

2013

Annual Activity Report

Annexes

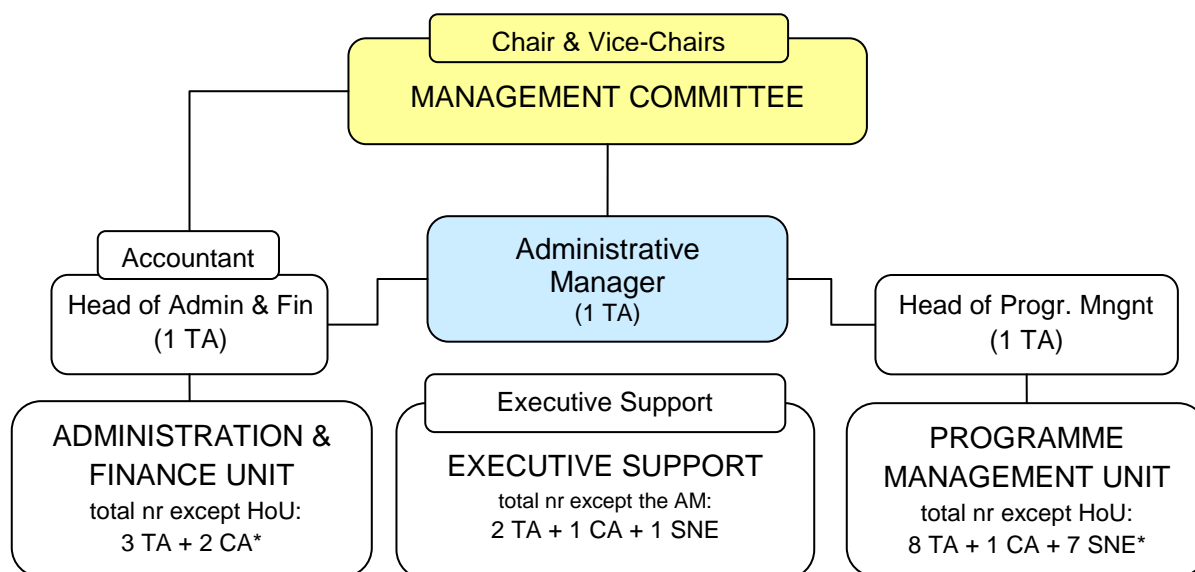
**The Office of
The Body of European Regulators
for Electronic Communications**

ANNEXES

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ANNEX 1: BEREC Office organisational chart at 31.12.2013



* vacant positions 31.12.2013 (due to not finalised recruitment procedures in 2013 or turn-overs and family leave):

1) ADMINISTRATION & FINANCE UNIT: 1 contract agent

2) PROGRAMME MANAGEMENT UNIT: 2 vacant seconded national expert posts

In addition, 1 TA is on long-term absence, no temporary substitute available).

ANNEX 2: Staff establishment plan 2013

Human Resources	2013	
	Authorised under the EU Budget	Actually filled as of 31/12/2013
Establishment plan posts: AD	11	11
Establishment plan posts: AST	5	5
Total Establishment plan posts	16	16
Contract Agents	4	3
Seconded National Experts	8	6
Total staff	28	25

ANNEX 3: Financial Reporting

Table I: Revenues in EUR

Revenues in EUR	Budget 2013	Amending Budget AB 1/2013	New Appropriations 2013
1. Revenue from fees and charges			
2. European Union Subsidy	4,191,152.08	-635,152.08	3,556,000.00
2.a. of which "fresh" contributions in year 2013	3,768,696.00		
2.b. of which assigned revenues deriving from previous year 2011 surplus	422,456.08		
3. Third countries contribution (incl. EFTA and candidate countries)	105,524.00	-105,524.00	0
4. Other contributions (*)	200,000.00	-200,000.00	0
5. Administrative operations (internal assigned revenue)			1,218.93
6. Revenues from services rendered against payment			
7. Correction of budgetary imbalances			
Total revenues	4,496,676.08	-940,676.08	3,557,218.93

(*) Estimated voluntary contributions from Member States or from their National Regulatory Authorities (hereinafter, NRAs). These contributions shall be used to finance specific items of operational expenditure as defined in an agreement to be concluded between the Office and the Member States of their NRAs.

