

# **BUDGET RECTIFICATIF 2/2018**

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L'objectif principal de ce budget rectificatif est d'aligner l'allocation des ressources de l'ETF sur les besoins révisés (trois transferts sous l'autorité du directeur depuis l'adoption du dernier budget en juin 2018), d'intégrer les intérêts cumulés et de fournir des informations sur le plan annuel de passation de marchés actualisé pour 2018.

Le budget annexé se réfère au budget 2018 adopté par le conseil de direction lors de sa réunion du 14 juin 2018.

## Recettes

Les recettes de l'ETF proviennent principalement de la subvention octroyée par la Commission européenne. De plus, conformément à l'article 15, paragraphe 3, de son règlement fondateur, l'ETF peut recevoir des financements d'autres sources pour des activités relevant de son mandat.

### 1a. Contribution de la CE (Titres 1, 2,3)

La subvention que l'ETF a reçue de la Commission européenne ne fait l'objet d'aucune modification.

### 1b. Recettes affectées (Titre 4)

L'ETF ne prévoit pas de recevoir de recettes affectées en 2018.

### 1c. Recettes diverses (Titre 9)

Depuis 2014, l'ETF peut incorporer les intérêts générés par la contribution reçue de la Commission (article 58 du règlement financier de l'ETF). Le montant cumulé des intérêts pour les trois premiers trimestres de 2018 s'élève à 17,91 EUR et est incorporé au titre des recettes diverses.

## Dépenses

Les activités réalisées jusqu'ici sont conformes au programme de travail adopté par le conseil de direction le 17 novembre 2017.

Le budget rectificatif comprend trois virements déjà effectués par l'ETF après l'adoption du premier budget rectificatif, à la suite des examens budgétaires des T2 et T3, avec une réaffectation de 570 758 EUR, comme suit:

Au titre 1, les retards de recrutement ont conduit à la réalisation d'économies au niveau des frais de personnel, qui ont été principalement affectées à des activités opérationnelles, ainsi qu'à de légères augmentations des aides et missions intérimaires. Au total, 222 500 EUR ont été réaffectés au titre 2 (30 000 EUR) et au titre 3 (192 500 EUR).

Dans le titre 2, la région du Piémont a accepté de couvrir sa part des coûts de la séparation des services collectifs en les déduisant des coûts à la charge de l'ETF. Cela permet à l'ETF de réaffecter les crédits initialement prévus pour les services collectifs actuels (eau/gaz/électricité), ainsi que d'autres économies moins importantes, en faveur de la rénovation et de l'équipement des salles de réunion, et d'anticiper la mise à niveau du réseau sans fil, ainsi que des participants supplémentaires à la réunion du conseil de direction de juin.

Au titre 3, l'ETF a réaffecté les crédits disponibles du titre 1 aux frais de projet et de mission, afin d'atteindre au mieux les objectifs exprimés dans le programme de travail.

Les intérêts cumulés seront affectés aux frais de personnel.

Des informations plus détaillées sur les activités figurent dans la colonne «Hypothèses révisées» du budget rectificatif.

La redistribution totale des dépenses couvertes par le présent budget rectificatif représente 570 758 EUR de crédits d'engagement et de paiement, soit 2,8% du budget total.

## Présentation

Le budget rectificatif annexé contient les détails du budget initial ainsi que les modifications susmentionnées.

Actuellement, en 2018, l'ETF gère un budget de 20 144 017,91 EUR, mais aucune recette extérieure affectée.

Le plan annuel de passation de marchés actualisé reflète les besoins actuels de l'ETF en matière de passation de marchés pour 2018, tels qu'ils sont publiés sur le site web de l'ETF.



