

Statement of revenue and expenditure of the European Centre for the Development of Vocational Training (Cedefop) for the financial year 2020.

BUDGET 2020

Pursuant to Article 31(2) of the Cedefop Decision of 16 July 2019 on the financial regulation applicable to the European Centre for the Development of Vocational Training, in conformity with the framework Financial Regulation (Commission Delegated Regulation (EU) no 2019/715 of 18 December 2018), 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 Management Board by written procedure 2019-23
on 18 December 2019

A handwritten signature in green ink, reading "Barbara Dorn".

Barbara Dorn
Chairperson of the
Management Board

REVENUE

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|---------------|---------------|---------------|--|
| 1 - EUROPEAN UNION CONTRIBUTION | 17,838,000.00 | 18,858,634.59 | 17,434,000.00 | |
| 10 - EUROPEAN UNION CONTRIBUTION | 17,838,000.00 | 18,858,634.59 | 17,434,000.00 | |
| 100 - EUROPEAN UNION CONTRIBUTION | 17,838,000.00 | 18,858,634.59 | 17,434,000.00 | |
| 1000 - European Union contribution | 17,838,000.00 | 18,858,634.59 | 17,434,000.00 | Regulation (EU) 2019/128 of the European Parliament and of the Council of 16 January 2019, establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EC) no 337/75. In accordance with the provisions of Article 12(3) of that Regulation, a contribution for Cedefop is entered in the general budget of the Union. The revenue entered corresponds to the contribution provided for in Budget Line 04 03 13 of the statement of expenditure in Section III (Commission) of the EU budget. |
| 2 - MISCELLANEOUS REVENUE | 10,000.00 | 10,000.00 | 10,000.00 | |
| 22 - REVENUE FROM AND ALLOWANCES FOR SERVICES RENDERED AGAINST PAYMENT | 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. |
| 220 - Revenue from and allowances for services rendered against payment | 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 | Charges for publications and services provided by Cedefop, pursuant to Art 12(3)(c) of the Agency Regulation 2019/0128. This amount mostly concerns the revenue from the sales of Cedefop publications or from fees for accessing databases. |
| 23 - REIMBURSEMENT OF VARIOUS EXPENSES (ASSIGNED REVENUE) | 0.00 | 0.00 | 0.00 | |
| 230 - Reimbursement of various expenses | 0.00 | 0.00 | 0.00 | |
| 2300 - Reimbursement of various expenses | 0.00 | 0.00 | 0.00 | Assigned revenue received in the form of reimbursement of expenses. |
| 3 - PAYMENTS FROM THIRD PARTIES (ASSIGNED REVENUE) | 429,890.00 | 414,920.00 | 461,179.63 | 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. |
| 30 - PAYMENTS FROM ICELAND | 24,970.00 | 24,400.00 | 20,920.00 | |
| 300 - Payments from Iceland | 24,970.00 | 24,400.00 | 20,920.00 | |
| 3000 - Payments from Iceland | 24,970.00 | 24,400.00 | 20,920.00 | Budget contribution of Iceland to the annual Work Programme of Cedefop in accordance with the bilateral agreement of 29-05-1996. |
| 31 - PAYMENTS FROM NORWAY | 404,920.00 | 390,520.00 | 385,290.00 | |
| 310 - Payments from Norway | 404,920.00 | 390,520.00 | 385,290.00 | |
| 3100 - Payments from Norway | 404,920.00 | 390,520.00 | 385,290.00 | Budget contribution of Norway to the annual Work Programme of Cedefop in accordance with the bilateral agreement of 29-05-1996. |
| 32 - OTHER PAYMENTS FROM THE COMMISSION | 0.00 | 0.00 | 54,969.63 | |
| 320 - Contribution Agreements | 0.00 | 0.00 | 54,969.63 | |
| 3200 - Contribution Agreements | 0.00 | 0.00 | 0.00 | Contribution agreements with Commission services |
| 3202 - Delegation Agreement No VS/2013/0554 | 0.00 | 0.00 | 54,969.63 | 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. |
| Total for REVENUE 18,277,890.00 19,283,554.59 17,905,179.63 | | | | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|----------------------|----------------------|----------------------|--|
| | 0.00 | 0.00 | 0.00 | |
| 1 - STAFF EXPENDITURE | 11,293,336.00 | 10,785,210.00 | 10,174,061.72 | |
| 11 - SALARIES & ALLOWANCES | 10,512,296.00 | 9,996,407.24 | 9,431,403.57 | |
| 110 - Staff holding a post provided for in the establishment plan | 8,701,070.00 | 8,228,710.00 | 7,801,622.62 | |
