



# ETF Preliminary Draft Budget

## ETF Annual Policy Strategy

The European Training Foundation (ETF) is a specialised agency of the European Union based in Turin, Italy.

The ETF<sup>1</sup> provides advice and assistance to the European Commission and 29 partner countries<sup>2</sup> for the reform of human capital development policies under the European Union's external relations instruments<sup>3</sup>. The ETF helps transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policy.

The ETF provides services to a range of stakeholders and clients with shared interests in the contribution that human capital development can make to EU external assistance objectives. These stakeholders include European institutions such as the European Commission, the European Parliament, related European agencies, and EC Delegations, as well as policy stakeholders in partner countries. The ETF also works with the international donor community to exchange information and lessons learned in the assistance field.

The ETF's Annual Policy Strategy is guided by its Mid Term Perspective (MTP)<sup>4</sup> which describes the priorities and actions the organisation will follow during the 2007-10 period to support the reform of human resources in partner countries in the context of education and training and labour market developments within a lifelong learning perspective.

---

<sup>1</sup> The ETF was established by Council Regulation No. 1360 in 1990 to contribute to the development of education and training systems in partner countries.

<sup>2</sup> These countries are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Croatia, Egypt, FYR Macedonia, Georgia, Israel, Jordan, Kazakhstan, Kosovo (as defined in UNSCR 1244), Kyrgyzstan, Lebanon, Moldova, Montenegro, Morocco, Russia, Serbia, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, Ukraine, Uzbekistan, and West Bank and Gaza Strip

<sup>3</sup> The EU's external assistance programmes help developing and emerging economies achieve sustainable economic and social development through greater integration into the world economy and the reduction of poverty. The ETF provides support under the Instrument for Pre-Accession (IPA), the European Neighbourhood Policy Instrument (ENPI) and the Development and Co-operation Instrument (DCI)

<sup>4</sup> The mid-term perspective is informed by three main policy sources i) the external relations instruments of the 2006-2013 programming cycle – IPA, ENPI, DCI; ii) the anticipated new Council Regulation for the ETF; and iii) the Communication of the Commission to the Parliament, the Council of Ministers and the Economic and Social Committee on the ETF COM(2006) 832 final of 19.12.2006.

The ETF's activities over the mid-term (2007-10) comprise three main pillars of action and cover:

1. Support to education and training reform by:
  - Contributing to the EU's enlargement process through the modernisation and reform of education, labour market and training systems in candidate and potential candidate countries;
  - Contributing to prosperity and development in the European Neighbourhood region through cooperation and partnership in human resource policy development and implementation;
  - Contributing to human capital development in Central Asia;
  - Supporting the European Commission and partner country policy development through innovation and learning;
2. Corporate communication of the ETF's activities, products and services; and
3. Organisational learning: strengthening the ETF's knowledge and systems to support the delivery of Community assistance

## Priorities

In the period 2007-10, the ETF's priorities include providing programming support to the European Commission and policy capacity building for EU candidate countries and a number of countries and territories<sup>5</sup> receiving assistance through the Instrument for Pre-Accession (IPA) and the European Neighbourhood Partnership Instrument (ENPI).

ETF support under the external assistance instruments for the remaining countries will be mainly provided through information sharing (including cross country and regional dissemination), policy information gathering, and integration into ETF networks.

Where there is a specific request for assistance from the Commission or EC Delegations, the ETF will also provide policy advice and support in these countries. In addition, the ETF will also give ongoing advice and capacity building support to the republics of Central Asia covered by the Development and Co-operation Instrument (DCI).

As an agency of the EU, the ETF will also follow the priorities of the EU Presidency and the evolving policy and institutional context of the European Union, including any impact on the role and services required by the Commission from its agencies. In this respect, the ETF will ensure its expertise is available to the European Commission and used to support policy initiatives in terms of the broader contribution that the European Union makes to European society, security and transparency and key international issues such as globalisation and sustainable development.

The ETF's objectives and results are to ensure that by the end of 2010:

- information, analyses, and policy advice to support human capital development in the context of EU external assistance have been provided to the partner countries;
- partner country stakeholder capacities have been strengthened and result in more relevant education and training sectors;
- the exchange of information and experience among donors engaged in human resource development reform in partner countries has been facilitated;
- policy advice and programming analyses have improved the effectiveness and relevance of Community assistance programmes to partner countries in the field of human capital development; and

---

<sup>5</sup> Countries other than candidate countries receiving prioritised levels of support from the ETF are Albania, Armenia, Azerbaijan, Egypt, Jordan, Kosovo (under UNSCR 1244), Morocco and Ukraine.

- dissemination and networking activities have helped to share relevant policy lessons between EU Member States and partner countries and between partner countries, as well as provide opportunities for engagement with the EU's policies and programmes

## ETF activities in 2009

The European Commission has proposed a recasting of the ETF's Council Regulation<sup>6</sup> which is expected to be in place for the 2009 work programme. The reason for recasting the regulation is to align ETF functions more closely with two major changes that have come about in recent years: firstly in EU policies in education and training and secondly in the EU's external assistance policies.

The recast regulation follows the pattern of EU developments by placing vocational education and training in the context of lifelong learning, giving a holistic view of education and training that covers the different sub sectors of education<sup>7</sup>, including their links with the labour market.

The recast regulation also places the ETF's activities within the policy driven approach to external assistance followed by the Instrument for Pre-Accession (IPA), the European Neighbourhood Partner Instrument (ENPI) and the Development Co-operation Instrument (DCI). These new instruments give greater emphasis to supporting partner countries in the definition and implementation of home grown strategies aligned with national policy priorities, rather than the delivery of specific technical projects. The new instruments mirror the shift from projects to policy evident in international assistance and the sector programme based approach of the EU. The recast regulation provides clarity and endorses the growing practice of linking education to socio-economic development in the labour market, migration, poverty reduction and social inclusion.

2009 will be the first full year of operation under the recast regulation. In the course of the year, the ETF will carry out its functions within a broader thematic mandate and will give stronger emphasis to capacity building and policy support than in the past. As required by the new external assistance instruments and the broader perspective of education, ETF activities will be directed towards a more complex set of deliverables<sup>8</sup>, covering

- Stronger engagement with local and national stakeholders in the partner countries;
- A stronger country focus in line with the bilateral character of the ENPI action plans in the Neighbourhood region and in the IPA Multi-Annual Indicative programming documents (MIPD) in the Pre-accession region.
- A wider range of services to the Commission covering analysis, programming support, reporting and project cycle support at the level of lifelong learning rather than at the sub-sector level of vocational education;
- Review and analysis of human capital strategies at the level of the education sector rather than the vocational training sector;
- Expertise development to support the deployment of ETF staff across the education sector as a whole;
- Deepening of ETF action research activities across the education sector as a whole.

In 2009 no further investment will be made by the ETF in Tempus project management and technical assistance services. The present phase of the Tempus Programme, Tempus III expired at the end of 2006, and, as indicated in ETF's Mid-term Perspective 2007-2010, the management of Tempus technical assistance is expected to be repatriated from the ETF to the Executive Agency for Education, Audio-Visual, and Culture in Brussels. The ETF assumes that it will not be engaged in the administration of the Tempus programme, and

---

<sup>6</sup> Brussels, 25.7.2007 COM(2007) 443 final

<sup>7</sup> Sub-sectors include links with higher education, continuing vocational education as well as community based education.

<sup>8</sup> COM (2007) 443 final, 5.3.4 Deliverables

existing commitments generated by past Tempus related activities will be fully repatriated to Brussels by mid 2008.

## Support to education and training reform in 2009

In 2009, the ETF will further develop the country focus that it adopted in 2007-08. Country implementation plans will set out the policy objectives to support EU assisted reform measures in the countries. A limited number of thematic or regional projects will be undertaken. These will be designed to generate evidence based policy making and inputs for future EU programming and support to the countries. Key thematic policy related issues addressed in the 2009-10 period will relate to continuing support to qualification frameworks, the contribution of lifelong learning to flexibility and security in the labour market, as well as the participation of women in the labour market.

In each country the ETF will support reform in line with the objectives of the Mid-Term Perspective. The ETF will focus on strengthening its support to policymakers in education and training and related labour market areas, specifically in two main areas:

- i. improving the ability of human capital development to contribute to economic growth;
- ii. helping countries to maximise the opportunities offered through the Community's external assistance instruments.

The ETF will support bilateral policy development in the partner countries through flagship approaches to policy analysis and capacity building using tools such as reviews of human capital development strategies, and the implementation of policy approaches, peer learning and review actions between partner countries and between partner countries and the EU. It will also help to establish stronger links with Community assistance priorities and modalities. This investment at a bilateral level will reinforce the national stakeholder networks essential to the reform processes and the success of Community assistance investments.

All current actions supporting the Instrument for Pre-Accession (IPA) will continue in 2009. Bilateral initiatives consistent with partner country and Commission priorities will be carried out and will support ETF country strategies in terms of policy analysis, capacity building actions (such as human capital development reviews), peer learning and peer reviews in policy areas selected with the country. This will include enhancing the contribution of education and training to social cohesion, employability and the further dissemination of the EU's Education and Training 2010 programme.

In the European Neighbourhood (ENPI) area in 2009, in line with the Commission's statements on its contribution to strengthening the Neighbourhood policy<sup>9</sup>, the ETF will increase its support to EU services in the definition and implementation of external policies by providing broader input to the project cycle as well as deepening its engagement in the ENPI region to build partner country capacities and ownership in the design, implementation and monitoring of the reform of human capital development systems. In doing so the ETF will also be responding to the Commission's submissions to promote the transfer of EU knowledge and experience so as to contribute to reform in the partner countries, and to foster policy learning between the partner countries under ENPI<sup>10</sup>. Also in line with the EC Communications on the Black Sea Synergy Initiative<sup>11</sup> and 'a strong European Neighbourhood Policy' of December 2007, the ETF will encourage regional cooperation within the EuroMed and Black Sea regions.

In support of the Development and Co-operation Instrument (DCI), services to the Commission are expected to increase, as are new actions to support national qualification frameworks, strategies that link education to poverty reduction, as well as bilateral policy and network initiatives (such as human capital development reviews, peer learning, peer reviews)

---

<sup>9</sup> Brussels, 4 December 2006, COM (2006) 726, final p7

<sup>10</sup> Expanding on the proposals contained in the Communication to the European Parliament and the Council on "Strengthening The ENP" – COM (2006) 726 final of 4 December 2006. European Neighbourhood Policy, Non Paper from the Commission.

