



**DECISION OF THE MANAGEMENT BOARD
OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION
ADOPTING THE PRELIMINARY DRAFT BUDGET 2020 – CT/CA-010/2019EN**

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

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

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

Whereas:

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

HAS DECIDED AS FOLLOWS:

Article 1

The preliminary draft budget 2020 of the Translation Centre, as annexed to this decision, is hereby adopted.

Article 2

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

Done at Luxembourg, 20 March 2019.

For the management board


Rytis Martikonis

Chairman

Annex: Preliminary draft budget 2020



PRELIMINARY DRAFT BUDGET 2020

CT/CA-010/2019EN

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I. INTRODUCTION

A. GENERAL INTRODUCTION

The preliminary draft budget 2020 comprises:

- A. This general introduction;
- B. The Centre's revenue as laid down in Article 10(2) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003, in particular comprising payments made by the bodies for which the Centre works, and by the institutions and organs with which collaboration has been agreed in return for work performed by it, including interinstitutional activities;
- C. A breakdown of the Centre's expenditure by title; and
- D. A breakdown of the Centre's expenditure by activity. This part shows the link between the budget for 2020 and the work programme for 2020 by identifying the resources allocated to each activity in order to achieve the Centre's strategic objectives. It also sets out the conventional budget structure.

The preliminary draft budget 2020 reflects the estimates of revenue and expenditure, as included in the Centre's draft programming document 2020-2022 (Ref. CT/CA-002/2019). It is prepared in accordance with Articles 35-37 of the Centre's Financial Regulation. In order to prepare the preliminary draft budget 2020, the Centre undertook an analysis of its forecast expenditure and obtained clients' forecasts.

The preliminary draft budget 2020 has been prepared on the basis of the prices applicable in 2020 as shown in the table below. All amounts in this document are expressed in euro.

Prices applicable in 2020:

Service provided	Normal (EUR)	Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	94.00	89.30	117.50	169.20
Modification (price per page)	172.00	163.40	215.00	
Revision (price per page)	60.00	57.00	75.00	
Editing (price per page)	39.00	37.05	43.90	
Trade marks (price per page)	EUR 37.44 for 362 595 pages			
Community designs (price per term)	EUR 4.00			
Term lists (price per term)	EUR 4.00			
Revision of term lists (price per term)	EUR 2.50			
Terminology (price per man/day)	EUR 900			
Language consultancy (price per man/day)	EUR 900			
Subtitling (price per minute)	EUR 41.00			

Surcharges applicable in 2020:

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

B. REVENUE

The total revenue forecast for 2020 is EUR 47.5 million, with EUR 45.1 million in Titles 1-4. The revenue forecast is broken down as follows:

Title	Revenue (EUR)
1. Agencies and bodies	43 792 700
3. Interinstitutional cooperation (European institutions)	675 200
4. Other revenue	618 950
5. Surplus carried over from the previous financial year and transfers from reserves from previous years	2 433 150

The Centre's forecast revenue is largely based on the estimates provided by its clients including the possible impact of savings per client calculated by the Centre. It must therefore be underlined that the estimated revenue is subject to change, depending on clients' actual needs and their budgets. On the basis of clients' forecasts, the estimate revenue for 2020 in Title 1 is EUR 43.8 million compared with EUR 40.5 million in the 2019¹ budget (8.2%). The forecast revenue for 2020 is EUR 4.3 million more (10.8%) than the actual revenue of EUR 39.5 million received from clients in 2018.

The Centre's biggest client, the EUIPO ('European Union Intellectual Property Office'), has forecast a revenue reduction of EUR 1.1 million (-7.3%) for the translation of EU trade marks in 2020 (Item 1006) compared with the 2019 budget. The forecast revenue for 2020 is EUR 1.3 million less (-8.6%) than the actual revenue received for the translation of EU trade marks in 2018. In addition, the EUIPO's revenue forecast for other services has decreased by 14.5%, namely from EUR 4.5 million in the 2019 budget to EUR 3.9 million in 2020 (Item 1005), and this is 31.3% lower (EUR 1.8 million) than the revenue received for other services in 2018. Their overall forecast for 2020 is 14.8% lower (EUR 3 million) than the total revenue received from the EUIPO in 2018.

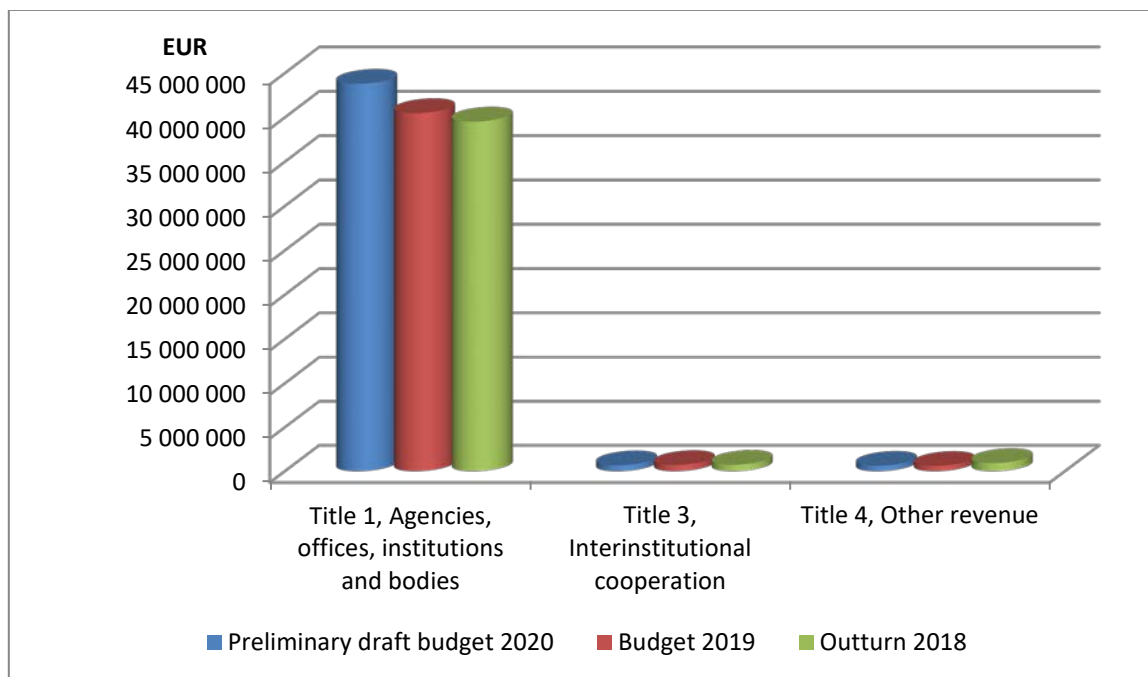
Other significant changes that may be noted compared with the 2019 budget are decreases in forecasts by EFCA ('European Fisheries Control Agency') by 65.2% (EUR – 321 100) ECHA ('European Chemicals Agency') by 30.4% (EUR –610 000), Eurofound ('European Foundation for the Improvement of Living and Working Conditions') by 29.1% (EUR –159 800), and EBA (European Bank Authority) by 12.5% (EUR -128 700). Compared with the 2019 budget, Eurojust ('European Union Agency for Criminal

¹ The figures for 2019 are not based on the pricing structure approved by the management board in October 2018. An amending budget is foreseen and will be presented to the management board in March 2019.

