

# AMENDING BUDGET 2/2013



# AMENDING BUDGET 2/2013

The main objective of this amending budget is to integrate the transfers performed under the authority of the Director.

The attached budget refers to the 2013 amending budget adopted by the Board at its meeting of June 2013 (GB/13/DEC/005).

## Revenue

There are no changes in the revenue side of the budget.

## Expenditure

The activities performed until now are in line with the work programme adopted by the Board in November 2012, subsequently revised with the written procedure 2013-364 on 15 Feb 2013 and amending budget. Three transfers were made before the first amending budget and four more have followed it, making a total of seven transfers in 2013 for a total amount transferred of €835 021 or 4.1% of the ETF budget (compared with 11 transfers in 2012, for a total of €946,717 or 4.7% of the ETF budget). Savings on administrative costs, in particular salaries, have made it possible to finance priorities placed in reserve owing to lack of resources, thereby enhancing ETF's impact and added value.

### 2a. Subvention

In the four budgetary transfers carried out since the previous Amending Budget (June 2013), amounts released from salary costs (arising from posts left vacant for longer than initially planned and delays in start of service) and from monitoring and audit costs (owing to the internalisation of some monitoring activities and less expensive procurement for audit) were reallocated as follows:

- adjustment of salary related costs, linked to actual post occupation
- increase in training provision to staff
- increase in site costs linked to the distribution of costs deriving from the new contract with Villa Gualino
- a small increase in hardware and software linked to data security and Commission related systems (ABAC, TESTA)
- increased support for intranet development (new Intranet was launched 1 Set 2013)
- increased support for events (ETF's corporate conference in Marseille, regional qualifications conference in SEMED , planned seminar on VET quality in Ukraine)
- re-organisation of payment appropriations in Title 3 to match the updated payment schedule

### 2b. Assigned revenue

There are no changes in assigned revenue.

## Presentation

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

Currently, in 2013 the ETF is expected to manage a subvention of €20 143 500 and an assigned revenue of € 1 897 673.

**European Training Foundation**  
**Amending Budget 2 / 2013**  
**REVENUE**

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013	
			COM	PAY	COM	PAY	COM	PAY

**TITLE 1 European Community subsidy**

	<b>Chap. 1 0</b>	<b>Pre-Accession Strategy (15.03.02. (ex B7-033))</b>						
1 00		<i>Phare</i>						
	1 00 1	Phare (Bulgaria,Romania ) contribution to ETF-Subsidy under Titles 1 and 2						
	1 00 2	Phare (Bulgaria,Romania) contribution to ETF-Subsidy under Title 3						
	1 00 3	Phare (Croatia) contribution to ETF-Subsidy under Titles 1 and 2						
	1 00 4	Phare (Croatia) contribution to ETF-Subsidy under Title 3						
1 01		<i>Pre-Accession</i>						
	1 01 1	Pre-Acession (Turkey) contribution to ETF-Subsidy under Titles 1 and 2						
	1 01 2	Pre-Acession (Turkey) contribution to ETF-Subsidy under Title 3						
	<b>Chap. 1 1</b>	<b>External action - Tacis, CARDS and MEDA - (15.03.03. (ex B7-664))</b>						
1 10	0 00 0	<i>Support Commission and Wider Europe initiatives</i>						
	1 10 1	External action (Tacis,CARDS)- subsidy under Titles 1 and 2						
	1 10 2	External action (Tacis,CARDS)- subsidy under Title 3						
	<b>Chap.1 2</b>	<b>European Training Foundation (15.02.27)</b>	<b>20 026 500</b>	<b>20 026 500</b>			<b>20 026 500</b>	<b>20 026 500</b>
1 20		<i>European Training Foundation</i>	<i>20 026 500</i>	<i>20 026 500</i>			<i>20 026 500</i>	<i>20 026 500</i>
	1 20 1	ETF - Subsidy under Titles 1 and 2	15 081 500	15 081 500			15 081 500	15 081 500
	1 20 2	ETF - Subsidy under Title 3	4 945 000	4 945 000			4 945 000	4 945 000
	<b>Chap.1 3</b>	<b>DG EAC - European Training Foundation</b>	<b>117 000</b>	<b>117 000</b>			<b>117 000</b>	<b>117 000</b>
1 30		<i>Union contribution from recovery of surplus from previous years</i>	<i>117 000</i>	<i>117 000</i>			<i>117 000</i>	<i>117 000</i>
	1 30 1	Contribution to Title 1 and 2						
	1 30 2	Contribution to Title 3	117 000	117 000			117 000	117 000
	<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>20 143 500</b>	<b>20 143 500</b>			<b>20 143 500</b>	<b>20 143 500</b>

