*SC 22 February 2021*



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| Baltic Sea Parliamentary Conference The Secretariat **Unanimously approved by the digital BSPC Standing Committee on** **22 February 2021** |  |

**Financial Report 2020 for the BSPC Joint Financing Mechanism (JFM)**

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**A. Introductory remarks and overall result**

As everywhere else - the year 2020 led to a profound change in the BSPC's work due to the outbreak of the COVID-19 pandemic and its associated consequences.

Until the first week in March, the BSPC had been able to maintain the previous procedures without restrictions.

The Working Group's meeting on Migration and Integration and the Secretary Level took place in January in Berlin. The Standing Committee met on 2 March 2020 in Brussels in person, exactly as it had in former years.

Due to the travel restrictions enacted soon afterwards in all European countries, the BSPC Working Group on Migration and Integration had to cancel its meeting on the Åland Islands. The Secretary Level had to suspend the planned session in April in Warsaw.

Irrespective of that, it was possible to complete the Working Group's work on Migration and Integration by circulation, elaborate a comprehensive final report, and draw up corresponding recommendations to the 29th Annual Conference.

The Standing Committee and the Drafting Committee's subsequent meetings were quickly converted into digital formats and successfully held in June and August.

The BSPC could successfully hold the Annual Conference on 24 August 2020 in a digital format based on the Standing Committee's corresponding decision on 17 June 2020. The results were utterly comparable to previous years with a relatively similar number of participants. Attendance at the digital Standing Committee meetings was consistently higher because of reduced scheduling conflicts with other commitments.

The Standing Committee and Secretary Level meetings planned for the autumn could also be held digitally without any restrictions.

Furthermore, it was even possible to hold the joint meeting with the PABSEC Standing Committee, planned for this year, on a digital basis.

According to the Rules of Procedure, certain technical framework conditions had to be complied with due to the high demands on secure digital formats for parliamentary work and the translations provided in each case.

In this respect, we orientated towards technical possibilities, which are also used intensively by ministries and embassies.

On the one hand, this meant that the Committee meetings were more expensive than planned in the budget. On the other hand, this meant considerably less expenditure in the implementation of the Annual Conference.

In addition, we could save most of the travel costs and reduce costs in other sectors.

That resulted in a reduction in € 41,000, so only 79 % of the budget was used this year.

That increased the unused budget funds from € 88,000 € in 2019 to € 129,000 in 2020.

A closer look at this overall result reveals even more significant savings in the respective areas.

Of the budgeted amount of € 112,000, only 63 %, i.e., € 70,778, was used for current administrative costs.

That means in detail:

Travel expenses were only incurred in the first three months of the year. Only 14 % of the corresponding funds were used.

Moreover, by merging with other BSPC committee meetings, Secretary Level meeting costs could be limited to 61 % of the individual approach.

The Standing Committee's meeting costs exceed the nominal estimate of € 15,000 by a total of € 3,400 and are thus 123 % of the planning estimate.

However, it must be taken into account that the additional joint meeting with the PABSEC Standing Committee, as decided by the Standing Committee, was also financed from the available funds. If one deducts the costs incurred for this from the total expenses for the Standing Committee, then only 77 % of the funds for the Standing Committee were used for the regular meetings.

The costs for the Working Group meetings, including the publication of the Working Group's final report on Migration and Integration, could be reduced to 56 % of the planned costs.

On the one hand, this was possible due to the cancellation of the meeting initially planned in April. Another cost reduction was achieved by holding both the digital Standing Committee meeting and the new CCB Working Group's digital first meeting on the same day, thus splitting the daily costs.

Only 42 % of the funds for information and communication were used, even if the funds for the reports' layout slightly exceeded the budgeted amount (€ 2319 compared to an estimate of € 2,000, i.e., 116 %).

That is because, thankfully, the BSPC rapporteurs have been as active as ever this year. They elaborated excellent reports which have been published on the website.

On the other hand, we could significantly reduce the website functionality's technical maintenance costs to 63 % of the budget. Besides, the planned funds for personnel support within the framework of public relations work were not used, thus saving € 5,000.

All in all, it can be stated:

The BSPC could achieve substantial budget savings in 2020.

As a result, the Joint Financing Mechanism shows a surplus of € 129,712.

In that way, the BSPC'S budget situation has never been as excellent as it is now,

in all its 30-year history.

