



**DECISION OF THE MANAGEMENT BOARD  
OF THE TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION  
ADOPTING THE AMENDING BUDGET 1/2021 – CT/CA-043/2020/01EN**

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) Any amendment to the budget of the Translation Centre shall be the subject of an amending budget adopted by the same procedure as the initial budget of the Translation Centre;
- (2) The Management Board should adopt amending budgets on the basis of drafts prepared by the Director;

HAS ADOPTED AS FOLLOWS:

**Article 1**

The amending budget 1/2021, 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, 31 May 2021.

For the Management Board.

*(electronically signed)*

Rytis Martikonis  
Chairman

Annex: Amending budget 1/2021



# AMENDING BUDGET 1/2021

CT/CA-043/2020/01EN

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## I. INTRODUCTION

### A. GENERAL INTRODUCTION

The Translation Centre has drawn up this amending budget 1/2021 in accordance with Article 34 of its Financial Regulation of 22 September 2019. The aim of this budget is to include the new pricing structure as approved by the Management board in March 2021, the result of the review by the Centre of certain expenditure items and the budget surplus from the previous year.

Following this review, there have also been changes in the Centre's reserves.

Transfers made to date during 2021 have been recorded in the budget to present an up-to-date allocation of resources. The transfers are included in the column 'Amending budget 1/2021' in Section III, 'Statement of revenue and expenditure – details'.

All amounts in this document are expressed in euros.

### B. TABLE OF PRICES

Prices applicable in 2021 from 1 June 2021

Service provided	Normal (EUR)	Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	87.00	82.00	108.00	156.00
Custom translation (price per page)	82.00	78.00	102.00	
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	37.00	44.00	
Transcription (price per minute)	8.50	6.50	10.50	
Automatic Transcription (price per minute)		EUR 2.00		
Trade marks (price per page)		EUR 39.05 for 284 686 pages		
Light post-editing (price per page)		EUR 49.00		
Paste 'n Go (price per page)		EUR 82.00		
Automatic Translation (price per page)		EUR 0.30		
Community designs (price per term)		EUR 4.00		
Term lists (price per term)		EUR 4.00		
Revision of term lists (price per term)		EUR 2.50		
Terminology (price per man/day)		EUR 900		
Language consultancy (price per man/day)		EUR 900		
Subtitling (price per minute)		EUR 41.00		

Surcharges applicable in 2021 from 1 June 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

## C. REVENUE

The statement of revenue includes the following amendments:

- An increase in item 1099, ('Revenue from new clients') of EUR 774 200 (i.e. 424.5%) has been applied due to the signature of the new agreement with the EPPO ('European Public Prosecutor's Office').
- The sum corresponding to the budget outturn to be carried forward from 2020, namely EUR 4.1 million, has been entered as revenue for 2021 (Item 5000) under 'Surplus carried over from the previous financial year'.
- Following the recognition of the surplus from the previous financial year, there is no need to transfer money from the 'Reserve for stability pricing' (Item 5015).

## D. EXPENDITURE

The statement of expenditure includes the following amendments:

- A reduction in item 2000, ('Rental of buildings and associated costs') of EUR 90 100 (i.e. – 3.9%) has been applied due to the new building contract (in force from 19 October 2021).
- An increase in item 2020, ('Water, gas, electricity and heating') of EUR 34 900 (i.e. 16.7%) and in item 2030 ('Cleaning and maintenance') of EUR 33 200 (i.e. 14.7%) in order to cover the 2020 charge.
- An increase in item 2120, ('External services for the operation, implementation, development and maintenance of software and systems') of EUR 71 100 (i.e. 3.6%) has been applied in order to maintain the new release of eCdT and related products linked to the transformation plan.
- An increase in item 2353, ('Departmental removals') of EUR 22 000 has been applied due to the relocation of staff in the building.
- An increase of EUR 3 513 993 in Item 10003, ('Reserve for stability pricing'). This is a result of the introduction of the budget surplus and the forecast from the EPPO. The reserve for stability pricing amounts to EUR 5 954 846.

The following changes have been made to the establishment plan in Annex 1:

- An AST6 temporary post has been changed to an AD8 temporary post in order to align the vacant post for Head of Facilities and Security Section with the minimum grade required for this position

(AD8), in line with the decision on post titles and to take into account recent developments in the management of greener buildings.