<sup>11</sup> Brussels, 11.04.2007 COM(2007) 160 final

in line with EC and partner country priorities and ETF country plans. The ETF will also provide support for the Central Asia Education initiative led by the Commission.

Through its Innovation and Learning programme, the ETF will continue its action research investments in three human capital development policy areas (competitiveness, gender and flexicurity), and extend human capital development reviews as a tool to support ownership and momentum in the reform process in partner countries. A further three action research projects will be launched in 2009 to develop approaches to the contribution that human capital development can make to cohesion and employability, as well as Sector Wide Approaches (SWAs).

## **Corporate communication of the ETF's activities, products and services**

The ETF's communication activities in 2009 will promote the organisation's contribution to human resources development in transition economies within the context of the EU's external relations programmes.

The ETF seeks to be an organisation that communicates effectively at all levels and its communication promotes the objectives, activities and results, both internally and externally, and contributes to the development and recognition of the organisation as a centre of expertise in human resources development.

To be successful, the information and communication activities of the ETF are distinct, visible, proactive, reliable and transparent. The ETF aims to stand out as an EU body open to politicians, authorities, organisations and the public. It must be active in the international debate and ensure the information it gathers for publication is made freely available to the European Community, its Member States, partner countries and all other interested parties.

In the course of the year, the ETF will concentrate its communication activities on:

- Promoting the recast council regulation that is likely to come into force in the second half of 2008;
- Disseminating the results of ETF activities in the partner countries as well as facilitating debate amongst stakeholders and key players;
- Distributing authoritative information on human resources development to policymakers, practitioners and stakeholders;
- Contributing actively to the international debate on reform in transition countries;
- Promoting and maintaining the corporate identity of the ETF;
- Keeping its main stakeholders fully informed of its operations, initiatives and contacts;

The ETF Communication Unit will also explore new methods of communication, enhancing traditional formats such as publications and presentations with more audio-visual and interactive material.

## **Organisational learning: strengthening knowledge and systems to support the delivery of community assistance**

In 2009, the ETF will continue to adapt its operations to the institutional landscape of the new external assistance instruments, including the Commission's recommendations in its Communication on the ETF of December 2006<sup>12</sup>. This will ensure a closer link between ETF pilot actions and larger scale EC funded actions or actions which could be funded by other donors.

In line with establishing a clear vision within the ETF of its position and role as a European centre of expertise, the ETF will implement its new organisational model, including its human resources management framework, continue to refine its staff performance appraisal systems, personal development plans and recruitment policy as well as deliver specific

---

<sup>12</sup> Brussels, 19.12.2006 COM(2006) 832

training measures designed to reinforce policy development capacities and support for the sector programmed based approaches of the EU.

As part of its mid-term strategy to reinforce its capacity as a learning organisation through knowledge management and development, the ETF will deploy revised management information and auditing systems, financial control and accounting tools in line with its changing mission as well as the changing regulatory and technological environment of European public administration. The key specific elements for 2009 are the expected introduction of a revised Financial Regulation and the financial flow control system (ABAC).

In 2009, the ETF will also continue to monitor the links between its MTP, its annual work programme and the impact on partner countries. In 2009, there will be more visible links between the ETF's actions in its operating environment and the policy context provided by the European Commission, e.g. through contributing to DG EAC's assessment of the external dimension of EU policies in education and examining the relationship between the European Qualification Framework and the national frameworks of partner country systems. This will involve reinforcing the ETF's monitoring systems, such as audits, evaluations and assessment to ensure the more systematic analysis and collection of country programme information to support decisions at the organisational level. The ETF's planning and reporting cycle will focus on the impact of its work to ensure the achievement of its strategic objectives and the delivery of the results expected from its Mid-Term Perspectives.

# Explanatory note on the ETF Preliminary Draft Budget 2009

## Introduction

The proposed recast regulation has been prepared to fulfil the obligations placed on the ETF by the new external assistance instruments and to be compatible with financial programming<sup>13</sup>. The 2009 Preliminary Draft Budget supports this framework and is based on a subvention of €19,873,000 from the Community budget as forecast in ETF Mid-Term Perspective 2007-10<sup>14</sup> and the rationale for the ETF estimate of revenue and expenditure 2009<sup>15</sup>.

The amount of €19.873 million represents an increase of 10.5% compared to 2008<sup>16</sup>.

The budget for 2009 reflects the organisational and operational adjustment required by the recast regulation and the new external assistance instruments<sup>17</sup>. ETF activities will be directed towards achieving a more complex set of deliverables for the partner countries and the Commission. This will involve assisting countries for longer and more closely than under the previous assistance programmes and regulation - as well as the improved development and dissemination of lessons to the Commission and engagements in national and international networks.

In 2009, the ETF will focus on the broader thematic mandate of lifelong learning and will give stronger emphasis to capacity building and policy analysis than in the past. Similarly ETF will be required to support partner countries in the definition and implementation of strategies aligned with national policy priorities, rather than the delivery of specific technical assistance. This mirrors the shift from project assistance to policy support evident in international aid and the sector programme based approach of the EU.

The subvention levels for the ETF are in line with the summary of resources contained in the Commission's financial perspective contained in the recast regulation.

Financial Perspectives for the ETF 2008-2013 (million €) <sup>18</sup>					
2008	2009	2010	2011	2012	2013
17.984	19.872	20.271	19.528	19.918	20.317

In line with the Commission's recommendations on the ETF following its external evaluation in 2006<sup>19</sup>, the 2009 budget will enable the ETF to avoid deferring objectives and to adjust to its expected first full year of activity under the broader human capital mandate.

In the course of the year, the ETF will increase its investment in the provision of policy support and capacity building actions to partner countries. The delivery of programming and

<sup>13</sup> COM (2007) 443 final, 4.1.2

<sup>14</sup> (ETF-Governing Board Document 06-026)

<sup>15</sup> (ETF-Governing Board Document -07-029)

<sup>16</sup> The ETF's budget was reduced for 2008 following delays in the approval of the recast regulation. The recast regulation is expected to be approved by during 2008.

<sup>17</sup> Brussels, 19.12.2006 COM(2006) 832 final

<sup>18</sup> COM (2007) 443 final, 4.1.1 Summary of Resources, ETF-GB-07-012: Annex 1

<sup>19</sup> Brussels, 19.12.2006 COM(2006) 832 final

project cycle support will also increase in response to the demands of the new generation of EU external relations policies and instruments.

The contribution of the ETF to these policies are not fully achievable within the current regulation, which maintains a project management basis in line with the project based approach of the Tacis, Phare, CARDS and MEDA Programmes and a more narrow focus on training for immediate use of skills for the labour market rather than that encompassed by the lifelong learning approach. In 2009, this will be reflected in a continuing shift - underway since 2006 - in the ETF staffing profile from project management functions towards policy advice and analysis expertise:

- Using the activity based budgeting format introduced in the Mid-Term Perspective document, the ETF will aim at a direct investment in operations in line with previous years (70% of the subvention) while communication and running costs amount to 30%.
- The placing of vocational education and training in a lifelong learning perspective and related labour market issues in the recast regulation will also require investment in capacity development, both in knowledge management and human resource systems. This will be addressed through a combination of the consolidation of the human resources strategy introduced in 2007-08, the implementation of lessons learned from the Innovation and Learning Project cycle, and the use of evaluations and feedback from Commission services and ETF stakeholder networks. Capacity development is supported by all ETF activities and is estimated at 15% of investment from Chapter 31.
- The ETF would also restore its investment in evaluation, monitoring and external audit to levels established in the period 2003-07<sup>20</sup>.
- The adoption of a new financial system (ABAC) has been envisaged for 2009.

The proposed distribution of expenditure across the three main budget titles (staff, equipment and direct project costs) is annexed. In addition some earmarked expenditure will be added to the budget at a later stage to integrate other funds managed by the ETF (such projects that the ETF implements in the name of the Commission or Member States

## Specific comments on the ETF 2009 budget

### **Title I (Expenditure related to staff working at the ETF):**

The 2009 establishment plan reflects the consolidation (underway since 2006) of the expertise profile of ETF staff. The recast regulation reduces the emphasis on project management functions in vocational training and introduces the need for stronger policy and capacity development expertise in human resource development in a lifelong learning perspective. The shift is part of a series of adjustments arising from the Communication on the ETF<sup>21</sup> following its external evaluation in 2006. As outlined in the proposed recast regulation, 'the wider thematic scope as well as the focus on information and policy analysis tasks (with a parallel reduction of project management as from 2008) should represent a more labour intensive work that is expected to require an important investment on behalf of the ETF in terms of staff training and qualification<sup>22</sup>.

The global increase in Title 1 in 2009 is mainly due to increases in personnel costs resulting from the provisions of the Staff Regulations, such as allowances and socio-medical expenses, and to a more stable situation in the ETF. This situation will lead to a lower turnover rate (the high turnover linked to Tempus activities will end in June 2008, and the new mandate should have been adopted by the end of 2008).

---

<sup>20</sup> This includes audits on internal systems under title 1 and audits and evaluation of ETF activities under title 3.

<sup>21</sup> Brussels, 19.12.2006 COM(2006) 832 final

<sup>22</sup> Brussels, 25.7.2007 COM(2007) 443 final

In addressing the requirements of the recast regulation, all posts available in the establishment plan<sup>23</sup> will be fully utilised. This covers 96 posts estimated to be equivalent to 93 full time equivalents (FTE) due to part time, parental leave, and potential gaps between staff leaving and staff starting). In 2008 due to the end of Tempus there was a noticeable decrease in the FTE to approximately 85. The establishment plan contained in the 2009 pre draft budget also takes into account recruitment and costs associated with the shift in staff profiles.

## **Title II (Building, equipment and miscellaneous operating expenditure):**

In Title 2 (Building, Equipment and Miscellaneous Operating Expenditure) the ETF will encounter obligations to re-tender several service contracts from Villa Gualino that could result in higher costs, e.g. rising maintenance costs deriving from ageing infrastructure, which could imply large scale building/plant maintenance (roof, building integrity, and plant infrastructure), an expected increase in energy/utility costs and a review of the internal telephone system. Another increase is linked to the planned adoption of ABAC, with the associated costs (SLA with DG Budget, current systems review & adaptation). Furthermore, in the information systems area, the adoption of the recast regulation is likely to generate further information technology needs. In addition, the deployment of ETF expertise in support of partner countries under the recast regulation will require the deployment of new information technologies<sup>24</sup> in support of specific missions.

