



Translation Centre for the bodies of the European Union

REPORT ON THE ACTIVITIES 1996



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A great deal of additional information on the European Union is available on the Internet. It can be accessed through the Europa server (<http://europa.eu.int>)

Cataloguing data can be found at the end of this publication

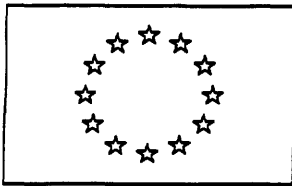
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Translation Centre for the Bodies of the European Union

CT/CA (97) 0005

Report of activities of the Translation Centre for 1996

INTRODUCTION

1996 was the second year in the three-year start-up period provided for in Council Regulation (EC) No 2965/94 of 28 November 1994, as amended by Council Regulation (EC) No 2610/95 of 30 October 1995.

ACTIVITIES OF THE MANAGEMENT BOARD OF THE CENTRE

The Management Board of the Centre met twice in 1996. The following subjects were discussed at the meeting of 20 March 1996:

- 1) Adoption of the final budget of the Centre for 1996 and in particular the contributions of the agencies.
- 2) Adoption of the Financial Regulation of the Centre after consulting the European Commission and taking into account the opinion of the Court of Auditors.
- 3) Arrangement governing the details for cooperation between the Translation Centre and the Translation Service of the Commission.
- 4) Draft arrangements sent to the agencies for which the Centre provides the necessary translation services for their operation.

The main items on the agenda for the Management Board meeting on 23 October 1996 were as follows:

- 1) Adoption of the Centre's draft budget for 1997 and the preliminary draft budget for 1998.
- 2) Draft decision on security and confidentiality arrangements for the handling of documents by the Centre.
- 3) The creation of a technical working group to deal with issues such as page counting, standardization of documents, quality assessment, tracking and transmission of documents. Mrs Schürings, the representative of the European Training Foundation (Turin) to the Management Board, was appointed to chair this working group. Representatives from all the agencies and observers from the Office for Official Publications of the European Communities were invited to take part.

- 4) Information on progress concerning the establishment of the Translation Centre and finalization of the arrangements between the Centre and the agencies.

MANAGEMENT REPORT

From the operational point of view, 1996 was effectively the launch year of the Translation Centre. The creation of a selection committee for the LA staff, which was represented by the Parliament and the Commission, made it possible to short-list and subsequently recruit translators for all the official languages of the European Union as well as people responsible for the in-house translation section, freelance translations and standardization.

The selection committees for B- and C-grade staff were also successful in recruiting staff responsible for the accounts, finances, computer department, help-desk, planning and secretarial services. As a result the organigram of the Centre is now complete (see enclosed copy), in accordance with the establishment plan adopted by the Management Board as an annex to the budget.

In compliance with the Regulation setting up the Translation Centre, the latter signed arrangements establishing cooperation procedures with the following agencies:

- the European Agency for Health and Safety at Work (AESS) - Bilbao
- the European Environment Agency (EEA) - Copenhagen
- the European Training Foundation (FEF) - Turin
- the European Police Office (Europol) - The Hague
- the Community Plant Varieties Office (OCVV) - Brussels
- the European Monitoring Centre for Drugs and Drug Addiction (OEDT) - Lisbon

Negotiations are still in progress with two other agencies:

- the European Agency for the Evaluation of Medicinal Products (EMA) - London
- the Office for Harmonization in the Internal Market (OHMI) - Alicante

Article 2 (2) of the basic Regulation of the Translation Centre provides that other bodies set up by the Council may have access to the services of the Centre on the basis of arrangements to be agreed with the Centre. This has paved the way for the Centre to open discussions with several of these bodies in order to examine the specific cases in which cooperation might be considered. A trial was thus initiated at the end of 1996 with the European Foundation for the Improvement of Living and Working Conditions in Dublin and a draft arrangement between the two agencies is under negotiation. The Centre is also developing contacts with other bodies of the European Union. It should be noted that the Regulation setting up the Translation Centre provides that these bodies may also be represented on the Management Board once the arrangements have been signed.

As regards the volume of work at the Centre, it should be noted that the number of pages has doubled compared with the previous year:

