



European Training Foundation

Villa Gualino,
viale Settimio Severo, 65
I-10133 Torino

Tel: +39. 011. 630.22.22
Fax: +39. 011. 630.22.00
email: info@etf.eu.int
Web: <http://www.etf.eu.int>

To members of the Governing Board of
the European Training Foundation

Turin, 13 October 2000

Dear Member,

WRITTEN PROCEDURE: 2000 AMENDING BUDGET

On behalf of the Chairman, I am writing to seek the Governing Board's approval to make a number of transfers within the 2000 budget.

Details of the proposals are set out in the attached annex. We are pleased to confirm that the management of the budget for this year improved and only needs this minimal adaptation during the year. In order to ensure that the proposed transfers can be effected as soon as possible and so as to be able to launch the necessary activities (where appropriate) within the financial year, I am seeking the Board's approval by written procedure. Members are asked to let me have their written approval by fax or by letter to arrive within 10 working days of receipt of the present letter. If by then, a member has not contacted me, it will be assumed that the member concerned has given his or her approval.

Furthermore, I would like to take this opportunity to inform the Governing Board on two issues.

The Foundation will receive financing from the Swiss Government, for specific action under the Balkan Stability Pact, referred to at paragraph 2.2 of the mid-year review of July. The appropriation (max: EUR 57,500) will be posted in the already approved chapter 41 "Co-operation with other international agencies" under title 4. This amount will be fully spent in the Balkan region. A follow-up to Swiss donor interest will address SME skills' development in the Stability Pact countries/regions, with a possible further contribution from the Swiss authorities for a sector-specific training project (tourism industry) for Albania, Montenegro and Croatia in November (details to be defined).

Moreover within Title 4, funds for the SI2 Common Support Service (CSS) have been transferred from the ETF during the summer to the new managing chair of the CSS (Dublin Agency for the Improvement of Living and Working Conditions). This in agreement with the CSS Steering Committee.

Yours sincerely,

Peter de Rooij
Director





European Training Foundation

To the Members of the Governing Board of the European Training Foundation

FIRST AMENDING BUDGET 2000

Introduction

The European Training Foundation proposes to amend its current budget for the year 2000. The overall amount of the Budget for 2000 (i.e. the Commission subsidy in titles 1,2 and 3) remains fixed at 16.2 million Euro.

The Foundation proposes making transfers between chapters in titles 1 and 2. The overall reason for these transfers is the tight budget framework for the year 2000 as agreed by the Governing Board earlier this year. At this time, in order to remain within the overall 16.2 million Euro ceiling while at the same time absorbing statutory salary increases and avoiding any decrease in the Foundation's operational budget, certain reductions were made in other parts of Title 1 compared to previous years, notably the mission budget which was cut to 450.000 Euro, which is therefore below the already restricted budget of 1999 (490.000 Euro). In title 2 increases in the budget lines were limited to the strict minimum necessary to cover the costs of inflation, thus minimum allocations were made.

Information is also provided on transfers within chapters undertaken in the course of the year to enable a correct execution of the budget.

The proposed two transfers have no impact on the budget for the year 2001.

Proposed amendment 1

The European Training Foundation asks the Governing Board to accept

- a transfer of 50.000 Euro
- within Title 1
- from Chapter 11 "Personnel" 40.000 Euro
- from Chapter 14 "Socio-medical infrastructure" 10.000 Euro
- to Chapter 13 "Missions and travel" 50.000 Euro

Justification

The original estimate for Chapter 13 "Missions and travel" in the year 2000 budget proposal was 500.000 Euro. However, due to the shortage of funds in Title 1, the Foundation proposed and the Governing Board approved a budget of 450.000. Already by June 2000 it became obvious that the Foundation would not be able to implement all of its Work Programme 2000 activities and cannot provide all the services requested by the Commission without an increase in its mission budget.

Availability of funds

Since the early months of the current year, the Foundation has frozen or considerably delayed filling most of its vacant posts. It has therefore been able to make savings in the area of recruitment and other staff costs. This allows a transfer of 40.000 Euro. In addition 10.000 Euro has not been used under Chapter 14 "Socio-medical infrastructure".

