

**AMENDMENT 2 to BUDGET & ESTABLISHMENT PLAN FOR 2018**

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

**December 2018**

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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) and subsequent amendment(s)

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

Multiannual Financial Framework (2014-2020) as per Council Regulation (EU, EURATOM) No 1311/2013 of 2 December 2013 (Official Journal No L/347 of 20 December 2013)

Financial Regulation of 15 January 2014 of the European Agency for Safety and Health at Work

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 1 June 2010

Seat agreement of 31 March 2014 between the Kingdom of Spain and European Agency for Safety and Health at Work

Commission Implementing Decision [C(2014) 9407] of 10 December 2014 finally adopting a Multi-country Action Programme for "Preparatory measures for participation of beneficiaries in EU Agencies"

Commission Implementing Decision [C(2016) 4893] of 20 July 2016 adopting a Multi-country Action Programme (2016) and its article 4 "Preparatory measures for the participation of IPA II beneficiaries in EU Agencies.

Governing Board decision 2018/20 adopted the 15 November 2018 and amending the Establishment Plan 2018

## 1.2. Explanatory statement

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

- in the section revenue: record the actual income (€ 40,000 instead of € 100,000) received from the Basque Regional Government for the year 2018;
- in the section expenditure: include the transfers of appropriations TR/01/18, TR/02/18, TR/03/18 and TR/04/18 following respective earlier Director's decisions communicated to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet;
- in the section expenditure: decrease the budget items "1100 - Basic salaries" (- € 20,000), "1180 - Expenditure on staff recruitment" (- € 10,000); "2000 - Rent" (- € 10,000), "3010 - Anticipating change " (- € 20,000).

## 2. JUSTIFICATION OF MAIN HEADINGS

### 2.1. Revenue 2018

The estimated sources of revenue for 2018 are :

- a subsidy from the European Union of **€ 14,973,000** which consists in :
  - **€ 14,883,668** : main subsidy from the European Union to be voted by the Budget Authority;
  - **€ 89,332** : budget outturn 2016 returned to the European Commission in 2017;
- **€ 352,600** of EEA-EFTA funds which are 2,37 % applied to the main subsidy from the European Union;
- a total of **€ 100,100** from Spanish and local authorities.

Respective revenues for the special projects (New IPA II Programme, IPA II Programme 2016) are marked "p.m."

The new total estimated revenue in 2018 is therefore **€ 15,425,700**.

## **2.2. Expenditure 2018**

### **Title 1 - Staff**

The amending budget 2 includes the transfers of appropriations TR/02/18 following respective earlier Director's decisions and communication to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet

The amending budget 2 also decreases the budget items "1100 - Basic salaries" and "1180 - Expenditure on staff recruitment" respectively by € 20,000 and € 10,000.

The new total expenditure under Title 1 is proposed at **€ 5,991,600**

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

The amending budget 2 includes the transfers of appropriations TR/03/18 & TR/05/18 following respective earlier Director's decisions and communication to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet

The amending budget 2 also decreases the budget items "2000 - Rent" by € 10,000.

The new total expenditure under Title 2 is proposed at **€ 1,365,310**

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

The amending budget 2 includes the transfers of appropriations TR/01/18 & TR/04/18 following respective earlier Director's decisions and communication to the Governing Board via publication in the "Planning & Reporting" section of the Agency's extranet

The amending budget 2 also decreases the budget items "3010 - Anticipating change" by € 20,000

The new total expenditure under Title 3 is proposed at **€ 8,068,790**

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

No change

### **Title 5 - Reserve**

No change

The total expenditure in 2018 is therefore **€ 15,425,700**

Compared to the initial Budget 2018, it represents a decrease of € 60,000 in line with the decrease in revenue 2018 (Article 19 of Agency's Financial Regulation - Principle of equilibrium).

