



BUDGET & ESTABLISHMENT PLAN FOR 2012

EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK

November 2011

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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).

Royal Decree 1595/2010 of the Kingdom of Spain of 26th of November 2010

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

Grant agreement 2009/205-943 (IPA II)

Grant agreement 2011/273-995 (IPA III)

1.2. Explanatory statement

The budget 2012 has been prepared with information available on EC subsidy during the preparation stage of this document. An amending budget in 2012 shall be necessary if the annual EC subsidy adopted by the Budget Authority end 2011 would differ from the current proposal.

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.

Budget 2010 includes updates as per amending budget 1.

Budget 2011 includes updates as per amending budgets 1 and 2.

2.1. Revenue 2012

The sources of revenue for 2012 are :

- a subsidy from the European Community of **€ 15,212,668** which consists in :
 - **€ 14,718,000** : main subsidy from the European Community to be voted by the Budget Authority
 - **€ 112,000** : budget outturn 2010 to be returned to the Commission in 2011
(the total amount of € 14,830,000 is in line with the EC subsidy 2012 set in the Financial Framework 2007-2013)
 - **€ 382,668** 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.

Revenue for the programme IPA III is marked "p.m." as it will be result of the respective carry-forward of the 2011 appropriations (at this stage not known).

The total estimated revenue in 2012 is therefore **€ 15,372,768**.

2.2. Expenditure 2012

Title 1 - Staff

Total expenditure under Title 1 is proposed at € 5,732,000 and includes the EEA-EFTA contribution for Titles 1 and 2 (€ 141,000 out of € 183,300)

Compared to budget 2011, Title 1 is increased by € 152,680

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 **27 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 and includes the EEA-EFTA contribution for Titles 1 and 2 (€ 42,300 out of € 183,300) .

Compared to budget 2011, this represents an increase of € 16,400.

Title 3 - Operating expenditure

Total expenditure under Title 3 is proposed at € 7,979,368 and includes the estimated EEA-EFTA contribution for Titles 3 (€ 199,368)

Compared to budget 2011, this represents an increase of € 162,868

Operating expenditure for the implementation of the 2012 Annual Management Plan.

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

Expenditure for the programme IPA III is marked "p.m." as it will be result of the respective carry-forward of the 2011 appropriations (at this stage not known).

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 € 15,372,768.

3. STATEMENT OF REVENUE

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
1 0	EUROPEAN COMMUNITY SUBSIDY				
1 0 0	European Community subsidy	13,743,434	14,316,000	14,718,000	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	506,566	224,000	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	346,335	340,720	382,668	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	14,596,335	14,880,720	15,212,668	
	TITLE 1	14,596,335	14,880,720	15,212,668	
2 0	OTHER SUBSIDIES				
2 0 0	Grant from the Basque Regional Government	100,000	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.	p.m.	This grant is meant to finance current expenditure.
2 0 2	Grant from the Spanish Government	100,000	60,100	60,100	This grant is meant to finance current expenditure.
2 0 3	Other grants	p.m.	p.m.	p.m.	Revenue from other grants.
	CHAPTER 2 0	200,000	160,100	160,100	
2 1	OTHER SUBSIDIES FOR SPECIFIC PROJECTS				
2 1 0	Grant from the Commission - DG Elarg for IPA II programme (earmarked)	520,731	649,076	-	This article corresponds to earmarked IPA II revenue and includes financing by European Commission of IPA II program which will run up to 2011 for a total amount of € 900,000. Prior article 105 of the Statement of Revenue.
2 2 0	Grant from the Commission - DG Elarg for IPA III programme (earmarked)		660,916	p.m.	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	520,731	1,309,992	p.m.	
	TITLE 2	720,731	1,470,092	160,100	
5 0	PROCEEDS FROM THE SALE OF MOVABLE AND IMMOVABLE PROPERTY				
5 0 0	Proceeds from the sale of movable and immovable property	p.m.	p.m.	p.m.	Proceeds from the sale of movable and immovable property.
	CHAPTER 5 0	p.m.	p.m.	p.m.	
5 2	REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND				
5 2 0	Revenue from investments or loans, bank interest and other items	p.m.	p.m.	p.m.	Revenue from investments or loans, bank interest and other items.
	CHAPTER 5 2	p.m.	p.m.	p.m.	
5 4	MISCELLANEOUS REVENUE				
5 4 0	Miscellaneous revenue	207,131	p.m.	p.m.	Miscellaneous revenue
	CHAPTER 5 4	207,131	p.m.	p.m.	
5 9	OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS				
5 9 0	Other revenue from administrative operations	p.m.	p.m.	p.m.	Other revenue from administrative operations.
	CHAPTER 5 9	p.m.	p.m.	p.m.	
	TITLE 5	207,131	p.m.	p.m.	
6 0	REVENUE FROM SERVICES RENDERED AGAINST PAYMENT				
6 0 0	Revenue from services rendered against payment	p.m.	p.m.	p.m.	Revenue from services rendered against payment
6 0 1	Revenue from co-financing agreements	p.m.	p.m.	p.m.	Revenue from co-financing agreements
6 0 2	Revenue from sale of publications	p.m.	p.m.	p.m.	Revenue from sale of publications
6 0 3	Proceeds from the letting and hiring of immovable property	p.m.	p.m.	p.m.	Proceeds from the letting and hiring of immovable property
	CHAPTER 6 0	p.m.	p.m.	p.m.	
	TITLE 6	p.m.	p.m.	p.m.	
	GRAND TOTAL	15,524,197	16,350,812	15,372,768	

