



European Training Foundation

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To members of the Governing Board
of the European Training Foundation

Turin, 31 October 2002

Dear Member,

WRITTEN PROCEDURE: 2002 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 2002 budget.

Details of the proposals are set out in the attached annex. The Foundation has experienced a sharp rise in the number of requests from the European Commission for support and assistance to programmes and to meet these demands the Budget 2002 needs a slight adaptation. In order to ensure that the proposed transfers are made in good time and thus enable the activities to start at the earliest opportunity, I am seeking the Board's approval by written procedure. Members of the Governing Board are asked to let me have their written approval by fax or by letter by latest 15 November. If I do not hear from you by that date I will assume that you are content with the amending budget 2002.

I look forward to meeting you at the Governing board meeting 26 November.

Yours sincerely,

Peter de Rooij
Director





European Training Foundation

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

FIRST AMENDING BUDGET 2002

Introduction

The European Training Foundation proposes to amend its current budget for the year 2002. The overall amount of the Budget for 2002 (i.e. the Commission subsidy in titles 1,2 and 3) remains fixed at 16.8 million Euro.

The Foundation proposes a transfer from Title 2 (Building, Equipment and Miscellaneous expenditure) to Title 3 (Expenses relating to performance of specific missions), and transfers between chapters within Title 3. The overall reason for these transfers is to enable the Foundation to respond to requests from the Commission for support across a number of programmes. Note that all transfers are directed to supporting work programme operations in the Meda and New Independent States regions.

The European Training Foundation asks the Governing Board to agree:

Proposed amendment 1

- **a transfer of** 20.000 Euro
- **from** Title 2 Chapter 25 (Meetings and associated expenses)
- **to** Title 3 Chapter 31 (Work programme activities)

Proposed amendment 2

- **a transfer of** 75,000 Euro
- **from** Title 3 Chapter 30 (Translation costs)
- **to** Title 3 Chapter 31 (Work programme activities)

Proposed amendment 3

- a transfer of 78,774 Euro
- from Title 3 Chapter 30 (Meetings of the Advisory Forum)
- to Title 3 Chapter 31 (Work programme activities)

Justification

During 2002 the Foundation experienced a sharp rise in the number of requests from the European Commission for support and assistance to programmes. Additional funding will be necessary to meet these extra demands which relate to a number of activities in the Meda and New Independent States (NIS) regions.

Savings have been made during the course of 2002 which will permit the transfers:

- since only one meeting of the Governing Board is to be held during 2002 it has been possible to save 20,000 Euro;
- prudent use of the translation budget has made available 75,000 Euro;
- it was not possible to organise a meeting of the Advisory Forum Meda Regional Group in 2002, so 60,000 Euro becomes available for transfer. Savings realised on the meeting of the Advisory Forum NIS Regional Group will contribute a further 18,774 Euro.

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 25	Meetings and associated expenses	100,000	-20,000	80,000
Chap 30	Translation costs	499,950	-75,000	424,950
Chap 30	Meetings of the Advisory Forum	240,000	-78,774	161,226
Chap 31	Work Programme activities	3,890,000	+173,774	4,063,774

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 2002