

# BUDGET 2018

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## Contexte

Le budget 2018 est basé sur le document unique de programmation 2017-2020 de l'ETF (GB-16-DEC-011) adopté par le conseil d'administration de l'ETF le 25 novembre 2016 et reflété dans le projet de budget général de l'UE pour 2018 du 29 juin 2017 [COM(2017)-400], prévoyant une contribution de l'UE de 20 144 000 EUR.

Le budget proposé vise à soutenir les activités de l'ETF afin de: 1) renforcer l'analyse des politiques en matière d'EFP en se fondant sur des éléments probants; 2) moderniser les systèmes d'EFP dans une perspective d'apprentissage tout au long de la vie et 3) accroître la pertinence des prestations d'EFP par rapport au marché du travail, à la situation économique et à la cohésion sociale.

## SPECIFICITES DU PROJET DE BUDGET 2018

### Recettes

Les recettes reposent sur une contribution de 20 144 000 EUR pour les crédits d'engagement et de paiement, dont 20 056 297 EUR proviennent du budget de l'Union et 87 703 EUR de la récupération de l'excédent lié à l'exécution du budget 2016.

### Dépenses

Le budget de l'ETF pour 2018 se situe au même niveau, en termes nominaux, que tous les budgets précédents depuis 2011. Cela représente une diminution en termes réels d'environ 10 % par rapport à 2011<sup>1</sup>. En ce qui concerne les titres 1 et 2 (frais de personnel et dépenses administratives), le budget 2018 couvre les dépenses minimales (avec une marge mineure en vue d'un développement au titre 2) et le titre 3 (dépenses opérationnelles) se maintient au niveau observé en 2017.

Il diffère de la version présentée dans le DOCUP initial 2017-2020, du fait de la réaffectation des coûts de la cantine du titre 1 au titre 2 en remplaçant, dans le titre 2, la phase 1 de séparation des services publics (prévue jusqu'en 2017) par la phase 1 du système de gestion des relations avec les parties prenantes (en retard depuis 2017) et en augmentant, dans le titre 3, les dépenses opérationnelles suite à une rationalisation des activités de communication.

L'ETF propose la ventilation suivante de la contribution:

### **Titre 1 - Dépenses concernant le personnel travaillant pour l'ETF: 13 666 200 EUR**

Le titre 1 représente 68 % de la contribution de l'UE, soit une baisse de 0,95 % par rapport au budget rectificatif 2017.

Les dépenses du titre 1 couvriront les coûts estimés concernant les ressources humaines et les activités connexes. Les hypothèses de base sont les suivantes:

- un tableau des effectifs de 86 agents temporaires, 40,5 agents contractuels, 1 agent local et 1 expert national détaché;
- une augmentation de salaire (adaptation salariale annuelle) et un facteur de pondération dont l'effet net sera de 1%;

<sup>1</sup> Données Eurostat, IPCH, EU28 2011-2016.

- une hausse des promotions annuelles et un avancement dans les échelons ainsi que des économies réalisées grâce au travail à temps partiel et à la rotation de l'effectif;
- une réduction du budget alloué aux missions administratives;
- une réduction du budget alloué à la formation, l'infrastructure sociomédicale, les frais de représentation;
- les coûts fixes de cantine sont transférés sous le titre 2.

## Titre 2 - Dépenses liées à l'infrastructure et à l'administration générale: 1 907 950 EUR

Le titre 2 représente 9 % de la contribution, soit une hausse de 9 % par rapport au budget 2017.

Une augmentation est prévue dans le titre 2 en 2018, principalement pour financer la phase 2 de la modernisation du système des services publics. Une diminution significative des coûts de construction est prévue pour les années suivantes. Le budget prévu pour les technologies de l'information et de la communication (TIC) ne permettra que des améliorations très limitées.

Le titre 2 couvre:

- les dépenses liées aux technologies de l'information et de la communication (TIC);
- les frais de télécommunication;
- la maintenance du bâtiment et des équipements (installations);
- les dépenses liées à l'organisation des réunions du conseil de direction de l'ETF;
- les frais de contentieux.

