

Statement of revenue and expenditure of the European Centre for the Development of Vocational Training (Cedefop) for the financial year 2018.

**BUDGET 2018**

Pursuant to Article 31(2) of the Cedefop Decision of 9 January 2014 (modifying the Cedefop Decision of 31 March 2003 as amended on 16 March 2006 and 5 June 2009) on the financial rules applicable to the European Centre for the Development of Vocational Training in conformity with the framework Financial Regulation for the bodies referred to in Article 208 of Regulation (EU, Euratom) No 966/2012 of 25 October 2012 (Financial Regulation applicable to the general budget), the statement of revenue and expenditure and the list of posts shall be published in the Official Journal of the European Union.

Adopted by the Governing Board by written procedure 2017-10  
On 18 December 2017

Tatjana Babrauskiene  
Chair of the Governing Board



MSB

## REVENUE

Item - Description	2018	2017	2016	Remarks
<b>1 - EUROPEAN UNION CONTRIBUTION</b>	17,434,000.00	17,434,000.00	17,434,000.00	
<b>10 - EUROPEAN UNION CONTRIBUTION</b>	17,434,000.00	17,434,000.00	17,434,000.00	
<b>100 - EUROPEAN UNION CONTRIBUTION</b>	17,434,000.00	17,434,000.00	17,434,000.00	
1000 - European Union contribution	17,434,000.00	17,434,000.00	17,434,000.00	Regulation (EEC) No 337/75 of the Council of 10 February 1975 establishing a European Centre for the Development of Vocational Training (OJ L 39, 13.2.1975, p. 1), as last amended by Council Regulation (EC) No 2051/2004 of 25 October 2004 (OJ L 355, 01.12.2004, p. 1). In accordance with the provisions of Article 11(4) of that Regulation, a contribution for the Centre is entered in the budget of the European Union. The revenue entered corresponds to the contribution provided for (article 04 03 13 of the statement of expenditure in Section III (Commission) of the EU budget).
<b>2 - MISCELLANEOUS REVENUE</b>	10,000.00	10,000.00	10,000.00	
<b>22 - REVENUE FROM AND ALLOWANCES FOR SERVICES RENDERED AGAINST PAYMENT</b>	10,000.00	10,000.00	10,000.00	These reimbursements constitute internal assigned revenue as per Art. 23(3) (a) and (g) of Cedefop's Financial Rules. It may be carried over for one year only in accordance with point (b) of the first sub-paragraph of Art. 15 thereof.
<b>220 - Revenue from and allowances for services rendered against payment</b>	10,000.00	10,000.00	10,000.00	
2200 - Revenue from and allowances for services rendered against payment	10,000.00	10,000.00	10,000.00	This amount mostly concerns the revenue from the sales of Cedefop publications or from fees for accessing databases. It is mainly intended for Expenditure on budget item 3510.
<b>23 - REIMBURSEMENT OF VARIOUS EXPENSES (ASSIGNED REVENUE)</b>	0.00	0.00	0.00	
<b>230 - Reimbursement of various expenses</b>	0.00	0.00	0.00	
2300 - Reimbursement of various expenses	0.00	0.00	0.00	
<b>3 - PAYMENTS FROM THIRD PARTIES (ASSIGNED REVENUE)</b>	406,210.00	425,389.00	575,949.00	These payments constitute external assigned revenue as per Art. 23 (2) (a) and (f) of Cedefop's Financial Rules. It may be carried-over automatically in accordance with point (a) of the first sub-paragraph of Art. 15 thereof.
<b>30 - PAYMENTS FROM ICELAND</b>	20,920.00	17,434.00	15,691.00	
<b>300 - Payments from Iceland</b>	20,920.00	17,434.00	15,691.00	
3000 - Payments from Iceland	20,920.00	17,434.00	15,691.00	Budget contribution of Iceland to the annual Work Programme of Cedefop in accordance with the bilateral agreement of 29-05-1996. The contribution rate (proportionality factor) to be applied to European contribution amount is defined on an annual basis by the European Commission; for 2018 it is set at 0.12%.
<b>31 - PAYMENTS FROM NORWAY</b>	385,290.00	407,955.00	460,258.00	
<b>310 - Payments from Norway</b>	385,290.00	407,955.00	460,258.00	
3100 - Payments from Norway	385,290.00	407,955.00	460,258.00	Budget contribution of Norway to the annual Work Programme of Cedefop in accordance with the bilateral agreement of 29-05-1996. The contribution rate (proportionality factor) to be applied to European contribution amount is defined on an annual basis by the European Commission; for 2018 it is set at 2.21%.
<b>32 - OTHER PAYMENTS FROM THE COMMISSION</b>	0.00	0.00	100,000.00	
<b>320 - Contribution Agreements</b>	0.00	0.00	100,000.00	
3202 - Delegation Agreement No VS/2013/0554	0.00	0.00	100,000.00	Delegation agreement with DG EMPL of 18.12.2013 for the implementation of 'Labour skills demand and supply - anticipation tools - studies' (2014-16), of a total amount of Euro 1,100,000. Of this amount, Euro 600,000 were added to the 2013 budget via the BRS 1/2013 for the action in 2014, Euro 400,000 were added to the 2015 budget for action in the same year and Euro 100,000 were added to the 2016 budget for completion of the action in that year.
<b>Total for REVENUE 17,850,210.00 17,869,389.00 18,019,949.00</b>				