Justice Cooperation’)) has increased its forecast by 794.3% (EUR 961 100), EDPS (European Data Protection Supervisor’) by 419.3% (EUR 3.6 million), eu-LISA (‘European Agency for the Operational Management of Large-scale IT Systems in the Area of Freedom, Security and Justice’) by 39.2% (EUR 345 000), Frontex (‘European Border and Coast Guard Agency’) by 30.1% (EUR 222 300), EASO (‘European Asylum Support Office’) by 22% (EUR 512 400), EACEA (‘Education, Audiovisual and Culture Executive Agency’) by 17% (EUR 163 400), and EMA (‘European Medicines Agency’) by 5.2% (EUR 150 000). More detailed information on client forecasts and translation volumes is provided in Section D, ‘Activities’, and Part III, ‘Statement of revenue and expenditure - Details’.

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

Figure 1. Revenue broken down by title and year: 2018-2020 (Titles 1, 3 and 4)



In addition to revenue from its clients and interinstitutional cooperation, the Centre forecasts additional revenue in Title 4, mainly comprising bank interest, revenue from subletting part of its rented office space to the Commission (‘Consumers, Health, Agriculture and Food Executive Agency’ (Chafea)), revenue from the hosting of data centre services for ERA (‘European Union Agency for Railways’) and a financial contribution from the Luxembourg Government towards the Centre’s office rental costs. The forecast for this revenue in 2020 is EUR 618 950 which is 1.6% higher than the 2019 budget and 33.4% lower than the 2018 outturn.

In order to balance the preliminary draft budget 2020, the Centre has transferred to revenue EUR 2 433 150 from the ‘Reserve for stability pricing’, leaving an estimated balance of EUR 2 070 091 in the reserve at the end of 2020.

C. EXPENDITURE

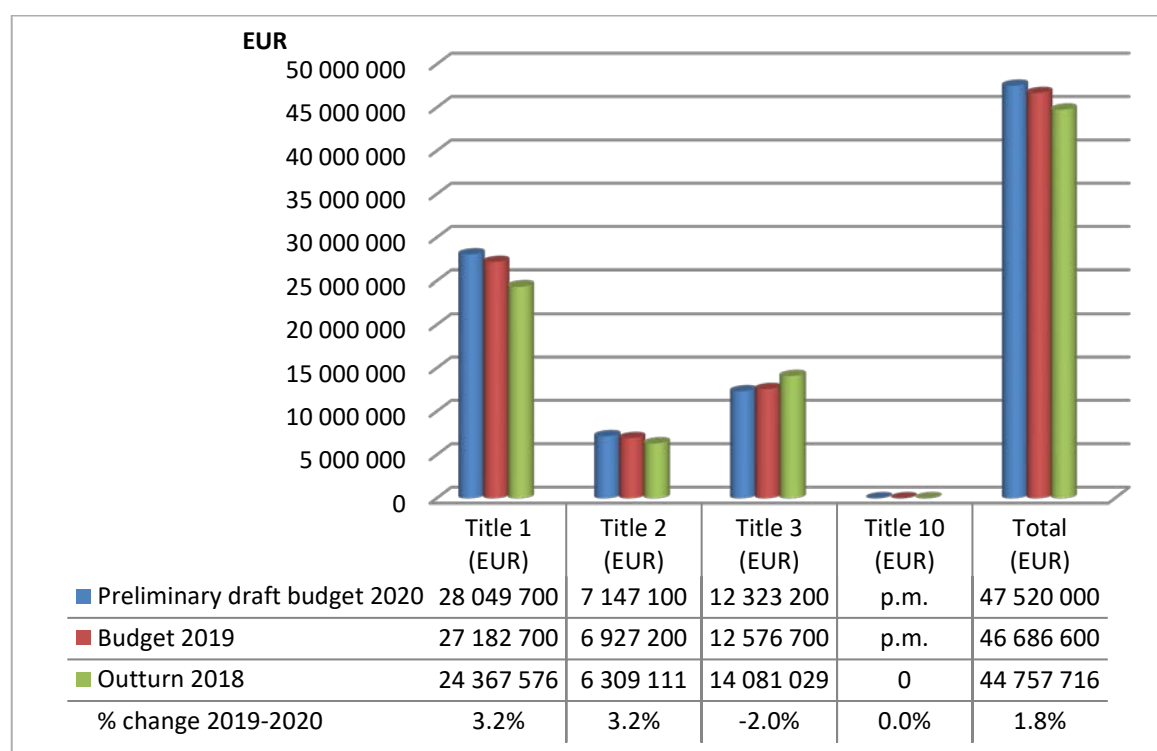
The Centre’s forecast expenditure for 2020 is EUR 47.5 million. In Titles 1-3, the 2020 budget has increased by 1.8% compared with the 2019 budget and is 6.2% higher than the 2018 outturn. Firstly, this increase from 2018 to 2020 is due to the envisaged salary adjustments in 2019 and 2020 as well as other expenditure that is also subject to indexations which are likely to lead to higher expenditure in 2020. Secondly, this increase from 2018 to 2020 is also due to the investment required by the Centre in

order to implement the projects arising from the recommendations of the “Study on the Translation Centre as the linguistic shared service provider for the EU agencies and bodies”. However, this increase in Titles 1 and 2 is partly compensated by the significant decrease of Title 3 as a result of reducing the volume of outsourcing to external language service providers. The expenditure forecast is broken down as follows:

Title	Expenditure (EUR)
1. Staff	28 049 700
2. Buildings, equipment and miscellaneous operating expenditure	7 147 100
3. Operational Expenditure	12 323 200
10. Reserves	p.m.

In order to respond to the overall increase in staff costs, other index-linked costs and IT costs including the cost for the transformation plan, the Centre has taken several measures to reduce its budget expenditure. The main action has been to significantly reduce expenditure appropriations in the majority of budget items to cover only what is expected to be needed. This means that the Centre has reduced its margin to a minimum across key budget lines and its flexibility is therefore severely reduced. Higher salary indexations, price increases for the Commission’s services, IT investment for the transformation plan or higher costs than forecast for the outsourcing of translation could therefore necessitate reprioritisations in the Centre’s budget in order to avoid any new increase. All of this means that the Centre will have to do more with fewer resources and capitalise on an increased use of available translation technology. The measures have been chosen so that the envisaged impact on clients will be minimal. An overview of the expenditure by title, including a comparison with the 2019 budget and the outturn for 2018, is presented in the figure below.

