



**DECISION OF THE MANAGEMENT BOARD  
OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION  
ADOPTING THE PRELIMINARY DRAFT BUDGET 2018 – CT/CA-009/2017EN**

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 2018 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, 22 March 2017,

For the Management Board,

R. Martikonis

Chairman

Annex: Preliminary draft budget 2018



# PRELIMINARY DRAFT BUDGET 2018

CT/CA-009/2017<sup>EN</sup>

## CONTENTS

- I. INTRODUCTION
  - A. GENERAL INTRODUCTION
  - B. REVENUE
  - C. EXPENDITURE
  - D. ACTIVITIES
- II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW
- III. STATEMENT OF REVENUE AND EXPENDITURE – DETAILS
- ANNEX 1 – ESTABLISHMENT PLAN

## I. INTRODUCTION

### A. GENERAL INTRODUCTION

The preliminary draft budget for 2018 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 bodies with which collaboration has been agreed in return for work performed by it, including interinstitutional activities, and a European Union contribution;
- C. The Centre's expenditure, broken down by title; and
- D. A breakdown of the Centre's expenditure by activity. This part shows the link between the budget for 2018 and the work programme for 2018, identifying the resources allocated to each activity to achieve the Centre's strategic objectives. It also sets out the conventional budget structure.

The preliminary draft budget for 2018 reflects the preliminary draft estimates of revenue and expenditure, as included in the Centre's draft programming document 2018-2020 (Ref. CT/CA-050/2016/01), and it is prepared in accordance with the Financial Regulation of the Centre (Articles 35-37). All amounts in this document are expressed in euro. The preliminary draft budget for 2018 has been prepared on the basis of the prices applicable in 2017 and the preliminary prices for 2018 are shown in the table below. The Centre will, as usual, perform a six-monthly cost analysis in July 2017, ahead of the preparation of the draft budget for 2018.

Preliminary prices applicable in 2018:

Service provided	Normal (EUR)	Scheduled/Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	82.00	73.80	102.50	147.60
Modification (price per page)	172.00	154.80	215.00	
Revision (price per page)	60.00	54.00	75.00	
Editing (price per page)	39.00	35.10	43.90	
Trade marks (price per page)	EUR 34.59 for 444 645 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

Type of document	EUR
Complex format (additional price per page and target language)	15.00
PDF format and paper documents (additional price per page of the source document)	12.00
Confidential (additional price per page and target language)	20.00
Non-EU language (additional price per page and target language)	10.00
Web document upload (additional price per uploaded document)	10.00

## B. REVENUE

The total revenue forecast for 2018 stands at EUR 47.7 million, with EUR 43.4 million in Titles 1-4. The revenue is broken down as follows:

Title	Revenue (EUR)
1. Agencies and bodies	41 896 900
3. Interinstitutional cooperation (European institutions)	778 000
4. Other revenue	729 550
5. Transfers from reserves from previous years	4 295 050

As in previous years, the Centre's revenue forecast is based on the forecasts provided by its clients. It must therefore be underlined that the estimated revenue is subject to change, depending on clients' actual needs and their budgets.

Based on the information provided by clients, forecast revenue for 2018 in Title 1 is EUR 41.9 million, down from EUR 42.8 million in the budget for 2017 (-2.2%). It is EUR 1.9 million lower than the actual revenue from clients in 2016 (Title 1 and Title 3, except Items 3001 and 3002). Three clients have decreased their forecasts by more than EUR 200 000 compared with 2017. The European Chemicals Agency (ECHA) has decreased by 29.8% (EUR -882 300), the European Medicines Agency (EMA) by 13.6% (EUR -495 000), and the European Securities and Markets Authority (ESMA) by 62.6% (EUR -460 000). In addition, the forecast from ECHA is 41.8% lower than the outturn in 2016.

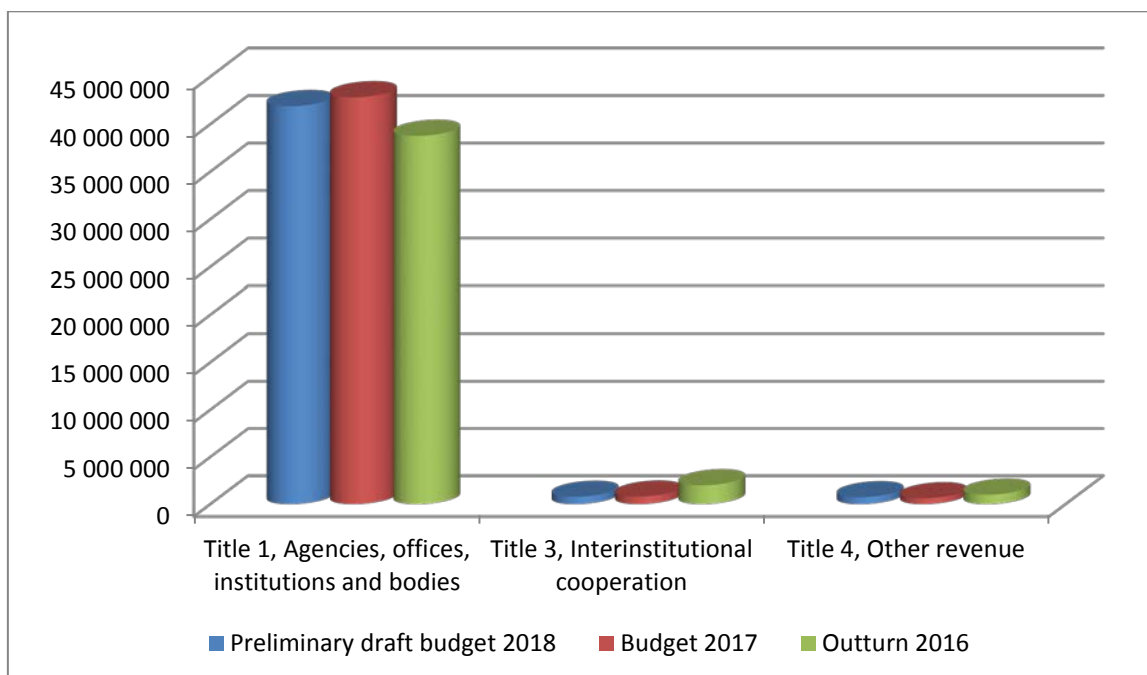
Only two clients, the European Union Intellectual Property Office (EUIPO) and the Commission, have forecast an increase by more than EUR 200 000 each, compared with 2017. EUIPO has forecast an increase of EUR 179 200 for trade marks (Item 1006) and of EUR 258 600 for other services (Item 1005). The total increase by EUIPO compared with 2017 is 2.0%. Compared with the total revenue received from EUIPO in 2016, their forecast for 2018 is 3.4% higher (EUR 742 700). For the Commission, the increase is EUR 504 000, the main reason being the forecast from the Commission's Directorate-General for Justice and Consumers (DG JUST).

