

## AMENDING BUDGET 2011

The main objective of 2011 Amending Budget is to integrate the assigned revenue, which usually is undefined at the time of the adoption of the Budget (November 2010 for the 2011 Budget).

Also, in line with established practice, the ETF reviewed the implementation of its work programme activities and the consumption of its 2011 budget during the second and third quarter of the year. Following the last review, and in accordance with the Financial Regulation, the ETF hereby requests the approval of the Board for a limited redistribution of the 2011 commitment and payment appropriations.

The attached budget refers to the 2011 budget adopted by the Board in November 2010 and voted by the European Parliament together with the Community budget in December 2010.

### Revenue

ETF receives its revenue as subvention from the European Commission. In addition, ETF can receive funding from other institutions for activities included in its mandate.

#### 1a. Subvention

There are no modifications for the subvention expected by ETF from DG EAC;

#### 1b. Assigned revenue

The amending budget integrates the accumulated interest for the amounts assigned to ETF by the Italian Ministry of Foreign Affairs (€4 522.81) in addition to the currently existing €286 284.28 available from previous years.

### Expenditure

The activities performed until now are in line with the work programme adopted by the Board in November 2010 (96% of the ETF subvention was committed by 31 October 2011).

#### 2a. Subvention

There have been 7 transfers performed under the Authority of the Director duly communicated to the Board, out of which only one between Titles (€17 000 from Title 1 to Title 2 in June 2011, linked to the implementation of ABAC Assets).

Following the review done at the end of Q3 for both activities and budget allocation, ETF is proposing a budgetary reallocation to reinforce operational activities, resulting in a transfer of €147 340 commitment and payment appropriations from Title 1 to Titles 2 and 3. As this transfer exceeds the 10% limit that can be authorised by the Director, Governing Board's approval is sought.

The commitment appropriations will be used for:

- Reinforcement of the survey on migration in Morocco ;
- Organisation of an event under the initiative 'Friends of Turkey', at the request of the European Parliament;
- Increase support to the event "Governance and effective VET Policies: the role of evidence";

- Acquisition of licences for the Virtualisation of the IT systems;

The payment appropriation will be distributed across the operational budget lines, in line with the expected payments during 2011.

#### **2b. Assigned revenue**

The additional €4 522.81 commitment and payment appropriations will be allocated to the same region-related activities (Lebanon)

## **Presentation**

The attached amending budget contains the details of the original budget, the modifications performed until now under the authority of the Director (within titles or between titles under 10% - Art 23 of the Financial Regulation) and the above mentioned modifications.

By adopting this Amending Budget, the Governing Board is agreeing to the transfer of appropriations indicated at point 2a.

Overall, in 2011 the ETF is expected to manage €20 350 000 commitment and €19 850 000 payment appropriation from the EU subvention, and €290 807.09 commitment and payment appropriations from assigned revenue (including unused funds from conventions in previous years).

Further details on the execution of 2011 budget will be presented to the Board together with the Financial Statements, at the meeting in June 2012.

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011	
			COM	PAY	COM	PAY	COM	PAY

**TITLE 1 European Community subsidy**

Art.	Item	Title	COM	PAY	COM	PAY	COM	PAY
	<b>Chap. 1 0</b>	<b>Pre-Accession Strategy (15.03.02. (ex B7-033))</b>						
1 00		<i>Phare</i>						
	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		<i>Pre-Accession</i>						
	1 01 1	Pre-Accession (Turkey) contribution to ETF-Subsidy under Titles 1 and 2						
	1 01 2	Pre-Accession (Turkey) contribution to ETF-Subsidy under Title 3						
	<b>Chap. 1 1</b>	<b>External action - Tacis, CARDS and MEDA - (15.03.03. (ex B7-664))</b>						
1 10	0 00 0	<i>Support Commission and Wider Europe initiatives</i>						
	1 10 1	External action (Tacis,CARDS)- subsidy under Titles 1 and 2						
	1 10 2	External action (Tacis,CARDS)- subsidy under Title 3						
	<b>Chap. 1 2</b>	<b>European Training Foundation (15.02.27)</b>	20 350 000.00	19 850 000.00			20 350 000.00	19 850 000.00
1 20		<i>European Training Foundation</i>	20 350 000.00	19 850 000.00			20 350 000.00	19 850 000.00
	1 20 1	ETF - Subsidy under Titles 1 and 2	14 328 000.00	14 328 000.00			14 328 000.00	14 328 000.00
	1 20 2	ETF - Subsidy under Title 3	6 022 000.00	5 522 000.00			6 022 000.00	5 522 000.00
	<b>Chap. 1 3</b>	<b>DG EAC - European Training Foundation</b>	pm	pm			pm	pm
1 40		<i>European Training Foundation - Assigned revenue</i>	pm	pm			pm	pm
	1 30 1	ETF - Assigned revenue under Titles 1 and 2	pm	pm			pm	pm
	1 30 2	ETF - Assigned revenue under Title 3	pm	pm			pm	pm
	<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>20 350 000.00</b>	<b>19 850 000.00</b>			<b>20 350 000.00</b>	<b>19 850 000.00</b>

