



Management Board

PRELIMINARY DRAFT BUDGET 2014

CT/CA-012/2013/01EN

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I. INTRODUCTION

A. General introduction

The preliminary draft budget 2014 comprises:

- A. This general introduction.
- B. A description of the Centre's work in aligning prices and costs for the year 2014.
- C. 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, 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 Community subsidy. In addition, since 2013, a grant from the Government of Luxembourg in support of the Centre's location is included in the revenue.
- D. The Centre's expenditure, broken down by title, and
- E. A breakdown of the Centre's expenditure by activity. This part shows the link between the preliminary draft budget 2014 and the preliminary draft work programme 2014, identifying the resources allocated to each activity to achieve the Centre's strategic objectives. It also sets out the conventional budget structure.

All amounts in this document are expressed in euro. The budget 2013 referred to in the text is the amending budget 1/2013.

B. Alignment of prices and costs

With the inclusion of a part of the 'Reserve for stability pricing', the proposed prices for 2014 remain the same as in 2013. A six-monthly cost analysis will nevertheless be performed in July 2013 in time for the revision of the forecasts for 2014, due to be carried out in August 2013.

The table below shows the provisional prices applicable in 2014:

Service to be provided	Normal (EUR)	Scheduled/Slow (EUR)	Urgent (EUR)	Very urgent (EUR)
Translation (price per page)	97.00	87.30	121.25	174.60
Amendment (price per page)	180.00	162.00	225.00	
Revision (price per page)	48.50	43.65	60.63	
Editing (price per page)	60.00	54.00	75.00	
Trademarks (price per page)	EUR 41.43 for 396 066 pages (bilateral arrangement)			
Community designs (price per term)	EUR 5.00			
Term lists (per term)	EUR 5.00			
Standardisation, terminology	EUR 900 per man/day			
<i>Ex-post</i> quality check for trademark translations	EUR 900 per man/day (50% of the total costs, bilateral arrangement)			

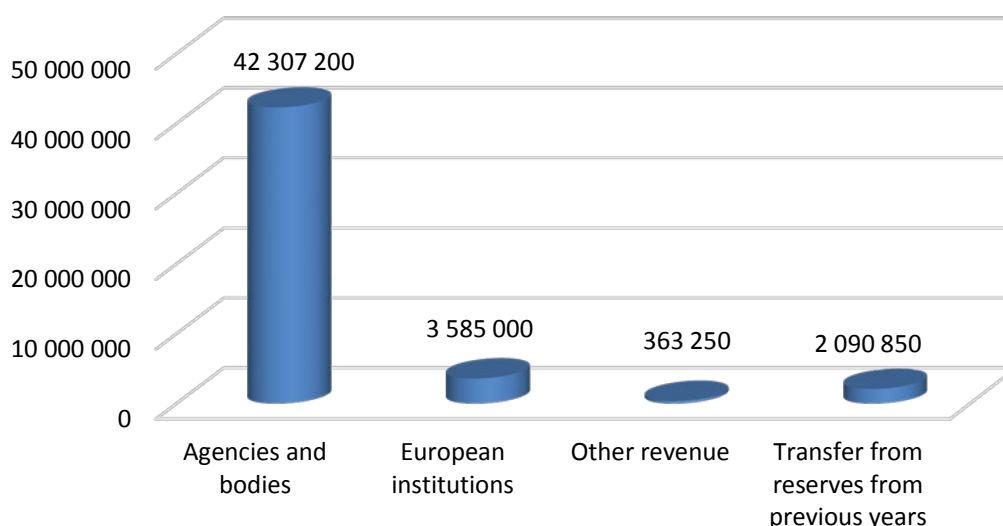
Surcharges

Type of document	Additional cost per page, in EUR
Complex format	15.00
Confidential	20.00
Non-EU language	10.00

C. Revenue

As in previous years, the Centre's clients were asked to provide forecasts for the preliminary draft budget (PDB). The 2014 forecasts were based on the prices for 2013, approved by the Management Board. As usual regarding the forecasts for the PDB, many clients highlighted the uncertainty of their forecasts.

The total revenue forecast for 2014 stands at EUR 48.3 million, broken down as follows:

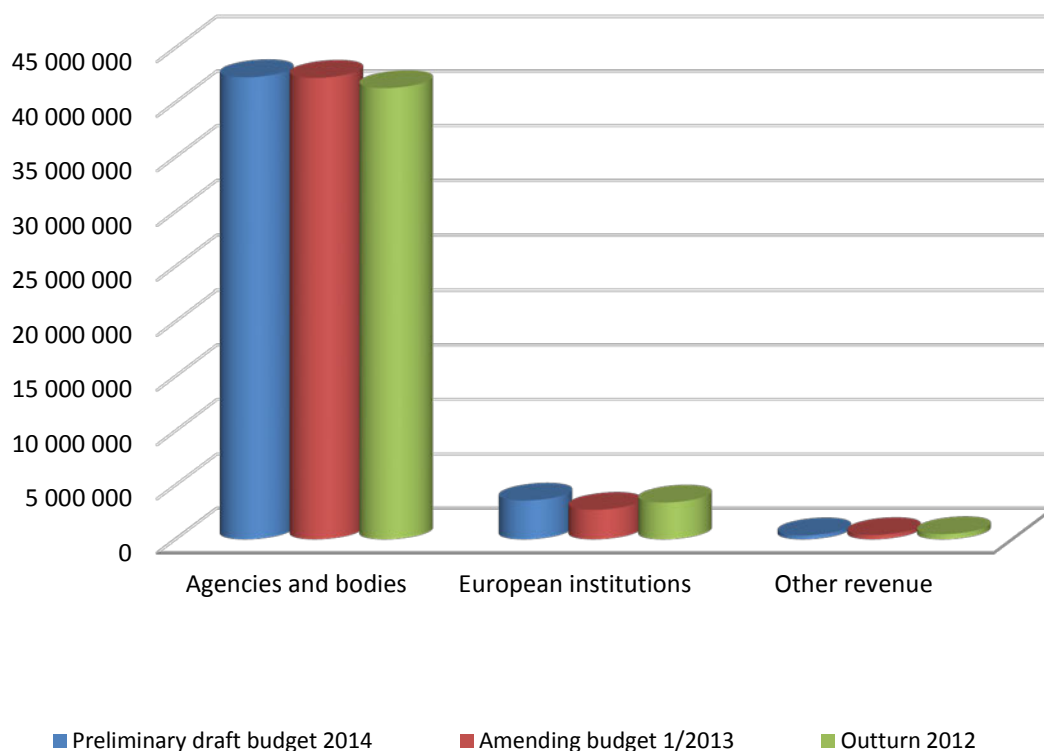


A grant from the Government of Luxembourg of EUR 243 250 in support of the Centre's location has been entered as revenue in Title 4, 'Other revenue'.

In the preliminary draft budget 2014, the Centre has transferred part of the reserve set up in 2011 to maintain price stability (EUR 1 092 850) to revenue. Since 2012, the balancing of the preliminary draft budgets through the 'Reserve for stability pricing', instead of higher prices, has proved to be sound.

Furthermore, with the development of the e-CdT programme estimated to be up to full speed in 2014, the budget includes EUR 1.0 million in revenue from the 'Reserve for exceptional investments', as planned in 2011. This amount corresponds to the forecast expenditure for the programme in 2014, recorded in Chapter 32.

The chart below presents the revenue forecast for 2014 in relation to the budget 2013 and the outturn 2012. The surplus from the previous year and transfers from reserves from previous years are not included in the comparison.



The Centre's forecast revenue in Titles 1-4 has increased by 1.9% compared to that for 2013 and by 2.3% with regard to 2012. More detailed information on client forecasts and translation volumes is provided in section E, 'Activities', below.

