

Information

on the transfers in the 2017 Budget of the Office of the Body of European Regulators for Electronic Communications ('the BEREC Office') carried out by the Administrative Manager in July – September 2017

1. Introduction and legal basis

Article 27 (1) of Decision MC/2014/1 of the BEREC Office Management Committee (MC) 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") stipulates that the Administrative Manager may transfer appropriations without limit from one chapter to another and from one article to another, 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.

To ensure the best use of the financial resources available in the BEREC Office budget for expenses, after reviewing all liabilities of the BEREC Office, in July 2017 the BEREC Office Administrative Manager executed the first transfer of appropriations in the BEREC Office 2017 Budget.

The transfer of appropriation was done within Titles 1 "Staff", Title 2 "Buildings, equipment and miscellaneous operating expenditure" and Title 3 "Operational expenditure", and from Title 1 to Title 2.

The transfer has not generated any changes on revenue side.

Further information about the transfer carried out by the Administrative Manager is presented below. The transfer of appropriations above EUR 5,000.00 is accompanied by additional explanations.

2. Transfer of appropriations within and from Title 1

Legal base: Article 27(1)(a) of the BEREC Office Financial Regulation – transfers 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.

Article 27 (1) (b) - transfers from one chapter to another, from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Article Item	Description	Budget 2017 approved by the MC	Transfer by Administrative Manager in July 2017	Budget with transfer	Difference between initial budget and budget on 01.07.2017
1	Staff	2,448,123.00	-16,925.00	2,431,198.00	-0.69%
1 1	Staff in active employment	1,805,028.00	-16,925.00	1,788,103.00	-0.94%
1 1 0	Staff in active employment	1,106,000.00	-16,025.00	1,089,975.00	-1.45%
1 1 0 1	Family allowances	176,120.00	-10,500.00	165,620.00	-5.96%
1 1 0 2	Expatriation and foreign- residence allowances	155,001.00	-5,525.00	149,476.00	-3.56%
1 1 1	Contract staff and other staff	607,850.00	2,000.00	609,850.00	0.33%
1 1 1 0	Contract staff	476,885.00	-37,500.00	439,385.00	7.86%
1 1 1 1	Seconded national experts	130,965.00	39,500.00	170,465.00	30.16%
1 1 2	Employer's social security contributions	57,581.00	-1,900.00	55,681.00	-3.30%
1 1 2 0	Insurance against sickness	37,795.00	-900.00	36,895.00	-2.38%
1 1 2 1	Insurance against accidents and occupational disease	5,589.00	-1,000.00	4,589.00	-17.89%
1 1 3	Miscellaneous allowances and grants	33,597.00	-1,000.00	32,597.00	-2.98%
1 1 3 1	Travel expenses for annual leave	33,198.00	-1,000.00	32,198.00	-3.01%

Explanations for transfer of appropriations higher than EUR 5,000.00:

Transfer from:

A-1101 'Family allowances'– transfer out of 10,500.00 EUR. The family allowances, among others, include the education allowance; the educational allowances are paid to staff who do not use the BERIC Office measure for financing the multilingual tuition of the children of the staff; in 2017 more staff members requested usage of the measure for financing the multilingual tuition

and respectively were not eligible any more for educational allowance, which has led to a decrease in the actual expenditure for family allowances compared to the forecast at the time of the establishment of the budget.

A-1102 'Expatriation allowance' – transfer out of EUR 5,525.00. In 2017 the BEREC Office hired new staff who is not entitled to expatriation allowance, which has led to less expenditure from that budget line in 2017 and has provided appropriations availability, which can be used for other purposes.

A-1110 'Contract Staff' – transfer out of EUR 37,500.00. In 2017 the BEREC Office will have less expenditure regarding contract staff resulting EUR from a post being vacant as of May 2017.

Transfers to:

- Title 1 'Staff'

A-1111 'Seconded National Experts'– Increase of EUR 39,500.00 regarding the seconded national experts (SNEs) due to review of actual budget requirements in comparison to appropriations' availability. The appropriations planned in 2016 and approved by the Management Committee (MC) for SNEs in BL 1111 were calculated with the presumption of a vacancy rate of 3% and therefore were insufficient to cover the expenditure for SNE allowances in a fully staffed situation.

- Title 2 'Buildings, equipment and miscellaneous operating expenditure'

A-2100 'Computer equipment'– transfer of EUR 11,400 (as described in Part 3 - Transfer of appropriations within and to Title 2).

A-2102 'Other external data processing services'– Transfer of EUR 5,525.00 (as described in Part 3 - Transfer of appropriations within and to Title 2).

