

# **OPINION OF THE GOVERNING BOARD ON THE 2020 ANNUAL ACCOUNTS**



# OPINION OF THE GOVERNING BOARD ON THE ETF'S ANNUAL ACCOUNTS RELATING TO OPERATIONS UNDER THE 2020 BUDGET

The Governing Board takes note of the draft annual accounts relating to operations under the 2020 budget of the ETF. On the basis of:

- the statement of assurance in the Court of Auditors' Preliminary observations with a view to a report on the annual accounts of the ETF for the financial year 2020 received on 31 May 2021;
- the Director's statutory declaration of assurance included in the 2020 Annual Activity Report;
- the detailed information on the ETF's achievements, management supervision and control and the functioning of the ETF internal control principles contained in the 2020 Annual Activity Report.;
- the certification of the annual accounts by the ETF Accounting Officer included in the annual accounts as of 2020;

The Board has obtained reasonable assurance that the annual accounts for the year ending 31 December 2020 are reliable and that the underlying transactions as a whole are legal and regular.

On the basis of the above, the Board gives a positive opinion on the annual accounts for the 2020 budget year.

The Board looks forward to the report and observations of the Budgetary Authority at the end of the discharge procedure. The Board requests the Director of the European Training Foundation to take into account the observations and remarks with a view to further consolidating the ETF's accountability, effectiveness and efficiency in subsequent years.

The Board invites the ETF to forward the accounts to the Commission's Accounting Officer, the Court of Auditors, the European Parliament and the Council by 1 July 2021 as required under the ETF's founding Regulation and Financial Regulation.

Date 11 June 2021



on behalf of

Joost Korte  
Chair of the ETF Governing Board



European Training Foundation

# ANNUAL ACCOUNTS

European Training Foundation Annual Accounts 2020  
accompanied by the 2020 Report on Budgetary and Financial  
Management



The ETF - European Training Foundation is an EU agency that helps transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policies. We are based in Turin, Italy, and are operational since 1994.

Villa Gualino  
Viale Settimio Severo 65  
I - 10133 Torino - Italy

E-mail: [info@etf.europa.eu](mailto:info@etf.europa.eu)  
Homepage: [www.etf.europa.eu](http://www.etf.europa.eu)  
T: +39.011.630.2222  
F: +39.011.630.2200

*This report has been prepared by:*  
Martine Smit – Accounting Officer  
Barbara Jazubska – Assistant Accounting Officer

## Unreserved certification of the final accounts of the ETF

I acknowledge my responsibility for the preparation and presentation of the provisional annual accounts of ETF in accordance with Article 102 of the Framework Financial Regulation ('FFR') and I hereby certify that the annual accounts of the ETF for the year 2020 have been prepared in accordance with Title IX of the FFR and the accounting rules adopted by the Commission's Accounting Officer, as are to be applied by all the institutions and union bodies.

I have obtained from the Authorising Officer, who certified its reliability, all the information necessary for the production of the accounts that show the ETF's assets and liabilities and the budgetary implementation. Based on this information, and on such checks as I deemed necessary to sign off the accounts, I have a reasonable assurance that the provisional accounts present fairly, in all material aspects, the financial position, the results of the operations and the cash-flow of the ETF.

*Martine Smit*



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by Martine Smit  
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Martine Smit  
Accounting Officer

Turin, May 2021

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## GLOSSARY

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Accounts payable	An organisation's current payables due within one year. Accounts payable are current liabilities.
Accrual accounting	Accounting methodology that recognizes income when it is earned and expenses when they occur, rather than when they are actually paid, as opposed to cash accounting.
Agreements	Agreements are grants or delegation agreements between the European Commission and the ETF for specific tasks to be carried out by ETF
Assets	Assets are items owned by the Agency, which have commercial or exchange value. Assets may consist of specific property or claims against others.
C1/Current credit appropriations	Current year approved appropriations or funds set aside for current year operations and activities
C4/Internally assigned appropriations	Current year approved appropriations or funds set aside for a specific assigned operations and activities coming from amounts recovered
C5/Internally assigned appropriations – carried forward	Current year approved appropriations or funds set aside for a specific assigned operations and activities from previous years coming from amounts recovered
C8/Carry forward	Appropriations carried forward automatically. Carry forward of appropriations committed but not paid during the previous exercise, also called "Reste à liquider" (RAL) standing for "appropriations remaining to be paid".
R0/Earmarked funds	Funds received from sources other than the European Commission for a specific purpose.
Cash accounting	Accounting methodology based on cash flows, i.e. transactions are recognised when cash is received or paid, as opposed to accrual accounting.
Current asset	The group of assets considered to be liquid in that they can be turned into cash within one (1) year. Balance sheet line items include: cash, accounts receivable and stocks.
Current liability	Current liabilities are liabilities to be paid within one year of the balance sheet date.
Financial statements	Written reports which quantitatively describe the financial health of an organisation. They comprise a balance sheet, a statements of financial performance (equivalent to a profit and loss statement), a cash flow statement, a statement of changes in capital, and explanatory notes.
Imprest account	Bank accounts and/or cash used for the payment of low value expenses.
Liability	A financial obligation, debt, claim or potential loss.
RAL	"Reste à liquider", standing for "appropriations remaining to be paid".

# I. INTRODUCTION

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## ***Basis for preparation***

The purpose of the financial statements is to provide useful information to a wide range of readers about the financial position, performance and cash flows of the European Training Foundation (hereinafter the ETF).

These financial statements have been prepared according to the accounting rules adopted by the Accounting Officer of the European Commission (hereinafter the EC) following the principles of accrual based accountancy where the balance sheet, statement of financial performance, statement of changes in net assets and statement of cash flow are concerned. For further information on accounting rules and principles please refer to Section IV, *Notes to the financial statements*. The budget execution is prepared on the basis of modified cash accounting. The accounting policies have been applied consistently throughout the period.

## ***Reporting entity***

These financial statements are for the ETF, an agency of the European Union established by the European Council Regulation 1360/90 of 7 May 1990. In 2000, following the revision of the Community's external relations architecture, it was decided that the ETF should develop as a centre of expertise supporting Community external policies rather than providing programme management services.

This development was formalised through a recast of the ETF Regulation (1339/2008)<sup>1</sup> adopted in December 2008.

The ETF helps transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems in the context of the EU's external relations policies.

The establishment and implementation of the budget of the ETF comply with the revised ETF financial regulation, which was adopted by the Governing Board of the ETF on 20 December 2013 and entered into force 1 January 2014, (except Article 47 and 82 (5), which entered into force on 1 January 2015 and Article 32 and 33 (5 & 8) which entered into force on 1 January 2016). On 15 June 2019, the Governing Board adopted the new ETF financial regulation and this entered into force on 16 June 2019. However, Articles 32 and 47 of the repealed regulation shall continue to apply until 31 December 2019 and the Articles 32 and 48 from the newly adopted ETF financial regulation shall apply from 1 January 2020.

The ETF receives an annual subsidy (subvention) from the operational budget of the EU and can also receive contributions from other public and private organisations as well as from governments.

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<sup>1</sup> OJ L 354, 31.12.2008, p. 82



## II. ETF GOVERNANCE & MANAGEMENT

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### *The Governing Board*

The ETF is governed by a Board comprising of one representative from each of the EU Member States, three representatives of the EC and three non-voting independent experts appointed by the European Parliament. In addition, three representatives of the partner countries may attend meetings of the Governing Board as observers. The meetings are chaired by a representative of the European Commission.

The Board is responsible for adopting the annual Work Programme of the ETF and its budget, which becomes final following the final adoption of the general budget of the European Union.

The ETF is under the responsibility of the Directorate General for Employment and Social Affairs (hereinafter DG EMPL). The chair of the Governing Board is the Director General of DG EMPL, Mr Joost Korte.

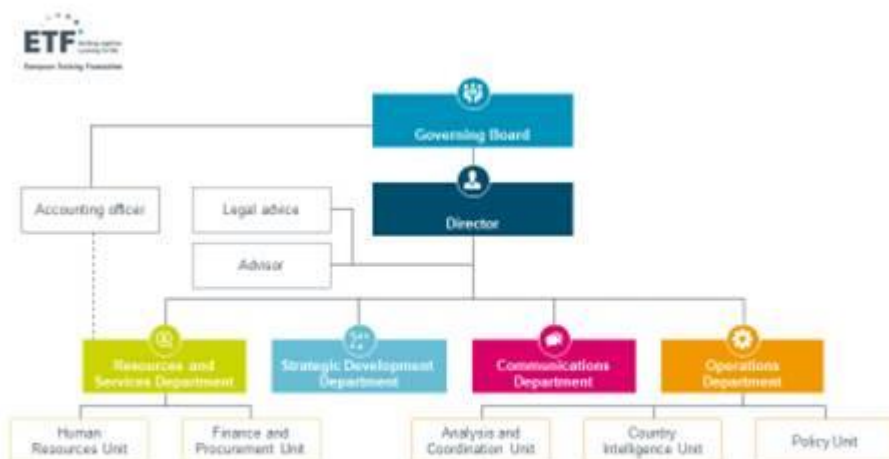
- The meeting planned for 12 June 2020 was cancelled due to the Covid-19 crisis. The following documents were approved through written procedure:
  - Minutes of the Governing Board meeting of 21 November 2019
  - Consolidated Annual Activity Report and CAAR Analysis and Assessment
  - ETF 2019 Annual Accounts
- Virtual meeting held on 16 November 2020. The following documents were approved:
  - Single Programming Document 2021-2023 - Work Programme 2021
  - ETF Budget 2021
  - ETF 2<sup>nd</sup> Amending budget 2020

### *ETF organisational structure and Management Team*

The ETF's organisational structure is made up of a Directorate and departments operating within a specific field of responsibility.

The heads of department, together with the Director, form the Management Team (MT), which is an advisory body defined in the ETF Rules of Procedures (GB/11/DEC/018) under articles 27 and 28.

The structure in 2020 was as follows:



In 2020, in January and February there were monthly MT meetings with the Director. From March due to the COVID-19 outbreak, MT meetings were held weekly. The heads of unit also participated in all meetings. In addition, the Head of the Resources and Services Department organised monthly meetings with all managers on resource issues.

In June 2020, the Governing Board approved the Director's proposal for a new organisational structure based on the ETF Strategy 2021-27 for implementation from 1 January 2021.

### ***Events after the balance sheet date***

#### **Covid-19**

During the first half of 2020, the coronavirus outbreak had huge impacts on the EU economy. As a non-adjusting event, the outbreak of the coronavirus does not require any adjustments to the figures reported in these annual accounts. For subsequent reporting periods, COVID-19 may affect the recognition and measurement of some assets and liabilities on the balance sheet and also of some revenue and expenses recognised in the statement of financial performance. Based on the information available at the date of signature of these annual accounts, the financial effects of the coronavirus outbreak cannot be reliably estimated.

