



European Training Foundation

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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	2000	2000	2000
			Budget	Transfers	Amendment	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
			Total item	7,707,000	(191,000)	(30,000)
110						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
			Total item	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
			Total item	317,000	-	317,000
113						
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
			Total item	159,000	1,000	160,000
114						
115		<i>Overtime</i>				
	1150	Overtime	10,000	(10,000)	-	-
			Total item	10,000	(10,000)	-
115						
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
			Total item	180,000	(30,000)	150,000
117						
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
			Total item	313,250	99,000	(10,000)
118						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
			Total item	313,000	75,000	388,000
119						
	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
			Total item	450,000	-	50,000
130						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	<i>Extraordinary aid</i> Extraordinary aid		pm		pm
140				-	-	
142	1420	<i>Restaurants, meals and canteens</i> Restaurants, meals and canteens		pm		pm
142				-	-	
143	1430	<i>Health service</i> Health service		36,000	(10,000)	26,000
143				36,000	(10,000)	26,000
144	1440	<i>Internal training</i> Internal training		20,000		20,000
144				20,000		20,000
149	1490	<i>Other interventions</i> Other interventions		pm		pm
149				-	-	
	Chap. 14		Total chapter	56,000	(10,000)	46,000
	Chap. 15	Exchange of officers and experts				
152	1520	<i>Mobility of personnel between Foundation and public and private sectors</i> National experts seconded		241,000		241,000
152				241,000		241,000
	Chap. 15		Total chapter	241,000		241,000
	Chap. 17	Reception and entertainment expenses				
170	1700	<i>Reception and entertainment expenses</i> Reception and entertainment expenses		7,000		7,000
170				7,000		7,000
	Chap. 17		Total chapter	7,000		7,000
	Chap. 19	Pensions and pension subsidies				
190	1900	<i>Pensions and pension subsidies</i> Pensions and pension subsidies		pm		pm
190				-	-	
	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	<i>Rentals</i> Rentals		32,000	(814)	
200	2001	Guarantees		pm		pm
200	2002	Contributions		pm		pm
				32,000	(814)	31,186
200	2010	<i>Insurance</i> Insurance		6,000		6,000
201				6,000		6,000
				-	-	
202	2020	<i>Water, gas, electricity</i> Water, gas, electricity		143,000	(37,250)	105,750
202				143,000	(37,250)	105,750
203	2030	<i>Cleaning and maintenance</i> Cleaning and maintenance		130,000	31,564	25,000
203				130,000	31,564	25,000
204	2040	<i>Furnishing of premises</i> Furnishing of premises		5,000	(4,365)	
204				5,000	(4,365)	
204	2050	<i>Security and surveillance</i> Security and surveillance		18,000	10,865	8,000
205				18,000	10,865	8,000
209	2090	<i>Other expenses</i> Other expenses		46,000		46,000
209				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	2000	2000	2000
			Budget	Transfers	Amendment	Amending budget
	Chap. 21	Data processing				
210	2100	<i>Equipment, data processing equipment and operating costs</i>				
	2101	Equipment	110,000			110,000
	2102	Software development and purchase	170,000			170,000
		Other expenses	130,000			130,000
210		<i>Total item</i>	410,000	-	-	410,000
	Chap. 21	Total chapter	410,000	-	-	
	Chap. 22	Movable property and accessory charges				
220	2200	<i>Technical installations and office equipment</i>				
	2202	Purchase	19,250	(7,000)	(12,000)	250
	2203	Rentals	37,000	200		37,200
	2204	Maintenance, utilization and repairs	8,000	6,800		14,800
220		Office equipment	1,000	-	-	1,000
		<i>Total item</i>	65,250	-	(12,000)	53,250
221	2210	<i>Furniture</i>				
	2212	Purchase	6,500			6,500
	2213	Rentals	pm			pm
		Maintenance, utilization and repairs	1,000			1,000
221		<i>Total item</i>	7,500	-	-	7,500
223	2230	<i>Transport</i>				
	2232	Purchase	pm			pm
	2233	Rentals	pm			pm
		Maintenance, utilization and repairs	3,000			3,000
223		<i>Total item</i>	3,000	-	-	3,000
225	2250	<i>Documentation and library</i>				
	2251	Library stocks, purchase of books	pm			pm
	2252	Special library material	4,000			4,000
	2254	Subscriptions to newspapers and magazines	4,500			4,500
225		Binding expenses and conservation of works	pm			pm
		<i>Total item</i>	8,500	-	-	8,500
	Chap. 22	Total chapter	84,250	-	(12,000)	72,250
	Chap. 23	Current administration costs				
230	2300	<i>Stationery and office supplies</i>				
		Stationery and office supplies	65,000	(4,000)		61,000
230		<i>Total item</i>	65,000	(4,000)	-	61,000
232	2320	<i>Financial charges</i>				
	2321	Banking charges	2,000			2,000
	2322	Exchange rate losses	pm			pm
		Other financial charges	2,000		-	2,000
232		<i>Total item</i>	2,000	-	-	
233	2330	<i>Legal expenses</i>				
		Legal expenses	10,000			10,000
233		<i>Total item</i>	10,000	-	-	10,000
234	2340	<i>Damages and interest</i>				
		Damages and interest	pm			pm
234		<i>Total item</i>	-	-	-	
235	2350	<i>Other operating expenses</i>				
	2351	Sundry insurance expenses	14,500	5,000		19,500
	2352	Working clothes and uniforms	pm			pm
	2353	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	2360	<i>Publications</i>				
		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
2000 BUDGET
ESTIMATE OF EXPENDITURE**