3. Transfer of appropriations within and to Title 2

Legal base: Article 27(1)(a) of the BEREC Office Financial Regulation – transfers 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.

Article 27(1) (b) - transfers from one chapter to another, from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Article Item	Description	Budget 2017 approved by the MC	Transfers by Administrative Manager in July 2017	Budget with transfer	Difference between initial budget and budget on 01.07.2017
2	Buildings, equipment and miscellaneous operating expenditure	389,714.00	16,925.00	406,639.00	4.34%
2 1	Information technology purchases	177,001.00	19,925.00	196,926.00	11.26%

Title Chapter Article Item	Description	Budget 2017 approved by the MC	Transfers by Administrative Manager in July 2017	Budget with transfer	Difference between initial budget and budget on 01.07.2017
2 1 0	Information technology purchases	177,001.00	19,925.00	196.926.00	11.26%
2 1 0 0	Computer equipment	10,000.00	12,400.00	22,400.00	124.00%
2 1 0 1	Software	7,000.00	2,000.00	9,000.00	28.57%
2 1 0 2	Other external data processing services	160,001.00	5,525.00	165,526.00	3.45%
2 2	Movable property and associated costs	6,050.00	-3,000.00	3,050.00	-49.59%
2 2 9	Other movable property and associated costs	3,550.00	-3,000.00	550.00	-84.51%
2 2 9 0	Books, newspapers and documentation	3,550.00	-3,000.00	550.00	-84.51%

Explanations for transfer of appropriations higher than EUR 5,000.00:

Transfer to:

A-2100 'Computer equipment' – increase of EUR 12,400.00 due to a need of an additional very low value procurement for 2017 with the objective to improve the status of the IT infrastructure in place and to ensure the business continuity after a review of the existing equipment of the BEREC Office.

A-2102 'Other external data processing services' – increase of EUR 5,525.00 regarding other external data processing services in 2017 due to the fact that the BEREC Office needed to pay higher fee for its financial IT system (ABAC) than foreseen and to secure enough financial resources for paying the annual fee for using the services of the EU-CERT.

4. Transfer of appropriations within Title 3

Legal base: Article 27(1)(a) of the BEREC Office Financial Regulation – transfers 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.

Article 27(1) (b) - transfers from one chapter to another, from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Article Item	Description	Budget 2017 approved by the MC	Transfer by Administrative Manager in July 2017	Budget with transfer	Difference between initial budget and budget on 01.07.2017
3	Operational expenditure	1,408,163.00	0.00	1,408,163.00	0.00%
3 0	Support to BEREC Expert Working Groups (EWGs)	558,677.00	0.00	623,677.00	11.63%
3 0 0	Support to BEREC EWGs	558,677.00	65,000.00	623,677.00	11.63%
3 0 0 1	Support to the BEREC EWGs	548,677.00	50,000.00	598,677.00	9.11%
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	10,000.00	15,000.00	25,000.00	150.00%
3 1	Support to BEREC and NRAs	849,486.00	-65,000.00	784,486.00	-7.65%
3 1 0	Support to BEREC and NRAs	849,486.00	-65,000.00	784,486.00	-7.65%
3 1 0 1	Other support activities to BEREC and NRAs	849,486.00	-65,000.00	784,486.00	-7.65%

Explanations for transfer of appropriations higher than EUR 5,000.00:

Transfers from:

B-3101 'Other support activities to BEREC and NRAs' – transfer out of EUR 65,000 to budget lines B-3001 'Support to the BEREC EWGs' and B-3002 'Activities under Articles 7 and 7a Framework Directive' as presented below.

Transfers to:

B-3001 'Support to the BEREC EWGs' – transfer of EUR 50,000.00 to ensure additional financial resources for addressing the increased needs for organising EWGs meetings, in particular in the period September-October 2017 as the actual attendance of experts during Q1 and Q2 of has increased by 64.39% compared to the same period in 2016, which was used as the basis for forecasting the appropriations on BL 3001.

B-3002 'Activities under Articles 7 and 7a Framework Directive' – appropriations of EUR 15,000 transferred in in order to ensure high availability of financial resources for Article 7/7a cases based on information provided by the Programme Management Unit about potential new Article 7/7a phase II cases expected to be launched by the European Commission during Q3 of 2017.

5. Final provisions

The current information is brought to the attention of the MC in compliance with the provisions of the Article 27 (4) according to which the Administrative Manager has to inform the MC as soon as possible of all transfers made.

