

# BUDGET 2021



# BUDGET 2021

## Background

The budget 2021 is built on the anticipations provided in the ETF's Single Programming Document 2020-2022 adopted by the ETF's Governing Board on 31 March 2020 (GB 20 DEC 001), further refined during the budgetary procedure 2020 and reflected in the draft general budget of the EU for 2021 COM(2020)-300 from 27 July 2020, forecasting an ETF budget of €21 300 000.

As of 2021, the ETF translates its new Strategy 2027 into operations and the budget proposed aims at supporting the ETF's achievement of its objectives in the areas of (i) skills relevance and anticipation, (ii) skills development and validation and, (iii) performance and quality of education and training policies.

## SPECIFICITIES OF THE 2021 BUDGET

### Revenue

The revenue is based on a contribution of €21 300 000 in both commitment and payment appropriations, composed of a contribution of €21 053 287 from the Union budget and €246 713 from the recovery of surplus related to 2019 budget execution.

### Expenditure

The ETF's budget for 2021 reflects an increase of 1.6% compared to the 2020 budget, which covers mainly for the expected increase in staff costs.

The ETF proposes the following breakdown of the contribution:

#### Title 1 for expenditure relating to staff working for the ETF: €14 540 000

Title 1 represents 68% of the EU contribution, with an increase of 3.1 % compared to the 2020 amended budget 1.

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

- an establishment plan of 86 temporary agents, 42 contract agents and 1 local agent; in addition, a second temporary agent will be recruited to offset the effects of part-time work as per article 38.2 of the ETF Financial Regulation;
- a cumulative salary adaptation in line with the Commission's assumptions (+2% in 2021 and in subsequent years) and a small decrease in the weighting factor for a total net increase by 1%;
- an increase for yearly reclassifications and increase in steps;
- small savings deriving from staff turnover and the retirement of senior staff replaced by more junior staff;
- a budget for administrative missions;
- a budget for staff development, social and medical infrastructure, representation expenses.

## Title 2 for expenditure relating to infrastructure and general administration: € 2 193 000

Title 2 represents 10% of the EU contribution, reflecting a decrease of 7.2% compared to 2020 amended budget 1.

The sizeable improvements made to the premises in recent years should help contain infrastructure maintenance costs beyond 2021. In response to the demands arising out of the COVID 19 crisis for updated equipment to allow for remote interactions, the ICT expenses have been increased in 2020 with a focus on hardware investments. Overall, the ICT expenses remain at a similar level in 2021 to continue implementation of the ETF digitalisation transformation project with a specific focus in 2021 on software investments. The ETF environmental certification (EMAS) project has seen important investments in 2020, including also a number of renovation works for a healthier and more environmentally friendly building and facilities. This paves the way for lower building maintenance costs as well as for EMAS certification in 2021.

Title 2 covers:

- information & communication technology (ICT) expenditure, incl. digital transformation project;
- telecommunication costs;
- maintenance of the building and equipment, pursuing EMAS<sup>1</sup> certification (Facilities);
- expenditure related to the organisation of the ETF Governing Board meetings;
- legal expenses.

## Title 3 for expenditure related to operational activities: € 4 567 000

Title 3 corresponds to 21% of the EU contribution, reflecting a minor increase of 1.7% compared to 2020 amended budget 1. Title 3 is necessary to support and complement the main inputs provided by ETF experts through Title 1 and it covers expenditure related to:

- operational activities (various services for project implementation such as local expertise, logistical support to projects, supply of database and platforms, operational missions, etc);
- communication activities (external communications, publications, etc);
- planning, monitoring and evaluation activities.

Title 3 is adjusted in line with the limitations of resources and reflects the operational priorities, as detailed in the Single Programming Document 2021-2023. As per consolidated practice, savings in Title1 will be assigned to operational activities and if appropriate to infrastructure improvements.

