

BUDGET 2014



BUDGET 2014

Background

The 2014 budget is based on the 2014 provisional draft estimate of revenue and expenditure approved by the Governing Board on 22 November 2012 (GB-12-DEC-011). It is consistent with the amount of the subvention proposed by the European Commission to the Council and Parliament in the context of the 2014 budgetary procedure.

SPECIFICITIES OF THE 2014 BUDGET

Revenue

This 2014 budget aims to provide the financial resources necessary for implementing the ETF's 2014 Work Programme. It is based on an overall subvention of €20 143 500 for both commitment and payment appropriations, composed of €20 018 500 contribution from Budget Authority and €125,000 in assigned revenue corresponding to the amount reimbursed by the ETF to the Commission following the 2012 budget execution.

Expenditure

The ETF's budget for 2014 is at the same level in nominal terms as its budgets for 2011, 2012 and 2013. This represents a decrease of approximately 6% in real terms with respect to the 2011 budget. For Titles 1 and 2 (staff costs and administrative expenditure), the 2014 budget represents a survival budget, while Title 3 (operational expenditure) is maintained at similar levels as in previous years.

The ETF proposes the following breakdown of its core subvention:

Title 1 for expenditure relating to staff working for the ETF: €13 448 000

This represents 66.8% of the subvention and a decrease of 0.6% compared to the 2013 first amending budget.

In terms of human resources, the ETF has been asked to align itself with the Commission in reducing staffing by 5% as outlined in the Commission Communication on the Multiannual Financial Framework (MFF) over the period 2013-2017. 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 2013-2017 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 2018 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.

Staff	2013 Posts (target occupancy)	2014 target occupancy
Temporary agents	96	94
Contract agents	39	39
Local Agents	2	2
SNEs	0	0
Total	137	135

For 2014, the ETF will therefore reduce its statutory staff by 2 from 96 temporary agents to 94. Any further staff cuts decided by the budget authority will mean a corresponding reduction in the ETF's expertise capacity.

In order to optimise the contribution of staff, the ETF will continue to invest in the professional development and motivation and will foster in-house dialogue and knowledge sharing.

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

Title 2 for expenditure relating to infrastructure and general administration: €1 713 000

Title 2 represents 8.5% of the subvention, reflecting an increase of 10% compared to the 2013 first amending budget.

This should allow the ETF to perform the enhancements 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) and also to face the increased costs related to the site linked to the new contract with Regione Piemonte. Following the experience of 2013, a bigger margin is needed for Villa Gualino expenses, owing to difficulties in estimating the yearly expenditure and the fact that ETF has had to take over some activities previously managed by Regione Piemonte.

Title 3 for expenditure related to operational activities: €4 982 500

This corresponds to 24.7% of the subvention, reflecting a slight decrease of 1.6%.

The operational activities under Title 3, Chapter 31 will follow the trend described in the ETF's Mid-Term Perspective (MTP): 25% for the Enlargement region, 23% for the Neighbourhood south region, 21% for the Neighbourhood east region, 11% for Central Asia, 14% for thematic expertise development and 6% for evidence-based policy making and knowledge management¹.

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,

¹ 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.

and provide relevant information for establishing appropriate and proportionate risk control measures. The investment in performance and quality management, monitoring and evaluation and audit and risk management at corporate level will represent 7.5% of Chapter 31.

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

Title 4 for cooperation with other organizations

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 be finalised in 2014, with a remaining budget for 2014 estimated at around €10 000.

During 2013 the ETF has finalised two funding agreements which will continue in 2014:

"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 will last three years and the ETF's contribution in human resources and infrastructure is expected to be €1.3m. In addition to the €594 721.60 received during 2013, in 2014 ETF expects to receive a second instalment of about €750,000.

"Foresight and Regional Assessment Methods for Employment"

In 2013, DG Enlargement has delegated 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. After a first instalment of €1 249 800 received in 2013, in 2014 ETF expects to receive a last instalment of €150 200.

Up to four ancillary staff (CA) may be financed from earmarked revenue corresponding to the additional activities undertaken by the ETF.

Earmarked expenditure will be introduced in the budget at a later stage to integrate all 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).

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 2014 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 2014 for Title 3.

Approval

The ETF's 2014 budget will enter into force once the Budget Authority adopts the General Budget of the European Union.

