

# BUDGET 2019



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## Contexte

Le budget 2019 est basé sur le document unique de programmation 2017-2020 de l'ETF (GB-17-DEC-018) adopté par le conseil de direction de l'ETF le 17 novembre 2017 et reflété dans le projet de budget général de l'UE pour 2018 [COM(2017)-400] du 29 juin 2017, prévoyant une contribution de l'UE de 20 546 000 EUR.

Le budget proposé vise à soutenir la réalisation par l'ETF de ses objectifs dans les domaines (i) du soutien à l'assistance de l'UE dans le contexte des politiques extérieures de l'UE, (ii) de l'analyse des politiques et de la collecte de renseignements auprès des différents pays partenaires par le biais du processus de Turin et (iii) d'analyses thématiques spécifiques, d'un développement de l'expertise thématique, de conseils en matière de stratégie thématique et de renforcement des capacités.

## SPECIFICITES DU BUDGET 2019

### Recettes

Les recettes reposent sur une contribution de 20 546 000 EUR pour les crédits d'engagement et de paiement, dont 20 488 990 EUR proviennent du budget de l'Union et 57 010 EUR de la récupération de l'excédent lié à l'exécution du budget 2017.

### Dépenses

Le budget de l'ETF pour l'année 2019 marque la première augmentation de budget (+ 2 %) en termes nominaux depuis 2011.

Il diffère de la version présentée dans le DOCUP initial 2017-2020 par une augmentation du titre 1 de 130 000 (correspondant à 1 AT supplémentaire pour compenser le travail à temps partiel prévu à l'article 38, paragraphe 2, du règlement financier de l'ETF), une augmentation du titre 2 de 49 922 EUR (correspondant aux services de conseil relatifs à la transformation numérique de la Fondation) et, par conséquent, une diminution du titre 3 de 179 922 EUR.

L'ETF propose la ventilation suivante de la contribution:

#### **Titre 1 - Dépenses concernant le personnel travaillant pour l'ETF: 13 827 300 EUR**

Le titre 1 représente 67% de la contribution de l'UE, soit une hausse de 2,9 % par rapport au budget rectificatif de 2018.

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

- un tableau des effectifs de 86 agents temporaires, 41 agents contractuels, un agent local et un expert national détaché; en outre, il y aura 1 agent temporaire recruté sur la base de l'article 38, paragraphe 2, du règlement financier de l'ETF, afin de compenser les effets du travail à temps partiel autorisés par l'autorité investie du pouvoir de nomination, conformément au statut, par d'autres nominations;
- une augmentation de salaire (adaptation salariale annuelle) et un facteur de pondération dont l'effet net sera de 1%;

- 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 des effectifs;
- un budget pour les missions administratives a été rétabli au niveau initial de 2018;
- une réduction du budget alloué à la formation, l'infrastructure socio-médicale, les frais de représentation;

## Titre 2 - Dépenses liées à l'infrastructure et à l'administration générale: 1 764 800 EUR

Le titre 2 représente 9% de la contribution de l'UE, soit une baisse de 8,9% par rapport au budget rectificatif de 2018.

Cette diminution fait suite à la finalisation de la mise à niveau de l'infrastructure du système des services collectifs. Le budget prévu pour les TIC ne permettra que des améliorations limitées. Il comprend une aide extérieure à la conception et à la mise en œuvre du processus de transformation numérique continue, la sous-traitance partielle du bureau des services TIC (ICT Service Desk) et la phase initiale d'introduction partielle et progressive d'appareils mobiles. 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 de l'équipement, en vue de la certification EMAS<sup>1</sup> (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: 4 953 900 EUR

Le titre 3 représente 24% de la subvention, soit une hausse de 4,0% par rapport au budget rectificatif 2018. 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 (communication externe, 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 2019 (comme les années précédentes) contient des informations sur l'objectif de chaque ligne budgétaire, les hypothèses de planification utilisées pour justifier 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.

Le poste 3100 change de nom et devient «Projets opérationnels».

<sup>1</sup> Le système de management environnemental et d'audit EMAS est un instrument de gestion environnementale volontaire mis au point en 1993 par la Commission européenne. Cela permet aux organisations d'évaluer, de gérer et d'améliorer continuellement leurs performances environnementales.

