

OFFICE FOR OFFICIAL PUBLICATIONS  
OF THE EUROPEAN COMMUNITIES

**SIXTH  
ANNUAL MANAGEMENT REPORT  
1974**



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## INTRODUCTION

*Pursuant to Article 4 (1), indent 4, of the Decision of 16 January 1969 establishing the Office for Official Publications of the European Communities "the Management Committee of the Office shall draw up, on the basis of a draft prepared by the Director, an annual management report covering in particular, in the light of the analytical accounts, all items of revenue and expenditure relating to publications of the Office; by 1 May each year, the Committee shall forward to the institutions the report of the previous year's activities, in particular with a view to the preparation of the budget of the Communities; the report shall also be forwarded to the bodies responsible for financial control".*

*Such is the object of this report, which covers the year 1974, and which the Management Committee has drawn up after the usual consultation with the unions in Luxembourg.*

*The Management Committee welcomes the constructive spirit which marked this consultation. It will not fail to draw appropriate lessons from this type of meeting and will apply the results achieved, as far as possible, to its staff management policies. A summary of the main items discussed during this year's consultation will be found in Chapter VI of the report covering staff questions.*





I. SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE



## I. SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE

In 1974, the Management Committee consisted of :

- Mr H. R. Nord, Secretary-General of Parliament;
- Mr N. Hommel, Secretary-General of the Council;
- Mr E. Noel and Mr P. Baichere, Secretary-General and Director-General respectively for Personnel and Administration of the Commission;
- Mr A. Van Houtte, Clerk of the Court of Justice;
- Mr D. Delfini, Secretary-General of the Economic and Social Committee.

The Committee held three meetings, on 2 April (select), 5 July (plenary) and 17 December 1974 (select), chaired by Mr A. Van Houtte during the first half of the year and by Mr H. R. Nord during the second half.

The meetings of the members of the Committee were preceded by those of their representatives, which took place as follows :

- on 7 February, 4 March and 27 March, to prepare for the Committee meeting of 2 April 1974,
- on 31 May, 17 June and 3 July, to prepare for the Committee meeting of 5 July 1974,
- 7 October and 28 October, to prepare for the Committee meeting of 17 December 1974,

i.e. eight meetings in all.

The work of the Management Committee covered :

- "Official Journal" sector :
  - (a) the drafting of an invitation to tender, accompanied by technical specifications, and a convention laying down the printing procedures of the "Official Journal" from 1 January 1975 for a period of five years, instead of two years, as was the case previously;

(b) the request for a more detailed sub-division of the "Official Journal" addressed by the Danish delegation to the Council on 23 September 1974 and considered by the Council (Ministers of Justice) which, on 26 November 1974, requested the Management Committee to submit a report on the matter by 1 May 1975 (cf. chapter on "OJ", page 15);

- Sales Service

- (a) the distribution of free copies of the "Official Journal",
- (b) the sale of the Treaties,
- (c) the stocks of Collected Acts,
- (d) the harmonization of competition notices,
- (e) the direct dispatch of the "Official Journal" from Luxembourg;  
a working party was set up to study this problem and held two meetings on 30 April and 20 May 1974;

- Accounts Office

problems involved in the accounts of the Office, in particular the analytical accounts;

- Staff management (1)

- (a) the organization of competitions to fill vacancies at the Office,
- (b) problems relating to freelance proof-readers,
- (c) the drafting of the plan of organization for 1974.

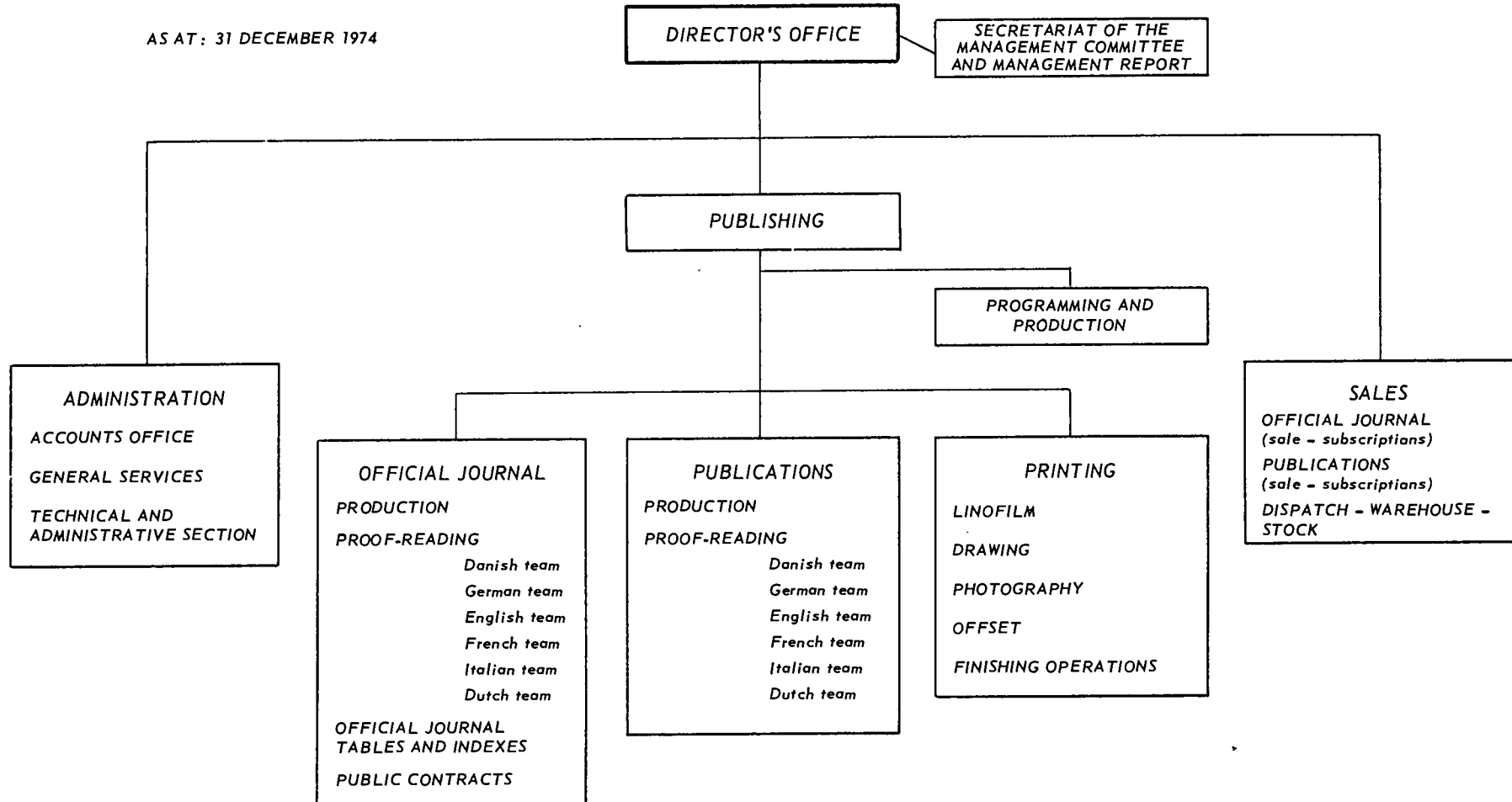
The implementing procedures of the agreement concerning the attachment to the Office of the Medium and Long-Term Translation Service became effective on 1 January 1974.

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(1) See plan of organization on the following page.

# PUBLICATIONS OFFICE – PLAN OF ORGANIZATION

AS AT: 31 DECEMBER 1974





II. PUBLICATIONS ISSUED BY THE OFFICE

- "Official Journal"
- Publications other than the "Official Journal"
- Workshops
- Programming and production





"OFFICIAL JOURNAL"

*Pursuant to Article 2 (1), indent 2, of the Decision of 16 January 1969 establishing the Office for Official Publications of the European Communities "the Office is responsible for the printing, either by its own services or by other undertakings, of the "Official Journal of the European Communities". The "Official Journal" has in fact been printed, since the very first issue, by "other undertakings" and not by the Office itself.*

I - DEVELOPMENTS IN 1974

(a) Work carried out

While at the end of 1973 (1) a number of texts far above the monthly average remained to be printed, whence the publication of issues dated 31 December 1973 until 28 March 1974, with obvious consequences, this did not occur in 1974.

The reason for this was that some progress had been made thanks to the appropriate steps taken, at the request of the Office, by the Council and the Commission to avoid, where possible, the accumulation of acts to be published in the "Official Journal" at the end of the year. Thus, on 31 December 1974, only 432 pages remained to be printed (against 1 090 pages at the end of 1973). Certain texts which had been precomposed in November were finally adopted between 15 November and 20 December and not, as happened in 1973, all at the same time at the end of the year.

To give just one example, the Common Customs Tariff, a particularly voluminous document (372 pages), which is usually published late (1973 edition published on 1 January 1974) appeared on 1 November 1974.

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(1) Cf. 5th Annual Management Report, page 14, c).

This improvement is all the more noteworthy if one considers that a large proportion of the 432 pages not published at the end of 1974 were texts of an informational nature (one C issue of 284 pages) whereas at the end of 1973 a number of legislative acts were not available on the date of entry into force.

(b) Convention with the printing works

The convention on the printing of the "Official Journal" expired at the end of 1974 and in the spring of the same year the Management Committee examined and revised the terms and technical specifications of an invitation to tender drawn up by the Director of the Office.

Thus, following the publication of a public invitation to tender in the "Official Journal of the European Communities" No C 82, of 15 July 1974, the Office was able to submit for approval by the Consultative Committee on Purchasing and Contracts (CCAM) of the Commission a tender from a consortium of five printing works. The approval requested was given in Notice No 747/1974 of 8 November 1974.

The Director of the Office drew up a draft convention, for agreement with these five printing works, the chief innovation being that it involves the joint and several liability of all the printing works for the production of the "Official Journal". This convention, which was approved by the Management Committee and the CCAM, was signed on 18 December 1974 and entered into force on 1 January 1975. For the next five years it will govern the relations of the Office with the consortium as regards the printing of the "Official Journal of the European Communities".

II - OUTPUT

(a) Number of pages/language

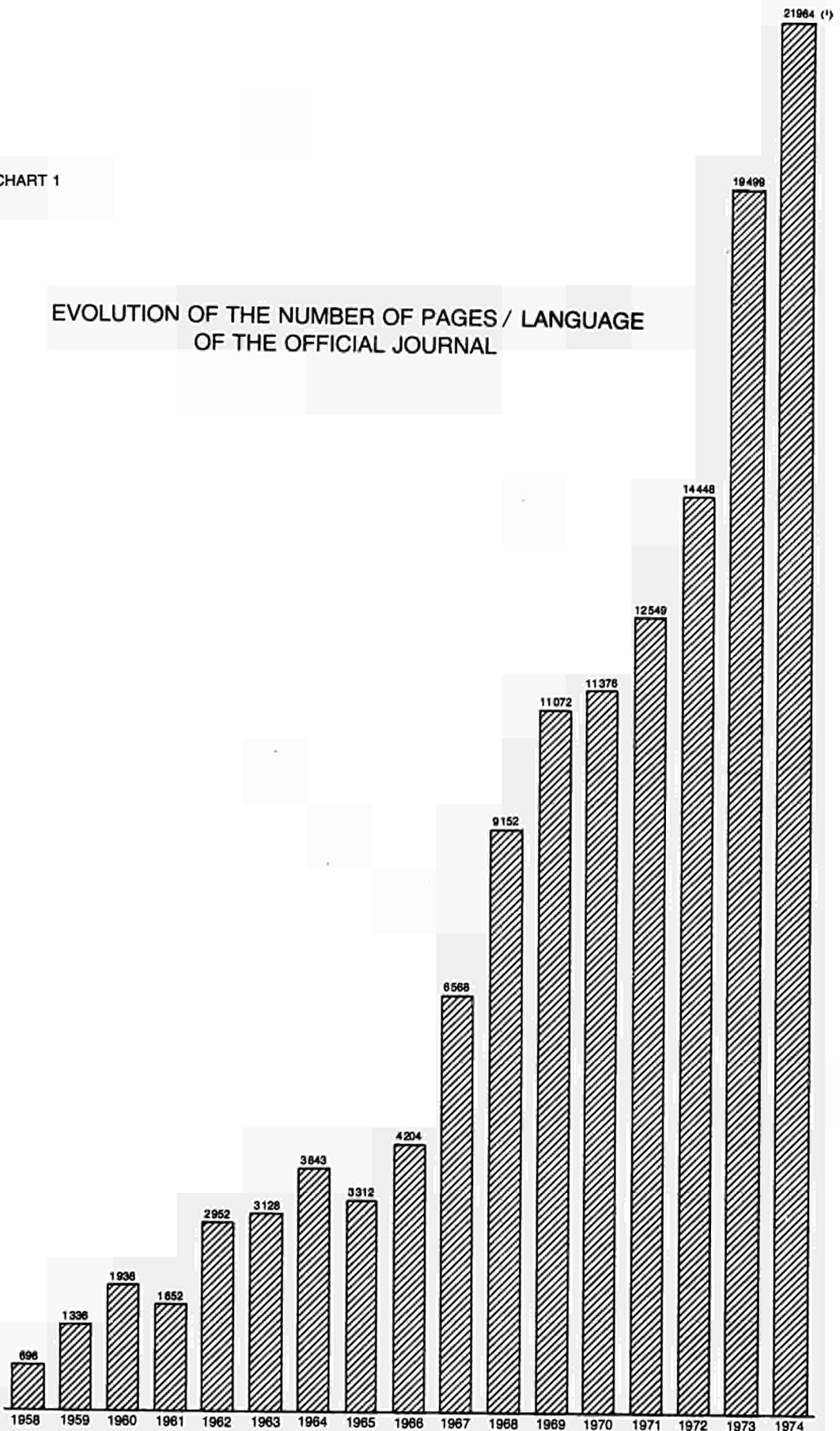
The number of pages/language, excluding indexes and secondary legislation, totalled 21 964 (1) in 1974 compared to 19 499 in 1973 (see Chart I, page 17).

As shown in Table 1, page 18, the volume of the "Official Journal" has almost doubled in five years.

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(1) Including issues dated 1973 but actually published in 1974 (see table on page 24).

CHART 1

EVOLUTION OF THE NUMBER OF PAGES / LANGUAGE  
OF THE OFFICIAL JOURNAL

(\*) See footnote on page 16.

Table 1

	1969	1970	1971	1972	1973	1974
Number of pages	11 072	11 376	12 549	14 448	19 499	21 964
Increase in %		3	10	15	35	12.6
Increase on base 100 = 1969	100	103	113	130	176	198

In addition 10 786 pages of indexes were printed, as supplements to the "Official Journal" (see Table 7, page 32).

## (b) Number of issues

The number of issues of the "Official Journal" published in 1974 was 529, including 368 for the L series and 161 for the C series. These figures include the 12 six-language issues carried forward from 1973, with 11 L-series issues and one C-series issue (1). The trend in the number of issues published between 1958 and 1974 is shown in Chart 2, on page 19, and the average number of pages per month and per language in Chart 3 on page 20.

Table 2 below gives an overall view of the development of the "OJ" during the same period.