**TITLE 8 European Community contribution in kind**

Art.	Item	Title	COM	PAY	COM	PAY	COM	PAY
	<b>Chap. 8 0</b>	<b>European Community contribution in kind</b>		pm		pm		pm
8 00	0 00 0	<i>European Community contribution in kind</i>		pm		pm		pm
	8 00 0	European Community contribution in kind		pm		pm		pm
	<b>TITLE 8</b>	<b>TOTAL TITLE 8</b>		pm		pm		pm

**TITLE 9 MISCELLANEOUS REVENUE**

Art.	Item	Title	COM	PAY	COM	PAY	COM	PAY
	<b>Chap. 9 0</b>	<b>Miscellaneous revenue</b>		pm		pm		pm
9 00		<i>Miscellaneous revenue</i>		pm		pm		pm
	9 00 0	Miscellaneous revenue		pm		pm		pm
	<b>TITLE 9</b>	<b>TOTAL TITLE 9</b>		pm		pm		pm

**TITLE 10 RESULTS EARLIER YEARS**

Art.	Item	Title	COM	PAY	COM	PAY	COM	PAY
	<b>Chap. 10 1</b>	<b>Results earlier years</b>						
10 11		<i>Results earlier years</i>						
	10 11 1	Result budget year -/- 1						
	<b>TITLE 10</b>	<b>TOTAL TITLE 10</b>						

<b>TOTAL ETF SUBVENTION REVENUE</b>			<b>20 350 000.00</b>	<b>19 850 000.00</b>			<b>20 350 000.00</b>	<b>19 850 000.00</b>
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**TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)**

REVENUE

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		
			COM	PAY	COM	PAY	COM	PAY	
	<b>Chap. 4 3</b>	<b>Cooperation with Italian institutions</b>		pm		4 522.81	4 522.81		4 522.81
4 30		Cooperation with Italian institutions		pm		4 522.81	4 522.81		4 522.81
	4 30 0	Cooperation with Italian institutions		pm		4 522.81	4 522.81		4 522.81
	<b>Chap. 4 9</b>	<b>Cooperation with Italian institutions - Financing earlier years</b>		pm		286 284.28	286 284.28		286 284.28
4 90		Cooperation with Italian institutions - Financing earlier years		pm		286 284.28	286 284.28		286 284.28
	4 90 0	Cooperation with Italian institutions - Financing earlier years*		pm		286 284.28	286 284.28		286 284.28
	<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>		pm		<b>290 807.09</b>	<b>290 807.09</b>		<b>290 807.09</b>
<b>TOTAL EARMARKED / PROJECT REVENUE</b>				pm		<b>290 807.09</b>	<b>290 807.09</b>		<b>290 807.09</b>
<b>GRAND TOTAL</b>						<b>290 807.09</b>	<b>290 807.09</b>		<b>20 640 807.09</b>
									<b>20 140 807.09</b>

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
<b>TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION</b>									
<b>Chap. 1 1 Staff in active employment</b>			<b>12,529,100.00</b>	<b>12,529,100.00</b>	<b>-190,000.00</b>	<b>-190,000.00</b>	<b>12,339,100.00</b>	<b>12,339,100.00</b>	
1 10	<i>Agents included in the workforce</i>		<i>8,910,500.00</i>	<i>8,910,500.00</i>	<i>349,500.00</i>	<i>349,500.00</i>	<i>9,260,000.00</i>	<i>9,260,000.00</i>	
1 10 0	Basic salaries		7,100,500.00	7,100,500.00	299,500.00	299,500.00	7,400,000.00	7,400,000.00	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 Revised assumptions: Increased to reflect actual costs
1 10 1	Family allowances		865,000.00	865,000.00	15,000.00	15,000.00	880,000.00	880,000.00	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. Revised assumptions: Increased to reflect actual costs
1 10 2	Transfer and expatriation allowance		945,000.00	945,000.00	35,000.00	35,000.00	980,000.00	980,000.00	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). Revised assumptions: Increased to reflect actual costs
1 10 3	Secretarial allowance		pm	pm			pm	pm	
1 11	<i>Other staff</i>		<i>1,665,000.00</i>	<i>1,665,000.00</i>	<i>-47,000.00</i>	<i>-47,000.00</i>	<i>1,618,000.00</i>	<i>1,618,000.00</i>	
1 11 0	Contractual agent		1,545,000.00	1,545,000.00	-35,000.00	-35,000.00	1,510,000.00	1,510,000.00	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. Revised assumptions: Lower FTE than originally estimated
1 11 2	Local staff		120,000.00	120,000.00	-12,000.00	-12,000.00	108,000.00	108,000.00	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. Revised assumptions: Decreased as covered by recuperation of appropriations of previous years reimbursed to ETF in 2011
1 13	<i>Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights</i>		<i>394,000.00</i>	<i>394,000.00</i>	<i>14,000.00</i>	<i>14,000.00</i>	<i>408,000.00</i>	<i>408,000.00</i>	
1 13 0	Insurance against sickness		246,000.00	246,000.00	9,000.00	9,000.00	255,000.00	255,000.00	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). Revised assumptions: Increased to reflect actual costs
1 13 1	Insurance against accidents and occupational disease		52,000.00	52,000.00	1,000.00	1,000.00	53,000.00	53,000.00	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). Revised assumptions: Increased to reflect actual costs

