

COVER NOTE FOR ETF BUDGET 2013

Background

The 2013 budget is based on the 2013 provisional draft estimate of revenue and expenditure approved by the Governing Board on 22 November 2011 (GB-11-DEC-015). It is consistent with the assumptions of the ETF's mid-term perspective 2010-13 (GB-09-DEC-022) and follows the evolution of EU external relations activities.

Specificities of the 2013 draft budget

Revenue

This 2013 draft budget aims to provide the financial resources necessary for implementing the ETF's 2013 Work Programme. It is based on an overall subvention of €20 144 500 for both commitment and payment appropriations. While the amount is similar to the €20 144 530 budgeted by the ETF for 2012, in real terms it represents a decrease of 2%.

Expenditure

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

Title 1 for expenditure relating to staff working for the ETF: €13 585 000

This represents 67.4% of the subvention and a decrease of 0.2% compared to the 2012 initial budget. In terms of human resources, the ETF has been asked to align itself with the Commission in reducing staffing by 5% from 2013 as outlined in the Commission Communication on the Multiannual Financial Framework (MFF). The ETF views this as an opportunity to make itself a more efficient organisation and intends to take a strategic approach in further reducing the number of administrative and support staff relative to core-business experts. It is a matter of vital importance for the agency to maintain, and if possible to increase, the number of core business experts it deploys. At the same time, it cannot afford to cut back on core management and professional staff essential to its functioning. These two categories comprise 78% of the ETF's establishment plan.

While the ETF can commit itself to reducing its statutory staff by 5% over the 2013-17 period, its ability to reduce its establishment plan without compromising the efficiency and effectiveness of the organisation and without terminating contracts is dependent on the voluntary departure of non-core administrative and support staff occupying temporary agent posts. No temporary agents in this category will reach retirement age in the next five years, and turnover in this staff category is historically low.

The ETF therefore intends to reduce its statutory staff by 5% in the period to 2017 through the non-replacement of non-core administrative staff leaving the agency during this period, regardless of contract status. It will reduce its establishment plan according to the voluntary departure of staff in this category, but is not in a position to define a precise quota or calendar for this adaptation.

For 2013, the ETF will therefore reduce its statutory staff by one, from 134 temporary agents, contract agents and local agents, to 133. The ETF also aims to deploy two seconded national experts, giving a total human resources of 135 with an estimated full-time equivalent (FTE) of 129.5¹. These are expected to be distributed as follows:

Contract type	2012 Posts	2013 Posts (target occupancy)	2013 Planned FTE
Temporary agents	96	96	91
Contract agents	36	35	34.5
Local agents	2	2	2
Total Statutory staff	134	133	127.5
Seconded National Experts	2	2	2
Total human resources	136	135	129.5

ETF staff are based in Turin with one liaison officer in Brussels.

Title 2 for expenditure relating to infrastructure and general administration: €1 496 000

Title 2 represents 7.4% of the subvention, maintaining the same level as the initial 2012 budget.

This should nevertheless allow the ETF to perform the upgrades that have been postponed over recent years owing to the continuing uncertainty about the ETF's premises (training and meeting rooms, computer equipment, building restructuring, office space, central IT infrastructure). The current working assumption is that the ETF will not have to change premises in 2013, but the situation remains unresolved.

Title 2 includes expenses related to the building, IT support, licences and service fees, legal expenses and internal and statutory meetings.

Title 3 for expenditure related to operational activities: €5 063 000

This corresponds to 25.1% of the subvention, maintaining the same level as 2012 (+0.6%) and is necessary to support the main inputs provided by ETF experts through Title 1.

The operational activities under Title 3, Chapter 31 will follow the trend initiated in the mid-term perspective, and notably in the 2011 and 2012 budgets: 30% for the Enlargement region, 18% for the Neighbourhood south region, 20% for the Neighbourhood east region, 12% for Central Asia, 14% for thematic expertise development and 6% for evidence-based policy making and knowledge management².

The ETF will continue to develop comprehensive and structured risk and performance management processes to support management decision making, including proportional and cost effective choices, and provide relevant information for establishing appropriate and proportionate risk control measures. As in previous years the investment in performance and quality management, monitoring and evaluation and audit and risk management at corporate level will represent 10% of Chapter 31.

Title 3 includes expenses related to operational activities (expertise, events, operational missions), communications, planning, monitoring and evaluation.

¹ Allowing for part-time work, parental leave, other unpaid leave and staff turnover

² Assuming the availability by 2013 of the additional funds from DG DEVCO earmarked for the southern and eastern Mediterranean region and DG ELARG for the enlargement countries.

In addition, any earmarked expenditure will be added to the budget at a later stage to integrate other funds managed by the ETF (such as the Italian Trust Fund, and other projects that the ETF implements on behalf of the Commission or Member States).

Title 4 for cooperation with other organisations

At the end of 2009, the ETF finalised a new agreement with the Italian Ministry of Foreign Affairs for the development of two projects in Lebanon, which will continue in 2013. In the meantime, the ETF will finalise the projects under the previous agreement.

