*At its meeting in Brussels on 2 March 2020, the Standing Committee of the BSPC unanimously agreed to the following budget report:*

02/03/2020



|  |  |
| --- | --- |
| Baltic Sea Parliamentary Conference  The Secretariat  Approved unanimously by the BSPC Standing Committee on 2 March 2020 |  |

**Financial Report 2019 for the BSPC Joint Financing Mechanism (JFM)**

*Contents*

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

1.1 Financing of the BSPC

1.2 Basis for the JFM in 2019

1.3 Purpose of the JFM

1.4 Management of the JFM

**2. Looking Back: JFM Result in 2018 total**

**3. Financial Result in 2019**

3.1 Income in 2019

3.2 Result in 2019 and Implications for the 2020 Budget

3.2.1 Result by Budget Posts

3.2.2 Result by Expenditure Categories

3.3 Balance in 2019

3.4 Unused Means

3.5 Summary of the Financial Result in 2019

**4. Proposed Budget Plan for 2020**

*Annex 1* Financial Result 2019

*Annex 2* Proposed BSPC Budget Plan for 2020

*Annex 3* Annex 3 of the Rules of Procedure

**---------------------**

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

* 1. **Financing of the BSPC**

The activities of the BSPC in 2019 were in principle financed through four channels:

* Firstly, the costs for delegates that are 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 was 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 with regard to the Silver Jubilee by unused means from former years.
* Thirdly, the costs for the remuneration (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 (JFM), which includes for 2019 some personnel costs covered by the Landtag Mecklenburg-Vorpommern.
* Fourthly, the host parliament of the 28th BSPC, Norway, covered all costs related to the meeting itself in connection with the Conference, the excursions and the reception by the Parliament. Costs for interpretation, technical equipment and external experts were covered by the JFM. As the Standing Committee agreed in Oslo, the costs for the screens and additional necessary technology for the interpretation should be covered from the unused means, if it cannot compensate in other areas. In the end, this was not necessary because the corresponding costs could be covered by the current budget.

As for meetings in other BSPC bodies, the parliament hosting the meeting usually provides certain basic amenities, for instance a meeting room. In most cases, catering was provided by the host parliament or regional authorities. The interpretation costs in Brussels were covered by the European Parliament again. However, the major part of the costs for those meetings, such as interpretation and equipment and partially catering, are paid through the JFM.

**1.2 Basis for the JFM in 2019**

The BSPC Rules of Procedure adopted by the 20th BSPC in fall 2011, and amended by the 28th BSPC 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 layouting (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 meeting on 11 November 2019 in Berlin in accordance with Paragraph 11.3 of the BSPC Rules of Procedure on the same contributions for 2020 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 Land Mecklenburg-Vorpommern agreed to the further handling of the budget implementation for BSPC funds by the Land Central Treasury in the Land 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 session on 30 January 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 authorize 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 2019 have been paid (see *Table 1 in Section 3.1*).

The request letter for contributions to the JFM in 2020 was issued on 2 January 2020. Members were kindly asked to remit their contributions no later than 15 February 2020.

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 2018**

The total expenditure for the JFM in 2018, as of 31 December 2018, amounts to € 195,224. This yields a total deficiency of the budget of € 3,263, which was covered from the unused means.

In summary, it can be concluded that the predictions for 2018 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 of the technical equipment, which was presented in the new budget year. Higher costs have been incurred for the development of the new website and an invoice relating to it, which was only received in the new budget year, as well as 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 2018at its meeting on 21 February 2019.

Furthermore, the Standing Committee unanimously decided at its meeting on 25 August 2019 in Oslo to publish the Financial Report 2018 for the BSPC Joint Financing Mechanism (JFM) for reasons of transparency on the BSPC website.

The Financial Report 2018 was subsequently published both under the 28th Annual Conference and in the general information about the BSPC:

<https://www.bspc.net/bspc-financial-report-2018/>

<https://www.bspc.net/bspc-financial-report-2018/>

**3. Financial Result in 2019**

* 1. **Income in 2019**

The BSPC Standing Committee agreed at its meeting on 21 February 2019 on the proposed distribution of contributions to the BSPC Joint Financing Mechanism (JFM) in 2019.

The total nominal sum of the contributions to the JFM in 2019 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 2019 was issued on 6 December 2018. As of 31 December 2019, the total actual income was € 191,961 (see Table 1).