The 529 issues published during the year (compared to 493 in 1973) were handled exclusively by the five printing works with which the convention was signed.

Table 2

## DEVELOPMENT OF THE "OFFICIAL JOURNAL"

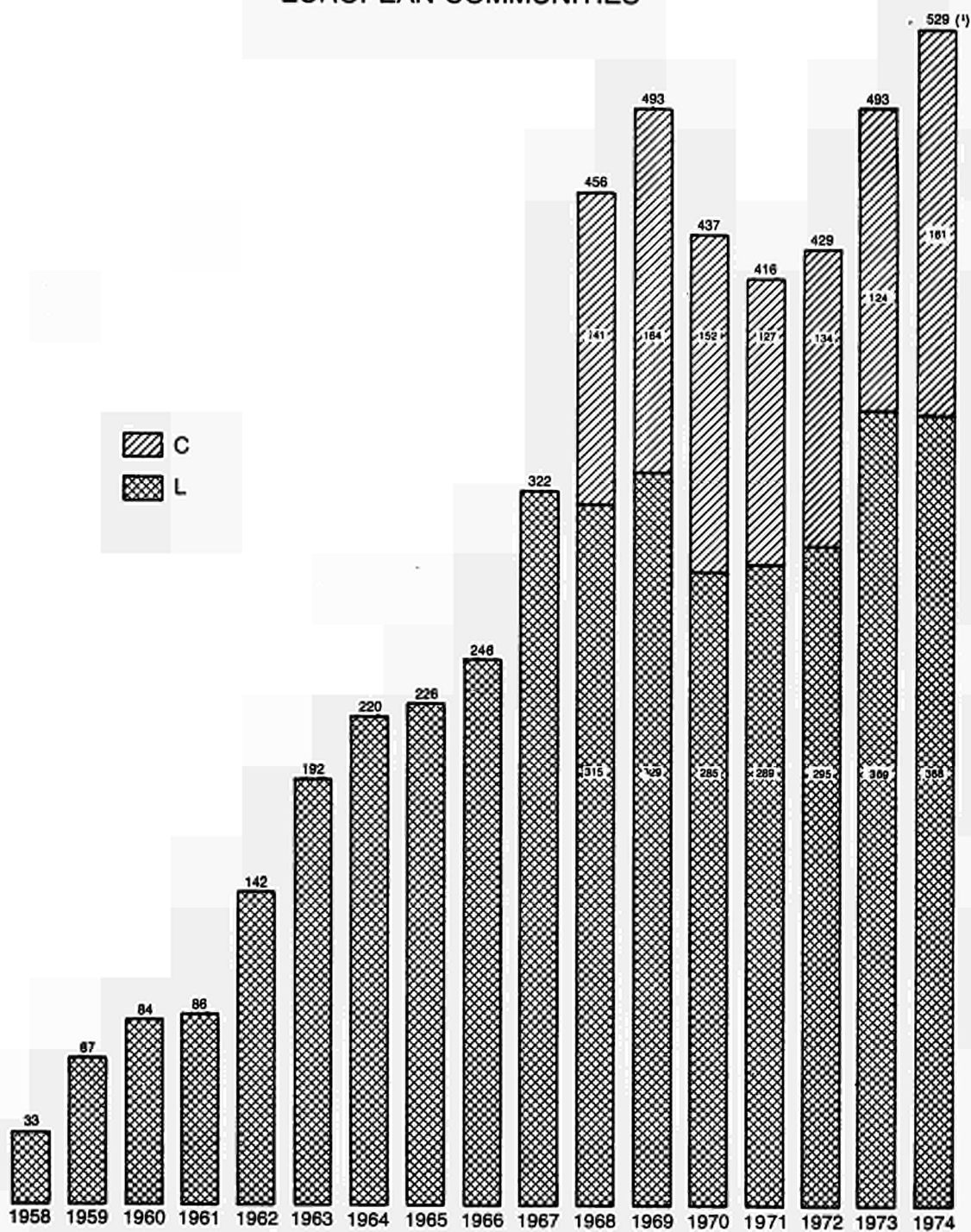
Year	Numbers of OJ's			Total pages per language	Average number of pages per issue	Average number of issues per month
	L	C	TOTAL			
1958			33	696	19.6	3.83
1959			67	1 336	19.9	5.58
1960			84	1 976	23.5	7.00
1961			86	1 652	19.2	7.16
1962			142	2 972	20.9	11.83
1963			192(1)	3 128	16.4	16.00
1964			220	3 848	17.5	18.30
1965			226	3 312	14.6	18.80
1966			246	4 204	17.1	20.50
1967			322	6 568	20.3	26.85
1968	315	141	456	9 152	20.0	38.00
1969	329	164	493	11 072	22.4	41.10
1970	285	152	437	11 376	26.0	36.42
1971	289	127	416	12 549	30.2	34.67
1972	295	134	429	14 448	33.7	35.75
1973	369	124	493	19 499	39.6	41.08
1974	368	161	529	21 964	41.5	44.08

(1) 191 issues + one "a" issue (80a of 29 May 1963).

(1) See footnote on page 16.

CHART 2

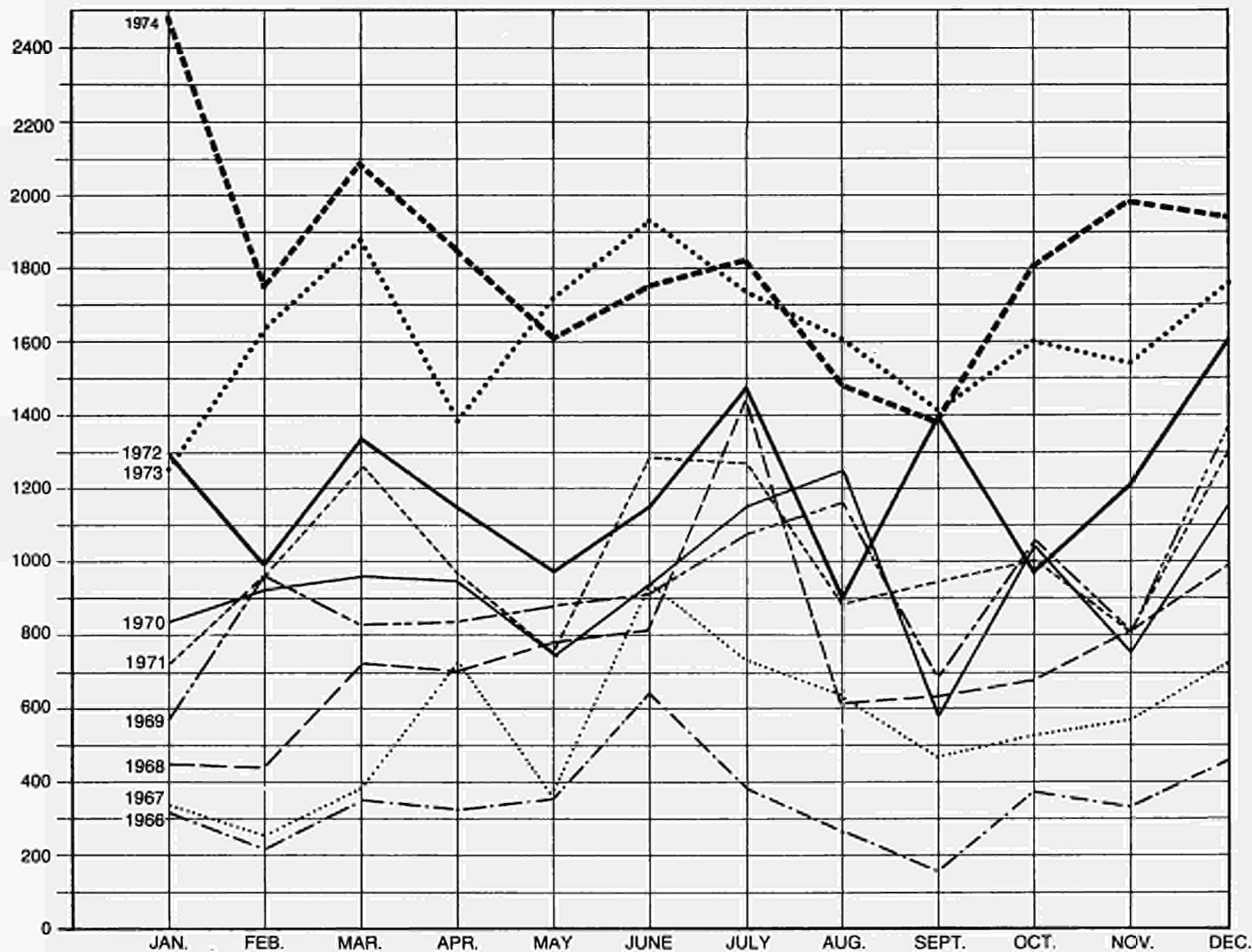
EVOLUTION OF THE NUMBER OF ISSUES  
OF THE OFFICIAL JOURNAL OF THE  
EUROPEAN COMMUNITIES



(1) See footnote on page 16.

AVERAGE MONTHLY NUMBER OF PAGES OF OJ PER LANGUAGE

GRAPH 3



The graph given in the 2nd, 3rd and 4th Annual Reports has been amended as regards the work load for the customs tariff. This is now included in the figures for January instead of December.

### III - FINANCIAL RESULTS AND THE COST OF INTERVENTION

#### (a) Printing costs

Owing to the energy crisis and the economic situation the cost of paper and labour has risen considerably and the Office has been obliged to submit to the Consultative Committee on Purchasing and Contracts (CCAM) requests for price increases from the five printing works. The CCAM issued a favourable opinion under No 714/1974 of 25 July 1974 and No 761/1974 of 26 November 1974. These increases total Bfrs 30 739 663, representing 19.38 % of the printing costs.

1. Printing costs of the Official Journal in 1974, including the above increase of Bfrs 30 739 663, amounted to	Bfrs 189 310 683 (Bfrs 132 501 116)
2. For the 12 issues of the Official Journal dated 1973 but published in 1974, to	Bfrs 15 057 504 (Bfrs 13 379 600)
3. i.e. a total cost, excluding secondary legislation and indexes, of	Bfrs 204 368 187 (Bfrs 145 880 716)

The figures in brackets show 1973 costs.

The average cost per page (see Tables 3 and 4 on pages 23 and 24) was Bfrs 1 551 compared to Bfrs 1 289 in 1973, an increase of 20.3 %.

#### (b) Transport costs

The transport costs incurred in forwarding the "Official Journal" from the printing works :

- to Luxembourg airport for The Hague and Paris,
- to railway stations in Luxembourg, Saarbrücken, Trier, and Nancy for Cologne,
- to the Office for other destinations,

amounted to Bfrs 3 492 344 compared to Bfrs 3 051 048 in 1973. This figure does not include carriage costs met by the Office for direct dispatch from Luxembourg to subscribers in Denmark, the United Kingdom, the Grand Duchy, Ireland, Italy and in third countries (see chapter III, page 52, last paragraph).

## (c) Cost of intervention by the Office

The cost of intervention by the Office for 1974 was fixed by the Management Committee, at its 24th meeting on 18 May 1973, at Bfrs 366/page. This figure will be adjusted in 1975.

The amounts invoiced to the institutions by the Office under this heading are set out below :

1. Intervention cost for the "Official Journal" in 1974	Bfrs 45 250 776 (Bfrs 36 494 696)
2. Intervention cost for 12 issues of the "Official Journal" dated 1973 but published in 1974, invoiced at the former rate, i.e. Bfrs 346/page	Bfrs 2 819 188 (Bfrs 1 651 200)
3. Intervention cost for secondary legislation	Bfrs 389 424 (Bfrs 3 623 168)
4. Intervention cost for the indexes	Bfrs 3 879 636 (-)
Total	<hr/> Bfrs 52 339 024 (Bfrs 41 769 064)

The figures in brackets show 1973 costs.

## (d) Total cost of "Official Journal"

The total cost of the "Official Journal", including the balance carried forward from 1973 to 1974, invoiced to the institutions for printing (see page 21, a, 3, Bfrs 204 368 187), transport (see page 21, first line, Bfrs 3 492 344) and the cost of intervention by the Office (see page 22, c, 1 and 2, Bfrs 45 250 776 + Bfrs 2 819 188), was therefore Bfrs 255 930 495 compared to Bfrs 187 067 660 in 1973.

The breakdown by institution of printing costs, transport costs, the cost of intervention by the Office and the total cost of the "Official Journal" will be found in the two tables on pages 23 and 24.

## (e) Cost of the "OJ" sector

The cost of the "OJ" sector in 1974 was Bfrs 47 415 192, compared to Bfrs 32 791 652 in 1973. This figure includes expenditure on staff



Table 3

"OFFICIAL JOURNAL" 1974  
Nos L 1 to L 357 and Nos C 1 to C 160 inclusive

<i>Institutions</i>	<i>Number of pages</i>	<i>Printing costs Bfrs</i>	<i>Transport costs Bfrs</i>	<i>Intervention cost Bfrs</i>	<i>T O T A L Bfrs</i>
Parliament	9 942 (7 984)	15 200 489 (10 081 908)	284 208 (211 146)	3 638 772 (2 762 464)	19 123 469 (13 055 518)
Council	23 785 (19 964)	36 351 959 (25 257 780)	631 226 (531 902)	8 705 310 (6 907 544)	45 688 495 (32 697 226)
Commission	87 133 (76 634)	133 307 787 (96 036 902)	2 378 078 (2 079 982)	31 890 678(1) (26 515 364)	167 576 543 (124 632 248)
Court of Justice	1 138 (750)	1 798 929 (946 230)	29 902 (19 218)	416 508 (259 500)	2 245 339 (1 224 948)
Economic and Social Committee	1 638 (144)	2 651 519 (178 296)	46 710 (3 936)	599 508 (49 824)	3 297 737 (232 056)
<b>TOTAL</b>	123 636 (105 476)	189 310 683 (132 501 116)	3 370 124 (2 846 184)	45 250 776 (36 494 696)	237 931 583 (171 841 996)
<i>(1) Charged to Article 380.</i>					

Figures in brackets show 1973 costs.

Expenditure on reprinting has risen as follows in the last few years :

1970	Bfrs	44 857
1971	Bfrs	241 182
1972	Bfrs	1 703 676
1973	Bfrs	2 065 238
1974	Bfrs	3 038 075

#### IV - OTHER WORK RELATING TO TEXTS PUBLISHED IN THE "OFFICIAL JOURNAL"

##### (a) Publication of notices of invitation to tender for public works contracts

###### 1. Number

The number of notices totalled 1 887 per language, compared to 1 260 in 1973, and comprised 735 by open procedure and 1 152 by restricted procedure. 115 originated in Belgium (143 in 1973), 48 (9) in Denmark, 567 (362) in the Federal Republic of Germany, 296 (150) in France, 24 (2) in Ireland, 1 (0) in Italy, 6 (3) in the Grand Duchy of Luxembourg, 79 (79) in the Netherlands and 751 (512) in the United Kingdom (cf. Table 5 on page 27).

In all these notices took up 13 994 pages (9 526 pages in 1973).

