

Report on budgetary and financial management information for the financial year 2015

Contents

1.	Introduction	3
1.1.	Budgetary principles	3
1.2.	Management information systems.....	3
1.3.	Budget	3
2.	Revenue	3
3.	Budgetary tables	4
3.1.	Budget outturn account.....	4
3.2.	Budgetary transfers and amending budget	5
3.3.	Budgetary execution	5
3.3.1.	2015-C1 Appropriations	5
3.3.2.	2015-C4 Assigned revenues	5
3.3.3.	2015-C5 Assigned revenues carried over.....	5
3.3.4.	2015-C8 Appropriations carried over	6
3.3.5.	Title I.....	6
3.3.6.	Title II.....	6
3.3.7.	Title III.....	6
3.3.8.	Total Budget.....	6
3.4.	Multi-annual comparison.....	8
4.	Expenditure	9
4.1.	TITLE I	9
4.1.1.	Chapter 11 – Staff in active employment	9
4.1.2.	Chapter 13 – Missions and travel.....	9
4.1.3.	Chapter 14 – Socio-medical infrastructure	9
4.1.4.	Chapter 15 – Seconded National Experts	10
4.1.5.	Chapter 17 – Entertainment and representation expenses	10
4.2.	TITLE II	10
4.2.1.	Chapter 20 – Rental of buildings and associated costs.....	10
4.2.2.	Chapter 21 – Data processing	11
4.2.3.	Chapter 22 – Movable property and associated costs.....	11
4.2.4.	Chapter 23 – Current administrative expenditures	11
4.2.5.	Chapter 24 – Postal expenses and Telecommunications.....	12
4.3.	TITLE III	12
4.3.1.	Chapter 30 – Operational activities	12
4.3.2.	Chapter 31 – Operational expenditures	13

1. Introduction

1.1. Budgetary principles

The budget of ERA has been established in compliance with the principles of unity, budget accuracy, annuality, equilibrium, unit of account, universality, specification, sound financial management and transparency as set out in the ERA Financial Regulation.

1.2. Management information systems

The Agency used the following software during 2015:

- › ABAC WORKFLOW and ABAC ACCOUNTING (SAP) – financial management, budgetary and accounting system;
- › ABAC DATAWAREHOUSE – financial reporting of ABAC environment;
- › ABAC ASSETS – fixed assets, inventory management;
- › ABAC CONTRACT – management of the contracts;
- › MiMa – Mission Management - management of staff missions;
- › LEAMA – Leave Management – management of leaves;
- › DOR - “Demande d’Organisation de Réunion” – management of meetings ;
- › DATA BOX – preparation of budget – management of Financial Sheets ;
- › PROCUREMENT REQUEST – Centralised SharePoint list – management of procedures.

These information systems allow to efficiently manage the budgetary appropriations allocated to the Agency while respecting the principles of the Financial Regulation.

The workflows, in all systems put in place by the Authorising Officer, ensure that each transaction respects the “four eyes” principle.

1.3. Budget

The budget of the Agency has three Titles:

- › Title I covers staff expenditures such as salaries, training and costs associated to recruitment procedures and staff wellbeing;
- › Title II covers the costs associated to the functioning of the Agency such as infrastructure, equipment and IT needs;
- › Title III covers the Agency’s operational activities.

2. Revenue

The Budgetary Authority (the European Parliament and the Council) approved 2015 ERA budget of €24 659 000. The total for assigned revenue was up to € 954 000 and the EFTA contribution was up to €732 000. All together the total C1-revenue for 2015 was € 26 345 000 and the full amount was received in 2015.

In addition the Agency received in 2015 “C4 fund source assigned revenues” for an amount of € 247 262 coming from different sources:

- › € 44 621 paid for by ESMA in the frame of the Service Level Agreement between ESMA and ERA for the provision of accounting services;
- › € 15 308 reimbursed by Childhood Center of Brussels;
- › € 84 937 paid for by the Landlord’s for the contribution to maintenance works;
- › € 26 743 paid for by liquidated damages for late delivery of purchased items.

- › € 8 455 paid for by staff for the public sale of its phased-out iPhones and laptops;
- › € 67 198 paid for by the Translation Centre for the reimbursement of the budget surplus of 2013 and 2014.

