



Management Board

# AMENDING BUDGET 2/2013

CT/CA-032/2013/01EN

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## I. INTRODUCTION

### A. GENERAL INTRODUCTION

The Translation Centre has drawn up this amending budget 2/2013 in accordance with Article 28 of its Financial Regulation of 25 March 2009. The aim of this amending budget is mainly to introduce the surplus from the previous year into the current year's budget, to include the revised forecasts received from clients, and to include the result of the re-examination of all expenditure items. In addition, there have been three changes in the Centre's reserves, namely the 'Reserve for exceptional investments', the 'Reserve for the disputed salary increase' and the 'Reserve for stability pricing'.

Transfers made after the approval of the first amending budget have been recorded in the budget, to present an up-to-date allocation of resources. The transfers are included in the column 'Amending budget 2/2013' in Section IV 'Statement of expenditure 2013'.

In the preliminary draft budget 2014, it was announced that a new budget chapter, Chapter 32, would be created in this amending budget 2/2013, and contain appropriations for the e-CdT programme. However, as practically all commitments that were planned for 2013 have already been recorded in the existing Chapter 21 ('Data processing'), no new chapter will be created.

### B. REVENUE

The statement of revenue includes the following amendments:

- Updating of the budget forecasts for clients, on the basis of their most recent estimates of their translation requirements. The result is an increase of EUR 1 270 700 in Title 1 ('Payments from the agencies, offices, institutions and bodies') and of EUR 39 200 in Title 3 ('Interinstitutional cooperation'). The change in total forecast revenue from clients was 2.9%, but there are considerable fluctuations for individual clients. For 19 clients, the change was at least a 20% increase or decrease compared to the amount entered in the previous budget for 2013. For those clients which did not confirm their forecasts and where the amount already invoiced is superior to the initial budget, the amending budget includes the invoiced amount.
- The Centre's biggest client, OHIM ('Office for Harmonization in the Internal Market'), confirmed its forecast for the number of trademarks to be translated, and informed the Centre that the number of pages would increase. The increase in forecast revenue of EUR 719 800 (4.1%) is due to the trademarks being longer in terms of the number of pages. The Centre has taken the opportunity to adjust its distribution between budget items 1005 'Office for Harmonization in the Internal Market (OHIM)' and 1006 'OHIM trademarks' of the OHIM forecast revenue in the amending budget 1/2013. The forecast revenue from the translation of international trademark applications, treated as normal documents, is now included in Item 1005 with the other documents. Accordingly, an amount of EUR 60 600 has been moved from Item 1006 to Item 1005, and the total increase in Item 1006 is therefore EUR 659 200.
- An increase in bank interest of EUR 50 000 in comparison with the amount forecast in the initial budget (Title 4). The initial forecast was based on lower interest rates than the actual rates and the revenue was estimated with prudence.
- In accordance with Article 16 of the Centre's Financial Regulation, the sum corresponding to the budget surplus from the previous year, namely EUR 3 867 811, has been entered as revenue for 2013.
- An amount of EUR 203 106 has been introduced in Item 5010 ('Transfer from Reserve for exceptional investments'), to be used for the e-CdT programme during 2013. The total forecast use of this reserve in 2013 is therefore EUR 339 106 and relates to IT consultancy.

## C. EXPENDITURE

The Translation Centre has re-examined the expenditure in the budget for 2013, and the statement of expenditure includes the following amendments:

- A reduction in appropriations allocated for expenditure under Title 1 ('Staff') of EUR 463 700. The initial budget for salaries and allowances accounted for the fact that the average number of staff employed during the year would be lower than the staff establishment plan. An analysis of the first six months of the year showed that due to a number of staff departures the actual level was lower than originally expected, thus contributing to the freeing up of resources. Accordingly, Items 1100 ('Basic salaries') and 1102 ('Expatriation and foreign-residence allowances') have been reduced by EUR 400 000 and EUR 55 000, respectively. In addition, EUR 47 000 was transferred from Item 1100 to Article 131 ('Missions and duty travel') during the year, EUR 50 000 was transferred to Item 1175 ('Agency staff') and EUR 40 000 was transferred to Item 1410 ('Medical services').
- The total appropriations foreseen for the Centre's move to the Drosbach building, as approved in the amending budget 1/2013, remain at the same level. However, following a review of the works and investments necessary, transfers between some budget items were imperative. Expenditure relating to specific fitting-out works in the field of security, included in Item 2050 ('Security and safety'), was borne by the owner of the building. Consequently, budget item 2050 was reduced by EUR 138 700 and, in return, the appropriations earmarked for item 2040 ('Fitting-out of premises') had to be increased to enable the Centre to cover other fitting-out expenses<sup>1</sup>. The transfers total EUR 206 900, owing in particular to a reduction in the appropriations included in Article 221 ('Furniture').
- An increase of EUR 280 100 in Chapter 21 ('Data processing'), because resources for the purchase and maintenance of a budgeting tool have been added (EUR 282 000). Initially planned to be developed internally, the budget software will now be purchased externally, following the prioritisation of resources allocated to the e-CdT programme. In addition, EUR 1 900 was transferred from Item 2100 to Item 2250 ('Library stocks, purchase of books') during the year.
- A reduction of EUR 200 000 in Item 2700 ('Limited consultations, studies and surveys'). Appropriations had been included in the amending budget 1/2013, approved in March, to cover an external assessment of the Centre and its activities. Based on the discussions at the Management Board meeting in March 2013, the Director decided not to carry out this assessment in 2013 and the appropriations have been deducted from this item.
- An increase in appropriations allocated for expenditure under Title 3 ('Operational expenditure') of EUR 1.56 million, with Item 3000 ('External translation services') being increased by EUR 1.64 million and Item 3100 ('Interinstitutional cooperation in the language field') is reduced by EUR 80 000. The increase in translation services is necessary because the forecast volume of pages to be translated (trademarks and documents) or revised has increased and the translation of terms will be outsourced in 2013. In addition, the budget must cover orders the Centre received at the end of 2012 but sent to freelance translators in 2013, and for which no resources were allocated in the initial budget.
- An increase in appropriations under Title 10 ('Reserves') of EUR 4.23 million. The Centre has re-estimated the need for appropriations for the possible payment of the disputed salary adjustments, included as Item 10005. The reserve, which contained EUR 760 300 for the cumulative effect on

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<sup>1</sup> The Centre had considered, in its initial budgetary forecasts for the Drosbach project, that expenditure relating to specific fitting-out works carried out by the owner of the building up to the amount of EUR 190 000 would be charged to budget item 2040.

