

**ENERGY CHARTER
SECRETARIAT**

CCDEC 2019

13 BUD

Brussels, 10 December 2019

Related documents: CC 663 Rev, CC 670 Rev, Message 1645/20
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DECISION OF THE ENERGY CHARTER CONFERENCE

Subject: Draft Budget for 2020 and 2021

The Energy Charter Conference at its 30th Meeting held on 10-11 December 2019 **approved** the Draft Budget for 2020 and **took note** of the preliminary Draft Budget for 2021 subject to the implementation of the Conclusions of the Review under Article 34(7) of the ECT.

Keywords: Budget, 2020, 2021

Annual Draft Budget 2020 and 2021 (preliminary*)

	<i>All amounts in Euros</i>					
	(a)	(b)	(c)	(d)	(e)	(f)
BUDGET PART I	Budget	Draft	%	Preliminary	%	Dedicated
	2019	Budget	Total	Budget	Total	to Moder-
		2020	Budget	2021	Budget	nisation ⁵
1. Salaries & Allowances						
1.1 Establishment Table	2 060 000	2 137 000 ¹	54.7%	2 187 000 ²	56.0%	
1.2 Temporary Officials	740 000	690 000	17.7%	640 000 ³	16.4%	
Subtotal	2 800 000	2 827 000	72.3%	2 827 000	72.3%	
2. Official Travel	150 000	120 000	3.1%	120 000	3.1%	
3. Professional & Special Services						
3.1 Secondments/YP	105 000	90 000	2.3%	90 000	2.3%	
3.2 Consultants/Research Fellows	330 000	175 000	4.5%	175 000	4.5%	30 000
3.3 Invited Experts	70 000	90 000	2.3%	90 000	2.3%	40 000
Subtotal	505 000	355 000	9.1%	355 000	9.1%	70 000
4. Meetings						
4.1 Charter Conference	40 000	30 000	0.8%	30 000	0.8%	
4.2 Other Meetings	30 000	60 000	1.5%	60 000	1.5%	30 000
4.3 Translations	16 000	25 000	0.6%	25 000	0.6%	10 000
Subtotal	86 000	115 000	2.9%	115 000	2.9%	40 000
5. Representation	17 000	30 000	0.8%	30 000	0.8%	14 500
6. Operating Expenditure						
6.1 Postage	15 000	10 000	0.3%	10 000	0.3%	
6.2 Communications	32 000	32 000	0.8%	32 000	0.8%	
6.3 Office Space Rental	144 000	144 000	3.7%	144 000	3.7%	
6.4 Office Space Charges, Taxes	132 000	132 000	3.4%	132 000	3.4%	
6.5 Office Supplies	45 000	40 000	1.0%	40 000	1.0%	
Subtotal	368 000	358 000	9.2%	358 000	9.2%	
7. General Administration						
7.1 External Auditors	14 000	14 000	0.4%	14 000	0.4%	
7.2 Salary Administration	9 000	9 000	0.2%	9 000	0.2%	
7.3 Library	12 000	12 000	0.3%	12 000	0.3%	
Subtotal	35 000	35 000	0.9%	35 000	0.9%	
8. Capital Expenditure	30 000	7 000	0.2%	7 000	0.2%	
9. IT Equipment & Software	50 000	50 000	1.3%	50 000	1.3%	
10. Information	15 000	10 000	0.3%	10 000	0.3%	
11. Miscellaneous & Contingency	1 460	460	0.0%	460	0.0%	
TOTAL BUDGET PART I	4 057 460	3 907 460	100.0%	3 907 460	100.0%	124 500
BUDGET PART II						
Draw from the General Reserve Fund ⁴		107 679		107 679		
WCF Knowledge Centre	pm	pm		pm		
EU4Energy (EC - DG NEAR)	pm	pm		pm		
TOTAL BUDGET PART II	0	107 679		107 679		
TOTAL BUDGET PARTS I & II	4 057 460	4 015 139		4 015 139		124 500

* The approval of the preliminary Budget for 2021 will be subject to the implementation of the draft review conclusions in 2020.

1 Taking into account vacancies (= posts to be filled)

2,3 Excluding annual increase for 2021 as will be defined by the co-ordinated Organisations.

