



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

30 June 2010  
EMA/381367/2010

## Report on budgetary and financial management

Financial year 2009

### Introduction

This report presents the budgetary and financial management of the European Medicines Agency during the financial year 2009. It outlines the financial situation and the events, which had a significant influence on activities during the year.

The report is drawn up in accordance with Article 76 of the Agency's Financial Regulation of 1 January 2009 and Article 78 of the Implementing Rules to the Financial Regulation of 10 June 2004.

## 1. Financial Management in general

### 1.1. Initial budget and amending budgets

Authorised appropriations in the European Medicines Agency's initial budget for 2009 totalled EUR 188 689 000, representing an 8.88% increase over the initial 2008 budget (EUR 173 307 000).

One amending budget was introduced in 2009 increasing the budget by EUR 5 700 000 to a total of EUR 194 389 000, representing a 6.28% increase over the final 2008 budget (EUR 182 895 000).

### 1.2. Revenue

Revenue entered in the accounts as at 31 December 2009 totalled EUR 196 134 900.29.

Of the total revenue 75.67% derived from the agency's own resources; for the evaluation of medicines 2.50% derived from the use of the Agency's surplus from 2007 and 21.83% derived from the European Union budget to fund various public health and harmonisation activities as described in the work programme (in 2008: 74.70%/4.25%/21.05%).

In accordance with the Financial Regulation, budget revenue is based on cash received from EU contributions, the marketing license applications for pharmaceutical products and post authorisation activities as well as various administrative activities.



Table 1 below presents the implementation of the revenue budget of the European Medicines Agency in financial year 2009

**Table 1 Use of 2009 revenue appropriation**

Appropriation type	EUR or %
<b>I. Appropriation in general</b>	
Initial appropriation	188,689,000.00
Amending Budgets	5,700,000.00
Final appropriation	194,389,000.00
<b>II. Use of appropriation</b>	
Recovery Orders	197,577,746.30
Represents in % of final appropriations	101.64
Cash-receipts against Recovery Orders 2009	196,134,900.29
Represents in % of final Recovery Orders	99.27
<b>III. Amounts unpaid from 2009 or earlier to be paid in 2010 or later</b>	
Recovery Orders for the evaluation of medicinal products (fees)	8,556,538.80
Recovery Orders for EU contribution for orphan medicines fee reductions	<sup>1</sup> 1,727,500.00
Other Recovery Orders	1,015,829.93
<b>VI. Waivers of amounts receivable</b>	
Recovery Orders waived by the Authorising Officer	47,389.00
<b>V. Waivers of fees and charges (excluding waivers for orphan medicines)</b>	
Reductions deriving from paediatric, micro, small- and medium sized enterprises or advanced therapies legislation	5,053,885.00
Other reductions in accordance with the Fee Regulation	2,268,430.00

<sup>1</sup> Corrected with Credit Note for EUR 487,200 in January 2010 to EUR 1,240,300

### 1.3. Expenditure (commitments and payments)

Commitments totalled EUR 185 327 723, or 95.34% of final appropriations (2008: 94.71%). Payments totalled EUR 146 721 402, or 79.17% of commitments entered into (2008: 79.17%). Table 2 below presents the implementation of the expenditure budget of the Agency in financial year 2009.

**Table 2 Use of 2009 expenditure appropriation**

Appropriation type	EUR or %
<b>I. Appropriation in general</b>	
Initial appropriation	188,689,000.00
Amending Budgets	5,700,000.00
Final appropriation	194,389,000.00
<b>II. Use of appropriation</b>	
Commitments	185,327,723.42
Represents in % of final appropriations	95.34
Payments	146,721,402.46
Represents in % of final commitments	79.17
<b>III. Carryovers from 2009 to 2010</b>	
Automatic carryovers to 2010	38,606,320.96
Represents in % of final appropriation	19.86
Represents in % of final commitments	20.83
Non-automatic carryovers (uncommitted appropriations carried over to 2010)	1,365,000
Represents in % of final appropriation	0.70
<b>IV. Cancellations</b>	
Appropriations cancelled	7,696,276.58
Represents in % of final appropriations	3.96
<b>V. Carryovers from 2008 to 2009</b>	
Automatic carryovers to 2009	36,077,226.09
Payments against carryovers	34,744,400.71
Represents in % of carryovers	96.31
Amount cancelled	1,332,825.38
Non-automatic carryovers to 2009	0.00

#### **1.4. Carryovers from 2009 to 2010**

Automatic carryovers to financial year 2010 totalled EUR 38 606 321, or 20.83% of the appropriations committed (2008: 20.83%). One non-automatic carryover to the financial year 2010 was requested totalling EUR 1 365 000 (see Table 3), or 0.70% of the final appropriations (2008: none).

**Table 3 Purpose of non-automatic carryovers to 2010**

Heading	Amount (EUR)	Purpose
2040	1,365,000	Fitting-out of 4 <sup>th</sup> and 5 <sup>th</sup> floor 11 Westferry Circus

#### **1.5. Carryovers from 2008 to 2009**

Automatic carryovers to financial year 2009 totalled EUR 36 077 226.09. Payments against the carryovers equalled EUR 34 744 400.71 or 96.31% (2008: 95.31%). Hence, the amount cancelled was EUR 1 332 825.38.

