

Brussels, 29 May 2020  
(OR. fr)

8461/20

IMM 1  
FIN 326

## INFORMATION NOTE

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From:	General Secretariat of the Council
To:	Permanent Representatives Committee/Council
Subject:	Annual report on the Council's buildings policy

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This note comprises the following sections:

Section 1: Background

Section 2: Information regarding:

- a) expenditure and surface area by building
- b) expected development of the overall programming on the basis of surface area and locations
- c) terms, final costs and information regarding the implementation of planned projects.

Section 3: Annexes

## **1. BACKGROUND**

Once a year, in accordance with Article 266(1) of the Financial Regulation, the General Secretariat of the Council produces a working document containing essential information about its buildings policy<sup>1</sup>. The document includes the following information:

- a) for each building, the expenditure and surface area covered by the appropriations of the corresponding budget lines;
- b) the expected development of the overall programming on the basis of surface area and locations for the coming years with a description of the building projects in planning phase which are already identified;
- c) the final terms and costs, as well as relevant information regarding implementation of new building projects previously submitted to the budgetary authority and not included in the preceding year's working documents.

It should be noted that the expenditure figures provided do not include charges.

This information is set out in the following section.

## **2. DETAILED INFORMATION REGARDING THE BUILDINGS POLICY**

- a) Expenditure and surface area covered for each building occupied by the Council and the European Council

The tables annexed hereto summarise the surface area (Annex 1A) and expenditure (Annexes 1B and 1C) for each building occupied by the Council and the European Council.

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<sup>1</sup> Last such document: 9731/19.

The buildings are as follows:

Europa Building (EB)	Conference centre General Secretariat	Brussels
Justus Lipsius (JL)	Conference centre General Secretariat	Brussels
European Convention Center Luxembourg (LU)	Conference centre	Luxembourg
Lex (LE)	General Secretariat	Brussels
Crèche (CR)	Childcare	Brussels
Neder-Over-Heembeek (NH)	General Secretariat Logistics	Brussels

The breakdown of surface area is based on the new ‘Measuring Code applicable to the buildings of the institutions and other bodies of the European Union’, in force since 5 December 2019. Minor adjustments to the surface area have been made compared to document 9731/19 following the correction of certain measurements and the reallocation of certain spaces.

As regards the Europa building, the Secretariat paid the balance and executed the official deed of sale on 29 November 2019, and now enjoys full ownership of the building.

It should be noted that the building space included for Luxembourg is occupied for only three months per year, when Council meetings take place there.

The expenditure tables in Annexes 1B and 1C include leases and rentals, taxes and acquisitions.

Annex 1B shows the expenditure planned for in the 2020 budget.

Annex 1C shows planned expenditure for 2021, based on the budget proposal for that year and on the forecasts that can be made at this point.

b) Expected development of the overall programming

The Council's buildings policy is stable. Since 2004, the Council's aim has been to ultimately accommodate all its activities and those of the European Council in Brussels in buildings which it owns, which are adapted to its needs and which are located near to one another (7358/04): Justus Lipsius, Europa and Lex. This reorganisation was completed with delivery of the Europa Building on 30 June 2016.

The occupied surface area is stable and should not change.

The table in Annex 2 shows anticipated developments in building space over the coming years.

c) New building projects

In the framework of the renovation of the Justus Lipsius, the General Secretariat of the Council is in the process of exploring New Ways of Working (NWOW). It will evaluate the results of this project and take them into account in the discussions on the orientation of its buildings strategy and human resources policy, as recommended by the European Court of Auditors in its report<sup>2</sup>. A pilot project has been launched to this end.

### 3. ANNEXES

Annex 1	General harmonised overview of the surface occupied
Annex 1A	Table showing surface area for each building occupied by the Council and the European Council
Annex 1B	Table showing expenditure for each building occupied by the Council and the European Council in 2020
Annex 1C	Table showing expenditure for each building occupied by the Council and the European Council in 2021
Annex 2	Anticipated developments in building space occupied by the Council and the European Council

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<sup>2</sup> Special report No 34/2018, <https://www.eca.europa.eu/en/Pages/DocItem.aspx?did=48582>.

