



**CPVO • OCVV**

Community Plant Variety Office  
Office Communautaire des Variétés Végétales

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# ESTIMATE OF INCOME AND EXPENDITURE FINANCIAL YEAR 2022

DRAFT BUDGET

ADOPTED BY THE ADMINISTRATIVE COUNCIL DURING  
ITS SESSION ON 7th October 2021

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Chairman of the Administrative Council of the  
Community Plant Variety Office

**Marion Valstar**



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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 (EU) n° 2019/1978 of 26/11/2019, 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	1,530,000	= 3,400	Applications	x	450
Examination fees	7,410,000	= 2,280	Examinations	x	3,250
Annual fees	10,200,000	= 31,000	Titles	x	330
Fees laid down by the President	40,000	= 850	Fees	x	50
Report fees	450,000	= 1,400	Reports	x	320
Sales of reports	150,000	= 470	Reports	x	320
<b>Rounded total</b>	<b>19,780,000</b>				

The total forecast for income amounts to 20416000 euros. This figure is obtained as follows:

Fee Types	Amount	EUR
Income from fees	19,780,000	
Deficit reserve	566,000	
Income from administrative operations	30,000	
Income from service benefits	pm	
Other income	40,000	
Multi-beneficiary program	pm	
<b>Total</b>	<b>20,416,000</b>	

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 2022 foresees a total of 48 posts. These posts are broken down as follows:

The President	3	AD	+	1	AST
Vice-Presidency	5	AD	+	5	AST
The Technical Unit	7	AD	+	10	AST
The Administrative Unit and Human Resources	3	AD	+	6	AST
The IT Unit	4	AD	+	3	AST
The Audit Service	1	AD			

The CPVO has 6 contract agents in various sectors.

Expenditure registered under Title 1 amounts to 9316000 euros representing an increase of 6% compared to 2021.

An establishment plan can be found under point 4 (page 27) of this document.

### **1.2.2 Title2: Building, equipment, various administrative expenditure**

The forecast of expenditure on Title 2 amounts to 1725000 euros representing a decrease of 10% compared to 2021.

### **1.2.3 Title3: Operational expenditure**

Commitment appropriations registered under Title 3 amount to 10130000 euros representing an increase of 9% compared to 2021.

### **1.2.4 Total Expenditure**

The total expenditure forecast for amounts to 21171000 euros for commitment appropriations and 20416000 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 2022 is calculated as follows:

Total payment appropriations	20,416,000
Total income (free reserve excluded)	19,850,000
<b>Deficit reserve</b>	<b>566,000</b>

### 1.4 Conclusions And Prospects

The total of commitment appropriations in the draft budget amounts to 21,171,000 euros.

The total of income and payment appropriations in the draft budget amounts to 20,416,000 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 6% in personnel expenditure;
- a decrease of 10% in administrative expenditure; and,
- an increase of 9% in operational expenditure.

For the **payment appropriation** of the operational expenses, the increase corresponds to 9%.

**2 SUMMARY TABLE**

**2.1 Income by title**

CHAPTER	INCOME	DRAFT BUDGET	BUDGET	EXECUTED
ARTICLE		2022	2021	2020
		(AC 10/2021)	(AC 09/2020)	(AC 10/2021)
<b>1</b>	<b>INCOME</b>			
1000	Income from fees	19,780,000	18,910,000	18,158,286.00
	<b>TOTAL TITLE 1</b>	<b>19,780,000</b>	<b>18,910,000</b>	<b>18,158,286.00</b>
<b>3</b>	<b>RESERVE</b>			
3000	Deficit reserve	566,000	263,000	337,397.01
	<b>TOTAL TITLE 3</b>	<b>566,000</b>	<b>263,000</b>	<b>337,397.01</b>
<b>5</b>	<b>INCOME FROM ADMINISTRATIVE OPERATIONS</b>			
5000	Income from administrative operations	30,000	20,000	26,993.60
	<b>TOTAL TITLE 5</b>	<b>30,000</b>	<b>20,000</b>	<b>26,993.60</b>
<b>6</b>	<b>EXPEND. REFUNDING &amp; PROVIDED SERV. INCOME</b>			
6000	Income from sales of the Official Gazette	pm	pm	pm
	<b>TOTAL TITLE 6</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>
<b>9</b>	<b>OTHER INCOME</b>			
9100	Interest on account	40,000	130,000	15,382.96
9200	Donation and legacy	pm	pm	pm
9300	Multi-beneficiary program	pm	pm	
	<b>TOTAL TITLE 9</b>	<b>40,000</b>	<b>130,000</b>	<b>15,382.96</b>
	<b>TOTAL INCOME</b>	<b>20,416,000</b>	<b>19,323,000</b>	<b>18,538,059.57</b>

