



**DECISION OF THE MANAGEMENT BOARD
OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION
ADOPTING THE PRELIMINARY DRAFT BUDGET 2019 – CT/CA-010/2018/01EN**

THE MANAGEMENT BOARD OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION,

Having regard to Council Regulation (EC) No 2965/94 of 28 November 1994 setting up a Translation Centre for the Bodies of the European Union ('the Translation Centre'), as last amended by Council Regulation (EC) No 1645/2003 of 18 June 2003,

Having regard to the Financial Regulation of 2 January 2014 applicable to the Translation Centre for the Bodies of the European Union (Ref. CT/CA-051/2013),

Whereas:

(1) The management board should adopt the Centre's budget on the basis of a draft prepared by the Director;

HAS DECIDED AS FOLLOWS:

Article 1

The preliminary draft budget 2019 of the Translation Centre, as annexed to this decision, is hereby adopted.

Article 2

This decision shall enter into force on the date of its adoption.

Done at Luxembourg, 21 March 2018.

For the management board.

R. Martikonis

Chairman

Annex: Preliminary draft budget 2019



PRELIMINARY DRAFT BUDGET 2019

CT/CA-010/2018/01EN

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I. INTRODUCTION

A. GENERAL INTRODUCTION

The preliminary draft budget 2019 comprises:

- A. This general introduction;
- B. 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, in particular comprising payments made by the bodies for which the Centre works, and by the institutions and organs with which collaboration has been agreed in return for work performed by it, including interinstitutional activities;
- C. A breakdown of the Centre's expenditure by title; and
- D. A breakdown of the Centre's expenditure by activity. This part shows the link between the budget for 2019 and the work programme for 2019 by identifying the resources allocated to each activity in order to achieve the Centre's strategic objectives. It also sets out the conventional budget structure.

The preliminary draft budget 2019 reflects the estimates of revenue and expenditure, as included in the Centre's draft programming document 2019-2021 (Ref. CT/CA-001/2018/01). It is prepared in accordance with Articles 35-37 of the Centre's Financial Regulation. In order to prepare the preliminary draft budget 2019, the Centre undertook an analysis of its forecast expenditure and obtained clients' forecasts.

While the preliminary draft budget 2019 has been prepared on the basis of the prices applicable in 2018 as shown in the table below, an increase in prices is required from 1 January 2019 in order to enable the Centre to continue to balance its budget. Subject to approval of the amended pricing structure by the management board, the draft budget 2019 will be prepared on the basis of the increased prices applicable in 2019.

Prices applicable in 2018:

Service provided	Normal (EUR)	Scheduled/Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	82.00	73.80	102.50	147.60
Modification (price per page)	172.00	154.80	215.00	
Revision (price per page)	60.00	54.00	75.00	
Editing (price per page)	39.00	35.10	43.90	
Trade marks (price per page)	EUR 35.35 for 419 282 pages			
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			
Terminology (price per man/day)	EUR 900			
Language consultancy (price per man/day)	EUR 900			
Subtitling (price per minute)	EUR 41.00			

Surcharges applicable in 2018:

Type of document	EUR
Complex format (additional price per page and per target language)	15.00
PDF format and paper documents (additional price per page of the source document)	12.00
Classified / Sensitive non-classified documents (additional price per page and per target language)	20.00
Non-EU language (additional price per page and per target language)	10.00
Web document upload (additional price per target language in the case of multiple files or per request in the case of single files)	10.00

B. REVENUE

The total revenue forecast for 2019 is EUR 47.8 million, with EUR 42.6 million in Titles 1-4. The revenue forecast is broken down as follows:

Title	Revenue (EUR)
1. Agencies and bodies	41 273 000
3. Interinstitutional cooperation (European institutions)	707 400
4. Other revenue	617 450
5. Surplus carried over from the previous financial year and transfers from reserves from previous years	5 238 350

The Centre's revenue forecast is based on the forecasts provided by its clients. It must therefore be underlined that the estimated revenue is subject to change, depending on clients' actual needs and their budgets. It is also important to underline that, in submitting their forecasts to the Centre, it appears that all clients may not have taken into consideration the impact of potential savings arising from the pricing structure introduced for the translation of documents in January 2017. This pricing structure has led to clients achieving significant savings in excess of those originally estimated (15.9% average savings were obtained by clients in 2017 compared with the 9.5% originally envisaged). This has implications with regard to the 'Reserve for stability pricing' (based on the forecast revenue and expenditure, the total amount remaining in the reserve is estimated at EUR 237 417 at the end of 2019) and the consequential need to increase prices from 1 January 2019 in order to enable the Centre to continue to balance its budget.

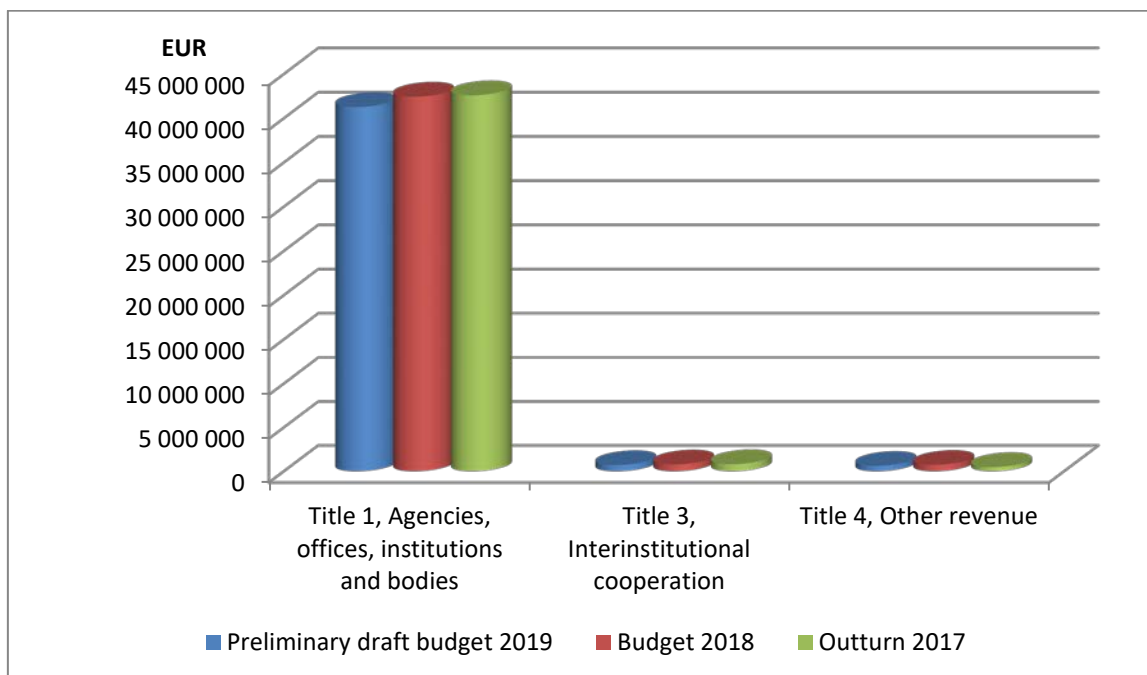
Based on the information provided by clients, the forecast revenue for 2019 in Title 1 is EUR 41.3 million compared with EUR 42.4 million in the 2018 budget (-2.8%). The forecast revenue for 2019 is EUR 1.3 million less (-3.1%) than the actual revenue of EUR 42.6 million received from clients in 2017.