Figure 2. Expenditure broken down by title and year: 2018-2020 (Titles 1, 2, 3 and 10)*



* Title 1: ‘Staff’; Title 2: ‘Buildings, equipment and miscellaneous operating expenditure’; Title 3: ‘Operational expenditure’; and Title 10: ‘Reserves’. The budget for Title 10 in 2019 and 2020 is pro memoria (p.m.) and is shown as ‘0’ in 2018.

Title 1: STAFF

The budget for Title 1 in 2020 reaches EUR 28 million, 3.2% higher than the 2019 budget, that is an increase of EUR 867 000. The Centre's budget provides for potential annual salary adjustments, estimated at 1.8% per annum, as well as biennial step advancements and promotions. The budget is based on an Establishment Plan of 193 posts which remains at the same level as that approved by the Budgetary Authority for 2019. The budget also takes into account factors such as the turnover ratio and work patterns of staff. All of the above leads to an increase of 0.4% (EUR 73 600) in Article 110, 'Staff in active employment' whereas the budget for contract staff (Item 1115) has been increased by 32.7% (EUR 473 400) in 2020 compared with the 2019 budget.

Title 2: BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

The budget for Title 2, 'Buildings, equipment and miscellaneous operating expenditure', reaches EUR 7.1 million in 2020. It has increased by 3.2% compared with the 2019 budget. The main reason for the increase is due to IT investment linked to the implementation of the projects arising from the recommendations of the "Study on the Translation Centre as the linguistic shared service provider for the EU agencies and bodies".

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

Title 3: OPERATIONAL EXPENDITURE

The budget for Title 3, 'Operational expenditure', covers the outsourcing of translation services, technical services related to language services, interinstitutional cooperation, and the eCdT programme. It reaches EUR 12.3 million in 2020 and has decreased by 2% compared with the 2019 budget. It is EUR 1.8 million lower than the 2018 outturn.

The budget for external translation services constitutes the main part of the title's budget, namely 94% in 2020. The actual cost of these services depends on a number of factors, such as changes in the ranking of suppliers under existing framework contracts and the prices agreed under future framework contracts which also depends on economic developments in the Member States. The budget for 2020 is EUR 11.6 million, which is in line with the forecast volumes as well as with the Centre's expectation that the investment in translation technologies will have a positive impact on the expenditure for external translation services. Clearly, real expenditure will depend on the actual demand from the Centre's clients and the potential impact of translation technologies on in-house translations and on the new framework contracts in the future.

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

D. ACTIVITIES

The Centre's activities are defined under three activity areas in the 2020 budget, as set out in the Centre's programming document 2020-2022: 1) Core operational activities; 2) Support activities; and 3) Management and supervision activities. The previously existing fourth area of external outreach and communication activities, comprising client-oriented actions, is embedded into the management and supervision activities since 2018.

The human and financial resources for 2020 are allocated to the three activity areas, as shown in the table below. The financial resources included in Titles 1 and 2 are either allocated directly to an activity, or indirectly on the basis of the human resources used for each activity. The financial resources in Title 3 are directly allocated to the corresponding activities. The calculation takes into account the distribution of the different types of posts, the different grades and the salary costs. The details are set out in the Centre's draft programming document 2020-2022 (Ref. CT/CA-002/2019).

	% of human resources (staff)	% of financial resources	Financial resources
Core operational activities	69.9%	77.8%	36 982 994
Support activities	20.9%	13.7%	6 506 436
Management and supervision activities	9.2%	8.5%	4 030 570
Appropriations in Title 10: 'Reserves' not allocated to an activity	0%	0%	0
Total	100%	100%	47 520 000

The table below shows the total number of pages, terms and revenue forecast for 2020 by comparison with the 2019 budget. The table shows the 2020 forecasts provided by clients including the possible impact of savings arising from the pricing structure for the translation of documents per client calculated by the Centre. However, the 2019 forecasts provided by the clients may or may not have taken into account the impact of potential savings. More detailed information on client forecasts and translation volumes is provided in Part III, 'Statement of revenue and expenditure - Details'.

	Preliminary draft budget 2020	Budget 2019	Comparison
Total number of pages of EU trade marks forecast	362 595	410 896	-11.8%
Total number of pages of documents forecast	311 017	301 911	3.0%
<i>Total number of pages</i>	<i>673 612</i>	<i>712 807</i>	<i>-5.5%</i>
Total number of term lists forecast	104 413	152 285	-31.4%
Total revenue forecast from translations, terminology and term lists	43 792 700	40 485 400	8.2%

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2020	Financial year 2019	Financial year 2018
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	43 792 700	40 485 400	39 531 565
2	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0
3	INTERINSTITUTIONAL COOPERATION	675 200	707 400	734 003
4	OTHER REVENUE	618 950	609 050	929 574
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 433 150	4 884 750	
	Reserve for stability pricing	2 433 150	4 884 750	
	Reserve for exceptional investments	p.m.	p.m.	0
6	REFUNDS	p.m.	p.m.	0
	TOTAL	47 520 000	46 686 600	41 195 142
	EXPENDITURE			
1	STAFF	28 049 700	27 182 700	24 367 576
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	7 147 100	6 927 200	6 309 111
3	OPERATIONAL EXPENDITURE	12 323 200	12 576 700	14 081 029
10	RESERVES	p.m.	p.m.	0
	TOTAL	47 520 000	46 686 600	44 757 716

III. STATEMENT OF REVENUE AND EXPENDITURE 2020 - DETAILS

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
REVENUE					
1000	European Environment Agency (EEA)	183 800	181 300	206 324	2 042 pages
1001	European Training Foundation (ETF)	60 300	60 700	130 936	762 pages
1002	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	376 100	411 600	322 030	4 512 pages
1003	European Medicines Agency (EMA)	3 009 000	2 859 000	2 853 591	Documents: 34 524 pages; term lists: 1 490 terms
1004	European Agency for Safety and Health at Work (EU-OSHA)	625 800	649 900	1 001 114	7 070 pages
1005	European Union Intellectual Property Office (EUIPO)	3 853 200	4 504 500	5 607 558	Documents: 39 171 pages; term lists: 102 225 terms; Community designs: 8 000 terms
1006	EUIPO trade marks	13 577 100	14 639 700	14 848 299	362 595 pages
1007	Community Plant Variety Office (CPVO)	77 400	100 000	31 148	1 064 pages
1008	European Union Agency for Law Enforcement Cooperation (Europol)	49 600	43 300	20 836	528 pages
1009	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	390 200	550 000	292 603	4 464 pages
100	Article 100	22 202 500	24 000 000	25 314 437	
1010	European Centre for the Development of Vocational Training (Cedefop)	75 700	44 000	73 963	853 pages
1012	European Union Agency for Fundamental Rights (FRA)	1 180 800	1 123 700	960 216	13 136 pages
1014	European Investment Bank (EIB)	p.m.	p.m.	0	
1015	European Food Safety Authority (EFSA)	168 000	189 100	187 241	1 976 pages
1016	European Union Agency for Criminal Justice Cooperation (Eurojust)	1 082 100	121 000	0	11 512 pages
1017	European Maritime Safety Agency (EMSA)	140 200	120 900	71 645	1 561 pages

