

AMENDING 2 TO BUDGET & ESTABLISHMENT PLAN 2013

EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK

November 2013

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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 Safety and Health at Work (OSALAN) of 1st of June 2010

Agreement 2011/273-995 for Instrument for pre-accession assistance for Western Balkans and Turkey - IPA III

Agreement 30-CE-0535286/00-84 between EU-OSHA and the European Union for the Pilot Project "Health and Safety at Work of Older Workers"

1.2. Explanatory statement

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

- in the section revenue : the decrease of € 20,000 in the annual grant received from Basque Regional Government and the of record the actual income of € 80,000 received in 2013;
- in the section revenue: the increase of € 39,900 in the annual grant received from the Spanish Government and the record of the actual income of € 100,000 received in 2013;
- in the section expenditure: increase of € 19,900 for the budget item 2359 - "Other expenditure" corresponding to the effective increase of the annual income for the Agency in 2013;
- in the section expenditure: inclusion of the transfers of appropriations TR/01/13, TR/02/13, TR/03/13, TR/04/13 & TR/05/13 following respective earlier Director's decisions communicated to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet.

2. JUSTIFICATION OF MAIN HEADINGS

2.1. Revenue 2013

The sources of revenue for 2013 are therefore:

- a subsidy from the European Union of € 15,071,880 which consists in :
 - € 14,035,000 : main subsidy from the European Union;
 - € 643,900 : budget outturn 2011 returned to the European Commission in 2012;
 - € 392,980 of EEA-EFTA funds which are 2,80% applied to the main subsidy from the European Union;
- a total of € 180,000 from Spanish and local authorities.
- a earmarked revenue of € 558,740.23 for the programme IPA III, result of the respective carry-over/carry-forward of the 2012 appropriations to 2013 and second instalment of pre-financing for the project in 2013 (€ 119,542.00).
- a earmarked revenue of € 1,650,000 for the Pilot Project "Health and Safety at Work of Older Workers", result of the respective carry-over/carry-forward of the 2012 appropriations to 2013 and second instalment of pre-financing for the project in 2013 (€ 650,000).

The new total estimated revenue in 2013 is therefore € 17,460,620.

2.2. Expenditure 2013

Title 1 - Staff

The amending budget 2 includes the transfer of appropriations TR/04/13 & TR/05/13 following respective earlier Director's decisions communicated to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet.

The new total expenditure under Title 1 is proposed at € 5,494,000. Compared to the first amending budget 2013, this corresponds to a **decrease of € 160,000**.

Title 2 - Buildings, equipment and miscellaneous operating expenditure

The amending budget 2 includes the transfer of appropriations TR/01/13, TR/03/13, TR/04/13 & TR/05/13 following respective earlier Director's decisions communicated to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet.

The budget item "2359 – Other expenditure" is increased of € 19,900 corresponding to the effective increase of the annual income for the Agency in 2013

The new total expenditure under Title 2 in 2013 is € 1,860,375. Compared to the first amending budget 2013, this corresponds to an **increase of € 179,900**.

Title 3 - Operational expenditure

The amending budget 2 includes the transfer of appropriations TR/02/13 following respective earlier Director's decisions communicated to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet.

The total expenditure under Title 3 is proposed at € 7,897,505 and remains unchanged.

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

The total expenditure under Title 4 in 2013 remains unchanged at € 2,208,740

Title 5 - Reserve

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

The new total estimated expenditure in 2013 is therefore € 17,460,620.