## 2.2 Expenditure

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

CHAPTER		DRAFT BUDGET	BUDGET	EXECUTED
ARTICLE	EXPENSES - TITLE 1	2,022 (AC 10/2021)	2,021 (AC 09/2020)	2,020 (AC 10/2021)
<b>11</b>	<b>Staff in active employment</b>			
1100	Expenditure related to staff employed	9,005,000	8,302,000	7,430,723.03
	<b>TOTAL CHAPTER 11</b>	<b>9,005,000</b>	<b>8,302,000</b>	<b>7,430,723.03</b>
<b>12</b>	<b>Further professional training</b>			
1200	Further professional training	115,000	110,000	54,442.39
	<b>TOTAL CHAPTER 12</b>	<b>115,000</b>	<b>110,000</b>	<b>54,442.39</b>
<b>13</b>	<b>Missions and duty travels</b>			
1300	Missions and travel expenses	100,000	250,000	38,989.27
	<b>TOTAL CHAPTER 13</b>	<b>100,000</b>	<b>250,000</b>	<b>38,989.27</b>
<b>14</b>	<b>Supplementary services</b>			
1400	Interim staff, administrative and technical assistance	50,000	80,000	84,267.22
	<b>TOTAL CHAPTER 14</b>	<b>50,000</b>	<b>80,000</b>	<b>84,267.22</b>
<b>15</b>	<b>Social welfare</b>			
1500	Special assistance grants, other welfare expenditure	41,000	40,000	9,610.25
	<b>TOTAL CHAPTER 15</b>	<b>41,000</b>	<b>40,000</b>	<b>9,610.25</b>
<b>17</b>	<b>Entertainment and representation expenses</b>			
1700	Entertainment and representation expenses	5,000	5,000	1,838.00
	<b>TOTAL CHAPTER 17</b>	<b>5,000</b>	<b>5,000</b>	<b>1,838.00</b>
	<b>EXPENSE TOTAL - TITLE 1</b>	<b>9,316,000</b>	<b>8,787,000</b>	<b>7,619,870.16</b>