## **Title III (Expenses related to the performance of specific missions):**

This title is increased in the frame of the recast regulation, restoring Communication activities (Chapter 30) (significantly reduced in 2008) to 2007 levels, and increasing media and promotion, website and corporate publication expenditure linked to the re-cast regulation.

The budget for operational activities (Chapter 31) includes additional resources to sustain ETF's commitment to quality control, strengthening auditing as well as actions in evaluations and policy support initiatives in the Pre-Accession and Neighbourhood regions, the Central Asian Republics in the Development Cooperation Instrument and other specific projects in the area of Innovation and Learning.

These actions will cover a broader thematic mandate of lifelong learning and will give stronger emphasis to capacity building and policy analysis than in the past. Similarly ETF will be required to support partner countries in the definition and implementation of strategies aligned with national policy priorities, rather than the delivery of specific technical assistance. This mirrors the shift from project assistance to policy support evident in international aid and the sector programme based approach of the EU.

The direct support to operational activities under Title 3, Chapter 31 follows the trend developed by the ETF in 2007-08. This would indicate the following distribution of investment:

- Support to activities under the Instrument for Pre-accession: 32.5%
- Support to activities under the European Neighbourhood Partnership Instrument: 32.5%
- Support to the Development and Co-operation Instrument: 15%
- Support to Innovation and Learning: 20%

---

<sup>23</sup> The establishment plan covers officials and temporary agents only. Other staff categories covering detached national experts, interimaires, stagiaires and contract agents are included in the subvention amount. See articles 111 and 152

<sup>24</sup> Including greater use of audio-visual content for the dissemination of information to stakeholders.

In 2009, the ETF's outputs<sup>25</sup> cover results related to policy review, capacity building actions, Project/sector cycle support, dissemination and networking, and the effective analysis of Community assistance.

---

<sup>25</sup> Brussels, 25.7.2007 COM(2007) 443 final: annex 1

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget	
			COM	PAY	COM	PAY	COM	PAY
<b>TITLE 1 European Community subsidy</b>								
100	Chap. 1.0	Pre-Accession Strategy (15.03.02 (ex B7-033)) Phare	-	-	-	-	-	-
	1 00 1	Phare (Bulgaria,Romania ) contribution to ETF-Subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 00 2	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Title 3	-	-	-	-	-	-
	1 00 3	Phare (Croatia) contribution to ETF-Subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 00 4	Phare (Croatia) contribution to ETF-Subsidy under Title 3	-	-	-	-	-	-
101	Pre-Accession		-	-	-	-	-	-
	1 01 1	Pre-Accession (Turkey) contribution to ETF-Subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 01 2	Pre-Accession (Turkey) contribution to ETF-Subsidy under Title 3	-	-	-	-	-	-
102	Chap. 1.1	European Training Foundation (ETF-03. (ex B7-064)) Support Commission and Wider Europe initiatives	-	-	-	-	-	-
	1 10 1	External action (Tacis,CARDs) - subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 10 2	External action (Tacis,CARDs) - subsidy under Title 3	-	-	-	-	-	-
120	Chap. 1.2	European Training Foundation (15.02.27)	<b>19,872,000</b>	<b>19,872,000</b>	<b>17,984,000</b>	<b>17,984,000</b>	<b>19,700,000</b>	<b>19,700,000</b>
	120 1	European Training Foundation	<b>19,872,000</b>	<b>19,872,000</b>	<b>17,984,000</b>	<b>17,984,000</b>	<b>19,700,000</b>	<b>19,700,000</b>
	120 2	ETF-Subsidy under Titles 1 and 2	15,569,000	15,569,000	14,594,000	14,594,000	15,564,000	15,564,000
		ETF-Subsidy under Title 3	4,303,000	4,303,000	3,390,000	3,390,000	4,136,000	4,136,000
	TITLE 1		<b>TOTAL TITLE 1</b>	<b>19,872,000</b>	<b>19,872,000</b>	<b>17,984,000</b>	<b>17,984,000</b>	<b>19,700,000</b>
<b>TITLE 9 MISCELLANEOUS REVENUE</b>								
900	Chap. 9.0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	<b>183,256</b>	<b>183,256</b>
		Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	183,256	183,256
	TITLE 9		<b>TOTAL TITLE 9</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>183,256</b>
<b>TITLE 10 RESULTS EARLIER YEARS</b>								
1011	Chap. 10.1	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
		Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
	10 11 1	Result budget year -/- 1	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
	TITLE 10		<b>TOTAL TITLE 10</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>19,883,256</b>
					<b>TOTAL ETF SUBVENTION REVENUE</b>	<b>19,872,000</b>	<b>19,872,000</b>	<b>19,883,256</b>
<b>TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)</b>								
430	Chap. 4.3	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	<b>300,000</b>	<b>300,000</b>
		Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	300,000	300,000
490	Chap. 4.9	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	p.m.	p.m.	<b>442,150</b>	<b>485,611</b>
		Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	p.m.	p.m.	442,150	485,611
	4 90 0	Cooperation with Italian institutions - Financing earlier years*	p.m.	p.m.	p.m.	p.m.	442,150	485,611
	TITLE 4		<b>TOTAL TITLE 4</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>742,150</b>
								<b>785,611</b>
At the beginning of 2008 the ETF is expecting to receive an additional 400 000 from the Italian Trust Fund. These funds are in the context of the agreement with the Ministry of Foreign Affairs for the trust fund in the period 2006-2008. The Governing Board approved this activity via written procedure (consultation closed on 30/09/2006).								
<b>TITLE 5 MEDA - ETE (Earmarked revenue)</b>								
500	Chap. 5.0	MEDA-ETE	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
		MEDA-ETE	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
	5 00 0	MEDA-ETE	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
590	Chap. 5.9	MEDA-ETE - Financing earlier years	p.m.	p.m.	p.m.	p.m.	<b>1,750,639</b>	<b>3,630,714</b>
		MEDA-ETE - Financing earlier years	p.m.	p.m.	p.m.	p.m.	1,750,639	3,630,714
	5 90 0	MEDA-ETE - Financing earlier years*	p.m.	p.m.	p.m.	p.m.	1,750,639	3,630,714
	TITLE 5		<b>TOTAL TITLE 5</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>1,750,639</b>
								<b>3,630,714</b>
With a contract amount of € 000 000 signed on the 16 of November 2004, the ETF will implement the MEDA-ETE project on behalf of the MEDA partners and under the responsibility of the European Commission from 2005-2008.								
Education and Training for Employment is a project designed within the Barcelona process; it is the result of an extensive identification process which was carried out by the European Commission and which involved all stakeholders of the Euro-Mediterranean Partnership. Based upon common consensus, the European Training Foundation was selected as implementing body for the project.								
The objective of the ETE project is to support the ten MEDA partners (Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Syria, Tunisia, Turkey, West Bank and Gaza Strip) in the design and implementation of relevant technical and vocational education and training (TVET) policies that can contribute to promoting employment through a regional approach.								
<b>TITLE 6 TEMPUS - TECHNICAL ASSISTANCE (Earmarked revenue)</b>								
600	Chap. 6.0	TEMPUS	p.m.	p.m.	p.m.	p.m.	<b>870,000</b>	<b>870,000</b>
		TEMPUS	p.m.	p.m.	p.m.	p.m.	870,000	870,000
690	Chap. 6.9	TEMPUS - Financing earlier years	p.m.	p.m.	p.m.	p.m.	<b>841,446</b>	<b>841,446</b>
		TEMPUS - Financing earlier years	p.m.	p.m.	p.m.	p.m.	841,446	841,446
	6 90 0	TEMPUS - Financing earlier years	p.m.	p.m.	p.m.	p.m.	870,000	1,711,446
	TITLE 6		<b>TOTAL TITLE 6</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>3,362,789</b>
								<b>6,127,771</b>
					<b>GRAND TOTAL</b>	<b>19,872,000</b>	<b>19,872,000</b>	<b>23,246,045</b>
								<b>26,011,027</b>