The Centre signed agreements with three new clients in 2016, namely the Secretariat General of the European Schools (EURSC), the Bio-Based Industries Joint Undertaking (BBI JU) and the Shift2Rail Joint Undertaking (S2R JU). Budget item 1055 for the EURSC was created in the budget 2017 and budget item 1056 for the BBI JU and budget item 1057 for S2R JU have been created in Title 1 in the preliminary draft budget 2018.

1056	Bio-Based Industries Joint Undertaking	p.m.
1057	Shift2Rail Joint Undertaking	p.m.

The revenue in Title 3 corresponds to the revenue which the Centre will receive in its capacity as manager of the IATE database (InterActive Terminology for Europe). The Centre's expenditure for IATE, on the other hand, is recorded in Expenditure Chapter 31.

Figure 1. Revenue broken down by title\* and year: 2016-2018 (Titles 1, 3 and 4)



\* From 2017, all revenue from the Centre's clients will be recorded in Title 1. In 2016, revenue from the EU institutions was recorded in Title 3.

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 the European Railway Agency (ERA) and a financial contribution from the Luxembourg Government towards the Centre's office rent costs. The forecast for this revenue in 2018 is EUR 729 550.

In the preliminary draft budget for 2018, the Centre has transferred to revenue the resources from two reserves created in previous years. The budget includes EUR 360 000 in revenue in the form of a transfer from the 'Reserve for exceptional investments'. This amount corresponds to the forecast expenditure for the eCdT programme in 2018, which is recorded in Expenditure Chapter 32. While the main development phase of the programme will end in 2017, the Centre will continue to optimise eCdT in 2018. This will continue to be financed by the 'Reserve for exceptional investments'.

Furthermore, the Centre has transferred to revenue part of the 'Reserve for stability pricing' set up in 2011, namely EUR 3.9 million.

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

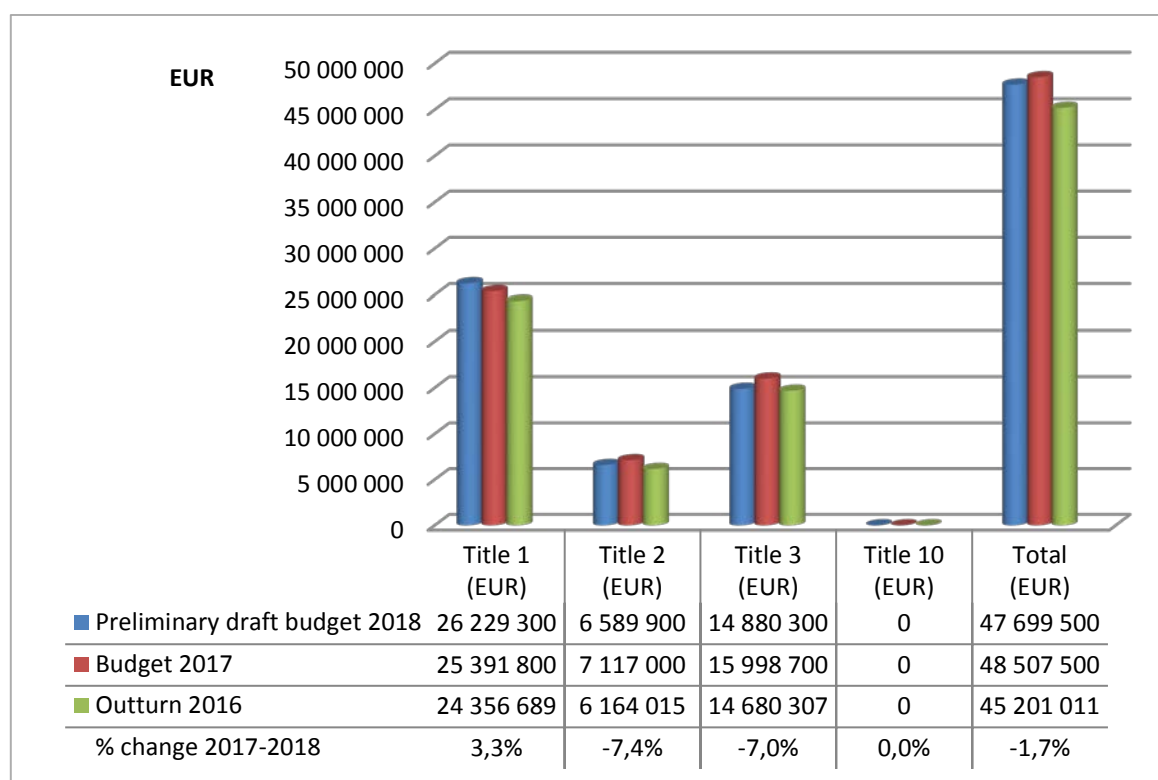
## C. EXPENDITURE

The Centre's forecast expenditure for 2018 is EUR 47.7 million. In Titles 1-3, the budget for 2018 has been decreased by 1.7% compared with the budget for 2017 although it is 5.5% higher than the expenditure in 2016. This increase from 2016 to 2018 is due to the forecast salary adjustments in 2017 and 2018 as well as other expenditure which is also subject to indexations that are likely to lead to higher expenditure in the coming years. In addition, the budget for the outsourcing of translation services in 2018 is higher than the expenditure in 2016 which is mainly due to the increased forecasts of the European Commission's Directorate-General for Justice and Consumers (DG JUST) for 2018.

