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 1984

(84/3/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.

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

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REVENUE

Summary

Chapter	Heading	Financial year 1984	Financial year 1983	Financial year 1982
Chap. 1	*EEC subsidy*	4 550 000	4 200 000	3 809 719,13
Chap. 2	*Miscellaneous revenue*	10 000	10 000	54 523,97
	GRAND TOTAL	**4 560 000**	**4 210 000**	**3 864 243,10**

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CHAPTER 1 — EEC SUBSIDY

CHAPTER 2 — MISCELLANEOUS REVENUE

Article Item	Heading	Financial year 1984	Financial year 1983	Financial year 1982
	CHAPTER 1			
1 00	***EEC subsidy***	4 550 000	4 200 000	3 809 719,13
	CHAPTER 1 — TOTAL	4 550 000	4 200 000	3 809 719,13
	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	2 000	23 535,09
2 40	***Gifts and legacies***	p.m.	p.m.	0,—
2 50	***Revenue from investments or loans; bank interest and other items***	8 000	8 000	23 605,20
2 51	***Exchange rate gains***	p.m.	p.m.	7 383,68
	CHAPTER 2 — TOTAL	10 000	10 000	54 523,97
	GRAND TOTAL	**4 560 000**	**4 210 000**	**3 864 243,10**

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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 the statement of expenditure 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 applicable to the general budget of the European Communities (OJ No L 356, 31. 12. 1977, p. 1), 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 (1984 and 1983) and outturn (1982)

Chapter	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
Chap. 1	Staff	2 341 000	2 150 000	1 937 998,10
Chap. 2	Administrative expenses	353 800	395 000	483 050,99
Chap. 3	Operating expenditure	1 864 900	1 665 000	1 443 194,01
Chap. 9	Expenditure not specifically provided for	p.m.	p.m.	0,—
	GRAND TOTAL	**4 560 000**	**4 210 000**	**3 864 243,10**

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CHAPTER 1 — STAFF

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
	CHAPTER 1			
1 10	***Staff holding a post provided for in the list of posts***			
1 10 0	Basic salaries	1 303 300	1 192 300	1 168 910,25
1 10 1	Family allowances	130 000	115 000	104 591,27
1 10 2	Expatriation allowances	162 000	148 000	134 840,86
	Article 1 10 — Total	1 595 300	1 455 300	1 408 342,38
1 11	***Other staff***			
1 11 2	Local staff	60 000	115 000	87 418,37
	Article 1 11 — Total	60 000	115 000	87 418,37
1 12	***Pensions, severance grants and unemployment insurance***			
1 12 0	Retirement pensions	2 000		
1 12 1	Invalidity pensions	p.m.		
1 12 2	Survivor's pensions	p.m.		
1 12 3	Severance grants	20 000		

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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 two local agents.
1 12	
1 12 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 Article 41a thereof and Annex VI thereto. This appropriation is intended to cover the retirement pensions of former staff members of the Centre.
1 12 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 41b thereof and Annex VI thereto. This appropriation is intended to cover the invalidity pensions of former staff members of the Centre.
1 12 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 Articles 41c and 41d thereof and Annex VI thereto. This appropriation is intended to cover the survivors' pensions of widowers, widows and/or orphans of former staff members of the Centre.
1 12 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 11 of Annex VI thereto. This appropriation is intended to cover the severance grants of former staff members of the Centre.

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CHAPTER 1 — STAFF *(cont'd)*

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
1 12	*(cont'd)*			
1 12 4	Unemployment insurance for temporary staff	p.m.		
	Article 1 12 — Total	22 000		
1 13	***Employers' social security contributions***	81 000	85 000	124 169,58
1 14	***Miscellaneous allowances and grants***			
1 14 0	Childbirth allowances and death grants	1 000	1 000	177,83
1 14 1	Travel expenses for annual leave	36 000	38 000	31 348,77
1 14 5	Special allowance for accounting officers and administrators of advance funds	p.m.	p.m.	0,—
	Article 1 14 — Total	37 000	39 000	31 526,60
1 15	***Overtime***	500	500	0,—
1 16	***Salary weightings***	210 000	160 000	4 822,42
1 17	***Supplementary services***			
1 17 0	Freelance interpreters and conference officers	20 000	75 000	82 498,80
1 17 2	Other services and work sent out for translation and typing	45 000	45 000	39 733,64
	Article 1 17 — Total	65 000	120 000	122 232,44
1 20	***Miscellaneous expenditure on staff recruitment***	6 000	3 500	3 216,86

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CHAPTER 1 — STAFF *(cont'd)*

Article Item	Remarks
1 12	*(cont'd)*
1 12 4	The question of unemployment insurance for temporary staff is being examined by the Council.
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.
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 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 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.

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CHAPTER 1 — STAFF *(cont'd)*

CHAPTER 2 — ADMINISTRATIVE EXPENSES

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
1 21	***Travel expenses***	2 500	1 000	162,22
1 22	***Installation, resettlement and transfer allowances***	47 000	16 200	8 364,62
1 23	***Removal expenses***	40 000	6 000	9 556,14
1 24	***Temporary daily subsistence allowances***	11 000	1 500	2 263,37
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***	140 000	124 000	120 420,44
1 40	***Special assistance grants***	p.m.	p.m.	0,—
1 42	***Restaurants and canteens***	p.m.	p.m.	0,—
1 43	***Medical service***	8 000	7 000	3 221,75
1 44	***Language courses, refresher courses and further vocational training***	16 000	16 000	12 280,91
1 49	***Other expenditure***	p.m.	p.m.	0,—
	CHAPTER 1 — TOTAL	2 341 300	2 150 000	1 937 998,10
	CHAPTER 2			
2 10	***Rent***			
2 10 0	Rent	p.m.	p.m.	0,—

CEDEFOP

CHAPTER 1 — STAFF *(cont'd)*

CHAPTER 2 — ADMINISTRATIVE EXPENSES

Article Item	Remarks
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.
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.

