

FIFTEENTH  
ANNUAL  
MANAGEMENT  
REPORT  
1983



OFFICE FOR OFFICIAL PUBLICATIONS  
OF THE EUROPEAN COMMUNITIES







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## **NOTICE**

For the amounts shown in ECU the conversion rate applied is the mean for the period under review.

## INTRODUCTION

This management report, drawn up by the Management Committee pursuant to Article 4 of the Decision establishing the Office for Official Publications of the European Communities, provides the institutions with an account of the Office's activities over the financial year 1983.

The members of the Management Committee in the year under review were:

Mr H. J. Opitz, Secretary-General of the European Parliament;

Mr N. Ersbøll, Secretary-General of the Council;

Mr E. Noël, Secretary-General of the Commission and Mr J. C. Morel, Director-General for Personnel and Administration of the Commission;

Mr P. E. Heim, 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 was Chairman of the Management Committee in 1983, and, with effect from 17 October 1983, Mr A. Middelhoek, also a Member of the Court of Auditors.

The Management Committee held its annual meeting of members on 13 January 1984. Meetings of alternates were held on 17 March, 30 June and 24 November 1983. In addition, 21 written procedures were submitted to the Management Committee in the course of the year under review.





**CHAPTER I**

**PUBLICATIONS ISSUED BY THE OFFICE**

**Official Journal**

**Publications other than the Official Journal**



# OFFICIAL JOURNAL

## A. INTRODUCTION

The number of pages printed continues to fluctuate considerably from one month to the next. Production in May 1983, for example, was 14 536 pages, while production in December was 33 360 pages, in other words a ratio of 1:2.25. This clearly indicates that the Office's workload is not only extremely high in absolute terms, but that at certain times of the year – which are generally times at which work organization is most difficult – there are marked peaks.

The size of these fluctuations, which no amount of planning of legislative activity could forecast, makes the management of the Office highly complex. Another factor is that, all too often, the quality of copy is still so poor that large amounts of preparatory work are called for, disrupting and delaying production.

## B. OUTPUT OF THE OFFICIAL JOURNAL

### (1) The overall picture

After a few years of stability, production of the Official Journal in terms of numbers of pages has again begun to rise. It should be pointed out, however, that the levelling-off in the period 1981-82 was only apparent, as it was largely the result of cost-saving measures involving the presentation of the material, and not of any reduction in the volume of the latter.

#### (a) Number of pages per language

In 1983 the Official Journal totalled 35 341 pages/language compared with 32 672 in 1982. This represents an increase of 8.2% (see Figure 1, p. 10).

In all, 247 384 pages were produced.

#### (b) Number of issues

In 1983 1 010 issues of the Official Journal were published (988 in 1982), including 376 (373) in the L series, 361 (344) in the C series, 253 (253) in the S series and 20 issues carried over from 1982-83.

#### (c) S series

254 numbers of the S series were published in 1983 (including one number carried over from 1982-83), and the number of pages per language totalled 7 956 (7 244 in 1982), of which 5 824 pages were for invitations to tender (3 189 pages for public works, 1 456 for supply contracts and 1 179 for GATT procurement contracts).<sup>1</sup>

The number of invitations to tender rose from 5 398 in 1982 to 5 824. The breakdown by country of public works, supplies and GATT notices of invitation to tender is shown in Table 1.

**Table 1**  
**Breakdown by country of invitations to tender published in 1983**

	B	DK	D	GR	F	IRL	I	L	NL	UK	Total
Public works	271	48	653	77	562	96	256	2	170	1 054	3 189
Supplies	57	26	231	12	428	7	343	—	29	323	1 456
GATT	26	30	220	—	283	15	77	7	149	372	1 179
Total 1983	354	104	1 104	89	1 273	118	676	9	348	1 749	5 824
1982	440	113	1 113	27	1 239	117	412	14	298	1 625	5 398