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			COM	PAY	COM	PAY	COM	PAY	
1 13 2	Unemployment insurance for temporary staff		96,000.00	96,000.00	4,000.00	4,000.00	100,000.00	100,000.00	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. 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). Revised assumptions: Increased to reflect actual costs
1 13 3	Pension		pm	pm			pm	pm	
1 14	<i>Sundry allowances</i>		<i>150,600.00</i>	<i>150,600.00</i>	<i>15,000.00</i>	<i>15,000.00</i>	<i>165,600.00</i>	<i>165,600.00</i>	
1 14 0	Birth and death allowance		600.00	600.00	600.00	600.00	1,200.00	1,200.00	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 Revised assumptions: Increased to reflect actual costs
1 14 1	Annual travel costs from the place of employment to the place of origin		150,000.00	150,000.00	14,301.43	14,301.43	164,301.43	164,301.43	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). Revised assumptions: Increased to reflect actual costs
1 14 2	Accommodation and transport allowances		pm	pm			pm	pm	
1 14 3	Fixed entertainment allowances		pm	pm			pm	pm	
1 14 4	Fixed local travel allowances		pm	pm			pm	pm	
1 14 7	Allowances for shift work or standby duty at the official's place of work and/or at home		pm	pm	98.57	98.57	98.57	98.57	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 Revised assumptions: Increased to cover a remaining expense from 2010
1 15	<i>Overtime</i>		<i>pm</i>	<i>pm</i>			<i>pm</i>	<i>pm</i>	
1 15 0	Overtime		pm	pm			pm	pm	
1 17	<i>Supplementary services</i>		<i>232,000.00</i>	<i>232,000.00</i>	<i>20,000.00</i>	<i>20,000.00</i>	<i>252,000.00</i>	<i>252,000.00</i>	
1 17 0	Freelance interpreters and conference personnel		pm	pm			pm	pm	
1 17 2	Cost of organising traineeships with the Foundation		9,000.00	9,000.00	13,000.00	13,000.00	22,000.00	22,000.00	These appropriations cover the costs of traineeships for young professionals from the EU and ETF partner countries in order to give them the opportunity to get to know the practices of an EU agency. Planning assumptions: Cost to be paid to 4 internship who started in 2010. No new internships are planned in 2011 Revised assumptions: Increased support for internship
1 17 5	Other translation and typing services and work to be contracted out		pm	pm			pm	pm	

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
	1 17 7	Other services rendered and institutional audit services	223,000.00	223,000.00	7,000.00	7,000.00	230,000.00	230,000.00	<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"> <li>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).</li> <li>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)</li> <li>3) provision of Reception services (estimated €60,000) - increased compared to past years as additional tasks will be expected</li> <li>4) relocation services for newcomers (estimated at €12,000 depending on n° of newcomers needs and type of service needed)</li> <li>5) Job satisfaction survey (estimated €19,000), planned for Dec 2011</li> </ol> <p>Revised assumptions: Increased to reflect actual costs</p>
	<b>1 18</b>	<b>Recruitment and transformation costs</b>	<b>227,000.00</b>	<b>227,000.00</b>	<b>-42,000.00</b>	<b>-42,000.00</b>	<b>185,000.00</b>	<b>185,000.00</b>	
	1 18 0	Sundry recruitment expenses	29,000.00	29,000.00	36,000.00	36,000.00	65,000.00	65,000.00	<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"> <li>- publication costs,</li> <li>- 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.),</li> <li>- travel costs and daily allowances for candidates and external selection panel member(s)</li> <li>- pre-recruitment medical examinations.</li> </ul> <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. 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> <p>Revised assumptions: Increased costs related mainly to recruitment of deputy Director</p>
	1 18 1	Travelling expenses	5,000.00	5,000.00			5,000.00	5,000.00	<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: 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			74,000.00	74,000.00	<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: 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	-55,000.00	-55,000.00	19,000.00	19,000.00	<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> <p>Revised assumptions: Actual installation costs lower than foreseen</p>

