



CPVO • OCVV

Community Plant Variety Office
Office Communautaire des Variétés Végétales

ESTIMATE OF INCOME AND EXPENDITURE FINANCIAL YEAR 2021

DRAFT BUDGET

ADOPTED BY THE ADMINISTRATIVE COUNCIL DURING
ITS SESSION ON 30th September 2020



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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
- interest on bank accounts.

1.1.2 Budgetary projections

| Fee Types | Rounded Amount (EUR) | | Detail | EUR |
|---------------------------------|-------------------------|----------|--------------|---------|
| Application fees - Online | 1 410 000 | = 3 140 | Applications | x 450 |
| Examination fees | 7 000 000 | = 2 170 | Examinations | x 3 225 |
| Annual fees | 9 900 000 | = 30 010 | Titles | x 330 |
| Fees laid down by the President | 30 000 | = 750 | Fees | x 40 |
| Report fees | 430 000 | = 1 344 | Reports | x 320 |
| Sales of reports | 140 000 | = 438 | Reports | x 320 |
| Rounded total | 18 910 000 | | | |

The total forecast for income amounts to 19.323.000 euros. This figure is obtained as follows:

| Fee Types | Amount | EUR |
|---------------------------------------|-------------------|-----|
| Income from fees | 18 910 000 | |
| Deficit reserve | 263 000 | |
| Income from administrative operations | 20 000 | |
| Income from service benefits | pm | |
| Other income | 130 000 | |
| Multi-beneficiary program | pm | |
| Total | 19 323 000 | |

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

1.2 Expenditure

The assumptions and methods of calculation on which the principal items of Title 1, Title 2 and Title 3 are based are included on the pages detailed by budget headings.

1.2.1 Title 1: Personnel

The establishment plan for 2021 foresees a total of 45 posts. These posts are broken down as follows:

| | | | | | |
|---|---|----|---|----|-----|
| The President | 3 | AD | + | 1 | AST |
| The Technical Unit | 8 | AD | + | 9 | AST |
| The Administrative Unit and Human Resources | 3 | AD | + | 10 | AST |
| The Legal Unit | 4 | AD | + | 6 | AST |
| The Audit Service | 1 | AD | | | |

The CPVO has 6 contract agents in various sectors.

Expenditure registered under Title 1 amounts to 8.787.000 euros representing an increase of 5,36% compared to 2020.

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

1.2.2 Title2: Building, equipment, various administrative expenditure

The forecast of expenditure on Title 2 amounts to 1.916.000 euros representing a decrease of 2,04% compared to 2020.

1.2.3 Title3: Operational expenditure

Commitment appropriations registered under Title 3 amount to 9.335.000 euros representing a decrease of 8,57% compared to 2020.

1.2.4 Total Expenditure

The total expenditure forecast for 2021 amounts to 20.038.000 euros for commitment appropriations and 19.323.000 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 2021 is calculated as follows:

| | |
|--------------------------------------|----------------|
| Total payment appropriations | 19 323 000 |
| Total income (free reserve excluded) | 19 060 000 |
| Deficit reserve | 263 000 |

1.4 Conclusions And Prospects

The total of commitment appropriations in the draft budget amounts to 20.038.000 euros.

The total of income and payment appropriations in the draft budget amounts to 19.323.000 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, enables it to preserve a stable and solid financial structure.

With regard to **commitments** the trends are as follows:

- an increase of 5,36% in personnel expenditure;
- a decrease of 2,04% in administrative expenditure; and,
- an increase of 8,57% in operational expenditure.

For the **payment appropriation** of the operational expenses, the decrease corresponds to -11,04%.

