



**DECISION OF THE MANAGEMENT BOARD  
OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION  
ADOPTING THE PRELIMINARY DRAFT BUDGET 2021 – CT/CA-010/2020EN**

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 22 September 2019 applicable to the Translation Centre for the Bodies of the European Union (Ref. CT/CA-028/2019),

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 2021 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, 9 April 2020.

For the management board

*(signed)*

Rytis Martikonis

Chairman

Annex: Preliminary draft budget 2021



# PRELIMINARY DRAFT BUDGET 2021

CT/CA-010/2020EN

## 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 2021 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 2021 and the work programme for 2021 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 2021 reflects the estimates of revenue and expenditure, as included in the Centre's draft programming document 2021-2023 (Ref. CT/CA-002/2020). It is prepared in accordance with Articles 35-37 of the Centre's Financial Regulation. In order to prepare the preliminary draft budget 2021, the Centre undertook an analysis of its forecast expenditure and obtained clients' forecasts.

The preliminary draft budget 2021 has been prepared on the basis of the prices applicable in 2021 as shown in the table below. All amounts in this document are expressed in euro.

Prices applicable in 2021:

Service provided	Normal (EUR)	Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	96.00	91.20	120.00	172.80
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) <sup>1</sup>		EUR 41.67 for 284 686 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		

<sup>1</sup> Based on the 2020 agreement as a new agreement is under discussion.

Surcharges applicable in 2021:

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 2021 is EUR 47.2 million, with EUR 45.2 million in Titles 1-4. The revenue forecast is broken down as follows:

Title	Revenue (EUR)
1. Agencies and bodies	43 931 300
3. Interinstitutional cooperation (European institutions)	629 900
4. Other revenue	627 550
5. Surplus carried over from the previous financial year and transfers from reserves from previous years	2 021 050

The Centre's forecast revenue is 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 2021 in Title 1 is EUR 43.9 million compared with EUR 42.8 million in the 2020 budget (2.7%). The forecast revenue for 2021 is EUR 8 million more (22.4%) than the actual revenue of EUR 35.9 million received from clients in 2019.

The Centre's biggest client, the EUIPO ('European Union Intellectual Property Office'), has forecast a revenue reduction of EUR 0.5 million (-3.7%) for the translation of EU trade marks in 2021<sup>2</sup> (Item 1006) compared with the 2020 budget. The forecast revenue for 2021 is EUR 1.4 million less (-10.6%) than the actual revenue received for the translation of EU trade marks in 2019. In addition, the EUIPO's revenue forecast for other services has decreased by 16.9%, namely from EUR 4.3 million in the 2020 budget to EUR 3.6 million in 2021 (Item 1005), and this is 3.3% higher (EUR 0.1 million) than the revenue received for other services in 2019. Their overall forecast for 2021 is 7.8% lower (EUR 1.3 million) than the total revenue received from the EUIPO in 2019.

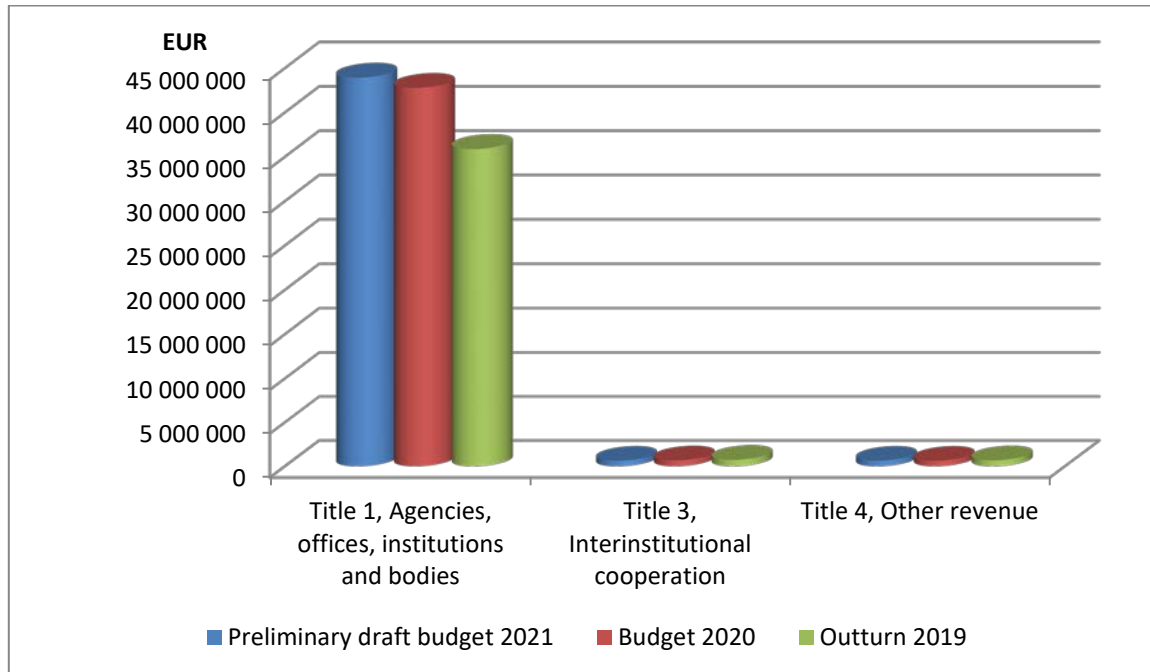
Other significant changes that may be noted compared with the 2020 budget are decreases in forecasts by ERA ('European Union Agency for Railways') by 12.8% (EUR -118 400) EDPS ('European Data Protection Supervisor') by 71.1% (EUR -3 170 500). Compared with the 2020 budget, Eurojust ('European Union Agency for Criminal Justice Cooperation') has increased its forecast by 19.8% (EUR 213 800), Frontex ('European Border and Coast Guard Agency') by 21.9% (EUR 210 100), Chafea

<sup>2</sup> The forecasts of EU Trade marks have been received on the basis of the 2020 agreement as a new agreement is under discussion.