The Agency had “2015 C5 fund source assigned revenues” coming from the carry-over of the 2014 C4 fund source assigned revenues in 2014:

- › € 18 472 for Service Level Agreement between ESMA and ERA for the provision of accounting services;
- › € 3 021 for Service level Agreement signed between EIB and ERA for the provision services for JASPER Project.

3. Budgetary tables

3.1. Budget outturn account

	2015	2014
Revenue		
Commission subsidy DG MOVE	26 345 000,00	25 715 600,00
Phare funds from Commission	0,00	0,00
Fee income	0,00	0,00
Other revenue	247 262,64	56 842,64
Total revenue (a)	26 592 262,64	25 772 442,64
Expenditure		
Personnel expenses – Budget Title I		
Payments	16 859 235,27	16 270 730,08
Automatic carry-overs	133 098,71	150 607,29
Administrative expenses – Budget Title II		
Payments	2 142 948,36	2 115 131,15
Automatic carry-overs	578 029,02	598 092,20
Operational expenses – Budget Title III		
Payments	4 731 742,68	3 690 095,76
Automatic carry-overs	1 931 209,54	2 235 998,21
Total expenditure (b)	26 376 263,58	25 060 654,69
Outturn for the financial year (a-b)	215 999,06	711 787,95
Cancellation of unused carry-overs	93 602,53	69 599,04
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	50 174,64	6 395,40
Exchange differences for the year	-2 428,78	-765,75
Balance carried over from year N-1	787 016,64	954 286,92
Positive balance from year N-1 reimbursed in year N to the Commission	-787 016,64	-954 286,92
Balance of the outturn account for the financial year	357 347,45	787 016,64

3.2. Budgetary transfers and amending budget

2015 C1	Initial budget	Transfers	Amending budget	Final budget
<i>Title I</i>	17 000 000	0	0	17 000 000
<i>Title II</i>	2 645 000	0	0	2 645 000
<i>Title III</i>	6 700 000	0	0	6 700 000
TOTAL	26 345 000	0	0	26 345 000

ERA executed all transfers within the Titles and no transfers between Titles.

3.3. Budgetary execution

3.3.1. 2015-C1 Appropriations

2015-C1	Appropriations	Commitments	Not used	Paid	To be carry-forwarded
<i>Title I</i>	17 000 000	16 913 933	86 067	16 780 834	133 099
<i>Title II</i>	2 645 000	2 600 842	44 158	2 142 948	457 894
<i>Title III</i>	6 700 000	6 592 733	107 267	4 728 721	1 864 011
TOTAL	26 345 000	26 107 508	237 492	23 652 504	2 455 004

3.3.2. 2015-C4 Assigned revenues

2015-C4	Appropriations	Commitments	Not used	Paid	To be carry-forwarded¹
<i>Title I</i>	59 929	59 929	0	59 929	0
<i>Title II</i>	120 135	0	120 135	0	120 135
<i>Title III</i>	67 198	0	67 198	0	67 198
TOTAL	247 262	59 929	187 333	59 929	187 333

3.3.3. 2015-C5 Assigned revenues carried over

2015-C5	Appropriations	Commitments	Not used	Paid	To be carry-forwarded
<i>Title I</i>	18 472	18 472	0	18 472	0
<i>Title III</i>	3 021	3 021	0	3 021	0
TOTAL	21 493	21 493	0	21 493	0

¹ This carry-forward amount represents only C4 appropriations non used (committed). Hence they will be carried-over in C5 appropriations.

3.3.4. 2015-C8 Appropriations carried over

2015-C8	Carry-forward	Paid	To be cancelled
<i>Title I</i>	131 954	114 246	17 708
<i>Title II</i>	598 092	575 992	22 100
<i>Title III</i>	2 232 977	2 157 078	75 899
TOTAL	2 963 023	2 847 316	115 707

3.3.5. Title I

With a total budget of € 17 000 000, the budgetary execution of 2015-C1 appropriations reached 99.49% for commitments and 98.71% for payments at the end of 2015.

At the end of 2015, three Temporary Agents posts , four Contract Agents posts and one Seconded National Expert post were vacant.