###### 2. Translation

The Office forwarded for translation to the MLTTS (cf. chapter V, on page 83) 8 565 documents, comprising 18 127 pages of notices of public works contracts.

###### 3. Publication deadlines

The awarding authorities usually send their notices to the Office by post. The time required for forwarding is from 2 to 4 days. However, 30 % of the notices from France and 60 % of the notices from the United Kingdom arrive overdue and their publication is delayed, accordingly.

On 6 December 1973 the Chairman-in-Office of the Management Committee brought the matter to the attention of the Chairman of the Advisory

Table 5

NUMBER OF NOTICES OF INVITATION TO TENDER FOR PUBLIC WORKS CONTRACTS PUBLISHED IN THE  
"OFFICIAL JOURNAL" IN 1974

	B		DK		D		F		IR		I		L		N		UK		Monthly total		
	O	R	O	R	O	R	O	R	O	R	O	R	O	R	O	R	O	R	O	R	
1974																					
January	6	1	1	1	30	9	5	24	1				1	2			3	68	48	104	
February	6			2	48	11	6	32		1		1	1		9	1		45	70	93	
March	11				47	10	2	36	1	1					9	2	2	47	72	96	
April	3			1	41	6	1	30	2				1		8		1	46	57	83	
May	12		1		51	11	2	25	4				1		6	1		65	77	102	
June	7		4	1	38	6		24	1						7	2	1	81	58	114	
July	6		10	3	33	16	3	28	2	1					2	2	2	51	58	101	
August	8		6	1	42	15	3	17							4			73	63	106	
September	6		2	1	34	7		17	5						7	2	1	63	55	90	
October	15		1	1	33	5	1	19	2				2		6		3	69	63	94	
November	26		5	1	31	6	1	5	3						3	2		66	69	80	
December	8		4	2	29	8		15							3	1	1	63	45	89	
Sub-total	114	1	34	14	457	110	24	272	21	3		1	5	1	66	13	14	737	735	1 152(1)	
Total	115		48		567		296		24		1		6		79		751				
O = open procedure									TOTAL 1974											1 887	
R = restricted procedure									thus 13 994 pages (9 526 in 1973)												
(1) Including 232 "accelerated procedures" (see Council Directive No 71/305/EEC, Article 12 (3) and Article 15).																					

Committee for Public Works Contracts (1) and as a result 121 notices were sent by telex, including 22 from the Federal Republic, 76 from the United Kingdom, 16 from Ireland and 7 from France.

(b) Secondary legislation

In 1974 the following five volumes of secondary legislation were published and invoiced :

First series :

1. 1966-1972 volume, supplement to the first series,  
in English : 128 pages

Second series :

2. Volume I, part one  
3. Volume I, part two  
4. Volume IX  
5. Volume IX in Danish
- } in English : 868 pages
- 68 pages

1 064 pages.

For invoicing see the following table :

Table 6

<i>Institution</i>	<i>Language</i>	<i>Number of pages</i>	<i>Printing Bfrs</i>	<i>Transport costs (1)</i>	<i>Intervention cost Bfrs</i>	<i>TOTAL Bfrs</i>
Council	English	924	1 367 828	-	338 184	1 706 012
Council	Danish	68	169 198	-	24 888	194 086
Commission	English	72	106 584	-	26 352(2)	132 936

(1) Invoices for transport costs which reach the Office in January will be paid in 1975.  
(2) Charged to Article 380.

Another eleven volumes, though prepared in 1974, will not be distributed and invoiced until 1975.

(1) Cf. 5th Annual Management Report, page 24, paragraph 5.

Second series

Volumes II IV VII X	in English published in December 1974
Volumes III V VI VIII	in English, which were in the composing room in December 1974.
Volumes II III IV	in Danish, sent to the printing works at the end of December 1974.

V - PRESENTATION OF THE "OFFICIAL JOURNAL" IN 1974

The decision taken by the Management Committee (1) to distinguish acts of limited validity - known, since July 1973, as common management acts in agricultural policy - from other acts in the table of contents of the L series, came into force on 1 January 1974.

Since then acts of general interest are printed in heavy type in the table of contents and are preceded by asterisks, which enables users of the "Official Journal" to distinguish them immediately.

Following a request from the Danish delegation to the Council on 23 September 1974 concerning the possibility of a more detailed sub-division of the "Official Journal", on 26 November 1974 the Council (Ministers of Justice) invited

"-the Management Committee of the Office for Official Publications to consider the possibility of taking appropriate measures to improve the presentation of Community acts in the publications of the Community, and in particular

1. the possibility of sub-dividing the "Official Journal" as soon as possible;
2. the possibility of publishing a list of Community acts in force;

-the Office for Official Publications to submit to the institutions represented in the Management Committee a report on the above questions covering their financial implications and the practical problems involved; the report to be submitted as soon as possible and in any case by 1 May 1975."

With a view to drafting this report the Management Committee set up a working party which held two meetings in 1974, on 21 November and 20 December.

---

(1) Cf. *fifth Annual Management Report*, page 26, under V.

VI - WORK FORCE

Excluding free-lance proof-readers, the work force of the "Official Journal" sector, as determined on 31 December 1974, was 4 A (1 post filled), 33 B (29 posts filled) and 2 C.

VII - METHODOLOGICAL TABLES AND INDEXES OF THE "OFFICIAL JOURNAL"

As a result of the improvement and simplification of working methods it has been possible gradually to reduce the backlog.

(a) Annual indexes

1972 : The annual alphabetical and methodological indexes for 1972 were published in a single volume in French and Dutch in May 1974 and in German and Italian in July 1974.

1973 : The annual alphabetical and methodological indexes for 1973 were published in December 1974 in French and Dutch. In the same month the correcting of the proofs of the German and Italian editions was almost completed and the preparation of the English edition had reached an advanced stage.

1974 : The annual alphabetical index for 1974 was in preparation at the end of 1974 in German, French, Dutch and Italian.

(b) Monthly tables

1974 : The monthly methodological tables for the first 10 months of 1974 have been distributed; the table for November 1974 had reached the printing stage at the end of the year.

A monthly methodological table, it should be remembered, comprises about 36 pages and is usually published five or six weeks after the publication of the last issue of the "Official Journal" of the relevant month.

(c) Publication dates of the indexes and tables

The plan of work adopted by the Management Committee at its meeting of 8 December 1972 (1) has been put into practice with the following results : the monthly alphabetical indexes for 1974 have not been published, nor have the annual alphabetical and methodological indexes for 1973 in four languages (Danish, German, English and Italian), while the monthly methodological tables are now no longer published late.

It may be concluded that while appreciable results have been achieved, the efforts to remove past backlogs and to speed up the publication of the annual indexes must be maintained and intensified. Appropriate administrative measures have been taken to this end.

(d) Cost

The total amount invoiced to the institutions was Bfrs 23 499 796, comprising printing costs of Bfrs 19 468 769, transport costs of Bfrs 151 391 and an intervention cost of Bfrs 3 879 636 (2), (see Table 7 on page 32).

(e) Work force

The work force of the Index department, as determined on 31 December 1974, was 5 B (posts not filled and replaced by four freelance proof-readers), 2 C, 2 freelance proof-readers and 2 local officials.

---

(1) Cf. 4th Annual Management Report, page 36, paragraph 1.

(2) Cf. 5th Annual Management Report, page 27, II, paragraph 1.

Table 7

## "OFFICIAL JOURNAL" TABLES AND INDEXES PUBLISHED AND INVOICED IN 1974

Institution	Monthly tables 1972 (3 months)		Annual indexes 1972		Monthly tables 1973 (11 months)		Monthly table for December 1973 and Annual indexes 1973 (incomplete)		Monthly tables 1974 (10 months)	
	Pages	Bfrs	Pages	Bfrs	Pages	Bfrs	Pages	Bfrs	Pages	Bfrs
Parliament	98	153 123	298	750 572	158	256 914	118	346 122	182	353 184
Council	340	531 246	1 038	2 614 411	482	785 068	361	1 058 239	352	684 711
Commission	700	1 093 741	2 137	5 382 463	1 594	2 597 101	1 195	3 501 331	1 604	3 117 866
Court of Justice	7	10 937	21	52 892	13	21 833	10	29 626	15	29 658
Economic and Social Committee	5	7 813	14	35 262	5	7 510	4	10 120	35	68 053
<b>Total</b>	<b>1 150</b>	<b>1 796 860</b>	<b>3 508</b>	<b>8 835 600</b>	<b>2 252</b>	<b>3 668 426</b>	<b>1 688</b>	<b>4 945 438</b>	<b>2 188</b>	<b>4 253 472</b>
<b>Total pages 1974 : 10 786</b> <b>Total invoiced in 1974 : Bfrs 23 499 796</b>										



## PUBLICATIONS OTHER THAN THE "OFFICIAL JOURNAL"

*Pursuant to Article 2 (1), indent 2, of the Decision of 16 January 1969 establishing the Office for Official Publications of the European Communities, "the Office is responsible for the printing, either by its own services or by other undertakings, of the other publications of the institutions of the European Communities and of their departments".*

In 1974 the majority, 87 %, of the publications produced by the Publications sector were carried out by "other undertakings", located in 8 member countries, and the remaining 13 % by the Office's own workshops; this is the same proportion as in 1973. This 13 % represents the appreciable volume of 18 064 pages; however, the theoretical capacity of the Workshops has not been reached owing to difficulties caused by the photocomposition equipment (cf. chapter on "Workshops", page 42).

As in the past, the Publications sector compiled the technical data on new publications, and in conjunction with the Technical and Administrative section (cf. Chapter IV, Technical and Administrative section), carried out the updating of the "serial" publications.

The sector checked the invoices of the printing works, the quality of the work and any extra costs involved.

Finally, it issued a technical opinion on the results of the invitation to tender (cf. Chapter IV, Technical and Administrative section).

I - Developments in 1974

(a) Volume

The volume of work (proof-read pages) rose from 89 870 pages in 1973 to 104 183 pages in 1974, an increase of 15.9%.

The breakdown of proof-read pages (number of pages per language/year) (1) is as follows :

Table 8

	1969	1970	1971	1972	1973	1974
Danish	-	-	-	1 504	4 118	10 860
German	12 032	18 700	19 012	20 551	18 793	21 967
English	1 034	4 727	4 428	11 299	11 098	18 721
French	11 629	21 059	19 726	21 529	18 084	20 478
Irish	-	-	-	-	1 504	-
Italian	11 187	15 955	17 195	16 689	16 740	14 810
Dutch	11 614	16 725	17 405	16 430	17 781	15 367
Spanish	-	1 632	2 300	2 200	1 752	1 980
TOTAL	47 496	78 798	80 066	90 202	89 870	104 183
Increase in %		65.9%	1.6	12.7	- 0.4	15.9
Increase on base 100 = 1969	100	165.9	168.6	189.9	189.2	219.4

The number of non-proof-read pages dropped from 44 662 in 1973 to 34 434 in 1974.

(b) Standardization of formats

During the year the standardization of formats was carried even further : 94% of proof-read pages were printed in one of the three formats DIN A4, DIN B5 and DIN C5, the format DIN A5 being used for the remaining 6%.

II - Output

(a) Number of pages

Of the 138 617 pages handled by the sector (134 532 in 1973), 34 434 pages (44 662 in 1973) were not strictly speaking proof-read.

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(1) All sizes.

Proof-read pages are pages for which the typographical preparation, the reading of manuscripts and proofs and the make-up are done entirely by the Office, while non-proof-read pages are either pages submitted for offset reproduction or pages resulting from the inclusion of new computerized data in old statistical pages.

Chart 5 on page 38 and Table 11 on page 39 provide a breakdown by institution for 1974 of all pages produced by both outside printing works and the Office's own workshops.

(b) Number of titles

The number of titles of publications handled and invoiced by the Office rose from 471 in 1973 to 498 in 1974, an increase of 6 % (see Table 9 on page 36 and Chart 4 on page 37). Three titles were handled for the Council in 1974 but cannot be invoiced until 1975.

(c) Compilation of the "list of publications in progress"

The "list of publications in progress" (1), which used to be published at irregular intervals - every four or six weeks - was published every fortnight in 1974. The reason for this is the increased interest which this list has attracted among the various institutions and their authorizing officers.

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(1) Cf. *4th Annual Management Report*, page 48, II a), paragraph 3.

Table 9

## NUMBER OF TITLES

	1969	1970	1971	1972	1973	1974
Parliament	172	182	171	60	63	69
Council	2	4	4	2	1	2
Commission	111	271	348	418	385	405
Court of Justice	6	14	14	7	16	14
Economic and Social Committee	-	5	4	6	3	3
ESCS Auditor	1	-	2	1	1	1
European School	1	1	5	1	2	3
Publications Office	-	-	-	-	-	1
	293	477	548	495	471	498

These 498 titles were published at the frequencies given in the table below :

