



ETF 2009 Mid-year budget reallocation

Having regard to the unspent budget (mainly linked to staff costs) and reprioritisation of activities in line with ETF's mandate which entered into force on 20 January 2009, ETF has identified the current budget availability and has put forward a list of reallocation needs.

A. Funds identified as currently available:

			As result of unforeseen delays in the hiring process such as:
Title 1	AD-HR	480.000	<ul style="list-style-type: none"> • Unaccepted job offers,, • Delayed entry into service of selected staff upon request , • Upon conclusion of the selection procedures a revision of the required profiles for ETF was made which meant a lower recruitment from the established reserve lists than had originally been planned, • unexpected resignation, • greater number of staff in part time, parental and unpaid leave leading to more than 5 FTE not paid during the year.
Title 1	AD-QPAS	120.000	Missions – linked to unused FTEs
Title 2	AD-ITM	90.600	Postponement of some planned IT Developments and replacement of equipment
Title 2	ECU	40.000	ECU – Non operational publications – savings due to ETF's possibility to publish only the summary for budget and financial statements in the Official Journal
Title 3	ECU	40.000	ECU – Publications – other savings
Total		770.000	

B. Proposal for Budget reallocation:

Available:	From\To	Proposed transfers			
		Title 1		Title 2	
		ECU	ECU	AD	ECU
		770.000	2,000	50,000	207,000
Title 1	AD-HR	480,000	(c) 2,000	(a) 10,000	(b) 468,000
Title 1	AD-QPAS	120,000		117,000	3,000
Title 2	AD-ITM	90,000		90,000	
Title 2	ECU	40,000		(d) 40,000	
Title 3	ECU	40,000			(e) 40,000

This reallocation will be implemented with the following sets of transfers:

B.1. Inter Title transfers, for which we seek the Governing Board's approval (according to Art. 23 §2 of ETF Financial Regulation), amounting to 598,000€

- **127,000 €from Title 1 to Title 2** for support to the refurbishment of an adequate meeting room within ETF, ensuring appropriate organisation of events and reduction of rental/re-shuffle costs, as well as support for the organisation of the third Governing Board meeting (a).
- **471,000 €from Title 1 to Title 3** for support to the conference on Education-Business Cooperation (to be organised jointly by ETF with the European Economic and Social Committee, planned for December 2009),

organisation and delivery of thematic events (e.g. on VET contribution to competitiveness , Women at Work) and other activities related to re-branding of ETF. (b)

B.2. Intra-Titles transfers that will be executed directly under the authority of the Director (according to Art. 23 §1 of ETF Financial Regulation), **amounting to 254,800€**

- **2,000€ reallocation within Title 1** for representation costs (c)
- **130,000€ reallocation within Title 2** for additional contribution to statutory meetings organisation and meeting room refurbishment (d)
- **40,000€ reallocation within Title 3** for additional contribution promotion activities (e)
- and other **82,800€ reallocated within Title 1 and 2** for covering various existing needs, compensated within departments and as such not included in the above table.

C. The complete list of the revised needs that would be covered through the reallocation of the 770,000€ is provided below

Title 1	ECU	2.000	Representation costs
Title 2	ECU	50.000	Third GB Meeting (ETF has originally planned for two)
Title 2	AD	200.000	Support the refurbishment of an adequate meeting room within ETF, ensuring appropriate organisation of events
Title 2	AD	4.000	Additional acquisitions for library
Title 2	AD	3.000	Emergency office availability guarantee (to ensure business continuity)
Title 3	ECU	10.000	Internal activities related to re-branding of ETF
Title 3	ECU	25.000	Organisation and delivery of thematic events (eg on VET contribution to competitiveness , Women at Work)
Title 3	ECU	406.000	Conference on Education-Business Cooperation (to be organised jointly by ETF with the European Economic and Social Committee, planned for December 2009)
Title 3	ECU	45.000	New logo promotion
Title 3	ECU	25.000	Production of two promotion films (on Entrepreneurship and Women at Work)
Reallocate:		770.000	

D. Governing Board's approval of mid-year budget reallocation

Summarising, out of the 770,000€ identified budget availability, ETF is seeking the Board's approval for a transfer of 598,000€ from Title 1 (B.1. above) towards Title 2 (127,000 €) and Title 3 (471,000 €), while the remaining identified budget will be transferred under Director's authority (B.2. above) in order to re-allocate the identified unspent budget according to the agreed priorities.

E. Glossary

Budgetary Titles:

- **Title 1** - Expenditure Relating To Persons Working With The Foundation (Staff Costs)
- **Title 2** - Building, Equipment And Miscellaneous Operating Expenditure (Infrastructure)
- **Title 3** - Expenses Relating To Performance of Specific Missions (Operations)

ETF Departments:

- **AD** – Administration department
- **AD-HR** – Human Resources Unit
- **AD-ITM** – Information and Technology Management Unit
- **AD-QPAS** - Quality Control Planning and Administrative Support Team
- **AD-FINCOP** – Finance and Procurement Unit
- **ECU** – External Communication Unit
- **PMEU** – Planning and Monitoring Unit
- **OPS** – Operational department