

BILANCIO RETTIFICATIVO 1/2021

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L'obiettivo principale del presente bilancio rettificativo è di proporre una redistribuzione degli stanziamenti che consenta all'ETF di cogliere le sfide e le opportunità individuate all'inizio del 2021 e di integrare finanziamenti specifici. Il perdurare degli effetti della pandemia di COVID-19 ha indotto una revisione del modus operandi e una valutazione della necessità di rafforzare settori specifici (ad esempio, l'interazione online con le parti interessate, apparecchiature informatiche efficienti, il sostegno al personale e al processo di gestione dei cambiamenti).

Il bilancio allegato si riferisce a quello del 2021 adottato dal consiglio di amministrazione nella riunione del 16 novembre 2020.

Entrate

La principale fonte di entrate dell'ETF è il contributo erogato dalla Commissione europea. Inoltre, in conformità dell'articolo 15, paragrafo 3, del proprio regolamento istitutivo, l'ETF può ricevere apporti finanziari provenienti da altre fonti per attività previste dal proprio mandato.

1a. Contributo della Commissione europea (titoli 1, 2 e 3)

Non ci sono modifiche al contributo che l'ETF riceve dalla Commissione europea.

1b. Entrate con destinazione specifica esterne

All'ETF sono stati assegnati 102 739 EUR per il 2021 nell'ambito del contratto ETF-INTPA, ADM-MULTI/2020/417-237: «Organizzazione di studi e seminari formativi in materia di IFP».

Spese

Le attività svolte finora e le proposte di modifica sono in linea con le priorità e gli obiettivi contenuti nel documento unico di programmazione adottato dal consiglio di amministrazione il 16 novembre 2020.

2a. Contributo della Commissione europea (titoli 1, 2 e 3)

Il bilancio rettificativo include uno storno che rientra nella sfera di competenza del direttore e che è già stato eseguito nell'ambito del titolo 1, nonché una proposta di redistribuzione che tiene conto delle varie limitazioni e opportunità emerse nei primi mesi del 2021:

- l'aggiornamento dei costi per agenti contrattuali, tirocinanti e lavoratori interinali;
- attività connesse al processo di cambiamento relativo all'attuazione di una nuova strategia in materia di risorse umane e al rafforzamento della comunicazione interna, tenuto conto delle modalità del lavoro a distanza (l'iniziativa OneETF);
- la decisione di non espletare missioni almeno fino a settembre 2021;
- assicurare l'efficienza e l'efficacia del personale che lavora a distanza;
- le restrizioni confermate legate all'organizzazione di eventi tradizionali e le opportunità tecnologiche rappresentate dalla necessità di favorire una maggiore presenza online organizzando riunioni e seminari online.

Nel titolo 1, i risparmi derivanti dalle spese per missioni amministrative, formazione e rappresentanza, unitamente ai risparmi supplementari derivanti dal titolo 2, hanno consentito di allineare le spese riguardanti agenti contrattuali, tirocinanti e lavoratori interinali alle esigenze aggiornate del 2021, di aumentare i servizi sanitari forniti al personale dell'ETF e di assegnare una dotazione per attività connesse al processo di cambiamento per quanto concerne l'attuazione della nuova strategia in materia di risorse umane e il rafforzamento della comunicazione interna (l'iniziativa OneETF).

Nel titolo 2, i risparmi derivanti dalle spese connesse agli immobili (servizi di pubblica utilità, cancelleria, assicurazioni) e quelli delle riunioni del consiglio di amministrazione sono stati stornati al titolo 1 a copertura delle esigenze individuate. Allo stesso tempo, i fondi per la digitalizzazione sono stati ridistribuiti da software ad hardware e telecomunicazioni, conformemente alle decisioni relative all'attuazione della digitalizzazione (computer portatili al resto del personale e utilizzo di dati mobili).

Nel titolo 3, l'ETF ha effettuato un allineamento delle attività previste dal programma di lavoro alla nuova struttura, nel rispetto degli obiettivi concordati. Quasi la metà della dotazione di bilancio destinata alle missioni operative è stata assegnata alle attività operative a copertura dei costi per le riunioni online e le attività riviste.

Di seguito si riporta una tabella riepilogativa delle modifiche per titolo.

