

COVER NOTE FOR ETF BUDGET 2010

Background

The 2010 budget is based on the 2010 provisional draft estimate of revenue and expenditure approved by the Board on 27 November 2008 (ETF-GB-08-025) and is consistent with the assumptions of the ETF's mid-term perspective 2010-13 (ETF-GB-09-008) and follows the evolution of EU external relations activities.

Specificities of the 2010 budget

Revenue

This 2010 budget covers the main resources necessary for implementing the ETF's 2010 Work Programme. It is based on the following:

- An overall subvention of €19.460 million for commitment and payment appropriations. This is slightly less than the 2009 subvention level (€19.872 million)
- The subvention comprising €18.282 million of new commitment and payment appropriations, with the remaining €1.178 million made up from funds returned to the Commission by the ETF over the past years. This considerably improved the 2009 situation when 26% of the subvention came from previously returned funds. Further details can be found in the income section of the budget breakdown.

Expenditure

The ETF proposes the following breakdown of its core subvention from the Community budget:

Title 1 for expenditure relating to people working with the ETF: €13,922,000

This represents 71% of the subvention, a small increase from 70% in 2009 and 73% in 2008.

The ETF's establishment plan foresees 96 temporary agent posts. A lower turnover is expected in 2010 compared to previous years as the result of a more stable staffing situation. The title 1 budget foresees a 92% occupancy rate of the total 135 posts, corresponding to 128 FTEs.

While continuing to develop its main asset (internal expertise), as part of its continuous efforts to improve efficiency and cost-effectiveness, the ETF plans to continue to use contract agents for assistance tasks and temporary agent positions for more senior and technically specialised tasks, as well as replacing interim services with short-term contract agents.

Title 2 for expenditure relating to infrastructure and general administration: €1,481,000

This represents 7% of the subvention compared to 9% in 2009 and 8% in 2008, building on the revised budget for 2009.

Expenditure on infrastructure remains relatively constant, and includes expenses related to the building, IT support, legal expenses, non-operational publications, and internal meetings.

The expected date for the replacement of the current SI2 financial software with ABAC, the Accrual Based Accounting application, is now October 2010. The cost for 2010 is currently estimated at €86,000 covering the start-up fee, training and licenses. This could increase depending on the start date and installation costs, while the normal running costs are estimated at €85,000 per year.

Title 3 for expenditure related to operational activities: €4,057,000

This corresponds to 21% of the subvention compared to 22% in 2009 and 19% in 2008. While this represents a decrease at this stage, the ETF intends to follow the 2009 approach and increase the budget for operational activities should funds become available from the other titles in 2010.

The detailed list of projects that will be funded from Title 3 is available in Annex 1 of the Work programme 2010.

In addition to the subvention from the Community budget, the ETF will also manage the following earmarked revenue:

Title 4 for cooperation with other organisations

At the end of 2009, the ETF will have finalised a new agreement with the Italian Ministry of Foreign Affairs for the development of two projects in Lebanon. In the meantime, the ETF will finalise the projects under the previous agreement. Details will be included in the 2010 amending budget.

The ETF will also continue to encourage other EU Member States and organisations to contribute to the ETF's mission through funding or services. As foreseen in the financial regulation, any such agreement will be presented to the Governing Board for endorsement.

Title 5 for the Education and Training for Employment project (MED 2004/083-494)

All funds foreseen for the MEDA-ETE project have been received and no further funding is expected. A second revision of the budget took place in 2009, allowing the final activities to take place, while final payments and reporting will be carried out in 2010. Details will be included in the amending budget 2010.

Financial regulation

In 2009, the Governing Board adopted a revised version of the ETF's financial regulation. This revision integrates the changes decided by the European Commission in the framework financial regulation for Community bodies¹. The ETF is currently working on adapting the implementing rules, which will be presented to the Board for adoption during early 2010.

Format of the budget

The 2010 budget (in line with previous years) includes information on the purpose of each budget line, the planning assumptions used to support the amounts needed, a breakdown of commitment and payment appropriations, as well as a schedule of future payments on commitments entered into in 2010 (Title 3).

Approval

The ETF's 2010 budget, which was approved by the ETF Governing Board on 16/11/2009, will enter into force once the European Parliament votes on the Community Budget in December 2009.

¹ Commission Regulation (EC, Euratom) No 652/2008 of 9 July 2008 amending Regulation (EC, Euratom) No 2343/2002 on the framework financial regulation for the bodies referred to in Article 185 of Council Regulation (EC, Euratom) No 1605/2002 on the financial regulation applicable to the general budget of the European Communities.

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008	
			COM	PAY	COM	PAY	COM	PAY

TITLE 1 European Community subsidy

100	Chap. 10	Pre-Accession Strategy (15.03.02. (ex B7-033))	-	-	-	-	-	-
		Phare	-	-	-	-	-	-
	1 00 1	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 00 2	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Title 3	-	-	-	-	-	-
	1 00 3	Phare (Croatia) contribution to ETF-Subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 00 4	Phare (Croatia) contribution to ETF-Subsidy under Title 3	-	-	-	-	-	-
101		Pre-Accession	-	-	-	-	-	-
	1 01 1	Pre-Acession (Turkey) contribution to ETF-Subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 01 2	Pre-Acession (Turkey) contribution to ETF-Subsidy under Title 3	-	-	-	-	-	-
	Chap. 11	External action - Tacis, CARDs and MEDA - (15.03.03. (ex B7-664))	-	-	-	-	-	-
110	0 00 0	Support Commission and Wider Europe initiatives	-	-	-	-	-	-
	1 10 1	External action (Tacis,CARDS)- subsidy under Titles 1 and 2	-	-	-	-	-	-
	1 10 2	External action (Tacis,CARDS)- subsidy under Title 3	-	-	-	-	-	-
	Chap.12	European Training Foundation (15.02.27)	18,282,000.00	18,282,000.00	14,772,000.00	14,772,000.00	17,984,000.00	17,984,000.00
120		European Training Foundation	18,282,000.00	18,282,000.00	14,772,000.00	14,772,000.00	17,984,000.00	17,984,000.00
	1 20 1	ETF - Subsidy under Titles 1 and 2	15,000,000.00	15,000,000.00	12,000,000.00	12,000,000.00	13,484,000.00	13,484,000.00
	1 20 2	ETF - Subsidy under Title 3	3,282,000.00	3,282,000.00	2,772,000.00	2,772,000.00	4,500,000.00	4,500,000.00
	Chap.13	DG EAC - European Training Foundation	1,178,000.00	1,178,000.00	5,100,000.00	5,100,000.00	-	-
140		European Training Foundation - Assigned revenue	1,178,000.00	1,178,000.00	5,100,000.00	5,100,000.00	-	-
	1 30 1	ETF - Assigned revenue under Titles 1 and 2	531,000.00	531,000.00	3,569,000.00	3,569,000.00	-	-
	1 30 2	ETF - Assigned revenue under Title 3	647,000.00	647,000.00	1,531,000.00	1,531,000.00	-	-
	TITLE 1		TOTAL TITLE 1	19,460,000.00	19,460,000.00	19,872,000.00	19,872,000.00	17,984,000.00
								17,984,000.00

TITLE 9 MISCELLANEOUS REVENUE

900	Chap. 90	Miscellaneous revenue	-	-	85,791.00	85,791.00	-	-
		Miscellaneous revenue	-	-	85,791.00	85,791.00	-	-
			-	-	85,791.00	85,791.00	-	-
	TITLE 9		TOTAL TITLE 9	-	85,791.00	85,791.00	-	-

