



Management Board

BUDGET 2013

CT/CA-040/2012/01EN

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ANNEX 1 ESTABLISHMENT PLAN

I. INTRODUCTION

A. General introduction

The Budget 2013 comprises:

- B. a description of the Translation Centre's work with a view to aligning prices and costs for the year 2013;
- C. the Centre's revenue as laid down in Article 10(2) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003, comprising payments made by the bodies for which the Centre works and by the institutions and bodies with which collaboration has been agreed in return for work performed, including interinstitutional activities, and a Community subsidy;
- D. the Centre's expenditure, broken down by title;
- E. a breakdown of the Centre's expenditure by activity. This part shows the link with the Work Programme 2013. It identifies the resources allocated to each activity to achieve the Centre's strategic objectives, and shows the conventional budget structure.

All amounts in this document are expressed in euro.

B. Alignment of prices and costs

At its meeting in March 2012, the Board approved a -10% reduction rate for scheduled and slow services (translations, revisions and modifications), instead of the -25 % applied up until 2012. Furthermore, a six-monthly cost analysis carried out in July 2012 showed that, in order to align prices and costs, the Centre had to apply higher surcharges for 'complex' and 'confidential' translations, namely EUR 15 instead of EUR 10, and EUR 20 instead of EUR 10, respectively. In light of that, the Centre's clients were asked to provide updated forecasts for the budget 2013, with a slightly revised price list vis-à-vis that approved by the Management Board in March 2012.

The client forecasts showed an increase in the volume of translation for 2013 (709 972 pages) in comparison with the forecast in the amending budget 2012 (approximately 594 000 pages) and that in the PDB 2013 (633 658 pages). With the 2013 price structure, the revenue forecast for Titles 1 ('Payments from the agencies, offices, institutions and bodies') and 3 ('Interinstitutional cooperation') amounted to EUR 44.3 million, an increase of EUR 3.8 million in comparison with the amending budget 2012, and of EUR 1.7 million with regard to the PDB 2013.

In the PDB 2013, the Centre saw it necessary to transfer part of the reserve set up in 2011 to maintain price stability (EUR 560 700) to 'Revenue'. In this revised budget 2013, the use of the reserve is no longer needed. The budget 2013 is balanced without the reserve, thanks to the increased client forecasts and the Centre's efforts to reduce its costs and the number of posts in the establishment plan.

The table below shows the prices applicable in 2013:

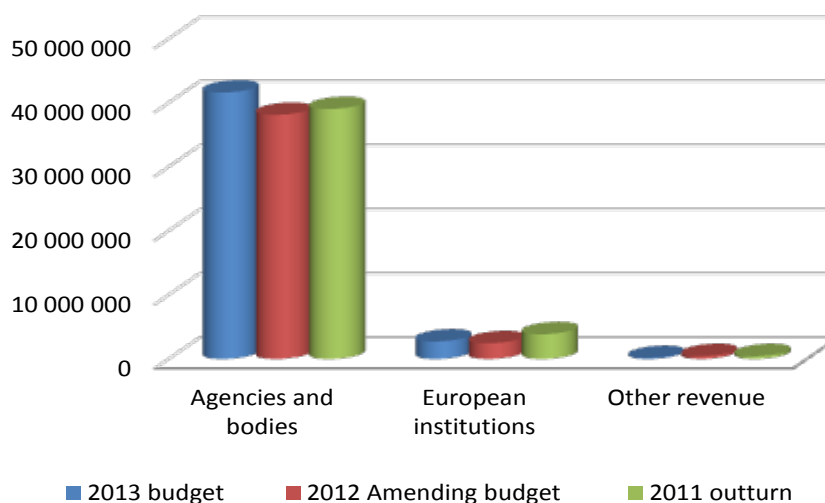
Service to be provided	Normal (EUR)	Scheduled/Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	97.00	87.30	121.25	174.60
Amendment (price per page)	180.00	162.00	225.00	
Revision (price per page)	48.50	43.65	60.63	
Editing (price per page)	60.00	54.00	75.00	
Trademarks (price per page)	EUR 39.47 for 444 490 pages (bilateral arrangement)			
Community designs (price per term)	EUR 5.00			
Term lists (per term)	EUR 5.00			
Standardisation, terminology	EUR 900 per man/day			
Ex post quality check for trademark translations	EUR 900 per man/day (50% of the total costs, bilateral arrangement)			

Surcharges

Type of document	Additional cost per page, in EUR
Complex format	15.00
Confidential	20.00
Non-EU language	10.00

C. Revenue

On the basis of the new pricing shown above, the revenue forecast for Titles 1, 3 and 4 in the budget 2013 amounts to EUR 44 484 400. The revenue forecast for 2013 is shown below in relation to the amending budget 2012 and the outturn 2011. To facilitate comparison, Title 5, which contains the outturn from previous financial years and transfers from reserve funds, is not included in the chart.



Whereas the forecast volume of translations for 2013 is 19.5% and 1.9% higher than in 2012 and 2011, respectively, the forecast revenue has increased by less: 9.3% and 3.3%. This is an effect of the Centre's alignment of prices and costs, as described above. It should be noted that the forecasts from individual clients may vary substantially from one year to the next.

For Title 1, the forecast revenue is EUR 41.6 million. This is EUR 2.3 million more than in the PDB 2013, and EUR 3.5 million higher than in the amending budget 2012. This increase is mostly owing to an increase in the forecast volume of trademarks from the OHIM. In 2013, the forecast is for 444 490 pages, considerably higher than the volume stated in the PDB 2013 and amending budget 2012, in which the forecast was approximately 371 000 pages. At the same time, the increase in forecast volume results in the application of a lower price per page for trademarks, as agreed between the Translation Centre and the OHIM.

The forecast revenue from the European institutions, EUR 2.7 million, is considerably lower in the budget (-17.8%) than in the PDB 2013. Compared to the amending budget 2012, however, the forecast is 11% higher.

The other revenue for 2013 consists in bank interest (Title 4) and an amount from the reserve for exceptional investments (Title 5). Bank interest has decreased from EUR 441 561 in 2011 and EUR 450 000 in the amending budget 2012 to a forecast of EUR 150 000 in 2013. The fall is due to lower amounts on the Centre's bank accounts, in combination with lower interest rates. EUR 136 000 has been transferred from the reserve for exceptional investments to the budget 2013. This reserve is to be used for IT expenses relating to the e-Cdt programme.

