



COVER NOTE FOR ETF BUDGET 2011

Background

The 2011 budget is based on the 2011 provisional draft estimate of revenue and expenditure approved by the Board on 18 November 2009 (ETF-GB-09-025) 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 2011 budget

Revenue

This 2011 budget provides the financial resources necessary for implementing the ETF's 2011 Work Programme. It is based on the following:

- An overall subvention of €19.850 million for payment appropriations, with €20.350 million in commitment appropriations. This represents a 2% increase from the 2010 subvention level (€19.460 million), and a return to the level of 2009 budget (€19.872 million)
- As an improvement from previous years, the subvention is now entirely composed of appropriations voted by the European Parliament and Council, given that during the financial exercise 2009 ETF did not return any unused appropriations to the EC.

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: €12.897,330

This represents 63% of the subvention, representing a decrease from 71% in 2010 and 70% in 2009. It is due to ETF's proposal to re-allocate operational missions from Title 1 to Title 3, for a better reflection of their operational nature. Excluding the mission, the 2011 level of Title 1 is only 0.3% higher than 2010 level

In terms of human resources, for 2011 the ETF intends to maintain overall the 2010 staffing levels while striving to reduce the time jobs remain vacant and therefore increase the occupancy of jobs in terms of full-time equivalents. However, this contradicts the tight budget allocation for Title 1: ETF will therefore aim to deploy 134 temporary, contract and local agents and seconded national experts with an estimated full-time equivalent staff members of only 128. The difference between FTE and the number of staff members under contract is explained by part-time working, parental leave, unpaid leave and vacancies resulting from unplanned staff departures as well as voluntary delaying start of service of new staff due to the budgetary restrictions. These are expected to be distributed as follows:

Contract types	Jobs (target occupancy)	Planned FTE
Temporary Agents	96	90.5
Contract Agents	34	33.5
SNEs	2	2
Local Agents	2	2
Total	134	128

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: €1,430,670

This represents 7% of the subvention compared to 7% in 2010, 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 and statutory meetings. Due adoption by ETF of Commission's financial system ABAC, in October 2010, less budget becomes available, in proportion, to the other budgetary headings.

Title 3 for expenditure related to operational activities: €6,022,000 in commitments and €5,522,000 in payment appropriations

This corresponds to 30% of the subvention, compared to 21% in 2010, 22% in 2009 and 19% in 2008, out of which the newly introduced operational missions count for 939,500€. Excluding the missions, ETF's operational expenditure registers an increase of 25% from the budget 2010.

The detailed list of projects that will be funded from Title 3 is available in Annex 1 of the Work programme 2011.

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 has 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.

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)

ETF has finalised the work for the MEDA-ETE programme. The last activities have taken place in 2010, and the remaining funds will be returned to the Commission. No further activities are expected.

Implementing Rules for ETF 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 2011.

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.

Format and structure of the budget

The 2011 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 2011 (Title 3).

Several budget lines which have not been regularly used by ETF have been removed from the budget, while other budget lines with a similar nature have been grouped together. A new budget line has been introduced to earmark appropriations allocated to the use of Commission IT systems, and a new Chapter (with a single Article and Line) has been created in Title 3, corresponding to operational missions. Specific details are presented in the notes for the budget.

Art.	Item	Title	Budget 2011		Amending Budget 2010		Outturn 2009
			COM	PAY	COM	PAY	PAY
TITLE 1 European Community subsidy							
	Chap. 1 0	Pre-Accession Strategy (15.03.02. (ex B7-033))	-	-	-	-	-
1 00		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	-	-	-	-	-
1 01		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. 1 1	External action - Tacis, CARDS and MEDA - (15.03.03. (ex B7-664))	-	-	-	-	-
1 10	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	-	-	-	-	-
1 20	Chap.1 2	European Training Foundation (15.02.27)	20,350,000.00	19,850,000.00	18,282,000.00	18,282,000.00	14,772,000.00
		European Training Foundation	20,350,000.00	19,850,000.00	18,282,000.00	18,282,000.00	14,772,000.00
	1 20 1	ETF - Subsidy under Titles 1 and 2	14,328,000.00	14,328,000.00	15,000,000.00	15,000,000.00	12,000,000.00
	1 20 2	ETF - Subsidy under Title 3	6,022,000.00	5,522,000.00	3,282,000.00	3,282,000.00	2,772,000.00
1 40	Chap.1 3	DG EAC - European Training Foundation	p.m.	p.m.	550,000.00	1,015,822.00	4,028,000.00
		European Training Foundation - Assigned revenue	p.m.	p.m.	550,000.00	1,015,822.00	4,028,000.00
	1 30 1	ETF - Assigned revenue under Titles 1 and 2	pm	pm	p.m.	p.m.	3,069,000.00
	1 30 2	ETF - Assigned revenue under Title 3	pm	pm	550,000.00	1,015,822.00	959,000.00
	TITLE 1	TOTAL TITLE 1	20,350,000.00	19,850,000.00	18,832,000.00	19,297,822.00	18,800,000.00

TITLE 8 European Community contribution in kind

	Chap. 8 0	European Community contribution in kind	p.m.	p.m.	162,178.00	162,178.00	p.m.
8 00	0 00 0	<i>European Community contribution in kind</i>	p.m.	p.m.	162,178.00	162,178.00	p.m.
	8 00 0	European Community contribution in kind	p.m.	p.m.	162,178.00	162,178.00	
	TITLE 8	TOTAL TITLE 8	p.m.	p.m.	162,178.00	162,178.00	p.m.

