



## **ANNUAL FINANCIAL STATEMENTS**

Relating to the operations under the 2007 budget  
of the European Training Foundation

The ETF is one of the EU agencies. Its mission is to help transition and developing countries to harness the potential of their human resources through the reform of education, training and labour market systems in the context of the EU's external relations policy

The ETF also assists the European Commission in the implementation of the Tempus Programme.

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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 based on the use of the generating events for recording a transaction (following the adoption of the new Financial Regulation). i.e. transactions and other events are recognised when they occur (and not only when cash or its equivalent is received or paid)
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/Assigned credit appropriation	Current year approved credits or funds set aside for specifically assigned operations and activities
C8/Carry forward	Automatically carried forward credits.  Carry forward of credits committed but not paid during the previous exercise, also called "Reste à liquider" (RAL) standing for "remaining credits 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.
Convention	Conventions are agreements between the European Commission and the ETF
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.

# I. INTRODUCTION

## **Basis for preparation**

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

The ETF moved from cash based to accrual based accounting as of the opening of the 2005 financial year. As of 2005 the financial statements which follow have been prepared according to the accounting rules adopted by the EC's 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 V, *Notes to the financial statements*. The budget execution is prepared on the basis of modified cash accounting. Further information on the basis for budgetary data can be found in Section VI, *Notes on budget execution & financial management*. The accounting policies have been applied consistently throughout the period.

## **Reporting entity**

These financial statements are for the ETF, a public sector entity established by European Council Regulation 1360/90 of 7 May 1990.

The ETF, in close cooperation with the European Commission (hereinafter EC), helps European Union (hereinafter EU) partner countries to reform and modernise their education, training and employment systems, equipping their people with the knowledge, skills and wider competences to take part in dynamic economies and societies.

The ETF receives an annual subsidy from the general budget of the EC 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 Tempus Programme and other vocational education and training projects under the CARDS (Western Balkans), Tacis (Eastern Europe and Central Asia) and MEDA (Mediterranean regions) programmes.

## **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, plus observers from the candidate countries and representatives from the EC, which also chairs the meetings.

The Governing Board convened twice in 2007 in Turin. It 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 11 June 2007**

The Governing Board appreciated the fact that the ETF demonstrated that it could offer even more in the future through its proposed wider mandate and in the context of the modernised EU external policy instruments.

The Governing Board was informed about a more realistic timetable for Tempus repatriation, meaning that the provision of technical assistance is likely to continue at the ETF for six months longer than originally planned, taking the move to mid 2008.

The ETF's preliminary draft budget for 2008 was adopted by the Board through a written procedure in March 2007 and amounted to a total of €19,484,000.

The ETF's annual activity report (ETF-GB-07-003) was adopted and the Governing Board's analysis and opinion of the report (ETF-GB-07-007) was also adopted with minor amendments to confirm the appreciation of the ETF's work.

The ETF's financial statements are prepared in accordance with title VII of the Financial Regulation. They were submitted to the Court of Auditors for a formal opinion which is one of the elements that form the basis of the budget discharge granted by the European Parliament. The Governing Board gave a positive opinion on the statements through a written procedure.

Other issues discussed were the progress report on the external evaluation action plan, the ETF monitoring and evaluation policy, the ETF human resources management strategy and the evaluation of the ETF director.

#### **Meeting held on 20 November 2007**

The Director outlined the ETF's preparations for the recast regulation. The ETF anticipates that the recast will be accepted in the second half of 2008.

After presentations on trends and developments at the ETF, progress on Commission policies and programmes that have an impact on the organisation and the report on relations with EU Member States, the Board examined and adopted the ETF's draft budget and Work Programme for 2008. The Governing Board was informed that the 2008 budget approval process was different from usual as the Board gave its initial opinion on a proposal of €19,484,000, but assumptions changed in the meantime to bring the draft budget to a total of €17,984,000, due to the fact that Tempus technical assistance will be repatriated to the Executive agency for Education and Culture at the end of June 2008.

There will be a relatively high amount unspent in the 2007 budget as a result of the postponement of the repatriation of Tempus to the end of June 2008 and the late release of the reserve put on the ETF's budget by the European Parliament.

Jointly funded projects such as those supported through the Italian Trust Fund are on the increase and there is potential to extend this area of the ETF's work.

The Governing Board was presented with the ETF rationale for 2009 which was planned in line with the activities in its extended mandate. It is based on the premise that in terms of budget, 2008 is a transitional year, and 2009 would represent a return to the basis established in the Mid-term Perspective (2007-10).

## ETF Structure

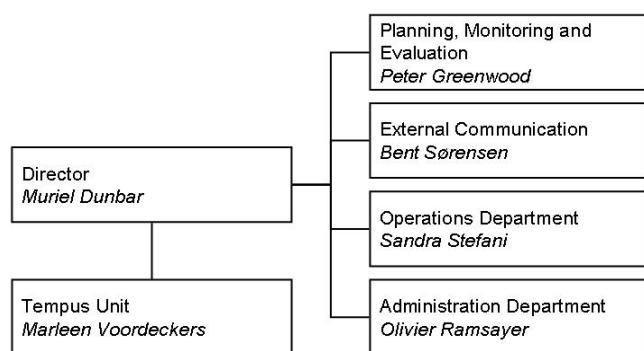
Following the 2005 internal reorganisation, in 2007 the ETF adopted a new organisational model for the Administration Department, replacing the previous Administrative and Central Services, and is now in line with the overall organisational concept of the ETF.

Contributing to all ETF operations are the Planning, Monitoring and Evaluation Unit, the Administration Department and the External Communication Unit that provide technical and administrative support to the whole organisation.

The respective heads of department, together with the Director form the Management Team (MT), which is the decision taking body within the ETF.

A separate department provides technical assistance to the Commission for the implementation of the Tempus programme.

The main structure in 2007 was as follows:



### Significant changes in the composition of the Management Team at the end of 2007:

- Sandra Stefani left the ETF at the end of 2007.
- Peter Greenwood was appointed as the Head of Operations Department as of 1 January 2008 responsible for all ETF operational activities.
- Xavier Matheu de Cortada was appointed as the Head of the Planning, Monitoring and Evaluation Department as of 1 January 2008 and member of the Management Team at the ETF.

### III. FINANCIAL STATEMENTS 2007

#### 1. Economic outturn account

##### 1. Economic Outturn Account

	2007	2006
Operational revenue	20,037,779.96	19,234,325.52
Operational revenue - EC subsidy	17,572,187.83	16,014,601.28
Operational revenue - CDT reimbursement	183,256.00	0.00
Operational revenue - miscelaneous	32,636.76	36,955.38
Operational revenue - Italian Trust Fund	300,000.00	314,288.33
Operational revenue - MEDA-ETE	0.00	0.00
Operational revenue - Tempus TA 2004/05	0.00	0.00
Operational revenue - Tempus TA 2007	0.00	0.00
Operational revenue - Awaiting clearance EC	1,949,699.37	2,868,480.53
<b>TOTAL OPERATIONAL REVENUE</b>	<b>20,037,779.96</b>	<b>19,234,325.52</b>
Administrative expenses	-15,157,280.38	-14,477,420.26
Staff expenses	-12,100,893.43	-11,538,817.23
Fixed asset related expenses	-335,936.42	-358,572.32
Other administrative expenses	-2,720,450.53	-2,580,030.71
Operational expenses	-5,229,854.79	-7,204,260.67
Operational expenses - EC subsidy	-2,980,155.42	-4,021,491.81
Operational expenses - Italian Trust Fund	-300,000.00	-314,288.33
Operational expenses - MEDA-ETE	-1,106,250.35	-1,369,285.75
Operational expenses - Tempus TA 2004/05	-511,692.89	-1,499,194.78
Operational expenses - Tempus TA 2007	-331,756.13	0.00
<b>TOTAL ADMINISTRATIVE AND OPERATIONAL EXPENSES</b>	<b>-20,387,135.17</b>	<b>-21,681,680.93</b>
<b>SURPLUS FROM OPERATIONAL ACTIVITIES</b>	<b>-349,355.21</b>	<b>-2,447,355.41</b>
Financial expenses	-268.90	-546.96
<b>DEFICIT FROM NON OPERATIONAL ACTIVITIES</b>	<b>-268.90</b>	<b>-546.96</b>
<b>SURPLUS FROM ORDINARY ACTIVITIES</b>	<b>-349,624.11</b>	<b>-2,447,902.37</b>
<b>SURPLUS/(DEFICIT) FROM EXTRAORDINARY ITEMS</b>	<b>0.00</b>	<b>0.00</b>
<b>ECONOMIC RESULT OF THE YEAR</b>	<b>-349,624.11</b>	<b>-2,447,902.37</b>

