GB/17/DEC/012

HAUSHALTSPLAN 2018

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Hintergrund

Der Haushaltsplan 2018 beruht auf dem einheitlichen Programmplanungsdokument 2017-2020 der ETF (GB-16-DEC-011), das vom ETF-Vorstand am 25. November 2016 angenommen wurde und im Entwurf des Gesamthaushaltsplans der Europäischen Union für das Haushaltsjahr 2018 – COM(2017) 400 vom 29. Juni 2017 – enthalten ist. Darin ist ein Zuschuss der EU in Höhe von 20 144 000 EUR veranschlagt.

Mit dem vorgeschlagenen Haushaltsplan sollen die folgenden Tätigkeiten der ETF unterstützt werden: 1.) Stärkung der faktengestützten Analyse der Berufsbildungspolitik, 2.) Modernisierung der Berufsbildungssysteme unter dem Gesichtspunkt des lebenslangen Lernens und 3.) Erhöhung der Relevanz des Berufsbildungsangebots in Bezug auf den Arbeitsmarkt und den wirtschaftlichen und sozialen Zusammenhalt.

BESONDERHEITEN DES HAUSHALTSPLANS 2018

Einnahmen

Die Einnahmen beruhen auf einem Zuschuss in Höhe von 20 144 000 EUR sowohl für Mittel für Verpflichtungen als auch für Mittel für Zahlungen. Dieser setzt sich zusammen aus einem Zuschuss aus dem Unionshaushalt in Höhe von 20 056 297 EUR und einem Betrag von 87 703 EUR aus der Einziehung von Überschüssen im Zusammenhang mit der Ausführung des Haushaltsplans 2016.

Ausgaben

Der Haushaltsplan 2018 der ETF liegt nominal auf dem gleichen Niveau wie die bisherigen Haushaltspläne seit 2011. Im Vergleich zu 2011 bedeutet dies real einen Rückgang um etwa 10 %.[1] Für die Titel 1 und 2 (Personalaufwendungen und Verwaltungsausgaben) deckt der Haushaltsplan 2018 die Mindestausgaben ab (mit einem kleinen Betrag für Entwicklung in Titel 2), während Titel 3 (Ausgaben im Zusammenhang mit operativen Tätigkeiten) auf dem Niveau des Jahres 2017 bleibt.

In seiner Darstellung unterscheidet er sich vom ursprünglichen einheitlichen Programmplanungsdokument 2017-2020 in folgenden Aspekten: Die Kosten der Kantine wurden von Titel 1 nach Titel 2 umgeschichtet, in Titel 2 wurde Phase 1 der Trennung von Versorgungsleistungen (auf 2017 vorgezogen) durch Phase 1 des Systems zur Pflege der Beziehungen zu Interessengruppen (aufgeschoben von 2017) ersetzt und in Titel 3 wurden die Ausgaben im Zusammenhang mit operativen Tätigkeiten nach einer Rationalisierung der Kommunikationstätigkeiten erhöht.

Die ETF schlägt die folgende Aufgliederung des Zuschusses vor:

Titel 1 für Ausgaben für das im Dienst der Stiftung stehende Personal: 13 666 200 EUR

Titel 1 entspricht 68 % des EU-Zuschusses und damit einem Rückgang um 0,95 % im Vergleich zum Berichtigungshaushaltsplan 2017.

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[1] Eurostat-Daten, HVPI für die 28 EU-Mitgliedstaaten, 2011-2016.

Die Ausgaben für Titel 1 umfassen die veranschlagten Kosten für Personal und verbundene Tätigkeiten. Von folgenden grundlegenden Annahmen wird ausgegangen:

- ein Stellenplan mit 86 Bediensteten auf Zeit, 40,5 Vertragsbediensteten, 1 örtlichen Bediensteten und 1 abgeordneten nationalen Sachverständigen;
- eine Erhöhung der Bezüge (jährliche Gehaltsanpassung) und ein Berichtigungskoeffizient mit einem Nettoeffekt von 1 %;
- ein Anstieg aufgrund der jährlichen Beförderungen und des Aufsteigens in den Dienstaltersstufen sowie Einsparungen durch Teilzeitbeschäftigung und Fluktuation;
- geringere Haushaltsmittel für administrative Dienstreisen;
- geringere Haushaltsmittel für Weiterbildung, soziale und medizinische Infrastruktur, Repräsentationskosten;
- Umschichtung der Festkosten für die Kantine nach Titel 2.

Titel 2 für Ausgaben in Zusammenhang mit Infrastruktur und allgemeiner Verwaltung: 1 907 950 EUR

Titel 2 entspricht 9 % des Zuschusses und einem Anstieg um 9 % im Vergleich zum Haushaltsplan 2017.

In Titel 2 ist im Jahr 2018 eine Erhöhung vorgesehen, die in erster Linie zur Finanzierung von Phase 2 der Modernisierung des Versorgungssystems dient. In den Folgejahren ist eine deutliche Senkung der Gebäudekosten geplant. Die für IKT vorgesehenen Haushaltsmittel ermöglichen nur sehr begrenzte Verbesserungen.

