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CHC/D TO

CENTRAL EUROPE OPERATING AGENCY

1964 BUDGET PROPOSALS

THE CENTRAL EUROPE PIPELINE SYSTEM

C E O A

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CENTRAL EUROPE OPERATING AGENCY

ORIGINAL: FRENCH
24th October 1963

ANNEX B to AC/120-D/306

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DOCUMENT
OAF(63)D/257
CEOA - 1964 Budget

1964 BUDGET PROPOSALS

THE CENTRAL EUROPE PIPELINE SYSTEM

CEOA

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CENTRAL EUROPE OPERATING AGENCY

1964 BUDGET PROPOSALS

ANNEX B

CEOA

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Introduction

INTRODUCTION

Presented herewith are the budget estimates for CEOA for 1964.

ORGANISATION AND ESTABLISHMENT

Although the organisation and establishment of CEOA are shown in the budget proposals are the same as in 1963, the appropriations requested do not, however, include the salaries for 6 of the 7 unoccupied posts. These posts will only be filled if CEOA's future activities justify such action.

The reclassification of four Grade B posts has also been requested.

OPERATIONAL EXPENSES

The operational expenses for 1964 are estimated at FF 4.255.300 against 4.043.700 approved for 1963. This represents an increase of 5% chiefly owing to higher personnel expenses (Chapter 01) and operating expenses (Chapter 06). The rise in the communications expenses included in the latter is due to an increase in tariffs and to the inclusion of a provision of FF 44.000 for exercise SHAPEX.

CAPITAL EXPENSES

The capital expenses recommended for 1964, amounting to FF 29.000, concern in particular the replacement of a passenger car and the procurement of office machines and furniture.

The machines consist of: 1 polycopier, 3 typewriters, 1 punching machine, 1 calculating machine and 1 punch for punching classification cards.

The furniture comprises 2 cupboards and shelves for filing purposes.

"Pro memoria"

The following items are shown "p.m." in these proposals:

- 01-8-9 Welfare (as for the International Secretariat)
- 06-3-20 Charges for public connections (installation of technical facilities for the use of duty operational staff)
- 09-1 Ground rent (pending the decision of the French authorities concerning the purchase of the land belonging to Le Cavalier).
- 09-5-1 Insurance against damage caused by the system
- 09-6-1 Legal fees
- 11-1 Office buildings (extension of "Le Cavalier")

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- 13-1 Machinery and mechanical equipment (reinforcement of the basement of the Agency for use in wartime).
- 16-4 Aircraft (centralisation of aerial survey)
- 17-1 Office machines (1 accounting machine)

REVENUE

Revenue for 1964 is estimated at :

FF 30.952.500 against FF 29.185.360 for 1963.

The increase of approximately 6% is due to higher revenue from the operation of the whole system estimated at FF 30.600.000 compared with FF 28.754.360 in 1963. The increase in revenue is due especially to the civil use forecast for the first few months of 1964. No revenue arising from civil use at the end of the 1964 is included; this may be expected, but the volume of such traffic cannot yet be estimated.

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PART I - ESTABLISHMENT

SUMMARY TABLE OF PERSONNEL

Grade	1 9 6 3			1 9 6 4			Total per grade
	Approved 1963 (a)	Positions occupied as at 31.12.63	Positions vacant as at 31.12.63	Changes requested			
				Additions	Reductions	Changes in grading	
UNCL.	1	1	-	-	-	-	1
A7	1	1	-	-	-	-	1
A6	2(b)	2(b)	-	-	-	-	2(b)
A5	4	4	-	-	-	-	4
A4	8	7	1	-	-	-	8
A3	9	9	-	-	-	-	9
L3	1	1	-	-	-	-	1
A2(4)	1	1	-	-	-	-	1
L2	2	1	1	-	-	-	2
A2	2	2	-	-	-	-	2
B6	-	-	-	-	-	(+1)	1
B5	7	7	-	-	-	(+3)(-1)	9
B4	10	10	-	-	-	(-3)	7
B3	11	11	-	-	-	-	11
B2	12	9	3	-	-	-	12
C5	2	2	-	-	-	-	2
C4	5	5	-	-	-	-	5
C3	6	4	2	-	-	-	6
C2	3	3	-	-	-	-	3
	87	80	7	-	-	(+4)(-4)	87

Footnote: (a) Including the following regardings (AC/120-R/90):

- 1 B4 post regraded B5
- 1 B3 post regraded B4
- 2 C4 posts regraded C5

(b) Including the Technical Assistant approved A5/A6 in 1960 (AC/120-R/49)
recruited A5, step 3.

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PROPOSED CHANGES IN PERSONNEL GRADING

Serial Number	Position	Grade		Remarks/Justifications
		Old	New	
1	Communications Foreman	B5	B6	<p>This upgrading is justified by the increase in responsibilities in the operational, technical and administrative fields:</p> <ul style="list-style-type: none"> - full responsibility for the operation and maintenance of the communications and interpretation equipment of CEOA and, shortly, of its encryption equipment; - responsibility for relations with and procedures concerning the international and national long lines organizations; - acceptance and control of the installations of the system.
2-4	Draughtsman	B4	B5	<p>Grade B5 corresponds to that assigned in the International Secretariat to similar functions and professional qualifications.</p> <p>These agents are required, in addition, to occupy the positions of reserve Planning Agents also corresponding to grade B5.</p> <p>Present wages in private industry are higher than those for grade B4.</p>

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PART II - SUMMARIES

SUMMARY ESTIMATES TABLE (by Chapter)

- expressed in thousands FF -

Chapter	Description	1962 Commitments	1963 Approval	1964 Request
	<u>SECTION A - OPERATIONAL EXPENSES</u>			
01	Personnel	2.444,8	2.870,0	2.987,8
02	Consultants	-	-	-
03	Training	0,9	5,0	5,0
04	Travel	79,0	112,0	101,0
05	Entertainment	3,6	6,0	5,0
06	Operating	830,0	886,2	995,9
07	Maintenance	8,2	2,6	4,1
08	Transportation	25,0	26,0	26,8
09	General administrative expenses	124,9	135,9	130,2
	<u>TOTAL OPERATIONAL EXPENSES</u>	3.516,4	4.043,7	4.255,8
	<u>SECTION B - CAPITAL EXPENSES</u>			
11	Buildings	14,0	-	p.m.
12	Fixed installations	-	1,8	-
13	Machinery and mechanical equipment	21,7	p.m.	p.m.
14	Plant equipment	6,3	2,2	1,0
16	Motor vehicles	9,2	p.m.	10,0
17	Office equipment	12,7	15,2	17,5
	<u>TOTAL CAPITAL EXPENSES</u>	63,9	19,2	28,5
	<u>GRAND GENERAL</u>	3.580,3	4.062,9	4.284,3

