

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

**SEVENTH
ANNUAL MANAGEMENT REPORT
1975**

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

**SEVENTH
ANNUAL MANAGEMENT REPORT
1975**

CONTENTS

	<u>Page</u>
Introduction	5
I. Summary of the activities of the Management Committee	11
II. Publications issued by the Office	17
- Official Journal	19
- Publications other than the Official Journal	37
- Workshops	45
- Programming and production	51
III. Sales and distribution	53
IV. Administration	67
- Accounts Office	69
- General Services	80
- Technical and Administrative Section	81
V. Report on the application of the current provisions relating to medium and long term translations	87
VI. Staff of the Office and problems of staff management	93
VII. Establishment plan	113
Charts	
1 : Evolution of the number of pages/language in the Official Journal ..	21
2 : Evolution of the number of issues of the Official Journal of the European Communities	23
3 : Trend in the number of pages of publications other than the Official Journal	39
4 : Trend in the number of titles of publications other than the Official Journal	41

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, the 7th since the creation of the Office, which covers its activities in 1975.

The report has been drawn up by the Management Committee after the usual consultations with the trade union organizations in Luxembourg.

x
x x

- I. The Publishing Division, with its three sectors, Official Journal, Publications and Workshops, has continued to carry out its tasks, as recorded in the statistical chapters of this report.
 1. The first-mentioned sector produced 639 issues of the Official Journal in the course of the year, on 243 dates of publication (including a large number of non-working days), to give an average output of 2.5 issues per day.

These 639 issues per language, which were published in Danish, Dutch, English, French, German and Italian, add up to the rather impressive total, for all six languages taken together, of 3 834 issues per annum, of an average length of 37 pages per issue.

The work of printing the Official Journal is shared between a printing works in the Grand Duchy (37.8 %), three in the Federal Republic of Germany (33.7 %, 17.5 % and 4.5 %), and one in France (6.5 %, consisting of particularly voluminous issues).

2. Although its activities are in some ways similar to those of the Official Journal sector, the Publications sector is nevertheless distinguishable for the following reasons in particular :

- the nature and frequency of its publications is subject to considerable variation;
- The sector's staff are not permanently located in Luxembourg, and this complicates their task; for work on the General Report on the Activities of the Communities (which has to be published in six languages within a time limit of three or four weeks) and the reports of proceedings of Parliament debates (11 part-sessions per year, lasting 53 days, including 33 in Strasbourg) they have to travel to the printing works in Brussels, Ghent and Louvain (for the General Report) and Strasbourg (for the reports of proceedings of Parliament debates). When Parliament is sitting, three teams of proof-readers (3 x 6 languages) work in relays right through every day of the part-session;
- for publications other than those mentioned above, the officials of the Publications Office have to maintain contact with about thirty printing works located in Belgium, the Federal Republic of Germany, France, Ireland, Italy, the Grand Duchy of Luxembourg, the Netherlands and the United Kingdom. These printers all adopt different technical procedures; so the typographical preparations vary, and this calls for detailed knowledge of the various printing procedures.

This sector processed 157 915 pages in 1975, comprising 91 288 proof-read and 66 627 non-proof-read pages. On a theoretical basis of 200 days' work per annum, and ignoring the differences between languages, this works out at 456 proof-read and 333 non-proof-read pages per day.

3. The workshops now have a fully equipped trimming department, and are also moving towards a solution of the increasingly irritating problems caused by the out-of-date composition equipment : in fact, the invitation to tender for the supply of a modern medium-capacity photocomposition machine has already been issued, and there is every likelihood that this machine, which will soon be selected, will be installed in the workshops at the end of 1976.

Its entry into service will necessitate a certain amount of reorganization of the printing facility. Applications for credits have been made for 1977, with a view to replacing a number of old presses with more productive equipment.

- II. The Sales Service is nearing the end of a long and painstaking process of reorganization, rendered possible by the move to the new building, where the provision of ample storage space has facilitated the adoption of a rationalized system of stock control. This alone can provide the day-to-day figures which are the basis of a satisfactory sales policy, and of efficient administration and invoicing, not to mention the correct calculation of print orders.

Since 1 January 1976, the changeover to direct dispatching of the Official Journal from Luxembourg to all its subscribers has at last been accomplished. Issues of the Official Journal now begin arriving at the Office at 6 a.m., where they are packed and dispatched with the minimum of delay. The time saved is considerable, as is shown in the chapter of this report devoted to the Sales Service (1).

III. The administration sector comprises :

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

1. As regards the Accounts Office, it should be noted that the restructuring of the accounting system, which has been needed for some time, has again been held up (see p.8, para. 5).

This restructuring operation, to which the Management is still giving top priority, has now been coupled with a plan to restructure the budget, which has been approved in principle by the Management Committee. In fact, the reform of the financial regulation of the Communities, which will further the "individualization" of the Office, will also increase its responsibilities. It will therefore be more than ever necessary to structure the accounts, which lie at the crossroads between industrial and public accounting, so that the cost of the different departments of the Publications Office can

(1) See chapter III, p. 60.

be correctly established. This cost is the basis of the charges made, under the heading of "intervention cost", for the various services provided by the Office : preparation of copy, proof-reading, printing, etc.

The method so far adopted for working out the value of these "interventions" is based on fixed scales ; it should be added that certain sectors are treated according to the Office's plan of organization, and not according to the nature of their activities. For example, the cost of the Technical and Administrative section, which is responsible for the conclusion and management of the Office's contracts with the outside printing works, is charged to administration purely because the section falls under "Administration" in the "organigramme", while the activities of the Sales Service are costed under a system which was implemented many years ago, in entirely different circumstances from those obtaining at present (see chapter IV, Accounts Office, p. 72, under c.).

Faced with the need for so fundamental a restructuring of the Office's accounting system, the Management Committee considered it would be pointless to go ahead in 1975 with fragmentary adaptations of the present system of "administrative" accounts. The Committee decided not to modify the "intervention cost" tariffs (1), which date back to 1973 - 1974, thus preferring stability to an apparent financial balance.

That is why several sectors ended the financial year, as is shown in the body of the report, with what has to be called, in accounting terms, a deficit. But this "deficit" is not of major significance. Likewise, no useful purpose would have been served by a balancing operation consisting in the arithmetic increase (2) of inappropriate tariffs to cover costs which have been computed by an unsatisfactory method.

The Management Committee has thus preferred to await the adoption of an entirely new accounting system. This will emerge from a study which is already under way and which should be concluded before the end of 1976.

(1) See chapter II, Official Journal, p. 31, Publications, p.43 and Workshops, p.49.

(2) A theoretical calculation can be found in the section of this report devoted to the Accounts Office (see chapter IV, p. 71, para. 2).

2. The Technical and Administrative section, which was established fairly recently, has brought together a number of previously separated activities.

The section is responsible for the negotiation, conclusion and management of the individual, collective and skeleton contracts signed with the printers ; it is therefore the point at which the procedures of the institutions, the authors and authorizers, are dovetailed with those of the Publications Office as a provider of services. The institutions, whose administrative and accounting procedures are often complex, are obliged to have recourse to the Office, and therefore to the Technical and Administrative section, for some of these procedures. Unfortunately, the section is not yet fully equipped for dealing quickly and efficiently with this requirement.

The Office will make every effort, in the coming months, to remedy this unsatisfactory situation, so as to fulfil its rightful role in the publishing process.

3. The General Services section has mainly been concerned with the management of infrastructure in the office building and with the maintenance of security.

x

x x

This report was approved by the Management Committee on 14 June 1976.

N. HOMMEL

Secretary-General of the Council
Chairman-in-Office of the
Management Committee

I. SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE

I. SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE

In 1975, the Management Committee consisted of :

- Mr H. R. Nord, Secretary-General of Parliament;
- Mr N. Hommel, Secretary-General of the Council;
- Mr E. Noël and Mr P. Baichère, 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 24 February (restricted), 22 April and 10 October 1975, chaired by Mr H.R. Nord during the first half of the year and by Mr N. Hommel 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 20 January, to prepare for the Committee meeting of 24 February 1975,
 - on 20 March and 14 April, to prepare for the Committee meeting of 22 April 1975,
 - on 19 September, to prepare for the Committee meeting of 10 October 1975,
- i.e. four meetings in all.

Mr. L.N. Knaff, Director of the Publications Office ad interim from 1 April 1973 to 31 May 1973 and established Director from 1 June 1973 to 6 March 1975, reached retirement age on the last-mentioned date. This brought him to the end of a long career in the world of publishing, including eighteen years in the service of the Communities crowned by two years of activity as Head of the Publications Office.

On the advice of the Management Committee, the Commission decided, on 5 March 1975, to appoint Mr W. Verheyden, Director of Personnel and Administration of the Commission in Luxembourg as Acting Director of the Office. Subsequently, on 1 March 1976, the Commission confirmed his establishment in this post.

Apart from its usual work on the budget and staff problems, the main activities of the Management Committee have concerned

- the possibility of a more detailed sub-division of the Official Journal (1) ;
- problems relating to the Office's accounts, and especially the analytical accounts (2) ;
- the photocomposition equipment to be installed in the Office's workshops, a problem on which a working party has met on four occasions and carried out three fact-finding missions (see Introduction, p.6, under 3).

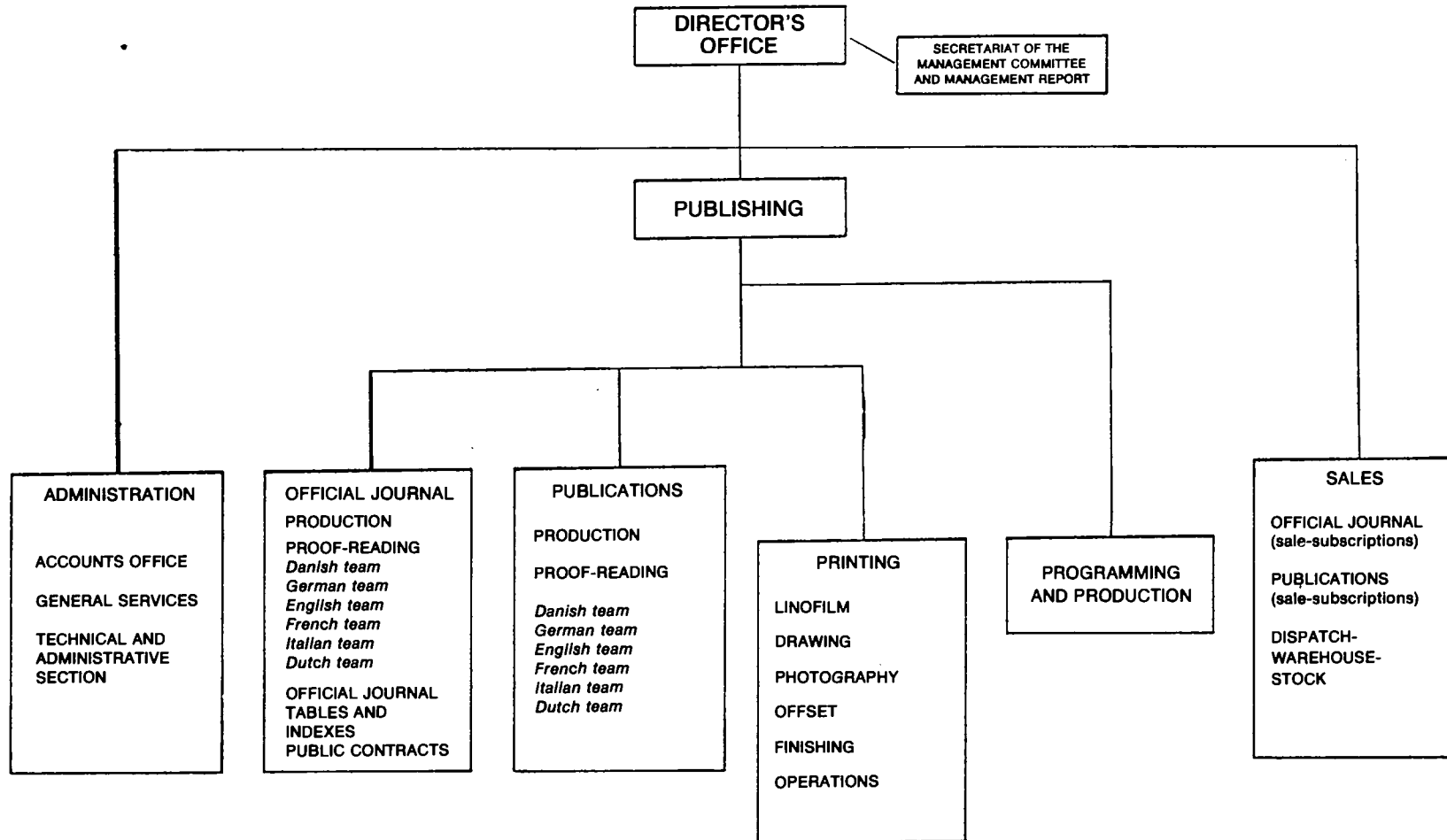
For most current business, the "written procedure" system has been increasingly adopted : there were 28 such procedures in 1975, compared with 9 in 1974.

(1) See 6th Annual Management Report, p. 10 , para. (b).

(2) See 6th Annual Management Report, p. 102 , point 6.

PUBLICATIONS OFFICE – PLAN OF ORGANIZATION

AS AT: 31 DECEMBER 1975



II. PUBLICATIONS ISSUED BY THE OFFICE

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

I. DEVELOPMENTS IN 1975

(a) Convention with the printing works

The "convention on the printing of the Official Journal of the European Communities as from 1 January 1975", concluded on 18 December 1974 (see 6th Annual Management Report, p. 16, under b.), with a consortium of five printing works, entered into force on 1 January 1975 for a period of five years. This consortium has printed all the issues entrusted to it, without the need for recourse to any other printers. Its members have respected the time limits laid down by the Office which, for its part has been able to regulate the flow of work after a running-in period allowed to the printers. The delivery schedules for the different types of Official Journal have all been adhered to.

Thus, at the end of its first year of existence, the convention can be described as a success. The price revision clause, which could have applied in the case of two printing works affected by major cost increases, had still not been invoked at 1 January 1976.

(b) Production

At the end of 1975, only 84 pages dated 31 December 1975, but published in 1976, remained to be printed. This represented substantial progress in comparison with previous years : 432 pages at the end of 1974, 1090 pages at the end of 1973. The reduction between 1973 and 1975 is therefore a striking one.

This progress was achieved as a result of the measures taken by the Council and the Commission in spreading the approval of a large number of texts, which in the previous year had been adopted en bloc at the end of the year, over the months of November and December.

The introduction on 1 January 1975 of a daily edition of the C series of the Official Journal resulted in the transfer of the invitations to tender for public works contracts, which had previously been published in the L series, to their rightful place, considering their subject matter, in the "Information" section. In addition, the publication of urgent informational texts has been ensured without the difficulties which used to result from the irregular appearance of the C series before 1975.

II. OUTPUT

1. Official Journal proper

The analysis of the output of the Official Journal is divided into three parts :

- (a) issues of the Official Journal published in 1975;
- (b) reprints of past issues, requested by the Sales Service to replenish its stocks and those of its sales agents;
- (c) invitations to tender for public works contracts.

x

x x

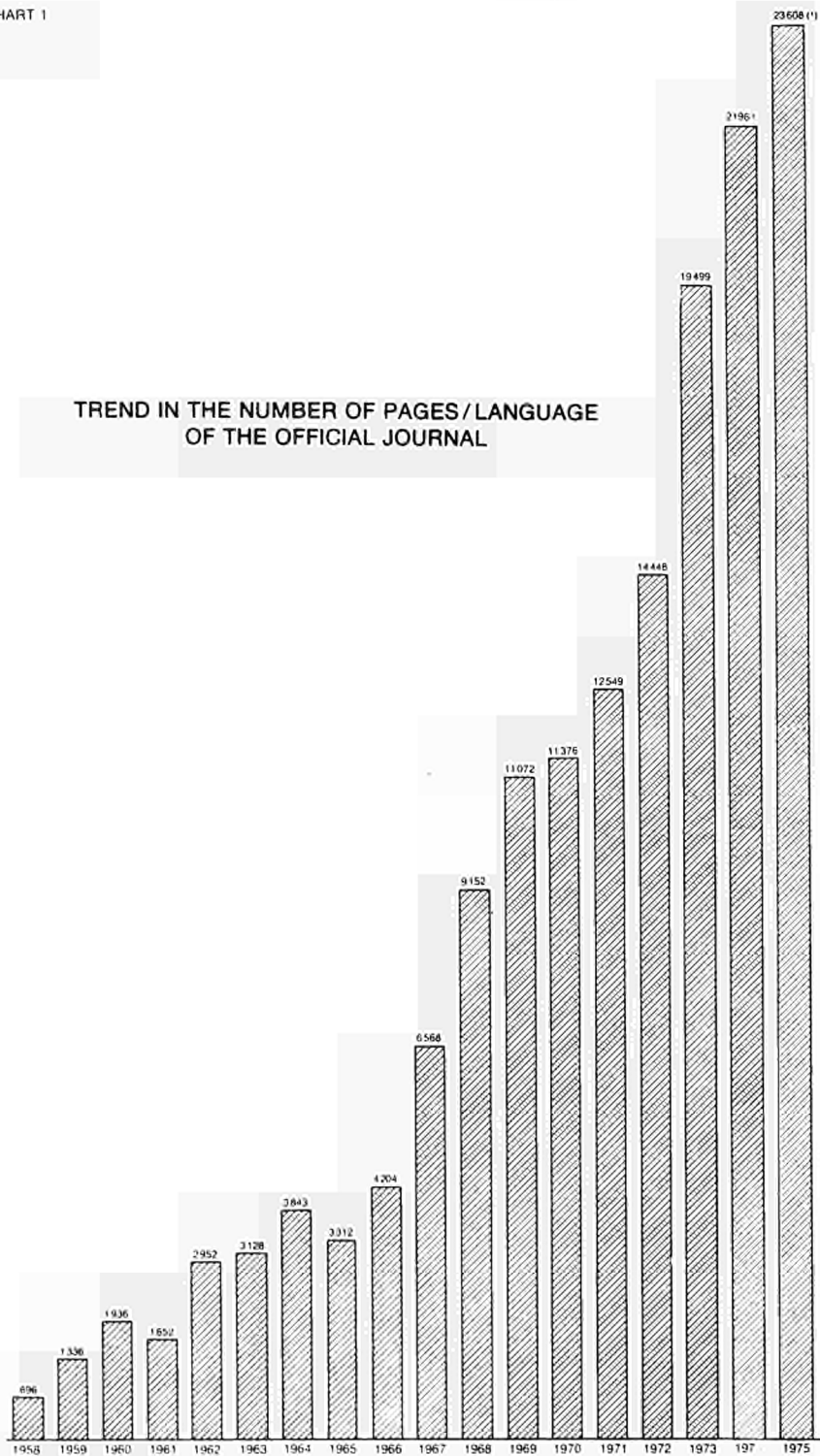
- (a) Issues of the Official Journal published in 1975
- number of pages/language

The number of pages/language, excluding secondary legislation and indexes, totalled 23 608 (1) in 1975 (compared with 21 964 in 1974) (cf. chart 1, p. 21). This number more than doubled over the period 1970 - 1975, as is shown in the following table.

