

OFFICE FOR OFFICIAL PUBLICATIONS  
OF THE EUROPEAN COMMUNITIES

**TENTH  
ANNUAL MANAGEMENT REPORT  
1978**



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## NOTE

Use of EUA in the Management Report.

For conversion of the amounts in Bfrs and EUA relating to the 1978 financial year the rate used was the average for the whole financial year.

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The figures shown in brackets in the Report refer to the previous financial year.

## INTRODUCTION

In presenting its Tenth Annual Management Report to the Institutions of the European Communities, the Management Committee intends not only to report on the work carried out under its direction by the Publications Office on behalf of all the Institutions, but also to draw attention to certain repercussions of current developments in Community publications.

These continuing developments have led the Management Committee to look for ways of improving access to and the availability of publications.

For these reasons the Official Journal was reorganized in 1978, and an S series was introduced containing notices of invitation to tender for public works contracts aimed in particular at contractors and interested bodies.

This was also why it was decided in 1978 to draw up an Index so that Community acts could be more readily traced.

The Management Committee also supported the Publications Office in its efforts to develop a sales strategy which would ensure that the considerable increase in the number of Community publications was matched by as wide a distribution as possible.

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It must, however, be stressed that, as a result of these developments, the Publications Office is likely to be faced with certain problems, the importance of which should not be underestimated.

There is no doubt that the 'change of scale' at present taking place at the Publications Office will require greater and greater use of the most sophisticated printing and distribution techniques.

If in addition it is borne in mind that new official languages are to be added both to the Official Journal and to other publications, it is not difficult to understand why the Management Committee is constantly at pains to provide the Office with the means it requires to carry out its task.

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It would be impossible to achieve this task without the constant day-to-day cooperation of the staff of the Publications Office, and the Management Committee would like to take this opportunity of thanking them for their support.

This Report was approved by the Management Committee on 30 April 1979.

A. VAN HOUTTE  
Registrar of the Court of Justice

Chairman-in-Office of the  
Management Committee



CHAPTER I - SUMMARY OF THE ACTIVITIES OF THE MANAGEMENT COMMITTEE



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

The Management Committee of the Publications Office continued to deal with the basic problems connected with management of the Office. Routine management issues were dealt with by the written procedure - 18 issues were raised in this way in 1978.

The members of the Management Committee met on two occasions; attendance was as follows :

- Mr H.R. Nord, Secretary-General of the Parliament;
- Mr N. Hommel, Secretary-General of the Council;
- Mr E. Noel and Mr P. Baichère, Secretary-General and Director-General respectively for Personnel and Administration of the Commission;
- Mr A. Van Houtte, Registrar of the Court of Justice;
- Mr D. Delfini, until he retired in June 1978 and was replaced by Mr R. Louet as Secretary-General of the Economic and Social Committee;
- Sir Norman Price, member of the Court of Auditors of the European Communities, attended one meeting.

The Court of Auditors is to take up the new seat on the Management Committee once the institutions have approved the texts amending the basic decision of 16 January 1969 setting up the Publications Office.

The two meetings of the members were held on 5 June and 12 December 1978 with Mr H.R. Nord in the chair.

The alternate members of the Management Committee also held two meetings - on 24 January and 9 March 1978. The alternates also met on 11 July 1978 as the 'Revision of basic texts' working group. In addition, a meeting was held on 27 October 1978 on the programming of the publication of Community Acts in the Official Journal.

CHAPTER II - PUBLICATIONS ISSUED BY THE OFFICE

- Official Journal

- Publications other than the Official Journal



## OFFICIAL JOURNAL

A. DEVELOPMENTS IN 1978

1978 was again characterized by a very uneven spread of the workload over the year. Considerable difficulties arose at peak periods - once again mainly in July, August and December. A first attempt to even out the flow of texts to be published during these periods was not a complete success because of the particular requirements of the legislative schedules within the institutions. The Office will, however, continue to try to improve the organization of the work during these periods.

The quality of manuscripts received by the Office, which was frequently rather poor, caused delays in the publication of the Official Journal.

During the financial year under review, the new 'Supplement to the Official Journal', called the S series (Supplementum) was launched on 1 January 1978. Notices of invitation to tender for public works contracts, previously published in the C series, have been published in the new series since the beginning of the year and notices of invitation to tender for public supply contracts have been included since June 1978. The S series also contains the notices of invitation to tender issued within the context of the European Development Fund.

Official Journal output in terms of the number of pages published reached its highest level ever. This new record output seen in conjunction with the addition of new official languages seems to suggest that in a few years' time total output will be approaching 200 000 pages a year. This is a change of scale which cannot but affect the present production parameters.

## B. OUTPUT OF THE OFFICIAL JOURNAL

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

- a) issues of the Official Journal published in 1978,
- b) invitations to tender for public works contracts and supply contracts.

### a) Issues of the Official Journal published in 1978

- number of pages/language

In 1978, the total number of pages/language of the Official Journal was 26 392, compared with 23 668 in 1977 (see graph, p. 15).

Table 1

#### OUTPUT OF THE OFFICIAL JOURNAL IN PAGES/LANGUAGE

	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978
Number of pages	11 072	11 376	12 549	14 448	19 499	21 964	23 608	24 224	23 668	26 392
Increase in %		3	10	15	35	12.6	7.5	2.6	- 2.3	11.5
Increase on base 100 = 1969	100	103	113	130	176	198	213	219	214	238

- number of issues

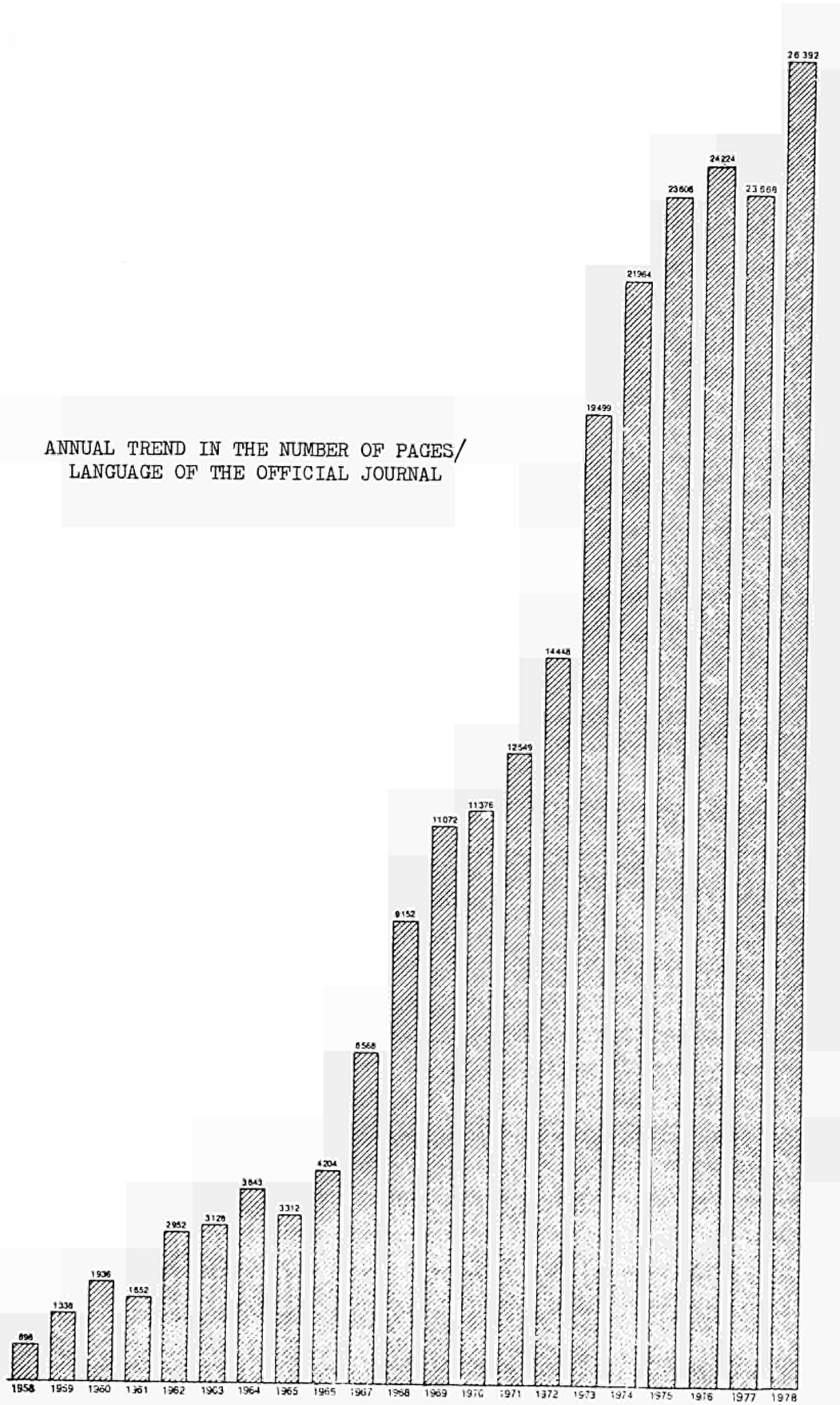
In all, 937 (677) issues of the Official Journal were published in 1978, comprising 313 in the C series, 379 in the L series and 245 in the S series. The average monthly number of pages/language was 2 199 (1 972). The table below summarizes the development of the Official Journal from 1969 to 1978. The differences between 1977 and 1978 with regard to the number of issues and the number of pages per issue are due to the introduction of the S series which made it necessary to revise the Official Journal production arrangements.

Table 2

Year	Number of OJs				Total pages per language	Average number of pages per issue	Average number of issues per month
	L	C	S	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
1976	368	309	-	677	24 224	35.8	56.42
1977	361	316	-	677	23 668	35.0	56.42
1978	379	313	245	937	26 392	28.2	70.08



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



b) Publication of notices of invitation to tender for public works contracts

Since 1 January 1978 the notices of invitation to tender for public works contracts have been published in the S series.

A total of 245 issues of this series were published in 1978. The number of pages per language was 4 192, including 3 534 for notices of invitation to tender (3 060 for 'works contracts' and 474 for 'supply contracts')<sup>1</sup>.

Taking all languages together, the number of pages printed for notices of invitation to tender was 21 204, as compared with 15 702 in 1977 - an increase of 35%.

Public supply contracts

In June 1978 Council Directive 77/62/EEC on the award of public supply contracts<sup>2</sup> came into force. During the initial period the number of these notices was below the estimates supplied by the national authorities: 330 supply contract notices were published.

Public works contracts

The number of notices in respect of public works increased to 2 525 (2 106).

The breakdown by country of these notices in respect of public works contracts and supply contracts is shown in Table 3 below.

Table 3

NUMBER OF NOTICES OF INVITATION TO TENDER PUBLISHED IN 1978

	B	DK	D	F	IRL	I	L	NL	UK	TOTAL
Public works	334	44	531	332	61	318	5	100	800	2 525
supply contracts	16	13	3	9	-	-	-	-	289	330
Total	350 (239)	57 (43)	534 (432)	341 (330)	61 (57)	318 (34)	5 (5)	100 (91)	1 089 (875)	2 855 (2 106)

<sup>1</sup> 658 pages/language were devoted to notices of invitation to tender and exchange rates for the European Development Fund.

<sup>2</sup> See OJ No L/13 of 15 January 1977, p. 1.