**1. The BSPC Joint Financing Mechanism (JFM)**

**1.1 Financing of the BSPC**

The activities of the BSPC in 2020 were financed through five, in principle unchanged, channels:

* Firstly, the costs for delegates appointed by the member parliaments and parliamentary organisations to participate in BSPC activities – such as the Standing Committee, the Annual Conference, Working Groups, etc. – were paid by the sending parliament or parliamentary organisation itself.
* Secondly, the operating costs of the BSPC Secretariat were covered by the BSPC Joint Financing Mechanism (JFM), which the BSPC had established in 2007. The nominal budget of the JFM (total running costs) is € 112,000. This sum has remained unchanged since 2007 and had been exceptionally complemented in 2016 concerning the Silver Jubilee by unused means from former years.

* Thirdly, the remuneration costs (which includes de facto nearly all costs for personnel and technical support) of the BSPC Secretary General (€ 80,000) were covered by the BSPC Joint Financing Mechanism, including some personnel costs covered by the Landtag Mecklenburg-Vorpommern for 2020.
* Fourthly, the costs for the digital 29th Annual Conference, which also include the costs for the digital Drafting Committee meeting, were fully covered by the BSPC Joint Financing Mechanism.  That includes the costs for interpretation, technical support and the digital publication of preparatory conference materials, as some of BSPC Rapporteurs reports.
* Fifthly, as for meetings in other BSPC bodies, the parliament hosting the meeting usually provides specific basic amenities, for instance a meeting room. The European Parliament again covered the interpretation costs in Brussels. However, a significant part of those meetings' costs, such as interpretation and sometimes catering, are paid through the JFM. In 2020, there were no costs for equipment of the in-persona sessions covered by the BSPC Joint Financing Mechanism because the European Parliament and the German Bundestag provided meeting rooms fully equipped with interpreter booths and relevant technology.

**1.2 Basis for the JFM in 2020**

The BSPC Rules of Procedure adopted by the 20th BSPC in fall 2011, and amended by the 28thBSPC in 2019, include provisions by the JFM for the BSPC Secretariat. They have served as the formal basis for the JFM since 2012.

**1.3 Purpose of the JFM**

The joint financial resources for the BSPC Secretariat should be allocated to, but not limited to,

* interpretation and other meeting costs for meetings in various BSPC bodies, including the Annual Conference;
* compilation and layout (only exceptionally printing) of the BSPC Conference Report and of other joint documents from the BSPC bodies;
* information activities and maintenance of the website ([www.bspc.net](http://www.bspc.net/));
* remuneration of the BSPC Secretary General;
* travelling expenses for the Secretariat to Standing Committee meetings, Secretary Level meetings and other relevant internal and external meetings and conferences.

That does not exclude the possibility of financing other types of common activities via the JFM.

The Standing Committee decides, in its fall meeting, on the nominal sum of the contributions to the Joint Financing Mechanism in the following year.

The BSPC Standing Committee agreed in its digital meeting on 16 November 2020 in accordance with Paragraph 11.3 of the BSPC Rules of Procedure on the same contributions for 2021 as in the previous years.

**1.4 Management of the JFM**

All BSPC member parliaments contribute to the JFM according to a cost-sharing model described in Section 11 and Annex 3 of the BSPC RoP from 2019.

At the latest at the beginning of each year, a letter of request is sent to the member parliaments of the BSPC, asking them to remit their contributions to the JFM.

Contributions are deposited in a dedicated account in the German Bundesbank. Since the BSPC budgetary affairs have been administratively located at the Landtag Mecklenburg-Vorpommern, the receiving Landeszentralkasse Mecklenburg*-*Vorpommern administers the account. By letter of 20 December 2019 to the Secretary General of the BSPC, the Minister of Finance of the federal state Mecklenburg-Vorpommern agreed to the further handling of the budget implementation for BSPC funds by the State Central Treasury in the State Office for Finance until the closing date for bookings in December 2021.The State Parliament of Mecklenburg-Vorpommern has agreed by consensus in its plenary sessions on 30 January and 10 December 2020 that the Landtag will continue to perform the tasks associated with its involvement in the BSPC and support the work of the Baltic Sea Parliamentary Conference as before.

The Secretary General has the right to administer and use the JFM. The right to authorise expenses on the JFM account is vested in the Landtag administration. The account is subject to audit by the state.