**TITLE 8 European Community contribution in kind**

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

**TITLE 9 MISCELLANEOUS REVENUE**

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

Amending Budget 2 / 2013

REVENUE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013	
			COM	PAY	COM	PAY	COM	PAY

TITLE 10 RESULTS EARLIER YEARS

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

<b>TOTAL ETF SUBVENTION REVENUE</b>			20 143 500	20 143 500			20 143 500	20 143 500
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TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

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

<b>TOTAL EARMARKED / PROJECT REVENUE</b>			1 897 673	1 897 673			1 897 673	1 897 673
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<b>GRAND TOTAL</b>			22 041 173	22 041 173			22 041 173	22 041 173
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Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	

TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION									
Chap. 1 1 Staff in active employment			13 166 400	13 166 400	- 280 000	- 280 000	12 886 400	12 886 400	
1 10	Agents included in the workforce		9 495 600	9 495 600	- 200 000	- 200 000	9 295 600	9 295 600	
1 10 0	Basic salaries		7 618 600	7 618 600	- 200 000	- 200 000	7 418 600	7 418 600	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. Revised assumptions (1): Small variation linked to previous transfers for increased support in Interim staff and Training, restored through appropriations from ENDs and salary weightings (not needed) Revised assumptions (2): Posts left vacants for more time than initially planned, delays in start of service, assumption that salary adaptation 2011 will not be paid in 2013
1 10 1	Family allowances		863 000	863 000	20 000	20 000	883 000	883 000	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. Revised assumptions (2): Real cost school allowances higher than initially planned
1 10 2	Transfer and expatriation allowance		1 014 000	1 014 000	- 20 000	- 20 000	994 000	994 000	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). Revised assumptions (1): Current needs lower than initial estimates Revised assumptions (2): Posts left vacants for more time than initially planned
1 10 3	Secretarial allowance								
1 11	Other staff		2 068 000	2 068 000	- 121 000	- 121 000	1 947 000	1 947 000	
1 11 0	Contract agents		1 938 000	1 938 000	- 121 000	- 121 000	1 817 000	1 817 000	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. Revised assumptions (1): Small increase based on the actual type of contract agents recruited. Revised assumptions (2): Delays in start of service of recruited staff (several job offers refused/fewer removals compared to expectations)

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
1 11 2	Local staff		130 000	130 000			130 000	130 000	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	Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights		413 000	413 000			413 000	413 000	
1 13 0	Insurance against sickness		264 000	264 000			264 000	264 000	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			41 000	41 000	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			108 000	108 000	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	Sundry allowances		175 800	175 800			175 800	175 800	
1 14 0	Birth and death allowance		800	800			800	800	Staff Regulations of Officials of the European Communities, and in particular art. 70, 74 and 75 thereof and Conditions of Employment of Other Servants of the European Communities (art. 28).  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			175 000	175 000	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.	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								