Table II: Commitment appropriations in EUR

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
1	2	3	4	5	6
	Budget 2013	4,496,676	-940,676	1,218.93	3,557,218.93
1	STAFF	2,786,215	-452,806		2,333,409
1 1	STAFF IN ACTIVE EMPLOYMENT	1,988,705	-502,396		1,486,309
1 1 0	Staff in active employment	1,349,785	-321,776		1,028,009

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
1 1 0 0	Basic salaries	1,049,785	-301,276		748,509
1 1 0 1	Family allowances	130,000	0		130,000
1 1 0 2	Expatriation and foreign-residence allowances	170,000	-20,500		149,500
1 1 1	Contract staff and other staff	556,920	-192,320		364,600
1 1 1 0	Contract staff	211,120	-101,820		109,300
1 1 1 1	Seconded national experts	345,800	-90,500		255,300
1 1 2	Employer's social security contributions	48,000	8,200		56,200
1 1 2 0	Insurance against sickness	30,000	7,000		37,000
1 1 2 1	Insurance against accidents and occupational disease	6,000	-400		5,600
1 1 2 2	Insurance against unemployment	12,000	1,600		13,600
1 1 2 3	Constitution or maintenance of pension rights	0	0		0
1 1 3	Miscellaneous allowances and grants	34,000	3,500		37,500
1 1 3 0	Childbirth and death allowances and grants	1,000	0		1,000
1 1 3 1	Travel expenses for annual leave	33,000	3,500		36,500
1 1 3 9	Other allowances	0	0		0
1 1 9	Salary weightings	0	0		0
1 1 9 0	Salary weightings	0	0		0
1 1 9 1	Adjustments to remunerations	0	0		0

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER	190,000	-33,600		156,400
1 2 0	Recruitment expenses	33,000	58,950		91,950
1 2 0 0	Travel expenses	30,000	-4,962		25,038
1 2 0 1	Miscellaneous expenditure on staff recruitment	3,000	63,912		66,912
1 2 1	Expenses on entering/leaving	157,000	-92,550		64,450
1 2 1 0	Travel expenses on entering/leaving	47,000	-42,500		4,500
1 2 1 1	Installation, resettlement and transfer allowances	30,000	-4,950		25,050
1 2 1 2	Removal expenses	30,000	-16,000		14,000
1 2 1 3	Daily subsistence allowances	50,000	-29,100		20,900
1 3	MISSIONS AND DUTY TRAVEL	200,000	24,700		224,700
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	200,000	24,700		224,700
1 4	SOCIOMEDICAL SERVICES	30,000	-23,000		7,000
1 4 0	Medical service	30,000	-23,000		7,000
1 4 0 0	Medical service	30,000	-23,000		7,000
1 5	TRAININGS	60,000	20,000		80,000
1 5 0	Training	60,000	20,000		80,000
1 5 0 0	Training	60,000	20,000		80,000
1 6	EXTERNAL SERVICES	30,000	340,000		370,000
1 6 0 0	External services	30,000	340,000		370,000
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS	20,000	-11,000		9,000

