



Management Board

PRELIMINARY DRAFT BUDGET 2013

CT/CA-008/2012EN

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I. INTRODUCTION

A. General introduction

The Preliminary Draft Budget 2013 comprises:

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

All amounts in this budget document are expressed in euro.

B. Alignment of prices and costs

As in previous years, the Centre's clients were asked to provide forecasts for this preliminary draft budget. The starting point for the 2013 forecasts was the new pricing structure for 2012, approved by the Management Board. There was a reduction in the volume of translation forecast for 2013 (633 658 pages) in comparison with the outturn for 2011 (712 813 pages invoiced) and a slight reduction in comparison with the forecasts for 2012 (635 817 pages).

With the 2012 prices used to prepare the 2013 forecasts, the revenue forecast for Titles 1 ('Payments from the agencies, offices, institutions and bodies') and 3 ('Interinstitutional cooperation') amounted to EUR 41.1 million, i.e. a drop of EUR 1.1 million in comparison with 2012, while the volume of pages was comparable, amounting to a drop of EUR 1.8 million in comparison with 2011.

In order to remedy this situation, le Centre strengthened its efforts to reduce its costs by optimising its working methods and processes, but also by carrying out considerable reductions in the following fields:

- reduction of nine posts in the establishment plan in comparison with 2012 (from 215 to 206 posts),
- a large reduction in the number of promotions planned for 2013,
- change in the flexible working system,
- freeze or reduction (of between 10 and 40%) of budget lines such as: professional training, missions, cleaning and maintenance, purchase of furniture, purchase of books and newspapers,
- stopping the payment of Internet connections for teleworking staff.

The 25% reduction applied to scheduled services was created, over 10 years ago, to encourage the Centre's clients to schedule their translation requirements better. However, an analysis of the breakdown of translation requests revealed that, for documents, the percentage of the total number of pages forecast represented by pages at the scheduled or slow rate would increase from 28% in 2011 to 42% in 2013, considerably decreasing the revenue expected, while the costs remained the same.

Therefore, in accordance with the principle of aligning prices with costs approved by the Management Board in 2009, the Centre proposes to apply a rate of -10% for scheduled and slow services (translations, revisions, modifications) instead of the -25% applied to date.

In the Statement of Revenue 2013 (Part III of this document), this price modification is applied in a grouped manner to budget lines 1990 and 3990, and thus brings in EUR 1.5 million, which is necessary for balancing the budget.

The price modification for scheduled and slow services and the cost reductions mentioned above did not, however, suffice to bridge the gap between the Centre's declining revenue and its expenditure.

For this reason, and so as not to increase the prices for other services, the Centre transferred part of the reserve set up in 2011 to maintain price stability (EUR 560 700) into Revenue. Furthermore, to compensate for the expenses relating to the preparation of hardware and systems for the e-CdT programme (EUR 500 000 from budget line 2120 and EUR 196 000 from line 2100), part of the reserve for exceptional investments, created in 2011, was also transferred into Revenue, namely EUR 696 000.

A six-monthly cost analysis will be carried out in July 2012, in time to finalise the 2013 prices. These prices will be sent to clients in August/September – to allow them to revise their forecasts for 2013 – and will be submitted to the Management Board for approval in October 2012.

The table below shows the provisional prices applicable in 2013:

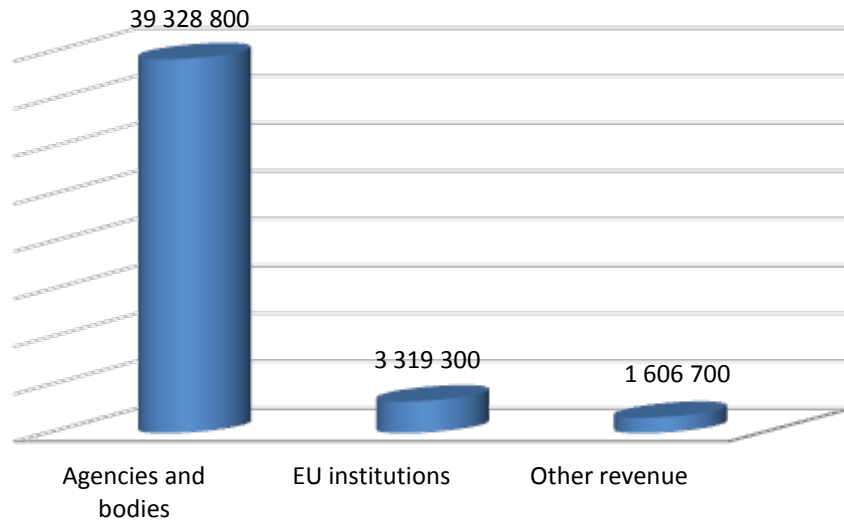
Service	Normal (EUR)	Scheduled/slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	97.00	- 10%	+ 25%	174.60
Amendment/modification (price per page)	180.00			
Revision (price per page)	48.50			
Editing (price per page)	60.00			
Trademarks and designs (price per page)	EUR 42.50 for 371 000 pages (bilateral arrangement)			
Other services (standardisation, terminology, etc.)	EUR 900 per man/day			
Term lists	EUR 5.00 per term			

Additional costs:

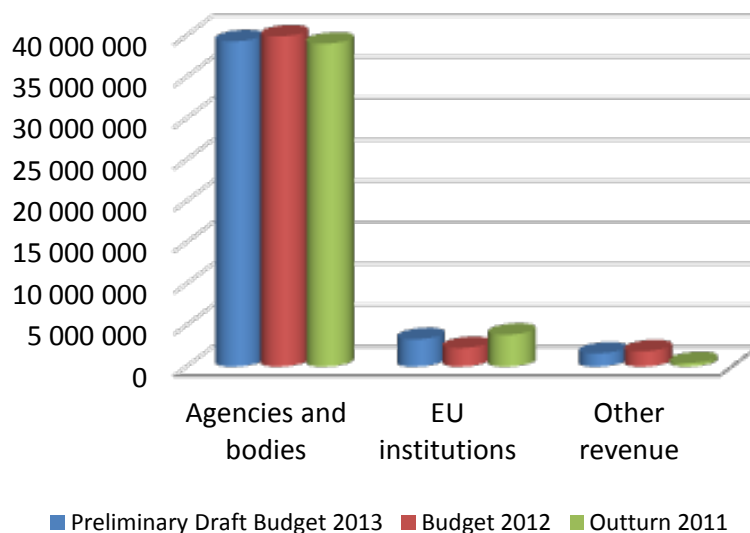
Type of document	EUR
Complex format (supplement per page)	10.00
Confidential document (supplement per page)	10.00
Non-EU language (supplement per page)	10.00

C. Revenue

The forecast revenue can be broken down as follows:



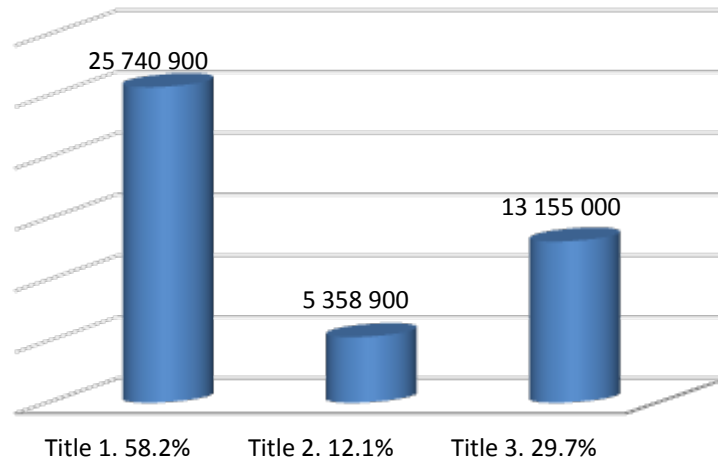
The chart below presents the revenue forecast for 2013 in relation to the budgets for 2011 and 2010, and the outturn for 2011, namely:



