

## Information

### on the transfers in the 2019 Budget of the Agency for Support for BEREC ('the BEREC Office') carried out by the Directors in the period October - December 2019

#### 1. Overview

Article 26 (1) of Decision MB/2019/13 on the financial regulation applicable to the BEREC Office in conformity with Commission Delegated Regulation (EU) 2019/715 of 18 December 2018 on the framework financial regulation for the bodies set up under the TFEU and Euratom Treaty and referred to in Article 70 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council on the Financial Regulation applicable to the general budget of the European Union (hereinafter referred to as the 'BEREC Office Financial Regulation') lays down that, the director may transfer appropriations:

- (a) from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made;
- (b) from one chapter to another and within each chapter without limit.

In 2019 the BEREC Office Director executed 5 budgetary transfers in order to ensure the best use of the financial resources available to the BEREC Office, namely

- 2 budgetary transfers during first half of 2019 as presented in the document MB (19) 94 *Transfers by the Director of the BEREC Office in the BEREC Office Budget in the period January - June 2019* submitted for attention of the Management Board during the Management Board meeting on 4 October 2019 in Crete, Greece.
- 1 budgetary transfer in Q3 2019 as presented in the documents MB (19) 109 *Transfers by the Director of the BEREC Office in the BEREC Office Budget in the period July - September 2019* submitted for attention of the Management Board during the Management Board meeting on 6 December 2019 in St Julian's, Malta.
- 2 budgetary transfers during in Q4 2019 as follows:
  - Transfer No 4/2019 within/from Title 1 and within/to Title 2 and within Title 3 of 29 November 2019
  - Transfer No 5/2019 within/to Title 1 and within/from Title 2 and within Title 3 of 19 December 2019

Detailed overview of all transfers are presented in Annex I of the document. Q4 2019 transfer of appropriations above EUR 5,000.00 is accompanied by additional explanations below.

## 2. Overview of transfer of appropriation above EUR 5,000

### Title 1

#### Transfers from:

Transfer 4/2019 of 29 November 2019		
A-1100	Basic salaries	-41,363.02
A-1102	Expatriation and foreign-residence allowances	-5,099.75
A-1110	Contract staff	-13,612.57
A-1111	Seconded national experts	-7,293.41
A-1200	Travel expenses	-8,487.41
A-1212	Removal expenses	-12,844.80
Transfer 5/2019 of 19 December 2019		
A-1500	Training	-7,951.68

Payroll related budget lines A-1100, A-1102, A-1110, A-1111, A-1200, A-1212 were gradually decreased during the Q4 based on the actual consumption of the lines. Budget lines had appropriations available for transfer due to the timing of the planned recruitments plan of the contract agents and SNEs and turnover of staff. It is a usual practice to decrease the payroll-related budget lines once there is a clarification on actual consumption, salary indexation, correction coefficient, outcome of reclassification exercise and newcomer the amounts for the allowances for the incoming staff. The budget line A-1500 was decreased as based on the new Service level agreement with the EC, the chargeback payment model reflect the consumption of training services in year N-1(2018) and in cases where consumption is significantly lower than average of last three years charges less in year N (2019), this was the case for the fees 2019, since the staff training participation in 2018 was 33% lower than the 3 year average.

#### Transfers to:

Transfer 4/2019 of 29 November 2019		
A-1300	Mission expenses, duty travel expenses and other ancillary expenditure	15,500.00
A-1500	Training	7,990.48
A-1600	External services	49,346.47
Transfer 5/2019 of 19 December 2019		
A-1600	External services	7,117.00

- Budget line A-1300 for staff mission was increases based on the actual needs for the Q4 2019 staff missions.

- Budget line A-1500 for training was increases in transfer 4/2019 and later decreased in transfer 5/2019 for similar amount as per reasons explained in the section above (transfers from Title 1).
- Budget line A-1600 was increased in transfer 4/2019 in order to ensure provision of interim workers service for filling in vacant posts and for delivery of specific projects. Increase in transfer 5/2019 was done to ensure purchase of legal electronic brochures for staff – flexibility item that was purchased once there was visible availability in the budget 2019.

## Title 2

### Transfers from:

<b>Transfer 4/2019 of 29 November 2019</b>		
<b>A-2410</b>	Telecommunication charges	-10,983.77
<b>Transfer 5/2019 of 19 December 2019</b>		
<b>A-2102</b>	Other external data processing services	-10,047.08

- Budget line A-2410 was decreased, as the consumption for year 2019 for telecommunication services (mobile and landline telephony charges) was lower than budgeted.
- Budget line A-2102 was decreased by 10k due to overlook of the fact that there is no budgetary commitment open for covering ARES fees 2019, in the transfer 5 the amount was returned back to the budget line.