Titel 2 deckt Folgendes ab:

- Ausgaben für Informations- und Kommunikationstechnologie (IKT);
- Telekommunikationskosten;
- Gebäude- und Gerätewartung (Einrichtungen);
- Ausgaben im Zusammenhang mit der Organisation der Sitzungen des ETF-Vorstands;
- Rechtskosten.

Titel 3 für Ausgaben in Zusammenhang mit operativen Tätigkeiten: 4 569 850 EUR

Titel 3 entspricht 23 % des Zuschusses und bleibt auf einem ähnlichen Niveau wie 2017. Titel 3 ist notwendig, um die von ETF-Sachverständigen durch Titel 1 bereitgestellten Beiträge zu unterstützen und zu ergänzen, und deckt Ausgaben im Zusammenhang mit folgenden Tätigkeiten ab:

- operative Tätigkeiten (Fachwissen, damit zusammenhängende logistische Unterstützung und Dienstreisen in Verbindung mit operativen Aufgaben);
- Kommunikationstätigkeiten (interne und externe Kommunikation, Verwaltung von Veröffentlichungen);
- Planungs-, Überwachungs- und Evaluierungstätigkeiten.

Titel 3 wird entsprechend der Begrenzung der Mittel angepasst und spiegelt die operativen Prioritäten wider. Ab 2019 werden die Ausgaben im Zusammenhang mit operativen Tätigkeiten vermutlich steigen und die Mittel für eine Überprüfung der operativen Prioritäten zur Verfügung stehen. Entsprechend der ständigen Praxis werden Einsparungen in Titel 1 operativen Tätigkeiten sowie gegebenenfalls Verbesserungen der Infrastruktur zugewiesen.

Aufstellung und Gliederung des Haushaltsplans

Wie in den Vorjahren enthält der Haushaltsplan 2018 Angaben zum Zweck jeder Haushaltslinie, die Planungsannahmen, die bei der Berechnung der erforderlichen Beträge eine Rolle spielten, eine Aufgliederung der Mittel für Verpflichtungen und der Mittel für Zahlungen, den Stellenplan sowie einen Zeitplan für die künftige Begleichung von in den Vorjahren eingegangenen Verpflichtungen unter Titel 3.

Die Haushaltsposten, die nach 2015 nicht weitergeführt wurden, werden jetzt im Haushaltsplan gestrichen.

Diese Änderungen werden zusammen mit den Planungsannahmen in den Tabellen des Haushaltsplans wiedergegeben.

Zustimmung

Nachdem der Vorstand dem Haushaltsplan der ETF für 2018 zustimmt, wird dieser endgültig, nachdem der Gesamthaushaltsplan der Europäischen Union endgültig festgestellt ist.

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY
TITLE 1	**European Union contribution**						
Chap.1 2	**European Training Foundation (04.03.14, ex 15.02.12, ex 15.02.27)**	**20 056 297.00**	**20 056 297.00**	**19 771 000.00**	**19 771 000.00**	**19 869 296.66**	**19 869 296.66**
1 20	*European Training Foundation*	*20 056 297.00*	*20 056 297.00*	*19 771 000.00*	*19 771 000.00*	*19 869 296.66*	*19 869 296.66*
1 20 0	ETF - Subsidy	20 056 297.00	20 056 297.00	19 771 000.00	19 771 000.00	19 869 296.66	19 869 296.66
1 20 1	ETF - Subsidy under Titles 1 and 2						
1 20 2	ETF - Subsidy under Title 3						
Chap.1 3	**Union contribution from recovery of surplus from previous years**	**87 703.00**	**87 703.00**	**373 000.00**	**373 000.00**	**187 193.00**	**187 193.00**
1 30	*Union contribution from recovery of surplus from previous years*	*87 703.00*	*87 703.00*	*373 000.00*	*373 000.00*	*187 193.00*	*187 193.00*
1 30 0	Contribution	87 703.00	87 703.00	373 000.00	373 000.00	187 193.00	187 193.00
1 30 1	Contribution to Title 1 and 2						-
1 30 2	Contribution to Title 3						
TITLE 1	**TOTAL TITLE 1**	**20 144 000.00**	**20 144 000.00**	**20 144 000.00**	**20 144 000.00**	**20 056 489.66**	**20 056 489.66**
TITLE 8	**European Union contribution in kind**						
Chap. 8 0	**European Union contribution in kind**	**p.m.**	**p.m.**				
8 00	*European Union contribution in kind*	*p.m.*	*p.m.*				
8 00 0	European Union contribution in kind	p.m.	p.m.				
TITLE 8	**TOTAL TITLE 8**	**p.m.**	**p.m.**				
TITLE 9	**MISCELLANEOUS REVENUE**						
Chap. 9 0	**Miscellaneous revenue**	**p.m.**	**p.m.**	**p.m.**	**p.m.**	**55 679.86**	**55 679.86**
9 00	*Miscellaneous revenue*	*p.m.*	*p.m.*	*p.m.*	*p.m.*	*55 679.86*	*55 679.86*
9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	55 679.86	55 679.86
TITLE 9	**TOTAL TITLE 9**	**p.m.**	**p.m.**	**p.m.**	**p.m.**	**55 679.86**	**55 679.86**
TITLE 10	**RESULTS EARLIER YEARS**						
Chap. 10 1	**Results earlier years**	**p.m.**	**p.m.**			**-**	**-**
10 11	*Results earlier years*	*p.m.*	*p.m.*			-	-
10 11 1	Result budget year -/- 1	p.m.	p.m.				-
TITLE 10	**TOTAL TITLE 10**	**p.m.**	**p.m.**			**-**	**-**
	TOTAL ETF SUBVENTION REVENUE	**20 144 000.00**	**20 144 000.00**	**20 144 000.00**	**20 144 000.00**	**20 112 169.52**	**20 112 169.52**