No non-automatic carryover from 2008 to 2009 applied.

#### **1.6. Appropriation from assigned revenue**

No appropriation from assigned revenue was available for 2009.

#### **1.7. Transfers**

During the year ten transfers were approved. All of them were within the limits of Article 23(1) of the Financial Regulation and were approved by the Executive Director. They totalled EUR 9 609 000 or 4.94% of the final appropriations (in 2008: Thirteen transfers accounting for EUR 10 204 300 or 5.58% of the final appropriations). The transfers were primarily used for the expenditure concerning building and information technology expenditure on administrative budget items.

#### **1.8. Cancellations**

Appropriations totalling EUR 7 696 276.58 (2008: EUR 9 681 583.33) were cancelled. They amount to 3.96% of the final appropriation.

## 2. Financial management by chapter

In this part the revenue (based on cash collected) and the expenditure (commitments) will be analysed. The proportion in the total revenue and expenditure and the evolution between the current and the previous year are taken into account. Moreover, for expenditure, the use of the most important items is presented.

Table 4 sets out, chapter by chapter, the amounts for recovery orders in 2009 compared to financial year 2008. It needs to be noted that in line with the Financial Regulation the income for the agency is defined by the cash collected and not by the value of recovery orders issued in a given year.

**Table 4 Evolution of 2009 and 2008 cash collected**

Chapter	Heading	2008 EUR	2009 EUR	Change EUR	Change %
10	Revenue from services rendered (Fees for the evaluation of medicines)	132,178,865	141,023,279	8,844,414	6.69
20	European Community contribution	46,140,313	46,851,961	711,648	1.54
30	Participation by third countries in EMA activities	955,926	873,360	-82,566	-8.64
52	Revenue from administrative operations	6,419,876	6,389,564	-30,312	-0.47
60	Community programmes	576,373	102,964	-473,409	-82.14
70	Correction of budgetary imbalances	0	0	0	+/-0
90	Miscellaneous income	2,120,965	893,773	-1,227,192	-57.86
<b>Total</b>		<b>188,392,319</b>	<b>196,134,900</b>	<b>7,742,581</b>	<b>4.11</b>

In budgetary terms the stable revenue of Euro 84.1 million (42.9% of the total 2009 revenue) represents the proportion of revenue that is more or less guaranteed through annual product maintenance fees received for both, Human and Veterinary medicines activities, the EU and EEA contributions, as well as contributions for joint programmes.

In 2009 53.8% of the total revenue depended on the business cyclical activity (details in table 5).

**Table 5 Revenue funding EUR '000**

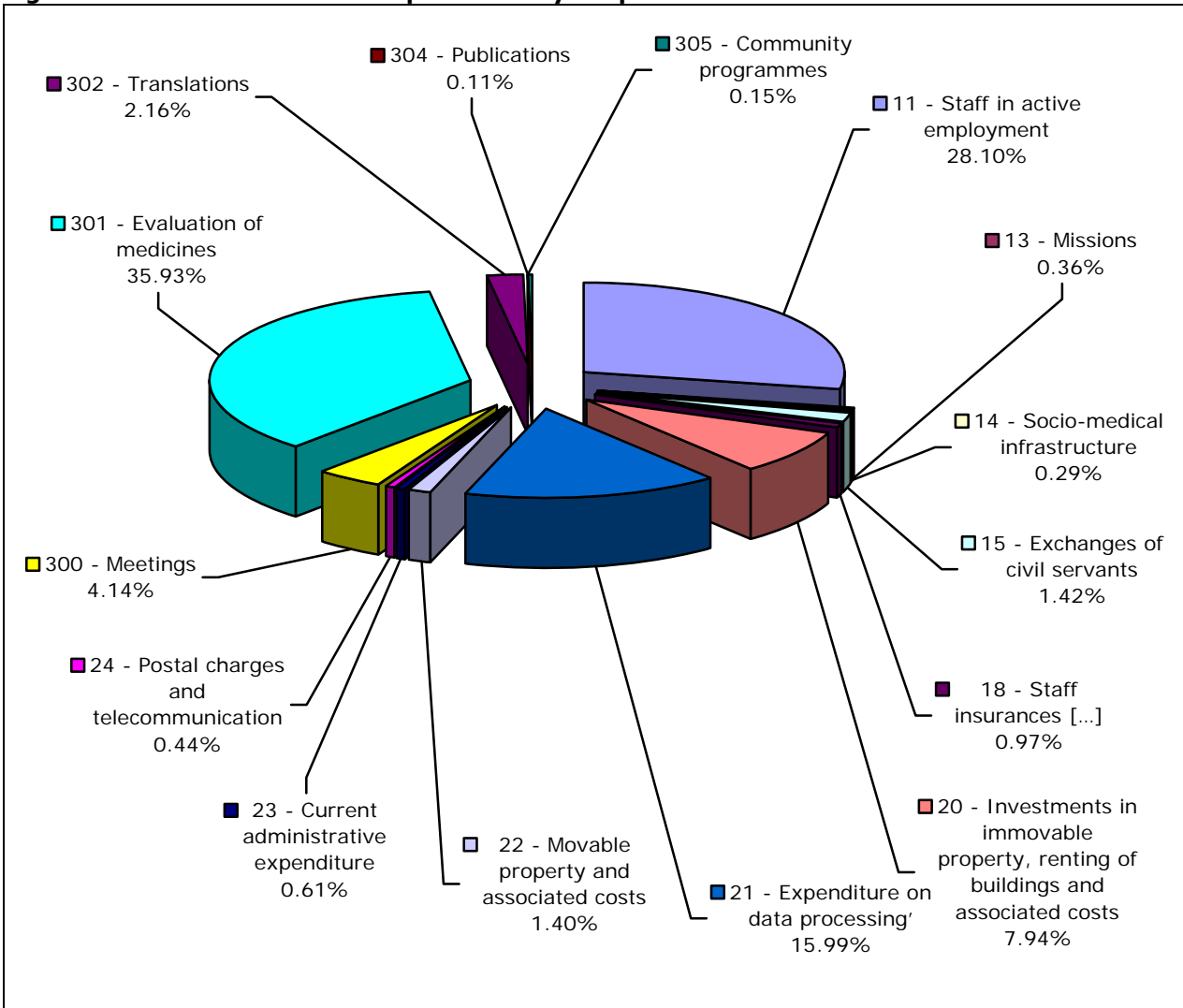
	2008 Actual	% of total	2009 Actual	% of total
Stable revenue for the Agency	80,331,612	42.6%	84,127,285	42.9%
<i>EU subsidies &amp; contributions</i>	<i>47,672,612</i>	<i>25.3%</i>	<i>47,828,285</i>	<i>24.4%</i>
<i>Annual fees</i>	<i>32,659,000</i>	<i>17.3%</i>	<i>36,299,000</i>	<i>18.5%</i>
Cyclical business revenue	99,519,865	52.8%	104,724,278	53.4%
Miscellaneous activities revenue	8,540,841	4.5%	7,283,337	3.7%
<b>Total Revenue</b>	<b>188,392,319</b>	<b>100.0%</b>	<b>196,134,900</b>	<b>100.0%</b>