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	20,000	-11,000		9,000
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	821,361	-527,761	1,218.93	294,818.93
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	115,000	-46,480		68,520
2 0 0	Buildings and associated costs	115,000	-46,480		68,520
2 0 0 0	Rent	20,000	6,920		26,920
2 0 0 1	Insurance	500	500		1,000
2 0 0 2	Water, gas, electricity and heating	16,500	2,900		19,400
2 0 0 3	Cleaning	0	0		0
2 0 0 4	Fitting-out and maintenance of premises	5,000	-5,000		0
2 0 0 5	Security and surveillance of buildings	16,000	5,200		21,200
2 0 0 9	Other expenditure relating to the acquisition, construction or maintenance of a building	57,000	-57,000		0
2 1	INFORMATION TECHNOLOGY PURCHASES	230,000	-103,950	861.63	126,911.63
2 1 0	Information technology purchases	230,000	-103,950	861.63	126,911.63

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
2 1 0 0	Computer equipment	25,000	-17,550	861.63	8,311.63
2 1 0 1	Software	140,000	-67,000		73,000
2 1 0 2	Other external data processing services	65,000	-19,400		45,600
2 2	MOVABLE PROPERTY AND ASSOCIATED COSTS	55,000	-35,500		19,500
2 2 0	Technical installations and electronic office equipment	20,000	-19,000		1,000
2 2 0 0	Technical installations and electronic office equipment	20,000	-19,000		1,000
2 2 1	Furniture	30,000	-11,500		18,500
2 2 1 0	Furniture	30,000	-11,500		18,500
2 2 9	Other movable property and associated costs	5,000	-5,000		0
2 2 9 0	Books, newspapers and documentation	5,000	-5,000		0
2 2 9 1	Cars, transport vehicles, and maintenance and repairs	0	0		0
2 2 9 9	Other movable property, and maintenance and repairs	0	0		0
2 3	CURRENT ADMINISTRATIVE EXPENDITURE	92,000	-49,120		42,880
2 3 0	Stationery and office supplies	15,000	-6,600		8,400
2 3 0 0	Stationery and office supplies	15,000	-6,600		8,400
2 3 2	Financial charges	200	100		300
2 3 2 0	Bank charges	200	100		300

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
2 3 2 1	Exchange rate losses	0	0		0
2 3 2 9	Other financial charges	0	0		0
2 3 3	Legal expenses	76,800	-45,620		31,180
2 3 3 0	Legal expenses	12,000	8,000		20,000
2 3 3 1	Damages	64,800	-53,620		11,180
2 3 5	Other operating expenses	0	3,000		3,000
2 3 5 0	Miscellaneous insurances	0	3,000		3,000
2 3 5 9	Other operating expenses	0	0		0
2 4	POSTAGE AND TELECOMM.	55,000	-19,350	357.30	36,007.30
2 4 0 0	Postage and delivery charges	1,200	600		1,800
2 4 1 0	Telecommunication charges	53,800	-19,950	357.30	34,207.30
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS	188,640	-187,640		1,000
2 5 0 0	Meetings in general	100,000	-99,000		1,000
	Expenditures from EFTA contribution	88,640	-88,640		0
3	OPERATIONAL EXPENDITURE	889,100	39,891		928,991
3 0	Support to implementation of BEREC WP 2012	699,875	-236,299		463,576
3 0 0	Support to implementation of BEREC WP 2012	699,875	-236,299		463,576
3 0 0 1	Support to the BEREC Expert Working Groups	397,991	-57,515		340,476
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	35,000	15,100		50,100

Budget line	Description	Budget 2013 (incl. surplus from 2011, EFTA & NRA contributions)	Amendments & transfers (incl. 2011 surplus, EFTA & NRA contributions)	Administrative operations (internal assigned revenue)	Final appropriations 31.12.2013
3 0 0 3	Collection exchange and transmission of information	50,000	23,000		73,000
	Expenditures from EFTA contribution	16,884	-16,884		0
	Expenditures from NRA contribution	200,000	-200,000		0
3 1	Horizontal activities (other support not directly related to BEREC WP)	120,000	345,415		465,415
3 1 0	Horizontal activities (other support not directly related to BEREC WP)	120,000	345,415		465,415
3 1 0 1	Other support activities to BEREC	65,000	311,415		376,415
3 1 0 2	Provision of advice and other ad-hoc services to BEREC and other parties	55,000	34,000		89,000

