



AMENDING 1 TO BUDGET & ESTABLISHMENT PLAN 2012

EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK

March 2012

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1. General introduction

1.1. Legal basis

Council Regulation (EC) No 2062/94 of 18 July 1994 setting up a European Agency for Safety and Health at Work (OJ L 216, 20.8.1994, page 1) modified by Council Regulation (EC) No 1643/95 (OJ L 156, 7.7.1995, page, 1).

Council Regulation (EC) No. 1654/2003, of 18 June 2003, amending Regulation (EC) No. 2062/94 establishing a European Agency for Safety and Health at Work.

Council Regulation (EC) No. 1112/2005, of 24 June 2005 amending Regulation (EC) No 2062/94 establishing a European Agency for Safety and Health at Work

Financial Regulation of 18th November 2009 of the European Agency for Safety and Health at Work

Revised Financial Framework (2007-2013) as decided by the European Parliament and the Council the 18th of December 2007 (Decision 2008/29/EC - Official Journal L6/7 10.1.2008)

Joint Committee Decision 160/2009 amending Protocol 31 to the EEA Agreement - Council Regulation (EC) No 2062/94, Council Regulation (EC) No 1643/95, Council Regulation (EC) No 1654/2003, Council Regulation (EC) No 1112/2005 (EU-OSHA).

Resolution of the Basque Institute for Security and Health at Work (OSALAN) of 1st of June 2010

Grant agreement 2011/273-995 (IPA III)

1.2. Explanatory statement

This amending budget has been prepared in order to comply with Agency's Financial Regulations and mainly to:

- adjust the revenue and expenditure 2012 following the final decision of the Budget Authority to reduce by 1% the annual EC subsidy requested in the Draft Budget 2012;
- include the appropriations related to the IPA III programme in the EU-OSHA's statement of revenue & expenditure for a total amount of € 660,916;
- acknowledge the number of contract agents (26) as authorised by the Budget Authority;
- report the occupation of the posts at 31/12/2011.

2. Justification of main headings

Due to the funding of the Galileo satellite navigation system exclusively on European Union budget, the EU-OSHA subsidy from the EC is impacted as from 2009 to 2013 included for a total indicative amount of € 3,550,000 over five years. The impact for 2012 is estimated at € 720,000.

Compared to the initial MFF 2007-2013 and following the decision of the Budget Authority in December 2011 to further decrease the budget by 1%, the total impact for the 2012 is estimated at € 868,300.

2.1. Revenue 2012

Considering the amending budget, the sources of revenue for 2012 are :

- a subsidy from the European Community of **€ 15,060,512** which consists in :
 - **€ 14,569,700** : main subsidy from the European Community finally voted by the Budget Authority;
 - **€ 112,000** : budget outturn 2010 returned to the Commission services in 2011;
(the total amount of € 14,681,700 is in line with the total EC subsidy 2012 decided by the Budget Authority)
 - **€ 378,812** of EEA-EFTA funds which are 2,60% applied to the main subsidy from the European Community
- a total of **€ 160,100** from Spanish and local authorities.
- a revenue of **€ 660,916 for the project IPA III** result of the respective carry-over/carry-forward of the 2011 appropriations to 2012.

The total estimated revenue in 2012 is therefore **€ 15,881,528**.

2.2. Expenditure 2012

Title 1 - Staff

Total expenditure under Title 1 is proposed at € 5,659,117 including the EEA-EFTA contribution for Titles 1 and 2 (€ 181,453)

The calculation for Title 1 is based on the assumption that **44 Temporary Agents** mentioned in the proposed establishment plan for 2012 will be filled during the year.

The calculation for Title 1 is also based on the assumption that **26 Contract Agents** and **1 Local Agent** will be employed in the year 2012.

Title 2 - Buildings, equipment and miscellaneous operating expenditure

Total expenditure under Title 2 is proposed at € 1,661,400.

Title 3 - Operating expenditure

Total expenditure under Title 3 is proposed at € 7,900,095 including the EEA-EFTA contribution for Titles 3 (€ 197,359)

Title 4 - Expenditure for implementing special projects funded by specific other subsidy

The total expenditure for the programme IPA III is 660,916 and is the result carry-over/carry-forward of the 2011 appropriations.

Title 5 - Reserve

This title is included to provide for any expenditure which were to be approved in reserve.

The total expenditure in 2012 is therefore € 15,881,528.

