

European Studies Institute

Financial Plan

2010-2013 academic years

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Explanatory Note to the Financial Plan

Period: September 2010 – August 2013

It is expected that the budget of the European Studies Institute (ESI) for the 2010-2013 will amount to **€ 650 000: € 000 000 – European Commission, € 3 000 000 – Russian Federation, € 650 000 – other earnings.**

The budget includes **€ 333 333** direct eligible costs and **€ 16 667** administrative expenses. Administrative expenses shall cover eligible costs not included under any other budget line. All expenses will be accounted at actual costs.

Estimated income of the ESI shall amount to €650 000

It will result from the following:

- it is envisaged to admit to the ESI programme 8 students (6 Russian and 2 EU-nationals) in the academic year 2010-2011 paying full tuition fees (€12 000 per student). It will bring in €96 000. Short-term intensive seminars will bring in some additional receipts – around €14 000;

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- in the next academic year (2011-2012) the number of students covering the cost of tuition on their own will increase to 12 people (8 Russian and 4 EU-students) which will ensure receipts on the level of €144 000. At the same time a series of short-term intensive seminars run by the ESI will endow €56 000;

- in 2012-2013, receipts from the tuition fees (€12 000 per student) are estimated at the level of €192 000. The ESI is planning there to admit 16 students required to pay fees (10 Russian and 6 EU-nationals). The short-term seminars are expected to bring an income of €78 000. Receipts from advertising in the review "All Europe.ru" will ensure another €2 000. The estimation of the income from the ESI publications will give approximately €2000. Moreover, it is also foreseen that in 2012-2013 the ESI will be offered some sponsoring from the former students, alumni at once charitable contributors as well as from the members of the Board of Trustees. These and other profits (from the projects run by the ESI) will amount to €76 000.

Удалено: in 2012-2013

Master's Programme

Total direct expenses - € 1 284 076

In **2010-2011** - €413 242; **2011-2012** - €425 513; **2012-2013** – €445 321

• The cost of the master's program include fees of:

- Visiting professors both Russian and foreign;
- Supervising of analytical papers;
- Simultaneous interpretation;
- Foreign language teaching courses;
- One assistant to Professor from the College of Europe (2000 Euro monthly);
- Saturday seminars and students' consultations;
- Fees for teaching additional courses to those second-year students, who are required to collect additional credits prior to defending their Master's Theses (4 weeks with 4-6 hours per day within three specialisations = 240 hrs);
- the State Attestation Committee.

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Fees for the supervision of the Master's Theses preparation are calculated on the basis of the number of students (130).

The draft budget also includes travel costs and per diems s for 3 foreign visiting professors, who are members of the State Attestation Committee.

Week-end sessions

- | 2010-2011: Introduction of 3 week end one-day sessions and 1 week end two-day sessions;
Total budget for 5 full-day sessions (3 days at the ESI premises; 2 days outside Moscow) - € 6 073; Удалено: -
Удалено: -
- | 2011-2012: Introduction of 4 weekend one-day sessions and 2 week end two-day sessions;
Total budget for 8 full-day sessions (4 – at the ESI premises; 2 – days outside Moscow) - € 10 516; Удалено: -
Удалено: -
- | 2012-2013: Introduction of 6 week end one-day sessions and 3 week-end two-day sessions;
Total budget for 12 full-days sessions - € 15 775 Удалено: -
- | The week end sessions outside Moscow shall be organised in residential complexes equipped with teaching, accommodation and canteen facilities. Удалено: -

The plan is to encourage the ESI students to write their Masters' Theses in the EU official languages. By estimation, approximately 5% of whole students' body will submit such Masters' Theses in 2011, while in 2012 their number will jump to approximately 10%. Obviously, it will imply some additional costs as the ESI lecturers from abroad and from Russia will be more and more involved in supervising students' work. Professors' participation in the State Attestation Committee will be required as well and some additional cost will spring from this fact. Subsequently, there will be some new items in the budget. Those will be elated to travel expenses, per diems, Professors' wages etc.

Whereas the above mentioned expenditure is reflected in the budget proposal, the costs implied by the small group work have not been yet put in any line of the estimate. Provision for those costs may appear in future. Nevertheless, it seems that budget leaves a certain margin of manoeuvre though. This flexibility results mostly from the fact that accordingly to the Strategy students will be offered more free days which will allow for redistributing the funds.