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1 18 4	Temporary daily allowance		45,000.00	45,000.00	-23,000.00	-23,000.00	22,000.00	22,000.00	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: Cost linked to new comers upon start of service and depend on both their family situation, place of recruitment.  Revised assumptions: Actual costs lower than foreseen
<b>1 19</b>	<b>Weightings (Correction coefficients)</b>		<b>950,000.00</b>	<b>950,000.00</b>	<b>-499,500.00</b>	<b>-499,500.00</b>	<b>450,500.00</b>	<b>450,500.00</b>	
1 19 0	Weightings (Correction coefficients)		840,000.00	840,000.00	-389,500.00	-389,500.00	450,500.00	450,500.00	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 2011 is based on the estimated cost for 90.5 FTE plus the usual yearly increase of weighting for Italy. Revised assumptions: Reduction based on the indications that the weighting would be slightly reduced.
1 19 1	Salarial adaptation		110,000.00	110,000.00	-110,000.00	-110,000.00	pm	pm	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) Revised assumptions: Reduction based on actual information
<b>Chap. 1 3 Missions and travel</b>			<b>100,000.00</b>	<b>100,000.00</b>	<b>31,000.00</b>	<b>31,000.00</b>	<b>131,000.00</b>	<b>131,000.00</b>	
1 30	Mission and travel expenses		100,000.00	100,000.00	31,000.00	31,000.00	131,000.00	131,000.00	
1 30 0	Mission and travel expenses		100,000.00	100,000.00	31,000.00	31,000.00	131,000.00	131,000.00	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 Revised assumptions: Actual administrative missions more expensive than foreseen
<b>Chap. 1 4 Socio-medical infrastructure</b>			<b>131,230.00</b>	<b>131,230.00</b>	<b>26,000.00</b>	<b>26,000.00</b>	<b>157,230.00</b>	<b>157,230.00</b>	
1 40	Running costs of restaurants and canteens		pm	pm			pm	pm	
1 40 0	Running costs of restaurants and canteens		pm	pm			pm	pm	
1 42	Restaurants, meals and canteens		pm	pm			pm	pm	
1 42 0	Restaurants, meals and canteens		pm	pm			pm	pm	
1 43	Medical service		27,000.00	27,000.00	5,000.00	5,000.00	32,000.00	32,000.00	
1 43 0	Medical service		27,000.00	27,000.00	5,000.00	5,000.00	32,000.00	32,000.00	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 Revised assumptions: Actual costs for medical service expenses higher than estimated

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
1 44		<i>Internal training</i>	102,000.00	102,000.00	21,000.00	21,000.00	123,000.00	123,000.00	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof.</p> <p>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.</p> <p>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.</p> <p>Revised assumptions: Increased support for training related to the new IT systems</p>
1 44 0		Internal training	102,000.00	102,000.00	21,000.00	21,000.00	123,000.00	123,000.00	
1 49		<i>Other interventions</i>	2,230.00	2,230.00			2,230.00	2,230.00	<p>This appropriation is intended to cover amongst other social events and institutional well being programmes that the ETF is putting in place.</p> <p>Planning assumptions: ETF Christmas events Should other appropriations become available, an ergonomic campaign should be considered.</p>
1 49 0		Other interventions	2,230.00	2,230.00			2,230.00	2,230.00	
<b>Chap. 1 5 Staff exchanges between the Foundation and the public sector</b>			<b>125,000.00</b>	<b>125,000.00</b>	<b>-34,840.00</b>	<b>-34,840.00</b>	<b>90,160.00</b>	<b>90,160.00</b>	
1 52		<i>Staff exchanges between the Foundation and the public sector</i>	125,000.00	125,000.00	-34,840.00	-34,840.00	90,160.00	90,160.00	<p>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.</p> <p>Planning assumptions: 2 FTEs foreseen Revised assumptions: Decrease to reflect actual costs (1.5 FTE)</p>
1 52 0		National experts seconded	125,000.00	125,000.00	-34,840.00	-34,840.00	90,160.00	90,160.00	
<b>Chap. 1 7 Entertainment and representation expenses</b>			<b>12,000.00</b>	<b>12,000.00</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>15,500.00</b>	<b>15,500.00</b>	
1 70		<i>Entertainment and representation expenses</i>	12,000.00	12,000.00	3,500.00	3,500.00	15,500.00	15,500.00	<p>This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.).</p> <p>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)</p> <p>Revised assumptions: Representation costs slightly higher than originally estimated</p>
1 70 0		Entertainment and representation expenses	12,000.00	12,000.00	3,500.00	3,500.00	15,500.00	15,500.00	
<b>Chap. 1 9 Pensions and pension subsidies</b>			<b>pm</b>	<b>pm</b>			<b>pm</b>	<b>pm</b>	
1 90		<i>Pensions and pension subsidies</i>	pm	pm			pm	pm	
1 90 0		Pensions and pension subsidies	pm	pm			pm	pm	
<b>TITLE 1 TOTAL TITLE 1</b>			<b>12,897,330.00</b>	<b>12,897,330.00</b>	<b>-164,340.00</b>	<b>-164,340.00</b>	<b>12,732,990.00</b>	<b>12,732,990.00</b>	
<b>TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>									
<b>Chap. 2 0 Investments in immovable property, rental of buildings and associated costs</b>			<b>539,818.00</b>	<b>539,818.00</b>	<b>-25,446.53</b>	<b>-25,446.53</b>	<b>514,371.47</b>	<b>514,371.47</b>	
2 00		<i>Rentals</i>	9,251.00	9,251.00	-1,190.40	-1,190.40	8,060.60	8,060.60	<p>This appropriation is intended to cover property rental</p> <p>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)</p> <p>Revised assumptions: Expected increase in rent did not occur - margin is not needed</p>
2 00 0		Rentals	9,251.00	9,251.00	-1,190.40	-1,190.40	8,060.60	8,060.60	
2 01		<i>Insurance</i>	pm	pm			pm	pm	