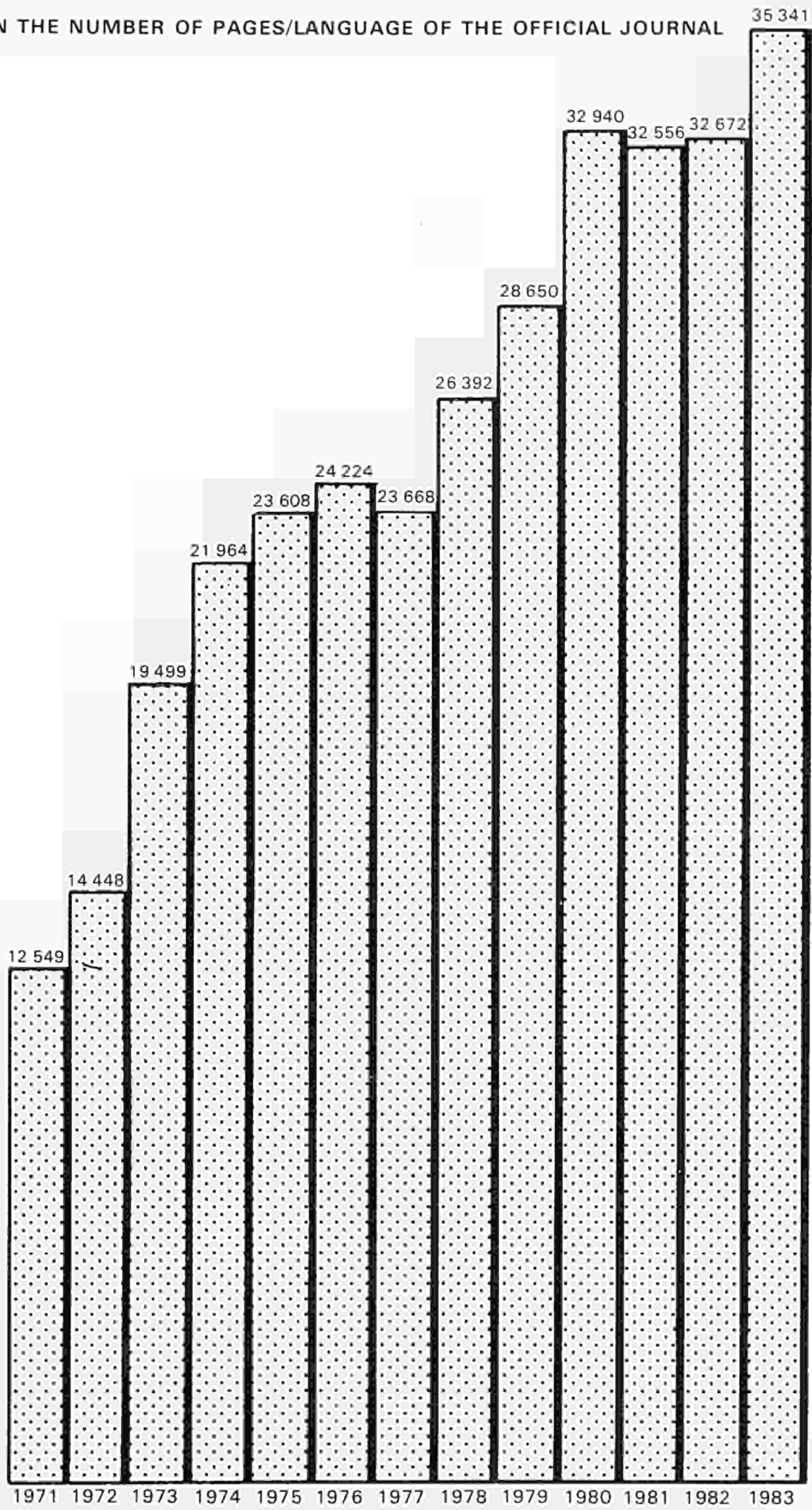
#### (d) Print run

Taking all languages together, the total print run of the Official Journal exceeded 19.6 million copies in 1983.

<sup>1</sup> 2 132 pages /language related to specimen notices and indexes (1 470), notices and communications relating to the European Development Fund and ECU exchange rates (521), together with notices of contracts whose publication is not obligatory pursuant to Community acts (141).

Figure 1

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





## **(2) Indexes to the Official Journal and Register of current Community legal instruments**

### *(a) Indexes to the Official Journal*

Publication deadlines were further reduced compared with those of the previous year. The monthly indexes (Volume 1) were published regularly within about six weeks of publication of the last number of the Official Journal in the month concerned.

Not only was the backlog affecting the Greek version in 1982 cleared, but the monthly indexes for 1983 were published simultaneously with the other language versions.

The monthly methodological tables (Volume 2) were published regularly one month after the publication of the last number of the Official Journal for the month concerned, including those for the Greek version.

