

**ESTIMATE OF
INCOME AND EXPENDITURE
FINANCIAL YEAR 2014**

– DRAFT BUDGET –

ADOPTED BY THE ADMINISTRATIVE COUNCIL
DURING ITS SESSION ON 27 and 28 FEBRUARY 2013

*

COMMUNITY PLANT VARIETY OFFICE

CONTENTS

1. INTRODUCTION

1.1	Income	7
1.2	Expenditure	8
1.3	Deficit Reserve	9
1.4	Conclusion and Prospects	9

2. SUMMARY TABLE

2.1	Income	13
2.2	Expenditure	13

3. SHEETS DETAILED BY BUDGET HEADINGS

3.1	Income	21
3.2	Expenditure	29
	Title 1 – Staff	31
	Title 2 – Buildings, equipment and various administrative expenditure	41
	Title 3 – Operational expenditure	53

4. ESTABLISHMENT PLAN

63

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	5,750,000	(i.e. 23000 titles x 250 €)
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>11,812,000</i>	

The total forecast for income amounts to **14.172.000** euros. This figure is obtained as follows:

Income generated from fees	11,812,000
Deficit reserve	1,898,000
Income generated from administrative operations	12,000
Income from service benefits	pm
Other income	250,000
Multi-beneficiary program	200,000
Total	14,172,000

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 2014 foresees a total of 47 posts. These posts are broken down as follows:

- President (1 AD);
- Vice-President (1 AD);
- Technical Unit (5 AD and 14 AST);
- Finance and Administration Unit (2 AD and 15 AST);
- Legal Service (2 AD and 1 AST);
- Personnel Service (3 AST);
- Audit Service (1 AD);
- Secretary of the President (1 AST); and,
- Secretary of the Vice-President (1 AST).

Expenditure registered under Title 1 amounts to 6.370.000 euros representing an increase of 5,6 % compared to 2013.

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 1.500.000 euros representing an increase of 7,1 % compared to 2013.

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 7.502.000 euros, representing an increase of 2,0 % compared to 2013.

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 2014 amounts to 15.372.000 euros for commitment appropriations and 14.172.000 euros for payment appropriations.

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 2014 is calculated as follows:

Total payment appropriations	14,172,000 EUR
Total income	<u>12,274,000 EUR</u>
Deficit Reserve	1,898,000 EUR
Total :	1,898,000 EUR

1.4. CONCLUSIONS AND PROSPECTS

The total of commitment appropriations in the *Draft Budget 2014* amounts to 15.372.000 euros.

The total of income and payment appropriations in the *Draft Budget 2014* amounts to 14.172.000 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 5,6 % increase in **personnel expenditure** is expected;
- a 7,1 % increase in the **administrative expenditure**, and,
- lastly, a 2,0 % increase in **operational expenditure**.

2. SUMMARY TABLE

2.1. INCOME

2.2. EXPENDITURE

2. TABLEAU DE SYNTHÈSE / SUMMARY TABLE

2.1. RECETTES / INCOME

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS INCOME	BUDGET		OUTTURN
		DRAFT BUDGET 2014 Income	2013 Income	2012 Income
		(C.A. 02/13 A.C.)	(C.A. 11/12 A.C.)	(C.A. 02/13 A.C.)
1	INCOME			
1000	Income generated from fees	11,812,000	12,362,000	12,634,982.50
	TOTAL TITLE 1	11,812,000	12,362,000	12,634,982.50
3	RESERVE			
3000	Deficit Reserve	1,898,000	910,000	-1,411,894.39
	TOTAL TITLE 1	1,898,000	910,000	-1,411,894.39
5	INCOME FROM ADMIN. OPERATIONS			
5000	Income from administrative operations	12,000	12,000	4,611.48
	TOTAL TITLE 5	12,000	12,000	4,611.48
6	Expend. REFUNDING + PROVIDED SERV. income			
6000	Income from the sales of the Official Gazette	pm	pm	0.00
	TOTAL TITLE 6	pm	pm	0.00
9	OTHER INCOME			
9100	Interest on account	250,000	150,000	316,869.30
9200	Donation & legacy	pm	pm	0.00
9300	Multi-beneficiary program	200,000	200,000	196,783.00
	TOTAL TITLE 9	450,000	350,000	513,652.30
	TOTAL OF INCOME	14,172,000	13,634,000	11,741,351.89