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 2019 de l'ETF deviendra définitif après adoption définitive du budget général de l'Union européenne.

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017	
		COM	PAY	COM	PAY	COM	PAY

**TITLE 1 European Union contribution**

<b>Chap.1 2</b>	<b>European Training Foundation (04.03.14, ex 15.02.12, ex 15.02.27)</b>	<b>20 488 990</b>	<b>20 488 990</b>	<b>20 056 297</b>	<b>20 056 297</b>	<b>19 771 000.00</b>	<b>19 771 000.00</b>
1 20	European Training Foundation	20 488 990	20 488 990	20 056 297	20 056 297	19 771 000.00	19 771 000.00
1 20 0	ETF - Subsidy	20 488 990	20 488 990	20 056 297	20 056 297	19 771 000.00	19 771 000.00
1 20 1	ETF - Subsidy under Titles 1 and 2						
1 20 2	ETF - Subsidy under Title 3						
<b>Chap.1 3</b>	<b>Union contribution from recovery of surplus from previous years</b>	<b>57 010</b>	<b>57 010</b>	<b>87 703</b>	<b>87 703</b>	<b>373 000.00</b>	<b>373 000.00</b>
1 30	Union contribution from recovery of surplus from previous years	57 010	57 010	87 703	87 703	373 000.00	373 000.00
1 30 0	Contribution	57 010	57 010	87 703	87 703	373 000.00	373 000.00
1 30 1	Contribution to Title 1 and 2						
1 30 2	Contribution to Title 3						-
<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>20 546 000</b>	<b>20 546 000</b>	<b>20 144 000</b>	<b>20 144 000</b>	<b>20 144 000.00</b>	<b>20 144 000.00</b>

**TITLE 8 European Union contribution in kind**

<b>Chap. 8 0</b>	<b>European Union contribution in kind</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>		
8 00	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.		
<b>TITLE 8</b>	<b>TOTAL TITLE 8</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>		

**TITLE 9 MISCELLANEOUS REVENUE**

<b>Chap. 9 0</b>	<b>Miscellaneous revenue</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>17 249.30</b>	<b>17 249.30</b>
9 00	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	17 249.30	17 249.30
9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	17 249.30	17 249.30
<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>17 249.30</b>	<b>17 249.30</b>

**TITLE 10 RESULTS EARLIER YEARS**

<b>Chap. 10 1</b>	<b>Results earlier years</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>
10 11	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-
10 11 1	Result budget year -/- 1	p.m.	p.m.	p.m.	p.m.	-	-
<b>TITLE 10</b>	<b>TOTAL TITLE 10</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>