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

CHAPTER		DRAFT BUDGET	BUDGET	EXECUTED
ARTICLE	EXPENSES - TITLE 2	2022 (AC 10/2021)	2021 (AC 09/2020)	2020 (AC 10/2021)
<b>20</b>	<b>Investments in immovable property</b>			
2000	Property related costs	354,000	356,000	410,934.73
	<b>TOTAL CHAPTER 20</b>	<b>354,000</b>	<b>356,000</b>	<b>410,934.73</b>
<b>21</b>	<b>Data processing</b>			
2100	Equipment, software and other external services	800,000	800,000	651,472.51
	<b>TOTAL CHAPTER 21</b>	<b>800,000</b>	<b>800,000</b>	<b>651,472.51</b>
<b>22</b>	<b>Movable property and associated costs</b>			
2200	Office furniture, transport, technical & library equipment	34,000	55,000	17,796.90
	<b>TOTAL CHAPTER 22</b>	<b>34,000</b>	<b>55,000</b>	<b>17,796.90</b>
<b>23</b>	<b>General administrative expenditure</b>			
2300	General administrative expenditure	41,000	58,000	26,320.98
	<b>TOTAL CHAPTER 23</b>	<b>41,000</b>	<b>58,000</b>	<b>26,320.98</b>
<b>24</b>	<b>Postal charges and Telecommunications</b>			
2400	Postage and Telecommunications charges	92,000	92,000	61,717.03
	<b>TOTAL CHAPTER 24</b>	<b>92,000</b>	<b>92,000</b>	<b>61,717.03</b>
<b>25</b>	<b>Expenditure on formal and other meetings</b>			
2500	Meetings and notices	254,000	345,000	14,610.23
	<b>TOTAL CHAPTER 25</b>	<b>254,000</b>	<b>345,000</b>	<b>14,610.23</b>
<b>26</b>	<b>Audits and Evaluations</b>			
2600	Audits and Evaluations	150,000	210,000	67,187.42
	<b>TOTAL CHAPTER 26</b>	<b>150,000</b>	<b>210,000</b>	<b>67,187.42</b>
	<b>EXPENSE TOTAL - TITLE 2</b>	<b>1,725,000</b>	<b>1,916,000</b>	<b>1,250,039.80</b>

2.2.3 Table 2 - Title 3: Operational expenditure

CHAPTER ARTICLE	EXPENSES - TITLE 3	DRAFT BUDGET 2022 (AC 10/2021)		BUDGET 2021 (AC 09/2020)		EXECUTED 2020 (AC 10/2021)	
		Commitment	Payments	Commitment	Payments	Commitment	Payments
<b>30</b>	<b>Fees payable to the examination offices</b>						
3000	Fees for the examination offices (E.U. and others)	8,950,000	8,050,000	8,055,000	7,500,000	8,278,358.00	8,799,378.75
	<b>TOTAL CHAPTER 30</b>	<b>8,950,000</b>	<b>8,050,000</b>	<b>8,055,000</b>	<b>7,500,000</b>	<b>8,278,358.00</b>	<b>8,799,378.75</b>
<b>31</b>	<b>Maintenance of reference collections</b>						
3100	Expend.for relevant organisms (E.U. and others)	pm	pm	pm	pm	pm	pm
	<b>TOTAL CHAPTER 31</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>
<b>32</b>	<b>Procurement of other examination reports</b>						
3200	Procurement of other exam.reports	450,000	460,000	460,000	420,000	459,200.00	449,360.00
	<b>TOTAL CHAPTER 32</b>	<b>450,000</b>	<b>460,000</b>	<b>460,000</b>	<b>420,000</b>	<b>459,200.00</b>	<b>449,360.00</b>
<b>33</b>	<b>Examination of denominations</b>						
3300	Expend.for examination of denominations	pm	pm	pm	pm	pm	pm
	<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	130,000	130,000	120,000	80,000	93,766.49	95,733.47
	<b>TOTAL CHAPTER 34</b>	<b>130,000</b>	<b>130,000</b>	<b>120,000</b>	<b>80,000</b>	<b>93,766.49</b>	<b>95,733.47</b>
<b>35</b>	<b>Technical studies, surveys, consultations</b>						
3500	Technical studies	350,000	500,000	500,000	420,000	335,165.00	218,308.80
	<b>TOTAL CHAPTER 35</b>	<b>350,000</b>	<b>500,000</b>	<b>500,000</b>	<b>420,000</b>	<b>335,165.00</b>	<b>218,308.80</b>
<b>36</b>	<b>Special advisers</b>						
3600	Special advisers	250,000	235,000	200,000	200,000	173,821.00	105,368.59
	<b>TOTAL CHAPTER 36</b>	<b>250,000</b>	<b>235,000</b>	<b>200,000</b>	<b>200,000</b>	<b>173,821.00</b>	<b>105,368.59</b>
<b>37</b>	<b>Multi-beneficiary program</b>						
3700	Actions in the frame of the multi-beneficiary program	pm	pm	pm	pm	pm	pm
	<b>TOTAL CHAPTER 37</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>
	<b>TOTAL TITLE 3</b>	<b>10,130,000</b>	<b>9,375,000</b>	<b>9,335,000</b>	<b>8,620,000</b>	<b>9,340,310.49</b>	<b>9,668,149.61</b>
	<b>TOTAL EXPENDITURE</b>	<b>21,171,000</b>	<b>20,416,000</b>	<b>20,038,000</b>	<b>19,323,000</b>	<b>18,210,220.45</b>	<b>18,538,059.57</b>



