

PRESUPUESTO 2019



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Antecedentes

El presupuesto de 2019 se basa en el Documento Único de Programación de la Fundación Europea de Formación (ETF) 2017-2020 (GB-17-DEC-018) aprobado por el Consejo de Dirección de la ETF el 17 de noviembre de 2017 y reflejado en el proyecto de presupuesto general de la UE para 2018, COM(2017)-400 de 29 de junio de 2017, por el que se prevé una contribución de la UE de 20 546 000 EUR.

El presupuesto propuesto está destinado a apoyar a la ETF en la consecución de sus objetivos en los ámbitos siguientes: i) apoyo a la asistencia de la UE en el contexto de las políticas exteriores de la Unión; ii) análisis de políticas y recopilación de información en los países socios a través del Proceso de Turín, y iii) análisis temáticos específicos, desarrollo de conocimientos especializados temáticos y asesoramiento y creación de capacidades en materia de políticas temáticas.

PARTICULARIDADES DEL PRESUPUESTO PARA 2019

Ingresos

Los ingresos se basan en una contribución de 20 546 000 EUR para los créditos de compromiso y de pago, formada por una contribución de 20 488 990 EUR del presupuesto de la Unión Europea y 57 010 EUR procedentes de las recuperaciones de los excedentes relacionados con la ejecución presupuestaria de 2017.

Gastos

El presupuesto de la ETF para 2019 recoge el primer incremento presupuestario (del 2 %) en términos nominales desde 2011.

Difiere de la versión presentada en el DOCUP 2017-2020 inicial en un incremento de 130 000 EUR en el título 1 (correspondientes a una asistencia técnica adicional para compensar el trabajo a tiempo parcial, con arreglo a lo previsto en el artículo 38, apartado 2, del Reglamento financiero de la ETF), un aumento de 49 922 EUR en el título 2 (correspondiente a la consultoría de apoyo a la digitalización institucional) y la consiguiente disminución en el título 3 por importe de 179 922 EUR.

La Fundación propone el siguiente desglose de la contribución:

Título 1, gastos del personal que trabaja para la Fundación Europea de Formación: 13 827 300 EUR

El título 1 representa el 67 % de la contribución de la UE, con un aumento del 2,9 % en comparación con el presupuesto rectificativo para 2018.

Los gastos del título 1 cubrirán los costes estimados de los recursos humanos y las actividades relacionadas. Los supuestos básicos son los siguientes:

- una plantilla de personal formada por 86 agentes temporales, 41 agentes contractuales, 1 agente local y 1 experto nacional en comisión de servicios; además, se contratará 1 agente temporal sobre la base del artículo 38, apartado 2, del Reglamento financiero de la ETF, con el fin de

compensar los casos de actividad a tiempo parcial autorizados por la autoridad facultada para proceder a los nombramientos, de acuerdo con las disposiciones del Estatuto;

- un aumento salarial (adaptación salarial anual) y un factor de ponderación cuyo efecto neto combinado será del 1 %;
- un aumento para atender los ascensos anuales y las subidas en el escalafón, junto con un ahorro derivado del trabajo a tiempo parcial y la rotación de personal;
- un presupuesto para misiones administrativas, restaurado al nivel inicial de 2018;
- un presupuesto para formación, infraestructura social y médica y gastos de representación.

Título 2 para gastos de infraestructuras y de administración general: **1 764 800 EUR**

El título 2 representa el 9 % de la contribución de la UE, con una disminución del 8,9 % en comparación con el presupuesto rectificativo para 2018.

Dicha disminución se produce como consecuencia de la finalización de la mejora de la infraestructura del sistema de servicios públicos. El presupuesto planificado para TIC solo permitirá mejoras limitadas. Incluye apoyo externo para el diseño y la implantación del proceso continuo de digitalización, una externalización parcial del servicio de asistencia de TIC y la fase inicial de una introducción parcial y progresiva de dispositivos móviles. El título 2 abarca:

- los gastos en tecnologías de la información y la comunicación (TIC);
- los costes de telecomunicaciones;
- el mantenimiento del edificio y los equipos, la obtención de la certificación EMAS¹ (instalaciones);
- los gastos relacionados con la organización de las reuniones del Consejo de Dirección de la ETF;
- los gastos de contenciosos.

Título 3 para gastos de actividades operativas: 4 953 900 EUR

El título 3 representa el 24 % de la subvención, con un incremento del 4,0 % en comparación con el presupuesto rectificativo para 2018. El título 3 es necesario para apoyar y complementar las principales aportaciones de los expertos de la ETF a través del título 1 y comprende los gastos relativos a:

- actividades operativas (conocimientos técnicos, apoyo logístico relacionado y misiones operativas);
- actividades de comunicación (comunicaciones externas, gestión de publicaciones);
- actividades de planificación, seguimiento y evaluación.