Budget 2013 - Rate of implementation

Revenues

Table III: Revenues

Revenues in EUR	Amended Budget 1/2013*	Revenue received	%
1. Revenue from fees and charges			
2. European Union Subsidy	3,556,000.00	3,556,000.00	100.00 %
3. Third countries contribution (incl. EFTA and candidate countries)			
4. Other contributions (**)			
5. Administrative operations (internal assigned revenue)	1,218.93	1,218.93	100.00 %
Total revenues	3,557,218.93	3,557,218.93	100.00 %

* The amended budget 2013 was approved by the MC on 13 August 2013 and by the European Commission on 2 September 2013.

** Estimated voluntary contributions from Member States or from their NRAs

Expenditures

Table IV: Commitment appropriations in EUR: overview incl. carry forwards from 2012 (C8), "fresh" credits in 2013 (C1) and administrative operations 2013 (C4)

Budget execution overview of 2013 carry forwards and 2013 credits in EUR	Budget 2013	Budget executed	Rate of implementati on
Commitments carried forward from 2012 – C8	611,222.84	437,608.93	71.60 %
<i>Title 1</i>	<i>184,353.65</i>	<i>145,042.36</i>	<i>78.68 %</i>
<i>Title 2</i>	<i>156,615.62</i>	<i>93,816.99</i>	<i>59.90 %</i>
<i>Title 3</i>	<i>270,253.57</i>	<i>198,749.58</i>	<i>73.54 %</i>
European Community Subsidy in 2013 – C1	3,556,000.00	3,184,343.81	89.55 %
<i>Title 1</i>	<i>2,333,409.00</i>	<i>2,159,354.09</i>	<i>92.54 %</i>
<i>Title 2</i>	<i>293,600.00</i>	<i>171,178.90</i>	<i>58.30 %</i>
<i>Title 3</i>	<i>928,991.00</i>	<i>853,810.82</i>	<i>91.91 %</i>
Administrative operations – C4			
<i>Title 2</i>	1,218.93	357.29	29.31 %
Total Commitment Appropriations	4,168,441.77	3,622,310.03	86.90 %

Table V: Commitment appropriations in EUR: implementation by title and budget line

Official Budget Item	Intitule	Credit Available Com Amount	Commitment Accepted Amount (Euro)	% Commit
Title 1				
A-1100	Basic Salaries	748,509.00	745,841.76	99.64 %
A-1101	Family allowances	130,000.00	119,070.97	91.59 %
A-1102	Expatriation allowance	149,500.00	145,829.70	97.54 %
A-1110	Contract Staff	109,300.00	105,425.27	96.45 %
A-1111	Seconded National Experts	255,300.00	255,253.18	99.98 %
A-1120	Insurance against sickness	37,000.00	35,579.82	96.16 %
A-1121	Insurance against accidents	5,600.00	5,273.81	94.18 %
A-1122	Insurance against unemployment	13,600.00	13,201.09	97.07 %
A-1130	Child and other allowances	1,000.00	198.31	19.83 %
A-1131	Travel expenses for Annual leave	36,500.00	34,901.43	95.62 %
A-1200	Travel expenses	25,037.70	17,065.78	68.16 %
A-1201	Expenditures on staff recruitment	66,912.30	61,556.88	92.00 %
A-1210	Travel expenses entering/leaving service	4,500.00	893.43	19.85 %
A-1211	Installation	25,050.00	10,813.34	43.17 %
A-1212	Removal expenses	14,000.00	0.00	0.00 %
A-1213	Daily subsistence allowance	20,900.00	16,802.99	80.40 %
A-1300	Mission expenses	224,700.00	189,478.22	84.32 %
A-1400	Medical services	7,000.00	5,500.00	78.57 %
A-1500	Training/language courses	80,000.00	68,183.81	85.23 %
A-1600	External Services	370,000.00	323,486.85	87.43 %

