

AMENDING BUDGET 2/2021

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The main objective of this amending budget is to propose a reallocation of appropriations which enables the ETF to respond to the challenges and opportunities following the first amending budget, to integrate two transfers performed since and to adjust its needs of payment appropriations. It reflects a review of working modalities and the need to expand support on specific areas (such as online interaction with stakeholders, performant IT equipment, support to personnel and to change management process).

The attached budget refers to the 2021 amended budget adopted by the Board at its meeting of 11 June 2021.

Revenue

The ETF's main source of revenue is its contribution from the European Commission. In addition, in accordance with Article 15.3 of its founding Regulation, the ETF can receive funding from other sources for activities included in its mandate.

1a. EC contribution (Titles 1, 2, 3)

There are no modifications to the commitment appropriations the ETF expects to implement by the end of the year. In terms of payment appropriations, representing the contribution the ETF is receiving from the European Commission, the ETF has reviewed its estimates of requirements up to the end of the financial year, in line with the implemented, ongoing and planned activities and is proposing a reduction of use of €300 000 (1.4% of the initial contribution amount).

This amending budget therefore proposes an amount of €21,300,000 for commitment appropriations and of €21 000 000 for payment appropriations as contribution of from EC.

1b. External assigned revenue

There has been no modification to the external assigned revenue. The ETF has been assigned 102,739€ for 2021 under the ETF-INTPA contract ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study", already included in the first amending budget.

Expenditure

The activities performed until now and the proposed changes are in line with the priorities and objectives in the single programming document adopted by the Board on 16 November 2020.

2a. EC contribution (Titles 1, 2, 3)

This amending budget includes two transfers falling under the authority of the Director that have already been performed, as well as a proposal for reallocation which takes into account the various limitations and opportunities emerged during 2021:

- the updated costs for Temporary Agents, Contract Agents, local agents, trainees and temporary workers;
- Increased costs for PMO and activities related to the change process on implementation of the new HR strategy (the OneETF initiative);
- the decision to limit missions to only essential ones;

- the need to ensure an efficient and effective support to staff on remote and hybrid working modalities;
- the confirmed restrictions linked to the organisation of traditional events and the technological opportunities represented by the necessity to organise hybrid meetings and workshops.

In particular:

In Title 1, the savings from the temporary agents' salaries, the training activities and the representation expenses, together with additional savings from Title 2 have allowed an alignment of the expenditure for contract and local agents, trainees and temporary workers to the updated needs of 2021, an increase in health-related services provided to the ETF staff as well as an allocation for activities related to the change process on implementation of the new HR strategy.

In Title 2, the savings from building-related expenses (utilities, stationery, insurance) and ICT have been transferred to cover the needs identified in Title 1 as well as the increased cost for the November Governing Board meeting. At the same time, digitalisation funds have been re-located from software to hardware and telecommunications in line with the decisions related to the digitalisation project.

In Title 3, the ETF has performed an alignment of the activities as part of the work programme to the new structure, in respect with the agreed objectives. Most of the operational mission budget has been allocated to the operational activities to cover online meetings and revised activities.

Here below a table summarising the changes per Title:

Budgetary title	Amending Budget 1-2021 (€)	Changes (€)	Amending Budget 2-2021 (€)	%
Title 1	14 640 322	150,700	14,791,022	+1.0%
Title 2	2 127 678	-85,700	2,041,978	-4.0%
Title 3	4 532 000	-65,000 (CA) -365,000 (PA)	4,467,000 (CA) 4,167,000 (PA)	-1.4%
Total EC Contribution	21 300 000	0 (CA) -300,000 (PA)	21 300 000 (CA) 21 000 000 (PA)	0%
Additional Title 3	102 739		102 739	
Total ETF Budget	21 402 739		21 402 739 (CA) 21 102 739 (PA)	

More detailed information on the activities can be found in the "Assumptions" column in the amending budget 2.

The total redistribution of expenditure covered by this amending budget represents €725,684, commitment and payment appropriations, corresponding to 3.4% of the total contribution.

Presentation

The attached amending budget contains the details of the initial budget and the above-mentioned modifications.

Currently, in 2021 the ETF is expected to manage a subvention of €21 300 000 in commitment appropriations and €21 000 000 in payment appropriations as well as an amount of €102 739 as external assigned revenue.