### 3. STATEMENT OF REVENUE

Budget Title	Heading	2018	Amending 2	New amount	Remarks
<b>1 0</b>	<b>EUROPEAN UNION SUBSIDY</b>				
1 0 0	<i>European Union subsidy</i>	14,883,668		14,883,668	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	<i>Other revenue from European Union subsidy</i>	89,332		89,332	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	<i>EEA-EFTA Contribution</i>	352,600		352,600	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.
	<b>CHAPTER 1 0</b>	<b>15,325,600</b>		<b>15,325,600</b>	
	<b>TITLE 1</b>	<b>15,325,600</b>		<b>15,325,600</b>	
<b>2 0</b>	<b>OTHER SUBSIDIES</b>				
2 0 0	<i>Grant from the Basque Regional Government</i>	100,000	- 60,000	40,000	This grant is meant to finance current expenditure.
2 0 1	<i>Grant from the County of Bizkaia</i>	p.m.		p.m.	This grant is meant to finance current expenditure.
2 0 2	<i>Grant from the Spanish Government</i>	60,100		60,100	This grant is meant to finance current expenditure.
2 0 3	<i>Other grants</i>	p.m.		p.m.	Revenue from other grants.
	<b>CHAPTER 2 0</b>	<b>160,100</b>	<b>- 60,000</b>	<b>100,100</b>	
<b>2 2</b>	<b>OTHER SUBSIDY FOR SPECIFIC PROJECTS</b>				
2 2 3	<i>Subsidy from the European Commission - DG NEAR for NEW IPA II PROGRAMME (earmarked)</i>	p.m.		p.m.	This article corresponds to earmarked revenue financed by the European Commission for the preparatory measures for participation of beneficiaries in EU Agencies (Commission Implementing Decision [C(2014) 9407] ). The total amount of € 410,000 for the period 2015-2017. As earmarked revenue, the available income for the new IPA II PROGRAMME in YEAR N is equal to the result of the respective carry-over/carry-forward of appropriations of YEAR N-1 to YEAR N + installment to receive in YEAR N.
2 2 4	<i>Subsidy from the European Commission - DG NEAR for IPA II 2016 PROGRAMME (earmarked)</i>	p.m.		p.m.	This article corresponds to earmarked revenue financed by the European Commission for the preparatory measures for the participation of IPA II beneficiaries in EU agencies following adoption of a Multi-country Action programme [C(2016)4893] constituting the basis for the support of EU specialised Agencies activities in the IPA region. The total amount is € 290,000 for the period 2017-2019.
	<b>CHAPTER 2 2</b>	<b>p.m.</b>	<b>-</b>	<b>p.m.</b>	
	<b>TITLE 2</b>	<b>160,100</b>	<b>- 60,000</b>	<b>100,100</b>	
<b>5 0</b>	<b>PROCEEDS FROM THE SALE OF MOVABLE AND IMMOVABLE PROPERTY</b>				
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.
	<b>CHAPTER 5 0</b>	<b>p.m.</b>		<b>p.m.</b>	
<b>5 2</b>	<b>REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND</b>				
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.
	<b>CHAPTER 5 2</b>	<b>p.m.</b>		<b>p.m.</b>	
<b>5 4</b>	<b>MISCELLANEOUS REVENUE</b>				
5 4 0	<i>Miscellaneous revenue</i>	p.m.		p.m.	Miscellaneous revenue
	<b>CHAPTER 5 4</b>	<b>p.m.</b>		<b>p.m.</b>	
<b>5 9</b>	<b>OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS</b>				
5 9 0	<i>Other revenue from administrative operations</i>	p.m.		p.m.	Other revenue from administrative operations.
	<b>CHAPTER 5 9</b>	<b>p.m.</b>		<b>p.m.</b>	
	<b>TITLE 5</b>	<b>p.m.</b>		<b>p.m.</b>	
<b>6 0</b>	<b>REVENUE FROM SERVICES RENDERED AGAINST PAYMENT</b>				
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
	<b>CHAPTER 6 0</b>	<b>p.m.</b>		<b>p.m.</b>	