To counteract this increase in forecast expenditure and in order to respond to the decrease in forecast revenue, the Centre has taken several measures to reduce the budget expenditure. The main action has been to reduce significantly 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. Higher salary indexations, price increases for the Commission's services, or higher costs than forecast for the outsourcing of translation could therefore necessitate reprioritisations in the Centre's budget.

An overview of the expenses by title, including a comparison with the budget for 2017 and the outturn for 2016, is presented in the figure below.

Figure 2. Expenditure broken down by title and year: 2016-2018 (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 2017 and 2018 is pro memoria (p.m.) and is shown as '0'.

## Title 1, STAFF

The budget for Title 1 in 2018 reaches EUR 26.2 million, 3.3% higher than that for 2017, that is an increase of EUR 0.8 million. 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 195 posts which remains at the same level as that approved by the Budgetary Authority for 2017. The budget also takes into account factors such as the turnover ratio and work patterns. All of the above leads to an increase of 5.7% (EUR 1 044 600) in Article 110, 'Staff in active employment'.

While the Establishment Plan remains unchanged, the increased forecasts from DG JUST do not justify the retention of the majority of the contract staff employed to deliver translations for the Online Dispute Resolution (ODR) platform after the expiry of their two-year contracts. Therefore, three contract posts are retained in order to respond to the increased forecasts of DG JUST in 2018. Consequently, the budget for contract staff (Item 1115) has been reduced by 16.5% in 2018 compared with 2017.

To counteract the impact of the salary adjustments, the budget margins have been calculated more precisely than previously. The budget for missions (Chapter 13) and professional training (Item 1120), has been reduced by 21.1% and 11.9% respectively, for example. The Centre has also forecast 12.5% less for agency staff (Item 1175), resulting in a total of EUR 268 400. Other items within Title 1 have had to be increased, but with smaller amounts.

## Title 2, BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

The budget for Title 2, 'Buildings, equipment and miscellaneous operating expenditure', in 2018 reaches EUR 6.6 million. As a result of the measures taken to reduce the budget expenditure, the budget for the title has been reduced by 7.4% compared with the budget for 2017. The main measures have been taken in the areas of building-related and IT expenditure (Chapters 20 and 21). This means that the margin for price increases for goods and services is very limited. In addition, reprioritisations and expenditure cuts have also been inevitable. However, the Centre has not imposed a general reduction across all items, as some increases have been deemed necessary.

The Centre receives a financial contribution from the Luxembourg Government towards its office rent 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 expenditure for the hosting of a data centre for the European Railway Agency (ERA) 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 14.9 million in 2018 and has been decreased by 7.0% compared with the budget for 2017. There is an increase of 1.4% compared with the outturn for 2016.

The budget for external translation services constitutes the main part of the title's budget, namely 91.5% in 2018. 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 price offered under future framework contracts which also depends on economic developments in Member States. The budget for 2018 is EUR 13.6 million which is in line with the forecast volumes. Clearly, real expenditure will depend heavily on the actual demand from the Centre's clients.

Chapter 31 includes the Centre's expenditure for the management of the IATE tool 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 financing agreements between the parties acting in the framework of the Coordination Committee for Translation of the Interinstitutional Committee for Translation and Interpretation (ICTI).

The third chapter in Title 3 covers expenditure for the eCdT programme which reaches EUR 360 000 in 2018. It has been decreased by 39.3% compared with 2017 and is intended only for consultancy services. The expenditure is offset by a transfer from the 'Reserve for exceptional investments' in revenue item 5010.

#### D. ACTIVITIES

For 2018, the Centre has decided that its activities are best defined under three activity areas: 1) Core operational activities: language services; 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 area.

The human and financial resources for 2018 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 2018-2020.

	% of human resources (staff)	% of financial resources	Financial resources
Core operational activities	66.8%	77.6%	36 818 052
Support activities	21.9%	13.1%	6 356 986
Management and supervision activities	11.3%	9.3%	4 524 462
Appropriations in Title 10: 'Reserves' not allocated to an activity	0%	0%	0
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>47 699 500</b>



The table below shows the total number of pages and terms forecast and the revenue forecast for 2018 and 2017. The translation volume forecast in numbers of pages per client is set out in section III, 'Statement of revenue and expenditure – details'.

	2018	2017	% change from 2018-2017
Total number of pages forecast*	763 212	761 028	0.3%
Total number of terms forecast**	187 972	204 742	-8.2%
Total revenue forecast from translations, terminology and term lists***	41 896 900	42 829 600	-2.2%

\* Including 444 645 pages of EU trade marks in 2018 and 436 500 pages in 2017.

\*\* Including term lists and Community designs. 16 492 of the terms in 2018 are Community designs and 150 736 are other terms from EUIPO.

\*\*\* Including revenue corresponding to term lists from EUIPO (not including Community designs): EUR 602 944 in 2018 and EUR 632 204 in 2017.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2018	Financial year 2017	Financial year 2016
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES (*)	41 896 900	42 829 600	38 767 080
2	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0
3	INTERINSTITUTIONAL COOPERATION (*)	778 000	804 000	1 999 227
4	OTHER REVENUE	729 550	622 250	1 001 288
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	4 295 050	4 251 650	0
6	REFUNDS	p.m.	p.m.	0
	TOTAL	47 699 500	48 507 500	41 767 595
	EXPENDITURE			
1	STAFF	26 229 300	25 391 800	24 356 689
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	6 589 900	7 117 000	6 164 015
3	OPERATIONAL EXPENDITURE	14 880 300	15 998 700	14 680 307
10	RESERVES	p.m.	p.m.	0
	TOTAL	47 699 500	48 507 500	45 201 011

\* In 2017 and 2018, revenue under Title 1 includes the forecast revenue from all clients. In 2016, the revenue from the EU institutions was recorded under Title 3.