REVENUE

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021	
		COM	PAY	COM	PAY	COM	PAY
TITLE 1 European Union contribution							
Chap.1 2	European Training Foundation (07.10.06, ex 04.03.14, ex 15.02.12, ex 15.02.27)	21 053 287	21 053 287	-	- 300 000	21 053 287	20 753 287
1 20	European Training Foundation	21 053 287	21 053 287	-	- 300 000	21 053 287	20 753 287
1 20 0	ETF - Subsidy	21 053 287	21 053 287		- 300 000	21 053 287	20 753 287
1 20 1	ETF - Subsidy under Titles 1 and 2						
1 20 2	ETF - Subsidy under Title 3						
Chap.1 3	Union contribution from recovery of surplus from previous years	246 713	246 713	-	-	246 713	246 713
1 30	Union contribution from recovery of surplus from previous years	246 713	246 713	-	-	246 713	246 713
1 30 0	Contribution	246 713	246 713			246 713	246 713
1 30 1	Contribution to Title 1 and 2						p.m.
1 30 2	Contribution to Title 3						
TITLE 1	TOTAL TITLE 1	21 300 000	21 300 000	-	- 300 000	21 300 000	21 000 000

TITLE 8 European Union contribution in kind

Chap. 8 0	European Union contribution in kind	p.m.	p.m.	-	-	p.m.	p.m.
8 00	European Union contribution in kind	p.m.	p.m.	-	-	p.m.	p.m.
8 00 0	European Union contribution in kind	p.m.	p.m.	-	-	p.m.	p.m.
TITLE 8	TOTAL TITLE 8	p.m.	p.m.	-	-	p.m.	p.m.

TITLE 9 MISCELLANEOUS REVENUE

Chap. 9 0	Miscellaneous revenue	p.m.	p.m.	-	-	p.m.	p.m.
9 00	Miscellaneous revenue	p.m.	p.m.	-	-	p.m.	p.m.
9 00 0	Miscellaneous revenue	p.m.	p.m.	-	-	p.m.	p.m.
TITLE 9	TOTAL TITLE 9	p.m.	p.m.	-	-	p.m.	p.m.

TITLE 10 RESULTS EARLIER YEARS

Chap. 10 1	Results earlier years	p.m.	p.m.	-	-	p.m.	p.m.
10 11	Results earlier years	p.m.	p.m.	-	-	p.m.	p.m.
10 11 1	Result budget year -/- 1	p.m.	p.m.	-	-	p.m.	p.m.
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	-	-	p.m.	p.m.

TOTAL ETF SUBVENTION REVENUE	21 300 000	21 300 000	-	- 300 000	21 300 000	21 000 000
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TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

Chap. 4 2	Co-operation with other European institutions and other bodies	102 739	102 739	-	-	102 739	102 739
4 20	Projects related to agreements between European Commission and the Foundation	102 739	102 739	-	-	102 739	102 739
4 20 3	ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study"	102 739	102 739			102 739	102 739
Chap. 4 3	Cooperation with Italian institutions	p.m.	p.m.	-	-	p.m.	p.m.
4 30	Cooperation with Italian institutions	p.m.	p.m.	-	-	p.m.	p.m.
4 30 0	Cooperation with Italian institutions	p.m.	p.m.	-	-	p.m.	p.m.
TITLE 4	TOTAL TITLE 4	102 739	102 739	-	-	102 739	102 739

The ETF has been assigned 102,739€ for 2021 under the ETF-INTPA contract ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study"

