

**ENERGY CHARTER  
SECRETARIAT**

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CCDEC 2021

19 BUD

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Brussels, 5 December 2021

Related documents: CC 732, Mess 1899/21
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**DECISION OF THE ENERGY CHARTER CONFERENCE**

**Subject: Adoption by Correspondence – Review of the Structure of the Budget**

By document CC 732 dated 15 November 2021, the Energy Charter Conference was invited to approve the new structure of the Budget (attached).

As specified by Rule 19 of the Rules of Procedure concerning the adoption of decisions by correspondence, members of the Energy Charter Conference were informed that any delegation not in a position to approve the above decision should notify the Secretariat of its position in writing by no later than 5 December 2021.

Having received no objections within the specified time limit, on 5 December 2021, the Conference **approved** the new structure of the Budget with immediate effect (attached).

## STRUCTURE OF THE BUDGET

### BUDGET PART I

1. In order to better reflect the main costs of the Secretariat, it is proposed to group items per type of expenditure. For example, all expenses related to the organisation of meetings (e.g. renting rooms, interpreters, invited experts/delegates, invited speakers, catering, etc.) would be grouped under "Meetings and Events". Eight major categories (= budget items) have been identified:
  - 1 Salaries and Allowances*
  - 2 Benefits and Grants*
  - 3 Removals, Travel and Missions*
  - 4 Meetings and Events*
  - 5 Representation*
  - 6 Operating Expenditure*
  - 7 Capital Expenditure*
  - 8 Miscellaneous*
  
2. Taking into account comments received during the International Public Audit, the conclusions of the Review under Art 47(7) of the Treaty and the meetings of the Budget Committee for a bigger transparency, each of these major categories have been divided in sub-categories (= budget sub-items), themselves divided in several lines.

### Salaries and Allowances

3. The major item "Salaries and Allowances" would include all salaries and allowances related to all the different categories of human resources working within the Secretariat: Officials (Established and Temporary), Secondees, Interns and fellows. Staff on loan officials have no human resources costs for the Secretariat and are paid by their own government.
  
4. Staff regulation 17 of the Staff Regulations and Rules include all provisions for the payment of salary and allowances to Officials. Non-officials (secondees, interns and fellows) are not employed by the Secretariat and receive a monthly allowance (not a salary) which amount depends on their status.

<i>Budget Item</i>	<i>Explanation</i>
<i>1.1 Salaries</i>	
<i>1.1.1 Established Officials</i>	<i>Basic Salaries (staff rule 17.3)</i>
<i>1.1.2 Temporary Officials</i>	<i>Basic Salaries (staff rule 17.3)</i>
<i>1.2 Allowances</i>	
<i>1.2.1 Established Officials</i>	<i>Allowances (staff rules 17.4 to 17.10)*</i>
<i>1.2.2 Temporary Officials</i>	<i>Allowances (staff rules 17.4 to 17.10)*</i>

<i>Budget Item</i>	<i>Explanation</i>
<i>1.2.3 Secondments</i>	<i>Monthly allowances (EUR 2 500)</i>
<i>1.2.4 Internships</i>	<i>Monthly allowances (EUR 800)</i>
<i>1.2.5 Fellowships</i>	<i>Monthly allowances (EUR 2 000 - 2 500)</i>
<i>1.3 Promotions and Cash Awards</i>	<i>Promotions and Cash Awards:</i> <ul style="list-style-type: none"> <li>• <i>Differences in salaries and allowances for officials who benefitted from a promotion, the year of their promotion (staff rule 12.2)</i></li> <li>• <i>Cash Awards granted to Officials (staff rule 12.1(c))</i></li> </ul>

\* *Staff rules 17.4 to 17.10 include the household allowance, the dependant allowance, the allowance for handicapped child, the expatriation allowance, the installation allowance, the acting allowance and the education allowance.*

