

OPINION OF THE GOVERNING BOARD ON THE ETF'S ANNUAL ACCOUNTS RELATING TO OPERATIONS UNDER THE 2012 BUDGET

The Governing Board takes note of the draft annual accounts relating to operations under the 2012 budget of the ETF. On the basis of:

- the statement of assurance in the Court of Auditors' Preliminary observations with a view to a report on the annual accounts of the ETF for the financial year 2012 adopted on 7 May 2013 and the ETF's response thereto;
- the Director's statutory declaration of assurance included in the 2012 Annual Activity Report;
- the detailed information on the ETF's achievements, management supervision and control and the functioning of the ETF internal control standards contained in the 2012 Annual Activity Report presented to the Board for adoption during this meeting on 14 June 2013;
- the certification of the annual accounts by the ETF Accounting Officer;
- the information provided by the Accounting Officer and the Director of ETF during this Governing Board meeting on 14 June 2013;

the Board has obtained reasonable assurance that the annual accounts for the year ending 31 December 2012 are reliable and that the underlying transactions as a whole are legal and regular.

On the basis of the above, the Board gives a positive opinion on the annual accounts for the 2012 budget year.

The Board looks forward to the report and observations of the Budgetary Authority at the end of the discharge procedure. The Board requests the Director of the European Training Foundation to take into account the observations and remarks with a view to further consolidating the ETF's accountability, effectiveness and efficiency in subsequent years.

The Board invites the Director to forward the accounts to the Commission's Accounting Officer, the Court of Auditors, the European Parliament and the Council by 1 July 2013 as required under the ETF's founding Regulation and Financial Regulation.

Date 14/06/2013


Jan Truszczyński
Chair of the ETF Governing Board



ANNUAL ACCOUNTS

European Training Foundation 2012 annual accounts
accompanied by the 2012 report on budgetary and financial
management.

European Training Foundation
Viale Settimio Severo 65
I 10133 Torino - Italy

The ETF is one of the EU agencies. Its mission is to help 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

Villa Gualino
Viale Settimio Severo 65
I - 10133 Torino - Italy

E-mail: info@etf.europa.eu
Homepage: www.etf.europa.eu
T: +39.011.630.2222
F: +39.011.630.2200

This report has been prepared by:
Martine Smit – Accounting Officer
Josefina Burgos Mateu – Assistant Accounting Officer

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GLOSSARY

Accounts payable	An organisation's current payables due within one (1) year. Accounts payable are current liabilities.
Accrual accounting	Accounting methodology that recognizes income when it is earned and expenses when they occur, rather than when they are actually received or paid, as opposed to cash accounting.
Agreements	Agreements are grants or delegation agreements between the European Commission and the ETF for specific tasks to be carried out by ETF
Assets	Assets are items owned by an individual or an organisation, which have commercial or exchange value. Assets may consist of specific property or claims against others.
C1/Current credit appropriations	Current year approved credits or funds set aside for current year operations and activities
C4/Internaly assigned appropriation	Current year approved credits or funds set aside for a specific assigned operations and activities coming from amounts recovered
C5/Internaly assigned appropriation – carried forward	Current year approved credits or funds set aside for a specific assigned operations and activities from previous years coming from amounts recovered
C8/Carry forward	Credits carried forward automatically. Carry forward of credits committed but not paid during the previous exercise, also called "Reste à liquider" (RAL) standing for "credits remaining to be paid".
R0/Earmarked funds	Funds received from sources other than the European Commission for a specific purpose.
Cash accounting	Accounting methodology based on cash flows, i.e. transactions are recognised when cash is received or paid, as opposed to accrual accounting.
Current asset	The group of assets considered to be liquid in that they can be turned into cash within one (1) year. Balance sheet line items include: cash, accounts receivable and inventory.
Current liability	Current liabilities are liabilities to be paid within one year of the balance sheet date.
Financial statements	Written reports which quantitatively describe the financial health of an organisation. They comprise an economic outturn account (equivalent to a profit and loss statement), a balance sheet, a cash flow statement, a statement of changes in capital and explanatory notes.
Imprest account	Bank accounts and/or cash used for the payment of low value expenses.
Liability	A financial obligation, debt, claim or potential loss.
RAL	"Reste à liquider", standing for "credits remaining to be paid".

I. INTRODUCTION

Basis for preparation

The purpose of the financial statements is to provide information about the financial position, performance and cash flows of the European Training Foundation (hereinafter the ETF) that is useful to a wide range of users.

The financial statements, which follow, have been prepared according to the accounting rules adopted by the European Commission's (hereinafter the EC) accountant, following the principles of accrual based accountancy where the economic outturn, balance and cash flow are concerned. For further information on accounting rules and principles refer to Section IV, *Notes to the financial statements*. The budget execution is prepared on the basis of modified cash accounting.

The accounting policies have been applied consistently throughout the period.

Reporting entity

These financial statements are for the ETF, an European body established by the European Council Regulation 1360/90 of 7 May 1990.

In 2008, the revised ETF financial regulation was proposed to the Board for adoption (No 1339/2008) and came into force on 10 January 2009.

The ETF receives an annual subsidy (subvention) from the operational budget of the EU and can also receive contributions from other public and private organisations as well as from governments. The ETF is entrusted with the management of other funds by the EC, for the implementation of the following two actions:

- Governance for Employability in the Mediterranean
- FRAME: Skills for future in the Balkan region.

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.

II. GOVERNING BOARD AND MANAGEMENT TEAM

The Governing Board

The ETF is governed by a Board comprising one representative from each of the EU Member States, three representatives of the Commission as well as three non-voting experts appointed by the European Parliament. In addition, three representatives of the partner countries may attend meetings of the Governing Board as observers. The meetings are chaired by a representative from DG Education and Culture.

The Governing Board convened two times in 2012. The Board is responsible for adopting the draft annual Work Programme of the ETF and its budget, subject to the approval of the European Parliament in the context of the overall European Union budget.

- **Meeting held on 15 June 2012 (Turin)**

Annual activity report 2011

The information presented in the Annual Activity Report reflects the way the work is organised by function, region and theme. The 2011 Work Programme targeted the achievement of 149 corporate outputs. By region the achievement of the corporate outputs was as follows: i) for the Enlargement region: 48 compared to 49 planned; ii) for the Southern Mediterranean: 32 achieved as planned; iii) for Eastern Europe: 29 achieved from 26 planned; and, iv) for Central Asia, 22 achieved compared to 20 planned. The achievement of corporate outputs was also presented by function.

In terms of performance and cost-effectiveness, ETF activities were relevant as indicated by the Torino Process and stakeholder satisfaction survey. Evidence of responsiveness and adaptability is given by the fact that 18 new outputs were identified in 2011 and 14 cancelled; effectiveness is proven by the fact that the targeted number of corporate outputs was achieved. As a means to improve quality the ETF developed a performance-based management framework. In response to an audit of corporate output costs, the ETF began to cost outputs in 2011. The average cost was relatively similar by region, varying from €136,628 per corporate output in the Southern Mediterranean to €111,206 in the Enlargement region. As expected, the average cost per corporate output is higher for broader areas such as thematic expertise development (€164,334) and, especially, evidence-based policy making (€437,692).

The Governing Board adopted the Annual Activity Report 2011 and the Analysis and Assessment of the Annual Activity Report 2011.

ETF financial statements

The financial statements for 2011 were presented. The statements have been audited by the Court of Auditors and a preliminary opinion was received on 14 June 2012. This preliminary statement reported that in all material aspects, the ETF's Annual Accounts fairly represented its financial position as of 31 December 2011, and the results of its operations and its cash flows for the year were in accordance with the provisions of its Financial Regulation. The opinion of the Court is the basis for discharge by the European Parliament. Based on the 2011 Annual Activity Report, the director's statutory declaration of assurance and her expression of confidence in the checks and operations of the ETF, the ETF accounting officer's certification of the annual accounts and the Court of Auditors statement of assurance, the Governing Board was asked to give its opinion on the 2011 Annual Financial Accounts.

The Governing Board adopted a positive opinion on the ETF Annual Financial Statements 2011.

The discharge for the financial year 2011 was received by the European Parliament on 17 April 2013.

- **Meeting held on 20 November 2012 (Turin)**

Work Programme and budget

The Governing Board approved the ETF 2013 Work Programme.

The draft budget was based on EC guidelines, with a nominal freeze of the subsidy and a 1% cut in staff (from 1365 to 1345) and staff costs. The EC proposal for the multi-annual financial framework 2014-20 comprises a cut of 5% of staff over 5 years for all EU institutions and other bodies. Implementation will start in 2013.

The Governing Board adopted the 2013 ETF budget, taking note of the fact that the final figures will be known only when the Council and the European Parliament have finalised their decision on the overall EU budget.

The Governing Board adopted the Provisional draft estimate of revenue and expenditure and underlying the general guidelines for 2014.

In 2012, ETF had 2 amended budgets. The reason was to reallocate some of the savings in staff costs, due to the fact that the Council did not adopt the salary adjustment. There are no changes in the subsidy expenditure and a 2.7% reduction in staff related expenditure was partially reallocated in Title 2 - Building and infrastructure expenditure, to upgrade workspaces and equipment. The remainder went to operational expenditure. The total subvention is €20,144, 530.

ETF organisational structure and Management Team

The ETF's organisational structure is made up of the Directorate and departments operating within a specific field of responsibility. Contributing to all ETF operations are the following departments:

Administration, Communication, Evidence-based Policy Making, Thematic Expertise Development, Geographical Operations and Planning, Monitoring and Evaluation that provide expertise and support to the whole organisation.

The respective heads of department, together with the Deputy Director form the Management Team (MT), which is an advisory function defined in the ETF Rules of Procedures (GB/11/DEC/018 of 22/11/2011) under articles 27 and 28. There were 16 meetings of the MT with the Director in 2012. There were as well 6 other discussions on strategy, performance quality management and 2013 projects.

The main structure in 2012 was as follows:



In 2012, the newly appointed Deputy Director, Mr Shawn Mendes took up the post.