2.2. DEPENSES / EXPENDITURE

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS EXPENDITURE - TITLE 1	BUDGET		OUTTURN
		DRAFT BUDGET 2014 Appropriations	2013 Appropriations	2012 Appropriations
		(C.A. 02/13 A.C.)	(C.A. 11/12 A.C.)	(C.A. 02/13 A.C.)
EXPENDITURE - TITLE 1				
1	STAFF WORKING WITHIN THE CPVO			
11	Staff in active employment			
1100	Expenditure related to staff employed	5,985,000	5,700,000	5,213,175.32
	TOTAL CHAPTER 11	5,985,000	5,700,000	5,213,175.32
12	Further Professional training			
1200	Further Professional training	100,000	80,000	87,403.95
	TOTAL CHAPTER 12	100,000	80,000	87,403.95
13	Missions and duty travels			
1300	Missions and travel expenses	240,000	210,000	230,994.86
	TOTAL CHAPTER 13	240,000	210,000	230,994.86
14	Supplementary services			
1400	Interim staff, administrative and technical assistance	20,000	20,000	7,331.24
	TOTAL CHAPTER 14	20,000	20,000	7,331.24
15	Social welfare			
1500	Special assistance grants, other welfare expenditure	15,000	12,000	11,740.09
	TOTAL CHAPTER 15	15,000	12,000	11,740.09
17	Entertainment and representation expenses			
1700	Entertainment and representation expenses	10,000	10,000	6,388.64
	TOTAL CHAPTER 17	10,000	10,000	6,388.64
	TOTAL EXPENDITURE - TITLE 1	6,370,000	6,032,000	5,557,034.10

2.2. DEPENSES / EXPENDITURE

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS EXPENDITURE - TITLE 2	BUDGET		BUDGET		OUTTURN	
		DRAFT BUDGET 2014 Appropriations		2013 Appropriations		2012 Appropriations	
		(C.A. 02/13 A.C.)		(C.A. 11/12 A.C.)		(C.A. 02/13 A.C.)	
EXPENDITURE - TITLE 2							
2	BUILDINGS, EQUIPMENT, ADMIN. EXPENDITURE						
20	Investments in immovable property						
2000	Property related costs	400,000		300,000		200,340.70	
	TOTAL CHAPTER 20	400,000		300,000		200,340.70	
21	Data processing						
2100	Equipment, software and other external services	350,000		350,000		314,603.40	
	TOTAL CHAPTER 21	350,000		350,000		314,603.40	
22	Movable property and associated costs						
2200	Office furniture, transport, technical & library equipment	70,000		70,000		27,299.74	
	TOTAL CHAPTER 22	70,000		70,000		27,299.74	
23	General administrative expenditure						
2300	General administrative expenditure	100,000		100,000		87,857.78	
	TOTAL CHAPTER 23	100,000		100,000		87,857.78	
24	Postal charges and Telecommunications						
2400	Postage and Telecommunications charges	100,000		100,000		84,167.32	
	TOTAL CHAPTER 24	100,000		100,000		84,167.32	
25	Expenditure on formal and other meetings						
2500	Meetings and notices	330,000		330,000		196,330.94	
	TOTAL CHAPTER 25	330,000		330,000		196,330.94	
26	Audits and Evaluations						
2600	Audits and Evaluations	150,000		150,000		75,575.59	
	TOTAL CHAPTER 26	150,000		150,000		75,575.59	
	TOTAL EXPENDITURE - TITLE 2	1,500,000		1,400,000		986,175.47	

