



## 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](mailto:info@etf.eu.int)  
Web: <http://www.etf.eu.int>

Turin, 14 September 1999

Dear Member,

**WRITTEN PROCEDURE: 1999 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 1999 budget.

Details of the proposals are set out in the attached annex. 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.

Yours sincerely,

Peter de Rooij  
Director

Enc.





## European Training Foundation

### To Members of the Governing Board

## 1999 AMENDING BUDGET

### 1. Introduction

In the course of the financial year it has become clear that a number of transfers within the 1999 budget are necessary. Article 21 (3) of the financial regulation of the Foundation states that the Director may make proposals to the Governing Board for transfers of appropriations from one chapter to another.

### 2. Scope of Transfers

The transfers amount to € 387,000. The proposed transfers concern:

- Shifts in administrative expenditure in Titles 1 and 2
- Enhancement of operational activities in Title 3 (Chapter 31)

#### 2.1 Administrative expenditure (Titles 1 and 2)

It is necessary to make a number of transfers mainly within Title 1 and Title 2 in order to cover expenditure in Chapter 11 (personnel costs). Whereas the Foundation's establishment plan allows for 130 temporary agents, the 1999 budget was calculated on the basis of only 123 staff in order to ensure that sufficient funds were available for operational activities. However, it has become apparent that such tight budget planning leaves little margin for manoeuvre for unforeseen circumstances. Some of the estimates made at the beginning of the year were based upon wrong assumptions, which have to be corrected now. Moreover, the estimates made for salaries and for a number of allowances were too tightly calculated. In particular, the number of staff leaving the Foundation was higher than anticipated leading to increased expenditure on removal allowances which are particularly difficult to calculate. This in turn led to increased activity in the area of recruitment (to replace staff who had resigned) with resulting increases in expenditure elsewhere in chapter 11 (for example, installation allowances, reimbursement of costs of travel to interview etc.).

To sum up, it is proposed to transfer € 274,000 to Chapter 11 in Title 1 with the funds coming almost entirely from within Title 1 or Title 2. Only € 9,500 of this amount is being taken from Title 3 (Chapter 30). It should be stressed that this increase in personnel costs does not entail an increase in the number of staff employed in the Foundation and that the policy to budget only for 123 posts, (rather than the 130 contained in the establishment plan) remains unchanged. The overall amount of administrative costs remains stable and the balance between operational and administrative costs is being maintained.





## 2.2 Operational activities (Title 3)

Title 3 is made up of two chapters, 30 and 31. Whilst Chapter 30 concerns associated activities such as publications, translations, meetings, the Advisory Forum and National Observatories, Chapter 31 contains the core operational activities as set out in the work programme. The amending budget foresees a number of savings within Chapter 30 in order to enable the Foundation to increase its operations in a number of areas considered to be a priority in Chapter 31 or to enhance existing projects as indicated below. This entails a transfer of € 113,000 to Chapter 31.

### *Regional development project*

Given the adoption of the new Phare guidelines in June and in view of the Foundation's role in the preparation for ESF-type measures at regional level, it appears crucial to support the involvement of the National Observatories network in the preparatory measures. Following the pilot projects initiated in 1998 by the Foundation in the Czech Republic, Hungary, Poland and Slovenia with the support of the National Observatories, the project aims to enable all ten national observatories in the candidate countries to develop their ability to undertake better labour market analysis at regional level and at preparing them for the evaluation processes linked to the ESF-type operations. This project, therefore, represents a reinforcement of the existing regional project foreseen in Annex 3 of the 1999 work programme with an additional € 18,000 being transferred from chapter 30.

### *Extension of study on assessing management training needs*

Following the successful implementation of this study which was financed by the Foundation from the 1997 work programme and discussed at an international conference in 1998 in co-operation with CEEMAN, a number of countries (Hungary, Ukraine in particular) have expressed interest in applying the methodology to their own situation. The funds will be used to finance an expert meeting to examine the possible extension of the study and to finance research work by the expert team concerned. This entails a transfer of € 40,000 from chapter 30.

### *Workshop on apprenticeship schemes, Syria, November 1999*

Following consultations with the EC Delegation and the Syrian authorities, the Foundation has been asked to organise a workshop in support of their efforts to reform the vocational education and training system. The workshop will concentrate on key aspects of the implementation of apprenticeship systems and should allow the Syrian participants to increase their awareness of the subject and prepare further the ground for reform. This involves an additional € 30,000.





