

**ENERGY CHARTER  
SECRETARIAT**

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CCDEC 2018

12 BUD

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Brussels, 26 November 2018

Related documents: CC 638, Mess 1461/18
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**DECISION OF THE ENERGY CHARTER CONFERENCE**

**Subject: Adoption by correspondence – Revision of the Budget for 2019**

By CC 638 dated 6 November 2018, the Conference was invited to approve the attached revised draft Budget for 2019.

As specified by Rule 19(b) of the Rules of Procedure concerning the adoption of decisions by correspondence, members of the Energy Charter Conference were informed that any delegation that wished to object to the approval of the revised draft Budget for 2019 should notify the Secretariat of its position in writing by 26 November 2018.

Having received no objections within the specified time limit, on 26 November 2018, the Conference **approved**, with immediate effect, the revised Budget for 2019.

## REVISION OF THE BUDGET FOR 2019

The main changes compared to the Budget 2019 as approved on 25 November 2017 (CCDEC2017-12) are:

- a. The inclusion of a contribution of EUR 150 000 under Budget Part I, item "*Salaries and Allowances*" from the European Commission, Directorate General for Energy (to be confirmed);
- b. The increase of EUR 10 000 of budget item "*3.1 Secondments/YP*" is compensated by the decrease of "*3.3 Invited Experts*" to take into account the many requests from Member and Observer Countries to participate in the Secondment programme and the limited number of reimbursements to Invited Experts for their participation in the meetings of the Subsidiary Groups and their subgroups;
- c. The increase of EUR 8 000 of budget item "*4.2 Other Meetings*" to cover the costs of extra meetings in 2019, following the creation of two subgroups;
- d. The increase of EUR 4 000 under budget item "*6.4 Office Space Charges, Taxes*" to take into account the change of management of the building and the increase of some taxes;
- e. The increase of EUR 1 000 under both items "*7.1 External Auditors*" and "*7.2 Salary Administration*" to take into account the extra work of the Auditor in relation to the accounting (mainly EU4Energy) and the compliance with EU good practices on split-up of duties, responsibilities and controls in the accounting software;
- f. The decrease of EUR 14 000 under budget item "*1.2 Temporary Officials*" to compensate the increases described in points c to e above;

## Budget 2019

<b>BUDGET PART I</b>	<b>Ref</b>	<b>Approved Budget 2018</b>	<b>Approved Budget 2019</b>	<b>Correction</b>	<b>Draft Budget 2019</b>
<b>1. Salaries &amp; Allowances</b>					
1.1 Establishment Table		2 060.00	2 060.00		2 060.00
1.2 Temporary Officials	a, f	762.00	604.00	+136.00	740.00
<b>Subtotal</b>		<b>2 822.00</b>	<b>2 664.00</b>		<b>2 800.00</b>
<b>2. Official Travel</b>					
		<b>150.00</b>	<b>150.00</b>		<b>150.00</b>
<b>3. Professional &amp; Special Services</b>					
3.1 Secondments/YP	b	95.00	95.00	+10.00	105.00
3.2 Consultants/Research Fellows		330.00	330.00		330.00
3.3 Invited Experts	b	80.00	80.00	- 10.00	70.00
<b>Subtotal</b>		<b>505.00</b>	<b>505.00</b>		<b>505.00</b>
<b>4. Meetings</b>					
4.1 Charter Conference		40.00	40.00		40.00
4.2 Other Meetings	c	22.00	22.00	+8.00	30.00
4.3 Translations		16.00	16.00		16.00
<b>Subtotal</b>		<b>78.00</b>	<b>78.00</b>		<b>86.00</b>
<b>5. Representation</b>					
		<b>17.00</b>	<b>17.00</b>		<b>17.00</b>
<b>6. Operating Expenditure</b>					
6.1 Postage		15.00	15.00		15.00
6.2 Communications (tel.,fax)		32.00	32.00		32.00
6.3 Office Space Rental		140.00	144.00		144.00
6.4 Office Space Charges, Taxes	d	124.00	128.00	+4.00	132.00
6.5 Office Supplies		45.00	45.00		45.00
<b>Subtotal</b>		<b>356.00</b>	<b>364.00</b>		<b>368.00</b>
<b>7. General Administration</b>					
7.1 External Auditors (Auditing)	e	13.00	13.00	+1.00	14.00
7.2 Salary Administration (fees to IO's)	e	8.00	8.00	+1.00	9.00
7.3 Publications, Library		12.00	12.00		12.00
<b>Subtotal</b>		<b>33.00</b>	<b>33.00</b>		<b>35.00</b>
<b>8. Capital Expenditure</b>					
		<b>30.00</b>	<b>30.00</b>		<b>30.00</b>
<b>9. IT Equipment &amp; Software</b>					
		<b>50.00</b>	<b>50.00</b>		<b>50.00</b>
<b>10. Information</b>					
		<b>15.00</b>	<b>15.00</b>		<b>15.00</b>
<b>11. Miscellaneous &amp; Contingency</b>					
		<b>1.46</b>	<b>1.46</b>		<b>1.46</b>
<b>AVAILABLE RESOURCES PART I</b>		<b>4 057.46</b>	<b>3 907.46</b>	<b>150.00</b>	<b>4 057.46</b>
12. Provision for bad debt (Russian Contribution)		285.82 <sup>1</sup>	p.m. <sup>2</sup>		p.m.
<b>TOTAL BUDGET PART I</b>		<b>4 343.28</b>	<b>3 907.46</b>	<b>150.00</b>	<b>4 057.46</b>
<b>BUDGET PART II</b>					
EU4Energy (EC - DG NEAR)		353.63	353.63		353.63
<b>TOTAL BUDGET PART II</b>		<b>353.63</b>	<b>353.63</b>		<b>353.63</b>
<b>AVAILABLE RESOURCES BUDGET PARTS I &amp; II</b>		<b>4 411.09</b>	<b>4 261.09</b>	<b>150.00</b>	<b>4 411.09</b>