All contributions to the JFM for 2020 have been paid (see *Table 1 in Section 3.1*).

The request letter for contributions to the JFM in 2021 was issued on 7 December 2020. Members were kindly asked to remit their contributions no later than 15 February 2021.

Annex 3 of the BSPC Rules of Procedure lists the relative cost shares of the contributions of the BSPC members to the JFM – on the basis of the 26th BSPC resolution now with 2 decimal places after the decimal point.

**2. Looking Back: JFM Result in 2019**

The total expenditure for the JFM in 2019, as of 31 December 2019, amounts to € 188,789. This yields a total surplus of the budget of € 3,172.

In summary, it can be concluded that the predictions for 2019 had been adequately correct. There were some notable exceptions from this pattern, including lower travel costs (Secretary), slightly lower costs for the Standing Committee, higher costs for the Working Group meetings, higher costs for the Conference, mainly because of the invoice for the technical equipment. Higher costs have been incurred for the layout (not printing) of the reports. Total running costs were, however, all in all right on target.

The Standing Committee approved the Financial Report 2019 at its meeting on 2 March 2020. Furthermore, the Standing Committee unanimously decided at its meeting on 25 August 2019 in Oslo to publish the Financial Report for the BSPC Joint Financing Mechanism (JFM) for reasons of transparency on the BSPC website.

The Financial Report 2019 was subsequently published both under the 29th Annual Conference and in the general information about the BSPC:

<https://www.bspc.net/financial-report-2019-v-2-march-2020/>

<https://www.bspc.net/financial-report-2019-v-2-march-2020/>

**3. Financial Result in 2020**

* 1. **Income in 2020**

The BSPC Standing Committee agreed at its meeting on 2 March 2020 on the proposed distribution of contributions to the BSPC Joint Financing Mechanism (JFM) in 2020.

The total nominal sum of the contributions to the JFM in 2020 was € 191,961. Previous years saw total projected expenditures of € 192,000. That covers the running costs of the Secretariat (€ 112,000) as well as the remuneration (€ 80,000 which includes de facto nearly all costs for personnel and technical support) of the BSPC Secretary General. Some additional personnel costs were covered by the Landtag Mecklenburg-Vorpommern.

The letter of request for contributions to the JFM in 2020 was issued on 2 January 2020. As of 31 December 2020, the total actual income was € 191,961 (see Table 1).

**Table 1. BSPC Income in 2020, EUR**

|  |
| --- |
| **Financial Contributions to the BSPC Joint Financing Mechanism in 2020, in Euro** |
| **“Big” Countries** | **Share** | **Paid** |
| Denmark | 17 968 | 17 968 (03.03.) |
| Finland | 17 968 | 17 968 (03.03.) |
| Germany (Bundestag) | 17 968 | 17 968 (14.02.) |
| Norway | 17 968 | 17 968 (03.03.) |
| Poland (Sejm + Senate) | 17 968 | 17 968 (21.+20.02.) |
| Russia (Duma + Fed Council) | 17 968 | 17 968 (25.03.) |
| Sweden | 17 968 | 17 968 (03.03.) |
|  |  |  |
| **“Small” Countries** |  |  |
| Estonia | 5 989 | 5 989 (27.01.) |
| Iceland | 5 989 | 5 989 (03.03.) |
| Latvia | 5 989 | 5 989 (14.01.) |
| Lithuania | 5 989 | 5 989 (20.12.19) |
|  |  |  |
| **Regional Parliaments**  |  |  |
| Bremen | 3 839 | 3 839 (14.02.) |
| Faroe Islands | 3 839 | 3 839 (03.03.) |
| Greenland | 3 839 | 3 839 (03.03.) |
| Hamburg | 3 839 | 3 839 (17.02.) |
| Kaliningrad | 3 839 | 3 839 (15.01.) |
| Karelia | 3 839 | 3 839 (10.02.) |
| Leningrad | 3 839 | 3 839 (09.06.) |
| Mecklenburg-Vorpommern | 3 839 | 3 839 (17.02.) |
| St Petersburg | 3 839 | 3 839 (30.01.) |
| Schleswig-Holstein | 3 839 | 3 839 (14.02.) |
| Åland Islands | 3 839 | 3 839 (03.03.) |
|  |  |  |
| **Sum** | 191 961 | 191 961 |

**3.2 Result in 2020 and Implications for the 2021 Budget**

**3.2.1 Result by Budget Positions**

The budget disposition for the JFM in 2020, agreed by the Standing Committee on 2 March 2020, appears in the Budget column in Annex 1.