3. STATEMENT OF REVENUE

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
1 0	EUROPEAN UNION SUBSIDY				
1 0 0	European Union subsidy	14,035,000		14,035,000	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 Union subsidy	643,900		643,900	This appropriation is intended to cover any other revenues coming from the European Union as a result of the Agency budgetary surplus of year N-2.
1 0 2	EEA-EFTA Contribution	392,980		392,980	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	15,071,880		15,071,880	
	TITLE 1	15,071,880		15,071,880	
2 0	OTHER SUBSIDIES				
2 0 0	Grant from the Basque Regional Government	100,000	-20,000	80,000	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	39,900	100,000	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	19,900	180,000	
2 2	OTHER SUBSIDY FOR SPECIFIC PROJECTS				
2 2 0	Subsidy from the European Commission - DG ELARG for IPA III programme (earmarked)	558,740		558,740	This article corresponds to earmarked IPA III revenue financed by the European Commission. The program will run up to 2014 for a total amount of € 900,000.
2 2 1	Subsidy from the European Commission - DG EMPL for Pilot Project "Health and Safety at Work of Older Workers" (earmarked)	1,650,000		1,650,000	This article corresponds to earmarked revenue for the Pilot Project "Health and Safety at Work of Older Workers" financed by the European Commission. The corresponding delegation agreement will run up to 2015 for a total amount of € 2,000,000.
	CHAPTER 2 2	2,208,740		2,208,740	
	TITLE 2	2,368,840	19,900	2,388,740	
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.	Proceeds from the sale of movable and immovable property.
	CHAPTER 5 0	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.	Revenue from investments or loans, bank interest and other items.
	CHAPTER 5 2	p.m.		p.m.	
5 4	MISCELLANEOUS REVENUE				
5 4 0	Miscellaneous revenue	p.m.		p.m.	Miscellaneous revenue
	CHAPTER 5 4	p.m.		p.m.	
5 9	OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS				
5 9 0	Other revenue from administrative operations	p.m.		p.m.	Other revenue from administrative operations.
	CHAPTER 5 9	p.m.		p.m.	
	TITLE 5	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.	Revenue from services rendered against payment
6 0 1	Revenue from co-financing agreements	p.m.		p.m.	Revenue from co-financing agreements
6 0 2	Revenue from sale of publications	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.	Proceeds from the letting and hiring of immovable property
	CHAPTER 6 0	p.m.		p.m.	
	TITLE 6	p.m.		p.m.	
	GRAND TOTAL	17,440,720	19,900	17,460,620	