The ETF is expecting to finalise two funding agreements at the end of 2012/beginning of 2013:

- *"Governance for Employability in the Mediterranean"*
As agreed in the joint DG EAC and DG DEVCO proposal to respond to the ENP joint communication on "A new response to a changing Neighbourhood", in September 2012 the ETF was granted an additional €2 million to enhance the impact of its activities in the Neighbourhood south region by implementing the project "Governance for Employability in the Mediterranean (GEMM)". It will have a multi-country character, covering all countries in the region. The project is expected to last three years and the ETF's contribution in human resources and infrastructure is expected to be €1.3m.
- *"Foresight and Regional Assessment Methods for Employment"*
In January 2013, DG Enlargement will delegate an additional budget of €1.4 million to allow the ETF to implement the project *"Foresight and Regional Assessment Methods for Employment (FRAME)"* to provide input to the country strategies in the area of human resources development.

Up to four ancillary staff (CA) could be financed from earmarked revenue corresponding to the new activities undertaken by the ETF (the GEMM and FRAME projects).

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

Format and structure of the budget

The 2013 draft budget (in line with previous years) includes information on the purpose of each budget line, the planning assumptions used to support the amounts needed, a breakdown of commitment and payment appropriations, as well as a schedule of future payments on commitments entered into in 2013 for Title 3.

European Training Foundation
Budget 2013
REVENUE

GB12DEC010

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011
			COM	PAY	COM	PAY	PAY

TITLE 1 European Community subsidy

	Chap. 1 0	Pre-Accession Strategy (15.03.02. (ex B7-033))						-
1 00		Phare						-
	1 00 1	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Titles 1 and 2						-
	1 00 2	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Title 3						-
	1 00 3	Phare (Croatia) contribution to ETF-Subsidy under Titles 1 and 2						-
	1 00 4	Phare (Croatia) contribution to ETF-Subsidy under Title 3						-
1 01		Pre-Accession						-
	1 01 1	Pre-Acession (Turkey) contribution to ETF-Subsidy under Titles 1 and 2						-
	1 01 2	Pre-Acession (Turkey) contribution to ETF-Subsidy under Title 3						-
	Chap. 1 1	External action - Tacis, CARDS and MEDA - (15.03.03. (ex B7-664))						-
1 10	0 00 0	Support Commission and Wider Europe initiatives						-
	1 10 1	External action (Tacis,CARDS)- subsidy under Titles 1 and 2						-
	1 10 2	External action (Tacis,CARDS)- subsidy under Title 3						-
	Chap.1 2	European Training Foundation (15.02.27)	20 026 500	20 026 500	20 044 530	20 044 530	19 850 000.00	
1 20		European Training Foundation	20 026 500	20 026 500	20 044 530	20 044 530	19 850 000.00	
	1 20 1	ETF - Subsidy under Titles 1 and 2	15 081 500	15 081 500	15 012 854	15 012 854	14 328 000.00	
	1 20 2	ETF - Subsidy under Title 3	4 945 000	4 945 000	5 031 676	5 031 676	5 522 000.00	
	Chap.1 3	DG EAC - European Training Foundation	118 000	118 000	100 000	100 000	-	
1 30		Union contribution from recovery of surplus from previous years	118 000	118 000	100 000	100 000	-	
	1 30 1	Contribution to Title 1 and 2			100 000	100 000	-	
	1 30 2	Contribution to Title 3	118 000	118 000	pm	pm	-	
	TITLE 1	TOTAL TITLE 1	20 144 500	20 144 500	20 144 530	20 144 530	19 850 000.00	

TITLE 8 European Community contribution in kind

	Chap. 8 0	European Community contribution in kind	p.m.	p.m.	p.m.	p.m.	-
8 00	0 00 0	<i>European Community contribution in kind</i>	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 MISCELLANEOUS REVENUE

	Chap. 9 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	85 335.23
9 00		<i>Miscellaneous revenue</i>	p.m.	p.m.	p.m.	p.m.	85 335.23
	9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	85 335.23
	TITLE 9	TOTAL TITLE 9	p.m.	p.m.	p.m.	p.m.	85 335.23

Budget 2013

REVENUE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011
			COM	PAY	COM	PAY	PAY

TITLE 10 RESULTS EARLIER YEARS

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

TOTAL ETF SUBVENTION REVENUE	20 144 500	20 144 500	20 144 530	20 144 530	19 935 335.23
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TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

	Chap. 4 3	Cooperation with Italian institutions	p.m.	p.m.	2 805	2 805	4 522.81
4 30		<i>Cooperation with Italian institutions</i>	p.m.	p.m.	2 805	2 805	4 522.81
	4 30 0	Cooperation with Italian institutions	p.m.	p.m.	2 805	2 805	4 522.81
	Chap. 4 9	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	133 010	133 010	-
4 90		<i>Cooperation with Italian institutions - Financing earlier years</i>	p.m.	p.m.	133 010	133 010	-
	4 90 0	Cooperation with Italian institutions - Financing earlier years*	p.m.	p.m.	133 010	133 010	
	TITLE 4	TOTAL TITLE 4	p.m.	p.m.	135 815	135 815	4 522.81

TITLE 5 MEDA - ETE (Earmarked revenue)

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

TOTAL EARMARKED / PROJECT REVENUE	p.m.	p.m.	384 282	384 282	4 522.81
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GRAND TOTAL	20 144 500	20 144 500	20 528 812	20 528 812	19 939 858.04
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Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013	
			COM	PAY	COM	PAY	PAY		

TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION

Chap. 1 1 Staff in active employment			13 190 800	13 190 800	12 815 370	12 815 370	12 158 821.46		
1 10		<i>Agents included in the workforce</i>	9 502 000	9 502 000	9 308 484	9 308 484	9 162 630.25		
1 10 0		Basic salaries	7 615 000	7 615 000	7 427 384	7 427 384	7 331 926.04	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). With the budget at its disposal, and without considering an eventual high retroactive salary adaption, at least 5 FTE shall not be paid in 2013, thus 91 FTE could be paid. Based on past experience in particular in terms of turnover, the time posts remain vacant until the availability of newly selected staff, part time, parental and unpaid leave, it is estimated that 2.5 FTE can be saved for part time/parental leave etc and 2.5 FTE will have to be saved by postponing the start of service from mid 2013 onwards.	
1 10 1		Family allowances	863 000	863 000	908 700	908 700	866 519.94	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 2012 will still be in 2013. Therefore the estimated needs for 2013 is based on both the assumption that the majority of newly recruited staff in 2013 will be entitled to this allowance but without the usual high yearly increase of both salary (and consequently the family allowances) and education costs.	
1 10 2		Transfer and expatriation allowance	1 024 000	1 024 000	972 400	972 400	964 184.27	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 2012 will still be in 2013. This represents a percentage of the basic salary. Therefore the estimated needs for 2013 is based on both this fact and the fact that the vast majority of newly recruited staff are entitled to this allowance but without the usual high yearly increase of salary (and consequently expatriation allowance).	
1 10 3		Secretarial allowance					-		
1 11		<i>Other staff</i>	2 048 000	2 048 000	1 675 506	1 675 506	1 650 100.66		
1 11 0		Contract agents	1 918 000	1 918 000	1 586 200	1 586 200	1 491 801.39	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: * It is planned to have 35 posts occupied by end 2013. It is estimated that 0,5 FTE can be saved for part time/parental leave etc. The budget includes costs relating to start and end of service such as installation, daily allowances, travel costs etc. As several Contract Agents started during Q3 and Q4 of 2012, many of those installation costs need to be covered in 2013, having a higher impact on 2013 overall cost for Contract Agents compared to last year. * Service provided by an Italian labour law company for application of certain labour law for contract staff choosing Italian social security.	
1 11 2		Local staff	130 000	130 000	89 306	89 306	158 299.27	This appropriation covers all salaries, allowances, social security related costs for Local Agents. Planning assumptions: * 2 Local Agents. Slight increase based on historical trend.+ service provided by an Italian labour law company for application of Italian legislation to Local Agents and preparation of salary related documentation.	
1 13		<i>Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights</i>	413 000	413 000	404 900	404 900	408 264.44		

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
1 13 0		Insurance against sickness	264 000	264 000	261 600	261 600	255 071.53	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: * It is known that this insurance cost is for all staff. Therefore the estimated needs for 2013 is based on the estimated cost for 91 FTE but without the high usual yearly increase of salary (and consequently insurance costs).
1 13 1		Insurance against accidents and occupational disease	41 000	41 000	40 000	40 000	52 980.99	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: * It is known that this insurance cost is for all staff. Therefore the estimated needs for 2013 is based on the estimated cost for 91 FTEbut without the high usual yearly increase of salary (and consequently insurance costs).
1 13 2		Unemployment insurance for temporary staff	108 000	108 000	103 300	103 300	100 211.92	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: * It is known that this insurance cost is for all staff. Therefore the estimated needs for 2013 is based on the estimated cost for 91 FTE but without the high usual yearly increase of salary (and consequently unemployment insurance costs).
1 13 3		Pension					-	
1 14		<i>Sundry allowances</i>	175 800	175 800	171 000	171 000	163 743.57	
1 14 0		Birth and death allowance	800	800	1 000	1 000	594.93	Staff Regulations of Officials of the European Communities, and in particular art. 70, 74 and 75 thereof and Conditions of Employment of Other Servants of the European Communities (art. 28). This appropriation is intended to cover : - birth grants; - in the event of an official's death: – the deceased's full remuneration until the end of the third month following that in which death occurred, – the costs of transporting the body to the deceased's place of origin Planning assumptions: * Birth and death allowance based on historical trend.
1 14 1		Annual travel costs from the place of employment to the place of origin	175 000	175 000	170 000	170 000	163 050.07	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: * It is known that staff who were entitled to that allowance in 2012 will still be in 2013. Therefore the estimated needs for 2013 is based on both this fact and that the vast majority of newly recruited staff in 2013 may be entitled to this allowance but without the high usual yearly increase of both salary (and consequently the annual travel cost allowance).
1 14 2		Accommodation and transport allowances					-	
1 14 3		Fixed entertainment allowances					-	
1 14 4		Fixed local travel allowances					-	
1 14 7		Allowances for shift work or standby duty at the official's place of work and/or at home	p.m.	p.m.	p.m.	p.m.	98.57	Staff Regulations of Officials of the European Communities, and in particular Art. 56a and Conditions of Employment of Other Servants (art. 16).
1 15		<i>Overtime</i>					-	
1 15 0		Overtime					-	
1 17		<i>Supplementary services</i>	229 000	229 000	404 000	404 000	243 429.88	
1 17 0		Freelance interpreters and conference. personnel					-	