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SUMMARY ESTIMATES TABLE (by Item)

- expressed in thousands FF -

Chapter Item	Description	1962 Commitments	1963 Approval	1964 Request
	<u>SECTION A - OPERATIONAL EXPENSES</u>			
01	<u>PERSONNEL</u>			
-2	Basic salaries	1.599,1	1.875,4	1.963,0
-3	Overtime	19,8	11,0	15,0
-4	Temporary posts	15,2	15,0	19,0
-5	Other current remunerations	470,1	556,0	547,2
-6	Non recurring allowances	21,7	49,0	41,0
-7	Social insurance	317,3	362,0	401,0
-8	Social benefits	1,6	1,6	1,6
		2.444,8	2.870,0	2.987,8
02	<u>CONSULTANTS</u>			
-1	Consultants	-	-	-
		-	-	-
03	<u>TRAINING</u>			
-1	Training of personnel	0,9	5,0	5,0
		0,9	5,0	5,0
04	<u>TRAVEL</u>			
-1	Travel fares on official business	36,0	53,0	48,0
-2	Subsistence allowance on official business	37,6	53,0	48,0
-3	Travel on training	-	-	-
-4	Travel on recruitment	5,4	6,0	5,0
		79,0	112,0	101,0

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SUMMARY ESTIMATES TABLE (by item) (contd.)

- expressed in thousands FF -

Chapter Item	Description	1962 Commitments	1963 Approval	1964 Request
05	<u>ENTERTAINMENT</u>			
-1	Entertainment	3,6	6,0	5,0
		3,6	6,0	5,0
06	<u>OPERATING</u>			
-1	Fuel and lubricating oil	-	0,8	0,7
-2	Utilities	21,5	22,5	22,5
-3	Rentals and charges for tele-communications	808,5	862,9	972,7
		830,0	886,2	995,9
07	<u>MAINTENANCE</u>			
-1	Maintenance by contractors	4,4	1,0	2,5
-2	Spare parts and consumables	3,8	1,6	1,6
		8,2	2,6	4,1
08	<u>TRANSPORTATION</u>			
-1	Transportation by outside carriers	15,3	16,0	16,0
-2	Transportation by own means	7,5	8,0	8,3
-3	Kilometric allowance	2,2	2,0	2,5
		25,0	26,0	26,8
09	<u>OTHER GENERAL EXPENSES</u>			
-1	Ground rent	4,2	p.m.	p.m.
-2	Maintenance of office buildings	68,4	72,0	66,0
-3	Office supplies	30,3	37,0	37,0
-4	Postal and bank charges	2,4	3,0	3,0
-5	Insurance	1,0	1,1	1,1
-6	Legal and consultation fees	5,1	10,0	10,0
-8	Working clothes	3,5	3,3	3,7
-9	Various other general expenses	10,0	9,5	9,4
		124,9	135,9	130,2

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SUMMARY ESTIMATES TABLE (by item) (Contd.)

- expressed in thousands FF -

Chapter Item	Description	1962 Commitments	1963 Approval	1964 Request
	<u>SECTION B - CAPITAL EXPENSES</u>			
11	<u>BUILDINGS</u>			
-1	Office buildings	14,0	-	p.m.
		14,0	-	p.m.
12	<u>FIXED INSTALLATIONS</u>			
-3	Communications equipment	-	1,8	-
		-	1,8	-
13	<u>MACHINERY AND MECHANICAL EQUIPMENT</u>			
-1	Machinery and mechanical equipment	21,7	p.m.	p.m.
		21,7	p.m.	p.m.
14	<u>PLANT EQUIPMENT</u>			
-4	Tools, implements and instruments	6,3	2,2	1,0
		6,3	2,2	1,0
16	<u>MOTOR VEHICLES</u>			
-1	Passenger cars	9,2	-	10,0
-4	Aircraft	-	p.m.	p.m.
		9,2	p.m.	10,0
17	<u>OFFICE EQUIPMENT</u>			
-1	Office machines	-	6,2	11,4
-2	Office furniture	10,7	2,5	5,1
-3	Other office equipment	2,0	6,5	1,0
		12,7	15,2	17,5

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<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
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PART III - JUSTIFICATIONS FOR CREDITS

SECTION A - OPERATIONAL EXPENSES

<u>01 Personnel</u>	<u>2.444.799</u>	<u>2.870.000</u>	<u>2.987.800</u>
01-2 Basic salaries	1.599.050	1.875.400	1.963.000
01-3 Overtime	19.825	11.000	15.000
01-4 Temporary posts	15.238	15.000	19.000
01-5 Other current remunerations	470.095	556.000	547.200
01-6 Non-recurring allowances	21.719	49.000	41.000
01-7 Social insurance	317.305	362.000	401.000
01-8 Social benefits	1.567	1.600	1.600
	<u>2.444.799</u>	<u>2.870.000</u>	<u>2.987.800</u>
<u>01-2 Basic salaries</u>	<u>1.599.050</u>	<u>1.875.400</u>	<u>1.963.000</u>
Staff in post on 31.12.63:			1.944.000
Staff approved to be engaged:			8.000
Changes in grading (annual difference in salary):			11.000
			<u>1.963.000</u>
<u>01-3 Overtime</u>	<u>19.825</u>	<u>11.000</u>	<u>15.000</u>
Provision based on experience			
<u>01-4 Temporary posts</u>	<u>15.238</u>	<u>15.000</u>	<u>19.000</u>
- Provision of FF 15.000 filling the staff positions to be recruited, replacing any agents on leave on account of prolonged sickness or for carrying out urgent and extra works.			
- Provision of FF 4.000 for engaging Interpreters for conferences held at CEOA.			