	TITLE 6	p.m.		p.m.	
5 0	PROCEEDS FROM THE SALE OF MOVABLE AND IMMOVABLE				
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	p.m.		p.m.	
5 2	REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND				
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	p.m.		p.m.	
5 4	MISCELLANEOUS REVENUE				
5 4 0	<i>Miscellaneous revenue</i>	p.m.		p.m.	Miscellaneous revenue
	CHAPTER 5 4	p.m.		p.m.	
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.	
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	15,485,700	- 60,000	15,425,700	

#### 4. STATEMENT OF EXPENDITURE

Budget Title	Heading	2018	Amending 2	New amount	Remarks
1	STAFF	6,021,600	- 30,000	5,991,600	Total funding for covering personnel costs.
2	BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING	1,375,310	- 10,000	1,365,310	Total funding for covering general administrative costs.
3	OPERATIONAL EXPENDITURE	8,088,790	- 20,000	8,068,790	Total funding for operational expenditures.
4	EXPENDITURE FOR IMPLEMENTING SPECIAL PROJECTS FUNDED BY	p.m.		p.m.	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
	<b>GRAND TOTAL</b>	<b>15,485,700</b>	<b>- 60,000</b>	<b>15,425,700</b>	

Budget Title	Heading	2018	Amending 2	New amount	Remarks
1	STAFF				
1 1	STAFF IN ACTIVE EMPLOYMENT				
1 1 0	<i>Staff holding a post provided for in the establishment plan</i>				
1 1 0 0	Basic salaries	2,930,000	- 23,000	2,907,000	Staff Regulations of Officials of the European Union, in particular Articles 62 and 66 thereof, and the Conditions of Employment of Other Servants (CEOS) and in particular Articles 19 and 20 thereof. This appropriation is intended to cover basic salaries of permanent officials and temporary staff.
1 1 0 1	Family allowances	554,000	- 14,000	540,000	Staff Regulations of Officials of the European Union, in particular Articles 42a, 42b, 62, 67, 68, 68a and Section I of Annex VII thereto, and Articles 16 and 20 of the CEOS. This appropriation is intended to cover the household, dependent child and education allowances for permanent officials and temporary staff.
1 1 0 2	Expatriation and foreign-residence allowances	440,150	-	440,150	Staff Regulations of Officials of the European Union, and in particular Articles 62 and 69 thereof and Article 4 of Annex VII thereto, and Articles 16 and 20 of the CEOS. This appropriation is intended to cover the expatriation and foreign-residence allowances for permanent officials and temporary staff.
1 1 0 3	Secretarial allowances	4,250	-	4,250	Staff Regulations of Officials of the European Union, and in particular Article 65, Article 18 of Annex XIII, and Article 20 of the CEOS. 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	3,928,400	- 37,000	3,891,400	
1 1 1	<i>Other staff</i>				
1 1 1 2	Local staff	9,000	3,000	12,000	Article 4 of the 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	1,320,000	-	1,320,000	Article 3 of the CEOS 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	1,329,000	3,000	1,332,000	
1 1 2	<i>Professional training of staff</i>				
1 1 2 0	Professional training of staff	120,000	30,000	150,000	Staff Regulations of Officials of the European Union, and in particular Article 24a(3), Article 11 and 81 of the CEOS.
	Article 1 1 2	120,000	30,000	150,000	
1 1 3	<i>Employer's social security contributions</i>				
1 1 3 0	Insurance against sickness	151,000	-	151,000	Staff Regulations of Officials of the European Union, and in particular Article 72, and Articles 28 and 95 of the CEOS thereof.
1 1 3 1	Insurance against accidents and occupational disease	18,000	-	18,000	Staff Regulations of Officials of the European Union, and in particular Article 73 thereof and Article 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	54,000	-	54,000	Staff Regulations of Officials of the European Union and in particular Article 28a and Article 96 of the CEOS. This appropriation is intended to insure relevant staff against unemployment.
1 1 3 3	Constitution or maintenance of pension rights	p.m.		p.m.	Staff Regulations of Officials of the European Union, and in particular Articles 6 and 83, and Articles 42 and 112 of the CEOS. 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	223,000	-	223,000	



