

BUDGET & ESTABLISHMENT PLAN FOR 2025

EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK

December 2024

CONTENT

- 1. General introduction**
- 2. Justification of main headings**
- 3. Statement of revenue for budget 2025**
- 4. Statement of expenditure for budget 2025**
- 5. Establishment Plan for budget 2025**
- 6. Estimate of number of Contract Agents (in full-time equivalent) and Seconded National Experts in 2025**

1. GENERAL INTRODUCTION

1.1. Legal basis

Regulation (EU) 2019/126 of the European Parliament and the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA)

Financial Regulation of 27 September 2019 of the European Agency for Safety and Health at Work

Multiannual Financial Framework 2021-2027 approved by the European Parliament

Joint Committee Decision 160/2009 amending Protocols 31 & 32 to the EEA Agreement

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

Commission Implementing Decision [C(2018) 5074] of 31 July 2018 adopting a Multi-country Action Programme for the year 2018

Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III)

2. JUSTIFICATION OF MAIN HEADINGS

Budget 2023 includes the expenditure committed and paid in the year (article 37 of Agency's Financial Regulation)

Budget 2024 includes commitment/payment appropriations and Agency's establishment as per Amendment 1 to the Budget adopted by the Management Board the 05 December 2024

Budget 2025 includes commitment/payment appropriations and Agency's establishment plan requested for 2025.

2.1. Revenue 2025

The estimated sources of revenue for 2025 are :

- a subsidy from the European Union of **€ 17,786,000** which consists in :
 - **€ 16,825,840**: main contribution from the European Union to be voted by the Budget Authority;
 - **€ 490,731**: budget outturn 2023 returned to the European Commission in 2024;
- **€ 469,429** of EEA-EFTA funds which are 2.79% applied to the main subsidy from the European Union;
- a total of **€ 100,100** from Spanish and local authorities.

Revenue for the IPA II 2018 PROGRAMME (€ 399,584 for the period 2019-2022 and cashed in 2019) carries the token entry "p.m.".

Revenue for the IPA II 2022 PROGRAMME (€ 598,078 for the period 2022-2025 and cashed in 2023) carries the token entry "p.m.".

The total estimated revenue in 2025 is therefore **€ 17,886,100**

2.2. Expenditure 2025

Title 1 - Staff

Total expenditure under Title 1 is proposed at **€ 8,953,000**

The calculation for Title 1 is based on the assumption that the **40 Temporary Agents posts** proposed in the establishment plan for 2025 will be filled during the year.

The calculation for Title 1 is also based on the assumption that **25 Full Time Equivalent** for **Contract Agents** will be employed in the year 2025.

Title 2 - Buildings, equipment and miscellaneous operating expenditure

Total expenditure under Title 2 is proposed at **€ 1,895,000**

Title 3 - Operational expenditure

Total expenditure under Title 3 is proposed at **€ 7,038,100**

Operational expenditure is related to the implementation of the Annual Work Programme 2025.

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

Total expenditure line 4200 for the special project IPA II 2018 Programme carries the token entry " - " (project officially ended in 2024).

Total expenditure line 4300 for the special project IPA II 2022 Programme carries the token entry "p.m." as the expenditure 2025 might be the result of the carry-over/carry-forward of 2024 appropriations.

