

OFFICE FOR OFFICIAL PUBLICATIONS  
OF THE EUROPEAN COMMUNITIES

**TWELFTH  
ANNUAL MANAGEMENT  
REPORT 1980**





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N O T E

For conversion of the amounts shown in ECU the rate used was the average for the financial year.

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## INTRODUCTION

The decision of the institutions of the European Communities of 16 January 1969 establishing the Office for Official Publications of the European Communities was amended by the Decision of 7 February 1980 (1) to enable the Court of Auditors to be represented on the Office's Management Committee.

The members of the Management Committee, thus enlarged, were:

- Mr H. J. Opitz, Secretary-General of the European Parliament;
- Mr N. Hommel, Secretary-General of the Council, for the first half of the year, and his successor, Mr N. Ersboll, for the second half of the year;
- Mr E. Noël and Mr P. Baichère, Secretary-General and Director-General for Personnel and Administration of the Commission respectively;
- Mr A. Van Houtte, Registrar of the Court of Justice;
- Mr R. Louet, Secretary-General of the Economic and Social Committee;
- Sir Norman Price, Member of the Court of Auditors, who is Chairman of the Management Committee for the financial years 1980 and 1981.

The Management Committee held 2 meetings of members (19 February and 17 December 1980) and 2 meetings of alternates (20 March and 30 September 1980). In addition, 12 written procedures were submitted to the Management Committee in the course of the financial year.

Among the tasks to which the Office gave special priority in 1980 was the publication, for the citizens of the Hellenic Republic, of the secondary legislation of the Communities, i.e. the legislation and regulations adopted by the European institutions since 1952 and directly applicable in all Member States at 1 January 1981.

The close and sustained collaboration of the translation services of the European institutions and the services of the Publications Office in Luxembourg and Athens ensured the publication of the Greek versions of all these texts within the time limits that had been set.

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(1) OJ L 107 of 25.4.1980.

Another important feature of the Office's activities in the year under review was the publication of the first edition of the Register of current Community legal instruments. This Register, which is available in all the Community languages, had become absolutely indispensable in view of the steadily increasing volume and complexity of Community legislation. The Management Committee has been gratified by the favourable public response to this first edition.

To cope with the large number and strikingly wide variety of tasks assigned to the Publications Office by the European institutions, the Management Committee has also devoted its attention to the question of contracts with its printers (including printers in the Hellenic Republic) and to the application, on the production side of its activities, of the latest technology in the realm of publishing.

This Management Report provides the institutions with an account of the work done by the Office in the year under review.



CHAPTER I - PUBLICATIONS ISSUED BY THE OFFICE

- Official Journal

- Publications other than the Official Journal



OFFICIAL JOURNAL

A. OUTPUT OF THE OFFICIAL JOURNAL

1980 was the first year of application of the new contracts for the printing of the Official Journal which had been concluded with nine firms at the end of 1979 (see Management Report 1979, p. 47ff). The overall results of these arrangements have proved satisfactory.

As far as output of the Official Journal itself is concerned, the picture may be summarized as follows:

- number of pages/language

In 1980, the total number of pages/language of the Official Journal was 32 940, compared with 28 650 in 1979, an increase of 15% (see Figure 1, p. 10). Taking all languages together, 197 644 pages were published.

For data regarding the publication of secondary legislation in Greek, see p. 13.

- number of issues

In all, 962 issues (926 in 1979) of the Official Journal were published in 1980, comprising 343 in the C series, 368 in the L series and 251 in the S series. The average monthly number of pages/language was 2 745 (2 388 in 1979).

In the case of the S series (supplement), a total of 251 issues were published in 1980. The number of pages/language was 6 324 (5 548 in 1979), including 5 630 pages for notices of invitation to tender (3 832 for public works contracts and 1 798 for public supply contracts) (1).

Taking all languages together, the number of pages printed for notices of invitation to tender was 33 780, compared with 29 418 in 1979, i.e. an increase of 14.8%. The number of notices of invitation to tender continued to rise, reaching a total of 4 745 (3 882 in 1979).

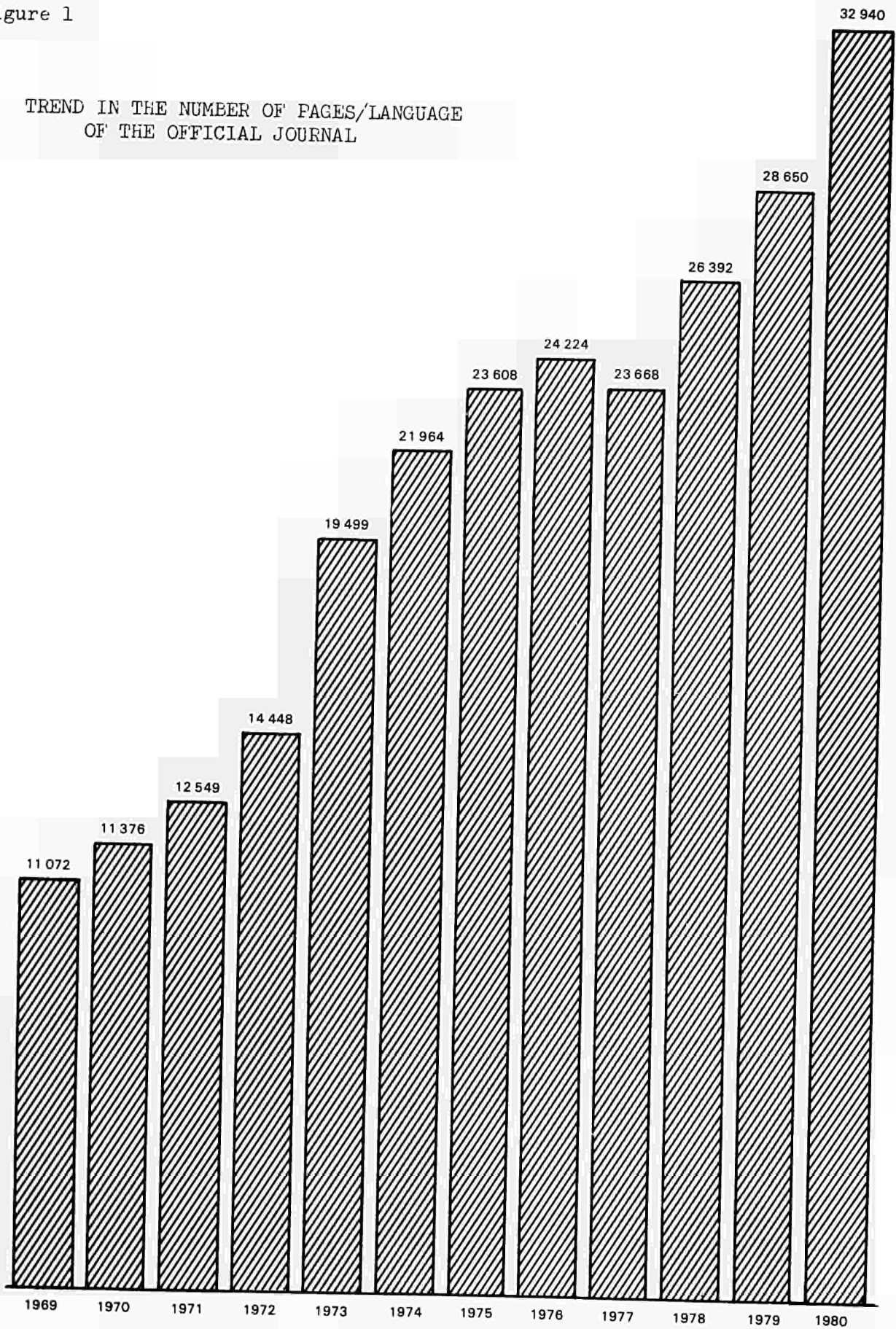
- The total output of the Official Journal, taking all languages and all series together, exceeded 16 million copies in 1980.

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(1) 694 pages/language were devoted to notices of invitation to tender, ECU exchange rates and other notices relating to the European Development Fund.

Figure 1

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





The breakdown by country of these notices of public works contracts and public supply contracts is shown in Table 1 below.

Table 1  
NO OF NOTICES OF INVITATION TO TENDER PUBLISHED IN 1980

	B	DK	D	F	IRL	I	L	N	UK	Total
Public works contracts	413	53	764	479	59	887	13	153	566	3 387
Supply contracts	92	41	292	534	6	6	9	73	305	1 358
Total	505 (448)	94 (63)	1 056 (799)	1 013 (762)	65 (57)	893 (491)	22 (12)	226 (117)	871 (1 133)	4 745 (3 882)

B. INDEXES TO THE OFFICIAL JOURNAL

(a) Annual indexes

The 1979 annual indexes were published in two volumes (alphabetical index and methodological tables). These appeared in all Community languages in the course of the year and averaged 448 and 532 pages per language.

(b) Monthly indexes

Since January 1980 the monthly indexes have also been published in two volumes. Their appearance at rather irregular intervals was attributable, in particular, to the budgetary restrictions of the first few months of 1980 and their effects on manning levels.

The Office intends to take positive steps to ensure the appearance of these volumes at more regular intervals in the coming months. Finally, the introduction of the Register of current Community legal instruments means it will now be possible to streamline the preparation of the indexes to ensure the complementarity of these two documentary tools.

C. COST OF THE OFFICIAL JOURNAL AND INDEXES

The total cost of the Official Journal and indexes invoiced in the year under review was 18 220 029 ECU (compared with 14 306 482 ECU in 1979). These costs cover printing, transport and services. Their breakdown is given in Table 2, p. 12.

In the case of the indexes, the total number of pages printed is an estimate. The corresponding costs of Publications Office services have been calculated on the basis of the real cost of the services for 1980 and allocated by means of the special 'key' for the 'Official Journal-1980'. This key will be adjusted in 1981 in the light of the number of pages actually printed. The corresponding printing costs will also be included in the Management Report for 1981.