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
	2 01 0	Insurance							
			pm	pm			pm	pm	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		<i>Water, gas, electricity and heating</i>	120,000.00	120,000.00	-12,000.00	-12,000.00	108,000.00	108,000.00	
	2 02 0	Water, gas, electricity and heating	120,000.00	120,000.00	-12,000.00	-12,000.00	108,000.00	108,000.00	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€ Revised assumptions: Decreased based on current estimations
2 03		<i>Cleaning and maintenance</i>	213,350.00	213,350.00			213,350.00	213,350.00	
	2 03 0	Cleaning and maintenance	213,350.00	213,350.00			213,350.00	213,350.00	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		<i>Furnishing of premises</i>	pm	pm	5,820.00	5,820.00	5,820.00	5,820.00	
	2 04 0	Furnishing of premises	pm	pm	5,820.00	5,820.00	5,820.00	5,820.00	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: No expenditure is foreseen. Should any appropriations become available during the year, a new floor for Sala Europa should be considered (€15,000) Revised assumptions: Several items had to be replaced during the year
2 05		<i>Security and surveillance</i>	103,217.00	103,217.00	-4,306.03	-4,306.03	98,910.97	98,910.97	
	2 05 0	Security and surveillance	103,217.00	103,217.00	-4,306.03	-4,306.03	98,910.97	98,910.97	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) Revised assumptions: Decreased based on actual costs
2 09		<i>Other expenditure on buildings</i>	94,000.00	94,000.00	-13,770.10	-13,770.10	80,229.90	80,229.90	
	2 09 0	Other expenditure on buildings	94,000.00	94,000.00	-13,770.10	-13,770.10	80,229.90	80,229.90	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. Revised assumptions: Decreased based on current estimations
<b>Chap. 2 1 Information &amp; Communication Technology</b>			<b>584,670.00</b>	<b>584,670.00</b>	<b>1,540.00</b>	<b>1,540.00</b>	<b>509,210.00</b>	<b>509,210.00</b>	
2 10		<i>ICT expenditure</i>	507,670.00	507,670.00	1,540.00	1,540.00	509,210.00	509,210.00	

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
2 10 0	ICT hardware		102,812.00	102,812.00	21,940.00	21,940.00	124,752.00	124,752.00	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. Revised assumptions: Increased for acquisition of memory for servers and screens.
2 10 1	Software acquisition, maintenance and development		222,278.00	222,278.00	11,000.00	11,000.00	233,278.00	233,278.00	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 Revised assumptions: Increased for additional virtualisation licences
2 10 2	Other expenses		-	-			-	-	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	-31,400.00	-31,400.00	151,180.00	151,180.00	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) Revised assumptions: Decreased based on actual estimations, PABX replacement will likely happen in 2012
2 10 4	Telecoms equipment costs		-	-					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	45,942.10	45,942.10	122,942.10	122,942.10	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) Revised assumptions: Increased to cover for higher ABAC costs and implementation of ABAC Assets
<b>Chap. 2 2 Movable property and associated costs</b>			<b>48,032.00</b>	<b>48,032.00</b>	<b>6,501.43</b>	<b>6,501.43</b>	<b>54,533.43</b>	<b>54,533.43</b>	
2 20	<i>Technical installations and office equipment</i>		<i>23,032.00</i>	<i>23,032.00</i>	<i>3,901.43</i>	<i>3,901.43</i>	<i>26,933.43</i>	<i>26,933.43</i>	
2 20 0	Technical installations and office equipment		23,032.00	23,032.00	3,901.43	3,901.43	26,933.43	26,933.43	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. Planning assumptions: Rental of copiers (€22,330) Rental of water dispensers (€650) Revised assumptions: Purchase of videoprojectors
2 20 2	Rentals		-	-			-	-	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: This line has been merged with 2200