2013 salaries, has been increased by EUR 720 200 to account for the retroactive payments for 2011 and 2012. At the same time, the estimate for 2013 has been reduced following the revision of staff expenditure in 2013 and the suspension of salary adjustments in 2013. In addition, EUR 3.5 million has been injected into Item 10003 ('Reserve for stability pricing'), corresponding approximately to the surplus from previous years (EUR 3.9 million) introduced into the amending budget.

#### D. ACTIVITIES

The Centre has defined four activities: 1) Core activity: translation; 2) Support; 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 in Titles 1 and 2 are allocated on the basis of the human resources used for each activity. This calculation takes into consideration the distribution of the different types of post and the different grades, and thus salary costs. The details are set out in the Centre's amending Work Programme 2013.

	% of human resources (staff)	% of financial resources	Financial resources
Core activity: translation	65.0%	68.5%	35 772 676
Support	25.8%	12.6%	6 546 676
External outreach	2.3%	2.9%	1 519 239
Management and supervision	6.9%	6.0%	3 151 009
Appropriations in Title 10, 'Reserves', not allocated to an activity		10.0%	5 204 067
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>52 193 667</b>

##### Activity 1: TRANSLATION

The Centre's core activity uses 65.0% of the Centre's human resources and consumes 68.5% of its total budget, namely the total amount of appropriations in Chapter 30 and the activity's proportion of appropriations in Titles 1 and 2.

With the revised forecasts from clients, the forecast volume for translation, revision, editing and modification in 2013 is 752 799 pages. This is an increase from the 715 881 pages indicated in the amending budget 1/2013. The forecast from OHIM for Community designs is unchanged at 17 200 designs. The forecast for the translation of terms is 177 190 terms, divided between OHIM (173 800 terms, as in the initial budget), the European Commission (3 370 terms) and REA (20 terms). The individual forecast per client is included in Section III 'Statement of revenue 2013'.

##### Activity 2: SUPPORT

The Centre's administrative and technical support uses 25.8% of the Centre's human resources and consumes 12.6% of its total budget, namely the activity's proportion of appropriations in Titles 1 and 2.

##### Activity 3: EXTERNAL OUTREACH

This activity uses 2.3% of the Centre's human resources and consumes 2.9% of its total budget, namely all the appropriations in Chapter 31 and the activity's proportion of appropriations in Titles 1 and 2.

Activity 4: MANAGEMENT AND SUPERVISION

This activity uses 6.9% of the Centre's human resources and consumes 6.0% of its total budget, namely the activity's proportion of appropriations in Titles 1 and 2.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

TITLE	HEADING	NEW AMOUNT 2013	AMENDING BUDGET 2/2013	AMENDING BUDGET 1/2013
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	43 526 700	1 270 700	42 256 000
2	COMMISSION SUBSIDY	p.m.		p.m.
3	INTERINSTITUTIONAL COOPERATION	2 766 800	39 200	2 727 600
4	OTHER REVENUE	443 250	50 000	393 250
5	ACCUMULATED BUDGET SURPLUS AND TRANSFERS OF RESERVES CREATED IN PREVIOUS YEARS	5 456 917	4 070 917	1 386 000
	TOTAL	52 193 667	5 430 817	46 762 850
	EXPENDITURE			
1	STAFF	24 476 800	-463 700	24 940 500
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	7 076 800	96 200	6 980 600
3	OPERATIONAL EXPENDITURE	15 436 000	1 564 000	13 872 000
10	RESERVES	5 204 067	4 234 317	969 750
	TOTAL	52 193 667	5 430 817	46 762 850

### III. STATEMENT OF REVENUE 2013

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				The forecast in terms of volume for each client is included in the 'Remarks'. If no specification is given, the forecast is for the translation/revision/editing/amendment of documents.
1 0	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				
1 0 0	<i>Payments from the agencies, offices, institutions and bodies</i>				Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
1 0 0 0	European Environment Agency (EEA)	240 100	30 000	210 100	2 430 pages
1 0 0 1	European Training Foundation (ETF)	256 000	0	256 000	2 512 pages
1 0 0 2	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	362 300	0	362 300	3 350 pages
1 0 0 3	European Medicines Agency (EMA)	3 815 600	-161 300	3 976 900	36 167 pages
1 0 0 4	European Agency for Safety and Health at Work (EU- OSHA)	696 800	0	696 800	7 070 pages
1 0 0 5	Office for Harmonization in the Internal Market (OHIM)	7 273 000	202 600	7 070 400	Documents: 73 461 pages. Terms: 173 800.
1 0 0 6	OHIM trademarks	18 349 800	659 200	17 690 600	Community trademarks: 475 000 pages. Community designs: 17 200. The increased amount is owing to the number of pages of trademarks to be translated, whereas the forecast number of trademarks remains as in the previous forecast.
1 0 0 7	Community Plant Variety Office (CPVO)	120 000	0	120 000	1 237 pages
1 0 0 8	European Police Office (Europol)	239 900	-238 200	478 100	2 442 pages
1 0 0 9	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	427 900	-164 000	591 900	4 388 pages
	<i>Article 1 0 0 – Total</i>	31 781 400	328 300	31 453 100	
1 0 1					

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1 0 1 0	European Centre for the Development of Vocational Training (CEDEFOP)	75 300	13 900	61 400	679 pages
1 0 1 2	European Union Agency for Fundamental Rights (FRA)	691 600	-180 400	872 000	8 443 pages
1 0 1 4	European Investment Bank (EIB)	p.m.	0	p.m.	
1 0 1 5	European Food Safety Authority (EFSA)	443 500	50 500	393 000	3 968 pages
1 0 1 6	European Judicial Cooperation Unit (Eurojust)	160 000	155 000	5 000	1 649 pages
1 0 1 7	European Maritime Safety Agency (EMSA)	141 500	0	141 500	1 419 pages
1 0 1 8	European Aviation Safety Agency (EASA)	1 495 900	0	1 495 900	16 922 pages
1 0 1 9	European Railway Agency (ERA)	550 000	-200 000	750 000	5 670 pages
	<i>Article 1 0 1 – Total</i>	3 557 800	-161 000	3 718 800	
<b>1 0 2</b>					
1 0 2 0	European Network and Information Security Agency (ENISA)	75 000	55 000	20 000	773 pages
1 0 2 1	European Centre for Disease Prevention and Control (ECDC)	77 500	9 400	68 100	802 pages
1 0 2 2	European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (FRONTEX)	400 800	0	400 800	4 483 pages
1 0 2 3	Education, Audiovisual and Culture Executive Agency (EACEA)	610 000	-99 600	709 600	6 744 pages
1 0 2 4	Executive Agency for Competitiveness and Innovation (EACI)	15 000	2 900	12 100	155 pages
1 0 2 5	European Police College (CEPOL)	110 000	0	110 000	1 134 pages

