

**REPORT
OF THE DIRECTOR OF THE ENERGY COMMUNITY SECRETARIAT
TO THE MINISTERIAL COUNCIL OF THE ENERGY COMMUNITY
ON THE EXECUTION OF THE ENERGY COMMUNITY BUDGET 2010
PURSUANT TO
ARTICLE 75 OF THE TREATY
ESTABLISHING THE ENERGY COMMUNITY**

LIST OF CONTENTS

1. INTRODUCTION	3
2. ESTABLISHING THE INITIAL BUDGET AND BUDGETARY PROCEDURE 2010	5
3. AMENDING THE BUDGET 2010 (TRANSFERS OF APPROPRIATIONS)	6
4. 2010 IMPLEMENTATION OVERVIEW TABLE	8
5. CARRY OVER FROM 2009	10
6. CARRY OVER INTO 2011	10
7. REVENUE 2010	11
8. RECOVERY PROCEDURE OF NON-USED APPROPRIATIONS, YEARS 2009 AND 2010.....	11
9. AUDIT 2010	13
10. CONCLUSION AND OUTLOOK.....	14
ATTACHMENTS.....	15
Attachment 1: List of Rules and Procedures of Relevance for the implementation of the Energy Community Budget, status as of June 2011	15
Attachment 2: Energy Community Events 2010 – Annual Overview.....	16
Attachment 3: Energy Community Contracting Parties/Observer Countries Missions 2010 – Overview .	18
Attachment 4: Studies 2010 - Overview	19

1. INTRODUCTION

In the year 2010 the Secretariat of the Energy Community continued its vigorous efforts towards implementation of the budget in accordance with the principle of the sound financial management.

The budget's main contribution came from the European Union, represented by the Commission, and amounted to EUR 3,315,780 (98.1% of the overall budget). This budget was sufficient to perform the activities specified in the Energy Community ("EnC"; "the Community") Work Program.

The main areas of activities of the Secretariat in the process of budget implementation are to:

- secure the resources for Energy Community policies, on the basis of an effective financial planning;
- manage the budgetary framework;
- implement the budget in compliance with the applicable regulatory framework;
- draw up the annual accounts of the Energy Community;
- report on the implementation of the budget, progress towards the granting of a Discharge Decision by the Ministerial Council and coordinate the discharge procedure;

In the context of its/these activities, the Secretariat's main achievements in the area of budget implementation in 2010 were as follows:

- The Secretariat continued the effective management of the available financial resources for the implementation of the activities under the Energy Community Treaty and the established Work Program 2010;
- In the second half of 2010, it contributed to the establishment of the Commission's budget proposal for the upcoming budgetary period 2012-2013;
- It reported on regular basis on the budget execution of the ongoing year; the produced reports were issued on monthly, quarterly and annual basis;
- It managed VAT refunds and other (minor) recovery amounts;
- It organized the Budget Committee meetings and contributed to its preparation on substance (four meetings in 2010);
- At the end of the year, the annual accounts of the Energy Community ('financial statements') were drawn up successfully and reported to the Budget Committee as well as to the Ministerial Council; the overall results of the audited year-end accounts resulted in an *unqualified auditors opinion*;
- In the context of the finalized audit, best efforts to follow-up of auditors recommendations were made;
- The work on improvement of the relevant ruling within the area of management and administration continued, with the objective of responding to the requirements of the Staff Regulations of the Energy Community on one side and to the operational requirements of the Secretariat on the other side.

Legal basis

Article 75 of the Treaty establishing the Energy Community ("the Treaty") stipulates that the Director of the Secretariat shall report on annual basis to the Ministerial Council on the execution of the budget.

Article 38 of the *Procedures for the Establishment and Implementation of Budget, Auditing and Inspection ("Budgetary Procedures")* stipulates further that an annual activity report of the Director shall be accompanied by the report on financial and management information during the year.

The purpose of this report is to present a synthesis of the budgetary and financial management of appropriations for the period ending 31 December 2010.

The analysis follows the International Public Sector Accounting Standard (IPSAS) 24 issued by the International Public Sector Accounting Standards Board (IPSASB) in December 2006. In accordance with the rule, the comparison of the budget and actual implementation shall be presented, for each heading (budget line) separately, on the basis of both the original and the final budget amounts. Changes approved by the Director and/or Budget Committee to revise the original budget and the actual implemented amounts shall be also explained.

Content of the 2010 report

The report presents, as in the past, in details the expenditure and revenue side of the budget of the Energy Community. It also provides *information on (...) received donations and their usage*¹, as expressed in Article 15 of the *Procedures for the Establishment and Implementation of Budget, Auditing and Inspection*.