The annual tables (Volumes 1 and 2) for 1982 were published between April and early June 1983, including the Greek version. In all, the total number of pages of monthly and annual tables (Volumes 1 and 2) was a clear indication of the scale of the reductions compared with the previous years:

Annual tables (1982): 3 680 pages

Monthly tables (1983): 5 760 pages.

In 1984 the use of the Eurovoc multilingual thesaurus in conjunction with computer technology should make it possible to rationalize the new alphabetical tables and make documentary searches easier. Moreover, the methodological tables will be produced entirely by computer technology, which allows the basic composed text of the Official Journal to be re-used. This will save even more time and reduce costs considerably.

### *(b) Register of current Community legal instruments*

Programming and composition of Volumes 1 and 2 of the fourth edition were completed in July 1983. Printing took place in August and September 1983. Delivery took place in October and November 1983 according to language. Production was therefore faster. A Greek version was published for the first time.

The number of pages printed is rising: Volume 1 contained 735 pages per language, while Volume 2 contained between 876 and 886 pages depending on the language version.

The fifth edition will be the first for which procedures developed for faster publication of this document are to be used. The aim is to publish the register in the first six months of 1984.

## **(3) Production of budget documents**

In addition to the general budget of the European Communities published in the Official Journal by the Parliament, the Office is responsible for the Commission's preliminary draft and for the Council's draft of the budget, as well as any estimates of income and expenditure required by the institutions.

The Official Journal department takes responsibility for these documents so as to build up an uninterrupted sequence of successive amendments from the recorded text of the current year's general budget to that of the general budget being drawn up. In this way it was possible to publish the 1984 budget in the Official Journal of 16 January 1984 after the President of the European Parliament had recorded its final adoption on 20 December 1983.

## **(4) Publication of tariff documentation**

The Office is responsible for the working documents of the Commission's Customs Union Service relating to transposition of the Common Customs Tariff and the nomenclature of goods for the external trade statistics of the Community and statistics of trade between Member States (Nimexe) in the harmonized system of codifying and designating goods.

The Office has, in cooperation with a subcontracting printer, set up a text processing system which allows both the real time monitoring of text preparation in its various stages and the establishment of a data base from which the new Common Customs Tariff and Nimexe, once transposed, can be extracted for fully automatic publication in the Official Journal.

These transposed legal instruments are scheduled to come into force on 1 January 1987. Their publication will be required as from 1 July 1985 so that the Member States can amend their national documents accordingly.

At the end of 1983, 62 chapters (out of 97) were at revision level 1 and 45 at revision level 2, which corresponds to the end of transposition for chapters 25 to 97 (industry).

For chapters 1 to 24 (agriculture) there will also be level 3 and level 4 revision.

The Office is currently processing five language versions (Dutch, English, French, German and Italian). The Danish and Greek versions will be included as soon as the Customs Union Service can arrange for their translation.

### C. INVOICING

Tables 2 to 5 provide a breakdown of the invoicing of the various services provided by the Official Journal department to the institutions. The total cost of the Official Journal itself was 24 938 472 ECU (compared with 22 329 296.45 ECU in 1982) covering printing costs, transport costs and the cost of Office services. It should be noted that the cost per page showed an increase of only 5.2% over 1982. Table 3 shows the breakdown of indexes between 1982 and 1983 for monthly and annual tables.

**Table 2**  
**Invoicing of costs of printing the Official Journal – 1983**

Institution	Pages	Printing costs	Transport costs	Cost of Office services	Total (ECU)
Parliament	36 541	3 028 430.96	5 841.13	395 739	3 430 011
Council	30 365	2 791 833.89	4 433.88	328 853	3 125 121
Commission	173 359	15 702 738.21 <sup>1</sup>	33 662.28 <sup>1</sup>	1 877 478	17 613 878
Court of Justice	1 939	175 399.05	401.61	21 000	196 801
Economic and Social Committee	2 801	247 040.92	496.10	30 335	277 872
Court of Auditors	2 379	268 909.78	114.13	25 765	294 789
Total	247 384	22 214 352.81	44 949.13	2 679 170	24 938 472
<sup>1</sup> Including 336 pages in connection with the revenue and expenditure accounts of the European Foundation for the Improvement of Living and Working Conditions, Dublin, and the European Centre for the Development of Vocational Training, Berlin, totalling 31 419.27 ECU (OJ L 20/83)					
<i>Note: All the Tables are shown in ECU unless otherwise indicated</i>					