Budget 2013
EXPENDITURE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
1 17 2	Cost of organising traineeships with the Foundation				10 000	10 000	15 865.49	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: * No internship planned. Depending on the rate of the salary adaption that may take place, any availability may be used for internships during the year.
1 17 5	Other translation and typing services and work to be contracted out						-	
1 17 7	Other services rendered and institutional audit services		229 000	229 000	394 000	394 000	227 564.39	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: * Services provided, for instance by the EU administrative bodies through Service Level Agreements (i.e issuance of and of processing of salary costs and other optional services, financial management services etc.). * Approx only 1 FTE interim staff can be planned due to budget restrictions. Usually used for compensating for ETF staff absence (long-sickness, parental leave or other) or for covering peak periods (minimum 1, ensuring restricted support due to budget restrictions). * Service providers (reception services, calculation made on 250 days of service). * Relocation services for newcomers (estimated at €14,000 depending on n° of newcomers and type of service needed). * HR consultancy and/or Job satisfaction survey & Follow-up.
1 18	<i>Recruitment and transformation costs</i>		201 000	201 000	326 380	326 380	155 507.72	
1 18 0	Sundry recruitment expenses		25 000	25 000	40 730	40 730	64 496.30	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: * Reimbursement to candidates & other : <input type="checkbox"/> Average cost based on historical trend <input type="checkbox"/> up to 5 selection procedures planned <input type="checkbox"/> Average 6 candidates entitled to reimbursement per procedure <input type="checkbox"/> Travel/hotel cost linked to pre-recruitment medical check up <input type="checkbox"/> Pre-recruitment medical check up costs <input type="checkbox"/> Specific supplies for tests/interviews needed/publication <input type="checkbox"/> External SAB members based on historical trends
1 18 1	Travelling expenses		8 000	8 000	10 000	10 000	1 308.66	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

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EXPENDITURE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
1 18 2	Installation allowance		58 000	58 000	135 550	135 550	71 455.06	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: * Costs linked to installation allowance payable to newcomers (Temporary Agents) who started in 2012 and who will start in 2013 as well as the costs linked to re-installation allowance payable to leavers (Temporary Agents) in 2013 or who have left before but have not yet relocated outside Turin.
1 18 3	Moving expenses		77 000	77 000	100 100	100 100	4 357.49	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: * Costs linked to removals of newcomers (Temporary + Contract Agents) who started in 2012 and who will start in 2013 as well as costs linked to removals for leavers (Temporary + Contract Agents) in 2013 or who have left before but have not yet relocated outside Turin.
1 18 4	Temporary daily allowance		33 000	33 000	40 000	40 000	13 890.21	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: * Costs linked to newcomers upon start of service and depending on both their family situation and place of recruitment.
1 19	<i>Weightings (Correction coefficients)</i>		622 000	622 000	525 100	525 100	375 144.94	
1 19 0	Weightings (Correction coefficients)		532 000	532 000	525 100	525 100	375 144.94	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: * It is known that this weighting is for all staff. Therefore the estimated needs for 2013 is based on the estimated costs for 91 FTE at the 2012 rate therefore not including any potential increase of weighting for Italy.
1 19 1	Salarial adaptation		90 000	90 000	p.m.	p.m.	-	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: * It is known that this salary increase is for all staff. Therefore the estimated needs for 2013 is at this stage very limited considering budget availability.
Chap. 1 3 Missions and travel			114 000	114 000	150 899	150 899	134 384.82	
1 30	<i>Mission and travel expenses</i>		114 000	114 000	150 899	150 899	134 384.82	

Budget 2013
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Art. Item Title			Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
1 30 0	Mission and travel expenses		114 000	114 000	150 899	150 899	134 384.82	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: 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.
Chap. 1 4 Socio-medical infrastructure			197 100	197 100	227 290	227 290	148 059.99	
1 40	Running costs of restaurants and canteens						-	
1 40 0	Running costs of restaurants and canteens							
1 42	Restaurants, meals and canteens						-	
1 42 0	Restaurants, meals and canteens						-	
1 43	Medical service		26 340	26 340	32 290	32 290	25 500.00	
1 43 0	Medical service		26 340	26 340	32 290	32 290	25 500.00	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: * Annual medical check up visits, medical advisor, supplies etc.
1 44	Internal training		167 000	167 000	190 000	190 000	119 529.99	
1 44 0	Internal training		167 000	167 000	190 000	190 000	119 529.99	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof. This appropriation is intended to cover introductory courses for new recruits, staff development courses, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment, supplies and documentation and the hiring of consultants. Planning assumptions: * This appropriation allows for minimum investment at corporate level and less at individual level. Priority will therefore be given to corporate training, team buildings, management trainings, language training, efficiency management trainings etc. Other activities such as Study Support Scheme, individual training requests, will be supported as much as possible, depending on corporate consumption.
1 49	Other interventions		3 760	3 760	5 000	5 000	3 030.00	
1 49 0	Other interventions		3 760	3 760	5 000	5 000	3 030.00	This appropriation is intended to cover amongst other social events and institutional well being programmes that the ETF is putting in place. Planning assumptions: * Social and well-being activities.
Chap. 1 5 Staff exchanges between the ETF and the public sector			71 600	71 600	39 345	39 345	92 350.94	
1 52	Staff exchanges between the ETF and the public sector		71 600	71 600	39 345	39 345	92 350.94	
1 52 0	National experts seconded		71 600	71 600	39 345	39 345	92 350.94	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 2 Seconded National Experts starting during the year

