

# BUDGET 2015



# BUDGET 2015

## Background

The 2015 budget is based on the 2015 provisional draft estimate of revenue and expenditure approved by the Governing Board on 22 November 2013 (GB13DEC11) subsequently modified during the budgetary procedure. It is consistent with the EC financial programming<sup>1</sup> for the ETF and follows the evolution of EU external relations activities.

It aims at supporting ETF's activities to (1) reinforcing capacity for human capital development in partner countries through the use of evidence-based policy analysis, (2) increasing internal efficiency of partner country vocational education and training (VET) and (3) increasing the external efficiency of VET in relation to labour markets and economic and social cohesion.

## SPECIFICITIES OF THE 2015 BUDGET

### Revenue

This 2015 budget aims to provide the financial resources necessary for implementing the ETF's 2015 Work Programme. It is based on an overall contribution of €20 144 000 for both commitment and payment appropriations, composed of €19 945 000 contribution from the Union budget and €199 000 from the recovery of surplus related to 2013 budget execution.

### Expenditure

The ETF's budget for 2015 is at the same level in nominal terms as all the previous budgets since 2011. This represents a real decrease of approximately 8% with respect to the 2011 budget. For Titles 1 and 2 (staff costs and administrative expenditure), the 2015 budget represents a survival budget, while Title 3 (operational expenditure) is reduced by 10.8%.

The ETF proposes the following breakdown of the contribution:

#### Title 1 for expenditure relating to staff working for the ETF: €14 095 000

This represents 70% of the contribution and an increase of 4.9% compared to the 2014 amended budget.

As a centre of expertise, the ETF's most valuable asset is its staff; so capacity development will be addressed through a consolidation of the human resources strategy, reinforced in 2011-14. This explains the relative increase in Title 1 at the expense of Title 3, the ETF aiming at maximising the impact of its activities through the right combination of the experts it deploys and project deliverables.

In terms of human resources, in 2012 the budget authority has called on all regulatory agencies at cruising speed for a gradual reduction of 5% in staff in the next five years, reflected in the ETF proposal for the 2014-2020 Multiannual Financial Framework (MFF).

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. Since the adoption of its recast mandate in 2008, the ETF has been

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<sup>1</sup> ). The amount indicated in Commission's Financial programming for the ETF is €20 144 000 (Statement of estimates of the European Commission for the financial year 2015 - SEC(2014) 357 – June 2014)

striving to reduce the number of staff in central administrative functions while at the same time maximising the number of experts it deploys. Following the major reorganisation of its central administration in 2010-11, which resulted in a reduction in the percentage of staff working in selected central administrative functions from 33% to 22%, the next period will be one of consolidation and incremental improvement in order to absorb a 5% reduction of its staff without impact on the ETF's delivery of its core business activities. Any further staff cuts decided by the budget authority will mean a corresponding reduction in the ETF's expertise capacity.

While the ETF can commit itself to reducing its statutory staff by 5% over the 2013-2018 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. Turnover in this staff category is historically low.

For 2015, the ETF will therefore reduce its statutory staff by 2 from 94 temporary agents to 92. Any further staff cuts decided by the budget authority will mean a corresponding reduction in the ETF's expertise capacity.

Contract	2015
TA	92
CA	39 <sup>2</sup>
LA	2
SNEs	1
Total	134

In order to optimise the contribution of staff, the ETF will continue to invest in the professional development and motivation of staff 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: €1 606 000

Title 2 represents 8% of the contribution, reflecting a decrease of 6.5% compared to the 2014 amended budget.

After many years of deferring expenditure on the building owing to the uncertainty about its premises, in 2015 ETF will continue the improvements initiated in 2013 and 2014, to the fabric and furnishing of its premises.

A major focus in 2015 will be put on ICT infrastructure improvements and further consolidation of ICT systems. Enhanced mobile services will provide ETF staff with improved access on the move. The reinforcing of ICT governance will ensure improved control and direction of current and future use of ICT by evaluating and directing the plans for the use of ICT to support the ETF in the best way.

In addition to its annual business continuity trial, the ETF will concentrate in 2015 on leveraging cloud services for disaster recovery.

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<sup>2</sup> in FTE

### Title 3 for expenditure related to operational activities: €4 443 000

This corresponds to 22% of the subvention, reflecting a decrease of 10.8% and is necessary to support and complement the main inputs provided by ETF experts through Title 1.

The operational activities under Title 3 are described in the work programme and will be streamlined through 7 projects:

- Support to the EU policy and external assistance (IPA, ENI-South, ENI-East, DCI)
- Torino Process
- Qualifications
- VET governance
- VET provision and quality
- Employment and employability
- Entrepreneurial learning and enterprise skills

The ETF will continue to develop comprehensive and structured risk and performance management processes to support management decision making, including proportional and cost effective choices, and provide relevant information for establishing appropriate and proportionate risk control measures.

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

### Title 4 for cooperation with other organizations

During 2013 the ETF signed two funding agreements which will continue in 2015:

#### *"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)". The project lasts three years and the ETF's contribution in human resources and infrastructure is expected to be €1.3m. In 2015 ETF expects to receive a last instalment of €402,000.

#### *"Foresight and Regional Assessment Methods for Employment"*

In 2013, DG Enlargement 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. While all funds have been received and activities are expected to be finalised in 2014, during early 2015 there will be the last payments, reporting and audit.

Earmarked expenditure will be introduced in the budget at a later stage through an Amended Budget 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 2015 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 2015 for Title 3.

## Approval

The ETF's 2015 budget will enter into force once the Budget Authority adopts the General Budget of the European Union.