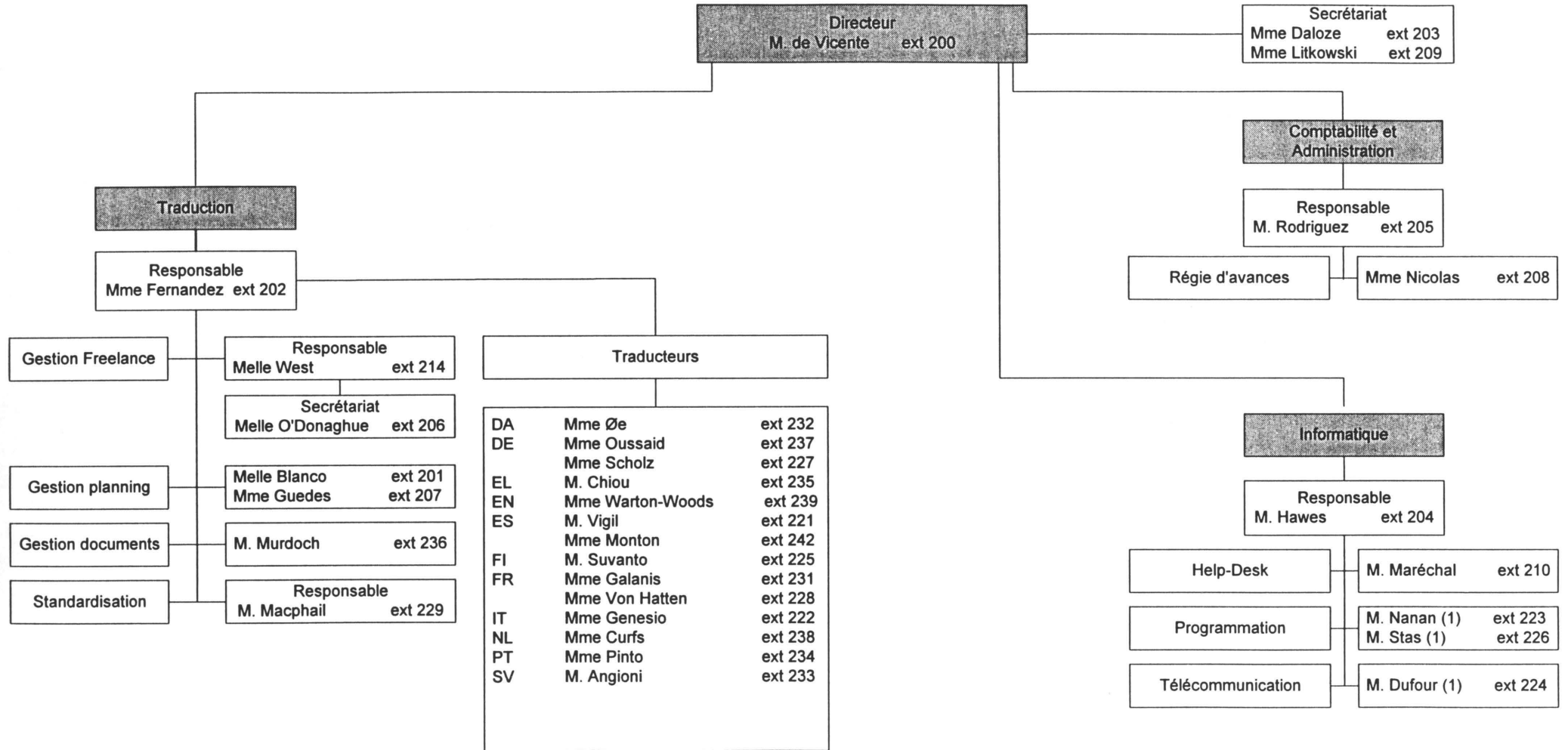
1995	:	20 204 pages
1996	:	40 899 pages

A breakdown of these figures by agency and language is given in the statistics annexed to this report.

The Translation Centre takes part in the work of the Interinstitutional Committee for Translation, and is represented by its Director, who at the same time chairs the subcommittee on Cooperation in complementarity of management. The subcommittee gave urgent consideration in 1996 to the issue of translation statistics at interinstitutional level, initially with a simple data-exchange system, which led the members of the subcommittee to initiate dialogue on the various methods of accounting for translation services at the European institutions. For its part, the Interinstitutional Committee for Translation continued its work, which resulted in the first report addressed to the Committee of the Heads of Administration of Institutions and Bodies taking part in interinstitutional cooperation. This report contains information and specific proposals concerning terminology, the circulation of documents, new translation tools, the recruitment and training of translators, administrative and budgetary issues, freelance translations and complementarity in the management of translation requests. The Committee as well as the various interinstitutional subcommittees on translation will be continuing their work in 1997.

Finally, the Translation Centre would like to thank the Translation Service of the European Commission for its help and support during this difficult operational start-up period.