Title 5 - Reserve

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

The total expenditure in 2025 is therefore **€ 17,886,100**

3. STATEMENT OF REVENUE

Budget item	Heading	2023/Recorded	2023/Cashed	2024	2025	Budget remark
1 0	EUROPEAN UNION SUBSIDY	16,691,285.00	16,691,285.00	17,518,695	17,786,000	
1 0 0 0	European Union subsidy	16,065,899.00	16,065,899.00	16,638,710	16,825,840	Regulation (EU) 2019/126 of the European Parliament and the Council of 16 January 2019 establishing the European Agency for Safety and Health at Work (EU-OSHA), and repealing Council Regulation (EC) No 2062/94. Pursuant to article 13, paragraph 3, of this regulation, a contribution from the Union is entered in the general budget of the Union.
1 0 1 0	Other revenue from European Union subsidy	154,655.00	154,655.00	289,254	490,731	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 0	EEA-EFTA Contribution	470,731.00	470,731.00	590,731	469,429	Subsidy from the EFTA countries within the framework of the EEA Agreement & the Joint Committee Decision 160/2009 amending Protocols 31 & 32 to the EEA Agreement. This subsidy represents a fixed percentage of the annual European Union subsidy.
2 0	OTHER SUBSIDIES	100,100.00	100,100.00	100,100	100,100	
2 0 0 0	Grant from the Basque Regional Government	40,000.00	40,000.00	40,000	40,000	This grant is meant to finance current expenditure.
2 0 1 0	Grant from the County of Bizkaia	-	-	p.m.	p.m.	This grant is meant to finance current expenditure.
2 0 2 0	Grant from the Spanish Government	60,100.00	60,100.00	60,100	60,100	This grant is meant to finance current expenditure.
2 0 3 0	Other grants	-	-	p.m.	p.m.	Revenue from other grants.
2 2	OTHER SUBSIDY FOR SPECIFIC PROJECTS	598,078.00	598,078.00	p.m.	p.m.	
2 2 5 0	Contribution agreement European Commission - DG NEAR for IPA II 2018 PROGRAMME (earmarked)	-	-	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(2018)5074] constituting the basis for the support of EU specialised Agencies activities in the IPA region. The total amount is € 399,584 for the period 2019-2022.
2 2 6 0	Contribution agreement European Commission - DG NEAR for IPA III 2022 PROGRAMME (earmarked)	598,078.00	598,078.00	p.m.	p.m.	This article corresponds to earmarked revenue financed by the European Commission for the preparatory measures for the participation of IPA III beneficiaries to the 2022 programme: € 598,078 for a duration of 36 months in the period 2022-2025 [Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III)]
5 0	PROCEEDS FROM THE SALE OF MOVABLE AND IMMOVABLE PROPERTY	-	-	p.m.	p.m.	
5 0 0 0	Proceeds from the sale of movable and immovable property	-	-	p.m.	p.m.	Proceeds from the sale of movable and immovable property.
5 2	REVENUE FROM INVESTMENTS OR LOANS, BANK INTEREST AND OTHER ITEMS	-	-	p.m.	p.m.	
5 2 0 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.
5 4	MISCELLANEOUS REVENUE	212,903.59	-	p.m.	p.m.	
5 4 0 0	Miscellaneous revenue	212,903.59	-	p.m.	p.m.	Miscellaneous revenue
5 9	OTHER REVENUE FROM ADMINISTRATIVE OPERATIONS	-	-	p.m.	p.m.	
5 9 0 0	Other revenue from administrative operations	-	-	p.m.	p.m.	Other revenue from administrative operations.
6 0	REVENUE FROM SERVICES RENDERED AGAINST PAYMENT	-	-	p.m.	p.m.	
6 0 0 0	Revenue from services rendered against payment	-	-	p.m.	p.m.	Revenue from services rendered against payment
6 0 1 0	Revenue from co-financing agreements	-	-	p.m.	p.m.	Revenue from co-financing agreements
6 0 2 0	Revenue from sale of publications	-	-	p.m.	p.m.	Revenue from sale of publications
6 0 3 0	Proceeds from the letting and hiring of immovable property	-	-	p.m.	p.m.	Proceeds from the letting and hiring of immovable property
GRAND TOTAL BUDGET REVENUE		17,602,366.59	17,389,463.00	17,618,795	17,886,100	

4. STATEMENT OF EXPENDITURE

Budget item	Heading	2023/C	2023/P	2024	2025	Budget remark
TITLE 1.	STAFF EXPENDITURE	7,722,881.30	7,569,093.66	8,543,145	8,953,000	Total budget for coveringstaff and personnel costs
TITLE 2.	BUILDING, ICT AND OTHER ADMINISTRATIVE EXPENDITURE	1,630,321.43	936,884.45	1,817,500	1,895,000	Total budget for covering building, ICT and other administrative costs
TITLE 3.	OPERATIONAL EXPENDITURE	7,208,505.06	3,222,623.22	7,258,150	7,038,100	Total budget for operational expenditures.
TITLE 4.	PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY	491,325.40	152,625.55	p.m.	p.m.	Total budget for operational expenditures funded by specific other subsidy.
TITLE 5.	RESERVE	p.m.	p.m.	p.m.	p.m.	Reserve for administrative and operational expenditure pending final approval of the Budget Authority
GRAND TOTAL BUDGET EXPENDITURE		17,053,033.19	11,881,226.88	17,618,795	17,886,100	