European Training Foundation
Budget 2014
REVENUE

GB/13/DEC/010

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012
			COM	PAY	COM	PAY	PAY

TITLE 1 European Community subsidy

	Chap. 1 0	Pre-Accession Strategy (15.03.02. (ex B7-033))					
1 00		<i>Phare</i>					
	1 00 1	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Titles 1 and 2					
	1 00 2	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Title 3					
	1 00 3	Phare (Croatia) contribution to ETF-Subsidy under Titles 1 and 2					
	1 00 4	Phare (Croatia) contribution to ETF-Subsidy under Title 3					
1 01		<i>Pre-Accession</i>					
	1 01 1	Pre-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	<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 (15.02.12, ex 15.02.27)	20 018 500	20 018 500	20 026 500	20 026 500	20 044 530
		<i>European Training Foundation</i>	20 018 500	20 018 500	20 026 500	20 026 500	20 044 530
	1 20 1	ETF - Subsidy under Titles 1 and 2	15 160 000	15 160 000	15 081 500	15 081 500	14 468 414
	1 20 2	ETF - Subsidy under Title 3	4 858 500	4 858 500	4 945 000	4 945 000	5 576 116
1 30	Chap.1 3	DG EAC - European Training Foundation	125 000	125 000	117 000	117 000	100 000
		<i>Union contribution from recovery of surplus from previous years</i>	125 000	125 000	117 000	117 000	100 000
	1 30 1	Contribution to Title 1 and 2					
	1 30 2	Contribution to Title 3	125 000	125 000	117 000	117 000	100 000
	TITLE 1	TOTAL TITLE 1	20 143 500	20 143 500	20 143 500	20 143 500	20 144 530

TITLE 8 European Community contribution in kind

	Chap. 8 0	European Community contribution in kind	p.m.	p.m.	p.m.	p.m.	p.m.
8 00		<i>European Community contribution in kind</i>	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.
	TITLE 8	TOTAL TITLE 8	p.m.	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.	p.m.
9 00		<i>Miscellaneous revenue</i>	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.
	TITLE 9	TOTAL TITLE 9	p.m.	p.m.	p.m.	p.m.	p.m.

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Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012
			COM	PAY	COM	PAY	PAY

TITLE 10 RESULTS EARLIER YEARS

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

TOTAL ETF SUBVENTION REVENUE	20 143 500	20 143 500	20 143 500	20 143 500	20 144 530
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TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

	Chap. 4 2	Co-operation with other European institutions and other bodies	p.m.	p.m.	1 844 522	1 844 522	
4 30		<i>Projects related to agreements between European Commission and the Foundation</i>	p.m.	p.m.	1 844 522	1 844 522	
	4 30 0	GEMM Project	p.m.	p.m.	594 722	594 722	
	4 20 1	FRAME Project	p.m.	p.m.	1 249 800	1 249 800	
	Chap. 4 3	Cooperation with Italian institutions			1 081	1 081	2 805
4 30		<i>Cooperation with Italian institutions</i>			1 081	1 081	2 805
	4 30 0	Cooperation with Italian institutions	p.m.	p.m.	1 081	1 081	2 805
	Chap. 4 9	Cooperation with Italian institutions - Financing earlier years			52 070	52 070	
4 90		<i>Cooperation with Italian institutions - Financing earlier years</i>			52 070	52 070	
	4 90 0	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	52 070	52 070	
	TITLE 4	TOTAL TITLE 4			1 897 673	1 897 673	2 805

TOTAL EARMARKED / PROJECT REVENUE	p.m.	p.m.	1 897 673	1 897 673	2 805
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GRAND TOTAL	20 143 500	20 143 500	22 041 173	22 041 173	20 147 335
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EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION								
Chap. 1 1 Staff in active employment			13 106 000	13 106 000	13 166 400	13 166 400	12 586 693	
1 10		Agents included in the workforce	9 905 306	9 905 306	9 495 600	9 495 600	9 192 379	
1 10 0		Basic salaries	7 977 000	7 977 000	7 618 600	7 618 600	7 362 247	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 94 posts (61 AD and 33 AST). With the budget at disposal, at least 2.5 FTE shall not be paid in 2014, thus having 91.5 FTE paid. This figure of FTE that can not be paid could be reviewed to a higher rate in case retroactive payment of 2011 salary adaptation takes places in 2014 and not in 2013 as currently assumed. The 2.5 FTE not paid is based on past experience in particular in terms of turnover, time a post remains vacant until availability of newly selected staff, part time, parental and unpaid leaves, it is estimated that 1.5 FTE can be saved for part time/parental leave etc and 1 FTE will have to be saved by postponing start of service.
1 10 1		Family allowances	876 000	876 000	863 000	863 000	870 152	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 and education allowances in 2013 will still be in 2014. Therefore the estimated needs for 2014 is based on both the assumption that the majority of newly recruited staff in 2014 will be entitled to this allowance and considers the impact of 2011 and 2012 salary adaptations that will impact 2014 budget.
1 10 2		Transfer and expatriation allowance	1 052 306	1 052 306	1 014 000	1 014 000	959 979	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 estimated that staff who were entitled to expatriation allowance in 2013 will still be in 2014. Therefore the estimated needs for 2014 is based on both the assumption that the majority of newly recruited staff in 2014 will be entitled to this allowance and considers the impact of 2011 and 2012 salary adaptations that will impact 2014 budget.
1 10 3		Secretarial allowance						
1 11		Other staff	1 836 894	1 836 894	2 068 000	2 068 000	1 637 027	
1 11 0		Contract agents	1 701 894	1 701 894	1 938 000	1 938 000	1 557 169	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: * By end 2013, 39 Contract Agents will be employed. with the initial budget availalbe only 37.5 FTE could be paid. Now, with the additional latest 200,000 budget cut on that budget line, it implies that only 5 FTE cannot be paid. If budget remains as it, it allows only for 32.5 FTE to be paid. This budget line shall also cover for the cost relating to start and end of service such as installation, daily allowances, travel costs at start, end of service, annual home travel allowance etc.). * 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	135 000	135 000	130 000	130 000	79 858	This appropriation covers all salaries, allowances, social security related costs for Local Agents. Planning assumptions: * 2 Local Agents. Slight increase for expected salary adaptation for Local Agents 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.