III. Financial Statements 2012 (All amounts are in Euro)

1. Economic Outturn Account

	2012	2011
Operational revenue - EC subsidy - Accrued revenue	20,019,161.34	19,732,313.42
Operational revenue - miscellaneous	22,411.16	17,210.93
Operational revenue - Italian Ministry of Foreign Affairs	71,562.81	44,600.02
TOTAL OPERATIONAL REVENUE	20,113,135.31	19,794,124.37
Administrative expenses	-14,891,841.00	-14,309,446.88
Staff expenses	-12,658,940.73	-12,266,116.70
Fixed asset and stock value adjustments	-292,789.15	-313,343.58
Other administrative expenses	-1,940,111.12	-1,729,986.60
Operational expenses	-5,379,365.69	-5,439,759.49
Operational expenses - EC subsidy	-5,256,198.79	-5,395,168.47
Operational expenses - Italian Ministry of Foreign Affairs	-123,166.90	-44,591.02
TOTAL ADMINISTRATIVE AND OPERATIONAL EXPENSES	-20,271,206.69	-19,749,206.37
SURPLUS FROM OPERATIONAL ACTIVITIES	-158,071.38	44,918.00
Financial expenses	-126.01	-680.57
DEFICIT FROM NON OPERATIONAL ACTIVITIES	-126.01	-680.57
ECONOMIC RESULT OF THE YEAR	-158,197.39	44,237.43

2. Statement of Changes in Net Assets

Net assets	Accumulated Surplus / Deficit	Economic result of the year	Net assets (total)
Balance as of 31 December 2011	921,986.93	44,237.43	966,224.36
Changes in accounting policies	0.00		0.00
Other revaluations	0.00		0.00
Reclassifications	0.00		0.00
Allocation of the economic result 2011	44,237.43	-44,237.43	0.00
Economic result of the year 2012		-158,197.39	-158,197.39
Balance as of 31 December 2012	966,224.36	-158,197.39	808,026.97

Note: ETF holds no reserves

3. Balance sheet at 31 December 2012 and 31 December 2011

ASSETS	31/12/2012	31/12/2011	LIABILITIES	31/12/2012	31/12/2011
A. NON CURRENT ASSETS			A. NET ASSETS		
Intangible fixed assets			Accumulated surplus/deficit	966,224.36	921,986.93
Occupational right	5,000,000.00	5,000,000.00	Economic result of the year	-158,197.39	44,237.43
Software licenses	556,677.86	540,762.41	TOTAL NET ASSETS	808,026.97	966,224.36
Internally generated software under development	193,670.35	37,815.35			
Depreciation	-3,457,310.41	-3,233,798.75	B. NON CURRENT LIABILITIES		
			Provision for risks and liabilities		
			Legal cases	500,000.00	500,000.00
Subtotal	2,293,037.80	2,344,779.01	TOTAL NON CURRENT LIABILITIES	500,000.00	500,000.00
Tangible fixed assets			C. CURRENT LIABILITIES		
Plant & Machinery	4,344.00	4,344.00	Provisions for risks and charges	148,734.50	16,734.50
Equipment and furniture	255,869.97	251,519.60	Accounts payable	2,832,628.70	3,478,740.79
Computer equipment	848,105.92	833,374.82	Current payables	157,332.17	713,981.11
Other fixtures and fittings	166,834.68	155,254.68	Sundry payables	7,157.07	1,823.55
Depreciation	-1,107,109.57	-1,049,757.10	Accrued expenses	2,478,528.42	2,592,143.55
			Other accounts payable against consolidated EU entities	25,551.25	4,828.41
Subtotal	168,045.00	194,736.00	Prefinancing received from consolidated EU entities	164,059.79	165,964.17
TOTAL NON CURRENT ASSETS	2,461,082.80	2,539,515.01	TOTAL CURRENT LIABILITIES	2,981,363.20	3,495,475.29
B. CURRENT ASSETS					
Stocks					
Publications	5,248.93	17,173.95			
Subtotal	5,248.93	17,173.95			
Short-term pre-financing					
Short-term pre-financing	603,384.75	819,212.49			
Subtotal	603,384.75	819,212.49			
Short-term receivables					
Current receivables	4,068.26	6,126.78			
Sundry receivables	29,694.66	20,591.44			
Accrued income	0.00	0.00			
Deferred charges	75,319.32	97,389.74			
Short-term receivables with consolidated entities	1,653.89	413.90			
Subtotal	110,736.13	124,521.86			
Cash and cash equivalents					
Bank accounts	1,108,837.56	1,461,276.34			
Imprest account	100.00	0.00			
Subtotal	1,108,937.56	1,461,276.34			
TOTAL CURRENT ASSETS	1,828,307.37	2,422,184.64			
TOTAL	4,289,390.17	4,961,699.65			
			TOTAL	4,289,390.17	4,961,699.65

4. Cash flow statement

Cash flows from operating activities	2012	2011
Surplus from operating activities	-158,197.39	44,237.43
<u>Adjustments</u>		
Depreciation (intangible fixed assets)	223,511.66	235,363.19
Depreciation (tangible fixed assets)	57,352.47	72,342.14
Provisions for risks and liabilities related to staff	132,000.00	286,734.50
Decrease in value reduction for doubtful debts	0.00	0.00
Decrease in stock	11,925.02	5,638.85
Increase in short term pre-financing	215,827.74	-302,374.42
Decrease in short term receivables	-42,262.70	-322,015.19
Decrease in receivables related to consolidated EC entities	-1,239.99	2,660.42
Decrease in accounts payable	-57,662.76	-172,004.09
Increase in liabilities related to consolidated EC entities	-531,160.91	320,439.13
Loss on sale of property, plant and equipment		
Net cash flow from operating activities	-149,906.86	171,021.96
Cash flows from investing activities		
Purchase of tangible and intangible fixed assets	-198,632.47	-211,696.07
Proceeds from tangible and intangible fixed assets (+)	-3,799.45	0.00
Net cash flow from investing activities	-202,431.92	-211,696.07
Net decrease in cash and cash equivalents	-352,338.78	-40,674.11
Cash and cash equivalents at the beginning of the period	1,461,276.34	1,501,950.45
Cash and cash equivalents at the end of the period	1,108,937.56	1,461,276.34

As far as operating activities are concerned, the ETF holds no provision for receivables, pre-financing and extraordinary items. However, the ETF holds a provision for long term liabilities.

As far as investing activities are concerned the ETF had no revenue related to proceeds from fixed assets, financial activities or reclassification.

The ETF has no employee benefits, however, holidays not taken are registered under other payables.

5. Budgetary outturn account

	31/12/2012	31/12/2011
Revenue		
EC subsidy	20,144,530.00	19,850,000.00
Other donors - Italian Ministry of Foreign Affairs	2,805.14	4,522.81
Miscellaneous revenue	26,149.42	85,819.28
Total revenue (a)	20,173,484.56	19,940,342.09
Expenditure		
<i>Staff - Title I of the budget</i>		
Payments	-12,751,781.42	-12,292,615.87
Appropriations carried forward	-313,053.94	-256,501.34
<i>Administration - Title II of the budget</i>		
Payments	-1,024,329.12	-1,095,008.47
Appropriations carried forward	-598,018.22	-362,737.00
<i>Operating activities - Title III of the budget</i>		
Payments	-5,540,619.44	-5,873,150.71
Appropriations carried forward	-1,386.75	-5,113.86
<i>Earmarked funds - Title IV</i>		
Payments	-83,753.71	-157,797.35
Appropriations received - not paid in 2012	-52,070.17	-133,009.74
<i>EC - MEDA-ETE convention - Title V</i>		
Payments	-248,467.46	0.00
Appropriations received - not paid in 2012	0.00	-248,467.46
Total expenditure (b)	-20,613,480.23	-20,424,401.80
Outturn for the financial year (a-b)	-439,995.67	-484,059.71
Appropriations carried over and cancelled	105,457.23	66,987.93
Adjustment for carry forward from the previous year of appropriations available on 31 December arising from assigned revenue	459,895.02	534,751.74
Exchange rate differences	12.08	6.62
Balance of the outturn account for the financial year	125,368.66	117,686.58
Balance carried over from the previous financial year	117,686.58	100,981.71
Reimbursements to EC	-117,686.58	-100,981.71
Total amount to be reimbursed to EC	125,368.66	117,686.58
Commission subsidy (accrued revenue)	20,144,530.00	19,850,000.00
Amount related to 2012 to be reimbursed to EC	125,368.66	117,686.58

6. Reconciliation budget outturn versus economic outturn

Economic result 2012	+/-	-158,197.39
<i>Ajustment for accrual items (items not in the budgetary result but included in the economic result)</i>		
Adjustments for Accrual Cut-off (reversal 31.12.N-1)	-	-1,885,394.78
Adjustments for Accrual Cut-off (cut- off 31.12.N)	+	1,978,547.76
Amount from liaison account with Commission booked in the Economic Outturn Account	-	125,368.66
Depreciation of intangible and tangible fixed assets	+	292,789.15
Provisions	+	132,000.00
Recovery Orders issued in 2012 not cashed	-	-22,411.16
Cleared Prefinancing in the year	+	815,291.41
Payments made from carry over of payment appropriations	+	456,981.20
Exchange rate differences	+/-	12.08
<i>Ajustment for budgetary items (item included in the budgetary result but not in the economic result)</i>		
Asset acquisitions	-	-202,431.92
New pre-financing paid in the year 2012	-	-693,201.51
Budgetary recovery orders issued and cashed	-	26,149.42
Payment appropriations carried over to 2013	-	-964,529.08
Cancellation of unused carried over payment appropriations from previous year	+	105,457.23
Adjustment for carry-over from the previous year from assigned revenue	+	459,895.02
Provisions for untaken leave	-	-11,651.45
Other - Funds ITF 2012	+/-	-80,939.57
Others	+/-	-248,366.41
total		125,368.66
Budgetary result 2012		125,368.66

7. Bank balances

	31.12.2012	31.12.2011
ETF		
ETF domestic Euro	0.00	0.00
ETF Euro	1,055,686.19	804,859.67
ETF Italian Ministry of Foreign Affairs	53,151.37	104,252.68
ETF Imprest account	100.00	0.00
	1,108,937.56	909,112.35
EC - Agreements		
ETE MED	0.00	552,163.99
GEMM	0.00	na
	0.00	552,163.99
Total	1,108,937.56	1,461,276.34

The current agreement between the European Commission and the ETF is GEMM. The ETE MEDA agreement was closed in 2012. These funds, as well as the funds from the Italian Ministry of Foreign Affairs, are of a multi-annual nature and have no impact on the economic result for the ETF since they are paid to final beneficiaries or reimbursed if they are unspent. The funds will appear in the balance under accounts payable. This also applies to earned interest.