## Format and structure of the budget

The 2021 budget, in line with previous years, includes information on the purpose of each budget line, the planning assumptions used to support the amounts needed, a breakdown of commitment and

---

<sup>1</sup> EMAS - Eco-Management and Audit Scheme, a voluntary environmental management instrument developed in 1993 by the European Commission. It enables organizations to assess, manage and continuously improve their environmental performance.

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

In order to improve and simplify budget management, budget item 2320 (Miscellaneous financial expenditure) has been merged into budget item 2330 (Miscellaneous legal, insurance, OJ publication and financial expenditure) and budget item 3030 (Professional memberships and costs) has been merged into budget item 3010 (Communications), while budget items discontinued since more than 3 years have been eliminated.

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

## Approval

Adopted by the Governing Board, the ETF's 2021 budget shall become final following final adoption of the general budget of the European Union.

## Budget 2021

## REVENUE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019	
		COM	PAY	COM	PAY	COM	PAY
<b>TITLE 1 European Union contribution</b>							
<b>Chap.1 2</b>	<b>European Training Foundation (07.10.06, ex 04.03.14, ex 15.02.12, ex 15.02.27)</b>	<b>21 053 287</b>	<b>21 053 287</b>	<b>20 937 022</b>	<b>20 937 022</b>	<b>20 488 990.00</b>	<b>20 488 989.61</b>
1 20	European Training Foundation	21 053 287	21 053 287	20 937 022	20 937 022	20 488 990.00	20 488 989.61
1 20 0	ETF - Subsidy	21 053 287	21 053 287	20 937 022	20 937 022	20 488 990.00	20 488 989.61
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>246 713</b>	<b>246 713</b>	<b>19 978</b>	<b>19 978</b>	<b>57 010.00</b>	<b>57 010.39</b>
1 30	Union contribution from recovery of surplus from previous years	246 713	246 713	19 978	19 978	57 010.00	57 010.39
1 30 0	Contribution	246 713	246 713	19 978	19 978	57 010.00	57 010.39
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>21 300 000</b>	<b>21 300 000</b>	<b>20 957 000</b>	<b>20 957 000</b>	<b>20 546 000.00</b>	<b>20 546 000.00</b>
<b>TITLE 8 European Union contribution in kind</b>							
<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>		
<b>TITLE 9 MISCELLANEOUS REVENUE</b>							
<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>15 154.13</b>	<b>15 154.13</b>
9 00	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	15 154.13	15 154.13
9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	15 154.13	15 154.13
<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>15 154.13</b>	<b>15 154.13</b>
<b>TITLE 10 RESULTS EARLIER YEARS</b>							
<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>21 300 000</b>	<b>21 300 000</b>	<b>20 957 000</b>	<b>20 957 000</b>	<b>20 561 154.13</b>	<b>20 561 154.13</b>

## Budget 2021

## REVENUE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019			
		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	Projects related to agreements between European Commission and the Foundation		p.m.	p.m.		p.m.	p.m.	-	-
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	Financing earlier years		p.m.	p.m.		p.m.	p.m.	-	-
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	Cooperation with Italian institutions		p.m.	p.m.		p.m.	p.m.	-	-
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	Cooperation with Italian institutions - Financing earlier years		p.m.	p.m.		p.m.	p.m.	-	-
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>21 300 000</b>	<b>21 300 000</b>		<b>20 957 000</b>	<b>20 957 000</b>	<b>20 561 154.13</b>	<b>20 561 154.13</b>