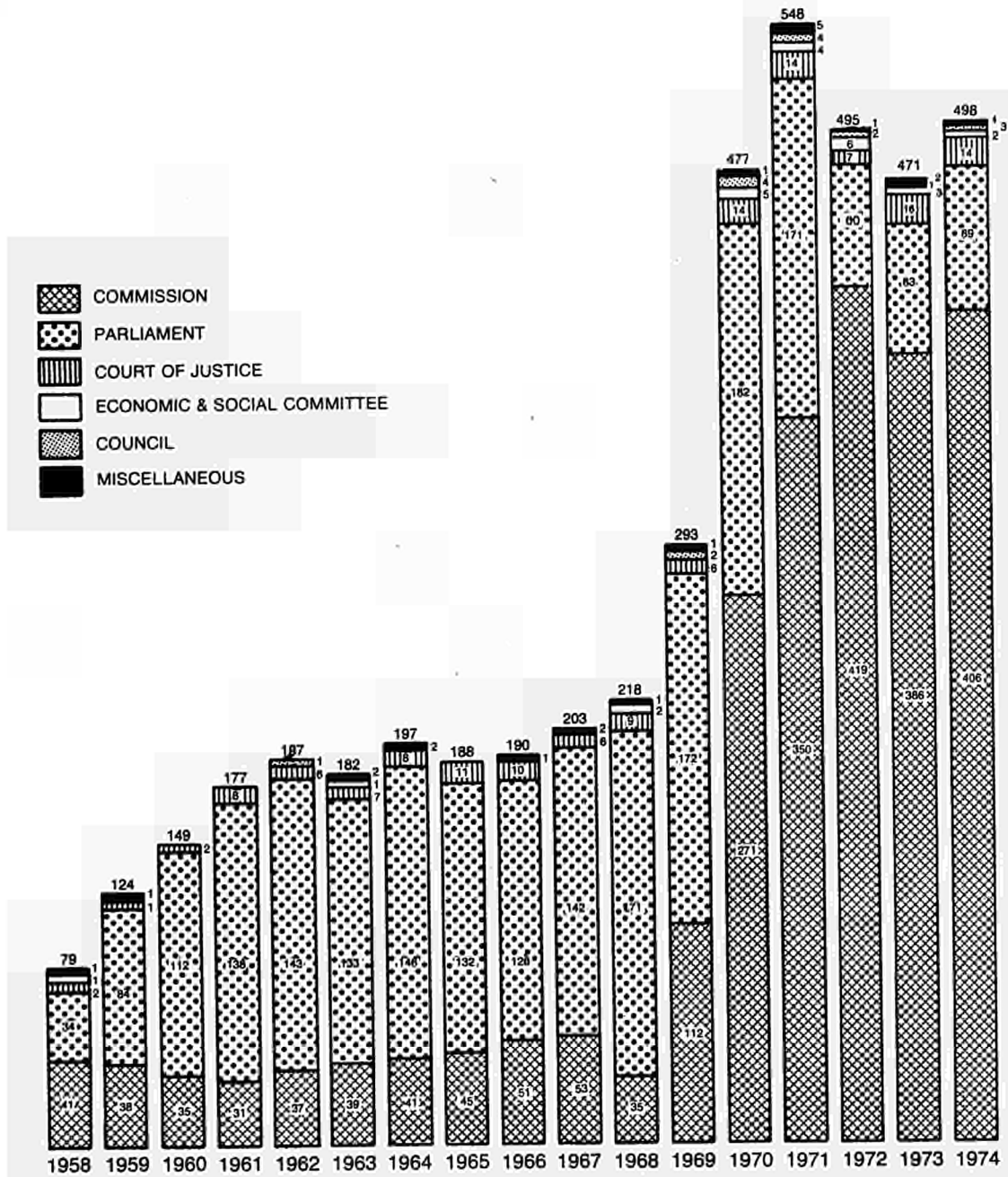
Table 10

## FREQUENCY OF PUBLICATION

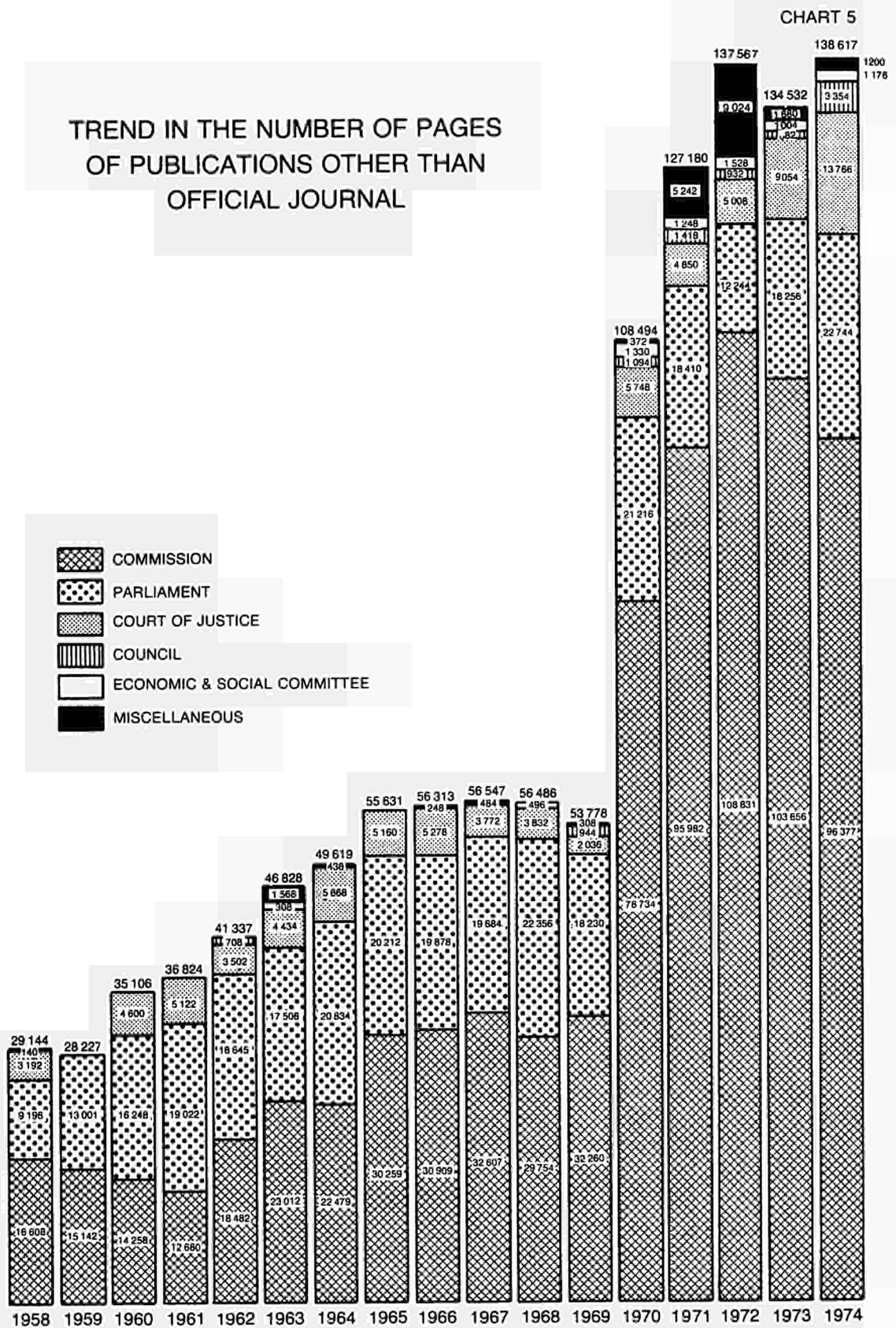
	<i>Frequency of publication (1)</i>					
	<i>Monthly</i>	<i>Quarterly</i>	<i>Several times a year</i>	<i>Annual</i>	<i>Isolated</i>	<i>TOTAL</i>
Parliament (a)	-	-	68	1	-	69
Council (a)	-	-	-	2	-	2
Commission (a)	26	31	14	10	91	172
(b)	77	3	-	-	153	233
Court of Justice (a)	-	-	10	1	3	14
Economic and Social Committee (a)	-	1	-	1	1	3
Auditor (a)	-	-	-	1	-	1
European School (a)	-	-	-	-	3	3
Publications Office (a)	-	-	-	1	-	1
	103	35	92	17	251	498
<i>(1) (a) proof-read; (b) non-proof-read.</i>						

CHART 4

TREND IN THE NUMBER OF TITLES OF PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL



## TREND IN THE NUMBER OF PAGES OF PUBLICATIONS OTHER THAN OFFICIAL JOURNAL



Pages numbering less than 100 are not shown in this chart.

The following table gives an overall view of the number of titles and the number of proof-read and non-proof-read pages (1) of publications carried out by outside printing works and the Office's own workshops.

Table 11

	<i>Outside printing works</i>		<i>Office workshops</i>	
	<i>Titles</i>	<i>Pages</i>	<i>Titles</i>	<i>Pages</i>
<u>PROOF-READ PAGES (1)</u>				
Parliament	69 (62)	22 744 (18 076)	- (-)	- (-)
Council	2 (-)	3 354 (578)	- (1)	- (304)
Commission	141 (138)	54 305 (47 838)	31 (22)	6 698 (10 658)
Court of Justice	14 (15)	13 766 (8 632)	- (-)	- (-)
Economic and Social Committee	1 (-)	240 (-)	2 (3)	936 (1 004)
ECSC Auditor	- (-)	- (-)	1 (1)	940 (1 100)
European Schools	3 (2)	696 (176)	- (-)	- (-)
Publications Office	- (-)	- (1 504)	1 (-)	504 (-)
TOTAL	230 (217)	95 105 (76 804)	35 (27)	9 078 (13 066)
GRAND TOTAL	265 (244) titles		104 183 (89 870) pages	
<u>NON-PROOF-READ PAGES</u>				
Parliament	- (1)	- (180)	- (-)	- (-)
Commission	166 (197)	25 448 (39 886)	67 (28)	8 986 (4 174)
Court of Justice	- (-)	- (-)	- (1)	- (422)
TOTAL	166 (198)	25 448 (40 066)	67 (29)	8 986 (4 596)
GRAND TOTAL	233 (227) titles		34 434 (44 662) pages	
	498 (471) titles		138 617 (134 532) pages	
<i>(1) The figures in brackets are for 1973.</i>				

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(1) All sizes.

III - Financial results and the cost of intervention

- (a) At its 24th meeting on 18 May 1973 the Management Committee fixed the cost of intervention for 1974 at
- Bfrs 408 per proof-read page (standardized to format DIN A4) and language,
  - Bfrs 70 per non-proof-read page.

The intervention cost will be further adjusted in 1975.

Invoices issued totalled Bfrs 38 477 614 compared to Bfrs 31 092 550 in 1973. The breakdown amongst the various institutions is shown in the table below; the invoices (1) were charged to Article 380 of their budget.

Table 12

	<i>Amount</i>
Parliament	Bfrs 9 206 656
Council	Bfrs 686 256
Commission	Bfrs 22 919 486
Court of Justice	Bfrs 4 263 328
Economic and Social Committee	Bfrs 351 696
ECSC Auditor	Bfrs 383 520
European School	Bfrs 189 312
Publications Office	Bfrs 477 360
Total	Bfrs 38 477 614

- (b) In 1974 the cost of the Publications sector amounted to Bfrs 40 815 247 compared to Bfrs 34 516 421 in 1973; this expenditure includes not only the cost of staff responsible for this sector and the relevant overheads, but also the share of the cost of the Director's office and of the Publishing staff attributable to the publications sector.

The difference between the cost of the department (Bfrs 40 815 247) and the invoiced amounts (Bfrs 38 477 614) shows a shortfall of revenue of Bfrs 2 337 633.

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(1) *Pro forma invoices for the Commission.*



VI - Work force

Excluding freelance proof-readers, the work force of the "publications" sector, as determined on 31 December 1974, was 1 A, 30 B (27 posts filled) and 2 C (1 post filled).

In addition, 2 grade B 1 officials, both work superintendents, have been on sick leave, one of them for the whole year and the other for the last three months of the year; these absences have adversely effected the work of the sector.

## WORKSHOPS

The various problems arising from the scattered position of the buildings, removals and certain vacant posts were all solved during the year. The workshops were therefore able to make a fresh start.

The workshops of the Office comprise a photocomposition department, a printing department and a trimming department. The efficiency of these departments was satisfactory in 1974, except for the photocomposition department, in which breakdowns in the ten-year-old "linofilm" equipment (keyboards and photo-unit) have become more frequent. This has had repercussions on the make-up department covering the stage beyond the composition sector.

I - COMPOSING AND MAKE-UP

The number of pages, of all sizes, composed by "Linofilm" and printed and invoiced during the year was 5 668; in addition 1 756 fully composed pages were still waiting to be passed for press at the end of 1974. Standardized to format DIN A 4, this represents a total output of 6 942 composed pages for the year, including 5 668 pages of publications proper and 1 274 pages of "Linofilm" composing for forms, memorandum slips etc. for internal use.

The keyboard composition department, which is attached to the "Administration" sector (cf. Chapter IV), produced 4 076 pages of text for the Commission, the Economic and Social Committee and the ECSC Auditor.

Composition by "Linofilm" or by keyboard is broken down by titles and pages as follows (see Chapter II on "Publications", Table 11, page 39) :

	<u>Titles</u>	<u>Pages composed</u>
<u>LINOFILM</u>		
Commission	28	4 776
Economic and Social Committee	1	388
Publications Office	1	504
	—	—
	30	5 668
<u>KEYBOARD COMPOSITION (1)</u>		
Commission	3	1 922
Economic and Social Committee	1	548
ECSC Auditor	1	940
	—	—
	5	3 410
	—	—
TOTAL	35	9 078
	==	=====

The problems referred to above regarding the operation of the "Linofilm" equipment had repercussions on the make-up department, which is an integral part of photocomposition and whose operation was therefore seriously disturbed. The output of this department was, however, close to its theoretical capacity. The output of the drawing department increased slightly.

## II - PRINTING

Printing is done on 11 "offset" presses : 2 DIN A-1, 2 DIN A-2, 6 DIN A-3 and 1 DIN A-4.

The number of plates used was 16 108 compared to 19 254 in 1973. This decrease affected "Platemaster" plates in particular paper plates for small formats, the use of which dropped from 10 250 in 1973 to 6 452 in 1974. On the other hand, the number of large-format metal plates used rose from 8 650 in 1973 to 9 656 in 1974.

It should be specified that the Office undertook mainly jobs with longer runs, which led to the increased use of metal plates. The average run per plate thus rose from 749 in 1973 to 1 060 in 1974.

On all presses 17 070 620 runs were made in 1974 compared to 14 424 690 in 1973 (see Table 13 on page 44).

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(1) Excluding the updating of various statistical publications.

In addition, 8 986 pages of Publications, comprising reruns and documents to be photographed, were printed, but not composed.

Table 13

## NUMBER OF RUN

<i>Formats Year</i>	<i>A 1</i>	<i>A 2</i>	<i>A 3</i>	<i>A 4</i>	<i>B 5/A 5 A 6</i>	<i>TOTAL</i>	<i>Total standardized to format A4</i>
1973	2 793 650	2 457 560	7 644 480	968 600	560 400	14 424 500	48 717 200
1974	3 940 590	4 436 730	7 738 280	769 120	185 900	17 070 620	65 609 710

Purchases of equipment were confined to the acquisition of two new "Offset DIN A-3" presses used chiefly for reprints.

III - PRODUCTION COSTS

The average hourly costs per staff member adopted for 1973 by the Management Committee at its 24th meeting on 18 May 1973 were not modified in 1974 and are given below, together with a comparison with the costs for 1972 to 1974.

Table 14

	<i>1973/1974</i>	<i>1972</i>
Linofilm composition and make-up	Bfrs 460	Bfrs 384
Keyboard composition	Bfrs 373	Bfrs 311
Photography	Bfrs 453	Bfrs 378
Printing	Bfrs 464	Bfrs 387
Finishing operations	Bfrs 307	Bfrs 256
Drawing	Bfrs 628	Bfrs 524

The invoiced total (films, plates, paper etc.) not included in the hourly costs, amounted to Bfrs 4 406 940 in 1974 compared to Bfrs 3 382 648 in 1973.

IV - BREAKDOWN OF WORK

The printshops completed 441 jobs in 1974 compared to 410 in 1973 and 364 in 1972.

## (a) Publications proper

186 of the 441 jobs completed in 1974 consisted of the printing of lengthy documents, i.e. 42% of the orders, compared to 31% in 1973.

The value of the invoices issued for printing these 186 jobs was Bfrs 22 868 735 compared to Bfrs 6 339 942 for invoices in respect of other work. Thus more than 78% of the value of the invoices issued by the workshops of the Office covers publication activities as such.

The breakdown is given below :

Table 15

	<i>Number of publications (1)</i>	<i>Number of pages</i>	<i>Cost</i>
Parliament (2)	-	-	-
Council	-	-	-
Commission	141	20 640	19 098 067 (4)
Court of Justice	1	464	166 143
Economic and Social Committee	2	922	639 841
Publications Office	1	506	783 228
Official Journal	41 (3)	7 640	2 181 456
	186	30 172	22 868 735
<p>(1) <i>In several language versions.</i></p> <p>(2) <i>The composition capacity of the workshops of the Office is not sufficient to allow them to carry out Parliament work, which chiefly involves composition work.</i></p> <p>(3) <i>These 41 orders include reprints of 160 different issues of the "Official Journal".</i></p> <p>(4) <i>Pro forma invoices for the Commission.</i></p>			

## (b) Reprints of the "Official Journal"

During the year the workshops reprinted 156 issues of the "Official Journal", to which must be added 4 reprints completed and invoiced by

the workshops in December 1974. This gives a total of 7 640 pages, 776 of which were not invoiced to the institutions until January 1975 (cf. chapter on "Official Journal", page 25).