Official Budget Item	Intitule	Credit Available Com Amount	Commitment Accepted Amount (Euro)	% Commit
A-1700	Representation costs	9,000.00	4,997.45	55.53 %
TOTAL TITLE 1 C1 from 2013 credits		2,333,409.00	2,159,354.09	92.54%
TOTAL TITLE 1 C8 from 2012 credits		184,353.65	145,042.36	78.68%
Title 2				
A-2000	Rent	26,920.00	23,533.28	87.42 %
A-2001	Insurance	1,000.00	952.75	95.28 %
A-2002	Water, gas, electricity	19,400.00	19,400.00	100.00 %
A-2004	Maintenance of premises	0.00	0.00	
A-2005	Security & surveillance of building	21,200	20,000.00	94.34 %
A-2009	Other building expenditures	0.00	0.00	
A-2100	Computer equipment	7,450.00	5,035.72	67.59 %
A-2101	Software	73,000.00	2,036.63	2.79 %
A-2102	Other Data processing services	45,600.00	45,600.00	100.00 %
A-2200	Technical installation	1,000.00	0.00	0.00 %
A-2210	Furniture	18,500.00	14,924.06	80.67 %
A-2299	Other removable property	0.00	0.00	
A-2300	Office supply	8,400.00	8,127.45	96.76 %
A-2320	Bank charges	300.00	300.00	100.00 %
A-2321	Exchange rate losses	0.00	0.00	
A-2329	Other financial charges	0.00	0.00	
A-2330	Legal expenses	20,000.00	11,250.00	56.25 %
A-2331	Damages	11,180.00	0.00	0.00 %
A-2350	Miscellaneous insurances	3,000.00	0.00	0.00 %
A-2359	Other operating expenses	0.00		

Official Budget Item	Intitule	Credit Available Com Amount	Commitment Accepted Amount (Euro)	% Commit
A-2400	Postage and delivery charges	1,800.00	1,430.00	79.44 %
A-2410	Telecommunication charges	33,850.00	18,589.01	54.92 %
A-2500	Meeting expenditures	1,000.00	0.00	0.00 %
TOTAL TITLE 2 C1 from 2013 credits		293,600.00	171,178.90	58.30%
TOTAL TITLE 2 C4 from 2013 credits		1,218.93	357.29	29.31 %
TOTAL TITLE 2 C8 from 2012 credits		156,615.62	93,816.99	59.90%
Title 3				
B3-001	Support to BEREC Working Groups	340,475.57	326,479.18	95.89 %
B3-002	Activities related to Article 7 and 7a Framework Directive	50,100.00	45,675.08	91.17 %
B3-003	Collection /transmission of information	73,000.00	41,291.38	56.56 %
B3-101	Other support activities to BEREC	376,415.43	376,415.43	100.00 %
B3-102	Provision of advice and other services to BEREC	89,000.00	63,949.75	71.85 %
TOTAL TITLE 3 C1 from 2013 credits		928,991.00	853,810.82	91.91%
TOTAL TITLE 3 C8 from 2012 credits		270,253.57	198,749.58	73.54%
Total	Title 1-3	4,168,441.77	3,622,310.03	86.90 %

Table VI: Commitment appropriations in EUR: overview incl. “fresh” credits in 2013 (C1) and administrative operations 2013 (C4), excl. carry forwards from 2012 (C8)

Budget Title	Commitment appropriations		
	Commitment Credit Available	Commitment Accepted	% Committed / Available
Title 1 – Total	2,333,409.00	2,159,354.09	92.54%
Title 2 - Total	294,818.93	171,536.19	58.18%
Title 3 - Total	928,991.00	853,810.82	91.91%
Total Expenditure	3,557,218.93	3,184,701.10	89.53%