The report analyses the year at budgetary level including

- A summary of the budgetary procedure 2010, explaining how the appropriations arrived for the 2010 financial year;
- A description of the main adjustments to this budget during the financial year and reasons for these adjustments, leading to final appropriations of the year;
- An overview of the implementation of expenditure in 2010;
- An assessment of the evolutions of the outstanding commitments at the end of the financial year
- a summary information on the revenue 2010.

The implementation data is based on the final and audited actual results for the financial year 2010. Amounts are presented in EUR, after rounding.

¹ Extract from Art 15(2) of the *Procedures for the Establishment and Implementation of Budget, Auditing and Inspection* (Ref.:2006/03/MC-EnC) of 17 November 2006

2. Establishing the initial budget and budgetary procedure 2010

Budget 2010 of the Energy Community is part of the biannual budget 2010-2011 approved by the Ministerial Council on the proposal of the European Commission² at its meeting on 26 June 2009 in Sarajevo. At the end, the overall budget was set at EUR 3,250,000, 8.44% higher than the 2009 budget.

The 2010 budget was established in correspondence with the strategic planning of activities within the overall objectives of the Treaty establishing the Energy Community ("EnC") for the same period. Those activities are laid down in the corresponding EnC Work Program that was part of the budget proposal in accordance with Article 25 of the Budgetary Procedures.

As far as the structure of the budget is concerned, Title V of the *Budgetary Procedures* defines the principle relevant for it. Following the initially established structure, the distribution of the budget funds is allocated to four major categories of expenditures of the Energy Community, the so called "*budget lines*", subdivided into the subordinated lines, called *budget positions*. Operational expenditures necessary for the functioning of its institutions are laid down in different parts of the budget.

The budget of the year came in the form of Contracting Parties' contributions adopted by the Ministerial Council following the table of contributions as annexed to the Treaty. Overview of the approved budget 2010-2011 is presented below:

(in EUR)	%age presentation of Subtotals			
	BUDGET 1-12/2010	BUDGET 1-12/2011	% BUDGET 2010	% BUDGET 2011
1. HUMAN RESSOURCES			n=19	n=20
Subtotal Human Ressources	1.320.000	1.430.000	40,6%	42,3%
2. TRAVEL EXPENSES				
Subtotal Travel Expenses	250.000	270.000	7,7%	8,0%
3. OFFICE				
Subtotal Office	250.000	250.000	7,7%	7,4%
4. OTHER COSTS AND SERVICES				
Advertising and communications (incl. representation)	50.000	50.000	3,5%	3,5%
Studies, research and consulting	450.000	450.000	31,5%	31,5%
Costs of outsourced services (IT etc.)	110.000	110.000	7,7%	7,7%
Costs of audit, legal and financial advice	40.000	40.000	2,8%	2,8%
Financial services (bank)	20.000	20.000	1,4%	1,4%
Conference costs	260.000	260.000	18,2%	18,2%
Refunding	280.000	280.000	19,6%	19,6%
Training and seminars (internal and external)	150.000	150.000	10,5%	10,5%
Secondees and Trainees	70.000	70.000	4,9%	4,9%
Subtotal Other costs and services	1.430.000	1.430.000	44,0%	42,3%
of Total				
Total	3.250.000	3.380.000		

Table 1: Energy Community Budget 2010-2011: Overview (Source: ECS intern)

² Article 88 of the Treaty establishing the Energy Community

3. Amending the budget 2010 (transfers of appropriations)

Article 18 of the *Budgetary Procedures* defines the technical amendments of the budget through the instrument of the transfers of appropriations. Guidance on the implementation of the provisions of Article 18 was provided by the Budget Committee as its meeting of 17 March 2009³.

In 2010, 1 transfer (2009: 1) was submitted for preliminary agreement to the Budget Committee of the Energy Community, 3 others (2009: 3) were approved by the Director of the Secretariat within the scope of his competencies under the relevant Article 18(1) of the *Budgetary Procedures*. The global transfer totaled EUR 206,000 and covered the changes made within/between the relevant budget lines. The major impact of ECS transfers of appropriations concern reinforcement within budget line 4 *Other Costs and Services* and its subordinated *budget positions*.

The proposed transfers for **reinforcement** were for:

- Budget line 3 *Other Services*: for Other Services
(Telephone, communication) EUR 10,000
- Budget line 4 *Other Costs and Services*: all together
for budget positions *studies, secondment and costs of audit, financial, legal advice* EUR 196,000

The proposed transfers of **available appropriations** were from:

- Budget line 3 *Office*: from budget positions *Office Equipment* EUR 10,000
- Budget line 4 *Other Costs, Services*: from budget position
Costs of Events EUR 60,000
- Budget line 4 *Other Costs, Services*: from budget position
Refunding EUR 60,000
- Budget Line 4 *Other Costs and Services*: from budget position
Training EUR 76,000

The Budget Committee was notified about all decisions on the transfers in accordance with the requirements of Article 18(2) of the *Budgetary Procedures*.