<b>TOTAL ETF SUBVENTION REVENUE</b>		<b>20 546 000</b>	<b>20 546 000</b>	<b>20 144 000</b>	<b>20 144 000</b>	<b>20 161 249.30</b>	<b>20 161 249.30</b>
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Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017			
		COM	PAY	COM	PAY	COM	PAY		
<b>TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)</b>									
<b>Chap. 4 2</b>	<b>Co-operation with other European institutions and other bodies</b>		<b>p.m.</b>	<b>p.m.</b>		<b>p.m.</b>	<b>p.m.</b>	-	-
4 20	<i>Projects related to agreements between European Commission and the Foundation</i>		<i>p.m.</i>	<i>p.m.</i>		<i>p.m.</i>	<i>p.m.</i>	-	-
4 20 0	GEMM Project		p.m.	p.m.		p.m.	p.m.		
4 20 1	FRAME Project		p.m.	p.m.		p.m.	p.m.		
4 21	<i>Financing earlier years</i>		<i>p.m.</i>	<i>p.m.</i>		<i>p.m.</i>	<i>p.m.</i>	-	-
4 21 0	GEMM Project		p.m.	p.m.		p.m.	p.m.		
4 21 1	FRAME Project		p.m.	p.m.		p.m.	p.m.		
<b>Chap. 4 3</b>	<b>Cooperation with Italian institutions</b>		<b>p.m.</b>	<b>p.m.</b>		<b>p.m.</b>	<b>p.m.</b>	-	-
4 30	<i>Cooperation with Italian institutions</i>		<i>p.m.</i>	<i>p.m.</i>		<i>p.m.</i>	<i>p.m.</i>	-	-
4 30 0	Cooperation with Italian institutions		p.m.	p.m.		p.m.	p.m.	-	-
<b>Chap. 4 9</b>	<b>Cooperation with Italian institutions - Financing earlier years</b>		<b>p.m.</b>	<b>p.m.</b>		<b>p.m.</b>	<b>p.m.</b>	-	-
4 90	<i>Cooperation with Italian institutions - Financing earlier years</i>		<i>p.m.</i>	<i>p.m.</i>		<i>p.m.</i>	<i>p.m.</i>	-	-
4 90 0	Cooperation with Italian institutions - Financing earlier years		p.m.	p.m.		p.m.	p.m.		
<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>		<b>p.m.</b>	<b>p.m.</b>		<b>p.m.</b>	<b>p.m.</b>	-	-
<b>TOTAL EARMARKED / PROJECT REVENUE</b>			<b>p.m.</b>	<b>p.m.</b>		<b>p.m.</b>	<b>p.m.</b>	-	-
<b>GRAND TOTAL</b>			<b>20 546 000</b>	<b>20 546 000</b>		<b>20 144 000</b>	<b>20 144 000</b>	<b>20 161 249.30</b>	<b>20 161 249.30</b>

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		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>13 381 300.00</b>	<b>13 381 300.00</b>	<b>13 046 323.79</b>	<b>13 046 323.79</b>	<b>13 210 091.42</b>	<b>13 195 206.74</b>	
<i>Art. 110 Agents included in the workforce</i>		<b>10 777 300.00</b>	<b>10 777 300.00</b>	<b>10 487 217.91</b>	<b>10 487 217.91</b>	<b>10 728 273.17</b>	<b>10 728 273.17</b>	
1 10 0	Temporary Agents	10 777 300.00	10 777 300.00	10 487 217.91	10 487 217.91	10 728 273.17	10 728 273.17	This budget line covers the basic salary costs and management allowance of the ETF's Temporary Agents as indicated in the Staff regulations (art. 44 & 66) and Conditions of Employment of Other Servants of the European Communities (art. 20). As from 2016, this budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Temporary Agents (previously on budget lines 1101, 1102, 1130, 1131, 1132, 1140, 1141, 1181, 1182, 1183, 1184), as well as the possible modifications due to the weighting factor (1190) and salary adaptation (1191). Until 2016 this budget line was named "Basic Salary"  Planning assumptions: The ETF establishment plan of 86 posts will be achieved from the beginning of 2019. 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.
<i>Art. 111 Other staff</i>		<b>2 299 000.00</b>	<b>2 299 000.00</b>	<b>2 220 500.00</b>	<b>2 220 500.00</b>	<b>2 123 579.95</b>	<b>2 119 097.79</b>	
1 11 0	Contract agents	2 234 000.00	2 234 000.00	2 156 500.00	2 156 500.00	2 060 071.07	2 060 071.07	This budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Contract Agents.  Planning assumptions: in 2019 there are expected 41 full time equivalents contract agents
1 11 2	Local staff	65 000.00	65 000.00	64 000.00	64 000.00	63 508.88	59 026.72	This budget line covers all salaries, allowances, social security and contributions for Local Agents.  Planning assumptions: Salary for 1 Local Agent and services provided by an Italian labour law company for application of Italian legislation to Local Agents and preparation of salary related documentation.
<i>Art. 117 Supplementary services</i>		<b>296 000.00</b>	<b>296 000.00</b>	<b>323 105.88</b>	<b>323 105.88</b>	<b>349 895.20</b>	<b>339 492.68</b>	
1 17 2	Cost of organising traineeships with the Foundation	36 000.00	36 000.00	p.m.	p.m.	-	-	These appropriations cover the costs of traineeships for young professionals from the EU and ETF partner countries in order to give them the opportunity to get to know the practices of an EU agency.  Planning assumptions: the ETF foresees 3 internships in 2019
1 17 7	Other services rendered and institutional audit services	260 000.00	260 000.00	323 105.88	323 105.88	349 895.20	339 492.68	This budget line covers recourse to other suppliers of services, consultants and experts, for services under the general administration of the ETF when such services cannot be provided by ETF staff (for reasons of expertise or availability).  Planning assumptions: * Services provided by the EU administrative bodies through Service Level Agreements ( processing of salary costs and other optional services) and Interagency Service Legal Agreement for secretariat of coordination agency and cost of EC badge * Approximately 4.5 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.
<i>Art. 118 Recruitment and transformation costs</i>		<b>9 000.00</b>	<b>9 000.00</b>	<b>15 500.00</b>	<b>15 500.00</b>	<b>8 343.10</b>	<b>8 343.10</b>	
1 18 0	Sundry recruitment expenses	9 000.00	9 000.00	15 500.00	15 500.00	8 343.10	8 343.10	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.
<b>Chap. 1 3 Missions and travel</b>		<b>100 000.00</b>	<b>100 000.00</b>	<b>126 500.00</b>	<b>126 500.00</b>	<b>89 999.04</b>	<b>79 792.89</b>	
<i>Art. 130 Mission and travel expenses</i>		<b>100 000.00</b>	<b>100 000.00</b>	<b>126 500.00</b>	<b>126 500.00</b>	<b>89 999.04</b>	<b>79 792.89</b>	

