

Brussels, 3 December 2015

Related documents: CC 532

DECISION OF THE ENERGY CHARTER CONFERENCE

Subject: Approval of the Budget for 2016-2017

The Energy Charter Conference on 3 December 2015 **approved** the Budget of the Energy Charter Secretariat for 2016-2017 (Annex I with a minor correction),¹ including the draft Establishment Table (Annex II) and the two multi-annual commitment authorities as contained in CC 532:

- Prolongation of the multi-annual commitment authority of Euro 100,000 in respect of Budget item 3 ‘Professional and Special Services’, to cover contracts running into the following year;
- Prolongation of the multi-annual commitment authority of Euro 50,000 in respect of Budget item 6 ‘Operating Expenditure’, to obtain the most advantageous market conditions for certain long-term operating expenditures.

The approval of this bi-annual budget does not automatically imply that future budgets will also be bi-annual. The Contracting Parties reserve their right to modify the indicative budget for 2017 in case an unexpected change occurs in 2016 which affects the budget for 2017.

The national contributions (Annex III) will be subject to change, as the United Nations Scale of Assessment for the period 2016-2018 is being renegotiated in 2015; these negotiations have not been concluded yet.

In addition, the Conference decided to review in 2016 the current Staff Manual. The Conference also agreed to consider at the end of 2016, if needed, a potential update of the Programme of Work of the Secretariat for 2017.

¹ Minor numerical correction in the figures contained in the column of Draft Budget for 2016.

Budgets 2016-2017

BUDGET PART I		Budget 2015	Change	Draft Budget 2016	Draft Budget 2017
1.	Salaries & Allowances	2 908,59	-1 280,00	1 628,59	2 108,76
2.	Official Travel	177,55	-27,55	150,00	150,00
3.	Professional & Special Services				
	Secondments/YP	97,21	-10,00	87,21	87,21
	Project Staff	212,62	953,03	1 069,88	550,00
	Consultants	260,00	-30,00	230,00	250,00
	Invited Experts	99,92	-30,00	69,92	79,92
	Subtotal	669,75		1 457,01	967,13
4.	Meetings				
	Charter Conference	40,00		40,00	40,00
	Other Meetings	30,49	-15,00	15,49	15,49
	Translations	41,57	-20,00	21,57	21,57
	Subtotal	112,06		77,06	77,06
5.	Representation	21,33	-10,00	11,33	16,33
6.	Operating Expenditure				
	Postage	14,71	-4,71	10,00	14,71
	Communications (tel.,fax)	36,80	-5,00	31,80	31,80
	Office Space Rental	240,66		240,66	240,66
	Office Space Charges, Taxes	140,04		140,04	140,04
	Office Supplies	71,04	-15,00	56,04	56,04
	Subtotal	503,25		478,54	483,25
7.	General Administration				
	External Auditors (Auditing)	10,29	2,21	12,50	12,50
	Salary Administration (fees to IO's)	5,62		5,62	5,62
	Publications, Library	11,24		11,24	11,24
	Subtotal	27,15		29,36	29,36
8.	Capital Expenditure	19,59		19,59	19,59
9.	IT Equipment & Software	40,68		40,68	40,68
10.	Information	14,59		14,59	14,59
11.	Miscellaneous & Contingency	2,92	-2,21	0,71	0,71
AVAILABLE RESOURCES		4 497,46	-494,23	3 907,46	3 907,46
12.	Provision for bad debt (Russian Contribution)		202,91	202,91	202,91
TOTAL BUDGET PART I		4 497,46	-387,09	4 110,37	4 110,37
BUDGET PART II					
	GRF Human resources (Salaries&Proj staff)	220,00	-124,23	95,77	(1) 0,00
	General support of the Budget (VC DG Ener)	200,00		200,00	(2) p.m
TOTAL BUDGET PART II		420,00	-124,23	295,77	0,00
TOTAL BUDGET PARTS I & II		4 917,46	-511,32	4 406,14	4 110,37
(1)	to finance Salaries & Allowances				
(2)	to finance Project Staff				

