

**Estimated operating budget North Sea AC**

PERIOD : 1 November 2017 - 31 October 2018

	Budget for 2017-2018 (in euros)		
	Non-eligible	Eligible	Total budget
<b>A. STAFF (details in annex)</b>			
A.1.1. Salaries (including salary related charges)	0	€ 20,272	€ 20,272
A.1.2. Staff expenses (to specify if any)	0	€ 0	€ 0
<b>Sub-total A</b>	<b>0</b>	<b>€ 20,272</b>	<b>€ 20,272</b>
<b>B. PARTICIPATION IN MEETINGS (details in annex)</b>			
B1.1. Travel costs RAC members	0	€ 50,050	€ 50,050
B1.2. Subsistence costs RAC members	0	€ 31,460	€ 31,460
B1.3. Travel costs Staff	1050	€ 4,125	€ 5,175
B1.4. Subsistence costs Staff	600	€ 2,700	€ 3,300
B1.5. Travel costs scientific Experts	0	€ 3,000	€ 3,000
B1.6. Subsistence costs scientific Experts	0	€ 1,500	€ 1,500
B1.7. Other costs (to specify if any)	0	€ 0	€ 0
<b>Sub-total B</b>	<b>1650</b>	<b>€ 92,835</b>	<b>€ 94,485</b>
<b>C. INFORMATION &amp; PREPARATION OF MEETINGS (details in annex)</b>			
<b>C1. Preparation of meetings</b>			
C1.1. Rental costs (rooms, equipment)	0	€ 14,000	€ 14,000
C1.2. Meetings expenses (coffee, lunch...)	0	€ 9,890	€ 9,890
<b>Sub-total C1</b>	<b>0</b>	<b>€ 23,890</b>	<b>€ 23,890</b>
<b>C2. Information and dissemination costs</b>			
C2.1. Publication costs	0	€ 4,000	€ 4,000
C2.2. Dissemination costs	0	€ 2,400	€ 2,400
<b>Sub-total C2</b>	<b>0</b>	<b>€ 6,400</b>	<b>€ 6,400</b>
<b>Sub-total C</b>	<b>0</b>	<b>€ 30,290</b>	<b>€ 30,290</b>
<b>D. OPERATING COSTS (details in annex)</b>			
<b>D1. Rental of office space</b>	€ 0	€ 8,880	€ 8,880
<b>D2. Data Processing</b>			
D2.1. Data processing equipment	€ 0	€ 2,164	€ 2,164
D2.2. Software	€ 0	€ 1,170	€ 1,170
D2.3. Hardware maintenance	€ 0	€ 1,200	€ 1,200
<b>Sub-total D2</b>	<b>€ 0</b>	<b>€ 4,534</b>	<b>€ 4,534</b>
<b>D3. Overheads</b>			
D3.1. Office equipment	€ 0	€ 0	€ 0
D3.2. Phone/fax/internet	€ 0	€ 3,360	€ 3,360
D3.3. Supplies/consumables	€ 0	€ 300	€ 300
D3.4. Mail	€ 0	€ 84	€ 84
D3.5. Other costs (Bank charges, Insurance...)( bank charges, insuran	€ 3,000	€ 3,360	€ 6,360
<b>Sub-total D3</b>	<b>€ 3,000</b>	<b>€ 7,104</b>	<b>€ 10,104</b>
<b>Sub-total D</b>	<b>€ 3,000</b>	<b>€ 20,518</b>	<b>€ 23,518</b>
<b>E. INTERPRETATION and TRANSLATION (details in annex)</b>			
<b>E1. Interpretation</b>			
E1.1. Interpreters	€ 0	€ 3,000	€ 3,000
E1.2. Travel and subsistence	€ 0	€ 0	€ 0
E1.3. Technician	0	1500	1500
E1.4. Equipment	0	€ 3,000	€ 3,000
<b>Sub-total E1</b>	<b>€ 0</b>	<b>€ 7,500</b>	<b>€ 7,500</b>
<b>E2. Translation</b>			
<b>Sub-total E</b>	<b>€ 0</b>	<b>€ 7,500</b>	<b>€ 7,500</b>
<b>F. OTHER CONTRACTS (details in annex)</b>			
F.1. Chair (Working Groups)	€ 0	€ 10,000	€ 10,000
F.2. Audit	€ 0	€ 5,700	€ 5,700
F.3. Scientific consultants	€ 0	€ 5,000	€ 5,000
F.4. Other (Secretariat)	€ 0	€ 99,000	€ 99,000
F5. Other (Legal Services)	€ 0	€ 5,000	€ 5,000
F6. Rapporteur	€ 0	€ 31,800	€ 31,800
F7. Accountancy	€ 0	€ 7,620	€ 7,620
<b>Sub-total F</b>	<b>€ 0</b>	<b>€ 164,120</b>	<b>€ 164,120</b>
<b>G. 5% RESERVE OF THE DIRECT ELIGIBLE COSTS FOR UNFORSEEN ITEMS</b>			
	€ 0	€ 12,345	€ 12,345
<b>H. Deficit of previous years [1 November 2004 - 31 October 2011]</b>			
	€ 0	€ 0	€ 0
<b>GRAND TOTAL</b>	<b>€ 4,650</b>	<b>€ 345,000</b>	<b>€ 349,650</b>