2. Statement of changes in capital

**2. Statement of Changes in Capital**

Capital	Accumulated Surplus / Deficit	Economic result of the year	Capital (total)
<b>Balance as of 31 December 2006</b>	<b>3,670,495.32</b>	-2,447,902.37	<b>1,222,592.95</b>
Changes in accounting policies	<b>0.00</b>		<b>0.00</b>
Other revaluations	0.00		0.00
Reclassifications	0.00		0.00
Allocation of the economic result 2006	-2,447,902.37	2,447,902.37	0.00
Economic result of the year 2007	0.00	-349,624.11	-349,624.11
<b>Balance as of 31 December 2007</b>	<b>1,222,592.95</b>	-349,624.11	<b>872,968.84</b>

Note: ETF holds no reserves

### 3. Balance sheet

#### 3. Balance sheet on 31 December 2007 and 31 December 2006

ASSETS	31/12/2007	31/12/2006	LIABILITIES	31/12/2007	31/12/2006
<b>A. NON CURRENT ASSETS</b>			<b>A. CAPITAL</b>		
Intangible fixed assets			Accumulated surplus/deficit	1,222,592.95	3,670,495.32
Occupational right	5,000,000.00	5,000,000.00	Economic result of the year	-349,624.11	-2,447,902.37
Software licenses	263,337.22	241,757.22	<b>TOTAL CAPITAL</b>	<b>872,968.84</b>	<b>1,222,592.95</b>
Depreciation	-2,381,684.52	-2,189,118.00			
<b>Subtotal</b>	<b>2,881,652.70</b>	<b>3,052,639.22</b>	<b>C. NON CURRENT LIABILITIES</b>		
Tangible fixed assets			Provision for risks and liabilities		
Equipment and furniture	281,764.48	260,747.38	Legal cases	1,001,000.00	550,000.00
Computer equipment	1,303,792.89	1,493,151.34	<b>TOTAL NON CURRENT LIABILITIES</b>	<b>1,001,000.00</b>	<b>550,000.00</b>
Depreciation	-1,320,399.44	-1,443,237.11	<b>D. CURRENT LIABILITIES</b>		
<b>Subtotal</b>	<b>265,157.93</b>	<b>310,661.61</b>	Provisions for risks and charges	154,913.33	156,855.00
<b>TOTAL NON CURRENT ASSETS</b>	<b>3,146,810.63</b>	<b>3,363,300.83</b>	Accounts payable	<b>15,324,507.43</b>	<b>15,133,279.03</b>
<b>B. CURRENT ASSETS</b>			Current payables	3,570,181.29	3,649,530.20
Stocks			Sundry payables	404,596.59	226,985.89
Publications	26,528.84	33,768.94	Deferral and accruals	559,372.50	485,610.78
<b>Subtotal</b>	<b>26,528.84</b>	<b>33,768.94</b>	Other accounts payable against consolidated EC entities	74,653.83	327,244.31
Short-term pre-financing			Prefinancing received from consolidated EC entities	10,715,703.22	10,443,907.85
Short-term pre-financing	856,837.74	1,169,343.89	<b>TOTAL CURRENT LIABILITIES</b>	<b>15,479,420.76</b>	<b>15,290,134.03</b>
<b>Subtotal</b>	<b>856,837.74</b>	<b>1,169,343.89</b>			
Short-term receivables					
Current receivables	44,468.18	19,392.95			
Sundry receivables	406,619.97	246,446.64			
Other	64,646.66	72,792.02			
Short-term receivables with consolidated entities	1,365.97	719.79			
<b>Subtotal</b>	<b>517,100.78</b>	<b>339,351.40</b>			
<b>Cash and cash equivalents</b>					
Bank accounts	12,805,411.61	12,156,761.92			
Imprest account	700.00	200.00			
<b>Subtotal</b>	<b>12,806,111.61</b>	<b>12,156,961.92</b>			
<b>TOTAL CURRENT ASSETS</b>	<b>14,206,578.97</b>	<b>13,699,426.15</b>			
<b>TOTAL</b>	<b>17,353,389.60</b>	<b>17,062,726.98</b>	<b>TOTAL</b>	<b>17,353,389.60</b>	<b>17,062,726.98</b>

## 4. Statement of cash flow

### 4. Statement of cash-flow

<b>Cash Flows from operating activities</b>	<b>2007</b>	<b>2006</b>
<b>Surplus from operating activities</b>	<b>-349,624.11</b>	<b>-2,447,902.37</b>
<u>Adjustments</u>		
Depreciation (intangible fixed assets)	192,566.52	194,031.85
Depreciation (tangible fixed assets)	-122,837.67	173,333.58
Provisions for risks and liabilities related to staff	449,058.33	369,403.33
Decrease in value reduction for doubtful debts	-31,205.09	28,971.10
Decrease in stock	7,240.10	2,732.17
Decrease in short term pre-financing	312,506.15	96,930.27
Increase in short term receivables	-3,999,921.96	-200,576.25
Decrease in receivables related to consolidated EC entities	-646.18	6,458.83
Decrease in accounts payable	167,475.32	61,024.22
Increase in liabilities related to consolidated EC entities	3,877,776.93	-9,487,901.33
Loss on sale of property, plant and equipment	0.00	0.00
<b>Net cash Flow from operating activities</b>	<b>502,388.34</b>	<b>-11,203,494.60</b>
<b>Cash Flows from investing activities</b>		
Purchase of tangible and intangible fixed assets	-112,206.12	-304,140.03
Proceeds from tangible and intangible fixed assets (+)	258,967.47	0.00
<b>Net cash flow from investing activities</b>	<b>146,761.35</b>	<b>-304,140.03</b>
Net increase in cash and cash equivalents	649,149.69	-11,507,634.63
<b>Cash and cash equivalents at the beginning of the period</b>	<b>12,156,961.92</b>	<b>23,664,596.55</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>12,806,111.61</b>	<b>12,156,961.92</b>

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

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

Employee benefits are covered under provisions for risks and liabilities related to staff.

## 5. Budget outturn account

### 5. Budget outturn account

	31/12/2007	31/12/2006
<b>Revenue</b>		
EC subsidy	19,450,000.00	19,450,000.00
CRT contribution Advisory Forum	0.00	1,900.00
CDT - Translation Centre	183,256.00	0.00
Other donors - Italian Ministry of Foreign Affairs	300,000.00	314,288.33
Other donors - EC - MEDA-ETE convention	0.00	2,000,000.00
Other donors - EC - Tempus TA 2004/05 convention	0.00	624,156.05
Other donors - EC - Tempus TA 2007 convention	609,000.00	0.00
Miscellaneous revenue	5,153.86	62,007.24
<b>Total revenue (a)</b>	<b>20,547,409.86</b>	<b>22,452,351.62</b>
<b>Expenditure</b>		
<i>Staff - Title I of the budget</i>		
Payments	-11,787,020.00	-11,427,417.92
Appropriations carried forward	-1,007,862.82	-562,462.71
<i>Administration - Title II of the budget</i>		
Payments	-1,127,709.61	-1,157,862.03
Appropriations carried forward	-464,217.11	-437,130.17
<i>Operating activities - Title III of the budget</i>		
Payments	-3,555,604.24	-3,052,335.18
Appropriations carried forward	-17,157.20	
<i>Earmarked funds - Title IV</i>		
Payments	-226,238.28	-500,163.50
Appropriations received - not paid in 2007	-559,372.53	-479,533.02
<i>EC - MEDA-ETE convention - Title V</i>		
Payments	-1,106,250.35	-1,233,853.15
Appropriations received - not paid in 2007	-2,024,463.90	-3,130,714.25
<i>EC - Tempus TA 2004/05 convention - Title VI</i>		
Payments	-511,692.89	-822,152.66
Appropriations received - not paid in 2007	-352,372.42	-864,065.31
<i>EC - Tempus TA 2007 convention - Title VI</i>		
Payments	-331,756.13	0.00
Appropriations received - not paid in 2007	-277,243.87	0.00
<b>Total expenditure (b)</b>	<b>-23,348,961.35</b>	<b>-23,667,689.90</b>
<b>Outturn for the financial year (a-b)</b>	<b>-2,801,551.49</b>	<b>-1,215,338.28</b>
<b>Appropriations carried over and cancelled</b>	<b>200,030.54</b>	<b>558,806.05</b>
<b>Adjustment for carry forward from the previous year of appropriations available on 31 December arising from assigned revenue</b>	<b>4,474,312.58</b>	<b>4,092,037.44</b>
Correction adjustments to previous years for carry forward from assigned revenue	6,077.79	0.00
<b>Changes in capital</b>	<b>0.00</b>	<b>0.00</b>
<b>Exchange rate differences</b>	<b>-1,057.25</b>	<b>-106.49</b>
<b>Balance of the outturn account for the financial year</b>	<b>1,877,812.17</b>	<b>3,435,398.72</b>
<b>Balance carried over from the previous financial year</b>	<b>3,509,714.65</b>	<b>74,315.93</b>
<b>Reimbursements to EC</b>	<b>-74,315.93</b>	<b>0.00</b>
<b>Total amount to be reimbursed to EC</b>	<b>5,313,210.89</b>	<b>3,509,714.65</b>
<b>Commission subsidy (accrued revenue)</b>	<b>14,136,789.11</b>	<b>16,014,601.28</b>
<b>Amount related to 2006 and 2007 to be reimbursed to EC</b>	<b>5,313,210.89</b>	<b>3,435,398.72</b>