Titolo del bilancio	Bilancio iniziale 2021 (EUR)	Modifiche (EUR)	Bilancio rettificativo 1/2021 (EUR)	%
Titolo 1	14 540 000	100 322	14 640 322	0,7 %
Titolo 2	2 193 000	- 65 322	2 127 678	- 3,0 %
Titolo 3	4 567 000	- 35 000	4 532 000	- 0,8 %
Totale del contributo della Commissione europea	21 300 000	-	21 300 000	0 %
Titolo 3 aggiuntivo		+ 102 739	+ 102 739	
Totale bilancio dell'ETF	21 300 000	+ 102 739	21 402 739	+ 0,5 %

Per informazioni più dettagliate sulle attività si rimanda alla colonna «Ipotesi» nel bilancio rettificativo.

La redistribuzione complessiva delle spese oggetto del presente bilancio rettificativo costituisce stanziamenti di impegno e di pagamento per 551 448 EUR, pari al 2,6 % del contributo totale.

Presentazione

Il bilancio rettificativo allegato contiene le informazioni dettagliate del bilancio originale e le modifiche summenzionate.

Attualmente, nel 2021 l'ETF prevede di gestire una sovvenzione di 21 300 000 EUR e 102 739 EUR di entrate con destinazione specifica esterne.

European Training Foundation

Amending Budget 1-2021

REVENUE

Item/Art.	Title	Budget 2021		Amendments		Amending Budget 1-2021	
		COM	PAY	COM	PAY	COM	PAY
TITLE 1 European Union contribution							
Chap.1 2	European Training Foundation (07.10.06, ex 04.03.14, ex 15.02.12, ex 15.02.27)	21 053 287	21 053 287	p.m.	p.m.	21 053 287	21 053 287
1 20	European Training Foundation	21 053 287	21 053 287	p.m.	p.m.	21 053 287	21 053 287
1 20 0	ETF - Subsidy	21 053 287	21 053 287			21 053 287	21 053 287
1 20 1	ETF - Subsidy under Titles 1 and 2						
1 20 2	ETF - Subsidy under Title 3						
Chap.1 3	Union contribution from recovery of surplus from previous years	246 713	246 713	p.m.	p.m.	246 713	246 713
1 30	Union contribution from recovery of surplus from previous years	246 713	246 713	p.m.	p.m.	246 713	246 713
1 30 0	Contribution	246 713	246 713			246 713	246 713
1 30 1	Contribution to Title 1 and 2						p.m.
1 30 2	Contribution to Title 3						
TITLE 1	TOTAL TITLE 1	21 300 000	21 300 000	p.m.	p.m.	21 300 000	21 300 000
TITLE 8 European Union contribution in kind							
Chap. 8 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
8 00	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
8 00 0	European Union contribution in kind	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TITLE 8	TOTAL TITLE 8	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TITLE 9 MISCELLANEOUS REVENUE							
Chap. 9 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
9 00	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
9 00 0	Miscellaneous revenue	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TITLE 9	TOTAL TITLE 9	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TITLE 10 RESULTS EARLIER YEARS							
Chap. 10 1	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
10 11	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
10 11 1	Result budget year -/- 1	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TOTAL ETF SUBVENTION REVENUE		21 300 000	21 300 000	p.m.	p.m.	21 300 000	21 300 000
TITLE 4 REVENUE FROM OTHER SOURCES (Earmarked revenue)							
Chap. 4 2	Co-operation with other European institutions and other bodies	p.m.	p.m.	102 739	102 739	102 739	102 739
4 20	Projects related to agreements between European Commission and the Foundation	p.m.	p.m.	102 739	102 739	102 739	102 739
4 20 3	ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study"	p.m.	p.m.	102 739	102 739	102 739	102 739
Chap. 4 3	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
4 30	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
4 30 0	Cooperation with Italian institutions	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.
TITLE 4	TOTAL TITLE 4	p.m.	p.m.	102 739	102 739	102 739	102 739
<i>The ETF has been assigned 102,739€ for 2021 under the ETF-INTPA contract ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study"</i>							
TOTAL EARMARKED / PROJECT REVENUE		p.m.	p.m.	102 739	102 739	102 739	102 739
GRAND TOTAL		21 300 000	21 300 000	102 739	102 739	21 402 739	21 402 739

