



**CPVO • OCVV**

Community Plant Variety Office  
Office Communautaire des Variétés Végétales

## ESTIMATE OF INCOME AND EXPENDITURE FINANCIAL YEAR 2020

DRAFT BUDGET

ADOPTED BY THE ADMINISTRATIVE COUNCIL DURING  
ITS SESSION ON 19 SEPTEMBER 2019



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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	1 520 000	=	3 305 Applications	x 460
Examination fees	7 401 858	=	2 298 Examinations	x 3 221
Annual fees	9 630 000	=	29 182 Titles	x 330
Fees laid down by the President	30 000	=	750 Fees	x 40
Report fees	420 160	=	1 313 Reports	x 320
Sales of reports	130 240	=	407 Reports	x 320
<b>Rounded down total</b>	<b>19 130 000</b>			

The total forecast for income amounts to 19.986.000 euros. This figure is obtained as follows:

Fee Types	Amount (EUR)
Income from fees	19 130 000
Deficit reserve	756 000
Income from administrative operations	20 000
Income from service benefits	pm
Other income	80 000
Multi-beneficiary program	pm
<b>Total</b>	<b>19 986 000</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 2020 foresees a total of 45 posts. These posts are broken down as follows:

The President	2	AD	+	1	AST
The Technical Unit	6	AD	+	11	AST
The Administrative Unit and Human Resources	1	AD	+	11	AST
The Legal Unit	6	AD	+	6	AST
The Audit Service	1	AD			

The CPVO also employs 6 contract agents in various sectors.

Expenditure registered under Title 1 amounts to 8.340.000 euros representing an increase of 7,13% compared to 2019.

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 1.956.000 euros representing an increase of 4,60% compared to 2019.

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

Commitment appropriations registered under Title 3 amount to 10.210.000 euros representing an increase of 2,61% compared to 2019.

### **1.2.4 Total Expenditure**

The total expenditure forecast for 2020 amounts to 20.506.000 euros for commitment appropriations and 19.986.000 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 2020 is calculated as follows:

Total payment appropriations	19 986 000
Total income (free reserve excluded)	19 230 000
<b>Deficit reserve</b>	<b>756 000</b>

### 1.4 Conclusions And Prospects

The total of commitment appropriations in the draft budget amounts to 20.506.000 euros.

The total of income and payment appropriations in the draft budget amounts to 19.986.000 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 7,13% in personnel expenditure;
- an increase 4,60% in administrative expenditure; and,
- an increase of 2,61% in operational expenditure.

For the payment appropriation of the operational expenses, the increase corresponds to 9,86%.

**2 SUMMARY TABLE**

**2.1 Income by title**

CHAPTER	INCOME	DRAFT BUDGET	BUDGET	EXECUTED
ARTICLE		2020 (AC 09/19)	2019 (AC 09/18)	2018 (AC 09//19)
<b>1</b>	<b>INCOME</b>			
1000	Income from fees	19 130 000	17 627 500	17 499 839,00
	<b>TOTAL TITLE 1</b>	<b>19 130 000</b>	<b>17 627 500</b>	<b>17 499 839,00</b>
<b>3</b>	<b>RESERVE</b>			
3000	Deficit reserve	756 000	750 000	-1 205 164,93
	<b>TOTAL TITLE 3</b>	<b>756 000</b>	<b>750 000</b>	<b>-1 205 164,93</b>
<b>5</b>	<b>INCOME FROM ADMINISTRATIVE OPERATIONS</b>			
5000	Income from administrative operations	20 000	15 500	98 994,89
	<b>TOTAL TITLE 5</b>	<b>20 000</b>	<b>15 500</b>	<b>98 994,89</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	80 000	82 000	34 921,00
9200	Donation and legacy	pm	pm	pm
9300	Multi-beneficiary program	pm	pm	
	<b>TOTAL TITLE 9</b>	<b>80 000</b>	<b>82 000</b>	<b>34 921,00</b>
	<b>TOTAL INCOME</b>	<b>19 986 000</b>	<b>18 475 000</b>	<b>16 428 589,96</b>