TOTAL EARMARKED / PROJECT REVENUE	102 739	102 739	-	-	102 739	102 739
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GRAND TOTAL	21 402 739	21 402 739	-	- 300 000	21 402 739	21 102 739
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Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION								
Chap. 1 1	Staff in active employment	14 364 612	14 364 612	+120 900	+120 900	14 485 512	14 485 512	
<i>Art. 110</i>	<i>Agents included in the workforce</i>	<i>11 430 000</i>	<i>11 430 000</i>	<i>- 12 000</i>	<i>- 12 000</i>	<i>11 418 000</i>	<i>11 418 000</i>	
1 10 0	Temporary Agents	11 430 000	11 430 000	- 12 000	- 12 000	11 418 000	11 418 000	This budget line covers the basic salary costs and management allowance of the ETF's Temporary Agents as indicated in the Staff regulations (art. 44 & 66) and Conditions of Employment of Other Servants of the European Communities (art. 20). It covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Temporary Agents, as well as the possible modifications due to the weighting factor and salary adaptation. Planning assumptions and previous revisions: The ETF establishment plan of 86 posts will be achieved from the beginning of 2021 as well as the 2 additional TA for offsetting part times (cf art. 38. 2 of the FR). Estimated salary adaptation (2%) combined with estimated decrease in the weighting factor result in a net increase of 1%. Small increase foreseen for automatic increase in step and reclassification, as well as savings from staff turnover and recruitment in lower grades. Revised assumptions: Updated estimate based on actual costs and forecast until the end of the year (-€75,000 on 28-Jul-2021); Revised estimates based on completion of establishment plan and on the actual salary adaptation and weighting factor published in November (net effect 2% vs 1% planned) (+€63,000 with second amending budget);
<i>Art. 111</i>	<i>Other staff</i>	<i>2 529 912</i>	<i>2 529 912</i>	<i>+44 000</i>	<i>+44 000</i>	<i>2 573 912</i>	<i>2 573 912</i>	
1 11 0	Contract agents	2 463 912	2 463 912	+39 000	+39 000	2 502 912	2 502 912	This budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Contract Agents. Planning assumptions and previous revisions: In 2021 there are expected 42 contract agents Increase linked to salary cost of contract agents higher than planned (less part-time/parental leave, impact of change of function group procedures: +21,000€) and to estimates on reclassification exercise 2021 on the basis of 2020 impact on budget (+16,414€). Impact could be lower this year considering the change of function group exercises already launched. Revised assumptions: Revised estimates based on completion of establishment plan and on the actual salary adaptation and weighting factor published in November (net effect 2% vs 1% planned) (+€39,000 with second amending budget);
1 11 2	Local staff	66 000	66 000	+5 000	+5 000	71 000	71 000	This budget line covers all salaries, allowances, social security and contributions for Local Agents. Planning assumptions and previous revisions: Salary for 1 Local Agent and services provided by an Italian labour law company for application of Italian legislation to Local Agents and preparation of salary related documentation. Revised assumptions: Revised estimates. The actual salary adaptation and weighting factor was published in November (net effect 2% vs 1% planned) (+€1,500 on 15-Oct-2021, +€3,500 with second amending budget);
<i>Art. 117</i>	<i>Supplementary services</i>	<i>397 700</i>	<i>397 700</i>	<i>+62 400</i>	<i>+62 400</i>	<i>460 100</i>	<i>460 100</i>	
1 17 2	Cost of organising traineeships with the Foundation	69 300	69 300	+19 200	+19 200	88 500	88 500	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 and previous revisions: the ETF foresees 3 FTE internships in 2021 Revised trainee needs based on current planning (+4 trainees for 6 months each) (+€41,600 transferred on 03-Mar-2021); Increase needed in order to align the end date of the current trainees to their current project allocation. (+€7,700 - proposed part of amending budget); Revised assumptions: To cover allowances for 10 additional new trainees as per recently received requests (Oct-Dec 2021). (+€36,000 on 28-Jul-2021); Savings linked to start date of several trainees having been postponed to mid November (-€6,000 on 15-Oct-2021, -€10,800 with second amending budget);

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
1 17 7	Other services rendered and institutional audit services	328 400	328 400	+43 200	+43 200	371 600	371 600	This budget line covers 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 and previous revisions: * Services provided by the EU administrative bodies through Service Level Agreements (processing of salary costs and other optional services) and Interagency Service Legal Agreement for secretariat of coordination agency and cost of EC badge * Approximately 3 FTE interim staff can be contracted with the budget available, usually used for compensating for ETF staff absence (long-sickness, parental leave or else) or for covering peak periods + associated cost for interim according to Italian Law; * Relocation services newcomers; * Consultancy services. External consultancy for HR strategy implementation to be aligned with other strands of OneETF project (+€16,000 transferred on 03-Mar-2021);Increase intended to cover activities under the OneETF initiative (21,400€ for HR strand, 21,000€ for internal communications strand), to cover for interim support for KHD and PUB departments due to long term staff absence (+6,000€) and to cover a staff survey recommended by the medical advisor linked to the effects of COVID-19 on staff (+6,000€) (+€54,400 - proposed part of amending budget); Revised assumptions: Increased cost and volume of services through the SLA with PMO (+€21,800 on 28-Jul-2021);To cover estimated consultancy work on career and performance management (finalisation of activity already initiated: 13,400€) and to cover temporary worker for statistical team (8,000€) (+€21,400 on 15-Oct-2021)
<i>Art. 118</i>	<i>Recruitment and transformation costs</i>	7 000	7 000	+26 500	+26 500	33 500	33 500	
1 18 0	Sundry recruitment expenses	7 000	7 000	+26 500	+26 500	33 500	33 500	Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof. This budget line covers 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). Planning assumptions and previous revisions: Average cost based on historical trend for up to 18 candidates entitled to reimbursement per procedure. Travel/hotel cost for pre-recruitment medical check up (average cost Bruxelles/Luxembourg/Turin); As of 2018 the pre-recruitment medical check up costs are funded under BL1430 - medical services. Revised assumptions: Assessment centre for the position of Head of PMU (+€6,500 on 28-Jul-2021);To cover cost of dissemination of vacancy notice for Director on several newspapers (+€20,000 with second amending budget);
Chap. 1 3 Missions and travel		4 210	4 210	+3 100	+3 100	7 310	7 310	
<i>Art. 130</i>	<i>Mission and travel expenses</i>	4 210	4 210	+3 100	+3 100	7 310	7 310	
1 30 0	Mission and travel expenses	4 210	4 210	+3 100	+3 100	7 310	7 310	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof. This budget line covers: 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. Planning assumptions and previous revisions: Covers directorate's and administrative missions . Attempts are made to reduce the appropriations for missions by a more intensive use of online meetings and synergy. As of 2019, learning and development missions are funded from the budget line 1440 - Internal training It is confirmed that there will be no administrative missions at least until August, with very little chance for the remainder of the year. A small reserve (4000€) is left (-€61,000 transferred on 03-Mar-2021);Increase intended to cover Insurance for the planned administrative missions (+€210 - proposed part of amending budget); Revised assumptions: Based on the updated needs for the Directorate (+€3,100 on 15-Oct-2021);
Chap. 1 4 Socio-medical infrastructure		270 500	270 500	+26 700	+26 700	297 200	297 200	
<i>Art. 143</i>	<i>Medical service</i>	35 000	35 000	+9 100	+9 100	44 100	44 100	