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY
TITLE 4	**REVENUE FROM OTHER SOURCES (Earmarked revenue)**						
Chap. 4 2	**Co-operation with other European institutions and other bodies**	**p.m.**	**p.m.**	**69 237.63**	**69 237.63**	**519 561.22**	**519 561.22**
4 20	*Projects related to agreements between European Commission and the Foundation*	*p.m.*	*p.m.*	*p.m.*	*p.m.*	*519 561.22*	*519 561.22*
4 20 0	GEMM Project	p.m.	p.m.	p.m.	p.m.	519 561.22	519 561.22
4 20 1	FRAME Project	p.m.	p.m.	p.m.	p.m.		
4 21	*Financing earlier years*	*p.m.*	*p.m.*	*69 237.63*	*69 237.63*	-	-
4 21 0	GEMM Project	p.m.	p.m.	69 237.63	69 237.63		
4 21 1	FRAME Project	p.m.	p.m.				
Chap. 4 3	**Cooperation with Italian institutions**	*p.m.*	*p.m.*	*p.m.*	*p.m.*	**-**	**-**
4 30	*Cooperation with Italian institutions*	p.m.	p.m.	p.m.	p.m.	-	-
4 30 0	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	-	-
Chap. 4 9	**Cooperation with Italian institutions - Financing earlier years**	***p.m.***	***p.m.***	***p.m.***	***p.m.***	**-**	**-**
4 90	*Cooperation with Italian institutions - Financing earlier years*	*p.m.*	*p.m.*	*p.m.*	*p.m.*	-	-
4 90 0	Cooperation with Italian institutions - Financing earlier years	p.m.	p.m.		p.m.		
TITLE 4	**TOTAL TITLE 4**	**p.m.**	**p.m.**	**69 237.63**	**69 237.63**	**519 561.22**	**519 561.22**
	TOTAL EARMARKED / PROJECT REVENUE	**p.m.**	**p.m.**	**69 237.63**	**69 237.63**	**519 561.22**	**519 561.22**
	GRAND TOTAL	**20 144 000.00**	**20 144 000.00**	**20 213 237.63**	**20 213 237.63**	**20 631 730.74**	**20 631 730.74**

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
TITLE 1	**EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION**							
Chap. 1 1	**Staff in active employment**	**13 256 200.00**	**13 256 200.00**	**13 319 600.00**	**13 319 600.00**	**12 885 946.21**	**12 832 274.43**	
Art. 110	*Agents included in the workforce*	***10 562 700.00***	***10 562 700.00***	***10 776 700.00***	***10 776 700.00***	***10 446 924.50***	***10 446 924.50***	
1 10 0	Temporary Agents	10 562 700.00	10 562 700.00	10 776 700.00	10 776 700.00	10 446 924.50	10 446 924.50	This budget line covers 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). As from 2016, this budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Temporary Agents (previously on budget lines 1101, 1102, 1130, 1131, 1132, 1140, 1141, 1181, 1182, 1183, 1184), as well as the possible modifications due to the weighting factor (1190) and salary adaptation (1191). Until 2016 this budget line was named "Basic Salary" Planning assumptions: The ETF establishment plan of 86 posts will be achieved from the beginning of 2018. The estimate for the net result of modifications in salary adaptation and weighting factor is 1%. Small increase foreseen for automatic increase in step and reclassification, as well as savings from part-time and staff turnover.
Art. 111	*Other staff*	***2 335 500.00***	***2 335 500.00***	***2 153 900.00***	***2 153 900.00***	***2 051 188.83***	***2 051 060.91***	
1 11 0	Contract agents	2 271 500.00	2 271 500.00	2 086 900.00	2 086 900.00	1 986 607.63	1 986 607.63	This budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Contract Agents. Planning assumptions: in 2017 there are expected 40.5 full time equivalents contract agents
1 11 2	Local staff	64 000.00	64 000.00	67 000.00	67 000.00	64 581.20	64 453.28	This budget line covers all salaries, allowances, social security and contributions for Local Agents. Planning assumptions: Salary for 1 Local Agent and services provided by an Italian labour law company for application of Italian legislation to Local Agents and preparation of salary related documentation.
Art. 117	*Supplementary services*	***350 000.00***	***350 000.00***	***360 000.00***	***360 000.00***	***345 571.88***	***297 888.65***	
1 17 2	Cost of organising traineeships with the Foundation	p.m.	p.m.	p.m.	p.m.	-	-	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 internships are foreseen in 2017
1 17 7	Other services rendered and institutional audit services	350 000.00	350 000.00	360 000.00	360 000.00	345 571.88	297 888.65	This budget line covers 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 by the EU administrative bodies through Service Level Agreements (processing of salary costs and other optional services) and Interagency Service Legal Agreement for secretariat of coordination agency and cost of EC badge * Approximately 2.5 FTE interim staff can be contracted 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., * Relocation services newcomers. * Staff engagement survey * Reception services moved under budget item 2030 as of 2018.
Art. 118	*Recruitment and transformation costs*	***8 000.00***	***8 000.00***	***29 000.00***	***29 000.00***	***42 261.00***	***36 400.37***	
1 18 0	Sundry recruitment expenses	8 000.00	8 000.00	29 000.00	29 000.00	42 261.00	36 400.37	Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof. This budget line covers 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). Planning assumptions: Average cost based on historical trend for up to 25 candidates entitled to reimbursement per procedure. Travel/hotel cost for pre-recruitment medical check up (average cost Bruxelles/Luxembourg/Turin); As of 2018 the pre-recruitment medical check up costs will be funded under BL1430 - medical services.
Chap. 1 3	**Missions and travel**	**100 000.00**	**100 000.00**	**110 000.00**	**110 000.00**	**105 000.00**	**91 451.71**	
Art. 130	*Mission and travel expenses*	***100 000.00***	***100 000.00***	***110 000.00***	***110 000.00***	***105 000.00***	***91 451.71***	

