

AMENDING BUDGET 1/2012

The main objective of the Amending Budget 1/2012 is to incorporate the assigned revenue, which usually is undefined at the time of the adoption of the Budget (November/December 2011 for the 2012 Budget) and to integrate a small increase in the subvention.

The attached budget refers to the 2012 budget adopted by the Board via written procedure in December 2011.

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 is an increase of 100,000€ in the subvention ETF receives from the European Commission;

1b. Assigned revenue

The amending budget integrates the accumulated interest for the amounts assigned to ETF by the Italian Ministry of Foreign Affairs (€2 805.14) in addition to the €133 009.74 available from previous years.

1c. Assigned revenue

While there are no new appropriations, the amending budget includes the amount of €248 467.46 representing the unspent funds in the frame of the MEDA-ETE project (managed by ETF between 2005-2009), that were already reimbursed to the European Commission in January 2012.

Expenditure

The activities performed until now are in line with the work programme adopted by the Board in November 2011.

2a. Subvention

The additional €100 000 commitment and payment appropriations will be used in support of operational activities, more precisely:

- €20 000 for increased support to the "Towards Excellence in Entrepreneurship and Enterprise Skills" corporate conference on 14-16 November 2012
- €32 000 for event "Curriculum reform in Georgia: Lessons learned" (15,000€) and extension of the regional meeting on social partnership in the SEMED region (17,000€)
- €16 300 for launching of a study on practices and programmes for the re-integration of returning migrants in the ENPI-E and ENPI-S region
- €21 700 for Regional event "New Challenges for Skills development in the Arab States of the Southern and Eastern Mediterranean" in Jordan 25-27 September, Torinet activities in Tunisia , organisation of an Expert Meeting on Impact of Capacity Building in support of

Torinet methodological development and additional translation for the report from the Working Group on TVET indicators

- €10 000 for missions related to additional activities in the partner countries

2b. Assigned revenue

The additional €2 805.14 commitment and payment appropriations resulting from accumulated interest will be allocated to the same region-related activities (Lebanon) as the original appropriations.

Presentation

The attached amending budget contains the details of the original budget and the above mentioned modifications.

By adopting this Amending Budget, the Governing Board is agreeing to the use of the additional appropriations as indicated at point 2a and 2b..

Overall, in 2012 ETF is expected to manage a subvention of €20 144 530 and an assigned revenue of €135 815.

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012	
			COM	PAY	COM	PAY	COM	PAY

TITLE 1 European Community subsidy

1 00	Chap. 1 0	Pre-Accession Strategy (15.03.02. (ex B7-033))						
		<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		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						
1 10	Chap. 1 1	External action - Tacis, CARDS and MEDA - (15.03.03. (ex B7-664))						
	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						
1 20	Chap.1 2	European Training Foundation (15.02.27)	19 943 530	19 943 530	101 000	101 000	20 044 530	20 044 530
		<i>European Training Foundation</i>	19 943 530	19 943 530	101 000	101 000	20 044 530	20 044 530
	1 20 1	ETF - Subsidy under Titles 1 and 2	15 012 854	15 012 854	101 000	101 000	15 012 854	15 012 854
	1 20 2	ETF - Subsidy under Title 3	4 930 676	4 930 676	101 000	101 000	5 031 676	5 031 676
1 40	Chap.1 3	DG EAC - European Training Foundation	101 000	101 000	- 1 000	- 1 000	100 000	100 000
		<i>European Training Foundation - Assigned revenue</i>	101 000	101 000	- 1 000	- 1 000	100 000	100 000
	1 30 1	ETF - Assigned revenue under Titles 1 and 2	101 000	101 000	- 1 000	- 1 000	100 000	100 000
	1 30 2	ETF - Assigned revenue under Title 3	pm	pm	pm	pm	pm	pm
		TOTAL TITLE 1	20 044 530	20 044 530	100 000	100 000	20 144 530	20 144 530

TITLE 8 European Community contribution in kind

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

TITLE 9 MISCELLANEOUS REVENUE

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

TITLE 10 RESULTS EARLIER YEARS

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

	TOTAL ETF SUBVENTION REVENUE	20 044 530	20 044 530	100 000	100 000	20 144 530	20 144 530
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Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012	
			COM	PAY	COM	PAY	COM	PAY

TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

	Chap. 4 3	Cooperation with Italian institutions		p.m.	p.m.	2 805	2 805	2 805
4 30		Cooperation with Italian institutions		p.m.	p.m.	2 805	2 805	2 805
	4 30 0	Cooperation with Italian institutions		p.m.	p.m.	2 805	2 805	2 805
	Chap. 4 9	Cooperation with Italian institutions - Financing earlier years		p.m.	p.m.	133 010	133 010	133 010
4 90		Cooperation with Italian institutions - Financing earlier years		p.m.	p.m.	133 010	133 010	133 010
	4 90 0	Cooperation with Italian institutions - Financing earlier years*		p.m.	p.m.	133 010	133 010	133 010
	TITLE 4		TOTAL TITLE 4	p.m.	p.m.	135 815	135 815	135 815

TITLE 5 MEDA - ETE (Earmarked revenue)

	Chap. 5 0	MEDA-ETE						
5 00		MEDA-ETE						
	5 00 0	MEDA-ETE						
	Chap. 5 9	MEDA-ETE - Financing earlier years				248 467	248 467	248 467
5 90		MEDA-ETE - Financing earlier years				248 467	248 467	248 467
	5 90 0	MEDA-ETE - Financing earlier years*		-	-	248 467	248 467	248 467
	TITLE 5		TOTAL TITLE 5			248 467	248 467	248 467

* The MEDA-ETE project has been finalised in 2009 and the latest payments have been done in 2010, the remaining amount will be returned to the commission during 2012

TOTAL EARMARKED / PROJECT REVENUE			384 282	384 282	384 282	384 282
GRAND TOTAL	20 044 530	20 044 530	484 282	484 282	20 528 812	20 528 812

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION										
		Chap. 1 1 Staff in active employment	13 227 564	13 227 564			13 227 564	13 227 564		
1 10		<i>Agents included in the workforce</i>	9 720 484	9 720 484			9 720 484	9 720 484		
1 10 0		Basic salaries	7 739 384	7 739 384			7 739 384	7 739 384		
1 10 1		Family allowances	978 700	978 700			978 700	978 700		
1 10 2		Transfer and expatriation allowance	1 002 400	1 002 400			1 002 400	1 002 400		
1 10 3		Secretarial allowance								
1 11		<i>Other staff</i>	1 786 200	1 786 200			1 786 200	1 786 200		
1 11 0		Contractual agent	1 656 200	1 656 200			1 656 200	1 656 200		
1 11 2		Local staff	130 000	130 000			130 000	130 000		
1 13		<i>Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights</i>	432 900	432 900			432 900	432 900		
1 13 0		Insurance against sickness	266 600	266 600			266 600	266 600		
1 13 1		Insurance against accidents and occupational disease	58 000	58 000			58 000	58 000		

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
	1 13 2	Unemployment insurance for temporary staff	108 300	108 300			108 300	108 300	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	
	1 13 3	Pension							Planning assumptions: It is known that this insurance cost is for all staff. Therefore the estimated needs for 2012 is based on the estimated cost for 92 FTE plus the usual yearly increase of salary (and consequently the insurance cost).	
1 14		Sundry allowances	170 800	170 800			170 800	170 800		
1 14 0		Birth and death allowance	800	800			800	800	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).	
1 14 1		Annual travel costs from the place of employment to the place of origin	170 000	170 000			170 000	170 000	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	
1 14 2		Accommodation and transport allowances							Planning assumptions: Birth and death allowance based on historical trend	
1 14 3		Fixed entertainment allowances								
1 14 4		Fixed local travel allowances								
1 14 7		Allowances for shift work or standby duty at the official's place of work and/or at home	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	Staff Regulations of Officials of the European Communities, and in particular Art. 56a and Conditions of Employment of Other Servants (art. 16).	
1 15		Overtime							Planning assumptions: No Temporary Agent on standby duty during closing time throughout the year in 2011. Only Contract Agents, the cost of which is paid under BL1110	
1 15 0		Overtime								
1 17		Supplementary services	327 000	327 000			327 000	327 000		
1 17 0		Freelance interpreters and conference personnel								
1 17 2		Cost of organising traineeships with the Foundation	10 000	10 000			10 000	10 000	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.	
1 17 5		Other translation and typing services and work to be contracted out							Planning assumptions: Cost for last months of internship to be paid to 2 internships who started in 2011 + 2 new internships to start in 2012	

