

## Information

### on the transfers in the 2018 Budget of the Office of the Body of European Regulators for Electronic Communications ('the BEREC Office') carried out by the Administrative Manager in January-March 2018

#### 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, during the first quarter 2018 the BEREC Office Administrative Manager executed four transfers of appropriations in the BEREC Office 2018 Budget, as follows:

1. transfer (1-2018) to be performed from Title 3 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.

#### 1. Transfer of appropriations to Title 2 from Title 3

##### Transfer to:

A-2005 (Security and surveillance of buildings) - in order to cover the expenditure on buildings connected with security and surveillance, in particular the contract governing the building security (BEREC/16/064), an increase of 19.893,43 EUR is proposed for this budget line. This budget line holds appropriations of 13 kEUR of which 12 kEUR already committed.

VNI (Latvian State Company owning and managing the BEREC Office premises) communicated on 05/01/2018 (Ares(2018)97155 - 08/01/2018) the decision Nr. 4/2-3/155, where the BEREC Office is notified of the change of hourly rate for the provision of security and surveillance services from 3.20 EUR per hour to 9.70 EUR per hour. The BEREC Office planned the 2018 Budget for that budget line based on the hourly rate of 3.20 EUR as already communicated and agreed with

the owner. The BEREC office replied on 11/01/2018 (Ares(2018)174776 - 11/01/2018) of the change being entering into effect as of 07/02/2018.

The appropriations requested are calculated based on the working and public holiday days the security personnel would need or would be requested to be present (243 days in total by 13.5 h of presence and 7 days of public holidays upon request by 11h of presence). 1% of the requested amount is also to be added for better planning of the resources.

#### **Transfer from:**

Availability has been identified under BL 3001 (Support to BEREC Expert Working Groups) since 55 kEUR was carried over from 2017 for 6 meetings for January 2018.

The appropriations available on BL 3001 are of the amount of 585 kEUR but with the carry-over from 2017 the estimate was revised to 530 kEUR.

Based on the number of meetings envisaged by the EWGs Co-Chairs and on historical figures as the average participants and costs regards, the actual total expenditure might be around 460 kEUR. Reserve is kept on the budget line to manage the relatively high uncertainty.

The table below presents the requested transfer:

<b>Appropriations to be credited (transfer to)</b>		<b>Appropriations to be debited (transfer from)</b>	
<b>Budget line(s)</b>	<b>Estimated needs</b>	<b>Budget line(s)</b>	<b>Appropriations not needed</b>
<b>BL 2005 (Security and surveillance of buildings)</b>	<b>32.893,43</b>	BL 3001 (Support to the BEREC Expert Working Groups)	19.893,43

## **2. 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, 01 June 2018

[e-signed]

**László IGNÉCZI**

*Administrative Manager*

### 3. Budgetary transfers January-March 2018

Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
	<b>Budget</b>	<b>4.331.000,00</b>				
<b>1</b>	<b>STAFF</b>	<b>2.489.045,00</b>		<b>0,00</b>	<b>2.489.045,00</b>	
<b>1 1</b>	<b>STAFF IN ACTIVE EMPLOYMENT</b>	<b>1.850.521,00</b>		<b>0,00</b>	<b>1.850.521,00</b>	
<b>1 1 0</b>	<b>Staff in active employment</b>	<b>1.136.335,00</b>		<b>0,00</b>	<b>1.136.335,00</b>	
1 1 0 0	Basic salaries	820.790,00	82.079,00	0,00	820.790,00	
1 1 0 1	Family allowances	160.392,00	16.039,20	0,00	160.392,00	
1 1 0 2	Expatriation and foreign-residence allowances	155.153,00	15.515,30	0,00	155.153,00	
<b>1 1 1</b>	<b>Contract staff and other staff</b>	<b>625.818,00</b>		<b>0,00</b>	<b>625.818,00</b>	
1 1 1 0	Contract staff	447.179,00	44.717,90	0,00	447.179,00	
1 1 1 1	Seconded national experts	178.639,00	17.863,90	0,00	178.639,00	
<b>1 1 2</b>	<b>Employer's social security contributions</b>	<b>57.700,00</b>		<b>0,00</b>	<b>57.700,00</b>	
1 1 2 0	Insurance against sickness	37.116,00	3.711,60	0,00	37.116,00	
1 1 2 1	Insurance against accidents and occupational disease	5.072,00	507,20	0,00	5.072,00	
1 1 2 2	Insurance against unemployment	15.512,00	1.551,20	0,00	15.512,00	
1 1 2 3	Constitution or maintenance of pension rights	0,00	0,00	0,00	0,00	

Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
<b>1 1 3</b>	<b>Miscellaneous allowances and grants</b>	<b>30.668,00</b>		<b>0,00</b>	<b>30.668,00</b>	
1 1 3 0	Childbirth and death allowances and grants	398,00	39,80	0,00	398,00	
1 1 3 1	Travel expenses for annual leave	30.270,00	3.027,00	0,00	30.270,00	
1 1 3 9	Other allowances	0,00	0,00	0,00	0,00	
<b>1 1 9</b>	<b>Salary weightings</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>	
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	
<b>1 2</b>	<b>MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER</b>	<b>48.403,00</b>		<b>0,00</b>	<b>48.403,00</b>	
<b>1 2 0</b>	<b>Recruitment expenses</b>	<b>15.000,00</b>		<b>0,00</b>	<b>15.000,00</b>	
1 2 0 0	Travel expenses	15.000,00	1.500,00	0,00	15.000,00	
1 2 0 1	Miscellaneous expenditure on staff recruitment	0,00	0,00	0,00	0,00	
<b>1 2 1</b>	<b>Expenses on entering/leaving</b>	<b>33.403,00</b>		<b>0,00</b>	<b>33.403,00</b>	
1 2 1 0	Travel expenses on entering/leaving	4.982,00	498,20	0,00	4.982,00	

Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
1 2 1 1	Installation, resettlement and transfer allowances	9.800,00	980,00	0,00	9.800,00	
1 2 1 2	Removal expenses	10.120,00	1.012,00	0,00	10.120,00	
1 2 1 3	Daily subsistence allowances	8.501,00	850,10	0,00	8.501,00	
<b>1 3</b>	<b>MISSIONS AND DUTY TRAVEL</b>	<b>198.000,00</b>		<b>0,00</b>	<b>198.000,00</b>	
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	198.000,00	19.800,00	0,00	198.000,00	
<b>1 4</b>	<b>SOCIOMEDICAL SERVICES</b>	<b>4.060,00</b>		<b>0,00</b>	<b>4.060,00</b>	
<b>1 4 0</b>	<b>Medical service</b>	<b>4.060,00</b>		<b>0,00</b>	<b>4.060,00</b>	
1 4 0 0	Medical service	4.060,00	406,00	0,00	4.060,00	
<b>1 5</b>	<b>TRAININGS</b>	<b>76.912,00</b>		<b>0,00</b>	<b>76.912,00</b>	
<b>1 5 0</b>	<b>Training</b>	<b>76.912,00</b>		<b>0,00</b>	<b>76.912,00</b>	
1 5 0 0	Training	76.912,00	7.691,20	0,00	76.912,00	
<b>1 6</b>	<b>EXTERNAL SERVICES</b>	<b>299.029,00</b>		<b>0,00</b>	<b>299.029,00</b>	
1 6 0 0	External services	299.029,00	29.902,90	0,00	299.029,00	
<b>1 7</b>	<b>REPRESENTATION AND MISCELLANEOUS STAFF COSTS</b>	<b>12.120,00</b>		<b>0,00</b>	<b>12.120,00</b>	
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	12.120,00	1.212,00	0,00	12.120,00	

Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>452.624,00</b>		<b>19.893,43</b>	<b>472.517,43</b>	
<b>2 0</b>	<b>RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>108.285,00</b>		<b>19.893,43</b>	<b>128.178,43</b>	
<b>2 0 0</b>	<b>Buildings and associated costs</b>	<b>108.285,00</b>		<b>19.893,43</b>	<b>128.178,43</b>	
2 0 0 0	Rent	61.838,00	6.183,80	0,00	61.838,00	
2 0 0 1	Insurance	2.020,00	202,00	0,00	2.020,00	
2 0 0 2	Water, gas, electricity and heating	28.817,00	2.881,70	0,00	28.817,00	
2 0 0 3	Cleaning	0,00	0,00	0,00	0,00	
2 0 0 4	Fitting-out and maintenance of premises	2.610,00	261,00	0,00	2.610,00	
2 0 0 5	Security and surveillance of buildings	13.000,00	1.300,00	19.893,43	32.893,43	
2 0 0 9	Other expenditure relating to the acquisition, construction or maintenance of a building	0,00	0,00	0,00	0,00	
<b>2 1</b>	<b>INFORMATION TECHNOLOGY PURCHASES</b>	<b>217.000,00</b>		<b>0,00</b>	<b>217.000,00</b>	
<b>2 1 0</b>	<b>Information technology purchases</b>	<b>217.000,00</b>		<b>0,00</b>	<b>217.000,00</b>	
2 1 0 0	Computer equipment	15.400,00	1.540,00	0,00	15.400,00	
2 1 0 1	Software	15.000,00	1.500,00	0,00	15.000,00	
2 1 0 2	Other external data processing services	186.600,00	18.660,00	0,00	186.600,00	

Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
<b>2 2</b>	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>5.073,00</b>		<b>0,00</b>	<b>5.073,00</b>	
<b>2 2 0</b>	<b>Technical installations and electronic office equipment</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>	
2 2 0 0	Technical installations and electronic office equipment	0,00	0,00	0,00	0,00	
<b>2 2 1</b>	<b>Furniture</b>	<b>4.525,00</b>		<b>0,00</b>	<b>4.525,00</b>	
2 2 1 0	Furniture	4.525,00	452,50	0,00	4.525,00	
<b>2 2 9</b>	<b>Other movable property and associated costs</b>	<b>548,00</b>		<b>0,00</b>	<b>548,00</b>	
2 2 9 0	Books, newspapers and documentation	548,00	54,80		548,00	
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	
<b>2 3</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>96.726,00</b>		<b>0,00</b>	<b>96.726,00</b>	
<b>2 3 0</b>	<b>Stationery and office supplies</b>	<b>15.645,00</b>		<b>0,00</b>	<b>15.645,00</b>	
2 3 0 0	Stationery and office supplies	15.645,00	1.564,50	0,00	15.645,00	
<b>2 3 2</b>	<b>Financial charges</b>	<b>0,00</b>		<b>0,00</b>	<b>0,00</b>	
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	

Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
<b>2 3 3</b>	<b>Legal expenses</b>	<b>2.525,00</b>		<b>0,00</b>	<b>2.525,00</b>	
2 3 3 0	Legal expenses	2.525,00	252,50	0,00	2.525,00	
2 3 3 1	Damages	0,00	0,00	0,00	0,00	
<b>2 3 5</b>	<b>Other operating expenses</b>	<b>78.556,00</b>		<b>0,00</b>	<b>78.556,00</b>	
2 3 5 0	Miscellaneous insurances	0,00	0,00	0,00	0,00	
2 3 5 9	Other operating expenses	78.556,00	7.855,60	0,00	78.556,00	
<b>2 4</b>	<b>POSTAGE AND TELECOMM.</b>	<b>14.110,00</b>		<b>0,00</b>	<b>14.110,00</b>	
2 4 0 0	Postage and delivery charges	1.500,00	150,00	0,00	1.500,00	
2 4 1 0	Telecommunication charges	12.610,00	1.261,00	0,00	12.610,00	
<b>2 5</b>	<b>EXPENDITURE ON FORMAL AND OTHER MEETINGS</b>	<b>11.430,00</b>		<b>0,00</b>	<b>11.430,00</b>	
2 5 0 0	Meetings in general	11.430,00	1.143,00	0,00	11.430,00	
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>	<b>1.389.331,00</b>		<b>-19.893,43</b>	<b>1.369.437,57</b>	
<b>3 0</b>	<b>Support to implementation of BEREC WP 2017</b>	<b>600.000,00</b>		<b>-19.893,43</b>	<b>580.106,57</b>	
<b>3 0 0</b>	<b>Support to implementation of BEREC WP 2017</b>	<b>600.000,00</b>		<b>-19.893,43</b>	<b>580.106,57</b>	
3 0 0 1	Support to the BEREC Expert Working Groups	585.000,00	58.500,00	-19.893,43	565.106,57	<b>to BL 2005</b>
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	15.000,00	1.500,00	0,00	15.000,00	



Budget Line	Budget Item Description	Budget 2018 approved by budg. authority	10%	Transfers January 2018 (1)	Budget with transfers	comments JAN 18
3 1	Support to BEREC and NRAs	789.331,00		0,00	789.331,00	
3 1 0	Support to BEREC and NRAs	789.331,00		0,00	789.331,00	
3 1 0 1	Other support activities to BEREC and NRAs	789.331,00	78.933,10	0,00	789.331,00	