Proposed amendment 2

The European Training Foundation asks the Governing Board to accept

- a transfer of 43.000 Euro
- within Title 2
- from Chapter 22 "Movable property/accessory charges" 12.000 Euro
- from Chapter 25 "Meetings and calling thereof" 31.000 Euro
- to Chapter 24 "Correspondence and courier expenses" 10.000 Euro
- to Chapter 20 "Investments in real estate, rentals and accessory charges" 33.000 Euro

Justification

The recent serious attempts to break-into the Foundation's building call for the Foundation to increase its security level. An additional appropriation of 8.000 Euro is needed as a matter of urgency. Moreover the budget item 2030 "Cleaning and maintenance" needs to be strengthened by 25.000 Euro, in order to guarantee uninterrupted cleaning and basic maintenance work. Due to the increase in activities in the MEDA countries a broader dissemination of ETF publications has taken place. An increase in Chapter 24 "Correspondence and courier expenses" of 10.000 Euro would therefore support this policy.

Availability of funds

Within Title 2 in Chapter 22 "Movable property and accessory charges" 12.000 Euro and in Chapter 25 "Meetings and calling thereof" 31.000 Euro have not been used.

Overview of the proposed Amendments

A table with the transfers summarised per Chapter can be seen below:

Chapter Article	Subject	Original budget	Amendment	Amending budget
Chap. 11	Personnel	9.520.250	- 40.000	9.480.250
Chap. 13	Missions and travel	450.000	+ 50.000	500.000
Chap. 14	Socio-medical infrastructure	56.000	-10.000	46.000
Chap. 20	Investments in real estate, rentals and accessory charges	380.000	+ 33.000	413.000
Chap. 22	Movable property and accessory charges	84.250	- 12.000	72.250
Chap. 24	Correspondence and courier expenses	285.000	+ 10.000	295.000
Chap. 25	Meetings and calling thereof	105.000	- 31.000	74.000

The detailed changes per budget items can be seen in the full Amending Budget (Annex 1).

Proposal for decision

In accordance with Article 21 (3) of the Foundation's Financial Regulation and in the light of the above, the Governing Board is requested to authorise the proposed transfers.