## Budget 2015

## REVENUE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013	
		COM	PAY	COM	PAY	COM	PAY

## TITLE 1 European Union contribution

<b>Chap.1 2</b>	<b>European Training Foundation (15.02.12, ex 15.02.27)</b>	<b>19 945 000.00</b>	<b>19 945 000.00</b>	<b>20 018 500.00</b>	<b>20 018 500.00</b>	<b>20 026 500.00</b>	<b>20 026 500.00</b>
1 20	European Training Foundation	19 945 000.00	19 945 000.00	20 018 500.00	20 018 500.00	20 026 500.00	20 026 500.00
1 20 0	ETF - Subsidy	19 945 000.00	19 945 000.00				
1 20 1	ETF - Subsidy under Titles 1 and 2			15 160 000.00	15 160 000.00	15 081 500.00	15 081 500.00
1 20 2	ETF - Subsidy under Title 3			4 858 500.00	4 858 500.00	4 945 000.00	4 945 000.00
<b>Chap.1 3</b>	<b>Union contribution from recovery of surplus from previous years</b>	<b>199 000.00</b>	<b>199 000.00</b>	<b>125 000.00</b>	<b>125 000.00</b>	<b>117 000.00</b>	<b>117 000.00</b>
1 30	Union contribution from recovery of surplus from previous years	199 000.00	199 000.00	125 000.00	125 000.00	117 000.00	117 000.00
1 30 0	Contribution	199 000.00	199 000.00				
1 30 1	Contribution to Title 1 and 2			p.m.	p.m.		-
1 30 2	Contribution to Title 3			125 000.00	125 000.00	117 000.00	117 000.00
<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 143 500.00</b>	<b>20 143 500.00</b>	<b>20 143 500.00</b>	<b>20 143 500.00</b>

## TITLE 8 European Union contribution in kind

<b>Chap. 8 0</b>	<b>European Union contribution in kind</b>	<b>p.m.</b>	<b>p.m.</b>				
8 00	European Union contribution in kind	p.m.	p.m.				
8 00 0	European Union contribution in kind	p.m.	p.m.				
<b>TITLE 8</b>	<b>TOTAL TITLE 8</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>14 552.88</b>	<b>14 552.88</b>	-	-
9 00	Miscellaneous revenue	p.m.	p.m.	14 552.88	14 552.88	-	-
9 00 0	Miscellaneous revenue	p.m.	p.m.	14 552.88	14 552.88	-	-
<b>TITLE 9</b>	<b>TOTAL TITLE 9</b>	<b>p.m.</b>	<b>p.m.</b>	<b>14 552.88</b>	<b>14 552.88</b>	<b>-</b>	<b>-</b>

## TITLE 10 RESULTS EARLIER YEARS

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

<b>TOTAL ETF SUBVENTION REVENUE</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 158 052.88</b>	<b>20 158 052.88</b>	<b>20 143 500.00</b>	<b>20 143 500.00</b>
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## Budget 2015

## REVENUE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013	
		COM	PAY	COM	PAY	COM	PAY

## TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)

<b>Chap. 4 2</b>	<b>Co-operation with other European institutions and other bodies</b>	<b>p.m.</b>	<b>p.m.</b>	<b>2 363 738.63</b>	<b>2 363 738.63</b>	<b>1 844 521.60</b>	<b>1 844 521.60</b>
4 20	<i>Projects related to agreements between European Commission and the Foundation</i>	<i>p.m.</i>	<i>p.m.</i>	<i>1 102 720.00</i>	<i>1 102 720.00</i>	<i>1 844 521.60</i>	<i>1 844 521.60</i>
4 20 0	GEMM Project	p.m.	p.m.	952 520.00	952 520.00	594 721.60	594 721.60
4 20 1	FRAME Project	p.m.	p.m.	150 200.00	150 200.00	1 249 800.00	1 249 800.00
4 21	<i>Financing earlier years</i>	<i>p.m.</i>	<i>p.m.</i>	<i>1 261 018.63</i>	<i>1 261 018.63</i>	-	-
4 21 0	GEMM Project	p.m.	p.m.	472 663.40	472 663.40		
4 21 1	FRAME Project	p.m.	p.m.	788 355.23	788 355.23		
<b>Chap. 4 3</b>	<b>Cooperation with Italian institutions</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>1 081.20</b>	<b>1 081.20</b>
4 30	<i>Cooperation with Italian institutions</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>1 081.20</i>	<i>1 081.20</i>
4 30 0	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	1 081.20	1 081.20
<b>Chap. 4 9</b>	<b>Cooperation with Italian institutions - Financing earlier years</b>	<b>p.m.</b>	<b>p.m.</b>	<b>24 682.22</b>	<b>24 682.22</b>	-	-
4 90	<i>Cooperation with Italian institutions - Financing earlier years</i>	<i>p.m.</i>	<i>p.m.</i>	<i>24 682.22</i>	<i>24 682.22</i>	-	-
4 90 0	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.	24 682.22	24 682.22		
<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>	<b>p.m.</b>	<b>p.m.</b>	<b>2 388 420.85</b>	<b>2 388 420.85</b>	<b>1 845 602.80</b>	<b>1 845 602.80</b>

<b>TOTAL EARMARKED / PROJECT REVENUE</b>	<b>p.m.</b>	<b>p.m.</b>	<b>2 388 420.85</b>	<b>2 388 420.85</b>	<b>1 845 602.80</b>	<b>1 845 602.80</b>
<b>GRAND TOTAL</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>22 546 473.73</b>	<b>22 546 473.73</b>	<b>21 989 102.80</b>	<b>21 989 102.80</b>

European Training Foundation						GB/14/DEC/015			
Budget 2015									
EXPENDITURE									
Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015	
		COM	PAY	COM	PAY	COM	PAY		

TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION									
<b>Chap. 1 1 Staff in active employment</b>		<b>13 607 000.00</b>	<b>13 607 000.00</b>	<b>12 370 900.00</b>	<b>12 370 900.00</b>	<b>12 781 749.91</b>	<b>12 663 050.62</b>		
<i>Art. 110 Agents included in the workforce</i>		<i>10 123 802.00</i>	<i>10 123 802.00</i>	<i>9 598 306.00</i>	<i>9 598 306.00</i>	<i>9 234 412.14</i>	<i>9 234 412.14</i>		
1 10 0	Basic salaries	8 084 802.00	8 084 802.00	7 638 000.00	7 638 000.00	7 401 609.37	7 401 609.37	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 92 posts expected to be reached by end 2015, while starting the year with all 2014 posts filled in (94). It is also envisaged to use art. 38.2 of the FR to recruit one additional TA to compensate for part time arrangements . It is expected that 1.3 FTE will not be paid linked to part time arrangements and 1.2 FTE can be saved through posts that will remain vacant and postponement of start of services for new staff to replace departing staff. The figure is based on the expectation that there will be no salary adaptation for 2014.	
1 10 1	Family allowances	923 000.00	923 000.00	926 000.00	926 000.00	866 380.31	866 380.31	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 2014 will still be in 2015. Therefore the estimated needs for 2015 is based on both the assumption that the majority of newly recruited staff in 2015 will be entitled to this allowance.	
1 10 2	Transfer and expatriation allowance	1 116 000.00	1 116 000.00	1 034 306.00	1 034 306.00	966 422.46	966 422.46	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 2014 will still be in 2015. Therefore the estimated needs for 2015 is based on both the assumption that the majority of newly recruited staff in 2015 will be entitled to this allowance.	
1 10 3	Secretarial allowance	p.m.	p.m.	p.m.	p.m.	-	-		
<i>Art. 111 Other staff</i>		<i>2 020 000.00</i>	<i>2 020 000.00</i>	<i>1 810 894.00</i>	<i>1 810 894.00</i>	<i>1 942 327.59</i>	<i>1 940 336.14</i>		
1 11 0	Contract agents	1 885 000.00	1 885 000.00	1 684 894.00	1 684 894.00	1 817 106.14	1 817 106.14	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 2014, 39 Contract Agents will be employed and it is expected to be as such for the whole 2015. It is expected that 0.5 FTE will not be paid linked to part time arrangements . 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.).	
1 11 2	Local staff	135 000.00	135 000.00	126 000.00	126 000.00	125 221.45	123 230.00	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.	
<i>Art. 113 Insurance against sickness, accidents and occupational disease, unemployment insurance and maintenance of pension rights</i>		<i>428 000.00</i>	<i>428 000.00</i>	<i>422 500.00</i>	<i>422 500.00</i>	<i>398 567.46</i>	<i>398 567.46</i>		
1 13 0	Insurance against sickness	276 000.00	276 000.00	276 000.00	276 000.00	258 474.20	258 474.20	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 2015 are based on the estimated number of FTE mentioned under BL1100.	
1 13 1	Insurance against accidents and occupational disease	41 000.00	41 000.00	41 500.00	41 500.00	38 201.19	38 201.19	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 2015 are based on the estimated number of FTE mentioned under BL1100.	
1 13 2	Unemployment insurance for temporary staff	111 000.00	111 000.00	105 000.00	105 000.00	101 892.07	101 892.07	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 2015 are based on the estimated number of FTE mentioned under BL1100.	
1 13 3	Pension	p.m.	p.m.	p.m.	p.m.	-	-		
						p 3 / 15			



## Budget 2015

## EXPENDITURE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
Art. 114	Sundry allowances	100 794.00	100 794.00	98 400.00	98 400.00	166 963.52	166 963.52	
1 14 0	Birth and death allowance	794.00	794.00	400.00	400.00	793.24	793.24	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 per year
1 14 1	Annual travel costs from the place of employment to the place of origin	100 000.00	100 000.00	98 000.00	98 000.00	166 170.28	166 170.28	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 this cost is paid to part of ETF staff as per the 2014 Staff Regulations. Therefore the estimated needs for 2015 are based on 2014 costs.
1 14 2	Accommodation and transport allowances	p.m.	p.m.	p.m.	p.m.	-	-	
1 14 3	Fixed entertainment allowances	p.m.	p.m.	p.m.	p.m.	-	-	
1 14 4	Fixed local travel allowances	p.m.	p.m.	p.m.	p.m.	-	-	
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.	-	-	Staff Regulations of Officials of the European Communities, and in particular Art. 56a and Conditions of Employment of Other Servants (art. 16).
Art. 115	Overtime	p.m.	p.m.	p.m.	p.m.	-	-	
1 15 0	Overtime	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 117	Supplementary services	312 804.00	312 804.00	278 500.00	278 500.00	345 868.84	240 485.12	
1 17 0	Freelance interpreters and conference personnel	p.m.	p.m.	p.m.	p.m.	-	-	
1 17 2	Cost of organising traineeships with the Foundation	30 000.00	30 000.00			6 035.00	6 000.68	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: Estimated costs for 3 internship for 6 months (1.5 FTE)
1 17 5	Other translation and typing services and work to be contracted out	p.m.	p.m.	p.m.	p.m.	-	-	
1 17 7	Other services rendered and institutional audit services	282 804.00	282 804.00	278 500.00	278 500.00	339 833.84	234 484.44	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 2 FTE interim staff can be planned with the budget available. 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 4 newcomers. , 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 and the launch of a new satisfaction survey in 2015.
Art. 118	Recruitment and transformation costs	267 600.00	267 600.00	119 300.00	119 300.00	158 089.26	146 765.14	

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
1 18 0	Sundry recruitment expenses	13 600.00	13 600.00	45 000.00	45 000.00	30 054.08	18 729.96	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof.</p> <p>This appropriation is intended to cover various recruitment expenses including :</p> <ul style="list-style-type: none"><li>- publication costs,</li><li>- costs directly linked to the promotion and organisation of group recruitment tests (hire of rooms, furniture, machines and miscellaneous equipment, water, fees for the preparation and correction of tests, etc.),</li><li>- travel costs and daily allowances for candidates and external selection panel member(s)</li><li>- pre-recruitment medical examinations.</li></ul> <p>Planning assumptions: Reimbursement to candidates &amp; other :</p> <ul style="list-style-type: none"><li>Average cost based on historical trend</li><li>up to 2 selection procedures planned</li><li>Average 9 candidates entitled to reimbursement per procedure</li><li>Travel/hotel cost for pre-recruitment medical check up (average cost BRX/LUX/TUR)</li><li>Pre-recruitment medical check up costs</li><li>Specific supplies for tests/interviews needed/publication</li><li>External SAB members based on historical trends</li><li>Should an assessment centre be organised, additional funds would be needed</li></ul>
1 18 1	Travelling expenses	7 000.00	7 000.00	1 300.00	1 300.00	3 106.71	3 106.71	<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: Travel cost for staff upon start and end of service.</p>
1 18 2	Installation allowance	117 000.00	117 000.00	36 800.00	36 800.00	58 144.57	58 144.57	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 5 and 6 of Annex VII thereof.</p> <p>This appropriation covers installation and resettlement allowances due to staff having to change their place of residence on taking up their duties, on transfer to a new place of employment and upon leaving the institution and resettling elsewhere.</p> <p>Planning assumptions: Cost linked to installation cost of new comers who started in 2014 and who will start in 2015 as well as cost lined to re-installation allowance for leavers in 2015 or who have left before but have not yet relocate outside Turin.</p> <p>Cost estimated for 7 double + 1 single (re-)installations.</p>
1 18 3	Moving expenses	78 000.00	78 000.00	11 000.00	11 000.00	49 983.35	49 983.35	<p>Staff Regulations of officials of the European Communities, and in particular Art. 20 and 71 thereof and Art. 9 of Annex VII thereof.</p> <p>This appropriation is intended to cover the removal expenses of a new staff entering the service as well as the expenses of members of staff leaving the ETF.</p> <p>Planning assumptions: Cost linked to removal cost of new comers who started in 2014 and who will start in 2015 as well as cost linked to removal cost for leavers in 2015 or who have left before but have not yet relocate outside Turin. Currently estimated for 7 temporary agents and 1 contract agent.</p>
1 18 4	Temporary daily allowance	52 000.00	52 000.00	25 200.00	25 200.00	16 800.55	16 800.55	<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: Cost linked to new comers upon start of service and depend on both their family situation, place of recruitment. Current planned needs for 44 months @ daily rate for staff entitled to household allowance.</p>
Art. 119	Weightings (Correction coefficients)	354 000.00	354 000.00	43 000.00	43 000.00	535 521.10	535 521.10	