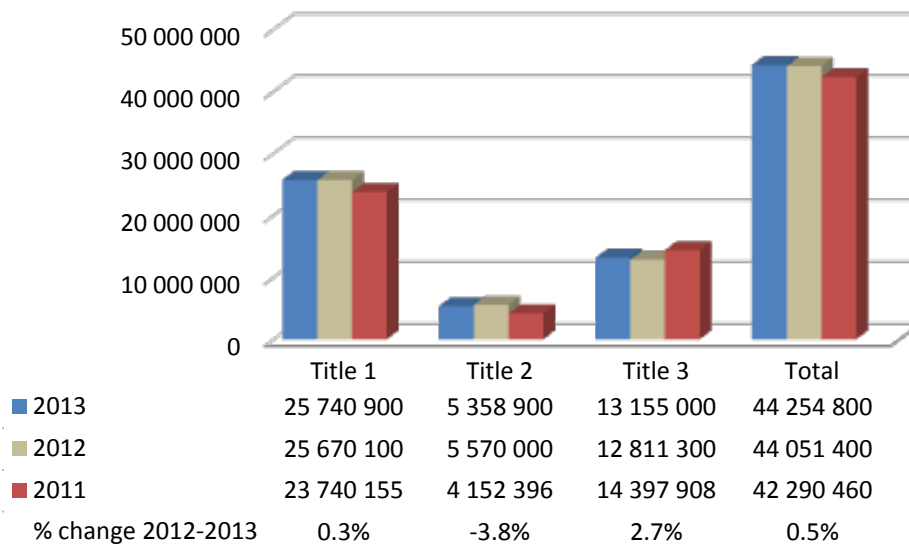
As the chart makes clear, the reduction in revenue in 2013 would have been greater without the proposal to reduce the reduction for scheduled and slow services from 25 to 10%. In the budget, the impact of this proposal appears in two separate lines, 1990 in Title 1 and 3990 in Title 3. The budget for each client thus corresponds to its initial forecasts, which the Centre received in January; however, they should be re-evaluated individually by each client when they revise their forecasts in August/September in preparation for the Draft Budget 2013.

D. Expenditure

As explained in section B, the Centre's efforts to align prices with costs has had an impact on all titles. Expenditure can be broken down as follows, with the percentages showing each title's share of the budget:



In comparison with 2012, Title 1 remains stable (+0.3%) despite the inevitable general increases (salaries and promotions), Title 2 is down by 3.8% and Title 3 is up by 2.7%. The composition of expenditure by title and a comparison between the budget for 2012 and outturn for 2011 are shown below. There are no appropriations earmarked under Title 10 of the budgets for 2013 and 2012, so this title has not been included in the chart.



Title 1 – STAFF

For Title 1, 'Staff', the review of the staff establishment plan and the use of contract staff and agency staff means that there will be no increase in costs for the Centre between 2012 and 2013.

The staff review resulted in the cancellation of two AST posts, the conversion of seven temporary agent posts into contract agent posts and the redeployment of two AD posts from support departments in order to recruit two Croatian translators. This allows the Centre to prepare for the enlargement of the EU to include Croatia without increasing its total staff.

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

At the end of 2011, 205 posts were filled.

The other cost-reduction measures in Title 1 concern the reduction in the number of possible promotions in 2013 and, to a lesser extent, the reduction of training and missions expenses.

It is important to stress that, without the reductions mentioned above, the total amount of expenditure in Title 1 would have been 5.4% higher than that currently given in the Statement of Expenditure 2013 (Part IV of this document).

Title 2 – BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

For Title 2, 'Buildings, equipment and miscellaneous operating expenditure', the Centre has been able to reduce expenditure by 3.8% in comparison with the budget for 2012. The 29% increase in comparison with the outturn for 2011 results from the considerable investment approved for 2012 for the new IT server room and for 2013 to prepare for e-CdT. The latter will enable the Centre to meet the challenges of the coming years, respond even better to clients' present and future needs, and increase its competitiveness.

For 2013, reductions in expenditure on cleaning and maintenance, and the purchase of furniture, books and newspapers have been taken into account.

Title 3 – OPERATIONAL EXPENDITURE

For Title 3, 'Operational expenditure', expenditure is expected to be 2.7% higher than in the budget for 2012 and 8.6% lower than in the outturn for 2011.

The freelance expenditure forecasts have been fine-tuned by comparing the volumes translated in 2011 and the forecasts for 2013, for which the detailed forecasts provided by clients are very valuable. For 2011, it has to be noted that the volume of documents translated externally, and therefore the amount earmarked for line 3000 in the amending budget, was underestimated. In November 2011, the Centre had to seek transfers of appropriations amounting to EUR 681 540 to budget line 3000 from 25 other lines.

The Centre has since put in place a more effective analysis and follow-up system to monitor expenditure under line 3000, which will enable it to evaluate more precisely its needs for the Draft Budget 2013 and to better prepare, in good time, the amending budget for 2012.

Title 10 – RESERVES

For Title 10, 'Reserves', there are no appropriations earmarked in the budget for 2013. Since the contribution to the Community's pension scheme for 2013, namely EUR 3.64 million, is included in Title 1, there is no need to increase the prefinancing fund.

E. The Centre's activities

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

	% of human resources (staff)	% of financial resources	Financial resources
Core activity: translation	64.8%	74.5%	32 958 558
Support activities	25.8%	14.7%	6 525 530
External outreach	1.9%	3.5%	1 553 462
Management and supervision	7.5%	7.3%	3 217 249
Total	100%	100%	44 254 800

Activity 1: TRANSLATION

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

This activity uses 64.8% of the Centre's human resources and accounts for 74.5% of its total budget, i.e. the total amount of appropriations in Chapter 30 and the proportion of appropriations relating to this activity in Titles 1 and 2.

The total volume forecast for 2013 is 633 658 pages, i.e. a drop of 0.3% in comparison with the budget for 2012. As a result of the price increase for scheduled and slow services introduced to balance expenditure and revenue, the revenue forecast is 1.1% higher than that of 2012.

