

AMENDING BUDGET 1/2018



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The main objective of this amending budget is to integrate in the ETF budget the adjustments performed in the first months of 2018.

The attached budget refers to the 2018 budget adopted by the Board at its meeting of 17 November 2017.

Revenue

The ETF's main source of revenue is its subvention from the European Commission. In addition, in accordance with Article 15.3 of its founding Regulation, the ETF can receive funding from other sources for activities included in its mandate.

1a. ETF's subvention (Titles 1, 2, 3)

There are no modifications to the subvention the ETF has received from the European Commission.

1b. Assigned revenue (Title 4)

The ETF has no assigned revenue from previous years to integrate in the 2018 budget, and does not expect to receive any during 2018.

Expenditure

The activities performed until now are in line with the work programme adopted by the Board on 17 November 2017.

2a. ETF's subvention (Titles 1, 2, 3)

The amending budget includes one transfer already performed by the ETF following the Q1 budget review with the reallocation of €232 700 as follows:

In Title 1, the net effect of the salary adaptation and weighting factor communicated in November 2017 impacting the staff costs for the period July 2017-June 2018 was higher than planned. In conjunction with the current occupation of posts and ETF's decision to recruit one additional TA to compensate for part-time work as foreseen in art.38.2 of the ETF Financial Regulation, it requires a redistribution of resources. Consequently, an amount of €117 000 has been reallocated in Title 1 to cater for these modifications. The timing of the recruitments, the effect of promotions and the new salary adaptation and weighting factor could cause further modifications.

In Title 2, the Regione Piemonte has agreed to cover their part of the costs for the separation of the utilities by deducting them from the costs owed by the ETF. This is allowing the ETF to re-allocate the appropriations which were initially foreseen for current utilities (water/gas/electricity), as well as other smaller savings, towards the works for the separation of the utilities. Replacement of failing IT equipment requires also a minor re-shuffle in the ICT budget. Consequently, an amount of €105 700 is reallocated internally in Title 2.

In Title 3, the ETF has reallocated €10 000 from project expenditure to mission expenditure, in order to better cover the updated travel needs.

More detailed information on the activities can be found in the “Revised Assumptions” column in the Amending budget.

The total redistribution of expenditure covered by this amending budget represents €232 700 commitment and payment appropriations, corresponding to 1.2% of the total subvention.

Presentation

The attached amending budget contains the details of the initial budget and the above mentioned modifications.

Currently, in 2018 the ETF is expected to manage a subvention of €20 144 000 and no external assigned revenue.

REVENUE

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018	
		COM	PAY	COM	PAY	COM	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	-	-	20 056 297.00	20 056 297.00
1 20	European Training Foundation	20 056 297.00	20 056 297.00	-	-	20 056 297.00	20 056 297.00
1 20 0	ETF - Subsidy	20 056 297.00	20 056 297.00			20 056 297.00	20 056 297.00
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	-	-	87 703.00	87 703.00
1 30	Union contribution from recovery of surplus from previous years	87 703.00	87 703.00	-	-	87 703.00	87 703.00
1 30 0	Contribution	87 703.00	87 703.00			87 703.00	87 703.00
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
TITLE 8 European Union contribution in kind							
Chap. 8 0	European Union contribution in kind	-	-				
8 00	European Union contribution in kind	-	-				
8 00 0	European Union contribution in kind	-	-				
TITLE 8	TOTAL TITLE 8	-	-				
TITLE 9 MISCELLANEOUS REVENUE							
Chap. 9 0	Miscellaneous revenue	-	-	-	-	-	-
9 00	Miscellaneous revenue	-	-	-	-	-	-
9 00 0	Miscellaneous revenue	-	-	-	-	-	-
TITLE 9	TOTAL TITLE 9	-	-	-	-	-	-
TITLE 10 RESULTS EARLIER YEARS							
Chap. 10 1	Results earlier years	-	-			-	-
10 11	Results earlier years	-	-			-	-
10 11 1	Result budget year -/- 1	-	-			-	-
TITLE 10	TOTAL TITLE 10	-	-			-	-
TOTAL ETF SUBVENTION REVENUE		20 144 000.00	20 144 000.00	-	-	20 144 000.00	20 144 000.00

