

BUDGET 2018

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Background

The budget 2018 is based on the ETF's Single Programming Document 2017-2020 (GB-16-DEC-011) adopted by the ETF's Governing Board on 25 November 2016 and reflected in the draft general budget of the EU for 2018 COM(2017)-400 from 29 June 2017, forecasting an EU contribution of € 20 144 000.

The budget proposed aims at supporting ETF's activities to (1) Reinforce evidence-based VET policy analysis; (2) Modernise VET systems in a lifelong learning perspective and (3) Increase the relevance of VET provision in respect of the labour market, and economic and social cohesion.

SPECIFICITIES OF THE 2018 BUDGET

Revenue

The revenue is based on a contribution of €20 144 000 for both commitment and payment appropriations, composed of a contribution of €20 056 297 from the Union budget and €87 703 from the recovery of surplus related to 2016 budget execution.

Expenditure

The ETF's budget for 2018 is at the same level in nominal terms as all the previous budgets since 2011. This represents a decrease in real terms of approximately 10% compared to 2011¹. For Titles 1 and 2 (staff costs and administrative expenditure), the 2018 budget covers minimal expenditures (with a minor area for development in Title 2) , and Title 3 (operational expenditure) is maintained at the 2017 level.

It differs from the version presented in the initial SPD 2017-2020 by the reallocation of canteen costs from Title 1 to Title 2 , within Title 2 by replacing phase 1 of separation of utilities (anticipated to 2017) with phase 1 of stakeholders relationship management system (delayed from 2017) and within Title 3 by increasing the operational expenditure following a rationalisation of communication activities..

The ETF proposes the following breakdown of the contribution:

Title 1 for expenditure relating to staff working for the ETF: €13 666 200

Title 1 represents 68% of the EU contribution, with a decrease of 0.95 % compared to the 2017 amended budget.

Expenditure for Title 1 will cover the estimated costs for human resources and related activities. The basic assumptions are:

- an establishment plan of 86 temporary agents, 40.5 contract agents, 1 local agent and 1 seconded national expert;
- a salary increase (yearly salary adaptation) and a weighting factor whose net effect will be 1%;
- an increase for yearly promotions and increase in steps as well as savings from part time work and turnover ;

¹ Eurostat Data, HICP EU28 2011-2016

- a reduced budget for administrative missions ;
- a reduced budget for training, social and medical infrastructure, representation expenses;
- fixed canteen costs are moved under Title 2.

Title 2 for expenditure relating to infrastructure and general administration: €1 907 950

Title 2 represents 9% of the contribution, reflecting an increase of 9% compared to 2017 budget.

An increase is foreseen in Title 2 in 2018 mainly to fund phase 2 of the upgrading of the utilities system. In subsequent years, a significant decrease in building costs is planned. The planned ICT budget will only allow for very limited improvements.

Title 2 covers:

- information & communication technology (ICT) expenditure;
- telecommunication costs;
- maintenance of the building and equipment (Facilities);
- expenditure related to the organisation of the ETF Governing Board meetings;
- legal expenses.

Title 3 for expenditure related to operational activities: €4 569 850

Title 3 corresponds to 23% of the subvention, and maintains a similar level to 2017. Title 3 is necessary to support and complement the main inputs provided by ETF experts through Title 1 and it covers expenditure related to:

- operational activities (expertise, related logistical support and operational missions);
- communication activities (internal and external communications, management of publications);
- planning, monitoring and evaluation activities.

Title 3 is adjusted in line with the limitations of resources and reflects the operational priorities. From 2019, operational expenditure is expected to grow, providing the resources to revisit operational priorities. As per consolidated practice, savings in Title 1 will be assigned to operational activities and if appropriate to infrastructure improvements.

Format and structure of the budget

The 2018 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, the establishment plan as well as a schedule of future payments on commitments entered into in previous years for Title 3.

The budget items which have been discontinued after 2015 have now been removed from the budget.

These changes, together with the planning assumptions, are reflected in the budgetary tables.

Approval

Once adopted by the Governing Board, the ETF's 2018 budget shall become final following final adoption of the general budget of the European Union.

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

Item/Art.	Title	Budget 2018		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
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		
<i>Art. 110 Agents included in the workforce</i>		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	<p>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"</p> <p>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.</p>	
<i>Art. 111 Other staff</i>		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	<p>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.</p> <p>Planning assumptions: in 2017 there are expected 40.5 full time equivalents contract agents</p>	
1 11 2 Local staff		64 000.00	64 000.00	67 000.00	67 000.00	64 581.20	64 453.28	<p>This budget line covers all salaries, allowances, social security and contributions for Local Agents.</p> <p>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.</p>	
<i>Art. 117 Supplementary services</i>		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.	-	-	<p>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.</p> <p>Planning assumptions: No internships are foreseen in 2017</p>	
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	<p>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).</p> <p>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.</p>	
<i>Art. 118 Recruitment and transformation costs</i>		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	<p>Staff Regulations of Officials of the European Communities, and in particular Art. 27 to 31 and 33 thereof.</p> <p>This budget line covers various recruitment expenses including :</p> <ul style="list-style-type: none"> - 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). <p>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.</p>	
Chap. 1 3 Missions and travel		100 000.00	100 000.00	110 000.00	110 000.00	105 000.00	91 451.71		
<i>Art. 130 Mission and travel expenses</i>		100 000.00	100 000.00	110 000.00	110 000.00	105 000.00	91 451.71		

