



**2005 Annual Budget**

**EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK**

**NOVEMBER 2004**

## **CONTENTS**

1. General introduction
2. Justification of main headings
3. Statement of revenue for 2005
4. Statement of expenditure for 2005
5. Establishment Plan for Personnel for 2005

## **1.- GENERAL INTRODUCTION**

Explanatory statement

- 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.

Financial Regulation of 29th September 2003 of the European Agency for Safety and Health at Work

## **2.- JUSTIFICATION OF MAIN HEADINGS**

### **1. Revenue 2005**

The sources of revenue for 2005 consist of a main subsidy from the European Commission, and of smaller grants from the Spanish Government, and the Regional Basque Authorities.

The Agency also expects to receive revenue from the sales of its publications. Furthermore, a subsidy from the EU Presidency in relation to the Closing Event of the European Week 2005 may also be received.

Main aspects of the of the 2005 estimated revenue consist of the established total amount of € 6,080,303 for Titles 1 and 2, and of € 7,300,000 for Title 3.

## **2.- Expenditure**

### **Title 1 - Staff**

The calculation for Title 1 is based on the assumption that the 40 posts mentioned in the proposed Establishment Plan for 2005 will be filled during the year. Total expenditure under Title 1 is € 4,556,173

### **Title 2 - Buildings, equipment and miscellaneous operating expenditure**

Total expenditure under Title 2 has increased slightly in 2005, to a total of € 1,524,130

### **Title 3 - Operational expenditure**

Operational expenditure is entirely related to the implementation of the 2005 Work Programme and amounts to € 7,300,000

### 3. STATEMENT OF REVENUE 2005

Title	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
1	EUROPEAN COMMUNITY SUBSIDY	10,588,000	13,200,000	Total subsidy of the European Community.
2	OTHER SUBSIDIES	180,303	180,303	Total subsidy of the Basque and Spanish Governments.
5	MISCELLANEOUS REVENUE	p.m.	p.m.	Other expected subsidies.
6	REVENUE FROM SERVICES RENDERED AGAINST PAYMENT	p.m.	p.m.	
	<b>GRAND TOTAL</b>	<b>10,768,303</b>	<b>13,380,303</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>1</b>	<b>EUROPEAN COMMUNITY SUBSIDY</b>			
<b>1 0</b>	<b>EUROPEAN COMMUNITY SUBSIDY</b>			
<b>1 0 0</b>	<i>European Community subsidy</i>	10,588,000	13,200,000	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.
	<b>CHAPTER 1 0</b>	<b>10,588,000</b>	<b>13,200,000</b>	
	<b>TITLE 1</b>	<b>10,588,000</b>	<b>13,200,000</b>	
Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>2</b>	<b>OTHER SUBSIDIES</b>			
<b>2 0</b>	<b>OTHER SUBSIDIES</b>			
<b>2 0 0</b>	<i>Grant from the Basque Regional Government</i>	60,101	6,010	This grant is meant to finance current expenditure.
<b>2 0 2</b>	<i>Grant from the Spanish Government</i>	60,101	174,293	This grant is meant to finance current expenditure.
<b>2 0 3</b>	<i>Other grants</i>	60,101	p.m.	Revenue from other grants.
	<b>CHAPTER 2 0</b>	<b>180,303</b>	<b>180,303</b>	
	<b>TITLE 2</b>	<b>180,303</b>	<b>180,303</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
5	MISCELLANEOUS REVENUE			
5 0	PROCEEDS FROM THE SALE OF MOVABLE AND IMMOVABLE PROPERTY			
5 0 0	<i>Proceeds from the sale of movable and immovable property</i>	p.m.	p.m.	Proceeds from the sale of movable and immovable property.
	CHAPTER 5 0			
5 2	REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND OTHER ITEMS			
5 2 0	<i>Revenue from investments or loans, bank interest and other items</i>	p.m.	p.m.	Revenue from investments or loans, bank interest and other items.
	CHAPTER 5 2			
5 4	MISCELLANEOUS REVENUE AVAILABLE FOR REUSE BUT NOT USED			
5 4 0	<i>Miscellaneous revenue available for reuse but not used</i>	p.m.	p.m.	Miscellaneous revenue available for reuse but not used.
	CHAPTER 5 4			
5 9	OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS			
5 9 0	<i>Other revenue from administrative operations</i>	p.m.	p.m.	Other revenue from administrative operations.
	CHAPTER 5 9	p.m.	p.m.	
	TITLE 5	p.m.	p.m.	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
6	REVENUE FROM SERVICES RENDERED AGAINST PAYMENT			
6 0	REVENUE FROM SERVICES RENDERED AGAINST PAYMENT			
6 0 0	<i>Revenue from services rendered against payment</i>	p.m.	p.m.	Revenue from services rendered against payment
6 0 1	<i>Revenue from co-financing agreements</i>	p.m.	p.m.	Revenue from co-financing agreements
6 0 2	<i>Revenue from sale of publications</i>	p.m.	p.m.	Revenue from sale of publications
6 0 3	<i>Proceeds from the letting and hiring of immovable property</i>	p.m.	p.m.	Proceeds from the letting and hiring of immovable property
	CHAPTER 6 0	p.m.	p.m.	
	TITLE 6	p.m.	p.m.	
	GRAND TOTAL	10,768,303	13,380,303	