Budget item	Heading	2023/C	2023/P	2024	2025	Budget remark
TITLE 1. STAFF EXPENDITURE						
1 1	STAFF IN ACTIVE EMPLOYMENT	7,059,199.89	7,059,199.89	7,822,645	8,170,000	
1 1 0 0	Temporary Agents	5,254,944.53	5,254,944.53	5,835,000	6,110,000	This budget line covers the basic salary costs and management allowances of the EU-OSHA's Temporary Agents as indicated in the Staff regulations (art. 44 & 66) and Conditions of Employment of Other Servants of the EU (art. 20). It covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Temporary Agents, as well as the possible modifications due to the weighting factor and salary adaptation.
1 1 1 3	Contract Agents	1,804,255.36	1,804,255.36	1,987,645	2,060,000	This budget line covers all salaries, allowances, social security and contributions, weighting factor, salary adaptation, annual leave not taken at the end of the contract, cost of starting and end of service for Contract Agents.
1 2	EXPENDITURE RELATING TO STAFF RECRUITMENT	32,685.01	13,161.54	20,000	3,000	
1 2 0 0	Sundry recruitment expenses	32,685.01	13,161.54	20,000	3,000	Staff Regulations of Officials of the EU, and in particular Art. 27 to 31 and 33 thereof. This budget line covers various recruitment expenses including publication costs, costs directly linked to the promotion and organisation of group recruitment tests (hire of rooms, furniture, machines and miscellaneous equipment, water, fees for the preparation and correction of tests, etc.), travel costs and daily allowances for candidates and external selection panel member(s).
1 3	MISSION EXPENSES	-	-	44,500	55,000	
1 3 0 0	Mission and travel expenses	-	-	44,500	55,000	This appropriations is intended to cover the costs of the missions of administrative nature in particular the transport expenses, payments of daily mission allowances and the necessary or extraordinary costs (including subscription and fees to a conference, seminar, training, etc) incurred in the performance of a mission by staff covered by the Staff Regulations applicable to Officials of the European Union.
1 4	SOCIO-MEDICAL STRUCTURE AND TRAININGS	155,615.84	79,229.46	186,000	155,000	
1 4 1 0	Socio-medical structure, social welfare, other aids and grants	31,182.81	20,822.47	51,000	60,000	This appropriation is intended to cover costs related to the medical services provided to the EU-OSHA in relation to the medical examinations (mandatory or optional) to be conducted by candidates or staff. It also covers the costs of the social welfare activities of the staff, staff events, special aid for disabled persons, and any other special allowances or social measure support.
1 4 5 0	Training of staff	124,433.03	58,406.99	135,000	95,000	This appropriations is intended to cover the cost of introductory courses for new recruits, staff development courses including coaching, job shadowing, staff exchanges, retraining, courses on the use of modern techniques, seminars, information sessions on EU matters etc. It also covers the purchase of equipment, supplies and documentation and the hiring of training consultants.
1 5	OTHER STAFF SERVICES	475,380.56	417,502.77	470,000	570,000	
1 5 0 0	Interim Services	221,312.52	172,608.60	200,000	250,000	This appropriation is intended to cover use of interim services. Recourse to interim services is required to adapt flexibly to ad hoc needs.
1 5 1 0	Inter-institutional and other rendered services	160,844.49	151,670.62	135,000	185,000	This appropriations is intended to cover recourse to other suppliers of services, consultants and experts, for services under the general administration of the EU-OSHA when such services cannot be provided by EU-OSHA staff (for reasons of expertise or availability). In partcular services provided by the EU administrative bodies through Service Level Agreements, Inter-institutional Service Legal Agreement for secretariat and coordination of agencies, cost of European Commission badges. This budget item is also intended to cover HR consultancy services.
1 5 2 0	Seconded National Experts seconded and National Experts in professional training	-	-	p.m.	p.m.	This appropriations is intended to cover the costs of national or international officials and of private sector employees temporarily seconded to EU-OSHA to provide knowledge of matters in which they have in-depth experience.
1 5 2 2	Traineeships	93,223.55	93,223.55	135,000	135,000	This appropriation is intended to cover expenditure relating to traineeships.
1 7	OTHER STAFF RELATED EXPENDITURE	-	-	p.m.	p.m.	
1 7 0 0	Other staff related expenditure	-	-	p.m.	p.m.	This appropriation is intended to cover the costs not foreseen in other items of the Title 1.
TOTAL TITLE 1. STAFF EXPENDITURE		7,722,881.30	7,569,093.66	8,543,145	8,953,000	