The Centre's biggest client, the EUIPO ('European Union Intellectual Property Office'), has forecast a revenue reduction of EUR 485 500 (-3.2%) for the translation of EU trade marks in 2019 (Item 1006) compared with the 2018 budget. The forecast revenue for 2019 is EUR 780 913 less (-5%) than the actual revenue received for the translation of EU trade marks in 2017. In addition, the EUIPO's revenue forecast for other services has decreased by 15.6%, namely from EUR 7.6 million in the 2018 budget to EUR 6.4 million in 2019 (Item 1005), although this is 33.1% higher (EUR 1.59 million) than the revenue received for other services in 2017. Their overall forecast for 2019 is 4% higher (EUR 812 076) than the total revenue received from the EUIPO in 2017.

Other significant changes that may be noted compared with the 2018 budget are decreases in forecasts by EFCA ('European Fisheries Control Agency') by 59.9% (EUR -243 800), EBA ('European Banking Authority') by 18% (EUR -138 000) and the European Commission (DG EMPL and DG JUST) by 8.8% (EUR -114 500). Compared with the 2018 budget, EMA ('European Medicines Agency') has increased its forecast by 16% (EUR 501 000), EASO ('European Asylum Support Office') by 27% (EUR 496 400) and eu-LISA ('European Agency for the Operational Management of Large-scale IT Systems in the Area of Freedom, Security and Justice') by 13.8% (EUR 113 400). More detailed information on client forecasts and translation volumes is provided in Section D, 'Activities', and Part III, 'Statement of revenue and expenditure - Details'.

The revenue in Title 3 corresponds to the revenue that the Centre receives in its capacity as manager of the IATE database (InterActive Terminology for Europe). The Centre's expenditure for IATE is recorded in Expenditure Chapter 31.

Figure 1. Revenue broken down by title* and year: 2017-2019 (Titles 1, 3 and 4)



* From 2017, the revenue under Title 1 includes the forecast revenue from all clients, including the EU institutions, for the provision of language services.

In addition to revenue from its clients and interinstitutional cooperation, the Centre forecasts additional revenue in Title 4, mainly comprising bank interest, revenue from subletting part of its rented office space to the Commission ('Consumers, Health, Agriculture and Food Executive Agency' (Chafea)), revenue from the hosting of data centre services for ERA ('European Union Agency for Railways') and a financial contribution from the Luxembourg Government towards the Centre's office rental costs. The forecast for this revenue in 2019 is EUR 617 450 which is 15.4% lower than the 2018 budget and 28.5% higher than the 2017 outturn.

In order to balance the preliminary draft budget 2019, the Centre has transferred to revenue EUR 5 238 350 from the 'Reserve for stability pricing', leaving an estimated balance of EUR 237 417 in the reserve at the end of 2019.