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EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
1 13		Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights	410 000	410 000	413 000	413 000	398 568	
1 13 0		Insurance against sickness	270 000	270 000	264 000	264 000	258 618	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 2014 is based on the estimated cost for 91.5 FTE.
1 13 1		Insurance against accidents and occupational disease	36 000	36 000	41 000	41 000	38 120	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 2014 is based on the estimated cost for 91.5 FTE.
1 13 2		Unemployment insurance for temporary staff	104 000	104 000	108 000	108 000	101 830	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 2014 is based on the estimated cost for 91.5 FTE.
1 13 3		Pension						
1 14		Sundry allowances	135 800	135 800	175 800	175 800	166 628	
1 14 0		Birth and death allowance	800	800	800	800	595	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 of 4/year
1 14 1		Annual travel costs from the place of employment to the place of origin	135 000	135 000	175 000	175 000	166 033	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: * Considering the revised draft 2014 Staff Regulations, it is expected a decrease in the number of staff entitled to that allowance. However, as of today, no indication on how the geographical distance can be calculated in practice. This appropriation might therefore need adjustments (increase or further decrease) once Implementing Rules are known.
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.	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						
1 15 0		Overtime						
1 17		Supplementary services	230 000	230 000	294 000	294 000	374 174	
1 17 0		Freelance interpreters and conference personnel						

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EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
1 17 2		Cost of organising traineeships with the Foundation	p.m.	p.m.	15 000	15 000	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. Planning assumptions: * No budget available at this stage for traineeship
1 17 5		Other translation and typing services and work to be contracted out						
1 17 7		Other services rendered and institutional audit services	230 000	230 000	279 000	279 000	364 174	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 processing of salary costs and other optional services, financial management services etc.) + Interagency Service Legal Agreement for secretariat of coordination agency + cost of EC badge * Approx only 1.5 FTE interim staff can be planned due to budget restriction. Usually used for compensating for ETF staff absence (long-sickness, parental leave or else) or for covering peak periods + associated cost for interim according to Italian Law. * Service providers (reception services)- calculation made on 250 days of service. * Relocation services for new comers (estimated at €10,000 depending on n° of newcomers needs and type of service needed). * This appropriation is for HR consultancy and/or Job satisfaction survey & Followup. Considering budget current restrictions, the current appropriation represents only the yearly minimum cost necessary for Inter-Agency cost through a common framework contract for staff surveys. For the launch of a new satisfaction survey in 2014, an estimated additional 15,000 Euro would be needed.
1 18		<i>Recruitment and transformation costs</i>	188 000	188 000	188 000	188 000	290 802	
1 18 0		Sundry recruitment expenses	25 000	25 000	25 000	25 000	40 730	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 for pre-recruitment medical check up (average cost BRX/LUX/TUR) <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 Should an assessment centre be organised, additional funds would be needed *

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
1 18 1		Travelling expenses	5 000	5 000	8 000	8 000	4 552	<p>Staff Regulation of Officials of the European Communities, and in particular Art. 71 thereof.</p> <p>This appropriation is intended to cover travel expenses for staff members and their families when they start or end their service.</p> <p>Planning assumptions:</p> <p>* Travel cost for staff upon start and end of service. Estimation considering the new SR but without knowing at this stage how in practice the geographical distance will have to be calculated. This appropriation might therefore need adjustments (increase or further decrease) once Implementing Rules are known.</p>
1 18 2		Installation allowance	63 000	63 000	58 000	58 000	120 741	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 5 and 6 of Annex VII thereof.</p> <p>This appropriation covers installation and resettlement allowances due to staff having to change their place of residence on taking up their duties, on transfer to a new place of employment and upon leaving the institution and resettling elsewhere.</p> <p>Planning assumptions:</p> <p>* Cost linked to installation cost of new comers who started in 2013 and who will start in 2014 as well as cost lined to re-installation allowance for leavers in 2014 or who have left before but have not yet relocate outside Turin. Cost estimated for 5 double (re-)installations.</p>
1 18 3		Moving expenses	55 000	55 000	77 000	77 000	84 562	<p>Staff Regulations of officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 9 of Annex VII thereof.</p> <p>This appropriation is intended to cover the removal expenses of a new staff entering the service as well as the expenses of members of staff leaving the ETF.</p> <p>Planning assumptions:</p> <p>* Cost linked to removal cost of new comers who started in 2013 and who will start in 2014 as well as cost linked to removal cost for leavers in 2013 or who have left before but have not yet relocate outside Turin. According to the draft revised SR, a new way of contributing to removal cost will enter into force, however, it is unknown as of today how in practice. This appropriation might therefore need adjustments (increase or further decrease) once Implementing Rules are known. Currently estimated for 5 temporary agents and 3 contract agents.</p>
1 18 4		Temporary daily allowance	40 000	40 000	20 000	20 000	40 217	<p>Staff Regulation of Officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 10 of Annex VII thereto.</p> <p>This appropriation covers temporary daily subsistence allowances for staff who can prove that they must change their place of residence on taking up their duties, or transferring to a new place of employment.</p> <p>Planning assumptions:</p> <p>* Cost linked to new comers upon start of service and depend on both their family situation, place of recruitment. Current planned needs for 32 months @ daily rate for staff entitled to household allowance.</p>
1 19		Weightings (Correction coefficients)	400 000	400 000	532 000	532 000	527 116	
1 19 0		Weightings (Correction coefficients)	400 000	400 000	532 000	532 000	527 116	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 64 and 65 and Art. 17 (3) of Annex VII thereof.</p> <p>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.</p> <p>Planning assumptions:</p> <p>* It is known that this weighting is for all staff. Therefore the estimated needs for 2014 is based on the estimated cost for 91.5 FTE @ the rate known as of today. Should the weighting factor for Italy is increased or diminished, the appropriation will need to be revised.</p>