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1 0 2 6	Executive Agency for Health and Consumers (EAHC)	144 300	0	144 300	1 488 pages
1 0 2 7	European GNSS Agency (GSA)	14 900	0	14 900	154 pages
1 0 2 8	European Defence Agency (EDA)	5 000	0	5 000	52 pages
1 0 2 9	European Chemicals Agency (ECHA)	3 000 000	554 300	2 445 700	27 690 pages. The forecast includes income for the hosting of the ECHA-term project.
	<i>Article 1 0 2 – Total</i>	4 452 500	522 000	3 930 500	
<b>1 0 3</b>					
1 0 3 0	European Fisheries Control Agency (EFCA)	145 000	0	145 000	1 495 pages
1 0 3 1	Fusion for Energy (F4E)	50 000	0	50 000	515 pages
1 0 3 2	European Union Satellite Centre (EUSC)	p.m.	0	p.m.	
1 0 3 3	Trans-European Transport Network Executive Agency (TEN-T EA)	58 200	32 100	26 100	600 pages
1 0 3 4	European Institute of Innovation and Technology (EIT)	63 100	0	63 100	651 pages
1 0 3 5	European Research Council Executive Agency (ERCEA)	21 200	-33 800	55 000	217 pages
1 0 3 6	Research Executive Agency (REA)	8 000	-11 000	19 000	Documents: 74 pages. Terms: 20.
1 0 3 7	Clean Sky Joint Undertaking (CSJU)	38 700	22 400	16 300	399 pages
1 0 3 8	European Institute for Gender Equality (EIGE)	200 500	20 900	179 600	2 067 pages
1 0 3 9	SESAR Joint Undertaking (SESAR JU)	22 300	2 300	20 000	250 pages
	<i>Article 1 0 3 – Total</i>	607 000	32 900	574 100	



Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
<b>1 0 4</b>					
1 0 4 0	European Data Protection Supervisor (EDPS)	811 900	-168 100	980 000	8 370 pages
1 0 4 1	ARTEMIS Joint Undertaking (ARTEMIS JU)	10 600	200	10 400	109 pages
1 0 4 2	Joint Undertaking for the implementation of the Joint Technology Initiative on Innovative Medicines (IMI JU)	19 200	0	19 200	198 pages
1 0 4 3	Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	8 800	5 500	3 300	91 pages
1 0 4 4	European Nanoelectronics Initiative Advisory Council (ENIAC)	11 600	11 600	p.m.	120 pages
1 0 4 5	European Asylum Support Office (EASO)	573 100	0	573 100	5 909 pages
1 0 4 6	Agency for the cooperation of Energy Regulators (ACER)	35 500	-9 100	44 600	496 pages
1 0 4 7	European Securities and Markets Authority (ESMA)	748 900	0	748 900	8 578 pages
1 0 4 8	European Banking Authority (EBA)	253 300	53 300	200 000	2 966 pages
1 0 4 9	European Insurance and Occupational Pensions Authority (EIOPA)	376 200	376 200	p.m.	4 380 pages
<i>Article 1 0 4 – Total</i>		2 849 100	269 600	2 579 500	
<b>1 0 5</b>					
1 0 5 0	Body of European Regulators for Electronic Communications (BEREC)	69 400	69 400	p.m.	985 pages
1 0 5 1	European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA)	209 500	209 500	p.m.	Documents: 2 160 pages. eu-LISA became financially autonomous in 2013; its forecast is therefore recorded under this item.
<i>Article 1 0 5 – Total</i>		278 900	278 900	p.m.	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	CHAPTER 1 0 – TOTAL	43 526 700	1 270 700	42 256 000	
	<b>Title 1 – Total</b>	<b>43 526 700</b>	<b>1 270 700</b>	<b>42 256 000</b>	
2	SUBSIDY FROM THE COMMISSION				
2 0	SUBSIDY FROM THE COMMISSION				
2 0 0	<i>Subsidy from the Commission</i>				Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
2 0 0 0	Subsidy from the Commission	p.m.	0	p.m.	
	<i>Article 2 0 0 – Total</i>	p.m.	0	p.m.	
	CHAPTER 2 0 – TOTAL	p.m.	0	p.m.	
	<b>Title 2 – Total</b>	<b>p.m.</b>	<b>0</b>	<b>p.m.</b>	
3	INTERINSTITUTIONAL COOPERATION				
3 0	INTERINSTITUTIONAL COOPERATION				
3 0 0	<i>Interinstitutional cooperation</i>				Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
3 0 0 0	European Commission	1 087 600	0	1 087 600	Documents 9 334 pages. Terms: 3 370.
3 0 0 1	Participation in the Interinstitutional Committee for Translation and Interpretation (ICTI)	p.m.	0	p.m.	
3 0 0 2	Management of interinstitutional projects	650 000	-99 000	749 000	
3 0 0 3	European Parliament	p.m.	0	p.m.	
3 0 0 4	Council of the European Union	407 300	192 100	215 200	5 553 pages

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
3 0 0 5	European Court of Auditors	20 000	-30 000	50 000	165 pages
3 0 0 6	Committee of the Regions of the European Union	p.m.	0	p.m.	
3 0 0 7	European Economic and Social Committee	p.m.	0	p.m.	
3 0 0 8	Court of Justice of the European Union	100 000	0	100 000	1 379 pages
	<i>Article 3 0 0 – Total</i>	2 264 900	63 100	2 201 800	
<b>3 0 1</b>					
3 0 1 0	European Central Bank	24 800	-33 100	57 900	300 pages
3 0 1 1	European Ombudsman	477 100	9 200	467 900	5 156 pages
	<i>Article 3 0 1 – Total</i>	501 900	-23 900	525 800	
	<b>CHAPTER 3 0 – TOTAL</b>	<b>2 766 800</b>	<b>39 200</b>	<b>2 727 600</b>	
	<b>Title 3 – Total</b>	<b>2 766 800</b>	<b>39 200</b>	<b>2 727 600</b>	
<b>4</b>	<b>OTHER REVENUE</b>				
4 0	OTHER REVENUE				
<b>4 0 0</b>	<b>Bank interest</b>				This article covers interest which the Centre will receive on its bank accounts.
4 0 0 0	Bank interest	200 000	50 000	150 000	The increase is due to a revision of the prudent estimate in the initial budget, and a slight increase in the interest rates.
	<i>Article 4 0 0 – Total</i>	200 000	50 000	150 000	
<b>4 0 1</b>	<b>Miscellaneous repayments</b>				This article covers miscellaneous repayments (private telephone calls etc.).