### *Workshop on policy advice in Malta, November 1999*

The renewal of Malta's application for membership of the European Union last spring has made it necessary to incorporate into the vocational education and training reforms a number of aspects that will be examined during the screening process. As a result, the Maltese authorities have asked the Foundation to organise a workshop to examine the policy implications arising from a number of technical aspects linked to the reform of the system. The workshop will focus on best practice from different countries. It is proposed to transfer € 15,000 from chapter 30 for this purpose.

### *Evaluation*

With the creation of the new Planning, Monitoring and Evaluation Unit, the Foundation is stepping up its efforts on evaluating its activities. In addition to the € 40,000 foreseen in the policy advice budgetline in chapter 31, it is proposed to transfer an additional € 10,000 from chapter 30 to this line to enable the Foundation to recruit external expertise in order to make a substantial start in 1999.

## **2.3 Overview of proposed transfers**

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

Item	Subject	Original budget	Amendment	Amending budget
Chapter 11	Personnel	8,999,021	+274,000	9,273,021
Chapter 14	Socio-medical infrastructure	215,000	-52,000	163,000
Chapter 15	Exchange of officers and experts	252,000	-80,000	172,000
Chapter 17	Reception and entertainment expenses	17,000	-5,000	12,000
Chapter 20	Investments in real estate, rentals and accessory charges	421,500	-11,500	410,000
Chapter 21	Data processing	420,000	-6,000	414,000
Chapter 22	Movable property and accessory charges	129,350	-38,000	91,350
Chapter 23	Current administration costs	144,129	-32,000	112,129
Chapter 24	Post and telecommunications	335,000	-20,000	315,000
Chapter 25	Meetings and calling thereof	103,000	-20,000	83,000
Chapter 30	Operational expenses (publications, meetings etc.)	2,034,000	-122,500	1,911,500
Chapter 31	Priority actions	2,640,000	+113,000	2,753,000

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





### 3. 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 Foundation to carry out the proposed transfers. The overall amount of the 1999 budget remains unchanged at € 16.2 million. The amending budget is attached (Annex 1).

Peter de Rooij  
Director  
September 1999





## **ANNEX 1**

### **PROPOSAL FOR AMENDING BUDGET**



EUROPEAN TRAINING FOUNDATION  
1999 BUDGET  
ESTIMATE OF EXPENDITURE

Item	Post	Title	1999 Budget (*)	1999 Amendment	1999 Amending budget
<b>TITLE 1</b>					
<b>EXPENSES FOR PERSONNEL LINKED TO THE FOUNDATION</b>					
	<b>Chap. 11</b>	<b>Personnel in activity</b>			
110		<i>Agents included in the workforce</i>			
	1100	Basic salary (1)	5 830 824	360 803	6 191 627
	1101	Family allowance	447 655	5 074	452 729
	1102	Transfer and expatriation allowance	852 633	5 130	857 763
	1103	Secretarial allowance	34 233	(581)	33 652
110		<i>Total item</i>	7 165 345	370 426	7 535 771
111		<i>Other agents</i>			
	1110	Auxiliary agents	155 000	(13 000)	142 000
	1112	Local agents	350 000	(25 000)	325 000
111		<i>Total item</i>	505 000	(38 000)	467 000
113		<i>Employer's social security contribution</i>			
	1130	Health risk	202 366	8 046	210 412
	1131	Accident and health risk	47 830	3 954	51 784
	1132	Unemployment risk	47 615	(2 320)	45 295
	1133	Pension	pm	pm	pm
113		<i>Total item</i>	297 811	9 680	307 491
114		<i>Sundry allowances</i>			
	1140	Birth and death allowance	1 100	(341)	759
	1141	Annual leave travelling expenses	156 000	105	156 105
	1142	Accommodation and transport	pm		
	1143	Standard acting allowance	pm		
	1144	Standard traveling allowance	pm		
	1145	Accounting allowance	pm		
	1147	Call on duty	12 000	(5 432)	6 568
114		<i>Total item</i>	169 100	(5 668)	163 432
115		<i>Overtime</i>			
	1150	Overtime (2)	-	-	-
115		<i>Total item</i>	-	-	-
117		<i>Services rendered</i>			
	1170	Freelance interpreters and conf. personnel	pm		
	1172	Cost of organizing traineeships with the Foundation	50 000	(3 000)	47 000
	1175	Other translation services	pm		
	1177	Other services rendered	194 000	(40 000)	154 000
117		<i>Total item</i>	244 000	(43 000)	201 000
118		<i>Recruitment and transformation costs</i>			
	1180	Sundry recruitment expenses	50 000		50 000
	1181	Travelling expenses (1)	12 000	(771)	11 229
	1182	Installation allowance (1)	140 000	300	140 300
	1183	Moving expenses (1) (2)	130 000	(137)	129 863
	1184	Temporary daily allowance (1)	64 000	(849)	63 151
118		<i>Total item</i>	396 000	(1 457)	394 543
119		<i>Weightings (Correction coefficients)</i>			
	1190	Weightings (Correction coefficients)	221 765	(17 981)	203 784
119		<i>Total item</i>	221 765	(17 981)	203 784
	<b>Chap. 11</b>	<b>Total chapter</b>	<b>8 999 021</b>	<b>274 000</b>	<b>9 273 021</b>
	<b>Chap.13</b>	<b>Missions and travel</b>			
130		<i>Mission and travel expenses</i>			
	1300	Mission and travel expenses	490 000	-	490 000
130		<i>Total item</i>	490 000	-	490 000
	<b>Chap.13</b>	<b>Total chapter</b>	<b>490 000</b>	<b>-</b>	<b>490 000</b>