Budget 2013

EXPENDITURE

Art.		Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
				COM	PAY	COM	PAY	PAY	
Chap. 1 7 Entertainment and representation expenses				12 000	12 000	12 000	12 000	15 500.00	
1 70 Entertainment and representation expenses				12 000	12 000	12 000	12 000	15 500.00	
1 70 0 Entertainment and representation expenses				12 000	12 000	12 000	12 000	15 500.00	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: * Ongoing catering requests (lunches, coffee breaks). Estimated costs would cover an average expenditure of €20 for a total of 150 persons over the year (guests + ETF staff). * Ongoing representation costs including catering expenses, taxi costs and small gifts authorised by the Director. Estimated cost would cover an average expenditure of €35 for a total of 120 pax/gifts over the year. * Representation costs linked to the end of the year activities.
Chap. 1 9 Pensions and pension subsidies								-	
1 90 Pensions and pension subsidies								-	
1 90 0 Pensions and pension subsidies								-	
TITLE 1		TOTAL TITLE 1		13 585 500	13 585 500	13 244 904	13 244 904	12 549 117.21	

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0 Investments in immovable property, rental of buildings and associated costs			529 296	529 296	510 783	510 783	465 075.67	
2 00		Rentals	8 691	8 691	8 601	8 601	8 160.60	
2 00 0		Rentals	8 691	8 691	8 601	8 601	8 160.60	This appropriation is intended to cover property rental Planning assumptions: * Symbolic amount for rent of Villa Gualino premises: 1 € * Rent for a single office in Madou Tower, including annual indexation of around 5%: 6400 € * Reservation for ETF alternative office (oct-oct) as indicated in the ETF Business Continuity Plan (BCP)
2 01		Insurance					-	
2 01 0		Insurance						
2 02		Water, gas, electricity and heating	130 000	130 000	108 000	108 000	104 400.00	
2 02 0		Water, gas, electricity and heating	130 000	130 000	108 000	108 000	104 400.00	This appropriation is intended to cover utilities (water, gas, electricity and heating). Planning assumptions: * Current expenditure trend and VG forecast indicated that in 2012 we will likely pay 130 000 €. Considering the increasing costs of energy, for 2013 it is better to plan for 140 000 €. Minimum requirement considered 130 000 € (reconciliation due by 31/03/2014)
2 03		Cleaning and maintenance	172 371	172 371	204 700	204 700	167 346.85	
2 03 0		Cleaning and maintenance	172 371	172 371	204 700	204 700	167 346.85	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 urgent needs that may emerge with preventative maintenance or replacements. Planning assumptions: * Cleaning services: the amount includes a margin for additional cleaning services linked to events taking place at ETF premises. * VG costs reimbursements, based on historic estimates. * Green plants maintenance. * Disinfestation services. * Odd jobs as for the new contract (painting, moves - including materials).

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	

2 04		Furnishing of premises	32 354	32 354	6 000	6 000	3 527.54	
	2 04 0	Furnishing of premises	32 354	32 354	6 000	6 000	3 527.54	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: * New floor for Sala Europa * Office painting, partitioning, blinds ect.
2 05		Security and surveillance	124 880	124 880	107 980	107 980	102 107.78	
	2 05 0	Security and surveillance	124 880	124 880	107 980	107 980	102 107.78	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 based on current contract with small rounding for unforeseen events * Inspections and radiosurveillance * Maintenance of various security services such as portable and fixed fire estinguishers, security doors, emergency exit doors, anti intrusion system * RSPP (Reposnsible for security and protection at work) services, running from March to Febr: fixed 6451.81 + consultancy * New emergency doors for Sala Europa (x4)
2 09		Other expenditure on buildings	61 000	61 000	75 502	75 502	79 532.90	
	2 09 0	Other expenditure on buildings	61 000	61 000	75 502	75 502	79 532.90	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 taxes to Turin municipality * Insurance reimbursement to Villa Gualino * Consultancy on the building relating to office reviews and refurbishment
Chap. 2 1 Information & Communication Technology			641 154	641 154	765 596	765 596	549 356.43	
2 10		ICT expenditure	509 604	509 604	637 739	637 739	549 356.43	
	2 10 0	ICT hardware	108 205	108 205	151 900	151 900	136 481.57	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: * ELEX maintenance of Clock-in/out system Yearly fee * On site server maintenance estimate (to be relaunched in Q4/2012) * UPS maintenance * Firewall maintenance new procurement Q4/2012 * Extreme Networks ICT infrastructure Maintenance * PC replacement * New mobile devices * Maintenance network printers * Extraordinary maintenance and repairs * Consumer parts (toner, disks) * Replacement main airconditioning data centre I and data centre II * Maintenance for Enterasys wireless infrastructure (ex CFT/11/ETF/0032 PE ETF.88053)
	2 10 1	Software acquisition, maintenance and development	244 435	244 435	254 839	254 839	251 512.74	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 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