El título 3 se ajusta de acuerdo con las limitaciones de recursos y refleja las prioridades operativas. Se espera que el gasto operativo crezca a partir de 2019, aportando los recursos precisos para revisar las prioridades operativas. Con respecto a la práctica consolidada, los ahorros del título 1 se asignarán a actividades operativas y, si procede, a mejoras de infraestructuras.

¹ El EMAS, sistema comunitario de gestión y auditoría medioambientales, es un instrumento de gestión ambiental de carácter voluntario desarrollado en 1993 por la Comisión Europea. Permite a las organizaciones evaluar, gestionar y mejorar de forma continua su comportamiento medioambiental.

Formato y estructura del presupuesto

El presupuesto para 2019, en consonancia con los de años anteriores, incluye información sobre la finalidad de cada línea presupuestaria, los supuestos de planificación utilizados en apoyo de los importes necesarios, un desglose de los créditos de compromiso y de pago, el cuadro de efectivos y un calendario de los pagos futuros por compromisos contraídos en años anteriores para el título 3.

La partida presupuestaria 3100 pasa a denominarse «Proyectos operativos».

Estos cambios, junto con los supuestos de planificación, se reflejan en las tablas presupuestarias.

Aprobación

Una vez que lo aprueba el Consejo de Dirección, el presupuesto de la ETF para 2019 entrará en vigor tras la aprobación final del presupuesto general de la Unión Europea.

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017	
		COM	PAY	COM	PAY	COM	PAY

TITLE 1 European Union contribution

Chap.1 2	European Training Foundation (04.03.14, ex 15.02.12, ex 15.02.27)	20 488 990	20 488 990	20 056 297	20 056 297	19 771 000.00	19 771 000.00
1 20	European Training Foundation	20 488 990	20 488 990	20 056 297	20 056 297	19 771 000.00	19 771 000.00
1 20 0	ETF - Subsidy	20 488 990	20 488 990	20 056 297	20 056 297	19 771 000.00	19 771 000.00
1 20 1	ETF - Subsidy under Titles 1 and 2						
1 20 2	ETF - Subsidy under Title 3						
Chap.1 3	Union contribution from recovery of surplus from previous years	57 010	57 010	87 703	87 703	373 000.00	373 000.00
1 30	Union contribution from recovery of surplus from previous years	57 010	57 010	87 703	87 703	373 000.00	373 000.00
1 30 0	Contribution	57 010	57 010	87 703	87 703	373 000.00	373 000.00
1 30 1	Contribution to Title 1 and 2						
1 30 2	Contribution to Title 3						-
TITLE 1	TOTAL TITLE 1	20 546 000	20 546 000	20 144 000	20 144 000	20 144 000.00	20 144 000.00

TITLE 8 European Union contribution in kind

Chap. 8 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.		
8 00	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.		
8 00 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.		
TITLE 8	TOTAL TITLE 8	p.m.	p.m.	p.m.	p.m.		

TITLE 9 MISCELLANEOUS REVENUE

Chap. 9 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	17 249.30	17 249.30
9 00	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	17 249.30	17 249.30
9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	17 249.30	17 249.30
TITLE 9	TOTAL TITLE 9	p.m.	p.m.	p.m.	p.m.	17 249.30	17 249.30

TITLE 10 RESULTS EARLIER YEARS

Chap. 10 1	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-
10 11	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-
10 11 1	Result budget year -/- 1	p.m.	p.m.	p.m.	p.m.		-
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.	-	-

TOTAL ETF SUBVENTION REVENUE	20 546 000	20 546 000	20 144 000	20 144 000	20 161 249.30	20 161 249.30
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Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017	
		COM	PAY	COM	PAY	COM	PAY

TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

Chap. 4 2	Co-operation with other European institutions and other bodies	p.m.	p.m.	p.m.	p.m.	-	-
4 20	Projects related to agreements between European Commission and the Foundation	p.m.	p.m.	p.m.	p.m.	-	-
4 20 0	GEMM Project	p.m.	p.m.	p.m.	p.m.		
4 20 1	FRAME Project	p.m.	p.m.	p.m.	p.m.		
4 21	Financing earlier years	p.m.	p.m.	p.m.	p.m.	-	-
4 21 0	GEMM Project	p.m.	p.m.	p.m.	p.m.		
4 21 1	FRAME Project	p.m.	p.m.	p.m.	p.m.		
Chap. 4 3	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	-	-
4 30	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	-	-
4 30 0	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	-	-
Chap. 4 9	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	p.m.	p.m.	-	-
4 90	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	p.m.	p.m.	-	-
4 90 0	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	p.m.	p.m.		
TITLE 4	TOTAL TITLE 4	p.m.	p.m.	p.m.	p.m.	-	-