| 1100 - Staff holding a post provided for in the establishment plan (Including: Basic salaries, Family allowances, Expatriation and foreign residence allowances, Secretarial allowances) | 8,701,070.00 | 8,228,710.00 | 7,801,622.62 | 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: - 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 & 66, Article 20 CEOS) - Overtime (Article 56 and Annex VI, Article 16 CEOS) - Family allowances (Articles 62, 67 and 68, Article 20 CEOS) including ° head of household allowance ° allowance for dependent child or other dependent person (Annex VII, Article 2.4 and Article 21 CEOS) ° education allowance - Expatriation and foreign residence allowances (Articles 62 and 69, Article 20 CEOS as well as Article 4 of Annex VII and Article 21 CEOS) - Secretarial allowance (Article 18 of Annex XIII) - Employer's contributions ° sickness insurance (Article 72, Article 28 CEOS) ° insurance against the risk of accident and of occupational disease (Article 73, Article 28 CEOS) ° 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)] The contributions referred to in the 3 bullet points above are payable to the Commission ° constitution or maintenance of pension rights (Article 42 CEOS) - Payment of salary weightings. |
| 111 - External personnel | 1,641,226.00 | 1,599,500.00 | 1,469,459.36 | |
| 1111 - Seconded national experts | 162,009.00 | 141,500.00 | 166,004.68 | 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 | 1,374,109.00 | 1,363,000.00 | 1,208,063.97 | 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. |
| 1113 - Trainees | 105,108.00 | 95,000.00 | 95,390.71 | 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. |
| 114 - Miscellaneous allowances and grants | 170,000.00 | 168,197.24 | 160,321.59 | |
| 1140 - Miscellaneous allowances and grants | 170,000.00 | 168,197.24 | 160,321.59 | 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: - childbirth allowance, - allowance in the event of death, - travel expenses for annual leave, - dismissal compensation. |
| 12 - EXPENDITURE RELATING TO STAFF RECRUITMENT | 215,178.00 | 113,550.76 | 182,421.15 | |
| 120 - Allowances and expenses on entering and leaving the service and on transfer | 215,178.00 | 113,550.76 | 182,421.15 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|---------------------|---------------------|---------------------|--|
| 1200 - Allowances and expenses on entering and leaving the service and on transfer | 215,178.00 | 113,550.76 | 182,421.15 | 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). |
| 13 - MISSIONS AND DUTY TRAVEL | 100,000.00 | 130,000.00 | 132,300.00 | |
| 130 - Mission expenses, duty travel expenses and other ancillary expenses | 100,000.00 | 130,000.00 | 132,300.00 | |
| 1300 - Mission expenses, duty travel expenses and other ancillary expenses | 100,000.00 | 130,000.00 | 132,300.00 | This appropriation is intended to cover mission expenses of staff, seconded national experts and trainees assigned to the Director's office and the Department for Resources and Support |
| 14 - SOCIOMEDICAL INFRASTRUCTURE | 198,762.00 | 179,279.00 | 184,412.00 | |
| 143 - Medical service | 46,500.00 | 39,279.00 | 63,000.00 | |
| 1430 - Medical service | 46,500.00 | 39,279.00 | 63,000.00 | 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. |
| 149 - Other expenditure | 152,262.00 | 140,000.00 | 121,412.00 | |
| 1490 - Other expenditure | 152,262.00 | 140,000.00 | 121,412.00 | This appropriation is intended to cover other expenditure such as pre-school fees, fees for schooling and International Baccalaureate, etc. Expenses related to the operation of the restaurant and canteen are funded by the BL 2350 from 2020 onwards. |
| 15 - TRAINING | 120,000.00 | 120,000.00 | 117,525.00 | |
| 150 - Language courses, retraining and further vocational training | 120,000.00 | 120,000.00 | 117,525.00 | |
| 1500 - Language courses, retraining and further vocational training | 120,000.00 | 120,000.00 | 117,525.00 | 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. |
| 16 - EXTERNAL SERVICES | 131,100.00 | 229,973.00 | 107,100.00 | |
| 160 - Supplementary services by external staff or companies | 131,100.00 | 229,973.00 | 107,100.00 | |
| 1600 - Supplementary services by external staff or companies | 131,100.00 | 229,973.00 | 107,100.00 | This appropriation is intended to cover: - the employment of agency staff (interimaires) and other external staff - audits of finance and accounts by third parties - accounting services - Service Level Agreements with administrative content. As of 2020, translations of legal documents are funded by BL 2330. |
| 17 - RECEPTIONS AND EVENTS | 16,000.00 | 16,000.00 | 18,900.00 | |
| 170 - Receptions, events and social activities for staff | 16,000.00 | 16,000.00 | 18,900.00 | |
| 1700 - Receptions, events and social activities for staff | 16,000.00 | 16,000.00 | 18,900.00 | 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.). |
| 2 - INFRASTRUCTURE AND OPERATING EXPENDITURE | 1,702,900.00 | 1,531,710.00 | 1,561,973.96 | |
| 20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS | 628,400.00 | 603,000.00 | 614,556.21 | |
| 200 - Rent and public utilities | 180,000.00 | 170,000.00 | 133,623.00 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|-------------------|-------------------|-------------------|---|
