

**ESTIMATE OF  
INCOME AND EXPENDITURE  
FINANCIAL YEAR 2013**

**– DRAFT BUDGET –**

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ADOPTED BY THE ADMINISTRATIVE COUNCIL  
DURING ITS SESSION ON 27 and 28 NOVEMBER 2012

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**COMMUNITY PLANT VARIETY OFFICE**



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# **1. INTRODUCTION**

- 1.1. INCOME
- 1.2. EXPENDITURE
- 1.3. DEFICIT RESERVE
- 1.4. PROSPECTS



# 1. INTRODUCTION

## 1.1. INCOME

### 1.1.1. The principle

Pursuant to Commission Regulation (EC) N° 1238/95 establishing the rules for the application of the Council Regulation, (EC) n° 2100/94 as regards the fees payable to the CPVO and as last amended by Commission Regulation (EC) n° 572/2008, income is essentially generated from the following:

- fees paid by applicants for community plant variety protection;
- proceeds from the sales of the Official Gazette and the Annual Report of the Office;
- interest on bank accounts.

### 1.1.2. Budgetary projections

The six main types of fees have been estimated as follows:

Type of fee	Amount ( EUR )	Comments
Application fees	2,015,000	(i.e. 3100 applications x 650 €)
Examination fees	3,600,000	(i.e. 2400 examinations x 1500 €)
Annual fees	6,300,000	(i.e. 21000 titles x 300 €)
Fees laid down by President	15,000	(i.e. 375 taxes x 40 €)
Report fees	312,000	(i.e. 1300 reports x 240 €)
Sale of report fees	120,000	(i.e. 500 reports x 240 €)
<i>Total</i>	<i>12,362,000</i>	

The total forecast for income amounts to **13.634.000** euros. This figure is obtained as follows:

Income generated from fees	12,362,000
Deficit reserve	910,000
Income generated from administrative operations	12,000
Income from service benefits	pm
Other income	150,000
Multi-beneficiary program	200,000
<b>Total</b>	<b>13,634,000</b>

More details about income generated from fees may be found under point 3.1 under Income.

## **1.2. EXPENDITURE**

### **1.2.1. Title 1: Personnel**

The establishment plan for 2013 foresees a total of 46 posts. These posts are broken down as follows:

- President (1 AD);
- Vice-President (1 AD);
- Technical Unit (4 AD and 13 AST\*);
- Finance and Administration Unit (2 AD and 12 AST\*);
- Legal Service (1 AD and 1 AST);
- Personnel Service (2 AST);
- I.T. Service (5 AST);
- Audit Service (1 AD and 1 AST);
- Secretary of the President (1 AST); and,
- Secretary of the Vice-President (1 AST).

Expenditure registered under Title 1 amounts to 6.032.000 euros representing an increase of 3,1 % compared to 2012.

The assumptions and methods of calculation on which the principal items of Title 1 are based are included on the pages detailed by budget headings.

An establishment plan can be found under point 4 of this document.

### **1.2.2. Title 2: Building, equipment, various administrative expenditure**

The forecast of expenditure on Title 2 amounts to 1.400.000 euros, stabilized compared to 2012.

The assumptions and calculation methods on which the principal items of Title 2 are based are included on the pages detailed by budget headings.

### **1.2.3. Title 3: Operational expenditure**

Appropriations registered under Title 3 amount to 7.352.000 euros, representing an increase of 4,3 % compared to 2012.

The assumptions and calculation methods on which the principal items of Title 3 are based are included on the pages detailed by budget headings.

### **1.2.4. Total Expenditure**

The total expenditure forecast for 2013 amounts to 14.784.000 euros for commitment appropriations and 13.634.000 euros for payment appropriations.

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(\* ) Two officials of grade AST 9 are candidates for becoming administrators (AD). For the purpose of this procedure, two AD 9 posts are granted. The AST 9 posts becoming vacant will be cancelled. This procedure has no impact on the budget.



### **1.3. DEFICIT RESERVE**

The Budget shows an income title called "Deficit Reserve" to provide a balance between income and payment appropriations.

The amount which is necessary to balance the deficit in 2013 is calculated as follows:

Total payment appropriations	13,634,000 EUR
Total income	<u>12,724,000 EUR</u>
<b>Deficit Reserve</b>	<b>910,000 EUR</b>
<b>Total :</b>	<b>910,000 EUR</b>

### **1.4. CONCLUSIONS AND PROSPECTS**

The total of commitment appropriations in the *Draft Budget 2013* amounts to 14.784.000 euros.

The total of income and payment appropriations in the *Draft Budget 2013* amounts to 13.634.000 euros.

With regard to **income**, the annual number of applications for protection reaching the Office as well as the number of titles granted and fees collected subsequently enable it to preserve a stable and solid financial structure.

With regard to **expenditure**, the trends are as follows:

- a 3,1 % increase in **personnel expenditure** is expected;
- a stability in the **administrative expenditure**; and,
- lastly, a 4,3 % increase in **operational expenditure**.