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
4 0 1 0	Miscellaneous repayments	p.m.	0	p.m.	
	<i>Article 4 0 1 – Total</i>	p.m.	0	p.m.	
<b>4 0 2</b>	<b><i>Other subsidies</i></b>				
4 0 2 0	Grant from the government of Luxembourg	243 250	0	243 250	This annual grant from the Government of Luxembourg is in support of the Centre's rental charges.
	<i>Article 4 0 2 – Total</i>	243 250	0	243 250	
	<b>CHAPTER 4 0 – TOTAL</b>	<b>443 250</b>	<b>50 000</b>	<b>393 250</b>	
	<b>Title 4 – Total</b>	<b>443 250</b>	<b>50 000</b>	<b>393 250</b>	
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				
<b>5 0 0</b>	<b><i>Surplus carried over from the previous financial year</i></b>				
5 0 0 0	Surplus carried over from the previous financial year	3 867 811	3 867 811	p.m.	Surplus carried over from the previous financial year in accordance with Article 16(1) of the Centre's Financial Regulation of 22 December 2003.
	<i>Article 5 0 0 – Total</i>	3 867 811	3 867 811	p.m.	
<b>5 0 1</b>	<b><i>Transfers from reserves from previous years</i></b>				
5 0 1 0	Transfer from 'Reserve for exceptional investments'	339 106	203 106	136 000	An additional EUR 203 106 has been transferred from the reserve to be used for IT consultancy relating to the e-Cdt programme.
5 0 1 5	Transfer from 'Reserve for stability pricing'	p.m.	0	p.m.	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
5 0 1 6	Transfer from 'Reserve for relocation expenses'	1 250 000	0	1 250 000	In the first amending budget 2013, appropriations were transferred from the 'Reserve for relocation expenses' created in the second amending budget 2012 to cover expenses relating to the Centre's relocation in 2013.
	<i>Article 5 0 1 – Total</i>	1 589 106	203 106	1 386 000	
	<b>CHAPTER 5 0 – TOTAL</b>	<b>5 456 917</b>	<b>4 070 917</b>	<b>1 386 000</b>	
	<b>Title 5 – Total</b>	<b>5 456 917</b>	<b>4 070 917</b>	<b>1 386 000</b>	
<b>6</b>	<b>REFUNDS</b>				
6 0	REFUNDS TO CLIENTS				
<i>6 0 0</i>	<i>Refunds to clients</i>				
6 0 0 0	Refunds to clients	p.m.	0	p.m.	
	<i>Article 6 0 0 – Total</i>	p.m.	0	p.m.	
	<b>CHAPTER 6 0 – TOTAL</b>	<b>p.m.</b>	<b>0</b>	<b>p.m.</b>	
	<b>Title 6 – Total</b>	<b>p.m.</b>	<b>0</b>	<b>p.m.</b>	
	<b>GRAND TOTAL</b>	<b>52 193 667</b>	<b>5 430 817</b>	<b>46 762 850</b>	

## IV. STATEMENT OF EXPENDITURE 2013

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1	STAFF				
11	STAFF IN ACTIVE EMPLOYMENT				As salary increases for 2011 and 2012 are still under dispute, the impact of these increases on 2013 staff expenditure have been saved on a reserve in Item 10005.
110	<i>Staff in active employment</i>				
1 1 0 0	Basic salaries	13 836 500	-537 000	14 373 500	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. Of the decrease, EUR 400 000 is a reduction in the amending budget, following a review of current and future salary expenditure. During the year, transfers were made to Chapter 13 ('Missions and duty travel'), Item 1175 ('Agency staff') and Item 1410 ('Medical services').
1 1 0 1	Family allowances	1 320 200	0	1 320 200	Staff Regulations of officials of the European Communities, in particular Articles 62, 67 and 68 thereof, and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff.
1 1 0 2	Expatriation and foreign-residence allowances	2 226 900	-55 000	2 281 900	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. The decrease is due to the revision of basic salaries.
1 1 0 3	Secretarial allowances	28 900	0	28 900	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.
	<i>Article 110 — Total</i>	17 412 500	-592 000	18 004 500	
111	<i>Auxiliary staff and local staff</i>				
1 1 1 3	Trainees	13 600	0	13 600	This appropriation is intended to cover expenditure relating to trainees, by developing relations with universities, for example.

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1 1 1 5	Contract staff	1 059 100	0	1 059 100	Conditions of employment of other servants of the European Communities, in particular Article 3a and Title IV thereof.
	<i>Article 111 — Total</i>	1 072 700	0	1 072 700	
<b>112</b>	<b><i>Professional training of staff</i></b>				
1 1 2 0	Professional training of staff	196 400	0	196 400	Staff Regulations of officials of the European Communities, in particular Article 24a thereof.
	<i>Article 112 — Total</i>	196 400	0	196 400	
<b>113</b>	<b><i>Employer's social security contributions</i></b>				
1 1 3 0	Insurance against sickness	488 700	0	488 700	Staff Regulations of officials of the European Communities, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Communities.
1 1 3 1	Insurance against accidents and occupational disease	110 700	0	110 700	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.
1 1 3 2	Insurance against unemployment	145 400	0	145 400	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.
1 1 3 3	Constitution or maintenance of pension rights	p.m.	0	p.m.	Conditions of employment of other servants of the European Communities, in particular Article 42 thereof. This appropriation is intended to cover payments by the Centre on behalf of officials and temporary staff in order to constitute or maintain their pension rights in their country of origin.
1 1 3 4	Contribution to the Community pension scheme	3 515 100	0	3 515 100	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme.
	<i>Article 113 — Total</i>	4 259 900	0	4 259 900	
<b>114</b>	<b><i>Miscellaneous allowances and grants</i></b>				

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1 1 4 0	Childbirth and death allowances and grants	1 000	0	1 000	Staff Regulations of officials of the European Communities, in particular Articles 70, 74 and 75 thereof. This appropriation is intended to cover: — appropriations for childbirth grants for 5 children of staff whose countries of origin have no provision for this kind of grant; — in the event of the death of an official, payment of the deceased's full remuneration until the end of the third month after the month in which the death occurred and the cost of transporting the body to the official's place of origin. In the event of death, the corresponding appropriations will be transferred from item 1 1 0 0.
1 1 4 1	Travel expenses for annual leave	292 900	0	292 900	Staff Regulations of officials of the European Communities, in particular Article 8 of Annex VII thereto. This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants from their place of employment to their place of origin.
1 1 4 3	Fixed duty allowances	p.m.	0	p.m.	Staff Regulations of officials of the European Communities, in particular Article 14 of Annex VII thereto. This appropriation is intended to cover fixed duty allowances for officials or temporary staff who regularly incur representation expenses in the course of their duties.
<i>Article 114 — Total</i>		293 900	0	293 900	
<b>115</b>	<b><i>Overtime</i></b>				
1 1 5 0	Overtime	p.m.	0	p.m.	Staff Regulations of officials of the European Communities, in particular Article 56 thereof and Annex VI thereto. This appropriation is intended to cover flat-rate payments or hourly-rate payments for overtime worked by officials and temporary staff in Categories AST and local staff whom it has not been possible to compensate by free time under the normal arrangements.
<i>Article 115 — Total</i>		p.m.	0	p.m.	
<b>117</b>	<b><i>Supplementary services</i></b>				



Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1 1 7 1	Freelance interpreters and conference technicians	p.m.	0	p.m.	Payment of freelance interpreters hired by the Centre for non-routine conferences for which the Commission is unable to provide interpreting. In addition to remuneration, this includes contributions to a life insurance scheme and insurance against sickness, accident and death, and reimbursement, for freelance interpreters whose business address is not at the place of employment, of travel expenses and payment of fixed travel allowances.
1 1 7 5	Agency staff	252 700	50 000	202 700	This appropriation is intended to cover the use of agency staff. The increase is due to a need for agency staff following the accession of Croatia to the EU and the unforeseen absence of staff.
<i>Article 117 — Total</i>		252 700	50 000	202 700	
<b>118</b>	<b><i>Miscellaneous expenditure on staff recruitment and transfer</i></b>				
1 1 8 0	Miscellaneous expenditure on staff recruitment	51 000	0	51 000	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.
1 1 8 1	Travel expenses	8 000	0	8 000	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.
1 1 8 2	Installation, resettlement and transfer allowances	83 300	0	83 300	Staff Regulations of officials of the European Communities, in particular Articles 5 and 6 of Annex VII thereto. This appropriation is intended to cover the installation allowances for officials and temporary staff obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere. The differences between the years depends on the turnover as well as the origin of the recruits and the employees leaving.
1 1 8 3	Removal expenses	32 300	0	32 300	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.

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
1 1 8 4	Temporary daily subsistence allowances	119 000	0	119 000	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto. This appropriation is intended to cover the daily subsistence allowances due to officials and temporary staff who furnish evidence that they were obliged to change their place of residence after taking up their duties (including transfer).
	<i>Article 118 — Total</i>	293 600	0	293 600	
<b>119</b>	<b><i>Salary weightings and adjustments to remuneration</i></b>				
1 1 9 0	Salary weightings	500	0	500	Staff Regulations of officials of the European Communities, in particular Articles 64 and 65 thereof. This appropriation is intended to cover the cost of weightings applied to the remuneration of officials and temporary staff, and to overtime payments.
	<i>Article 119 — Total</i>	500	0	500	
	<b>CHAPTER 11 — TOTAL</b>	<b>23 782 200</b>	<b>-542 000</b>	<b>24 324 200</b>	
<b>13</b>	<b>MISSIONS AND DUTY TRAVEL</b>				
<b>130</b>	<b><i>Missions and duty travel</i></b>				
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	60 000	20 000	40 000	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by statutory staff while on mission in the interests of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Communities. The increase is due to a transfer from Item 1100 ('Basic salaries') following a review of forecast missions.
	<i>Article 130 — Total</i>	60 000	20 000	40 000	
<b>131</b>	<b><i>Missions and duty travel linked to training</i></b>				
1 3 1 0	Mission expenses linked to training	57 000	27 000	30 000	This appropriation is intended to cover mission expenditure during training outside Luxembourg. The increase is due to a transfer from Item 1100 ('Basic salaries') following a review of forecast missions.

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	<i>Article 131 — Total</i>	57 000	27 000	30 000	
	<b>CHAPTER 13 — TOTAL</b>	<b>117 000</b>	<b>47 000</b>	<b>70 000</b>	
<b>14</b>	<b>SOCIO-MEDICAL INFRASTRUCTURE</b>				
<b>140</b>	<i>Socio-medical infrastructure</i>				
1 4 0 0	Restaurants and canteens	30 900	-8 700	39 600	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. The decrease is due to the Centre's move from the NHE building in 2013.
	<i>Article 140 — Total</i>	30 900	-8 700	39 600	
<b>141</b>	<i>Medical service</i>				
1 4 1 0	Medical service	93 100	40 000	53 100	Staff Regulations of officials of the European Communities, in particular Article 59 thereof and Article 8 of Annex II thereto. The increase is due to a transfer from Item 1100 ('Basic salaries') needed to cover expenditure on medical services performed by the Commission in 2011 and 2012.
	<i>Article 141 — Total</i>	93 100	40 000	53 100	
<b>142</b>	<i>Other expenditure</i>				
1 4 2 0	Other expenditure	291 600	0	291 600	Participation in the Committee on Social Activities. The forecast is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).
1 4 2 1	Social relations	13 000	0	13 000	This appropriation is intended to encourage and finance all initiatives aimed at promoting social relations between staff of varying nationalities, other assistance and subsidies given to staff, as well as costs involved in organising receptions for members of staff.
	<i>Article 142 — Total</i>	304 600	0	304 600	
	<b>CHAPTER 14 — TOTAL</b>	<b>428 600</b>	<b>31 300</b>	<b>397 300</b>	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
15	MOBILITY				
152	<i>Mobility</i>				
1 5 2 0	Staff exchanges	p.m.	0	p.m.	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.
1 5 2 1	Centre officials seconded temporarily to national administrations, international organisations or public sector institutions or undertakings.	p.m.	0	p.m.	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.
	<i>Article 152 — Total</i>	p.m.	0	p.m.	
	<b>CHAPTER 15 — TOTAL</b>	<b>p.m.</b>	<b>0</b>	<b>p.m.</b>	
16	SOCIAL SERVICES				
160	<i>Welfare service</i>				
1 6 0 0	Special assistance grants	p.m.	0	p.m.	This appropriation is intended to cover assistance in the form of cash which may be granted to an official, former official or survivors of a deceased official who find themselves in difficult circumstances.
	<i>Article 160 — Total</i>	p.m.	0	p.m.	
162	<i>Other expenditure</i>				
1 6 2 0	Other expenditure	p.m.	0	p.m.	This appropriation is intended to cover assistance for families, reception of new staff, legal aid, grants for scouts and guides, grant to the secretariat of the parents' association.
	<i>Article 162 — Total</i>	p.m.	0	p.m.	
163	<i>Early childhood centre</i>				

