



BUSINESS SERVICES

DECISION

EFSA – European Food Safety Authority	EFSA 2020 budget structure	No.: mb190619-a5
	Effective Date: 19 June 2019	Supersedes: NA

Approvals	Signature	Name
Originator		Selomey Yamadjako
		Bernhard Url
Management Board	See Decision	Jaana Husu-Kallio (Chair of the Management Board)

Introduction	This proposal aims to align the EFSA 2020 budget structure with the one of the EU Agencies SPD template and to make simplifications under Titles I and II
Description	The decision lays down the new EFSA expenditures budget structure to be used for the preparation and approval of the budget 2020
References	EFSA Financial Regulation 2012 Framework Financial Regulation 2018 EFSA Draft Financial Regulation 2019
Abbreviations	<i>See Decision</i>

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EFSA 2020 Budget Structure

Revision of current EFSA budget structure of expenditures

The Management Board is kindly requested to adopt the new structure of EFSA expenditure budget as drafted below and described in detail in the accompanying note. No changes are foreseen for the budget structure of revenues. Should the Management Board agree with this adaptation, the new structure will be used for the EFSA Draft Budget 2020, which the Board will be asked to adopt in December 2019.

Title Chapter Article Item	Heading 2020	Budget remarks
1	STAFF	
11	STAFF EXPENDITURE	
110	<i>Salaries and allowances</i>	
1100	Salaries and allowances of staff provided for in establishment plan	<p>Appropriation covers entitlements to salaries, allowances and insurance coverage for officials and temporary staff holding posts in the establishment plan, as foreseen in the Staff Regulations of officials of the European Communities.</p> <p>(1) Basic salaries refer to the appropriations intended to cover basic salaries of officials and temporary staff (Articles: 62, 66).</p> <p>(2) Family Allowance refers to the appropriations intended to cover allowances for staff members with families: household, dependent children, pre-school, education, parental leave (Articles: 42, 62, 67, 68; Annex VII Section I).</p> <p>(3) Transfer and Expatriation Allowance: Expatriation and foreign residence allowance (Articles: 62, 69).</p> <p>(4) Secretarial Allowance: secretarial allowance paid to officials and temporary staff in category C*, employed as shorthand-typists, telex operators, typesetters, executive secretaries or principal secretaries, who were entitled in the month before 1 May 2004 (Article 18 (1) of Annex XIII).</p> <p>(5) Salary Weightings: intended to cover the cost of weightings applied to the remuneration of relevant staff and of weightings applied to the part of emoluments transferred to a country other than the country of employment (Articles: 64, 65; Article 17 (3) of Annex thereto).</p> <p>(6) Sickness Insurance- Employer's contribution to sickness insurance (Article 72)</p> <p>(7) Accident and Occupational Disease Insurance: employer's contribution to insurance against accidents and occupational disease and the supplementary expenditure arising from the application of the statutory provisions in this area (Article 73)</p> <p>(8) Unemployment Insurance (for Temporary Staff): insurance for temporary staff against unemployment (Article 28a).</p> <p>(9) Birth and Death Allowance: Childbirth grant. In the event of death of an official: payment of the deceased's full remuneration until the end of the third month after the month in which the death occurred and the cost of transporting the body to the official's place of origin (Articles: 70, 74, 75).</p> <p>(10) Annual Leave Traveling Expenses: lump sum payment of travel costs of relevant staff, their spouses and dependants, from the place of employment to the place of origin (Annex VII, Article 8).</p> <p>(11) Call on Duties: Allowances for shift work or standby duty at the official's place of work or at home (Articles: 56b, 56c).</p> <p>(12) Other Allowance and Repayments: Allowances in the event of dismissal of a probationary official for obvious inadequacy, cancellation by the Authority of the contract of a relevant staff member (Article 34).</p>