RESOURCES	Non-eligible	Eligible	Total
<b>1. Budgeted public contribution (€)</b>			
<b>National level</b>			
Financial contribution: member states	8 x 2500	€ 0	€ 20,000
Secondment of staff	0	€ 0	€ 0
<b>Regional level</b>			
Financial contribution (to specify)	€ 0	€ 0	€ 0
Secondment of staff	€ 0	€ 0	€ 0
<b>Local level</b>			
Financial contribution (to specify)	€ 0	€ 0	€ 0
Secondment of staff	€ 0	€ 0	€ 0
<b>Sub-total 1:</b>	<b>€ 0</b>	<b>€ 20,000</b>	<b>€ 20,000</b>
<b>2. Commission's contribution applied for</b>			
<b>Sub-total 2:</b>	<b>€ 0</b>	<b>€ 300,000</b>	<b>€ 300,000</b>
<b>3. Other resources</b>			



B1.3 & B.1.4. Travel and subsistence Staff	Staff <name>	Meeting date/Nbr	Travel	Subsistence	Total
Chairman	N Wichmann	3	350	200	550
Subtotal			1050	600	1650

SCIENTIFIC EXPERTS					
B1.5. & B.1.6. Travel and subsistence Experts	Name	Meeting date	Travel	Subsistence	Total
	Expert 1	0	€ 3,000	€ 1,500	€ 4,500
		0	€ 0	€ 0	€ 0
Subtotal			€ 3,000	€ 1,500	€ 4,500

B1.7. Other meeting costs					
Other (to specify)					0
<b>Total other costs</b>					

#### C1. Preparation of meetings

C1.1 Rental costs	RENTAL COSTS		NUMBER OF MEETINGS	TOTAL
	Rooms	Equipment		
Meetings of the General Assembly	€ 0	€ 0	1	€ 0
Meetings of the Executive Committee	€ 1,000	€ 0	2	€ 2,000
Meetings of the Working Groups (Demersal Working Group, Spatial Planning Working Group, Skagerrak and Kattegat Working Group)	€ 700	€ 0	10	€ 7,000
Meetings of the Focus Groups	€ 500	€ 0	10	€ 5,000
Other meetings (specify)				
<b>TOTAL COST</b>			<b>23</b>	<b>€ 14,000</b>

C1.3 Meetings expenses (lunch, coffee,...)	Nbr	Average cost	Total
Meetings (all meetings)	23	€ 430	€ 9,890
<b>TOTAL COST</b>			<b>€ 9,890</b>

#### C2. Information and Dissemination costs

C2.1. Information	NUMBER OF UNITS	UNIT COST	TOTAL
Publication of a newsletter	3	600	2700
Announcements in media at national, regional and local level (radio stations, TV, newspapers and magazines)	2	€ 650	€ 1,300
<b>TOTAL COST</b>			<b>€ 4,000</b>

C2.2. Dissemination	NUMBER OF UNITS	UNIT COST	TOTAL
Copies / documentation			€ 0
Mailing costs / documentation			€ 0
Maintenance of website	12	€ 200	€ 2,400
<b>TOTAL COST</b>			<b>€ 2,400</b>

#### D. ESTIMATED OPERATING COSTS

D1. Renting of office space				
Number of m2	Monthly rental per m2	Monthly rent	Duration of contract period	office rental over the contract period
25	29.6	740	12	€ 8,880