## Budget 2021

## EXPENDITURE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
<b>TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION</b>								
<b>Chap. 1 1</b>	<b>Staff in active employment</b>	<b>14 209 000</b>	<b>14 209 000</b>	<b>13 861 200</b>	<b>13 861 200</b>	<b>13 390 456.68</b>	<b>13 336 543.19</b>	
<i>Art. 110</i>	<i>Agents included in the workforce</i>	<i>11 430 000</i>	<i>11 430 000</i>	<i>11 076 200</i>	<i>11 076 200</i>	<i>10 867 304.69</i>	<i>10 867 304.69</i>	
1 10 0	Temporary Agents	11 430 000	11 430 000	11 076 200	11 076 200	10 867 304.69	10 867 304.69	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). It 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, as well as the possible modifications due to the weighting factor and salary adaptation.  Planning assumptions: The ETF establishment plan of 86 posts will be achieved from the beginning of 2021 as well as the 2 additional TA for offsetting part times (cf art. 38. 2 of the FR). Estimated salary adaptation (2%) combined with estimated decrease in the weighting factor result in a net increase of 1%. Small increase foreseen for automatic increase in step and reclassification, as well as savings from staff turnover and recruitment in lower grades.
<i>Art. 111</i>	<i>Other staff</i>	<i>2 494 000</i>	<i>2 494 000</i>	<i>2 380 000</i>	<i>2 380 000</i>	<i>2 215 698.58</i>	<i>2 215 698.58</i>	
1 11 0	Contract agents	2 428 000	2 428 000	2 315 000	2 315 000	2 147 983.95	2 147 983.95	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 2021 there are expected 42 contract agents
1 11 2	Local staff	66 000	66 000	65 000	65 000	67 714.63	67 714.63	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</i>	<i>Supplementary services</i>	<i>278 000</i>	<i>278 000</i>	<i>368 000</i>	<i>368 000</i>	<i>302 078.41</i>	<i>249 794.06</i>	
1 17 2	Cost of organising traineeships with the Foundation	20 000	20 000	50 000	50 000	22 126.69	22 126.69	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 FTE internships in 2021
1 17 7	Other services rendered and institutional audit services	258 000	258 000	318 000	318 000	279 951.72	227 667.37	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 3 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; * Consultancy services.
<i>Art. 118</i>	<i>Recruitment and transformation costs</i>	<i>7 000</i>	<i>7 000</i>	<i>37 000</i>	<i>37 000</i>	<i>5 375.00</i>	<i>3 745.86</i>	
1 18 0	Sundry recruitment expenses	7 000	7 000	37 000	37 000	5 375.00	3 745.86	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 18 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 are funded under BL1430 - medical services.
<b>Chap. 1 3</b>	<b>Missions and travel</b>	<b>65 000</b>	<b>65 000</b>	<b>16 000</b>	<b>16 000</b>	<b>68 000.00</b>	<b>54 264.14</b>	
<i>Art. 130</i>	<i>Mission and travel expenses</i>	<i>65 000</i>	<i>65 000</i>	<i>16 000</i>	<i>16 000</i>	<i>68 000.00</i>	<i>54 264.14</i>	
1 30 0	Mission and travel expenses	65 000	65 000	16 000	16 000	68 000.00	54 264.14	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 . Attempts are made to reduce the appropriations for missions by a more intensive use of online meetings and synergy. As of 2019, learning and development missions are funded from the budget line 1440 - Internal training
<b>Chap. 1 4</b>	<b>Socio-medical infrastructure</b>	<b>262 000</b>	<b>262 000</b>	<b>222 000</b>	<b>222 000</b>	<b>263 017.81</b>	<b>175 796.83</b>	
<i>Art. 143</i>	<i>Medical service</i>	<i>25 000</i>	<i>25 000</i>	<i>44 000</i>	<i>44 000</i>	<i>24 340.00</i>	<i>21 307.67</i>	