**Table 3**  
**Invoicing of costs of indexes to the Official Journal**

Institutions	Monthly indexes 1982 (July-December)			Annual indexes 1982			Monthly indexes 1983			Total			Grand total
	Pages	Printing costs	Cost of Office services <sup>1</sup>	Pages	Printing costs	Cost of Office services <sup>1</sup>	Pages	Printing costs	Cost of Office services <sup>2</sup>	Pages	Printing costs	Cost of Office services <sup>2</sup>	ECU
Parliament	311	28 619.83	14 060	515	33 319.10	23 283	638	51 443.08	23 855	1 464	113 382.01	61 198	174 580
Council	466	43 419.33	21 068	466	30 148.94	21 068	345	27 765.81	12 900	1 277	101 334.08	55 036	156 370
Commission	2 252	206 586.49	101 813	2 637	170 606.78	119 219	3 105	250 145.35	116 096	7 994	627 338.62	337 128	964 467
Court of Justice	22	2 015.85	995	41	2 652.59	1 854	37	2 978.35	1 383	100	7 646.79	4 232	11 879
Economic and Social Committee	36	3 256.91	1 628	41	2 652.59	1 854	45	3 626.85	1 683	122	9 536.35	5 165	14 701
Court of Auditors	56	5 263.80	2 532	4	258.80	181	6	482.06	224	66	6 004.66	2 937	8 942
<b>Total</b>	<b>3 143</b>	<b>289 162.21</b>	<b>142 096</b>	<b>3 704</b>	<b>239 638.80</b>	<b>167 459</b>	<b>4 176</b>	<b>336 441.50</b>	<b>156 141</b>	<b>11 023</b>	<b>865 242.51</b>	<b>465 696</b>	<b>1 330 939</b>

<sup>1</sup> 1982 rate.

<sup>2</sup> 1983 rate.

**Table 4**  
**Invoicing of the cost of production of the Register of current Community legal instruments**

Institutions	Fourth edition		Setting and printing costs in ECU Fourth edition	Total
	Pages	Cost of Office services (ECU)		
Parliament	736	15 287	14 526	29 813
Council	1 729	37 220	35 346.60	72 567
Commission	3 387	70 348	66 819.60	137 168
Court of Justice	98	2 035	1 936.80	3 972
Economic and Social Committee	62	1 288	1 210.50	2 498
Court of Auditors	61	1 267	1 210.50	2 477
<b>Total</b>	<b>6 136</b>	<b>127 445</b>	<b>121 050.00</b>	<b>248 495</b>

**Table 5**  
**Invoices of costs of production of budgetary documents of the European Communities**

Institutions	Preliminary draft budget 1984 <sup>1</sup>	Draft budget 1984 <sup>2</sup>	Budget 1984 (OJ L 12/84)	Supplementary programming (remote tabulation)	Total
Parliament	42 569.70	—	418 540.94	—	461 110.64
Council	—	331 006.41	—	—	331 006.41
Commission	508 714.52	—	—	109 642.68	618 357.20
Court of Justice	16 978.27	—	—	—	16 978.27
Economic and Social Committee	—	—	—	—	—
Court of Auditors	16 033.02	—	—	—	16 033.02
<b>Total</b>	<b>584 295.51</b>	<b>331 006.41</b>	<b>418 540.94</b> <sub>3</sub>	<b>109 642.68</b>	<b>1 443 485.54</b>

<sup>1</sup> 8 092 pages in all languages.

<sup>2</sup> 7 588 pages in all languages.

<sup>3</sup> Amount included in Table 2.



**Table 6****Costs incurred in the computerization of the other parts  
of the Official Journal**

Institutions	Analysis and supplementary programming for TED <sup>1</sup>	TED <sup>1</sup> Data base <sup>2</sup>	Transposition of the Customs Union nomenclature	Celex data tapes	Total
Parliament	—	—	—	—	—
Council	—	—	—	—	—
Commission	649 850.57	586 450.14	394 461.66	34 713.71	1 665 476.08
Court of Justice	—	—	—	—	—
Economic and Social Committee	—	—	—	—	—
Court of Auditors	—	—	—	—	—
<b>Total</b>	<b>649 850.57</b>	<b>586 450.14</b>	<b>394 461.66</b>	<b>34 713.71</b>	<b>1 665 476.08</b>

<sup>1</sup> Tenders Electronic Daily (electronic publishing).  
<sup>2</sup> The daily service charge and service charge for users.

