

Budget and Establishment Plan for 2018

8 December 2017

Contents

1. Explanatory note	3
1.1. Legal basis.....	3
1.2. Budgetary procedure 2018.....	3
Table 1: BEREC Office Revenue as transmitted to the Commission on 31 January 2017 (Financial Statement 2018).....	4
2. Budget 2018	5
2.1 Revenue 2018 (Table 3)	5
2.2 Expenditure 2018 (Table 4).....	6
Title 1 ‘Staff’	7
Title 2 ‘Buildings, equipment and miscellaneous operating expenditure’	7
Title 3 ‘Operational expenditure’	8
Table 2: Statement of revenue of the BEREC Office budget for 2018	9
Table 3: Statement of expenditure of the BEREC Office budget for 2018 – budget lines.....	11
Table 4: Establishment plan 2018	22
Table 5: Estimate of number of contract agents and seconded national experts in 2018 (expressed in full-time equivalents)	24

1. Explanatory note

1.1. Legal basis

The BEREC Office Budget 2018 is established in compliance with the following 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’), in particular Articles 11 and 12.
- Decision MC/2014/01² of the Management Committee of the Office of the Body of European Regulators for Electronic Communications (hereafter, ‘the BEREC Office’) 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’), in particular Articles 32 and 33.
- General Budget of the EU for 2018⁴

1.2. Budgetary procedure 2018

1.2.1 Draft budget

In accordance with the provisions of Article 32 of the BEREC Office Financial Regulation, the Management Committee adopted on 31 January 2017 by electronic voting procedure a draft programming document containing multi-annual and annual programming of the BEREC Office for the period 2018-2020.

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

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 On 30 November 2017, the Council and the European Parliament separately approved the 2018 EU budget as per the agreement reached on 18 November 2017 in the Conciliation Committee. The publication of the 2018 budget to the EU’s Official Journal will follow and will take place during the first two months of 2018. (Joint text under ref. 14587/2017:

http://register.consilium.europa.eu/content/out?lang=EN&typ=SET&i=ADV&RESULTSET=1&DOC_ID=14587%2F17&DOC_LANCD=EN&ROWSP=25&NRROWS=500&ORDERBY=DOC_DATE+DESC

outturn 2016 is included in the estimate, as requested by the Directorate-General for Budget of the European Commission (see Table 1 below).

Table 1: BEREC Office Revenue as transmitted to the Commission on 31 January 2017 (Financial Statement 2018⁵).

REVENUES	General revenues				
	Executed Budget 2016	Budget 2017	Draft Budget 2018		VAR 2018/2017 (%)
			Agency request	Authorised budget	
1 REVENUE FROM FEES AND CHARGES					
2 EU CONTRIBUTION	4 084 575	4 246 000	4 331 000	4 331 000	2%
- Of which assigned revenues deriving from previous years' surpluses	174 458	220 167	206 664	206 664	-6.13%
3 THIRD COUNTRIES CONTRIBUTION (incl. EEA/EFTA and candidate countries)	0	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
- Of which EEA/EFTA (excl. Switzerland) (2)	0	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
- Of which candidate countries	0	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
4 OTHER CONTRIBUTIONS (3)	0	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
5 ADMINISTRATIVE OPERATIONS	176 (1)	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
- Of which interest generated by funds paid by the Commission by way of the EU contribution (FFR Art. 58)	156	n.a.	n.a.	n.a.	
6 REVENUES FROM SERVICES RENDERED AGAINST PAYMENT	0	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
7 CORRECTION OF BUDGETARY IMBALANCES	0	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	
TOTAL	4 084 751	4 246 000	4 331 000	4 331 000	2%

(1) 176 EUR (breakdown: 156 EUR is a regularisation of the bank interest on GL a/c 49921000 and RO BER.75 for 20 EUR a recovery of overpaid mission expenses from a staff member).

(2) Subject to the signature of the Agreement with EFTA countries.

⁵ See document MC (17) 09.

(3) Voluntary contributions from Member States or the national regulatory authorities (NRAs): should the Board of Regulators decide to approve such contributions, a new budgetary procedure will be launched.

2. Budget 2018

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 2018 was definitely adopted on 30 November 2017 at the same level as it envisages maintaining the EU subsidy at the level requested by the BEREC Office, namely: EUR 4 124 336. For reference, please see column 'Budget Forecast 2018' (EUR 4 331 000) in Table 1, by excluding assigned revenues from previous years' surpluses (EUR 206 664) that results in the 'fresh' EU contribution (EUR 4 124 336).