(‘Consumers, Health, Agriculture and Food Executive Agency’) by 28% (EUR 129 900), REA (‘Research Executive Agency’) for EUR 1 483 100, ACER (‘Agency for the Cooperation of Energy Regulators’) by 294.4% (EUR 377 400), SRB (‘Single Resolution Board’) by 50% (EUR 451 700). In addition, ELA (‘European Labour Authority’) as new client foresees an amount of EUR 1.7 million in the 2021 budget. 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: 2019-2021 (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 2021 is EUR 627 550 which is 0.4% higher than the 2020 budget and 6.2% lower than the 2019 outturn.

In order to balance the preliminary draft budget 2021, the Centre has transferred to revenue EUR 1 938 350 from the ‘Reserve for stability pricing’, leaving an estimated balance of EUR 1 381 300 in the reserve at the end of 2021. In addition, the Centre has transferred to revenue EUR 82 700 from the ‘Reserve for exceptional investments’. This amount corresponds to the forecast expenditure for the eCdT evolution which is recorded in Expenditure Chapter 32.

## C. EXPENDITURE

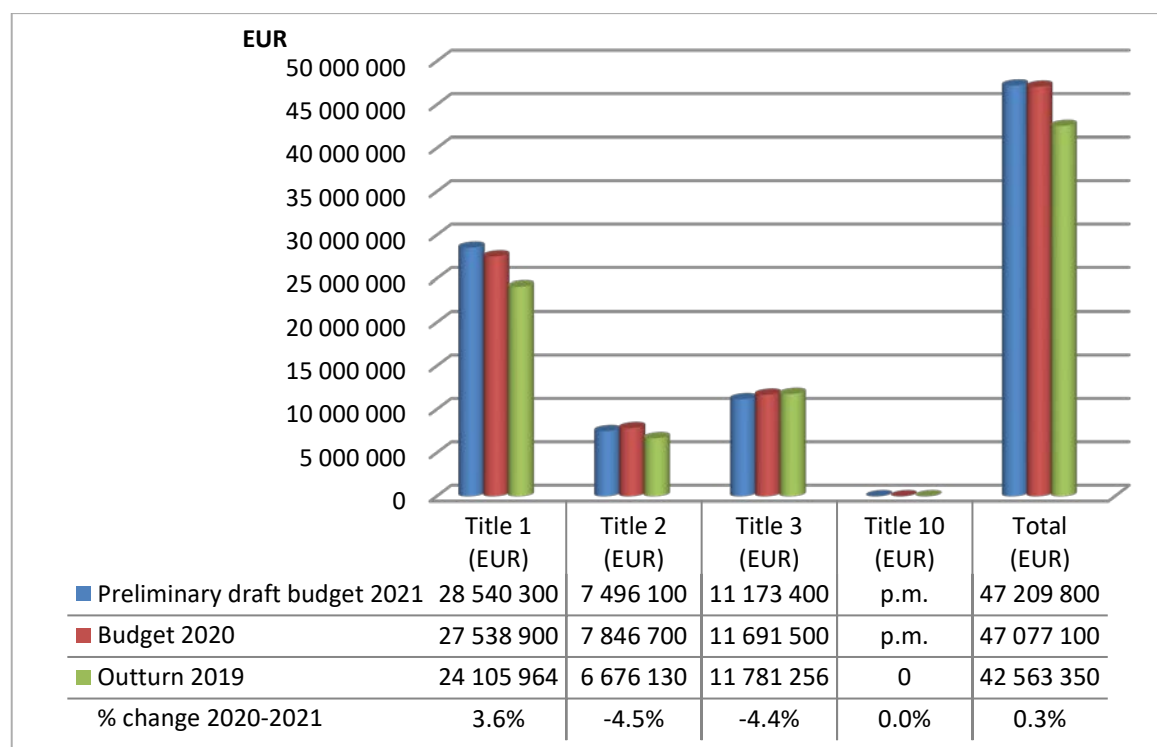
The Centre’s forecast expenditure for 2021 is EUR 47.2 million. In Titles 1-3, the 2021 budget remained stable (0.3%) compared with the 2020 budget and is 10.9% higher than the 2019 outturn. This increase from 2019 to 2021 is due to the envisaged salary adjustments in 2020 and 2021 as well as other expenditure that is also subject to indexations which are likely to lead to higher expenditure in 2021. In addition, 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	28 540 300
2. Buildings, equipment and miscellaneous operating expenditure	7 496 100
3. Operational Expenditure	11 173 400
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 post 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 less resources and capitalise on an increased use of available translation technology and on a better balance between outsourcing and in-house capabilities. 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 2020 budget and the outturn for 2019, is presented in the figure below.

Figure 2. Expenditure broken down by title and year: 2019-2021 (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 2020 and 2021 is pro memoria (p.m.) and is shown as '0' in 2019.

## Title 1: STAFF

The budget for Title 1 in 2021 reaches EUR 28.5 million, 3.6% higher than the 2020 budget, that is an increase of EUR 1 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 193 posts which remains at the same level as that approved by the Budgetary Authority for 2020. 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 3.2% (EUR 657 500) in Article 110, 'Staff in active employment' whereas the budget for contract staff (Item 1115) has been increased by 4.6% (EUR 70 200) in 2021 compared with the 2020 budget.