III. STATEMENT OF REVENUE AND EXPENDITURE 2018 - DETAILS

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
<b>REVENUE</b>					
1000	European Environment Agency (EEA)	180 000	181 300	286 729	2 195 pages
1001	European Training Foundation (ETF)	270 000	256 300	210 586	3 212 pages
1002	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	320 000	320 400	294 583	3 903 pages
1003	European Medicines Agency (EMA)	3 137 000	3 632 000	2 445 841	34 734 pages
1004	European Agency for Safety and Health at Work (EU-OSHA)	700 000	700 000	728 119	8 537 pages
1005	European Union Intellectual Property Office (EUIPO)	7 465 400	7 206 800	6 491 378	Documents: 68 484 pages; term lists: 150 736 terms; Community designs: 16 492 terms; editing: 17 180 pages
1006	EUIPO trade marks	15 382 200	15 203 000	15 613 490	444 645 pages
1007	Community Plant Variety Office (CPVO)	100 000	90 100	149 109	1 220 pages
1008	European Police Office (Europol)	43 300	106 400	27 130	528 pages
1009	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	302 300	352 000	392 559	3 686 pages
<b>100</b>	<b>Article 100</b>	<b>27 900 200</b>	<b>28 048 300</b>	<b>26 639 524</b>	
1010	European Centre for the Development of Vocational Training (Cedefop)	92 800	143 500	65 532	1 132 pages
1012	European Union Agency for Fundamental Rights (FRA)	1 250 000	1 234 800	1 466 796	15 244 pages
1014	European Investment Bank (EIB)	p.m.	p.m.	7 380	
1015	European Food Safety Authority (EFSA)	247 400	248 500	196 087	2 821 pages
1016	European Union's Judicial Cooperation Unit (Eurojust)	167 800	167 800	0	2 046 pages
1017	European Maritime Safety Agency (EMSA)	124 700	124 700	51 487	1 521 pages

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
1018	European Aviation Safety Agency (EASA)	176 000	137 000	41 731	2 147 pages
1019	European Union Agency for Railways (ERA)	900 000	730 000	549 004	10 976 pages
<b>101</b>	<b>Article 101</b>	<b>2 958 700</b>	<b>2 786 300</b>	<b>2 378 017</b>	
1020	European Union Agency for Network and Information Security (ENISA)	80 000	70 000	11 053	976 pages
1021	European Centre for Disease Prevention and Control (ECDC)	254 000	308 400	291 883	3 225 pages
1022	European Border and Coast Guard Agency (Frontex)	315 600	343 600	369 976	4 277 pages
1023	Education, Audiovisual and Culture Executive Agency (EACEA)	791 500	790 500	531 107	9 477 pages
1024	Executive Agency for Small and Medium-sized Enterprises (EASME)	13 600	13 600	8 309	166 pages
1025	European Union Agency for Law Enforcement Training (CEPOL)	53 200	62 600	28 571	629 pages
1026	Consumers, Health, Agriculture and Food Executive Agency (Chafea)	338 800	336 400	155 056	4 132 pages
1027	European Global Navigation Satellite Systems Agency (GSA)	17 000	17 000	5 412	207 pages
1028	European Defence Agency (EDA)	10 000	10 000	5 772	122 pages
1029	European Chemicals Agency (ECHA)	2 081 600	2 963 900	3 577 266	24 540 pages
<b>102</b>	<b>Article 102</b>	<b>3 955 300</b>	<b>4 916 000</b>	<b>4 984 405</b>	
1030	European Fisheries Control Agency (EFCA)	177 800	216 400	166 647	2 169 pages
1031	Fusion for Energy Joint Undertaking (F4E JU)	46 600	46 600	53 104	568 pages
1032	European Union Satellite Centre (SatCen)	p.m.	p.m.	0	
1033	Innovation and Networks Executive Agency (INEA)	26 000	26 000	71 197	317 pages

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
1034	European Institute of Innovation and Technology (EIT)	110 200	100 300	98 712	Documents: 1 399 pages; term lists: 440 terms
1035	European Research Council Executive Agency (ERCEA)	60 700	42 900	44 672	708 pages
1036	Research Executive Agency (REA)	32 100	31 200	17 102	386 pages
1037	Clean Sky 2 Joint Undertaking (Clean Sky 2 JU)	p.m.	p.m.	11 548	
1038	European Institute for Gender Equality (EIGE)	170 000	169 000	211 043	2 073 pages
1039	SESAR Joint Undertaking (SJU)	28 600	28 600	44 873	349 pages
<b>103</b>	<b>Article 103</b>	<b>652 000</b>	<b>661 000</b>	<b>718 897</b>	
1040	Pre-2017 European Data Protection Supervisor (EDPS)	—	—	485 249	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from EDPS will be recorded in Item 1109.
1041	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)	—	—	—	This budget item is not used after 2015, following the creation of the joint undertaking ECSEL JU, for which the revenue is recorded in budget item 1052.
1042	Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU)	26 000	26 000	4 016	317 pages
1043	Fuel Cells and Hydrogen 2 Joint Undertaking (FCH2 JU)	9 200	9 200	2 542	112 pages
1044	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	—	—	—	This budget item is not used after 2015, following the creation of the joint undertaking ECSEL JU, for which the revenue is recorded in budget item 1052
1045	European Asylum Support Office (EASO)	418 200	418 200	1 447 395	5 100 pages
1046	Agency for the Cooperation of Energy Regulators (ACER)	184 300	198 100	92 933	2 602 pages
1047	European Securities and Market Authority (ESMA)	275 000	735 000	361 899	3 354 pages
1048	European Banking Authority (EBA)	317 700	310 600	719 062	4 415 pages
1049	European Insurance and Occupational Pensions Authority (EIOPA)	137 400	137 400	165 134	1 676 pages