Budget 2016 includes transfers.

Budget 2017 includes transfers.

2.1 Revenue 2018 (Table 3)

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 BEREC Office for the financial year concerned (year N, i.e. 2018);
- (b) the estimated revenue for the preceding financial year (2017) and the revenue for year N-2 (2016);
- (c) appropriate remarks on each revenue line.

The sources of revenue for 2018 are:

- A contribution from the European Union of EUR 4 331 000 which consists of:
 - EUR 4 124 336⁶: main subsidy from the EU voted by the budgetary authority;
 - EUR 206 664⁷: budget outturn (surplus) 2015.

⁶ Rounded figures from 4,025,833.44

⁷ Rounded figures from 220,166.56

- 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 2018 (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 2018 (Table 3).
- Revenue from administrative operations – the amounts are not certain and for that reason the revenue from other administrative operations (if any) are shown in the budget as p.m. revenue items and are not considered in expenditure.

In 2016 the BEREC Office received some revenue from the interest generated by the EU contribution paid by the Commission transferred to the BEREC Office bank account, which was returned back to the Commission together with the surplus for year N+2. After the outsourcing of the treasury management to the Commission Services (DG Budget) the BEREC Office does not have a bank account on its name anymore and any interest generated by the EU contribution is received directly in the bank account of the Commission. Therefore this type of revenue for 2017 and 2018 is indicated as ‘n.a.’ (*not applicable*).

The total revenue in 2018 is therefore EUR 4 331 000.

2.2 Expenditure 2018 (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 2016 which will be used for expenditures in the current respective year (2018) 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 (2018);
- (b) the commitment and payment appropriations for the preceding financial year (2017), and the expenditure committed and the expenditure paid in year N-2 (2016) – the latter also expressed as a percentage of the BEREC Office budget of year N (2018);
- (d) appropriate remarks on each subdivision.

The commitment and payment appropriations for year 2018 take into account the resources needed for the implementation of the final Annual and Multiannual Programming of the BEREC Office Activities for 2018-2020 (MC (17) 109), which has been up-dated to take into account the new BEREC Strategy 2018-2020 and the Commission Opinion on the draft Annual and Multiannual Programming of the BEREC Office Activities for 2018-2020 (MC (17) 69).

Certain activities and sub-activities to be performed by the BEREC Office during the financial year 2018 were reviewed and clarified during the preparation of the Therefore, in accordance with the afore-mentioned document and in particular the Work Programme for 2018 approved by the Management Committee at its 33rd plenary meeting (9 December 2017, Copenhagen) the allocation of the financial resources available in the budget between the different titles, chapters and items has been done to take into account the following considerations:

Title 1 'Staff'

The amounts requested in Title 1 are based on realistic assumptions as to the number of staff actually recruited in October 2017 (including job offers sent and the planned number of trainees in 2018). The BEREC Office expects to operate with a full staff compliment in 2018 and, therefore, 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 AST3 post as of 1 January 2017, in line with the General Budget of the EU for 2017.

The estimated budgetary impact of salary adjustments was also taken into account to the best possible extent, so the chapter for salaries and allowances is slightly increased for 2018, 2019 and 2020 compared to 2017.

The budget for missions is decreased as the BEREC Office will promote remote participation (via audio- or video-conference) for its staff thus redirecting necessary funding to other actions.

The appropriations for external services in Title 1, Chapter 16, has been increased to enable the BEREC Office to cover the following expenditure: fees for external services related to staff, such as services provided by the PMO, DG HR, technical HR services, legal services to the staff in line with the Staff Regulations etc.; provision of multilingual tuition by international schools available in Latvia for the children of staff; social welfare activities in line with the applicable rules; payment of grants and other associated expenditure for trainees; the provision of Internal Control Coordinator services (under a SLA with ENISA); translation of vacancy notices in all official languages of the EU, when needed; any other external HR services, such as provision of interim staff.

The BEREC Office expects to work in fully staffed situation and consequently the planned budget for interim staff has been decreased compared to 2016 as under the current circumstances interim staff will be used only for addressing heavy workload.