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
1 15 0	Overtime								
1 17	Supplementary services		294 000	294 000	8 000	8 000	302 000	302 000	
1 17 0	Freelance interpreters and conference personnel								
1 17 2	Cost of organising traineeships with the Foundation		15 000	15 000	- 8 000	- 8 000	7 000	7 000	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 internship planned. Depending on the rate of the salary adaption that may take place, any availability may be used for internships during the year. Revised assumptions (1): Following decision to not recruit SNEs, two internships are planned in 2013 (Young Mediterranean Leaders) Revised assumptions (2): Only 1 instead of 3 internship expected
1 17 5	Other translation and typing services and work to be contracted out								
1 17 7	Other services rendered and institutional audit services		279 000	279 000	16 000	16 000	295 000	295 000	This appropriation is intended to cover recourse to other suppliers of services, consultants and experts, for services under the general administration of the ETF when such services cannot be provided by ETF staff (for reasons of expertise or availability). Planning assumptions: * 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. Revised assumptions (1): Increased interim support needed Revised assumptions (2): Interim position needed to compensate for vacant position in COMM until end of the year
1 18	Recruitment and transformation costs		188 000	188 000	25 000	25 000	213 000	213 000	
1 18 0	Sundry recruitment expenses		25 000	25 000	25 000	25 000	50 000	50 000	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 Revised assumptions (2): Selection related costs and assessment centre



Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
1 18 1	Travelling expenses		8 000	8 000			8 000	8 000	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
1 18 2	Installation allowance		58 000	58 000	13 000	13 000	71 000	71 000	Staff Regulations of Officials of the European Communities, and in particular Art. 5 and 6 of Annex VII thereof.  This appropriation covers installation and resettlement allowances due to staff having to change their place of residence on taking up their duties, on transfer to a new place of employment and upon leaving the institution and resettling elsewhere. Planning assumptions: * 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. Revised assumptions (2): Reinstallation cost higher (linked to staff left in past years)
1 18 3	Moving expenses		77 000	77 000	- 13 000	- 13 000	64 000	64 000	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. Revised assumptions (2): Staff removals will happen next year
1 18 4	Temporary daily allowance		20 000	20 000			20 000	20 000	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. Revised assumptions (1): Current needs lower than initial estimates
1 19	Weightings (Correction coefficients)		532 000	532 000	8 000	8 000	540 000	540 000	
1 19 0	Weightings (Correction coefficients)		532 000	532 000	8 000	8 000	540 000	540 000	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. Revised assumptions (2): Availability based on current staffing estimations requested based on the latest calculations, with the assumption that the salary adaptation 2011 will not be paid in 2013.

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art. Item Title			Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013	
			COM	PAY	COM	PAY	COM	PAY		
1 19 1 Salarial adaptation			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: * 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.</p> <p>Revised assumptions (1): No expectations to pay the salary adaptation in 2013</p>	
<b>Chap. 1 3 Missions and travel</b>			114 000	114 000	- 10 000	- 10 000	104 000	104 000		
1 30 Mission and travel expenses			114 000	114 000	- 10 000	- 10 000	104 000	104 000		

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
	1 30 0	Mission and travel expenses	114 000	114 000	- 10 000	- 10 000	104 000	104 000	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. Revised assumptions (2): Availability based on current travelling estimations
<b>Chap. 1 4 Socio-medical infrastructure</b>			<b>236 100</b>	<b>236 100</b>	<b>52 200</b>	<b>52 200</b>	<b>288 300</b>	<b>288 300</b>	
1 40		<i>Running costs of restaurants and canteens</i>							
	1 40 0	Running costs of restaurants and canteens							
1 42		<i>Restaurants, meals and canteens</i>							
	1 42 0	Restaurants, meals and canteens							
1 43		<i>Medical service</i>	<b>32 340</b>	<b>32 340</b>			<b>32 340</b>	<b>32 340</b>	
	1 43 0	Medical service	32 340	32 340			32 340	32 340	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. Revised assumptions (1): Increased medical services from SEPIN and acquisition of a defibrillator.
1 44		<i>Internal training</i>	<b>190 000</b>	<b>190 000</b>	<b>48 000</b>	<b>48 000</b>	<b>238 000</b>	<b>238 000</b>	
	1 44 0	Internal training	190 000	190 000	48 000	48 000	238 000	238 000	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. Revised assumptions (1): Reinforcing the learning and development activities in 2013. Revised assumptions (2): Cover the initiative of Communication week and Training for Etf staff involved in 2014 Torino Process. Development path for managers, Team building.
1 49		<i>Other interventions</i>	<b>13 760</b>	<b>13 760</b>	<b>4 200</b>	<b>4 200</b>	<b>17 960</b>	<b>17 960</b>	
	1 49 0	Other interventions	13 760	13 760	4 200	4 200	17 960	17 960	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. Revised assumptions (1): Increased support to the ETF canteen initiative, following pilot evaluation. Revised assumptions (2): Cost estimated for the ETF's contribution to canteen costs until the end of the year
<b>Chap. 1 5 Staff exchanges between the ETF and the public sector</b>							<b>0</b>	<b>0</b>	
1 52		<i>Staff exchanges between the ETF and the public sector</i>					<b>0</b>	<b>0</b>	