TITRE/TITLE CHAP. ART. POSTE/ITEM	HEADINGS EXPENDITURE - TITLE 3	BUDGET		BUDGET		OUTTURN	
		DRAFT BUDGET 2014 (C.A. 02/13 A.C.)		2013 (C.A. 11/12 A.C.)		2012 (C.A. 02/13 A.C.)	
		Commitments	Payments	Commitments	Payments	Commitments	Payments
EXPENDITURE - TITLE 3							
3	OPERATIONAL EXPENDITURE						
30	Fees payable to the examination offices						
3000	Fees for the examination offices (E.U. and others)	6,350,000	5,400,000	6,200,000	5,300,000	6,146,034.14	4,667,301.89
	TOTAL CHAPTER 30	6,350,000	5,400,000	6,200,000	5,300,000	6,146,034.14	4,667,301.89
31	Maintenance of reference collections						
3100	Expend.for relevant organisms (E.U. and others)	pm	pm	pm	pm	0.00	0.00
	TOTAL CHAPTER 31	pm	pm	pm	pm	0.00	0.00
32	Procurement of other examination reports						
3200	Procurement of other exam.reports	312,000	312,000	312,000	312,000	272,160.00	267,600.00
	TOTAL CHAPTER 32	312,000	312,000	312,000	312,000	272,160.00	267,600.00
33	Examination of denominations						
3300	Expend.for examination of denominations	pm	pm	pm	pm	0.00	0.00
	TOTAL CHAPTER 33	pm	pm	pm	pm	0.00	0.00
34	Publications and translations						
3400	Official, general and promotional publications	150,000	150,000	150,000	150,000	92,009.36	61,211.92
	TOTAL CHAPTER 34	150,000	150,000	150,000	150,000	92,009.36	61,211.92
35	Technical studies, surveys, consultations						
3500	Technical studies	400,000	150,000	400,000	150,000	218,616.00	85,231.00
	TOTAL CHAPTER 35	400,000	150,000	400,000	150,000	218,616.00	85,231.00
36	Special advisers						
3600	Special advisers	90,000	90,000	90,000	90,000	20,641.32	36,195.42
	TOTAL CHAPTER 36	90,000	90,000	90,000	90,000	20,641.32	36,195.42
37	Multi-beneficiary program						
3700	Actions in the frame of the multi-beneficiary program	200,000	200,000	200,000	200,000	81,579.64	80,602.09
	TOTAL CHAPTER 37	200,000	200,000	200,000	200,000	81,579.64	80,602.09
	TOTAL TITLE 3	7,502,000	6,302,000	7,352,000	6,202,000	6,831,040.46	5,198,142.32
	TOTAL EXPENDITURE	15,372,000	14,172,000	14,784,000	13,634,000	13,374,250.03	11,741,351.89

3. SHEETS BY BUDGET HEADINGS

3.1. INCOME

3.2. EXPENDITURE

3.1. INCOME

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 2014	Budget 2013	Outturn 2012
11,812,000	12,362,000	12,634,982.50

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:** 23.000 titles in force.

2) *Estimation of appropriations:*

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

FEES	2014
APPLICATION FEE	2,015,000
EXAMINATION FEE	3,600,000
ANNUAL FEE	5,750,000
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
TOTAL GENERAL	11,812,000

Rounded up :

11,812,000 EUR

TITLE 3 – RESERVE

ITEM 3000 - Deficit Reserve

Budget 2014	Budget 2013	Outturn 2012
1,898,000	910,000	-1,411,894.39

Comments:

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

Evaluation of income:

Total payment appropriations	14,172,000 EUR
Total income	12,274,000 EUR
	1,898,000 EUR

Deficit Reserve

Total :

1,898,000 EUR

TITLE 5 - INCOME GENERATED FROM THE ADMINISTRATIVE OPERATIONS OF THE OFFICE

ITEM 5000 - Income generated from administrative operations

Budget 2014	Budget 2013	Outturn 2012
12,000	12,000	4,611.48

Evaluation of income:

Income from valuable administrative services and/or reimbursement of expenses

12,000 EUR

Total :

12,000 EUR

<p>TITLE 6 - CONTRIBUTIONS TO THE COMMUNITY PROGRAMMES, REPAYMENT OF EXPENDITURE, PROVIDED SERVICE INCOME SUBJECT TO PAYMENT</p>

ITEM 6000 - Income generated from the sales of the Official Gazette

Budget 2014	Budget 2013	Outturn 2012
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 :

pm

<h2>TITLE 9 - OTHER INCOME</h2>

ITEM 9100 - Interest on Account

Budget 2014	Budget 2013	Outturn 2012
250,000	150,000	316,869.30

Comments:

Income generated from interest on account.

Evaluation of income:

Interest on a 19,000,000 EUR x 1.32% i.e. 249,850 EUR

Total : **250,000 EUR**

ITEM 9200 - Donation and Legacy

Budget 2014	Budget 2013	Outturn 2012
pm	pm	0.00

Evaluation of income:

Per memoria

Total : **pm**

ITEM 9300 - Multi-beneficiary program

Budget 2014	Budget 2013	Outturn 2012
200,000	200,000	196,783.00

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 :

200,000 EUR

3.2. EXPENDITURE

TITLE 1 - STAFF

TITLE 1 - STAFF

CHAPTER 11 - STAFF IN ACTIVE EMPLOYMENT

ITEM 1100 - Expenditure related to staff in active employment

Appropriations 2014	Appropriations 2013	Outturn 2012
5,985,000	5,700,000	5,213,175.32

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	4,603,000 EUR
2) Other staff	178,000 EUR
3) Socio-medical infrastructure	37,000 EUR
4) Employer's social security contributions, pension scheme	500,000 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