**Table 1. BSPC Income in 2019, EUR**

|  |  |  |
| --- | --- | --- |
| **Financial Contributions to the BSPC Joint Financing Mechanism in 2019, in Euro** | | |
| **“Big” Countries** | **Share** | **Paid** |
| Denmark | 17 968 | 17 968 (11.02.) |
| Finland | 17 968 | 17 968 (11.02.) |
| Germany (Bundestag) | 17 968 | 17 968 (31.01.) |
| Norway | 17 968 | 17 968 (11.02.) |
| Poland (Sejm + Senate) | 17 968 | 17 968 (19.+13.02.) |
| Russia (Duma + Fed Council) | 17 968 | 17 968 (22.03.) |
| Sweden | 17 968 | 17 968 (11.02.) |
|  |  |  |
| **“Small” Countries** |  |  |
| Estonia | 5 989 | 5 989 (31.01.) |
| Iceland | 5 989 | 5 989 (11.02.) |
| Latvia | 5 989 | 5 989 (22.01.) |
| Lithuania | 5 989 | 5 989 (14.12.18) |
|  |  |  |
| **Regional Parliaments** |  |  |
| Bremen | 3 839 | 3 839 (30.01.) |
| Faroe Islands | 3 839 | 3 839 (11.02.) |
| Greenland | 3 839 | 3 839 (11.02.) |
| Hamburg | 3 839 | 3 839 (01.02.) |
| Kaliningrad | 3 839 | 3 839 (29.01.) |
| Karelia | 3 839 | 3 839 (13.02.) |
| Leningrad | 3 839 | 3 839 (26.07.) |
| Mecklenburg-Vorpommern | 3 839 | 3 839 (13.02.) |
| St Petersburg | 3 839 | 3 839 (18.02.) |
| Schleswig-Holstein | 3 839 | 3 839 (01.02.) |
| Åland Islands | 3 839 | 3 839 (11.02.) |
|  |  |  |
| **Sum** | 191 961 | 191 961 |

**3.2 Result in 2019 and Implications for the 2020 Budget**

**3.2.1 Result by Budget Positions**

The budget disposition for the JFM in 2019, agreed by the Standing Committee on 21 February 2019, appears in the Budget column in Annex 1.

The total expenditure for the JFM in 2019, as of 31 December 2019, amounts to € 188,789. This means a surplus of € 3,172 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 2020.

In Section 1, Secretariat, the result is some € 5,000 lower than expected. The travel costs in post 1.1 and the Meeting costs in 1.2 have been below the budget proposal. The Secretariat Level meetings are held in English only. Travel costs have been reduced, inter alia, by the fact that some BSPC events and some other international conferences were held in Hamburg, Berlin and Lübeck. The costs for the Secretary Level meetings could be reduced because costs were partly covered by host parliaments and partly could be combined with other events.

The budget allocation and distribution for budget Section 1 in the 2020 budget proposal could basically be the same as in 2019. It is the same amount as in all previous years, even though costs have risen.

Section 2, Standing Committee, shows a result which is lower than budgeted. The meeting costs in 2.1 and costs for interpretation in 2.2 for three meetings could be kept significantly below budget. The result in Section 2 was only possible because one hosting Parliament had provided interpreting services free of charge at one meeting, in one case, the meeting room in the host Parliament was equipped with interpretation booths and the necessary technical equipment so that only pure interpretation costs were incurred and travel expenses for the interpreters could also be partly saved and the costs for catering had been partially covered by one parliament and in two other cases, the latter had been covered by local authorities as well as the hosting parliaments.

The budget allocation and distribution for budget section 2 in the 2020 budget proposal could basically be the same as in 2019 and previous years, as there is an increased need for interpreting costs depending on the venue.

In Section 3, Working Groups, the result exceeds the budgeted amount by some € 4,400. The reason for this is the € 5,000 paid by the BSPC for the scientific assessment and policy analysis of the government surveys, which was part of the 2nd interim report and is published on the website, and also forms one of the bases for the final report. This expenditure was approved by the Standing Committee as additional expenditure in a separate decision. If necessary, these costs could also have been financed from the unused funds but could be covered by the 2019 contributions.

The meeting costs (3.1) for the WG were lower than budgeted while costs for interpretation (3.2) were higher than budgeted. Catering was in one case covered by the hosting parliament. The costs for the new layout for the mid-way report of € 2,350 was lower than budgeted (3.3). Overall, however, the interpretation costs for the working group could only be kept within reasonable limits because they amounted at one venue to only a fraction of what has usually to be paid.