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
1 43 0	Medical service	35 000	35 000	+9 100	+9 100	44 100	44 100	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof. This budget line covers the costs of the external health service acting for the ETF (in particular carrying out regular and pre-recruitment medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.). Planning assumptions and previous revisions: Annual medical check up visits (average cost for 90 visits); ETF medical advisor visits and consultancy cost, including mission cost when representing the ETF at the Inter-institutional Medical College; Medical supplies and medicines, or other medical services; Psycho-social support to staff and other initiatives; Pre-recruitment medical costs and COVID-19 related medical material. A second ETF doctor is needed, covering in 2021 the period March-Dec (+€10,000 transferred on 03-Mar-2021); Revised assumptions: Estimated amount for the reimbursement of spectacles for computer for staff (+€6,100 on 28-Jul-2021); Reflect the current estimates for medical check-up (+€3,000 on 15-Oct-2021);
Art. 144 Internal training		194 000	194 000	- 40 000	- 40 000	154 000	154 000	
1 44 0	Internal training	194 000	194 000	- 40 000	- 40 000	154 000	154 000	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof. This budget line covers 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. Planning assumptions and previous revisions: This appropriation correspond to expected needs at corporate level, individual training requests, language training as well as corporate and team activities; as of 2019 it includes mission costs related to learning and development. After revision of training needs, based on the initial expression of interest from staff, this amount can be released (-€16,000 transferred on 03-Mar-2021); Revised assumptions: Partial release of corporate learning and ITR activities due to reduced number of requests and delayed start of corporate learning activities (-€40,000 on 15-Oct-2021);
Art. 149 Other interventions		41 500	41 500	+57 600	+57 600	99 100	99 100	
1 49 0	Other interventions	41 500	41 500	+57 600	+57 600	99 100	99 100	This budget line covers amongst other social events and institutional well being programmes that the ETF is putting in place. Planning assumptions and previous revisions: Social/well being activities and services such as ETF Christmas events, canteen/coffee services for staff events and internal meetings, other social events and contribution to schooling costs and financial aid for parents with disabled children ; basic cost for canteen and water dispenser moved under budget item 2030 - facilities. staff support measures - the July 2020 assumptions for 2021 budget are not reflecting the latest developments (+€12,400 transferred on 03-Mar-2021); Increase intended to cover difference missing for top-up on educational allowance, based on updated estimations (+€2,100 - proposed part of amending budget); Revised assumptions: Updated estimates for new activities in support of staff: 5.600 € for aid for disabled , 32.000 € for lump-sum for COVID – repeat the support offered to staff in 2020, 20.000 € for contribution to creche/kindergarten (+€60,600 on 28-Jul-2021); Top-up for educational allowance (+5,000€) and team-building estimates (2 x 6000€) (+€17,000 on 15-Oct-2021); Postponement of contribution to creche-kindergarten into 2022 in order to allow the increase in staff costs (-€20,000 with second amending budget)
Chap. 1 5 Staff exchanges between the ETF and the public sector		p.m.	p.m.	-	-	p.m.	p.m.	
Art. 152 Staff exchanges between the ETF and the public sector		p.m.	p.m.	-	-	p.m.	p.m.	
1 52 0	National experts seconded	p.m.	p.m.	-	-	p.m.	p.m.	This budget line covers 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. Planning assumptions: No Seconded National Experts are foreseen any longer since 2020.
Chap. 1 7 Entertainment and representation expenses		1 000	1 000	-	-	1 000	1 000	
Art. 170 Entertainment and representation expenses		1 000	1 000	-	-	1 000	1 000	

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
1 70 0	Entertainment and representation expenses	1 000	1 000	-	-	1 000	1 000	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions and previous revisions: Representation costs including catering expenses, local transport costs and small gifts authorised by the director as well as representation costs linked to the end of the year activities Revised needs taking in consideration the current circumstances, a reserve of 1,000€ is kept (-€3,000 transferred on 03-Mar-2021);
TITLE 1	TOTAL TITLE 1	14 640 322	14 640 322	+150 700	+150 700	14 791 022	14 791 022	