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
<b>TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION</b>									
	<b>Chap. 1 1 Staff in active employment</b>		<b>12,314,000</b>	<b>12,314,000</b>	<b>11,684,900</b>	<b>11,684,900</b>	<b>12,322,000</b>	<b>12,322,000</b>	
1 10	<i>Agents included in the workforce</i>		8,589,000	8,589,000	7,975,600	7,975,600	8,202,000	8,202,000	
1 10 0	Basic salaries		6,979,000	6,979,000	6,575,600	6,575,600	6,772,000	6,772,000	<p>This appropriation is intended to cover the basic salary costs and management allowance of the ETF's Temporary Agents as indicated in the Staff regulations (art. 44 &amp; 66) and Conditions of Employment of Other Servants of the European Communities (art. 20).</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 96 Temporary Agent posts in the ETF establishment plan with an estimated lower turnover compared to previous years due to a more stable situation (Tempus activities closed in June 2008, new mandate adopted). The full time equivalent (FTE) of those 96 posts are estimated at 93. (89 FTEs are foreseen in 2008 due to high turnover related to TEMPUS closing of activities)</li> </ul>
1 10 1	Family allowances		710,000	710,000	600,000	600,000	600,000	600,000	<p>This appropriation is intended to cover the family allowances of the ETF's Temporary Agents as indicated in the Staff Regulations (art. 67) and Conditions of Employment of Other Servants of the European Communities (art. 20).</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 93 FTE Temporary Agents. Increase due the higher number of FTE and to usual increase in education costs based on historical trends.</li> </ul>
1 10 2	Transfer and expatriation allowance		900,000	900,000	800,000	800,000	830,000	830,000	<p>This appropriation is intended to cover the expatriation allowance of the Temporary Agents of the ETF as indicated in the Staff Regulations (art. 69) and Conditions of Employment of Other Servants of the European Communities (art. 20).</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 93 FTE Temporary Agents. Increase due the higher number of FTE and to historical trends.</li> </ul>
1 10 3	Secretarial allowance		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 11	<i>Other staff</i>		1,457,000	1,457,000	1,514,300	1,514,300	1,450,000	1,450,000	
1 11 0	Contractual agent		1,300,000	1,300,000	1,374,600	1,374,600	1,300,000	1,300,000	<p>This appropriation covers all salaries, allowances, social security related costs for Contract Agents + annual leave not taken at the end of their contract by Contract Agents and related salary adaptations.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 36 Contract Agents including costs (installation, daily allowances, travel costs etc.) linked to start or end of service (to be paid after end of service) with an estimated lower turnover compared to previous years due to a more stable situation (Tempus activities closed in June 2008, new mandate adopted). The full time equivalent (FTE) is estimated at 34.</li> </ul>
1 11 2	Local staff		157,000	157,000	139,700	139,700	150,000	150,000	<p>This appropriation covers all salaries, allowances, social security related costs for Local Agents.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 3 Local Agents. Slight increased based on historical trend costs.</li> </ul>
1 13	<i>Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights</i>		375,000	375,000	330,000	330,000	365,000	365,000	
1 13 0	Insurance against sickness		235,000	235,000	210,000	210,000	225,000	225,000	<p>This appropriation covers insurance against sickness costs as per article 72 of the Staff Regulations and Conditions of Employment of Other Servants of the European Communities (art. 28)</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 93 FTE Temporary Agents</li> </ul>
1 13 1	Insurance against accidents and occupational disease		50,000	50,000	40,000	40,000	50,000	50,000	<p>This appropriation covers insurance against accident and occupational disease costs as per article 73 of the Staff Regulations and Conditions of Employment of Other Servants of the European Communities (art. 28)</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 93 FTE Temporary Agents</li> </ul>
1 13 2	Unemployment insurance for temporary staff		90,000	90,000	80,000	80,000	90,000	90,000	<p>This appropriation covers insurance against unemployment costs for Temporary Agents as per article 28a of the Conditions of Employment of Other Servants of the European Communities</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* 93 FTE Temporary Agents</li> </ul>
1 13 3	Pension		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 14	<i>Sundry allowances</i>		167,500	167,500	139,000	139,000	163,000	163,000	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
1 14 0	Birth and death allowance		2,500	2,500	2,000	2,000	2,000	2,000	Staff Regulations of Officials of the European Communities, and in particular art. 70, 74 and 75 thereof and Conditions of Employment of Other Servants of the European Communities (art. 28).  This appropriation is intended to cover : - birth grants; - in the event of an official's death: – the deceased's full remuneration until the end of the third month following that in which death occurred, – the costs of transporting the body to the deceased's place of origin.  Planning assumptions: * historical trend.
1 14 1	Annual travel costs from the place of employment to the place of origin		140,000	140,000	115,000	115,000	140,000	140,000	Staff Regulations of Officials of the European Communities, and in particular Art. 8 of Annex VII therefore applicable by analogy to Temporary Agents.  This appropriation covers the lump-sum payment of travel costs of relevant staff, their spouses and dependants from the place of employment to the place of origin. Planning assumptions: * 93 FTE Temporary Agents and historical trend.
1 14 2	Accommodation and transport allowances		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 14 3	Fixed entertainment allowances		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 14 4	Fixed local travel allowances		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 14 7	Allowances for shift work or standby duty at the official's place of work and/or at home		25,000	25,000	22,000	22,000	21,000	21,000	Staff Regulations of Officials of the European Communities, and in particular Art. 56a and Conditions of Employment of Other Servants (art. 16).  Planning assumptions: * 1 staff on duty during closing time throughout the year (1 in 2008).
1 15	Overtime		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 15 0	Overtime		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 17	Supplementary services		471,000	471,000	521,000	521,000	762,000	762,000	
1 17 0	Freelance interpreters and conference personnel		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 17 2	Cost of organising traineeships with the Foundation		21,000	21,000	21,000	21,000	12,000	12,000	These appropriations cover the costs of traineeships for young professionals from the EU and ETF partner countries in order to give them the opportunity to get to know the practices of an EU agency. Planning assumptions: 3 six-month traineeships (3 in 2008, 5 in 2007)
1 17 5	Other translation and typing services and work to be contracted out		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 17 7	Other services rendered and institutional audit services		450,000	450,000	500,000	500,000	750,000	750,000	This appropriation is intended to cover recourse to other suppliers of services, consultants and experts, for services under the general administration of the ETF when such services cannot be provided by ETF staff (for reasons of expertise or availability).  Planning assumptions: * Appropriations are mostly used for: 1) services provided for instance by the EU administrative bodies through Service Level Agreements ( i.e salary costs processing and other optional services, services for financial management, etc.) - (Estimation Euro 100,000 - €100,000 in 2008, €100,000 in 2007) 2) service providers (interim staff) replacing ETF staff for short periods, covering peak periods and the short-term absence of regular ETF staff. (Estimation Euro 280,000 - €350,000 in 2008, €50,000 in 2007) 3) services of relocation for new comers. (Estimation Euro 20,000) 4) consultancy services,to improve ETF effectiveness and efficiency. (Estimation 50,000 - €50,000 in 2008, €150,000 in 2007)
1 18	Recruitment and transformation costs		274,500	274,500	255,000	255,000	351,000	351,000	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
1 18 0	Sundry recruitment expenses		50,000	50,000	50,000	50,000	75,000	75,000	Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof.  This appropriation is intended to cover various recruitment expenses including : - publication costs, - costs directly linked to the promotion and organisation of group recruitment tests (hire of rooms, furniture, machines and miscellaneous equipment, water, fees for the preparation and correction of tests, etc.), - travel costs and daily allowances for candidates and external selection panel member(s) - pre-recruitment medical examinations.  Planning assumptions: * historical trends.
1 18 1	Travelling expenses		7,000	7,000	7,000	7,000	13,000	13,000	Staff Regulation of Officials of the European Communities, and in particular Art. 71 thereof.  This appropriation is intended to cover travel expenses for staff members and their families when they start or end their service.  Planning assumptions: * historical trends
1 18 2	Installation allowance		100,000	100,000	90,000	90,000	110,000	110,000	Staff Regulations of Officials of the European Communities, and in particular Art. 5 and 6 of Annex VII thereof.  This appropriation covers installation and resettlement allowances due to staff having to change their place of residence on taking up their duties, on transfer to a new place of employment and upon leaving the institution and resettling elsewhere.  Planning assumptions: * historical trends
1 18 3	Moving expenses		67,500	67,500	60,000	60,000	110,000	110,000	Staff Regulations of officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 9 of Annex VII thereof.  This appropriation is intended to cover the removal expenses of a new staff entering the service as well as the expenses of members of staff leaving the ETF.  Planning assumptions: * Historical trend.
1 18 4	Temporary daily allowance		50,000	50,000	48,000	48,000	43,000	43,000	Staff Regulation of Officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 10 of Annex VII thereto.  This appropriation covers temporary daily subsistence allowances for staff who can prove that they must change their place of residence on taking up their duties, or transferring to a new place of employment.  Planning assumptions: * Historical trend.
1 19	Weightings (Correction coefficients)		980,000	980,000	950,000	950,000	1,029,000	1,029,000	
1 19 0	Weightings (Correction coefficients)		800,000	800,000	780,000	780,000	865,000	865,000	Staff Regulations of Officials of the European Communities, and in particular Art. 64 and 65 and Art. 17 (3) of Annex VII thereof.  This appropriation covers the cost of weightings applied to the remuneration of staff. The weightings are adopted by the Council on a proposal from the Commission but are agreed at the end of the year with the increases/decreases backdated to 1 July. It also covers the cost of weightings applied to any emoluments transferred to a country other than the country of employment.  Planning assumptions: * Historical trend - decrease of weighting factor in 2007 might be counterbalanced by an increase in 2009
1 19 1	Salarial adaptation		180,000	180,000	170,000	170,000	164,000	164,000	Staff Regulations of Officials of the European Communities, and in particular Articles 65 and 65a and Annex XI thereof. Financial Regulation of 21 December 1977 applicable to the general budget of the European Communities (OJ L 356, 31.12.1977, p. 1) as last amended by Regulation (EC, ECSC, Euratom) No 2548/98 (OJ L 320, 28.11.1998, p. 1).  This appropriation is intended to cover the costs of any adjustments to remuneration approved by the Council during the financial year. It is purely provisional and backdated to 1 July.  Planning assumptions: *historical trend

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
		<b>Chap. 1 3 Missions and travel</b>	1,056,000	1,056,000	937,000	937,000	1,056,000	1,056,000	Planning assumptions (2009): * increase in operational and management missions (higher than the 2007 level), considering new mandate and increased OPS activities and budget, ABAC deployment related missions, insurance costs, slight reduction on the long-term missions
1 30		<i>Mission and travel expenses</i>	1,056,000	1,056,000	937,000	937,000	1,056,000	1,056,000	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof.
1 30 0		Mission and travel expenses	1,056,000	1,056,000	937,000	937,000	1,056,000	1,056,000	This appropriation is intended to cover: transport expenses; payments of daily mission allowances and the necessary or extraordinary costs incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Communities.
		<b>Chap. 1 4 Socio-medical infrastructure</b>	199,000	199,000	179,000	179,000	176,000	176,000	Planning assumptions (2009): Planning assumptions (2009): * 905,000 - operational and management missions, increased compared to 2007 level ( €840,000), considering new mandate and increased OPS activities and budget, ABAC deployment related missions, insurance costs * 90,000 - two long term missions for staff development purposes (three in 2007, € 175,000) * 61,000 - staff development missions ( €50,000 in 2007)
1 40		<i>Running costs of restaurants and canteens</i>	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 40 0		Running costs of restaurants and canteens	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 42		<i>Restaurants, meals and canteens</i>	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 42 0		Restaurants, meals and canteens	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 43		<i>Medical service</i>	30,000	30,000	29,000	29,000	26,000	26,000	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof.
1 43 0		Medical service	30,000	30,000	29,000	29,000	26,000	26,000	This appropriation is intended to cover the costs of the external health service acting for the ETF (in particular carrying out regular medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.).
		<b>Chap. 1 44 Internal training</b>	150,000	150,000	150,000	150,000	145,000	145,000	Planning assumptions: * historical trend  in 2008: annual check up €5,300 ETF medical officer €21,600 Medical supplies €2,100
1 44		<i>Internal training</i>	150,000	150,000	150,000	150,000	145,000	145,000	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof.
1 44 0		Internal training	150,000	150,000	150,000	150,000	145,000	145,000	This appropriation is intended to cover introductory courses for new recruits, staff development courses, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment, supplies and documentation and the hiring of consultants.
		<b>Chap. 1 49 Other interventions</b>	19,000	19,000	p.m.	p.m.	5,000	5,000	Planning assumptions: An estimated average of €1,200 per staff member, all contract types (€1,200 in 2008, €1,150 in 2007) is planned for training, plus eventual didactic material and supplies at €6,000 (€6,000 in 2008, €5,100 in 2007)
1 49		<i>Other interventions</i>	19,000	19,000	p.m.	p.m.	5,000	5,000	
1 49 0		Other interventions	19,000	19,000	p.m.	p.m.	5,000	5,000	This appropriation is intended to cover amongst other social events and institutional well being programmes that the ETF is putting in place.
		<b>Chap. 1 5 Staff exchanges between the Foundation and the public sector</b>	240,000	240,000	240,000	240,000	255,000	255,000	Planning Assumptions: * in-house week events * ETF Christmas events * other social events
									No major change in assumptions