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1018	European Aviation Safety Agency (EASA)	43 400	66 000	16 728	610 pages
1019	European Union Agency for Railways (ERA)	922 200	900 000	1 135 555	10 976 pages
101	Article 101	3 612 400	2 564 700	2 445 347	
1020	European Union Agency for Network and Information Security (ENISA)	39 400	40 000	24 473	426 pages
1021	European Centre for Disease Prevention and Control (ECDC)	240 300	297 000	161 309	3 049 pages
1022	European Border and Coast Guard Agency (Frontex)	961 500	739 200	492 468	10 732 pages
1023	Education, Audiovisual and Culture Executive Agency (EACEA)	1 124 500	961 100	651 189	13 578 pages
1024	Executive Agency for Small and Medium-sized Enterprises (EASME)	15 600	13 600	4 013	166 pages
1025	European Union Agency for Law Enforcement Training (CEPOL)	24 300	20 800	15 552	343 pages
1026	Consumers, Health, Agriculture and Food Executive Agency (Chafea)	376 600	339 300	796 748	3 712 pages
1027	European Global Navigation Satellite Systems Agency (GSA)	14 800	10 400	35 971	161 pages
1028	European Defence Agency (EDA)	4 600	4 000	6 620	49 pages
1029	European Chemicals Agency (ECHA)	1 393 400	2 003 400	1 458 193	16 500 pages
102	Article 102	4 195 000	4 428 800	3 646 536	
1030	European Fisheries Control Agency (EFCA)	171 200	492 300	216 852	2 439 pages
1031	Fusion for Energy Joint Undertaking (F4E JU)	53 400	46 600	23 289	568 pages
1032	European Union Satellite Centre (SatCen)	p.m.	p.m.	0	
1033	Innovation and Networks Executive Agency (INEA)	164 500	144 300	20 924	1 760 pages
1034	European Institute of Innovation and Technology (EIT)	67 100	56 000	47 680	732 pages

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1035	European Research Council Executive Agency (ERCEA)	47 900	56 600	30 033	519 pages
1036	Research Executive Agency (REA)	26 100	25 300	11 592	308 pages
1037	Clean Sky 2 Joint Undertaking (Clean Sky 2 JU)	p.m.	p.m.	0	
1038	European Institute for Gender Equality (EIGE)	104 300	115 300	265 281	1 169 pages
1039	SESAR Joint Undertaking (SJU)	33 700	39 900	14 289	487 pages
103	Article 103	668 200	976 300	629 939	
1040	Pre-2017 European Data Protection Supervisor (EDPS)				
1041	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)				
1042	Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU)	29 800	26 000	1 624	317 pages
1043	Fuel Cells and Hydrogen 2 Joint Undertaking (FCH2 JU)	10 500	9 200	943	112 pages
1044	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)				
1045	European Asylum Support Office (EASO)	2 845 800	2 333 400	2 344 467	34 146 pages
1046	Agency for the Cooperation of Energy Regulators (ACER)	217 200	163 900	80 598	2 607 pages
1047	European Securities and Markets Authority (ESMA)	381 800	300 000	620 423	5 319 pages
1048	European Banking Authority (EBA)	902 300	1 031 000	793 426	10 766 pages
1049	European Insurance and Occupational Pensions Authority (EIOPA)	153 600	137 400	87 033	1 676 pages
104	Article 104	4 541 000	4 000 900	3 928 514	
1050	Office of the Body of European Regulators for Electronic Communications (BEREC Office)	89 100	100 000	23 451	1 065 pages

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1051	European Agency for the Operational Management of Large-scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)	1 225 700	880 700	621 030	Documents: 13 249 pages; term lists: 198 terms
1052	Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU)	6 800	3 800	2 829	72 pages
1053	Maritime Analysis and Operation Centre (Narcotics) (MAOC (N))	p.m.	p.m.	0	
1054	Single Resolution Board (SRB)	1 032 900	1 000 000	682 537	12 195 pages
1055	European Schools	p.m.	p.m.	16 359	This budget item is for the Office of the Secretary-General of the European Schools (OSGES) and for the European School Luxembourg II.
1056	Bio-Based Industries Joint Undertaking (BBI JU)	p.m.	p.m.	3 854	
1057	Shift2Rail Joint Undertaking (S2R JU)	p.m.	p.m.	2 829	
1058	Joint Committee of the European Supervisory Authorities (ESAs-JC)	p.m.	p.m.	—	This budget item is for the Joint Committee of the European Supervisory Authorities (ESAs-JC).
105	Article 105	2 354 500	1 984 500	1 352 888	
1099	Revenue from new clients	p.m.	p.m.	0	This budget item is for revenue from new clients in advance of the creation of individual budget items for new clients.
109	Article 109	p.m.	p.m.	0	
10	PAYMENTS FROM THE AGENCIES, OFFICES AND BODIES	37 573 600	37 955 200	37 317 662	
1100	European Commission	1 095 700	1 155 300	1 194 631	Documents: 14 545 pages; term lists: 500 terms. The volume for documents includes the volumes estimated for DG Justice and Consumers and DG Employment, Social Affairs and Inclusion.
1101	European Parliament	p.m.	p.m.	0	
1102	Council of the European Union	323 300	246 900	129 177	4 250 pages
1103	European Court of Auditors	12 500	12 300	14 050	130 pages
1104	European Committee of the Regions	p.m.	p.m.	43 368	
1105	European Economic and Social Committee	p.m.	p.m.	16 992	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1106	Court of Justice of the European Union	p.m.	p.m.	64 351	
1107	European Central Bank	165 400	158 500	39 111	1 580 pages
1108	European Ombudsman	164 800	98 900	289 358	1 875 pages
1109	European Data Protection Supervisor (EDPS)	4 457 400	858 300	422 867	53 612 pages
110	Article 110	6 219 100	2 530 200	2 213 903	
11	PAYMENTS FROM THE INSTITUTIONS	6 219 100	2 530 200	2 213 903	This chapter holds the revenue from language services provided to the EU institutions. Up until 2016, such revenue was recorded in Title 3, 'Interinstitutional cooperation' and in Item 1040, 'European Data Protection Supervisor'.
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	43 792 700	40 485 400	39 531 565	Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
2000	Subsidy from the Commission	p.m.	p.m.	0	
200	Subsidy from the Commission	p.m.	p.m.	0	Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
20	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0	
2	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0	
3000	Pre-2017 European Commission				
3001	Participation in the Interinstitutional Committee for Translation and Interpreting (ICTI)	p.m.	p.m.	0	
3002	Management of interinstitutional projects	675 200	707 400	734 003	This item covers revenue received due to the Centre's management of interinstitutional projects, notably the project IATE.
3003	Pre-2017 European Parliament				
3004	Pre-2017 Council of the European Union				
3005	Pre-2017 European Court of Auditors				