The total expenditure for the JFM in 2020, as of 31 December 2020, amounts to € 150,778. This means a surplus of € 41,183 compared to the budget plan. The distribution of expenditures by budget positions appears in the Result column in Annex 1.

The distribution and size of expenditures by budget positions in Annex 1 will be further explained by some comments concerning the results as well as possible implications for the budget plan in 2021.

In Section 1, Secretariat, the result is some € 16,000 lower than expected. The travel costs in post 1.1 and the Meeting costs in 1.2 have been – due to the situation caused by the COVID-19 pandemic – 82 % below the budget proposal. The Secretary Level meetings are held in English only. Travel costs have been reduced by 86 %, because all events after March 2020 were cancelled or took place digitally due to the COVID-19 pandemic. Also, by merging with other BSPC Committee meetings, Secretary Level Meetings' costs could be limited to 61 % of the previous approach.

The budget allocation and distribution for budget Section 1 in the 2021 budget proposal could – due to the reasons mentioned in point 4 – be the same as in 2020. It is the same amount as in all previous years, even though costs have risen.

Section 2, Standing Committee, the result exceeds the budgeted amount by € 3,400. The meeting costs in 2.1 and costs for interpretation and equipment in 2.2 are for one regular meeting in Brussels, two digital meetings and one additional digital joint meeting with the PABSEC.

In terms of the total expenditure for the Standing Committee, it must be taken into account that the additional joint meeting with the PABSEC Standing Committee, as decided by the Standing Committee, was also financed from the available funds. If one deducts the costs incurred for this meeting from the total expenses for the Standing Committee, then only 77 % of the funds for the Standing Committee were used for the regular meetings (€ 11,516 out of € 15,000 if costs of € 6,884 are deducted from the € 18,400 spent on all Standing Committee meetings).

The budget allocation and distribution for budget Section 2 in the 2021 budget proposal could basically be the same as in 2020 and previous years, to be prepared for digital and regular meetings.

Section 3, Working Groups, shows a result which is € 6,200 i.e., 44 % lower than budgeted.

There were no meeting costs (3.1) for the WG because the catering for the one regular WG meeting was covered by the German Bundestag as the hosting parliament. The costs for interpretation (3.2) – in particular because one session had to be cancelled – and the costs for the layout for the final report of € 1,501 (3.3) were lower than budgeted.

The proposed 2021 budget should nevertheless retain the same sum for Section 3 as in the 2020 budget and those of earlier years, to be prepared for digital and regular meetings.

Basically, increased interpretation and technology costs have to be planned as necessary for each meeting. The costs also vary depending on the conference location. For this reason, as in previous years, average values for regular meetings are used which can be expected to cover the costs incurred. If the meeting will only be in digital form, then there will be higher costs for the technical support as mentioned in the preliminary remarks.

Section 4, 29th BSPC, shows a result that is some € 14,000, i.e., 39 %, lower than budgeted. The main reasons for this were the lower costs for the conference report (4.3) and saving the costs for the travel expenses for experts (4.1), because the conference was digital as well as lower costs for interpretation and technical support (4.2). The result under 4.2 contains the costs for the interpretation and the necessary technical support for the conference and the Drafting Committee meeting, as in former years.

The total amount of the proposed budget for 2021 should be the same as in previous years, to ensure an unchanged planning basis for the host Parliament.

In Section 5, Information/Communication, the result is more than € 5,800 below budget.

Only 42 % of the funds for information and communication were used.

On the one hand, the funds for the layout of reports slightly exceeded the budgeted amount (€ 2,319 compared to an estimate of € 2,000, i.e., 116 %). That is because, thankfully, the BSPC rapporteurs have been as active as ever this year. They produced excellent reports - which received special weight by the reduced number of specialist conferences in 2020 in particular. All rapporteur’s reports have been published on the website.

On the other hand, the costs for the technical maintenance of the website functionality could be significantly reduced to 63 % of the budget. In addition, the planned funds for personnel support within the framework of public relations work were not used, thus saving € 5,000.

It will be tried again in 2021 to keep the costs for information and communication as low as possible in an adequate way. Irrespective of that, it is proposed to set aside the same budget as for 2020 to be able to act according to requirements and changing situations.