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
1 30 0	Mission and travel expenses	100 000.00	100 000.00	126 500.00	126 500.00	89 999.04	79 792.89	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: Covers directorate's and administrative missions , as well as learning and development missions. 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>285 000.00</b>	<b>285 000.00</b>	<b>236 000.00</b>	<b>236 000.00</b>	<b>265 364.90</b>	<b>213 319.03</b>	
<i>Art. 143 Medical service</i>		<b>25 000.00</b>	<b>25 000.00</b>	<b>25 000.00</b>	<b>25 000.00</b>	<b>27 000.00</b>	<b>24 717.35</b>	
1 43 0	Medical service	25 000.00	25 000.00	25 000.00	25 000.00	27 000.00	24 717.35	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; Psycho-social support to staff and other initiatives; Pre-recruitment medical costs.
<i>Art. 144 Internal training</i>		<b>210 000.00</b>	<b>210 000.00</b>	<b>205 000.00</b>	<b>205 000.00</b>	<b>213 316.28</b>	<b>171 493.08</b>	
1 44 0	Internal training	210 000.00	210 000.00	205 000.00	205 000.00	213 316.28	171 493.08	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, individual training requests, language training as well as corporate and team activities;
<i>Art. 149 Other interventions</i>		<b>50 000.00</b>	<b>50 000.00</b>	<b>6 000.00</b>	<b>6 000.00</b>	<b>25 048.62</b>	<b>17 108.60</b>	
1 49 0	Other interventions	50 000.00	50 000.00	6 000.00	6 000.00	25 048.62	17 108.60	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 and contribution to schooling costs ; 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>57 000.00</b>	<b>57 000.00</b>	<b>33 894.12</b>	<b>33 894.12</b>	<b>46 646.10</b>	<b>46 646.10</b>	
<i>Art. 152 Staff exchanges between the ETF and the public sector</i>		<b>57 000.00</b>	<b>57 000.00</b>	<b>33 894.12</b>	<b>33 894.12</b>	<b>46 646.10</b>	<b>46 646.10</b>	
1 52 0	National experts seconded	57 000.00	57 000.00	33 894.12	33 894.12	46 646.10	46 646.10	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>1 000.00</b>	<b>1 000.00</b>	<b>1 203.74</b>	<b>1 203.74</b>	
<i>Art. 170 Entertainment and representation expenses</i>		<b>4 000.00</b>	<b>4 000.00</b>	<b>1 000.00</b>	<b>1 000.00</b>	<b>1 203.74</b>	<b>1 203.74</b>	
1 70 0	Entertainment and representation expenses	4 000.00	4 000.00	1 000.00	1 000.00	1 203.74	1 203.74	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>13 827 300.00</b>	<b>13 827 300.00</b>	<b>13 443 717.91</b>	<b>13 443 717.91</b>	<b>13 613 305.20</b>	<b>13 536 168.50</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>649 347.00</b>	<b>649 347.00</b>	<b>904 948.00</b>	<b>904 948.00</b>	<b>959 781.89</b>	<b>789 063.68</b>	
<i>Art. 200 Rentals</i>		<b>11 501.00</b>	<b>11 501.00</b>	<b>15 747.00</b>	<b>15 747.00</b>	<b>17 593.63</b>	<b>17 593.63</b>	



Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
2 00 0	Rentals	11 501.00	11 501.00	15 747.00	15 747.00	17 593.63	17 593.63	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, rent for office in Bruxelles (till end of June 2019), alternative office
<i>Art. 202</i>	<i>Water, gas, electricity and heating</i>	<b>140 000.00</b>	<b>140 000.00</b>	<b>15 000.00</b>	<b>15 000.00</b>	-	-	
2 02 0	Water, gas, electricity and heating	140 000.00	140 000.00	15 000.00	15 000.00	-	-	This budget line covers utilities (water, gas, electricity and heating).  Planning assumptions: Utilities cost forecast based on current consumption
<i>Art. 203</i>	<i>Building associated costs (ex. Cleaning and Maintenance)</i>	<b>497 846.00</b>	<b>497 846.00</b>	<b>874 201.00</b>	<b>874 201.00</b>	<b>942 188.26</b>	<b>771 470.05</b>	
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	497 846.00	497 846.00	874 201.00	874 201.00	942 188.26	771 470.05	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: Canteen, reception, cleaning, management of technological systems, green plant maintenance, on site surveillance, inspection and radio surveillance); regione Piemonte cost; greening, optimisation and extra-ordinary maintenance of management of technological system (heating, lights) - towards EMAS certification; RSPP services; ETF's Access control system; garbage taxes to Turin municipality; insurance on the building - reimbursement to the region; EEAS security advice
<i>Art. 204</i>	<i>Furnishing of premises (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	-	-	
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.
<i>Art. 205</i>	<i>Security and surveillance (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	-	-	
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.
<i>Art. 209</i>	<i>Other expenditure on buildings (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</i>	-	-	
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.
<b>Chap. 2 1 Information &amp; Communication Technology</b>		<b>911 253.00</b>	<b>911 253.00</b>	<b>826 492.00</b>	<b>826 492.00</b>	<b>717 328.57</b>	<b>593 684.63</b>	
<i>Art. 210</i>	<i>ICT expenditure</i>	<b>738 778.00</b>	<b>738 778.00</b>	<b>672 055.00</b>	<b>672 055.00</b>	<b>610 001.25</b>	<b>486 357.31</b>	
2 10 0	ICT hardware	137 902.00	137 902.00	118 105.00	118 105.00	159 181.56	153 089.56	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 improvement of ICT infrastructure including WIFI, wired network infrastructure, servers and storage; managed print services; digital workplace - hardware; multimedia equipment; mobile devices.
2 10 1	Software acquisition, maintenance and development	434 942.00	434 942.00	385 850.00	385 850.00	301 649.69	233 647.23	This budget line covers the purchase of standard software applications, its maintenance and the development of software systems.  Planning assumptions: software licences and maintenance fees; cloud and hosting services; Advancing information management, sharing and integration; cloud migration; ICT consultancy services; end user support services; digital technology partners
2 10 3	Telecoms costs	165 934.00	165 934.00	168 100.00	168 100.00	149 170.00	99 620.52	This budget line covers the fixed costs of subscriptions, communication costs and internet service fees.  Planning assumptions: mobile services; internet connectivity; hosted IP PBX and related services