C. INDEXES TO THE OFFICIAL JOURNAL AND INDEX OF COMMUNITY LEGISLATION IN FORCE

a) Annual indexes

The annual indexes were produced more promptly in 1978. For the first time the annual indexes for 1977 appeared in all Community languages between May and October 1978.

The 1977 annual indexes had an average of 749.4 pages (743.6 in 1976). More general use of computer techniques in this field will make it possible to maintain or even improve the rate of production.

b) Monthly indexes

There was some slight delay in the publication of the monthly indexes at the beginning of the year since the printer's computer equipment had to be renewed and also because of certain programming problems.

The delay was, however, quickly eliminated and the indexes for the months from January to October appeared in general at regular intervals throughout the year. These indexes had an average of 116.8 pages (98.4 pages in 1977).

c) Index of Community Legislation in force

On 1 December 1978 (the date on which all the agreements arrived at the Office) the institutions decided to draw up an Index of Community Legislation in force. Preparations for this publication were made throughout 1978. An initial cumulative index of legislation whose publication is obligatory will cover acts in force as at 31 March 1979 and will be issued at the end of 1979.

Although the Official Journal indexes and the Index of Community Legislation are produced for different purposes, it would be appropriate in the future to use a considerable amount of joint basic information for the preparation of these two works, which will continue to be complementary publications.

D. COST OF THE OFFICIAL JOURNAL AND INDEXES

The total cost of the Official Journal published in 1978 and of the indexes invoiced in 1978 was Bfrs 523 982 914/13 102 808 EUA (Bfrs 396 159 137 in 1977), including Bfrs 481 237 677/12 034 132 EUA for the Official Journal and Bfrs 42 745 237/1 068 676 EUA for the indexes. These costs cover printing, transport and services.

a) Cost of printing

Rising production costs in 1978 led the printer of the Official Journal of the European Communities to increase his charges in accordance with the price revision clause in the contract. Production costs were as follows:

- Official Journal published in 1978	Bfrs 394 335 523	9 858 388	EUA
	(Bfrs 299 205 468)		
- Indexes	Bfrs 27 501 635	687 541	EUA
	(Bfrs 20 381 425)		
<b>Total:</b>	<b>Bfrs 421 837 158</b>	<b>10 545 929</b>	<b>EUA</b>
	<b>(Bfrs 319 586 893)</b>		

The average cost per page for printing the Official Journal in six languages (see Table 4, p. 20) was Bfrs 2 425 in 1978 (Bfrs 2 220 in 1977) - representing an increase of 9.25%.

The average cost per page for printing the Official Journal indexes in six languages was Bfrs 1 606 (Bfrs 1 407 in 1977).

b) Cost of transport

The cost of transporting the Official Journal from the printing works <sup>and</sup> to the Office and from the Office to the institutions in Brussels (daily service) was Bfrs 1 701 850/42 546 EUA (Bfrs 1 664 476 in 1977); the cost of transporting the indexes was included in the transport costs for the Official Journal.

c) Cost of the Office's services

The cost of services in respect of the Official Journal and indexes invoiced to the institutions was as follows:

- Official Journal published in 1978	Bfrs 85 200 304 2 133 198	EUA
	(Bfrs 60 120 800)	
- Indexes	Bfrs 15 243 602 381 135	EUA
	(Bfrs 14 786 968)	
<hr/>		
Total:	Bfrs 100 443 906 2 514 333	EUA
	(Bfrs 74 907 768)	

The breakdown by institution of these costs is given in Table 4, p. 20, for the Official Journal and in Table 5, p. 21, for the indexes.

Table 4

## OFFICIAL JOURNAL COSTS INVOICED IN 1978

Institution	Pages	Printing costs	Transport costs	Service costs	Total
Parliament	18 684	1 153 361 EJA 46 134 436 Bfrs	5 257 EJA 210 289 Bfrs	245 127 EJA 9 790 416 Bfrs	1 403 745 EJA 56 135 141 Bfrs (43 396 323 Bfrs)
Council	32 254	1 875 802 EJA 75 032 067 Bfrs	6 370 EJA 254 792 Bfrs	423 160 EJA 16 901 096 Bfrs	2 305 332 EJA 92 187 955 Bfrs (58 842 810 Bfrs)
Commission	107 878 (1)	6 597 479 EJA <sup>1</sup> 263 899 163 Bfrs (1)	29 844 EJA 1 193 773 Bfrs	1 415 318 EJA 56 528 072 Bfrs	8 042 641 EJA 321 621 008 Bfrs (249 089 294 Bfrs)
Court Of Justice	1 704	104 754 EJA 4 190 166 Bfrs	480 EJA 19 197 Bfrs	22 356 EJA 892 896 Bfrs	127 590 EJA 5 102 259 Bfrs (3 896 595 Bfrs)
Economic and Social Committee	2 052	125 569 EJA 5 022 755 Bfrs	595 EJA 23 799 Bfrs	26 922 EJA 1 075 248 Bfrs	153 086 EJA 6 121 802 Bfrs (5 765 722 Bfrs)
European Investment Bank	24	1 423 EJA 56 936 Bfrs	- -	315 EJA 12 576 Bfrs	1 738 EJA 69 512 Bfrs (-)
Total	162 596 (134 800)	9 858 388 EJA 394 335 523 Bfrs (299 205 468 Bfrs)	42 546 EJA 1 701 850 Bfrs (1 664 476 Bfrs)	2 133 198 EJA 85 200 304 Bfrs (60 220 800 Bfrs)	12 034 132 EJA 481 237 677 Bfrs (360 990 744 Bfrs)
<p>Including</p> <ul style="list-style-type: none"> <li>- 102 pages for the publication of the revenue and expenditure accounts for 1978 of the European Foundation for the Improvement of Living and Working Conditions - Dublin, at a total of Bfrs 246 426 and</li> <li>- 114 pages for the publication of the revenue and expenditure accounts for 1978 of the European Centre for the Development of Vocational Training - Berlin, at a total of Bfrs 275 417.</li> </ul>					

Table 5

## ANNUAL AND MONTHLY INDEX COSTS INVOICED IN 1978

( a) pages - b) printing costs - c) cost of the Office's services) <sup>1</sup>

INSTITUTION	1976			1977			1978			Total		
	a)	b)	c)	a)	b)	c)	a)	b)	c)	a)	b)	c)
Parliament	82	363 EUA 14 510 Bfrs	2 302 EUA 92 086 Bfrs	702	37 608 EUA 1 504 306 Bfrs	19 711 EUA 788 346 Bfrs	861	45 494 EUA 1 819 749 Bfrs	24 175 EUA 966 903 Bfrs	1 645	83 466 EUA 3 338 565 Bfrs	46 189 EUA 1 847 335 Bfrs
Council	124	460 EUA 18 395 Bfrs	3 482 EUA 139 252 Bfrs	1 167	61 308 EUA 2 452 318 Bfrs	32 767 EUA 1 310 541 Bfrs	946	51 385 EUA 2 055 415 Bfrs	26 562 EUA 1 062 358 Bfrs	2 237	113 153 EUA 4 526 128 Bfrs	62 811 EUA 2 512 151 Bfrs
Commission	499	1 919 EUA 76 781 Bfrs	14 011 EUA 560 377 Bfrs	4 460	236 469 EUA 9 458 781 Bfrs	125 229 EUA 5 008 580 Bfrs	4 408	236 130 EUA 9 445 200 Bfrs	123 770 EUA 4 950 184 Bfrs	9 367	474 519 EUA 18 980 762 Bfrs	263 010 EUA 10 519 141 Bfrs
Court of Justice	5	17 EUA 679 Bfrs	140 EUA 5 615 Bfrs	71	3 731 EUA 149 250 Bfrs	1 994 EUA 79 733 Bfrs	67	3 618 EUA 144 737 Bfrs	1 881 EUA 75 241 Bfrs	143	7 367 EUA 294 666 Bfrs	4 015 EUA 160 589 Bfrs
Economic and Social Committee	14	62 EUA 2 485 Bfrs	393 EUA 15 722 Bfrs	86	4 653 EUA 186 108 Bfrs	2 415 EUA 96 578 Bfrs	82	4 323 EUA 172 921 Bfrs	2 302 EUA 92 086 Bfrs	182	9 038 EUA 361 514 Bfrs	5 110 EUA 204 386 Bfrs
Total	724	2 821 EUA 112 850 Bfrs	20 328 EUA 813 052 Bfrs	6 486	343 769 EUA 13 750 763 Bfrs	182 116 EUA 7 283 778 Bfrs	6 364	340 950 EUA 13 638 022 Bfrs	178 690 EUA 7 146 772 Bfrs	13 574 (12 096)	687 541 EUA 27 501 635 Bfrs	381 135 EUA 15 243 602 Bfrs 14 786 968 Bfrs

<sup>1</sup> Transport costs are included in the fixed price of the Official Journal.





## PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

A. DEVELOPMENTS IN 1978

The number of publications for the institutions of the Communities is increasing, but the balance sheet for 1978 shows a particularly marked trend which affects the number of texts (up 26.8%) and thus the number of pages proof-read (up 20.3%) and the number not proof-read - i.e. those 'passed for press' (up 37.7%).

Publications issued during the year (all the various language versions included) comprised :

- 43 periodicals	(787 issues)
- 41 annual publications	(157 issues)
- 239 series	(532 issues)
- 127 single works	(292 issues)
- 41 questionnaires	(211 issues)

B. ANALYSIS OF OUTPUT

It was possible to cope with the increased output only because production, proof-reading and layout and design staff made a special collective effort.

a) Production

The work involved in production is increasing as shown in Table 6, p. 24.

b) Proof-reading

Table 7, p. 25, shows the increase in the proof-reading workload.

Table 6

## NUMBER OF TEXTS PER LANGUAGE

Language	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978
Danish	-	-	-	-	25	71	89	110	128	158
German	162	228	253	147	139	152	155	143	202	264
English	16	31	52	129	162	159	188	162	283	370
French	162	238	263	164	147	158	166	167	204	302
Irish	-	-	-	-	1	-	1	-	-	-
Italian	152	216	244	132	117	123	130	129	149	223
Dutch	158	218	235	129	116	123	126	118	144	214
Spanish	1	1	11	10	9	13	14	12	11	13
Greek	-	-	-	-	-	-	-	1	-	2
Portuguese	-	-	-	-	-	-	-	1	-	1
Multilingual	121	238	271	213	266	288	250	287	440	432
Total	772	1 170	1 329	924	982	1 087	1 119	1 130	1 561	1 979

Table 7

## NUMBER OF PAGES PROOF-READ PER LANGUAGE

	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978
Danish	-	-	-	1 504	4 118	10 860	12 757	14 805	17 326	19 589
German	12 032	18 700	19 012	20 551	18 793	21 967	14 693	15 966	18 192	21 673
English	1 034	4 727	4 428	11 299	11 098	18 721	19 310	18 026	18 723	24 054
French	11 629	21 059	19 726	21 529	18 084	20 478	15 351	17 102	19 166	22 528
Irish	-	-	-	-	1 504	-	2	-	-	-
Italian	11 187	15 955	17 195	16 689	16 740	14 810	13 738	16 307	17 163	20 452
Dutch	11 614	16 725	17 405	16 430	17 781	15 367	13 739	16 284	17 180	21 119
Spanish	-	1 632	2 300	2 200	1 752	1 980	1 698	1 188	1 384	1 845
Greek	-	-	-	-	-	-	-	32	-	56
Portuguese	-	-	-	-	-	-	-	48	-	24
Total	47 496	78 798	80 066	90 202	89 870	104 183	91 288	99 758	109 134	131 340

### C. COST OF PUBLICATIONS

The total cost of publications was Bfrs 369 797 182 / 9 247 974.47 EUA (Bfrs 358 038 761 in 1977), made up of printing costs and service costs.