## 2.2 Expenditure

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

CHAPTER	EXPENSES - TITLE 1	DRAFT BUDGET 2 020 (AC 09/19)	BUDGET 2 019 (AC 09/18)	EXECUTED 2 018 (AC 09//19)
11	Staff in active employment			
1100	Expenditure related to staff employed	7 830 000	7 290 000	6 653 443,25
	<b>TOTAL CHAPTER 11</b>	<b>7 830 000</b>	<b>7 290 000</b>	<b>6 653 443,25</b>
12	Further professional training			
1200	Further professional training	90 000	90 000	71 122,06
	<b>TOTAL CHAPTER 12</b>	<b>90 000</b>	<b>90 000</b>	<b>71 122,06</b>
13	Missions and duty travels			
1300	Missions and travel expenses	290 000	280 000	257 390,57
	<b>TOTAL CHAPTER 13</b>	<b>290 000</b>	<b>280 000</b>	<b>257 390,57</b>
14	Supplementary services			
1400	Interim staff, administrative and technical assistance	80 000	80 000	52 208,18
	<b>TOTAL CHAPTER 14</b>	<b>80 000</b>	<b>80 000</b>	<b>52 208,18</b>
15	Social welfare			
1500	Special assistance grants, other welfare expenditure	40 000	35 000	23 574,65
	<b>TOTAL CHAPTER 15</b>	<b>40 000</b>	<b>35 000</b>	<b>23 574,65</b>
17	Entertainment and representation expenses			
1700	Entertainment and representation expenses	10 000	10 000	4 595,68
	<b>TOTAL CHAPTER 17</b>	<b>10 000</b>	<b>10 000</b>	<b>4 595,68</b>
	<b>EXPENSE TOTAL - TITLE 1</b>	<b>8 340 000</b>	<b>7 785 000</b>	<b>7 062 334,39</b>

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

CHAPTER	EXPENSES - TITLE 2	DRAFT BUDGET 2020 (AC 09/19)	BUDGET 2019 (AC 09/18)	EXECUTED 2018 (AC 09//19)
20	Investments in immovable property			
2000	Property related costs	370 000	340 000	261 525,57
	<b>TOTAL CHAPTER 20</b>	<b>370 000</b>	<b>340 000</b>	<b>261 525,57</b>
21	Data processing			
2100	Equipment, software and other external services	800 000	800 000	574 044,77
	<b>TOTAL CHAPTER 21</b>	<b>800 000</b>	<b>800 000</b>	<b>574 044,77</b>
22	Movable property and associated costs			
2200	Office furniture, transport, technical & library equipment	60 000	70 000	29 971,29
	<b>TOTAL CHAPTER 22</b>	<b>60 000</b>	<b>70 000</b>	<b>29 971,29</b>
23	General administrative expenditure			
2300	General administrative expenditure	66 000	65 000	37 414,78
	<b>TOTAL CHAPTER 23</b>	<b>66 000</b>	<b>65 000</b>	<b>37 414,78</b>
24	Postal charges and Telecommunications			
2400	Postage and Telecommunications charges	95 000	85 000	77 394,89
	<b>TOTAL CHAPTER 24</b>	<b>95 000</b>	<b>85 000</b>	<b>77 394,89</b>
25	Expenditure on formal and other meetings			
2500	Meetings and notices	395 000	360 000	219 450,38
	<b>TOTAL CHAPTER 25</b>	<b>395 000</b>	<b>360 000</b>	<b>219 450,38</b>
26	Audits and Evaluations			
2600	Audits and Evaluations	170 000	150 000	104 331,00
	<b>TOTAL CHAPTER 26</b>	<b>170 000</b>	<b>150 000</b>	<b>104 331,00</b>
	<b>EXPENSE TOTAL - TITLE 2</b>	<b>1 956 000</b>	<b>1 870 000</b>	<b>1 304 132,68</b>