Title 2 'Buildings, equipment and miscellaneous operating expenditure'

The expenditure under Title 2 has been planned taking into account the inflation rates, the expected increase in the rent of premises due to the request and acquiring of additional office space for accommodating the needs of the trainees and structural service providers. The

increase of number of people working at the BEREC Office premises, as well as the rent of additional office space, has been reflected as required to cover these expenses.

A gradual increase in the information and communication technology spending is required for paying external data processing services provided to the BEREC Office by the Commission services, such as: hosting of ABAC, HAN, Sysper2⁸, IT security services (provided by the EU-CERT), access to DG DIGIT procurement procedures, purchase of new IT equipment in order to ensure business continuity etc. due to regular up-dating of their cost based on the increase of the actual expenditure.

Taking into account the actual costs on publications, expenditure under movable property and associated costs is 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, translations and/or other language requests related to the BEREC Office documents, budgetary and legal issues. It also takes into account the costs of the accounting officer services provided by the Commission Services (DG Budget), the planned outsourcing of clerical and secretarial support and the expenditure for the independent private auditors.

Title 3 'Operational expenditure'

The expenditure under support to BEREC EWGs' reflects the actual spending in 2017. Under this chapter the BEREC Office has planned the maintenance and extension of the contract for the audio-video and conference facility and continuing the full support to EWGs already provided by the Programme Management Unit, including reimbursement of experts' participation in EWG meetings, workshops or other events organised by the EWGs by increasing the appropriations available to match the rising trend in participation and organisation of these meetings due to the tasks assigned to BEREC by the co-legislator and foreseen in the Telecoms Single Market (TSM) Regulation.

The expenditure under 'Support to BEREC and NRAs' is slightly decreased. This chapter will be used also for support to the BEREC and Vice-Chairs, Plenary and CN meetings, stakeholder and international events, as well as addressing public transparency and accountability obligations. This chapter will be used also for covering costs for the new Net neutrality measurement tool and no study for the BEREC Chair is planned for 2018 (the appropriations are planned to be used for the tool's development), and potential costs for update and maintenance of the BERECnet collaboration tool, BEREC website and other IT support to BEREC, as well as the provision of electronic communications regulatory training to NRA's staff or any other expenditure not planned under chapter 30.

Further details are provided in table 3.

⁸ The EC human resources management system.

Table 2: Statement of revenue of the BEREC Office budget for 2018

Budget Titles	Description	Revenue	Estimated revenue		Remarks
		2016	2017	2018	
2 0	European Union subsidy				
2 0 0 0	European Union subsidy	4 084 575	4 246 000	4 331 000	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>	3 910 117	4 025 833	4 124 336	Rounded
	<i>Assigned revenues deriving from previous years' surpluses</i>	174 458	220 167	206 664	Rounded
	Chapter 2 0	4 084 575	4 246 000	4 331 000	
	Title 2	4 084 575	4 246 000	4 331 000	
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.	

Budget Titles	Description	Revenue	Estimated revenue		Remarks
		2016	2017	2018	
5 0	Administrative operations				
5 0 0 0	Administrative operations	176	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>	156	<i>n.a.</i>	<i>n.a.</i>	<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. After the outsourcing of the treasury management to the Commission Services (DG Budget) the BEREC Office does not have a bank account on its name anymore and any interest generated by the EU contribution is received directly in the bank account of the Commission. Therefore this type of revenue for 2017 and 2018 is indicated 'not applicable' (n.a.).</i>
	<i>Other revenue from administrative operations</i>	20	<i>p.m</i>	<i>p.m.</i>	<i>Other revenue in 2016 includes a recovery of overpaid mission expenses from a staff member 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	176	p.m	p.m	
	Title 5	176	p.m	p.m	
	GRAND TOTAL	4 084 751	4 246 000	4 331 000	

Table 3: Statement of expenditure of the BEREC Office budget for 2018 – budget lines

Budget Titles	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
1	Staff	2 324 387	2 362 798	2 489 045	93.38%	Total funding for covering personnel costs
2	Buildings, equipment and miscellaneous operating expenditure	361 392	406 639	452 624	79.84%	Total funding for covering general administrative costs
3	Operational expenditure	1 398 796	1 476 563	1 389 331	100.68%	Total funding for operational expenditure
	GRAND TOTAL	4 084 575	4 246 000	4 331 000	94.31%	

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
1	STAFF					
1 1	STAFF IN ACTIVE EMPLOYMENT					
1 1 0	<i>Staff in active employment</i>					
1 1 0 0	Basic salaries	689 553	743 879	820 790	84.01%	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	169 538	160 320	160 392	105.70%	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.