### Transfers to:

<b>Transfer 4/2019 of 29 November 2019</b>		
<b>A-2000</b>	Rent	10,941.69
<b>A-2102</b>	Other external data processing services	10,915.84
<b>A-2359</b>	Other operating expenses	7,291.16
<b>Transfer 5/2019 of 19 December 2019</b>		
<b>A-2359</b>	Other operating expenses	10,355.00

- Budget line A-2000 was increased to ensure continuation of services of renting the parking spaces and increase commitment for rent of the premises (that was increased in 2019, due to taking on additional office space on the 1<sup>st</sup> floor)
- Budget line A-2102 was increased in order to contract services for provision of Infrastructure as a service (IaaS) to the BEREC Office.
- Budget line A-2359 was increased in order to cover: project for the update of Activity Based Budgeting tool in accordance with new mandate, structure and activities of the

Agency; translation fees for CdT for mandatory legal translations of BEREC Office rules on restrictions of data subject in order to publish them in the Official Journal

### Title 3

#### Transfers from:

<b>Transfer 4/2019 of 29 November 2019</b>		
<b>B-3002</b>	Activities under Articles 7 and 7a Framework Directive	-9,682.82
<b>Transfer 5/2019 of 19 December 2019</b>		
<b>B-3101</b>	Other support activities to BEREC and NRAs	-45,712.25

#### Transfers to:

<b>Transfer 4/2019 of 29 November 2019</b>		
<b>B-3101</b>	Other support activities to BEREC and NRAs	+9,682.82
<b>Transfer 5/2019 of 19 December 2019</b>		
<b>B-3001</b>	Support to the BEREC expert working groups	51,526.27

- During Transfer 4/2019 budget line dedicated to Article 7/7a cases was left with a reserve for the rest of the year and all the leftover amount was transfer to B-3101 to finance other BEREC and NRAs support projects
- In December 2019 transfer within Title 3 was performed in order to ensure sufficient funds for the reimbursements of working group participants in meeting in Q1 2020 for which invitations had to be sent out in December 2019, funds were transferred between BL B-3101 to B-3001 as shown above.

The current information is brought to the attention of the MB in compliance with the provisions of the Article 26 (1) according to which the Director has to inform the MB as soon as possible of all transfers made.

Riga, 20 February 2020

**/e-signed/**

**László IGNÉCZI**

Director

**Annex: Overview of the transfers in the BEREC Office Budget 2019**

BL	Budget Item Description	Budget 2019 approved by budg. authority	10% ceiling	Transfer No. 1 - May 2019	Transfer No. 2 - June 2019	Transfer No. 3 - September 2019	Transfer No. 4 - November 2019	Transfer No. 5 - December 2019	Budget with transfers
	Budget	5,701,000	570,100	0.00	0.00	0.00	0.00	0.00	5,701,000
1	STAFF	3,004,000	300,400	-12,133.00	0.00	-63,539.56	-15,068.49	397.17	2,913,656
1 1	STAFF IN ACTIVE EMPLOYMENT	2,355,163.09	235,516.31	-144,133.00	-132,000.00	-61,161.36	-67,299.68	-215.70	1,950,353.35
1 1 0	Staff in active employment	1,284,866.88	128,486.69	0.00	0.00	-48,428.36	-39,492.58	0.00	1,196,945.94
1 1 0 0	Basic salaries	923,147.79	92,314.78			-12,256.45	-41,363.02		869,528.32
1 1 0 1	Family allowances	183,635.34	18,363.53			-18,363.53	6,970.19		172,242.00
1 1 0 2	Expatriation and foreign-residence allowances	178,083.75	17,808.38			-17,808.38	-5,099.75		155,175.62
1 1 1	Contract staff and other staff	975,845.92	97,584.59	-144,133.00	-132,000.00	-9,706.00	-20,905.98	-215.70	668,885.24
1 1 1 0	Contract staff	722,607.31	72,260.73	-132,000.00	-122,000.00		-13,612.57		454,994.74
1 1 1 1	Seconded national experts	253,238.61	25,323.86	-12,133.00	-10,000.00	-9,706.00	-7,293.41	-215.70	213,890.50
1 1 2	Employer's social security contributions	63,780.29	6,378.03	0.00	0.00	0.00	-3,046.79	0.00	60,733.50
1 1 2 0	Insurance against sickness	41,541.65	4,154.17				-943.93		40,597.72
1 1 2 1	Insurance against accidents and occupational disease	5,072.54	507.25				-535.22		4,537.32