**8. Contingent assets and liabilities on 31 December 2012
and 31 December 2011**

CONTINGENT ASSETS	31/12/2012	31/12/2011
Guarantees received for pre-financing	6,000.00	6,000.00
TOTAL	6,000.00	6,000.00

CONTINGENT LIABILITIES	31/12/2012	31/12/2011
RAL - Commitments against appropriations not yet consumed	911,072.16	626,363.84
TOTAL	911,072.16	626,363.84

IV. NOTES TO THE FINANCIAL STATEMENTS

Accounting rules and principles

The accounting principles adopted are in line with the associated provisions of the Financial Regulation of the ETF, adopted by the Governing Board of the ETF on 10 January 2009 and supplemented by the Implementing Rules adopted on 15 April 2011.

The financial statements are drawn up in accordance with the generally accepted accounting principles specified in the detailed rules for implementing the general Financial Regulation, namely:

- (a) going concern basis;
- (b) prudence;
- (c) consistent accounting methods;
- (d) comparability of information;
- (e) materiality;
- (f) no netting;
- (g) reality over appearance;
- (h) accrual-based accounting.

The ETF's accounting rules are those applied by the EC. These are established in line with international accounting standards for the public sector (IPSAS) and published by the International Federation of Accountants (IFAC).

Accrual based accounting is the form of accounting under which transactions and other events are recognised when they occur (and not only when cash or its equivalent is received or paid). Therefore, the transactions and events are recorded in the accounting records and recognised in the financial statements of the periods to which they relate. The elements recognised under accrual accounting are assets, liabilities, net assets/equity, revenue and expenses.

Conversion into Euro

The ETF budget is drawn up and implemented in Euro and the accounts are presented in Euro. A limited number of operations are converted to national currencies using the Euro rates as published in the C series of the Official Journal of the EC and in accordance with the regulatory provisions on the issue. All budgetary and legal commitments are established in Euro.

Components of the financial statements

The financial statements include the following components:

1. Economic outturn account;
2. Statement of changes in capital;
3. Balance sheet;
4. Statement of cash flow.

The following statements are provided to give an additional contribution to the presentation of a true and fair view:

5. Budget outturn account;
6. Reconciliation of budget outturn versus economic outturn;
7. Bank balances
8. Contingent assets and liabilities

1. ECONOMIC OUTTURN ACCOUNT

The economic outturn account is equivalent to a 'Profit & Loss Statement'. It shows income, expenses, and net income/loss for the year i.e. the 'economic result'. The latter is determined by subtracting total expenses from total revenue. This difference is increased or reduced by the economic results of previous years and in particular the amounts paid back to the EC.

Operating revenue

The revenue is accounted for when established. For the EC subsidy this means the moment of the approval of the annual budget. Where other EC funding is concerned, the ETF is moving towards the same approach as non EC funding, i.e., the revenue is established only upon receipt of payment.

The operating revenue is composed as follows:

- The EC Annual Subsidy
The revenue associated with the EC subsidy comprises the annual subsidy received from the EC for an amount of Euro 20,144,530.00, minus the amount to be reimbursed i.e. Euro 125,368.66 (Result Budget Outturn Account), giving a total of Euro 20,019,161.34. The EC subsidy, it is divided into title 1 & 2 (15 03 27 01) and title 3 (15 03 27 02)
- Accrued miscellaneous revenues for an amount of Euro 22,298.03 and Euro 113.13 for exchange differences add up to a total amount of Euro 22,411.16 as miscellaneous revenue.
- Other operating revenue

In 2012, the Italian Ministry of Foreign Affairs approved the re-use of earned interest for an amount of Euro 2,805.14. However, in order to give a more realistic presentation in line with the accrual accounting principles, the only revenue that was introduced in the accounts was the amount for the approved payments under these funds received. The remaining amount is included in the liabilities under "Deferrals and accruals". This kind of funding is referred to as earmarked funds or earmarked revenue. An amount of Euro 71,562.81 is introduced as revenue under this line, corresponding to the amount approved for payments relating to the funds received in financial years 2009, 2010, 2011 and 2012.

Administrative and operational expenses

To calculate the result for the financial year, expenditure refers to payments made using payment appropriations of the same financial year, to which are added the accrued expenses on commitments of the same financial year that are carried forward to the following financial year and where the deferred charges paid in the financial year are deducted.

The payments recorded in the accounts are those authorised and made by the accounting officer during the year 2012.

Appropriations in title 1 and 2 are carried forward to the following financial year only. Only unused appropriations at the end of the financial year are thereafter cancelled. Appropriations in title 3 are multiannual in character and may be carried forward to successive financial years. Appropriations for earmarked funds can be carried forward until the end date of the related agreement or until the total amount is paid in case the funds refer to re-use of received credits.

Carry forward is automatic where there is an outstanding legally binding commitment. Should this not be the case, eventual carry forward related to the ETF subsidy is subject to the prior authorisation of the Governing Board.

Expenditure is sub-divided by typology into administrative, operational, and financial. Payments associated with the earmarked funding are included in operational expenses.

Administrative expenses include 1) payments associated with staff including accrued expenditure associated with staff holidays not taken within the year 2) costs associated with

stocks and fixed assets including depreciation, and 3) other administrative expenditure notably that related to infrastructure and equipment, including exchange rate losses.

Operational expenses are associated with the execution of the ETF's work programme. They also include amounts associated with the execution of projects financed outside the ETF's annual subsidy i.e. the earmarked funding.

Financial expenses comprise bank charges, interest for late payments.

2. Statement of changes in net assets

The statement of changes in net assets comprises only the economic result of the year.

3. Balance sheet

The balance sheet is the financial statement listing all assets, liabilities and equity accounts, showing the financial position of an organization at a specific date. For the ETF this is 31 December 2012.

Assets

Fixed assets

Fixed assets are composed of tangible and intangible assets.

Intangible assets are occupational rights on the premises and software licenses. Depreciation for the occupational rights to the ETF premises is calculated on the basis of the 30 year duration of the rental agreement resulting from the financial contribution for reconstruction work. The annual rental cost is a symbolic amount of Euro 1.

In 2010 accounting rule N° 6 came into force with the end of the derogation period for the capitalisation of internally generated intangible assets. The level of materiality for a completed asset was set at Euro 500,000, but in 2011 this was reduced by the ETF to Euro 100,000. This means that this lower materiality threshold has been applied since 2011 to the new internally generated software, for which the development started in 2011. However, all other internally generated software for which the development started prior to 2011 will follow the former higher threshold.

For 2012, as new internally generated computer software the following application was identified: TRAMS, the mission system, for which the development costs in 2012 amounted up to Euro 60,851.-. For Allegro, there were further development costs for an amount of Euro 95,004.-. Both for Allegro and TRAMS, the life cycle is estimated at 4 years, resulting in a depreciation percentage of 25%. The depreciation will be charged only when the software comes into use.

Tangible assets are all movable property items (computer equipment, technical installations and furniture) that have an acquisition price of Euro 420 or more and are recorded at cost in national currencies, converted into Euro at the accounting exchange rate applicable on the purchase date.

The delivery date is taken as the basis for the calculation of depreciation and is calculated on a monthly basis.

The fixed assets are not charged to expenditure accounts, but are registered immediately as an asset in the balance sheet. Depreciation is registered as expenditure. It has an influence on the economic result of the financial exercise. The net book value of the fixed assets is shown in the following two tables.

Both for the intangible and tangible assets, there is a correction on the balance value. These corrections are introduced due to the fact that 2 transactions in the asset system ABAC Assets were only completed in 2013.

Intangible assets

	Occupational rights on premises	Internally generated software under development	Software licences	Total
A. Purchase price:				
Value on 1.1.2012	5,000,000.00	37,815.35	540,762.41	5,578,577.76
Changes during year:				
• Additions		155,855.00	9,416.00	165,271.00
• Withdrawals				0.00
• Correction on balance value			6,499.45	6,499.45
End of the year:	5,000,000.00	193,670.35	556,677.86	5,750,348.21
B. Depreciation				
Value on 1.1.2012	-2,833,333.34	0.00	-400,465.41	-3,233,798.75
Changes during year:				
• Additions	-166,666.66		-56,845.00	-223,511.66
• Withdrawals				0.00
• Correction on balance value				0.00
End of the year:	-3,000,000.00	0.00	-457,310.41	-3,457,310.41
Net value (A + B)	2,000,000.00	193,670.35	99,367.45	2,293,037.80

Tangible assets

	Plant & Machinery	Installations, machine and furniture	Computer equipment	Other fixtures and fittings	Total
A. Purchase price:					
Value on 1.1.2012	4,344.00	251,519.60	833,374.82	155,254.68	1,244,493.10
Changes during year:					
• Reclassifications					0.00
• Additions		7,050.37	14,731.10	11,580.00	33,361.47
• Withdrawals					0.00
• Correction on balance value		-2,700.00			-2,700.00
End of the year:	4,344.00	255,869.97	848,105.92	166,834.68	1,275,154.57
B. Depreciation					
Value on 1.1.2012	-4,344.00	-134,071.60	-765,440.82	-145,900.68	-1,049,757.10
Changes during year:					0
• Reclassifications					0.00
• Additions		-17,500.37	-34,985.10	-4,867.00	-57,352.47
• Withdrawals					0.00
• Write-back value					0.00
End of the year:	-4,344.00	-151,571.97	-800,425.92	-150,767.68	-1,107,109.57
Net value (A + B)	0.00	104,298.00	47,680.00	16,067.00	168,045.00

The yearly depreciation rates applied to fixed assets are as follows:

Computer software and equipment	25%
Other fixtures and fittings	25%
Plant & Machinery	12.5%
Installations, machine and furniture	10%

Stocks

Publications are considered as ETF stocks as opposed to 'costs'. Although the commercial value of the publications is nil, the replacement value is estimated at Euro 5,248.93. The number of publications kept in stock is less than last year. ETF continued with the trend to have the publications available for download online instead of paper versions. The difference in the

actual value is because ETF now prints publications itself when needed. In-house printing led to an overall saving in printing costs and a stock that better meets ETF's needs.