Table 6 sets out, chapter by chapter, how commitments in 2009 were used in comparison with financial year 2008. It should be noted that in 2009 four chapters accounted for 94.39% of the total commitments. They are: Chapter 11 'Staff in active employment', chapter 20 'Investments in immovable property, renting of buildings and associated costs', chapter 21 'Expenditure on data processing' and chapter 30 'Operating expenditure' (2008: 95.46% of total commitments).

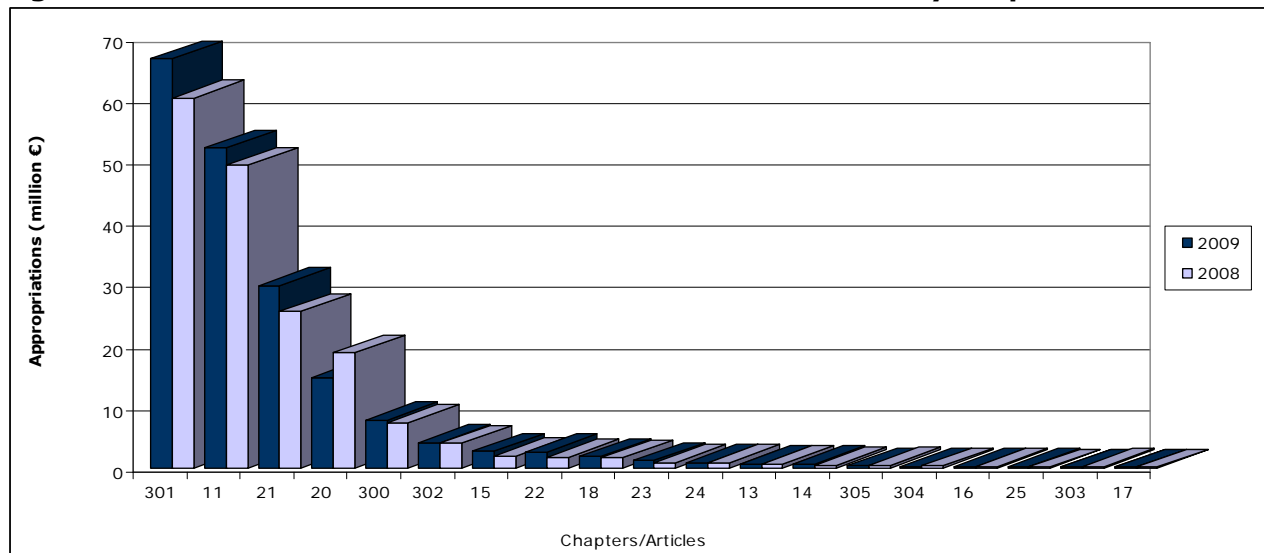
**Table 6 Evolution of 2009 and 2008 commitments**