3. STATEMENT OF REVENUE

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
1 0	EUROPEAN COMMUNITY SUBSIDY				
1 0 0	European Community subsidy	14,718,000	-148,300	14,569,700	Council Regulation (EC) No 2062/94 of 18 July 1994 establishing a European Agency for Safety and Health at Work (OJ L 216 20.8.1994, p. 1), modified by Regulation (EC) No 1643/95 (OJ L 156, 7.7.1995, p. 1). Pursuant to article 12, paragraph 3, of this regulation, a subsidy for the Agency is entered in the Commission Section of the General Budget.
1 0 1	Other revenue from European Community subsidy	112,000		112,000	This appropriation is intended to cover any other revenues coming from the Community as a result of the Agency budgetary surplus of year N-2.
1 0 2	EEA-EFTA Contribution	382,668	-3,856	378,812	Subsidy from the EFTA countries within the framework of the EEA Agreement & the Joint Committee Decision 160/2009 amending Protocol 31 to the EEA Agreement. This subsidy represents a fixed percentage of the annual European Community subsidy.
	CHAPTER 1 0	15,212,668	-152,156	15,060,512	
	TITLE 1	15,212,668	-152,156	15,060,512	
2 0	OTHER SUBSIDIES				
2 0 0	Grant from the Basque Regional Government	100,000		100,000	This grant is meant to finance current expenditure.
2 0 1	Grant from the County of Bizkaia	p.m.		p.m.	This grant is meant to finance current expenditure.
2 0 2	Grant from the Spanish Government	60,100		60,100	This grant is meant to finance current expenditure.
2 0 3	Other grants	p.m.		p.m.	Revenue from other grants.
	CHAPTER 2 0	160,100	0	160,100	
2 2	OTHER SUBSIDIES FOR SPECIFIC PROJECTS				
2 2 0	Grant from the Commission - DG Elarg for IPA III programme (earmarked)	p.m.	660,916	660,916	This article corresponds to earmarked IPA III revenue financed by E.C. The program will run up to 2014 for a total amount of € 900.000. Prior article 106 of the Statement of Revenue.
	CHAPTER 2 1	p.m.	660,916	660,916	
	TITLE 2	160,100	660,916	821,016	
	GRAND TOTAL	15,372,768	508,760	15,881,528	