## 4. STATEMENT OF EXPENDITURE FOR 2005

Title	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
1	<b>STAFF</b>	4,347,597	4,556,173	Total funding for covering personnel costs.
2	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>	1,372,706	1,524,130	Total funding for covering general administrative costs.
3	<b>OPERATING EXPENDITURE</b>	5,048,000	7,300,000	Total funding for operational expenditures.
	<b>GRAND TOTAL</b>	<b>10,768,303</b>	<b>13,380,303</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
1	<b>STAFF</b>			
1 1	<b>STAFF IN ACTIVE EMPLOYMENT</b>			
1 1 0	<i>Staff holding a post provided for in the establishment plan</i>			
1 1 0 0	Basic salaries	2,022,122	2,254,656	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	223,243	259,773	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	311,835	346,199	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	7,669	6,531	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 C employed as shorthand-typists or typists, teleprinter operators, typesetters, executive secretaries or principal secretaries recruited before 1st May 2004.
1 1 0 4	DG ADMIN administrative help	23,100	0	This appropriation has in 2005 been collapsed into line 1177.
	Article 1 1 0	2,587,969	2,867,159	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>1 1 1</b>	<b>Other staff</b>			
1 1 1 0	Auxiliary staff	191,309	81,518	Conditions of employment of other servants of the European Communities, and in particular Article 3 and Title III thereof. This appropriation is intended to cover the remuneration of, and the employer's social security contributions for, auxiliary staff excluding the amounts related to weightings (charged on 1190), recruitment (charged on 1180), travel expenses (charged on 1181) and daily allowance (charged on 1184).
1 1 1 2	Local staff	628,369	620,471	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		30,623	CEOS, and in particular Art. 3 and Title IV thereof. This appropriation is intended to cover remuneration, allowances and indemnities and the employer's social security contributions. Amounts related to weighting factor, recruitment, travel expenses and daily allowances are charged respectively on items 1190, 1180, 1181 and 1184.
	Article 1 1 1	819,678	732,612	
<b>1 1 2</b>	<b>Professional training of staff</b>			
1 1 2 0	Professional training of staff	42,000	43,092	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, 54 and 81 of the CEOS.
	Article 1 1 2	42,000	43,092	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>1 1 3</b>	<b>Employer's social security contributions</b>			
1 1 3 0	Insurance against sickness	72,179	76,080	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	18,832	19,468	Staff Regulations applicable to officials of the European Communities, and in particular Article 73 thereof and Art. 28 and 95 if 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	17,366	28,505	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.	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	108,377	124,053	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>1 1 4</b>	<b>Miscellaneous allowances and grants</b>			
1 1 4 0	Childbirth and death allowances and grants	450	p.m.	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	59,983	105,213	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, their spouses and dependants, from their place of employment to their place of origin.
1 1 4 2	Housing and transport allowances	p.m.	0	Following new Staff Regulations this item does not apply as of May 1st 2004.
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	60,433	105,213	
<b>1 1 5</b>	<b>Overtime</b>	p.m.	p.m.	Staff Regulations applicable to officials of the European Communities, and 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 in categories C* and D* and local staff whom it has not been possible to compensate by free time under the normal arrangements.
	Article 1 1 5	p.m.	p.m.	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>1 1 7</b>	<b>Supplementary services</b>			
1 1 7 5	Interim Services	10,000	32,137	This appropriation is intended to cover use of interim services, mainly typists. Recourse to interim services is useful when certain departments require flexibility in adapting to ad hoc needs.
1 1 7 6	Officials on secondment from Member States	41,188	51,027	This appropriation is intended to enable the Agency to organise a programme of exchange for civil servants from Member States.
1 1 7 7	DG ADMIN administrative help		27,500	This appropriation is intended to cover the charge made by DG ADMIN for preparing the salaries.
	Article 1 1 7	51,188	110,664	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>1 1 8</b>	<b>Miscellaneous expenditure on staff recruitment and transfer</b>			
1 1 8 0	Miscellaneous expenditure on staff recruitment	90,000	40,533	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.
1 1 8 1	Travel expenses	33,857	29,784	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, 92 and 67 of CEOS. This appropriation is intended to cover the travel expenses of relevant staff (including members of their families) entering or leaving the service.
1 1 8 2	Installation, resettlement and transfer allowances	178,633	146,146	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	257,340	231,000	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 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	57,956	79,688	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, 69 and 92 of the Conditions of Employment of other Servants This appropriation is intended to cover the daily subsistence allowances due to staff able to prove that they were obliged to change their place of residence after taking up their duties (including transfer).
	Article 1 1 8	617,786	527,151	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>1 1 9</b>	<b><i>Salary weightings — Adjustments to remuneration</i></b>			
1 1 9 0	Salary weightings	42,621	26,729	Staff Regulations applicable to officials of the European Communities, and in particular Articles 64 and 65 thereof and Art. 20, 64 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	42,621	26,729	
	<b>CHAPTER 1 1</b>	<b>4,330,052</b>	<b>4,536,673</b>	
<b>1 4</b>	<b>SOCIOMEDICAL INFRASTRUCTURE</b>			
<b>1 4 1</b>	<b><i>Medical service</i></b>	13,545	15,000	This appropriation is intended to cover all expenditure relating to the medical service, preventative actions and the travel expenses of the Agency medical adviser, notably Art. 59 of the Staff Regulations.
<b>1 4 2</b>	<b><i>Other welfare expenditure</i></b>	4,000	4,500	This appropriation is intended to cover expenditure by the Agency on the social welfare activities of its staff
	<b>CHAPTER 1 4</b>	<b>17,545</b>	<b>19,500</b>	
<b>1 5</b>	<b>MOBILITY</b>			
<b>1 5 2</b>	<b><i>Mobility</i></b>			
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	p.m.	p.m.	This appropriation is intended to cover expenditure relating to trainees.
	Article 1 5 2	p.m.	p.m.	
	<b>CHAPTER 1 5</b>	<b>p.m.</b>	<b>p.m.</b>	



Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>1 6</b>	<b>SOCIAL WELFARE</b>			
<b>1 6 0</b>	<i>Special assistance grants</i>	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
<b>1 6 2</b>	<i>Other social expenditure</i>	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.
<b>1 6 3</b>	<i>Nursery centre</i>	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.
<b>1 6 4</b>	<i>Additional aid for disabled persons</i>	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.
	<b>CHAPTER 1 6</b>	<b>p.m.</b>	<b>p.m.</b>	
<b>1 9</b>	<b>PENSIONS AND SEVERANCE GRANTS</b>			
<b>1 9 0</b>	<i>Pensions and severance grants</i>	p.m.	p.m.	
	<b>CHAPTER 1 9</b>	<b>p.m.</b>	<b>p.m.</b>	
	<b>TITLE 1</b>	<b>4,347,597</b>	<b>4,556,173</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE</b>			
<b>2 0</b>	<b>RENTAL OF BUILDINGS AND ASSOCIATED COSTS</b>			
<b>2 0 0</b>	<b>Rent</b>			
2 0 0 0	Rent	501,800	514,847	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.
<b>2 0 1</b>	<b>Insurance</b>			
2 0 1 0	Insurance	10,000	11,260	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.
<b>2 0 2</b>	<b>Water, gas, electricity and heating</b>			
2 0 2 0	Water, gas, electricity and heating	68,000	78,872	This appropriation is intended to cover current expenditure.
<b>2 0 3</b>	<b>Cleaning and maintenance</b>			
2 0 3 0	Cleaning and maintenance	46,300	57,504	This appropriation is intended to cover the costs of cleaning and upkeep of the premises used by the Agency.
<b>2 0 4</b>	<b>Fitting-out of premises</b>			
2 0 4 0	Fitting-out of premises	94,000	77,650	This appropriation is intended to cover the fitting-out of the premises and repairs in the building.
<b>2 0 5</b>	<b>Security and surveillance of buildings</b>			
2 0 5 0	Security and surveillance of buildings	76,000	80,000	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.
<b>2 0 9</b>	<b>Administrative expenditure, taxes</b>			
2 0 9 0	Administrative expenditure, taxes	3,500	3,591	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.
	<b>CHAPTER 2 0</b>	<b>799,600</b>	<b>823,724</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	
<b>2 1</b>	<b>INFORMATION TECHNOLOGY</b>			
<b>2 1 0</b>	<b><i>I.T. operating expenditure</i></b>			
2 1 0 0	I.T. operating expenditure	171,200	185,141	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	171,200	185,141	
<b>2 1 2</b>	<b><i>Services provided by I.T. staff</i></b>			
2 1 2 0	Services provided by I.T. staff	78,000	102,089	This appropriation is intended to cover expenditure on external operating staff (help-desk, operators, administrators, system engineers, etc.).
	Article 2 1 2	78,000	102,089	
<b>2 1 3</b>	<b><i>Technical installations and electronic office equipment</i></b>			
2 1 3 0	New and replacement purchases	96,806	53,288	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	1,000	6,026	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	12,000	25,390	This appropriation is intended to cover the costs of maintaining and repairing the technical installations.
2 1 3 4	Electronic office equipment	3,000	3,078	This appropriation is intended to cover unforeseen costs associated with electronic office equipment.
	Article 2 1 3	112,806	87,782	
	<b>CHAPTER 2 1</b>	<b>362,006</b>	<b>375,012</b>	
<b>2 2</b>	<b>MOVABLE PROPERTY ASSOCIATED COSTS</b>			
<b>2 2 1</b>	<b><i>New and replacement furniture purchases, furniture maintenance and repair</i></b>			
2 2 1 0	New and replacement purchases, furniture maintenance and repair	15,000	45,520	This appropriation is intended to cover Agency requirements for furniture, soft furnishings, kitchen equipment and installations.
	Article 2 2 1	15,000	45,520	
<b>2 2 3</b>	<b><i>Office vehicle</i></b>			
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	4,000	4,104	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	4,000	4,104	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>2 2 5</b>	<b>Documentation and library expenditure</b>			
2 2 5 0	Publications and subscriptions	4,500	6,669	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 and data bases.
2 2 5 1	Special library, documentation and reproduction equipment, binding and upkeep of library books	500	513	This appropriation is intended to cover the purchase of specialised equipment and the binding and upkeep of books and periodicals.
	Article 2 2 5	5,000	7,182	
	<b>CHAPTER 2 2</b>	<b>24,000</b>	<b>56,806</b>	
<b>2 3</b>	<b>CURRENT ADMINISTRATIVE EXPENDITURE</b>			