4. STATEMENT OF EXPENDITURE

Activity	Appropriations			Remarks
	2010	2011	2012	
- EUROPEAN RISK OBSERVATORY - ANTICIPATING CHANGE	1,301,225	912,750		The European Risk Observatory aims to identify new and emerging risks. In order to achieve this, it will give an overview of safety and health at work in Europe, describe the trends and underlying factors, and anticipate changes in work and their likely consequences for safety and health. Additionally, it aims to stimulate debate and reflection among the Agency's stakeholders and to provide a platform for debate between policy-makers at various levels.
- WORKING ENVIRONMENT INFORMATION	1,155,470	1,247,500		The objective of this activity is to promote Member State co-operation on information collection and research, and the sharing of knowledge on good practice solutions at the workplace level.
1 COMMUNICATION, PROMOTION AND CAMPAIGNING	3,830,000	4,318,190	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	1,396,671	1,338,060	1,247,768	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 84 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	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	7,320,100	7,224,320	7,393,400	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	520,731	1,309,992	p.m.	This activity corresponds to programs financed by earmarked contracts.
GRAND TOTAL	15,524,197	16,350,812	15,372,768	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
1	STAFF	5,528,700	5,579,320	5,732,000	Total funding for covering personnel costs.
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	1,791,400	1,645,000	1,661,400	Total funding for covering general administrative costs.
3	OPERATING EXPENDITURE	7,683,366	7,816,500	7,979,368	Total funding for operational expenditures.
4	EXPENDITURE FOR IMPLEMENTING SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY	520,731	1,309,992	p.m.	Total funding for operational expenditures funded by specific other subsidy.
5	RESERVE	p.m.	p.m.	p.m.	Reserve for administrative and operational expenditure pending final approval of the Budget Authority
GRAND TOTAL		15,524,197	16,350,812	15,372,768	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
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	2,754,705	2,891,100	3,040,000	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	393,808	415,000	442,000	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	390,422	429,000	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	3,977	4,160	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	3,542,912	3,739,260	3,926,100	
1 1 1	Other staff				
1 1 1 2	Local staff	34,588	35,672	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	934,000	1,000,000	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, 1160, 1181 and 1184. The employer share in the social security system is charged on items 1130, 1131 and 1132.
	Article 1 1 1	968,588	1,035,672	1,135,000	
1 1 2	Professional training of staff				
1 1 2 0	Professional training of staff	110,000	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	110,000	110,000	
1 1 3	Employer's social security contributions				
1 1 3 0	Insurance against sickness	120,000	128,000	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	25,500	26,000	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	44,000	46,500	47,600	Council Regulation (ECSC, 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.	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	189,500	200,500	204,000	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
1 1 4	Miscellaneous allowances and grants				
1 1 4 0	Childbirth and death allowances and grants	1,000	1,000	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	85,000	77,000	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.	p.m.	Staff Regulations applicable to officials of the European Communities, and in particular Article 14 of Annex VII thereto.
	Article 1 1 4	86,000	78,000	79,400	
1 1 5	Overtime	p.m.	p.m.	p.m.	
	Article 1 1 5	p.m.	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.
1 1 7	Supplementary services				
1 1 7 5	Interim Services	98,000	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	47,000	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	45,000	46,620	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	190,000	126,620	128,500	
1 1 8	Miscellaneous expenditure on staff recruitment and transfer				
1 1 8 0	Miscellaneous expenditure on staff recruitment	256,000	40,000	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	4,200	5,100	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	31,500	94,168	25,000	Staff Regulations applicable to officials of the European Communities, and in particular Articles 5 and 6 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	35,000	55,500	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	27,000	17,500	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	353,700	212,268	81,000	
1 1 9	Salary weightings - Adjustments to remuneration				
1 1 9 0	Salary weightings	30,000	10,000	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.	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	30,000	10,000	20,000	
	CHAPTER 1 1	5,470,700	5,512,320	5,684,000	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
1 4	SOCIOMEDICAL INFRASTRUCTURE				