Budget item	Heading	2023/C	2023/P	2024	2025	Budget remark
TITLE 2.BUILDING, ICT AND OTHER ADMINISTRATIVE EXPENDITURE						
2 0	RENTAL OF BUILDINGS AND ASSOCIATED COSTS	622,391.82	493,185.16	790,000	831,000	
2 0 0 0	Rental of buildings	385,792.45	366,943.41	415,000	415,000	This appropriations is intended to cover the renting costs and rental charges of EU-OSHA. It includes the main premises in Miribilla, archive/storage rooms and the liaison office.
2 0 3 0	Building associated costs	236,599.37	126,241.75	375,000	416,000	This appropriation is intended to cover the costs associated to the running and maintenance of the building and related insurances. It mainly includes the services of: - water, gas and electricity - facility management, reception, security and cleaning services. It also includes the purchase/repair of some equipment such like air conditioning, building automation system, access control system and other miscellaneous expenditure (canteen, water dispensers, green plant maintenance, greening technology, hire and replenishment of extinguishers, fire-fighting equipment, taxes, other.
2 1	INFORMATION AND COMMUNICATION TECHNOLOGY	945,703.09	409,146.13	905,500	965,000	
2 1 0 0	I.T. expenditure	705,350.61	220,384.53	620,000	635,000	This appropriation is intended to cover expenditure on hardware, software licences, installation, development and maintenance of information systems and data-processing consumables, cybersecurity & services provided by I.T. external providers, consultancy & other operating staff
2 1 4 0	Telecommunication costs	64,347.75	12,756.87	65,000	65,000	This appropriation is intended to cover the fixed costs of subscriptions, communication costs and internet service fees.
2 1 5 0	Inter-institutional services	176,004.73	176,004.73	220,500	265,000	This appropriation is intended to cover the use by EU-OSHA of the European Commission and other institutions systems such like: ABAC, eProcurement, SYSPER, CERT-EU, Ares, Rachel and others.
2 2	MOVABLE PROPERTY ASSOCIATED COSTS	-	-	20,000	17,500	
2 2 1 0	New and replacement purchases, furniture maintenance and repair	-	-	20,000	17,500	This appropriation is intended to cover Agency requirements for furniture, soft furnishings, kitchen equipment and installations.
2 3	CURRENT ADMINISTRATIVE EXPENDITURE	62,226.52	34,553.16	102,000	81,500	
2 3 3 0	Legal expenses and audit services	46,680.00	25,000.00	72,000	54,500	This appropriation is intended to cover the costs related to legal and audit services (annual accounts, financial and onsite audits, other)
2 3 5 9	Other administrative expenditure	15,546.52	9,553.16	30,000	27,000	This appropriation is intended to cover the purchase of stationery and office supplies; the cost of subscriptions to newspapers, periodicals, the purchase of books and other publications; other current administrative expenditure, catering including small orders for internal meetings (water, etc.); postage and delivery charges; financial charges including damages, bank charges and related costs, exchange rate losses; departemental removal; miscellaneous insurance; transport services other than for missions.
2 5	MEETING EXPENSES			p.m.	p.m.	
2 5 0 0	Meetings of administrative nature	-	-	p.m.	p.m.	This appropriation is intended to cover the organization of meetings of administrative networks such like inter-agencies and administrative network meetings.
2 6	OTHER INFRASTRUCTURE & OPERATING EXPENDITURE			p.m.	p.m.	
2 6 0 0	Other cost related to infrastructure and operating expenditure	-	-	p.m.	p.m.	This appropriation is intended to cover the costs not foreseen in other items of the Title 2.
TOTAL TITLE 2. BUILDING AND OTHER ADMINISTRATIVE EXPENDITURE		1,630,321.43	936,884.45	1,817,500	1,895,000	