CHAPTER ARTICLE	EXPENSES - TITLE 3	DRAFT BUDGET 2020 (AC 09/19)		BUDGET 2019 (AC 09/18)		EXECUTED 2018 (AC 09//19)	
		Commitment	Payments	Commitment	Payments	Commitment	Payments
30	Fees payable to the examination offices						
3000	Fees for the examination offices (E.U. and others)	9 000 000	8 400 000	8 700 000	7 570 000	8 070 719,24	7 251 535,74
	<b>TOTAL CHAPTER 30</b>	<b>9 000 000</b>	<b>8 400 000</b>	<b>8 700 000</b>	<b>7 570 000</b>	<b>8 070 719,24</b>	<b>7 251 535,74</b>
31	Maintenance of reference collections						
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>
32	Procurement of other examination reports						
3200	Procurement of other exam.reports	460 000	440 000	400 000	400 000	483 520,00	409 040,00
	<b>TOTAL CHAPTER 32</b>	<b>460 000</b>	<b>440 000</b>	<b>400 000</b>	<b>400 000</b>	<b>483 520,00</b>	<b>409 040,00</b>
33	Examination of denominations						
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>
34	Publications and translations						
3400	Official, general and promotional publications	150 000	150 000	150 000	150 000	44 393,95	48 051,60
	<b>TOTAL CHAPTER 34</b>	<b>150 000</b>	<b>150 000</b>	<b>150 000</b>	<b>150 000</b>	<b>44 393,95</b>	<b>48 051,60</b>
35	Technical studies, surveys, consultations						
3500	Technical studies	400 000	500 000	500 000	500 000	240 752,60	206 294,05
	<b>TOTAL CHAPTER 35</b>	<b>400 000</b>	<b>500 000</b>	<b>500 000</b>	<b>500 000</b>	<b>240 752,60</b>	<b>206 294,05</b>
36	Special advisers						
3600	Special advisers	200 000	200 000	200 000	200 000	171 026,88	147 201,50
	<b>TOTAL CHAPTER 36</b>	<b>200 000</b>	<b>200 000</b>	<b>200 000</b>	<b>200 000</b>	<b>171 026,88</b>	<b>147 201,50</b>
37	Multi-beneficiary program						
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>10 210 000</b>	<b>9 690 000</b>	<b>9 950 000</b>	<b>8 820 000</b>	<b>9 010 412,67</b>	<b>8 062 122,89</b>
	<b>TOTAL EXPENDITURE</b>	<b>20 506 000</b>	<b>19 986 000</b>	<b>19 605 000</b>	<b>18 475 000</b>	<b>17 376 879,74</b>	<b>16 428 589,96</b>



### 3 DETAIL BY BUDGET HEADINGS

#### 3.1 Income

##### 3.1.1 Item 1000 : Fees

Budget	2020	Budget	2019	Outturn	2018
	19 130 000		17 627 500		17 499 839,00

#### 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	3 305
- Number of examinations invoiced	2 300
- Number of annual fees invoiced based on the title in force	29 182

##### 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	1 520 000	
Examination fees	7 401 858	
Annual fees	9 630 000	
Specific requests fee	pm	
Appeal fee	pm	
Fees laid down by the President	30 000	
Report fees	420 160	
Sales of reports	130 240	
	<b>total</b>	<b>19 132 258</b>
<b>Rounded down total</b>		<b>19 130 000</b>

### 3.1.2 Item 3000 : Deficit Reserve

Budget	2020	Budget	2019	Outturn	2018
	756 000		750 000		-1 205 164,93

#### Comments:

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

#### Evaluation of income

Total payment appropriations (a)	19 986 000
Total income (b)	19 230 000
<b>Deficit reserve (a) - (b)</b>	<b>756 000</b>

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

Budget	2020	Budget	2019	Outturn	2018
	20 000		15 500		98 994,89

#### Evaluation of income

Income from valuable administrative services and/or reimbursement of expenses	19 500
Royalties	500
Audit fees	pm
<b>total</b>	<b>20 000</b>

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

Budget	2020	Budget	2019	Outturn	2018
	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 2020	Budget 2019	Outturn 2 018
80 000	82 000	34 921,00

#### Comments:

Income generated from interests on account.

