# II

*(Acts whose publication is not obligatory)*

## DOCUMENTS ANNEXED TO THE GENERAL BUDGET OF THE EUROPEAN COMMUNITIES

### Statement of revenue and expenditure of the European Centre for the Development of Vocational Training (Cedefop) for the financial year 1992

(92/42/EEC)

Pursuant to Article 9 of Council Regulation (EEC) No 1416/76 of 1 June 1976 on the financial provisions applying to the European Centre for the Development of Vocational Training [1], 'the statement of revenue and expenditure of the Centre and the list of posts shall be published for information purposes in the *Official Journal of the European Communities*, at the same time as the budget of the Communities'.

(1) OJ No L 164, 24. 6. 1976, p. 1.

**Amounts in this budget document are expressed in ecus unless otherwise indicated.**

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## STATEMENT OF REVENUE

### Summary

| Chapter | Heading | Financial year 1992 | Financial year 1991 | Financial year 1990 |
|---|---|---|---|---|
| 1 | *European Economic Community subsidy* | 10 800 000 | 10 352 000 | 8 573 166,51 |
| 2 | *Miscellaneous revenue* | 38 000 | 38 000 | 48 113,78 |
| | **GRAND TOTAL** | **10 838 000** | **10 390 000** | **8 621 280,29** |

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**CHAPTER 1 — EUROPEAN ECONOMIC COMMUNITY SUBSIDY**

**CHAPTER 2 — MISCELLANEOUS REVENUE**

| Article Item | Heading | Financial year 1992 | Financial year 1991 | Financial year 1990 |
|---|---|---|---|---|
| | CHAPTER 1 | | | |
| *1 00* | ***European Economic Community subsidy*** | 10 800 000 | 10 352 000 | 8 573 166,51 |
| | CHAPTER 1 — TOTAL | 10 800 000 | 10 352 000 | 8 573 166,51 |
| | CHAPTER 2 | | | |
| *2 00* | ***Proceeds of the sale of movable and immovable property*** | | | |
| *2 10* | ***Letting and hiring*** | p.m. | p.m. | 0,— |
| *2 20* | ***Revenue from and allowances for services rendered against payment*** | p.m. | p.m. | 0,— |
| *2 30* | ***Reimbursement of various expenses*** | 15 000 | 15 000 | 4 608,48 |
| *2 40* | ***Gifts and legacies*** | p.m. | p.m. | 0,— |
| *2 50* | ***Revenue from investments or loans, bank interest and other items*** | 23 000 | 23 000 | 43 505,30 |
| *2 51* | ***Exchange rate gains*** | p.m. | p.m. | 0,— |
| | CHAPTER 2 — TOTAL | 38 000 | 38 000 | 48 113,78 |
| | **GRAND TOTAL** | **10 838 000** | **10 390 000** | **8 621 280,29** |

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## CHAPTER 1 — EUROPEAN ECONOMIC COMMUNITY SUBSIDY

## CHAPTER 2 — MISCELLANEOUS REVENUE

| Article Item | Remarks |
|---|---|
| *1 00* | Council Regulation (EEC) No 337/75 of 10 February 1975 setting up a European Centre for the Development of Vocational Training (OJ No L 39, 13. 2. 1975, p. 1).<br>Pursuant to Article 11 (2) of this regulation a subsidy allocated to the Centre is entered in the general budget of the European Communities. The revenue shown corresponds to the amount of the subsidy provided (see Article B3-1 0 8 of the statement of expenditure in Section III 'Commission' of the general budget). |
| *2 30* | This amount concerns the reimbursement of petty expenses (private telephone calls, etc.). |
| *2 50* | This amount concerns bank interest estimated to accrue to the Centre. |
| *2 51* | Council Regulation (EEC) No 1416/76 of 1 June 1976 on the financial provisions applying to the European Centre for the Development of Vocational Training (OJ No L 164, 24. 6. 1976, p. 1).<br>The net loss or gains will be registered pursuant to Article 22 (c) of this regulation. Thus, only in the case of a positive balance at the end of each financial year will it be necessary to establish a revenue order. |