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
1 30 0	Mission and travel expenses	100 000.00	100 000.00	110 000.00	110 000.00	105 000.00	91 451.71	Staff Regulations of Officials of the European Communities, and in particular Art. 11 to 13 of Annex VII thereof. This budget line covers: 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: administrative missions linked to governance and learning and devlopment. Attempts are made to reduce the appropriations for missions by a more intensive use of videoconference facilities and synergy.
Chap. 1 4	**Socio-medical infrastructure**	**251 000.00**	**251 000.00**	**299 500.00**	**299 500.00**	**249 336.21**	**162 202.22**	
Art. 143	*Medical service*	***25 000.00***	***25 000.00***	***30 000.00***	***30 000.00***	***26 543.85***	***18 944.67***	
1 43 0	Medical service	25 000.00	25 000.00	30 000.00	30 000.00	26 543.85	18 944.67	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof. This budget line covers the costs of the external health service acting for the ETF (in particular carrying out regular and pre-recruitement medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.). Planning assumptions: annual medical check up visits (average cost for 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; Psyhosocial support to staff and other initiatives; Pre-recruitement medical costs.
Art. 144	*Internal training*	***220 000.00***	***220 000.00***	***250 000.00***	***250 000.00***	***202 794.36***	***130 653.55***	
1 44 0	Internal training	220 000.00	220 000.00	250 000.00	250 000.00	202 794.36	130 653.55	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof. This budget line covers 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 corportate level including follow-up of Staff survey of 2016, 360° and personal development plan for managers, strategic project leaders (SPLs) and Coordinators, individual training requests, language training as well as corporate and team activities;
Art. 149	*Other interventions*	***6 000.00***	***6 000.00***	***19 500.00***	***19 500.00***	***19 998.00***	***12 604.00***	
1 49 0	Other interventions	6 000.00	6 000.00	19 500.00	19 500.00	19 998.00	12 604.00	This budget line covers amongst other social events and institutional well being programmes that the ETF is putting in place. Planning assumptions: Social/well being activies and services such as ETF Christmas events, canteen/coffee services for staff events and internal meetings, other social events; basic cost for canteen and water dispenser moved under budget item 2030 - facilities.
Chap. 1 5	**Staff exchanges between the ETF and the public sector**	**55 000.00**	**55 000.00**	**60 000.00**	**60 000.00**	**10 145.56**	**10 145.56**	
Art. 152	*Staff exchanges between the ETF and the public sector*	***55 000.00***	***55 000.00***	***60 000.00***	***60 000.00***	***10 145.56***	***10 145.56***	
1 52 0	National experts seconded	55 000.00	55 000.00	60 000.00	60 000.00	10 145.56	10 145.56	This budget line covers 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 estimated for 1 Seconded National Expert for a full year
Chap. 1 7	**Entertainment and representation expenses**	**4 000.00**	**4 000.00**	**8 500.00**	**8 500.00**	**5 050.00**	**5 049.83**	
Art. 170	*Entertainment and representation expenses*	***4 000.00***	***4 000.00***	***8 500.00***	***8 500.00***	***5 050.00***	***5 049.83***	
1 70 0	Entertainment and representation expenses	4 000.00	4 000.00	8 500.00	8 500.00	5 050.00	5 049.83	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: representation costs including catering expenses, local transport costs and small gifts authorised by the Director as well as representation costs linked to the end of the year activities
TITLE 1	**TOTAL TITLE 1**	**13 666 200.00**	**13 666 200.00**	**13 797 600.00**	**13 797 600.00**	**13 255 477.98**	**13 101 123.75**	

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
Chap. 2 0	**Investments in immovable property, rental of buildings and associated costs**	**904 100.00**	**904 100.00**	**772 151.00**	**772 151.00**	**527 150.20**	**484 640.94**	