Moreover, Section 6, BSPC Secretary, remains unchanged.

In summary, it can be concluded that considerably less budgetary funds had to be used in 2020 than expected. Due to the impact of the COVID-19 pandemic, there are much lower travel costs (Secretary) – only used at a fraction of the amount budgeted (1.1), lower costs for the Secretary Level (1.2), higher costs for the Standing Committee because of the additional joint meeting with the PABSEC (2.), lower costs for the Working Group (3.), lower costs for the Conference (4.) and lower costs have been incurred for information and communication (5.). Total running costs were, however, all in all right on target with a high surplus.

The surplus of € 41,183 increases the unused means.

The overall disposition of the proposed 2021 budget could basically be similar to the 2020 budget.

Since it cannot be excluded that in particular the costs for interpretation and technical support will keep rising and could exceed the plan, it is asked that the agreement is reiterated that unforeseen meeting costs, which might exceed original budget plan positions, can be covered by the unused means up to 10 % of the budget.

**3.2.2 Result by Expenditure Categories**

The distribution of expenditures by major categories appears in Table 2 below:

**Table 2. Expenditures in 2020 by Major Categories, EUR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Budget Posts** | **Budget 2020** | **Q4 Result** |
| Travel | 1.1 | 20000 | 2708 |
| Meeting Costs | 1.2, 2.1, 3.1, 4.1 | 21000 | 4976 |
| Interpretation, incl equipment & technical support | 2.2, 3.2, 4.2 | 54000 | 53962 |
| Documentation | 3.3, 4.3, 5.2 | 9000 | 7257 |
| Information/Communication | 5.1, 5.3 | 8000 | 1875 |
| **Subtotal** |  | **112000** | **70778** |
| Secretary | 6. | 80000 | 80000 |
| **Sum total** |  | **192000** | **150778** |

Most results are significantly below expectations. The result for Travel for the very most part fell below budget because meetings and events in 2020 were cancelled after mid-March due to the COVID-19 pandemic. The result for Meeting Costs similarly is well below budget because they were covered more by hosting parliaments or the meetings were cancelled. Interpretation costs were almost as planned, especially because of necessary technology for the meeting and the interpretation. Costs for Documentation are below budget. The information/communication budget was only used for less than a quarter of the planned amount.

The overall disposition of the proposed 2021 budget could basically be similar to the 2020 budget since at present, no one can reliably estimate when meetings in person will be possible again. The budgetary approaches and planning should be prepared for any situation.

**3.3 Balance in 2020**

The balance of the JFM in 2020, as of 31 December 2020, appears in Table 3.

**Table 3. Balance of the JFM in 2020, EUR**

|  |  |  |
| --- | --- | --- |
| Income | Expenditure | Balance |
| 191961 | 150778 | +41183 |

The Income column indicates the nominal income for 2020. The total result shows a surplus of € 41,183. This has been explained in the sections above.

**3.4 Unused means**

The principles for using the unused means (“Reserve Fund”) are laid down in the BSPC Rules of Procedure from 2011. The Rules state that “If additional resources are needed for organizing events, the Standing Committee, after receiving an application from the BSPC Secretary, shall decide on the possibility of granting additional funding”. Moreover, “The Standing Committee shall decide on the BSPC budget reserve fund and its use”.

The BSPC Standing Committee has agreed (31 January 2013) on the following procedure for authorising withdrawals from the Reserve Fund in accordance with certain provisions: A rapporteur/BSPC member who wants to examine the possibility of using the Reserve Fund contacts the BSPC Secretary for deliberations. The Secretary then raises the issue with the BSPC Chairmanship, which approves the use of the Reserve Fund. The Chairmanship and Secretary also report to the Standing Committee about any uses of the Reserve Fund (cf. para 11.6 in the Rules of Procedure).