Item - Description	2018	2017	2016	Remarks
	0.00	0.00	0.00	
<b>1 - STAFF</b>	<b>10,706,261.00</b>	<b>10,603,500.00</b>	<b>10,071,122.00</b>	
<b>11 - SALARIES &amp; ALLOWANCES</b>	<b>9,981,261.00</b>	<b>9,930,000.00</b>	<b>9,349,548.00</b>	
<b>110 - Staff holding a post provided for in the establishment plan</b>	<b>8,227,261.00</b>	<b>8,234,000.00</b>	<b>7,740,580.00</b>	
1100 - Staff holding a post provided for in the establishment plan (Including: Basic salaries, Family allowances, Expatriation and foreign residence allowances, Secretarial allowances)	8,227,261.00	8,234,000.00	7,740,580.00	<p>Staff Regulations of officials of the European Union and Conditions of employment of other servants of the European Union (CEOS). This appropriation is intended to cover:</p> <ul style="list-style-type: none"> <li>- Basic salaries of the staff in the establishment plan, calculated on the basis of the applicable provisions and having regard to possible adjustments (Articles 62 &amp; 66, Article 20 CEOS)</li> <li>- Overtime (Article 56 and Annex VI, Article 16 CEOS)</li> <li>- Family allowances (Articles 62, 67 and 68, Article 20 CEOS) including <ul style="list-style-type: none"> <li>° head of household allowance</li> <li>° allowance for dependent child or other dependent person (Annex VII, Article 2.4 and Article 21 CEOS)</li> <li>° education allowance</li> </ul> </li> <li>- Expatriation and foreign residence allowances (Articles 62 and 69, Article 20 CEOS as well as Article 4 of Annex VII and Article 21 CEOS)</li> <li>- Secretarial allowance (Article 18 of Annex XIII)</li> <li>- Employer's contributions <ul style="list-style-type: none"> <li>° sickness insurance (Article 72, Article 28 CEOS)</li> <li>° insurance against the risk of accident and of occupational disease (Article 73, Article 28 CEOS)</li> <li>° unemployment insurance, [Regulation (EU, Euratom) no 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of officials and the Conditions of employment of other servants of the European Union (OJ L287, 29.10.2013 p. 15)]</li> </ul> </li> </ul> <p>The contributions referred to in the 3 bullet points above are payable to the Commission</p> <ul style="list-style-type: none"> <li>° constitution or maintenance of pension rights (Article 42 CEOS)</li> <li>- Payment of salary weightings.</li> </ul>
<b>111 - External personnel</b>	<b>1,584,000.00</b>	<b>1,525,000.00</b>	<b>1,441,407.00</b>	
1111 - Seconded national experts	183,000.00	152,000.00	168,361.00	The rules adopted by the Commission guide Cedefop rules by analogy. This appropriation is intended to cover the costs of national officials and other experts on secondment to the Centre.
1112 - Contract Agents	1,299,000.00	1,266,000.00	1,169,624.00	<p>Conditions of employment of other servants of the European Union (Title IV, in particular Article 79). This appropriation is intended to cover all salary costs, employer's contributions to social security schemes and the contribution to social welfare for contract Agents and the impact of weightings applicable to the remunerations of such staff.</p>
1113 - Trainees	102,000.00	107,000.00	103,422.00	This appropriation is intended to cover expenditure incurred in practical administrative training for young students. This expenditure includes trainees' social security allowances and contributions, travel expenses for travel during the training programme and travel expenses at the beginning and end of the course or stay.
<b>114 - Miscellaneous allowances and grants</b>	<b>170,000.00</b>	<b>171,000.00</b>	<b>167,561.00</b>	
1140 - Miscellaneous allowances and grants	170,000.00	171,000.00	167,561.00	<p>Staff Regulations of officials of the European Union (Articles 70, 74 and 75 as well as Article 8 of Annex VII and Articles 14, 26, 29 and 34 CEOS). This appropriation is intended to cover:</p> <ul style="list-style-type: none"> <li>- childbirth allowance,</li> <li>- allowance in the event of death,</li> <li>- travel expenses for annual leave,</li> <li>- dismissal compensation.</li> </ul>
<b>12 - EXPENDITURE RELATING TO STAFF RECRUITMENT</b>	<b>156,000.00</b>	<b>147,500.00</b>	<b>174,732.00</b>	
<b>120 - Allowances and expenses on entering and leaving the service and on transfer</b>	<b>156,000.00</b>	<b>147,500.00</b>	<b>174,732.00</b>	

Item - Description	2018	2017	2016	Remarks
1200 - Allowances and expenses on entering and leaving the service and on transfer	156,000.00	147,500.00	174,732.00	Staff Regulations of officials of the European Union and Conditions of employment of other servants of the European Union (CEOS). This appropriation is intended to cover expenses relating to: - expenditure on recruitment (Articles 27 to 34 and Annex III, Articles 11 to 13 CEOS) - travel expenses on taking up appointment and leaving the service, including those of family members (Articles 20 and 71 and Article 7 of Annex VII, Articles 11 and 22 CEOS) - installation, resettlement and transfer allowances (Articles 20 and 71 as well as Articles 5 and 6 of Annex VII, Article 22 CEOS) - removal expenses (Articles 20 and 71 as well as Article 9 of Annex VII, Articles 11 and 22 CEOS) - temporary daily subsistence allowances (Articles 20 and 71 as well as Article 10 of Annex VII, Articles 11 and 22 CEOS).
<b>13 - MISSIONS AND DUTY TRAVEL</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>91,187.00</b>	
<b>130 - Mission expenses, duty travel expenses and other ancillary expenses</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>91,187.00</b>	
1300 - Mission expenses, duty travel expenses and other ancillary expenses	100,000.00	100,000.00	91,187.00	This appropriation is intended to cover mission expenses for the Director's Office as well as the Centre's staff, seconded national experts and trainees assigned to the Administration.
<b>14 - SOCIO MEDICAL INFRASTRUCTURE</b>	<b>209,000.00</b>	<b>174,500.00</b>	<b>142,870.00</b>	
<b>143 - Medical service</b>	<b>69,000.00</b>	<b>50,000.00</b>	<b>13,500.00</b>	
1430 - Medical service	69,000.00	50,000.00	13,500.00	Staff Regulations of officials of the European Union, and in particular Article 59 thereof and Article 8 of Annex II, as well as Conditions of employment of other servants of the European Union, and in particular Articles 16 and 28 thereof. Apart from doctor's fees, this appropriation is intended to cover the cost of check-ups (special examination, analyses, etc.), consumables (dressings, medicines, etc.), special equipment and fittings and administrative costs of the Invalidity Committee.
<b>149 - Other expenditure</b>	<b>140,000.00</b>	<b>124,500.00</b>	<b>129,370.00</b>	
1490 - Other expenditure	140,000.00	124,500.00	129,370.00	This appropriation is intended to cover other expenditure such as pre-school fees, fees for English schooling and International Baccalaureate, etc. It is also intended to cover operating costs and consumables for the restaurant and canteen.
<b>15 - TRAINING</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>150,000.00</b>	
<b>150 - Language courses, retraining and further vocational training</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>150,000.00</b>	
1500 - Language courses, retraining and further vocational training	120,000.00	120,000.00	150,000.00	Staff Regulations of officials of the European Union, and in particular Article 24a thereof, as well as Conditions of employment of other servants of the European Union, and in particular Article 11 thereof. This appropriation is intended to cover the cost of introduction 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 cost of hiring organising consultants.
<b>16 - EXTERNAL SERVICES</b>	<b>119,000.00</b>	<b>125,500.00</b>	<b>126,785.00</b>	
<b>160 - Supplementary services by external staff or companies</b>	<b>119,000.00</b>	<b>125,500.00</b>	<b>126,785.00</b>	
1600 - Supplementary services by external staff or companies	119,000.00	125,500.00	126,785.00	This appropriation is intended to cover: - the employment of agency staff (interimaires) and other external staff - translation costs for legal matters - financial, accounting and audit services provided by third parties - Service Level Agreements with administrative content.
<b>17 - RECEPTIONS AND EVENTS</b>	<b>21,000.00</b>	<b>6,000.00</b>	<b>36,000.00</b>	
<b>170 - Receptions, events and social activities for staff</b>	<b>21,000.00</b>	<b>6,000.00</b>	<b>36,000.00</b>	
1700 - Receptions, events and social activities for staff	21,000.00	6,000.00	36,000.00	This appropriation is intended to cover receptions, events and other representation expenses (such as restaurants, medals for 20 years of Community service, gifts for staff leaving or retiring, receptions in house and hosting for the Director's Office, etc.) and the activities of the Sports and Leisure Club (including sports and cultural activities, Christmas party, etc.).
<b>2 - INFRASTRUCTURE AND OPERATING EXPENDITURE</b>	<b>1,599,000.00</b>	<b>1,512,440.00</b>	<b>1,626,691.00</b>	
<b>20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>586,000.00</b>	<b>634,000.00</b>	<b>738,759.00</b>	
<b>200 - Rent and public utilities</b>	<b>183,000.00</b>	<b>187,000.00</b>	<b>152,460.00</b>	