TITLE 10 RESULTS EARLIER YEARS

1011	Chap. 10 1	Results earlier years	-	-	-	-	-	-
		Results earlier years	-	-	-	-	-	-
	10 11 1	Result budget year -/- 1	-	-	-	-	-	-
	TITLE 10		TOTAL TITLE 10	-	-	-	-	-
			TOTAL ETF SUBVENTION REVENUE	19,460,000.00	19,460,000.00	19,957,791.00	19,957,791.00	17,984,000.00
								17,984,000.00

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008	
			COM	PAY	COM	PAY	COM	PAY

TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

430	Chap. 43	Cooperation with Italian institutions	-	-	225,856.49	225,856.49	437,007.14	437,007.14
	4300	Cooperation with Italian institutions	-	-	225,856.49	225,856.49	437,007.14	437,007.14
490	Chap. 49	Cooperation with Italian institutions - Financing earlier years	-	-	203,252.43	629,667.59	423,622.91	559,372.50
	4900	Cooperation with Italian institutions - Financing earlier years*	-	-	203,252.43	629,667.59	423,622.91	559,372.50
	TITLE 4		TOTAL TITLE 4	-	429,108.92	855,524.08	860,630.05	996,379.64

TITLE 5 MEDA - ETE (Earmarked revenue)

500	Chap. 50	MEDA-ETE	-	-	-	-	500,000.00	500,000.00
	5000	MEDA-ETE	-	-	-	-	500,000.00	500,000.00
590	Chap. 59	MEDA-ETE - Financing earlier years	-	-	651,868.97	998,283.35	525,251.77	2,024,463.90
	5900	MEDA-ETE - Financing earlier years*	-	-	651,868.97	998,283.35	525,251.77	2,024,463.90
	TITLE 5		TOTAL TITLE 5	-	651,868.97	998,283.35	1,025,251.77	2,524,463.90

TITLE 6 TEMPUS - TECHNICAL ASSISTANCE (Earmarked revenue)

600	Chap. 60	TEMPUS	-	-	-	-	-	-
	6000	TEMPUS	-	-	-	-	-	-
690	Chap. 69	TEMPUS - Financing earlier years	-	-	-	-	414,617.98	538,243.87
	6900	TEMPUS - Financing earlier years*	-	-	-	-	414,617.98	538,243.87
	TITLE 6		TOTAL TITLE 6	-	-	-	414,617.98	538,243.87
		TOTAL EARMARKED / PROJECT REVENUE	-	-	1,080,977.89	1,853,807.43	2,300,499.80	4,059,087.41
		GRAND TOTAL	19,460,000.00	19,460,000.00	21,038,768.89	21,811,598.43	20,284,499.80	22,043,087.41

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION										
Chap. 1 1 Staff in active employment			12,342,630.00	12,342,630.00	11,784,480.00	11,784,480.00	11,727,022.50	11,727,022.50		
1 10	Agents included in the workforce		8,692,106.00	8,692,106.00	8,126,551.00	8,126,551.00	7,833,100.00	7,833,100.00		
1 10 0	Basic salaries		6,942,106.00	6,942,106.00	6,457,224.00	6,457,224.00	6,332,100.00	6,332,100.00	<p>This appropriation is intended to cover the basic salary costs and management allowance of the ETF's Temporary Agents as indicated in the Staff regulations (art. 44 & 66) and Conditions of Employment of Other Servants of the European Communities (art. 20). Planning assumptions: The ETF establishment plan covers 96 posts (59 AD and 37 AST). Based on past experience in particular in terms of turnover and the time posts remain vacant until new staff are selected and available, as well as part time, parental and unpaid leave, it is estimated that a minimum of 89 full time equivalent (FTE) will be paid in 2010</p>	
1 10 1	Family allowances		740,000.00	740,000.00	714,843.00	714,843.00	690,000.00	690,000.00	<p>This appropriation is intended to cover the family allowances of the ETF's Temporary Agents as indicated in the Staff Regulations (art. 67) and Conditions of Employment of Other Servants of the European Communities (art. 20). Planning assumptions: It is estimated that staff who were entitled to family allowances in 2009 will continue to be in 2010. Therefore the estimated needs for 2010 is based both on the assumption that the majority of newly recruited staff in 2010 will be entitled to this allowance and to the usual yearly increase of salary (and consequently the family allowances) and educational costs.</p>	
1 10 2	Transfer and expatriation allowance		1,010,000.00	1,010,000.00	954,484.00	954,484.00	811,000.00	811,000.00	<p>This appropriation is intended to cover the expatriation allowance of the Temporary Agents of the ETF as indicated in the Staff Regulations (art. 69) and Conditions of Employment of Other Servants of the European Communities (art. 20). Planning assumptions: Staff who were entitled to expatriation allowances in 2009 will still be in 2010. Therefore the estimated needs for 2010 is based on this fact and that the vast majority of newly recruited staff in 2010 will be entitled to this allowance and to the usual yearly increase of salary (and consequently the expatriation allowances).</p>	
1 10 3	Secretarial allowance		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
1 11	Other staff		1,594,724.00	1,594,724.00	1,483,017.00	1,483,017.00	1,563,800.00	1,563,800.00		
1 11 0	Contractual agent		1,427,284.00	1,427,284.00	1,315,963.00	1,315,963.00	1,407,100.00	1,407,100.00	<p>This appropriation covers all salaries, allowances, social security related costs for Contract Agents + annual leave not taken at the end of their contract by Contract Agents and related salary adaptations. Planning assumptions: Long-term and short-term contract agent contracts are planned. Turnover, part time or parental leave for long-term contract agents are rather low and therefore the FTE is expected to be rather high. In addition, 4 short-term (6 month) contract agents are planned to be recruited on an ad-hoc basis to compensate for staff long absence (maternity, unpaid or parental leave for instance), which will increase the FTE and related hiring costs such as installation, daily allowances, travel costs etc.). The full time equivalent (FTE) is therefore estimated at 31.</p>	
1 11 2	Local staff		167,440.00	167,440.00	167,054.00	167,054.00	156,700.00	156,700.00	<p>This appropriation covers all salaries, allowances, social security related costs for Local Agents. Planning assumptions: 3 Local Agents. Slight increase based on historical cost trends.</p>	
1 13	Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights		386,000.00	386,000.00	361,981.00	361,981.00	355,500.00	355,500.00		
1 13 0	Insurance against sickness		240,000.00	240,000.00	226,377.00	226,377.00	222,500.00	222,500.00	<p>This appropriation covers insurance against sickness costs as per article 72 of the Staff Regulations and Conditions of Employment of Other Servants of the European Communities (art. 28) Planning assumptions: This insurance cost is for all staff. Therefore the needs for 2010 are based on the estimated cost for temporary agents plus the usual yearly increase of salary (and consequently the insurance cost).</p>	
1 13 1	Insurance against accidents and occupational disease		51,000.00	51,000.00	46,987.00	46,987.00	46,500.00	46,500.00	<p>This appropriation covers insurance against accident and occupational disease costs as per article 73 of the Staff Regulations and Conditions of Employment of Other Servants of the European Communities (art. 28) Planning assumptions: This insurance cost is for all Temporary Agents. Therefore the needs for 2010 are based on the estimated cost for all temporary agents plus the usual yearly increase of salary (and consequently the insurance cost).</p>	