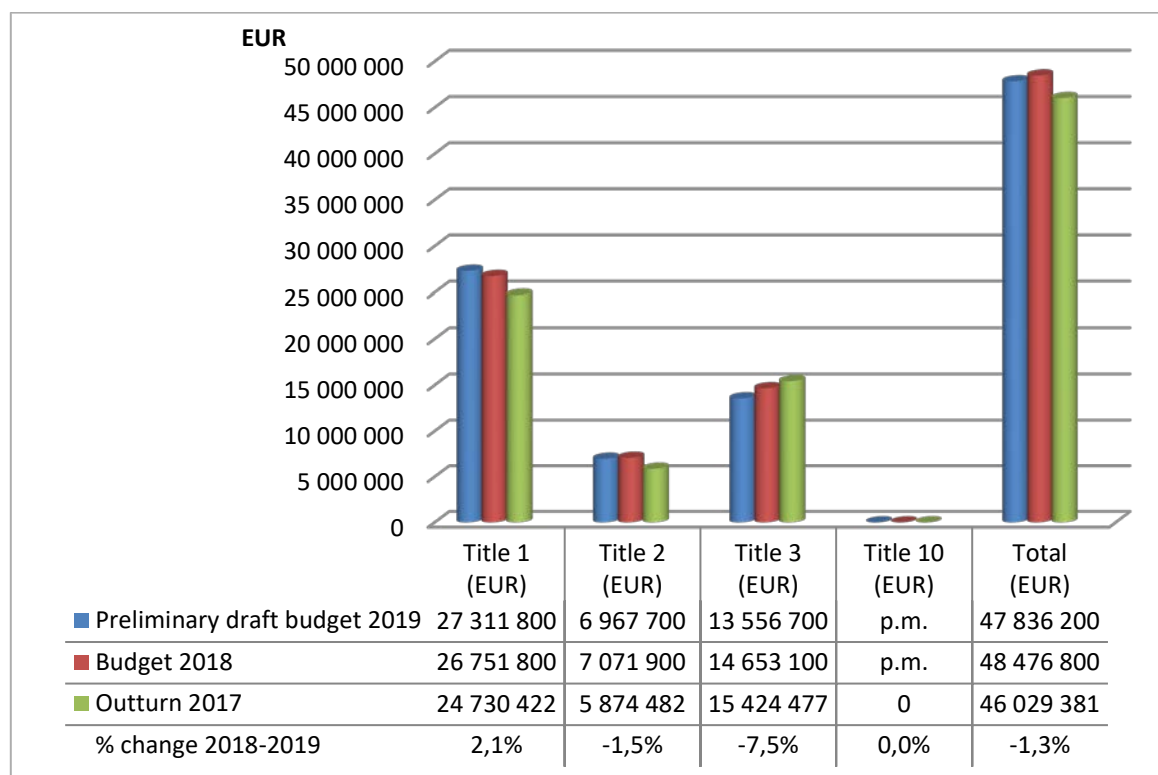
C. EXPENDITURE

The Centre's forecast expenditure for 2019 is EUR 47.8 million. In Titles 1-3, the 2019 budget has decreased by 1.3% compared with the 2018 budget although it is 3.9% higher than the 2017 outturn. This increase from 2017 to 2019 is due to the envisaged salary adjustments in 2018 and 2019 as well as other expenditure that is also subject to indexations likely to lead to higher expenditure in 2019. The expenditure forecast is broken down as follows:

Title	Expenditure (EUR)
1. Staff	27 311 800
2. Buildings, equipment and miscellaneous operating expenditure	6 967 700
3. Operational Expenditure	13 556 700
10. Reserves	p.m.

In order to respond to the decrease in forecast revenue, the Centre has taken several measures to reduce its budget expenditure. The main action has been to significantly reduce the majority of budget items to cover only what is expected to be needed. This means that the Centre has reduced its margin to a minimum across key budget lines which means that its flexibility is severely reduced. Higher salary indexations, price increases for the Commission's services, or higher costs than forecast for the outsourcing of translation could therefore necessitate reprioritisations in the Centre's budget. All of this means that the Centre will have to do more with less resources. The measures have been chosen so that the envisaged impact on clients will be minimal. An overview of the expenditure by title, including a comparison with the 2018 budget and the outturn for 2017, is presented in the figure below.

Figure 2. Expenditure broken down by title and year: 2017-2019 (Titles 1, 2, 3 and 10)*



* Title 1: 'Staff'; Title 2: 'Buildings, equipment and miscellaneous operating expenditure'; Title 3: 'Operational expenditure'; and Title 10: 'Reserves'. The budget for Title 10 in 2018 and 2019 is pro memoria (p.m.) and is shown as '0' in 2017.

Title 1: STAFF

The budget for Title 1 in 2019 reaches EUR 27.3 million, 2.1% higher than the 2018 budget, that is an increase of EUR 560 000. The Centre's budget provides for potential annual salary adjustments, estimated at 1.8% per annum, as well as biennial step advancements and promotions. The budget is based on an Establishment Plan of 193 posts which remains at the same level as that approved by the Budgetary Authority for 2018. The budget also takes into account factors such as the turnover ratio and work patterns of staff. All of the above leads to an increase of 1.8% (EUR 365 800) in Article 110, 'Staff in active employment' whereas the budget for contract staff (Item 1115) has been increased by 2.2% in 2019 compared with the 2018 budget.

Title 2: BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

The budget for Title 2, 'Buildings, equipment and miscellaneous operating expenditure', reaches EUR 7 million in 2019. It has decreased by 1.5% compared with the 2018 budget. Following the service charge settlement received in 2017 for the 2013-2016 period, the forecasts for service charges for the building in which the Centre's offices are located were revised downwards for subsequent years. The new rental agreement, signed in 2017 with the owner of the building, stipulates no indexation of the rent for the first year of the new agreement (September 2017 – August 2018) which has a consequential impact for subsequent years.

The Centre receives a financial contribution from the Luxembourg Government towards its office rental costs. This financial contribution is recorded as revenue and does not affect expenditure in Title 2. It should also be underlined that the expenditure in Title 2 includes the expenditure for the hosting of a data centre for ERA ('European Union Agency for Railways') and for the office space that is sublet to Chafea. In conformity with the principle of universality, the revenue received from ERA and Chafea is recorded as revenue, as opposed to offsetting the expenditure.

Title 3: OPERATIONAL EXPENDITURE

The budget for Title 3, 'Operational expenditure', covers the outsourcing of translation services, technical services related to language services, interinstitutional cooperation, and the eCdT programme. It reaches EUR 13.6 million in 2019 and has decreased by 7.5% compared with the 2018 budget. It is EUR 1.9 million lower than the 2017 outturn.

The budget for external translation services constitutes the main part of the title's budget, namely 94% in 2019. The actual cost of these services depends on a number of factors, such as changes in the ranking of suppliers under existing framework contracts and the prices agreed under future framework contracts which also depends on economic developments in the Member States. The budget for 2019 is EUR 12.8 million which is in line with the forecast volumes as well as with the Centre's expectation that the investment in translation technologies will have a positive impact on the expenditure for external translation services. Clearly, real expenditure will depend on the actual demand from the Centre's clients and the potential impact of translation technologies on the new framework contracts in the future.

Chapter 31 includes the Centre's expenditure for the management of the IATE database as well as the Centre's contribution to other interinstitutional tools which are managed by the Commission. The costs for these tools are governed by annual financial agreements between the parties acting in the framework of the Executive Committee for Translation of the Interinstitutional Committee for Translation and Interpretation (ICTI).

D. ACTIVITIES

The Centre's activities are defined under three activity areas in the 2019 budget, as set out in the Centre's programming document 2019-2021: 1) Core operational activities; 2) Support activities; and 3) Management and supervision activities. The previously existing fourth area of external outreach and communication activities, comprising client-oriented actions, is embedded into the management and supervision activities since 2018.