#### V - FINANCIAL RESULTS AND THE COST OF INTERVENTION

The trend in output from 1973 to 1974 in the various departments of the workshops can be observed from the following figures :

##### ANNUAL INVOICING

	<u>1973</u>	<u>1974</u>
	Bfrs	Bfrs
Photography	4 357 868	4 519 259
Printing	3 768 774	4 540 840
Finishing operations	5 343 158	6 131 338
Keyboard composition	3 160 016	1 243 584
Linofilm composition	4 682 914	5 747 900
Drawing	2 599 352	2 618 816
Raw materials	3 382 648	4 406 940
	<u>27 294 730</u>	<u>29 208 677</u>

The total value of invoices issued was Bfrs 29 208 677; labour costs, including wages and salaries, social security contributions and general overheads, accounted for Bfrs 24 801 736 of this amount and raw materials and other invoiced products for Bfrs 4 406 941.

The true cost of the workshops was Bfrs 44 469 678, broken down as follows :

- Bfrs 40 062 738 for operating costs (Bfrs 30 464 705 in 1973).
- Bfrs 4 406 940 for raw materials (Bfrs 3 382 648 in 1973).

The difference between the total value of invoices of Bfrs 29 208 677 and the true cost of the workshops of Bfrs 44 469 678 shows a shortfall in revenue of Bfrs 15 261 001; a major factor in this is the increase in the share of the rent paid by the workshops.

#### VI - WORK FORCE

The work force of the "workshops" sector, as determined on 31 December 1974, was 4 B, 30 C (29 posts filled), 2 D and 17 local officials (16 posts filled).

## PROGRAMMING AND PRODUCTION

In May 1974 a small department was set up with the task of collecting and supplying the necessary data to plan the publishing work of the Office.

These data provide the basis for selection among the various production processes which may be used and for fixing deadlines. The department also has the task of monitoring work in progress and issuing reminders or warnings if necessary.

Following the encouraging results so far achieved, closer cooperation should develop with the institutions as regards the planning of jobs.

The staff of this department, which is directly attached to the Head of the Publishing Division, is 2 B and 1 C.





III. SALE AND DISTRIBUTION



## III. SALE AND DISTRIBUTION

*Pursuant to Article 2 (1), indent 3 of the Decision of 16 January 1969 establishing the Office for Official Publications of the European Communities "the Office is responsible for the management of the Sales Office" (1).*

*Pursuant to the same Article, paragraph 4 "the Sales Services of the Office for Publications is responsible for the distribution and the sale :*

- of the "Official Journal of the European Communities",*
- of the other publications of the institutions of the European Communities and of their departments".*

*The Office is also responsible for the "material organization of distribution" (paragraph 5, final indent).*

These provisions summarize the activities of the Sales Service, which have principally consisted in setting its relations with the sales offices on a new footing and distributing publications, in particular the "Official Journal".

I - SALES TRENDS

## (a) "Official Journal"

Although in 1973 the number of subscriptions increased in most countries, this tendency was not maintained in 1974, during which subscriptions decreased in all countries of the Community, except Ireland, while they remained at the same level in European third countries and increased slightly in non-European third countries.

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(1) *Called Sales Service since 1970.*

It was also observed that cancellations of subscriptions were due in particular to the fact that in the various countries the professional associations supply their members with increasingly more information, together with commentaries, on the acts published in the "Official Journal of the European Communities".

The trend in subscriptions to the "Official Journal" during the past three years will be found in Table 16 on page 53.

The restrictive policy adopted by the Management Committee at the end of 1973 regarding the distribution of free copies of the "Official Journal" was duly enforced and in 1974 resulted in a drop of more than 17 % in the number of persons benefiting from this service.

(b) Other publications

The increase in the number of subscriptions to publications other than the "Official Journal" was particularly noticeable in the case of the Commission's statistical documents; there was also a slight increase in subscriptions to Parliament publications and the Commission's other publications. There was practically no change in the sale of publications of the Court of Justice and the scientific and technical publications of the Commission.

Figures for all publications other than the "Official Journal" will be found in Table 17 on page 54.

As far as individual orders are concerned, the 1973 trend was reversed with a drop of 9%.

Among the various possible reasons for this relative decrease is the fact that the number of documents published in 1973 was particularly high owing to the enlargement of the Community.

II - DISTRIBUTION

In 1974 the Office supplied copies of the "Official Journal" directly to subscribers in all countries except the Federal Republic of Germany, Belgium, France and the Netherlands. Paid subscriptions totalled 3 912; to these must be added about 1 000 free subscriptions, approximately 70 % of which were for depositary libraries and the rest for international institutions, ministries, embassies, etc.

Table 16

## TREND IN SUBSCRIPTIONS TO THE "OFFICIAL JOURNAL OF THE EUROPEAN COMMUNITIES"

	<i>Supplied by the Office</i>			<i>Supplied by the Sales Offices</i>			<i>TOTAL</i>		
	<i>1972</i>	<i>1973</i>	<i>1974</i>	<i>1972</i>	<i>1973</i>	<i>1974</i>	<i>1972</i>	<i>1973</i>	<i>1974</i>
Germany				1 757	1 908	1 650			
Belgium				1 870	1 986	1 882			
France				1 636	1 674	1 558			
Netherlands				641	636	603			
Italy	1 385	1 373	1 291						
Luxembourg	117	131	131						
United Kingdom	274	973	895						
Ireland	29	145	157						
Denmark	126	967	679						
Community total	1 931	3 589	3 153	5 904	6 204	5 693	7 835	9 793	8 846
European third countries	484	548	547				484	548	547
Non-European third countries	162	169	212				162	169	212
GRAND TOTAL	2 577	4 306	3 912	5 904	6 204	5 693	8 481	10 510	9 605

Table 17

## TREND IN SUBSCRIPTIONS TO OTHER PUBLICATIONS

	Supplied directly by the Office			Supplied by the Sales Offices			TOTAL		
	1972	1973	1974	1972	1973	1974	1972	1973	1974
Parliament									
"Debates"	127	294	331	30	36(1)	60	157	330	391
"Working documents"	143	165	179	27	28	35	170	193	214
	270	459	510	57	64	95	327	523	605
Commission (excluding the Directorate-General for Scientific and Technical Information and Information Management)									
"Bulletin"	1 362	1 740	1 545	1 208	1 261	2 089	2 750	3 001	3 634
"Economic situation"	464	535	541	399	435	715	863	970	1 256
"Graphs and notes"	304	355	356	313	333	578	617	688	934
"Business surveys"	155	161	171	134	151	374	289	312	545
"Iron and steel"	187	300	793	690	720	-	877	1 020	793
	2 472	3 091	3 406	2 744	2 900	3 756	5 396	5 991	7 162
Commission (Directorate-General for Scientific and Technical information and Information Management)									
"Euro-Spectra"	501	490	434	237	223	-	738	490	434
"Euro-Abstracts"	1 277	1 083	1 252	15	17	-	1 292	1 083	1 252
"Transatom"	457	436	451	-	-	-	457	436	451
"Eastatom"	80	61	63	-	-	-	80	61	63
"Camac"	1 013	1 371	1 273	-	-	-	1 013	1 371	1 273
	3 328	3 441	3 473	252	240	-	3 580	3 441	3 473
Commission (Statistical Office)									
General Statistics	453	509	527	523	536	830	976	1 045	1 357
Industrial	267	347	327	248	255	608	515	602	935
Agricultural	241	250	264	273	284	564	514	534	828
Social	112	161	172	230	216	401	342	377	573
Energy	134	166	202	217	233	435	351	399	637
Steel	169	200	220	253	241	413	422	441	633
Monthly	203	226	242	202	217	427	405	443	669
	1 579	1 859	1 954	1 946	1 982	3 678	3 525	3 841	5 632
Court of Justice									
Reports of Cases before the Court	219	235	233	1 012	1 170	1 175	1 231	1 405	1 408

(1) The figure "30" given in the 5th Annual Management Report is incorrect.

Preparations for the direct distribution of all copies of the "Official Journal" from Luxembourg began in April 1974, following two meetings of a Working Party on Dispatch, which had been instructed by the Management Committee to investigate the possibility of mechanizing addressing and wrapping. The procedures for acquiring this equipment were initiated in November 1974 and it will be operational by autumn 1975 at the latest. The distribution of all copies of the "Official Journal" from Luxembourg will therefore be possible, as planned, as from 1 January 1976.

Thanks to changes in the delivery programme of the printing works which print the "Official Journal", postal dispatches to Danish and Italian subscribers have been speeded up; for example, 13 hours and 19 minutes have been saved for dispatch to Rome and 5 hours, 36 minutes to Copenhagen. A factor in this improvement has been the situation of the new Office building next to the main post office and 100 yards from Luxembourg central station.

Table 18 on page 56 gives details of all operations carried out by the "Distribution" section of the "Sales Service" as regards both the "Official Journal" and the other publications.

The daily distribution of the "Official Journal" to subscribers, previously undertaken by the Commission's departments, has resulted in the trebling of the dispatch department's operations compared to 1973.

### III - CONTACTS WITH THE SALES OFFICE

The annual meeting of heads of sales offices was held in Copenhagen on 11 July 1974. This meeting made it possible, in particular, to lay down with greater precision the obligations of the sales offices and depositaries as regards the forwarding of statements of account and to define the action necessary to ensure the supply of information on Community publications.

A number of proposals by the Director of the Office aimed at rationalizing procedures were approved. The results achieved are as follows :

Table 18

## TREND IN THE VOLUME OF OPERATIONS OF THE DISTRIBUTION DEPARTMENT

	1972	1973	1974
Number of individual orders	11 013	14 272	12 985
Number of copies of the Official Journal distributed in response to annual subscriptions	1 606 073 (1)	2 573 410 (1)	2 794 952 (2)
Number of copies of the Official Journal distributed in response to individual orders	246 034	359 420	244 691
Other publications distributed - annual subscriptions and individual orders	417 389	480 557	434 826
Information memos and circulars distributed	27 940	22 260	89 055
Secondary legislation (English and Danish) - number of copies dispatched by the Dispatch Department	-	210 750	-
Total for dispatch operations	691 363	1 072 987	3 563 524
Dispatch of forms implementing the regulations on social security for migrant workers (E forms)	139 715	9 645 500	5 607 612
<p>(1) Distributed by the Commission's departments in Luxembourg.</p> <p>(2) Calculated on the basis of the number of subscriptions multiplied by the number of issues published during the year of reference.</p>			



- ordering procedures have been standardized so as to reduce the time needed for execution of orders and invoicing;
- statements of account are drawn up every quarter and finalized therefore at the end of the year; these statements are made out on a standard form supplied by the Office and make it possible to keep a regular check on the inventories of the sales offices and depositaries so as to get an absolutely clear idea of the financial situation every quarter;
- deliveries of publications to the sales offices and depositaries are covered by a statement equivalent to an inventory document; only copies actually sold are invoiced on a firm basis, which makes it possible, at the end of the year, to avoid large numbers of credit notes and to draw up accurate operating accounts.

Sales agreements with a number of agents were not renewed because of bad accounts management.

Contracts were concluded with three other booksellers, one in the United Kingdom, one in Ireland, and one in Italy, for the sale of the publications of the Court of Justice.

In order to improve the supply of information on Community publications to sales office, depositaries and booksellers, the Office sent them a monthly brochure containing information on new publications and a multi-lingual catalogue of 1972/73 publications, plus a list of publications in English which came out between 1952 and 1972; this list supplements the catalogue for the publication period 1952-1971.

The representatives of the sales offices have expressed their satisfaction at the increase in their rates of rebate which was adopted at the end of 1973 (1), while the Office has observed that this measure has proved to be an added incentive to agents.

#### IV - STORAGE

With the occupation of the new building storage areas have increased considerably. The available 2 810 m<sup>2</sup> are no longer spread out over several buildings as was the case before.

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(1) Cf. 5th Annual Management Report, page 47, under II.

A two-level shelving system was specially ordered and installed on the 1st floor and in the 2nd basement; thanks to this system the storage area has been doubled and storage methods have been rationalized.

The centralized storage of documents will make it possible to index publications in stock, which is essential for efficient stocktaking and more rational stock management.

#### V - INVOICING

From 1974 the invoicing of sales, previously undertaken by the Accounts Office, has been carried out by the "Sales Service" by means of two automatic invoicing machines, one for "Official Journal" invoices and the statements of account of sales offices and depositaries, and the other for other publications. This measure has helped to avoid large-scale duplication, mistakes and omissions in the carrying forward of data and delays in the dispatch of invoices.

In 1974 approximately 15 000 invoices were made out in this way.

The invoicing equipment was supplemented at the end of the year by tape perforators. It will thus be possible from 1975 to provide a statistical breakdown of revenue from sales by publication, by language and by author, and also to keep a continuous inventory of stocks.

#### VI - OPERATING RESULTS

The operating results are as follows :

Cost of the department (including postal charges of		
	Bfrs 13 000 000)	Bfrs 53 065 555
	(Bfrs 7 875 000)	(Bfrs 28 760 167)

Revenue from sales

- Office quota of 50%	Bfrs 34 811 969
- Miscellaneous revenue	
(interest on bank accounts,	
recovery of postal charges)	Bfrs 2 166 203
	<hr/>
	Bfrs 36 978 172
	(Bfrs 22 522 879)

## - Sales overheads

(rebate for agents, etc)      Bfrs 19 705 801  
 (Bfrs 11 005 360)

Bfrs 17 272 371  
 (Bfrs 11 517 519)

## Shortfall

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Bfrs 35 793 184  
 (Bfrs 17 242 648)

Figures in brackets are for 1973.

Contrary to the reports for the two previous years, the figures given above are complete. This is due to a reform of the system of accounts management of the sales offices and depositaries, thanks to which statements of account for the reference period were received and recorded in good time. As a result of approaches made to the various sales offices and depositaries settlements of account were made for 1974 and previous years totalling Bfrs 6 954 000. 1975 will therefore begin on a thoroughly sound financial basis.

The increase in rent has had a major influence on the cost of the "Sales Service" (cf. Chapter IV, "Accounts Office", page 66).

Postal charges also rose from Bfrs 7 875 000 to Bfrs 13 000 000. This increase is largely due to a rise in postal rates averaging 30 %, the dispatch of a large number of exceptionally weighty "Official Journals", the distribution from Luxembourg of all copies of the monthly "Iron and Steel" to some 800 subscribers and the dispatch of large quantities of E forms at the beginning of the year.

It should also be noted that the cost of the shelving system (the only investment made) amounted to Bfrs 5 000 000 (cf. page 58, paragraph one).

VII - WORK FORCE

The work force of the "Sales Service", as determined on 31 December 1974, was : 2 A (1 post filled), 4 B, 18 C (16 posts filled), 2 D and 17 local officials (15 posts filled).