2 SUMMARY TABLE

2.1 Income by title

| CHAPTER | INCOME | DRAFT BUDGET | BUDGET | EXECUTED |
|----------|--|-------------------|-------------------|----------------------|
| ARTICLE | | 2021 | 2020 | 2019 |
| | | (AC 09/2020) | (AC 09/2019) | (AC 09/2020) |
| 1 | INCOME | | | |
| 1000 | Income from fees | 18 910 000 | 19 130 000 | 17 671 918,00 |
| | TOTAL TITLE 1 | 18 910 000 | 19 130 000 | 17 671 918,00 |
| 3 | RESERVE | | | |
| 3000 | Deficit reserve | 263 000 | 756 000 | -1 348 900,89 |
| | TOTAL TITLE 3 | 263 000 | 756 000 | -1 348 900,89 |
| 5 | INCOME FROM ADMINISTRATIVE OPERATIONS | | | |
| 5000 | Income from administrative operations | 20 000 | 20 000 | 23 992,37 |
| | TOTAL TITLE 5 | 20 000 | 20 000 | 23 992,37 |
| 6 | EXPEND. REFUNDING & PROVIDED SERV. INCOME | | | |
| 6000 | Income from sales of the Official Gazette | pm | pm | pm |
| | TOTAL TITLE 6 | pm | pm | pm |
| 9 | OTHER INCOME | | | |
| 9100 | Interest on account | 130 000 | 80 000 | 28 799,87 |
| 9200 | Donation and legacy | pm | pm | pm |
| 9300 | Multi-beneficiary program | pm | pm | |
| | TOTAL TITLE 9 | 130 000 | 80 000 | 28 799,87 |
| | TOTAL INCOME | 19 323 000 | 19 986 000 | 16 375 809,35 |

2.2 Expenditure

2.2.1 Table 1 - Title 1: Staff expenses, staff working within the CPVO

| CHAPTER ARTICLE | EXPENSES - TITLE 1 | DRAFT BUDGET 2 021 (AC 09/2020) | BUDGET 2 020 (AC 09/2019) | EXECUTED 2 019 (AC 09/2020) |
|--------------------|--|---------------------------------------|---------------------------------|-----------------------------------|
| 11 | Staff in active employment | | | |
| 1100 | Expenditure related to staff employed | 8 302 000 | 7 830 000 | 7 052 270,89 |
| | TOTAL CHAPTER 11 | 8 302 000 | 7 830 000 | 7 052 270,89 |
| 12 | Further professional training | | | |
| 1200 | Further professional training | 110 000 | 90 000 | 112 908,48 |
| | TOTAL CHAPTER 12 | 110 000 | 90 000 | 112 908,48 |
| 13 | Missions and duty travels | | | |
| 1300 | Missions and travel expenses | 250 000 | 290 000 | 225 531,82 |
| | TOTAL CHAPTER 13 | 250 000 | 290 000 | 225 531,82 |
| 14 | Supplementary services | | | |
| 1400 | Interim staff, administrative and technical assistance | 80 000 | 80 000 | 97 388,46 |
| | TOTAL CHAPTER 14 | 80 000 | 80 000 | 97 388,46 |
| 15 | Social welfare | | | |
| 1500 | Special assistance grants, other welfare expenditure | 40 000 | 40 000 | 27 176,08 |
| | TOTAL CHAPTER 15 | 40 000 | 40 000 | 27 176,08 |
| 17 | Entertainment and representation expenses | | | |
| 1700 | Entertainment and representation expenses | 5 000 | 10 000 | 3 959,09 |
| | TOTAL CHAPTER 17 | 5 000 | 10 000 | 3 959,09 |
| | EXPENSE TOTAL - TITLE 1 | 8 787 000 | 8 340 000 | 7 519 234,82 |