2 No vacancies planned.

3 Taking into accounts end of employment contracts (4-years limit reached), thus temporary vacancies

4 Supplementary only to activities financed by Budget Part I, such as modernisation, implementation of the conclusions of the 2019 Review under Art. 34(7) of the ECT and allowance. The amount shown represents 10% of the General Reserve Fund at 31 December 2018 as included in the Financial Statements at 31 December 2018 (CC 650, CCDEC201907).

5 Budget for Modernisation includes the organisation of 3 meetings of 4 days for 65 participants.

Human Resources Establishment Table

	<i>2019 approved¹</i>	<i>2020 proposed</i>	<i>2021 Preliminary*</i>
Office of SG			
Secretary General			
A6/A7+ Secretary General	1	1	1
C5/C6+ Secretary	1	1	1
Legal Affairs			
A3/A4 General Counsel (head)	1	1	1
B4/B5 Legal Assistant	1	1	1
Expansion & Outreach			
A2/A3 Expansion Official (head)	1	1	1
A2/A3 Trade Official (temp. involved in Expansion – head)	0	0	0
B4/B5 Expansion & Outreach Assistant	1	1	1
Office of DSG			
Deputy Secretary General			
A5/A6 Deputy Secretary General	0	0	0
Office of ASG			
Assistant Secretary General			
A5/A6 Assistant Secretary General	1	1	1
C5/C6+ Secretary	1	1	1
Investment unit			
A3/A4 Senior Investment Official (head)	1	1	1
A2/A3 Investment Official	1	1	1
Transit unit			
A2/A3 Transit Official (head)	1	1	1
Energy Efficiency unit			
A2/A3 Energy Efficiency Official (head)	1	1	1
Financial and Administrative unit			
C5/C6+ Administrative Assistant	3	3	3
TOTAL	15	15	15

* The approval of the preliminary Budget for 2021 will be subject to the implementation of the draft review conclusions in 2020.

¹ As approved by the Energy Charter Conference (CC 638, CCDEC201812)

**Estimated Human Resources
Temporary Officials²**

	2019 agreed³	2020 proposed	2021 Preliminary*
Budget Part I - Office of SG			
Secretary General C4/C5 SG Office Coordinator	1	1	1
Legal Affairs C4/C5 Junior Legal Assistant	3(2) ⁴	3(2) ^{2,4}	3(2) ^{2,4}
Expansion & Outreach C4/C5 Expansion & Outreach Coordinator	1	1	1
Knowledge Centre C5/C6 Principal Coordinator C4/C5 Legal Coordinator	1 1	1 1	1 1
Budget Part I - Office of ASG			
Investment unit C4/C5 Investment Coordinator	2(3) ²	2(3) ^{2,4}	2(3) ^{2,4}
Transit unit C4/C5 Transit Coordinator C5/C6 Transit Advisor	1 1	1 1	1 1
Energy Efficiency unit C4/C5 Energy Efficiency Coordinator	1	1	1
Subtotal Budget Part I	11	11	11
Budget Part II - Projects			
Projects (Office of SG) A2 EU4Energy Project Manager C4 EU4Energy Financial Controller	1 1	1 1	1 1
Projects (Office of SG) C5/C6 Transit Advisor (WCF Transit)			
Subtotal Budget Part II	2	2	2
TOTAL	13	13	13

² All recruitment process shall be notified and open to Contracting Parties and Signatories. In case it is necessary to exceed the number of temporary official(s) in each item of this table, the Secretariat shall inform the members of the Conference by message with its reasons and budgetary imprecation before starting the recruitment process. The recruitment will be allowed if no member make an objection in 15 days after dissemination of such a message.

³ As agreed by the Energy Charter Conference (CC 638, CCDEC201812)

⁴ The number of Temporary Officials will be determined depending on the number of countries to be assessed for EIRA 2020, activities planned by the Conference for Modernisation and implementation of the Draft Conclusions of the Review under Article 34(7). The activities for modernisation and implementation of the draft Review conclusions will have a clear priority within the available budget 2020. It is still to be assessed if EIRA remains the activity from 2021 on.

* The approval of the preliminary Budget for 2021 will be subject to the implementation of the draft review conclusions in 2020.