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01-5

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>01-5 Other current remuneration</u>	<u>470.095</u>	<u>556.000</u>	<u>547.200</u>
<u>01-5-1 Current monthly allowances</u>			
01-5-1a Family Allowance	70.085	80.000	84.000
01-5-1b Children's allowance	98.218	110.000	120.000
01-5-1c Rental allowance	1.753	2.000	2.000
01-5-1j Language bonus	1.800	5.000	7.200
01-5-1n Lump sum allowance for unclassified staff	46.587	59.000	25.000
01-5-1o Expatriation allowance	244.860	290.000	299.000
01-5-1p Exchange guarantee	1.285	-	-
01-5-1q Home leave	5.507	10.000	10.000
	<u>470.095</u>	<u>556.000</u>	<u>547.200</u>
<u>01-5-1j Language bonus</u>	<u>1.800</u>	<u>5.000</u>	<u>7.200</u>
Language bonus of FF 50,- per month paid to B2 grades (12 agents entitled)			
<u>01-5-1q Home leave</u>	<u>5.507</u>	<u>10.000</u>	<u>10.000</u>
15 agents and families are entitled to home leave in 1964			
<u>01-6 Non-recurring allowances</u>	<u>21.719</u>	<u>49.000</u>	<u>41.000</u>
01-6-1 Installation allowance	10.924	25.000	22.000
01-6-2 Removal of household effects	10.795	24.000	19.000
	<u>21.719</u>	<u>49.000</u>	<u>41.000</u>
<u>01-6-1 Installation allowance</u>	<u>10.924</u>	<u>25.000</u>	<u>22.000</u>
For 7 agents			
<u>01-6-2 Removal of household effects</u>	<u>10.795</u>	<u>24.000</u>	<u>19.000</u>
Provision for 7 agents			

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01-7

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>01-7 Social insurance</u>	<u>317.305</u>	<u>362.000</u>	<u>401.000</u>
01-7-1 National social security	67.807	74.000	78.000
01-7-2 Supplementary insurance scheme	44.200	48.000	48.000
01-7-3 Other social insurance plans	205.298	240.000	275.000
	<u>317.305</u>	<u>362.000</u>	<u>401.000</u>
 <u>01-7-1 National social security</u>	 <u>67.807</u>	 <u>74.000</u>	 <u>78.000</u>
FF 955,00 per agent per year, plus provision of FF 1.000 for temporary staff.			
 <u>01-7-2 Supplementary insurance scheme</u>	 <u>44.200</u>	 <u>48.000</u>	 <u>48.000</u>
Based on the total remuneration of the staff in accordance with the contract in force.			
 <u>01-7-3 Other social insurance plans</u>	 <u>205.298</u>	 <u>240.000</u>	 <u>275.000</u>
Provident Fund: 14% of basic salaries of permanent staff			
 <u>01-8 Social benefits</u>	 <u>1.567</u>	 <u>1.600</u>	 <u>1.600</u>
01-8-2 Medical examinations	1.567	1.600	1.600
01-8-9 Welfare	-	-	p.m.
	<u>1.567</u>	<u>1.600</u>	<u>1.600</u>
 <u>01-8-2 Medical examinations</u>	 <u>1.567</u>	 <u>1.600</u>	 <u>1.600</u>
Provision for about a hundred medical examinations at FF 16 each			
 <u>01-8-9 Welfare</u>	 <u>-</u>	 <u>-</u>	 <u>p.m.</u>
Provision for welfare			

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02 Consultants

02-1 Consultants

No request.

<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
- =====	- =====	- =====
- =====	- =====	- =====

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03

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>03 Training</u>	<u>881</u>	<u>5.000</u>	<u>5.000</u>
<u>03-1 Training of personnel</u>	<u>881</u>	<u>5.000</u>	<u>5.000</u>
03-1a Courses at factories and schools	87	1.000	1.000
03-1b Internal training courses	<u>794</u>	<u>4.000</u>	<u>4.000</u>
	<u>881</u>	<u>5.000</u>	<u>5.000</u>
<u>03-1a Courses at factories and schools</u>	<u>87</u>	<u>1.000</u>	<u>1.000</u>
1 course in France			
<u>03-1b Internal training courses</u>	<u>794</u>	<u>4.000</u>	<u>4.000</u>
Renting of transportation, films, etc. for training courses, which CEOA organizes for CEOA staff and divisional staff.			

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	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>04 Travel</u> (1)	<u>78.927</u>	<u>112.000</u>	<u>101.000</u>
04-1 Travel fares on official business	35.999	53.000	48.000
04-2 Subsistence allowance on official business	37.523	53.000	48.000
04-3 Travel on training	-	-	-
04-4 Travel on recruitment	<u>5.405</u>	<u>6.000</u>	<u>5.000</u>
	<u>78.927</u>	<u>112.000</u>	<u>101.000</u>
<u>04-1 Travel fares on official business</u>	<u>35.999</u>	<u>53.000</u>	<u>48.000</u>
04-1a Travel outside the Central Europe System	5.378	13.000	12.000
04-1b Travel within the Central Europe System	<u>30.621</u>	<u>40.000</u>	<u>36.000</u>
	<u>35.999</u>	<u>53.000</u>	<u>48.000</u>
<u>04-1a Travel outside the Central Europe System</u>	<u>5.378</u>	<u>13.000</u>	<u>12.000</u>
- 5 journeys in Europe			
- 2 journeys to the U.S.			
<u>04-1b Travel within the Central Europe System</u>	<u>30.621</u>	<u>40.000</u>	<u>36.000</u>
<u>04-2 Subsistence allowance on official business</u>	<u>37.523</u>	<u>53.000</u>	<u>48.000</u>
04-2a Travel outside the Central Europe System	2.086	6.000	6.000
04-2b Travel within the Central Europe System	<u>35.437</u>	<u>47.000</u>	<u>42.000</u>
	<u>37.523</u>	<u>53.000</u>	<u>48.000</u>

Footnote :

(1) Travel expenses including kilometric allowance	<u>103.500</u>
Travel (Chapter 04)	101.000
Kilometric allowance (item 08-3)	<u>2.500</u>
	<u>103.500</u>

