



Management Board

PRELIMINARY DRAFT BUDGET 2015

CT/CA-008/2014EN

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ANNEX 1 – ESTABLISHMENT PLAN

I. INTRODUCTION

A. GENERAL INTRODUCTION

The preliminary draft budget 2015 comprises:

- A. This general introduction.
- B. A description of the Centre's prices for the year 2015.
- 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 by it, including interinstitutional activities. A Union subsidy and a grant from the Luxembourg Government in support of the Centre's rental charges are also included in the revenue.
- D. The Centre's expenditure, broken down by title, and
- E. A breakdown of the Centre's expenditure by activity. This part shows the link between the preliminary draft budget for 2015 and the preliminary work programme for 2015, identifying the resources allocated to each activity to achieve the Centre's strategic objectives. It also sets out the conventional budget structure.

All amounts in this document are expressed in euro.

B. PRICES 2015

The proposed prices for 2015 remain the same as in 2014. The Centre will, as usual, perform a six-monthly cost analysis in July 2014, ahead of the revision of the forecasts for 2015, due to be carried out in August 2014.

The table below shows the provisional prices applicable in 2015:

Service provided	Normal (EUR)	Scheduled/Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	92.00	82.80	115.00	165.60
Modification (price per page)	180.00	162.00	225.00	
Revision (price per page)	60.00	54.00	75.00	
Editing (price per page)	45.00	40.50	56.25	
Trade marks (price per page)	EUR 42.03 for 356 092 pages (bilateral arrangement)			
Community designs (price per term)	EUR 4.00			
Term lists (price per term)	EUR 4.00			
Revision of term lists (price per term)	EUR 2.50			
Language consultancy, terminology	EUR 900 per man/day			
<i>Ex-post</i> quality check for trade mark 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

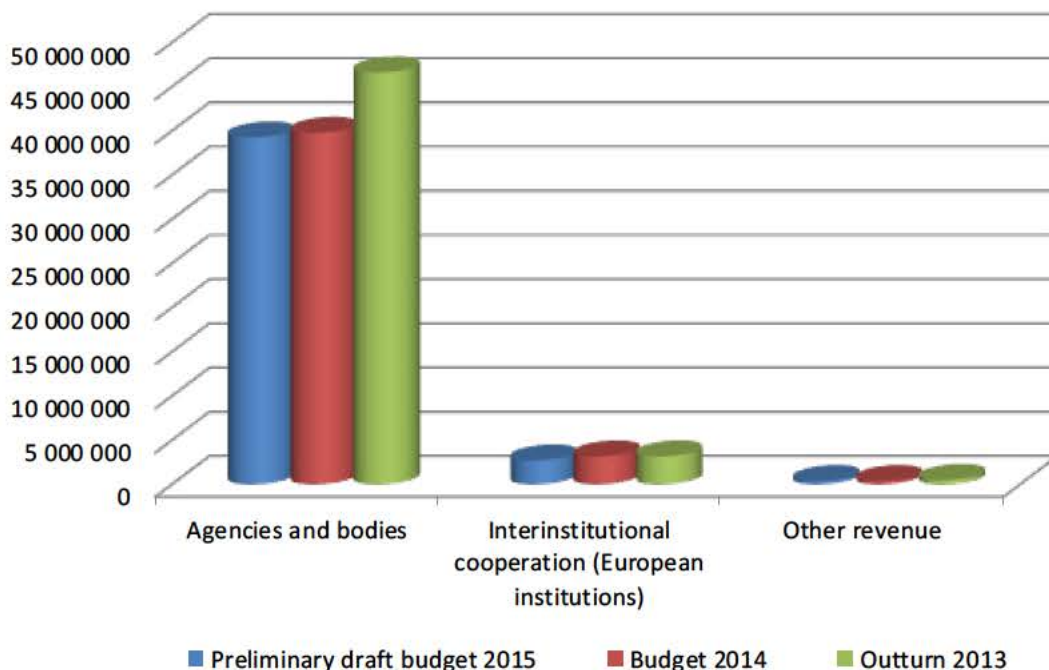
C. REVENUE

The total revenue forecast for 2015 stands at EUR 45.7 million, broken down as follows:

Title	Revenue (EUR)
1. Agencies and bodies	39 234 600
3. Interinstitutional cooperation (European institutions)	2 688 100
4. Other revenue	363 250
5. Transfers from reserves from previous years	3 434 350

The Centre's forecast revenue in Titles 1-4 amounts to EUR 42.3 million in 2015. This is a decrease of 2.3% compared with the forecast for 2014 and of 15.8% compared with the outturn for 2013. In this context, it should be mentioned that the Centre revised the prices for 2014, taking into account the surplus from previous years and the 'Reserve for stability pricing' created in 2011. That revision included a reduction of 5.2% in the price of standard translations. The change in forecast and actual revenue is shown in the chart below.

Chart 1 – Revenue per title and year, 2013-2015 (Titles 1, 3 and 4)



As in previous years, the Centre's clients were asked to provide their estimates for the preliminary draft budget for 2015. These forecasts were based on the prices for 2014, approved by the Management Board. As is usual regarding the forecasts for a preliminary draft budget, many clients highlighted the uncertainty of their forecasts. On the basis of the clients' information, forecast revenue in Titles 1 and 3 is EUR 41.9 million, which is EUR 973 000 (2.3%) lower than the budget for 2014. The forecasts for 14 clients are higher than in 2014, whereas those for 18 clients are lower. For 26 clients, the forecasts remain the same, and in many of those cases the Centre did not receive information from the clients and therefore included the same amount as in 2014.

In addition to revenue from the clients and interinstitutional cooperation, the Centre forecasts other revenue in the form of bank interest of EUR 120 000 and a grant of EUR 243 250 from the Luxembourg Government in support of the Centre's rental charges.

In the preliminary draft budget for 2015, the Centre has used the possibility of transferring to revenue the resources from two reserves created in previous years. The budget includes EUR 815 000 in revenue in the form of a transfer from the 'Reserve for exceptional investments'. This amount corresponds to the forecast expenditure for the e-CdT programme in 2015, which has been recorded in Chapter 32 since 2014. Furthermore, the Centre has transferred to revenue part of the 'Reserve for stability pricing' set up in 2011 (EUR 2 619 350). This transfer balances the budget and allows the Centre to offer its clients unchanged prices and to reduce the budget surplus, while continuing to provide high-quality services and fulfil all regulatory obligations. Since its creation in 2011, the 'Reserve for stability pricing' was increased in 2012 and in 2013, and is also partly used in the budget for 2014.