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
1 13 2	Unemployment insurance for temporary staff		95,000.00	95,000.00	88,617.00	88,617.00	86,500.00	86,500.00	This appropriation covers insurance against unemployment costs for Temporary Agents as per article 28a of the Conditions of Employment of Other Servants of the European Communities Planning assumptions: This insurance cost is for all staff. Therefore the needs for 2010 are based on the estimated cost for all temporary agents plus the usual yearly increase of salary (and consequently the unemployment cost).	
1 13 3	Pension									
1 14	Sundry allowances		161,200.00	161,200.00	149,746.00	149,746.00	175,000.00	175,000.00		
1 14 0	Birth and death allowance		1,200.00	1,200.00	793.00	793.00	2,000.00	2,000.00	Staff Regulations of Officials of the European Communities, and in particular art. 70, 74 and 75 thereof and Conditions of Employment of Other Servants of the European Communities (art. 28). This appropriation is intended to cover : - birth grants; - in the event of an official's death: - the deceased's full remuneration until the end of the third month following that in which death occurred, - the costs of transporting the body to the deceased's place of origin Planning assumptions: Birth and death allowance based on historical trend	
1 14 1	Annual travel costs from the place of employment to the place of origin		145,000.00	145,000.00	139,309.00	139,309.00	155,000.00	155,000.00	Staff Regulations of Officials of the European Communities, and in particular Art. 8 of Annex VII therefore applicable by analogy to Temporary Agents. This appropriation covers the lump-sum payment of travel costs of relevant staff, their spouses and dependants from the place of employment to the place of origin. Planning assumptions: Staff who were entitled to this allowance in 2009 will still be in 2010. Therefore the estimated needs for 2010 are based on this fact and that the vast majority of newly recruited staff in 2010 will be entitled to this allowance and to the usual yearly increase of salary (and consequently the annual travel cost allowance).	
1 14 2	Accommodation and transport allowances									
1 14 3	Fixed entertainment allowances									
1 14 4	Fixed local travel allowances									
1 14 7	Allowances for shift work or standby duty at the official's place of work and/or at home		15,000.00	15,000.00	9,644.00	9,644.00	18,000.00	18,000.00	Staff Regulations of Officials of the European Communities, and in particular Art. 56a and Conditions of Employment of Other Servants (art. 16). Planning assumptions: 1 staff member on duty during closing time throughout the year split between temporary and contract agents. This is estimated at 0.5 temporary agent in 2010.	
1 15	Overtime									
1 15 0	Overtime									
1 17	Supplementary services		298,000.00	298,000.00	330,881.00	330,881.00	515,622.50	515,622.50		
1 17 0	Freelance interpreters and conference personnel									
1 17 2	Cost of organising traineeships with the Foundation		28,000.00	28,000.00	27,963.00	27,963.00	16,500.00	16,500.00		
1 17 5	Other translation and typing services and work to be contracted out									

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
1 17 7	Other services rendered and institutional audit services		270,000.00	270,000.00	302,918.00	302,918.00	499,122.50	499,122.50	<p>This appropriation is intended to cover recourse to other suppliers of services, consultants and experts, for services under the general administration of the ETF when such services cannot be provided by ETF staff (for reasons of expertise or availability).</p> <p>Planning assumptions:</p> <ol style="list-style-type: none"> 1) services provided, for instance by the EU administrative bodies through Service Level Agreements (i.e issuing salaries, unemployment, pension slips and other services etc.) - (estimated at €80,000). 100% to be committed early 2010 with a payment in Q2 of the whole amount due to the number of staff on 30/4/2010 with a final eventual additional payment or reimbursement of payment made in excess on the basis of the average number of staff during the whole year. Final invoice to be received in year N+1 Q1. 2) service providers (1 FTE interim support and 1 FTE receptionist) replacing ETF staff for short periods covering peak periods and the short-term absence of regular ETF staff. (estimated at €90,000). 80% provisional commitment in Q1 with expenditure until year N+1 Q1. 100% commitment by Q4, depending on needs and requests. 3) relocation services for newcomers (estimated at €15,000 depending on n° of newcomers needs and type of service need) 4) HR Consultancy - 50,000 5) Job satisfaction survey - 20,000 6) reserve for consultancy services to improve ETF effectiveness and efficiency - 15,000 	
1 18	Recruitment and transformation costs		255,600.00	255,600.00	329,799.00	329,799.00	360,000.00	360,000.00		
1 18 0	Sundry recruitment expenses		51,500.00	51,500.00	130,292.00	130,292.00	174,000.00	174,000.00	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof.</p> <p>This appropriation is intended to cover various recruitment expenses including :</p> <ul style="list-style-type: none"> - publication costs, - costs directly linked to the promotion and organisation of group recruitment tests (hire of rooms, furniture, machines and miscellaneous equipment, water, fees for the preparation and correction of tests, etc.), - travel costs and daily allowances for candidates and external selection panel member(s) - pre-recruitment medical examinations. <p>Planning assumptions:</p> <p>Estimated needs on the basis of average costs reimbursed to candidates and estimated number of candidates entitled to that reimbursement as well as other recruitment related costs such as pre-recruitment medical check up and related travel costs, purchase of specific external expertise, cost of publication of vacancy notices etc.</p> <p>Reimbursement to candidates – €30,000</p> <p>Average cost based on historical trends</p> <p>8 selection procedures planned</p> <p>Average 4 candidates entitled to reimbursement per procedure</p> <p>Travel/hotel cost for pre-recruitment medical check up</p> <p>Pre-recruitment medical check up costs</p>	
1 18 1	Travelling expenses		7,000.00	7,000.00	6,059.00	6,059.00	7,000.00	7,000.00	<p>Staff Regulation of Officials of the European Communities, and in particular Art. 71 thereof.</p> <p>This appropriation is intended to cover travel expenses for staff members and their families when they start or end their service.</p> <p>Planning assumptions:</p> <p>Travelling expenses upon start or end of service for temporary agents - based on historical trends</p>	
1 18 2	Installation allowance		96,750.00	96,750.00	94,668.00	94,668.00	70,000.00	70,000.00	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 5 and 6 of Annex VII thereof.</p> <p>This appropriation covers installation and resettlement allowances due to staff having to change their place of residence on taking up their duties, on transfer to a new place of employment and upon leaving the institution and resettling elsewhere.</p> <p>Planning assumptions:</p> <p>Based on estimated number of leavers in 2010 plus those who have already left the service but not yet reinstalled. The vast majority of staff are entitled to the allowance based on basic salary and family situation.</p>	