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art. Item Title			Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013	
			COM	PAY	COM	PAY	COM	PAY		
1 52 0	National experts seconded		pm	pm			pm	pm	<p>This appropriation is intended to cover the costs of national or international officials and of private sector employees temporarily seconded to the ETF to provide knowledge of matters in which they have in-depth experience.</p> <p>Planning assumptions:            * Cost for 2 Seconded National Experts starting during the year            Revised assumptions (1): No SNEs will be recruited by ETF in 2013, due to difficulties in recruiting them.</p>	
<b>Chap. 1 7 Entertainment and representation expenses</b>			12 000	12 000			12 000	12 000		
1 70	Entertainment and representation expenses		12 000	12 000			12 000	12 000		
1 70 0	Entertainment and representation expenses		12 000	12 000			12 000	12 000	<p>This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.).</p> <p>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.</p>	
<b>Chap. 1 9 Pensions and pension subsidies</b>										
1 90	Pensions and pension subsidies									
1 90 0	Pensions and pension subsidies									
<b>TITLE 1 TOTAL TITLE 1</b>			13 528 500	13 528 500	- 237 800	- 237 800	13 290 700	13 290 700		

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE									
Chap. 2 0 Investments in immovable property, rental of buildings and associated costs			528 296	528 296	112 640	112 640	640 936	640 936	
2 00		Rentals	8 691	8 691	6 450	6 450	15 141	15 141	
2 00 0		Rentals	8 691	8 691	6 450	6 450	15 141	15 141	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) Revised assumptions (2): increased costs for ETF's office in Bruxelles
2 01		Insurance							
2 01 0		Insurance							
2 02		Water, gas, electricity and heating	130 000	130 000	66 310	66 310	196 310	196 310	
2 02 0		Water, gas, electricity and heating	130 000	130 000	66 310	66 310	196 310	196 310	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) Revised assumptions (2): Villa Gualino costs, higher than estimated, based on the latest forecast received from the Regione Piemonte
2 03		Cleaning and maintenance	172 371	172 371	39 609	39 609	211 980	211 980	
2 03 0		Cleaning and maintenance	172 371	172 371	39 609	39 609	211 980	211 980	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). Revised assumptions (2): Extraordinary maintenance in Villa Gualino, Villa Gualino costs, higher than estimated, based on the latest forecast received from the Regione Piemonte
2 04		Furnishing of premises	32 354	32 354			32 354	32 354	
2 04 0		Furnishing of premises	32 354	32 354			32 354	32 354	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			124 880	124 880	

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
	2 05 0	Security and surveillance	124 880	124 880			124 880	124 880	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 extinguishers, 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	60 000	60 000	271	271	60 271	60 271	
	2 09 0	Other expenditure on buildings	60 000	60 000	271	271	60 271	60 271	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 Revised assumptions (1): Releasing funds for the acquisition of small meeting equipment. Revised assumptions (2): Support interior design for ETF spaces Insurance costs forecast for Villa Gualino lower than estimated
	<b>Chap. 2 1 Information &amp; Communication Technology</b>		698 154	698 154	123 517	123 517	821 671	821 671	
	2 10	ICT expenditure	566 604	566 604	95 000	95 000	661 604	661 604	
	2 10 0	ICT hardware	108 205	108 205	36 100	36 100	144 305	144 305	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) Revised assumptions (2): Urgent requirement to extend storage to accommodate current growth (Intranet, Allegro, email, file system) and near future needs (CRM, Document Management System) to improve the infrastructure which has grown due to needs for big projects this year (Intranet, Allegro). Currently no further expansions possible.
	2 10 1	Software acquisition, maintenance and development	301 435	301 435	73 350	73 350	374 785	374 785	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 Revised assumptions (1): Additional amount requested for the finalisation of the Intranet project Revised assumptions (2): Sharepoint Licences (Intranet) Required for adapting Allegro to the new Staff regulations (23,600€), current finetunings (5,500€) and Sharepoint consultancy for a corporate approach on document management (6,500€)