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## STATEMENT OF EXPENDITURE

### General summary of appropriations (1992 and 1991) and outturn (1990)

| Chapter | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| 1 | Staff | 5 098 000 | 4 875 000 | 4 069 189,33 |
| 2 | Administrative expenses | 1 030 000 | 955 000 | 858 748,08 |
| 3 | Operating expenditure | 4 700 000 | 4 550 000 | 3 683 342,88 |
| 9 | Other expenditure | 10 000 | 10 000 | 10 000,— |
| | **GRAND TOTAL** | **10 838 000** | **10 390 000** | **8 621 280,29** |

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## CHAPTER 1 — STAFF

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| | CHAPTER 1 | | | |
| *1 10* | ***Staff holding a post provided for in the list of posts*** | | | |
| 1 10 0 | Basic salaries | 3 379 000 | 3 243 000 | 2 581 870,55 |
| 1 10 1 | Family allowances | 265 000 | 258 000 | 213 986,44 |
| 1 10 2 | Expatriation allowances | 350 000 | 351 000 | 273 050,94 |
| 1 10 3 | Secretarial allowance | 27 000 | 26 000 | 18 918,80 |
| | *Article 1 10 — Total* | 4 021 000 | 3 878 000 | 3 087 826,73 |
| *1 11* | ***Other staff*** | | | |
| 1 11 2 | Local staff | 5 000 | 60 000 | 53 578,05 |
| | *Article 1 11 — Total* | 5 000 | 60 000 | 53 578,05 |
| *1 13* | ***Employers' social security contributions*** | 192 000 | 152 000 | 132 432,43 |
| *1 14* | ***Miscellaneous allowances and grants*** | | | |
| 1 14 0 | Childbirth allowances and death grants | 1 000 | 1 000 | 189,05 |
| 1 14 1 | Travel expenses for annual leave | 90 000 | 90 000 | 74 459,47 |

CEDEFOP

## CHAPTER 1 — STAFF

| Article Item | Remarks |
|---|---|
| *1 10* | |
| 1 10 0 | This appropriation is intended to cover basic salaries of the staff, as listed in the attached table, based on the actual Regulations and on the probable adjustments. |
| 1 10 1 | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Articles 6, 7 and 8 of Annex IV thereto.<br>These family allowances comprise :<br>— head of household allowance : 5 % of the basic salary,<br>— dependent child allowance,<br>— education allowance. |
| 1 10 2 | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 10 of Annex IV thereto.<br>The expatriation allowance is equal to 16 % of the aggregate of the basic salary, the head of household allowance and the dependent child allowance. |
| 1 10 3 | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 9c of Annex IV thereto. |
| *1 11* | |
| 1 11 2 | This appropriation is intended to cover the salaries and employers' social security contributions of local staff. It will cover the emoluments of two local agents. |
| *1 13* | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 38 (1) and (2) thereof.<br>This appropriation is intended to cover employers' national social security contributions or employers' contributions towards the insurance costs borne by the Centre. |
| *1 14* | |
| 1 14 0 | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Articles 39 and 40 thereof. |
| 1 14 1 | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 15 of Annex IV thereto. |

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**CHAPTER 1 — STAFF** *(cont'd)*

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| *1 14* | *(cont'd)* | | | |
| 1 14 5 | Special allowance for accounting officers and administrators of advance funds | p.m. | p.m. | 0,— |
| 1 14 6 | Constitution or maintenance of pension rights | p.m. | p.m. | 0,— |
| | *Article 1 14 — Total* | 91 000 | 91 000 | 74 648,52 |
| *1 15* | ***Overtime*** | 500 | 500 | 0,— |
| *1 16* | ***Salary weightings*** | 327 000 | 160 000 | 182 087,87 |
| *1 17* | ***Supplementary services*** | | | |
| 1 17 0 | Freelance interpreters and conference officers | 15 000 | 15 000 | 5 845,14 |
| 1 17 2 | Other services and work sent out for translation and typing | 105 000 | 105 000 | 211 180,56 |
| | *Article 1 17 — Total* | 120 000 | 120 000 | 217 025,70 |
| *1 20* | ***Miscellaneous expenditure on staff recruitment*** | 12 000 | 20 000 | 12 472,94 |
| *1 21* | ***Travel expenses*** | 2 000 | 3 000 | 107,78 |
| *1 22* | ***Installation, resettlement and transfer allowances*** | 6 000 | 26 000 | 27 545,78 |
| *1 23* | ***Removal expenses*** | 3 000 | 26 000 | 17 562,54 |