The human and financial resources for 2019 are allocated to the three activity areas, as shown in the table below. The financial resources included in Titles 1 and 2 are either allocated directly to an activity, or indirectly on the basis of the human resources used for each activity. The financial resources in Title 3 are directly allocated to the corresponding activities. The calculation takes into account the distribution of the different types of posts, the different grades and the salary costs. The details are set out in the Centre's draft programming document 2019-2021 (Ref. CT/CA-001/2018/01).

	% of human resources (staff)	% of financial resources	Financial resources
Core operational activities	67.3%	77.5%	37 076 809
Support activities	22.2%	13.3%	6 379 276
Management and supervision activities	10.5%	9.2%	4 380 115
Appropriations in Title 10: 'Reserves' not allocated to an activity	0%	0%	0
Total	100%	100%	47 836 200

The table below shows the total number of pages, terms and revenue forecast for 2019 by comparison with the 2018 budget. The table shows the forecasts provided by clients who may or may not have taken into account the impact of potential savings arising from the pricing structure for the translation of documents. More detailed information on client forecasts and translation volumes is provided in Part III, 'Statement of revenue and expenditure - Details'.

	Preliminary draft budget 2019	Budget 2018	Comparison
Total number of pages of EU trade marks forecast	419 282	441 350	-5.0%
Total number of pages of documents forecast	310 792	322 973	-3.8%
Total number of terms forecast	176 913	184 070	-3.9%
Total revenue forecast from all translation services	41 273 000	42 442 400	-2.8%

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2019	Financial year 2018	Financial year 2017
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES (*)	41 273 000	42 442 400	42 598 418
2	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0
3	INTERINSTITUTIONAL COOPERATION	707 400	778 000	807 354
4	OTHER REVENUE	617 450	729 550	480 583
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	5 238 350	4 526 850	
	Reserve for stability pricing	5 238 350	4 166 850	
	Reserve for exceptional investments	p.m.	360 000	0
6	REFUNDS	p.m.	p.m.	0
	TOTAL	47 836 200	48 476 800	43 886 356
	EXPENDITURE			
1	STAFF	27 311 800	26 751 800	24 730 422
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	6 967 700	7 071 900	5 874 482
3	OPERATIONAL EXPENDITURE	13 556 700	14 653 100	15 424 477
10	RESERVES	p.m.	p.m.	0
	TOTAL	47 836 200	48 476 800	46 029 381

* From 2017, the revenue under Title 1 includes the forecast revenue from all clients, including the EU institutions, for the provision of language services.

III. STATEMENT OF REVENUE AND EXPENDITURE 2019 - DETAILS

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
REVENUE					
1000	European Environment Agency (EEA)	181 300	181 300	232 338	2 062 pages
1001	European Training Foundation (ETF)	62 500	62 500	97 472	762 pages
1002	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	360 000	365 900	323 818	4 390 pages
1003	European Medicines Agency (EMA)	3 638 000	3 137 000	3 272 564	Documents: 37 090 pages; Term lists: 352 terms
1004	European Agency for Safety and Health at Work (EU-OSHA)	730 000	700 000	750 942	8 903 pages
1005	European Union Intellectual Property Office (EUIPO)	6 411 000	7 592 200	4 818 011	Documents: 58 873 pages; Term lists: 137 841 terms; Community designs: 12 000 terms; Editing: 16 874 pages
1006	EUIPO trade marks	14 824 200	15 309 700	15 605 113	419 282 pages
1007	Community Plant Variety Office (CPVO)	100 000	100 000	55 443	1 220 pages
1008	European Union Agency for Law Enforcement Cooperation (Europol)	43 300	43 300	81 095	528 pages
1009	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	302 300	302 300	329 418	3 686 pages
100	Article 100	26 652 600	27 794 200	25 566 214	
1010	European Centre for the Development of Vocational Training (Cedefop)	44 000	60 300	17 538	536 pages
1012	European Union Agency for Fundamental Rights (FRA)	1 000 000	1 008 900	1 005 164	12 195 pages
1014	European Investment Bank (EIB)	p.m.	p.m.	1 230	
1015	European Food Safety Authority (EFSA)	193 800	247 400	248 255	2 055 pages
1016	European Union Agency for Criminal Justice Cooperation (EUROJUST)	p.m.	p.m.		
1017	European Maritime Safety Agency (EMSA)	124 700	124 700	102 874	1 521 pages

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1018	European Aviation Safety Agency (EASA)	66 000	176 000	81 680	805 pages
1019	European Union Agency for Railways (ERA)	900 000	900 000	715 726	10 976 pages
<i>101</i>	Article 101	2 328 500	2 517 300	2 172 467	
1020	European Union Agency for Network and Information Security (ENISA)	60 000	80 000	12 027	732 pages
1021	European Centre for Disease Prevention and Control (ECDC)	319 400	306 000	396 360	3 599 pages
1022	European Border and Coast Guard Agency (Frontex)	330 000	315 600	330 387	4 024 pages
1023	Education, Audiovisual and Culture Executive Agency (EACEA)	821 300	826 200	549 319	9 931 pages
1024	Executive Agency for Small and Medium-sized Enterprises (EASME)	13 600	13 600	1 624	166 pages
1025	European Union Agency for Law Enforcement Training (CEPOL)	34 900	53 200	10 439	340 pages
1026	Consumers, Health, Agriculture and Food Executive Agency (Chafea)	365 900	265 100	362 887	3 430 pages
1027	European Global Navigation Satellite Systems Agency (GSA)	15 100	11 300	4 084	184 pages
1028	European Defence Agency (EDA)	10 000	10 000	5 550	122 pages
1029	European Chemicals Agency (ECHA)	1 267 700	1 304 600	3 091 382	14 790 pages
<i>102</i>	Article 102	3 237 900	3 185 600	4 764 058	
1030	European Fisheries Control Agency (EFCA)	163 400	407 200	242 659	1 991 pages
1031	Fusion for Energy Joint Undertaking (F4E JU)	46 600	46 600	25 165	568 pages
1032	European Union Satellite Centre (SatCen)	p.m.	p.m.		
1033	Innovation and Networks Executive Agency (INEA)	26 000	26 000	38 390	317 pages