### III. Financial Statements 2020 *(All amounts are in Euro)*

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## BALANCE SHEET

EUR

	31.12.2020	31.12.2019
<b>NON-CURRENT ASSETS</b>		
<b>Intangible assets</b>	<b>1,183,056.78</b>	<b>1,272,920.85</b>
<b>Property, Plant and Equipment</b>	<b>824,329.00</b>	<b>659,394.00</b>
Land and buildings		0.00
Plant and equipment	207,043.00	192,452.00
Computer hardware	215,686.00	83,340.00
Furniture and vehicles	261,752.00	271,507.00
Other fixtures and fittings	139,848.00	112,095.00
Tangible assets under construction		
<b>Financial assets</b>	<b>0.00</b>	<b>0.00</b>
<b>Long-term receivables and recoverables</b>	<b>0.00</b>	<b>0.00</b>
Long-term receivables and recoverables		
Long-term receivables from consolidated EC entities		
<b>Pre-financing</b>	<b>0.00</b>	<b>0.00</b>
<b>CURRENT ASSETS</b>		
<b>Inventories</b>	<b>0.00</b>	<b>0.00</b>
<b>Financial assets</b>		
<b>Receivables and recoverables</b>	<b>210,354.55</b>	<b>195,786.91</b>
Current receivables	2,600.00	3,600.00
Short-term receivables falling due within a year		
Sundry receivables	8,855.05	7,538.76
Prepaid expenses	198,899.50	184,648.15
Accrued income		
<b>Pre-financing</b>	<b>655,335.08</b>	<b>467,497.85</b>
Accrued expenses related to pre-financing	-366,688.90	-344,276.64
<b>Current Pre-financing at cut-off</b>	<b>288,646.18</b>	<b>123,221.21</b>
<b>Cash and cash equivalents</b>	<b>947,876.40</b>	<b>824,671.34</b>
<b>TOTAL ASSETS</b>	<b>3,454,262.91</b>	<b>3,075,994.31</b>
<b>NON-CURRENT LIABILITIES</b>		
	<b>0.00</b>	<b>0.00</b>
<b>Pension and other employee benefits</b>	<b>0.00</b>	<b>0.00</b>
<b>Provisions for risks and liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Financial liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Long-term liabilities to consolidated entities</b>	<b>0.00</b>	<b>0.00</b>
<b>Other liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>CURRENT LIABILITIES</b>		
	<b>1,625,177.79</b>	<b>1,259,781.13</b>
<b>Provisions for risks and liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Financial liabilities</b>	<b>0.00</b>	<b>0.00</b>
<b>Payables</b>		
Current payables	1,761.12	1,761.12
Long-term liabilities falling due within the year		
Sundry payables	207.96	3.34
Accrued charges and deferred income	1,276,005.96	1,011,250.90
Accounts payable to consolidated EU entities	347,202.75	246,765.77
<b>TOTAL LIABILITIES</b>	<b>1,625,177.79</b>	<b>1,259,781.13</b>
<b>NET ASSETS</b>	<b>1,829,085.12</b>	<b>1,816,213.18</b>
<b>Accumulated surplus/deficit</b>	<b>-10 1,816,213.18</b>	<b>1,481,016.36</b>
<b>Economic result of the year</b>	<b>12,871.94</b>	<b>335,196.82</b>

## STATEMENT OF FINANCIAL PERFORMANCE

EUR

	2020	2019
<b>OPERATING REVENUE</b>	<b>20,068,175.20</b>	<b>20,312,528.82</b>
<b>Non-exchange revenue</b>		
European Union Contribution	20,052,797.25	20,299,286.83
Other non-exchange revenue	15,377.95	13,241.99
<b>Exchange revenue</b>		
<b>OPERATING EXPENSES</b>	<b>-20,053,591.47</b>	<b>-19,974,803.26</b>
Operational expenses	-3,544,972.11	-4,264,732.34
Administrative expenses	-2,087,592.73	-1,804,258.14
Staff expenses	-13,968,461.53	-13,412,479.26
Fixed assets expenses	-452,565.10	-493,333.52
Other expenses	0.00	0.00
Financial expenses - interest late payment	0.00	0.00
<b>SURPLUS/(DEFICIT) FROM OPERATING ACTIVITIES</b>	<b>14,583.73</b>	<b>337,725.56</b>
Financial revenue	0.00	0.00
Financial expenses	-1,232.06	-145.40
<b>SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES</b>	<b>13,351.67</b>	<b>337,580.16</b>
Extraordinary gains		
Extraordinary losses - exchange rates	-479.73	-2,383.34
<b>SURPLUS/(DEFICIT) FROM EXTRAORDINARY ITEMS</b>	<b>-479.73</b>	<b>-2,383.34</b>
<b>ECONOMIC RESULT OF THE YEAR</b>	<b>12,871.94</b>	<b>335,196.82</b>

## STATEMENT OF CHANGES IN NET ASSETS

	Accumulated Surplus/Deficit	Economic result of the year	Net Assets (Total)
<b>Balance as at 31 December 2019</b>	<b>1,481,016.36</b>	<b>335,196.82</b>	<b>1,816,213.18</b>
Changes in accounting policies	0.00	0.00	0.00
<b>Balance as at 1 January 2020</b>	<b>1,481,016.36</b>	<b>335,196.82</b>	<b>1,816,213.18</b>
Allocation of the economic result of previous year	335,196.82	-335,196.82	0.00
Economic result of the year	0.00	12,871.94	12,871.94
<b>Balance as at 31 December 2020</b>	<b>1,816,213.18</b>	<b>12,871.94</b>	<b>1,829,085.12</b>

## CASH FLOW STATEMENT

EUR

	2020	2019
Economic result of the year	12,871.94	335,196.82
<b>Operating activities</b>		
Amortisation	229,437.73	286,054.53
Depreciation	222,467.37	202,271.99
Increase in receivables and recoverables	-14,567.64	-42,766.61
Increase in pre-financing	-165,424.97	35,390.30
Increase in payables	264,907.08	-176,018.65
Increase in liabilities to consolidated EU entities	100,489.58	226,611.85
<b>Net cash flow from operating activities</b>	<b>650,181.09</b>	<b>866,740.23</b>
<b>Investing activities</b>		
Increase in intangible assets and property, plant and equipment	-527,636.03	-407,403.50
Other...	660.00	1,422.53
<b>Net cash flow from investing activities</b>	<b>-526,976.03</b>	<b>-405,980.97</b>
Net increase in cash and cash equivalents	123,205.06	460,759.26
Cash and cash equivalents at the beginning of the year	824,671.34	363,912.08
<b>Cash and cash equivalents at year-end</b>	<b>947,876.40</b>	<b>824,671.34</b>

As far as operating activities are concerned, the ETF holds no provision for receivables, pre-financing and extraordinary items.

As far as investing activities are concerned, the ETF had no revenue related to proceeds from fixed assets, financial activities or reclassification.

The ETF has no employee benefits. Holidays not taken and accumulated flexitime hours are registered under other payables.

## BUDGET RESULT ACCOUNT

EUR

	2020	2019
<b>Revenue (a)</b>	<b>20,424,932.28</b>	<b>20,561,154.13</b>
EC subsidy	20,400,000.00	20,546,000.00
Bank interest re-used		0.00
Other subsidy from Commission		0.00
Miscellaneous revenue	24,932.28	15,154.13
<b>Expenditure (b)</b>	<b>-20,129,982.55</b>	<b>-20,331,167.65</b>
<i>Staff - Title I of the budget</i>		
Payments	-13,853,375.65	-13,592,711.10
Appropriations carried forward	-172,319.05	-157,408.36
<i>Administration - Title II of the budget</i>		
Payments	-1,840,814.09	-1,454,370.13
Appropriations carried forward	-419,883.31	-432,945.68
<i>Operating activities - Title III of the budget</i>		
Payments	-3,820,055.02	-4,693,732.38
Appropriations carried forward	-23,535.43	0.00
<b>Outturn for the financial year (a + b)</b>	<b>294,949.73</b>	<b>229,986.48</b>
Appropriations carried over and cancelled	51,565.16	18,732.64
Adjustment for carry forward from the previous year of appropriations available on 31 December arising from assigned revenue	1,149.57	0.00
Exchange rate differences	-461.71	-2,005.95
<b>Balance of the outturn account for the financial year</b>	<b>347,202.75</b>	<b>246,713.17</b>
Balance carried over from the previous financial year	246,713.17	20,101.32
Reimbursements to EC	-246,713.17	-20,101.32
<b>Amount related to 2020 to be reimbursed to EC</b>	<b>347,202.75</b>	<b>246,713.17</b>



## RECONCILIATION BUDGET OUTTURN VERSUS FINANCIAL PERFORMANCE

	2020
<b>Financial performance 2020</b>	<b>12,871.94</b>
<b><i>Adjustment for accrual items (items not in the budgetary result but included in the financial performance)</i></b>	
Adjustments for Accrual Cut-off (reversal 31.12.N-1)	-903,813.65
Adjustments for Accrual Cut-off (cut- off 31.12.N )	967,219.59
Unpaid invoices at year end but booked in charges (class 6)	0.00
Amount from liaison account with Commission booked in the Economic Outturn Account	347,202.75
Depreciation of intangible and tangible fixed assets	452,565.10
Recovery Orders issued in previous years not cashed	-15,359.93
Cleared Prefinancing in the year	467,497.85
Payments made from carry over of payment appropriations	537,639.31
Exchange rate differences	-479.73
<b><i>Adjustment for budgetary items (item included in the budgetary result but not in the financial performance)</i></b>	
Asset acquisitions	-527,638.03
New pre-financing paid in the year 2020	-655,335.08
Budgetary recovery orders issued and cashed	24,932.28
Payment appropriations carried over to 2021	-615,540.94
Cancellation of unused carried over payment appropriations from previous year	51,565.16
Adjustment for carry-over from the previous year from assigned revenue	1,149.57
Provisions for untaken leave	203,116.68
Others	-390.12
<b>total</b>	<b>347,202.75</b>
<b>Budgetary result 2020</b>	<b>347,202.75</b>
Delta not explained	0.00

## BANK BALANCES

	EUR	
	2020	2019
<b>ETF</b>		
ETF domestic Euro	0.00	0.00
ETF Euro - Banca Popolare di Sondrio	204.62	25,490.59
ETF Euro - ING	947,006.46	797,113.00
ETF Imprest account	654.13	2,056.56
	<b>947,865.21</b>	<b>824,660.15</b>
<b>EC - Agreements</b>		
GEMM - Banca Popolare di Sondrio	11.19	11.19
	<b>11.19</b>	<b>11.19</b>
<b>TOTAL</b>	<b>947,876.40</b>	<b>824,671.34</b>

## CONTINGENT ASSETS & LIABILITIES

EUR

	2020	2019
<b>CONTINGENT LIABILITIES</b>		
RAL - Commitments against appropriations not yet consumed	591,725.34	589,204.47
<b>TOTAL</b>	<b>591,725.34</b>	<b>589,204.47</b>

## IV. NOTES TO THE FINANCIAL STATEMENTS

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### ***Accounting rules and principles***

The accounting principles adopted are in line with the associated provisions of the Financial Regulation of the ETF, adopted by the Governing Board of the ETF on 15 June 2019.