Budget 2013
EXPENDITURE

Art. Item Title			Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	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 Planning assumptions: Starting from 2011, this line has been distributed across BL 2100 and 2101
2 10 3	Telecoms costs		156 964	156 964	231 000	231 000	161 362.12	This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions: * Internet service provider IT GATE for the first six months * Internet service provider - tender to be launched in the Q1 2013 to cover the remainder of the year with additional services for voice (with new IP PBX) * Belgacom Tour Madou * Telecom expenses (committed by 01/01/2013) estimation based on previous years is around 130000€ * IP PBX Maintenance * IP PBX Telecommuter extension * IP PBX Unified Messaging and fax server extension
2 10 5	European Commission IT systems		131 550	131 550	127 857	127 857	122 942.10	This appropriation is intended to cover expenses relating the the use of EC distributed systems Planning assumptions: * ABAC fees * ABAC Asset fees * Sap Licence * IT Hosting fr ABAC * S-Testa wth Orange fee for 2013
Chap. 2 2 Movable property and associated costs			105 600	105 600	43 300	43 300	54 794.24	
2 20	Technical installations and office equipment		23 100	23 100	25 800	25 800	26 933.43	
2 20 0	Technical installations and office equipment		23 100	23 100	25 800	25 800	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 * Rental of water dispensers + 50€ of possible indexation
2 21	Furniture		82 500	82 500	17 500	17 500	27 860.81	
2 21 0	Purchase		82 500	82 500	17 500	17 500	27 860.81	This appropriation covers the purchase of new furniture. Planning assumptions: * Replacement of office chairs, including ergonomics * 90 new folding armchairs for Sala Europa * 30 new folding and versatile tables for Sala Europa * Complete new reception furniture (in order to maximise the benefit of the reception and surveillance contract and service)
Chap. 2 3 Current administrative expenditure			81 950	81 950	69 171	69 171	128 850.88	
2 30	Stationery and office supplies		50 000	50 000	45 500	45 500	56 115.80	
2 30 0	Stationery and office supplies		50 000	50 000	45 500	45 500	56 115.80	Office supplies, normal and headed paper, envelopes, business cards, etc. as well as promotional material (pens, bags, mouse mats) Planning assumptions: * branded stationery (2,000 folders + 2,000 block notes) * headed paper, envelopes, business cards, etc. * promotional material (pens, bags, mouse mats, etc.) used for meetings and visitors * Office Stationery
2 32	Financial charges		2 000	2 000	1 000	1 000	350.00	

Budget 2013

EXPENDITURE

Art. Item Title			Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013	
			COM	PAY	COM	PAY	PAY		
2 32 0	Miscellaneous Financial expenditure		2 000	2 000	1 000	1 000	350.00	This item covers bank charges and other financial charges as well as damages and interest. Planning assumptions: * Miscellaneous financial expenditure (covers bank charges)	
2 32 1	Exchange rate losses								
2 32 2	Other financial charges								
2 33	Legal expenses				225	225	53 984.52		
2 33 0	Legal expenses	p.m.	p.m.		225	225	53 984.52	This item is intended to cover * general legal expenses, * trial expenses, * external lawyers' expenses. Planning assumptions: * In 2012, due to reimbursement to ETF of legal expenses incurred from previous years arising from won litigations, the legal expenses budget has been increased by €17,252.78. This amount, being an internal assigned revenue, can serve no other purpose, its execution will not be considered in the assessment of the 2012 budget execution performance and will be reported in the Financial Statements as well as in the Annual Activity Report 2012. It will be committed to cover ongoing legal cases in 2012, and whatever is not paid during 2012-13 will be reimbursed to EC end-2013. In addition, the ETF has similarly received €3,559.79 in 2012 which will be carried over to 2013 and used for eventual new litigations. As the nature of this expenditure (linked to ongoing and future litigations) is highly volatile, no additional contribution is requested from the subvention in 2013. Should unforeseen events occur, transfers should be envisaged during the year.	
2 35	Other operating expenditure		26 950	26 950	17 446	17 446	13 400.56		
2 35 0	Miscellaneous insurance		18 450	18 450	11 116	11 116	11 400.56	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 VANBREDA * Civil Liability MARSH * Theft and robbery ALLIANZ * Collective insurance versus accidents for non statutory (VanBreda) * Fire, ARD and electronic insurance UNIPOL * Reserve for reconciliation	
2 35 2	Miscellaneous expenditure on internal meetings		5 000	5 000	2 830	2 830		This item is intended to cover expenditure (coffee, tea, water) related to internal ETF meetings. Expenditures (coffee, tea, water) related to internal meetings for training and recruitment procedures will be covered by BL 1440 and BL 1180 respectively. The amount budgeted under BL 2352 is to cover all miscellaneous expenditure on internal meetings Planning assumptions: * Catering costs related to internal meetings at the ETF (water, brown bag lunches, light aperitif)	
2 35 5	Petty expenses		3 500	3 500	3 500	3 500	2 000.00	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: * Imprest Account * Urgent expenses Staff on Duty	
2 36	Publications		3 000	3 000	5 000	5 000	5 000.00		
2 36 0	Publications		3 000	3 000	5 000	5 000	5 000.00	This appropriation is intended to cover the cost of legal documents, which the ETF is obliged to publish (budget, invitations to tender, etc.). Planning assumptions: * Publication of the ETF budget and related documents in the Official Journal	
Chap. 2 4 Post and telecommunications			38 000	38 000	30 100	30 100	26 726.15		
2 40	Correspondence and courier expenses		38 000	38 000	30 100	30 100	26 726.15		
2 40 0	Correspondence and courier expenses		38 000	38 000	30 100	30 100	26 726.15	This appropriation is intended to cover correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions: * TNT Pony Express * DHL - Estimation based on previous year * Easy Mail - Estimation based on previous year	