	2013	2012	% 2012-2013
Total number of pages forecast	633 658	635 818	-0.3%
Total payments for translations, terminology and term lists	42 648 100	42 183 100	+1.1%

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

European Environment Agency (EEA)	2 267
European Training Foundation (ETF)	2 526
European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	4 788
European Medicines Agency (EMA)	32 374
European Agency for Safety and Health at Work (EU-OSHA)	7 760
Office for Harmonization in the Internal Market (Trade Marks and Designs) (OHIM)	37 833
OHIM – Editing	17 305
OHIM – Trademarks	370 608

Community Plant Variety Office (CPVO)	1 237
European Police Office (Europol)	4 929
European Foundation for the Improvement of Living and Working Conditions (Eurofound)	7 195
European Centre for the Development of Vocational Training (Cedefop)	620
European Union Agency for Fundamental Rights (FRA)	5 810
European Investment Bank (EIB)	p.m.
European Food Safety Authority (EFSA)	3 189
European Judicial Cooperation Unit (Eurojust)	52
European Maritime Safety Agency (EMSA)	2 070
European Aviation Safety Agency (EASA)	23 068
European Railway Agency (ERA)	7 732
European Network and Information Security Agency (ENISA)	206
European Centre for Disease Prevention and Control (ECDC)	1 944
European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex)	4 153
Education, Audiovisual and Culture Executive Agency (EACEA)	9 198
Executive Agency for Competitiveness and Innovation (EACI)	350
European Police College (CEPOL)	1 134
Executive Agency for Health and Consumers (EAHC)	1 015
European GNSS Agency (GSA)	154
European Defence Agency (EDA)	52
European Chemicals Agency (ECHA)	29 700
European Fisheries Control Agency (EFCA)	1 619
Fusion for Energy Joint Undertaking (F4E)	515
European Union Satellite Centre (EUSC)	p.m.
Trans-European Transport Network Executive Agency (TEN-T EA)	278
European Institute of Innovation and Technology (EIT)	1 237
European Research Council Executive Agency (ERC)	675
Research Executive Agency (REA)	292
Clean Sky Joint Undertaking (CSJU)	168
European Institute for Gender Equality (EIGE)	2 248
Sesar Joint Undertaking (SJU)	206
European Data Protection Supervisor (EDPS)	13 432
Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS JU)	109
Innovative Medicines Initiative Joint Undertaking (IMI JU)	238
Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	91
European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	p.m.
European Asylum Support Office (EASO)	p.m.
Agency for the Cooperation of Energy Regulators (ACER)	527
European Financial Markets Authority (EFMA)	5 496
European Banking Authority (EBA)	2 062
European Insurance and Occupational Pensions Authority (EIOPA)	p.m.
Body of European Regulators for Electronic Communications (BEREC)	p.m.
European Commission – DG Employment, Social Affairs and Inclusion (DG EMPL)	8 500
European Parliament (EP)	p.m.
Council of the European Union (Council)	750
European Court of Auditors (ECA)	550
Committee of the Regions of the European Union (CoR)	p.m.

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European Economic and Social Committee (EESC)	p.m.
Court of Justice of the European Union (CJEU)	9 000
European Central Bank (ECB)	1 090
European Ombudsman (Ombudsman)	5 306
Total pages	633 658

Activity 2: ADMINISTRATIVE AND TECHNICAL SUPPORT

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

The Centre's administrative and technical support activities use 25.8% of the Centre's human resources and account for 14.7% of its total budget, i.e. the proportion of appropriations relating to this activity in Titles 1 and 2.

Activity 3: EXTERNAL OUTREACH

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

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

Activity 4: MANAGEMENT AND SUPERVISION

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

This activity uses 7.5% of the Centre's human resources and accounts for 7.3% of its total budget, i.e. the proportion of appropriations relating to this activity in Titles 1 and 2.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2013	Financial year 2012	Outturn 2011
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	39 328 800	39 925 000	39 038 543
2	COMMISSION SUBSIDY	p.m.	p.m.	p.m.
3	INTERINSTITUTIONAL COOPERATION	3 319 300	2 258 100	3 866 054
4	OTHER REVENUE	350 000	495 000	441 561
5	ACCUMULATED BUDGET SURPLUS AND TRANSFERS OF RESERVES CREATED IN PREVIOUS YEARS	1 256 700	1 373 300	9 231 710
	TOTAL	44 254 800	44 051 400	52 577 869
	EXPENDITURE			
1	STAFF	25 740 900	25 670 100	23 740 155
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	5 358 900	5 570 000	4 152 396
3	OPERATIONAL EXPENDITURE	13 155 000	12 811 300	14 397 908
10	RESERVES	p.m.	p.m.	p.m.
	TOTAL	44 254 800	44 051 400	42 290 460

III. STATEMENT OF REVENUE 2013

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES			
1 0	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES			
1 0 0	<i>Payments from the agencies, offices, institutions and bodies</i>			
1 0 0 0	European Environment Agency (EEA)	222 600	300 000	355 910
1 0 0 1	European Training Foundation (ETF)	245 000	250 200	317 240
1 0 0 2	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	533 800	718 700	691 717
1 0 0 3	European Medicines Agency (EMA)	2 871 300	3 057 000	2 982 374
1 0 0 4	European Agency for Safety and Health at Work (EU- OSHA)	763 700	737 900	735 835
1 0 0 5	Office for Harmonization in the Internal Market (OHIM)	5 486 900	5 258 700	4 338 290
1 0 0 6	OHIM trademarks	15 750 800	15 770 800	16 280 483
1 0 0 7	Community Plant Variety Office (CPVO)	120 000	120 000	54 195
1 0 0 8	European Police Office (Europol)	478 100	1 016 400	512 570
1 0 0 9	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	702 400	600 000	826 960
	<i>Article 1 0 0 – Total</i>	27 174 600	27 829 700	27 095 575
1 0 1				
1 0 1 0	European Centre for the Development of Vocational Training (Cedefop)	61 400	121 300	103 429
1 0 1 2	European Union Agency for Fundamental Rights (FRA)	610 200	1 057 300	1 662 933
1 0 1 3	European Agency for Reconstruction (EAR)	p.m.	p.m.	p.m.
1 0 1 4	European Investment Bank (EIB)	p.m.	p.m.	16 740
1 0 1 5	European Food Safety Authority (EFSA)	350 900	352 400	393 008
1 0 1 6	European Judicial Cooperation Unit (Eurojust)	5 000	5 000	1 953
1 0 1 7	European Maritime Safety Agency (EMSA)	200 800	200 000	84 574
1 0 1 8	European Aviation Safety Agency (EASA)	1 705 400	1 505 500	1 398 439
1 0 1 9	European Railway Agency (ERA)	750 000	750 000	696 269
	<i>Article 1 0 1 – Total</i>	3 683 700	3 991 500	4 357 345

III. STATEMENT OF REVENUE 2013

Title Chapter Article Item	Remarks
1	
10	
100	Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
1000	
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Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1 0 2				
1 0 2 0	European Network and Information Security Agency (ENISA)	20 000	20 000	97 317
1 0 2 1	European Centre for Disease Prevention and Control (ECDC)	198 200	189 200	625 980
1 0 2 2	European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex)	315 700	398 900	392 638
1 0 2 3	Education, Audiovisual and Culture Executive Agency (EACEA)	709 600	700 000	759 837
1 0 2 4	Executive Agency for Competitiveness and Innovation (EACI)	34 000	40 700	23 686
1 0 2 5	European Police College (CEPOL)	110 000	110 000	85 970
1 0 2 6	Executive Agency for Health and Consumers (EAHC)	106 000	111 100	98 002
1 0 2 7	European GNSS Agency (GSA)	14 900	24 600	4 883
1 0 2 8	European Defence Agency (EDA)	5 000	5 000	12 717
1 0 2 9	European Chemicals Agency (ECHA)	3 165 200	4 405 400	3 707 841
	<i>Article 1 0 2 – Total</i>	4 678 600	6 004 900	5 808 872
1 0 3				
1 0 3 0	European Fisheries Control Agency (EFCA)	157 000	157 000	164 309
1 0 3 1	Fusion for Energy Joint Undertaking (F4E)	50 000	50 000	27 438
1 0 3 2	European Union Satellite Centre (EUSC)	p.m.	p.m.	1 163
1 0 3 3	Trans-European Transport Network Executive Agency (TEN-T EA)	27 000	27 000	18 677
1 0 3 4	European Institute of Innovation and Technology (EIT)	120 000	120 300	82 584
1 0 3 5	European Research Council Executive Agency (ERCEA)	62 200	63 500	38 051
1 0 3 6	Research Executive Agency (REA)	35 000	25 200	19 875
1 0 3 7	Clean Sky Joint Undertaking (CSJU)	16 300	8 000	9 261
1 0 3 8	European Institute for Gender Equality (EIGE)	218 100	215 500	218 749
1 0 3 9	SESAR Joint Undertaking (SJU)	20 000	24 100	19 832
	<i>Article 1 0 3 – Total</i>	705 600	690 600	599 937
1 0 4				
1 0 4 0	European Data Protection Supervisor (EDPS)	980 000	980 000	930 590