1 4 1	<i>Medical service</i>	36,500	46,500	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	<i>Other welfare expenditure</i>	6,500	6,500	5,000	This appropriation is intended to cover expenditure by the Agency on the social welfare activities of its staff
	CHAPTER 1 4	43,000	53,000	33,000	
1 5	MOBILITY				
1 5 2	<i>Mobility</i>				
1 5 2 0	Staff exchanges	p.m.	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.	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	14,000	15,000	This appropriation is intended to cover expenditure relating to trainees.
	Article 1 5 2	15,000	14,000	15,000	
	CHAPTER 1 5	15,000	14,000	15,000	
1 6	SOCIAL WELFARE				
1 6 0	<i>Special assistance grants</i>	p.m.	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	<i>Other social expenditure</i>	p.m.	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	<i>Nursery centre</i>	p.m.	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	<i>Additional aid for disabled persons</i>	p.m.	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.	p.m.	p.m.	
1 8	REGULARIZATION OF ACCUMULATED LOSSES				
1 8 0	<i>Regularization of accumulated losses</i>	p.m.	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.	p.m.	p.m.	
1 9	PENSIONS AND SEVERANCE GRANTS				
1 9 0	<i>Pensions and severance grants</i>	p.m.	p.m.	p.m.	This appropriation is intended to cover pensions and severance grants.
	CHAPTER 1 9	p.m.	p.m.	p.m.	
	TITLE 1	5,528,700	5,579,320	5,732,000	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
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	726,654	738,893	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					
2 0 1 0	Insurance	8,300	8,300	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	114,000	115,245	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	68,000	73,065	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	34,500	23,301	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	66,000	61,870	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	487	497	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		1,017,941	1,021,171	967,450	
2 1 I.T. operating expenditure					
2 1 0 0	I.T. operating expenditure	282,459	192,706	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		282,459	192,706	198,500	
2 1 2 Services provided by I.T. staff					
2 1 2 0	Services provided by I.T. staff	108,014	94,500	166,000	This appropriation is intended to cover expenditure on external operating staff (help-desk, operators, administrators, system engineers, etc.).
Article 2 1 2		108,014	94,500	166,000	
2 1 3 Technical installations and electronic office equipment					
2 1 3 0	New and replacement purchases	126,000	73,000	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.	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	13,000	7,620	500	This appropriation is intended to cover the costs of maintaining and repairing the technical installations.
2 1 3 4	Electronic office equipment	224	225	300	This appropriation is intended to cover unforeseen costs associated with electronic office equipment.
Article 2 1 3		139,224	80,845	75,800	
CHAPTER 2 1		529,697	368,051	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	33,500	23,010	27,000	This appropriation is intended to cover Agency requirements for furniture, soft furnishings, kitchen equipment and installations.
Article 2 2 1		33,500	23,010	27,000	
2 2 3 Office vehicle					
2 2 3 1	Purchase of vehicle	p.m.	p.m.	p.m.	This appropriation is intended to cover vehicle purchase
2 2 3 2	Vehicle upkeep, petrol and hiring means of transport	2,274	2,000	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		2,274	2,000	3,000	
2 2 5 Documentation and library expenditure					
2 2 5 0	Publications and subscriptions	9,388	9,576	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	500	-	-	This appropriation is intended to cover the purchase of specialised equipment and the binding and upkeep of books and periodicals.
Article 2 2 5		9,888	9,576	10,000	
CHAPTER 2 2		45,662	34,586	40,000	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
2 3	CURRENT ADMINISTRATIVE EXPENDITURE				
2 3 0	Stationery and office supplies				
2 3 0 0	Stationery and office supplies	22,129	19,704	13,000	This appropriation is intended to cover the purchase of stationery and office supplies.
	Article 2 3 0	22,129	19,704	13,000	
2 3 2	Financial charges				
2 3 2 0	Bank charges	1,000	1,951	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	500	-	-	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	774	-	-	This appropriation is intended to cover other financial charges
	Article 2 3 2	2,274	1,951	2,000	
2 3 3	Outsourced services				
2 3 3 0	Legal expenses	20,000	20,000	20,500	This appropriation is intended to cover the Agency's legal expenses.
2 3 3 1	Internal Audit services	0	0	0	This appropriation is intended to cover the Agency's expenses on internal audit services.
	Article 2 3 3	20,000	20,000	20,500	
2 3 4	Damages				
2 3 4 0	Damages	p.m.	p.m.	p.m.	This appropriation is intended to cover damages payable.
	Article 2 3 4	p.m.	p.m.	0	
2 3 5	Other operating expenditures				
2 3 5 0	Miscellaneous insurance	p.m.	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	6,203	6,210	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	610	622	650	This item is intended to cover the cost of removals within the building.