CEDEFOP

**CHAPTER 1 — STAFF** *(cont'd)*

| Article Item | Remarks |
|---|---|
| *1 14* | *(cont'd)* |
| 1 14 6 | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 37 of Annex VI thereto. |
| *1 15* | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of The European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Annex II thereto.<br>Overtime worked by staff in categories C and D shall entitle him/her to compensatory leave or to remuneration. The same applies to local staff, when overtime is not offset by time off. |
| *1 16* | This appropriation is intended to cover the payment of salary weightings pursuant to the decisions taken by the Council. |
| *1 17* | |
| 1 17 0 | This appropriation is intended to cover the fees and travel expenses of freelance interpreters and conference technicians including the reimbursement of services provided by Commission interpreters. |
| 1 17 2 | This appropriation is intended to cover the employment of temporary staff and the costs of translation, reproduction (plans, drawings, graphs) and typing work sent out. |
| *1 20* | This appropriation is intended to cover travel and subsistence expenses of candidates called upon to fill a vacant post and expenditure for medical examinations upon recruitment. |
| *1 21* | This appropriation is intended to cover the reimbursement of travelling expenses due to the official upon taking up his duties, leaving the Centre or being transferred. It also covers the travelling expenses of members of his family. |
| *1 22* | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Articles 11 and 12 of Annex IV thereto.<br>This appropriation is intended to cover:<br>— installation allowance,<br>— resettlement allowance,<br>due to an official when he is obliged to change residence after taking up his appointment or when transferred to a new place of work or when he ends his service with the Centre and resettles in a new place. |
| *1 23* | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 16 of Annex IV thereto.<br>This appropriation is intended to cover the reimbursement of removal expenses due to officials. |

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**CHAPTER 1 — STAFF** *(cont'd)*

**CHAPTER 2 — ADMINISTRATIVE EXPENSES**

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| *1 24* | ***Temporary daily subsistence allowances*** | 1 000 | 20 000 | 9 115,28 |
| *1 25* | ***Allowances for staff placed on non-active status, retired in the interests of the service or dismissed*** | p.m. | p.m. | 0,— |
| *1 30* | ***Mission expenses, duty travel expenses and other ancillary expenses*** | 262 000 | 240 000 | 206 838,20 |
| *1 40* | ***Special assistance grants*** | p.m. | p.m. | 0,— |
| *1 42* | ***Restaurants and canteens*** | p.m. | p.m. | 0,— |
| *1 43* | ***Medical service*** | 15 000 | 18 000 | 12 847,31 |
| *1 44* | ***Language courses, retraining and further vocational training*** | 40 000 | 60 000 | 35 100,20 |
| *1 49* | ***Other expenditure*** | 500 | 500 | 0,— |
| | CHAPTER 1 — TOTAL | 5 098 000 | 4 875 000 | 4 069 189,33 |
| | CHAPTER 2 | | | |
| *2 10* | ***Rent*** | | | |
| 2 10 0 | Rent | 5 000 | p.m. | 0,— |
| 2 10 1 | Deposits | p.m. | p.m. | 0,— |
| | *Article 2 10 — Total* | 5 000 | p.m. | 0,— |
| *2 11* | ***Insurance*** | 9 000 | 9 000 | 7 399,10 |
| *2 12* | ***Water, gas, electricity and heating*** | 95 000 | 100 000 | 84 917,02 |
| *2 13* | ***Cleaning and maintenance*** | 135 000 | 118 000 | 123 037,06 |
| *2 14* | ***Fitting-out of premises*** | 100 000 | 50 000 | 176 458,90 |