In the presentation used in this report, transfers affect the total appropriations by increasing them with amounts released from the provisional appropriations. All transfers in 2010 were made within the budget lines in questions and not between two or more different budget lines. The impact of all transfers is summarized in the table below:

³ See item 26 of the Minutes of the 4th Meeting of the Budget Committee dated 17 March 2009;

	Description / Date of Adoption	Ref.	Impact on Budget Line	FROM	TO	Initial Budget of budget position affected	Transfer amount	Final Budget (after transfer)	Reason
1	T1-2010 Decision of the Director on the transfer of appropriations within Budget 2010 of the Energy Community 31.08.2011	2010/D-01/ECS/T1-2010	4. Other Costs and Services	PI 480 Training	PI 490 Secondment	70.000,00	16.000,00	86.000,00	Adjustment within budget line 4. to assure sufficient funds for the scheme of secondment
2	T1-2010 Decision of the Director on the transfer of appropriations within Budget 2010 of the Energy Community 20.09.2010	2010/D-02/ECS/T2-2010	4. Other Costs and Services	PI 460 Costs of events PI 470 Refunding PI 480 Training	PI 420 Studies	450.000,00	170.000,00	620.000,00	Decisions of RS TF and PHLG for the need of launching a Study on Biomass in 2010
3	T3-2010 Decision of the Director on the transfer of appropriations within Budget 2010 of the Energy Community 31.01.2011	2010/D-03/ECS/T3-2010;T4-2010;	3. Office	PI 320 Office Equipment	PI 340 Other Services	80.000,00	10.000,00	70.000,00	Adjustment within budget line 3. required to assure sufficient funds for expenditures related to Other Services
4	T4-2010 Decision of the Director on the transfer of appropriations within Budget 2010 of the Energy Community 31.01.2011	2010/D-03/ECS/T3-2010;T4-2010;	4. Other Costs and Services	PI 480 Training	PI 440 Costs of Audit, legal and financial advice	40.000,00	10.000,00	50.000,00	Adjustment within budget line 4. required to assure the sufficient funds for expenses related to the audit, legal and financial advice

Table 2: Energy Community Budget – Transfers of appropriations 2010, overview (Source: ECS intern)

It should be noted that amending budget 2010 did not have any implications for the overall budget of the Energy Community, since the transfers were decided upon within the overall available budget of the Community.

4. 2010 Implementation Overview Table

This Section gives an overview in % of the implementation to the budget during the financial year 2010 and briefly comments on the utilization of the 2010 budget appropriations in comparison to the actual amounts. The execution of the 2010 budget, with the difference between actual execution⁴ and the adjusted budget are presented in the table 3 below. This presentation is made both at the level of the budget line as well as of each budget positions within budget lines.

(In EUR)	Initial Budget 2010	Budget Transfers 2010	Adjusted Budget 2010	Actual Amounts on Comparable Basis [in EUR]	Adjusted Budget vs. Actual Amounts [in EUR]	Adjusted Budget vs. Actual Amounts [in %]	Commitments 2010	Actual Amounts on Comparable Basis incl. Commitments 2010	Actual Amounts on Comparable Basis incl. Commitments 2010 [in %]
	1	2	3=1+2	4	5=3-4	6	7	8=4+7	
1. HUMAN RESOURCES									
Salary Costs	1.312.200		1.312.200	1.299.417	12.783	99%		1.299.417	99%
Others (accident insurance)	7.800		7.800	3.227	4.573	41%		3.227	41%
Subtotal Human Resources	1.320.000		1.320.000	1.302.644	17.356	99%		1.302.644	99%
2. TRAVEL EXPENSES									
Daily Subsistence Allowance	100.000		100.000	61.721	38.280	62%		61.721	62%
Travel Expenses (tickets, accommodation, other travel exp.)	150.000		150.000	115.051	34.949	77%		115.051	77%
Subtotal Travel Expenses	250.000		250.000	176.771	73.229	71%		176.771	71%
3. OFFICE									
Office rent	20.000		20.000	12.825	7.175	64%		12.825	64%
Office, equipment and communications (IT)	80.000	-10.000	70.000	62.210	7.790	89%	2.137	64.347	92%
Consumables	90.000		90.000	86.350	3.650	96%		86.350	96%
Other Services (Telephone, Fax, Communications)	60.000	10.000	70.000	66.402	3.598	95%		66.402	95%
Subtotal Office	250.000	0	250.000	227.787	22.213	91%	2.137	229.924	92%
4. OTHER COSTS, SERVICES									
Advertising, communications and representation	50.000		50.000	30.821	19.179	62%		30.821	62%
Studies, research and consulting	450.000	170.000	620.000	158.001	461.999	25%	390.740	548.741	89%
Costs of outsourced services (IT etc.)	110.000		110.000	74.484	35.516	68%	10.340	84.824	77%
Costs of audit, legal and financial advice	40.000	10.000	50.000	49.104	896	98%		49.104	98%
Financial services	20.000		20.000	10.650	9.350	53%		10.650	53%
Costs of events	260.000	-60.000	200.000	161.513	38.487	81%		161.513	81%
Refunding	280.000	-60.000	220.000	210.929	9.071	96%		210.929	96%
Training (internal and external)	150.000	-76.000	74.000	25.655	48.345	35%		25.655	35%
Secondment and traineeship	70.000	16.000	86.000	83.200	2.800	97%		83.200	97%
Subtotal Other costs, services	1.430.000	0	1.430.000	804.357	625.643	56%	401.080	1.205.437	84%
SUBTOTAL OPERATING EXPENSES [BL 2+3+4]	1.930.000	-	1.930.000	1.208.916	721.084	63%	403.217	1.612.133	84%
TOTAL EXPENSES	3.250.000	0	3.250.000	2.511.559	738.441	77%	403.217	2.914.776	90%