5. Enough flexibility should be given to the Secretariat to temporarily fill an Established post with a Temporary Official, during the recruitment process or a long absence for example. The strict application of the budget as described above would not allow such flexibility without the budget being revised by the Conference.
6. At the request of delegations during the meeting of the Budget Committee on 20 September 2021, a new budget item “Promotions and Cash Awards” has been inserted. Promotions consists in the increase of basic salaries, household allowances, dependant allowances, expatriation allowances in budget item 1 “Salaries and Allowances” as well as insurances and terminal allowances in budget item 2 “Benefits and Grants” hence the creation of the same item in budget item 2 “Benefits and Grants”. Cash awards have only an impact on basic salaries in budget item 1 “Salaries and Allowances”.
7. In exceptional cases, a promotion could also have an impact on removals. The basis for the reimbursement of the removal depends on the weight or volume of the goods to remove. This weigh or volume entitlements depends on the grade of the official concerned. The Secretariat considers it exceptional and did not insert an item “Promotions” in budget item 3 “Removals Travel and Missions”.
8. The Secretariat also believes that it should be clarified which promotions need to be considered in such new budget item. An official selected for a vacant position of a higher grade is considered as promotion (Regulation 12 a) but it does not necessarily require an increase of costs.
9. The Secretariat considers that the item “Promotions and Cash Awards” should not be a separate budget item given its nature (basic salary, household allowance, etc.) but should be part of the existing budget items of the same nature. Such promotions and cash awards could then be reported in the statement of expenditure, even though their long term financial impact is difficult to evaluate.
10. Would these promotions been included in the budget or only reported in expenditure, this would again bring extra work for the Secretariat since 2 salaries would have to be calculated for the promoted officials, with and without promotion, and the difference being calculated for each month of the year from the date of promotion until the end of the financial year.

**Benefits and Grants**

11. The major item "Benefits and Grants" would include all costs related to Regulations 13e), 19 (with the exception of Rule 19.8 which is included in budget item “5 Representation” – see paragraph 14 below) and 23 of the Staff Regulations and Rules:

<b><i>Budget Item</i></b>	<b><i>Explanation</i></b>
2.1 <i>Insurances</i>	<p><i>Medical and disability/death insurance*:</i></p> <ul style="list-style-type: none"> <li>• <i>Officials:</i> <ul style="list-style-type: none"> <li>○ <i>Medical Insurance (staff rule 19.1)</i></li> <li>○ <i>Provisions applicable in the event of death (staff rule 19.2)</i></li> </ul> </li> <li>• <i>Secondments</i></li> </ul>
2.2 <i>Terminal Allowances</i>	<i>Provisions for the payment of the Terminal Allowances (staff rule 19.4)</i>
2.3 <i>Promotions</i>	<i>Differences in benefits and grants for officials who benefitted from a promotion, the year of their promotion (directly linked to budget item 1.3 Promotions and Cash Awards)</i>
2.4 <i>Other</i>	<p><i>Other benefits and grants:</i></p> <ul style="list-style-type: none"> <li>• <i>Termination of appointments (staff regulation 13e))</i></li> <li>• <i>Benefits in case of parenthood (staff rule 19.3)</i></li> <li>• <i>Advances (staff rules 19.5)</i></li> <li>• <i>Loans (staff rule 19.6)</i></li> <li>• <i>Financial Assistance (staff rule 19.7)</i></li> <li>• <i>Indemnity for loss of employment (staff rule 19.9)</i></li> <li>• <i>Training (staff regulation 23)</i></li> </ul>

\* *There is no insurance for Interns and Fellows.*

**Removals, Travel and Missions**

12. The major item "Removals, Travel and Missions" would include all costs related to Regulation 18 of the Staff Regulations and Rules:

<b><i>Budget Item</i></b>	<b><i>Explanation</i></b>
3.1 <i>Removals</i>	<i>Removals of staff (staff rule 18.1)</i>
3.2 <i>Missions</i>	
3.2.1 <i>Travel expenses</i>	<i>Travel expenses for missions (rule 18.2.1 to 18.2.3)</i>
3.2.2 <i>Allowances</i>	<i>Subsistence Allowances for missions (rule 18.2.4)</i>
3.3 <i>Other travel</i>	
3.3.1 <i>Travel expenses</i>	<p><i>Travel expenses not related to missions (rule 18.2):</i></p> <ul style="list-style-type: none"> <li>• <i>Taking up duty (rule 18.2(a)(i))</i></li> <li>• <i>Home leave (rule 18.2(a)(ii))</i></li> <li>• <i>Leaving service (rule 18.2(a)(iii))</i></li> </ul>
3.3.2 <i>Allowances</i>	<i>Subsistence Allowances not related to missions</i>