(1) Including issues dated 1974, but actually published in 1975 (cf. table 8, p. 35).

CHART 1

TREND IN THE NUMBER OF PAGES/LANGUAGE
OF THE OFFICIAL JOURNAL



(*) See footnote on page 20

Table 1

OUTPUT OF THE OFFICIAL JOURNAL IN PAGES/LANGUAGE

	1969	1970	1971	1972	1973	1974	1975
Number of pages	11 072	11 376	12 549	14 448	19 499	21 964	23 608
Increase in %		3	10	15	35	12.6	7.5
Increase on base 100 = 1969	100	103	113	130	176	198	213

- number of issues

A total of 639 issues of the Official Journal were published in 1975, including 300 in the C series and 339 in the L series. These figures include three issues in six languages carried forward from 1974, i.e. one C-series and two L-series issues (1). The evolution in the number of issues between 1958 and 1975 is shown in chart 2, page 23 ; in 1975 the average number of pages per language per month was 1 967 (compared with 1 830 in 1974). Table 2 below summarizes the development of the Official Journal from 1969 to 1975:

Table 2

DEVELOPMENT OF THE OFFICIAL JOURNAL

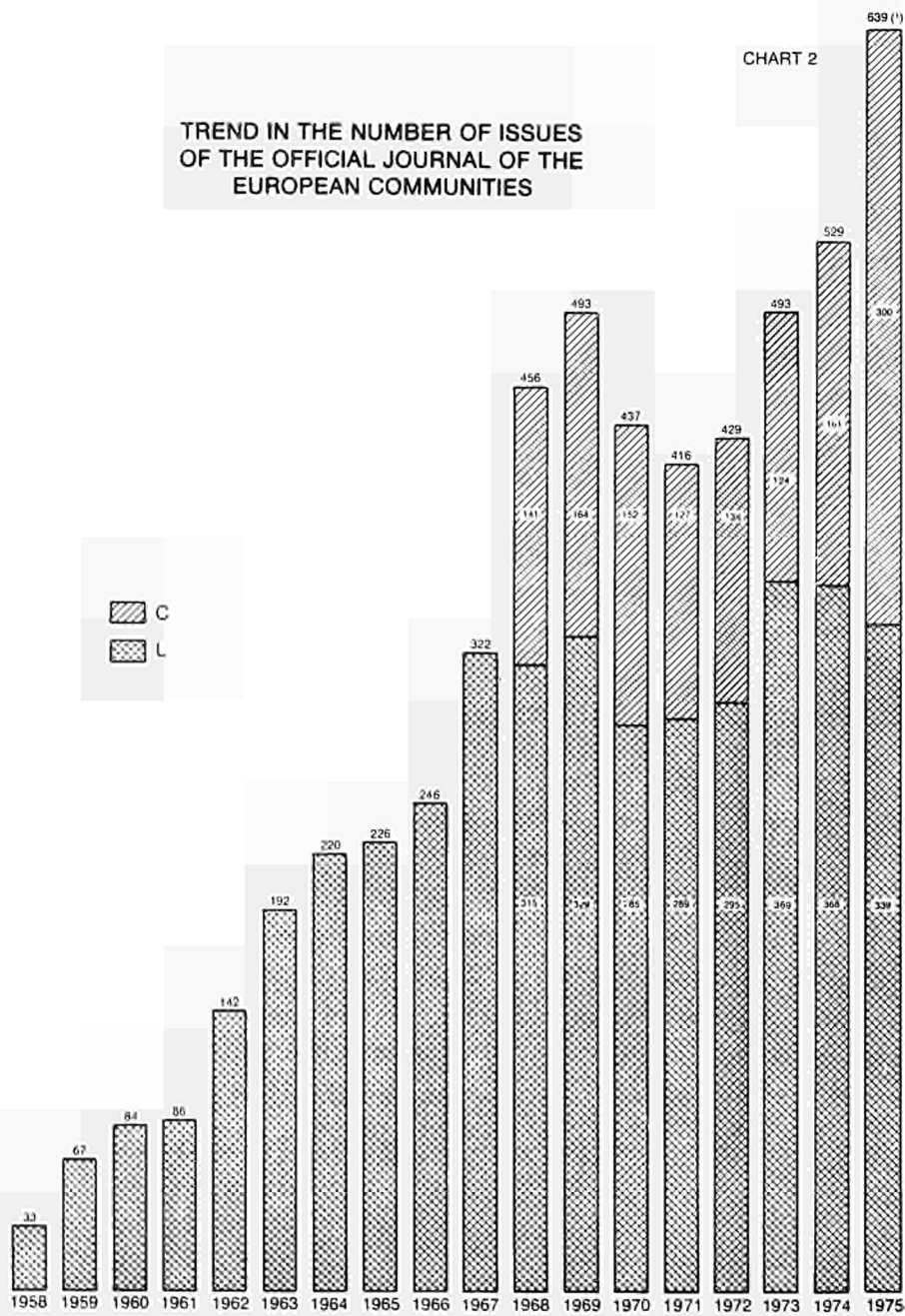
Year	Number of OJ's			Total pages per language	Average number of pages per issue	Average number of issues per month
	L	C	TOTAL			
1969	329	164	493	11 072	22.4	41.08
1970	285	152	437	11 376	26.0	36.42
1971	289	127	416	12 549	30.2	34.67
1972	295	134	429	14 448	33.7	35.75
1973	369	124	493	19 499	39.6	41.08
1974	368	161	529	21 964	41.5	44.08
1975	339	300	639	23 608	36.9	53.25

In 1975, after appearing in previous years in the form of a manual, the text of the Nomenclature of Goods for the External Trade Statistics of the Community and Trade between Member States (Nimexe) was published for the first time in the Official Journal (No. L 331/75).

On this occasion, for the Official Journal, the Office was able to make use of the originals set by the firm previously entrusted with the work

(1) Cf. footnote to p. 20.

CHART 2
TREND IN THE NUMBER OF ISSUES
OF THE OFFICIAL JOURNAL OF THE
EUROPEAN COMMUNITIES



(*) See footnote on page 20

of printing the manual, and this reduced the costs of printing by Bfrs 6 362 050. This result was the product of collaboration between the Official Journal sector and the Technical and Administrative section.

(b) Reprints of the Official Journal

Of the 163 reprints undertaken, 152 were carried out in the Office's own workshops (1), and 11 in the workshops covered by the convention. These 163 issues added up to a total of 7 932 pages of which 7 304 were printed in the workshops and 628 in outside printing works. The total cost of these operations was Bfrs 2 874 670, comprising Bfrs 2 428 863 for printing in the workshops and Bfrs 445 807 for outside printing. The amount involved is included in table 7, page 34.

Total reprints amounted to 110 100 copies, including 1 400 in Danish, 5 400 in German, 33 000 in English, 28 500 in French, 35 950 in Italian and 5 850 in Dutch.

The trend of total costs of reprinting is shown in the following table :

Table 3

TREND OF COSTS OF REPRINTING

1970	1971	1972	1973	1974	1975
Bfrs 44 857	Bfrs 241 182	Bfrs 1 703 676	Bfrs 2 065 238	Bfrs 3 038 075	Bfrs 2 874 670

After following a steady upward trend from 1970 to 1974, the number of reprints fell for the first time in 1975. The fact is that over the years 1972 - 1974 the stock of the most regularly requested issues was gradually replenished. It should be noted, however, that the high cost of storage has prompted the Office to limit the number of reprints of the Official Journal as far as possible while at the same time remaining ready to reprint whenever the need arises. This policy has made for a substantial reduction of costs (see the chapter on sales, p. 61, last para.).

(1) Cf. the chapter on the Office's workshops, p. 48, footnote to table 15.

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

1. Number

The number of notices totalled 2 187 per language, compared with 1 887 in 1974, and comprised 770 by open procedure and 1 417 by restricted procedure. 190 originated in Belgium (115 in 1974), 40 in Denmark (48 in 1974), 472 in the Federal Republic of Germany (567 in 1974), 313 in France (296 in 1974), 43 in Ireland (24 in 1974), 4 in Italy (1 in 1974), 4 in the Grand Duchy of Luxembourg (6 in 1974), 97 in the Netherlands (79 in 1974) and 1 024 in the United Kingdom (751 in 1974).

In all, these notices took up 16 141 pages (13 994 p. in 1974).

To judge from the numbers of notices published in 1974 and 1975 (see table 4 below) it would seem that the annual average total is tending to stabilize around 2 000.

The awarding authorities are now keeping more closely to the model notices provided in the directive, and this explains the shortening of these texts.

Table 4

TREND OF THE TOTAL NUMBER OF INVITATIONS TO TENDER
FOR PUBLIC WORKS CONTRACTS

MEMBER STATE	1974		1975	
	Number of notices	Percentage of total	Number of notices	Percentage of total
Belgium	115	6.1	190	8.7
Denmark	48	2.5	40	1.8
FR of Germany	567	30.0	472	21.6
France	296	15.7	313	14.3
Ireland	24	1.3	43	1.9
Italy	1	0.1	4	0.2
Luxembourg	6	0.3	4	0.2
Netherlands	79	4.2	97	4.5
United Kingdom	751	39.8	1 024	46.8
Totals	1 887	100.0	2 187	100.0

2. Translation

Although the number of notices for translation increased in 1975, the number of pages per document fell from 2.1 in 1974 to 1.9 in 1975.

The Office forwarded to the MLTTS for translation 9 975 documents relating to notices of public works contracts (compared with 8 565 in 1974), comprising a total of 19 232 pages translated into five languages (18 127 in 1974) (of. chapter V, p. 89).

3. Publication deadlines

The time required for postal delivery (see 5th Annual Management Report, p. 24, para. 1 et seq.), of the notices sent to the Office by the awarding authorities is still excessive, so that the deadlines sometimes have to be extended beyond the limits laid down in the directive.

Until the awarding authorities comply with the guidelines laid down by the Management Committee for speeding up delivery, and until they make systematic use of telex for the transmission of texts for publication, the problem will remain unsolved.

2. Secondary legislation

Publication of secondary legislation in English and Danish continued in 1975, and was invoiced as follows :

- English Edition

first series : corrigenda

second series : volumes II, III, IV, V, VI,
VII, VIII, X

674 pages

- Danish Edition

volume 1966 - 1972, supplement to the first series

second series : I (1a), II, III, IV, V, VI, VII,
VIII, X

520 pages

1 194 pages

As announced in last year's report (see p. 28, last para.), several of these volumes were either published or prepared for publication in December 1974 but not invoiced until 1975.

Another 408 pages of secondary legislation (Special Edition/Budget of the European Communities for 1973 - English Edition) were printed in 1973 but not invoiced till 1975. The total amounts invoiced in 1975 are shown in the following table.

Table 5

INVOICES IN RESPECT OF SECONDARY LEGISLATION

Bfrs

Institution		Pages	Printing costs	Transport costs	Intervention costs	TOTAL Bfrs
Council	E	900	3 840 538	37 162	382 309	4 260 009
	DK	380	827 422	13 745	86 171	927 338
		1 280	4 667 960	50 907	468 480	5 187 347
Commission	E	182	827 421	13 745	86 032	927 198
	DK	140	306 033	5 084	31 820	342 937
		322	1 133 454	18 829	117 852(1)	1 270 135
Total	E	1 082	4 667 959	50 907	468 341	5 187 207
	DK	520	1 133 455	18 829	117 991	1 270 275
		1 602 (1 064)	5 801 414 (3 607 838)(2)	69 736 (-) (3)	586 332 (389 424)	6 457 482 (3 997 262)
(1) Charged to Article 380. (2) Cf. 6th Annual Report, p. 28, table 6 under "Printing", where the cost was given in error as Bfrs 1 643 610. The figure should have included the sum of Bfrs 1 964 228 paid by the Council. (3) Invoices for the transport of secondary legislation in 1974 reached the Office at the beginning of 1975 and were therefore paid in the year under review.						

Still to be published:

- in English and Danish : one volume of 112 pages per language, entitled "Omissions from the first and second series of Special Editions 1952 - 1972",
- in Danish : volume I (2nd Part), approximately 300 pages entitled "External Relations - agreements with Israel, Yaoundé, Arusha, Overseas Countries and GATT".

3. Indexes of the Official Journal

The French and Dutch versions of the annual indexes for 1973 appeared at the end of 1974; the German, English and Italian indexes for 1973, together with those in German, English, French, Italian and Dutch for 1974 appeared

during 1975. At the end of 1975, the methodological index in Danish for the two years 1973 and 1974 was ready for printing, and the alphabetical index for 1974 was almost ready. Preparation of the Danish alphabetical index for 1973 was postponed until 1977 because of difficulties in finding qualified freelance proof-readers for this work.

The monthly alphabetical and methodological table for the eleven months January - November 1975 were published in all six languages in the course of the year.

So the backlog has been almost eliminated.

It should be noted that the grade A official responsible for the indexes, who is a member of the staff of the Official Journal sector, was recruited on 1 March 1975; the six administrative assistants (B5-4) were engaged between 6 January and 30 June 1975. The freelance proof-readers employed in the Indexes section are mainly engaged on the task of removing the backlog of work on the annual indexes.

Discussions in 1975 led to the development of a computer system for compiling the annual indexes, based on the data contained in the monthly tables recorded on magnetic tape. One of the first practical applications will be the preparation, in the first weeks of 1977, of the annual index for 1976. With that end in view, the sector has made a start with harmonizing the terminology in the six languages, to facilitate the work of programming the computer. This harmonization will also simplify the preparation of the list of Community Acts in force, which the Committee has now approved in principle.

The total amount invoiced in respect of these indexes was Bfrs 15 037 610 in 1975 (compared with Bfrs 23 499 796 in 1974), comprising printing costs of Bfrs 11 747 894, transport costs of Bfrs 60 864 (1) and an intervention cost of Bfrs 3 228 852 (see table 6, p. 29).

The total number of pages invoiced in 1975 for the indexes was 8 822 compared with 10 786 in 1974. A further 2 360 pages were published in December 1975, but these will not be invoiced until 1976.

(1) Before 1 March 1975. Since that date, the fixed price charged for the transport of indexes has been included in the cost of the Official Journal.