Chapter	Heading	2008 EUR	2009 EUR	Change EUR	Change %
11	Staff in active employment	49,199,561	51,988,030	2,788,469	5.67
13	Missions and duty travel	605,315	662,496	57,181	9.45
14	Socio-medical infrastructure	429,226	534,433	105,207	24.51
15	Exchanges of civil servants and experts	1,865,942	2,636,395	770,453	41.29
16	Social welfare	91,995	97,003	5,008	5.44
17	Entertainment and representation expenses	32,888	37,175	4,287	13.04
18	Staff insurances [...]	1,572,893	1,786,116	213,223	13.56
<b>Title 1</b>		<b>53,797,820</b>	<b>57,741,649</b>	<b>3,943,829</b>	<b>7.33</b>
20	Investments in immovable property, renting of buildings [...]	18,641,352	14,691,491	-3,949,861	-21.19
21	Expenditure on data processing	25,374,925	29,588,791	4,213,866	16.61
22	Movable property [...]	1,668,066	2,598,614	930,548	55.79
23	Current administrative expenditure	777,929	1,127,787	349,858	44.97
24	Postal charges and telecommunications	770,557	817,868	47,311	6.14
25	Expenditure [...] other meetings	63,062	91,696	28,634	45.41
<b>Title 2</b>		<b>47,295,893</b>	<b>48,916,247</b>	<b>1,620,354</b>	<b>3.43</b>
300	<i>Meetings</i>	<i>7,259,424</i>	<i>7,660,040</i>	<i>400,616</i>	<i>5.52</i>
301	<i>Evaluation of medicinal products</i>	<i>60,180,715</i>	<i>66,486,740</i>	<i>6,306,025</i>	<i>10.48</i>
302	<i>Translations</i>	<i>3,937,000</i>	<i>3,991,298</i>	<i>54,298</i>	<i>1.38</i>
303	<i>Studies and consultants</i>	<i>81,718</i>	<i>62,812</i>	<i>-18,906</i>	<i>-23.14</i>
304	<i>Publications</i>	<i>281,505</i>	<i>196,488</i>	<i>-85,017</i>	<i>-30.20</i>
305	<i>Community programmes</i>	<i>379,341</i>	<i>272,448</i>	<i>-106,893</i>	<i>-28.18</i>
<b>Title 3</b>		<b>72,119,704</b>	<b>78,669,827</b>	<b>6,550,123</b>	<b>9.08</b>
	<b>Total</b>	<b>173,213,417</b>	<b>185,327,723</b>	<b>12,114,306</b>	<b>6.99</b>

**Figure 1 Distribution of 2009 expenditure by chapter**



**Figure 2 Evolution of commitments between 2008 and 2009 by chapter**



## ***2.1. Income chapter 10 'Revenue from services rendered (Fees for the evaluation of medicines)'***

Fee income for evaluation services is the main source of revenue of the Agency representing 71.90% of the 2009 income.

The 6.69% increase between 2008 and 2009 is due to the actual cash received for applications for the evaluation of medicinal products from the pharmaceutical industry in line with the work programme.

## ***2.2. Income chapter 20 'Community contributions'***

This chapter accounted for 23.89% of the 2009 income. Of the total contributions received EUR 5,632,000 (12.02% of total contributions) relate to compensations for fee reductions granted for orphan medical products and EUR 4,900,000 (10.46% of total contributions) relate to the Agency's surplus from financial year 2007 that had been made available by the European Commission for specified areas (Amending Budget 01-2009)

With the establishment of the budget for the European Union the Budgetary Authority had agreed total contributions for the Agency of EUR 41.89 million in commitment appropriation and EUR 36.99 million in payment appropriation. In the course of the year, additional payment appropriations of EUR 4.9 million were made available to support the Agency's public health activities.

In total the contributions from the European Union including the use of the 2007 Agency surplus increased from 2008 to 2009 by 1.54%, When the 2007 surplus is excluded, the total contributions increased by 9.9%.

## ***2.3. Income chapter 30 'Participation by third countries in EMA activities'***

This chapter represents the compensation for the participation of EEA countries in the Agency's activities. It accounted for 0.45% of 2009 income. The actual amount receivable is calculated as a percentage of the general contribution, i.e. the Community contributions excluding contribution for orphan fee reductions (chapter 20 excluding article 201). The percentage used in 2009 was 2.40%.

## ***2.4. Income chapter 52 'Revenue from administrative operations'***

The chapter includes the income from administrative charges for export certificates, parallel distributions as well as bank interest derived from fee income (excluding the bank interest received for EU contributions). This chapter accounted for 3.26% of the 2009 income.

The 0.47% decrease between 2008 and 2009 is mainly for the major decrease in bank interest due to the decline in interest rates.

## ***2.5. Income chapter 60 'Contributions to community programmes and revenue from services'***

This chapter accounted for 0.05% of the 2009 revenue.

The revenue relates to the grant received from DG Enlargement for the implementation of the IPA programme<sup>2</sup> where the advance on the grant is taken into the financial accounts and accounted for the budgetary accounts in line with the actual expenditure (commitments) for the year.

The anticipated revenue from the IMI-PROTECT programme<sup>3</sup> via IMI Joint Undertaking, an Executive Office of the European Union, was not received as the start of the actual programme was delayed.

