



**CPVO · OCVV**

Community Plant Variety Office  
Office Communautaire des Variétés Végétales

**ESTIMATE OF INCOME AND  
EXPENDITURE FINANCIAL YEAR 2023**

**RECTIFYING BUDGET  
N°2**

**ADOPTED BY THE ADMINISTRATIVE COUNCIL BY  
WRITTEN PROCEDURE 8th December 2023**

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## 1 INTRODUCTION

### 1.1 Income

#### 1.1.1 The principle

Pursuant to Commission Regulation (EC) N° 1238/95 establishing the rules for the application of the Council Regulation, (EC) n° 2100/94 as regards the fees payable to the CPVO and as last amended by Commission Regulation (EU) n° 2019/1978 of 26/11/2019, income is essentially generated from the following:

- fees paid by applicants for community plant variety protection;
- proceeds from the sales of the Official Gazette and the Annual Report
- interest on bank accounts.

#### 1.1.2 Budgetary projections

Fee Types	Rounded Amount (EUR)		Detail	EUR
Application fees - Online	1 530 000	= 3 400	Applications	x 450
Examination fees	7 700 000	= 2 370	Examinations	x 3 250
Annual fees	10 400 000	= 31 368	Titles	x 330
Fees laid down by the President	40 000	= 800	Fees	x 50
Report fees	430 000	= 1 345	Reports	x 320
Sales of reports	160 000	= 500	Reports	x 320
<b>Rounded total</b>	<b>20 260 000</b>			

The total forecast for income amounts to 21.669.625 euros. This figure is obtained as follows:

Fee Types	Amount	EUR
Income from fees	20 260 000	
Deficit reserve	1 339 625	
Income from administrative operations	30 000	
Income from service benefits	pm	
Other income	40 000	
Multi-beneficiary program	pm	
<b>Total</b>	<b>21 669 625</b>	

More details about income generated from fees may be found under point 3.1 under Income.

## 1.2 Expenditure

The assumptions and methods of calculation on which the principal items of Title 1, Title 2 and Title 3 are based are included on the pages detailed by budget headings.

### 1.2.1 Title 1: Personnel

The establishment plan for 2023 foresees a total of 51 posts. These posts are broken down as follows:

Presidency	5	AD	+	1	AST
Quality Audit	1	AD			
Legal and Governance Affairs Units	4	AD	+	6	AST
People and Resources Unit	4	AD	+	6	AST
Digital Transformation Unit	6	AD	+	3	AST
Variety testing and technical analysis Unit	7	AD	+	8	AST
Posts allocated	27	AD		24	AST

The CPVO has 6 contract agents (CA) post allocated in various units.

Expenditure registered under Title 1 amounts to 10.360.000 euros representing an increase of 10,26% compared to 2022.

An establishment plan can be found under point 4 (page 27) of this document.

### 1.2.2 Title 2: Building, equipment, various administrative expenditure

The forecast of expenditure on Title 2 amounts to 1.890.000 euros representing a decrease of 7,13% compared to 2022.

### 1.2.3 Title 3: Operational expenditure

Commitment appropriations registered under Title 3 amount to 14.990.000 euros representing an increase of 47,98% compared to 2022.

### 1.2.4 Total expenditure

The total expenditure forecast for 2023 amounts to 27.240.000 euros for commitment appropriations and 21.669.625 euros for payment appropriations.

### 1.3 Deficit Reserve

The budget shows an income title called "Deficit Reserve" to provide a balance between income and payment appropriations.

The amount which is necessary to balance the deficit in 2023 is calculated as follows:

Total payment appropriations	21 669 625
Total income (free reserve excluded)	20 330 000
<b>Deficit reserve</b>	<b>1 339 625</b>

### 1.4 Conclusions and prospects

The total of commitment appropriations in the amounts to 27.240.000 euros.

The total of income and payment appropriations in the amounts to 21.669.625 euros.

With regard to **income**, the annual number of applications for protection reaching the Office, as well as the number of titles granted and fees collected subsequently, enables it to preserve a stable and solid financial structure.

With regard to **commitments** the trends are as follows:

- an increase of 10,26% in personnel expenditure;
- a decrease of 7,13% in administrative expenditure; and,
- an increase of 47,98% in operational expenditure.

For the **payment appropriations** of the operational expenses, the decrease corresponds to -0,16%.

**2 SUMMARY TABLE**

**2.1 Income by title**

CHAPTER	INCOME	RECTIFYING BUDGET 2023 (AC 03/2023)	BUDGET 2022 (AC 10/2021)	EXECUTED 2021 (AC 04/2022)
ARTICLE				
<b>1</b>	<b>INCOME</b>			
1000	Income from fees	20 260 000	19 780 000	19 204 210,00
	<b>TOTAL TITLE 1</b>	<b>20 260 000</b>	<b>19 780 000</b>	<b>19 204 210,00</b>
<b>3</b>	<b>RESERVE</b>			
3000	Deficit reserve	1 339 625	1 016 000	-2 043 932,87
	<b>TOTAL TITLE 3</b>	<b>1 339 625</b>	<b>1 016 000</b>	<b>-2 043 932,87</b>
<b>5</b>	<b>INCOME FROM ADMINISTRATIVE OPERATIONS</b>			
5000	Income from administrative operations	30 000	30 000	49 091,32
	<b>TOTAL TITLE 5</b>	<b>30 000</b>	<b>30 000</b>	<b>49 091,32</b>
<b>6</b>	<b>EXPEND. REFUNDING &amp; PROVIDED SERV. INCOME</b>			
6000	Income from sales of the Official Gazette	pm	pm	pm
	<b>TOTAL TITLE 6</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>
<b>9</b>	<b>OTHER INCOME</b>			
9100	Interest on account	40 000	40 000	115 935,48
9200	Donation and legacy	pm	pm	pm
9300	Multi-beneficiary program	pm	pm	
	<b>TOTAL TITLE 9</b>	<b>40 000</b>	<b>40 000</b>	<b>115 935,48</b>
	<b>TOTAL INCOME</b>	<b>21 669 625</b>	<b>20 866 000</b>	<b>17 325 303,93</b>