2 3 5 9	Other expenditure	1,384	1,412	1,500	This appropriation is intended to cover other operating expenditure not specifically provided for.
	Article 2 3 5	8,197	8,244	8,150	
	CHAPTER 2 3	52,600	49,899	43,650	
2 4	POSTAGE AND TELECOMMUNICATIONS				
2 4 0	Postage and delivery charges				
2 4 0 0	Postage and delivery charges	15,000	15,293	15,500	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	Article 2 4 0	15,000	15,293	15,500	
2 4 1	Telecommunications				
2 4 1 0	Telephone, telegraph, telex, radio and television subscriptions and charges	130,500	156,000	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	130,500	156,000	154,500	
	CHAPTER 2 4	145,500	171,293	170,000	
	TITLE 2	1,791,400	1,645,000	1,661,400	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
3	OPERATING EXPENDITURE				
ACTIVITY EUROPEAN RISK OBSERVATORY - ANTICIPATING CHANGE					
3 0	EUROPEAN RISK OBSERVATORY - ANTICIPATING CHANGE				
3 0 0	European Risk Observatory - Anticipating Change				
3 0 0 0	European Risk Observatory	1,241,225	847,750		- This appropriation covers the activities proposed for the ERO in the AMP-2011. They include tasks regarding the foresight project; 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 ERO findings and stimulate debate amongst its stakeholders; data analyses and dissemination of the enterprise survey results; and further activities to foster the co-ordination of research and research management at EU level, and identify shared OSH research priorities.
3 0 0 9	Mission expenses, duty travel expenses and other ancillary expenditure for "European Risk Observatory - Anticipating Change".	60,000	65,000		- 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 "European Risk Observatory - Anticipating Change", in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
	Article 3 0 0	1,301,225	912,750		-
	CHAPTER 3 0	1,301,225	912,750		-
ACTIVITY WORKING ENVIRONMENT INFORMATION					
3 1	WORKING ENVIRONMENT INFORMATION				
3 1 0	Information projects and schemes / Topic Centres (TC) and external contractors				
3 1 0 0	Working Environment Information	1,087,470	1,174,500		- This appropriation covers the activities in the area of Working Environment Information, chapter 4.2 in the Annual Management Plan. These activities are the development of information products on the issues addressed to support the Healthy Workplace Campaign activities; to strengthen prevention measures via the provision of useful and practical good practice information on priority sectors and topics; to contribute to the relevance and use of the products via the discussion and consolidation of key issues with the target users; and to support prevention measures via ensuring the continued relevance of information products produced at an earlier stage. 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: "Working Environment Information".
3 1 0 9	Mission expenses, duty travel expenses and other ancillary expenditure for "Working Environment Information".	68,000	73,000		- 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 "Working Environment Information", in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
	Article 3 1 0	1,155,470	1,247,500		-
	CHAPTER 3 1	1,155,470	1,247,500		-
ACTIVITY COMMUNICATION, CAMPAIGNING AND PROMOTION					
3 2	COMMUNICATION, CAMPAIGNING AND PROMOTION				
3 2 0	Communication, Campaigning And Promotion				
3 2 0 0	Support to national focal point networks	917,000			- This appropriation is intended to finance the provisions 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 1	Establishment and management of the EU-OSHA information network on the Internet	506,500			- This appropriation is intended to cover the management and development of the Agency's electronic communications. Two websites and social media (web 2.0).
3 2 0 2	Conferences, seminars, workshops, public events, promotional activities etc.	536,500			- This appropriation is intended to cover the costs of promotion and communication activities related to Agency information products and services, which will contribute to the implementation of the Annual Management Plan. Such activities could include the organisation of marketing, market research, press and promotional activities related to the Agency's work (surveys, brochures, videos, posters, 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 3	Publication and distribution of results of studies and of other information activities and corporate products	300,000			- This appropriation is intended to cover the editing, publication and distribution costs (including databases and mailing) of results of studies, other information activities and corporate publications (annual report, budget of the Agency, etc.) which will contribute to the implementation of the Agency's Annual Management Plan.
3 2 0 4	Pan - European awareness raising and information campaigns.	1,490,000			- This appropriation is intended to cover the costs of 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 pan - European awareness raising and information campaigns.
3 2 0 9	Mission expenses, duty travel expenses and other ancillary expenditure for "Communication, Campaigning And Promotion".	80,000			- 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	3,830,000			-
	CHAPTER 3 2	3,830,000			-