The Standing Committee agreed digitally (16 November 2020), in Berlin (11 November 2019), Trondheim (13 November 2018), Mariehamn (17 November 2017) and in Hamburg (15 November 2016) that contributions do not have to be raised with a view to the next year because of the current surplus and that the same contributions as in previous years shall be paid. The Standing Committee in Riga (6 November 2015) agreed that the surplus could be used to develop a new website, draw up contracts to support the Secretariat with its work, special projects regarding the BSPC Silver Jubilee - i.e., a special brochure - and to cover unforeseen meeting costs, which might exceed original budget plan positions. The Standing Committee meetings in Liepāja and Riga (28 August 2016) agreed that the unused means could be used to finance the mission to Minsk of the Standing Committee (~€ 10,000) and a 2nd edition of the Silver Jubilee brochure. The digital Standing Committee on 16 November 2020 decided that, should the planned funds have been fully used at the end of the year, the costs for the seminar on 1 February 2021 and the publication on 30 years of the BSPC would be financed from the current budget surplus. There are no further considerations in this regard at that time.

In 2016, the funds of the JFM were transferred from the Nordea Bank account to theLandeszentralkasse Mecklenburg-Vorpommern, which administers the account. On 26 June 2015, € 168,821 were transferred into the new account.

The current amount of the unused means is mainly due to the exceptional situation that five years earlier, no remuneration had to be paid for the secretary for one year and the state parliament of Mecklenburg-Vorpommern provided additional personnel support and due to the before mentioned savings in 2020 because of the COVID-19 pandemic.

On 31 December 2020, the amount of the unused means was € 129,712.

**3.5 Summary of the Financial Result in 2020**

The total expenditure for the JFM in 2020, as of 31 December 2020, amounts to € 150,778. This yields a total budget surplus of € 41,183.

In summary, it can be concluded that most results are significantly below expectations.

There were much lower costs for Secretary (1.), higher costs for the Standing Committee (2.), lower costs for the Working Group meetings (3.), lower costs for the Conference (4.), lower costs have been incurred for the technical support for the website (5.). Also, the total running costs were much lower than planned.

Apart from the savings in 2020, the overall disposition of the proposed 2021 budget could basically be similar to the 2020 budget (see under 4. below).

Since it cannot be excluded that in particular the costs for the management of the meetings, especially for interpretation and technical support, will stay high due to the COVID-19 pandemic and could exceed the plan, it is asked, as in former years, that the agreement is reiterated that unforeseen meeting costs, which might exceed original budget plan positions, can be covered by the unused means up to 10 % of the budget. This could also include, as in previous years, special projects which need additional personnel support.

**4. Proposed Budget Plan for 2021**

The proposed budget plan for 2021 is found in Annex 2.

Since at present, no one can reliably estimate when meetings in person will be possible again, the budgetary approaches and planning should be prepared for any situation.

That is why the proposal for the 2021 budget plan was based on the approaches used before the COVID-19 pandemic, in particular the plan for 2020. In doing so, the experiences of the past year during the COVID-19 pandemic were also taken into account. This means that the budget plan is prepared for a return to normality. At the same time, it is possible to use these approaches to cope with further digital management of meetings and the conference. The experience of the past year has shown that digital committee meetings are more expensive than the budgeted approaches for in-person meetings. However, costs can be saved by conducting the annual conference digitally. Further cost savings in terms of eliminated travel expenses can cover the additional costs for the technical equipment of the committee meetings in such a way that the total budget volume is not exceeded.

With regard to possible additional costs due to concretely specified projects, the Standing Committee decided on 16 November 2020 that the costs for two positions – the digital seminar on Democracy in a Changing Media Landscape to be held on 1 February 2021 in the amount of € 7,110 as well as the costs for the preparation and printing of a publication on the work of the BSPC on the occasion of the 30th anniversary – can be paid from the unused funds if this cannot be covered by the regular annual budget.

Therefore, the proposal for 2021 is based on the actual financial plan for 2020, taking into account the results for 2020 and considerations concerning relevant adjustments of the allocation on budget posts.