## **2. SUMMARY TABLE**

2.1. INCOME

2.2. EXPENDITURE



## 2. TABLEAU DE SYNTHESE / SUMMARY TABLE

### 2.1. RECETTES / INCOME

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS  INCOME	BUDGET	BUDGET	OUTTURN
		DRAFT BUDGET 2013 Income	2012 Income	2011 Income
		(C.A. 03/12 A.C.)	(C.A. 11/11 A.C.)	(C.A. 03/12 A.C.)
<b>1</b>	<b>INCOME</b>			
1000	Income generated from fees	12,362,000	12,837,000	12,773,857.00
	<b>TOTAL TITLE 1</b>	<b>12,362,000</b>	<b>12,837,000</b>	<b>12,773,857.00</b>
<b>3</b>	<b>RESERVE</b>			
3000	Deficit Reserve	910,000	-45,000	-700,619.48
	<b>TOTAL TITLE 1</b>	<b>910,000</b>	<b>-45,000</b>	<b>-700,619.48</b>
<b>5</b>	<b>INCOME FROM ADMIN.OPERATIONS</b>			
5000	Income from administrative operations	12,000	12,000	10,035.55
	<b>TOTAL TITLE 5</b>	<b>12,000</b>	<b>12,000</b>	<b>10,035.55</b>
<b>6</b>	<b>Expend.REFUNDING + PROVIDED SERV.income</b>			
6000	Income from the sales of the Official Gazette	pm	pm	0.00
	<b>TOTAL TITLE 6</b>	<b>pm</b>	<b>pm</b>	<b>0.00</b>
<b>9</b>	<b>OTHER INCOME</b>			
9100	Interest on account	150,000	150,000	221,425.72
9200	Donation & legacy	pm	pm	0.00
9300	Multi-beneficiary program	200,000	200,000	0.00
	<b>TOTAL TITLE 9</b>	<b>350,000</b>	<b>350,000</b>	<b>221,425.72</b>
	<b>TOTAL OF INCOME</b>	<b>13,634,000</b>	<b>13,154,000</b>	<b>12,304,698.79</b>

### 2.2. DEPENSES / EXPENDITURE

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS  EXPENDITURE - TITLE 1	BUDGET	BUDGET	OUTTURN
		DRAFT BUDGET 2013 Appropriations	2012 Appropriations	2011 Appropriations
		(C.A. 03/12 A.C.)	(C.A. 11/11 A.C.)	(C.A. 03/12 A.C.)
<b>EXPENDITURE - TITLE 1</b>				
<b>1</b>	<b>STAFF WORKING WITHIN THE CPVO</b>			
<b>11</b>	<b>Staff in active employment</b>			
1100	Expenditure related to staff employed	5,700,000	5,500,000	5,341,845.90
	<b>TOTAL CHAPTER 11</b>	<b>5,700,000</b>	<b>5,500,000</b>	<b>5,341,845.90</b>
<b>12</b>	<b>Further Professional training</b>			
1200	Further Professional training	80,000	80,000	78,853.00
	<b>TOTAL CHAPTER 12</b>	<b>80,000</b>	<b>80,000</b>	<b>78,853.00</b>
<b>13</b>	<b>Missions and duty travels</b>			
1300	Missions and travel expenses	210,000	210,000	229,000.00
	<b>TOTAL CHAPTER 13</b>	<b>210,000</b>	<b>210,000</b>	<b>229,000.00</b>
<b>14</b>	<b>Supplementary services</b>			
1400	Interim staff, administrative and technical assistance	20,000	30,000	6,205.09
	<b>TOTAL CHAPTER 14</b>	<b>20,000</b>	<b>30,000</b>	<b>6,205.09</b>
<b>15</b>	<b>Social welfare</b>			
1500	Special assistance grants, other welfare expenditure	12,000	15,000	9,234.58
	<b>TOTAL CHAPTER 15</b>	<b>12,000</b>	<b>15,000</b>	<b>9,234.58</b>
<b>17</b>	<b>Entertainment and representation expenses</b>			
1700	Entertainment and representation expenses	10,000	17,000	6,997.25
	<b>TOTAL CHAPTER 17</b>	<b>10,000</b>	<b>17,000</b>	<b>6,997.25</b>
	<b>TOTAL EXPENDITURE - TITLE 1</b>	<b>6,032,000</b>	<b>5,852,000</b>	<b>5,672,135.82</b>



## 2.2. DEPENSES / EXPENDITURE

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS  EXPENDITURE - TITLE 2	BUDGET		BUDGET		OUTTURN	
		DRAFT BUDGET 2013 Appropriations		2012 Appropriations		2011 Appropriations	
		(C.A. 03/12 A.C.)		(C.A. 11/11 A.C.)		(C.A. 03/12 A.C.)	
<b>EXPENDITURE - TITLE 2</b>							
<b>2</b>	<b>BUILDINGS, EQUIPMENT, ADMIN. EXPENDITURE</b>						
<b>20</b>	<b>Investments in immovable property</b>						
2000	Property related costs	300,000		300,000		427,150.79	
	<b>TOTAL CHAPTER 20</b>	<b>300,000</b>		<b>300,000</b>		<b>427,150.79</b>	
<b>21</b>	<b>Data processing</b>						
2100	Equipment, software and other external services	350,000		350,000		408,547.10	
	<b>TOTAL CHAPTER 21</b>	<b>350,000</b>		<b>350,000</b>		<b>408,547.10</b>	
<b>22</b>	<b>Movable property and associated costs</b>						
2200	Office furniture, transport, technical & library equipment	70,000		100,000		50,877.88	
	<b>TOTAL CHAPTER 22</b>	<b>70,000</b>		<b>100,000</b>		<b>50,877.88</b>	
<b>23</b>	<b>General administrative expenditure</b>						
2300	General administrative expenditure	100,000		100,000		64,068.80	
	<b>TOTAL CHAPTER 23</b>	<b>100,000</b>		<b>100,000</b>		<b>64,068.80</b>	
<b>24</b>	<b>Postal charges and Telecommunications</b>						
2400	Postage and Telecommunications charges	100,000		100,000		93,400.00	
	<b>TOTAL CHAPTER 24</b>	<b>100,000</b>		<b>100,000</b>		<b>93,400.00</b>	
<b>25</b>	<b>Expenditure on formal and other meetings</b>						
2500	Meetings and notices	330,000		300,000		332,502.55	
	<b>TOTAL CHAPTER 25</b>	<b>330,000</b>		<b>300,000</b>		<b>332,502.55</b>	
<b>26</b>	<b>Audits and Evaluations</b>						
2600	Audits and Evaluations	150,000		150,000		112,791.74	
	<b>TOTAL CHAPTER 26</b>	<b>150,000</b>		<b>150,000</b>		<b>112,791.74</b>	
	<b>TOTAL EXPENDITURE - TITLE 2</b>	<b>1,400,000</b>		<b>1,400,000</b>		<b>1,489,338.86</b>	