REVENUE

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

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		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	13 256 200	+ 19 000	+ 19 000	13 275 200	13 275 200	
<i>Art. 110</i>	<i>Agents included in the workforce</i>	10 562 700	10 562 700	+ 109 500	+ 109 500	10 672 200	10 672 200	
1 10 0	Temporary Agents	10 562 700	10 562 700	+ 109 500	+ 109 500	10 672 200	10 672 200	<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).</p> <p>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> <p>Revised assumptions (1): Increase linked to real salary adaptations that took place end 2017 and real impact reclassifications (not known at the time of budget planning), and recruitment of 1 additional TA to compensate for part time work as foreseen in art.38.2 of the Financial Regulation.</p>
<i>Art. 111</i>	<i>Other staff</i>	2 335 500	2 335 500	- 60 000	- 60 000	2 275 500	2 275 500	
1 11 0	Contract agents	2 271 500	2 271 500	- 60 000	- 60 000	2 211 500	2 211 500	<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> <p>Revised assumptions (1): Savings linked to 2 vacant post which were not planned to be vacant for so long as part of the turnover planned savings.</p>
1 11 2	Local staff	64 000	64 000	-	-	64 000	64 000	<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</i>	<i>Supplementary services</i>	350 000	350 000	- 38 000	- 38 000	312 000	312 000	
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	350 000	- 38 000	- 38 000	312 000	312 000	<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> <p>Revised assumptions (1): Savings as no additional interim support planned and current availability needed to reinforce BL1100</p>
<i>Art. 118</i>	<i>Recruitment and transformation costs</i>	8 000	8 000	+ 7 500	+ 7 500	15 500	15 500	

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
1 18 0	Sundry recruitment expenses	8 000	8 000	+ 7 500	+ 7 500	15 500	15 500	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. Revised assumptions (1): Increase to cover for future contribution to candidates expenses (higher number of selection procedures compared to initial plans) - invitations by mid-April
Chap. 1 3 Missions and travel		100 000	100 000	-	-	100 000	100 000	
<i>Art. 130 Mission and travel expenses</i>		<i>100 000</i>	<i>100 000</i>	-	-	<i>100 000</i>	<i>100 000</i>	
1 30 0	Mission and travel expenses	100 000	100 000	-	-	100 000	100 000	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	251 000	-	-	251 000	251 000	
<i>Art. 143 Medical service</i>		<i>25 000</i>	<i>25 000</i>	-	-	<i>25 000</i>	<i>25 000</i>	
1 43 0	Medical service	25 000	25 000	-	-	25 000	25 000	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</i>	<i>220 000</i>	-	-	<i>220 000</i>	<i>220 000</i>	
1 44 0	Internal training	220 000	220 000	-	-	220 000	220 000	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 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</i>	<i>6 000</i>	-	-	<i>6 000</i>	<i>6 000</i>	
1 49 0	Other interventions	6 000	6 000	-	-	6 000	6 000	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	55 000	- 19 000	- 19 000	36 000	36 000	
<i>Art. 152 Staff exchanges between the ETF and the public sector</i>		<i>55 000</i>	<i>55 000</i>	<i>- 19 000</i>	<i>- 19 000</i>	<i>36 000</i>	<i>36 000</i>	

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
1 52 0	National experts seconded	55 000	55 000	- 19 000	- 19 000	36 000	36 000	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 Revised assumptions (1): Savings as the SNE planned initially for a full year will starting mid-year only.
Chap. 1 7 Entertainment and representation expenses		4 000	4 000	-	-	4 000	4 000	
<i>Art. 170 Entertainment and representation expenses</i>		<i>4 000</i>	<i>4 000</i>	<i>-</i>	<i>-</i>	<i>4 000</i>	<i>4 000</i>	
1 70 0	Entertainment and representation expenses	4 000	4 000	-	-	4 000	4 000	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	13 666 200	-	-	13 666 200	13 666 200	

TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

Chap. 2 0 Investments in immovable property, rental of buildings and associated costs		904 100	904 100	+ 20 000	+ 20 000	924 100	924 100	
<i>Art. 200 Rentals</i>		<i>21 001</i>	<i>21 001</i>	<i>- 16 000</i>	<i>- 16 000</i>	<i>5 001</i>	<i>5 001</i>	
2 00 0	Rentals	21 001	21 001	- 16 000	- 16 000	5 001	5 001	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 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) Revised assumptions (1): Savings linked to decrease in square metres available as offices in Brussels, therefore reduction of rental, assuming the cost per square-meter is not changed
<i>Art. 202 Water, gas, electricity and heating</i>		<i>145 000</i>	<i>145 000</i>	<i>- 65 000</i>	<i>- 65 000</i>	<i>80 000</i>	<i>80 000</i>	
2 02 0	Water, gas, electricity and heating	145 000	145 000	- 65 000	- 65 000	80 000	80 000	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) Revised assumptions (1): Savings linked to amounts planned for utilities in 2018 not needed, as the Region has agreed to reimburse their share of cost related to separation of utilities systems by offsetting the utilities costs and the other costs that according to the contract in place ETF should reimburse.
<i>Art. 203 Building associated costs (ex. Cleaning and Maintenance)</i>		<i>738 099</i>	<i>738 099</i>	<i>+ 101 000</i>	<i>+ 101 000</i>	<i>839 099</i>	<i>839 099</i>	