Table 6

OFFICIAL JOURNAL INDEXES AND TABLES INVOICED IN 1975
(costs of printing - transport - intervention)

Institution	Annual indexes 1973			Annual indexes 1974			Monthly tables 1974 (Nov. + Dec.)		Monthly tables 1975 Alphabetical sect. (Jan. - May) N (1)		Monthly tables 1975 (Jan. - Sept.) (9 months)		TOTAL	
	D	I	E	F	N	D	Pages	Bfrs	Pages	Bfrs	Pages	Bfrs	Pages	Bfrs
	Pages	Bfrs		Pages	Bfrs		Pages	Bfrs	Pages	Bfrs	Pages	Bfrs	Pages	Bfrs
Parliament	136	143 939		158	305 374		30	57 071	28	72 985	499	921 060	851	1 500 429
Council	416	440 126		375	724 026		156	294 865	13	35 136	600	1 104 379	1 560	2 598 532
Commission	1 378	1 456 740		1 376	2 658 183		285	538 878	100	266 416	3 137	5 775 915	6 276	10 696 132
Court of Justice	12	12 463		18	34 093		8	14 633	1	2 677	30	55 400	69	119 266
Economic and Social Committee	4	4 155		25	48 880		1	1 829	2	5 685	34	62 702	66	123 251
Total	1 946	2 057 423		1 952	3 770 556		480	907 276	144	382 899	4 300	7 919 456	8 822	15 037 610
TOTAL PAGES : 8 822 (10 786)														
TOTAL INVOICES 1975 : Bfrs 15 037 610 (Bfrs 23 499 796)														
(1) Including costs of composition of Monthly Tables 1975, alphabetical section in English - January-March 1975.														

III. FINANCIAL RESULTS AND COSTS INTERVENTION

(the figures in brackets are those for 1974)

(a) the cost of printing the Official Journal

The cost of printing is based on the new convention with the printers. As indicated in the section of this chapter devoted to the implementation of the convention (see p. 19, I (a), the prices fixed under the convention were not amended in any way in 1975.

These printing costs are summarized below :

1. Official Journal 1975	Bfrs 265 557 928 (Bfrs 189 310 683)
2. Issues carried forward from 1974 (3 issues dated 1974 but published in 1975 - 432 pages) (1)	Bfrs 3 621 024 (Bfrs 15 057 504)
total Official Journal	Bfrs 269 178 952 (Bfrs 204 368 187)
3. Secondary legislation	Bfrs 5 801 414 (2) (Bfrs 3 607 838)
	Bfrs 274 980 366 (Bfrs 207 976 025)
4. Indexes	Bfrs 11 747 894 (Bfrs 19 468 769)
Grand total	Bfrs 286 728 260 (Bfrs 227 444 794)

The average cost per page, in six languages, of printing the Official Journal (see tables 7 and 8, pages 34 and 35) was Bfrs 1 900 (Bfrs 1 551 in 1974), i.e. an increase of 22.5% (20.3% from 1973 to 1974). This reflects the application, as from 1 January 1975, of the tariffs laid down in the new convention.

The average cost per page, in six languages, of printing the OJ indexes was Bfrs 1 332 (Bfrs 1 805 in 1974), and thus equalled the cost of printing fixed in the convention for pages free from technical difficulties such as tables, formulae, etc.

-
- (1) Carried forward from 1973 - 1974 : 12 issues totalling 1 090 pages.
(2) This amount does not include the cost of paper which was invoiced in 1975 but not paid for till 1976.

The average cost of printing per page of secondary legislation was Bfrs 3 621 (Bfrs 3 391 in 1974). It should be noted that the firm responsible for printing the secondary legislation is not a party to the convention.

(b) Cost of transport

The cost of transporting the Official Journal from the printing works was as follows :

1. Official Journal 1975 and indexes as from 1.3.1975 (1)	Bfrs 5 351 112 (Bfrs 3 370 124)
2. Carried forward from 1974 (3 issues dated 1974 but published in 1975)	Bfrs 54 432 <u>(Bfrs 122 220) (2)</u>
Total Official Journal	Bfrs 5 405 544 (Bfrs 3 492 344)
3. Secondary legislation	Bfrs 69 736 <u>(-) (3)</u>
	Bfrs 5 475 280 (Bfrs 3 492 344)
4. Indexes	Bfrs 60 864 <u>(Bfrs 151 391)</u>
Grand total	Bfrs 5 536 144 (Bfrs 3 643 735)

These costs do not include postage, which is chargeable to the Office when publications are distributed direct from Luxembourg. This applied in 1975 to subscribers resident in Denmark, in the United Kingdom, in the Netherlands (4), in the Grand Duchy, in Ireland, in Italy and in third countries (cf. chapter III, p. 59, para. 5), but it will apply to all subscribers as from 1.1.1976 as a result of the direct distribution of the Official Journal from Luxembourg to subscribers in all countries.

(c) The Office's intervention costs

In 1975, the Office's intervention costs remained as fixed by the Management Committee at its twenty-fourth meeting on 18 May 1973, i.e. Bfrs 366 per page.

(1) See footnote to page 28.

(2) See footnote to page 30.

(3) The invoices relating to transport costs for secondary legislation in 1974 reached the Office at the beginning of 1975 and were therefore paid only in 1975.

(4) As from 1 April 1975.

The amounts invoiced to the institutions under the heading of intervention costs were as follows :

1. Official Journal 1975	Bfrs 50 894 496 (Bfrs 45 250 776)	
2. Carried forward from 1974 (3 issues dated 1974 but published in 1975)	<u>Bfrs 948 672</u> (Bfrs 2 819 188)	
Total Official Journal		Bfrs 51 843 168 (Bfrs 48 069 964)
3. Secondary legislation		<u>Bfrs 586 332</u> (Bfrs 389 424)
		Bfrs 52 429 500 (Bfrs 48 459 388)
4. Indexes		<u>Bfrs 3 228 852</u> (Bfrs 3 879 636)
Grand Total		<u>Bfrs 55 658 352</u> (Bfrs 52 339 024)

(d) The total cost of the Official Journal

The total cost of the Official Journal, including the remainder from 1974, secondary legislation and indexes, can be broken down as follows :

1. Official Journal 1975		
- printing	Bfrs 265 557 928	
- transport	Bfrs 5 351 112	
- intervention cost	<u>Bfrs 50 894 496</u>	
		Bfrs 321 803 536 (Bfrs 237 931 583)
2. Carried forward from 1974 (3 issues dated 1974 but published in 1975)		
- printing	Bfrs 3 621 024	
- transport	Bfrs 54 432	
- intervention cost	<u>Bfrs 948 672</u>	
		<u>Bfrs 4 624 128</u> (Bfrs 17 998 912)
Total Official Journal		<u>Bfrs 326 427 664</u> (Bfrs 255 930 495)

3. Secondary legislation

- printing	Bfrs 5 801 414	
- transport	Bfrs 69 736	
- intervention cost	<u>Bfrs 586 332</u>	
		Bfrs 6 457 482
		<u>(Bfrs 3 997 262)</u>
Total Official Journal and secondary legislation		Bfrs 332 885 146
		<u>(Bfrs 259 927 757)</u>

4. Indexes

- printing	Bfrs 11 747 894	
- transport	Bfrs 60 864	
- intervention cost	<u>Bfrs 3 228 852</u>	
		Bfrs 15 037 610
		<u>(Bfrs 23 499 796)</u>
Grand total		Bfrs 347 922 756
		<u>(Bfrs 283 427 553)</u>

The breakdown by institution of items (a) cost of printing, (b) cost of transport (c) cost of intervention and (d) total costs of the Official Journal will be found in tables 7 and 8, pages 34 and 35. For secondary legislation, see table 5, page 27.

For the indexes, see table 6, page 29.

(e) Cost of the sector

In 1975, the cost of the Official Journal sector (including secondary legislation) was Bfrs 48 112 593 (Bfrs 40 344 733 in 1974).

The cost of the Indexes section was Bfrs 12 109 221 (Bfrs 7 070 459 in 1974).

These figures include the cost of the officials responsible for these sections, the sections' overheads and their contribution to the costs of the Director's Office and the staffing costs of the Publishing Division and the Administration sector (1).

If the cost of the Official Journal sector and the Indexes section, which amounts to Bfrs 60 221 814, is compared with the figure for invoices issued, amounting to Bfrs 55 658 352, this reveals a shortfall of

(1) Apart from the Director and his personal secretary, the staff of the Director's Office comprises the official responsible for the secretariat of the Management Committee and for the preparation of the Annual Management Report, and his secretary. The staff of the Publishing Division comprises the Head of Division and his secretary, together with the members of the programming and production unit, while the Administration sector comprises the Head of Sector and his secretary, together with the entire staff of (1) the Accounts Office, (2) the Technical and Administrative section, (3) the General Services section.

Table 7

OFFICIAL JOURNAL 1975
L 1 to L 337 and C 1 to C 299 inclusive

Institution	Number of pages	Printing	Transport	Intervention cost	TOTAL Bfrs
Parliament	14 144 (9 942)	28 124 640 (15 200 489)	552 714 (284 208)	5 176 704 (3 638 772)	33 854 058 (19 123 469)
Council	22 569 (23 785)	42 156 264 (36 351 959)	778 573 (631 226)	8 260 254 (8 705 310)	51 195 091 (45 688 495)
Economic and Social Committee	2 076 (1 638)	3 834 702 (2 651 519)	73 554 (46 710)	759 816 (599 508)	4 668 072 (3 297 737)
Commission	99 355 (87 133)	189 682 606 (133 307 787)	3 909 893 (2 378 078)	36 363 930 ⁽¹⁾ (31 890 678)	229 956 429 (167 576 543)
Court of Justice	912 (1 138)	1 759 716 (1 798 929)	36 378 (29 902)	333 792 (416 508)	2 129 886 (2 245 339)
Total	139 056 (123 636)	265 557 928 (189 310 683)	5 351 112 (3 370 124)	50 894 496 (45 250 776)	321 803 536 (237 931 583)
(1) Charged to Article 380.					

Bfrs 4 563 462 (surplus of Bfrs 4 923 832 in 1974 and Bfrs 8 977 412 in 1973).

Considered separately, the Official Journal realized a surplus in spite of the increase in real costs. This was due to the fact that output was above the estimated level on the basis of which the tariff was calculated (143 250 pages printed in 1975, compared with the estimated figure of 100 000 pages).

The shortfall in revenue of the Indexes section can mainly be ascribed to the cost of reducing the backlog from 1973 and 1974. In fact, the preparation of the indexes involves a volume of compilation and manuscript work which far exceeds the amount of work done on the Official Journal itself. The intervention costs for the indexes should therefore be considered separately from those of the Official Journal.

Table 8

1974 ISSUES PUBLISHED IN 1975

OFFICIAL JOURNAL : CARRIED FORWARD FROM 1974 - PUBLISHED EARLY 1975

C 161 + L 358 + L 359

Institution	Number of pages TOTAL	Printing	Transport	Intervention cost	TOTAL Bfrs
European Parliament	-	-	-	-	-
Council	888	1 240 536	18 648	325 008	1 584 192
Economic and Social Committee	-	-	-	-	-
Court of Justice	-	-	-	-	-
Commission	1 704	2 380 488	35 784	623 664(1)	3 039 936
TOTAL (in the 6 languages)	2 592 (8 148)	3 621 024 (15 057 504)	54 432 (122 220)	948 672 (2 819 188)	4 624 128 (17 998 912)
(1) Charged to Article 380.					

IV. NEW FORMAT FOR THE OFFICIAL JOURNAL

In response to the request from the Council (see 6th Annual Management Report, p. 29), the Management Committee has examined the problem of the possible further subdivision of the Official Journal.

In this task, the Management Committee was assisted by an inter-institutional working party which met on five occasions in 1975, on 10 February, 5, 18 and 25 March and 12 December. Following its approval by the Management Committee, the Report on the subdivision of the Official Journal, the creation of a Community Repertory and the publication of a list of Community Acts in force was transmitted on 7 April 1976 to the institutions represented on the Office's Management Committee.

V. WORKFORCE

At 31 December 1975, apart from the freelance proof-readers, the workforce of the Official Journal sector including the Indexes section, was 4 A (2 posts filled), 39 B (38 posts filled), 4 C and two local staff.

In 1975, calls were made on freelance proof-readers, including those employed on the indexes, for a total of 2 803 days' work, compared with 2 840 in 1974. Their presence made it possible to cope with peak work-loads and with the occasional absence of established proof-readers.

PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

I. DEVELOPMENTS IN 1975

In 1975, the rise in cost of raw materials and salaries constrained the Commission to reduce the volume of its general publications. Hence the reduction of the number of monographs which were type-set and the increased number of texts printed by photo-offset from pages of type-script. As a result, the number of pages proof-read by the Publications sector was less than in 1974, whereas the number of non-proof-read pages increased.

As in the past, the Publications sector prepared the technical specifications for the new publications and collaborated with the Technical and Administrative section (cf. Chapter IV, p. 69), on updating the "serial" publications. It checked the invoices from the printing works, the quality of the work, and any extra costs involved. This sector also issued a technical opinion on the results of invitations to tender (cf. Chapter IV, p. 69).

II. PRODUCTION

(a) number of pages

The number of pages proof-read fell from 104 183 in 1974 to 91 288 in 1975, i.e. by 12.4 %.

The breakdown of proof-read pages is shown in the following table :

Table 9

NUMBER OF PAGES PER LANGUAGE/YEAR (1)

	1969	1970	1971	1972	1973	1974	1975
Danish	-	-	-	1 504	4 118	10 860	12 757
German	12 032	18 700	19 012	20 551	18 793	21 967	14 693
English	1 034	4 727	4 428	11 299	11 098	18 721	19 310
French	11 629	21 059	19 726	21 529	18 084	20 478	15 351
Irish	-	-	-	-	1 504	-	2
Italian	11 187	15 955	17 195	16 689	16 740	14 810	13 738
Dutch	11 614	16 725	17 405	16 430	17 781	15 367	13 739
Spanish (2)	-	1 632	2 300	2 200	1 752	1 980	1 698
TOTAL	47 496	78 798	80 066	90 202	89 870	104 183	91 288
%		65.9	1.6	12.7	- 0.4	15.9	- 12.4
base 100 = 1969	100	165.9	168.6	189.9	189.2	219.4	192.1
(1) All formats.							
(2) Bulletin of the European Communities.							

The sharpest reductions were in German (7 274 pages fewer than in 1974) and French (down by 5 127 pages); the fall was less pronounced in the case of Spanish, Italian and Dutch, while the number of pages in Danish and English even showed a slight increase. It should be noted that the versions in the different languages are not necessarily published simultaneously.

There was a rise in the number of non-proof-read pages from 34 434 in 1974 to 66 627 in 1975.

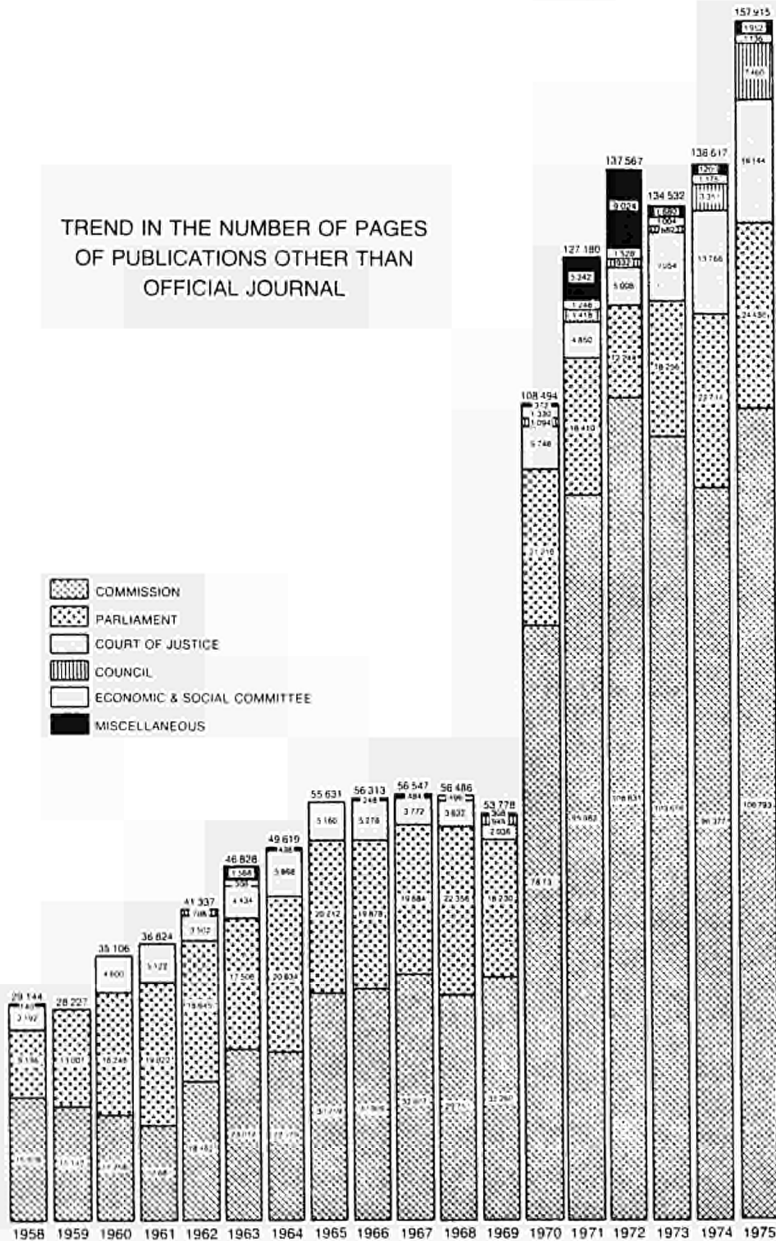
The total number of pages processed by the sector rose from 138 617 in 1974 to 157 915 in 1975.