Budget Title	Heading	2018	Amending 2	New amount	Remarks
<b>1 1 4</b>	<b>Miscellaneous allowances and grants</b>				
1 1 4 0	Childbirth and death allowances and grants	p.m.		p.m.	Staff Regulations of Officials of the European Union, and in particular Articles 70, 74 and 75 thereof, and Articles 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	58,000	-	58,000	Staff Regulations of Officials of the European Union, and in particular Article 8 of Annex VII thereto and Articles 26 and 92 of the CEOS.
1 1 4 3	Fixed duty allowances	p.m.		p.m.	Staff Regulations of Officials of the European Union, and in particular Article 14 of Annex VII thereto, and Article 22 of the CEOS.
	Article 1 1 4	58,000	-	58,000	
<b>1 1 5</b>	<b>Overtime</b>	p.m.		p.m.	Staff Regulations of Officials of the European Union, in particular Article 56 thereof and Annex VI thereto. This article is intended to cover flat-rate payments or hourly
	Article 1 1 5	p.m.		p.m.	
<b>1 1 7</b>	<b>Supplementary services</b>				
1 1 7 5	Interim Services	150,000	-	150,000	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	p.m.		p.m.	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	50,000	-	50,000	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.
1 1 7 8	Inter-agencies secretariat	1,600	-	1,600	This appropriation is intended to cover the fees - following provisions of the ad hoc Service Level Agreement- charged by the EU Agencies network for the administrative, operational and secretarial support in the frame of the EU Agencies coordination.
	Article 1 1 7	201,600	-	201,600	
<b>1 1 8</b>	<b>Miscellaneous expenditure on staff recruitment and transfer</b>				
1 1 8 0	Miscellaneous expenditure on staff recruitment	10,000	- 10,000	p.m.	Staff Regulations of Officials of the European Union, 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 of Officials of the European Union, 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	43,500	- 13,000	30,500	Staff Regulations of Officials of the European Union, 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	15,000	-	15,000	Staff Regulations of Officials of the European Union, 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	16,000	- 3,000	13,000	Staff Regulations of Officials of the European Union, and in particular Articles 20 and 71 thereof and Article 10 of Annex VII thereto, as well as Articles 25 and 92 of the CEOS. 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	87,500	- 26,000	61,500	
<b>1 1 9</b>	<b>Salary weightings - Adjustments to remuneration</b>				
1 1 9 0	Salary weightings	p.m.		p.m.	Staff Regulations of Officials of the European Union, and in particular Articles 64 and 65 thereof, and Articles 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	p.m.		p.m.	
	<b>CHAPTER 1 1</b>	<b>5,947,500</b>	<b>- 30,000</b>	<b>5,917,500</b>	