The financial statements are drawn up in accordance with the generally accepted accounting principles specified in the detailed rules for implementing the general Financial Regulation, namely:

- (a) going concern basis;
- (b) prudence;
- (c) consistent accounting methods;
- (d) comparability of information;
- (e) materiality;
- (f) no netting;
- (g) reality over appearance;
- (h) accrual-based accounting.

The ETF's accounting rules are those applied by the EC. These are established in line with international accounting standards for the public sector (IPSAS) and published by the International Federation of Accountants (IFAC).

Accrual based accounting is the form of accounting under which transactions and other events are recognised when they occur (and not only when cash or its equivalent is received or paid). Therefore, the transactions and events are recorded in the accounting records and recognised in the financial statements of the periods to which they relate. The elements recognised under accrual accounting are assets, liabilities, net assets/equity, revenue and expenses.

### ***Conversion into Euro***

The ETF budget is drawn up and implemented in Euro and the accounts are presented in Euro. A limited number of operations are converted to national currencies using the Euro rates as published in the C series of the Official Journal of the EC and in accordance with the regulatory provisions on the issue. All budgetary and legal commitments are established in Euro.

### ***Components of the financial statements***

The financial statements include the following components:

1. Balance sheet;
2. Statements of financial performance;
3. Statement of changes in capital;
4. Statement of cash flow.

The following statements are provided to give an additional contribution to the presentation of a true and fair view:

5. Budget result account;
6. Reconciliation of budget result versus financial performance;
7. Bank balances;
8. Contingent assets and liabilities.

### ***Note on staff expenses***

All salary calculations giving the total staff expenses included in the Statement of financial performance of the Agency are externalized to the Office for Administration and Payment of Individual Entitlements (also known as the Paymaster's Office-PMO) which is a central office of the European Commission.

The PMO's mission is to manage the financial rights of permanent, temporary and contractual staff working at the Commission, to calculate and to pay their salaries and other financial entitlements. The PMO also provides these services to other EU institutions and agencies. The PMO is responsible for managing the health insurance fund of the Institutions, together with processing and paying the claims of reimbursement from staff members. The PMO also manages the pension fund and pays the pensions of retired staff members. The PMO is audited by the European Court of Auditors.

The Agency is only responsible for the communication of reliable information to the PMO, thus allowing the calculation of staff costs. It is also responsible for checking that this information has been correctly handled in the monthly salary report used for accounting salary costs. It is not responsible for the calculation of the salary costs performed by the PMO.

## 1. Balance sheet

The balance sheet is the financial statement listing all assets, liabilities and equity accounts, showing the financial position of an organisation at a specific date. For these financial statements this is 31 December 2020.

### Assets

#### *Fixed assets*

Fixed assets are composed of tangible and intangible assets.

Intangible assets are occupancy rights on the premises and software licenses. Depreciation for the occupancy rights to the ETF premises is calculated on the basis of the 30-year duration of the rental agreement resulting from the financial contribution for reconstruction work. The annual rental cost is a symbolic amount of one Euro (€1).

The ETF has the occupancy right to stay at the Villa Gualino premises until the end of 2027. The conditions of occupancy are regulated by a service contract with the building owner (Regione Piemonte) that has been renewed in 2018 and needs to be renegotiated as, from June 2019, part of the complex has been rented to a third party. The value of the remaining occupancy rights amount to €666,666.66.

In 2010 accounting rule N° 6 came into force with the end of the derogation period for the capitalisation of internally generated intangible assets. The level of materiality for a completed asset was set at €500,000, but in 2011 the ETF reduced the threshold to €100,000. The lower materiality threshold has been applied since 2011 to the new internally generated software, for which the development started in 2011. However, all other internally generated software for which the development started prior to 2011 will follow the former higher threshold.

In 2020, the applications TRAMS, Allegro, SharePoint, Dashboard and the new Website continued to be in use and had some additional development costs and will continue to have development costs in the coming years. The development for Dashboard started in 2010 under the original threshold of materiality for a completed asset of €500,000. In 2015, unexpectedly, the total value arrived over €500,000. The amount activated can only be the amount spent as of 2015 and is adding up to €219,161. The applications TRAMS, Allegro, Dashboard and SharePoint are now fully depreciated, but are still in use. For TRAMS and Allegro, development costs will continue until these systems are replaced by SYSPER and MIPS.

In 2020, there were no development costs for the new Website (including OpenSpace) and SRM. The only costs for the Website was regular maintenance. The expected lifetime for the Website is 8 years, and the percentage for the calculation of the depreciation is 12.5% per year. The expected lifecycle for SRM is 10 years. As such, the percentage used for the calculation of the depreciation is 10% per year.

In 2019, the development of two new systems started. As no official project plan was presented, the ETF decided, based on the experience with the development costs of various software items, that the overall estimated development costs would exceed the amount of €100,000. As such, the development costs for the EST Database and IMAGE have been registered under internally generated software under construction. Even though it was estimated that these projects would start in 2020, the launch of the EST Database and IMAGE has been postponed to 2021. As such, for the financial year of 2020 they remain under the category of internally generated software under construction.

Tangible assets are all movable property items (computer equipment, technical installations and furniture) that have an acquisition price of €420 or more and are recorded at cost in national currencies, converted into Euro at the accounting exchange rate applicable on the purchase date. Although the Financial Regulation no longer indicates an acquisition price, the ETF continued to keep €420 as a basis for recognition of an asset. The delivery date is taken as the basis for the calculation of depreciation and is calculated on a monthly basis.

The fixed assets are not charged to expenditure accounts, but are registered immediately as an asset in the balance sheet. Depreciation is registered as expenditure. It has an influence on the economic result of the financial exercise. The net book value of the fixed assets is shown in the following two tables.

### INTANGIBLE ASSETS

EUR

	Occupancy rights on premises	Internally developed software under construction	Internally developed software in use	Software licences	Total
<b>A. Purchase price</b>					
Value on 1.1.2020	5,000,000.00	81,017.65	1,396,332.87	2,056.62	6,479,407.14
Changes during year					
• Additions		127,512.05	12,061.61	0.00	139,573.66
• Withdrawals / Reclassifications				0.00	0.00
• Correction on balance value					0.00
<b>End of the year 31.12.2020</b>	<b>5,000,000.00</b>	<b>208,529.70</b>	<b>1,408,394.48</b>	<b>2,056.62</b>	<b>6,618,980.80</b>
<b>B. Amortisation</b>					
Value on 1.1.2020	-4,166,666.67		-1,037,763.00	-2,056.62	-5,206,486.29
Changes during year					
• Additions	-166,666.67		-62,771.06		-229,437.73
• Withdrawals / Reclassifications					
• Correction on balance value					
<b>End of the year 31.12.2020</b>	<b>-4,333,333.34</b>	<b>0.00</b>	<b>-1,100,534.06</b>	<b>-2,056.62</b>	<b>-5,435,924.02</b>
<b>Net value (A + B)</b>	<b>666,666.66</b>	<b>208,529.70</b>	<b>307,860.42</b>	<b>0.00</b>	<b>1,183,056.78</b>

### TANGIBLE ASSETS

EUR

	Plant & Machinery	Installations, machine and furniture	Computer equipment	Other fixtures and fittings	Total
<b>A. Purchase price</b>					
Value on 1.1.2020	261,415.45	655,834.52	930,277.79	315,120.78	2,162,648.54
Changes during year					
• Reclassifications					0.00
• Additions	56,678.45	56,076.99	203,761.33	71,545.60	388,062.37
• Withdrawals / Reclassifications	-1,448.00	-4,544.46	-269,156.95	-17,458.60	-292,608.01
• Correction on balance value					0.00
<b>End of the year 31.12.2020</b>	<b>316,645.90</b>	<b>707,367.05</b>	<b>864,882.17</b>	<b>369,207.78</b>	<b>2,258,102.90</b>
<b>B. Depreciation</b>					
Value on 1.1.2020	-68,963.45	-384,327.52	-846,937.79	-203,025.78	-1,503,254.54
Changes during year					
• Reclassifications					
• Additions	-42,087.45	-65,510.99	-71,415.33	-43,453.60	-222,467.37
• Withdrawals / Reclassifications	1,448.00	4,223.46	269,156.95	17,119.60	291,948.01
• Write-back					
• Correction on balance value					
<b>End of the year 31.12.2020</b>	<b>-109,602.90</b>	<b>-445,615.05</b>	<b>-649,196.17</b>	<b>-229,359.78</b>	<b>-1,433,773.90</b>
<b>Net value (A + B)</b>	<b>207,043.00</b>	<b>261,752.00</b>	<b>215,686.00</b>	<b>139,848.00</b>	<b>824,329.00</b>

The yearly depreciation rates applied to fixed assets are as follows:

Computer software and equipment	25%
Other fixtures and fittings	25%
Plant & Machinery	10 - 25%
Installations, machine and furniture	10%

## Stocks

In 2016, the ETF eliminated publications as stocks, both as physical stock and from the balance sheet. Since the ETF has been printing its own publications for several years, a decision was made to keep a maximum of 5 copies of each publication in stock. Most publications are available for download online and if needed the ETF can print additional copies in-house.

## Short-term pre-financing

Pre-financing is one or more payments intended to provide contractors with a cash advance. It may be split into a number of payments over a period defined in the particular pre-financing agreement. At year-end outstanding pre-financing amounts are valued at the original amount(s) paid, deducting the amounts returned, eligible amounts cleared, estimated eligible amounts not yet cleared at year-end and value reductions. As of 2016, the related accrued amounts at cut-off date are reported on the asset side with the pre-financing and no longer on the liability side under deferrals and accruals. In 2020, the amount for paid pre-financing at 31.12.2020 is €655,335.08 minus the accrued activities for an amount of €366,688.90, resulting in outstanding paid pre-financing of €288,646.18.