Amending Budget 1-2021

EXPENDITURE

Item/Art.	Title	Budget 2021		Amendments		Amending Budget 1-2021		Revised assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
TITLE 1 EXPENDITURE RELATING TO PERSONS WORKING WITH THE FOUNDATION								
Chap. 1 1	Staff in active employment	14 209 000	14 209 000	+155 612	+155 612	14 364 612	14 364 612	
<i>Art. 110</i>	<i>Agents included in the workforce</i>	11 430 000	11 430 000	-	-	11 430 000	11 430 000	
1 10 0	Temporary Agents	11 430 000	11 430 000	-	-	11 430 000	11 430 000	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>	2 494 000	2 494 000	+35 912	+35 912	2 529 912	2 529 912	
1 11 0	Contract agents	2 428 000	2 428 000	+35 912	+35 912	2 463 912	2 463 912	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 Revised assumptions (1): Increase linked to salary cost of contract agents higher than planned (less part-time/parental leave, impact of change of function group procedures: +21,000€) and to estimates on reclassification exercise 2021 on the basis of 2020 impact on budget (+16,414€). Impact could be lower this year considering the change of function group exercises already launched.
1 11 2	Local staff	66 000	66 000	-	-	66 000	66 000	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>	278 000	278 000	+119 700	+119 700	397 700	397 700	
1 17 2	Cost of organising traineeships with the Foundation	20 000	20 000	+49 300	+49 300	69 300	69 300	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 Revised assumptions (1): Revised trainee needs based on current planning (+4 trainees for 6 months each) (+€41,600 transferred on 03-Mar-2021); Increase needed in order to align the end date of the current trainees to their current project allocation. (+€7,700 - proposed part of amending budget);
1 17 7	Other services rendered and institutional audit services	258 000	258 000	+70 400	+70 400	328 400	328 400	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. Revised assumptions (1): External consultancy for HR strategy implementation to be aligned with other strands of OneETF project (+€16,000 transferred on 03-Mar-2021); Increase intended to cover activities under the OneETF initiative (21,400€ for HR strand, 21,000€ for internal communications strand), to cover for interim support for KHD and PUB departments due to long term staff absence (+6,000€) and to cover a staff survey recommended by the medical advisor linked to the effects of COVID-19 on staff (+6,000€) (+€54,400 - proposed part of amending budget);
<i>Art. 118</i>	<i>Recruitment and transformation costs</i>	7 000	7 000	-	-	7 000	7 000	
1 18 0	Sundry recruitment expenses	7 000	7 000	-	-	7 000	7 000	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.
Chap. 1 3	Missions and travel	65 000	65 000	- 60 790	- 60 790	4 210	4 210	
<i>Art. 130</i>	<i>Mission and travel expenses</i>	65 000	65 000	- 60 790	- 60 790	4 210	4 210	