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
1 18 3	Moving expenses		63,000.00	63,000.00	82,722.00	82,722.00	85,000.00	85,000.00	Staff Regulations of officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 9 of Annex VII thereof.	
									This appropriation is intended to cover the removal expenses of a new staff entering the service as well as the expenses of members of staff leaving the ETF.	
									Planning assumptions: Based on estimated number of leavers and newcomers (temporary and contract agents), the fact that the vast majority of staff are entitled to the reimbursement of removal costs and based on the average cost of past years for a single removal.	
1 18 4	Temporary daily allowance		37,350.00	37,350.00	16,058.00	16,058.00	24,000.00	24,000.00	Staff Regulation of Officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 10 of Annex VII thereto.	
									This appropriation covers temporary daily subsistence allowances for staff who can prove that they must change their place of residence on taking up their duties, or transferring to a new place of employment.	
									Planning assumptions: Based on the estimated number of newcomers and their family situations (which has an impact on the amount of the allowance), on the fact that the vast majority are entitled to the allowance and based on the average 2009 cost plus estimated usual yearly salary increase (including temporary daily allowance).	
1 19	Weightings (Correction coefficients)		955,000.00	955,000.00	1,002,505.00	1,002,505.00	924,000.00	924,000.00		
1 19 0	Weightings (Correction coefficients)		860,000.00	860,000.00	830,155.00	830,155.00	754,000.00	754,000.00	Staff Regulations of Officials of the European Communities, and in particular Art. 64 and 65 and Art. 17 (3) of Annex VII thereof.	
									This appropriation covers the cost of weightings applied to the remuneration of staff. The weightings are adopted by the Council on a proposal from the Commission but are agreed at the end of the year with the increases/decreases backdated to 1 July. It also covers the cost of weightings applied to any emoluments transferred to a country other than the country of employment.	
									Planning assumptions: This weighting is for all staff. Therefore the estimated needs for 2010 are based on the estimated cost for all temporary agents plus the usual estimated yearly increase of weighting for Italy.	
1 19 1	Salarial adaptation		95,000.00	95,000.00	172,350.00	172,350.00	170,000.00	170,000.00	Staff Regulations of Officials of the European Communities, and in particular Articles 65 and 65a and Annex XI thereof. Financial Regulation of 21 December 1977 applicable to the general budget of the European Communities (OJ L 356, 31.12.1977, p. 1) as last amended by Regulation (EC, ECSC, Euratom) No 2548/98 (OJ L 320, 28.11.1998, p. 1).	
									This appropriation is intended to cover the costs of any adjustments to remuneration approved by the Council during the financial year. It is purely provisional and backdated to 1 July.	
									Planning assumptions: This salary increase is for all staff. Therefore the estimated needs for 2010 are based on the estimated cost for all staff (additional 95,000 could be needed)	
Chap. 1 3 Missions and travel			1,035,000.00	1,035,000.00	997,000.00	997,000.00	937,000.00	937,000.00		
1 30	Mission and travel expenses		1,035,000.00	1,035,000.00	997,000.00	997,000.00	937,000.00	937,000.00	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof.	
1 30 0	Mission and travel expenses		1,035,000.00	1,035,000.00	997,000.00	997,000.00	937,000.00	937,000.00	This appropriation is intended to cover: transport expenses; payments of daily mission allowances and the necessary or extraordinary costs incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Communities.	
									Planning assumptions: 916,000 for operational and management missions, a slight reduction compared to 2009 (929,000), due to a rationalisation of non operational missions 68,500 for two long term missions 45,500 for staff development missions - 45,000 in 2009 5,000 for estimated mission administration costs (insurance + credit card)	
Chap. 1 4 Socio-medical infrastructure			232,370.00	232,370.00	219,584.00	219,584.00	194,000.00	194,000.00		
1 40	Running costs of restaurants and canteens		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010		
			COM	PAY	COM	PAY	COM	PAY			
1 40 0	Running costs of restaurants and canteens		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
1 42	<i>Restaurants, meals and canteens</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>			
1 42 0	Restaurants, meals and canteens		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
1 43	<i>Medical service</i>	43,770.00	43,770.00		34,584.00	34,584.00		29,000.00	29,000.00		
1 43 0	Medical service	43,770.00	43,770.00		34,584.00	34,584.00		29,000.00	29,000.00	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof.	
1 44	<i>Internal training</i>	173,600.00	173,600.00		180,000.00	180,000.00		150,000.00	150,000.00	This appropriation is intended to cover the costs of the external health service acting for the ETF (in particular carrying out regular medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.).	
1 44 0	Internal training	173,600.00	173,600.00		180,000.00	180,000.00		150,000.00	150,000.00	Planning assumptions: 1) annual check up €10,350 2) ETF medical advisor €28,800 3) Medical supplies and medicines (incl H1N1) €4,620	
1 49	<i>Other interventions</i>	15,000.00	15,000.00		5,000.00	5,000.00		p.m.	p.m.		
1 49 0	Other interventions	15,000.00	15,000.00		5,000.00	5,000.00		15,000.00	15,000.00	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof.	
1 52	<i>Chap. 1 5 Staff exchanges between the Foundation and the public sector</i>	300,000.00	300,000.00		83,688.00	83,688.00		200,000.00	200,000.00	This appropriation is intended to cover introductory courses for new recruits, staff development courses, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment, supplies and documentation and the hiring of consultants.	
1 52	<i>Staff exchanges between the Foundation and the public sector</i>	300,000.00	300,000.00		83,688.00	83,688.00		200,000.00	200,000.00	Planning assumptions: 2010 Learning Catalogue to be maintained Language courses a priority Study support scheme ABAC to be implemented Individual training requests to fulfil technical competence needs Management courses to be launched Fire Fighting, First Aid, Ergonomics Confidential Counsellors	
1 52 0	National experts seconded	300,000.00	300,000.00		83,688.00	83,688.00		200,000.00	200,000.00	This appropriation is intended to cover amongst other social events and institutional well being programmes that the ETF is putting in place.	
1 70	<i>Chap. 1 7 Entertainment and representation expenses</i>	12,000.00	12,000.00		12,000.00	12,000.00		8,944.00	8,944.00	Planning assumptions: In-house week events ETF Christmas events other social events to support well-being/social integration programme	
1 70	Entertainment and representation expenses	12,000.00	12,000.00		12,000.00	12,000.00		8,944.00	8,944.00		

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
1 70 0	Entertainment and representation expenses		12,000.00	12,000.00	12,000.00	12,000.00	8,944.00	8,944.00	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: Ongoing catering requests to Villa Gualino (lunches, coffee breaks) Ongoing representation costs including catering expenses, taxi costs and small gifts authorised by the Director	
Chap. 1 9	Pensions and pension subsidies		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
1 90	<i>Pensions and pension subsidies</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
1 90 0	Pensions and pension subsidies		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
TITLE 1	TOTAL TITLE 1		13,922,000.00	13,922,000.00	13,096,752.00	13,096,752.00	13,066,966.50	13,066,966.50		