<sup>1</sup> Pending decision on the National Contribution of the Russian Federation

<sup>2</sup> The exact amount of the contribution of the Russian Federation for 2019, if any, remains unknown since a new Scale of Assessments will be issued for the period 2019-2021

## Human Resources

### Establishment Table

<i>Changes highlighted in yellow (none)</i>	<b>2018</b>	<b>2019</b>
<b>Office of SG</b>		
<b>Secretary General</b>		
A6/A7+ Secretary General	1	1
C5/C6+ Secretary	1	1
<b>Legal Affairs</b>		
A3/A4 General Counsel (head)	1	1
B4/B5 Legal Assistant	1	1
<b>Expansion &amp; Outreach</b>		
A2/A3 Expansion Official (head)	0	1
A2/A3 Trade Official (temp. involved in Expansion - head)	1	0
B4/B5 Expansion & Outreach Assistant	1	1
<b>Office of DSG</b>		
<b>Deputy Secretary General</b>		
A5/A6 Deputy Secretary General	0	0
<b>Office of ASG</b>		
<b>Assistant Secretary General</b>		
A5/A6 Assistant Secretary General	1	1
C5/C6+ Secretary	1	1
<b>Investment unit</b>		
A3/A4 Senior Investment Official (head)	1	1
A2/A3 Investment Official	1	1
<b>Transit unit</b>		
A2/A3 Transit Official (head)	1	1
<b>Energy Efficiency unit</b>		
A2/A3 Energy Efficiency Official (head)	1	1
<b>Financial and Administrative unit</b>		
C5/C6+ Administrative Assistant	3	3
<b>TOTAL</b>	<b>15</b>	<b>15</b>

## Estimated Human Resources Temporary Officials

<i>Changes highlighted in yellow</i>	<i>2018 estimated</i>	<i>2018 implemented</i>	<i>2019 proposed</i>
<b>Budget Part I - Office of SG</b>			
<b>Secretary General</b>			
<i>C4/C5</i> SG Office Coordinator	1	1	1
<b>Legal Affairs</b>			
<i>C4/C5</i> Junior Legal Assistant	2	1.75	3(2)*
<b>Expansion &amp; Outreach</b>			
<i>C4/C5</i> Expansion & Outreach Coordinator	1	1	1
<b>Knowledge Centre</b>			
<i>C5/C6</i> Principal Coordinator	1	1	1
<i>C4/C5</i> Legal Coordinator	1	1	1
<b>Budget Part I - Office of ASG</b>			
<b>Investment unit</b>			
<i>C4/C5</i> Investment Coordinator	2	2.5	2(3)*
<b>Transit unit</b>			
<i>C4/C5</i> Transit Coordinator	1	0.5	1
<i>C5/C6</i> Transit Advisor		0.25	
<b>Energy Efficiency unit</b>			
<i>C4/C5</i> Energy Efficiency Coordinator	1	1	1
<b>Subtotal Budget Part I</b>			
	10	10	11
<b>Projects (Office of SG)</b>			
<i>A2</i> EU4Energy Project Manager	1	1	1
<i>C4</i> EU4Energy Financial Controller	1	1	1
<b>Projects (Office of ASG)</b>			
<i>C5/C6</i> Transit Advisor (WCF Transit)		0.25	
<b>Subtotal Budget Part II</b>			
	2	2.25	2
<b>TOTAL</b>	<b>12</b>	<b>12.25</b>	<b>13</b>

\* The number of Temporary Officials will be determined depending on the number of countries to be assessed for EIRA 2019 and activities planned by the Conference for Modernisation.