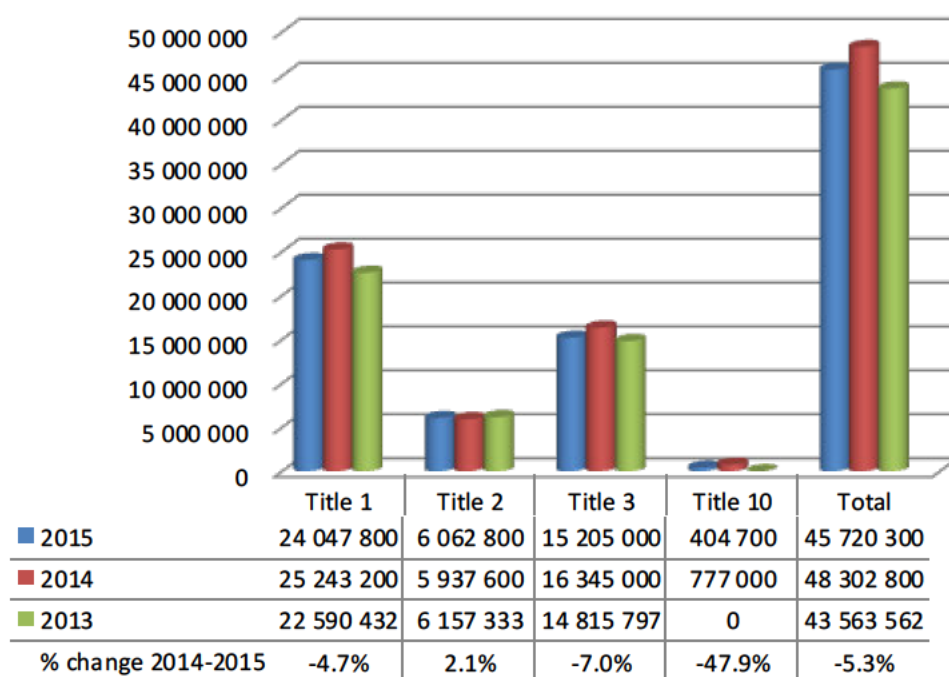
More detailed information on client forecasts and translation volumes is provided in section E, 'Activities', and part III, 'Statement of revenue 2015'.

D. EXPENDITURE

The Centre has decreased the forecast expenditure for Titles 1-3 by 4.7% compared with the budget for 2014. In general, the reductions have been possible in Title 1 by estimating the turnover rate and the time needed to fill vacant posts; in Title 2 by taking into account the effect of only occupying one office building; and in Title 3 by reviewing the need for freelance translation services. In Title 2, however, the total change is an increase of 2.1%, due to rent indexation, the uncertainty over the charges and other building-related expenditure, and the need to invest in IT tools and systems to provide new and improved services for the Centre's clients.

An overview of the expenses by title, including a comparison with the budget for 2014 and the outturn for 2013, is presented in the chart below.

Chart 2 – Expenditure by title and year, 2013-2015



Title 1, STAFF

The budget for Title 1 is 4.7% lower than that for 2014. The total number of posts in the establishment plan remains unchanged, at 203 posts. However, the Centre has analysed and forecast the turnover rate and the time required to fill vacant posts, and therefore has not budgeted for a full implementation of the establishment plan at all times during 2015. In order not to run the risk of overestimating expenditure, and thus the need for revenue, the budget for Title 1 is deliberately tight in 2015. When preparing the draft budget for 2015, the Centre will again review the turnover rate and the fulfilment of the establishment plan, to evaluate whether the current budget is sufficient.

Compared with 2014, the preliminary draft budget for 2015 includes a possible salary adjustment of 0.9% for six months. The budget also allows for promotions and the biennial step advancement within grades. These three factors explain the increase in Item 1100 ('Basic salaries') from 2013 to 2015.

Due to some posts being vacant during the year, and to cover for staff on long-term leave, the budget for contract staff has been increased in comparison with 2014. However, almost half of that increase is offset by a decrease in appropriations for agency staff. In general, the Centre will continue to convert, wherever possible in the support business, temporary and official posts into long-term contract staff. Moreover, the Commission and Parliament have provided decreased forecasts for Items 1420 and 1630, earmarked for participation in the Committee on Social Activities and the Early Childhood Centre.

The annual salary adjustments for 2011 and 2012 are not yet certain. Following the judgment of the Court of Justice of the European Union, and taking into consideration that the Commission might propose an adjustment of 0.9% per year, the Centre has set aside a reserve containing

appropriations equivalent to the effect of the 2011-2012 adjustments of staff expenditure in 2015. This amount, EUR 404 700, is recorded in Title 10, Item 10005.

Title 2, BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

The budget for Title 2 has been increased by 2.1% in comparison with 2014. The factors influencing this increase are: the indexation of the rent for the office building, the increase of services performed at the Data Centre, and the planned investment in new IT tools and systems to provide new and improved services for the Centre's clients, as included in the preliminary work programme for 2015. In addition, since the real charges relating to the building will only be known after one year of occupancy, the Centre has taken a cautious approach in budgeting for this type of expenditure. This has an effect on Items 2000 ('Rental of buildings and associated costs'), 2020 ('Water, gas, electricity and heating') and 2030 ('Clearing and maintenance'). The sharp increase in Item 2020 ('Water, gas, electricity and heating') compared with 2013 is due to the preferential rental conditions for one of the previous buildings occupied by the Centre.

On the other hand, the Centre has reduced the budget for external IT services (Item 2120) by almost 5% compared with 2014, and several other items also have lower budgets than in 2014, partly as an effect of the relocation, and partly because the budget for 2014 included one-off events such as three Management Board meetings and a workshop for freelance translators.

Title 3, OPERATIONAL EXPENDITURE

Appropriations for Title 3 have been decreased by 7.0% compared with the budget for 2014, and increased by 2.6% compared with the outturn for 2013. In 2013, expenses for the e-CdT programme were recorded in Title 2, and this change in recording practice explains the full increase as from 2013.