TOTAL EARMARKED / PROJECT REVENUE		p.m.	p.m.	p.m.	p.m.	-	-
GRAND TOTAL		20 546 000	20 546 000	20 144 000	20 144 000	20 161 249.30	20 161 249.30

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	

TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION

Chap. 1 1 Staff in active employment	13 381 300.00	13 381 300.00	13 046 323.79	13 046 323.79	13 210 091.42	13 195 206.74	
Art. 110 Agents included in the workforce	10 777 300.00	10 777 300.00	10 487 217.91	10 487 217.91	10 728 273.17	10 728 273.17	
1 10 0 Temporary Agents	10 777 300.00	10 777 300.00	10 487 217.91	10 487 217.91	10 728 273.17	10 728 273.17	This budget line covers the basic salary costs and management allowance of the ETF's Temporary Agents as indicated in the Staff regulations (art. 44 & 66) and Conditions of Employment of Other Servants of the European Communities (art. 20). As from 2016, this budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Temporary Agents (previously on budget lines 1101, 1102, 1130, 1131, 1132, 1140, 1141, 1181, 1182, 1183, 1184), as well as the possible modifications due to the weighting factor (1190) and salary adaptation (1191). Until 2016 this budget line was named "Basic Salary" Planning assumptions: The ETF establishment plan of 86 posts will be achieved from the beginning of 2019. The estimate for the net result of modifications in salary adaptation and weighting factor is 1%. Small increase foreseen for automatic increase in step and reclassification, as well as savings from part-time and staff turnover.
Art. 111 Other staff	2 299 000.00	2 299 000.00	2 220 500.00	2 220 500.00	2 123 579.95	2 119 097.79	
1 11 0 Contract agents	2 234 000.00	2 234 000.00	2 156 500.00	2 156 500.00	2 060 071.07	2 060 071.07	This budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Contract Agents. Planning assumptions: in 2019 there are expected 41 full time equivalents contract agents
1 11 2 Local staff	65 000.00	65 000.00	64 000.00	64 000.00	63 508.88	59 026.72	This budget line covers all salaries, allowances, social security and contributions for Local Agents. Planning assumptions: Salary for 1 Local Agent and services provided by an Italian labour law company for application of Italian legislation to Local Agents and preparation of salary related documentation.
Art. 117 Supplementary services	296 000.00	296 000.00	323 105.88	323 105.88	349 895.20	339 492.68	
1 17 2 Cost of organising traineeships with the Foundation	36 000.00	36 000.00	p.m.	p.m.	-	-	These appropriations cover the costs of traineeships for young professionals from the EU and ETF partner countries in order to give them the opportunity to get to know the practices of an EU agency. Planning assumptions: the ETF foresees 3 internships in 2019
1 17 7 Other services rendered and institutional audit services	260 000.00	260 000.00	323 105.88	323 105.88	349 895.20	339 492.68	This budget line covers recourse to other suppliers of services, consultants and experts, for services under the general administration of the ETF when such services cannot be provided by ETF staff (for reasons of expertise or availability). Planning assumptions: * Services provided by the EU administrative bodies through Service Level Agreements (processing of salary costs and other optional services) and Interagency Service Legal Agreement for secretariat of coordination agency and cost of EC badge * Approximately 4.5 FTE interim staff can be contracted with the budget available, usually used for compensating for ETF staff absence (long-sickness, parental leave or else) or for covering peak periods + associated cost for interim according to Italian Law., * Relocation services newcomers.
Art. 118 Recruitment and transformation costs	9 000.00	9 000.00	15 500.00	15 500.00	8 343.10	8 343.10	
1 18 0 Sundry recruitment expenses	9 000.00	9 000.00	15 500.00	15 500.00	8 343.10	8 343.10	Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof. This budget line covers various recruitment expenses including : - publication costs, - costs directly linked to the promotion and organisation of group recruitment tests (hire of rooms, furniture, machines and miscellaneous equipment, water, fees for the preparation and correction of tests, etc.), - travel costs and daily allowances for candidates and external selection panel member(s). Planning assumptions: Average cost based on historical trend for up to 25 candidates entitled to reimbursement per procedure. Travel/hotel cost for pre-recruitment medical check up (average cost Bruxelles/Luxembourg/Turin); As of 2018 the pre-recruitment medical check up costs will be funded under BL1430 - medical services.
Chap. 1 3 Missions and travel	100 000.00	100 000.00	126 500.00	126 500.00	89 999.04	79 792.89	
Art. 130 Mission and travel expenses	100 000.00	100 000.00	126 500.00	126 500.00	89 999.04	79 792.89	