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<sup>2</sup> Programme to support countries with candidate status( currently Croatia, the former Yugoslav Republic of Macedonia, Turkey) and potential candidate status (Albania, Bosnia, Herzegovina, Montenegro, Serbia including Kosovo)



## 2.6. Income chapter 70 'Correction for budgetary imbalances'

This chapter was established in accordance with Article 16 of the Agency's Financial Regulation, where, if the balance of the outturn account within the meaning of Article 81 is positive, it shall be repaid to the Commission up to the amount of the Community subsidy paid during the year. The part of the balance exceeding the amount of the Community subsidy paid during the year shall be entered in the budget for the following financial year as revenue. The difference between the Community subsidy entered in the general budget and that actually paid to the body shall be cancelled. If the balance of the outturn account provided for in Article 81 is negative, it shall be entered in the budget for the following financial year.

For 2008 the budgetary accounts surplus was positive but below the level of EU contributions and therefore no appropriation was to be included for 2009.

## 2.7. Income chapter 90 'Miscellaneous revenue'

This chapter accounted for 0.46% of the 2009 revenue.

The 57.86% decrease between 2008 and 2009 is due to the subletting of the 1<sup>st</sup> floor of the Agency's premises in 2008 for a total rent income of EUR 1.4 million. The Agency used the floor itself from 2009 and therefore no rent income was earned in 2009.

## 2.8. Expenditure chapter 11 'Staff in active employment'

This chapter accounted for 28.10% of the 2009 expenditure, constituting the second largest share of expenditure.

The 5.67% increase between 2008 and 2009 can be explained by salary adaptations, promotions, step advances and new recruitment. Basic salary and allowances increased by 1.85% and the average number of staff has increased from 508 to 565 (11%). However, at the same time the London weighting decreased from 125.6 for the period 16 May 2008 – 15 May 2009 to 120.3 for the period from 16 May 2009 to year-end (-20.7%).

In this chapter 56.88% of the expenditure related to item 1100 'Basic salaries' and 15.09% to 1190 'Weightings'. For these items commitments amounted to EUR 37 414 049.

A total of EUR 1 763 000 was transferred out of the chapter. This was mainly to finance Information Technology expenditure for Telematics programmes.

In 2009, 24 vacancies for Temporary Agent positions were advertised. At the end of the year, the Agency had a total of 511 Temporary Agents, 92 Contract Agents and 20 National Experts.

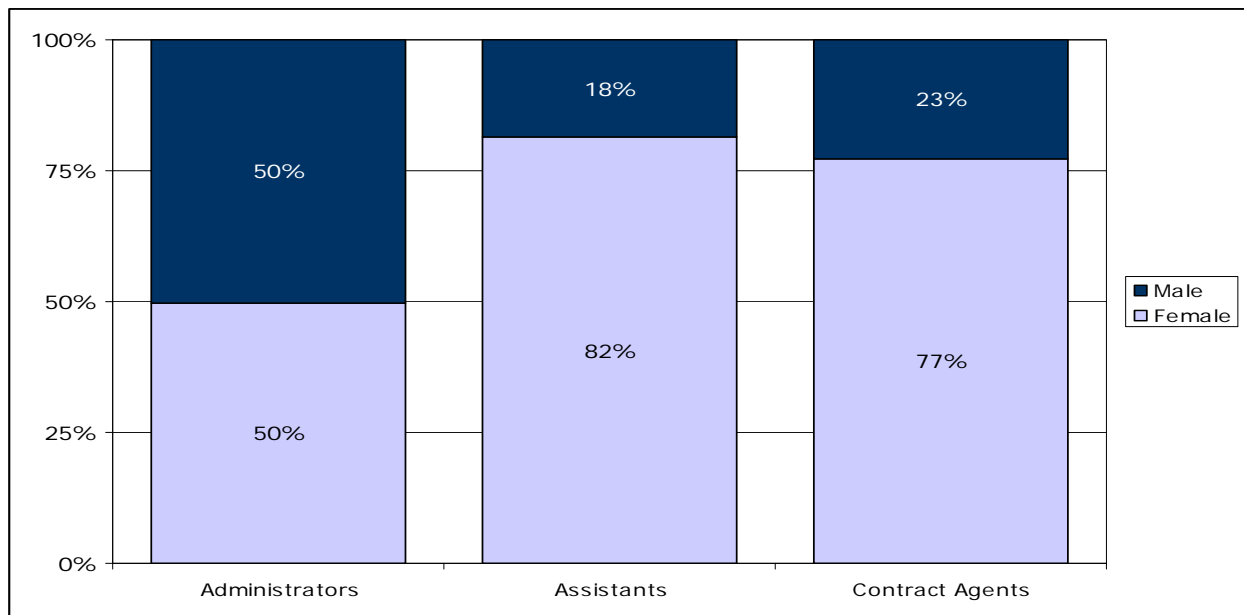
**Table 7 Staff by gender**

Contract/Gender	Female	Male	Total	% Female	% Male
Administrators	133	134	<b>267</b>	50	50
Assistants	199	45	<b>244</b>	82	18
Contract Agents	71	21	<b>92</b>	77	23
<b>Total</b>	<b>403</b>	<b>200</b>	<b>603</b>	<b>67</b>	<b>33</b>

Note: Situation on 31.12.2009

<sup>3</sup> IMI (Innovative Medicines Initiative) PROTECT (Pharmacoepidemiological Research on Outcomes of Therapeutics by a European Consortium)

