

11563/94

RESTREINT

EUROPOL 127

NOTE

from : EUROPOL/EDU

dated: 30 November 1994

to : the Europol Working Party

No. prev. doc.: 8985/94 EUROPOL 88 - 9027/1/94 EUROPOL 92 REV 1

Subject: **EDU Draft Budget 1995 - Proposed changes**

In view of the meeting of the Europol Working Party on 6/7 December 1994, delegations will please find herewith a document from Europol/EDU containing the proposed changes to the EDU draft budget for 1995.

EDU Draft Budget 1995 - proposed changes -**References**

1. EDU document 'Draft Budget 1995' File No: 2210-11r1, / EUROPOL 88, Appendix B
2. EDU proposals following Experts meeting of 29-30 August 1994, File No: 2210-17, / EUROPOL 88
3. Minutes of the WG meeting on EUROPOL held in Brussels on 5-7 September 1994, EUROPOL 92:
Taking into account all observations made during the meeting, the Working Group on EUROPOL agreed to examine:
 - in December 1994, possible amendments to the budget 1995 as a consequence of accession
 - in April 1995, further adaptation of the budget¹ on the base of experiences of the budget for the year 1994 and especially the translation services in Luxembourg.

In line with these decisions (reference 3.) the following new needs² are now to be taken under consideration:

Article	Subject	New needs
201	Remuneration Personnel	1 staff (in Staff Unit) when 13 or more Member States ECU 80,000
301	Acquisition IT	7 working stations (2 x 3 new Member States + 1 for new staff) ECU 4,231 per working station
404	Postal costs	ECU 4,250 per new Member State
405	Translations	ECU 20,000 per language
406	Training staff	ECU 30,000
407	Office stationary	ECU 2,250 per new Member State
420	Installations and alterations	ECU 1,250 per new Member State

Herewith is presented a draft revised 1995 budget in which the proposals for new needs in relation to the accession of three new countries to the European Union are taken into account.

¹ Taking into account the decisions taken by the Council of Ministers on 30 November 1994 concerning the Assistant Co-Ordinators.

² discussed and recommended by the financial experts (see EUROPOL 88)

THE STRUCTURED AND DETAILED EDU BUDGET FOR 1995:

APPENDIX A

		1995	1995 changes	Explanations
1	Revenue			
10	<u>Contributions</u>			
100	Member States' Contributions (see Appendix C)			
2	Expenditure for Personnel			
20	<u>Remuneration and Additional Costs</u>			
200	Remuneration of Senior Management Staff	(390.000)		It has to be decided if the remuneration of the Senior Management has to be reimbursed from the common budget in 1995 yes or no.
201	Remuneration of Personnel	1.915.000	1.995.000.	At appendix B there is an explanation concerning the number and kind of personnel needed in 1995. Overall the number of personnel is 112 (including Senior Management Staff, 15 security-officers and 60 ELOs). Also there is an increase of members of personnel in 1995 (on the common budget) of 15 persons. The revision concerns 1 more personnel in the Staff Unit
202	Allowances and Expenses on Entering the Service and on Transfer (Removal Costs)	included in 204 for 1995		
203	Overtime	included in 204 for 1995		

		1995	1995 changes	Explanations
204	Expenses related to duty travel + subsistence costs of staff	150.000		In the 1995 draft budget 150.000 ECU has been incorporated. In arriving at this figure, consideration was given to anticipated increases in personnel. Also, during the early phases, the need to establish meaningful working relations and technical links with the different NCIS is regarded as imperative. Accordingly, to resolve a variety of difficulties and to progress the Europol ideal an exceptional number of consultations and meetings will be necessary.
204	Expenses related to duty travel + subsistence costs of staff	150.000		In the 1995 draft budget 150.000 ECU has been incorporated. In arriving at this figure, consideration was given to anticipated increases in personnel. Also, during the early phases, the need to establish meaningful working relations and technical links with the different NCIS is regarded as imperative. Accordingly, to resolve a variety of difficulties and to progress the Europol ideal an exceptional number of consultations and meetings will be necessary.
	SUBTOTAL:	2.065.000	2.145.000	
3	Capital expenditure			
30	<u>Capital expenses</u>			
300	Acquisition of Vehicles	--		In 1995 seven cars will be used by EDU purchased in 1994 by the Host State (4) and from the common budget (3). There is no similar 1995 requirement. Accordingly there is only a vehicles running costs factor for 1995 to be considered (see 403)