## 6. Reconciliation of budget outturn versus economic outturn

<b>6. Reconciliation budget outturn versus economic outturn</b>		<b>amount</b>
<b>Economic loss 2007</b>	<b>+/-</b>	<b>-349,624.11</b>
<b>Ajustment for accrual items (items not in the budgetary result but included in the economic result)</b>		
Adjustments for Accrual Cut-off (reversal 31.12.N-1)	-	-3,654,293.60
Adjustments for Accrual Cut-off (cut- off 31.12.N )	+	3,607,104.13
Amount from liaison account with Commission booked in the Economic Outturn Account	-	1,877,812.17
Depreciation of intangible and tangible fixed assets	+	335,936.42
Provisions	+	451,000.00
Recovery Orders issued in 2007	-	-32,636.76
Cleared Prefinancing in the year	+	1,169,343.89
Payments made from carry over of payment appropriations	+	799,562.34
Awaiting clearance EC for expenses 2007 on earmarked funds	+/-	-1,949,699.37
Exchange rate differences	+/-	-1,057.25
<b>Ajustment for budgetary items (item included in the budgetary result but not in the economic result)</b>		
Asset acquisitions	-	-112,206.12
New pre-financing paid in the year 2007	-	-856,837.74
New pre-financing received in the year and remaining open as at	+	609,000.00
Budgetary recovery orders issued and cashed	-	5,153.86
Payment appropriations carried over to 2008	-	-4,702,689.85
Cancellation of unused carried over payment appropiations from previous year	+	200,030.54
Adjustment for carry-over from the previous year from assigned revenue	+	4,480,390.37
Provisions for risks and charges	-	-1,941.67
Other	+/-	3,464.92
	<b>total</b>	<b>1,877,812.17</b>
<b>Budgetary surplus 2007</b>		<b>1,877,812.17</b>

## 7. Bank balances

### 7. Bank balances

	31.12.2007	31.12.2006
<b>ETF</b>		
ETF domestic Euro	580,179.06	574,807.74
ETF Euro	6,262,820.29	4,079,705.85
ETF Italian Ministry Foreign Affairs	596,379.64	500,843.59
ETF Imprest account	700.00	200.00
	<b>7,440,078.99</b>	<b>5,155,557.18</b>
<b>ETE MED convention</b>		
ETE MED	2,217,269.80	3,238,309.22
	<b>2,217,269.80</b>	<b>3,238,309.22</b>
<b>Tempus Technical Assistance conventions</b>		
Tempus TA CARDS/MEDA/TACIS 2004-2005	397,782.24	892,006.68
Tempus TA CARDS/MEDA/TACIS 2007	282,532.23	0.00
	<b>680,314.47</b>	<b>892,006.68</b>
<b>Tempus projects</b>		
Tempus CARDS/PHARE grants	1,179,515.29	1,298,946.78
Tempus TACIS grants	1,281,134.49	1,563,459.97
Tempus MEDA grants	7,798.57	8,682.09
	<b>2,468,448.35</b>	<b>2,871,088.84</b>
<b>Total</b>	<b>12,806,111.61</b>	<b>12,156,961.92</b>

Conventions are agreements between the EC and the ETF. 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 gained interest.

Please note that in the future, Tempus activities will decrease further, as the EC executes payments related to Tempus projects directly from Brussels. In 2008, the Tempus programme will be repatriated to Brussels.

## 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 on 7 January 2003 and supplemented by the Implementing Rules adopted on 8 September 2003.

The basis for 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).

As from 2005 the accounts have been presented on an accrual basis as opposed to a cash basis. Accrual 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

### 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 €19,450,000 (out of €19,700,000 - originally allocated), minus the amount to be reimbursed i.e. €1,877,812.17, giving a total of €17,572,187.83.
- Accrued miscellaneous revenues for an amount of €30,229.09 and €2,407.67 for exchange differences add up to a total of €32,636.76 as miscellaneous revenue.
- An amount of €183,256 was received from the Translation Centre.
- The EC subsidy comes from lines Pre-Accession Strategy (15.03.02) and External action - Tacis, CARDS and MEDA - (15.03.03) lines of the general budget of the EC.
- Other operating revenue  
Contribution from the Italian Trust Fund. This kind of funding is referred to as earmarked funds or earmarked revenue. Introduced as revenue is the adjustment for expenses already accounted for, representing the amount of expenses for the MEDA-ETE project (€1,106,250.35), Tempus Technical Assistance 2004/05 (€511,692.89) and Tempus Technical Assistance 2007 (€331,756.13) to be cleared with the EC.

### **Administrative and operational expenses**

For the purposes of calculating 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.

The payments recorded in the accounts are those authorised and made by the accounting officer before 31 December 2007. Appropriations are generally only carried forward to the following financial year, except in the case of earmarked funds. Appropriations for earmarked funds can be carried forward until the end date of the related agreement.

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 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 the projects that are financed outside the ETF's annual subsidy i.e. the earmarked funding. Financial expenses comprise bank charges and roundings.

## **2. Statement of changes in capital**

The statement of changes in capital 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 a company at a specific date. For the ETF this is 31 December 2007.

## 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 on the ETF premises is calculated on the basis of the 30 year duration of the rent agreement resulting from the financial contribution for reconstruction work. The annual rental cost is a symbolic amount of €1.

Tangible assets are all movable property items (computer equipment, technical installations and furniture) which have an acquisition price of €420 or more and are valued 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. Depreciation is registered as expenditure. The depreciation has an influence on the result of the financial exercise. The net book value of the fixed assets is shown in the following two tables.

### Intangible assets

	Occupational rights on premises	Software licenses	Total
<b>A. Purchase price</b>			
Value on 01.01.2007	5,000,000.00	241,757.22	5,241,757.22
Changes during year:			
- Additions		21,580.00	21,580.00
- Withdrawals			0.00
- Correction on balance value			0.00
End of the year	5,000,000.00	263,337.22	5,263,337.00
<b>B. Depreciation</b>			
Value on 01.01.2007	2,000,000.00	189,118.00	2,189,118.00
Changes during year:			
- Additions	166,666.67	25,899.85	192,566.52
- Withdrawals			0.00
- Correction on balance value			0.00
End of the year	2,166,666.67	215,017.85	2,381,684.52
<b>Net value (A + B)</b>	<b>2,833,333.33</b>	<b>48,319.37</b>	<b>2,881,652.70</b>

### 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 €26,528.84. The number of publications kept in stock is continuously decreasing since many publications are now available for downloading from the ETF's website.

### Short-term pre-financing

Pre-financing is one or more payments intended to provide the beneficiary 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.

## Tangible assets

	Installations, machines and furniture	Computer equipment	Total
<b>A. Purchase price</b>			
Value on 01.01.2007	260,747.38	1,493,151.34	1,753,898.72
Changes during year:			
- Additions	21,017.10	69,609.02	90,626.12
- Withdrawals		258,967.47	258,967.47
- Correction on balance value			0.00
End of the year	281,764.48	1,303,792.89	1,585,557.37
<b>B. Depreciation</b>			
Value on 01.01.2007	219,869.04	1,223,368.07	1,443,237.11
Changes during year:			
- Additions	12,318.59	123,811.21	136,129.80
- Withdrawals		258,967.47	258,967.47
- Correction on balance value			0.00
End of the year	232,187.63	1,088,211.81	1,320,399.44
<b>Net value (A + B)</b>	<b>49,576.85</b>	<b>215,581.08</b>	<b>265,157.93</b>

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

Computer software and hardware	25%
Telecommunication and audiovisual equipment	25%
Printing, mail, security, buildings, tools	12.5%
Movables	10%

## 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 related to 2007. A slight increase with respect to the previous year is noted because of the awaiting clearance and debit note for the closure of the convention Tempus Technical Assistance 2004/05.

## Liabilities

### Capital

The capital 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 capital.)

### 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 settlement of the legal obligation are reported. In 2007 an additional provision of this kind for pending legal case was made.