Chart 3, page 39, shows the trend in the number of pages of publication other than the Official Journal, while table 12, page 42, provides a breakdown by institution of the number of titles and the number of pages of publications printed by outside printers and the Office's own workshops.

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

CHART 3

- COMMISSION
- PARLIAMENT
- COURT OF JUSTICE
- COUNCIL
- ECONOMIC & SOCIAL COMMITTEE
- MISCELLANEOUS



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

(b) number of titles

The number of titles of publications printed and invoiced by the Office increased from 493 in 1974 to 547 in 1975, a rise of 11 % (see table 10 below and chart 4, page 41).

Table 10

NUMBER OF TITLES

	1969	1970	1971	1972	1973	1974	1975
Parliament	172	182	171	60	63	69	72
Council	2	4	4	2	1	2	11
Commission	111	271	348	418	385	405	436
Court of Justice	6	14	14	7	16	14	20
Economic and Social Committee	-	5	4	6	3	3	5
ECSC Audit Board	1	-	2	1	1	1	1
European Schools	1	1	5	1	2	3	1
Publications Office	-	-	-	-	-	1	1
	293	477	548	495	471	498	547

The following table provides a breakdown of these 547 titles by frequency of publication :

Table 11

FREQUENCY OF PUBLICATION

	Number of publications					TOTAL
	monthly	quart- erly	several times p/a	annual	occa- sional	
Parliament (a)	-	-	69	2	1	72
Council (a)	-	-	-	-	2	2
(b)	-	-	-	-	9	9
Commission (a)	39	30	7	21	26	123
(b)	74	20	-	9	210	313
Court of Justice	-	-	14	3	3	20
E S C (a)	-	-	-	-	5	5
ECSC Audit Board (a)	-	-	-	1	-	1
European Schools (a)	-	-	-	-	1	1
Publications Office (a)	-	-	-	1	-	1
	113	50	90	37	257	547

CHART 4

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

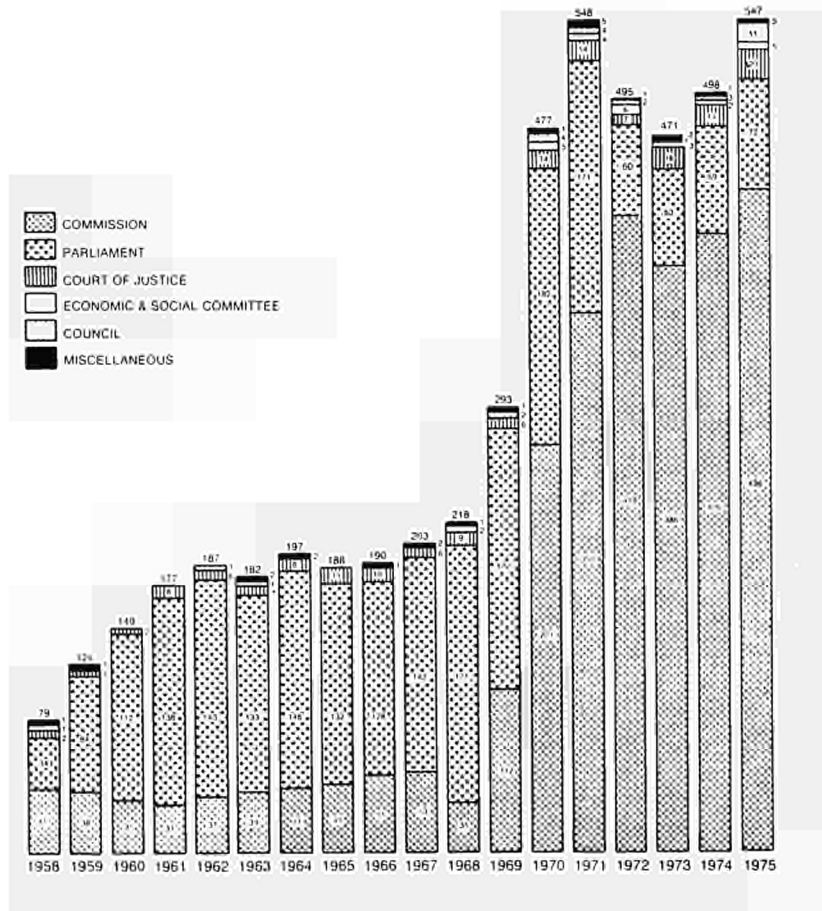


Table 12

WORK COMPLETED BY OUTSIDE PRINTING WORKS AND THE OFFICE'S OWN WORKSHOPS
BROKEN DOWN BY NUMBER OF TITLES, NUMBER OF PAGES AND INSTITUTION

	Outside printers				Workshops of the Publications Office				TOTAL			
	Number of titles		Number of pages		Number of titles		Number of pages		Number of titles		Number of pages	
	1975	1974	1975	1974	1975	1974	1975	1974	1975	1974	1975	1974
<u>PROOF-READ PAGES</u>												
Parliament	72	69	24 430	22 744	-	-	-	-	72	69	24 430	22 744
Council	1	2	1 466	3 354	1	-	576	-	2	2	2 042	3 354
Commission	117	141	42 550	54 305	6	31	3 226	6 698	123	172	45 776	61 003
Court of Justice	20	14	16 144	13 766	-	-	-	-	20	14	16 144	13 766
Economic and Social Committee	3	1	630	240	2	2	506	936	5	3	1 136	1 176
ECSC Audit Board	1	-	902	-	-	1	-	940	1	1	902	940
European Schools	1	3	234	696	-	-	-	-	1	3	234	696
Publications Office	-	-	-	-	1	1	624	504	1	1	624	504
	215	230	86 356	95 105	10	35	4 932	9 078	225	265	91 288	104 183
<u>NON-PROOF-READ PAGES</u>												
Council	2	-	1 168	-	7	-	4 250	-	9	-	5 418	-
Commission	260	166	48 055	25 448	53	67	12 962	8 986	313	233	61 017	34 434
European Schools	-	-	192	-	-	-	-	-	-	-	192	-
	262	166	49 415	25 448	60	67	17 212	8 986	322	233	66 627	34 434
GRAND TOTAL	477	396	135 771	120 553	70	102	22 144	18 064	547	498	157 915	138 617

Table 12, page 42 shows an overall view of the number of titles and the number of proof-read and non-proof-read pages (1) of publications printed and delivered by outside printing works and the Office's own workshops.

III. FINANCIAL RESULTS AND INTERVENTION COSTS

(a) Intervention costs

For 1975, the Office's intervention costs were held at the level fixed by the Management Committee at its twenty-fourth meeting on 18 May 1973, i.e.

- Bfrs 408 per proof-read page (standardized to format DIN A4) per language,
- Bfrs 70 per non-proof-read page.

Invoices were issued for a total of Bfrs 33 914 050, compared with Bfrs 38 477 614 in 1974. The following table shows a breakdown of this total by institution, the invoices being charged to Article 380 of their respective budgets.

Table 13

BREAKDOWN OF INTERVENTION COSTS BY INSTITUTION

	Amount
Parliament	Bfrs 9 513 472
Council	Bfrs 795 828
Commission (1)	Bfrs 18 965 246
Court of Justice	Bfrs 3 717 424
Economic and Social Committee	Bfrs 231 744
ECSC Audit Board (1)	Bfrs 368 016
European Schools (1)	Bfrs 67 728
Publications Office (2)	Bfrs 254 592
TOTAL	Bfrs 33 914 050
(1) Pro forma invoices for the Commission.	
(2) Work for the Office itself, not invoiced, recorded for information.	

(1) All formats.

(b) Cost of the sector

In 1975, the cost of the Publications sector amounted to Bfrs 49 829 433 compared with Bfrs 40 815 247 in 1974; this includes not only the staffing costs of the sector, together with its overheads, but also its contribution to the costs of the Administration sector, the Director's Office and the staffing costs of the Publishing Division.

Comparison of the sums invoiced and the cost of the sector reveals the following shortfall in revenue :

- cost of the sector	Bfrs 49 829 433
- amounts invoiced	Bfrs 33 914 050
	<hr/>
- shortfall in revenue	Bfrs 15 915 383

The origin of this accounting deficit, which can be found in every sector, was explained in the introductory chapter. Nevertheless, it must be emphasized that this sector is penalized by the method applied for calculating the intervention cost per proof-read page, whereby DIN A4 pages are invoiced at Bfrs 408, while a large number of smaller but in some cases far more complicated pages are invoiced at 2/3, 1/2, etc. of this tariff.

IV. WORKFORCE

Without counting the freelance proof-readers, the staff of the Publications Division at 31 December 1975 was 1 A, 37 B (36 posts filled) and 2 C.

In 1975, the staff completed 1 643 days on mission, compared with 1 862 days in 1974. The number of non-working days worked in 1975 was also reduced : 50 days against 63 in 1974.

In 1975, calls were made on freelance proof-readers for a total of 1 834 days, compared with 2 620 days in 1974.

WORKSHOPS

I. DEVELOPMENTS IN 1975

The unreliability of the old linofilm composition equipment, already a sore point in the Annual Management Report for 1974 (cf. p. 42, para. 3), was even more apparent in 1975, and the Office was obliged to refuse a large number of keyboard composition jobs. Many texts had to be prepared in outside workshops for make-up, printing and finishing in the Office's workshops. Nevertheless, the total number of jobs completed by the workshops increased from 441 in 1974 to 544 in 1975, i.e. by 23 %, thanks to a rise in the number of jobs which were ready for imposition and the production of plates.

II. PRODUCTION

(a) Composing and make-up

The total number of pages of all sizes composed by linofilm and printed and invoiced during the year was 4 508 (5 668 in 1974) ; in addition, 1 176 fully composed pages (1 274 in 1974) were still waiting to be passed for press at the end of 1975. This represents a total output of 5 684 composed pages (6 942 in 1974) including 5 403 pages of publications proper and 281 pages of linofilm composing for forms, memorandum slips, etc., for internal use, i.e. a decrease of 22 %.

This lower output was caused by the breakdowns which affected the linofilm equipment (keyboards and photo unit). In fact, 658 hours were lost in this way (347 in 1974), with the consequential loss of 939 keyboard operator hours.

Downstream from the composition department, these breakdowns caused the further loss of 487 hours of waiting time (276 in 1974) in the make-up department. In spite of this, the units' output amounted to 10 243 pages (9 122 in 1974) all formats, to which must be added 2 049 pages of work still in progress at the end of the year.

It is worth pointing out that in 1974 the workshops ranked fourth in the list of 33 printshops working for the Office on publications composed by keyboard; in 1975 they were down to sixth place among the 31 printing works carrying out the same tasks.

(b) Printing

Printing is done on 11 "offset" presses : 2 DIN A1, 2 DIN A2, 6 DIN A3 and 1 DIN A4. The number of plates used was 17 550 (16 108 in 1974). The average run per plate rose from 749 in 1973 and 1060 in 1974 to 1 190 in 1975.

The total for the 11 presses was 20 794 206 pages in 1975 (17 070 620 in 1974); the breakdown by press is to be found in the following table.

Table 14 PAGES PRINTED PER PRESS

Year	Format					TOTAL	Total (A4 equivalent)
	A 1	A 2	A 3	A 4	B5/A5 A6		
1974	3 940 590	4 436 730	7 738 280	769 120	185 900	17 070 620	65 609 710
1975	4 756 540	5 233 970	10 223 856	579 840	-	20 794 206	80 015 752

Theoretical capacity, in DIN A1, 2 and 3 pages, standardized to format A4, is 121 700 000 pages, but real output for the year was approximately 33 % short of this rating.

This difference can be attributed to hold-ups for repairs, the absence of staff on courses (15 hours per week for all the press operators), and absences due to sickness.

In 1974, the Office's workshops ranked second among the ten works awarded contracts for the printing of texts ready for the camera; in 1975 they headed the list of ten such workshops.

Purchases of equipment were limited to the acquisition of a new DIN A1 folding machine, a simple cutter and an automatic plate developer (bought in 1974 but installed in 1975). The two DIN A2 presses and one DIN A3 press, which were purchased ten years ago, are scheduled for replacement in 1977. Failing this replacement, which is amply justified from the standpoint of profitability and reliability, the Office would almost certainly be faced with heavy expenditure on repairs and spare parts, not to mention the inconvenience caused by the recurrent breakdown of these machines.

III. BREAKDOWN OF WORK

In 1975, the workshops completed 544 jobs against 441 in 1974 and 410 in 1973.

(a) Publications proper

Of 544 jobs, 314 consisted in the printing of publications, i.e. 58 % of orders, compared with 42 % in 1974.

Invoices issued for printing these 314 publications totalled Bfrs 29 126 503 (Bfrs 22 868 735 in 1974). Over 89 % of this total was for work on publications proper. The following table provides a breakdown by institution of the sums involved, which include the invoices for 148 reprints of the Official Journal (160 in 1974) totalling 6 996 pages (7 640 in 1974), as well as those relating to 11 orders for E forms in respect of social security for migrant workers.

Table 15

BREAKDOWN OF INVOICES ISSUED BY INSTITUTION

	Number of publications	Number of pages	Cost Bfrs
Parliament	1 (-)	2 148 (-)	129 250 (-)
Council	15 (-)	10 120 (-)	2 975 763 (-)
Commission	138 (141)	24 848 (20 640)	21 620 464 (19 098 067)
Court of Justice	5 (1)	2 048 (464)	588 905 (166 143)
Economic and Social Committee	5 (2)	956 (922)	536 872 (639 841)
Publications Office	1 (1)	624 (506)	390 110 (783 228)
Official Journal	148 (160)	6 996 (7 640)	2 335 130 (2 181 456) (1)
ECSC Audit Board	1 (-)	902 (-)	550 009 (-)
	314 (305)	48 642 (30 172)	29 126 503 (22 868 735)
(1) 152 reprints of the Official Journal were invoiced to the institutions in 1975, including four issues invoiced by the workshops at the end of 1974 although the invoices were not forwarded to the institutions until the beginning of 1975. (See chapter on the Official Journal, p. 24).			

(b) Other work

Of the other 544 jobs completed, 230 involved the printing of forms, memorandum slips, etc., for internal use. Invoices issued for this work totalled Bfrs 3 706 487 (Bfrs 6 339 942 in 1974).

IV. PRODUCTION COSTS

The average hourly costs per staff member have not been modified since they were fixed in 1973. They are shown in the table below.

Table 16

HOURLY COSTS PER STAFF MEMBER

	1973/74/75	1972
Composition, linofilm 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

Invoiced expenditure on materials (film, plates, paper, etc.), not included in the hourly costs, amounted to Bfrs 7 769 093 in 1975, compared with Bfrs 4 406 940 in 1974.

V. FINANCIAL RESULTS AND THE COST OF INTERVENTION

(a) Cost of intervention

The trend in output from 1974 to 1975 in the various departments of the Office's workshops can be observed from the following table:

Table 17

TRENDS IN AMOUNTS INVOICED

	1974	1975
Photography	4 519 259	5 463 568
Printing	4 540 840	5 381 492
Finishing operations	6 131 338	6 637 722
Keyboard composition	1 243 584	826 580
Linofilm composition	5 747 900	5 371 628 (1)
Drawing	2 618 816	1 382 907
Materials	4 406 940	7 769 093
	29 208 677	32 832 990
(1) Including invoices in respect of work commenced in 1974.		

Bfrs

This total of Bfrs 32 832 990 was made up as follows : Bfrs 25 063 897 for staffing costs (including salaries, social security contributions and overheads) ; Bfrs 7 769 093 for raw materials and miscellaneous items.

(b) Cost of the sector

The true cost of the sector was Bfrs 54 330 165 (Bfrs 44 469 678 in 1974), broken down as follows :

- Bfrs 46 561 072 for operating costs (Bfrs 40 062 738 in 1974)
- Bfrs 7 769 093 for raw materials (Bfrs 4 406 940 in 1974).

This cost includes the salaries of the officials attached to this sector, the sector's own overheads and its contribution to the costs of the Director's Office, the Administration sector and the staffing costs of the Publishing Division.

Comparison of the true cost of the workshops and the value of the invoices issued reveals the following shortfall in revenue :

- cost of the workshops	Bfrs	54 330 165
- total invoices issued	Bfrs	32 832 990
- shortfall in revenue	Bfrs	21 497 175 (15 261 001)

Quite apart from the losses resulting from the unreliability of the photocomposition equipment, this shortfall is again attributable to the fact that the intervention cost of the workshops sector is still invoiced according to the tariffs approved in 1973.

VI. WORKFORCE

The workforce of this sector, at 31 December 1975, was 6 B (5 posts filled), 28 C, 2 D and 16 local staff (14 posts filled).

PROGRAMMING AND PRODUCTION

The Planning department, which is attached to the Publishing Division, has coordinated the operations of the various sectors of the Office, regulated the flow of work into the workshops and monitored the work in progress. In this context, it should be noted that notwithstanding the marked fall in output of the keyboard composition department, due to the increasing obsolescence of the photocomposition equipment, the unit has succeeded in regulating the work-load borne by the Office's workshops.

The unit has also cooperated with the workshops on a survey of possible sources of photocomposition equipment.