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS  EXPENDITURE - TITLE 3	BUDGET		BUDGET		OUTTURN	
		DRAFT BUDGET 2013 (C.A. 03/12 A.C.)		2012 (C.A. 11/11 A.C.)		2011 (C.A. 03/12 A.C.)	
		Commitments	Payments	Commitments	Payments	Commitments	Payments
<b>EXPENDITURE - TITLE 3</b>							
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>						
<b>30</b>	<b>Fees payable to the examination offices</b>						
3000	Fees for the examination offices (E.U. and others)	6,200,000	5,300,000	6,000,000	5,000,000	5,639,435.50	4,771,302.88
	<b>TOTAL CHAPTER 30</b>	<b>6,200,000</b>	<b>5,300,000</b>	<b>6,000,000</b>	<b>5,000,000</b>	<b>5,639,435.50</b>	<b>4,771,302.88</b>
<b>31</b>	<b>Maintenance of reference collections</b>						
3100	Expend.for relevant organisms (E.U. and others)	pm	pm	pm	pm	0.00	0.00
	<b>TOTAL CHAPTER 31</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>0.00</b>	<b>0.00</b>
<b>32</b>	<b>Procurement of other examination reports</b>						
3200	Procurement of other exam.reports	312,000	312,000	312,000	312,000	281,810.63	272,930.63
	<b>TOTAL CHAPTER 32</b>	<b>312,000</b>	<b>312,000</b>	<b>312,000</b>	<b>312,000</b>	<b>281,810.63</b>	<b>272,930.63</b>
<b>33</b>	<b>Examination of denominations</b>						
3300	Expend.for examination of denominations	pm	pm	pm	pm	0.00	0.00
	<b>TOTAL CHAPTER 33</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>0.00</b>	<b>0.00</b>
<b>34</b>	<b>Publications and translations</b>						
3400	Official, general and promotional publications	150,000	150,000	150,000	150,000	102,073.81	62,891.53
	<b>TOTAL CHAPTER 34</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>102,073.81</b>	<b>62,891.53</b>
<b>35</b>	<b>Technical studies, surveys, consultations</b>						
3500	Technical studies	400,000	150,000	300,000	150,000	0.00	0.00
	<b>TOTAL CHAPTER 35</b>	<b>400,000</b>	<b>150,000</b>	<b>300,000</b>	<b>150,000</b>	<b>0.00</b>	<b>0.00</b>
<b>36</b>	<b>Special advisers</b>						
3600	Special advisers	90,000	90,000	90,000	90,000	33,823.07	17,052.82
	<b>TOTAL CHAPTER 36</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>	<b>33,823.07</b>	<b>17,052.82</b>
<b>37</b>	<b>Multi-beneficiary program</b>						
3700	Actions in the frame of the multi-beneficiary program	200,000	200,000	200,000	200,000	31,660.00	19,046.25
	<b>TOTAL CHAPTER 37</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>31,660.00</b>	<b>19,046.25</b>
	<b>TOTAL TITLE 3</b>	<b>7,352,000</b>	<b>6,202,000</b>	<b>7,052,000</b>	<b>5,902,000</b>	<b>6,088,803.01</b>	<b>5,143,224.11</b>
	<b>TOTAL EXPENDITURE</b>	<b>14,784,000</b>	<b>13,634,000</b>	<b>14,304,000</b>	<b>13,154,000</b>	<b>13,250,277.69</b>	<b>12,304,698.79</b>





### **3. SHEETS BY BUDGET HEADINGS**

3.1. INCOME

3.2. EXPENDITURE



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### **3.1. INCOME**

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TITLE 1 - INCOME

TITLE 3 - RESERVE

TITLE 5 - INCOME GENERATED FROM ADMINISTRATIVE OPERATIONS

TITLE 6 - INCOME GENERATED FROM SERVICE BENEFITS

TITLE 9 - OTHER INCOME



TITLE 1 – INCOME

**CHAPTER 10 - INCOME GENERATED FROM SERVICE BENEFITS**

**ITEM 1000 - Fees**

Budget 2013	Budget 2012	Outturn 2011
12,362,000	12,837,000	12,773,857.00

**Comments:**

Council Regulation (EC) N° 2100/94 of 27 July 1994 instituting a Community protection system for new plant varieties (OJ n° L 227 of 01.09.1994, p.1) as last amended by Council Regulation (EC) n° 15/2008 (OJ n° L 8 of 11.01.2008).

This income of the Office comprises the fees paid by applicants for Community Plant Variety Rights and other parties involved in proceedings. Commission Regulation (EC) N° 1238/95 of 31 May 1995 establishing implementing rules for the application of Council Regulation (EC) N° 2100/94 as regards the fees payable to the Community Plant Variety Office, as last amended by Regulation (EC) n° 572/2008 (OJ n° L 161 of 20/06/2008).

**Evaluation of income:**

1) *Working assumptions:*

The forecasts regarding fees are based on the following assumptions:

- **application fees:** 3.100 applications received by the Office;
- **examination fees:** 2.400 applications will be subject to an examination fee;
- **annual fees:** 21.000 titles in force.

2) *Estimation of appropriations:*

The following income is estimated on the new fees levels in force on 01.01.2010.

<b>FEES</b>	<b>2013</b>
APPLICATION FEE	2,015,000
EXAMINATION FEE	3,600,000
ANNUAL FEE	6,300,000
SPECIFIC REQUESTS FEE	pm
APPEAL FEE	pm
FEES LAID DOWN BY THE PRESIDENT	15,000
REPORT FEE	312,000
SALE OF REPORT FEE	120,000
<b>TOTAL GENERAL</b>	<b>12,362,000</b>

**Rounded up :**

<b>12,362,000 EUR</b>
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TITLE 3 – RESERVE
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**ITEM 3000 - Deficit Reserve**

Budget 2013	Budget 2012	Outturn 2011
910,000	-45,000	-700,619.48

**Comments:**

The purpose of this item is to balance income and payment appropriations.