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**CHAPTER 1 — STAFF** *(cont'd)*

**CHAPTER 2 — ADMINISTRATIVE EXPENSES**

| Article Item | Remarks |
|---|---|
| *1 24* | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 17 of Annex IV thereto.<br>This appropriation is intended to cover the payment of temporary daily subsistence allowances. |
| *1 30* | This appropriation is intended to cover mission expenses for Centre staff. |
| *1 43* | Council Regulation (ECSC, EEC, Euratom) No 1859/76 of 29 June 1976 laying down the conditions of employment of staff of the European Centre for the Development of Vocational Training (OJ No L 214, 6. 8. 1976, p. 1), and in particular Article 30 (2) thereof.<br>This appropriation is intended to cover expenses for compulsory yearly medical examinations of the staff. |
| *1 44* | This appropriation is intended to cover the financial contribution of the Centre to the costs of further training for members of the staff. |
| *2 11* | This appropriation is intended to cover the various insurance contracts for the building Berlin 15, Bundesallee 22. |
| *2 12* | This appropriation is intended to cover current expenditure. |
| *2 13* | This appropriation is intended to cover costs for cleaning the occupied premises and keeping them in good order (rooms, lift, heating system, air-conditioning, electricity and water). |
| *2 14* | This appropriation is intended to cover the fitting out of premises and alterations to the partitions in the building. |

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**CHAPTER 2 — ADMINISTRATIVE EXPENSES** *(cont'd)*

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| *2 15* | ***Security and surveillance of the building*** | 47 000 | 35 000 | 29 217,68 |
| *2 19* | ***Other expenditure*** | 10 000 | 13 000 | 7 945,18 |
| *2 20* | ***Office machinery*** | | | |
| 2 20 0 | Initial equipment | 3 000 | 6 000 | 511,95 |
| 2 20 1 | Renewal | 2 000 | 4 000 | 0,— |
| 2 20 2 | Hire | 1 000 | 4 000 | 1 734,08 |
| 2 20 3 | Maintenance, use and repair | 3 000 | 3 000 | 2 987,54 |
| | *Article 2 20 — Total* | 9 000 | 17 000 | 5 233,57 |
| *2 21* | ***Furniture*** | | | |
| 2 21 0 | Initial equipment | 20 000 | 18 000 | 16 334,62 |
| 2 21 1 | Renewal | 4 000 | 6 000 | 0,— |
| 2 21 3 | Maintenance, use and repair | 1 000 | 3 000 | 2 973,58 |
| | *Article 2 21 — Total* | 25 000 | 27 000 | 19 308,20 |
| *2 22* | ***Technical equipment and installations*** | | | |
| 2 22 0 | Initial equipment | 100 000 | 107 000 | 65 758,57 |
| 2 22 1 | Renewal | 5 000 | 5 000 | 232,27 |
| 2 22 2 | Hire | 80 000 | 85 000 | 71 725,14 |
| 2 22 3 | Maintenance, use and repair | 30 000 | 30 000 | 27 405,90 |
| | *Article 2 22 — Total* | 215 000 | 227 000 | 165 121,88 |
| *2 23* | ***Transport equipment*** | | | |
| 2 23 0 | Initial equipment | p.m. | p.m. | 0,— |
| 2 23 1 | Renewal | p.m. | p.m. | 0,— |
| 2 23 2 | Hire | 2 000 | 2 000 | 144,16 |
| 2 23 3 | Maintenance, use and repair | 3 000 | 2 000 | 390,66 |
| | *Article 2 23 — Total* | 5 000 | 4 000 | 534,82 |