WORKFORCE

The workforce of this department, which is directly under the aegis of the Head of the Publishing Division, was 2 B and 1 C at 31 December 1975.

III. SALES AND DISTRIBUTION

III. SALES AND DISTRIBUTION

The activities of the Sales Service were characterized in 1975 by the progressive implementation of the arrangements for centralized distribution of the Official Journal and by the stepping up of publicity for Community publications. The Sales Service has also been far more able than in the past to play the role of coordinator and adviser vis-à-vis the institutions in the matter of distribution of publications. The Commission has regularly associated the Sales Service with the work of the Consultative Committee on Publications and its specialized sub-committees, and the service has also been constantly consulted by the institutions on the fixing of prices and conditions of sale for their respective publications.

I. OFFICIAL JOURNAL

The overall number of subscriptions to the Official Journal has been maintained, cancellations having been compensated by new subscriptions.

The trend of subscriptions to the Official Journal over the past two years and the changes in terms of positive or negative percentages are shown in table 18, page 56.

As regards the new Member States, the numbers of Irish and Danish subscribers have not been maintained. This reflects a normal levelling-off process after the initial impetus of the accession period.

In the United Kingdom, by contrast, the number of subscriptions has increased, the rise being most evident after the referendum on continued UK membership of the Community. The number of subscriptions supplied from Luxembourg has increased, and the number served by local sales offices has fallen, simply because in 1975 the Office itself took over the task of direct dispatching to subscribers in the Netherlands who had hitherto been served by the sales office in The Hague.

Table 18

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

	Supplied by the Office			Supplied by the Sales Offices			TOTAL		
	1974	1975	+ %	1974	1975	+ %	1974	1975	+ %
Belgium		30		1 882	1 881	- 0.05	1 882	1 911	+ 1.5
Denmark	679	577	- 15				679	577	- 15
FR of Germany		5		1 650	1 676	+ 1.5	1 650	1 681	+ 1.8
France		-		1 558	1 591	+ 2.1	1 558	1 591	+ 2.1
Ireland	157	144	- 8.3				157	144	- 8.3
Italy	1 291	1 322	+ 2.4				1 291	1 322	+ 2.3
Luxembourg	131	131	0				131	131	0
Netherlands		572		603	-		603	572	- 5.1
United Kingdom	895	948	+ 5.9				895	948	+ 5.9
Community total	3 153	3 729	+ 18.3	5 693	5 148	- 9.6	8 846	8 877	+ 0.3
European third countries	547	500	- 8.6				547	500	- 8.6
Non-European third countries	212	241	+ 13.7				212	241	+ 13.7
GRAND TOTAL (1)	3 912	4 470	+ 14.3	5 693	5 148	- 9.6	9 605	9 618	+ 0.1

(1) The Office also supplies 1 515 free subscriptions, to depository libraries, the EDC and members of the "common pool" (Members of the Economic and Social Committee, Members of the Consultative Committees on Agriculture, eminent persons, etc.).

In 1975, in response to requests from many quarters, the Office examined the possibility of launching a microform edition of the Official Journal. The existence of potential outlets for such an edition was demonstrated by a survey among all the subscribers to the Official Journal, and this operation also made it possible to identify the format best suited to the needs of the market. The microform edition can be launched, in all probability, in 1976.

II. OTHER PUBLICATIONS

Figures for all publications other than the Official Journal will be found in table 19, page 58. Thanks to the streamlined arrangements for the forwarding of statements of account by the sales offices, it is now possible to give more precise data on subscriptions than in the past. In fact, up to 1974, the statistics relating to subscriptions supplied by the sales offices were based on the quantities dispatched to them, because the quantities actually sold to subscribers were always known too late for inclusion in the Management Report.

In comparison with 1974, there has been a slight increase in the number of subscriptions to Commission publications (+ 4.6 %), and especially to its statistical publications (+ 19.5 %), contrasting with a fairly sharp drop in subscriptions to scientific and technical publications (attributable, for the most part, to the discontinuation of "Euro-Spectra" (1)). Sales of the periodical publications of Parliament have increased by 8.7 %, while those of the Reports of Cases before the Court of Justice have increased by 6.37 %, mainly through the efforts of the specialized depositaries recently appointed in the United Kingdom, Ireland, Denmark and Italy.

As far as sales of the Commission's periodical publications are concerned, it is the outside sales network which has achieved the most substantial increase. The explanation of this phenomenon lies partly in the sharp rise in the selling price of these publications, which has quickened the interest of the sales offices and encouraged them to push these publications.

(1) Cf. footnote to table 19, p. 58.

Table 19

TREND IN SUBSCRIPTIONS TO OTHER PUBLICATIONS

	Supplied directly by the Office			Supplied by the Sales Offices			TOTAL		
	1974	1975	+/- %	1974	1975	+/- %	1974	1975	+/- %
- Debates	352	402	+ 14.2	31	-		383	402	+ 4.9
- Working documents	179	235	+ 31.3	24	-		203	235	+ 15.8
Total Parliament	531	637	+ 20	55	-		586	637	+ 8.7
- Bulletin	1 843	1 864	+ 1.2	1 526	1 600	+ 4.8	3 369	3 464	+ 2.8
- Economic situation	541	645	+ 19.2	458	487	+ 6.3	999	1 132	+ 13.3
- Graphs and notes	356	427	+ 20.-	338	369	+ 9.2	694	796	+ 14.7
- Business surveys	171	191	+ 11.7	189	215	+ 13.2	360	406	+ 12.8
- Iron and steel	793	702	- 11.5	-	-		793	702	- 11.5
Total Commission / DG IX (excluding Directorate-General for Scientific and Technical Information and Information Management)	3 704	3 829	+ 3.4	2 511	2 671	+ 6.4	6 215	6 500	+ 4.6
- Euro-Spectra	434	(1)	-	-	-	-	434	-	
- Euro-Abstracts	255	233	- 8.6	-	-	-	255	233	- 8.6
- Transatom	451	449	- 0.5	-	-	-	451	449	- 0.5
- Eastatom	63	61	- 3.2	-	-	-	63	61	- 3.2
- Camac	1 273	931	- 26.9	-	-	-	1 273	931	- 26.9
Total Commission / DG XIII (Directorate-General for Scientific and Technical Information and Information Management)	2 476	1 674	- 32.4	-	-	-	2 476	1 674	- 32.4
General Statistics	527	549	+ 4.2	466	570	+ 22.3	993	1 119	+ 12.7
Industrial	327	337	+ 3.-	219	399	+ 82.2	546	736	+ 34.8
Agricultural	264	268	+ 1.5	338	364	+ 7.7	602	632	+ 5.-
Social	172	177	+ 2.9	129	237	+ 83.8	301	414	+ 37.5
Energy	202	229	+ 13.4	236	285	+ 20.8	438	514	+ 17.4
Steel	220	219	- 0.5	104	271	+160.6	324	490	+ 51.2
Monthly	242	237	- 2.0	222	243	+ 9.5	464	480	+ 3.5
Total Commission (Statistical Office)	1 954	2 016	+ 3.2	1 714	2 369	+ 38.2	3 668	4 385	+ 19.5
Court of Justice									
- Reports of Cases before the Court	233	461	+ 49.45	1 495	1 377	+ 7.89	1 728	1 838	+ 6.37

(1) Publication of Euro-Spectra was discontinued in 1975.

III. MEASURES TO IMPROVE THE CIRCULATION OF COMMUNITY PUBLICATIONS

Another explanation of the phenomenon of generally increasing demand for Community publications can be found in the efforts undertaken by the Office to familiarize the public with the range of Community publications on offer.

This was a key item on the agenda of the annual meeting of the Directors of sales offices, held in Dublin on 19 and 20 June 1975, when the latter agreed to back the Office in the implementation of a whole series of activities aimed at ensuring greater publicity for Community publications.

It also proved possible to enlist the active support of the information offices of the European Communities for these initiatives. In Dublin, for the first time, they participated in the meeting of the Directors of sales offices, at which a certain number of common actions were planned, together with a clear-cut allocation of the tasks to be undertaken by the sales offices, the information offices and the Publications Office itself, each in its own sphere. An early expression of this collaboration was seen at the International Book Fair in Frankfurt, in October 1975, when the Office was able to exhibit Community publications on a stand which was arranged and financed by the Bonn information office and manned by staff from the sales office for the Federal Republic.

IV. DISTRIBUTION

The dispatch department has been thoroughly reorganized, to ensure the direct distribution of the Official Journal from Luxembourg to all its subscribers as from 1 January 1976. The implementation of this plan, which involved not only the installation and running-in of mechanical equipment but also the technical training of the staff required for its operation, was completed quite smoothly and in strict conformity with the stipulated deadlines. The only slight delay was in the recruitment of addressograph operators, with several officials having to be released by the corresponding services of the Commission, which were themselves suffering from recruitment problems.

The administrative preparations for the distribution of the Official Journal from Luxembourg to all its subscribers involved the transfer to the Office of the subscription lists from Belgium, the Federal Republic of Germany, France and the Netherlands, for recording on new plates by the addressing department, specially set up for this purpose. To simplify the

formalities to be completed by subscribers in these countries, agreements have been made whereby they can receive the Official Journal direct from Luxembourg but take out their subscriptions, as in the past, with the sales offices in their respective countries.

Printing and packing schedules have been carefully adapted to train departure times; so the postal dispatch of the Official Journal has been greatly accelerated, and the time elapsing between the printing of the different versions in the various languages and the arrival of the Official Journal in the subscriber's letter box has been considerably reduced. Thanks to these arrangements, the Official Journal now arrives

in LONDON	14hrs.01mins.	after printing, as against	28hrs.18mins.	previously,
in BONN	6hrs.35mins.	"	23hrs.03mins.	"
in PARIS	9hrs.01mins.	"	22hrs.45mins.	"
in MILAN	13hrs.01mins.	"	23hrs.18mins.	"
in ROME	22hrs.35mins.	"	31hrs.05mins.	(1) "
in BRUSSELS	5hrs.00mins.	"	21hrs.00mins.	"
in THE HAGUE	7hrs.35mins.	"	24hrs.45mins.	"
in COPENHAGEN	19hrs.45mins.	"	39hrs.45mins.	(1) "
in DUBLIN	17hrs.00mins.	"	88hrs.28mins.	"

The daily delivery of the Official Journal to the institutions in Brussels has also been speeded up, by approximately 18 hours.

For Community subscribers located more than 1 000 km from Luxembourg, it has been decided to dispatch the Official Journal by air, without any extra cost to the subscriber. In addition, as a follow-up to its representations to the postal authorities in several countries, the Office has now taken a number of routing and marking measures which have speeded up the postal process. Each of these measures, once taken, has been followed up by an enquiry into its efficiency, on the basis of representative samples of addressees. These checks have shown that the majority of Community subscribers supplied from Luxembourg (even in the most distant Community countries, find their Official Journal in their letter box at the very latest on the afternoon of the day following the day of publication.

(1) For these countries, certain improvements had already been achieved in 1974 (cf. 6th Annual Management Report, chapter III, paragraph II).

The Sales Service has also looked into new methods of dispatching to certain overseas countries. After the implementation of these measures, consignments for Japan now reach their destination within an average of 5 days, instead of 3 weeks and more as in the past. A similar acceleration has been achieved in postal dispatch to the United States and Latin America.

The trend of the volume of operations of the dispatch department is shown in table 20, page 62.

Inter alia, this reveals a fall in the number of copies of the Official Journal dispatched in response to individual orders. The specific demand from the three new Member States, which was relatively strong in 1973 and in 1974, has now levelled out at approximately the same level as in the other Member States of the Community.

As far as publications other than the Official Journal are concerned, the increase is due to the general rise in the number of subscriptions (cf. table 19).

The overall volume of the operations of the dispatch department increased over the year by 27.83 %.

V. STORAGE

Since 1 January 1975, the publications reserved for sale have all been stored in the Office's own premises. In response to the repeated requests of the Audit Board, these stocks have been controlled since 1 January 1975 by a running inventory system, whereby additions to and removals from stock are recorded on special cards. This inventory, which has so far been kept by hand, will be obtainable mechanically, and with reduced staff, as soon as it becomes possible to computerize the treatment of the perforated tapes produced by the sales invoicing machines.

The restricted storage area and its relatively high cost have prompted the Office to look into the storage problem. The investigations have shown that too many copies of certain publications are printed, with the result that excessive stocks are carried in relation to foreseeable sales.

The Sales Service has therefore carried out a detailed study of stock movements, with a view to fixing the "threshold" for each type of publication (cf. chapter II, "Official Journal", p. 24).

Table 20

TREND IN THE VOLUME OF OPERATIONS OF THE DISTRIBUTION DEPARTMENT

	1974	1975	%
Number of individual orders	12 985	13 630	+ 4.97
Number of copies of the Official Journal distributed in response to annual subscriptions	2 794 952	3 661 347	+ 31.00
Number of copies of the Official Journal distributed in response to individual orders	244 691	230 086	- 5.97
Other publications distributed - annual subscriptions and individual orders	434 826	533 182	+ 22.62
Information memos and circulars distributed	89 055	120 823	+ 35.67
TOTAL FOR DISPATCH OPERATIONS	3 563 524	4 545 438	+ 27.55
Dispatch of forms implementing the regulations on social security for migrant workers (E forms) (527 orders) (1)	5 607 612	3 458 213	- 38.33
(1) As in previous years, these E forms have not been included in the total. Because large numbers of forms can be covered by a relatively small number of orders, the variations in the corresponding figures do not necessarily reflect the trend in the volume of work completed.			

As an interim measure, pending the submission to the institutions of its concrete proposals for the exact calculation of print orders, the Office has endeavoured to deal with a number of existing problems by shedding some of its surplus stock, with the approval of the author institutions, especially by distributing certain publications free of charge by way of sales promotion.

VI. INVESTMENT IN MACHINERY

The main investments in machinery effected by the Sales Service in 1975 involved the purchase of mechanical packaging and addressing equipment, the basic elements of which are two packaging machines, with a theoretical capacity of 8 000 insertions per hour, for packages containing up to five different documents.

These packaging machines are linked with two automatic franking machines, with no manual operation other than the choice of postal tariff prior to insertion.

In addition, the installation of the Office's new addressing facility has necessitated the purchase of two addressographs and a graphotype metal plate stamping machine.

These investments add up to a total of Bfrs 5 831 644. The equipment was delivered in September 1975.

VII. OPERATING RESULTS

The operating results of the Sales Service were as follows :

- Cost of the Service	Bfrs 69 809 437
- Revenue from sales	Bfrs 14 364 997
	<hr/>
Difference	Bfrs 55 444 440

It should be noted that the shortfall in revenue recorded by the Sales Office is mainly due to the costing of its services on the basis of current reality while still calculating its remuneration on the basis of a criterion (50 % of selling price) which was laid down by the Presidents of the ECSC institutions as far back as 1961, in entirely different circumstances, and which is totally inappropriate for the present cost situation.

By way of example, it is pointed out that, without counting overheads other than rent, the sales deficit incurred in 1975 for the Official

Journal alone was about Bfrs 20 000 000. This deficit results from the following figures :

- revenue from subscriptions to the Official Journal	Bfrs 31 724 693	
- rebate to the institutions (50 % of sales revenue)	Bfrs 15 862 346	
- rebate to sales agents	<u>Bfrs 10 710 905</u>	
- <u>net receipts of the Office</u>		Bfrs 5 151 442
- <u>expenditure invoiced</u>		
(a) costs of dispatching	Bfrs 11 500 000	} extrapolation
(b) paper	Bfrs 1 900 000	
(c) storage (rent)	Bfrs 2 410 000	
(d) staffing (including overtime)	<u>Bfrs 8 965 675</u>	
total :		<u>Bfrs 24 775 675</u>
DEFICIT (excluding overheads)		Bfrs 19 624 233 =====

With regard to publications other than the Official Journal, approximately 60 % of all titles were recently priced at less than Bfrs 100, which means that in return for its administrative, handling and accounting services in respect of an order for such a publication (the real cost of which can be put at \pm Bfrs 80) the Office received less than Bfrs 50 and was obliged to support a deficit of at least Bfrs 30.

The Office also carries out an increasing number of unremunerated tasks in the sphere of distribution : about 30 % of the enquiries it receives finally result in the free provision of the publication by one of the five institutions.

On top of this, the Office also devotes a far from negligible proportion of its services to the equally unremunerated activity of supplying and re-supplying the institutions.

Finally, the rebate to the institutions is fixed at 50 % of the sums invoiced, and not of actual receipts, so that unpaid invoices are charged entirely to the Sales Service.

It is quite clear, from these observations, that the effort to balance the revenue and expenditure of the Sales Service will necessarily

entail the reform of the system of remuneration which is currently applied to this service.

The Management Committee has reached a decision in principle in this respect, and this should be implemented in the course of 1976.

VIII. WORKFORCE

The workforce of the Sales Service at 31 December 1975 was 2 A (1 post filled), 4 B, 18 C, 5 D (3 posts filled) and 18 local staff (17 posts filled).

The Service's workforce remained more or less the same in 1975 as in 1974. The slight increase in the number of officials in the D category and in local staff reflected the creation of new jobs in the addressing department when the Office took over the responsibility for direct dispatching at the end of 1975.