**Evaluation of income:**

Total payment appropriations	13,634,000 EUR
Total income	12,724,000 EUR
	910,000 EUR

***Deficit Reserve***

**Total :**

910,000 EUR
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TITLE 5 - INCOME GENERATED FROM THE ADMINISTRATIVE OPERATIONS OF THE OFFICE
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**ITEM 5000 - Income generated from administrative operations**

Budget 2013	Budget 2012	Outturn 2011
12,000	12,000	10,035.55

**Evaluation of income:**

Income from valuable administrative services and/or reimbursement of expenses 12,000 EUR

**Total :**

<b>12,000 EUR</b>
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<p><b>TITLE 6 - CONTRIBUTIONS TO THE COMMUNITY PROGRAMMES, REPAYMENT OF EXPENDITURE, PROVIDED SERVICE INCOME SUBJECT TO PAYMENT</b></p>
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**ITEM 6000 - Income generated from the sales of the Official Gazette**

Budget 2013	Budget 2012	Outtum 2011
pm	pm	0.00

**Comments:**

Contributions to Community programmes, expenditure refunding and income from services provided subject to payment.

**Evaluation of income:**

Per memoria

**Total :**

<b>pm</b>
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<h2>TITLE 9 - OTHER INCOME</h2>
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**ITEM 9100 - Interest on Account**

Budget 2013	Budget 2012	Outturn 2011
150,000	150,000	221,425.72

**Comments:**

Income generated from interest on account.

**Evaluation of income:**

Interest on € 15,000,000 EUR x 1.00% i.e. 150,000 EUR

**Total :**

<b>150,000 EUR</b>
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**ITEM 9200 - Donation and Legacy**

Budget 2013	Budget 2012	Outturn 2011
pm	pm	0.00

**Evaluation of income:**

Per memoria

**Total :**

<b>pm</b>
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**ITEM 9300 - Multi-beneficiary program**

Budget 2013	Budget 2012	Outturn 2011
200,000	200,000	0.00

**Comments:**

This item will host contributions awarded by the European Commission to the European Agencies participating in the program in order to implement actions to contribute to an easier adhesion of certain countries to the European Union. In the particular case of the Office it is intended to promote the participation of these countries to work in the field of plant variety protection.

**Evaluation of income:**

Appropriations from the European Community to the Multi-beneficiary program 200,000 EUR

**Total :**

<b>200,000 EUR</b>
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**3.2. EXPENDITURE**

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**TITLE 1 - STAFF**



<p><b>TITLE 1 - STAFF</b></p>
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**CHAPTER 11 - STAFF IN ACTIVE EMPLOYMENT**

**ITEM 1100 - Expenditure related to staff in active employment**

Appropriations 2013	Appropriations 2012	Outturn 2011
5,700,000	5,500,000	5,341,845.90

**Comments:**

In accordance with the Staff Regulations of officials of the European Communities and the Establishment plan found under point 4.1 of this document, the appropriations are intended to cover, notably:

- basic salaries;
- family allowances (household, dependant children and educational);
- expatriation and foreign residence allowances;
- fixed allowances of officials and temporary staff in grade C;
- employer's contribution to the social security scheme;
- costs relating to the running of restaurants, cafeterias and canteens;
- medical officers' fees, preventive medical care, medical consumables, the purchase of equipment and special furniture;
- employer's social security contributions for sickness insurance;
- employer's contribution towards occupational disease insurance, accidents and supplementary expenses resulting from the application of relevant provisions of the Staff Regulations covering those expenses not covered by the insurance;
- unemployment insurance for temporary staff;
- constitution and maintenance of pension rights for staff in their country of origin;
- birth grants;
- death grants;
- annual travel allowance;
- rent and/or transport allowances;
- fixed duty allowances;
- fixed local travel allowances covering cost of travel within the town perimeter of appointment location;
- redundancy and termination of contract allowances;
- overtime for officials, auxiliary staff and local staff in grades C and D;
- Office's contribution towards childminding (crèches, day-care centres);
- miscellaneous recruitment expenses;
- travelling expenses;
- installation and resettlement allowances;
- removal expenses;

- temporary daily subsistence allowances on transfer of staff;
- weightings;
- adjustments to remuneration made by the Council;
- expense coverage of national officials or other experts on secondment or temporary assignments to the Office or called in for short consultations, in particular to boost co-operation with the national offices and to develop technical protocols;
- reimbursement of additional costs to the Office relating to secondment or temporary assignment of Office officials to national or international offices under exchange agreements;
- expenditure incurred in practical administrative training for young graduates. This expenditure can include trainees' social security allowances and contributions, travel expenses at the beginning and at the end of the courses, travel expenses for travel connected with the training programme and reception or meal and documentation costs.

**Evaluation of appropriations:**

1) Basic salaries	4,403,000 EUR
2) Other staff	128,000 EUR
3) Socio-medical infrastructure	32,000 EUR
4) Employer's social security contributions, pension scheme	470,000 EUR
5) Miscellaneous allowances and grants	41,000 EUR
6) Overtime	6,000 EUR
7) Child care	12,000 EUR
8) Exchange of officials and experts	pm EUR
9) Entering/leaving the service expenses/transfer	136,000 EUR
10) Salary weightings	472,000 EUR

***Total***

***5,700,000 EUR***

**Rounded up :**

<b>5,700,000 EUR</b>
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**CHAPTER 12 - FURTHER PROFESSIONAL TRAINING**

**ITEM 1200 - Further professional training, language courses, re-orientation and information for staff**

Appropriations 2013	Appropriations 2012	Outturn 2011
80,000	80,000	78,853.00

**Comments:**

In accordance with the Staff Regulations of officials of the European Communities, the appropriations are intended to cover, notably the organisation of language courses, introductory training, further professional training, professional re-orientation, courses on the use of modern techniques, seminars, etc.