Table 3: Budget Report 2010 (see also Audit Report 2010)

Utilization of budget appropriations in 2010 is presented in comparison with the previous periods of budget implementation as well as in comparison with the budget appropriations for 2011.

⁴ The actual figures include legal commitments of the year 2010

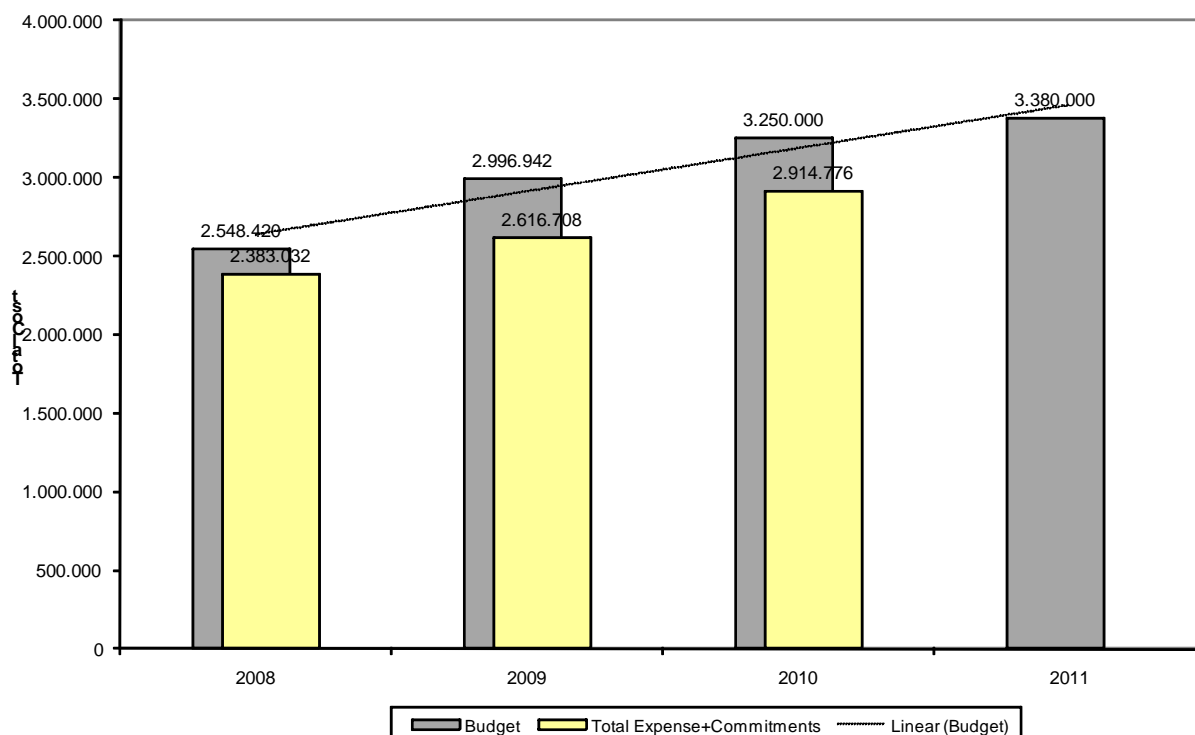


Chart: Energy Community Budget 2010 in comparison [source: ECS intern]

Narration note on the expenses 2010

The implementation of the budget line 1 *Human Resources* amounted to EUR 1,302.644, i.e. to approximately 99% of the initial budget appropriations.