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04-2a

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>04-2a Travel outside the Central Europe System</u>	<u>2.086</u>	<u>6.000</u>	<u>6.000</u>
- 5 journeys in Europe each of 5 days			2.000
- 2 journeys to the USA each of 20 days			<u>4.000</u>
			<u>6.000</u>
<u>04-2b Travel within the Central Europe System</u>	<u>35.437</u>	<u>47.000</u>	<u>42.000</u>
<u>04-4 Travel on recruitment</u>	<u>5.405</u>	<u>6.000</u>	<u>5.000</u>
04-4a Candidates' travel fares	4.001	3.000	2.500
04-4b Travel fares on joining	<u>1.404</u>	<u>3.000</u>	<u>2.500</u>
	<u>5.405</u>	<u>6.000</u>	<u>5.000</u>
<u>04-4a Candidates' travel fares</u>	<u>4.001</u>	<u>3.000</u>	<u>2.500</u>
10 agents; average cost FF 250			
<u>04-4b Travel fares on joining</u>	<u>1.404</u>	<u>3.000</u>	<u>2.500</u>
5 agents and families; average cost FF 500			

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05 Entertainment

05-1 Entertainment

Provision based on experience

<u>1962</u>	<u>1963</u>	<u>1964</u>
<u>Commitments</u>	<u>Approval</u>	<u>Request</u>
<u>FF</u>	<u>FF</u>	<u>FF</u>
<u>3.600</u>	<u>6.000</u>	<u>5.000</u>
<u>3.600</u>	<u>6.000</u>	<u>5.000</u>

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NATO RESTRICTED

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	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>06 Operating</u>	<u>830.051</u>	<u>886.150</u>	<u>995.900</u>
06-1 Fuel and lubricating oil	-	750	700
06-2 Utilities	21.526	22.500	22.500
06-3 Rentals and charges for telecommunications	808.525	862.900	972.700
	<u>830.051</u>	<u>886.150</u>	<u>995.900</u>
<u>06-1 Fuel and lubricating oil</u>	<u>-</u>	<u>750</u>	<u>700</u>
Provision for running the generating set (purchased in 1962) in the case of non-supply of current by the EDF network owing to breakdowns, strikes, etc., and also for periodical tests of this equipment			
<u>06-2 Utilities</u>	<u>21.526</u>	<u>22.500</u>	<u>22.500</u>
06-2-1 Electricity	10.182	10.000	11.000
06-2-2 Heating	11.008	12.000	10.900
06-2-3 Water	336	500	600
	<u>21.526</u>	<u>22.500</u>	<u>22.500</u>
<u>06-2-1 Electricity</u>	<u>10.182</u>	<u>10.000</u>	<u>11.000</u>
Amount based on experience			
<u>06-2-2 Heating</u>	<u>11.008</u>	<u>12.000</u>	<u>10.900</u>
Amount based on experience			
<u>06-2-3 Water</u>	<u>336</u>	<u>500</u>	<u>600</u>
Based on experience			
<u>06-3 Rentals and charges for telecommunications</u>	<u>808.525</u>	<u>862.900</u>	<u>972.700</u>
06-3-1 Teleprinters	725.938	816.400	862.200
06-3-2 Telephones	42.587	46.500	66.500
06-3-3 Exercise communications	40.000	-	44.000
	<u>808.525</u>	<u>862.900</u>	<u>972.700</u>

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NATO RESTRICTED

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NATO RESTRICTED
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06-3-1

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>06-3-1 Teleprinters</u>	<u>725.938</u>	<u>816.400</u>	<u>862.200</u>
06-3-1a Renting of permanent and provisional lines	724.648	815.000	860.000
06-3-1b Annual testing of reserved lines	407	400	1.200
06-3-1c Charges for public connections (telex)	-	-	-
06-3-1d Teleprinter operating material	883	1.000	1.000
	<u>725.938</u>	<u>816.400</u>	<u>862.200</u>
 <u>06-3-1a Renting of permanent and provisional lines</u>	 <u>724.648</u>	 <u>815.000</u>	 <u>860.000</u>
Increase due to a rise in tariffs			
<u>06-3-1b Annual testing of reserved lines</u>	<u>407</u>	<u>400</u>	<u>1.200</u>
Increase due to a rise in tariffs			
<u>06-3-1d Teleprinter operating material</u>	<u>883</u>	<u>1.000</u>	<u>1.000</u>
Provision based on experience			
 <u>06-3-2 Telephones</u>	 <u>42.587</u>	 <u>46.500</u>	 <u>66.500</u>
06-3-2a Renting of permanent and provisional lines	11.999	12.000	12.000
06-3-2b Annual testing of reserved lines	997	4.500	18.500
06-3-2c Charges for public connections	29.591	30.000	36.000
	<u>42.587</u>	<u>46.500</u>	<u>66.500</u>

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06-3-2a

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>06-3-2a Renting of permanent and provisional lines</u>	<u>11.999</u>	<u>12.000</u>	<u>12.000</u>
1 permanent line			
<u>06-3-2b Annual testing of reserved lines</u>	<u>997</u>	<u>4.500</u>	<u>18.500</u>
Increase due to a rise in tariffs			
<u>06-3-2c Charges for public connections</u>	<u>29.591</u>	<u>30.000</u>	<u>36.000</u>
- Provision based on foreseen expenditure for 1963:			36.000
- Provision for the installation of technical facilities for the use of duty operational staff:			p.m.
<u>06-3-3 Exercise Telecommunication</u>	<u>40.000</u>	<u>-</u>	<u>44.000</u>
Provision			