#### a) Printing costs

The costs for printing publications in outside printing shops were as follows :

Table 8

#### BREAKDOWN OF PRINTING COSTS BY INSTITUTION

Institution	Bfrs	EUA
Parliament	59 446 804	1 486 170,09
Council	12 840 850	321 021,26
Commission	168 173 269	4 204 331,73
Court of Justice	26 380 024	659 500,60
Economic and Social Committee	868 563	21 714,08
Court of Auditors	165 250	4 131,24
CEDEFOP <sup>1</sup>	883 207	22 080,18
European Schools	307 839	7 695,98
European Investment Bank	7 972	199,31
Total	269 073 778 (240 615 037)	6 726 844,47
<sup>1</sup> European Centre for the Development of Vocational Training.		

The printing costs for publications printed in the Office's own workshops are shown in Table 27, p. 61 (Chapter IV).

#### b) Service costs

Invoices issued for service costs depend upon the number of proof-read and non-proof-read pages produced for each institution and are shown in Table 9, p. 27 and Table 10, p. 28.

Table 9

## BREAKDOWN OF PROOF-READ PAGES BY INSTITUTION

Institution	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978
European Parliament	18 230	21 216	18 344	12 244	18 076	22 744	24 430	28 414	31 741	30 427
Council	944	1 094	6 226	9 576	2 386	3 354	2 042	1 588	5 127	10 500
Commission	26 286	49 410	49 066	62 276	58 496	61 003	45 776	45 542	46 165	64 977
Court of Justice	2 036	5 748	4 598	4 104	8 632	13 766	16 144	20 828	22 028	20 665
Economic and Social Committee	-	1 330	1 248	1 392	1 004	1 176	1 136	1 640	1 263	2 019
Audit Board	-	-	536	610	1 100	940	902	1 050	160	828
Court of Auditors	-	-	-	-	-	-	-	-	-	32
CEDEFOP	-	-	-	-	-	-	-	-	1 836	888
European Schools	-	-	48	-	176	696	234	-	250	218
Publications Office	-	-	-	-	-	504	624	696	564	786
Total	47 496	78 798	80 066	90 202	89 870	104 183	91 288	99 758	109 134	131 340

Table 10

## BREAKDOWN OF NON-PROOF-READ PAGES BY INSTITUTION

Institution	1969	1970	1971	1972	1973	1974	1975	1976	1977	1978
European Parliament	-	-	-	-	180	-	-	-	1 332	-
Council	-	-	268	384	-	-	5 418	4 698	8 193	6 080
Commission	6 282	29 696	46 846	45 941	44 060	34 434	61 017	47 560	54 865	82 750
Court of Justice	-	-	-	904	422	-	-	1 944	2 192	2 626
Economic and Social Committee	-	-	-	136	-	-	-	-	-	-
CEDEFOP	-	-	-	-	-	-	-	-	-	504
European Schools	-	-	-	-	-	-	192	-	-	-
Publications Office	-	-	-	-	-	-	-	-	176	-
Total	6 282	29 696	47 114	47 365	44 662	34 434	66 627	54 202	66 758	91 960

Invoices issued in respect of services totalled Bfrs 100 723 404 / 2 521 130 EUA (Bfrs 92 050 608 in 1977); the individual totals for the various institutions are shown in Table 11 below.

Table 11

## BREAKDOWN OF THE COST OF THE OFFICE'S SERVICES BY INSTITUTION

Institution		Pages	Amount	
			Bfrs	EUA
Parliament	a)	30 427	21 481 462	537 408
Council	a)	10 500	7 413 000	185 453
	b)	6 080	565 440	14 232
Commission	a)	64 977	45 873 762	1 147 638
	b)	82 750	7 695 750	193 699
Court of Justice	a)	20 665	14 589 490	364 990
	b)	2 626	244 218	6 147
Economic and Social Committee	a)	2 019	1 425 414	35 660
Court of Auditors	a)	32	22 592	565
ECSC Audit Board	a)	828	584 568	14 624
CEDEFOP	a)	888	626 928	15 684
	b)	504	46 872	1 180
European School	a)	218	153 908	3 850
Total		222 514	100 723 404 (92 050 608)	2 521 130
a) Proof-read pages				
b) Non-proof-read pages				

It is worth pointing out that this output, which comes to more than 220 000 pages, is quite remarkable. Although some of the work is completed under less pressure than work for production of the Official Journal, a considerable proportion nevertheless has to meet very tight deadlines and involves recourse to printing works in all Member States.





CHAPTER III - GENERAL SALES POLICY AND THE RESULTS  
OBTAINED; BREAKDOWN OF SALES REVENUE  
BY INSTITUTION



CHAPTER III - GENERAL SALES POLICY AND THE RESULTS  
OBTAINED; BREAKDOWN OF SALES REVENUE  
BY INSTITUTION

A. MEASURES TO BOOST THE CIRCULATION OF PUBLICATIONS

1. Sales promotion

In 1978 the Office continued its sales promotion initiative launched earlier.

a) Mailing

29 'recent issues' notices were sent out and the response confirmed the findings of the previous year. Mailing is in fact one of the most effective methods of sales promotion.

The Office also took steps to add to existing files - one such step was the acquisition of specialized files.

Thanks to various contacts, the 'press' file also made considerable progress.

b) Bibliography, reviews

Press copies were sent to various newspapers and specialized periodicals; these resulted in 320 reviews of Community publications.

c) Bibliographies in Community publications

The Office continued its policy of using the medium of Community periodicals for promoting its own publications. The publications most frequently used were: the Official Journal, the Bulletin, the Bulletin on Documentation, Euroforum, Europe Information and the Press Office Bulletins.

Advertisements for almost all publications featured in lists of 'recent issues' were also placed in one or other of the above publications.

d) Announcements in the press

In 1978 twelve series of announcements were placed in the daily papers or specialized periodicals in Member States, including seven series within the context of the sales campaigns agreed each year with the Commission and five series financed from the Office's own budget.

e) Exhibitions

In 1978 the Office again took part in the Frankfurt International Book Fair. The fair was a great success as in previous years, and the Publications Office had a profitable exhibition.

In preparation for the Frankfurt Fair the Office, in collaboration with the Commission, produced a mini-catalogue in six language editions containing a selection of titles from the general catalogue in a new and attractive format.

The Office also exhibited at the Brussels Book Fair in March, the 'Festival du Livre de Nice' in May, the 'Salon du Livre de Montréal' in November and 'La Suisse face à la Communauté européenne en voie d'élargissement' in Zurich.

In addition to taking part in these large-scale exhibitions where the European Communities were represented, the Office also exhibited publications at specialist symposia, such as 'Le congrès européen de statisticiens', 'American society for microbiology', 'European consortium for political research', 'International union for the scientific study of population' and 'Centrum voor bedrijfsinformatie'.

f) Yellow List and general catalogues

The Office again drew up and published a monthly list of publications and a general catalogue in 1978. In addition to producing the mini-catalogue for the Frankfurt fair already mentioned, the Office was also involved in the preparation of a prospectus in Spanish designed to present a selection of Community publications to the general public in Spain.

## 2. Other activities

The Office and the sales offices held their annual meeting in Cologne on 15 and 16 June 1978.

Two new sub-agencies were also added to the sales network - one in Denmark (Europa-Boger, specializing in books on Europe) and one in France (D.E.P.P., Maison de l'Europe).

## B. RESULTS OF SALES PROMOTION ACTIVITIES

### 1. Official Journal

#### - L + C Series

The number of subscriptions was not significantly different from that for 1977. The loss of L + C subscriptions brought about by the introduction of the S supplement, which attracted a certain number of former L + C series subscribers, as intended, was offset by new subscriptions taken out so that the overall figures show a net increase of 0.44%.

Sales dropped considerably in the United Kingdom, but this was due to the fact that the Supplement was so successful. It is clear that quite a number of British subscribers were interested only in the material now published in the Supplement.

In addition, sales of the L + C series of the Official Journal made noticeable progress in third countries.

The figures for the L + C series are given in Table 12, page 36.

#### - S Series (Supplement)

The major event in 1978 with regard to the Official Journal was the launching of the Supplement to the Official Journal as a separate edition; this Supplement contains the notices of invitation to tender for public works contracts and supply contracts.

This publication was well received and was particularly successful on the British market. Table 13, p. 37, shows the figures for subscriptions to the Supplement supplied by the Office.

In France the Office concluded an agreement with a body specializing in the field of public invitations to tender. Under the terms of this agreement, 1 600 copies of the Supplement to the Official Journal are incorporated in the French publication 'DIMEX Adjudications'<sup>1</sup>, which is an excellent vehicle for all subjects related either directly or indirectly to public invitations to tender.

Various steps have been taken with a view to concluding similar agreements in other Community countries.

- Microform edition

In spite of the Office's efforts, technical difficulties which arose in 1977 persisted with regard to the production of collections for previous years.

Regular deliveries were made under current subscriptions and at the end of the financial year there were 132 subscriptions to the microfiche edition of the Official Journal.

Table 12

TRENDS IN SUBSCRIPTIONS TO THE  
OFFICIAL JOURNAL OF THE EUROPEAN COMMUNITIES  
L + C Series

Country	L + C printed edition		
	1977	1978	+ %
Belgium	1 616	1 605	- 0.68
Denmark	493	502	+ 1.83
Germany	1 529	1 501	- 1.83
France	1 666	1 698	+ 1.92
Ireland	179	195	+ 8.94
Italy	1 431	1 458	+ 1.89
Luxembourg	109	111	+ 1.83
Netherlands	615	625	+ 1.63
United Kingdom	1 257	963	- 23.39
Community total	8 895	8 658	- 2.66
Third countries	771	1 051	+ 36.32
Grand total	9 666	9 709	+ 0.44

<sup>1</sup> Published by the Centre français du Commerce extérieur. The Commission transmitted the appropriate information concerning this agreement to the Council.

Table 13

SUBSCRIPTIONS TO  
THE OFFICIAL JOURNAL OF THE EUROPEAN COMMUNITIES  
S Series (Supplement)

Country	1978
Belgium	201
Denmark	69
Germany	167
France <sup>1</sup>	1 707
Ireland	20
Italy	147
Luxembourg	10
Netherlands	68
United Kingdom	568
Community total	2 957
Third countries	70
Grand total	3 027
1 including 1 600 copies of 'DIMEX - Adjudications'.	

2. Publications other than the Official Journal

The Office added 404 new titles to its lists in 1978: the breakdown by institution of these titles was as follows:

- Parliament	15
- Council	1
- Commission	386
- Court of Justice	2

Trends in subscription sales of periodicals other than the Official Journal are shown in Table 14, p. 38.

It is interesting to note that in spite of a fall in the number of subscriptions to some periodicals available in 1977, the total number of subscribers supplied by the Office showed an overall average increase of 9.05%.

This is clearly the result of customer's interest in new periodicals or in periodicals presented in a different form.

One particular result stands out - the remarkable increase in sales of the 'Occupational Training Bulletin'.