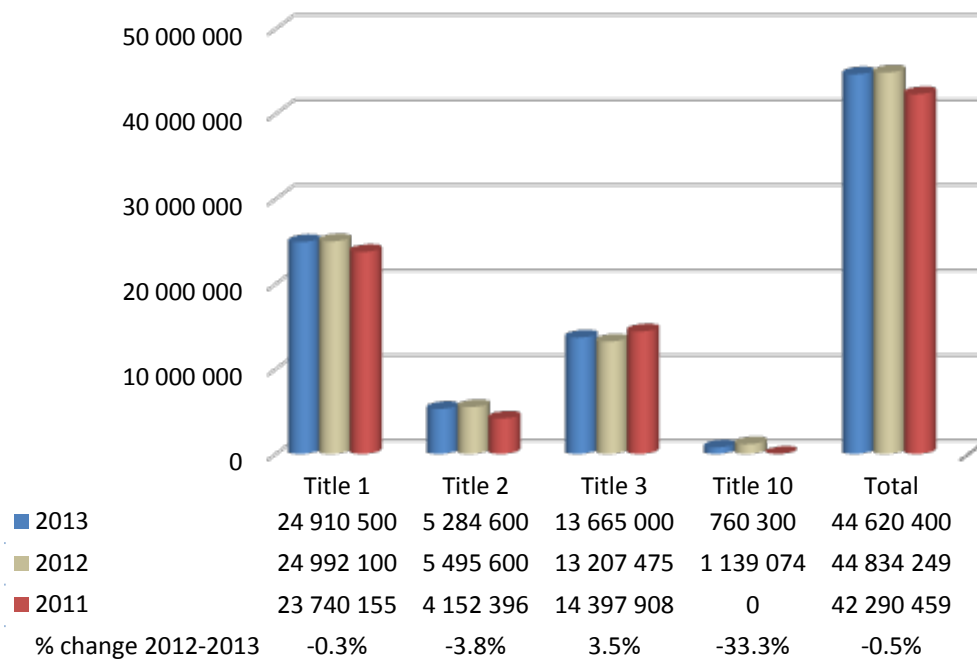
Since the PDB 2013 was drawn up, a new client has signed an agreement with the Centre. The European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (IT Agency) has therefore been included in the amending budget 2012.

1051	European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (IT Agency)	p.m.
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D. Expenditure

As explained in section B, the Centre has maintained its efforts to align expenditure and revenue.

A breakdown of expenditure by title and a comparison with the amending budget 2012 and outturn 2011 are shown below. As the salary increases for 2011 and 2012 are still under dispute at the time of preparation of this budget, the impact of these increases on staff expenditure in 2013 have been saved in a specific appropriation under Title 10.



Title 1 – STAFF

For Title 1 ('Staff'), the appropriations remain essentially the same in the budget 2013 as in the amending budget 2012, which was already aligned with the 2013 staff establishment plan, with an exception concerning contract staff (Item 1115, see explanation below).

One change has been made in the staff establishment plan for 2013 included in the PDB 2013: one permanent AST 7 post has been replaced by one temporary AST 3 post.

As stated in the PDB 2013, the screening of posts in 2012 resulted in the cancellation of two AST posts, the conversion of seven temporary agent posts into contract agent posts and the redeployment of two AD posts from the support departments in order to recruit two Croatian translators. As explained in the PDB 2013, this allows the Centre to prepare for the enlargement of the EU to include Croatia without increasing its total staff.

The total number of posts in the establishment plan has been reduced from 215 in 2012 to 206 in 2013. As a result, the number of contract agents provided for has been increased from 15 to 22, the same number as in the PDB 2013.

The other changes in Title 1 mainly relate to revised forecasts for expenses which the Centre is obliged to pay under the Staff Regulations, such as the Commission's medical service, childcare for the Centre's staff, and installation, resettlement and transfer allowances.

As the provision for salary increases (from 2011 to 2013 included) has been saved in budget Item 10005, the total budget for Title 1 is 0.3% lower than in the amending budget 2012.

Title 2 – BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

For Title 2, the appropriations for the budget 2013 are 3.8% lower than those in the amending budget 2012.

The reductions in the budget 2013 compared to the PDB 2013 are made in Items 2000 ('Rental of buildings and associated costs'), 2030 ('Cleaning and maintenance') as a consequence of a new cleaning contract, and 2100 ('Purchase, work on, servicing and maintenance of hardware and software'). For other expenditure, it was necessary to increase the appropriations in the PDB 2013, such as for

Items 2392 ('Administrative assistance from the Commission') and 2650 ('Interpreting' for the Management Board), and adjust the appropriations for the purchase of furniture, books and periodicals to those forecast in the amending budget 2012.

Title 3 – OPERATIONAL EXPENDITURE

For Title 3 ('Operational expenditure'), forecast expenditure is 3.5% higher than in amending budget 2012, and 5.1% lower than in the outturn 2011.

The freelance expenditure forecasts have been fine-tuned by comparing the volumes translated in 2011 with the revised forecasts for 2012 and 2013, for which the detailed forecast provided by clients are very valuable. The analysis and follow-up system put in place by the Centre to monitor expenditure under Item 3000 has also proven its effectiveness for this exercise.

Title 10 – RESERVES

The only appropriation earmarked in the budget 2013 concerns the impact of salary increases from 2011 to 2013 on staff expenditure, which amounts to EUR 760 300.

E. Activities

The Centre has defined four activities: 1) Core activity: translation; 2) Support activities; 3) External outreach; and 4) Management and supervision. The human and financial resources for 2013 are allocated to the various activities shown in the table below. The financial resources earmarked under Titles 1 and 2 are allocated on the basis of the human resources involved in each activity. The exact distribution is calculated taking into account the different types of post and the different grades, and thus the variations in salary costs depending on the nature of the work. More detailed information is provided in the Work Programme 2013.

	% of human resources (staff)	% of financial resources	Financial resources
Core activity : translation	65.22 %	75.84 %	33 838 783
Support activities	25.35 %	13.66 %	6 096 120
External outreach	1.91 %	3.50 %	1 560 963
Management and supervision	7.52 %	7.00 %	3 124 534
Total	100.00 %	100.00 %	44 620 400

Activity 1: TRANSLATION

The Centre's core activity consists in language services, essentially translation, modification/amendment, editing and revision of documents, as well as the translation and revision of Community trademarks and designs, in accordance with agreed quality and delivery time criteria (one of the Centre's strategic priorities).

This activity uses 65.2 % of the Centre's human resources and accounts for 75.8 % of its total budget, i.e. the total amount of appropriations in Chapter 30 and the proportions of appropriations relating to this activity in Titles 1 and 2.

The total volume for 2013 is 709 972 pages, an increase of 12.04% in comparison with the PDB 2013 and of 19.52% with regard to the amending budget 2012.

	2013	2012	% 2012-2013
Total number of pages forecast	709 972	594 000	+19.52%
Total payments for translations, terminology and term lists	44 334 400	40 576 700	+9.26%

Translation volume forecasts, in numbers of pages, are as follows:

European Environment Agency (EEA)	2 138
European Training Foundation (ETF)	2 512
European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	3 350
European Medicines Agency (EMA)	37 797
European Agency for Safety and Health at Work (EU-OSHA)	7 070
Office for Harmonization in the Internal Market (OHIM)	51 193
OHIM – Language editing	17 305
OHIM trademarks	444 490
Community Plant Variety Office (CPVO)	1 237
European Police Office (Europol)	4 929
European Foundation for the Improvement of Living and Working Conditions (Eurofound)	6 090
European Centre for the Development of Vocational Training (Cedefop)	633
European Union Agency for Fundamental Rights (FRA)	8 443
European Investment Bank (EIB)	p.m.
European Food Safety Authority (EFSA)	3 622
European Judicial Cooperation Unit (Eurojust)	52
European Maritime Safety Agency (EMSA)	1 419
European Aviation Safety Agency (EASA)	16 922
European Railway Agency (ERA)	7 732
European Network and Information Security Agency (ENISA)	206
European Centre for Disease Prevention and Control (ECDC)	696
European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex)	4 483
Education, Audiovisual and Culture Executive Agency (EACEA)	7 315
Executive Agency for Competitiveness and Innovation (EACI)	125
European Police College (CEPOL)	1 134
Executive Agency for Health and Consumers (EAHC)	1 272
European GNSS Agency (GSA)	154
European Defence Agency (EDA)	52
European Chemicals Agency (ECHA)	22 530
European Fisheries Control Agency (EFCA)	1 495
Fusion for Energy (F4E)	515
European Union Satellite Centre (EUSC)	p.m.
Trans-European Transport Network Executive Agency (TEN-T EA)	269
European Institute of Innovation and Technology (EIT)	650
European Research Council Executive Agency (ERCEA)	626
Research Executive Agency (REA)	164
Clean Sky Joint Undertaking (CSJU)	168