### 3 DETAIL BY BUDGET HEADINGS

#### 3.1 Income

##### 3.1.1 Item 1000 : Fees

Budget	2022	Budget	2021	Outturn	2020
	19,780,000		18,910,000		18,158,286.00

#### 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	3,400
- Number of examinations invoiced	2,280
- Number of annual fees invoiced based on the title in force	31,000

##### 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	1,530,000
Examination fees	7,410,000
Annual fees	10,200,000
Specific requests fee	pm
Appeal fee	pm
Fees laid down by the President	40,000
Report fees	450,000
Sales of reports	150,000
<b>total</b>	<b>19,780,000</b>
<b>Rounded total</b>	<b>19,780,000</b>

### 3.1.2 Item 3000 : Deficit Reserve

Budget	2022	Budget	2021	Outturn	2020
	566,000		263,000		337,397.01

#### Comments:

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

#### Evaluation of income

Total payment appropriations (a)	20,416,000
Total income (b)	19,850,000
<b>Deficit reserve (a) - (b)</b>	<b>566,000</b>

### 3.1.3 Item 5000 : Income generated from administrative operations

Budget	2022	Budget	2021	Outturn	2020
	30,000		20,000		26,993.60

#### Evaluation of income

Income from valuable administrative services and/or reimbursement of expens	30,000
Royalties	
Audit fees	pm
<b>total</b>	<b>30,000</b>

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

Budget	2022	Budget	2021	Outturn	2020
	pm		pm		pm

#### Comments:

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

#### Evaluation of income

Per memoria	pm
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### 3.1.5 Item 9100: Interest on account

Budget 2022	Budget 2021	Outturn 2,020
40,000	130,000	15,382.96

#### Comments:

Income generated from interests on account.

#### Evaluation of income

Interests on investments	20,300,000	X	0.20%	=	40,600
Interests on bank account					pm
<b>Rounded total</b>					<b>40,000</b>

### 3.1.6 Item 9200: Donation and legacy

Budget 2022	Budget 2021	Outturn 2,020
pm	pm	pm

#### Evaluation of income

Per memoria	pm
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### 3.1.7 Item 9300: Multi-beneficiary program

Budget 2022	Budget 2021	Outturn 2,020
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
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### 3.2 Expenditure title 1

#### 3.2.1 Item 1100: Expenditure related to staff in active employment

Appropriation 2022	Appropriation 2021	Outturn 2020
9,005,000	8,302,000	7,430,723.03

#### 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)	5,000
Travel installation and removal	10,000
Interviews and publications	5,000
Medical expenses	22,000
Pensions and related charges FP/TF	1,057,000
Pensions and related charges CA	80,000
Salaries for FP/TF	7,050,000
Salaries for CA	535,000
Schools and creches	20,000
Seconded national expert	pm
Trainee expenses	110,000
<b>Total</b>	<b>9,005,000</b>

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

Appropriation 2022	Appropriation 2021	Outturn 2020
115,000	110,000	54,442.39

#### 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	33,000
Language training	40,000
SLA with DR HR	10,000
Other trainings	32,000
<b>Total</b>	<b>115,000</b>