| 2000 - Rent and public utilities | 180,000.00 | 170,000.00 | 133,623.00 | 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 | 315,400.00 | 305,000.00 | 354,433.94 | |
| 2030 - Cleaning, maintenance and repair, gardening, minor construction and fitting-out | 315,400.00 | 305,000.00 | 354,433.94 | This appropriation is intended to cover the costs of cleaning, upkeep and repair of the premises used by the Centre (e.g. rooms, lift, heating system, air-conditioning, electricity and water facilities, outdoor premises including landscape and garden). It is also intended to cover the costs of the minor constructions in the building, the fitting-out of premises, as well as related feasibility studies and consulting services. |
| 205 - Security and surveillance of the buildings | 133,000.00 | 128,000.00 | 126,499.27 | |
| 2050 - Security and surveillance of the buildings | 133,000.00 | 128,000.00 | 126,499.27 | This appropriation is intended to cover the services provided by external service providers in relation to security and surveillance of the premises and grounds of Cedefop. |
| 21 - INFORMATION AND COMMUNICATION TECHNOLOGY | 736,000.00 | 615,710.00 | 627,297.28 | |
| 210 - Equipment, costs for equipment and data-processing operations | 736,000.00 | 615,710.00 | 627,297.28 | |
| 2100 - Data-Processing equipment | 103,000.00 | 133,710.00 | 198,850.00 | 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 | 633,000.00 | 482,000.00 | 428,447.28 | 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.). |
| 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS | 15,000.00 | 10,000.00 | 4,967.00 | |
| 220 - Technical installations and electronic office equipment | 0.00 | 3,000.00 | 1,775.00 | |
| 2200 - Technical installations and electronic office equipment | 0.00 | 3,000.00 | 1,775.00 | 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 | 12,000.00 | 1,000.00 | 0.00 | |
| 2210 - Furniture | 12,000.00 | 1,000.00 | 0.00 | 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 | 3,000.00 | 6,000.00 | 3,192.00 | |
| 2230 - Transport equipment | 3,000.00 | 6,000.00 | 3,192.00 | This appropriation is intended to cover the purchase, hire, operation, maintenance and repair costs of transport equipment, including fuel. |
| 23 - CURRENT ADMINISTRATIVE EXPENDITURE | 162,000.00 | 169,000.00 | 130,453.47 | |
| 230 - Stationery and office supplies | 10,000.00 | 10,000.00 | 4,943.34 | |
| 2300 - Stationery and office supplies | 10,000.00 | 10,000.00 | 4,943.34 | This appropriation is intended to cover the cost of photocopying, supplies for the reproduction equipment, paper and office supplies. |
| 233 - Legal expenses and damages | 100,000.00 | 110,000.00 | 81,209.78 | |
| 2330 - Legal expenses and damages | 100,000.00 | 110,000.00 | 81,209.78 | 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 and meeting costs are covered by the appropriations of Articles 130 and 250 respectively. Translation costs were funded by BL 1600 until 2020. |
| 235 - Other administrative expenditure | 51,000.00 | 48,000.00 | 43,800.35 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|---------------------|---------------------|---------------------|--|
| 2350 - Other administrative expenditure | 51,000.00 | 48,000.00 | 43,800.35 | 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 - any unforeseen expenditure in crisis or disaster situations that are needed to ensure business continuity. - operating costs and consumables for the restaurant and canteen (funded by BL 1490 until 2019). - other administrative expenditure not inserted in specific appropriations. |
| 239 - Publications and documentation of administrative nature | 1,000.00 | 1,000.00 | 500.00 | |
| 2390 - Publications and documentation of administrative nature | 1,000.00 | 1,000.00 | 500.00 | This appropriation is intended to cover publishing expenses not covered in Title 3. 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. |
| 24 - POSTAL CHARGES AND TELECOMMUNICATIONS | 154,500.00 | 116,000.00 | 170,450.00 | |
| 240 - Postage on correspondence and delivery charges | 16,000.00 | 16,000.00 | 16,000.00 | |
| 2400 - Postage on correspondence and delivery charges | 16,000.00 | 16,000.00 | 16,000.00 | 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. |
| 241 - Telecommunications | 138,500.00 | 100,000.00 | 154,450.00 | |
| 2410 - Telecommunications subscriptions and charges | 46,000.00 | 28,000.00 | 25,650.00 | 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 | 92,500.00 | 72,000.00 | 128,800.00 | This appropriation is intended to cover expenditure on telecommunications equipment, including wiring, purchases, hire, installation, maintenance, documentation of equipment, associated services and consulting. |
| 25 - MEETINGS OF ADMINISTRATIVE NATURE | 7,000.00 | 18,000.00 | 14,250.00 | |