EXPENDITURE

Item/Art.	Title	Budget 2021		Amendments		Amending Budget 1-2021		Revised assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
1 30 0	Mission and travel expenses	65 000	65 000	- 60 790	- 60 790	4 210	4 210	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 Revised assumptions (1): It is confirmed that there will be no administrative missions at least until August, with very little chance for the remainder of the year. A small reserve (4000€) is left (-€61,000 transferred on 03-Mar-2021);Increase intended to cover Insurance for the planned administrative missions (+€210 - proposed part of amending budget);
Chap. 1 4 Socio-medical infrastructure		262 000	262 000	+8 500	+8 500	270 500	270 500	
<i>Art. 143 Medical service</i>		25 000	25 000	+10 000	+10 000	35 000	35 000	
1 43 0	Medical service	25 000	25 000	+10 000	+10 000	35 000	35 000	Staff Regulations of Officials of the European Communities, and in particular Art. 59 and Art. 8 of Annex II thereof. This budget line covers the costs of the external health service acting for the ETF (in particular carrying out regular and pre-recruitment medical examinations of ETF staff, the cost of a medical officer and medical products, first aid material etc.). Planning assumptions: Annual medical check up visits (average cost for 90 visits); ETF medical advisor visits and consultancy cost, including mission cost when representing the ETF at the Inter-institutional Medical College; Medical supplies and medicines, or other medical services; Psycho-social support to staff and other initiatives; Pre-recruitment medical costs and COVID-19 related medical material. Revised assumptions (1): A second ETF doctor is needed, covering in 2021 the period March-Dec (+€10,000 transferred on 03-Mar-2021);
<i>Art. 144 Internal training</i>		210 000	210 000	- 16 000	- 16 000	194 000	194 000	
1 44 0	Internal training	210 000	210 000	- 16 000	- 16 000	194 000	194 000	Staff Regulations of Officials of the European Communities, and in particular Art. 24 (3) thereof. This budget line covers introductory courses for new recruits, staff development courses, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment, supplies and documentation and the hiring of consultants. Planning assumptions: This appropriation correspond to expected needs at corporate level, individual training requests, language training as well as corporate and team activities; as of 2019 it includes mission costs related to learning and development. Revised assumptions (1): After revision of training needs, based on the initial expression of interest from staff, this amount can be released (-€16,000 transferred on 03-Mar-2021);
<i>Art. 149 Other interventions</i>		27 000	27 000	+14 500	+14 500	41 500	41 500	
1 49 0	Other interventions	27 000	27 000	+14 500	+14 500	41 500	41 500	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. Revised assumptions (1): staff support measures - the July 2020 assumptions for 2021 budget are not reflecting the latest developments (+€12,400 transferred on 03-Mar-2021);Increase intended to cover difference missing for top-up on educational allowance, based on updated estimations (+€2,100 - proposed part of amending budget);
Chap. 1 5 Staff exchanges between the ETF and the public sector		p.m.	p.m.	-	-	p.m.	p.m.	
<i>Art. 152 Staff exchanges between the ETF and the public sector</i>		p.m.	p.m.	-	-	p.m.	p.m.	
1 52 0	National experts seconded	p.m.	p.m.	-	-	p.m.	p.m.	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.
Chap. 1 7 Entertainment and representation expenses		4 000	4 000	- 3 000	- 3 000	1 000	1 000	
<i>Art. 170 Entertainment and representation expenses</i>		4 000	4 000	- 3 000	- 3 000	1 000	1 000	
1 70 0	Entertainment and representation expenses	4 000	4 000	- 3 000	- 3 000	1 000	1 000	This chapter covers expenses linked to hospitality costs for guests (e.g. lunches, dinners, etc.). Planning assumptions: Representation costs including catering expenses, local transport costs and small gifts authorised by the director as well as representation costs linked to the end of the year activities Revised assumptions (1): Revised needs taking in consideration the current circumstances, a reserve of 1,000€ is kept (-€3,000 transferred on 03-Mar-2021);
TITLE 1	TOTAL TITLE 1	14 540 000	14 540 000	+100 322	+100 322	14 640 322	14 640 322	

EXPENDITURE

Item/Art.	Title	Budget 2021		Amendments		Amending Budget 1-2021		Revised assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
TITLE 2 BUILDING, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE								
Chap. 2 0	Investments in immovable property, rental of buildings and associated costs	757 600	757 600	- 23 174	- 23 174	734 426	734 426	
<i>Art. 200</i>	<i>Rentals</i>	2 501	2 501	+ 26	+ 26	2 527	2 527	
2 00 0	Rentals	2 501	2 501	+ 26	+ 26	2 527	2 527	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. Revised assumptions (1): Increase intended to cover the second semester of rental of the archive space in town, based on updated estimates of the new contract (+€26 - proposed part of amending budget);
<i>Art. 202</i>	<i>Water, gas, electricity and heating</i>	140 000	140 000	- 20 000	- 20 000	120 000	120 000	
2 02 0	Water, gas, electricity and heating	140 000	140 000	- 20 000	- 20 000	120 000	120 000	This budget line covers utilities (water, gas, electricity and heating). Planning assumptions: Utilities cost forecast based on current consumption Revised assumptions (1): Savings based on the estimation on utilities to be reimbursed to the Region reviewed following the final bill for 2020 (-€20,000 - proposed part of amending budget);
<i>Art. 203</i>	<i>Building associated costs (ex. Cleaning and Maintenance)</i>	615 099	615 099	- 3 200	- 3 200	611 899	611 899	
2 03 0	Building associated costs (ex. Cleaning and Maintenance)	615 099	615 099	- 3 200	- 3 200	611 899	611 899	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 Revised assumptions (1): Savings based on the reduced occupancy of the building (-€3,200 - proposed part of amending budget);
Chap. 2 1	Information & Communication Technology	1 261 200	1 261 200	-	-	1 261 200	1 261 200	
<i>Art. 210</i>	<i>ICT expenditure</i>	1 261 200	1 261 200	-	-	1 261 200	1 261 200	
2 10 0	ICT hardware	77 000	77 000	+46 100	+46 100	123 100	123 100	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. Revised assumptions (1): Acquisition of 59 new Lenovo devices to cover all staff and interimaire, stagiaires, backup devices and meeting rooms (approved 19.03.2021 ICT Steering Group) in order to complete the fleet of mobile devices (+€46,100 - proposed part of amending budget);
2 10 1	Software acquisition, maintenance and development	810 650	810 650	- 71 100	- 71 100	739 550	739 550	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 Revised assumptions (1): Amount initially assigned to general digitalisation, proposed to be distributed now to BLs 2100 (Hardware) and 2103 (Telecommunications) to cover agreed priorities as part of the same digitalisation process (-€71,100 - proposed part of amending budget);
2 10 3	Telecoms costs	172 453	172 453	+25 000	+25 000	197 453	197 453	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 Revised assumptions (1): Additional amount needed to implement mobile services for additional 70 SIMs to provide smartphone to all staff with revised increased data and call plan until end of 2021. This has been approved in eMT 27.01.2021 (+€25,000 - proposed part of amending budget);
2 10 5	European Commission IT systems	201 097	201 097	-	-	201 097	201 097	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.
Chap. 2 2	Movable property and associated costs	p.m.	p.m.	-	-	p.m.	p.m.	