Budget Title	Heading	2018	Amending 2	New amount	Remarks
<b>1 4</b>	<b>SOCIOMEDICAL INFRASTRUCTURE</b>				
<b>1 4 1</b>	<b>Medical service</b>				
1 4 1 0	Medical services	18,000	-	18,000	This appropriation is intended to cover all expenditure relating to the medical service, medicines, preventative actions and the travel expenses of the Agency medical
<b>1 4 2</b>	<b>Other welfare expenditure</b>				
1 4 2 0	Other welfare expenditure	4,000	-	4,000	This appropriation is intended to cover expenditure by the Agency on the social welfare activities of its staff and other related costs
	<b>CHAPTER 1 4</b>	<b>22,000</b>	<b>-</b>	<b>22,000</b>	
<b>1 5</b>	<b>MOBILITY</b>				
<b>1 5 2</b>	<b>Mobility</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	52,100	-	52,100	This appropriation is intended to cover expenditure relating to trainees.
	Article 1 5 2	52,100	-	52,100	
	<b>CHAPTER 1 5</b>	<b>52,100</b>	<b>-</b>	<b>52,100</b>	
<b>1 6</b>	<b>SOCIAL WELFARE</b>				
<b>1 6 0</b>	<b>Special assistance grants</b>	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
<b>1 6 2</b>	<b>Other social expenditure</b>	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'
<b>1 6 3</b>	<b>Nursery centre</b>	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>	<b>Additional aid for disabled persons</b>	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
	<b>CHAPTER 1 6</b>	<b>p.m.</b>	<b>-</b>	<b>p.m.</b>	
<b>1 8</b>	<b>REGULARIZATION OF ACCUMULATED LOSSES</b>				
<b>1 8 0</b>	<b>Regularization of accumulated losses</b>	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
	<b>CHAPTER 1 8</b>	<b>p.m.</b>	<b>-</b>	<b>p.m.</b>	
<b>1 9</b>	<b>PENSIONS AND SEVERANCE GRANTS</b>				
<b>1 9 0</b>	<b>Pensions and severance grants</b>	p.m.		p.m.	This appropriation is intended to cover pensions and severance grants.
	<b>CHAPTER 1 9</b>	<b>p.m.</b>	<b>-</b>	<b>p.m.</b>	
	<b>TITLE 1</b>	<b>6,021,600</b>	<b>- 30,000</b>	<b>5,991,600</b>	

Budget Title	Heading	2018	Variation	2018	Remarks
<b>2</b>	<b>BUILDINGS, EQUIPMENT AND MISCELLANEOUS OPERATING</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	353,500	- 14,700	338,800	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	7,010	-	7,010	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	93,000	-	93,000	This appropriation is intended to cover current expenditure and other communal charges related to the Agency's premises.
<b>2 0 3</b>	<b>Cleaning and maintenance</b>				
2 0 3 0	Cleaning and maintenance	65,000	-	65,000	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	18,000	- 4,108	13,892	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	94,000	-	94,000	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	p.m.		p.m.	The appropriation is intended to cover expenditure on buildings not specially provided for in the articles in Chapter 20, for example administrative expenses other
	<b>CHAPTER 2 0</b>	<b>630,510</b>	<b>- 18,808</b>	<b>611,702</b>	
<b>2 1 0</b>	<b>I.T. operating expenditure</b>				
2 1 0 0	I.T. operating expenditure	169,486	-	169,486	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	169,486	-	169,486	
<b>2 1 2</b>	<b>Services provided by I.T. staff</b>				
2 1 2 0	Services provided by I.T. external providers, consultancy & other operating staff	284,514	-	284,514	This appropriation is intended to cover expenditure on external operating staff (help-desk, operators, administrators, system engineers, etc.).
	Article 2 1 2	284,514	-	284,514	
<b>2 1 3</b>	<b>Technical installations and electronic office equipment</b>				
2 1 3 0	New and replacement purchases	92,000	-	92,000	This appropriation is intended to cover the purchase and installation of technical and data-processing equipment. The purchase of replacement equipment and
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	p.m.		p.m.	This appropriation is intended to cover the costs of maintaining and repairing the technical installations.
2 1 3 4	Electronic office equipment	p.m.		p.m.	This appropriation is intended to cover unforeseen costs associated with electronic office equipment.
	Article 2 1 3	92,000	-	92,000	
	<b>CHAPTER 2 1</b>	<b>546,000</b>	<b>-</b>	<b>546,000</b>	
<b>2 2</b>	<b>MOVABLE PROPERTY ASSOCIATED COSTS</b>				
<b>2 2 1</b>	<b>New and replacement furniture purchases, furniture maintenance and</b>				
2 2 1 0	New and replacement purchases, furniture maintenance and repair	21,000	4,108	25,108	This appropriation is intended to cover Agency requirements for furniture, soft furnishings, kitchen equipment and installations.
	Article 2 2 1	21,000	4,108	25,108	
<b>2 2 3</b>	<b>Office vehicle</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	2,000	354	2,354	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,
	Article 2 2 3	2,000	354	2,354	
<b>2 2 5</b>	<b>Documentation and library expenditure</b>				
2 2 5 0	Publications and subscriptions	6,000	-	6,000	This appropriation is intended to cover the purchase of publications and subscriptions to information services necessary for the work of the Agency. This includes:
	Article 2 2 5	6,000	-	6,000	
	<b>CHAPTER 2 2</b>	<b>29,000</b>	<b>4,462</b>	<b>33,462</b>	