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EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
1 19 1		Salarial adaptation	pm	pm	pm	pm	pm	<p>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).</p> <p>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.</p> <p>Planning assumptions:</p> <p>* As it is known there will be no salary adaptation for the year 2014, this line is p.m in 2014</p>
Chap. 1 3 Missions and travel			110 000	110 000	114 000	114 000	150 899	
1 30		Mission and travel expenses	110 000	110 000	114 000	114 000	150 899	

Art. Item Title			Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
1 30 0	Mission and travel expenses		110 000	110 000	114 000	114 000	150 899	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			220 000	220 000	236 100	236 100	222 668	
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		30 000	30 000	32 340	32 340	29 060	
1 43 0	Medical service		30 000	30 000	32 340	32 340	29 060	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 (average cost for 100 visits) * ETF medical advisor visits and consultancy cost, including mission cost when representing the ETF at the Inter-institutional Medical College * Medical supplies and medicines, or other medical services. Should a potential psycho-socio support be offered to staff, this appropriation will have to be increased.
1 44	Internal training		180 000	180 000	190 000	190 000	189 066	
1 44 0	Internal training		180 000	180 000	190 000	190 000	189 066	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 the corporate consumption. Currently estimated 15,000 for language classes, 10,000 for SSS, 100,000 for corporate L&D activities and 55,000 for ITR. This will be revised depending on needs that will be finetuned after discussion with Management end 2013.
1 49	Other interventions		10 000	10 000	13 760	13 760	4 542	
1 49 0	Other interventions		10 000	10 000	13 760	13 760	4 542	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 and ETF Christmas events, canteen. Should the canteen go on for the whole year, the appropriation shall be increased as the average monthly cost is around 1,000 Euro.
Chap. 1 5 Staff exchanges between the ETF and the public sector							39 345	

Budget 2014

EXPENDITURE

Art. Item Title			Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014	
			COM	PAY	COM	PAY	PAY		
1 52		Staff exchanges between the ETF and the public sector					39 345		
1 52 0		National experts seconded	pm	pm	pm	pm	39 345	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: No funds are foreseen for seconded national experts	
Chap. 1 7 Entertainment and representation expenses			12 000	12 000	12 000	12 000	10 145		
1 70		Entertainment and representation expenses	12 000	12 000	12 000	12 000	10 145		
1 70 0		Entertainment and representation expenses	12 000	12 000	12 000	12 000	10 145	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: * ongoing catering requests (lunches, coffee breaks). Estimated cost would cover an average expenditure of €20 for a total of 150 pax 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			13 448 000	13 448 000	13 528 500	13 528 500	13 009 750		

Budget 2014

EXPENDITURE

Art. Item Title			Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE								
Chap. 2 0 Investments in immovable property, rental of buildings and associated costs			610 334	610 334	528 296	528 296	536 344	
2 00 Rentals			19 291	19 291	8 691	8 691	8 362	
2 00 0 Rentals			19 291	19 291	8 691	8 691	8 362	This appropriation is intended to cover property rental Planning assumptions: * Symbolic amount for rent al of ETF Villa Gualino premises: 1 €, committed by 01/01/2014, implemented by 01/01/2014, paid by 31/03/2014 * Rent for office in Joseph II : 16789.23€ + additional indexation for 2014?? (including 45,5% of charges locatives in 2013 paid under BL2030), committed by 01/01/2014, implemented by 01/01/2014, paid by 30/11/2014 * Reservation for ETF altenative office New DA to be launched in 2013 (oct-oct) as indicated in the ETF Business Continuity Plan (BCP):committed by 31/07/2014, implemented by 30/09/2014, paid by 30/09/2014.
2 01 Insurance								
2 01 0 Insurance								
2 02 Water, gas, electricity and heating			200 000	200 000	130 000	130 000	150 597	
2 02 0 Water, gas, electricity and heating			200 000	200 000	130 000	130 000	150 597	This appropriation is intended to cover utilities (water, gas, electricity and heating). Planning assumptions: * Current expenditure trend and VG forecast indicated that in 2013 we will likely pay 196310€. Considering the increasing costs of the energy and gas, for 2014 it is better to keep an appropriate margin .(committed by 01/01/2014, implemented by 31/12/2014, 60 % paid by 30/05/2014, remaining amount paid by 31/12/2014)
2 03 Cleaning and maintenance			220 371	220 371	172 371	172 371	201 152	
2 03 0 Cleaning and maintenance			220 371	220 371	172 371	172 371	201 152	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: first month of January under current contract will cost 5737.50 € and then a new contract will be in place the estimated amounts can be 6000€ * 11 months + a margin for additional cleaning services linked to events taking place in ETF premises (committed by 01/01/2014, implemented by 31/12/2014, paid each months starting from January * VG costs reimbursements (partially committed by 01/01/2014, fully committed by 31/01/2014, monthly implementation, fully implemented by 31/12/2014, 70% paid by 30/04/2014, reconciliation due by 31/03/2015) * Maintenance for technical infrastructure * Green plants maintenance (committed by 01/01/2014, quarterly implementation, full implementation by 31/12/2014, paid at the end of each Q 375€, fully paid by 31/03/2015) * disinfestation services (committed by 31/01/2014, implemented on quarterly base, full implementation by 31/12/2014, paid on quarterly base: 217.15€ by 31/03/2014, 217.75€ by 31/06/2014, 217.75€ by 31/09/2014, 217.75€ by 31/01/2015) * Odd jobs as for the new contract (painting, moves - including materials)
2 04 Furnishing of premises			25 785	25 785	32 354	32 354	2 404	
2 04 0 Furnishing of premises			25 785	25 785	32 354	32 354	2 404	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: * improvement of office space, painting
2 05 Security and surveillance			107 887	107 887	124 880	124 880	104 447	