Title Chapter Article Item	Heading 2020	Budget remarks
1104	Entitlements on Entering and Leaving the Service	(1) Travel Expenses (including for members of the family): Travel expenses due to relevant staff (including their families) on taking up their duties or leaving the Authority or transfer to another place of employment (Articles: 20, 71; Article 7 of Annex VII). (2) Installation, Resettlement and Transfer Allowances: Installation and resettlement allowances due to relevant staff obliged to change their place of residence on taking up their duties, on transfer to a new place of employment and upon finally leaving the Authority and resettling elsewhere (Articles 5 and 6 of Annex VII). (3) Removal Expenses: Removal expenses due to relevant staff obliged to change their place of residence on taking up their duties, on transfer to a new place of employment and upon finally leaving the Authority and resettling elsewhere (Article 20 and 71, Article 9 of Annex VII). (4) Temporary Daily Subsistence Allowance: Temporary daily subsistence allowances for relevant staff who furnish evidence that they must change their place of residence on taking up their duties or transferring to a new place of employment (Article 20, 71, Article 10 of Annex VII).
111	Other staff	
1113	Stagiaires	Monthly grants and ancillary costs of trainees and other study visits in line with the relevant programs of the Authority
1115	Contract staff	Conditions of employment of other servants of the European Communities, and in particular Article 3a and Title IV thereof. This appropriation is intended to cover the remuneration of contract staff.
1116	Visiting experts, National Experts on Detachment	Appropriation is intended to cover the costs of visiting experts from public institutions and other bodies from within and outside the European Union
1117	Authority officials temporarily assigned to national civil services, to international organisations or to public or private institutions	Staff Regulations of officials of the European Communities, and in particular Article 38 thereof. This appropriation is intended to cover supplementary expenses arising from the secondment of Authority staff, i.e. to pay the allowances and reimburse the expenditure to which secondment entitles them. It also intended to cover costs relating to special training schemes with authorities and bodies in the Member States and non-member states countries
112	Interim services	
1120	Interim services	This appropriation is intended to cover: - the employment of interim staff, particularly telephone operators, clerical and secretarial staff, - reproduction and typing which is sent out because it cannot be handled by the Authority, -the cost of computer typesetting for explanatory and supporting documents for the Authority's own requirements and for submission to the budgetary authority.
113	Establishment or maintenance of pension rights for temporary staff	
1133	Establishment or maintenance of pension rights for temporary staff	Conditions of employment of other servants of the European Communities and in particular Article 42 thereof. This appropriation is intended to cover payments by the Authority on behalf of officials and temporary staff in order to constitute or maintain their pension rights in their country of origin
12	EXPENDITURE RELATING TO STAFF RECRUITMENT	
120	Expenditure relating to Staff recruitment	
1200	Miscellaneous expenditure on recruitment	Expenditures arising from recruitment procedures, including publication costs, travel/ subsistence costs and accident insurance for candidates called for examinations and interviews, costs directly linked to the promotion and organisation of group recruitment tests (hire of rooms, furniture, machines and miscellaneous equipment, fees for the preparation and correction of tests, etc.) it also covers pre-recruitment medical examinations (Articles: 27-31, 33, Annex III).
13	MISSIONS AND DUTY TRAVEL	
130	Missions and travel expenses	
1300	Missions and travel expenses	Staff Regulations of officials of the European Communities, and in particular Article 11 to 13 of Annex VII thereto. This appropriation is intended to cover expenditure on travel expenses, the payment of daily mission allowances and ancillary or exceptional expenses incurred in carrying out missions, including off-site meetings, by Authority staff covered by the Staff Regulations and by national or international experts or officials seconded to the Authority.
1301	Shuttles for missions and duty	This appropriation is intended to cover the cost of connecting the seat of the Authority in Parma to the airports for staff going on administrative missions, experts and visiting experts for the same purpose. It also covers ad-hoc interurban transport.
14	SOCIOMEDICAL INFRASTRUCTURE	
141	Medical service	
1410	Medical service	Staff Regulations of officials of the European Communities, and in particular Article 59 thereof and Article 8 of Annex II thereto. Apart from doctors' fees, this appropriation is intended to cover the cost of check-ups (special examination analyses, etc.), consumables (dressings, medicines, etc.), special equipment and fittings and the administrative costs of the Invalidity Committee.
15	TRAINING	
150	Further training, language courses and retraining for staff	