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

The budget for Title 2, 'Buildings, equipment and miscellaneous operating expenditure', reaches EUR 7.5 million in 2021. It has decreased by 4.5% compared with the 2020 budget. The decrease is mainly due to completion of the majority 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' and the end of the 2019-2020 programme with the EU IPO.

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 11.2 million in 2021 and has decreased by 4.4% compared with the 2020 budget. It is EUR 0.6 million lower than the 2019 outturn.

The budget for external translation services constitutes the main part of the title's budget, namely 92.7% in 2021. 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 2021 is EUR 10.4 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 heavily depend on the actual demand from the Centre's clients and the actual impact of translation technologies.

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).

Chapter 32 covers expenditure for the eCdT evolution which reaches EUR 82 700 in 2021. It has decreased by 56.1% compared with the 2020 budget. The expenditure is offset by a transfer from the 'Reserve for exceptional investments' in revenue item 5010.

## D. ACTIVITIES

The Centre's activities are defined under three activity areas in the 2021 budget, as set out in the Centre's programming document 2021-2023: 1) Core operational activities; 2) Support activities; and 3) Management and supervision activities.

The human and financial resources for 2021 are allocated to the three activity areas, as shown in the table below. The financial resources included in Titles 1, 2 and 3 are either allocated directly or indirectly to the different services of the Centre. The indirect costs are allocated to the Centre's activities, and consequently to its services, through the mechanisms of the Activity Based Budgeting (ABB) methodology. The details are set out in the Centre's draft programming document 2021-2023 (Ref. CT/CA-002/2020).

	% of human resources (staff)	% of financial resources	Financial resources
<b>Core operational activities</b>	<b>63.5%</b>	<b>75.8%</b>	<b>35 797 346</b>
<i>Translation</i>	11.0%	21.1%	9 977 201
<i>Revision</i>	0.1%	0.0%	6 139
<i>Modification</i>	2.1%	0.7%	313 254
<i>Editing</i>	0.1%	0.1%	41 936
<i>Subtitling</i>	1.0%	0.0%	3 814
<i>Terminology research</i>	1.7%	0.2%	92 754
<i>Internal validation</i>	35.3%	22.9%	10 807 863
<i>Client request management</i>	1.5%	1.0%	482 603
<i>Technical pre-processing and pre-formatting (TECH+CAT)</i>	3.1%	2.0%	958 108
<i>Outsourcing management</i>	1.4%	0.9%	440 020
<i>Linguistic pre-processing - reference documents (documentary search) REF</i>	0.3%	0.2%	99 359
<i>Post-processing (CAT+TECH)</i>	1.5%	1.0%	475 506
<i>Management of translation memories and machine translation</i>	0.3%	0.2%	99 359
<i>Terminology</i>	0.9%	0.6%	283 884
<i>EUTM workflow</i>	1.5%	1.0%	468 409
<i>Re-ranking</i>	0.6%	0.4%	177 427
<i>IATE</i>	0.9%	1.5%	709 710
<i>External translation services</i>		21.9%	10 360 000
<b>Support activities</b>	<b>25.5%</b>	<b>18.3%</b>	<b>8 637 447</b>
<b>Management and supervision activities</b>	<b>11.1%</b>	<b>5.9%</b>	<b>2 775 007</b>
<b>Appropriations in Title 10: 'Reserves' not allocated to an activity</b>	<b>0%</b>	<b>0%</b>	<b>0</b>
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>47 209 800</b>



## Description of the sub-activity

<b>Activities</b>	<b>Description</b>
<i>Translation</i>	Translating documents and EUTMs. In this activity, only the cost of internal translation is considered since translation is carried out internally.
<i>Revision</i>	Internal translators perform this activity, which consists in comparing the translated version with the original document.
<i>Modification</i>	Internal translators perform this activity, which consists in modifying translated documents based on a new version of the previous text.
<i>Editing</i>	Editing consists in reviewing the version of a document in the same language.
<i>Subtitling</i>	This activity consists in subtitling video material.
<i>Terminology research</i>	This technical activity is carried out by the translation teams and consists in looking for terminology (with references, context, definition, etc.).
<i>Internal validation</i>	Evaluating translations carried out by external service providers.
<i>Client request management</i>	Analysing customer requests and determining the characteristics of the product (format, domain, etc.).
<i>Technical pre-processing and pre-formatting (TECH+CAT)</i>	Pre-formatting is the preparation of files to be translated so that they are correctly processed by CAT tools. Pre-processing is a set of tasks executed in order to identify repetitive material and facilitate the re-use of the Centre's translation memories (TMs).
<i>Outsourcing management</i>	Selecting external service providers, establishing and managing their contracts.
<i>Linguistic pre-processing - reference documents (documentary search) REF</i>	Processing documents from a linguistic point of view to find the correct reference documents and set the correct parameters for further processing.
<i>Post-processing (CAT+TECH)</i>	<b>Post-formatting</b> are the checks and corrections carried out to the translated files, so that they reproduce the layout of the source file.
<i>Management of translation memories and machine translation</i>	Organising and updating the content of the translation memories and the machine translation corpus.
<i>Terminology</i>	Analysing customer requests and organising the terminology research work.
<i>EUTMs workflow</i>	Analysing customer requests and organising the translation of EUTMs.
<i>Re-ranking</i>	Adapting the order in the list of external service providers on the basis of their quality evaluation.
<i>IATE</i>	Managing the IATE database
<i>External translation services</i>	Expenditure relating to the language services delivered by external service providers.