## Budget 2021

## EXPENDITURE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
1 43 0	Medical service	25 000	25 000	44 000	44 000	24 340.00	21 307.67	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof.  This budget line covers the costs of the external health service acting for the ETF (in particular carrying out regular and pre-recruitment medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.).  Planning assumptions: Annual medical check up visits (average cost for 90 visits); ETF medical advisor visits and consultancy cost, including mission cost when representing the ETF at the Inter-institutional Medical College; Medical supplies and medicines, or other medical services; Psycho-social support to staff and other initiatives; Pre-recruitment medical costs and COVID-19 related medical material.
<i>Art. 144</i>	<i>Internal training</i>	<b>210 000</b>	<b>210 000</b>	<b>143 000</b>	<b>143 000</b>	<b>200 637.00</b>	<b>116 945.66</b>	
1 44 0	Internal training	210 000	210 000	143 000	143 000	200 637.00	116 945.66	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; as of 2019 it includes mission costs related to learning and development.
<i>Art. 149</i>	<i>Other interventions</i>	<b>27 000</b>	<b>27 000</b>	<b>35 000</b>	<b>35 000</b>	<b>38 040.81</b>	<b>37 543.50</b>	
1 49 0	Other interventions	27 000	27 000	35 000	35 000	38 040.81	37 543.50	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 and financial aid for parents with disabled children ; 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>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>24 371.65</b>	<b>24 371.65</b>	
<i>Art. 152</i>	<i>Staff exchanges between the ETF and the public sector</i>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>p.m.</b>	<b>24 371.65</b>	<b>24 371.65</b>	
1 52 0	National experts seconded	p.m.	p.m.	p.m.	p.m.	24 371.65	24 371.65	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: No Seconded National Experts are foreseen any longer since 2020.
<b>Chap. 1 7 Entertainment and representation expenses</b>		<b>4 000</b>	<b>4 000</b>	<b>4 000</b>	<b>4 000</b>	<b>3 123.75</b>	<b>1 735.29</b>	
<i>Art. 170</i>	<i>Entertainment and representation expenses</i>	<b>4 000</b>	<b>4 000</b>	<b>4 000</b>	<b>4 000</b>	<b>3 123.75</b>	<b>1 735.29</b>	
1 70 0	Entertainment and representation expenses	4 000	4 000	4 000	4 000	3 123.75	1 735.29	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>14 540 000</b>	<b>14 540 000</b>	<b>14 103 200</b>	<b>14 103 200</b>	<b>13 748 969.89</b>	<b>13 592 711.10</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>757 600</b>	<b>757 600</b>	<b>1 038 974</b>	<b>1 038 974</b>	<b>712 055.10</b>	<b>609 272.51</b>		
<i>Art. 200</i>	<i>Rentals</i>	<b>2 501</b>	<b>2 501</b>	<b>3 551</b>	<b>3 551</b>	<b>9 538.20</b>	<b>7 016.20</b>	
2 00 0	Rentals	2 501	2 501	3 551	3 551	9 538.20	7 016.20	This budget line covers property rental and "charges locatives".  Planning assumptions: Symbolic amount for rental of ETF Villa Gualino premises, alternative office. The office in Bruxelles has been closed mid-2019.
<i>Art. 202</i>	<i>Water, gas, electricity and heating</i>	<b>140 000</b>	<b>140 000</b>	<b>140 000</b>	<b>140 000</b>	<b>30 700.00</b>	<b>16 943.00</b>	
2 02 0	Water, gas, electricity and heating	140 000	140 000	140 000	140 000	30 700.00	16 943.00	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>615 099</b>	<b>615 099</b>	<b>895 423</b>	<b>895 423</b>	<b>671 816.90</b>	<b>585 313.31</b>	