TITLE 9 MISCELLANEOUS REVENUE

	Chap. 9 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	85,791.00
9 00		<i>Miscellaneous revenue</i>	p.m.	p.m.	p.m.	p.m.	85,791.00
	9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	85,791.00
	TITLE 9	TOTAL TITLE 9	p.m.	p.m.	p.m.	p.m.	85,791.00

REVENUE

Art.	Item	Title	Budget 2011		Amending Budget 2010		Outturn 2009
			COM	PAY	COM	PAY	PAY

TITLE 10 RESULTS EARLIER YEARS

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

TOTAL ETF SUBVENTION REVENUE			20,350,000.00	19,850,000.00	18,994,178.00	19,460,000.00	18,885,791.00
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TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

	Chap. 4 3	Cooperation with Italian institutions	p.m.	p.m.	5,571.74	5,571.74	225,856.49
4 30		Cooperation with Italian institutions	p.m.	p.m.	5,571.74	5,571.74	225,856.49
	4 30 0	Cooperation with Italian institutions	p.m.	p.m.	5,571.74	5,571.74	225,856.49
	Chap. 4 9	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	503,728.81	503,728.81	-
4 90		Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	503,728.81	503,728.81	-
	4 90 0	Cooperation with Italian institutions - Financing earlier years*	p.m.	p.m.	503,728.81	503,728.81	-
	TITLE 4	TOTAL TITLE 4	p.m.	p.m.	509,300.55	509,300.55	225,856.49

TITLE 5 MEDA - ETE (Earmarked revenue)

	Chap. 5 0	MEDA-ETE	p.m.	p.m.	p.m.	p.m.	-
5 00		MEDA-ETE	p.m.	p.m.	p.m.	p.m.	-
	5 00 0	MEDA-ETE	p.m.	p.m.	p.m.	p.m.	-
	Chap. 5 9	MEDA-ETE - Financing earlier years	p.m.	p.m.	278,740.00	278,740.00	-
5 90		MEDA-ETE - Financing earlier years	p.m.	p.m.	278,740.00	278,740.00	-
	5 90 0	MEDA-ETE - Financing earlier years*	-	-	278,740.00	278,740.00	-
	TITLE 5	TOTAL TITLE 5	p.m.	p.m.	278,740.00	278,740.00	-

TOTAL EARMARKED / PROJECT REVENUE			p.m.	p.m.	788,040.55	788,040.55	225,856.49
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GRAND TOTAL			20,350,000.00	19,850,000.00	19,782,218.55	20,248,040.55	19,111,647.49
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Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	

TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION									
Chap. 1 1 Staff in active employment			12,529,100.00	12,529,100.00	-	12,156,598.00	12,156,598.00	11,912,411.25	
1 10		Agents included in the workforce	8,910,500.00	8,910,500.00	-	8,610,106.00	8,610,106.00	8,395,992.65	
1 10 0		Basic salaries	7,100,500.00	7,100,500.00	-	6,852,106.00	6,852,106.00	6,701,574.63	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 is of 96 posts (61 AD and 35 AST). Based on past experience in particular in terms of turnover, time a post remains vacant until availability of newly selected staff, part time, parental and unpaid leaves, it is estimated that ETF will effectively use 90.5 FTE
1 10 1		Family allowances	865,000.00	865,000.00	-	860,000.00	860,000.00	719,592.43	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 2010 will still be in 2011. Therefore the estimated needs for 2011 is based on both the assumption that the majority of newly recruited staff in 2011 will be entitled to this allowance and to the usual yearly increase of both salary (and consequently the family allowances) and educational costs.
1 10 2		Transfer and expatriation allowance	945,000.00	945,000.00	-	898,000.00	898,000.00	974,825.59	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: It is known that staff who were entitled to expatriation allowances in 2010 will still be in 2011. Therefore the estimated needs for 2011 is based on both this fact and that the vast majority of newly recruited staff in 2011 will be entitled to this allowance and to the usual yearly increase of both salary (and consequently the expatriation allowances).
1 10 3		Secretarial allowance	p.m.	p.m.	-	p.m.	p.m.	-	
1 11		Other staff	1,665,000.00	1,665,000.00	-	1,559,536.00	1,559,536.00	1,453,342.28	
1 11 0		Contractual agent	1,545,000.00	1,545,000.00	-	1,412,096.00	1,412,096.00	1,280,779.25	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: ETF plans to have 34 Contract Agents , with an occupation of 33.5 FTE. Budget includes cost relating to start and end of service such as installation, daily allowances, travel costs etc.
1 11 2		Local staff	120,000.00	120,000.00	-	147,440.00	147,440.00	172,563.03	This appropriation covers all salaries, allowances, social security related costs for Local Agents. Planning assumptions: 2 Local Agents. Slight increase based on historical cost trends.
1 13		Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights	394,000.00	394,000.00	-	386,000.00	386,000.00	361,524.81	
1 13 0		Insurance against sickness	246,000.00	246,000.00	-	240,000.00	240,000.00	226,066.41	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: The estimated needs for 2011 are based on the estimated cost for 90.5 FTE plus the usual yearly increase of salary (and consequently the insurance cost).
1 13 1		Insurance against accidents and occupational disease	52,000.00	52,000.00	-	51,000.00	51,000.00	46,932.97	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. The estimated needs for 2011 is based on the estimated cost for 90.5 FTE plus the usual yearly increase of salary (and consequently the insurance cost).
1 13 2		Unemployment insurance for temporary staff	96,000.00	96,000.00	-	95,000.00	95,000.00	88,525.43	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. The estimated needs for 2011 is based on the estimated cost for 90.5 FTE plus the usual yearly increase of salary (and consequently the insurance cost).
1 13 3		Pension	p.m.	p.m.	-	p.m.	p.m.	-	
1 14		Sundry allowances	150,600.00	150,600.00	-	157,689.00	157,689.00	145,375.65	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY		COM	PAY		
1 14 0	Birth and death allowance		600.00	600.00	-	1,389.00	1,389.00	396.62	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		150,000.00	150,000.00	-	150,000.00	150,000.00	135,862.19	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 2010 will still be in 2011. Therefore the estimated needs for 2011 is based on both this fact and that the vast majority of newly recruited staff in 2011 may be entitled to this allowance and to the usual yearly increase of both salary (and consequently the annual travel cost allowance).
1 14 2	Accommodation and transport allowances		p.m.	p.m.	-	p.m.	p.m.	-	
1 14 3	Fixed entertainment allowances		p.m.	p.m.	-	p.m.	p.m.	-	
1 14 4	Fixed local travel allowances		p.m.	p.m.	-	p.m.	p.m.	-	
1 14 7	Allowances for shift work or standby duty at the official's place of work and/or at home		p.m.	p.m.	-	6,300.00	6,300.00	9,116.84	Staff Regulations of Officials of the European Communities, and in particular Art. 56a and Conditions of Employment of Other Servants (art. 16). Planning assumptions: No plans are made for staff members on duty during closing time throughout the year in 2011
1 15	Overtime		p.m.	p.m.	-	p.m.	p.m.	p.m.	
1 15 0	Overtime		p.m.	p.m.	-	p.m.	p.m.	-	
1 17	Supplementary services		232,000.00	232,000.00	-	381,667.00	381,667.00	355,811.57	
1 17 0	Freelance interpreters and conference. personnel		p.m.	p.m.	-	p.m.	p.m.	-	
1 17 2	Cost of organising traineeships with the Foundation		9,000.00	9,000.00	-	23,100.00	23,100.00	26,746.55	
1 17 5	Other translation and typing services and work to be contracted out		p.m.	p.m.	-	p.m.	p.m.	-	
1 17 7	Other services rendered and institutional audit services		223,000.00	223,000.00	-	358,567.00	358,567.00	329,065.02	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). Planning assumptions: 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 €82,000). 2) service providers (1 FTE interim support) replacing ETF staff for short periods covering peak periods and the short-term absence of regular ETF staff. (estimated at €60,000) 3) provision of Reception services (estimated €60,000) - increased compared to past years as additional tasks will be expected 4) relocation services for newcomers (estimated at €12,000 depending on n° of newcomers needs and type of service needed) 5) Job satisfaction survey (estimated €19,000), planned for Dec 2011
1 18	Recruitment and transformation costs		227,000.00	227,000.00	-	251,600.00	251,600.00	317,977.69	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY		COM	PAY		
1 18 0	Sundry recruitment expenses		29,000.00	29,000.00	-	46,500.00	46,500.00	117,887.12	<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: 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 (€24,000) Average cost based on historical trend up to 5 selection procedures planned Average 5 candidates entitled to reimbursement per procedure Travel/hotel cost for pre-recruitment medical check up (average cost BRX/LUX/TUR) Pre-recruitment medical check up costs Other (€5000) Specific supplies for tests/interviews needed/publication External SAB members based on historical trends</p>
1 18 1	Travelling expenses		5,000.00	5,000.00	-	11,000.00	11,000.00	2,021.68	<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: Travelling expenses upon start or end of service for temporary agents - based on historical trends</p>
1 18 2	Installation allowance		74,000.00	74,000.00	-	96,750.00	96,750.00	96,363.99	<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: Cost linked to installation cost of new comers who started in 2010 and who will start in 2011 as well as cost linked to re-installation allowance for leavers in 2011 or who have left before but have not yet relocate outside Turin.</p>
1 18 3	Moving expenses		74,000.00	74,000.00	-	63,000.00	63,000.00	87,502.59	<p>Staff Regulations of officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 9 of Annex VII thereof.</p> <p>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.</p> <p>Planning assumptions: Cost linked to installation cost of new comers who started in 2010 and who will start in 2011 as well as cost linked to re-installation allowance for leavers in 2011 or who have left before but have not yet relocate outside Turin.</p>
1 18 4	Temporary daily allowance		45,000.00	45,000.00	-	34,350.00	34,350.00	14,202.31	<p>Staff Regulation of Officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 10 of Annex VII thereto.</p> <p>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.</p> <p>Planning assumptions: Cost linked to new comers upon start of service and depend on both their family situation, place of recruitment.</p>
1 19	Weightings (Correction coefficients)		950,000.00	950,000.00	-	810,000.00	810,000.00	882,386.60	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
1 19 0	Weightings (Correction coefficients)		840,000.00	840,000.00	-	810,000.00	810,000.00	830,130.97	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 2011 is based on the estimated cost for 90.5 FTE plus the usual yearly increase of weighting for Italy.
1 19 1	Salarial adaptation		110,000.00	110,000.00	-	p.m.	p.m.	52,255.63	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 2011 is based on limited budget availability and for 90.5 FTE (due to budget constraint)
Chap. 1 3 Missions and travel			100,000.00	100,000.00	-	940,000.00	940,000.00	940,934.35	
1 30	Mission and travel expenses		100,000.00	100,000.00	-	940,000.00	940,000.00	940,934.35	
1 30 0	Mission and travel expenses		100,000.00	100,000.00	-	940,000.00	940,000.00	940,934.35	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof. 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: From 2011, mission costs are split in two lines, administrative (1300) and operational (3200). Administrative missions will cover staff development missions and missions with an administrative purpose
Chap. 1 4 Socio-medical infrastructure			131,230.00	131,230.00	-	184,770.00	184,770.00	172,563.07	
1 40	Running costs of restaurants and canteens		p.m.	p.m.	-	p.m.	p.m.	p.m.	
1 40 0	Running costs of restaurants and canteens		p.m.	p.m.	-	p.m.	p.m.	-	
1 42	Restaurants, meals and canteens		p.m.	p.m.	-	p.m.	p.m.	p.m.	
1 42 0	Restaurants, meals and canteens		p.m.	p.m.	-	p.m.	p.m.	-	
1 43	Medical service		27,000.00	27,000.00	-	29,770.00	29,770.00	25,401.16	
1 43 0	Medical service		27,000.00	27,000.00	-	29,770.00	29,770.00	25,401.16	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof. 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.). Planning assumptions: 1) annual check up €13,350 2) ETF medical advisor €12,000 3) Medical supplies and medicines (incl H1N1) €1500
1 44	Internal training		102,000.00	102,000.00	-	148,600.00	148,600.00	144,579.55	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
1 44 0	Internal training		102,000.00	102,000.00	-	148,600.00	148,600.00	144,579.55	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof. 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. Planning assumptions: The priority will be given to language training (in order concerned staff acquire the level requested before promotion of a 3rd language). Then other learning activities will be organised both depending on the remaining budget availabilities and needs as expressed in 2011 in the staff Personal Development Plans. Should more appropriations become available, training levels should be restored to 2010 levels.
1 49	Other interventions		2,230.00	2,230.00	-	6,400.00	6,400.00	2,582.36	
1 49 0	Other interventions		2,230.00	2,230.00	-	6,400.00	6,400.00	2,582.36	This appropriation is intended to cover amongst other social events and institutional well being programmes that the ETF is putting in place. Planning assumptions: ETF Christmas events Should other appropriations become available, an ergonomic campaign should be considered.
Chap. 1 5 Staff exchanges between the Foundation and the public sector			125,000.00	125,000.00	-	149,000.00	149,000.00	83,688.20	
1 52	Staff exchanges between the Foundation and the public sector		125,000.00	125,000.00	-	149,000.00	149,000.00	83,688.20	
1 52 0	National experts seconded		125,000.00	125,000.00	-	149,000.00	149,000.00	83,688.20	This appropriation is intended to cover the costs of national or international officials and of private sector employees temporarily seconded to the ETF to provide knowledge of matters in which they have in-depth experience. Planning assumptions: 2 FTEs foreseen
Chap. 1 7 Entertainment and representation expenses			12,000.00	12,000.00	-	14,000.00	14,000.00	10,329.12	
1 70	Entertainment and representation expenses		12,000.00	12,000.00	-	14,000.00	14,000.00	10,329.12	
1 70 0	Entertainment and representation expenses		12,000.00	12,000.00	-	14,000.00	14,000.00	10,329.12	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) (estimated €3,000) Ongoing representation costs including catering expenses, taxi costs and small gifts authorised by the Director (€4,000) Representation costs linked to end of year (€5,000)
Chap. 1 9 Pensions and pension subsidies			p.m.	p.m.	-	p.m.	p.m.	p.m.	
1 90	Pensions and pension subsidies		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.	-	
TITLE 1	TOTAL TITLE 1		12,897,330.00	12,897,330.00	-	13,444,368.00	13,444,368.00	13,119,925.99	