2.2.2 Table 2 - Title 2: Building, equipment, administrative expenditure

| CHAPTER ARTICLE | EXPENSES - TITLE 2 | DRAFT BUDGET 2021 (AC 09/2020) | BUDGET 2020 (AC 09/2019) | EXECUTED 2019 (AC 09/2020) |
|--------------------|--|--------------------------------------|--------------------------------|----------------------------------|
| 20 | Investments in immovable property | | | |
| 2000 | Property related costs | 356 000 | 370 000 | 293 469,46 |
| | TOTAL CHAPTER 20 | 356 000 | 370 000 | 293 469,46 |
| 21 | Data processing | | | |
| 2100 | Equipment, software and other external services | 800 000 | 800 000 | 472 881,15 |
| | TOTAL CHAPTER 21 | 800 000 | 800 000 | 472 881,15 |
| 22 | Movable property and associated costs | | | |
| 2200 | Office furniture, transport, technical & library equipment | 55 000 | 60 000 | 19 541,40 |
| | TOTAL CHAPTER 22 | 55 000 | 60 000 | 19 541,40 |
| 23 | General administrative expenditure | | | |
| 2300 | General administrative expenditure | 58 000 | 66 000 | 16 971,43 |
| | TOTAL CHAPTER 23 | 58 000 | 66 000 | 16 971,43 |
| 24 | Postal charges and Telecommunications | | | |
| 2400 | Postage and Telecommunications charges | 92 000 | 95 000 | 69 835,21 |
| | TOTAL CHAPTER 24 | 92 000 | 95 000 | 69 835,21 |
| 25 | Expenditure on formal and other meetings | | | |
| 2500 | Meetings and notices | 345 000 | 395 000 | 251 923,28 |
| | TOTAL CHAPTER 25 | 345 000 | 395 000 | 251 923,28 |
| 26 | Audits and Evaluations | | | |
| 2600 | Audits and Evaluations | 210 000 | 170 000 | 163 844,36 |
| | TOTAL CHAPTER 26 | 210 000 | 170 000 | 163 844,36 |
| | EXPENSE TOTAL - TITLE 2 | 1 916 000 | 1 956 000 | 1 288 466,29 |

| CHAPTER ARTICLE | EXPENSES - TITLE 3 | DRAFT BUDGET 2021 (AC 09/2020) | | BUDGET 2020 (AC 09/2019) | | EXECUTED 2019 (AC 09/2020) | |
|--------------------|---|--------------------------------------|-------------------|--------------------------------|-------------------|----------------------------------|----------------------|
| | | Commitment | Payments | Commitment | Payments | Commitment | Payments |
| 30 | Fees payable to the examination offices | | | | | | |
| 3000 | Fees for the examination offices (E.U. and others) | 8 055 000 | 7 500 000 | 9 000 000 | 8 400 000 | 8 690 992,50 | 6 881 065,25 |
| | TOTAL CHAPTER 30 | 8 055 000 | 7 500 000 | 9 000 000 | 8 400 000 | 8 690 992,50 | 6 881 065,25 |
| 31 | Maintenance of reference collections | | | | | | |
| 3100 | Expend.for relevant organisms (E.U. and others) | pm | pm | pm | pm | pm | pm |
| | TOTAL CHAPTER 31 | pm | pm | pm | pm | pm | pm |
| 32 | Procurement of other examination reports | | | | | | |
| 3200 | Procurement of other exam.reports | 460 000 | 420 000 | 460 000 | 440 000 | 460 256,00 | 441 936,00 |
| | TOTAL CHAPTER 32 | 460 000 | 420 000 | 460 000 | 440 000 | 460 256,00 | 441 936,00 |
| 33 | Examination of denominations | | | | | | |
| 3300 | Expend.for examination of denominations | pm | pm | pm | pm | pm | pm |
| | TOTAL CHAPTER 33 | pm | pm | pm | pm | 0,00 | 0,00 |
| 34 | Publications and translations | | | | | | |
| 3400 | Official, general and promotional publications | 120 000 | 80 000 | 150 000 | 150 000 | 49 537,00 | 35 659,27 |
| | TOTAL CHAPTER 34 | 120 000 | 80 000 | 150 000 | 150 000 | 49 537,00 | 35 659,27 |
| 35 | Technical studies, surveys, consultations | | | | | | |
| 3500 | Technical studies | 500 000 | 420 000 | 400 000 | 500 000 | 493 643,00 | 167 252,48 |
| | TOTAL CHAPTER 35 | 500 000 | 420 000 | 400 000 | 500 000 | 493 643,00 | 167 252,48 |
| 36 | Special advisers | | | | | | |
| 3600 | Special advisers | 200 000 | 200 000 | 200 000 | 200 000 | 114 022,19 | 42 195,24 |
| | TOTAL CHAPTER 36 | 200 000 | 200 000 | 200 000 | 200 000 | 114 022,19 | 42 195,24 |
| 37 | Multi-beneficiary program | | | | | | |
| 3700 | Actions in the frame of the multi-beneficiary program | pm | pm | pm | pm | pm | pm |
| | TOTAL CHAPTER 37 | pm | pm | pm | pm | pm | pm |
| | TOTAL TITLE 3 | 9 335 000 | 8 620 000 | 10 210 000 | 9 690 000 | 9 808 450,69 | 7 568 108,24 |
| | TOTAL EXPENDITURE | 20 038 000 | 19 323 000 | 20 506 000 | 19 986 000 | 18 616 151,80 | 16 375 809,35 |