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
2 10 5	European Commission IT systems	172 475.00	172 475.00	154 437.00	154 437.00	107 327.32	107 327.32	This budget line covers expenses relating the the use of EC distributed systems  Planning assumptions: ABAC annual fee; ABAC hosting fee; ABAC Assets annual fee; ePrior (eInvoice ;eSubmission; eTendering; eRequest) fees; TESTA-ng connectivity fee; SYSPER annual fee (estimate); no fees are yet foreseen for ARES and MIPS.
<b>Chap. 2 2 Movable property and associated costs</b>		<b>20 000.00</b>	<b>20 000.00</b>	<b>9 000.00</b>	<b>9 000.00</b>	<b>31 324.00</b>	<b>21 618.00</b>	
<i>Art. 220</i>	<i>Technical equipment and furniture (ex Technical installations and office equipment)</i>	<b>20 000.00</b>	<b>20 000.00</b>	<b>9 000.00</b>	<b>9 000.00</b>	<b>31 324.00</b>	<b>21 618.00</b>	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	20 000.00	20 000.00	9 000.00	9 000.00	31 324.00	21 618.00	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 equipment", 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
<i>Art. 221</i>	<i>Furniture (discontinued)</i>	-	-	<i>p.m.</i>	<i>p.m.</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
<b>Chap. 2 3 Current administrative expenditure</b>		<b>69 000.00</b>	<b>69 000.00</b>	<b>52 460.00</b>	<b>52 460.00</b>	<b>65 753.87</b>	<b>56 159.98</b>	
<i>Art. 230</i>	<i>Stationery and office supplies</i>	<b>40 000.00</b>	<b>40 000.00</b>	<b>32 000.00</b>	<b>32 000.00</b>	<b>40 310.25</b>	<b>31 547.00</b>	
2 30 0	Stationery and office supplies	40 000.00	40 000.00	32 000.00	32 000.00	40 310.25	31 547.00	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, etc.) used for meetings and visitors.
<i>Art. 232</i>	<i>Financial charges</i>	<b>1 000.00</b>	<b>1 000.00</b>	<b>500.00</b>	<b>500.00</b>	<b>250.00</b>	<b>199.36</b>	
2 32 0	Miscellaneous Financial expenditure	1 000.00	1 000.00	500.00	500.00	250.00	199.36	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</i>	<i>Other expenses (ex Legal expense)</i>	<b>28 000.00</b>	<b>28 000.00</b>	<b>19 960.00</b>	<b>19 960.00</b>	<b>25 193.62</b>	<b>24 413.62</b>	
2 33 0	Miscellaneous legal, insurance and publication expenditure (ex Legal expenses)	28 000.00	28 000.00	19 960.00	19 960.00	25 193.62	24 413.62	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</i>	<i>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</i>	<i>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.
<b>Chap. 2 4 Post and telecommunications</b>		<b>15 200.00</b>	<b>15 200.00</b>	<b>15 050.00</b>	<b>15 050.00</b>	<b>20 000.00</b>	<b>16 290.96</b>	
<i>Art. 240</i>	<i>Correspondence and courier expenses</i>	<b>15 200.00</b>	<b>15 200.00</b>	<b>15 050.00</b>	<b>15 050.00</b>	<b>20 000.00</b>	<b>16 290.96</b>	

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
2 40 0	Correspondence and courier expenses	15 200.00	15 200.00	15 050.00	15 050.00	20 000.00	16 290.96	This budget line covers correspondence and courier expenses, including the dispatching of parcels by post.  Planning assumptions: courier expenses - estimation based on previous year , purchase of stamps, imprest account for mailing
<b>Chap. 2 5 Meetings and associated costs</b>		<b>100 000.00</b>	<b>100 000.00</b>	<b>130 000.00</b>	<b>130 000.00</b>	<b>79 767.17</b>	<b>79 767.17</b>	
<i>Art. 250 Meetings and associated costs</i>		<b>100 000.00</b>	<b>100 000.00</b>	<b>130 000.00</b>	<b>130 000.00</b>	<b>79 767.17</b>	<b>79 767.17</b>	
2 50 0	Meetings expenses in general	100 000.00	100 000.00	130 000.00	130 000.00	79 767.17	79 767.17	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
<b>TITLE 2</b>	<b>TOTAL TITLE 2</b>	<b>1 764 800.00</b>	<b>1 764 800.00</b>	<b>1 937 950.00</b>	<b>1 937 950.00</b>	<b>1 873 955.50</b>	<b>1 556 584.42</b>	