Title Chapter Article Item	Remarks
102	
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1036	
1037	
1038	
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104	
1040	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1 0 4 1	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS JU)	10 100	4 700	7 998
1 0 4 2	Innovative Medicines Initiative Joint Undertaking (IMI JU)	23 100	p.m.	29 589
1 0 4 3	Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	6 600	2 500	6 870
1 0 4 4	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	p.m.	p.m.	4 883
1 0 4 5	European Asylum Support Office (EASO)	p.m.	p.m.	135 199
1 0 4 6	Agency for the Cooperation of Energy Regulators (ACER)	25 800	4 400	0
1 0 4 7	European Securities and Market Authority (ESMA)	533 100	216 700	31 620
1 0 4 8	European Banking Authority (EBA)	200 000	200 000	21 895
1 0 4 9	European Insurance and Occupational Pensions Authority (EIOPA)	p.m.	p.m.	3 023
	<i>Article 1 0 4 – Total</i>	1 778 700	1 408 300	1 171 665
1 0 5				
1 0 5 0	Body of European Regulators for Electronic Communications (BEREC)	p.m.	p.m.	5 151
	<i>Article 1 0 5 – Total</i>	p.m.	p.m.	5 151
	CHAPTER 1 0 – TOTAL	38 021 200	39 925 000	39 038 543
19	OTHER REVENUE RELATING TO AGENCIES, OFFICES, INSTITUTIONS AND BODIES			
1 9 9	<i>Impact of proposed price structure change</i>			
1 9 9 0	Impact of proposed price structure change	1 307 600	p.m.	p.m.
	<i>Article 1 9 9 – Total</i>	1 307 600	p.m.	p.m.
	CHAPTER 1 9 – TOTAL	1 307 600	p.m.	p.m.
	Title 1 – Total	39 328 800	39 925 000	39 038 543
2	SUBSIDY FROM THE COMMISSION			
20	SUBSIDY FROM THE COMMISSION			
2 0 0	<i>Subsidy from the Commission</i>			

Title Chapter Article Item	Remarks
1041	
1042	
1043	
1044	
1045	
1046	
1047	
1048	
1049	
105	
1050	
199	
1990	Reduction for scheduled/slow translation: -10% instead of -25%.
2	
20	
200	Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
2 0 0 0	Subsidy from the Commission	p.m.	p.m.	p.m.
	<i>Article 2 0 0 – Total</i>	p.m.	p.m.	p.m.
	CHAPTER 2 0 – TOTAL	p.m.	p.m.	p.m.
	Title 2 – Total	p.m.	p.m.	p.m.
3	INTERINSTITUTIONAL COOPERATION			
3 0	INTERINSTITUTIONAL COOPERATION			
3 0 0	<i>Interinstitutional cooperation</i>			
3 0 0 0	European Commission – DG Employment	1 054 400	920 000	2 341 598
3 0 0 1	Participation in the Interinstitutional Committee for Translation and Interpreting (ICTI)	p.m.	p.m.	p.m.
3 0 0 2	Management of interinstitutional projects	749 000	739 300	982 250
3 0 0 3	European Parliament (EP)	p.m.	p.m.	p.m.
3 0 0 4	Council of the European Union (Council)	69 100	43 000	30 029
3 0 0 5	European Court of Auditors (ECA)	66 700	50 000	27 952
3 0 0 6	Committee of the Regions of the European Union (CoR)	p.m.	p.m.	p.m.
3 0 0 7	European Economic and Social Committee (EESC)	p.m.	p.m.	p.m.
3 0 0 8	Court of Justice of the European Union (CJEU)	654 700	p.m.	18 972
	<i>Article 3 0 0 – Total</i>	2 593 900	1 752 300	3 400 800
3 0 1				
3 0 1 0	European Central Bank (ECB)	90 200	95 500	14 000
3 0 1 1	European Ombudsman (Ombudsman)	397 700	410 300	451 255
	<i>Article 3 0 1 – Total</i>	487 900	505 800	465 254
	CHAPTER 3 0 – TOTAL	3 081 800	2 258 100	3 866 054
3 9	OTHER REVENUE RELATING TO INTERINSTITUTIONAL COOPERATION			
3 9 9	<i>Impact of proposed price structure change</i>			
3 9 9 0	Impact of proposed price structure change	237 500	p.m.	p.m.
	<i>Article 3 9 9 – Total</i>	237 500	p.m.	p.m.
	CHAPTER 3 9 – TOTAL	237 500	p.m.	p.m.
	Title 3 – Total	3 319 300	2 258 100	3 866 054

Title Chapter Article Item	Remarks
2000	
3	
30	
300	Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
3000	
3001	
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3011	
399	
3990	Reduction for scheduled/slow translation: -10% instead of -25%.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
4	OTHER REVENUE			
4 0	OTHER REVENUE			
4 0 0	Bank interest			
4 0 0 0	Bank interest	350 000	495 000	441 561
	<i>Article 4 0 0 – Total</i>	350 000	495 000	441 561
4 0 1	Miscellaneous repayments			
4 0 1 0	Miscellaneous repayments	p.m.	p.m.	p.m.
	<i>Article 4 0 1 – Total</i>	p.m.	p.m.	p.m.
	CHAPTER 4 0 – TOTAL	350 000	495 000	441 561
	Title 4 – Total	350 000	495 000	441 561
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	Surplus carried over from the previous financial year			
5 0 0 0	Surplus carried over from the previous financial year	p.m.	p.m.	9 231 710
	<i>Article 5 0 0 – Total</i>	p.m.	p.m.	9 231 710
5 0 1	Transfers from reserves from previous years			
5 0 1 0	Transfer from reserve for exceptional investments	696 000	774 800	p.m.
5 0 1 5	Transfer from reserve for stability pricing	560 700	598 500	p.m.
	<i>Article 5 0 1 – Total</i>	1 256 700	1 373 300	p.m.
	CHAPTER 5 0 – TOTAL	1 256 700	1 373 300	9 231 710
	Title 5 – Total	1 256 700	1 373 300	9 231 710
	GRAND TOTAL	44 254 800	44 051 400	52 577 869

Title Chapter Article Item	Remarks
4	
4 0	
4 0 0	This article covers interest which the Centre will receive on its bank accounts.
4 0 0 0	
4 0 1	This article covers miscellaneous repayments (private telephone calls, etc.).
4 0 1 0	
5	
5 0	
5 0 0	
5 0 0 0	Surplus carried over from the previous financial year. Article 16 of the Financial Regulation of the Translation Centre of 22 December 2003.
5 0 1	
5 0 1 0	Forecast for expenditure relating to the e-Cdt programme, in order to adapt local systems and equipment.
	Part of reserve created in 2011 for price stability.