## Short-term receivables

Outstanding customers, current accounts staff members, bank charges to be introduced and deferred expenses are registered under short-term receivables. The amount of current and sundry receivables of €210,354.55 is composed as follows:

Description - Current receivables	2020	2019
Customers	2,600.00	3,600.00
<b>SUB - TOTAL</b>	<b>2,600.00</b>	<b>3,600.00</b>
Description - Sundry receivables	Amount	Amount
Current accounts staff members	8,845.05	7,413.46
Mission advances paid	0.00	0.00
Other staff issues	0.00	115.30
Deferred charges	198,899.50	184,648.15
Bank charges to be introduced	10.00	10.00
<b>SUB - TOTAL</b>	<b>207,754.55</b>	<b>192,186.91</b>
<b>TOTAL</b>	<b>210,354.55</b>	<b>195,776.91</b>

## Cash account

Cash and cash equivalents are carried in the balance sheet at cost. They include cash in hand, deposits held with banks and payments sent to the bank. Interest received in January the following year with a value date of the financial year in closure is registered in the year in closure. An increase with respect to the previous year is noted due to the Covid-19 crisis which led to an overall delay of the operational activities.

## Liabilities

### Net assets

The net assets are composed of the accumulated surplus/deficit from previous years plus the financial performance for the year. (See also table 3, statement of changes in net assets.)



## **Provision for risks and liabilities**

Under provisions, liabilities such as payables and accruals where there is uncertainty about the timing or amount of the future expenditure required for the settlement of the legal obligation are reported. In 2020, the ETF has no provision for legal cases or outstanding salary adjustments.

## **Payables**

The payables are composed of current, sundry and other payables.

Payables, for an amount of €1,625,177.79 represent suppliers, accumulated interest and the accrued charges related to amounts carried forward to 2020. As in the previous years, the ETF continued to verify accrued expenses intensely. There is an overall increase compared with 2019. Holidays not taken in 2020 are also classified under other payables, for which there is an increase, due to staff having accumulated more holidays as a result of the COVID-19 imposed teleworking. The number of hours of flexitime outstanding at 31 December 2020 is also reported under accrued charges. In line with the latest Staff Regulations, these hours are now carried forward to the following year, whereas in the past these hours at 31 of December were cancelled. This amount decreased as a result of the Covid-19 arrangements.

The accounts payable are composed as follows:

<b>Description - Current payables</b>	<b>2020</b>	<b>2019</b>
Suppliers	1,761.12	1,761.12
<b>SUB - TOTAL</b>	<b>1,761.12</b>	<b>1,761.12</b>
<b>Description - Sundry payables</b>	<b>Amount</b>	<b>Amount</b>
Pending goods received	0.00	0.00
Various revenue to be introduced	0.00	0.00
Paments returned to bank	0.00	0.00
Interest 2020	207.96	3.34
<b>SUB - TOTAL</b>	<b>207.96</b>	<b>3.34</b>
<b>Description - Other payables</b>	<b>Amount</b>	<b>Amount</b>
Holidays not taken 2020	435,340.57	227,350.57
Flexi time not taken 2020	34,841.85	39,715.17
Accrued charges on carry forward to 2020	805,823.54	744,185.16
<b>SUB - TOTAL</b>	<b>1,276,005.96</b>	<b>1,011,250.90</b>
Other accounts payable against consolidated EC entities	0.00	52.60
Pre-financing received from consolidated EU entities	347,202.75	246,713.17
<b>TOTAL</b>	<b>1,625,177.79</b>	<b>1,259,781.13</b>

The overall increase in the accounts payable is mainly due to the higher amount to be returned to the EC and the overall increase on accrues charges.

In 2020, there were no amounts registered under “other accounts payable against consolidated EC entities”.

<b>Convention Description</b>	<b>EC DG or Service</b>	<b>2020</b>	<b>2019</b>
Inter-agency balances	EEAS - EASO	0.00	52.60
<b>TOTAL</b>		<b>0.00</b>	<b>52.60</b>

## **2. STATEMENTS OF FINANCIAL PERFORMANCE**

The Statements of financial performance is equivalent to a ‘Profit & Loss Statement’. It shows income, expenses, and net income/loss for the year i.e. the ‘economic result’. The latter is determined by subtracting total expenses from total revenue. This difference is increased or

reduced by the economic results of previous years and in particular the amounts paid back to the EC.

### ***Operating revenue***

The revenue is accounted for when established. For the EC subsidy this means the moment of the approval of the annual budget. Where other EC funding other than the subsidy is concerned, the ETF applies the same approach as non EC funding, i.e., the revenue is established only upon receipt of payment.

The operating revenue is composed as follows:

- The EC Annual Subsidy  
The revenue associated with the EC subsidy comprises the annual subsidy received from the EC for an amount of €20,400,000.- minus the amount to be reimbursed i.e. €347,202.75 (Result Budget Outturn Account), giving a total of €20,052,797.25.
- Miscellaneous revenues is comprised of recovery orders for an amount of €15,359.93 and €18.02 for exchange differences, adding up to a total amount of €15,377.95.

### ***Administrative and operational expenses***

To calculate the result for the financial year, expenditure refers to payments made using payment appropriations of the same financial year, to which the accrued expenses on commitments of the same financial year that are carried forward to the following financial year are added and the deferred charges paid in the financial year deducted.

The payments recorded in the accounts are those authorised and made by the accounting officer during the year 2020.

Appropriations in Titles 1 and 2 are carried forward only to the following financial year. Only unused appropriations at the end of the financial year are thereafter cancelled. Appropriations in Title 3 are multiannual in character and may be carried forward to successive financial years. Appropriations for earmarked funds can be carried forward until the end date of the related agreement or until the total amount is paid in case the funds refer to re-use of received credits.

Carry forward is automatic where there is an outstanding legally binding commitment. Should this not be the case, eventual carry forward related to the ETF subsidy is subject to the prior authorisation of the Governing Board.

Expenditure is sub-divided by typology into administrative, operational, and financial. Payments associated with the earmarked funding are included in operational expenses.

Administrative expenses include: 1) payments associated with staff including accrued expenditure associated with staff holidays and flexitime not taken within the year; 2) costs associated with stocks and fixed assets including depreciation; and 3) other administrative expenditure, notably that related to infrastructure and equipment, including exchange rate losses.

Operational expenses are associated with the execution of the ETF's work programme. They also include amounts associated with the execution of projects financed outside the ETF's annual subsidy i.e. the earmarked funding.

Financial expenses comprise bank charges, interest for late payments.

### **3. STATEMENT OF CHANGES IN NET ASSETS**

The statement of changes in net assets comprises only the financial performance of the year.

### **4. CASH FLOW STATEMENT**

The cash flow statement represents the treasury movements or in other words the cash receipts minus cash payments over a given period of time. There is an increase in cash flow due to the Covid-19 crisis which led to an overall delay of the operational activities.

### **5. BUDGET RESULT ACCOUNT**

The budgetary result account was prepared in accordance with the requirements of Commission Regulation (Article 143, Regulation (EU, Euratom) No 966/2012: Rules governing the accounts)

The budget result for 2020 is the difference between:

- all the cash revenue registered in the financial year;
  - the volume of payments made from the appropriations of the financial year, plus the appropriations of the same financial year carried forward to the following financial year; and,
  - the cancellations of appropriations carried forward from the previous financial year.
- 
- This difference is increased or reduced by the balance resulting from exchange rate gains or losses recorded during the financial year; and
  - results from previous years paid back to the EC.

### **6. RECONCILIATION OF BUDGET RESULT VERSUS FINANCIAL PERFORMANCE**

The budget result and reconciliation against the financial performance is presented to give a more complete picture to the reader and to demonstrate the difference between financial performance and budget result. The inclusion of this data assists the reader in linking the cash-based result of the budget result 2020 against the accrued result of 2020.

### **7. CONTINGENT ASSETS AND LIABILITIES**

Contingent assets and liabilities are mentioned separately in the financial statements and represent potential assets and liabilities. Under contingent liabilities ETF recognized RAL, i.e. commitment appropriations remaining to be paid.

### **8. DISCLOSURES**

#### ***Revenue divided in exchange and non-exchange transactions***

The disclosure is presented in accordance with EC Accounting rule no. 4 and 17 which require that revenues are divided in exchange and non-exchange transactions.

Exchange transactions are transactions in which one entity receives assets or services, or has liabilities extinguished, and directly gives approximately equal value (primarily in the form of cash, goods, services, or use of assets) to another entity in exchange. An example of an exchange transaction is the purchase or sale of goods or services, disposal of assets and bank interest.

Non-exchange transactions are transactions in which an entity either receives value from another entity without directly giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange. Examples of non-exchange transactions include the subsidy from the European Commission, grants and donations.

<b>Non-exchange transactions</b>	<b>2020</b>	<b>2019</b>
EC subsidy	20,052,797.25	20,299,286.83
Miscellaneous	15,377.95	13,241.99
	<b>20,068,175.20</b>	<b>20,312,528.82</b>
<b>Exchange transactions</b>		
Bank interest	0.00	0.00

### ***Related party disclosure***

The disclosure is presented in accordance with EC Accounting rule no. 15. This rule requires certain disclosures to be made about the remuneration of key management personnel during the reporting period, loans made to them and the consideration provided to them for services they provide to the entity other than as a member of the governing body or an employee. The disclosures required by this rule will ensure that appropriate minimum levels of transparency are applied to the remuneration of key management personnel.

	<b>2020</b>	<b>2019</b>
<b>Number of Authorising Officers at the year end</b>	1	1
<b>Analysis by grade</b>		
AD14	1	1

The Authorising Officer is remunerated in accordance with the Staff Regulations of the European Communities.

### ***Non-capitalised research and development costs***

The disclosure is presented in accordance with EC Accounting rule no. 6 which requires that the amount of research and development costs for internally or externally generated intangible assets (software), which has not been capitalised, is presented. The relevant projects are described under Intangible Assets.

<b>The following amounts were recognised as expenses in the statement of financial performance</b>	<b>2020</b>	<b>2019</b>
Research costs	0.00	0.00
Development Costs	127,512.05	81,017.65

### ***Credit rating and quality of receivables and cash***

In accordance with EC Accounting rule no.11, the credit quality (rating) and risk in relation to the Agency's financial assets and liabilities are disclosed.