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
	2 10 2	Other expenses							This item has been allocated to cover the costs associated with the maintenance and support of both ICT hardware and software including the purchase of computer durables, maintenance and other interventions. Infrastructure Support: the major cost in this item is that of currently running maintenance and support contracts for hardware (for both servers and network infrastructure) and software systems e.g. Microsoft, Oracle and IBM Lotus Notes. Includes also costs indicated in Service Level Agreements (SLAs) for IT systems Planning assumptions: Starting from 2011, this line has been distributed across BL 2100 and 2101
	2 10 3	Telecoms costs	156 964	156 964	- 14 450	- 14 450	142 514	142 514	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 Revised assumptions (2): New telecommunications contract should start 2 months in advance to allow the contractor to prepare the infrastructure and the fiber optic.
	2 10 4	Telecoms equipment costs							This appropriation is intended to cover expenses relating to telecommunications equipment, including cables, purchase, rental, installation, servicing, documentation, and for maintenance contracts of the internal telephone system. Planning assumptions: This line has been merged into BL2103
	2 10 5	European Commission IT systems	131 550	131 550	28 517	28 517	160 067	160 067	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 with Orange fee for 2013 Revised assumptions (2): New sTesta costs for access to EU IT systems (ABAC, ABAC assets), costs higher than foreseen for DIGIT ABAC Hosting Services
<b>Chap. 2 2 Movable property and associated costs</b>			<b>106 600</b>	<b>106 600</b>			<b>106 600</b>	<b>106 600</b>	
2 20		Technical installations and office equipment	<b>24 100</b>	<b>24 100</b>			<b>24 100</b>	<b>24 100</b>	
	2 20 0	Technical installations and office equipment	24 100	24 100			24 100	24 100	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 Revised assumptions (1): Replacement of broken equipment
	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		Furniture	<b>82 500</b>	<b>82 500</b>			<b>82 500</b>	<b>82 500</b>	

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
	2 21 0	Purchase	82 500	82 500			82 500	82 500	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)
	2 23	Transport							
	2 23 3	Maintenance, utilisation and repairs							This appropriation was intended to cover the operating, maintenance, fuel and related costs of the ETF van. The van has been decommissioned and there are no plans to replace it.
	2 25	Documentation and library							
	2 25 0	Purchase of non-operational publications and subscriptions							This appropriation is intended for the acquisition of publications and subscriptions, for general ETF use and/or the use of the non-operational departments (e.g. computer manuals, legal books, newspapers, magazines etc.)
<b>Chap. 2 3 Current administrative expenditure</b>			<b>81 950</b>	<b>81 950</b>			<b>81 950</b>	<b>81 950</b>	
	2 30	Stationery and office supplies	50 000	50 000			50 000	50 000	
	2 30 0	Stationery and office supplies	50 000	50 000			50 000	50 000	Since 2007, this expenditure has been incorporated in Item 2251 - Miscellaneous library expenses. This item will no longer be used.
	2 32	Financial charges	2 000	2 000			2 000	2 000	
	2 32 0	Miscellaneous Financial expenditure	2 000	2 000			2 000	2 000	
	2 32 1	Exchange rate losses							
	2 32 2	Other financial charges							
	2 33	Legal expenses							
	2 33 0	Legal expenses	p.m.	p.m.			p.m.	p.m.	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 €17,25278. 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			26 950	26 950	
	2 35 0	Miscellaneous insurance	18 450	18 450			18 450	18 450	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			5 000	5 000	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)