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
1 17 7	Other services rendered and institutional audit services		317 000	317 000			317 000	317 000	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. processing of salary costs and other optional services, financial management services etc.), service providers for Interim support, ETF receptionists etc. - estimated at €198,637). 2) Usually for consultancy work, staff surveys, relocation services for new comers for €60,000 but decreased because of budgetary limitations - to €40,400	
1 18	Recruitment and transformation costs		288 580	288 580			288 580	288 580	Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof. This appropriation is intended to cover various recruitment expenses including : - 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. Planning assumptions: Specific supplies for tests/interviews needed/publication External Selection Assessment Board members based on historical trends	
1 18 0	Sundry recruitment expenses		30 730	30 730			30 730	30 730	Staff Regulation of Officials of the European Communities, and in particular Art. 71 thereof. This appropriation is intended to cover travel expenses for staff members and their families when they start or end their service. Planning assumptions: Historical trends for start or end of service travelling expenses	
1 18 1	Travelling expenses		10 000	10 000			10 000	10 000	Staff Regulations of Officials of the European Communities, and in particular Art. 5 and 6 of Annex VII thereof. 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. Planning assumptions: Cost linked to installation cost of new comers who started in 2011 and who will start in 2012 as well as cost linked to re-installation allowance for leavers in 2012 or who have left before but have not yet relocate outside Turin.	
1 18 2	Installation allowance		110 550	110 550			110 550	110 550	Staff Regulations of officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 9 of Annex VII thereof. This appropriation is intended to cover the removal expenses of a new staff entering the service as well as the expenses of members of staff leaving the ETF. Planning assumptions: Cost linked to moving cost of new comers who started in 2011 and who will start in 2012 as well as cost linked to moving costs for leavers in 2012 or who have left before but have not yet moved outside Turin.	
1 18 3	Moving expenses		75 100	75 100			75 100	75 100	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.	
1 18 4	Temporary daily allowance		62 200	62 200			62 200	62 200		
1 19	Weightings (Correction coefficients)		501 600	501 600			501 600	501 600		

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
	1 19 0	Weightings (Correction coefficients)	401 600	401 600			401 600	401 600	Staff Regulations of Officials of the European Communities, and in particular Art. 64 and 65 and Art. 17 (3) of Annex VII thereof.	
	1 19 1	Salarial adaptation	100 000	100 000			100 000	100 000	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 2012 is based on the estimated cost for 92 FTE plus the usual yearly increase of weighting for Italy.	
	Chap. 1 3 Missions and travel		108 000	108 000			108 000	108 000	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).	
	1 30	<i>Mission and travel expenses</i>	108 000	108 000			108 000	108 000	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 2012 is based on limited budget availability and for 92 FTE	
	1 30 0	Mission and travel expenses	108 000	108 000			108 000	108 000	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof.	
	Chap. 1 4 Socio-medical infrastructure		202 290	202 290			202 290	202 290	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: Since 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. Estimate for the administrative missions is done based on the historical trends.	
	1 40	<i>Running costs of restaurants and canteens</i>								
	1 40 0	Running costs of restaurants and canteens								
	1 42	<i>Restaurants, meals and canteens</i>								
	1 42 0	Restaurants, meals and canteens								
	1 43	<i>Medical service</i>	37 290	37 290			37 290	37 290	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof.	
	1 43 0	Medical service	37 290	37 290			37 290	37 290	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: Annual medical check up visits, ETF medical advisor and medical supplies, based on historical trends	
	1 44	<i>Internal training</i>	160 000	160 000			160 000	160 000	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof.	
	1 44 0	Internal training	160 000	160 000			160 000	160 000	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: Amount necessary to progressively try to reach an acceptable level of budget to cover for adequate learning and development activities for all staff.	
	1 49	<i>Other interventions</i>	5 000	5 000			5 000	5 000		