Budget 2013

EXPENDITURE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
Chap. 2 5 Meetings and associated costs			100 000	100 000	108 000	108 000	110 000.00	
2 50		<i>Meetings and associated costs</i>	<i>100 000</i>	<i>100 000</i>	<i>108 000</i>	<i>108 000</i>	<i>110 000.00</i>	
2 50 0		Meetings expenses in general	100 000	100 000	108 000	108 000	110 000.00	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: * First GB meeting, Turin, 2 days, 50 participants (27 guests, 7 self, 13 ETF) * Second GB meeting, Turin, 2 days, 50 participants (27 guests, 7 self, 13 ETF)
TITLE 2 TOTAL TITLE 2			1 496 000	1 496 000	1 526 950	1 526 950	1 457 745.47	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses			1 014 000	1 014 000	962 102	916 500	1 341 586.64	
3 00		<i>Operational documentation</i>	<i>24 000</i>	<i>24 000</i>	<i>23 602</i>	<i>28 500</i>	<i>20 034.53</i>	
3 00 0		Purchase of operational publications and subscriptions	24 000	24 000	23 602	28 500	20 034.53	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, and also books, single articles and additional e-resources requested by staff)
3 01		<i>Publicising of information</i>	<i>745 000</i>	<i>745 000</i>	<i>706 500</i>	<i>658 000</i>	<i>1 049 328.70</i>	
3 01 0		General publications	745 000	745 000	706 500	658 000	1 049 328.70	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: Digital Media (€130,000) Corporate Events (€400,000) Publications and Content productions(€175,000) Dissemination and promotion (€40,000)
3 03		<i>Professional memberships and fees</i>	<i>5 000</i>	<i>5 000</i>	<i>5 000</i>	<i>5 000</i>	<i>2 516.69</i>	
3 03 0		Professional memberships and fees	5 000	5 000	5 000	5 000	2 516.69	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>	<i>240 000</i>	<i>240 000</i>	<i>227 000</i>	<i>225 000</i>	<i>269 706.72</i>	
3 04 0		Translation costs	240 000	240 000	227 000	225 000	269 706.72	This appropriation is intended to cover translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: Statutory documents for GB meetings and written procedures General governance/letters/directorate Corporate publications and media Web related documents Should appropriations be available, the translation of Live and Learn magazine should be envisaged
3 05		<i>Meetings of the Advisory Forum</i>					-	
3 05 0		Meetings of the Advisory Forum						Appropriations to cover corporate advisory meetings (Advisory Forum)
Chap. 3 1 Priority actions : Work programme activities			3 173 000	3 173 000	3 536 598	3 627 600	3 690 833.18	
3 10		<i>Priority actions : Work programme activities</i>					-	
3 10 0		Support to Commission : Input to the project cycle ENPI, IPA, DCECI						

Budget 2013

EXPENDITURE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
3 11		Capacity building, information analysis for partner countries					-	
	3 11 0	Capacity building, information analysis for partner countries						
3 12		Development Activities - thematic areas					-	
	3 12 0	Development Activities - thematic areas						
3 13		Various costs linked to Work programme activities					-	
	3 13 0	Insurance costs related to Work programme activities						This appropriation is intended to the insurance costs related to Work programme activities.
3 14		Projects to support strengthening knowledge and systems	310 000	310 000	309 000	289 000	344 856.22	
	3 14 0	Projects to support strengthening knowledge and systems	310 000	310 000	309 000	289 000	344 856.22	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.
3 15		Projects in support of EU's External Assistance in the Neighbourhood area	1 128 840	1 128 840	1 137 061	1 213 200	1 374 863.73	
	3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area	1 128 840	1 128 840	1 137 061	1 213 200	1 374 863.73	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
3 16		Projects in support of EU's External Assistance in the Enlargement area	790 000	790 000	760 175	912 000	962 788.99	
	3 16 0	Projects in support of EU's External Assistance in the Enlargement area	790 000	790 000	760 175	912 000	962 788.99	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
3 17		Projects in support of EU's External Assistance in the Development Co-operation instrument	355 560	355 560	374 800	327 800	415 630.45	
	3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument	355 560	355 560	374 800	327 800	415 630.45	This appropriation covers the costs of the ETF's contribution to human resources development in developing countries (DCI). The budget line includes operational costs as well as associated publication and translation costs. Details on the projects can be found in the Work Programme
3 18		Projects: Thematic expertise development	588 600	588 600	955 561	885 600	592 693.79	
	3 18 0	Projects in Thematic expertise development	414 820	414 820	602 160	537 220	592 693.79	This budget line covers the costs of support to the European Commission and partner country policy development through Thematic expertise development (TED). 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
3 19		Projects: Evidence based policy making	173 780	173 780	353 401	348 380		
	3 19 0	Projects in Evidence based policy making	173 780	173 780	353 401	348 380		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
Chap. 3 2 Operational Missions			876 000	876 000	873 976	828 576	845 844.75	
3 20		Operational Missions	876 000	876 000	873 976	828 576	845 844.75	