Short-term pre-financing

Pre-financing is one or more payments intended to provide contractors with a cash advance. It may be split into a number of payments over a period defined in the particular pre-financing agreement. At year-end outstanding pre-financing amounts are valued at the original amount(s) paid, deducting the amounts returned, eligible amounts cleared, estimated eligible amounts not yet cleared at year-end and value reductions.

Short-term receivables

Under short-term receivables, amounts due from customers or other debtors, outstanding paid mission advances, deferred expenses and receivables with consolidated entities are registered.

Cash account

Cash and cash equivalents are carried in the balance sheet at cost. They include cash in hand, deposits held with banks, payments sent to bank and interest received in January 2013 with a value date in 2012. A decrease with respect to the previous year is noted due to the closure of the bank account for the ETE MEDA project for which ETF received clearing.

Liabilities

Net assets

The net assets is composed of the accumulated surplus/deficit from previous years plus the economic result for the year. (See also table 2, statement of changes in net assets.)

Provision for risks and liabilities

Under provisions, liabilities such as payables and accruals where there is uncertainty about the timing or amount of the future expenditure required for the settlement of the legal obligation are reported. In 2012, the amount of the overall provision for legal cases is the same as 2011, since the originally legal cases are still ongoing.

Following Council's decision to reject the 2011/12 salary adjustment, a provision was made in 2012 for the unpaid salary increase for 2011 and 2012. Following its decision not to adopt the 2012/13 salary adjustment a further provision was made for the unpaid 2012 salary increase. As these decisions do not correspond to the rules of the "method" laid down in the Staff Regulations, the College has lodged actions for their annulment in the European Court of Justice. It is considered probable that the refused salary adjustments will, in the end, have to be paid to the staff.

Although the present situation of ETF's premises is still uncertain, no provision for a possible move is made. Since the ETF has the occupational right to stay at the Villa Gualino premises, a possible rupture of this contract might have financial consequences.

Accounts payable

Included under accrued charges are the amounts owed to creditors for delivered goods or completed services and outstanding pre-financing received from the EU or other EU institutions. The main contributing factors to the overall decrease in accounts payable are detailed below:

Current,sundry and other payables for an amount of Euro 2,832,628.70 are mainly associated with estimated accrued expenses on credits carried forward to 2013 and the estimated accrued expenses on pre-financing paid by the ETF to contractors. The decrease compared with 2011, is due to the closure of the ETE MEDA convention. The amount is composed of the following:

Description - Current payables	Amount
Italian Trust Fund - interest gained 2012	1,081.20
Carry forwards ITF to 2013	52,070.17
Creditors	104,180.80
SUB - TOTAL	157,332.17
Description - Sundry payables	Amount
Various staff reimbursements	4,663.38
Reimbursements received - Payments returned in bank	2,493.69
SUB - TOTAL	7,157.07
Description - Other payables	Amount
Holidays not taken 2012	242,759.49
Accrued charges on paid pre-financing 2012	581,462.07
Accrued charges on carry forward to 2013	1,654,306.86
SUB - TOTAL	2,478,528.42
Pre-financing received from consolidated EU entities	164,059.79
Other accounts payable against consolidated EU entities	25,551.25
TOTAL	2,832,628.70

Current payables for an amount of Euro 157,332.17 consist of Euro 104,180.80 for outstanding creditors in 2012 and Euro 52,070.17 for outstanding funds received from the Italian Ministry of Foreign Affairs, composed of not yet committed and commitments carried forward. Euro 1,081.20 represents the earned interest in 2012 on the funds received from the Italian Ministry of Foreign Affairs. In 2012, ETF received clearance from the Italian Ministry of Foreign Affairs on funds related to the financial years 2003, 2004, 2005, 2007 and 2010.

Sundry payables amount up to Euro 7,157.07 and represent various staff reimbursements, reimbursements received and payments returned on the bank account.

Classified under other payables are the accrued charges related to pre-financing paid and amounts carried forward to 2012. Due to imprecisions found in 2011, ETF intensified the verification and extended the period of follow-up of the calculation of accrued expenses, which led to a more precise calculation and an overall decrease compared with 2011. Also classified under other payables are the holidays not taken in 2012, for which there is a slight decrease.

There is a small increase compared with 2011 in the pre-financing received from consolidated EU entities. In the context of the regular EC subvention, the ETF managed to pay 95,47% of the available payment credits and has to return a total of Euro 125,368.66 to the EC. The interest earned to be returned to the EC decreased.

Convention Description	EC DG or Service	Amount	Status/Comments
ETF Subvention - interest to be recovered	DG EAC	38,691.13	Interest earned 2012
EC subsidy	DG EAC	125,368.66	Result 2012
SUB-TOTAL		164,059.79	
TOTAL		164,059.79	

Amounts that were due to the EC and were known and confirmed by certain entities are registered under "other accounts payable against consolidated EC entities". The total amount is Euro 25,551.25 and is associated with services provided by other EC services and agencies.

4. Cash flow statement

The cash flow statement represents the treasury movements or in other words the cash receipts minus cash payments over a given period of time. There is a further decrease in cash flow due to the definitive closure of the bank account for the ETE MEDA convention.

5. Budget outturn account

The budget outturn for 2012 is the difference between:

- all the cash revenue registered in the financial year;
- the volume of payments made from the appropriations of the financial year, plus the appropriations of the same financial year carried forward to the following financial year; and,
- the cancellations of appropriations carried forward from the previous financial year.

This difference is increased or reduced by:

- the balance resulting from exchange rate gains or losses recorded during the financial year.
- results from previous years paid back to the EC.

6. Reconciliation of budget outturn versus economic outturn

The budget outturn and reconciliation against the economic outturn is presented to give a more complete picture to the reader and to demonstrate the difference between economic and budget outturn. The inclusion of this data assists the reader in linking the cash based result of the budget outturn 2012 against the accrued economic outturn of 2012.

7. Contingent assets and liabilities

Contingent assets and liabilities are mentioned separately in the financial statements and represent potential assets and liabilities. Under contingent assets, ETF recognized received bank guarantees for paid pre-financing. Under contingent liabilities ETF recognized RAL, i.e. commitments against payment appropriations not yet consumed.

V. NOTES ON BUDGET EXECUTION & FINANCIAL MANAGEMENT

1. Introduction

Budgetary Principles

The budgetary principles adopted by the ETF are in line with the associated provisions of the Financial Regulation of the ETF, adopted by the Governing Board of the ETF on 10 January 2009 and supplemented by the Implementing Rules adopted on 15 April 2011. The establishment and implementation of the budget of the ETF comply with:

- a) the principles of unity and budget accuracy
- b) the principle of annuality
- c) the principle of equilibrium
- d) the principle of unit of account
- e) the principle of universality
- f) the principle of specification
- g) the principle sound financial management
- h) the principle of transparency.

Budget Structure

The statement of expenditure of the ETF budget is set out on the basis of a nomenclature with a classification by purpose. It is thereby divided into five titles and each of the titles is broken down into chapters, articles and items.

The ETF applies the nomenclature and structure used by the EC for Titles 1, 2 and 3. Titles 1 and 2 relate to 'Administrative Expenditure' while Title 3 is reserved for 'Operational Expenditure'.

- Title 1 covers expenditure on staff authorised in the ETF establishment plan and expenditure on external staff (including auxiliary staff) and other management expenditure (including representation expenses);
- Title 2 covers administrative expenditure such as buildings, cleaning and maintenance, rental, telecommunications, water, gas and electricity and support expenditure (including meeting costs).
- Title 3 covers expenditure for the execution of the work programme and related ETF operations.

Title 4 and 5 are related to the earmarked funds or revenue associated with specific contracts or conventions with the EC and other donors. They are defined as follows:

- Title 4 represents co-operation with other organisations. At present, it consists only of the contributions from the Italian Ministry of Foreign Affairs.
- Title 5 represents the MEDA-ETE convention from the EC.

Budget execution is prepared on the basis of a "modified cash accounting". The term 'modified' refers to the fact that the annual carry forward amounts are included in the budget.

Amounts "carried forward" relate to legal commitments entered into during the year, but not paid.

A "legal commitment" refers to legally binding actions undertaken by the ETF, for example contracts or other agreements and orders placed.

When referring to budgetary execution, the term "expenditure" refers to consumed commitment appropriations. Consumed commitment appropriations are made up of commitments paid in 2012 and commitments (partly) carried forward to 2013.

Detailed information on the relevant aspects of budgetary execution by Title, Chapter and Item and budgetary execution details for 2012 are provided later in the section "Utilisation of the appropriations".

Execution ETF Budget in 2012

In order to provide the reader with a complete overview of the financial activities associated with the budget execution in 2012, a table with commitment and payment appropriations is presented hereafter. The payment figures include not only those executed in 2012, associated with the 2012 budget, but also the payments executed in 2012 based on the budgets of former years.