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

Appropriation 2022	Appropriation 2021	Outturn 2020
100,000	250,000	38,989.27

#### 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	<b>150,000</b>
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### 3.2.4 Item 1400: Interim staff

Appropriation 2022	Appropriation 2021	Outturn 2020
50,000	80,000	84,267.22

#### 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	50,000
Administrative and technical assistance for miscellaneous activities	
<b>Total</b>	<b>50,000</b>

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

Appropriation 2022	Appropriation 2021	Outturn 2020
41,000	40,000	9,610.25

#### 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 for non-medical expenditure acknowledged to be necessary as a result of the disability;

- family assistance;
- reception of new staff and,
- legal aid.

### Evaluation of appropriations

Breakdown	EUR
CEZAM cards	1,500
Christmas party	8,000
Family languages trainings	12,000
Other events	5,000
Social days	8,500
Special assistance	pm
Health and Wellbeing	6,000
<b>Total</b>	<b>41,000</b>

### 3.2.6 Item 1700: Entertainment and representation expenses

Appropriation	2022	Appropriation	2021	Outturn	2020
	5,000		5,000		1,838.00

#### 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	<b>5,000</b>
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### 3.3 Expenditure Title 2

#### 3.3.1 Item 2000: Property related costs

Appropriation	2022	Appropriation 2021	Outturn 2020
	354,000	356,000	410,934.73

#### 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	39,000
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)	10,000
Property purchase	pm
Urgent building costs	pm
Recycling	6,000
Refurbishment (renovation works)	40,000
Security (Télésurveillance/Guards/Fire extinguishers/Access control) including maintenance	94,000
Buildings taxes (Taxe foncière/Habitation)	5,000
Water	3,000
Expenditures linked to property purchase or renovation (notary/architect/etc)	pm
<b>Total</b>	<b>354,000</b>

### 3.3.2 Item 2100: Equipment, software and external services

Appropriation	2022	Appropriation	2021	Outturn	2020
800,000		800,000		651,472.51	

#### 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)	410,000
Hardware	30,000
Licenses and maintenances	280,000
External services providers (intra-muros)	77,000
Others costs	3,000
<b>Total</b>	<b>800,000</b>

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

Appropriation	2022	Appropriation 2021	Outturn	2020
	34,000	55,000		17,796.90

#### 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	10,000
Franking machine and balance	2,000
Urgent expense for furniture, technical installations, vehicle and library stocks	2,000
Telephone - maintenance switchboard	pm
<b>Total</b>	<b>34,000</b>

### 3.3.4 Item 2300: General administrative expenditure

Appropriation 2022	Appropriation 2021	Outturn 2020
41,000	58,000	26,320.98

#### 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	2,000
Financial charges	4,000
Administration aid provided by the Commission (interpretation, salary calculation, etc.,)	pm
Outsourced reception	4,000
Stationery and office supplies	25,000
Other administrative expenditure	1,000
Damages to property and vehicle	pm
Archives (paper destruction/outsourcing)	pm
Legal costs	5,000
<b>Total</b>	<b>41,000</b>

### 3.3.5 Item 2400: Postal and telecommunications charges

Appropriation 2022	Appropriation 2021	Outturn 2020
92,000	92,000	61,717.03

#### 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	20,000
Other postal charges	pm
Phone subscriptions and internet	66,000
<b>Total</b>	<b>92,000</b>

### 3.3.6 Item 2500: Expenditure on formal and other meetings

Appropriation 2022	Appropriation 2021	Outturn 2020
254,000	345,000	14,610.23

#### 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)	5,000
Administrative Council Meetings	50,000
Meetings with breeders organisations	pm
EOs and technical experts Meetings	115,000
Fairs and exhibitions	26,000
Legal meetings and legal working groups	pm
Management Team Meetings	1,000
International collaboration Outside EU (present and future)	6,000
Provisional Meeting costs	10,000
QAS Meetings	pm
Meetings linked to Research and Developpement projects	5,000
PVR and enforcement Seminars	21,000
UPOV meetings	10,000
Promotional items	5,000
<b>Total</b>	<b>254,000</b>