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	738 099	738 099	+ 101 000	+ 101 000	839 099	839 099	<p>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.</p> <p>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.</p> <p>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</p> <p>Revised assumptions (1): The total amount needed to finalise the separation of the utilities systems (ETF to become independent from the rest of Villa Gualino complex) is currently estimated around € 116,000. Commitments should be finalised by mid-April in order to ensure that works are done by September as per plan. For this reason, it was decided to proceed with a budget reshuffle within Facilities.</p>
Art. 204	Furnishing of premises (discontinued)	-	-	-	-	-	-	
2 04 0	Furnishing of premises (discontinued)	-	-	-	-	-	-	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)	-	-	-	-	-	-	
2 05 0	Security and surveillance (discontinued)	-	-	-	-	-	-	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)	-	-	-	-	-	-	
2 09 0	Other expenditure on buildings (discontinued)	-	-	-	-	-	-	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	800 650	-	-	800 650	800 650	
Art. 210	ICT expenditure	641 650	641 650	-	-	641 650	641 650	
2 10 0	ICT hardware	83 000	83 000	+ 4 700	+ 4 700	87 700	87 700	<p>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.</p> <p>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.</p> <p>Revised assumptions (1): Unforeseen expenses such as purchase of network cards need to be adjusted from planned software activities.</p>
2 10 1	Software acquisition, maintenance and development	390 550	390 550	- 4 700	- 4 700	385 850	385 850	<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> <p>Revised assumptions (1): Appropriations made available to BL2100 for unforeseen expenses such as purchase of network cards</p>

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
2 10 3	Telecoms costs	168 100	168 100	-	-	168 100	168 100	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	159 000	-	-	159 000	159 000	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	20 000	- 20 000	- 20 000	p.m.	p.m.	
<i>Art. 220 Technical equipment and furniture (ex Technical installations and office equipment)</i>		20 000	20 000	- 20 000	- 20 000	p.m.	p.m.	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	20 000	20 000	- 20 000	- 20 000	p.m.	p.m.	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 Revised assumptions (1): Decision to suspend temporarily plans for acquisition of furniture and reallocate appropriations to BL 2030 to be able to go ahead in April with necessary commitments to finalise the separation of the utiites systems.
<i>Art. 221 Furniture (discontinued)</i>		-	-	-	-	-	-	
2 21 0	Purchase (discontinued)	-	-	-	-	-	-	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	63 000	-	-	63 000	63 000	
<i>Art. 230 Stationery and office supplies</i>		38 000	38 000	-	-	38 000	38 000	
2 30 0	Stationery and office supplies	38 000	38 000	-	-	38 000	38 000	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.
<i>Art. 232 Financial charges</i>		500	500	-	-	500	500	
2 32 0	Miscellaneous Financial expenditure	500	500	-	-	500	500	This budget line covers bank charges and other financial charges as well as damages and interest. Planning assumptions: Miscellaneous financial expenditure (covers bank charges)
<i>Art. 233 Other expenses (ex Legal expense)</i>		24 500	24 500	-	-	24 500	24 500	
2 33 0	Miscellaneous legal, insurance and publication expenditure (ex Legal expenses)	24 500	24 500	-	-	24 500	24 500	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.
<i>Art. 235 Other operating expenditure (discontinued)</i>		-	-	-	-	-	-	
2 35 0	Miscellaneous insurance (discontinued)	-	-	-	-	-	-	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.
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)	-	-	-	-	-	-	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.
<i>Art. 236 Publications (discontinued)</i>		-	-	-	-	-	-	
2 36 0	Publications (discontinued)	-	-	-	-	-	-	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.

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
Chap. 2 4 Post and telecommunications		20 200	20 200	-	-	20 200	20 200	
<i>Art. 240 Correspondence and courier expenses</i>		20 200	20 200	-	-	20 200	20 200	
2 40 0	Correspondence and courier expenses	20 200	20 200	-	-	20 200	20 200	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	100 000	-	-	100 000	100 000	
<i>Art. 250 Meetings and associated costs</i>		100 000	100 000	-	-	100 000	100 000	
2 50 0	Meetings expenses in general	100 000	100 000	-	-	100 000	100 000	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	1 907 950	-	-	1 907 950	1 907 950	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0 Operational expenses		441 000	441 000	-	-	441 000	441 000	
<i>Art. 301 Communications</i>		336 500	336 500	-	-	336 500	336 500	
3 01 0	Communications	336 500	336 500	-	-	336 500	336 500	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)
<i>Art. 303 Professional memberships and fees</i>		4 500	4 500	-	-	4 500	4 500	
3 03 0	Professional memberships and fees	4 500	4 500	-	-	4 500	4 500	This budget line covers the costs associated with professional memberships and fees. Planning assumptions: Various memberships
<i>Art. 304 Translation costs</i>		100 000	100 000	-	-	100 000	100 000	
3 04 0	Translation costs	100 000	100 000	-	-	100 000	100 000	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	3 478 850	- 10 000	- 10 000	3 468 850	3 468 850	
<i>Art. 310 Priority actions : Work programme activities</i>		3 318 850	3 318 850	- 10 000	- 10 000	3 308 850	3 308 850	
3 10 0	Strategic Projects	3 318 850	3 318 850	- 10 000	- 10 000	3 308 850	3 308 850	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. Revised assumptions (1): Decision taken at the beginning of 2018 to re-allocate this amount to operational missions
<i>Art. 314 Projects to support strenghtening knowledge and systems</i>		160 000	160 000	-	-	160 000	160 000	

