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## INFORMATION NOTE

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

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: 9579/18.

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 interinstitutional agreement of 2010 concerning surface area nomenclature and measurement standards. Minor adjustments are caused by the rectification of certain measurements or by the reallocation of certain spaces.

Since last year, the surface area of the Archimède visitor centre has been removed, as the lease ended on 31 December 2018. In 2018 this space was used and funded entirely by the European Commission; the General Secretariat was the leaseholder.

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 2019 budget. For the Europa Building, the Secretariat will pay the balance to the Belgian budget on execution of the notarised deed, which is planned for summer 2019.

The annual budget for making the European Convention Center Luxembourg available has been revised downwards following the payment of an advance at the end of 2018 on the occupancy fee, in accordance with the terms expressly provided for with respect to this matter in the agreement with the Luxembourg State. This approach allows significant savings to be made on financial interest costs.

Annex 1C shows planned expenditure for 2020, 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 (formerly Block A of the Résidence Palace), 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

The General Secretariat of the Council is currently exploring new ways of working (NWoW), as recommended by the European Court of Auditors in its 2018 audit of office accommodation of EU institutions<sup>2</sup>.

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

### 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 2018
Annex 1C	Table showing expenditure for each building occupied by the Council and the European Council in 2019
Annex 2	Anticipated developments in building space occupied by the Council and the European Council

**GENERAL HARMONISED OVERVIEW OF THE SURFACE OCCUPIED**

In 2010, the European institutions agreed to adopt a common measuring code and a common synthesised format for the classification and display of property data.

This agreement provides for the net area of buildings to be grouped into three main categories:

- **office space**, comprising all areas that are used (or can be used) as offices, including small meeting rooms and similar spaces, with the exception of those spaces which fall into the other categories;
- **specific areas**, comprising spaces set aside for the specific (political) activities of the institution, such as debating chambers, large meeting rooms with or without interpreting booths, rooms for use by presidencies and delegations, 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;
- **facilities**, comprising technical and sanitary facilities, hallways, storage spaces, office equipment rooms and car parks.

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

It should be noted that, in order to ensure consistency with the internal system for managing space, a few minor classification changes have been made by comparison with other institutions. Thus, only office areas actually available for occupancy by officials and other persons are counted as ‘office space’. Political offices (for delegations and the presidency, and offices for occasional use by various bodies) are included under ‘specific areas’.

**ANNEX 1A: SURFACE AREAS  
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL  
SITUATION IN MAY 2019**

		NET AREAS (m²)												GROSS AREAS (m²)	
ABOVE GROUND					BELOW GROUND				TOTAL					TOTAL	
OFFICE SPACE	SPECIFIC AREAS	FACILITIES	TOTAL		OFFICE SPACE	SPECIFIC AREAS	FACILITIES	TOTAL	OFFICE SPACE	SPECIFIC AREAS	FACILITIES	TOTAL	%		
BRUSSELS															
Owned	EB	5.520,51	14.250,74	26.438,19	46.209,44	0,00	329,17	20.173,60	20.502,77	5.520,51	14.579,91	46.611,79	66.712,21	16%	78.306,91
	JL	42.480,41	22.510,70	64.491,02	129.482,13	0,00	3.191,07	74.937,91	78.128,98	42.480,41	25.701,77	139.428,93	207.611,11	50%	227.289,96
	LE	20.165,33	7.618,70	26.998,38	54.782,41	0,00	133,59	20.966,83	21.100,42	20.165,33	7.752,29	47.965,21	75.882,83	18%	82.583,02
	CR	138,59	1.485,32	2.206,98	3.830,89	0,00	0,00	1.532,33	1.532,33	138,59	1.485,32	3.739,31	5.363,22	1%	6.088,10
	TOTAL	68.304,84	45.865,46	120.134,57	234.304,87	0,00	3.653,83	117.610,67	121.264,50	68.304,84	49.519,29	237.745,24	355.569,37		394.267,99
Rented	NH	0,00	0,00	4.707,32	4.707,32	0,00	0,00	0,00	0,00	0,00	0,00	4.707,32	4.707,32	1%	4.795,15
	TOTAL	0,00	0,00	4.707,32	4.707,32	0,00	0,00	0,00	0,00	0,00	0,00	4.707,32	4.707,32		4.795,15
LUXEMBOURG															
Rented	LU	570,98	24.144,47	14.015,11	38.730,56	0,00	392,57	16.313,42	16.705,99	570,98	24.537,04	30.328,53	55.436,55	13%	62.582,82
	TOTAL	570,98	24.144,47	14.015,11	38.730,56	0,00	392,57	16.313,42	16.705,99	570,98	24.537,04	30.328,53	55.436,55		62.582,82
TOTAL		68.875,82	70.009,93	138.857,00	277.742,75	0,00	4.046,40	133.924,09	137.970,49	68.875,82	74.056,33	272.781,09	415.713,24		461.645,96
PERCENTAGE		25%	25%	50%		0%	3%	97%		17%	18%	66%			

OFFICE SPACE: all areas (that can be) used as offices, including small meeting rooms, other than those that fall into the next category

SPECIFIC AREAS: areas set aside for the specific (political) activities of the institution, such as debating chambers, large meeting rooms with interpreting booths, central library, audiovisual studio, concessionaires, large transit areas, rooms for use by presidencies, delegations or the press, offices for occasional use, production workshops, sport and recreation facilities, training rooms and childcare rooms

FACILITIES: technical, sanitary and catering facilities, hallways, storage spaces, office equipment rooms and car parks

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 1B: EXPENDITURE  
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL  
BUDGET 2019**

		TOTAL			
		Rent	Tax	Purchase	TOTAL
<b>BRUSSELS</b>					
Owned	EB	-	-	-	- €
	JL	-	-	-	- €
	LE	-	-	-	- €
	CR	-	-	-	- €
	TOTAL	- €	- €	- €	- €
Rented	NH	254.000,00 €	-	-	254.000,00 €
	TOTAL	254.000,00 €	- €	- €	254.000,00 €
<b>LUXEMBOURG</b>					
Rented	LU <sup>(1)</sup>	580.133,00 €	-	-	580.133,00 €
	TOTAL	580.133,00 €	- €	- €	580.133,00 €
<b>TOTAL</b>		<b>834.133,00 €</b>	<b>- €</b>	<b>- €</b>	<b>834.133,00 €</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)

(1) This amount does not take account of the instalment paid at the end of 2018, which lowers the annual fee to EUR 530 581.



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

		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	530.581,00 €	-	-	530.581,00 €
	TOTAL	530.581,00 €	- €	- €	530.581,00 €
<b>TOTAL</b>		<b>789.581,00 €</b>	<b>- €</b>	<b>- €</b>	<b>789.581,00 €</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 2019	PROGRAMME 2020	PROGRAMME 2021-2024
		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)

(1) The arrangement between the European Defence Agency and the Council to make 64m² mutually available is no longer considered a rental.