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
	2 05 0	Security and surveillance	107 887	107 887	124 880	124 880	104 447	<p>This appropriation is intended to cover the various expenses relating to the security and safety of the building. The following activities are gathered under this budget item: surveillance, maintenance of anti-intrusion system, purchase and maintenance of fire equipment and costs of inspections required by Italian laws.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> * On Site Surveillance services: calculation is made on 260 days of service based on current contract with small rounding for unforeseen events (comm by 01/01/2014, impl throughout the year, paid 16.67%Q1, 25%Q2-Q3-Q4, 8.33% Q1 y+1) * Inspections and radiosurveillance (comm by 01/01/2014, impl throughout the year, paid 16.67%Q1, 25%Q2-Q3-Q4, 8.33% Q1 y+1) * Maintenance of various security services such as fire extinguisher portable and fixed, security doors, emergency exit doors, anti intrusion systemincluded now in gestione e manutenzione impianti tecnologici * Maintenance of ETF lifts new contract will be in place for 2014 gestione e manutenzione impianti tecnologici * RSPP services, running from 15 July 2013 : fisso 6451.81 + consulenza * ETF's Access control system in 2013 (elex contract) price for 2014 is 5006.86€
2 09		Other expenditure on buildings	37 000	37 000	60 000	60 000	69 383	
	2 09 0	Other expenditure on buildings	37 000	37 000	60 000	60 000	69 383	<p>This appropriation is intended to cover other expenses related to the building not specifically provided for, notably taxes and roads, drainage, refuse collection, as well as administrative costs, payable to the Villa Gualino Consortium as provided for in the contract CON/03/ETF/0071.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> * Garbage taxes to Turin municipality (paid €33,675 in 2013 - comm by 01/01/2014, impl troughout the year, paid by end of Q3) * Insurance reimbursement to Villa Gualino (comm by 31/03/2013, impl throughout the year, paid 70% by 30/04/2013, remaining amount by 31/12/2013, reconciliation by 31/03/2012)
Chap. 2 1 Information & Communication Technology			761 616	761 616	698 154	698 154	821 729	
2 10		ICT expenditure	601 716	601 716	566 604	566 604	693 872	
	2 10 0	ICT hardware	83 200	83 200	108 205	108 205	179 227	<p>This item covers the purchase of computer hardware including network servers, personal computers, printers and networking / communications equipment etc. as well as accessories and consumables. The life cycle of ICT equipment is usually of three/four years with smaller or larger procurement depending upon the amount of equipment reaching obsolescence.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> * ELEX maintenance of Clock-in/out system Yearly fee (to be committed by 01/01/2014, paid by 31/03/2014) now covered till 31/12/2013 contract price for 2014 is 783.79€ * On site server maintenance CON/12/ETF/0030 total cost for 2014 1985€ + 2 for bollo 1987€ (Comm by 01/01/2014, impl throughout the year, paid by 31/03/2014) * Firewall maintenance CON/12/ETF/0029 paid upfront for 3 years till Dec 2015 * Extreme Networks ICT infrastructure Maintenance CON/11/ETF/0031 Price for 3rd year 18000, Running from December to December * Consumables (Toner, Backup disks, etc) * Replacement Backup Server * Replacement Network Printers * Maintenance for Enterasys wireless infrastructure (ex CFT/11/ETF/0032 PE ETF.88053)