Item/Art.	Title	Budget 2018		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
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 development. 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		
<i>Art. 143 Medical service</i>		<i>25 000.00</i>	<i>25 000.00</i>	<i>30 000.00</i>	<i>30 000.00</i>	<i>26 543.85</i>	<i>18 944.67</i>		
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-recruitment 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; Psychosocial support to staff and other initiatives; Pre-recruitment medical costs.	
<i>Art. 144 Internal training</i>		<i>220 000.00</i>	<i>220 000.00</i>	<i>250 000.00</i>	<i>250 000.00</i>	<i>202 794.36</i>	<i>130 653.55</i>		
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 corresponds to expected needs at corporate 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;	
<i>Art. 149 Other interventions</i>		<i>6 000.00</i>	<i>6 000.00</i>	<i>19 500.00</i>	<i>19 500.00</i>	<i>19 998.00</i>	<i>12 604.00</i>		
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 activities 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		
<i>Art. 152 Staff exchanges between the ETF and the public sector</i>		<i>55 000.00</i>	<i>55 000.00</i>	<i>60 000.00</i>	<i>60 000.00</i>	<i>10 145.56</i>	<i>10 145.56</i>		
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		
<i>Art. 170 Entertainment and representation expenses</i>		<i>4 000.00</i>	<i>4 000.00</i>	<i>8 500.00</i>	<i>8 500.00</i>	<i>5 050.00</i>	<i>5 049.83</i>		
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

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	
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Item/Art.	Title	Budget 2018		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
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.	
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).	
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.	
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		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
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	<p>This budget line covers the purchase of standard software applications, its maintenance and the development of software systems.</p> <p>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.</p>	
2 10 3	Telecoms costs	168 100.00	168 100.00	168 300.00	168 300.00	133 266.00	96 125.49	<p>This budget line covers the fixed costs of subscriptions, communication costs and internet service fees.</p> <p>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)</p>	
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	<p>This budget line covers expenses relating the the use of EC distributed systems</p> <p>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)</p>	
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	<p>This budget line covers the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment.</p> <p>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.</p> <p>Planning assumptions: continuous upgrade of obsolete furniture</p>	
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	<p>Until 2016, this budget line covered the purchase of new furniture. Since 2017 it has been merged into 2200</p>	
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	<p>Office supplies, normal and headed paper, envelopes, business cards, etc. as well as promotional material (pens, bags, mouse mats)</p> <p>Planning assumptions: Normal and branded stationery , headed paper, envelopes, business cards, etc., promotional material (pens, bags, mouse mats, etc.) used for meetings and visitors.</p>	
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	<p>This budget line covers bank charges and other financial charges as well as damages and interest.</p> <p>Planning assumptions: Miscellaneous financial expenditure (covers bank charges)</p>	
Art. 233	Other expenses (ex Legal expense)	24 500.00	24 500.00	35 000.00	35 000.00	310.40	310.40	<p>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")</p> <p>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.</p>	
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	<p>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.</p>	

Item/Art.	Title	Budget 2018		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
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	<i>Publications (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	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.	
2 36 0	Publications (discontinued)	-	-	-	-	770.00	270.56		
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.	
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	Planning assumptions: Courier expenses - Estimation based on previous year (€20,000), Purchase of stamps,Imprest Account for mailing (€200)	
Art. 250	<i>Meetings and associated costs</i>	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.	
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	Planning assumptions: Two governing Board meetings (€100,000)	

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	<i>Communications</i>	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".	
		4 500.00	4 500.00	5 000.00	5 000.00	948.45	948.45	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	<i>Professional memberships and fees</i>	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.	
3 03 0	Professional memberships and fees	4 500.00	4 500.00	5 000.00	5 000.00	948.45	948.45	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	This budget line covers translation costs for corporate documents unrelated to specific operational activities.	
3 04 0	Translation costs	100 000.00	100 000.00	180 000.00	180 000.00	151 000.00	153 275.07	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	<i>Priority actions : Work programme activities</i>	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		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
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.	
Art. 314	Projects to support strengthening knowledge and systems	160 000.00	160 000.00	220 000.00	220 000.00	224 230.99	186 675.87	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.	
3 14 0	Projects to support strengthening 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.	
Chap. 3 2	Operational Missions	650 000.00	650 000.00	650 000.00	650 000.00	786 000.00	793 082.61	Planning assumptions: Monitoring and Evaluation, Audit and Risk management, Stakeholder's management. More details are in the work programme.	
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.	
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	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 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		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018
		COM	PAY	COM	PAY	COM	PAY	

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		
<i>Art. 420 Projects related to agreements between European Commission and the Foundation</i>	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 planned 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		
<i>Art. 430 Co-operation with Italian institutions</i>	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**

GB/17/DEC/012

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
<i>Sub-total AD</i>	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						
<i>Sub-total AST</i>		30		31		31
Total	0	86	0	88	0	89

**European Training Foundation
Budget 2018
Payment Schedule**

GB/17/DEC/012

Chapter 3 0

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

Commitments	Payments	
	2017	2018
Pre-2017 commitments still outstanding	219 000	219 000
Appropriations 2017	441 000	222 000
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	2018
Pre-2017 commitments still outstanding	1 380 000	1 380 000
Appropriations 2017	3 478 850	2 098 850
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	2018
Pre-2017 commitments still outstanding	180 000	180 000
Appropriations 2017	650 000	470 000
Total	830 000	650 000
		180 000