Item/Art.	Title	Amending Budget 1/2018		Amendments 2/2018		Amending Budget 2/2018	
		COM	PAY	COM	PAY	COM	PAY

**TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)**

<b>Chap. 4 2</b>	<b>Co-operation with other European institutions and other bodies</b>	-	-	-	-	-	-
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	-	-	-	-	-	-
<b>Chap. 4 3</b>	<b>Cooperation with Italian institutions</b>	-	-	-	-	-	-
4 30	Cooperation with Italian institutions	-	-	-	-	-	-
4 30 0	Cooperation with Italian institutions	-	-	-	-	-	-
<b>Chap. 4 9</b>	<b>Cooperation with Italian institutions - Financing earlier years</b>	-	-	-	-	-	-
4 90	Cooperation with Italian institutions - Financing earlier years	-	-	-	-	-	-
4 90 0	Cooperation with Italian institutions - Financing earlier years	-	-	-	-	-	-
<b>TITLE 4</b>	<b>TOTAL TITLE 4</b>	-	-	-	-	-	-

<b>TOTAL EARMARKED / PROJECT REVENUE</b>	<b>p.m.</b>	<b>p.m.</b>	<b>-</b>	<b>-</b>	<b>p.m.</b>	<b>p.m.</b>
<b>GRAND TOTAL</b>	<b>20 144 000</b>	<b>20 144 000</b>	<b>+ 18</b>	<b>+ 18</b>	<b>20 144 018</b>	<b>20 144 018</b>

Item/Art.	Title	Amending Budget 1/2018		Amendments 2/2018		Amending Budget 2/2018		Revised assumptions 2/2018	
		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>13 275 200</b>	<b>13 275 200</b>	<b>- 228 876</b>	<b>- 228 876</b>	<b>13 046 324</b>	<b>13 046 324</b>		
<i>Art. 110 Agents included in the workforce</i>		<b>10 672 200</b>	<b>10 672 200</b>	<b>- 184 982</b>	<b>- 184 982</b>	<b>10 487 218</b>	<b>10 487 218</b>		
1 10 0 Temporary Agents		10 672 200	10 672 200	- 184 982	- 184 982	10 487 218	10 487 218	<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>	
<i>Art. 111 Other staff</i>		<b>2 275 500</b>	<b>2 275 500</b>	<b>- 55 000</b>	<b>- 55 000</b>	<b>2 220 500</b>	<b>2 220 500</b>	<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>	
1 11 0 Contract agents		2 211 500	2 211 500	- 55 000	- 55 000	2 156 500	2 156 500	<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>	
1 11 2 Local staff		64 000	64 000	-	-	64 000	64 000	<p>Revised assumptions (2): Amount available due to later start of new recruitments (2 TAs) (-€70,000 on 28-Jun-2018); Availability linked to later start of vacant positions (now estimated Dec-2018 / Jan-2019) (-€115,000 on 07-Sep-2018); Includes the accumulated interest (€17.91)</p>	
<i>Art. 117 Supplementary services</i>		<b>312 000</b>	<b>312 000</b>	<b>+ 11 106</b>	<b>+ 11 106</b>	<b>323 106</b>	<b>323 106</b>	<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>	
1 17 2 Cost of organising traineeships with the Foundation		p.m.	p.m.	-	-	p.m.	p.m.	<p>Planning assumptions: in 2017 there are expected 40.5 full time equivalents contract agents</p>	
1 17 7 Other services rendered and institutional audit services		312 000	312 000	+ 11 106	+ 11 106	323 106	323 106	<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>	
<i>Art. 118 Recruitment and transformation costs</i>		<b>15 500</b>	<b>15 500</b>	-	-	<b>15 500</b>	<b>15 500</b>	<p>Revised assumptions (2): Amount available due to later start of new recruitments (2 CAs) (-€25,000 on 28-Jun-2018); Availability linked to later start of vacant positions (now estimated Dec-2018 / Jan-2019) (-€30,000 on 07-Sep-2018);</p>	
								<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>	
								<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 2018</p>	
								<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</p>	
								<p>* 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.,</p>	
								<p>* Relocation services newcomers.</p>	
								<p>* Staff engagement survey</p>	
								<p>* 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>	
								<p>Revised assumptions (2): Linked to the actual cost for the estimates of the interim support (+€11,106 on 07-Sep-2018);</p>	