D2.1. Data processing equipment (hardware)			
TYPE OF EQUIPMENT	NOMINAL VALUE	Duration of contract period (months)	TOTAL
Portable computers	600		€ 600
Computer	700	0	€ 700
Printers/copy machine/ fax	0	0	€ 0
Establishment of internet-connection + firewall	72	12	€ 864
		<b>Subtotal</b>	<b>€ 2,164</b>

TYPE OF EQUIPMENT	RENTING OR LEASING COSTS (Monthly)	Utilisation for LdV (distribution key)	Duration of contract period (months)	Cost over the contract period
	0	0	0	0
<b>TOTAL COSTS</b>				<b>0</b>

D2.2. Software
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NAME OF EXPENDITURE	COSTS	Rate of utilization for project (distribution key)	TOTAL
Software A Microsoft office licence	90	12	€ 1,080
Software C Bull Guard antivirus	90	1	90
<b>TOTAL COST</b>			<b>€ 1,170</b>

D2.3. Hardware maintenance			
NAME OF EXPENDITURE	COSTS	Rate of utilization for project (%)	TOTAL
Hardware maintenance	100	12	1200
<b>TOTAL COST</b>			<b>€ 1,200</b>

D3. Overheads				
NAME OF EXPENDITURE	Monthly cost	Utilization for project (distribution key)	Duration of contract period (months)	Cost over the contract period
<b>D3.1.</b>				
Office equipment	0	0	0	0
			Subtotal	0
<b>D3.2.</b>				
Phone / fax/ mobile phone	€ 80.00	Mobile phone costs secretariat	12	€ 960
Internet connection	200	0	12	2400
			Subtotal	€ 3,360
<b>D3.3.</b>				
Supplies / consumables	€ 25	Stationery etc	12	€ 300
			Subtotal	€ 300
<b>D3.4.</b>				
Mail	€ 7	Postage charges	12	€ 84
			Subtotal	€ 84
<b>D3.5.</b>				
Cleaning	0	0	0	0
Insurance	€ 80	Public Liability Insurance	12	€ 960
Banking costs	€ 200	Bank charges	12	€ 2,400
Other (to be specified)	€ 3,000	Exchange rate diff	0	€ 3,000
			Subtotal	€ 6,360
<b>TOTAL COST</b>				<b>€ 10,104</b>

E. INTERPRETATION and TRANSLATION					
E1. Interpretation	Fees	Nr of staff	Languages	Nr of meetings	Total
E1.1. Interpreters	€ 500	2	2	3	€ 3,000
E1.2. Travel and subsistence	€ 0	0	0	0	€ 0
E1.3. Technician staff	€ 500	1	1	3	€ 1,500
E1.4. Equipment	€ 1,000	0	0	3	€ 3,000
				Subtotal	€ 7,500
<b>E2 Translation</b>					
	nr of pages	cost per page	languages		
	0	0	0	0	€ 0
				Subtotal	€ 0
<b>TOTAL COSTS</b>					<b>€ 7,500</b>

F. OTHER CONTRACTS				
SERVICE	Tasks	Units	Cost per unit	Total
F.1. Chairs x 3 (Working Groups)	Prepare and chair meetings;	20	€ 500	€ 10,000
	Travel expenses			€ 0
	Sub total F.3.			€ 10,000
F.2. Audit	External audit	1		€ 5,700
F.3. Scientific consultants	Working Groups	6	€ 500	€ 3,000
	Focus Groups	4	€ 500	€ 2,000
				€ 0
	Sub total F.5.			€ 5,000
F.4. Secretariat	Meeting arrangements, administration, attending meetings, preparing papers etc.	12	€ 7,250	€ 87,000
	Travel expenses	12	€ 1,000	€ 12,000
	Sub total F.6.			€ 99,000
F.5. Legal Services	Legal Fees			
	Sub total F.7.	1	€ 5,000	€ 5,000
F.6. Rapporteur	Attending meetings, writing meeting reports and advice papers	12	€ 2,150	€ 25,800.00
	Travel expenses	10	€ 600	€ 6,000.00
	Sub total F.3.			€ 31,800
F.7. Accountancy	Accountancy services	12	€ 635	€ 7,620
	Sub total F.6.			€ 7,620