Budget item	Heading	2023/C	2023/P	2024	2025	Budget remark
TITLE 3. OPERATIONAL EXPENDITURE						
3 0	PRIORITY AREAS & OPERATIONAL ACTIVITIES	7,160,178.64	3,204,265.55	7,184,150	7,000,100	
3 0 1 0	Priority area 1 - Anticipating change and related activities defined in the Annual Work Programme	109,590.11	18,764.14	150,000	150,000	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" (activities 1.3. Anticipating future challenges to OSH & 1.4. Climate change preparedness)
3 0 2 0	Priority area 2 - Facts & figures and related activities defined in the Annual Work Programme	2,927,442.76	542,914.58	2,530,000	1,785,000	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, 2.9. EU OSH Information System, 2.11. OSH overview: Supporting compliance, 2.12. OSH. overview: Psycho-social risks and mental health at work, OSH overview: 2.13 OSH overview: Health and social care , 2.14. OSH overview: Circulatory diseases, 2.15 OSH overview: Climate change & 2.16 OSH overview:Occupational exposure to cancer risks factors)
3 0 3 0	Priority area 3 - Tools for OSH management and related activities defined in the Annual Work Programme	314,305.05	80,030.05	310,000	270,000	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)
3 0 4 0	Priority area 4 - Raising awareness and communication and related activities defined in the Annual Work Programme	3,364,958.52	2,272,306.27	3,474,150	4,101,600	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" (4.7. Awareness raising and communication, 4.8. Multilingualism, 4.9. HWC 2023-2025: OSH and Digitalisation & 4.10. 2026-2028: Together for mental health at work).
3 0 5 0	Priority area 5 - Networking knowledge and related activities defined in the Annual Work Programme	131,223.83	25,746.59	342,000	218,500	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 "Networking knowledge actions " (activity 5.3. Networking knowledge)
3 0 6 0	Priority area 6 - Networking and related activities defined in the Annual Work Programme	312,658.37	264,503.92	378,000	475,000	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)
3 1	SUPPORT TO OPERATIONAL ACTIVITIES	48,326.42	18,357.67	74,000	38,000	
3 1 0 0	Support to operational activities	48,326.42	18,357.67	74,000	38,000	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 (example: stakeholders survey)
TOTAL TITLE 3. OPERATIONAL EXPENDITURE		7,208,505.06	3,222,623.22	7,258,150	7,038,100	
TITLE 4. PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY						
4 2	IPA II 2018 PROGRAMME	5,412.32	5,412.32	-	p.m.	
4 2 0 0	IPA II 2018 programme (earmarked)	5,412.32	5,412.32	-	-	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 the integration of the beneficiary countries into EU OSHA activities and networks through participation in events, translation of materials, and implementation of awareness-raising events and training. The maximum funding for IPA II 2018 is € 399,584 for the period 2019-2022.
4 3	IPA III 2022 PROGRAMME	485,913.08	147,213.23	p.m.	p.m.	
4 3 0 0	IPA III 2022 programme (earmarked)	485,913.08	147,213.23	p.m.	p.m.	This appropriation is intended to carry out preparatory measures with IPA III beneficiaries and stakeholders in view of their future participation in the EU Agencies upon membership or earlier. The support aims as well as knowledge transfer and capacity building in the area of expertise of the EU Agencies. The maximum funding for IPA III 2022 programme is € 598,078 for a duration of 36 months in the period 2022-2025.
TOTAL TITLE 4.PROJECTS FUNDED BY SPECIFIC OTHER SUBSIDY		491,325.40	152,625.55	p.m.	p.m.	
TITLE 5. RESERVE						
5 0 0 0	Reserve for administrative expenditure	-	-	p.m.	p.m.	
5 1 0 0	Reserve for operational expenditure	-	-	p.m.	p.m.	
TITLE 5. TOTAL RESERVE		-	-	p.m.	p.m.	
GRAND TOTAL EXPENDITURE		17,053,033.19	11,881,226.88	17,618,795	17,886,100	

5. ESTABLISHMENT PLAN 2025

TEMPORARY AGENTS					
Category & grade	2023		2024	2025	Remark
	Actually filled at 31.12.2023	EU-OSHA establishment plan			
AD16					
AD15					
AD14	3	3	3	2	
AD13				1	
AD12	1	4	4	2	
AD11	3	2	4	5	
AD10	6	6	6	7	
AD9	5	5	3	4	
AD8	2	2	3	1	
AD7	2	2	1	2	
AD6	1		1	1	
AD5					
Total grade AD	23	24	25	25	
AST11					
AST10					
AST9	1	1			
AST8		1	3	3	
AST7	3	6	7	8	
AST6	7	4	3	2	
AST5	5	4	2	2	
AST4					
AST3					
AST2					
AST1					
Total grade AST	16	16	15	15	
AST/SC 6					
AST/SC 5					
AST/SC 4					
AST/SC 3					
AST/SC 2					
AST/SC 1					
AST/SC total	0	0	0	0	
GRAND TOTAL	39	40	40	40	

6. ESTIMATE OF NUMBER OF CONTRACT AGENTS IN FULL-TIME EQUIVALENT
AND SECONDED NATIONAL EXPERTS IN 2025

CONTRACT AGENTS* and SECONDED NATIONAL EXPERTS					
Function group & grade	31/12/2023	2023	2024	2025	Remarks
FG IV	6	6	7	10	
FG III	12	14	14	10	
FG II	7	5	4	5	
FG I					
Total CA	25	25	25	25	
SNE	-	-	-	-	
Total SNE	-	-	-	-	
GRAND TOTAL	25	25	25	25	

* One Contract Agent FG IV is financed by IPA III 2022 PROGRAMME funds (2022-2025) and is not part of the estimate