5,985,000 EUR

Rounded up :

5,985,000 EUR

CHAPTER 12 - FURTHER PROFESSIONAL TRAINING

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

Appropriations 2014	Appropriations 2013	Outturn 2012
100,000	80,000	87,403.95

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

100,000 EUR

Rounded up :

100,000 EUR

CHAPTER 13 - MISSIONS AND DUTY TRAVEL

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

Appropriations 2014	Appropriations 2013	Outturn 2012
240,000	210,000	230,994.86

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 240,000 EUR

Rounded up :

240,000 EUR

CHAPTER 14 - EXTRA SERVICES

ITEM 1400 - Interim staff, technical and administrative assistance

Appropriations 2014	Appropriations 2013	Outturn 2012
20,000	20,000	7,331.24

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 :

20,000 EUR

CHAPTER 15 - SOCIAL WELFARE

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

Appropriations 2014	Appropriations 2013	Outturn 2012
15,000	12,000	11,740.09

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	15,000 EUR
3) Other welfare expenditure	pm EUR

Total :

15,000 EUR

CHAPTER 17 - ENTERTAINMENT AND REPRESENTATION EXPENSES

ITEM 1700 - Entertainment and representation expenses

Appropriations 2014	Appropriations 2013	Outturn 2012
10,000	10,000	6,388.64

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 :

10,000 EUR

3.2. EXPENDITURE

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 2014	Appropriations 2013	Outturn 2012
400,000	300,000	200,340.70

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	140,000 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

400,000 EUR

Rounded up :

400,000 EUR

CHAPTER 21 - DATA-PROCESSING

ITEM 2100 - Equipment, software and external services

Appropriations 2014	Appropriations 2013	Outturn 2012
350,000	350,000	314,603.40

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	62,000 EUR
2) Software development	90,000 EUR
3) Other external services	pm EUR
4) Licenses and maintenances	198,000 EUR
Total	350,000 EUR

Rounded up :

350,000 EUR

CHAPTER 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS

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

Appropriations 2014	Appropriations 2013	Outturn 2012
70,000	70,000	27,299.74

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	27,000 EUR
3) Vehicles / Fuel / Taxi	10,000 EUR
4) Documentation and library expenditure	pm EUR
<i>Total</i>	<i>70,000 EUR</i>

Rounded up :

70,000 EUR

CHAPTER 23 - GENERAL ADMINISTRATIVE EXPENDITURE

ITEM 2300 - General administrative expenditure

Appropriations 2014	Appropriations 2013	Outturn 2012
100,000	100,000	87,857.78

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	10,000 EUR
3) Damages	pm EUR
4) Other administrative expenditure	10,000 EUR
5) Administration aid provided by the Commission (interpretation, salary calculation, etc.)	70,000 EUR
6) Others	pm EUR
Total	100,000 EUR

Rounded up :

100,000 EUR

CHAPTER 24 - POSTAL AND TELECOMMUNICATIONS CHARGES

ITEM 2400 - Postal and telecommunications charges

Appropriations 2014	Appropriations 2013	Outturn 2012
100,000	100,000	84,167.32

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 :

100,000 EUR

CHAPTER 25 - EXPENDITURE ON FORMAL AND OTHER MEETINGS

ITEM 2500 - Expenditure on formal and other meetings

Appropriations 2014	Appropriations 2013	Outturn 2012
330,000	330,000	196,330.94

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 :

330,000 EUR

CHAPTER 26 - AUDITS AND EVALUATIONS

ITEM 2600 - Audits and Evaluations

Appropriations 2014	Appropriations 2013	Outturn 2012
150,000	150,000	75,575.59

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

3.2 EXPENDITURE

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 2014		Appropriations 2013		Outturn 2012	
Commitments	Payments	Commitments	Payments	Commitments	Payments
6,350,000	5,400,000	6,200,000	5,300,000	6,146,034.14	4,667,301.89

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>	2,442
<i>Average cost of the examinations :</i>	2,600 EUR

Total of perennial commitments : 6,349,200 EUR

2) Fees for technical checking of plant varieties pm EUR

Total 6,349,200 EUR

Rounded up : 6,350,000 EUR

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

Commitments		Payments				
		2014	2015	2016	2017	Subsequent years
Pre-2013 commitments still outstanding	1,900,000	1,900,000				
Appropriations 2013	6,200,000	2,480,000	2,000,000	1,170,000		
Appropriations 2014	6,350,000	1,020,000	2,000,000	930,000	680,000	
Total	14,450,000	5,400,000	4,000,000	2,100,000	680,000	