4. STATEMENT OF EXPENDITURE

	Activity	Appropriations			Remarks
		2012	Amending 1	New amount	
1	COMMUNICATION, PROMOTION AND CAMPAIGNING	4,440,000		4,440,000	Two principal objectives underpin the Agency's communication strategy. First, it aims at establishing the Agency as the European reference point for information on OSH issues. And secondly, it focuses on ensuring that the Agency and its network are in a position to deliver the information that people need when they need it, taking into account existing infrastructures and their limitations at European and national levels.
2	NETWORKING AND COORDINATION	1,247,768	-79,273	1,168,495	The Agency aims at having an effective and efficient network structure to support it in achieving its mission. A number of networks has been established, some directly linked to other activity areas. The networks covered by this activity involve the 94 Board members and 11 Bureau members, the focal points in the 27 Member States, the 4 EFTA countries and in Turkey and Croatia, the European network partners and a number of international partners. Under this activity, tasks aimed at ensuring an effective and efficient operation of the Agency and that the Agency activities are legal are also important elements in ensuring the implementation of the Agency's mission.
3	PREVENTION AND RESEARCH	2,291,600		2,291,600	This activity has the aims of identifying new and emerging risks in occupational safety and health, and providing practical information to assist enterprises in tackling these risks. This includes information projects related to research, practice and policy, as well as the collection and analysis of original data, and actions to stimulate debate among the Agency's stakeholders.
4	ADMINISTRATIVE SUPPORT	7,393,400	-72,883	7,320,517	This activity is aimed to support the implementation of the Agency's mandate through the provision of services in the functional areas of human resources, finance, accounting, documentation, general services and information & communication technology (ICT).
5	EXPENDITURE FOR IMPLEMENTING SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY	p.m.	660,916	660,916	This activity corresponds to programs financed by earmarked contracts.
GRAND TOTAL		15,372,768	508,760	15,881,528	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
1	STAFF	5,732,000	-72,883	5,659,117	Total funding for covering personnel costs.
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	1,661,400		1,661,400	Total funding for covering general administrative costs.
3	OPERATING EXPENDITURE	7,979,368	-79,273	7,900,095	Total funding for operational expenditures.
4	EXPENDITURE FOR IMPLEMENTING SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY	p.m.	660,916	660,916	Total funding for operational expenditures funded by specific other subsidy.
5	RESERVE	p.m.		p.m.	Reserve for administrative and operational expenditure pending final approval of the Budget Authority
GRAND TOTAL		15,372,768	508,760	15,881,528	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
ADMINISTRATIVE SUPPORT					
1	STAFF				
1 1	STAFF IN ACTIVE EMPLOYMENT				
1 1 0	Staff holding a post provided for in the establishment plan				
1 1 0 0	Basic salaries	3,040,000	-40,000	3,000,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 62 and 66 thereof and Art. 2 of the Conditions of Employment of Other Servants (CEOS). This appropriation is intended to cover basic salaries of permanent officials and temporary staff.
1 1 0 1	Family allowances	442,000	-32,883	409,117	Staff Regulations applicable to officials of the European Communities, and in particular Articles 42a, 42b, 62, 67, 68, 68a of the Staff Regulations and Section I of Annex VII thereto. This appropriation is intended to cover the household, dependent child and education allowances for permanent officials and temporary staff.
1 1 0 2	Expatriation and foreign-residence allowances	440,000		440,000	Staff Regulations applicable to officials of the European Communities, and 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 permanent officials and temporary staff.
1 1 0 3	Secretarial allowances	4,100		4,100	Staff Regulations applicable to officials of the European Communities, and in particular Article 18 of Annex XIII. This item is intended to cover the secretarial allowance paid to temporary staff in category AST (formerly grade C) employed as shorthand-typists or typists, teleprinter operators, typesetters, executive secretaries or principal secretaries recruited before 1st May 2004.
Article 1 1 0		3,926,100	-72,883	3,853,217	
1 1 1	Other staff				
1 1 1 2	Local staff	35,000		35,000	Conditions of employment of other servants of the European Communities, and in particular Article 4 of CEOS and Title V thereof. This appropriation is intended to cover the remuneration (including overtime) and the employer's share of social security contributions for local staff.
1 1 1 3	Contract Agents	1,100,000		1,100,000	CEOS, and in particular Art. 3 and Title IV thereof. This appropriation is intended to cover remuneration, allowances and indemnities for contract agents. Amounts related to weighting factor, recruitment, travel expenses and daily allowances are charged respectively on items 1190, 1180, 1181 and 1184. The employer share in the social security system is charged on items 1130, 1131 and 1132.
Article 1 1 1		1,135,000	0	1,135,000	
1 1 2	Professional training of staff				
1 1 2 0	Professional training of staff	110,000		110,000	Staff Regulations applicable to officials of the European Communities, and in particular the third paragraph of Article 24a of the Staff Regulations and Art. 11 and 81 of the CEOS.
Article 1 1 2		110,000	0	110,000	
1 1 3	Employer's social security contributions				