Budget Title	Heading	2018	Variation	2018	Remarks
<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	10,500	-	10,500	This appropriation is intended to cover the purchase of stationery and office supplies.
	Article 2 3 0	10,500	-	10,500	
<b>2 3 2</b>	<b>Financial charges</b>				
2 3 2 0	Bank charges	1,000	-	1,000	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
2 3 2 1	Exchange rate losses	p.m.		p.m.	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
2 3 2 9	Other financial charges	p.m.		p.m.	This appropriation is intended to cover other financial charges
	Article 2 3 2	1,000	-	1,000	
<b>2 3 3</b>	<b>Outsourced services</b>				
2 3 3 0	Legal expenses	10,000	4,170	14,170	This appropriation is intended to cover the Agency's legal expenses.
2 3 3 1	Audit services	22,000	- 1,524	20,476	This appropriation is intended to cover the Agency's expenses on audit services.
2 3 3 2	Other outsourced services	25,000	-	25,000	This appropriation is intended to cover the Agency's expenses on outsourced services other than the ones covered by budget items 2120, 2330 & 2331.
	Article 2 3 3	57,000	2,646	59,646	
<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.	
<b>2 3 5</b>	<b>Other operating expenditures</b>				
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	4,300	1,700	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	p.m.		p.m.	This item is intended to cover the cost of removals within the building.
2 3 5 9	Other expenditure	p.m.		p.m.	This appropriation is intended to cover other operating expenditure not specifically provided for.
	Article 2 3 5	4,300	1,700	6,000	
	<b>CHAPTER 2 3</b>	<b>72,800</b>	<b>4,346</b>	<b>77,146</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	8,000	-	8,000	This appropriation is intended to cover expenditure on postal and delivery charges, including parcels sent by post.
	Article 2 4 0	8,000	-	8,000	
<b>2 4 1</b>	<b>Telecommunications</b>				
2 4 1 0	Telephone, telegraph, telex, radio and television subscriptions and charges	89,000	-	89,000	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	89,000	-	89,000	
	<b>CHAPTER 2 4</b>	<b>97,000</b>	<b>-</b>	<b>97,000</b>	
	<b>TITLE 2</b>	<b>1,375,310</b>	<b>- 10,000</b>	<b>1,365,310</b>	