### 3.3.7 Item 2600: Audits and Evaluations

Appropriation	2022	Appropriation	##	Outturn	2020
	150,000		210,000		67,187.42

#### 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	30,000
Internal Audit	100,000
Quality Audits	20,000
<b>Total</b>	<b>150,000</b>

### 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 2022		Appropriation 2021		Outturn 2020	
Commitment	Payment	Commitment	Payment	Commitment	Payment
8,950,000	8,050,000	8,055,000	7,500,000	8,278,358.00	8,799,378.75

##### Comments:

The appropriations are intended to cover, notably:

- Fees payable to the offices for the technical examination of plant varieties;
- Fees payable to the offices for technical verification after the grant of protection by the Office;
- Fees payable for the conduct of other specific tests.

##### 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	3,051
<b>Total of perennial commitments</b>	<b>8,950,000</b>
2) Fees for technical checking of plant varieties	pm
3) Fees for other tests	pm
<b>Total</b>	<b>8,950,000</b>
<b>Rounded total</b>	<b>8,950,000</b>

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

Commitment			Payments				
			2022	2023	2024	2025	> 2025
Pre 2022 commitments still outstanding	7,000,000		4,850,000				
Appropriation 2021	8,055,000		2,700,000	3,100,000	1,300,000	500,000	455,000
Appropriation 2022	8,950,000		500,000	3,000,000	3,500,000	1,400,000	550,000
<b>Total</b>	<b>24,005,000</b>		<b>8,050,000</b>	<b>6,100,000</b>	<b>4,800,000</b>	<b>1,900,000</b>	<b>1,005,000</b>

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

#### Financial Figures (Differentiated appropriations)

Appropriation 2022		Appropriation 2021		Outturn 2020	
Commitment	Payment	Commitment	Payment	Commitment	Payment
pm	pm	pm	pm	pm	pm

#### 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.

### 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 Member States

#### Financial Figures (Differentiated appropriations)

Appropriation 2022		Appropriation 2021		Outturn 2020	
Commitment	Payment	Commitment	Payment	Commitment	Payment
450,000	460,000	460,000	420,000	459,200.00	449,360.00

#### Comments:

The appropriations are intended to cover, notably costs of fees payable to the offices for purchases of take over reports.

#### 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	1,406	applications	450,000
Safety margin for the entire item	0%		0
		<b>Total</b>	<b>450,000</b>
<b>Rounded total</b>			<b>450,000</b>

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

Commitment	Payments				
	2022	2023	2024	2025	> 2025
Pre 2022 commitments still outstanding	440,000	137,700			
Appropriation 2021	460,000	128,800	92,000	23,000	18,400
Appropriation 2022	450,000	193,500	126,000	90,000	22,500
<b>Total</b>	<b>1,350,000</b>	<b>460,000</b>	<b>218,000</b>	<b>113,000</b>	<b>40,900</b>
			<b>18,000</b>		



### 3.4.4 Item 3300: Expenditure on the examination of variety denominations

DOC-

#### Financial Figures (Differentiated appropriations)

Appropriation 2022		Appropriation 2021		Outturn 2020	
Commitment pm	Payment pm	Commitment pm	Payment pm	Commitment pm	Payment 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 2022		Appropriation 2021		Outturn 2020	
Commitment	Payment	Commitment	Payment	Commitment	Payment
130,000	130,000	120,000	80,000	93,766.49	95,733.47

#### 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	40,000
Miscellaneous publications	20,000
Translation service benefits	70,000
<b>Total</b>	<b>130,000</b>
<b>Rounded total</b>	<b>130,000</b>

