

**ENERGY CHARTER
SECRETARIAT**

CCDEC 2021

23 BUD

Brussels, 14 December 2021

Related documents: CC 737

DECISION OF THE ENERGY CHARTER CONFERENCE

Subject: Revision of the Budget 2021

The Energy Charter Conference at its 32nd Meeting held on 14 December 2021 **approved** the revision of the Budget 2021.

The attached table shows:

- Column (A): the initial budget for 2021 as approved by the Conference on 26 November 2020 (CCDEC202014);
- Column (B): the amounts of the revision per budget item proposed by the Secretariat;
- Column (C): the revised budget for 2021 proposed by the Secretariat.

Explanatory notes are given for the proposed changes.

REVISION OF THE BUDGET 2021

All amounts in Euros

BUDGET PART I	(A) <i>Approved Budget 2021</i>	(B) <i>Correction</i>	(C) <i>Revised Budget 2021</i>	(D) <i>Expl. Note</i>
1. Salaries & Allowances				
1.1 Establishment Table	2 262 000	- 23 000	2 239 000	(a)
1.2 Temporary Officials	680 000	- 5 000	675 000	(a)
Subtotal	2 942 000	- 28 000	2 914 000	
2. Official Travel	80 000	- 20 000	60 000	(b)
3. Professional & Special Services				
3.1 Secondments/YP	80 000	- 60 000	20 000	(c)
3.2 Consultants/Research Fellows	170 000	30 000	200 000	(d)
3.3 Invited Experts	30 000	- 20 000	10 000	(e)
Subtotal	280 000	- 50 000	230 000	
4. Meetings				
4.1 Charter Conference	30 000	- 20 000	10 000	(f)
4.2 Other Meetings	50 000	60 000	110 000	(g)
4.3 Translations	30 000	5 000	35 000	(g)
Subtotal	110 000	45 000	155 000	
5. Representation	30 000	- 20 000	10 000	(h)
6. Operating Expenditure				
6.1 Postage	10 000		10 000	
6.2 Communications (tel.,fax)	32 000	5 000	37 000	(i)
6.3 Office Space Rental	144 000		144 000	
6.4 Office Space Charges, Taxes	132 000		132 000	
6.5 Office Supplies	40 000	- 5 000	35 000	(i)
Subtotal	358 000		358 000	
7. General Administration				
7.1 External Auditors (Auditing)	19 000		19 000	
7.2 Salary Administration (fees to IO's)	9 000		9 000	
7.3 Publications, Library	12 000		12 000	
Subtotal	40 000		40 000	
8. Capital Expenditure	7 000	38 000	45 000	(j)
9. IT Equipment & Software	50 000	15 000	65 000	(k)
10. Information	10 000		10 000	
11. Miscellaneous & Contingency	460	20 000	20 460	(l)
TOTAL BUDGET PART I	3 907 460		3 907 460	
BUDGET PART II				
General Reserve Fund	139 596		139 596	
Legal Affairs	22 580	62	22 642	(m)
Knowledge Centre	11 984		11 984	
Poland (2016)	4 516		4 516	
Nigeria (2019)	30 732		30 732	
TOTAL BUDGET PART II	209 408	62	209 470	
TOTAL BUDGET PARTS I & II	4 116 868	62	4 116 930	

REVISION OF THE BUDGET 2021 EXPLANATORY NOTES

Explanatory notes are given only for specific budget items.

BUDGET PART I

(a) Salaries and Allowances

There is a low implementation of the budget for both the establishment table posts and the temporary officials posts due to vacancies (see annex 1):

- Deputy Secretary General for the period 1 January–15 September 2021;
- Secretary to the Deputy Secretary General for the period 1 January–15 November 2021;
- Senior Investment Official (head) for the period 1 January–31 March 2021;
- SG Office Coordinator for the period 1 January–31 December 2021;
- Knowledge Centre Principal Coordinator for the period 1 January – 31 January 2021;
- Energy Efficiency Coordinator for the period 1 January–31 March 2021;
- Transit Coordinator for the period 1 January–15 February 2021.

These vacancies represent 12% in man-months of the total human resources planned for the year. As a consequence, the budget for Salaries and Allowances has been reduced to take into account the high vacancy rate.

(b) Official Travel

The budget necessary for Official Travel is rather limited due to the priority given to the implementation of the conclusions of the Review under Article 34(7) of the Energy Charter Treaty and some travel restrictions still in place due to the Covid-19 pandemics.

(c) Secondment

A rather low implementation of the budget for Secondment is expected due to travel and visa restrictions following the Covid-19 pandemics.

(d) Consultants/Research Fellows

The budget necessary for Consultants and Research Fellows has been increased given the quite high budget necessary for the conversion of the Secretariat's accounts to the International Public Sector Accounting Standards (IPSAS).