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
104	Article 104	1 367 800	1 834 500	3 278 230	
1050	Office of the Body of European Regulators for Electronic Communications (BEREC Office)	130 000	87 700	60 994	1 910 pages
1051	European Agency for the Operational Management of Large-scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)	639 900	731 000	402 560	Documents: 8 695 pages; term lists: 304 terms
1052	Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU)	5 900	5 900	1 886	72 pages
1053	Maritime Analysis and Operation Centre (Narcotics) (MAOC (N))	p.m.	p.m.	p.m.	
1054	Single Resolution Board (SRB)	1 000 000	1 000 000	302 568	12 195 pages
1055	Secretariat-General of the European Schools (EURSC)	p.m.	p.m.	—	
1056	Bio-Based Industries Joint Undertaking (BBI JU)	p.m.	—	—	This new budget item is for the Bio-Based Industries Joint Undertaking (BBI JU).
1057	Shift2Rail Joint Undertaking (S2R JU)	p.m.	—	—	This new budget item is for the Shift2Rail Joint Undertaking (S2R JU).
105	Article 105	1 775 800	1 824 600	768 007	
1099	Revenue from new clients	p.m.	p.m.	—	As of 2017, this budget item will be used to record revenue received from new clients, for which individual budget items have yet to be created.
109	Article 109				
10	<b>PAYMENTS FROM THE AGENCIES, OFFICES AND BODIES</b>	<b>38 609 800</b>	<b>40 070 700</b>	<b>38 767 080</b>	
1100	European Commission	1 949 900	1 445 900	—	Documents: 25 948 pages; term lists: 20 000 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.	—	
1102	Council of the European Union	276 800	263 000	—	4 080 pages

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
1103	European Court of Auditors	11 300	10 300	—	110 pages
1104	Committee of the Regions of the European Union	p.m.	p.m.	—	
1105	European Economic and Social Committee	p.m.	p.m.	—	
1106	Court of Justice of the European Union	p.m.	p.m.	—	
1107	European Central Bank	97 800	144 700	—	950 pages.
1108	European Ombudsman	109 800	108 300	—	1 488 pages.
1109	European Data Protection Supervisor (EDPS)	841 500	786 700	—	10 262 pages.
110	Article 110	3 287 100	2 758 900	—	
11	<b>PAYMENTS FROM THE INSTITUTIONS</b>	<b>3 287 100</b>	<b>2 758 900</b>	—	This chapter holds revenue from services provided to institutions. Up until 2016, such revenue was recorded in Title 3, 'Interinstitutional cooperation' and in Item 1040, 'European Data Protection Supervisor'.
1	<b>PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES</b>	<b>41 896 900</b>	<b>42 829 600</b>	<b>38 767 080</b>	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	<b>SUBSIDY FROM THE COMMISSION</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
2	<b>SUBSIDY FROM THE COMMISSION</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
3000	Pre-2017 European Commission	—	—	869 249	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the European Commission will be recorded in Item 1100.
3001	Participation in the Interinstitutional Committee for Translation and Interpreting (ICTI)	—	—	0	

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
3002	Management of interinstitutional projects	778 000	804 000	746 257	This item covers revenue received due to the Centre's management of interinstitutional projects, notably the project IATE.
3003	Pre-2017 European Parliament	—	—	0	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the European Parliament will be recorded in Item 1101.
3004	Pre-2017 Council of the European Union	—	—	67 844	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the Council will be recorded in Item 1102.
3005	Pre-2017 European Court of Auditors	—	—	20 018	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the Court of Auditors will be recorded in Item 1103.
3006	Pre-2017 Committee of the Regions of the European Union	—	—	3 960	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the Committee of the Regions will be recorded in Item 1104.
3007	Pre-2017 European Economic and Social Committee	—	—	6 355	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the Economic and Social Committee will be recorded in Item 1105.
3008	Pre-2017 Court of Justice of the European Union	—	—	7 503	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the Court of Justice will be recorded in Item 1106.
<b>300</b>	<b>Interinstitutional cooperation</b>	<b>778 000</b>	<b>804 000</b>	<b>1 721 185</b>	
3010	Pre-2017 European Central Bank	—	—	59 581	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the European Central Bank will be recorded in Item 1107.
3011	Pre-2017 European Ombudsman	—	—	218 461	This budget item is not used after 2016. As from 2017, revenue from all institutions will be recorded in Chapter 11, and revenue from the Ombudsman will be recorded in Item 1108.
<b>301</b>	<b>Article 301</b>			<b>278 041</b>	
<b>30</b>	<b>INTERINSTITUTIONAL COOPERATION</b>	<b>778 000</b>	<b>804 000</b>	<b>1 999 227</b>	
<b>3</b>	<b>INTERINSTITUTIONAL COOPERATION</b>	<b>778 000</b>	<b>804 000</b>	<b>1 999 227</b>	



Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
4000	Bank interest	55 000	65 000	61 223	
400	Bank interest	55 000	65 000	61 223	This article covers interest which the Centre receives on its bank accounts.
4010	Miscellaneous repayments	431 300	314 000	696 814	
401	Miscellaneous repayments	431 300	314 000	696 814	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	729 550	622 250	1 001 288	
4	OTHER REVENUE	729 550	622 250	1 001 288	
5000	Surplus carried over from the previous financial year	p.m.	p.m.	0	Surplus carried over from the previous financial year in accordance with Article 20(1) of the Centre's Financial Regulation of 2 January 2014.
500	Surplus carried over from the previous financial year	p.m.	p.m.	0	
5010	Transfer from 'Reserve for exceptional investments'	360 000	593 000	0	The transfer from the 'Reserve for exceptional investments' corresponds to the expenditure in Chapter 32, 'Expenditure relating to the eCdT programme'.
5015	Transfer from 'Reserve for stability pricing'	3 935 050	3 658 650	0	The transfer from the 'Reserve for stability pricing' is necessary to balance the budget.
501	Transfers from reserves from previous years	4 295 050	4 251 650	0	
50	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	4 295 050	4 251 650	0	
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	4 295 050	4 251 650	0	
6000	Refunds to clients	p.m.	p.m.	0	