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0	Investments in immovable property, rental of buildings and associated costs		666,308.00	666,308.00	592,730.85	592,730.85	646,014.67	646,014.67		
2 00	<i>Rentals</i>		9,601.00	9,601.00	8,734.53	8,734.53	5,499.40	5,499.40	This appropriation is intended to cover property rental Planning assumptions: Symbolic amount for rent of ETF Villa Gualino premises Rent for a single office in Madou Tower, including annual indexation of around 5% Reservation for ETF alternative office (oct-oct) as indicated in the ETF Business Continuity Plan (BCP) plus indexation and a margin	
2 00 0	Rentals		9,601.00	9,601.00	8,734.53	8,734.53	5,499.40	5,499.40		
2 01	<i>Insurance</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	This appropriation is intended to cover reimbursement of the insurance contracts paid on behalf of ETF by the Villa Gualino consortia for the ETF occupied area of the Villa Gualino building.	
2 01 0	Insurance		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
2 02	<i>Water, gas, electricity and heating</i>		120,000.00	120,000.00	110,000.00	110,000.00	156,215.27	156,215.27	This appropriation is intended to cover utilities (water, gas, electricity and heating). Planning assumptions: Based on historical trends	
2 02 0	Water, gas, electricity and heating		120,000.00	120,000.00	110,000.00	110,000.00	156,215.27	156,215.27		
2 03	<i>Cleaning and maintenance</i>		321,300.00	321,300.00	256,400.00	256,400.00	260,000.00	260,000.00	This appropriation is intended to cover maintenance costs (infrastructure, plants, lifts, heating, air-conditioning, pipes) and cleaning of the common spaces as well as for the cleaning of the ETF building areas. The total cost for maintenance and cleaning of the parts of the building jointly used varies according to the number of unforeseen repairs and interventions during the year. The age of the property and infrastructure tends to place this estimate at risk due to breakages, failures and the urgent needs that may emerge with preventative maintenance or replacements. Planning assumptions: Cleaning services: new cleaning contract as of 01/01/2010 may lead to higher costs. Villa Gualino cost reimbursement Green plants maintenance Rodent and insect control services UPS (uninterruptable power supply) maintenance	
2 03 0	Cleaning and maintenance		321,300.00	321,300.00	256,400.00	256,400.00	260,000.00	260,000.00		
2 04	<i>Furnishing of premises</i>		5,000.00	5,000.00	9,946.90	9,946.90	14,300.00	14,300.00	This appropriation is intended to cover the performance of small-scale jobs for fitting out the building (such as changes to partitions, nameplates and signs, painting, etc.). Planning assumptions: Reserve for painting, purchase and/or repair of blinds	
2 04 0	Furnishing of premises		5,000.00	5,000.00	9,946.90	9,946.90	14,300.00	14,300.00		
2 05	<i>Security and surveillance</i>		102,607.00	102,607.00	99,469.42	99,469.42	113,000.00	113,000.00		

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
2 05 0	Security and surveillance		102,607.00	102,607.00	99,469.42	99,469.42	113,000.00	113,000.00	<p>This appropriation is intended to cover the various expenses relating to the security and safety of the building. The following activities are gathered under this budget item: surveillance, maintenance of anti-intrusion system, purchase and maintenance of fire equipment and costs of inspections required by Italian laws.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> On site surveillance services: calculation is made on 253 days of service Inspections and radiosurveillance RSPP services, running from Nov to Oct Maintenance of various security services such as portable and fixed fire extinguishers, security doors, emergency exit doors, anti intrusion system Reserve for additional services or purchase of specific material 	
2 09	Other expenditure on buildings		107,800.00	107,800.00	108,180.00	108,180.00	97,000.00	97,000.00	<p>This appropriation is intended to cover other expenses related to the building not specifically provided for, notably taxes and roads, drainage, refuse collection, as well as administrative costs, payable to the Villa Gualino Consortium as provided for in the contract CON/03/ETF/0071.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> Garbage tax to Turin municipality Management fees to Villa Gualino (18% on budget of 2030 and 2020) Insurance reimbursement to Villa Gualino Reserve for possible consultancy on the building 	
Chap. 2 1 Information & Communication Technology			498,110.00	498,110.00	524,575.91	524,575.91	454,600.00	454,600.00		
2 10	ICT expenditure		498,110.00	498,110.00	524,575.91	524,575.91	454,600.00	454,600.00	<p>This item covers the purchase of computer hardware including network servers, personal computers, printers and networking / communications equipment etc.</p> <p>The life cycle of ICT equipment is usually of three/four years with smaller or larger procurement depending upon the amount of equipment reaching obsolescence.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> Hardware replacement (e.g. replacement of 40 to 50 desktop computers, 3 digital senders, 6 notebooks) Additional Blackberry devices Wifi implementation Continuation of virtualisation project 	
2 10 0	ICT hardware		75,500.00	75,500.00	91,674.56	91,674.56	47,800.00	47,800.00		
2 10 1	Software development and purchase		158,500.00	158,500.00	135,186.20	135,186.20	139,000.00	139,000.00	<p>This item has been allocated to cover the purchase of standard software applications and for the development of software systems.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> Software development activities (corresponding to 250 person/days senior consultant on site) ABAC adaptation of current applications Continuation of Virtualisation Project Blackberry Enterprise Server 5 upgrade Ad-hoc purchase of software (linked to ITM service delivery, not development) 	
2 10 2	Other expenses		128,230.00	128,230.00	158,513.34	158,513.34	136,800.00	136,800.00	<p>This item has been allocated to cover the costs associated with the maintenance and support of both ICT hardware and software including the purchase of computer durables, maintenance and other interventions. Infrastructure Support: the major cost in this item is that of currently running maintenance and support contracts for hardware (for both servers and network infrastructure) and software systems e.g. Microsoft, Oracle and IBM Lotus Notes. Includes also costs indicated in Service Level Agreements (SLAs) for IT systems</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> IT consumables Maintenance of Flexitime (ELEX) Software licences Network vulnerability assessment Telecoms feasibility study 	
2 10 3	Telecoms costs		128,580.00	128,580.00	128,000.00	128,000.00	131,000.00	131,000.00	<p>This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> Telecom expenses fixed and mobile Internet connection Belgacom Tour Madou 	

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
2 10 4	Telecoms equipment costs		7,300.00	7,300.00	11,201.81	11,201.81	p.m.	p.m.	This appropriation is intended to cover expenses relating to telecommunications equipment, including cables, purchase, rental, installation, servicing, documentation, and for maintenance contracts of the internal telephone system.	
Chap. 2 2 Movable property and associated costs			23,732.00	23,732.00	26,584.24	26,584.24	30,390.00	30,390.00		
2 20	Technical installations and office equipment		23,732.00	23,732.00	22,943.62	22,943.62	26,790.00	26,790.00		
2 20 0	Purchase		p.m.	p.m.	261.81	261.81	2,260.00	2,260.00	This appropriation is intended to cover the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment.	
									This appropriation is also used for the general replacement of old office equipment such as faxes, binding machines etc.	
2 20 2	Rentals		22,682.00	22,682.00	22,631.81	22,631.81	22,630.00	22,630.00	This appropriation is intended to cover the costs of rental/leasing of materials and/or equipment, which it is uneconomic or difficult to purchase on account of limited available budgetary resources (e.g. copy machines).	
									Planning assumptions: Rental of copiers Rental of water dispensers	
2 20 3	Maintenance, utilisation and repairs		1,050.00	1,050.00	50.00	50.00	1,900.00	1,900.00	This appropriation covers the costs of maintenance and repair of the materials and equipment listed under items 2200 to 2202 and the cost of additional copies in excess of the number stipulated in the Foundation's supplier framework contract.	
									Planning assumptions: Additional copies Other maintenance costs	
2 21	<i>Furniture</i>		p.m.	p.m.	640.62	640.62	1,000.00	1,000.00		
2 21 0	Purchase		p.m.	p.m.	640.62	640.62	1,000.00	1,000.00	This appropriation covers the purchase of new furniture.	
2 23	<i>Transport</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
									This appropriation was intended to cover the operating, maintenance, fuel and related costs of the ETF van. The van has been decommissioned and there are no plans to replace it.	
2 25	<i>Documentation and library</i>		p.m.	p.m.	3,000.00	3,000.00	2,600.00	2,600.00		
									This appropriation is intended for the acquisition of publications and subscriptions, for general ETF use and/or the use of the non-operational departments (e.g. computer manuals, legal books, newspapers, magazines etc.). Until 2006 the title was "Library stocks, purchase of books".	
2 25 1	Miscellaneous library expenses		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Unforeseen, extraordinary library expenses (e.g. binding, conservation of works). Until 2006 the title was "Special Library Material"	
2 25 2	Subscriptions to newspapers and magazines		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Since 2007, this expenditure has been incorporated in Item 2250 - Purchase of non-operational publications and subscriptions. This item will no longer be used.	
2 25 4	Binding expenses and conservation of works		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Since 2007, this expenditure has been incorporated in Item 2251 - Miscellaneous library expenses. This item will no longer be used.	
Chap. 2 3 Current administrative expenditure			117,450.00	117,450.00	114,154.00	114,154.00	128,530.00	128,530.00		
2 30	<i>Stationery and office supplies</i>		45,000.00	45,000.00	40,000.00	40,000.00	29,300.00	29,300.00		
									Office supplies, normal and headed paper, envelopes, business cards, etc. as well as Promotional material (pens, bags, mouse mats)	
									Planning assumptions: 25,000 Purchase of regular stationery 12,000 ECU promotional material (pens, bags, mouse mats, etc.) used for meetings and visitors 8,000 ECU branded stationery (headed paper, envelopes, business cards, etc.)	
2 32	<i>Financial charges</i>		2,000.00	2,000.00	1,000.00	1,000.00	2,000.00	2,000.00		