**GENERAL HARMONISED OVERVIEW OF THE SURFACE OCCUPIED**

In order to improve oversight and understanding of their buildings, the European institutions have decided to group the net area of buildings into four main categories:

- **Office space, SB**, comprising all areas that are used (or can be used) as offices for staff, including small meeting rooms and similar spaces, with the exception of those spaces which fall into the other categories;
- **Institutional areas, SI**, comprising all areas that are used for political or particular activities of the institution: offices of the President, offices for the presidency, offices for the members of the Courts, areas allocated to political parties, courtrooms, judges' conference rooms, offices for delegations, etc. Support rooms are considered as institutional areas when their use is strictly reserved (e.g. movement within VIP floors inaccessible to staff, protocol restaurants, VIP toilets);
- **Specific areas, SS**, comprising spaces set aside for other specific activities of the institution, such as debating chamber, large meeting rooms with or without interpreting booths, offices for occasional use, libraries, audiovisual studios and other spaces used by the press, concessionaires and production workshops, as well as sport and recreation facilities, training rooms and childcare rooms, etc.;
- **Facilities, SF**, comprising technical and sanitary facilities, hallways, catering areas such as canteens, kitchens or kitchenettes, storage spaces, office equipment rooms and car parks.

A distinction is also drawn between above-ground and below-ground spaces.

**ANNEX 1A: SURFACE AREAS  
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL  
SITUATION IN MAY 2020**

		NET AREAS (m²)															GROSS AREAS (m²)	
		ABOVE GROUND					BELOW GROUND					TOTAL					TOTAL	
		OFFICE SPACE	SPECIFIC AREAS	FACILITIES	INSTITUTIONAL AREAS	TOTAL	OFFICE SPACE	SPECIFIC AREAS	FACILITIES	INSTITUTIONAL AREAS	TOTAL	OFFICE SPACE	SPECIFIC AREAS	FACILITIES	INSTITUTIONAL AREAS	TOTAL	%	
BRUSSELS																		
Owned	EB	4.677,77	8.879,56	26.334,81	6.377,37	46.269,51	0,00	329,17	20.173,60	0,00	20.502,77	4.677,77	9.208,73	46.508,41	6.377,37	66.772,28	16%	78.306,91
	JL	42.475,08	19.337,29	62.946,62	3.351,88	128.110,87	0,00	3.336,03	74.852,92	0,00	78.188,95	42.475,08	22.673,32	137.799,54	3.351,88	206.299,82	50%	227.289,96
	LE	20.221,05	7.516,91	27.263,08	0,00	55.001,04	0,00	133,59	20.966,83	0,00	21.100,42	20.221,05	7.650,50	48.229,91	0,00	76.101,46	18%	82.583,02
	CR	138,59	1.485,32	2.206,98	0,00	3.830,89	0,00	90,23	1.442,10	0,00	1.532,33	138,59	1.575,55	3.649,08	0,00	5.363,22	1%	6.088,10
	TOTAL	67.512,49	37.219,08	118.751,49	9.729,25	233.212,31	0,00	3.889,02	117.435,45	0,00	121.324,47	67.512,49	41.108,10	236.186,94	9.729,25	354.536,78		394.267,99
Rented	NH	0,00	0,00	4.707,32	0,00	4.707,32	0,00	0,00	0,00	0,00	0,00	0,00	0,00	4.707,32	0,00	4.707,32	1%	4.795,15
	TOTAL	0,00	0,00	4.707,32	0,00	4.707,32	0,00	0,00	0,00	0,00	0,00	0,00	0,00	4.707,32	0,00	4.707,32		4.795,15
LUXEMBOURG																		
Rented	LU	570,98	20.247,24	14.015,11	3.897,23	38.730,56	0,00	392,57	16.313,42	0,00	16.705,99	570,98	20.639,81	30.328,53	3.897,23	55.436,55	13%	62.582,82
	TOTAL	570,98	20.247,24	14.015,11	3.897,23	38.730,56	0,00	392,57	16.313,42	0,00	16.705,99	570,98	20.639,81	30.328,53	3.897,23	55.436,55		62.582,82
TOTAL		68.083,47	57.466,32	137.473,92	13.626,48	276.650,19	0,00	4.281,59	133.748,87	0,00	138.030,46	68.083,47	61.747,91	271.222,79	13.626,48	414.680,65		461.645,96
PERCENTAGE		25%	21%	50%	5%		0%	3%	97%	0%		16%	15%	65%	3%			

OFFICE SPACE: comprising all areas that are used (or can be used) as offices for staff, including small meeting rooms and similar spaces, with the exception of those spaces which fall into the other categories;

INSTITUTIONAL AREAS: comprising all areas that are used for political or particular activities of the institution: offices of the President, offices for the presidency, offices for the members of the Courts, areas allocated to political parties, courtrooms, judges' conference rooms, offices for delegations, etc. Support rooms are considered as institutional areas when their use is strictly reserved (e.g. movement within VIP floors inaccessible to staff, protocol restaurants, VIP toilets);

SPECIFIC AREAS: comprising spaces set aside for other specific activities of the institution, such as debating chamber, large meeting rooms with or without interpreting booths, offices for occasional use, libraries, audiovisual studios and other spaces used by the press, concessionaires and production workshops, as well as sport and recreation facilities, training rooms and childcare rooms, etc.;

FACILITIES: comprising technical and sanitary facilities, hallways, catering areas such as canteens, kitchens or kitchenettes, storage spaces, office equipment rooms and car parks.