## Provisions for risks and charges

In 2007 the ETF recognised holidays not taken up during the year as provisions for risks and charges.

### Accounts payable

Amounts owed to creditors for delivered goods or completed services (accrued expenses) and outstanding pre-financing received from the EC or other EC institutions.

The main contributing factors to this decrease are detailed below:

Current payables for an amount of €3,570,181.29 mainly associated with estimated accrued expenses on credits carried forward to 2007 and the estimated accrued expenses on paid pre-financing by the ETF to contractors. This amount is composed of the following:

Description	Amount
Italian Trust Fund – interest gained until 2007	37,007.14
Carry forwards – estimated expenses related to 2007	2,676,336.41
Estimated accrued expenses on paid pre-financing 2007	856,837.74
<b>TOTAL</b>	<b>3,570,181.29</b>

Other accounts payable are against consolidated EC entities, notably in the context of the conventions managed by the ETF. There is a slight increase compared to 2006, due to the start of the new convention for Tempus technical assistance in 2007 and the fact that gained interest is as of 2007 registered under this heading, while previously it was registered under "pre-financing received from consolidated EC entities". The total amount received as pre-financing remains outstanding, until clearance or a debit note is received from the EC. In 2007, the difference between the amounts received as pre-financing minus the amounts paid was registered as pre-financing. The total amount concerned is €10,715,703.22:

Convention description	EC DG or service	Amount	Status/comments
COMM (Tempus TA C-M-T 2004/05)	DG EAC	1,399,104.04	Outstanding received funds
COMM (Tempus TA C-M-T 2004/05)	DG EAC	609,000.00	Received funds
COMM (Tempus Phare/CARDS grants)	DG EAC	1,130,867.36	Unspent funds/reimbursements received/gained interest
COMM (Tempus MEDA grants)	DG EAC	7,451.91	Unspent funds/reimbursements received/gained interest
COMM (Tempus Tacis grants)	DG EAC	1,221,104.96	Unspent funds/reimbursements received/gained interest
COMM (ETE MED convention)	DG Aidco	4,500,000.00	Received funds
<b>SUB-TOTAL</b>		<b>8,867,528.27</b>	
Outstanding balances with various EC entities		3,164.23	AVIA-AGEAC-EMSA-FEX-FODUB
ETF subvention – interest to be recovered	DG EAC	385,823.68	Gained interest 2006 & 2007
EC subsidy	DG EAC	5,313,210.89	Result 2006 & 2007
EC awaiting clearance – MEDA-ETE	DG Aidco	-2,475,536.10	Accumulated expenses-> 2007
EC awaiting clearance – Tempus TA 2004/05	DG EAC	-1,046,731.62	Accumulated expenses-> 2007 awaiting clearance
EC awaiting clearance – Tempus TA 2007	DG EAC	-331,756.13	Accumulated expenses-> 2007
<b>SUB TOTAL</b>		<b>1,848,174.95</b>	
<b>TOTAL</b>		<b>10,715,703.22</b>	

Amounts that were due to the EC and were known and confirmed by certain entities are registered under "pre-financing received from consolidated EC entities". The total amount concerned is €74,653.83 and it is associated with services provided by other EC services and agencies.

## 4. Statement of cash flow

The statement of cash-flow represents the treasury movements or in other words the cash receipts minus cash payments over a given period of time. There is a slight increase in cash

flow due to the awaiting clearance and debit note for the closure of the convention Tempus technical assistance 2004/05.

## 5. Budget outturn account

The budget outturn for 2007 is the difference between:

- all the cashed revenue registered in this financial year;
- the volume of payments made from the appropriations of this 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.

A new convention was signed at the end of 2006 to cover the last activities of Tempus at the ETF, originally foreseen only for 2007, for an amount of €870,000. In 2007, the ETF received only €609,000. The amount reported in the budget outturn accounts refers to the total amount of the convention received in 2007, i.e. €609,000.

## 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 2007 against the accrued economic outturn of 2007.

## **V. NOTES ON BUDGET EXECUTION AND FINANCIAL MANAGEMENT**

### **1. Introduction**

#### **Budgetary principles**

The budgetary principles adopted by the ETF are in line with the associated provisions of its Financial Regulation, adopted by the Governing Board on 7 January 2003 and supplemented by the Implementing Rules adopted on 8 September 2003. Thus the establishment and implementation of the budget of the ETF comply with the principles of unity and budget accuracy, annuity, equilibrium, unit of account, universality, specification, sound financial management and 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 six titles and each of these 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 like buildings, cleaning and maintenance, rental, telecommunications, water, gas and electricity and support expenditure (including meeting costs).
- Title 3 covers expenditure for the execution of its work programme and related ETF operations.

Titles 4, 5 and 6 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 comprises only contributions from the Italian Ministry of Foreign Affairs.
- Title 5 represents the MEDA-ETE convention from the EC.
- Title 6 represents the Tempus technical assistance conventions 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" are associated with legal commitments entered into during the year. The carry forward amounts are related to payments due on such commitments at year end.
  - A "legal commitment" refers to legally binding actions undertaken by the ETF, for example contracts or other signed 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 2007 and commitments (partly) carried forward to 2008.

More information on the most relevant aspects of budgetary execution by title, chapter and item and budgetary execution details for 2007 are provided later in this section.

## Execution of the ETF budget in 2007

In order to provide the reader with a complete overview of the financial activities associated with the budget execution in 2007, a table with commitment and payment credits is presented hereafter. The payment figures include not only those executed in 2007, associated with the 2007 budget, but also the payments executed in 2007 based on the budgets of former years. For the Tempus technical assistance 2007 convention, due to the relatively short period of this convention, the entire amount (€870,000) of payment credits was made available rather than only the amount received (€609,000).

In 2007, payments were made on conventions signed by the ETF with the EC in former years. Data on the old conventions (Tempus grants) were not introduced in the 2007 budget and are not shown in the budget execution table. No further commitments could be established on these conventions. The amounts available for payment in the bank (referred to in the balance as accounts payable) related to these conventions are higher than those reported here as they include interest gained and reimbursements from contractors. This kind of revenue cannot be included in the budget related to the conventions as it has to be repaid to the EC.

At the end of 2007, the ETF is awaiting a debit note for the convention Tempus TA 2004/05 for an amount of €397,782.24, comprising €47,875.22 as uncommitted funds, €304,497.20 as outstanding payment appropriations and €45,409.82 as interest gained.

A new convention was signed at the end of 2006 to cover the last Tempus activities at the ETF, originally foreseen just for 2007, for an amount of €870,000. In 2007, the ETF only received €609,000. The amount reported in the budget outturn accounts refers to the total amount of the convention received in 2007, i.e. €609,000.

Unlike previous years, during the 2007 agency budget approval process, the European Parliament decided to place an amount under reserve, to be released when specific conditions were fulfilled. For the ETF, the reserve imposed by the European Parliament amounted to a total of €583,100 (2.96% of the 2007 subsidy), broken down into €99,500 across Titles 1 and 2 ('administrative expenditure') and €483,600 in Title 3 ('operational expenditure').

The reserve was released in June 2007 and included in the amended budget in September 2007.

The reserve was distributed as follows:

Budget line		Reserve amount (Euro)
1100	HR – Basic salaries	-99,500
Title 1 and 2		<b>-99,500</b>
3010	ECU – General publications	-25,000
3040	ECU – Translation costs	-75,000
3150	ENP-NET – Networking	-64,000
3160	IPA-EDU – Education and training 2010	-100,000
3160	IPA-NET – Networking	-100,000
3180	ILLP-PLPC – Policy learning in partner countries	-119,600
Title 3		<b>-483,600</b>