4. STATEMENT OF EXPENDITURE

	Activity	Appropriations			Remarks
		2013	Amending 2	New amount	
1	COMMUNICATION, PROMOTION AND CAMPAIGNING	3,674,816	-170,000	3,504,816	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	1,349,000		1,349,000	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	2,873,689	170,000	3,043,689	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	7,334,475	19,900	7,354,375	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	2,208,740		2,208,740	This activity corresponds to programs financed by earmarked contracts.
GRAND TOTAL		17,440,720	19,900	17,460,620	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
1	STAFF	5,654,000	-160,000	5,494,000	Total funding for covering personnel costs.
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING EXPENDITURE	1,680,475	179,900	1,860,375	Total funding for covering general administrative costs.
3	OPERATIONAL EXPENDITURE	7,897,505		7,897,505	Total funding for operational expenditures.
4	EXPENDITURE FOR IMPLEMENTING SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY	2,208,740		2,208,740	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	17,440,720	19,900	17,460,620	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	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	3,030,000	-95,000	2,935,000	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	485,000	-46,000	439,000	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	421,000	-8,000	413,000	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	4,200		4,200	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	3,940,200	-149,000	3,791,200	
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	1,008,000		1,008,000	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	1,043,000		1,043,000	
1 1 2	Professional training of staff				
1 1 2 0	Professional training of staff	80,000		80,000	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	80,000		80,000	
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 (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	204,000		204,000	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
1 1 4	Miscellaneous allowances and grants				
1 1 4 0	Childbirth and death allowances and grants	800		800	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	80,000	-5,000	75,000	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	80,800	-5,000	75,800	
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.		p.m.	
1 1 7	Supplementary services				
1 1 7 5	Interim Services	64,000		64,000	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	49,000		49,000	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	113,000		113,000	
1 1 8	Miscellaneous expenditure on staff recruitment and transfer				
1 1 8 0	Miscellaneous expenditure on staff recruitment	16,000		16,000	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	38,000	-3,000	35,000	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	24,000		24,000	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	30,000	-3,000	27,000	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	111,000	-6,000	105,000	
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		20,000	
	CHAPTER 1 1	5,592,000	-160,000	5,432,000	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
1 4	SOCIOMEDICAL INFRASTRUCTURE				
1 4 1	<i>Medical service</i>	29,000		29,000	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>	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	34,000		34,000	
1 5	MOBILITY				
1 5 2	<i>Mobility</i>				
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	28,000		28,000	This appropriation is intended to cover expenditure relating to trainees.
	Article 1 5 2	28,000		28,000	
	CHAPTER 1 5	28,000		28,000	
1 6	SOCIAL WELFARE				
1 6 0	<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 official who find themselves in difficult circumstances.
1 6 2	<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.
1 6 3	<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.
1 6 4	<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.
	CHAPTER 1 6	p.m.		p.m.	
1 8	REGULARIZATION OF ACCUMULATED LOSSES				
1 8 0	<i>Regularization of accumulated losses</i>	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.	
1 9	PENSIONS AND SEVERANCE GRANTS				
1 9 0	<i>Pensions and severance grants</i>	p.m.		p.m.	This appropriation is intended to cover pensions and severance grants.
	CHAPTER 1 9	p.m.		p.m.	
	TITLE 1	5,654,000	-160,000	5,494,000	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	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	714,000	-60,000	654,000	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	8,750		8,750	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	111,000	-6,000	105,000	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	64,000	-40,000	24,000	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	8,000	310,000	318,000	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	-9,000	56,500	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	500	486	986	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	971,750	195,486	1,167,236	
2 1 0	I.T. operating expenditure				
2 1 0 0	I.T. operating expenditure	240,000	-3,000	237,000	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	240,000	-3,000	237,000	
2 1 2	Services provided by I.T. staff				
2 1 2 0	Services provided by I.T. staff	151,832	11,000	162,832	This appropriation is intended to cover expenditure on external operating staff (help-desk, operators, administrators, system engineers, etc.).
	Article 2 1 2	151,832	11,000	162,832	
2 1 3	Technical installations and electronic office equipment				
2 1 3 0	New and replacement purchases	70,293		70,293	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	71,093		71,093	
	CHAPTER 2 1	462,925	8,000	470,925	
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		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	1,650		1,650	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	1,650		1,650	
2 2 5	Documentation and library expenditure				
2 2 5 0	Publications and subscriptions	10,500		10,500	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.
	Article 2 2 5	10,500		10,500	
	CHAPTER 2 2	39,150		39,150	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
2 3	CURRENT ADMINISTRATIVE EXPENDITURE				
2 3 0	Stationery and office supplies				
2 3 0 0	Stationery and office supplies	10,000		10,000	This appropriation is intended to cover the purchase of stationery and office supplies.
	Article 2 3 0	10,000		10,000	
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.
	Article 2 3 2	2,000		2,000	
2 3 3	Outsourced services				
2 3 3 0	Legal expenses	20,500	-18,000	2,500	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	-18,000	2,500	
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	p.m.		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
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	37,414	38,914	This appropriation is intended to cover other operating expenditure not specifically provided for.
	Article 2 3 5	8,150	37,414	45,564	
	CHAPTER 2 3	40,650	19,414	60,064	
2 4	POSTAGE AND TELECOMMUNICATIONS				
2 4 0	Postage and delivery charges				
2 4 0 0	Postage and delivery charges	11,500		11,500	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	Article 2 4 0	11,500		11,500	
2 4 1	Telecommunications				
2 4 1 0	Telephone, telegraph, telex, radio and television subscriptions and charges	154,500	-43,000	111,500	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	-43,000	111,500	
	CHAPTER 2 4	166,000	-43,000	123,000	
	TITLE 2	1,680,475	179,900	1,860,375	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
3	OPERATIONAL EXPENDITURE				
3 2	COMMUNICATION, CAMPAIGNING AND PROMOTION				
3 2 0	Communication, Campaigning And Promotion				
3 2 0 0	Communication	1,150,000	-70,000	1,080,000	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	1,804,816		1,804,816	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	670,000	-100,000	570,000	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		50,000	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	3,674,816	-170,000	3,504,816	
	CHAPTER 3 2	3,674,816	-170,000	3,504,816	
ACTIVITY NETWORKING AND COORDINATION					
3 3	NETWORKING AND COORDINATION				
3 3 0	Networking and Coordination				
3 3 0 0	Networking and Coordination	510,000		510,000	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	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	700,000		700,000	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	130,000		130,000	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	1,349,000		1,349,000	
	CHAPTER 3 3	1,349,000		1,349,000	
ACTIVITY - PREVENTION AND RESEARCH					
3 4	PREVENTION AND RESEARCH				
3 4 0	PREVENTION AND RESEARCH				
3 4 0 0	Prevention and Research information	2,773,689	170,000	2,943,689	This appropriation covers the activities proposed for the Prevention and Research Unit (PRU) in the AMP-2013. 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; 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
3 4 0 9	Mission expenses, duty travel expenses and other ancillary expenditure for "Prevention and research Unit".	100,000		100,000	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	2,873,689	170,000	3,043,689	
	CHAPTER 3 4	2,873,689	170,000	3,043,689	
	TITLE 3	7,897,505	0	7,897,505	

Budget Title	Heading	Appropriations			Remarks
		2013	Amending 2	New amount	
SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY					
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 (earmarked)	558,740		558,740	
CHAPTER 4 6		558,740	0	558,740	
4 7	HEALTH AND SAFETY AT WORK OF OLDER WORKERS				This chapter includes the measures on identification, exchange and sharing of good practices on the occupational safety and health and older workers implementing the delegation agreement between the European Union and EU-OSHA (Pilot project - Health and Safety at Work of Older Workers). The Total amount is €2,000,000 for 2012-2015.
4 7 0	Health and Safety at Work of Older Workers (earmarked)	1,650,000		1,650,000	
CHAPTER 4 7		1,650,000	0	1,650,000	
TITLE 4		2,208,740	0	2,208,740	
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		17,440,720	19,900	17,460,620	