Appropriations for Item 3000, 'External translation services', are lower than in 2014. The forecast number of pages of trade marks to be translated is 10% lower than in 2014 and 30% lower than in 2013, representing one of the main reasons for the decrease in forecast expenditure. For documents, the total number of pages forecast is almost the same as in 2013 and 2014. However, the translation and modification volumes are forecast to decrease in 2015, corresponding to the second main reason for the reduced appropriations. The clients have forecast a much higher need for editing services in 2015, but since that service has the lowest cost (for both the Centre and clients), this increase has a smaller impact than the lower translation volumes.

The development of the e-CdT programme continues in 2015. The total budget for the year is EUR 815 000, compared with EUR 937 000 in 2014. The budget for IT consultancy services for the programme has increased by 8.3%, but the budget for hardware and software has been reduced by 86.1%, as the main purchases will be made in 2014, and only EUR 29 000 is forecast for 2015.

Title 10, RESERVES

The Centre has set aside appropriations equivalent to the impact of the 2011-2012 salary adjustments on the 2015 staff expenditure. The amount, EUR 404 700, is recorded in Item 10005, 'Reserve for the disputed salary increase', and corresponds to an increase of 0.9% for each of the two years.

E. ACTIVITIES

The Centre has defined four activities: 1) Core activity: translation; 2) Support activities; 3) External outreach activities; and 4) Management and supervision activities. The human and financial resources for 2015 are allocated to the various activities, as shown in the table below. The financial resources included in Titles 1 and 2 are allocated on the basis of the human resources used for each

activity. This calculation takes into account the distribution of the different types of post and the different grades, and thus salary costs. The details are set out in the Centre's preliminary work programme for 2015.

	% of human resources (staff)	% of financial resources	Financial resources
Core activity: translation	65.1%	73.8%	33 746 799
Support activities	25.7%	15.3%	6 987 354
External outreach activities	2.3%	3.5%	1 587 894
Management and supervision activities	6.9%	6.5%	2 993 553
Appropriations in Title10, 'Reserves', not allocated to an activity		0.9%	404 700
Total	100%	100%	45 720 300

1: CORE ACTIVITY: TRANSLATION

The Centre's core activity consists in language services, essentially the translation, modification, revision and editing of documents, as well as the translation of Community trade marks, designs and term lists, in accordance with agreed quality criteria and delivery deadlines (the Centre's top strategic priority).

This activity uses 65.1% of the Centre's human resources and consumes 73.8% of its total budget, i.e. all of the appropriations in Chapter 30 and the proportion of appropriations relating to this activity in Titles 1 and 2.

The table below shows the total number of pages and term lists forecast for 2015 and 2014, and the revenue forecast. The translation volume forecast, in numbers of pages per client, is set out in section III, 'Statement of revenue 2015'.

	2015	2014	% 2015-2014
Total number of pages forecast	642 293	682 342	-5.9%
Total number of term lists forecast*	255 330	139 590	82.9%
Total revenue forecast from translations, terminology and term lists	41 238 700**	42 238 500***	-2.4%

* Including term lists and Community designs. 16 830 of the terms in 2015 are Community designs, and 235 400 are other terms from OHIM.

** Including EUR 941 600 corresponding to term lists from OHIM (not including Community designs).

*** Including EUR 500 800 corresponding to term lists from OHIM (not including Community designs).

2: SUPPORT ACTIVITIES

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 operational activities.

The support activities use 25.7% of the Centre's human resources and consume 15.3% of its total budget, namely all of the appropriations in Chapter 32 and the proportion of appropriations relating to these activities in Titles 1 and 2.

3: EXTERNAL OUTREACH ACTIVITIES

External outreach activities are aimed at promoting the Centre and its translation services, mainly by communicating with the Centre's clients and other stakeholders. They also relate to the Centre's second mission: to contribute to rationalising resources and harmonising procedures in the field of Community translation through interinstitutional cooperation.

These activities use 2.3% of the Centre's human resources and consume 3.5% of its total budget, namely all of the appropriations in Chapter 31 and the proportion of appropriations relating to these activities in Titles 1 and 2.

4: MANAGEMENT AND SUPERVISION ACTIVITIES

Management must ensure that the Staff Regulations and 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 and the effectiveness of its internal control standards, and to ensure that its system of total quality management is respected.

These activities use 6.9% of the Centre's human resources and consume 6.5% of its total budget, namely the proportion of appropriations relating to these activities in Titles 1 and 2.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2015	Financial year 2014	Financial year 2013
	REVENUE			
1	PAYMENTS FROM THE AGENCIES AND BODIES	39 234 600	39 757 500	46 590 403
2	COMMISSION SUBSIDY	p.m.	p.m.	0
3	INTERINSTITUTIONAL COOPERATION	2 688 100	3 138 400	3 142 164
4	OTHER REVENUE	363 250	363 250	478 264
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	3 434 350	5 043 650	
6	REFUNDS	p.m.	p.m.	0
	TOTAL	45 720 300	48 302 800	50 210 831
	EXPENDITURE			
1	STAFF	24 047 800	25 243 200	22 590 432
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	6 062 800	5 937 600	6 157 333
3	OPERATIONAL EXPENDITURE	15 205 000	16 345 000	14 815 797
10	RESERVES	404 700	777 000	0
	TOTAL	45 720 300	48 302 800	43 563 562