EUROPEAN TRAINING FOUNDATION  
1999 BUDGET  
ESTIMATE OF EXPENDITURE

Item	Post	Title	1999 Budget (*)	1999 Amendment	1999 Amending budget
	<b>Chap. 14</b>	<b>Socio-medical infrastructure</b>			
140		<i>Extraordinary aid</i>			
140	1400	Extraordinary aid	pm		
140		<i>Total item</i>	-	-	-
142		<i>Restaurants, meals and canteens</i>			
142	1420	Restaurants, meals and canteens	pm		
142		<i>Total item</i>	-	-	-
143		<i>Health service</i>			
143	1430	Health service	45 000	(15 000)	30 000
143		<i>Total item</i>	45 000	(15 000)	30 000
144		<i>Internal training</i>			
144	1440	Internal training	170 000	(37 000)	133 000
144		<i>Total item</i>	170 000	(37 000)	133 000
149		<i>Other interventions</i>			
49	1490	Other interventions	pm		
		<i>Total item</i>	-	-	-
	<b>Chap. 14</b>	<b>Total chapter</b>	<b>215 000</b>	<b>(52 000)</b>	<b>163 000</b>
	<b>Chap. 15</b>	<b>Exchange of officers and experts</b>			
152		<i>Mobility of personnel between Foundation and public and private sectors</i>			
152	1520	National experts seconded	252 000	(80 000)	172 000
152		<i>Total item</i>	252 000	(80 000)	172 000
	<b>Chap. 15</b>	<b>Total chapter</b>	<b>252 000</b>	<b>(80 000)</b>	<b>172 000</b>
	<b>Chap. 17</b>	<b>Reception and entertainment expenses</b>			
170		<i>Reception and entertainment expenses</i>			
170	1700	Reception and entertainment expenses	17 000	(5 000)	12 000
170		<i>Total item</i>	17 000	(5 000)	12 000
	<b>Chap. 17</b>	<b>Total chapter</b>	<b>17 000</b>	<b>(5 000)</b>	<b>12 000</b>
	<b>Chap. 19</b>	<b>Pensions and pension subsidies</b>			
190		<i>Pensions and pension subsidies</i>			
190	1900	Pensions and pension subsidies	pm		
190		<i>Total item</i>	-	-	-
	<b>Chap. 19</b>	<b>Total chapter</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>9 973 021</b>	<b>137 000</b>	<b>10 110 021</b>