## Budget 2021

## EXPENDITURE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	615 099	615 099	895 423	895 423	671 816.90	585 313.31	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.  Planning assumptions: Canteen, reception, water dispensers, cleaning, management of technological systems, green plant maintenance, on site surveillance, inspection and radio surveillance; regione Piemonte costs ; 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
<b>Chap. 2 1 Information &amp; Communication Technology</b>		<b>1 261 200</b>	<b>1 261 200</b>	<b>1 175 776</b>	<b>1 175 776</b>	<b>962 627.67</b>	<b>706 254.16</b>	
<i>Art. 210</i>	<i>ICT expenditure</i>	<b>1 261 200</b>	<b>1 261 200</b>	<b>1 175 776</b>	<b>1 175 776</b>	<b>962 627.67</b>	<b>706 254.16</b>	
2 10 0	ICT hardware	77 000	77 000	335 621	335 621	252 389.70	125 560.12	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	810 650	810 650	431 320	431 320	383 552.14	285 663.78	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	172 453	172 453	174 635	174 635	164 306.27	148 990.26	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
2 10 5	European Commission IT systems	201 097	201 097	234 200	234 200	162 379.56	146 040.00	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) and PPMT fees; TESTA-ng connectivity fee; SYSPER annual fee (estimate); CERT-EU; Ares and Rachel annual fees; no fees are yet foreseen for MIPS.
<b>Chap. 2 2 Movable property and associated costs</b>		<b>p.m.</b>	<b>p.m.</b>	<b>20 000</b>	<b>20 000</b>	<b>61 791.00</b>	<b>30 895.50</b>	
<i>Art. 220</i>	<i>Technical equipment and furniture (ex Technical installations and office equipment)</i>	<b>p.m.</b>	<b>p.m.</b>	<b>20 000</b>	<b>20 000</b>	<b>61 791.00</b>	<b>30 895.50</b>	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	p.m.	p.m.	20 000	20 000	61 791.00	30 895.50	This budget line covers the purchase of technical and office equipment, especially audiovisual, copying, archiving and interpretation equipment, as well as office furniture.  Planning assumptions: Continuous upgrade of obsolete furniture
<i>Art. 221</i>	<i>Furniture (discontinued)</i>	-	-	<b>p.m.</b>	<b>p.m.</b>	-	-	
2 21 0	Purchase (discontinued)	-	-	-	-	-	-	
<b>Chap. 2 3 Current administrative expenditure</b>		<b>66 000</b>	<b>66 000</b>	<b>70 000</b>	<b>70 000</b>	<b>51 919.79</b>	<b>37 250.35</b>	
<i>Art. 230</i>	<i>Stationery and office supplies</i>	<b>37 000</b>	<b>37 000</b>	<b>40 000</b>	<b>40 000</b>	<b>33 492.79</b>	<b>20 017.95</b>	
2 30 0	Stationery and office supplies	37 000	37 000	40 000	40 000	33 492.79	20 017.95	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>p.m.</b>	<b>p.m.</b>	<b>2 000</b>	<b>2 000</b>	<b>250.00</b>	<b>135.40</b>	
2 32 0	Miscellaneous Financial expenditure (discontinued)	p.m.	p.m.	2 000	2 000	250.00	135.40	This budget line covers bank charges and other financial charges as well as damages and interest. As of 2021, it has been merged into BL 2330  Planning assumptions: Miscellaneous financial expenditure (covers bank charges)
<i>Art. 233</i>	<i>Other expenses (ex Legal expense)</i>	<b>29 000</b>	<b>29 000</b>	<b>28 000</b>	<b>28 000</b>	<b>18 177.00</b>	<b>17 097.00</b>	

## Budget 2021

## EXPENDITURE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
2 33 0	Miscellaneous legal, insurance, publication and financial expenditure (ex Legal expenses)	29 000	29 000	28 000	28 000	18 177.00	17 097.00	Miscellaneous administrative and financial expenses, like general legal expenses, trial expenses, external lawyers' expenses, miscellaneous expenditure on insurance, publications in Official Journal, financial charges  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.
<b>Chap. 2 4 Post and telecommunications</b>		<b>8 200</b>	<b>8 200</b>	<b>8 200</b>	<b>8 200</b>	<b>8 295.33</b>	<b>7 570.69</b>	
Art. 240	Correspondence and courier expenses	8 200	8 200	8 200	8 200	8 295.33	7 570.69	
2 40 0	Correspondence and courier expenses	8 200	8 200	8 200	8 200	8 295.33	7 570.69	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</b>	<b>100 000</b>	<b>50 000</b>	<b>50 000</b>	<b>90 626.92</b>	<b>63 126.92</b>	
Art. 250	Meetings and associated costs	100 000	100 000	50 000	50 000	90 626.92	63 126.92	
2 50 0	Meetings expenses in general	100 000	100 000	50 000	50 000	90 626.92	63 126.92	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>2 193 000</b>	<b>2 193 000</b>	<b>2 362 950</b>	<b>2 362 950</b>	<b>1 887 315.81</b>	<b>1 454 370.13</b>	

## TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

<b>Chap. 3 0 Operational expenses</b>		<b>375 000</b>	<b>375 000</b>	<b>375 000</b>	<b>375 000</b>	<b>442 010.45</b>	<b>491 605.47</b>	
Art. 301	Communications	315 000	315 000	312 000	312 000	382 010.45	423 072.95	
3 01 0	Communications	315 000	315 000	312 000	312 000	382 010.45	423 072.95	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.  Planning assumptions: website design and development, hosting and technical support, Live and Learn and other corporate publications, thematic publications, media relations, printer, audio visual, design
Art. 303	Professional memberships and fees	p.m.	p.m.	3 000	3 000	2 000.00	1 366.20	
3 03 0	Professional memberships and fees (discontinued)	p.m.	p.m.	3 000	3 000	2 000.00	1 366.20	This budget line covered the costs associated with professional memberships and fees. As of 2021 it has been merged into budget item 3010.
Art. 304	Translation costs	60 000	60 000	60 000	60 000	58 000.00	67 166.32	
3 04 0	Translation costs	60 000	60 000	60 000	60 000	58 000.00	67 166.32	This budget line covers translation costs for corporate documents unrelated to specific operational activities.  Planning assumptions: Translation of corporate documents
<b>Chap. 3 1 Priority actions : Work programme activities</b>		<b>3 557 000</b>	<b>3 557 000</b>	<b>3 895 000</b>	<b>3 895 000</b>	<b>3 757 265.13</b>	<b>3 533 649.38</b>	
Art. 310	Priority actions : Work programme activities	3 310 000	3 310 000	3 648 000	3 648 000	3 530 943.85	3 357 387.37	
3 10 0	Operational Projects	3 310 000	3 310 000	3 648 000	3 648 000	3 530 943.85	3 357 387.37	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.
Art. 314	Projects to support strengthening knowledge and systems	247 000	247 000	247 000	247 000	226 321.28	176 262.01	
3 14 0	Projects to support strengthening knowledge and systems	247 000	247 000	247 000	247 000	226 321.28	176 262.01	This budget line covers expenditure related to evaluation and audit, for ETF's quality control activities and strategic development. 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>635 000</b>	<b>635 000</b>	<b>220 850</b>	<b>220 850</b>	<b>715 287.56</b>	<b>668 477.53</b>	
Art. 320	Operational Missions	635 000	635 000	220 850	220 850	715 287.56	668 477.53	
3 20 0	Operational Missions	635 000	635 000	220 850	220 850	715 287.56	668 477.53	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 online meetings and synergy.
<b>TITLE 3</b>	<b>TOTAL TITLE 3</b>	<b>4 567 000</b>	<b>4 567 000</b>	<b>4 490 850</b>	<b>4 490 850</b>	<b>4 914 563.14</b>	<b>4 693 732.38</b>	

## Budget 2021

## EXPENDITURE

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	

## TITLE 8 European Union contribution in kind

<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>	p.m.	p.m.	p.m.	p.m.	-	-	

## 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>	p.m.	p.m.	p.m.	p.m.	-	-	

## TITLE 10 RESULTS EARLIER YEARS

<b>Chap. 10 1</b>	<b>Results earlier years</b>	p.m.	p.m.	p.m.	p.m.	-	-	
<i>10 10</i>	<i>Results earlier years</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	<i>p.m.</i>	-	-	
10 10 0	Results earlier years	p.m.	p.m.	p.m.	p.m.	-	-	
<b>TITLE 10</b>	<b>TOTAL TITLE 10</b>	p.m.	p.m.	p.m.	p.m.	-	-	

<b>TOTAL EXPENDITURE ETF PROPER</b>	<b>21 300 000</b>	<b>21 300 000</b>	<b>20 957 000</b>	<b>20 957 000</b>	<b>20 550 848.84</b>	<b>19 740 813.61</b>	
-------------------------------------	-------------------	-------------------	-------------------	-------------------	----------------------	----------------------	--