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
3006	Pre-2017 Committee of the Regions of the European Union				
3007	Pre-2017 European Economic and Social Committee				
3008	Pre-2017 Court of Justice of the European Union				
300	Interinstitutional cooperation	675 200	707 400	734 003	
3010	Pre-2017 European Central Bank				
3011	Pre-2017 European Ombudsman				
301	Article 301				
30	INTERINSTITUTIONAL COOPERATION	675 200	707 400	734 003	
3	INTERINSTITUTIONAL COOPERATION	675 200	707 400	734 003	
4000	Bank interest	10 000	7 000	7 796	
400	Bank interest	10 000	7 000	7 796	This article covers interest which the Centre receives on its bank accounts.
4010	Miscellaneous repayments	365 700	358 800	678 528	
401	Miscellaneous repayments	365 700	358 800	678 528	This article covers miscellaneous repayments, including income from the subletting of office space and parking spaces and the hosting of a data centre for the European Union Agency for Railways.
4020	Financial contribution from the Luxembourg Government	243 250	243 250	243 250	This financial contribution from the Luxembourg Government is in support of the Centre's annual rental charges
402	Other contributions	243 250	243 250	243 250	
40	OTHER REVENUE	618 950	609 050	929 574	
4	OTHER REVENUE	618 950	609 050	929 574	
5000	Surplus carried over from the previous financial year	p.m.	p.m.	0	Surplus carried over from the previous financial year in accordance with Article 20(1) of the Centre's Financial Regulation of 2 January 2014.
500	Surplus carried over from the previous financial year	p.m.	p.m.	0	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
5010	Transfer from 'Reserve for exceptional investments'	p.m.	p.m.	0	The transfer from the 'Reserve for exceptional investments' corresponds to the expenditure in Chapter 32, 'Expenditure relating to the eCdT programme'.
5015	Transfer from 'Reserve for stability pricing'	2 433 150	4 884 750	0	The transfer from the 'Reserve for stability pricing' is necessary to balance the budget.
501	Transfers from reserves from previous years	2 433 150	4 884 750	0	
50	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 433 150	4 884 750	0	
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 433 150	4 884 750	0	
6000	Refunds to clients	p.m.	p.m.	0	
600	Refunds to clients	p.m.	p.m.	0	
60	REFUNDS TO CLIENTS	p.m.	p.m.	0	
6	REFUNDS	p.m.	p.m.	0	
	Total Revenue	47 520 000	46 686 600	41 195 142	
EXPENDITURE					
1100	Basic salaries	16 214 600	16 105 800	14 479 219	Staff Regulations of officials and Conditions of employment of other servants of the European Union, in particular Articles 62 and 66 thereof. This appropriation is intended to cover the basic salaries of officials and temporary staff.
1101	Family allowances	1 532 200	1 526 000	1 256 255	Staff Regulations of officials of the European Union, in particular Articles 62, 67 and 68 thereof, and Section 1 of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff.
1102	Expatriation and foreign-residence allowances	2 519 700	2 557 800	2 322 018	Staff Regulations of officials of the European Union, in particular Articles 62 and 69 thereof, and Article 4 of Annex VII thereto. This appropriation is intended to cover the expatriation and foreign-residence allowances for officials and temporary staff.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1103	Secretarial allowances	16 200	19 500	11 580	Staff Regulations of officials of the European Union, in particular Article 18(1) of Annex XIII thereto. This appropriation is intended to cover the secretarial allowance paid to officials and temporary staff in category AST employed as shorthand-typists or typists, telex operators, typesetters, executive secretaries or principal secretaries, who were entitled to its receipt in the month before 1 May 2004.
110	Staff in active employment	20 282 700	20 209 100	18 069 072	
1113	Trainees	36 700	36 200	24 895	This appropriation is intended to cover expenditure relating to trainees.
1115	Contract staff	1 919 700	1 446 300	1 245 757	Conditions of employment of other servants of the European Union, in particular Article 3a and Title IV thereof.
111	Contract staff and trainees	1 956 400	1 482 500	1 270 652	This article was previously called 'Auxiliary staff and local staff'.
1120	Professional training of staff	190 900	184 900	155 608	Staff Regulations of officials of the European Union, in particular Article 24a thereof.
112	Professional training of staff	190 900	184 900	155 608	
1130	Insurance against sickness	544 500	540 800	517 633	Staff Regulations of officials of the European Union, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Union.
1131	Insurance against accidents and occupational disease	80 100	79 500	58 216	Staff Regulations of officials of the European Union, in particular Article 73 thereof and Article 15 of Annex VIII thereto. This appropriation is intended to cover the employer's contribution to insurance against accidents and occupational disease.
1132	Insurance against unemployment	164 900	167 500	129 778	Conditions of employment of other servants of the European Union, in particular Article 28a thereof. This appropriation is intended to insure temporary staff against unemployment.
1133	Constitution or maintenance of pension rights	p.m.	p.m.	0	Conditions of employment of other servants of the European Union, in particular Article 42 thereof. This appropriation is intended to cover payments by the Centre on behalf of officials and temporary staff in order to constitute or maintain their pension rights in their country of origin.
1134	Contribution to the Community pension scheme	3 420 700	3 328 400	3 166 071	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme.
113	Employer's social security contributions	4 210 200	4 116 200	3 871 698	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1140	Childbirth and death allowances and grants	1 200	1 000	0	Staff Regulations of officials of the European Union, in particular Articles 70, 74 and 75 thereof. This appropriation is intended to cover: — appropriations for childbirth grants for children of staff whose countries of origin have no provision for this kind of grant; — in the event of the death of an official, payment of the deceased's full remuneration until the end of the third month after the month in which the death occurred and the cost of transporting the body to the official's place of origin. In the event of death, the corresponding appropriations will be transferred from item 1100.
1141	Travel expenses for annual leave	254 100	249 200	205 248	Staff Regulations of officials of the European Union, in particular Article 8 of Annex VII thereto. This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants from their place of employment to their place of origin.
1143	Fixed duty allowances	p.m.	p.m.	0	Staff Regulations of officials of the European Union, in particular Article 14 of Annex VII thereto. This appropriation is intended to cover fixed duty allowances for officials or temporary staff who regularly incur representation expenses in the course of their duties.
114	Miscellaneous allowances and grants	255 300	250 200	205 248	
1150	Overtime	p.m.	p.m.	0	Staff Regulations of officials of the European Union, in particular Article 56 thereof and Annex VI thereto. This appropriation is intended to cover flat-rate payments or hourly-rate payments for overtime worked by officials and temporary staff in the AST category and local staff whom it has not been possible to compensate by free time under the normal arrangements.
115	Overtime	p.m.	p.m.	0	
1171	Freelance interpreters and conference technicians	p.m.	p.m.	0	Payment of freelance interpreters hired by the Centre for non-routine conferences for which the Commission is unable to provide interpreting. In addition to remuneration, this includes contributions to a life insurance scheme and insurance against sickness, accident and death, and reimbursement for freelance interpreters, whose business address is not at the place of employment, of travel expenses and payment of fixed travel allowances.
1175	Agency staff	268 000	261 500	218 502	This appropriation is intended to cover the use of agency staff.
117	Supplementary services	268 000	261 500	218 502	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1180	Miscellaneous expenditure on staff recruitment	48 500	47 000	28 731	Staff Regulations of officials of the European Union, in particular Articles 27 to 31 and 33 thereof. This appropriation is intended to cover the expenditure involved in recruitment procedures.
1181	Travel expenses	11 600	11 300	6 500	Staff Regulations of officials of the European Union, in particular Articles 20 and 71 thereof and Article 7 of Annex VII thereto. This appropriation is intended to cover the travel expenses of officials and temporary staff (including members of their families) entering or leaving the Centre.
1182	Installation, resettlement and transfer allowances	63 700	62 600	41 224	Staff Regulations of officials of the European Union, in particular Articles 5 and 6 of Annex VII thereto. This appropriation is intended to cover the installation allowances for officials and temporary staff obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere.