The proposed 2020 budget should nevertheless retain the same sum for Section 3 as in the 2019 budget and those of earlier years, since basically, increased interpretation costs and catering 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 are used which can be expected to cover the costs incurred.

Section 4, 28th BSPC, shows a result that is some € 3,000 higher than budgeted. The main reason for this were the costs for the screens and additional necessary technology for the interpretation, which were discussed in the Standing Committee meeting in Oslo (4.2). Because of the lower meeting costs (4.1) and saving the costs for the rapporteur for the conference report (4.3), the additional costs could be absorbed.

The total amount of the proposed budget for 2020 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 nearly € 1,800 above budget.

The main reason was that the costs for layout of the reports (no printing) were higher than planned (5.2). The background for this were the four reports by Rapporteurs published on the website as well as the layout for the statements of governments to the second survey of the Working Group and to the resolution of the 27th BSPC.

This way, the BSPC was able to present more detailed results of its work in various policy fields and to make the committed work of Rapporteurs in particular public in an appealing way.

A technical check of the website revealed that a number of technical tools had been outdated and needed to be brought up to date to ensure a secure functioning of the website.

At the same time, the developer of the website strongly recommended to regularly check and adjust them technically. That requires a regular monthly amount of about € 200 without VAT. It is therefore proposed to include corresponding appropriations in a new chapter 5.3. For this purpose, the funds for the rapporteur of the conference report (4.4), amounting to € 3,000, can be budgeted and redeployed. This leaves the total expenditure unchanged.

Moreover, Section 6, BSPC Secretary, remains unchanged.

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) (1.1), lower costs for the Secretary Level, lower costs for the Standing Committee (2.), higher costs for the Working Group (3.), higher costs for the Conference (4.); higher costs have been incurred for information and communication, especially for the layout of the reports (5.). Total running costs were, however, all in all right on target.

The surplus of € 3,172 increases the unused means.

The overall disposition of the proposed 2020 budget could basically be similar to the 2019 budget.

As it was decided by the Standing Committee that the conference report and other reports should be published only on the website in the future, the respective layout costs are listed in Section 5, Information/Communication, and include the layout of Rapporteur reports and the layouts for the governmental survey and the statements to the resolution of the 27th BSPC. The interim report of the WG and analysis of the government of the survey are listed in Section 3.3.

Since it cannot be excluded that in particular the costs for interpretation 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 2019 by Major Categories, EUR**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Budget Posts** | **Budget 2019** | **Q4 Result** |
| Travel | 1.1 | 20000 | 14441 |
| Meeting Costs | 1.2, 2.1, 3.1, 4.1 | 21000 | 8054 |
| Interpretation | 2.2, 3.2, 4.2 | 54000 | 65613 |
| Documentation | 3.3, 4.3, 4.4, 5.2 | 12000 | 15311 |
| Information/Communication | 5.1 | 5000 | 5166 |
| Past conference costs | 4.5 |  | 204 |
| **Subtotal** |  | **112000** | **108789** |
| Secretary | 6. | 80000 | 80000 |
| **Sum total** |  | **192000** | **188789** |

The result for Travel were below expectations, because there were many meetings and events in 2019 in Germany, but also all over the Baltic Sea region where the BSPC was expected to be present. The result for Meeting Costs similarly falls below budget, because they were covered more by hosting parliaments and other official hosts. Interpretation costs are above the budget, especially because of necessary technology for the interpretation. Costs for Documentation and Information/Communication are slightly above the budget. Extra Costs for the past conference 27th BSPC in Mariehamn (4.5) consisted of one hotel invoice for the technicians.

The overall disposition of the proposed 2020 budget could basically be similar to the 2019 budget.

**3.3 Balance in 2019**

The balance of the JFM in 2019, as of 31 December 2019, appears in Table 3.

**Table 3. Balance of the JFM in 2019, EUR**

|  |  |  |
| --- | --- | --- |
| Income | Expenditure | Balance |
| 191961 | 188789 | +3172 |

The Income column indicates the nominal income for 2019. The total result shows a surplus of € 3,172. 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 authorizing 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 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.

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 four 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.

On 31 December 2019, the amount of the unused means was € 88,529.