III. STATEMENT OF REVENUE 2015

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				The forecast in terms of volume for each client is included in the 'Remarks' column. If no specification is given, the forecast is for the translation/revision/editing/modification of documents.
1 0	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				
1 0 0	<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.
1 0 0 0	European Environment Agency (EEA)	165 600	300 000	310 685	1 768 pages
1 0 0 1	European Training Foundation (ETF)	240 900	245 900	276 125	2 512 pages
1 0 0 2	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	381 900	343 600	230 802	3 494 pages
1 0 0 3	European Medicines Agency (EMA)	4 063 100	3 986 200	3 823 962	37 889 pages
1 0 0 4	European Agency for Safety and Health at Work (EU- OSHA)	699 800	700 300	558 344	7 540 pages
1 0 0 5	Office for Harmonization in the Internal Market (OHIM)	8 745 500	7 341 100	8 322 618	Documents: 71 941 pages; term lists: 235 400 terms; Community designs: 16 830 terms; language editing: 31 803 pages.
1 0 0 6	OHIM trade marks	14 966 500	15 906 000	18 726 809	Community trade marks: 356 092 pages.
1 0 0 7	Community Plant Variety Office (CPVO)	120 000	120 000	105 669	1 304 pages
1 0 0 8	European Police Office (Europol)	258 500	179 000	142 276	2 810 pages
1 0 0 9	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	515 200	600 700	694 507	5 480 pages
	<i>Article 1 0 0 – Total</i>	30 157 000	29 722 800	33 191 797	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 0 1					
1 0 1 0	European Centre for the Development of Vocational Training (CEDEFOP)	97 100	70 900	119 761	1 006 pages
1 0 1 2	European Union Agency for Fundamental Rights (FRA)	615 300	615 300	1 026 498	6 688 pages
1 0 1 4	European Investment Bank (EIB)	p.m.	p.m.	17 969	
1 0 1 5	European Food Safety Authority (EFSA)	352 200	396 400	366 108	3 483 pages
1 0 1 6	European Judicial Cooperation Unit (Eurojust)	166 000	5 000	166 446	1 804 pages
1 0 1 7	European Maritime Safety Agency (EMSA)	130 100	213 000	78 548	1 382 pages
1 0 1 8	European Aviation Safety Agency (EASA)	875 000	1 400 000	1 145 500	10 567 pages
1 0 1 9	European Railway Agency (ERA)	450 000	450 000	932 565	4 891 pages
	<i>Article 1 0 1 – Total</i>	2 685 700	3 150 600	3 853 395	
1 0 2					
1 0 2 0	European Network and Information Security Agency (ENISA)	70 000	98 800	99 647	761 pages
1 0 2 1	European Centre for Disease Prevention and Control (ECDC)	46 400	83 500	57 514	500 pages
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)	350 300	305 800	390 081	4 171 pages
1 0 2 3	Education, Audiovisual and Culture Executive Agency (EACEA)	705 200	599 200	408 288	7 524 pages

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 0 2 4	Executive Agency for Small and Medium-sized Enterprises (EASME)	14 600	14 600	22 720	159 pages
1 0 2 5	European Police College (CEPOL)	28 300	110 000	116 121	308 pages
1 0 2 6	Consumers, Health and Food Executive Agency (Chafea)	86 500	86 500	139 995	940 pages
1 0 2 7	European GNSS Agency (GSA)	6 300	6 300	2 861	69 pages
1 0 2 8	European Defence Agency (EDA)	5 000	5 000	9 094	54 pages
1 0 2 9	European Chemicals Agency (ECHA)	1 824 900	2 485 900	3 048 557	17 610 pages
	<i>Article 1 0 2 – Total</i>	3 137 500	3 795 600	4 294 878	
1 0 3					
1 0 3 0	European Fisheries Control Agency (EFCA)	100 000	160 000	168 107	896 pages
1 0 3 1	Fusion for Energy (F4E)	50 000	50 000	93 193	543 pages
1 0 3 2	European Union Satellite Centre (EUSC)	p.m.	p.m.	0	
1 0 3 3	Innovation and Networks Executive Agency (INEA)	26 100	26 100	49 465	284 pages
1 0 3 4	European Institute of Innovation and Technology (EIT)	50 000	34 900	15 479	637 pages
1 0 3 5	European Research Council Executive Agency (ERCEA)	10 500	25 900	10 203	117 pages
1 0 3 6	Research Executive Agency (REA)	12 900	8 000	8 632	109 pages
1 0 3 7	Clean Sky Joint Undertaking (CSJU)	50 100	50 100	30 005	545 pages

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 0 3 8	European Institute for Gender Equality (EIGE)	157 700	149 900	189 768	1 714 pages
1 0 3 9	SESAR Joint Undertaking (SJU)	32 100	32 100	20 477	349 pages
	<i>Article 1 0 3 – Total</i>	489 400	537 000	585 329	
1 0 4					
1 0 4 0	European Data Protection Supervisor (EDPS)	765 500	749 600	589 610	9 228 pages
1 0 4 1	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)	10 700	10 700	4 462	116 pages
1 0 4 2	Innovative Medicines Initiative Joint Undertaking (IMI)	19 200	19 200	34 445	209 pages
1 0 4 3	Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	8 500	8 500	14 849	92 pages
1 0 4 4	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	p.m.	p.m.	14 453	
1 0 4 5	European Asylum Support Office (EASO)	448 800	448 800	1 398 136	4 878 pages
1 0 4 6	Agency for the cooperation of Energy Regulators (ACER)	70 300	86 100	9 027	940 pages
1 0 4 7	European Securities and Market Authority (ESMA)	150 400	150 400	667 806	1 635 pages
1 0 4 8	European Banking Authority (EBA)	253 300	253 300	535 521	2 753 pages
1 0 4 9	European Insurance and Occupational Pension Authority (EIOPA)	746 000	376 200	1 226 365	8 109 pages