EUROPEAN TRAINING FOUNDATION  
1999 BUDGET  
ESTIMATE OF EXPENDITURE

Item	Post	Title	1999 Budget (*)	1999 Amendment	1999 Amending budget
<b>TITLE 2 BUILDING, EQUIPMENT AND GENERAL OPERATING EXPENSES</b>					
	<b>Chap. 20</b>	<b>Investments in real estate, rentals and accessory charges</b>			
200		<i>Rentals</i>			
	2000	Rentals (4)	30 635		30 635
	2001	Guarantees	pm		
	2002	Contributions	pm		
200		<i>Total item</i>	30 635	-	30 635
201		<i>Insurance</i>			
	2010	Insurance	7 500	(1 500)	6 000
201		<i>Total item</i>	7 500	(1 500)	6 000
202		<i>Water, gas, electricity</i>			
	2020	Water, gas, electricity	143 000		143 000
202		<i>Total item</i>	143 000	-	143 000
203		<i>Cleaning and maintenance (4) (5)</i>			
	2030	Cleaning and maintenance (4) (5)	135 365	25 000	160
203		<i>Total item</i>	135 365	25 000	160
204		<i>Furnishing of premises (5)</i>			
	2040	Furnishing of premises (5)	36 000	(35 000)	1 000
204		<i>Total item</i>	36 000	(35 000)	1 000
205		<i>Security and surveillance</i>			
	2050	Security and surveillance	18 000		18 000
205		<i>Total item</i>	18 000	-	18 000
209		<i>Other expenses</i>			
	2090	Other expenses	51 000		51 000
209		<i>Total item</i>	51 000	-	51 000
	<b>Chap. 20</b>	<b>Total chapter</b>	<b>421 500</b>	<b>(11 500)</b>	<b>410 000</b>
	<b>Chap. 21</b>	<b>Data processing</b>			
210		<i>Equipment, data processing equipment and operating costs</i>			
	2100	Equipment	120 000		120 000
	2101	Software development and purchase	160 000		160 000
	2102	Other expenses	140 000	(6 000)	134 000
210		<i>Total item</i>	420 000	(6 000)	414 000
	<b>Chap. 21</b>	<b>Total chapter</b>	<b>420 000</b>	<b>(6 000)</b>	<b>414 000</b>
	<b>Chap. 22</b>	<b>Movable property and accessory charges</b>			
220		<i>Technical installations and office equipment</i>			
	2200	Purchase	5 250	(1 000)	4 250
	2202	Rentals	57 100		57 100
	2203	Maintenance, utilization and repairs	42 000	(33 000)	9 000
	2204	Office equipment	1 000	-	1 000
220		<i>Total item</i>	105 350	(34 000)	71 350
221		<i>Furniture</i>			
	2210	Purchase	7 500	(1 000)	6 500
	2212	Rentals	pm		pm
	2213	Maintenance, utilization and repairs	1 000		1 000
221		<i>Total item</i>	8 500	(1 000)	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

## EUROPEAN TRAINING FOUNDATION

1999 BUDGET

## ESTIMATE OF EXPENDITURE

Item	Post	Title	1999 Budget (*)	1999 Amendment	1999 Amending budget
225		<i>Documentation and library</i>			
	2250	Library stocks, purchase of books	pm		pm
	2251	Special library material	5 500		5 500
	2252	Subscriptions to newspapers and magazines	7 000	(3 000)	4 000
	2254	Binding expenses and conservation of works	pm		pm
225		<i>Total item</i>	12 500	(3 000)	9 500
	<b>Chap. 22</b>	<b>Total chapter</b>	<b>129 350</b>	<b>(38 000)</b>	<b>91 350</b>
	<b>Chap. 23</b>	<b>Current administration costs</b>			
230		<i>Stationery and office supplies</i>			
	2300	Stationery and office supplies	70 000		70 000
230		<i>Total item</i>	70 000	-	70 000
232		<i>Financial charges</i>			
	2320	Banking charges	5 000		5 000
	2321	Exchange rate losses	pm	pm	pm
	2322	Other financial charges	pm	pm	pm
32		<i>Total item</i>	5 000	-	5 000
33		<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	pm
234		<i>Total item</i>	-	-	-
235		<i>Other operating expenses</i>			
	2350	Sundry insurance expenses	22 000	(8 000)	14 000
	2351	Working clothes and uniforms	pm	pm	pm
	2352	Sundry charges for internal meetings	5 000		5 000
	2354	Transfers of services	5 000	(5 000)	-
	2355	Petty expenses	7 129		7 129
235		<i>Total item</i>	39 129	(13 000)	26 129
236		<i>Publications</i>			
	2360	Publications	20 000	(19 000)	1 000
236		<i>Total item</i>	20 000	(19 000)	1 000
	<b>Chap. 23</b>	<b>Total chapter</b>	<b>144 129</b>	<b>(32 000)</b>	<b>112 129</b>
	<b>Chap. 24</b>	<b>Post and telecommunications</b>			
240		<i>Correspondence and courier expenses</i>			
	2400	Correspondence and courier expenses	120 000	(20 000)	100 000
240		<i>Total item</i>	120 000	(20 000)	100 000
241		<i>Telecommunications</i>			
	2410	Subscriptions and fees	210 000		210 000
	2411	Equipment	5 000		5 000
241		<i>Total item</i>	215 000	-	215 000
	<b>Chap. 24</b>	<b>Total chapter</b>	<b>335 000</b>	<b>(20 000)</b>	<b>315 000</b>
	<b>Chap. 25</b>	<b>Meetings and calling thereof</b>			
250		<i>Meetings and calling thereof</i>			
	2500	Meetings expenses in general	103 000	(20 000)	83 000
250		<i>Total item</i>	103 000	(20 000)	83 000
	<b>Chap. 25</b>	<b>Total chapter</b>	<b>103 000</b>	<b>(20 000)</b>	<b>83 000</b>
	<b>TITLE 2</b>	<b>TOTAL TITLE 2</b>	<b>1 552 979</b>	<b>(127 500)</b>	<b>1 425 479</b>