Item - Description	2018	2017	2016	Remarks
2000 - Rent and public utilities	183,000.00	187,000.00	152,460.00	This appropriation is intended to cover rents relating to occupied buildings or parts of buildings as well as current consumption of water, gas, electricity and heating.
203 - Cleaning, maintenance and repair, gardening, minor construction and fitting-out of premises	276,000.00	326,000.00	463,390.00	
2030 - Cleaning, maintenance and repair, gardening, minor construction and fitting-out	276,000.00	326,000.00	463,390.00	This appropriation is intended to cover the costs of cleaning, upkeep and repair of the premises used by the Centre (rooms, lift, heating system, air-conditioning, electricity and water facilities, outdoor premises including landscape and garden). Necessary repairs are identified in the context of regular maintenance by a specialised company contracted for that purpose. It is also intended to cover the costs of the minor constructions in the building, the fitting-out of premises including replacement of carpets, mats and blinds, alterations to the partitions in the building and departmental moves, as well as related feasibility studies and consulting services.
205 - Security and surveillance of the buildings	127,000.00	121,000.00	122,909.00	
2050 - Security and surveillance of the buildings	127,000.00	121,000.00	122,909.00	This appropriation is intended to cover the services provided by a specialised company in relation to security and surveillance of the premises and the Cedefop grounds in general as well as the extra security needs in case of events involving large numbers of external participants or the presence of VIPs.
<b>21 - INFORMATION AND COMMUNICATION TECHNOLOGY</b>	<b>774,000.00</b>	<b>569,440.00</b>	<b>598,810.00</b>	
210 - Equipment, costs for equipment and data-processing operations	774,000.00	569,440.00	598,810.00	
2100 - Data-Processing equipment	136,000.00	130,000.00	173,754.00	This appropriation is intended to cover the purchase/rental of computers and peripherals. It also covers the costs for servicing, operating, repair, data media, documentation, other materials, etc. It also covers the purchase of toners for the operation of all printers.
2101 - Software purchase and development, other external services	638,000.00	439,440.00	425,056.00	This appropriation is intended to cover the cost of: - the maintenance of existing applications, - the introduction of new applications and the expansion of existing applications (feasibility study, analysis, programming, implementation, etc.), - purchase, rental and maintenance of programme packages and software, etc., - consulting, - other services (helpdesk, staff for data input, system engineers, etc.).
<b>22 - MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>10,000.00</b>	<b>31,000.00</b>	<b>7,728.00</b>	
220 - Technical installations and electronic office equipment	3,000.00	20,000.00	1,000.00	
2200 - Technical installations and electronic office equipment	3,000.00	20,000.00	1,000.00	This appropriation is intended to cover expenditure on equipment, in particular: - audio-visual, reproduction, archive, library and interpreting equipment, namely booths, headsets and switching units for simultaneous interpretation facilities, - various tools for building maintenance workshops, - maintenance, repair, associated services and consulting related to technical equipment and installations.
221 - Furniture	1,000.00	5,000.00	1,728.00	
2210 - Furniture	1,000.00	5,000.00	1,728.00	This appropriation is intended to cover the costs of purchase, hire, maintenance and repair of furniture for office and common spaces of the building, including meeting areas.
223 - Transport equipment	6,000.00	6,000.00	5,000.00	
2230 - Transport equipment	6,000.00	6,000.00	5,000.00	This appropriation is intended to cover the purchase, hire, operation, maintenance and repair costs of transport equipment, including petrol and fuel.
<b>23 - CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>94,618.00</b>	
230 - Stationery and office supplies	12,000.00	12,000.00	9,891.00	
2300 - Stationery and office supplies	12,000.00	12,000.00	9,891.00	This appropriation is intended to cover the cost of photocopying, supplies for the reproduction equipment, paper and office supplies. Of this amount, Euro 5,000 are set aside for the purchase of paper.
233 - Legal expenses and damages	38,000.00	40,000.00	40,030.00	

Item - Description	2018	2017	2016	Remarks
2330 - Legal expenses and damages	38,000.00	40,000.00	40,030.00	This appropriation is intended to cover expenses for consulting, receiving legal advice and being represented as necessary by competent lawyers. This covers also the judicial fees related to procedures in Courts as well as the costs to be borne by Cedefop following Court judgements or conclusions of the Appeals Committee. Costs of travelling to and from the Court of Thessaloniki as well as costs for urgent photocopying outside of Cedefop related to Court proceedings, and any other petty costs related to legal matters are also covered by this appropriation. Related staff mission, translation and meeting costs are covered by the appropriations of Articles 130, 160 and 250 respectively.
<b>235 - Other administrative expenditure</b>	<b>45,000.00</b>	<b>42,000.00</b>	<b>39,897.00</b>	
2350 - Other administrative expenditure	45,000.00	42,000.00	39,897.00	This appropriation is intended to cover miscellaneous administrative expenditure, in particular: - various insurances: personnel issues (accidents, missions, etc.), official cars, building and content - bank charges and exchange rate differences - uniforms and working clothes - flowers - badges for access to the Commission's building in Brussels - stamps for official administrative purposes - petty expenses not specifically provided for, including possible fees and penalties payable.
<b>239 - Publications and documentation of administrative nature</b>	<b>5,000.00</b>	<b>6,000.00</b>	<b>4,800.00</b>	
2390 - Publications and documentation of administrative nature	5,000.00	6,000.00	4,800.00	This appropriation is intended to cover publishing expenses not covered in Title 3, in particular expenses for the publication of the statement of revenue and expenditure of the Centre in the Official Journal of the European Communities, pursuant to Article 31(2) of the Decision of 9 January 2014 last amending the Decision of 31 March 2003 on the financial rules applicable to the Centre. It is also intended to cover: - the cost of publication in the local or national Greek press of notices related to procurement procedures addressed to that market, - the cost of purchasing books or magazines for general purposes (language training) or specific professional needs (law, accounting, technical etc.), - the cost of binding and other expenditure necessary for the archiving and preservation of administrative documentation.
<b>24 - POSTAL CHARGES AND TELECOMMUNICATIONS</b>	<b>116,000.00</b>	<b>165,000.00</b>	<b>178,693.00</b>	
<b>240 - Postage on correspondence and delivery charges</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>15,600.00</b>	
2400 - Postage on correspondence and delivery charges	16,000.00	16,000.00	15,600.00	This appropriation is intended to cover expenditure for postal and delivery charges including the sending of parcels. It also covers the use and maintenance of postage machines.
<b>241 - Telecommunications</b>	<b>100,000.00</b>	<b>149,000.00</b>	<b>163,093.00</b>	
2410 - Telecommunications subscriptions and charges	28,500.00	47,000.00	33,011.00	This appropriation is intended to cover fixed rental costs, the cost of communications, maintenance fees and other charges.
2411 - Purchase and installation and maintenance of telecommunications equipment and material, and associated services	71,500.00	102,000.00	130,082.00	This appropriation is intended to cover expenditure on telecommunications equipment, including wiring: it encompasses purchases, hire, installation, maintenance, documentation, associated services and consulting.
<b>25 - MEETINGS OF ADMINISTRATIVE NATURE</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>8,083.00</b>	
<b>250 - Meetings of administrative nature</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>8,083.00</b>	
2500 - Meetings of administrative nature	13,000.00	13,000.00	8,083.00	This appropriation is intended to cover the costs of meetings not related to the operational activities organised by Department for Resources and Support or the Director's Office. This includes printing, interpretation and catering, as well as travel and subsistence expenses of external staff. It covers the costs incurred by the cafeteria for servicing internal meetings as well as those related to functioning of the water dispensers. The costs related to teleconferences are also covered by this appropriation.
<b>26 - BUSINESS CONTINUITY PLAN (p.m.)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>260 - Unforeseen expenditure in crisis situation (p.m.)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
2600 - Unforeseen expenditure in crisis situation (p.m.)	0.00	0.00	0.00	This appropriation is intended to cover urgently needed acquisition of goods and/or services in case of disaster preventing staff from accessing the building and Cedefop in general from functioning normally. These purchases will be made via express procedures described in the Business Continuity Plan. Where necessary, regularisation will take place once the situation returns to normal.
<b>3 - OPERATIONAL EXPENDITURE</b>	<b>5,544,949.00</b>	<b>5,753,449.00</b>	<b>6,322,136.00</b>	Payment appropriations in Title 3 are handled centrally by the Accounting Service in collaboration with the Finance Service since 2012 - no specific allocation of payment appropriations by budget line for more efficient management. The amounts shown on each budget line for 2015, 2016 and 2017 are therefore purely indicative (with the exception of Chapter 31 that corresponds to assigned revenue).