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
1 19 0	Weightings (Correction coefficients)	354 000.00	354 000.00	43 000.00	43 000.00	535 521.10	535 521.10	<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: It is known that this weighting is for all staff. Therefore the estimated needs for 2014 is based on the estimated cost FTE expected to be paid (see BL1100) @ the rate known as of today. Should the weighting factor for Italy is increased or diminished mmre than currently expected, the appropriation will need to be revised. Indeed, this amount correspond to an expected decrease in 2014, impacting 2015 as well as a further decrease in 2015 that shall compensate also the salary adaptation increase for 2015.</p>
1 19 1	Salarial adaptation	p.m.	p.m.	p.m.	p.m.	-	-	<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 usually estimated 1% increase for salary adaptations, but it is expected that there would be a further decrease of Italian Weighting Factor, therefore compensating fully for the estimated increase, leading to put this line as p.m.</p>
<b>Chap. 1 3 Missions and travel</b>		<b>114 000.00</b>	<b>114 000.00</b>	<b>115 000.00</b>	<b>115 000.00</b>	<b>95 000.00</b>	<b>71 559.95</b>	
<i>Art. 130 Mission and travel expenses</i>		<i>114 000.00</i>	<i>114 000.00</i>	<i>115 000.00</i>	<i>115 000.00</i>	<i>95 000.00</i>	<i>71 559.95</i>	
1 30 0	Mission and travel expenses	114 000.00	114 000.00	115 000.00	115 000.00	95 000.00	71 559.95	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof.</p> <p>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.</p> <p>Planning assumptions: Administrative missions linked to governance, learning and development</p>
<b>Chap. 1 4 Socio-medical infrastructure</b>		<b>290 000.00</b>	<b>290 000.00</b>	<b>321 300.00</b>	<b>321 300.00</b>	<b>265 450.03</b>	<b>123 157.63</b>	
<i>Art. 140 Running costs of restaurants and canteens</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>-</i>	<i>-</i>	
1 40 0	Running costs of restaurants and canteens	p.m.	p.m.	p.m.	p.m.			
<i>Art. 142 Restaurants, meals and canteens</i>		<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>-</i>	<i>-</i>	
1 42 0	Restaurants, meals and canteens	p.m.	p.m.	p.m.	p.m.		-	
<i>Art. 143 Medical service</i>		<i>25 000.00</i>	<i>25 000.00</i>	<i>25 000.00</i>	<i>25 000.00</i>	<i>30 663.53</i>	<i>10 363.53</i>	
1 43 0	Medical service	25 000.00	25 000.00	25 000.00	25 000.00	30 663.53	10 363.53	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof.</p> <p>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.).</p> <p>Planning assumptions: annual medical check up visits (average cost for 90 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.</p>
<i>Art. 144 Internal training</i>		<i>240 000.00</i>	<i>240 000.00</i>	<i>230 300.00</i>	<i>230 300.00</i>	<i>218 192.90</i>	<i>99 514.52</i>	

## Budget 2015

## EXPENDITURE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
1 44 0	Internal training	240 000.00	240 000.00	230 300.00	230 300.00	218 192.90	99 514.52	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 correspond to expected needs at corporate level (including specific follow-up further to 2014 360° feedback for managerial development) and individual level. Priority will be given to coaching and management trainings, language courses and efficiency management related trainings.
Art. 149	Other interventions	25 000.00	25 000.00	66 000.00	66 000.00	16 593.60	13 279.58	
1 49 0	Other interventions	25 000.00	25 000.00	66 000.00	66 000.00	16 593.60	13 279.58	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/well being activities and services such as ETF Christmas events, canteen/coffee services. Priorities not covered: Ergonomic campaign (€10,000)
<b>Chap. 1 5 Staff exchanges between the ETF and the public sector</b>		<b>72 000.00</b>	<b>72 000.00</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	
Art. 152	Staff exchanges between the ETF and the public sector	72 000.00	72 000.00	p.m.	p.m.	-	-	
1 52 0	National experts seconded	72 000.00	72 000.00	p.m.	p.m.	-	-	This appropriation is intended to cover the costs of national or international officials and of private sector employees temporarily seconded to the ETF to provide knowledge of matters in which they have in-depth experience. Planning assumptions: Cost for 1 Seconded National Expert for the full year
<b>Chap. 1 7 Entertainment and representation expenses</b>		<b>12 000.00</b>	<b>12 000.00</b>	<b>12 000.00</b>	<b>12 000.00</b>	<b>12 000.00</b>	<b>12 000.00</b>	
Art. 170	Entertainment and representation expenses	12 000.00	12 000.00	12 000.00	12 000.00	12 000.00	12 000.00	
1 70 0	Entertainment and representation expenses	12 000.00	12 000.00	12 000.00	12 000.00	12 000.00	12 000.00	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: representation costs including catering expenses, taxi costs and small gifts authorised by the Director and representation costs linked to the end of the year activities
<b>Chap. 1 9 Pensions and pension subsidies</b>		<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	
Art. 190	Pensions and pension subsidies	p.m.	p.m.	p.m.	p.m.	-	-	
1 90 0	Pensions and pension subsidies	p.m.	p.m.	p.m.	p.m.	-	-	
<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>14 095 000.00</b>	<b>14 095 000.00</b>	<b>12 819 200.00</b>	<b>12 819 200.00</b>	<b>13 154 199.94</b>	<b>12 869 768.20</b>	

**TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE**

<b>Chap. 2 0 Investments in immovable property, rental of buildings and associated costs</b>	<b>549 798.00</b>	<b>549 798.00</b>	<b>549 034.00</b>	<b>549 034.00</b>	<b>686 102.57</b>	<b>484 896.72</b>	
Art. 200 Rentals	14 501.00	14 501.00	11 671.00	11 671.00	14 910.00	6 850.48	
2 00 0 Rentals	14 501.00	14 501.00	11 671.00	11 671.00	14 910.00	6 850.48	This appropriation is intended to cover property rental Planning assumptions: Symbolic amount for rental of ETF Villa Gualino premises: 1 €, Rent for office in Joseph II : 12000 including indexation, Reservation for ETF alternative office.
Art. 201 Insurance	p.m.	p.m.	p.m.	p.m.	-	-	
2 01 0 Insurance	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 202 Water, gas, electricity and heating	170 000.00	170 000.00	146 850.00	146 850.00	196 309.67	196 309.67	
2 02 0 Water, gas, electricity and heating	170 000.00	170 000.00	146 850.00	146 850.00	196 309.67	196 309.67	This appropriation is intended to cover utilities (water, gas, electricity and heating). Planning assumptions: Current expenditure trend and VG forecast indicated that in 2014 we will likely pay 160,000. Increase of 10,000€ is proposed as safety net
Art. 203 Cleaning and maintenance	194 000.00	194 000.00	205 871.00	205 871.00	196 034.48	145 002.11	

## Budget 2015

## EXPENDITURE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
2 03 0	Cleaning and maintenance	194 000.00	194 000.00	205 871.00	205 871.00	196 034.48	145 002.11	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: Charge locative for office in Joseph II : 5400 including indexation, Cleaning services as per current contract, including extraordinary maintenance, VG costs reimbursements 31,000€ in 2014, ordinary maintenance of building systems as per current contract, green plants maintenance , extraordinary works linked to technical equipment
Art. 204	Furnishing of premises	13 490.00	13 490.00	17 585.00	17 585.00	80 002.00	-	
2 04 0	Furnishing of premises	13 490.00	13 490.00	17 585.00	17 585.00	80 002.00	-	This appropriation is intended to cover the performance of small-scale jobs for fitting out the building (such as changes to partitions, nameplates and signs, painting, etc.). Planning assumptions: building graphics, painting
Art. 205	Security and surveillance	116 507.00	116 507.00	114 387.00	114 387.00	113 264.52	90 224.56	
2 05 0	Security and surveillance	116 507.00	116 507.00	114 387.00	114 387.00	113 264.52	90 224.56	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: based on current rates. New tender should be launched in 2015, with the risk of higher hourly costs., Inspections and radiosurveillance as per current contract rates. New tender should be launched in 2015 with the risk of increase in the hourly rates, RSPP services, running from 15 July 2015: tender to be launched in 2015, ETF's Access control system accordig to current contract.
Art. 209	Other expenditure on buildings	41 300.00	41 300.00	52 670.00	52 670.00	85 581.90	46 509.90	
2 09 0	Other expenditure on buildings	41 300.00	41 300.00	52 670.00	52 670.00	85 581.90	46 509.90	This appropriation is intended to cover other expenses related to the building not specifically provided for, notably taxes and roads, drainage, refuse collection, as well as administrative costs, payable to the Villa Gualino Consortium as provided for in the contract CON/03/ETF/0071. Planning assumptions: Garbage taxes to Turin municipality, Insurance reimbursement to Villa Gualino Priorities not covered: Consultancy on the building (€10,000)
<b>Chap. 2 1 Information &amp; Communication Technology</b>		<b>756 152.00</b>	<b>756 152.00</b>	<b>875 236.00</b>	<b>875 236.00</b>	<b>851 226.19</b>	<b>649 621.95</b>	
Art. 210	ICT expenditure	592 702.00	592 702.00	738 506.00	738 506.00	691 159.54	489 555.30	
2 10 0	ICT hardware	118 799.00	118 799.00	163 900.00	163 900.00	154 066.05	88 696.70	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. Planning assumptions: ELEX maintenance of Clock-in/out system Yearly fee contract price for 2015, On site server maintenance CON/12/ETF/0030 , Extreme Networks ICT infrastructure Maintenance CON/11/ETF/0031 Price for 3rd year 18000, Running from December to December, Replacement desktop PCs with leaner clients, Replacement network printers, Replacement outdated Server Hardware, Maintenance Enterasys Wireless Infrastructure, Printers consumables, Backup media Priorities not covered: Replacement infrastructure switches (end-of-support) - postponed to 2016 if not feasible in 2015 (€70,000)
2 10 1	Software acquisition, maintenance and development	305 450.00	305 450.00	406 102.00	406 102.00	394 579.49	300 332.49	This item has been allocated to cover the purchase of standard software applications, pay for its maintenance and for the development of software systems. Planning assumptions: Support service intranet, Enhance Intranet functionality, Enhance functionality of IBM Connection Extranet, Enhance Allegro functionality , Project management system, ALLEGRO Maintenance, Migration e-mail to MS Exchange Outlook, licences and maintenance fees, Continuation of deployment of Sharepoint as corporate document and knowledge management system, integration with ETF Microsoft environment (e.g. Office, Project, Exchange)environment, Maintenance of corporate IBM Notes based systems such as TRAMS, Dashboard, Timerecording etc and their integration with other corporate systems such as ALLEGRO, ABAC Priorities not covered: Additional Allegro functionality enhancement, Geographic Information System (€30,000)