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
2 10 1	Software acquisition, maintenance and development		281 252	281 252	301 435	301 435	283 645	<p>This item has been allocated to cover the purchase of standard software applications, pay for its maintenance and for the development of software systems.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> * CITRIX technical support contract + on site consultancy CON/12/ETF/0020 (to be committed by 30/09/2014) price for 3rd year is 12550+2 * NoteBookS yearly maintenance support * Lotus Notes SW maintenance CON/12/ETF/0025 (to be committed by 01/01/2014) * Oracle maintenance for 2013 (to be committed by 01/01/2014) * ALLEGRO Maintenance 10800€ (committed by 01/01/2014) * SSL Certificated 2yrs coverage till 27/03/2014 * Solarwinds IP monitor renewal, Vmware software maintenance (to be procured in Q2/2014) for three years, Microsoft renewal Commission FWC, Yearly maintenance for 32 BO licences, SQL navigator yearly maintenance, Trend Micro Enterprise Security Suite Licences yearly maintenance fee, Citrix Xendesktop maintenance, Maintenance Swing Integrator may 2014, , Renewal of software maintenance and support Crossware email signature, Websense Hosted Email security services renewal, Maintenance STATA software, Maintenance Sitecore Software, Renewal of IBM Connections Extranet PVU user and Authorised user, Online services (Prezi, GoToMeeting) * Software Development expenses for IT processes to support corporate activities, corresponding to 265 programmer days: Allegro integration, ABAC integration, Knowledge management and Lotus Notes connections and Dashboard project, support for Global Platform for qualifications, Sharepoint Consultancy , Connections Consultancy,
2 10 2	Other expenses							<p>This item has been allocated to cover the costs associated with the maintenance and support of both ICT hardware and software including the purchase of computer durables, maintenance and other interventions. Infrastructure Support: the major cost in this item is that of currently running maintenance and support contracts for hardware (for both servers and network infrastructure) and software systems e.g. Microsoft, Oracle and IBM Lotus Notes. Includes also costs indicated in Service Level Agreements (SLAs) for IT systems</p> <p>Planning assumptions:</p> <p>Starting from 2011, this line has been distributed across BL 2100 and 2101</p>
2 10 3	Telecoms costs		237 264	237 264	156 964	156 964	231 000	<p>This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees.</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> * Internet service provider - new provider from February 2014 - estimated: tender not awarded yet (30.09.2013) * Cost to configure current IP PBX to use SIP Trunking * Belgacom Tour madou (to be committed by 01/1/2013) * Telecom expenses (committed by 01/01/2014) estimation based on previous years is around 130000€ * IP PBX Maintenance * IP PBX Unified Messaging and fax server extension * Skype Integration
2 10 4	Telecoms equipment costs							<p>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.</p> <p>Planning assumptions:</p> <p>This line has been merged into BL2103</p>
2 10 5	European Commission IT systems		159 900	159 900	131 550	131 550	127 857	<p>This appropriation is intended to cover expenses relating the the use of EC distributed systems</p> <p>Planning assumptions:</p> <ul style="list-style-type: none"> * ABAC fees (committed by 01/01/2014) * ABAC Asset fees * IT Hosting fr ABAC * S-Testa current contract with Orange/HP until the 28th September 2014 ; TESTA-ng with T-Systems option MPLS 37K installation cost and around 9K yearly cost
Chap. 2 2 Movable property and associated costs			105 600	105 600	106 600	106 600	37 621	
2 20	Technical installations and office equipment		23 100	23 100	24 100	24 100	24 268	

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
2 20 0		Technical installations and office equipment	23 100	23 100	24 100	24 100	24 268	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 (comm by 01/01/2013, impl throughout the year, 80% paid by Q1, 20% paid by Q4) * Rental of water dispensers + 50€ of possible indexation (comm by 28/02/2013, impl throughout the year, paid by Q2)
2 20 2		Rentals						This appropriation is intended to cover the costs of rental/leasing of materials and/or equipment, which it is uneconomic or difficult to purchase on account of limited available budgetary resources (e.g. copy machines).
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		<i>Furniture</i>	82 500	82 500	82 500	82 500	13 354	
2 21 0		Purchase	82 500	82 500	82 500	82 500	13 354	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 get most of the reception and surveillance contract and service)
2 23		<i>Transport</i>						
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		<i>Documentation and library</i>						
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			103 450	103 450	81 950	81 950	87 691	
2 30		<i>Stationery and office supplies</i>	60 000	60 000	50 000	50 000	65 714	
2 30 0		Stationery and office supplies	60 000	60 000	50 000	50 000	65 714	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 * Additional items for 20th anniversary * Stationery (comm 25% each Q, impl throughout the year with final end Q1 _{yn} +1, paid 25% each Q with final end Q1 _{yn} +1)
2 32		<i>Financial charges</i>	2 000	2 000	2 000	2 000	500	
2 32 0		Miscellaneous Financial expenditure	2 000	2 000	2 000	2 000	500	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		<i>Legal expenses</i>	10 000	10 000			225	