Table 14

TRENDS IN SUBSCRIPTIONS TO PUBLICATIONS  
OTHER THAN THE OFFICIAL JOURNAL

Title	Supplied by the Office			Supplied by the sales offices			Total		
	1977	1978	± %	1977	1978	± %	1977	1978	± %
- Debates	343	338	- 1.46	-	-	-	343	338	- 1.46
- Working documents	223	180	- 19.28	-	-	-	223	180	- 19.28
<b>Total Parliament</b>	<b>566</b>	<b>518</b>	<b>- 8.48</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>566</b>	<b>518</b>	<b>- 8.48</b>
- Bulletin	1 630	1 515	- 7.06	1 563	1 545	- 1.15	3 193	3 060	- 4.17
- Economic situation	583	487	- 16.47	446	448	+ 0.45	1 029	935	- 9.14
- Graphs and notes	389	412	+ 5.91	354	354	-	743	766	+ 3.10
- Business surveys	166	148	- 10.84	217	196	- 9.68	383	344	- 10.18
- Pig iron and steel	532	470	- 11.65	-	-	-	532	470	- 11.65
- Vocational training information bulletin	182	409	+ 124.73	298	324	+ 8.72	480	733	+ 52.71
- Agricultural markets - vegetable production*	19	34	+ 263.16	20	22	+ 95.00	39	56	+ 176.92
- Agricultural markets - animal products	-	35	-	-	17	-	-	52	-
- Catalogue of new acquisitions*	-	18	-	-	11	-	-	29	-
- Bulletin on Documentation*	-	39	-	-	22	-	-	61	-
<b>Total COMMISSION / DG IX (excluding Directorate-General for Scientific and Technical Information and Information Management)</b>	<b>3 501</b>	<b>3 567</b>	<b>+ 1.34</b>	<b>2 898</b>	<b>2 939</b>	<b>+ 0.72</b>	<b>6 399</b>	<b>6 506</b>	<b>+ 1.06</b>
- Euro-Abstracts	230	221	- 3.91	-	-	-	230	221	- 3.91
<b>Total COMMISSION / DG XIII (Directorate-General for Scientific and Technical Information and Information Management)</b>	<b>230</b>	<b>221</b>	<b>- 3.91</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>230</b>	<b>221</b>	<b>- 3.91</b>
- Monthly Bulletin of General Statistics	540	472	- 12.59	517	532	+ 2.90	1 057	1 004	- 5.01
- Quarterly Industrial Statistics	332	237	- 28.61	379	376	- 0.79	711	613	- 13.78
- Industrial short-term trends*	-	98	-	-	32	-	-	130	-
- Transport statistics	15	28	+ 86.67	31	30	- 3.23	46	58	+ 26.09
- Monthly coal bulletin**	-	220	-	-	277	-	-	497	-
- Monthly hydrocarbons bulletin**	246	238	+ 175.20	288	285	+ 136.11	534	523	+ 154.12
- Monthly electrical energy bulletin**	-	219	-	-	118	-	-	337	-
- Quarterly iron and steel statistics	218	189	- 13.30	243	226	- 7.00	461	415	- 9.98
- Monthly iron and steel statistics*	-	146	-	-	163	-	-	309	-
- Monthly bulletin for trade statistics	258	243	- 5.81	238	234	- 1.68	496	477	- 3.83
- Hourly wages/working hours ***	-	58	-	-	85	-	-	143	-
- Agricultural statistics	-	-	-	-	-	-	-	-	-
a) Crop production	179	181	+ 1.12	83	92	+ 10.84	262	273	+ 4.20
b) Monthly meat statistics	160	161	+ 0.63	79	69	- 12.66	239	230	- 3.77
c) Monthly milk statistics	159	164	+ 3.14	63	62	- 1.59	222	226	+ 1.80
d) Monthly egg statistics	134	145	+ 8.21	47	37	- 21.28	181	182	+ 0.55
e) Selling price of agricultural products	172	169	- 1.74	81	69	- 14.81	253	238	- 5.93
f) Purchase price of capital equipment	168	157	- 6.55	79	69	- 12.66	247	226	- 8.50
- EC index of producer prices for agricultural products	3	10	+ 233.33	-	14	-	3	24	+ 700.00
<b>Total for statistics</b>	<b>2 584</b>	<b>3 135</b>	<b>+ 21.32</b>	<b>2 128</b>	<b>2 770</b>	<b>+ 30.17</b>	<b>4 712</b>	<b>5 905</b>	<b>+ 25.32</b>
- Reports of cases before the Court of Justice	369	309	- 16.26	1 071	1 096	+ 2.33	1 440	1 405	- 2.43
<b>Total for Court of Justice</b>	<b>369</b>	<b>309</b>	<b>- 16.26</b>	<b>1 071</b>	<b>1 096</b>	<b>+ 2.33</b>	<b>1 440</b>	<b>1 405</b>	<b>- 2.43</b>
<b>Grand total</b>	<b>7 250</b>	<b>7 750</b>	<b>+ 6.90</b>	<b>6 097</b>	<b>6 805</b>	<b>+ 11.61</b>	<b>13 347</b>	<b>14 555</b>	<b>+ 9.05</b>

\* New periodical which did not exist in 1977.  
\*\* Periodical which was in a different form in 1977.  
\*\*\* Publication not available by subscription in 1977.  
\*\*\*\* In 1977 subscriptions for the entire series (a to f) were presented separately. For 1978 they are broken down by titles for the series.



## C. COPYRIGHT

### 1. Volume and breakdown of requests

During 1978 the Office received 22 requests for permission to reproduce or translate documents.

The breakdown by country of these requests was as follows :

- United Kingdom	9
- France	3
- Spain	3
- Germany	2
- USA	2
- Belgium	1
- Switzerland	1
- Netherlands	1

### 2. Nature and purpose of the requests

Twelve of these requests were for permission to reproduce portions of Community publications and nine were for permission to reproduce entire publications (including two requests to reproduce and translate publications).

The vast majority of the requests (17) were for the inclusion of Community texts in works under preparation.

In one particular case the Spanish Ministry for Social Security asked the Commission for permission to translate the Comparative Social Security Tables into Spanish and to add the Spanish provisions to make one single publication for official distribution.

### 3. Replies to requests

All the requests were granted with the exception of one - a request for a general authorization to reproduce all types of Community publications without making a specific application.

D. SALES REVENUE<sup>1</sup>

The gross sales turnover amounted to 2 127 139.61 EUA  
(Bfrs 85 085 584), broken down among the Institutions as follows :

Table 15

## BREAKDOWN OF TOTAL SALES TURNOVER

(in Bfrs)

Institutions	Official Journal	Publications	Total
Parliament	5 143 437	1 350 773	6 494 210
Council	8 726 562	176 000	8 902 562
Commission	29 670 210	36 882 247	66 552 457
Court of Justice	467 310	2 103 821	2 571 131
Economic and Social Committee	565 224	-	565 224
Total	44 572 743	40 512 841	85 085 584

Annex to the 9th Management Report, p. 56.

In accordance with the new Financial Regulation and as indicated in the 9th Management Report, the breakdown of revenue from sales to the Institutions was based on sums received by 31 December 1978. The Office was able to adopt this system with effect from 1 May 1978.

These net payments collected amounted to 1 462 408.48 EUA (Bfrs 58 496 339) as compared with Bfrs 51 836 922 in 1977; the breakdown by Institution was as follows (cf also Table 23, p. 56) :

- Parliament	Bfrs 4 096 423	102 410.57 EUA
- Council	Bfrs 5 804 960	145 124.00 EUA
- Commission	Bfrs 47 085 605	1 177 140.13 EUA
- Court of Justice	Bfrs 1 148 588	28 714.70 EUA
- Economic and Social Committee	Bfrs 360 763	9 019.08 EUA
	<hr/>	
	Bfrs 58 496 339	1 462 408.48 EUA
	<hr/>	

<sup>1</sup> See also Chapter IV 'Accounts Office', p. 47.

CHAPTER IV - ACTIVITIES OF THE INTERNAL SERVICES OF THE  
PUBLICATIONS OFFICE



## IV - ACCOUNTS OFFICE

A. BUDGET MANAGEMENT

Total Office expenditure rose from 8 734 966.00 EUA (Bfrs 349 398 645) in 1977 to 9 743 842.86 EUA in 1978 - an increase of 1 008 876.86 EUA (11.55%).

Expenditure under Title 1 (expenditure on staff) rose from 5 572 254.00 EUA (Bfrs 222 890 156) in 1977 to 6 451 408.76 EUA in 1978 - an increase of 879 154.76 EUA (15.78%).

Expenditure under Title 2 (premises, equipment and miscellaneous operating costs) rose from 2 799 374.00 EUA (Bfrs 111 974 968) in 1977 to 3 122 372.29 EUA in 1978 - an increase of 322 998.29 EUA (11.54%).

The amount spent on materials for the workshops and dispatching department rose from 366 650.00 EUA (Bfrs 14 666 016) in 1977 to 441 770.83 EUA in 1978 - an increase of 20.49%.

Investment expenditure totalled 170 061.81 EUA in 1978 and shows the following breakdown:

For the workshops :

- two composition keyboards	9 866.92 EUA
- one hyphenation programme	11 635.73 EUA
- one developing machine	817.48 EUA
- one fork-lift truck	355.71 EUA
- one microfiche reader	390.77 EUA
- one offset press	26 573.11 EUA
- small items of equipment	272.02 EUA

For the dispatch department :

- four trolleys	378.99 EUA
- two labelling machines	40 599.61 EUA
- one taping machine	42 126.60 EUA
- one pair of scales	1 046.24 EUA
- one stringing machine	1 726.89 EUA
- replacement of 1 vehicle	4 862.71 EUA

For all departments :

- office machines	14 249.71 EUA
- office furniture	12 164.46 EUA
- canteen equipment	2 074.79 EUA
- training equipment	920.06 EUA

Table 16 shows trends in the Office's expenditure between 1974 and 1978;

Table 17 provides a breakdown by department.

B. OPERATING RESULTSa) Breakdown of the Office's expenditure for 1978

The criteria applied to the departmental breakdown of Office expenditure for 1978 were changed slightly as compared with the previous year with regard to the distribution of certain costs; these changes were considered necessary in the light of practical experience.

The actual costs of the different sectors were as follows:

- Official Journal	1 647 862.20 EUA
- Official Journal Indexes	312 587.76 EUA
- publications	1 989 008.17 EUA
- sales	839 179.04 EUA
- workshops	1 548 153.37 EUA
- dispatch	2 181 310.86 EUA
- technical and administrative section	570 682.64 EUA

Table 18 compares the actual costs incurred by the various departments with the value of the invoices issued in respect of their services.

It should be noted that the costs of the technical and administrative section and the sales department are charged to the budget and are therefore not invoiced.

b) Analytical accounts

1. Work done

The basic criteria for the analytical accounts were set up on 1 January 1977.

The activities of the Office are divided into homogeneous cost sectors with the following characteristics:

- certain cost sectors corresponding to the administrative-type services, which the Office provides and centralizes on behalf of the institutions, are charged to the budget and are not therefore invoiced; this applies to the technical and administrative section which carries out on behalf of the institutions all the technical and administrative tasks involved in awarding and managing contracts with printers; it also applies to the sales department, which returns all the sales revenue to the institutions;
- the cost of the dispatch department is invoiced separately as such;
- the basis for invoicing is the unit of production: pages or man-hours;
- the cost of purchasing technical equipment is taken into account in the calculation of workshop costs by means of an allowance for depreciation.