BL	Budget Item Description	Budget 2019 approved by budg. authority	10% ceiling	Transfer No. 1 - May 2019	Transfer No. 2 - June 2019	Transfer No. 3 - September 2019	Transfer No. 4 - November 2019	Transfer No. 5 - December 2019	Budget with transfers
1 1 2 2	Insurance against unemployment	17,166.10	1,716.61				-1,567.64		15,598.46
1 1 3	Miscellaneous allowances and grants	30,670.00	3,067.00	0.00	0.00	-3,027.00	-3,854.33	0.00	23,788.67
1 1 3 0	Childbirth and death allowances and grants	400.00	40.00				-201.69		198.31
1 1 3 1	Travel expenses for annual leave	30,270.00	3,027.00			-3,027.00	-3,652.64		23,590.36
1 2	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER	61,963.00	6,196.30	0.00	0.00	-2,378.20	-25,025.76	0.00	34,559.04
1 2 0	Recruitment expenses	26,660.00	2,666.00	0.00	0.00	0.00	-8,487.41	0.00	18,172.59
1 2 0 0	Travel expenses	26,660.00	2,666.00				-8,487.41		18,172.59
1 2 1	Expenses on entering/leaving	35,303.00	3,530.30	0.00	0.00	-2,378.20	-16,538.35	0.00	16,386.45
1 2 1 0	Travel expenses on entering/leaving	2,003.00	200.30				-1,068.19		934.81
1 2 1 1	Installation, resettlement and transfer allowances	9,514.00	951.40			-6,621.00	-2,893.00		0.00
1 2 1 2	Removal expenses	14,272.00	1,427.20			-1,427.20	-12,844.80		0.00
1 2 1 3	Daily subsistence allowances	9,514.00	951.40			5,670.00	267.64		15,451.64
1 3	MISSIONS AND DUTY TRAVEL	193,226.00	19,322.60	0.00	0.00	0.00	15,500.00	3,558.65	212,284.65
1 3 0	Missions and duty travel	193,226.00	19,322.60	0.00	0.00	0.00	15,500.00	3,558.65	212,284.65
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	193,226.00	19,322.60				15,500.00	3,558.65	212,284.65
1 4	SOCIOMEDICAL SERVICES	9,000.00	900.00	0.00	0.00	0.00	0.00	0.00	9,000.00
1 4 0	Medical service	9,000.00	900.00	0.00	0.00	0.00	0.00	0.00	9,000.00

BL	Budget Item Description	Budget 2019 approved by budg. authority	10% ceiling	Transfer No. 1 - May 2019	Transfer No. 2 - June 2019	Transfer No. 3 - September 2019	Transfer No. 4 - November 2019	Transfer No. 5 - December 2019	Budget with transfers
1 4 0 0	Medical service	9,000.00	900.00						9,000.00
1 5	TRAININGS	80,735.93	8,073.59	0.00	0.00	0.00	7,990.48	-7,951.68	80,774.73
1 5 0	Training	80,735.93	8,073.59	0.00	0.00	0.00	7,990.48	-7,951.68	80,774.73
1 5 0 0	Training	80,735.93	8,073.59				7,990.48	-7,951.68	80,774.73
1 6	EXTERNAL SERVICES	290,272.00	29,027.20	132,000.00	132,000.00	0.00	49,346.47	7,117.00	610,735.47
1 6 0	External services	290,272.00	29,027.20	132,000.00	132,000.00	0.00	49,346.47	7,117.00	610,735.47
1 6 0 0	External services	290,272.00	29,027.20	132,000.00	132,000.00		49,346.47	7,117.00	610,735.47
1 7	REPRESENTATION AND MISCELLANEOUS STAFF COSTS	13,640.00	1,364.00	0.00	0.00	0.00	4,420.00	-2,111.10	15,948.90
1 7 0	Representation, receptions and events, and miscellaneous staff expenses	13,640.00	1,364.00	0.00	0.00	0.00	4,420.00	-2,111.10	15,948.90
1 7 0 0	Representation, receptions and events, and miscellaneous staff expenses	13,640.00	1,364.00				4,420.00	-2,111.10	15,948.90
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	744,000.00	74,400.00	12,133.00	0.00	63,539.56	15,068.49	-6,211.19	828,529.86
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	162,796.00	16,279.60	7,133.00	-5,000.00	0.00	14,266.80	-3,825.41	175,370.39
2 0 0	Buildings and associated costs	162,796.00	16,279.60	7,133.00	-5,000.00	0.00	14,266.80	-3,825.41	175,370.39
2 0 0 0	Rent	80,180.00	8,018.00		-5,000.00		10,941.69	-960.00	85,161.69
2 0 0 1	Insurance	2,500.00	250.00				-669.10		1,830.90