Table VII: Payment appropriations in EUR: overview incl. carry forwards from 2012 (C8), “fresh” credits in 2013 (C1) and administrative operations 2013 (C4)

Budget execution overview of 2013 carry forwards and 2013 credits in EUR	Budget 2013	Budget executed	Rate of implementation
Commitments carried forward from 2012	611,222.84	437,608.93	71.60 %
<i>Title 1</i>	184,353.65	145,042.36	78.68 %
<i>Title 2</i>	156,615.62	93,816.99	59.90 %
<i>Title3</i>	270,253.57	198,749.58	73.54 %
European Community Subsidy in 2013	3,556,000.00	2,723,222.64	76.58 %
<i>Title 1</i>	2,333,409.00	1,904,649.31	81.63 %
<i>Title 2</i>	293,600.00	123,584.48	42.09 %
<i>Title 3</i>	928,991.00	694,988.85	74.81 %
Administrative operations – C4 Title 2	1,218.93	357.29	29.31 %
Total Payment Appropriations	4,168,441.77	3,161,188.86	75.84 %

Table VIII: Payment appropriations in EUR: implementation by title and budget line

Official Budget Item	Intitule	Credit Available Payment Amount	Payment Accepted Amount (Euro)	% Payment
Title 1				
A-1100	Basic Salaries	748,509.00	745,841.76	99.64 %
A-1101	Family allowances	130,000.00	119,070.97	91.59 %
A-1102	Expatriation allowance	149,500.00	145,829.70	97.54 %
A-1110	Contract Staff	109,300.00	105,425.27	96.45 %
A-1111	Seconded National Experts	255,300.00	255,226.09	99.97 %
A-1120	Insurance against sickness	37,000.00	35,579.82	96.16 %
A-1121	Insurance against accidents	5,600.00	5,273.81	94.18 %
A-1122	Insurance against unemployment	13,600.00	13,201.09	97.07 %
A-1130	Child and other allowances	1,000.00	198.31	19.83 %
A-1131	Travel expenses for Annual leave	36,500.00	34,901.43	95.62 %
A-1200	Travel expenses	25,037.70	4,760.75	19.01 %
A-1201	Expenditures on staff recruitment	66,912.30	60,056.88	89.75 %
A-1210	Travel expenses entering/leaving service	4,500.00	893.43	19.85 %
A-1211	Installation	25,050.00	10,813.34	43.17 %
A-1212	Removal expenses	14,000.00		
A-1213	Daily subsistence allowance	20,900.00	16,802.99	80.40 %
A-1300	Mission expenses	224,700.00	170,573.83	75.91%
A-1400	Medical services	7,000.00	0.00	0.00 %
A-1500	Training/language courses	80,000.00	24,795.44	30.99 %
A-1600	External Services	370,000.00	150,406.95	40.65 %
A-1700	Representation costs	9,000.00	4,997.45	55.53 %
TOTAL TITLE 1 C1 from 2013 credits		2,333,409.00	1,904,649.31	81.63%
TOTAL TITLE 1 C8 from 2012 credits		184,353.65	145,042.36	78.68%
Title 2				
A-2000	Rent	26,920.00	12,220.98	45.40 %
A-2001	Insurance	1,000.00	952.75	95.28 %
A-2002	Water, gas, electricity	19,400.00	17,312.68	89.24 %
A-2004	Maintenance of premises	0.00	0.00	
A-2005	Security & surveillance of building	21,200.00	4,983.62	23.51 %
A-2009	Other building expenditures	9,598.67	0.00	0.00 %
A-2100	Computer equipment	7,450.00	5,035.72	67.59 %
A-2101	Software	73,000.00	1,654.00	2.27 %