#### Credit quality of financial assets that are neither past due nor impaired

	Available for sale financial assets (including accrued interest)	Loans (including short term deposits >3 months and <1 year)	Receivables with Member States	Receivables with third parties	Receivables with consolidated entities	Short-term deposits (< 3 months - including accrued interest)	Cash and cash equivalent
<b>Counterparties with external credit rating<sup>1</sup>:</b>	0.00	0.00	0.00	11,455.05	0.00	0.00	947,876.40
Prime and high grade	0.00	0.00	0.00		n/a	0.00	947,006.46
Upper medium grade	0.00	0.00	0.00		n/a	0.00	0.00
Lower medium grade	0.00	0.00	0.00		n/a	0.00	215.81
Non-investment grade	0.00	0.00	0.00	11,455.05	n/a	0.00	0.00
Unassigned	0.00	0.00	0.00		n/a	0.00	654.13
<b>Counterparties without external credit rating:</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Group 1 - Debtors who never defaulted			n/a				
Group 2 - Debtors who defaulted in the past			n/a		n/a		

#### Analysis of the age of financial assets that are not impaired

	Neither past due nor impaired	Past due but not impaired			Total (1+2+3+4)
		< 1 year (2)	1-5 years (3)	> 5 years (4)	
<b>Available for sale financial assets (including accrued interest)</b>					
31-Dec-20	0.00	0.00	0.00	0.00	0.00
<b>Loans</b>					
31-Dec-20	0.00	0.00	0.00	0.00	0.00
<b>Receivables with Member States</b>					
31-Dec-20	0.00	0.00	0.00	0.00	0.00
<b>Receivables with third parties</b>					
31-Dec-20	11,455.05	0.00	0.00	0.00	11,455.05
<b>Receivables with consolidated entities</b>					
31-Dec-20	0.00	0.00	0.00	0.00	0.00

#### Liquidity risk

The entity's liabilities have remaining contractual maturities as summarised below:

At 31 December 2020	< 1 year	1 - 5 years	> 5 years	Total
Payables with third parties	1,969.08	0.00	0.00	1,969.08
Payables with consolidated entities	347,202.75	0.00	0.00	347,202.75
<b>Total liabilities</b>	<b>349,171.83</b>	<b>0.00</b>	<b>0.00</b>	<b>349,171.83</b>

## V. NOTES ON BUDGET EXECUTION & FINANCIAL MANAGEMENT

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### 1. Introduction

#### ***Budgetary Principles***

On 15 June 2019, the Governing Board adopted the new ETF financial regulation and entered into force on 16 June 2019. However, Articles 32 and 47 of the repealed regulation shall continue to apply until 31 December 2019 and the Articles 32 and 48 from the newly adopted ETF financial regulation apply from 1 January 2020.

The establishment and implementation of the budget of the ETF comply with:

- a) the principles of unity and budget accuracy;
- b) the principle of annuality;
- c) the principle of equilibrium;
- d) the principle of unit of account;
- e) the principle of universality;
- f) the principle of specification;
- g) the principle sound financial management;
- h) the principle of transparency.

#### ***Budget Structure***

The statement of expenditure of the ETF budget is set out on the basis of a nomenclature with a classification by purpose. It is thereby divided into four titles and each of the titles is broken down into chapters, articles and items.

The ETF applies the nomenclature and structure used by the EC for Titles 1, 2 and 3. Titles 1 and 2 relate to 'Administrative Expenditure' while Title 3 is reserved for 'Operational Expenditure'.

- Title 1 covers expenditure on staff authorised in the ETF establishment plan and expenditure on external staff (including auxiliary staff) and other management expenditure (including representation expenses);
- Title 2 covers administrative expenditure such as buildings, cleaning and maintenance, rental, telecommunications, water, gas and electricity and support expenditure (including meeting costs).
- Title 3 covers expenditure for the execution of the work programme and related ETF operations.

Budget execution is prepared on the basis of a "modified cash accounting". The term 'modified' refers to the fact that the annual carry forward amounts are included in the budget.

Amounts "carried forward" relate to legal commitments entered into during the year, but not paid.

A "legal commitment" refers to legally binding actions undertaken by the ETF, for example contracts or other agreements and orders placed.

When referring to budgetary execution, the term "expenditure" refers to consumed commitment appropriations. Consumed commitment appropriations are made up of commitments paid in 2020 and commitments (partly) carried forward to 2021.

Detailed information on the relevant aspects of budgetary execution by Title, Chapter and Item and budgetary execution details for 2020 are provided later in the section "Utilisation of the appropriations".

#### ***Execution ETF Budget in 2020***

In order to provide the reader with a complete overview of the financial activities associated with the budget execution in 2020, a table with commitment and payment appropriations is presented hereafter. The payment figures include not only those executed in 2020, associated with the 2020 budget, but also the payments executed in 2020 based on the budgets of former years.

## Revenue overview 2020

Revenue Source	Revenue in initial budget	Revenue in amended budgets	Total revenue budgeted	Recovery orders established in the financial year	Entitlements carried over	Amounts received on entitlements carried over	Amounts received on recovery orders established in the financial year	Total amounts received	Sums still to be collected
Commission subsidy (for the operating budget - Titles 1,2 and 3 - of the agency)	20,957,000.00	-557,000.00	20,400,000.00	20,400,000.00	0.00	0.00	20,400,000.00	20,400,000.00	0.00
Bank interest re-used	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other income	0.00	0.00	0.00	23,932.28	3,600.00	1,000.00	23,932.28	24,932.28	2,600.00
<b>TOTAL</b>	<b>20,957,000.00</b>	<b>-557,000.00</b>	<b>20,400,000.00</b>	<b>20,423,932.28</b>	<b>3,600.00</b>	<b>1,000.00</b>	<b>20,423,932.28</b>	<b>20,424,932.28</b>	<b>2,600.00</b>

## 2020 BUDGET EVOLUTION

		Commitment credits			Payment credits			
		Initial budget	Transfers & Additional budget	Available commitment credits	Initial budget	Transfers & Additional budget	Reduction	Available payment credits
A-1100	Basic salaries	11,100,200.00	-154,936.27	10,945,263.73	11,100,200.00	-154,936.27		10,945,263.73
A-1110	Contractual Agent	2,315,000.00	-20,807.66	2,294,192.34	2,315,000.00	-20,807.66		2,294,192.34
A-1112	Local staff	65,000.00	3,239.25	68,239.25	65,000.00	3,239.25		68,239.25
A-1172	Traineeships	20,000.00	8,434.50	28,434.50	20,000.00	8,434.50		28,434.50
A-1177	Other services rendered and institutional audit services	280,000.00	161,775.00	441,775.00	280,000.00	161,775.00		441,775.00
A-1180	Sundry recruitment expenses	19,000.00	13,780.00	32,780.00	19,000.00	13,780.00		32,780.00
A-1300	Mission and travel expenses	65,000.00	-59,649.00	5,351.00	65,000.00	-59,649.00		5,351.00
A-1430	Medical service	25,000.00	22,030.00	47,030.00	25,000.00	22,030.00		47,030.00
A-1440	Internal training	245,000.00	-155,950.58	89,049.42	245,000.00	-155,950.58		89,049.42
A-1490	Other Interventions	35,000.00	36,400.00	71,400.00	35,000.00	36,400.00		71,400.00
A-1700	Entertainment and representation expenses	4,000.00	-4,000.00	0.00	4,000.00	-4,000.00		0.00
	<b>TOTAL Title 1</b>	<b>14,173,200.00</b>	<b>-149,684.76</b>	<b>14,023,515.24</b>	<b>14,173,200.00</b>	<b>-149,684.76</b>		<b>14,023,515.24</b>
A-2000	Rentals	2,501.00	22.00	2,523.00	2,501.00	22.00		2,523.00
A-2020	Water, gas, electricity and heating	140,000.00	-26,000.00	114,000.00	140,000.00	-26,000.00		114,000.00
A-2030	Cleaning and maintenance	594,523.00	264,648.11	859,171.11	594,523.00	264,648.11		859,171.11
A-2100	ICT hardware	159,121.00	224,502.86	383,623.86	159,121.00	224,502.86		383,623.86
A-2101	Software development and purchase	374,620.00	111,310.00	485,930.00	374,620.00	111,310.00		485,930.00
A-2103	Telecoms Costs	169,635.00	-50.00	169,585.00	169,635.00	-50.00		169,585.00
A-2105	EC IT systems	234,200.00	-58,822.86	175,377.14	234,200.00	-58,822.86		175,377.14
A-2200	Technical and office equipment	20,000.00	-5,733.00	14,267.00	20,000.00	-5,733.00		14,267.00
A-2300	Stationery and office supplies	40,000.00	-19,888.84	20,111.16	40,000.00	-19,888.84		20,111.16
A-2320	Miscellaneous Financial expenditure	1,000.00	250.00	1,250.00	1,000.00	250.00		1,250.00
A-2330	Legal expenses	28,000.00	-7,848.00	20,152.00	28,000.00	-7,848.00		20,152.00
A-2400	Correspondence and courier expenses	15,200.00	-12,900.00	2,300.00	15,200.00	-12,900.00		2,300.00
A-2500	Meetings expenses in general	100,000.00	-87,040.00	12,960.00	100,000.00	-87,040.00		12,960.00
	<b>TOTAL Title 2</b>	<b>1,878,800.00</b>	<b>382,450.27</b>	<b>2,261,250.27</b>	<b>1,878,800.00</b>	<b>382,450.27</b>		<b>2,261,250.27</b>
B3-010	General publications	312,000.00	176,350.24	488,350.24	312,000.00	178,694.75		490,694.75
B3-030	Professional memberships and fees	3,000.00		3,000.00	3,000.00			3,000.00
B3-040	Translation costs	60,000.00	40,857.25	100,857.25	60,000.00	40,857.25		100,857.25
B3-100	Strategic projects	3,648,000.00	121,835.00	3,769,835.00	3,648,000.00	113,004.49	-557,000.00	3,204,004.49
B3-140	Impact evaluation and WP act. auditing	247,000.00	-4,169.00	242,831.00	247,000.00	-40,000.00		207,000.00
B3-200	Operational missions	635,000.00	-567,639.00	67,361.00	635,000.00	-525,322.00		109,678.00
	<b>TOTAL Title 3</b>	<b>4,905,000.00</b>	<b>-232,765.51</b>	<b>4,672,234.49</b>	<b>4,905,000.00</b>	<b>-232,765.51</b>	<b>-557,000.00</b>	<b>4,115,234.49</b>
	<b>Sum:</b>	<b>20,957,000.00</b>	<b>0.00</b>	<b>20,957,000.00</b>	<b>20,957,000.00</b>	<b>0.00</b>	<b>-557,000.00</b>	<b>20,400,000.00</b>