## 2.2 Expenditure

### 2.2.1 Table 1 - Title 1: Staff expenses, staff working within the CPVO

CHAPTER	EXPENSES - TITLE 1	RECTIFYING BUDGET 2 023 (AC 03/2023)	BUDGET 2 022 (AC 10/2021)	EXECUTED 2 021 (AC 04/2022)
ARTICLE				
<b>11</b>	<b>Staff in active employment</b>			
1100	Expenditure related to staff employed	10 035 000	8 985 000	7 628 270,17
	<b>TOTAL CHAPTER 11</b>	<b>10 035 000</b>	<b>8 985 000</b>	<b>7 628 270,17</b>
<b>12</b>	<b>Further professional training</b>			
1200	Further professional training	85 000	115 000	57 234,65
	<b>TOTAL CHAPTER 12</b>	<b>85 000</b>	<b>115 000</b>	<b>57 234,65</b>
<b>13</b>	<b>Missions and duty travels</b>			
1300	Missions and travel expenses	200 000	200 000	12 963,33
	<b>TOTAL CHAPTER 13</b>	<b>200 000</b>	<b>200 000</b>	<b>12 963,33</b>
<b>14</b>	<b>Supplementary services</b>			
1400	Interim staff, administrative and technical assistance	pm	50 000	24 200,00
	<b>TOTAL CHAPTER 14</b>	<b>0</b>	<b>50 000</b>	<b>24 200,00</b>
<b>15</b>	<b>Social welfare</b>			
1500	Special assistance grants, other welfare expenditure	35 000	41 000	33 662,44
	<b>TOTAL CHAPTER 15</b>	<b>35 000</b>	<b>41 000</b>	<b>33 662,44</b>
<b>17</b>	<b>Entertainment and representation expenses</b>			
1700	Entertainment and representation expenses	5 000	5 000	1 864,80
	<b>TOTAL CHAPTER 17</b>	<b>5 000</b>	<b>5 000</b>	<b>1 864,80</b>
	<b>EXPENSE TOTAL - TITLE 1</b>	<b>10 360 000</b>	<b>9 396 000</b>	<b>7 758 195,39</b>

### 2.2.2 Table 2 - Title 2: Building, equipment, administrative expenditure

CHAPTER	EXPENSES - TITLE 2	RECTIFYING BUDGET 2023 (AC 03/2023)	BUDGET 2022 (AC 10/2021)	EXECUTED 2021 (AC 04/2022)
ARTICLE				
<b>20</b>	<b>Investments in immovable property</b>			
2000	Property related costs	336 000	354 000	276 701,46
	<b>TOTAL CHAPTER 20</b>	<b>336 000</b>	<b>354 000</b>	<b>276 701,46</b>
<b>21</b>	<b>Data processing</b>			
2100	Equipment, software and other external services	1 160 000	1 050 000	781 992,64
	<b>TOTAL CHAPTER 21</b>	<b>1 160 000</b>	<b>1 050 000</b>	<b>781 992,64</b>
<b>22</b>	<b>Movable property and associated costs</b>			
2200	Office furniture, transport, technical & library equipment	24 000	36 000	34 714,13
	<b>TOTAL CHAPTER 22</b>	<b>24 000</b>	<b>36 000</b>	<b>34 714,13</b>
<b>23</b>	<b>General administrative expenditure</b>			
2300	General administrative expenditure	50 000	50 000	21 327,12
	<b>TOTAL CHAPTER 23</b>	<b>50 000</b>	<b>50 000</b>	<b>21 327,12</b>
<b>24</b>	<b>Postal charges and Telecommunications</b>			
2400	Postage and Telecommunications charges	75 000	92 000	57 754,90
	<b>TOTAL CHAPTER 24</b>	<b>75 000</b>	<b>92 000</b>	<b>57 754,90</b>
<b>25</b>	<b>Expenditure on formal and other meetings</b>			
2500	Meetings and notices	140 000	254 000	45 571,68
	<b>TOTAL CHAPTER 25</b>	<b>140 000</b>	<b>254 000</b>	<b>45 571,68</b>
<b>26</b>	<b>Audits and Evaluations</b>			
2600	Audits and Evaluations	105 000	199 000	265 215,36
	<b>TOTAL CHAPTER 26</b>	<b>105 000</b>	<b>199 000</b>	<b>265 215,36</b>
	<b>EXPENSE TOTAL - TITLE 2</b>	<b>1 890 000</b>	<b>2 035 000</b>	<b>1 483 277,29</b>