3 DETAIL BY BUDGET HEADINGS

3.1 Income

3.1.1 Item 1000 : Fees

| Budget | 2021 | Budget | 2020 | Outturn | 2019 |
|--------|------------|--------|------------|---------|---------------|
| | 18 910 000 | | 19 130 000 | | 17 671 918,00 |

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:

| | |
|--|--------|
| - Number of applications expected | 3 140 |
| - Number of examinations invoiced | 2 170 |
| - Number of annual fees invoiced based on the title in force | 30 010 |

2) Estimation of appropriations

The following income is estimated on the new fees levels in force on 01.01.2016

| Fees types | Amount |
|---------------------------------|-------------------|
| Application fees | 1 410 000 |
| Examination fees | 7 000 000 |
| Annual fees | 9 900 000 |
| Specific requests fee | pm |
| Appeal fee | pm |
| Fees laid down by the President | 30 000 |
| Report fees | 430 000 |
| Sales of reports | 140 000 |
| total | 18 910 000 |
| Rounded total | 18 910 000 |

3.1.2 Item 3000 : Deficit Reserve

| Budget | 2021 | Budget | 2020 | Outturn | 2019 |
|--------|---------|--------|---------|---------|---------------|
| | 263 000 | | 756 000 | | -1 348 900,89 |

Comments:

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

Evaluation of income

| | |
|----------------------------------|----------------|
| Total payment appropriations (a) | 19 323 000 |
| Total income (b) | 19 060 000 |
| Deficit reserve (a) - (b) | 263 000 |

3.1.3 Item 5000 : Income generated from administrative operations

| Budget | 2021 | Budget | 2020 | Outturn | 2019 |
|--------|--------|--------|--------|---------|-----------|
| | 20 000 | | 20 000 | | 23 992,37 |

Evaluation of income

| | |
|---|---------------|
| Income from valuable administrative services and/or reimbursement of expenses | 20 000 |
| Royalties | |
| Audit fees | pm |
| total | 20 000 |

3.1.4 Item 6000: Income generated from the sales of the Official Gazette

| Budget | 2021 | Budget | 2020 | Outturn | 2019 |
|--------|------|--------|------|---------|------|
| | pm | | pm | | pm |

Comments:

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

Evaluation of income

| | |
|-------------|----|
| Per memoria | pm |
|-------------|----|

3.1.5 Item 9100: Interest on account

| Budget 2021 | Budget 2020 | Outturn 2 019 |
|-------------|-------------|---------------|
| 130 000 | 80 000 | 28 799,87 |

Comments:

Income generated from interests on account.

Evaluation of income

| | | | | | |
|---------------------------|------------|---|-------|---|----------------|
| Interests on investments | 20 500 000 | X | 0,62% | = | 127 100 |
| Interests on bank account | | | | | pm |
| Rounded total | | | | | 130 000 |

3.1.6 Item 9200: Donation and legacy

| Budget 2021 | Budget 2020 | Outturn 2 019 |
|-------------|-------------|---------------|
| pm | pm | pm |

Evaluation of income

| | |
|-------------|----|
| Per memoria | pm |
|-------------|----|

3.1.7 Item 9300: Multi-beneficiary program

| Budget 2021 | Budget 2020 | Outturn 2 019 |
|-------------|-------------|---------------|
| pm | pm | 0 |

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 <i>Multi-beneficiary program</i> | pm |
|--|----|

3.2 Expenditure title 1

3.2.1 Item 1100: Expenditure related to staff in active employment

| Appropriation 2021 | Appropriation 2020 | Outturn 2019 |
|--------------------|--------------------|--------------|
| 8 302 000 | 7 830 000 | 7 052 270,89 |

Comments:

In accordance with the Staff Regulations of officials of the European Communities and the Establishment plan found under point 4 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, canteens and meals;
- 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;
- salaries of contract agents ;
- 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 and other education expenditure (crèches, day-care centres, schools);
- 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

| Breakdown | EUR |
|--------------------------------------|------------------|
| Administrative charges | 110 000 |
| Management allowance | 1 000 |
| Coffee and canteen (lunch allowance) | 35 000 |
| Travel installation and removal | 30 000 |
| Interviews and publications | 45 000 |
| Medical expenses | 25 000 |
| Pensions and related charges FP/TF | 799 000 |
| Pensions and related charges CA | 55 000 |
| Salaries for FP/TF | 6 660 000 |
| Salaries for CA | 410 000 |
| Schools and creches | 32 000 |
| Seconded national expert | pm |
| Trainee expenses | 100 000 |
| Total | 8 302 000 |

3.2.2 Item 1200: Further training, language courses, retraining and information for staff

| Appropriation 2021 | Appropriation 2020 | Outturn 2019 |
|--------------------|--------------------|--------------|
| 110 000 | 90 000 | 112 908,48 |

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

| Breakdown | EUR |
|-------------------|----------------|
| IT training | 30 000 |
| Language training | 40 000 |
| SLA with DR HR | 8 000 |
| Other trainings | 32 000 |
| Total | 110 000 |

3.2.3 Item 1300: Mission expenses, travel expenses and other incidental expenditure

| Appropriation 2021 | Appropriation 2020 | Outturn 2019 |
|--------------------|--------------------|--------------|
| 250 000 | 290 000 | 225 531,82 |

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 other incidental expenditure | 250 000 |
|--|----------------|

3.2.4 Item 1400: Interim staff

| Appropriation 2021 | Appropriation 2020 | Outturn 2019 |
|--------------------|--------------------|--------------|
| 80 000 | 80 000 | 97 388,46 |

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.

Evaluation of appropriations

| Breakdown | EUR |
|--|---------------|
| Interim staff | 80 000 |
| Administrative and technical assistance for miscellaneous activities | |
| Total | 80 000 |

3.2.5 Item 1500: Special assistance grants-Social contacts between staff-Other welfare expenditure

| Appropriation 2021 | Appropriation 2020 | Outturn 2019 |
|--------------------|--------------------|--------------|
| 40 000 | 40 000 | 27 176,08 |

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

| Breakdown | EUR |
|----------------------------|---------------|
| CEZAM cards | 1 500 |
| Christmas party | 7 000 |
| Family languages trainings | 13 000 |
| Other events | 4 500 |
| Social days | 8 000 |
| Special assistance | pm |
| Health and Wellbeing | 6 000 |
| Total | 40 000 |

3.2.6 Item 1700: Entertainment and representation expenses

| Appropriation | 2021 | Appropriation | 2020 | Outturn | 2019 |
|---------------|-------|---------------|--------|---------|----------|
| | 5 000 | | 10 000 | | 3 959,09 |

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 | 5 000 |
|-------------------------------------|--------------|

3.3 Expenditure Title 2

3.3.1 Item 2000: Property related costs

| Appropriation | 2021 | Appropriation 2020 | Outturn 2019 |
|---------------|---------|--------------------|--------------|
| | 356 000 | 370 000 | 293 469,46 |

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

| Breakdown | EUR |
|--|----------------|
| Cleaning and maintenance | 41 000 |
| Co-ownership fees | 10 000 |
| Electricity | 49 000 |
| Fixtures and fittings | 1 000 |
| Garden maintenance Flower Decoration | 17 000 |
| Gas | 30 000 |
| Insurance (buildings and IT) | 10 000 |
| Buildings maintenance (annual and ad hoc) | 40 000 |
| Parkings (HBM and Public) | pm |
| Property purchase | pm |
| Urgent building costs | pm |
| Recycling | 6 000 |
| Refurbishment (renovation works) | 40 000 |
| Security (Télésurveillance/Guards/Fire extinguishers/Access control) including maintenance | 101 000 |
| Buildings taxes (Taxe foncière/Habitation) | 6 000 |
| Water | 5 000 |
| Expenditures linked to property purchase or renovation (notary/architect/etc) | pm |
| Total | 356 000 |

3.3.2 Item 2100: Equipment, software and external services

| Appropriation | 2021 | Appropriation | 2020 | Outturn | 2019 |
|---------------|---------|---------------|---------|---------|------------|
| | 800 000 | | 800 000 | | 472 881,15 |

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, IT experts, system-engineers, data-entry staff, etc.).