It also covers the purchase of equipment and documentation and the hiring of professional organisational experts.

**Evaluation of appropriations:**

Further training, language courses, retraining and information for staff

80,000 EUR

**Rounded up :**

<b>80,000 EUR</b>
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**CHAPTER 13 - MISSIONS AND DUTY TRAVEL**

***ITEM 1300 - Mission expenses, travel expenses and other incidental expenditure***

Appropriations 2013	Appropriations 2012	Outturn 2011
210,000	210,000	229,000.00

**Comments:**

In accordance with the Staff Regulations of officials of the European Communities, the appropriations are intended to cover, notably, transport costs, payment of daily subsistence allowances on mission and ancillary or special costs associated with missions, for office staff employed under the Staff Regulations and for experts and national or international officials seconded to the Office.

**Evaluation of appropriations:**

Mission expenses, travel expenses and incidental expenditure 210,000 EUR

**Rounded up :**

<b>210,000 EUR</b>
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**CHAPTER 14 - EXTRA SERVICES**

***ITEM 1400 - Interim staff, technical and administrative assistance***

Appropriations 2013	Appropriations 2012	Outturn 2011
20,000	30,000	6,205.09

**Comments:**

The appropriations are intended to cover, notably, expenses relating to:

- employment of interim staff, notably, typists, receptionists, etc.;
- personnel employed with technical and administrative subcontractors.

The phasing out of auxiliary contracts requires a strengthening of this post.

**Evaluation of appropriations:**

1) Interim staff	20,000 EUR
2) Administrative and technical assistance for miscellaneous activities	pm

**Rounded up :**

<b>20,000 EUR</b>
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**CHAPTER 15 - SOCIAL WELFARE**

**ITEM 1500 - Special assistance grants, social contacts between the personnel and other welfare expenditure**

Appropriations 2013	Appropriations 2012	Outturn 2011
12,000	15,000	9,234.58

**Comments:**

In accordance with the Staff Regulations of officials of the European Communities, article 76, the appropriations are intended to cover, notably:

- expenditure on assistance grants which may be granted to an official, a former official or descendants of an official, finding themselves in a particularly difficult situation (when they cannot be granted a loan or an advance on their salary because of their financial situation).
- social, cultural and artistic events (reserved for cultural, artistic and social aspects);
- subsidies for sporting clubs and cultural associations;
- additional family assistance (assistance in the integration of family members of new officials or temporary agents such as language courses, etc.);
- miscellaneous subsidies;
- special aid for disabled persons;
- family assistance;
- reception of new staff; and,
- legal aid.

**Evaluation of appropriations:**

1) Special assistance grants	pm EUR
2) Social contacts between staff	12,000 EUR
3) Other welfare expenditure	pm EUR

**Total :**

<b>12,000 EUR</b>
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**CHAPTER 17 - ENTERTAINMENT AND REPRESENTATION EXPENSES**

***ITEM 1700 - Entertainment and representation expenses***

Appropriations 2013	Appropriations 2012	Outturn 2011
10,000	17,000	6,997.25

**Comments:**

The appropriations cover the reimbursement of costs incurred by authorised officials in meeting the Community Plant Variety Office's obligations in respect of entertainment or representation in the interests of the service.

**Evaluation of appropriations:**

The appropriations are estimated at

10,000 EUR

**Total :**

<b>10,000 EUR</b>
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## **3.2. EXPENDITURE**

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**TITLE 2 - BUILDINGS, EQUIPMENT AND MISCELLANEOUS ADMINISTRATIVE EXPENDITURE**





**TITLE 2 - BUILDINGS, EQUIPMENT AND  
MISCELLANEOUS ADMINISTRATIVE EXPENDITURE**

**CHAPTER 20 - INVESTMENTS IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS**

**ITEM 2000 - Property related costs**

Appropriations 2013	Appropriations 2012	Outturn 2011
300,000	300,000	427,150.79

**Comments:**

The appropriations are intended to cover, notably:

- rent and co-ownership expenses for the premises occupied by the Office and the hire of conference halls, storage space, archive space, sanitary facilities, kitchens, garages and car parks;
- insurance premiums payable under the insurance policies taken out for the premises occupied by the Office;
- expenses incurred in the consumption of water, gas, electricity and heating;
- maintenance costs, in accordance with the contracts in force (premises, lifts, central heating, air-conditioning equipment, etc.); cleaning costs (regular cleaning, purchase of cleaning products, washing, laundry & dry-cleaning products, etc.) and repainting, repairs and supplies required by the maintenance workshops;
- the purchase of equipment and the fitting-out and repair of buildings, e.g. alterations to partitioning, adjustments to technical installations and other specialised work (locks, electricity, sanitary installations, paintwork, redecorating, floor coverings, joinery, masonry, etc.);
- various expenses related to the security of persons, buildings and goods, particularly security surveillance contracts, the purchase, hire and maintenance of fire-fighting equipment, the replacement of equipment for officials and staff, first-aid equipment, the costs of checks required by law;
- the purchase or lease-purchase of buildings and technical assistance expenses incurred in the framework of major conversion works;
- financial and technical survey fees, prior to the acquisition or the construction of buildings and expertise advice relating to major conversion works;
- expenditure on buildings such as management fees for multiple occupancy of buildings, the costs of surveys of premises, taxes for general utilities (road charges, refuse collection, etc.) and associated costs.