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
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	
<b>Total Revenue</b>		<b>47 699 500</b>	<b>48 507 500</b>	<b>41 767 595</b>	
<b>EXPENDITURE</b>					
1100	Basic salaries	15 374 500	14 547 500	14 119 864	Staff Regulations of officials and Conditions of employment of other servants of the European Union, in particular Articles 62 and 66 thereof. This appropriation is intended to cover basic salaries of officials and temporary staff.
1101	Family allowances	1 523 900	1 420 000	1 284 662	Staff Regulations of officials of the European Union, in particular Articles 62, 67 and 68 thereof, and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff.
1102	Expatriation and foreign-residence allowances	2 455 400	2 342 300	2 292 792	Staff Regulations of officials of the European Union, in particular Articles 62 and 69 thereof, and Article 4 of Annex VII thereto. This appropriation is intended to cover the expatriation and foreign-residence allowances for officials and temporary staff.
1103	Secretarial allowances	23 500	22 900	18 899	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	19 377 300	18 332 700	17 716 217	
1113	Trainees	41 700	40 600	23 904	This appropriation is intended to cover expenditure relating to trainees.
1115	Contract staff	1 336 000	1 599 700	1 499 357	Conditions of employment of other servants of the European Union, in particular Article 3a and Title IV thereof.
111	Contract staff and trainees	1 377 700	1 640 300	1 523 261	
1120	Professional training of staff	214 200	243 100	186 036	Staff Regulations of officials of the European Union, in particular Article 24a thereof.

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
112	Professional training of staff	214 200	243 100	186 036	
1130	Insurance against sickness	514 300	486 100	508 887	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	116 500	110 100	74 964	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	122 100	117 500	124 972	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	3 220 400	3 139 900	3 171 404	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme.
113	Employer's social security contributions	3 973 300	3 853 600	3 880 227	
1140	Childbirth and death allowances and grants	2 700	2 100	198	Staff Regulations of officials of the European Union, in particular Articles 70, 74 and 75 thereof. This appropriation is intended to cover: — appropriations for childbirth grants for five children of staff whose countries of origin have no provision for this kind of grant; — in the event of the death of an official, payment of the deceased's full remuneration until the end of the third month after the month in which the death occurred and the cost of transporting the body to the official's place of origin. In the event of death, the corresponding appropriations will be transferred from item 1100.
1141	Travel expenses for annual leave	239 100	227 800	230 342	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.

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
1143	Fixed duty allowances				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	241 800	229 900	230 540	
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 categories AST 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	268 400	306 700	274 872	This appropriation is intended to cover the use of agency staff.
117	Supplementary services	268 400	306 700	274 872	
1180	Miscellaneous expenditure on staff recruitment	33 000	44 000	31 219	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	14 100	10 100	1 446	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.

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
1182	Installation, resettlement and transfer allowances	109 400	95 900	36 843	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	40 000	34 100	11 388	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	115 100	120 800	90 008	Staff Regulations of officials of the European Union, in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto. This appropriation is intended to cover the daily subsistence allowances due to officials and temporary staff who furnish evidence that they were obliged to change their place of residence after taking up their duties (including transfer).
118	Miscellaneous expenditure on staff recruitment and transfer	311 600	304 900	170 904	
1190	Salary weightings	3 000	3 000	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	3 000	3 000	0	
11	<b>STAFF IN ACTIVE EMPLOYMENT</b>	<b>25 767 300</b>	<b>24 914 200</b>	<b>23 982 057</b>	
1300	Mission expenses, duty travel expenses and other ancillary expenditure	69 400	66 800	64 822	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by statutory staff while on mission in the interest of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Union.
130	Missions and duty travel	69 400	66 800	64 822	
1310	Mission expenses linked to training	32 400	62 300	50 413	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
131	Missions and duty travel linked to training	32 400	62 300	50 413	

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
13	MISSIONS AND DUTY TRAVEL	101 800	129 100	115 235	
1400	Restaurants and canteens	4 000	4 000	4 050	
140	Socio-medical infrastructure	4 000	4 000	4 050	
1410	Medical service	61 100	57 600	30 500	Staff Regulations of officials of the European Union, in particular Article 59 thereof and Article 8 of Annex II thereto.
141	Medical service	61 100	57 600	30 500	
1420	Other expenditure	221 000	231 000	172 579	This appropriation is intended to cover expenditure relating to participation in the Committee on Social Activities and to nurseries and educational institutions. The forecast is based on the forecast by the Commission's Office for Infrastructure and Logistics (OIL).
1421	Social relations	14 000	14 000	12 628	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	235 000	245 000	185 207	
14	SOCIO-MEDICAL INFRASTRUCTURE	300 100	306 600	219 757	
1520	Staff exchanges	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Centre officials and temporary staff to national or international bodies.
1521	Centre officials seconded temporarily to national administrations, international organisations or public sector institutions or undertakings.	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Centre officials and temporary staff to national or international bodies.
152	Mobility	p.m.	p.m.	0	
15	MOBILITY	p.m.	p.m.	0	
1600	Special assistance grants	p.m.	p.m.	0	This appropriation is intended to cover assistance in the form of cash which may be granted to an official, former official or survivors of a deceased official who find themselves in difficult circumstances.
160	Welfare service	p.m.	p.m.	0	

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
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	56 100	38 400	38 400	
163	Early childhood centre	56 100	38 400	38 400	
1640	Additional aid for disabled persons	1 500	1 000	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	1 000	0	
16	<b>SOCIAL SERVICES</b>	<b>57 600</b>	<b>39 400</b>	<b>38 400</b>	
1700	Entertainment and representation expenses	2 500	2 500	1 240	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
170	Entertainment and representation	2 500	2 500	1 240	
17	<b>ENTERTAINMENT AND REPRESENTATION</b>	<b>2 500</b>	<b>2 500</b>	<b>1 240</b>	
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	<b>PENSIONS</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
1	<b>STAFF</b>	<b>26 229 300</b>	<b>25 391 800</b>	<b>24 356 689</b>	
2000	Rental of buildings and associated costs	2 241 000	2 306 500	2 161 614	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	2 241 000	2 306 500	2 161 614	
2010	Insurance	12 100	12 100	8 341	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Centre.