European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
	2 35 5	Petty expenses	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 * Urgent expenses Staff on Duty
	2 36	Publications	3 000	3 000			3 000	3 000	
	2 36 0	Publications	3 000	3 000			3 000	3 000	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
<b>Chap. 2 4 Post and telecommunications</b>			38 000	38 000			38 000	38 000	
	2 40	Correspondence and courier expenses	38 000	38 000			38 000	38 000	
	2 40 0	Correspondence and courier expenses	38 000	38 000			38 000	38 000	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
	2 41	Telecommunications							
	2 41 0	Subscriptions and fees							See remarks of BL 2103
	2 41 1	Equipment							See remarks of BL 2104
<b>Chap. 2 5 Meetings and associated costs</b>			100 000	100 000			100 000	100 000	
	2 50	Meetings and associated costs	100 000	100 000			100 000	100 000	
	2 50 0	Meetings expenses in general	100 000	100 000			100 000	100 000	This appropriation is intended to cover the costs relating to the meetings of the Governing Board and the participation of GB members to other meetings organised by the ETF. Planning assumptions: * 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)
<b>TITLE 2</b>	<b>TOTAL TITLE 2</b>		1 553 000	1 553 000	236 157	236 157	1 789 157	1 789 157	

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses			968 000	968 000	25 000	71 243	993 000	1 039 243	
3 00		Operational documentation	24 000	24 000		- 3 500	24 000	20 500	
	3 00 0	Purchase of operational publications and subscriptions	24 000	24 000		- 3 500	24 000	20 500	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		Publicising of information	699 000	699 000	25 000	91 643	724 000	790 643	
	3 01 0	General publications	699 000	699 000	25 000	91 643	724 000	790 643	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) Revised assumptions (1): The Policy Leaders Forum (Marseille, Oct 2013) will be a regional event (rather than corporate), so the funds have been transferred to the region/project. Revised assumptions (2): Requested for Live&Learn 3 and 4, preparatory work for ETF's 20th anniversary. Payment appropriation redistribution according to current payment schedule
3 03		Professional memberships and fees	5 000	5 000		- 1 900	5 000	3 100	
	3 03 0	Professional memberships and fees	5 000	5 000		- 1 900	5 000	3 100	This appropriation is intended to cover the costs associated with professional memberships and fees. Planning assumptions: 5 membership fees Revised assumptions (2): Based on the current payment forecast, value and timing of invoices still to be received until the end of the year
3 04		Translation costs	240 000	240 000		- 15 000	240 000	225 000	
	3 04 0	Translation costs	240 000	240 000		- 15 000	240 000	225 000	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 Revised assumptions (2): Based on the current payment forecast, value and timing of invoices still to be received until the end of the year
3 05		Meetings of the Advisory Forum							
	3 05 0	Meetings of the Advisory Forum							Appropriations to cover corporate advisory meetings (Advisory Forum)
Chap. 3 1 Priority actions : Work programme activities			3 273 642	3 273 642	- 32 857	- 49 600	3 240 785	3 224 042	
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							