1 1 3 0	Insurance against sickness	130,000		130,000	Art. 72 of the Staff Regulations and art. 28 and 95 of the CEOS thereof. This appropriation is intended to cover the employer's contribution.
1 1 3 1	Insurance against accidents and occupational disease	26,400		26,400	Staff Regulations applicable to officials of the European Communities, and in particular Article 73 thereof and Art. 28 and 95 of the CEOS thereof. This appropriation is intended to cover: - the employer's contribution to insurance against accidents and occupational disease, - a further provision is added to the appropriation to cover expenditure not covered by the insurance.
1 1 3 2	Insurance against unemployment	47,600		47,600	Council Regulation (ECSG, EEC, Euratom) No 2799/85 of 27 September 1985 amending the Staff Regulations of officials and the conditions of employment of other servants of the European Communities (OJ L 265, 8.10.1985, p. 1). This appropriation is intended to insure relevant staff against unemployment (Art. 28a and art. 96 of the CEOS).
1 1 3 3	Constitution or maintenance of pension rights	p.m.		p.m.	Conditions of employment of other servants of the European Communities, and in particular Article 42 and Art. 112 thereof. This item is intended to cover payments by the Agency on behalf of relevant staff in order to constitute or maintain their pension rights in their country of origin.
Article 1 1 3		204,000	0	204,000	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
1 1 4	Miscellaneous allowances and grants				
1 1 4 0	Childbirth and death allowances and grants	400		400	Staff Regulations applicable to officials of the European Communities, and in particular Articles 70, 74 and 75 thereof, and Art. 20 and 97 of the CEOS. This item is intended to cover: - the childbirth grant, and, 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, - the cost of transporting the body to the official's place of origin.
1 1 4 1	Travel expenses for annual leave	79,000		79,000	Staff Regulations applicable to officials of the European Communities, and in particular Article 8 of Annex VII thereto as well as Art. 26 and 92 of the CEOS. This appropriation is intended to cover the flat-rate travel expenses for relevant staff (TA), 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.	Staff Regulations applicable to officials of the European Communities, and in particular Article 14 of Annex VII thereto.
	Article 1 1 4	79,400	0	79,400	
1 1 5	Overtime	p.m.		p.m.	Staff Regulations applicable to officials of the European Communities, in particular Article 56 thereof and Annex VI thereto. This article is intended to cover flat-rate payments or hourly-rate payments for overtime worked by relevant staff, local staff and other servants whom it has not been possible to compensate by free time under the normal arrangements.
	Article 1 1 5	p.m.	0	p.m.	
1 1 7	Supplementary services				
1 1 7 5	Interim Services	80,000		80,000	This appropriation is intended to cover use of interim services, mainly typists. Recourse to interim services is required to adapt flexibly to ad hoc needs.
1 1 7 6	Officials on secondment from Member States	0		0	This appropriation is intended to enable the Agency to organise a program of exchange for national experts from Member States.
1 1 7 7	PMO administrative help	48,500		48,500	This appropriation is intended to cover the fees charged by PMO for the services provided and in line with the provisions of the Service Level Agreement.
	Article 1 1 7	128,500	0	128,500	
1 1 8	Miscellaneous expenditure on staff recruitment and transfer				
1 1 8 0	Miscellaneous expenditure on staff recruitment	18,000		18,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 27 to 31 and 33 thereof and Annex VII thereto. This appropriation is intended to cover the expenditure involved in recruitment procedures for TA, CA and Trainees.
1 1 8 1	Travel expenses	3,000		3,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 20 and 71 thereof and Article 7 of Annex VII thereto and Art. 22 and 92 CEOS. This appropriation is intended to cover the travel expenses of relevant staff (TA, including members of their families) entering or leaving the service.
1 1 8 2	Installation, resettlement and transfer allowances	25,000		25,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 5 and 8 of Annex VII thereto and Art. 23 of the CEOS. This appropriation is intended to cover the installation allowances for temporary agents obliged to change residence after taking up their appointment or when they definitively cease their duties and settle elsewhere.
1 1 8 3	Removal expenses	18,000		18,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 20 and 71 thereof and Article 9 of Annex VII thereto. This appropriation is intended to cover the removal costs of temporary and contract agents 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	17,000		17,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto, as well as Articles 25 and 92 of the Conditions of Employment of other Servants. This appropriation is intended to cover the daily subsistence allowances due to staff (TA) able to prove that they were obliged to change their place of residence after taking up their duties (including transfer).
	Article 1 1 8	81,000	0	81,000	
1 1 9	Salary weightings - Adjustments to remuneration				
1 1 9 0	Salary weightings	20,000		20,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 64 and 65 thereof and Art. 20 and 92 of CEOS. This appropriation is intended to cover the impact of salary weightings applicable to the remuneration of relevant staff and to overtime.
1 1 9 1	Adjustments to remuneration	p.m.		p.m.	This appropriation is intended to cover the effects of any salary adjustments decided by the Council during the financial year.
	Article 1 1 9	20,000	0	20,000	