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
201	Insurance	12 100	12 100	8 341	
2020	Water, gas, electricity and heating	225 600	254 300	231 371	This appropriation is intended to cover routine expenditure.
202	Water, gas, electricity and heating	225 600	254 300	231 371	
2030	Cleaning and maintenance	244 600	273 300	289 872	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	244 600	273 300	289 872	
2040	Fitting-out of premises	16 000	16 000	76 980	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	76 980	
2050	Security and surveillance of buildings	156 500	203 900	175 269	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	156 500	203 900	175 269	
2060	Acquisition of immovable property	p.m.	p.m.	0	This appropriation is intended to cover the possible purchase of a building as the Centre's seat.
206	Acquisition of immovable property	p.m.	p.m.	0	
2080	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	This appropriation is intended to cover expenditure on experts' reports relating to immovable property.
208	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	
2090	Other expenditure	p.m.	p.m.	0	This appropriation is intended to cover other routine expenditure not specifically provided for, for example administrative expenses other than utilities (water, gas and electricity), maintenance, municipal taxes and ancillary costs.
209	Other expenditure	p.m.	p.m.	0	



Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
20	<b>INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>2 895 800</b>	<b>3 066 100</b>	<b>2 943 447</b>	
2100	Purchase, work on, servicing and maintenance of hardware and software	1 800 500	1 920 000	1 665 763	This appropriation is intended to cover the purchase or leasing of computer hardware, software development, software or software package maintenance and various data-processing consumables, etc. Telecommunication equipment, copiers and printers are also recorded under this item. The 2017 forecast includes the initial costs for the implementation of cloud services.
210	Information technology	1 800 500	1 920 000	1 665 763	
2120	External services for the operation, implementation, development and maintenance of software and systems	1 175 000	1 361 000	1 108 666	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
212	Information technology services	1 175 000	1 361 000	1 108 666	
21	<b>DATA PROCESSING</b>	<b>2 975 500</b>	<b>3 281 000</b>	<b>2 774 429</b>	
2204	Office equipment	5 000	5 000	3 782	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	3 782	
2210	New purchases	15 000	15 000	18 615	This appropriation is intended to cover the purchase, replacement, maintenance, use and repair of furniture.
221	Furniture	15 000	15 000	18 615	
2230	New purchases of vehicles	p.m.	p.m.	0	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2232	Hire of vehicles	9 400	17 000	6 874	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	6 500	6 500	5 816	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.
223	Vehicles	15 900	23 500	12 690	
2250	Documentation and library expenditure	22 000	22 000	22 000	This appropriation is intended to cover the purchase of library stocks, subscriptions to newspapers, periodicals, online services such as dictionaries, as well as other documentation and library expenditure.

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
2255	Documentation, translation and multilingual tools	p.m.	p.m.	0	This appropriation is intended to cover expenditure on documentation, translation and multilingual tools, such as the acquisition, consolidation and extension of the contents of linguistic and terminological databases, translation memories and automatic translation dictionaries.
225	Documentation and library expenditure	22 000	22 000	22 000	
22	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>57 900</b>	<b>65 500</b>	<b>57 087</b>	
2300	Stationery and office supplies	24 000	25 500	24 000	This appropriation is intended to cover the purchase of paper and office supplies.
230	Stationery and office supplies	24 000	25 500	24 000	
2320	Bank charges	4 000	2 500	1 600	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2321	Exchange-rate losses	p.m.	p.m.	0	This item is intended to cover exchange-rate losses incurred by the Centre in the management of its budget, in so far as such losses cannot be offset against exchange-rate gains.
232	Financial expenses	4 000	2 500	1 600	
2330	Legal expenses	20 000	20 000	10 000	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
233	Legal expenses	20 000	20 000	10 000	
2340	Damages	p.m.	p.m.	0	This appropriation is intended to cover damages and the cost of settling claims against the Centre (civil liability).
234	Damages	p.m.	p.m.	0	
2350	Miscellaneous insurance	18 600	17 300	10 744	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	3 000	1 971	This appropriation is intended to cover costs relating to the organisation of internal meetings.
2353	Departmental removals	3 000	5 000	2 253	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	342	This appropriation is intended to cover other operating expenditure not specifically provided for.

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
235	Other operating expenditure	27 200	28 400	15 310	
2360	External audit and evaluation services	15 000	15 000	13 418	
236	External audit and evaluation services	15 000	15 000	13 418	
2390	Translation services provided by the Commission	p.m.	p.m.	0	This appropriation is intended to cover the provision of translation work, including typing, by the Commission on behalf of the Centre.
2391	Interpreting	p.m.	p.m.	0	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU institutions.
2392	Administrative assistance from the Commission	148 400	157 700	149 890	This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2393	Publications	10 000	15 000	5 014	This appropriation is intended to cover mainly the costs of publishing the Centre's budget, activity report and other communication and publicity activities.
2394	Dissemination	25 000	25 000	2 500	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	4 000	2 000	1 296	This appropriation is intended to cover services provided to the Centre by institutions and agencies, such as services provided within the framework of agency coordination.
239	Interinstitutional services	187 400	199 700	158 700	
23	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>277 600</b>	<b>291 100</b>	<b>223 028</b>	
2400	Postage and delivery charges	20 600	25 300	20 500	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
240	Postage	20 600	25 300	20 500	
2410	Telephone, telegraph, telex, radio and television and subscriptions and charges	115 000	162 000	61 748	This appropriation is intended to cover the cost of telephone, fax, teleconference and data transmission subscriptions and communications. Expenditure relating to telecommunications equipment is recorded under Item 2100.
241	Telecommunications	115 000	162 000	61 748	
24	<b>POSTAGE AND TELECOMMUNICATIONS</b>	<b>135 600</b>	<b>187 300</b>	<b>82 248</b>	