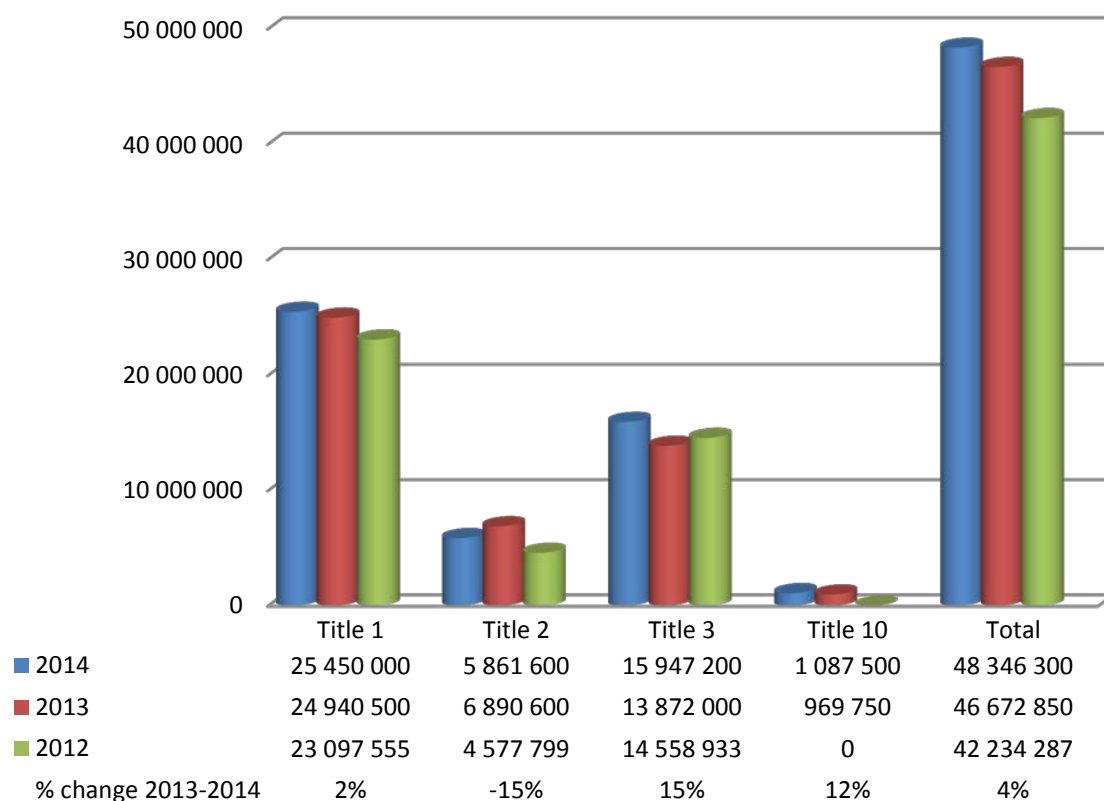
It is worth noting that during the last three years seven new clients signed agreements with the Centre. This development is of course important for the Centre as the new clients' orders compensate for the decreased orders from some long-standing clients.

D. Expenditure

The forecast expenditure for Titles 1-3 has increased by 3.4% compared to the budget 2013. The four main reasons for the increase are:

- 1) The Centre's move to a new building in 2013;
- 2) the increased staff expenditure due to the biannual step advancements, promotions and high rate of occupied posts in 2014;
- 3) the development of the e-CdT programme;
- and 4) the expected increase in the outsourcing of translations compared to previous years.

The expenses are broken down as follows, including a comparison with the budget 2013 and the outturn 2012:



Title 1, STAFF

As the Centre had already reduced its staff establishment plan between 2011 and 2013, from 225 to 206 posts, the number of posts in the establishment plan 2014 is the same as in 2013 (i.e. 206 posts).

The 2.0% increase for Title 1 compared to the budget 2013 is mainly due to the biannual, automatic step advancement within grades, promotions and the need to increase appropriations for family allowances. The increase in expenditure compared to the outturn 2012 is mainly because the staff establishment plan was not filled in 2012 (199 staff at the end of 2012).

The annual salary adjustments in 2011 and 2012 are not yet certain. This also gives rise to uncertainty concerning the adjustments for 2013 and 2014. Therefore, as in 2013, the Centre has set aside a reserve containing appropriations equivalent to the effect of the 2011-2014 adjustments on staff expenditure for 2014. This amount, EUR 1 087 500, is recorded in Item 10005, in Title 10.

Title 2, BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE

The Centre's relocation in 2013, the new server room and the startup of the development of the e-CdT programme have a large impact on expenditure in Title 2 in 2013 and 2014.

The level of building expenditure is expected to be more or less stable from 2014 and onwards. It should be noted that it is too early to make a precise estimate of the overall impact in 2014, so charges and other related expenditure will be fine-tuned in the draft budget 2014. Nevertheless, the first estimates point towards increased expenditure for most building-related items. The current estimate for Chapter 20 ('Investment in immovable property, rental of buildings and associated costs') is EUR 2 674 400. This is 7% higher than the budget 2013 and 47% higher than the outturn 2012, following the move and the renting of the new server room as from 2013.

Appropriations for IT consultants and other external services in the field of IT (Item 2120) have been reduced by almost 12% compared to the outturn 2012. As explained above, a second amending budget 2013 will include a transfer of appropriations from Title 2 (in particular Chapter 21, 'Data processing') to Title 3 and the new Chapter 32 ('Expenditure relating to the e-CdT programme') to budget and account for the expenditure in a coherent manner. The difference between 2013 and 2014 will then decrease.

In contrast, appropriations for the purchase of hardware and software (Item 2100) have been increased by EUR 380 000, compared to the outturn 2012. In 2014, the Centre plans to replace its two backup systems at a cost of EUR 208 000. In addition, maintenance and hosting of 'e-PRIOR'¹ is expected to cost EUR 110 000 during 2014, and there is also a budget of EUR 50 000 for automatic translation.

Title 3, OPERATIONAL EXPENDITURE

Appropriations for Title 3 increase by 9.5% compared to the outturn 2012 and by 15.0% compared to the budget 2013. The budgeting of the e-CdT programme in this title largely accounts for this difference: excluding this chapter, the increase is 2.7% and 7.8%, respectively.

The other reason for this increase is that the Centre considers it necessary to increase the proportion of documents outsourced to external translation services in 2014.

During 2012, the Centre worked on the planning of and preparation for the e-CdT programme. The development phase is planned to start in 2013 and will be up to full speed in 2014. The programme will be closely linked to the Centre's operational activities, and the appropriations and expenditure have therefore been recorded in Title 3 (Chapter 32). Appropriations for 2013 will be transferred from Title 2 to Title 3 in an amending budget in 2013.

Title 10, RESERVES

The Centre has set aside appropriations equivalent to the effect of the 2011-2014 salary adjustments on the 2014 staff expenditure. This was also done in the 2013 budget. The amounts, EUR 1 087 500 in 2014 and EUR 760 300 in 2013, are recorded in Item 10005 ('Reserve for the disputed salary increase').

E. Activities

The Centre has defined four activities: 1) Core activity: translation; 2) Support activities; 3) External outreach activities; and 4) Management and supervision activities. The human and financial resources for 2014 are allocated to the various activities, as shown in the table below. The financial resources in Titles 1 and 2 are allocated on the basis of the human resources used for each activity. This calculation takes into consideration the distribution of the different types of post and the different grades, and thus salary costs. The details are set out in the Centre's preliminary draft work programme 2014.

¹ e-PRIOR is the e-Procurement solution developed by the European Commission.

	% of human resources (staff)	% of financial resources	Financial resources
Core activity: translation	64.5%	75.2%	36 346 158
Support activities	26.1%	12.8%	6 164 931
External outreach	2.3%	3.4%	1 627 111
Management and supervision activities	7.1%	6.4%	3 120 600
Appropriations in Title 10, Reserves, not allocated to an activity		2.2%	1 087 500
Total	100.0%	100.0%	48 346 300

Activity 1: TRANSLATION

The Centre's core activity consists in language services, essentially the translation, amendment, layout and revision of documents, plus the translation of Community trademarks and designs and term lists, in accordance with agreed quality and delivery time criteria (priority 1 of the Centre's 'Strategy 2012-2014: embracing the challenges').

This activity uses 64.5 % of the Centre's human resources and consumes 75.2 % of its total budget, i.e. the total amount of appropriations in Chapters 30 and 32 and the activity's proportion of appropriations in Titles 1 and 2.

The table below shows the total number of pages and term lists forecast for 2014 and 2013, and the revenue forecast.