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

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	CHAPTER 19 — TOTAL	p.m.	0	p.m.	
	Title 1 — Total	24 476 800	-463 700	24 940 500	
2	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>				
20	<b>INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>				
200	<i>Investment in immovable property, rental of buildings and associated costs</i>				
2 0 0 0	Rental of buildings and associated costs	1 879 700	74 000	1 805 700	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Centre. Appropriations may be transferred to the specified budget items to cover charges. The increase is due to the transfer needed for the rental of the new server room.
	Article 200 — Total	1 879 700	74 000	1 805 700	
201	<i>Insurance</i>				
2 0 1 0	Insurance	21 500	-5 000	26 500	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Centre. Appropriations will cover insurance of the new building, insurance during the removal, and other insurance expenses that may occur as a consequence of the relocation. Appropriations may be transferred to Item 2350 ('Miscellaneous insurance') when more details are known.
	Article 201 — Total	21 500	-5 000	26 500	
202	<i>Water, gas, electricity and heating</i>				
2 0 2 0	Water, gas, electricity and heating	125 100	0	125 100	This appropriation is intended to cover routine expenditure.
	Article 202 — Total	125 100	0	125 100	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
<b>203</b>	<b><i>Cleaning and maintenance</i></b>				
2 0 3 0	Cleaning and maintenance	126 000	-19 000	145 000	This appropriation is intended to cover cleaning costs (regular cleaning, purchase of cleaning, washing, laundry and dry-cleaning products, etc.), maintenance costs for equipment and technical installations (lifts, central-heating and air-conditioning installations, etc.) and waste disposal costs.
	<i>Article 203 — Total</i>	126 000	-19 000	145 000	
<b>204</b>	<b><i>Fitting-out of premises</i></b>				
2 0 4 0	Fitting-out of premises	231 900	211 900	20 000	This appropriation is intended to cover the fitting-out of the premises and repairs in the buildings. The increase is due to a transfer for works etc. in the Drosbach building. The transferred appropriations were previously planned for expenditure relating to the move; therefore there is no increase in the total budget for that purpose. A small part relates to the server room.
	<i>Article 204 — Total</i>	231 900	211 900	20 000	
<b>205</b>	<b><i>Security and surveillance of buildings</i></b>				
2 0 5 0	Security and surveillance of buildings	243 700	-138 700	382 400	This appropriation is intended to cover miscellaneous expenditure on buildings relating to security and safety, in particular contracts governing building surveillance, hire and replenishment of extinguishers, purchase and maintenance of fire-fighting equipment, replacement of equipment for officials acting as voluntary firemen, and costs of carrying out statutory inspections. The decrease is due to a transfer to Item 2040 ('Fitting-out of premises').
	<i>Article 205 — Total</i>	243 700	-138 700	382 400	
<b>206</b>	<b><i>Acquisition of immovable property</i></b>				
2 0 6 0	Acquisition of immovable property	p.m.	0	p.m.	This appropriation is intended to cover the possible purchase of a building as the Centre's seat.
	<i>Article 206 — Total</i>	p.m.	0	p.m.	
<b>208</b>	<b><i>Expenditure preliminary to the acquisition or construction of immovable property</i></b>				

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
2 0 8 0	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	0	p.m.	This appropriation is intended to cover expenditure on experts' reports relating to immovable property.
	<i>Article 208 — Total</i>	p.m.	0	p.m.	
<b>209</b>	<b><i>Other expenditure</i></b>				
2 0 9 0	Other expenditure	p.m.	0	p.m.	This appropriation is intended to cover other routine expenditure not specifically provided for, for example administrative expenses other than utilities (water, gas and electricity), maintenance, municipal taxes and ancillary costs.
	<i>Article 209 — Total</i>	p.m.	0	p.m.	
	<b>CHAPTER 20 — TOTAL</b>	<b>2 627 900</b>	<b>123 200</b>	<b>2 504 700</b>	
<b>21</b>	<b>DATA PROCESSING</b>				
<b>210</b>	<b><i>Information technology</i></b>				
2 1 0 0	Purchase, work on, servicing and maintenance of hardware and software	1 918 600	80 100	1 838 500	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 is also recorded under this item. Appropriations will cover purchases relating to the Centre's relocation, such as switches and telecommunications equipment. The increase is needed for the purchase of a budgeting tool.
	<i>Article 210 — Total</i>	1 918 600	80 100	1 838 500	
<b>212</b>					
2 1 2 0	External services for the operation, implementation, development and maintenance of software and systems	1 571 500	200 000	1 371 500	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.). Appropriations will cover installation works and some consultancy works relating to the Centre's relocation. The increase is needed for consultancy relating to the new budgeting tool.
	<i>Article 212 — Total</i>	1 571 500	200 000	1 371 500	



Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	<b>CHAPTER 21 — TOTAL</b>	<b>3 490 100</b>	<b>280 100</b>	<b>3 210 000</b>	
22	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>				
220	<i>Technical installations and electronic office equipment</i>				
2 2 0 0	New purchases	p.m.	0	p.m.	This appropriation is intended to cover initial provision of equipment (photocopiers, fax machines, scanners, etc.) for documentation storage, archiving and mail handling.
2 2 0 1	Replacement	p.m.	0	p.m.	The purchase of equipment and installations under this appropriation is conditional upon the decommissioning, in accordance with established procedures, of the equipment and installations to be replaced.
2 2 0 2	Rental	p.m.	0	p.m.	This appropriation is intended to cover the costs of hiring fax machines, photocopiers and various technical installations.
2 2 0 3	Maintenance, use and repair	2 000	0	2 000	This appropriation is intended to cover maintenance and repair of equipment.
2 2 0 4	Office equipment	3 000	0	3 000	This appropriation is intended to cover unforeseen costs relating to electronic office equipment.
	<i>Article 220 — Total</i>	5 000	0	5 000	
221	<i>Furniture</i>				
2 2 1 0	New purchases	54 000	-11 000	65 000	This appropriation is intended to cover the purchase of furniture. The decrease is due to a transfer to Item 2040 ('Fitting-out of premises'). The transfer was possible because the option to move the current archiving system to the Drosbach building was much less expensive than buying a new system.
2 2 1 1	Replacement	103 000	-62 000	165 000	This appropriation is intended to cover the replacement of furniture. In 2013, replacements are necessary owing to the Centre's move, since not all furniture can be moved to the new location. Changes in the replacement plan were made in order to enable the necessary fitting-out of the premises. Appropriations were subsequently transferred to Item 2040 ('Fitting-out of premises').
2 2 1 2	Maintenance, use and repair	2 000	0	2 000	This appropriation is intended to cover the maintenance and repair of furniture.