The budgetary execution of 2015-C4 appropriations reached 100% for both commitments and payments appropriations.

Payments execution of 2015-C5 appropriations reached 100% of the total amount carried over from 2014-2015 in Titel I.

Payments execution of 2015-C8 appropriations reached 86.58% of the total amount carried over in Title I (€ 131 954).

3.3.6. Title II

With total budget of € 2 645 000, the budgetary execution of 2015-C1 appropriations reached 98.33% for commitments and 81.02% for payments at the end of 2015.

The “2015 C4 fund source appropriations” were not used and therefore carried over as “2016 C5 fund source appropriation”.

Payment execution of 2015-C8 appropriations reached 96.3% of the total amount carried over in Title II (€ 598 092).

3.3.7. Title III

With total budget of € 6 700 000, the budgetary execution of 2015-C1 appropriations reached 98.40% for commitments and 70.58% for payments at the end of 2015.

The “2015 C4 fund source appropriations” were not used and therefore carried over as “2016 C5 fund source appropriation”.

Payments execution of 2015-C5 appropriations reached 100% of the total amount carried over from 2014-2015 in Titel I and Title III.

Payments execution of 2015-C8 appropriations reached 96.6% of the total amount carried over in Title III (€ 2 232 977).

3.3.8. Total Budget

For C1 Appropriations:

The level of execution of the total commitment appropriations 2015-C1 reached 99.1 % of the appropriations. The level of execution per title is as following:

- › T1: 99.49%
- › T2: 98.33%
- › T3: 98.40%

With regard to the execution of payment appropriations 2015-C1, the Agency used 89.78 % of the appropriations. The level of execution per title is as following:

- › T1: 98.71%
- › T2: 81.02%
- › T3: 70.58%

For C8 Appropriations:

Payments execution of 2015-C8 appropriations reached 96.09% of the total amount of € 2 963 023 carried over (€ 115 707 were cancelled).

3.4. Multi-annual comparison

2015-C1	2008	2009	2010	2011	2012	2013	2014	2015
<i>Budget</i>	18 000 000	21 000 000	24 147 240	25 988 665	25 799 000	25 858 799	25 715 600	26 345 000
<i>Commitments C1</i>	17 254 187	20 598 991	23 969 587	24 638 232	24 489 177	25 306 933	25 030 954	26 107 508
<i>% Commitments C1 / Budget</i>	96 %	98 %	99 %	95 %	95 %	98 %	97 %	99.10%
<i>Unused C1 budget</i>	745 813	401 009	177 653	1 350 433	1 309 823	551 866	684 646	237 492
<i>Payments C1</i>	13 150 158	16 052 085	18 504 096	21 020 345	22 090 435	22 786 192	22 069 562	23 652 504
<i>% Payments C1 / Commitments C1</i>	76 %	78 %	77 %	85 %	90 %	88 %	86 %	91%
<i>Payment appropriations C1 to be carried over</i>	4 104 029	4 546 906	5 465 491	3 617 887	2 398 742	2 221 817	2 961 031	2 455 004
<i>% Payment appropriations C1 to be carried over / Commitments C1</i>	24 %	22 %	23 %	15 %	10 %	8.8 %	11.8 %	9.40%

For 2015-C1 fund sources:

- › The execution of C1 commitment appropriations reached a high level of 99%;
- › The level of C1 payment execution reached 91%;
- › The C1 payment appropriations to be carried over amount to € 2 455 004 which represents 9.40% of the appropriations committed.

2015-C8	2008	2009	2010	2011	2012	2013	2014	2015
<i>Commitments carried over C8</i>	2 694 913	4 104 029	4 545 798	5 465 491	3 617 887	2 398 742	2 221 817	2 963 023
<i>C8 to be cancelled</i>	484 494	520 818	292 742	126 116	126 316	87 293	69 599	115 707
<i>% C8 to be cancelled / Commitments carried over C8</i>	18 %	13 %	6 %	2%	3 %	3.6 %	3.1%	3.9%

For 2015-C8 fund sources:

- › The unpaid balance of the carry-overs remained stable at around 3% as compared to the last four years.