Establishment Table 2016-2017

	2016		2017
Office of the SG		Office of the SG	
<i>A7+ Secretary General</i>	1	<i>A6+/A7+ Secretary General</i>	1
<i>B4 Secretary</i>	0	<i>C5/C6 Secretary</i>	1
<i>A3/A4 Senior Adviser</i>	1* until 9 JAN		
<i>A3/A4 Legal Counsel/General Counsel</i>	1**	<i>A3/A4 General Counsel</i>	1
<i>B5 Legal Assistant</i>	0	<i>B4/B5 Legal Assistant</i>	1
<i>B5 Assistant PR/Knowledge Centre</i>	0	<i>B4/B5 Expansion & Outr Assistant</i>	1
Office of the DSG			
<i>A6/A7 Deputy Secretary General</i>	1***	<i>A6/A7 Deputy Secretary General</i>	0
<i>B3 Secretary</i>	1* until 29FEB	Office of the ASG	
<i>A3/A4 Senior Expert (Exp & Outr)</i>	1* until 15SEP	<i>A5/A6 Assistant Secretary General</i>	1
<i>B5 Expansion & Outreach Assistant</i>	1	<i>C5/C6 Secretary</i>	1
Directorate			
<i>A5/A6 Director</i>	1* until 12SEP	<i>A3/A4 Senior Expert (Investment)</i>	1
<i>B3 Secretary</i>	1* until 31AUG	<i>A2/A3 Expert (Investment)</i>	1
<i>A3/A4 Senior Expert (Transit)</i>	0	<i>A2/A3 Expert (Trade)</i>	1
<i>A2/A3 Expert (Transit)</i>	1	<i>A2/A3 Expert (E Efficiency)</i>	1
<i>A3/A4 Senior Expert (E Efficiency)</i>	1	<i>A3/A4 Senior Expert (Transit)</i>	1 ^x
<i>A2/A3 Expert (E Efficiency)</i>	0	<i>A2/A3 Expert (Transit)</i>	1
<i>A3/A4 Senior Expert (Trade)</i>	1	<i>C5/C6 Administrative Assistant</i>	1
<i>A2/A3 Expert (Trade)</i>	0	<i>C5/C6 Administrative Assistant</i>	1
<i>A3/A4 Senior Expert (Investment)</i>	1	<i>C5/C6 Administrative Assistant</i>	1
<i>A2/A3 Expert (Investment)</i>	1		
Administration & Finance			
<i>A3/A4 Head of AF</i>	1* until 30JUN		
<i>B3 Secretary</i>	0		
<i>B6 Principal Assistant</i>	0		
<i>B6 Principal Assistant</i>	0		
<i>B4 Assistant</i>	0		

1* Posts to be suppressed in 2016

1** Post to change name as of August 2016.

1*** Post to be kept vacant after 31/07/2016

1^x Post to be filled under the condition of available resources and requirement of Program of Work

Additional information

A. Establishment table posts to be suppressed by the Conference and length of project staff contracts to be offered to affected officials

	2016	End of the current establishment table contract:	Suppression of the establishment table post	Start proposed project staff contract	Project Staff contracts until:
Office of SG					
B4 Secretary	1	31/12/2015	31/12/2015	1/1/2016	31/12/2016
A3/A4 Senior Adviser	1	09/01/2016	09/01/2016	10/01/2016	31/12/2016
Office of DSG					
B3 Secretary	1	29/02/2016	29/02/2016	1/03/2016	31/12/2016
A3/A4 Senior Expert (Exp & Outr)	1	15/09/2016	15/09/2016	-	-
Directorate					
A5/A6 Director	1	12/09/2016	12/09/2016	-	-
B3 Secretary	1	31/08/2016	31/08/2016	1/09/2016	31/12/2016
Admin & Finance					
A3/A4 Head of AF	1	30/06/2016	30/06/2016	1/07/2016	31/12/2016
B3 Secretary	1	31/12/2015	31/12/2015	1/1/2016	31/12/2016
B6 Principal Assistant	1	31/12/2015	31/12/2015	1/1/2016	31/12/2016
B6 Principal Assistant	1	31/12/2015	31/12/2015	1/1/2016	31/12/2016
B4 Assistant	1	31/12/2015	31/12/2015	1/1/2016	31/12/2016

B. Indications regarding Project Staff (2016-2017)

Project Staff indications	2016	Project Staff indications	2017
Office of SG		Office of SG	
A3 Knowledge Centre Principal Coordinator	1 (part time)	C4/C5 Junior Legal Assistant	1
C4 Knowledge Centre Coordinator	1	C5/C6 Exp & Outreach Coordinator	1
C4 Knowledge Centre Coordinator	1	C4/C5 Exp & Outreach Coordinator	1
C4 Knowledge Centre Coordinator	1 (part time)	C5/C6 Knowledge Centre Coordinator	1
C4 Junior Legal Assistant	1	C4/C5 Knowledge Centre Coordinator	1
A4 Senior Adviser	1 - after 10 JAN		
B4 Secretary	1		
Office of DSG		Office of ASG	
B3 Secretary	1 - after 1 MAR		
B5 Assistant Expansion & Outreach	1	C4/C5 Transit Coordinator	1
C4 Coordinator Exp & Outreach	1	C4/C5 Trade Coordinator	1
Directorate		C4/C5 Energy Efficiency Coordinator	1
C4 Trade Coordinator	1	C4/C5 Investment Coordinator	1
B3 Secretary	1 - after 1 SEP		
Administration & Finance			
C4 Archivist	0		
A4 Head of Admin & Finance	1 - after 1 JUL		
B3 Secretary	1		
B6 Principal Assistant	1		
B6 Principal Assistant	1		
B4 Assistant	1		

