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 1983

(83/5/EEC)

According 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'.

Amounts in this budget document are expressed in ECU unless otherwise indicated.

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[1] OJ No L 164, 24. 6. 1976, p. 1.

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REVENUE

Summary

Chapter	Heading	Financial year 1983	Financial year 1982	Financial year 1981
Chap. 1	*EEC subsidy*	4 200 000	4 000 000	3 373 723,27
Chap. 2	*Miscellaneous revenue*	10 000	6 000	19 204,26
	GRAND TOTAL	**4 210 000**	**4 006 000**	**3 392 927,53**

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CHAPTER 1 — EEC SUBSIDY

CHAPTER 2 — MISCELLANEOUS REVENUE

Article Item	Heading	Financial year 1983	Financial year 1982	Financial year 1981
	CHAPTER 1			
1 00	***EEC subsidy***	4 200 000	4 000 000	3 373 723,27
	CHAPTER 1 — TOTAL	4 200 000	4 000 000	3 373 723,27
	CHAPTER 2			
2 00	***Proceeds of the sale of movable and immovable property***	p.m.	p.m.	0,—
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***	2 000	1 000	3 270,17
2 40	***Gifts and legacies***	p.m.	p.m.	0,—
2 50	***Revenue from investments or loans; bank interest and other items***	8 000	5 000	15 934,09
2 51	***Exchange rate gains***	p.m.	p.m.	0,—
	CHAPTER 2 — TOTAL	10 000	6 000	19 204,26
	GRAND TOTAL	**4 210 000**	**4 006 000**	**3 392 927,53**

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CHAPTER 1 — EEC SUBSIDY

CHAPTER 2 — MISCELLANEOUS REVENUE

Article Item	Remarks
1 00	Pursuant to Article 11 (2) of 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), 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 6 3 2 of Part B of Section III of the general budget).
2 30	This amount concerns the reimbursement of petty expenses (private telephone calls, etc.).
2 50	This amount is bank interest estimated to accrue to the Centre.
2 51	In accordance with the provisions of Article 22 (c) of the Financial Regulation of 21 December 1977, the net loss or gains will be registered. 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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EXPENDITURE

General summary of appropriations (1983 and 1982) and outturn (1981)

Chapter	Heading	Appropriations 1983	Appropriations 1982	Outturn 1981
Chap. 1	Staff	2 150 000	2 050 000	1 623 218,37
Chap. 2	Administrative expenses	395 000	505 000	336 335,66
Chap. 3	Operating expenditure	1 665 000	1 451 000	1 433 373,50
Chap. 9	Expenditure not specifically provided for	p.m.	p.m.	0,—
	GRAND TOTAL	**4 210 000**	**4 006 000**	**3 392 927,53**

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CHAPTER 1 — STAFF

Article Item	Heading	Appropriations 1983	Appropriations 1982	Outturn 1981
	CHAPTER 1			
1 10	***Staff holding a post provided for in the list of posts***			
1 10 0	Basic salaries	1 192 300	1 182 000	923 130,50
1 10 1	Family allowances	115 000	119 000	91 160,22
1 10 2	Expatriation allowances	148 000	145 000	104 882,86
	Article 1 10 — Total	1 455 300	1 446 000	1 119 173,58
1 11	***Other staff***			
1 11 2	Local staff	115 000	110 000	77 345,63
	Article 1 11 — Total	115 000	110 000	77 345,63
1 13	***Employers' social security contributions***	85 000	200 000	152 698,56
1 14	***Miscellaneous allowances and grants***			
1 14 0	Childbirth allowances and death grants	1 000	1 000	0,—
1 14 1	Travel expenses for annual leave	38 000	24 000	23 143,69
1 14 5	Special allowance for accounting officers and administrators of advance funds	p.m.		
	Article 1 14 — Total	39 000	25 000	23 143,69

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CHAPTER 1 — STAFF

Article Item	Remarks
1 10	
1 10 0	This appropriation is for basic salaries of the staff, as listed in the attached table, based on the actual regulations and on the probable adjustments.
1 10 1	Pursuant to the regulations applicable to the staff of the Centre, the family allowances comprise: (a) head of household allowance: 5 % of the basic salary (Article 6 of Annex IV); (b) dependent child allowance (Article 7 of Annex IV); (c) education allowance (Article 8 of Annex IV).
1 10 2	The expatriation allowance is equal to 16 % of the aggregate of the basic salary, the head of household allowance and the dependent child allowance (Article 10 of Annex IV to the regulations applicable to the staff of the Centre).
1 11	
1 11 2	This appropriation is intended to cover the salaries and employers' social security contributions of local staff. The appropriation will cover the emoluments of five local agents.
1 13	This appropriation is intended to cover employers' national social security contributions (Article 38 (1) of the regulations applicable to the Centre) or employers' contributions towards the insurance costs borne by the Centre pursuant to Article 38 (2).
1 14	These allowances or grants are provided for in particular in the regulations applicable to the staff of the Centre:
1 14 0	— grants pursuant to Articles 39 and 40,
1 14 1	— flat-rate payment provided for in Article 15 of Annex IV.