## 2.Utilisation of appropriations

## i. Appropriations of the current year

Budget Line	Description	Final budget available for commitments	Total amount commitments accepted	% Committed	Commitments credits cancelled	Total budget available for payments	Total payments accepted 2020 related to 2020 commitments	Total payments accepted 2020 related to 2019 commitments	Total amount payments accepted	% Payments executed	Payment credits available	Payment credits - Carry forward to 2021	Payment credits cancelled
1100	Basic salaries	10,945,263.73	10,945,263.73	100.00%	0.00	10,945,263.73	10,945,263.73	0.00	10,945,263.73	100.00%	0.00	0.00	0.00
1110	Contractual Agent	2,294,192.34	2,294,192.34	100.00%	0.00	2,294,192.34	2,294,192.34	0.00	2,294,192.34	100.00%	0.00	0.00	0.00
1112	Local staff	68,239.25	68,235.87	100.00%	3.38	68,239.25	68,235.87	0.00	68,235.87	100.00%	3.38	0.00	3.38
1172	Traineeships	28,434.50	28,434.50	100.00%	0.00	28,434.50	28,434.50			0.00%			
1177	Other services rendered and institutional audit services	441,775.00	441,673.11	99.98%	101.89	441,775.00	304,067.02	0.00	304,067.02	68.83%	137,707.98	137,606.09	101.89
1180	Sundry recruitment expenses	32,780.00	32,780.00	100.00%	0.00	32,780.00	32,780.00	0.00	32,780.00	100.00%	0.00	0.00	0.00
<b>11</b>	<b>Chapter Total</b>	<b>13,810,684.82</b>	<b>13,810,579.55</b>	<b>100.00%</b>	<b>105.27</b>	<b>13,810,684.82</b>	<b>13,672,973.46</b>	<b>0.00</b>	<b>13,644,538.96</b>	<b>98.80%</b>	<b>137,711.36</b>	<b>137,606.09</b>	<b>105.27</b>
1300	Mission and travel expenses	5,351.00	5,350.43	99.99%	0.57	5,351.00	3,850.43	0.00	3,850.43	71.96%	1,500.57	1,500.00	0.57
<b>13</b>	<b>Chapter Total</b>	<b>5,351.00</b>	<b>5,350.43</b>	<b>99.99%</b>	<b>0.57</b>	<b>5,351.00</b>	<b>3,850.43</b>	<b>0.00</b>	<b>3,850.43</b>	<b>71.96%</b>	<b>1,500.57</b>	<b>1,500.00</b>	<b>0.57</b>
1430	Medical service	47,030.00	47,030.00	100.00%	0.00	47,030.00	38,827.89	0.00	38,827.89	82.56%	8,202.11	8,202.11	0.00
1440	Internal training	89,049.42	89,049.42	100.00%	0.00	89,049.42	65,835.42	0.00	65,835.42	73.93%	23,214.00	23,214.00	0.00
1490	Other Interventions	71,400.00	71,138.88	99.63%	261.12	71,400.00	70,738.88	0.00	70,738.88	99.07%	661.12	400.00	261.12
<b>14</b>	<b>Chapter Total</b>	<b>207,479.42</b>	<b>207,218.30</b>	<b>99.87%</b>	<b>261.12</b>	<b>207,479.42</b>	<b>175,402.19</b>	<b>0.00</b>	<b>175,402.19</b>	<b>84.54%</b>	<b>32,077.23</b>	<b>31,816.11</b>	<b>261.12</b>
1700	Entertainment and representation expenses	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
<b>17</b>	<b>Chapter Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>1</b>	<b>TOTAL:</b>	<b>14,023,515.24</b>	<b>14,023,148.28</b>	<b>100.00%</b>	<b>366.96</b>	<b>14,023,515.24</b>	<b>13,852,226.08</b>	<b>0.00</b>	<b>13,823,791.58</b>	<b>98.58%</b>	<b>171,289.16</b>	<b>170,922.20</b>	<b>366.96</b>
2000	Rentals	2,523.00	2,523.00	100.00%	0.00	2,523.00		0.00	0.00	0.00%	2,523.00	2,523.00	0.00
2020	Water, gas, electricity and heating	114,000.00	114,000.00	100.00%	0.00	114,000.00	12,935.00	0.00	12,935.00	0.00%	101,065.00	101,065.00	0.00
2030	Building associated costs	859,171.11	859,170.80	100.00%	0.31	859,171.11	780,519.70	0.00	780,519.70	90.85%	78,651.41	78,651.10	0.31
<b>20</b>	<b>Chapter Total</b>	<b>975,694.11</b>	<b>975,693.80</b>	<b>100.00%</b>	<b>0.31</b>	<b>975,694.11</b>	<b>793,454.70</b>	<b>0.00</b>	<b>793,454.70</b>	<b>81.32%</b>	<b>182,239.41</b>	<b>182,239.10</b>	<b>0.31</b>
2100	ICT hardware	383,623.86	383,623.67	100.00%	0.19	383,623.86	301,253.07	0.00	301,253.07	78.53%	82,370.79	82,370.60	0.19
2101	Software development and purchase	485,930.00	485,929.93	100.00%	0.07	485,930.00	366,139.46	0.00	366,139.46	75.35%	119,790.54	119,790.47	0.07
2103	Telecoms Costs	169,585.00	169,097.27	99.71%	487.73	169,585.00	151,506.96	0.00	151,506.96	89.34%	18,078.04	17,590.31	487.73
2105	EC IT systems	175,377.14	175,377.14	100.00%	0.00	175,377.14	166,226.78	0.00	166,226.78	94.78%	9,150.36	9,150.36	0.00
<b>21</b>	<b>Chapter Total</b>	<b>1,214,516.00</b>	<b>1,214,028.01</b>	<b>99.96%</b>	<b>487.99</b>	<b>1,214,516.00</b>	<b>985,126.27</b>	<b>0.00</b>	<b>985,126.27</b>	<b>3.38</b>	<b>229,389.73</b>	<b>228,901.74</b>	<b>487.99</b>
2200	Technical equipment and furniture	14,267.00	14,267.00	100.00%	0.00	14,267.00	14,267.00	0.00	14,267.00	100.00%	0.00	0.00	0.00
<b>22</b>	<b>Chapter Total</b>	<b>14,267.00</b>	<b>14,267.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>14,267.00</b>	<b>14,267.00</b>	<b>0.00</b>	<b>14,267.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
2300	Stationery and office supplies	20,111.16	20,096.59	99.93%	14.57	20,111.16	16,068.91	0.00	16,068.91	79.90%	4,042.25	4,027.68	14.57
2320	Miscellaneous Financial expenditure	1,250.00	1,250.00	100.00%	0.00	1,250.00	1,222.06	0.00	1,222.06	97.76%	27.94	27.94	0.00
2330	Miscellaneous legal and insurance expenditure	20,152.00	20,152.00	100.00%	0.00	20,152.00	15,955.96	0.00	15,955.96	79.18%	4,196.04	4,196.04	0.00
<b>23</b>	<b>Chapter Total</b>	<b>41,513.16</b>	<b>41,498.59</b>	<b>99.96%</b>	<b>14.57</b>	<b>41,513.16</b>	<b>33,246.93</b>	<b>0.00</b>	<b>33,246.93</b>	<b>80.09%</b>	<b>8,266.23</b>	<b>8,251.66</b>	<b>14.57</b>
2400	Correspondence and courier expenses	2,300.00	2,250.00	97.83%	50.00	2,300.00	1,759.19	0.00	1,759.19	76.49%	540.81	490.81	50.00
<b>24</b>	<b>Chapter Total</b>	<b>2,300.00</b>	<b>2,250.00</b>	<b>97.83%</b>	<b>50.00</b>	<b>2,300.00</b>	<b>1,759.19</b>	<b>0.00</b>	<b>1,759.19</b>	<b>76.49%</b>	<b>540.81</b>	<b>490.81</b>	<b>50.00</b>
2500	Meetings expenses in general	12,960.00	12,960.00	100.00%	0.00	12,960.00	12,960.00	0.00	12,960.00	100.00%	0.00	0.00	0.00
<b>25</b>	<b>Chapter Total</b>	<b>12,960.00</b>	<b>12,960.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>12,960.00</b>	<b>12,960.00</b>	<b>0.00</b>	<b>12,960.00</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>2</b>	<b>TOTAL:</b>	<b>2,261,250.27</b>	<b>2,260,697.40</b>	<b>99.98%</b>	<b>552.87</b>	<b>2,261,250.27</b>	<b>1,840,814.09</b>	<b>0.00</b>	<b>1,840,814.09</b>	<b>81.41%</b>	<b>420,436.18</b>	<b>419,883.31</b>	<b>552.87</b>
3010	General publications	488,350.24	487,152.39	99.75%	1,197.85	490,694.75	278,874.40	85,091.45	363,965.85	74.17%	0.00	0.00	126,728.90
3030	Professional memberships and fees	3,000.00	3,000.00	100.00%	0.00	3,000.00	1,595.20	78.00	1,673.20	55.77%	0.00	0.00	1,326.80
3040	Translation costs	100,857.25	100,857.25	100.00%	0.00	100,857.25	80,293.25	0.00	80,293.25	79.61%	0.00	0.00	20,564.00
<b>30</b>	<b>Chapter Total</b>	<b>592,207.49</b>	<b>591,009.64</b>	<b>99.80%</b>	<b>1,197.85</b>	<b>594,552.00</b>	<b>360,762.85</b>	<b>85,169.45</b>	<b>445,932.30</b>	<b>75.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>148,619.70</b>
3100	Strategic projects	3,769,835.00	3,745,806.37	99.36%	24,028.63	3,204,004.49	2,122,564.69	935,148.53	3,057,713.22	95.43%	0.00	0.00	146,291.27
3140	Impact evaluation and WP act. auditing	242,831.00	242,830.74	100.00%	0.26	207,000.00	98,890.00	107,842.47	206,732.47	99.87%	0.00	0.00	267.53
<b>31</b>	<b>Chapter Total</b>	<b>4,012,666.00</b>	<b>3,988,637.11</b>	<b>99.40%</b>	<b>24,028.89</b>	<b>3,411,004.49</b>	<b>2,221,454.69</b>	<b>1,042,991.00</b>	<b>3,264,445.69</b>	<b>95.70%</b>	<b>0.00</b>	<b>0.00</b>	<b>146,558.80</b>
3200	Operational missions	67,361.00	67,360.82	100.00%	0.18	109,678.00	67,360.82	42,316.21	109,677.03	100.00%	0.00	0.00	0.97
<b>32</b>	<b>Chapter Total</b>	<b>67,361.00</b>	<b>67,360.82</b>	<b>100.00%</b>	<b>0.18</b>	<b>109,678.00</b>	<b>67,360.82</b>	<b>42,316.21</b>	<b>109,677.03</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.97</b>
<b>3</b>	<b>TOTAL:</b>	<b>4,672,234.49</b>	<b>4,647,007.57</b>	<b>99.46%</b>	<b>25,226.92</b>	<b>4,115,234.49</b>	<b>2,649,578.36</b>	<b>1,170,476.66</b>	<b>3,820,055.02</b>	<b>92.83%</b>	<b>0.00</b>	<b>0.00</b>	<b>295,179.47</b>
<b>Funds Source Total</b>		<b>20,957,000.00</b>	<b>20,930,853.25</b>	<b>99.88%</b>	<b>26,146.75</b>	<b>20,400,000.00</b>	<b>18,342,618.53</b>	<b>1,170,476.66</b>	<b>19,484,660.69</b>	<b>95.51%</b>	<b>591,725.34</b>	<b>590,805.51</b>	<b>296,099.30</b>