(e) Invited Experts

All meetings of the Conference and its subsidiary bodies took/will take place by Video-Conference. Only a few meetings organised by the Secretariat could take place physically. Thus, budget necessary to cover the travel expenses of invited experts is very limited.

(f) Charter Conference

Since the meeting of the Conference is organised by video-conference, most of the budget linked to its organisation will not be needed.

(g) Other Meetings and Translations

Given the increased number of meetings organised in 2021, the budget necessary to cover the costs of these meetings and the translation of documents will therefore be largely insufficient. These budget items, thus, have been revised upwards to accommodate for the many meetings organised and the overload of documents produced.

(h) Representation

In 2021, the budget for representation includes meals offered during meetings of the subsidiary bodies. Since all meetings took/will take place by videoconference, there is no need for a budget for these meals. Nevertheless, a little budget is kept for other representation expenditure.

(i) Communications and Office Supplies

In 2021, the level of teleworking is higher than expected. The Secretariat takes into account the instructions of the Belgian authorities on measures to tackle the Covid-19 pandemic. Therefore, the Secretariat implemented teleworking which has repercussions on some aspects of the Secretariat (such as increased communications costs).

(j) Capital Expenditure

Following the decision to convert the Secretariat's accounts to IPSAS standards, capitalisation and amortisation/depreciation has to be accounted for in the budget. The capitalisation of assets takes place the year of purchase of the asset, while amortisation/depreciation takes place during the course of useful life of the assets (4, 6, 9 or 10 years). The budget for 2021 did not include any provision for the capitalisation/depreciation/amortisation of assets. The costs of amortisation/depreciation of all assets, except IT Equipment and Software, are reflected in Capital Expenditure.

(k) IT Equipment and software

Similarly to Capital Expenditure, the costs of amortisation/depreciation related to IT equipment are now reflected in IT Equipment and Software.

(l) Miscellaneous and Contingency

Following the decision of the Budget Committee during its meeting on 31 May 2021 on negative interests at bank (see BC 399 rev), these negative interests are booked under Miscellaneous and Contingency in 2021, thus an update of this budget item is necessary. In 2022, these costs will be included in a separate budget line (6.10 Financial Services).

BUDGET PART II

(m) Working Capital Fund Legal Affairs

In 2021, the Secretariat benefitted of a (very) small income related to the "*travaux préparatoires*" which has been included for transparency.

**Annex 1 Expected implementation of Human Resources
at 31 December 2021**

<i>ESTABLISHMENT TABLE</i>	<i>Number</i>	<i>Total Months</i>	<i>Expected Implem. at 31.12.2021</i>	<i>Expected Implem. %</i>
<i>Office of SG</i>	<i>6</i>	<i>72</i>	<i>72</i>	<i>100%</i>
<i>Secretary General</i>				
<i>A6+/A7+ Secretary General</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>B4/B5 Secretary</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Legal Affairs</i>				
<i>A3/A4 General Counsel (head)</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>B4/B5 Legal Assistant</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Expansion & Outreach</i>				
<i>A2/A3 Expansion Official (head)</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>B4/B5 Expansion & Outreach Assistant</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Office of DSG</i>	<i>9</i>	<i>108</i>	<i>89.1</i>	<i>83%</i>
<i>Deputy Secretary General</i>				
<i>A5/A6 Deputy Secretary General</i>	<i>1</i>	<i>12</i>	<i>3.5</i>	<i>29%</i>
<i>C5/C6 Secretary</i>	<i>1</i>	<i>12</i>	<i>1.6</i>	<i>13%</i>
<i>Investment unit</i>				
<i>A3/A4 Senior Investment Official (head)</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>78%</i>
<i>A2/A3 Investment Official</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Transit unit</i>				
<i>A2/A3 Transit Official (head)</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Energy Efficiency unit</i>				
<i>A2/A3 Energy Efficiency Official (head)</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Financial and Administrative unit</i>				
<i>B4/B5 Administrative Assistant</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>B4/B5 Administrative Assistant</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>B5/B6 Administrative Assistant</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
<i>Total Establishment Table</i>	<i>15</i>	<i>180</i>	<i>161.1</i>	<i>90%</i>