		1995	1995 changes	Explanations
301	Acquisition of DP Hardware and Software	115.000	144.617	At the end of 1994 there will be 75 PC's and other equipment financed by the host state. This budget is meant for the necessary upgrade, for procurement of new software, and for the appropriate systems development. In arriving at this figure consideration has been given to the anticipated increase in Europol personnel. Further consideration has been given to the requirement to fulfil the growing needs of the organisation i.e. analysts, ELOs, and the organisation in general. Accordingly a figure is included which will provide for procurement of new software. Finally, some hardware guarantees expire in 1995 and a figure in respect of maintenance costs is also included (see 430). The revision concerns: 7 working-stations: 2 per new country (in line with the policy for 1994)= 2x 3 and 1 for the new member of the staff unit; network-cards.
302	Acquisition of Miscellaneous Equipment + Furniture	50.000		This figure is intended for the provision of office furniture and miscellaneous office equipment for newly arriving personnel.
	SUBTOTAL:	165.000	194.617	
4	Expenditure on Supplies and other Costs			
40	<u>Operating Expenditure and Associated Costs</u>			
400	Telecommunications	450.000		By the very nature of this budget head there are no examples of previous annual Europol costs. However the international character of the organisation demands frequent contact with the Member States either by telephone or by fax and, accordingly the costs will be high. Furthermore, the anticipated increase in personnel will by definition create a commensurate increase in telecommunication costs.
401	Cost of Organising Meetings a) Simultaneous interpretation b) Other costs	170.000 30.000		It is expected that there will be a requirement for a considerable number of working meetings per year. This figure represents the expected costs for organising such meetings and includes items such as interpretation, catering etc.

		1995	1995 changes	Explanations
402	Representation Expenses, Public Relations, Official Hospitality	50.000		Costs of relocation and welfare are included in this article: - EG parking subscription Schiphol - Preparation of a EDU house style
403	Running Costs for the Vehicles	50.000		The budget for the running costs of the vehicles is based on seven cars, as follows: Insurance ECU 6.365 Taxes ECU 6.365 Oil, Petrol a.s.o. ECU 28.635 Maintenance and other expenditure ECU 8.635 Total ECU 50.000
404	Postal, Delivery and Reproduction Costs	50.000	62.750	The budget requirement for Postal, Delivering and Reproduction Costs is increased from 20.000 ECU to 50.000 ECU. This increase is based on the expected increase in personnel and the planned activities of the EDU. The revision concerns an increase as result of three additional Member States
405	Translations	180.000	220.000	This budget is allocated to: -translation of documents for internal purposes: information for strategic, tactical and operational analysis transmitted by Member States or from "open sources" and from any possible language into one of the working languages of EDU/Europol. -documents for technical, legal and administrative purposes such as explanations on software products, site agreements of international organisations, Dutch telephone and telecommunication instructions, Dutch insurance conditions and regulations -conference documents for meetings organised, such as operational meetings with national authorities by Europol/EDU. - documents/papers for EU-wide recruitment sessions, interviews and tests The revision is related to the accession of three new Member States (2 more languages for official documents).

		1995	1995 changes	Explanations
406	Training for Staff Members	40.000	70.000	This increase is in line with the anticipated increase in personnel. The amount is for IT-training and for other professional training. The revision is related to the accession of three new Member States.
407	Office-stationary	25.000	31.645	In the host state budget 1994 there was an initial allocation of 68.000 ECU. This amount will be needed for the purchase of paper, pens, files etc. The revision is related to the accession of three new Member States.
408	Other expenditure	20.000		This increase in budget requirement is based on the increase in other budget heads.
	SUBTOTAL:	1.065.000	1.154.395	
41	<u>Studies + Documentation</u>			
410	Studies	10.000		
411	Documentation	10.000		
	SUBTOTAL:	20.000		
42	<u>Building</u>			
420	Installation and Alterations	20.000	23.750	The budget for installations and alterations is based on the figures of the former user of the building. The revision is related to the accession of three new Member States.
421	Rentals and Local Taxes	included in 422		included in 422