The initial budget for the budget line 2 *Travel Expenses* amounted to EUR 250,000 while actual utilization amounted to EUR 176,771, i.e. an implementation rate of 71% of the budget, of which the expenditure for budget position *Daily Subsistence Allowance* amounted to EUR 61,721 and for budget position *Travel Expenses (tickets, accommodation and others)* amounted to EUR 115,051.

The budget for the budget line 3 *Office* amounted to EUR 250,000, and was utilized in the amount of EUR 229,924, i.e. to approximately 92% of the budget appropriations. Within this budget line the expenditure for the budget position *Office Rent* amounted to EUR 12,825, for the budget position *Office, Equipment and communications (IT)* amounted to EUR 64,347, for the budget position *Consumables* amounted to EUR 86,350 and for the budget position *Other Services (telephone, fax, communications)* to EUR 66,402.

The implementation of the initial budget for budget line 4 *Other Costs, Services* amounted to EUR 1,205,437, i.e. to approximately 84% of the budget appropriations, of which the expenditure for the respective budget positions included therein were utilized at the levels as shown in the table 3. Within this budget line, all budget positions – with the exception of the budget position *Costs of audit, legal and financial advice* where the utilization was at a level of 98% - were under-implemented on the ground of the initial planning. However, this did not affect the overall implementation within the budget lines. The general under-implementation, though, was primarily attributable to the following budget position: 1) Studies, research and consulting (the budget's implementation resulted in an under-spending of EUR 71,259, 2) Training and Seminar costs (under-spending of EUR 48,345), 3) Costs of events (under-spending of EUR 38,487).

5. Carry over from 2009

In 2009 legal commitments amounting to EUR 453,976 were considered in the year-end accounts of the year⁵. Out of the overall carried over budget appropriations, an amount of EUR 109,700 remained not implemented at 31 December 2010. At the date of this report, this carried over appropriations of the budget 2009 were entirely implemented (paid).

6. Carry over into 2011

In 2010, legal commitments amounting to EUR 403,217 were considered in the year-end accounts of the Energy Community. Implementation of those will continue in 2011. A short summary table is presented below:

Budget Line	Budget Line Description	Appropriations 2009 carried over to 2011	Appropriations 2010 carried over to 2011	Open for implementation in 2011
PI 111	Human Ressources	-	-	-
PI 210, PI 220	Travel Expenses	-	-	-
	Office		2.137	2.137
PI 310	Rent	-	-	-
PI 320	Office equipment	-	2.137	2.137
PI 330	Consumables	-	-	-
PI 340	Other Services	-	-	-
	Other Costs, Services	109.700	401.080	510.780
PI 410	Advertising & Communication	-	-	-
PI 420	Studies, Research, Consulting	109.700	390.740	500.440
PI 430	Costs of Outsourced Services	-	10.340	10.340
PI 440	Costs of Audit, Financial Advice	-	-	-
PI 450	Financial Services	-	-	-
PI 460	Conference Costs	-	-	-
PI 470	Refunding	-	-	-
PI 480	Training and seminar costs	-	-	-
PI 490	Secondment and Traineeship	-	-	-
	TOTAL	109.700	403.217	512.917

Table 4: Budget appropriations 2009 and 2010 carried over into 2011: Overview [source: ECS]

⁵ For details please see Energy Community Budget Report 2009

7. Revenue 2010

This section of the report refers to the reporting requirement under Article 15(2) of the *Budgetary Procedures* and provides information on the revenue as presented also in the *Statement of Financial Performance for the period 1 January – 31 December 2010* (see in the *Auditor's Report on the Financial Statements as of December 31, 2010*).

In 2010, the Energy Community received its funds from the following sources:

- Parties Contributions	EUR 3,250,000
- Donations of the Republic of Austria	EUR 151,906
- Finance revenue	EUR 9,337
- Other revenue	EUR 993

Budget Appropriations 2010 in the amount of EUR 3,250,000 result from the financial responsibility of the Parties to the Treaty under Article 2 of the *Budgetary Procedures*. Further to those, in 2010 **Republic of Austria** contributed to the ongoing operations of the Secretariat as an institution under the Treaty in the amount of EUR 151,906⁶. This contribution is derived from an agreement between the Energy Community and the Republic of Austria regarding the refunding of rent related expenses for the Secretariat premises.

Other revenue comes from minor repayments of expenses to the Energy Community by various organizations/institutions mainly concerned with the travels of the experts of the Secretariat (like ticket cost refund). In 2010, the funds paid to the Energy Community borne an interest of EUR 9,337 (finance revenue).