	CHAPTER 1 1	5,684,000	-72,883	5,611,117	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
1 4	1 4 SOCIOMEDICAL INFRASTRUCTURE				
1 4 1	Medical service	28,000		28,000	This appropriation is intended to cover all expenditure relating to the medical service, medicines, preventative actions and the travel expenses of the Agency medical adviser, notably Art. 59 of the Staff Regulations.
1 4 2	Other welfare expenditure	5,000		5,000	This appropriation is intended to cover expenditure by the Agency on the social welfare activities of its staff
	CHAPTER 1 4	33,000	0	33,000	
1 5	1 5 MOBILITY				
1 5 2	Mobility				
1 5 2 0	Staff exchanges	p.m.		p.m.	This appropriation is intended to cover staff exchanges
1 5 2 1	Agency officials seconded to national administrations, international organisations or public sector institutions or undertakings.	p.m.		p.m.	This appropriation is intended to cover expenditure relating to the secondment or temporary assignment of Agency officials to national or international departments.
1 5 2 2	Trainees	15,000		15,000	This appropriation is intended to cover expenditure relating to trainees.
	Article 1 5 2	15,000	0	15,000	
	CHAPTER 1 5	15,000	0	15,000	
1 6	1 6 SOCIAL WELFARE				
1 6 0	Special assistance grants	p.m.		p.m.	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.
1 6 2	Other social expenditure	p.m.		p.m.	This appropriation is intended to cover assistance for families, new arrivals, legal aid, grants for scouts and guides, grant to the secretariat of the parents' association.
1 6 3	Nursery centre	p.m.		p.m.	This appropriation is intended to cover the Agency's share of the cost of child care for the children of Agency staff in nurseries.
1 6 4	Additional aid for disabled persons	p.m.		p.m.	This appropriation is to enable reimbursement to disabled officials 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.
	CHAPTER 1 6	p.m.	0	p.m.	
1 8	1 8 REGULARIZATION OF ACCUMULATED LOSSES				
1 8 0	Regularization of accumulated losses	p.m.		p.m.	This appropriation is intended to cover the accumulated losses as reflected in the budget outturn account table in the annual accounts and in accordance with article 16.2 of the Agency's Financial Regulations.
	CHAPTER 1 8	p.m.	0	p.m.	
1 9	1 9 PENSIONS AND SEVERANCE GRANTS				
1 9 0	Pensions and severance grants	p.m.		p.m.	This appropriation is intended to cover pensions and severance grants.
	CHAPTER 1 9	p.m.	0	p.m.	
	TITLE 1	5,732,000	-72,883	5,659,117	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
ACTIVITY ADMINISTRATIVE SUPPORT TO THE AGENCY					
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE				
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS				
2 0 0	Rent				
2 0 0 0	Rent	702,400		702,400	This appropriation is intended to cover the payment of rents for buildings or parts of buildings occupied by the Agency and the hiring of parking spaces.
2 0 1	Insurance	8,500		8,500	This appropriation is intended to cover the insurance policy premiums in respect of the buildings or parts of buildings occupied by the Agency and their contents.
2 0 2	Water, gas, electricity and heating				
2 0 2 0	Water, gas, electricity and heating	115,000		115,000	This appropriation is intended to cover current expenditure and other communal charges related to the Agency's premises.
2 0 3	Cleaning and maintenance				
2 0 3 0	Cleaning and maintenance	63,500		63,500	This appropriation is intended to cover the costs of cleaning and upkeep of the premises used by the Agency.
2 0 4	Fitting-out of premises				
2 0 4 0	Fitting-out of premises	12,000		12,000	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
2 0 5	Security and surveillance of buildings				
2 0 5 0	Security and surveillance of buildings	65,500		65,500	This appropriation is intended to cover miscellaneous expenditure on buildings connected with 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, costs of carrying out statutory inspections.
2 0 9	Administrative expenditure, taxes				
2 0 9 0	Administrative expenditure, taxes	550		550	The appropriation is intended to cover expenditure on buildings not specially provided for in the articles in Chapter 20, for example administrative expenses other than services (water, gas, electricity), expenses relating to buildings occupied by a number of tenants, expenses arising from drawing up the inventory of fixtures, municipal taxes and ancillary expenses.
	CHAPTER 2 0	967,450	0	967,450	
2 1 0	I.T. operating expenditure				
2 1 0 0	I.T. operating expenditure	198,500		198,500	This appropriation is intended to cover expenditure on software licences, installation, development and maintenance of information systems and data-processing consumables.
	Article 2 1 0	198,500	0	198,500	
2 1 2	Services provided by I.T. staff				
2 1 2 0	Services provided by I.T. staff	166,000		166,000	This appropriation is intended to cover expenditure on external operating staff (help-desk, operators, administrators, system engineers, etc.).
	Article 2 1 2	166,000	0	166,000	
2 1 3	Technical installations and electronic office equipment				
2 1 3 0	New and replacement purchases	75,000		75,000	This appropriation is intended to cover the purchase and installation of technical and data-processing equipment. The purchase of replacement equipment and installations under this item is conditional upon the discarding, in accordance with established procedure, of the technical and data-processing equipment and installations to be replaced.
2 1 3 2	Hire	p.m.		p.m.	This appropriation is intended to cover the hiring of miscellaneous equipment and various technical and data-processing installations.
2 1 3 3	Maintenance, use and repair	500		500	This appropriation is intended to cover the costs of maintaining and repairing the technical installations.