		1995	1995 changes	Explanations
422	Water, Gas, Electricity, Heating and local Taxes	150.000		The budget is relating to rent and local taxes and water, gas, electricity and heating are amalgamated. The budget is based on the figures of the former user of the building, related to the figures of the first three months of 1994 (30.273 ECU).
423	Cleaning and Maintenance	100.000		This budget is based on the figures of the former user of the building. In the first three months of 1994 there was a spend 28.734 ECU.
	SUBTOTAL:	270.000	273.750	
43	<u>IT maintenance</u>			
430	IT maintenance	30.000		This amount is for the maintenance of hard- and software equipment
5	Social Welfare			
50				
501	Subsidy for the restaurant	95.000		The budget for Catering is a new item in the draft budget of EUROPOL/EDU. For 1994 the costs of the catering-service are included in the host state budget. Because there are no facilities in the immediate vicinity of the Europol site a catering-service is necessary. A study by the Ministry of Justice concluded that the best option was to employ the services of a outside catering contractor. The budget requirement is based on the 1994 agreement and represents the subsidy required to keep the prices for the personnel at an acceptable level.
	TOTAL ECU	3.710.000 (+390.000)	3.912.762 (+390000)	

Appendix B

CATEGORIES	AVERAGE UNIT COSTS	NUMBER 1995	NUMBER 1995 changes	TOTAL UNIT COSTS	SUM
Management		3			(390.000)
1 Co-ordinator	140.000	1		140.000	
2 Ass. Co-ordinators	125.000	2		250.000	
Planning & Development		4			320.000
4 Senior Officers	80.000			320.000	
Staff Unit		3			300.000
2 Senior Officers	80.000	2	1	240.000	
1 Junior Officer	60.000	1		60.000	
ELOs	paid by Member States	60			0.00
Analysts		4			320.000
4 Senior Officers	80 000			320.000	
Information Technology		6			410.000
1 IT-Co-ordinator	80.000	1		80.000	
3 System Development	70.000	3		210.000	
1 System Maintenance	60.000	1		60.000	
1 Trainer	60.000	1		60.000	

CATEGORIES	AVERAGE UNIT COSTS	NUMBER 1996	NUMBER 1995 changes	TOTAL UNIT COSTS	SUM
Administration					
<i>Personnel / Finance</i>		4			230.000
2 Senior Officers	70.000	2		140.000	
1 Junior Officer	50.000	1		50.000	
1 Relocation & Welfare	40.000 ³	1		40.000	
<i>General Services</i>		3			100.000
1 Senior Officer	40.000 ³	1		40.000	
1 First Assistant	30.000 ³	1		30.000	
1 Technical specialist	30.000 ³	1		30.000	
<i>Other Services</i>		3			100.000
1 Documentalist	50.000	1		50.000	
1 Postoffice	25.000 ³	1		25.000	
1 Switchboard operator	25.000 ³	1		25.000	
<i>Secretariat</i>		4			160.000
3 Secretaries for the Senior Management	40.000 ³	3		120.000	
1 Secretary - office support for Planning & Development / Staff Unit	40.000 ³	1		40.000	
<i>Drivers</i>		2			55.000
1 Policeman Driver	30.000 ³	1		30.000	
1 Driver	25.000 ³	1		25.000	
<i>Security Personnel</i>	Host State	15			0.00
TOTAL		112			1.995.000 +(390.000)

³ The outlined smaller amount excludes foreign allowances and is based on the intention to recruit Dutch personnel

11563/94

APPENDIX C

GNP shares in 1995⁴ and each State's contribution to the Europol/ EDU Budget for 15 countries

COUNTRY	GNP	%	Amount on the assumption that salaries and social contributions for senior management are included (in ECU)	Amount on the assumption that salaries and social contributions for senior management are not included (in ECU)
AUSTRIA	1 676.80	2.63	113 163	102 906
BELGIUM	1 909.40	2.99	128 653	116 992
DENMARK	1 265.60	1.98	85 195	77 473
GERMANY	17 278.00	27.09	1 165 618	1 059 967
GREECE	880.00	1.38	59 378	53 996
SPAIN	4 222.00	6.62	284 843	259 025
FRANCE	11 450.00	17.95	772 346	702 341
IRELAND	406.90	0.64	27 537	25 042
ITALY	8 878.50	13.92	598 944	544 656
LUXEMBOURG	144.40	0.23	9 896	8 999
NETHERLANDS	2 846.90	4.46	191 903	174 509
PORTUGAL	811.00	1.27	54 645	49 692
UNITED KINGDOM	9 504.00	14.90	641 112	583 001
FINLAND	786.30	1.23	52 924	48 127
SWEDEN	1 731.50	2.71	116 605	106 036
TOTAL	63 791.30	100.00	4 302 762	3 912 762

⁴ Figures for EUR -15 agreed by ACOR meeting of 23/04/94