The table below shows the total number of pages, terms and revenue forecast for 2021 by comparison with the 2020 budget. The table shows the 2021 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. More detailed information on client forecasts and translation volumes is provided in Part III, 'Statement of revenue and expenditure - Details'.

	Preliminary draft budget 2021	Budget 2020	Comparison
Total number of pages of EU trade marks forecast	284 686	305 289	-6.7%
Total number of pages of documents forecast	319 006	313 316	1.8%
<i>Total number of pages</i>	<i>603 692</i>	<i>618 605</i>	<i>-2.4%</i>
Total number of term lists forecast	78 435	83 009	-5.5%
Total revenue forecast from translations, terminology and term lists	43 931 300	42 772 500	2.7%

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Preliminary draft budget 2021	Budget 2020	Outturn 2019
	REVENUE			
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES	43 931 300	42 772 500	35 885 220
2	SUBSIDY FROM THE COMMISSION	p.m.	p.m.	0
3	INTERINSTITUTIONAL COOPERATION	629 900	664 600	733 669
4	OTHER REVENUE	627 550	624 750	669 227
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 021 050	3 015 250	
	Reserve for stability pricing	1 938 350	2 826 950	
	Reserve for exceptional investments	82 700	188 300	
6	REFUNDS	p.m.	p.m.	0
	TOTAL	47 209 800	47 077 100	37 288 116
	EXPENDITURE			
1	STAFF	28 540 300	27 538 900	24 105 964
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	7 496 100	7 846 700	6 676 130
3	OPERATIONAL EXPENDITURE	11 173 400	11 691 500	11 781 256
10	RESERVES	p.m.	p.m.	0
	TOTAL	47 209 800	47 077 100	42 563 350

III. STATEMENT OF REVENUE AND EXPENDITURE 2021 - DETAILS

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
<b>REVENUE</b>					
1000	European Environment Agency (EEA)	189 700	184 700	273 645	1 853 pages
1001	European Training Foundation (ETF)	62 400	61 100	96 946	650 pages
1002	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	384 100	376 100	295 624	4 002 pages
1003	European Medicines Agency (EMA)	3 502 000	3 413 000	2 599 656	Documents: 34 720 pages; term lists: 675 terms
1004	European Agency for Safety and Health at Work (EU-OSHA)	614 200	627 400	607 774	6 674 pages
1005	European Union Intellectual Property Office (EUIPO)	3 566 900	4 292 500	3 454 020	Documents: 31 956 pages; term lists: 68 836 terms; Community designs: 8 000 terms
1006	EUIPO trade marks	11 863 100	12 316 400	13 272 441	284 686 pages
1007	Community Plant Variety Office (CPVO)	38 700	38 700	25 381	403 pages
1008	European Union Agency for Law Enforcement Cooperation (Europol)	50 700	49 600	52 051	528 pages
1009	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	347 200	393 800	398 043	3 617 pages
<b>100</b>	<b>Article 100</b>	<b>20 619 000</b>	<b>21 753 300</b>	<b>21 075 581</b>	
1010	European Centre for the Development of Vocational Training (Cedefop)	86 500	75 800	77 632	901 pages
1012	European Union Agency for Fundamental Rights (FRA)	1 206 600	1 201 300	976 431	12 375 pages
1014	European Investment Bank (EIB)	p.m.	p.m.	0	
1015	European Food Safety Authority (EFSA)	308 400	352 700	227 329	2 701 pages
1016	European Union Agency for Criminal Justice Cooperation (Eurojust)	1 295 900	1 082 100	10 878	13 319 pages
1017	European Maritime Safety Agency (EMSA)	140 300	140 900	102 898	1 461 pages

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
1018	European Aviation Safety Agency (EASA)	32 300	43 400	39 182	336 pages
1019	European Union Agency for Railways (ERA)	808 400	926 800	602 725	8 421 pages
<b>101</b>	Article 101	3 878 400	3 823 000	2 037 074	
1020	European Union Agency for Network and Information Security (ENISA)	54 000	39 400	6 687	563 pages
1021	European Centre for Disease Prevention and Control (ECDC)	234 800	196 600	299 197	2 256 pages
1022	European Border and Coast Guard Agency (Frontex)	1 171 300	961 200	1 023 573	12 201 pages
1023	Education, Audiovisual and Culture Executive Agency (EACEA)	1 036 500	1 092 100	681 977	10 730 pages
1024	Executive Agency for Small and Medium-sized Enterprises (EASME)	15 900	15 600	1 923	166 pages
1025	European Union Agency for Law Enforcement Training (CEPOL)	18 700	26 300	26 956	195 pages
1026	Consumers, Health, Agriculture and Food Executive Agency (Chafea)	593 100	463 200	471 594	5 337 pages
1027	European Global Navigation Satellite Systems Agency (GSA)	24 900	18 000	4 002	259 pages
1028	European Defence Agency (EDA)	4 700	4 600	16 402	49 pages
1029	European Chemicals Agency (ECHA)	1 778 600	1 736 800	1 199 510	18 527 pages
<b>102</b>	Article 102	4 932 500	4 553 800	3 731 818	
1030	European Fisheries Control Agency (EFCA)	95 500	50 100	192 951	983 pages
1031	Fusion for Energy Joint Undertaking (F4E JU)	54 500	53 400	5 060	568 pages
1032	European Union Satellite Centre (SatCen)	p.m.	p.m.	0	
1033	Innovation and Networks Executive Agency (INEA)	128 800	124 600	16 723	1 342 pages
1034	European Institute of Innovation and Technology (EIT)	54 700	67 100	13 739	Documents: 638 pages; term lists: 440 terms