1183	Removal expenses	26 600	26 600	23 311	Staff Regulations of officials of the European Union, in particular Articles 20 and 71 thereof and Article 9 of Annex VII thereto. This appropriation is intended to cover the removal costs of officials and temporary staff obliged to change residence after taking up their appointment or when transferred to a new place of work or when they definitively cease their duties and settle elsewhere.
1184	Temporary daily subsistence allowances	79 700	78 400	78 192	Staff Regulations of officials of the European Union, in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto. This appropriation is intended to cover the daily subsistence allowances due to officials and temporary staff who furnish evidence that they were obliged to change their place of residence after taking up their duties.
118	Miscellaneous expenditure on staff recruitment and transfers	230 100	225 900	177 957	
1190	Salary weightings	1 500	1 500	0	Staff Regulations of officials of the European Union, in particular Articles 64 and 65 thereof. This appropriation is intended to cover the cost of weightings applied to the remuneration of officials and temporary staff, and to overtime payments.
119	Salary weightings and adjustments to remuneration	1 500	1 500	0	
11	STAFF IN ACTIVE EMPLOYMENT	27 395 100	26 731 800	23 968 737	
1300	Mission expenses, duty travel expenses and other ancillary expenditure	70 000	67 500	38 700	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by statutory staff while on mission in the interest of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Union.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
130	Missions and duty travel	70 000	67 500	38 700	
1310	Mission expenses linked to training	26 600	26 600	25 479	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
137	Missions and duty travel linked to training	26 600	26 600	25 479	
13	MISSIONS AND DUTY TRAVEL	96 600	94 100	64 179	
1400	Restaurants and canteens	5 800	5 600	4 185	
140	Socio-medical infrastructure	5 800	5 600	4 185	
1410	Medical service	58 700	56 600	52 500	Staff Regulations of officials of the European Union, in particular Article 59 thereof and Article 8 of Annex II thereto.
141	Medical service	58 700	56 600	52 500	
1420	Other expenditure	390 400	193 200	187 732	This appropriation is intended to cover expenditure relating to participation in the Committee on Social Activities and to nurseries and educational institutions. The appropriation is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).
1421	Social relations	14 000	14 000	13 247	This appropriation is intended to encourage and finance all initiatives aimed at promoting social relations between staff of varying nationalities, other assistance and subsidies given to staff, as well as costs involved in organising receptions for members of staff.
142	Other expenditure	404 400	207 200	200 979	
14	SOCIO-MEDICAL INFRASTRUCTURE	468 900	269 400	257 664	
1520	Staff exchanges	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Centre officials and temporary staff to national or international bodies.
1521	Centre officials seconded temporarily to national administrations, international organisations or public sector institutions or undertakings.	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Centre officials and temporary staff to national or international bodies.
152	Mobility	p.m.	p.m.	0	
15	MOBILITY	p.m.	p.m.	0	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
1600	Special assistance grants	p.m.	p.m.	0	This appropriation is intended to cover assistance in the form of cash which may be granted to an official, former official or survivors of a deceased official who find themselves in difficult circumstances.
160	Welfare service	p.m.	p.m.	0	
1620	Other expenditure	p.m.	p.m.	0	This appropriation is intended to cover assistance for families, reception of new staff, legal aid, grants for scouts and guides, grant to the secretariat of the parents' association.
162	Other expenditure	p.m.	p.m.	0	
1630	Early childhood centre	85 100	83 400	75 900	This appropriation is intended to cover expenditure relating to nurseries and educational institutions. The appropriation is based on the forecast by the European Parliament.
163	Early childhood centre	85 100	83 400	75 900	
1640	Additional aid for disabled persons	1 500	1 500	0	This appropriation is to enable reimbursement to disabled staff in active employment, spouses and dependent children, after national entitlements have been exhausted, of expenses (other than medical expenses) recognised as necessary, resulting from the disability and supported by documentary evidence.
164	Additional aid for disabled persons	1 500	1 500	0	
16	SOCIAL SERVICES	86 600	84 900	75 900	
1700	Entertainment and representation expenses	2 500	2 500	1 096	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
170	Entertainment and representation	2 500	2 500	1 096	
17	ENTERTAINMENT AND REPRESENTATION	2 500	2 500	1 096	
1900	Pensions and severance grants	p.m.	p.m.	0	This appropriation is intended to cover pensions and severance grants.
190	Pensions	p.m.	p.m.	0	
19	PENSIONS	p.m.	p.m.	0	
1	STAFF	28 049 700	27 182 700	24 367 576	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
2000	Rental of buildings and associated costs	2 388 200	2 349 000	2 332 008	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Centre.
200	Investment in immovable property, rental of buildings and associated costs	2 388 200	2 349 000	2 332 008	
2010	Insurance	11 100	10 900	9 256	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Centre.
201	Insurance	11 100	10 900	9 256	
2020	Water, gas, electricity and heating	209 400	205 800	200 114	This appropriation is intended to cover routine expenditure.
202	Water, gas, electricity and heating	209 400	205 800	200 114	
2030	Cleaning and maintenance	223 300	219 900	220 426	This appropriation is intended to cover cleaning costs (regular cleaning, purchase of cleaning, washing, laundry and dry-cleaning products, etc.), maintenance costs for equipment and technical installations (lifts, central-heating and air-conditioning installations, etc.) and waste disposal costs.
203	Cleaning and maintenance	223 300	219 900	220 426	
2040	Fitting-out of premises	16 000	16 000	14 900	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
204	Fitting-out of premises	16 000	16 000	14 900	
2050	Security and surveillance of buildings	207 300	209 500	154 153	This appropriation is intended to cover miscellaneous expenditure on buildings relating to security and safety, in particular contracts governing building surveillance, hire and replenishment of extinguishers, purchase and maintenance of fire-fighting equipment, replacement of equipment for officials acting as voluntary firemen, and costs of carrying out statutory inspections.
205	Security and surveillance of buildings	207 300	209 500	154 153	
2060	Acquisition of immovable property	p.m.	p.m.	0	This appropriation is intended to cover the possible purchase of a building as the Centre's seat.
206	Acquisition of immovable property	p.m.	p.m.	0	
2080	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	This appropriation is intended to cover expenditure on experts' reports relating to immovable property.
208	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
2090	Other expenditure	p.m.	p.m.	0	This appropriation is intended to cover other routine expenditure not specifically provided for, for example administrative expenses other than utilities (water, gas and electricity), maintenance, municipal taxes and ancillary costs.
209	Other expenditure	p.m.	p.m.	0	
20	INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS	3 055 300	3 011 100	2 930 857	
2100	Purchase, work on, servicing and maintenance of hardware and software	1 810 000	1 775 000	1 420 960	This appropriation is intended to cover the purchase or leasing of computer hardware, software development, software or software package maintenance and various data-processing consumables, etc. Telecommunication equipment, copiers and printers are also recorded under this item.
210	Information technology	1 810 000	1 775 000	1 420 960	
2120	External services for the operation, implementation, development and maintenance of software and systems	1 595 000	1 495 000	1 464 447	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
212	Information technology services	1 595 000	1 495 000	1 464 447	
21	DATA PROCESSING	3 405 000	3 270 000	2 885 407	
2204	Office equipment	5 000	5 000	5 112	This appropriation is intended to cover the purchase, leasing, maintenance and repair of office equipment and technical installations, excluding equipment such as printers and copiers.
220	Technical installations and office equipment	5 000	5 000	5 112	
2210	New purchases	10 000	11 000	7 065	This appropriation is intended to cover the purchase, replacement, maintenance, use and repair of furniture.
221	Furniture	10 000	11 000	7 065	