<b>2 3 0</b>	<b>Stationery and office supplies</b>			
2 3 0 0	Stationery and office supplies	25,000	37,189	This appropriation is intended to cover the purchase of stationery and office supplies.
	Article 2 3 0	25,000	37,189	
<b>2 3 2</b>	<b>Financial charges</b>			
2 3 2 0	Bank charges	20,000	23,085	This appropriation is intended to cover bank charges, the cost of connecting to the interbank telecommunications network and the hiring of a bank safe deposit box.
2 3 2 1	Exchange rate losses	1,000	1,026	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	500	513	This appropriation is intended to cover other financial charges
	Article 2 3 2	21,500	24,624	
<b>2 3 3</b>	<b>Outsourced services</b>			
2 3 3 0	Legal expenses	15,000	20,390	This appropriation is intended to cover the Agency's legal expenses.
2 3 3 1	Internal Audit services		p.m.	This appropriation is intended to cover the Agency's expenses on internal audit services.
	Article 2 3 3	15,000	20,390	
<b>2 3 4</b>	<b>Damages</b>			
2 3 4 0	Damages	p.m.	p.m.	This appropriation is intended to cover damages payable.
	Article 2 3 4	p.m.	p.m.	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>2 3 5</b>	<b>Other operating expenditure</b>			
2 3 5 0	Miscellaneous insurance	600	616	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	7,000	9,182	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	500	5,513	This item is intended to cover the cost of removals within the building.
2 3 5 9	Other expenditure	500	513	This appropriation is intended to cover other operating expenditure not specifically provided for.
	Article 2 3 5	8,600	15,824	
	<b>CHAPTER 2 3</b>	<b>70,100</b>	<b>98,027</b>	
<b>2 4</b>	<b>POSTAGE AND TELECOMMUNICATIONS</b>			
<b>2 4 0</b>	<b>Postage and delivery charges</b>			
2 4 0 0	Postage and delivery charges	37,000	30,562	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	Article 2 4 0	37,000	30,562	
<b>2 4 1</b>	<b>Telecommunications</b>			
2 4 1 0	Telephone, telegraph, telex, radio and television subscriptions and charges	80,000	140,000	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	80,000	140,000	
	<b>CHAPTER 2 4</b>	<b>117,000</b>	<b>170,562</b>	
	<b>TITLE 2</b>	<b>1,372,706</b>	<b>1,524,130</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>3</b>	<b>OPERATING EXPENDITURE</b>			
<b>3 0</b>	<b>GENERAL OPERATING EXPENDITURE</b>			
<b>3 0 0</b>	<b><i>Focal Points activities including expert group activities, meetings and interpretation costs</i></b>			
3 0 0 0	Information request and other costs	p.m.	p.m.	This appropriation is intended to cover the costs of replying to information requests (to be answered by the Focal Points), and the establishment of small reports based on their results, and to cover other costs related to the management of the Focal Point system.
3 0 0 1	Focal Point subsidy	940,000	940,000	This appropriation is intended to support the activities of the Agency's network of Focal Points to ensure the effective dissemination of Agency information and campaign messages at Member State level. This is implemented through grant agreements between the Agency and Focal Points for co-funding of eligible activities such as the stimulation of European Week activities and other dissemination actions.
3 0 0 2	Meetings of Focal Points	108,000	110,808	This appropriation is intended to cover the operating expenses of the Focal Point Network, including travel and subsistence expenses, interpretation costs if necessary, and the hire of rooms if necessary.
	Article 3 0 0	1,048,000	1,050,808	
<b>3 0 1</b>	<b><i>Establishment and management of the information network on Internet</i></b>			
3 0 1 0	Establishment and management of the information network on Internet	400,000	250,000	This appropriation is intended to cover the management and development of the Agency's electronic communications. This includes the "third generation" of network websites including multilingual websites in up to 20 languages, the Agency extranet and intranet.
	Article 3 0 1	400,000	250,000	
<b>3 0 2</b>	<b><i>Information projects and schemes / Topic Centres (TC) and external contractors</i></b>			
3 0 2 0	Risk Observatory	36,500	628,500	This appropriation covers the establishment and development of the Risk Observatory. It includes in particular previous projects on OSH monitoring and Emerging risks (TC Research).
3 0 2 1	Good Safety and Health Practice (TC)	616,000	0	This appropriation has in 2005 been collapsed into lines 3020 and 3024.