2. Utilisation of appropriations

i. Appropriations of the current year – ETF subvention

Commitment credits							Payment credits								
Item	Description	Initial budget 2012	Transfers 2012	Final commitment credits available 2012	Commitments 2012	Total commitment credits carried forward to 2013	Initial budget 2012	Transfers 2012	Final payment credits available 2012	Executed payments 2012 related to 2012 commitments	Executed payments 2012 related to 2011 commitments	Total amount payments executed 2012	Payment credits carried forward to 2013		
1100	Basic salaries	7,739,384.00	-377,136.00	7,362,248.00	7,362,247.19	100.00%	0.00	7,739,384.00	-377,136.00	7,362,248.00	7,362,247.19	0.00	7,362,247.19	100.00%	0.00
1101	Family allowances	978,700.00	-108,547.00	870,153.00	870,152.08	100.00%	0.00	978,700.00	-108,547.00	870,153.00	870,152.08	0.00	870,152.08	100.00%	0.00
1102	Transfer and expatriation allowance	1,002,400.00	-42,420.00	959,980.00	959,979.47	100.00%	0.00	1,002,400.00	-42,420.00	959,980.00	959,979.47	0.00	959,979.47	100.00%	0.00
1110	Contractual Agent	1,656,200.00	-99,031.00	1,557,169.00	1,557,168.90	100.00%	0.00	1,656,200.00	-99,031.00	1,557,169.00	1,557,168.90	0.00	1,557,168.90	100.00%	0.00
1112	Local staff	130,000.00	-48,268.00	81,732.00	81,580.63	99.81%	2,377.26	130,000.00	-48,268.00	81,732.00	79,203.37	0.00	79,203.37	96.91%	655.10
1130	Insurance against sickness	266,600.00	-7,982.00	258,618.00	258,617.81	100.00%	0.00	266,600.00	-7,982.00	258,618.00	258,617.81	0.00	258,617.81	100.00%	0.00
1131	Insurance against accidents and occupational disease	58,000.00	-19,880.00	38,120.00	38,119.92	100.00%	0.00	58,000.00	-19,880.00	38,120.00	38,119.92	0.00	38,119.92	100.00%	0.00
1132	Unemployment insurance for temporary staff	108,300.00	-6,470.00	101,830.00	101,829.83	100.00%	0.00	108,300.00	-6,470.00	101,830.00	101,829.83	0.00	101,829.83	100.00%	0.00
1140	Birth and death allowance	800.00	100.00	900.00	900.00	100.00%	305.07	800.00	100.00	900.00	594.93	0.00	594.93	66.10%	0.00
1141	Annual travel costs from the place of employment to the place of origin	170,000.00	-3,966.00	166,034.00	166,033.28	100.00%	0.00	170,000.00	-3,966.00	166,034.00	166,033.28	0.00	166,033.28	100.00%	0.00
1172	Cost of organizing traineeships with the Foundation	10,000.00	0.00	10,000.00	10,000.00	100.00%	0.00	10,000.00	0.00	10,000.00	10,000.00	0.00	10,000.00	100.00%	0.00
1177	Other services rendered and institutional audit services	317,000.00	48,077.00	365,077.00	364,173.79	99.75%	63,222.00	317,000.00	48,077.00	365,077.00	300,951.79	0.00	300,951.79	82.44%	63,222.00
1180	Sundry recruitment expenses	30,730.00	10,000.00	40,730.00	40,730.00	100.00%	9,034.07	30,730.00	10,000.00	40,730.00	31,695.93	0.00	31,695.93	77.82%	9,034.07
1181	Travelling expenses (beginning and end of contract)	10,000.00	-1,000.00	9,000.00	9,000.00	100.00%	4,448.13	10,000.00	-1,000.00	9,000.00	4,551.87	0.00	4,551.87	50.58%	0.00
1182	Installation allowance	110,550.00	11,445.00	121,995.00	121,995.00	100.00%	1,254.31	110,550.00	11,445.00	121,995.00	120,740.69	0.00	120,740.69	98.97%	0.00
1183	Moving expenses	75,100.00	12,974.13	88,074.13	84,561.59	96.01%	49,146.19	75,100.00	12,974.13	88,074.13	35,415.40	0.00	35,415.40	40.21%	49,146.19
1184	Temporary daily allowance	62,200.00	-21,982.00	40,218.00	40,217.43	100.00%	0.00	62,200.00	-21,982.00	40,218.00	40,217.43	0.00	40,217.43	100.00%	0.00

Commitment credits							Payment credits								
Item	Description	Initial budget 2012	Transfers 2012	Final commitment credits available 2012	Commitments 2012	Total commitment credits carried forward to 2013	Initial budget 2012	Transfers 2012	Final payment credits available 2012	Executed payments 2012 related to 2012 commitment	Executed payments 2012 related to 2011 commitment	Total amount payments executed 2012	Payment credits carried forward to 2013		
1190	Weightings (Correction coefficient)	401,600.00	125,515.87	527,115.87	527,115.87	100.00%	0.00	401,600.00	125,515.87	527,115.87	0.00	527,115.87	100.00%	0.00	
1191	Salarial adaptation	100,000.00	-100,000.00	0.00	0.00	0.00%	0.00	100,000.00	-100,000.00	0.00	0.00	0.00	0.00%	0.00	
Sub-Total	Chapter 11 - Staff in active employment	13,227,564.00	-628,570.00	12,598,994.00	12,594,422.79	99.96%	129,787.03	13,227,564.00	-628,570.00	12,598,994.00	12,464,635.76	0.00	12,464,635.76	98.93%	122,057.36
1300	Mission and travel expenses	108,000.00	42,899.07	150,899.07	150,899.07	100.00%	43,331.74	108,000.00	42,899.07	150,899.07	107,567.33	0.00	107,567.33	71.28%	43,331.74
Sub-Total	Chapter 13 - Missions and travel	108,000.00	42,899.07	150,899.07	150,899.07	100.00%	43,331.74	108,000.00	42,899.07	150,899.07	107,567.33	0.00	107,567.33	71.28%	43,331.74
1430	Medical service	37,290.00	-8,229.00	29,061.00	29,061.41	100.00%	17,307.98	37,290.00	-8,229.00	29,061.00	11,752.43	0.00	11,752.43	40.44%	17,307.98
1440	Internal training	160,000.00	30,000.00	190,000.00	189,065.99	99.51%	126,830.33	160,000.00	30,000.00	190,000.00	62,235.66	0.00	62,235.66	32.76%	126,830.33
1490	Other Interventions	5,000.00	-408.00	4,592.00	4,542.00	98.91%	2,797.33	5,000.00	-408.00	4,592.00	1,744.67	0.00	1,744.67	37.99%	2,797.33
Sub-Total	Chapter 14 - Socio-medical infrastructure	202,290.00	21,363.00	223,653.00	222,668.40	99.56%	146,935.64	202,290.00	21,363.00	223,653.00	75,732.76	0.00	75,732.76	33.86%	146,935.64
1520	National experts seconded	68,000.00	-28,655.27	39,344.73	39,344.73	100.00%	0.00	68,000.00	-28,655.27	39,344.73	39,344.73	0.00	39,344.73	100.00%	0.00
Sub-Total	Chapter 15 - Staff exchanges between the Foundation and the public sector	68,000.00	-28,655.27	39,344.73	39,344.73	100.00%	0.00	68,000.00	-28,655.27	39,344.73	39,344.73	0.00	39,344.73	100.00%	0.00
1700	Entertainment and representation expenses	12,000.00	0.00	12,000.00	10,144.83	84.54%	630.00	12,000.00	0.00	12,000.00	9,514.83	0.00	9,514.83	79.29%	630.00
Sub-Total	Chapter 17 - Entertainment and representation expenses	12,000.00	0.00	12,000.00	10,144.83	84.54%	630.00	12,000.00	0.00	12,000.00	9,514.83	0.00	9,514.83	79.29%	630.00
Sub-Total	Title 1 - EXPENDITURE relating to persons working with the Foundation	13,617,854.00	-592,963.20	13,024,890.80	13,017,479.82	99.94%	320,684.41	13,617,854.00	-592,963.20	13,024,890.80	12,696,795.41	0.00	12,696,795.41	97.48%	312,954.74
2000	Rentals	8,601.00	-239.49	8,361.51	8,361.51	100.00%	2,290.00	8,601.00	-239.49	8,361.51	6,071.51	0.00	6,071.51	72.61%	2,290.00
2020	Water, gas, electricity and heating	110,000.00	40,597.00	150,597.00	150,597.00	100.00%	71,428.50	110,000.00	40,597.00	150,597.00	79,168.50	0.00	79,168.50	52.57%	71,428.50
2030	Cleaning and maintenance	204,700.00	-3,547.69	201,152.31	201,152.31	100.00%	57,347.19	204,700.00	-3,547.69	201,152.31	143,805.12	0.00	143,805.12	71.49%	57,347.19
2040	Furnishing of premises	0.00	2,403.62	2,403.62	2,403.62	100.00%	851.81	0.00	2,403.62	2,403.62	1,551.81	0.00	1,551.81	64.56%	851.81
2050	Security and surveillance	107,980.00	-3,533.00	104,447.00	104,447.00	100.00%	16,350.62	107,980.00	-3,533.00	104,447.00	88,096.38	0.00	88,096.38	84.35%	16,350.62
2090	Other expenditure on buildings, incl.	85,000.00	-15,617.00	69,383.00	69,383.00	100.00%	11,489.00	85,000.00	-15,617.00	69,383.00	57,894.00	0.00	57,894.00	83.44%	11,489.00