2230	New purchases of vehicles	p.m.	p.m.	0	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2232	Hire of vehicles	9 300	9 300	9 546	This appropriation is intended to cover the rental in the form of a long-term contract of official vehicles, as well as expenditure on occasional hiring of vehicles to meet certain unforeseen needs.
2233	Maintenance, use and repair of vehicles	5 000	5 000	5 500	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
223	Vehicles	14 300	14 300	15 046	
2250	Documentation and library expenditure	24 000	24 000	21 174	This appropriation is intended to cover the purchase of library stocks, subscriptions to newspapers, periodicals, online services such as dictionaries, as well as other documentation and library expenditure.
2255	Documentation, translation and multilingual tools	p.m.	p.m.	0	This appropriation is intended to cover expenditure on documentation, translation and multilingual tools, such as the acquisition, consolidation and extension of the contents of linguistic and terminological databases, translation memories and automatic translation dictionaries.
225	Documentation and library expenditure	24 000	24 000	21 174	
22	MOVABLE PROPERTY AND ASSOCIATED COSTS	53 300	54 300	48 397	
2300	Stationery and office supplies	24 000	24 000	23 802	This appropriation is intended to cover the purchase of paper and office supplies.
230	Stationery and office supplies	24 000	24 000	23 802	
2320	Bank charges	2 000	2 000	1 596	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2321	Exchange-rate losses	p.m.	p.m.	0	This item is intended to cover exchange-rate losses incurred by the Centre in the management of its budget, in so far as such losses cannot be offset against exchange-rate gains.
232	Financial expenses	2 000	2 000	1 596	
2330	Legal expenses	20 000	20 000	38 600	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
233	Legal expenses	20 000	20 000	38 600	
2340	Damages	p.m.	p.m.	0	This appropriation is intended to cover damages and the cost of settling claims against the Centre (civil liability).
234	Damages	p.m.	p.m.	0	
2350	Miscellaneous insurance	10 700	10 400	9 927	This appropriation is intended to cover comprehensive insurance, civil liability, insurance against theft and insurance to cover the liability of accounting officers and imprest administrators.
2352	Miscellaneous expenditure on internal meetings	2 500	2 500	764	This appropriation is intended to cover costs relating to the organisation of internal meetings.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
2353	Departmental removals	3 000	3 000	3 000	This appropriation is intended to cover the cost of removals both within the building and to a new building.
2359	Other expenditure	3 100	3 100	349	This appropriation is intended to cover other operating expenditure not specifically provided for.
235	Other operating expenditure	19 300	19 000	14 039	
2360	External audit and evaluation services	15 000	10 000	13 571	
236	External audit and evaluation services	15 000	10 000	13 571	
2390	Translation services provided by the Commission	p.m.	p.m.	0	This appropriation is intended to cover the provision of translation work, including typing, by the Commission on behalf of the Centre.
2391	Interpreting	p.m.	p.m.	0	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU institutions.
2392	Administrative assistance from the Commission	147 000	146 600	128 041	This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2393	Publications	10 000	10 000	3 636	This appropriation is intended to cover the costs of publishing the Centre's budget, activity report and other communication activities.
2394	Dissemination	20 000	20 000	5 589	This appropriation is intended to cover dissemination activities, in particular, promotion and marketing costs (catalogues, brochures, advertising, market studies, etc.) and costs in connection with informing and assisting the public and clients.
2395	Other services provided by institutions and agencies	12 000	11 500	11 242	This appropriation is intended to cover services provided to the Centre by the EU institutions and agencies, such as services provided within the framework of agency coordination.
239	Interinstitutional services	189 000	188 100	148 507	
23	CURRENT ADMINISTRATIVE EXPENDITURE	269 300	263 100	240 115	
2400	Postage and delivery charges	19 200	19 200	19 106	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
240	Postage	19 200	19 200	19 106	
2410	Telephone, telegraph, telex, radio and television and subscriptions and charges	134 000	134 000	86 310	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.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
241	Telecommunications	134 000	134 000	86 310	
24	POSTAGE AND TELECOMMUNICATIONS	153 200	153 200	105 416	
2500	Meetings in general	2 000	3 000	3 112	This appropriation is intended to cover the cost of travel, subsistence and incidental expenses incurred by experts and other visitors, and interinstitutional committees invited to take part in meetings, committees, working parties and seminars.
250	Expenditure on formal and other meetings	2 000	3 000	3 112	
2550	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	30 000	15 000	25 048	This appropriation is intended to cover expenditure on the organisation of and participation in conferences, congresses and meetings. It is also intended to cover the costs relating to the organisation of external meetings not covered by the existing infrastructure.
255	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	30 000	15 000	25 048	
25	EXPENDITURE ON MEETINGS	32 000	18 000	28 160	
2600	Management Board meetings	25 000	20 000	14 000	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.
260	Expenditure on meetings	25 000	20 000	14 000	
2610	Organisation of Management Board meetings	9 000	7 500	6 208	This appropriation is intended to cover the organisation of Management Board meetings.
261	Organisation of Management Board meetings	9 000	7 500	6 208	
2650	Interpreting	45 000	30 000	23 000	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU Institutions for Management Board meetings.
265	Interpreting	45 000	30 000	23 000	
26	MANAGEMENT BOARD	79 000	57 500	43 208	
2700	Limited consultations, studies and surveys	100 000	100 000	27 550	This appropriation is intended to enable the commissioning of qualified experts in administrative fields for consultancies, studies and surveys, namely assessment reports and the fees of external consultants.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
270	Limited consultations, studies and surveys	100 000	100 000	27 550	
27	CONSULTATIONS AND STUDIES	100 000	100 000	27 550	This chapter was previously called 'Information: Acquisition, archiving, production and dissemination'.
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	7 147 100	6 927 200	6 309 111	
3000	External translation services	11 560 000	11 740 000	12 977 565	This appropriation is intended to cover expenditure relating to the provision of language services by external service providers.
3001	Technical services related to language services	60 000	60 000	13 000	This appropriation is intended to cover expenditure on technical services related to language services.
300	External translation services	11 620 000	11 800 000	12 990 565	
30	EXTERNAL TRANSLATION SERVICES	11 620 000	11 800 000	12 990 565	
3100	Interinstitutional cooperation in the language field	703 200	776 700	797 780	This appropriation is intended to cover expenditure relating to activities decided by the Interinstitutional Committee for Translation and Interpretation (ICTI) with a view to promoting interinstitutional cooperation in the language field. Expenditure for the IATE project is covered by the revenue in Item 3002, 'Management of interinstitutional projects' excluding the Centre's share of that expenditure.
310	Expenditure relating to interinstitutional cooperation	703 200	776 700	797 780	
31	EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION	703 200	776 700	797 780	
3200	Mission expenses and other staff expenditure relating to the eCdT programme	p.m.	p.m.	0	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by staff while on missions relating to the eCdT programme.
3201	Miscellaneous operating expenditure relating to the eCdT programme	p.m.	p.m.	0	This appropriation is intended to cover miscellaneous operating expenditure relating to the eCdT programme excluding IT expenditure.
3202	Expenditure for hardware and software relating to the eCdT programme	p.m.	p.m.	0	This appropriation is intended to cover expenditure for hardware and software relating to the eCdT programme.
3203	Information technology consultancy relating to the eCdT programme	p.m.	p.m.	292 684	This appropriation is intended to cover expenditure for IT consultancy relating to the eCdT programme.
320	Expenditure relating to the eCdT programme	p.m.	p.m.	292 684	
32	EXPENDITURE RELATING TO THE ECdT PROGRAMME	p.m.	p.m.	292 684	This chapter holds appropriations for expenditure relating to the eCdT programme, transferred from the 'Reserve for exceptional investments' to income Item 5010.