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
1 52	<i>Staff exchanges between the Foundation and the public sector</i>		240,000	240,000	240,000	240,000	255,000	255,000	
1 52 0	National experts seconded		240,000	240,000	240,000	240,000	255,000	255,000	This appropriation is intended to cover the costs of national or international officials and of private sector employees temporarily seconded to the ETF to provide knowledge of matters in which they have in-depth experience.
<b>Chap. 1 7 Entertainment and representation expenses</b>			<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	Catering requests and reimbursement of representation costs
1 70	<i>Entertainment and representation expenses</i>		10,000	10,000	10,000	10,000	10,000	10,000	
1 70 0	Entertainment and representation expenses		10,000	10,000	10,000	10,000	10,000	10,000	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.).
									This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.).
									Planning assumptions: * Historical trend
<b>Chap. 1 9 Pensions and pension subsidies</b>			<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
1 90	<i>Pensions and pension subsidies</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
1 90 0	Pensions and pension subsidies		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>		<b>13,819,000</b>	<b>13,819,000</b>	<b>13,050,900</b>	<b>13,050,900</b>	<b>13,819,000</b>	<b>13,819,000</b>	The global increase in title 1 is mainly due to the physiological increase in costs resulting from the Staff Regulations provisions and to a more stable situation in the ETF. This more stable situation will lead to a lower turnover rate (no more high turnover linked to Tempus activities as they end in June 2008, and new mandate should have been adopted by end 2008). Therefore, in order to face the new mandate, it is planned to fully use all posts available in the establishment plan (96 posted estimated equivalent to 93 FTE due to part time, parental leave, and potential gaps between staff leaving and staff starting) while in 2008 due to the end of Tempus there was a particular decrease in the FTE to around 89.

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE									
Chap. 2 0 Investments in immovable property, rental of buildings and associated costs			700,000		614,400		747,000		Possible obligations to re-tender several VG service contracts if required in 2009 may result in higher costs. Villa Gualino infrastructure and ageing may result in rising maintenance costs or emergency repairs. Some large scale building/plant maintenance needs may influence VG budget (roof, building integrity, plant infrastructure) Foreseen increase in energy/utility costs. It is assumed that the passage of the Office to a permanent ETF representation in Brussels as of mid-2008 will not distort this estimate.
2 00	Rentals		6,500	6,500	6,000	6,000	24,000	24,000	
2 00 0	Rentals		6,500	6,500	6,000	6,000	24,000	24,000	This appropriation is intended to cover property rental Planning assumptions The estimation includes : symbolic rent for ETF Villa Gualino office premises (1 €) as indicated in the ETF/Villa Gualino agreements, the rent for a single office in DG EAC building in Brussels Tour Madou (plus an annual indexation of around 5%). It is assumed that the passage of the Office to a permanent ETF representation in Brussels as of mid-2008 will not distort this estimate.
2 01	Insurance		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
2 01 0	Insurance		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
2 02	Water, gas, electricity and heating		130,000	130,000	113,400	113,400	126,000	126,000	This appropriation is intended to cover reimbursement of the insurance contracts paid on behalf of ETF by the Villa Gualino consortia for the ETF occupied area of the Villa Gualino building. Planning assumptions From 2007 onwards this expenditure is incorporated in BL2090 - Other expenditure on buildings.

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
2 02 0	Water, gas, electricity and heating		130,000	130,000	113,400	113,400	126,000	126,000	This appropriation is intended to cover utilities (water, gas, electricity and heating).  Planning assumptions Costs tend to rise with extreme weather (hot in summer or cold in winter) and with energy costs in general. An increase of 7% to follow the trend of the increase in costs registered during past years was taken into account in 2007. Active savings measures are an objective of 2009 but are currently assumed to counter-act these trends only to a certain degree. A study will be carried out in order to quantify the impact of Tempus departure (mid-2008) upon this line in 2009. Obligation to re-tender some Villa Gualino contracts might have an additional impact in either raising costs or making savings.
2 03	Cleaning and maintenance		281,500	281,500	250,000	250,000	330,000	330,000	This appropriation is intended to cover maintenance costs (infrastructure, plants, lifts, heating, air-conditioning, pipes) and cleaning of the common spaces as well as for the cleaning of the ETF building areas.  The total cost for maintenance and cleaning of the parts of the building jointly used varies according to the number of unforeseen repairs and interventions during the year. The age of the property and infrastructure tends to place this estimate at risk due to breakages, failures and the urgent needs that may emerge with preventative maintenance or replacements.  Planning assumptions The total cost for maintenance and cleaning of the parts of the building jointly used varies according to the number and dimension of unforeseen repairs and interventions during the year. Due to building ageing and some technical problems (roofing, drains, airconditioning, ventilation) the number of interventions has tended to increase over past years. Despite this, attempts will be made to limit budget to forecast. Variable staffing in 2009 is also to be taken into account the current assumption being that ETF will retain a personnel (total complement) similar to the current one. Obligation to re-tender some Villa Gualino contracts might have an additional impact.
2 03 0	Cleaning and maintenance		281,500	281,500	250,000	250,000	330,000	330,000	
2 04	Furnishing of premises		20,000	20,000	15,000	15,000	20,000	20,000	This appropriation is intended to cover the performance of small-scale jobs for fitting out the building (such as changes to partitions, nameplates and signs, painting, etc.).  Planning assumptions: Staff turnover and reorganisation may lead to changes in the office occupation plan. Arrival of new contract agents and experts will mean finding suitable office space. A reserve has been planned for eventual partitions and furnishing. Reception fit outs and refurbishment including meeting rooms may raise this estimate.
2 04 0	Furnishing of premises		20,000	20,000	15,000	15,000	20,000	20,000	
2 05	Security and surveillance		150,000	150,000	150,000	150,000	150,000	150,000	This appropriation is intended to cover the various expenses relating to the security and safety of the building. The following activities are gathered under this budget item: surveillance, maintenance of anti-intrusion system, purchase and maintenance of fire equipment and costs of inspections required by Italian law (626).  Planning assumptions: A new contract for security has recently been concluded. A margin was foreseen in view of the increase of the hourly fee. However, attempts are being made to limit budget to the amount spent in 2007 (by enforcing limitations of works scheduled outside normal hours or during weekends etc.)
2 05 0	Security and surveillance		150,000	150,000	150,000	150,000	150,000	150,000	
2 09	Other expenditure on buildings		112,000	112,000	80,000	80,000	97,000	97,000	This appropriation is intended to cover other expenses related to the building not specifically provided for, notably taxes and roads, drainage, refuse collection, as well as administrative costs, payable to the Villa Gualino Consortium as provided for in the contract CON/03/ETF/0071.  Planning assumptions: • the reimbursement to the Villa Gualino consortium for related insurance policies (for an estimated amount of €5 900 in 2008) • management and administrative fees paid to Villa Gualino, in line with the site agreement are proportional to running costs (18% of the total paid on BL 2030 and 2020). • garbage tax - estimated 28,000€ • the assumption is made that costs should not rise due to municipal charges being further increased.
2 09 0	Other expenditure on buildings		112,000	112,000	80,000	80,000	97,000	97,000	
<b>Chap. 2 1 Information &amp; Communication Technology</b>									
2 10	ICT expenditure		600,000	600,000	485,000	485,000	530,100	530,100	Increase due to ABAC related costs (SLA with DG Budget, current systems review & adaptation). Further IT needs subsequent to approval of the recast regulation
2 10 0	ICT expenditure		600,000	600,000	485,000	485,000	530,100	530,100	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
2 10 0	ICT hardware		100,000	100,000	100,300	100,300	121,400	121,400	<p>This item covers the purchase of computer hardware including network servers, personal computers, printers and networking / communications equipment etc.</p> <p>The life cycle of ICT equipment is usually of three/four years with smaller or larger procurement depending upon the amount of equipment reaching obsolescence.</p> <p>Planning assumptions:</p> <p>Yearly, upon average, the ETF replaces between one third and one quarter of its ICT technology (PCs, portables, printers etc.) due to obsolescence. In 2009 no special purchase of additional servers/computers is foreseen other than regular replacement. No ABAC related equipment requirements have emerged at this time although this could change as planning enters into more specific detail in mis-2008.</p>
2 10 1	Software development and purchase		170,000	170,000	150,000	150,000	140,000	140,000	<p>This item has been allocated to cover the purchase of standard software applications and for the development of software systems.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> <li>* Based on current needs and expressed requirements an amount of € 140 000 has been forecast to cover: licensing costs, software development projects. The virtual communities request (OPS) also requires additional software collaboration licensing costs. Any reductions in this article will affect the Bootstrap project which plans to deliver integrated solutions over this budget period.</li> <li>* €30,000 - Local system re-engineering linked to introduction of ABAC (600€ x 5 days x 10 ETF local systems)</li> </ul>
2 10 2	Other expenses		190,000	190,000	118,700	118,700	148,700	148,700	<p>This item has been allocated to cover the costs associated with the maintenance and support of both ICT hardware and software including the purchase of computer durables, maintenance and other interventions. Infrastructure Support: the major cost in this item is that of currently running maintenance and support contracts for hardware (for both servers and network infrastructure) and software systems e.g. Microsoft, Oracle and IBM Lotus Notes. Includes also costs indicated in Service Level Agreements (SLAs) for IT systems</p> <p>Planning assumptions</p> <ul style="list-style-type: none"> <li>* Ongoing contracts for maintenance of hardware and software amount to the figure estimated and are therefore unlikely to decrease - 141,000 €</li> <li>* (to be verified in planning phase) ABAC - SLA with DG Budget - Start up fee (no ABAC Assets) and 2/12ths of the yearly fee (24,000+25,000)</li> <li>* No SAP licences (ABAC related) are included</li> <li>* No TESTA communications hardware costs are envisaged</li> </ul>
2 10 3	Telecoms costs		100,000	100,000	81,000	81,000	95,000	95,000	<p>This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees.</p> <p>Planning assumptions:</p> <p>Telecoms costs are continuing to drop and the recent EU directive on mobile telephony will certainly help in this respect although it needs to be remembered that ETF works with many partner countries outside the EU and these costs may not see similar decreases. Consumption however is growing, especially of mobile telecommunications. Staff missions and safety needs together with increased communication requirements are pushing up costs. Telephone and ADSL lines (for internet) in the ETF office in Brussels is also a factor explaining the increase in this article.</p> <p>The replacement of telephony hardware and services is expected in 2009, counter-balancing the increase.</p>
2 10 4	Telecoms equipment costs		40,000	40,000	35,000	35,000	25,000	25,000	<p>This appropriation is intended to cover expenses relating to telecommunications equipment, including cables, purchase, rental, installation, servicing, documentation, and for maintenance contracts of the internal telephone system.</p> <p>Planning assumptions:</p> <p>Some of the existing phones and telephone exchange need to be replaced. A feasibility study will be carried out in 2008 and additional funds would be necessary should a need to replace this technology emerge. This might increase on the costs of equipment in 2009.</p>
<b>Chap. 2 2 Movable property and associated costs</b>			<b>65,000</b>	<b>65,000</b>	<b>65,500</b>	<b>65,500</b>	<b>70,000</b>	<b>70,000</b>	No major change in assumptions
2 20	Technical installations and office equipment		48,000	48,000	48,500	48,500	54,816	54,816	
2 20 0	Purchase		14,000	14,000	7,500	7,500	14,053	14,053	<p>This appropriation is intended to cover the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment.</p> <p>This appropriation is also used for the general replacement of old office equipment such as faxes, binding machines etc.</p> <p>Planning assumptions:</p> <p>Some improvements might be necessary such as integration of the audio system for Sala Europa. Some office equipment might reach the age of replacement as well.</p>
2 20 2	Rentals		30,000	30,000	37,000	37,000	37,000	37,000	<p>This appropriation is intended to cover the costs of rental/leasing of materials and/or equipment, which it is uneconomic or difficult to purchase on account of limited available budgetary resources (e.g. copy machines).</p> <p>Planning assumptions:</p> <p>The use of copiers saw a decrease in costs - to continue also post Tempus departure most probably.</p>