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CEOA - 1964 Budget
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	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>07 Maintenance</u>	<u>8.214</u>	<u>2.600</u>	<u>4.100</u>
07-1 Maintenance by contractor	4.410	1.000	2.500
07-2 Spare parts and consumables	3.804	1.600	1.600
	<u>8.214</u>	<u>2.600</u>	<u>4.100</u>
<u>07-1 Maintenance by contractor</u>	<u>4.410</u>	<u>1.000</u>	<u>2.500</u>
07-1-5a Non-recurring maintenance	-	1.000	2.500
07-1-5b Recurring maintenance	4.410	-	-
	<u>4.410</u>	<u>1.000</u>	<u>2.500</u>
<u>07-1-5a Non-recurring maintenance</u>	<u>-</u>	<u>1.000</u>	<u>2.500</u>
Provision for non-recurring repairs to telecommunications and, in particular, for the special tests required to localise breaks. Amount based on 1963 experience.			
<u>07-1-5b Recurring maintenance</u>	<u>4.410</u>	<u>-</u>	<u>-</u>
Recurring maintenance of telecommunications has been undertaken completely by CEOA since 1963.			
<u>07-2 Spare parts and consumables</u>	<u>3.804</u>	<u>1.600</u>	<u>1.600</u>
07-2-3 Plant material	-	100	200
07-2-5 Telecommunications material	3.804	1.500	1.400
	<u>3.804</u>	<u>1.600</u>	<u>1.600</u>
<u>07-2-3 Plant material</u>	<u>-</u>	<u>100</u>	<u>200</u>
Minor items (cartridges, filters, etc. for the generator set).			
<u>07-2-5 Telecommunications material</u>	<u>3.804</u>	<u>1.500</u>	<u>1.400</u>
07-2-5a Teleprinters	1.949	1.000	700
07-2-5b Telephones	1.855	500	700
	<u>3.804</u>	<u>1.500</u>	<u>1.400</u>

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CEOA - 1964 Budget
07-2-5a

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>07-2-5a Teleprinters</u>	<u>1.949</u>	<u>1.000</u>	<u>700</u>
Provision for spare parts required for teleprinter maintenance (springs, screws, split pins, blades, etc.)			
<u>07-2-5b Telephones</u>	<u>1.855</u>	<u>500</u>	<u>700</u>
Provision for spare parts for minor works.			

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CEOA - 1964 Budget
08

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>08 Transportation</u>	<u>25.022</u>	<u>26.000</u>	<u>26.800</u>
08-1 Transportation by outside carriers	15.296	16.000	16.000
08-2 Transportation by own means	7.526	8.000	8.300
08-3 Kilometric allowance	<u>2.200</u>	<u>2.000</u>	<u>2.500</u>
	<u>25.022</u>	<u>26.000</u>	<u>26.800</u>
<u>08-1 Transportation by outside carriers</u>	<u>15.296</u>	<u>16.000</u>	<u>16.000</u>
Hire of SHAPE bus			
Transport of packages			
<u>08-2 Transportation by own means</u>	<u>7.526</u>	<u>8.000</u>	<u>8.300</u>
08-2-1 Fuel	1.849	2.500	2.500
08-2-2 Maintenance and repairs	2.872	2.200	2.200
08-2-3 Insurance	2.805	3.200	3.500
08-2-6 Rentals for garages	-	100	100
	<u>7.526</u>	<u>8.000</u>	<u>8.300</u>
<u>08-2-1 Fuel</u>	<u>1.849</u>	<u>2.500</u>	<u>2.500</u>
8.400 litres at 0,32 per litre = FF 2.688 for the 3 official vehicles			
<u>08-2-2 Maintenance and repairs</u>	<u>2.872</u>	<u>2.200</u>	<u>2.200</u>
Provision for repairs, routine maintenance, tyres, batteries, etc.			
<u>08-2-3 Insurance</u>	<u>2.805</u>	<u>3.200</u>	<u>3.500</u>
Renewal of policies for the 3 official vehicles. Increase due to the rise in tariffs.			
<u>08-2-6 Rentals for garages</u>	<u>-</u>	<u>100</u>	<u>100</u>
Provision to cover expenses for garaging at the NATO Secretariat			
<u>08-3 Kilometric allowance</u>	<u>2.200</u>	<u>2.000</u>	<u>2.500</u>
Amount based on experience (9.000 km at FF 0,27 average).			

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OAF(63)D/257
CEOA - 1964 Budget
09

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>09 Other general expenses</u>	<u>124.875</u>	<u>135.900</u>	<u>130.200</u>
09-1 Ground rent	4.241	p.m.	p.m.
09-2 Maintenance of office buildings	68.386	72.000	66.000
09-3 Office supplies	30.334	37.000	37.000
09-4 Postal and bank charges	2.424	3.000	3.000
09-5 Insurance	972	1.100	1.100
09-6 Legal and consultation fees	5.066	10.000	10.000
09-8 Working clothes	3.507	3.300	3.700
09-9 Various other general expenses	9.945	9.500	9.400
	<u>124.875</u>	<u>135.900</u>	<u>130.200</u>
<u>09-1 Ground rent</u>	<u>4.241</u>	<u>p.m.</u>	<u>p.m.</u>
- Rent for ground occupied by CEOA (included "p.m." pending the purchase of the ground by the French Government)	p.m.	p.m.	p.m.
- Rent for an office in the NATO permanent headquarters; CEOA has no longer had an office at the NATO Secretariat since 1963	4.241	-	-
	<u>4.241</u>	<u>p.m.</u>	<u>p.m.</u>
<u>09-2 Maintenance of office buildings</u>	<u>68.386</u>	<u>72.000</u>	<u>66.000</u>
09-2-1 Cleaning	45.961	53.000	48.000
09-2-2 Other normal maintenance and repairs	19.644	16.000	16.000
09-2-3 Small structural changes	2.781	3.000	2.000
	<u>68.386</u>	<u>72.000</u>	<u>66.000</u>
<u>09-2-1 Cleaning</u>	<u>45.961</u>	<u>53.000</u>	<u>48.000</u>
09-2-1a Charges by contractors	44.274	51.000	46.000
09-2-1b Materials	1.687	2.000	2.000
	<u>45.961</u>	<u>53.000</u>	<u>48.000</u>

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NATO RESTRICTED
OAF(63)D/257
CEOA - 1964 Budget
09-2-2