**ANNEX 1**

BSPC Secretariat/31.12.2020

**Financial Result 2020 (Euro)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Post** | ***Result 2019*** | **Budget****2020** | **Result as per 31.12.2020** | **Comments** |
|  |  |  |  |  |
| **1. Secretariat** (3 meetings) |  |  |  | 2 meetings held, 1 cancelled |
| 1.1 Travel (Secretary) to all BSPC meetings + other relevant meetings/events  | *14441* | 20000 | 2708 (14%) |  |
| 1.2 Secretary Level meeting costs  | *879* | 2000 | 1218 (61%) | Digital I: technical support\*\* |
| **Subtotal** | ***15320*** | **22000** | **3926 (18%)** |  |
|  |  |  |  |  |
| **2. Standing Committee** (4 meetings) |  |  |  | 4 meetings held (incl Joint meeting with PABSEC) |
| 2.1 Meeting costs | *1846* | 6000 | 1558 (26%) | Brussels (Catering & Lunch) |
| 2.2 Interpretation, incl. technical and organisational support, equipment | *7304* | 9000 | 16842 (187%) | Digital I: 6516 (2410 interpretation + 4106 technical support)Digital II: 3442 (1175 interpretation + 2267 technical support)\*\*\*Digital III with PABSEC: 6884 (2349 interpretation + 4535 t. support) |
| **Subtotal** | ***9150*** | **15000** | **18400 (123%)** |  |
|  |  |  |  |  |
| **3. Working Group** (3 meetings) |  |  |  | 2 meetings held, 1 cancelled |
| 3.1 Meeting costs, incl. external experts | *1495* | 3000 | - |  |
| 3.2 Interpretation, incl. technical and organisational support, equipment | *9579* | 8000 | 6316 (79%) | MI Berlin: 2874 CCB Digital: 3442 (1175 interpretation + 2267 techn. support)\*\*\* |
| 3.3 Documentation | *7350* | 3000 | 1501 (50%)  | Layout final report MI |
| **Subtotal** | ***18424*** | **14000** | **7817 (56%)** |  |
|  |  |  |  |  |
| **4. Digital 29th BSPC, 2020** |  |  |  |  |
| 4.1 Meeting costs  | *3834* | 10000 | 2200 (22%) | 2 layouts of reports: Sea Dumped Munitions: 887Maritime Policy: 1313 |
| 4.2 Interpretation, incl. technical and organisational support, equipment | *48730* | 37000 | 30804 (83%) | DC: 6641 (2349 interpretation + 4292 technical support)29th: 24163 (14784 interpretation + 9379 technical support) |
| 4.3 Conference report ENG  | *4271* | 4000 | 3437 (86%) | Layout & text |
| 4.4 Past conference costs | *204* | - | - |  |
| **Subtotal** | ***57039*** | **51000** | **36441 (71%)** |  |
|  |  |  |  |  |
| **5. Information/Communication** |  |  |  |  |
| 5.1 BSPC website + other outreach | *5166* | 5000 | - | Personnel & technical support, domain |
| 5.2 Layout of reports  | *3690* | 2000 | 2319 (116%) | Sustainable Tourism: 1091HELCOM: 1228 |
| 5.3 Technical preservation website functionality | *-* | 3000 | 1875 (63%) |  |
| **Subtotal** | ***8856*** | **10000** | **4194 (42%)** |  |
| **Total Running Costs**  | ***108789*** | **112000** | **70778 (63%)** |  |
|  |  |  |  |  |
| **6. BSPC Secretary**  | *80000* | 80000 | 80000 (100%) | Remuneration |
|  |  |  |  |  |
| **Grand Total** | ***188789*** | **192000\*** | **150778 (79%)\*** |  |

\* The concrete amount of all contributions is: **191 961 EURO**

The detailed ratio of revenue to expenditure is as follows: **150,778 EURO : 191,961 EURO = 78.55 % (rounded: 79 %)**

\*\* The term 'technical support' covers the complete event coordination and technical equipment. This includes in particular personnel, technical and logistical support of the entire event; also, from a security point of view regarding access and security controls as well as the use of servers protected by European data protection law. Equally covered is all technical equipment, such as the set-up and provision of interpreters' booths as well as the complete specialised equipment as in an actual conference or meeting, because the interpreters at these events work on-site at a conference centre from professional interpreters' booths to ensure the highest possible standard of security and quality, and further organisational costs.

\*\*\* The invoices for the interpretation and the equipment were split because the meetings of the SC and WG took place on the same day and were covered by the same contract.