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
1 30 0	Mission and travel expenses	100 000.00	100 000.00	126 500.00	126 500.00	89 999.04	79 792.89	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof. This budget line covers: transport expenses; payments of daily mission allowances and the necessary or extraordinary costs incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Communities. Planning assumptions: Covers directorate's and administrative missions , as well as learning and development missions. Attempts are made to reduce the appropriations for missions by a more intensive use of videoconference facilities and synergy.
Chap. 1 4 Socio-medical infrastructure		285 000.00	285 000.00	236 000.00	236 000.00	265 364.90	213 319.03	
Art. 143 Medical service		25 000.00	25 000.00	25 000.00	25 000.00	27 000.00	24 717.35	
1 43 0	Medical service	25 000.00	25 000.00	25 000.00	25 000.00	27 000.00	24 717.35	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof. This budget line covers the costs of the external health service acting for the ETF (in particular carrying out regular and pre-recruitment medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.). Planning assumptions: annual medical check up visits (average cost for 90 visits); ETF medical advisor visits and consultancy cost, including mission cost when representing the ETF at the Inter-institutional Medical College; Medical supplies and medicines, or other medical services; Psycho-social support to staff and other initiatives; Pre-recruitment medical costs.
Art. 144 Internal training		210 000.00	210 000.00	205 000.00	205 000.00	213 316.28	171 493.08	
1 44 0	Internal training	210 000.00	210 000.00	205 000.00	205 000.00	213 316.28	171 493.08	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof. This budget line covers introductory courses for new recruits, staff development courses, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment, supplies and documentation and the hiring of consultants. Planning assumptions: This appropriation correspond to expected needs at corportate level, individual training requests, language training as well as corporate and team activities;
Art. 149 Other interventions		50 000.00	50 000.00	6 000.00	6 000.00	25 048.62	17 108.60	
1 49 0	Other interventions	50 000.00	50 000.00	6 000.00	6 000.00	25 048.62	17 108.60	This budget line covers amongst other social events and institutional well being programmes that the ETF is putting in place. Planning assumptions: Social/well being activies and services such as ETF Christmas events, canteen/coffee services for staff events and internal meetings, other social events and contribution to schooling costs ; basic cost for canteen and water dispenser moved under budget item 2030 - facilities.
Chap. 1 5 Staff exchanges between the ETF and the public sector		57 000.00	57 000.00	33 894.12	33 894.12	46 646.10	46 646.10	
Art. 152 Staff exchanges between the ETF and the public sector		57 000.00	57 000.00	33 894.12	33 894.12	46 646.10	46 646.10	
1 52 0	National experts seconded	57 000.00	57 000.00	33 894.12	33 894.12	46 646.10	46 646.10	This budget line covers the costs of national or international officials and of private sector employees temporarily seconded to the ETF to provide knowledge of matters in which they have in-depth experience. Planning assumptions: Cost estimated for 1 Seconded National Expert for a full year
Chap. 1 7 Entertainment and representation expenses		4 000.00	4 000.00	1 000.00	1 000.00	1 203.74	1 203.74	
Art. 170 Entertainment and representation expenses		4 000.00	4 000.00	1 000.00	1 000.00	1 203.74	1 203.74	
1 70 0	Entertainment and representation expenses	4 000.00	4 000.00	1 000.00	1 000.00	1 203.74	1 203.74	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: representation costs including catering expenses, local transport costs and small gifts authorised by the director as well as representation costs linked to the end of the year activities
TITLE 1	TOTAL TITLE 1	13 827 300.00	13 827 300.00	13 443 717.91	13 443 717.91	13 613 305.20	13 536 168.50	

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0 Investments in immovable property, rental of buildings and associated costs	649 347.00	649 347.00	904 948.00	904 948.00	959 781.89	789 063.68	
Art. 200 Rentals	11 501.00	11 501.00	15 747.00	15 747.00	17 593.63	17 593.63	