## Meetings and Events

13. The major item "Meetings and Events" would include all costs related to the organisation or co-organisation by the Secretariat of all necessary meetings. It would include the meetings of the Energy Charter Conference and its subsidiary bodies, the Energy Charter Forums, RECA meetings, Training Programmes, etc.

<b>Budget Item</b>	<b>Explanation</b>
4.1 Energy Charter Conference	
4.1.1 Premises	<i>Rental of facilities like the meeting rooms, interpretation booths, secretariat rooms, audio/video equipment, etc.</i>
4.1.2 Catering	<i>Food and drinks supply</i>
4.1.3 Speakers, chairs and vice-chairs	
4.1.3.1 Travel expenses	<i>Air/Train tickets</i>
4.1.3.2 Allowances	<i>Perdiems or Daily Subsistence Allowances</i>
4.1.4 Invited Experts	<i>As defined in <u>Instructions 29 to 31</u> of the Financial Rules and the rules applicable to financial assistance (see Message 1766/21).</i>
4.1.4.1 Travel expenses	<i>Air/Train tickets</i>
4.1.4.2 Allowances	<i>Perdiems or Daily Subsistence Allowances</i>
4.1.5 Other	<i>Other costs not listed above</i>
4.2 Subsidiary Bodies	
4.2.1 Premises	<i>Rental of facilities like meeting rooms, interpretation booths, secretariat rooms, audio/video equipment, etc.</i>
4.2.2 Catering	<i>Food and drinks supply</i>
4.2.3 Speakers, chairs and vice-chairs	
4.2.3.1 Travel expenses	<i>Air/Train tickets</i>
4.2.3.2 Allowances	<i>Per diems or Daily Subsistence Allowances</i>
4.2.4 Invited Experts	<i>as defined in <u>Instructions 29 to 31</u> of the Financial Rules and the rules applicable to financial assistance (see Message 1766/21).</i>
4.2.4.1 Travel expenses	<i>Air/Train tickets</i>
4.2.4.2 Allowances	<i>Perdiems or Daily Subsistence Allowances</i>
4.2.5 Other	<i>Other costs not listed above</i>
4.3 Translations and Interpretations	<i>Translation and Interpretation services for the translation of documents for the meetings and the interpretation during the meetings</i>
4.4 Other Meetings	
4.4.1 Premises	<i>Rental of facilities like the meeting rooms, interpretation booths, secretariat rooms, audio/video equipment, etc.</i>
4.4.2 Catering	<i>Food and drinks supply</i>
4.4.3 Speakers	
4.4.3.1 Travel expenses	<i>Air/Train tickets</i>
4.4.3.2 Allowances	<i>Perdiems or Daily Subsistence Allowances</i>
4.4.4 Other	<i>Other costs not listed above</i>

## **Representation**

14. The major item "Representation" would include all costs related to representational expenditure as defined in instructions 25 to 28 of the Financial Rules and rule 19.8 of the Secretariat's Staff Regulations and Rules. It would not include anymore catering for the meetings of the Conference and its subsidiary bodies or other events (Energy Charter Forum, Training Programme, etc.), which now would be covered under the budget item ("Meetings and Events").