Article	Item	Title	2000 Budget	2000 Transfers	2000 Amendment	2000 Amending budget
	Chap. 24	Post and telecommunications				
240	2400	<i>Correspondence and courier expenses</i>	100,000		10,000	110,000
240		<i>Correspondence and courier expenses</i>	100,000	-	10,000	110,000
		<i>Total item</i>				
241	2410	<i>Telecommunications</i>	180,000	(13,000)		167,000
	2411	<i>Subscriptions and fees</i>	5,000	13,000		18,000
241		<i>Equipment</i>	185,000	-		155,000
		<i>Total item</i>				
	Chap. 24		Total chapter	285,000	10,000	295,000
	Chap. 25	Meetings and calling thereof				
250	2500	<i>Meetings and calling thereof</i>	105,000		(31,000)	74,000
250		<i>Meetings expenses in general</i>	105,000	-	(31,000)	74,000
		<i>Total item</i>				
	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	3000	<i>Operational documentation</i>	50,000	5,000		55,000
300		<i>Documentation</i>	50,000	5,000		55,000
		<i>Total item</i>				
301	3010	<i>Publicising of information</i>	130,000	(40,000)		90,000
301		<i>General publications</i>	130,000	(40,000)		90,000
		<i>Total item</i>				
304	3040	<i>Translation costs</i>	380,000	105,000		485,000
304		<i>Translation costs</i>	380,000	105,000		485,000
		<i>Total item</i>				
305	3050	<i>Meetings of the Advisory Forum</i>	270,000	(70,000)		200,000
305		<i>Meetings of the Advisory Forum</i>	270,000	(70,000)		200,000
		<i>Total item</i>				
306	3060	<i>Consultants</i>	pm	-		pm
306		<i>Consultants</i>	pm	-		pm
		<i>Total item</i>				
307	3070	<i>Seminars and study meetings</i>	pm	-		pm
307		<i>Seminars and study meetings</i>	pm	-		pm
		<i>Total item</i>				
308	3080	<i>Expenses related to programme management and accession meetings</i>	80,000			80,000
308		<i>Expenses related to programme management and accession meetings</i>	80,000			80,000
		<i>Total item</i>				
309	3090	<i>National Observatory network</i>	847,000			847,000
309		<i>National Observatory network</i>	847,000			847,000
		<i>Total item</i>				
	Chap. 30		Total chapter	1,757,000	-	1,757,000
	Chap. 31	Priority actions				
310	3100	<i>Work programme activities</i>	2,800,000			2,800,000
310		<i>Work programme activities</i>	2,800,000	-		2,800,000
		<i>Total item</i>				
313		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		Reserve				
990	9900	Reserve				
990			<i>Total item</i>	<i>-</i>	<i>-</i>	<i>-</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	World Bank	143,236.46			143,236.46
	4110	Swiss Agency for Development and Cooperation SDC	<i>Total item</i>	<i>143,236.46</i>	<i>57,500.00</i>	<i>57,500.00</i>
410			Total chapter	143,236.46	57,500.00	200,736.46
	Chap 41					
Chap. 42 Co-operation with other european agencies						
420		<i>SI2 support service</i>				
	4200	Funds relating to the participation of other European agencies into the SI2 support service				
420			<i>Total item</i>	<i>-</i>	<i>-</i>	<i>-</i>
	Chap. 43 Co-operation with national institutions					
430		<i>Co-operation with italian institutions</i>				
	4300					
430			<i>Total item</i>	<i>-</i>	<i>57,500.00</i>	<i>200,736.46</i>
	TITLE 4		TOTAL TITLE 4	143,236.46	57,500.00	200,736.46