IV. ADMINISTRATION

- Accounts Office
- General Services
- Technical and Administrative Section

ACCOUNTS OFFICE

I. BUDGET MANAGEMENT

No difficulties arose in the management of the Office's budget in 1975. For the second year in succession, the revenue and expenditure accounts were prepared in collaboration with the CAU, the Central Accounting Unit of the Commission's Directorate-General for budgets.

In comparison with 1974, the total cost of the Office, excluding investment expenditure, increased by approximately 26 %, from Bfrs 185 739 722 to Bfrs 234 190 849. This increase of Bfrs 48 451 127 can be broken down as follows :

- staffing costs : Bfrs 34 063 084
- operating costs : Bfrs 14 388 043 (excluding the value of stocks).

The book value of paper in stock at 31.12.1975 was Bfrs 8 231 804.

Investment expenditure totalled Bfrs 10 762 785, compared with Bfrs 7 853 512 in 1974. The most important purchases were as follows :

for the Sales and Distribution Service :

- shelving, for a total cost of Bfrs 971 666
- two addressing and packaging units, for a total cost of Bfrs 5 644 600
- two franking machines, each costing Bfrs 93 522
- i.e. a total for the sector of Bfrs 6 803 310;

for the workshops :

- a folding machine, costing Bfrs 680 000
- a cutter, costing Bfrs 320 000
- a perforating and cutting machine, costing Bfrs 160 055
- make-up tables, costing Bfrs 63 910
- i.e. a total of Bfrs 1 223 965;

for the various departments of the Office :

- typewriters and office equipment, costing Bfrs 1 292 267
- equipment for the canteen, costing Bfrs 1 175 900
- sundry items costing Bfrs 177 343
- i.e. a total of Bfrs 2 645 510.

As regards operating expenses, the sharpest increases were recorded in respect of :

- rent and related charges : Bfrs 5 109 198
- paper and office supplies : Bfrs 5 003 567
- postal charges : Bfrs 1 472 534.

These last two items of expenditure were incurred by the Sales Service, and are quite simply attributable to the distribution of the Official Journal direct from Luxembourg.

II. OPERATING RESULTS

a) Breakdown of the expenditure of the Office for 1975

The breakdown of expenditure is the same as for 1974. The method adopted for the allocation of costs still consists in charging the costs of management directly to the various productive services (see table 21, p. 73).

On the basis of the breakdown referred to, the overall increase in the cost of the Office has been charged to the different sectors as follows :

- Sales	Bfrs 16 769 832
- Official Journal	Bfrs 7 767 860
- OJ indexes	Bfrs 5 038 762
- Publications	Bfrs 9 014 186
- Workshops	Bfrs 9 860 487

Table 22 compares the cost of the various sectors and the intervention costs charged by the Office (invoices issued) ; it shows that the overall cost of the services provided is greater than the amounts invoiced. This difference which is, it should be added, a purely notional item, has been explained in the opening chapter of this report. For the purpose of comparison, it can be shown by means of an a posteriori calculation that the accounts of the various sectors could have been balanced if the following tariffs had been imposed :

- Official Journal :	Bfrs 340 instead of Bfrs 366
- OJ indexes :	Bfrs 1 375 instead of Bfrs 366
- Publications :	Bfrs 495 per page (all formats, excluding non-proof-read pages) instead of Bfrs 408 (per DIN A4 page)
- Workshops :	an average increase of 65 % in prices charged.

b) Sales account

At the end of 1975, as in previous years, the Accounts Office drew up financial accounts in respect of its sales of the Official Journal and the various publications, in the form of a balance sheet and a profit and loss account (see tables 23 and 24, pp. 76 and 77).

The balance on the assets side shows :

1. The Office's financial position vis-à-vis the banks (International Bank, Giro accounts and IB deposit account). These accounts are fed by the payments effected by the Office's customers, in respect of invoices issued in 1975 or still outstanding from earlier years.
2. The amounts due from customers, which add up to a total of Bfrs 23 394 817 ; it should be noted that the major part of this debt relates to invoices sent out in the last few months of the year (especially November and December) in respect of the renewal of subscriptions to publications, including in particular the Official Journal. The Accounts Office has sent out repeat reminders in respect of invoices issued prior to 30 June 1975.

The items entered under liabilities represent :

1. Payments in the suspense account, for a total of Bfrs 1 028 777.

2. The net balance at 31 December 1975; the balance carried forward at 1 January 1975 has been reduced by Bfrs 5 484 013, written off in respect of debts dating from 1969 - 72; this amount has been paid to the Commission.

Profit and Loss Account :

The total amounts entered under debits in the Profit and Loss Account, i.e. Bfrs 16 035 635, represent the Office's operating expenditure, which amounts to 28.64 % of turnover. Rebates alone account for 27.54 % of turnover. On the credit side of this account, apart from sales amounting to Bfrs 55 987 907, the amounts entered under other headings consist of interest on bank accounts and the payment of certain postal charges.

(c) Allocation of receipts to the institutions

Gross sales receipts (amounts invoiced) for the year ending 31 December 1975, amounted to Bfrs 55 987 907, compared with Bfrs 69 623 936 in 1974, representing a fall of about 20 %. As indicated in the 6th Annual Management Report (page 74, (c), para. 2), sales receipts for 1974 were adversely affected by amounts outstanding in respect of invoices issued to certain sales offices in earlier years.

The criteria applied to the distribution of sales receipts were the same as in previous years; 50 % of turnover was paid as a rebate to the institutions and the remaining 50 % retained by the Office under the heading of sales costs (see table 25). Table 22, page 75, shows that the half-share of gross receipts which is allocated to the Office, i.e. Bfrs 14 364 997, covered only 20 % of the total cost of the service, amounting to Bfrs 69 809 437 (see table 21). The net operating surplus (gross turnover less operating expenses) of Bfrs 42 358 948 covered 60 % of the cost of the service (see Profit and Loss Account, table 24). This situation is also referred to in the introductory chapter.

Table 26 shows the allocation of sales revenue between the institutions and the Office.

III. WORKFORCE

The workforce of the Accounts Office at 31 December 1975 was 1 A, 3 B (2 posts filled), 4 C and 1 local staff.

Table 22

COMPARATIVE TABLE SHOWING THE COST OF THE SECTORS
INTERVENTION COST AND SALES REVENUE FOR 1975

in Bfrs

SECTOR	Cost of department	Intervention cost	Revenue from sales	Difference	
				+	-
OFFICIAL JOURNAL SECONDARY LEGISLATION	48 112 593	52 429 500			
OJ INDEXES	12 109 221	3 228 852			
Total :	60 221 814	55 658 352			4 563 462
PUBLICATIONS	49 829 433	33 914 050			15 915 383
WORKSHOPS	54 330 165	32 832 990			21 497 175
SALES	69 809 437		14 364 997		55 444 440
	234 190 849	122 405 392	14 364 997		97 420 460

Table 23

BALANCE SHEET AT 31 DECEMBER 1975

in Bfrs

ASSETS

- Banque Internationale Luxembourg
No 8-109/6003/300
- Post Office current account No 19-190
- Deposit account Banque Internationale
Luxembourg No 8-109/6003/310
- Sundry debtors
- Customers

Bfrs 20 803 831
Bfrs 1 892 639
Bfrs 25 000 000
Bfrs 14 355
Bfrs 23 380 462

- Suspense account
- Prepayments
- Partial payments of invoices
- Unspecified payments
- NET BALANCE :
- At 1.1.1975
- Bad debts written
off (1969-72)
- Payments to the
institutions
- Operating results

Efrs 70 948 199
Efrs 5 484 013
Efrs 65 464 186
Efrs 37 924 336
Efrs 27 539 850
Efrs 42 358 948

Bfrs 71 091 287
=====

LIABILITIES

Bfrs 343 522
Bfrs 567 972
Bfrs 117 283
Bfrs 163 712

Bfrs 69 898 798

Bfrs 71 091 287
=====

Table 24

PROFIT AND LOSS ACCOUNT

in Bfrs

DEBIT

- Rebate
- Exchange differences
- Bank charges
- Miscellaneous expenses
- Insolvent debtors

Bfrs 15 421 574
 Bfrs 529 879
 Bfrs 1 997
 Bfrs 4 176
 Bfrs 78 009

Bfrs 16 035 635

- Operating results

Bfrs 42 358 948

Bfrs 58 394 583

=====

CREDIT

- Sales
- Interest received
- Miscellaneous revenue
- Postal charges and air mail

Bfrs 55 987 907
 Bfrs 1 601 678
 Bfrs 59 357
 Bfrs 745 641

Bfrs 58 394 583

=====

Table 25

BREAKDOWN OF SALES RECEIPTS
for 1975

Institutions	Publications turn over	Institutions 50 % quota	Office 50 % quota	Official Journal turnover	Institutions 50 % quota	Office 50 % quota	Total	
							Institutions	Office
Parliament	569 793	284 896	284 897	3 167 810	1 583 905	1 583 905	1 868 801	1 868 802
Council	3 105	1 552	1 553	5 253 631	2 626 815	2 626 816	2 628 367	2 628 369
Commission	21 479 569	10 739 784	10 739 785	22 634 034	11 317 017	11 317 017	22 056 801	22 056 802
Court of Justice	2 210 747	1 105 373	1 105 374	204 260	102 130	102 130	1 207 503	1 207 504
Economic and Social Committee	-	-	-	464 958	232 479	232 479	232 479	232 479
Total	24 263 214	12 131 605	12 131 609	31 724 693	15 862 346	15 862 347	27 993 951	27 993 956

Table 26

ALLOCATION OF SALES RECEIPTS

for 1975

in Bfrs

Institutions	Description.	Amounts	
		Sub-total	Total
Parliament	Receipts from sales of PUBLICATIONS	+ 284 896	
	Quota of receipts of OFFICIAL JOURNAL sales	+ 1 583 905	1 868 801
Council	Receipts from sales of PUBLICATIONS	+ 1 552	
	Quota of receipts of OFFICIAL JOURNAL sales	+ 2 626 815	2 628 367
Commission	Receipts from sales of PUBLICATIONS	+ 10 739 784	
	Quota of receipts of OFFICIAL JOURNAL sales	+ 11 317 017	22 056 801
Court of Justice	Receipts from sales of PUBLICATIONS	+ 1 105 373	
	Quota of receipts of OFFICIAL JOURNAL sales	+ 102 130	1 207 503
Economic and Social Committee	Quota of receipts from OFFICIAL JOURNAL sales		232 479
	TOTAL		27 993 951
Publications Office	Commission on sales :		
	50 % on gross receipts from PUBLICATIONS	+ 12 131 609	
	50 % on gross receipts from OFFICIAL JOURNAL	+ 15 862 347	
	TOTAL	+ 27 993 956	
	Miscellaneous sales receipts	+ 2 406 676	
	Sales costs	- 16 035 635	
	TOTAL TO THE CREDIT OF THE OFFICE	+ 14 364 997	
	SUMS DUE FROM CLIENTS :		
	Inventory of unpaid invoices at 1.1.1975 + 27 539 850		
	Inventory of unpaid invoices at 31.12.1975 - 23 380 462	+ 4 159 388	
TOTAL TO BE ALLOCATED TO THE OFFICE	+ 18 524 385	18 524 385	
	GRAND TOTAL		46 518 336

GENERAL SERVICES

The General Services sector continued to carry out its tasks in the sphere of infrastructure, including in particular the management of internal services and the maintenance of the building.

As regards the building, which is generally living up to expectations, a few questions still remain to be settled with the owner. Thus, in particular, the latter has still not put forward any proposals for solving the problem of very high summer temperatures in those parts of the building which are exposed to the sun.

WORKFORCE

The workforce of the General Services sector at 31 December 1975, was 3 B, 13 C (10 posts filled, 1 D and 10 local staff.

TECHNICAL AND ADMINISTRATIVE SECTION

I. GENERAL COMMENTS

In 1974, the decision was taken to bring together a number of officials who were responsible for technical and financial control in the Official Journal and Publications sectors, so as to form a new operational unit, known as the Technical and Administrative section (TAS), with responsibility for drafting and processing the invitations to tender, liaising with the ACPC (Advisory Committee on Procurement and Contracts) of the Commission and with assisting the authorizing officers of that institution. It is also responsible for monitoring the work done by the printers, and checks their invoices as well as those of the transport undertakings. Finally, the section invoices the cost of the Office's services to the institutions.

When the Management Report for 1974 was published, the TAS had only just been created, and the Management Committee did not consider it pertinent to comment on its activities in 1974. Now that its activities can be reviewed over a longer period, it is already quite evident that the aims of this amalgamation, i.e. improved coordination and enhanced service for the institutions, can in fact be achieved by this approach.

This section has achieved encouraging results in the following spheres of activity :

- technical and administrative coordination, both internal and external;
- drafting, issuing, processing and presentation of the results of invitations to tender (opinions submitted to authorizing officers or reports to the ACPC);
- preparation of the administrative and technical files relating to publications;

- verification of invoices and settlement of disputes;
- examination of applications for price revisions;
- management of contracts with outside printers;
- preparation of modifications to existing contracts;
- hospitality and information for printers;
- allocation to the institutions of the intervention cost of the Official Journal;
- collection of technical data, drafting and presentation of various reports;
- calculation of estimates prior to commitments to incur expenditure, on behalf of the various authorizing services;
- contacts with new firms, maintenance of the register of printers and preparation of its total recompilation on the basis of an adequate survey.

II. ACTIVITIES - RESULTS

The activities of the two main branches of the Technical and Administrative section, the technical unit and the accounting unit, are schematically presented in the tables below.

- (a) Estimates prepared and
- | | |
|---------------------------------------|-----|
| invitations to tender issued | 42 |
| modifications to contracts | 12 |
| estimates based on skeleton contracts | 105 |
- (b) Control of invoices
- (1) relating to the Official Journal (including secondary legislation and indexes)

Table 27

	Number	Amount
Invoices checked (printing and transport)	1 058	Bfrs 292 264 404

(2) relating to Publications

Table 27 a

	Number of invoices	Total value of invoices (net : less credit notes)
Parliament	129	29 381 659
Council	17	1 568 815
Commission	695	128 375 640
Court of Justice	69	10 207 479
Economic and Social Committee	10	557 429
European Schools	4	2 221 922
		Bfrs 172 312 944

The controls which have been carried out have resulted in the issue of 39 credit notes ensuring rebates in excess of Bfrs 850 000.

(c) Invoicing to the institutions of the cost of the Official Journal (including secondary legislation and indexes)

Table 28

Invoices issued		Bfrs
- provisional	51	268 647 610
- definitive	105	347 922 756

(d) Skeleton contracts or simple contracts

The Office, with a few exceptions still covered by the competent authorizing officer, has systematically issued open invitations to tender.

The results of these open invitations, one of which at least was published in the Official Journal, are in some cases rather disappointing, as is shown by table 30, page 85, relating to the invitations to tender of the Commission.

They illustrate the need for modification of the skeleton contracts in the light of experience gained with those concluded by the Commission for the period expiring at 31 December 1977.

The Publications Office, through the intervention of its Technical and Administrative section, will play a major role in this reorientation.

(e) Geographical breakdown of the units/printing works under contract
(all institutions)

Table 29

	Germany (F.R.)	Belgium	Den- mark	France	United Kingdom	Ireland	Italy	Luxem- bourg	Nether- lands
(a) Parliament	1	-	-	3	-	-	-	1	-
(b) Commission	13	40	-	-	2	2	4	-	2
(c) Court of Justice	1	-	-	-	-	1	-	-	-
(d) Official Journal	3	-	-	1	-	-	-	1	-

x

x x

The system of invitations to tender based on free competition between the largest possible number of firms is extremely important, and it behoves the Publications Office to organize its services in the way that is most profitable for the institutions. Although the Technical and Administrative section is not yet structurally and operationally able to provide an entirely satisfactory service, the results already obtained are sufficiently promising to encourage the Office to devote a major effort to their improvement.

III. WORKFORCE

The workforce of the Technical and Administrative section at 31 December 1975, was 1 A, 6 B (5 posts filled) and 3 C.