<b><i>Budget Item</i></b>	<b><i>Explanation</i></b>
<i>5.1 Translations and Interpretations</i>	
<i>5.2 Other Meetings and Events</i>	

## **Operating Expenditure**

15. The major item "Operating Expenditure" would include all costs involved by the daily running of the Secretariat.

<b><i>Budget Item</i></b>	<b><i>Explanation</i></b>
<i>6.1 Office Space</i>	
<i>6.1.1 Office Space Rental</i>	<i>Rent</i>
<i>6.1.2 Office Space Charges, Taxes</i>	<i>All charges related to the office space including taxes, electricity, heating, water, cleaning, insurances, etc.</i>
<i>6.2 Communications</i>	
<i>6.2.1 Postage and Courier</i>	<i>Postal and Courier Services</i>
<i>6.2.2 Telephone</i>	<i>Telephone charges incl. fixed and mobile lines</i>
<i>6.2.3 Internet Services</i>	<i>Internet connection costs, video-conferencing services</i>
<i>6.2.4 Other</i>	
<i>6.3 Office Supplies</i>	<i>Office Supplies</i>
<i>6.4 Publications</i>	<i>Editing, Publishing and Printing of Secretariat's publication (Annual Report, in-depth Energy Efficiency Reviews, EIRA Publications, etc.)</i>
<i>6.5 Library</i>	<i>Subscriptions to specialised reporting services on investment disputes, newspapers, magazines, purchase of books or publications, etc.</i>
<i>6.6 Consultants</i>	
<i>6.6.1 Consultancy fees</i>	<i>Hourly/daily/monthly fees to Consultants</i>
<i>6.6.2 Travel expenses incl. allowances</i>	<i>Travel expenses of Consultants</i>
<i>6.6.3 Other</i>	

<b>Budget Item</b>	<b>Explanation</b>
6.7 External Auditors	Costs related to the audit of the Secretariat's account by the external auditors as defined in the <u>Terms of Reference of the External Auditors</u> included in the Financial Rules of the Secretariat;
6.8 Fees to international organisations	Fees to international organisations like the <u>International Labour Organization</u> (for the Administrative Tribunal) or the <u>International Service for Remunerations and Pensions</u> (co-ordinated organisations);
6.9 Subscriptions to specific services	Subscriptions to Accounting services ( <u>Exact Online</u> ), Library services ( <u>Koha</u> ), etc.
6.10 Financial Services	Bank fees and charges
6.11 Other	

### **Capital Expenditure**

16. The major item "Capital Expenditure" would include all costs related to the capitalisation and the amortisation/depreciation of fixed assets. It would include in particular the refurbishment of office space, the purchase, the leasing and the maintenance of furniture or equipment (incl. cars, copiers, desktops, laptops, printers, etc.) as well as the fees for the use of software or cloud services.

<b>Budget Item</b>	<b>Explanation</b>
7.1 Furniture	Purchase/repair of furniture
7.2 IT Equipment and Software	Purchase of Hardware or Software
7.3 Other	Refurbishing of office space, car, etc.

### **Miscellaneous**

17. The major item "8 Miscellaneous" would be used to account for exceptional and unpredictable expenses.

<b>Budget Item</b>	<b>Explanation</b>
8.1 Unforeseen Activities	
8.2 ILO AT costs	Costs related to proceedings and decisions of the Administrative Tribunal of the ILO
8.3 Other	

### **Draw from the General Reserve Fund for general expenses**

18. In case of a draw from the General Reserve Fund for general expenses, the amount of this draw would be included in Budget Part I (article 8(1) of the Financial Rules).

### **Establishment table and multi-annual commitment authority**

19. Together with the budget and the planned use of resources above, the Secretariat will also include the establishment table including the temporary officials posts as requested by article 7(2) of the Financial Rules and indicate multi-annual commitments, if any, as requested by articles 7(3)(a)(iii) and 11 of the Financial Rules. It is understood that employment contracts do not fall under this obligation since they are governed by the Staff Regulations and Rules.
20. As a consequence of the switch of the Secretariat's accounts to IPSAS standards and contrary to previous years (up to 2019), assets are not amortised the year of their purchase anymore but on a period depending on their nature:

<i>Category of PP&amp;E</i>	<i>Estimated Useful Life</i>
<i>Furniture &amp; fixtures</i>	<i>10 years</i>
<i>IT equipment</i>	<i>4 years</i>
<i>Leasehold improvements</i>	<i>Over the remaining lease term</i>
<i>Transport equipment</i>	<i>6 years</i>
<i>Other PP&amp;E</i>	<i>4 years</i>

21. The amortisation/depreciation of these assets will not be included in the multi-annual commitments. Nevertheless, the amounts of amortisation/depreciation already known at the time of the elaboration of the budget will be indicated.