8. Recovery procedure of non-used appropriations, years 2009 and 2010

At the end of December 2010, the overall liabilities of the Energy Community resulting from not spent budget appropriations in 2009 were repaid to the Parties of the Treaty. In total some 13% of the overall budgets appropriations 2009 (i.e. EUR 384,074) were repaid to the Parties (2007: EUR 118,549⁷; 2008: 195,136⁸). The procedure followed the agreed principles of repayment discussed at the meetings of the budget committee (see item 13 of the Minutes of the 6th meeting of the Budget Committee as of 28 September 2009 and annex 6 of the meeting's papers).

In similarity of the calculated repayment amounts in the years 2007–2009⁹, the Secretariat reconciled the amounts of not used budget appropriations in 2010. Respective information on the liabilities towards the Parties was part of the audit 2010 and presented at the 11th meeting of the Budget Committee on 22 March 2011. In 2010, in total EUR 335,224 (ca. 10% of the budget appropriations 2010) remained not spent.

Based on model applied, recovery amounts for the year 2010 were defined in accordance with the Annex IV of the Treaty (table of contributions). For the details please see *Table* below.

⁶ See also EnC Auditors' Report 2010 and Statement of Financial Performance for the period 1 Jan – 31 Dec 2010 [position 1.b)]

⁷ 9.53% of the budget 2009;

⁸ 7.66% of the budget 2010;

⁹ The basis for the calculation of the recovery amounts is given in the annual **budget reports** - and **not audited financial statements**. In all cases, the recovery amount can be also derived from the financial statement through reconciliation calculation .

Parties	Contribution in %	Contributions 2010 in EUR	Not spent Contribution 2010 in EUR
EU	98,10%	3.188.250	328.855
Republic of Albania	0,10%	3.250	335
Bosnia & Herzegovina	0,30%	9.750	1.006
Republic of Croatia	0,50%	16.250	1.676
former Yugoslav Republic of Macedonia	0,10%	3.250	335
Republic of Montenegro	0,10%	3.250	335
Republic of Serbia	0,70%	22.750	2.347
UNMIK	0,10%	3.250	335
	100,00%	3.250.000	335.224

Table 5: Recovery of non-used appropriations within the utilization of the Energy Community budget 2010

9. Audit 2010

In February 2011 the designated external audit company¹⁰ finalized the audit of the financial statements of the Energy Community for the period ending 31 December 2010. The audit scope included the review of the annual accounts of the Energy Community as well as of the internal control systems relevant for the implementation of the budget.

The key statements of the external auditors at 31 December 2010 are the following:

- Internal control systems of the Energy Community Secretariat proved to be adequate to the size and nature of the institution;
- The internal management rules were classified as adequate to ensure effectiveness of internal controls;
- During audit nothing has been noted by the external audit company, which caused doubt about the fair presentation of financial statements or adequate use of financial means;
- The rules and regulations as issued by the competent authorities were observed;

The audit of the financial statements as of 31 December 2010 delivered 4 recommendations presented in the *Management Letter* addressed to the Director, which shall be followed and finalized at the latest by the commencement date of the next year audit.

As a final result, statement of assurance has been issued by the audit company, which is the sound basis for the proposal of the decision on the discharge of the Director from his management and administrative responsibility for the financial year 2010.

¹⁰ In accordance with Article 80 of the Budgetary Procedures

10. Conclusion and outlook

In 2010, the operations followed the successful establishment of the Energy Community as an international organization mid 2007. Financial resources provided by the Parties to the Treaty allowed successful implementation of the Work Programs of the Energy Community within this period.

While the internal control structures created within the previous periods have been successfully implemented, in terms of organization of compliance more needs to be done to ensure controls are working effectively in practice. In particular, further efforts are needed to ensure that all staff members are aware of their responsibilities as regards internal control. Recommendations of the external audit company shall be also considered accordingly.

The internal control system will continue to be monitored and strengthened where necessary as to keep the effectiveness of utilization of the Energy Community budget and thus to create financial conditions for achieving the Energy Community objectives.