Abbreviations: EB = Europa  
JL = Justus Lipsius  
LE = Lex  
CR = Crèche  
NH = Neder-Over-Heembeek  
LU = European Convention Center Luxembourg (occupied for three months a year, when Council meetings are held there)

**ANNEX 1B: EXPENDITURE  
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL  
BUDGET 2020**

		TOTAL			
		Rent	Tax	Purchase	TOTAL
BRUSSELS					
Owned	EB	-	-	-	- €
	JL	-	-	-	- €
	LE	-	-	-	- €
	CR	-	-	-	- €
	TOTAL	- €	- €	- €	- €
Rented	NH	259.000,00 €	-	-	259.000,00 €
	TOTAL	259.000,00 €	- €	- €	259.000,00 €
LUXEMBOURG					
Rented	LU <sup>(1)</sup>	530.000,00 €	-	-	530.000,00 €
	TOTAL	530.000,00 €	- €	- €	530.000,00 €
TOTAL		789.000,00 €	- €	- €	789.000,00 €
Abbreviations:					
	EB = Europa Building				
	JL = Justus Lipsius				
	LE = Lex				
	CR = Crèche				
	NH = Neder-Over-Heembeek				
	LU = European Convention Center Luxembourg (occupied for three months a year, when Council meetings are held there)				

**ANNEX 1C: EXPENDITURE  
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL  
FORWARD BUDGET 2021**

		TOTAL			
		Rent	Tax	Purchase	TOTAL
<b>BRUSSELS</b>					
Owned	EB	-	-	-	- €
	JL	-	-	-	- €
	LE	-	-	-	- €
	CR	-	-	-	- €
	TOTAL	- €	- €	- €	- €
Rented	NH	259.000,00 €	- €	-	259.000,00 €
	TOTAL	259.000,00 €	- €	- €	259.000,00 €
<b>LUXEMBOURG</b>					
Rented	LU	540.000,00 €	-	-	540.000,00 €
	TOTAL	540.000,00 €	- €	- €	540.000,00 €
<b>TOTAL</b>		<b>799.000,00 €</b>	<b>- €</b>	<b>- €</b>	<b>799.000,00 €</b>
Abbreviations:					
	EB = Europa Building				
	JL = Justus Lipsius				
	LE = Lex				
	CR = Crèche				
	NH = Neder-Over-Heembeek				
	LU = European Convention Center Luxembourg (occupied for three months a year, when Council meetings are held there)				



ANNEX 2: BUILDINGS PROGRAMME COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL				
		SITUATION IN MAY 2020	PROGRAMME 2021	PROGRAMME 2022-2025
		GROSS AREAS (m²)	GROSS AREAS (m²)	GROSS AREAS (m²)
<b>BRUSSELS</b>				
Owned	EB	78.306,91	78.306,91	78.306,91
	JL	227.289,96	227.289,96	227.289,96
	LE	82.583,02	82.583,02	82.583,02
	CR	6.088,10	6.088,10	6.088,10
	<b>TOTAL</b>	<b>394.267,99</b>	<b>394.267,99</b>	<b>394.267,99</b>
Rented <sup>(1)</sup>	NH	4.795,15	4.795,15	4.795,15
	<b>TOTAL</b>	<b>4.795,15</b>	<b>4.795,15</b>	<b>4.795,15</b>
<b>LUXEMBOURG</b>				
Rented	LU	62.582,82	62.582,82	62.582,82
	<b>TOTAL</b>	<b>62.582,82</b>	<b>62.582,82</b>	<b>62.582,82</b>
<b>TOTAL</b>		<b>461.645,96</b>	<b>461.645,96</b>	<b>461.645,96</b>
Abbreviations:	EB = Europa Building			
	JL = Justus Lipsius			
	LE = Lex			
	CR = Crèche			
	NH = Neder Over Heembeek			
	LU = European Convention Center Luxembourg (occupied for three months a year, when Council meetings are held there)			