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
1 1 0 2	Expatriation and foreign-residence allowances	135 566	144 976	155 153	87.38%	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	994 657	1 049 175	1 136 335	87.53%	
1 1 1	Contract staff and other staff					
1 1 1 0	Contract staff	339 024	421 885	447 179	75.81%	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	161 512	170 465	178 639	90.41%	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	500 536	592 350	625 818	79.98%	
1 1 2	Employer's social security contributions					
1 1 2 0	Insurance against sickness	34 399	36 895	37 116	92.68%	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	5 076	4 589	5 072	100.09%	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	12 969	14 197	15 512	83.61%	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.

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
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	52 444	55 681	57 700	90.89%	
1 1 3	Miscellaneous allowances and grants					
1 1 3 0	Childbirth and death allowances and grants	0	399	398	0.00%	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	26 144	28 998	30 270	86.37%	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		Staff Regulations applicable to officials of the European Union, and in particular Article 14 of Annex VII thereto.
	Article 1 1 3	26 144	29 397	30 668	85.25%	
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	1 573 781	1 726 603	1 850 521	85.05%	
1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER					
1 2 0	Recruitment expenses					

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
1 2 0 0	Travel expenses	20 083	23 200	15 000	133.89%	Decision MC (11) 24 of BEREK Office Management Committee on Reimbursement of expenses of participants to selection/recruitment procedures
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	20 083	23 200	15 000	133.89%	
1 2 1	Expenses on entering/leaving					
1 2 1 0	Travel expenses on entering/leaving	1 067	3 935	4 982	21.41%	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	11 529	18 000	9 800	117.64%	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	0	9 000	10 120	0.00%	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	13 145	11 842	8 501	154.63%	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	25 741	42 777	33 403	77.06%	

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
	CHAPTER 1 2	45 824	65 977	48 403	94.67%	
1 3	MISSIONS AND DUTY TRAVEL					
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	234 224	220 000	198 000	118.29%	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.
	CHAPTER 1 3	234 224	220 000	198 000	118.29%	
1 4	SOCIOMEDICAL SERVICES					
1 4 0	Medical service					
1 4 0 0	Medical service	3 000	5 000	4 060	73.89%	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 or other medical establishments.
	Article 1 4 0	3 000	5 000	4 060	73.89%	
	CHAPTER 1 4	3 000	5 000	4 060	73.89%	
1 5	TRAININGS					
1 5 0	Training					
1 5 0 0	Training	84 107	77 218	76 912	109.36%	This appropriation is intended to cover the costs of language and other training needs.
	Article 1 5 0	84 107	77 218	76 912	109.36%	
	CHAPTER 1 5	84 107	77 218	76 912	109.36%	
1 6	EXTERNAL SERVICES					
1 6 0 0	External services	378 303	258 000	299 029	126.51%	This appropriation is intended to cover the costs of interim staff, trainees and external services related to staff, such as those provided by PMO for calculation of salaries and allowances, recruitments and reimbursements of candidates, missions, etc. staff related translation and other language requests, publications in OJ, legal services for the staff, support to multilingual schooling for the children of the BERIC Office staff, social welfare activities, etc.
	CHAPTER 1 6	378 303	258 000	299 029	126.51%	
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS					

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	5 148	10 000	12 120	42.48%	This appropriation is intended to cover the costs of representation, receptions, team events, publicity of staff related matters, such as advertising of vacancies, traineeships, etc. 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.).
	CHAPTER 1 7	5 148	10 000	12 120	42.48%	
	TITLE 1	2 324 386	2 362 798	2 489 045	93.38%	
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	52 461	67 327	61 838	84.84%	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	980	2 000	2 020	48.51%	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	22 798	29 521	28 817	79.12%	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	1 845	2 600	2 610	70.68%	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	3 630	12 600	13 000	27.93%	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.