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**CHAPTER 2 — ADMINISTRATIVE EXPENSES *(cont'd)***

| Article Item | Remarks |
|---|---|
| *2 19* | This appropriation is intended to cover other current expenditure for the building not specifically provided for, in particular taxes and road charges, sanitation, removal of refuse, chimney-sweeping charges, etc. |
| *2 20* | |
| 2 20 0 | This appropriation is intended to cover the purchase of office equipment and their maintenance and repair. |
| 2 20 1 | This appropriation is intended to cover the renewal of office equipment. |
| 2 20 2 | This appropriation is intended to cover the hiring of office equipment. |
| 2 20 3 | This appropriation is intended to cover the maintenance and repair of office equipment. |
| *2 21* | |
| 2 21 0 | This appropriation is intended to cover furnishing. |
| 2 21 1 | This appropriation is intended to cover the purchase of furniture for staff. |
| 2 21 3 | This appropriation is intended to cover the maintenance and repair of furniture. |
| *2 22* | |
| 2 22 0 | This appropriation is intended to cover the cost of further purchase of technical equipment. |
| 2 22 2 | This appropriation is intended to cover the hire of technical equipment (e.g. a computer, reproduction equipment, projectors and video-recorders). |
| 2 22 3 | This appropriation is intended to cover the maintenance and repair costs of technical equipment and installations, in particular interpretation equipment. |
| *2 23* | |
| 2 23 2 | This appropriation is intended to cover the hiring of motor vehicles when the need arises (conferences, etc.). |
| 2 23 3 | This appropriation is intended to cover the cost of running and maintaining the official vehicle. |

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**CHAPTER 2 — ADMINISTRATIVE EXPENSES *(cont'd)***

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| *2 25* | ***Documentation and library expenditure*** | | | |
| 2 25 0 | Library expenses, purchase of books | 6 000 | 6 000 | 1 070,86 |
| 2 25 2 | Subcriptions to newspapers and periodicals | p.m. | p.m. | 0,— |
| 2 25 4 | Binding and storage of library books | 1 000 | 1 000 | 0,— |
| | *Article 2 25 — Total* | 7 000 | 7 000 | 1 070,86 |
| *2 30* | ***Stationery and offices supplies*** | 140 000 | 140 000 | 86 351,80 |
| *2 31* | ***Postal charges and telecommunications*** | | | |
| 2 31 0 | Postage on correspondence and delivery charges | 44 000 | 40 000 | 34 550,01 |
| 2 31 1 | Telephone, telegraph, telex, radio, television | 100 000 | 95 000 | 75 589,80 |
| | *Article 2 31 — Total* | 144 000 | 135 000 | 110 139,81 |
| *2 32* | ***Financial charges*** | | | |
| 2 32 0 | Bank charges | 30 000 | 24 000 | 20 698,09 |
| 2 32 1 | Exchange rate losses | p.m. | p.m. | 0,— |
| | *Article 2 32 — Total* | 30 000 | 24 000 | 20 698,09 |
| *2 33* | ***Legal expenses*** | p.m. | p.m. | 0,— |
| *2 34* | ***Damages*** | p.m. | p.m. | 0,— |
| *2 39* | ***Other administrative expenditure*** | | | |
| 2 39 0 | Miscellaneous insurance | 9 000 | 9 000 | 6 067,85 |
| 2 39 1 | Uniforms and working clothes | 1 000 | 1 000 | 116,72 |
| 2 39 3 | Departmental removals | 2 000 | 2 000 | 1 220,39 |

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**CHAPTER 2 — ADMINISTRATIVE EXPENSES *(cont'd)***

| Article Item | Remarks |
|---|---|
| *2 25* | |
| 2 25 4 | This appropriation is intended to cover the cost of binding and other expenditure necessary for the preservation of books and publications. |
| *2 30* | This appropriation is intended to cover the cost of photocopying, supplies for the reproduction equipment, paper, office supplies. |
| *2 31* | |
| 2 31 0 | This appropriation is intended to cover expenditure for postal and delivery charges including the delivery of parcels. |
| 2 31 1 | This appropriation is intended to cover fixed rental costs, the cost of communications, maintenance fees and the repair and maintenance of equipment. |
| *2 32* | |
| 2 32 1 | This item is intended to cover exchange rate losses incurred by the Centre in the fulfilment of its budget commitments, in so far as these losses cannot be offset against exchange rate gains. |
| *2 39* | |
| 2 39 0 | This appropriation is intended to cover various insurances (e.g. injury to third parties, burglary, etc.). |
| 2 39 1 | This appropriation is intended to cover the purchase, care and cleaning of uniforms and working clothes. |
| 2 39 3 | This appropriation is intended to cover the costs of moving furniture/equipment within the building. |