Item/Art.	Title	Amending Budget 1/2018		Amendments 2/2018		Amending Budget 2/2018		Revised assumptions 2/2018	
		COM	PAY	COM	PAY	COM	PAY		
1 18 0	Sundry recruitment expenses	15 500	15 500	-	-	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	
<b>Chap. 1 3 Missions and travel</b>		<b>100 000</b>	<b>100 000</b>	<b>+ 26 500</b>	<b>+ 26 500</b>	<b>126 500</b>	<b>126 500</b>		
<i>Art. 130 Mission and travel expenses</i>		<b>100 000</b>	<b>100 000</b>	<b>+ 26 500</b>	<b>+ 26 500</b>	<b>126 500</b>	<b>126 500</b>		
1 30 0	Mission and travel expenses	100 000	100 000	+ 26 500	+ 26 500	126 500	126 500	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.  Revised assumptions (2): Additional mission budget to cover Directorate/RSD planned missions in Q3/Q4. (+€8,500 on 07-Sep-2018); Increase for training and Directorate missions (+€18,000 on 17-Oct-2018);	
<b>Chap. 1 4 Socio-medical infrastructure</b>		<b>251 000</b>	<b>251 000</b>	<b>- 15 000</b>	<b>- 15 000</b>	<b>236 000</b>	<b>236 000</b>		
<i>Art. 143 Medical service</i>		<b>25 000</b>	<b>25 000</b>	-	-	<b>25 000</b>	<b>25 000</b>		
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>		<b>220 000</b>	<b>220 000</b>	<b>- 15 000</b>	<b>- 15 000</b>	<b>205 000</b>	<b>205 000</b>		
1 44 0	Internal training	220 000	220 000	- 15 000	- 15 000	205 000	205 000	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;  Revised assumptions (2): Training fees are lower than estimated, while the missions related to training are higher than originally estimated, so part of the training is transferred to missions (-€15,000 on 17-Oct-2018);	
<i>Art. 149 Other interventions</i>		<b>6 000</b>	<b>6 000</b>	-	-	<b>6 000</b>	<b>6 000</b>		
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 activies and services such as ETF Christmas events, canteen/coffee services for staff events and internal meetings, other social events; basic cost for canteen and water dispenser moved under budget item 2030 - facilities.	
<b>Chap. 1 5 Staff exchanges between the ETF and the public sector</b>		<b>36 000</b>	<b>36 000</b>	<b>- 2 106</b>	<b>- 2 106</b>	<b>33 894</b>	<b>33 894</b>		
<i>Art. 152 Staff exchanges between the ETF and the public sector</i>		<b>36 000</b>	<b>36 000</b>	<b>- 2 106</b>	<b>- 2 106</b>	<b>33 894</b>	<b>33 894</b>		

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		COM	PAY	COM	PAY	COM	PAY		
1 52 0	National experts seconded	36 000	36 000	- 2 106	- 2 106	33 894	33 894	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 start mid-year only.	
								Revised assumptions (2): Availability linked to later start of vacant positions (now estimated Dec-2018 / Jan-2019) (-€2,106 on 07-Sep-2018);	
<b>Chap. 1 7</b>	<b>Entertainment and representation expenses</b>	<b>4 000</b>	<b>4 000</b>	<b>- 3 000</b>	<b>- 3 000</b>	<b>1 000</b>	<b>1 000</b>		
<i>Art. 170</i>	<i>Entertainment and representation expenses</i>	<i>4 000</i>	<i>4 000</i>	<i>- 3 000</i>	<i>- 3 000</i>	<i>1 000</i>	<i>1 000</i>		
1 70 0	Entertainment and representation expenses	4 000	4 000	- 3 000	- 3 000	1 000	1 000	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	
								Revised assumptions (2): Lower consumption than estimated, while Directorate missions are slightly higher than foreseen (-€3,000 on 17-Oct-2018);	
<b>TITLE 1</b>	<b>TOTAL TITLE 1</b>	<b>13 666 200</b>	<b>13 666 200</b>	<b>- 222 482</b>	<b>- 222 482</b>	<b>13 443 718</b>	<b>13 443 718</b>		

**TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE**

<b>Chap. 2 0</b>	<b>Investments in immovable property, rental of buildings and associated costs</b>	<b>924 100</b>	<b>924 100</b>	<b>- 19 152</b>	<b>- 19 152</b>	<b>904 948</b>	<b>904 948</b>		
<i>Art. 200</i>	<i>Rentals</i>	<i>5 001</i>	<i>5 001</i>	<i>+ 10 746</i>	<i>+ 10 746</i>	<i>15 747</i>	<i>15 747</i>		
2 00 0	Rentals	5 001	5 001	+ 10 746	+ 10 746	15 747	15 747	This budget line covers property rental. Since 2017 it includes also the "charges locatives", which were previously on budget line 2030.	
								Planning assumptions: Symbolic amount for rent 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	
								Revised assumptions (2): The cost of the Bruxelles Office has been confirmed as higher than initially planned, services need to be paid (+€10,746 on 17-Oct-2018);	
<i>Art. 202</i>	<i>Water, gas, electricity and heating</i>	<i>80 000</i>	<i>80 000</i>	<i>- 65 000</i>	<i>- 65 000</i>	<i>15 000</i>	<i>15 000</i>		
2 02 0	Water, gas, electricity and heating	80 000	80 000	- 65 000	- 65 000	15 000	15 000	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.	
								Revised assumptions (2): The separation of the ETF utilities systems from the rest of the Villa Gualino complex should be finished by October 2018. Until then, the ETF will reimburse gas and electricity costs to the Regione Piemonte. This will be done by deducting these costs from the reimbursement due to ETF for having advanced the funds for the separation of the systems. (-€55,000 on 07-Sep-2018); Considering the price of gas of the new contract and the fact that VAT exemption is confirmed, the amount available can be transferred for other activities. (-€10,000 on 17-Oct-2018);	
<i>Art. 203</i>	<i>Building associated costs (ex. Cleaning and Maintenance)</i>	<i>839 099</i>	<i>839 099</i>	<i>+ 35 102</i>	<i>+ 35 102</i>	<i>874 201</i>	<i>874 201</i>		

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		COM	PAY	COM	PAY	COM	PAY		
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	839 099	839 099	+ 35 102	+ 35 102	874 201	874 201	<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 extraordianry 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> <p>Revised assumptions (2): Refurbishment of two meeting rooms (Roma and Venezia) (+€25,102 on 07-Sep-2018); Refurbishment of meeting rooms: final estimation known, additional funds needed to refurbish Sala Roma and Venezia (+€10,000 on 17-Oct-2018);</p>	
Art. 204	Furnishing of premises (discontinued)	-	-	-	-	-	-		
2 04 0	Furnishing of premises (discontinued)	-	-	-	-	-	-	<p>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.</p>	
Art. 205	Security and surveillance (discontinued)	-	-	-	-	-	-		
2 05 0	Security and surveillance (discontinued)	-	-	-	-	-	-	<p>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.</p>	
Art. 209	Other expenditure on buildings (discontinued)	-	-	-	-	-	-		
2 09 0	Other expenditure on buildings (discontinued)	-	-	-	-	-	-	<p>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.</p>	
<b>Chap. 2 1 Information &amp; Communication Technology</b>		<b>800 650</b>	<b>800 650</b>	<b>+ 25 842</b>	<b>+ 25 842</b>	<b>826 492</b>	<b>826 492</b>		
Art. 210	ICT expenditure	<b>641 650</b>	<b>641 650</b>	<b>+ 30 405</b>	<b>+ 30 405</b>	<b>672 055</b>	<b>672 055</b>		
2 10 0	ICT hardware	87 700	87 700	+ 30 405	+ 30 405	118 105	118 105	<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> <p>Revised assumptions (2): Anticipation of wireless network upgrade (+€26,898 on 07-Sep-2018); Purchase of audio-visual material for Roma and Venezia meeting rooms. Contract in place. (+€3,507 on 17-Oct-2018);</p>	