**Figure 3 Staff by gender (temporary staff and contract agents)**



**Table 8 Staff by country (temporary staff and contract agents)**

EU-27			
EU-15		EU-10	
Austria	10	Cyprus	1
Belgium	21	Czech Republic	23
Denmark	14	Estonia	6
Finland	10	Hungary	19
France	88	Latvia	3
Germany	62	Lithuania	8
Greece	32	Malta	1
Ireland	13	Poland	30
Italy	60	Slovakia	20
Luxembourg	0	Slovenia	0
Netherlands	5	EU-2	
Portugal	25	Bulgaria	4
Spain	60	Romania	4
Sweden	19	EEA	
United Kingdom	64	Norway	1

Note: Situation on 31.12.2009

## ***2.9. Expenditure chapter 13 'Missions and duty travel'***

This chapter accounted for 0.36% of the 2009 expenditure. A total of 988 missions were carried out in 2009.

The 9.45% increase between 2008 and 2009 is due to the increase in staff going on mission and the increase in international activities. It needs to be noted that the Agency's Guide to Missions was brought in line with the Commission's guide as of 1 July 2009.

No transfers were made from or to the chapter.

## ***2.10. Expenditure chapter 14 'Socio-medical infrastructure'***

This chapter accounted for 0.29% of the 2009 expenditure.

The 24.51% increase between 2008 and 2009 can be explained mainly by the increase in staff and the purchase of antiviral stock and flu-related services (e.g. pandemic influenza helpline).

A total of EUR 20 000 was transferred into the chapter to support additional medical expenditure for the purchase of antiviral stock.

## ***2.11. Expenditure chapter 15 'Exchanges of civil servants and experts'***

This chapter accounted for 1.42% of the 2009 expenditure.

The increase of 41.29% between 2008 and 2009 is due to a higher number of National Experts with 19 FTE in 2009 compared to 12 FTE in 2008. The number of trainees decreased by 6%, from 26.5 FTE in 2008 to 25 FTE in 2009.

A total of EUR 440 000 was transferred out of the chapter to support infrastructure and information technology expenditure.

## ***2.12. Expenditure chapter 16 'Social welfare'***

This chapter accounted for 0.05% of the 2009 expenditure.

The 5.44% increase between 2008 and 2009 is for the rise in the ceiling for nursery allowance from GBP 800 in 2008 to GBP 823 in 2009. At the same time the number of children for which costs were reimbursed increased from 37 in 2008 to 41 in 2009.

A total of EUR 9 000 was transferred into the chapter, however, the anticipated claims for reimbursement were lower than the actual claims and consequently the reinforced amount was not used.

## ***2.13. Expenditure chapter 17 'Entertainment and representation expenses'***

This chapter accounted for 0.02% of the 2009 expenditure.

The 13.04% increase between 2008 and 2009 was mainly the preparation for the 15<sup>th</sup> anniversary of the Agency in January 2010 where expenditure was committed in late 2009.

No transfers were made from or to the chapter.

## ***2.14. Expenditure chapter 18 'Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights'***

This chapter accounted for 0.96% of the 2009 expenditure.

The 13.56% increase between 2008 and 2009 can be explained by the increase in staff and the annual adjustment to the remuneration which impacts on the rates for the above insurances.

No transfers were made from or to the chapter.

## ***2.15. Expenditure chapter 20 'Investments in immovable property, renting of buildings and associated costs'***

This chapter accounted for 7.93% of the 2009 expenditure.

The 21.19% decrease between 2008 and 2009 is due to major fitting-out costs that were incurred in 2008. The Agency had acquired an additional floor in 2008 which had to be fully fitted. The variance in expenditure over the two years is mainly reported on the budget item 2040 fitting out costs, and 2080, for legal and architects fees.

A total of EUR 327 000 were transferred out of the chapter to support professional indemnity insurance (budget item 2350) as well as other infrastructure and information technology expenditure.

## ***2.16. Expenditure chapter 21 'Expenditure on data processing'***

This chapter accounted for 15.97% of the 2009 expenditure.

The 16.61% increase between 2008 and 2009 is mainly due to the replacement of aging IT hardware and the purchase of additional hardware required for new applications and users, and the upgrade of the Agency's Electronic Document Management System.

The chapter was reinforced by EUR 4 342 000 with Amending Budget 01-2009 financed by the Agency's surplus 2008 as well as additional fee income and with a total of EUR 3 154 000 through transfers.

## ***2.17. Expenditure chapter 22 'Movable property and associated costs'***

This chapter accounted for 1.40% of the 2009 expenditure.

The 55.79% increase between 2008 and 2009 is due to major fit-out carried out in 2009 where technical installations as well as furniture needed to be purchased.

The main expense in 2009 was for budget items 2200 and 2201 for installation of AV equipment on the first floor at 7 Westferry Circus. There were also technical upgrades to the major meeting rooms on the 3<sup>rd</sup> and 4<sup>th</sup> floors, 7 Westferry Circus.

The increase in expenditure is also related to the purchase of new furniture on budget item 2210 for 1<sup>st</sup> floor at 7 Westferry Circus.

A total of EUR 75 000 was transferred out of the chapter mainly to support fitting-out expenditure in chapter 20.

## ***2.18. Expenditure chapter 23 'Current administrative expenditure'***

This chapter accounted for 0.61% of the 2009 expenditure.