Budget Title	Heading	2018	Amending 2	New amount	Remarks
3	<b>OPERATIONAL EXPENDITURE</b>				
3 0	<b>PRIORITY AREAS &amp; OPERATIONAL ACTIVITIES</b>				
3 0 1	<b>Priority area 1 - Anticipating Change</b>				
3 0 1 0	Anticipating change and related activities defined in the Annual Work Programme	260,500	20,000	240,500	This appropriation is intended to cover all the necessary operational costs (including mission expenses) for the implementation of the Agency's activities related to the priority area "Anticipating change" (activity 1.2. Large-scale foresight).
	Article 3 0 1	260,500	20,000	240,500	
3 0 2	<b>Priority area 2 - Facts and figures</b>				
3 0 2 0	Facts & figures and related activities defined in the Annual Work Programme	2,271,140	-	2,271,140	This appropriation is intended to cover all the necessary operational costs (including mission expenses) for the implementation of the Agency's activities related to the priority area "Facts & figures" (activities: 2.1. European Survey of Enterprises on New & Emerging Risks - ESENER, 2.3. OSH overview: Micro and small enterprises, 2.4. OSH overview : Work-related diseases and disabilities & 2.5. OSH overview: Costs and benefits of OSH)
	Article 3 0 2	2,271,140	-	2,271,140	
3 0 3	<b>Priority area 3 - Tools for OSH management</b>				
3 0 3 0	Tools for OSH management and related activities defined in the Annual Work Programme	352,500	-	352,500	This appropriation is intended to cover all the necessary operational costs (including mission expenses) for the implementation of the Agency's activities related to the priority area "Tools for OSH management" (activity 3.1. Online interactive Risk Assessment tool - OiRA)
	Article 3 0 3	352,500	-	352,500	
3 0 4	<b>Priority area 4 - Raising awareness and communication</b>				
3 0 4 0	Raising awareness and communication and related activities defined in the Annual Work Programme	4,348,050	105,000	4,243,050	This appropriation is intended to cover all the necessary operational costs (including mission expenses) for the implementation of the Agency's activities related to the priority area "Raising awareness and communication" (activities: 4.3. Healthy Workplaces Campaign - 2016-17 "Healthy Workplaces for All Ages", 4.5. Healthy Workplaces Campaign - HWC 2018-2019 "Dangerous substances", 4.7. Awareness raising actions and communication & 4.8. Multilingualism)
	Article 3 0 4	4,348,050	105,000	4,243,050	
3 0 5	<b>Priority area 5 - Networking knowledge</b>				
3 0 5 0	Networking knowledge and related activities defined in the Annual Work Programme	222,050	-	222,050	This appropriation is intended to cover all the necessary operational costs (including mission expenses) for the implementation of the Agency's activities related to the priority area "Networking knowledge" (activity 5.3. Networking knowledge)
	Article 3 0 5	222,050	-	222,050	
3 0 6	<b>Priority area 6 - Networking</b>				
3 0 6 0	Networking and related activities defined in the Annual Work Programme	519,450	26,000	545,450	This appropriation is intended to cover all the necessary operational costs (including mission expenses) for the implementation of the Agency's activities related to the priority area "Networking" (activity 6.4. Strategic & operational networking)
	Article 3 0 6	519,450	26,000	545,450	
	<b>CHAPTER 3 0</b>	<b>7,973,690</b>	<b>- 99,000</b>	<b>7,874,690</b>	
3 1	<b>SUPPORT TO OPERATIONAL ACTIVITIES</b>				
3 1 0	<b>Support to operational activities</b>				
3 1 0 0	Support to operational activities	115,100	79,000	194,100	This appropriation is intended to cover the costs which do not fall under the priority areas but necessary for the implementation of the Agency's operational activities. It mainly covers transversal costs (including mission expenses) such like costs for corporate management, operational & administrative support.
	Article 3 1 0	115,100	79,000	194,100	
	<b>CHAPTER 3 1</b>	<b>115,100</b>	<b>79,000</b>	<b>194,100</b>	
	<b>TITLE 3</b>	<b>8,088,790</b>	<b>- 20,000</b>	<b>8,068,790</b>	
Budget Title	Heading	2018	Amending 2	New amount	Remarks
<b>SPECIAL PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY</b>					
4 1	<b>IPA II 2016 PROGRAMME</b>				
4 1 0	IPA II 2016 programme (earmarked)	p.m.		p.m.	This appropriation is intended to put in place preparatory measures for the participation of the Western Balkans and Turkey in the network and activities of EU-OSHA. This includes development of a national tripartite focal point network, good practices exchange with European Member states, support for trainings and awareness-raising initiatives. The maximum funding for IPA II 2016 is € 290,000 for the period 2017-2019.
	CHAPTER 4 7	p.m.		p.m.	
	CHAPTER 4 8	-		-	
4 9	<b>NEW IPA II PROGRAMME</b>				
4 9 0	New IPA II programme (earmarked)	p.m.		p.m.	This appropriation is intended to put in place preparatory measures for the participation of the Western Balkans and Turkey in the network and activities of EU-OSHA. This includes integrating beneficiary countries into actions such as the development of a national tripartite focal point network, participation in expert events, and campaigning and awareness-raising activities. As earmarked expenditure, the available appropriations for the programme NEW IPA II in YEAR N is equal to the result of the respective carry-over/carry-forward of appropriations of YEAR N-1 to YEAR N + installment(s) to receive in YEAR N (if any). The maximum funding for NEW IPA II is € 410,000 for 2015-2017.
	CHAPTER 4 9	p.m.		p.m.	
	<b>TITLE 4</b>	<b>p.m.</b>		<b>p.m.</b>	
5	<b>RESERVE</b>				
5 0	<b>RESERVE FOR ADMINISTRATIVE EXPENDITURE</b>	p.m.		p.m.	
5 1	<b>RESERVE FOR OPERATIONAL EXPENDITURE</b>	p.m.		p.m.	
	<b>TITLE 5</b>	<b>p.m.</b>		<b>p.m.</b>	
	<b>GRAND TOTAL</b>	<b>15,485,700</b>	<b>- 60,000</b>	<b>15,425,700</b>	