ATTACHMENTS

Attachment 1: List of Rules and Procedures of Relevance for the implementation of the Energy Community Budget, status as of June 2011

1. Procedural Act No.2006/03 of 17.11.2006 on Adoption of Energy Community Procedures for Establishment and Implementation of Budget, Auditing and Inspection;
2. Staff Regulations of the Energy Community; MC Decision of amendment of the Staff Regulations of 18.12.2009;
3. Rules for Reimbursement within the Energy Community of 15.02.2010;
4. Procedural Act 2008/01/ECS of 16.01.2008 on the Adoption of the Accounting Rules and Methods of the Energy Community;
5. Procedural Act 2009/01/ECS of 28.02.2009 on Rules regarding Seconded, Interns and Locally Recruited Persons;
6. Procedural Act 2008/03/ECS of 23.06.2008 on the adoption of the Financial Management Rules of the Energy Community;
7. Procedural Act 2008/02/ECS of 21.07.2008 on the appointment of a Steering Committee of the Energy Community Secretariat for ECRB related studies, research and consultancy services financed from the Energy Community Budget;
8. Procedural Act 2008/06/ECS of 10.09.2008 on Transfer of Appropriations within the Budget of the Energy Community;
9. Procedural Act 2008/07/ECS of 08.12.2008 on Energy Community Property Inventories;
10. Internal Note of the Director of the Energy Community Secretariat of 24.02.2010 (Ref.: *Note_sne_03_Bookings_24-02-2010*) concerning accounting aspects and relevant bookings;
11. Procedural Act 2010/02/ECS-EnC of 09.03.2010 on the adoption of Internal Management Rules of the Energy Community Secretariat on Personnel Administration.
12. Procedural Act 2011/01/ECS of 15.02.2011 on the Appointment of a Steering Committee for ECRB;
13. Internal Note of the Director of the Energy Community Secretariat (Ref.: *Note_sne_07_04-05-2011*) on certain aspects of administrative and budgetary matters;
14. Internal Note of the Director of the Energy Community Secretariat on certain issues on procurement of 20.05.2011 (Ref.: *Note_sne_08_20-05-2011*)


Attachment 2: Energy Community Events 2010 – Annual Overview¹¹

1. ECRB Customer Working Group (Vienna, ECS), 26 Jan
2. Gas Business Dinner (Vienna), 26 Jan
3. Workshop on Quality of Services Study (Vienna, ECS), 27 - 28 Jan
4. ECRB Gas Working Group (Vienna, ECS), 01 Feb
5. Statkraft meeting (Vienna, ECS), 03 Feb
6. ECRB Electricity Working Group (Vienna, ECS), 10 Feb
7. ECRB CAO IG (Vienna, ECS), 11 Feb
8. ECRB CAO IG Steering Committee (Vienna, ECS), 11 Feb
9. Vienna Energy Club (Vienna, ECS), 16 Feb
10. Delegation of Bosnia and Herzegovina (Vienna, ECS), 17 Feb
11. Workshop on Monitoring, Verification and Evaluation (Vienna, ECS), 22 Feb
12. 8th Energy Efficiency Task Force Meeting (Vienna, ECS), 23 Feb
13. 2nd Renewable Energy Task Force (Vienna, ECS), 24 Feb
14. KOSTT meeting, 03 Mar
15. Energy Community Regulatory Board (Athens), 10 Mar
16. Budget Committee (Vienna, ECS), 16 Mar
17. 16th Permanent High Level Group (Vienna, ECS), 17 Mar
18. Investment Conference on Energy Efficiency and Renewable Energy (Vienna), 18 Mar
19. Workshop on Third Energy Internal Market Package (Vienna, ECS), 15 Apr
20. Meeting on Albania-Macedonia interconnector (Vienna, ECS), 16 Apr
21. Delegation of Serbia – Minister Skundric (Vienna, ECS), 11 Apr
22. PHLG Information Session on the Renewable Energy Study, 16 Apr
23. ECRB Gas Working Group (Vienna, ECS), 23 Apr
24. ECRB Customer Working Group (Vienna, ECS), 10 May
25. Workshop on Quality of Services Study (Vienna, ECS), 11 - 12 May
26. Workshop on Electricity Market Monitoring, 18 May
27. ECRB Electricity Working Group, 19 May
28. Implementation Group for Coordinated Auction Office Meeting (Vienna, ECS), 20 May
29. PHLG-RE TF meeting (Vienna, ECS), 21 May
30. Workshop on emergency oil stocks (Zagreb), 27 - 28 May
31. Budget Committee (Vienna, ECS), 08 Jun
32. 3rd Social Forum (Skopje), 10 - 11 Jun
33. Statistical Workshop (Vienna, ECS), 15 - 16 Jun
34. 9th Energy Efficiency Task Force meeting (Vienna, ECS), 28 Jun
35. 17th Permanent High Level Group (Vienna, ECS), 29 Jun
36. Energy Community Regulatory Board (Vienna), 29 Jun
37. Joint Energy Community Regulatory Board and Permanent High Level Group meeting (Vienna, ECS), 30 Jun
38. ECRB Customer Working Group (Vienna, ECS), 07 Sep
39. Workshop on Participation of Consumer Representations in Regulatory Process (Vienna, ECS), 08 Sep
40. Delegation of Albania – Minister Prifti (ECS, Vienna),