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1034	European Institute of Innovation and Technology (EIT)	110 000	110 200	17 555	1 342 pages
1035	European Research Council Executive Agency (ERCEA)	58 700	57 400	17 542	685 pages
1036	Research Executive Agency (REA)	38 100	37 400	246	465 pages
1037	Clean Sky 2 Joint Undertaking (Clean Sky 2 JU)	p.m.	p.m.	1 886	
1038	European Institute for Gender Equality (EIGE)	133 000	140 200	447 369	1 564 pages
1039	SESAR Joint Undertaking (SJU)	43 700	43 700	21 976	533 pages
103	Article 103	619 500	868 700	812 786	
1040	Pre-2017 European Data Protection Supervisor (EDPS)	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11 and revenue from EDPS is recorded in Item 1109.
1041	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)	—	—	—	This budget item is not used since 2015, following the creation of the joint undertaking ECSEL JU, for which the revenue is recorded in budget item 1052
1042	Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU)	26 000	26 000	2 435	317 pages
1043	Fuel Cells and Hydrogen 2 Joint Undertaking (FCH2 JU)	9 200	9 200	451	112 pages
1044	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	—	—	—	This budget item is not used since 2015, following the creation of the joint undertaking ECSEL JU, for which the revenue is recorded in budget item 1052
1045	European Asylum Support Office (EASO)	2 333 400	1 837 000	4 071 821	27 882 pages
1046	Agency for the Cooperation of Energy Regulators (ACER)	192 000	184 300	63 483	2 657 pages
1047	European Securities and Markets Authority (ESMA)	300 000	280 000	469 340	3 658 pages
1048	European Banking Authority (EBA)	628 300	766 300	1 451 567	8 514 pages
1049	European Insurance and Occupational Pensions Authority (EIOPA)	137 400	137 400	154 171	1 676 pages
104	Article 104	3 626 300	3 240 200	6 213 269	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1050	Office of the Body of European Regulators for Electronic Communications (BEREC Office)	161 500	120 000	118 043	1 930 pages
1051	European Agency for the Operational Management of Large-scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)	937 900	824 500	562 690	Documents: 12 358 pages; Term lists: 220 terms
1052	Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU)	3 900	5 900	2 829	48 pages
1053	Maritime Analysis and Operation Centre (Narcotics) (MAOC (N))	p.m.	p.m.	0	
1054	Single Resolution Board (SRB)	1 000 000	1 000 000	573 779	12 195 pages
1055	European Schools	p.m.	p.m.	13 565	This budget item is for the Office of the Secretary-General of the European Schools (OSGES) and for the European School Luxembourg II.
1056	Bio-Based Industries Joint Undertaking (BBI JU)	p.m.	p.m.	0	
1057	Shift2Rail Joint Undertaking (S2R JU)	p.m.	p.m.	0	
105	Article 105	2 103 300	1 950 400	1 270 906	
1099	Revenue from new clients	p.m.	p.m.	4 257	This budget item is for revenue from new clients in advance of the creation of individual budget items for new clients.
109	Article 109	p.m.	p.m.	4 257	
10	PAYMENTS FROM THE AGENCIES, OFFICES AND BODIES	38 568 100	39 556 400	40 803 957	
1100	European Commission	1 183 700	1 298 200	932 246	Documents: 13 442 pages; Term lists: 26 500 terms; The volume for documents includes the volumes estimated for DG Employment, Social Affairs and Inclusion (DG EMPL) and DG Justice and Consumers (DG JUST).
1101	European Parliament	p.m.	p.m.	0	
1102	Council of the European Union	257 000	276 800	163 588	3 700 pages
1103	European Court of Auditors	12 300	11 300	25 463	120 pages
1104	European Committee of the Regions	p.m.	p.m.	7 557	This budget item was previously called the 'Committee of the Regions of the European Union'.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1105	European Economic and Social Committee	p.m.	p.m.	4 696	
1106	Court of Justice of the European Union	p.m.	p.m.	66 004	
1107	European Central Bank	292 500	349 900	84 199	3 090 pages
1108	European Ombudsman	101 100	108 300	209 830	1 370 pages
1109	European Data Protection Supervisor (EDPS)	858 300	841 500	300 879	10 467 pages
110	Article 110	2 704 900	2 886 000	1 794 461	
11	PAYMENTS FROM THE INSTITUTIONS	2 704 900	2 886 000	1 794 461	
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	41 273 000	42 442 400	42 598 418	
2000	Subsidy from the Commission	p.m.	p.m.	0	
200	Subsidy from the Commission	p.m.	p.m.	0	Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
20	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0	
2	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0	
3000	Pre-2017 European Commission	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the European Commission is recorded in Item 1100.
3001	Participation in the Interinstitutional Committee for Translation and Interpreting (ICTI)	—	—	—	
3002	Management of interinstitutional projects	707 400	778 000	807 354	This item covers revenue received due to the Centre's management of interinstitutional projects, notably the project IATE.
3003	Pre-2017 European Parliament	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the European Parliament is recorded in Item 1101.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
3004	Pre-2017 Council of the European Union	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the Council is recorded in Item 1102.
3005	Pre-2017 European Court of Auditors	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the Court of Auditors is recorded in Item 1103.
3006	Pre-2017 Committee of the Regions of the European Union	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the Committee of the Regions is recorded in Item 1104.
3007	Pre-2017 European Economic and Social Committee	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the Economic and Social Committee is recorded in Item 1105.
3008	Pre-2017 Court of Justice of the European Union	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the Court of Justice is recorded in Item 1106.
300	Interinstitutional cooperation	707 400	778 000	807 354	
3010	Pre-2017 European Central Bank	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the European Central Bank is recorded in Item 1107.
3011	Pre-2017 European Ombudsman	—	—	—	This budget item is not used since 2016. From 2017, revenue from all the EU institutions is recorded in Chapter 11, and revenue from the Ombudsman is recorded in Item 1108.
301	Article 301	—	—	—	
30	INTERINSTITUTIONAL COOPERATION	707 400	778 000	807 354	
3	INTERINSTITUTIONAL COOPERATION	707 400	778 000	807 354	
4000	Bank interest	20 000	55 000	9 202	
400	Bank interest	20 000	55 000	9 202	This article covers interest which the Centre receives on its bank accounts.
4010	Miscellaneous repayments	354 200	431 300	228 131	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
401	Miscellaneous repayments	354 200	431 300	228 131	This article covers miscellaneous repayments, including income from the subletting of office space and parking spaces and the hosting of a data centre for the European Union Agency for Railways.
4020	Financial contribution from the Luxembourg Government	243 250	243 250	243 250	This financial contribution from the Luxembourg Government is in support of the Centre's annual rental charges
402	Other contributions	243 250	243 250	243 250	
40	OTHER REVENUE	617 450	729 550	480 583	
4	OTHER REVENUE	617 450	729 550	480 583	
5000	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.
500	Surplus carried over from the previous financial year	p.m.	p.m.	0	
5010	Transfer from 'Reserve for exceptional investments'	p.m.	360 000	0	The transfer from the 'Reserve for exceptional investments' corresponds to the expenditure in Chapter 32, 'Expenditure relating to the eCdT programme'.
5015	Transfer from 'Reserve for stability pricing'	5 238 350	4 166 850	0	The transfer from the 'Reserve for stability pricing' is necessary to balance the budget.
501	Transfers from reserves from previous years	5 238 350	4 526 850	0	
50	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	5 238 350	4 526 850	0	
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	5 238 350	4 526 850	0	
6000	Refunds to clients	p.m.	p.m.	0	
600	Refunds to clients	p.m.	p.m.	0	
60	REFUNDS TO CLIENTS	p.m.	p.m.	0	
6	REFUNDS	p.m.	p.m.	0	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
	Total Revenue	47 836 200	48 476 800	43 886 356	
	EXPENDITURE				
1100	Basic salaries	16 089 600	15 813 500	14 762 938	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 the basic salaries of officials and temporary staff.
1101	Family allowances	1 529 900	1 480 400	1 274 737	Staff Regulations of officials of the European Union, in particular Articles 62, 67 and 68 thereof, and Section 1 of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff.
1102	Expatriation and foreign-residence allowances	2 598 800	2 559 300	2 349 039	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.
1103	Secretarial allowances	22 100	21 400	13 670	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 months before 1 May 2004.
110	Staff in active employment	20 240 400	19 874 600	18 400 384	
1113	Trainees	36 500	35 900	18 906	This appropriation is intended to cover expenditure relating to trainees.
1115	Contract staff	1 488 200	1 456 600	1 322 278	Conditions of employment of other servants of the European Union, in particular Article 3a and Title IV thereof.
111	Contract staff and trainees	1 524 700	1 492 500	1 341 183	
1120	Professional training of staff	175 100	172 700	180 823	Staff Regulations of officials of the European Union, in particular Article 24a thereof.
112	Professional training of staff	175 100	172 700	180 823	
1130	Insurance against sickness	533 400	524 100	525 553	Staff Regulations of officials of the European Union, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Union.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1131	Insurance against accidents and occupational disease	120 800	118 700	58 149	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.
1132	Insurance against unemployment	160 600	125 600	127 271	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.
1133	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.
1134	Contribution to the Community pension scheme	3 332 700	3 272 500	3 154 797	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme.
113	Employer's social security contributions	4 147 500	4 040 900	3 865 769	
1140	Childbirth and death allowances and grants	1 500	1 000	198	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 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.
1141	Travel expenses for annual leave	252 900	232 700	224 926	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.
1143	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.
114	Miscellaneous allowances and grants	254 400	233 700	225 124	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1150	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 the AST category and local staff whom it has not been possible to compensate by free time under the normal arrangements.
115	Overtime	p.m.	p.m.	0	
1171	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.
1175	Agency staff	277 200	270 500	195 971	This appropriation is intended to cover the use of agency staff.
117	Supplementary services	277 200	270 500	195 971	
1180	Miscellaneous expenditure on staff recruitment	47 000	45 500	26 500	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.
1181	Travel expenses	11 300	8 500	4 232	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.