Table 2 OFFICIAL JOURNAL AND INDEX COSTS INVOICED  
1980 financial year  
( a ) Official Journal - b ) Indexes )

Institution	Pages	Printing costs	Transport costs (1)	Service costs	Total	
Parliament	a)	32 249	2 363 410	7 338	440 844	2 811 592
	b)	1 942			64 513	64 513
Council	a)	28 830	2 198 209	6 713	394 106	2 599 028
	b)	1 737			57 703	57 703
Commission	a)	129 497	9 953 880 (2)	33 870 (2)	1 770 223	11 757 973
	b)	7 800			259 114	259 114
Court of Justice	a)	2 308	177 572	591	31 550	209 713
	b)	138			4 584	4 584
Economic and Social Committee	a)	2 562	196 818	651	35 023	232 492
	b)	155			5 149	5 149
Court of Auditors	a)	2 198	183 421	315	30 047	213 783
	b)	132			4 385	4 385
Total	a)	197 644	15 073 310	49 478	2 701 793	17 824 581
	b)	11 904 (3)	(3)		395 448 (3)	395 448 (3)
		209 548	15 073 310	49 478	3 097 241	18 220 029

(1) The transport costs for the indexes are included in the fixed price of the Official Journal.  
(2) Including 288 pages for the publication of the revenue and expenditure accounts for 1980 of the European Foundation for the Improvement of Living and Working Conditions - Dublin and of the European Centre for the Development of Vocational Training - Berlin, at a total of 20 244.20 ECU.  
(3) See comments on p. 11, bottom line.

D. GREEK TEXTS OF SECONDARY LEGISLATION

Publication of the Greek texts of secondary legislation proved a considerable problem in view of the volume of documents in question and the deadlines set for completion of this task.

Because the work had to be completed within a very short period, it was impossible to mobilize sufficient composition and printing capacity by calling on the Office's contractors in the Member States.

Hence the creation by the Office, in June 1980, of a temporary branch in Athens for the purpose of carrying out the major part of this work on the spot, with the assistance of Greek compositors and printers.

Nevertheless, all the printers of the Official Journal composed and printed one or more volumes of secondary legislation in the Greek language to enable them to test their composition and printing systems for work in this language.

As a result of these organizational developments, the secondary legislation for the period from 1952 to 30 September 1980 was published before the end of January 1981.

The legislation relating to the last quarter of 1980 will be published separately.

The 27 127 pages of secondary legislation thus published will comprise 17 633 pages of Council legislation and 9 494 pages of legislation attributable to the Commission. The resulting ratio is 65/35, and the cost will be allocated to the two institutions on this basis.

A provisional invoicing operation has already been carried out on the basis of an estimated breakdown of 73/27. The costs of the Office's services calculated on the basis of the real cost of its permanent services in Luxembourg and its temporary establishment in Athens were thus invoiced at 117 443.91 ECU. Advances to cover the printing, transport and distribution costs incurred in connection with this secondary legislation have also been invoiced on the basis of the same provisional breakdown.

Final invoicing will follow completion of this project, and the appropriate adjustments will be made on the basis of the final cost of the Office's services and the 'key' for the breakdown of costs.

E. REGISTER OF CURRENT COMMUNITY LEGAL INSTRUMENTS

Volume I of the Register of current Community legal instruments was published in September 1980 and lists the instruments of Community law in force on 1 July 1979. There are 497 pages per language, i.e. 2 982 pages in all.

Volume II (Chronological Index), comprising 79 pages per language, i.e. 474 pages in all, was published in December 1980.

For technical reasons, the Addendum originally intended to be attached to Volume II will now be published separately at the beginning of 1981.

The second edition of this Register (including a Greek version) will be published in 1981 and will cover the Community legal instruments in force on 1 January of that year.

Preparation of this second edition of the Register started at the end of 1980.

The following table provides a breakdown of the cost of the Register by institution. These costs will be invoiced in 1981.

Table 3

INVOICING OF COSTS OF THE REGISTER OF CURRENT  
COMMUNITY LEGAL INSTRUMENTS

INSTITUTION	(1) Pages	(2) Cost of input of titles	(3) Cost of composition and printing	(4) Cost of Office Services	Total
Parliament	415	10 888	8 572	9 720	29 180
Council	1 009	14 881	20 860	23 650	59 391
Commission	1 908	61 701	39 433	44 710	145 844
Court of Justice	55	1 452	1 144	1 296	3 892
Economic and Social Committee	35	907	714	810	2 431
Court of Auditors	34	907	714	810	2 431
<b>Total</b>	<b>3 456</b>	<b>90 736</b>	<b>71 437</b>	<b>80 996</b>	<b>243 169</b>

(1) Breakdown as per 1980 breakdown key.  
(2) 1979 key.  
(3) 1980/81 key.  
(4) Actual cost of Office services for 1980 - 1980 key.



PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

A. OUTPUT

1. Publications

- The number of texts increased from 2 156 in 1979 to 2 185 in 1980, a rise of 1.3%.
- The number of proof-read pages was 148 915, compared with 138 152 in 1979, a rise of 7.8%. To this total should be added a further 1 884 pages representing the Annual Report of the Court of Auditors published in the Official Journal.

The most voluminous texts are the verbatim Reports of Proceedings of the European Parliament and the Reports of Cases before the Court of Justice.

- The number of non-proof-read pages declined from 101 530 in 1979 to 91 950 in 1980, a fall of 9.4%.

The trend in the number of pages is shown in Figure 2, p. 16.

2. Catalogue of publications and management of ISBN numbering

Following the establishment of a bibliographic data bank, the conventional composition of the catalogue of publications was replaced by programmed photocomposition in March 1980. This also permits the rapid publication of the annual and specialized catalogues.

A new 'Notices' file based on the identification numbers of the individual publishers and arranged in the chronological order of the ISBN numbers permits the rapid retrieval of information concerning the various publications.

B. COST OF PUBLICATIONS

The total cost of publications was 12 303 611 ECU (compared with 11 008 431 ECU in 1979), made up of printing costs and the costs of Office services. The breakdown by institution is given in Table 4, p. 17.

The printing costs of the publications printed in the Office's own workshops are shown in Table 17, p. 44 (Chapter III).

Figure 2

TREND IN THE NUMBER OF PAGES  
OF PUBLICATIONS  
OTHER THAN THE OFFICIAL JOURNAL  
(all languages)

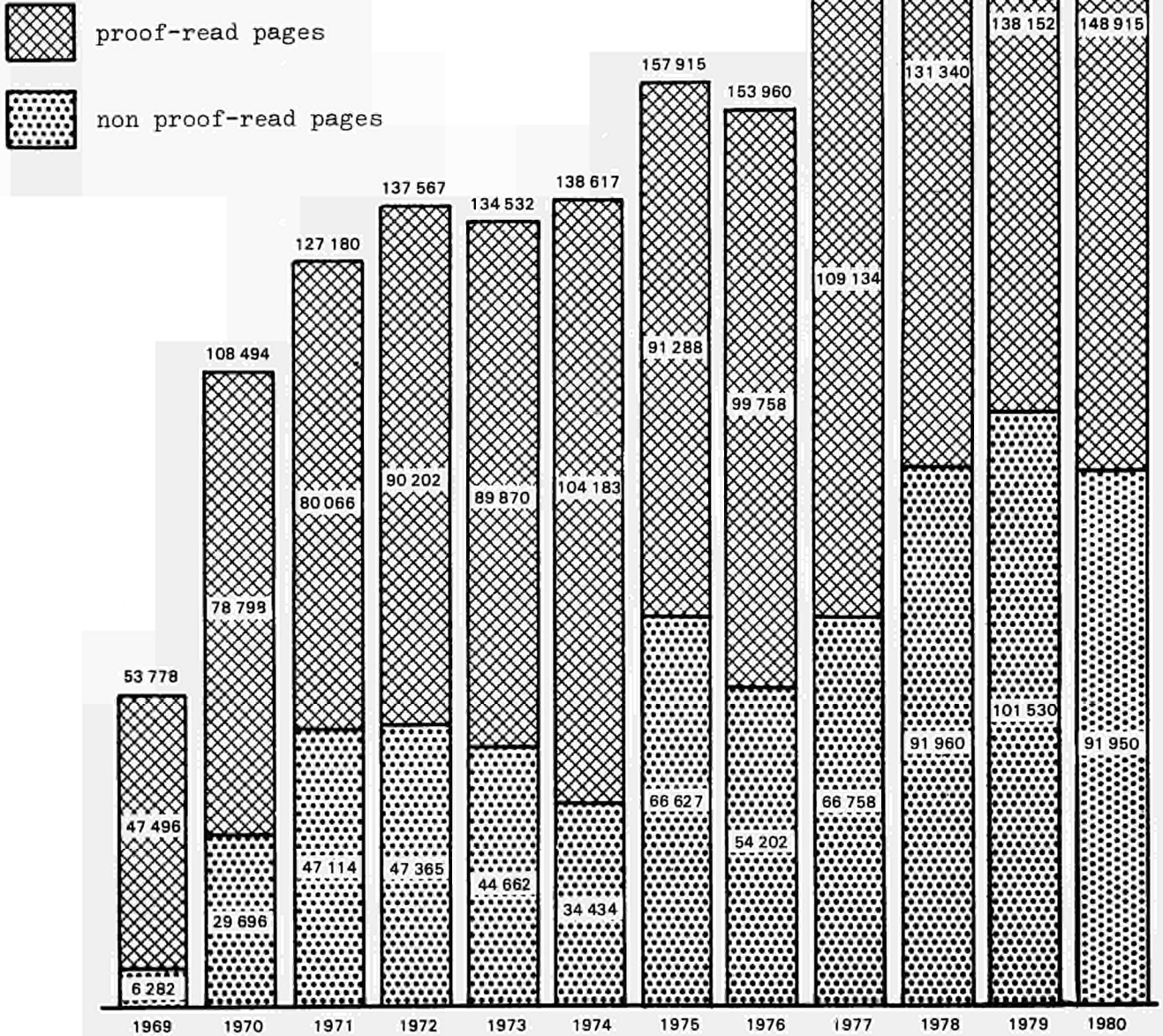


Table 4

PUBLICATIONS INVOICED  
1980 financial year

( a ) proof-read pages - b ) non proof-read pages )

Institution	Pages	Printing costs		Cost of Office Services	Total	
		Ext. printers	PO workshops			
Parliament	a)	38 031	2 231 977	7 328	611 158	2 854 220
	b)	1 860			3 757	
		39 891	2 239 305		614 915	
Council	a)	11 691	578 054	182 109	187 875	981 461
	b)	16 546			33 423	
		28 237	760 163		221 298	
Commission	a)	75 446	4 546 827	1 044 390	1 212 417	6 946 721
	b)	70 835			143 087	
		146 281 <sup>(1)</sup>	5 591 217 <sup>(1)</sup>		1 355 504 <sup>(1)</sup>	
Court of Justice	a)	22 476	913 671	138 181	361 189	1 416 857
	b)	1 889			3 816	
		24 365	1 051 852		365 005	
Economic and Social Committee	a)	660	33 710	399	10 606	44 715
	b)	660			10 606	
			34 109			
Court of Auditors	a)	233 <sup>(2)</sup>	21 957	32 280	3 744	59 637
	b)	820			1 656	
		1 053	54 237		5 400	
Total	a)	148 537	8 326 196	1 404 687	2 386 989	12 303 611
	b)	91 950			185 739	
		240 487 <sup>(3)</sup>	9 730 883		2 572 728	

(1) Including 1694 proof-read and 1204 non-proof-read pages for the European Centre for the Development of Vocational Training - Berlin (93 316.30 ECU printing costs and 29 655 ECU service costs).