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		COM	PAY	COM	PAY	COM	PAY		
2 10 1	Software acquisition, maintenance and development	385 850	385 850		-	385 850	385 850	This budget line covers the purchase of standard software applications, its maintenance and the development of software systems.  Planning assumptions: Support service intranet, Enhance Intranet functionality, Enhance functionality of IBM Connection Extranet, Enhance Allegro functionality, Project management system, ALLEGRO Maintenance, licences and maintenance fees, SYSUPER 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.  Revised assumptions (1): Appropriations made available to BL2100 for unforeseen expenses such as purchase of network cards	
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	- 4 563	- 4 563	154 437	154 437	This budget line covers expenses relating 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); SYSUPER annual fee (estimate) (€35,000)  Revised assumptions (2): Savings from e-submission fees where lower fees were agreed for 2018 (-€4,563 on 17-Oct-2018);	
<b>Chap. 22 Movable property and associated costs</b>		p.m.	p.m.	+ 9 000	+ 9 000	9 000	9 000		
Art. 220 Technical equipment and furniture (ex Technical installations and office equipment)		p.m.	p.m.	+ 9 000	+ 9 000	9 000	9 000		
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	p.m.	p.m.	+ 9 000	+ 9 000	9 000	9 000	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  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 utilities systems.  Revised assumptions (2): Furniture upgrade for the refurbished meeting rooms (+€9,000 on 07-Sep-2018);	
Art. 221 Furniture (discontinued)		-	-	-	-	-	-		
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. 23 Current administrative expenditure</b>		63 000	63 000	- 10 540	- 10 540	52 460	52 460		
Art. 230 Stationery and office supplies		38 000	38 000	- 6 000	- 6 000	32 000	32 000	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.  Revised assumptions (2): Savings in the stationary budget (-€3,000 on 07-Sep-2018); Savings from stationery, based on the current estimations (-€3,000 on 17-Oct-2018);	
2 30 0	Stationery and office supplies	38 000	38 000	- 6 000	- 6 000	32 000	32 000		
Art. 232 Financial charges		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)	
Art. 233 Other expenses (ex Legal expense)		24 500	24 500	- 4 540	- 4 540	19 960	19 960		

Item/Art.	Title	Amending Budget 1/2018		Amendments 2/2018		Amending Budget 2/2018		Revised assumptions 2/2018	
		COM	PAY	COM	PAY	COM	PAY		
2 33 0	Miscellaneous legal, insurance and publication expenditure (ex Legal expenses)	24 500	24 500	- 4 540	- 4 540	19 960	19 960	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")	
Art. 235	<i>Other operating expenditure (discontinued)</i>	-	-	-	-	-	-	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.	
2 35 0	Miscellaneous insurance (discontinued)	-	-	-	-	-	-	Revised assumptions (2): Savings from insurance, publication costs and legal expenses, based on the current estimations (-€4,540 on 17-Oct-2018);	
2 35 2	Miscellaneous expenditure on internal meetings (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 5	Petty expenses (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.	
Art. 236	<i>Publications (discontinued)</i>	-	-	-	-	-	-	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.	
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 been merged into 2330.	
<b>Chap. 2 4 Post and telecommunications</b>		<b>20 200</b>	<b>20 200</b>	<b>- 5 150</b>	<b>- 5 150</b>	<b>15 050</b>	<b>15 050</b>		
Art. 240	<i>Correspondence and courier expenses</i>	<b>20 200</b>	<b>20 200</b>	<b>- 5 150</b>	<b>- 5 150</b>	<b>15 050</b>	<b>15 050</b>		
2 40 0	Correspondence and courier expenses	20 200	20 200	- 5 150	- 5 150	15 050	15 050	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)	
<b>Chap. 2 5 Meetings and associated costs</b>		<b>100 000</b>	<b>100 000</b>	<b>+ 30 000</b>	<b>+ 30 000</b>	<b>130 000</b>	<b>130 000</b>		
Art. 250	<i>Meetings and associated costs</i>	<b>100 000</b>	<b>100 000</b>	<b>+ 30 000</b>	<b>+ 30 000</b>	<b>130 000</b>	<b>130 000</b>		
2 50 0	Meetings expenses in general	100 000	100 000	+ 30 000	+ 30 000	130 000	130 000	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)	
								Revised assumptions (2): The Governing Board meeting in June has been designed to allow more time and more participants, being more costly than initially planned. This amount is needed in order to ensure the proper organisation of the second Governing Board meeting (Nov 18) (+€30,000 on 28-Jun-2018);	
<b>TITLE 2</b>	<b>TOTAL TITLE 2</b>	<b>1 907 950</b>	<b>1 907 950</b>	<b>+ 30 000</b>	<b>+ 30 000</b>	<b>1 937 950</b>	<b>1 937 950</b>		