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
2 00 0	Rentals	11 501.00	11 501.00	15 747.00	15 747.00	17 593.63	17 593.63	This budget line covers property rental. Since 2017 it includes also the "charges locatives", which were previously on budget line 2030. Planning assumptions: Symbolic amount for rent al of ETF Villa Gualino premises, rent for office in Bruxelles (till end of June 2019) , alternative office
<i>Art. 202</i>	<i>Water, gas, electricity and heating</i>	140 000.00	140 000.00	15 000.00	15 000.00	-	-	
2 02 0	Water, gas, electricity and heating	140 000.00	140 000.00	15 000.00	15 000.00	-	-	This budget line covers utilities (water, gas, electricity and heating). Planning assumptions: Utilities cost forecast based on current consumption
<i>Art. 203</i>	<i>Building associated costs (ex. Cleaning and Maintenance)</i>	497 846.00	497 846.00	874 201.00	874 201.00	942 188.26	771 470.05	
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	497 846.00	497 846.00	874 201.00	874 201.00	942 188.26	771 470.05	This budget line covers maintenance costs (infrastructure, plants, lifts, heating, air-conditioning, pipes) and cleaning of the common spaces as well as for the cleaning of the ETF building areas. The total cost for maintenance and cleaning of the common parts of the building varies according to the number of unforeseen repairs and interventions during the year. The age of the property and infrastructure tends to place this estimate at risk due to breakages, failures and urgent needs that may emerge with preventative maintenance or replacements. Since 2017 it is renamed from "Cleaning and Maintenance" to "Building associated costs" and takes over expenditure from budget lines 2040, 2050, 2090, 2355. Planning assumptions: Canteen, reception, cleaning, management of technological systems, green plant maintenance, on site surveillance, inspection and radio surveillance); regione Piemonte cost ; greening, optimisation and extra-ordinary maintenance of management of technological system (heating, lights) - towards EMAS certification; RSPP services; ETF's Access control system; garbage taxes to Turin municipality ; insurance on the building - reimbursement to the region; EEAS security advice
<i>Art. 204</i>	<i>Furnishing of premises (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	-	-	
2 04 0	Furnishing of premises (discontinued)	-	-	-	-	-	-	Until 2016, this budget line covered the performance of small-scale jobs for fitting out the building (such as changes to partitions, nameplates and signs, painting, etc.). Since 2017 it has been merged into 2030.
<i>Art. 205</i>	<i>Security and surveillance (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	-	-	
2 05 0	Security and surveillance (discontinued)	-	-	-	-	-	-	Until 2016, this budget line covered the various expenses relating to the security and safety of the building. The following activities were gathered under this budget item: surveillance, maintenance of anti-intrusion system, purchase and maintenance of fire equipment and costs of inspections required by Italian laws. Since 2017 it has been merged into 2030.
<i>Art. 209</i>	<i>Other expenditure on buildings (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	-	-	
2 09 0	Other expenditure on buildings (discontinued)	-	-	-	-	-	-	Until 2016, this budget line covers other expenses related to the building not specifically provided for, notably taxes and roads, drainage, refuse collection, as well as administrative costs, payable to the Villa Gualino Consortium as provided for in the contract CON/03/ETF/0071. Since 2017, this budget line has been merged into BL2030.
Chap. 2 1 Information & Communication Technology		911 253.00	911 253.00	826 492.00	826 492.00	717 328.57	593 684.63	
<i>Art. 210</i>	<i>ICT expenditure</i>	738 778.00	738 778.00	672 055.00	672 055.00	610 001.25	486 357.31	
2 10 0	ICT hardware	137 902.00	137 902.00	118 105.00	118 105.00	159 181.56	153 089.56	This budget line covers the purchase of computer hardware including network servers, personal computers, printers and networking / communications equipment etc. as well as accessories and consumables. The life cycle of ICT equipment is usually of three/four years with smaller or larger procurement depending upon the amount of equipment reaching obsolescence. Since 2017 it also includes expenses related to copiers/faxes etc, previously on budget line 2200. Planning assumptions: maintenance and improvement of ICT infrastructure including WIFI, wired network infrastructure, servers and storage; managed print services; digital workplace - hardware; multimedia equipment; mobile devices.
2 10 1	Software acquisition, maintenance and development	434 942.00	434 942.00	385 850.00	385 850.00	301 649.69	233 647.23	This budget line covers the purchase of standard software applications, its maintenance and the development of software systems. Planning assumptions: software licences and maintenance fees; cloud and hosting services; Advancing information management, sharing and integration; cloud migration; ICT consultancy services; end user support services; digital technology partners
2 10 3	Telecoms costs	165 934.00	165 934.00	168 100.00	168 100.00	149 170.00	99 620.52	This budget line covers the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions: mobile services; internet connectivity; hosted IP PBX and related services

