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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 policy¹. 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 have already been 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 next 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.

¹ Last such document: 9320/22.

The buildings are as follows:

Europa (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.

At the request of the Court of Auditors, the gross above-ground surface area of each building has been added.

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 surface areas have changed slightly this year following on-site checks and corrections. These changes do not reflect any changes to the buildings per se.

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

Annex 1B shows the expenditure planned for in the 2023 budget.

Annex 1C shows planned expenditure for 2024, 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 within the next few years.

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 report². A pilot project is under way in the Europa and Justus Lipsius buildings. An evaluation of the pilot project has been launched. An initial interim report has been produced. The final evaluation report will be presented in the second half of 2023.

The General Secretariat of the Council has also been assessing the impact of the digital transformation that has occurred, particularly during the COVID-19 period. The decisions that may be taken in this context could affect the Secretariat's buildings and its buildings policy.

The General Secretariat of the Council is also examining various scenarios for renovation of the Justus Lipsius building and, more broadly, the future of the site. This project is necessary to ensure the proper functioning of the two institutions, ensure a high level of environmental and, in particular, energy performance, particularly in view of the applicable regulations, and provide an optimised, welcoming, stimulating and secure working environment.

² 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 occupied areas
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 2023
Annex 1C	Table showing expenditure for each building occupied by the Council and the European Council in 2024
Annex 2	Anticipated developments in building space occupied by the Council and the European Council

GENERAL HARMONISED OVERVIEW OF THE OCCUPIED AREAS

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

- **Office areas (OA)**, 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 (IA)**, comprising all areas that are used for political or particular activities of the institution: offices for the members of the Courts, areas allocated to political parties, courtrooms, judges' conference rooms, etc. Support rooms are considered institutional areas when their use is strictly reserved (e.g. movement within VIP floors inaccessible to staff, protocol restaurants, VIP toilets);
- **Specific areas (SpA)**, comprising spaces set aside for other specific activities of the institution, such as the debating chamber, large meeting rooms with or without interpreting booths, offices for occasional use, offices for delegations, libraries, audiovisual studios and other spaces used by the press or concessionaires, production workshops, sports and recreation rooms, training rooms, childcare rooms, etc.;
- **Facility areas (FA)**, comprising technical and sanitary facilities, catering areas such as canteens, kitchens or kitchenettes, hallways, storage spaces, office equipment rooms and car parks.

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

It should be noted that only office areas actually available for occupancy by officials and other persons are counted as 'office areas'. 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 2023

		NET AREAS (m²)															GROSS AREAS	GROSS AREAS	
		ABOVE GROUND					BELOW GROUND					TOTAL					ABOVE GROUND	TOTAL	
		OFFICE AREAS	SPECIFIC AREAS	FACILITY AREAS	INSTITUT. AREAS	TOTAL	OFFICE AREAS	SPECIFIC AREAS	FACILITY AREAS	INSTITUT. AREAS	TOTAL	OFFICE AREAS	SPECIFIC AREAS	FACILITY AREAS	INSTITUT. AREAS	TOTAL	%		
BRUSSELS																			
Owned	EB	5.249,33	7.926,34	24.986,62	7.898,67	46.060,96	0,00	329,17	20.232,21	0,00	20.561,38	5.249,33	8.255,51	45.218,83	7.898,67	66.622,34	16%	67.566,52	91.846,87
	JL	43.030,99	19.491,71	63.193,03	3.397,03	129.112,76	0,00	3.335,14	75.104,29	0,00	78.439,43	43.030,99	22.826,85	138.297,32	3.397,03	207.552,19	50%	144.555,43	230.243,74
	LE	20.251,29	7.557,72	26.754,59	0,00	54.563,60	0,00	133,59	20.966,83	0,00	21.100,42	20.251,29	7.691,31	47.721,42	0,00	75.664,02	18%	63.873,08	86.839,42
	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%	4.356,96	6.088,10
	TOTAL	68.670,20	36.461,09	117.141,22	11.295,70	233.568,21	0,00	3.888,13	117.745,43	0,00	121.633,56	68.670,20	40.349,22	234.886,65	11.295,70	355.201,77		280.351,99	415.018,13
Rented	NH	160,48	0,00	4.627,25	0,00	4.787,73	0,00	0,00	0,00	0,00	0,00	160,48	0,00	4.627,25	0,00	4.787,73	1%	4.795,15	4.795,15
	TOTAL	160,48	0,00	4.627,25	0,00	4.787,73	0,00	0,00	0,00	0,00	0,00	160,48	0,00	4.627,25	0,00	4.787,73		4.795,15	4.795,15
LUXEMBOURG																			
Rented	LU	969,96	20.081,03	13.782,34	3.897,23	38.730,56	0,00	392,57	16.313,42	0,00	16.705,99	969,96	20.473,60	30.095,76	3.897,23	55.436,55	13%	43.960,75	62.582,82
	TOTAL	969,96	20.081,03	13.782,34	3.897,23	38.730,56	0,00	392,57	16.313,42	0,00	16.705,99	969,96	20.473,60	30.095,76	3.897,23	55.436,55		43.960,75	62.582,82
TOTAL		69.800,64	56.542,12	135.550,81	15.192,93	277.086,50	0,00	4.280,70	134.058,85	0,00	138.339,55	69.800,64	60.822,82	269.609,66	15.192,93	415.426,05		329.107,89	482.396,10
PERCENTAGE		25%	20%	49%	5%		0%	3%	97%	0%		17%	15%	65%	4%				