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
	1 49 0	Other interventions	5 000	5 000			5 000	5 000	This appropriation is intended to cover amongst other social events and institutional well being programmes that the ETF is putting in place. Planning assumptions: Well-being activities as well as ETF Christmas events	
	Chap. 1 5 Staff exchanges between the Foundation and the public sector		68 000	68 000			68 000	68 000		
1 52	<i>Staff exchanges between the Foundation and the public sector</i>		<i>68 000</i>	<i>68 000</i>			<i>68 000</i>	<i>68 000</i>		
1 52 0	National experts seconded		68 000	68 000			68 000	68 000	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: Cost for 1 Seconded National Expert	
	Chap. 1 7 Entertainment and representation expenses		12 000	12 000			12 000	12 000		
1 70	<i>Entertainment and representation expenses</i>		<i>12 000</i>	<i>12 000</i>			<i>12 000</i>	<i>12 000</i>		
1 70 0	Entertainment and representation expenses		12 000	12 000			12 000	12 000	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									
1 90	<i>Pensions and pension subsidies</i>									
1 90 0	Pensions and pension subsidies									
TITLE 1	TOTAL TITLE 1		13 617 854	13 617 854			13 617 854	13 617 854		

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0 Investments in immovable property, rental of buildings and associated costs		516 281	516 281		516 281	516 281				
2 00	<i>Rentals</i>		<i>8 601</i>	<i>8 601</i>			<i>8 601</i>	<i>8 601</i>		
2 00 0	Rentals		8 601	8 601			8 601	8 601	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 (€2500)	
2 01	<i>Insurance</i>									
2 01 0	Insurance									
2 02	<i>Water, gas, electricity and heating</i>		<i>110 000</i>	<i>110 000</i>			<i>110 000</i>	<i>110 000</i>		
2 02 0	Water, gas, electricity and heating		110 000	110 000			110 000	110 000	This appropriation is intended to cover utilities (water, gas, electricity and heating). Planning assumptions: Current expenditure trend and Villa Gualino forecast indicated that in 2011 we will likely pay 110000€. Considering the changes in costs of the energy and gas, for 2012 it is better to plan for the same amount of 2011. Minimum requirement considered 110000€	
2 03	<i>Cleaning and maintenance</i>		<i>204 700</i>	<i>204 700</i>			<i>204 700</i>	<i>204 700</i>		

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
2 03 0	Cleaning and maintenance		204 700	204 700			204 700	204 700	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.	
2 04	<i>Furnishing of premises</i>								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.	
2 04 0	Furnishing of premises			p.m.	p.m.				Planning assumptions: Cleaning services (€70,000) Running Costs reimbursement to Villa Gualino (€125,000) Green plants maintenance (€1,500) Rodent and insect control services (€1,200) Painting, Moves (new contract) (€7,000)	
2 05	<i>Security and surveillance</i>		107 980	107 980			107 980	107 980		
2 05 0	Security and surveillance		107 980	107 980			107 980	107 980	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.).	
2 05 0	Security and surveillance		107 980	107 980			107 980	107 980	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 09	<i>Other expenditure on buildings</i>		85 000	85 000			85 000	85 000	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.	
2 09 0	Other expenditure on buildings		85 000	85 000			85 000	85 000	Planning assumptions: On site surveillance services: calculation is made on 260 days of service (est. €80,100) Inspections and radio surveillance (est. €11,880) RSPP services, running from Nov to Oct (est. €10,000) 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)	
Chap. 2 1	<i>Information & Communication Technology</i>		705 639	705 639			705 639	705 639		
2 10	<i>ICT expenditure</i>		579 739	579 739			579 739	579 739		
2 10 0	ICT hardware		93 900	93 900			93 900	93 900	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.	
2 10 0	ICT hardware		93 900	93 900			93 900	93 900	Planning assumptions: Hardware maintenance (clock-in/clock-out, servers, UPS, firewall) and replacement (e.g. replacement of 40 to 50 desktop computers, UPS for servers) Replacement of main air-conditioning data centre II remains optional.	
2 10 1	Software acquisition, maintenance and development		254 839	254 839			254 839	254 839	This item has been allocated to cover the purchase of standard software applications and for the development of software systems.	
2 10 1	Software acquisition, maintenance and development		254 839	254 839			254 839	254 839	Planning assumptions: Software development activities (corresponding to 265 person/days senior consultant on site) Novell, Citrix, Oracle, Microsoft, Lotus Notes, Business Objects, VMware etc licences maintenance Ad-hoc purchase of software (linked to ITM service delivery, not development) ALLEGRO annual fees (€12,000) and specific customisation	