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
	2 20 3	Maintenance, utilisation and repairs	-	-			-	-	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 2200
	2 21	<i>Furniture</i>	25,000.00	25,000.00	2,600.00	2,600.00	27,600.00	27,600.00	
	2 21 0	Purchase	25,000.00	25,000.00	2,600.00	2,600.00	27,600.00	27,600.00	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. Revised assumptions: Increased to cover for additional chairs
	2 23	<i>Transport</i>	pm	pm			pm	pm	
	2 23 3	Maintenance, utilisation and repairs	pm	pm			pm	pm	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>	pm	pm			pm	pm	
	2 25 0	Purchase of non-operational publications and subscriptions	pm	pm			pm	pm	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".
<b>Chap. 2 3 Current administrative expenditure</b>			<b>102,950.00</b>	<b>102,950.00</b>			<b>102,950.00</b>	<b>102,950.00</b>	
	2 30	<i>Stationery and office supplies</i>	47,000.00	47,000.00			47,000.00	47,000.00	
	2 30 0	Stationery and office supplies	47,000.00	47,000.00			47,000.00	47,000.00	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.) 10,000 ECU headed paper envelopes, business cards
	2 32	<i>Financial charges</i>	2,000.00	2,000.00			2,000.00	2,000.00	
	2 32 0	Miscellaneous Financial expenditure	2,000.00	2,000.00			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	pm	pm			pm	pm	This item is intended to cover exchange rate losses.
		2 32 2 Other financial charges	pm	pm			pm	pm	This expenditure is incorporated in Item 2320 - Miscellaneous financial expenditure. This item will no longer be used.
	2 33	<i>Legal expenses</i>	30,000.00	30,000.00			30,000.00	30,000.00	
	2 33 0	Legal expenses	30,000.00	30,000.00			30,000.00	30,000.00	This item is intended to cover * general legal expenses, * trial expenses, * external lawyers' expenses. Planning assumptions: Provision of legal advice
	2 35	<i>Other operating expenditure</i>	18,950.00	18,950.00			18,950.00	18,950.00	
	2 35 0	Miscellaneous insurance	15,950.00	15,950.00			15,950.00	15,950.00	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 2 Miscellaneous expenditure on internal meetings	pm	pm			pm	pm	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			3,000.00	3,000.00	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) (€1500) Reserve for urgent interventions and/or repairs (€1500)

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
2 36		<i>Publications</i>	5,000.00	5,000.00			5,000.00	5,000.00	
	2 36 0	Publications	5,000.00	5,000.00			5,000.00	5,000.00	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
<b>Chap. 2 4 Post and telecommunications</b>			<b>35,200.00</b>	<b>35,200.00</b>	<b>-3,797.00</b>	<b>-3,797.00</b>	<b>31,403.00</b>	<b>31,403.00</b>	
2 40		<i>Correspondence and courier expenses</i>	35,200.00	35,200.00	-3,797.00	-3,797.00	31,403.00	31,403.00	
	2 40 0	Correspondence and courier expenses	35,200.00	35,200.00	-3,797.00	-3,797.00	31,403.00	31,403.00	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 Revised assumptions: Decreased based on actual costs
2 41		<i>Telecommunications</i>	<i>pm</i>	<i>pm</i>			<i>pm</i>	<i>pm</i>	
	2 41 0	Subscriptions and fees	-	-	-	-	-	-	See remarks of BL 2103
	2 41 1	Equipment	-	-	-	-	-	-	See remarks of BL 2104
<b>Chap. 2 5 Meetings and associated costs</b>			<b>120,000.00</b>	<b>120,000.00</b>			<b>120,000.00</b>	<b>120,000.00</b>	
2 50		<i>Meetings and associated costs</i>	120,000.00	120,000.00			120,000.00	120,000.00	
	2 50 0	Meetings expenses in general	120,000.00	120,000.00			120,000.00	120,000.00	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: Two Governing Board meetings (June and November), with an average of 50 participants
<b>TITLE 2 TOTAL TITLE 2</b>			<b>1,430,670.00</b>	<b>1,430,670.00</b>	<b>24,740.00</b>	<b>24,740.00</b>	<b>1,455,410.00</b>	<b>1,455,410.00</b>	

**TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS**

<b>Chap. 3 0 Operational expenses</b>			<b>1,017,500.00</b>	<b>1,017,500.00</b>	<b>204,000.00</b>	<b>161,904.00</b>	<b>1,221,500.00</b>	<b>1,179,404.00</b>	
3 00		<i>Operational documentation</i>	28,500.00	28,500.00		-2,244.00	28,500.00	26,256.00	
	3 00 0	Purchase of operational publications and subscriptions	28,500.00	28,500.00		-2,244.00	28,500.00	26,256.00	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 (relevant newspapers, journals, magazines and online resources, ans also books, single articles and additional e-resources requested by staff)
3 01		<i>Publicising of information</i>	729,000.00	729,000.00	204,000.00	151,648.00	933,000.00	880,648.00	
	3 01 0	General publications	729,000.00	729,000.00	204,000.00	151,648.00	933,000.00	880,648.00	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 Revised assumptions: Increased for additional support to corporate conferences
3 03		<i>Professional memberships and fees</i>	5,000.00	5,000.00			5,000.00	5,000.00	
	3 03 0	Professional memberships and fees	5,000.00	5,000.00			5,000.00	5,000.00	This appropriation is intended to cover the costs associated with professional memberships and fees. Planning assumptions: 5 membership fees
3 04		<i>Translation costs</i>	255,000.00	255,000.00		12,500.00	255,000.00	267,500.00	