Official Budget Item	Intitule	Credit Available Payment Amount	Payment Accepted Amount (Euro)	% Payment
A-2102	Other Data processing services	45,600.00	43,264.72	94.88 %
A-2200	Technical installation	1,000.00	0.00	0.00%
A-2210	Furniture	18,500.00	14,924.06	80.67%
A-2299	Other removable property	0.00		
A-2300	Office supply	8,400.00	8,127.45	96.76 %
A-2320	Bank charges	300.00	0.00	0.00%
A-2321	Exchange rate losses	0.00		
A-2329	Other financial charges	0.00		
A-2330	Legal expenses	20,000.00	11,250.00	56.25%
A-2331	Damages	11,180.00		0.00%
A-2350	Miscellaneous insurances	3,000.00	0.00	0.00 %
A-2359	Other operating expenses	0.00		
A-2400	Postage and delivery charges	1,800.00	1,300.28	72.24 %
A-2410	Telecommunication charges	33,850.00	2,558.22	7.56 %
A-2500	Meeting expenditures	1,000.00	0.00	0.00 %
TOTAL TITLE 2 C1 from 2013 credits		293,600.00	123,584.48	42.09%
TOTAL TITLE 2 C4 from 2013 credits		1,218.93	357.29	29.31%
TOTAL TITLE 2 C8 from 2012 credits		156,615.62	93,816.99	59.90%
Title 3				
B3-001	Support to BEREC Working Groups	340,475.57	294,692.93	86.55 %
B3-002	Activities related to Article 7 and 7a Framework Directive	50,100.00	42,075.08	83.98 %
B3-003	Collection /transmission of information	73,000.00	41,291.38	56.56 %
B3-101	Other support activities to BEREC	376,415.43	283,403.21	75.29 %
B3-102	Provision of advice and other services to BEREC	89,000.00	33,526.25	37.67 %
TOTAL TITLE 3 C1 from 2013 credits		928,991.00	694,988.85	74.81%
TOTAL TITLE 3 C8 from 2012 credits		270,253.57	198,749.58	73.54%
Total	Title 1-3	4,168,441.77	3,161,188.86	75.84%

Table IX: Payment appropriations in EUR: overview incl. “fresh” credits in 2013 (C1) and administrative operations 2013 (C4), excl. carry forwards from 2012 (C8)

	Payment appropriations		
Budget Title	Payment Credit Available	Payment Request Accepted	% Paid / Available
Title 1 – Total	2,333,409.00	1,904,649.31	81.63%
Title 2 - Total	294,818.93	123,941.77	42.04%
Title 3 - Total	928,991.00	694,988.85	74.81%
Total Expenditure	3,557,218.93	2,723,579.93	76.57%

Table X: Carry-over from 2013 to 2014 – C1 and C4 credits

Budget Title	Type of expenditure	Automatic Carryover of Payment Appropriations to 2014	Automatic Carryover of Payment Appropriations to 2013
1	Staff	254,704.78	184,353.65
2	Administrative expenses	48,456.05	156,615.62
3	Operational expenditure	158,821.97	270,253.57
	Total	461,982.80	611,222.84

Annex 4: Overview of the 2013 plenary meetings of the Management Committee and meetings of the Contact Network

Event	Date	Meeting Host	Location
CN1	7 and 8 February	ComCom	Montreux (Switzerland)
Plenary 1	7 and 8 March	APEK	Ljubljana (Slovenia)
CN2	16 and 17 May	ARCEP	Paris (France)
Plenary 2	6 and 7 June	EETT	Athens (Greece)
CN3	5 and 6 September	OPTA	The Hague (The Netherlands)
Plenary 3	26 and 27 September	SPRK (with BEREC Office)	Riga (Latvia)
CN4	14 and 15 November	BNetzA	Germany
Plenary 4	5 and 6 December	NMHH	Budapest (Hungary)