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
	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	
	2 10 3	Telecoms costs	231 000	231 000			231 000	231 000	Planning assumptions: Starting from 2011, this line has been distributed across BL 2100 and 2101	
	2 10 4	Telecoms equipment costs	-	-			-	-	This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions: Telecom expenses fixed and mobile (€102,000) Internet service provider (€25,000) Belgacom service provider for Tour Madou (€4,000) New PABX for the telephone system (€100,000)	
	2 10 5	European Commission IT systems	125 900	125 900			125 900	125 900	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	
	Chap. 2 2 Movable property and associated costs		25 800	25 800			25 800	25 800	This appropriation is intended to cover expenses relating to the use of EC distributed systems Planning assumptions: ABAC annual fees (€60,000) and SAP licences S-TESTA secure data connection to EC (€30,000) ABAC assets (€30,000) and migration(€5,000)	
	2 20	Technical installations and office equipment	25 800	25 800			25 800	25 800		
	2 20 0	Technical installations and office equipment	25 800	25 800			25 800	25 800	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 (€25,100) Rental of water dispensers (€652)	
	2 20 2	Rentals					-	-	This appropriation is intended to cover the costs of rental/leasing of materials and/or equipment, which is uneconomic or difficult to purchase on account of limited available budgetary resources (e.g. copy machines).	
	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.	
	2 21	Furniture							This appropriation covers the purchase of new furniture. Planning assumptions: Should money become available, complete set of furniture for the reception and new furniture for the Sala Alpi should be considered.	
	2 21 0	Purchase			p.m.	p.m.				
	2 23	Transport								
	2 23 3	Maintenance, utilisation and repairs							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								
	2 25 0	Purchase of non-operational publications and subscriptions							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.)	
	Chap. 2 3 Current administrative expenditure		90 280	90 280			90 280	90 280		

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
2 30	Stationery and office supplies		55 000	55 000			55 000	55 000	<p>Office supplies, normal and headed paper, envelopes, business cards, etc. as well as Promotional material (pens, bags, mouse mats)</p> <p>Planning assumptions:</p> <p>25,000 Purchase of regular stationery</p> <p>12,000 ECD promotional material (pens, bags, mouse mats, etc.) used for meetings and visitors</p> <p>8,000 ECD branded stationery (folders, block-notes, etc.)</p> <p>10,000 ECD headed paper envelopes, business cards</p>	
2 30 0	Stationery and office supplies		55 000	55 000			55 000	55 000		
2 32	Financial charges		1 000	1 000			1 000	1 000		
2 32 0	Miscellaneous Financial expenditure		1 000	1 000			1 000	1 000		
2 32 1	Exchange rate losses									
2 32 2	Other financial charges									
2 33	Legal expenses		5 000	5 000			5 000	5 000		
2 33 0	Legal expenses		5 000	5 000			5 000	5 000		
2 35	Other operating expenditure		24 280	24 280			24 280	24 280		
2 35 0	Miscellaneous insurance		18 450	18 450			18 450	18 450		
2 35 2	Miscellaneous expenditure on internal meetings		2 830	2 830			2 830	2 830		
2 35 5	Petty expenses		3 000	3 000			3 000	3 000		
2 36	Publications		5 000	5 000			5 000	5 000		
2 36 0	Publications		5 000	5 000			5 000	5 000		
Chap. 2 4 Post and telecommunications			38 000	38 000			38 000	38 000	<p>This appropriation is intended to cover the cost of legal documents, which the Foundation is obliged to publish (budget, invitations to tender, etc.).</p> <p>Planning assumptions:</p> <p>5,000 for publication of the ETF budget and related documents in the Official Journal</p>	
2 40	Correspondence and courier expenses		38 000	38 000			38 000	38 000		
2 40 0	Correspondence and courier expenses		38 000	38 000			38 000	38 000		
2 41	Telecommunications								<p>This appropriation is intended to cover correspondence and courier expenses, including the dispatching of parcels by post.</p> <p>Planning assumptions:</p> <p>3 couriers used, costs estimations based on previous years</p>	