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

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
2 10	*(cont'd)*			
2 10 1	Deposits	p.m.	p.m.	0,—
	Article 2 10 — Total	p.m.	p.m.	0,—
2 11	***Insurance***	1 700	1 500	1 471,47
2 12	***Water, gas, electricity, heating***	55 000	51 400	44 372,15
2 13	***Cleaning and maintenance***	65 000	61 400	65 280,75
2 14	***Fitting out of premises***	35 000	40 000	81 403,69
2 15	***Security and surveillance of the building***	p.m.	p.m.	0,—
2 19	***Other expenditure***	3 500	3 200	2 958,72
2 20	***Office machinery***			
2 20 0	Initial equipment	1 600	p.m.	0,—
2 20 1	Renewal	5 000	1 500	0,—
2 20 3	Maintenance, use and repair	3 000	3 000	4 101,24
	Article 2 20 — Total	9 600	4 500	4 101,24
2 21	***Furniture***			
2 21 0	Initial equipment	2 000	p.m.	2 837,55
2 21 1	Renewal	500	p.m.	0,—
2 21 3	Maintenance, use and repair	1 000	500	0,—
	Article 2 21 — Total	3 500	500	2 837,55

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

Article Item	Remarks
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.
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.

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

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
2 22	***Technical equipment and installations***			
2 22 0	Initial equipment	1 200	1 200	931,33
2 22 1	Renewal	p.m.	2 000	66 099,25
2 22 2	Hire	25 000	28 000	19 035,77
2 22 3	Maintenance, use and repair	5 000	4 500	4 126,44
	Article 2 22 — Total	31 200	35 700	90 192,79
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	111,06
2 23 3	Maintenance, use and repair	1 500	1 500	1 243,32
	Article 2 23 — Total	2 000	2 000	1 354,38
2 25	***Documentation and library expenditure***			
2 25 0	Library expenses, purchase of books	3 200	700	367,15
2 25 2	Subcriptions to newspapers and periodicals	p.m.	p.m.	8 972,86
2 25 4	Binding and storage of library books	p.m.	400	0,—
	Article 2 25 — Total	3 200	1 100	9 340,01
2 30	***Stationery and offices supplies***	40 000	28 000	35 904,24
2 31	***Postal charges and telecommunications***			
2 31 0	Postage on correspondence and delivery charges	25 000	23 000	22 914,24

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

Article Item	Remarks
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.
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 and for the delivery of parcels.

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

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
2 31	*(cont'd)*			
2 31 1	Telephone, telegraph, telex, radio, television	46 000	50 000	44 445,76
	Article 2 31 — Total	71 000	73 000	67 360,—
2 32	***Financial charges***			
2 32 0	Bank charges	p.m.	p.m.	0,—
2 32 1	Exchange rate losses	p.m.	p.m.	0,—
	Article 2 32 — Total	p.m.	p.m.	0,—
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	3 200	3 000	3 072,83
2 39 1	Uniforms and working clothes	700	500	288,15
2 39 3	Departmental removals	500	500	71,79
2 39 4	Petty expenses	2 200	2 200	1 604,38
	Article 2 39 — Total	6 600	6 200	5 037,15
2 40	***Entertainment and representation expenses***	6 000	6 000	5 446,12
2 50	***Management board meetings***	—	65 000	52 098,94
2 51	***Formal and informal meetings***	5 000	p.m.	0,—

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

Article Item	Remarks
2 31	*(cont'd)*
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.
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.

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

CHAPTER 3 — OPERATING EXPENDITURE

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
2 70	***Publications***	15 500	15 500	13 891,79
	CHAPTER 2 — TOTAL	353 800	395 000	483 050,99
	CHAPTER 3			
3 00	***Establishment of operational documentation***	115 900	90 000	66 163,12
3 01	***Dissemination of information***	450 000	390 000	356 691,96
3 02	***Projects on the development and coordination of research work***			
3 02 0	Meeting expenses	300 000	300 000	237 735,43
3 02 1	Interpretation expenses	260 000	300 000	188 435,92
	Article 3 02 — Total	560 000	600 000	426 171,35
3 03	***Pilot studies and projects***	324 000	275 000	284 677,87
3 04	***Translation expenses***	350 000	310 000	309 489,71

CEDEFOP

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

CHAPTER 3 — OPERATING EXPENDITURE

Article Item	Remarks
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.
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.

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

CHAPTER 9 — EXPENDITURE NOT SPECIFICALLY PROVIDED FOR

Article Item	Heading	Appropriations 1984	Appropriations 1983	Outturn 1982
3 05	***Management board meetings***	65 000		
	CHAPTER 3 — TOTAL	1 864 900	1 665 000	1 443 194,01
	CHAPTER 9			
9 90	***Expenditure not specifically provided for***	p.m.	p.m.	0,—
	CHAPTER 9 — TOTAL	p.m.	p.m.	0,—
	GRAND TOTAL	**4 560 000**	**4 210 000**	**3 864 243,10**

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

CHAPTER 9 — EXPENDITURE NOT SPECIFICALLY PROVIDED FOR

Article Item	Remarks
3 05	*Former Article 2 50* 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 and the hiring of meeting rooms.

CEDEFOP

List of posts 1984

Category and grade	Posts authorized for 1983	New posts	Posts authorized for 1984
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	3	11
C 5	2	—	2
Total	12	3	15
D 2	—	—	—
D 4	—	—	—
Total	—	—	—
Grand Total	**40**	**3**	**43**

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