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
Art. 200	*Rentals*	***21 001.00***	***21 001.00***	***20 095.00***	***20 095.00***	***11 808.00***	***11 808.00***	
2 00 0	Rentals	21 001.00	21 001.00	20 095.00	20 095.00	11 808.00	11 808.00	This budget line covers property rental. Since 2017 it includes also the "charges locatives", which were previously on budget line 2030. Planning assumptions: Symbolic amount for rent al of ETF Villa Gualino premises (€1); Rent for office in Brussles 12000 including indexation (€12,750); Alternative office (€2,500); Charge locative for office in Joseph II (€5,750)
Art. 202	*Water, gas, electricity and heating*	***145 000.00***	***145 000.00***	***148 762.00***	***148 762.00***	***106 894.02***	***106 894.02***	
2 02 0	Water, gas, electricity and heating	145 000.00	145 000.00	148 762.00	148 762.00	106 894.02	106 894.02	This budget line covers utilities (water, gas, electricity and heating). Planning assumptions: Utilities (cost can be reduced by reducing the heating/cooling hours) forecast based on current consumption + indexation of 3% every year on the highest amount (€145,000)
Art. 203	*Building associated costs (ex. Cleaning and Maintenance)*	***738 099.00***	***738 099.00***	***603 294.00***	***603 294.00***	***163 014.31***	***155 892.85***	
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	738 099.00	738 099.00	603 294.00	603 294.00	163 014.31	155 892.85	This budget line covers 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 common parts of the building 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. Since 2017 it is renamed from "Cleaning and Maintenance" to "Building associated costs" and takes over expenditure from budget lines 2040, 2050, 2090, 2355. Planning assumptions: GLOBAL OUTSOURCING - Reception, cleaning, management of technological systems, green plant maintenance, on site surveillance, inspection and radio surveillance (€371,000); Piemonte Region cost reimbursement (€25,000); Extra-ordinary works linked to management of technological system (€20,000); Painting, graphics and others (€30,000); RSPP services (€8,000); ETF's Access control system (new solution under assessment) (€6,000); Garbage taxes to Turin municipality (€40,000); Consultancy on the building (to follow up extraordinary maintenance works to technological systems and building the RP will perform under the new contract) (€20,000); Insurance on the building - reimbursement to the Region (€1,800); Canteen fixed costs and rental of water dispenser; Phase 2 of separation of utilities. Other expenses
Art. 204	*Furnishing of premises (discontinued)*	**-**	**-**	***p.m.***	***p.m.***	***71 207.59***	***49 126.59***	
2 04 0	Furnishing of premises (discontinued)	-	-	-	-	71 207.59	49 126.59	Until 2016, this budget line covered the performance of small-scale jobs for fitting out the building (such as changes to partitions, nameplates and signs, painting, etc.). Since 2017 it has been merged into 2030.
Art. 205	*Security and surveillance (discontinued)*	**-**	**-**	***p.m.***	***p.m.***	***131 878.86***	***119 561.86***	
2 05 0	Security and surveillance (discontinued)	-	-	-	-	131 878.86	119 561.86	Until 2016, this budget line covered the various expenses relating to the security and safety of the building. The following activities were 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. Since 2017 it has been merged into 2030.
Art. 209	*Other expenditure on buildings (discontinued)*	**-**	**-**	***p.m.***	***p.m.***	***42 347.42***	***41 357.62***	
2 09 0	Other expenditure on buildings (discontinued)	-	-	-	-	42 347.42	41 357.62	Until 2016, this budget line covers 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. Since 2017, this budget line has been merged into BL2030.
Chap. 2 1	**Information & Communication Technology**	**800 650.00**	**800 650.00**	**791 655.00**	**791 655.00**	**882 853.99**	**667 467.10**	
Art. 210	*ICT expenditure*	***641 650.00***	***641 650.00***	***636 655.00***	***636 655.00***	***720 282.99***	***504 896.10***	
2 10 0	ICT hardware	83 000.00	83 000.00	78 000.00	78 000.00	268 599.71	159 762.81	This budget line 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. SInce 2017 it also includes expenses related to copiers/faxes etc, previously on budget line 2200. Planning assumptions: Maintenance and replacement of ICT infrastructure, server hardware, storage devices, printers, firewalls, photocopiers, faxes. Expenses for toner, back-up media, network infrastructure improvements (wifi and wired), managed print services, increased digitalisation, b/w photocopiers, cloud services.