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
2 41 0	Subscriptions and fees								See remarks of BL 2103	
2 41 1	Equipment								See remarks of BL 2104	
Chap. 2 5 Meetings and associated costs			120 000	120 000			120 000	120 000		
2 50	Meetings and associated costs		120 000	120 000			120 000	120 000		
2 50 0	Meetings expenses in general		120 000	120 000			120 000	120 000	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		1 496 000	1 496 000			1 496 000	1 496 000		

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses		883 500	883 500	20 000	20 000	903 500	903 500			
3 00	<i>Operational documentation</i>	28 500	28 500			28 500	28 500			
3 00 0	Purchase of operational publications and subscriptions	28 500	28 500			28 500	28 500	This appropriation is intended for the acquisition of publications and subscriptions, which are intended for the use of the operational departments.		
3 01	<i>Publicising of information</i>	605 000	605 000	20 000	20 000	625 000	625 000	Planning assumptions: Regular purchase of operational publications (relevant newspapers, journals, magazines and online resources, and also books, single articles and additional e-resources requested by staff)		
3 01 0	General publications	605 000	605 000	20 000	20 000	625 000	625 000	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.		
3 03	<i>Professional memberships and fees</i>	5 000	5 000			5 000	5 000	Planning assumptions: Internal Communication (€60,000) Corporate Events (€300,000) Media and promotion (€40,000) Corporate Publications (€175,000) Website and Social Media (€30,000)		
3 03 0	Professional memberships and fees	5 000	5 000			5 000	5 000	Revised assumptions: Increased support to the Corporate Conference in November 2012 (20,000€)		
3 04	<i>Translation costs</i>	245 000	245 000			245 000	245 000			
3 04 0	Translation costs	245 000	245 000			245 000	245 000	This appropriation is intended to cover translation costs for corporate documents unrelated to specific operational activities.		
3 05	<i>Meetings of the Advisory Forum</i>							Planning assumptions: 128,000 statutory documents for GB meetings and written procedures 15,000 general governance/letters/directorate 80,000 corporate publications and media 22,000 web related documents Should appropriations be available, translation of Live and Learn magazine should be envisaged (€40,000)		
3 05 0	Meetings of the Advisory Forum							Appropriations to cover corporate advisory meetings (Advisory Forum)		
Chap. 3 1 Priority actions : Work programme activities		3 228 600	3 228 600	70 000	70 000	3 031 220	3 031 220			
3 10	<i>Priority actions : Work programme activities</i>									

EXPENDITURE

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
3 10 0	Support to Commission : Input to the project cycle ENPI, IPA, DCECI									
3 11	<i>Capacity building, information analysis for partner countries</i>									
3 11 0	Capacity building, information analysis for partner countries									
3 12	<i>Development Activities - thematic areas</i>									
3 12 0	Development Activities - thematic areas									
3 13	<i>Various costs linked to Work programme activities</i>									
3 13 0	Insurance costs related to Work programme activities									
3 14	<i>Projects to support strengthening knowledge and systems</i>	309 000	309 000				309 000	309 000		
3 14 0	Projects to support strengthening knowledge and systems	309 000	309 000				309 000	309 000		
3 15	<i>Projects in support of EU's External Assistance in the Neighbourhood area</i>	1 151 200	1 151 200		32 000	32 000	1 183 200	1 183 200		
3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area	1 151 200	1 151 200		32 000	32 000	1 183 200	1 183 200		
3 16	<i>Projects in support of EU's External Assistance in the Enlargement area</i>	835 000	835 000				835 000	835 000		
3 16 0	Projects in support of EU's External Assistance in the Enlargement area	835 000	835 000				835 000	835 000		
3 17	<i>Projects in support of EU's External Assistance in the Development Co-operation instrument</i>	277 800	277 800				277 800	277 800		
3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument	277 800	277 800				277 800	277 800		
3 18	<i>Projects: Thematic expertise development</i>	409 920	409 920		16 300	16 300	426 220	426 220		
3 18 0	Projects in Thematic expertise development	409 920	409 920		16 300	16 300	426 220	426 220		
3 19	<i>Projects: Evidence based policy making</i>	245 680	245 680		21 700	21 700	267 380	267 380		