2. Structure of the analytical accounts

The cost sectors invoiced are as follows:

- Official Journal
- Official Journal Indexes
- publications
- workshops
- dispatch.

Direct costs are charged on the basis of precise criteria, whereas indirect costs are passed on to the production sectors on the basis of a scale.

The unit cost is determined by dividing the cost for a given sector by its theoretical production capacity.

Table 16

BUDGET EXPENDITURE  
OF THE PUBLICATIONS OFFICE

Expenditure	Budget Heading or Chapter	FINANCIAL YEAR					
		1978		1977	1976	1975	1974
		EJA	BFRS	BFRS	BFRS	BFRS	BFRS
<b>I. EXPENDITURE ON STAFF</b>							
A. TOTAL FOR OFFICIALS Chapters 11 + 12	-	5 157 420,48	204 421 206	180 825 877	153 179 173	131 466 970	101 848 611
B. TOTAL FOR AUXILIARY STAFF (1110 + 1160)	-	** 73 784,29	2 960 602	1 527 160	275 461	241 240	61 351
Local staff	1112	578 479,75	23 137 137	21 165 348	21 454 326	19 614 754	14 251 354
Overtime	1150	* 37 270,88	1 493 779	1 674 150	1 636 615	1 459 564	920 480
C. TOTAL FOR LOCAL STAFF		615 750,63	24 630 916	22 839 498	23 090 941	21 074 318	15 171 834
D. TOTAL FOR TEMPORARY STAFF	1172	7 493,11	301 938	342 685	541 089	66 567	716 466
E. TOTAL FOR FREELANCE PROOF-READERS	1171	459 634,58	18 562 756	13 807 962	9 499 158	10 836 252	11 999 692
F. TOTAL MISSION EXPENSES	1301	135 598,46	5 449 882	3 546 974	3 181 856	2 497 181	2 321 490
G. TOTAL FOR RESTAURANTS	142	1 727,21	68 875	-	-	-	-
H. TOTAL FOR LANGUAGE COURSES	151	-	-	-	-	-	-
<b>TOTAL EXPENDITURE ON STAFF - TITLE I</b>		<b>6 451 408,76</b>	<b>256 396 175</b>	<b>222 890 156</b>	<b>189 767 678</b>	<b>166 182 528</b>	<b>132 119 444</b>
<b>II. MISCELLANEOUS OPERATING EXPENDITURE</b>							
Rent	210	844 509,37	33 753 996	31 665 138	25 404 264	25 887 551	22 364 985
Insurance	211	4 998,53	199 419	186 781	210 885	192 131	209 790
Water, gas, electricity and heating	212	102 556,62	4 091 459	4 532 192	3 690 987	3 750 000	3 400 000
Cleaning and maintenance	213	115 967,05	4 627 085	4 240 104	3 611 728	3 443 934	2 432 135
Fitting out of premises	214	9 458,32	377 387	286 983	1 294 894	282 083	203 360
Security and guarding of buildings	215	44 630,79	1 783 068	1 801 930	-	-	-
Other expenditure	219	7 367,78	293 974	95 530	1 500 000	1 065 732	901 963
<b>Total Chapter 21</b>		<b>1 129 488 46</b>	<b>45 126 388</b>	<b>42 808 658</b>	<b>35 712 758</b>	<b>34 621 431</b>	<b>29 512 233</b>
Office machinery: rental	2202	-	-	-	-	154 080	95 550
Office machinery: maintenance - repairs	2203	9 412,42	381 670	336 999	245 636	241 446	125 929
Furniture : maintenance - repairs	2213	163,23	6 562	19 015	9 600	-	22 315
Technical equipment and installations: rental	2222	5 732,43	229 297	228 482	189 070	179 698	130 000
idem: maintenance - repairs	2223	35 247,85	1 409 914	850 734	836 144	541 624	521 782
Transport: maintenance - repairs	2233	4 027,15	161 086	137 668	85 741	48 633	20 605
Library stock and book purchases	2250	288,46	11 538	32 874	17 755	25 743	24 560
Subscriptions to newspapers and periodicals	2252	245,82	9 833	8 106	-	12 500	10 000
Subscriptions to news agencies	2253	161,72	6 470	6 000	11 300	10 000	-
Binding	2254	4 165,99	167 250	120 000	-	-	-
<b>Total Chapter 22</b>		<b>59 445,07</b>	<b>2 383 620</b>	<b>1 739 878</b>	<b>1 395 246</b>	<b>1 213 724</b>	<b>950 741</b>
Stationery and office supplies	230	441 770,83	17 670 833	14 666 016	14 996 654	16 912 293	13 045 490
Postal charges	2310	1 403 420,26	56 209 980	49 999 570	48 090 859	15 335 362	13 600 000
Telephone, telegraph, telex	2311	48 920,36	1 956 814	1 972 340	1 383 042	1 281 094	1 140 310
Uniforms and overalls	2351	3 229,26	130 785	170 720	149 526	107 713	77 478
Miscellaneous expenditure on internal meetings	2352	335,29	13 407	23 924	20 577	40 538	24 951
Departmental removals	2353	7 216,63	288 284	299 963	299 779	404 626	1 150 000
<b>Total Chapter 23</b>		<b>1 904 892,63</b>	<b>76 270 103</b>	<b>67 132 533</b>	<b>64 940 437</b>	<b>34 081 626</b>	<b>29 038 229</b>
Entertainment and representation	2401	236,10	9 444	4 160	11 052	5 300	29 641
Holding and convening of meetings	250	5 624,09	225 963	289 739	209 041	182 478	225 000
Consultations, studies	260	-	-	-	-	-	-
Expenditure on information, publicity, etc.	2720	28 685,94	907 438	-	-	-	-
<b>Total Chapters 24+25+26+27</b>		<b>28 546,13</b>	<b>1 142 845</b>	<b>293 899</b>	<b>220 093</b>	<b>187 778</b>	<b>254 641</b>
<b>II. TOTAL FOR MISCELLANEOUS OPERATING EXPENDITURE</b>		<b>3 122 372,29</b>	<b>124 922 956</b>	<b>111 974 968</b>	<b>102 268 534</b>	<b>70 104 559</b>	<b>59 755 844</b>
<b>TOTAL TITLE I + II (not including investments)</b>		<b>9 573 781,05</b>	<b>381 319 131</b>	<b>334 865 124</b>	<b>292 036 212</b>	<b>236 287 087</b>	<b>191 875 288</b>
<b>III. INVESTMENT EXPENDITURE</b>							
Restaurants and canteens	142	2 074,79	82 735	125 658	1 145 321	1 175 900	-
Language courses, refresher courses, etc.	151	920,06	36 804	70 361	-	-	-
Office machinery - new purchases	2200	11 854,06	474 556	198 942	722 806	196 531	219 217
Office machinery - replacements	2201	2 395,65	95 530	-	-	-	-
Furniture - new purchases	2210	11 768,60	470 736	896 574	1 249 245	1 095 736	989 256
Furniture - replacements	2211	396,06	15 842	147 041	-	-	-
Technical equipment and inst. - new purchases	2220	95 854,35	3 834 174	7 448 945	1 785 298	7 980 653	6 582 044
Technical equipment and inst. - replacements	2221	28 300,00	1 132 500	5 196 000	9 390 096	223 965	62 995
Transport - new purchases	2230	-	-	148 236	145 818	-	-
Transport - replacements	2231	4 862,71	194 508	301 764	-	-	-
Hire of data-processing installations	2240	11 635,73	464 000	-	-	-	-
<b>III. TOTAL INVESTMENT EXPENDITURE</b>		<b>170 061,81</b>	<b>6 801 385</b>	<b>14 533 521</b>	<b>14 438 584</b>	<b>10 672 785</b>	<b>7 853 078</b>
<b>GRAND TOTAL</b>		<b>9 743 842,86</b>	<b>388 120 516</b>	<b>349 398 645</b>	<b>306 474 796</b>	<b>246 959 872</b>	<b>199 728 800</b>
Workforce			224	214	206	198	181

\* Art. 115 = total 59 737,56 - officials 22 466,68  
- local staff 37 270,88

\*\* Art. 116 = total 100 613,48 - officials 99 250,95  
- auxiliary staff 1 362,53



REAL COST OF SERVICES 1978

Table 17

	Expenditure incl. amounts transferred and carried over	Investments purchased	COSTS		Direct on Management Planning Dispatching	ADMINISTRATIVE AND TECHNICAL SERVICES						OFFICIAL JOURNAL			PUBLICATIONS	SALES AND ACCOUNTS				
			Chargeable	Non-chargeable		Staff	Technical and Administrative Section	General and technical services				Staff	Production	Indexes		Staff	Sales	Accounts		
								Staff	Workshops	Dispatch	General services									
1100	Basic salaries			3 879 661.49																
1101	Family allowance			411 273.81																
1102	Expatriation allowance			479 815.82																
1103	Temp flat-rate allowance			34 575.44																
1130	Sickness insurance			117 478.68																
1131	Accident insurance			25 341.24																
1140	Birth and death grants			1 176.33																
1141	Travel expenses (annual)			38 674.79																
1144	Fixed duty travel allowance			897.46																
1145	Special allowance (Art. 70 F Reg)			1 805.58																
1149	Other allowances and repayments			-																
1150	Overtime			22 466.68																
1160	Weightings			99 250.95																
119	Funds to cover increases in salary			-																
	<b>OFFICIALS - total Chapter 11</b>			5 112 418.27	-	-	5 112 418.27	337 732.98	73 396.43	354 002.09	46 735.46	820 678.97	140 980.90	221 011.16	106 831.38	990 717.78	143 681.98	1 188 965.23	477 292.02	210 391.89
1211	Personal travel expenses			804.61			804.61													
1221	Installation allowance			21 320.62			21 320.62													
1231	Removal expenses			8 904.32			8 904.32													
1240	Daily subsistence allowance			13 972.66			13 972.66													
	<b>Officials - total Chapter 12</b>			45 002.21	-	-	45 002.21			1 374.95		531.25	2 233.75		13 886.25	1 819.59	6 855.48		7 632.90	10 668.04
	<b>TOTAL - OFFICIALS</b>			5 157 420.48			5 157 420.48	337 732.98	73 396.43	355 377.04	46 735.46	821 210.22	143 214.65	221 011.16	106 831.38	1 004 604.03	145 501.57	1 195 820.71	484 924.92	221 054.93
1110	Auxiliary staff			72 421.76			72 421.76	3 487.66		6 114.33		2 768.65		14 340.47			5 312.90	26 207.51		14 190.24
1160	Weightings			1 362.53			1 362.53	65.62		115.03		52.08		269.80			99.96	493.06		266.98
	<b>TOTAL - AUXILIARY STAFF</b>			73 784.29			73 784.29	8		6 229.36		2 820.73		14 610.27			5 412.86	26 700.57		14 457.22
1112	Local staff			578 479.75			615 750.63					211 224.75	264 703.01	108 664.01			31 158.86			
1150	Overtime			37 270.88			615 750.63					211 224.75	264 703.01	108 664.01			31 158.86			
	<b>TOTAL - LOCAL STAFF</b>			615 750.63			615 750.63					211 224.75	264 703.01	108 664.01			31 158.86			
1171	Free-lance proofreaders			459 634.58			459 634.58			15 040.25					172 441.05	31 001.22	241 152.06			
1172	Temporary staff			7 493.11			7 493.11							7 493.11						
1301	Mission expenses			135 598.46			135 598.46	2 904.21	1 515.45	5 014.19	3 747.75	485.55	3 752.35	261.65	38.22	9 263.27	560.67	104 536.73	3 340.87	177.55
142	Restaurants and canteens		3 802.00																	
151	Courses - language, refresher, etc.		920.06																	
	<b>TOTAL - TITLE I</b>		4 722.06				6 449 681.55	344 190.47	74 911.88	381 660.84	50 483.21	1 035 741.25	411 670.01	352 040.20	106 869.60	1 186 308.35	213 635.18	1 568 210.07	488 265.79	235 694.70

in EJA







Table 18

## COMPARATIVE BREAKDOWN OF REAL COSTS AND INVOICES ISSUED BY THE VARIOUS SECTORS

in EUA

Sector	Cost of the sector	Services invoiced	Services charged to the budget	Comparison of costs and invoices issued	
				(+)	(-)
1. Technical and administrative section	570 682.64	-	570 682.64	-	-
Workshops	1 548 153.37	1 468 857.00	-	-	79 296.37
Dispatch	2 181 310.86	2 945 685.00	-	764 374.14	-
2. Official Journal	1 647 862.20	2 133 198.00	-	485 335.80	-
Indexes	312 587.76	381 135.00	-	68 547.24	-
3. Publications	1 989 008.17	2 521 130.00	-	532 121.83	-
4. Sales	839 179.04	-	839 179.04	-	-
Total	9 088 784.04	9 450 005.00	1 409 861.68	1 850 379.01	79 296.37