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
2 10 1	Software acquisition, maintenance and development	390 550.00	390 550.00	390 355.00	390 355.00	318 417.28	249 007.80	This budget line covers the purchase of standard software applications, its maintenance and 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, licences and maintenance fees, SYSPER integration, Continuation of deployment of Sharepoint as corporate document and knowledge management system, integration with ETF Microsoft environment (e.g. Office, Project, Exchange), Slow decrease in maintenance of corporate IBM Notes based systems such as TRAMS, Dashboard, Timerecording etc and their integration with other corporate systems such as ALLEGRO, ABAC, cloud storage. Stakeholders relationship management system initially foreseen for 2017, has been delayed to 2018.
2 10 3	Telecoms costs	168 100.00	168 100.00	168 300.00	168 300.00	133 266.00	96 125.49	This budget line covers the fixed costs of subscriptions, communication costs and internet service fees. Planning assumptions: Fixed Telephones Fees (€30,000); Mobile Telephony Fees (€100,000); Telecommunication Services (Internet etc) (€23,000); Maintenance Telephone System (€14,000); Maintenance VideoConference (€1,100)
2 10 5	European Commission IT systems	159 000.00	159 000.00	155 000.00	155 000.00	162 571.00	162 571.00	This budget line covers expenses relating the the use of EC distributed systems Planning assumptions: ABAC annual fee (€49,000); ABAC hosting fee (€13,475); ABAC Assets annual fee (€25,000); e-prior annual fee E-INVOICE (€5,000); e-prior annual fee E-SUBMISSION (€5,000); e-prior annual fee E-REQUEST (€10,000); TESTA-ng (€16,525); SYSPER annual fee (estimate) (€35,000)
Chap. 2 2	**Movable property and associated costs**	**20 000.00**	**20 000.00**	**4 142.00**	**4 142.00**	**79 105.75**	**75 002.75**	
Art. 220	*Technical equipment and furniture (ex Technical installations and office equipment)*	***20 000.00***	***20 000.00***	***4 142.00***	***4 142.00***	***35 970.75***	***35 970.75***	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	20 000.00	20 000.00	4 142.00	4 142.00	35 970.75	35 970.75	This budget line covers the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment. It was also used for the general replacement of old office equipment such as faxes, binding machines etc. Since 2017, it changed its name into "Technical equipment and furniture" from "Technical installations and office equipent", and includes Furniture (previously 2210) . Expenditure related to fax/copiers have been moved to 2100 and expenditure related to water dispensers to 1490. Planning assumptions: continuous upgrade of obsolete furniture
Art. 221	*Furniture (discontinued)*	-	-	***p.m.***	***p.m.***	***43 135.00***	***39 032.00***	
2 21 0	Purchase (discontinued)	-	-	-	-	43 135.00	39 032.00	Until 2016, this budget line covered the purchase of new furniture.Since 2017 it has been merged into 2200
Chap. 2 3	**Current administrative expenditure**	**63 000.00**	**63 000.00**	**70 452.00**	**70 452.00**	**54 774.49**	**50 105.28**	
Art. 230	*Stationery and office supplies*	***38 000.00***	***38 000.00***	***34 952.00***	***34 952.00***	***33 675.36***	***32 154.56***	
2 30 0	Stationery and office supplies	38 000.00	38 000.00	34 952.00	34 952.00	33 675.36	32 154.56	Office supplies, normal and headed paper, envelopes, business cards, etc. as well as promotional material (pens, bags, mouse mats) Planning assumptions: Normal and branded stationery , headed paper, envelopes, business cards, etc., promotional material (pens, bags, mouse mats, etc.) used for meetings and visitors.
Art. 232	*Financial charges*	***500.00***	***500.00***	***500.00***	***500.00***	***350.00***	***303.51***	
2 32 0	Miscellaneous Financial expenditure	500.00	500.00	500.00	500.00	350.00	303.51	This budget line covers bank charges and other financial charges as well as damages and interest. Planning assumptions: Miscellaneous financial expenditure (covers bank charges)
Art. 233	*Other expenses (ex Legal expense)*	***24 500.00***	***24 500.00***	***35 000.00***	***35 000.00***	***310.40***	***310.40***	
2 33 0	Miscellaneous legal, insurance and publication expenditure (ex Legal expenses)	24 500.00	24 500.00	35 000.00	35 000.00	310.40	310.40	Until 2016 this budget line covered only general legal expenses, trial expenses, external lawyers' expenses. Since 2017, it has absorbed miscellaneous expenditure on insurance (2350) , and publications (2360) under the new name of "Miscellaneous legal, insurance and publication expenditure" (instead of "Legal expenses") Planning assumptions: Legal services - reserve for external legal advice, Publication of the ETF budget and related documents in the Official Journal , Accident insurance , Civil Liability , Theft and robbery , Collective insurance versus accidents for non statutory , Fire, ARD and electronic insurance , reserve for reconciliation.
Art. 235	*Other operating expenditure (discontinued)*	-	-	***p.m.***	***p.m.***	***19 668.73***	***17 066.25***	
2 35 0	Miscellaneous insurance (discontinued)	-	-	-	-	14 997.92	13 925.92	This budget line covers sundry insurance expenses (notably civil liability, insurance against theft, insurance for computer equipment and cabling; for the safes and contents). Since 2017, this has been merged into 2330.