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
2 33 0	Legal expenses		10 000	10 000	p.m.	p.m.	225	This item is intended to cover * general legal expenses, * trial expenses, * external lawyers' expenses. Planning assumptions: * Linked to ongoing and future litigations, highly volatile. Should unforeseen events occur, transfers should be envisaged during the year.
2 35	Other operating expenditure		26 950	26 950	26 950	26 950	16 253	
2 35 0	Miscellaneous insurance		18 450	18 450	18 450	18 450	11 116	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: * 2000€ Accident insurance VANBREDa (comm by Q2, impl 75% y, 25% Q1 y+1, paid by Q2, reconciliation y+1) * Civil Liability MARSH (comm by Q2, impl 75% y, 25% Q1 y+1, paid by Q2, reconciliation y+1) * Theft and robbery ALLIANZ (comm by Q3, impl 50% y, 50% y+1, paid by Q3 reconciliation y+1) * Colletive insurance versus accidents for non statutory (VanBreda) * Fire, ARD and electronic insurance UNIPOL (comm by Q3, impl 50% y, 50% y+1, paid by Q3 reconciliation y+1) * Reserve for reconciliation
2 35 2	Miscellaneous expenditure on internal meetings		5 000	5 000	5 000	5 000	1 637	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	3 500	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 (comm 50% by Q2, 50% by Q3, impl throughout the year, paid 50% by Q3, 50% by Q4) * Urgent expenses SoD (comm by Q1, impl throughout the year if necessary)
2 36	Publications		4 500	4 500	3 000	3 000	5 000	
2 36 0	Publications		4 500	4 500	3 000	3 000	5 000	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			31 000	31 000	38 000	38 000	25 100	
2 40	Correspondence and courier expenses		31 000	31 000	38 000	38 000	25 100	
2 40 0	Correspondence and courier expenses		31 000	31 000	38 000	38 000	25 100	This appropriation is intended to cover correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions: * Purchase of stamps * DHL - Estimation based on previous year
2 41	Telecommunications							
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			100 000	100 000	100 000	100 000	87 604	
2 50	Meetings and associated costs		100 000	100 000	100 000	100 000	87 604	

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
2 50 0	Meetings expenses in general		100 000	100 000	100 000	100 000	87 604	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) , eventual additional nights if linked to the Corporate Conference
TITLE 2		TOTAL TITLE 2	1 712 000	1 712 000	1 553 000	1 553 000	1 596 090	

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014	
			COM	PAY	COM	PAY	PAY		

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses			872 100	872 100	968 000	968 000	950 248	
3 00		<i>Operational documentation</i>			24 000	24 000	25 556	
3 00 0		Purchase of operational publications and subscriptions	p.m.	p.m.	24 000	24 000	25 556	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) - from 2014 this budget item will be integrated into budget item 3190 as part of the Knowledge Management
3 01		<i>Publicising of information</i>	667 100	667 100	699 000	699 000	679 816	
3 01 0		General publications	667 100	667 100	699 000	699 000	679 816	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 Provide regular access to ETF knowledge for all target groups through the ETF website and through specialised blogs , Engage with stakeholders and key target publics through social media on a regular basis. * Corporate events - Organise dialogue-generating events and face-to-face communication with stakeholders throughout the year including two corporate conferences * Publications and content production - Produce and disseminate printed and online high-quality information on key thematic issues and expertise; § Prepare audio visual material through podcasts, videos and presentations; § Prepare a variety of products of interest to the media; § Place articles in specialised press. * Dissemination and promotion § Develop new formats for regular information exchange; § Provide access to ETF knowledge for all target groups through the ETF website through regularly updated information; § Develop interactive tools to support two-way communication; § Interact with a broad audience through social media tools; § Strengthen and widen media contacts; § Engage with media through social media. § Prepare a variety of products of interest to the media; § Place articles in specialised press.
3 03		<i>Professional memberships and fees</i>	5 000	5 000	5 000	5 000	2 775	
3 03 0		Professional memberships and fees	5 000	5 000	5 000	5 000	2 775	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>	200 000	200 000	240 000	240 000	242 101	
3 04 0		Translation costs	200 000	200 000	240 000	240 000	242 101	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			3 361 400	3 361 400	3 273 642	3 273 642	3 717 888	

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
3 10		Priority actions : Work programme activities						
	3 10 0	Support to Commission : Input to the project cycle ENPI, IPA, DCECI						
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	250 000	250 000	308 000	308 000	274 077	
	3 14 0	Projects to support strengthening knowledge and systems	250 000	250 000	308 000	308 000	274 077	This appropriation refers to the quality control of ETF activities through evaluation and audit. The ETF has established a benchmark of 7.5% of Chapter 31 appropriations for its quality control activities. These funds are allocated according to annual audit and evaluation plans adopted in the Work Programme. Planning assumptions: Maintain and implement the annual programme of project evaluations in line with the ETF Mid Term Perspective (€150,000) Contribution to the achievement of ETF objectives supporting compliance with its regulatory framework (€50,000) Strengthen ETF's capacity to exchange information and good practices with Member State donors and international organisations for the benefit of the partner countries (€50,000)
3 15		Projects in support of EU's External Assistance in the Neighbourhood area	1 370 700	1 370 700	1 118 840	1 118 840	1 325 718	
	3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area	1 370 700	1 370 700	1 118 840	1 118 840	1 325 718	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 - SEMED and Eastern Europe). 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	777 800	777 800	844 642	844 642	937 813	
	3 16 0	Projects in support of EU's External Assistance in the Enlargement area	777 800	777 800	844 642	844 642	937 813	This appropriation covers the costs of the ETF's contribution to the EU enlargement process (IPA / SEET) 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	342 300	342 300	353 560	353 560	321 245	
	3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument	342 300	342 300	353 560	353 560	321 245	This appropriation covers the costs of the ETF's contribution to human resources development in developing countries (DCI / CA). 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	620 600	620 600	648 600	648 600	859 035	
	3 18 0	Projects in Thematic expertise development	435 600	435 600	414 820	414 820	533 357	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	185 000	185 000	233 780	233 780	325 678	