It should be mentioned here that 6 300 hours of work were necessary to transfer to the new building of the Office the 1 200 m<sup>3</sup> of publications previously stored in several different places (cf. page 57, last paragraph).

**IV. ADMINISTRATION**

- General services
- Accounts Office
- Technical and Administrative Section



## IV. ADMINISTRATION

At its meeting on 2 April 1974 the Management Committee decided to amalgamate the sectors previously known as :

- the Accounts Office,
- the General Services,
- the Technical and Administrative Section,

under the responsibility of one grade A5/4 official, assisted by a C3/2 official.

The total work force of the Administration Department, as determined on 31 December 1974, was 3 A, 8 B (7 posts filled), 19 C (17 posts filled), 1 D and 14 local officials (12 posts filled).

## ACCOUNTS OFFICE

I - WORK PERFORMED

As in previous years, the work of the Accounts Office concerned budget management and operating results.

II - BUDGET MANAGEMENT

In 1974 commitment and authorizing powers were transferred from the Commission to the Office, except for expenditure under Title I of the budget. Henceforth the Office will keep a very close check on the use of its appropriations throughout the year.

Appropriations under Title I of the budget (expenditure on staff) are administered jointly with the Commission's departments.

The Office also benefits from the Commission's skeleton contracts for purchases made out of appropriations under Title II; for any purchase not provided for in these contracts the market research is carried out by the Commission's departments and the Office is responsible for the commitment of expenditure and the payment of invoices.

III - OPERATING RESULTS

## (a) Breakdown of expenditure of the Office for 1974

The breakdown of certain items of expenditure is based on fixed scales. Firstly, expenditure in respect of the Director's office and the section attached to it, which is responsible for the secretarial work of the Management Committee and the preparation of the Management Report, is apportioned at the rate of one third each between the Administration Department, the Sales Service and the Publishing Division.



The expenditure of the Administration Sector is charged to the Sales Service (40 %) and the Publishing Division (60 %).

Finally, for the Publishing Division expenditure is broken down by sector of activity :

- 35 % for the "Official Journal",
- 10 % for the Indexes,
- 35 % for the Publications,
- 20 % for the Workshops.

This breakdown is illustrated in Table 19 on page 67.

Table 20 on page 69 shows the trend in the expenditure of the Office between 1971 and 1974. For 1974 this expenditure amounts to Bfrs 193 528 344 and sums carried forward to Bfrs 6 261 501, giving a total of Bfrs 199 789 845.

Comparison with expenditure of Bfrs 138 987 804 for 1973, shows an increase of 44 % in 1974 resulting from :

1. Staff costs (title I)

In 1972 and 1973 the Office was granted a number of new posts to allow it to cope with the increased work load resulting from the accession of the three new Member States. These new posts were only partially filled in 1973 and only for a few months. They did not therefore have their full effect on the utilization of appropriations for staff until 1974.

The increase in expenditure under title I also results from the two-yearly advancement to a higher step of officials and the adjustment of officials' remunerations decided by the Council.

2. Overheads (title II)

The increase on 1973 under this heading is 200 % for rent and accompanying charges (due to the occupation of the new building, erected in response to demands repeatedly voiced in previous years (1)), 100 % for raw materials and 55 % for postal charges; the other items of expenditure under title II have not undergone any appreciable change;

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(1) Cf. 4th Annual Management Report, in particular page 98, final paragraph.

### 3. Investment expenditure (title III)

Investments for 1974 chiefly concerned the purchase of office furniture and machinery, technical equipment and installations, totalling Bfrs 7 853 512. This represents an increase of 100 % on 1973 expenditure.

This investment expenditure is broken down as follows :

- office machinery	Bfrs 219 217
- furniture	Bfrs 989 681
- technical equipment and installations	
(a) Workshops	Bfrs 728 466
(b) Sales - distribution	Bfrs 5 780 847
(c) Administration	Bfrs 54 226
(d) Publishing	Bfrs 81 500

Table 21 on page 70 provides a comparison between the cost of the departments and the cost of intervention by the Office. Only the "Official Journal" sector shows an excess of revenue totalling Bfrs 4 923 832 (cf. chapter II, "Official Journal", page 24, final paragraph).

The "Publications" (1), "Workshops" (2) and "Sales" (3) sectors show an overall shortfall of revenue of Bfrs 53 365 868, broken down as follows : Bfrs 2 337 633 for Publications, Bfrs 15 261 001 for the Workshops and Bfrs 35 767 234 for Sales.

The intervention costs adopted by the Management Committee at its 24th meeting on 18 May 1973 will be adjusted in 1975.

As regards the cost of the departments, it should be pointed out that some of them - the Workshops and Sales for example - occupy, by virtue of their type of activity, a large area of the Office building and their costs have therefore included the rent and charges proportional to this area : Bfrs 9 703 829 for the Workshops and Bfrs 7 371 227 for Sales, compared with Bfrs 2 821 620 for the "Official Journal" and Publications and Bfrs 3 846 046 for the Administration Department.

Table 22 on page 71 shows the trend in areas occupied by the large units between 1971 and 1974.

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*cf. chapter II, "Publications", page 40.*  
*cf. chapter II, "Workshops", page 46.*  
*cf. chapter III, "Sales", page 59.*

Table 19

## OVERALL DISTRIBUTION OF EXPENDITURE AND DEPARTMENTAL COSTS IN 1974

in Bfrs

1	Budget heading	Budgetary appropriat.	Transfers	Appropriat. after transfers	EXPENDITURE 1974			DIRECTOR'S OFFICE	ADMINISTRATION	SALES	PUBLISHING				
					Expenditure 31.12.1974	Appropriat. carried forward	Total expenditure 1974				PUBLISHING STAFF	"OFFICIAL JOURNAL"	OJ Indexes	PUBLICATIONS	WORKSHOPS
	2	3	4	5	6	7	617 = 8	9	10	11	12	13	14	15	16
Basic salaries	1100	71.350.000	-9.900.000	61.450.000	60.698.747		60.698.747								
Family allowances	1101	7.825.000		7.825.000	6.736.539		6.736.539								
Expatriation allowances	1102	9.320.000		9.320.000	8.130.938		8.130.938								
Temporary fixed allowances	1103	985.000		985.000	643.394		643.394								
Sickness insurance	1130	2.510.000		2.510.000	2.320.060		2.320.060								
Accident insurance	1131	660.000		660.000	584.269		584.269								
Childbirth allowances	1140	85.000		85.000	56.000		56.000								
Travel expenses/annual leave	1141	860.000	+ 100.000	960.000	883.591		883.591								
Fixed travel allowances	1144	72.000		72.000	36.000		36.000								
Other allowances	1149	6.500		6.500	3.128		3.128								
Remuneration for overtime	1150	1.000.000	+ 300.000	1.300.000	209.367		209.367								
Weightings	1160	14.805.000	+4.650.000	19.455.000	19.434.662		19.434.662								
total chapter 11		109.478.500	-4.850.000	104.628.500	99.736.695		99.736.695	4.649.760	15.329.726	11.491.758	5.044.749	21.562.469	981.019	21.813.715	18.863.499
Staff travel expenses	1211	185.000		185.000	41.987		41.987								
Staff installation allowances	1221	1.075.000	+ 95.000	1.170.000	901.331		901.331								
Staff removal expenses	1231	1.310.000		1.310.000	527.624	132.680	660.304								
Staff daily allowances	1241	760.000		760.000	508.294		508.294								
total chapter 12		3.330.000	+ 95.000	3.425.000	1.979.236	132.680	2.111.916		82.734	-	250.836	1.072.047	-	163.157	543.142
A. TOTAL FOR OFFICIALS		112.808.500	-4.755.000	108.053.500	101.715.931	132.680	101.848.611								
B. TOTAL FOR AUXILIARY STAFF	1110	1.250.000	-1.000.000	250.000	61.351		61.351						31.171	30.180	
Local staff	1112	13.000.000	+2.800.000	15.800.000	14.251.354		14.251.354								
Overtime	1150	1)			920.480		920.480								
C. TOTAL FOR LOCAL STAFF					15.171.834		15.171.834		3.783.457	5.137.016			639.306		5.612.055
D. TOTAL FOR INTERIM STAFF	1172	250.000	+ 500.000	750.000	656.776	59.690	716.466		188.780	231.838	81.962		180.560	33.326	
E. TOTAL FOR FREELANCE PROOF-READERS	1171	7.500.000	+6.000.000	13.500.000	11.999.692		11.999.692					5.457.273	1.995.887	4.546.532	
F. TOTAL MISSION EXPENSES	1301	3.250.000		3.250.000	2.041.490	280.000	2.321.490	60.228	69.591	53.835	48.177	53.433		2.028.826	7.400
I. TOTAL EXPENDITURE ON STAFF (A+B+C+D+E+F) (Title 1)		138.058.500	+3.545.000	141.603.500	131.647.074	472.370	132.119.444	4.709.988	19.454.288	16.914.447	5.425.724	28.145.222	3.827.943	28.615.736	25.026.096
Rents	2100	25.657.000	-1.700.000	23.957.000	22.364.985		22.364.985								
Insurance	2110	87.500	+ 140.000	227.500	209.790		209.790								
Water, gas, electricity	2120	1.600.000	+1.800.000	3,400.000	3,355.495	44.505	3,400.000								
Cleaning, maintenance	2130	3,500.000	-1,000.000	2,500.000	2,132,308	299,827	2,432,135								
Improvements	2140	600.000	- 140.000	460.000	147.467	55.893	203.360								
Other expenditure	2190	75.000	+ 900.000	975.000	785.360	116.603	901.963								
total chapter 21		31.519.500	-	31.519.500	28.995.405	516.828	29.512.233	2.097.084	3.846.046	7.371.227	56.432	2.821.620	794.375	2.821.620	9.703.829
Office machinery: rent	2202	p.m.	+ 120.000	120.000	95.550		95.550								
Office machinery: maintenance	2203	150.000		150.000	125.929		125.929	2.520	25.186	12.593		37.779	7.552	37.779	2.520
Furniture: maintenance	2213	25.000		25.000	22.315		22.315								22.315
Tech. equip. and inst. : rent	2222	90.000	+ 40.000	130.000	97.797	32.203	130.000	26.770	25.807	12.905	6.452	25.807	6.452	25.807	
Tech. equip. and inst. : maintenance	2223	575.000	- 40.000	535.000	355.902	165.880	521.782		76.782	85.000					360.000
Transport equipment: maintenance	2233	90.000		90.000	20.605		20.605		20.605						
Library stock	2250	30.000		30.000	16.560	8.000	24.560		24.560						
Subscriptions to newspapers etc.	2252	10.000		10.000	10.000		10.000		10.000						
Subscriptions to agencies	2253	10.000		10.000	-		-								
total chapter 22		980.000	+ 120.000	1.100.000	744.658	206.083	950.741	84.455	127.775	206.048	6.452	63.586	14.004	63.586	384.835
Stationery	2300	8.250.000	+ (5.000.000)	13.250.000	9.678.472	3.367.018	13.045.490	171.251	523.917	759.984	174.638	436.597		436.597	4.406.940
Postal charges	2310	10.000.000	+ (8.000.000)	18.000.000	13.351.090	248.910	13.600.000	600.000		13.000.000					
Telephone, telex, telegraph charges	2311	2.250.000	- 930.000	1.320.000	1,054,473	85,837	1,140,310	125,323	119,410	119,410		358,231		358,231	59,705
Working clothes	2391	50.000	+ 30.000	80.000	58,578	18,900	77,478		37,478	20,000					20,000
Misc. expend. on internal meetings	2392	25.000		25.000	24,951		24,951	24,951							
Removals	2393	250.000	+ 900.000	1,150.000	572,345	577,655	1,150.000		50.000	1,100.000					
Minor expenses	2394	10.000		10.000											
total chapter 23		20.835.000	+13.000.000	33.835.000	24.739.909	4.298.320	29.038.229	921.525	730.805	14.999.394	174.638	794.828		794.828	4.486.645
Reception expenses	2401	125.000		125.000	29.641		29.641	29.641							
Meetings and convocations	2500	225.000		225.000	192.907	32.093	225.000			225.000					
total chapter 24 + 25		350.000		350.000	222.548	32.093	254.641	29.641		225.000					
TOTAL TITLE 2		53.684.500	+13.120.000	66.804.500	54.702.520	5.053.324	59.755.844								
Provisional unallocated appropriations	9800	5,450,000	- 5,450,000	-	-	-	-								
Expenditure not specially provided for	9900	1,250,000	- 1,250,000	-	-	-	-								
TOTAL TITLE 9		6.700.000	- 6.700.000	-	-	-	-								
II. TOTAL OVERHEADS (TITLE 2 + 9)		60.384.500	+6.420.000	66.804.500	54.702.520	5.053.324	59.755.844	3.132.705	4.704.626	22.801.669	237.522	3.680.034	808.379	3.680.034	14.575.309
GRAND TOTAL (I + II)		198.443.000	+9.965.000	208.408.000	186.349.594	5.525.694	191.875.288	7.842.693	24.158.914	39.716.116	5.663.246	31.825.256	4.636.322	32.295.770	39.601.405

(1) Cf. chapter 11  
(2) Stock = 6 135 566

III. Investment expenditure																
Office machinery - initial equipment	2200	175.000	+ 50.000	225.000	167.417	51.800	219.217									
Office machinery - renewal	2201	50.000	- 50.000													
Furniture - initial equipment	2210	950.000	+ 40.000	990.000	906.385	82.871	989.256									
Furniture - renewal	2211	160.000	- 160.000													
Tech. equip. and inst. - initial equip.	2220	6,600,000		6,600,000	5,982,944	599,100	6,582,044									
Tech. equip. and inst. - renewal	2221	75.000		75.000	62.995		62.995									
TOTAL FOR INVESTMENTS		8.010.000	- 120.000	7.890.000	7.119.741	733.771	7.853.512									
TOTAL EXPENDITURE (I + II + III)		206.453.000	+ 9.845.000	216.298.000	193.469.335	6.259.465	199.728.800									

	→ 1/3 →	→ 1/3 →	→ 1/3 →
	2.614.231	2.614.231	2.614.231
	26.773.145		
	→ 40% →	→ 60% →	
	10.709.258	16.063.887	
	24.341.364	→ 35% →	→ 10% →
		8.519.477	2.434.137
		8.519.477	4.868.273
COST OF THE DEPARTMENTS :	53.039.605	40.344.733	7.070.459
		40.815.247	44.469.678