Amending Budget 1-2021

EXPENDITURE

Item/Art.	Title	Budget 2021		Amendments		Amending Budget 1-2021		Revised assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
Art. 220	Technical equipment and furniture (ex Technical installations and office equipment)	p.m.	p.m.	-	-	p.m.	p.m.	
2 20 0	Technical equipment and furniture (ex Technical installations and office equipment)	p.m.	p.m.	-	-	p.m.	p.m.	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
Art. 221	Furniture (discontinued)	-	-	-	-	-	-	
2 21 0	Purchase (discontinued)	-	-	-	-	-	-	
Chap. 2 3	Current administrative expenditure	66 000	66 000	- 8 948	- 8 948	57 052	57 052	
Art. 230	Stationery and office supplies	37 000	37 000	- 5 000	- 5 000	32 000	32 000	Office supplies, normal and headed paper, envelopes, business cards, etc. as well as promotional material (pens, bags, mouse mats) Planning assumptions: Normal and branded stationery , headed paper, envelopes, business cards, etc., promotional material (pens, bags, etc.) used for meetings and visitors. Revised assumptions (1): Savings based on the lower consumption of paper and office stationery (-€5,000 - proposed part of amending budget);
2 30 0	Stationery and office supplies	37 000	37 000	- 5 000	- 5 000	32 000	32 000	
Art. 232	Financial charges	p.m.	p.m.	-	-	p.m.	p.m.	
2 32 0	Miscellaneous Financial expenditure (discontinued)	p.m.	p.m.	-	-	p.m.	p.m.	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)
Art. 233	Other expenses (ex Legal expense)	29 000	29 000	- 3 948	- 3 948	25 052	25 052	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. Revised assumptions (1): Savings linked to lower insurance needs for 2021 (-€3,948 - proposed part of amending budget);
2 33 0	Miscellaneous legal, insurance, publication and financial expenditure (ex Legal expenses)	29 000	29 000	- 3 948	- 3 948	25 052	25 052	
Chap. 2 4	Post and telecommunications	8 200	8 200	- 3 200	- 3 200	5 000	5 000	
Art. 240	Correspondence and courier expenses	8 200	8 200	- 3 200	- 3 200	5 000	5 000	
2 40 0	Correspondence and courier expenses	8 200	8 200	- 3 200	- 3 200	5 000	5 000	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 Revised assumptions (1): Savings linked to updated estimates considering the decision to have less physical meetings (-€3,200 - proposed part of amending budget);
Chap. 2 5	Meetings and associated costs	100 000	100 000	- 30 000	- 30 000	70 000	70 000	
Art. 250	Meetings and associated costs	100 000	100 000	- 30 000	- 30 000	70 000	70 000	
2 50 0	Meetings expenses in general	100 000	100 000	- 30 000	- 30 000	70 000	70 000	This budget line covers the costs relating to the meetings of the Governing Board and the participation of GB members to other meetings organised by the ETF. Planning assumptions: Two governing board meetings Revised assumptions (1): Saving from first GB meeting which being held online will have a lower cost than originally planned for (only 20,000€ instead of the 50,000€) (-€30,000 - proposed part of amending budget);
TITLE 2	TOTAL TITLE 2	2 193 000	2 193 000	- 65 322	- 65 322	2 127 678	2 127 678	