Peter de Rooij
Director
European Training Foundation
October 2000

ANNEX 1

PROPOSAL FOR AMENDING BUDGET

EUROPEAN TRAINING FOUNDATION
2000 BUDGET
ESTIMATE OF EXPENDITURE

Article	Item	Title	2000 Budget	2000 Transfers	2000 Amendment	2000 Amending budget
TITLE 1						
EXPENSES FOR PERSONNEL LINKED TO THE FOUNDATION						
	Chap. 11	Personnel in activity				
110		<i>Agents included in the workforce</i>				
	1100	Basic salary	6,334,000	(176,000)	(30,000)	6,128,000
	1101	Family allowance	457,000			457,000
	1102	Transfer and expatriation allowance	880,000	(15,000)		865,000
	1103	Secretarial allowance	36,000			36,000
110		<i>Total item</i>	7,707,000	(191,000)	(30,000)	7,486,000
111		<i>Other agents</i>				
	1110	Auxiliary agents	121,000	16,000		137,000
	1112	Local agents	400,000	40,000		440,000
111		<i>Total item</i>	521,000	56,000	-	577,000
113		<i>Employer's social security contribution</i>				
	1130	Health risk	216,000			216,000
	1131	Accident and health risk	50,000			50,000
	1132	Unemployment risk	51,000			51,000
	1133	Pension	pm			pm
113		<i>Total item</i>	317,000	-	-	317,000
114		<i>Sundry allowances</i>				
	1140	Birth and death allowance	1,000	1,000		2,000
	1141	Annual leave travelling expenses	145,000			145,000
	1142	Accommodation and transport	pm			pm
	1143	Standard acting allowance	pm			pm
	1144	Standard traveling allowance	pm			pm
	1145	Accounting allowance	pm			pm
	1147	Call on duty	13,000			13,000
114		<i>Total item</i>	159,000	1,000	-	160,000
115		<i>Overtime</i>				
	1150	Overtime	10,000	(10,000)	-	-
115		<i>Total item</i>	10,000	(10,000)	-	-
117		<i>Services rendered</i>				
	1170	Freelance interpreters and conf. personnel	pm			pm
	1172	Cost of organizing traineeships with the Foundation	35,000			35,000
	1175	Other translation services	pm			pm
	1177	Other services rendered	145,000	(30,000)		115,000
117		<i>Total item</i>	180,000	(30,000)	-	150,000
118		<i>Recruitment and transformation costs</i>				
	1180	Sundry recruitment expenses	58,000	(38,000)		20,000
	1181	Travelling expenses	9,000			9,000
	1182	Installation allowance	96,000	37,000		133,000
	1183	Moving expenses	84,250	100,000		184,250
	1184	Temporary daily allowance	66,000		(10,000)	56,000
118		<i>Total item</i>	313,250	99,000	(10,000)	402,250
119		<i>Weightings (Correction coefficients)</i>				
	1190	Weightings (Correction coefficients)	200,000	75,000		275,000
	1191	Salary adaptation	113,000			113,000
119		<i>Total item</i>	313,000	75,000	-	388,000
	Chap. 11	Total chapter	9,520,250	-	(40,000)	9,480,250
	Chap. 13	Missions and travel				
130		<i>Mission and travel expenses</i>				
	1300	Mission and travel expenses	450,000		50,000	500,000
130		<i>Total item</i>	450,000	-	50,000	500,000
	Chap. 13	Total chapter	450,000	-	50,000	500,000

**EUROPEAN TRAINING FOUNDATION
2000 BUDGET
ESTIMATE OF EXPENDITURE**

Article	Item	Title	2000 Budget	2000 Transfers	2000 Amendment	2000 Amending budget
	Chap. 14	Socio-medical infrastructure				
140	1400	Extraordinary aid	pm			pm
140		<i>Total item</i>	-	-	-	-
142	1420	Restaurants, meals and canteens	pm			pm
142		<i>Total item</i>	-	-	-	-
143	1430	Health service	36,000		(10,000)	26,000
143		<i>Total item</i>	36,000	-	(10,000)	26,000
144	1440	Internal training	20,000			20,000
144		<i>Total item</i>	20,000	-	-	20,000
149	1490	Other interventions	pm			pm
149		<i>Total item</i>	-	-	-	-
	Chap. 14	Total chapter	56,000	-	(10,000)	46,000
	Chap. 15	Exchange of officers and experts				
152	1520	Mobility of personnel between Foundation and public and private sectors	241,000			241,000
152		<i>Total item</i>	241,000	-	-	241,000
	Chap. 15	Total chapter	241,000	-	-	241,000
	Chap. 17	Reception and entertainment expenses				
170	1700	Reception and entertainment expenses	7,000			7,000
170		<i>Total item</i>	7,000	-	-	7,000
	Chap. 17	Total chapter	7,000	-	-	7,000
	Chap. 19	Pensions and pension subsidies				
190	1900	Pensions and pension subsidies	pm			pm
190		<i>Total item</i>	-	-	-	-
	Chap. 19	Total chapter	-	-	-	-
	TITLE 1	TOTAL TITLE 1	10,274,250	-	-	10,274,250
	TITLE 2	BUILDING, EQUIPMENT AND GENERAL OPERATING EXPENSES				
	Chap. 20	Investments in real estate, rentals and accessory charges				
200	2000	Rentals	32,000	(814)		31,186
	2001	Guarantees	pm			pm
	2002	Contributions	pm			pm
		<i>Total item</i>	32,000	(814)	-	31,186
201	2010	Insurance	6,000			6,000
201		<i>Total item</i>	6,000	-	-	6,000
202	2020	Water, gas, electricity	143,000	(37,250)		105,750
202		<i>Total item</i>	143,000	(37,250)	-	105,750
203	2030	Cleaning and maintenance	130,000	31,564	25,000	186,564
203		<i>Total item</i>	130,000	31,564	25,000	186,564
204	2040	Furnishing of premises	5,000	(4,365)		635
204		<i>Total item</i>	5,000	(4,365)	-	635
205	2050	Security and surveillance	18,000	10,865	8,000	36,865
205		<i>Total item</i>	18,000	10,865	8,000	36,865
209	2090	Other expenses	46,000			46,000
209		<i>Total item</i>	46,000	-	-	46,000
	Chap. 20	Total chapter	380,000	-	33,000	413,000