Annex 5: Overview of public documents of the Management Committee

Decisions

Document number	Document date	Document title/hyperlink to published version
MC/2013/1	14 February 2013	Decision of the BEREC Office MC to temporary assign staff powers according to the BEREC Regulation
MC/2013/2	8 March 2013	Decision of the BEREC Office MC to elect a new Vice Chair for 2013 and a new Chair for 2014
MC/2013/3	8 March 2013	Decision of the BEREC Office MC to temporarily assign the staff powers conferred by Article 10(3) of the BEREC Regulation
MC/2013/4	8 March 2013	Decision of the BEREC Office MC on designation of the reporting officers for the appraisal of the administrative manager of the BEREC Office
MC/2013/05	6 June 2013	Decision by the MC of the BEREC Office concerning the reimbursement of travel, subsistence and other expenses incurred in the course of journeys made by persons not employed by the BEREC Office and repealing the previous Management Committee Decision № MC/2012/2 of 24 February 2012
MC/2013/05bis	6 June 2013	Decision of the BEREC Office MC on the announcement of the vacancy of the administrative manager post and the launching of the selection procedure
MC/2013/6	13 August 2013	Decision of the Management Committee of the BEREC Office adopting Amending Budget 2013/1
MC/2013/07	17 October 2013	Decision of the BEREC Office MC on the appointment of the Selection Committee with regard to the recruitment procedure of the Administrative Manager of the BEREC Office

Opinions

Document number	Document date	Document title/hyperlink to published version
MC (13) 35	6 June 2013	Opinion of the MC of the BEREC Office concerning the final accounts of the year 2012

Document number	Document date	Document title/hyperlink to published version
MC (13) 74	27 November 2013	Opinion of the MC on the observations of the European Court of Auditors on the BEREC Office annual accounts for 2012

BEREC Office Annual Activity Report for 2012

Document number	Document date	Document title/hyperlink to published version
MC (13) 40	6 June 2013	BEREC Office Management Committee Annual Activity Report 2012

BEREC Office Budget 2013

Document number	Document date	Document title/hyperlink to published version
MC (13) 11	26 February 2013	Budget of the BEREC Office for 2013
2013/C 91/37	27 March 2013	Statement of revenue and expenditure of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) for the financial year 2013
MC/2013/6	13 August 2013	Decision of the Management Committee of the BEREC Office adopting Amending Budget 2013/1
2013/C 381/12	31 December 2013	Statement of revenue and expenditure of the Office of the Body of European Regulators for Electronic Communications (BEREC Office) for the financial year 2013 — Amending Budget No 1

2014 BEREC Office Work Programme

Document number	Document date	Document title/hyperlink to published version
MC (13) 61	16 September 2013	BEREC Office Work Programme 2014

Agendas for the 2013 BEREC Office Management Committee meetings

Document number	Document date	Document title/hyperlink to published version
MC (13) 13	26 February 2013	Draft Agenda of the 14th meeting of the BEREC Office Management Committee in Ljubljana (Slovenia)
MC (13) 45	1 June 2013	Draft Agenda of the 15th Meeting of the Management Committee of the BEREC Office in Athens (Greece)
MC (13) 60	20 September 2013	Draft Agenda of the 16th Meeting of the BEREC Office Management Committee in Riga (Latvia)
MC (13) 75	27 November 2013	Draft Agenda of the 17th Meeting of the BEREC Office Management Committee in Budapest (Hungary)

Conclusions of the 2013 BEREC Office Management Committee meetings

Document number	Document date	Document title/hyperlink to published version
MC (13) 27	26 April 2013	Conclusions of the 14th meeting of the Management Committee of the BEREC Office in Ljubljana (Slovenia)
MC (13) 86	27 December 2013	Conclusions of the 15th meeting of the Management Committee of the BEREC Office on 6 June 2013, Athens (Greece)
MC (13) 66	3 October 2013	Conclusions of the 16th Meeting of the BEREC Office Management Committee in Riga (Latvia)
MC (13) 77	13 December 2013	Conclusions of the 17th Meeting of the BEREC Office Management Committee in Budapest (Hungary)