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>09-2-2 Other normal maintenance and repairs</u>	<u>19.644</u>	<u>16.000</u>	<u>16.000</u>
For normal maintenance of furniture, office machines, electricity, plumbing, heating, floors and garden.			
<u>09-2-3 Small structural changes</u>	<u>2.781</u>	<u>3.000</u>	<u>2.000</u>
Provision for minor modifications.			
<u>09-3 Office supplies</u>	<u>30.334</u>	<u>37.000</u>	<u>37.000</u>
09-3-1 Minor equipment	2.433	4.000	3.000
09-3-2 Technical journals	2.180	4.000	3.000
09-3-3 Outside printing	760	1.500	2.000
09-3-4 Other office supplies	<u>24.961</u>	<u>27.500</u>	<u>29.000</u>
	<u>30.334</u>	<u>37.000</u>	<u>37.000</u>
<u>09-3-1 Minor equipment</u>	<u>2.433</u>	<u>4.000</u>	<u>3.000</u>
Provision based on experience.			
<u>09-3-2 Technical journals</u>	<u>2.180</u>	<u>4.000</u>	<u>3.000</u>
Provision for subscriptions and technical publications			
<u>09-3-3 Outside printing</u>	<u>760</u>	<u>1.500</u>	<u>2.000</u>
Provision based on 1963 experience.			
<u>09-3-4 Other office supplies</u>	<u>24.961</u>	<u>27.500</u>	<u>29.000</u>
Increase due to the rise in prices			

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NATO RESTRICTED
OAF(63)D/257
CEOA - 1964 Budget
09-4

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>09-4 Postal and bank charges</u>	<u>2.424</u>	<u>3.000</u>	<u>3.000</u>
09-4-1 Stamps and telegrams	2.424	2.900	2.900
09-4-2 Postal cheque and bank remittance charges	<u>-</u> <u>2.424</u>	<u>100</u> <u>3.000</u>	<u>100</u> <u>3.000</u>
<u>09-4-1 Stamps and telegrams</u>	<u>2.424</u>	<u>2.900</u>	<u>2.900</u>
Provision based on experience.			
<u>09-4-2 Postal cheque and bank remittance charges</u>	<u>-</u>	<u>100</u>	<u>100</u>
Provision			
<u>09-5 Insurance</u>	<u>972</u>	<u>1.100</u>	<u>1.100</u>
09-5-1 Damage caused by the system	p.m.	p.m.	p.m.
09-5-2 Other insurance	<u>972</u>	<u>1.100</u>	<u>1.100</u>
<u>09-5-1 Damage caused by the system</u>	<u>p.m.</u>	<u>p.m.</u>	<u>p.m.</u>
Damage caused by the system and third party claims ("p.m." pending the final decision of CEPPC).			
<u>09-5-2 Other insurance</u>	<u>972</u>	<u>1.100</u>	<u>1.100</u>
Insurance of CEOA property.			
<u>09-6 Legal and consultation fees</u>	<u>5.066</u>	<u>10.000</u>	<u>10.000</u>
09-6-1 Legal fees	p.m.	p.m.	p.m.
09-6-3 Consultation fees	<u>5.066</u>	<u>10.000</u>	<u>10.000</u>
<u>09-6-3 Consultation fees</u>	<u>5.066</u>	<u>10.000</u>	<u>10.000</u>
Provision for any studies required to be carried out by firms or experts not belonging to the Central Europe System.			

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NATO RESTRICTED
QAF(63)D/257
CEOA - 1964 Budget
09-8

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>09-8 Working clothes</u>	<u>3.507</u>	<u>3.300</u>	<u>3.700</u>
09-8-1 Uniforms	3.430	3.000	3.500
09-8-2 Cleaning and repair	<u>77</u>	<u>300</u>	<u>200</u>
	<u>3.507</u>	<u>3.300</u>	<u>3.700</u>
 <u>09-8-1 Uniforms</u>	 <u>3.430</u>	 <u>3.000</u>	 <u>3.500</u>
 Outfits and replacements of waterproofs suits, uniforms, shirts, blouses, armlets, overalls, etc., for the office messengers, guards, drivers, draughtsmen, printing operators, handyman.			
Increase due to the rise in prices.			
<u>09-8-2 Cleaning and repair</u>	<u>77</u>	<u>300</u>	<u>200</u>
 Provision for cleaning, washing and repair.			
<u>09-9 Various other general expenses</u>	<u>9.945</u>	<u>9.500</u>	<u>9.400</u>
09-9-1 Taxes	-	-	400
09-9-2 Advertisements	4.086	2.500	2.000
09-9-3 Various other expenses	<u>5.859</u>	<u>7.000</u>	<u>7.000</u>
	<u>9.945</u>	<u>9.500</u>	<u>9.400</u>
 <u>09-9-1 Taxes</u>	 <u>-</u>	 <u>-</u>	 <u>400</u>
 By decision of the Departmental Director of Taxes dated 13th June 1963, CEOA is now required to pay a yearly tax for garbage collection.			
<u>09-9-2 Advertisements</u>	<u>4.086</u>	<u>2.500</u>	<u>2.000</u>
 Provision			
<u>09-9-3 Various other expenses</u>	<u>5.859</u>	<u>7.000</u>	<u>7.000</u>
 Subscriptions to technical associations. Pharmaceutical products. Various services rendered by the NATO Secretariat. Gratuities and sundries.			

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OAF(63)D/257
CEOA - 1964 Budget

SECTION B - CAPITAL EXPENSES

BREAKDOWN OF THE CREDITS REQUESTED
FOR CAPITAL EXPENSES PER CATEGORY
OF JUSTIFICATIONS

- expressed in thousands FF -

Chapter	Description	Capital expenses justified by			
		Operational necessity	Increase in operational efficiency	Replacements	Total
11	Buildings	p.m.	-	-	p.m.
12	Fixed installations	-	-	-	-
13	Machinery and mechanical equipment	p.m.	-	-	p.m.
14	Plant equipment	1,0	-	-	1,0
15	Spare units and initial stocks of spare parts	-	-	-	-
16	Motor vehicles	-	-	10,3	10,0
17	Office equipment	14,8	p.m.	2,7	17,5
	Total	15,8	p.m.	12,7	28,5

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OAF(63)D/257
CEOA - 1964 Budget
11

<u>1962</u>	<u>1963</u>	<u>1964</u>
<u>Commitments</u>	<u>Approval</u>	<u>Request</u>
<u>FF</u>	<u>FF</u>	<u>FF</u>

11 Buildings

<u>14,042</u>	<u>-</u>	<u>p.m.</u>
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11-1 Office buildings

<u>14,042</u>	<u>-</u>	<u>p.m.</u>
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Out of the uncommitted contract appropriations for the building of the extension of the Head Office of CEOA, it will be necessary to include in the 1964 budget an appropriation whose amount will depend on the outcome of the dispute with the principal contractor and on the price revisions in accordance with the legal procedure applicable to the building trade.