Riga, 23 November 2017

(e-signed)

László IGNÉCZI

Administrative Manager

Annex: Overview of the transfers in BEREC Office Budget 2017 in July – September 2017

Expenditure

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
	Budget	4,246,000.00				
1	STAFF	2,448,123.00		-16,925.00	2,431,198.00	
1 1	STAFF IN ACTIVE EMPLOYMENT	1,805,028.00		-16,925.00	1,788,103.00	
1 1 0	Staff in active employment	1,106,000.00		-16,025.00	1,089,975.00	
1 1 0 0	Basic salaries	774,879.00	77,487.90	0.00	774,879.00	
1 1 0 1	Family allowances	176,120.00	17,612.00	-10,500.00	165,620.00	transfer to BL 2100 (within the 10%)
1 1 0 2	Expatriation and foreign-residence allowances	155,001.00	15,500.10	-5,525.00	149,476.00	transfer to BL 2102 (within the 10%)
1 1 1	Contract staff and other staff	607,850.00		2,000.00	609,850.00	
1 1 1 0	Contract staff	476,885.00	47,688.50	-37,500.00	439,385.00	transfer to BL 1111

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
1 1 1 1	Seconded national experts	130,965.00	13,096.50	39,500.00	170,465.00	
1 1 2	Employer's social security contributions	57,581.00		-1,900.00	55,681.00	
1 1 2 0	Insurance against sickness	37,795.00	3,779.50	-900.00	36,895.00	transfer to BL 2100 (within the 10%)
1 1 2 1	Insurance against accidents and occupational disease	5,589.00	558.90	-1,000.00	4,589.00	transfer to BL 1111
1 1 2 2	Insurance against unemployment	14,197.00	1,419.70	0.00	14,197.00	
1 1 2 3	Constitution or maintenance of pension rights	0.00	0.00	0.00	0.00	
1 1 3	Miscellaneous allowances and grants	33,597.00		-1,000.00	32,597.00	
1 1 3 0	Childbirth and death allowances and grants	399.00	39.90	0.00	399.00	
1 1 3 1	Travel expenses for annual leave	33,198.00	3,319.80	-1,000.00	32,198.00	transfer to BL 1111
1 1 3 9	Other allowances	0.00	0.00	0.00	0.00	
1 1 9	Salary weightings	0.00		0.00	0.00	
1 1 9 0	Salary weightings	0.00	0.00	0.00	0.00	
1 1 9 1	Adjustments to remunerations	0.00	0.00	0.00	0.00	
1 2	MISCELLANEOUS EXPENDITURE ON	74,095.00		0.00	74,095.00	

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
	STAFF RECRUITMENT AND TRANSFER					
1 2 0	Recruitment expenses	25,700.00		0.00	25,700.00	
1 2 0 0	Travel expenses	25,700.00	2,570.00	0.00	25,700.00	
1 2 0 1	Miscellaneous expenditure on staff recruitment	0.00	0.00	0.00	0.00	
1 2 1	Expenses on entering/leaving	48,395.00		0.00	48,395.00	
1 2 1 0	Travel expenses on entering/leaving	3,935.00	393.50	0.00	3,935.00	
1 2 1 1	Installation, resettlement and transfer allowances	20,000.00	2,000.00	0.00	20,000.00	
1 2 1 2	Removal expenses	10,000.00	1,000.00	0.00	10,000.00	
1 2 1 3	Daily subsistence allowances	14,460.00	1,446.00	0.00	14,460.00	
1 3	MISSIONS AND DUTY TRAVEL	220,000.00		0.00	220,000.00	
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	220,000.00	22,000.00	0.00	220,000.00	
1 4	SOCIOMEDICAL SERVICES	5,000.00		0.00	5,000.00	
1 4 0	Medical service	5,000.00		0.00	5,000.00	
1 4 0 0	Medical service	5,000.00	500.00	0.00	5,000.00	

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
1 5	TRAININGS	76,000.00		0.00	76,000.00	
1 5 0	Training	76,000.00		0.00	76,000.00	
1 5 0 0	Training	76,000.00	7,600.00	0.00	76,000.00	
1 6	EXTERNAL SERVICES	258,000.00		0.00	258,000.00	
1 6 0 0	External services	258,000.00	25,800.00	0.00	258,000.00	
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS	10,000.00		0.00	10,000.00	
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	10,000.00	1,000.00	0.00	10,000.00	
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	389,714.00		16,925.00	406,639.00	
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	115,868.00		0.00	115,868.00	
2 0 0	Buildings and associated costs	115,868.00		0.00	115,868.00	
2 0 0 0	Rent	69,147.00	6,914.70	0.00	69,147.00	
2 0 0 1	Insurance	2,000.00	200.00	0.00	2,000.00	
2 0 0 2	Water, gas, electricity and heating	29,521.00	2,952.10	0.00	29,521.00	