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
3 19 0	Projects in Evidence based policy making		245 680	245 680	21 700	21 700	267 380	267 380	This budget line covers the costs of support to the European Commission and partner country policy development through evidence based policy making (EBPM). 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 Revised assumptions: Additional appropriations for regional event in Jordan 25-27 September, Torinet activities in Tunisia and Expert meeting on Impact of Capacity Building , additional translation for TVET indicators	
Chap. 3 2 Operational Missions			818 576	818 576	10 000	10 000	828 576	828 576		
3 20	Operational Missions		818 576	818 576	10 000	10 000	828 576	828 576		
3 20 0	Operational Missions		818 576	818 576	10 000	10 000	828 576	828 576	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, PMED, ECD and Directorate. Revised assumptions: Increase in Operational Missions (10,000€) related to the additional activities	
TITLE 3		TOTAL TITLE 3	4 930 676	4 930 676	100 000	100 000	5 030 676	5 030 676		
0										

TITLE 8 European Community contribution in kind

Chap. 8 0 European Community contribution in kind	p.m.	p.m.		p.m.	p.m.					
8 80 European Community contribution in kind	p.m.	p.m.		p.m.	p.m.					
8 00 0 European Community contribution in kind	p.m.	p.m.		p.m.	p.m.					
TITLE 8	TOTAL TITLE 8	p.m.	p.m.	p.m.	p.m.					

TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR

Chap. 9 9 Expenses not specifically provided for										
9 90 Reserve										
9 90 0 Reserve										
TITLE 9	TOTAL TITLE 9									

TITLE 10 RESULTS EARLIER YEARS

Chap. 10 1 Results earlier years	p.m.	p.m.		p.m.	p.m.					
10 10 Results earlier years	p.m.	p.m.		p.m.	p.m.					
10 10 0 Results earlier years	p.m.	p.m.		p.m.	p.m.					
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.					
TOTAL EXPENDITURE ETF PROPER	20 044 530	20 044 530	100 000	100 000	20 144 530	20 144 530				

TITLE 4 Cooperation with other organisations (Earmarked expenditure)

Chap. 4 1 Co-operation with other international institutions										
4 10 Co-operation with other international institutions										
4 10 0 World bank										
4 11 Co-operation with other international institutions										

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012	
			COM	PAY	COM	PAY	COM	PAY		
4 11 0	Swiss Agency for Development and Cooperation									
	Chap. 4 2 Co-operation with other European agencies									
4 20	<i>SI2 support service</i>									
4 20 0	Funds relating to the participation of other European agencies into the SI2 support service									
	Chap. 4 3 Co-operation with national institutions		p.m.	p.m.	135 815	135 815	135 815	135 815		
4 30	<i>Co-operation with Italian institutions</i>		p.m.	p.m.	135 815	135 815	135 815	135 815		
4 30 0	Cooperation with Italian institutions (1)		p.m.	p.m.	135 815	135 815	135 815	135 815		
	Chap. 4 4 Implementation of EU members states projects									
4 40	<i>Projects related to bilateral agreement between EU members states and other countries</i>									
4 40 0	Technical assistance									
4 40 1	"Italian Small and Medium Enterprises Programme for Albania" (ISMEPA)									
TITLE 4	TOTAL TITLE 4				135 815	135 815	135 815	135 815		