CENTRE DE TRADUCTION DES ORGANES DE L'UNION EUROPEENNE



(1) experts sous contrats



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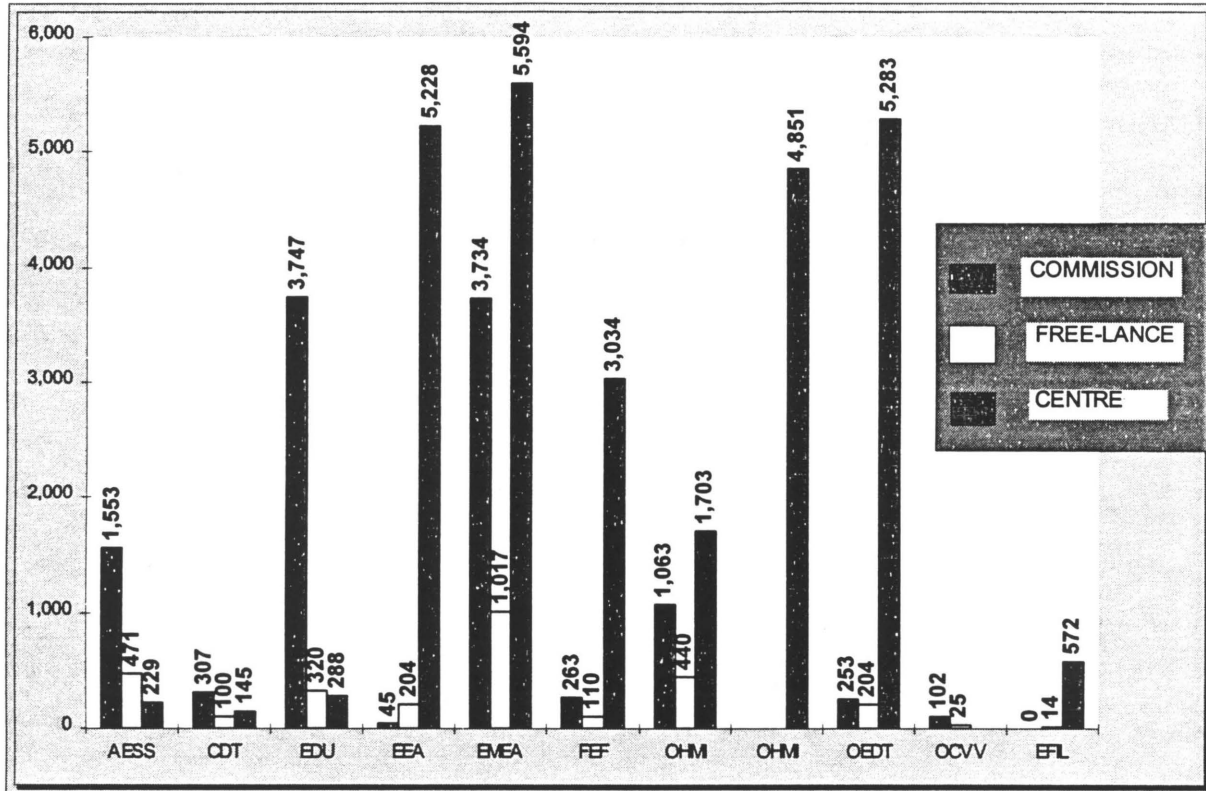
Translation Centre for the bodies of the European Union

STATISTICS 1996

STATISTIQUES 1996

		COMMISSION	CENTRE	FREE-LANCE	TOTAL
AESS	BILBAO	1,553	471	229	2,253
CDT	LUXEMBOURG	307	100	145	552
EDU	LA HAYE	3,747	320	288	4,355
EEA	COPENHAGUE	45	204	5,228	5,477
EMEA	LONDRES	3,734	1,017	5,594	10,345
FEF	TURIN	263	110	3,034	3,407
OHMI	ALICANTE	1,063	440	1,703	3,206
OHMI	MARQUES			4,851	4,851
OEDT	LISBONNE	253	204	5,283	5,740
OCVV	BRUXELLES	102	25		127
EFIL	DUBLIN	0	14	572	586
<u>TOTAL PAGES CIBLE</u>		11,067	2,905	26,927	40,899

		COMMISSION	CENTRE	FREE-LANCE	TOTAL
AESS	BILBAO	223	60	70	353
CDT	LUXEMBOURG	45	23	33	101
EDU	LA HAYE	845	53	36	934
EEA	COPENHAGUE	9	55	4,054	4,118
EMEA	LONDRES	592	111	825	1,528
FEF	TURIN	48	68	1,428	1,544
OHMI	ALICANTE	346	97	509	952
OHMI	MARQUES			4,851	4,851
OEDT	LISBONNE	170	138	1,412	1,720
OCVV	BRUXELLES	29	7	0	36
EFIL	DUBLIN	0	11	284	295
<u>TOTAL PAGES SOURCE</u>		2,307	623	13,502	16,432