Evaluation of appropriations

| Breakdown | EUR |
|---|----------------|
| Development and assistance (extra-muros) | 490 000 |
| Hardware | 30 000 |
| Licenses and maintenances | 280 000 |
| External services providers (intra-muros) | pm |
| Others costs | pm |
| Total | 800 000 |

3.3.3 Item 2200: Office furniture, technical installations, vehicles and library stocks

| Appropriation | 2021 | Appropriation 2020 | Outturn | 2019 |
|---------------|--------|--------------------|---------|-----------|
| | 55 000 | 60 000 | | 19 541,40 |

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

| Breakdown | EUR |
|---|---------------|
| Books and subscriptions | 5 000 |
| Car Insurance and expenses linked to vehicles | 2 000 |
| Rent for Coffee and water machine and supplies for canteen | 2 000 |
| Furniture (tables, chairs, cupboards, lamps, etc) | 10 000 |
| Office equipment | 1 000 |
| Copiers and scanners | 31 000 |
| Franking machine and balance | 2 000 |
| Urgent expense for furniture, technical installations, vehicle and library stocks | 2 000 |
| Telephone - maintenance switchboard | pm |
| Total | 55 000 |

3.3.4 Item 2300: General administrative expenditure

| Appropriation | 2021 | Appropriation | 2020 | Outturn | 2019 |
|---------------|--------|---------------|--------|---------|-----------|
| | 58 000 | | 66 000 | | 16 971,43 |

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;
- legal advice, 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

| Breakdown | EUR |
|---|---------------|
| Agencies Permanent Secretariat | 1 000 |
| Financial charges | 5 000 |
| Administration aid provided by the Commission (interpretation, salary calculation, etc.,) | 22 000 |
| Outsourced reception | 5 000 |
| Stationery and office supplies | 24 000 |
| Other administrative expenditure | 1 000 |
| Damages to property and vehicle | pm |
| Archives (paper destruction/outsourcing) | pm |
| Legal costs | pm |
| Total | 58 000 |

3.3.5 Item 2400: Postal and telecommunications charges

| Appropriation | 2021 | Appropriation | 2020 | Outturn | 2019 |
|---------------|--------|---------------|--------|---------|-----------|
| | 92 000 | | 95 000 | | 69 835,21 |

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

| Breakdown | EUR |
|----------------------------------|---------------|
| Express deliveries | 6 000 |
| Postage and franking expenses | 32 000 |
| Other postal charges | pm |
| Phone subscriptions and internet | 54 000 |
| Total | 92 000 |

3.3.6 Item 2500: Expenditure on formal and other meetings

| Appropriation | 2021 | Appropriation | 2020 | Outturn | 2019 |
|---------------|---------|---------------|---------|---------|------------|
| | 345 000 | | 395 000 | | 251 923,28 |

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

| Breakdown | EUR |
|---|----------------|
| Other meetings (Administrative/IT/with Commission/etc) | pm |
| Administrative Council Meetings | 150 000 |
| Meetings with breeders organisations | pm |
| EOs and technical experts Meetings (including denomination s meeting) | 113 000 |
| Fairs and exhibitions | 26 000 |
| Legal meetings and legal working groups | pm |
| Management Team Meetings | pm |
| International collaboration Outside EU (present and future) | 4 000 |
| Provisional Meeting costs | 20 000 |
| QAS Meetings | pm |
| Meetings linked to Research and Developpement projects | 5 000 |
| PVR and enforcement Seminars | 23 000 |
| UPOV meetings | pm |
| Promotional items | 4 000 |
| Total | 345 000 |

3.3.7 Item 2600: Audits and Evaluations

| Appropriation | 2021 | Appropriation | 2020 | Outturn | 2019 |
|---------------|---------|---------------|---------|---------|------------|
| | 210 000 | | 170 000 | | 163 844,36 |

Comments:

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

Evaluation of appropriations

| Breakdown | EUR |
|-----------------------------|----------------|
| Consulting | pm |
| Evaluation and other audits | 50 000 |
| Internal Audit | 110 000 |
| Quality Audits | 50 000 |
| Total | 210 000 |

3.4 Expenditure Title 3

3.4.1 Item 3000: Fees payable to the competent organisations acting as examination offices

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|-----------|--------------------|-----------|--------------|--------------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| 8 055 000 | 7 500 000 | 9 000 000 | 8 400 000 | 8 690 992,50 | 6 881 065,25 |

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

| Breakdown | EUR |
|---|------------------|
| 1) Fees payable for carrying out the technical examination of plant varieties | |
| Number of applications requiring a commitment over one or several years: | 2 933 |
| Average cost of the examinations - rounded amount | 2 746 |
| Total of perennial commitments | 8 055 000 |
| 2) Fees for technical checking of plant varieties | pm |
| Total | 8 055 000 |
| Rounded total | 8 055 000 |

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

| Commitment | | | Payments | | | | |
|--|-------------------|--|------------------|------------------|------------------|------------------|----------------|
| | | | 2021 | 2022 | 2023 | 2024 | > 2024 |
| Pre 2021 commitments still outstanding | 7 000 000 | | 3 650 000 | | | | |
| Appropriation 2020 | 9 000 000 | | 3 250 000 | 2 050 000 | 1 300 000 | 500 000 | 400 000 |
| Appropriation 2021 | 8 055 000 | | 600 000 | 3 200 000 | 3 100 000 | 1 220 000 | 450 000 |
| Total | 24 055 000 | | 7 500 000 | 5 250 000 | 4 400 000 | 1 720 000 | 850 000 |

3.4.2 Item 3100: Expenditure for the maintenance of reference collections of varieties at the examination offices

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|---------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| pm | pm | pm | pm | pm | pm |

3.4.3 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

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|------------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| 460 000 | 420 000 | 460 000 | 440 000 | 460 256,00 | 441 936,00 |

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

At the moment, fees are set at 320 € per examination report. The total expenditure amount for this item can be calculated as follows:

| Breakdown | | | | EUR |
|---|-------|--------------|-------|----------------|
| Requests to be made within the year for the taking over | 1 438 | applications | 320 € | 460 000 |
| Safety margin for the entire item | 0% | | | 0 |
| Total | | | | 460 000 |
| Rounded total | | | | 460 000 |

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

| Commitment | Payments | | | | |
|--|------------------|----------------|----------------|----------------|---------------|
| | 2021 | 2022 | 2023 | 2024 | > 2024 |
| Pre 2021 commitments still outstanding | 434 000 | 120 000 | | | |
| Appropriation 2020 | 460 000 | 90 000 | 88 000 | 20 000 | 7 500 |
| Appropriation 2021 | 460 000 | 210 000 | 106 400 | 95 000 | 22 000 |
| Total | 1 354 000 | 420 000 | 194 400 | 115 000 | 29 500 |
| | | | | | 9 000 |

3.4.4 Item 3300: Expenditure on the examination of variety denominations

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|---------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| pm | pm | pm | pm | pm | pm |

Comments:

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

3.4.5 Item 3400: Official, general and promotional publications translation services

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|-----------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| 120 000 | 80 000 | 150 000 | 150 000 | 49 537,00 | 35 659,27 |

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

| Breakdown | EUR |
|------------------------------|----------------|
| Official publications | 30 000 |
| Miscellaneous publications | 20 000 |
| Translation service benefits | 70 000 |
| Total | 120 000 |
| Rounded total | 120 000 |

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

| Commitment | Payments | | | | |
|--|----------------|---------------|---------------|------|--------|
| | 2021 | 2022 | 2023 | 2024 | > 2024 |
| Pre 2021 commitments still outstanding | | | | | |
| Appropriation 2020 | 150 000 | 20 000 | | | |
| Appropriation 2021 | 120 000 | 60 000 | 10 000 | | |
| Total | 270 000 | 80 000 | 10 000 | | |

3.4.6 Item 3500: Technical studies - Research and development

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|------------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| 500 000 | 420 000 | 400 000 | 500 000 | 493 643,00 | 167 252,48 |