(2) Excluding 1884 proof-read pages in connection with the Annual Report of the Court of Auditors for 1979 (OJ No C 342).

(3) 378 proof-read pages invoiced to the Publications Office should be added to this total.





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



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

A. OVERALL RESULTS OF SALES ACTIVITIES

1980 was characterized by a slight contraction in the overall volume of sales of both periodicals and monographs.

This contraction was doubtless due to the general economic situation in which both individuals and firms showed a tendency to prune their expenditure on books and periodicals.

In the particular case of the Official Journal (see Point C.1. and Table 6), the striking rise in sales within the Community was largely due to a single order placed by the Italian Government for that country's courts and tribunals.

The fall-back in sales in third countries (-23.54%) was in fact partly attributable to the transfer of the sales revenue figures for Greece, which now appear for the first time in the tables relating to the Community.

Apart from the above it may be said that the year under review was characterized, as far as sales of the Official Journal are concerned, by a marked change in comparison with the figures achieved in the preceding financial year: sales in third countries levelled out, following the rapid rise of 1978 (+36.32%) and 1979 (+12.37%), but sales within the Community showed a further increase.

In the case of periodicals other than the Official Journal (see Point C.2. and Table 6), the general picture is more or less stable, with the overall figures showing a slight tendency to contract.

It should be noted in this context that a large number of subscriptions are placed by government bodies or large firms which are less sensitive than private individuals to the current economic situation.

Although sales of separate works showed the same tendency to contract, the demand for certain specialized monographs attained an encouraging level. These included in particular "The Community Legal Order" published in the Commission's "European Perspectives" series (5 200 copies), the Register of current Community legal instruments (2 250 copies: interinstitutional publication), Nos 11 and 12 of the Commission's "Education" series (980 and 720 copies) and the 7th edition of the "European Communities Glossary" (285 copies) compiled by the Council.

The publishing programme for the current year warrants the assertion that sales of certain titles, particularly in the "European Perspectives" series, and the Register, will again bear up well.

#### B. MEASURES TO BOOST THE CIRCULATION OF PUBLICATIONS

In the 1980 financial year, the Office continued its efforts to expand the sales of Community publications, in particular by sending out subject-field prospectuses and campaigns to promote reviews in specialized journals and newspapers.

The Office also participated in certain book fairs.

A general catalogue for 1978 was completed and the 1979 catalogue is currently being prepared for publication.

The Office also participated, as every year, in the compilation of a mini-catalogue listing a large selection of Community publications.

Finally, it should be mentioned that several press publicity campaigns were undertaken in the course of the year, with particular emphasis on the Register of current Community legal instruments.

In 1980, the usual meeting between the Office and the Heads of Sales Offices was held in The Hague; this was supplemented by a working meeting with direct purchasers, which was again held in Luxembourg and was attended for the first time by representatives of the new Sales Offices in Greece, Portugal and Spain.

### C. RESULTS OF SALES PROMOTION ACTIVITIES

#### 1. Official Journal

- Sales of the L + C editions of the Official Journal within the Community increased by 21.32%, mainly as a result of the large order placed by the Italian Government, but sales in third countries showed a fall of 23.54%.
- Sales of the S Series, the Supplement to the Official Journal, moved ahead by 11.09% in 1980.

Table 5, p. 24, gives the data for sales of the Official Journal.

#### 2. Publications other than the Official Journal

Trends in subscription sales of publications other than the Official Journal are shown in Table 6, p. 25.

The very sharp fall in the number of subscriptions served by the Publications Office reflects the transfer of a large number of these subscriptions to the Sales Offices and, in particular, the appointment of a periodicals distributor in the United Kingdom.

In the case of agricultural statistics, which have been completely revamped, these publications are not broken down by title in Table 6.

### D. COPYRIGHT

In 1980 the Office received 14 requests for copyright concessions, and these were all granted after consultation with the originating departments.

### E. SALES REVENUE

Gross sales turnover amounted to 2 350 682.69 ECU (compared with 2 387 939.43 ECU in 1979).

In accordance with the provisions of the Financial Regulation, the breakdown of sales revenue for payment to the institutions was based on the net sums received in the course of the financial year. In the year under review, however, for the first time, the revenue was divided into "tranches", for payment in the course of the year, so as to avoid excessive accumulation of these funds.

These net payments amounted to 1 842 886.96 ECU; the breakdown by institution was as follows (cf. Table 13, p. 41):

- Parliament	186 851.17
- Council	159 587.59
- Commission	1 395 478.30
- Court of Justice	73 261.27
- Economic and Social Committee	13 631.80
- Court of Auditors	11 186.07
- Cedefop	2 890.76



Table 5

TRENDS IN SUBSCRIPTIONS TO THE  
OFFICIAL JOURNAL OF THE EUROPEAN COMMUNITIES  
L, C and S Series

Country	L + C printed edition			S series		
	1979	1980	± %	1979	1980	± %
Belgium	1 598	1 626	+ 1,75	270	269	- 0,37
Denmark	476	463	- 2,73	78	67	- 14,10
FR of Germany	1 466	1 538	+ 4,91	331	354	+ 6,95
France	1 733	1 695	- 2,19	1 754 <sup>(1)</sup>	1 782 <sup>(1)</sup>	+ 1,60
Ireland	150	125	- 16,67	24	23	- 4,17
Italy	1 546	3 233	+ 109,12 <sup>(2)</sup>	211	263	+ 24,64
Luxembourg	112	102	- 8,93	13	17	+ 30,77
The Netherlands	624	702	+ 12,50	104	331	+ 218,27
United Kingdom	927	896	- 3,34	552	635	+ 15,04
Greece	- (3)	92	-	- (3)	3	-
Community total	8 632	10 472	+ 21,32	3 337	3 744	+ 12,20
Third countries	1 181	903	- 23,54	107	82	- 23,36
Grand total	9 813	11 375	+ 15,92	3 444	3 826	+ 11,09
<p>(1) Including 1 600 copies of DIMEX-Adjudications.  (2) Including a large order placed by the Italian Government for that country's courts and tribunals.  (3) Not counted as a Member State in the returns for the preceding financial year.</p>						

Table 6

TRENDS IN SUBSCRIPTIONS TO PUBLICATIONS  
OTHER THAN THE OFFICIAL JOURNAL

- 25 -

Title	Supplied by the Office			Supplied by the Sales Offices			Total		
	1979	1980	+ %	1979	1980	+ %	1979	1980	+ %
<b>PARLIAMENT</b>									
- Debates	333	71	- 78,68	-	287	-	333	358	+ 7,51
- Working documents	213	121	- 43,17	-	44	-	213	165	- 22,54
<b>Total PARLIAMENT</b>	<b>546</b>	<b>192</b>	<b>- 64,84</b>	<b>-</b>	<b>331</b>	<b>-</b>	<b>546</b>	<b>523</b>	<b>- 4,21</b>
<b>COMMISSION</b>									
- Bulletin	1 517	922	- 39,22	1 384	2 103	+ 51,95	2 901	3 025	+ 4,27
- Economic situation	126	75	- 40,48	195	182	- 6,67	321	257	- 19,94
- Pig iron and steel	413	311	- 24,70	-	-	-	413	311	- 24,70
- Vocational training information bulletin	135	69	- 48,89	332	410	+ 23,49	467	479	+ 2,57
- European Economy	735	417	- 43,27	816	1 075	+ 31,74	1 551	1 492	- 3,80
- European Economy - Supplement A	651	341	- 47,62	633	954	+ 50,71	1 284	1 295	+ 0,86
- European Economy - Supplement B	641	328	- 49,14	596	948	+ 59,06	1 237	1 274	+ 2,99
- European Economy - Supplement C	647	328	- 49,30	589	940	+ 59,59	1 236	1 268	+ 2,59
- Euro-Abstracts	219	131	- 40,18	-	122	-	219	253	+ 15,53
- Industrial short-term trends	91	70	- 23,08	113	136	+ 20,35	204	206	+ 0,98
- Monthly coal bulletin	248	173	- 30,24	284	375	+ 32,04	532	548	+ 3,01
- Monthly hydrocarbons bulletin	243	161	- 33,74	283	378	+ 33,57	526	539	+ 2,47
- Monthly electrical energy bulletin	239	161	- 32,64	289	366	+ 26,64	528	527	- 0,19
- Quarterly iron and steel bulletin	190	126	- 33,68	220	279	+ 26,82	410	405	- 1,23
- Monthly iron and steel bulletin	94	66	- 29,79	158	175	+ 10,76	252	241	- 4,37
- Monthly bulletin of external trade statistics	247	177	- 28,34	238	281	+ 18,07	485	458	- 5,57
- Eurostatistics I	234	152	- 35,04	205	417	+ 103,41	439	569	+ 29,61
- Eurostatistics II	297	203	- 31,65	62	292	+ 370,97	359	495	+ 37,88
- Agricultural statistics	870	231	- 73,45	452	626	+ 38,50	1 322	857	- 35,17
- Hourly wages	58	-	-	49	-	-	107	-	-
- Sundry publications	213	168	- 21,13	226	247	+ 9,29	439	415	- 5,47
<b>Total COMMISSION</b>	<b>8 108</b>	<b>4 608</b>	<b>- 43,17</b>	<b>7 124</b>	<b>10 306</b>	<b>+ 44,67</b>	<b>15 232</b>	<b>14 914</b>	<b>- 2,09</b>
<b>COURT OF JUSTICE</b>									
- Reports of Cases before the Court of Justice	210	180	- 14,29	1 370	1 386	+ 1,17	1 580	1 566	- 0,89
<b>Grand total</b>	<b>8 864</b>	<b>4 980</b>	<b>- 43,82</b>	<b>8 494</b>	<b>12 023</b>	<b>+ 41,55</b>	<b>17 358</b>	<b>17 003</b>	<b>- 2,05</b>



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



### III - ACCOUNTS OFFICE

#### A. BUDGET MANAGEMENT

Total Office expenditure rose from 11 276 836.09 ECU in 1979 to 12 576 785.94 ECU in 1980 - an increase of 1 299 949.85 ECU (+ 11.53%).