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
2 10 5	European Commission IT systems	172 475.00	172 475.00	154 437.00	154 437.00	107 327.32	107 327.32	This budget line covers expenses relating the the use of EC distributed systems Planning assumptions: ABAC annual fee; ABAC hosting fee; ABAC Assets annual fee; ePrior (eInvoice ;eSubmission; eTendering; eRequest) fees; TESTA-ng connectivity fee; SYSPER annual fee (estimate); no fees are yet foreseen for ARES and MIPS.
Chap. 2 2 Movable property and associated costs		20 000.00	20 000.00	9 000.00	9 000.00	31 324.00	21 618.00	
Art. 220	Technical equipment and furniture (ex Technical installations and office equipment)	20 000.00	20 000.00	9 000.00	9 000.00	31 324.00	21 618.00	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	20 000.00	20 000.00	9 000.00	9 000.00	31 324.00	21 618.00	This budget line covers the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment. It was also used for the general replacement of old office equipment such as faxes, binding machines etc. Since 2017, it changed its name into "Technical equipment and furniture" from "Technical installations and office equipent", and includes Furniture (previously 2210) . Expenditure related to fax/copiers have been moved to 2100 and expenditure related to water dispensers to 1490. Planning assumptions: continuous upgrade of obsolete furniture
Art. 221	Furniture (discontinued)	-	-	p.m.	p.m.	-	-	
2 21 0	Purchase (discontinued)	-	-	-	-	-	-	Until 2016, this budget line covered the purchase of new furniture.Since 2017 it has been merged into 2200
Chap. 2 3 Current administrative expenditure		69 000.00	69 000.00	52 460.00	52 460.00	65 753.87	56 159.98	
Art. 230	Stationery and office supplies	40 000.00	40 000.00	32 000.00	32 000.00	40 310.25	31 547.00	
2 30 0	Stationery and office supplies	40 000.00	40 000.00	32 000.00	32 000.00	40 310.25	31 547.00	Office supplies, normal and headed paper, envelopes, business cards, etc. as well as promotional material (pens, bags, mouse mats) Planning assumptions: Normal and branded stationery , headed paper, envelopes, business cards, etc., promotional material (pens, bags, etc.) used for meetings and visitors.
Art. 232	Financial charges	1 000.00	1 000.00	500.00	500.00	250.00	199.36	
2 32 0	Miscellaneous Financial expenditure	1 000.00	1 000.00	500.00	500.00	250.00	199.36	This budget line covers bank charges and other financial charges as well as damages and interest. Planning assumptions: Miscellaneous financial expenditure (covers bank charges)
Art. 233	Other expenses (ex Legal expense)	28 000.00	28 000.00	19 960.00	19 960.00	25 193.62	24 413.62	
2 33 0	Miscellaneous legal, insurance and publication expenditure (ex Legal expenses)	28 000.00	28 000.00	19 960.00	19 960.00	25 193.62	24 413.62	Until 2016 this budget line covered only general legal expenses, trial expenses, external lawyers' expenses. Since 2017, it has absorbed miscellaneous expenditure on insurance (2350) , and publications (2360) under the new name of "Miscellaneous legal, insurance and publication expenditure" (instead of "Legal expenses") Planning assumptions: legal services - reserve for external legal advice; publication of the ETF budget and related documents in the Official Journal ; accident insurance , civil liability , theft and robbery , collective insurance versus accidents for non statutory , fire, ARD and electronic insurance , reserve for reconciliation.
Art. 235	Other operating expenditure (discontinued)	-	-	-	-	-	-	
2 35 0	Miscellaneous insurance (discontinued)	-	-	-	-	-	-	This budget line covers sundry insurance expenses (notably civil liability, insurance against theft, insurance for computer equipment and cabling; for the safes and contents). Since 2017, this has been merged into 2330.
2 35 2	Miscellaneous expenditure on internal meetings (discontinued)	-	-	-	-	-	-	This budget line covers expenditure related to internal ETF meetings (coffee, tea, water) . Expenditure (coffee, tea, water) related to internal meetings for training and recruitment procedures has been covered by BL 1440 and BL 1180 respectively. Since 2017, this has been merged into 1490.
2 35 5	Petty expenses (discontinued)	-	-	-	-	-	-	This budget line covers other operating expenditure for which no special provision is made (e.g. broken windows/doors, flooding, plumber, change of locks, etc.). Since 2017, this has been merged into 2030.
Art. 236	Publications (discontinued)	-	-	-	-	-	-	
2 36 0	Publications (discontinued)	-	-	-	-	-	-	This budget line covers the cost of legal documents, which the ETF is obliged to publish (budget, invitations to tender, etc.). Since 2017, this has merged into 2330.
Chap. 2 4 Post and telecommunications		15 200.00	15 200.00	15 050.00	15 050.00	20 000.00	16 290.96	
Art. 240	Correspondence and courier expenses	15 200.00	15 200.00	15 050.00	15 050.00	20 000.00	16 290.96	