2.2.3 Table 2 - Title 3: Operational expenditure

CHAPTER ARTICLE	EXPENSES - TITLE 3	RECTIFYING BUDGET 2023 (AC 03/2023)		BUDGET 2022 (AC 10/2021)		EXECUTED 2021 (AC 04/2022)	
		Commitment	Payment	Commitment	Payment	Commitment	Payment
<b>30</b>	<b>Fees payable to the examination offices</b>						
3000	Fees for the examination offices (E.U. and others)	9 100 000	7 970 000	8 950 000	8 110 000	7 884 406,11	7 411 041,24
	<b>TOTAL CHAPTER 30</b>	<b>9 100 000</b>	<b>7 970 000</b>	<b>8 950 000</b>	<b>8 110 000</b>	<b>7 884 406,11</b>	<b>7 411 041,24</b>
<b>31</b>	<b>Maintenance of reference collections</b>						
3100	Expend.for relevant organisms (E.U. and others)	pm	pm	pm	pm	pm	pm
	<b>TOTAL CHAPTER 31</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>
<b>32</b>	<b>Procurement of other examination reports</b>						
3200	Procurement of other exam.reports	470 000	480 000	450 000	460 000	499 180,00	478 700,00
	<b>TOTAL CHAPTER 32</b>	<b>470 000</b>	<b>480 000</b>	<b>450 000</b>	<b>460 000</b>	<b>499 180,00</b>	<b>478 700,00</b>
<b>33</b>	<b>Examination of denominations</b>						
3300	Expend.for examination of denominations	pm	pm	pm	pm	pm	pm
	<b>TOTAL CHAPTER 33</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>0,00</b>	<b>0,00</b>
<b>34</b>	<b>Publications and translations</b>						
3400	Official, general and promotional publications	40 000	40 000	130 000	130 000	39 177,64	35 593,76
	<b>TOTAL CHAPTER 34</b>	<b>40 000</b>	<b>40 000</b>	<b>130 000</b>	<b>130 000</b>	<b>39 177,64</b>	<b>35 593,76</b>
<b>35</b>	<b>Technical studies, surveys, consultations</b>						
3500	Technical studies	pm	533 500	350 000	500 000	130 900,78	122 546,95
	<b>TOTAL CHAPTER 35</b>	<b>0</b>	<b>533 500</b>	<b>350 000</b>	<b>500 000</b>	<b>130 900,78</b>	<b>122 546,95</b>
<b>36</b>	<b>Special advisers</b>						
3600	Special advisers	80 000	140 000	250 000	235 000	126 900,00	35 949,30
	<b>TOTAL CHAPTER 36</b>	<b>80 000</b>	<b>140 000</b>	<b>250 000</b>	<b>235 000</b>	<b>126 900,00</b>	<b>35 949,30</b>
<b>37</b>	<b>Multi-beneficiary program</b>						
3700	Actions in the frame of the multi-beneficiary program	pm	pm	pm	pm	pm	pm
	<b>TOTAL CHAPTER 37</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>	<b>pm</b>
<b>38</b>	<b>Building purchase</b>						
3800	Building purchase	5 300 000	256 125	0	0	0	0
	<b>TOTAL CHAPTER 38</b>	<b>5 300 000</b>	<b>256 125</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL TITLE 3</b>	<b>14 990 000</b>	<b>9 419 625</b>	<b>10 130 000</b>	<b>9 435 000</b>	<b>8 680 564,53</b>	<b>8 083 831,25</b>
	<b>TOTAL EXPENDITURE</b>	<b>27 240 000</b>	<b>21 669 625</b>	<b>21 561 000</b>	<b>20 866 000</b>	<b>17 922 037,21</b>	<b>17 325 303,93</b>



### 3 DETAIL BY BUDGET HEADINGS

#### 3.1 Income

##### 3.1.1 Item 1000 : Fees

Budget	2 023	Budget	2022	Outturn	2021
	20 260 000		19 780 000		19 204 210,00

#### Comments:

Council Regulation (EC) N° 2100/94 of 27 July 1994 instituting a Community protection system for new plant varieties (OJ n° L 227 of 01.09.1994, p.1) as last amended by Council Regulation (EC) n° 15/2008 (OJ n° L 8 of 11.01.2008).

This income of the Office comprises the fees paid by applicants for Community Plant Variety Rights and other parties involved in proceedings. Commission Regulation (EC) N° 1238/95 of 31 May 1995 establishing implementing rules for the application of Council Regulation (EC) N° 2100/94 as regards the fees payable to the Community Plant Variety Office, as last amended by Regulation (EC) n° 572/2008 (OJ n° L 161 of 20/06/2008).

#### Evaluation of income

##### 1) Working assumptions

The forecasts regarding fees are based on the following assumptions:

- Number of applications expected	3 400
- Number of examinations invoiced	2 370
- Number of annual fees invoiced based on the title in force	31 368

##### 2) Estimation of appropriations

The following income is estimated on the new fees levels in force on 01.01.2016

Fees types	Amount
Application fees	1 530 000
Examination fees	7 700 000
Annual fees	10 400 000
Specific requests fee	pm
Appeal fee	pm
Fees laid down by the President	40 000
Report fees	430 000
Sales of reports	160 000
<b>total</b>	<b>20 260 000</b>
<b>Rounded total</b>	<b>20 260 000</b>

### 3.1.2 Item 3000 : Deficit Reserve

Budget	2 023	Budget	2022	Outturn	2021
	1 339 625		1 016 000		-2 043 932,87

#### Comments:

The purpose of this item is to balance income and payment appropriations.

#### Evaluation of income

Total payment appropriations (a)	21 669 625
Total income (b)	20 330 000
<b>Deficit reserve (a) - (b)</b>	<b>1 339 625</b>

### 3.1.3 Item 5000 : Income generated from administrative operations

Budget	2 023	Budget	2022	Outturn	2021
	30 000		30 000		49 091,32

#### Evaluation of income

Income from valuable administrative services and/or reimbursement of expenses	30 000
Royalties	
Audit fees	pm
<b>total</b>	<b>30 000</b>

### 3.1.4 Item 6000: Income generated from the sales of the Official Gazette

Budget	Budget	2022	Outturn	2021
pm		pm		pm

#### Comments:

Contributions to Community programmes, expenditure refunding and income from services provided subject to payment.