| 250 - Meetings of administrative nature | 7,000.00 | 18,000.00 | 14,250.00 | |
| 2500 - Meetings of administrative nature | 7,000.00 | 18,000.00 | 14,250.00 | 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. |
| 3 - OPERATIONAL EXPENDITURE | 5,281,654.00 | 5,542,000.00 | 6,114,174.32 | 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 are therefore purely indicative (with the exception of Chapter 31 that corresponds to assigned revenue). |
| 30 - TRANSVERSAL ACTIVITIES | 308,148.00 | 325,000.00 | 305,500.88 | |
| 305 - Management Board meetings (ex Governing Board meetings) | 95,000.00 | 145,000.00 | 91,400.88 | |
| 3050 - Management Board meetings (ex Governing Board meetings) | 95,000.00 | 145,000.00 | 91,400.88 | This appropriation is intended to cover operating expenses of the Management Board and the Executive Board (until 2018 named as Governing Board and Bureau respectively), including travel and subsistence expenses, the hiring of meeting rooms and interpretation expenses. |
| 307 - Transversal technical support | 213,148.00 | 180,000.00 | 214,100.00 | |
| 3070 - Transversal technical support | 213,148.00 | 180,000.00 | 214,100.00 | This appropriation is intended to cover costs related to Enterprise Management solutions. Until year 2019, costs related to ex post evaluations and controls on various activities were covered by this appropriations. As of 2020 they are covered by BL 3071. |
| 3071 - Transversal support and services for statutory and regulatory obligations | 0.00 | 0.00 | 0.00 | This appropriation is intended to cover costs arising from statutory and regulatory obligations and costs of internal surveys, evaluations, performance measurement and control activities. Such costs were covered by BL 3070 until 2019. |
| 31 - PARTICIPATION OF NON-MEMBER STATES IN THE OPERATIONAL WORK PROGRAMME | 0.00 | 0.00 | 0.00 | |
| 312 - Specific activities | 0.00 | 0.00 | 0.00 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|---|---------------------|---------------------|---------------------|---|
| 3120 - Contribution Agreements | 0.00 | 0.00 | 0.00 | Contribution Agreements |
| 3122 - Delegation Agreement No VS/2013/0554 | 0.00 | 0.00 | 0.00 | 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. |
| 32 - SKILLS AND LABOUR MARKET | 1,268,000.00 | 1,270,800.00 | 1,483,549.82 | |
| 320 - Missions and meetings DSL | 113,000.00 | 138,000.00 | 158,748.82 | |
| 3200 - Missions and meetings DSL | 113,000.00 | 138,000.00 | 158,748.82 | Appropriation available for covering the costs of organising meetings, including printing and catering, as well as travel and subsistence expenses of external and internal staff. |
| 324 - Studies and projects DSL | 1,155,000.00 | 1,132,800.00 | 1,324,801.00 | |
| 3240 - Studies and projects DSL | 1,155,000.00 | 1,132,800.00 | 1,324,801.00 | 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. |
| 33 - VET SYSTEMS AND INSTITUTIONS | 1,840,000.00 | 1,989,000.00 | 1,936,941.12 | |
| 330 - Missions and meetings DSI | 186,000.00 | 236,000.00 | 240,146.12 | |
| 3300 - Missions and meetings DSI | 186,000.00 | 236,000.00 | 240,146.12 | 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. |
| 333 - Refernet | 1,080,000.00 | 1,080,000.00 | 1,070,065.00 | |
| 3330 - ReferNet annual grants | 980,000.00 | 980,000.00 | 971,558.13 | 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 | 100,000.00 | 100,000.00 | 98,506.87 | 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 - Studies and projects DSI | 574,000.00 | 673,000.00 | 626,730.00 | |
| 3340 - Studies and projects DSI | 574,000.00 | 673,000.00 | 626,730.00 | 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. |
| 34 - LEARNING AND EMPLOYABILITY | 1,120,300.00 | 1,251,000.00 | 1,730,575.00 | |
| 340 - Missions and meetings DLE | 165,300.00 | 270,500.00 | 187,500.00 | |
| 3400 - Missions and meetings DLE | 165,300.00 | 270,500.00 | 187,500.00 | 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. |
| 344 - Studies and projects DLE | 955,000.00 | 980,500.00 | 1,543,075.00 | |
| 3440 - Studies and projects DLE | 955,000.00 | 980,500.00 | 1,543,075.00 | 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. |
| 35 - COMMUNICATION | 745,206.00 | 706,200.00 | 657,607.50 | |
| 350 - Missions, meetings, interpretation | 41,206.00 | 52,000.00 | 49,000.00 | |
| 3500 - Missions and meetings DCM | 41,206.00 | 52,000.00 | 49,000.00 | Appropriation available for covering the costs of organising meetings, including printing and catering, as well as travel and subsistence expenses of external and internal staff. |
| 351 - Publications and dissemination | 180,000.00 | 212,000.00 | 200,500.00 | |