IV. STATEMENT OF EXPENDITURE 2013

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1	STAFF			
11	STAFF IN ACTIVE EMPLOYMENT			
110	<i>Staff in active employment</i>			
1100	Basic salaries	14 871 800	14 855 000	13 763 889
1101	Family allowances	1 368 100	1 849 300	1 285 431
1102	Expatriation and foreign-residence allowances	2 355 600	2 324 800	2 218 249
1103	Secretarial allowances	29 800	29 400	28 590
	<i>Article 110 — Total</i>	18 625 300	19 058 500	17 296 160
111	<i>Auxiliary staff and local staff</i>			
1110	Auxiliary staff	p.m.	p.m.	p.m.
1111	Auxiliary interpreters	p.m.	p.m.	p.m.
1112	Local staff	p.m.	p.m.	p.m.

IV. STATEMENT OF EXPENDITURE 2013

Title Chapter Article Item	Remarks
1	
11	
110	
1100	<p>Staff Regulations of officials and Conditions of employment of other servants of the European Communities, in particular Articles 62 and 66 thereof. This appropriation is intended to cover basic salaries of officials and temporary staff. Establishment plan 2013: 206 posts, i.e. 9 posts, compared to 2012. Annual salary increase calculated on the basis of the salaries for 2012 (+1.7%) plus 1% increase for January-June 2013, and an additional 1% for July-December 2013.</p>
1101	<p>Staff Regulations of officials of the European Communities, in particular Articles 62, 67 and 68 thereof, and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff. The decrease in 2013 is due to the revised establishment plan.</p>
1102	<p>Staff Regulations of officials of the European Communities, in particular Articles 62 and 69 thereof, and Article 4 of Annex VII thereto. This appropriation is intended to cover the expatriation and foreign-residence allowances for officials and temporary staff.</p>
1103	<p>Staff Regulations of officials of the European Communities, in particular Article 18(1) of Annex XIII thereto. This appropriation is intended to cover the secretarial allowance paid to officials and temporary staff in Category AST employed as shorthand-typists or typists, telex operators, typesetters, executive secretaries or principal secretaries, who were entitled to its receipt in the month before 1 May 2004. Number of beneficiaries in 2013 = 17, application of salary increases identical to those under item 1100.</p>
111	
1110	<p>Conditions of employment of other servants of the European Communities, in particular Article 3 and Title III thereof. This appropriation is intended to cover the remuneration (including overtime) of auxiliary staff, and the employer's share of social security contributions therefor.</p>
1111	<p>Conditions of employment of other servants of the European Communities, in particular Article 3 and Title III thereof. This appropriation is to be used only when the Directorate-General for Interpretation (formerly 'SCIC') is unable to provide the resources requested by the Translation Centre, in particular for meetings of its Management Board.</p>
1112	<p>Conditions of employment of other servants of the European Communities, in particular Article 4 and Title V thereof. This appropriation is intended to cover the remuneration (including overtime) of local staff, and the employer's share of social security contributions therefor.</p>

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1113	Trainees	13 500	13 300	13 788
1115	Contract staff	1 123 800	729 700	622 657
	<i>Article 111 — Total</i>	1 137 300	743 000	636 445
112	Professional training of staff			
1120	Professional training of staff	196 400	210 000	178 898
	<i>Article 112 — Total</i>	196 400	210 000	178 898
113	Employer's social security contributions			
1130	Insurance against sickness	505 600	505 100	492 569
1131	Insurance against accidents and occupational disease	114 500	114 400	102 226
1132	Insurance against unemployment	150 900	155 200	121 684
1133	Constitution or maintenance of pension rights	p.m.	p.m.	p.m.
1134	Contribution to the Community pension scheme	3 636 600	3 571 600	3 460 492
	<i>Article 113 — Total</i>	4 407 600	4 346 300	4 176 971
114	Miscellaneous allowances and grants			

Title Chapter Article Item	Remarks
1113	This appropriation is intended to cover expenditure relating to trainees, by developing relations with universities, for example. 25% of the basic salary of an AD5/1 *, 3 trainees for a period of four months.
1115	Conditions of employment of other servants of the European Communities, in particular Article 3a and Title IV thereof. The increase from 2012 to 2013 is due to the increase in contract staff from 15 to 22.
112	
1120	Staff Regulations of officials of the European Communities, in particular Article 24a thereof. The decrease in 2013 is due to the revised establishment plan.
113	
1130	Staff Regulations of officials of the European Communities, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Communities. This appropriation is intended to cover the employer's contribution (3.4% of the basic salary); the official's contribution is 1.7% of the basic salary.
1131	Staff Regulations of officials of the European Communities, in particular Article 73 thereof and Article 15 of Annex VIII thereto. This appropriation is intended to cover the employer's contribution to insurance against accidents and occupational disease (0.77% of the basic salary). A further 2% is added to the appropriations thus calculated (increasing the rate to 0.7854%) to cover expenditure not covered by the insurance (Article 73 of the Staff Regulations).
1132	Conditions of employment of other servants of the European Communities, in particular Article 28a thereof. This appropriation is intended to insure temporary staff against unemployment. Rate applied: 1.62% of the basic salary.
1133	Conditions of employment of other servants of the European Communities, in particular Article 42 thereof. This appropriation is intended to cover payments by the Centre on behalf of officials and temporary staff in order to constitute or maintain their pension rights in their country of origin.
1134	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme. The employer's contribution is 23.2% of the basic salaries, including for contract staff, and the contribution by the staff is 11.6%.
114	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1140	Childbirth and death allowances and grants	1 000	1 000	p.m.
1141	Travel expenses for annual leave	292 900	297 900	267 712
1143	Fixed duty allowances	p.m.	p.m.	p.m.
	<i>Article 114 — Total</i>	293 900	298 900	267 712
115	Overtime			
1150	Overtime	p.m.	p.m.	p.m.
	<i>Article 115 — Total</i>	p.m.	p.m.	p.m.
117	Supplementary services			
1171	Freelance interpreters and conference technicians	p.m.	p.m.	p.m.
1175	Agency staff	172 700	172 700	387 485
	<i>Article 117 — Total</i>	172 700	172 700	387 485
118	Miscellaneous expenditure on staff recruitment and transfer			

Title Chapter Article Item	Remarks
1140	<p>Staff Regulations of officials of the European Communities, in particular Articles 70, 74 and 75 thereof.</p> <p>This appropriation is intended to cover:</p> <p>— appropriations for childbirth grants for 5 children of staff whose countries of origin have no provision for this kind of grant;</p> <p>— in the event of the death of an official, payment of the deceased's full remuneration until the end of the third month after the month in which the death occurred and the cost of transporting the body to the official's place of origin. In the event of death, the corresponding appropriations will be transferred from item 1 1 0 0.</p>
1141	<p>Staff Regulations of officials of the European Communities, in particular Article 8 of Annex VII thereto.</p> <p>This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants from their place of employment to their place of origin. The appropriations have been decreased following the revision of the establishment plan.</p>
1143	<p>Staff Regulations of officials of the European Communities, in particular Article 14 of Annex VII thereto.</p> <p>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.</p>
115	
1150	<p>Staff Regulations of officials of the European Communities, in particular Article 56 thereof and Annex VI thereto.</p> <p>This appropriation is intended to cover flat-rate payments or hourly-rate payments for overtime worked by officials and temporary staff in Categories AST and local staff whom it has not been possible to compensate by free time under the normal arrangements.</p>
117	
1171	<p>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.</p>
1175	<p>This appropriation is intended to cover the use of agency staff.</p> <p>Calculation for 6 agency staff (3 AST3 posts for a period of six months, and 3 AST1 posts for a period of eight months). This is a decrease from 4 and 7 posts, respectively, in 2011.</p>
118	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
1180	Miscellaneous expenditure on staff recruitment	51 000	51 000	84 513
1181	Travel expenses	8 000	8 300	3 410
1182	Installation, resettlement and transfer allowances	86 000	65 000	31 749
1183	Removal expenses	32 200	20 400	29 279
1184	Temporary daily subsistence allowances	118 200	138 300	88 204
	<i>Article 118 — Total</i>	295 400	283 000	237 155
119	<i>Salary weightings and adjustments to remuneration</i>			
1190	Salary weightings	500	500	p.m.
	<i>Article 119 — Total</i>	500	500	p.m.
	CHAPTER 11 — TOTAL	25 129 100	25 112 900	23 180 825
13	MISSIONS AND DUTY TRAVEL			
130	<i>Missions and duty travel</i>			
1300	Mission expenses, duty travel expenses and other ancillary expenditure	40 000	40 000	68 000

