

## **Explanatory Note**

### **Transfers by Administrative Manager in BEREC Office**

### **Budget 2015 in January-March 2015**

## **I Introduction to transfers by Administrative Manager**

Article 27 from Decision MC/2014/1 of the Management Committee of the Office of the Body of European Regulators for Electronic Communication 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”) specifies that:

- The Administrative Manager may transfer appropriations from one chapter to another, from one article to another without limit 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.
- The Administrative Manager shall inform the Management Committee as soon as possible of all transfers made.

The transfers made within Titles 1. “Staff” and 2. “Buildings, equipment and miscellaneous operating expenditure” of the BEREC Office 2015 budget have been made within the responsibility limits of the Administrative Manager.

## **II Revenues**

No changes on revenue side. All the transfers were made within section 2000, European Union subsidy.

### III. Expenditure

#### 1. Transfers within title 1

Legal base: Art. 27(1)(b) of the BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Item	Description	Budget 2015 approved by budgetary authority	Transfers by Administrative Manager in January-March 2015 €	Budget with transfers	Difference (between initial and budget on 31.03.2015)
1	<b>STAFF</b>	2,326,472.00	0.00	2,326,472.00	0.00%
11	<b>Staff in active employment</b>	1,694,315.00	-52,500.00	1,641,815.00	-3.10%
A-1100	Basic salaries	912,315.00	-52,500.00	859,815.00	-5.75%
12	<b>Miscellaneous expenditure on staff recruitment and transfer</b>	64,000.00	52,500.00	116,500.00	82.03%
A-1210	Travel expenses on entering/leaving	2,000.00	2,000.00	4,000.00	100.00%
A-1211	Installation, resettlement and transfer allowances	10,000.00	50,500.00	60,500.00	505.00%

Explanations:

**Transfer from:** A-1100 – Less expenditure is foreseen due to high staff turnover and delays with recruitments.

**Transfers to:** A-1210 and A-1211 – Higher staff turnover than foreseen, closing of new recruitments in 2015 (resulting in higher expenditure on travel for entering/leaving the service and installation and resettlement allowances).

## 2. Transfers within title 2

Legal base: Art. 27(1)(b) of the BEREC Office Financial Regulation – transfers from one chapter to another and from one article to another without limit.

The amounts transferred are provided in the table below:

Title Chapter Item	Description	Budget 2015 approved by budgetary authority	Transfers by Administrative Manager in January-March 2015 €	Budget with transfers	Difference (between initial and budget on 31.03.2015)
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>468,770.00</b>	<b>0.00</b>	<b>468,770.00</b>	<b>0.00%</b>
<b>22</b>	<b>Movable property and associated costs</b>	<b>7,600.00</b>	<b>3,000.00</b>	<b>10,600.00</b>	<b>39.47%</b>
A-2290	Books, newspapers and documentation	1,000.00	4,000.00	5,000.00	400.00%
A-2299	Other movable property, and maintenance and repairs	1,000.00	-1,000.00	0.00	-100.00%
<b>23</b>	<b>Current administrative expenditure</b>	<b>91,970.00</b>	<b>-10,200.00</b>	<b>81,770.00</b>	<b>-11.09%</b>
A-2330	Legal expenses	75,000.00	-10,200.00	64,800.00	-13.60%
<b>25</b>	<b>Expenditure on formal and other meetings</b>	<b>0.00</b>	<b>7,200.00</b>	<b>7,200.00</b>	
A-2500	Meetings in general	0.00	7,200.00	7,200.00	

Explanations:

**Transfers from:** A-2299 – No expenditure is foreseen on other movable property, maintenance and repair.

A-2330 - Less legal expenses foreseen.

**Transfer to:** A-2290 – Increase was required for ordering publications in accordance with SLA with Publications Office.