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
	<i>Article 1 0 4 – Total</i>	2 472 700	2 102 800	4 494 674	
1 0 5					
1 0 5 0	Body of European Regulators for Electronic Communications (BEREC)	80 200	236 600	119 508	1 120 pages
1 0 5 1	European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA)	212 100	212 100	50 822	2 270 pages
	<i>Article 1 0 5 – Total</i>	292 300	448 700	170 330	
	CHAPTER 1 0 – TOTAL	39 234 600	39 757 500	46 590 403	
	Title 1 – Total	39 234 600	39 757 500	46 590 403	
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 2 – Total	p.m.	p.m.	0	
3	INTERINSTITUTIONAL COOPERATION				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
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	1 081 600	1 310 400	1 681 175	Documents: 10 478 pages; terms: 3 000.
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	684 000	657 400	588 422	
3 0 0 3	European Parliament	p.m.	p.m.	0	
3 0 0 4	Council of the European Union	431 200	474 800	244 069	6 885 pages
3 0 0 5	European Court of Auditors	30 000	30 000	14 149	326 pages
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	166 000	166 000	83 424	
	<i>Article 3 0 0 – Total</i>	2 392 800	2 638 600	2 611 239	
3 0 1					
3 0 1 0	European Central Bank	66 800	40 900	22 038	Documents: 750 pages; terms: 100.
3 0 1 1	European Ombudsman	228 500	458 900	508 887	2 760 pages
	<i>Article 3 0 1 – Total</i>	295 300	499 800	530 925	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
	CHAPTER 3 0 – TOTAL	2 688 100	3 138 400	3 142 164	
	Title 3 – Total	2 688 100	3 138 400	3 142 164	
4	OTHER REVENUE				
4 0	OTHER REVENUE				
4 0 0	<i>Bank interest</i>				This article covers interest which the Centre will receive on its bank accounts.
4 0 0 0	Bank interest	120 000	120 000	228 929	
	<i>Article 4 0 0 – Total</i>	120 000	120 000	228 929	
4 0 1	<i>Miscellaneous repayments</i>				This article covers miscellaneous repayments (private telephone calls etc.).
4 0 1 0	Miscellaneous repayments	p.m.	p.m.	6 085	
	<i>Article 4 0 1 – Total</i>	p.m.	p.m.	6 085	
4 0 2	<i>Other subsidies</i>				
4 0 2 0	Grant from the Luxembourg Government	243 250	243 250	243 250	This annual grant from the Luxembourg Government is in support of the Centre's rental charges.
	<i>Article 4 0 2 – Total</i>	243 250	243 250	243 250	
	CHAPTER 4 0 – TOTAL	363 250	363 250	478 264	
	Title 4 – Total	363 250	363 250	478 264	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS				
5 0	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES 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.	p.m.	0	Surplus carried over from the previous financial year in accordance with Article 20(1) of the Centre's Financial Regulation of 2 January 2014.
	<i>Article 5 0 0 – Total</i>	p.m.	p.m.	0	
5 0 1	<i>Transfers from reserves from previous years</i>				
5 0 1 0	Transfer from 'Reserve for exceptional investments'	815 000	937 000	0	The transfers from the 'Reserve for exceptional investments' in 2014 and 2015 correspond to the expenses in Chapter 32, 'Expenditure relating to the e-CdT programme'.
5 0 1 5	Transfer from 'Reserve for stability pricing'	2 619 350	4 106 650	0	The transfer from the 'Reserve for stability pricing' is necessary due to the Centre's decision to reduce the prices of four of its products in 2014.
5 0 1 6	Transfer from 'Reserve for relocation expenses'	p.m.	p.m.	0	The 'Reserve for relocation expenses' was created and used for the Centre's relocation in 2013.
	<i>Article 5 0 1 – Total</i>	3 434 350	5 043 650	0	
	CHAPTER 5 0 – TOTAL	3 434 350	5 043 650	0	
	Title 5 – Total	3 434 350	5 043 650	0	
6	REFUNDS				
6 0	REFUNDS TO CLIENTS				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	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.	p.m.	0	
	GRAND TOTAL	45 720 300	48 302 800	50 210 831	