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

Commitment	Payments				
	2022	2023	2024	2025	> 2025
Pre 2022 commitments still outstanding					
Appropriation 2021	120,000	10,000			
Appropriation 2022	130,000	120,000	10,000		
<b>Total</b>	<b>250,000</b>	<b>130,000</b>	<b>10,000</b>		

### 3.4.6 Item 3500: Technical studies - Research and development

#### Financial Figures (Differentiated appropriations)

Appropriation 2022		Appropriation 2021		Outturn 2020	
Commitment	Payment	Commitment	Payment	Commitment	Payment
350,000	500,000	500,000	420,000	335,165.00	218,308.80

#### 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	350,000
<b>Total</b>	<b>350,000</b>

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

Commitment	Payments				
	2022	2023	2024	2025	> 2025
Pre 2022 commitments still outstanding	990,000	250,000			
Appropriation 2021	500,000	100,000	280,000	20,000	
Appropriation 2022	350,000	150,000	250,000	80,000	20,000
<b>Total</b>	<b>1,840,000</b>	<b>500,000</b>	<b>530,000</b>	<b>100,000</b>	<b>20,000</b>

### 3.4.7 Item 3600: Special Advisers

#### Financial Figures (Differentiated appropriations)

Appropriation 2022		Appropriation 2021		Outturn 2020	
Commitment	Payment	Commitment	Payment	Commitment	Payment
250,000	235,000	200,000	200,000	173,821.00	105,368.59

#### 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	120,000
Other works	30,000
Legal expenses	100,000
<b>Total</b>	<b>250,000</b>

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

Commitment	Payments				
	2022	2023	2024	2025	> 2025
Pre 2022 commitments still outstanding	130,000	5,000			
Appropriation 2021	200,000	30,000	170,000		
Appropriation 2022	250,000	200,000	37,500	12,500	
<b>Total</b>	<b>580,000</b>	<b>235,000</b>	<b>207,500</b>	<b>12,500</b>	

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

#### Financial Figures (Differentiated appropriations)

Appropriation 2022		Appropriation 2021		Outturn 2020	
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
<b>Total</b>	<b>pm</b>

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

Commitment	Payments				
	2022	2023	2024	2025	> 2025
Pre 2022 commitments still outstanding	pm				
Appropriation 2021	pm	pm			
Appropriation 2022	pm	pm			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

#### 4 ESTABLISHMENT PLAN

Category and grade	Posts 2021		Posts 2022	
	Officials	Temporary Agents	Officials	Temporary Agents
AD 16	-	-	-	-
AD 15	-	1	-	-
AD 14	1	-	1	1
AD 13	1	2	1	2
AD 12	-	-	-	-
AD 11	1	-	1	1
AD 10	1	2	1	2
AD 9	-	2	-	2
AD 8	-	1	-	1
AD 7	-	6	-	4
AD 6	-	2	-	6
AD 5	-	-	-	-
<b>TOTAL</b>	<b>4</b>	<b>16</b>	<b>4</b>	<b>19</b>
AST 11	-	-	-	1
AST 10	1	2	1	2
AST 9	-	4	-	4
AST 8	-	2	1	2
AST 7	1	7	-	8
AST 6	-	4	-	2
AST 5	-	3	-	3
AST 4	-	1	-	1
AST 3	-	-	-	-
AST 2	-	-	-	-
AST 1	-	-	-	-
<b>TOTAL</b>	<b>2</b>	<b>23</b>	<b>2</b>	<b>23</b>
<b>TOTAL GENERAL</b>	<b>6</b>	<b>39</b>	<b>6</b>	<b>42</b>
<b>Total for the CPVO</b>		<b>45</b>		<b>48</b>

*One official on "leave on personal grounds", not covered by the establishment plan*

Contract staff posts	2021	2022
FG IV	5	5
FG III	1	1
FG II	—	—
FG I	—	—
<b>Total FG</b>	<b>6</b>	<b>6</b>
Seconded national experts posts	1	1
<b>Total</b>	<b>7</b>	<b>7</b>