European Institute for Gender Equality (EIGE)	1 852
Sesar Joint Undertaking (SJU)	206
European Data Protection Supervisor (EDPS)	10 103
Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)	109
Innovative Medicines Initiative Joint Undertaking (IMI)	198
Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	34
European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	p.m.
European Asylum Support Office (EASO)	p.m.
Agency for the Cooperation of Energy Regulators (ACER)	684
European Securities and Market Authority (ESMA)	8 578
European Banking Authority (EBA)	2 062
European Insurance and Occupational Pension Authority (EIOPA)	p.m.
Body of European Regulators for Electronic Communications (BEREC)	p.m.
European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (IT Agency)	p.m.
European Commission (EC)	8 580
European Parliament (EP)	p.m.
Council of the European Union	3 330
European Court of Auditors (ECA)	412
Committee of the Regions of the European Union (CoR)	p.m.
European Economic and Social Committee (EESC)	p.m.
Court of Justice of the European Union (CJEU)	9 030
European Central Bank (ECB)	700
European Ombudsman (Ombudsman)	5 306
Total pages	709 972

Activity 2: ADMINISTRATIVE AND TECHNICAL SUPPORT

Since the Centre is an autonomous EU body, it needs administrative and technical support staff to carry out tasks relating to human resources, procurement, sound and reliable accounting, infrastructure and logistics, and in particular to provide any assistance required for its core activities. The support activities also serve to help coordinate large-scale cross-departmental projects aimed at providing a better service to clients. Lastly, the Centre also provides effective core infrastructure solutions regarding information and communication technologies (ICT).

The Centre's administrative and technical support activities use 25.4 % of the Centre's human resources and account for 13.7% of its total budget, i.e. the proportions of appropriations relating to this activity in Titles 1 and 2.

Activity 3: EXTERNAL OUTREACH

These activities are aimed at promoting the Centre and translation, as a profession and as a service, mainly by presentations given by the Centre to its external partners: clients, interinstitutional and international committees and Member State universities. This activity also relates to the Centre's second mission: to contribute through interinstitutional cooperation to the rationalisation of resources and harmonisation of procedures in the field of EU translation.

This activity uses 1.9 % of the Centre's human resources and accounts for 3.5 % of its total budget, i.e. the total amount of appropriations in Chapter 31 and the proportions of appropriations relating to this activity in Titles 1 and 2.

Activity 4: MANAGEMENT AND SUPERVISION

The Centre's management must ensure that the Staff Regulations and the Financial Regulation applicable to the bodies and institutions of the EU are adhered to, in order to ensure the reliability, legality and regularity of its operations, the effectiveness of its internal control standards, and compliance with its total quality management system. Only effective and efficient management and supervision can provide reasonable assurance that the Centre's activities have been carried out in such a way as to achieve the expected results.

This activity uses 7.5 % of the Centre's human resources and accounts for 7.0 % of its total budget, i.e. the proportions of appropriations relating to this activity in Titles 1 and 2.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2013	Amending budget 1/2012 Financial year 2012	Outturn 2011
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	41 606 800	38 120 100	39 038 543
2	COMMISSION SUBSIDY	p.m.	p.m.	p.m.
3	INTERINSTITUTIONAL COOPERATION	2 727 600	2 456 600	3 866 054
4	OTHER REVENUE	150 000	453 000	441 561
5	ACCUMULATED BUDGET SURPLUS AND TRANSFERS OF RESERVES CREATED IN PREVIOUS YEARS	136 000	3 804 549	9 231 710
	TOTAL	44 620 400	44 834 249	52 577 869
	EXPENDITURE			
1	STAFF	24 910 500	24 992 100	23 740 155
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	5 284 600	5 495 600	4 152 396
3	OPERATIONAL EXPENDITURE	13 665 000	13 207 475	14 397 908
10	RESERVES	760 300	1 139 074	0
	TOTAL	44 620 400	44 834 249	42 290 460