- An AST4 temporary post has been changed to an AD6 temporary post in order to address the needs of the IT Department. Following the audit of eCdT by the IAS, it was noted that the Centre was at risk of losing knowledge of the functioning of eCdT and as such would be at risk, with a potential breach of maintainability of its core business application and workflow management tool. The Centre acknowledged the risk and decided to create new roles in the IT Department to ensure the preservation of the relevant knowledge and know-how. In order to maintain this level of knowledge, following the Centre's transformation plan and the creation of new services that are deeply integrated within eCdT, the Centre must now recruit a development coordinator and architect.

These changes are done in line with Article 38(1)(a) and (b) of the Financial Regulation applicable to the Translation Centre, by which the management board may, under certain conditions (benchmarking exercise performed each year), modify the establishment plan by up to 10% (in principle) of the authorised posts.

Budgetary transfers between budget items during the year are included in the amending budget 1/2021 as follows:

BUDGET YEAR 2021: TRANSFERS AFTER THE APPROVAL OF THE INITIAL BUDGET 2021				
Credit operation	Date	From item	To item	EUR
2598	25/02/2021	2050, 'Security and surveillance of buildings'	2010, 'Insurance'	2 400
2600	17/05/2021	2100, 'Purchase, work on, servicing and maintenance of hardware and software'	2040, 'Fitting-out of premises'	66 300

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	New amount 2021	Amending budget 1/2021	Budget 2021
	<b>REVENUE</b>			
1	PAYMENTS FROM THE AGENCIES AND BODIES	45 002 300	774 200	44 228 100
2	COMMISSION SUBSIDY	p.m.	0	p.m.
3	INTERINSTITUTIONAL COOPERATION	629 900	0	629 900
4	OTHER REVENUE	642 150	0	642 150
5	TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	4 120 043	2 810 893	1 309 150
	Surplus carried over from the previous financial year	4 052 543	4 052 543	p.m.
	Reserve for stability pricing	p.m.	-1 241 650	1 241 650
	Reserve for exceptional investments	67 500	0	67 500
6	REFUNDS	p.m.	0	p.m.
	<b>TOTAL</b>	<b>50 394 393</b>	<b>3 585 093</b>	<b>46 809 300</b>
	<b>EXPENDITURE</b>			
1	STAFF	27 571 500	0	27 571 500
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	8 350 700	71 100	8 279 600
3	OPERATIONAL EXPENDITURE	10 958 200	0	10 958 200
10	RESERVES	3 513 993	3 513 993	p.m.
	Reserve for stability pricing	3 513 993	3 513 993	p.m.
	<b>TOTAL</b>	<b>50 394 393</b>	<b>3 585 093</b>	<b>46 809 300</b>

III. STATEMENT OF REVENUE AND EXPENDITURE 2021 - DETAILS

Item Article Chapter Title	Description	Amending budget 1/2021	Delta	Budget 2021	Remarks
<b>REVENUE</b>					
1099	Revenue from new clients	956 600	774 200	182 400	Documents: 1 900 pages; Dedicated custom Translation Service
<b>109</b>	Article 109	956 600	774 200	182 400	
<b>10</b>	<b>PAYMENTS FROM THE AGENCIES, OFFICES AND BODIES</b>	<b>42 078 700</b>	<b>774 200</b>	<b>41 304 500</b>	
<b>1</b>	<b>PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES</b>	<b>45 002 300</b>	<b>774 200</b>	<b>44 228 100</b>	Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
<b>2</b>	<b>SUBSIDY FROM THE COMMISSION</b>	<b>p.m.</b>	<b>0</b>	<b>p.m.</b>	
<b>3</b>	<b>INTERINSTITUTIONAL COOPERATION</b>	<b>629 900</b>	<b>0</b>	<b>629 900</b>	
<b>4</b>	<b>OTHER REVENUE</b>	<b>642 150</b>	<b>0</b>	<b>642 150</b>	
5000	Surplus carried over from the previous financial year	4 052 543	4 052 543	p.m.	Surplus carried over from the previous financial year in accordance with Article 17(1) of the Centre's Financial Regulation of 22 September 2019.
<b>500</b>	Surplus carried over from the previous financial year	4 052 543	4 052 543	p.m.	
5010	Transfer from 'Reserve for exceptional investments'	67 500	0	67 500	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'	p.m.	-1 241 650	1 241 650	The transfer from the 'Reserve for stability pricing' is necessary to balance the budget.
<b>501</b>	Transfers from reserves from previous years	67 500	-1 241 650	1 309 150	
<b>50</b>	<b>SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS</b>	<b>4 120 043</b>	<b>2 810 893</b>	<b>1 309 150</b>	
<b>5</b>	<b>SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS</b>	<b>4 120 043</b>	<b>2 810 893</b>	<b>1 309 150</b>	