IV. STATEMENT OF EXPENDITURE 2015

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1	STAFF				
11	STAFF IN ACTIVE EMPLOYMENT				
110	<i>Staff in active employment</i>				
1 1 0 0	Basic salaries	14 095 200	14 613 900	13 198 972	Staff Regulations of officials and Conditions of employment of other servants of the European Union, in particular Articles 62 and 66 thereof. This appropriation is intended to cover basic salaries of officials and temporary staff. The increase from 2013 is due to promotions and the biennial step advancements within grades. The decrease in comparison with 2014 is due to stricter budgeting, taking into account the turnover rate and vacant posts during the year.
1 1 0 1	Family allowances	1 395 000	1 440 800	1 281 975	Staff Regulations of officials of the European Union, 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	2 177 300	2 259 200	2 120 714	Staff Regulations of officials of the European Union, 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	20 200	23 100	23 046	Staff Regulations of officials of the European Union, 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.
	<i>Article 110 — Total</i>	17 687 700	18 337 000	16 624 707	
111	<i>Auxiliary staff and local staff</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 1 1 3	Trainees	9 900	13 600	6 640	This appropriation is intended to cover expenditure relating to trainees.
1 1 1 5	Contract staff	1 136 000	1 032 600	913 106	Conditions of employment of other servants of the European Union, in particular Article 3a and Title IV thereof.
	<i>Article 111 — Total</i>	1 145 900	1 046 200	919 746	
112	<i>Professional training of staff</i>				
1 1 2 0	Professional training of staff	184 800	182 600	172 401	Staff Regulations of officials of the European Union, in particular Article 24a thereof.
	<i>Article 112 — Total</i>	184 800	182 600	172 401	
113	<i>Employer's social security contributions</i>				
1 1 3 0	Insurance against sickness	479 200	496 900	469 448	Staff Regulations of officials of the European Union, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Union.
1 1 3 1	Insurance against accidents and occupational disease	108 500	112 500	69 234	Staff Regulations of officials of the European Union, 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.
1 1 3 2	Insurance against unemployment	148 800	150 000	115 550	Conditions of employment of other servants of the European Union, in particular Article 28a thereof. This appropriation is intended to insure temporary staff against unemployment.
1 1 3 3	Constitution or maintenance of pension rights	p.m.	p.m.	0	Conditions of employment of other servants of the European Union, 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	3 054 600	3 571 000	2 902 584	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
	<i>Article 113 — Total</i>	3 791 100	4 330 400	3 556 816	
114	Miscellaneous allowances and grants				
1 1 4 0	Childbirth and death allowances and grants	1 000	1 000	0	Staff Regulations of officials of the European Union, in particular Articles 70, 74 and 75 thereof. This appropriation is intended to cover: — appropriations for childbirth grants for five 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 1100.
1 1 4 1	Travel expenses for annual leave	252 100	294 000	262 452	Staff Regulations of officials of the European Union, 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.
1 1 4 3	Fixed duty allowances	p.m.	p.m.	0	Staff Regulations of officials of the European Union, 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>	253 100	295 000	262 452	
115	Overtime				
1 1 5 0	Overtime	p.m.	p.m.	0	Staff Regulations of officials of the European Union, 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 function groups AST 1-4 or AST/SC 1-6 and contract staff in function groups I and II, whom it has not been possible to compensate by free time under the normal arrangements.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
	<i>Article 115 — Total</i>	p.m.	p.m.	0	
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	247 000	296 600	187 911	This appropriation is intended to cover the use of agency staff.
	<i>Article 117 — Total</i>	247 000	296 600	187 911	
118	<i>Miscellaneous expenditure on staff recruitment and transfer</i>				
1 1 8 0	Miscellaneous expenditure on staff recruitment	49 700	51 000	55 045	Staff Regulations of officials of the European Union, in particular Articles 27 to 31 and 33 thereof. This appropriation is intended to cover the expenditure involved in recruitment procedures.
1 1 8 1	Travel expenses	11 900	10 900	5 406	Staff Regulations of officials of the European Union, 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.
1 1 8 2	Installation, resettlement and transfer allowances	69 600	62 200	45 699	Staff Regulations of officials of the European Union, 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.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 1 8 3	Removal expenses	22 600	30 700	14 095	Staff Regulations of officials of the European Union, 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.
1 1 8 4	Temporary daily subsistence allowances	128 900	119 200	110 744	Staff Regulations of officials of the European Union, 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>	282 700	274 000	230 989	
119	<i>Salary weightings and adjustments to remuneration</i>				
1 1 9 0	Salary weightings	500	500	0	Staff Regulations of officials of the European Union, 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	
	CHAPTER 11 — TOTAL	23 592 800	24 762 300	21 955 022	
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	54 000	72 400	50 215	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 interest of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Union.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
	<i>Article 130 — Total</i>	54 000	72 400	50 215	
131	<i>Missions and duty travel linked to training</i>				
1 3 1 0	Mission expenses linked to training	51 000	35 000	48 062	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
	<i>Article 131 — Total</i>	51 000	35 000	48 062	
	CHAPTER 13 — TOTAL	105 000	107 400	98 277	
14	SOCIO-MEDICAL INFRASTRUCTURE				
140	<i>Socio-medical infrastructure</i>				
1 4 0 0	Restaurants and canteens	1 500	p.m.	29 365	The Centre does not have any canteen expenses since its relocation in 2013.
	<i>Article 140 — Total</i>	1 500	p.m.	29 365	
141	<i>Medical service</i>				
1 4 1 0	Medical service	45 900	53 000	93 100	Staff Regulations of officials of the European Union, in particular Article 59 thereof and Article 8 of Annex II thereto.
	<i>Article 141 — Total</i>	45 900	53 000	93 100	
142	<i>Other expenditure</i>				
1 4 2 0	Other expenditure	211 600	212 500	268 972	Participation in the Committee on Social Activities. The forecast is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 4 2 1	Social relations	14 000	14 000	12 696	This appropriation is intended to encourage and finance all initiatives aimed at promoting social relations between staff of different 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>	225 600	226 500	281 668	
	CHAPTER 14 — TOTAL	273 000	279 500	404 133	
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 Centre officials and temporary staff to national or international bodies.
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 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	<i>Welfare service</i>				
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	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
162	<i>Other expenditure</i>				
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	<i>Early childhood centre</i>				
1 6 3 0	Early childhood centre	74 000	91 000	131 500	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. The forecast for 2015 was submitted by the European Parliament.
	<i>Article 163 — Total</i>	74 000	91 000	131 500	
164	<i>Additional aid for disabled persons</i>				
1 6 4 0	Additional aid for disabled persons	1 000	1 000	500	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>	1 000	1 000	500	
	CHAPTER 16 — TOTAL	75 000	92 000	132 000	
17	ENTERTAINMENT AND REPRESENTATION				
170	<i>Entertainment and representation</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
1 7 0 0	Entertainment and representation expenses	2 000	2 000	1 000	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
	<i>Article 170 — Total</i>	2 000	2 000	1 000	
	CHAPTER 17 — TOTAL	2 000	2 000	1 000	
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.
	<i>Article 190 — Total</i>	p.m.	p.m.	0	
	CHAPTER 19 — TOTAL	p.m.	p.m.	0	
	Title 1 — Total	24 047 800	25 243 200	22 590 432	
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	1 933 700	1 860 000	1 872 297	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Centre.
	<i>Article 200 — Total</i>	1 933 700	1 860 000	1 872 297	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
201	<i>Insurance</i>				
2 0 1 0	Insurance	10 900	12 900	9 906	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Centre.
	<i>Article 201 — Total</i>	10 900	12 900	9 906	
202	<i>Water, gas, electricity and heating</i>				
2 0 2 0	Water, gas, electricity and heating	240 700	208 600	90 000	This appropriation is intended to cover routine expenditure. In 2013, charges relating to one the Centre's buildings were included in the rent and therefore in Item 2000. The real charges for the current building will only be known after one year of occupancy, namely at the beginning of 2015.
	<i>Article 202 — Total</i>	240 700	208 600	90 000	
203	<i>Cleaning and maintenance</i>				
2 0 3 0	Cleaning and maintenance	237 600	219 400	125 934	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>	237 600	219 400	125 934	
204	<i>Fitting-out of premises</i>				
2 0 4 0	Fitting-out of premises	40 000	40 000	228 243	This appropriation is intended to cover the fitting-out of the premises and repairs in the building. The high amount in 2013 was due to the fitting-out of the Centre's new building.
	<i>Article 204 — Total</i>	40 000	40 000	228 243	
205	<i>Security and surveillance of buildings</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2 0 5 0	Security and surveillance of buildings	125 900	208 200	255 267	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. The decrease in 2015 is due to the decision to reduce the number of hours of security guard services, as a cost-reducing measure.
	<i>Article 205 — Total</i>	125 900	208 200	255 267	
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 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.	p.m.	0	This appropriation is intended to cover expenditure on experts' reports relating to immovable property.
	<i>Article 208 — Total</i>	p.m.	p.m.	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	2 588 800	2 549 100	2 581 647	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
21	DATA PROCESSING				
210	<i>Information technology</i>				
2100	Purchase, work on, servicing and maintenance of hardware and software	1 646 000	1 440 000	1 456 083	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. Telecommunication equipment, copiers and printers are also recorded under this item. The increase in 2015 is due to the replacement of computers and the investment in new tools and systems to provide new and improved services for the Centre's clients.
	<i>Article 210 — Total</i>	1 646 000	1 440 000	1 456 083	
212					
2120	External services for the operation, implementation, development and maintenance of software and systems	1 104 000	1 160 000	1 413 349	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
	<i>Article 212 — Total</i>	1 104 000	1 160 000	1 413 349	
	CHAPTER 21 — TOTAL	2 750 000	2 600 000	2 869 432	
22	MOVABLE PROPERTY AND ASSOCIATED COSTS				
220	<i>Technical installations and electronic office equipment</i>				The budget items within this article were merged in 2014 to facilitate budget management. All expenditure relating to the purchase, leasing, maintenance and repair of office equipment and technical installations, excluding equipment such as printers and copiers, is covered by Item 2204.
2200	New purchases	-	-	0	
2203	Maintenance, use and repair	-	-	1 190	This budget item is not used as from 2014.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2.2.0.4	Office equipment	17 000	17 500	3 000	This appropriation is intended to cover the purchase, leasing, maintenance and repair of electronic office equipment and technical installations, excluding equipment such as printers and copiers. Appropriations in 2015 are intended for the replacement of old projectors, screens, etc., to be continued from 2014.
	<i>Article 220 — Total</i>	17 000	17 500	4 190	
221	<i>Furniture</i>				
2.2.1.0	New purchases	20 000	33 000	35 123	This appropriation is intended to cover the purchase, replacement, maintenance, use and repair of furniture.
2.2.1.1	Replacement	-	-	102 984	This budget item is not used as from 2014.
2.2.1.2	Maintenance, use and repair	-	-	0	This budget item is not used as from 2014.
	<i>Article 221 — Total</i>	20 000	33 000	138 107	
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	22 500	27 500	25 432	This appropriation is intended to cover the rental in the form of a long-term contract of official vehicles, as well as expenditure on occasional hiring of vehicles to meet certain unforeseen needs.
2.2.3.3	Maintenance, use and repair of vehicles	10 500	10 500	7 725	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>	33 000	38 000	33 157	
225	<i>Documentation and library expenditure</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2 2 5 0	Documentation and library expenditure	20 000	22 000	8 970	This appropriation is intended to cover the purchase of library stocks, subscriptions to newspapers, periodicals, online services such as dictionaries, as well as other documentation and library expenditure.
2 2 5 2	Subscriptions to newspapers and periodicals	-	-	4 968	This budget item is not used as from 2014.
2 2 5 3	Dictionaries for translators	-	-	32	This budget item is not used as from 2014.
	<i>Article 225 — Total</i>	20 000	22 000	13 970	
	CHAPTER 22 — TOTAL	90 000	110 500	189 424	
23	CURRENT ADMINISTRATIVE EXPENDITURE				
230	<i>Stationery and office supplies</i>				
2 3 0 0	Stationery and office supplies	25 000	25 200	20 000	This appropriation is intended to cover the purchase of paper and office supplies.
	<i>Article 230 — Total</i>	25 000	25 200	20 000	
232	<i>Financial expenses</i>				
2 3 2 0	Bank charges	4 500	4 500	3 850	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2 3 2 1	Exchange-rate losses	p.m.	p.m.	0	This item is intended to cover exchange-rate losses incurred by the 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	3 850	
233	<i>Legal expenses</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2 3 3 0	Legal expenses	10 000	10 000	10 000	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	10 000	
234	<i>Damages</i>				
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 Centre (civil liability).
	<i>Article 234 — Total</i>	p.m.	p.m.	0	
235	<i>Other operating expenditure</i>				
2 3 5 0	Miscellaneous insurance	15 100	15 100	8 844	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	4 000	4 000	1 154	This appropriation is intended to cover costs relating to the organisation of internal meetings.
2 3 5 3	Departmental removals	6 000	6 000	69 290	This appropriation is intended to cover the cost of removals both within the building and to a new building.
2 3 5 9	Other expenditure	2 000	1 200	480	This appropriation is intended to cover other operating expenditure not specifically provided for.
	<i>Article 235 — Total</i>	27 100	26 300	79 768	
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 Centre.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2 3 9 1	Interpreting	6 000	6 000	0	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU institutions. The increase is due to the need for interpreting services during a conference for external contractors in the field of translation services.
2 3 9 2	Administrative assistance from the Commission	140 600	148 400	146 200	This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2 3 9 3	Publications	25 000	25 000	8 609	This appropriation is mainly intended to cover the costs of publishing the Centre's budget, activity report and other communication and publicity activities, the costs arising from the possible amendment of the Centre's founding regulation in 2014, and publication costs relating to the Centre's 20th anniversary in 2015.
2 3 9 4	Dissemination	15 000	5 000	3 673	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, including costs relating to the possible amendment of the Centre's founding regulation and the Centre's 20th anniversary in 2015.
	<i>Article 239 — Total</i>	186 600	184 400	158 482	
	CHAPTER 23 — TOTAL	253 200	250 400	272 100	
24	POSTAGE AND TELECOMMUNICATIONS				
240	<i>Postage</i>				
2 4 0 0	Postage and delivery charges	39 800	39 800	39 191	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	<i>Article 240 — Total</i>	39 800	39 800	39 191	
241	<i>Telecommunications</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2 4 1 0	Telephone, telegraph, telex, radio and television and subscriptions and charges	180 000	192 000	142 552	This appropriation is intended to cover the cost of telephone, fax, teleconference and data transmission subscriptions and communications. Expenditure relating to telecommunications equipment is recorded under Item 2100.
	<i>Article 241 — Total</i>	180 000	192 000	142 552	
	CHAPTER 24 — TOTAL	219 800	231 800	181 743	
25	EXPENDITURE ON MEETINGS				
250	<i>Expenditure on formal and other meetings</i>				
2 5 0 0	Meetings in general	7 500	10 000	1 539	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>	7 500	10 000	1 539	
255	<i>Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings</i>				
2 5 5 0	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	20 000	20 000	888	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 external meetings not covered by the existing infrastructure. The preliminary draft budget for 2015 includes amounts for the Centre's 20th anniversary and a meeting of the planned network of clients' translation contacts.
	<i>Article 255 — Total</i>	20 000	20 000	888	
	CHAPTER 25 — TOTAL	27 500	30 000	2 427	