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

<b>Chap. 3 0 Operational expenses</b>	<b>441 000</b>	<b>441 000</b>	<b>+ 43 000</b>	<b>+ 43 000</b>	<b>484 000</b>	<b>484 000</b>			
<i>Art. 301 Communications</i>	<b>336 500</b>	<b>336 500</b>	<b>+ 45 900</b>	<b>+ 45 900</b>	<b>382 400</b>	<b>382 400</b>			
3 01 0 Communications	336 500	336 500	+ 45 900	+ 45 900	382 400	382 400	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)		
							Revised assumptions (2): Reinforcement of the ETF's recognition with external stakeholders, particularly in the EU institutions, in the framework of the "Skills for the Future - Managing transition" conference (Nov 2018) (+€13,000 on 28-Jun-2018); To cover communication activities and local and public relations for the Corporate conference in November (Politico) (+€30,000 on 07-Sep-2018); Contribution to promotion of the ETF corporate conference at local level (+€2,900 on 17-Oct-2018);		
<i>Art. 303 Professional memberships and fees</i>	<b>4 500</b>	<b>4 500</b>	<b>- 2 900</b>	<b>- 2 900</b>	<b>1 600</b>	<b>1 600</b>			

Item/Art.	Title	Amending Budget 1/2018		Amendments 2/2018		Amending Budget 2/2018		Revised assumptions 2/2018			
		COM	PAY	COM	PAY	COM	PAY				
3 03 0	Professional memberships and fees	4 500	4 500	- 2 900	- 2 900	1 600	1 600	This budget line covers the costs associated with professional memberships and fees.			
Art. 304	<i>Translation costs</i>	<b>100 000</b>	<b>100 000</b>	-	-	<b>100 000</b>	<b>100 000</b>	Planning assumptions: Various memberships			
3 04 0	Translation costs	100 000	100 000	-	-	100 000	100 000	Revised assumptions (2): Savings on membership costs, based on current estimations (-€2,900 on 17-Oct-2018);			
Chap. 3 1	<b>Priority actions : Work programme activities</b>	<b>3 468 850</b>	<b>3 468 850</b>	<b>+ 125 094</b>	<b>+ 125 094</b>	<b>3 593 944</b>	<b>3 593 944</b>	This budget line covers translation costs for corporate documents unrelated to specific operational activities.			
Art. 310	<i>Priority actions : Work programme activities</i>	<b>3 308 850</b>	<b>3 308 850</b>	<b>+ 102 094</b>	<b>+ 102 094</b>	<b>3 410 944</b>	<b>3 410 944</b>	Planning assumptions: A more reduced number of corporate documents will be translated following rationalisation in 2017			
3 10 0	Strategic Projects	3 308 850	3 308 850	+ 102 094	+ 102 094	3 410 944	3 410 944	This budget line covers costs associated with the implementation of the strategic projects, as described in the work programme.			
Art. 314	<i>Projects to support strengthening knowledge and systems</i>	<b>160 000</b>	<b>160 000</b>	<b>+ 23 000</b>	<b>+ 23 000</b>	<b>183 000</b>	<b>183 000</b>	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	160 000	+ 23 000	+ 23 000	183 000	183 000	Revised assumptions (1): Decision taken at the begining of 2018 to re-allocate this amount to operational missions			
Chap. 3 2	<b>Operational Missions</b>	<b>660 000</b>	<b>660 000</b>	<b>+ 24 406</b>	<b>+ 24 406</b>	<b>684 406</b>	<b>684 406</b>	Revised assumptions (2): Increased number of participants and facilities for the ETF's Corporate Conference "Skills for the Future - Managing transition" (Nov 2018). (+€52,000 on 28-Jun-2018); Torino process anticipation for SEET (30,000€) and Corporate conference format adaptations, gadgets and additional participants (43,000) (+€73,000 on 07-Sep-2018); Release due to revision of activities related to national expertise for AFEQ monitoring in Algeria and national stakeholders' consultations for the inputs to FRIT II. (-€22,906 on 17-Oct-2018);			