The rate of utilization of the Office's budget appropriation, including amounts carried forward, was 94.56% (93.83% in the case of expenditure under Title 1 and 95.80% in the case of expenditure under Title 2).

Expenditure under Title 1 (expenditure on staff) rose from 7 412 931.26 ECU in 1979 to 7 868 177.00 ECU in 1980 - an increase of 455 245.74 ECU (+ 6.14%).

Expenditure under Title 2 (operating expenditure, excluding investment expenditure) rose from 3 505 047.54 ECU in 1979 to 4 009 408.72 ECU in 1980 - an increase of 504 361.18 ECU (+ 14.39%).

Investment expenditure totalled 699 200.22 ECU in 1980 against 358 857.29 ECU in 1979 - an increase of 340 342.93 ECU (+ 94.84%). It comprised the purchase of office machines and furniture, technical equipment and installations for the workshops and dispatch departments. Special mention must be made of the effort made by the Office to computerize its various sectors of activity; the outlay on data-processing systems amounted to 34.15% of total investment expenditure.

Postal charges rose from 1 652 590.16 ECU in 1979 to 1 879 917.93 ECU in 1980 (+ 13.76%).

This expenditure accounted for 39.93% of operating costs (Title 2).

Table 7 shows trends in the Office's expenditure between 1979 and 1980 and gives a breakdown of expenditure at 31 December 1980; Table 8 provides a breakdown by department.

B. OPERATING RESULTS

1. Breakdown of the Office's expenditure for 1980

The criteria applied to the departmental breakdown of Office expenditure for 1980 broadly coincided with those for 1979.

The costs of the "secondary legislation" operation in Athens are shown in a separate column in Table 8.

Depreciation was calculated on a lump-sum basis; the Office intends to review and up-date the general inventory of its technical installations.

Table 9 shows the real cost of the Office's services and the value of the invoices issued.

2. Sales account

The trading results are shown in Tables 10 and 11.

The assets side of the balance sheet as at 31 December 1980 shows:

- The Office's financial resources, amounting to 1 539 710.89 ECU compared with 2 271 494.91 ECU in 1979, an increase of 731 784.02 ECU.

Allowing for the fact that the Office carried out partial distributions, under the heading of advances on receipts, in the course of the financial year, totalling 690 924.04 ECU, the difference between the two financial years works out at 40 859.98 ECU;

- The amounts due from customers total 419 438.30 ECU, compared with 428 527.73 ECU in 1979.

The items entered under liabilities represent:

- payments in the suspense account, totalling 181 909.70 ECU;
- the net balance of 2 468 200.10 ECU made up of:
  - a) 463 889.89 ECU income outstanding (difference between the net balance at 1 January and payments to the institutions of 1979 sales revenue);
  - b) 2 004 310.21 ECU, the operating result for 1980 given in the profit and loss account.



Profit and loss account:

The debit side of the profit and loss account shows the general overheads and operating result. As far as profits are concerned, there has been a sharp decline in the amount accruing from "exchange differences", from a total of 48 979.19 ECU in 1979 to 16 101.31 ECU in 1980 (- 67.13%), following adjustments to the rates adopted for the conversion of prices.

On the credit side of the profit and loss account, gross sales revenue in 1980 amounted to 2 350 682.69 ECU, which was much the same as in 1979 (2 387 939.43 ECU).

As a result of the general rise in interest rates, there was a marked rise in "interest received", notwithstanding the advances on 1980 revenue made to the institutions by the Office.

3. Allocation of sales revenue:

Table 12 (Revenue at 31 December 1980) and Table 14 (Breakdown of revenue at 31 December 1980) show the breakdown of total revenue and the allocation of sales revenue to the institutions. Table 14 takes no account of the advances paid by the Office in the course of the year under review.



Table 7a

## BUDGET EXPENDITURE OF THE PUBLICATIONS OFFICE IN 1980 - COMPARISON WITH EXPENDITURE IN 1979

ECU

Item	Item	Heading	APPROPRIATIONS 1980			EXPENDITURE 1980		1979	
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1980	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
110	1100	Basic salaries	4 929 300	(-) 364 500	4 564 800	4 420 655,04		4 420 655,04	4 444 644,09
	1101	Family allowances	521 900		521 900	504 502,17		504 502,17	471 938,65
	1102	Expatriation and foreign residence allowances	625 000		625 000	549 487,82		549 487,82	563 744,04
	1103	Secretarial allowances	42 200	3 000	45 200	44 671,14		44 671,14	41 208,13
		Total Art. 110	6 118 400	(-) 361 500	5 756 900	5 519 316,17		5 519 316,17	5 521 534,91
111	1110	Auxiliary staff	73 000		73 000	41 545,32		41 545,32	36 110,75
	1112	Local staff	789 200		789 200	711 843,58		711 843,58	692 882,32
		Total Art. 111	862 200		862 200	753 388,90		753 388,90	728 993,07
113	1130	Insurance against sickness	148 200		148 200	131 660,60		131 660,60	134 475,53
	1131	Insurance against accidents and occupational diseases	33 500		33 500	29 643,43		29 643,43	29 687,15
			181 700		181 700	161 304,03		161 304,03	164 162,68
114	1140	Birth and death grants	2 100		2 100	1 971,17		1 971,17	804,40
	1141	Annual leave travel expenses	52 500	5 000	57 500	55 477,52		55 477,52	47 440,05
	1142	Housing and transport allowances	p.m.		p.m.				
	1143	Fixed entertainment allowances	p.m.		p.m.				
	1144	Fixed local travel allowances	900		900	887,28		887,28	896,74
	1145	Special allowances (Art. 70, Fin. Reg.)	2 700		2 700	2 201,06		2 201,06	1 902,32
	1146	Payments provided for by Art. 42 of the Conditions of Employment of Other Servants of the Community	p.m.		p.m.				
	1147	Allowances for shiftwork or standby duty at work or at home	p.m.		p.m.				
	1149	Other allowances and repayments	p.m.		p.m.				
		Total Art. 114	58 200	5 000	63 200	60 537,03		60 537,03	51 043,51
115		Overtime	67 000		67 000	62 728,02		62 728,02	71 338,14
116		Weightings	p.m.	150 000	150 000	147 680,88		147 680,88	105 234,35
117	1171	Freelance proof-readers	542 200	300 000	842 200	759 774,68	82 425,32	842 200,00	584 827,38
	1172	Other services and work sent out for translation and typing	14 300	14 000	28 300	23 926,88	2 578,05	26 504,93	14 021,08
		Total Art. 117	556 500	314 000	870 500	783 701,56	85 003,37	868 704,93	598 848,46
119		Appropriations to cover any adjustments to remunerations	216 300	(-) 150 000	66 300	-	-	-	-
		TOTAL CHAPTER 11	8 060 300	(-) 42 500	8 017 800	7 488 656,59	85 003,37	7 573 659,96	7 241 155,12
121	1211	Travel expenses due to officials (including their families) Staff	7 700		7 700	1 508,96	91,04	1 600,00	215,28
		Total Art. 121	7 700		7 700	1 508,96	91,04	1 600,00	215,28
122	1221	Installation, resettlement and transfer allowances Staff	36 000		36 000	21 106,48	93,52	21 200,00	9 087,49
		Total Art. 122	36 000		36 000	21 106,48	93,52	21 200,00	9 087,49
123	1231	Removal expenses Staff	34 200		34 200	9 508,72	4 461,71	13 970,43	1 715,01
		Total Art. 123	34 200		34 200	9 508,72	4 461,71	13 970,43	1 715,01
124		Temporary daily subsistence allowances	53 800		53 800	24 014,33	685,67	24 700,00	10 133,38
125		Allowances for non-active status, retirement in the interest of the service or dismissal	p.m.		p.m.	-	-	-	-
129		Provisional appropriations to cover any adjustments to the remuneration and allowances of officials and other staff	1 800		1 800	-	-	-	-
		TOTAL CHAPTER 12	133 500		133 500	56 138,49	5 331,94	61 470,43	21 151,16
130	1301	Mission expenses, duty travel expenses and other associated expenditure Staff	150 000	40 000	190 000	161 876,17	28 123,83	190 000,00	136 000,00
		Total Art. 130	150 000	40 000	190 000	161 876,17	28 123,83	190 000,00	136 000,00
		TOTAL CHAPTER 13	150 000	40 000	190 000	161 876,17	28 123,83	190 000,00	136 000,00
141		Special contacts between staff	4 500		4 500	4 436,54	63,46	4 500,00	-
142		Restaurants and canteens	3 500		3 500	1 627,65	1 161,08	2 788,73	2 071,85
149		Other social expenditure	27 000		27 000	26 619,21	380,79	27 000,00	-
		TOTAL CHAPTER 14	35 000		35 000	32 683,40	1 605,33	34 288,73	2 071,85
151		Language courses, retraining, further training and information for staff	6 400	2 500	8 900	7 345,79	1 412,09	8 757,88	12 553,13
		TOTAL CHAPTER 15	6 400	2 500	8 900	7 345,79	1 412,09	8 757,88	12 553,13
		TOTAL - TITLE 1	8 385 200		8 385 200	7 746 700,44	121 476,56	7 868 177,00	7 412 931,26