	2014	2013	% 2014-2013
Total number of pages forecast	683 370	709 972	-3.7%
Total number of term lists forecast*	363 120	191 020	+90.1%
Total revenue forecast from translations, terminology and term lists	45 212 700**	44 234 600***	+2.2%

* Including term lists and Community designs

** Including EUR 1 760 000 corresponding to term lists from the OHIM (not including Community designs)

*** Including EUR 869 000 corresponding to term lists from the OHIM (not including Community designs)

The translation volume forecast, in numbers of pages, is as follows:

European Environment Agency (EEA)	1 701
European Training Foundation (ETF)	2 639
European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	3 350
European Medicines Agency (EMA)	39 285
European Agency for Safety and Health at Work (EU-OSHA)	7 160
Office for Harmonization in the Internal Market (OHIM)	65 520
OHIM – Language editing	20 305

OHIM trademarks	396 066
Community Plant Variety Office (CPVO)	1 237
European Police Office (Europol)	1 946
European Foundation for the Improvement of Living and Working Conditions (Eurofound)	6 102
European Centre for the Development of Vocational Training (Cedefop)	633
European Union Agency for Fundamental Rights (FRA)	5 761
European Investment Bank (EIB)	0
European Food Safety Authority (EFSA)	3 864
European Judicial Cooperation Unit (Eurojust)	52
European Maritime Safety Agency (EMSA)	2 092
European Aviation Safety Agency (EASA)	16 036
European Railway Agency (ERA)	7 732
European Network and Information Security Agency (ENISA)	1 019
European Centre for Disease Prevention and Control (ECDC)	480
European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex)	4 132
Education, Audiovisual and Culture Executive Agency (EACEA)	6 599
Executive Agency for Competitiveness and Innovation (EACI)	150
European Police College (CEPOL)	1 134
Executive Agency for Health and Consumers (EAHC)	742
European GNSS Agency (GSA)	273
European Defence Agency (EDA)	52
European Chemicals Agency (ECHA)	21 020
European Fisheries Control Agency (EFCA)	1 566
Fusion for Energy (F4E)	515
European Union Satellite Centre (EUSC)	0
Trans-European Transport Network Executive Agency (TEN-T EA)	269
European Institute of Innovation and Technology (EIT)	360
European Research Council Executive Agency (ERC)	253
Research Executive Agency (REA)	69
Clean Sky Joint Undertaking (CSJU)	168
European Institute for Gender Equality (EIGE)	1 521
Joint undertaking to develop the new generation European air traffic management system (SESAR JU)	314
European Data Protection Supervisor (EDPS)	9 036
ARTEMIS Joint Undertaking (ARTEMIS JU)	110
Joint Undertaking for the implementation of the Joint Technology Initiative on Innovative Medicines (IMI JU)	198
Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	34
European Nanoelectronics Initiative Advisory Council (ENIAC)	0

European Asylum Support Office (EASO)	5 908
Agency for the Cooperation of Energy Regulators (ACER)	410
European Securities and Markets Authority (ESMA)	7 420
European Banking Authority (EBA)	2 062
European Insurance and Occupational Pensions Authority (EIOPA)	0
Body of European Regulators for Electronic Communications (BEREC)	3 579
European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (IT Agency) *	2 830
European Commission	16 200
European Parliament	0
Council of the European Union	6 760
European Court of Auditors	247
Committee of the Regions of the European Union	0
European Economic and Social Committee	0
Court of Justice of the European Union	0
European Central Bank	970
European Ombudsman	5 489
Total pages	683 370

* In the budget, the forecast for the IT Agency is declared in Item 3000 ('European Commission'). For information purposes, the forecast volume is shown separately in this table.

Activity 2: ADMINISTRATIVE AND TECHNICAL SUPPORT

Since the Centre is an autonomous EU body, it must implement administrative and technical support functions for human resources, procurement, sound and reliable accounting, infrastructure and logistics, and in particular provide any assistance required for its core operational activities.

The Centre's administrative and technical support uses 26.1 % of the Centre's human resources and consumes 12.8 % of its total budget, i.e. the activity's proportion of appropriations in Titles 1 and 2.

Activity 3: EXTERNAL OUTREACH

These activities are aimed at supporting the Centre and its translation process, mainly by communicating with the Centre's clients and other stakeholders. It is also related to the Centre's second mission: to contribute to rationalising resources and harmonising procedures in the field of Community translation through interinstitutional cooperation.

This activity uses 2.3 % of the Centre's human resources and consumes 3.4 % of its total budget, i.e. all of the appropriations in Chapter 31 and the activity's proportion of appropriations in Titles 1 and 2.

Activity 4: MANAGEMENT AND SUPERVISION

The Centre's management is obliged to ensure that the Staff Regulations and the Financial Regulation applicable to the bodies and institutions of the EU are adhered to, in order to ensure the reliability, legality and regularity of its operations and the effectiveness of its internal control standards, and to ensure that its system of total quality management is respected.

This activity uses 7.1% of the Centre's human resources and consumes 6.4 % of its total budget, i.e. the activity's proportion of appropriations in Titles 1 and 2.

II. STATEMENT OF REVENUE AND EXPENDITURE – OVERVIEW

Title	Heading	Financial year 2014	Financial year 2013	Financial year 2012
	REVENUE			
1	PAYMENTS FROM THE AGENCIES AND BODIES	42 307 200	42 256 000	41 318 887
2	COMMISSION SUBSIDY	p.m.	p.m.	0
3	INTERINSTITUTIONAL COOPERATION	3 585 000	2 727 600	3 400 494
4	OTHER REVENUE	363 250	393 250	475 922
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS	2 090 850	1 386 000	2 973 349
6	REFUNDS	p.m.	p.m.	0
	TOTAL	48 346 300	46 762 850	48 168 652
	EXPENDITURE			
1	STAFF	25 450 000	24 940 500	23 097 555
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	5 861 600	6 980 600	4 577 799
3	OPERATIONAL EXPENDITURE	15 947 200	13 872 000	14 558 933
10	RESERVES	1 087 500	969 750	0
	TOTAL	48 346 300	46 762 850	42 234 287

III. STATEMENT OF REVENUE 2014

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
1	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				
1 0	PAYMENTS FROM THE AGENCIES, OFFICES, INSTITUTIONS AND BODIES				
1 0 0	<i>Payments from the agencies, offices, institutions and bodies</i>				Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
1 0 0 0	European Environment Agency (EEA)	167 500	210 100	312 168	
1 0 0 1	European Training Foundation (ETF)	256 000	256 000	298 083	
1 0 0 2	European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)	362 300	362 300	711 588	
1 0 0 3	European Medicines Agency (EMA)	4 137 500	3 976 900	2 955 437	
1 0 0 4	European Agency for Safety and Health at Work (EU- OSHA)	700 300	696 800	853 311	
1 0 0 5	Office for Harmonization in the Internal Market (OHIM)	7 407 000	7 070 400	3 402 493	
1 0 0 6	OHIM trademarks	18 284 600	17 690 600	19 206 961	
1 0 0 7	Community Plant Variety Office (CPVO)	120 000	120 000	49 443	
1 0 0 8	European Police Office (Europol)	188 800	478 100	759 331	
1 0 0 9	European Foundation for the Improvement of Living and Working Conditions (Eurofound)	591 900	591 900	733 520	

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
	<i>Article 100 – Total</i>	32 215 900	31 453 100	29 282 335	
101					
1010	European Centre for the Development of Vocational Training (Cedefop)	61 400	61 400	73 839	
1012	European Union Agency for Fundamental Rights (FRA)	615 300	872 000	618 773	
1014	European Investment Bank (EIB)	p.m.	p.m.	582	
1015	European Food Safety Authority (EFSA)	408 500	393 000	396 561	
1016	European Judicial Cooperation Unit (Eurojust)	5 000	5 000	0	
1017	European Maritime Safety Agency (EMSA)	202 900	141 500	157 072	
1018	European Aviation Safety Agency (EASA)	1 400 000	1 495 900	2 092 183	
1019	European Railway Agency (ERA)	750 000	750 000	595 923	
	<i>Article 101 – Total</i>	3 443 100	3 718 800	3 934 933	
102					
1020	European Network and Information Security Agency (ENISA)	98 800	20 000	50 761	
1021	European Centre for Disease Prevention and Control (ECDC)	47 000	68 100	162 150	