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
1035	European Research Council Executive Agency (ERCEA)	65 100	48 000	31 013	648 pages
1036	Research Executive Agency (REA)	1 508 500	25 400	3 273	8 850 pages
1037	Clean Sky 2 Joint Undertaking (Clean Sky 2 JU)	p.m.	p.m.	7 411	
1038	European Institute for Gender Equality (EIGE)	103 900	103 900	364 372	1 082 pages
1039	SESAR Joint Undertaking (SJU)	32 500	33 700	2 484	339 pages
<b>103</b>	Article 103	2 043 500	506 200	637 025	
1041	Joint Undertaking to implement a Joint Technology Initiative in Embedded Computing Systems (ARTEMIS)	—	—	0	
1042	Innovative Medicines Initiative 2 Joint Undertaking (IMI2 JU)	28 900	29 800	499	301 pages
1043	Fuel Cells and Hydrogen 2 Joint Undertaking (FCH2 JU)	10 800	10 500		112 pages
1044	European Nanoelectronics Initiative Advisory Council Joint Undertaking (ENIAC JU)	—	—	0	
1045	European Asylum Support Office (EASO)	2 906 500	2 846 000	2 804 048	30 276 pages
1046	Agency for the Cooperation of Energy Regulators (ACER)	505 600	128 200	158 761	5 637 pages
1047	European Securities and Markets Authority (ESMA)	534 300	458 000	280 011	5 566 pages
1048	European Banking Authority (EBA)	1 182 000	1 155 900	611 464	12 313 pages
1049	European Insurance and Occupational Pensions Authority (EIOPA)	156 900	153 600	91 248	1 634 pages
<b>104</b>	Article 104	5 325 000	4 782 000	3 946 030	
1050	Office of the Body of European Regulators for Electronic Communications (BEREC Office)	89 100	89 100	23 992	928 pages
1051	European Agency for the Operational Management of Large-scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)	1 192 100	1 225 700	581 100	Documents: 12 730 pages; term lists: 484 terms

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
1052	Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL JU)	6 900	6 800	0	72 pages
1053	Maritime Analysis and Operation Centre (Narcotics) (MAOC (N))	p.m.	p.m.	0	
1054	Single Resolution Board (SRB)	1 355 300	903 600	964 401	14 118 pages
1055	European Schools	p.m.	p.m.	4 120	pages
1056	Bio-Based Industries Joint Undertaking (BBI JU)	p.m.	p.m.	1 380	
1057	Shift2Rail Joint Undertaking (S2R JU)	p.m.	p.m.	3 128	
1058	Joint Committee of the European Supervisory Authorities (ESAs-JC)	p.m.	p.m.	0	
1059	European High Performance Computing Joint Undertaking (EuroHPC)	1 000	500	0	10 pages
<b>105</b>	Article 105	2 644 400	2 225 700	1 578 121	
1060	European Labour Authority (ELA)	1 700 000	p.m.	0	17 709 pages
<b>106</b>	Article 106	1 700 000	p.m.	0	
1099	Revenue from new clients	p.m.	p.m.	235 548	
<b>109</b>	Article 109	p.m.	p.m.	235 548	
<b>10</b>	<b>PAYMENTS FROM THE AGENCIES, OFFICES AND BODIES</b>	<b>41 142 800</b>	<b>37 644 000</b>	<b>33 241 197</b>	
1100	European Commission	1 110 600	163 800	1 064 924	Documents: 11 603 pages. The volume for documents includes the volumes estimated for DG Justice, Consumers and DG Employment, Social Affairs and Inclusion and DG GROW Directorate-General Internal Market, Industry, Entrepreneurship and SMEs.
1101	European Parliament	p.m.	p.m.	0	
1102	Council of the European Union	216 800	252 100	161 590	2 550 pages

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
1103	European Court of Auditors	13 300	12 600	5 021	130 pages
1104	European Committee of the Regions	p.m.	p.m.	17 340	pages
1105	European Economic and Social Committee	p.m.	p.m.	42 020	pages
1106	Court of Justice of the European Union	p.m.	p.m.	19 845	
1107	European Central Bank	58 800	141 200	35 594	523 pages
1108	European Ombudsman	102 000	101 300	268 357	1 063 pages
1109	European Data Protection Supervisor (EDPS)	1 287 000	4 457 500	1 029 336	13 406 pages
<b>110</b>	<b>Article 110</b>	<b>2 788 500</b>	<b>5 128 500</b>	<b>2 644 024</b>	
<b>11</b>	<b>PAYMENTS FROM THE INSTITUTIONS</b>	<b>2 788 500</b>	<b>5 128 500</b>	<b>2 644 024</b>	
<b>1</b>	<b>PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES</b>	<b>43 931 300</b>	<b>42 772 500</b>	<b>35 885 220</b>	<b>Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.</b>
2000	Subsidy from the Commission	p.m.	p.m.	0	
<b>200</b>	<b>Subsidy from the Commission</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	<b>Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.</b>
<b>20</b>	<b>SUBSIDY FROM THE COMMISSION</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
<b>2</b>	<b>SUBSIDY FROM THE COMMISSION</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
3001	Participation in the Interinstitutional Committee for Translation and Interpreting (ICTI)	p.m.	p.m.	0	
3002	Management of interinstitutional projects	629 900	664 600	733 669	This item covers revenue received due to the Centre's management of interinstitutional projects, notably the project IATE.



Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
300	Interinstitutional cooperation	629 900	664 600	733 669	
30	INTERINSTITUTIONAL COOPERATION	629 900	664 600	733 669	
3	INTERINSTITUTIONAL COOPERATION	629 900	664 600	733 669	
4000	Bank interest	10 000	15 000	11 299	
400	Bank interest	10 000	15 000	11 299	This article covers interest which the Centre receives on its bank accounts.
4010	Miscellaneous repayments	374 300	366 500	414 678	
401	Miscellaneous repayments	374 300	366 500	414 678	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	627 550	624 750	669 227	
4	OTHER REVENUE	627 550	624 750	669 227	
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 17(1) of the Centre's Financial Regulation of 22 September 2019.
500	Surplus carried over from the previous financial year	p.m.	p.m.	0	
5010	Transfer from 'Reserve for exceptional investments'	82 700	188 300	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'	1 938 350	2 826 950	0	The transfer from the 'Reserve for stability pricing' is necessary to balance the budget.
501	Transfers from reserves from previous years	2 021 050	3 015 250	0	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
50	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 021 050	3 015 250	0	
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 021 050	3 015 250	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	
<b>Total Revenue</b>		<b>47 209 800</b>	<b>47 077 100</b>	<b>37 288 116</b>	
<b>EXPENDITURE</b>					
1100	Basic salaries	16 694 800	16 151 300	14 376 811	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	1 574 400	1 545 700	1 310 837	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	2 624 800	2 541 600	2 332 712	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 2021	Budget 2020	Outturn 2019	Remarks
1103	Secretarial allowances	15 600	13 500	10 242	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.
<b>110</b>	Staff in active employment	20 909 600	20 252 100	18 030 603	
1113	Trainees	37 400	36 700	21 968	This appropriation is intended to cover expenditure relating to trainees.
1115	Contract staff	1 590 000	1 519 800	1 170 684	Conditions of employment of other servants of the European Union, in particular Article 3a and Title IV thereof.
<b>111</b>	Contract staff and trainees	1 627 400	1 556 500	1 192 651	This article was previously called 'Auxiliary staff and local staff'.
1120	Professional training of staff	189 200	191 400	110 861	Staff Regulations of officials of the European Union, in particular Article 24a thereof.
<b>112</b>	Professional training of staff	189 200	191 400	110 861	
1130	Insurance against sickness	560 800	542 300	514 052	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	82 400	79 800	57 521	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	138 400	134 300	129 336	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	3 534 600	3 415 000	3 131 680	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme.
<b>113</b>	Employer's social security contributions	4 316 200	4 171 400	3 832 588	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
1140	Childbirth and death allowances and grants	1 400	1 200	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	238 800	234 900	215 477	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.
<b>114</b>	Miscellaneous allowances and grants	240 200	236 100	215 477	
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.
<b>115</b>	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	270 600	264 000	200 360	This appropriation is intended to cover the use of agency staff.

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
<b>117</b>	Supplementary services	270 600	264 000	200 360	
1180	Miscellaneous expenditure on staff recruitment	36 600	36 500	36 416	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	11 600	2 690	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	65 000	63 700	22 643	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	23 800	23 800	26 600	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	82 600	80 900	56 608	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).
<b>118</b>	Miscellaneous expenditure on staff recruitment and transfers	219 600	216 500	144 958	
1190	Salary weightings	1 600	1 500	26	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.

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
119	Salary weightings and adjustments to remuneration	1 600	1 500	26	
11	<b>STAFF IN ACTIVE EMPLOYMENT</b>	<b>27 774 400</b>	<b>26 889 500</b>	<b>23 727 525</b>	
1300	Mission expenses, duty travel expenses and other ancillary expenditure	80 400	77 700	53 750	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	80 400	77 700	53 750	
1310	Mission expenses linked to training	27 400	26 400	13 300	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
131	Missions and duty travel linked to training	27 400	26 400	13 300	
13	<b>MISSIONS AND DUTY TRAVEL</b>	<b>107 800</b>	<b>104 100</b>	<b>67 050</b>	
1400	Restaurants and canteens	5 800	5 800	3 615	
140	Socio-medical infrastructure	5 800	5 800	3 615	
1410	Medical service	56 400	53 400	28 300	Staff Regulations of officials of the European Union, in particular Article 59 thereof and Article 8 of Annex II thereto.
141	Medical service	56 400	53 400	28 300	
1420	Other expenditure	491 200	383 100	187 300	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	8 705	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	505 200	397 100	196 005	
14	<b>SOCIO-MEDICAL INFRASTRUCTURE</b>	<b>567 400</b>	<b>456 300</b>	<b>227 920</b>	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
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	<b>MOBILITY</b>	<b>p.m.</b>	<b>p.m.</b>	<b>0</b>	
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	86 600	85 000	83 400	This appropriation is intended to cover expenditure relating to nurseries and educational institutions. The appropriation is based on the forecast by the European Parliament.
163	Early childhood centre	86 600	85 000	83 400	
1640	Additional aid for disabled persons	1 600	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	1 600	1 500	0	
16	<b>SOCIAL SERVICES</b>	<b>88 200</b>	<b>86 500</b>	<b>83 400</b>	
1700	Entertainment and representation expenses	2 500	2 500	69	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
170	Entertainment and representation	2 500	2 500	69	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
17	<b>ENTERTAINMENT AND REPRESENTATION</b>	2 500	2 500	69	
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>	p.m.	p.m.	0	
1	<b>STAFF</b>	28 540 300	27 538 900	24 105 964	
2000	Rental of buildings and associated costs	2 401 400	2 446 900	2 362 911	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	2 401 400	2 446 900	2 362 911	
2010	Insurance	11 600	11 100	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	11 600	11 100	9 256	
2020	Water, gas, electricity and heating	209 900	207 900	201 410	This appropriation is intended to cover routine expenditure.
202	Water, gas, electricity and heating	209 900	207 900	201 410	
2030	Cleaning and maintenance	227 700	225 000	222 539	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	227 700	225 000	222 539	
2040	Fitting-out of premises	16 000	16 000	11 466	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	11 466	
2050	Security and surveillance of buildings	211 600	209 800	167 962	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.



Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
205	Security and surveillance of buildings	211 600	209 800	167 962	
2060	Acquisition of immovable property	p.m.	p.m.	0	This appropriation is intended to cover the possible purchase of a building as the Centre's seat.
206	Acquisition of immovable property	p.m.	p.m.	0	
2080	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	This appropriation is intended to cover expenditure on experts' reports relating to immovable property.
208	Expenditure preliminary to the acquisition or construction of immovable property	p.m.	p.m.	0	
2090	Other expenditure	p.m.	p.m.	0	This appropriation is intended to cover other routine expenditure not specifically provided for, for example administrative expenses other than utilities (water, gas and electricity), maintenance, municipal taxes and ancillary costs.
209	Other expenditure	p.m.	p.m.	0	
20	<b>INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	<b>3 078 200</b>	<b>3 116 700</b>	<b>2 975 543</b>	
2100	Purchase, work on, servicing and maintenance of hardware and software	1 935 100	2 119 600	1 424 966	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 2019 forecast includes the initial costs for the implementation of cloud services.
210	Information technology	1 935 100	2 119 600	1 424 966	
2120	External services for the operation, implementation, development and maintenance of software and systems	1 739 900	1 838 700	1 689 474	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
212	Information technology services	1 739 900	1 838 700	1 689 474	
21	<b>DATA PROCESSING</b>	<b>3 675 000</b>	<b>3 958 300</b>	<b>3 114 441</b>	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
2204	Office equipment	5 000	5 000	4 783	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	4 783	
2210	New purchases	10 000	10 000	3 377	This appropriation is intended to cover the purchase, replacement, maintenance, use and repair of furniture.
221	Furniture	10 000	10 000	3 377	
2230	New purchases of vehicles	p.m.			This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2232	Hire of vehicles	10 400	10 000	8 383	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	1 800	5 000	5 000	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.
223	Vehicles	12 200	15 000	13 383	
2250	Documentation and library expenditure	24 000	24 000	20 342	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	20 342	
22	<b>MOVABLE PROPERTY AND ASSOCIATED COSTS</b>	<b>51 200</b>	<b>54 000</b>	<b>41 884</b>	
2300	Stationery and office supplies	23 000	24 000	23 745	This appropriation is intended to cover the purchase of paper and office supplies.
230	Stationery and office supplies	23 000	24 000	23 745	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
2320	Bank charges	2 500	2 000	1 408	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.
<b>232</b>	Financial expenses	2 500	2 000	1 408	
2330	Legal expenses	20 000	20 000	0	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
<b>233</b>	Legal expenses	20 000	20 000	0	
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).
<b>234</b>	Damages	p.m.	p.m.	0	
2350	Miscellaneous insurance	10 600	10 700	9 873	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	p.m.	2 500	This appropriation is intended to cover costs relating to the organisation of internal meetings.
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	1 890	This appropriation is intended to cover other operating expenditure not specifically provided for.
<b>235</b>	Other operating expenditure	19 200	16 800	17 263	
2360	External audit and evaluation services	10 000	15 000	9 047	This appropriation is intended to cover costs relating to the External audit and evaluation services.
<b>236</b>	External audit and evaluation services	10 000	15 000	9 047	
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.

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
2392	Administrative assistance from the Commission	142 000	140 400	137 000	This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2393	Publications	10 000	10 000	5 224	This appropriation is intended to cover the costs of publishing the Centre's budget, activity report and other communication activities.
2394	Dissemination	10 000	20 000	11 923	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	12 000	10 602	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.
<b>239</b>	Interinstitutional services	174 000	182 400	164 749	
<b>23</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	<b>248 700</b>	<b>260 200</b>	<b>216 212</b>	
2400	Postage and delivery charges	19 200	19 200	19 006	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
<b>240</b>	Postage	19 200	19 200	19 006	
2410	Telephone, telegraph, telex, radio and television and subscriptions and charges	242 300	242 300	111 146	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. The increase is due to the use of cloud services and data centre connectivity for EuroHPC.
<b>241</b>	Telecommunications	242 300	242 300	111 146	
<b>24</b>	<b>POSTAGE AND TELECOMMUNICATIONS</b>	<b>261 500</b>	<b>261 500</b>	<b>130 152</b>	
2500	Meetings in general	4 000	2 000	1 257	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.
<b>250</b>	Expenditure on formal and other meetings	4 000	2 000	1 257	