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	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>12 Fixed installations</u>	~ =====	1.800 =====	- =====
<u>12-3 Communication equipment</u>	- =====	1.800 =====	- =====
No request			

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NATO RESTRICTED
CAF(63)D/257
CEOA - 1964 Budget
13

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>13 Machinery and mechanical equipment</u>	<u>21.694</u>	<u>p.m.</u>	<u>p.m.</u>
<u>13-1 Machinery and mechanical equipment</u>	<u>21.694</u>	<u>p.m.</u>	<u>p.m.</u>
The fitting-up of the basement of the Head Office of CEOA as wartime offices and shelters would cost approximately FF 80.000.	<u>p.m.</u>	<u>p.m.</u>	<u>p.m.</u>
It is now necessary to know whether this expenditure is to be borne by the common funds of the system or by Infrastructure			

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NATO RESTRICTED

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OAF(63)D/257
CEOA - 1964 Budget
14.

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>14 Plant equipment</u>	<u>6.330</u>	<u>2.200</u>	<u>1.000</u>
14-4 Tools, implements and instruments	<u>6.330</u> <u>6.330</u>	<u>2.200</u> <u>2.200</u>	<u>1.000</u> <u>1.000</u>
<u>14-4 Tools, implements and instruments</u>	<u>6.330</u>	<u>2.200</u>	<u>1.000</u>
- 1 test telephone			300
- 1 telephone dial tester (J-12)			400
- 1 rotary sweeper fitted with basket for sweeping the lawn and car park			<u>300</u> <u>1.000</u>

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CAF(63)D/257
CEOA - 1964 Budget
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	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>16 Motor vehicles</u>	<u>9.158</u>	<u>p.m.</u>	<u>10.000</u>
16-1 Passenger cars	9.158	-	10.000
16-4 Aircraft	<u>-</u>	<u>p.m.</u>	<u>p.m.</u>
	<u>9.158</u>	<u>p.m.</u>	<u>10.000</u>
<u>16-1 Passenger cars</u>	<u>9.158</u>	<u>-</u>	<u>10.000</u>
1 Citroën ID19 to replace that procured in 1960			
<u>16-4 Aircraft</u>	<u>-</u>	<u>p.m.</u>	<u>p.m.</u>
In the event of possibility of centralising aeriél survey at CEOA.			

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	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>17 Office equipment</u>	<u>12.720</u>	<u>15.200</u>	<u>17.500</u>
17-1 Office machines	-	6.200	11.400
17-2 Office furniture	10.710	2.500	5.100
17-3 Other office equipment	<u>2.010</u>	<u>6.500</u>	<u>1.000</u>
	<u>12.720</u>	<u>15.200</u>	<u>17.500</u>
 <u>17-1 Office machines</u>	 <u>-</u>	 <u>6.200</u>	 <u>11.400</u>
(a) 1 polycopier			2.700
(b) 2 electric typewriters } 1 ordinary typewriter }			3.700
(c) 1 hand-operated punching machine			500
(d) Equipment for the classification of technical documentation			2.000
(e) 1 electric calculating machine			2.500
(f) 1 accounting machine			p.m.
			<u>11.400</u>
 (a) <u>1 polycopier</u>			<u>2.700</u>
The polycopier procured in 1958 is in such a bad state of wear that it will be more economical to replace it with a new one of the same type than to continue to pay for expensive repairs and overhauls.			
 (b) <u>2 electric typewriters</u> <u>1 ordinary typewriter</u>			<u>3.700</u>
- 2 electric typewriters for the typing pool, in replacement of 2 ordinary machines. The greater efficiency of these 2 electric machines will undoubtedly result in economy of personnel. The 2 ordinary machines will be reassigned respectively to the Technical Documentation Clerk and to the Planning Clerk, both of whom must have a typewriter for their normal work;			
- 1 ordinary typewriter for the Reproduction Office. Experience has shown that the provision of a typewriter will enable this office to operate more efficiently.			

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1962
Commitments
FF

1963
Approval
FF

1964
Request
FF

(c) 1 hand-operated punching machine

500

It has been found necessary to have a more powerful punching machine (but still hand-operated so as to avoid having to purchase an expensive motor) than the one at present in the Agency's possession that can only punch 20 sheets at a time

(d) Equipment for the classification of technical documentation

2.000

A minimum amount of equipment is necessary for the classification of the specialised documentation of CEOA. The "SELECTO" system is the one best suited for this purpose. Appropriations are requested for two essential elements of this system, namely :

- 1 punch for the cards corresponding to the key-words;
- 1 selector viewer for the cards corresponding to the key-words.

1.700

300
2.000
=====

(e) 1 electric calculating machine

2.500

An electric calculating machine is necessary in the operations department for the preparation of technical studies and for checking inventories, lists of spare parts, etc.

(f) 1 accounting machine

p.m.

The machine at present used for financial accounting is a typewriter provided with a frame in which account sheets are inserted. This machine is unable to carry out all the operations required of it. A study is in progress in order to determine which machine would be most suitable for the centralisation of accounting entries.