## Titre 3 – Dépenses liées aux activités opérationnelles: 4 569 850 EUR

Le titre 3 représente 23 % de la subvention et maintient un niveau similaire à celui de 2017. Le titre 3 est nécessaire pour soutenir et compléter les principales contributions des experts de l'ETF dans le cadre du titre 1 et il couvre les dépenses liées aux:

- activités opérationnelles (expertise, soutien logistique et missions opérationnelles connexes);
- activités de communication (communications internes et externes, gestion des publications);
- activités de planification, de suivi et d'évaluation.

Le titre 3 est ajusté en fonction des limites des ressources et reflète les priorités opérationnelles. À partir de 2019, les dépenses opérationnelles devraient augmenter, fournissant les ressources qui permettront de revoir les priorités opérationnelles. Selon la pratique consolidée, les économies visées au titre 1 seront affectées aux activités opérationnelles et, si nécessaire, aux améliorations de l'infrastructure.

## Format et structure du budget

Le budget 2018, comme les années précédentes, contient des informations sur l'objectif de chaque ligne budgétaire, les hypothèses de planification utilisées pour étayer les montants nécessaires, une ventilation des crédits d'engagement et de paiement, le tableau des effectifs et un calendrier des paiements futurs sur les engagements conclus lors d'exercices précédents pour le titre 3.

Les postes budgétaires qui ont été abandonnés après 2015 ont été retirés du budget.

Ces modifications, ainsi que les hypothèses de planification, sont reflétées dans les tableaux budgétaires.

## Approbation

Une fois adopté par le conseil de direction, le budget 2018 de l'ETF deviendra définitif après adoption définitive du budget général de l'Union européenne.

Item/Art.	Title	Budget 2018		Amending Budget 1 / 2017		Outturn 2016	
		COM	PAY	COM	PAY	COM	PAY
<b>TITLE 1 European Union contribution</b>							
Chap.1 2 1 20	European Training Foundation (04.03.14, ex 15.02.12, ex 15.02.27) 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			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 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			373 000.00	373 000.00		
1 30 2	Contribution to Title 3						-
<b>TITLE 1</b>		<b>TOTAL TITLE 1</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 056 489.66</b>
<b>TITLE 8 European Union contribution in kind</b>							
Chap. 8 0 8 00	European Union contribution in kind 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>			
<b>TITLE 9 MISCELLANEOUS REVENUE</b>							
Chap. 9 0 9 00	Miscellaneous revenue Miscellaneous revenue		p.m.	p.m.	p.m.	p.m.	55 679.86
9 00 0	Miscellaneous revenue		p.m.	p.m.	p.m.	p.m.	55 679.86
<b>TITLE 9</b>		<b>TOTAL TITLE 9</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>55 679.86</b>
<b>TITLE 10 RESULTS EARLIER YEARS</b>							
Chap. 10 1 10 11	Results earlier years 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>TOTAL ETF SUBVENTION REVENUE</b>							
		<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 112 169.52</b>	<b>20 112 169.52</b>



Item/Art.	Title	Budget 2018		Amending Budget 1 / 2017		Outturn 2016		Assumptions 2018	
		COM	PAY	COM	PAY	COM	PAY		
<b>TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION</b>									
<b>Chap. 1 1 Staff in active employment</b>		<b>13 256 200.00</b>	<b>13 256 200.00</b>	<b>13 319 600.00</b>	<b>13 319 600.00</b>	<b>12 885 946.21</b>	<b>12 832 274.43</b>		
<i>Art. 110 Agents included in the workforce</i>		<b>10 562 700.00</b>	<b>10 562 700.00</b>	<b>10 776 700.00</b>	<b>10 776 700.00</b>	<b>10 446 924.50</b>	<b>10 446 924.50</b>		
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 &amp; 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>		<b>2 335 500.00</b>	<b>2 335 500.00</b>	<b>2 153 900.00</b>	<b>2 153 900.00</b>	<b>2 051 188.83</b>	<b>2 051 060.91</b>		
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>		<b>350 000.00</b>	<b>350 000.00</b>	<b>360 000.00</b>	<b>360 000.00</b>	<b>345 571.88</b>	<b>297 888.65</b>		
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>		<b>8 000.00</b>	<b>8 000.00</b>	<b>29 000.00</b>	<b>29 000.00</b>	<b>42 261.00</b>	<b>36 400.37</b>		
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"> <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> </ul> <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>	
<b>Chap. 1 3 Missions and travel</b>		<b>100 000.00</b>	<b>100 000.00</b>	<b>110 000.00</b>	<b>110 000.00</b>	<b>105 000.00</b>	<b>91 451.71</b>		
<i>Art. 130 Mission and travel expenses</i>		<b>100 000.00</b>	<b>100 000.00</b>	<b>110 000.00</b>	<b>110 000.00</b>	<b>105 000.00</b>	<b>91 451.71</b>		