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
2550	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	20 000	35 000	5 000	This appropriation is intended to cover expenditure on the organisation of and participation in conferences, congresses and meetings. It is also intended to cover the costs relating to the organisation of external meetings not covered by the existing infrastructure.
255	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	20 000	35 000	5 000	
25	<b>EXPENDITURE ON MEETINGS</b>	<b>24 000</b>	<b>37 000</b>	<b>6 257</b>	
2600	Management Board meetings	20 000	20 000	12 500	Appropriations for travel and subsistence and incidental expenses incurred by members of the Management Board invited to take part in meetings, committees and working groups.
260	Expenditure on meetings	20 000	20 000	12 500	
2610	Organisation of Management Board meetings	7 500	9 000	5 715	This appropriation is intended to cover the organisation of Management Board meetings.
261	Organisation of Management Board meetings	7 500	9 000	5 715	
2650	Interpreting	30 000	30 000	37 000	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	30 000	30 000	37 000	
26	<b>MANAGEMENT BOARD</b>	<b>57 500</b>	<b>59 000</b>	<b>55 215</b>	
2700	Limited consultations, studies and surveys	100 000	100 000	136 425	This appropriation is intended to enable the commissioning of qualified experts in administrative fields for consultancies, studies and surveys, namely assessment reports and the fees of external consultants.
270	Limited consultations, studies and surveys	100 000	100 000	136 425	
27	<b>CONSULTATIONS AND STUDIES</b>	<b>100 000</b>	<b>100 000</b>	<b>136 425</b>	<b>This chapter was previously called 'Information: Acquisition, archiving, production and dissemination'.</b>
2	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	<b>7 496 100</b>	<b>7 846 700</b>	<b>6 676 130</b>	
3000	External translation services	10 360 000	10 770 000	10 815 571	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	28 874	This appropriation is intended to cover expenditure on technical services related to language services.

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
300	External translation services	10 420 000	10 830 000	10 844 446	
30	<b>EXTERNAL TRANSLATION SERVICES</b>	<b>10 420 000</b>	<b>10 830 000</b>	<b>10 844 446</b>	
3100	Interinstitutional cooperation in the language field	670 700	673 200	703 188	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	670 700	673 200	703 188	
31	<b>EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION</b>	<b>670 700</b>	<b>673 200</b>	<b>703 188</b>	
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	82 700	188 300	233 623	This appropriation is intended to cover expenditure for IT consultancy relating to the eCdT programme.
320	Expenditure relating to the eCdT programme	82 700	188 300	233 623	
32	<b>EXPENDITURE RELATING TO THE ECdT PROGRAMME</b>	<b>82 700</b>	<b>188 300</b>	<b>233 623</b>	<b>This chapter holds appropriations for expenditure relating to the eCdT programme, transferred from the 'Reserve for exceptional investments' to income Item 5010.</b>
3	<b>OPERATIONAL EXPENDITURE</b>	<b>11 173 400</b>	<b>11 691 500</b>	<b>11 781 256</b>	
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 1 381 337.
10004	Permanent prefinancing fund	p.m.	p.m.	0	The permanent prefinancing fund is provided for by Article 71a of the Financial Regulation of the Translation Centre. The total amount of the fund is EUR 16 529 466.

Item Article Chapter Title	Description	Preliminary draft budget 2021	Budget 2020	Outturn 2019	Remarks
10006	Reserve for exceptional investments	p.m.	p.m.	0	No appropriations have been set aside in 2019 to cover exceptional investments. The total amount of the reserve is EUR 64 478, taking into account the consumption in revenue item 5010.
10008	Deficit carried over from the previous financial year	p.m.	p.m.	0	Deficit carried over from the previous financial year in accordance with Article 17(3) of the Centre's Financial Regulation of 22 September 2019.
<b>1000</b>	Provisional appropriations	p.m.	p.m.	0	
100	PROVISIONAL APPROPRIATIONS	p.m.	p.m.	0	
10	RESERVES	p.m.	p.m.	0	
	<b>Total Expenditure</b>	<b>47 209 800</b>	<b>47 077 100</b>	<b>42 563 350</b>	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2019		2020		2021	
	Filled on 31.12.2019		Authorised under the EU budget 2020		Centre's request for the draft EU budget 2021	
	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	0	1	1	1	1
AD 13	1	0	1	0	1	0
AD 12	9	5	16	11	16	12
AD 11	4	4	8	5	10	5
AD 10	5	7	8	5	7	5
AD 9	5	4	5	13	5	15
AD 8	6	16	0	21	0	22
AD 7	7	18	5	26	5	28
AD 6	3	20	1	8	0	2
AD 5	1	12	0	0	0	0
<b>TOTAL AD</b>	<b>41</b>	<b>86</b>	<b>45</b>	<b>90</b>	<b>45</b>	<b>90</b>
AST 11	0	0	0	0	0	0
AST 10	0	0	1	0	1	0
AST 9	4	0	3	1	3	2
AST 8	1	3	1	2	1	1
AST 7	0	2	0	4	1	5
AST 6	1	7	1	7	0	9
AST 5	1	14	1	20	1	19
AST 4	0	8	0	12	0	12
AST 3	0	10	0	3	0	1
AST 2	0	0	0	0	0	0
AST 1	0	0	0	0	0	0
<b>TOTAL AST</b>	<b>7</b>	<b>44</b>	<b>7</b>	<b>49</b>	<b>7</b>	<b>49</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	1	0	1	0	1
AST/SC 2	0	1	0	1	0	1
AST/SC 1	0	0	0	0	0	0
<b>TOTAL AST/SC</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>
<b>TOTAL</b>	<b>48</b>	<b>132</b>	<b>52</b>	<b>141</b>	<b>52</b>	<b>141</b>
<b>TOTAL STAFF</b>	<b>180</b>		<b>193</b>		<b>193</b>	

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

Function groups (FG)	2019 (actually filled)	2020	2021
FG IV	9.4	14.0	14.0
FG III	5.7	9.0	9.0
FG II	6.9	5.0	5.0
FG I	0.0	0.0	0.0
<b>Total CA</b>	<b>22</b>	<b>28</b>	<b>28</b>