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Training programme for the Federal Antimonopoly Agency and civil servants of the other state bodies and business community

Total direct expenses – € 288 008

- | In 2010-2011 - €79 919; 2011-2012 - €91 336; 2012-2013 – €116 753) Удалено: 114 170

Short-Training programmes are planned i.a. for the Federal Antimonopoly Service (FAS) and civil servants from other ministries and departments.

The budget of each training programme covers the following costs: fees for Russian and International professors, per diems, interpretation, travel, visa, insurance and other costs.

N.B. Training programme for the business community

On the basis of experience acquired in 2010-2011 it is envisaged to held one short training

- | programme for business community; three in 2011-2012 and five – in 2012-2013. Удалено: 3
The training programmes for such target groups will be fee-based. Удалено: 5

Governing Board and Academic Council meetings

Total direct expenses - € 157 800 (€52 600 per year)

- | The Governing Board (GB) is expected to meet three times a year (€48 000 each GB). The budget shall cover the following costs: €300 per diem, for 4 days; international travels; interpretation hours. Удалено: s

Members of the Governing Board are invited to the Academic Council meetings (ACM) on an ad hoc basis and in accordance with their availability (€4 600 each ACM)

International conferences, workshops, seminars and round tables

Total direct expenses - € 284 649 (€94 883 per year)

The ESI is planning the following 5 events - conferences, workshops, round tables or seminars – to be held in Moscow each year. The cost of one conference is € 9 418. The total budget for 5 events is € 47 092.

The expenses budgeted cover the following costs: fees for speakers; copying, badges; interpretation; per diems; transfer costs; coffee-breaks and lunches; travel costs. Participation of the ESI professors at conferences upon invitations of European partners. ESI plans to spend annually for that purpose € 47 791.

ESI Alumni

Удалено: students

Total direct expenses - € 74 427, starting from 2012.

There is a prospect of organising from 2012 a series of conferences which will offer an opportunity for the ESI alumni to meet. The estimated expenses might be of €74 427 including such items as preparatory work, setting up of the specific Web site, costs linked to the conferences themselves.

Training sessions for the ESI students

Total direct expenses - € 818 880 (€272 960 per year)

The training abroad includes:

- one-week training programme/seminar at the Diplomatic Academy in Vienna (Austria) for 15 ESI students, 3 professors and 2 interpreters;
- two-week training programme/seminar at the College of Europe in Bruges (Belgium) for 25 ESI students and 5 professors.
- One-week training Programme at the country having the chair at the Council of the EU for 17 students and 3 professors

Summer language courses for ESI students and for students from the EU

Total direct expenses - € 122 175

Удалено:

ESI plans for students of summer intensive language courses:

- in 2010-2011 the length of 5 groups - €33 937
- in 2011-2012 the length of 6 groups - €40 725
- in 2012-2013 the length of 7 groups - €47 513

6 weeks, 25 hours per week, totaling 150 hours.

The expenses budgeted cover the following costs: fees for teachers, copying, students books , etc.

Training at and for Regional higher education institutions/universities, including visits for networking purposes

Total direct expenses - € 396 000 (€132 000 per year)

ESI plans to further develop contacts with the regional universities in the field of European integration. As well as conducting the programme/seminars in the regions which have already signed the agreement of cooperation. ESI costs will cover only professors' per diem and travel costs.

A) Regional programme/seminars 5 days each (3 times):

Per Diems: 5 professors for 5 days * 3 times

Travel costs: 15 flights * €350 each

B) Three-days seminars (4 times):

Per Diem: 3 professors for 3 days * 4 times

Travel costs: 12 flights * €350 each

Visits to regions for networking purposes will be combined (when possible) with the organisation of training in the regions for reasons of sound financial management. Regional partners will cover transfer and administrative costs, programme organization expenses, speakers' fees, office rent.

Participation in the training programmes in the EU countries

Total direct expenses - € 328 194 (€109 398 per year)

Удалено: Visit

Удалено: to

Удалено: institutions

The actual costs may be less than budgeted. It is understood that within the limits of existing budget allocation for this activity a certain degree of flexibility shall be granted, regarding numbers of teachers on missions, country(ies) and number of days of stay. This means that within the limit of the amount foreseen in the budget, such changes may occur.