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

<b>Chap. 3 0 Operational expenses</b>		<b>422 000.00</b>	<b>422 000.00</b>	<b>484 000.00</b>	<b>484 000.00</b>	<b>538 094.13</b>	<b>411 972.84</b>	
<i>Art. 301 Communications</i>		<b>342 000.00</b>	<b>342 000.00</b>	<b>382 400.00</b>	<b>382 400.00</b>	<b>477 734.88</b>	<b>355 577.59</b>	
3 01 0	Communications	342 000.00	342 000.00	382 400.00	382 400.00	477 734.88	355 577.59	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: website design and development , hosting and technical support, corporate publications , Live and Learn, thematic publications , media relations , Printer , audio visual , design
<i>Art. 303 Professional memberships and fees</i>		<b>5 000.00</b>	<b>5 000.00</b>	<b>1 600.00</b>	<b>1 600.00</b>	<b>1 541.00</b>	<b>1 541.00</b>	
3 03 0	Professional memberships and fees	5 000.00	5 000.00	1 600.00	1 600.00	1 541.00	1 541.00	This budget line covers the costs associated with professional memberships and fees.  Planning assumptions: various memberships
<i>Art. 304 Translation costs</i>		<b>75 000.00</b>	<b>75 000.00</b>	<b>100 000.00</b>	<b>100 000.00</b>	<b>58 818.25</b>	<b>54 854.25</b>	
3 04 0	Translation costs	75 000.00	75 000.00	100 000.00	100 000.00	58 818.25	54 854.25	This budget line covers translation costs for corporate documents unrelated to specific operational activities.  Planning assumptions: a lower number of corporate documents will be translated following rationalisation in 2017
<b>Chap. 3 1 Priority actions : Work programme activities</b>		<b>3 881 900.00</b>	<b>3 881 900.00</b>	<b>3 593 944.00</b>	<b>3 593 944.00</b>	<b>3 402 679.39</b>	<b>3 539 299.02</b>	
<i>Art. 310 Priority actions : Work programme activities</i>		<b>3 681 900.00</b>	<b>3 681 900.00</b>	<b>3 410 944.00</b>	<b>3 410 944.00</b>	<b>3 296 784.06</b>	<b>3 391 599.07</b>	
3 10 0	Operational Projects	3 681 900.00	3 681 900.00	3 410 944.00	3 410 944.00	3 296 784.06	3 391 599.07	This budget line covers costs associated with the implementation of the operational projects, as described in the work programme.  Planning assumptions: Implementation of the operational activities. More details can be found in the work programme.
<i>Art. 314 Projects to support strenghtening knowledge and systems</i>		<b>200 000.00</b>	<b>200 000.00</b>	<b>183 000.00</b>	<b>183 000.00</b>	<b>105 895.33</b>	<b>147 699.95</b>	
3 14 0	Projects to support strenghtening knowledge and systems	200 000.00	200 000.00	183 000.00	183 000.00	105 895.33	147 699.95	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. More details are in the work programme.
<b>Chap. 3 2 Operational Missions</b>		<b>650 000.00</b>	<b>650 000.00</b>	<b>684 406.00</b>	<b>684 406.00</b>	<b>700 960.00</b>	<b>694 708.05</b>	
<i>Art. 320 Operational Missions</i>		<b>650 000.00</b>	<b>650 000.00</b>	<b>684 406.00</b>	<b>684 406.00</b>	<b>700 960.00</b>	<b>694 708.05</b>	
3 20 0	Operational Missions	650 000.00	650 000.00	684 406.00	684 406.00	700 960.00	694 708.05	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 operational projects. Attempts are made to reduce the appropriations for missions by a more intensive use of videoconference facilities and synergy.
<b>TITLE 3</b>	<b>TOTAL TITLE 3</b>	<b>4 953 900.00</b>	<b>4 953 900.00</b>	<b>4 762 350.00</b>	<b>4 762 350.00</b>	<b>4 641 733.52</b>	<b>4 645 979.91</b>	