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0 Investments in immovable property, rental of buildings and associated costs			539,818.00	539,818.00	-	564,978.00	564,978.00	559,458.23	
2 00	Rentals		9,251.00	9,251.00	-	8,732.00	8,732.00	8,719.00	
2 00 0	Rentals		9,251.00	9,251.00	-	8,732.00	8,732.00	8,719.00	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% (est €6,100) Reservation for ETF alternative office (oct-oct) as indicated in the ETF Business Continuity Plan (BCP) plus indexation and a margin (€3,150)
2 01	Insurance		p.m.	p.m.	-	p.m.	p.m.	p.m.	
2 01 0	Insurance		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 02	Water, gas, electricity and heating		120,000.00	120,000.00	-	120,000.00	120,000.00	115,399.47	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY		COM	PAY		
2 02 0	Water, gas, electricity and heating		120,000.00	120,000.00	-	120,000.00	120,000.00	115,399.47	This appropriation is intended to cover utilities (water, gas, electricity and heating). Planning assumptions: Current expenditure trend and Villa Gualino forecast indicated that in 2010 we will likely pay 130000€. Considering the changes in costs of the energy and gas, for 2011 it is better to plan for the same amount of 2010. Minimum requirement considered 120000€
2 03	Cleaning and maintenance		213,350.00	213,350.00	-	216,469.00	216,469.00	225,694.00	
2 03 0	Cleaning and maintenance		213,350.00	213,350.00	-	216,469.00	216,469.00	225,694.00	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 (€68,500) Villa Gualino cost reimbursement (€130,000) Green plants maintenance (€1,500) Rodent and insect control services (€1,000) Painting, Moves (new contract) (€12,000)
2 04	Furnishing of premises		p.m.	p.m.	-	37,842.00	37,842.00	11,846.90	
2 04 0	Furnishing of premises		p.m.	p.m.	-	37,842.00	37,842.00	11,846.90	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: No expenditure is foreseen. Should any appropriations become available during the year, a new floor for Sala Europa should be considered (€15,000)
2 05	Security and surveillance		103,217.00	103,217.00	-	100,119.00	100,119.00	104,576.70	
2 05 0	Security and surveillance		103,217.00	103,217.00	-	100,119.00	100,119.00	104,576.70	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. Planning assumptions: On site surveillance services: calculation is made on 260 days of service (estim €80,000) Inspections and radiosurveillance (est €11,700) RSPP services, running from Nov to Oct (est €6,000) Maintenance of various security services such as portable and fixed fire extinguishers, security doors, emergency exit doors, anti intrusion system (est €6,000) Should additional appropriations become available, new emergency doors for Sala Europa should be considered (€16,000)
2 09	Other expenditure on buildings		94,000.00	94,000.00	-	81,816.00	81,816.00	93,222.16	
2 09 0	Other expenditure on buildings		94,000.00	94,000.00	-	81,816.00	81,816.00	93,222.16	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. Planning assumptions: Garbage tax to Turin municipality (€39,000) Management fees to Villa Gualino (18% on budget of 2030 and 2020) (€47,000) Insurance reimbursement to Villa Gualino (€8,000) Should additional appropriations be available, consultancy on the building relating to office reviews and refurbishment should be considered.
Chap. 2 1 Information & Communication Technology			584,670.00	584,670.00	-	671,257.00	671,257.00	510,876.13	
2 10	ICT expenditure		507,670.00	507,670.00	-	671,257.00	671,257.00	510,876.13	
2 10 0	ICT hardware		102,812.00	102,812.00	-	60,100.00	60,100.00	93,323.84	This item covers the purchase of computer hardware including network servers, personal computers, printers and networking / communications equipment etc. 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. Planning assumptions: Hardware maintenance and replacement (e.g. replacement of 40 to 50 desktop computers, 3 digital senders, 6 notebooks) Replacement of main airconditioning data centre II.