#### Evaluation of income

Per memoria	pm
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### 3.1.5 Item 9100: Interest on account

Budget	2 023	Budget	2022	Outturn	2 021
	40 000		40 000		115 935,48

#### Comments:

Income generated from interests on account.

#### Evaluation of income

Interests on investments	20 300 000	X	0,20%	=	40 600
Interests on bank account					pm
				<b>Rounded total</b>	<b>40 000</b>

### 3.1.6 Item 9200: Donation and legacy

Budget	2 023	Budget	2022	Outturn	2 021
	pm		pm		pm

#### Evaluation of income

Per memoria					pm
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### 3.1.7 Item 9300: Multi-beneficiary program

Budget	2 023	Budget	2022	Outturn	2 021
	pm		pm		0

#### Comments:

This item will host contributions, awarded by the European Commission, to the European Agencies participating in the program in order to implement actions to contribute to an easier adhesion of certain countries to the European Union. In the particular case of the Office it is intended to promote the participation of these countries to work in the field of plant variety protection.

#### Evaluation of income

Appropriations from the European Community to the <i>Multi-beneficiary program</i>					pm
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### 3.2 Expenditure title 1

#### 3.2.1 Item 1100: Expenditure related to staff in active employment

Appropriation	2023	Appropriation 2022	Outturn 2021
	10 035 000	8 985 000	7 628 270,17

#### Comments:

In accordance with the Staff Regulations of officials of the European Communities and the Establishment plan found under point 4 of this document, the appropriations are intended to cover, notably:

- basic salaries;
- family allowances (household, dependant children and educational);
- expatriation and foreign residence allowances;
- fixed allowances of officials and temporary staff in grade AST;
- employer's contribution to the social security scheme;
- costs relating to the running of restaurants, cafeterias, canteens and meals;
- medical officers' fees, preventive medical care, medical consumables, the purchase of equipment and special furniture;
- employer's social security contributions for sickness insurance;
- employer's contribution towards occupational disease insurance, accidents and supplementary expenses resulting from the application of relevant provisions of the Staff Regulations covering those expenses not covered by the insurance;
- unemployment insurance for temporary staff;
- constitution and maintenance of pension rights for staff in their country of origin;
- birth grants;
- death grants;
- annual travel allowance;
- rent and/or transport allowances;
- fixed duty allowances;
- salaries of contract agents ;
- fixed local travel allowances covering cost of travel within the town perimeter of appointment location;
- redundancy and termination of contract allowances;

- overtime for officials, auxiliary staff and local staff in grade AST;
- Office's contribution towards childminding and other education expenditure (crèches, day-care centres, schools);
- miscellaneous recruitment expenses;
- travelling expenses;
- installation and resettlement allowances;
- removal expenses;
- temporary daily subsistence allowances on transfer of staff;
- weightings;
- adjustments to remuneration made by the Council;
- expense coverage of national officials or other experts on secondment or temporary assignments to the Office or called in for short consultations, in particular to boost co-operation with the national offices and to develop technical protocols;
- reimbursement of additional costs to the Office relating to secondment or temporary assignment of Office officials to national or international offices under exchange agreements;
- expenditure incurred in practical administrative training for young graduates. This expenditure can include trainees' social security allowances and contributions, travel expenses at the beginning and at the end of the courses, travel expenses for travel connected with the training programme and reception or meal and documentation costs.

### Evaluation of appropriations

Breakdown	EUR
Administrative charges	140 000
Management allowance	1 000
Coffee and canteen	5 000
Travel installation and removal	38 000
Interviews and publications	pm
Medical expenses	25 000
Pensions and related charges FP/TF	1 177 000
Pensions and related charges CA	59 000
Salaries for FP/TF	7 930 000
Salaries for CA	525 000
Schools and creches	35 000
Seconded national expert	pm
Trainee expenses	100 000
<b>Total</b>	<b>10 035 000</b>

### 3.2.2 Item 1200: Further training, language courses, retraining and information for staff

Appropriation	2023	Appropriation	2022	Outturn	2021
	85 000		115 000		57 234,65

#### Comments:

In accordance with the Staff Regulations of officials of the European Communities, the appropriations are intended to cover, notably the organisation of language courses, introductory training, further professional training, professional re-orientation, courses on the use of modern techniques, seminars, etc.

It also covers the purchase of equipment and documentation and the hiring of professional organisational experts.

#### Evaluation of appropriations

Breakdown	EUR
IT training	20 000
Language training	40 000
SLA with DR HR	10 000
Other trainings	15 000
<b>Total</b>	<b>85 000</b>

### 3.2.3 Item 1300: Mission expenses, travel expenses and other incidental expenditure

Appropriation	2023	Appropriation	2022	Outturn	2021
	200 000		200 000		12 963,33

#### Comments:

In accordance with the Staff Regulations of officials of the European Communities, the appropriations are intended to cover, notably, transport costs, payment of daily subsistence allowances on mission and ancillary or special costs associated with missions, for office staff employed under the Staff Regulations and for experts and national or international officials seconded to the Office.