**Evaluation of appropriations:**

1) Rent	20,000 EUR
2) Insurance	20,000 EUR
3) Water, electricity, gas and heating	60,000 EUR
4) Cleaning and maintenance	40,000 EUR
5) Fitting-out of premises	40,000 EUR
6) Fire safety and surveillance of premises	60,000 EUR
7) Acquisition of immovable property	30,000 EUR
8) Construction of buildings	pm EUR
9) Other expenditure incurred with a view to the acquisition of immovable property or construction of buildings	pm EUR
10) Other expenditure on buildings	30,000 EUR

***Total***

***300,000 EUR***

**Rounded up :**

<b>300,000 EUR</b>
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**CHAPTER 21 - DATA-PROCESSING**

**ITEM 2100 - Equipment, software and external services**

Appropriations 2013	Appropriations 2012	Outturn 2011
350,000	350,000	408,547.10

**Comments:**

The appropriations are intended to cover, notably:

- the purchase, hire, appropriation lease and maintenance of software packages, miscellaneous computer consumables and other data-processing equipment. It also covers the costs of maintenance, operating and repairs;
- the costs of data processing companies and expert advice regarding costs of services such as:
  - \* maintenance of existing equipment;
  - \* installation of new equipment and the expansion of existing equipment (feasibility studies, analysis, programming, implementation etc.);
  - \* purchase, hire and maintenance of all programmes and software, etc.;
- external data processing experts (operators, I.T. experts, system-engineers, data-entry staff, etc.).

**Evaluation of appropriations:**

1) I.T. hardware	110,000 EUR
2) Software development	90,000 EUR
3) Other external services	35,000 EUR
4) Development of "Extranet" services	115,000 EUR
<b>Total</b>	<b>350,000 EUR</b>

**Rounded up :**

<b>350,000 EUR</b>
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**CHAPTER 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS**

***ITEM 2200 - Office furniture, technical installations, vehicles and library stocks***

Appropriations 2013	Appropriations 2012	Outturn 2011
70,000	100,000	50,877.88

**Comments:**

The appropriations are intended to cover, notably:

- expenditure on the purchase, renewal, replacement, occasional hiring, repairs and maintenance of office equipment, in particular, audio-visual, reproduction, archive, library and interpreting equipment such as booths, headsets and switching units for simultaneous interpreting facilities and various tools for maintenance workshops of the buildings;
- the purchase, rental, maintenance and repairs of technical equipment and installations such as fax machines, photocopiers, etc.;
- expenditure on the purchase, hire, installation and maintenance of electronic office equipment such as typewriters, calculators, word processors, etc. and expenditure relating to documentation, office supplies, etc.;
- office furniture requirements including new purchases, renewal, replacement, occasional rental, repairs and maintenance of existing furniture;
- the purchase, renewal, rental and maintenance of transport vehicles to meet the needs of the Office and vehicle operating and maintenance costs such as insurance, fuel, spare parts and all repair bills;
- special journeys (taxi or car hire) for which other means of transport are impossible;
- purchase of specialist books, directories, dictionaries, documents and other specialised non periodical publications in printed or electronic format (CD-ROM) and includes upgrading of existing volumes;
- purchase of special equipment for the Office library (catalogues, shelving, catalogue storage units, furniture, microfiche readers, CD-ROM readers, etc.);
- subscriptions to newspapers, specific periodicals, daily newspapers of the Member States, official journals, parliamentary records, foreign trade statistics, various bulletins and other special publications;
- binding and other costs essential for the upkeep of books and periodicals.

**Evaluation of appropriations:**

1) Technical installations and equipment	33,000 EUR
2) Furniture	12,000 EUR
3) Vehicles	10,000 EUR
4) Documentation and library expenditure	15,000 EUR
<b><i>Total</i></b>	<b><i>70,000 EUR</i></b>

**Rounded up :**

<b>70,000 EUR</b>
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**CHAPTER 23 - GENERAL ADMINISTRATIVE EXPENDITURE**

**ITEM 2300 - General administrative expenditure**

Appropriations 2013	Appropriations 2012	Outturn 2011
100,000	100,000	64,068.80

**Comments:**

The appropriations are intended to cover, notably:

- the purchase of paper, envelopes and office supplies, external printing, photocopying costs and the purchase of products for reproduction equipment;
- bank charges and the cost of connection to the interbank telecommunications network;
- exchange rate losses incurred by the Office in the course of the management of its budget, provided they are not offset by exchange rate gains;
- costs of bank guarantees with third parties, in order to fulfil contractual clauses;
- damages and the costs of settling claims against the Office (civil liability);
- various kinds of insurance (in particular civil liability insurance, theft, pecuniary liability of accounting officers, imprest administrators, and insurance for staff shops and restaurants);
- refreshments and meals served during internal meetings;
- office removals and the general handling of equipment, furniture and office supplies inside the building;
- payments for service benefits provided to the Office by Community institutions or bodies, in particular, interpretation for the sessions of the Administrative Council.

**Evaluation of appropriations:**

1) Stationery and office supplies	10,000 EUR
2) Financial charges	26,000 EUR
3) Damages	pm EUR
4) Other administrative expenditure	10,000 EUR
5) Administration aid provided by the Commission (interpretation, salary calculation, etc.)	54,000 EUR
6) Others	pm EUR
<b>Total</b>	<b>100,000 EUR</b>

**Rounded up :**

<b>100,000 EUR</b>
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**CHAPTER 24 - POSTAL AND TELECOMMUNICATIONS CHARGES**

**ITEM 2400 - Postal and telecommunications charges**

Appropriations 2013	Appropriations 2012	Outturn 2011
100,000	100,000	93,400.00

**Comments:**

The appropriations are intended to cover, notably:

- expenditure on postal and delivery charges for ordinary mail, for reports and publications, on postal and other packages sent by air or surface mail and on the Office's internal mail;
- telephone rentals and calls (official calls only, as private calls are billed), faxes, videoconferences, data transmission and the purchase of directories;
- expenditure on telecommunications equipment, including cables: purchase, hire, installation, maintenance, documentation, etc.