## ii. Appropriations on re-use of funds received in 2020

Budget Line	Description	Amount received for commitment in 2020	Total amount commitments accepted	% Committed	Commitment credits carried forward to 2021	Amount received for payment in 2020	Total amount payments accepted	% Payments executed	Available commitment credits carried forward to 2021	Available payment credits carried forward to 2021	Commitment & Payment credits automatically Carry forward
1100	Basic salaries	1,200.00	0.00	0.00%	1,200.00	1,200.00	0.00	0.00%	1,200.00	1,200.00	1,200.00
<b>11</b>	<b>Chapter Total</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,200.00</b>	<b>1,200.00</b>	<b>1,200.00</b>
1300	Missions	100.83	0.00	0.00%	100.83	100.83	0.00	0.00%	100.83	100.83	100.83
<b>13</b>	<b>Chapter Total</b>	<b>100.83</b>	<b>0.00</b>	<b>0.00%</b>	<b>100.83</b>	<b>100.83</b>	<b>0.00</b>	<b>0.00%</b>	<b>100.83</b>	<b>100.83</b>	<b>100.83</b>
1440	Internal training	96.02	0.00	0.00%	96.02	96.02	0.00	0.00%	96.02	96.02	96.02
<b>14</b>	<b>Chapter Total</b>	<b>96.02</b>	<b>0.00</b>	<b>0.00%</b>	<b>96.02</b>	<b>96.02</b>	<b>0.00</b>	<b>0.00%</b>	<b>96.02</b>	<b>96.02</b>	<b>96.02</b>
<b>1</b>	<b>TOTAL:</b>	<b>1,396.85</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,396.85</b>	<b>1,396.85</b>	<b>0.00</b>	<b>0.00%</b>	<b>1,396.85</b>	<b>1,396.85</b>	<b>1,396.85</b>
3100	Strategic projects	12,437.19	0.00	0.00%	12,437.19	12,437.19	0.00	0.00%	12,437.19	12,437.19	12,437.19
<b>31</b>	<b>Chapter Total</b>	<b>12,437.19</b>	<b>0.00</b>	<b>0.00%</b>	<b>12,437.19</b>	<b>12,437.19</b>	<b>0.00</b>	<b>0.00%</b>	<b>12,437.19</b>	<b>12,437.19</b>	<b>12,437.19</b>
3200	Operational missions	11,098.24	0.00	0.00%	11,098.24	11,098.24	0.00	0.00%	11,098.24	11,098.24	11,098.24
<b>32</b>	<b>Chapter Total</b>	<b>11,098.24</b>	<b>0.00</b>	<b>0.00%</b>	<b>11,098.24</b>	<b>11,098.24</b>	<b>0.00</b>	<b>0.00%</b>	<b>11,098.24</b>	<b>11,098.24</b>	<b>11,098.24</b>
<b>3</b>	<b>TOTAL:</b>	<b>23,535.43</b>	<b>0.00</b>	<b>0.00%</b>	<b>23,535.43</b>	<b>23,535.43</b>	<b>0.00</b>	<b>0.00%</b>	<b>23,535.43</b>	<b>23,535.43</b>	<b>23,535.43</b>
	<b>Funds Source Total</b>	<b>24,932.28</b>	<b>0.00</b>	<b>0.00%</b>	<b>24,932.28</b>	<b>24,932.28</b>	<b>0.00</b>	<b>0.00%</b>	<b>24,932.28</b>	<b>24,932.28</b>	<b>24,932.28</b>

### iii. Appropriations on re-use of funds received in 2019

Budget Line	Description	Amount received for commitment in 2020	Total amount commitments accepted	% Committed	Commitment credits carried forward to 2021	Amount received for payment in 2020	Total amount payments accepted	% Payments executed	Available commitment credits carried forward to 2021	Available payment credits carried forward to 2021	Commitment & Payment credits automatically Carry forward
1300	Missions	1,149.57	1,149.57	100.00%	0.00	1,149.57	1,149.57	0.00%	0.00	0.00	0.00
<b>13</b>	<b>Chapter Total</b>	<b>1,149.57</b>	<b>1,149.57</b>	<b>100.00%</b>	<b>0.00</b>	<b>1,149.57</b>	<b>1,149.57</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
1	TOTAL:	1,149.57	1,149.57	100.00%	0.00	1,149.57	1,149.57	0.00%	0.00	0.00	0.00
	Funds Source Total	1,149.57	1,149.57	100.00%	0.00	1,149.57	1,149.57	100.00%	0.00	0.00	0.00

#### iv. Appropriations carried forward from 2019 to 2020

Budget line	Description	Commitments carried forward from 2019 to 2020	Payment credits available from 2019 in 2020	Total amount payment credits executed 2020	Payments credits from 2019 cancelled in 2020
A-1177	OTHER SERVICES RENDERED	52,284.35	52,284.35	49,296.35	2,988.00
A-1180	SUNDRY RECRUITMENT EXPENSES	1,629.14	1,629.14	1,600.00	29.14
	<b>Sub-Total</b>	<b>53,913.49</b>	<b>53,913.49</b>	<b>50,896.35</b>	<b>3,017.14</b>
A-1300	MISSION AND TRAVEL E	13,735.86	13,735.86	1,330.00	12,405.86
	<b>Sub-Total</b>	<b>13,735.86</b>	<b>13,735.86</b>	<b>1,330.00</b>	<b>12,405.86</b>
A-1430	MEDICAL SERVICE	3,032.33	3,032.33	2,389.70	642.63
A-1440	INTERNAL TRAINING	83,691.34	83,691.34	66,657.59	17,033.75
A-1490	OTHER INTERVENTIONS	497.31	497.31	451.40	45.91
	<b>Sub-Total</b>	<b>87,220.98</b>	<b>87,220.98</b>	<b>69,498.69</b>	<b>17,722.29</b>
A-1700	ENTERTAINMENT AND REPRESENTATION	1,388.46	1,388.46	1,311.00	77.46
	<b>Sub-Total</b>	<b>1,388.46</b>	<b>1,388.46</b>	<b>1,311.00</b>	<b>77.46</b>
	<b>TOTAL T1</b>	<b>156,258.79</b>	<b>156,258.79</b>	<b>123,036.04</b>	<b>33,222.75</b>
A-2000	RENTALS	2,522.00	2,522.00	2,522.00	0.00
A-2020	WATER GAS ELECTRICIT	13,757.00	13,757.00	7,034.00	6,723.00
A-2030	BUILDING ASSOCIATED COSTS	86,503.59	86,503.59	77,866.98	8,636.61
	<b>Sub-Total</b>	<b>102,782.59</b>	<b>102,782.59</b>	<b>87,422.98</b>	<b>15,359.61</b>
A-2100	ICT HARDWARE	126,829.58	126,829.58	126,553.88	275.70
A-2101	SOFTWARE ACQUISITION MAINTENANCE AND DEVELOPMENT	97,888.36	97,888.36	97,742.59	145.77
A-2103	TELECOM COSTS	15,316.01	15,316.01	15,290.29	25.72
A-2105	EUROPEAN COMMISSION IT SYSTEMS	16,339.56	16,339.56	16,339.56	0.00
	<b>Sub-Total</b>	<b>256,373.51</b>	<b>256,373.51</b>	<b>255,926.32</b>	<b>447.19</b>
A-2200	TECHNICAL EQUIPMENT AND FURNITURE	30,895.50	30,895.50	30,895.50	0.00
	<b>Sub-Total</b>	<b>30,895.50</b>	<b>30,895.50</b>	<b>30,895.50</b>	<b>0.00</b>
A-2300	STATIONERY AND OFFIC	13,474.84	13,474.84	13,126.66	348.18
A-2320	MISCELLANEOUS FINANC	114.60	114.60	10.00	104.60
A-2330	MISCELLANEOUS LEGAL AND PUBLICATION	1,080.00	1,080.00	541.12	538.88
	<b>Sub-Total</b>	<b>14,669.44</b>	<b>14,669.44</b>	<b>13,677.78</b>	<b>991.66</b>
A-2400	CORRESPONDENCE AND C	724.64	724.64	218.39	506.25
	<b>Sub-Total</b>	<b>724.64</b>	<b>724.64</b>	<b>218.39</b>	<b>506.25</b>
A-2500	MEETINGS EXPENSES IN GENERAL	27,500.00	27,500.00	26,462.30	1,037.70
	<b>Sub-Total</b>	<b>27,500.00</b>	<b>27,500.00</b>	<b>26,462.30</b>	<b>1,037.70</b>
	<b>TOTAL T2</b>	<b>432,945.68</b>	<b>432,945.68</b>	<b>414,603.27</b>	<b>18,342.41</b>
B3-010	CORPORATE COMMUNICATION	95,241.72			0.00
B3-030	PROFESSIONAL MEMBERS	684.80			0.00
B3-040	TRANSLATION COSTS	2,255.00			0.00
	<b>Sub-Total</b>	<b>98,181.52</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
B3-100	STRATEGIC PROJECTS	1,138,006.02			0.00
B3-140	STRENGTHENING KNOWLEDGE AND SYSTEMS	109,060.00			0.00
	<b>Sub-Total</b>	<b>1,247,066.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
B3-200	OPERATIONAL MISSIONS	98,376.95			0.00
	<b>Sub-Total</b>	<b>98,376.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL T3</b>	<b>1,443,624.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>TOTAL</b>	<b>2,032,828.96</b>	<b>589,204.47</b>	<b>537,639.31</b>	<b>51,565.16</b>

For Title 3, commitments related to the ETF subvention, an accumulated amount of €1,443,624.49 was carried forward from 2019 to 2020. These commitments are paid with payment credits from 2020, and the amounts paid are included in table “i. Appropriations of the current year”.