## 2. Utilisation of appropriations

### i. Appropriations of the current year

Item	Description	Commitment credits			Payment credits					
		Final commitment credits available 2007	Commitments 2007		Total commitments carried forward to 2008	Final payment credits available 2007	Executed payments 2007 related to 2007 commitments	Executed payments 2007 related to 2006 commitments	Total amount payments executed 2007	
1100	Basic salaries	6,763,000.00	6,358,696.57	94.02%	0.00	6,763,000.00	6,358,696.57	0.00	6,358,696.57	94.02%
1101	Family allowances	617,000.00	616,340.14	99.89%	0.00	617,000.00	616,340.14	0.00	616,340.14	99.89%
1102	Transfer and expatriation allowance	820,000.00	793,664.73	96.79%	0.00	820,000.00	793,664.73	0.00	793,664.73	96.79%
1110	Contractual Agent	1,291,900.00	1,230,314.74	95.23%	943.76	1,291,900.00	1,229,370.98	0.00	1,229,370.98	95.16%
1112	Local staff	158,100.00	151,482.66	95.81%	526.92	158,100.00	150,955.74	0.00	150,955.74	95.48%
1130	Insurance against sickness	225,000.00	219,106.34	97.38%	0.00	225,000.00	219,106.34	0.00	219,106.34	97.38%
1131	Insurance against accidents and occupational disease	50,000.00	45,548.21	91.10%	0.00	50,000.00	45,548.21	0.00	45,548.21	91.10%
1132	Unemployment insurance for temporary staff	90,000.00	85,041.59	94.49%	0.00	90,000.00	85,041.59	0.00	85,041.59	94.49%
1140	Birth and death allowance	2,000.00	396.62	19.83%	0.00	2,000.00	396.62	0.00	396.62	19.83%
1141	Annual travel costs from the place of employment to the place of origin	140,000.00	123,352.29	88.11%	0.00	140,000.00	123,352.29	0.00	123,352.29	88.11%
1147	Allowances for shift work or standby duty at the official's place of work and/or at home	21,000.00	16,433.20	78.25%	0.00	21,000.00	16,433.20	0.00	16,433.20	78.25%
1172	Cost of organizing traineeships with the Foundation	12,000.00	8,827.46	73.56%	100.00	12,000.00	8,727.46	0.00	8,727.46	72.73%
1177	Other services rendered and institutional audit services	745,400.00	592,378.50	79.47%	223,272.51	745,400.00	369,105.99	0.00	369,105.99	49.52%
1180	Sundry recruitment expenses	75,000.00	60,302.00	80.40%	11,837.28	75,000.00	48,464.72	0.00	48,464.72	64.62%
										11,837.28

## Commitment credits

## Payment credits

Item	Description	Final commitment credits available 2007	Commitments 2007		Total commitments carried forward to 2008	Final payment credits available 2007	Executed payments 2007 related to 2007 commitments	Executed payments 2007 related to 2006 commitments	Total amount payments executed 2007		Payment credits carried forward to 2008
1181	Travelling expenses (beginning and end of contract)	13,000.00	2,930.46	22.54%	0.00	13,000.00	2,930.46	0.00	2,930.46	22.54%	0.00
1182	Installation allowance	110,000.00	75,536.22	68.67%	0.00	110,000.00	75,536.22	0.00	75,536.22	68.67%	0.00
1183	Moving expenses	110,000.00	62,570.12	56.88%	21,516.00	110,000.00	41,054.12	0.00	41,054.12	37.32%	21,516.00
1184	Temporary daily allowance	43,000.00	30,403.80	70.71%	0.00	43,000.00	30,403.80	0.00	30,403.80	70.71%	0.00
1190	Weightings (Correction coefficient)	867,000.00	803,672.69	92.70%	0.00	867,000.00	803,672.69	0.00	803,672.69	92.70%	0.00
1191	Salarial adaptation	164,000.00	41,586.01	25.36%	0.00	164,000.00	41,586.01	0.00	41,586.01	25.36%	0.00
Sub-Total	Chapter 11 - Staff in active employment	12,317,400.00	11,318,584.35	91.89%	258,196.47	12,317,400.00	11,060,387.88	0.00	11,060,387.88	89.79%	258,196.47
1300	Mission and travel expenses	1,056,000.00	1,056,000.00	100.00%	651,146.53	1,056,000.00	404,853.47	0.00	404,853.47	38.34%	651,146.53
Sub-Total	Chapter 13 - Missions and travel	1,056,000.00	1,056,000.00	100.00%	651,146.53	1,056,000.00	404,853.47	0.00	404,853.47	38.34%	651,146.53
1430	Medical service	26,000.00	25,910.00	99.65%	10,081.21	26,000.00	15,828.79	0.00	15,828.79	60.88%	10,081.21
1440	Internal training	145,000.00	132,532.49	91.40%	79,773.92	145,000.00	52,758.57	0.00	52,758.57	36.39%	79,773.92
1490	Other Interventions	9,600.00	7,831.50	81.58%	5,111.50	9,600.00	2,720.00	0.00	2,720.00	28.33%	5,111.50
Sub-Total	Chapter 14 - Socio-medical infrastructure	180,600.00	166,273.99	92.07%	94,966.63	180,600.00	71,307.36	0.00	71,307.36	39.48%	94,966.63
1520	National experts seconded	255,000.00	244,139.48	95.74%	0.00	255,000.00	244,139.48	0.00	244,139.48	95.74%	0.00
Sub-Total	Chapter 15 - Staff exchanges between the Foundation and the public sector	255,000.00	244,139.48	95.74%	0.00	255,000.00	244,139.48	0.00	244,139.48	95.74%	0.00
1700	Entertainment and representation expenses	10,000.00	9,885.00	98.85%	3,553.19	10,000.00	6,331.81	0.00	6,331.81	63.32%	3,553.19
Sub-Total	Chapter 17 - Entertainment and representation expenses	10,000.00	9,885.00	98.85%	3,553.19	10,000.00	6,331.81	0.00	6,331.81	63.32%	3,553.19
Sub-Total	Title 1 - Expenditure relating to persons working with the Foundation	13,819,000.00	12,794,882.82	92.59%	1,007,862.82	13,819,000.00	11,787,020.00	-	11,787,020.00	85.30%	1,007,862.82
2000	Rentals	24,000.00	23,315.56	97.15%	0.00	24,000.00	23,315.56	0.00	23,315.56	97.15%	0.00

## Commitment credits

## Payment credits

Item	Description	Final commitment credits available 2007	Commitments 2007		Total commitments carried forward to 2008	Final payment credits available 2007	Executed payments 2007 related to 2007 commitments	Executed payments 2007 related to 2006 commitments	Total amount payments executed 2007		Payment credits carried forward to 2008
2020	Water, gas, electricity and heating	126,000.00	126,000.00	100.00%	30,639.35	126,000.00	95,360.65	0.00	95,360.65	75.68%	30,639.35
2030	Cleaning and maintenance	398,000.00	398,000.00	100.00%	87,123.72	398,000.00	310,876.28	0.00	310,876.28	78.11%	87,123.72
2040	Furnishing of premises	10,000.00	9,204.00	92.04%	0.00	10,000.00	9,204.00	0.00	9,204.00	92.04%	0.00
2050	Security and surveillance	107,000.00	106,234.37	99.28%	21,988.62	107,000.00	84,245.75	0.00	84,245.75	78.73%	21,988.62
2090	Other expenditure on buildings, incl. insurances and administration costs	132,000.00	131,755.00	99.81%	38,357.69	132,000.00	93,397.31	0.00	93,397.31	70.76%	38,357.69
Sub-Total	Chapter 20 - Investments in immovable property, rental of buildings and associated costs	797,000.00	794,508.93	99.69%	178,109.38	797,000.00	616,399.55	0.00	616,399.55	77.34%	178,109.38
2100	ICT hardware	85,400.00	69,828.99	81.77%	51,687.94	85,400.00	18,141.05	0.00	18,141.05	21.24%	51,687.94
2101	Software development and purchase	120,000.00	90,998.82	75.83%	33,215.50	120,000.00	57,783.32	0.00	57,783.32	48.15%	33,215.50
2102	Other expenses	154,700.00	148,110.41	95.74%	12,708.26	154,700.00	135,402.15	0.00	135,402.15	87.53%	12,708.26
2103	Telecoms Costs	105,000.00	105,000.00	100.00%	23,911.80	105,000.00	81,088.20	0.00	81,088.20	77.23%	23,911.80
2104	Telecoms equipment costs	15,000.00	11,488.10	76.59%	7,370.00	15,000.00	4,118.10	0.00	4,118.10	27.45%	7,370.00
Sub-Total	Chapter 21 - Information & Communication Technology	480,100.00	425,426.32	88.61%	128,893.50	480,100.00	296,532.82	0.00	296,532.82	61.76%	128,893.50
2200	Purchase technical installations and office equipment	14,053.20	11,812.72	84.06%	630.50	14,053.20	11,182.22	0.00	11,182.22	79.57%	630.50
2202	Rentals technical installations and office equipment	37,000.00	7,814.67	21.12%	250.00	37,000.00	7,564.67	0.00	7,564.67	20.45%	250.00
2203	Maintenance, utilization and repairs technical installations and office equipment	3,763.00	2,585.00	68.70%	100.00	3,763.00	2,485.00	0.00	2,485.00	66.04%	100.00
2210	Purchase furniture	9,021.80	4,537.20	50.29%	120.00	9,021.80	4,417.20	0.00	4,417.20	48.96%	120.00
2233	Maintenance, utilization and repairs furniture	162.00	162.00	100.00%	162.00	162.00	0.00	0.00	0.00	0.00%	162.00
2250	Purchase of non-operational publications and subscriptions	6,000.00	3,065.00	51.08%	679.81	6,000.00	2,385.19	0.00	2,385.19	39.75%	679.81