1182	Installation, resettlement and transfer allowances	63 200	62 100	27 696	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.
1183	Removal expenses	26 600	26 600	11 830	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.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1184	Temporary daily subsistence allowances	80 200	78 800	48 230	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).
118	Miscellaneous expenditure on staff recruitment and transfers	228 300	221 500	118 488	
1190	Salary weightings	1 500	1 500	776	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.
119	Salary weightings and adjustments to remuneration	1 500	1 500	776	
11	STAFF IN ACTIVE EMPLOYMENT	26 849 100	26 307 900	24 328 519	
1300	Mission expenses, duty travel expenses and other ancillary expenditure	73 200	70 300	67 400	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.
130	Missions and duty travel	73 200	70 300	67 400	
1310	Mission expenses linked to training	31 800	30 600	31 150	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
131	Missions and duty travel linked to training	31 800	30 600	31 150	
13	MISSIONS AND DUTY TRAVEL	105 000	100 900	98 550	
1400	Restaurants and canteens	4 200	4 200	5 000	
140	Socio-medical infrastructure	4 200	4 200	5 000	
1410	Medical service	61 300	52 500	49 500	Staff Regulations of officials of the European Union, in particular Article 59 thereof and Article 8 of Annex II thereto.
141	Medical service	61 300	52 500	49 500	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1420	Other expenditure	196 500	192 400	185 500	This appropriation is intended to cover expenditure relating to participation in the Committee on Social Activities and to nurseries and educational institutions. The appropriation is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).
1421	Social relations	14 000	14 000	10 518	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.
142	Other expenditure	210 500	206 400	196 018	
14	SOCIO-MEDICAL INFRASTRUCTURE	276 000	263 100	250 518	
1520	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.
1521	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.
152	Mobility	p.m.	p.m.	0	
15	MOBILITY	p.m.	p.m.	0	
1600	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.
160	Welfare service	p.m.	p.m.	0	
1620	Other expenditure	p.m.	p.m.	13 400	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.
162	Other expenditure	p.m.	p.m.	13 400	
1630	Early childhood centre	77 700	75 900	38 400	This appropriation is intended to cover expenditure relating to nurseries and educational institutions. The appropriation is based on the forecast by the European Parliament.
163	Early childhood centre	77 700	75 900	38 400	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
1640	Additional aid for disabled persons	1 500	1 500	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.
164	Additional aid for disabled persons	1 500	1 500	0	
16	SOCIAL SERVICES	79 200	77 400	51 800	
1700	Entertainment and representation expenses	2 500	2 500	1 035	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
170	Entertainment and representation	2 500	2 500	1 035	
17	ENTERTAINMENT AND REPRESENTATION	2 500	2 500	1 035	
1900	Pensions and severance grants	p.m.	p.m.	0	This appropriation is intended to cover pensions and severance grants.
190	Pensions	p.m.	p.m.	0	
19	PENSIONS	p.m.	p.m.	0	
1	STAFF	27 311 800	26 751 800	24 730 422	
2000	Rental of buildings and associated costs	2 331 100	2 343 500	2 246 640	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Centre.
200	Investment in immovable property, rental of buildings and associated costs	2 331 100	2 343 500	2 246 640	
2010	Insurance	11 400	11 400	8 656	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Centre.
201	Insurance	11 400	11 400	8 656	
2020	Water, gas, electricity and heating	205 600	229 000	197 339	This appropriation is intended to cover routine expenditure.
202	Water, gas, electricity and heating	205 600	229 000	197 339	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
2030	Cleaning and maintenance	231 700	254 100	221 650	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.
203	Cleaning and maintenance	231 700	254 100	221 650	
2040	Fitting-out of premises	16 000	16 000	7 500	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
204	Fitting-out of premises	16 000	16 000	7 500	
2050	Security and surveillance of buildings	208 000	208 000	169 195	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.
205	Security and surveillance of buildings	208 000	208 000	169 195	
2060	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.
206	Acquisition of immovable property	p.m.	p.m.	0	
2080	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.
208	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	
2090	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.
209	Other expenditure	p.m.	p.m.	0	
20	INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS	3 003 800	3 062 000	2 850 980	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
2100	Purchase, work on, servicing and maintenance of hardware and software	1 775 000	1 800 500	1 206 456	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 2017 forecast includes the initial costs for the implementation of cloud services.
210	Information technology	1 775 000	1 800 500	1 206 456	
2120	External services for the operation, implementation, development and maintenance of software and systems	1 495 000	1 470 000	1 290 546	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
212	Information technology services	1 495 000	1 470 000	1 290 546	
21	DATA PROCESSING	3 270 000	3 270 500	2 497 002	
2204	Office equipment	5 000	5 000	5 500	This appropriation is intended to cover the purchase, leasing, maintenance and repair of office equipment and technical installations, excluding equipment such as printers and photocopiers.
220	Technical installations and office equipment	5 000	5 000	5 500	
2210	New purchases	11 000	15 000	9 943	This appropriation is intended to cover the purchase, replacement, maintenance, use and repair of furniture.
221	Furniture	11 000	15 000	9 943	
2230	New purchases of vehicles	p.m.	p.m.	0	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2232	Hire of vehicles	9 400	9 400	7 854	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.
2233	Maintenance, use and repair of vehicles	4 800	5 500	5 500	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.
223	Vehicles	14 200	14 900	13 354	
2250	Documentation and library expenditure	24 000	24 000	20 394	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.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
2255	Documentation, translation and multilingual tools	p.m.	p.m.	0	This appropriation is intended to cover expenditure on documentation, translation and multilingual tools, such as the acquisition, consolidation and extension of the contents of linguistic and terminological databases, translation memories and automatic translation dictionaries.
225	Documentation and library expenditure	24 000	24 000	20 394	
22	MOVABLE PROPERTY AND ASSOCIATED COSTS	54 200	58 900	49 191	
2300	Stationery and office supplies	24 000	24 000	24 000	This appropriation is intended to cover the purchase of paper and office supplies.
230	Stationery and office supplies	24 000	24 000	24 000	
2320	Bank charges	4 000	4 000	906	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2321	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.
232	Financial expenses	4 000	4 000	906	
2330	Legal expenses	20 000	20 000	15 000	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
233	Legal expenses	20 000	20 000	15 000	
2340	Damages	p.m.	p.m.	0	This appropriation is intended to cover damages and the cost of settling claims against the Centre (civil liability).
234	Damages	p.m.	p.m.	0	
2350	Miscellaneous insurance	15 900	18 500	9 963	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.
2352	Miscellaneous expenditure on internal meetings	2 500	2 500	1 627	This appropriation is intended to cover costs relating to the organisation of internal meetings.
2353	Departmental removals	3 500	3 000	5 000	This appropriation is intended to cover the cost of removals both within the building and to a new building.
2359	Other expenditure	3 100	3 100	448	This appropriation is intended to cover other operating expenditure not specifically provided for.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
235	Other operating expenditure	25 000	27 100	17 038	
2360	External audit and evaluation services	15 000	15 000	8 945	
236	External audit and evaluation services	15 000	15 000	8 945	
2390	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.
2391	Interpreting	p.m.	p.m.	0	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU institutions.
2392	Administrative assistance from the Commission	148 500	146 100	128 850	This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2393	Publications	10 000	10 000	3 332	This appropriation is intended to cover the costs of publishing the Centre's budget, activity report and other communication activities.
2394	Dissemination	15 000	25 000	3 180	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.
2395	Other services provided by institutions and agencies	11 500	11 000	10 400	This appropriation is intended to cover services provided to the Centre by the EU institutions and agencies, such as services provided within the framework of agency coordination.
239	Interinstitutional services	185 000	192 100	145 762	
23	CURRENT ADMINISTRATIVE EXPENDITURE	273 000	282 200	211 652	
2400	Postage and delivery charges	19 200	19 200	20 123	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
240	Postage	19 200	19 200	20 123	
2410	Telephone, telegraph, telex, radio and television and subscriptions and charges	134 000	136 600	88 153	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.
241	Telecommunications	134 000	136 600	88 153	
24	POSTAGE AND TELECOMMUNICATIONS	153 200	155 800	108 276	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
2500	Meetings in general	1 000	5 000	327	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.
250	Expenditure on formal and other meetings	1 000	5 000	327	
2550	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	15 000	20 000	3 381	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.
255	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	15 000	20 000	3 381	
25	EXPENDITURE ON MEETINGS	16 000	25 000	3 708	
2600	Management Board meetings	20 000	20 000	12 200	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.
260	Expenditure on meetings	20 000	20 000	12 200	
2610	Organisation of Management Board meetings	7 500	7 500	5 858	This appropriation is intended to cover the organisation of Management Board meetings.
261	Organisation of Management Board meetings	7 500	7 500	5 858	
2650	Interpreting	70 000	90 000	11 115	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU Institutions for Management Board meetings.
265	Interpreting	70 000	90 000	11 115	
26	MANAGEMENT BOARD	97 500	117 500	29 173	
2700	Limited consultations, studies and surveys	100 000	100 000	124 500	This appropriation is intended to enable the commissioning of qualified experts in administrative fields for consultancies, studies and surveys, namely assessment reports and the fees of external consultants.
270	Limited consultations, studies and surveys	100 000	100 000	124 500	
27	CONSULTATIONS AND STUDIES	100 000	100 000	124 500	This chapter was previously called 'Information: Acquisition, archiving, production and dissemination'.