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
	<i>Article 2 0 0</i>	81 714	114 048	108 285	75.46%	
	CHAPTER 2 0	81 714	114 048	108 285	75.46%	
2 1	INFORMATION TECHNOLOGY PURCHASES					
2 1 0	<i>Information technology purchases</i>					
2 1 0 0	Computer equipment	23 621	22 400	15 400	153.38%	This appropriation is intended to cover the costs of purchasing, rent and maintenance of computer equipment and other hardware, including copying, printing and other devices.
2 1 0 1	Software	7 349	9 000	15 000	49.00%	This appropriation is intended to cover the costs of software.
2 1 0 2	Other external data processing services	119 214	165 526	186 600	63.89%	This appropriation is intended to cover external data processing services, including fees for IT systems and applications, such as ABAC, HERMES-ARES-NomCom, Sysper, eTendering, implementation of the disaster recovery plan, use of external IT procurement services and other external data processing services provided to the BEREC Office by the Commission, other bodies of the EU or service providers.
	<i>Article 2 1 0</i>	150 184	196 926	217 000	69.21%	
	CHAPTER 2 1	150 184	196 926	217 000	69.21%	
2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS					
2 2 0	<i>Technical installations and electronic office equipment</i>					
2 2 0 0	Technical installations and electronic office equipment	0	0	0		This appropriation is to cover the costs of technical installations and electronic office equipment.
	<i>Article 2 2 0</i>	0	0	0		
2 2 1	<i>Furniture</i>					
2 2 1 0	Furniture	6 171	4 320	4 525	136.37%	This appropriation is to cover the costs of purchasing, leasing, and repairs of furniture and any other associated expenses.
	<i>Article 2 2 1</i>	6 171	4 320	4 525	136.37%	
2 2 9	<i>Other movable property and associated costs</i>					
2 2 9 0	Books, newspapers and documentation	2 522	550	548	460.27%	This appropriation is intended to cover the purchase of publications, newspapers, periodicals, and subscriptions to information services

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
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	2 522	550	548	460.27%	
	CHAPTER 2 2	8 693	4 870	5 073	171.36%	
2 3	CURRENT ADMINISTRATIVE EXPENDITURE					
2 3 0	Stationery and office supplies					
2 3 0 0	Stationery and office supplies	12 631	14 500	15 645	80.73%	This appropriation is intended to cover the purchase of stationery and various office supplies (including drinking water for the Office).
	Article 2 3 0	12 631	14 500	15 645	80.73%	
2 3 2	Financial charges					
2 3 2 0	Bank charges	182	0	0	0.00%	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	14 304	0	0	0.00%	This appropriation is intended to cover other financial charges.
	Article 2 3 2	14 486	0	0	0.00%	
2 3 3	Legal expenses					
2 3 3 0	Legal expenses	750	2 500	2 525	29.70%	This appropriation is intended to cover the Agency's legal expenses.
2 3 3 1	Damages	0	0	0		This appropriation is intended to cover the costs of damages payable
	Article 2 3 3	750	2 500	2 525	29.70%	
2 3 5	Other operating expenses					
2 3 5 0	Miscellaneous insurances	0	0	0		This appropriation is intended to cover the special insurances.

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
2 3 5 9	Other operating expenses	78 556	50 968	78 556	100.00%	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	78 556	50 968	78 556	100.00%	
	CHAPTER 2 3	106 423	67 968	96 726	110.02%	
2 4	POSTAGE AND TELECOMM.					
2 4 0 0	Postage and delivery charges	1 144	1 500	1 500	76.24%	This appropriation is intended to cover post office and special courier costs.
2 4 1 0	Telecommunication charges	1 870	11 000	12 610	14.83%	This appropriation is intended to cover the costs of telecommunication services, including telephony (fixed or mobile), Internet connectivity, sTesta and any related costs.
	CHAPTER 2 4	3 014	12 500	14 110	21.36%	
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS					
2 5 0 0	Meetings in general	11 365	10 327	11 430	99.42%	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. not linked to the implementation of the BEREC Communication Strategy and Plan.
	CHAPTER 2 5	11 365	10 327	11 430	99.42%	
	TITLE 2	361 393	406 639	452 624	79.84%	
3	OPERATIONAL EXPENDITURE					
3 0	Support to the BEREC Expert Working Groups					
3 0 0	Support to of the BEREC Expert Working Groups					
3 0 0 1	Support to the BEREC Expert Working Groups	500 377	667 077	585 000	85.53%	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, meeting between representatives of the EWGs,