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
2 32 0	Miscellaneous Financial expenditure		2,000.00	2,000.00	1,000.00	1,000.00	2,000.00	2,000.00	This item covers bank charges and other financial charges as well as damages and interest (former budget items 2322 and 2340). Until 2006 the title was "Bank charges". Planning assumptions: Bank charges	
2 32 1	Exchange rate losses		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	This item is intended to cover exchange rate losses.	
2 32 2	Other financial charges		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	This expenditure is incorporated in Item 2320 - Miscellaneous financial expenditure. This item will no longer be used.	
2 33	Legal expenses		30,000.00	30,000.00	30,000.00	30,000.00	15,230.00	15,230.00	This item is intended to cover * general legal expenses, * trial expenses, * external lawyers' expenses.	
2 33 0	Legal expenses		30,000.00	30,000.00	30,000.00	30,000.00	15,230.00	15,230.00		
2 35	Other operating expenditure		30,450.00	30,450.00	38,154.00	38,154.00	62,000.00	62,000.00	This appropriation is intended to cover sundry insurance expenses (notably civil liability, insurance against theft, insurance for computer equipment and cabling; for the safes and contents). Planning assumptions: Accident insurance Civil liability Theft and robbery Fire, other risks and electronic insurance	
2 35 0	Miscellaneous insurance		15,950.00	15,950.00	17,104.00	17,104.00	28,000.00	28,000.00		
2 35 2	Miscellaneous expenditure on internal meetings		10,000.00	10,000.00	18,000.00	18,000.00	30,000.00	30,000.00	This item is intended to cover expenditure (coffee, tea, water) related to internal ETF meetings. Expenditures (coffee, tea, water) related to internal meetings for training and recruitment procedures will be covered by BL 1440 and BL 1180 respectively. The amount budgeted under BL 2352 is to cover all miscellaneous expenditure on internal meetings Planning assumptions: Catering and other services related to internal meetings	
2 35 5	Petty expenses		4,500.00	4,500.00	3,050.00	3,050.00	4,000.00	4,000.00	This item is intended to cover other operating expenditure for which no special provision is made (e.g. broken windows/doors, flooding, plumber, change of locks, etc.). Planning assumptions: Urgent expenses Staff on Duty (SoD) Reserve for urgent interventions and/or repairs	
2 36	Publications		10,000.00	10,000.00	5,000.00	5,000.00	20,000.00	20,000.00	This appropriation is intended to cover the cost of legal documents, which the Foundation is obliged to publish (budget, invitations to tender, etc.). Planning assumptions: 5,000 for publication of the ETF budget and related documents in the Official Journal 5,000 for other publications in the Official Journal	
	2 36 0	Publications	10,000.00	10,000.00	5,000.00	5,000.00	20,000.00	20,000.00		
Chap. 2 4 Post and telecommunications			45,400.00	45,400.00	45,200.00	45,200.00	53,480.00	53,480.00		
2 40	Correspondence and courier expenses		45,400.00	45,400.00	45,200.00	45,200.00	53,480.00	53,480.00		
2 40 0	Correspondence and courier expenses		45,400.00	45,400.00	45,200.00	45,200.00	53,480.00	53,480.00	This appropriation is intended to cover correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions: 4 couriers used	
2 41	Telecommunications		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
2 41 0	Subscriptions and fees		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	See remarks of BL 2103	
2 41 1	Equipment		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	See remarks of BL 2104	
Chap. 2 5 Meetings and associated costs			130,000.00	130,000.00	185,000.00	185,000.00	145,800.00	145,800.00		
2 50	Meetings and associated costs		130,000.00	130,000.00	185,000.00	185,000.00	145,800.00	145,800.00		