**3.5 Summary of the Financial 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, lower costs for the Standing Committee (2.), higher costs for the Working Group meetings (3.), higher costs for the Conference, mainly because of the invoice of the screens and technical equipment for the translation, which was agreed in the Standing Committee meeting in Oslo (4.), higher costs have been incurred for the layout of the reports and the technical support for the website (5.). Total running costs were, however, all in all right on target.

The overall disposition of the proposed 2020 budget could basically be similar to the 2019 budget.

As it was decided by the Standing Committee that the conference report and other reports should be published only on the website in the future, the respective layout costs are listed in Section 5, Information/Communication, and include the layout of Rapporteur reports as well as the layouts for the governmental survey and the statements to the resolution of the 27th BSPC. The interim report of the WG and analysis of the government of the survey are listed in Section 3.3.

Since it cannot be excluded that in particular the costs for interpretation will keep rising 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 former years special projects which need additional personnel support.

**4. Proposed Budget Plan for 2020**

The proposed budget plan for 2020 is found in Annex 2. The proposal is based on the actual financial result for 2019 and considerations concerning relevant adjustments of the allocation on budget posts. See Sections 3.2.1 and 3.2.2 above for comments.

**ANNEX 1**

BSPC Secretariat/31.12.2019

**Financial Result 2019 (Euro)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Post** | ***Result 2018*** | **Budget**  **2019** | **Result as per 31.12.2019** | **Comments** |
|  |  |  |  |  |
| **1. Secretariat** (3 meetings) |  |  |  |  |
| 1.1 Travel (Secretary) to all BSPC meetings plus other relevant meetings/events | *19522* | 20000 | 14441 (72%) |  |
| 1.2 Secretary Level meeting costs | *1850* | 2000 | 879 (44%) | Berlin: 525  Stockholm: 354 |
| **Subtotal** | ***21372*** | **22000** | **15320 (70%)** |  |
|  |  |  |  |  |
| **2. Standing Committee** (4 meetings) |  |  |  |  |
| 2.1 Meeting costs | *1925* | 6000 | 1846 (31%) | Brussels |
| 2.2 Interpretation | *9212* | 9000 | 7304 (81%) | Hamburg: 4430  Berlin: 2874 |
| **Subtotal** | ***11137*** | **15000** | **9150 (61%)** |  |
|  |  |  |  |  |
| **3. Working Group** (3 meetings) |  |  |  |  |
| 3.1 Meeting costs, incl. external experts | *2734* | 3000 | 1495 (50%) | Kaliningrad: 700  Hamburg: 795 |
| 3.2 Interpretation, incl. equipment | *8531* | 8000 | 9579 (120%) | Schwerin: 4709  Kaliningrad: 432  Hamburg: 4438 |
| 3.3 Documentation | *1041* | 3000 | 7350 (245%) | Layout mid-way report: 2350  Analysis of the government survey: 5000 |
| **Subtotal** | ***12306*** | **14000** | **18424 (132%)** |  |
|  |  |  |  |  |
| **4. 28th BSPC, Oslo 2019** |  |  |  |  |
| 4.1 Meeting costs | *3459* | 10000 | 3834 (38%) | Experts; Policy Analysis 27th BSPC |
| 4.2 Interpretation + translations, incl. equipm. | *42645* | 37000 | 48730 (132%) | Translations: 30923 Equipment: 17807 |
| 4.3 Conference report: Rapporteur | *2500* | 3000 | - |  |
| 4.4 Conference report ENG | *2822* | 4000 | 4271 (107%) | Report for 27th BSPC (1691) + layout Compilation speeches 28th (2580) |
| 4.5 Past conference costs | *10903* | - | 204 | Costs for 27th BSPC  (hotel for technician 204) |
| **Subtotal** | ***62329*** | **54000** | **57039 (106%)** |  |
|  |  |  |  |  |
| **5. Information/Communication** |  |  |  |  |
| 5.1 BSPC website + other outreach | *5123* | 5000 | 5166 (103%) | Personnel & technical support, domain |
| 5.2 Layout of reports | *2957* | 2000 | 3690 (184%) | 6 layouts |
| **Subtotal** | ***8080*** | **7000** | **8856 (127%)** |  |
| **Total Running Costs** | ***115224*** | **112000** | **108789 (97%)** |  |
|  |  |  |  |  |
| **6. BSPC Secretary** | *80000* | 80000 | 80000 (100%) | Remuneration |
|  |  |  |  |  |
| **Grand Total** | ***195224*** | **192000\*** | **188789 (98%)\*\*** |  |