### **BUDGET PART II**

22. The same structure as proposed above could also be used for Budget Part II (other resources). Nevertheless, in some cases, a different structure would have to be used to comply with the obligations set by donors as it was the case for the grant of the European Commission for EU4Energy. In these specific cases, expenditure under Budget Part II would be, if requested, reported separately to the donor under the conditions of the grant contract or the Voluntary Contribution.
23. The same rules on multi-annual commitments pertaining to Budget Part I will also be applied to Budget Part II.



## **SUMMARY**

24. The detailed new structure of Budget Part I would then be:

### **1 Salaries and Allowances**

#### *1.1 Salaries*

*1.1.1 Established Officials*

*1.1.2 Temporary Officials*

#### *1.2 Allowances*

*1.2.1 Established Officials*

*1.2.2 Temporary Officials*

*1.2.3 Secondments*

*1.2.4 Internships*

*1.2.5 Fellows*

#### *1.3 Promotions and Cash Awards*

### **2 Benefits and Grants**

#### *2.1 Insurances*

#### *2.2 Terminal Allowances*

#### *2.3 Promotions*

#### *2.4 Other*

### **3 Removals, Travel and Missions**

#### *3.1 Removals*

#### *3.2 Missions*

*3.2.1 Travel expenses*

*3.2.2 Allowances*

#### *3.3 Other travel*

*3.3.1 Travel expenses*

*3.3.2 Allowances*

### **4 Meetings and Events**

#### *4.1 Energy Charter Conference*

*4.1.1 Premises*

*4.1.2 Catering*

*4.1.3 Speakers, chairs and vice-chairs*

*4.1.3.1 Travel expenses*

*4.1.3.2 Allowances*

*4.1.4 Invited experts (national delegates)*

*4.1.4.1 Travel expenses*

*4.1.4.2 Allowances*

*4.1.5 Other*

#### *4.2 Subsidiary Bodies*

*4.2.1 Premises*

*4.2.2 Catering*

*4.2.3 Speakers, chairs and vice-chairs*

*4.2.3.1 Travel expenses*

*4.2.3.2 Allowances*

*4.2.4 Invited experts (national delegates)*

*4.2.4.1 Travel expenses*

*4.2.4.2 Allowances*

*4.2.5 Other*

*4.3 Translations and Interpretations*

*4.4 Other Meetings and Events*

*4.4.1 Premises*

*4.4.2 Catering*

*4.4.3 Speakers, chairs and vice-chairs*

*4.4.3.1 Travel expenses*

*4.4.3.2 Allowances*

*4.4.4 Other*

### **5 Representation**

*5.1 Translations and Interpretations*

*5.2 Other Meetings and Events*

### **6 Operating Expenditure**

#### *6.1 Office Space*

*6.1.1 Office Space Rental*

*6.1.2 Office Space Charges, Taxes*

#### *6.2 Communications*

*6.2.1 Postage and Courier*

*6.2.2 Telephone*

*6.2.3 Internet Services*

*6.2.4 Other*

#### *6.3 Office Supplies*

#### *6.4 Publications*

#### *6.5 Library*

#### *6.6 Consultants*

*6.6.1 Consultancy fees*

*6.6.2 Travel expenses*

*6.6.3 Other*

#### *6.7 External Auditors*

*6.8 Fees to International Organisations*

*6.9 Subscription to specific Services*

*6.10 Financial services*

*6.11 Other*

### **7 Capital Expenditure**

#### *7.1 Furniture*

*7.2 IT Equipment and Software*

*7.3 Other*

### **8 Miscellaneous**

*8.1 Unforeseen Activities*

*8.2 ILO AT costs*

*8.3 Other*

25. While a detailed structure of Budget Part II would also be created depending on the origin and the use of funds. Voluntary contributions in kind would not appear as budget items since they do not involve any income nor expenditure. These would be documented.