Commitment credits						Payment credits					
Item	Description	Final commitment credits available 2007	Commitments 2007		Total commitments carried forward to 2008	Final payment credits available 2007	Executed payments 2007 related to 2007 commitments	Executed payments 2007 related to 2006 commitments	Total amount payments executed 2007		Payment credits carried forward to 2008
Sub-Total	Chapter 22 - Movable property and associated costs	70,000.00	29,976.59	42.82%	1,942.31	70,000.00	28,034.28	0.00	28,034.28	40.05%	1,942.31
2300	Stationery and office supplies	61,900.00	56,934.46	91.98%	28,320.41	61,900.00	28,614.05	0.00	28,614.05	46.23%	28,320.41
2320	Miscellaneous Financial expenditure	2,000.00	268.90	13.45%	0.00	2,000.00	268.90	0.00	268.90	13.45%	0.00
2330	Legal expenses	54,000.00	53,376.01	98.84%	45,680.34	54,000.00	7,695.67	0.00	7,695.67	14.25%	45,680.34
2350	Miscellaneous insurance	27,000.00	26,800.00	99.26%	1,699.96	27,000.00	25,100.04	0.00	25,100.04	92.96%	1,699.96
2352	Miscellaneous expenditure on internal meetings	5,000.00	3,014.77	60.30%	385.50	5,000.00	2,629.27	0.00	2,629.27	52.59%	385.50
2355	Petty expenses	5,000.00	1,284.56	25.69%	500.00	5,000.00	784.56	0.00	784.56	15.69%	500.00
2360	Publications in the Official Journal	60,000.00	34,508.43	57.51%	22,546.99	60,000.00	11,961.44	0.00	11,961.44	19.94%	22,546.99
Sub-Total	Chapter 23 - Current administrative expenditure	214,900.00	176,187.13	81.99%	99,133.20	214,900.00	77,053.93	0.00	77,053.93	35.86%	99,133.20
2400	Correspondence and courier expenses	51,000.00	49,213.72	96.50%	30,540.17	51,000.00	18,673.55	0.00	18,673.55	36.61%	30,540.17
Sub-Total	Chapter 24 - Post and telecommunications	51,000.00	49,213.72	96.50%	30,540.17	51,000.00	18,673.55	0.00	18,673.55	36.61%	30,540.17
2500	Meetings expenses Governing Board	132,000.00	116,614.03	88.34%	25,598.55	132,000.00	91,015.48	0.00	91,015.48	68.95%	25,598.55
Sub-Total	Chapter 25 - Meetings and associated costs	132,000.00	116,614.03	88.34%	25,598.55	132,000.00	91,015.48	0.00	91,015.48	68.95%	25,598.55
Sub-Total	Title 2 - Building, equipment and miscellaneous operating expenditure	1,745,000.00	1,591,926.72	91.23%	464,217.11	1,745,000.00	1,127,709.61	0.00	1,127,709.61	64.63%	464,217.11
3000	Purchase of operational publications and subscriptions	15,000.00	14,050.00	93.67%	1,817.97	31,416.63	12,232.03	2,188.25	14,420.28	45.90%	0.00
3010	General publications - External Communication Unit	574,689.35	522,282.54	90.88%	142,514.93	585,574.58	379,767.61	167,363.37	547,130.98	93.43%	0.00
3030	Professional memberships and fees	4,310.65	4,310.65	100.00%	0.00	4,310.65	4,310.65	0.00	4,310.65	100.00%	0.00

Commitment credits						Payment credits					
Item	Description	Final commitment credits available 2007	Commitments 2007		Total commitments carried forward to 2008	Final payment credits available 2007	Executed payments 2007 related to 2007 commitments	Executed payments 2007 related to 2006 commitments	Total amount payments executed 2007		Payment credits carried forward to 2008
3040	Translation costs - ETF subvention	115,000.00	115,000.00	100.00%	41,121.84	173,559.00	73,878.16	83,645.70	157,523.86	90.76%	0.00
3040	Translation costs - Assigned revenue from CDT	183,256.00	183,256.00	100.00%	17,157.20	183,255.00	166,098.80	0.00	166,098.80	90.64%	17,157.20
3050	Meetings of the Advisory Forum	0.00	0.00	0.00%	0.00	214.35	0.00	214.35	214.35	100.00%	0.00
Sub-Total	Chapter 30 - Operational expenses	892,256.00	838,899.19	0.00%	202,611.94	978,330.21	636,287.25	253,411.67	889,698.92	90.94%	17,157.20
3100	Priority actions: Work programme activities					550,214.66	0.00	500,187.54	500,187.54	90.91%	0.00
3110	Information Provision and Analysis through the National Observatory Network					517,663.89	0.00	356,304.86	356,304.86	68.83%	0.00
3120	Development activities - thematic areas					256,798.84	0.00	222,971.69	222,971.69	86.83%	0.00
3130	Insurance costs related to work programme activities	8,000.00	8,000.00	100.00%	8,000.00	7,460.00	0.00	260.00	260.00	3.49%	0.00
3140	Impact evaluation and WP act. auditing	329,250.00	219,918.62	66.79%	185,020.42	423,496.54	34,898.20	213,762.89	248,661.09	58.72%	0.00
3150	ENP - Projects in support of EU's External Assistance in the Neighbourhood area	986,000.00	881,905.73	89.44%	469,500.14	455,755.86	412,405.59	0.00	412,405.59	90.49%	0.00
3160	IPA - Projects in support of EU's External Assistance in the Enlargement area	1,023,000.00	939,112.19	91.80%	504,871.63	570,987.00	434,240.56	0.00	434,240.56	76.05%	0.00
3170	DCI - Projects in support of EU's External Assistance in the Development Co-operation instrument	352,500.00	291,838.96	82.79%	105,909.00	219,783.15	185,929.96	0.00	185,929.96	84.60%	0.00
3180	ILP - Projects: Innovation & Learning	728,250.00	614,661.20	84.40%	309,717.17	338,764.85	304,944.03	0.00	304,944.03	90.02%	0.00
Sub-Total	Chapter 31 - Priority actions : Work programme activities	3,427,000.00	2,955,436.70	86.24%	1,583,018.36	3,340,924.79	1,372,418.34	1,293,486.98	2,665,905.32	79.80%	0.00

Commitment credits						Payment credits					
Item	Description	Final commitment credits available 2007	Commitments 2007		Total commitments carried forward to 2008	Final payment credits available 2007	Executed payments 2007 related to 2007 commitments	Executed payments 2007 related to 2006 commitments	Total amount payments executed 2007		Payment credits carried forward to 2008
Sub-Total	Title 3 - Expenses related to operational activities	4,319,256.00	3,794,335.89	87.85%	1,785,630.30	4,319,255.00	2,008,705.59	1,546,898.65	3,555,604.24	82.32%	17,157.20
Total	Total budget available:	19,883,256.00	18,181,145.43	91.44%	3,257,710.23	19,883,255.00	14,923,435.20	1,546,898.65	16,470,333.85	82.84%	1,489,237.13