Comments:

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

Evaluation of appropriations

| Breakdown | EUR |
|--|----------------|
| Technical studies - Research and development | 500 000 |
| Total | 500 000 |

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

| Commitment | Payments | | | | |
|--|------------------|----------------|----------------|----------------|---------------|
| | 2021 | 2022 | 2023 | 2024 | > 2024 |
| Pre 2021 commitments still outstanding | 990 000 | 200 000 | | | |
| Appropriation 2020 | 400 000 | 77 000 | 300 000 | 23 000 | |
| Appropriation 2021 | 500 000 | 143 000 | 250 000 | 80 000 | 27 000 |
| Total | 1 890 000 | 420 000 | 550 000 | 103 000 | 27 000 |

3.4.7 Item 3600: Special Advisers

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|-----------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| 200 000 | 200 000 | 200 000 | 200 000 | 114 022,19 | 42 195,24 |

Comments:

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

| Breakdown | EUR |
|--|----------------|
| Remuneration of members of the Board of appeal | 110 000 |
| Other works | 25 000 |
| Legal expenses | 65 000 |
| Total | 200 000 |

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

| Commitment | Payments | | | | |
|--|----------------|---------------|------|------|--------|
| | 2021 | 2022 | 2023 | 2024 | > 2024 |
| Pre 2021 commitments still outstanding | | | | | |
| Appropriation 2020 | 20 000 | | | | |
| Appropriation 2021 | 180 000 | 20 000 | | | |
| Total | 200 000 | 20 000 | | | |

3.4.8 Item 3700: Actions in the frame of the Multi-beneficiary program

Financial Figures (Differentiated appropriations)

| Appropriation 2021 | | Appropriation 2020 | | Outturn 2019 | |
|--------------------|---------|--------------------|---------|--------------|---------|
| Commitment | Payment | Commitment | Payment | Commitment | Payment |
| pm | pm | pm | pm | pm | pm |

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

| Breakdown | EUR |
|-------------------------------------|-----------|
| The appropriations are estimated at | pm |
| Total | pm |

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

| Commitment | | | Payments | | | | |
|--|------|----------|----------|----------|----------|----------|--------|
| | | | 2021 | 2022 | 2023 | 2024 | > 2024 |
| Pre 2021 commitments still outstanding | | pm | | | | | |
| Appropriation | 2020 | pm | pm | pm | | | |
| Appropriation | 2021 | pm | pm | pm | | | |
| Total | | 0 | 0 | 0 | 0 | 0 | |

4 ESTABLISHMENT PLAN

| Category and grade | Posts 2020 | | Posts 2021 | |
|---------------------------|------------|------------------|------------|------------------|
| | Officials | Temporary Agents | Officials | Temporary Agents |
| AD 16 | - | - | - | - |
| AD 15 | - | 1 | - | 1 |
| AD 14 | 1 | - | 1 | - |
| AD 13 | 1 | 1 | 1 | 2 |
| AD 12 | - | 1 | - | - |
| AD 11 | 1 | - | 1 | - |
| AD 10 | 1 | 2 | 1 | 2 |
| AD 9 | - | 2 | - | 2 |
| AD 8 | - | 1 | - | 1 |
| AD 7 | - | 2 | - | 4 |
| AD 6 | - | 4 | - | 3 |
| AD 5 | - | - | - | - |
| TOTAL | 4 | 14 | 4 | 15 |
| AST 11 | - | - | - | - |
| AST 10 | 1 | 3 | 1 | 2 |
| AST 9 | - | 4 | - | 4 |
| AST 8 | - | 2 | - | 2 |
| AST 7 | 2 | 6 | 2 | 7 |
| AST 6 | - | 5 | - | 4 |
| AST 5 | - | 3 | - | 3 |
| AST 4 | - | 2 | - | 1 |
| AST 3 | - | - | - | - |
| AST 2 | - | - | - | - |
| AST 1 | - | - | - | - |
| TOTAL | 3 | 25 | 3 | 23 |
| TOTAL GENERAL | 7 | 39 | 7 | 38 |
| <i>Total for the CPVO</i> | | 46 | | 45 |