Title Chapter Article Item	Remarks
1180	Staff Regulations of officials of the European Communities, in particular Articles 27 to 31 and 33 thereof. This appropriation is intended to cover the expenditure involved in recruitment procedures. For 2012 and 2013: estimates for 3 selection procedures: publication, travel expenses and allowances for 15 candidates per selection, and medical examinations, including X-rays. The number of selections is decreased from 6 in 2011.
1181	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 7 of Annex VII thereto. This appropriation is intended to cover the travel expenses of officials and temporary staff (including members of their families) entering or leaving the Centre.
1182	Staff Regulations of officials of the European Communities, in particular Articles 5 and 6 of Annex VII thereto. This appropriation is intended to cover the installation allowances for officials and temporary staff obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere. The differences between the years depends on the turnover, as well as the countries of origin of new staff members and staff leaving.
1183	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 9 of Annex VII thereto. This appropriation is intended to cover the removal costs of officials and temporary staff obliged to change residence after taking up their appointment or when transferred to a new place of work or when they definitively cease their duties and settle elsewhere. Calculation based on average removal expenses in 2011 * 6 removals in 2013 * 10% price increase. The decrease in 2012 was due to a lower number of removals as a consequence of the full implementation of the establishment plan.
1184	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto. This appropriation is intended to cover the daily subsistence allowances due to officials and temporary staff who furnish evidence that they were obliged to change their place of residence after taking up their duties (including transfer).
119	
1190	Staff Regulations of officials of the European Communities, in particular Articles 64 and 65 thereof. This appropriation is intended to cover the cost of weightings applied to the remuneration of officials and temporary staff, and to overtime payments.
13	
130	
1300	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by statutory staff while on mission in the interests of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Communities.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
	<i>Article 130 — Total</i>	40 000	40 000	68 000
131	Missions and duty travel relating to training			
1310	Mission expenses relating to training	30 000	30 000	50 000
	<i>Article 131 — Total</i>	30 000	30 000	50 000
	CHAPTER 13 — TOTAL	70 000	70 000	118 000
14	SOCIO-MEDICAL INFRASTRUCTURE			
140	Socio-medical infrastructure			
1400	Restaurants and canteens	38 600	37 500	34 821
	<i>Article 140 — Total</i>	38 600	37 500	34 821
141	Medical service			
1410	Medical service	60 200	39 400	61 500
	<i>Article 141 — Total</i>	60 200	39 400	61 500
142	Other expenditure			
1420	Other expenditure	281 000	250 400	200 500
1421	Social relations	13 000	12 000	21 025
	<i>Article 142 — Total</i>	294 000	262 400	221 525
	CHAPTER 14 — TOTAL	392 800	339 300	317 845
15	MOBILITY			
152	Mobility			
1520	Staff exchanges	p.m.	p.m.	p.m.
1521	Translation Centre officials seconded temporarily to national administrations, international organisations or public sector institutions or undertakings.	p.m.	p.m.	p.m.
	<i>Article 152 — Total</i>	p.m.	p.m.	p.m.
	CHAPTER 15 — TOTAL	p.m.	p.m.	p.m.
16	SOCIAL SERVICES			

Title Chapter Article Item	Remarks
130	
1310	This appropriation is intended to cover mission expenses incurred during training outside Luxembourg.
14	
140	
1400	This appropriation is intended to cover the cost of running restaurants, cafeterias and canteens, in particular the contracts for the maintenance of facilities, supply of equipment, etc. Calculation based on consumption in 2011 * increase due to indexation in 2012 and 2013.
141	
1410	Staff Regulations of officials of the European Communities, in particular Article 59 thereof and Article 8 of Annex II thereto. Increase in 2013 due to real expenses in 2011.
142	
1420	Participation in the Committee on Social Activities. The forecast is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).
1421	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 relating to the organisation of receptions for members of staff.
15	
152	
1520	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.
1521	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.
16	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
160	Welfare service			
1600	Special assistance grants	p.m.	p.m.	p.m.
	<i>Article 160 — Total</i>	p.m.	p.m.	p.m.
162	Other expenditure			
1620	Other expenditure	p.m.	p.m.	p.m.
	<i>Article 162 — Total</i>	p.m.	p.m.	p.m.
163	Early childhood centre			
1630	Early childhood centre	145 000	142 900	122 700
	<i>Article 163 — Total</i>	145 000	142 900	122 700
164	Additional aid for disabled persons			
1640	Additional aid for disabled persons	2 000	2 000	p.m.
	<i>Article 164 — Total</i>	2 000	2 000	p.m.
	CHAPTER 16 — TOTAL	147 000	144 900	122 700
17	ENTERTAINMENT AND REPRESENTATION			
170	Entertainment and representation			
1700	Entertainment and representation expenses	2 000	3 000	785
	<i>Article 170 — Total</i>	2 000	3 000	785
	CHAPTER 17 — TOTAL	2 000	3 000	785
19	PENSIONS			
190	Pensions			
1900	Pensions and severance grants	p.m.	p.m.	p.m.
	<i>Article 190 — Total</i>	p.m.	p.m.	p.m.
	CHAPTER 19 — TOTAL	p.m.	p.m.	p.m.
	Title 1 — Total	25 740 900	25 670 100	23 740 155
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE			

Title Chapter Article Item	Remarks
160	
1600	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.
162	
1620	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.
163	
1630	This appropriation is intended to cover the Centre's share of the cost of childcare for the Centre's staff in nurseries not managed by the Commission. Forecast for 2013 submitted by the European Parliament.
164	
1640	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.
17	
170	
1700	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
19	
190	
1900	This appropriation is intended to cover pensions and severance grants.
2	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
20	INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS			
200	<i>Investment in immovable property, rental of buildings and associated costs</i>			
2000	Rental of buildings and associated costs	1 503 300	1 490 500	1 202 084
	<i>Article 200 — Total</i>	1 503 300	1 490 500	1 202 084
201	<i>Insurance</i>			
2010	Insurance	9 500	11 000	9 002
	<i>Article 201 — Total</i>	9 500	11 000	9 002
202	<i>Water, gas, electricity and heating</i>			
2020	Water, gas, electricity and heating	58 000	52 000	40 000
	<i>Article 202 — Total</i>	58 000	52 000	40 000
203	<i>Cleaning and maintenance</i>			
2030	Cleaning and maintenance	170 000	193 000	175 310
	<i>Article 203 — Total</i>	170 000	193 000	175 310
204	<i>Fitting-out of premises</i>			
2040	Fitting-out of premises	20 000	20 000	20 850
	<i>Article 204 — Total</i>	20 000	20 000	20 850
205	<i>Security and surveillance of buildings</i>			
2050	Security and surveillance of buildings	81 400	83 100	72 540
	<i>Article 205 — Total</i>	81 400	83 100	72 540
206	<i>Acquisition of immovable property</i>			
2060	Acquisition of immovable property	p.m.	p.m.	p.m.
	<i>Article 206 — Total</i>	p.m.	p.m.	p.m.
208	<i>Expenditure preliminary to the acquisition or construction of immovable property</i>			
2080	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	358 300	p.m.