| 3510 - Publications | 180,000.00 | 212,000.00 | 200,500.00 | This appropriation is intended to cover the costs of preparation (incl. cost of paper, typing, printing and other freelance services), publications (both in printed and electronic formats) and distribution of Cedefop's reports, incl. the Annual Report, the Work Programme and the Catalogue of Publications. |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|------------|------------|------------|--|
| 352 - Translation expenses | 120,000.00 | 144,200.00 | 106,658.50 | |
| 3520 - Translations | 120,000.00 | 144,200.00 | 106,658.50 | This appropriation is intended to cover costs of translations connected with implementation of the Centre's work programme, including the costs of freelance typing. |
| 354 - Documentation, databases and public relations | 404,000.00 | 298,000.00 | 301,449.00 | |
| 3540 - Establishment of operational documentation | 104,000.00 | 106,000.00 | 111,449.00 | 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. This appropriation also covers the cost of maintaining documentary software. |
| 3541 - Contracts for update and maintenance of databases | 283,000.00 | 170,000.00 | 161,000.00 | 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. |
| 3546 - Promotional activities and public relations | 17,000.00 | 22,000.00 | 29,000.00 | 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. |
| Total for COMMITMENT APPROPRIATIONS 18,277,890.00 17,858,920.00 17,850,210.00 | | | | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|----------------------|----------------------|----------------------|--|
| | 0.00 | 0.00 | 0.00 | |
| 1 - STAFF EXPENDITURE | 11,293,336.00 | 10,785,210.00 | 10,174,061.72 | |
| 11 - SALARIES & ALLOWANCES | 10,512,296.00 | 9,996,407.24 | 9,431,403.57 | |
| 110 - Staff holding a post provided for in the establishment plan | 8,701,070.00 | 8,228,710.00 | 7,801,622.62 | |
| 1100 - Staff holding a post provided for in the establishment plan (Including: Basic salaries, Family allowances, Expatriation and foreign residence allowances, Secretarial allowances) | 8,701,070.00 | 8,228,710.00 | 7,801,622.62 | 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: - 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 & 66, Article 20 CEOS) - Overtime (Article 56 and Annex VI, Article 16 CEOS) - Family allowances (Articles 62, 67 and 68, Article 20 CEOS) including ° head of household allowance ° allowance for dependent child or other dependent person (Annex VII, Article 2.4 and Article 21 CEOS) ° education allowance - Expatriation and foreign residence allowances (Articles 62 and 69, Article 20 CEOS as well as Article 4 of Annex VII and Article 21 CEOS) - Secretarial allowance (Article 18 of Annex XIII) - Employer's contributions ° sickness insurance (Article 72, Article 28 CEOS) ° insurance against the risk of accident and of occupational disease (Article 73, Article 28 CEOS) ° 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)] The contributions referred to in the 3 bullet points above are payable to the Commission ° constitution or maintenance of pension rights (Article 42 CEOS) - Payment of salary weightings. |
| 111 - External personnel | 1,641,226.00 | 1,599,500.00 | 1,469,459.36 | |
| 1111 - Seconded national experts | 162,009.00 | 141,500.00 | 166,004.68 | 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 | 1,374,109.00 | 1,363,000.00 | 1,208,063.97 | 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. |
| 1113 - Trainees | 105,108.00 | 95,000.00 | 95,390.71 | 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. |
| 114 - Miscellaneous allowances and grants | 170,000.00 | 168,197.24 | 160,321.59 | |
| 1140 - Miscellaneous allowances and grants | 170,000.00 | 168,197.24 | 160,321.59 | 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: - childbirth allowance, - allowance in the event of death, - travel expenses for annual leave, - dismissal compensation. |
| 12 - EXPENDITURE RELATING TO STAFF RECRUITMENT | 215,178.00 | 113,550.76 | 182,421.15 | |
| 120 - Allowances and expenses on entering and leaving the service and on transfer | 215,178.00 | 113,550.76 | 182,421.15 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|---------------------|---------------------|---------------------|--|
| 1200 - Allowances and expenses on entering and leaving the service and on transfer | 215,178.00 | 113,550.76 | 182,421.15 | 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). |
| 13 - MISSIONS AND DUTY TRAVEL | 100,000.00 | 130,000.00 | 132,300.00 | |
| 130 - Mission expenses, duty travel expenses and other ancillary expenses | 100,000.00 | 130,000.00 | 132,300.00 | |
| 1300 - Mission expenses, duty travel expenses and other ancillary expenses | 100,000.00 | 130,000.00 | 132,300.00 | This appropriation is intended to cover mission expenses of staff, seconded national experts and trainees assigned to the Director's office and the Department for Resources and Support |