Table 20

## TREND IN THE EXPENDITURE OF THE OFFICE

in Bfrs

Type of expenditure	Budget item or chapter	YEAR			
		1974	1973	1972	1971
A. TOTAL FOR OFFICIALS	11 + 12	101 848 611	80 123 550	53 199 730	40 279 412
B. TOTAL FOR AUXILIARY STAFF	1110	61 351	569 005	397 046	356 650
Local staff	1112	14 251 354	11 225 849	9 249 509	-
Overtime	1150	920 480	572 796	492 260	-
C. TOTAL FOR LOCAL STAFF		15 171 834	11 798 645	9 741 769	9 809 628
D. TOTAL FOR INTERIM STAFF	1172	716 466	250 000	-	-
E. TOTAL FOR FREELANCE PROOF-READERS	1171	11 999 692	10 155 342	9 621 444	5 608 679
F. TOTAL FOR MISSION EXPENSES	1301	2 321 490	2 440 578	1 412 806	998 406
I. TOTAL EXPENDITURE ON STAFF (A+B+C+D+E+F) (TITLE I)		132 119 444	105 337 120	74 372 795	57 052 775
Preliminary expenditure on building	202	-	185 000	500 000	-
Rents	2100	22 364 985	7 439 493	2 921 000	2 717 500
Insurance	2110	209 790	44 720	23 126	14 228
Water, gas, electricity	2120	3 400 000	800 000	840 000	567 000
Cleaning, maintenance	2130	2 432 135	1 483 096	1 127 537	942 893
Improvements	2140	203 360	299 795	235 246	24 503
Other expenditure	2190	901 963	100 000	70 886	28 302
total chapter 21		29 512 233	10 167 104	5 217 795	4 294 426
Office machinery : rent	2202	95 550	-	-	-
Office machinery : maintenance	2203	125 929	60 000	39 896	37 471
Furniture : maintenance	2213	22 315	5 000	-	-
Technical equipment and installations : rent	2222	130 000	162 104	100 608	32 663
Technical equipment and installations : maintenance	2223	521 782	384 477	458 183	483 747
Transport equipment : maintenance	2233	20 605	13 852	-	-
Library stock	2250	24 560	-	-	-
Subscriptions to newspapers etc.	2252	10 000	-	(1)	(1)
Subscriptions to agencies	2253	-	-	-	-
total chapter 22		950 741	625 433	598 687	508 881
Office stationery and requisites	2300	13 045 490	7 952 477	6 778 245	4 905 767
Postal charges	2310	13 600 000	8 750 000	6 350 000	2 000 000
Telephone, telex and telegraph charges	2311	1 140 310	1 500 000	1 241 842	945 877
Working clothes	2391	77 478	7 113	11 278	17 199
Miscellaneous expenses on internal meetings	2392	24 951	-	-	-
Removals	2393	1 150 000	750 000	240 000	148 440
Minor expenses	2394	-	-	-	-
total chapter 23		29 038 229	18 959 590	14 621 365	8 017 283
Reception expenses	2401	29 641	41 215	-	5 145
Meetings and convocations	2500	225 000	79 264	(1)	-
Consultations and studies	2600	-	-	10 000	-
total chapter 24 + 25 + 26		254 641	120 479	-	5 145
II. TOTAL OVERHEADS (TITLE 2)		59 755 844	30 057 606	20 947 847	12 825 735
GRAND TOTAL (I + II)		191 875 288	135 394 726	95 320 642	69 878 510
III. INVESTMENT EXPENDITURE					
Transport equipment - initial equipment	2230	-	288 954	-	-
Office machinery - initial equipment	2200	219 217	342 615	313 650	263 200
Office machinery - renewal	2201	-	-	-	-
Furniture - initial equipment	2210	989 256	1 098 000	695 783	173 418
Furniture - renewal	2211	-	-	-	-
Technical equipment and installat. - initial equip.	2220	6 582 044	734 800	463 966	2 299 223
Technical equipment and installat. - renewal	2221	62 995	1 128 709	919 505	971 027
TOTAL INVESTMENTS		7 853 512	3 593 078	2 392 905	3 706 868
TOTAL EXPENDITURE (I + II + III)		199 728 800	138 987 804	97 713 546	73 585 378
Establishment plan		181	173	121	120

(1) Expenditure borne by the Commission budget

Table 21

COMPARATIVE TABLE SHOWING THE COST OF THE DEPARTMENTS,  
THE INTERVENTION COST AND SALES REVENUE FOR 1974

in Bfrs

Section	Cost of departments	Cost of intervention	Revenue from sales	Difference	
				+	-
"Official Journal" + secondary legislation	40 355 114	48 459 388			
OJ Indexes	7 070 459	3 879 636			
	47 415 192	52 339 024		4 923 832	
Publications	40 815 347	38 477 614			2 337 633
Workshops	44 469 678	29 208 677			15 261 001
Sales	53 039 605		17 272 371		35 767 234
	185 739 722 <sup>(1)</sup>	120 025 315	17 272 371	4 923 832	53 365 868
<p>(1) The cost of stocks (Bfrs 6 135 566) and investment expenditure (Bfrs 7 853 512) should be added to the above service cost of Bfrs 185 739 722, giving a total of Bfrs 199 728 800.</p>					

Table 22

TREND IN THE SURFACE AREA OCCUPIED BY THE  
MAJOR UNITS OF THE OFFICE

	1974	1973	1972	1971
	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Workshops	3 577	2 082	2 082	2 082
Sales	4 065	1 921	1 361	1 091
Dispatch	} 3 123	1 450	890	890
Storage		471	471	201
offices	942			
"OJ"	1 110	256	256	256
Publications	1 110	256	256	256
Remainder	2 673	294	294	294
	12 535	4 809	4 249	3 979

## (b) Sales accounts

At the end of 1974 the Accounts Office drew up financial accounts comprising a balance sheet and a profit and loss account (Tables 23 and 24 on pages 72 and 73).

- the balance of the three bank accounts mentioned in the balance sheet under assets (Table 23) represents the payments made by customers during the year (BIL, CCP and BIL deposit account).
- the balance of the account entitled "institutions transfer account" represents an advance made for the treasury of the Caisse d'Epargne de l'Etat "Official Journal" account No 1002/9984. The Bfrs 10 000 000 transferred in 1973 from the BIL account (Sales) to the "OJ" account as working capital (1) were repaid during 1974 by a transfer.

During the year further calls for funds had to be made for the working capital of the "OJ" account, with the result that at the end of the year there were still 15 million Bfrs on the debit side of the "OJ" account to be paid into the Sales account.

(1) Cf. 5th Annual Management Report, page 56, under II.

Table 23

BALANCE SHEET

ASSETS

- Current account Banque Internationale Luxembourg No 8-109-6003/300	Bfrs 18 968 314
- Post office current account No 19-190	Bfrs 322 414
- Deposit account Banque Internationale Luxembourg No 8-109-6003/306	Bfrs 10 000 000
- Institutions rebate account	Bfrs 15 000 000
- Debtors	Bfrs 27 539 850

LIABILITIES

- Suspense account	Bfrs 369 775
- Prepayments	Bfrs 262 592
- Partial payments of invoices	Bfrs 70 784
- Unspecified payments	Bfrs 179 228

NET BALANCE :

- At 1.1.1974	Bfrs 46 287 979
- Invisible difference	Bfrs 3 000
	<u>Bfrs 46 284 979</u>
- Payments to the institutions	Bfrs 27 421 118
	<u>Bfrs 18 863 861</u>
- Operating results	<u>Bfrs 52 084 338</u>

Bfrs 70 948 199

TOTAL

Bfrs 71 830 578

=====

TOTAL

Bfrs 71 830 578

=====



Table 24

PROFIT AND LOSS ACCOUNT

ASSETS

- Rebate	Bfrs 19 068 670
- Exchange fluctuations	Bfrs 121 801
- Bank charges	Bfrs 4 496
- Miscellaneous expenses	Bfrs 344 942
- Insolvent debtors (cf. pages 74 and 77)	Bfrs 165 892
	<hr/>
	Bfrs 19 705 801
- Operating results	Bfrs 52 084 338
	<hr/>
	Bfrs 71 790 139
	=====

LIABILITIES

- Sales	Bfrs 69 623 936
- Interest received	Bfrs 1 562 318
- Miscellaneous revenue	Bfrs 2 090
- Postal charges and air mail	Bfrs 601 795
	<hr/>
	Bfrs 71 790 139
	=====

- the balance of the "Debtors" account amounts to Bfrs 27 539 850 and represents invoices made out for certain customers between 1968 and 1974, which on 31 December 1974 were still outstanding, and invoices sent out during the last three months of 1974 for the renewal of subscriptions to the "Official Journal" and other publications (cf. page 77).

The amounts entered in the balance sheet under liabilities represent payments entered in the suspense account.

(c) Distribution of sales receipts to the institutions

Sales receipts totalled Bfrs 69 623 936 (Table 25 on page 75) compared to Bfrs 46 380 854 in 1973, an increase of around 50 %.

This does not, however, represent a real increase, as several sales offices recorded as sales receipts for 1974 settlements of account for sales of publications in respect of previous years (cf. Chapter III, page 59, second paragraph).

The breakdown and the settlement by institution of the amounts are shown in Tables 25 and 26 on pages 75 and 76.

In accordance with usual practice (1), 50 % of the gross receipts were distributed among the institutions. The other 50 % reverted to the Office, which bears, inter alia, the cost of sales operations.

Consequently, the Office pays back to the institutions amounts which it has not actually received, as the quota is calculated on the basis of invoices issued and not invoices paid.

Auditing and verifying of litigious accounts and unpaid invoices

Following a proposal by the representatives of the members of the Management Committee at their meeting of 28 October 1974, litigious accounts were audited and verified.

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(1) *Decision of the Committee of Chairmen of 23 March 1961 : "as far as the Sales Service is concerned, each institution shall grant a 50 % rebate on the selling price of each copy sold on its own account; this rebate shall cover both sales expenses and the rebates granted to agents".*

Table 25

## BREAKDOWN OF SALES RECEIPTS

in Bfrs

<i>INSTITUTIONS</i>	<i>PUBLICATIONS turnover</i>	<i>INSTITUTIONS 50 % quota</i>	<i>OFFICE 50 % quota</i>	<i>OFFICIAL JOURNAL turnover</i>	<i>INSTITUTIONS 50 % quota</i>	<i>OFFICE 50 % quota</i>	<i>Totals</i>	
							<i>Institutions</i>	<i>Office</i>
Parliament	616 170	308 085	308 085	3 215 727	1 607 863	1 607 864	1 915 948	1 915 949
Council	52 356	26 178	26 178	9 085 676	4 542 838	4 542 838	4 569 016	4 569 016
Commission	22 430 075	11 215 037	11 215 038	29 400 850	14 700 425	14 700 425	25 915 462	25 915 463
Court of Justice	3 925 722	1 962 861	1 962 861	367 870	183 935	183 935	2 146 796	2 146 796
Economic and Social Committee	-	-	-	529 490	264 745	264 745	264 745	264 745
	27 024 323	13 512 161	13 512 162	42 599 613	21 299 806	21 299 807	34 811 967	34 811 969
Total							69 623 936	

Table 26

## ALLOCATION OF SALES RECEIPTS

in Bfrs

<i>Institutions</i>	<i>Description</i>	<i>Amounts</i>	
		<i>Sub-total</i>	<i>Total</i>
Parliament	Receipts from sales of Publications	+ 308 085	1 915 948
	Quota of receipts of Official Journal sales	+ 1 607 863	
Council	Receipts from sales of Publications	+ 16 178	4 569 016
	Quota of receipts of Official Journal sales	+ 4 542 838	
Commission	Receipts from sales of Publications	+ 11 215 037	25 915 462
	Quota of receipts of Official Journal sales	+ 14 700 425	
Court of Justice	Receipts from sales of Publications	+ 1 962 861	2 146 796
	Quota of receipts of Official Journal sales	+ 183 935	
Economic and Social Committee	Quota of receipts from Official Journal sales		264 745
	TOTAL		34 811 967
Publications Office	Commission on sales :		
	50 % on gross receipts from Publications	+ 13 512 162	
	50 % on gross receipts from Official Journal	+ 21 299 807	
	TOTAL	+ 34 811 969	
	Miscellaneous sales receipts	+ 2 166 203	
	Sales costs	- 19 705 801	
	TOTAL TO THE CREDIT OF THE OFFICE	+ 17 272 371	
	Unpaid invoices 1974 :		
	- unpaid at 31.12.1974 27 539 850		
	- inventory of unpaid invoices at 1.1.1974 13 379 848	- 14 160 002	
TOTAL TO BE ALLOCATED TO THE OFFICE	+ 3 112 369	3 112 369	
	GRAND TOTAL		37 924 336

This procedure concerned invoices amounting to Bfrs 500 or less. These invoices were cancelled and the relevant amounts transferred to the Profit and Loss Account (Table 24 on page 73) as follows :

Bfrs 5 246 for 1968  
Bfrs 10 628 for 1969  
Bfrs 11 004 for 1970  
Bfrs 42 049 for 1971  
Bfrs 95 340 for 1972

and Bfrs 1 625 for 1973, i.e. a total of Bfrs 165 892.

Invoices still unpaid at 31 December 1974 amounted to Bfrs 27 539 850 (cf. page 74, first indent), broken down as follows :

Bfrs 16 582 for 1968  
Bfrs 24 097 for 1969  
Bfrs 30 977 for 1970  
Bfrs 70 167 for 1971  
Bfrs 590 699 for 1972  
Bfrs 5 821 755 for 1973

Reminders were issued for invoices covering the years 1968 to 1972.

Moreover, for amounts in respect of 1973 :

- reminders were sent out for 5 000 invoices;
- Bfrs 1 879 000 relates to a litigation which has been referred to the Commission's Legal Service;
- Bfrs 1 545 000 relates to the dispatch of E Forms; summonses have been sent out on this matter.

The remainder, totalling Bfrs 20 985 573 relates to the year 1974.

#### IV - WORK FORCE

The work force of the Accounts Office as determined on 31 December 1974, was 1 A, 2 B, 4 C (3 posts filled) and 1 local official.

## GENERAL SERVICES

Following the transfer of the Office to its new building, it became necessary to expand the General Services sector which, though it existed before on a very limited scale, was directly attached to the Director's Office.

This sector, which is under the responsibility of a B1 official, carries out tasks related to staff management, and administrative work regarding missions, leave and attendance, archives, mail, photocopying, telex, typing pool, the maintenance of the building and its installations, reception, messengers and drivers.

Work force

The work force of the General Services, as determined on 31 December 1974, was 3 B, 9 C (8 posts filled), 1 D and 13 local officials (12 posts filled).

## TECHNICAL AND ADMINISTRATIVE SECTION

In 1974 a number of officials belonging to the "Official Journal" and "Publications" sectors were transferred to form a new single unit called the Technical and Administrative Section.

This section is responsible for preparing and processing invitations te tender, drafting reports for the CCAM (Consultative Committee on Purchasing and Contracts) of the Commission and of opinions for various authorizing officials, checking printing-works' invoices, dispatch, and breaking down by institution the Office's printing, dispatch and intervention costs.

Work force

The work force of the Technical and Administrative Section, as determined on 31 December 1974, was 1 A, 3 B (2 posts filled) and 5 C.