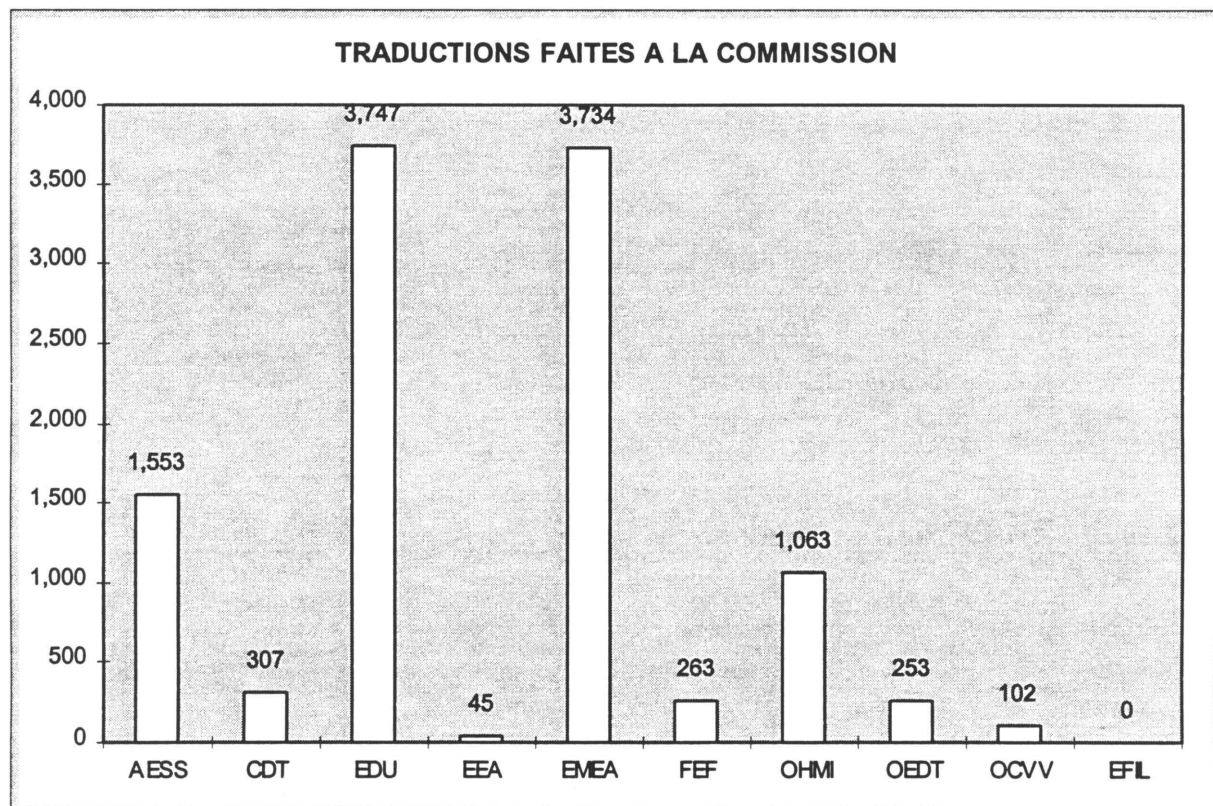
COMMISSION

STATISTIQUES 1996

COMMISSION

		PAGES CIBLE	PAGES SOURCE	PAGES CIBLE	PAGES SOURCE
AESS	BILBAO	1,553	223		
CDT	LUXEMBOURG	307	45		
EDU	LA HAYE	3,747	845		
EEA	COPENHAGUE	45	9		
EMEA	LONDRES	3,734	592		
FEF	TURIN	263	48		
OHMI	ALICANTE	1,063	346		
OEDT	LISBONNE	253	170		
OCVV	BRUXELLES	102	29		
EFIL	DUBLIN	0	0		
		11,067	2,307		
				11,067	2,307

DA Total	985	984
DE Total	1301	415
EL Total	1070	74
EN Total	1009	666
ES Total	1028	100
FI Total	897	14
FR Total	1043	40
IT Total	961	1
NL Total	945	8
PT Total	912	1
SV Total	916	4



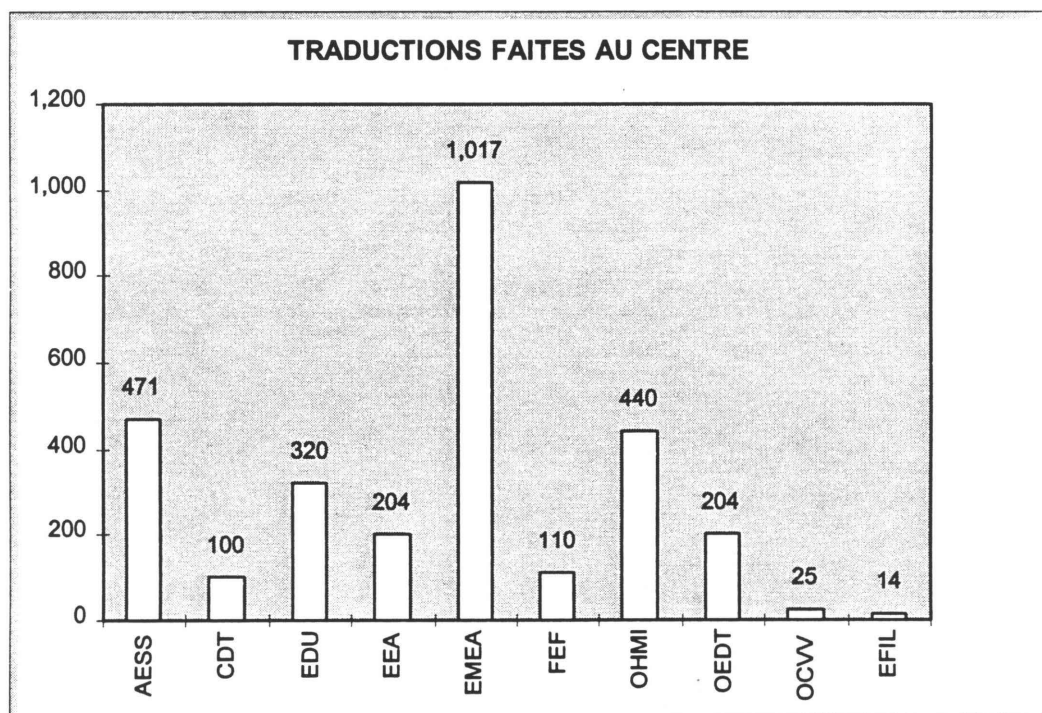
CENTRE

STATISTIQUES 1996

CENTRE

		PAGES CIBLE	PAGES SOURCE	PAGES CIBLE	PAGES SOURCE
AESS	BILBAO	471	60		
CDT	LUXEMBOURG	100	23		
EDU	LA HAYE	320	53		
EEA	COPENHAGUE	204	55		
EMEA	LONDRES	1,017	111		
FEF	TURIN	110	68		
OHMI	ALICANTE	440	97		
OEDT	LISBONNE	204	138		
OCVV	BRUXELLES	25	7		
EFIL	DUBLIN	14	11		
		2,905	623	2,905	623