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**CHAPTER 2 — ADMINISTRATIVE EXPENSES** *(cont'd)*

**CHAPTER 3 — OPERATING EXPENDITURE**

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| *2 39* | *(cont'd)* | | | |
| 2 39 4 | Petty expenses | 6 000 | 3 000 | 1 599,41 |
| | *Article 2 39 — Total* | 18 000 | 15 000 | 9 004,37 |
| *2 40* | ***Entertainment and representation expenses*** | 13 000 | 12 000 | 11 695,31 |
| *2 51* | ***Formal and informal meetings*** | 5 000 | 5 000 | 614,43 |
| *2 70* | ***Publications*** | 18 000 | 17 000 | 0,— |
| | CHAPTER 2 — TOTAL | 1 030 000 | 955 000 | 858 748,08 |
| | CHAPTER 3 | | | |
| *3 00* | ***Establishment of operational documentation*** | 330 000 | 240 000 | 195 926,77 |
| *3 01* | ***Dissemination of information*** | 500 000 | 620 000 | 615 512,48 |
| *3 02* | ***Projects on the development and coordination of research work*** | | | |
| 3 02 0 | Meeting expenses | 504 000 | 400 000 | 365 841,02 |
| 3 02 1 | Interpretation expenses | 160 000 | 175 000 | 133 830,04 |
| | *Article 3 02 — Total* | 664 000 | 575 000 | 499 671,06 |
| *3 03* | ***Pilot studies and projects*** | 575 000 | 565 000 | 446 528,66 |

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**CHAPTER 2 — ADMINISTRATIVE EXPENSES** *(cont'd)*

**CHAPTER 3 — OPERATING EXPENDITURE**

| Article Item | Remarks |
|---|---|
| *2 39* | *(cont'd)* |
| 2 39 4 | This appropriation is intended to cover other administrative expenditure not specifically provided for. |
| *2 40* | This appropriation is intended to cover representation expenses. |
| *2 70* | This appropriation is intended to cover publishing expenses not covered in Chapter 3, in particular expenses for the publication of the revenue and expenditure of the Centre in the *Official Journal of the European Communities* according to Article 9 of the financial provisions applying to the Centre. |
| *3 00* | This appropriation is intended to cover the costs involved in setting up an information and documentation system judged to be essential for the satisfactory conduct of the business of the Centre and includes cooperation contracts with specialized institutions, the costs of subscriptions for newspapers and journals and telecommunication charges and other fees relating to data bank access and utilization. |
| *3 01* | This appropriation is intended to cover the cost of preparing, editing, publishing a Community bulletin on vocational training, the annual report, and other publications of the Centre, including, for example, costs of paper, typing, printing, distribution and other freelance services. |
| *3 02* | |
| 3 02 0 | This appropriation is intended to cover the costs of preparing, holding and follow-up of expert meetings, working groups and conferences which serve to :<br>— establish clear objectives for the various activities pursued by the Centre,<br>— ensure that there is a follow-up to these activities,<br>— take stock of the lessons to be drawn,<br>including costs of freelance typing, printing and reproduction. |
| 3 02 1 | This appropriation is intended to cover the fees, travel expenses and daily allowances of freelance interpreters and conference technicians including the reimbursement of services provided by Commission interpreters, for all meetings connected with the implementation of the Centre's work programme. |
| *3 03* | This appropriation is intended to cover costs of concluding study contracts and the evaluation of experimental measures and pilot projects in accordance with the work programme, including costs of freelance typing. |