#### Evaluation of appropriations

Mission expenses, travel expenses and other incidental expenditure	<b>200 000</b>
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### 3.2.4 Item 1400: Interim staff

Appropriation 2023	Appropriation 2022	Outturn 2021
pm	50 000	24 200,00

#### Comments:

The appropriations are intended to cover, notably, expenses relating to:

- employment of interim staff, notably, typists, receptionists, etc.;
- personnel employed with technical and administrative subcontractors.

#### Evaluation of appropriations

Breakdown	EUR
Interim staff	pm
Administrative and technical assistance for miscellaneous activities	
<b>Total</b>	<b>0</b>

### 3.2.5 Item 1500: Special assistance grants-Social contacts between staff-Other welfare expenditure

Appropriation 2023	Appropriation 2022	Outturn 2021
35 000	41 000	33 662,44

#### Comments:

In accordance with the Staff Regulations of officials of the European Communities, article 76, the appropriations are intended to cover, notably:

- expenditure on assistance grants which may be granted to an official, a former official or descendants of an official, finding themselves in a particularly difficult situation (when they cannot be granted a loan or an advance on their salary because of their financial situation).
- social, cultural and artistic events (reserved for cultural, artistic and social aspects);
- subsidies for sporting clubs and cultural associations;
- additional family assistance (assistance in the integration of family members of new officials or temporary agents such as language courses, etc.);
- miscellaneous subsidies;
- special aid for disabled persons;

- family assistance;
- reception of new staff and,
- legal aid.

### Evaluation of appropriations

Breakdown	EUR
CEZAM cards	1 000
Christmas party	8 500
Family languages trainings	5 000
Other events	6 500
Social days	9 000
Special assistance	pm
Health and Wellbeing	5 000
<b>Total</b>	<b>35 000</b>

### 3.2.6 Item 1700: Entertainment and representation expenses

Appropriation 2023	Appropriation 2022	Outturn 2021
5 000	5 000	1 864,80

#### Comments:

The appropriations cover the reimbursement of costs incurred by authorised officials in meeting the Community Plant Variety Office's obligations in respect of entertainment or representation in the interests of the service.

### Evaluation of appropriations

The appropriations are estimated at	<b>5 000</b>
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### 3.3 Expenditure Title 2

#### 3.3.1 Item 2000: Property related costs

Appropriation 2023	Appropriation 2022	Outturn 2021
336 000	354 000	276 701,46

#### Comments:

The appropriations are intended to cover, notably:

- rent and co-ownership expenses for the premises occupied by the Office and the hire of conference halls, storage space, archive space, sanitary facilities, kitchens, garages and car parks;
- insurance premiums payable under the insurance policies taken out for the premises occupied by the Office;
- expenses incurred in the consumption of water, gas, electricity and heating;
- maintenance costs, in accordance with the contracts in force (premises, lifts, central heating, air-conditioning equipment, etc.); cleaning costs (regular cleaning, purchase of cleaning products, washing, laundry & dry-cleaning products, etc.) and repainting, repairs and supplies required by the maintenance workshops;
- the purchase of equipment and the fitting-out and repair of buildings, e.g. alterations to partitioning, adjustments to technical installations and other specialised work (locks, electricity, sanitary installations, paintwork, redecorating, floor coverings, joinery, masonry, etc.);
- various expenses related to the security of persons, buildings and goods, particularly security surveillance contracts, the purchase, hire and maintenance of fire-fighting equipment, the replacement of equipment for officials and staff, first-aid equipment, the costs of checks required by law;
- the purchase or lease-purchase of buildings and technical assistance expenses incurred in the framework of major conversion works;
- financial and technical survey fees, prior to the acquisition or the construction of buildings and expertise advice relating to major conversion works;
- expenditure on buildings such as management fees for multiple occupancy of buildings, the costs of surveys of premises, taxes for general utilities (road charges, refuse collection, etc.) and associated costs.

### Evaluation of appropriations

Breakdown	EUR
Cleaning and maintenance	55 000
Co-ownership fees	20 000
Electricity	50 000
Fixtures and fittings	4 000
Garden maintenance Flower Decoration	15 000
Gas	35 000
Insurance (buildings and IT)	12 000
Buildings maintenance (annual and ad hoc)	60 000
Parkings (HBM and Public)	10 000
Property purchase	pm
Urgent building costs	pm
Recycling	2 000
Refurbishment (renovation works)	20 000
Security (Télésurveillance/Guards/Fire extinguishers/Access control) including maintenance	50 000
Buildings taxes (Taxe foncière/Habitation)	pm
Water	3 000
Expenditures linked to property purchase or renovation (notary/architect/etc)	pm
<b>Total</b>	<b>336 000</b>

### 3.3.2 Item 2100: Equipment, software and external services

Appropriation 2023	Appropriation 2022	Outturn 2021
1 160 000	1 050 000	781 992,64

#### Comments:

The appropriations are intended to cover, notably:

- the purchase, hire, appropriation lease and maintenance of software packages, miscellaneous computer consumables and other data-processing equipment. It also covers the costs of maintenance, operating and repairs;
- the costs of data processing companies and expert advice regarding costs of services such as:
  - maintenance of existing equipment;
  - installation of new equipment and the expansion of existing equipment (feasibility studies, analysis, programming, implementation etc.);
  - purchase, hire and maintenance of all programmes and software, etc.;
- external data processing experts (operators, IT experts, system-engineers, data-entry staff, etc.).