Commitment credits							Payment credits								
Item	Description	Initial budget 2012	Transfers 2012	Final commitment credits available 2012	Commitments 2012	Total commitment s credits carried forward to 2013	Initial budget 2012	Transfers 2012	Final payment credits available 2012	Executed payments 2012 related to 2012 commitment s	Executed payments 2012 related to 2011 commitment s	Total amount payments executed 2012	Payment credits carried forward to 2013		
	insurances and administration costs														
Sub- Total	Chapter 20 - Investments in immovable property, rental of buildings and associated costs	516,281.00	20,063.44	536,344.44	536,344.44	100.00%	159,757.12	516,281.00	20,063.44	536,344.44	376,587.32	0.00	376,587.32	70.21%	159,757.12
2100	ICT hardware	93,900.00	85,340.57	179,240.57	179,226.74	99.99%	108,871.79	93,900.00	85,340.57	179,240.57	70,354.95	0.00	70,354.95	39.25%	108,871.79
2101	Software development and purchase	254,839.00	28,996.13	283,835.13	283,645.13	99.93%	100,240.56	254,839.00	28,996.13	283,835.13	183,404.57	0.00	183,404.57	64.62%	100,240.56
2103	Telecoms Costs	231,000.00	0.00	231,000.00	231,000.00	100.00%	129,983.41	231,000.00	0.00	231,000.00	101,016.59	0.00	101,016.59	43.73%	129,983.41
2105	EC IT systems	125,900.00	1,957.00	127,857.00	127,857.00	100.00%	0.00	125,900.00	1,957.00	127,857.00	127,857.00	0.00	127,857.00	100.00%	0.00
Sub- Total	Chapter 21 - Information & Communication Technology	705,639.00	116,293.70	821,932.70	821,728.87	99.98%	339,095.76	705,639.00	116,293.70	821,932.70	482,633.11	0.00	482,633.11	2.48	339,095.76
2200	Purchase technical installations and office equipment	25,800.00	-1,532.38	24,267.62	24,267.62	100.00%	4,236.76	25,800.00	-1,532.38	24,267.62	20,030.86	0.00	20,030.86	82.54%	4,236.76
2210	Purchase furniture	0.00	13,353.74	13,353.74	13,353.74	100.00%	11,701.81	0.00	13,353.74	13,353.74	1,651.93	0.00	1,651.93	12.37%	11,701.81
Sub- Total	Chapter 22 - Movable property and associated costs	25,800.00	11,821.36	37,621.36	37,621.36	100.00%	15,938.57	25,800.00	11,821.36	37,621.36	21,682.79	0.00	21,682.79	57.63%	15,938.57
2300	Stationery and office supplies	55,000.00	10,859.93	65,859.93	65,713.74	99.78%	36,144.66	55,000.00	10,859.93	65,859.93	29,569.08	0.00	29,569.08	44.90%	36,144.66
2320	Miscellaneous Financial expenditure	1,000.00	-500.00	500.00	500.00	100.00%	349.92	1,000.00	-500.00	500.00	150.08	0.00	150.08	30.02%	349.92
2330	Legal expenses	5,000.00	-4,775.00	225.00	225.00	100.00%	0.00	5,000.00	-4,775.00	225.00	225.00	0.00	225.00	100.00%	0.00
2350	Miscellaneous insurance	18,450.00	-7,334.30	11,115.70	11,115.70	100.00%	427.13	18,450.00	-7,334.30	11,115.70	10,688.57	0.00	10,688.57	96.16%	427.13
2352	Miscellaneous expenditure on internal meetings	2,830.00	-1,193.00	1,637.00	1,636.81	99.99%	977.01	2,830.00	-1,193.00	1,637.00	659.80		659.80	40.31%	977.01
2355	Petty expenses	3,000.00	500.00	3,500.00	3,500.00	100.00%	2,263.00	3,000.00	500.00	3,500.00	1,237.00	0.00	1,237.00	35.34%	2,263.00
2360	Publications in the Official Journal	5,000.00	0.00	5,000.00	5,000.00	100.00%	4,073.21	5,000.00	0.00	5,000.00	926.79	0.00	926.79	18.54%	4,073.21
Sub- Total	Chapter 23 - Current administrative expenditure	90,280.00	-2,442.37	87,837.63	87,691.25	99.83%	44,234.93	90,280.00	-2,442.37	87,837.63	43,456.32	0.00	43,456.32	49.47%	44,234.93
2400	Correspondence and courier expenses	38,000.00	-12,900.00	25,100.00	25,100.00	100.00%	13,846.03	38,000.00	-12,900.00	25,100.00	11,253.97	0.00	11,253.97	44.84%	13,846.03

Commitment credits							Payment credits								
Item	Description	Initial budget 2012	Transfers 2012	Final commitment credits available 2012	Commitments 2012	Total commitment s credits carried forward to 2013	Initial budget 2012	Transfers 2012	Final payment credits available 2012	Executed payments 2012 related to 2012 commitment s	Executed payments 2012 related to 2011 commitment s	Total amount payments executed 2012	Payment credits carried forward to 2013		
Sub-Total	Chapter 24 - Post and telecommunications	38,000.00	-12,900.00	25,100.00	25,100.00	100.00%	13,846.03	38,000.00	-12,900.00	25,100.00	11,253.97	0.00	11,253.97	44.84%	13,846.03
2500	Meetings expenses Governing Board	120,000.00	-32,372.93	87,627.07	87,604.31	99.97%	3,347.07	120,000.00	-32,372.93	87,627.07	84,257.24	0.00	84,257.24	96.15%	3,347.07
Sub-Total	Chapter 25 - Meetings and associated costs	120,000.00	-32,372.93	87,627.07	87,604.31	99.97%	3,347.07	120,000.00	-32,372.93	87,627.07	84,257.24	0.00	84,257.24	96.15%	3,347.07
Sub-Total	Title 2 - Building, equipment and miscellaneous operating expenditure	1,496,000.00	100,463.20	1,596,463.20	1,596,090.23	99.98%	576,219.48	1,496,000.00	100,463.20	1,596,463.20	1,019,870.75	0.00	1,019,870.75	63.88%	576,219.48
3000	Purchase of operational publications and subscriptions	28,500.00	-4,897.53	23,602.47	23,010.79	97.49%	4,318.52	28,500.00	-4,897.53	23,602.47	18,692.27	6,864.02	25,556.29	108.28%	0.00
3010	General publications - External Communication Unit	625,000.00	131,000.00	756,000.00	754,277.29	99.77%	189,324.59	625,000.00	131,000.00	756,000.00	564,952.70	114,863.28	679,815.98	89.92%	0.00
3030	Professional memberships and fees	5,000.00	0.00	5,000.00	2,774.50	55.49%	0.00	5,000.00	0.00	5,000.00	2,774.50	0.00	2,774.50	55.49%	0.00
3040	Translation costs - ETF subvention	245,000.00	-6,000.00	239,000.00	239,000.00	100.00%	9,569.50	245,000.00	-6,000.00	239,000.00	229,430.50	12,670.50	242,101.00	101.30%	0.00
Sub-Total	Chapter 30 - Operational expenses	903,500.00	120,102.47	1,023,602.47	1,019,062.58	99.56%	203,212.61	903,500.00	120,102.47	1,023,602.47	815,849.97	134,397.80	950,247.77	92.83%	0.00
3140	Impact evaluation and WP act. auditing	309,000.00	0.00	309,000.00	304,818.23	98.65%	100,598.46	309,000.00	0.00	309,000.00	204,219.77	69,857.17	274,076.94	88.70%	0.00
3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	1,183,200.00	2,922.60	1,186,122.60	1,185,943.87	99.98%	504,816.14	1,183,200.00	2,922.60	1,186,122.60	681,127.73	644,590.29	1,325,718.02	111.77%	0.00
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	835,000.00	-100,446.13	734,553.87	733,808.27	99.90%	220,627.79	835,000.00	-100,446.13	734,553.87	513,180.48	424,632.53	937,813.01	127.67%	0.00
3170	DCI - Projects in support of EU's External Assistance in the Development Co-operation instrument	277,800.00	143,560.02	421,360.02	420,860.80	99.88%	242,316.71	277,800.00	143,560.02	421,360.02	178,544.09	142,701.36	321,245.45	76.24%	0.00
3180	ILP - Projects: Innovation & Learning	426,220.00	175,438.22	601,658.22	601,658.22	100.00%	324,028.97	426,220.00	175,438.22	601,658.22	277,629.25	255,727.41	533,356.66	88.65%	0.00
3190	Projects in Evidence based policy making	267,380.00	105,522.82	372,902.82	372,902.74	100.00%	182,657.42	267,380.00	105,522.82	372,902.82	190,245.32	135,432.66	325,677.98	87.34%	

Commitment credits							Payment credits									
Item	Description	Initial budget 2012	Transfers 2012	Final commitment credits available 2012	Commitments 2012		Total commitment s credits carried forward to 2013	Initial budget 2012	Transfers 2012	Final payment credits available 2012	Executed payments 2012 related to 2012 commitment s	Executed payments 2012 related to 2011 commitment s	Total amount payments executed 2012	Payment credits carried forward to 2013		
Sub-Total	Chapter 31 - Priority actions : Work programme activities	3,298,600.00	326,997.53	3,625,597.53	3,619,992.13	99.85%	1,575,045.49	3,298,600.00	326,997.53	3,625,597.53	2,044,946.64	1,672,941.42	3,717,888.06	102.55%	0.00	
3200	Mission costs related to operational expenses		828,576.00	45,400.00	873,976.00	873,976.00	100.00%	159,533.05	828,576.00	45,400.00	873,976.00	714,442.95	136,202.49	850,645.44	97.33%	0.00
Sub-Total	Chapter 32 - Mission costs related to operational expenditure		828,576.00	45,400.00	873,976.00	873,976.00	100.00%	159,533.05	828,576.00	45,400.00	873,976.00	714,442.95	136,202.49	850,645.44	97.33%	0.00
Sub-Total	Title 3 - Expenses related to operational activities	5,030,676.00	492,500.00	5,523,176.00	5,513,030.71	99.82%	1,937,791.15	5,030,676.00	492,500.00	5,523,176.00	3,575,239.56	1,943,541.71	5,518,781.27	99.92%	0.00	
Total	Total budget available:	20,144,530.00	0.00	20,144,530.00	20,126,600.76	99.91%	2,834,695.04	20,144,530.00	0.00	20,144,530.00	17,291,905.72	1,943,541.71	19,235,447.43	95.49%	889,174.22	