TITLE 3 EXPENSES RELATING TO PERFORMANCE OF SPECIFIC MISSIONS

Chap. 3 0	Operational expenses	375 000	375 000	-	-	375 000	375 000	
Art. 301	Communications	315 000	315 000	-	-	315 000	315 000	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
3 01 0	Communications	315 000	315 000	-	-	315 000	315 000	
Art. 303	Professional memberships and fees	p.m.	p.m.	-	-	p.m.	p.m.	This budget line covered the costs associated with professional memberships and fees. As of 2021 it has been merged into budget item 3010.
3 03 0	Professional memberships and fees (discontinued)	p.m.	p.m.	-	-	p.m.	p.m.	
Art. 304	Translation costs	60 000	60 000	-	-	60 000	60 000	This budget line covers translation costs for corporate documents unrelated to specific operational activities. Planning assumptions: Translation of corporate documents
3 04 0	Translation costs	60 000	60 000	-	-	60 000	60 000	
Chap. 3 1	Priority actions : Work programme activities	3 557 000	3 557 000	+367 739	+367 739	3 924 739	3 924 739	

Item/Art.	Title	Budget 2021		Amendments		Amending Budget 1-2021		Revised assumptions 2021
		COM	PAY	COM	PAY	COM	PAY	
Art. 310	Priority actions : Work programme activities	3 310 000	3 310 000	+402 739	+402 739	3 712 739	3 712 739	
3 10 0	Operational Projects	3 310 000	3 310 000	+402 739	+402 739	3 712 739	3 712 739	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. Revised assumptions (1): Since the beginning of 2021, the ETF has been assigned 102,739€ for 2021 under the ETF-INTPA contract ADM-MULTI/2020/417-237: "Delivery of VET training seminars and study". Increase based on the revised project implementation plans (+€300,000 transferred on 03-Mar-2021);
Art. 314	Projects to support strenghtening knowledge and systems	247 000	247 000	- 35 000	- 35 000	212 000	212 000	
3 14 0	Projects to support strenghtening knowledge and systems	247 000	247 000	- 35 000	- 35 000	212 000	212 000	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. Revised assumptions (1): Savings related to the EMT's decision to only carry out a single evaluation in 2021. (-€35,000 - proposed part of amending budget);
Chap. 3 2 Operational Missions		635 000	635 000	- 300 000	- 300 000	335 000	335 000	
Art. 320	Operational Missions	635 000	635 000	- 300 000	- 300 000	335 000	335 000	
3 20 0	Operational Missions	635 000	635 000	- 300 000	- 300 000	335 000	335 000	This budget line covers: transport expenses; payments of daily mission allowances and the necessary or extraordinary costs incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Communities. Planning assumptions: Operational missions to support the implementation of the operational projects. Attempts are made to reduce the appropriations for missions by a more intensive use of online meetings and synergy. Revised assumptions (1): Missions will be mostly replaced with virtual meetings due to the impossibility to travel. The remaining 335,000€ will be used for virtual meetings and could be considered for re-allocation at a later moment (-€300,000 transferred on 03-Mar-2021);
TITLE 3	TOTAL TITLE 3	4 567 000	4 567 000	+67 739	+67 739	4 634 739	4 634 739	
TITLE 8 European Union contribution in kind								
Chap. 8 0	European Union contribution in kind	p.m.	p.m.	-	-	p.m.	p.m.	
Art. 880	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.	
TITLE 8	TOTAL TITLE 8	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 9 EXPENSES NOT SPECIFICALLY PROVIDED FOR								
Chap. 9 9	Expenses not specifically provided for	p.m.	p.m.	-	-	p.m.	p.m.	
Art. 990	Reserve	p.m.	p.m.	-	-	p.m.	p.m.	
9 90 0	Reserve	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 9	TOTAL TITLE 9	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 10 RESULTS EARLIER YEARS								
Chap. 10 1	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
10 10	Results earlier years	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
10 10 0	Results earlier years	p.m.	p.m.	-	-	p.m.	p.m.	
TITLE 10	TOTAL TITLE 10	p.m.	p.m.	p.m.	p.m.	p.m.	p.m.	
GRAND TOTAL EXPENDITURE		21 300 000	21 300 000	+102 739	+102 739	21 402 739	21 402 739	

European Training Foundation
Amending Budget 1-2021
ESTABLISHMENT PLAN

GB/21/DEC/006

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>
Total	0	86	0	86	0	86

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.