Table 7b

## BUDGET EXPENDITURE OF THE PUBLICATIONS OFFICE IN 1980 - COMPARISON WITH EXPENDITURE IN 1979

ECU

Item	Item	Heading	APPROPRIATIONS 1980			EXPENDITURE 1980			1979
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1980	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
200	2000	Rent	1 015 000	(-) 50 000	965 000	948 210,43	1 460,85	949 671,28	840 449,69
	2001	Deposits	p.m.	-	p.m.	-	-	-	-
		Total Art. 200	1 015 000	(-) 50 000	965 000	948 210,43	1 460,85	949 671,28	840 449,69
201		Insurance	12 000		12 000	4 051,50	-	4 051,50	6 386,31
202		Water, gas, electricity and heating	150 000		150 000	135 734,71	14 160,24	149 894,95	137 815,15
203		Cleaning and maintenance	155 000		155 000	95 972,14	29 067,59	125 039,73	85 486,13
204		Fitting-out and repartitioning of buildings	14 000		14 000	3 406,01	6 655,99	10 062,00	12 042,27
205		Security and surveillance of buildings	62 000		62 000	48 356,88	5 836,10	54 192,98	49 112,69
206		Acquisition of immovable property	p.m.		p.m.	-	-	-	-
207		Construction of buildings	p.m.		p.m.	-	-	-	-
208		Other expenditure preliminary to the acquisition of immovable property or to the construction of buildings	p.m.	50 000	50 000	-	48 500,00	48 500,00	-
209		Other expenditure	9 000		9 000	2 277,38	4 869,58	7 146,96	6 304,20
		TOTAL-CHAPTER 20	1 417 000		1 417 000	1 238 009,05	110 550,35	1 348 559,40	1 137 596,44
210		Operations at the Computer Centre	131 500	(-) 100 000	31 500	16 434,43	8 520,09	24 954,52	14 529,62
211		Operations outside the Computer Centre	17 200		17 200	-	-	-	3 150,71
212		Development of data-processing applications	151 300	100 000	251 300	9 633,54	204 204,11	213 837,65	35 071,58
213		European Communities' Information and Documentary Research Centre (CIRCE) - Documentary analysis and interrogation	p.m.		p.m.	-	-	-	-
		TOTAL CHAPTER 21	300 000		300 000	26 067,97	212 724,20	238 792,17	52 751,91
220	2200	Office machinery - initial equipment	12 000	9 000	21 000	6 284,01	14 475,60	20 759,61	12 874,47
	2201	- replacements	6 500		6 500	-	6 355,53	6 355,53	2 604,69
	2202	- hire	p.m.		p.m.	-	-	-	-
	2203	- maintenance	16 000	(-) 3 500	12 500	11 983,51	148,12	12 131,63	11 333,97
		Total Art. 220	34 500	5 500	40 000	18 267,52	20 979,25	39 246,77	26 813,13
221	2210	Furniture - initial equipment	52 000	6 500	58 500	27 719,32	30 111,35	57 830,67	55 543,11
	2211	- replacements	5 000	(-) 3 500	1 500	-	-	-	1 049,03
	2213	- maintenance	3 500	(-) 3 000	500	-	-	-	296,62
		Total Art. 221	60 500		60 500	27 719,32	30 111,35	57 830,67	56 888,76
222	2220	Technical equipment and installations - initial equipment	323 500		323 500	37 504,79	282 736,40	320 241,19	211 805,35
	2221	- replacements	78 000		78 000	-	55 221,05	55 221,05	2 571,10
	2222	- hire	10 000		10 000	7 490,24	2 092,55	9 582,79	5 336,18
	2223	- maintenance	73 500	(-) 5 500	68 000	38 990,97	3 680,44	42 671,41	44 837,24
		Total Art. 222	485 000	(-) 5 500	479 500	83 986,00	343 730,44	427 716,44	264 549,87
223	2230	Transport equipment - initial equipment	p.m.		p.m.	-	-	-	18 874,56
	2231	- replacements	p.m.		p.m.	-	-	-	-
	2233	- maintenance	9 000		9 000	6 276,00	1 098,27	7 374,27	5 088,42
		Total Art. 223	9 000		9 000	6 276,00	1 098,27	7 374,27	23 962,98
225	2250	Library expenses, purchase of books	1 800		1 800	1 357,54	424,07	1 781,61	689,63
	2252	Subscription to newspapers and periodicals	700		700	680,27	0,46	680,73	487,53
	2253	Subscriptions to news agencies	500		500	355,05	-	355,05	352,99
	2254	Binding and upkeep of library books	8 000		8 000	1 406,09	6 312,19	7 718,28	6 130,52
		Total Art. 225	11 000		11 000	3 798,95	6 736,72	10 535,67	7 660,67
		TOTAL CHAPTER 22	600 000		600 000	140 047,79	402 656,03	542 703,82	379 863,86
230		Paper and office supplies	775 000	(-) 200 000	575 000	493 121,42	77 777,65	570 899,07	529 519,60
231	2310	Postage on correspondence and delivery charges	1 680 000	200 000	1 880 000	1 819 423,41	60 494,52	1 879 917,93	1 652 590,16
	2311	Telephone, telegraph, telex, television	67 000		67 000	66 333,50	636,24	66 969,74	57 935,88
		Total Art. 231	1 747 000	200 000	1 947 000	1 885 756,91	61 130,76	1 946 887,67	1 710 526,04
235	2350	Miscellaneous insurance	1 300		1 300	-	-	-	-
	2351	Uniforms and working clothes	8 000		8 000	1 194,92	940,08	2 135,00	2 258,28
	2352	Refreshments served during internal meetings	2 000		2 000	562,07	0,93	663,00	831,96
	2353	Departmental removals	12 000		12 000	9 300,95	2 506,97	11 807,92	8 197,85
	2354	Petty expenses	700		700	161,79	-	161,79	-
	2359	Other administrative expenditure	700		700	-	-	-	898,67
		Total Art. 235	24 700		24 700	11 319,73	3 447,98	14 767,71	12 186,76
		TOTAL CHAPTER 23	2 546 700		2 546 700	2 390 198,06	142 356,39	2 532 554,45	2 252 232,40
240	2401	Entertainment and representation expenses	2 000		2 000	644,55	0,45	645,00	588,82
		TOTAL-CHAPTER 24	2 000		2 000	644,55	0,45	645,00	588,82
250		Formal meetings and meetings in general	12 000	(-) 2 500	9 500	8 067,36	10,50	8 077,86	8 526,61
		TOTAL CHAPTER 25	12 000	(-) 2 500	9 500	8 067,36	10,50	8 077,86	8 526,61
260		Limited consultations, studies and surveys	7 500	2 500	10 000	-	10 000,00	10 000,00	7 500,00
		TOTAL CHAPTER 26	7 500	2 500	10 000	-	10 000,00	10 000,00	7 500,00
270	2720	Expenditure on information, publicity and participation in public events	30 000		30 000	10 729,89	16 546,35	27 276,24	24 844,79
		TOTAL CHAPTER 27	30 000		30 000	10 729,89	16 546,35	27 276,24	24 844,79
		TOTAL TITLE 2	4 915 200		4 915 200	3 813 764,67	894 844,27	4 708 608,94	3 863 904,83
		TOTAL TITLE 1	8 385 200		8 385 200	7 746 700,44	121 476,56	7 868 177,00	7 412 931,26
		GRAND TOTAL	13 300 400		13 300 400	11 560 465,11	1 016 320,83	12 576 785,94	11 276 836,09



REAL COST OF SERVICES 1980

Table 8a

ECU

Item	Heading	Expenditure for the financial year	Purchases Investments	C O S T S		Management Planning Dispatching	ADMINISTRATIVE AND TECHNICAL SERVICES				OFFICIAL JOURNAL			SECONDARY LEGISLATION	PUBLICATIONS	SALES AND ACCOUNTS				
				Non-chargeable	Chargeable		Staff	Technical and administrative section	General and technical services			Staff	Production Inv. to tender			Indexes Register	Staff	Sales	Accounts	
									Staff	Workshops	Dispatching									General services
1100	Basic salaries	4 420 655,04																		
1101	Family allowances	504 502,17																		
1102	Expatriation and foreign residence allowances	549 487,82																		
1103	Secretarial allowances	44 671,14																		
1130	Insurance against sickness	131 660,60																		
1131	Insurance against accidents and occupational diseases	29 643,43																		
1140	Birth and death grants	1 971,17																		
1141	Annual leave travel expenses	55 477,52																		
1144	Fixed local travel allowances	887,28																		
115	Overtime (officials)	34 780,58																		
116	Weightings	147 680,88																		
119	Appropriations to cover any adjustments to remunerations	-																		
1211	Travel expenses due to officials (including their families)	1 600,00																		
1221	Installation resettlement and transfer allowances	21 200,00																		
1231	Removal expenses	13 970,43																		
124	Temporary daily subsistence allowances	24 700,00																		
	sub-total	5 982 888,06			5 982 888,06	360 090,17	81 038,89	419 153,56	189 102,00	836 759,29	203 111,43	259 323,63	173 793,46	998 090,96	241 611,68	15 577,33	1 373 811,73	70 699,54	535 099,12	225 625,27
1145	Special allowances (Art. 70, Fin. Reg.)	2 201,06			2 201,06															2 201,06
1301	Mission expenses	190 000,00			190 000,00	8 353,00	16 706,00							23 388,00	1 671,00	22 941,00	100 235,00	16 706,00		
1110	Auxiliary staff	41 545,32			41 545,32	20 989,95		3 852,72					9 127,35						7 575,30	
1112	Local staff (plus overtime)	739 791,02			739 791,02					342 319,51	257 967,92	107 174,40			30 889,92	1 439,27				
1171	Freelance proof-readers	842 200,00		47 659,14	794 540,86			5 550,29						418 208,03	71 868,08	44 122,58	254 791,88			
1172	Other services and work sent out for translation and typing	26 504,93			26 504,93			5 826,93				4 817,50							3 625,10	12 235,40
141	Social contacts between staff	4 500,00		4 500,00																
142	Restaurants and canteens	2 788,73	1 188,73		1 600,00	1 600,00														
149	Other social expenditure	27 000,00		27 000,00																
151	Language courses, retraining, further training and information for staff	8 757,88			8 757,88					8 757,88										
	Total TITLE I	7 868 177,00	1 188,73	79 159,14	7 787 829,13	391 033,12	97 744,89	434 383,50	189 102,00	1 187 836,68	461 079,35	371 315,53	182 920,81	1 439 686,99	346 040,68	84 080,18	1 728 838,61	87 405,54	546 299,52	240 061,73