**ii. Appropriations carried forward from 2006 to 2007**

Item	Description	Commitments carried forward from 2006 to 2007	Payment credits available from 2006 in 2007	Executed payments from 2006 credits in 2007	Payments credits from 2006 cancelled in 2007
1110	Contract agents	847.28	847.28	235.62	611.66
1112	Local staff	1,059.97	1,059.97	172.58	887.39
1177	Other services rendered and institutional audit services	121,247.77	121,247.77	80,630.18	40,617.59
1180	Sundry recruitment expenses	31,327.49	31,327.49	22,672.48	8,655.01
1183	Moving expenses	1,850.00	1,850.00	1,850.00	0.00
Sub-Total	Chapter 11 - Staff in active employment	156,332.51	156,332.51	105,560.86	50,771.65
1300	Mission and travel expenses	320,624.37	320,624.37	276,433.61	44,190.76
Sub-Total	Chapter 13 - Missions and travel	320,624.37	320,624.37	276,433.61	44,190.76
1430	Medical service	11,181.05	11,181.05	4,146.55	7,034.50
1440	Internal training	63,605.80	63,605.80	46,629.38	16,976.42
1490	Other Interventions	3,500.00	3,500.00	3,500.00	0.00
Sub-Total	Chapter 14 - Socio-medical infrastructure	78,286.85	78,286.85	54,275.93	24,010.92
1700	Entertainment and representation expenses	7,218.98	7,218.98	2,655.00	4,563.98
Sub-Total	Chapter 17 - Entertainment and representation expenses	7,218.98	7,218.98	2,655.00	4,563.98
Title 1	EXPENDITURE relating to persons working with the Foundation	562,462.71	562,462.71	438,925.40	123,537.31
2000	Rentals	1,755.47	1,755.47	1,755.47	0.00
2020	Water, gas, electricity and heating	11,880.37	11,880.37	8,410.16	3,470.21
2030	Cleaning and maintenance	36,128.51	36,128.51	30,662.33	5,466.18
2040	Furnishing of premises	10,437.00	10,437.00	10,437.00	0.00
2050	Security and surveillance	33,284.47	33,284.47	31,829.20	1,455.27
2090	Other expenditure on buildings, incl. insurances and administration costs	9,128.00	9,128.00	5,102.70	4,025.30
Sub-Total	Chapter 20 - Investments in immovable property, rental of buildings and associated costs	102,613.82	102,613.82	88,196.86	14,416.96
2100	ICT hardware	101,224.83	101,224.83	88,874.81	12,350.02
2101	Software development and purchase	30,425.00	30,425.00	18,378.64	12,046.36
2102	Other expenses	14,657.71	14,657.71	14,657.71	0.00
Sub-Total	Chapter 21 - Information Technology	146,307.54	146,307.54	121,911.16	24,396.38
2200	Purchase technical installations and office equipment	1,630.00	1,630.00	1,630.00	0.00
2203	Maintenance, utilization and repairs technical installations and office equipment	450.00	450.00	450.00	0.00
2210	Purchase furniture	2,452.68	2,452.68	2,425.68	27.00
2252	Subscriptions to newspapers and magazines	1,299.96	1,299.96	988.75	311.21
Sub-Total	Chapter 22 - Movable property and associated costs	5,832.64	5,832.64	5,494.43	338.21
2300	Stationery and office supplies	26,027.38	26,027.38	24,861.14	1,166.24
2330	Legal expenses	19,366.87	19,366.87	15,897.49	3,469.38
2360	Publications in the Official Journal	36,800.00	36,800.00	36,800.00	0.00
Sub-Total	Chapter 23 - Current administrative expenditure	82,194.25	82,194.25	77,558.63	4,635.62
2400	Correspondence and courier expenses	18,562.55	18,562.55	7,095.40	11,467.15
2410	Subscriptions and fees	31,606.72	31,606.72	17,986.17	13,620.55
2411	Equipment	11,700.00	11,700.00	8,948.50	2,751.50
Sub-Total	Chapter 24 - Post and telecommunications	61,869.27	61,869.27	34,030.07	27,839.20

2500	Meetings expenses Governing Board	38,312.65	38,312.65	33,445.79	4,866.86
Sub-Total	Chapter 25 - Meetings and associated costs	38,312.65	38,312.65	33,445.79	4,866.86
Title 2	Building, equipment and miscellaneous operating expenditure	437,130.17	437,130.17	360,636.94	76,493.23
3000	Purchase of operational publications and subscriptions	2,671.63	0.00	0.00	0.00
3010	General publications - External Communication Unit	206,740.59	0.00	0.00	0.00
3040	Translation costs	90,000.00	0.00	0.00	0.00
3050	Meetings of the Advisory Forum	214.35	0.00	0.00	0.00
Sub-Total	Chapter 30 - Operational expenses	299,626.57	0.00	0.00	0.00
3100	Priority actions : Work programme activities	616,679.52	0.00	0.00	0.00
3110	Information Provision and Analysis through the National Observatory Network	517,663.89	0.00	0.00	0.00
3120	Development Activities - thematic areas	258,623.84	0.00	0.00	0.00
3130	Insurance costs related to Work programme activities	260.00	0.00	0.00	0.00
3140	Impact evaluation	234,460.54	0.00	0.00	0.00
Sub-Total	Chapter 31 - Priority actions : Work programme activities	1,627,687.79	0.00	0.00	0.00
Title 3	Expenses related to operational activities	1,927,314.36	-	-	-
Total	Total payment credits:	2,926,907.24	999,592.88	799,562.34	200,030.54

### iii. Appropriations earmarked funds

Chapter	Description	Commitment credits			Payment credits				
		Final commitment credits available 2007	Accumulated commitments 2007		Commitment credits carried forward to 2008	Final payment credits available 2007	Payments 2007		
43	Co-operation with national institutions - Funds 2003	28,934.24	7,974.63	27.56%	20,959.61	28,934.24	3,313.12	11.45% 25,621.12	
43	Co-operation with national institutions - Funds 2004	88,588.97	34,811.02	39.29%	53,777.95	88,588.97	23,819.95	26.89% 64,769.02	
43	Co-operation with national institutions - Funds 2005	53,799.27	33,870.59	62.96%	19,928.68	53,799.27	27,848.59	51.76% 25,950.68	
43	Co-operation with national institutions - Funds 2006	314,288.33	76,239.63	24.26%	238,048.70	314,288.33	55,961.73	17.81% 258,326.60	
43	Co-operation with national institutions - Funds 2007	300,000.00	209,092.00	69.70%	90,908.00	300,000.00	115,294.89	38.43% 184,705.11	
	Total other donors:	785,610.81	361,987.87	46.08%	423,622.94	785,610.81	226,238.28	28.80% 559,372.53	
51	Human resources - funds available previous years	281,540.29	241,501.18	85.78%	40,039.11	381,481.48	192,179.77	50.38% 189,301.71	
52	Travel and per diems - funds available previous years	378,054.23	228,836.11	60.53%	149,218.12	546,916.94	206,929.52	37.84% 339,987.42	
53	Other costs (visibility and conferences/seminars)	403,240.95	255,049.46	63.25%	148,191.49	469,490.78	284,450.24	60.59% 185,040.54	
54	Procurement activity for component 3	0.00	0.00	0.00%	-	924,872.00	389,856.00	42.15% 535,016.00	
55	Procurement activity for component 4	100,000.00	0.00	0.00%	100,000.00	720,150.00	32,834.82	4.56% 687,315.18	
56	Financial auditing	0.00	0.00	0.00%	-	-	-	0.00% -	
57	Contingencies	87,803.05	0.00	0.00%	87,803.05	87,803.05	-	0.00% 87,803.05	
	Total EC - MEDA-ETE convention:	1,250,638.52	725,386.75	58.00%	525,251.77	3,130,714.25	1,106,250.35	35.34% 2,024,463.90	
61	Selection					457,868.17	278,213.88	60.76% 179,654.29	
62	Contract Management					119,893.28	90,767.68	75.71% 29,125.60	
63	Publication & Information					143,421.51	110,861.97	77.30% 32,559.54	
64	Administrative expenses					142,882.35	31,849.36	22.29% 111,032.99	
6	Total EC - Tempus TA 2004/05 convention:	0.00	0.00		0.00	864,065.31	511,692.89	59.22% 352,372.42	
61	Selection	175,241.50	112,840.61	64.39%	62,400.89	175,241.50	112,840.61	64.39% 62,400.89	
62	Contract Management	260,205.00	152,363.66	58.56%	107,841.34	260,205.00	108,353.06	41.64% 151,851.94	
63	Publication & Information	117,900.00	29,735.00	25.22%	88,165.00	117,900.00	17,609.00	14.94% 100,291.00	
64	Administrative expenses	290,010.25	160,442.75	55.32%	129,567.50	290,010.25	92,953.46	32.05% 197,056.79	
65	Reserve	26,643.25	0.00	0.00%	26,643.25	26,643.25	0.00	0.00% 26,643.25	
6	Total EC - Tempus TA 2007 convention:	870,000.00	455,382.02	52.34%	387,974.73	870,000.00	331,756.13	38.13% 511,600.62	
Total	Total budget available:	2,906,249.33	1,542,756.64		1,336,849.44	5,650,390.37	2,175,937.65		3,447,809.47

## VI. ETF STAFF ESTABLISHMENT PLAN 2007

Function Group and grade		2007 establishment plan		Situation posts used on 31 December 2007	
	Permanent	Temp.		Permanent	Temp.
AD 16			AD 16		
AD 15		1	AD 15		
AD 14		2	AD 14		1
AD 13		1	AD 13		
AD 12		7	AD 12		8
AD 11		15	AD 11		13
AD 10		11	AD 10		2
AD 9		4	AD 9		11
AD 8		11	AD 8		5
AD 7		2	AD 7		8
AD 6		0	AD 6		1
AD 5		0	AD 5		1
Sub total AD	—	54	Sub total AD	—	50
AST 11			AST 11		
AST 10		1	AST 10		
AST 9		2	AST 9		5
AST 8		6	AST 8		3
AST 7		11	AST 7		8
AST 6		12	AST 6		9
AST 5		10	AST 5		3
AST 4		4	AST 4		3
AST 3			AST 3		4
AST 2			AST 2		5
AST 1			AST 1		1
Sub total AST	—	46	Sub total AST	—	41
Total	—	100	Total	—	91