#### Evaluation of income

Interests on investments	19 000 000	X	0,42%	=	79 800
Interests on bank account					pm
<b>Rounded up total</b>					<b>80 000</b>

### 3.1.6 Item 9200: Donation and legacy

Budget 2020	Budget 2019	Outturn 2 018
pm	pm	pm

#### Evaluation of income

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

Budget 2020	Budget 2019	Outturn 2 018
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 2020	Appropriation 2019	Outturn 2018
7 830 000	7 290 000	6 653 443,25

#### 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 agent ;
- 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	62 000
Management allowance	900
Coffee and canteen (lunch allowance)	22 000
Travel installation and removal	10 000
Interviews and publications	25 000
Medical expenses	17 000
Pensions and related charges FP/TF	926 080
Pensions and related charges CA	60 100
Salaries for FP/TF	6 156 920
Salaries for CA	430 000
Schools and creches	30 000
Seconded national expert	pm
Trainee expenses	90 000
<b>Total</b>	<b>7 830 000</b>

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

Appropriation 2020	Appropriation 2019	Outturn 2018
90 000	90 000	71 122,06

#### 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

IT training	20 000
Language training	33 000
SLA with DR HR	7 000
Other trainings	30 000
<b>Total</b>	<b>90 000</b>

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

Appropriation 2020	Appropriation 2019	Outturn 2018
290 000	280 000	257 390,57

#### 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>290 000</b>
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### 3.2.4 Item 1400: Interim staff

Appropriation 2020	Appropriation 2019	Outturn 2018
80 000	80 000	52 208,18

#### 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

Interim staff	80 000
Administrative and technical assistance for miscellaneous activities	
<b>Total</b>	<b>80 000</b>

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

Appropriation 2020	Appropriation 2019	Outturn 2018
40 000	35 000	23 574,65

#### 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

CEZAM cards	1 000
Christmas party	9 000
Family languages trainings	12 000
Other events	8 000
Social days	8 000
Special assistance	pm
Health and Wellbeing	2 000
<b>Total</b>	<b>40 000</b>

### 3.2.6 Item 1700: Entertainment and representation expenses

Appropriation	2020	Appropriation	2019	Outturn	2018
10 000		10 000		4 595,68	

#### 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>10 000</b>
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### 3.3 Expenditure Title 2

#### 3.3.1 Item 2000: Property related costs

Appropriation	2020	Appropriation 2019	Outturn 2018
	370 000	340 000	261 525,57

#### 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

Cleaning and maintenance	42 000
Co-ownership fees	10 000
Electricity	40 000
Fixtures and fittings	pm
Garden maintenance Flower Decoration	16 000
Gas	15 000
Insurance (buildings and IT)	10 000
Buildings maintenance (annual and ad hoc)	35 000
Parkings (HBM and Public)	pm
Property purchase	pm
Urgent building costs	pm
Recycling	10 000
Refurbishment (renovation works)	40 000
Security (Télésurveillance/Guards/Fire extinguishers/Access control) including maintenance	100 000
Buildings taxes (Taxe foncière/Habitation)	5 000
Water	7 000
Expenditures linked to property purchase or renovation (notary/architect/etc)	40 000
<b>Total</b>	<b>370 000</b>

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

Appropriation	2020	Appropriation	2019	Outturn	2018
	800 000		800 000		574 044,77

#### 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

Development and assistance (extra-muros)	490 000
Hardware	30 000
Licenses and maintenances	280 000
External services providers (intra-muros)	pm
Others costs	pm
<b>Total</b>	<b>800 000</b>

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

Appropriation	2020	Appropriation 2019	Outturn	2018
	60 000	70 000		29 971,29

#### 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

Books and subscriptions	10 000
Car Insurance and expenses linked to vehicles	1 000
Rent for Coffee and water machine and supplies for canteen	2 000
Furniture (tables, chairs, cupboards, lamps, etc)	22 000
Office equipment	10 000
Copiers and scanners	13 000
Franking machine and balance	2 000
Urgent expense for furniture, technical installations, vehicle and library stocks	pm
Telephone - maintenance switchboard	pm
<b>Total</b>	<b>60 000</b>