A-2500 - Transfer was required for organisation of 2 formal meetings planned to be held in 2015

## Annex: Overview of Transfers in BEREC Office Budget 2015 in January-March 2015

### Expenditure

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-March 2015	Budget with transfers
	<b>Budget Total</b>	<b>4,017,244</b>		<b>4,017,244</b>
<b>1</b>	<b>STAFF</b>	<b>2,326,472</b>		<b>2,326,472</b>
<b>1 1</b>	<b>STAFF IN ACTIVE EMPLOYMENT</b>	<b>1,694,315</b>	<b>-52,500</b>	<b>1,641,815</b>
<b>1 1 0</b>	<b>Staff in active employment</b>	<b>1,178,315</b>	<b>-52,500</b>	<b>1,125,815</b>
A-1100	Basic salaries	912,315	-52,500	859,815
A-1101	Family allowances	120,000		120,000
A-1102	Expatriation and foreign-residence allowances	146,000		146,000
<b>1 1 1</b>	<b>Contract staff and other staff</b>	<b>430,000</b>		<b>430,000</b>
A-1110	Contract staff	230,000		230,000
A-1111	Seconded national experts	200,000		200,000
<b>1 1 2</b>	<b>Employer's social security contributions</b>	<b>55,000</b>		<b>55,000</b>
A-1120	Insurance against sickness	36,000		36,000
A-1121	Insurance against accidents and occupational diseases	5,500		5,500
A-1122	Insurance against unemployment	13,500		13,500
<b>1 1 3</b>	<b>Miscellaneous allowances and grants</b>	<b>31,000</b>		<b>31,000</b>
A-1130	Childbirth and death allowances and grants	1,000		1,000
A-1131	Travel expenses for annual leave	30,000		30,000
A-1139	Other allowances			0
<b>1 1 9</b>	<b>Salary weightings</b>	<b>0</b>		<b>0</b>
1 1 9 0	Salary weightings	0		0
1 1 9 1	Adjustments to remunerations	0		0
<b>1 2</b>	<b>MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT AND TRANSFER</b>	<b>64,000</b>	<b>52,500</b>	<b>116,500</b>
<b>1 2 0</b>	<b>Recruitment expenses</b>	<b>33,000</b>		<b>33,000</b>

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-March 2015	Budget with transfers
A-1200	Travel expenses	28,000		28,000
A-1201	Miscellaneous expenditure on staff recruitment	5,000		5,000
<b>1 2 1</b>	<b>Expenses on entering/leaving</b>	<b>31,000</b>	<b>52,500</b>	<b>83,500</b>
A-1210	Travel expenses on entering/leaving	2,000	2,000	4,000
A-1211	Installation	10,000	50,500	60,500
A-1212	Removal expenses	4,000		4,000
A-1213	Daily subsistence allowances	15,000		15,000
<b>1 3</b>	<b>MISSIONS AND DUTY TRAVEL</b>	<b>195,000</b>		<b>195,000</b>
A-1300	Mission expenses	195,000		195,000
<b>1 4</b>	<b>SOCIOMEDICAL SERVICES</b>	<b>7,000</b>		<b>7,000</b>
<b>1 4 0</b>	<b>Medical service</b>	<b>7,000</b>		<b>7,000</b>
A-1400	Medical services	7,000		7,000
<b>1 5</b>	<b>TRAININGS</b>	<b>70,000</b>		<b>70,000</b>
<b>1 5 0</b>	<b>Training</b>	<b>70,000</b>		<b>70,000</b>
A-1500	Training and language courses	70,000		70,000
<b>1 6</b>	<b>EXTERNAL SERVICES</b>	<b>290,157</b>		<b>290,157</b>
A-1600	External services and temporary assistance	290,157		290,157
<b>1 7</b>	<b>REPRESENTATION AND MISCELLANEOUS STAFF COSTS</b>	<b>6,000</b>		<b>6,000</b>
A-1700	Representation and miscellaneous staff costs	6,000		6,000
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>468,770</b>		<b>468,770</b>
<b>2 0</b>	<b>RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>111,200</b>		<b>111,200</b>
<b>2 0 0</b>	<b>Buildings and associated costs</b>	<b>111,200</b>		<b>111,200</b>
A-2000	Rent	68,000		68,000
A-2001	Insurance	1,200		1,200
A-2002	Water	20,000		20,000
A-2003	Cleaning	0		0
A-2004	Fitting-out and maintenance of premises	2,000		2,000
A-2005	Security and surveillance of buildings	20,000		20,000