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
1 0 2 2	European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union (Frontex)	400 800	400 800	404 644	
1 0 2 3	Education, Audiovisual and Culture Executive Agency (EACEA)	599 200	709 600	558 223	
1 0 2 4	Executive Agency for Competitiveness and Innovation (EACI)	14 600	12 100	15 167	
1 0 2 5	European Police College (CEPOL)	110 000	110 000	210 003	
1 0 2 6	Executive Agency for Health and Consumers (EAHC)	86 500	144 300	56 686	
1 0 2 7	European GNSS Agency (GSA)	33 100	14 900	7 556	
1 0 2 8	European Defence Agency (EDA)	5 000	5 000	9 009	
1 0 2 9	European Chemicals Agency (ECHA)	2 274 800	2 445 700	4 456 193	At present, no income from the hosting of the 'ECHA-term' project is included in this forecast.
	<i>Article 1 0 2 – Total</i>	3 669 800	3 930 500	5 930 392	
1 0 3					
1 0 3 0	European Fisheries Control Agency (EFCA)	151 900	145 000	111 682	
1 0 3 1	Fusion for Energy (F4E)	50 000	50 000	3 730	
1 0 3 2	European Union Satellite Centre (EUSC)	p.m.	p.m.	0	
1 0 3 3	Trans-European Transport Network Executive Agency (TEN-T EA)	26 100	26 100	18 240	

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
1 0 3 4	European Institute of Innovation and Technology (EIT)	34 900	63 100	7 469	
1 0 3 5	European Research Council Executive Agency (ERCEA)	27 100	55 000	5 576	
1 0 3 6	Research Executive Agency (REA)	8 000	19 000	3 686	
1 0 3 7	Clean Sky Joint Undertaking (CSJU)	16 300	16 300	0	
1 0 3 8	European Institute for Gender Equality (EIGE)	147 500	179 600	299 720	
1 0 3 9	SESAR Joint Undertaking (SESAR JU)	27 900	20 000	6 402	
	<i>Article 1 0 3 – Total</i>	489 700	574 100	456 505	
1 0 4					
1 0 4 0	European Data Protection Supervisor (EDPS)	790 300	980 000	950 448	
1 0 4 1	ARTEMIS Joint Undertaking (ARTEMIS JU)	10 700	10 400	4 074	
1 0 4 2	Joint Undertaking for the implementation of the Joint Technology Initiative on Innovative Medicines (IMI JU)	19 200	19 200	5 025	
1 0 4 3	Fuel Cells and Hydrogen Joint Undertaking (FCH JU)	3 300	3 300	0	
1 0 4 4	European Nanoelectronics Initiative Advisory Council (ENIAC)	p.m.	p.m.	0	

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
1 0 4 5	European Asylum Support Office (EASO)	475 600	573 100	194 223	
1 0 4 6	Agency for the Cooperation of Energy Regulators (ACER)	33 300	44 600	16 356	
1 0 4 7	European Securities and Markets Authority (ESMA)	719 700	748 900	266 777	
1 0 4 8	European Banking Authority (EBA)	200 000	200 000	194 139	
1 0 4 9	European Insurance and Occupational Pensions Authority (EIOPA)	p.m.	p.m.	69 294	
	<i>Article 1 0 4 – Total</i>	2 252 100	2 579 500	1 700 336	
1 0 5					
1 0 5 0	Body of European Regulators for Electronic Communications (BEREC)	236 600	p.m.	14 386	
1 0 5 1	European Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (IT Agency)	p.m.	p.m.	0	Until it has become financially autonomous, the work for the IT Agency is forecast and recorded in item 3000, 'European Commission'.
	<i>Article 1 0 5 – Total</i>	236 600	0	14 386	
	CHAPTER 1 0 – TOTAL	42 307 200	42 256 000	41 318 887	
	Title 1 – Total	42 307 200	42 256 000	41 318 887	
2	SUBSIDY FROM THE COMMISSION				
2 0	SUBSIDY FROM THE COMMISSION				

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
2 0 0	<i>Subsidy from the Commission</i>				Article 10(2)(c) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
2 0 0 0	Subsidy from the Commission				
	<i>Article 2 0 0 – Total</i>	p.m.	p.m.	0	
	CHAPTER 2 0 – TOTAL	p.m.	p.m.	0	
	Title 2 – Total	p.m.	p.m.	0	
3	INTERINSTITUTIONAL COOPERATION				
3 0	INTERINSTITUTIONAL COOPERATION				
3 0 0	<i>Interinstitutional cooperation</i>				Article 10(2)(b) of Council Regulation (EC) No 2965/94, as last amended by Council Regulation (EC) No 1645/2003.
3 0 0 0	European Commission – Employment, Social Affairs and Inclusion DG	1 913 500	1 087 600	1 603 668	This appropriation includes the forecast from the IT Agency (Item 1051), despite the fact that the Agency falls under the Home Affairs DG.
3 0 0 1	Participation in the Interinstitutional Committee for Translation and Interpretation (ICTI)	p.m.	p.m.	0	
3 0 0 2	Management of interinstitutional projects	679 500	749 000	726 612	
3 0 0 3	European Parliament	p.m.	p.m.	0	
3 0 0 4	Council of the European Union	397 900	215 200	8 744	
3 0 0 5	European Court of Auditors	30 000	50 000	23 938	
3 0 0 6	Committee of the Regions of the European Union	p.m.	p.m.	0	

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
3 0 0 7	European Economic and Social Committee	p.m.	p.m.	0	
3 0 0 8	Court of Justice of the European Union	p.m.	100 000	517 363	
	<i>Article 3 0 0 – Total</i>	3 020 900	2 201 800	2 880 325	
3 0 1					
3 0 1 0	European Central Bank	80 300	57 900	16 457	
3 0 1 1	European Ombudsman	483 800	467 900	503 712	
	<i>Article 3 0 1 – Total</i>	564 100	525 800	520 169	
	CHAPTER 3 0 – TOTAL	3 585 000	2 727 600	3 400 494	
	Title 3 – Total	3 585 000	2 727 600	3 400 494	
4	OTHER REVENUE				
4 0	OTHER REVENUE				
4 0 0	Bank interest				This article covers interest which the Centre will receive on its bank accounts.
4 0 0 0	Bank interest	120 000	150 000	472 841	
	<i>Article 4 0 0 – Total</i>	120 000	150 000	472 841	
4 0 1	Miscellaneous repayments				This article covers miscellaneous repayments (private telephone calls etc.).

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
4 0 1 0	Miscellaneous repayments	p.m.	p.m.	3 081	
	<i>Article 4 0 1 – Total</i>	p.m.	p.m.	3 081	
4 0 2	<i>Other subsidies</i>				This new article covers any subsidies the Centre may receive, except subsidies from the Commission.
4 0 2 0	Grant from the Government of Luxembourg	243 250	243 250		This annual grant from the Government of Luxembourg is in support of the Centre's location.
	<i>Article 4 0 2 - Total</i>	243 250	243 250		
	CHAPTER 4 0 – TOTAL	363 250	393 250	475 922	
	Title 4 – Total	363 250	393 250	475 922	
5	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS				
5 0	SURPLUS CARRIED OVER FROM THE PREVIOUS FINANCIAL YEAR AND TRANSFERS FROM RESERVES FROM PREVIOUS YEARS				
5 0 0	<i>Surplus carried over from the previous financial year</i>				
5 0 0 0	Surplus carried over from the previous financial year	p.m.	p.m.	2 973 349	Surplus carried over from the previous financial year in accordance with Article 16(1) of the Centre's Financial Regulation of 22 December 2003.
	<i>Article 5 0 0 – Total</i>	p.m.	p.m.	2 973 349	
5 0 1	<i>Transfers from reserves from previous years</i>				
5 0 1 0	Transfer from 'Reserve for exceptional investments'	998 000	136 000	0	The transfers concern the e-CdT programme for which development is planned to begin in 2013.
5 0 1 5	Transfer from 'Reserve for stability pricing'	1 092 850			The transfer from the 'Reserve for stability pricing' is used so that prices can remain stable.