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
3 04 0	Translation costs		255,000.00	255,000.00		12,500.00	255,000.00	267,500.00	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		pm	pm			pm	pm	
3 05 0	Meetings of the Advisory Forum		pm	pm			pm	pm	Appropriations to cover corporate advisory meetings (Advisory Forum)
<b>Chap. 3 1 Priority actions : Work programme</b>			<b>4,065,000.00</b>	<b>3,632,000.00</b>	<b>-127,100.35</b>	<b>-7,042.35</b>	<b>3,937,899.65</b>	<b>3,624,957.65</b>	
3 10	Priority actions : Work programme activities		pm	pm			pm	pm	
3 10 0	Support to Commission : Input to the project cycle ENPI, IPA, DCECI		pm	pm			pm	pm	
3 11	Capacity building, information analysis for partner countries		pm	pm			pm	pm	
3 11 0	Capacity building, information analysis for partner countries		pm	pm			pm	pm	
3 12	Development Activities - thematic areas		pm	pm			pm	pm	
3 12 0	Development Activities - thematic areas		pm	pm			pm	pm	
3 13	Various costs linked to Work programme activities		pm	pm			pm	pm	
3 13 0	Insurance costs related to Work programme activities		pm	pm			pm	pm	This appropriation is intended to the insurance costs related to Work programme activities.
3 14	Projects to support strenghtening knowledge and systems		333,000.00	333,000.00	-73,500.00	20,886.00	259,500.00	353,886.00	
3 14 0	Projects to support strenghtening knowledge and systems		333,000.00	333,000.00	-73,500.00	20,886.00	259,500.00	353,886.00	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: €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  Revised assumptions: Funds were made available to higher priority activities
3 15	Projects in support of EU's External Assistance in the Neighbourhood area		1,312,000.00	1,194,000.00	195,357.55	93,755.55	1,507,357.55	1,287,755.55	
3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area		1,312,000.00	1,194,000.00	195,357.55	93,755.55	1,507,357.55	1,287,755.55	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 Revised assumptions: At the beginning of the year, there was a distribution of €200 000 corresponding to TED activities to the geographic department (SEMED) for the implementation of the same activities.
3 16	Projects in support of EU's External Assistance in the Enlargement area		1,137,000.00	1,072,000.00	-55,695.90	-109,772.90	1,081,304.10	962,227.10	

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
3 16 0		Projects in support of EU's External Assistance in the Enlargement area	1,137,000.00	1,072,000.00	-55,695.90	-109,772.90	1,081,304.10	962,227.10	<p>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</p> <p>Planning assumptions: Detailed list of projects in the area covered by the Instrument of Pre-Accession is available in the Work Programme 2011</p> <p>Revised assumptions: Some of the project funding has been used to fund missions in the frame of the same projects</p>
3 17		<i>Projects in support of EU's External Assistance in the Development Co-operation instrument</i>	<i>373,000.00</i>	<i>373,000.00</i>	<i>3,038.00</i>	<i>80,866.00</i>	<i>376,038.00</i>	<i>453,866.00</i>	
3 17 0		Projects in support of EU's External Assistance in the Development Co-operation instrument	373,000.00	373,000.00	3,038.00	80,866.00	376,038.00	453,866.00	
3 18		<i>Projects: Innovation &amp; Learning</i>	<i>910,000.00</i>	<i>660,000.00</i>	<i>-196,300.00</i>	<i>-92,777.00</i>	<i>713,700.00</i>	<i>567,223.00</i>	
3 18 0		Projects: Innovation & Learning	910,000.00	660,000.00	-196,300.00	-92,777.00	713,700.00	567,223.00	<p>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</p> <p>Planning assumptions: Detailed list of innovation and learning projects is available in the Work Programme 2011</p> <p>Revised assumptions: At the beginning of the year, there was a distribution of €200 000 corresponding to TED activities to the geographic department for the implementation of activities. During the year, this has been compensated by increases for the "Governance and effective VET policy" event</p>
<b>Chap. 3 2 Operational Missions</b>			<b>939,500.00</b>	<b>872,500.00</b>	<b>62,700.35</b>	<b>-15,261.65</b>	<b>1,002,200.35</b>	<b>857,238.35</b>	
3 20		<i>Operational Missions</i>	<i>939,500.00</i>	<i>872,500.00</i>	<i>62,700.35</i>	<i>-15,261.65</i>	<i>1,002,200.35</i>	<i>857,238.35</i>	