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-March 2015	Budget with transfers
A-2009	Other expenditure relating to buildings and premises	0		0
<b>2 1</b>	<b>INFORMATION TECHNOLOGY PURCHASES</b>	<b>236,500</b>		<b>236,500</b>
<b>2 1 0</b>	<b>Information technology purchases</b>	<b>236,500</b>		<b>236,500</b>
A-2100	Computer equipment	30,000		30,000
A-2101	Software	162,000		162,000
A-2102	Other external data processing services	44,500		44,500
<b>2 2</b>	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>7,600</b>	<b>3,000</b>	<b>10,600</b>
<b>2 2 0</b>	<b>Technical installations and electronic office equipment</b>	<b>600</b>		<b>600</b>
A-2200	Technical installations and electronic office equipment	600		600
<b>2 2 1</b>	<b>Furniture</b>	<b>5,000</b>		<b>5,000</b>
A-2210	Furniture	5,000		5,000
<b>2 2 9</b>	<b>Other movable property and associated costs</b>	<b>2,000</b>	<b>3,000</b>	<b>5,000</b>
A-2290	Books and publications	1,000	4,000	5,000
A-2291	Cars, transport vehicles, and maintenance and repairs	0		0
A-2299	Other movable property, and maintenance and repairs	1,000	-1,000	0
<b>2 3</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>91,970</b>	<b>-10,200</b>	<b>81,770</b>
<b>2 3 0</b>	<b>Stationery and office supplies</b>	<b>11,000</b>		<b>11,000</b>
A-2300	Stationery and office supplies	11,000		11,000
<b>2 3 2</b>	<b>Financial charges</b>	<b>300</b>		<b>300</b>
A-2320	Bank charges	300		300
A-2321	Exchange rate losses	0		0
A-2329	Other financial charges	0		0
<b>2 3 3</b>	<b>Legal expenses</b>	<b>75,000</b>	<b>-10,200</b>	<b>64,800</b>
A-2330	Legal expenses	75,000	-10,200	64,800
A-2331	Damages	0		0
<b>2 3 5</b>	<b>Other operating expenses</b>	<b>5,670</b>		<b>5,670</b>
2 3 5 0	Miscellaneous insurances	3,000		3,000
2 3 5 9	Other operating expenses	2,670		2,670
<b>2 4</b>	<b>POSTAGE AND TELECOMM.</b>	<b>21,500</b>		<b>21,500</b>

Budget Line	Budget Line description	Budget 2015 approved by Budg. Authority	Agency transfers January-March 2015	Budget with transfers
A-2400	Postage and delivery charges	1,500		1,500
A-2410	Telecommunication charges	20,000		20,000
<b>2 5</b>	<b>EXPENDITURE ON FORMAL AND OTHER MEETINGS</b>	<b>0</b>	<b>7,200</b>	<b>7,200</b>
A-2500	Expenditure on formal and other meetings	0	7,200	7,200
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>	<b>1,222,002</b>		<b>1,222,002</b>
<b>3 0</b>	<b>Support to implementation of BEREC WP 2014</b>	<b>705,125</b>		<b>705,125</b>
<b>3 0 0</b>	<b>Support to implementation of BEREC WP 2014</b>	<b>705,125</b>		<b>705,125</b>
B3-001	Support to the BEREC Expert Working Groups	560,000		560,000
B3-002	Activities under Articles 7 and 7a Framework Directive	47,000		47,000
B3-003	Collection exchange and transmission of information	98,125		98,125
<b>3 1</b>	<b>Horizontal activities (other support not directly related to BEREC WP)</b>	<b>516,877</b>		<b>516,877</b>
<b>3 1 0</b>	<b>Horizontal activities (other support not directly related to BEREC WP)</b>	<b>516,877</b>		<b>516,877</b>
B3-101	Other support activities to BEREC	379,877		379,877
B3-102	Provision of advice and other ad-hoc services to BEREC	137,000		137,000

**László IGNÉCZI**

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21 May 2015