**9 Expenditure financed by the General Reserve Fund**

*Structure to be determined based on the use of the draw from the General Reserve Fund (if not for general purpose)*

**10 Expenditure financed by Voluntary Contributions (in cash)**

- 10.1 Poland (2016)*
- 10.2 Nigeria (2019)*
- 10.3 EU4Energy*

**11 Expenditure financed by Other Resources**

- 11.1 Knowledge Centre*
- 11.2 Legal Affairs*

**OTHER CONSIDERATIONS**

26. Given the relatively low level of the budget of the Secretariat, multiplying budget items would reduce the amount of each budget item, sometimes to insignificant amounts (less than 0.1% of the total budget). It could be envisaged to group some sub-items of the same nature to avoid managing so small items. The grouping of items could then be compensated by the creation of (an) annex(es) to the Financial Statements detailing the costs of the grouped items.
27. Multiplying budget items also means increasing unspent budget. Each item is a limit not to exceed. The Secretariat would have to make difficult estimations (for example on the number and age of children of new employees) and adapt the budget accordingly. Would the estimation not come true, the budget would then be under/overspent. To tackle the issue, enough flexibility should be given to the Secretariat for its budget. In particular, the budget could be estimated at the level of the sub-items (second level) except for major item “1 Salaries and Allowances” which would be estimated at all levels. Reporting would always be done at the full level (see paragraph 19 above):

**1 Salaries and Allowances**

- 1.1 Salaries*
  - 1.1.1 Established Officials*
  - 1.1.2 Temporary Officials*
- 1.2 Allowances*
  - 1.2.1 Established Officials*
  - 1.2.2 Temporary Officials*
  - 1.2.3 Secondments*
  - 1.2.4 Internships*
  - 1.2.5 Fellows*
- 1.3 Promotions and Cash Awards*

**2 Benefits and Grants**

- 2.1 Insurance*
- 2.2 Terminal Allowances*
- 2.3 Promotions*
- 2.4 Other*

**3 Removals, Travel and Missions**

- 3.1 Removals*
- 3.2 Missions*
- 3.3 Other travel*

**4 Meetings and Events**

- 4.1 Energy Charter Conference*
- 4.2 Subsidiary Bodies*
- 4.3 Translations and Interpretations*
- 4.4 Other Meetings and Events*

**5 Representation**

- 5.1 Translations and Interpretations*
- 5.2 Other Meetings and Events*

**6 Operating Expenditure**

- 6.1 Office Space
- 6.2 Communications
- 6.3 Office Supplies
- 6.4 Publications
- 6.5 Library
- 6.6 Consultants
- 6.7 External Auditors
- 6.8 Fees to International Organisations
- 6.9 Subscription to Specific services
- 6.10 Financial services
- 6.11 Other

**7 Capital Expenditure**

- 7.1 Furniture
- 7.2 IT Equipment and Software
- 7.3 Other

**8 Miscellaneous**

- 8.1 Unforeseen Activities
- 8.2 ILO AT costs
- 8.3 Other

**EXAMPLE BASED ON THE BUDGET 2020**

28. With the new structure as proposed and based on the budget 2020 as approved by the Energy Charter Conference on 12 December 2019 (CCDEC201913), the Secretariat tried to estimate what could have been the Budget (Part I and Part II) for 2020 under the new structure including all budget sub-items.