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**CHAPTER 3 — OPERATING EXPENDITURE** *(cont'd)*

**CHAPTER 9 — OTHER EXPENDITURE**

| Article Item | Heading | Appropriations 1992 | Appropriations 1991 | Outturn 1990 |
|---|---|---|---|---|
| *3 04* | ***Translation expenses*** | 435 000 | 385 000 | 268 047,87 |
| *3 05* | ***Management board meetings*** | 211 000 | 230 000 | 210 780,29 |
| *3 06* | ***Programme of exchange visits by training specialists*** | 600 000 | 600 000 | 487 973,17 |
| *3 07* | ***Comparability of vocational training qualifications*** | 1 385 000 | 1 335 000 | 958 902,58 |
| | CHAPTER 3 — TOTAL | 4 700 000 | 4 550 000 | 3 683 342,88 |
| | CHAPTER 9 | | | |
| *9 90* | ***Contingency reserve*** | 10 000 | 10 000 | 10 000,— |
| | CHAPTER 9 — TOTAL | 10 000 | 10 000 | 10 000,— |
| | **GRAND TOTAL** | **10 838 000** | **10 390 000** | **8 621 280,29** |

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**CHAPTER 3 — OPERATING EXPENDITURE** *(cont'd)*

**CHAPTER 9 — OTHER EXPENDITURE**

| Article Item | Remarks |
|---|---|
| *3 04* | This appropriation is intended to cover costs of freelance translations connected with the implementation of the Centre's work programme, including the costs of freelance typing. |
| *3 05* | This appropriation is intended to cover operating expenses of the management board and the select committee, also other informal meetings related to the administration of the Centre, including travel and subsistence expenses, the hiring of meeting rooms and interpretation expenses. |
| *3 06* | Council resolution of 2 June 1983 concerning vocational training measures relating to new information technologies (OJ No C 166, 25. 6. 1983, p. 1).<br>Council resolution of 11 July 1983 concerning vocational training policies in the European Communities in the 1980s (OJ No C 193, 20. 7. 1983, p. 2).<br>This appropriation is intended to cover the costs (including meetings, interpretation, travel expenses, translations) for the implementation of the programmes pursuant to those resolutions. |
| *3 07* | Council Decision 85/368/EEC of 16 July 1985 on the comparability of vocational training qualifications between the Member States of the European Community (OJ No L 199, 31. 07. 1985, p. 56).<br>This appropriation is intended to cover the costs (including meetings, interpretation, travel expenses, translations) for the implementation of the programmes pursuant to this Decision. |

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**List of posts**

| Category and grade | Posts authorized for 1991 | New posts | Reclassifications | Posts authorized for 1992 |
|---|---|---|---|---|
| Director | 1 | — | — | 1 |
| Deputy director | 2 | — | — | 2 |
| A 4 | 4 (1) | — | — | 4 (1) |
| A 5 | 12 (2) | — | — | 12 (2) |
| A 6 | 6 (3) | — | — | 6 (3) |
| A 7 | 4 | — | — | 4 |
| A 8 | — | — | — | — |
| Total | 29 | — | — | 29 |
| B 1 | 4 | — | — | 4 |
| B 2 | — | — | — | — |
| B 3 | 6 | — | — | 6 |
| B 4 | — | — | — | — |
| B 5 | 5 | — | — | 5 |
| Total | 15 | — | — | 15 |
| C 1 | 3 | — | — | 3 |
| C 2 | 4 | — | — | 4 |
| C 3 | 13 | — | — | 13 |
| C 4 | 2 | — | — | 2 |
| C 5 | 2 | — | — | 2 |
| Total | 24 | — | — | 24 |
| D 1 | 1 | — | — | 1 |
| D 2 | — | + 2 | — | 2 |
| D 3 | — | — | — | — |
| D 4 | — | — | — | — |
| Total | 1 | + 2 | — | 3 |
| **Grand Total** | **69** | **+ 2** | **—** | **71** |

(1) Including one translator.
(2) Including six translators.
(3) Including three translators.