Title Chapter Article Item	Heading 2020	Budget remarks
1500	Further training, language courses and retraining for staff	Staff Regulations of officials of the European Communities, and in particular Article 24a thereof. This appropriation is intended to cover the cost of introduction courses for new recruits, staff development courses, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment and documentation and the hiring of organising consultants
16	SOCIAL WELFARE	
160	Special assistance grants, other interventions and complementary aid for disabled	
1600	Special assistance grants, other interventions and complementary aid for disabled	1)Special Assistance Grants: Expenditure on gifts, loans or advances which may be made to an official, a former official or survivors of an official who are in particularly difficult circumstances (Article 76). 2)Complementary Aid for Disabled: Support to the following categories of disabled persons, as part of a policy to assist the disabled: officials and temporary staff in active employment, spouses of officials and temporary staff in active employment, all dependent children within the meaning of the Staff Regulations of officials of the European Communities 3)Other Interventions: Expenditure not specifically provided for in the other articles of the chapter 16
161	Social contacts between staff	
1610	Social contacts between staff	This appropriation is intended to cover part of the costs of the recreation centre, cultural activities, subsidies to staff clubs, the management of, and extra equipment for, sports centres, and projects to promote social contact between staff of different nationalities.
163	Early childhood centres and other creches	
1630	Early childhood centres, creches and EU school contribution	This appropriation is intended to cover expenditure relating to early childhood centres, crèches and accredited European Schools' contribution.
18	EXTERNAL SERVICES	
180	External services	
1800	Translation and interpretation	This appropriation is intended to cover the cost of translations, including payments made to the Translations Centre in Luxembourg for all texts not directly connected with the implementation of the Authority's work programme. It also covers the fees and travel expenses of free-lance interpreters and conference operators including the reimbursement of services provided by Commission interpreters for all meetings not directly connected with the implementation of the Authority's work programme.
1801	Payment for administrative assistance from the Community institutions	This appropriation is intended to cover the reimbursement of expenditure incurred by the Commission for administrative assistance given to the Authority, for example the computerised payroll service.
1802	Consultancy and HR services	This appropriation is intended to cover expenditure for external HR consultancy and services in relation to staff survey, assessment centre, HR processes...
1803	Other services	This appropriation is intended to cover expenditure for management consultancy in the fields of audit, coaching, QM, resources and support services...
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE LINKED TO AUTHORITY	
20	INVESTMENTS IN IMMOVABLE PROPERTY, RENTAL OF BUILDING AND ASSOCIATED COSTS	
200	Building	
2000	Rent	This appropriation is intended to cover the payment of rents relating to occupied buildings or part of buildings and the renting of storerooms, garages, off-site storage and parking facilities.
2001	Acquisition	This appropriation is intended to cover the payment relating to the acquisition of EFSA operating seat.
2002	Studies and technical assistance in connection with building projects	This appropriation is intended to cover the cost of the financial and technical consultancy fees prior to the acquisition and construction of buildings. It also covers technical assistance fees relating to major fitting-out operations for premises.
2003	Refurbishment of premises/fitting out	This appropriation is intended to cover the fitting-out of buildings, e.g. alterations to partitioning, alterations to technical installations and other specialist work on locks, electrical equipment, plumbing, painting, floor coverings, etc. It also covers the necessary equipment.
202	Expenditure on buildings	
2020	Water, gas, electricity and heating	This appropriation is intended to cover the payment of water, gas, electricity and heating costs.
2021	Cleaning and maintenance	This appropriation is intended to cover maintenance costs for premises, lifts, central heating, air-conditioning equipment, purchase of maintenance products, and by repainting, repairs, supplies and plants. It also covers regular and specific cleaning operations, the purchase of washing, laundry and dry-cleaning products, etc.
2023	Security and surveillance of buildings	This appropriation is intended to cover expenditure related to the security and safety of persons, assets and buildings. It encompasses guards' services, the purchase, hire or lease and the maintenance of security, safety and fire-fighting equipment, technical trainings and statutory inspection costs. It also covers technical assistance and recurrent expenditure for badges, access cards, etc.
2024	Insurance	This appropriation is intended to cover the payment of insurance premiums on the buildings or parts of buildings occupied by the Authority, as well as for contents, civil liability and professional liability