4. Expenditure

4.1. TITLE I

4.1.1. Chapter 11 – Staff in active employment

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
16 330 000	16 305 943	16 262 772	16 250 600	15 735 109	15 685 398
	99.85%	99.59%		96.83%	96.52%

2015 C4			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
59 929	59 929	59 929	47 153	28 681	0
	100.00%	100.00%		60.83%	

At the end of 31/12/2015, the Agency employed 134 Temporary Agents (TA) and 20 Contract Agents (CA).

Three (TA) posts were vacant compared to the 137 posts of the establishment plan adopted.

Four CA posts were vacant compared to the 24 CA posts forecasted in the Multi Annual Staff Policy Plan.

In 2015, the Agency welcomed 11 trainees.

4.1.2. Chapter 13 – Missions and travel

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
130 000	130 000	120 972	150 000	147 937	147 592
	100%	93.06%		98.62%	98.39%

This chapter covers the costs incurred by the staff during missions (daily allowances and travel costs).

Throughout 2015, 512 administrative missions took place, including trips for trainings and medical services.

4.1.3. Chapter 14 – Socio-medical infrastructure

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
335 000	292 153	211 253	290 000	271 649	193 022
	87.21%	63%		93.67%	66.56%

This chapter covers the costs of annual and pre-recruitment medical inspections and the costs of staff training needs.

The amount committed in 2015 (€ 292 153) is distributed as follows:

- › Medical visits € 47 218
- › Trainings ordered through the catalogue of the Commission € 18 500
- › Languages training courses € 85 032
- › Ad hoc training courses € 141 403

4.1.4. Chapter 15 – Seconded National Experts

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
200 000	182 780	182 780	275 000	238 508	238 508
	91.39%	91.39%		86.73%	86.73%

The Agency employed three Seconded National Experts in 2015.

4.1.5. Chapter 17 – Entertainment and representation expenses

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
5 000	3 056	3 056	5 000	3 350	1 709
	61.12%	61.12%		67.00%	34.18%

This chapter covers the Agency's representation expenses.

4.2. TITLE II

4.2.1. Chapter 20 – Rental of buildings and associated costs

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
1 272 478	1 255 229	1 121 967	1 182 934	1 175 566	1 055 391
	98.64%	88.17%		99.38%	89.22%

2015 C4			2014 C4		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
84 937	0	0			
	0%	0%			

This chapter covers the cost of renting the Agency's premises and all associated expenditure (heating, cleaning, security and other expenditure on buildings). The Agency has two sites: one in Valenciennes (administrative seat) and one in Lille (conference rooms).

The Agency is also renting parking spaces for its staff.

The expenditures related to the lease of the premises and associated services (e.g. reception, security, cleaning) are relatively stable (subject to year index factor).

Improvements of the electrical system both in Valenciennes and Lille premises were carried out (31.000 €).

Further progress on the Health and Safety initiatives was achieved (23.000 €). Main projects concerned by consultancy services and studies (analysis, risk assessments, technical reports): Monitoring of building cracks, "Garde corps" for ERA HQ, yearly mandatory control of electrical building installations, assistance and support to fire evacuation related issues and problematics including fire prevention and protect systems, support to ERA's Health and Safety Committee and update of the "Document Unique".

4.2.2. Chapter 21 – Data processing

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
722 474	708 134	524 739	1 025 517	1 001 422	606 192
	98.02%	72.63%		97.65%	59.11%

2015 C4			2014 C4		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
35 198	0	0	93 863	84 444	75 544
	0%	0%		89.97%	80.48%

This chapter covers the expenses related to the purchase and maintenance of data processing equipment and software.

In the course of 2015 the Agency has updated its infrastructure for the management of the end-point computing equipment (€ 86 000) and related protection (€ 84 000), improving the resilience of back-office components (€ 95 000). Laptops and monitors were purchased (€ 25 000).

In addition, the recurring costs were:

- › Software: ABAC system cost has been € 147 000.
- › The yearly renewal of the other available licenses totalled at € 222 000.
- › The cost to have access to on-line services was € 49 000.

4.2.3. Chapter 22 – Movable property and associated costs

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
235 671	229 953	168 956	93 863	84 444	75 544
	97.57%	71.69%		89.97%	80.48%

This chapter covers equipment for audio-visual, documentation storage, archiving and mail handling, hiring of fax machines, photocopiers, purchase of office furniture.