## VII. ETF STAFF ESTABLISHMENT PLAN 2020

FUNCTION GROUP	GRADE	Establishment plan in voted EU budget 2020	Filled as of 31/12/2020
AD	16	0	0
	15	0	0
	14	1	1
	13	5	2
	12	10	5
	11	10	10
	10	9	12
	9	13	13
	8	6	6
	7	1	6
	6	1	1
5	0	0	
<b>Sub-total Function Group AD</b>		<b>56</b>	<b>56</b>
AST	11	3	1
	10	6	0
	9	10	11
	8	10	5
	7	4	2
	6	1	3
	5	1	4
	4	0	3
	3	0	0
	2	0	0
1	0	0	
<b>Sub-total Function Group AST</b>		<b>30</b>	<b>29</b>
<b>TOTAL TA posts</b>		<b>86</b>	<b>85</b>

Additionally, ETF has 40 contract agents. Furthermore, ETF has 1 local agent.

## ANNEX I: LIST OF GOVERNING BOARD MEMBERS DURING 2020

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### EUROPEAN COMMISSION

European Commission Chair	<b>Mr Joost Korte</b> Director-General DG EMPL Employment, Social Affairs and Inclusion European Commission
European Commission Member	<b>Ms Myriam Ferran</b> Director DG NEAR A European Commission
European Commission Alternate Member	<b>Ms Barbara Banki Gardinal</b> Acting Head of Unit DG NEAR A3 European Commission
European Commission Member	<b>Ms Henriette Geiger</b> Director DG DEVCO Directorate B - People and Peace Human Development and Migration European Commission
European Commission Alternate Member	<b>Mr Francesco Luciani</b> Head of Unit DG DEVCO B3 Migration, Employment, Inequalities European Commission
European Commission Alternate Member	<b>Mr Jean-Paul Heerschap</b> International Aid / Cooperation Officer - Secteur Emploi Cohésion et Protection Sociale Migration, Employment, Inequalities DG DEVCO B3 European Commission

### EUROPEAN EXTERNAL ACTION SERVICE

European External Action Service Observer	<b>Ms Diana Senczyszyn</b> Policy Coordinator MENA.5 – Strategy and Instruments of the European Neighbourhood Policy European External Action Service (EEAS)
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### EUROPEAN PARLIAMENT

Non-voting Expert	<b>Mr Alejandro Cercas Alonso</b> Expert European Parliament
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Non-voting Expert	<b>Mr Jean-François Mezières</b> President European Vocational Training Association
Non-voting Expert	<b>Ms Edit Bauer</b>

## EU MEMBER STATES

Austria – Member	<b>Mr Josef Hochwald</b> Deputy Head Unit for Vocational Education and Training Department IV – National Market Strategies Federal Ministry for Digital and Economic Affairs
Austria – Alternate	<b>Ms Elisabeth Augustin</b> Deputy Head Department for Bilateral International Affairs Education Federal Ministry of Education, Science and Research
Belgium – Member	<b>Mr Herman Panneels</b> Head of Division for Advice and Support to Education Personnel Agency for Educational Services – AgODi Ministry of Education and Training
Belgium – Alternate	TO BE ASSIGNED
Bulgaria – Member	<b>Ms Maria Todorova</b> Director Vocational Training and Education Directorate Ministry of Education and Science
Bulgaria – Alternate	<b>Ms Vania Tivosheva</b> Chief Expert Vocational Education and Training Directorate Ministry of Education and Science
Croatia – Member	<b>Ms Andreja Uroić Landekić</b> Head of Service for Vocational Education and Training Ministry of Science and Education
Croatia – Alternate	<b>Ms Marina Cvitković</b> Head of Section for International Cooperation Agency for VET and Adult Education Department for European Affairs, International Cooperation and Projects
Cyprus – Member	<b>Mr Elias Margadjis</b> Director of Secondary Technical and Vocational Education Ministry of Education and Culture
Cyprus – Alternate	<b>Mr Kyriakos Kyriakou</b> Coordinator VET Secondary Technical and Vocational Education Ministry of Education and Culture
Czech Republic – Member	<b>Ms Marta Stará</b> Head of Vocational Education and Training Unit Ministry of Education, Youth and Sports
Czech Republic – Alternate	<b>Ms Martina Kaňáková</b> National Pedagogical Institute of the Czech Republic



Denmark – Alternate	<b>Mr Torben Schuster</b> Chief Consultant Danish Ministry of Education
Estonia – Member	<b>Ms Terje Haidak</b> Head Adult Education Department Ministry of Education and Research
Estonia – Alternate	<b>Mr Teet Tiko</b> Head Vocational Education Department Ministry of Education and Research
Finland – Member	<b>Mr Mika Saarinen</b> Counsellor of Education, Head of Section Finnish National Agency for Education EDUFI
Finland – Alternate	TO BE ASSIGNED
France – Member	<b>Ms Sara Mattioni</b> Bureau international Secrétariat général des ministères sociaux Délégation aux affaires européennes et internationales Ministère des solidarités et de la santé
France – Alternate	<b>Ms Nadine Nerguisian</b> Chargée de mission Délégation aux relations européenne et internationales et à la coopération (DREIC) Secrétariat général Ministère de l'éducation nationale, de la jeunesse et des sports Ministère de l'enseignement supérieur, de la recherche et de l'innovation
Germany – Member	<b>Mr Stefan Schneider</b> Head of Division Federal Ministry of Education and Research Division 222 – EU Education Programmes; International Cooperation in Education
Germany – Alternate	<b>Ms Kristin Hess</b> Federal Ministry of Education and Research Division 222 - ERASMUS; International Cooperation in Vocational Training
Greece – Member	<b>Ms Ioanna Lytrivi</b> Managing Director National Organisation for the Certification of Qualifications and Vocational Guidance (E.O.P.P.E.P.)
Greece – Alternate	<b>Mr Panagiotis Passas</b> Head of the General Directorate for International, European Affairs, Education for Greeks Abroad and Intercultural Education Ministry of Education, Research and Religious Affairs
Hungary - Member	<b>Ms Katalin Zoltán</b> Head of Unit Department for Programme Development & School Governance Unit for International Relations and Grants Ministry for National Economy
Hungary – Alternate	<b>Ms Judit Tauszig</b> Senior Counsellor Deputy State Secretariat for VET and Adult Learning Unit for International Relations and Grants, Department for Programme Development & School Governance Ministry for Innovation and Technology

Ireland – Member	<b>Mr Phil O’Flaherty</b> Principal Officer Department of Education & Skills
Ireland – Alternate	<b>Ms Trudy Duffy</b> Assistant Principal Officer Further Education Unit Department of Education and Skills Further Education and Training Section
Italy – Member	<b>Mr Enrico Pavone</b> Head of Unit V – EU Sectoral Policies, including Education and VET Directorate General for the European Union Ministry of Foreign Affairs and International Cooperation
Italy – Alternate	<b>Mr Sergio Martes</b> Head of Unit II – EU External Relations Directorate General for the European Union Ministry of Foreign Affairs and International Cooperation
Latvia – Member	<b>Ms Anita Vahere-Abražune</b> Deputy Director Department of Policy Initiatives and Development Ministry of Education and Science
Latvia – Alternate	<b>Ms Maija Zvirbule</b> Counsellor for Education, Youth and Sports Permanent Representation of the Republic of Latvia to the EU of the Republic of Latvia
Lithuania – Member	<b>Mr Tadas Tamošiūnas</b> Director Qualifications and Vocational Education and Training Development Centre
Lithuania – Alternate	<b>Ms Lina Vaitkutė</b> Head Qualifications Formation Unit Qualifications and Vocational Education and Training Development Centre
Luxembourg – Member	<b>Ms Véronique Schaber</b> Director Department of Vocational Training Ministry of Education, Children and Youth
Luxembourg – Alternate	<b>Mr Tom Muller</b> Deputy Director Department of Vocational Training Ministry of Education, Children and Youth
Malta – Member	<b>Mr Joachim James Calleja</b> Principal and CEO Malta College for Arts, Science and Technology (MCAST) Administration Building, Main Campus
Malta – Alternate	<b>Mr Francis Fabri</b> Permanent Secretary Office of the Permanent Secretary Ministry for Education and Employment
Netherlands – Member	<b>Mr Peter van Ijsselmuiden</b> Coordinator International Affairs in Vocational Education and Training Department for Vocational and Adult Education Ministry of Education, Culture and Science
Netherlands – Alternate	<b>Ms Lise Weerden</b> Senior Policy officer VET international affairs / Accountmanager VET Ministry of Education, Culture and Science

Poland – Member	<p><b>Ms Stefania Wilkiel</b> Counsellor to the Minister Strategy and International Cooperation Department Ministry of National Education</p>
Poland – Alternate	<p><b>Mr Andrzej Kurkiewicz</b> Deputy Director Department of Innovation and Development Ministry of Science and Higher Education</p>
Portugal – Member	<p><b>Ms Sandra Ribeiro</b> Director General Directorate General for Employment and Industrial Relations Ministry of Labour, Solidarity, and Social Security</p>
Romania- Member	<p><b>Ms Carmen Clapan</b> Counsellor for European Affairs General Directorate for International and European Affairs Ministry of National Education</p>
Romania – Alternate	<p><b>Ms Roxana Frățilă</b> Adviser for European Affairs General Directorate for International and European Affairs Ministry of Education and Research</p>
Slovakia – Member	<p><b>Mr Karol Jakubík</b> Main State Advisor Department of Regional Schooling Unit of Vocational Education and Training Ministry of Education, Science, Research and Sport</p>
Slovakia – Alternate	<p><b>Mr Alexander Ludva</b> State Advisor Unit of Vocational Education and Training Ministry of Education, Science, Research and Sport</p>
Slovenia – Member	<p><b>Ms Slavica Černoša</b> Head of Upper Secondary Education Department Ministry of Education, Science and Sport</p>
Slovenia – Alternate	<p><b>Ms Urška Marentič</b> Deputy Director Institute for Vocational Education and Training</p>
Spain – Member	<p><b>Ms Gema Cavada Barrio</b> Head of Service Deputy Directorate General for Guidance and VET Ministry of Education, Social Policy and Sport</p>
Spain – Alternate	<p><b>Ms Yolanda Nunez Escobar</b> Head of Service Deputy Direction of Social, Education, Culture, Health and Consumer Affairs Ministry of Foreign Affairs, EU and Cooperation of Spain</p>
Sweden – Member	<p><b>Ms Malin Mendes</b> Deputy Director Division for Upper Secondary and Adult Education and Training Ministry of Education and Research</p>
Sweden – Alternate	<p><b>Ms Carina Lindén</b> Deputy Director Division for Upper Secondary and Adult Education and Research Swedish Ministry of Education and Research</p>