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
2 0 0 3	Cleaning	0.00	0.00	0.00	0.00	
2 0 0 4	Fitting-out and maintenance of premises	2,600.00	260.00	0.00	2,600.00	
2 0 0 5	Security and surveillance of buildings	12,600.00	1,260.00	0.00	12,600.00	
2 0 0 9	Other expenditure relating to the acquisition, construction or maintenance of a building	0.00	0.00	0.00	0.00	
2 1	INFORMATION TECHNOLOGY PURCHASES	177,001.00		19,925.00	196,926.00	
2 1 0	Information technology purchases	177,001.00		19,925.00	196,926.00	
2 1 0 0	Computer equipment	10,000.00	1,000.00	12,400.00	22,400.00	
2 1 0 1	Software	7,000.00	700.00	2,000.00	9,000.00	
2 1 0 2	Other external data processing services	160,001.00	16,000.10	5,525.00	165,526.00	
2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS	6,050.00		-3,000.00	3,050.00	
2 2 0	Technical installations and electronic office equipment	0.00		0.00	0.00	
2 2 0 0	Technical installations and electronic office equipment	0.00	0.00	0.00	0.00	
2 2 1	Furniture	2,500.00		0.00	2,500.00	

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
2 2 1 0	Furniture	2,500.00	250.00	0.00	2,500.00	
2 2 9	Other movable property and associated costs	3,550.00		-3,000.00	550.00	
2 2 9 0	Books, newspapers and documentation	3,550.00	355.00	-3,000.00	550.00	transfer to BL 2100 (1,000) and BL 2101 (2,000)
2 2 9 1	Cars, transport vehicles, and maintenance and repairs	0.00	0.00	0.00	0.00	
2 2 9 9	Other movable property, and maintenance and repairs	0.00	0.00	0.00	0.00	
2 3	CURRENT ADMINISTRATIVE EXPENDITURE	67,968.00		0.00	67,968.00	
2 3 0	Stationery and office supplies	14,500.00		0.00	14,500.00	
2 3 0 0	Stationery and office supplies	14,500.00	1,450.00	0.00	14,500.00	
2 3 2	Financial charges	0.00		0.00	0.00	
2 3 2 0	Bank charges	0.00	0.00	0.00	0.00	
2 3 2 1	Exchange rate losses	0.00	0.00	0.00	0.00	
2 3 2 9	Other financial charges	0.00	0.00	0.00	0.00	

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
2 3 3	Legal expenses	2,500.00		0.00	2,500.00	
2 3 3 0	Legal expenses	2,500.00	250.00	0.00	2,500.00	
2 3 3 1	Damages	0.00	0.00	0.00	0.00	
2 3 5	Other operating expenses	50,968.00		0.00	50,968.00	
2 3 5 0	Miscellaneous insurances	0.00	0.00	0.00	0.00	
2 3 5 9	Other operating expenses	50,968.00	5,096.80	0.00	50,968.00	
2 4	POSTAGE AND TELECOMM.	12,500.00		0.00	12,500.00	
2 4 0 0	Postage and delivery charges	1,500.00	150.00	0.00	1,500.00	
2 4 1 0	Telecommunication charges	11,000.00	1,100.00	0.00	11,000.00	
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS	10,327.00		0.00	10,327.00	
2 5 0 0	Meetings in general	10,327.00	1,032.70	0.00	10,327.00	
3	OPERATIONAL EXPENDITURE	1,408,163.00		0.00	1,408,163.00	
3 0	Support to BEREK EWGs	558,677.00		65,000.00	623,677.00	
3 0 0	Support to BEREK EWGs	558,677.00		65,000.00	623,677.00	
3 0 0 1	Support to the BEREK EWGs	548,677.00	54,867.70	50,000.00	598,677.00	

Title Chapter Article Item	Description	Budget 2017 approved by the MC	10%	Transfers July 2017	Budget with transfers	Comments
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	10,000.00	1,000.00	15,000.00	25,000.00	
3 1	Support to BEREC and NRAs	849,486.00		-65,000.00	784,486.00	
3 1 0	Support to BEREC and NRAs	849,486.00		-65,000.00	784,486.00	
3 1 0 1	Other support activities to BEREC and NRAs	849,486.00	84,948.60	-65,000.00	784,486.00	transfer to BL 3001 (50,000) and BL 3002 (15,000)

Colour legend:

Title	Chapter	Article	Item (budget line – BL)	Comments
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