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CHAPTER 1 — STAFF *(cont'd)*

Article Item	Heading	Appropriations 1983	Appropriations 1982	Outturn 1981
1 15	***Overtime***	500	400	0,—
1 16	***Salary weightings***	160 000	– 21 000	– 11 832,05
1 17	***Supplementary services***			
1 17 0	Freelance interpreters and conference officers	75 000	70 000	51 673,06
1 17 2	Other services and work sent out for translation and typing	45 000	45 000	71 168,22
	Article 1 17 — Total	120 000	115 000	122 841,28
1 20	***Miscellaneous expenditure on staff recruitment***	3 500	2 500	9 588,39
1 21	***Travel expenses***	1 000	200	0,—
1 22	***Installation, resettlement and transfer allowances***	16 200	23 900	14 236,82
1 23	***Removal expenses***	6 000	12 000	2 070,20
1 24	***Temporary daily subsistence allowances***	1 500	3 000	363,94
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***	124 000	110 000	100 687,23
1 40	***Special assistance grants***	p.m.	p.m.	0,—
1 42	***Restaurants and canteens***	p.m.	p.m.	0,—

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CHAPTER 1 — STAFF *(cont'd)*

Article Item	Remarks
1 15	Pursuant to the arrangements laid down in Annex II to the regulations applicable to the staff of the Centre, overtime worked by staff in category C 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	As a result of the decision taken by the Council, a negative appropriation for weighting in the Federal Republic of Germany applies.
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 for the employment of temporary staff and to cover 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 for 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	This appropriation is intended to cover: — installation allowance (Article 11 of Annex IV to the regulations applicable to the staff of the Centre), — resettlement allowance (Article 12 of Annex IV to the regulations applicable to the staff of the Centre), 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	This appropriation is intended to cover the reimbursement of removal expenses due to officials (Article 16 of Annex IV to the regulations applicable to the staff of the Centre).
1 24	This appropriation is intended for the payment of temporary daily subsistence allowances (Article 17 of Annex IV to the regulations applicable to the staff of the Centre).
1 30	This appropriation is intended to cover mission expenses for Centre staff.

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CHAPTER 1 — STAFF *(cont'd)*

CHAPTER 2 — ADMINISTRATIVE EXPENSES

Article Item	Heading	Appropriations 1983	Appropriations 1982	Outturn 1981
1 43	***Medical service***	7 000	7 000	4 665,40
1 44	***Language courses, refresher courses and further vocational training***	16 000	16 000	8 235,70
1 49	***Other expenditure***	p.m.	p.m.	0,—
	CHAPTER 1 — TOTAL	2 150 000	2 050 000	1 623 218,37
	CHAPTER 2			
2 10	***Rent***			
2 10 0	Rent	p.m.	p.m.	0,—
2 10 1	Deposits	p.m.	p.m.	0,—
	Article 2 10 — Total	p.m.	p.m.	0,—
2 11	***Insurance***	1 500	1 500	797,05
2 12	***Water, gas, electricity, heating***	51 400	60 000	39 693,56
2 13	***Cleaning and maintenance***	61 400	71 000	57 263,53
2 14	***Fitting out of premises***	40 000	130 000	46 962,16
2 15	***Security and surveillance of the building***	p.m.	p.m.	0,—
2 19	***Other expenditure***	3 200	4 100	2 611,55
2 20	***Office machinery***			
2 20 0	Initial equipment	p.m.	1 400	602,97

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CHAPTER 1 — STAFF *(cont'd)*

CHAPTER 2 — ADMINISTRATIVE EXPENSES

Article Item	Remarks
1 43	This appropriation is intended to cover expenses for compulsory yearly medical examinations of the staff (Article 30 (2) of the regulations applicable to the staff of the Centre).
1 44	This appropriation is intended to cover the financial contribution of the Centre to the costs of refresher and other courses attended by 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 changes to partitioning in the building.
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 and maintenance of office equipment essential for the satisfactory conduct of internal business affairs.

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

Article Item	Heading	Appropriations 1983	Appropriations 1982	Outturn 1981
2 20	*(cont'd)*			
2 20 1	Renewal	1 500	1 500	831,56
2 20 3	Maintenance, use and repair	3 000	3 000	2 426,42
	Article 2 20 — Total	4 500	5 900	3 860,95
2 21	***Furniture***			
2 21 0	Initial equipment	p.m.	4 000	9 976,01
2 21 1	Renewal	p.m.	p.m.	0,—
2 21 3	Maintenance, use and repair	500	500	0,—
	Article 2 21 — Total	500	4 500	9 976,01
2 22	***Technical equipment and installations***			
2 22 0	Initial equipment	1 200	1 000	1 787,04
2 22 1	Renewal	2 000	p.m.	2 434,78
2 22 2	Hire	28 000	35 000	26 186,48
2 22 3	Maintenance, use and repair	4 500	4 500	4 839,51
	Article 2 22 — Total	35 700	40 500	35 247,81
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	500	500	0,—
2 23 3	Maintenance, use and repair	1 500	2 400	1 180,90
	Article 2 23 — Total	2 000	2 900	1 180,90
2 25	***Documentation and library expenditure***			
2 25 0	Library expenses, purchase of books	700	400	20,96
2 25 2	Subcriptions to newspapers and periodicals	p.m.	6 000	4 671,15