Table 19

## BALANCE SHEET AT 31 DECEMBER 1977

ASSETS			LIABILITIES		
HEADING	Amount in Bfrs	Amount in EUA	HEADING	Amount in Bfrs	Amount in EUA
Banque International Luxembourg No 8-109/6003/300 - current account	11 198 703	279 967.58	Suspense accounts	2 349 903	58 747.57
Compte cheque postal Luxembourg No 19190.81	244 363	6 109.07			
Banque International Luxembourg No 8-109/6003/310 - deposit account	52 000 000	1 300 000.00			
Sundry debtors Customers	20 563	514.07			
	24 748 796	618 719.90	Net balance		
			- Income to be paid to the institutions	58 496 339	
			- Invoices not paid at 31 December 1978	22 241 412	
			- Income owed to be paid to the Commission	<u>5 124 771</u>	
				85 862 522	2 146 563.05
Total	88 212 425	2 205 310.62	Total	88 212 425	2 205 310.62

Table 20

PROFIT AND LOSS ACCOUNT AS AT 30 APRIL 1978

DEBIT	Amount in Bfrs	Amount in EUA	CREDIT	Amount in Bfrs	Amount in EUA
Rebate	943 336	23 583.40	Gross sales revenue	15 426 557	385 663.93
Exchange differences	739 958	18 498.95	Interest received	1 587 680	39 692.00
Bank charges	311	7.78	Miscellaneous revenue	44 859	1 121.48
Miscellaneous expenses	90	2.25	Postal charges recovered	511 134	12 778.35
Insolvent debtors	189 807	4 745.18			
	1 873 502	46 837.56			
Operating results	15 696 728	392 418.20			
Total	17 570 230	439 255.76	Total	17 570 230	439 255.76

Table 21

PROFIT AND LOSS ACCOUNT AS AT 31 DECEMBER 1978

DEBIT	Amount in Bfrs	Amount in EUA	CREDIT	Amount in Bfrs	Amount in EUA
Rebate	17 068 244	426 706.10	Gross sales revenue	69 659 027	1 741 475.67
Exchange differences	637 736	15 943.40	Interest received	1 179 973	29 499.33
Bank charges	375	9.38	Miscellaneous revenue	14 533	363.33
Miscellaneous expenses	694	17.35	Charges invoiced		
Insolvent debtors	160 285	4 007 12	- charges recovered	175 416	
			- payments due	<u>126 652</u>	
	17 867 334	446 683.35		302 068	7 551.70
Operating results	53 288 267	1 332 206.68			
<b>Total</b>	<b>71 155 601</b>	<b>1 778 890.03</b>	<b>Total</b>	<b>71 155 601</b>	<b>1 778 890.03</b>



Table 22

## INVOICES PAID AS AT 31 DECEMBER 1978

Debit			Credit		
HEADING	Amount in Bfrs	Amount in EUA	HEADING	Amount in Bfrs	Amount in EUA
Income owed payable to the Commission	5 124 771	128 119.27	Operating results from 1 January to 30 April 1978	15 696 728	392 418.20
Invoices to be settled as at 31 December 1978	22 241 412	556 035.30	Operating results from 1 May to 31 December 1978	53 288 267	1 332 206.68
			Customers as at 1 January 1978		
			- net balance at 1 Jan.'78 68 714 449		
			+ payments to the institutions - <u>51 836 922</u>	16 877 527	421 938.17
Income received	58 496 339	1 462 408.48			
Total	85 862 522	2 146 563.05	Total	85 862 522	2 146 563.05

Table 23

## SUBDIVISION OF SALES REVENUE AT 31.12.1978

Institutions	Net income payable to the Institutions		Income payable to the Commission		TOTAL NET INCOME	
	01.1.1978 31.4.1978	01.05.1978 31.12.1978	1.1.1978 (+)	31.12.1978 (-)	Sub-total	Total
PARLIAMENT Publications Official Journal	315 503 1 427 122	496 071 1 857 727	- -	- -	811 574 3 284 849	4 096 423 (102 410,57)
COUNCIL Publications Official Journal	86 204 2 463 628	48 152 3 206 976	- -	- -	134 356 5 670 604	5 804 960 (145 124,00)
COMMISSION Publications Official Journal	2 781 095 8 239 947	13 585 630 10 726 177	16 877 527 -	5 124 771 -	28 119 481 18 966 124	47 085 605 (1 177 140,13)
COURT OF JUSTICE Publications Official Journal	96 338 130 155	752 669 169 426	- -	- -	849 007 299 581	1 148 588 (28 714,70)
ESC Official Journal	156 736	204 027	-	-	360 763	360 763 (9 019,08)
Total	15 696 728	31 046 855	16 877 527	5 124 771		58 496 339 (1 462 408,48)
The totals in brackets are in EUA.						

## IV - GENERAL AND TECHNICAL SERVICES

A. WORKSHOPS

During 1978 the workshops, with the exception of the composition workshop, seem to have grown at the same rate as the various units and a balance has been maintained between them.

1. Output

The first year of experience of the photocomposition equipment showed that it was more delicate to use than had been envisaged, in particular with regard to the introduction of a new work schedule.

Moreover, there was some imbalance between the initial input capacity and the capacity for preparing texts, proofreading and make-up. Because of this imbalance and also because some originating departments cancelled work at short notice, it was not possible to achieve the theoretical capacity in hours.

Results in other workshop sectors were satisfactory.

2. Performance

A comparison of the theoretical capacity in hours and the actual hours of operation shows some weakness in the composition sector, as explained above - but a general improvement on the 1977 figures - and some spare capacity in the photography sector. Printing shows a clear improvement in output: the number of A4 pages printed per hour rose from 6 535 in 1977 to 7 341 in 1978 - an increase of 12%. The number of pages trimmed per hour was 4 136 as

compared with 3 177 in 1977 - an increase of 30%.

The figures for performance in the various workshops are shown in Table 24 below. Working hours invoiced and runs are compared in Tables 25 and 26, p.60.

Trends in the figures show that the new calculation of the cost of workshop services for 1978, based on a significantly higher output, was soundly based even though the theoretical production capacity appears to have been calculated on an over-optimistic basis. The procedure for analysing production costs has not yet been perfected.

Table 24

## THEORETICAL CAPACITY AND ACTUAL PERFORMANCE IN 1978

Production unit	Theoretical capacity 1978		Actual performance in 1978		
	Quantity	Value in Bfrs	Quantity	Invoiced value in Bfrs                      in EUA	
Composition	<sup>1</sup> 22 000 hrs	20 180 000	14 766 h	14 898 894	372 472
Photo	16 000 hrs	12 736 000	11 097 h	11 041 515	276 038
Printing	17 000 hrs	15 039 900	14 652 h	14 402 916	360 073
Trimming	30 000 h	19 257 600	26 005 h	18 411 540	460 289
Total	85 000 h	67 213 500 <sup>2</sup>	66 520 h	58 754 865	1 468 872
<sup>1</sup> Theoretical quantity used for calculating the value of 1 composition hour. <sup>2</sup> Real cost of the sector: 1 548 153.37 EUA/Bfrs 61 926.125					

Table 25

## COMPARISON OF HOURS OF WORK INVOICED

Production unit	1977	1978	%
Composition	5 356 h	14 766 h	+ 175.7 %
Photo	9 183 h	11 097 h	+ 20.8 %
Printing	12 560 h	14 652 h	+ 16.6 %
Trimming	25 840 h	26 005 h	+ 0.6 %
Total	52 939 h	66 520 h	+ 25.6 %

Table 26

## COMPARISON OF RUNS (PRINTING AND TRIMMING)

Year	A 1	A 2	A 3	A 4	Total	Total reduced to A4 format
1977	5 859 010	3 699 840	9 797 160	816 460	20 172 470	82 082 220
1978	10 040 280	1 715 620	10 114 180	150 900	22 020 980	107 563 980

The total value of the invoices issued for printing and reprints of publications in the strict sense, together with forms, slips, etc, for use by the various departments, was Bfrs 69 384 160/1 734 604 EUA (Bfrs 50 681 562 in 1977), comprising 1 468 857 EUA in labour costs and 265 747 EUA for materials. The breakdown of this total by institution is given in Table 4 below.

Table 27

BREAKDOWN BY INSTITUTION  
OF THE TOTAL VALUE OF INVOICES ISSUED BY THE OFFICE

Institutions	Composition	Photo	Printing	Trimming	Materials	Total	
						EUA	Bfrs
Parliament	643	1 533	4 382	7 350	2 583	16 491	659 640
Council	2 924	16 669	23 850	36 087	11 607	91 137	3 645 480
Commission	352 722	176 380	239 045	286 018	210 957	1 265 122	50 604 880
Court of Justice	847	38 166	29 238	49 511	18 863	136 625	5 465 000
Economic and Social Com.	49	15	60	119	84	327	13 080
Court of Auditors	32	1 772	4 761	5 855	1 646	14 066	562 640
ASELT	-	1 866	959	602	867	4 294	171 760
Publications Office	15 267	33 855	15 980	19 762	10 161	95 025	3 801 000
Official Journal reprints	-	5 747	41 802	54 989	8 979	111 517	4 460 680
Total	372 484	276 003	360 077	460 293	265 747	1 734 604	69 384 160

## B. DISPATCHING

There was a marked increase in the number of publications dispatched both in response to subscription orders (up 16.2%) and to individual orders (up 25.1%), (cf. Table 28, p. 63).

The distribution of free copies of publications by the Office added 30% to the volume of the address index.

Two labelling machines have been ordered in preparation for the SAGAP<sup>1</sup> computerized address management system.

The introduction of a wrapping machine will significantly reduce postage costs, in particular at peak dispatching periods.

Dispatching costs amounted to 2 945 685 EUA/Bfrs 117 827 400 (Bfrs 74 701 954 in 1977). The breakdown by institution was as shown in Table 29, p.64. It should be remembered that this figure includes 1 403 420.26 EUA/Bfrs 56 209 980 for postage.