### 3.3.4 Item 2300: General administrative expenditure

Appropriation	2020	Appropriation	2019	Outturn	2018
	66 000		65 000		37 414,78

#### 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

Agencies Permanent Secretariat	800
Financial charges	4 800
Administration aid provided by the Commission (interpretation, salary calculation, etc.)	29 800
Outsourced reception	4 900
Stationery and office supplies	24 700
Other administrative expenditure	pm
Damages to property and vehicle	pm
Archives (paper destruction/outsourcing)	1 000
Legal costs	pm
<b>Total</b>	<b>66 000</b>

### 3.3.5 Item 2400: Postal and telecommunications charges

Appropriation	2020	Appropriation	2019	Outturn	2018
	95 000		85 000		77 394,89

#### 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

Express deliveries	pm
Postage and franking expenses	40 000
Other postal charges	pm
Phone subscriptions and internet	55 000
<b>Total</b>	<b>95 000</b>

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

Appropriation	2020	Appropriation	2019	Outturn	2018
	395 000		360 000		219 450,38

#### 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

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)	120 000
Fairs and exhibitions	25 000
Legal meetings and legal working groups	pm
Management Team Meetings	pm
International collaboration Outside EU (present and future)	pm
Provisional Meeting costs	10 000
QAS Meetings	pm
Meetings linked to Research and Developpement projects	15 000
PVR and enforcement Seminars	71 000
UPOV meetings	pm
Promotional items	4 000
<b>Total</b>	<b>395 000</b>

### 3.3.7 Item 2600: Audits and Evaluations

Appropriation	2020	Appropriation	2019	Outturn	2018
	170 000		150 000		104 331,00

#### Comments:

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

### Evaluation of appropriations

Consulting	pm
Evaluation and other audits	25 000
Internal Audit	100 000
Quality Audits	45 000
<b>Total</b>	<b>170 000</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 2020		Appropriation 2019		Outturn 2018	
Commitment	Payment	Commitment	Payment	Commitment	Payment
9 000 000	8 400 000	8 700 000	7 570 000	8 070 719,24	7 251 535,74

##### 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	
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	3 069
<b>Total of perennial commitments (€)</b>	<b>9 000 000</b>
2) Fees for technical checking of plant varieties (€)	
	pm
<b>Total</b>	<b>9 000 000</b>
<b>Rounded up total</b>	<b>9 000 000</b>

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

Commitment			Payments				
			2020	2021	2022	2023	> 2023
Pre 2020 commitments still outstanding		7 000 000	3 400 000				
Appropriation	2019	8 700 000	2 700 000	3 400 000	1 500 000	500 000	400 000
Appropriation	2020	9 000 000	2 300 000	2 100 000	2 500 000	1 200 000	500 000
<b>Total</b>		<b>24 700 000</b>	<b>8 400 000</b>	<b>5 500 000</b>	<b>4 000 000</b>	<b>1 200 000</b>	<b>500 000</b>

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

#### Financial Figures (Differentiated appropriations)

Appropriation		Appropriation		Outturn	
2020		2019		2018	
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		Appropriation		Outturn	
2020		2019		2018	
Commitment	Payment	Commitment	Payment	Commitment	Payment
460 000	440 000	400 000	400 000	483 520,00	409 040,00

#### 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	1 437	applications	320 €	459 840
Safety margin for the entire item	0%			0
<b>Total (€):</b>		<b>Total (€):</b>		<b>459 840</b>
<b>Rounded up total</b>				<b>460 000</b>

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

Commitment	Payments				
	2020	2021	2022	2023	> 2023
Pre 2020 commitments still outstanding	434 000	120 000			
Appropriation 2019	400 000	94 000	88 000	19 000	7 500
Appropriation 2020	460 000	226 000	106 400	96 800	22 000
<b>Total</b>	<b>1 294 000</b>	<b>440 000</b>	<b>194 400</b>	<b>115 800</b>	<b>29 500</b>
					<b>8 800</b>