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
2 35 2	Miscellaneous expenditure on internal meetings (discontinued)	-	-	-	-	-	-	This budget line covers expenditure related to internal ETF meetings (coffee, tea, water) . Expenditure (coffee, tea, water) related to internal meetings for training and recruitment procedures has been covered by BL 1440 and BL 1180 respectively. Since 2017, this has been merged into 1490.
2 35 5	Petty expenses (discontinued)	-	-	-	-	4 670.81	3 140.33	This budget line covers other operating expenditure for which no special provision is made (e.g. broken windows/doors, flooding, plumber, change of locks, etc.). Since 2017, this has been merged into 2030.
Art. 236	*Publications (discontinued)*	*-*	*-*	*p.m.*	*p.m.*	*770.00*	*270.56*	
2 36 0	Publications (discontinued)	-	-	-	-	770.00	270.56	This budget line covers the cost of legal documents, which the ETF is obliged to publish (budget, invitations to tender, etc.). Since 2017, this has merged into 2330.
Chap. 2 4	**Post and telecommunications**	**20 200.00**	**20 200.00**	**20 200.00**	**20 200.00**	**22 700.00**	**19 398.41**	
Art. 240	*Correspondence and courier expenses*	***20 200.00***	***20 200.00***	***20 200.00***	***20 200.00***	***22 700.00***	***19 398.41***	
2 40 0	Correspondence and courier expenses	20 200.00	20 200.00	20 200.00	20 200.00	22 700.00	19 398.41	This budget line covers correspondence and courier expenses, including the dispatching of parcels by post. Planning assumptions: Courier expenses - Estimation based on previous year (€20,000), Purchase of stamps,Imprest Account for mailing (€200)
Chap. 2 5	**Meetings and associated costs**	**100 000.00**	**100 000.00**	**100 000.00**	**100 000.00**	**135 466.03**	**91 985.15**	
Art. 250	*Meetings and associated costs*	***100 000.00***	***100 000.00***	***100 000.00***	***100 000.00***	***135 466.03***	***91 985.15***	
2 50 0	Meetings expenses in general	100 000.00	100 000.00	100 000.00	100 000.00	135 466.03	91 985.15	This budget line covers 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: Two governing Board meetings (€100,000)
TITLE 2	**TOTAL TITLE 2**	**1 907 950.00**	**1 907 950.00**	**1 758 600.00**	**1 758 600.00**	**1 702 050.46**	**1 388 599.63**	
TITLE 3	**EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS**							
Chap. 3 0	**Operational expenses**	**441 000.00**	**441 000.00**	**529 500.00**	**529 500.00**	**661 135.62**	**598 276.50**	
Art. 301	*Communications*	***336 500.00***	***336 500.00***	***344 500.00***	***344 500.00***	***509 187.17***	***444 052.98***	
3 01 0	Communications	336 500.00	336 500.00	344 500.00	344 500.00	509 187.17	444 052.98	This budget line covers 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. its name until 2016 has been "General Publications". Planning assumptions: Digital communication - Website design and development (€35,000); Website hosting and technical support (€40,000); EXTERNAL COMMUNICATION - Corporate publications (€48,000); Live and learn (€40,000); Thematic publications (€35,000); Media relations (€12,000); Colour Printer (€38,000); Audio visual (€30,000); Design (€24,000); Miscellaneous (€20,000); INTERNAL COMMUNICATION - general (€4,500); platforms (€10,000)
Art. 303	*Professional memberships and fees*	***4 500.00***	***4 500.00***	***5 000.00***	***5 000.00***	***948.45***	***948.45***	
3 03 0	Professional memberships and fees	4 500.00	4 500.00	5 000.00	5 000.00	948.45	948.45	This budget line covers the costs associated with professional memberships and fees. Planning assumptions: Various memberships
Art. 304	*Translation costs*	***100 000.00***	***100 000.00***	***180 000.00***	***180 000.00***	***151 000.00***	***153 275.07***	
3 04 0	Translation costs	100 000.00	100 000.00	180 000.00	180 000.00	151 000.00	153 275.07	This budget line covers translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: A more reduced number of corporate documents will be translated following rationalisation in 2017
Chap. 3 1	**Priority actions : Work programme activities**	**3 478 850.00**	**3 478 850.00**	**3 408 300.00**	**3 408 300.00**	**3 739 300.04**	**3 792 565.48**	
Art. 310	*Priority actions : Work programme activities*	***3 318 850.00***	***3 318 850.00***	***3 188 300.00***	***3 188 300.00***	***3 515 069.05***	***3 605 889.61***	