TEMPORARY OFFICIALS	Number	Total Months	Expected Implem. at 31.12.2021	Expected Implem. %
Office of SG	6	72	58	81%
Secretary General				
<i>C4/C5 SG Office Coordinator</i>	<i>1</i>	<i>12</i>	<i>0</i>	<i>0%</i>
Legal Affairs				
<i>C4/C5 Junior Legal Assistant</i>	<i>2</i>	<i>24</i>	<i>23</i>	<i>96%</i>
Expansion & Outreach				
<i>C4/C5 Expansion & Outreach Coordinator</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
Knowledge Centre				
<i>C5/C6 Principal Coordinator</i>	<i>1</i>	<i>12</i>	<i>11</i>	<i>92%</i>
<i>C4/C5 Legal Coordinator</i>	<i>1</i>	<i>12</i>	<i>12</i>	<i>100%</i>
Office of DSG	5	60	55.5	93%
Investment unit				
<i>C4/C5 Investment Coordinator</i>	<i>3</i>	<i>36</i>	<i>36</i>	<i>100%</i>
Transit unit				
<i>C4/C5 Transit Coordinator</i>	<i>1</i>	<i>12</i>	<i>10.5</i>	<i>88%</i>
Energy Efficiency unit				
<i>C4/C5 Energy Efficiency Coordinator</i>	<i>1</i>	<i>12</i>	<i>9</i>	<i>75%</i>
Total Temporary Officials	11	132	113.5	86%
Grand Total	26	312	274.6	88%

Annex 2 Monthly Basic Salary Scale as from 1 January 2021

GRADES	STEPS										
	1	2	3	4	5	6	7	8	9	10	11
C1	2 826.22	2 910.97	2 995.72	3 080.47	3 165.22	3 249.97	3 334.72	3 419.47	3 504.22	3 588.97	3 673.72
C2	2 985.83	3 075.41	3 164.99	3 254.57	3 344.15	3 433.73	3 523.31	3 612.89	3 702.47	3 792.05	3 881.63
C3	3 121.81	3 215.44	3 309.07	3 402.70	3 496.33	3 589.96	3 683.59	3 777.22	3 870.85	3 964.48	4 058.11
C4	3 316.48	3 415.92	3 515.36	3 614.80	3 714.24	3 813.68	3 913.12	4 012.56	4 112.00	4 211.44	4 310.88
C5	3 539.80	3 646.00	3 752.20	3 858.40	3 964.60	4 070.80	4 177.00	4 283.20	4 389.40	4 495.60	4 601.80
C6	3 874.07	3 990.30	4 106.53	4 222.76	4 338.99	4 455.22	4 571.45	4 687.68	4 803.91	4 920.14	5 036.37
B1	2 946.11	3 043.32	3 140.53	3 237.74	3 334.95	3 432.16	3 529.37	3 626.58	3 723.79	3 821.00	3 918.21
B2	3 203.76	3 309.51	3 415.26	3 521.01	3 626.76	3 732.51	3 838.26	3 944.01	4 049.76	4 155.51	4 261.26
B3	3 558.06	3 675.46	3 792.86	3 910.26	4 027.66	4 145.06	4 262.46	4 379.86	4 497.26	4 614.66	4 732.06
B4	4 006.16	4 138.38	4 270.60	4 402.82	4 535.04	4 667.26	4 799.48	4 931.70	5 063.92	5 196.14	5 328.36
B5	4 534.00	4 683.63	4 833.26	4 982.89	5 132.52	5 282.15	5 431.78	5 581.41	5 731.04	5 880.67	6 030.30
B6	5 180.73	5 351.70	5 522.67	5 693.64	5 864.61	6 035.58	6 206.55	6 377.52	6 548.49	6 719.46	6 890.43
A1	4 429.55	4 562.82	4 696.09	4 829.36	4 962.63	5 095.90	5 229.17	5 362.44	5 495.71	5 629.00	5 762.27
A2	5 660.66	5 812.59	5 964.52	6 116.45	6 268.38	6 420.31	6 572.24	6 724.17	6 876.10	7 028.03	7 179.96
A3	6 984.45	7 181.10	7 377.75	7 574.40	7 771.05	7 967.70	8 164.35	8 361.00	8 557.65	8 754.30	8 950.95
A4	8 116.45	8 327.72	8 538.99	8 750.26	8 961.53	9 172.80	9 384.07	9 595.34	9 806.61	10 017.88	10 229.15
A5	9 399.81	9 662.89	9 925.97	10 189.05	10 452.13	10 715.21	10 978.29	11 241.37	11 504.45	11 767.53	12 030.61
A6	11 109.07	11 416.40	11 723.73	12 031.06	12 338.39	12 645.72	12 953.05	13 260.38	13 567.71	13 875.04	14 182.37
A7	12 160.15	12 567.43	12 974.71	13 381.99	13 789.27	14 196.55	14 603.83	15 011.11	15 418.39	15 825.67	16 232.95

* The advancement from one step to the next one is as follows :

Grades A6 to A7 : each year from step 1 to 5, two years for the higher steps

Grades A1 to A5 : each year from step 1 to 7, two years for the higher steps

Grades B and C : each year from step 1 to 8, two years for the higher steps

+ When a grade is suffixed with a +, the basic salary is increased by 5%
(only applicable to the Secretary General)

Other elements of remuneration	
Dependant Allowance	304.91
Household Allowance	6%
Expat. All. w/o household	14%
Expat. All. w. household	18%