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
2 40 0	Correspondence and courier expenses	15 200.00	15 200.00	15 050.00	15 050.00	20 000.00	16 290.96	This budget line covers correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions: courier expenses - estimation based on previous year , purchase of stamps, imprest account for mailing
Chap. 2 5 Meetings and associated costs		100 000.00	100 000.00	130 000.00	130 000.00	79 767.17	79 767.17	
<i>Art. 250 Meetings and associated costs</i>		100 000.00	100 000.00	130 000.00	130 000.00	79 767.17	79 767.17	
2 50 0	Meetings expenses in general	100 000.00	100 000.00	130 000.00	130 000.00	79 767.17	79 767.17	This budget line covers the costs relating to the meetings of the Governing Board and the participation of GB members to other meetings organised by the ETF. Planning assumptions: two governing board meetings
TITLE 2	TOTAL TITLE 2	1 764 800.00	1 764 800.00	1 937 950.00	1 937 950.00	1 873 955.50	1 556 584.42	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses		422 000.00	422 000.00	484 000.00	484 000.00	538 094.13	411 972.84	
<i>Art. 301 Communications</i>		342 000.00	342 000.00	382 400.00	382 400.00	477 734.88	355 577.59	
3 01 0 Communications		342 000.00	342 000.00	382 400.00	382 400.00	477 734.88	355 577.59	This budget line covers the costs associated with writing, editing, printing and distributing publications of a corporate nature (e.g. information leaflet, Work Programme, Annual Report, Highlights), as well as corporate activities, website maintenance and development. its name until 2016 has been "General Publications". Planning assumptions: website design and development , hosting and technical support, corporate publications , Live and Learn, thematic publications , media relations , Printer , audio visual , design
<i>Art. 303 Professional memberships and fees</i>		5 000.00	5 000.00	1 600.00	1 600.00	1 541.00	1 541.00	
3 03 0 Professional memberships and fees		5 000.00	5 000.00	1 600.00	1 600.00	1 541.00	1 541.00	This budget line covers the costs associated with professional memberships and fees. Planning assumptions: various memberships
<i>Art. 304 Translation costs</i>		75 000.00	75 000.00	100 000.00	100 000.00	58 818.25	54 854.25	
3 04 0 Translation costs		75 000.00	75 000.00	100 000.00	100 000.00	58 818.25	54 854.25	This budget line covers translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: a lower number of corporate documents will be translated following rationalisation in 2017
Chap. 3 1 Priority actions : Work programme activities		3 881 900.00	3 881 900.00	3 593 944.00	3 593 944.00	3 402 679.39	3 539 299.02	
<i>Art. 310 Priority actions : Work programme activities</i>		3 681 900.00	3 681 900.00	3 410 944.00	3 410 944.00	3 296 784.06	3 391 599.07	
3 10 0 Operational Projects		3 681 900.00	3 681 900.00	3 410 944.00	3 410 944.00	3 296 784.06	3 391 599.07	This budget line covers costs associated with the implementation of the operational projects, as described in the work programme. Planning assumptions: Implementation of the operational activities. More details can be found in the work programme.
<i>Art. 314 Projects to support strenghtening knowledge and systems</i>		200 000.00	200 000.00	183 000.00	183 000.00	105 895.33	147 699.95	
3 14 0 Projects to support strenghtening knowledge and systems		200 000.00	200 000.00	183 000.00	183 000.00	105 895.33	147 699.95	This budget line covers expenditure related to evaluation and audit. The ETF has established an indicative benchmark of 7.5% of Chapter 31 appropriations for its quality control activities. These funds are allocated according to annual audit and evaluation plans adopted in the Work Programme. Planning assumptions: monitoring and evaluation, audit and risk management, stakeholder's management. More details are in the work programme.
Chap. 3 2 Operational Missions		650 000.00	650 000.00	684 406.00	684 406.00	700 960.00	694 708.05	
<i>Art. 320 Operational Missions</i>		650 000.00	650 000.00	684 406.00	684 406.00	700 960.00	694 708.05	
3 20 0 Operational Missions		650 000.00	650 000.00	684 406.00	684 406.00	700 960.00	694 708.05	This budget line covers: transport expenses; payments of daily mission allowances and the necessary or extraordinary costs incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Communities. Planning assumptions: operational missions to support the implementation of the operational projects. Attempts are made to reduce the appropriations for missions by a more intensive use of videoconference facilities and synergy.
TITLE 3	TOTAL TITLE 3	4 953 900.00	4 953 900.00	4 762 350.00	4 762 350.00	4 641 733.52	4 645 979.91	