<b><i>Budget Part I – Income*</i></b>	<b><i>EUR</i></b>	<b><i>Budget Part I – Income*</i></b>	<b><i>EUR</i></b>
<b><i>National Contributions</i></b>		<i>Liechtenstein</i>	884
<i>Afghanistan</i>	688	<i>Lithuania</i>	6 974
<i>Albania</i>	786	<i>Luxembourg</i>	6 581
<i>Armenia</i>	688	<i>Malta</i>	1 670
<i>Australia</i>	217 076	<i>Moldova</i>	295
<i>Austria</i>	66 498	<i>Mongolia</i>	491
<i>Azerbaijan</i>	4 813	<i>Montenegro</i>	393
<i>Belarus</i>	4 813	<i>Netherlands</i>	133 193
<i>Belgium</i>	80 642	<i>North Macedonia</i>	688
<i>Bosnia &amp; Herzegovina</i>	1 179	<i>Norway</i>	74 061
<i>Bulgaria</i>	4 518	<i>Poland</i>	78 776
<i>Croatia</i>	7 563	<i>Portugal</i>	34 378
<i>Cyprus</i>	3 536	<i>Romania</i>	19 448
<i>Czech Republic</i>	30 548	<i>Slovak Republic</i>	15 028
<i>Denmark</i>	54 416	<i>Slovenia</i>	7 465
<i>Estonia</i>	3 831	<i>Spain</i>	210 789
<i>Finland</i>	41 352	<i>Sweden</i>	88 991
<i>France</i>	434 839	<i>Switzerland</i>	113 056
<i>Georgia</i>	786	<i>Tajikistan</i>	393
<i>Germany</i>	598 186	<i>Turkey</i>	134 665
<i>Greece</i>	35 950	<i>Turkmenistan</i>	3 241
<i>Hungary</i>	20 234	<i>Ukraine</i>	5 599
<i>Iceland</i>	2 750	<i>United Kingdom</i>	448 590
<i>Ireland</i>	36 441	<i>Uzbekistan</i>	3 143
<i>Japan</i>	841 193	<i>Yemen</i>	982
<i>Jordan</i>	2 063	<b><i>Subtotal National Contrib.</i></b>	<b>3 907 460</b>
<i>Kazakhstan</i>	17 484	<b><i>Draw Gen. Reserve Fund</i></b>	<b>107 679</b>
<i>Kyrgyzstan</i>	196	<b><i>Total Budget Part I</i></b>	<b>4 015 139</b>
<i>Latvia</i>	4 617		

\* Excluding the Contribution from the Russian Federation

<b>Budget Part I - Planned use of resources</b>	<b>EUR</b>	<b>%</b>
<b>1 Salaries and Allowances</b>	<b>2 208 679</b>	<b>55.0%</b>
1.1 Salaries	1 690 000	42.1%
1.1.1 Established Officials	1 200 000	29.9%
1.1.2 Temporary Officials	490 000	12.2%
1.2 Allowances	518 679	12.9%
1.2.1 Established Officials	295 000	7.3%
1.2.2 Temporary Officials	73 679	1.8%
1.2.3 Secondments	90 000	22.4%
1.2.4 Internships	30 000	0.7%
1.2.5 Fellows	30 000	0.7%
1.3 Promotions and Cash Awards	0	0.0%
<b>2 Benefits and Grants</b>	<b>795 000</b>	<b>19.8%</b>
2.1 Insurance	280 000	7.0%
2.2 Terminal Allowances	505 000	12.6%
2.3 Promotions	0	0.0%
2.4 Other	10 000	
<b>3 Removals, Travel and Missions</b>	<b>165 000</b>	<b>4.1%</b>
3.1 Removals	15 000	0.4%
3.2 Missions	120 000	3.0%
3.2.1 Travel expenses	80 000	2.0%
3.2.2 Allowances	40 000	1.0%
3.3 Other travel	30 000	0.7%
3.2.1 Travel expenses	30 000	0.7%
3.2.2 Allowances	0	0.0%
<b>4 Meetings and Events</b>	<b>262 000</b>	<b>6.5%</b>
4.1 Energy Charter Conference	45 000	1.1%
4.1.1 Premises	5 000	0.1%
4.1.2 Catering	5 000	0.1%
4.1.3 Speakers, chairs and vice-chairs	5 000	0.1%
4.1.3.1 Travel expenses	4 000	0.1%
4.1.3.2 Allowances	1 000	0.0%
4.1.4 Invited experts (national delegates)	25 000	0.6%
4.1.4.1 Travel expenses	20 000	0.5%
4.1.4.2 Allowances	5 000	0.1%
4.1.5 Other	5 000	0.1%
4.2 Subsidiary Bodies Meetings	112 000	2.8%
4.2.1 Premises	20 000	0.5%
4.2.2 Catering	25 000	0.6%
4.2.3 Speakers, chairs and vice-chairs	7 000	0.2%
4.2.3.1 Travel expenses	5 000	0.1%
4.2.3.2 Allowances	2 000	0.1%
4.2.4 Invited experts (national delegates)	60 000	1.5%
4.2.4.1 Travel expenses	45 000	1.1%
4.2.4.2 Allowances	15 000	0.4%
4.2.5 Other	0	0.0%