| 14 - SOCIOMEDICAL INFRASTRUCTURE | 198,762.00 | 179,279.00 | 184,412.00 | |
| 143 - Medical service | 46,500.00 | 39,279.00 | 63,000.00 | |
| 1430 - Medical service | 46,500.00 | 39,279.00 | 63,000.00 | 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. |
| 149 - Other expenditure | 152,262.00 | 140,000.00 | 121,412.00 | |
| 1490 - Other expenditure | 152,262.00 | 140,000.00 | 121,412.00 | This appropriation is intended to cover other expenditure such as pre-school fees, fees for schooling and International Baccalaureate, etc. Expenses related to the operation of the restaurant and canteen are funded by the BL 2350 from 2020 onwards. |
| 15 - TRAINING | 120,000.00 | 120,000.00 | 117,525.00 | |
| 150 - Language courses, retraining and further vocational training | 120,000.00 | 120,000.00 | 117,525.00 | |
| 1500 - Language courses, retraining and further vocational training | 120,000.00 | 120,000.00 | 117,525.00 | 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. |
| 16 - EXTERNAL SERVICES | 131,100.00 | 229,973.00 | 107,100.00 | |
| 160 - Supplementary services by external staff or companies | 131,100.00 | 229,973.00 | 107,100.00 | |
| 1600 - Supplementary services by external staff or companies | 131,100.00 | 229,973.00 | 107,100.00 | This appropriation is intended to cover: - the employment of agency staff (interimaires) and other external staff - audits of finance and accounts by third parties - accounting services - Service Level Agreements with administrative content. As of 2020, translations of legal documents are funded by BL 2330. |
| 17 - RECEPTIONS AND EVENTS | 16,000.00 | 16,000.00 | 18,900.00 | |
| 170 - Receptions, events and social activities for staff | 16,000.00 | 16,000.00 | 18,900.00 | |
| 1700 - Receptions, events and social activities for staff | 16,000.00 | 16,000.00 | 18,900.00 | 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.). |
| 2 - INFRASTRUCTURE AND OPERATING EXPENDITURE | 1,702,900.00 | 1,531,710.00 | 1,561,973.96 | |
| 20 - RENTAL OF BUILDINGS AND ASSOCIATED COSTS | 628,400.00 | 603,000.00 | 614,556.21 | |
| 200 - Rent and public utilities | 180,000.00 | 170,000.00 | 133,623.00 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|-------------------|-------------------|-------------------|---|
| 2000 - Rent and public utilities | 180,000.00 | 170,000.00 | 133,623.00 | 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 | 315,400.00 | 305,000.00 | 354,433.94 | |
| 2030 - Cleaning, maintenance and repair, gardening, minor construction and fitting-out | 315,400.00 | 305,000.00 | 354,433.94 | This appropriation is intended to cover the costs of cleaning, upkeep and repair of the premises used by the Centre (e.g. rooms, lift, heating system, air-conditioning, electricity and water facilities, outdoor premises including landscape and garden). It is also intended to cover the costs of the minor constructions in the building, the fitting-out of premises, as well as related feasibility studies and consulting services. |
| 205 - Security and surveillance of the buildings | 133,000.00 | 128,000.00 | 126,499.27 | |
| 2050 - Security and surveillance of the buildings | 133,000.00 | 128,000.00 | 126,499.27 | This appropriation is intended to cover the services provided by external service providers in relation to security and surveillance of the premises and grounds of Cedefop. |
| 21 - INFORMATION AND COMMUNICATION TECHNOLOGY | 736,000.00 | 615,710.00 | 627,297.28 | |
| 210 - Equipment, costs for equipment and data-processing operations | 736,000.00 | 615,710.00 | 627,297.28 | |
| 2100 - Data-Processing equipment | 103,000.00 | 133,710.00 | 198,850.00 | 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 | 633,000.00 | 482,000.00 | 428,447.28 | This appropriation is intended to cover the cost of: <ul style="list-style-type: none"> - 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.). |
| 22 - MOVABLE PROPERTY AND ASSOCIATED COSTS | 15,000.00 | 10,000.00 | 4,967.00 | |
| 220 - Technical installations and electronic office equipment | 0.00 | 3,000.00 | 1,775.00 | |
| 2200 - Technical installations and electronic office equipment | 0.00 | 3,000.00 | 1,775.00 | This appropriation is intended to cover expenditure on equipment, in particular: <ul style="list-style-type: none"> - 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 | 12,000.00 | 1,000.00 | 0.00 | |
| 2210 - Furniture | 12,000.00 | 1,000.00 | 0.00 | 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 | 3,000.00 | 6,000.00 | 3,192.00 | |
| 2230 - Transport equipment | 3,000.00 | 6,000.00 | 3,192.00 | This appropriation is intended to cover the purchase, hire, operation, maintenance and repair costs of transport equipment, including fuel. |