The 44.97% increase between 2008 and 2009 is mainly due to the Agency having managed to take out Professional Indemnity Insurance from 2009 for the first time.

The increase in expenditure is also linked to higher cost on budget item 2353 for office removals as a result of restructuring the Agency, and additional cost on budget item 2358 for emergency purchases related to the swine flu.

A total of EUR 318 000 was transferred into the chapter mainly to finance professional indemnity insurance.

## ***2.19. Expenditure chapter 24 'Postal charges and telecommunications'***

This chapter accounted for 0.44% of the 2009 expenditure.

The 6.14% increase between 2008 and 2009 is for the purchase of additional telecommunication equipment for the new floor.

A total of EUR 130 000 was transferred out of the chapter mainly to support fitting-out expenditure in chapter 20.

## ***2.20. Expenditure chapter 25 'Expenditure on formal and other meetings'***

This chapter accounted for 0.05% of the 2009 expenditure.

The 45.41% increase between 2008 and 2009 is for the increase in costs for memberships for the CSS (Common Support Service for the Agencies financial system SI2), HL7-FAST as well as for GARTNER.

A total of EUR 14 000 was transferred into the chapter to support the increased membership costs.

## ***2.21. Expenditure chapter 30 'Operating expenditure'***

This chapter accounted for 42.45% of the 2009 expenditure and increased by 9.08% from 2008 to 2009.

### **2.21.1. Expenditure article 300 'Meetings'**

The 5.52% increase between 2008 and 2009 was mainly due to the establishment of the Committee on Advanced Therapies from January 2009 as well as an increase in the hotel ceiling. In addition more delegates were sent for meetings abroad.

A total of EUR 880 000 was transferred from the article to support ICT expenditure.

### **2.21.2. Expenditure article 301 'Evaluation of medicinal products'**

The 10.48% increase between 2008 and 2009 reflects the increase in fee related activities (heading 2.2) as well as the increase in the level of payments to the National Competent Authorities by 3.7% in line with the increase in fees.

The article was reinforced by EUR 1.0 million with Amending Budget 01-2009 for estimated additional medicinal applications and related evaluation activity. No transfers were made from or to the article.

### **2.21.3. Expenditure article 302 'Translation expenses'**

The 1.38% increase between 2008 and 2009 is mainly for the increase in activities for 'Other translations', where National Competent Authorities are reimbursed for their expenditure for checking technical translations.

A total of EUR 100 000 was transferred into the article to support translation costs with the Translation Centre Luxembourg where the overall expenditure was still below the 2008 level.

### **2.21.4. Expenditure article 303 'Studies and consultants'**

Compared to the previous year, the expenditure decreased in 2009 by 23.14%. The higher expenditure in 2008 was mainly due to consultancy costs related to the staff engagement survey as well as costs for procurement related consultancy for which in 2009 no requirement arose.

No transfers were made from or to the article.

### **2.21.5. Expenditure article 304 'Information and publication'**

The 30.20% decrease between 2008 and 2009 is for the Agency's revision of the corporate identity where the main consultancy expenditure was incurred in 2008 for the roll-out in 2009.

No transfers were made from or to the article.

### **2.21.6. Expenditure article 305 'Community Programmes'**

The 28.18% decrease between 2008 and 2009 is mainly due to the reduced level of participation by the Candidate Countries in the Agency's activities.

No transfers were made from or to the article.

## ***2.22. Expenditure chapter 90 'Provisional Appropriation'***

This chapter was reinforced with Amending Budget 01-2009 with EUR 358 000 to be kept in reserve for fluctuations in revenue or unforeseeable expenditure requests. The appropriation was not used by year-end.

## Annexes

### Annex 1

#### Summary of transfers in accordance with Article 23 (1) Financial Regulation

No	From/To Item	Number Item	Heading Item	Amount of receiving item	Amount of donor item
01	To	2200	New purchases of technical equipment and installations	145,000	
	From	2201	Replacement of technical equipment and installations		-85,000
	From	2203	Maintenance, use and repair of technical equipment		-60,000
02	From	2000	Rent		-415,000
	To	2050	Security and surveillance of buildings	210,000	
	To	2111	Purchases of new software for the operation of the Agency	141,000	
	From	2114	Maintenance and repair of hard. & software for the operation of the Agency		-141,000
	From	2115	Analysis, programming and technical assistance for the operation of the Agency		-975,000
	To	2125	Analysis, programming and technical assistance for specified projects	975,000	
	To	2200	New purchases of technical equipment and installations	120,000	
	From	2201	Replacement of technical equipment and installations		-60,000
	From	2203	Maintenance, use and repair of technical equipment		-20,000
	From	2210	New purchase of furniture		-42,000
	To	2232	Hire of vehicles	2,000	
	From	2300	Stationery and office supplies		-70,000
	To	2350	Miscellaneous insurance	205,000	
	To	2353	Departmental removals and associated handling	50,000	