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<sup>1</sup> SAGAP : Computerized addressing, address management and publication cataloguing system.



Table 28

## TREND IN THE VOLUME OF DISPATCH OPERATIONS

Dispatching operations	1977	1978	%
Number of individual orders executed	19 170	23 986	+ 25.12
Number of copies of the Official Journal distributed on the basis of annual subscriptions	7 853 564	8 424 875	+ 7.27
Number of copies of the Official Journal distributed on the basis of individual orders	460 857	558 749	+ 21.24
Other publications distributed on the basis of annual subscriptions and individual orders	644 368	1 370 107	+ 112.63
'New issues' notices and circulars	1 015 090	1 236 492	+ 21.81
Total	9 973 879	11 590 223	+ 16.21
Dispatch of forms relating to the social security of migrant workers (196 orders)	213 126	293 435	+ 37.68

Table 29

ALLOCATION OF DISPATCH COSTS <sup>1</sup>

Institution	Official Journal and Indexes		Publications		Cost-reimbursement basis	Total	
	Pages	Invoices EUA	Net sales revenue	Invoices EUA	Invoices EUA	EUA	Bfrs
Parliament	20 329	299 234	811 574 <sup>1</sup>	9 349	-	308 583	12 343 320
Council	34 491	507 693	134 356	1 548	-	509 241	20 369 640
Commission	117 269	1 726 150	28 119 481	323 914	7 946	2 058 010	82 320 400
Court of Justice	1 847	27 187	849 007	9 780	-	36 967	1 478 680
Economic and Social Committee	2 234	32 884	-	-	-	32 884	1 315 360
Total	176 170	2 593 148	29 914 418	344 591 <sup>2</sup>	7 946	2 945 685	117 827 400

<sup>1</sup>See Table 23, p 56, 'Accounts office'.  
<sup>2</sup>i.e. 13.5% of the costs forecast for the sector broken down at the end of the year on a prorata basis based on income from sales.

<sup>1</sup> Including postage.

## IV - PLANNING AND DISPATCHING

The system was made considerably more efficient by the incorporation of two new features in the planning scheme :

- a) the compilation of a pilot file for each new publication received by the Office; all information concerning the publication is entered in this file (requests for publication or work, planning slip showing the stage of work reached, acknowledgement of receipt, accompanying letter(s), manuscripts, proofs, etc) during the completion period;
- b) weekly 'planning' meetings in collaboration with all departmental heads of the Office to plan the work on the publications submitted from the time a request for publication is received and to monitor the pilot files.



CHAPTER 5 - INVITATIONS TO TENDER AND  
GEOGRAPHICAL SPREAD OF CONTRACTS  
WITH OUTSIDE FIRMS



V - INVITATIONS TO TENDER AND GEOGRAPHICAL  
SPREAD OF CONTRACTS WITH OUTSIDE FIRMS

In 1978 the opportunity arose for the Publications Office to renew all the general agreements at once in accordance with a new interpretation of the technical options and newly prepared specifications. The Office invited tenders following consultations with the trade represented by the EUROGRAF organization and following a fact-finding and publicity campaign in the Member States.

Within the context of these invitations 387 printers replied, some of whom were qualified for two or more types of contract and were selected, two, three or four times, bringing the total number of individual operations to 859.

As a result 35 two-year contracts each with three one-year renewal options were concluded with 21 firms - 5 in Germany, 8 in Belgium, 1 in France, 2 in the United Kingdom, 2 in Italy, 1 in Ireland, 1 in the Netherlands and 2 in Denmark.

Although the level of response was much higher than in previous similar campaigns (15.25% as compared with approximately 5% for the 1975 campaign), classification by lowest offers alone would not have significantly increased the spread of contracts between printers in the Member countries of the Community. In fact the countries in which printers offered the most favourable prices were again Germany and Belgium.

In order to involve more Member States in the contracts, the Commission's Advisory Committee on Purchases and Contracts (ACPC) asked in some cases for the lowest offers from countries not represented in the general classification by price to be included.

Moreover, the ACPC - again with a view to spreading the work as evenly as possible among Community firms - allowed the principle of price alignment which enables the Office to ask those firms placed second or third on the list for a particular job to reduce their quotation to the level of the lowest offer for the work in question. The Management Committee took note of this situation and reached the following conclusions:

- a) The procedure followed for awarding existing contracts was entirely in accordance with the Financial Regulation and its results were a true reflection of pattern of competitiveness which exists on the market.
- b) It is inevitable that there should be a preponderance of printing works situated near to the Community centres in view of the urgency and complexity of many Community publications with regard to printing.
- c) The Office should:
  - continue its campaign to publicize information in the trade through the appropriate channels;
  - examine all possible means of simplifying the structure of its invitations to tender in order to make them even more accessible to firms with little experience of dealing with public services;
  - try to help printing works in Member States with fewer general contracts to gain some experience of invitations to tender by sending them specific invitations to tender for less urgent and less complicated publications.



Current work may be summarized by the following data :

- in 1978 the Technical and Administrative Section
  - drew up a number of estimates at the level of the figure for the 1977 financial year;
  - published 28 invitations to tender - 10 of them general invitations;
  - submitted 20 reports to the Advisory Committees on Purchases and Contracts;
  - checked 1 343 invoices totalling 6 766 895.45 EUA;
  - drew up credit notes for a total amount of 27 957.51 EUA, not counting invoice changes;
  - drew up 7 new contracts involving 37 successful tenderers.



CHAPTER VI - STAFF OF THE OFFICE AND  
STAFF MANAGEMENT PROBLEMS



VI - STAFF OF THE OFFICE AND  
STAFF MANAGEMENT PROBLEMS

A. WORKFORCE

Under the 1978 budget the Office was allocated ten new posts - an increase of 5% over the previous strength. This increase brought the number of posts on the establishment plan to 224. The plan is given on page 76.

At the end of the year the number of officials employed was 198.

Recruitment

The various administrative procedures followed were successful in recruiting officials at all levels either by means of transfers under Article 29 (1) (a) of the Staff Regulations, or - as was more generally the case - from reserve lists drawn up following internal or open competitions.

The number of additional new officials - to which must be added the number of officials reinstated after leave on personal grounds - covered the number of departures from the Office during the year as a result of transfers of officials to other Directorates-General of the Commission, invalidity or retirement, even though, as explained below, several posts had still not been filled with established staff by the end of the year.

Table 30

## ESTABLISHMENT PLAN - 1978

Category + grade	Number of posts
A1	- <sup>1</sup>
A2	1
A3	1
A4	2
A5	2
A6	3
A7	4
A8	-
Total	13
B1	18
B2	33
B3	35
B4	11
B5	6
Total	103
C1	13
C2	30
C3	31
C4	17
C5	5
Total	96
D1	5
D2	4
D3	3
D4	-
Total	12
GRAND TOTAL	224
<sup>1</sup> A1 on a personal basis.	

### Career structures

In accordance with the accepted procedure introduced by the promotion committees, about 20 officials from the Office were promoted either to a higher career bracket or to a higher grade within their career bracket on the basis of proposals made by the management based on ability, output and conduct in the respective branches.

### Temporary staff

The Office made only limited use of staff engaged under temporary contracts, thus complying with the Commission's recommendations with regard to the recruitment of external staff, and engaged temporary staff only when it was not possible to fill vacant posts by following the procedures set out in Article 29 of the Staff Regulations either because there was no reserve list for the special field required or because there were no successful suitably qualified candidates.

Particular mention might be made of the difficulties encountered in organizing a B competition for proof-readers, which made it impossible to fill several of the posts granted in the 1978 budget.

### B. AUXILIARY STAFF

Seven auxiliary members of staff worked at the Office in 1978 for an average period of seven months.

### C. LOCAL STAFF

#### Recruitment

In 1978 there were 45 local members of staff at the Office - on 31 December 44 posts were filled.

Local staff are assigned for the most part to branches connected with the infrastructure of the Office, materials handling and store administration, storage and dispatch of publications or technical jobs in the workshops such as photography or binding.

All staff recruited during the year, with the exception of two messengers recruited to posts by transfers from the Commission, were taken from the reserve lists drawn up by a joint selection board.

#### Career structure

Some local members of staff who were found to be in grades lower than those which corresponded to the jobs they were doing were reclassified.

Others were appointed to different posts at different levels following a procedure for filling a vacant post and on the basis of their annual reports.

Other members of staff were promoted to the level immediately above their post, in accordance with the provisions set out in the 'Rules laying down the conditions of employment of local staff employed in Luxembourg'.

Moreover, the figures show that each year an increasing number of local staff are appointed to the permanent staff having passed internal competitions. The Office considers that this process of progressive integration which started some years ago will continue and gather momentum in the future.

#### D. FREELANCE STAFF

The funds granted by the budgetary authority for the 1978 financial year for the employment of freelance staff for the Official Journal and other publications amounted to 340 000 EJA.

Expenditure in respect of their services amounted to 459 634.58 EJA / Bfrs 18 385 383 (Bfrs 13 807 963 in 1977). The amount spent on freelance staff was higher than in previous years chiefly because of seasonal peak work periods which corresponded in the case of the Official Journal to the times when the Council was particularly busy, seasonal rushes at the end of the year and the initial stages of large projects, such as the printing of the budget. In the case of other publications these peak periods were concerned with the general report at the beginning of the year and sessions of the European Parliament. It is in order to cope with these



fluctuations and to be always ready to meet situations which call for a capacity greater than that of the permanent core of proof-reading staff that the Office employs proof-readers on a freelance basis.

The fees paid to the freelance proof-readers were increased, as each year with effect from 1 January, to take account of the increase in the cost of living in Luxembourg. They rose from Bfrs 2 261/2 477 per day to Bfrs 2 568/2 813 for experienced proof-readers and from Bfrs 1 691/ 1 906 to Bfrs 1 920/ 2 165 for new proof-readers.

Moreover, the management, which had been asked by the Management Committee in 1979 to investigate the possibility of taking out a collective insurance policy to cover the freelance proof-readers against sickness and accident, managed to extend, with effect from 1 July and with suitable adjustments, the policy which the Commission had taken out with Lloyds Insurance Company to cover its interpreters.

This policy is made up of two separate insurance agreements: one contractual agreement with a premium equal to 1.10% of remuneration and travelling time allowance, payable jointly in equal parts by the Office and the proof-reader for the days on which he is engaged to work for the Office; the second is an optional insurance covering the days on which the proof-reader is not engaged to work for the Office for which the premium is also 1.10% payable by the proof-reader alone.

Ten proof-readers have joined this scheme.

#### E. OCCUPATIONAL TRAINING

The numbers of officials registered for various courses of occupational training are shown in Table 31.

Apart from language courses, for which enrolments rose from 40 in 1977 to 48 in 1978, various courses and seminars gave 72 participants an opportunity to perfect their knowledge of their job.

These activities were generally organized by the Commission's Training and Welfare Department. They were concerned mainly with information management and economics. Activities more specifically related to the needs of the Office, such as photocomposition and microreproduction, were organized mainly by the Office.

In addition, the company which installed new gathering equipment in the workshops provided special training for three members of the Office staff for three days.