Title Chapter Article Item	Heading	Preliminary draft budget 2014 (EUR)	Amending budget 1/2013	Outturn 2012	Remarks
5 0 1 6	Transfer from 'Reserve for relocation expenses'	p.m.	1 250 000		In 2013, all appropriations were transferred from the 'Reserve for relocation expenses' created in the second amending budget 2012 to cover expenses relating to the Centre's relocation in 2013.
	<i>Article 5 0 1 – Total</i>	2 090 850	1 386 000	0	
	CHAPTER 5 0 – TOTAL	2 090 850	1 386 000	2 973 349	
	Title 5 – Total	2 090 850	1 386 000	2 973 349	
6	REFUNDS				
6 0	REFUNDS TO CLIENTS				
6 0 0	<i>Refunds to clients</i>				
6 0 0 0	Refunds to clients	p.m.	p.m.	0	
	<i>Article 6 0 0 – Total</i>	p.m.	p.m.	0	
	CHAPTER 6 0 – TOTAL	p.m.	p.m.	0	
	Title 6 – Total	p.m.	p.m.	0	
	GRAND TOTAL	48 346 300	46 762 850	48 168 652	

IV. STATEMENT OF EXPENDITURE 2014

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
1	STAFF				
11	STAFF IN ACTIVE EMPLOYMENT				As salary increases for 2011 and 2012 are still under dispute, the impact of these increases on staff expenditure in 2014 have been set aside in a reserve in Item 10005. An additional 1% salary increase has been forecast for each of the years 2013 and 2014, which is also included in this reserve.
110	<i>Staff in active employment</i>				
1 1 0 0	Basic salaries	14 775 200	14 373 500	13 425 119	Staff Regulations of officials and Conditions of employment of other servants of the European Communities, in particular Articles 62 and 66 thereof. This appropriation is intended to cover basic salaries of officials and temporary staff. The staff establishment plan for 2014 foresees 206 staff members. The budget accounts for 204.75 full-time equivalents to account for periods between a departure and a replacement.
1 1 0 1	Family allowances	1 440 800	1 320 200	1 311 857	Staff Regulations of officials of the European Communities, in particular Articles 62, 67 and 68 thereof, and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for officials and temporary staff. The average number of children per staff member has increased over the years, and thus contributed to the increased appropriations for family allowances.
1 1 0 2	Expatriation and foreign-residence allowances	2 259 200	2 281 900	2 163 129	Staff Regulations of officials of the European Communities, in particular Articles 62 and 69 thereof, and Article 4 of Annex VII thereto. This appropriation is intended to cover the expatriation and foreign-residence allowances for officials and temporary staff.
1 1 0 3	Secretarial allowances	23 100	28 900	25 530	Staff Regulations of officials of the European Communities, in particular Article 18(1) of Annex XIII thereto. This appropriation is intended to cover the secretarial allowance paid to officials and temporary staff in Category AST employed as shorthand-typists or typists, telex operators, typesetters, executive secretaries or principal secretaries, who were entitled to its receipt in the month before 1 May 2004.
	<i>Article 110 — Total</i>	18 498 300	18 004 500	16 925 635	
111	<i>Auxiliary staff and local staff</i>				
1 1 1 3	Trainees	13 600	13 600	12 164	This appropriation is intended to cover expenditure relating to trainees, by developing relations with universities, for example.
1 1 1 5	Contract staff	1 032 600	1 059 100	614 833	Conditions of employment of other servants of the European Communities, in particular Article 3a and Title IV thereof. The estimated need for contract staff during 2014 is 22 posts.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
	<i>Article 111 — Total</i>	1 046 200	1 072 700	626 997	
112	Professional training of staff				
1 1 2 0	Professional training of staff	182 500	196 400	140 963	Staff Regulations of officials of the European Communities, in particular Article 24a thereof.
	<i>Article 112 — Total</i>	182 500	196 400	140 963	
113	Employer's social security contributions				
1 1 3 0	Insurance against sickness	502 400	488 700	476 001	Staff Regulations of officials of the European Communities, in particular Article 72 thereof. Rules on sickness insurance for officials of the European Communities. This appropriation is intended to cover the employer's contribution (3.4% of the basic salary); the official's contribution is 1.7% of the basic salary.
1 1 3 1	Insurance against accidents and occupational disease	113 800	110 700	70 244	Staff Regulations of officials of the European Communities, in particular Article 73 thereof and Article 15 of Annex VIII thereto. This appropriation is intended to cover the employer's contribution to insurance against accidents and occupational disease (0.77% of the basic salary). A further 2% is added to the appropriations thus calculated (increasing the rate to 0.7854%) to cover expenditure not covered by the insurance (Article 73 of the Staff Regulations).
1 1 3 2	Insurance against unemployment	152 300	145 400	116 456	Conditions of employment of other servants of the European Communities, in particular Article 28a thereof. This appropriation is intended to insure temporary staff against unemployment. Rate applied: 1.62 % of the basic salary.
1 1 3 3	Constitution or maintenance of pension rights	p.m.	p.m.	0	Conditions of employment of other servants of the European Communities, in particular Article 42 thereof. This appropriation is intended to cover payments by the Centre on behalf of officials and temporary staff in order to constitute or maintain their pension rights in their country of origin.
1 1 3 4	Contribution to the Community pension scheme	3 608 300	3 515 100	3 332 489	This appropriation is intended to cover the Centre's employer's contribution to the Community pension scheme. The employer's contribution is 23.2% of the basic salary, including for contract staff; the staff member's contribution is 11.6%.
	<i>Article 113 — Total</i>	4 376 800	4 259 900	3 995 190	
114	Miscellaneous allowances and grants				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
1 1 4 0	Childbirth and death allowances and grants	1 000	1 000	1 575	Staff Regulations of officials of the European Communities, in particular Articles 70, 74 and 75 thereof. This appropriation is intended to cover: — appropriations for childbirth grants for 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.
1 1 4 1	Travel expenses for annual leave	294 000	292 900	258 871	Staff Regulations of officials of the European Communities, in particular Article 8 of Annex VII thereto. This appropriation is intended to cover the flat-rate travel expenses for officials or temporary staff, their spouses and dependants from their place of employment to their place of origin.
1 1 4 3	Fixed duty allowances	p.m.	p.m.	0	Staff Regulations of officials of the European Communities, in particular Article 14 of Annex VII thereto. This appropriation is intended to cover fixed duty allowances for officials or temporary staff who regularly incur representation expenses in the course of their duties.
<i>Article 114 — Total</i>		295 000	293 900	260 446	
115	<i>Overtime</i>				
1 1 5 0	Overtime	p.m.	p.m.	0	Staff Regulations of officials of the European Communities, in particular Article 56 thereof and Annex VI thereto. This appropriation is intended to cover flat-rate payments or hourly-rate payments for overtime worked by officials and temporary staff in Categories AST and local staff whom it has not been possible to compensate by free time under the normal arrangements.
<i>Article 115 — Total</i>		p.m.	p.m.	0	
117	<i>Supplementary services</i>				
1 1 7 1	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.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
1 1 7 5	Agency staff	296 600	202 700	297 240	This appropriation is intended to cover the use of agency staff.
<i>Article 117 — Total</i>		296 600	202 700	297 240	
118	<i>Miscellaneous expenditure on staff recruitment and transfer</i>				
1 1 8 0	Miscellaneous expenditure on staff recruitment	51 000	51 000	45 120	Staff Regulations of officials of the European Communities, in particular Articles 27 to 31 and 33 thereof. This appropriation is intended to cover the expenditure relating to recruitment procedures. For 2014: estimates for three selection procedures: publication, travel expenses and allowances for 15 candidates per selection, and medical examinations, including X-rays.
1 1 8 1	Travel expenses	10 900	8 000	5 994	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 7 of Annex VII thereto. This appropriation is intended to cover the travel expenses of officials and temporary staff (including members of their families) entering or leaving the Centre.
1 1 8 2	Installation, resettlement and transfer allowances	62 200	83 300	42 964	Staff Regulations of officials of the European Communities, in particular Articles 5 and 6 of Annex VII thereto. This appropriation is intended to cover the installation allowances for officials and temporary staff obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere. The differences between the years depends on the turnover as well as the origin of the recruits and the employees leaving.
1 1 8 3	Removal expenses	30 700	32 300	22 620	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 9 of Annex VII thereto. This appropriation is intended to cover the removal costs of officials and temporary staff obliged to change residence after taking up their appointment or when transferred to a new place of work or when they definitively cease their duties and settle elsewhere.
1 1 8 4	Temporary daily subsistence allowances	119 200	119 000	48 518	Staff Regulations of officials of the European Communities, in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto. This appropriation is intended to cover the daily subsistence allowances due to officials and temporary staff who furnish evidence that they were obliged to change their place of residence after taking up their duties (including transfer).