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY		COM	PAY		
2 10 1	Software acquisition, maintenance and development		222,278.00	222,278.00	-	263,036.00	263,036.00	116,668.01	This item has been allocated to cover the purchase of standard software applications and for the development of software systems. Planning assumptions: Software development activities (corresponding to 250 person/days senior consultant on site) ABAC adaptation of current applications Novell, Citrix, Oracle, Microsoft, Lotus Notes, Business Objects, etc licences maintenance Ad-hoc purchase of software (linked to ITM service delivery, not development) ALLEGRO annual fees (€12,000) and specific customisation
2 10 2	Other expenses		-	-	-	117,905.00	117,905.00	158,182.47	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 Planning assumptions: Starting from 2011, this line has been distributed across BL 2100 and 2101
2 10 3	Telecoms costs		182,580.00	182,580.00	-	202,809.00	202,809.00	136,500.00	This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions: Telecom expenses fixed and mobile (€100,000) Internet service provider (€23,500) Belgacom service provider for Tour Madou (€5,000) Change telephone system to VOIP (€50,000) Current PABX maintenance (last year) (€5000)
2 10 4	Telecoms equipment costs		-	-	-	27,407.00	27,407.00	6,201.81	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. Planning assumptions: This line has been merged into BL2103
2 10 5	European Commission IT systems		77,000.00	77,000.00	-			-	This appropriation is intended to cover expenses relating the the use of EC distributed systems Planning assumptions: ABAC annual fees (€50,000) S-TESTA secure data connection to EC (€27,000) Should more appropriations become available, ETF intends to adopt ABAC assets (est 22,000 in the starting year)
Chap. 2 2 Movable property and associated costs			48,032.00	48,032.00	-	28,772.00	28,772.00	26,784.24	
2 20	Technical installations and office equipment		23,032.00	23,032.00	-	26,882.00	26,882.00	22,943.62	
2 20 0	Technical installations and office equipment		23,032.00	23,032.00	-	3,448.00	3,448.00	261.81	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		-	-	-	22,934.00	22,934.00	22,631.81	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 (€22,330) Rental of water dispensers (€650)
2 20 3	Maintenance, utilisation and repairs		-	-	-	500.00	500.00	50.00	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: This line has been merged with 2202
2 21	Furniture		25,000.00	25,000.00	-	p.m.	p.m.	640.62	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
2 21 0	Purchase		25,000.00	25,000.00	-	p.m.	p.m.	640.62	This appropriation covers the purchase of new furniture. Planning assumptions: Replacement of 50-60 office chairs. Should more appropriations become available during the year, new furniture should be envisaged for the meeting and training rooms, as well as new reception desk.
2 23	Transport		p.m.	p.m.	-	p.m.	p.m.	p.m.	
2 23 3	Maintenance, utilisation and repairs		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	Documentation and library		p.m.	p.m.	-	1,890.00	1,890.00	3,200.00	
2 25 0	Purchase of non-operational publications and subscriptions		p.m.	p.m.	-	1,890.00	1,890.00	3,200.00	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.	-	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.	-	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.	-	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			102,950.00	102,950.00	-	111,424.00	111,424.00	134,876.32	
2 30	Stationery and office supplies		47,000.00	47,000.00	-	44,501.00	44,501.00	60,637.98	
2 30 0	Stationery and office supplies		47,000.00	47,000.00	-	44,501.00	44,501.00	60,637.98	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.) 10,000 ECU headed paper envelopes, business cards
2 32	Financial charges		2,000.00	2,000.00	-	1,000.00	1,000.00	734.13	
2 32 0	Miscellaneous Financial expenditure		2,000.00	2,000.00	-	1,000.00	1,000.00	734.13	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.		This item is intended to cover exchange rate losses.
2 32 2	Other financial charges		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	-	34,495.00	34,495.00	36,000.00	
2 33 0	Legal expenses		30,000.00	30,000.00	-	34,495.00	34,495.00	36,000.00	This item is intended to cover * general legal expenses, * trial expenses, * external lawyers' expenses. Planning assumptions: Provision of legal advice
2 35	Other operating expenditure		18,950.00	18,950.00	-	26,428.00	26,428.00	35,145.41	
2 35 0	Miscellaneous insurance		15,950.00	15,950.00	-	13,143.00	13,143.00	16,422.96	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