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

#### Financial Figures (Differentiated appropriations)

Appropriation 2020		Appropriation 2019		Outturn 2018	
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 2020		Appropriation 2019		Outturn 2018	
Commitment	Payment	Commitment	Payment	Commitment	Payment
150 000	150 000	150 000	150 000	44 393,95	48 051,60

#### 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	100 000
<b>Total</b>	<b>150 000</b>
<b><i>Rounded up total</i></b>	<b>150 000</b>

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

Commitment	Payments				
	2020	2021	2022	2023	> 2023
Pre 2020 commitments still outstanding					
Appropriation 2019	150 000	20 000			
Appropriation 2020	150 000	130 000	10 000		
<b>Total</b>	<b>300 000</b>	<b>150 000</b>	<b>10 000</b>		

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

#### Financial Figures (Differentiated appropriations)

Appropriation 2020		Appropriation 2019		Outturn 2018	
Commitment	Payment	Commitment	Payment	Commitment	Payment
400 000	500 000	500 000	500 000	240 752,60	206 294,05

#### 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	400 000
<b>Total (€):</b>	<b>400 000</b>

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

Commitment	Payments				
	2020	2021	2022	2023	> 2023
Pre 2020 commitments still outstanding	100 000				
Appropriation 2019	500 000	250 000	100 000		
Appropriation 2020	400 000	150 000	250 000	100 000	
<b>Total</b>	<b>1 000 000</b>	<b>500 000</b>	<b>350 000</b>	<b>100 000</b>	

### 3.4.7 Item 3600: Special Advisers

#### Financial Figures (Differentiated appropriations)

Appropriation 2020		Appropriation 2019		Outturn 2018	
Commitment	Payment	Commitment	Payment	Commitment	Payment
200 000	200 000	200 000	200 000	171 026,88	147 201,50

#### 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
<b>Total (€):</b>	<b>Total (€): 200 000</b>

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

Commitment	Payments				
	2020	2021	2022	2023	> 2023
Pre 2020 commitments still outstanding					
Appropriation 2019	20 000				
Appropriation 2020	180 000	20 000			
<b>Total</b>	<b>200 000</b>	<b>20 000</b>			

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

#### Financial Figures (Differentiated appropriations)

Appropriation 2020		Appropriation 2019		Outturn 2018	
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				
			2020	2021	2022	2023	> 2023
Pre 2020 commitments still outstanding		pm					
Appropriation	2019	pm	pm	pm			
Appropriation	2020	pm	pm	pm			
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

#### 4 ESTABLISHMENT PLAN

Category and grade	Posts 2019		Posts 2020	
	Officials	Temporary Agents	Officials	Temporary Agents
AD 16	-	-	-	-
AD 15	-	1	-	1
AD 14	1	-	1	-
AD 13	1	-	1	1
AD 12	-	2	-	1
AD 11	-	-	1	-
AD 10	2	1	2	1
AD 9	1	1	-	2
AD 8	-	2	-	1
AD 7	-	-	-	2
AD 6	-	4	-	2
AD 5	-	-	-	-
<b>TOTAL</b>	<b>5</b>	<b>11</b>	<b>5</b>	<b>11</b>
AST 11	-	-	-	-
AST 10	2	3	1	3
AST 9	-	3	1	4
AST 8	-	2	-	2
AST 7	2	4	2	6
AST 6	-	9	-	5
AST 5	-	2	-	3
AST 4	-	1	-	2
AST 3	-	1	-	-
AST 2	-	-	-	-
AST 1	-	-	-	-
<b>TOTAL</b>	<b>4</b>	<b>25</b>	<b>4</b>	<b>25</b>
<b>TOTAL GENERAL</b>	<b>9</b>	<b>36</b>	<b>9</b>	<b>36</b>
<i><b>Total for the CPVO</b></i>		<b>45</b>		<b>45</b>