Table 9

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

Sector	Cost of Services	Services invoiced	Services charged to the budget	Comparison of costs and invoices issued	
				(+)	(-)
1. - Technical and administrative section	655 148,67	-	655 148,67	-	-
- Workshops	1 878 989,15	1 176 724,00	-	-	702 265,15
- Dispatching	2 676 076,62	2 537 362,00	-	-	138 714,62
2. - Official Journal	2 074 191,84	2 701 793,00	-	627 601,16	-
- Indexes and Register	476 444,02	476 444,02	-	-	-
- Secondary legislation	117 443,91	117 443,91	-	-	-
3. - Publications	2 252 565,81	2 572 728,00	-	320 162,19	-
4. - Sales	1 113 925,34	-	1 113 925,34	-	-
Total	11 244 785,36	9 582 494,93	1 769 074,01	947 763,35	840 979,77

ASSETS			LIABILITIES		
Heading	Amount in BFR	Amount in (1) ECU	Heading	Amount in BFR	Amount in (1) ECU
Banque Internationale Luxembourg account No 8-109/6003/300 - current acc.	6 585 845	162 220,92	Suspense accounts	7 385 170	181 909,70
Compte cheque postal Luxembourg No 19190-81	701 475	17 278,56			
Banque Internationale Luxembourg No 8-109/6003/310 - term account	55 221 863	1 360 211,41			
Advances on 1980 receipts to the institutions	28 050 134	690 924,04	<u>Net balance at 31 December 1980 :</u>		
Sundry debtors	1 485	36,57	Net balance at 1.1.1980	107 073 433	
Customers	17 028 356	419 438,30	- Payment to the institutions of 1979 sales	88 240 431	
			revenue (463 889.89 ECU)	18 833 002	
			+ Operating result	81 370 986	
			(2 004 310.21 ECU)		
				100 203 988	2 468 200,10
<b>Total</b>	<b>107 589 158</b>	<b>2 650 109,80</b>	<b>Total</b>	<b>107 589 158</b>	<b>2 650 109,80</b>

(1) The conversion rate used is BFR 40.598 = 1 ECU.

DEBIT	(1)		CREDIT	(1)	
	Amount in BFR	Amount in ECU		Amount in BFR	Amount in ECU
Rebate	22 570 512	555 951,33	Gross sales revenue	95 433 016	2 350 682,69
Exchange differences	653 681	16 101,31	Interest received	8 291 586	204 236,32
Bank charges	2 344	57,73	Miscellaneous revenue	57 089	1 406,20
Sundry expenses	293	7,22	Charges invoiced	1 053 990	25 961,62
Insolvent debtors	237 865	5 859,03			
	23 464 695	577 976,62			
Operating result	81 370 986	2 004 310,21			
Total	104 835 681	2 582 286,83	Total	104 835 681	2 582 286,83

(1) The conversion rate used is BFR 40.598 = 1 ECU.

## INVOICES PAID AS AT 31 DECEMBER 1980

DEBIT			CREDIT		
Heading	Amount in BFR	Amount (1) in ECU	Heading	Amount in BFR	Amount (1) in ECU
Income owed payable to the Commission at 31 December 1980	131 665	3 243,14	Operating result	81 370 986	2 004 310,21
Invoices to be settled as at 31 December 1980	25 254 798	622 070,00			
	25 386 463	625 313,14	Income owed at 1 January 1980		
			- income owed payable to the Commission	376 160	9 265,48
			- invoices to be settled	18 456 842	454 624,41
Income received	74 817 525	1 842 886,96		18 833 002	463 889,89
<b>Total</b>	<b>100 203 988</b>	<b>2 468 200,10</b>	<b>Total</b>	<b>100 203 988</b>	<b>2 468 200,10</b>

(1) The conversion rate used is BFR 40.598 = 1 ECU



Table 13

BREAKDOWN OF SALES REVENUE AT 31 DECEMBER 1980

Institutions	Income payable to the institution	Income payable to the Commission		Total net income	
		1.1.1980 (+)	31.12.1980 (-)	Amount in BFR	Amount in (1) ECU
<b>PARLIAMENT</b>					
- Publications	1 112 912	-	-		
- Official Journal	6 339 286	-	-		
- Treaties	133 586	-	-	7 585 784	186 851,17
<b>COUNCIL</b>					
- Publications	202 287	-	-		
- Official Journal	6 123 051	-	-		
- Treaties	153 599	-	-	6 478 937	159 587,59
<b>COMMISSION</b>					
- Publications	28 767 822	376 160	131 665		
- Official Journal	27 108 113	-	-		
- Treaties	533 198	-	-	56 653 628	1 395 478,30
<b>COURT OF JUSTICE</b>					
- Publications	2 466 086	-	-		
- Official Journal	477 686	-	-		
- Treaties	30 489	-	-	2 974 261	73 261,27
<b>ECONOMIC AND SOCIAL COMMITTEE</b>					
- Official Journal	531 945	-	-		
- Treaties	21 479	-	-	553 424	13 631,80
<b>COURT OF AUDITORS</b>					
- Official Journal	444 807	-	-		
- Treaties	9 325	-	-	454 132	11 186,07
<b>CEDEFOP</b>					
- Publications	117 359	-	-	117 359	2 890,76
<b>Total</b>	<b>74 573 030</b>	<b>376 160</b>	<b>131 665</b>	<b>74 817 525</b>	<b>1 842 886,96</b>
(1) The conversion rate used is BFR 40.598 = 1 ECU.					

### III - GENERAL AND TECHNICAL SERVICES

#### A. WORKSHOPS

##### 1. Production

a) Composition: after an extensive programme of in-house training, under the guidance of outside experts, followed by an appraisal of the technical capacity of the Office's composition equipment, the operations of this production unit were thoroughly reorganized; and there were already clear signs of improved efficiency in the last quarter of 1980. The figures in Tables 14 and 15, p. 43, do not reflect this improvement, because of the loss of production (about 1 800 man-hrs) in the training and reorganization phases and because a large volume of composition work (about 3 000 man-hours already completed in 1980 was carried forward to 1981.

b) Printing: this production unit operated at full capacity. The considerable increase in the number of man-hours worked (+ 33.50% compared with 1979) was not reflected in a commensurate increase in the number of pages printed (- 8.8%) (see Table 16, p. 43). This is due to the large number of publications involving short print runs for which machine preparation time is inordinately long in comparison with actual printing time. The Office's printing shop takes on a considerable number of short-run assignments where the cost per copy would be unacceptably high if the work were done by outside contractors.

##### 2. Invoicing

The total value of the invoices issued for printing and reprints of publications proper, together with forms, slips, etc., for use by the various departments was 1 531 665 ECU (compared with 1 443 639 ECU in 1979), comprising 1 288 929 ECU for labour and 242 736 ECU for materials. The breakdown of this total by institution is given in Table 17, p. 44.

Table 14

THEORETICAL CAPACITY AND ACTUAL PERFORMANCE IN 1980

Production unit	Theoretical capacity in 1980		Actual capacity (posts occupied)	Actual performance in 1980	
	Quantity	Value in ECU		Quantity	Invoiced value in ECU
Composition	19 200 h <sup>(1)</sup>	506 504	16 400 h	9 060 h	238 958
Photo	11 200 h	280 995	11 020 h	10 793 h	270 904
Printing	19 200 h	432 883	17 820 h	18 059 h	407 225
Trimming	28 800 h	532 216	29 020 h	20 127 h	371 842
<b>Total</b>	<b>78 400 h</b>	<b>1 752 598<sup>(2)</sup></b>	<b>74 260 h</b>	<b>58 039 h</b>	<b>1 288 929</b>

(1) Theoretical quantity used for calculating hourly costs.  
 (2) Real cost of the sector: 1 878 989.15 ECU.

Table 15

COMPARISON OF HOURS OF WORK INVOICED

Production unit	1979	1980	%
Composition	14 832 h	9 060 h	- 38,92 %
Photo	9 783 h	10 793 h	+ 10,32 %
Printing	13 527 h	18 059 h	+ 33,50 %
Trimming	20 538 h	20 127 h	- 2,00 %
<b>Total</b>	<b>58 680 h</b>	<b>58 039 h</b>	<b>- 1,09 %</b>

Table 16

COMPARISON OF RUNS (PRINTING AND TRIMMING)

Year	A 1	A 2	A 3	A 4	Total	Total expressed in A 4 format
1979	11 913 768	3 372 312	6 313 764	118 032	21 717 876	121 544 952
1980	10 500 960	4 011 504	5 090 304	201 552	19 804 320	110 435 856

Table 17

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

in ECU						
Institution	Composition	Photo	Printing	Trimming	Materials	Total
Parliament	1 695	332	1 968	1 770	1 563	7 328
Council	4 410	18 226	66 199	76 192	17 082	182 109
Commission	204 095	154 842	278 868	216 870	189 715	1 044 390
Court of Justice	1 428	51 217	27 954	41 506	16 076	138 181
Economic and Social Committee	81	16	103	108	91	399
Court of Auditors	2 536	10 755	7 108	8 445	3 436	32 280
ASELT	-	1 355	355	458	526	2 694
Publications Office	24 713	34 161	24 670	26 493	14 247	124 284
<b>Total</b>	<b>238 958</b>	<b>270 904</b>	<b>407 225</b>	<b>371 842</b>	<b>242 736</b>	<b>1 531 665</b>

B. DISPATCHING

The volume of publications dispatched, which had increased considerably in 1979 (+ 40.99%) showed a further increase of 7.30% in 1980 (Table 18, p. 46).

To streamline the distribution of the Official Journal, a night dispatching service (between 23.30 hrs and 6.30 hrs) has been operating since September. These arrangements have ensured the arrival of the daily issues of the L and C versions of the Official Journal in all the capitals of the Community between midday and 2 p.m. on their date of publication. The Publications Office intends to enter into discussions with the national PTTs with a view to accelerating actual delivery of the Official Journal to subscribers' letter boxes.

Management of the list of addresses and the printing of labels have both been computerized; the SAGAP project system using conversational terminals for the management of addresses and a remote batch terminal for the printing of labels, both of which are linked with the Commission's Computer Centre, has also been operational since September.