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
26	GOVERNING BODY OF THE CENTRE				
260	<i>Expenditure on formal and other meetings</i>				
2 6 0 0	Management Board meetings	20 000	30 000	12 878	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	30 000	12 878	
261	<i>Organisation of Management Board meetings</i>				
2 6 1 0	Organisation of Management Board meetings	3 500	4 500	2 130	This appropriation is intended to cover the organisation of Management Board meetings.
	<i>Article 261 — Total</i>	3 500	4 500	2 130	
265	<i>Interpreting</i>				
2 6 5 0	Interpreting	85 000	106 300	45 552	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU Institutions for Management Board meetings.
	<i>Article 265 — Total</i>	85 000	106 300	45 552	
	CHAPTER 26 — TOTAL	108 500	140 800	60 560	
27	INFORMATION: ACQUISITION. ARCHIVING. PRODUCTION AND DISSEMINATION				
270	<i>Limited consultations, studies and surveys</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
2 7 0 0	Limited consultations, studies and surveys	25 000	25 000	0	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	0	
	CHAPTER 27 — TOTAL	25 000	25000	0	
	Title 2 — Total	6 062 800	5 937 600	6 157 333	
3	OPERATIONAL EXPENDITURE				
30	EXTERNAL TRANSLATION SERVICES				
300	<i>External translation services</i>				
3 0 0 0	External translation services	13 680 000	14 703 000	14 194 068	This appropriation is intended to cover expenditure relating to the services of external service providers for language services, namely translation of documents and Community trademarks, revision and modification of translations and language editing, as well as terminology work and translation and revision of term lists).
	<i>Article 300 — Total</i>	13 680 000	14 703 000	14 194 068	
	CHAPTER 30 — TOTAL	13 680 000	14 703 000	14 194 068	
31	EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION				
310	<i>Expenditure relating to interinstitutional cooperation</i>				
3 1 0 0	Interinstitutional cooperation in the language field	710 000	705 000	621 729	This appropriation is intended to cover expenditure relating to activities decided by the Interinstitutional Committee for Translation and Interpretation (ICTI) with a view to promoting interinstitutional cooperation in the language field.