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
	<i>Article 118 — Total</i>	274 000	293 600	165 216	
119	<i>Salary weightings and adjustments to remuneration</i>				
1 1 9 0	Salary weightings	500	500	0	Staff Regulations of officials of the European Communities, in particular Articles 64 and 65 thereof. This appropriation is intended to cover the cost of weightings applied to the remuneration of officials and temporary staff, and to overtime payments.
	<i>Article 119 — Total</i>	500	500	0	
	CHAPTER 11 — TOTAL	24 969 900	24 324 200	22 411 687	
13	MISSIONS AND DUTY TRAVEL				
130	<i>Missions and duty travel</i>				
1 3 0 0	Mission expenses, duty travel expenses and other ancillary expenditure	72 500	40 000	70 000	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by statutory staff while on mission in the interests of the Centre, in accordance with the provisions of the Staff Regulations of officials of the European Communities.
	<i>Article 130 — Total</i>	72 500	40 000	70 000	
131	<i>Missions and duty travel linked to training</i>				
1 3 1 0	Mission expenses linked to training	35 000	30 000	35 000	This appropriation is intended to cover mission expenditure during training outside Luxembourg.
	<i>Article 131 — Total</i>	35 000	30 000	35 000	
	CHAPTER 13 — TOTAL	107 500	70 000	105 000	
14	SOCIO-MEDICAL INFRASTRUCTURE				
140	<i>Socio-medical infrastructure</i>				
1 4 0 0	Restaurants and canteens	p.m.	39 600	35 810	This appropriation is intended to cover the cost of running restaurants, cafeterias and canteens, in particular the contracts for the maintenance of facilities, supply of equipment, etc. The Centre will not have any canteen expenses after the relocation in 2013.
	<i>Article 140 — Total</i>	p.m.	39 600	35 810	