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

Article Item	Remarks
2 20	*(cont'd)*
2 20 1	See remarks against Item 2 20 0.
2 20 3	See remarks against Item 2 20 0.
2 21	
2 21 0	This appropriation is intended to cover furnishing, its repair and maintenance.
2 21 1	See remarks against Item 2 21 0.
2 21 3	See remarks against Item 2 21 0.
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 small computer for the accounting office, 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 1983	Appropriations 1982	Outturn 1981
2 25	*(cont'd)*			
2 25 4	Binding and storage of library books	400	400	0,—
	Article 2 25 — Total	1 100	6 800	4 692,11
2 30	***Stationery and offices supplies***	28 000	26 000	17 762,14
2 31	***Postal charges and telecommunications***			
2 31 0	Postage on correspondence and delivery charges	23 000	20 000	14 312,85
2 31 1	Telephone, telegraph, telex, radio, television	50 000	40 000	33 948,40
	Article 2 31 — Total	73 000	60 000	48 261,25
2 32	***Financial charges***			
2 32 0	Bank charges	p.m.	p.m.	2 688,32
2 32 1	Exchange rate losses	p.m.	p.m.	7 730,61
	Article 2 32 — Total	p.m.	p.m.	10 418,93
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	3 000	3 500	2 397,93
2 39 1	Uniforms and working clothes	500	300	198,31
2 39 3	Departmental removals	500	200	142,33

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

Article Item	Remarks
2 25	*(cont'd)*
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 and for 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 appropriation 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 1983	Appropriations 1982	Outturn 1981
2 39	*(cont'd)*			
2 39 4	Petty expenses	2 200	2 000	1 672,26
	Article 2 39 — Total	6 200	6 000	4 410,83
2 40	***Entertainment and representation expenses***	6 000	5 800	4 999,98
2 50	***Management board meetings***	65 000	65 000	36 510,46
2 51	***Formal and informal meetings***	p.m.	p.m.	0,—
2 70	***Publications***	15 500	15 000	11 686,44
	CHAPTER 2 — TOTAL	395 000	505 000	336 335,66
	CHAPTER 3			
3 00	***Establishment of operational documentation***	90 000	100 000	63 711,95
3 01	***Dissemination of information***	390 000	300 000	345 464,—
3 02	***Projects on the development and coordination of research work***			
3 02 0	Meeting expenses	300 000	230 000	203 543,22

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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 50	This appropriation is intended to cover operating expenses of the management board and the select committee, also informal meetings of members of the management board, including travel and subsistence expenses and the hiring of meeting rooms.
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 and the costs of subscriptions for newspapers and journals.
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 costs of 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: — establish clear objectives for the various activities pursued by the Centre, — ensure that there is a follow-up to these activities, — take stock of the lessons to be drawn, including costs of freelance typing, printing and reproduction.

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

CHAPTER 9 — EXPENDITURE NOT SPECIFICALLY PROVIDED FOR

Article Item	Heading	Appropriations 1983	Appropriations 1982	Outturn 1981
3 02	*(cont'd)*			
3 02 1	Interpretation expenses	300 000	220 000	193 527,07
	Article 3 02 — Total	600 000	450 000	397 070,29
3 03	***Pilot studies and projects***	275 000	350 000	453 209,71
3 04	***Translation expenses***	310 000	251 000	173 917,55
	CHAPTER 3 — TOTAL	1 665 000	1 451 000	1 433 373,50
	CHAPTER 9			
9 90	***Expenditure not specifically provided for***	p.m.	p.m.	0,—
	CHAPTER 9 — TOTAL	p.m.	p.m.	0,—
	GRAND TOTAL	**4 210 000**	**4 006 000**	**3 392 927,53**

CEDEFOP

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

CHAPTER 9 — EXPENDITURE NOT SPECIFICALLY PROVIDED FOR

Article Item	Remarks
3 02	*(cont'd)*
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 permit the conclusion of study contracts and the evaluation of experimental measures and pilot projects in accordance with the work programme, including costs of freelance typing.
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.

CEDEFOP

List of posts 1983

Category and grade	Posts authorized for 1982	New posts	Posts authorized for 1983
Director	1	—	1
Deputy director	2	—	2
A 5	10 (1)	—	10 (1)
A 6	5 (2)	—	5 (2)
A 7	3	—	3
A 8	—	—	—
Total	21	—	21
B 1	2	—	2
B 3	2	—	2
B 5	3	—	3
Total	7	—	7
C 1	1	—	1
C 2	1	—	1
C 3	8	—	8
C 5	2	—	2
Total	12	—	12
D 2	—	—	—
D 4	—	—	—
Total	—	—	—
Grand Total	**40**	**—**	**40**

(1) Including four translators.
(2) Including three translators.