Title Chapter Article Item	Heading 2020	Budget remarks
2025	Other expenditure on buildings	This appropriation is intended to cover expenditure on buildings not specifically provided for in the other articles of this chapter, in particular outsourcing of services, department removals and handling cost and charges for utilities (municipal taxes, refuse collection, etc.).
21	INFORMATION TECHNOLOGY AND EXPENDITURE ON DATA PROCESSING	
210	Purchase and maintenance of IT for administration and non-operational	
2100	Purchase and maintenance of IT equipment and standard software	This appropriation is intended to cover the procurement of computing and other similar electronic office equipment and hardware as well as purchase, subscriptions and maintenance of standard software. It also covers hardware, software and services to increase the security of the IT services and Cloud resources as a service to support the organizational needs of the Authority.
2103	External services for the operation, implementation and maintenance of software and user support	This appropriation is intended to cover the external IT services (outsourced services and consultancy), such as user support (helpdesk), procurement, development and maintenance of program packages and software necessary for the operation of the Authority.
22	MOVABLE PROPERTY AND ASSOCIATED COSTS	
220	Technical equipment and installations	
2200	Technical equipment and installations	This appropriation is intended to cover the purchase, hire, leasing and maintenance of technical equipment and in particular expenditure on audio-visual, reproduction, archive, library and interpreting equipment. It also covers installations and equipment for disabled persons.
221	Furniture	
2210	Furniture	This appropriation is intended to cover the purchase, hire and maintenance of office and specialised furniture, including ergonomic furniture, shelving for archives, special library equipment (card indexes, shelving, catalogue units..) etc.
23	CURRENT ADMINISTRATIVE EXPENDITURE	
230	Stationery and office supplies	
2300	Stationery and office supplies	This appropriation is intended to cover the costs related to office supplies (including branding promotional supplies) and in particular, but not exhaustively, the expenditure related to paper, envelopes, pencils and other ad-hoc external printing
232	Financial charges	
2320	Bank and other financial charges	This appropriation is intended to cover bank charges (commission, agios, miscellaneous expenditure...) and the cost of connecting to the interbank telecommunications network as well as any possible cash differences, loss or depreciation in value of funds and securities
233	Legal expenses and damages	
2330	Legal expenses and damages	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts called in to advise the Authority. It also covers costs awarded against the Authority by the Court of Justice, or other Courts. It also covers expenses for damages and the cost of settling claims against the Authority (civil liability).
235	Other operating expenditure	
2350	Miscellaneous insurance	This appropriation is intended to cover various types of insurance (mission insurance, third-party liability, insurance against theft, etc.)
239	Publications	
2390	Publications	This appropriation is intended to cover publishing expenses not covered in Title 3, in particular expenses for the publication in the O.J. like for instance of the Authority's budgets, statement of revenue and expenditure.
24	POSTAL CHARGES AND TELECOMMUNICATIONS	
240	Postal charges and telecommunications	
2400	Postal charges and telecommunications	This appropriation is intended to cover expenditure on postal, delivery and telecommunication charges (telephone, telex, telegraph, Internet, television, audio-and videoconferencing, including data transmission). It also covers the telecommunication equipment, directories, cabling, and data transmission equipment, purchase of mobile telephones and ancillary equipment as well as the cost of technical assistance.
25	GOVERNANCE EXPENDITURES	
250	Governance expenditures	
2500	Management Board meetings	This appropriation is intended to cover travel, subsistence and incidental expenses of Members of the Management Board. It also intended to cover the costs of the infrastructure and technical expenditure related to Management Boards events.
3	OPERATING EXPENDITURE LINKED TO AUTHORITY	
30	SCIENTIFIC EVALUATION OF REGULATED PRODUCTS	
302	REPRO Experts Meetings	

Title Chapter Article Item	Heading 2020	Budget remarks
3020	REPRO Experts Meetings	Regulation (EC) 178/2002 and in particular Articles 23, 28, 29 and 42. This appropriation is intended for direct costs incurred linked to the organisation and attendance of meetings by Members of the Scientific Panel, its Working Groups and by independent experts.
31	RISK ASSESSMENT AND SCIENTIFIC ASSISTANCE	
312	RASA Experts Meetings	
3120	RASA Experts Meetings	Regulation (EC) 178/2002 and in particular Articles 23, 28 and 33. This appropriation is intended for direct costs incurred linked to the organisation and attendance of meetings by Members of the Scientific Panel, its Working Groups and by independent experts.
313	Crisis support	
3130	Crisis support	This appropriation is intended to cover a crisis fund to allow the Authority's crisis unit to function instantaneously: e.g. to convene experts, hire infrastructures and equipment, prepare scientific advice, provide data
32	EFSA SCIENTIFIC COOPERATION	
321	EFSA Grants & Procurement	
3210	EFSA Grants & Procurement	This appropriation is intended to cover scientific cooperation with Member States organisations. It covers outsourcing of scientific studies and scientific services, preparatory evaluations or reports to scientific or research organisations via grants or contracts as framed by regulation (EC) 178/2002 (specifically Article 36), the relevant sectorial legislations and the relevant provisions of the financial regulations.
322	Scientific Cooperation meetings	
3220	Scientific Cooperation meetings	Regulation 178/2002 and in particular articles 23, 27 and 36. This appropriation is intended to cover direct costs of the Advisory forum and Focal point sub-groups (e.g. discussion groups) as well as the international and interagency cooperation meetings, meetings with national bodies and other meetings linked to the articles above.
323	Pre-accession and European Neighbourhood Programmes	
3230	Pre-accession programme	Regulation (EC) 178/2002 and in particular Article 49. This appropriation is intended to cover the cost of activities of the Authority for which special subsidies / funding was made available in the light of facilitating the participations of these countries in the work program of the authority
3231	ENPI (European Neighbourhood programme)	Regulation (EC) 178/2002 and in particular Article 49. This appropriation is intended to cover the cost of activities of the Authority for which special subsidies / funding was made available in the light of facilitating the participations of these countries in the work program of the authority
341	Risk Communication	
3410	Risk Communication, Web management, communication activities and materials	Regulation (EC) 178/2002 and in particular Articles 22, 23 (j) and 40. This appropriation is intended to cover the cost of communication activities (including conceptualisation, production, dissemination, evaluation), communication material and communication/publication platforms including the cost related to development, hosting and maintenance of the website and other online communication platforms and cost of EFSA Journal Editorial Advisory Board. It also covers consultancy, subscriptions, tools and services related to the above described activities.
342	External Relations	
3420	External Relations	Regulation (EC) 178/2002 and in particular Article 22, 23 (j), 40 and 42. This appropriation is intended to cover costs for the development and enhancement of external relations with stakeholders, European institutions, national and local authorities, and the media. It covers also the cost of media subscriptions, paid-for media visits, meetings and events, consultancy and services related to the areas above described.
35	HORIZONTAL OPERATIONAL SUPPORT	
350	Operational IT Systems	
3500	Operational IT Systems	This appropriation is intended to cover the Information Technology support to the scientific and communication activities at large. This encompasses technology management cost in the fields of Data collection, Expert services, Networking of organisation, application in the regulated product area, risk assessment, web development, communication and outreach
3501	Multiannual operational IT projects	This appropriation is intended to cover Information Technology cost for multiannual transformation projects to support the scientific and communication activities at large. This encompasses the technology management costs supporting projects in the fields of Data collection, Expert services, Networking of organisation, application in the regulated product area and risk assessment, web development, communication and outreach.
351	Operational support	