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
3 11 0		Capacity building, information analysis for partner countries							
3 12		<i>Development Activities - thematic areas</i>							
3 12 0		Development Activities - thematic areas							
3 13		<i>Various costs linked to Work programme activities</i>							
3 13 0		Insurance costs related to Work programme activities							This appropriation is intended to the insurance costs related to Work programme activities.
3 14		<i>Projects to support strenghtening knowledge and systems</i>	308 000	308 000	- 61 000		247 000	308 000	
3 14 0		Projects to support strenghtening knowledge and systems	308 000	308 000	- 61 000		247 000	308 000	This appropriation refers to the quality control of ETF activities through evaluation and audit. The ETF has established a benchmark of 10% of Chapter 31 appropriations for its quality control activities. These funds are allocated according to annual audit and evaluation plans adopted in the Work Programme. Planning assumptions: Preparation and report on ETF's annual work programme in line with its Council regulation (€40,000) Maintain and implement the annual programme of project evaluations in line with the ETF Mid Term Perspective (€170,000) 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)  Revised assumptions (1): Support participation to one participant to the Torino process conference Revised assumptions (2): Availability based on current activities
3 15		<i>Projects in support of EU's External Assistance in the Neighbourhood area</i>	1 118 840	1 118 840	- 3 157	- 70 000	1 115 683	1 048 840	
3 15 0		Projects in support of EU's External Assistance in the Neighbourhood area	1 118 840	1 118 840	- 3 157	- 70 000	1 115 683	1 048 840	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 Revised assumptions (1): Support participation of several participants to the Torino process conference Revised assumptions (2): Availability from postponing activities in Egypt, cancelation of seminar in Jordan, several translations, matched by the organisation of a high level seminar in Ukraine on VET Quality and increased support to the Semed Regional Qualifications conference
3 16		<i>Projects in support of EU's External Assistance in the Enlargement area</i>	844 642	844 642	2 300	- 110 000	846 942	734 642	
3 16 0		Projects in support of EU's External Assistance in the Enlargement area	844 642	844 642	2 300	- 110 000	846 942	734 642	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 Revised assumptions (1): Allocation for the Frame project, as previously agreed with the Board Revised assumptions (2): Expert mission for BC ETF EI study visit; Payment appropriation reallocation based on the current payment forecast, value and timing of invoices still to be received until the end of the year
3 17		<i>Projects in support of EU's External Assistance in the Development Co-operation instrument</i>	353 560	353 560		20 000	353 560	373 560	
3 17 0		Projects in support of EU's External Assistance in the Development Co-operation instrument	353 560	353 560		20 000	353 560	373 560	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 Revised assumptions (1): Support participation to one participant to the Torino process conference Revised assumptions (2): Payment Appropriation reallocation based on the current payment forecast, value and timing of invoices still to be received until the end of the year
3 18		<i>Projects: Thematic expertise development</i>	648 600	648 600	29 000	110 400	677 600	759 000	

European Training Foundation  
Amending Budget 2 / 2013  
EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	
	3 18 0	Projects in Thematic expertise development	414 820	414 820		50 400	414 820	465 220	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 Revised assumptions (2): Payment Appropriation reallocation based on the current payment forecast, value and timing of invoices still to be received until the end of the year
3 19		<i>Projects: Evidence based policy making</i>	233 780	233 780	29 000	60 000	262 780	293 780	
	3 19 0	Projects in Evidence based policy making	233 780	233 780	29 000	60 000	262 780	293 780	This budget line covers the costs of support to the European Commission and partner country policy development through evidence based policy making (EBPM). The budget line includes operational costs as well as associated publication and translation costs. Details on the projects can be found in the Work Programme Revised assumptions (1): The Policy Leaders Forum (Marseille, Oct 2013) will be a regional event (rather than corporate), so the funds have been transferred here from corporate conferences. Revised assumptions (2): Increased support to Marseille conference and external support for reorganisation of data available aiming to cross-country analysis facilitation
		<b>Chap. 3 2 Operational Missions</b>	820 358	820 358	9 500	- 20 000	829 858	800 358	
3 20		<i>Operational Missions</i>	820 358	820 358	9 500	- 20 000	829 858	800 358	
	3 20 0	Operational Missions	820 358	820 358	9 500	- 20 000	829 858	800 358	This appropriation is intended to cover: transport expenses; payments of daily mission allowances and the necessary or extraordinary costs incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Communities. Planning assumptions: From 2011, mission costs are split in two lines, administrative (1300) and operational (3200). Operational missions will cover the operational missions of the Operations Department, PMED, ECD and Directorate. Revised assumptions (1): As agreed by the Governing Board on 5 Feb 2013 (2013-364), the FRAME project has been allocated 54,642€ from Operational Missions. The 1,000€ resulting the reduction of the subvention have also been released from this budget line. Revised assumptions (2): Availability of mission budget based on updated estimates
<b>TITLE 3</b>		<b>TOTAL TITLE 3</b>	5 062 000	5 062 000	1 643	1 643	5 063 643	5 063 643	
0									
<b>TITLE 8 European Community contribution in kind</b>									
		<b>Chap. 8 0 European Community contribution in</b>	p.m.	p.m.			p.m.	p.m.	
8 80		<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.	
<b>TITLE 8</b>		<b>TOTAL TITLE 8</b>	p.m.	p.m.			p.m.	p.m.	
<b>TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR</b>									
		<b>Chap. 9 9 Expenses not specifically provided for</b>	p.m.	p.m.			p.m.	p.m.	
9 90		<i>Reserve</i>	p.m.	p.m.			p.m.	p.m.	
	9 90 0	Reserve	p.m.	p.m.			p.m.	p.m.	
<b>TITLE 9</b>		<b>TOTAL TITLE 9</b>	p.m.	p.m.			p.m.	p.m.	
<b>TITLE 10 RESULTS EARLIER YEARS</b>									
		<b>Chap. 10 1 Results earlier years</b>	p.m.	p.m.			p.m.	p.m.	
10 10		<i>Results earlier years</i>	p.m.	p.m.			p.m.	p.m.	
	10 10 0	Results earlier years	p.m.	p.m.			p.m.	p.m.	
<b>TITLE 10</b>		<b>TOTAL TITLE 10</b>	p.m.	p.m.			p.m.	p.m.	
<b>TOTAL EXPENDITURE ETF PROPER</b>			20 143 500	20 143 500			20 143 500	20 143 500	