## ANNEX I: LIST OF GOVERNING BOARD MEMBERS IN 2007

<b>European Commission Chairman</b>	Ms Odile QUINTIN Director General DG Education and Culture
<b>European Commission Member</b>	Mr Dirk MEGANCK Director DG Enlargement
<b>European Commission Member</b>	Mr David LIPMAN Resource Director DG External Relations
<b>Austria Member</b>	Mr Karl WIECZOREK Federal Ministry for Economic Affairs and Labour
<b>Austria Alternate</b>	Mr Reinhard NÖBAUER Federal Ministry for Education, Science and Culture
<b>Belgium Member</b>	Ms Micheline SCHEYS Project Manager Strategic VET-Policy Department of Education Ministry of the Flemish Community
<b>Bulgaria Member</b>	Ms Valentina DEYKOVA Director Policies in Vocational Education and Training Directorate Ministry of Education and Science
<b>Bulgaria Alternate</b>	Ms Emiliiana DIMITROVA Head of Development and Perspectives Division Policies in Vocational Education and Training Directorate Ministry of Education and Science
<b>Cyprus Member</b>	Mr Charalambos CONSTANTINOU Chief Educational Officer Directorate of Secondary Technical and Vocational Education Ministry of Education and Culture
<b>Cyprus Alternate (June meeting)</b>	Mr Elias MARGADJIS Inspector Directorate of Secondary Technical and Vocational Education Ministry of Education and Culture
<b>Cyprus Alternate (Nov. meeting)</b>	Mr Ilias MARKATZIIS TVE Inspector Department Technical and Vocational Education Ministry of Education and Culture
<b>Czech Republic Member</b>	Ms Helena ÚLOVCOVÁ Deputy Director National Institute of Technical and Vocational Education
<b>Czech Republic Alternate</b>	Mr Vladimir KRIEG Head of Department Department for middle and upper professional training Ministry of Education, Youth and Sport
<b>Denmark Member</b>	Mr Roland Svarrer ØSTERLUND Senior Advisor International Affairs Ministry of Education

<b>Denmark</b> <b>Alternate</b>	Mr Philip PEDERSEN Senior Advisor of Education Department of Vocational Upper Secondary Education Ministry of Education
<b>Estonia</b> <b>Member</b>	Ms Külli ALL Advisor Department of Vocational and Adult Education Ministry of Education and Research
<b>Finland</b> <b>Member</b>	Mr Timo LANKINEN Government Counsellor <b>Director for Vocational Education and Training</b> <b>Ministry of Education</b>
<b>Finland</b> <b>Alternate</b>	Mr Ossi V. LINDQVIST Chair of the Finnish Higher Education Evaluation Council University of Kuopio
<b>France</b> <b>Member</b>	Ms Agnès LECLERC Délégué DAEI Ministère du Travail, des Relations sociales et de la Solidarité Ministère de la Santé et des solidarités
<b>France</b> <b>Alternate</b> ( <i>June meeting</i> )	Mr Jacques MAZERAN CIEP – International Centre of Educational Studies Ministère de l'Education Nationale, de l'Enseignement Supérieur et de la Recherche
<b>Germany</b> <b>Member</b>	Mr Stefan SCHNEIDER Executive Director General Issues and Education Policy of the EU Federal Ministry of Education and Research
<b>Germany</b> <b>Alternate</b> ( <i>June meeting</i> )	Mr Klaus ILLERHAUS Secretariat Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany
<b>Germany</b> <b>Alternate</b> ( <i>June meeting</i> )	Ms Esther SENG Regierungsräthin Bundesministerium für Bildung und Forschung
<b>Germany</b> <b>Alternate</b> ( <i>Nov. meeting</i> )	Ms Sandra VON HOPFFGARTEN Senior Executive Officer General Issues and Education Policy of the EU Federal Ministry of Education and Research
<b>Greece</b> <b>Member</b>	Mr Kostantinos MARGARITIS Vice President Organisation for Vocational Education and Training
<b>Greece</b> <b>Alternate</b>	Ms Vassiliki KANELLOPOULOU Director European and International Relations Organisation for Vocational Education and Training
<b>Hungary</b> <b>Member</b>	Mr György SZENT-LÉLEKY Ministry of Social Affairs and Labour Adult Training and VET Department Senior Counsellor
<b>Ireland</b> <b>Member</b> ( <i>June meeting</i> )	Mr Padraig CULLINANE Principal Officer Labour Market Policy Section Department of Enterprise, Trade and Employment

<b>Ireland</b> <b>Alternate/Member</b> (June meeting/Nov. meeting)	Mr Niall MONKS Labour Market Policy Unit Department of Enterprise, Trade and Employment
<b>Ireland</b> <b>Alternate</b> (Nov. meeting)	Ms Ann Mary REDMOND Higher Executive Officer Labour Market Policy Unit Department of Enterprise, Trade and Employment
<b>Italy</b> <b>Member</b>	Mr Andrea PERUGINI Minister Plenipotentiary Directorate General for European Integration Ministero degli Affari Esteri
<b>Italy</b> <b>Alternate</b>	Mr Luigi GUIDOBONO CAVALCHINI President UniCredit Private Banking
<b>Latvia</b> <b>Member</b>	Ms Lauma SIIKA Deputy State Secretary Structural Funds and European Affairs Ministry of Education and Science
<b>Latvia</b> <b>Alternate</b>	Ms Dita TRAIDAS Director State Education Development Agency
<b>Lithuania</b> <b>Member</b>	Mr Romualdas PUSVASKIS Director Department of Vocational and Continuing Education and Training Ministry of Education and Science
<b>Lithuania</b> <b>Alternate</b>	Ms Giedre BELECKIENE Head of National Observatory (VET) Methodical Centre for Vocational Education and Training
<b>Luxembourg</b> <b>Member</b> (June meeting)	Mr Gilbert ENGEL Professeur-attaché Ministry of Education and Vocational Training
<b>Luxembourg</b> <b>Member</b> (Nov. meeting)	Mr Antonio DE CAROLIS Deputy Director Vocational Training Services Ministry of Education and Vocational Training
<b>Luxembourg</b> <b>Alternate</b>	Ms Edith STEIN Chamber of Commerce of the Grand Duchy of Luxembourg
<b>Malta</b> <b>Member</b>	Ms Cecilia BORG Director General Education Education Division Ministry of Education
<b>Malta</b> <b>Alternate</b>	Mr Anthony DEGIOVANNI Director Further Studies and Adult Education Education Division Ministry of Education
<b>Netherlands</b> <b>Member</b>	Ms Boukje SPIT Head of Unit Innovation and Information Directorate for Vocational and Adult Education Ministry of Education, Culture and Science
<b>Poland</b> <b>Member</b>	Ms Danuta CZARNECKA Deputy Director Department for International Cooperation Ministry of Science and Higher Education

<b>Poland</b> <b>Alternate</b>	Ms Ewa RUDOMINO Head of Section European Programs Division Department for Vocational and Continuous Education Ministry of National Education
<b>Portugal</b> <b>Member</b>	Ms Candida MEDEIROS SOARES Director General Department of Studies Prospective and Planning - DGEEP Ministry of Social Security and Labour
<b>Portugal</b> <b>Alternate</b>	Ms Maria Teresa PEREIRA PAIXÃO President of the Management Committee Institute for Quality in Training
<b>Romania</b> <b>Member</b>	Ms Zoica VLADUT Deputy Director National Centre for VET Development
<b>Romania</b> <b>Alternate</b>	Ms Liliana Elena SCARLAT Counselor Directorate for Labour Force Policies Ministry of Labour, Social Solidarity and Family
<b>Slovak Republic</b> <b>Member</b>	Mr Juraj VANTUCH Faculty of Education Comenius University
<b>Slovenia</b> <b>Member</b>	Mr Elido BANDELJ State secretary Secondary and Adult Education Ministry of Education, Science and Sport
<b>Slovenia</b> <b>Alternate</b>	Ms Jelka ARH Under-secretary EU affairs and Structural Funds Ministry of Education, Science and Sports
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<b>Sweden</b> <b>Member</b>	Mr Erik HENRIKS Special Adviser Ministry of Education and Science
<b>Sweden</b> <b>Alternate</b>	Ms Hans-Åke ÖSTRÖM Deputy Director Ministry of Education, Research and Culture Secretariat for International Affairs
<b>United Kingdom</b> <b>Member</b> ( <i>Nov. meeting</i> )	Ms Nicola SAMS European Policy Advisor EU Education Policy and European Schools Department for Innovation, Universities and Skills