**Evaluation of appropriations:**

1) Postage and delivery charges	49,000 EUR
2) Telephone subscriptions	45,000 EUR
3) Purchase and installation of telecommunications equipment	6,000 EUR

***Total***

***100,000 EUR***

**Rounded up :**

<b>100,000 EUR</b>
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**CHAPTER 25 - EXPENDITURE ON FORMAL AND OTHER MEETINGS**

**ITEM 2500 - Expenditure on formal and other meetings**

Appropriations 2013	Appropriations 2012	Outturn 2011
330,000	300,000	332,502.55

**Comments:**

The appropriations are intended to cover, notably:

- travelling, subsistence and incidental expenses of experts and others, in particular members of the Administrative Council called to participate in subcommittees, study and work groups. This item also covers costs associated with the holding of meetings, provided they are not covered by the existing infrastructure;
- actions with countries affected by the enlargement of the European Union;
- expenditure relating to the organisation of conferences, congresses, seminars, fairs and meetings, with the exception of expenses on the existing infrastructure and the remuneration of conference interpreters;
- expenditure on free-lance translators, agency staff, drafting and other external services, in particular, the Translation Centre in Luxembourg.

**Evaluation of appropriations:**

1) Meetings and notices	300,000 EUR
2) Miscellaneous expenditure for meetings : (seminars, fairs, etc.)	30,000 EUR

***Total***

***330,000 EUR***

**Rounded up :**

<b>330,000 EUR</b>
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**CHAPTER 26 - AUDITS AND EVALUATIONS**

***ITEM 2600 - Audits and Evaluations***

Appropriations 2013	Appropriations 2012	Outturn 2011
150,000	150,000	112,791.74

**Comments:**

The appropriations are intended to cover expenditure on internal audits, evaluations and management consultancy.

**Evaluation of appropriations:**

1) Internal audit	90,000 EUR
2) Evaluations and management consulting	10,000 EUR
3) Audit of Examination Offices	50,000 EUR

**Total :**

**150,000 EUR**



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## **3.2 EXPENDITURE**

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### **TITLE 3 - OPERATIONAL EXPENDITURE**



TITLE 3 - OPERATIONAL EXPENDITURE

**CHAPTER 30 - FEES FOR THE ACTIVITIES OF THE EXAMINATION OFFICES**

**ITEM 3000 - Fees payable to the competent organisations acting as examination offices**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
6,200,000	5,300,000	6,000,000	5,000,000	5,639,435.50	4,771,302.88

**Comments:**

The appropriations are intended to cover, notably:

- fees payable to the offices entrusted by the Office with the technical examination of plant varieties;
- fees payable to the offices entrusted with technical verification after the grant of protection by the Office.

**Evaluation of appropriations:**

1) Fees payable for carrying out the technical examination of plant varieties

<i>Number of applications requiring a commitment over one or several years :</i>	2,385
<i>Average cost of the examinations :</i>	2,600 EUR

Total of perennial commitments :	6,199,830 EUR
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2) Fees for technical checking of plant varieties	pm EUR
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**Total** **6,199,830 EUR**

**Rounded up :** **6,200,000 EUR**

**The financial forecast for payments relating to commitments is presented as follows:**

Commitments		Payments				
		2013	2014	2015	2016	Subsequent years
Pre-2012 commitments still outstanding	1,900,000	1,900,000				
Appropriations 2012	5,000,000	2,480,000	2,000,000	1,170,000		
Appropriations 2013	6,200,000	920,000	2,000,000	930,000	680,000	
<b>Total</b>	<b>13,100,000</b>	<b>5,300,000</b>	<b>4,000,000</b>	<b>2,100,000</b>	<b>680,000</b>	

**CHAPTER 31 - MAINTENANCE OF REFERENCE COLLECTIONS**

**ITEM 3100 - Expenditure for the maintenance of reference collections of varieties at the examination offices**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
pm	pm	pm	pm	0.00	0.00

**Comments:**

The appropriations are intended to cover, notably costs incurred by the competent organisations of the Member States, in maintaining reference collections of the plant varieties as a basis for technical examination and/or verification requested by the Office.

**Evaluation of appropriations:**

The appropriations are estimated at : pm

**Total :**

<b>pm</b>
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**CHAPTER 32 - PROCUREMENT OF OTHER EXAMINATION REPORTS**

**ITEM 3200 - Expenditure on the procurement of other examination reports available on the basis of an agreement between the Office and a competent authority within the Member States**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
312,000	312,000	312,000	312,000	281,810.63	272,930.63

**Comments:**

The appropriations are intended to cover the purchase, in accordance with the implementing rules, of examination reports made available to the Office relating to technical examinations already carried out or, in certain cases, already in progress.

**Evaluation of appropriations:**

At the moment, fees are set at 240 € per examination report. The total expenditure amount for this item can be calculated as follows:

1) Requests to be made within the year for the taking over of technical reports	1300 applications	x	240 EUR	=	312,000 EUR
2) Safety margin for the entire item	0%				0 EUR

**Total**

**312,000 EUR**

**Rounded up :**

<b>312,000 EUR</b>
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**The financial forecast for payments relating to commitments is presented as follows:**

Commitments		Payments				
		2013	2014	2015	2016	Subsequent years
Pre-2012 commitments still outstanding	10,000	58,000				
Appropriations 2012	312,000	130,000	46,000			
Appropriations 2013	312,000	124,000	100,000	56,000		
<b>Total</b>	<b>634,000</b>	<b>312,000</b>	<b>146,000</b>	<b>56,000</b>		

**CHAPTER 33 - EXAMINATION OF VARIETY DENOMINATIONS**

**ITEM 3300 - Expenditure on the examination of variety denominations**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
pm	pm	pm	pm	0.00	0.00

**Comments:**

Examination of proposed variety denominations (Article 54 paragraph 1 of Regulation (EC) n° 2100/94, last modified by Regulation (EC) n° 2506/95).