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	
	3 20 0	Operational Missions	939,500.00	872,500.00	62,700.35	-15,261.65	1,002,200.35	857,238.35	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. Revised assumptions: Increased with project funding, for missions in the frame of the same projects.
<b>TITLE 3</b>			<b>6,022,000.00</b>	<b>5,522,000.00</b>	<b>139,600.00</b>	<b>139,600.00</b>	<b>6,161,600.00</b>	<b>5,661,600.00</b>	
<b>TOTAL TITLE 3</b>									

TITLE 8 European Community contribution in kind

Chap.	Item	Title	pm	ppm		pm	ppm		
<b>8 80</b>	<b>European Community contribution in kind</b>		pm	ppm		pm	ppm		
8 00 0	European Community contribution in kind		pm	ppm		pm	ppm		
<b>TITLE 8</b>			pm	ppm		pm	ppm		

TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR

Chap.	Item	Title	pm	ppm		pm	ppm		
<b>9 90</b>	<b>Reserve</b>		pm	ppm		pm	ppm		
9 90 0	Reserve		pm	ppm		pm	ppm		
<b>TITLE 9</b>			pm	ppm		pm	ppm		

TITLE 10 RESULTS EARLIER YEARS

Chap.	Item	Title	pm	ppm		pm	ppm		
<b>10 10</b>	<b>Results earlier years</b>		pm	ppm		pm	ppm		
10 10 0	Results earlier years		pm	ppm		pm	ppm		
<b>TITLE 10</b>			pm	ppm		pm	ppm		

TOTAL EXPENDITURE ETF PROPER

20,350,000.00	19,850,000.00	0.00	0.00	20,350,000.00	19,850,000.00
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TITLE 4 Cooperation with other organisations (Earmarked expenditure)

Chap.	Item	Title	pm	ppm		pm	ppm		
<b>4 10</b>	<b>Co-operation with other international</b>		pm	ppm		pm	ppm		
4 10 0	World bank		pm	ppm		pm	ppm		
<b>4 11</b>	<b>Co-operation with other international</b>		pm	ppm		pm	ppm		
4 11 0	Swiss Agency for Development and		pm	ppm		pm	ppm		
<b>Chap. 4.2 Co-operation with other European</b>			pm	ppm		pm	ppm		
4 20	S12 support service		pm	ppm		pm	ppm		
4 20 0	Funds relating to the participation of other		pm	ppm		pm	ppm		
<b>Chap. 4.3 Co-operation with national institutions</b>			pm	ppm	290,807.09	290,807.09	290,807.09	290,807.09	
4 30	Co-operation with Italian institutions:		pm	ppm	290,807.09	290,807.09	290,807.09	290,807.09	
4 30 0	Cooperation with Italian institutions (1)		pm	ppm	290,807.09	290,807.09	290,807.09	290,807.09	
<b>Chap. 4.4 Implementation of EU members states</b>			pm	ppm		pm	ppm		
4 40	Projects related to bilateral agreement		pm	ppm		pm	ppm		
4 40 0	Technical assistance		pm	ppm		pm	ppm		
4 40 1	Italian Small and Medium Enterprises		pm	ppm		pm	ppm		
<b>TITLE 4</b>			pm	ppm	290,807.09	290,807.09	290,807.09	290,807.09	

TOTAL ETF EARMARKED EXPENDITURE

pm	ppm	290,807.09	290,807.09	290,807.09	290,807.09
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GRAND TOTAL EXPENDITURE

20,350,000.00	19,850,000.00	290,807.09	290,807.09	20,640,807.09	20,140,807.09
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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, PMEU, ECU and Directorate).

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)

Art.	Item	Title	Initial Budget 2011		Modifications 2011		Amending Budget 2011		Assumptions 2011
			COM	PAY	COM	PAY	COM	PAY	

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**

**GB11DEC019**

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>
<b>Total</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>86</b>

**Chapter 3 0**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2011</b>	<b>2012</b>
Pre-2011 Commitments still outstanding	285 132	262 800	
Appropriations 2011	<b>1 221 500</b>	916 604	304 896
<b>Total</b>	<b>1 506 632</b>	<b>1 179 404</b>	304 896

**Chapter 3 1**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2011</b>	<b>2012</b>
Pre-2011 Commitments still outstanding	1 491 328	1 421 000	
Appropriations 2011	<b>3 937 900</b>	2 203 958	1 733 942
<b>Total</b>	<b>5 429 227</b>	<b>3 624 958</b>	1 733 942

**Chapter 3 2**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2011</b>	<b>2012</b>
Pre-2011 Commitments still outstanding			
Appropriations 2011	<b>1 002 200</b>	857 238	144 962
<b>Total</b>	<b>1 002 200</b>	<b>857 238</b>	144 962