Title Chapter Article Item	Remarks
20	
200	
2000	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Translation Centre.
201	
2010	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Translation Centre.
202	
2020	This appropriation is intended to cover routine expenditure.
203	
2030	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.
204	
2040	This appropriation is intended to cover the fitting-out of the premises and repairs in the buildings.
205	
2050	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.
206	
2060	This appropriation is intended to cover the possible purchase of a building as the Centre's seat.
208	
2080	This appropriation is intended to cover expenditure on experts' reports relating to immovable property: three weeks of consultancy, framework contract rate, in support of the NHE renovation project.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
	<i>Article 208 — Total</i>	p.m.	358 300	p.m.
209	Other expenditure			
2090	Other expenditure	p.m.	p.m.	p.m.
	<i>Article 209 — Total</i>	p.m.	p.m.	p.m.
	CHAPTER 20 — TOTAL	1 842 200	2 207 900	1 519 786
21	DATA PROCESSING			
210	Information technology			
2100	Purchase, work on, servicing and maintenance of hardware and software	1 500 000	1 438 000	874 302
	<i>Article 210 — Total</i>	1 500 000	1 438 000	874 302
212				
2120	External services for the operation, implementation, development and maintenance of software and systems	1 350 000	1 153 000	1 108 166
	<i>Article 212 — Total</i>	1 350 000	1 153 000	1 108 166
	CHAPTER 21 — TOTAL	2 850 000	2 591 000	1 982 468
22	MOVABLE PROPERTY AND ASSOCIATED COSTS			
220	Technical installations and electronic office equipment			
2200	New purchases	5 000	5 000	4 494
2201	Replacement	p.m.	p.m.	p.m.
2202	Rental	p.m.	5 000	p.m.
2203	Maintenance, use and repair	2 000	2 000	1 146
2204	Office equipment	3 000	3 000	3 949
	<i>Article 220 — Total</i>	10 000	15 000	9 588
221	Furniture			
2210	New purchases	10 000	15 000	8 173
2211	Replacement	5 000	5 000	3 468

Title Chapter Article Item	Remarks
209	
2090	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.
21	
210	
2100	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. This budget does not include the acquisition and maintenance of the main software of the e-CdT programme, but includes EUR 196 000 for peripheral implementations relating to the e-CdT programme.
212	
2120	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.). This estimate includes EUR 500 000 to cover the impact of the e-CdT programme on local systems.
22	
220	
2200	This appropriation is intended to cover initial provision of equipment (photocopiers, fax machines, scanners, etc.) for documentation storage, archiving and mail handling.
2201	The purchase of equipment and installations under this appropriation is conditional upon the decommissioning, in accordance with established procedures, of the equipment and installations to be replaced.
2202	This appropriation is intended to cover the costs of hiring fax machines, photocopiers and various technical installations.
2203	This appropriation is intended to cover maintenance and repair of equipment.
2204	This appropriation is intended to cover unforeseen costs relating to electronic office equipment.
221	
2210	This appropriation is intended to cover the purchase of furniture.
2211	This appropriation is intended to cover the replacement of furniture following the ergonomics audit.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
2212	Maintenance, use and repair	2 000	2 000	p.m.
	<i>Article 221 — Total</i>	17 000	22 000	11 641
223	Vehicles			
2230	New purchases of vehicles	p.m.	p.m.	p.m.
2232	Hire of vehicles	26 900	25 600	25 375
2233	Maintenance, use and repair of vehicles	8 200	4 000	7 546
	<i>Article 223 — Total</i>	35 100	29 600	32 921
225	Documentation and library expenditure			
2250	Library stocks, purchase of books	8 000	10 000	10 000
2251	Special library, documentation and reproduction equipment	p.m.	p.m.	p.m.
2252	Subscriptions to newspapers and periodicals	5 000	9 000	8 699
2253	Dictionaries for translators	2 500	2 500	611
2254	Cover binding and upkeep of books.	p.m.	p.m.	p.m.
	<i>Article 225 — Total</i>	15 500	21 500	19 311
	CHAPTER 22 — TOTAL	77 600	88 100	73 460
23	CURRENT ADMINISTRATIVE EXPENDITURE			
230	Stationery and office supplies			
2300	Stationery and office supplies	20 000	20 000	29 688
	<i>Article 230 — Total</i>	20 000	20 000	29 688
232	Financial expenses			
2320	Bank charges	4 500	4 500	3 940
2321	Exchange-rate losses	p.m.	p.m.	p.m.
	<i>Article 232 — Total</i>	4 500	4 500	3 940
233	Legal expenses			
2330	Legal expenses	p.m.	5 000	1 500
	<i>Article 233 — Total</i>	p.m.	5 000	1 500
234	Damages			

Title Chapter Article Item	Remarks
2212	This appropriation is intended to cover the maintenance and repair of furniture.
223	
2230	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2232	This appropriation is intended to cover the rental in the form of a long-term contract of an official vehicle, as well as expenditure on occasional hiring of vehicles to meet certain unforeseen needs.
2233	This appropriation is intended to cover vehicle maintenance and operating costs, and costs relating to the use of public transport.
225	
2250	This appropriation is intended to cover the purchase of books, documents and other publications.
2251	This appropriation is intended to cover the acquisition of special equipment for libraries.
2252	This appropriation is intended to cover the cost of subscriptions to newspapers and periodicals in line with the Centre's own needs.
2253	This appropriation is intended for the purchase of dictionaries.
2254	This appropriation is intended to cover binding and other costs essential for the upkeep of books and periodicals.
23	
230	
2300	This appropriation is intended to cover the purchase of paper and office supplies.
232	
2320	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2321	This appropriation is intended to cover exchange-rate losses incurred by the Centre in the management of its budget, insofar as such losses cannot be offset against exchange-rate gains.
233	
2330	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
234	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
2340	Damages	p.m.	p.m.	p.m.
	<i>Article 234 — Total</i>	p.m.	p.m.	p.m.
235	<i>Other operating expenditure</i>			
2350	Miscellaneous insurance	10 700	10 500	8 465
2352	Miscellaneous expenditure on internal meetings	1 500	1 500	867
2353	Departmental removals	10 000	10 000	6 399
2359	Other expenditure	1 600	4 500	248
	<i>Article 235 — Total</i>	23 800	26 500	15 979
239	<i>Interinstitutional services</i>			
2390	Translation services provided by the Commission	p.m.	p.m.	p.m.
2391	Interpreting	p.m.	p.m.	p.m.
2392	Administrative assistance from the Commission	134 900	130 100	145 700
2393	Publications	16 000	27 000	23 885
2394	Dissemination	5 000	p.m.	4 966
	<i>Article 239 — Total</i>	155 900	157 100	174 550
	CHAPTER 23 — TOTAL	204 200	213 100	225 657
24	POSTAGE AND TELECOMMUNICATIONS			
240	<i>Postage</i>			
2400	Postage and delivery charges	47 400	47 900	38 766
	<i>Article 240 — Total</i>	47 400	47 900	38 766
241	<i>Telecommunications</i>			
2410	Telephone, telegraph, telex, radio and television, and subscriptions and charges	215 000	295 000	194 160