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
2 50 0	Meetings expenses in general		130,000.00	130,000.00	185,000.00	185,000.00	145,800.00	145,800.00	This appropriation is intended to cover the costs relating to the meetings of the Governing Board and the participation of GB members to other meetings organised by the ETF. Planning assumptions: 2 Governing Board meetings participation of members in OPS activities	
TITLE 2	TOTAL TITLE 2		1,481,000.00	1,481,000.00	1,488,245.00	1,488,245.00	1,458,814.67	1,458,814.67		
			0	0						
TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS										
Chap. 3 0 Operational expenses			707,000.00	707,000.00	1,555,190.00	1,556,800.82	747,341.33	640,218.83		
3 00	<i>Operational documentation</i>		22,000.00	22,000.00	22,000.00	22,000.00	16,800.00	16,800.00		
3 00 0	Purchase of operational publications and subscriptions		22,000.00	22,000.00	22,000.00	22,000.00	16,800.00	16,800.00	This appropriation is intended for the acquisition of publications and subscriptions, which are intended for the use of the operational departments. Planning assumptions: Regular purchase of operational publications	
3 01	<i>Publicising of information</i>		480,000.00	480,000.00	1,163,123.72	1,164,734.54	472,300.00	365,177.50		
3 01 0	General publications		480,000.00	480,000.00	1,163,123.72	1,164,734.54	472,300.00	365,177.50	This appropriation is intended to cover the costs associated with writing, editing, printing and distributing publications of a corporate nature (e.g. information leaflet, Work Programme, Annual Report, Highlights), as well as corporate activities, website maintenance and development. Planning assumptions: 40,000 internal communication, including a project to upgrade the intranet, internal newsletter, posters 120,000 social inclusion event in autumn 2010 40,000 small-scale corporate events and visits 40,000 media and promotion - press campaigns to promote the organisation of specific projects 160,000 corporate publications - Live and learn magazine, flagship publication, work programme, activity report, brochures and leaflets 80,000 ETF website, maintenance and development, which will include the upgrade of the system on a continuous basis	
3 03	<i>Professional memberships and fees</i>		5,000.00	5,000.00	4,275.28	4,275.28	4,241.33	4,241.33		
3 03 0	Professional memberships and fees		5,000.00	5,000.00	4,275.28	4,275.28	4,241.33	4,241.33	This appropriation is intended to cover the costs associated with professional memberships and fees. Planning assumptions: 5 subscription fees	
3 04	<i>Translation costs</i>		200,000.00	200,000.00	365,791.00	365,791.00	254,000.00	254,000.00		
3 04 0	Translation costs		200,000.00	200,000.00	365,791.00	365,791.00	254,000.00	254,000.00	This appropriation is intended to cover translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: 120,000 documents for GB meetings 15,000 general governance/letters/directorate 85,000 corporate publications and media 30,000 web related documents	
3 05	<i>Meetings of the Advisory Forum</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
3 05 0	Meetings of the Advisory Forum		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Appropriations to cover corporate advisory meetings (Advisory Forum)	
Chap. 3 1 Priority actions : Work programme activities			3,350,000.00	3,350,000.00	3,817,604.00	3,815,993.18	2,710,877.50	2,818,000.00		
3 10	<i>Priority actions : Work programme activities</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
3 10 0	Support to Commission : Input to the project cycle ENPI, IPA, DCECI		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
3 11	<i>Capacity building, information analysis for partner countries</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
3 11 0	Capacity building, information analysis for partner countries		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
3 12	<i>Development Activities - thematic areas</i>		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
3 12 0	Development Activities - thematic areas		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
3 13	<i>Various costs linked to Work programme activities</i>		p.m.	p.m.	p.m.	4,775.50	8,000.00	8,000.00		
3 13 0	Insurance costs related to Work programme activities		p.m.	p.m.	p.m.	4,775.50	8,000.00	8,000.00	This appropriation is intended to the insurance costs related to Work programme activities.	
3 14	<i>Projects to support strengthening knowledge and systems</i>		320,000.00	320,000.00	342,383.00	350,000.00	92,877.50	200,000.00		
3 14 0	Projects to support strengthening knowledge and systems		320,000.00	320,000.00	342,383.00	350,000.00	92,877.50	200,000.00	This appropriation refers to the quality control of ETF activities through evaluation and audit. The ETF has established a benchmark of 10% of Chapter 31 appropriations for its quality control activities. These funds are allocated according to annual audit and evaluation plans adopted in the Work Programme. Planning assumptions: 6,000 policy analysis and anticipation 60,000 strategic partnership planning 150,000 monitoring and evaluation 50,000 3 ex-post audits - IPA, framework contract training provision, business continuity plan	
3 15	<i>Projects in support of EU's External Assistance in the Neighbourhood area</i>		960,000.00	960,000.00	1,317,234.00	1,318,217.68	930,000.00	930,000.00		
3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area		960,000.00	960,000.00	1,317,234.00	1,318,217.68	930,000.00	930,000.00	This appropriation covers the costs of the ETF's contribution to prosperity and development in the European Neighbourhood region through co-operation and partnership in human resource policy development and implementation (ENPI). The budget line includes operational costs as well as associated publication and translation costs. Details on the projects can be found in the Work Programme Planning assumptions: Detailed list of projects in the area of External Neighbourhood Policy is available in the Work Programme 2010 (5 projects plus several country projects and one cross regional project)	
3 16	<i>Projects in support of EU's External Assistance in the Enlargement area</i>		960,000.00	960,000.00	1,180,087.00	1,180,000.00	920,000.00	920,000.00		
3 16 0	Projects in support of EU's External Assistance in the Enlargement area		960,000.00	960,000.00	1,180,087.00	1,180,000.00	920,000.00	920,000.00	This appropriation covers the costs of the ETF's contribution to the EU enlargement process (IPA) by supporting the modernisation and reform of education, labour market and training systems in candidate and potential candidate countries. The budget line includes operational costs as well as associated publication and translation costs. Details on the projects can be found in the Work Programme Planning assumptions: Detailed list of projects in the area covered by the Instrument of Pre-Accession is available in the Work Programme 2010 (2 projects plus several country projects and one cross-regional project)	
3 17	<i>Projects in support of EU's External Assistance in the Development Co-operation instrument</i>		440,000.00	440,000.00	505,000.00	505,000.00	355,000.00	355,000.00		
3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument		440,000.00	440,000.00	505,000.00	505,000.00	355,000.00	355,000.00	This appropriation covers the costs of the ETF's contribution to human resources development in developing countries (DCI). The budget line includes operational costs as well as associated publication and translation costs. Details on the projects can be found in the Work Programme Planning assumptions: Detailed list of projects in the area of Central Asia is available in the Work Programme 2010	
3 18	<i>Projects: Innovation & Learning</i>		670,000.00	670,000.00	472,900.00	458,000.00	405,000.00	405,000.00		
3 18 0	Projects: Innovation & Learning		670,000.00	670,000.00	472,900.00	458,000.00	405,000.00	405,000.00	This budget line covers the costs of support to the European Commission and partner country policy development through innovation and learning (ILP). The budget line includes operational costs as well as associated publication and translation costs. Details on the projects can be found in the Work Programme Planning assumptions: Detailed list of innovation and learning projects is available in the Work Programme 2010 (5 projects)	

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
TITLE 3	TOTAL TITLE 3	0	4,057,000.00	4,057,000.00	5,372,794.00	5,372,794.00	3,458,218.83	3,458,218.83		

TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR

Chap. 9 9 Expenses not specifically provided for	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
9 90 Reserve	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
9 90 0 Reserve	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
TITLE 9 TOTAL TITLE 9	p.m.	p.m.	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.	p.m.	p.m.	
TITLE 10 TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
TOTAL EXPENDITURE ETF PROPER	19,460,000.00	19,460,000.00	19,957,791.00	19,957,791.00	17,984,000.00	17,984,000.00	

TITLE 4 Cooperation with other organisations (Earmarked expenditure)

Chap. 4 1 Co-operation with other international institutions	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 10 Co-operation with other international institutions	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 10 0 World bank	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 11 Co-operation with other international institutions							
4 11 0 Swiss Agency for Development and Cooperation	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
Chap. 4 2 Co-operation with other European agencies	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 20 SI2 support service	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 20 0 Funds relating to the participation of other European agencies into the SI2 support service	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
Chap. 4 3 Co-operation with national institutions	p.m.	p.m.	429,108.92	855,524.08	860,630.05	996,379.64	
4 30 Co-operation with Italian institutions	p.m.	p.m.	429,108.92	855,524.08	860,630.05	996,379.64	
4 30 0 Cooperation with Italian institutions (1)	p.m.	p.m.	429,108.92	855,524.08	860,630.05	996,379.64	
Chap. 4 4 Implementation of EU members states projects	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 40 Projects related to bilateral agreement between EU members states and other countries	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 40 0 Technical assistance	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
4 40 1 "Italian Small and Medium Enterprises Programme for Albania" (ISMEPA)	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
TITLE 4 TOTAL TITLE 4	p.m.	p.m.	429,108.92	855,524.08	860,630.05	996,379.64	