Art. 320	<i>Operational Missions</i>	<b>660 000</b>	<b>660 000</b>	<b>+ 24 406</b>	<b>+ 24 406</b>	<b>684 406</b>	<b>684 406</b>				
3 20 0	Operational Missions	660 000	660 000	+ 24 406	+ 24 406	684 406	684 406	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.			
TITLE 3	<b>TOTAL TITLE 3</b>	<b>4 569 850</b>	<b>4 569 850</b>	<b>+ 192 500</b>	<b>+ 192 500</b>	<b>4 762 350</b>	<b>4 762 350</b>	Planning assumptions: Monitoring and Evaluation, Audit and Risk management, Stakeholder's management. More details are in the work programme.			
Revised assumptions (2): WBL evaluation (the total cost of evaluation is €45,000, €27,000 already available) (+€18,000 on 07-Sep-2018); Re-integrate the amount for WBL evaluation, which was temporary reallocated for completion of Audit activities which costed more than initially expected. TORs are ready for an amount of 45,000€. (+€5,000 on 17-Oct-2018);											
Revised assumptions (1): Increase support to operational missions											
Revised assumptions (2): Additional missions for SDD/OPS-TRA/SP-GOV (+€6,500 on 07-Sep-2018); Increased support for operational missions for various operational projects and SDD department, linked to answering EC requests (+€17,906 on 17-Oct-2018);											
TITLE 8 European Union contribution in kind											
Chap. 8 0	<b>European Union contribution in kind</b>	-	-	-	-	-	-				
Art. 880	<i>European Union contribution in kind</i>	-	-	-	-	-	-				
8 00 0	European Union contribution in kind	-	-	-	-	p 9 / 12	-				

Chap. 8 0 European Union contribution in kind	-	-	-	-	-	-	-		
Art. 880 European Union contribution in kind	-	-	-	-	-	-	-		
8 00 0 European Union contribution in kind	-	-	-	-	p 9 / 12	-	-		

Item/Art.	Title	Amending Budget 1/2018		Amendments 2/2018		Amending Budget 2/2018		Revised assumptions 2/2018
		COM	PAY	COM	PAY	COM	PAY	
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	+ 18	+ 18	20 144 018	20 144 018		
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**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.
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	-	-	-	-	-	-	-	
Art. 430 Co-operation with Italian institutions	-	-	-	-	-	-	-	
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	+ 18	+ 18	20 144 018	20 144 018		

**European Training Foundation  
Amending Budget 2/2018  
ESTABLISHMENT PLAN**

GB18DEC019

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

**Chapter 3 0**

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

<b>Commitments</b>	<b>Payments</b>	
	<b>2018</b>	<b>2019</b>
Pre-2018 commitments still outstanding	301 000	301 000
Appropriations 2018	<b>484 000</b>	183 000
Total	785 000	<b>484 000</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>2018</b>	<b>2019</b>
Pre-2018 commitments still outstanding	1 050 000	1 050 000
Appropriations 2018	<b>3 593 944</b>	2 543 944
Total	4 643 944	<b>3 593 944</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>2018</b>	<b>2019</b>
Pre-2018 commitments still outstanding	89 000	89 000
Appropriations 2018	<b>684 406</b>	595 406
Total	773 406	<b>684 406</b>
		89 000