The Agency renewed the audio-visual equipment both in Valenciennes and Lille premises (€ 152 000).

4.2.4. Chapter 23 – Current administrative expenditures

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
247 020	240 168	176 234	178 464	171 245	158 872
	97.23%	71.34%		95.95%	89.02%

This chapter covers:

- › stationery and office supplies € 99 550;
- › legal expenses € 43 000;
- › miscellaneous insurance € 9 500;

- › internal meetings and social events € 38 658;
- › departmental removals and associated handlings € 15 860;
- › petty expenses € 7 790;
- › publications and translations € 25 810.

4.2.5. Chapter 24 – Postal expenses and Telecommunications

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
167 356	167 356	151 050	139 859	139 103	80 189
	100.00%	90.26%		99.46%	57.34%

This chapter covers postal and delivery expenses, subscription expenses, cost of communication (telephone, internet, mobiles and data transmission) and all related equipment (purchase, maintenance, cabling of building).

The cost for the contracted telecom services was € 147 000, including the current s-Testa and Test-ng connections.

4.3. TITLE III

4.3.1. Chapter 30 – Operational activities

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
3 404 173	3 349 061	2 486 973	3 135 975	3 126 468	2 040 674
	98.38%	73.06%		99.70%	65.07%

2015 C4			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
33 320	0	0	3 021	0	0
	0%	0%		0%	0%

This chapter covers all expenses directly linked to the Regulation n°881/2004. Namely, the main expenses are costs of the working groups (reimbursement of experts' travel and daily subsistence), the studies and the translations linked to the operational activities.

For general activities (missions, experts, catering), the total amount committed was € 1 797 000 in 2015 vs. € 1 449 000 in 2014. The carry-overs linked to the general activities increased to 7.4% vs. 6.4% (€ 132 443 in 2015 vs. € 92 500 in 2014).

For studies, the total amount committed was € 749 500 in 2015 vs. € 726 000 in 2014. The carry-overs linked to the studies increased to 67% in 2015 vs. 58% in 2014.

For translation and interpretation services € 778 000 has been committed in 2015 vs. € 952 000 in 2014. The carry-overs linked to the translation and interpretation decreased from 41% in 2014 to 30% in 2015.

For this chapter, the execution of payments appropriations 2015-C8 reached 95.7% of the total amount carried over € 1 085 795 (€ 46 860 were cancelled).

4.3.2. Chapter 31 – Operational expenditures

2015			2014		
Appropriations	Commitments	Payments	Appropriations	Commitments	Payments
3 295 826	3 243 671	2 241 748	2 809 025	2 796 604	1 649 422
	98.42%	68.02%		99.56%	58.72%

This chapter covers operational expenditures such as scientific library, IT dedicated systems, information and communication.

The Agency provided ICT services and information management supporting the operational activities for the following IT systems that were maintained and further developed:

- › European Railway Agency Database of Interoperability and Safety (ERADIS)
- › European Centralised Virtual Vehicle Register (ECVVR)
- › Reference Document Database (RDD)
- › Extranet
- › ERTMS Tool
- › European Railway Accident Investigation Links (ERAIL)
- › Register of Infrastructure (RINF)
- › European Register of Authorised Types of Vehicles (ERATV)
- › National Safety Authority Cross-Audit web application (NSA XA)

In addition it started the initial requirements analysis for the development of the One Stop Shop system (€ 45 000).

The Agency has organised the 1st and 2nd level support of these IT systems using onsite resources. Out of € 2 858 526 committed for dedicated IT systems in Title III, € 931 731 were carried over.

For the website maintenance/development, € 63 000 were committed.

The Agency organized and or participated in several conferences like:

- › Exhibition Fair TEN-T in Riga
- › ERA Conference in Luxembourg
- › INNOTRANS Fair in Berlin
- › UIC conference in Paris
- › UIC Highspeed Conference 2015 in Tokyo
- › TRAKO Fair in Gdanz

Out of € 174 000 committed for the conferences, communications and publications the Agency € 77 210 were carried over.

The execution of payments appropriations 2015-C8 reached 97.47% of the total amount carried over € 1 147 182.