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
3 0 2 2	Research Work and Health (TC)	320,000	0	This appropriation has in 2005 been collapsed into lines 3020 and 3024.
3 0 2 3	Good Safety and Health Practice (TC) New Member States	240,000	0	This appropriation has in 2005 been collapsed into line 3024.
3 0 2 4	Work Environment		1,150,000	This appropriation covers the work of the previous TC on GPSP (EU15 and new Member States).
	Article 3 0 2	1,212,500	1,778,500	
<b>3 0 3</b>	<b>Conferences, seminars, workshops and public events, promotional activities, ad-hoc meetings etc.</b>			
3 0 3 0	Conferences, seminars, workshops, public events, promotional activities etc.	130,000	530,000	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 Work Programme. 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 Work Programme.
3 0 3 2	Other Meetings	65,000	66,690	This appropriation is intended to cover the operating expenses of other meetings such as ad-hoc group meetings or other meetings of experts (including travel and subsistence expenses, interpretation costs if necessary, and the hire of rooms if necessary).
	Article 3 0 3	195,000	596,690	
<b>3 0 4</b>	<b>Editing, publication and distribution of information, and other activities</b>			
3 0 4 0	Publication and distribution of results of studies and of other information activities and corporate products	310,303	270,000	This appropriation is intended to cover the publication and distribution costs (including databases and mailing) of results of studies, other information activities and corporate publications (annual report, magazine, Agency budget, etc.) which will contribute to the implementation of the Agency's Work Programme.
3 0 4 4	Editing	51,250	51,250	This appropriation is intended to cover the costs of editing.
	Article 3 0 4	361,553	321,250	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>3 0 6</b>	<b>Translation and interpretation</b>			
3 0 6 0	Translation of studies, reports and working documents	712,767	719,705	This appropriation is intended to cover the translation of studies, reports, as well as working documents for the Administrative Board and Bureau and for congresses, seminars, etc. into the different Community languages. The translation work will mainly be carried out by the Translation Centre for the Bodies of the European Union in Luxembourg. Exceptionally, however, recourse may be made to freelance translators where the Translation Centre is unable for any reason to carry out the work.
3 0 6 1	Interpretation	33,000	p.m.	This appropriation is intended to cover interpreting services to be billed to the Agency by the institutions, particularly the Commission. It is also intended to cover the payment of freelance interpreters hired by the Agency for non-routine conferences for which the Commission is unable to provide interpreting. In addition to remuneration, this includes contributions to a life insurance scheme and insurance against sickness, accident and death, and reimbursement, for freelance translators whose business address is not at the place of employment, of travel expenses and payment of fixed travel allowances.
	Article 3 0 6	745,767	719,705	
<b>3 0 7</b>	<b>Preparation, organisation and management of a European Week for Safety and Health at Work</b>			
3 0 7 2	Preparation, organisation and management of a European Week for Safety and Health at Work	615,000	400,000	This appropriation is intended to cover the costs of the production and distribution of campaign material, organization and management of conferences (closing event and good practice award scheme), seminars, exhibitions, public events, promotional activities and evaluations within the framework of a European Week for Safety and Health at Work.
	Article 3 0 7	615,000	400,000	
<b>3 0 8</b>	<b>Meetings of the Administrative Board and its Bureau</b>			
3 0 8 0	Meetings of the Administrative Board and its Bureau	261,680	205,000	This appropriation is intended to cover the operating expenses of the Administrative Board and its Bureau, including travel and subsistence expenses, interpretation costs, and hire of rooms if necessary.
	Article 3 0 8	261,680	205,000	



Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
<b>3 0 9</b>	<b><i>Mission, entertainment and representation expenses</i></b>			
3 0 9 1	Mission expenses, duty travel expenses and other ancillary expenditure	200,000	219,351	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 service, in accordance with the provisions of the Staff Regulations applicable to officials of the European Communities.
3 0 9 2	Entertainment and representation expenses	8,500	8,696	This appropriation is intended to cover entertainment and representation expenses.
	Article 3 0 9	208,500	228,047	
	<b>CHAPTER 3 0</b>	<b>5,048,000</b>	<b>5,550,000</b>	
<b>3 1</b>	<b>SMALL AND MEDIUM-SIZED ENTERPRISES (SME)</b>			
<b>3 1 1</b>	<b><i>Support to projects</i></b>			
3 1 1 0	Support to projects	p.m.	0	This appropriation is intended to finance measures in favour of SMEs for the development and exchange of effective good practice examples that reduce safety and health risks.
<b>3 1 2</b>	<b><i>Agency's information actions</i></b>			
3 1 2 0	Agency's information actions	p.m.	0	This appropriation is intended to cover the organization of information actions by the Agency, in particular to promote the awarded project outcomes.
<b>3 1 4</b>	<b><i>Evaluation SME</i></b>			
3 1 4 0	Evaluation SME	p.m.	p.m.	This appropriation is intended to cover the evaluation and reporting by an external contractor of the SME funding schemes.
	Article 3 1 0	p.m.	p.m.	
	<b>CHAPTER 3 1</b>	<b>p.m.</b>	<b>p.m.</b>	