2 1 3 4	Electronic office equipment	300		300	This appropriation is intended to cover unforeseen costs associated with electronic office equipment.
	Article 2 1 3	75,800	0	75,800	
	CHAPTER 2 1	440,300	0	440,300	
2 2	MOVABLE PROPERTY ASSOCIATED COSTS				
2 2 1	New and replacement furniture purchases, furniture maintenance and repair				
2 2 1 0	New and replacement purchases, furniture maintenance and repair	27,000		27,000	This appropriation is intended to cover Agency requirements for furniture, soft furnishings, kitchen equipment and installations.
	Article 2 2 1	27,000	0	27,000	
2 2 3	Office vehicle				
2 2 3 1	Purchase of vehicle	p.m.		p.m.	This appropriation is intended to cover vehicle purchase
2 2 3 2	Vehicle upkeep, petrol and hiring means of transport	3,000		3,000	This appropriation is intended to cover insurance, maintenance, and petrol expenses for the official vehicle and the cost of hiring other means of transport (taxi, bus, car hire).
	Article 2 2 3	3,000	0	3,000	
2 2 5	Documentation and library expenditure				
2 2 5 0	Publications and subscriptions	10,000		10,000	This appropriation is intended to cover the purchase of publications and subscriptions to information services necessary for the work of the Agency. This includes: books and other publications, newspapers, periodicals, official journals, subscriptions to rapid information services, data bases, special library equipment, bindings and other expenditure necessary for the preservation of books and periodicals. As from 2011, this budgetary item corresponds to the merge of former 2250 & 2251.
2 2 5 1	Special library, documentation and reproduction equipment, binding and upkeep of library books	-		-	This appropriation is intended to cover the purchase of specialised equipment and the binding and upkeep of books and periodicals.
	Article 2 2 5	10,000	0	10,000	
	CHAPTER 2 2	40,000	0	40,000	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
2 3	CURRENT ADMINISTRATIVE EXPENDITURE				
2 3 0	Stationery and office supplies				
2 3 0 0	Stationery and office supplies	13,000		13,000	This appropriation is intended to cover the purchase of stationery and office supplies.
	Article 2 3 0	13,000	0	13,000	
2 3 2	Financial charges				
2 3 2 0	Bank charges	2,000		2,000	This appropriation is intended to cover bank charges and related cost (such as hiring of a bank safe deposit box, ...), exchange rate losses and other financial charges. As from 2011, this budgetary item corresponds to the merge of former 2320, 2321 & 2329.
2 3 2 1	Exchange rate losses	-		-	This appropriation is intended to cover exchange rate losses incurred by the Agency in the management of its budget, in so far as such losses cannot be offset against exchange rate gains.
2 3 2 9	Other financial charges	-		-	This appropriation is intended to cover other financial charges
	Article 2 3 2	2,000	0	2,000	
2 3 3	Outsourced services				
2 3 3 0	Legal expenses	20,500		20,500	This appropriation is intended to cover the Agency's legal expenses.
2 3 3 1	Internal Audit services	0		0	This appropriation is intended to cover the Agency's expenses on internal audit services.
	Article 2 3 3	20,500	0	20,500	
2 3 4	Damages				
2 3 4 0	Damages	p.m.		p.m.	This appropriation is intended to cover damages payable.
	Article 2 3 4	0	0	p.m.	
2 3 5	Other operating expenditures				
2 3 5 0	Miscellaneous insurance	p.m.		p.m.	This appropriation is intended to cover the special insurance for the Agency's accountant and the imprest account holder.
2 3 5 2	Internal catering expenses	6,000		6,000	This appropriation is intended to cover expenditure for the Agency's internal catering, such as refreshments and snacks at meetings, water and vending machines.
2 3 5 3	Departmental removals	650		650	This item is intended to cover the cost of removals within the building.
2 3 5 9	Other expenditure	1,500		1,500	This appropriation is intended to cover other operating expenditure not specifically provided for.
	Article 2 3 5	8,150	0	8,150	
	CHAPTER 2 3	43,650	0	43,650	
2 4	POSTAGE AND TELECOMMUNICATIONS				
2 4 0	Postage and delivery charges				
2 4 0 0	Postage and delivery charges	15,500		15,500	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	Article 2 4 0	15,500	0	15,500	
2 4 1	Telecommunications				
2 4 1 0	Telephone, telegraph, telex, radio and television subscriptions and charges	154,500		154,500	This appropriation is intended to cover telephone subscription costs and communications (official communications only, as private communications will be charged for), fax, conference calls, data transmission and the purchase of directories, Receptionist and switchboard service.
	Article 2 4 1	154,500	0	154,500	
	CHAPTER 2 4	170,000	0	170,000	
	TITLE 2	1,661,400	0	1,661,400	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
ACTIVITY COMMUNICATION, CAMPAIGNING AND PROMOTION					
3 2 0 COMMUNICATION, CAMPAIGNING AND PROMOTION					
3 2 0 Communication, Campaigning And Promotion					
3 2 0 0	Communication	1,840,000		1,840,000	This appropriation is intended to finance the Agency's communication activities, which will contribute to the implementation of the Annual Management Plan. These include cross publishing activities and the development, hosting, monitoring and promotion of its website and electronic communication platforms including audiovisual and multimedia content and social media; editing and publication-(including databases and mailing) of the results of studies, other information activities and corporate publications (annual report, budget...); development of communication partnerships; awareness raising, marketing and market research; monitoring and evaluation activities.