V. REPORT ON THE APPLICATION OF THE CURRENT PROVISIONS  
RELATING TO MEDIUM AND LONG-TERM TRANSLATIONS



V. REPORT ON THE APPLICATION OF THE CURRENT PROVISIONS  
RELATING TO MEDIUM AND LONG-TERM TRANSLATIONS

*Pursuant to Article 5 of the Agreement (1) between the Commission of the European Communities and the Office for Official Publications of the European Communities concerning the attachment to the Office of the Medium and Long-Term Translation Service : "a list of work performed both for the Office and for each of the institutions, with a brief description thereof, shall be drawn up at intervals defined by joint agreement. This list shall show the time devoted to each of the items indicated therein".*

This list is as follows :

Table 27

	1972	1973	1974	Forecasts 1975
- <u>PUBLICATIONS OFFICE</u> :				
. notices of invitation to tender .....	444	11 993	18 127	25 000
. management report .....		622	230	300
. miscellaneous .....	439	1 919	2 055	2 550
- <u>PARLIAMENT</u>				
. reports of proceedings of Parliament debates .....	-	-	8 811	19 500
. analytical indexes .....	-	-	1 003	
- <u>COUNCIL</u>				
. reports .....	-	605	2 644	3 000
. "Vade-Mecum" .....	-	-	450	-
<b>TOTAL</b>	<b>883</b>	<b>15 139</b>	<b>33 320</b>	<b>50 350</b>

(1) Cf. 5th Annual Management Report, page 67, under V.

### 1. Work done for the Publications Office

As indicated in Table 27 on page 83 above notices of invitations to tender, totalling 18 127 pages, account for a major proportion of translations done during the year. They arrive at the rate of about 7 documents per day or approximately 15 pages for translation into 5 languages. The time required for translation was on average one day.

The translation of the Management Report of the Office (230) pages required 19 days in all.

The heading "miscellaneous" (2 055 pages) includes invitations to tender and other documents for which the Office requested translations.

### 2. Work done for Parliament

#### (a) Reports of proceedings

The reports of proceedings of parliament debates were spread over 8 months, viz : January, March, April, May, June, September, October and November. These are contained in booklets of about 200 pages, each of which corresponds to one day's sitting. The reports translated in March, April and September, however, corresponded to sittings lasting one day and a half.

As the booklets contain the texts of all the speeches in the language of the speaker, the work load varies for each target language, except Danish for which the whole text had to be translated on each occasion. For each session a little more than 1 100 pages were usually translated within a time limit varying from 8 to 10 days.

#### (b) Indexes

The translation of the indexes (1 003 pages) which requires a great deal of document retrieval and great accuracy, was completed in 27 days.

### 3. Work done for the Council

The 2 644 pages of reports under the heading "Council" include 205 pages of the 20th summary which came in at the end of 1973 and went out at the beginning of 1974. The other 2 439 pages correspond therefore to the translation

of the 21st summary. The various chapters arrived at regular intervals between 26 March and 6 August. The time required for the translation of these texts represented a daily average of 7 pages per translator.

The translation of the Vade-Mecum (450 pages) required 25 days of work, including the days on which the texts were entered and the day on which the last translation went out.

x  
x x

On the whole, the deadlines were respected despite the arrival, at regular intervals throughout the year, of a large number of new and inexperienced translators.

The figures indicated for the time required for translations are only of approximate value as it was not possible to allow for the time needed for the forwarding of texts from the Planning Office to the various language sections and vice versa, nor the time necessary for the dispatch of missing background documents.

The times indicated were therefore calculated from the arrival of the documents at the Planning Office to the departure of the last translation.

It was also necessary to disregard any differences between one language section and another as regards the time taken for translation. It is obvious that the sections which have a large number of experienced linguists and few vacant posts work more quickly than those where there are a large number of newcomers and vacant posts.

The MLTTS will endeavour to improve its registering methods to ensure that the times indicated for translation are a better reflection of actual completion times as observed by the institutions which use the Office. A decisive step towards eliminating spurious time losses due to forwarding, which give the user institution a distorted idea of the actual time needed for translation, will be possible when all the language sections of the MLTTS are brought under one roof.



VI. STAFF OF THE OFFICE AND PROBLEMS  
OF STAFF MANAGEMENT





## VI. STAFF OF THE OFFICE AND PROBLEMS OF STAFF MANAGEMENT

### 1. The filling of vacant posts

In 1974 several competitions were held by the Commission to fill posts at the Office :

- (a) internal reserve competition COM/A/15 designed to fill vacant posts in the "Official Journal" sector.

During the first half of 1974 the Commission held an internal reserve competition COM/A/15, on qualifications and tests, to fill administrator posts in the career bracket A7/A6, in the printing and publishing field, either at the Office or in other Commission departments in Brussels and Luxembourg.

Part of the oral tests included, at the candidates' choice,

- methods of organizing and supervising the submission for printing of manuscripts of legal texts or
- methods of studying and calculating cost prices in publishing.

Two persons passed this competition; one of them was appointed to the Commission's departments in Brussels and the other to the Office in Luxembourg (technical and administrative section). As they both chose the second of the above options it was not possible to fill any posts in the "Official Journal" sector, which was the purpose of the first option. By agreement with the Directorate-General for Personnel and Administration of the Commission and with the approval of the Management Committee, the Director of the Office therefore decided to fill the vacant administrator posts in the "Official Journal" sector (cf. chapter on "OJ", page 30, under VI) by having recourse to the Commission's general reserve lists and, in

particular, the lists in respect of COM/A/112 to 116 (law, administration and finance, political and social sciences, agriculture, inspection of nuclear installations and data processing),

- (b) open reserve competition COM/B/111 - career bracket B3/B2 - assistant - (proof-readers) - 19 successful candidates now employed in the "Official Journal" and Publications sectors,
- (c) internal competition COM/677-679-681/74 - career bracket B5/B4 - administrative assistant - (proof-readers) - 3 successful candidates now employed in the "Official Journal" and Publications sectors,
- (d) internal competition COM/831-833/74 - career bracket C3/C2 - clerical officer - 2 successful candidates now linotypists in the Workshops,
- (e) internal competition COM/835-837-839-841/74 - career bracket C5/C4 - clerical assistant - 4 successful candidates now assistant offset operators in the Workshops,
- (f) internal competition COM/843/74 - career bracket C5/C4 - clerical assistant - 1 successful candidate now employed as a binder in the Workshops,
- (g) internal competition COM/845/74 - career bracket C5/C4 - clerical assistant - 1 successful candidate now employed as a photographer in the Workshops.

## 2. Freelance proof-readers

As in the past the Office has had recourse to freelance proof-readers to reinforce the language teams when necessary, and to carry out the requisite proof-reading work in printing works located outside Luxembourg.

Expenditure on freelance proof-readers has risen as follows :

1971	1972	1973	1974
Bfrs 5 608 679	Bfrs 9 621 444	Bfrs 10 155 342	Bfrs 11 999 692

It should be observed that

- in March 1972 the daily allowance for the first three days was increased from Bfrs 1 050 to Bfrs 1 260 for proof-readers whose place of recruitment is more than 50 km from Luxembourg,

- in April 1972 fees were increased from Bfrs 900 to 1 000/day for inexperienced proof-readers and from Bfrs 1 200 to 1 400 for experienced proof-readers,
- in April 1974 the daily allowance was increased from Bfrs 100 to Bfrs 150 for proof-readers whose place of recruitment is Luxembourg or less than 50 km from Luxembourg and from Bfrs 200 to Bfrs 250 for the others.

### 3. Occupational training

65 of the Office's officials, i.e. one out of three, took part in courses organized by the Directorate for Welfare, Training and Staff Information of the Directorate-General for Personnel and Administration of the Commission.

### 4. Work force

The work force of the Office grew as follows between 1973 and 1974 :

	<u>1973</u>	<u>1974</u>
- officials employed on 31 December	123	149
- temporary staff	19	9
	<hr/> 142	<hr/> 158

### 5. Consultation with staff

As indicated in the introduction to this report the Chairman of the Management Committee and the representatives of the unions have engaged in consultation on the basis of the draft report drawn up by the Director. During a wide-ranging discussion the union representatives expressed their views, not only on the abovementioned points but on all questions concerning the officials and other servants of the Office. The ensuing discussion showed that the two sides were basically in agreement. For the sake of completeness the summary given below covers all the main points considered, though some of them have already been dealt with in the preceding paragraphs :

#### The filling of vacant posts (cf. point 1 above)

The union representatives pointed out that having recourse to the reserve lists of open competitions in order to fill vacant posts in categ-

ory A was probably not the best procedure in view of the specialized nature of jobs in the publishing field.

However, it was stressed that some of these vacancies concerned administrative and managerial duties.

There was also discussion on training designed to prepare staff for promotion to another category or to more specialized posts, on the composition of competition juries and on promotion within the career bracket and the category.

#### Position of freelance proof-readers

The union representatives again put forward their views on this matter. It was pointed out in reply that the attempts to rectify matters would be continued during the year but that the possibility of having recourse to freelance proof-readers must remain open in order to cope with peak periods and specific requirements.

#### Position of local staff

The union representatives also restated their views on the questions of the recruitment, grading and employment of local staff.

It was pointed out, in particular, that thanks to the entry into force of the new regulations for local staff in Luxembourg and the operation of consultation machinery it would be possible to ensure that the remuneration received by local staff at the Commission and at the Office was identical.

There was also an exchange of views on the question of the length of contracts of local staff.

#### Technical equipment of the Office

In reply to questions from the union representatives certain details were given regarding preparations for the possible renewal of the Office's composition equipment.

The Office building

In the new building of the Office the staff enjoy appreciably better working conditions than in previous years. There was an exchange of opinions on the question of physical environment, safety and hygiene.

This summary is not exhaustive and there were also exchanges of views on numerous questions of less general interest, but of importance for certain categories of staff, such as the comparative gradings of certain officials. The Director of the Office took due note of these and will continue the discussion where necessary.



VII. ESTABLISHMENT PLAN





Table 28

## ESTABLISHMENT PLAN 1974

Category and grade	Work force 1974	Increase	Work force 1975
A1	-	-	-
A2	1	-	1
A3	1	-	1
A4	2 (1)	-	2
A5	2 (1)	-	2
A6	3	-	3
A7	4	-	4
A8	-	-	-
TOTAL	13	-	13
B1	16	1	17
B2	30	1	31
B3	31	3	34
B4	6	2	8
B5	3	3	6
TOTAL	86	10	96
C1	12	-	12
C2	24	1	25
C3	25	1	26
C4	12	1	13
C5	4	1	5
TOTAL	77	4	81
D1	3	-	3
D2	2	1	3
D3	-	2	2
D4	-	-	-
TOTAL	5	3	8
GRAND TOTAL	181 (2)	17 (3)	198

(1) Including 1 to compensate for the overload granted in 1973.  
(2) Including 2 to compensate for the overload granted in 1973.  
(3) Posts not yet filled.

Table 29

## PROMOTIONS

Promotions within the career bracket	1	A7 to A6
	5	B3 to B2
	3	C3 to C2
	2	C5 to C4
	1	D3 to D2
Promotions resulting from appointment in a new career bracket or a new category	2	A6 in A5
	1	B1 to A7
	2	B2 to B1
	2	C2 to C1
	1	C1 to B3
	1	C4 to C3
	1	D2 to D1

Table 30

OFFICIALS AND TEMPORARY STAFF BY NATIONALITY  
as on 31 December 1974

<i>Category/grade</i>	<i>Number</i>	<i>B</i>	<i>D</i>	<i>DK</i>	<i>E</i>	<i>F</i>	<i>IR</i>	<i>I</i>	<i>L</i>	<i>N</i>
Category A										
Grade 2	1	-	-	-	-	1	-	-	-	-
Grade 3	1	-	-	-	-	-	1	-	-	-
Grade 5/4	4	-	1	-	-	1	-	-	1	1
Grade 7/6	3	1	1	-	-	-	-	1	-	-
Category B										
Grade 1	10	2	1	-	2	1	-	-	4	-
Grade 3/2	57	7	11	7	4	6	1	11	4	6
Grade 5/4	6	-	-	1	2	-	-	2	-	1
Category C										
Grade 1	12	3	4	-	-	1	-	2	2	-
Grade 3/2	46	2	3	1	-	11	3	6	19	1
Grade 5/4	13	-	-	-	-	1	6	-	5	1
Category D										
Grade 1	3	-	-	-	-	-	-	2	1	-
Grade 3/2	2	-	-	-	-	1	-	1	-	-
TOTAL	158	15	21	9	8	23	11	25	36	10

VIII. COMMENTS, SUGGESTIONS AND PROPOSALS OF THE MANAGEMENT  
COMMITTEE FOR THE EFFECTIVE OPERATION OF THE OFFICE



VIII. COMMENTS, SUGGESTIONS AND PROPOSALS OF THE MANAGEMENT COMMITTEE FOR THE EFFECTIVE OPERATION OF THE OFFICE

1. "Official Journal"

- (a) The new convention for the printing of the "Official Journal", which took effect on 1 January 1975 for a period of five years, should permit the trouble-free and punctual printing of the various editions of the "Official Journal".
- (b) The problem of reprints should be solved by appropriate measures.
- (c) The Management Committee hopes that a solution will be found for the publication of competition notices in the "Official Journal", as a result of the provisions drafted by the administrative heads of the institutions.

2. "Official Journal" indexes

As various vacancies had been filled at the beginning of 1975, the steps taken by the Management Committee to speed up the preparation and publication of the indexes should have the desired effect.

3. Publications

In its report on the accounts for 1973 the Audit Board noted in particular that there was a "cascade of delays in publications" at every stage of the procedure : the drawing up of technical specifications, the issuing and processing of invitations to tender, the conclusion of contracts, the forwarding of manuscripts, the carrying out of the order and authors' corrections.

The Office will cooperate with the institutions in order to reduce these delays.

#### 4. Workshops

As a result of the operating difficulties involving the photocomposition equipment, to which we have already referred several times, investigations with a view to replacing it have been made and will enable the Management Committee to take a decision in 1975 with a full knowledge of the facts.

In order to comply with Article 13 of its rules of operation which stipulates : "for all jobs to be done in the workshops of the Office shall make out an estimate showing the cost of the various compositions possible", and in order to take into account the observations made on this matter by the Audit Board (1), the Workshops will make out estimates for all publications.

#### 5. Sales

Ways of rationalizing and mechanizing the dispatch services will be developed during the final quarter of 1975 and will permit the direct distribution of the "Official Journal" from Luxembourg to subscribers in all countries from 1 January 1976; such distribution has been deemed desirable for many years.

#### 6. Accounts

The Management Committee will endeavour to improve the analytical accounts of the Office by applying a new accounting system.

#### 7. Personnel

Vacancies in categories A and B should be filled, in particular by means of the Commission's reserve lists. The Management Committee also intends to reconsider the position of freelance proof-readers in the light of the experience gained in recent years.

The Management Committee also notes the efforts made by the personnel of the Office in 1974, especially in the "Official Journal" sector, in the carrying out of its tasks.

#### 8. Rules of operation

Pursuant to Article 4 (1), indent 1, of the Decision of 16 January 1969 establishing the Office, the Management Committee laid down rules for the operation of the Office as from 1970.

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(1) Report on accounts for the year 1973, page 66.

These rules were first amended in 1971 and they should be amended again, especially in view of the changes in the financial regulations and in the provisions on publishing and administrative matters relating to the Office.

This report was discussed and approved by the Management Committee at its meeting of 22 April 1975.

A handwritten signature in black ink, appearing to read 'H. R. Nord', is centered on the page.

H. R. NORD  
Secretary-General of Parliament  
Chairman-in-Office of the  
Management Committee







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