Title Chapter Article Item	Remarks
2340	This appropriation is intended to cover damages and the cost of settling claims against the Centre (civil liability).
235	
2350	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	This appropriation is intended to cover costs relating to the organisation of internal meetings.
2353	This appropriation is intended to cover the cost of removals within the buildings.
2359	This appropriation is intended to cover other operating expenditure not specifically provided for.
239	
2390	This appropriation is intended to cover the provision of translation work, including typing, by the Commission on behalf of the Translation Centre.
2391	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by EU institutions.
2392	Article 12 of Council Regulation (EC) No 2965/94 setting up a Translation Centre. This appropriation is intended to cover administrative assistance provided by the Commission for the Translation Centre. The increase is due to externalisation of mission calculation to the Paymaster's Office (PMO).
2393	This appropriation is intended to cover mainly the costs of publishing the Translation Centre's budget, activity report and other communication and publicity activities.
2394	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 (pens and pencils with the CdT logo, USB keys with the logo, etc.). Costs associated with the printing of documents are covered by item 2393.
24	
240	
2400	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post. The increase is due to the increasing use of registered or urgent courier services (DHL).
241	
2410	This appropriation is intended to cover the cost of telephone, fax, teleconference and data transmission subscriptions and communications, and expenditure relating to telecommunications equipment.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
	<i>Article 241 — Total</i>	215 000	295 000	194 160
	CHAPTER 24 — TOTAL	262 400	342 900	232 927
25	EXPENDITURE ON MEETINGS			
250	<i>Expenditure on formal and other meetings</i>			
2500	Meetings in general	5 000	5 000	8 086
	<i>Article 250 — Total</i>	5 000	5 000	8 086
255	<i>Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings</i>			
2550	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	5 000	5 000	3 610
	<i>Article 255 — Total</i>	5 000	5 000	3 610
	CHAPTER 25 — TOTAL	10 000	10 000	11 696
26	GOVERNING BODY OF THE CENTRE			
260	<i>Expenditure on formal and other meetings</i>			
2600	Management Board meetings	20 000	20 000	15 000
	<i>Article 260 — Total</i>	20 000	20 000	15 000
261	<i>Organisation of Management Board meetings</i>			
2610	Organisation of Management Board meetings	7 500	12 000	6 501
	<i>Article 261 — Total</i>	7 500	12 000	6 501
265	<i>Interpreting</i>			
2650	Interpreting	60 000	60 000	60 000
	<i>Article 265 — Total</i>	60 000	60 000	60 000
	CHAPTER 26 — TOTAL	87 500	92 000	81 501
27	INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION			
270	<i>Limited consultations, studies and surveys</i>			

Title Chapter Article Item	Remarks
25	
250	
2500	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.
255	
2550	This appropriation is intended to cover expenditure on the organisation of and participation in conferences, congresses and meetings. It is also intended to cover the costs relating to the organisation of meetings not covered by the existing infrastructure (e.g. organised in the JMO building, etc.).
260	
2600	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.
261	
2610	This appropriation is intended to cover the organisation of Management Board meetings.
265	
2650	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by EU Institutions for Management Board meetings.
27	
270	

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
2700	Limited consultations, studies and surveys	25 000	25 000	24 900
	<i>Article 270 — Total</i>	25 000	25 000	24 900
	CHAPTER 27 — TOTAL	25 000	25 000	24 900
	Title 2 — Total	5 358 900	5 570 000	4 152 396
3	OPERATIONAL EXPENDITURE			
30	EXTERNAL TRANSLATION SERVICES			
300	<i>External translation services</i>			
3000	External translation services	12 440 000	12 124 300	13 704 572
	<i>Article 300 — Total</i>	12 440 000	12 124 300	13 704 572
	CHAPTER 30 — TOTAL	12 440 000	12 124 300	13 704 572
31	EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION			
310	<i>Expenditure relating to interinstitutional cooperation</i>			
3100	Interinstitutional cooperation in the language field	715 000	687 000	693 336
	<i>Article 310 — Total</i>	715 000	687 000	693 336
	CHAPTER 31 — TOTAL	715 000	687 000	693 336
	Title 3 — Total	13 155 000	12 811 300	14 397 908
10	RESERVES			
100	PROVISIONAL APPROPRIATIONS			
1000	<i>Provisional appropriations</i>			
10000	Reserve for employer's contributions to the Community pension scheme	p.m.	p.m.	p.m.
10001	Reserve for the acquisition of immovable property	p.m.	p.m.	p.m.
10002	Contingency reserve	p.m.	p.m.	p.m.
10003	Reserve for stability pricing	p.m.	p.m.	p.m.
10004	Reserve for the permanent prefinancing fund	p.m.	p.m.	p.m.

Title Chapter Article Item	Remarks
2700	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.
3	
30	
300	
3000	This appropriation is intended to cover expenditure relating to the services of external service providers for language services, namely translation of Community trademarks and documents, revision and modification of translations and language editing, as well as terminology work (translation of term lists).
31	
310	
3100	This appropriation is intended to cover expenditure relating to activities decided by the Interinstitutional Committee for Translation and Interpreting (ICTI) with a view to promoting interinstitutional cooperation in the language field.
10	
100	
1000	
10000	Reserve created as a provisional appropriation for the payment of employer's contributions to the Community pension scheme. No reserve is necessary as the appropriation for the current year is recorded under item 1134.
10001	
10002	
10003	
10004	Reserve to create the permanent prefinancing fund provided for by Article 59a(3) 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.

Title Chapter Article Item	Heading	Preliminary draft budget 2013 (EUR)	Budget 2012 (EUR)	Outturn 2011
10005	Reserve for the disputed salary increase	p.m.	p.m.	p.m.
10006	Reserve for exceptional investments	p.m.	p.m.	p.m.
	<i>Article 1000 — Total</i>	p.m.	p.m.	p.m.
	CHAPTER 100 — TOTAL	p.m.	p.m.	p.m.
	Title 10 — Total	p.m.	p.m.	p.m.
	GRAND TOTAL	44 254 800	44 051 400	42 290 460

Title Chapter Article Item	Remarks
10005	The dispute was settled in 2010, and no appropriations are necessary.
10006	

ANNEX 1 ESTABLISHMENT PLAN

Function groups and grades	2011		2012		2013	
	Filled on 31.12.2011		Authorised under the budget		Forecast	
	Permanent posts	Temporary staff	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16	0	0	0	0	0	0
AD 15	0	0	0	1	0	1
AD 14	1	1	1	0	1	0
AD 13	0	0	1	1	0	0
AD 12	6	5	7	5	8	3
AD 11	8	9	9	8	9	9
AD 10	10	5	9	6	10	5
AD 9	3	7	3	10	2	10
AD 8	2	9	3	9	5	8
AD 7	9	18	9	22	7	23
AD 6	0	15	4	16	5	16
AD 5	3	21	1	13	0	16
TOTAL AD	42	90	47	91	47	91
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	0	0
AST 9	0	1	0	1	0	1
AST 8	5	0	5	0	5	0
AST 7	2	2	2	3	3	3
AST 6	2	3	3	2	2	2
AST 5	1	3	1	6	2	9
AST 4	3	12	5	16	3	12
AST 3	5	20	2	21	2	17
AST 2	0	6	0	10	0	6
AST 1	0	8	0	0	0	1
TOTAL AST	18	55	18	59	17	51
TOTAL	60	145	65	150	64	142
TOTAL STAFF	205		215		206	