Item Article Chapter Title	Description	Preliminary draft budget 2020	Budget 2019	Outturn 2018	Remarks
3	OPERATIONAL EXPENDITURE	12 323 200	12 576 700	14 081 029	
10003	Reserve for stability pricing	p.m.	p.m.	0	Reserve created in 2011 for stability pricing. At the end of 2020, the total amount of the reserve is EUR 2 070 091.
10004	Permanent prefinancing fund	p.m.	p.m.	0	The permanent prefinancing fund is provided for by Article 67a of the Financial Regulation of the Translation Centre. Article 58(2) of the detailed rules for the implementation of the Financial Regulation states that the amount of this fund may not be less than four twelfths of the appropriations for the financial year. The total amount of the fund is EUR 16 529 466.
10006	Reserve for exceptional investments	p.m.	p.m.	0	No appropriations have been set aside in 2020 to cover exceptional investments. The total amount of the reserve is EUR 706 378, taking into account the consumption in revenue item 5010.
1000	Provisional appropriations	p.m.	p.m.	0	The outturn for 2018 is 0 for all reserves since no commitments were issued in this chapter.
100	PROVISIONAL APPROPRIATIONS	p.m.	p.m.	0	
10	RESERVES	p.m.	p.m.	0	
	Total Expenditure	47 520 000	46 686 600	44 757 716	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2018		2019		2020	
	Filled on 31.12.2018		Authorised under the EU budget 2019		Centre's request for the draft EU budget 2020	
	Permanent posts	Temporary staff	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16	0	0	0	0	0	0
AD 15	0	0	0	0	0	0
AD 14	0	1	0	1	0	1
AD 13	1	0	1	0	1	0
AD 12	6	7	17	11	20	11
AD 11	9	3	7	4	5	5
AD 10	5	6	8	5	8	5
AD 9	5	5	4	12	5	13
AD 8	8	15	1	21	0	21
AD 7	4	15	6	24	5	26
AD 6	2	24	1	12	1	8
AD 5	1	12	0	0	0	0
TOTAL AD	41	88	45	90	45	90
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	1	0
AST 9	2	0	5	0	4	1
AST 8	2	2	1	2	1	2
AST 7	2	2	1	5	1	4
AST 6	1	5	1	6	1	7
AST 5	1	13	2	19	2	20
AST 4	1	12	0	12	0	12
AST 3	0	8	0	2	0	0
AST 2	0	1	0	0	0	0
AST 1	0	0	0	0	0	0
TOTAL AST	9	43	10	46	10	46
AST/SC 6	0	0	0	0	0	0
AST/SC 5	0	0	0	0	0	0
AST/SC 4	0	0	0	0	0	0
AST/SC 3	0	0	0	1	0	1
AST/SC 2	0	2	0	1	0	1
AST/SC 1	0	0	0	0	0	0
TOTAL AST/SC	0	2	0	2	0	2
TOTAL	50	133	55	138	55	138
TOTAL STAFF	183	193	193	193	193	193

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

Function groups (FG)	2018 (actually filled)	2019	2020
FG IV	11.3	16.0	19.0
FG III	5.4	9.0	9.0
FG II	6.4	5.0	5.0
FG I	0.0	0.0	0.0
Total CA	23	30	33