### Evaluation of appropriations

Breakdown	EUR
Development and assistance (extra-muros)	460 000
Hardware	40 000
Licenses and maintenances	430 000
External services providers (intra-muros)	225 000
Others costs	5 000
<b>Total</b>	<b>1 160 000</b>

### 3.3.3 Item 2200: Office furniture, technical installations, vehicles and library stocks

Appropriation 2023	Appropriation 2022	Outturn 2021
24 000	36 000	34 714,13

#### Comments:

The appropriations are intended to cover, notably:

- expenditure on the purchase, renewal, replacement, occasional hiring, repairs and maintenance of office equipment, in particular, audio-visual, reproduction, archive, library and interpreting equipment such as booths, headsets and switching units for simultaneous interpreting facilities and various tools for maintenance workshops of the buildings;
- the purchase, rental, maintenance and repairs of technical equipment and installations such as fax machines, photocopiers, etc.;
- expenditure on the purchase, hire, installation and maintenance of electronic office equipment such as typewriters, calculators, word processors, etc. and expenditure relating to documentation, office supplies, etc.;
- office furniture requirements including new purchases, renewal, replacement, occasional rental, repairs and maintenance of existing furniture;
- the purchase, renewal, rental and maintenance of transport vehicles to meet the needs of the Office and vehicle operating and maintenance costs such as insurance, fuel, spare parts and all repair bills;
- special journeys (taxi or car hire) for which other means of transport are impossible;
- purchase of specialist books, directories, dictionaries, documents and other specialised non periodical publications in printed or electronic format (CD-ROM) and includes upgrading of existing volumes;
- purchase of special equipment for the Office library (catalogues, shelving, catalogue storage units, furniture, microfiche readers, CD-ROM readers, etc.);
- subscriptions to newspapers, specific periodicals, daily newspapers of the Member States, official journals, parliamentary records, foreign trade statistics, various bulletins and other special publications;
- binding and other costs essential for the upkeep of books and periodicals.

#### Evaluation of appropriations

Breakdown	EUR
Books and subscriptions	5 000
Car Insurance and expenses linked to vehicles	pm
Rent for Coffee and water machine and supplies for canteen	1 000
Furniture (tables, chairs, cupboards, lamps, etc)	3 000
Office equipment	1 000
Copiers and scanners	12 000
Postage, Franking machine and balance	2 000
Urgent expense for furniture, technical installations, vehicle and library stocks	pm
Telephone - maintenance switchboard	pm
<b>Total</b>	<b>24 000</b>

### 3.3.4 Item 2300: General administrative expenditure

Appropriation 2023	Appropriation 2022	Outturn 2021
50 000	50 000	21 327,12

#### Comments:

The appropriations are intended to cover, notably:

- the purchase of paper, envelopes and office supplies, external printing, photocopying costs and the purchase of products for reproduction equipment;
- bank charges and the cost of connection to the interbank telecommunications network;
- exchange rate losses incurred by the Office in the course of the management of its budget, provided they are not offset by exchange rate gains;
- costs of bank guarantees with third parties, in order to fulfil contractual clauses;
- legal advice, damages and the costs of settling claims against the Office (civil liability);
- various kinds of insurance (in particular civil liability insurance, theft, pecuniary liability of accounting officers, imprest administrators, and insurance for staff shops and restaurants);
- refreshments and meals served during internal meetings;
- office removals and the general handling of equipment, furniture and office supplies inside the building;
- payments for service benefits provided to the Office by Community institutions or bodies, in particular, interpretation for the sessions of the Administrative Council.

#### Evaluation of appropriations

Breakdown	EUR
Agencies Permanent Secretariat	2 000
Financial charges	4 000
Administration aid provided by the Commission (interpretation, salary calculation, etc.,)	pm
Outsourced reception	4 000
Stationery and office supplies	25 000
Other administrative expenditure	1 000
Damages to property and vehicle	pm
Archives (paper destruction/outsourcing)	pm
Legal costs	14 000
<b>Total</b>	<b>50 000</b>

### 3.3.5 Item 2400: Postal and telecommunications charges

Appropriation 2023	Appropriation 2022	Outturn 2021
75 000	92 000	57 754,90

#### Comments:

The appropriations are intended to cover, notably:

- expenditure on postal and delivery charges for ordinary mail, for reports and publications, on postal and other packages sent by air or surface mail and on the Office's internal mail;
- telephone rentals and calls (official calls only, as private calls are billed), faxes, videoconferences, data transmission and the purchase of directories;
- expenditure on telecommunications equipment, including cables: purchase, hire, installation, maintenance, documentation, etc.

#### Evaluation of appropriations

Breakdown	EUR
Express deliveries	2 000
Postage and franking expenses	13 000
Other postal charges	pm
Phone subscriptions and internet	60 000
<b>Total</b>	<b>75 000</b>

### 3.3.6 Item 2500: Expenditure on formal and other meetings

Appropriation 2023	Appropriation 2022	Outturn 2021
140 000	254 000	45 571,68

#### Comments:

The appropriations are intended to cover, notably:

- travelling, subsistence and incidental expenses of experts and others, in particular members of the Administrative Council called to participate in subcommittees, study and work groups. This item also covers costs associated with the holding of meetings, provided they are not covered by the existing infrastructure;
- actions with countries affected by the enlargement of the European Union;
- expenditure relating to the organisation of conferences, congresses, seminars, fairs and meetings, with the exception of expenses on the existing infrastructure and the remuneration of conference interpreters;
- expenditure on free-lance translators, agency staff, drafting and other external services, in particular, the Translation Centre in Luxembourg.