| 23 - CURRENT ADMINISTRATIVE EXPENDITURE | 162,000.00 | 169,000.00 | 130,453.47 | |
| 230 - Stationery and office supplies | 10,000.00 | 10,000.00 | 4,943.34 | |
| 2300 - Stationery and office supplies | 10,000.00 | 10,000.00 | 4,943.34 | This appropriation is intended to cover the cost of photocopying, supplies for the reproduction equipment, paper and office supplies. |
| 233 - Legal expenses and damages | 100,000.00 | 110,000.00 | 81,209.78 | |
| 2330 - Legal expenses and damages | 100,000.00 | 110,000.00 | 81,209.78 | 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 and meeting costs are covered by the appropriations of Articles 130 and 250 respectively. Translation costs were funded by BL 1600 until 2020. |
| 235 - Other administrative expenditure | 51,000.00 | 48,000.00 | 43,800.35 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|--|---------------------|---------------------|---------------------|--|
| 2350 - Other administrative expenditure | 51,000.00 | 48,000.00 | 43,800.35 | 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 - any unforeseen expenditure in crisis or disaster situations that are needed to ensure business continuity. - operating costs and consumables for the restaurant and canteen (funded by BL 1490 until 2019). - other administrative expenditure not inserted in specific appropriations. |
| 239 - Publications and documentation of administrative nature | 1,000.00 | 1,000.00 | 500.00 | |
| 2390 - Publications and documentation of administrative nature | 1,000.00 | 1,000.00 | 500.00 | This appropriation is intended to cover publishing expenses not covered in Title 3. 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. |
| 24 - POSTAL CHARGES AND TELECOMMUNICATIONS | 154,500.00 | 116,000.00 | 170,450.00 | |
| 240 - Postage on correspondence and delivery charges | 16,000.00 | 16,000.00 | 16,000.00 | |
| 2400 - Postage on correspondence and delivery charges | 16,000.00 | 16,000.00 | 16,000.00 | 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. |
| 241 - Telecommunications | 138,500.00 | 100,000.00 | 154,450.00 | |
| 2410 - Telecommunications subscriptions and charges | 46,000.00 | 28,000.00 | 25,650.00 | 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 | 92,500.00 | 72,000.00 | 128,800.00 | This appropriation is intended to cover expenditure on telecommunications equipment, including wiring, purchases, hire, installation, maintenance, documentation of equipment, associated services and consulting. |
| 25 - MEETINGS OF ADMINISTRATIVE NATURE | 7,000.00 | 18,000.00 | 14,250.00 | |
| 250 - Meetings of administrative nature | 7,000.00 | 18,000.00 | 14,250.00 | |
| 2500 - Meetings of administrative nature | 7,000.00 | 18,000.00 | 14,250.00 | 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. |
| 3 - OPERATIONAL EXPENDITURE | 5,281,654.00 | 6,971,634.59 | 6,644,949.00 | 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 are therefore purely indicative (with the exception of Chapter 31 that corresponds to assigned revenue). |
| 30 - TRANSVERSAL ACTIVITIES | 308,148.00 | 330,000.00 | 1,440,000.00 | |
| 305 - Management Board meetings (ex Governing Board meetings) | 95,000.00 | 150,000.00 | 150,000.00 | |
| 3050 - Management Board meetings (ex Governing Board meetings) | 95,000.00 | 150,000.00 | 150,000.00 | This appropriation is intended to cover operating expenses of the Management Board and the Executive Board (until 2018 named as Governing Board and Bureau respectively), including travel and subsistence expenses, the hiring of meeting rooms and interpretation expenses. |
| 307 - Transversal technical support | 213,148.00 | 180,000.00 | 190,000.00 | |
| 3070 - Transversal technical support | 213,148.00 | 180,000.00 | 190,000.00 | This appropriation is intended to cover costs related to Enterprise Management solutions. Until year 2019, costs related to ex post evaluations and controls on various activities were covered by this appropriations. As of 2020 they are covered by BL 3071. |
| 3071 - Transversal support and services for statutory and regulatory obligations | 0.00 | 0.00 | 0.00 | This appropriation is intended to cover costs arising from statutory and regulatory obligations and costs of internal surveys, evaluations, performance measurement and control activities. Such costs were covered by BL 3070 until 2019. |
| 31 - PARTICIPATION OF NON-MEMBER STATES IN THE OPERATIONAL WORK PROGRAMME | 0.00 | 0.00 | 0.00 | |
| 312 - Specific activities | 0.00 | 0.00 | 0.00 | |

| Item - Description | 2020 | 2019 | 2018 | Remarks |
|---|---------------------|---------------------|---------------------|---|
| 3120 - Contribution Agreements | 0.00 | 0.00 | 0.00 | Contribution Agreements |