Title Chapter Article Item	Heading 2020	Budget remarks
3511	Translation, Interpretation, Linguistic Proofreading and Editing	Regulation (EC) 178/2002 and in particular Article 40. This appropriation is intended to cover cost of translations, including payments made to the Translations Centre in Luxembourg for all texts directly connected with the implementation of the Authority's work programme. It also covers fees and travel expenses of free-lance interpreters and conference operators including the reimbursement of services provided by Commission interpreters for all meetings directly connected with the implementation of the Authority's work programme. It also covers the proofreading and editing of all public documents at large.
3512	Library	This appropriation is intended to cover the cost of the purchase of books, documents and other non-periodic publications and the updating of existing volumes required by Authority departments. Subscriptions to newspapers, specialist periodicals, journals, papers, statistics, various bulletins, the cost of subscriptions and access to electronic information services and external data bases and the acquisition of electronic media (CD-ROMs, etc.), other specialized publications and library services.
3513	Mission of staff related to operational duties	Staff Regulations of officials of the European Communities, and in particular Article 11 to 13 of Annex VII thereto. This appropriation is intended to cover expenditure on travel expenses, the payment of daily mission allowances and ancillary or exceptional expenses incurred in carrying out missions, including off-site meetings, by Authority staff covered by the Staff Regulations and by national or international experts or officials seconded to the Authority, if the justification for such a mission is linked to the performance of operational tasks.
3514	Shuttles and prepaid travels for experts and shuttle for staff related to operational duties	This appropriation is intended to cover the cost of connecting the seat of the Authority in Parma to the airports for staff going on operational missions, experts and visiting experts for the same purpose. This appropriation is also intended to cover the prepaid travel for experts. It also covers ad-hoc interurban transports.
3515	Catering	This appropriation covers catering services mainly for scientific meetings, including maintenance facilities. It also covers cost of water dispensers situated in the building.
352	Conference & outreach	
3520	Conferences, outreach and representation cost	This appropriation is intended to cover the costs related to Art 40 of (EC) 178/2002 regulation and in particular, but not exhaustively, the expenditure related to the organisation and participation to scientific or corporate conferences/events/public hearings and regular meeting with EU member states representatives and experts. It also covers expenditure on the Authority's obligations in respect of entertainment and representation. This expenditure may be incurred by authorized staff individually in the fulfilment of their duties and as part of the Authority's activities.
353	Operational development, control and quality	
3530	Operational Development, Control and Quality	This appropriation is intended to cover the costs of commissioning studies and services geared to the scientific and business transformation and development of the strategy and prospective relevant to improving EFSA's value, effectiveness and efficiency. It also covers the cost to implement and maintain recognised quality standards and ISO recommendations.

Adopted in Parma on 19 June 2019
For the EFSA Management Board

[NOT SIGNED]

Jaana Husu-Kallio
Chair of the Management Board