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
Chap. 8 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 880	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	-	-	
8 00 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 8	TOTAL TITLE 8	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR								
Chap. 9 9	Expenses not specifically provided for	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 990	Reserve	p.m.	p.m.	p.m.	p.m.	-	-	
9 90 0	Reserve	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 9	TOTAL TITLE 9	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 10 RESULTS EARLIER YEARS								
Chap. 10 1	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-	
10 10	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-	
10 10 0	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.	-	-	
TOTAL EXPENDITURE ETF PROPER		20 546 000.00	20 546 000.00	20 144 017.91	20 144 017.91	20 128 994.22	19 738 732.83	
TITLE 4 Cooperation with other organisations (Earmarked expenditure)								
Chap. 4 2	Co-operation with other European institutions and other bodies	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 420	Projects related to agreements between European Commission and the Foundation	p.m.	p.m.	p.m.	p.m.	-	-	
4 20 0	GEMM Project	-	-	p.m.	p.m.	-	-	Planning assumptions: The ETF has received all funds for the Governance for Employability in the Mediterranean project (GEMM). The project has a total budget of €3 130 000 (out of which the ETF's contribution is €1 130 000). The activities have been finalised in 2016. Last payments for the project might be in 2017. The remaining amount has been reimbursed to the European Commission in 2017, no further funds are expected.
4 20 1	FRAME Project	-	-	p.m.	p.m.			Planning assumptions: The ETF has received in 2013 and 2014 from DG Enlargement the €1 400 000 planned for the Frame Skills for the Future (FRAME) project, to be implemented during 2013-2014. All activities are planed to be finalised in 2014 and last payments, reporting and audit were in 2015. The project is finalised. No further funds are expected.
Chap. 4 3	Co-operation with national institutions	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 430	Co-operation with Italian institutions	p.m.	p.m.	p.m.	p.m.	-	-	
4 30 0	Cooperation with Italian institutions	-	-	-	-	-	-	Planning assumptions: Residual funding from the Italian Ministry of Foreign Affairs to support the finalisation and payment of ETF's agreed activities in Lebanon. All planned activities have been completed, no further funds nor activities are expected under this co-operation.
TITLE 4	TOTAL TITLE 4	p.m.	p.m.	p.m.	p.m.	-	-	
TOTAL ETF EARMARKED EXPENDITURE		p.m.	p.m.	p.m.	p.m.	-	-	

Budget 2019

EXPENDITURE

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019	
		COM	PAY	COM	PAY	COM	PAY		
GRAND TOTAL EXPENDITURE		20 546 000.00	20 546 000.00	20 144 017.91	20 144 017.91	20 128 994.22	19 738 732.83		

European Training Foundation
Budget 2019
ESTABLISHMENT PLAN

GB18DEC018

Grade	2019 Authorised posts		2018 Authorised posts		2017 Authorised posts	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		5		4		3
AD 12		15		14		12
AD 11		9		8		9
AD 10		6		6		5
AD 9		12		12		13
AD 8		7		9		13
AD 7		1		2		1
AD 6						
AD 5						
<i>Sub-total AD</i>	<i>0</i>	<i>56</i>	<i>0</i>	<i>56</i>	<i>0</i>	<i>57</i>
AST 11		3		3		2
AST 10		6		5		4
AST 9		8		8		10
AST 8		7		6		6
AST 7		4		4		4
AST 6		2		4		4
AST 5						1
AST 4						
AST 3						
AST 2						
AST 1						
<i>Sub-total AST</i>		<i>30</i>		<i>30</i>		<i>31</i>
Total	0	86	0	86	0	88

European Training Foundation
Budget 2019
Payment Schedule

GB18DEC018

Chapter 3 0

The likely schedule of payments vis-à-vis commitments is as follows:

Commitments		Payments	
		2019	2020
Pre-2019 commitments still outstanding	301 000	301 000	-
Appropriations 2019	422 000	121 000	301 000
Total	723 000	422 000	301 000

Chapter 3 1

The likely schedule of payments vis-à-vis commitments is as follows:

Commitments		Payments	
		2019	2020
Pre-2019 commitments still outstanding	1 050 000	1 050 000	-
Appropriations 2019	3 881 900	2 831 900	1 050 000
Total	4 931 900	3 881 900	1 050 000

Chapter 3 2

The likely schedule of payments vis-à-vis commitments is as follows:

Commitments		Payments	
		2019	2020
Pre-2019 commitments still outstanding	89 000	89 000	-
Appropriations 2019	650 000	561 000	89 000
Total	739 000	650 000	89 000