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
3 10 0	Strategic Projects	3 318 850.00	3 318 850.00	3 188 300.00	3 188 300.00	3 515 069.05	3 605 889.61	This budget line covers costs associated with the implementation of the strategic projects, as described in the work programme. 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*	***160 000.00***	***160 000.00***	***220 000.00***	***220 000.00***	***224 230.99***	***186 675.87***	
3 14 0	Projects to support strenghtening knowledge and systems	160 000.00	160 000.00	220 000.00	220 000.00	224 230.99	186 675.87	This budget line covers expenditure related to evaluation and audit. The ETF has established an indicative 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. Mode details are in the work programme.
Chap. 3 2	**Operational Missions**	**650 000.00**	**650 000.00**	**650 000.00**	**650 000.00**	**786 000.00**	**793 082.61**	
Art. 320	*Operational Missions*	***650 000.00***	***650 000.00***	***650 000.00***	***650 000.00***	***786 000.00***	***793 082.61***	
3 20 0	Operational Missions	650 000.00	650 000.00	650 000.00	650 000.00	786 000.00	793 082.61	This budget line covers: 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. Attempts are made to reduce the appropriations for missions by a more intensive use of videoconference facilities and synergy.
TITLE 3	**TOTAL TITLE 3**	**4 569 850.00**	**4 569 850.00**	**4 587 800.00**	**4 587 800.00**	**5 186 435.66**	**5 183 924.59**	
TITLE 8	**European Union contribution in kind**							
Chap. 8 0	**European Union contribution in kind**	**p.m.**	**p.m.**	**p.m.**	**p.m.**	**-**	**-**	
Art. 880	*European Union contribution in kind*	***p.m.***	***p.m.***	***p.m.***	***p.m.***	**-**	**-**	
8 00 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 8	**TOTAL TITLE 8**	**p.m.**	**p.m.**	**p.m.**	**p.m.**	**-**	**-**	
TITLE 9	**EXPENSES NOT SPECIFICALLY PROVIDED FOR**							
Chap. 9 9	**Expenses not specifically provided for**	**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.**	-	-	
10 10	*Results earlier years*	***p.m.***	***p.m.***	***p.m.***	***p.m.***	-	-	
10 10 0	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-	
TITLE 10	**TOTAL TITLE 10**	**p.m.**	**p.m.**	**p.m.**	**p.m.**	-	-	
	TOTAL EXPENDITURE ETF PROPER	**20 144 000.00**	**20 144 000.00**	**20 144 000.00**	**20 144 000.00**	**20 143 964.10**	**19 673 647.97**	

Item/Art.	Title	Budget 2018 COM	Budget 2018 PAY	Amending Budget 1 / 2017 COM	Amending Budget 1 / 2017 PAY	Outturn 2016 COM	Outturn 2016 PAY	Assumptions 2018
TITLE 4	**Cooperation with other organisations (Earmarked expenditure)**							
Chap. 4 2	**Co-operation with other European institutions and other bodies**	**p.m.**	**p.m.**	**69 237.63**	**69 237.63**	**721 483.74**	**685 174.60**	
Art. 420	*Projects related to agreements between European Commission and the Foundation*	*p.m.*	*p.m.*	*69 237.63*	*69 237.63*	*721 483.74*	*685 174.60*	
4 20 0	GEMM Project	-	-	69 237.63	69 237.63	721 483.74	685 174.60	Planning assumptions: The ETF has received all funds 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). The activities have been finalised in 2016. Last payments for the project might be in 2017. The remaining amount has been reimbursed to the European Commission in 2017, no further funds are expected.
4 20 1	FRAME Project	-	-	-	-			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 and last payments, reporting and audit were in 2015. The project is finalised. No further funds are expected.
Chap. 4 3	**Co-operation with national institutions**	**p.m.**	**p.m.**	**p.m.**	**p.m.**	**304.66**	**304.66**	
Art. 430	*Co-operation with Italian institutions*	*p.m.*	*p.m.*	*p.m.*	*p.m.*	*304.66*	*304.66*	
4 30 0	Cooperation with Italian institutions	-	-	-	-	304.66	304.66	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 have been completed, no further funds nor activities are expected under this co-operation.
TITLE 4	**TOTAL TITLE 4**	**p.m.**	**p.m.**	**69 237.63**	**69 237.63**	**721 788.40**	**685 479.26**	
	TOTAL ETF EARMARKED EXPENDITURE	**p.m.**	**p.m.**	**69 237.63**	**69 237.63**	**721 788.40**	**685 479.26**	
	GRAND TOTAL EXPENDITURE	**20 144 000.00**	**20 144 000.00**	**20 213 237.63**	**20 213 237.63**	**20 865 752.50**	**20 359 127.23**	

European Training Foundation
Budget 2018
ESTABLISHMENT PLAN

Grade	2018 Authorised posts		2017 Authorised posts		2016 Actual on 31 Dec 2016	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		4		3		0
AD 12		14		12		8
AD 11		8		9		9
AD 10		6		5		7
AD 9		12		13		11
AD 8		9		13		10
AD 7		2		1		9
AD 6						2
AD 5						1
Sub-total AD	*0*	*56*	*0*	*57*	*0*	*58*
AST 11		3		2		
AST 10		5		4		1
AST 9		8		10		8
AST 8		6		6		6
AST 7		4		4		4
AST 6		4		4		2
AST 5				1		4
AST 4						5
AST 3						1
AST 2						
AST 1						
Sub-total AST		*30*		*31*		*31*
Total	**0**	**86**	**0**	**88**	**0**	**89**

Chapter 3 0

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

Commitments		Payments 2017	Payments 2018
Pre-2017 commitments still outstanding	219 000	219 000	-
Appropriations 2017	**441 000**	222 000	219 000
Total	660 000	**441 000**	219 000

Chapter 3 1

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

Commitments		Payments 2017	Payments 2018
Pre-2017 commitments still outstanding	1 380 000	1 380 000	-
Appropriations 2017	**3 478 850**	2 098 850	1 380 000
Total	4 858 850	**3 478 850**	1 380 000

Chapter 3 2

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

Commitments		Payments 2017	Payments 2018
Pre-2017 commitments still outstanding	180 000	180 000	-
Appropriations 2017	**650 000**	470 000	180 000
Total	830 000	**650 000**	180 000