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0 Investments in immovable property, rental of buildings and associated costs	734 426	734 426	- 50 902	- 50 902	683 524	683 524	
<i>Art. 200 Rentals</i>	2 527	2 527	- 2	- 2	2 525	2 525	
2 00 0 Rentals	2 527	2 527	- 2	- 2	2 525	2 525	This budget line covers property rental and "charges locatives". Planning assumptions and previous revisions: Symbolic amount for rental of ETF Villa Gualino premises, alternative office. The office in Bruxelles has been closed mid-2019. Increase intended to cover the second semester of rental of the archive space in town, based on updated estimates of the new contract (+€26 - proposed part of amending budget); Revised assumptions: (-€2 with second amending budget);
<i>Art. 202 Water, gas, electricity and heating</i>	120 000	120 000	- 15 000	- 15 000	105 000	105 000	
2 02 0 Water, gas, electricity and heating	120 000	120 000	- 15 000	- 15 000	105 000	105 000	This budget line covers utilities (water, gas, electricity and heating). Planning assumptions and previous revisions: Utilities cost forecast based on current consumption Savings based on the estimation on utilities to be reimbursed to the Region reviewed following the final bill for 2020 (-€20,000 - proposed part of amending budget); Revised assumptions: Lower consumption than estimated due to the lower occupancy of the building linked to COVID-19. However, gas consumption has an increased trend compared to last year, so a prudent reserve of 10,000€ is kept and will be further evaluated around mid November. (-€15,000 on 15-Oct-2021);
<i>Art. 203 Building associated costs (ex. Cleaning and Maintenance)</i>	611 899	611 899	- 35 900	- 35 900	575 999	575 999	
2 03 0 Building associated costs (ex. Cleaning and Maintenance)	611 899	611 899	- 35 900	- 35 900	575 999	575 999	This budget line covers 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 common parts of the building 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 urgent needs that may emerge with preventative maintenance or replacements. Planning assumptions and previous revisions: Canteen, reception, water dispensers, cleaning, management of technological systems, green plant maintenance, on site surveillance, inspection and radio surveillance; regione Piemonte costs ; greening, optimisation and extra-ordinary maintenance of management of technological system (heating, lights) - towards EMAS certification; RSPP services; ETF's Access control system; garbage taxes to Turin municipality ; insurance on the building - reimbursement to the region; EEAS security advice Savings based on the reduced occupancy of the building (-€3,200 - proposed part of amending budget); Revised assumptions: Savings linked to use of a free office booking system and revision of the extraordinary works envisaged for 2021 (-€31,000 on 28-Jul-2021); Lower extraordinary maintenance than expected (-€1,500 on 15-Oct-2021, -€3,400 with second amending budget);
Chap. 2 1 Information & Communication Technology	1 261 200	1 261 200	- 46 748	- 46 748	1 214 452	1 214 452	
<i>Art. 210 ICT expenditure</i>	1 261 200	1 261 200	- 46 748	- 46 748	1 214 452	1 214 452	