Item - Description	2018	2017	2016	Remarks
<b>30 - TRANSVERSAL ACTIVITIES</b>	<b>340,000.00</b>	<b>310,000.00</b>	<b>312,500.00</b>	
305 - Governing Board meetings	150,000.00	160,000.00	118,646.00	
3050 - Governing Board meetings	150,000.00	160,000.00	118,646.00	This appropriation is intended to cover operating expenses of the Governing Board and the Bureau (also Cedefop staff participation), including travel and subsistence expenses, the hiring of meeting rooms and interpretation expenses.
307 - Transversal technical support	190,000.00	150,000.00	193,854.00	
3070 - Transversal technical support	190,000.00	150,000.00	193,854.00	This appropriation is intended to cover ICT costs related to transversal operational activities, as well as costs for ex post evaluations and controls on various activities.
<b>31 - PARTICIPATION OF NON-MEMBER STATES IN THE OPERATIONAL WORK PROGRAMME</b>	<b>0.00</b>	<b>0.00</b>	<b>100,000.00</b>	
312 - Specific activities	0.00	0.00	100,000.00	
3122 - Delegation Agreement No VS/2013/0554	0.00	0.00	100,000.00	Delegation agreement with DG EMPL of 18.12.2013 for the implementation of 'Labour skills demand and supply - anticipation tools - studies' (2014-16), of a total amount of Euro 1,100,000. Of this amount, Euro 600,000 were added to the 2013 budget via the BRS 1/2013 for the action in 2014, Euro 400,000 were added to the 2015 budget for action in the same year and Euro 100,000 were added to the 2016 budget for completion of the action in that year.
<b>32 - SKILLS AND LABOUR MARKET (previously: Research and Policy Analysis)</b>	<b>1,327,000.00</b>	<b>1,360,000.00</b>	<b>1,650,205.00</b>	
320 - Missions, meetings, interpretation	172,000.00	200,000.00	179,000.00	
3200 - Missions, meetings, interpretation	172,000.00	200,000.00	179,000.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
324 - Pilot studies and projects	1,155,000.00	1,160,000.00	1,471,205.00	
3240 - Pilot studies and projects	1,155,000.00	1,160,000.00	1,471,205.00	This appropriation is intended to cover the costs of concluding study contracts, evaluations and pilot projects in accordance with the work programme. It is also to cover the costs related to technical support/consultancy (including IT applications and/or tools) necessary for ensuring proper implementation of the projects.
<b>33 - VET SYSTEMS AND INSTITUTIONS (previously: Enhanced cooperation in VET and LLL)</b>	<b>2,016,000.00</b>	<b>2,135,500.00</b>	<b>2,203,660.00</b>	
330 - Missions, meetings, interpretation	261,000.00	180,500.00	242,700.00	
3300 - Missions, meetings, interpretation	261,000.00	180,500.00	242,700.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
333 - Refernet (was 325 until 2015)	1,080,000.00	1,080,000.00	1,086,840.00	
3330 - ReferNet annual grants (Specific Grant Agreements) (was 3250 until 2015)	980,000.00	980,000.00	962,263.00	This appropriation is intended to cover the costs of the annual grant agreements concluded with ReferNet partners to implement the annual work plan.
3331 - ReferNet other costs (new)	100,000.00	100,000.00	124,577.00	This appropriation is intended to cover costs necessary to manage the network and strengthen partnerships with and among ReferNet members. Activities incurring costs linked to managing the network meetings, evaluations and ex-post controls, travel and subsistence expenses, videoconferences and publications. Examples of activities strengthening partnerships are joint workshops or events, the preparation of additional publications (including in the national language) and joint actions with Cedefop or between partners.
334 - Pilot studies and projects	675,000.00	875,000.00	874,120.00	
3340 - Pilot studies and projects	675,000.00	875,000.00	874,120.00	This appropriation is intended to cover the costs of concluding study contracts, evaluations and pilot projects in accordance with the work programme. It is also to cover the costs related to technical support/consultancy (including IT applications and/or tools) necessary for ensuring proper implementation of the projects, in particular Europass.
<b>34 - LEARNING AND EMPLOYABILITY (new)</b>	<b>1,240,000.00</b>	<b>1,310,000.00</b>	<b>1,368,640.00</b>	
340 - Missions, meetings, interpretation (new)	140,000.00	270,000.00	226,000.00	

Item - Description	2018	2017	2016	Remarks
3400 - Missions, meetings, interpretation (new)	140,000.00	270,000.00	226,000.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
<b>344 - Pilot studies and projects (new)</b>	<b>1,100,000.00</b>	<b>1,040,000.00</b>	<b>1,142,640.00</b>	
3440 - Pilot studies and projects (new)	1,100,000.00	1,040,000.00	1,142,640.00	This appropriation is intended to cover the costs of concluding study contracts, evaluations and pilot projects in accordance with the work programme. It is also to cover the costs related to technical support/consultancy (including IT applications and/or tools) necessary for ensuring proper implementation of the projects.
<b>35 - COMMUNICATION (previously: Communication, information and dissemination)</b>	<b>621,949.00</b>	<b>637,949.00</b>	<b>687,131.00</b>	
<b>350 - Missions, meetings, interpretation</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>36,182.00</b>	
3500 - Missions, meetings, interpretation	40,000.00	40,000.00	36,182.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
<b>351 - Publications and dissemination</b>	<b>210,000.00</b>	<b>205,449.00</b>	<b>276,400.00</b>	This appropriation is intended to cover the specific costs of preparation, publication (in both printed and electronic formats) and distribution of Cedefop's activities, in particular the Research Report, the Policy report and other publications, the Annual Report, the Work Programme, and the catalogue of publications, including the cost of paper, typing, printing, distribution and other freelance services.
3510 - Publications	210,000.00	205,449.00	276,400.00	Of this appropriation, Euro 10,000 are to be covered by reimbursements foreseen on Article 220 of Revenue.
<b>352 - Translation expenses</b>	<b>90,000.00</b>	<b>112,500.00</b>	<b>136,500.00</b>	This appropriation is intended to cover costs of translations connected with implementation of the Centre's work programme, including the costs of freelance typing.
3520 - Translations	90,000.00	112,500.00	136,500.00	
<b>354 - Documentation, databases and public relations</b>	<b>281,949.00</b>	<b>280,000.00</b>	<b>238,049.00</b>	
3540 - Establishment of operational documentation	101,949.00	100,000.00	99,900.00	This appropriation is intended to cover the costs involved in setting up an information and documentation system as an integral part of Centre's mission as stated in the founding Regulation (Council Regulation (EEC) No 337/75 establishing a European Centre for the Development of Vocational Training), Article 2(2): 'The main tasks of the Centre shall be (...) to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure, cooperation contracts with specialist institutions, the purchase of publications and subscriptions to newspapers and journals and costs incurred through use of databases'. This appropriation also covers the cost of maintaining documentary software.
3541 - Contracts for update and maintenance of databases	161,000.00	160,000.00	117,700.00	This appropriation is to cover the costs related to technical support/consultancy (including for dedicated IT applications and/or tools such as the web portal) necessary for ensuring proper implementation of the projects in the chapter. This budget line is also used for the acquisition of information for all Cedefop projects and activities. In particular, it covers the information needs from the operational departments/projects and the information tools and databases used for the PMS and for external communication.
3546 - Promotional activities and public relations	19,000.00	20,000.00	20,449.00	This appropriation is intended to cover all promotional activities (brochures, press releases, presentations, trade fairs, etc.). This appropriation covers also the cost related to the biannual Cedefop photography prize.
<b>Total for COMMITMENT APPROPRIATIONS 17,850,210.00 17,869,389.00 18,019,949.00</b>				