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
3 19 0	Projects in	Evidence based policy making	185 000	185 000	233 780	233 780	325 678	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			750 000	750 000	820 358	820 358	850 645	
3 20	Operational Missions		750 000	750 000	820 358	820 358	850 645	
3 20 0	Operational Missions		750 000	750 000	820 358	820 358	850 645	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 and COMM.
TITLE 3			4 983 500	4 983 500	5 062 000	5 062 000	5 518 781	
TOTAL TITLE 3								

0

TITLE 8 European Community contribution in kind

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

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.	p.m.	
10 10	Results earlier years		p.m.	p.m.	p.m.	p.m.	p.m.	
10 10 0	Results earlier years		p.m.	p.m.	p.m.	p.m.	p.m.	
TITLE 10			p.m.	p.m.	p.m.	p.m.	p.m.	
TOTAL TITLE 10								

TOTAL EXPENDITURE ETF PROPER			20 143 500	20 143 500	20 143 500	20 143 500	20 124 622	
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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							

Budget 2014

EXPENDITURE

Art.	Item	Title	Budget 2014		Amending Budget 1 2013		Outturn 2012	Revised assumptions 2014
			COM	PAY	COM	PAY	PAY	
4 11 0		Swiss Agency for Development and Cooperation						
Chap. 4 2 Co-operation with other European institutions and other bodies					1 844 522	1 844 522		
4 20		<i>Projects related to agreements between European Commission and the Foundation</i>			1 844 522	1 844 522		
4 20 0		GEMM Project	pm	pm	594 722	594 722	pm	Planning assumptions: In 2013, the ETF has received the first installment for the Governance for Employability in the Mediterranean (GEMM) project, which will have an overall of 3 130 000€ (out of which 1 130 000€ will be co-financed by ETF by staff allocation) and will finalise in 2015.
4 20 1		FRAME Project	pm	pm	1 249 800	1 249 800	pm	Planning assumptions: The ETF has received from DG Enlargement €1 249 800 as the first instalment of the €1,400,000 foreseen for the Frame Skills for the Future (FRAME) project, to be implemented during 2013-2014.
Chap. 4 3 Co-operation with national institutions					53 151	53 151	83 754	
4 30		<i>Co-operation with Italian institutions</i>			53 151	53 151	83 754	
4 30 0		Cooperation with Italian institutions	pm	pm	53 151	53 151	83 754	Planning assumptions: Appropriations available from previous years, assigned to ETF by the Italian Ministry of Foreign Affairs. The interest accumulated in 2012 has been integrated as additional funding.
Chap. 4 4 Implementation of EU member states projects								
4 40		<i>Projects related to bilateral agreement between EU member states and other</i>						
4 40 0		Technical assistance						
4 40 1		"Italian Small and Medium Enterprises Programme for Albania" (ISMEPA)						
TITLE 4		TOTAL TITLE 4			1 897 673	1 897 673	83 754	

TOTAL ETF EARMARKED EXPENDITURE			1 897 673	1 897 673	83 754	
GRAND TOTAL EXPENDITURE	20 143 500	20 143 500	22 041 173	22 041 173	20 208 375	

European Training Foundation
ESTABLISHMENT PLAN 2014

GB/13/DEC/010

Grade	2014 Authorised posts		2013 Authorised posts		2012 Actual on 31 Dec 2012	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		4		4		
AD 12		10		10		7
AD 11		8		8		11
AD 10		4		3		1
AD 9		12		12		12
AD 8		8		6		5
AD 7		14		15		20
AD 6				3		
AD 5						3
<i>Sub-total AD</i>	0	61	0	62	0	60
AST 11						
AST 10		3		7		1
AST 9		8		3		5
AST 8		6		5		5
AST 7		4		7		6
AST 6		4		1		3
AST 5		5		6		3
AST 4		2		1		3
AST 3		1		4		6
AST 2						1
AST 1						
<i>Sub-total AST</i>		33		34		33
Total	0	94	0	96	0	93

Chapter 3 0

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

Commitments		Payments	
		2014	2015
Pre-2014 commitments still outstanding	182 000	182 000	-
Appropriations 2014	872 100	690 100	182 000
Total	1 054 100	872 100	182 000

Chapter 3 1

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

Commitments		Payments	
		2014	2015
Pre-2014 commitments still outstanding	1 498 000	1 498 000	-
Appropriations 2014	3 361 400	1 863 400	1 498 000
Total	4 859 400	3 361 400	1 498 000

Chapter 3 2

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

Commitments		Payments	
		2014	2015
Pre-2014 commitments still outstanding	161 000	161 000	-
Appropriations 2014	750 000	589 000	161 000
Total	911 000	750 000	161 000