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
2 10 0	ICT hardware	123 100	123 100	+47 684	+47 684	170 784	170 784	This budget line covers the purchase of computer hardware including network servers, personal computers, printers and networking / communications equipment etc. as well as accessories and consumables. 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. Since 2017 it also includes expenses related to copiers/faxes etc, previously on budget line 2200. Planning assumptions and previous revisions: Maintenance and improvement of ICT infrastructure including WiFi, wired network infrastructure, servers and storage; managed print services; digital workplace - hardware; multimedia equipment; mobile devices. Acquisition of 59 new Lenovo devices to cover all staff and interimaire, stagiaires, backup devices and meeting rooms (approved 19.03.2021 ICT Steering Group) in order to complete the fleet of mobile devices (+€46,100 - proposed part of amending budget); Revised assumptions: Digital workplaces for offices need additional accessories like keyboards, headsets, mice (+€10,000 on 15-Oct-2021);initial expense for digital workplaces in meeting rooms fit for purpose for hybrid meetings (+€37,684 with second amending budget);
2 10 1	Software acquisition, maintenance and development	739 550	739 550	- 129 999	- 129 999	609 551	609 551	This budget line covers the purchase of standard software applications, its maintenance and the development of software systems. Planning assumptions and previous revisions: Software licences and maintenance fees; cloud and hosting services; Advancing information management, sharing and integration; cloud migration; ICT consultancy services; end user support services; digital technology partners Amount initially assigned to general digitalisation, proposed to be distributed now to BLs 2100 (Hardware) and 2103 (Telecommunications) to cover agreed priorities as part of the same digitalisation process (-€71,100 - proposed part of amending budget); Revised assumptions: Release to contribute to higher TELECOM costs (-€45,567 on 15-Oct-2021);Allocated Software/Services budget for Digital Transformation Project should be shifted to support digital workplace in hybrid meeting rooms and other high priorities in Title 1 (-€84,432 with second amending budget);
2 10 3	Telecoms costs	197 453	197 453	+52 000	+52 000	249 453	249 453	This budget line covers the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions and previous revisions: Mobile services; internet connectivity; hosted IP PBX and related services Additional amount needed to implement mobile services for additional 70 SIMs to provide smartphone to all staff with revised increased data and call plan until end of 2021. This has been approved in eMT 27.01.2021 (+€25,000 - proposed part of amending budget); Revised assumptions: Due to an unsuccessful tender, the TELECOM services need to be extended under the existing contract until a new contract is envisaged (March 2022) (+€52,000 on 15-Oct-2021);
2 10 5	European Commission IT systems	201 097	201 097	- 16 433	- 16 433	184 664	184 664	This budget line covers expenses relating the the use of EC distributed systems Planning assumptions and previous revisions: ABAC annual fee; ABAC hosting fee; ABAC Assets annual fee; ePrior (eInvoice ;eSubmission; eTendering; eRequest) and PPMT fees; TESTA-ng connectivity fee; SYSPER annual fee (estimate); CERT-EU; Ares and Rachel annual fees; no fees are yet foreseen for MIPS. Revised assumptions: Funds available linked to postponement of adoption of ARES and no costs for PPMT (deployed, but no costs in 2021) - contribute to TELECOMM costs (-€16,433 on 15-Oct-2021);
Chap. 2 2 Movable property and associated costs		p.m.	p.m.	+1 150	+1 150	1 150	1 150	
<i>Art. 220 Technical equipment and furniture (ex Technical installations and office equipment)</i>		<i>p.m.</i>	<i>p.m.</i>	<i>+1 150</i>	<i>+1 150</i>	<i>1 150</i>	<i>1 150</i>	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	p.m.	p.m.	+1 150	+1 150	1 150	1 150	This budget line covers the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment, as well as office furniture. Planning assumptions and previous revisions: Continuous upgrade of obsolete furniture Revised assumptions: 8 screen supports for newcomers (+€1,150 on 15-Oct-2021);
<i>Art. 221 Furniture (discontinued)</i>		-	-	-	-	-	-	
<i>2 21 0 Purchase (discontinued)</i>		-	-	-	-	-	-	
Chap. 2 3 Current administrative expenditure		57 052	57 052	- 1 300	- 1 300	55 752	55 752	
<i>Art. 230 Stationery and office supplies</i>		<i>32 000</i>	<i>32 000</i>	<i>-</i>	<i>-</i>	<i>32 000</i>	<i>32 000</i>	

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
2 30 0	Stationery and office supplies	32 000	32 000	-	-	32 000	32 000	Office supplies, normal and headed paper, envelopes, business cards, etc. as well as promotional material (pens, bags, mouse mats) Planning assumptions and previous revisions: Normal and branded stationery , headed paper, envelopes, business cards, etc., promotional material (pens, bags, etc.) used for meetings and visitors. Savings based on the lower consumption of paper and office stationery (-€5,000 - proposed part of amending budget);
<i>Art. 232</i>	<i>Financial charges</i>	<i>p.m.</i>	<i>p.m.</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	
2 32 0	Miscellaneous Financial expenditure (discontinued)	p.m.	p.m.	-	-	p.m.	p.m.	This budget line covers bank charges and other financial charges as well as damages and interest. As of 2021, it has been merged into BL 2330 Planning assumptions and previous revisions: Miscellaneous financial expenditure (covers bank charges)
<i>Art. 233</i>	<i>Other expenses (ex Legal expense)</i>	25 052	25 052	- 1 300	- 1 300	23 752	23 752	
2 33 0	Miscellaneous legal, insurance, publication and financial expenditure (ex Legal expenses)	25 052	25 052	- 1 300	- 1 300	23 752	23 752	Miscellaneous administrative and financial expenses, like general legal expenses, trial expenses, external lawyers' expenses, miscellaneous expenditure on insurance , publications in Official Journal , financial charges Planning assumptions and previous revisions: Legal services - reserve for external legal advice; publication of the ETF budget and related documents in the Official Journal ; accident insurance , civil liability , theft and robbery , collective insurance versus accidents for non statutory , fire, ARD and electronic insurance , reserve for reconciliation. Savings linked to lower insurance needs for 2021 (-€3,948 - proposed part of amending budget); Revised assumptions: Specific legal expenses for registration with the bar. (+€250 on 15-Oct-2021);Insurance cost in line with previous year, savings can be reallocated (-€1,550 with second amending budget);
Chap. 2 4 Post and telecommunications		5 000	5 000	- 3 000	- 3 000	2 000	2 000	
<i>Art. 240</i>	<i>Correspondence and courier expenses</i>	5 000	5 000	- 3 000	- 3 000	2 000	2 000	
2 40 0	Correspondence and courier expenses	5 000	5 000	- 3 000	- 3 000	2 000	2 000	This budget line covers correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions and previous revisions: Courier expenses - estimation based on previous year , purchase of stamps, imprest account for mailing Savings linked to updated estimates considering the decision to have less physical meetings (-€3,200 - proposed part of amending budget); Revised assumptions: Lower usage of courier services due to the COVID pandemic and the ETF greener approach (-€3,000 with second amending budget);
Chap. 2 5 Meetings and associated costs		70 000	70 000	+15 100	+15 100	85 100	85 100	
<i>Art. 250</i>	<i>Meetings and associated costs</i>	70 000	70 000	+15 100	+15 100	85 100	85 100	
2 50 0	Meetings expenses in general	70 000	70 000	+15 100	+15 100	85 100	85 100	This budget line covers 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 and previous revisions: Two governing board meetings Saving from first GB meeting which being held online will have a lower cost than originally planned for (only 20,000€ instead of the 50,000€) (-€30,000 - proposed part of amending budget); Revised assumptions: Additional budget needed for the organisation of the Governing Board of November (higher cost due to hybrid modality of the event) (+€15,100 on 15-Oct-2021);
TITLE 2	TOTAL TITLE 2	2 127 678	2 127 678	- 85 700	- 85 700	2 041 978	2 041 978	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses		375 000	375 000	+5 000	+24 000	380 000	399 000	
<i>Art. 301</i>	<i>Communications</i>	315 000	315 000	-	-	315 000	315 000	
3 01 0	Communications	315 000	315 000	-	-	315 000	315 000	This budget line covers 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 and previous revisions: website design and development , hosting and technical support, Live and Learn and other corporate publications, thematic publications , media relations , printer , audio visual , design
<i>Art. 303</i>	<i>Professional memberships and fees</i>	<i>p.m.</i>	<i>p.m.</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	
3 03 0	Professional memberships and fees (discontinued)	p.m.	p.m.	-	-	p.m.	p.m.	This budget line covered the costs associated with professional memberships and fees. As of 2021 it has been merged into budget item 3010.
<i>Art. 304</i>	<i>Translation costs</i>	60 000	60 000	+5 000	+24 000	65 000	84 000	