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 2014		Appropriations 2013		Outturn 2012	
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 :

pm

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 2014		Appropriations 2013		Outturn 2012	
Commitments	Payments	Commitments	Payments	Commitments	Payments
312,000	312,000	312,000	312,000	272,160.00	267,600.00

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 :

312,000 EUR

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

Commitments		Payments				
		2014	2015	2016	2017	Subsequent years
Pre-2013 commitments still outstanding	10,000	58,000				
Appropriations 2013	312,000	130,000	46,000			
Appropriations 2014	312,000	124,000	100,000	56,000		
Total	634,000	312,000	146,000	56,000		

CHAPTER 33 - EXAMINATION OF VARIETY DENOMINATIONS

ITEM 3300 - Expenditure on the examination of variety denominations

Financial Figures (Differentiated appropriations):

Appropriations 2014		Appropriations 2013		Outturn 2012	
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 2014		Appropriations 2013		Outturn 2012	
Commitments	Payments	Commitments	Payments	Commitments	Payments
150,000	150,000	150,000	150,000	92,009.36	61,211.92

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 : **150,000 EUR**

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

Commitments		Payments				
		2014	2015	2016	2017	Subsequent years
Pre-2013 commitments still outstanding						
Appropriations 2013	150,000	108,000				
Appropriations 2014	150,000	42,000	108,000			
Total	300,000	150,000	108,000			

CHAPTER 35 - TECHNICAL SURVEYS, STUDIES & CONSULTATIONS

ITEM 3500 - Technical studies

Financial Figures (Differentiated appropriations):

Appropriations 2014		Appropriations 2013		Outturn 2012	
Commitments	Payments	Commitments	Payments	Commitments	Payments
400,000	150,000	400,000	150,000	218,616.00	85,231.00

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				
		2014	2015	2016	2017	Subsequent years
Pre-2013 commitments still outstanding	100,000	25,000				
Appropriations 2013	400,000	25,000				
Appropriations 2014	400,000	100,000	110,000			
Total	900,000	150,000	110,000			

CHAPTER 36 - SPECIAL ADVISERS

ITEM 3600 - Special Advisers

Financial Figures (Differentiated appropriations):

Appropriations 2014		Appropriations 2013		Outturn 2012	
Commitments	Payments	Commitments	Payments	Commitments	Payments
90,000	90,000	90,000	90,000	20,641.32	36,195.42

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 :

90,000 EUR

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

Commitments		Payments				
		2014	2015	2016	2017	Subsequent years
Pre-2013 commitments still outstanding						
Appropriations 2013	90,000	pm				
Appropriations 2014	90,000	90,000				
Total	180,000	90,000				

CHAPTER 37 - MULTI-BENEFICIARY PROGRAM

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

Financial Figures (Differentiated appropriations):

Appropriations 2014		Appropriations 2013		Outturn 2012	
Commitments	Payments	Commitments	Payments	Commitments	Payments
200,000	200,000	200,000	200,000	81,579.64	80,602.09

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 :

200,000 EUR

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

Commitments		Payments				
		2014	2015	2016	2017	Subsequent years
Pre-2013 commitments still outstanding	pm					
Appropriations 2013	200,000	20,000	pm			
Appropriations 2014	200,000	180,000	20,000			
Total	400,000	200,000	20,000			

4. ESTABLISHMENT PLAN

ESTABLISHMENT PLAN

DRAFT BUDGET 2014

Category and grade	Posts 2013		Posts 2014	
	Officials	Temporary Agents	Officials	Temporary Agents
AD 16	-	-	-	-
AD 15	-	-	-	-
AD 14	1	1	1	1
AD 13	1	-	1	-
AD 12	-	1	-	2
AD 11	1	1	-	-
AD 10	-	-	-	-
AD 9	2 (*)	-	2 (*)	3
AD 8	-	1	-	2
AD 7	-	2	-	-
AD 6	-	1	-	-
AD 5	-	-	-	-
TOTAL	5 (*)	7	4 (*)	8
AST 11	-	-	-	-
AST 10	-	1	-	2
AST 9	5 (*)	5	4 (*)	5
AST 8	-	1	2	1
AST 7	2	1	-	-
AST 6	-	4	1	4
AST 5	1	6	-	6
AST 4	-	4	-	4
AST 3	-	2	-	6
AST 2	-	4	-	-
AST 1	-	-	-	-
TOTAL	8	28	7 (*)	28
TOTAL GENERAL	13 (*)	35	11 (*)	36

 (*) subject to certification