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		

TITLE 5 EARMARKED EXPENDITURE

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

Chap. 5 1 Human resources			p.m.	p.m.	116,816.12	263,275.06	183,306.50	332,569.10		
5 11 EU Expert fees			p.m.	p.m.	16,650.00	72,024.43	40,310.00	93,130.00		
5 11 0 EU Expert fees			p.m.	p.m.	16,650.00	72,024.43	40,310.00	93,130.00		
5 12 MEDA Expert fees			p.m.	p.m.	5,350.00	111,650.00	8,450.00	38,450.00		
5 12 0 MEDA Expert fees			p.m.	p.m.	5,350.00	111,650.00	8,450.00	38,450.00		
5 13 Administrative support			p.m.	p.m.	92,233.57	63,793.39	119,507.39	184,386.09		
5 13 0 Administrative support			p.m.	p.m.	92,233.57	63,793.39	119,507.39	184,386.09		
5 14 Ad Hoc support			p.m.	p.m.	2,582.55	15,807.24	15,039.11	16,603.01		
5 14 0 Ad Hoc support			p.m.	p.m.	2,582.55	15,807.24	15,039.11	16,603.01		
Chap. 5 2 Travel and Per Diems			p.m.	p.m.	317,978.25	345,615.59	414,000.00	604,769.30		
5 21 Per Diems			p.m.	p.m.	105,318.94	115,194.47	141,000.00	220,644.61		
5 21 1 Experts per diems			p.m.	p.m.	105,291.94	80,724.40	116,000.00	167,805.38		
5 21 3 Project Team per diems			p.m.	p.m.	27.00	34,470.07	25,000.00	52,839.23		
5 22 Travel expenses			p.m.	p.m.	212,659.31	230,421.12	273,000.00	384,124.69		
5 22 1 EU Expert travel			p.m.	p.m.	29,070.96	36,763.67	37,000.00	56,268.08		
5 22 2 MEDA Expert travel			p.m.	p.m.	183,473.15	170,532.56	216,000.00	282,926.64		
5 22 3 Project Team travel			p.m.	p.m.	115.20	23,124.89	20,000.00	44,929.97		
Chap. 5 3 Other cost/services			p.m.	p.m.	202,074.60	289,553.70	412,945.27	449,794.32		
5 31 Visibility			p.m.	p.m.	9,437.03	99,076.45	63,309.56	78,221.96		
5 31 0 Visibility			p.m.	p.m.	9,437.03	99,076.45	63,309.56	78,221.96		
5 32 Conferences/seminars			p.m.	p.m.	192,637.57	190,477.25	349,635.71	371,572.36		
5 32 0 Conferences/seminars			p.m.	p.m.	192,637.57	190,477.25	349,635.71	371,572.36		
Chap. 5 4 Procurement activity for component 3			p.m.	p.m.	p.m.	p.m.	p.m.	535,016.00		
5 40 Procurement activity for component 3			p.m.	p.m.	p.m.	p.m.	p.m.	535,016.00		
5 40 0 Procurement activity for component 3			p.m.	p.m.	p.m.	p.m.	p.m.	535,016.00		
Chap. 5 5 Procurement activity for component 4			p.m.	p.m.	p.m.	84,839.00	p.m.	587,315.18		
5 50 Procurement activity for component 4			p.m.	p.m.	p.m.	84,839.00	p.m.	587,315.18		
5 50 0 Procurement activity for component 4			p.m.	p.m.	p.m.	84,839.00	p.m.	587,315.18		
Chap. 5 6 Financial Auditing			p.m.	p.m.	15,000.00	15,000.00	15,000.00	15,000.00		
5 60 Financial Auditing			p.m.	p.m.	15,000.00	15,000.00	15,000.00	15,000.00		
5 60 0 Technical assistance			p.m.	p.m.	15,000.00	15,000.00	15,000.00	15,000.00		
Chap. 5 7 Contingencies			p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
5 70 Contingencies			p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
5 70 0 Contingencies			p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
TITLE 5 TOTAL TITLE 5			p.m.	p.m.	651,868.97	998,283.35	1,025,251.77	2,524,463.90		

TITLE 6 TEMPUS TECHNICAL ASSISTANCE CONVENTION (Earmarked expenditure)

Chap. 6 1 Selection		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
6 10 Selection		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
6 10 1 Evaluation meetings		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
6 10 2 Lead experts information sessions		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
6 10 3 JEP Technical assessment		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			
6 10 4 IMG Technical assessment		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.			

Art.	Item	Title	Budget 2010		Amending Budget 2009		Amending Budget 2008		Assumptions 2010	
			COM	PAY	COM	PAY	COM	PAY		
6 10 5	SCM Academic assessment		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 10 6	SCM Technical assessment		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
Chap. 6 2 Contract Management			p.m.	p.m.	p.m.	p.m.	213,585.00	257,595.60		
6 20	<i>Contract Assessment</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>213,585.00</i>	<i>257,595.60</i>		
6 20 1	Reports - Content assessment		p.m.	p.m.	p.m.	p.m.	56,086.00	56,086.00		
6 20 2	Reports - Financial assessment		p.m.	p.m.	p.m.	p.m.	146,799.00	170,917.22		
6 20 3	Financial audits		p.m.	p.m.	p.m.	p.m.	10,700.00	30,592.38		
6 20 4	Project administration software		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
Chap. 6 3 Publication & Information			p.m.	p.m.	p.m.	p.m.	78,100.00	90,226.00		
6 30	<i>Publication & Information</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>78,100.00</i>	<i>90,226.00</i>		
6 30 1	Tempus guide for applicants		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 30 2	Tempus country fiche		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 30 3	Tempus studies		p.m.	p.m.	p.m.	p.m.	25,000.00	25,000.00		
6 30 4	Tempus information & publicity materials		p.m.	p.m.	p.m.	p.m.	53,100.00	53,100.00		
6 30 5	Website development		p.m.	p.m.	p.m.	p.m.	p.m.	12,126.00		
6 30 6	Tempus project documentation		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 30 7	Tempus annual report		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 30 8	Miscellaneous		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 30 9	Regional conferences		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
Chap. 6 4 Administrative expenses			p.m.	p.m.	p.m.	p.m.	122,932.98	190,422.27		
6 40	<i>Administrative expenses</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>122,932.98</i>	<i>190,422.27</i>		
6 40 1	Mailing costs		p.m.	p.m.	p.m.	p.m.	28,358.98	88,757.52		
6 40 2	Translation costs		p.m.	p.m.	p.m.	p.m.	p.m.	26,992.00		
6 40 3	Filing, registration, data input		p.m.	p.m.	p.m.	p.m.	94,574.00	74,672.75		
Chap. 6 5 Reserve			p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
6 50	<i>Reserve</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>		
6 50 0	Reserve		p.m.	p.m.	p.m.	p.m.	p.m.	p.m.		
TITLE 6 TOTAL TITLE 6			p.m.	p.m.	p.m.	p.m.	414,617.98	538,243.87		
TOTAL ETF EARMARKED EXPENDITURE			p.m.	p.m.	1,080,977.89	1,853,807.43	2,300,499.80	4,059,087.41		
GRAND TOTAL EXPENDITURE			19,460,000.00	19,460,000.00	21,038,768.89	21,811,598.43	20,284,499.80	22,043,087.41		

**European Training Foundation
ESTABLISHMENT PLAN 2010**

GB09DEC023

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Grade	2010		2009		2008	
	Authorised posts		Authorised posts		actual at 31 Dec 2008	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14	1			1		1
AD 13	3			3		
AD 12	5			8		7
AD 11	13			10		12
AD 10	4			5		3
AD 9	18			13		11
AD 8	4			11		7
AD 7	10			8		8
AD 6	1					1
AD 5						
<i>Sub-total AD</i>	<i>0</i>	<i>59</i>	<i>0</i>	<i>59</i>	<i>0</i>	<i>50</i>
AST 11						
AST 10	3			3		
AST 9	6			8		5
AST 8	2			4		2
AST 7	7			7		7
AST 6	10			10		8
AST 5	4			4		2
AST 4	5			1		3
AST 3						3
AST 2						6
AST 1						
<i>Sub-total AST</i>		<i>37</i>		<i>37</i>		<i>36</i>
Total	0	96	0	96	0	86