*Hypothetical 2016 National Contributions to the Regular Budget
(based on UN Scale 2013-2015)*

Country	UN Scale 2013-2015	ECS Scale 2013-2015	2016 Contributions	2017 Contributions
1 Afghanistan	0.005 %	0.011 %	420€	420€
2 Albania	0.010 %	0.021 %	839€	839€
3 Armenia	0.007 %	0.015 %	587€	587€
4 Australia	2.074 %	4.454 %	174,027€	174,027€
5 Austria	0.798 %	1.714 %	66,959€	66,959€
6 Azerbaijan	0.040 %	0.086 %	3,356€	3,356€
7 Belarus	0.056 %	0.120 %	4,699€	4,699€
8 Belgium	0.998 %	2.143 %	83,741€	83,741€
9 Bosnia & Herzegovina	0.017 %	0.037 %	1,426€	1,426€
10 Bulgaria	0.047 %	0.101 %	3,944€	3,944€
11 Croatia	0.126 %	0.271 %	10,573€	10,573€
12 Cyprus	0.047 %	0.101 %	3,944€	3,944€
13 Czech Republic	0.386 %	0.829 %	32,389€	32,389€
14 Denmark	0.675 %	1.449 %	56,638€	56,638€
15 Estonia	0.040 %	0.086 %	3,356€	3,356€
16 Finland	0.519 %	1.115 %	43,549€	43,549€
17 France	5.593 %	12.010 %	469,302€	469,302€
18 Georgia	0.007 %	0.015 %	587€	587€
19 Germany	7.141 %	15.335 %	599,193€	599,193€
20 Greece	0.638 %	1.370 %	53,534€	53,534€
21 Hungary	0.266 %	0.571 %	22,320€	22,320€
22 Iceland	0.027 %	0.058 %	2,266€	2,266€
23 Ireland	0.418 %	0.898 %	35,074€	35,074€
24 Japan	10.833 %	22.000 %	859,641€	859,641€
25 Kazakhstan	0.121 %	0.260 %	10,153€	10,153€
26 Kyrgyzstan	0.002 %	0.004 %	168€	168€
27 Latvia	0.047 %	0.101 %	3,944€	3,944€
28 Liechtenstein	0.009 %	0.019 %	755€	755€
29 Lithuania	0.073 %	0.157 %	6,125€	6,125€
30 Luxembourg	0.081 %	0.174 %	6,797€	6,797€
31 Malta	0.016 %	0.034 %	1,343€	1,343€
32 Moldova	0.003 %	0.006 %	252€	252€
33 Mongolia	0.003 %	0.006 %	252€	252€
34 Montenegro	0.005 %	0.011 %	420€	420€
35 Netherlands	1.654 %	3.552 %	138,785€	138,785€
36 Norway	0.851 %	1.827 %	71,406€	71,406€
37 Poland	0.921 %	1.978 %	77,280€	77,280€
38 Portugal	0.474 %	1.018 %	39,773€	39,773€
39 Romania	0.226 %	0.485 %	18,963€	18,963€
40 Slovak Republic	0.171 %	0.367 %	14,348€	14,348€
41 Slovenia	0.100 %	0.215 %	8,391€	8,391€
42 Spain	2.973 %	6.384 %	249,461€	249,461€
43 Sweden	0.960 %	2.062 %	80,552€	80,552€
44 Switzerland	1.047 %	2.248 %	87,852€	87,852€
45 Tajikistan	0.003 %	0.006 %	252€	252€
46 The FYR of Macedonia	0.008 %	0.017 %	671€	671€
47 Turkey	1.328 %	2.852 %	111,431€	111,431€
48 Turkmenistan	0.019 %	0.041 %	1,594€	1,594€
49 Ukraine	0.099 %	0.213 %	8,307€	8,307€
50 United Kingdom	5.179 %	11.121 %	434,564€	434,564€
51 Uzbekistan	0.015 %	0.032 %	1,259€	1,259€
Subtotal	47.156 %	100.000 %	3,907,460 €	3,907,460 €
<i>Russian Federation</i>			202,913€	202,913€
TOTAL			4,110,373 €	4,110,373 €