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
3 14 0	Projects to support strengthening knowledge and systems	160 000	160 000	-	-	160 000	160 000	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	650 000	+ 10 000	+ 10 000	660 000	660 000	
Art. 320	Operational Missions	650 000	650 000	+ 10 000	+ 10 000	660 000	660 000	
3 20 0	Operational Missions	650 000	650 000	+ 10 000	+ 10 000	660 000	660 000	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. Revised assumptions (1): Increase support to operational missions
TITLE 3	TOTAL TITLE 3	4 569 850	4 569 850	-	-	4 569 850	4 569 850	
TITLE 8 European Union contribution in kind								
Chap. 8 0 European Union contribution in kind		-	-	-	-	-	-	
Art. 880	European Union contribution in kind	-	-	-	-	-	-	
8 00 0	European Union contribution in kind	-	-	-	-	-	-	
TITLE 8	TOTAL TITLE 8	-	-	-	-	-	-	
TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR								
Chap. 9 9 Expenses not specifically provided for		-	-	-	-	-	-	
Art. 990	Reserve	-	-	-	-	-	-	
9 90 0	Reserve	-	-	-	-	-	-	
TITLE 9	TOTAL TITLE 9	-	-	-	-	-	-	
TITLE 10 RESULTS EARLIER YEARS								
Chap. 10 1 Results earlier years		-	-	-	-	-	-	
10 10	Results earlier years	-	-	-	-	-	-	
10 10 0	Results earlier years	-	-	-	-	-	-	
TITLE 10	TOTAL TITLE 10	-	-	-	-	-	-	
TOTAL EXPENDITURE ETF PROPER		20 144 000	20 144 000	-	-	20 144 000	20 144 000	

TITLE 4 Cooperation with other organisations (Earmarked expenditure)

Chap. 4 2 Co-operation with other European institutions and other bodies		-	-	-	-	-	-	
Art. 420	Projects related to agreements between European Commission and the Foundation	-	-	-	-	-	-	
4 20 0	GEMM Project	-	-	-	-	-	-	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.

Item/Art.	Title	Initial Budget 2018		Amendments 1/2018		Amending Budget 1/2018		Revised assumptions 1/2018
		COM	PAY	COM	PAY	COM	PAY	
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		-	-	-	-	-	-	
<i>Art. 430 Co-operation with Italian institutions</i>		-	-	-	-	-	-	
4 30 0	Cooperation with Italian institutions	-	-	-	-	-	-	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	-	-	-	-	-	-	
TOTAL ETF EARMARKED EXPENDITURE		p.m.	p.m.	-	-	p.m.	p.m.	
GRAND TOTAL EXPENDITURE		20 144 000	20 144 000	-	-	20 144 000	20 144 000	

European Training Foundation
Amending Budget 1/2018
ESTABLISHMENT PLAN

GB/18/DEC/011

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>	<i>0</i>	<i>56</i>	<i>0</i>	<i>57</i>	<i>0</i>	<i>58</i>
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>		<i>30</i>		<i>31</i>		<i>31</i>
Total	0	86	0	88	0	89

European Training Foundation
Amending Budget 1/2018
Payment Schedule

GB/18/DEC/011

Chapter 3 0

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

Commitments		Payments	
		2017	2018
Pre-2017 commitments still outstanding	301 000	301 000	-
Appropriations 2017	441 000	140 000	301 000
Total	742 000	441 000	301 000

Chapter 3 1

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

Commitments		Payments	
		2017	2018
Pre-2017 commitments still outstanding	1 050 000	1 050 000	-
Appropriations 2017	3 478 850	2 428 850	1 050 000
Total	4 528 850	3 478 850	1 050 000

Chapter 3 2

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

Commitments		Payments	
		2017	2018
Pre-2017 commitments still outstanding	89 000	89 000	-
Appropriations 2017	650 000	561 000	89 000
Total	739 000	650 000	89 000