DA Total	228	227
DE Total	318	163
EL Total	193	0
EN Total	228	98
ES Total	593	119
FI Total	239	12
FR Total	54	1
IT Total	518	2
NL Total	141	0
PT Total	183	0
SV Total	210	1



FREE-LANCE

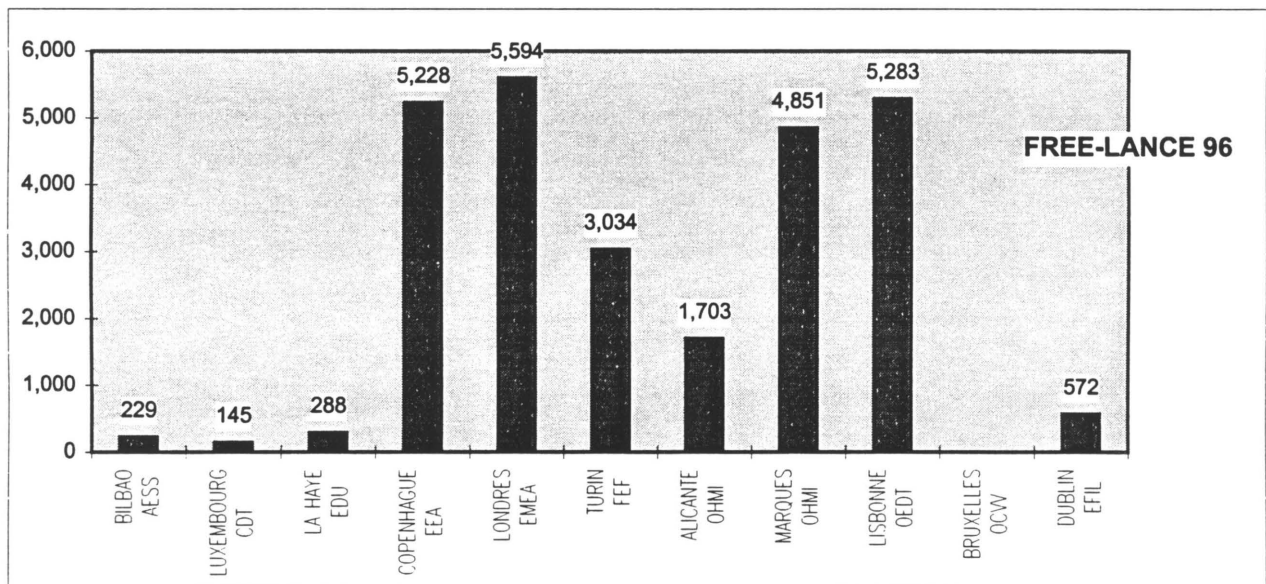
STATISTIQUES 1996

FREE-LANCE

		PAGES CIBLE	PAGES SOURCE
AESS	BILBAO	229	70
CDT	LUXEMBOURG	145	33
EDU	LA HAYE	288	36
EEA	COPENHAGUE	5,228	4,054
EMEA	LONDRES	5,594	825
FEF	TURIN	3,034	1,428
OHMI	ALICANTE	1,703	509
OHMI	MARQUES	4,851	4,851
OEDT	LISBONNE	5,283	1,412
OCVV	BRUXELLES		0
EFIL	DUBLIN	572	284
		26,927	13,502

DA Total	1,753
DE Total	3,552
EL Total	1,586
EN Total	934
ES Total	5,639
FI Total	1,646
FR Total	3,119
IT Total	2,291
NL Total	1,657
PT Total	1,649
SV Total	1,869
CS Total	271
IS Total	32
LV Total	271
NO Total	32
ET Total	271
SK Total	271
PO Total	85

26,927



STATISTIQUES AGENCES 1996

COMMISSION

	AESS	CDT	EEA	EDU	EMEA	FEF	OHMI	OEDT	OCV	EFIL	TOTAL
DA Total	148	30	4	339	412	12	30	2	8	0	985
DE Total	163	33	4	374	340	48	181	150	8	0	1,301
EL Total	148	33	4	340	493	12	30	2	8	0	1,070
EN Total	91	34	4	467	69	45	264	31	4	0	1,009
ES Total	117	23	4	250	372	48	204	2	8	0	1,028
FI Total	143	16	5	342	340	12	30	1	8	0	897
FR Total	168	19	4	346	395	3	37	52	19	0	1,043
IT Total	140	29	4	277	253	48	197	5	8	0	961
NL Total	155	33	4	332	361	12	30	3	15	0	945
PT Total	145	33	4	340	337	12	30	3	8	0	912
SV Total	135	24	4	340	362	11	30	2	8	0	916
	1,553	307	45	3,747	3,734	263	1,063	253	102	0	11,067