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
2 35 2	Miscellaneous expenditure on internal meetings		p.m.	p.m.	-	8,997.00	8,997.00	16,543.45	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: No appropriations foreseen for catering or other services related to internal meetings
2 35 5	Petty expenses		3,000.00	3,000.00	-	4,288.00	4,288.00	2,179.00	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) (€1500) Reserve for urgent interventions and/or repairs (€1500)
2 36	Publications		5,000.00	5,000.00	-	5,000.00	5,000.00	2,358.80	
2 36 0	Publications		5,000.00	5,000.00	-	5,000.00	5,000.00	2,358.80	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
Chap. 2 4 Post and telecommunications			35,200.00	35,200.00	-	34,722.00	34,722.00	45,200.00	
2 40	Correspondence and courier expenses		35,200.00	35,200.00	-	34,722.00	34,722.00	45,200.00	
2 40 0	Correspondence and courier expenses		35,200.00	35,200.00	-	34,722.00	34,722.00	45,200.00	This appropriation is intended to cover correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions: 4 couriers used, costs estimations based on previous years
2 41	Telecommunications		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.	See remarks of BL 2103
2 41 1	Equipment		p.m.	p.m.	-	p.m.	p.m.	p.m.	See remarks of BL 2104
Chap. 2 5 Meetings and associated costs			120,000.00	120,000.00	-	127,319.00	127,319.00	166,813.73	
2 50	Meetings and associated costs		120,000.00	120,000.00	-	127,319.00	127,319.00	166,813.73	
2 50 0	Meetings expenses in general		120,000.00	120,000.00	-	127,319.00	127,319.00	166,813.73	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: Two Governing Board meetings (June and November), with an average of 50 participants
TITLE 2 TOTAL TITLE 2			1,430,670.00	1,430,670.00	-	1,538,472.00	1,538,472.00	1,444,008.65	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses			1,017,500.00	1,017,500.00	174,150.00	760,327.00	1,030,270.00	1,504,185.30	
3 00	Operational documentation		28,500.00	28,500.00	2,850.00	18,841.00	19,000.00	19,245.61	
3 00 0	Purchase of operational publications and subscriptions		28,500.00	28,500.00	2,850.00	18,841.00	19,000.00	19,245.61	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 (relevant newspapers, journals, magazines and online resources, ans also books, single articles and additional e-resources requested by staff)
3 01	Publicising of information		729,000.00	729,000.00	145,800.00	486,604.00	724,000.00	1,109,186.50	
3 01 0	General publications		729,000.00	729,000.00	145,800.00	486,604.00	724,000.00	1,109,186.50	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: 25,000 internal communication, including a project to upgrade the intranet, internal newsletter, posters 250,000 Torino Process event 150,000 EQF Conference 50,000 small-scale corporate events and visits 40,000 media and promotion - press campaigns to promote the organisation of specific projects 174,000 corporate publications - Live and learn magazine, flagship publication, work programme, activity report, brochures and leaflets, ETF yearbook 40,000 ETF website, maintenance and development, which will include the upgrade of the system on a continuous basis
3 03	Professional memberships and fees		5,000.00	5,000.00	p.m.	4,267.00	4,270.00	4,275.28	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
3 03 0	Professional memberships and fees		5,000.00	5,000.00	p.m.	4,267.00	4,270.00	4,275.28	This appropriation is intended to cover the costs associated with professional memberships and fees. Planning assumptions: 5 membership fees
3 04	Translation costs		255,000.00	255,000.00	25,500.00	250,615.00	283,000.00	371,477.91	
3 04 0	Translation costs		255,000.00	255,000.00	25,500.00	250,615.00	283,000.00	371,477.91	This appropriation is intended to cover translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: 128,000 statutory documents for GB meetings and written procedures 15,000 general governance/letters/directorate 80,000 corporate publications and media 32,000 web related documents Should appropriations be available, translation of Live and Learn magazine should be envisaged (€40,000)
3 05	Meetings of the Advisory Forum		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			4,065,000.00	3,632,000.00	2,183,200.00	3,088,833.00	3,214,349.59	3,110,177.47	
3 10	Priority actions : Work programme activities		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	Capacity building, information analysis for partner countries		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.	
3 12	Development Activities - thematic areas		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	Various costs linked to Work programme activities		p.m.	p.m.	p.m.	p.m.	p.m.	2,136.55	
3 13 0	Insurance costs related to Work programme activities		p.m.	p.m.	p.m.	p.m.	p.m.	2,136.55	This appropriation is intended to the insurance costs related to Work programme activities.
3 14	Projects to support strengthening knowledge and systems		333,000.00	333,000.00	133,200.00	256,007.00	261,840.00	250,944.17	
3 14 0	Projects to support strengthening knowledge and systems		333,000.00	333,000.00	133,200.00	256,007.00	261,840.00	250,944.17	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: €51,000.00 Assessment and Anticipation Project - To assess opportunities and challenges related to EU 2020 and EU human capital development in an external context €51,000.00 Strategic Partnership - To reinforce ETF capacity to exchange information and lessons with Member States' donors for the benefit of the partner countries €165,000.00 Monitoring and Evaluation - To contribute to the quality of ETF services and projects €66,000.00 Internal Quality - Quality and Risk Management - To contribute to the achievement of ETF objectives supporting compliance with its regulatory framework
3 15	Projects in support of EU's External Assistance in the Neighbourhood area		1,312,000.00	1,194,000.00	700,000.00	946,803.00	998,000.00	1,039,030.05	
3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area		1,312,000.00	1,194,000.00	700,000.00	946,803.00	998,000.00	1,039,030.05	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 2011
3 16	Projects in support of EU's External Assistance in the Enlargement area		1,137,000.00	1,072,000.00	640,000.00	925,448.00	1,005,000.00	1,036,214.67	
3 16 0	Projects in support of EU's External Assistance in the Enlargement area		1,137,000.00	1,072,000.00	640,000.00	925,448.00	1,005,000.00	1,036,214.67	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 2011