III. STATEMENT OF REVENUE 2013

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				
10	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				
100	<i>Payments from the agencies, offices, institutions and bodies</i>				Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
1000	European Environment Agency (EEA)	210 100	349 200	355 910	
1001	European Training Foundation (ETF)	256 000	250 200	317 240	
1002	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	362 300	718 700	691 717	
1003	European Medicines Agency (EMA)	3 976 900	2 772 900	2 982 374	
1004	European Agency for Safety and Health at Work (EU- OSHA)	696 800	683 900	735 835	
1005	Office for Harmonization in the Internal Market (OHIM)	7 070 400	5 258 700	4 338 290	
1006	OHIM trademarks	17 614 500	15 770 800	16 280 483	
1007	Community Plant Variety Office (CPVO)	120 000	120 000	54 195	
1008	European Police Office (Europol)	478 100	475 000	512 570	
1009	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	591 900	483 700	826 960	
	<i>Article 100 – Total</i>	31 377 000	26 883 100	27 095 575	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 0 1					
1 0 1 0	European Centre for the Development of Vocational Training (CEDEFOP)	61 400	65 600	103 429	
1 0 1 2	European Union Agency for Fundamental Rights (FRA)	872 000	866 700	1 662 933	
1 0 1 4	European Investment Bank (EIB)	p.m.	p.m.	16 740	
1 0 1 5	European Food Safety Authority (EFSA)	393 000	446 000	393 008	
1 0 1 6	European Judicial Cooperation Unit (Eurojust)	5 000	2 500	1 953	
1 0 1 7	European Maritime Safety Agency (EMSA)	141 500	200 000	84 574	
1 0 1 8	European Aviation Safety Agency (EASA)	1 495 900	1 568 600	1 398 439	
1 0 1 9	European Railway Agency (ERA)	750 000	550 000	696 269	
	<i>Article 1 0 1 – Total</i>	3 718 800	3 699 400	4 357 345	
1 0 2					
1 0 2 0	European Network and Information Security Agency (ENISA)	20 000	31 500	97 317	
1 0 2 1	European Centre for Disease Prevention and Control (ECDC)	68 100	200 000	625 980	
1 0 2 2	European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (FRONTEX)	400 800	398 900	392 638	
1 0 2 3	Education, Audiovisual and Culture Executive Agency (EACEA)	709 600	629 800	759 837	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 0 2 4	Executive Agency for Competitiveness and Innovation (EACI)	12 100	17 000	23 686	
1 0 2 5	European Police College (CEPOL)	110 000	110 000	85 970	
1 0 2 6	Executive Agency for Health and Consumers (EAHC)	144 300	62 800	98 002	
1 0 2 7	European GNSS Agency (GSA)	14 900	24 600	4 883	
1 0 2 8	European Defence Agency (EDA)	5 000	5 000	12 717	
1 0 2 9	European Chemicals Agency (ECHA)	2 445 700	4 081 100	3 707 841	The forecast includes income for the hosting of the ECHA TERM project.
	<i>Article 1 0 2 – Total</i>	<u>3 930 500</u>	<u>5 560 700</u>	<u>5 808 872</u>	
1 0 3					
1 0 3 0	European Fisheries Control Agency (EFCA)	145 000	157 000	164 309	
1 0 3 1	Fusion for Energy (F4E)	50 000	25 000	27 438	
1 0 3 2	European Union Satellite Centre (EUSC)	p.m.	p.m.	1 163	
1 0 3 3	Trans-European Transport Network Executive Agency (TEN-T EA)	26 100	26 100	18 677	
1 0 3 4	European Institute of Innovation and Technology (EIT)	63 100	59 900	82 584	
1 0 3 5	European Research Council Executive Agency (ERCEA)	55 000	43 700	38 051	
1 0 3 6	Research Executive Agency (REA)	19 000	8 000	19 875	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 0 3 7	Clean Sky Joint Undertaking (CSJU)	16 300	8 000	9 261	
1 0 3 8	European Institute for Gender Equality (EIGE)	179 600	197 300	218 749	
1 0 3 9	SESAR Joint Undertaking (SJU)	20 000	24 100	19 832	
	<i>Article 1 0 3 – Total</i>	574 100	549 100	599 937	
1 0 4					
1 0 4 0	European Data Protection Supervisor (EDPS)	980 000	807 000	930 590	
1 0 4 1	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)	10 400	4 700	7 998	
1 0 4 2	Innovative Medicines Initiative Joint Undertaking (IMI)	19 200	5 000	29 589	
1 0 4 3	Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	3 300	6 700	6 870	
1 0 4 4	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	p.m.	p.m.	4 883	
1 0 4 5	European Asylum Support Office (EASO)	p.m.	70 000	135 199	
1 0 4 6	Agency for the cooperation of Energy Regulators (ACER)	44 600	32 200	0	
1 0 4 7	European Securities and Market Authority (ESMA)	748 900	442 200	31 620	
1 0 4 8	European Banking Authority (EBA)	200 000	50 000	21 895	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 0 4 9	European Insurance and Occupational Pension Authority (EIOPA)	p.m.	7 000	3 023	
	<i>Article 1 0 4 – Total</i>	2 006 400	1 424 800	1 171 665	
1 0 5					
1 0 5 0	Body of European Regulators for Electronic Communications (BEREC)	p.m.	3 000	5 151	
1 0 5 1	European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (IT Agency)	p.m.	p.m.		Up until its financial autonomy, the work for the IT Agency is forecast and recorded on Item 3000, European Commission.
	<i>Article 1 0 5 – Total</i>	p.m.	3 000	5 151	
	CHAPTER 1 0 – TOTAL	41 606 800	38 120 100	39 038 543	
	Title 1 – Total	41 606 800	38 120 100	39 038 543	
2	SUBSIDY FROM THE COMMISSION				
2 0	SUBSIDY FROM THE COMMISSION				
2 0 0	<i>Subsidy from the Commission</i>				Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
2 0 0 0	Subsidy from the Commission	p.m.	p.m.	0	
	<i>Article 2 0 0 – Total</i>	p.m.	p.m.	0	
	CHAPTER 2 0 – TOTAL	p.m.	p.m.	0	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	Title 2 – Total	p.m.	p.m.	0	
3	INTERINSTITUTIONAL COOPERATION				
3 0	INTERINSTITUTIONAL COOPERATION				
3 0 0	<i>Interinstitutional cooperation</i>				Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
3 0 0 0	European Commission	1 087 600	953 300	2 341 598	Up until its financial autonomy, the work for the IT Agency is forecast and recorded on Item 3000, European Commission.
3 0 0 1	Participation in the Interinstitutional Committee for Translation and Interpreting (ICTI)	p.m.	p.m.	0	
3 0 0 2	Management of interinstitutional projects	749 000	739 300	982 250	
3 0 0 3	European Parliament	p.m.	p.m.	0	
3 0 0 4	Council of the European Union	215 200	23 800	30 029	
3 0 0 5	European Court of Auditors	50 000	30 000	27 952	
3 0 0 6	Committee of the Regions of the European Union	p.m.	p.m.	0	
3 0 0 7	European Economic and Social Committee	p.m.	p.m.	0	
3 0 0 8	Court of Justice of the European Union	100 000	300 000	18 972	The forecast is a prudent estimate of the income from the Court of Justice, in order not to overestimate the income for 2013.
	<i>Article 3 0 0 – Total</i>	2 201 800	2 046 400	3 400 800	
3 0 1					

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
3 0 1 0	European Central Bank	57 900	32 600	14 000	
3 0 1 1	European Ombudsman	467 900	377 600	451 255	
	<i>Article 3 0 1 – Total</i>	525 800	410 200	465 254	
	CHAPTER 3 0 – TOTAL	2 727 600	2 456 600	3 866 054	
	Title 3 – Total	2 727 600	2 456 600	3 866 054	
4	OTHER REVENUE				
4 0	OTHER REVENUE				
4 0 0	Bank interest				This article covers interest which the Centre will receive on its bank accounts.
4 0 0 0	Bank interest	150 000	450 000	441 561	
	<i>Article 4 0 0 – Total</i>	150 000	450 000	441 561	
4 0 1	Miscellaneous repayments				This article covers miscellaneous repayments (private telephone calls, etc.).
4 0 1 0	Miscellaneous repayments	p.m.	3 000	0	
	<i>Article 4 0 1 – Total</i>	p.m.	3 000	0	
	CHAPTER 4 0 – TOTAL	150 000	453 000	441 561	
	Title 4 – Total	150 000	453 000	441 561	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVE FUNDS FROM PREVIOUS YEARS				
5 0	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVE FUNDS FROM PREVIOUS YEARS				
5 0 0	<i>Surplus carried over from the previous financial year</i>				
5 0 0 0	Surplus carried over from the previous financial year	p.m.	2 973 349	9 231 710	Surplus carried over from the previous financial year. Article 16 of the Financial Regulation of the Centre of 22 December 2003.
	<i>Article 5 0 0 – Total</i>	p.m.	2 973 349	9 231 710	
5 0 1	Transfers from reserve funds from previous years				
5 0 1 0	Transfer from reserve fund for exceptional investments	136 000	831 200	0	In 2013, EUR 136 000 is transferred from the reserve fund to be used for IT investments related to the e-Cdt programme. The amount for 2012 was for the e-Cdt programme and the server room.
5 0 1 5	Transfer for stability pricing	p.m.	p.m.	0	
	<i>Article 5 0 1 – Total</i>	136 000	831 200	0	
	CHAPTER 5 0 – TOTAL	136 000	3 804 549	9 231 710	
	Title 5 – Total	136 000	3 804 549	9 231 710	
6	REFUNDS				
6 0	REFUNDS TO CLIENTS				

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
6 0 0	<i>Refunds to clients</i>				
6 0 0 0	Refunds to clients	p.m.	p.m.	0	
	<i>Article 6 0 0 – Total</i>	p.m.	p.m.	0	
	CHAPTER 6 0 – TOTAL	p.m.	p.m.	0	
	Title 6 – Total	p.m.	0	0	
	GRAND TOTAL	44 620 400	44 834 249	52 577 869	