Item - Description	2018	2017	2016	Remarks
	0.00	0.00	0.00	
<b>1 - STAFF</b>	<b>10,706,261.00</b>	<b>10,603,500.00</b>	<b>10,071,122.00</b>	
<b>11 - SALARIES &amp; ALLOWANCES</b>	<b>9,981,261.00</b>	<b>9,930,000.00</b>	<b>9,349,548.00</b>	
<b>110 - Staff holding a post provided for in the establishment plan</b>	<b>8,227,261.00</b>	<b>8,234,000.00</b>	<b>7,740,580.00</b>	
1100 - Staff holding a post provided for in the establishment plan (Including: Basic salaries, Family allowances, Expatriation and foreign residence allowances, Secretarial allowances)	8,227,261.00	8,234,000.00	7,740,580.00	<p>Staff Regulations of officials of the European Union and Conditions of employment of other servants of the European Union (CEOS)</p> <p>This appropriation is intended to cover:</p> <ul style="list-style-type: none"> <li>- Basic salaries of the staff in the establishment plan, calculated on the basis of the applicable provisions and having regard to possible adjustments (Articles 62 &amp; 66, Article 20 CEOS)</li> <li>- Overtime (Article 56 and Annex VI, Article 16 CEOS)</li> <li>- Family allowances (Articles 62, 67 and 68, Article 20 CEOS) including <ul style="list-style-type: none"> <li>* head of household allowance</li> <li>* allowance for dependent child or other dependent person (Annex VII, Article 2.4 and Article 21 CEOS)</li> <li>* education allowance</li> </ul> </li> <li>- Expatriation and foreign residence allowances (Articles 62 and 69, Article 20 CEOS as well as Article 4 of Annex VII and Article 21 CEOS)</li> <li>- Secretarial allowance (Article 18 of Annex XIII)</li> <li>- Employer's contributions <ul style="list-style-type: none"> <li>* sickness insurance (Article 72, Article 28 CEOS)</li> <li>* insurance against the risk of accident and of occupational disease (Article 73, Article 28 CEOS)</li> <li>* unemployment insurance, [Regulation (EU, Euratom) no 1023/2013 of the European Parliament and of the Council of 22 October 2013 amending the Staff Regulations of officials and the Conditions of employment of other servants of the European Union (OJ L287, 29.10.2013 p. 15)]</li> </ul> </li> </ul> <p>The contributions referred to in the 3 bullet points above are payable to the Commission</p> <ul style="list-style-type: none"> <li>* constitution or maintenance of pension rights (Article 42 CEOS)</li> <li>- Payment of salary weightings.</li> </ul>
<b>111 - External personnel</b>	<b>1,584,000.00</b>	<b>1,525,000.00</b>	<b>1,441,407.00</b>	
1111 - Seconded national experts	183,000.00	152,000.00	168,361.00	<p>The rules adopted by the Commission guide Cedefop rules by analogy.</p> <p>This appropriation is intended to cover the costs of national officials and other experts on secondment to the Centre.</p>
1112 - Contract Agents	1,299,000.00	1,266,000.00	1,169,624.00	<p>Conditions of employment of other servants of the European Union (Title IV, in particular Article 79).</p> <p>This appropriation is intended to cover all salary costs, employer's contributions to social security schemes and the contribution to social welfare for contract Agents and the impact of weightings applicable to the remunerations of such staff.</p>
1113 - Trainees	102,000.00	107,000.00	103,422.00	<p>This appropriation is intended to cover expenditure incurred in practical administrative training for young students. This expenditure includes trainees' social security allowances and contributions, travel expenses for travel during the training programme and travel expenses at the beginning and end of the course or stay.</p>
<b>114 - Miscellaneous allowances and grants</b>	<b>170,000.00</b>	<b>171,000.00</b>	<b>167,561.00</b>	
1140 - Miscellaneous allowances and grants	170,000.00	171,000.00	167,561.00	<p>Staff Regulations of officials of the European Union (Articles 70, 74 and 75 as well as Article 8 of Annex VII and Articles 14, 26, 29 and 34 CEOS).</p> <p>This appropriation is intended to cover:</p> <ul style="list-style-type: none"> <li>- childbirth allowance,</li> <li>- allowance in the event of death,</li> <li>- travel expenses for annual leave,</li> <li>- dismissal compensation.</li> </ul>
<b>12 - EXPENDITURE RELATING TO STAFF RECRUITMENT</b>	<b>156,000.00</b>	<b>147,500.00</b>	<b>174,732.00</b>	
<b>120 - Allowances and expenses on entering and leaving the service and on transfer</b>	<b>156,000.00</b>	<b>147,500.00</b>	<b>174,732.00</b>	