STATISTIQUES AGENCES 1996

CENTRE

	AESS	CDT	EEA	EDU	EMEA	FEF	OHMI	OEDT	OCVV	EFIL	TOTAL
DA Total	54	7	35	10	110	0	6	4	2	0	228
DE Total	22	6	15	6	98	5	91	68	3	4	318
EL Total	52	4	14	9	102	0	6	4	2	0	193
EN Total	3	15	0	15	1	5	78	98	6	7	228
ES Total	83	15	54	138	122	66	108	5	2	0	593
FI Total	52	15	14	43	98	0	8	4	2	3	239
FR Total	15	3	5	6	20	2	0	3	0	0	54
IT Total	48	15	35	75	185	32	121	5	2	0	518
NL Total	45	4	4	0	76	0	6	4	2	0	141
PT Total	39	4	14	9	102	0	8	5	2	0	183
SV Total	58	12	14	9	103	0	8	4	2	0	210
CS Total											
IS Total											
LV Total											
NO Total											
ET Total											
SK Total											
PO Total											
	471	100	204	320	1,017	110	440	204	25	14	2,905

STATISTIQUES AGENCES 1996

FREE-LANCE

	AESS	CDT	EEA	EDU	EMEA	FEF	OHMI	OEDT	OCVV	EFIL	TOTAL
DA Total	16	17	7	36	644	107	506	388	0	32	1,753
DE Total	29	17	180	36	516	875	801	1,066	0	32	3,552
EL Total	6	33	20	36	508	107	514	330	0	32	1,586
EN Total	0	9	0	0	0	37	547	89	0	252	934
ES Total	27	9	3,537	0	491	229	849	465	0	32	5,639
FI Total	33	0	43	0	536	107	507	388	0	32	1,646
FR Total	33	0	185	36	526	855	610	842	0	32	3,119
IT Total	23	9	7	36	519	261	923	481	0	32	2,291
NL Total	6	17	25	36	563	107	483	388	0	32	1,657
PT Total	23	17	51	36	534	107	391	458	0	32	1,649
SV Total	33	17	25	36	757	158	423	388	0	32	1,869
CS Total			271								271
IS Total			32								32
LV Total			271								271
NO Total			32								32
ET Total			271								271
SK Total			271								271
PO Total						85					85
	229	145	5,228	288	5,594	3,034	6,554	5,283	0	572	26,927

STATISTIQUES AGENCES 1996
COMMISSION + CENTRE + FREE-LANCE

	AESS	CDT	EEA	EDU	EMEA	FEF	OHMI	OEDT	OCVV	EFIL	TOTAL
DA Total	218	54	46	385	1,166	119	542	394	10	32	2,966
DE Total	214	56	199	416	954	928	1,073	1,284	11	36	5,171
EL Total	206	70	38	385	1,103	119	550	336	10	32	2,849
EN Total	94	58	4	482	70	87	889	218	10	259	2,171
ES Total	227	47	3,595	388	985	343	1,161	472	10	32	7,260
FI Total	228	31	62	385	974	119	545	393	10	35	2,782
FR Total	216	22	194	388	941	860	647	897	19	32	4,216
IT Total	211	53	46	388	957	341	1,241	491	10	32	3,770
NL Total	206	54	33	368	1,000	119	519	395	17	32	2,743
PT Total	207	54	69	385	973	119	429	466	10	32	2,744
SV Total	226	53	43	385	1,222	169	461	394	10	32	2,995
CS Total	0	0	271	0	0	0	0	0	0	0	271
IS Total	0	0	32	0	0	0	0	0	0	0	32
LV Total	0	0	271	0	0	0	0	0	0	0	271
NO Total	0	0	32	0	0	0	0	0	0	0	32
ET Total	0	0	271	0	0	0	0	0	0	0	271
SK Total	0	0	271	0	0	0	0	0	0	0	271
PO Total	0	0	0	0	0	85	0	0	0	0	85
	2,253	552	5,477	4,355	10,345	3,407	8,057	5,740	127	586	40,899

AESS

(AGENCE EUROPEENNE POUR LA SANTE ET LA SECURITE AU TRAVAIL - BILBAO)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	148	54	16	218
DE Total	163	22	29	214
EL Total	148	52	6	206
EN Total	91	3		94
ES Total	117	83	27	227
FI Total	143	52	33	228
FR Total	168	15	33	216
IT Total	140	48	23	211
NL Total	155	45	6	206
PT Total	145	39	23	207
SV Total	135	58	33	226

TOTAL	1,553	471	229	2,253
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CDT

(CENTRE DE TRADUCTION DES ORGANES DE L' UE - LUXEMBOURG)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	30	7	17	54
DE Total	33	6	17	56
EL Total	33	4	33	70
EN Total	34	15	9	58
ES Total	23	15	9	47
FI Total	16	15	0	31
FR Total	19	3	0	22
IT Total	29	15	9	53
NL Total	33	4	17	54
PT Total	33	4	17	54
SV Total	24	12	17	53