## EXPENDITURE

Art.	Item	Title	Amending Budget 1 / 2013		Amendments (2) / 2013		Amending Budget 2 / 2013		Revised assumptions 2013
			COM	PAY	COM	PAY	COM	PAY	

## TITLE 4 Cooperation with other organisations (Earmarked expenditure)

<b>Chap. 4 1 Co-operation with other international institutions</b>									
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							
<b>Chap. 4 2 Co-operation with other European institutions and other bodies</b>			1 844 522	1 844 522			1 844 522	1 844 522	
4 20		Projects related to agreements between European Commission and the Foundation	1 844 522	1 844 522			1 844 522	1 844 522	
4 20 0		GEMM Project	594 722	594 722			594 722	594 722	Revised assumptions (2): In 2013, the ETF has received the first installment for the Governance for Employability in the Medditerranean (GEMM) project, which will have an overall of 3 130 000€ (out of which 1 130 000€ willbe co-financed by ETF by staff allocation) and will finalise in 2015.
4 20 1		FRAME Project	1 249 800	1 249 800			1 249 800	1 249 800	Revised assumptions (2): 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.
<b>Chap. 4 3 Co-operation with national institutions</b>			53 151	53 151			53 151	53 151	
4 30		Co-operation with Italian institutions	53 151	53 151			53 151	53 151	
4 30 0		Cooperation with Italian institutions	53 151	53 151			53 151	53 151	Revised assumptions (2): 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.
<b>Chap. 4 4 Implementation of EU member states projects</b>									
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)							
<b>TITLE 4</b>		<b>TOTAL TITLE 4</b>	1 897 673	1 897 673			1 897 673	1 897 673	

<b>TOTAL ETF EARMARKED EXPENDITURE</b>	1 897 673	1 897 673			1 897 673	1 897 673		
<b>GRAND TOTAL EXPENDITURE</b>	22 041 173	22 041 173			22 041 173	22 041 173		

**European Training Foundation**  
**ESTABLISHMENT PLAN 2013**

GB/13/DEC/012

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>
<b>Total</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>96</b>	<b>0</b>	<b>90</b>

**Chapter 3 0**

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

Commitments		Payments	
		2013	2014
Pre-2013 commitments still outstanding	182 000	182 000	-
Appropriations 2013	<b>993 000</b>	857 243	135 757
Total	1 175 000	<b>1 039 243</b>	135 757

**Chapter 3 1**

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

Commitments		Payments	
		2013	2014
Pre-2013 commitments still outstanding	1 498 000	1 498 000	-
Appropriations 2013	<b>3 240 785</b>	1 726 042	1 514 743
Total	4 738 785	<b>3 224 042</b>	1 514 743

**Chapter 3 2**

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

Commitments		Payments	
		2013	2014
Pre-2013 commitments still outstanding	161 000	161 000	-
Appropriations 2013	<b>829 858</b>	639 358	190 500
Total	990 858	<b>800 358</b>	190 500