## 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.	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.	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>	p.m.	p.m.	p.m.	p.m.	-	-	
<b>TOTAL ETF EARMARKED EXPENDITURE</b>		p.m.	p.m.	p.m.	p.m.	-	-	

<b>GRAND TOTAL EXPENDITURE</b>	<b>21 300 000</b>	<b>21 300 000</b>	<b>20 957 000</b>	<b>20 957 000</b>	<b>20 550 848.84</b>	<b>19 740 813.61</b>	
--------------------------------	-------------------	-------------------	-------------------	-------------------	----------------------	----------------------	--

**Budget 2021**

**EXPENDITURE**

Item/Art.	Title	Budget 2021		Amending Budget 1 / 2020		Outturn 2019		Assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	

Budget items discontinued for more than 3 years have been eliminated:

- Art 204 Furnishing of premises (discontinued)
- 2040 Furnishing of premises (discontinued)
- Art 205 Security and surveillance (discontinued)
- 2050 Security and surveillance (discontinued)
- Art 209 Other expenditure on buildings (discontinued)
- 2090 Other expenditure on buildings (discontinued)
- Art 235 Other operating expenditure (discontinued)
- 2350 Miscellaneous insurance (discontinued)
- 2352 Miscellaneous expenditure on internal meetings (discontinued)
- 2355 Petty expenses (discontinued)
- Art 236 Publications (discontinued)
- 2360 Publications (discontinued)

Budget item 2320 (Miscellaneous financial expenditure) has been merged into budget item 2330 (Miscellaneous legal, insurance, publication and financial expenditure)

Budget item 3030 (Professional memberships and costs) has been merged into budget item 3010 (Communications)

## Budget 2021

## ESTABLISHMENT PLAN

Grade	2021 Authorised posts		2020 Authorised posts		2019 Actual on 31/12/2019	
	Permanent	Temp.	Permanent	Temp.	Permanent	Temp.
AD 16						
AD 15						
AD 14		1		1		1
AD 13		5		5		3
AD 12		10		10		4
AD 11		10		10		11
AD 10		9		9		11
AD 9		13		13		11
AD 8		6		6		6
AD 7		3		1		8
AD 6				1		1
AD 5						
<i>Sub-total AD</i>	<i>0</i>	<i>57</i>	<i>0</i>	<i>56</i>	<i>0</i>	<i>56</i>
AST 11		1		1		1
AST 10		3		3		
AST 9		13		10		8
AST 8		6		10		9
AST 7		4		4		1
AST 6		1		1		4
AST 5		1		1		3
AST 4						4
AST 3						
AST 2						
AST 1						
<i>Sub-total AST</i>		<i>29</i>		<i>30</i>		<i>30</i>
<b>Total</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>86</b>	<b>0</b>	<b>86</b>

*In 2018, on the basis of article 38.2 of the ETF Financial Regulation, the ETF used for the first time the opportunity to "offset the effects of part-time work" by recruiting one additional appointment (function group AD). Should all posts be filled in, the number of TA employed would therefore be 86 +1. From 2020 it is expected to reach 86 +2.*

**European Training Foundation**  
**Budget 2021**  
**Payment Schedule**

**Chapter 3 0**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2021</b>	<b>2022</b>
Pre-2021 commitments still outstanding	120 000	120 000	-
Appropriations 2021	<b>375 000</b>	255 000	120 000
<b>Total</b>	<b>495 000</b>	<b>375 000</b>	120 000

**Chapter 3 1**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2021</b>	<b>2022</b>
Pre-2021 commitments still outstanding	1 800 000	1 800 000	-
Appropriations 2021	<b>3 557 000</b>	1 757 000	1 800 000
<b>Total</b>	<b>5 357 000</b>	<b>3 557 000</b>	1 800 000

**Chapter 3 2**

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

<b>Commitments</b>		<b>Payments</b>	
		<b>2021</b>	<b>2022</b>
Pre-2021 commitments still outstanding	40 000	40 000	-
Appropriations 2021	<b>635 000</b>	595 000	40 000
<b>Total</b>	<b>675 000</b>	<b>635 000</b>	40 000