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

\***\***The detailed ratio of revenue to expenditure is as follows:

**188 789 EURO: 191 961 EURO = 98.35 % (rounded: 98 %)**

Unused means per 31 December 2019: € 88,529

**ANNEX 2**

Budget Plan unanimously approved by the BSPC Standing Committee on 2 March 2020

**Proposed BSPC Budget Plan for 2020 (Euro)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Post** | **Budget 2019** | **Result**  **2019** | **Proposal**  **2020** | **Comment** |
|  |  |  |  |  |
| **1. Secretariat** (3 meetings) |  |  |  |  |
| 1.1 Travel (Secretary) to all BSPC meetings plus other relevant meetings/events | 20000 | 14441 | 20000 |  |
| 1.2 Secretary Level meeting costs | 2000 | 879 | 2000 |  |
| **Subtotal** | **22000** | **15320** | **22000** |  |
|  |  |  |  |  |
| **2. Standing Committee** (4 meetings) |  |  |  |  |
| 2.1 Meeting costs | 6000 | 1846 | 6000 | Some logistics; catering |
| 2.2 Interpretation | 9000 | 7304 | 9000 | 2 interpr.s usually needed |
| **Subtotal** | **15000** | **9150** | **15000** |  |
|  |  |  |  |  |
| **3. Working Group M&I** (3 meetings) |  |  |  |  |
| 3.1 Meeting costs | 3000 | 1495 | 3000 | Incl. external experts, study visits, catering etc. |
| 3.2 Interpretation | 8000 | 9579 | 8000 |  |
| 3.3 Documentation and Expertise | 3000 | 7350 | 3000 | Layout for website |
| **Subtotal** | **14000** | **18424** | **14000** |  |
|  |  |  |  |  |
| **4. 29th BSPC, Vilnius 2020** |  |  |  |  |
| 4.1 Meeting costs | 10000 | 3834 | 10000 | For experts as in former years |
| 4.2 Interpretation + translations | 37000 | 48730 | 37000 | As in former years |
| 4.3 Conference report: Rapporteur | 3000 | - | - | Reallocated to 5.3 |
| 4.4 Conference report ENG | 4000 | 4271 | 4000 | Layout |
| 4.5 Past conference costs | - | 204 | - |  |
| **Subtotal** | **54000** | **57039** | **51000** |  |
|  |  |  |  |  |
| **5. Information/Communication** |  |  |  |  |
| 5.1 BSPC website and other outreach | 5000 | 5166 | 5000 | Personnel support, website management |
| 5.2 Layout of reports | 2000 | 3690 | 2000 | Rapporteurs |
| 5.3 Technical preservation website functionality |  |  | 3000 | Web platform updates, backups, sync with local development environment and code updates to preserve website functionality, technical improvement  (Means from 4.3) |
| **Subtotal** | **7000** | **8856** | **10000** |  |
| **Total Running Costs** | **112000** | **108789** | **112000** |  |
|  |  |  |  |  |
| **6. BSPC Secretary** | 80000 | 80000 | 80000 | Remuneration |
|  |  |  |  |  |
| **Grand Total** | **192000** | **188789** | **192000** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Budget Posts** | **Result 2019** | **Nominal allocation 2020** |
| Travel | 1.1 | 14441 | 20000 |
| Meeting Costs | 1.2, 2.1, 3.1, 4.1 | 8054 | 21000 |
| Interpretation | 2.2, 3.2, 4.2 | 65613 | 54000 |
| Documentation and Expertise | 3.3, 4.3, 4.4, 5.2 | 15311 | 9000 |
| Information/Communication | 5.1, 5.3 | 5166 | 8000 |
| Past conference costs | 4.5 | 204 | - |
| **Subtotal** |  | **108789** | **112000** |
| Secretary | 6 | 80000 | 80000 |
| **Sum total** |  | **188789** | **192000** |

**Budget Plan 2020 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 %\*** |
| Denmark  Finland  Germany  Norway  Poland  Russia  Sweden  Estonia  Iceland  Latvia  Lithuania  Bremen  Faroe Island  Greenland  Hamburg  Kaliningrad  Karelia  Leningrad  Mecklenburg-Vorpommern  St Petersburg  Schleswig-Holstein  Åland Islands | 9.36  9.36  9.36  9.36  9.36  9.36  9.36  3.12  3.12  3.12  3.12  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00  2.00 |
| **Total** | **100.00** |

\*rounded