### Evaluation of appropriations

Breakdown	EUR
Other meetings (Administrative/IT/with Commission/etc)	10 000
Administrative Council Meetings	40 000
Meetings with breeders organisations	pm
EOs and technical experts Meetings	5 000
Fairs and exhibitions	30 000
Legal meetings and legal working groups	pm
Management Team Meetings	pm
International collaboration Outside EU (present and future)	4 000
Provisional Meeting costs	1 000
QAS Meetings	25 000
Meetings linked to Research and Developpement projects	pm
PVR and enforcement Seminars	20 000
UPOV meetings	pm
Promotional items	5 000
<b>Total</b>	<b>140 000</b>

### 3.3.7 Item 2600: Audits and Evaluations

Appropriation 2023	Appropriation 2022	Outturn 2021
105 000	199 000	265 215,36

#### Comments:

The appropriations are intended to cover expenditure on internal audits, evaluations and management consultancy.

### Evaluation of appropriations

Breakdown	EUR
Consulting	pm
Evaluation and other audits	pm
Internal Audit	75 000
Quality Audits	20 000
Other expenses (DPO)	10 000
<b>Total</b>	<b>105 000</b>

### 3.4 Expenditure Title 3

#### 3.4.1 Item 3000: Fees payable to the competent organisations acting as examination offices

##### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
9 100 000	7 970 000	8 950 000	8 110 000	7 884 406,11	7 411 041,24

##### Comments:

The appropriations are intended to cover, notably:

- fees payable to the offices entrusted by the Office with the technical examination of plant varieties;
- fees payable to the offices entrusted with technical verification after the grant of protection by the Office.

##### Evaluation of appropriations

Breakdown	EUR
1) Fees payable for carrying out the technical examination of plant varieties	
Number of applications requiring a commitment over one or several years:	2 933
Average cost of the examinations - rounded amount	3 103
<b>Total of perennial commitments</b>	<b>9 100 000</b>
2) Fees for technical checking of plant varieties	pm
<b>Total</b>	<b>9 100 000</b>
<b>Rounded total</b>	<b>9 100 000</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment			Payments budget				
			2023	2024	2025	2026	> 2026
Pre 2023 commitments still outstanding	7 000 000		4 470 000				
Appropriation 2022	8 950 000		3 000 000	3 500 000	1 400 000	600 000	450 000
Appropriation 2023	9 100 000		500 000	3 100 000	3 500 000	1 400 000	600 000
<b>Total</b>	<b>25 050 000</b>		<b>7 970 000</b>	<b>6 600 000</b>	<b>4 900 000</b>	<b>2 000 000</b>	<b>1 050 000</b>

### 3.4.2 Item 3100: Expenditure for the maintenance of reference collections of varieties at the examination offices

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
pm	pm	pm	pm	pm	pm

#### Comments:

The appropriations are intended to cover, notably costs incurred by the competent organisations of the Member States, in maintaining reference collections of the plant varieties as a basis for technical examination and/or verification requested by the Office.

### 3.4.3 Item 3200: Expenditure on the procurement of other examination reports available on the basis of an agreement between the Office and a competent authority within the Member States

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
470 000	480 000	450 000	460 000	499 180,00	478 700,00

#### Comments:

The appropriations are intended to cover, notably costs of fees payable to the offices for purchases of take over reports.

#### Evaluation of appropriations

At the moment, fees are set at 320 € per examination report. The total expenditure amount for this item can be calculated as follows:

Breakdown				EUR
Requests to be made within the year for the taking over	1 469	applications	320 €	470 080
Safety margin for the entire item	0%			0
<b>Total</b>				<b>470 080</b>
<b>Rounded total</b>				<b>470 000</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment	Payments - Budget				
	2023	2024	2025	2026	> 2026
Pre 2023 commitments still outstanding	440 000	151 900			
Appropriation 2022	450 000	126 000	90 000	22 500	18 000
Appropriation 2023	470 000	202 100	131 600	94 000	23 500
<b>Total</b>	<b>1 360 000</b>	<b>480 000</b>	<b>221 600</b>	<b>116 500</b>	<b>41 500</b>
					<b>18 800</b>



### 3.4.4 Item 3300: Expenditure on the examination of variety denominations

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
pm	pm	pm	pm	pm	pm

#### Comments:

Examination of proposed variety denominations (Article 54 paragraph 1 of Regulation (EC) n° 2100/94, last modified by Regulation (EC) n° 2506/95.

### 3.4.5 Item 3400: Official, general and promotional publications translation services

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
40 000	40 000	130 000	130 000	39 177,64	35 593,76

#### Comments:

The appropriations are intended to cover, notably:

- publications such as the Official Journal of the Office and other official publications;
- other publication costs relating to other Office publications, (brochures and publications for the dissemination of technical and economic knowledge relevant to the activities of the Office. This appropriation also covers publications deriving from seminars, symposiums, etc.);
- expenditure on Office publicity and promotional publications in order to advertise its activities to the economic sectors and public authorities concerned;
- freelance translators or agency staff, drafting and other work sent out and in particular, services provided by the Translation Centre in Luxembourg.

#### Evaluation of appropriations

Breakdown	EUR
Official publications	20 000
Miscellaneous publications	pm
Translation service benefits	20 000
<b>Total</b>	<b>40 000</b>
<b>Rounded total</b>	<b>40 000</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment	Payments - Budget				
	2023	2024	2025	2026	> 2026
Pre 2023 commitments still outstanding					
Appropriation 2022	130 000	10 000			
Appropriation 2023	40 000	30 000	10 000		
<b>Total</b>	<b>170 000</b>	<b>40 000</b>	<b>10 000</b>		

### 3.4.6 Item 3500: Technical studies - Research and development

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn	2021
Commitment	Payment	Commitment	Payment	Commitment	Payment
pm	533 500	350 000	500 000	130 900,78	122 546,95

#### Comments:

The appropriations are intended to cover the costs of specialised technical studies (technical studies, research and development, etc.).