IV. STATEMENT OF EXPENDITURE 2013

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1	STAFF				
11	STAFF IN ACTIVE EMPLOYMENT				As salary increases for 2011 and 2012 are still under dispute, the impact of these increases on 2013 staff expenditure have been saved on a reserve in Item 10005. An additional 1% salary increase has been forecast for 2013 and is also included in this reserve.
110	Staff in active employment				
1 1 0 0	Basic salaries	14 373 500	14 284 425	13 763 889	Staff Regulations of officials and Conditions of employment of other servants of the European Communities, in particular Articles 62 and 66 thereof. This appropriation is intended to cover basic salaries of officials and temporary staff. Establishment plan 2013: 206 posts, i.e. reduction of 9 posts, compared to 2012. The amending budget 2012 already included this reduction in this item.
1 1 0 1	Family allowances	1 320 200	1 499 300	1 285 431	Staff Regulations of officials of the European Communities, in particular Articles 62, 67 and 68 thereof, and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff.
1 1 0 2	Expatriation and foreign-residence allowances	2 281 900	2 320 700	2 218 249	Staff Regulations of officials of the European Communities, in particular Articles 62 and 69 thereof, and Article 4 of Annex VII thereto. This appropriation is intended to cover the expatriation and foreign-residence allowances for officials and temporary staff.
1 1 0 3	Secretarial allowances	28 900	29 400	28 590	Staff Regulations of officials of the European Communities, in particular Article 18(1) of Annex XIII thereto. This appropriation is intended to cover the secretarial allowance paid to officials and temporary staff in Category AST employed as shorthand-typists or typists, telex operators, typesetters, executive secretaries or principal secretaries, who were entitled to its receipt in the month before 1 May 2004. Number of beneficiaries in 2013 = 17.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 110 — Total</i>	18 004 500	18 133 825	17 296 160	
111	<i>Auxiliary staff and local staff</i>				
1 1 1 3	Trainees	13 600	13 300	13 788	This appropriation is intended to cover expenditure relating to trainees, by developing relations with universities, for example. 25% of the basic salary of an AD5/1 x 3 trainees for a period of four months.
1 1 1 5	Contract staff	1 059 100	729 700	622 657	Conditions of employment of other servants of the European Communities, in particular Article 3a and Title IV thereof. The increase from 2012 to 2013 is due to the increase in contract staff from 15 to 22.
	<i>Article 111 — Total</i>	1 072 700	743 000	636 445	
112	<i>Professional training of staff</i>				
1 1 2 0	Professional training of staff	196 400	210 000	178 898	Staff Regulations of officials of the European Communities, in particular Article 24a thereof. The decrease in 2013 is due to the revised establishment plan.
	<i>Article 112 — Total</i>	196 400	210 000	178 898	
113	<i>Employer's social security contributions</i>				
1 1 3 0	Insurance against sickness	488 700	505 100	492 569	Staff Regulations of officials of the European Communities, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Communities. This appropriation is intended to cover the employer's contribution (3.4% of the basic salary); the official's contribution is 1.7% of the basic salary.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 1 3 1	Insurance against accidents and occupational disease	110 700	114 400	102 226	Staff Regulations of officials of the European Communities, in particular Article 73 thereof and Article 15 of Annex VIII thereto. This appropriation is intended to cover the employer's contribution to insurance against accidents and occupational disease (0.77% of the basic salary). A further 2% is added to the appropriations thus calculated (increasing the rate to 0.7854%) to cover expenditure not covered by the insurance (Article 73 of the Staff Regulations).
1 1 3 2	Insurance against unemployment	145 400	155 200	121 684	Conditions of employment of other servants of the European Communities, in particular Article 28a thereof. This appropriation is intended to insure temporary staff against unemployment. Rate applied: 1.62 % of the basic salary.
1 1 3 3	Constitution or maintenance of pension rights	p.m.	p.m.	0	Conditions of employment of other servants of the European Communities, in particular Article 42 thereof. This appropriation is intended to cover payments by the Centre on behalf of officials and temporary staff in order to constitute or maintain their pension rights in their country of origin.
1 1 3 4	Contribution to the Community pension scheme	3 515 100	3 571 600	3 460 492	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme. The employer's contribution is 23.2 % of the basic salaries, including for contract staff, the contribution by the staff amounts to 11.6%.
	<i>Article 113 — Total</i>	4 259 900	4 346 300	4 176 971	
114	Miscellaneous allowances and grants				