**Table 7**  
**Table showing overall invoicing to the institutions**  
**under the terms of Article 270**

Institutions	Official Journal	Budget	Tables	Register	Other computerized portions of the OJ	Micromation	Total
Parliament	2 615 731	461 110.64	113 382.01	14 526.00	—	52 252.66	3 257 002.31
Council	2 796 268	331 006.41	101 334.08	35 346.60	—	28 883.70	3 292 838.79
Commission	15 736 400	618 357.20	627 338.62	66 819.60	1 665 476.08	258 164.30	18 972 555.80
Court of Justice	175 801	16 978.27	7 646.79	1 936.80	—	3 136.20	205 499.06
Economic and Social Committee	247 537	—	9 536.35	1 210.50	—	3 628.27	261 912.12
Court of Auditors	269 024	16 033.02	6 004.66	1 210.50	—	6 110.00	298 382.18
Total	21 840 761	1 443 485.54	865 242.51	121 050.00	1 665 476.08	352 175.13	26 288 190.26

## PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

### A. OUTPUT

Output of publications other than the Official Journal may be summarized as follows:

- (i) The number of texts increased by 8.2% from 2 056 in 1982 to 2 224 in 1983;
- (ii) The number of proof-read pages was 155 907, compared with 147 556 in 1982, an increase of 5.7% (see Figure 2);
- (iii) The number of non-proof-read pages was 86 310, compared with 74 083 in 1982, a rise of 16.5% (see Figure 2).

### B. BREAKDOWN OF OUTPUT

For the various institutions, the major rises were recorded for the Commission (+33%) followed by the Parliament (+24%).

	proof-read pages	non-proof-read pages
Parliament	+ 7 216	- 45
Council	- 1 397	- 5 105
Commission	+ 20 009	+ 15 386
Court of Justice	- 826	- 733
Economic and Social Committee	+ 401	- 4
Court of Auditors	- 786	- 320

The number of proof-read pages rose fairly evenly for all languages except Greek, where the workload increase evident in 1982 gave way to a slight fall.

### C. INVENTORY OF RECORDS

The opening up to the public of the European Community's archives entailed large amounts of work in 1983, namely the general inventory of records containing classifications and lists of all the records, year by year. Access to the documents will be simplified by the provision of indexes.

The preparation of this inventory, which incorporates a considerable number of different items, called for close cooperation with the originating departments and the creation of a complex information processing system which was still compatible with the general cataloguing system already in use at the Office.

### D. COST OF PUBLICATIONS

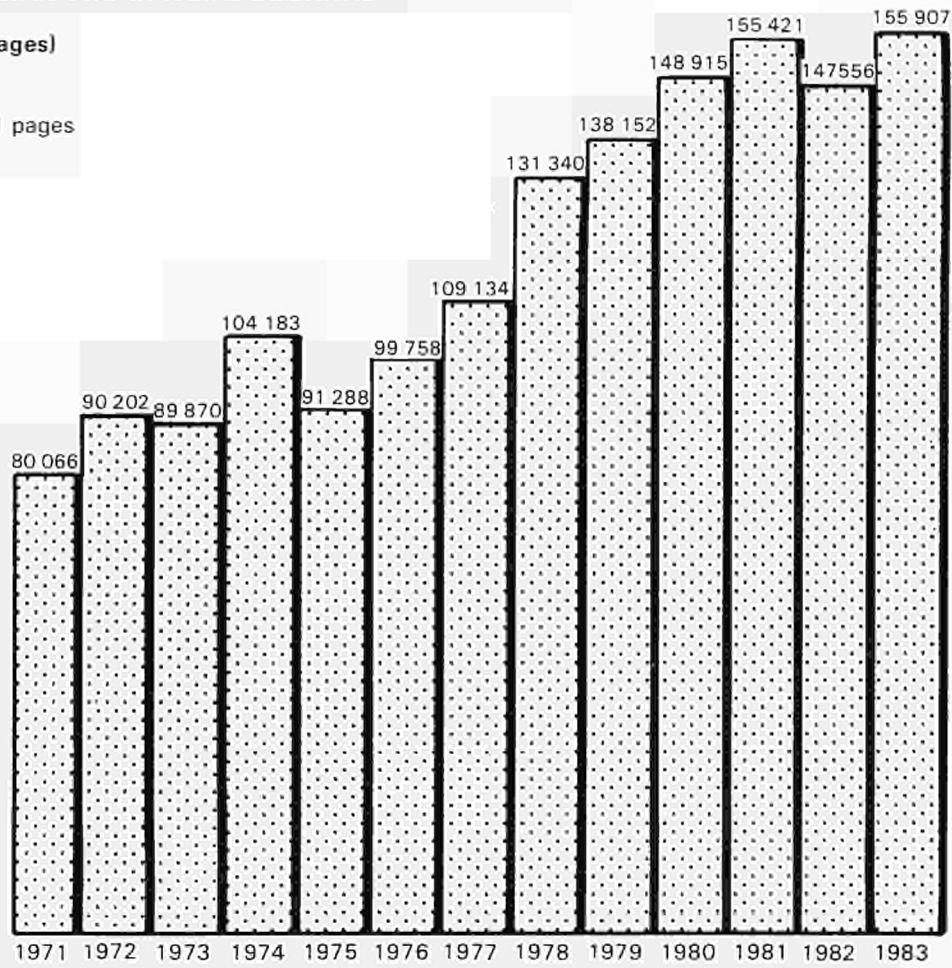
The total cost of publications was 15 661 869.46 ECU (compared with 12 445 364.10 ECU in 1982). The breakdown is given in Table 9 on page 19.