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	6 967 700	7 071 900	5 874 482	
3000	External translation services	12 780 000	13 480 000	14 026 502	This appropriation is intended to cover expenditure relating to the provision of language services by external service providers.
3001	Technical services related to language services	p.m.	p.m.	30 418	This appropriation is intended to cover expenditure on technical services related to language services.
300	External translation services	12 780 000	13 480 000	14 056 920	
30	EXTERNAL TRANSLATION SERVICES	12 780 000	13 480 000	14 056 920	
3100	Interinstitutional cooperation in the language field	776 700	813 100	817 800	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. Expenditure for the IATE project is covered by the revenue in Item 3002, 'Management of interinstitutional projects' excluding the Centre's share of that expenditure.
310	Expenditure relating to interinstitutional cooperation	776 700	813 100	817 800	
31	EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION	776 700	813 100	817 800	
3200	Mission expenses and other staff expenditure relating to the eCdT programme	p.m.	p.m.	0	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 missions relating to the eCdT programme.
3201	Miscellaneous operating expenditure relating to the eCdT programme	p.m.	p.m.	0	This appropriation is intended to cover miscellaneous operating expenditure relating to the eCdT programme excluding IT expenditure.
3202	Expenditure for hardware and software relating to the eCdT programme	p.m.	p.m.	8 884	This appropriation is intended to cover expenditure for hardware and software relating to the eCdT programme.
3203	Information technology consultancy relating to the eCdT programme	p.m.	360 000	540 874	This appropriation is intended to cover expenditure for IT consultancy relating to the eCdT programme.
320	Expenditure relating to the eCdT programme	p.m.	360 000	549 758	
32	EXPENDITURE RELATING TO THE ECdT PROGRAMME	p.m.	360 000	549 758	This chapter holds appropriations for expenditure relating to the eCdT programme, transferred from the 'Reserve for exceptional investments' to income Item 5010.
3	OPERATIONAL EXPENDITURE	13 556 700	14 653 100	15 424 477	