TITLE 5 EARMARKED EXPENDITURE

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

Chap. 5 1 Human resources		66 542	66 542	66 542	66 542	
5 11	<i>EU Expert fees</i>	29 857	29 857	29 857	29 857	
5 11 0	EU Expert fees	29 857	29 857	29 857	29 857	
5 12	<i>MEDA Expert fees</i>	25 350	25 350	25 350	25 350	
5 12 0	MEDA Expert fees	25 350	25 350	25 350	25 350	
5 13	<i>Administrative support</i>	6 936	6 936	6 936	6 936	
5 13 0	Administrative support	6 936	6 936	6 936	6 936	
5 14	<i>Ad Hoc support</i>	4 398	4 398	4 398	4 398	
5 14 0	Ad Hoc support	4 398	4 398	4 398	4 398	
Chap. 5 2 Travel and Per Diems		117 067	117 067	117 067	117 067	
5 21	<i>Per Diems</i>	27 776	27 776	27 776	27 776	
5 21 1	Experts per diems	13 081	13 081	13 081	13 081	
5 21 3	Project Team per diems	14 695	14 695	14 695	14 695	
5 22	<i>Travel expenses</i>	89 291	89 291	89 291	89 291	
5 22 1	EU Expert travel	32 037	32 037	32 037	32 037	
5 22 2	MEDA Expert travel	53 860	53 860	53 860	53 860	
5 22 3	Project Team travel	3 394	3 394	3 394	3 394	
Chap. 5 3 Other cost/services		63 926	63 926	63 926	63 926	
5 31	<i>Visibility</i>	44 611	44 611	44 611	44 611	
5 31 0	Visibility	44 611	44 611	44 611	44 611	
5 32	<i>Conferences/seminars</i>	19 316	19 316	19 316	19 316	
5 32 0	Conferences/seminars	19 316	19 316	19 316	19 316	
Chap. 5 4 Procurement activity for component 3						
5 40	<i>Procurement activity for component 3</i>					
5 40 0	Procurement activity for component 3					
Chap. 5 5 Procurement activity for component 4		932	932	932	932	
5 50	<i>Procurement activity for component 4</i>					
5 50 0	Procurement activity for component 4					
Chap. 5 6 Financial Auditing						

EXPENDITURE

Art.	Item	Title	Budget 2012		Amendments		Amending Budget 1/2012		Revised assumptions 2012
			COM	PAY	COM	PAY	COM	PAY	
5 60	<i>Financial Auditing</i>								
5 60 0	Technical assistance								
Chap. 5 7	Contingencies								
5 70	<i>Contingencies</i>								
5 70 0	Contingencies								
TITLE 5	TOTAL TITLE 5				248 467	248 467	248 467	248 467	
TOTAL ETF EARMARKED EXPENDITURE					384 282	384 282	384 282	384 282	
GRAND TOTAL EXPENDITURE		20,044,530.00	20,044,530.00		484,282.34	484,282.34	20,528,812	20,528,812	

**European Training Foundation
ESTABLISHMENT PLAN 2012**

GB/12/DEC/005

Grade	2012		2011		2010	
	Authorised posts		Authorised posts		Actual at 31 Dec 2010	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1			1	
AD 13		4			4	
AD 12		8			4	5
AD 11		10			12	11
AD 10		3			4	3
AD 9		11			11	12
AD 8		9			5	4
AD 7		12			18	20
AD 6						1
AD 5		3			2	
<i>Sub-total AD</i>	<i>0</i>	<i>61</i>	<i>0</i>	<i>61</i>	<i>0</i>	<i>57</i>
AST 11						
AST 10		5			4	
AST 9		4			6	6
AST 8		5			1	4
AST 7		6			6	5
AST 6		2			7	6
AST 5		4			1	2
AST 4		3			5	4
AST 3		4			2	5
AST 2		2			3	3
AST 1						
<i>Sub-total AST</i>		<i>35</i>		<i>35</i>		<i>35</i>
Total	0	96	0	96	0	92

Chapter 3 0

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

Commitments		Payments	
		2012	2013
Pre-2012 Commitments still outstanding	144 000	144 000	-
Appropriations 2012	903 500	759 500	144 000
Total	1 047 500	903 500	144 000

Chapter 3 1

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

Commitments		Payments	
		2012	2013
Pre-2012 Commitments still outstanding	1 763 000	1 763 000	-
Appropriations 2012	3 031 220	1 268 220	1 763 000
Total	4 794 220	3 031 220	1 763 000

Chapter 3 2

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

Commitments		Payments	
		2012	2013
Pre-2012 Commitments still outstanding	170 000	170 000	-
Appropriations 2012	828 576	658 576	170 000
Total	998 576	828 576	170 000