**CHAPTER 34 - PUBLICATIONS AND TRANSLATIONS**

**ITEM 3400 - Official, general and promotional publications  
Translation services**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
150,000	150,000	150,000	150,000	102,073.81	62,891.53

**Comments:**

The appropriations are intended to cover, notably:

- publications such as the Official Journal of the Office and other official publications;
- other publication costs relating to other Office publications, (brochures and publications for the dissemination of technical and economic knowledge relevant to the activities of the Office. This appropriation also covers publications deriving from seminars, symposiums, etc.);
- expenditure on Office publicity and promotional publications in order to advertise its activities to the economic sectors and public authorities concerned;
- freelance translators or agency staff, drafting and other work sent out and in particular, services provided by the Translation Centre in Luxembourg.

**Evaluation of appropriations:**

1) Official publications	20,000 EUR
2) Miscellaneous publications	10,000 EUR
3) Translation service benefits	120,000 EUR

**Total**

**150,000 EUR**

**Rounded up :**

<b>150,000 EUR</b>
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**The financial forecast of payments relating to commitments is presented as follows:**

Commitments		Payments				
		2013	2014	2015	2016	Subsequent years
Pre-2012 commitments still outstanding						
Appropriations 2012	200,000	108,000				
Appropriations 2013	150,000	42,000	110,000			
<b>Total</b>	<b>350,000</b>	<b>150,000</b>	<b>110,000</b>			

**CHAPTER 35 - TECHNICAL SURVEYS, STUDIES & CONSULTATIONS**

**ITEM 3500 - Technical studies**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
400,000	150,000	300,000	150,000	0.00	0.00

**Comments:**

The appropriations are intended to cover the costs of specialised technical studies (technical studies, research and development, etc.).

**Evaluation of appropriations:**

The appropriations are estimated at:

400,000 EUR

**Total :**

**400,000 EUR**

**The financial forecast of payments relating to commitments is presented as follows:**

Commitments		Payments				
		2013	2014	2015	2016	Subsequent years
Pre-2012 commitments still outstanding	100,000	25,000				
Appropriations 2012	300,000	25,000				
Appropriations 2013	400,000	100,000	110,000			
<b>Total</b>	<b>800,000</b>	<b>150,000</b>	<b>110,000</b>			

**CHAPTER 36 - SPECIAL ADVISERS**

**ITEM 3600 - Special Advisers**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
90,000	90,000	90,000	90,000	33,823.07	17,052.82

**Comments:**

The appropriations are intended to cover, notably:

- the remuneration, travelling expenses and subsistence expenses of members of the Board of Appeal;
- preliminary legal costs and the services of lawyers or other experts called in to advise the Office. It also covers expenses incurred before the Court of Justice and other courts.

**Evaluation of appropriations:**

1) Remuneration of members of the Board of appeal	40,000 EUR
2) Other works	50,000 EUR
3) Legal expenses	pm

**Total :**

<b>90,000 EUR</b>
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**The financial forecast of payments relating to commitments is presented as follows:**

Commitments		Payments				
		2013	2014	2015	2016	Subsequent years
Pre-2012 commitments still outstanding						
Appropriations 2012	90,000	pm				
Appropriations 2013	90,000	90,000				
<b>Total</b>	<b>180,000</b>	<b>90,000</b>				

**CHAPTER 37 - MULTI-BENEFICIARY PROGRAM**

**ITEM 3700 - Actions in the frame of the Multi-beneficiary program**

**Financial Figures (Differentiated appropriations):**

Appropriations 2013		Appropriations 2012		Outturn 2011	
Commitments	Payments	Commitments	Payments	Commitments	Payments
200,000	200,000	200,000	200,000	31,660.00	19,046.25

**Comments:**

The creation of this item is justified by the participation of the Office in the *Multi-beneficiary program* in favour of certain countries launched by the European Community. The appropriations will be awarded by the European Commission and are intended, as far as the Office is concerned, to promote the participation of these countries to work in the field of plant variety protection.

**Evaluation of appropriations:**

The appropriations are estimated at:

200,000 EUR

**Total :**

<b>200,000 EUR</b>
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**The financial forecast of payments relating to commitments is presented as follows:**

Commitments		Payments				
		2013	2014	2015	2016	Subsequent years
Pre-2012 commitments still outstanding	pm					
Appropriations 2012	300,000	20,000	pm			
Appropriations 2013	200,000	180,000	20,000			
<b>Total</b>	<b>500,000</b>	<b>200,000</b>	<b>20,000</b>			

## **4. ESTABLISHMENT PLAN**



## ESTABLISHMENT PLAN

### DRAFT BUDGET 2013

Category and grade	Posts 2013		Posts 2012	
	Officials	Temporary Agents	Officials	Temporary Agents
AD 16	-	-	-	-
AD 15	-	-	-	-
AD 14	1	1	-	1
AD 13	1	-	1	-
AD 12	-	1	1	1
AD 11	1	1	-	-
AD 10	-	-	1	1
AD 9	2 (*)	-	-	-
AD 8	-	1	-	-
AD 7	-	2	-	2
AD 6	-	1	-	2
AD 5	-	-	-	-
TOTAL	5 (*)	7	3	7
AST 11	-	-	-	-
AST 10	-	1	-	-
AST 9	5 (*)	5	5	3
AST 8	-	1	-	4
AST 7	2	1	-	1
AST 6	-	4	2	1
AST 5	1	6	1	8
AST 4	-	4	-	3
AST 3	-	2	-	3
AST 2	-	4	-	5
AST 1	-	-	-	-
TOTAL	8	28	8	28
<b>TOTAL GENERAL</b>	<b>13 (*)</b>	<b>35</b>	<b>11</b>	<b>35</b>

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 (\*) subject to certification