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OAF(63)D/257
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17-2

	<u>1962</u> <u>Commitments</u> <u>FF</u>	<u>1963</u> <u>Approval</u> <u>FF</u>	<u>1964</u> <u>Request</u> <u>FF</u>
<u>17-2 Office furniture</u>	<u>10.710</u>	<u>2.500</u>	<u>5.100</u>
a) 1 filing cupboard			600
b) 1 vertical filing cupboard and sundry minor spare material			1.500
c) For the documentation office			<u>3.000</u> <u>5.100</u>
a) <u>1 filing cupboard</u>			<u>600</u>
A filing cupboard is requested for the financial accounting department owing to the continual increase in the number of accounting documents that must always be to hand, even after several financial years have elapsed.			
b) <u>1 vertical filing cupboard and sundry minor spare material</u>			<u>1.500</u>
This furniture is required for the main records office the volume of documents contained in which continues to increase, despite the systematic destruction rules that are applied.			
c) <u>For the documentation office</u>			<u>3.000</u>
- wall shelves with sliding doors			2.600
- table			200
- step ladder			200
			<u>3.000</u>
<u>17-3 Other office equipment</u>	<u>2.010</u>	<u>6.500</u>	<u>1.000</u>
Provision for sundry equipment			<u>1.000</u>

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OAF(63)D/257
CEOA - 1964 Budget
Revenue

PART IV - REVENUE

Category	Description	1962 Actual Revenue	1963 Estimated Revenue	1964 Estimated Revenue
41	<u>Interest</u>			
-1	Bank interest	401.883,61	300.000,00	250.000,00
-2	Trade discount	-	-	-
		401.883,61	300.000,00	250.000,00
42	<u>Services rendered to third parties</u>			
-1	National depots	58.617,62	120.000,00	100.000,00
-2	National air bases	-	-	-
-3	Other third parties	-	-	-
		58.617,62	120.000,00	100.000,00
43	<u>Reimbursement</u>			
-1	Telephone calls	-	-	-
-2	Electric current	-	-	-
-3	Canteen	-	-	-
-4	Personnel expenses	-	-	-
		-	-	-
44	<u>Rents</u>	-	-	-
45	<u>Sales of scrap and slop oils</u>	-	-	-
46	<u>Sales of retired property</u>	2.050,00	-	2.500,00
47	<u>Sales of land</u>	p.m.	p.m.	p.m.
48	<u>Operational revenue</u>			
-1	Storage	8.374.199,02	10.254.360,00	10.600.000,00
-2	Movements	14.825.251,02	17.500.000,00	20.200.000,00
-3	Handling operations	1.071.643,55	1.000.000,00	1.100.000,00
		24.271.093,59	28.754.360,00*	31.900.000,00**
49	<u>Sundry minor receipts</u>	15.171,27	11.000,00	-
	Total sundry revenue	24.748.816,09	29.185.360,00	32.252.500,00

Footnotes :

- * Including FF 3.000.000 revenue arising from civil use at the beginning of 1963
 ** Possible revenue arising from civil use at the end of 1964 not included.

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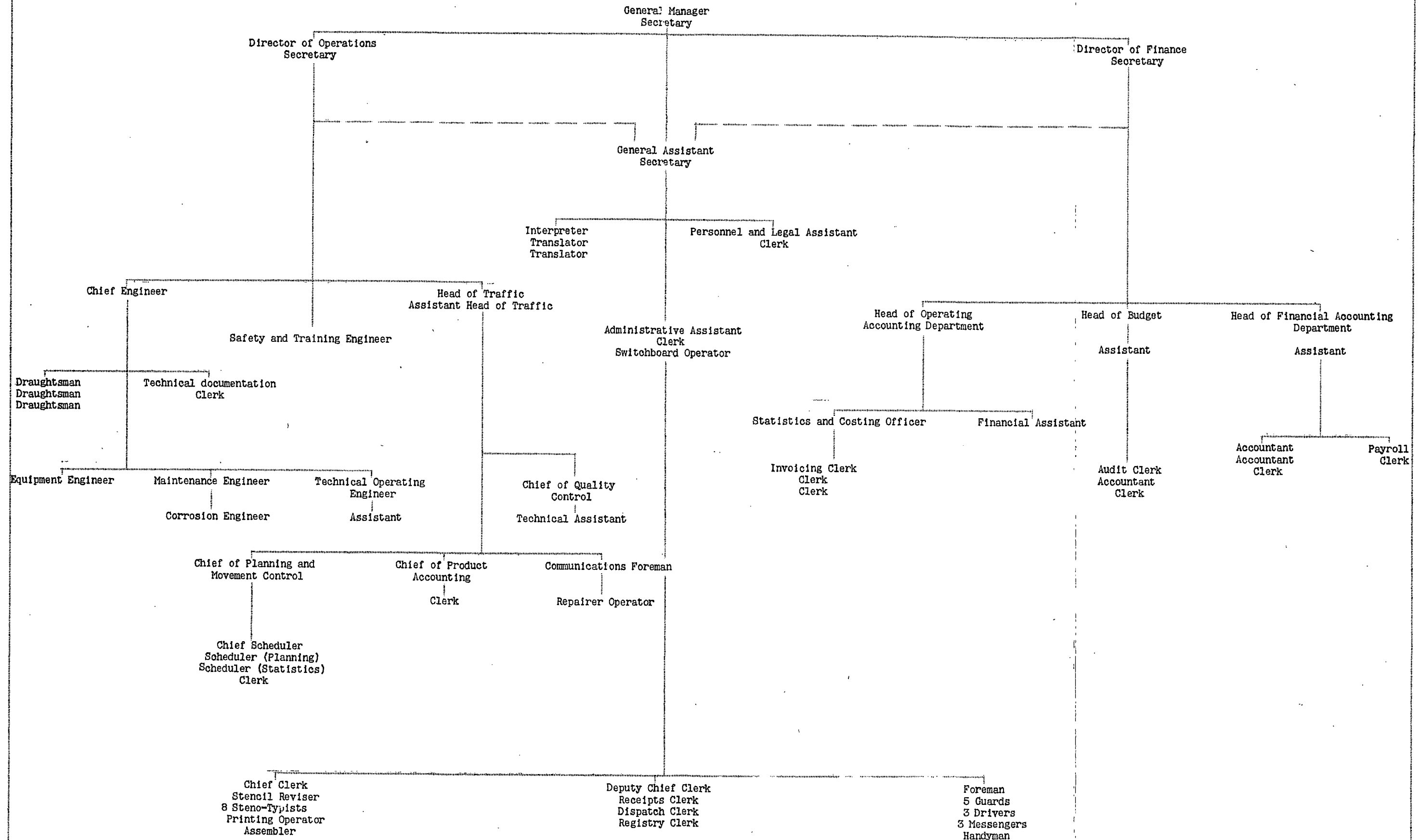
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CENTRAL EUROPE OPERATING AGENCY

ORGANIZATION CHART
1964

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ANNEX to
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