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 1 4 0	Childbirth and death allowances and grants	1 000	2 575	0	Staff Regulations of officials of the European Communities, in particular Articles 70, 74 and 75 thereof. This appropriation is intended to cover: — appropriations for childbirth grants for 5 children of staff whose countries of origin have no provision for this kind of grant; — in the event of the death of an official, payment of the deceased's full remuneration until the end of the third month after the month in which the death occurred and the cost of transporting the body to the official's place of origin. In the event of death, the corresponding appropriations will be transferred from item 1 1 0 0.
1 1 4 1	Travel expenses for annual leave	292 900	297 900	267 712	Staff Regulations of officials of the European Communities, in particular Article 8 of Annex VII thereto. This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants from their place of employment to their place of origin. The appropriations have been decreased following the revision of the establishment plan.
1 1 4 3	Fixed duty allowances	p.m.	p.m.	0	Staff Regulations of officials of the European Communities, in particular Article 14 of Annex VII thereto. This appropriation is intended to cover fixed duty allowances for officials or temporary staff who regularly incur representation expenses in the course of their duties.
<i>Article 114 — Total</i>		293 900	300 475	267 712	
115	Overtime				
1 1 5 0	Overtime	p.m.	p.m.	0	Staff Regulations of officials of the European Communities, in particular Article 56 thereof and Annex VI thereto. This appropriation is intended to cover flat-rate payments or hourly-rate payments for overtime worked by officials and temporary staff in Categories AST and local staff whom it has not been possible to compensate by free time under the normal arrangements.
<i>Article 115 — Total</i>		p.m.	p.m.	0	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
117	<i>Supplementary services</i>				
1 1 7 1	Freelance interpreters and conference technicians	p.m.	p.m.	0	Payment of freelance interpreters hired by the Centre for non-routine conferences for which the Commission is unable to provide interpreting. In addition to remuneration, this includes contributions to a life insurance scheme and insurance against sickness, accident and death, and reimbursement, for freelance interpreters whose business address is not at the place of employment, of travel expenses and payment of fixed travel allowances.
1 1 7 5	Agency staff	172 700	345 800	387 485	This appropriation is intended to cover the use of agency staff. Calculation for 6 agency staff (3xAST3 posts for a period of six months, and 3 AST1 posts for a period of eight months).
	<i>Article 117 — Total</i>	172 700	345 800	387 485	
118	<i>Miscellaneous expenditure on staff recruitment and transfer</i>				
1 1 8 0	Miscellaneous expenditure on staff recruitment	51 000	51 000	84 513	Staff Regulations of officials of the European Communities, in particular Articles 27 to 31 and 33 thereof. This appropriation is intended to cover the expenditure involved in recruitment procedures. For 2013: estimates for 3 selection procedures: publication, travel expenses and allowances for 15 candidates per selection, and medical examinations, including X-rays.
1 1 8 1	Travel expenses	8 000	8 300	3 410	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 7 of Annex VII thereto. This appropriation is intended to cover the travel expenses of officials and temporary staff (including members of their families) entering or leaving the Centre.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 1 8 2	Installation, resettlement and transfer allowances	83 300	65 000	31 749	Staff Regulations of officials of the European Communities, in particular Articles 5 and 6 of Annex VII thereto. This appropriation is intended to cover the installation allowances for officials and temporary staff obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere. The differences between the years depends on the turnover as well as the origin of the recruits and the employees leaving.
1 1 8 3	Removal expenses	32 300	40 400	29 279	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 9 of Annex VII thereto. This appropriation is intended to cover the removal costs of officials and temporary staff obliged to change residence after taking up their appointment or when transferred to a new place of work or when they definitively cease their duties and settle elsewhere. Calculation based on average removal expenses in 2011 x 6 removals in 2013 x 10% price increase.
1 1 8 4	Temporary daily subsistence allowances	119 000	118 300	88 204	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto. This appropriation is intended to cover the daily subsistence allowances due to officials and temporary staff who furnish evidence that they were obliged to change their place of residence after taking up their duties (including transfer).
<i>Article 118 — Total</i>		293 600	283 000	237 155	
119	Salary weightings and adjustments to remuneration				
1 1 9 0	Salary weightings	500	500	0	Staff Regulations of officials of the European Communities, in particular Articles 64 and 65 thereof. This appropriation is intended to cover the cost of weightings applied to the remuneration of officials and temporary staff, and to overtime payments.
<i>Article 119 — Total</i>		500	500	0	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	CHAPTER 11 — TOTAL	24 294 200	24 362 900	23 180 825	
13	MISSIONS AND DUTY TRAVEL				
130	<i>Missions and duty travel</i>				
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	40 000	40 000	68 000	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by statutory staff while on mission in the interests of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Communities.
	<i>Article 130 — Total</i>	40 000	40 000	68 000	
131	<i>Missions and duty travel linked to training</i>				
1 3 1 0	Mission expenses linked to training	30 000	30 000	50 000	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
	<i>Article 131 — Total</i>	30 000	30 000	50 000	
	CHAPTER 13 — TOTAL	70 000	70 000	118 000	
14	SOCIO-MEDICAL INFRASTRUCTURE				
140	<i>Socio-medical infrastructure</i>				
1 4 0 0	Restaurants and canteens	39 600	39 500	34 821	This appropriation is intended to cover the cost of running restaurants, cafeterias and canteens, in particular the contracts for the maintenance of facilities, supply of equipment, etc. Calculation based on consumption in 2011 x increase due to indexation in 2012 and 2013.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 140 — Total</i>	39 600	39 500	34 821	
141	<i>Medical service</i>				
1 4 1 0	Medical service	53 100	39 400	61 500	Staff Regulations of officials of the European Communities, in particular Article 59 thereof and Article 8 of Annex II thereto.
	<i>Article 141 — Total</i>	53 100	39 400	61 500	
142	<i>Other expenditure</i>				
1 4 2 0	Other expenditure	291 600	320 400	200 500	Participation in the Committee on Social Activities. The forecast is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).
1 4 2 1	Social relations	13 000	12 000	21 025	This appropriation is intended to encourage and finance all initiatives aimed at promoting social relations between staff of varying nationalities, other assistance and subsidies given to staff, as well as costs involved in organising receptions for members of staff.
	<i>Article 142 — Total</i>	304 600	332 400	221 525	
	CHAPTER 14 — TOTAL	397 300	411 300	317 845	
15	MOBILITY				
152	<i>Mobility</i>				
1 5 2 0	Staff exchanges	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 5 2 1	Centre officials seconded temporarily to national administrations, international organisations or public sector institutions or undertakings.	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.
	<i>Article 152 — Total</i>	p.m.	p.m.	0	
	CHAPTER 15 — TOTAL	p.m.	p.m.	0	
16	SOCIAL SERVICES				
160	Welfare service				
1 6 0 0	Special assistance grants	p.m.	p.m.	0	This appropriation is intended to cover assistance in the form of cash which may be granted to an official, former official or survivors of a deceased official who find themselves in difficult circumstances.
	<i>Article 160 — Total</i>	p.m.	p.m.	0	
162	Other expenditure				
1 6 2 0	Other expenditure	p.m.	p.m.	0	This appropriation is intended to cover assistance for families, reception of new staff, legal aid, grants for scouts and guides, grant to the secretariat of the parents' association.
	<i>Article 162 — Total</i>	p.m.	p.m.	0	
163	Early childhood centre				
1 6 3 0	Early childhood centre	145 000	142 900	122 700	This appropriation is intended to cover the Centre's share of the cost of childcare for the Centre's staff in nurseries not managed by the Commission. Forecast for 2013 submitted by the European Parliament.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 163 — Total</i>	145 000	142 900	122 700	
164	<i>Additional aid for disabled persons</i>				
1 6 4 0	Additional aid for disabled persons	2 000	2 000	0	This appropriation is to enable reimbursement to disabled staff in active employment, spouses and dependent children, after national entitlements have been exhausted, of expenses (other than medical expenses) recognised as necessary, resulting from the disability and supported by documentary evidence.
	<i>Article 164 — Total</i>	2 000	2 000	0	
	CHAPTER 16 — TOTAL	147 000	144 900	122 700	
17	ENTERTAINMENT AND REPRESENTATION				
170	<i>Entertainment and representation</i>				
1 7 0 0	Entertainment and representation expenses	2 000	3 000	785	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
	<i>Article 170 — Total</i>	2 000	3 000	785	
	CHAPTER 17 — TOTAL	2 000	3 000	785	
19	PENSIONS				
190	<i>Pensions</i>				
1 9 0 0	Pensions and severance grants	p.m.	p.m.	0	This appropriation is intended to cover pensions and severance grants.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 190 — Total</i>	p.m.	p.m.	0	
	CHAPTER 19 — TOTAL	p.m.	p.m.	0	
	Title 1 — Total	24 910 500	24 992 100	23 740 155	
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE				
20	INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS				
200	<i>Investment in immovable property, rental of buildings and associated costs</i>				
2 0 0 0	Rental of buildings and associated costs	1 343 200	1 335 000	1 202 084	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Translation Centre.
	<i>Article 200 — Total</i>	1 343 200	1 335 000	1 202 084	
201	<i>Insurance</i>				
2 0 1 0	Insurance	9 500	11 000	9 002	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Translation Centre.
	<i>Article 201 — Total</i>	9 500	11 000	9 002	
202	<i>Water, gas, electricity and heating</i>				
2 0 2 0	Water, gas, electricity and heating	125 100	62 000	40 000	This appropriation is intended to cover routine expenditure.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 202 — Total</i>	125 100	62 000	40 000	
203	<i>Cleaning and maintenance</i>				
2 0 3 0	Cleaning and maintenance	145 000	168 000	175 310	This appropriation is intended to cover cleaning costs (regular cleaning, purchase of cleaning, washing, laundry and dry-cleaning products, etc.), maintenance costs for equipment and technical installations (lifts, central-heating and air-conditioning installations, etc.) and waste disposal costs.
	<i>Article 203 — Total</i>	145 000	168 000	175 310	
204	<i>Fitting-out of premises</i>				
2 0 4 0	Fitting-out of premises	20 000	360 305	20 850	This appropriation is intended to cover the fitting-out of the premises and repairs in the buildings.
	<i>Article 204 — Total</i>	20 000	360 305	20 850	
205	<i>Security and surveillance of buildings</i>				
2 0 5 0	Security and surveillance of buildings	121 400	95 000	72 540	This appropriation is intended to cover miscellaneous expenditure on buildings relating to security and safety, in particular contracts governing building surveillance, hire and replenishment of extinguishers, purchase and maintenance of fire-fighting equipment, replacement of equipment for officials acting as voluntary firemen, and costs of carrying out statutory inspections. Increase between 2012 and 2013 is due to the use of an external security company officer as receptionist awaiting the recruitment of a contractual agent.
	<i>Article 205 — Total</i>	121 400	95 000	72 540	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
206	<i>Acquisition of immovable property</i>				
2 0 6 0	Acquisition of immovable property	p.m.	p.m.	0	This appropriation is intended to cover the possible purchase of a building as the Translation Centre's seat.
	<i>Article 206 — Total</i>	p.m.	p.m.	0	
208	<i>Expenditure preliminary to the acquisition or construction of immovable property</i>				
2 0 8 0	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	17 995	0	This appropriation is intended to cover expenditure on experts' reports relating to immovable property.
	<i>Article 208 — Total</i>	p.m.	17 995	0	
209	<i>Other expenditure</i>				
2 0 9 0	Other expenditure	p.m.	p.m.	0	This appropriation is intended to cover other routine expenditure not specifically provided for, for example administrative expenses other than utilities (water, gas and electricity), maintenance, municipal taxes and ancillary costs.
	<i>Article 209 — Total</i>	p.m.	p.m.	0	
	CHAPTER 20 — TOTAL	1 764 200	2 049 300	1 519 786	
21	DATA PROCESSING				
210	<i>Information technology</i>				