Table 31

NUMBER OF STAFF REGISTERED FOR COURSES  
AND OCCUPATIONAL TRAINING

Type of activity	Duration	Number registered in 1978
a) <u>Language courses</u>		
- 1978/1979	3 hrs/week	46
- Special French course	1 1/2 hrs/week for 4 months	1
- Italian course (outside body)	10 days	1
b) <u>Seminars</u>		
- Introduction to data processing	5 days	3
- Management awareness	3 days	1
- Man-machine interaction	1 day	2
- Management	3 days	4
- Micro-reproduction	3 days	2
- " " "	1 day	31
- Integrated printing	5 days	1
- Photocomposition	1 day	10
c) <u>Courses</u>		
- Refresher course in industrial economics	3 days	1
- One-day seminar and course on rapid reading techniques in Italian	8 days	1
- Training of operators	3 weeks	5
- New composition techniques	2 days	3
- Conferences on German Law	21 hrs/for 9 days	1
- Administrative and financial management	long-term 2nd year	5
<b>Total</b>		<b>118</b>

## F. CONSULTATION

(between the representative of the Management Committee of the Office for Official Publications of the European Communities and the representatives of the trade union organizations in Luxembourg).

The consultation regarding the Annual Management Report for 1978 was held on 3 April 1979, under the Chairmanship of Mr Albert Van Houtte, Registrar of the Court of Justice and Chairman-in-Office of the Management Committee of the Publications Office; the participants included Mr Verheyden, Director of the Office and Mr Van de Calseyde, his deputy, Mrs Copette, Mr Cassaignau and Mr Calo, delegates of the Union Syndicale - Luxembourg, and Mr Borodkine, representative of the SFIE.

Mr Van Houtte welcomed the members to the meeting and reviewed the main policies which the Management Committee had pursued over the past financial year. The union delegation then presented the points it wished to submit for consultation.

### 1. Structure of the Office

Replying to a question put by the union delegation, the Director of the Office confirmed that the new structure of the Office, introduced in 1977, had fulfilled all the objectives set when it was drawn up.

### 2. Open competitions - tenure of vacant posts

The following details were given in reply to a question put by the union delegation.

It had been possible to recruit two A7/6 administrators with a good knowledge of printing and data processing on the basis of the open competition which the Commission organized in 1978. A third A7/6 'information officer' post had been filled by means of a transfer. Data processing was becoming an essential qualification in printing, in view of the development of electronic composition and machine text processing methods.

At the beginning of 1979, the post of head of the specialized sales and accounting department was filled by a temporary employee. The trade union delegation stressed that under the procedure which came into force on

1 November 1977 by decision of Mr. Tugendhat, Member of the Commission of the European Communities, following the Joint Committee's Opinion 6/77, the consultative group ("Group of Three") had decided against the proposal to fill this post by recruiting a temporary employee from outside, by two votes to one (the votes of the chairman and staff representative against that of the Publications Office representative), in view of the results of the procedure required by Article 29 (1a). The Director of the Publications Office explained why the Management Committee and the appointing authority had nonetheless insisted on selecting the outside candidate in view of his excellent qualifications in sales and the management of an official publications distribution network.

With regard to B-grade officials, the difficulties encountered in launching internal competition COM/B/14/77 for 'Assistant proof-readers' caused a series of delays. However, 7 successful candidates (out of 12) were being appointed, so that 7 of the vacant posts would be filled with effect from 1 May 1979. Unfortunately, some of the posts still vacant in this field did not coincide with the languages of candidates on the reserve list. The open competition mentioned under Item 5 should redress the balance.

The Office hoped to fill as many of the vacant posts as possible in other sectors over the next financial year; certain recruitment procedures were already in progress.

### 3. Local staff

The union delegation again expressed regret that the Office was still employing almost the same number of local staff and asked whether some of them were not employed on tasks which fell within the scope of the Staff Regulations.

Mr Verheyden said that, although the number of local staff had not changed, some of them had been given posts governed by the Staff Regulations following competitions and their former posts had been filled by new locally recruited staff. An internal competition to be held shortly for posts in the workshops should make it possible to establish other local staff in 1979.

The meeting unanimously recommended that particular attention be paid to the balance between the various nationalities in the recruitment of local staff.

### 4. Official Journal Indexes

The union delegation was again concerned about the situation in the sector preparing the Indexes, where a certain number of officials had applied for

transfers, and about the effects which the creation of the Index of Community Legislation in force would have on the operation of this sector.

Mr Verheyden said that these two publications were complementary but separate. The Official Journal Indexes would not therefore be discontinued. Some of the work involved in preparation of the Official Journal Indexes and the Legislation Index would of course be combined, but this would be likely to take the form of a progressive increase on the Legislation Index side as the data processing system for that publication came into its own. This might therefore mean that posts in the Official Journal Index Section would require a greater knowledge of data processing. It was agreed that staff in this section would be given the opportunity of suitable training to acquire the skills demanded by such new work.

#### 5. Freelance proof-readers

The union delegation pointed out that there were still a significant number of freelance proof-readers; Mr Verheyden said that freelance staff were used in proportion to the workload and because it had not been possible to fill vacant proof-reader posts until the beginning of 1979.

He pointed out, moreover, that the Office would be obliged to hold an open competition for 'Assistant proof-readers' during 1979 to fill posts which were still vacant and posts which had been requested in the budget for 1980. He particularly asked the union delegation for their support within the Joint Committee, so that conditions for admission to the competition could be laid down in such a way that as many freelance agents as possible could take part, thereby ensuring that the most able proof-readers could join the permanent staff.

#### 6. Training

Whilst recalling that efforts had been made in this field, the union delegation pressed for continuation of training in modern printing techniques for the Office's staff.

Mr Verheyden said that the work started in this context would be continued, particularly since increased funds were available under the budget.

### 7. Career opportunities

Mr Verheyden clarified points raised by the union delegation on career possibilities for A-grade officials at the Office and the developments which could generally be expected. The representatives of the trade union delegation emphasized that the funds available from the budget were inadequate to ensure a normal career structure within the Publications Office.

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In closing the discussion, the Chairman, Mr Van Houtte, thanked members for their frank cooperation and expressed the hope that it would continue in the future.

CHAPTER VII - REPORT ON THE APPLICATION OF THE  
CURRENT PROVISIONS RELATING TO  
MEDIUM- AND LONG-TERM TRANSLATIONS





VII - REPORT ON THE APPLICATION OF THE CURRENT  
PROVISISONS RELATING TO MEDIUM- AND LONG-  
TERM TRANSLATIONS

Pursuant to Article 5 of the Agreement<sup>1</sup> 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.

The abovementioned list will be found in Table 32, p. 88.

A. WORK DONE FOR THE PUBLICATIONS OFFICE

a) Invitations to tender for public works contracts

In 1978, the translation of notices of invitations to tender represented 41.3% of the translations done under the agreement concerning the Medium- and Long-term Translation Service (39.5% in 1977). They arrived at the rate of ten two-page documents a day, or twenty pages to be translated into five languages, representing a total of 100 pages translated per day. The time allowed for the translation of these invitations to tender is one working day. The quarterly figures reveal a marked increase in the number of invitations to tender received for translation over the year (33.6% more than in 1977). The quarterly trend in the number of pages translated is shown in the following tables :

<sup>1</sup> The purpose of this Agreement is to determine the provisions governing the attachment to the Office for Official Publications of the European Communities of the Medium- and Long-term Translation Service (MLTTS), and the relations to be established between the Office and the MLTTS in the light of such attachment. As a result of the attachment of the MLTTS, the Commission shall make available to the Office the necessary translation capacity to guarantee performance of all translation work requested by the Community (Articles 1 and 2).

Table 32

## LIST OF WORK DONE BY THE MLTTS

	1975	1976	1977	1978	Forecasts 1979
<u>Parliament</u>					
- reports of proceedings of Parliament debates	14 628	15 976	16 764	20 270	25 000
- indexes of names	5 000	5 997	2 927	2 270	5 000
- Europe today	1 992	1 254	1 246	1 469	1 500
- miscellaneous	-	-	-	151	-
<u>Council</u>					
- Review of the Council's work	1 825	1 946	2 075	2 216	2 250
- Collection of Community Agreements	-	-	200	443	500
<u>Publications Office</u>					
- notices of invitation to tender for public works contracts	19 232	16 623	17 037	22 761	23 000
- notices of invitation to tender for public supply contracts	-	-	-	1 816	10 000
- Annual Management Report	460	675	465	495	500
- miscellaneous	1 334	1 654	2 403	3 207	2 750
Total	44 471	44 125	43 117	55 098	70 500

	<u>1978</u>	<u>1977</u>
First quarter	6 099	3 965
Second quarter	5 582	4 025
Third quarter	5 497	3 880
Fourth quarter	5 583	5 167
Total:	22 761	17 037

The number of notices of invitation to tender received increased from 1 982 to 2 283 - an increase of 15%.

b) Notices of invitation to tender for public supply contracts

Most Member States delayed implementing the Council Directive of 21 December 1976, which came into force on 1 July 1978. There were only 286 such notices which accounted for 1 816 pages translated.

c) Annual Management Report

Translation of the Management Report of the Office (495 pages) required 24 days. Five additional days were required for typing the fair copies.

d) Miscellaneous

The 'Miscellaneous' heading (3 207 pages) includes invitations to tender for printing works issued by the Office (417 pages), the set of general clauses and conditions applicable to publications contracts (48 pages), general contracts (124 pages), the Report of the ECSC Audit Board for 1977 (1 875 pages), the Estimate of Revenue and Expenditure of the Office for the financial year 1979 (190 pages) and various documents relating to the Office's activities, for which the Office requested translation. The deadlines set for these translations were all met.

B. WORK DONE FOR THE PARLIAMENT

a) Reports of proceedings

In 1978, the MLTTS was responsible for a portion of the translation, for each part-session of the European Parliament except the July part-session, of the proceeding of Parliament's debates. These reports, including those for December 1977, are published in volumes of approximately 380 standard manuscript pages and two volumes with an average of 420 standard manuscript pages,

corresponding to about one and a half day's and two day's debates, respectively, and covering ten part-sessions. The reports of proceedings of Parliament's debates for December 1978 will be included in the statistics for 1979.

The workload for each target language depends on the number of speeches in other languages; if one of these is rarely employed in the debates, almost the whole of every text must be translated into that language. The time allowed for translation varies between eight and ten days.

In 1978, 20 270 pages were translated (16 764 in 1977).

b) Index of names from the debates

The reduction in the number of pages translated (2 270 in 1978 as compared with 2 927 in 1977) is due to the introduction in 1977 of a new system of presentation and transmission of the texts. These translations are now fully integrated into the normal workload of the language sections.

c) Europe today

The work included the translation of the third revision of the first volume of Europe today and the translation of additional material for the second volume. A total of 1 469 pages was translated in 1978 (1 246 in 1977). As in the past, this work required lengthy documentary research. However, the translations were generally completed within the deadlines set. The average rate of translation of ten pages/day was maintained.

C. WORK DONE FOR THE COUNCIL

The 25th Review of the Council's work, which ran to 443 pages, was translated into all the official languages, making a total of 2 216 pages translated.

Some parts of the Collection of Agreements relating to the Treaties setting up the ECSC and Euratom were also sent for translation.

D. GENERAL OBSERVATIONS

Deadlines were generally respected and some translations were delivered before the stipulated dates.

Collaboration with the Publications Office and the other institutions was untroubled by any particular difficulties and may generally be described as excellent.

In spite of the shortage of typists, fair copies ready for printing did not give rise to any criticism.





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