

### Transfer proposal

The current transfer proposal re-allocates appropriations from title 1 (€ -160,400) to title 2 (€ +18,000) and title 3 (€ +142,400) in order to maximise the use of ETF's resources while keeping in mind the achievement of the objectives foreseen in the work programme, striving to obtain the best value for money assigned to the agency.

The appropriations available in title 1 stem from the update of real staff costs, taking into account the estimated starting date of the available vacancies, the reduced costs for the advertisement of ETF's vacancies, rationalisation of administrative missions and other minor savings.

The transfer proposal refers to activities that have been identified as strategic priorities following the internal planning exercise for 2017-2020 and from the 2016 mid-year budget review. They are covering areas of intervention that will allow the ETF to better reach its objectives. Other activities proposed for funding are activities which have been held in reserve since the beginning of the year, should funds become available during 2016.

	Release (€)	Need (€)	Transfer within same Title (€)	Transfer between Titles (€)
Title 1	-164,400	+4,000	4,000	-160,400
Title 2	-82,200	+100,200	82,200	+18,000
Title 3		+142,400		+142,400
<b>Total</b>	<b>-246, 600</b>	<b>+241,200</b>	<b>-</b>	<b>0</b>

Out of the Title 1 savings, only a minor part is allocated to Title 2, the exercise concentrating on responding to the challenges that the ETF has at occasions mentioned due to the lack of resources for the operational budget.

The most consistent part of the transfer therefore reinforces the operational expenditure in Title 3 (budget line 3100 Strategic Projects), and is intended to strengthen actions in the areas of VET Provision and Quality, Torino process and Entrepreneurship learning which aim at capacity development, but also have elements of dissemination and conceptual development.

## Transfer details by budget lines

Budget Line	Amended budget (GB/16/DE C/007 of 10/6/2016) (€)	Proposed transfer (€)	Justification
1100 - Temporary Agents	10,492,000	-25,000	Postponement of starting dates linked to 3 vacant positions, and no removal, no installation cost in 2016 for any of them but daily allowances
1110 - Contractual Agent	2,045,000	-45,000	
1112 - Local staff	71,500	-7,000	2 Local agents were foreseen for 2016 but there will be only one.
1177 - Other services rendered and institutional audit services	368,000	-8,000	Reception costs lower than planned, linked to new contract in place..
1180 - Sundry recruitment expenses	104,000	-65,000	Costs for dissemination of ETF vacancies lower than expected, assessment centre planned for 2016 will only occur in 2017
1300 - Mission and travel expenses	115,900	-5,900	Rationalisation of administrative missions
1430 - Medical service	31,000	-2,500	Availability derives from lower medical expenses. New contract in place since end of Q1 2016
1490 - Other Interventions	25,000	-6,000	Savings based on actual costs
1520 - National experts seconded	17,000	+4,000	Travel cost and related family cost higher than those for the initially considered candidate
<b>Title 1</b>		<b>-160,400</b>	
2020 - Water, gas, electricity and heating	143,742	-18,000	Availability based on the current estimation of utilities cost
2050 - Security and surveillance	128,007	-30,000	Security and surveillance costs in 2016 were expecting an increase linked to new contract, which is not yet in place.
2090 - Other expenditure on buildings	47,300	+50,500	Consultancy aiming at evaluating and planning of splitting of ETF's utility systems from the Villa Gualino's ones. The actual works will be carried out through another procurement.
2101 - Software development and purchase	331,650	+32,600	Consultancy to assess ETF needs for the contacts database (a CRM system) and integration with the event management system – highlighted as a strategic priority during the internal planning exercise and consultancy days for replacement of unavailable staff.
2105 - EU Information systems	119,900	-12,400	The electronic invoicing system (ePrior) will not be adopted in 2016, and the costs for ABAC hosting lower than planned
2210 - Purchase of Furniture	20,000	+17,000	Provision of ergonomic furniture to ETF Staff (desk, office chair, cupboards, meeting table), as recommended by the Health and Safety framework
2300 - Stationery and office supplies	43,000	-14,800	Savings in the area of stationery and office supplies
2400 - Correspondence and courier expenses	26,200	-7,000	Savings in the area of courier expenses
2320 - Miscellaneous Financial expenditure	250	+100	Higher than expected bank charges
<b>Title 2</b>		<b>+18,000</b>	
3010 - General publications (communication)	432,580	+3,200	Acquisition of a SLR camera and lenses, to be used by OPS/COMM staff for documenting relevant missions
3100 - Strategic projects	3,318,000	+118,200	€12,500 for consultancy on the digitalisation of ETF's function delivery (€25,000 estimated, 12,500 already available), highlighted as a strategic priority during the planning week exercise;

Budget Line	Amended budget (GB/16/DE C/007 of 10/6/2016) (€)	Proposed transfer (€)	Justification
			<p>€86,400 - Torino Process project – covering part of venue and accommodation for Torino process conference 2017;</p> <p>€10,000 – TP-EL – support to Montenegro good practice – co-finance promotional material ;</p> <p>€46,000 – TP-PROVQ – underestimation of current activities.</p> <p>There are €36,700 savings from various other projects, which will be used to cover part of the needs above.</p>
3140 - Projects to support strengthening knowledge and systems	220,000	+6,000	To cover the induction process for the new partner country observers on the GB and for the participation of the Ukrainian minister to the Governing Board meeting in November
3200 - Operational Missions	761,000	+15,000	Increase in operational mission budget corresponding to missions costing more than expected, as well as new missions to follow up under the Ex Ante Impact Assessment in candidate countries and other country support.
<b>Title 3</b>		<b>+142,400</b>	