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	<i>Article 221 — Total</i>	159 000	-73 000	232 000	
<b>223</b>	<b><i>Vehicles</i></b>				
2 2 3 0	New purchases of vehicles	p.m.	0	p.m.	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2 2 3 2	Hire of vehicles	27 000	0	27 000	This appropriation is intended to cover the rental in the form of a long-term contract of an official vehicle, as well as expenditure on occasional hiring of vehicles to meet certain unforeseen needs.
2 2 3 3	Maintenance, use and repair of vehicles	9 500	0	9 500	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.
	<i>Article 223 — Total</i>	36 500	0	36 500	
<b>225</b>	<b><i>Documentation and library expenditure</i></b>				
2 2 5 0	Library stocks, purchase of books	11 900	1 900	10 000	This appropriation is intended to cover the purchase of books, documents and other publications.
2 2 5 1	Special library, documentation and reproduction equipment	p.m.	0	p.m.	This appropriation is intended to cover the acquisition of special equipment for libraries.
2 2 5 2	Subscriptions to newspapers and periodicals	9 000	0	9 000	This appropriation is intended to cover the cost of subscriptions to newspapers and periodicals in line with the Centre's own needs.
2 2 5 3	Dictionaries for translators	2 500	0	2 500	This appropriation is intended for the purchase of dictionaries.
2 2 5 4	Cover binding and upkeep of books.	p.m.	0	p.m.	This appropriation is intended to cover binding and other costs essential for the upkeep of books and periodicals.
	<i>Article 225 — Total</i>	23 400	1 900	21 500	
	<b>CHAPTER 22 — TOTAL</b>	<b>223 900</b>	<b>-71 100</b>	<b>295 000</b>	
<b>23</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>				
<b>230</b>	<b><i>Stationery and office supplies</i></b>				

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
2 3 0 0	Stationery and office supplies	20 000	0	20 000	This appropriation is intended to cover the purchase of paper and office supplies.
	<i>Article 230 — Total</i>	20 000	0	20 000	
<b>232</b>	<b><i>Financial expenses</i></b>				
2 3 2 0	Bank charges	4 500	0	4 500	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2 3 2 1	Exchange-rate losses	p.m.	0	p.m.	This item is intended to cover exchange-rate losses incurred by the Centre in the management of its budget, in so far as such losses cannot be offset against exchange-rate gains.
	<i>Article 232 — Total</i>	4 500	0	4 500	
<b>233</b>	<b><i>Legal expenses</i></b>				
2 3 3 0	Legal expenses	15 000	5 000	10 000	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
	<i>Article 233 — Total</i>	15 000	5 000	10 000	
<b>234</b>	<b><i>Damages</i></b>				
2 3 4 0	Damages	p.m.	0	p.m.	This appropriation is intended to cover damages and the cost of settling claims against the Centre (civil liability).
	<i>Article 234 — Total</i>	p.m.	0	p.m.	
<b>235</b>	<b><i>Other operating expenditure</i></b>				
2 3 5 0	Miscellaneous insurance	14 700	4 000	10 700	This appropriation is intended to cover comprehensive insurance, civil liability, insurance against theft and insurance to cover the liability of accounting officers and imprest administrators.
2 3 5 2	Miscellaneous expenditure on internal meetings	1 500	0	1 500	This appropriation is intended to cover costs relating to the organisation of internal meetings.

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
2 3 5 3	Departmental removals	82 500	-35 000	117 500	This appropriation is intended to cover the cost of removals both within the building and to a new building.
2 3 5 9	Other expenditure	2 200	0	2 200	This appropriation is intended to cover other operating expenditure not specifically provided for.
	<i>Article 235 — Total</i>	100 900	-31 000	131 900	
<b>239</b>	<b><i>Interinstitutional services</i></b>				
2 3 9 0	Translation services provided by the Commission	p.m.	0	p.m.	This appropriation is intended to cover the provision of translation work, including typing, by the Commission on behalf of the Centre.
2 3 9 1	Interpreting	p.m.	0	p.m.	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU institutions.
2 3 9 2	Administrative assistance from the Commission	146 200	0	146 200	This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2 3 9 3	Publications	10 000	0	10 000	This appropriation is intended to cover mainly the costs of publishing the Centre's budget, activity report and other communication and publicity activities.
2 3 9 4	Dissemination	5 000	0	5 000	This appropriation is intended to cover 'dissemination' activities, in particular, promotion and marketing costs (catalogues, brochures, advertising, market studies, etc.) and costs in connection with informing and assisting the public and clients. Costs relating to the printing of documents are covered by Item 2393.
	<i>Article 239 — Total</i>	161 200	0	161 200	
	<b>CHAPTER 23 — TOTAL</b>	<b>301 600</b>	<b>-26 000</b>	<b>327 600</b>	
<b>24</b>	<b>POSTAGE AND TELECOMMUNICATIONS</b>				
<b>240</b>	<b><i>Postage</i></b>				
2 4 0 0	Postage and delivery charges	39 800	-10 000	49 800	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	<i>Article 240 — Total</i>	39 800	-10 000	49 800	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
241	<i>Telecommunications</i>				
2 4 1 0	Telephone, telegraph, telex, radio and television and subscriptions and charges	250 500	0	250 500	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 ('Purchase, work on, servicing and maintenance of hardware and software'). Appropriations will cover the installation and use of telecommunications equipment needed during the relocation phase (to ensure communication between the old buildings and the new building for a couple of months).
	<i>Article 241 — Total</i>	250 500	0	250 500	
	<b>CHAPTER 24 — TOTAL</b>	<b>290 300</b>	<b>-10 000</b>	<b>300 300</b>	
25	<b>EXPENDITURE ON MEETINGS</b>				
250	<i>Expenditure on formal and other meetings</i>				
2 5 0 0	Meetings in general	5 000	0	5 000	This appropriation is intended to cover the cost of travel, subsistence and incidental expenses incurred by experts and other visitors, and interinstitutional committees invited to take part in meetings, committees, working parties and seminars.
	<i>Article 250 — Total</i>	5 000	0	5 000	
255	<i>Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings</i>				
2 5 5 0	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	5 000	0	5 000	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.
	<i>Article 255 — Total</i>	5 000	0	5 000	
	<b>CHAPTER 25 — TOTAL</b>	<b>10 000</b>	<b>0</b>	<b>10 000</b>	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
26	GOVERNING BODY OF THE CENTRE				
260	<i>Expenditure on formal and other meetings</i>				
2 6 0 0	Management Board meetings	20 000	0	20 000	Appropriations for travel and subsistence and incidental expenses incurred by members of the Management Board invited to take part in meetings, committees and working groups.
	<i>Article 260 — Total</i>	20 000	0	20 000	
261	<i>Organisation of Management Board meetings</i>				
2 6 1 0	Organisation of Management Board meetings	3 000	0	3 000	This appropriation is intended to cover the organisation of Management Board meetings.
	<i>Article 261 — Total</i>	3 000	0	3 000	
265	<i>Interpreting</i>				
2 6 5 0	Interpreting	85 000	0	85 000	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU Institutions for Management Board meetings.
	<i>Article 265 — Total</i>	85 000	0	85 000	
	<b>CHAPTER 26 — TOTAL</b>	<b>108 000</b>	<b>0</b>	<b>108 000</b>	
27	<b>INFORMATION: ACQUISITION. ARCHIVING. PRODUCTION AND DISSEMINATION</b>				
270	<i>Limited consultations, studies and surveys</i>				
2 7 0 0	Limited consultations, studies and surveys	25 000	-200 000	225 000	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. The decrease follows the decision not to carry out an external assessment of the Centre in 2013.

