



## European Training Foundation

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### Members of the Governing Board

Turin, 14 September 2001

Dear Colleague,

#### WRITTEN PROCEDURE: FIRST AMENDING BUDGET 2001 & DRAFT MINUTES

On behalf of the Chairman of the Governing Board, I would be grateful for your help on two important matters.

The first issue concerns the approval of the Governing Board for a number of transfers within the 2001 budget, details of which are set out in annex. It is proposed that savings made by implementing the Foundation's "Mid-term perspective on staff resources 2002-2004" approved by the Governing Board in November 2000, are directed to reinforce operational expenses, work programme activities and development of the centre of expertise. In order to ensure that the proposed transfers can be made as soon as possible, and to allow the launch of necessary activities within the current financial year, I am seeking the Board's approval by written procedure. Members are asked to indicate their approval by fax by **28 September**.

The second item on which I would appreciate your support is the draft minutes of the June meetings of the Governing Board which I enclose. Members are invited to send in writing any comments or amendments they may have by **28 September**.

In the case of both the amending budget and the draft minutes, in order to avoid unnecessary delays it will be assumed that Members who do not reply within this period have no objections.

May I remind you that the next Governing Board meeting will take place in Turin on Tuesday 13 November and will be preceded by a dinner on Monday evening 12 November to which you are all warmly invited. I look forward to meeting you all again.

Yours sincerely,

Peter de Rooij  
Director