EUROPEAN TRAINING FOUNDATION
2000 BUDGET
ESTIMATE OF EXPENDITURE

Article	Item	Title	2000 Budget	2000 Transfers	2000 Amendment	2000 Amending budget
	Chap. 21	Data processing				
210		<i>Equipment, data processing equipment and operating costs</i>				
	2100	Equipment	110,000			110,000
	2101	Software development and purchase	170,000			170,000
	2102	Other expenses	130,000			130,000
210		<i>Total item</i>	410,000	-	-	410,000
	Chap. 21	Total chapter	410,000	-	-	410,000
	Chap. 22	Movable property and accessory charges				
220		<i>Technical installations and office equipment</i>				
	2200	Purchase	19,250	(7,000)	(12,000)	250
	2202	Rentals	37,000	200		37,200
	2203	Maintenance, utilization and repairs	8,000	6,800		14,800
	2204	Office equipment	1,000	-	-	1,000
220		<i>Total item</i>	65,250	-	(12,000)	53,250
221		<i>Furniture</i>				
	2210	Purchase	6,500			6,500
	2212	Rentals	pm			pm
	2213	Maintenance, utilization and repairs	1,000			1,000
221		<i>Total item</i>	7,500	-	-	7,500
223		<i>Transport</i>				
	2230	Purchase	pm			pm
	2232	Rentals	pm			pm
	2233	Maintenance, utilization and repairs	3,000			3,000
223		<i>Total item</i>	3,000	-	-	3,000
225		<i>Documentation and library</i>				
	2250	Library stocks, purchase of books	pm			pm
	2251	Special library material	4,000			4,000
	2252	Subscriptions to newspapers and magazines	4,500			4,500
	2254	Binding expenses and conservation of works	pm			pm
225		<i>Total item</i>	8,500	-	-	8,500
	Chap. 22	Total chapter	84,250	-	(12,000)	72,250
	Chap. 23	Current administration costs				
230		<i>Stationery and office supplies</i>				
	2300	Stationery and office supplies	65,000	(4,000)		61,000
230		<i>Total item</i>	65,000	(4,000)	-	61,000
232		<i>Financial charges</i>				
	2320	Banking charges	2,000			2,000
	2321	Exchange rate losses	pm			pm
	2322	Other financial charges	pm			pm
232		<i>Total item</i>	2,000	-	-	2,000
233		<i>Legal expenses</i>				
	2330	Legal expenses	10,000			10,000
233		<i>Total item</i>	10,000	-	-	10,000
234		<i>Damages and interest</i>				
	2340	Damages and interest	pm			pm
234		<i>Total item</i>	-	-	-	-
235		<i>Other operating expenses</i>				
	2350	Sundry insurance expenses	14,500	5,000		19,500
	2351	Working clothes and uniforms	pm			pm
	2352	Sundry charges for internal meetings	5,000	(3,000)		2,000
	2354	Transfers of services	pm			pm
	2355	Petty expenses	7,000	2,000		9,000
235		<i>Total item</i>	26,500	4,000	-	30,500
236		<i>Publications</i>				
	2360	Publications	1,000	-	-	1,000
236		<i>Total item</i>	1,000	-	-	1,000
	Chap. 23	Total chapter	104,500	-	-	104,500