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
	<i>Article 310 — Total</i>	710 000	705 000	621 729	
	CHAPTER 31 — TOTAL	710 000	705 000	621 729	
32	EXPENDITURE RELATING TO THE E-CDT PROGRAMME				
320	<i>Expenditure relating to the e-CdT programme</i>				
3 2 0 0	Mission expenses and other staff expenditure relating to the e-CdT programme	1 000	3 000	-	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by staff while on mission relating to the e-CdT programme.
3 2 0 1	Miscellaneous operating expenditure relating to the e-CdT programme	5 000	5 000	-	This appropriation is intended to cover miscellaneous operating expenditure relating to the e-CdT programme, except IT expenditure.
3 2 0 2	Expenditure for hardware and software relating to the e-CdT programme	29 000	209 000	-	This appropriation is intended to cover expenditure for hardware and software relating to the e-CdT programme. The sharp decrease from 2014 is because the main investments were made in that year, whereas the preliminary draft budget for 2015 covers only some maintenance and leasing.
3 2 0 3	Information technology consultancy relating to the e-CdT programme	780 000	720 000	-	This appropriation is intended to cover expenditure for IT consultancy relating to the e-CdT programme.
	<i>Article 320 — Total</i>	815 000	937 000	0	
	CHAPTER 32 — TOTAL	815 000	937 000	0	
	Title 3 — Total	15 205 000	16 345 000	14 815 797	
10	RESERVES				
100	PROVISIONAL APPROPRIATIONS				

Title Chapter Article Item	Heading	Preliminary draft budget 2015	Budget 2014	Outturn 2013	Remarks
<i>1000</i>	<i>Provisional appropriations</i>				The final reservation of resources is made in the final accounts. The outturn for 2013 is 0 for all reserves since no commitments were issued in this chapter.
10 0 0 3	Reserve for stability pricing	p.m.	p.m.	0	Reserve created in 2011 for stability pricing.
10 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 67a of the Centre's Financial Regulation. 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.
10 0 0 5	Reserve for the disputed salary increase	404 700	777 000	0	In 2015, the reserve is increased by an amount to offset the impact on 2015 staff expenditure of a 0.9% salary increase from 2011 plus a 0.9% salary increase from 2012. There will be no adjustments for 2013 and 2014. The impact of the 2015 possible salary adjustment is included in Title 1, and the adjustment is estimated at 0.9% for the months July-December.
10 0 0 6	Reserve for exceptional investments	p.m.	p.m.	0	No appropriations have been set aside to cover exceptional investments during 2013-2015.
10 0 0 7	Reserve for relocation expenses	p.m.	p.m.	0	This reserve was created in 2012 to cover expenses relating to the Centre's relocation in 2013, and was used in 2013.
	<i>Article 1000 — Total</i>	404 700	777 000	0	
	CHAPTER 100 — TOTAL	404 700	777 000	0	
	Title 10 — Total	404 700	777 000	0	
	GRAND TOTAL	45 720 300	48 302 800	43 563 562	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2013		2014		2015	
	Filled on 31.12.2013*		Authorised under the 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	0
AD 14	1	0	1	0	1	1
AD 13	0	0	0	0	0	0
AD 12	4	3	10	4	11	6
AD 11	9	8	9	8	10	7
AD 10	9	6	8	6	7	5
AD 9	1	7	3	11	2	12
AD 8	6	4	8	7	9	10
AD 7	6	20	2	24	2	21
AD 6	5	13	4	19	3	25
AD 5	2	26	0	12	0	5
TOTAL AD	43	87	45	92	45	92
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	0	0
AST 9	0	1	1	1	2	1
AST 8	5	0	4	0	4	0
AST 7	2	3	2	3	2	3
AST 6	2	2	2	2	1	3
AST 5	2	6	2	12	2	13
AST 4	2	12	3	14	3	16
AST 3	1	18	0	13	0	9
AST 2	0	4	0	7	0	7
AST 1	0	3	0	0	0	0
TOTAL AST	14	49	14	52	14	52
AST/SC 6	0	0	0	0	0	0
AST/SC 5	0	0	0	0	0	0
AST/SC 4	0	0	0	0	0	0
AST/SC 3	0	0	0	0	0	0
AST/SC 2	0	0	0	0	0	0
AST/SC 1	0	0	0	0	0	0
TOTAL AST/SC	0	0	0	0	0	0
TOTAL	57	136	59	144	59	144
TOTAL STAFF	193		203		203	

* One job offer letter for 1 AD5 temporary staff post was sent in November 2013, but is not included in this table.