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
ACTIVITY COMMUNICATION, CAMPAIGNING AND PROMOTION					
3 2 COMMUNICATION, CAMPAIGNING AND PROMOTION					
3 2 0 Communication, Campaigning And Promotion					
3 2 0 0	Communication		1,790,000	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		1,818,190	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		660,000	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 (OIRA); 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".		50,000	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			4,318,190	4,440,000	
CHAPTER 3 2			4,318,190	4,440,000	
ACTIVITY NETWORKING AND COORDINATION					
3 3 NETWORKING AND COORDINATION					
3 3 0 Networking and Coordination					
3 3 0 0	Networking and Coordination	382,423	447,060	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	15,000	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	852,248	727,000	763,768	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	147,000	155,000	120,000	This appropriations 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		1,396,671	1,338,060	1,247,768	
CHAPTER 3 3		1,396,671	1,338,060	1,247,768	
ACTIVITY - PREVENTION AND RESEARCH					
3 4 PREVENTION AND RESEARCH					
3 4 0 PREVENTION AND RESEARCH					
3 4 0 0	Prevention and Research information			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 (OIRA) 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	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	
CHAPTER 3 4				2,291,600	
TITLE 3		7,683,366	7,816,500	7,979,368	

Budget Title	Heading	Appropriations			Remarks
		2010	2011	2012	
SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY					
SPECIAL IPA II FOR WESTERN BALKANS AND TURKEY					
PROJEC					
4 5 0	Instrument for pre-accession assistance for Western Balkans and Turkey (IPA II)	520,731	649,076	-	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.
CHAPTER 4 5		520,731	649,076	-	
IPA III TO SUPPORT WESTERN BALKANS AND TURKEY					
4 6 0	Instrument for pre-accession assistance for Western Balkans and Turkey (IPA III)		660,916	p.m.	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.
CHAPTER 4 6			660,916	p.m.	
TITLE 4			1,309,992	p.m.	
5 RESERVE					
5 0	RESERVE FOR ADMINISTRATIVE EXPENDITURE	p.m.	p.m.	p.m.	
5 1	RESERVE FOR OPERATIONAL EXPENDITURE	p.m.	p.m.	p.m.	
TITLE 5		p.m.	p.m.	p.m.	
GRAND TOTAL		15,524,197	16,350,812	15,372,768	

5. ESTABLISHMENT PLAN 2012 FOR THE AGENCY

TEMPORARY AGENTS						
Category & grade	2010		2011		2012	Remarks
	Actually filled at 31.12.2010	Authorised	Actually filled at 30.11.2011	Authorised	Authorised	
AD16						
AD15						
AD14	1	1	1	1	1	
AD13		1	1	1	1	
AD12	2	1	1	2	1	
AD11	1	2	1	1	1	
AD10	2	2	2	3	3	
AD9	2	1	1		1	
AD8	1	5	1	5	3	
AD7	6	8	6	10	6	
AD6	6	3	7	1	7	
AD5						
Total grade AD	21	24	21	24	24	
AST11						
AST10		1		1		
AST9	1		1		1	
AST8						
AST7	1	1	1	2	1	
AST6		2		1	1	
AST5	2	3	2	3	1	
AST4	2	7	6	8	5	
AST3	10	6	5	5	7	
AST2	1		1		2	
AST1	3		3		2	
Total grade AST	20	20	19	20	20	
GRAND TOTAL	41	44	40	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 31.12.2010	Actually filled at 30.11.2011**	2011	2012	Remarks
FG IV		1	1	1	
FG III	14	12	15	15	
FG II	10	11	10	11	
FG I					
Total CA	24	24	26	27	

SECONDED NATIONAL EXPERTS					
Category & grade	Actually filled at 31.12.2010	Actually filled at 30.11.2011	2011	2012	Remarks
AD7					
AD6	0	0	1	1	Cost free SNE as from 2011
AD5					
Total SNE	0	0	1	1	
GRAND TOTAL	24	24	27	28	

*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.

**One CA FG III on leave on personal ground and one CA GF II on invalidity are not included in the column "30.11.2011". Their return is foreseen in 2012.