EUROPEAN TRAINING FOUNDATION
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Article	Item	Title	2000 Budget	2000 Transfers	2000 Amendment	2000 Amending budget
	Chap. 24	Post and telecommunications				
240		Correspondence and courier expenses				
240	2400	Correspondence and courier expenses	100,000		10,000	110,000
		<i>Total item</i>	100,000	-	10,000	110,000
241		Telecommunications				
	2410	Subscriptions and fees	180,000	(13,000)		167,000
	2411	Equipment	5,000	13,000		18,000
		<i>Total item</i>	185,000	-	-	185,000
	Chap. 24	Total chapter	285,000	-	10,000	295,000
	Chap. 25	Meetings and calling thereof				
250		Meetings and calling thereof				
250	2500	Meetings expenses in general	105,000		(31,000)	74,000
		<i>Total item</i>	105,000	-	(31,000)	74,000
	Chap. 25	Total chapter	105,000	-	(31,000)	74,000
	TITLE 2	TOTAL TITLE 2	1,368,750	-	-	1,368,750
TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS						
	Chap. 30	Operational expenses				
300		Operational documentation				
300	3000	Documentation	50,000	5,000		55,000
		<i>Total item</i>	50,000	5,000	-	55,000
301		Publicising of information				
301	3010	General publications	130,000	(40,000)		90,000
		<i>Total item</i>	130,000	(40,000)	-	90,000
304		Translation costs				
304	3040	Translation costs	380,000	105,000		485,000
		<i>Total item</i>	380,000	105,000	-	485,000
305		Meetings of the Advisory Forum				
305	3050	Meetings of the Advisory Forum	270,000	(70,000)		200,000
		<i>Total item</i>	270,000	(70,000)	-	200,000
306		Consultants				
306	3060	Consultants	pm			pm
		<i>Total item</i>	-	-	-	-
307		Seminars and study meetings				
307	3070	Seminars and study meetings	pm			pm
		<i>Total item</i>	-	-	-	-
308		Expenses related to programme management and accession meetings				
308	3080	Expenses related to programme management and accession meetings	80,000			80,000
		<i>Total item</i>	80,000	-	-	80,000
309		National Observatory network				
309	3090	National Observatory network	847,000			847,000
		<i>Total item</i>	847,000	-	-	847,000
	Chap. 30	Total chapter	1,757,000	-	-	1,757,000
	Chap. 31	Priority actions				
310		Work programme activities				
310	3100	Work programme activities	2,800,000			2,800,000
313		<i>Total item</i>	2,800,000	-	-	2,800,000
	Chap. 31	Total chapter	2,800,000	-	-	2,800,000
	TITLE 3	TOTAL TITLE 3	4,557,000	-	-	4,557,000

EUROPEAN TRAINING FOUNDATION
2000 BUDGET
ESTIMATE OF EXPENDITURE

Article	Item	Title	2000 Budget	2000 Transfers	2000 Amendment	2000 Amending budget
TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR						
	Chap. 99	Expenses not specifically provided for				
990		<i>Reserve</i>				
990	9900	<i>Reserve</i>	-	-	-	-
990		<i>Total item</i>	-	-	-	-
	Chap. 99	Total chapter	-	-	-	-
	TITLE 9	TOTAL TITLE 9	-	-	-	-
		GRAND TOTAL	16,200,000	-	-	16,200,000
TITLE 4 EARMARKED EXPENDITURE						
	Chap. 41	Co-operation with other international institutions				
410		<i>Co-operation with other international institutions</i>				
	4100	<i>World Bank</i>	143,236.46			143,236.46
	4110	<i>Swiss Agency for Development and Cooperation SDC</i>			57,500.00	57,500.00
410		<i>Total item</i>	143,236.46		57,500.00	200,736.46
	Chap 41	Total chapter	143,236.46		57,500.00	200,736.46
	Chap. 42	Co-operation with other european agencies				
420		<i>SI2 support service</i>				
	4200	<i>Funds relating to the participation of other European agencies into the SI2 support service</i>				-
420		<i>Total item</i>	-		-	-
	Chap. 43	Co-operation with national institutions				
430		<i>Co-operation with italian institutions</i>				
	4300					-
430		<i>Total item</i>	-		-	-
	TITLE 4	TOTAL TITLE 4	143,236.46		57,500.00	200,736.46