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
2 20 3	Maintenance, utilisation and repairs		4,000	4,000	4,000	4,000	3,763	3,763	This appropriation covers the costs of maintenance and repair of the materials and equipment listed under items 2200 to 2202 and the cost of additional copies in excess of the number stipulated in the Foundation's supplier framework contract.  Planning assumptions: Ongoing maintenance contracts plus an estimated amount for additional copies justify the budget request.
2 21	<i>Furniture</i>		11,000	11,000	11,000	11,000	9,022	9,022	
2 21 0	Purchase		11,000	11,000	11,000	11,000	9,022	9,022	This appropriation covers the purchase of new furniture.  Planning assumptions Further to the advice given by the ETF doctor, procurement should be launched to replace existing desk seats with new ergonomic ones. Should budget permit, replacement of furniture for Sala Europa is foreseen.
2 23	<i>Transport</i>		p.m.	p.m.	p.m.	p.m.	162	162	
2 23 3	Maintenance, utilisation and repairs		p.m.	p.m.	p.m.	p.m.	162	162	This appropriation was intended to cover the operating, maintenance, fuel and related costs of the ETF van. The van has been decommissioned and there are no plans to replace it.  Planning assumptions ETF van decommissioned - funds no longer needed.
2 25	<i>Documentation and library</i>		6,000	6,000	6,000	6,000	6,000	6,000	
2 25 0	Purchase of non-operational publications and subscriptions		6,000	6,000	6,000	6,000	6,000	6,000	This appropriation is intended for the acquisition of publications and subscriptions, for general ETF use and/or the use of the non-operational departments (e.g. computer manuals, legal books, newspapers, magazines etc.). Until 2006 the title was "Library stocks, purchase of books".  Planning assumptions - 10 subscriptions to newspapers and magazines (10 in 2007) - 10-20 publications (10-20 in 2007)
2 25 1	Miscellaneous library expenses		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Unforeseen, extraordinary library expenses (e.g. binding, conservation of works). Until 2006 the title was "Special Library Material"
2 25 2	Subscriptions to newspapers and magazines		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Since 2007, this expenditure has been incorporated in Item 2250 - Purchase of non-operational publications and subscriptions. This item will no longer be used.
2 25 4	Binding expenses and conservation of works		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Since 2007, this expenditure has been incorporated in Item 2251 - Miscellaneous library expenses. This item will no longer be used.
<b>Chap. 2 3 Current administrative expenditure</b>			<b>200,000</b>	<b>200,000</b>	<b>197,300</b>	<b>197,300</b>	<b>214,900</b>	<b>214,900</b>	No major change in assumptions
2 30	<i>Stationery and office supplies</i>		50,000	50,000	29,300	29,300	61,900	61,900	
2 30 0	Stationery and office supplies				29,300	29,300	61,900	61,900	
2300-ECU	Stationery and office supplies - ECU		25,000	25,000	10,400	10,400	40,900	40,900	Branded stationery (headed paper, envelopes, business cards, etc.) as well as Promotional material (pens, bags, mouse mats, etc.).  Planning assumptions: the ETF will not change its corporate design in 2009. Based on experience from previous years, an amount of €5,000 has been budgeted to cover expenses for branded stationery, another €10,000 will cover the production of business cards, folders, block notes and other customised office supply. An amount of €10,000 will cover expenses for promotional material used for meetings and visitors (pens, lanyards, mouse mats, etc.).
2300-CTS	Stationery and office supplies - CTS		25,000	25,000	18,900	18,900	21,000	21,000	Office supplies including paper for printers/copiers  Planning assumptions Due to the new framework contract for stationery and paper (concluded 2008) costs should see a slight rise due to delivery costs (immediate delivery for individual "orders" is foreseen) However, with the possible departure of TEMPUS, might result in a reduction in costs for consumables (paper, stationery). The estimation takes this into account and attempts to limit the budget needs. Delays in Tempus repatriation may therefore result in this article increasing
2 32	<i>Financial charges</i>		2,000	2,000	2,000	2,000	2,000	2,000	
2 32 0	Miscellaneous Financial expenditure		2,000	2,000	2,000	2,000	2,000	2,000	This item covers bank charges and other financial charges as well as damages and interest (former budget items 2322 and 2340). Until 2006 the title was "Bank charges".  Planning assumptions Bank charges can be highly variable and unpredictable. However past experience indicates that €2000 is a safe maximum estimation of potential costs.
2 32 1	Exchange rate losses		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	This item is intended to cover exchange rate losses.
2 32 2	Other financial charges		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	This expenditure is incorporated in Item 2320 - Miscellaneous financial expenditure. This item will no longer be used.

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
2.33	<i>Legal expenses</i>		70,000	70,000	69,000	69,000	54,000	54,000	
2.33 0	Legal expenses		70,000	70,000	69,000	69,000	54,000	54,000	<p>This item is intended to cover</p> <ul style="list-style-type: none"> <li>* general legal expenses,</li> <li>* trial expenses,</li> <li>* external lawyers' expenses.</li> </ul> <p>Planning assumptions</p> <ul style="list-style-type: none"> <li>* based on current forecast of ongoing legal cases</li> </ul>
2.35	<i>Other operating expenditure</i>		26,000	26,000	37,000	37,000	37,000	37,000	
2.35 0	Miscellaneous insurance		17,000	17,000	28,000	28,000	27,000	27,000	<p>This appropriation is intended to cover sundry insurance expenses (notably civil liability, insurance against theft, insurance for computer equipment and cabling; for the safes and contents).</p> <p>Planning assumptions:</p> <p>Significant reduction compared to 2007 due to adherence to EC framework contract for civil liability, leading to approximate saving of up to € 10,000 (budget 2007 27,000€)</p> <ul style="list-style-type: none"> <li>- €1.1 million: electronic appliances and software all risks</li> <li>- €120,000: theft and robbery</li> <li>- €15 million: fire and natural disasters</li> </ul> <p>Statutory staff, Detached National Experts and stagiaires: civil liability of third parties and employees</p> <ul style="list-style-type: none"> <li>- 2 FTE: civil liability accounting officer (1 in 2007)</li> </ul> <p>Statutory staff, Detached National Experts and stagiaires: legal expenses.</p>
2.35 2	Miscellaneous expenditure on internal meetings		5,000	5,000	5,000	5,000	5,000	5,000	<p>This item is intended to cover expenditure (coffee, tea, water) related to internal ETF meetings.</p> <p>Expenditures (coffee, tea, water) related to internal meetings for training and recruitment procedures will be covered by BL 1440 and BL 1180 respectively.</p> <p>The amount budgeted under BL 2352 is to cover all miscellaneous expenditure on internal meetings</p> <p>Planning assumptions</p> <ul style="list-style-type: none"> <li>* historical trend</li> </ul>
2.35 5	Petty expenses		4,000	4,000	4,000	4,000	5,000	5,000	<p>This item is intended to cover other operating expenditure for which no special provision is made (e.g. broken windows/doors, flooding, plumber, change of locks, etc.).</p> <p>Planning assumptions</p> <ul style="list-style-type: none"> <li>* historical trend (€5000 foreseen in 2007, €4000 in 2008)</li> </ul>
2.36	<i>Publications</i>		52,000	52,000	60,000	60,000	60,000	60,000	
2.36 0	Publications		52,000	52,000	60,000	60,000	60,000	60,000	<p>This appropriation is intended to cover the cost of legal documents, which the Foundation is obliged to publish (budget, invitations to tender, etc.).</p> <p>Planning assumptions:</p> <p>Publication of the full budget in the Official Journal will cost between €25,000 and €30,000. As a revised budget will also have to be published in full, €60,000 is a necessary amount. Savings might be expected since the introduction of a new system for management of the translations/publications of budget at the commission - SEI-BUD</p>
<b>Chap. 2.4 Post and telecommunications</b>			<b>50,000</b>	<b>50,000</b>	<b>45,900</b>	<b>45,900</b>	<b>51,000</b>	<b>51,000</b>	No major change foreseen, slightly reduced mailing costs, increase for review of the internal telephone system
2.40	<i>Correspondence and courier expenses</i>		50,000	50,000	45,900	45,900	51,000	51,000	
2.40 0	Correspondence and courier expenses		50,000	50,000	45,900	45,900	51,000	51,000	<p>This appropriation is intended to cover correspondence and courier expenses, including the dispatching of parcels by post.</p> <p>Planning assumptions:</p> <p>Extremely volatile, it is likely that mailing over the long term will most probably decrease although at best 2008 can be considered a transition year and therefore levels can only be assumed to be the same as 2007 with a moderate risk of increase.</p>
2.41	<i>Telecommunications</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
2.41 0	Subscriptions and fees		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	See remarks of BL 2103
2.41 1	Equipment		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	See remarks of BL 2104
<b>Chap. 2.5 Meetings and associated costs</b>			<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	<b>132,000</b>	<b>132,000</b>	
2.50	Meetings and associated costs		135,000	135,000	135,000	135,000	132,000	132,000	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
2 50 0	Meetings expenses in general		135,000	135,000	135,000	135,000	132,000	132,000	This appropriation is intended to cover the costs relating to the meetings of the Governing Board and the participation of GB members to other meetings organised by the ETF.  Planning assumptions: The amount is based on two Governing Board meetings, costing approximately €65,000 to €70,000. In the event that a third meeting is organised, this chapter will have to be increased accordingly through transfer.
<b>TITLE 2</b>	<b>TOTAL TITLE 2</b>		<b>1,750,000</b>	<b>1,750,000</b>	<b>1,543,100</b>	<b>1,543,100</b>	<b>1,745,000</b>	<b>1,745,000</b>	

**TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS**

<b>Chap. 3 0 Operational expenses</b>	<b>735,000</b>	<b>735,000</b>	<b>602,000</b>	<b>602,000</b>	<b>892,256</b>	<b>1,019,383</b>	Increase in general Publications (representation) costs - re-instated Corporate events (significantly reduced in 2008), increase in Media and promotion, Website and Corporate publications linked to the recast regulation.		
<b>3 00 Operational documentation</b>	<b>22,000</b>	<b>22,000</b>	<b>27,000</b>	<b>27,000</b>	<b>15,000</b>	<b>16,172</b>			
3 00 0 Purchase of operational publications and subscriptions	22,000	22,000	27,000	27,000	15,000	16,172	This appropriation is intended for the acquisition of publications and subscriptions, which are intended for the use of the operational departments.  Planning assumptions On average 100 publications per year 20-30 subscriptions to journals and electronic information sources (similar to 2007 and 2008).		
<b>3 01 Publicising of information</b>	<b>455,000</b>	<b>455,000</b>	<b>313,000</b>	<b>313,000</b>	<b>611,000</b>	<b>656,741</b>			
3 01 0 General publications	455,000	455,000	313,000	313,000	611,000	656,741	This appropriation is intended to cover the costs associated with writing, editing, printing and distributing publications of a corporate nature (e.g. information leaflet, Work Programme, Annual Report, Highlights), as well as corporate activities, website maintenance and development.  Planning assumptions: the ETF will not change its corporate identity in 2009. Corporate publications = €200,000 (Highlights 2008, Flagship Publication 2009, Work Programme, Activity Report, brochures and leaflets - €190,000 in 2008 and 2009) Editorial Board = €40,000 (three meetings and fees for the work on ETF publications throughout the year - €30,000 in 2008, €15,000 in 2007). Internal communication = €10,000 (internal newsletter, posters, etc. - €8,000 in 2008, €10,000 in 2007) Media and promotion = €50,000 (press campaigns to promote the organisation of specific projects - €35,000 in 2008). Website = €50,000 (maintenance and development - €45,000 in 2008 and 2007). Cover corporate events = €10,000 (launching conference of the recast regulation and presentation of flagship publication 2009 in Brussels - €5,000 in 2008, €90,000 in 2007).  If the ETF, in the light of the recast regulation, decides to change its logo and corporate identity, an additional €150,000 will be needed.		
<b>3 03 Professional memberships and fees</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>			
3 03 0 Professional memberships and fees	8,000	8,000	8,000	8,000	8,000	8,000	This appropriation is intended to cover the costs associated with professional memberships and fees.  Planning assumptions: The ETF is currently a member of five organisations (EADI, Torino International, IABC, MPI, World Editors Forum).		
<b>3 04 Translation costs</b>	<b>250,000</b>	<b>250,000</b>	<b>254,000</b>	<b>254,000</b>	<b>258,256</b>	<b>338,256</b>			
3 04 0 Translation costs	250,000	250,000	254,000	254,000	258,256	338,256	This appropriation is intended to cover translation costs for corporate documents unrelated to specific operational activities.  Planning assumptions: Governing Board documents = €120,000 (€120,000 in 2008, €130,000 in 2007) General governance/letters/directorate = €15,000 (€15,000 in 2008, €20,000 in 2007) Corporate publications and media = €85,000 (€89,000 in 2008, €99,000 in 2007) Website = €30,000 (€30,000 in 2007, €50,000 in 2007)		
<b>3 05 Meetings of the Advisory Forum</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>214</b>			
3 05 0 Meetings of the Advisory Forum	p.m.	p.m.	p.m.	p.m.	p.m.	214	Appropriations to cover corporate advisory meetings (Advisory Forum)  Planning assumptions: * no Advisory Forum foreseen in 2009		
<b>Chap. 3 1 Priority actions : Work programme activities</b>	<b>3,568,000</b>	<b>3,568,000</b>	<b>2,788,000</b>	<b>2,788,000</b>	<b>3,427,000</b>	<b>3,299,873</b>			
3 10 Priority actions : Work programme activities	p.m.	p.m.	p.m.	p.m.	p.m.	616,680			

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
3 10 0	Support to Commission : Input to the project cycle ENPI, IPA, DCECI		p.m.	p.m.	p.m.	p.m.	p.m.	616,680	
3 11	<i>Capacity building, information analysis for partner countries</i>		p.m.	p.m.	p.m.	p.m.	p.m.	517,664	
3 11 0	Capacity building, information analysis for partner countries		p.m.	p.m.	p.m.	p.m.	p.m.	517,664	
3 12	<i>Development Activities - thematic areas</i>		p.m.	p.m.	p.m.	p.m.	p.m.	258,624	
3 12 0	Development Activities - thematic areas		p.m.	p.m.	p.m.	p.m.	p.m.	258,624	
3 13	<i>Various costs linked to Work programme activities</i>		8,000	8,000	8,000	8,000	8,000	7,460	
3 13 0	Insurance costs related to Work programme activities		8,000	8,000	8,000	8,000	8,000	7,460	This appropriation is intended to the insurance costs related to Work programme activities.  Planning assumptions Injury insurance for AA/END/stagiaries, and for ~ 1000 external person days for participants at ETF events and conferences.
3 14	<i>Projects to support strengthening knowledge and systems</i>		350,000	350,000	150,000	150,000	329,250	420,138	
3 14 0	Projects to support strengthening knowledge and systems		350,000	350,000	150,000	150,000	329,250	420,138	This appropriation refers to the quality control of ETF activities through evaluation and audit. The ETF has established a benchmark of 10% of Chapter 31 appropriations for its quality control activities(exceptually 5% in 2008). These funds are allocated according to annual audit and evaluation plans adopted in the Work Programme, and are assigned as follows: €100,000 - Audit - to verify 10% of financial transactions, plus possible extra for Governing Board/Commission recommendations (€30,000 in 2008, €70,000 in 2007) €150,000 - Evaluation (€100,000 in 2008, €150,000 in 2007) €50,000 - Donor information in the frame of Sector Wide Approach, information exchange for donors becomes a key issue for the ETF. An information/informatic platform is foreseen (€20,000 in 2008, €10,000 revised in 2007) €50,000 - Business development (0€ in 2008, €50,000 in 2007)
3 15	<i>Projects in support of EU's External Assistance in the Neighbourhood area</i>		1,040,000	1,040,000	930,000	930,000	975,000	469,897	
3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area		1,040,000	1,040,000	930,000	930,000	975,000	469,897	This appropriation covers the costs of the ETF's contribution to prosperity and development in the European Neighbourhood region through co-operation and partnership in human resource policy development and implementation (ENPI). The budget line includes operational costs as well as associated publication and translation costs.  Planning assumptions For Work Programme 2009, the funds will be used to support ETF operational interventions in 16 partner countries and/or territories - 32.5% of operational budget
3 16	<i>Projects in support of EU's External Assistance in the Enlargement area</i>		1,040,000	1,040,000	930,000	930,000	1,023,000	505,550	
3 16 0	Projects in support of EU's External Assistance in the Enlargement area		1,040,000	1,040,000	930,000	930,000	1,023,000	505,550	This appropriation covers the costs of the ETF's contribution to the EU enlargement process (IPA) by supporting the modernisation and reform of education, labour market and training systems in candidate and potential candidate countries. The budget line includes operational costs as well as associated publication and translation costs.  Planning assumptions For Work Programme 2009, the funds will be used to support ETF operational interventions in 8 partner countries and/or territories - 32.5% of operational budget
3 17	<i>Projects in support of EU's External Assistance in the Development Co-operation instrument</i>		490,000	490,000	360,000	360,000	352,500	183,705	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument		490,000	490,000	360,000	360,000	352,500	183,705	This appropriation covers the costs of the ETF's contribution to human resources development in developing countries (DCI). The budget line includes operational costs as well as associated publication and translation costs.  Planning assumptions For Work Programme 2009, the funds will be used to support ETF operational interventions in 5 partner countries - 15% of operational budget
3 18	<i>Projects: Innovation &amp; Learning</i>		640,000	640,000	410,000	410,000	739,250	320,156	
3 18 0	Projects: Innovation & Learning		640,000	640,000	410,000	410,000	739,250	320,156	This budget line covers the costs of support to the European Commission and partner country policy development through innovation and learning (ILP). The budget line includes operational costs as well as associated publication and translation costs.  Planning assumptions For Work Programme 2009, the funds will be used to support ETF operational interventions in the field of innovation, learning and knowledge management - 20% of operational budget
<b>TITLE 3</b>		<b>TOTAL TITLE 3</b>	<b>4,303,000</b>	<b>4,303,000</b>	<b>3,390,000</b>	<b>3,390,000</b>	<b>4,319,256</b>	<b>4,319,256</b>	

**TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR**

<b>Chap. 9 9 Expenses not specifically provided for</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
9 90	Reserve	p.m.	p.m.	p.m.	p.m.	p.m.	
9 90 0	Reserve	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>TITLE 9</b>	<b>TOTAL TITLE 9</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	