Budget 2013
EXPENDITURE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
3 20 0 Operational Missions			876 000	876 000	873 976	828 576	845 844.75	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.
TITLE 3 TOTAL TITLE 3			5 063 000	5 063 000	5 372 676	5 372 676	5 878 264.57	
0								
TITLE 8 European Community contribution in kind								
Chap. 8 0 European Community contribution in			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			20 144 500	20 144 500	20 144 530	20 144 530	19 885 127.25	

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				
4 11 0	Swiss Agency for Development and Cooperation			-	
Chap. 4 2 Co-operation with other European agencies				-	
4 20	SI2 support service			-	

Budget 2013
EXPENDITURE

Art.	Item	Title	Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013
			COM	PAY	COM	PAY	PAY	
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	157 797.35	
4 30		Co-operation with Italian institutions	p.m.	p.m.	135 815	135 815	157 797.35	
4 30 0		Cooperation with Italian institutions (1)	p.m.	p.m.	135 815	135 815	157 797.35	
Chap. 4 4 Implementation of EU member states projects							-	
4 40		Projects related to bilateral agreement between EU member states and other					-	
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	157 797.35	

TITLE 5 EARMARKED EXPENDITURE

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

Chap. 5 1 Human resources					66 542	66 542	-	
5 11		EU Expert fees			29 857	29 857	-	
5 11 0		EU Expert fees			29 857	29 857		
5 12		MEDA Expert fess			25 350	25 350	-	
5 12 0		MEDA Expert fess			25 350	25 350		
5 13		Administrative support			6 936	6 936	-	
5 13 0		Administrative support			6 936	6 936		
5 14		Ad Hoc support			4 398	4 398	-	
5 14 0		Ad Hoc support			4 398	4 398		
Chap. 5 2 Travel and Per Diems					117 067	117 067	-	
5 21		Per Diems			27 776	27 776	-	
5 21 1		Experts per diems			13 081	13 081		
5 21 3		Project Team per diems			14 695	14 695		
5 22		Travel expenses			89 291	89 291	-	
5 22 1		EU Expert travel			32 037	32 037		
5 22 2		MEDA Expert travel			53 860	53 860		
5 22 3		Project Team travel			3 394	3 394		
Chap. 5 3 Other cost/services					63 926	63 926	-	
5 31		Visibility			44 611	44 611	-	
5 31 0		Visibility			44 611	44 611		
5 32		Conferences/seminars			19 316	19 316	-	
5 32 0		Conferences/seminars			19 316	19 316		
Chap. 5 4 Procurement activity for component 3							-	
5 40		Procurement activity for component 3					-	
5 40 0		Procurement activity for component 3						
Chap. 5 5 Procurement activity for component 4					932	932	-	
5 50		Procurement activity for component 4			932	932	-	
5 50 0		Procurement activity for component 4			932	932		
Chap. 5 6 Financial Auditing							-	
5 60		Financial Auditing					-	
5 60 0		Technical assistance						
Chap. 5 7 Contingencies							-	
5 70		Contingencies					-	

Budget 2013

EXPENDITURE

Art. Item Title			Budget 2013		Amending Budget 2 2012		Outturn 2011	Assumptions 2013	
			COM	PAY	COM	PAY	PAY		
5 70 0 Contingencies							-		
TITLE 5 TOTAL TITLE 5					248 467	248 467	-		
TOTAL ETF EARMARKED EXPENDITURE					384 282	384 282	157 797.35		
GRAND TOTAL EXPENDITURE			20 144 500	20 144 500	20 528 812	20 528 812	20 042 924.60		

European Training Foundation
ESTABLISHMENT PLAN 2013

GB12DEC010

Grade	2013 Authorised posts		2012 Authorised posts		2011 Actual on 31 Dec 2011	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		4		4		
AD 12		10		9		5
AD 11		8		9		14
AD 10		3		4		1
AD 9		12		11		10
AD 8		6		4		6
AD 7		15		17		16
AD 6		3				1
AD 5				2		1
<i>Sub-total AD</i>	<i>0</i>	<i>62</i>	<i>0</i>	<i>61</i>	<i>0</i>	<i>55</i>
AST 11						
AST 10		7		4		
AST 9		3		6		6
AST 8		5		5		4
AST 7		7		6		8
AST 6		1		4		3
AST 5		6		3		3
AST 4		1		5		3
AST 3		4		2		5
AST 2						3
AST 1						
<i>Sub-total AST</i>		<i>34</i>		<i>35</i>		<i>35</i>
Total	0	96	0	96	0	90

Chapter 3 0

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

Commitments		Payments	
		2013	2014
Pre-2013 commitments still outstanding	180 000	180 000	-
Appropriations 2013	1 014 000	834 000	180 000
Total	1 194 000	1 014 000	180 000

Chapter 3 1

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

Commitments		Payments	
		2013	2014
Pre-2013 commitments still outstanding	1 605 000	1 605 000	-
Appropriations 2013	3 173 000	1 568 000	1 605 000
Total	4 778 000	3 173 000	1 605 000

Chapter 3 2

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

Commitments		Payments	
		2013	2014
Pre-2013 commitments still outstanding	181 000	181 000	-
Appropriations 2013	876 000	695 000	181 000
Total	1 057 000	876 000	181 000