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
2 1 0 0	Purchase, work on, servicing and maintenance of hardware and software	1 500 000	1 338 000	874 302	This appropriation is intended to cover the purchase or leasing of computer hardware, software development, software or software package maintenance and various data-processing consumables, etc. Increase in 2013 is due to purchase of hardware and software for preparing the e-Cdt programme (EUR 136000), ABAC (EUR 50 000) and storage extension (EUR 200 000).
	<i>Article 210 — Total</i>	1 500 000	1 338 000	874 302	
212					
2 1 2 0	External services for the operation, implementation, development and maintenance of software and systems	1 300 000	1 309 400	1 108 166	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
	<i>Article 212 — Total</i>	1 300 000	1 309 400	1 108 166	
	CHAPTER 21 — TOTAL	2 800 000	2 647 400	1 982 468	
22	MOVABLE PROPERTY AND ASSOCIATED COSTS				
220	<i>Technical installations and electronic office equipment</i>				
2 2 0 0	New purchases	p.m.	5 000	4 494	This appropriation is intended to cover initial provision of equipment (photocopiers, fax machines, scanners, etc.) for documentation storage, archiving and mail handling.
2 2 0 1	Replacement	p.m.	p.m.	0	The purchase of equipment and installations under this appropriation is conditional upon the decommissioning, in accordance with established procedures, of the equipment and installations to be replaced.
2 2 0 2	Rental	p.m.	5 000	0	This appropriation is intended to cover the costs of hiring fax machines, photocopiers and various technical installations.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
2 2 0 3	Maintenance, use and repair	2 000	2 000	1 146	This appropriation is intended to cover maintenance and repair of equipment.
2 2 0 4	Office equipment	3 000	3 000	3 949	This appropriation is intended to cover unforeseen costs relating to electronic office equipment.
	<i>Article 220 — Total</i>	5 000	15 000	9 588	
221	<i>Furniture</i>				
2 2 1 0	New purchases	15 000	15 000	8 173	This appropriation is intended to cover the purchase of furniture.
2 2 1 1	Replacement	15 000	5 000	3 468	This appropriation is intended to cover the replacement of furniture.
2 2 1 2	Maintenance, use and repair	2 000	2 000	0	This appropriation is intended to cover the maintenance and repair of furniture.
	<i>Article 221 — Total</i>	32 000	22 000	11 641	
223	<i>Vehicles</i>				
2 2 3 0	New purchases of vehicles	p.m.	p.m.	0	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2 2 3 2	Hire of vehicles	27 000	25 600	25 375	This appropriation is intended to cover the rental in the form of a long-term contract of an official vehicle, as well as expenditure on occasional hiring of vehicles to meet certain unforeseen needs.
2 2 3 3	Maintenance, use and repair of vehicles	9 500	9 500	7 546	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.
	<i>Article 223 — Total</i>	36 500	35 100	32 921	
225	<i>Documentation and library expenditure</i>				

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
2 2 5 0	Library stocks, purchase of books	10 000	10 000	10 000	This appropriation is intended to cover the purchase of books, documents and other publications.
2 2 5 1	Special library, documentation and reproduction equipment	p.m.	p.m.	0	This appropriation is intended to cover the acquisition of special equipment for libraries.
2 2 5 2	Subscriptions to newspapers and periodicals	9 000	9 000	8 699	This appropriation is intended to cover the cost of subscriptions to newspapers and periodicals in line with the Centre's own needs.
2 2 5 3	Dictionaries for translators	2 500	2 500	611	This appropriation is intended for the purchase of dictionaries.
2 2 5 4	Cover binding and upkeep of books.	p.m.	p.m.	0	This appropriation is intended to cover binding and other costs essential for the upkeep of books and periodicals.
	<i>Article 225 — Total</i>	21 500	21 500	19 311	
	CHAPTER 22 — TOTAL	95 000	93 600	73 460	
23	CURRENT ADMINISTRATIVE EXPENDITURE				
230	Stationery and office supplies				
2 3 0 0	Stationery and office supplies	20 000	20 000	29 688	This appropriation is intended to cover the purchase of paper and office supplies.
	<i>Article 230 — Total</i>	20 000	20 000	29 688	
232	Financial expenses				
2 3 2 0	Bank charges	4 500	4 500	3 940	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
2 3 2 1	Exchange-rate losses	p.m.	p.m.	0	This item is intended to cover exchange-rate losses incurred by the Translation Centre in the management of its budget, in so far as such losses cannot be offset against exchange-rate gains.
	<i>Article 232 — Total</i>	4 500	4 500	3 940	
233	Legal expenses				
2 3 3 0	Legal expenses	10 000	10 000	1 500	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
	<i>Article 233 — Total</i>	10 000	10 000	1 500	
234	Damages				
2 3 4 0	Damages	p.m.	p.m.	0	This appropriation is intended to cover damages and the cost of settling claims against the Translation Centre (civil liability).
	<i>Article 234 — Total</i>	p.m.	p.m.	0	
235	Other operating expenditure				
2 3 5 0	Miscellaneous insurance	10 700	10 500	8 465	This appropriation is intended to cover comprehensive insurance, civil liability, insurance against theft and insurance to cover the liability of accounting officers and imprest administrators.
2 3 5 2	Miscellaneous expenditure on internal meetings	1 500	1 500	867	This appropriation is intended to cover costs relating to the organisation of internal meetings.
2 3 5 3	Departmental removals	7 500	10 000	6 399	This appropriation is intended to cover the cost of removals within the buildings.
2 3 5 9	Other expenditure	2 200	3 900	248	This appropriation is intended to cover other operating expenditure not specifically provided for.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 235 — Total</i>	21 900	25 900	15 979	
239	<i>Interinstitutional services</i>				
2 3 9 0	Translation services provided by the Commission	p.m.	p.m.	0	This appropriation is intended to cover the provision of translation work, including typing, by the Commission on behalf of the Translation Centre.
2 3 9 1	Interpreting	p.m.	p.m.	0	This appropriation is intended to cover interpreting services to be billed to the Translation Centre, in particular by EU institutions.
2 3 9 2	Administrative assistance from the Commission	146 200	145 000	145 700	This appropriation is intended to cover administrative assistance provided by the Commission for the Translation Centre.
2 3 9 3	Publications	10 000	9 000	23 885	This appropriation is intended to cover mainly the costs of publishing the Translation Centre's budget, activity report and other communication and publicity activities.
2 3 9 4	Dissemination	5 000	5 000	4 966	This appropriation is intended to cover 'dissemination' activities, in particular, promotion and marketing costs (catalogues, brochures, advertising, market studies, etc.) and costs in connection with informing and assisting the public and clients. Costs associated with the printing of documents are covered by 2393.
	<i>Article 239 — Total</i>	161 200	159 000	174 550	
	CHAPTER 23 — TOTAL	217 600	219 400	225 657	
24	POSTAGE AND TELECOMMUNICATIONS				
240	<i>Postage</i>				
2 4 0 0	Postage and delivery charges	49 800	47 900	38 766	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 240 — Total</i>	49 800	47 900	38 766	
241	<i>Telecommunications</i>				
2 4 1 0	Telephone, telegraph, telex, radio and television and subscriptions and charges	215 000	295 000	194 160	This appropriation is intended to cover the cost of telephone, fax, teleconference and data transmission subscriptions and communications, and expenditure relating to telecommunications equipment. The increase in 2012 was due to the server room project.
	<i>Article 241 — Total</i>	215 000	295 000	194 160	
	CHAPTER 24 — TOTAL	264 800	342 900	232 927	
25	EXPENDITURE ON MEETINGS				
250	<i>Expenditure on formal and other meetings</i>				
2 5 0 0	Meetings in general	5 000	5 000	8 086	This appropriation is intended to cover the cost of travel, subsistence and incidental expenses incurred by experts and other visitors, and interinstitutional committees invited to take part in meetings, committees, working parties and seminars.
	<i>Article 250 — Total</i>	5 000	5 000	8 086	
255	<i>Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings</i>				