**TITLE 10 RESULTS EARLIER YEARS**

<b>Chap. 10 1 Results earlier years</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
10 10	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	
10 10 0	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>TITLE 10</b>	<b>TOTAL TITLE 10</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
<b>TOTAL EXPENDITURE</b>	<b>19,872,000</b>	<b>19,872,000</b>	<b>17,984,000</b>	<b>17,984,000</b>	<b>19,883,256</b>	<b>19,883,256</b>	
<b>ETF PROPER</b>							

**TITLE 4 Cooperation with other organisations (Earmarked expenditure)**

<b>Chap. 4 1 Co-operation with other international institutions</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
4 10	Co-operation with other international institutions	p.m.	p.m.	p.m.	p.m.	p.m.	
4 10 0	World bank	p.m.	p.m.	p.m.	p.m.	p.m.	
4 11	Co-operation with other international institutions						
4 11 0	Swiss Agency for Development and Cooperation	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>Chap. 4 2 Co-operation with other European agencies</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
4 20	SI2 support service	p.m.	p.m.	p.m.	p.m.	p.m.	
4 20 0	Funds relating to the participation of other European agencies into the SI2 support service	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>Chap. 4 3 Co-operation with national institutions</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>742,150</b>	<b>785,611</b>	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
4.30	Co-operation with Italian institutions		p.m.	p.m.	p.m.	p.m.	742,150	785,611	
4.30.0	Cooperation with Italian institutions (1)		p.m.	p.m.	p.m.	p.m.	742,150	785,611	
<b>Chap. 4 4 Implementation of EU members states projects</b>			<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	
4.40	Projects related to bilateral agreement between EU members states and other countries		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4.40.0	Technical assistance		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4.40.1	"Italian Small and Medium Enterprises Programme for Albania" (ISMEPA)		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>TITLE 4 TOTAL TITLE 4</b>			<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>742,150</b>	<b>785,611</b>	

**TITLE 5 EARMARKED EXPENDITURE**

Education and Training for Employment (ETE), project MED 2004/083-494

<b>Chap. 5 1 Human resources</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>424,808</b>	<b>524,749</b>	
5.11	EU Expert fees	p.m.	p.m.	p.m.	p.m.	84,290	150,301	
5.11.0	EU Expert fees	p.m.	p.m.	p.m.	p.m.	84,290	150,301	
5.12	MEDA Expert fees	p.m.	p.m.	p.m.	p.m.	59,500	79,625	
5.12.0	MEDA Expert fees	p.m.	p.m.	p.m.	p.m.	59,500	79,625	
5.13	Administrative support	p.m.	p.m.	p.m.	p.m.	243,255	246,261	
5.13.0	Administrative support	p.m.	p.m.	p.m.	p.m.	243,255	246,261	
5.14	Ad Hoc support	p.m.	p.m.	p.m.	p.m.	37,762	48,562	
5.14.0	Ad Hoc support	p.m.	p.m.	p.m.	p.m.	37,762	48,562	
<b>Chap. 5 2 Travel and Per Diems</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>634,837</b>	<b>803,700</b>	
5.21	Per Diems	p.m.	p.m.	p.m.	p.m.	184,352	253,124	
5.21.1	Experts per diems	p.m.	p.m.	p.m.	p.m.	151,514	196,681	
5.21.3	Project Team per diems	p.m.	p.m.	p.m.	p.m.	32,838	56,443	
5.22	Travel expenses	p.m.	p.m.	p.m.	p.m.	450,486	550,576	
5.22.1	EU Expert travel	p.m.	p.m.	p.m.	p.m.	44,594	64,632	
5.22.2	MEDA Expert travel	p.m.	p.m.	p.m.	p.m.	367,796	430,735	
5.22.3	Project Team travel	p.m.	p.m.	p.m.	p.m.	38,096	55,210	
<b>Chap. 5 3 Other cost/services</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>421,348</b>	<b>487,598</b>	
5.31	Visibility	p.m.	p.m.	p.m.	p.m.	170,580	192,300	
5.31.0	Visibility	p.m.	p.m.	p.m.	p.m.	170,580	192,300	
5.32	Conferences/seminars	p.m.	p.m.	p.m.	p.m.	250,769	295,298	
5.32.0	Conferences/seminars	p.m.	p.m.	p.m.	p.m.	250,769	295,298	
<b>Chap. 5 4 Procurement activity for component 3</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>9,382</b>	<b>934,254</b>	
5.40	Procurement activity for component 3	p.m.	p.m.	p.m.	p.m.	9,382	934,254	
5.40.0	Procurement activity for component 3	p.m.	p.m.	p.m.	p.m.	9,382	934,254	
<b>Chap. 5 5 Procurement activity for component 4</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>151,610</b>	<b>771,760</b>	
5.50	Procurement activity for component 4	p.m.	p.m.	p.m.	p.m.	151,610	771,760	

Art.	Item	Title	2009 Preliminary Draft Budget		2008 Budget		2007 Revised Budget		Assumptions 2009
			COM	PAY	COM	PAY	COM	PAY	
5 50 0	Procurement activity for component 4		p.m.	p.m.	p.m.	p.m.	151,610	771,760	
<b>Chap. 5 6 Financial Auditing</b>			p.m.	p.m.	p.m.	p.m.	<b>20,850</b>	<b>20,850</b>	
5 60	<i>Financial Auditing</i>		p.m.	p.m.	p.m.	p.m.	20,850	20,850	
5 60 0	Technical assistance		p.m.	p.m.	p.m.	p.m.	20,850	20,850	
<b>Chap. 5 7 Contingencies</b>			p.m.	p.m.	p.m.	p.m.	<b>87,803</b>	<b>87,803</b>	
5 70	<i>Contingencies</i>		p.m.	p.m.	p.m.	p.m.	87,803	87,803	
5 70 0	Contingencies		p.m.	p.m.	p.m.	p.m.	87,803	87,803	
<b>TITLE 5</b>		<b>TOTAL TITLE 5</b>	p.m.	p.m.	p.m.	p.m.	<b>1,750,639</b>	<b>3,630,714</b>	

**TITLE 6 TEMPUS TECHNICAL ASSISTANCE CONVENTION (Earmarked expenditure)**

<b>Chap. 6 1 Selection</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>175,242</b>	<b>616,604</b>	
6 10 Selection	p.m.	p.m.	p.m.	p.m.	175,242	616,604	
6 10 1 Evaluation meetings	p.m.	p.m.	p.m.	p.m.	38,002	404,515	
6 10 2 Lead experts information sessions	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 10 3 JEP Technical assessment	p.m.	p.m.	p.m.	p.m.	119,297	125,217	
6 10 4 IMG Technical assessment	p.m.	p.m.	p.m.	p.m.	6,624	37,640	
6 10 5 SCM Academic assessment	p.m.	p.m.	p.m.	p.m.	p.m.	24,040	
6 10 6 SCM Technical assessment	p.m.	p.m.	p.m.	p.m.	11,319	25,192	
<b>Chap. 6 2 Contract Management</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>260,205</b>	<b>380,098</b>	
6 20 Contract Assessment	p.m.	p.m.	p.m.	p.m.	260,205	380,098	
6 20 1 Reports - Content assessment	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 20 2 Reports - Financial assessment	p.m.	p.m.	p.m.	p.m.	154,205	205,797	
6 20 3 Financial audits	p.m.	p.m.	p.m.	p.m.	98,500	153,901	
6 20 4 Project administration software	p.m.	p.m.	p.m.	p.m.	7,500	20,400	
<b>Chap. 6 3 Publication &amp; Information</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>117,900</b>	<b>61,794,322</b>	
6 30 Publication & Information	p.m.	p.m.	p.m.	p.m.	117,900	261,322	
6 30 1 Tempus guide for applicants	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 30 2 Tempus country fiche	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 30 3 Tempus studies	p.m.	p.m.	p.m.	p.m.	45,000	177,668	
6 30 4 Tempus information & publicity materials	p.m.	p.m.	p.m.	p.m.	60,000	67,529	
6 30 5 Website development	p.m.	p.m.	p.m.	p.m.	12,900	16,125	
6 30 6 Tempus project documentation	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 30 7 Tempus annual report	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 30 8 Miscellaneous	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
6 30 9 Regional conferences	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
<b>Chap. 6 4 Administrative expenses</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>290,010</b>	<b>410,452</b>	
6 40 Administrative expenses	p.m.	p.m.	p.m.	p.m.	290,010	410,452	
6 40 1 Mailing costs	p.m.	p.m.	p.m.	p.m.	100,500	184,702	
6 40 2 Translation costs	p.m.	p.m.	p.m.	p.m.	109,800	118,323	
6 40 3 Filing, registration, data input	p.m.	p.m.	p.m.	p.m.	79,710	107,428	
<b>Chap. 6 5 Reserve</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>26,643</b>	<b>42,971</b>	
6 50 Reserve	p.m.	p.m.	p.m.	p.m.	26,643	42,971	
6 50 0 Reserve	p.m.	p.m.	p.m.	p.m.	26,643	42,971	
<b>TITLE 6</b>	<b>TOTAL TITLE 6</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>870,000</b>	<b>1,711,446</b>	
<b>TOTAL ETF EARMARKED EXPENDITURE</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>3,362,789</b>	<b>6,127,771</b>	
<b>GRAND TOTAL EXPENDITURE</b>		<b>19,872,000</b>	<b>19,872,000</b>	<b>17,984,000</b>	<b>17,984,000</b>	<b>23,246,045</b>	<b>26,011,027</b>

EUROPEAN TRAINING FOUNDATION  
Preliminary Draft Budget 2009 - ESTABLISHMENT PLAN

ETF-GB-08-016-01\_EN

Grade	2009		2008	
	revised posts		authorised posts	
	Permanent	Temp.	Permanent	Temp.
AD 16				
AD 15				
AD 14		1		1
AD 13		3		3
AD 12		8		7
AD 11		10		13
AD 10		5		5
AD 9		12		12
AD 8		10		10
AD 7		5		3
AD 6				
AD 5				
<i>Sub total AD</i>	<i>0</i>	<i>54</i>	<i>0</i>	<i>54</i>
AST 11				
AST 10		3		1
AST 9		8		8
AST 8		4		4
AST 7		7		8
AST 6		10		11
AST 5		4		10
AST 4		6		
AST 3				
AST 2				
AST 1				
<i>Sub total AST</i>		<i>42</i>		<i>42</i>
<b>Total</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>96</b>