Item - Description	2018	2017	2016	Remarks
1200 - Allowances and expenses on entering and leaving the service and on transfer	156,000.00	147,500.00	174,732.00	Staff Regulations of officials of the European Union and Conditions of employment of other servants of the European Union (CEOS). This appropriation is intended to cover expenses relating to: - expenditure on recruitment (Articles 27 to 34 and Annex III, Articles 11 to 13 CEOS) - travel expenses on taking up appointment and leaving the service, including those of family members (Articles 20 and 71 and Article 7 of Annex VII, Articles 11 and 22 CEOS) - installation, resettlement and transfer allowances (Articles 20 and 71 as well as Articles 5 and 6 of Annex VII, Article 22 CEOS) - removal expenses (Articles 20 and 71 as well as Article 9 of Annex VII, Articles 11 and 22 CEOS) - temporary daily subsistence allowances (Articles 20 and 71 as well as Article 10 of Annex VII, Articles 11 and 22 CEOS).
<b>13 - MISSIONS AND DUTY TRAVEL</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>91,187.00</b>	
<b>130 - Mission expenses, duty travel expenses and other ancillary expenses</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>91,187.00</b>	
1300 - Mission expenses, duty travel expenses and other ancillary expenses	100,000.00	100,000.00	91,187.00	This appropriation is intended to cover mission expenses for the Director's Office as well as the Centre's staff, seconded national experts and trainees assigned to the Administration.
<b>14 - SOCIO MEDICAL INFRASTRUCTURE</b>	<b>209,000.00</b>	<b>174,500.00</b>	<b>142,870.00</b>	
<b>143 - Medical service</b>	<b>69,000.00</b>	<b>50,000.00</b>	<b>13,500.00</b>	
1430 - Medical service	69,000.00	50,000.00	13,500.00	Staff Regulations of officials of the European Union, and in particular Article 59 thereof and Article 8 of Annex II, as well as Conditions of employment of other servants of the European Union, and in particular Articles 16 and 28 thereof. Apart from doctor's fees, this appropriation is intended to cover the cost of check-ups (special examination, analyses, etc.), consumables (dressings, medicines, etc.), special equipment and fittings and administrative costs of the Invalidity Committee.
<b>149 - Other expenditure</b>	<b>140,000.00</b>	<b>124,500.00</b>	<b>129,370.00</b>	
1490 - Other expenditure	140,000.00	124,500.00	129,370.00	This appropriation is intended to cover other expenditure such as pre-school fees, fees for English schooling and International Baccalaureate, etc. It is also intended to cover operating costs and consumables for the restaurant and canteen.
<b>15 - TRAINING</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>150,000.00</b>	
<b>150 - Language courses, retraining and further vocational training</b>	<b>120,000.00</b>	<b>120,000.00</b>	<b>150,000.00</b>	
1500 - Language courses, retraining and further vocational training	120,000.00	120,000.00	150,000.00	Staff Regulations of officials of the European Union, and in particular Article 24a thereof, as well as Conditions of employment of other servants of the European Union, and in particular Article 11 thereof. This appropriation is intended to cover the cost of introduction 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 cost of hiring organising consultants.
<b>16 - EXTERNAL SERVICES</b>	<b>119,000.00</b>	<b>125,500.00</b>	<b>126,785.00</b>	
<b>160 - Supplementary services by external staff or companies</b>	<b>119,000.00</b>	<b>125,500.00</b>	<b>126,785.00</b>	
1600 - Supplementary services by external staff or companies	119,000.00	125,500.00	126,785.00	This appropriation is intended to cover: - the employment of agency staff (interimaires) and other external staff - translation costs for legal matters - financial, accounting and audit services provided by third parties - Service Level Agreements with administrative content.
<b>17 - RECEPTIONS AND EVENTS</b>	<b>21,000.00</b>	<b>6,000.00</b>	<b>36,000.00</b>	
<b>170 - Receptions, events and social activities for staff</b>	<b>21,000.00</b>	<b>6,000.00</b>	<b>36,000.00</b>	
1700 - Receptions, events and social activities for staff	21,000.00	6,000.00	36,000.00	This appropriation is intended to cover receptions, events and other representation expenses (such as restaurants, medals for 20 years of Community service, gifts for staff leaving or retiring, receptions in house and hosting for the Director's Office, etc.) and the activities of the Sports and Leisure Club (including sports and cultural activities, Christmas party, etc.).
<b>2 - INFRASTRUCTURE AND OPERATING EXPENDITURE</b>	<b>1,599,000.00</b>	<b>1,512,440.00</b>	<b>1,626,691.00</b>	
<b>20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>586,000.00</b>	<b>634,000.00</b>	<b>738,759.00</b>	
<b>200 - Rent and public utilities</b>	<b>183,000.00</b>	<b>187,000.00</b>	<b>152,460.00</b>	

Item - Description	2018	2017	2016	Remarks
2000 - Rent and public utilities	183,000.00	187,000.00	152,460.00	This appropriation is intended to cover rents relating to occupied buildings or parts of buildings as well as current consumption of water, gas, electricity and heating.
<b>203 - Cleaning, maintenance and repair, gardening, minor construction and fitting-out of premises</b>	<b>276,000.00</b>	<b>326,000.00</b>	<b>463,390.00</b>	
2030 - Cleaning, maintenance and repair, gardening, minor construction and fitting-out	276,000.00	326,000.00	463,390.00	This appropriation is intended to cover the costs of cleaning, upkeep and repair of the premises used by the Centre (rooms, lift, heating system, air-conditioning, electricity and water facilities, outdoor premises including landscape and garden). Necessary repairs are identified in the context of regular maintenance by a specialised company contracted for that purpose. It is also intended to cover the costs of the minor constructions in the building, the fitting-out of premises including replacement of carpets, mats and blinds, alterations to the partitions in the building and departmental moves, as well as related feasibility studies and consulting services.
<b>205 - Security and surveillance of the buildings</b>	<b>127,000.00</b>	<b>121,000.00</b>	<b>122,909.00</b>	
2050 - Security and surveillance of the buildings	127,000.00	121,000.00	122,909.00	This appropriation is intended to cover the services provided by a specialised company in relation to security and surveillance of the premises and the Cedefop grounds in general as well as the extra security needs in case of events involving large numbers of external participants or the presence of VIPs.
<b>21 - INFORMATION AND COMMUNICATION TECHNOLOGY</b>	<b>774,000.00</b>	<b>569,440.00</b>	<b>598,810.00</b>	
<b>210 - Equipment, costs for equipment and data-processing operations</b>	<b>774,000.00</b>	<b>569,440.00</b>	<b>598,810.00</b>	
2100 - Data-Processing equipment	136,000.00	130,000.00	173,754.00	This appropriation is intended to cover the purchase/rental of computers and peripherals. It also covers the costs for servicing, operating, repair, data media, documentation, other materials, etc. It also covers the purchase of toners for the operation of all printers.
2101 - Software purchase and development, other external services	638,000.00	439,440.00	425,056.00	This appropriation is intended to cover the cost of: - the maintenance of existing applications, - the introduction of new applications and the expansion of existing applications (feasibility study, analysis, programming, implementation, etc.), - purchase, rental and maintenance of programme packages and software, etc., - consulting, - other services (helpdesk, staff for data input, system engineers, etc.).
<b>22 - MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>10,000.00</b>	<b>31,000.00</b>	<b>7,728.00</b>	
<b>220 - Technical installations and electronic office equipment</b>	<b>3,000.00</b>	<b>20,000.00</b>	<b>1,000.00</b>	
2200 - Technical installations and electronic office equipment	3,000.00	20,000.00	1,000.00	This appropriation is intended to cover expenditure on equipment, in particular: - audio-visual, reproduction, archive, library and interpreting equipment, namely booths, headsets and switching units for simultaneous interpretation facilities, - various tools for building maintenance workshops, - maintenance, repair, associated services and consulting related to technical equipment and installations.
<b>221 - Furniture</b>	<b>1,000.00</b>	<b>5,000.00</b>	<b>1,728.00</b>	
2210 - Furniture	1,000.00	5,000.00	1,728.00	This appropriation is intended to cover the costs of purchase, hire, maintenance and repair of furniture for office and common spaces of the building, including meeting areas.
<b>223 - Transport equipment</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>5,000.00</b>	
2230 - Transport equipment	6,000.00	6,000.00	5,000.00	This appropriation is intended to cover the purchase, hire, operation, maintenance and repair costs of transport equipment, including petrol and fuel.
<b>23 - CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>100,000.00</b>	<b>100,000.00</b>	<b>94,618.00</b>	
<b>230 - Stationery and office supplies</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>9,891.00</b>	
2300 - Stationery and office supplies	12,000.00	12,000.00	9,891.00	This appropriation is intended to cover the cost of photocopying, supplies for the reproduction equipment, paper and office supplies. Of this amount, Euro 5,000 are set aside for the purchase of paper.
<b>233 - Legal expenses and damages</b>	<b>38,000.00</b>	<b>40,000.00</b>	<b>40,030.00</b>	