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
						EU institutions, other bodies of the EU or stakeholders and other related expenses,
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	10 978	25 000	15 000	73.19%	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, developments of IT tools and/or database specifically only for the purpose of the activities under Articles 7 and 7a of the Framework Directive .
3 0 0 3	Collection exchange and transmission of information	130 010	n.a.	n.a.	n.a.	
	Article 3 0 0	641 365	692 077	600 000	106.89%	
	CHAPTER 3 0	641 365	692 077	600 000	106.89%	
3 1	Support to BEREC and NRAs					
3 1 0	Support to BEREC and NRAs					
3 1 0 1	Other support activities to BEREC and NRAs	560 430	784 486	789 331	71.00%	<p>This appropriation is intended to cover the costs of formal meetings (Plenaries, Contact Network meetings, meetings with between BEREC and the EU institutions, BEREC Stakeholder forum or other BEREC events (public or internal), events with third parties, etc., including organisation and reimbursement of the travel costs and accommodation and PMO fees.</p> <p>This appropriation is intended to cover the costs of the implementation of the BEREC Communication Strategy and Plan, ensuring of compliance with the transparency and accountability obligations, costs for any web-based applications, including public or internal tools for information sharing, collaboration, quality management, net neutrality, etc.; regulatory training to the NRAs, studies commissioned in support to BEREC, establishment of fact-finding capacity, BEREC language services costs, costs related to the preparation of the BEREC WP and annual report, and any other services in support to BEREC and the NRAs not covered in Chapter 30.</p>

Titles Chapters Articles Items	Description	Outturn 2016 (expenditure committed and expenditure paid)*	Appropriations		Outturn 2016/2018	Remarks
			2017*	2018	%	
3 1 0 2	Provision of advice and other ad-hoc services to BEREC and other parties	197 000	n.a.	n.a.	n.a.	
	Article 3 1 0	757 430	784 486	789 331	95.96%	
	CHAPTER 3 1	757 430	784 486	789 331	95.96%	
	TITLE 3	1 398 796	1 476 563	1 389 331	100.68%	

* Status on 7 November 2017. Final figures will be published in the Statement of revenue and expenditure of the BEREC Office for the financial year 2018 in the Official Journal

Table 4: Establishment plan 2018

Temporary Agents					
Function group and grade	2016		2017		2018
	Authorised under the EU Budget	Filled as of 31.12.2016	Authorised under the EU Budget	Filled as of 31.12.2017	Authorised under the EU Budget
AD 16					
AD 15					
AD 14	1	1	1	1	1
AD 13					
AD 12					
AD 11					1
AD 10	1	1	1	1	1
AD 9	1	1	1	1	2
AD 8	2	2	2	2	1
AD 7	1	1	1	1	2
AD 6	2	1	4	3	3
AD 5	3	4	1	2	
Total grade AD	11	11	11	11	11
AST 11					
AST 10					
AST 9					
AST 8					
AST 7					
AST 6					
AST 5					1
AST 4	2	1	3	1	2

Temporary Agents					
Function Group and grade	2016		2017		2018
	Authorised under the EU Budget	Filled as of 31.12.2016	Authorised under the EU Budget	Filled as of 31.12.2017	Authorised under the EU Budget
AST 3	2	2		2	
AST 2					
AST 1					
Total grade AST	4	3	3⁹	3	3
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	14	14	14	14

⁹ The post of Budget Assistant (AST 4) became vacant as of September 2016 and has not been filled in with a view to implement a further cut in the establishment plan as of January 2017 for the redeployment pool.

Table 5: Estimate of number of Contract Agents and Seconded National Experts in 2018 (expressed in full-time equivalents)

Contract Agents					
Contract Agents	Authorised 2016	Filled as of 31.12.2016	Authorised 2017	Filled as of 31.12.2017	Estimated 2018
Function Group IV	8	8	8	8	8
Function Group III	0	0	0	0	0
Function Group II	1	1	1	1	1
Function Group I	0	0	0	0	0
Total	9	9	9	9	9

Seconded National Experts					
SNE	Authorised 2016	Filled as of 31.12.2016	Authorised 2017	Filled as of 31.12.2017	Estimated 2018
Total	4	4	4	4	4

Done at Copenhagen, on 8 December 2017.

For the Management Committee,

[Signed]

Sebastien Soriano
BEREC Chair 2017