Per diem rate for all countries is estimated at €200 and €140 for Russia.

The list of visits and the number of professors include inter alia visits to:

- Belgium (College of Europe): 5 ESI technical assistance personnel; 4 professors
- France – 2 professors
- The Netherlands – 2 professors
- Germany– 2 professors
- UK – 2 professors
- Austria – 2 professors
- Spain – 5 professors

In addition, visits to the following EU countries: Sweden, Italy, Finland, Spain, Denmark, Slovenia, Estonia, Portugal, where university-partners are located, as well as to Poland and Romania.

ESI plans 4 visits to the Russian regions, 4 days * €140 per diem each.

Удалено: and other EU countries

Audit

Total direct expenses - € 42 000

€14 000 per year in accordance with the state contract

Local office costs

Total direct expenses: €311 304

4.1 Consumables - office supplies	Per year	1	12000,00
4.2 Other services (tel/fax, electricity/heating, maintenance)	Per year	1	91767,75
4.2.1. Heating	Per year	1	11457,70
4.2.2. Electricity	Per year	1	12642,45
4.2.3. Water	Per year	1	1661,80
4.2.4. Security	Per year	1	7696,40
4.2.5. Fire safety	Per year	1	14600,00
4.2.6. Cleaning	Per year	1	14554,90
4.2.7. Cloakroom	Per year	1	5830,90
4.2.8. Communication	Per year	1	23323,60
Subtotal Local office			103.767,75

Удалено: ,

Publications and visibility

Total direct expenses - € 484 000

Publications, subscription to foreign editions: annual payment for databases – €30 000 per year.

Publishing – contracts with publishing house:

- 2010-2011 - €65 000 (publication of textbooks/collections of papers for the ESI students and launching the project of the Annual Report. This is to be published in Russian and in one of the EU official languages).
- 2011-2012 - €65 000 (editing of handbooks for students and publication of the Yearly Report).

Удалено: editing

Удалено: annual

- 2012-2013 - €73 000 (publication of textbooks and of the Annual Report. An increase in number of publications focused on the research work will harness the ESI editing activity starting from this academic year).

Visibility (maintenance of e-journal and web-site) ~~2010-2011 – €60 000; 2011-2012 – €64 000; 2012-2013 - €73 000~~ to allow publication of collection of articles. It is planned to move to double language ESI website starting from 2011.

Удалено: – 2010-2011

Удалено: – 2011-2012

Удалено: €73 000 -

Handbook

Benefiting from the established ESI contacts and of the flexibility of budget a textbook will be published soon (with a limited number of copies at first). This is for studying a possible demand as well as for defining a target audience. The handbook will be distributed among students and published on the ESI site either. A leaflet (brochure) informing about the ESI educational curriculum will be edited in greater number of copies only after it has been approved the feedback has been received with critical remarks and suggestions and the text changed accordingly.

Equipment and supplies

Total direct expenses: €93 000

- 2010-2011** - € 10 000 for annual insurance and maintenance of the car;
- 2011-2012** - € 25 000 for annual insurance and maintenance of the car, including to trade in the car
- 2012-2013** - € 10 000 for annual insurance and maintenance of the car;

€ 10 000 - per year for small furniture and computer hardware and software upgrade;

€ 6 000 - per year for purchase of books, manuals.

ESI Permanent staff

Total direct expenses: €1 649 372

(**2010-2011** - €515 710; **2011-2012** - €556 607; **2012-2013** – €577 055)

- 2010-2011** - creation of a new post of the deputy director of the ESI;
- 2011-2012** - the number of leading specialist will grow up. The ESI will be staffed with four People, who will be working within the unit responsible for communications and external contacts
- 2012-2013** - increase in number of leading specialists hired by the ESI to five people.

TOTAL: Direct expenses €6 333 333

Administrative costs €316 667

Administrative costs cover expenses which are not included in the article “direct expenses” as well as costs for:

- Coffee-breaks and lunches during the short-term courses, the Governing Board meetings;
- Representation expenses;
- Costs for certificates and diplomas granted;
- Visa and insurance fees for staff and students of ESI;
- Car transfers.
- Others

Удалено: licenses

GRAND TOTAL: €6 650 000