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
3 17		<i>Projects in support of EU's External Assistance in the Development Co-operation instrument</i>	373,000.00	373,000.00	230,000.00	429,210.00	464,080.00	405,712.58	
	3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument	373,000.00	373,000.00	230,000.00	429,210.00	464,080.00	405,712.58	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 2011
3 18		<i>Projects: Innovation & Learning</i>	910,000.00	660,000.00	480,000.00	531,365.00	485,429.59	376,139.45	
	3 18 0	Projects: Innovation & Learning	910,000.00	660,000.00	480,000.00	531,365.00	485,429.59	376,139.45	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 2011
Chap. 3 2 Operational Missions			939,500.00	872,500.00	67,000.00	162,178.00	394,718.41	p.m.	
3 20		<i>Operational Missions</i>	939,500.00	872,500.00	67,000.00	p.m.	p.m.	p.m.	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011
			COM	PAY	PAY	COM	PAY	PAY	
3	20	0 Operational Missions	939,500.00	872,500.00	67,000.00	p.m.	p.m.		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: From 2011, mission costs are split in two lines, administrative (1300) and operational (3200). Operational missions will cover the operational missions of the Operations Department, PMEU, ECU and Directorate.
TITLE 3			6,022,000.00	5,522,000.00	2,424,350.00	3,849,160.00	4,244,619.59	4,614,362.77	
TOTAL TITLE 3									

TITLE 8 European Community contribution in kind

Chap. 8 0 European Community contribution in kind	p.m.	p.m.	-	162,178.00	162,178.00	p.m.	
8 00 European Community contribution in kind	p.m.	p.m.	-	162,178.00	162,178.00	p.m.	
8 00 0 European Community contribution in kind	p.m.	p.m.	-	162,178.00	162,178.00	p.m.	
TITLE 8	p.m.	p.m.	-	162,178.00	162,178.00	p.m.	

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.	
9 90 Reserve	p.m.	p.m.	-	p.m.	p.m.	p.m.	
9 90 0 Reserve	p.m.	p.m.	-	p.m.	p.m.	p.m.	
TITLE 9	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.	70,362.41	p.m.	
10 10 Results earlier years	p.m.	p.m.	-	p.m.	70,362.41	p.m.	
10 10 0 Results earlier years	p.m.	p.m.	-	p.m.	70,362.41	p.m.	
TITLE 10	p.m.	p.m.	-	p.m.	70,362.41	p.m.	

TOTAL EXPENDITURE ETF PROPER	20,350,000.00	19,850,000.00	2,424,350.00	18,994,178.00	19,460,000.00	19,178,297.41	
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TITLE 4 Cooperation with other organisations (Earmarked expenditure)

Chap. 4 1 Co-operation with other international	p.m.	p.m.	-	p.m.	p.m.	p.m.	
4 10 Co-operation with other international	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.	
4 11 Co-operation with other international			-				
4 11 0 Swiss Agency for Development and	p.m.	p.m.	-	p.m.	p.m.	p.m.	
Chap. 4 2 Co-operation with other European	p.m.	p.m.	-	p.m.	p.m.	p.m.	
4 20 S12 support service	p.m.	p.m.	-	p.m.	p.m.	p.m.	
4 20 0 Funds relating to the participation of other	p.m.	p.m.	-	p.m.	p.m.	p.m.	
Chap. 4 3 Co-operation with national institutions	p.m.	p.m.	-	509,300.55	509,300.55	351,795.27	
4 30 Co-operation with Italian institutions:	p.m.	p.m.	-	509,300.55	509,300.55	351,795.27	
4 30 0 Cooperation with Italian institutions (1)	p.m.	p.m.	-	509,300.55	509,300.55	351,795.27	
Chap. 4 4 Implementation of EU members states	p.m.	p.m.	-	p.m.	p.m.	p.m.	
4 40 Projects related to bilateral agreement	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.	
4 40 1 "Italian Small and Medium Enterprises	p.m.	p.m.	-	p.m.	p.m.	p.m.	
TITLE 4	p.m.	p.m.	-	509,300.55	509,300.55	351,795.27	

TITLE 5 EARMARKED EXPENDITURE

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

Chap. 5 1 Human resources	-	-	-	103,078.36	103,078.36	119,928.67	
5 11 EU Expert fees	-	-	-	33,969.14	33,969.14	23,310.86	
5 11 0 EU Expert fees	-	-	-	33,969.14	33,969.14	23,310.86	
5 12 MEDA Expert fees	-	-	-	64,000.00	64,000.00	33,100.00	
5 12 0 MEDA Expert fees	-	-	-	64,000.00	64,000.00	33,100.00	
5 13 Administrative support	-	-	-	p.m.	p.m.	56,857.19	
5 13 0 Administrative support	-	-	-	p.m.	p.m.	56,857.19	