Table 30

RELATIVE INTEREST SHOWN BY PRINTING FIRMS IN THE VARIOUS MEMBER COUNTRIES
IN RESPONSE TO CERTAIN INVITATIONS TO TENDER ISSUED BY THE COMMISSION

No of invitation to tender	Fr Germany	Belgium	Denmark	France	United Kingdom	Ireland	Italy	Luxem- bourg	Nether- lands
<u>No 583</u>									
- Number of firms invited to tender	37	37	8	13	61	10	18	4	20
- Number of tenders received	14	11	1	2	12	1	-	1	2
- Number of valid tenders	9	6	-	-	5	-	-	-	1
<u>No 1000</u>									
- Number of firms invited to tender	59	39	13	21	65	9	14	7	17
- Number of tenders received	23	13	1	8	8	-	3	1	3
- Number of valid tenders	13	6	-	-	4	-	2	1	1
<u>No 1001</u>									
- Number of firms invited to tender	57	39	13	22	66	9	15	7	17
- Number of tenders received	13	9	1	5	7	-	1	1	1
- Number of valid tenders	2	2	-	-	-	-	-	-	-
<u>No 1002</u>									
- Number of firms invited to tender	57	39	13	22	66	9	15	7	17
- Number of tenders received	18	9	1	6	3	-	2	1	2
- Number of valid tenders	11	6	-	-	-	-	1	-	1
<u>No 1003</u>									
- Number of firms invited to tender	57	39	13	22	66	9	15	7	17
- Number of tenders received	14	11	1	5	2	-	2	-	2
- Number of valid tenders	8	7	-	-	1	-	2	-	1
<u>No 1004</u>									
- Number of firms invited to tender	59	39	13	21	66	9	14	7	17
- Number of tenders received	16	10	1	7	6	-	4	-	1
- Numbers of valid tenders	3	4	-	-	1	-	1	-	-

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 31

	1973	1974	1975	Forecasts 1976
- PUBLICATIONS OFFICE:				
. notices of invitation to tender	11 993	18 127	19 232	23 000
. management report	622	230	460	450
. miscellaneous	1 919	2 055	1 334	2 000
- PARLIAMENT :				
. reports of proceedings of Parliament debates	-	8 811	14 628	15 000
. index of Members	-	-	5 000	5 000
. analytical index	-	1 003	-	-
. Europe today	-	-	1 992	1 000
- COUNCIL :				
. Review of the Council's work	605	2 644	1 825	2 000
. "Vade-Mecum"	-	450	-	-
TOTAL	15 139	33 220	44 471	48 450

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

1. Work done for the Publications Office

The translation of 19 232 pages of invitations to tender accounted for approximately 43 % of the work done for the Office by the Medium and Long-term Translation Service in 1975 (cf. table 31). They arrived at the rate of about 8 documents per day, on average, or approximately 16 pages for translation into 5 languages. However, the rate of arrival was faster in the first six months, at \pm 19 documents per day, or 190 pages for translation, than in the second half of the year. The time required for translating these notices of invitation to tender again averaged one day.

The translation of the Management Report of the Office (460 pages), required eighteen days in all.

The heading "miscellaneous" (1 334 pages) includes internal invitations to tender (684 pages) and other documents for which the Office requested translations.

2. Work done for Parliament

(a) Reports of proceedings

In 1975, the Medium and Long-term Translation Service was responsible for a portion of the translation, for each of the part-sessions of the European Parliament (except the July part-session), of the proceedings of Parliament's debates. These represent, on average, 325 standard manuscript pages, which correspond to one-and-a-half days of a part-session; but for the February part-session two days, debates were translated. The figures relate to nine part-sessions only, because the reports of proceedings of Parliament's debates for December will not be collated till January 1976 and will therefore be included in the statistics for the coming year.

As the booklets contain the text of every speech in the language of the speaker, the work-load varies for each target language, except in the case of Danish, for which it is invariably necessary to translate almost the whole of every text. For each part-session, rather more than 1 500 pages were usually translated to meet an 8-10 day deadline.

(b) Indexes

The French originals reached the MLTTS on 8 July 1975. The request for translation referred to 500 pages of "pure" translation, to be completed in three phases, by 8 September, 26 September and 8 October 1975. In reality, this work involved 550 standard pages of straight translation, as well as several hundred extra pages of texts to be copied or adapted on the basis of reference documents, requiring a considerable amount of research. In addition, these translations had to be delivered in the form of fair copies. In spite of that, the deadlines were scarcely overstepped, except in the case of the Danish version which could not be delivered until 1 December 1975 because of the shortage of translators and typists. As the preparation of the original texts of these indexes had been spread over several months the translation could have been greatly accelerated if each text had been forwarded to the service immediately after it was drafted.

(c) Europe today

The number of pages was fairly small (332), but the research work was considerable, because the Medium and Long-term Translation Service did not have the necessary reference documents. In addition, 46 pages had to be translated from Dutch into French by the MLTTS and revised by the EP before the service's translators could get to grips with this work. Thus, although the text reached the MLTTS on 29 July, its translation was only started on 20 August and finished on 25 September 1975. The average rate of translation of this text worked out at fifteen pages per day per language.

3. Work done for the Council

The 1 825 pages which appear under the heading "Council" relate to the 22nd Review of the Council's Work.

The documents were transmitted and translated without any hitches and within the agreed time limits. The texts arrived in batches between 7 March and 17 June 1975 and translation was finished on 29 July 1975. The time required for translating these texts represents seven pages per translator/day.

On the whole, the deadlines were respected, and in certain cases the translations were delivered before the final date.

The installation of part of the Translation Service in the new administrative building of the European Centre on Kirchberg took place only in December 1975, so that the distribution of documents from the Planning Office to the various language sections has sometimes led to losses of time which are not revealed by the figures. The same observation also applies to the transmission of reference documents, particularly in the case of the reports of proceedings of Parliament debates and the Review of the Council's work, which represent a considerable volume of work involving the distribution of large numbers of reference documents and a great deal of checking.

The times indicated were calculated, as in the past, from the time of arrival of the documents at the Planning Office to the departure of the last translation, disregarding any differences between one language section and another as regards the time taken for translation. When all the language sections are installed in the new Commission building, the delays incurred in the forwarding process will completely disappear, so that more precise figures will become available regarding the time actually spent on translation.

With regard to the presentation of the finished translations, it was not always possible to provide fair copies, except in the case of the Danish texts, because of the shortage of typists.

VI. STAFF OF THE OFFICE AND
PROBLEMS OF STAFF MANAGEMENT

VI. STAFF OF THE OFFICE AND
PROBLEMS OF STAFF MANAGEMENT

I. WORKFORCE

Under the 1975 budget, the Office was allocated 17 posts (1 B1, 1 B2, 3 B3, 2 B4, 3 B5, 1 C2, 1 C3, 1 C4, 1 C5, 1 D2 and 2 D3). the workforce therefore increased from 181 in 1974 to 198 in 1975 (see table 35).

The number of officials actually employed at the Office has increased over the past three years as follows :

	1973	1974	1975
- number on payroll at 31 December	142	158(1)	184(1)
including:			
- temporary staff	19	9	5
and			
- auxiliary staff	-	-	2

One auxiliary staff contract ran from 1 June 1975 to 31 December 1975, the other from 17 November 1975 to 31 December 1975.

An overall picture of the Office's workforce, broken down by grade and nationality, is provided in the following table :

(1) 23 posts vacant at 31.12.1974
14 posts vacant at 31.12.1975.

Table 32

WORKFORCE OF THE PUBLICATIONS OFFICE
BROKEN DOWN BY GRADE AND NATIONALITY

Category/grade	Number	B	D	DK	UK	F	IRL	I	L	N
Category A										
Grade 2 (1)	-	-	-	-	-	-	-	-	-	-
Grade 3	1	-	-	-	-	-	1	-	-	-
Grade 5/4	4	-	1	-	-	1	-	-	1	1
Grade 7/6	4	1	1	1	-	-	-	1	-	-
Category B										
Grade 1	13	2	3	-	2	1	-	1	4	-
Grade 3/2	58	8	8	7	5	6	1	12	4	7
Grade 5/4	24	1	3	3	4	1	-	4	4	4
Category C										
Grade 1	8	3	2	-	-	1	-	1	1	-
Grade 3/2	47	2	3	-	1	11	3	6	20	1
Grade 5/4	19	-	-	-	-	1	6	-	11	1
Category D										
Grade 1	3	-	-	-	-	-	-	2	1	-
Grade 3/2	3	-	-	-	-	1	-	1	1	-
TOTAL	184	17	21	11	12	23	11	28	47	14
<p>(1) From 1 January to 6 March 1975, this post was occupied by Mr KNAFF, who opted to retire on that date ; as from 7.3.1975 the post of Acting Director was filled by Mr VERHEYDEN, who also continued to serve as Director-General at the Commission of the European Communities.</p>										

II. THE FILLING OF VACANT POSTS

(a) Competitions organized at the request of the Office, in 1975

- Open reserve competition COM/B/136 : six successful candidates were appointed to vacant posts of assistant proof-reader in the career bracket B5/B4 in the Official Journal and Publications sectors.

In addition, in order to fill seven posts of proof-reader in the career bracket B3/B2, the Office had recourse to the reserve list established in 1974 following open competition COM/B/111 (the validity of this reserve list expired on 30.6.1975);

- Internal competition COM/703/75 : organized with a view to recruiting a principal assistant, grade B1, for the Official Journal sector (production);

- Internal competition COM 776/75 : the application to hold this competition was made towards the end of the year, with the intention of recruiting an administrative assistant B5/B4 for the drawing office;

These two internal competitions had not been completed by the end of the year.

(b) Results of recruitment procedures

The following appointments were made :

- 32 probationary officials,
- 3 temporary staff (plus 2 contracts renewed),
- 3 transfers to the Office from DG IX and DG XIII of the Commission,
- 8 promotions to a higher category or career bracket :
3 B2 to B1, 4 C1 to B5 (BT) and 1 C3 to B5.

(c) Internal promotions to a higher grade

Ten such promotions were made in 1975 :

- 6 B3 to B2,
- 2 B5 to B4, (BT)
- 2 C3 to C2.

III. LOCAL STAFF

At 31 December 1975, 44 local staff were employed by the Office (three posts remained to be filled) of 47 posts allocated by the budgetary authorities under the 1975 budget.

On 11 September 1975, the Commission approved a new Regulation fixing the conditions of employment of local staff employed in Luxembourg. Its implementation with retroactive effect from 1 January 1975 entailed the review of the grading of all such staff employed by the Office, four of whom, whose duties were recognized by the Joint Working Party on Local Staff as belonging to a higher category, were accordingly upgraded.

IV. FREELANCE PROOF-READERS

The trend of expenditure on freelance proof-readers is shown below :

Table 33

1971	1972	1973	1974	1975
Bfrs 5 608 679	Bfrs 9 621 444	Bfrs 10 155 342	Bfrs 11 999 692	Bfrs 10 836 252

As from 1 February 1975, the daily fee was increased from Bfrs 1 400 to Bfrs 1 680 for experienced proof-readers with a record of more than 100 days of active work for the Office, and from Bfrs 1 000 to Bfrs 1 200 for all other proof-readers (decision of the Management Committee of 31.1.1975).

Five freelance proof-readers who had been quasi-permanently employed by the Office for several years were appointed as probationary officials, following an open competition ; in addition, three proof-readers have been appointed as temporary staff.

V. NEW POSTS APPLIED FOR UNDER THE 1976 BUDGET

Of the ten new posts for which the Office applied under the 1976 budget proposals, eight were granted by the budgetary authority. These posts were allocated as follows : 1 C1, 6 C3/C2 and 1 C5/C4.

This will increase the total workforce of the Office to 206 in 1976.

It should be noted that in view of the increased number of proof-read pages (23 608 pages/language in 1975 compared with 21 964 such pages in 1974) which will no doubt be followed by further increases in 1976 and 1977 (estimated at 1 500 and 1600 pages respectively) the Office will no doubt have to apply for the creation of five new posts of proof-reader for the Official Journal in its budget for 1977.

VI. TRAINEES

From 22 September to 30 November 1975, a young engineer specializing in the printing sector and more particularly in photocomposition spent a period "on attachment" with the Publishing Division, and participated in the research carried out by the Office with a view to the acquisition of photocomposition equipment.

At the request of the Amsterdamse Grafische School, one of its students joined the Publishing Division on 3 November 1975, for a five-month attachment.

VII. OCCUPATIONAL TRAINING

The number of officials registered for the various courses and occupational training activities organized by the Directorate for welfare, training and staff information of the Directorate-General for Personnel and Administration of the Commission is shown in the following table :

Table 34

NUMBERS OF OFFICIALS
REGISTERED FOR COURSES AND OCCUPATIONAL TRAINING

	Numbers registered	
	1974	1975
(a) Language courses	54	72 2 (1)
(b) Training courses and seminars		
- new officials A	1	
- new Member countries (Denmark)	2	
- GECSO - documentation	1	1
- fire-fighting	2	2
(c) Occupational training courses		
- duties of D-grade officials	11	11
- secretarial duties	1	1
- report writing and style	4	
- economics	1	1
- preparation for competition COM.B/10/75		1
- addressograph		2
(d) First aid courses		
- parts 1 and 2		7
- refresher course		4
	77	104
(1) Two officials of the Publications Office have attended the Danish language courses held by the Parliament since October 1975.		

VIII. CONSULTATIONS WITH THE TRADE UNION ORGANIZATIONS

During the preparation of the Annual Management Report, consultations are held between the Chairman-in-Office of the Management Committee of the Publications Office and a delegation from the trade union organizations representing the personnel in Luxembourg. This consultative meeting, prior to which the draft of the Management Report is communicated to the trade union representatives, is held in implementation of the agreement reached on 16 July 1971.

This Management Report includes the minutes of two consultative meetings. The first was held on 21 April 1975, in the context of preparation of the Annual Report for 1974, and the second on 7 April 1976 (for the first time and at the request of the trade unions), to discuss the actual Management Report for 1975 as now published.

x

x x

A. CONSULTATIONS REGARDING THE ANNUAL MANAGEMENT REPORT FOR 1974

This meeting was held on 21 April 1975 under the chairmanship of Mr NORD, Secretary-General of the European Parliament and Chairman-in-Office of the Management Committee of the Publications Office. Prior to the meeting, and in accordance with the agreement recorded under point 6 of the minutes of the consultations held on 16 July 1971, the Annual Management Report of the Official Publications Office for 1974 was submitted to the trade union organizations on 16 April 1975.

The results of this meeting are recorded in the following text, prepared by the delegation of the trade union organizations :

"The trade union organizations representing the personnel of the Commission in Luxembourg (1) welcomed the appointment of Mr VERHEYDEN to the post of Acting Director of the Publications Office.

Before commenting on the contents of the Report, the delegation expressed its dissatisfaction with the procedure adopted, which had allowed only the minimum of time for the examination of its contents. It was hoped that a more flexible formula would be applied on future occasions. In addition, the delegation considered its observations ought to be included in the text of the Management Report.

The observations made by the trade union representatives on the subject of the Report ranged over the following points :

1. Internal reserve competition COM/A/15 - results, consequences and follow-up
2. Freelance proof-readers
3. Occupational training
4. Promotion
5. Local staff
6. Upgrading of staff of the Publications Office
7. Equipment
8. Working conditions.

(1) SGPOE (represented by its Secretary-General, Mr L. RONCHI and by Messrs F. CARRE, M. METGÉ and L. SCHIPHORST) and SFIE (represented by its President, Mr V. SORANI and Mr D. COLLIN).

1. Competition COM/A/15 (1)

The union representatives noted that this competition, for which the conditions of admission included a high degree of technical expertise, had only given limited results. The reserve list was already exhausted, although several posts were still vacant. To fill them, the Management Committee wanted to draw on the Commission's reserve lists from competitions in the legal, administrative and other fields. The union representatives objected to the Office meeting its needs in this way, because it ignored the technical qualifications which had after all been required of the candidates for the competition held to fill these posts. They therefore requested the organization of a new internal competition or an open external competition based on the same requirements.

The Director agreed that the results of the competition had been disappointing, in that only one candidate from the Office had been successful. The Office did not consider that the required technical ability was the sine qua non of qualification for all the posts to be filled in this instance, so that it would be quite logical to check whether the reserve lists from other competitions might provide suitable staff for the needs of the Office. If that were not the case, a specialized open reserve competition or even a new internal competition could be arranged. The Union delegation declared its preference for the latter procedure.

2. Freelance proof-readers

The improved remuneration of freelance proof-readers, on whose behalf the Inter-union Committee had intervened, was welcomed by the union representatives.

With regard to the Office's general policy towards the employment of freelance proof-readers, the delegation referred to the table on the cost of freelance services contained in the Management Report; it showed a constant increase in numbers, and would appear to prove that notwithstanding the agreement reached on the occasion of previous consultations the reduction of this type of recruitment was not being carried through.

(1) See 6th Annual Management Report, p. 89, 1(a).

The Management pointed out that the doubling of the budget did not mean there had been a parallel increase in the use of freelance proof-readers. It should not be forgotten that the economic situation had led to an increase in remuneration, transport costs, etc. The Office had in fact made an effort to provide more established posts, with a view to limiting the employment of freelances; but the help of temporary staff would continue to be needed at peak periods.

3. Staff training policy

The trade union representatives also commented on the staff training policy of the Publications Office. They considered the information contained in the Report to be too sketchy, and would have welcomed the publication not only of the number of officials participating in staff training activities but also the breakdown of this number by sphere of interest. They thought it would be of great benefit to the staff if the Office would undertake to organize suitable training programmes in the fields of printing and publication.

In reply, the Director informed the union representatives that the table they wished to see had been included in the first draft of the Management Report and had only been taken out for the sake of brevity. He could therefore see no objection to providing the unions with a copy of the original table. He also declared that an appropriate staff training policy would be worked out for the future.