No	From/To Item	Number Item	Heading Item	Amount of receiving item	Amount of donor item
	From	2354	Archiving of documents		-15,000
	To	2358	Cover expenses relating to business continuity	35,000	
03	From	1100	Basic salaries		-420,000
	From	1190	Weightings		-600,000
	From	1520	Staff exchanges between Community Institutions		-380,000
	From	2040	Fitting-out of premises		-365,000
	To	2125	Analysis, programming and technical. assistance for specified projects	1,600,000	
	From	2252	Subscriptions to newspapers and periodicals		-9,000
	To	2350	Miscellaneous insurance	165,000	
	To	2501	Memberships to Fora	9,000	
04	From	1100	Basic salaries		-15,000
	To	1183	Removal expenses	15,000	
	From	2110	Purchases of new hardware for the operation of the Agency		-177,000
	To	2114	Maintenance and repair of hard- and software for the operation of the Agency	177,000	
	To	2200	New purchases of technical equipment and installations	30,000	
	To	2201	Replacement of technical equipment and installations	146,000	
	From	2203	Maintenance, use and repair of technical equipment		-20,000
	From	2210	New purchase of furniture		-120,000
	From	2211	Replacement of furniture		-36,000
05	From	1114	Contract Agents		-46,000
	To	1141	Annual travel cost from the place of employment	46,000	
06	From	1101	Family allowances		-32,000
	To	1182	Installation, resettlement and	32,000	



No	From/To Item	Number Item	Heading Item	Amount of receiving item	Amount of donor item
			transfer allowances		
	To	2200	New purchases of technical equipment and installations	35,000	
	From	2203	Maintenance, use and repair of technical equipment		-35,000
	From	2252	Subscriptions to newspapers and periodicals		-5,000
	To	2300	Stationery and office supplies	10,000	
	From	2354	Archiving of documents		-40,000
	To	2358	Cover expenses relating to Business Continuity	30,000	
	From	2400	Postal and delivery charges		-50,000
	To	2411	Telecommunications equipment	50,000	
	To	2501	Memberships to Fora	5,000	
07	From	1100	Basic salaries		-324,000
	From	1114	Contract Agents		-340,000
	From	1120	Further training, language courses and retraining		-110,000
	From	2000	Rent		-350,000
	To	2080	Other expenditure preliminary to construction	350,000	
	To	2125	Analysis, programming and technical. assistance for specified projects	1,554,000	
	From	3000	Reimbursement of persons attending meetings		-780,000
08	To	1141	Annual travel cost from the place of employment	36,000	
	To	1183	Removal expenses	15,000	
	From	1520	Staff exchanges between Community Institutions		-60,000
	To	1630	Early childhood centres and other crèches	9,000	
	From	2000	Rent		-160,000
	From	2010	Insurance		-70,000

No	From/To Item	Number Item	Heading Item	Amount of receiving item	Amount of donor item
	From	2020	Water, gas, electricity and heating		-155,000
	From	2030	Maintenance and cleaning		-25,000
	To	2040	Fitting-out of premises	1,278,000	
	From	2050	Security and surveillance of buildings		-25,000
	From	2090	Other expenditure on buildings		-450,000
	To	2110	Purchases of new hardware for the operation of the Agency	15,000	
	To	2111	Purchases of new software for the operation of the Agency	40,000	
	From	2114	Maintenance and repair of hard- and software for the operation of the Agency		-55,000
	To	2121	Purchases of new software for specified projects	272,000	
	From	2124	Maintenance and repair of hard- and software for specified projects		-272,000
	From	2200	New purchases of technical equipment and install.		-15,000
	From	2201	Replacement of technical equipment and installations		-40,000
	From	2202	Hire of technical equipment and installations		-1,000
	From	2203	Maintenance, use and repair of technical equipment		-45,000
	From	2210	New purchase of furniture		-80,000
	From	2211	Replacement of furniture		-30,000
	To	2300	Stationery and office supplies	25,000	
	From	2354	Archiving of documents		-30,000
	From	2358	Cover expenses relating to Business Continuity		-40,000
	From	2359	Other operating expenditure		-7,000
	From	2400	Postal and delivery charges		-20,000
	From	2410	Telecommunication charges		-110,000

No	From/To Item	Number Item	Heading Item	Amount of receiving item	Amount of donor item
09	From	1100	Basic salaries		-25,000
	From	1180	Miscellaneous expenditure on recruitment		-20,000
	To	1184	Temporary daily subsistence allowances	25,000	
	To	1410	Medical service	20,000	
	From	2040	Fitting-out of premises		-200,000
	To	2080	Other expenditure preliminary to construction	243,000	
	From	2090	Other expenditure on buildings		-193,000
	From	2114	Maintenance and repair of hard- and software for the operation of the Agency		-481,000
	To	2115	Analysis, programming and technical assistance for the operation of the Agency	75,000	
	From	2124	Maintenance and repair of hard- and software for specified projects		-738,000
	To	2125	Analysis, programming and technical. assistance for specified projects	1,144,000	
	To	2210	New purchase of furniture	150,000	
10	From	1100	Basic salaries		-20,000
	To	1141	Annual travel cost from the place of employment	20,000	
	To	2320	Bank charges	5,000	
	From	2350	Miscellaneous insurance		-5,000
	From	3002	Catering		-100,000
	To	3020	Translation centre, Luxembourg	100,000	
			<b>Total amount of transfers</b>	<b>9,609,000</b>	<b>-9,609,000</b>

# Annex 2 Organisation chart of the Agency as at 31 December 2009