Item - Description	2018	2017	2016	Remarks
2330 - Legal expenses and damages	38,000.00	40,000.00	40,030.00	This appropriation is intended to cover expenses for consulting, receiving legal advice and being represented as necessary by competent lawyers. This covers also the judicial fees related to procedures in Courts as well as the costs to be borne by Cedefop following Court judgements or conclusions of the Appeals Committee. Costs of travelling to and from the Court of Thessaloniki as well as costs for urgent photocopying outside of Cedefop related to Court proceedings, and any other petty costs related to legal matters are also covered by this appropriation. Related staff mission, translation and meeting costs are covered by the appropriations of Articles 130, 160 and 250 respectively.
<b>235 - Other administrative expenditure</b>	<b>45,000.00</b>	<b>42,000.00</b>	<b>39,897.00</b>	
2350 - Other administrative expenditure	45,000.00	42,000.00	39,897.00	This appropriation is intended to cover miscellaneous administrative expenditure, in particular: - various insurances: personnel issues (accidents, missions, etc.), official cars, building and content - bank charges and exchange rate differences - uniforms and working clothes - flowers - badges for access to the Commission's building in Brussels - stamps for official administrative purposes - petty expenses not specifically provided for, including possible fees and penalties payable.
<b>239 - Publications and documentation of administrative nature</b>	<b>5,000.00</b>	<b>6,000.00</b>	<b>4,800.00</b>	
2390 - Publications and documentation of administrative nature	5,000.00	6,000.00	4,800.00	This appropriation is intended to cover publishing expenses not covered in Title 3, in particular expenses for the publication of the statement of revenue and expenditure of the Centre in the Official Journal of the European Communities, pursuant to Article 31(2) of the Decision of 9 January 2014 last amending the Decision of 31 March 2003 on the financial rules applicable to the Centre. It is also intended to cover: - the cost of publication in the local or national Greek press of notices related to procurement procedures addressed to that market, - the cost of purchasing books or magazines for general purposes (language training) or specific professional needs (law, accounting, technical etc.), - the cost of binding and other expenditure necessary for the archiving and preservation of administrative documentation.
<b>24 - POSTAL CHARGES AND TELECOMMUNICATIONS</b>	<b>116,000.00</b>	<b>165,000.00</b>	<b>178,693.00</b>	
<b>240 - Postage on correspondence and delivery charges</b>	<b>16,000.00</b>	<b>16,000.00</b>	<b>15,600.00</b>	
2400 - Postage on correspondence and delivery charges	16,000.00	16,000.00	15,600.00	This appropriation is intended to cover expenditure for postal and delivery charges including the sending of parcels. It also covers the use and maintenance of postage machines.
<b>241 - Telecommunications</b>	<b>100,000.00</b>	<b>149,000.00</b>	<b>163,093.00</b>	
2410 - Telecommunications subscriptions and charges	28,500.00	47,000.00	33,011.00	This appropriation is intended to cover fixed rental costs, the cost of communications, maintenance fees and other charges.
2411 - Purchase and installation and maintenance of telecommunications equipment and material, and associated services	71,500.00	102,000.00	130,082.00	This appropriation is intended to cover expenditure on telecommunications equipment, including wiring: it encompasses purchases, hire, installation, maintenance, documentation, associated services and consulting.
<b>25 - MEETINGS OF ADMINISTRATIVE NATURE</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>8,083.00</b>	
<b>250 - Meetings of administrative nature</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>8,083.00</b>	
2500 - Meetings of administrative nature	13,000.00	13,000.00	8,083.00	This appropriation is intended to cover the costs of meetings not related to the operational activities organised by Department for Resources and Support or the Director's Office. This includes printing, interpretation and catering, as well as travel and subsistence expenses of external staff. It covers the costs incurred by the cafeteria for servicing internal meetings as well as those related to functioning of the water dispensers. The costs related to teleconferences are also covered by this appropriation.
<b>26 - BUSINESS CONTINUITY PLAN (p.m.)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>260 - Unforeseen expenditure in crisis situation (p.m.)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
2600 - Unforeseen expenditure in crisis situation (p.m.)	0.00	0.00	0.00	This appropriation is intended to cover urgently needed acquisition of goods and/or services in case of disaster preventing staff from accessing the building and Cedefop in general from functioning normally. These purchases will be made via express procedures described in the Business Continuity Plan. Where necessary, regularisation will take place once the situation returns to normal.
<b>3 - OPERATIONAL EXPENDITURE</b>	<b>5,544,949.00</b>	<b>5,753,449.00</b>	<b>8,012,949.00</b>	Payment appropriations in Title 3 are handled centrally by the Accounting Service in collaboration with the Finance Service since 2012 - no specific allocation of payment appropriations by budget line for more efficient management. The amounts shown on each budget line for 2015, 2016 and 2017 are therefore purely indicative (with the exception of Chapter 31 that corresponds to assigned revenue).