#### Evaluation of appropriations

Breakdown	EUR
Technical studies - Research and development	pm
<b>Total</b>	<b>0</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment	Payments - Budget				
	2023	2024	2025	2026	> 2026
Pre 2023 commitments still outstanding	400 000	400 000			
Appropriation 2022	370 000	133 500	236 500	pm	
Appropriation 2023	pm	pm	pm	pm	pm
<b>Total</b>	<b>770 000</b>	<b>533 500</b>	<b>236 500</b>	<b>0</b>	<b>0</b>

### 3.4.7 Item 3600: Special Advisers

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
80 000	140 000	250 000	235 000	126 900,00	35 949,30

#### Comments:

The remuneration, travelling expenses and subsistence expenses of members of the Board of Appeal;

preliminary legal costs and the services of lawyers or other experts called in to advise the Office. It also covers expenses incurred before the Court of Justice and other courts.

#### Evaluation of appropriations

Breakdown	EUR
Remuneration of members of the Board of appeal	50 000
Other works	10 000
Legal expenses	20 000
<b>Total</b>	<b>80 000</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment	Payments - Budget				
	2023	2024	2025	2026	> 2026
Pre 2023 commitments still outstanding	130 000	5 000			
Appropriation 2022	76 500	25 000	51 500		
Appropriation 2023	80 000	110 000	12 000	-42 000	
<b>Total</b>	<b>286 500</b>	<b>140 000</b>	<b>63 500</b>	<b>-42 000</b>	

### 3.4.8 Item 3700: Actions in the frame of the Multi-beneficiary program

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
pm	pm	pm	pm	pm	pm

#### Comments:

The creation of this item is justified by the participation of the Office in the Multi-beneficiary program in favour of certain countries launched by the European Community. The appropriations will be awarded by the European Commission and are intended, as far as the Office is concerned, to promote the participation of these countries to work in the field of plant variety protection.

#### Evaluation of appropriations

Breakdown	EUR
The appropriations are estimated at	pm
<b>Total</b>	<b>pm</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment		Payments - Budget				
		2023	2024	2025	2026	> 2026
Pre 2023 commitments still outstanding	pm					
Appropriation	2022	pm	pm			
Appropriation	2023	pm	pm			
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### 3.4.9 Item 3800: Building Purchase

#### Financial Figures (Differentiated appropriations)

Appropriation 2023		Appropriation 2022		Outturn 2021	
Commitment	Payment	Commitment	Payment	Commitment	Payment
5 300 000	256 125	0	0	0	0

#### Comments:

The creation of this item is justified to cover projects for building purchase which will be paid over 3 years after the signature of the contract.

#### Evaluation of appropriations

Breakdown	EUR
The appropriations are estimated at	5 300 000
<b>Total</b>	<b>5 300 000</b>

The financial forecast for payments relating to commitments is presented as follows:

Commitment	Payments - Budget				
	2023	2024	2025	2026	> 2026
Appropriation 2023	5 300 000	256 125	4 493 875	550 000	
<b>Total</b>	<b>5 300 000</b>	<b>256 125</b>	<b>4 493 875</b>	<b>550 000</b>	

This project includes the building and architect services.

#### 4 ESTABLISHMENT PLAN

Category and grade	Posts authorised for 2023		Posts authorised for 2022		Posts actually filled 2021	
	Officials	Temporary Agents	Officials	Temporary Agents	Officials	Temporary Agents
AD 16	-	-	-	-	-	-
AD 15	-	-	-	-	-	-
AD 14	2	1	1	1	1	
AD 13	-	1	1	1	1	
AD 12	-	1	-	1	-	2
AD 11	2	1	1	1		-
AD 10	-	3	1	3	2	1
AD 9		2		2		3
AD 8	-	1	-	1	-	1
AD 7	-	6	-	4	-	5
AD 6	-	6	-	5	-	3
AD 5	1	-	-	-	-	-
<b>TOTAL</b>	<b>5</b>	<b>22</b>	<b>4</b>	<b>19</b>	<b>4</b>	<b>15</b>
AST 11	-	1	-	1	-	-
AST 10	-	2	-	2	-	2
AST 9	-	3	1	3	1	3
AST 8	1	4	1	3	-	2
AST 7	-	9	-	7	1	8
AST 6	-	-	-	3	-	4
AST 5	-	4	-	4	-	3
AST 4	-	-	-	-	-	1
AST 3	-	-	-	-	-	-
AST 2	-	-	-	-	-	-
AST 1	-	-	-	-	-	-
<b>TOTAL</b>	<b>1</b>	<b>23</b>	<b>2</b>	<b>23</b>	<b>2</b>	<b>23</b>
<b>TOTAL GENERAL</b>	<b>6</b>	<b>45</b>	<b>6</b>	<b>42</b>	<b>6</b>	<b>38</b>
<b>Total for the CPVO</b>	<b>51</b>		<b>48</b>		<b>44</b>	

*One official on "leave on personal grounds", not covered by the establishment plan*

Contract staff posts	2021	2022	2023
FG IV	4	5	3
FG III	2	1	2
FG II	—	—	1
FG I	—	—	—
<b>Total FG</b>	<b>6</b>	<b>6</b>	<b>6</b>
Seconded national experts posts	1	1	pm
<b>Total</b>	<b>7</b>	<b>7</b>	<b>6</b>