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
2 5 5 0	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	5 000	5 000	3 610	This appropriation is intended to cover expenditure on the organisation of and participation in conferences, congresses and meetings. It is also intended to cover the costs relating to the organisation of meetings not covered by the existing infrastructure (e.g. organized in the JMO building, etc).
	<i>Article 255 — Total</i>	5 000	5 000	3 610	
	CHAPTER 25 — TOTAL	10 000	10 000	11 696	
26	GOVERNING BODY OF THE CENTRE				
260	<i>Expenditure on formal and other meetings</i>				
2 6 0 0	Management Board meetings	20 000	20 000	15 000	Appropriations for travel and subsistence and incidental expenses incurred by members of the Management Board invited to take part in meetings, committees and working groups.
	<i>Article 260 — Total</i>	20 000	20 000	15 000	
261	<i>Organisation of Management Board meetings</i>				
2 6 1 0	Organisation of Management Board meetings	3 000	3 000	6 501	This appropriation is intended to cover the organisation of Management Board meetings.
	<i>Article 261 — Total</i>	3 000	3 000	6 501	
265	<i>Interpreting</i>				
2 6 5 0	Interpreting	85 000	85 000	60 000	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by EU Institutions for Management Board meetings.

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 265 — Total</i>	85 000	85 000	60 000	
	CHAPTER 26 — TOTAL	108 000	108 000	81 501	
27	INFORMATION: ACQUISITION. ARCHIVING. PRODUCTION AND DISSEMINATION				
270	<i>Limited consultations, studies and surveys</i>				
27 0 0	Limited consultations, studies and surveys	25 000	25 000	24 900	This appropriation is intended to enable the commissioning of qualified experts in administrative fields for consultancy, studies and surveys, namely assessment reports and the fees of external consultants.
	<i>Article 270 — Total</i>	25 000	25 000	24 900	
	CHAPTER 27 — TOTAL	25 000	25 000	24 900	
	Title 2 — Total	5 284 600	5 495 600	4 152 396	
3	OPERATIONAL EXPENDITURE				
30	EXTERNAL TRANSLATION SERVICES				
300	<i>External translation services</i>				
3 0 0 0	External translation services	12 950 000	12 500 000	13 704 572	This appropriation is intended to cover expenditure relating to the services of external service providers for language services, namely translation of Community trademarks and documents, revision and modification of translations and language editing, as well as terminology work (translation of term lists).

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
	<i>Article 300 — Total</i>	12 950 000	12 500 000	13 704 572	
	CHAPTER 30 — TOTAL	12 950 000	12 500 000	13 704 572	
31	EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION				
310	<i>Expenditure relating to interinstitutional cooperation</i>				
3 1 0 0	Interinstitutional cooperation in the language field	715 000	707 475	693 336	This appropriation is intended to cover expenditure relating to activities decided by the Interinstitutional Committee for Translation and Interpreting (ICTI) with a view to promoting interinstitutional cooperation in the language field.
	<i>Article 310 — Total</i>	715 000	707 475	693 336	
	CHAPTER 31 — TOTAL	715 000	707 475	693 336	
	Title 3 — Total	13 665 000	13 207 475	14 397 908	
10	RESERVES				
100	PROVISIONAL APPROPRIATIONS				
1000	<i>Provisional appropriations</i>				
1 0 0 0 3	Reserve for stability pricing	p.m.	1 139 074	0	

Title Chapter Article Item	Heading	Budget 2013	Amending budget 2012	Outturn 2011	Remarks
1 0 0 4	Reserve for the permanent prefinancing fund	p.m.	p.m.	0	Reserve to create the permanent prefinancing fund provided for by Article 59a of the Financial Regulation of the Translation Centre. Article 58(2) of the detailed rules for the implementation of the Financial Regulation states that the amount of this fund may not be less than four twelfths of the appropriations for the financial year.
1 0 0 5	Reserve for the disputed salary increase	760 300	p.m.	0	This reserve contains the impact on 2013 staff expenditures of 1.7% salary increase from 2011 plus 1% salary increase from 2012, which are presently under dispute. An additional 1% salary increase has been forecast for 2013 and is also included in this reserve.
1 0 0 6	Reserve for exceptional investments	p.m.	p.m.	0	
	<i>Article 1000 — Total</i>	760 300	1 139 074	0	
	CHAPTER 100 — TOTAL	760 300	1 139 074	0	
	Title 10 — Total	760 300	1 139 074	0	
	GRAND TOTAL	44 620 400	44 834 249	42 290 460	

ANNEX 1 ESTABLISHMENT PLAN

Function groups and grades	2011		2012		2013	
	Filled on 31.12.2011		Authorised under the amending budget		Authorised under the Budget	
	Permanent posts	Temporary staff	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16	0	0	0	0	0	0
AD 15	0	0	0	1	0	1
AD 14	1	1	1	0	1	0
AD 13	0	0	0	0	0	0
AD 12	6	5	8	5	8	3
AD 11	8	9	10	9	9	9
AD 10	10	5	8	5	10	5
AD 9	3	7	3	10	2	10
AD 8	2	9	3	9	5	8
AD 7	9	18	9	22	7	23
AD 6	0	15	4	16	5	16
AD 5	3	21	1	14	0	16
TOTAL AD	42	90	47	91	47	91
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	0	0
AST 9	0	1	0	1	0	1
AST 8	5	0	5	0	5	0
AST 7	2	2	2	3	2	3
AST 6	2	3	3	2	2	2
AST 5	1	3	1	6	2	9
AST 4	3	12	5	13	3	12
AST 3	5	20	2	21	2	18
AST 2	0	6	0	7	0	6
AST 1	0	8	0	6	0	1
TOTAL AST	18	55	18	59	16	52
TOTAL	60	145	65	150	63	143
TOTAL STAFF	205		215		206	