4. Promotion

With regard to the promotions table contained in the Annual Report, the union representatives pressed for publication of the number of officials eligible for promotion, their average seniority and the proportion of promotions allocated to the Office in relation to the number for the Commission. They were afraid that career possibilities were more limited at the Office than at the Commission. In the interests of the personnel, they desired to be involved in the preparation of the Office's draft budget. They also expressed their surprise that the selection boards for the competitions held by the Office for Official Publications had included representatives from institutions other than the Commission, which was responsible for management of the personnel under Article 29 of the Staff Regulations. It seemed to them that the Staff Regulations provided for representatives of other institutions to sit on selection boards only in the case of inter-institutional competitions.

The Director pointed out that promotions within career brackets depended on the number of posts available in the higher grade in the Commission's establishment plan. They should therefore be viewed in the context of promotions among the entire staff of the Commission, as decided by the promotion committees on which the personnel were represented. As regards promotions from one career bracket to another, and more particularly promotions into grades B/1 and C/1, there was no permeability between the Commission's establishment plan and the Office's organigramme.

Mr VERHEYDEN informed the union representatives that there would shortly be a meeting to allow the staff to participate in the preparation of the Commission's preliminary draft budget. As the Office's budget was part of the Commission budget, it would be Mr BAICHERE, the Commission's Director-General for Personnel and Administration, who would be responsible for these technical consultations.

5. The next problem raised was that of local staff. The trade union representatives were pleased to note that members of the workshops staff with appropriate qualifications (such as the CAP) for the printing sector had been taken on as officials in accordance with the Staff Regulations. They also pointed out that the recruitment of local staff from too limited a geographical area would gradually result, as more established posts were created, in a distorted spread of nationalities in certain lower grades. To alleviate this problem, it was suggested that local staff be recruited from a somewhat larger geographical area, to bring in certain frontier zones where unemployment was rising as a result of the economic situation. The union representatives had also noted that the under-grading of local staff which had been discovered at the Commission might also exist at the Office. This practice should cease.

Mr NORD, Chairman-in-Office of the Management Committee, pointed out that under the regulations local staff were not normally intended to become established officials. The recruitment of local staff was an additional source of manpower in certain areas where the services of the European Community Institutions were located, and was in fact an alternative to established status.

The Director said he was unaware of any under-grading at the Publications Office ; but if any cases were brought to his attention, he would do his best to solve the problem, because the system of grading and selection

committees operated by the Commission was in any case intended to ease such unfortunate situations.

On the question of recruitment on a regional basis, he recognized the cogency of the point which had been made with regard to excessive numbers of local staff of a single nationality, and would try to ensure that recruitment proceeded on an enlarged regional basis. He was not convinced of the need to advertise, however, because the Office received plenty of unsolicited applications and the reserve list was steadily growing.

6. The representatives of the personnel then turned to the problem of the grading of certain staff of the Publications Office, especially at workshop level. In fact, following the promotion to category B of the candidates successful in the BT competition, their posts in category C had disappeared. So these posts had not been made available for deserving members of the established C2 staff of the Office who for the past few years had been at a disadvantage, career-wise, compared with their colleagues in the workshops of the Commission. Thus, it was that deserving officials with long records of meritorious service had been blocked for years on the last step of grade C2. This blockage was a cause of discouragement among the workshop staff, and in the opinion of the representatives of the personnel it required a detailed study to identify all the sectors in which the possibility of advancement was too limited, as well as immediate action to deal with the most urgent cases. They also raised the question of certain local staff carrying out tasks which were normally allotted to established officials. When the previous Director of the Office had been approached on 15 November 1974, he had announced that eighteen new posts had been asked for in the 1975 budget with a view to solving this problem, among others.

The union representatives also pressed for the grading of local staff according to their duties. They considered that real clarity regarding the classification of the established and local staff of the Publications Office could not exist until an exact description of the duties (and not of the tasks) associated with each post had been established and the relevant list of posts communicated to the union representatives.

The Director noted the unions' concern regarding this situation, and assured the delegation that these problems would be examined in depth.

He informed the union representatives that ten or eleven posts had been included in the budget, to permit successive regradings by promotion. As far as the projected new subdivision of the Official Journal was concerned, the Director explained that the Office intended to apply for the inclusion of extra posts for local staff in its staffing budget. He also stated that the solution of these problems would necessitate contacts with the representatives of the personnel.

7. The union representatives then raised the question of the officials who had been recruited for composition work on the basis of their high professional competence who were increasingly disheartened (although there were no complaints about their work) by their poor results which they blamed on the advanced state of obsolescence of the composition equipment they had to use. The delegation considered it was urgent, for the efficient functioning of the workshops and for preservation of the legitimate professional pride of the personnel, to ensure the replacement of the defective equipment. In this context, they stressed the priority of the Publications Office as far as equipment is concerned.

The Director replied that a sub-committee, under the aegis of the Management Committee, had been set up to study the problem of the acquisition of new photocomposing equipment and that the question was also on the agenda of the Commission. The problem should be dealt with as expeditiously as possible, but not without an appropriate period of reflection.

8. On the subject of working conditions for the staff of the Publications Office, the trade union representatives welcomed the installation of the Office in a new and comfortable building, although they considered the rent to be very high. They referred to the persistence of certain problems, particularly as regards the garage and, in hot weather, in the offices on the south side of the building.

The Director stated that measures to solve these problems were being worked out.

Before withdrawing from the meeting, the spokesman for the trade union delegation briefly listed the main points covered by this consultation.

He noted :

1. the intention to normalize the career prospects of local staff;
2. the intention to engage freelance proof-readers as complementary staff for peak periods only, and to continue reducing their numbers;
3. the intention to gear the Office's occupational training programme to the special tasks of its personnel;

4. the opposition of the Management to the transfer of B1 or C1 posts to other Directorates-General or departments of the Commission. The Publications Office would therefore retain these posts;
5. the assurance that the planned technical consultations with DG IX of the Commission, concerning the draft budget of the Commission, would also deal with the budget of the Publications Office;
6. he also noted with regret that the policy followed in respect of vacant posts did not comply with the Staff Regulations.

These minutes were approved on 10 July 1975

for the Office, by Mr H. R. NORD, Secretary-General of the European Parliament and Chairman-in-Office of the Management Committee,

Mr A. ARNO Representative of the European Parliament on the Management Committee,

Mr W. VERHEYDEN, Director a.i. of the Office;

and by the official delegates of the representative trade union organizations :

- for the SGPOE : Mr L. RONCHI, Secretary-General, and Messrs F. CARRE, M. METGE and L. SCHIPHORST,
- for the SFIE : Mr V. SORANI, President, and Mr D. COLLIN."

x

x x

B. CONSULTATIONS ON THE ANNUAL MANAGEMENT REPORT FOR 1975

This consultation took place on 7 April 1976 under the chairmanship of Mr HOMMEL, Secretary-General of the Council and Chairman-in-Office of the Management Committee of the Official Publications Office. It was followed, at the request of the trade union representatives (1) by a technical discussion with the management, on a certain number of practical questions relating to the Office's activities as recorded in the Management Report. The finalized Management Report takes due account of this mutual exchange of views and information, which is also recorded in the following minutes of the meeting :

The Chairman opened the meeting, and said he was pleased the unions had been given more time to examine the Management Report. The consultations had been a gratifying success in 1975, and he hoped the same would apply in the current year. He proposed that the discussions should first centre on past problems and then turn to future prospects. He wished to be associated with the expressions of satisfaction with their work which had been addressed to the staff in the Management Report.

The spokesman for the trade union delegation thanked the Chairman for his welcoming remarks. He confirmed the union's approval of the decision to appoint Mr VERHEYDEN as established Director of the Office, but regretted that this responsibility was still doubled, provisionally, by the task of directing the Administrative Services of the Commission in Luxembourg; this represented a considerable overload of work and responsibility for the person concerned, and the situation should be ended as quickly as possible, in the interest of the personnel.

Following these introductory remarks, the spokesman for the trade union organizations declared that his delegation wished to discuss the evolution, over the year, of the problems affecting the personnel of the Publications Office, with special emphasis on the following matters :

1. Results of internal reserve competition COM/A/15
2. Freelance proof-readers
3. Incomplete cover of the overall budget of the Office by invoices chargeable to the institutions
4. Promotion
5. Staff training
6. Working conditions.

(1) SGPOE (represented by its Secretary-General Mr L. RONCHI and Messrs G. FASSONE, F. KANEFEYER and M. METGÉ) and SFIE (represented by Messrs D. COLLIN and F. DE GEUSER).

1. COMPETITION COM/A/15 (1)

Regarding competition COM/A/15, the trade union delegation recalled that this competition, held in 1974 and including two options, had provided the Office with only one successful candidate. Because only one of the four posts vacant in 1974 had been filled as a result of this competition, while a second had been filled by tapping the reserve list from another competition, the representatives of the personnel had pointed out that the stipulated technical conditions had not been fulfilled by this procedure and had asked for the close examination of the possibility of organizing another internal competition. They noted that no action had been taken in 1975 in response to this request.

The trade union delegation also pointed out that the draft of the Management Report for 1975 had not provided them with a clear picture of the current staffing position and especially of the number of vacant posts. They considered the tables should be restructured, to provide a precise and detailed organigramme of the Official Publications Office, with details of the duties involved in each case. In the opinion of the unions, this organigramme is a normal and rational instrument for the efficient management of the staff of the Office and an indispensable instrument for the calculation of medium-term staffing requirements (internal promotions, external recruitment, etc....).

The representatives of the Office declared that the intercalation of an interim period in the direction of the Office had prompted the Management to allow the Director-designate the maximum room for manoeuvre in the matter of appointments and filling vacant posts. In addition, one post had been kept vacant for the purpose of complying, if the need arose, with a decision of the Court of Justice. Finally, it had been possible to appoint suitable candidates for one post in the Official Journal section and another in the Indexes section from the reserve lists of the Commission; for these posts, specific qualifications in the fields of printing and publishing would not have been an overriding factor; so the organization of a new and specific competition was not yet necessary.

The spokesman for the trade union delegation insisted that when the Office resorted to external recruitment it ought first to check if there were any members of the existing personnel who had made a special effort to

(1) Cf. 6th Annual Management Report, p. 89, 1 (a).

improve their qualifications and who deserved promotion. The Director of the Office expressed his agreement in principle with this observation.

2. FREELANCE PROOF-READERS

In the opinion of the trade union organizations, the information contained in the Management Report did not provide a clear picture of the present situation or of development over the past few years. A critical examination of the figures had convinced them that the amounts paid to freelance proof-readers and the continued concentration of such expenditure in certain sectors showed the number and lasting presence of these so-called "peak-period" staff and clearly demonstrated the need to increase the numbers of permanent staff at various points in the organigramme. They therefore suggested that while there were grounds in a few cases for the longer-term employment of freelances to cope with special situations, the Management of the Publications Office ought to adopt an employment policy aimed at replacing the freelance proof-readers, who were in a precarious position as far as social security was concerned, with established staff. The adoption of such a solution would facilitate the incorporation of these posts in the organigramme and would therefore help to make the Office's staffing policy more "transparent". There might just be a case, at the very limit, for changing the status of freelances to that of auxiliary staff.

The Director declared that he favoured the progressive integration of freelances. Five new proof-readers' posts had in fact been asked for in the draft budget for 1977. There was no doubt, however, that the creation of new posts would always lag somewhat behind the growing and variable requirements. There was nothing abnormal, therefore, in the continuing presence of freelance proof-readers at the Publications Office, although this did not mean the same persons were always involved. On the other hand, following the most recent competition for assistant proof-readers, several successful freelance candidates had not been appointed to established posts, in addition to which new freelances had been contacted.

By contrast, the appointment of auxiliaries did not appear to be appropriate, because this form of employment was strictly limited in time. If it was merely a question of solving the freelances' social security problems, it would be preferable to adopt a similar solution to the one adopted for freelance interpreters, in which there is an "employer's contribution" to

the social insurance of these "self-employed" persons. This possibility would be examined in the very near future.

Finally, in reply to a question from the trade union organizations regarding the revision of the pay-scales for freelance proof-readers, the Director informed the delegation that steps were currently being taken by the Management Committee to improve these scales.

3. INCOMPLETE COVER OF THE BUDGET BY INVOICING

The trade union representatives were perturbed by the fact that the Office's observations on the shortfall of revenue in certain sectors had included a reference to increased staffing costs. This might lead to the erroneous assumption that the "deficits" were caused by the staffing costs referred to.

The representatives of the Office explained that the incomplete cover of the budget by invoicing, and the resultant "deficit", which was purely a matter of book-keeping, could be attributed to the Management Committee's deliberate decision not to modify the tariffs fixed for the Office's intervention costs until the accounting system was restructured. It would then be possible to determine these costs with greater precision. The union representatives were assured that the margin by which expenditure exceeded revenue in the accounts was in no way related to the performance of the staff, and the Management agreed to revise the text of the Report so as to eliminate the risk of simplistic interpretations.

4. PROMOTION

With regard to promotion, the provision of a detailed establishment plan for the Publications Office, containing not only the number of posts but also a description of the duties involved in each case remained one of the unions' most fundamental demands; that sort of "organigramme" would make it much easier to estimate the Office's future staffing requirements and to assess the possibility of meeting these needs from internal and external sources.

The Chairman stressed that an organigramme, by virtue of its rigidity, could also have its disadvantages. In his view, the interests of the personnel would be better served by greater flexibility in the operational organs.

As for promotion to higher career brackets, the Director said the existing possibilities were already exploited to the full. For promotions within the various brackets, the Office enjoyed a share in the overall number of

promotions covered by the staffing tables of the Commission.

5. OCCUPATIONAL TRAINING

The spokesman for the trade union delegation regretted that, apart from a certain amount of addressograph training in the Sales Service, the Office had not given its staff the opportunity to participate in occupational training activities in the fields of printing and publishing. The representatives of the personnel pressed for this gap to be filled as soon as possible. Occupational training, particularly in certain technical sectors was absolutely vital to the expression of staff potential and the realization of career prospects. A constant updating of knowledge was required, particularly for the established staff who needed to apply new or modified techniques in their everyday work. The trade union representatives considered the Management of the Office should get together with the staff to work out the exact needs and to provide for the implementation of adequate training programmes.

The Director concurred. The Office was well aware of the needs of the staff as far as occupational training was concerned. In fact, the Management Committee had included a special appropriation, to meet these requirements, in its preliminary draft budget for 1977.

6. WORKING CONDITIONS

The spokesman for the trade unions reminded the Management Committee of the difficult conditions under which the proof-readers had to operate in the printing works when Parliament was in session and when they had to carry out long and complex tasks such as proof-reading the General Report on the Activities of the European Communities, the Report on the Development of the Social Situation in the Community, etc. They had to work in relays, so as to meet the completion deadlines for the reports of proceedings of Parliament's debates and for long periods in uncomfortable conditions when working outside Luxembourg.

The work of dispatching the Official Journal also entailed the adoption of a special work-schedule, mainly affecting the local staff, who were also obliged to work overtime, which seemed surprising at a time of increasing unemployment. It was recognized, however, that overtime was unavoidable when there were issues of the Official Journal to be dispatched on Saturday mornings.

In conclusion, the trade union delegation pressed for a progress report on the measures taken to deal with the problem of high summer temperatures in the EUROFFICE BUILDING. These measures had been promised almost a year previously.

The Director proclaimed his active interest in all these problems, and clarified certain points.

With regard to the high temperatures in parts of the Office exposed to the sun, the Chairman of the Management Committee regretted that although the Office would be starting its third year in its new building in only a few weeks, the owner had still not taken the necessary measures which were incontestably required, in spite of the numerous representations which had been made by the Management.

x

x x

The Chairman noted that the consultations in his presence had covered all the basic problems raised by the trade union delegation and authorized the Director to continue the consultation at a technical level. It was agreed that the Management Committee would give its opinion of the results of this technical phase on the occasion of the final reading of the Management Report.

He wished to express his satisfaction at the constructive spirit which had characterized the discussion and closed the meeting with his thanks to the participants for their contribution.

These minutes were approved on 21 June 1976 for the Office, by
Mr N. HOMMEL, Secretary-General of the Council and Chairman-in-Office of
the Management Committee,

Mr W. VERHEYDEN, Director of the Office,

and by the official delegates of the representative trade unions :

- for the SGPOE : Mr L. RONCHI, Secretary-General,
Messrs G. FASSONE, F. KANEFEYER and M. METGE,

- for the SFIE : Messrs D. COLLIN and F. DE GEUSER.

VII. ESTABLISHMENT PLAN

Table 35

ESTABLISHMENT PLAN 1975

Category and grade	Workforce 1975	Increase	Workforce 1976
A1	-	-	-
A2	1	-	1
A3	1	-	1
A4	2	-	2
A5	2	-	2
A6	3	-	3
A7	4	-	4
A8	-	-	-
TOTAL	13	-	13
B1	17	-	17
B2	31	-	31
B3	34	-	34
B4	8	-	8
B5	6	-	6
TOTAL	96	-	96
C1	12	1	13
C2	25	3	28
C3	26	3	29
C4	13	1	14
C5	5	-	5
TOTAL	81	8	89
D1	3	-	3
D2	3	-	3
D3	2	-	2
D4	-	-	-
TOTAL	8	-	8
GRAND TOTAL	198	8	206

FX1905005ENC