TOTAL	307	100	145	552
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EDU

(OFFICE EUROPEEN DE POLICE (EUROPOL) ET L'UNITE DROGUES - LA HAYE)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	339	10	36	385
DE Total	374	6	36	416
EL Total	340	9	36	385
EN Total	467	15	0	482
ES Total	250	138	0	388
FI Total	342	43	0	385
FR Total	346	6	36	388
IT Total	277	75	36	388
NL Total	332		36	368
PT Total	340	9	36	385
SV Total	340	9	36	385

TOTAL	3,747	320	288	4,355
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EEA

(AGENCE EUROPEENNE DE L'ENVIRONNEMENT - COPENHAGUE)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	4	35	7	46
DE Total	4	15	180	199
EL Total	4	14	20	38
EN Total	4			4
ES Total	4	54	3537	3,595
FI Total	5	14	43	62
FR Total	4	5	185	194
IT Total	4	35	7	46
NL Total	4	4	25	33
PT Total	4	14	51	69
SV Total	4	14	25	43
CS Total			271	271
IS Total			32	32
LV Total			271	271
NO Total			32	32
ET Total			271	271
SK Total			271	271

TOTAL	45	204	5,228	5,477
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EMEA

(AGENCE EUROPEENNE POUR L'EVALUATION DES MEDICAMENTS - LONDRES)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	412	110	644	1,166
DE Total	340	98	516	954
EL Total	493	102	508	1,103
EN Total	69	1	0	70
ES Total	372	122	491	985
FI Total	340	98	536	974
FR Total	395	20	526	941
IT Total	253	185	519	957
NL Total	361	76	563	1,000
PT Total	337	102	534	973
SV Total	362	103	757	1,222

TOTAL	3,734	1,017	5,594	10,345
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FEF

(FONDATION EUROPEENNE POUR LA FORMATION - TURIN)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	12		107	119
DE Total	48	5	875	928
EL Total	12		107	119
EN Total	45	5	37	87
ES Total	48	66	229	343
FI Total	12		107	119
FR Total	3	2	855	860
IT Total	48	32	261	341
NL Total	12		107	119
PT Total	12		107	119
SV Total	11		158	169
PO Total			85	85

TOTAL	263	110	3,034	3,407
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OHMI

**(OFFICE DE L'HARMONISATION DANS LE MARCHÉ INTERIEUR,
MARQUES, DESSINS ET MODELES - ALICANTE)**

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	30	6	0	36
DE Total	181	91	424	696
EL Total	30	6	0	36
EN Total	264	78	310	652
ES Total	204	108	420	732
FI Total	30	8	0	38
FR Total	37		133	170
IT Total	197	121	416	734
NL Total	30	6	0	36
PT Total	30	8	0	38
SV Total	30	8	0	38

TOTAL	1,063	440	1,703	3,206
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OHMI -MARQUES-

**(OFFICE DE L'HARMONISATION DANS LE MARCHÉ INTERIEUR,
MARQUES, DESSINS ET MODELES - ALICANTE)**

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total			506	506
DE Total			377	377
EL Total			514	514
EN Total			237	237
ES Total			429	429
FI Total			507	507
FR Total			477	477
IT Total			507	507
NL Total			483	483
PT Total			391	391
SV Total			423	423

TOTAL	0	0	4,851	4,851
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OEDT

(OBSERVATOIRE EUROPEEN DES DROGUES ET DES TOXICOMANIES -
LISBONNE)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	2	4	388	394
DE Total	150	68	1,066	1,284
EL Total	2	4	330	336
EN Total	31	98	89	218
ES Total	2	5	465	472
FI Total	1	4	388	393
FR Total	52	3	842	897
IT Total	5	5	481	491
NL Total	3	4	388	395
PT Total	3	5	458	466
SV Total	2	4	388	394

TOTAL	253	204	5,283	5,740
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OCVV

(OFFICE COMMUNAUTAIRE DES VARIETES VEGETALES - BRUXELLES)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	8	2	0	10
DE Total	8	3	0	11
EL Total	8	2	0	10
EN Total	4	6	0	10
ES Total	8	2	0	10
FI Total	8	2	0	10
FR Total	19		0	19
IT Total	8	2	0	10
NL Total	15	2	0	17
PT Total	8	2	0	10
SV Total	8	2	0	10

TOTAL	102	25	0	127
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EFIL

(FONDATION EUROPEENNE POUR L'AMELIORATION DES CONDITIONS DE VIE

ET DE TRAVAIL - DUBLIN)

Langue Cible	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total			32	32
DE Total		4	32	36
EL Total			32	32
EN Total		7	252	259
ES Total			32	32
FI Total		3	32	35
FR Total			32	32
IT Total			32	32
NL Total			32	32
PT Total			32	32
SV Total			32	32

TOTAL	0	14	572	586
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Translation Centre for the bodies of the European Union

**REVIEW OF FINANCIAL
MANAGEMENT
1996**



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Translation Centre for the Bodies of the European Union

ANALYSIS OF FINANCIAL MANAGEMENT

A total of 40 899 pages were translated, an increase of 36% on the initial estimate of just 30 000 pages.