The total amount invoiced to the institutions under the heading of dispatching costs was 2 537 362 ECU (3 020 939 ECU in 1979) including 1 176 000 ECU for postage.

The breakdown of dispatching costs by institution is shown in Table 19, p. 47.

C. STOCKS AND STORAGE FACILITIES

The increasing number of publications requiring storage and the increasing volume of storeroom operations have inevitably resulted in the computerization of the stock management function. Contracts for the physical rearrangement of the Office's stocks and for the supply of an appropriate computer system, under a turn-key contract (SAGAP-2 project, phase 1), have been concluded with service companies. This work commenced in December 1980.

Table 18

TRENDS IN THE VOLUME OF DISSEMINATION OPERATIONS

Dispatching operations	1979	1980	%
Number of individual orders executed	29 175	31 028	+ 6,35
Number of copies of the Official Journal distributed on the basis of annual subscriptions	8 522 154	9 496 530	+ 11,43
Number of copies of the Official Journal distributed on the basis of individual orders	626 785	526 031	- 16,07
Other publications distributed on the basis of annual subscriptions and individual orders	6 695 290	6 397 375	- 4,45
'New issues' notices and circulars	496 819	1 113 959	+ 124,22
Total	16 341 048	17 533 895	+ 7,30
Dispatching of forms relating to the social security of migrant workers (166 orders)	188 564	886 650	+ 370,21

Table 19

ALLOCATION OF DISPATCHING COSTS  
(including postage)

Institution	Official Journal, Indexes (1) and Register (2)		Publications		Imprest account	Total ECU
	Pages	Invoices ECU	Net sales revenue BFR	Invoices ECU	Invoices ECU	
Parliament	34 606	317 337	1 112 912	16 570	-	333 907
Council	31 576	289 552	202 287	2 924	-	292 476
Commission	139 205	1 276 510	29 129 676	431 308	96 761	1 804 579
Court of Justice	2 501	22 934	2 466 086	36 552	-	59 486
Economic and Social Com.	2 752	25 236	-	-	-	25 236
Court of Auditors	2 364	21 678	-	-	-	21 678
<b>Total</b>	<b>213 004</b>	<b>1 953 247</b>	<b>32 910 961 (3)</b>	<b>487 354 (4)</b>	<b>96 761</b>	<b>2 537 362</b>

(1) Dispatching costs for indexes will be adjusted in 1981. See also comments on p. 11 (bottom line).  
(2) Dispatching costs for secondary legislation will be invoiced in 1981.  
(3) See Table 13, p. 41, "Accounts Office".  
(4) Based on a fixed percentage of the costs forecast for the sector broken down at the end of the year on the basis of income from sales

D. MICROGRAPHY

Control of the services provided by the Office's suppliers and the distribution of microfiches (555 206 in the course of the year) proceeded smoothly throughout 1980.

A start was made on the duplication of microfiches (165 375 copies) mainly to replenish certain stocks of microfiches of the Official Journal.

A breakdown of the production and distribution of microfiches will be found in Table 20, p. 50.

E. WORD PROCESSING

A multi-station word processing system has been installed (comprising a central unit, a 65 million character disc, four work stations and two printers). A dozen members of the Office's staff have been trained to operate the system and are very enthusiastic about it, with a result that a second set of equipment, consisting of five work stations and two printers connected to the same central unit has already been ordered. The use of these installations is not restricted to administrative work (repetitive typing, invitations to tender, etc.); they are also used on an increasing scale for management tasks (e.g. management of contracts with outside printers; production control in the Office's workshops, etc). In addition, they will have a positive role to play in the new developments permitting the rapid transmission of manuscripts, correspondence with printers and remote proof-reading (see under 'new developments' on the following page).

This system, which was selected in close cooperation with the Commission's Committee on Word Processing, is characterized by exceptionally high performance in terms of response time, because the equipment has been specially designed to permit direct interaction between the keyboard and the central memory. The facilities provided by the supplier have ensured that this system can cope with all the Community languages (including Greek in the near future).

F. THE PUBLICATIONS OFFICE BUILDING

To remedy the shortage of office accommodation, exacerbated by the addition to the language spectrum, in 1980, of the seventh official language, the Office has installed its "Sales and Accounts" service in another building in the city of Luxembourg.

The owner and his agent have prepared plans for an extension to the present main building.



G. NEW DEVELOPMENTS SECTION

Computers and electronic office equipment are playing an increasingly important role in the Office, not only on the management side but also, and above all, on the production side of its activities.

Hence the establishment, with a view to streamlining the organization of the various projects undertaken in this context, of a "New Developments" section which is already engaged on the following ventures:

- computerization of the Office's commercial management functions

This ambitious project, known as SAGAP 2, is a continuation of the line of development represented by SAGAP 1 (computerized management of addresses) which has been in operation since August 1980.

The project comprises the following basic phases: stock management, recording of orders, invoicing, client accounts and standing orders.

The "New Developments" section has sounded out suppliers with a view to the purchase of software corresponding to the specifications based on the results of the functional analysis carried out by the Office. This software will be used for reorganizing the Office's stocks along the lines required for computerized stock control.

- compilation of dispatching data

The aim of this project is to optimize (on the basis of the data provided by the SAGAP system) the dispatching data for the publications of the various Community institutions. This will facilitate, inter alia, the estimation of print run requirements.

- introduction of word processing to the publishing sector

The Office is actively participating in the projects currently under way in certain institutions with a view to the organization of photocomposition work on the basis of magnetic tapes produced by word processing systems.

- computerization of the production and distribution of the Supplement to the Official Journal

The Supplement to the Official Journal (invitations to tender) represents by definition a highly perishable product. Computer technology (including dissemination of material from data bases) can accelerate the access of interested parties to the details of the invitations to tender for public works and supply contracts issued by the authorities in all the Member States.

- definition of a standard format for the interchange of composed text on computer media

As the institutions frequently need to reprint texts that have already appeared in the Official Journal, the research that is currently under way in this field is intended to eliminate unnecessary costs of recomposition by re-using the initial composition.

Table 20

VOLUME OF WORK DONE BY THE 'MICROMATION' SECTOR

Publications	No of duplicates of microfiches produced from originals	No of microfiches distributed	No of microfiches produced by viewer-printer
- Official Journal	142 075	555 206	12 169 = 973 520 pages DIN A4
- Other publications (Parl. deb., EUR docs, etc).	23 300		
Total	165 375	555 206	12 169

CHAPTER IV - THE PRINTING MARKET AND THE GEOGRAPHICAL  
SPREAD OF CONTRACTS WITH OUTSIDE FIRMS



#### IV - THE PRINTING MARKET AND THE GEOGRAPHICAL SPREAD OF CONTRACTS WITH OUTSIDE FIRMS

The whole of 1980 was profoundly affected by the imminence of the accession of the Hellenic Republic on 1 January 1981. The Office was therefore faced with the alternative of negotiating amendments to existing contracts or calling on other printers for the Greek versions of certain publications. The Office began by compiling a list of printing firms in the nine existing member countries with the capacity to carry out composition work in Greek and also sounded out the printing sector in the Hellenic Republic in good time in order to identify the Greek firms with adequate technical resources to meet the composition and printing requirements of the institutions of the European Community. These measures were followed by an invitation to tender extending the system of general contracts for composition work and the printing of publications to the market in the Hellenic Republic and the signature of contracts with four Greek firms.

Also in connection with Greek accession, the Office established a contractual system for the composition and printing of 22 000 pages of secondary legislation in the Greek language.

The activities of the technico-administrative section were also affected by certain aspects of budgetary procedure in the course of the financial year 1980 and by some increase in the Office's workload (see Table 21, p. 54) as reflected in the amounts invoiced and the Office's cost estimates and order forms.

In the second half of the year, for the first time, there were clear signs that the "general contract" system was becoming overstretched. In fact, around mid-year, the system of "provisional twelfths" resulted in the displacement, to the second half of the year, of a certain number of assignments normally carried out in the first six months, and this gave rise to a fairly considerable build-up of pressure on the composition and printing capacity of the contractors located close enough to the Office to put in the most competitive bids for work.

In 1980, the Office continued its efforts to enlarge the number and geographical distribution of the contractors awarded composition and printing contracts; but it has to be admitted that these efforts were not invariably successful, either because certain firms failed to evince any interest in the type of work involved or because the tenderers could not meet the special requirements associated with Community publications.

Furthermore, the distance factor (between the author, the proof-reader and the printer) still weighs heavily in the balance.

Table 21

VOLUME OF WORK DONE

Work	1979	1980
Estimates	435	570
Invoices	1 244	1 134
Invitations to tender	30	15
New contracts	28	9
Reports to the ACPCs	21	13
Order forms	413	891

CHAPTER V - STAFF OF THE OFFICE AND STAFF  
MANAGEMENT PROBLEMS





V - STAFF OF THE OFFICE AND  
STAFF MANAGEMENT PROBLEMS

A. WORK-FORCE

For the 1980 financial year, the Publications Office was granted eight additional posts by the budget authorities, which raised the number of posts on the establishment plan from 237 to 245 (see Table 22, p. 60). In addition, 20 temporary posts were granted in connection with the accession of Greece to the European Communities.

At 31 December 1980, 223 officials and temporary staff were employed - an increase of 7 over the previous year. The modest nature of this increase reflects the fact that the procedures for filling vacant posts - which were not set in motion in the case of the new posts until the second half of the year because of the delayed approval of the budget - could not be completed before the end of the year.

The process of filling the temporary posts was also held up by the shortage of Greek applicants for temporary proof-reading work.

The administrative procedures relating to the recruitment of Office staff and the subsequent stages of their careers within the service are detailed in Table 23, p. 61.

B. FREELANCE PROOF-READERS

The data relating to freelance proof-readers may be summarized as follows:

- 1980 budget appropriations for salaries, insurance, local travel costs, subsistence expenses and mission expenses of freelance staff	542 200.00 ECU
- transfers of appropriations	300 000.00 ECU
	<hr/>
- total disposable funds	842 200.00 ECU
- expenditure at 31 December 1980	759 774.68 ECU

- increase in salaries as from 1.1.1980, in line with the cost of living index of the Grand Duchy of Luxembourg 5.06%
- increase in daily subsistence allowances for freelance proof-readers on mission, as from 1.1.1980, in line with the allowances payable to officials in category B
- insurance premium (January-end November 1980) 6 561 ECU

C. OCCUPATIONAL TRAINING

The number of staff registered for courses and occupational training are shown in Table 2<sup>4</sup>, p. 62.