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
141	<i>Medical service</i>				
1 4 1 0	Medical service	53 100	53 100	39 400	Staff Regulations of officials of the European Communities, in particular Article 39 thereof and Article 6 of Annex II thereto.
	<i>Article 141 — Total</i>	53 100	53 100	39 400	
142	<i>Other expenditure</i>				
1 4 2 0	Other expenditure	212 500	291 600	346 500	Participation in the Committee on Social Activities. The forecast is based on the forecast for 2014 by the Commission's Office for Infrastructure and Logistics (OIL).
1 4 2 1	Social relations	13 000	13 000	13 758	This appropriation is intended to encourage and finance all initiatives aimed at promoting social relations between staff of varying nationalities, other assistance and subsidies given to staff, as well as costs involved in organising receptions for members of staff.
	<i>Article 142 — Total</i>	225 500	304 600	360 258	
	CHAPTER 14 — TOTAL	278 600	397 300	435 468	
15	MOBILITY				
152	<i>Mobility</i>				
1 5 2 0	Staff exchanges	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.
1 5 2 1	Centre officials seconded temporarily to national administrations, international organisations or public sector institutions or undertakings.	p.m.	p.m.	0	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Translation Centre officials and temporary staff to national or international bodies.
	<i>Article 152 — Total</i>	p.m.	p.m.	0	
	CHAPTER 15 — TOTAL	p.m.	p.m.	0	
16	SOCIAL SERVICES				
160	<i>Welfare service</i>				
1 6 0 0	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.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
	<i>Article 160 — Total</i>	p.m.	p.m.	0	
162	<i>Other expenditure</i>				
1 6 2 0	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.
	<i>Article 162 — Total</i>	p.m.	p.m.	0	
163	<i>Early childhood centre</i>				
1 6 3 0	Early childhood centre	91 000	145 000	142 900	This appropriation is intended to cover the Centre's share of the cost of childcare for Centre staff in nurseries not managed by the Commission.
	<i>Article 163 — Total</i>	91 000	145 000	142 900	
164	<i>Additional aid for disabled persons</i>				
1 6 4 0	Additional aid for disabled persons	1 000	2 000	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.
	<i>Article 164 — Total</i>	1 000	2 000	0	
	CHAPTER 16 — TOTAL	92 000	147 000	142 900	
17	ENTERTAINMENT AND REPRESENTATION				
170	<i>Entertainment and representation</i>				
1 7 0 0	Entertainment and representation expenses	2 000	2 000	2 500	This appropriation is intended to cover entertainment and representation expenses, and miscellaneous receptions.
	<i>Article 170 — Total</i>	2 000	2 000	2 500	
	CHAPTER 17 — TOTAL	2 000	2 000	2 500	
19	PENSIONS				
190	<i>Pensions</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
1 9 0 0	Pensions and severance grants	p.m.	p.m.	0	This appropriation is intended to cover pensions and severance grants.
	<i>Article 190 — Total</i>	p.m.	p.m.	0	
	CHAPTER 19 — TOTAL	p.m.	p.m.	0	
	Title 1 — Total	25 450 000	24 940 500	23 097 555	
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE				
20	INVESTMENT IN IMMOVABLE PROPERTY, RENTAL OF BUILDINGS AND ASSOCIATED COSTS				The increase in 2013, followed by a decrease in 2014, mainly reflect the Centre's relocation in 2013 and the need to rent the current and future buildings in parallel for a period in 2013. Expenditure relating to the new building is estimated to be higher than the current expenditure.
200	<i>Investment in immovable property, rental of buildings and associated costs</i>				
2 0 0 0	Rental of buildings and associated costs	1 865 200	1 805 700	1 227 980	This appropriation is intended to cover the payment of rents for buildings or parts of buildings and parking spaces occupied by the Translation Centre.
	<i>Article 200 — Total</i>	1 865 200	1 805 700	1 227 980	
201	<i>Insurance</i>				
2 0 1 0	Insurance	17 000	26 500	9 500	This appropriation is intended to cover insurance policy premiums in respect of the buildings or parts of buildings occupied by the Translation Centre.
	<i>Article 201 — Total</i>	17 000	26 500	9 500	
202	<i>Water, gas, electricity and heating</i>				
2 0 2 0	Water, gas, electricity and heating	357 500	125 100	47 000	This appropriation is intended to cover routine expenditure. In 2012 and 2013, charges relating to the NHE building are included in the rent and therefore in Item 2000, 'Rental of buildings and associated costs'. Charges for the new building will be recorded in this item. This explains most of the increase in 2013 and 2014.
	<i>Article 202 — Total</i>	357 500	125 100	47 000	
203	<i>Cleaning and maintenance</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
2 0 3 0	Cleaning and maintenance	200 000	145 000	160 387	This appropriation is intended to cover cleaning costs (regular cleaning, purchase of cleaning, washing, laundry and dry-cleaning products, etc.), maintenance costs for equipment and technical installations (lifts, central-heating and air-conditioning installations, etc.) and waste disposal costs.
	<i>Article 203 — Total</i>	200 000	145 000	160 387	
204	<i>Fitting-out of premises</i>				
2 0 4 0	Fitting-out of premises	40 000	20 000	278 552	This appropriation is intended to cover the fitting-out of the premises and repairs in the buildings. In 2012, expenditure related to the server room.
	<i>Article 204 — Total</i>	40 000	20 000	278 552	
205	<i>Security and surveillance of buildings</i>				
2 0 5 0	Security and surveillance of buildings	194 700	382 400	91 826	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.
	<i>Article 205 — Total</i>	194 700	382 400	91 826	
206	<i>Acquisition of immovable property</i>				
2 0 6 0	Acquisition of immovable property	p.m.	p.m.	0	This appropriation is intended to cover the possible purchase of a building as the Translation Centre's seat.
	<i>Article 206 — Total</i>	p.m.	p.m.	0	
208	<i>Expenditure preliminary to the acquisition or construction of immovable property</i>				
2 0 8 0	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.
	<i>Article 208 — Total</i>	p.m.	p.m.	0	
209	<i>Other expenditure</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
2 0 9 0	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.
	<i>Article 209 — Total</i>	p.m.	p.m.	0	
	CHAPTER 20 — TOTAL	2 674 400	2 504 700	1 815 245	
21	DATA PROCESSING				
210	<i>Information technology</i>				
2 1 0 0	Purchase, work on, servicing and maintenance of hardware and software	1 438 000	1 838 500	1 060 130	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. The decrease from 2013 to 2014 is because appropriations relating to the e-CdT programme have been transferred to Chapter 32, 'Expenditure relating to the e-CdT programme'. Appropriations for 2013 will subsequently be transferred to Chapter 32 in an amending budget during 2013.
	<i>Article 210 — Total</i>	1 438 000	1 838 500	1 060 130	
212					
2 1 2 0	External services for the operation, implementation, development and maintenance of software and systems	1 020 000	1 371 500	1 157 105	This appropriation is intended to cover expenditure on external operating staff (operators, administrators, systems engineers, etc.). The decrease from 2013 to 2014 is because appropriations relating to the e-CdT programme have been transferred to Chapter 32, 'Expenditure relating to the e-CdT programme'. Appropriations for 2013 will subsequently be transferred to Chapter 32 in an amending budget during 2013.
	<i>Article 212 — Total</i>	1 020 000	1 371 500	1 157 105	
	CHAPTER 21 — TOTAL	2 458 000	3 210 000	2 217 235	
22	MOVABLE PROPERTY AND ASSOCIATED COSTS				
220	<i>Technical installations and electronic office equipment</i>				
2 2 0 0	New purchases	p.m.	p.m.	4 678	This appropriation is intended to cover initial provision of equipment (photocopiers, fax machines, scanners, etc.) for documentation storage, archiving and mail handling.
2 2 0 1	Replacement	p.m.	p.m.	0	The purchase of equipment and installations under this appropriation is conditional upon the decommissioning, in accordance with established procedures, of the equipment and installations to be replaced.
2 2 0 2	Rental	p.m.	0	0	This appropriation is intended to cover the costs of hiring fax machines, photocopiers and various technical installations.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
2 2 0 3	Maintenance, use and repair	2 500	2 000	1 500	This appropriation is intended to cover maintenance and repair of equipment.
2 2 0 4	Office equipment	15 000	3 000	995	This appropriation is intended to cover unforeseen costs relating to electronic office equipment. The increased appropriations are mainly for the purchase of projectors and other electronic equipment for the meeting rooms of the new building.
	<i>Article 220 — Total</i>	17 500	5 000	7 173	
221	<i>Furniture</i>				
2 2 1 0	New purchases	20 000	65 000	3 737	This appropriation is intended to cover the purchase of furniture.
2 2 1 1	Replacement	5 000	165 000	2 609	This appropriation is intended to cover the replacement of furniture.
2 2 1 2	Maintenance, use and repair	3 000	2 000	0	This appropriation is intended to cover the maintenance and repair of furniture.
	<i>Article 221 — Total</i>	28 000	232 000	6 346	
223	<i>Vehicles</i>				
2 2 3 0	New purchases of vehicles	p.m.	p.m.	0	This appropriation is intended to cover the purchase of an official vehicle for the Centre.
2 2 3 2	Hire of vehicles	27 500	27 000	25 432	This appropriation is intended to cover the rental in the form of a long-term contract of an official vehicle, as well as expenditure on occasional hiring of vehicles to meet certain unforeseen needs.
2 2 3 3	Maintenance, use and repair of vehicles	10 300	9 500	7 311	This appropriation is intended to cover vehicle maintenance and operating costs and costs relating to the use of public transport.
	<i>Article 223 — Total</i>	37 800	36 500	32 743	
225	<i>Documentation and library expenditure</i>				
2 2 5 0	Library stocks, purchase of books	10 000	10 000	8 715	This appropriation is intended to cover the purchase of books, documents and other publications.
2 2 5 1	Special library, documentation and reproduction equipment	p.m.	p.m.	0	This appropriation is intended to cover the acquisition of special equipment for libraries.
2 2 5 2	Subscriptions to newspapers and periodicals	9 000	9 000	4 192	This appropriation is intended to cover the cost of subscriptions to newspapers and periodicals in line with the Centre's own needs.
2 2 5 3	Dictionaries for translators	2 500	2 500	2 048	This appropriation is intended for the purchase of dictionaries.
2 2 5 4	Cover binding and upkeep of books.	p.m.	p.m.	0	This appropriation is intended to cover binding and other costs essential for the upkeep of books and periodicals.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
	<i>Article 225 — Total</i>	21 500	21 500	14 955	
	CHAPTER 22 — TOTAL	104 800	295 000	61 217	
23	CURRENT ADMINISTRATIVE EXPENDITURE				
230	<i>Stationery and office supplies</i>				
2 3 0 0	Stationery and office supplies	24 000	20 000	18 348	This appropriation is intended to cover the purchase of paper and office supplies.
	<i>Article 230 — Total</i>	24 000	20 000	18 348	
232	<i>Financial expenses</i>				
2 3 2 0	Bank charges	4 500	4 500	3 637	This appropriation is intended to cover bank charges and the cost of connection to the interbank telecommunications network.
2 3 2 1	Exchange-rate losses	p.m.	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.
	<i>Article 232 — Total</i>	4 500	4 500	3 637	
233	<i>Legal expenses</i>				
2 3 3 0	Legal expenses	10 000	10 000	10 000	This appropriation is intended to cover preliminary legal costs and the services of lawyers or other experts.
	<i>Article 233 — Total</i>	10 000	10 000	10 000	
234	<i>Damages</i>				
2 3 4 0	Damages	5 000	p.m.	0	This appropriation is intended to cover damages and the cost of settling claims against the Centre (civil liability).
	<i>Article 234 — Total</i>	5 000	p.m.	0	
235	<i>Other operating expenditure</i>				
2 3 5 0	Miscellaneous insurance	17 100	10 700	8 280	This appropriation is intended to cover comprehensive insurance, civil liability, insurance against theft and insurance to cover the liability of accounting officers and imprest administrators.
2 3 5 2	Miscellaneous expenditure on internal meetings	1 500	1 500	1 121	This appropriation is intended to cover costs relating to the organisation of internal meetings.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
2 3 5 3	Departmental removals	6 000	117 500	863	This appropriation is intended to cover the cost of removals, both within the building and to a new building.
2 3 5 9	Other expenditure	5 000	2 200	188	This appropriation is intended to cover other operating expenditure not specifically provided for.
	<i>Article 235 — Total</i>	29 600	131 900	10 452	
239	<i>Interinstitutional services</i>				
2 3 9 0	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.
2 3 9 1	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.
2 3 9 2	Administrative assistance from the Commission	148 300	146 200	130 100	Article 12 of Council Regulation (EC) No 2965/94 setting up a Translation Centre. This appropriation is intended to cover administrative assistance provided by the Commission for the Centre.
2 3 9 3	Publications	10 000	10 000	9 000	This appropriation is intended to cover mainly the costs of publishing the Centre's budget, activity report and other communication and publicity activities.
2 3 9 4	Dissemination	5 000	5 000	2 807	This appropriation is intended to cover 'dissemination' activities, in particular, promotion and marketing costs (catalogues, brochures, advertising, market studies, etc.) and costs in connection with informing and assisting the public and clients. Costs relating to the printing of documents are covered by Item 2393.
	<i>Article 239 — Total</i>	163 300	161 200	141 907	
	CHAPTER 23 — TOTAL	236 400	327 600	184 345	
24	POSTAGE AND TELECOMMUNICATIONS				
240	<i>Postage</i>				
2 4 0 0	Postage and delivery charges	50 000	49 800	31 863	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	<i>Article 240 — Total</i>	50 000	49 800	31 863	
241	<i>Telecommunications</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
2 4 1 0	Telephone, telegraph, telex, radio and television and subscriptions and charges	180 000	250 500	167 775	This appropriation is intended to cover the cost of telephone, fax, teleconference and data transmission subscriptions and communications, and expenditure relating to telecommunications equipment.
	<i>Article 241 — Total</i>	180 000	250 500	167 775	
	CHAPTER 24 — TOTAL	230 000	300 300	199 638	
25	EXPENDITURE ON MEETINGS				
250	<i>Expenditure on formal and other meetings</i>				
2 5 0 0	Meetings in general	5 000	5 000	2 978	This appropriation is intended to cover the cost of travel, subsistence and incidental expenses incurred by experts and other visitors, and interinstitutional committees invited to take part in meetings, committees, working parties and seminars.
	<i>Article 250 — Total</i>	5 000	5 000	2 978	
255	<i>Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings</i>				
2 5 5 0	Miscellaneous expenditure on the organisation of and participation in conferences, congresses and meetings	20 000	5 000	2 647	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. The increase in 2014 relates to a planned workshop following the results of a current call for tenders for external translation services.
	<i>Article 255 — Total</i>	20 000	5 000	2 647	
	CHAPTER 25 — TOTAL	25 000	10 000	5 625	
26	GOVERNING BODY OF THE CENTRE				
260	<i>Expenditure on formal and other meetings</i>				
2 6 0 0	Management Board meetings	20 000	20 000	15 000	Appropriations for travel and subsistence and incidental expenses incurred by members of the Management Board invited to take part in meetings, committees and working groups.
	<i>Article 260 — Total</i>	20 000	20 000	15 000	
261	<i>Organisation of Management Board meetings</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
2 6 1 0	Organisation of Management Board meetings	3 000	3 000	1 703	This appropriation is intended to cover the organisation of Management Board meetings.
	<i>Article 261 — Total</i>	3 000	3 000	1 703	
265	<i>Interpreting</i>				
2 6 5 0	Interpreting	85 000	85 000	77 792	This appropriation is intended to cover interpreting services to be billed to the Centre, in particular by the EU institutions for Management Board meetings.
	<i>Article 265 — Total</i>	85 000	85 000	77 792	
	CHAPTER 26 — TOTAL	108 000	108 000	94 495	
27	INFORMATION: ACQUISITION, ARCHIVING, PRODUCTION AND DISSEMINATION				
270	<i>Limited consultations, studies and surveys</i>				
2 7 0 0	Limited consultations, studies and surveys	25 000	225 000	0	This appropriation is intended to enable the commissioning of qualified experts in administrative fields for consultancy, studies and surveys, namely assessment reports and the fees of external consultants. The increase in 2013 is estimated to cover an assessment of the Centre and its activities, to be carried out during 2013.
	<i>Article 270 — Total</i>	25 000	225 000	0	
	CHAPTER 27 — TOTAL	25 000	225 000	0	
	Title 2 — Total	5 861 600	6 980 600	4 577 799	
3	OPERATIONAL EXPENDITURE				
30	EXTERNAL TRANSLATION SERVICES				
300	<i>External translation services</i>				