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011	
			COM	PAY	PAY	COM	PAY	PAY		
5 14		Ad Hoc support	-	-	-	5,109.22	5,109.22	6,660.62		
5 14 0		Ad Hoc support	-	-	-	5,109.22	5,109.22	6,660.62		
		Chap. 5 2 Travel and Per Diems	-	-	-	72,467.06	72,467.06	187,769.79		
5 21		Per Diems	-	-	-	25,427.75	25,427.75	67,142.47		
5 21 1		Experts per diems	-	-	-	23,247.60	23,247.60	49,536.51		
5 21 3		Project Team per diems	-	-	-	2,180.15	2,180.15	17,605.96		
5 22		Travel expenses	-	-	-	47,039.31	47,039.31	120,627.32		
5 22 1		EU Expert travel	-	-	-	10,160.00	10,160.00	5,263.15		
5 22 2		MEDA Expert travel	-	-	-	33,210.50	33,210.50	99,002.53		
5 22 3		Project Team travel	-	-	-	3,668.81	3,668.81	16,361.64		
		Chap. 5 3 Other cost/services	-	-	-	88,194.58	88,194.58	156,505.11		
5 31		Visibility	-	-	-	61,750.75	61,750.75	4,818.00		
5 31 0		Visibility	-	-	-	61,750.75	61,750.75	4,818.00		
5 32		Conferences/seminars	-	-	-	26,443.83	26,443.83	151,687.11		
5 32 0		Conferences/seminars	-	-	-	26,443.83	26,443.83	151,687.11		
		Chap. 5 4 Procurement activity for component 3	-	-	-	p.m.	p.m.	p.m.		
5 40		Procurement activity for component 3	-	-	-	p.m.	p.m.	p.m.		
5 40 0		Procurement activity for component 3	-	-	-	p.m.	p.m.	p.m.		
		Chap. 5 5 Procurement activity for component 4	-	-	-	p.m.	p.m.	83,906.67		
5 50		Procurement activity for component 4	-	-	-	p.m.	p.m.	83,906.67		
5 50 0		Procurement activity for component 4	-	-	-	p.m.	p.m.	83,906.67		
		Chap. 5 6 Financial Auditing	-	-	-	15,000.00	15,000.00	p.m.		
5 60		Financial Auditing	-	-	-	15,000.00	15,000.00	p.m.		
5 60 0		Technical assistance	-	-	-	15,000.00	15,000.00	p.m.		
		Chap. 5 7 Contingencies	-	-	-	p.m.	p.m.	p.m.		
5 70		Contingencies	-	-	-	p.m.	p.m.	p.m.		
5 70 0		Contingencies	-	-	-	p.m.	p.m.	p.m.		
		TITLE 5 TOTAL TITLE 5	-	-	-	278,740.00	278,740.00	548,110.24		
6 10		Selection	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.		
6 10 2		Lead experts information sessions	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.		
6 10 4		IMG Technical assessment	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 10 5		SCM Academic assessment	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.		
6 20		Contract Assessment	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 20 1		Reports - Content assessment	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 20 2		Reports - Financial assessment	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 20 3		Financial audits	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 20 4		Project administration software	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 30		Publication & Information	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 30 1		Tempus guide for applicants	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.		
6 30 3		Tempus studies	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 30 4		Tempus information & publicity materials	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 30 5		Website development	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 30 6		Tempus project documentation	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.		
6 30 8		Miscellaneous	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.		
6 40		Administrative expenses	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 40 1		Mailing costs	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 40 2		Translation costs	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 40 3		Filing, registration, data input	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 50		Reserve	p.m.	p.m.	-	p.m.	p.m.	p.m.		
6 50 0		Reserve	p.m.	p.m.	-	p.m.	p.m.	p.m.		
		TOTAL ETF EARMARKED EXPENDITURE	p.m.	p.m.	-	788,040.55	788,040.55	899,905.51		
		GRAND TOTAL EXPENDITURE	20,350,000.00	19,850,000.00	2,424,350.00	19,782,218.55	20,248,040.55	20,078,202.92		

General Notes

From 2011, mission costs are split in two lines, administrative (Budget Line 1300, will cover staff development missions and missions with an administrative purpose) and operational (Budget Line 3200, which will cover the operational missions of the Operations Department, PMEUE, ECU and Directorate).

Art.	Item	Title	Budget 2011		Payment Schedule 2012	Amending Budget 2010		Outturn 2009	Assumptions 2011	
			COM	PAY	PAY	COM	PAY	PAY		

From 2011, Budget Line 2102 (ICT - Other expenses, used for ICT maintenance and consumable) will be discontinued, the related expenditure being distributed across Budget Line 2100 (Hardware, now becoming Hardware, maintenance and consumables) and Budget Line 2101 (Software development and purchase, now becoming Software acquisition, maintenance and development)

From 2011, Budget Line 2104 (Telecoms equipment costs) is merged with Budget Line 2103 (Telecoms Costs)

From 2011, a new Budget Line is created for grouping together the costs related to the use of European Commission's IT systems (mainly ABAC)

From 2011, Budget Line 2202 (Rentals - Technical installations and office equipment) will be merged with Budget Line 2201 (Purchase), which will subsequently be renamed to "Technical installations and office equipment"

Also, from 2011 the following budget lines will be eliminated from ETF's budget, due to their inutilisation:

2204 Office equipment

2212 Rentals - Furniture

2213 Maintenance, utilization and repairs - Furniture

2230 Purchase - Transport

2232 Rentals - Transport

2233 Maintenance, utilization and repairs - Transport

2251 Miscellaneous library expenses

2252 Subscriptions to newspapers and magazines

2254 Binding expenses and conservation of works

**European Training Foundation
ESTABLISHMENT PLAN 2011**

GB11DEC002

Grade	2011 Authorised posts		2010 Authorised posts		2009 actual at 31 Dec 2009	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		4		3		
AD 12		4		5		6
AD 11		12		13		11
AD 10		4		4		3
AD 9		11		18		10
AD 8		5		4		6
AD 7		18		10		12
AD 6				1		1
AD 5		2				
<i>Sub-total AD</i>	<i>0</i>	<i>61</i>	<i>0</i>	<i>59</i>	<i>0</i>	<i>50</i>
AST 11						
AST 10		4		3		
AST 9		6		6		5
AST 8		1		2		3
AST 7		6		7		7
AST 6		7		10		7
AST 5		1		4		3
AST 4		5		5		3
AST 3		2				3
AST 2		3				5
AST 1						
<i>Sub-total AST</i>		<i>35</i>		<i>37</i>		<i>36</i>
Total	0	96	0	96	0	96