
	CHAPTER 3 0	575 205	761 495	558 677	102.96%	
3 1	Support to BEREC and NRAs					
3 1 0	Support to BEREC and NRAs					

⁸ In 2017 this budget line is merged with budget line 3001 due to the revision of the activity based budget approach.

Budget Titles	Description	Outturn 2015 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2015/ 2017	Remarks
			2016*	2017	%	
			3 1 0 1	Other support activities to BEREC and NRAs	417 391	
3 1 0 2	Provision of advice and other ad-hoc services to BEREC and other parties	253 060	197 000	n.a. ⁹	n.a.	
	Article 3 1 0	670 451	822 000	849 486	78.92%	
	CHAPTER 3 1	670 451	822 000	849 486	78.92%	
	TITLE 3	1 245 656	1 583 495	1 408 163	88.46%	

* Status on 22 November 2016. Final figures will be published in the Statement of revenue and expenditure of the BEREC Office for the financial year 2017 in the Official Journal

⁹ In 2017 this budget line is merged with budget line 3101 for the reason stated in footnote 8.

Table 4: Establishment plan 2017

TEMPORARY AGENTS					
Function group and grade	2015		2016		2017
	Authorised under the EU Budget	Filled as of 31.12.2015	Authorised under the EU Budget	Filled as of 31.12.2016	Authorised under the EU Budget
AD 16					
AD 15					
AD 14	1	1	1	1	1
AD 13					
AD 12					
AD 11					
AD 10			1	1	1
AD 9	2	1	1	1	1
AD 8			2	2	2
AD 7	3	3	1	1	1
AD 6	2	2	2	1	4
AD 5	3	3	3	4	1
Total grade AD	11	10	11	11	11
AST 11					
AST 10					
AST 9					
AST 8					
AST 7					
AST 6					
AST 5					
AST 4	2	2	2	1	3

TEMPORARY AGENTS					
Function group and grade	2015		2016		2017
	Authorised under the EU Budget	Filled as of 31.12.2015	Authorised under the EU Budget	Filled as of 31.12.2016	Authorised under the EU Budget
AST 3	2	2	2	2 ¹⁰	
AST 2					
AST 1					
Total grade AST	4	4	4	3	3 ¹¹
AST/SC 6					
AST/SC 5					
AST/SC 4					
AST/SC 3					
AST/SC 2					
AST/SC 1					
Total grade AST/SC					
GRAND TOTAL	15 ¹²	14	15	14	14

¹⁰ Including a job offer already sent for the new Executive Support Assistant.

¹¹ The post of Budget Assistant (AST 4) became vacant as of September 2016 and has not filled in with a view to implement a further cut in the establishment plan as of January 2017 for the redeployment pool.

¹² The total headcount of 15 represents the decrease by 1 post (in comparison with the establishment plan of 2014) brought about by the Inter-institutional Agreement which stipulates a 5% reduction in the number of posts in the establishment plans of all institutions, bodies and agencies over a 5 year period.

Table 5: Estimate of number of Contract Agents and Seconded National Experts (SNE) in 2017 (expressed in full-time equivalents)

CONTRACT AGENTS					
Contract Agents	Authorised 2015	Filled as of 31.12.2015*	Authorised 2016	Filled as of 31.12.2016	Authorised 2017
Function Group IV	5 ¹³	6 ¹⁴	7 ¹⁵	7	8 ¹⁶
Function Group III	2	1	1	0	0
Function Group II	1	1	1	1	1
Function Group I	0	0	0	0	0
Total	8	8	9	8	9

* including 2 job offers sent out in 2014 for 2 entries into service in 2015

** including 1 job offer sent out in 2015 for 1 entry into service in 2016

*** following the conversion of 2 SNEs into 2 CAs FGIV

SECONDED NATIONAL EXPERTS					
SNE	Authorised 2015	Filled as of 31.12.2015	Authorised 2016	Filled as of 31.12.2016	Authorised 2017
Total	6	4¹⁷	4	4¹⁸	4

Done at, on 2016

For the Management Committee,

Wilhelm Eschweiler
BEREC Chair 2016

¹³ Following the conversion of 2 SNEs to 2 CAs FGIV decided by the MC (Decision MC/2015/8, 5 June 2015), the number of CAs FG IV increased to 5.

¹⁴ including 1 job offer sent out.

¹⁵ The Management Committee established a new Contract Agent post to keep the overall staffing level of the BEREC Office at the minimum required for the smooth running of the operation as the workload is expected to increase in the next three years even without amending the BEREC Regulation.

¹⁶ One CA FG III will be converted into one CA FG IV post as of 1 January 2017 due to the planned outsourcing of the technical IT tasks to service providers and assigning coordination and policy related tasks to the IT Officer as of January 2017, which would require the change of the FG for that post. The job offer for the new CA FG IV (the IT Support Officer) has been sent.

¹⁷ Following the conversion of 2 SNEs to 2 CAs FGIV decided by the MC (Decision MC/2015/8, 5 June 2015), the number of SNEs passed from 6 to 4.

¹⁸ Including the conclusion of agreement for the secondment of 1 SNE.