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## EXPENDITURE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
2 10 3	Telecoms costs	168 453.00	168 453.00	168 504.00	168 504.00	142 514.00	100 526.11	This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions: New mobile devices, Service to control roaming costs, Mobile device Management software, Avaya IP PBX Maintenance, Fixed Telephony Consumption Charges, Telecommunication Services, Mobile Telephony Consumption and Subscription Charges
2 10 5	European Commission IT systems	163 450.00	163 450.00	136 730.00	136 730.00	160 066.65	160 066.65	This appropriation is intended to cover expenses relating the the use of EC distributed systems Planning assumptions: ABAC annual fee, ABAC Asset annual fee, S-Testa bridging 6 months, ABAC Hosting fees, ABAC e-invoicing, Testa-ng
<b>Chap. 2 2 Movable property and associated costs</b>		<b>65 600.00</b>	<b>65 600.00</b>	<b>435 532.88</b>	<b>435 532.88</b>	<b>80 505.73</b>	<b>31 236.73</b>	
Art. 220	Technical installations and office equipment	<b>65 600.00</b>	<b>65 600.00</b>	<b>23 100.00</b>	<b>23 100.00</b>	<b>23 737.81</b>	<b>19 501.05</b>	
2 20 0	Technical installations and office equipment	65 600.00	65 600.00	23 100.00	23 100.00	23 737.81	19 501.05	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 black&white copiers, Rental of colour printing facilities (internal publications), Rental of water dispensers Priorities not covered: other unforeseen maintenance costs (€1,000)
2 20 2	Rentals		p.m.		p.m.		-	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		p.m.		p.m.		-	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.
Art. 221	Furniture	p.m.	p.m.	<b>412 432.88</b>	<b>412 432.88</b>	<b>56 767.92</b>	<b>11 735.68</b>	
2 21 0	Purchase	p.m.	p.m.	412 432.88	412 432.88	56 767.92	11 735.68	This appropriation covers the purchase of new furniture. Planning assumptions: No funds are allocated due to budget shortage. Priorities not covered: Replacement of office chairs, including ergonomics (attempt to anticipate in 2014 due to tight budget in 2015) (€90,000)
Art. 223	Transport	p.m.	p.m.	p.m.	p.m.	-	-	
2 23 3	Maintenance, utilisation and repairs	p.m.	p.m.	p.m.	p.m.	-	-	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.
Art. 225	Documentation and library	p.m.	p.m.	p.m.	p.m.	-	-	
2 25 0	Purchase of non-operational publications and subscriptions		p.m.	p.m.	p.m.		-	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>103 450.00</b>	<b>103 450.00</b>	<b>103 450.00</b>	<b>103 450.00</b>	<b>67 593.29</b>	<b>46 486.30</b>	
Art. 230	Stationery and office supplies	<b>60 000.00</b>	<b>60 000.00</b>	<b>55 000.00</b>	<b>55 000.00</b>	<b>43 793.12</b>	<b>28 111.45</b>	
2 30 0	Stationery and office supplies	60 000.00	60 000.00	55 000.00	55 000.00	43 793.12	28 111.45	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
Art. 232	Financial charges	<b>2 000.00</b>	<b>2 000.00</b>	<b>2 000.00</b>	<b>2 000.00</b>	<b>1 150.00</b>	-	
2 32 0	Miscellaneous Financial expenditure	2 000.00	2 000.00	2 000.00	2 000.00	1 150.00	-	This item covers bank charges and other financial charges as well as damages and interest. Planning assumptions: Miscellaneous financial expenditure (covers bank charges)
2 32 1	Exchange rate losses	p.m.	p.m.	p.m.	p.m.	-	-	
2 32 2	Other financial charges	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 233	Legal expenses	<b>10 000.00</b>	<b>10 000.00</b>	<b>15 000.00</b>	<b>15 000.00</b>	-	-	

## EXPENDITURE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
2 33 0	Legal expenses	10 000.00	10 000.00	15 000.00	15 000.00	-	-	This item is intended to cover * general legal expenses, * trial expenses, * external lawyers' expenses. Planning assumptions: Legal services - reserve for possible cases
<i>Art. 235</i>	<i>Other operating expenditure</i>	<b>26 950.00</b>	<b>26 950.00</b>	<b>26 950.00</b>	<b>26 950.00</b>	<b>18 450.17</b>	<b>17 148.64</b>	
2 35 0	Miscellaneous insurance	18 450.00	18 450.00	18 450.00	18 450.00	11 500.00	10 645.68	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	5 000.00	5 000.00	5 000.00	5 000.00	4 950.17	4 950.17	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	3 500.00	3 500.00	3 500.00	3 500.00	2 000.00	1 552.79	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 for petty expenses, Urgent expenses Staff on Duty Priorities not covered: Reserve for urgent interventions and/or repairs (€1,500)
<i>Art. 236</i>	<i>Publications</i>	<b>4 500.00</b>	<b>4 500.00</b>	<b>4 500.00</b>	<b>4 500.00</b>	<b>4 200.00</b>	<b>1 226.21</b>	
2 36 0	Publications	4 500.00	4 500.00	4 500.00	4 500.00	4 200.00	1 226.21	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>		<b>31 000.00</b>	<b>31 000.00</b>	<b>27 000.00</b>	<b>27 000.00</b>	<b>27 200.00</b>	<b>20 842.91</b>	
<i>Art. 240</i>	<i>Correspondence and courier expenses</i>	<b>31 000.00</b>	<b>31 000.00</b>	<b>27 000.00</b>	<b>27 000.00</b>	<b>27 200.00</b>	<b>20 842.91</b>	
2 40 0	Correspondence and courier expenses	31 000.00	31 000.00	27 000.00	27 000.00	27 200.00	20 842.91	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 Priorities not covered: Imprest Account for mailing (€100)
<i>Art. 241</i>	<i>Telecommunications</i>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	
2 41 0	Subscriptions and fees	p.m.	p.m.	p.m.	p.m.	-	-	See remarks of BL 2103
2 41 1	Equipment							See remarks of BL 2104
<b>Chap. 2 5 Meetings and associated costs</b>		<b>100 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>102 831.59</b>	<b>57 944.72</b>	
<i>Art. 250</i>	<i>Meetings and associated costs</i>	<b>100 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>102 831.59</b>	<b>57 944.72</b>	
2 50 0	Meetings expenses in general	100 000.00	100 000.00	100 000.00	100 000.00	102 831.59	57 944.72	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, Second GB meeting, Turin, 2 days, 50 participants
<b>TITLE 2</b>	<b>TOTAL TITLE 2</b>	<b>1 606 000.00</b>	<b>1 606 000.00</b>	<b>2 090 252.88</b>	<b>2 090 252.88</b>	<b>1 815 459.37</b>	<b>1 291 029.33</b>	

## TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses		455 000.00	455 000.00	957 100.00	957 100.00	1 049 048.66	1 079 674.67	
Art. 300	Operational documentation	p.m.	p.m.	p.m.	p.m.	23 999.36	24 310.85	
3 00 0	Purchase of operational publications and subscriptions	p.m.	p.m.	p.m.	p.m.	23 999.36	24 310.85	This appropriation is intended for the acquisition of publications and subscriptions, which are intended for the use of the operational departments.
Art. 301	Publicising of information	250 000.00	250 000.00	772 100.00	752 100.00	782 535.53	837 443.00	Planning assumptions: integrated into Knowledge management on BL3140

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
3 01 0	General publications	250 000.00	250 000.00	772 100.00	752 100.00	782 535.53	837 443.00	This appropriation is intended to cover the costs associated with writing, editing, printing and distributing publications of a corporate nature (e.g. information leaflet, Work Programme, Annual Report, Highlights), as well as corporate activities, website maintenance and development. Planning assumptions: DIGITAL MEDIA Continued work on building social media networks, PUBLICATIONS - publications and other content production (films, online presentations, publications, Live and Learn magazine, quality through the editorial board), MEDIA promotion Priorities not covered: DIGITAL MEDIA Website upgrade and maintenance - design and usability (€50,000)
Art. 303	Professional memberships and fees	5 000.00	5 000.00	5 000.00	5 000.00	2 513.77	2 513.77	
3 03 0	Professional memberships and fees	5 000.00	5 000.00	5 000.00	5 000.00	2 513.77	2 513.77	This appropriation is intended to cover the costs associated with professional memberships and fees. Planning assumptions: Various memberships
Art. 304	Translation costs	200 000.00	200 000.00	180 000.00	200 000.00	240 000.00	215 407.05	
3 04 0	Translation costs	200 000.00	200 000.00	180 000.00	200 000.00	240 000.00	215 407.05	This appropriation is intended to cover translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: Translations for corporate documents, based on previous years.
Art. 305	Meetings of the Advisory Forum	p.m.	p.m.	p.m.	p.m.	-	-	
3 05 0	Meetings of the Advisory Forum	p.m.	p.m.	p.m.	p.m.	-	-	Appropriations to cover corporate advisory meetings (Advisory Forum)
Chap. 3 1	Priority actions : Work programme activities	3 288 000.00	3 288 000.00	3 541 500.00	3 541 500.00	3 237 133.07	3 232 257.78	
Art. 310	Priority actions : Work programme activities	3 008 000.00	3 008 000.00	p.m.	p.m.	-	-	
3 10 0	Strategic Projects	3 008 000.00	3 008 000.00	p.m.	p.m.			Strategic projects Planning assumptions: The strategic projects of ETF are focused on the following thematic areas: • Support to the EU policy and external assistance (IPA, ENI-South, ENI-East, DCI) • Torino Process • Qualifications • VET governance • VET provision and quality • Employment and employability • Entrepreneurial learning and enterprise skills More details can be found in the work programme.
Art. 314	Projects to support strenghtening knowledge and systems	280 000.00	280 000.00	250 000.00	250 000.00	218 628.22	268 532.49	
3 14 0	Projects to support strenghtening knowledge and systems	280 000.00	280 000.00	250 000.00	250 000.00	218 628.22	268 532.49	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: Monitoring and Evaluation, Audit and Risk management, Stakeholder's management, Knowledge management. Mode details are in the work programme.
Art. 315	Projects in support of EU's External Assistance in the Neighbourhood area	p.m.	p.m.	1 396 400.00	1 312 700.00	1 140 428.76	1 080 446.96	
3 15 0	Projects in support of EU's External Assistance in the Neighbourhood area	p.m.	p.m.	1 396 400.00	1 312 700.00	1 140 428.76	1 080 446.96	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 Planning assumptions: all project activities are now grouped under BL3100
Art. 316	Projects in support of EU's External Assistance in the Enlargement area	p.m.	p.m.	773 100.00	788 800.00	839 115.72	683 042.00	
3 16 0	Projects in support of EU's External Assistance in the Enlargement area	p.m.	p.m.	773 100.00	788 800.00	839 115.72	683 042.00	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 Planning assumptions: all project activities are now grouped under BL3100



Budget 2015

EXPENDITURE

Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	
Art. 317	Projects in support of EU's External Assistance in the Development Co-operation instrument	p.m.	p.m.	364 300.00	412 300.00	368 476.15	397 245.01	
3 17 0	Projects in support of EU's External Assistance in the Development Co-operation instrument	p.m.	p.m.	364 300.00	412 300.00	368 476.15	397 245.01	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 Planning assumptions: all project activities are now grouped under BL3100
Art. 318	Projects: Thematic expertise development	p.m.	p.m.	757 700.00	777 700.00	670 484.22	802 991.32	
3 18 0	Projects in Thematic expertise development	p.m.	p.m.	438 600.00	458 600.00	411 219.92	493 972.76	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 Planning assumptions: all project activities are now grouped under BL3100
Art. 319	Projects: Evidence based policy making	p.m.	p.m.	319 100.00	319 100.00	259 264.30	309 018.56	
3 19 0	Projects in Evidence based policy making	p.m.	p.m.	319 100.00	319 100.00	259 264.30	309 018.56	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 Planning assumptions: all project activities are now grouped under BL3100
Chap. 3 2 Operational Missions		700 000.00	700 000.00	750 000.00	750 000.00	843 046.25	808 344.11	
Art. 320	Operational Missions	700 000.00	700 000.00	750 000.00	750 000.00	843 046.25	808 344.11	
3 20 0	Operational Missions	700 000.00	700 000.00	750 000.00	750 000.00	843 046.25	808 344.11	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: Operational Missions to support the implementation of the strategic projects
TITLE 3	TOTAL TITLE 3	4 443 000.00	4 443 000.00	5 248 600.00	5 248 600.00	5 129 227.98	5 120 276.56	

TITLE 8 European Union contribution in kind

Chap. 8 0 European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
Art. 880 European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
8 00 0 European Union contribution in kind	p.m.	p.m.	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.	p.m.	

TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR

Chap. 9 9 Expenses not specifically provided for		p.m.	p.m.	p.m.	p.m.	-	-	
Art. 990 Reserve		p.m.	p.m.	p.m.	p.m.	-	-	
9 90 0 Reserve		p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 9 TOTAL TITLE 9		p.m.	p.m.	p.m.	p.m.	-	-	

TITLE 10 RESULTS EARLIER YEARS

Chap. 10 1 Results earlier years	p.m.	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.	p.m.	
10 10 0 Results earlier years	p.m.	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 EXPENDITURE ETF PROPER	20 144 000.00	20 144 000.00	20 158 052.88	20 158 052.88	20 098 887.29	19 281 074.09	
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Item/Art.	Title	Budget 2015		Amending Budget 2 / 2014		Outturn 2013		Assumptions 2015
		COM	PAY	COM	PAY	COM	PAY	

TITLE 4 Cooperation with other organisations (Earmarked expenditure)

Chap. 4 1	Co-operation with other international institutions	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 410	Co-operation with other international institutions	p.m.	p.m.	p.m.	p.m.	-	-	
4 10 0	World bank	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 411	Co-operation with other international institutions							
4 11 0	Swiss Agency for Development and Cooperation	p.m.	p.m.	p.m.	p.m.	-	-	
Chap. 4 2	Co-operation with other European institutions and other bodies	p.m.	p.m.	2 363 738.63	2 363 738.63	1 632 053.48	583 502.97	
Art. 420	Projects related to agreements between European Commission and the Foundation	p.m.	p.m.	2 363 738.63	2 363 738.63	1 632 053.48	583 502.97	
4 20 0	GEMM Project	p.m.	p.m.	1 425 183.40	1 425 183.40	498 716.51	122 058.20	Planning assumptions: The ETF will likely receive in 2015 the amount of €402,019 as last instalment for the Governance for Employability in the Mediterranean project (GEMM). The project has a total budget of €3 130 000 (out of which the ETF's contribution is €1 130 000) and is expected to be finalised Feb 2016. When received, it will be integrated through an amending budget.
4 20 1	FRAME Project	p.m.	p.m.	938 555.23	938 555.23	1 133 336.97	461 444.77	Planning assumptions: The ETF has received in 2013 and 2014 from DG Enlargement the €1 400 000 planned for the Frame Skills for the Future (FRAME) project, to be implemented during 2013-2014. All activities are planed to be finalised in 2014, while in 2015 there will be the last payments , reporting and audit.
Chap. 4 3	Co-operation with national institutions	p.m.	p.m.	24 682.22	24 682.22	18 822.93	28 469.15	
Art. 430	Co-operation with Italian institutions	p.m.	p.m.	24 682.22	24 682.22	18 822.93	28 469.15	
4 30 0	Cooperation with Italian institutions	p.m.	p.m.	24 682.22	24 682.22	18 822.93	28 469.15	Planning assumptions: Residual funding from the Italian Ministry of Foreign Affairs to support the finalisation and payment of ETF's agreed activities in Lebanon. All planned activities should be completed in 2014, eventual last payments will be made in 2015.
Chap. 4 4	Implementation of EU member states projects	p.m.	p.m.	p.m.	p.m.	-	-	
Art. 440	Projects related to bilateral agreement between EU member states and other countries	p.m.	p.m.	p.m.	p.m.	-	-	
4 40 0	Technical assistance	p.m.	p.m.	p.m.	p.m.	-	-	
4 40 1	"Italian Small and Medium Enterprises Programme for Albania" (ISMEPA)	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 4	TOTAL TITLE 4	p.m.	p.m.	2 388 420.85	2 388 420.85	1 650 876.41	611 972.12	

TOTAL ETF EARMARKED EXPENDITURE	p.m.	p.m.	2 388 420.85	2 388 420.85	1 650 876.41	611 972.12	
GRAND TOTAL EXPENDITURE	20 144 000.00	20 144 000.00	22 546 473.73	22 546 473.73	21 749 763.70	19 893 046.21	

**European Training Foundation**  
**Budget 2015**  
**ESTABLISHMENT PLAN**

GB/14/DEC/015

Grade	2015 Authorised posts		2014 Authorised posts		2013 Actual on 31 Dec 2013	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		6		4		0
AD 12		12		10		7
AD 11		8		8		11
AD 10		4		4		3
AD 9		12		12		14
AD 8		8		8		7
AD 7		9		14		14
AD 6				0		0
AD 5				0		2
<i>Sub-total AD</i>	<i>0</i>	<i>60</i>	<i>0</i>	<i>61</i>	<i>0</i>	<i>59</i>
AST 11						
AST 10		4		3		2
AST 9		9		8		6
AST 8		6		6		3
AST 7		4		4		7
AST 6		4		4		3
AST 5		5		5		3
AST 4		0		2		4
AST 3		0		1		4
AST 2				0		1
AST 1				0		0
<i>Sub-total AST</i>		<i>32</i>		<i>33</i>		<i>33</i>
<b>Total</b>	<b>0</b>	<b>92</b>	<b>0</b>	<b>94</b>	<b>0</b>	<b>92</b>

**European Training Foundation**  
**Budget 2015**  
**Payment Schedule**

GB/14/DEC/015

**Chapter 3 0**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2015</b>	<b>2016</b>
Pre-2015 commitments still outstanding	219 000	219 000	-
Appropriations 2015	<b>455 000</b>	236 000	219 000
Total	674 000	<b>455 000</b>	219 000

**Chapter 3 1**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2015</b>	<b>2016</b>
Pre-2015 commitments still outstanding	1 380 000	1 380 000	-
Appropriations 2015	<b>3 288 000</b>	1 908 000	1 380 000
Total	4 668 000	<b>3 288 000</b>	1 380 000

**Chapter 3 2**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2015</b>	<b>2016</b>
Pre-2015 commitments still outstanding	180 000	180 000	-
Appropriations 2015	<b>700 000</b>	520 000	180 000
Total	880 000	<b>700 000</b>	180 000