Item - Description	2018	2017	2016	Remarks
<b>30 - TRANSVERSAL ACTIVITIES</b>	340,000.00	310,000.00	260,000.00	
305 - Governing Board meetings	150,000.00	160,000.00	160,000.00	
3050 - Governing Board meetings	150,000.00	160,000.00	160,000.00	This appropriation is intended to cover operating expenses of the Governing Board and the Bureau (also Cedefop staff participation), including travel and subsistence expenses, the hiring of meeting rooms and interpretation expenses.
307 - Transversal technical support	190,000.00	150,000.00	100,000.00	
3070 - Transversal technical support	190,000.00	150,000.00	100,000.00	This appropriation is intended to cover ICT costs related to transversal operational activities, as well as costs for ex post evaluations and controls on various activities.
<b>31 - PARTICIPATION OF NON-MEMBER STATES IN THE OPERATIONAL WORK PROGRAMME</b>	0.00	0.00	100,000.00	
312 - Specific activities	0.00	0.00	100,000.00	
3122 - Delegation Agreement No VS/2013/0554	0.00	0.00	100,000.00	Delegation agreement with DG EMPL of 18.12.2013 for the implementation of 'Labour skills demand and supply - anticipation tools - studies' (2014-16), of a total amount of Euro 1,100,000. Of this amount, Euro 600,000 were added to the 2013 budget via the BRS 1/2013 for the action in 2014, Euro 400,000 were added to the 2015 budget for action in the same year and Euro 100,000 were added to the 2016 budget for completion of the action in that year.
<b>32 - SKILLS AND LABOUR MARKET (previously: Research and Policy Analysis)</b>	1,327,000.00	1,360,000.00	1,400,000.00	
320 - Missions, meetings, interpretation	172,000.00	200,000.00	200,000.00	
3200 - Missions, meetings, interpretation	172,000.00	200,000.00	200,000.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
324 - Pilot studies and projects	1,155,000.00	1,160,000.00	1,200,000.00	
3240 - Pilot studies and projects	1,155,000.00	1,160,000.00	1,200,000.00	This appropriation is intended to cover the costs of concluding study contracts, evaluations and pilot projects in accordance with the work programme. It is also to cover the costs related to technical support/consultancy (including IT applications and/or tools) necessary for ensuring proper implementation of the projects.
325 - ReferNet (becomes 333 in 2016)	0.00	0.00	0.00	
3250 - ReferNet annual grants (Specific Grant Agreements) (becomes 3330 in 2016)	0.00	0.00	0.00	This appropriation is intended to cover the costs (including contracts, meetings, interpretation, travel expenses, translations, and publications) for the implementation of the ReferNet work programme and the management of the network.
<b>33 - VET SYSTEMS AND INSTITUTIONS (previously: Enhanced cooperation in VET and LLL)</b>	2,016,000.00	2,135,500.00	4,240,000.00	
330 - Missions, meetings, interpretation	261,000.00	180,500.00	290,000.00	
3300 - Missions, meetings, interpretation	261,000.00	180,500.00	290,000.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
333 - Refernet (was 325 until 2015)	1,080,000.00	1,080,000.00	1,060,000.00	
3330 - ReferNet annual grants (Specific Grant Agreements) (was 3250 until 2015)	980,000.00	980,000.00	980,000.00	This appropriation is intended to cover the costs of the annual grant agreements concluded with ReferNet partners to implement the annual work plan.
3331 - ReferNet other costs (new)	100,000.00	100,000.00	80,000.00	This appropriation is intended to cover costs necessary to manage the network and strengthen partnerships with and among ReferNet members. Activities incurring costs linked to managing the network meetings, evaluations and ex-post controls, travel and subsistence expenses, videoconferences and publications. Examples of activities strengthening partnerships are joint workshops or events, the preparation of additional publications (including in the national language) and joint actions with Cedefop or between partners.
334 - Pilot studies and projects	675,000.00	875,000.00	2,890,000.00	
3340 - Pilot studies and projects	675,000.00	875,000.00	2,890,000.00	This appropriation is intended to cover the costs of concluding study contracts, evaluations and pilot projects in accordance with the work programme. It is also to cover the costs related to technical support/consultancy (including IT applications and/or tools) necessary for ensuring proper implementation of the projects, in particular Europass.

Item - Description	2018	2017	2016	Remarks
<b>34 - LEARNING AND EMPLOYABILITY (new)</b>	1,240,000.00	1,310,000.00	1,340,000.00	
<b>340 - Missions, meetings, interpretation (new)</b>	140,000.00	270,000.00	250,000.00	
3400 - Missions, meetings, interpretation (new)	140,000.00	270,000.00	250,000.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
<b>341 -</b>	0.00	0.00	0.00	
3410 -	0.00	0.00	0.00	
<b>342 -</b>	0.00	0.00	0.00	
3420 -	0.00	0.00	0.00	
<b>343 -</b>	0.00	0.00	0.00	
3430 -	0.00	0.00	0.00	
<b>344 - Pilot studies and projects (new)</b>	1,100,000.00	1,040,000.00	1,090,000.00	
3440 - Pilot studies and projects (new)	1,100,000.00	1,040,000.00	1,090,000.00	This appropriation is intended to cover the costs of concluding study contracts, evaluations and pilot projects in accordance with the work programme. It is also to cover the costs related to technical support/consultancy (including IT applications and/or tools) necessary for ensuring proper implementation of the projects.
<b>345 -</b>	0.00	0.00	0.00	
3450 -	0.00	0.00	0.00	
<b>35 - COMMUNICATION (previously: Communication, information and dissemination)</b>	621,949.00	637,949.00	672,949.00	
<b>350 - Missions, meetings, interpretation</b>	40,000.00	40,000.00	45,000.00	
3500 - Missions, meetings, interpretation	40,000.00	40,000.00	45,000.00	Appropriation available for covering the costs of organising meetings, including printing, interpretation and catering, as well as travel and subsistence expenses of external and internal staff. The costs related to teleconferences are also covered by this appropriation.
<b>351 - Publications and dissemination</b>	210,000.00	205,449.00	173,000.00	This appropriation is intended to cover the specific costs of preparation, publication (in both printed and electronic formats) and distribution of Cedefop's activities, in particular the Research Report, the Policy report and other publications, the Annual Report, the Work Programme, and the catalogue of publications, including the cost of paper, typing, printing, distribution and other freelance services.
3510 - Publications	210,000.00	205,449.00	173,000.00	Of this appropriation, Euro 10,000 are to be covered by reimbursements foreseen on Article 220 of Revenue.
<b>352 - Translation expenses</b>	90,000.00	112,500.00	119,500.00	This appropriation is intended to cover costs of translations connected with implementation of the Centre's work programme, including the costs of freelance typing.
3520 - Translations	90,000.00	112,500.00	119,500.00	
<b>354 - Documentation, databases and public relations</b>	281,949.00	280,000.00	335,449.00	
3540 - Establishment of operational documentation	101,949.00	100,000.00	103,000.00	This appropriation is intended to cover the costs involved in setting up an information and documentation system as an integral part of Centre's mission as stated in the founding Regulation (Council Regulation (EEC) No 337/75 establishing a European Centre for the Development of Vocational Training), Article 2(2): 'The main tasks of the Centre shall be (...) to compile selected documentation relating in particular to the present situation, the latest developments and research in the relevant fields, and to matters of vocational training structure, cooperation contracts with specialist institutions, the purchase of publications and subscriptions to newspapers and journals and costs incurred through use of databases'. This appropriation also covers the cost of maintaining documentary software.
3541 - Contracts for update and maintenance of databases	161,000.00	160,000.00	194,000.00	This appropriation is to cover the costs related to technical support/consultancy (including for dedicated IT applications and/or tools such as the web portal) necessary for ensuring proper implementation of the projects in the chapter. This budget line is also used for the acquisition of information for all Cedefop projects and activities. In particular, it covers the information needs from the operational departments/projects and the information tools and databases used for the PMS and for external communication.

Item - Description	2018	2017	2016	Remarks
3546 - Promotional activities and public relations	19,000.00	20,000.00	38,449.00	This appropriation is intended to cover all promotional activities (brochures, press releases, presentations, trade fairs, etc.). This appropriation covers also the cost related to the biannual Cedefop photography prize.
<b>Total for Payments 17,850,210.00 17,869,389.00 19,710,762.00</b>				



## Annex II – Cedefop's Establishment Plan 2018

# European Centre for the Development of the Vocational Training (Cedefop)

## Establishment Plan 2018

Category and grade	Table of posts 2018	
	Permanent posts	Temporary posts
AD16		
AD15		1
AD14		1
AD13		2
AD12	4	4
AD11		10
AD10		10
AD9		5
AD8		5
AD7		4
AD6		2
AD5		
<b>Total AD</b>	<b>4</b>	<b>44</b>
AST11		1
AST10	1	1
AST9	1	2
AST8	1	2
AST7	3	7
AST6	3	5
AST5		6
AST4		10
AST3		
AST2		
AST1		
<b>Total AST</b>	<b>9</b>	<b>34</b>
<b>Total posts</b>	<b>13</b>	<b>78</b>
	<b>91</b>	

Adopted by the Governing Board by written procedure 2017-10  
On 18 December 2017

Tatjana Babrauskiene  
Chair of the Governing Board