Item Article Chapter Title	Description	Amending budget 1/2021	Delta	Budget 2021	Remarks
<b>6</b>	<b>REFUNDS</b>	<b>p.m.</b>	<b>0</b>	<b>p.m.</b>	
	<b>Total Revenue</b>	<b>50 394 393</b>	<b>3 585 093</b>	<b>46 809 300</b>	
	<b>EXPENDITURE</b>				
<b>1</b>	<b>STAFF</b>	<b>27 571 500</b>	<b>0</b>	<b>27 571 500</b>	
2000	Rental of buildings and associated costs	2 243 200	-90 100	2 333 300	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Centre.
<b>200</b>	Investment in immovable property, rental of buildings and associated costs	2 243 200	-90 100	2 333 300	
2010	Insurance	13 500	2 400	11 100	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Centre.
<b>201</b>	Insurance	13 500	2 400	11 100	
2020	Water, gas, electricity and heating	243 600	34 900	208 700	This appropriation is intended to cover routine expenditure.
<b>202</b>	Water, gas, electricity and heating	243 600	34 900	208 700	
2030	Cleaning and maintenance	258 700	33 200	225 500	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.
<b>203</b>	Cleaning and maintenance	258 700	33 200	225 500	
2040	Fitting-out of premises	82 300	66 300	16 000	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
<b>204</b>	Fitting-out of premises	82 300	66 300	16 000	
2050	Security and surveillance of buildings	221 000	-2 400	223 400	This appropriation is intended to cover miscellaneous expenditure on buildings relating to security and safety, in particular contracts governing building surveillance, hire and replenishment of extinguishers, purchase and maintenance of fire-fighting equipment, replacement of equipment for officials acting as voluntary firemen, and costs of carrying out statutory inspections.
<b>205</b>	Security and surveillance of buildings	221 000	-2 400	223 400	



Item Article Chapter Title	Description	Amending budget 1/2021	Delta	Budget 2021	Remarks
20	<b>INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>	3 062 300	44 300	3 018 000	
2100	Purchase, work on, servicing and maintenance of hardware and software	2 491 200	-66 300	2 557 500	This appropriation is intended to cover the purchase or leasing of computer hardware, software development, software or software package maintenance and various data-processing consumables, etc. Telecommunication equipment, copiers and printers are also recorded under this item.
210	Information technology	2 491 200	-66 300	2 557 500	
2120	External services for the operation, implementation, development and maintenance of software and systems	2 042 200	71 100	1 971 100	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.).
212	Information technology services	2 042 200	71 100	1 971 100	
21	<b>DATA PROCESSING</b>	4 533 400	4 800	4 528 600	
2353	Departmental removals	25 000	22 000	3 000	This appropriation is intended to cover the cost of removals both within the building and to a new building.
235	Other operating expenditure	41 200	22 000	19 200	
23	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>	253 400	22 000	231 400	
2	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	8 350 700	71 100	8 279 600	
3	<b>OPERATIONAL EXPENDITURE</b>	10 958 200	0	10 958 200	
10003	Reserve for stability pricing	3 513 993	3 513 993	p.m.	Reserve created in 2011 for stability pricing. At the end of 2021, the total amount of the reserve is EUR 5 954 846.
1000	Provisional appropriations	3 513 993	3 513 993	p.m.	
100	<b>PROVISIONAL APPROPRIATIONS</b>	3 513 993	3 513 993	p.m.	
10	<b>RESERVES</b>	3 513 993	3 513 993	p.m.	
	<b>Total Expenditure</b>	<b>50 394 393</b>	<b>3 585 093</b>	<b>46 809 300</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	23
AD 7	7	18	5	26	5	28
AD 6	3	20	1	8	0	3
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>92</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	8
AST 5	1	14	0	20	0	19
AST 4	0	8	0	12	0	11
AST 3	0	10	0	4	0	2
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>6</b>	<b>50</b>	<b>6</b>	<b>48</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>51</b>	<b>142</b>	<b>51</b>	<b>142</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	14.0	14.0
FG II	6.9	0.0	0.0
FG I	0.0	0.0	0.0
<b>Total CA</b>	<b>22</b>	<b>28</b>	<b>28</b>