**Surplus 2020:** € 41,183

**Unused means per 31 December 2020:** € 129,712 (2019: € 88,529)

**ANNEX 2**

Budget Plan to be approved by the Digital BSPC Standing Committee on 22.02.2021

**Proposed BSPC Budget Plan for 2021 (Euro)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Post** | **Budget 2020** | **Result****2020** | **Proposal****2021** | **Comment** |
|  |  |  |  |  |
| **1. Secretariat** (3 meetings) |  |  |  |  |
| 1.1 Travel (Secretary) to all BSPC meetings plus other relevant meetings/events | 20000 | 2708 | 20000 |  |
| 1.2 Secretary Level meeting costs  | 2000 | 1218 | 2000 |  |
| **Subtotal** | **22000** | **3926** | **22000** |  |
|  |  |  |  |  |
| **2. Standing Committee** (4 meetings) |  |  |  |  |
| 2.1 Meeting costs | 6000 | 1558 | 6000 | Some logistics; catering |
| 2.2 Interpretation, incl. technical and organisational support, equipment | 9000 | 16842  | 9000 | 2 interpr.s usually needed |
| **Subtotal** | **15000** | **18400**  | **15000** |  |
|  |  |  |  |  |
| **3. Working Group CCB** (3 meetings) |  |  |  |  |
| 3.1 Meeting costs | 3000 | - | 3000 | Incl. external experts, study visits, catering etc. |
| 3.2 Interpretation, incl. technical and organisational support, equipment  | 8000 | 6316 | 8000 |  |
| 3.3 Documentation and Expertise | 3000 | 1501 | 3000 | Layout for website |
| **Subtotal** | **14000** | **7817** | **14000** |  |
|  |  |  |  |  |
| **4. 30th BSPC, Stockholm 2021** |  |  |  |  |
| 4.1 Meeting costs | 10000 | 2200 | 10000 | For experts as in former years |
| 4.2 Interpretation, incl. technical and organisational support, equipment | 37000 | 30804 | 37000 | As in former years |
| 4.3 Conference report ENG | 4000 | 3437  | 4000 | Layout & text |
| **Subtotal** | **51000** | **36441** | **51000** |  |
|  |  |  |  |  |
| **5. Information/Communication** |  |  |  |  |
| 5.1 BSPC Public relations work | 5000 | - | 5000 | Personnel support of the secretariat |
| 5.2 Layout of reports | 2000 | 2319 | 2000 | Rapporteurs |
| 5.3 Technical preservation website functionality | 3000 | 1875 | 3000 | Web platform updates, backups, sync with local development environment and code updates to preserve website functionality, technical improvement  |
| **Subtotal** | **10000** | **4194** | **10000** |  |
| **Total Running Costs**  | **112000** | **70778** | **112000** |  |
|  |  |  |  |  |
| **6. BSPC Secretary** | 80000 | 80000 | 80000 | Remuneration |
|  |  |  |  |  |
| **Grand Total** | **192000** | **150778** | **192000** |  |

\*The concrete amount of all contributions is: **191 961 EURO**

**Unused means per 31 December 2020**: € 129,712 (2019: € 88,529; Surplus 2020: € 41,183)

In the case that in 2021, the budget for the current plans is fully utilised, the BSPC Standing Committee

decided on 16 November 2020 that the costs for two additional projects will be financed from the unused means:

A digital seminar on democracy in a changing landscape and

a print publication on the 30th anniversary of the BSPC.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Budget Posts** | **Result 2020** | **Nominal allocation 2021** |
| Travel | 1.1 | 2708 | 20000 |
| Meeting Costs | 1.2, 2.1, 3.1, 4.1 | 4976 | 21000 |
| Interpretation, incl. technical and organisational support, equipment | 2.2, 3.2, 4.2 | 53962 | 54000 |
| Documentation and Expertise | 3.3, 4.3, 5.2 | 7257 | 9000 |
| Information/Communication | 5.1, 5.3 | 1875 | 8000 |
| **Subtotal** |  | **70778** | **112000** |
| Secretary | 6 | 80000 | 80000 |
| **Sum total** |  | **150778** | **192000** |

**Budget Plan 2021 by Major Expenditure Categories**

**ANNEX 3**

Joint Financing Mechanism of the BSPC Secretariat

Relative Shares of Contributions to the JFM

The relative cost shares of the contribution or the BSPC members to the JFM are listed below:

|  |  |
| --- | --- |
| **Member Parliament** | **Share %\*** |
| DenmarkFinlandGermanyNorwayPolandRussiaSwedenEstoniaIcelandLatviaLithuaniaBremenFaroe IslandGreenlandHamburgKaliningradKareliaLeningradMecklenburg-VorpommernSt PetersburgSchleswig-HolsteinÅland Islands | 9.369.369.369.369.369.369.363.123.123.123.122.002.002.002.002.002.002.002.002.002.002.00 |
| **Total** | **100.00** |

\*rounded