<b>Budget Part I - Planned use of resources</b>	<b>EUR</b>	<b>%</b>
4.3 Translations and Interpretations	75 000	1.9%
4.4 Other Meetings and Events	30 000	0.7%
4.4.1 Premises	5 000	0.1%
4.4.2 Catering	5 000	0.1%
4.4.3 Speakers, chairs and vice-chairs	20 000	0.5%
4.4.3.1 Travel expenses	14 000	0.3%
4.4.3.2 Allowances	6 000	0.1%
4.4.4 Other	0	0.0%
<b>5 Representation</b>	<b>3 000</b>	<b>0.1%</b>
5.1 Translations and Interpretations	0	0.0%
5.2 Other Meetings and Events	3 000	0.1%
<b>6 Operating Expenditure</b>	<b>514 000</b>	<b>12.8%</b>
6.1 Office Space	276 000	6.9%
6.1.1 Office Space Rental	144 000	3.6%
6.1.2 Office Space Charges, Taxes	132 000	3.3%
6.2 Communications	42 000	1.0%
6.2.1 Postage and Courier	10 000	0.2%
6.2.2 Telephone	23 000	0.6%
6.2.3 Internet Services	9 000	0.2%
6.2.4 Other	0	0.0%
6.3 Office Supplies	30 000	0.7%
6.4 Publications	10 000	0.2%
6.5 Library	12 000	0.3%
6.6 Consultants	118 500	3.0%
6.6.1 Consultancy fees	110 000	2.7%
6.6.2 Travel expenses	8 500	0.2%
6.6.3 Other	0	0.0%
6.7 External Auditors	14 000	0.3%
6.8 Fees to International Organisations	7 000	0.2%
6.9 Subscription to specific Services	2 000	0.1%
6.10 Financial Services	2 500	0.1%
6.11 Other	0	0.0%
<b>7 Capital Expenditure</b>	<b>67 000</b>	<b>1.7%</b>
7.1 Furniture	7 000	0.3%
7.2 IT Equipment and Software	60 000	1.5%
7.3 Other	0	0.0%
<b>8 Miscellaneous</b>	<b>460</b>	<b>0.0%</b>
8.1 Unforeseen Activities	460	0.0%
8.2 ILO AT costs	0	0.0%
8.3 Other	0	0.0%
<b>Total Budget Part I</b>	<b>4 015 139</b>	<b>100.0%</b>

<b>Budget Part II - Income</b>	<b>EUR</b>
<i>Draw from the General Reserve Fund for specific purpose</i>	0
<i>Voluntary Contribution – Poland 2016</i>	4 516
<i>Voluntary Contribution – Nigeria 2019</i>	36 996
<i>Voluntary Contribution – European Union (EU4Energy)</i>	265 431
<i>Working Capital Fund – Knowledge Centre</i>	8 171
<i>Working Capital Fund – Legal Affairs</i>	19 718
<i>Hosting of the Conference and Forum by the Chairmanship (in kind)</i>	0
<i>Voluntary Contributions in Kind (ECOWAS and The Gambia)</i>	0
<b>Total</b>	<b>334 832</b>

<b>Budget Part II - Planned use of resources</b>	<b>EUR</b>	<b>%</b>
<b>9 General Reserve Fund (for specific purpose)</b>	<b>0</b>	<b>0.0%</b>
<b>10 Voluntary Contributions in cash</b>	<b>306 943</b>	<b>91.7%</b>
10.1 Poland (2016)	4 516	1.3%
10.2 Nigeria (2019)	36 996	1.1%
10.3 EU4Energy	265 431	79.3%
<b>11 Other Resources</b>	<b>27 889</b>	<b>8.3%</b>
11.1 Knowledge Centre	8 171	2.4%
11.2 Legal Affairs	19 718	5.8%
<b>Total Budget Part II</b>	<b>334 832</b>	<b>100.0%</b>