ii. Appropriations on re-use of funds received in 2012

Budget Line	Description	Initial budget available for commitments	Total amount transfers	Final budget available for commitments	Total amount commitments accepted	% Committed	Commitment credits carried forward to 2012	Budget available for payments	Total amount transfers	Total budget available for payments	Total amount payments accepted	% Payments executed	Accepted payment and commitment credits carried forward to 2012	Payment credits available Carry forward
1112	Local staff	0.00	609.01	609.01	609.01	100.00%	0.00	0.00	609.01	609.01	609.01	100.00%	0.00	0.00
1177	Other services rendered	0.00	99.20	99.20	0.00	0.00%	99.20	0.00	99.20	99.20	0.00	0.00%	99.20	0.00
11	Chapter Total	0.00	708.21	708.21	609.01	85.99%	99.20	0.00	708.21	708.21	609.01	85.99%	99.20	0.00
1300	Mission and travel expenses	0.00	2,474.13	2,474.13	2,474.13	100.00%	0.00	0.00	2,474.13	2,474.13	2,474.13	100.00%	0.00	0.00
13	Chapter Total	0.00	2,474.13	2,474.13	2,474.13	100.00%	0.00	0.00	2,474.13	2,474.13	2,474.13	100.00%	0.00	0.00
1	TOTAL:	0.00	3,182.34	3,182.34	3,083.14	96.88%	99.20	0.00	3,182.34	3,182.34	3,083.14	96.88%	99.20	0.00
2330	Legal expenses	0.00	3,559.78	3,559.78	0.00	0.00%	3,559.78	0.00	3,559.78	3,559.78	0.00	0.00%	3,559.78	3,559.78
23	Chapter Total	0.00	3,559.78	3,559.78	0.00	0.00%	3,559.78	0.00	3,559.78	3,559.78	0.00	0.00%	3,559.78	3,559.78
2500	Meeting expenses in general	0.00	1,296.24	1,296.24	1,296.24	100.00%	0.00	0.00	1,296.24	1,296.24	0.00	0.00%	0.00	0.00
25	Chapter Total	0.00	1,296.24	1,296.24	1,296.24	100.00%	0.00	0.00	1,296.24	1,296.24	0.00	0.00%	0.00	0.00
2	TOTAL:	0.00	4,856.02	4,856.02	1,296.24	26.69%	3,559.78	0.00	4,856.02	4,856.02	0.00	0.00%	3,559.78	3,559.78
3010	General publication	0.00	2,834.28	2,834.28	2,834.28	100.00%	0.00	0.00	2,834.28	2,834.28	2,834.28	100.00%	0.00	0.00
30	Chapter Total	0.00	2,834.28	2,834.28	2,834.28	100.00%	0.00	0.00	2,834.28	2,834.28	2,834.28	100.00%	0.00	0.00
3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	0.00	2,739.02	2,739.02	2,739.02	100.00%	0.00	0.00	2,739.02	2,739.02	2,739.02	100.00%	0.00	0.00
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	0.00	4,882.40	4,882.40	4,866.16	99.67%	16.24	0.00	4,882.40	4,882.40	4,882.40	100.00%	16.24	0.00
3170	DCI - Projects in support of EU's External Assistance in the Development Co-	0.00	945.02	945.02	945.00	100.00%	0.02	0.00	945.02	945.02	945.02	100.00%	0.02	0.00

	operation instrument													
3180	ILP - Projects: Innovation & Learning	0.00	2,748.69	2,748.69	2,748.69	100.00%	0.00	0.00	2,748.69	2,748.69	2,748.69	100.00%	0.00	0.00
31	Chapter Total	0.00	11,315.13	11,315.13	11,298.87	99.86%	16.26	0.00	11,315.13	11,315.13	11,315.13	100.00%	16.26	0.00
3200	Operational missions	0.00	3,961.65	3,961.65	3,364.74	84.93%	596.91	0.00	3,961.65	3,961.65	2,574.90	65.00%	596.91	1,386.75
32	Chapter Total	0.00	3,961.65	3,961.65	3,364.74	84.93%	596.91	0.00	3,961.65	3,961.65	2,574.90	65.00%	596.91	1,386.75
3	TOTAL:	0.00	18,111.06	18,111.06	17,497.89	96.61%	613.17	0.00	18,111.06	18,111.06	16,724.31	92.34%	613.17	1,386.75
	Funds Source Total	0.00	26,149.42	26,149.42	21,877.27	83.66%	4,272.15	0.00	26,149.42	26,149.42	19,807.45	75.75%	4,272.15	4,946.53

iii. Appropriations carry forward on re-use of funds received in 2011

Budget Line	Description	Commitment credits				Payment credits			
		Budget available for commitments	Total amount commitments accepted	% Committed	Commitment credits carried forward to 2013	Budget available for payments	Total amount payments accepted	% Payments executed	Accepted payment and commitment credits carried forward to 2013
1112	Local staff	40,735.05	40,735.05	100.00%	0.00	40,735.05	40,735.05	100.00%	0.00
11	Chapter Total	40,735.05	40,735.05	100.00%	0.00	40,735.05	40,735.05	100.00%	0.00
1300	Mission and travel expenses	3,384.82	3,384.82	100.00%	0.00	3,384.82	3,384.82	100.00%	0.00
13	Chapter Total	3,384.82	3,384.82	100.00%	0.00	3,384.82	3,384.82	100.00%	0.00
1	TOTAL:	44,119.87	44,119.87	100.00%	0.00	44,119.87	44,119.87	100.00%	0.00
2100	ICT hardware	135.00	135.00	100.00%	0.00	135.00	135.00	100.00%	0.00
2103	Telecoms Costs	18.12	18.12	100.00%	0.00	18.12	0.00	0.00%	18.12
21	Chapter Total	153.12	153.12	100.00%	0.00	153.12	135.00	88.17%	18.12
2330	Legal expenses	17,252.78	17,252.78	100.00%	0.00	17,252.78	716.18	4.15%	16,536.60
2350	Miscellaneous insurance	388.00	0.00	0.00%	388.00	388.00	0.00	0.00%	0.00
23	Chapter Total	17,640.78	17,252.78	97.80%	388.00	17,640.78	716.18	4.06%	16,536.60
2	TOTAL:	17,793.90	17,405.90	97.82%	388.00	17,793.90	851.18	4.78%	16,554.72
3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
31	Chapter Total	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
3	TOTAL:	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
	Funds Source Total	61,913.77	61,525.77	99.37%	388.00	61,913.77	44,971.05	72.63%	16,554.72
									16,942.72

iv. Appropriations carried forward from 2011 to 2012

Budget line	Description	Commitments carried forward from 2011 to 2012	Payment credits available from 2011 in 2012	Total amount payment credits executed 2012	Payments credits from 2011 cancelled in 2012
1112	Local staff	8,063.00	8,063.00	7,902.80	160.20
1177	Other services rendered and institutional audit services	60,018.92	60,018.92	47,362.46	12,656.46
1180	Sundry recruitment expenses	27,500.86	27,500.86	23,953.94	3,546.92
11	Chapter Total	95,582.78	95,582.78	79,219.20	16,363.58
1300	Mission and travel expenses	46,873.36	46,873.36	20,559.93	26,313.43
13	Chapter Total	46,873.36	46,873.36	20,559.93	26,313.43
1430	Medical service	17,275.69	17,275.69	10,874.58	6,401.11
1440	Internal training	46,141.00	46,141.00	38,648.84	7,492.16
1490	Other Interventions	2,355.44	2,355.44	1,900.00	455.44
14	Chapter Total	65,772.13	65,772.13	51,423.42	14,348.71
1700	Entertainment and representation expenses	4,153.20	4,153.20	1,613.50	2,539.70
17	Chapter Total	4,153.20	4,153.20	1,613.50	2,539.70
1	TOTAL:	212,381.47	212,381.47	152,816.05	59,565.42
2000	Rentals	2,290.00	2,290.00	2,290.00	0.00
2020	Water, gas and electricity	13,367.74	13,367.74	6,323.66	7,044.08
2030	Cleaning and maintenance	20,131.09	20,131.09	19,460.67	670.42
2040	Furnishing of premises	2,715.73	2,715.73	2,715.73	0.00
2050	Security and surveillance	26,443.44	26,443.44	25,389.20	1,054.24
2090	Other expenditure	2,839.18	2,839.18	513.65	2,325.53
20	Chapter Total	67,787.18	67,787.18	56,692.91	11,094.27
2100	ICT hardware	97,459.07	97,459.07	97,453.64	5.43
2101	Software development and purchase	78,025.57	78,025.57	75,333.57	2,692.00
2103	Telecoms Costs	44,239.76	44,239.76	29,613.48	14,626.28
2105	European Commission IT systems	448.80	448.80	0.00	448.80
21	Chapter Total	220,173.20	220,173.20	202,400.69	17,772.51
2200	Technical installations	4,515.96	4,515.96	4,466.00	49.96
2210	Purchase office equipment	3,020.81	3,020.81	3,019.25	1.56
22	Chapter Total	7,536.77	7,536.77	7,485.25	51.52
2300	Stationery and office supplies	20,219.90	20,219.90	20,196.78	23.12
2320	Miscellaneous financial expenses	350.00	350.00	313.48	36.52
2330	Legal expenses	4,157.02	4,157.02	1,049.68	3,107.34
2350	Miscellaneous insurance	698.87	698.87	62.61	636.26
2355	Petty expenses	1,500.00	1,500.00	0.00	1,500.00
2360	Publications	3,882.90	3,882.90	876.43	3,006.47
23	Chapter Total	30,808.69	30,808.69	22,498.98	8,309.71
2400	Correspondence and courier expenses	9,962.41	9,962.41	4,940.04	5,022.37
24	Chapter Total	9,962.41	9,962.41	4,940.04	5,022.37
2500	Meetings expenses in general	8,674.85	8,674.85	5,033.42	3,641.43
25	Chapter Total	8,674.85	8,674.85	5,033.42	3,641.43
2	TOTAL:	344,943.10	344,943.10	299,051.29	45,891.81
3000	Purchase of operational publications and subscriptions	7,932.78	0.00	0.00	0.00
3010	General publications	128,145.25	0.00	0.00	0.00
3040	Translation costs	17,078.50	0.00	0.00	0.00
30	Chapter Total	153,156.53	0.00	0.00	0.00
3140	Impact evaluation and WP act. auditing	82,689.78	0.00	0.00	0.00

3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	701,892.38	5,113.86	5,113.86	0.00
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	444,539.28	0.00	0.00	0.00
3170	DCI - Projects in support of EU's External Assistance in the Development Co-operation instrument	151,097.69	0.00	0.00	0.00
3180	ILP - Projects: Innovation & Learning	267,812.43	0.00	0.00	0.00
3190	Projects in evidence based policy	148,559.54	0.00	0.00	0.00
31	Chapter Total	1,796,591.10	5,113.86	5,113.86	0.00
3200	Operational missions	169,925.60	0.00	0.00	0.00
32	Chapter Total	169,925.60	0.00	0.00	0.00
3	TOTAL:	2,119,673.23	5,113.86	5,113.86	0.00
	Funds Source Total	2,676,997.80	562,438.43	456,981.20	105,457.23