## 5. ESTABLISHMENT PLAN 2018 FOR THE AGENCY

<i>TEMPORARY AGENTS</i>				
Category & grade	2018 Authorised EU Budget	Amending 1	2018 OSHA Establishment plan	
AD16				
AD15				
AD14	2	-	2	
AD13	1	-	1	
AD12	2	-	2	
AD11	1	-	1	
AD10	3	-	3	
AD9	3	+1	4	As per Governing Board decision 2018/20
AD8	7	-1	6	As per Governing Board decision 2018/20
AD7	5	-	5	
AD6		-		
AD5				
<b>Total grade AD</b>	<b>24</b>	<b>-</b>	<b>24</b>	
AST11				
AST10				
AST9	1	-	1	
AST8		-		
AST7	1	-	1	
AST6	3	-	3	
AST5	7	-	7	
AST4	1	-	1	
AST3	3	-	3	
AST2		-		
AST1				
<b>Total grade AST</b>	<b>16</b>	<b>-</b>	<b>16</b>	
AST/SC 6				
AST/SC 5		-		
AST/SC 4		-		
AST/SC 3		-		
AST/SC 2		-		
AST/SC 1		-		
<b>AST/SC total</b>		<b>-</b>		
<b>GRAND TOTAL</b>	<b>40</b>	<b>-</b>	<b>40</b>	

**6. ESTIMATE OF NUMBER OF CONTRACT AGENTS, LOCAL STAFF  
(EXPRESSED IN FULL-TIME EQUIVALENT)  
AND SECONDED NATIONAL EXPERTS IN 2018**

<i>CONTRACT AGENTS*, LOCAL STAFF &amp; SECONDED NATIONAL EXPERTS</i>				
<b>Function group &amp; grade</b>	<b>31.12.2016</b>	<b>2017</b>	<b>2018</b>	<b>Remarks</b>
FG IV	2	2	2	
FG III	13	12	13	
FG II	9	10	10	
FG I	-	-	-	
<b>Total CA</b>	<b>24</b>	<b>24</b>	<b>25</b>	
LS	1	1	-	
<b>Total Local Staff</b>	<b>1</b>	<b>1</b>	<b>-</b>	
SNE	-	-	-	
<b>Total SNE</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL</b>	<b>25</b>	<b>25</b>	<b>25</b>	

\* One Contract Agent FG IV is financed by ENPI funds (2014-2016) and is not part of the estimate.

\* One Contract Agent FG IV is financed by NEW IPA II funds (2016-2017) and is not part of the estimate.

\* One Contract Agent FG IV is financed by IPA II 2016 PROGRAMME funds (2017-2019) and is not part of the estimate.