**TITLE 8 European Union contribution in kind**

Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
<b>Chap. 8 0</b>	<b>European Union contribution in kind</b>	p.m.	p.m.	p.m.	p.m.	-	-	
<i>Art. 880</i>	<i>European Union contribution in kind</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	-	-	
8 00 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	-	-	
<b>TITLE 8</b>	<b>TOTAL TITLE 8</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	

**TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR**

<b>Chap. 9 9</b>	<b>Expenses not specifically provided for</b>	p.m.	p.m.	p.m.	p.m.	-	-	
<i>Art. 990</i>	<i>Reserve</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	-	-	
9 90 0	Reserve	p.m.	p.m.	p.m.	p.m.	-	-	
<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>-</b>	<b>-</b>	

**TITLE 10 RESULTS EARLIER YEARS**

<b>Chap. 10 1</b>	<b>Results earlier years</b>	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.	-	-	
<b>TITLE 10</b>	<b>TOTAL TITLE 10</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	

<b>TOTAL EXPENDITURE ETF PROPER</b>	<b>20 546 000.00</b>	<b>20 546 000.00</b>	<b>20 144 017.91</b>	<b>20 144 017.91</b>	<b>20 128 994.22</b>	<b>19 738 732.83</b>	
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**TITLE 4 Cooperation with other organisations (Earmarked expenditure)**

<b>Chap. 4 2</b>	<b>Co-operation with other European institutions and other bodies</b>	p.m.	p.m.	p.m.	p.m.	-	-	
<i>Art. 420</i>	<i>Projects related to agreements between European Commission and the Foundation</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	-	-	
4 20 0	GEMM Project	-	-	p.m.	p.m.	-	-	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	-	-	p.m.	p.m.	-	-	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</b>	<b>Co-operation with national institutions</b>	p.m.	p.m.	p.m.	p.m.	-	-	
<i>Art. 430</i>	<i>Co-operation with Italian institutions</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</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.
<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	

<b>TOTAL ETF EARMARKED EXPENDITURE</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	
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Item/Art.	Title	Budget 2019		Amending Budget 1 / 2018		Outturn 2017		Assumptions 2019
		COM	PAY	COM	PAY	COM	PAY	
<b>GRAND TOTAL EXPENDITURE</b>		20 546 000.00	20 546 000.00	20 144 017.91	20 144 017.91	20 128 994.22	19 738 732.83	

European Training Foundation  
 Budget 2019  
 ESTABLISHMENT PLAN

GB18DEC018

Grade	2019 Authorised posts		2018 Authorised posts		2017 Authorised posts	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		5		4		3
AD 12		15		14		12
AD 11		9		8		9
AD 10		6		6		5
AD 9		12		12		13
AD 8		7		9		13
AD 7		1		2		1
AD 6						
AD 5						
<i>Sub-total AD</i>	<i>0</i>	<i>56</i>	<i>0</i>	<i>56</i>	<i>0</i>	<i>57</i>
AST 11		3		3		2
AST 10		6		5		4
AST 9		8		8		10
AST 8		7		6		6
AST 7		4		4		4
AST 6		2		4		4
AST 5						1
AST 4						
AST 3						
AST 2						
AST 1						
<i>Sub-total AST</i>		<i>30</i>		<i>30</i>		<i>31</i>
<b>Total</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>88</b>

**European Training Foundation**  
**Budget 2019**  
**Payment Schedule**

GB18DEC018

**Chapter 3 0**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2019</b>	<b>2020</b>
Pre-2019 commitments still outstanding	301 000	301 000	-
Appropriations 2019	<b>422 000</b>	121 000	301 000
<b>Total</b>	<b>723 000</b>	<b>422 000</b>	301 000

**Chapter 3 1**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2019</b>	<b>2020</b>
Pre-2019 commitments still outstanding	1 050 000	1 050 000	-
Appropriations 2019	<b>3 881 900</b>	2 831 900	1 050 000
<b>Total</b>	<b>4 931 900</b>	<b>3 881 900</b>	1 050 000

**Chapter 3 2**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2019</b>	<b>2020</b>
Pre-2019 commitments still outstanding	89 000	89 000	-
Appropriations 2019	<b>650 000</b>	561 000	89 000
<b>Total</b>	<b>739 000</b>	<b>650 000</b>	89 000