| 3122 - Delegation Agreement No VS/2013/0554 | 0.00 | 0.00 | 0.00 | 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. |
| 32 - SKILLS AND LABOUR MARKET | 1,268,000.00 | 1,888,000.00 | 1,327,000.00 | |
| 320 - Missions and meetings DSL | 113,000.00 | 138,000.00 | 172,000.00 | |
| 3200 - Missions and meetings DSL | 113,000.00 | 138,000.00 | 172,000.00 | Appropriation available for covering the costs of organising meetings, including printing and catering, as well as travel and subsistence expenses of external and internal staff. |
| 324 - Studies and projects DSL | 1,155,000.00 | 1,750,000.00 | 1,155,000.00 | |
| 3240 - Studies and projects DSL | 1,155,000.00 | 1,750,000.00 | 1,155,000.00 | 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. |
| 33 - VET SYSTEMS AND INSTITUTIONS | 1,840,000.00 | 2,116,000.00 | 2,016,000.00 | |
| 330 - Missions and meetings DSI | 186,000.00 | 236,000.00 | 261,000.00 | |
| 3300 - Missions and meetings DSI | 186,000.00 | 236,000.00 | 261,000.00 | 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. |
| 333 - Refernet | 1,080,000.00 | 1,130,000.00 | 1,080,000.00 | |
| 3330 - ReferNet annual grants | 980,000.00 | 1,030,000.00 | 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 | 100,000.00 | 100,000.00 | 100,000.00 | 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 - Studies and projects DSI | 574,000.00 | 750,000.00 | 675,000.00 | |
| 3340 - Studies and projects DSI | 574,000.00 | 750,000.00 | 675,000.00 | 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. |
| 34 - LEARNING AND EMPLOYABILITY | 1,120,300.00 | 1,975,634.59 | 1,240,000.00 | |
| 340 - Missions and meetings DLE | 165,300.00 | 270,500.00 | 140,000.00 | |
| 3400 - Missions and meetings DLE | 165,300.00 | 270,500.00 | 140,000.00 | 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. |
| 344 - Studies and projects DLE | 955,000.00 | 1,705,134.59 | 1,100,000.00 | |
| 3440 - Studies and projects DLE | 955,000.00 | 1,705,134.59 | 1,100,000.00 | 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. |
| 35 - COMMUNICATION | 745,206.00 | 662,000.00 | 621,949.00 | |
| 350 - Missions, meetings, interpretation | 41,206.00 | 45,000.00 | 40,000.00 | |
| 3500 - Missions and meetings DCM | 41,206.00 | 45,000.00 | 40,000.00 | Appropriation available for covering the costs of organising meetings, including printing and catering, as well as travel and subsistence expenses of external and internal staff. |
| 351 - Publications and dissemination | 180,000.00 | 221,000.00 | 210,000.00 | |
| 3510 - Publications | 180,000.00 | 221,000.00 | 210,000.00 | This appropriation is intended to cover the costs of preparation (incl. cost of paper, typing, printing and other freelance services), publications (both in printed and electronic formats) and distribution of Cedefop's reports, incl. the Annual Report, the Work Programme and the Catalogue of Publications. |

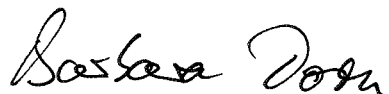
| Item - Description | 2020 | 2019 | 2018 | Remarks |
|---|------------|------------|------------|--|
| 352 - Translation expenses | 120,000.00 | 107,000.00 | 90,000.00 | |
| 3520 - Translations | 120,000.00 | 107,000.00 | 90,000.00 | This appropriation is intended to cover costs of translations connected with implementation of the Centre's work programme, including the costs of freelance typing. |
| 354 - Documentation, databases and public relations | 404,000.00 | 289,000.00 | 281,949.00 | |
| 3540 - Establishment of operational documentation | 104,000.00 | 106,000.00 | 101,949.00 | 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. This appropriation also covers the cost of maintaining documentary software. |
| 3541 - Contracts for update and maintenance of databases | 283,000.00 | 161,000.00 | 161,000.00 | 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. |
| 3546 - Promotional activities and public relations | 17,000.00 | 22,000.00 | 19,000.00 | 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. |
| Total for Payments 18,277,890.00 19,288,554.59 18,380,984.68 | | | | |

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

Establishment Plan 2020

| Category and grade | Table of posts | |
|--------------------|-----------------|-----------------|
| | Permanent posts | Temporary posts |
| AD16 | | |
| AD15 | | 1 |
| AD14 | | 1 |
| AD13 | | 2 |
| AD12 | 3 | 9 |
| AD11 | | 8 |
| AD10 | | 9 |
| AD9 | | 6 |
| AD8 | | 5 |
| AD7 | | 4 |
| AD6 | | 1 |
| AD5 | | |
| Total AD | 3 | 46 |
| AST11 | | 1 |
| AST10 | 1 | 1 |
| AST9 | 2 | 3 |
| AST8 | 1 | 3 |
| AST7 | 3 | 10 |
| AST6 | | 8 |
| AST5 | | 6 |
| AST4 | | 3 |
| AST3 | | |
| AST2 | | |
| AST1 | | |
| Total AST | 7 | 35 |
| Total posts | 10 | 81 |
| | 91 | |

Adopted by the Management Board by written procedure 2019-23 on 18 December 2019



Barbara Dorn
Chairperson of the
Management Board