Revenue amounted to ECU 2 961 932 (-13% compared with the estimate) and expenditure was ECU 2 785 273.17 (-19% compared with the estimate).

The Centre has, however, managed to improve its cost-effectiveness significantly by applying the principle of good financial management referred to in Article 2 of its Financial Regulation.

Revenue

The forecast contributions from the agencies and offices for which the Centre provides translation services amounted to ECU 3 370 000. Established entitlements came to ECU 2 961 932.

The amount still to be collected at the end of the year was ECU 258 750.

Estimated bank interest was ECU 30 000 and actual revenue came to ECU 62 629.09.

Expenditure

Appropriations for the financial year

• Appropriations for the financial year	ECU 3 400 000
• Commitments entered into	ECU 2 785 273.17
• Payments made	ECU 1 242 609.01
• Appropriations to be carried over automatically	ECU 1 542 664.16
• Cancelled appropriations	ECU 614 726.83

Remarks

Title 1: Staff

Chapter 11: Staff in active employment (except item 1174)

The Centre's 1996 establishment plan provided for a total of 23 staff members.

The unused appropriations are explained by the fact that most of the staff took up their duties between September and December 1996.

Item 1174: Freelance services

The amount allocated under this item (ECU 1 250 000) was fully used. The large sum carried over automatically was due to invoices not yet received at year-end; this corresponds to orders for freelance translations sent out to meet the increase in volume of translation requests at the end of the year, mainly from the OHIM, the EEA and the EMCDDA.

Title 2: Buildings, equipment and miscellaneous operating expenditure

• Appropriations for the financial year	ECU 957 000
• Commitments entered into	ECU 725 642.24
• Payments made	ECU 88 199.66
• Appropriations carried over	ECU 637 442.58
• Cancelled appropriations	ECU 231 357.76

The amount of appropriations carried over corresponds, for the most part, to repayments for translation services provided by the Commission but not yet invoiced, and to the contracts of external computer staff which were being executed at the end of the year.

The cancelled appropriations are due to actual expenditure being lower than that initially forecast for electricity, postal charges, interpreting and meeting expenses.



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WORK PROGRAMME 1997



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Translation Centre for the Bodies of the European Union

Work programme for 1997

1997 will see the end of the start-up period of the Translation Centre as provided for in Council Regulation (EC) No 2965/94. It will therefore be necessary to complete the structure of the Centre so that it can begin 1998 on a solid basis. Furthermore, several of the agencies will be reaching their forecast level of activity, which will undoubtedly have repercussions on the volume of work for the Centre, which could foreseeably rise to some 140 000 pages, 90 000 of which will be for OHIM trade marks.

In order to meet this demand, it will be necessary to recruit more staff, including translators as well as B- and C-grade support staff, and purchase extra computer and office equipment. The Centre will still be requesting support from the Community IDA Programme for 1997 in order to finance the cost of purchasing and installing this equipment.

This very positive development means that the office space currently occupied by the Centre has become too small, even after taking over the rest of the 3rd floor of the Galerie Kons. The Luxembourg government has offered the Centre the use of one of the floors of the Hemicycle building on the Kirchberg plateau, and it is planned to move there in April 1997. The Translation Centre wishes to thank the Luxembourg authorities wholeheartedly for their continued support.

An advisory committee on procurements and contracts (CCAM) will also be set up to allow the publication of invitations to tender specifically aimed at the needs of the Centre and the agencies which use its services.

The arrangements still being negotiated with the European Agency for the Evaluation of Medicinal Products and the Office for Harmonization in the Internal Market are to be concluded and signed during the course of the year, and the cooperation agreement between the Centre and the Translation Service of the European Commission is to be renewed. Agreements on the seat of the Centre and security will also be negotiated with the Luxembourg government.

In the area of interinstitutional cooperation, contacts already established with the other institutions, bodies and organizations of the European Union must be pursued and strengthened with the aim of examining, and possibly defining, the possibilities for cooperation in the area of translation. The Centre will endeavour to find a common ground with these organizations with a view to broadening its client base and activities, and thus make more rational and efficient use of its resources.

The Centre will also continue to take part in the activities of the Interinstitutional Committee for Translation as provided for in its Regulation and as intended by the European Parliament.

The Committee is to draw up its second annual report in 1997 for the attention of the Committees of the Heads of Administration, while the subcommittees on 'Resources', 'Terminology, documentation and new tools' and 'Cooperation in complementarity of management', on which the Centre is represented, are to pursue their activities in the following areas:

- interinstitutional competitions for the recruitment of LA staff;
- procedures for using common lists of successful candidates;
- interinstitutional exchanges of linguists;
- experiments in 'Translator's workshops';
- cooperation in the area of terminology and pooling of databases;
- interinstitutional invitation to tender for the purchase of integrated translation software;
- coordination of calls for tender from freelancers;
- interinstitutional statistics of translation services.

The Centre hopes that this work will make it possible to rationalize working methods and obtain the best return on translation resources at interinstitutional level.

European Union — Translation Centre for the bodies of the European Union

Report on the activities 1996

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