OFFICE AREAS: 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 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 the debating chamber, large meeting rooms with or without interpreting booths, offices for occasional use, libraries, audiovisual studios and other spaces used by the press or concessionaires, production workshops, sports and recreation rooms, training rooms, childcare rooms, etc.;

FACILITY AREAS: comprising technical and sanitary facilities, catering areas such as canteens, kitchens or kitchenettes, hallways, 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 2023**

		TOTAL			
		Rent	Tax	Purchase	TOTAL
BRUSSELS					
Owned	EB	-	-	-	- €
	JL	-	-	-	- €
	LE	-	-	-	- €
	CR	-	-	-	- €
	TOTAL	- €	- €	- €	- €
Rented	NH	278.100,00 €	-	-	278.100,00 €
	TOTAL	278.100,00 €	- €	- €	278.100,00 €
LUXEMBOURG					
Rented	LU ⁽¹⁾	465.432,00 €	-	-	465.432,00 €
	TOTAL	465.432,00 €	- €	- €	465.432,00 €
TOTAL		743.532,00 €	- €	- €	743.532,00 €

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 1C: EXPENDITURE
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL
FORWARD BUDGET 2024**

TOTAL					
		Rent	Tax	Purchase	TOTAL
BRUSSELS					
Owned	EB	-	-	-	- €
	JL	-	-	-	- €
	LE	-	-	-	- €
	CR	-	-	-	- €
	TOTAL	- €	- €	- €	- €
Rented	NH	284.000,00 €	- €	-	284.000,00 €
	TOTAL	284.000,00 €	- €	- €	284.000,00 €
LUXEMBOURG					
Rented	LU	460.000,00 €	-	-	460.000,00 €
	TOTAL	460.000,00 €	- €	- €	460.000,00 €
TOTAL		744.000,00 €	- €	- €	744.000,00 €

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 2: BUILDINGS PROGRAMME
COUNCIL OF THE EUROPEAN UNION - EUROPEAN COUNCIL**

		SITUATION IN MAY 2023	PROGRAMME 2024	PROGRAMME 2024-2028
		GROSS AREAS (m²)	GROSS AREAS (m²)	GROSS AREAS (m²)
BRUSSELS				
Owned	EB	91.846,87	91.846,87	91.846,87
	JL	230.243,74	230.243,74	230.243,74
	LE	86.839,42	86.839,42	86.839,42
	CR	6.088,10	6.088,10	6.088,10
	TOTAL	415.018,13	415.018,13	415.018,13
Rented ⁽¹⁾	NH	4.795,15	4.795,15	4.795,15
	TOTAL	4.795,15	4.795,15	4.795,15
LUXEMBOURG				
Rented	LU	62.582,82	62.582,82	62.582,82
	TOTAL	62.582,82	62.582,82	62.582,82
TOTAL		482.396,10	482.396,10	482.396,10

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)