5. ESTABLISHMENT PLAN 2013 FOR THE AGENCY

<i>TEMPORARY AGENTS</i>				
Category & grade	2012		2013	Remarks
	Actually filled at 31.12.2012	Authorised	Authorised	
AD16				
AD15				
AD14	1	1	1	
AD13	1	1	1	
AD12	1	1	1	
AD11	1	1	1	
AD10	2	3	3	
AD9	2	1	1	
AD8	3	3	5	
AD7	6	6	5	
AD6	7	7	6	
AD5				
Total grade AD	24	24	24	
AST11				
AST10				
AST9	1	1	1	
AST8				
AST7		1	1	
AST6		1	1	
AST5	2	1	1	
AST4	6	5	6	
AST3	5	7	6	
AST2	2	2	3	
AST1	2	2	1	
Total grade AST	18	20	20	
GRAND TOTAL	42	44	44	

**6. ESTIMATE OF NUMBER OF CONTRACT AGENTS (EXPRESSED IN FULL-TIME EQUIVALENT)
AND SECONDED NATIONAL EXPERTS IN 2013**

CONTRACT AGENTS*				
Function group & grade	Actually filled at 31.12.2012	2012	2013	Remarks
FG IV	1	1	1	
FG III	11	15	13	
FG II	12	10	10	
FG I				
Total CA	24	26	24	

SECONDED NATIONAL EXPERTS				
	Actually filled at 31.12.2012	2012	2013	Remarks
SNE	0	1	-	Cost free SNE as from 2011
Total SNE	0	1	-	
GRAND TOTAL	24	27	24	

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

TRANSFERS OF APPROPRIATIONS 2013

#	Ref.	Title	from to	item	Amounts	Transfer	Total transfers	FR Check Art. 23 10% limit	Cumulated amount	%
TR/01/13	OSH.3169	Title 2	from to	2359 2090	- 486.00 486.00	486.00	486.00	n/a	n/a	n/a

Justification : Further appropriations (EUR 486) necessary in budget line 2090 for covering local taxes for the Agency's parking slot.

TR/02/13	OSH.3178	Title 3	from to	3200 3202 3400	- 70,000.00 - 100,000.00 170,000.00	170,000.00	170,486.00	n/a	n/a	n/a
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Justification : Less services than expected for the project Awareness Raising Portfolio (CPU) leads to an availability of EUR 170,000 to dedicate to ESENER in 2013 (PRU) as anticipation of possible budgetary constraints in 2014.

TR/03/13	OSH.3192	Title 2	from to	2100 2410 2120	- 3,000.00 - 8,000.00 11,000.00	11,000.00	181,486.00	n/a	n/a	n/a
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Justification : Further appropriations (EUR 11,000) necessary for contracting additional ICT support in 2013.

TR/04/13	OSH.3196	Title 1	from	1100	- 95,000.00	100,000.00	281,486.00	checked checked	95,000.00	3.1%
				1101	- 5,000.00				5,000.00	1.0%
		Title 2	from	2000	- 60,000.00	168,000.00	449,486.00			
				2020	- 6,000.00					
				2030	- 40,000.00					
				2050	- 9,000.00					
				2330	- 18,000.00					
				2410	- 35,000.00					
		Title 2	to	2040	250,000.00					
				2359	18,000.00					

Justification : Appropriations (EUR 268,000) necessary for the removal of EU-OSHA to the new seat of Miribilla. In particular, expressed needs are for the fitting-out of the new premises and removal related costs. The transfers of appropriations between budget items of titles 1 & 2 are in line with the provisions of the article 23 of the Agency's Financial Regulation:

"The Director may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made."

TR/05/13	OSH.3201	Title 1	from	1101	-	41,000.00	60,000.00	509,486.00	checked	46,000.00	9.5%
				1102	-	8,000.00			checked	8,000.00	1.9%
				1141	-	5,000.00			checked	5,000.00	6.3%
				1182	-	3,000.00			checked	3,000.00	7.9%
				1184	-	3,000.00			checked	3,000.00	10.0%
		Title 2	to	2040		60,000.00					

Justification : Further appropriations (EUR 60,000) necessary for the removal of EU-OSHA to the new seat of Miribilla. In particular, expressed needs are for the fitting-out of the new premises and related costs. The transfer of appropriations between budget items of titles 1 & 2 are in line with the provisions of the article 23 of the Agency's Financial Regulation:

"The Director may make transfers from one chapter to another and from one article to another without limit and from one title to another up to a maximum of 10 % of the appropriations for the financial year shown on the line from which the transfer is made."