Item Article Chapter Title	Description	Preliminary draft budget 2019	Budget 2018	Outturn 2017	Remarks
10003	Reserve for stability pricing	p.m.	p.m.	0	Reserve created in 2011 for stability pricing. At the end of 2019, the total amount of the reserve is EUR 237 417.
10004	Permanent prefinancing fund	p.m.	p.m.	0	The permanent prefinancing fund is provided for by Article 67a 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. The total amount of the fund is EUR 16 529 466.
10006	Reserve for exceptional investments	p.m.	p.m.	0	No appropriations have been set aside in 2019 to cover exceptional investments. At the end of 2019, the total amount of the reserve is EUR 603 136, taking into account the consumption in revenue item 5010 in 2018.
1000	Provisional appropriations	p.m.	p.m.	0	The outturn for 2017 is 0 for all reserves since no commitments were issued in this chapter.
100	PROVISIONAL APPROPRIATIONS	p.m.	p.m.	0	
10	RESERVES	p.m.	p.m.	0	
	Total Expenditure	47 836 200	48 476 800	46 029 381	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2017		2018		2019	
	Filled on 31.12.2017		Authorised under the EU budget 2018		Centre's request for the draft EU budget 2019	
	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	0	0	0
AD 14	0	1	0	1	0	1
AD 13	1	0	1	0	1	0
AD 12	6	6	16	10	17	11
AD 11	10	4	8	3	7	4
AD 10	4	6	6	6	8	5
AD 9	5	7	4	11	4	12
AD 8	9	14	3	22	1	21
AD 7	3	15	5	19	6	24
AD 6	3	25	1	16	0	12
AD 5	1	11	0	2	0	0
TOTAL AD	42	89	44	90	44	90
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	0	0
AST 9	3	0	5	0	6	0
AST 8	2	2	1	2	1	2
AST 7	2	2	2	4	1	5
AST 6	0	4	1	5	1	6
AST 5	2	12	2	18	2	19
AST 4	2	13	0	12	0	12
AST 3	0	11	0	5	0	2
AST 2	0	2	0	0	0	0
AST 1	0	0	0	0	0	0
TOTAL AST	11	46	11	46	11	46
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	1
AST/SC 2	0	1	0	2	0	1
AST/SC 1	0	0	0	0	0	0
TOTAL AST/SC	0	1	0	2	0	2
TOTAL	53	136	55	138	55	138
TOTAL STAFF	189	193	193	193	193	193

Estimate of number of contract staff (expressed in full-time equivalents)

Function groups (FG)	2017 (actually filled)	2018	2019
FG IV	12,3	13,0	13,0
FG III	4,3	6,0	5,0
FG II	9,7	9,0	9,0
FG I	0,0	0,0	0,0
Total CA	26,3	28,0	27,0