3 2 0 1	Campaigning	1,740,000		1,740,000	This appropriation is intended to cover the costs of the Agency's campaigning activities including the production and distribution of campaign material and websites as well as the organisation and management of conferences, seminars, exhibitions, public events, promotional activities, good practice award schemes, competitions, other campaigning activities and evaluations within the framework of bi-annual pan - European awareness raising and information campaigns. It also covers the provision of services and products to the Agency's network of Focal Points to ensure the effective dissemination of Agency information and campaign messages at Member State level.
3 2 0 2	Promotion	800,000		800,000	This appropriation is intended to cover the costs of promotion activities related to Agency information products and services, which will contribute to the implementation of the Annual Management Plan. These include: media relations and monitoring; corporate communications and public affairs; distribution; diffusion and promotion of the Online interactive Risk Assessment tool (ORAs); information and awareness raising products, actions and activities other than those linked to the Agency's principal biannual campaign; public events, conferences, seminars, exhibitions, campaigns etc.; as well as contributions to similar activities organised by third parties that contribute to the implementation and development of the Annual Management Plan.
3 2 0 9	Mission expenses, duty travel expenses and other ancillary expenditure for "Communication, Campaigning And Promotion".	60,000		60,000	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by established staff in the interests of the activity "Communication, Campaigning And Promotion", in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
	Article 3 2 0	4,440,000	0	4,440,000	
	CHAPTER 3 2	4,440,000	0	4,440,000	
ACTIVITY NETWORKING AND COORDINATION					
3 3 0 NETWORKING AND COORDINATION					
3 3 0 Networking and Coordination					
3 3 0 0	Networking and Coordination	355,000		355,000	This appropriation is intended to cover a number of the operating expenses of activities in the area of Networking and Coordination, chapter 4.4 in the Annual Management Plan. These activities are the focal point network, the Governing Board and its Bureau (including any ad hoc working groups), European and international networking as well as services in relation to the strategy and planning activities. The appropriations in this budget line will also be used to cover expenditures related to ad hoc meetings (including travel and subsistence expenses, interpretation costs, and the hire of rooms) in connection with other activities under the area: "Networking and coordination".
3 3 0 2	Entertainment and representation expenses	9,000		9,000	This appropriation is intended to cover entertainment and representation expenses.
3 3 0 4	Translation of studies, reports and working documents	763,768	-79,273	684,495	This appropriation is intended to cover the translation of studies, reports, website information as well as working documents for the Governing Board and Bureau and for congresses, seminars, etc. into the different Community languages. The translation work will be carried out by the Translation Centre for the Bodies of the European Union in Luxembourg.
3 3 0 9	Mission expenses, duty travel expenses of "Networking and Coordination" and "Administrative Support" as well as other ancillary expenditure	120,000		120,000	This appropriation is intended to cover missions in connection with the area "Networking and coordination" as well as missions in connection with the Agency area, "Administrative support", in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
	Article 3 3 0	1,247,768	-79,273	1,168,495	
	CHAPTER 3 3	1,247,768	-79,273	1,168,495	
ACTIVITY - PREVENTION AND RESEARCH					
3 4 0 PREVENTION AND RESEARCH					
3 4 0 PREVENTION AND RESEARCH					
3 4 0 0	Prevention and Research information	2,161,600		2,161,600	This appropriation covers the activities proposed for the Prevention and Research Unit (PRU) in the AMP-2012. They include tasks regarding: the further development of the Online interactive risk assessment (ORA) tool; the provision of good practice solutions for use at workplace level; the development of products to support the Healthy Workplace Campaign activities; the further development of the OSHwiki and activities to promote the engagement of other organisations and individuals as 'approved authors'; the analysis of data from the ESENER survey; the development of foresight projects; in-depth reviews and analyses of scientific literature and relevant policies; the collection, analysis and dissemination of existing statistical data; workshops, seminars, meetings, use of 'social media' and other activities designed to share the PRU findings and stimulate debate amongst its stakeholders; activities to support initiatives taken by the European Commission (e.g., European Year 2012); and further activities to foster the co-ordination of research and research management at EU level, and identify shared OSH research priorities. The appropriations in this budget line will also be used to cover expenditures related to ad hoc meetings (including travel and subsistence expenses, interpretation costs, and the hire of rooms) in connection with the above activities.
3 4 0 9	Mission expenses, duty travel expenses and other ancillary expenditure for "Prevention and research Unit".	130,000		130,000	This appropriation is intended to cover expenditure on transport, the payment of daily mission allowances and the ancillary or exceptional expenses incurred by established staff in the interests of the Prevention and Research Unit, in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
	Article 3 4 0	2,291,600	0	2,291,600	
	CHAPTER 3 4	2,291,600	0	2,291,600	
	TITLE 3	7,979,368	-79,273	7,900,095	