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
3 04 0	Translation costs	60 000	60 000	+5 000	+24 000	65 000	84 000	This budget line covers translation costs for corporate documents unrelated to specific operational activities. Planning assumptions and previous revisions: Translation of corporate documents Revised assumptions: Translations for upcoming vacancies, including Director (+€20,000 on 15-Oct-2021); Increase in payment appropriations due to higher carry forward from 2020 (+€19,000 on 15-Oct-2021); Reduced needs for translation as director's vacancy's translation is covered by EC (-€15,000 on second amending budget)
Chap. 3 1 Priority actions : Work programme activities		3 924 739	3 924 739	+217 000	- 102 000	4 141 739	3 822 739	
<i>Art. 310 Priority actions : Work programme activities</i>		<i>3 712 739</i>	<i>3 712 739</i>	<i>+287 000</i>	<i>- 32 000</i>	<i>3 999 739</i>	<i>3 680 739</i>	
3 10 0	Operational Projects	3 712 739	3 712 739	+287 000	- 32 000	3 999 739	3 680 739	This budget line covers costs associated with the implementation of the operational projects, as described in the work programme. Planning assumptions and previous revisions: Implementation of the operational activities. More details can be found in the work programme. Since the beginning of 2021, the ETF has been assigned 102,739€ for 2021 under the ETF-INTPA contract ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study". Increase based on the revised project implementation plans (+€300,000 transferred on 03-Mar-2021); Revised assumptions: Decision to implement virtual meetings as a replacement for operational missions across the operational projects, as well as implementation of joint action with Cedefop "European Skills and Jobs survey" (+€287,000 on 28-Jul-2021); payment appropriations estimates for operational projects indicate a slower rhythm, a small part is allocated for the translations (-€19,000 payment appropriations on 15-Oct-2021); Following review of payment estimates, it is likely that the ETF will not need all its payment appropriations (-€300,000 with second amending budget)
<i>Art. 314 Projects to support strengthening knowledge and systems</i>		<i>212 000</i>	<i>212 000</i>	<i>- 70 000</i>	<i>- 70 000</i>	<i>142 000</i>	<i>142 000</i>	
3 14 0	Projects to support strengthening knowledge and systems	212 000	212 000	- 70 000	- 70 000	142 000	142 000	This budget line covers expenditure related to evaluation and audit, for ETF's quality control activities and strategic development. These funds are allocated according to annual audit and evaluation plans adopted in the Work Programme. Planning assumptions and previous revisions: monitoring and evaluation, audit and risk management, stakeholder's management. More details are in the work programme. Savings related to the EMT's decision to only carry out a single evaluation in 2021. (-€35,000 - proposed part of amending budget); Revised assumptions: Savings in Partnerships (€10,000.00 - Two meetings with partners confirmed online only and budget received with savings) and Strategic development and programming (€15,000.00 - activity originally planned to support the organisation of the programming days will not take place) (-€25,000 on 28-Jul-2021); Only one evaluation has been confirmed for 2021 (-€20,000 on 15-Oct-2021 and -€25,000 with second amending budget);
Chap. 3 2 Operational Missions		335 000	335 000	- 287 000	- 287 000	48 000	48 000	
<i>Art. 320 Operational Missions</i>		<i>335 000</i>	<i>335 000</i>	<i>- 287 000</i>	<i>- 287 000</i>	<i>48 000</i>	<i>48 000</i>	
3 20 0	Operational Missions	335 000	335 000	- 287 000	- 287 000	48 000	48 000	This budget line covers: 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. Planning assumptions and previous revisions: Operational missions to support the implementation of the operational projects. Attempts are made to reduce the appropriations for missions by a more intensive use of online meetings and synergy. Missions will be mostly replaced with virtual meetings due to the impossibility to travel. The remaining 335,000€ will be used for virtual meetings and could be considered for re-allocation at a later moment (-€300,000 transferred on 03-Mar-2021); Revised assumptions: Considering the delay in restart of missions, €287,000 are released towards the project budget. The remaining amount of will be used for the reduced number of planned missions. (-€287,000 on 28-Jul-2021);
TITLE 3	TOTAL TITLE 3	4 634 739	4 634 739	- 65 000	- 365 000	4 569 739	4 269 739	