D. CONSULTATION

On 2<sup>4</sup> April 1981 the representatives of the trade-union organizations met the Chairman of the Management Committee and the Director of the Publications Office for the customary consultations on questions relating to Office staff.

The following matters were discussed.

1. Night dispatching service for the Official Journal

The trade-union representatives and the two representatives of the Publications Office noted that steps were already being taken to implement the arrangements agreed in July 1980.

The two sides agreed to make strong representations to the Commission to ensure the earliest possible adoption of the amendments to the rules laying down the conditions of employment for local staff, on which the establishment of a fully-fledged night dispatching service depends.

2. Effects of the one-day strike of 22 January 1980

It was noted that the two sides had agreed on the requisitioning of a limited number of officials during the strike for the specific purpose of printing and dispatching the issue of the Official Journal containing the texts of the vitally important acts and regulations whose publication could not be deferred without prejudice to those to whom they applied.

### 3. Freelance proof-readers

The difficulty of recruiting officials for the various proof-reading teams, already mentioned at the 1980 consultations, had unfortunately persisted in the year under review, and this had obliged the Office to call on an exceptionally large number of freelance proof-readers.

The representatives of the Personnel Division, the Staff Committee and the Office agreed to pursue their efforts within the framework of the Working Group created for the purpose to rectify the situation.

### 4. Data-processing developments at the Office

At the request of the representatives of the trade-union organizations, the Director of the Office gave a progress report on the development of computer systems at the Office and outlined the short and medium-term prospects in this area of activity.

It was agreed that special attention would have to be paid to the effect of these developments on the working conditions of the Office's staff and their implications as far as the organization of the relevant occupational training programmes was concerned.

The Director of the Office gave an emphatic assurance that the officials and other servants of the Office who had already reached an advanced stage of occupational training would not be excluded on those grounds from competitions in their own specific sphere of professional activity.

Table 22

ESTABLISHMENT PLAN - 1980

Category + Grade	No of permanent posts	No of temporary posts (connected with the accession of Greece)(1)
A1	- (2)	-
A2	1	-
A3	1	-
A4	2	-
A5	2	-
A6	3	-
A7	5	-
A8	-	-
Total	14	-
B1	18	1
B2	34 (3)	2
B3	39 (4)	2
B4	16 (5)	2
B5	11	3
Total	118	10
C1	13	1
C2	30	1
C3	34	1
C4	18	1
C5	6	1
Total	101	5
D1	5	1
D2	4	1
D3	3	1
D4	-	2
Total	12	5
Grand total	245	20

(1) These posts will be deleted from the Establishment Plan on completion of the tasks for which they were created.  
(2) The post of Director of the Office for Official Publications of the European Communities is held by an official in Grade A1 on a personal basis.  
(3) Including one senior secretarial assistant.  
(4) Including three posts for secretarial assistants and technical assistants.  
(5) Including one secretarial or technical assistant post.

Table 23

ADMINISTRATIVE PROCEDURES

Officials	Number
a) Probationers appointed - following open competition	18
b) Transfers - to the Office - to the Commission	3 9
c) Promotions - within career bracket - to another career bracket - to another category	16 8 2
d) Transfer to the Office	1
e) Departures - secondment - invalidity - resignations	2 2 3
Temporary staff	
a) Recruitment	2
b) Renewals of contract	3
c) Establishment	1
d) Departures	2
Auxiliary staff	
a) Recruitment	6
b) Renewals of contract	2
c) Establishment	2
d) Departures	2
Local staff	
a) Recruitment	7
b) Transfers - to the Office - to the Commission	1 3
c) Promotions - at the same employment level - to a different employment level	3 4
d) Resignations	3

Table 24

NUMBER OF STAFF REGISTERED FOR COURSES  
AND OCCUPATIONAL TRAINING

Type of activity	Duration	No registered in 1980
<b>1. Language courses</b>		
- Community languages - 1980 (3 months)	3 hrs/week	39
- Community languages - 1980/1981	"	47
- Greek course - 2nd year 1980/81	"	11
- Greek course: beginners 1980/81	"	4
- Advanced Greek course at Corfu	1 month	1
- Spanish course - advanced 1980/81	3 hrs/week	1
- Spanish course - beginners 1980/81	3 hrs/week	3
<b>2. Seminars and courses of general interest</b>		
- CIRCE training course/Brussels	2 days	1
- Seminar on documentation and library management/Luxembourg	1 day	3
- Seminar on the management of staff training/Brussels	1 day	1
- Seminar on 'Perspectives for integrated Office Information and Telecommunications Services: Nexos Strategy/Luxembourg	1 day	1
- Seminar on Community revenue/Brussels	1 day	2
- Seminar on Greece/Luxembourg	3 days	2
- Training of security staff/Luxembourg	2 days	1
- Rapid reading course/Luxembourg - English	3 days	1
- German	3 days	2
- First Aid course/Louvain	1 day	3
- Seminars on time management/Luxembourg (in English and French)	2 days	5
- Seminar for instructors/Luxembourg	2 days	1
- Introduction to data processing/Brussels	1 day	1
- Induction course for new category-A officials/Brussels	3 weeks	1
- Conference on the European Institutions and the Commission's Departments in Luxembourg	5 days	4
- Written and oral communication; mathematics (in French and Italian) /Luxembourg	2 days	4
- Seminar on oral communication /Luxembourg	81 hrs	2
- Seminar on Secretarial Duties (in French and German) /Luxembourg	3 days	2
- Seminar on economic and social statistics /Luxembourg	2 days	2
- Seminar on the future development of office automation /Brussels	1 day	1
<b>3. Seminars and technical courses</b>		
- Electronic publishing/London	2 days	1
- Typographical training course/Esslingen	3 days	2
- Techniques and methods of printing/London	2 days	2
- SIGOB computer convention 1980/Paris	5 days	1
- Course on colour selection for photographic work/Stuttgart	5 days	1
- Training on varycomposer/London	10 days	1
- Photocomposition costing practice/Landau	2 days	1
- Seminar on programmed photocomposition/Paris	2 days	2
- The evolving world of word processing/London	2 days	1
- Photocomposition and editing technology/Amsterdam	2 days	2
- Training on computer equipment/Brussels	16 days	1
- Training on computer equipment/Brussels	3 days	1
- Training on computer equipment/Paris	10 days	1
- Study of micrographic techniques/Paris	1 day	1
- Training course on binding work for printers/Luxembourg	3 days	1
- Training course on binding work for printers/Marcinelle	2 days	1
- Training course on binding work for printers/Luxembourg	2 days	1
- Training course on photocomposition	4 weeks	7
- Training course on word processing	2 days	8
<b>4. Visits to exhibitions</b>		
- Journée de l'offset/Luxembourg	1 day	10
- Salon National des Industries Graphiques + conference/Charleroi	1 day	4
<b>5. Special leave for training purposes</b>		
- Leave to take examinations	10 days	1
	3 days	1
<b>Total</b>		<b>199 (1)</b>
(1) 116 different participants.		

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





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

The translation work done on behalf of the Office and institutions is listed below.

Table 25

LIST OF WORK DONE BY THE MLTTS  
(No of pages)

Work done	1979	1980
<u>PARLIAMENT</u>		
- Reports of proceedings of Parliament's debates	24 276	25 815
- Indexes of names	2 578	3 406
- Europe today	2 897	978
- Miscellaneous	-	-
<u>COUNCIL</u>		
- Review of the Council's work	2 170	3 315
<u>ECONOMIC AND SOCIAL COMMITTEE</u>		
- Rules of procedure	-	150
<u>PUBLICATIONS OFFICE</u>		
- Notices of invitation to tender for public works contracts	22 577	25 716
- Notices of invitation to tender for public supply contracts	6 565	6 550
- Annual Management Report	390	315
- Miscellaneous	1 607	1 186
<b>Total</b>	<b>63 060</b>	<b>67 431</b>

A. WORK DONE FOR THE PARLIAMENT

- Reports of proceedings: in 1980, the MLTTS was responsible for a portion of the translation of the proceedings of Parliament's debates for each part-session of the Parliament representing a day and a half or two days' debates.

In 1980, the MLTTS translated 25 815 pages, compared with 24 276 in 1979 - an increase of 6.3%.

- Index of names from the debates: 3 406 pages were translated, compared with 2 578 in 1979. The index consists of brief extracts in alphabetical name order of what Members said during the debates.
- Europe today: 978 pages were translated, compared with 2 897 in 1979, reflecting the modest volume of updating work on this publication in 1980.

#### B. WORK DONE FOR THE COUNCIL

The 27th Review of the Council's work, which ran to 663 pages, was translated into all the official languages, making a total of 3 315 pages.

#### C. WORK DONE FOR THE PUBLICATIONS OFFICE

- Invitations to tender for public works contracts: in 1980, the translation of notices of invitation to tender represented 38% of the translations done under the agreement concerning the medium- and long-term Translation Service (35.8% in 1979). These translations arrived at the rate of 10 documents of 2 pages per day, representing 20 pages for translation into 5 languages for a total of 100 pages translated per day. There was a considerable increase in the number of pages translated in comparison with the figure for 1979.
- Notices of invitation to tender for public supply contracts: in 1980, 6 550 pages of these notices were translated, representing 10.32% of translation work done for the Office.

In anticipation of the entry into force, on 1 January 1981, of the GATT Agreement on public invitations to tender and the deadlines involved, a certain number of these invitations to tender were translated at the end of 1980.

It should be noted that in 1980 these two groups of notices of invitation to tender represented 47.6% of the translations done by the MLTTS for the Office, compared with 46.2% in 1979. The total number of pages rose from 29 142 in 1979 to 32 266 in 1980.

- Annual Management Report: translation of the Office's 11th Annual Management Report (315 pages) required 35 days, including the time required for typing the fair copy.
- Miscellaneous: this heading (1 033 pages in 1980) includes invitations to tender for printing work issued by the Office and the relevant specifications. The balance comprises various documents relating to the Office's activities. In addition, 153 pages of miscellaneous material were translated into Greek.

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