## EUROPEAN TRAINING FOUNDATION

1999 BUDGET

## ESTIMATE OF EXPENDITURE

Item	Post	Title	1999 Budget (*)	1999 Amendment	1999 Amending budget
TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS					
	Chap. 30	Operational expenses			
300		Operational documentation			
	3000	Documentation (3)	55 000	(10 000)	45 000
300		Total item	55 000	(10 000)	45 000
301		Publicising of information			
	3010	General publications (3)	182 000	(50 000)	132 000
301		Total item	182 000	(50 000)	132 000
304		Translation costs			
	3040	Translation costs	420 000		420 000
304		Total item	420 000	-	420 000
305		Meetings of the Advisory Forum			
	3050	Meetings of the Advisory Forum	417 000	(10 000)	407 000
305		Total item	417 000	(10 000)	407 000
306		Consultants			
	3060	Consultants	-		
306		Total item	-	-	-
307		Seminars and study meetings			
	3070	Seminars and study meetings	-	-	pm
307		Total item	-	-	-
308		Expenses related to programme management and accession meetings			
	3080	Expenses related to programme management and accession meetings	100 000	(16 000)	84 000
308		Total item	100 000	(16 000)	84 000
309		National Observatory network			
	3090	National Observatory network	860 000	(36 500)	823 500
309		Total item	860 000	(36 500)	823 500
	Chap. 30	Total chapter	2 034 000	(122 500)	1 911 500
	Chap. 31	Priority actions			
310		Work programme activities - Phare and Tacis			
	3100	Work programme activities - Phare and Tacis	2 430 000	68 000	2 498 000
313		Total item	2 430 000	68 000	2 498 000
311		Work programme activities - MEDA			
	3110	Work programme activities - MEDA	210 000	45 000	255 000
311		Total item	210 000	45 000	255 000
	Chap 31	Total chapter	2 640 000	113 000	2 753 000
	TITLE 3	TOTAL TITLE 3	4 674 000	(9 500)	4 664 500

## EUROPEAN TRAINING FOUNDATION

## 1999 BUDGET

## ESTIMATE OF EXPENDITURE

Item	Post	Title	1999 Budget (*)	1999 Amendment	1999 Amending budget
<b>TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR</b>					
	<b>Chap.99</b>	<b>Expenses not specifically provided for</b>			
990		<i>Reserve</i>			
990	9900	Reserve	-	-	-
990		<i>Total item</i>	-	-	-
	<b>Chap. 99</b>	<b>Total chapter</b>	-	-	-
	<b>TITLE 9</b>	<b>TOTAL TITLE 9</b>	-	-	-
		<b>GRAND TOTAL</b>	<b>16 200 000</b>	<b>-</b>	<b>16 200 000</b>
<b>TITLE 4 EARMARKED EXPENDITURE</b>					
	<b>Chap. 41</b>	<b>Co-operation with other international institutions</b>			
	<b>Chap 41</b>	<b>Total chapter</b>			
	<b>Chap. 42</b>	<b>Co-operation with other european agencies</b>			
420		<i>SI2 support service</i>			
	4200	Funds relating to the participation of other European agencies into the SI2 support service	355 000		355 000
420		<i>Total item</i>	355 000	-	355 000
	<b>Chap. 43</b>	<b>Co-operation with national institutions</b>			
430		<i>Co-operation with italian institutions</i>			
	4300	Expenses relating to the organisation of seminar for the Piedmont region	25 823		25 823
430		<i>Total item</i>	25 823	-	25 823
	<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>	<b>380 823</b>	<b>-</b>	<b>380 823</b>

(\*) including transfers within Chapters made in the course of the current year

(1) transfer of EUR 122 000 to 1181 (EUR 3 000), 1182 (EUR 65 000), 1183 (EUR 40 000), 1184 (EUR 14 000)

(2) EUR 10 000 have been transferred in 7/99 from 1150 to 1183

(3) EUR 5 000 have been transferred in 8/99 from 3010 to 3000

(4) EUR 1 365 have been transferred in 9/99 from 2000 to 2030

(5) EUR 4 000 have been transferred in 9/99 from 2040 to 2030