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
2500	Meetings in general	10 000	5 000	10 633	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	10 000	5 000	10 633	
2550	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	20 000	20 000	7 046	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	20 000	20 000	7 046	
25	<b>EXPENDITURE ON MEETINGS</b>	<b>30 000</b>	<b>25 000</b>	<b>17 679</b>	
2600	Management Board meetings	20 000	20 000	15 057	Appropriations for travel and subsistence and incidental expenses incurred by members of the Management Board invited to take part in meetings, committees and working groups.
260	Expenditure on meetings	20 000	20 000	15 057	
2610	Organisation of Management Board meetings	7 500	6 000	7 000	This appropriation is intended to cover the organisation of Management Board meetings.
261	Organisation of Management Board meetings	7 500	6 000	7 000	
2650	Interpreting	90 000	100 000	35 640	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	90 000	100 000	35 640	
26	<b>MANAGEMENT BOARD</b>	<b>117 500</b>	<b>126 000</b>	<b>57 697</b>	
2700	Limited consultations, studies and surveys	100 000	75 000	8 400	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.
270	Limited consultations, studies and surveys	100 000	75 000	8 400	
27	<b>CONSULTATIONS AND STUDIES</b>	<b>100 000</b>	<b>75 000</b>	<b>8 400</b>	

Item Article Chapter Title	Description	Preliminary draft budget 2018	Budget 2017	Outturn 2016	Remarks
2	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	6 589 900	7 117 000	6 164 015	
3000	External translation services	13 610 000	14 440 000	13 168 851	This appropriation is intended to cover expenditure relating to the services of external service providers for language services, namely translation of documents and European Union trademarks, revision and modification of translations and language editing, as well as terminology work and translation and revision of term lists.
3001	Technical services related to language services	p.m.	p.m.	—	This budget item was created in the budget for 2017. It is intended to cover expenditure on technical services related to language services.
300	External translation services	13 610 000	14 440 000	13 168 851	
30	<b>EXTERNAL TRANSLATION SERVICES</b>	13 610 000	14 440 000	13 168 851	
3100	Interinstitutional cooperation in the language field	910 300	965 700	785 093	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	910 300	965 700	785 093	
31	<b>EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION</b>	910 300	965 700	785 093	
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.	4 000	815	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.	29 000	14 708	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	360 000	560 000	710 840	This appropriation is intended to cover expenditure for IT consultancy relating to the eCdT programme.
320	Expenditure relating to the eCdT programme	360 000	593 000	726 363	
32	<b>EXPENDITURE RELATING TO THE ECDT PROGRAMME</b>	360 000	593 000	726 363	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 2018	Budget 2017	Outturn 2016	Remarks
<b>3</b>	<b>OPERATIONAL EXPENDITURE</b>	<b>14 880 300</b>	<b>15 998 700</b>	<b>14 680 307</b>	
10003	Reserve for stability pricing	p.m.	p.m.	0	Reserve created in 2011 for stability pricing. The total amount of the reserve is EUR 5 524 467, taking into account the consumption in revenue item 5015.
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 2018 to cover exceptional investments. The total amount of the reserve is EUR 603 136, taking into account the consumption in revenue item 5010.
1000	Provisional appropriations	p.m.	p.m.	0	The outturn for 2016 is 0 for all reserves since no commitments were issued in this chapter.
100	<b>PROVISIONAL APPROPRIATIONS</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
<b>10</b>	<b>RESERVES</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
	<b>Total Expenditure</b>	<b>47 699 500</b>	<b>48 507 500</b>	<b>45 201 011</b>	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2016		2017		2018	
	Filled on 31.12.2016		Authorised under the budget *		Centre's request for the Draft EU budget 2018	
	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	4	5	14	8	16	10
AD 11	11	5	10	4	9	3
AD 10	6	4	5	6	6	6
AD 9	5	7	4	12	4	11
AD 8	10	11	5	19	3	22
AD 7	3	16	4	18	5	19
AD 6	4	24	1	21	1	16
AD 5	0	16	0	0	0	1
<b>TOTAL AD</b>	<b>44</b>	<b>89</b>	<b>44</b>	<b>89</b>	<b>45</b>	<b>89</b>
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	0	0
AST 9	3	0	4	0	5	0
AST 8	3	2	2	1	1	2
AST 7	2	2	3	3	3	3
AST 6	1	2	0	4	1	5
AST 5	1	11	2	18	2	18
AST 4	3	16	2	13	1	12
AST 3	0	11	0	8	0	7
AST 2	0	5	0	1	0	0
AST 1	0	0	0	0	0	0
<b>TOTAL AST</b>	<b>13</b>	<b>49</b>	<b>13</b>	<b>48</b>	<b>13</b>	<b>47</b>
AST/SC 6	0	0	0	0	0	0
AST/SC 5	0	0	0	0	0	0
AST/SC 4	0	0	0	0	0	0
AST/SC 3	0	0	0	0	0	0
AST/SC 2	0	0	0	1	0	1
AST/SC 1	0	0	0	0	0	0
<b>TOTAL AST/SC</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>TOTAL</b>	<b>57</b>	<b>138</b>	<b>57</b>	<b>138</b>	<b>58</b>	<b>137</b>
<b>TOTAL STAFF</b>	<b>195</b>		<b>195</b>		<b>195</b>	

\* Adopted by the Centre's Management Board on 26 October 2016, with the final budget established in accordance with Article 33.8 of the Financial Regulation of 2 January 2014 applicable to the Translation Centre for the bodies of the European Union.

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

Function groups (FG)	2016	2017	2018
FG IV	16,1	19	13
FG III	3,5	7	6
FG II	10,2	9	9
FG I	0,0	0	0
<b>Total CA</b>	<b>29,8</b>	<b>35,0</b>	<b>28,0</b>