¹¹ The list contains all events contain all institutional meetings as indicated in the Energy Community calendar through its website as well as all official visits paid to the Secretariat during the year 2009;

41. ECRB Gas Working Group (Brdo, Slovenia). 13 Sep
42. 5th Gas Forum (Brdo, Slovenia), 14 Sep
43. ECRB Electricity Working Group (Vienna, ECS), 15 Sep
44. Implementation Group for Coordinated Auction Office Meeting (Vienna, ECS), 16 Sep
45. 18th Permanent High Level Group (Skopje), 23 Sep
46. Ministerial Investment Debate (Skopje), 23 Sep
47. 8th Ministerial Council (Skopje), 24 Sep
48. 16th Athens Forum Electricity (Athens), 12 - 13 Oct
49. Energy Community Regulatory Board (Athens), 12 Oct
50. Delegation of former Yugoslav Republic of Macedonia – Minister Besimi (Vienna, ECS), 18 Oct
51. Budget Committee (Vienna, ECS), 19 Oct
52. Workshop on reducing Emissions from Energy Sectors (Sarajevo), 25 - 26 Oct
53. Meeting on Serbia-Bulgaria interconnector (Vienna, ECS), 28 Oct
54. 2nd Oil Forum (Belgrade), 08 - 09 Nov
55. ECRB Customer Working Group (Vienna, ECS), 09 Nov
56. ECRB Gas Working Group (Vienna, ECS), 10 Nov
57. Workshop on Gas Market Models (Vienna, ECS), 11 Nov
58. Statistical Workshop (Vienna, ECS), 15 - 18 Nov
59. ECRB Electricity Working Group (Vienna, ECS), 17 Nov
60. 1st Investors' Advisory Panel (Vienna, ECS), 24 Nov
61. IAP Interstate Committee (Vienna, ECS), 25 nov
62. 4th Renewable Energy Task Force (Vienna, ECS), 29 Nov
63. 10th Energy Efficiency Task Force meeting (Vienna, ECS), 30 Nov
64. Workshop on Promoting the Use of Energy Efficiency Support Mechanisms (Vienna, ECS), 1 Dec
65. Montenegro Day (Vienna, ECS), 06 Dec
66. Budget Committee (Vienna, ECS), 09 Dec
67. Ambassadors' Meeting (Vienna, ECS), 09 Dec
68. Day of FYR of Macedonia (ECS, Vienna), 09 Dec

Attachment 3: Energy Community Contracting Parties/Observer Countries Missions 2010 – Overview¹²



	Electricity	Gas	Energy efficiency	Oil	ECRB
Albania	5 May			7 June	26 May
Bosnia & Herzegovina	11 April; Sep	12.Apr		24 October	
Croatia		2 March			
former Yugoslav Republic of Macedonia	17 Feb; 25 May; 9 June; June;	17 Feb; 10 June; 17 Nov		13 October	
Moldova		13 June	13 June	13 June	13-15 June
Montenegro	20 October		26.Apr	11 October	
Serbia	25 May	24.Feb		5 October	29.Sep
UNMIK	8 April; Sep		26 May	13 October	
Ukraine	20 Oct	20 Oct			
Georgia		28.Apr			

¹² Details of the trips are available upon request

Attachment 4: Studies 2010 - Overview

	Description	Responsible	Consultant	Type of procedure	Date of Contract	Contract value in EUR (excl. VAT)	Status
1	Energy Statistic in the Energy Community - Benchmarking of Energy Statistic Systems; Assessments of Administrative capacity and Resources and Drafting Road Map on the Energy Community level	ECS	Hrvoje Pozar cesta 163, HR 10000 Zagreb, HR	Open Procedure in accordance with § 25 of the Austrian Procurement Law	27-Apr-2010	158.001,00	finalised
2	Study on Emergency Oil Stocks - Analysis and Benchmarking	ECS	Petroleum Development Consultants Ltd Stanhope House, 4-8 Highgate Street, London N6 5JL, e-mail: info@pdc.uk.com	Open Procedure in accordance with § 25 of the Austrian Procurement Law	23-Jul-2010	168.740,00	finalised
3	Biomass Consumption for Energy Purposes in the Energy Community	ECS	Center for Renewable Energy Sources and Saving	Open Procedure in accordance with § 25 of the Austrian Procurement Law	25-Nov-2010	185.000,00	finalised
4	Development of best practice recommendations on regulatory incentives promoting	ECRB	E-Bridge Consulting GmbH, Meckenheimer Allee 67-69, D-53115 Bonn	Direct Procedure in accordance with § 41 of the Austrian Procurement Law	28-Jun-2010	37.000,00	under execution; to be finalised by mid 2011