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
3 0 0 0	External translation services	14 300 000	13 157 000	13 932 944	This appropriation is intended to cover expenditure relating to the services of external service providers for language services, namely translation of Community trademarks and documents, revision and modification of translations and language editing, as well as terminology work (translation of term lists). The increase in 2014 is due to the planned, increased outsourcing of the translation of documents.
	<i>Article 300 — Total</i>	14 300 000	13 157 000	13 932 944	
	CHAPTER 30 — TOTAL	14 300 000	13 157 000	13 932 944	
31	EXPENDITURE RELATING TO INTERINSTITUTIONAL COOPERATION				
310	<i>Expenditure relating to interinstitutional cooperation</i>				
3 1 0 0	Interinstitutional cooperation in the language field	649 200	715 000	625 989	This appropriation is intended to cover expenditure relating to activities decided by the Interinstitutional Committee for Translation and Interpretation (ICTI) with a view to promoting interinstitutional cooperation in the language field.
	<i>Article 310 — Total</i>	649 200	715 000	625 989	
	CHAPTER 31 — TOTAL	649 200	715 000	625 989	
32	EXPENDITURE RELATING TO THE E-CDT PROGRAMME				This chapter holds appropriations for expenditure relating to the e-CdT programme, transferred from the 'Reserve for exceptional investments' - in particular the allocation made in 2011 - to income Item 5010. Appropriations for 2013 will be transferred to this chapter in an amending budget during 2013.
320	<i>Expenditure relating to the e-CdT programme</i>				
3 2 0 0	Mission expenses and other staff expenditure relating to the e-CdT programme	5 000			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 mission relating to the e-CdT programme. Appropriations may also be used for other expenditure which, if not relating to the e-CdT programme, would be recorded in Title 1. Expenditure in Chapter 11, 'Staff in active employment', is not recorded in Title 3, but remains in Title 1.
3 2 1 0	Miscellaneous operating expenditure relating to the e-CdT programme	10 000			This appropriation is intended to cover miscellaneous operating expenditure relating to the e-CdT programme, except IT expenditure.
3 2 2 0	Expenditure for hardware and software relating to the e-CdT programme	113 000			This appropriation is intended to cover expenditure for hardware and software relating to the e-CdT programme.

Title Chapter Article Item	Heading	Preliminary draft budget 2014	Amending budget 1/2013	Outturn 2012	Remarks
3 2 3 0	Information technology consultancy relating to the e-CdT programme	870 000			This appropriation is intended to cover expenditure for IT consultancy relating to the e-CdT programme.
	<i>Article 320 — Total</i>	998 000	p.m.	0	
	CHAPTER 32 — TOTAL	998 000	p.m.	0	
	Title 3 — Total	15 947 200	13 872 000	14 558 933	
10	RESERVES				
100	PROVISIONAL APPROPRIATIONS				
1000	<i>Provisional appropriations</i>				The final reservation of resources is made in the final accounts. The outturn for 2012 is 0 for all reserves since no reserves were used by payments in 2012.
1 0 0 0 3	Reserve for stability pricing	p.m.	209 450	0	Reserve created in 2011 for stability pricing.
1 0 0 0 4	Reserve for the permanent prefinancing fund	p.m.	p.m.	0	Reserve to create the permanent prefinancing fund provided for by Article 59a of the Centre's Financial Regulation. Article 58(2) of the detailed rules for the implementation of the Financial Regulation states that the amount of this fund may not be less than four twelfths of the appropriations for the financial year.
1 0 0 0 5	Reserve for the disputed salary increase	1 087 500	760 300	0	For 2014, this reserve contains an amount to offset the impact on 2014 staff expenditure of a 1.7% salary increase from 2011 plus a 1.7% salary increase from 2012 plus a 1% salary increase from 2013, as well as a 1% salary increase for 2014. The impact on staff expenditure in 2013 was set aside in the reserve in the budget 2013 and does not show in the budget 2014.
1 0 0 0 6	Reserve for exceptional investments	p.m.	p.m.	0	
1 0 0 0 7	Reserve for relocation expenses	p.m.	p.m.	0	This reserve was created in 2012 to cover expenses relating to the Centre's relocation in 2013. The reserve is consumed in full in the first amending budget 2013 (shown as revenue in Item 5016 in the amending budget 1/2013), and no appropriations will be entered in the budget 2014.
	<i>Article 1000 — Total</i>	1 087 500	969 750	0	
	CHAPTER 100 — TOTAL	1 087 500	969 750	0	
	Title 10 — Total	1 087 500	969 750	0	
	GRAND TOTAL	48 346 300	46 762 850	42 234 287	

ANNEX 1 – ESTABLISHMENT PLAN

Function groups and grades	2012		2013		2014	
	Filled on 31.12.2012		Authorised under the budget		Authorised under the budget	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16	0	0	0	0	0	0
AD 15	0	0	0	1	0	1
AD 14	1	1	1	0	1	0
AD 13	0	0	0	0	0	0
AD 12	5	3	8	3	10	4
AD 11	10	8	9	9	9	8
AD 10	8	6	10	5	8	6
AD 9	2	6	2	10	3	11
AD 8	4	8	4	9	8	8
AD 7	8	20	7	23	2	24
AD 6	1	11	5	16	5	18
AD 5	3	27	0	16	0	12
TOTAL AD	42	90	46	92	46	92
AST 11	0	0	0	0	0	0
AST 10	0	0	0	0	0	0
AST 9	0	1	0	1	1	1
AST 8	5	0	5	0	4	0
AST 7	1	3	2	3	2	3
AST 6	3	2	2	2	2	2
AST 5	1	4	2	9	2	12
AST 4	4	11	3	12	5	13
AST 3	3	21	2	18	0	14
AST 2	0	4	0	6	0	7
AST 1	0	4	0	1	0	0
TOTAL AST	17	50	16	52	16	52
TOTAL	59	140	62	144	62	144
TOTAL STAFF	199		206		206	