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	<i>Article 270 — Total</i>	25 000	-200 000	225 000	
	<b>CHAPTER 27 — TOTAL</b>	<b>25 000</b>	<b>-200 000</b>	<b>225 000</b>	
	<b>Title 2 — Total</b>	<b>7 076 800</b>	<b>96 200</b>	<b>6 980 600</b>	
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>				
<b>30</b>	<b>EXTERNAL TRANSLATION SERVICES</b>				
<b>300</b>	<i>External translation services</i>				
3 0 0 0	External translation services	14 801 000	1 644 000	13 157 000	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). The increase is due to clients' revised forecasts, the outsourcing of the translation of terms, and the need to cover orders received in 2012, but outsourced in 2013.
	<i>Article 300 — Total</i>	14 801 000	1 644 000	13 157 000	
	<b>CHAPTER 30 — TOTAL</b>	<b>14 801 000</b>	<b>1 644 000</b>	<b>13 157 000</b>	
<b>31</b>	<b>EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION</b>				
<b>310</b>	<i>Expenditure relating to interinstitutional cooperation</i>				
3 1 0 0	Interinstitutional cooperation in the language field	635 000	-80 000	715 000	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.
	<i>Article 310 — Total</i>	635 000	-80 000	715 000	

Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
	CHAPTER 31 — TOTAL	635 000	-80 000	715 000	
	Title 3 — Total	15 436 000	1 564 000	13 872 000	
10	RESERVES				
100	PROVISIONAL APPROPRIATIONS				
1000	<i>Provisional appropriations</i>				
1 0 0 0 3	Reserve for stability pricing	3 723 567	3 514 117	209 450	Reserve created in 2011 for stability pricing. The amount corresponds to the estimated budget surplus for 2013, and serves to balance the budget. The actual amount to be added to the reserve, if any, will be based on the actual budget outturn and an analysis of revenue and expenditure in 2013 and onwards.
1 0 0 0 4	Reserve for the permanent prefinancing fund	p.m.	0	p.m.	Reserve to create the permanent prefinancing fund provided for by Article 59a of the Centre's Financial Regulation. Article 58(2) of the detailed rules for the implementation of the Financial Regulation states that the amount of this fund may not be less than four twelfths of the appropriations for the financial year.
1 0 0 0 5	Reserve for the disputed salary increase	1 480 500	720 200	760 300	The reserve of EUR 720 200 covers the possible salary adjustment of 1.7% for 2011 and the possible salary adjustment of 1.7% for 2012. According to the agreement reached on the new Staff Regulations, a salary freeze is applicable for 2013 and 2014.
1 0 0 0 6	Reserve for exceptional investments	p.m.	0	p.m.	
1 0 0 0 7	Reserve for relocation expenses	p.m.	0	p.m.	This reserve was created in 2012 to cover expenses relating to the Centre's relocation in 2013. The reserve is consumed in full in the first amending budget 2013 (shown as revenue in Item 5016).
	Article 1000 — Total	5 204 067	4 234 317	969 750	
	CHAPTER 100 — TOTAL	5 204 067	4 234 317	969 750	
	Title 10 — Total	5 204 067	4 234 317	969 750	



Title Chapter Article Item	Heading	New amount 2013	Amending budget 2/2013	Amending budget 1/2013	Remarks
<b>GRAND TOTAL</b>		<b>52 193 667</b>	<b>5 430 817</b>	<b>46 762 850</b>	

## ANNEX 1 ESTABLISHMENT PLAN

Function groups and grades	2011		2012		2013		2013	
	Filled on 31.12.2011		Authorised under the budget		Authorised under amending budget 1		Authorised under amending budget 2	
	Permanent posts	Temporary staff	Permanent posts	Temporary posts	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16	0	0	0	0	0	0	0	0
AD 15	0	0	0	1	0	1	0	1
AD 14	1	1	1	0	1	0	1	0
AD 13	0	0	1	1	0	0	0	0
AD 12	6	5	7	5	8	3	8	3
AD 11	8	9	9	8	9	9	9	9
AD 10	10	5	9	6	10	5	10	5
AD 9	3	7	3	10	2	10	2	10
AD 8	2	9	3	9	4	9	4	8
AD 7	9	18	9	22	7	23	7	23
AD 6	0	15	4	16	5	16	4	17
AD 5	3	21	1	13	0	16	0	17
<b>TOTAL AD</b>	<b>42</b>	<b>90</b>	<b>47</b>	<b>91</b>	<b>46</b>	<b>92</b>	<b>45</b>	<b>93</b>
AST 11	0	0	0	0	0	0	0	0
AST 10	0	0	0	0	0	0	0	0
AST 9	0	1	0	1	0	1	0	1
AST 8	5	0	5	0	5	0	5	0
AST 7	2	2	2	3	2	3	2	3
AST 6	2	3	3	2	2	2	2	2
AST 5	1	3	1	6	2	9	2	9
AST 4	3	12	5	16	3	12	3	12
AST 3	5	20	2	21	2	18	2	18
AST 2	0	6	0	10	0	6	0	6
AST 1	0	8	0	0	0	1	0	1
<b>TOTAL AST</b>	<b>18</b>	<b>55</b>	<b>18</b>	<b>59</b>	<b>16</b>	<b>52</b>	<b>16</b>	<b>52</b>
<b>TOTAL</b>	<b>60</b>	<b>145</b>	<b>65</b>	<b>150</b>	<b>62</b>	<b>144</b>	<b>61</b>	<b>145</b>
<b>TOTAL STAFF</b>	<b>205</b>		<b>215</b>		<b>206</b>		<b>206</b>	

A permanent post AD 5 has been transformed into a temporary post AD 6/AD 5, in accordance with the policy laid down in the MSPP.  
A temporary post AD 8 has been changed to AD 5.