Budget Title	Heading	Appropriations			Remarks
		2012	Amending 1	New amount	
SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY					
	IPA II FOR WESTERN BALKANS AND TURKEY				This chapter includes preparatory measures related to further support Western Balkans and Turkey in their integration into the European Agency for Safety and Health at Work. The maximum funding for the programme IPA II is € 900,000 for 2009-2011.
4 6	IPA III TO SUPPORT WESTERN BALKANS AND TURKEY				This chapter includes preparatory measures for the participation of Western Balkans and Turkey in the European Agency for Safety and Health at Work. The maximum funding for the programme IPA III is € 900,000 for 2011-2014.
4 6 0	Instrument for pre-accession assistance for Western Balkans and Turkey (IPA III)	p.m.	660,916	660,916	
	CHAPTER 4 6	p.m.	660,916	660,916	
	TITLE 4	p.m.	660,916	660,916	
5	RESERVE				
5 0	RESERVE FOR ADMINISTRATIVE EXPENDITURE	p.m.		p.m.	
5 1	RESERVE FOR OPERATIONAL EXPENDITURE	p.m.		p.m.	
	TITLE 5	p.m.		p.m.	
	GRAND TOTAL	15,372,768	508,760	15,881,528	

5. ESTABLISHMENT PLAN 2012 FOR THE AGENCY

<i>TEMPORARY AGENTS</i>				
Category & grade	2011		2012	Remarks
	Actually filled at 31.12.2011	Authorised	Authorised	
AD16				
AD15				
AD14	1	1	1	
AD13	1	1	1	
AD12	1	2	1	
AD11	1	1	1	
AD10	2	3	3	
AD9	1		1	
AD8	1	5	3	
AD7	6	10	6	
AD6	8	1	7	
AD5				
Total grade AD	22	24	24	
AST11				
AST10		1		
AST9	1		1	
AST8				
AST7	1	2	1	
AST6		1	1	
AST5	2	3	1	
AST4	6	8	5	
AST3	5	5	7	
AST2	1		2	
AST1	3		2	
Total grade AST	19	20	20	
GRAND TOTAL	41	44	44	

**6. ESTIMATE OF NUMBER OF CONTRACT AGENTS (EXPRESSED IN FULL-TIME EQUIVALENT)
AND SECONDED NATIONAL EXPERTS**

CONTRACT AGENTS*				
Function group & grade	Actually filled at 31.12.2011	2011	2012	Remarks
FG IV	1	1	1	
FG III	13	15	15	
FG II	11	10	10	
FG I				
Total CA	25	26	26	

SECONDED NATIONAL EXPERTS				
Category & grade	Actually filled at 31.12.2011	2011	2012	Remarks
AD7				
AD6	0	1	1	Cost free SNE as from 2011
AD5				
Total SNE	0	1	1	
GRAND TOTAL	25	27	27	

**One Contract Agent FG IV is financed by IPA funds (Title IV) for time limited projects: IPA II (2009-2011) & IPA III (2011-2014) and is not part of the estimate.*