Article Item	Heading	Approp. 2004 (€) (EU25)	Approp. 2005 (€)	Remarks
3 2	PHARE PROGRAMME			
3 2 0	PHARE PROGRAMME			Preparatory measures for the future participation in the Agency of Romania and Bulgaria. It is anticipated the Agency will sign before end-2004 a contract for a subsidy of € 500,000 for a Phare III Programme, which will run until end-June 2006. According to the contract to be signed, the use of funds will follow the budget lines indicated below.
3210	Travel costs	p.m.	p.m.	
3220	Translation	p.m.	p.m.	
3230	European Week workshop	p.m.	p.m.	
3240	Webmasters	p.m.	p.m.	
3250	Good Practice TC	p.m.	0	
3260	Administrative costs	p.m.	p.m.	
	Article 3 2 0	p.m.	p.m.	
	<b>CHAPTER 3 2</b>	<b>p.m.</b>	<b>p.m.</b>	
3 3	ENLARGEMENT ACTION PLAN			
3 3 0	ENLARGEMENT ACTION PLAN		1,750,000	This appropriation is intended to cover the implementation of the Enlargement Action Plan (EAP) to improve levels of health and safety in the 10 New Member States. Activities includes, in particular awareness raising and SME transfer of knowledge related activities
	Article 3 3 0		1,750,000	
	<b>CHAPTER 3 3</b>		<b>1,750,000</b>	
	<b>TITLE 3</b>	<b>5,048,000</b>	<b>7,300,000</b>	
	<b>GRAND TOTAL</b>	<b>10,768,303</b>	<b>13,380,303</b>	

**ESTABLISHMENT PLAN FOR THE AGENCY  
2005**

**TEMPORARY AGENTS**

Category and grade	Posts			Remarks
	2004	2004	2005	
	Actually filled at 01.10.2004	Authorised	Authorised	
A*16				
A*15	1	1	1	
A*14				
A*13				
A*12	1	3	3	
A*11	3	6	6	
A*10	3	3	3	
A*9	1			
A*8	2	3	3	
A*7		3	4	
A*6	2			
A*5				
<b>Total grade A</b>	<b>13</b>	<b>19</b>	<b>20</b>	2 posts A*6 are about to be finalised (offers made), other 3 procedures are still on process.
B*11				
B*10		1	1	
B*9				
B*8	1	4	4	
B*7	1	3	3	
B*6	4	2	2	
B*5	2	2	2	
B*4	2			
B*3		1	2	
<b>Total grade B</b>	<b>10</b>	<b>13</b>	<b>14</b>	2 procedures concerning 2 posts B*3 are finalised (staff will take up duties next 01/12/04). 1 procedure is still on process (interview stage).
C*7				
C*6		1	1	
C*5		1	1	
C*4	1	1	1	
C*3	1	1	1	
C*2	2	1	1	
C*1		1	1	
<b>Total grade C</b>	<b>4</b>	<b>6</b>	<b>6</b>	2 procedures were launched
<b>Total</b>	<b>27</b>	<b>38</b>	<b>40</b>	