TITLE 8 European Union contribution in kind

Chap. 8 0 European Union contribution in kind	p.m.	p.m.	-	-	p.m.	p.m.	
<i>Art. 880 European Union contribution in kind</i>	<i>p.m.</i>	<i>p.m.</i>	<i>-</i>	<i>-</i>	<i>p.m.</i>	<i>p.m.</i>	
8 00 0 European Union contribution in kind	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 8	p.m.	p.m.	-	-	p.m.	p.m.	

Item/Art.	Title	Amending Budget 1-2021		Amendments		Amending Budget 2-2021		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR								
Chap. 9 9	Expenses not specifically provided for	p.m.	p.m.	-	-	p.m.	p.m.	
Art. 990	Reserve	p.m.	p.m.	-	-	p.m.	p.m.	
9 90 0	Reserve	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 9	TOTAL TITLE 9	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 10 RESULTS EARLIER YEARS								
Chap. 10 1	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
10 10	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
10 10 0	Results earlier years	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
GRAND TOTAL EXPENDITURE		21 402 739	21 402 739	-	- 300 000	21 402 739	21 102 739	

European Training Foundation
Amending Budget 2-2021
ESTABLISHMENT PLAN

GB/21/DEC/011

Grade	2021 Authorised posts		2020 Authorised posts		2019 Actual on 31/12/2019	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		5		5		3
AD 12		10		10		4
AD 11		10		10		11
AD 10		9		9		11
AD 9		13		13		11
AD 8		6		6		6
AD 7		3		1		8
AD 6				1		1
AD 5						
<i>Sub-total AD</i>	<i>0</i>	<i>57</i>	<i>0</i>	<i>56</i>	<i>0</i>	<i>56</i>
AST 11		1		1		1
AST 10		3		3		
AST 9		13		10		8
AST 8		6		10		9
AST 7		4		4		1
AST 6		1		1		4
AST 5		1		1		3
AST 4						4
AST 3						
AST 2						
AST 1						
<i>Sub-total AST</i>		<i>29</i>		<i>30</i>		<i>30</i>
Total	0	86	0	86	0	86

In 2018, on the basis of article 38.2 of the ETF Financial Regulation, the ETF used for the first time the opportunity to "offset the effects of part-time work" by recruiting one additional appointment (function group AD). Should all posts be filled in, the number of TA employed would therefore be 86 +1. From 2020 it is expected to reach 86 +2.

European Training Foundation
Amending Budget 2-2021
Payment Schedule

GB/21/DEC/011

Chapter 3 0

The likely schedule of payments vis-à-vis commitments is as follows:

Commitments		Payments	
		2021	2022
Pre-2021 commitments still outstanding	227 419	227 419	-
Appropriations 2021	380 000	171 581	208 419
Total	607 419	399 000	208 419

Chapter 3 1

The likely schedule of payments vis-à-vis commitments is as follows:

Commitments		Payments	
		2021	2022
Pre-2021 commitments still outstanding	1 694 407	1 694 407	-
Appropriations 2021	4 141 739	2 128 332	2 013 407
Total	5 836 146	3 822 739	2 013 407

Chapter 3 2

The likely schedule of payments vis-à-vis commitments is as follows:

Commitments		Payments	
		2021	2022
Pre-2021 commitments still outstanding			-
Appropriations 2021	48 000	48 000	
Total	48 000	48 000	