BL	Budget Item Description	Budget 2019 approved by budg. authority	10% ceiling	Transfer No. 1 - May 2019	Transfer No. 2 - June 2019	Transfer No. 3 - September 2019	Transfer No. 4 - November 2019	Transfer No. 5 - December 2019	Budget with transfers
2 0 0 2	Water, gas, electricity and heating	37,528.00	3,752.80					-2,111.10	35,416.90
2 0 0 4	Fitting-out and maintenance of premises	3,221.00	322.10				1,286.76	-49.06	4,458.70
2 0 0 5	Security and surveillance of buildings	39,367.00	3,936.70	7,133.00			2,707.45	-705.25	48,502.20
2 1	<b>INFORMATION TECHNOLOGY PURCHASES</b>	356,533.01	35,653.30	4,300.00	0.00	14,195.00	11,077.32	-13,210.83	372,894.50
2 1 0	Information technology purchases	356,533.01	35,653.30	4,300.00	0.00	14,195.00	11,077.32	-13,210.83	372,894.50
2 1 0 0	Computer equipment	74,775.10	7,477.51					-3,158.87	71,616.23
2 1 0 1	Software	12,779.51	1,277.95	4,300.00			161.48	-4.88	17,236.11
2 1 0 2	Other external data processing services	268,978.40	26,897.84			14,195.00	10,915.84	-10,047.08	284,042.16
2 2	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	6,000.00	600.00	5,000.00	10,000.00	4,960.00	-44.27	0.00	25,915.73
2 2 1	Furniture	6,000.00	600.00	5,000.00	10,000.00	4,960.00	-44.27	0.00	25,915.73
2 2 1 0	Furniture	6,000.00	600.00	5,000.00	10,000.00	4,960.00	-44.27		25,915.73
2 3	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	157,991.99	15,799.20	0.00	0.00	47,284.56	5,791.16	10,765.05	221,832.76
2 3 0	Stationery and office supplies	17,150.00	1,715.00	0.00	0.00	12,150.00	0.00	850.05	30,150.05
2 3 0 0	Stationery and office supplies	17,150.00	1,715.00			12,150.00		850.05	30,150.05
2 3 3	Legal expenses	2,500.00	250.00	0.00	0.00	0.00	-1,500.00	-440.00	560.00
2 3 3 0	Legal expenses	2,500.00	250.00				-1,500.00	-440.00	560.00
2 3 5	Other operating expenses	138,341.99	13,834.20	0.00	0.00	35,134.56	7,291.16	10,355.00	191,122.71



BL	Budget Item Description	Budget 2019 approved by budg. authority	10% ceiling	Transfer No. 1 - May 2019	Transfer No. 2 - June 2019	Transfer No. 3 - September 2019	Transfer No. 4 - November 2019	Transfer No. 5 - December 2019	Budget with transfers
2 3 5 9	Other operating expenses	138,341.99	13,834.20			35,134.56	7,291.16	10,355.00	191,122.71
2 4	POSTAGE AND TELECOMM.	35,679.00	3,567.90	-4,300.00	0.00	0.00	-12,483.77	60.00	18,955.23
2 4 0 0	Postage and delivery charges	2,500.00	250.00				-1,500.00	60.00	1,060.00
2 4 1 0	Telecommunication charges	33,179.00	3,317.90	-4,300.00			-10,983.77		17,895.23
2 5	EXPENDITURE ON FORMAL AND OTHER MEETINGS	25,000.00	2,500.00	0.00	-5,000.00	-2,900.00	-3,538.75	0.00	13,561.25
2 5 0 0	Meetings in general	25,000.00	2,500.00		-5,000.00	-2,900.00	-3,538.75		13,561.25
3	OPERATIONAL EXPENDITURE	1,953,000.00	195,300.00	0.00	0.00	0.00	0.00	5,814.02	1,958,814.02
3 0	Support to implementation of BEREC WP 2019	450,000.00	45,000.00				-9,682.82	51,526.27	491,843.45
3 0 0	Support to implementation of BEREC WP 2019	450,000.00	45,000.00				-9,682.82	51,526.27	491,843.45
3 0 0 1	Support to the BEREC Expert Working Groups	435,000.00	43,500.00					51,526.27	476,843.45
3 0 0 2	Activities under Articles 7 and 7a Framework Directive	15,000.00	1,500.00				-9,682.82		5,317.18
3 1	Support to BEREC and NRAs	1,503,000.00	150,300.00				9,682.82	-45,712.25	1,466,970.57
3 1 0	Support to BEREC and NRAs	1,503,000.00	150,300.00				9,682.82	-45,712.25	1,466,970.57
3 1 0 1	Other support activities to BEREC and NRAs	1,503,000.00	150,300.00				9,682.82	-45,712.25	1,466,970.57

**Colour legend:**

Title	Chapter	Article	Item (budget line – BL)
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