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.	
<b>Chap. 1 4 Socio-medical infrastructure</b>		<b>251 000.00</b>	<b>251 000.00</b>	<b>299 500.00</b>	<b>299 500.00</b>	<b>249 336.21</b>	<b>162 202.22</b>		
<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.	
<b>Chap. 1 5 Staff exchanges between the ETF and the public sector</b>		<b>55 000.00</b>	<b>55 000.00</b>	<b>60 000.00</b>	<b>60 000.00</b>	<b>10 145.56</b>	<b>10 145.56</b>		
<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	
<b>Chap. 1 7 Entertainment and representation expenses</b>		<b>4 000.00</b>	<b>4 000.00</b>	<b>8 500.00</b>	<b>8 500.00</b>	<b>5 050.00</b>	<b>5 049.83</b>		
<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	
<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>13 666 200.00</b>	<b>13 666 200.00</b>	<b>13 797 600.00</b>	<b>13 797 600.00</b>	<b>13 255 477.98</b>	<b>13 101 123.75</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>904 100.00</b>	<b>904 100.00</b>	<b>772 151.00</b>	<b>772 151.00</b>	<b>527 150.20</b>	<b>484 640.94</b>	
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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	<b>21 001.00</b>	<b>21 001.00</b>	<b>20 095.00</b>	<b>20 095.00</b>	<b>11 808.00</b>	<b>11 808.00</b>		
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	<b>145 000.00</b>	<b>145 000.00</b>	<b>148 762.00</b>	<b>148 762.00</b>	<b>106 894.02</b>	<b>106 894.02</b>		
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	Planning assumptions: Symbolic amount for rental of ETF Villa Gualino premises (€1); Rent for office in Brussels 12000 including indexation (€12,750); Alternative office (€2,500); Charge locative for office in Joseph II (€5,750)	
Art. 203	Building associated costs (ex. Cleaning and Maintenance)	<b>738 099.00</b>	<b>738 099.00</b>	<b>603 294.00</b>	<b>603 294.00</b>	<b>163 014.31</b>	<b>155 892.85</b>		
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)	-	-	<b>p.m.</b>	<b>p.m.</b>	<b>71 207.59</b>	<b>49 126.59</b>		
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)	-	-	<b>p.m.</b>	<b>p.m.</b>	<b>131 878.86</b>	<b>119 561.86</b>		
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)	-	-	<b>p.m.</b>	<b>p.m.</b>	<b>42 347.42</b>	<b>41 357.62</b>		
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	<b>800 650.00</b>	<b>800 650.00</b>	<b>791 655.00</b>	<b>791 655.00</b>	<b>882 853.99</b>	<b>667 467.10</b>		
Art. 210	ICT expenditure	<b>641 650.00</b>	<b>641 650.00</b>	<b>636 655.00</b>	<b>636 655.00</b>	<b>720 282.99</b>	<b>504 896.10</b>		
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>	
<b>Chap. 2 2 Movable property and associated costs</b>		<b>20 000.00</b>	<b>20 000.00</b>	<b>4 142.00</b>	<b>4 142.00</b>	<b>79 105.75</b>	<b>75 002.75</b>		
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>	
<b>Chap. 2 3 Current administrative expenditure</b>		<b>63 000.00</b>	<b>63 000.00</b>	<b>70 452.00</b>	<b>70 452.00</b>	<b>54 774.49</b>	<b>50 105.28</b>		
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>	<b>770.00</b>	<b>270.56</b>	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		
<b>Chap. 2 4 Post and telecommunications</b>		<b>20 200.00</b>	<b>20 200.00</b>	<b>20 200.00</b>	<b>20 200.00</b>	<b>22 700.00</b>	<b>19 398.41</b>		
Art. 240	Correspondence and courier expenses	<b>20 200.00</b>	<b>20 200.00</b>	<b>20 200.00</b>	<b>20 200.00</b>	<b>22 700.00</b>	<b>19 398.41</b>		
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.	
<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>135 466.03</b>	<b>91 985.15</b>	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>	<b>100 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>135 466.03</b>	<b>91 985.15</b>		
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.	
<b>TITLE 2</b>		<b>1 907 950.00</b>	<b>1 907 950.00</b>	<b>1 758 600.00</b>	<b>1 758 600.00</b>	<b>1 702 050.46</b>	<b>1 388 599.63</b>	Planning assumptions: Two governing Board meetings (€100,000)	

**TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS**

<b>Chap. 3 0 Operational expenses</b>	<b>441 000.00</b>	<b>441 000.00</b>	<b>529 500.00</b>	<b>529 500.00</b>	<b>661 135.62</b>	<b>598 276.50</b>			
Art. 301	<i>Communications</i>	<b>336 500.00</b>	<b>336 500.00</b>	<b>344 500.00</b>	<b>344 500.00</b>	<b>509 187.17</b>	<b>444 052.98</b>		
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".	
		<b>4 500.00</b>	<b>4 500.00</b>	<b>5 000.00</b>	<b>5 000.00</b>	<b>948.45</b>	<b>948.45</b>	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>	<b>4 500.00</b>	<b>4 500.00</b>	<b>5 000.00</b>	<b>5 000.00</b>	<b>948.45</b>	<b>948.45</b>	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	
<b>Art. 304 Translation costs</b>		<b>100 000.00</b>	<b>100 000.00</b>	<b>180 000.00</b>	<b>180 000.00</b>	<b>151 000.00</b>	<b>153 275.07</b>	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	
<b>Chap. 3 1 Priority actions : Work programme activities</b>		<b>3 478 850.00</b>	<b>3 478 850.00</b>	<b>3 408 300.00</b>	<b>3 408 300.00</b>	<b>3 739 300.04</b>	<b>3 792 565.48</b>		
Art. 310	<i>Priority actions : Work programme activities</i>	<b>3 318 850.00</b>	<b>3 318 850.00</b>	<b>3 188 300.00</b>	<b>3 188 300.00</b>	<b>3 515 069.05</b>	<b>3 605 889.61</b>		

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			
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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)**

<b>Chap. 4 2 Co-operation with other European institutions and other bodies</b>	p.m.	p.m.	<b>69 237.63</b>	<b>69 237.63</b>	<b>721 483.74</b>	<b>685 174.60</b>		
<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.	
<b>Chap. 4 3 Co-operation with national institutions</b>	p.m.	p.m.	<b>p.m.</b>	<b>p.m.</b>	<b>304.66</b>	<b>304.66</b>		
<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.	
<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>	<b>p.m.</b>	<b>p.m.</b>	<b>69 237.63</b>	<b>69 237.63</b>	<b>721 788.40</b>	<b>685 479.26</b>	

<b>TOTAL ETF EARMARKED EXPENDITURE</b>	p.m.	p.m.	<b>69 237.63</b>	<b>69 237.63</b>	<b>721 788.40</b>	<b>685 479.26</b>	
<b>GRAND TOTAL EXPENDITURE</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>	<b>20 213 237.63</b>	<b>20 213 237.63</b>	<b>20 865 752.50</b>	<b>20 359 127.23</b>	

**European Training Foundation  
Budget 2018  
ESTABLISHMENT PLAN**

GB/17/DEC/012

<b>Grade</b>	<b>2018</b> Authorised posts		<b>2017</b> Authorised posts		<b>2016</b> 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>	<b>0</b>	<b>56</b>	<b>0</b>	<b>57</b>	<b>0</b>	<b>58</b>
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>		<b>30</b>		<b>31</b>		<b>31</b>
<b>Total</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>89</b>

**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:

<b>Commitments</b>	<b>Payments</b>	
	<b>2017</b>	<b>2018</b>
Pre-2017 commitments still outstanding	219 000	219 000
Appropriations 2017	<b>441 000</b>	222 000
Total	660 000	<b>441 000</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>2017</b>	<b>2018</b>
Pre-2017 commitments still outstanding	1 380 000	1 380 000
Appropriations 2017	<b>3 478 850</b>	2 098 850
Total	4 858 850	<b>3 478 850</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>2017</b>	<b>2018</b>
Pre-2017 commitments still outstanding	180 000	180 000
Appropriations 2017	<b>650 000</b>	470 000
Total	830 000	<b>650 000</b>
		180 000