For Title 3, commitments related to the ETF subvention, an accumulated amount of Euro 2,119,673.23 was carried forward from 2011 to 2012. These commitments are paid with payment credits from 2012, and the amounts paid are included in table "i. Appropriations of the current year".

v. Appropriations earmarked funds

Chapter	Description	Commitment appropriations				Payment appropriations			
		Final commitment credits available 2012	Commitments 2012	Overall % committed	Available commitment credits carried forward to 2013	Final payment credits available 2012	Total Payments 2012	Overall % paid	Payment credits carried forward to 2013
43	Co-operation with national institutions - Funds 2003	-	-		-	-	-		-
43	Co-operation with national institutions - Funds 2004	476.78	476.78		-	476.78	476.78		-
43	Co-operation with national institutions - Funds 2005	-	-		-	703.47	703.47		-
43	Co-operation with national institutions - Funds 2006	267.00	1,208.24		1,475.24	4,186.74	2,711.50		1,475.24
43	Co-operation with national institutions - Funds 2007	-	-		-	-	-		-
43	Co-operation with national institutions - Funds 2008	858.45	414.64		443.81	9,157.60	8,299.15		858.45
43	Co-operation with national institutions - Funds 2009	84,567.27	68,830.22		15,737.05	112,125.72	64,170.23		47,955.49
43	Co-operation with national institutions - Funds 2010	-	-		-	3,826.13	3,826.13		-
43	Co-operation with national institutions - Funds 2011	116.25	116.25		-	2,542.30	1,475.20		1,067.10
43	Co-operation with national institutions - Funds 2012	2,805.14	2,719.51		85.63	2,805.14	2,091.25		713.89
Total other donors:		89,090.89	71,349.16	80.09%	17,741.73	135,823.88	83,753.71	61.66%	52,070.17
51	Human resources - funds available previous years	-	-		-	59,510.56	59,510.56	-	-
52	Travel and per diems - funds available previous years	-	-		-	124,098.17	124,098.17	-	-
53	Other costs (visibility and conferences/seminars)	-	-		-	63,926.40	63,926.40	-	-
54	Procurement activity for component 3	-	-		-	-	-	-	-
55	Procurement activity for component 4	-	-		-	932.33	932.33	-	-
56	Financial auditing	-	-		-	-	-	-	-
57	Contingencies	-	-		-	-	-	-	-
Total EC - MEDA-ETE convention:		0.00	0.00	0.00%	0.00	248,467.46	248,467.46	100%-	-
Total	Total budget available:	89,090.89	71,349.16	80.09%	17,741.73	384,291.34	332,221.17	86.45%	52,070.17

VI. ETF STAFF ESTABLISHMENT PLAN 2012

Function Group and grade	2012 establishment plan		Situation posts used on 31 December 2012	
	Permanent	Temp.	Permanent	Temp.
AD 16				
AD 15				
AD 14		1		1
AD 13		4		
AD 12		8		7
AD 11		10		11
AD 10		3		1
AD 9		11		12
AD 8		9		5
AD 7		12		20
AD 6				
AD 5		3		3
Sub total AD		61		60
AST 11				
AST 10		5		1
AST 9		4		5
AST 8		5		5
AST 7		6		6
AST 6		2		3
AST 5		4		3
AST 4		3		3
AST 3		4		6
AST 2		2		1
AST 1				
Sub total AST		35		33
Total		96		93

Additionally, ETF has 35 contract agents and 2 local agents

ANNEX I: LIST OF GOVERNING BOARD MEMBERS DURING 2012

European Commission Chairman	Mr Jan TRUSZCZYŃSKI Director General DG Education and Culture
European Commission Alternate	Mr Antonio Silva Mendes Director - Lifelong Learning: policies and programme Directorate General for Education and Culture
European Commission Member	Mr Gerhard SCHUMANN-HITZLER Director DG Enlargement
EUROPEAN COMMISSION MEMBER	Mr Kristian SCHMIDT Director DG DEVCO DGA2 Human and Society Development
EUROPEAN COMMISSION ALTERNATE	Ms Hélène BOURGADE Head of Unit Employment, Social Inclusion and Migration DG DEVCO DGA2
NON-VOTING EXPERT	Mr Jean-François MEZIÈRES Directeur Général Délégué auprès du Directeur Général des Services Conseil Régional du Centre
NON-VOTING EXPERT	Mr Jan ANDERSSON
NON-VOTING EXPERT	Ms Sara PARKIN Founder Director Forum for the Future
Austria Member	Mr Karl WIECZOREK Senior Expert Department for Vocational Training Federal Ministry for Economic Affairs and Labour
Austria Alternate	Mr Reinhard NÖBAUER Senior Expert Vocational Education and Training Federal Ministry for Education, Arts and Culture
Belgium Member	Ms Micheline SCHEYS Secretary General Flemish Ministry of Education and Training
Bulgaria Member	Ms Valentina DEYKOVA Director Ministry of Education, Youth and Science Policies for Vocational Education and Continuing Training Directorate
Bulgaria Alternate	Ms Emiliiana DIMITROVA Director Ministry of Education, Youth and Science Vocational Education and Continuing Training Directorate

Cyprus Member	Mr Elias MARGADJIS Director Department of Secondary Technical and Vocational Education Ministry of Education and Culture
Cyprus Alternate	Ms Panayiota SHAKALLI General Inspector Secondary Technical And Vocational Education Ministry of Education and Culture
Czech Republic Member	Ms Helena ÚLOVCOVÁ Deputy Director National Institute of Technical and Vocational Education
Czech Republic Alternate	Mr Jakub STAREK Acting Director General of Section for Education Ministry of Education, Youth and Sports
Denmark Member	Mr Torben KORNBECH RASMUSSEN Director Secretariat for International Affairs
Denmark Alternate	Ms Hanna DAM Senior Adviser Department International Secretariat Ministry of Education
Estonia Member	Ms Külli ALL Adviser (Lifelong learning) Vocational and Adult Education Department Ministry of Education and Research
Finland Member	Ms Tarja RIIHIMAKI Counsellor of Education Vocational and Education Training Ministry of Education
Finland Alternate	Mr Ossi V. LINDQVIST Former Chair of the Finnish Higher Education Evaluation Council University of Kuopio
France Member	Mr Maurice MEZEL Senior Advisor International Affairs French Ministry of Labour
France Alternate	Mr Michel LEFRANC Chargé de mission à la DREIC Ministère de l'Education nationale
Germany Member	Mr Stefan SCHNEIDER Head of Unit General Issues and Education Policy of the EU German Federal Ministry of Education and Research
Germany Alternate	Ms Ingrid MUELLER-ROOSEN Unit 221 - General Issues and Education Policy of the EU German Federal Ministry of Education and Research

Hungary Member	Mr György SZENT-LÉLEKY Senior Counsellor Vocational and Adult Education and Training Ministry of Social Affairs and Labour
Ireland Alternate	Ms Ann Mary REDMOND Department of Education & Skills FAS <i>Liaison</i> Section
Italy Member	Mr Alberto CUTILLO Ministro Plenipotenziario Direzione Generale Integrazione Europea Ministero degli Affari Esteri
Italy Alternate	Mr Franco GIORDANO Ministro Plenipotenziario – Ambasciatore - Consigliere diplomatico Città di Torino Dipartimento Relazioni Internazionali
Latvia Member	Ms Lauma SIKA Deputy State Secretary Ministry of Education and Science of the Republic of Latvia
Latvia Alternate	Ms Dita TRAIDAS Director State Education Development Agency
Lithuania Alternate	Ms Giedre BELECKIENE Independent Expert
Luxembourg Member	Mr Antonio DE CAROLIS Directeur Adjoint à la Formation Professionnelle Service de la Formation Professionnelle Ministère de l'Education Nationale et de la Formation Professionnelle
Malta Member	Mr Philip VON BROCKDORFF Chief Executive National Commission for Further and Higher Education
Malta Alternate	Mr Richard CURMI Senior Manager Malta Qualifications Council (MQC)
Netherlands Member	Ms Boukje SPIT Head of Unit Innovation and Information VET Ministry of Education, Culture and Science
Poland Member	Ms Stefania WILKIEL Counsellor to the Minister Ministry of National Education, International Cooperation Department

Poland Alternate	Ms Danuta CZARNECKA Deputy Director Department for International Programmes and Recognition of Diplomas Ministry of Science and Higher Education
Portugal Member (<i>June meeting</i>)	Mr Nuno PESTANA Director General Ministry of Education, Research and Innovation General Directorate for Education and Lifelong Learning
PORTUGAL MEMBER (<i>November meeting</i>)	Ms Isilda FERNANDES Director of Employment Services and Professional Training of the Directorate General for Employment and Labour Relations Ministry of Economy and Employment
Portugal Alternate	Mr Félix ESMÉNIO Member of the Board of the Directors of the Institute of Employment and Professional Training, Ministry of Economy and Employment Institute of Employment and Vocational Training
Romania Member	Ms Liliana PREOTEASA Director General General Directorate for Education and Lifelong Learning Ministry of Education, Research, Youth and Sports
Slovak Republic Member	Mr Juraj VANTUCH Teacher/researcher Comenius University Faculty of Education
Slovenia Member	Mr Elido BANDELJ Director Institute of the Republic of Slovenia for Vocational Education and Training
Slovenia Alternate	Mr Anton SIMONIC Senior Advisor European Affairs Ministry of Education, Science and Sport
Spain Member	Ms Rosario ESTEBAN BLASCO Head of Unit Deputy Directorate for Guidance and VET Ministry of Education
Spain Alternate	Ms Gema CAVADA BARRIO Head of Service Deputy Directorate General for Guidance and VET Ministry of Education, Social Policy and Sport
Sweden Member	Mr Per BYSTRÖM Deputy Director Upper secondary and Adult Education Ministry of Education and Research
United Kingdom Member	Ms Marilyn EAST Team Leader Special Projects, International and FE Stakeholder Relations

**United Kingdom
Alternate**

Ms Caroline LUCAS
Team Member
Special Projects, International and FE Stakeholder
Relations