Figure 2

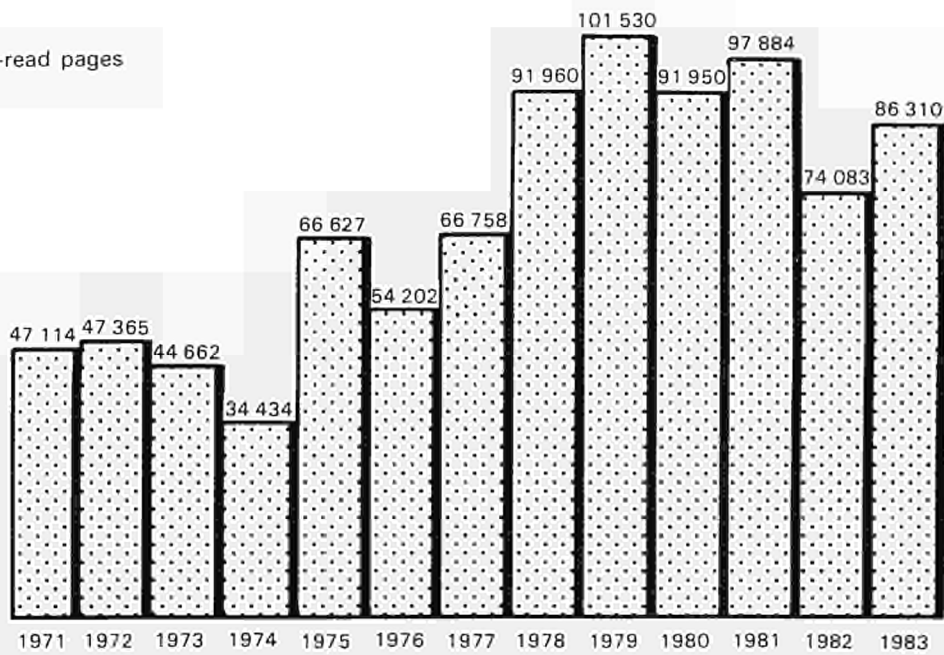
TREND IN THE NUMBER OF PAGES OF PUBLICATIONS  
OTHER THAN THE OFFICIAL JOURNAL

(all languages)

Proof-read pages



Non-proof-read pages





**Table 8**  
**Number of proof-read pages/language**

Year	DA	DE	GR	EN	FR	IT	NL	ES	GA	PT	RU
1971		19 012		4 428	19 726	17 195	17 405	2 300			
1972	1 504	20 551		11 299	21 529	16 689	16 430	2 200			
1973	4 118	18 793		11 098	18 084	16 740	17 781	1 752	1 504		
1974	10 776	21 883		18 637	20 394	14 726	15 283	1 980			
1975	12 653	14 589		19 206	15 247	13 634	13 635	1 698	2		
1976	14 689	15 850	32	17 910	16 986	16 191	16 168	1 188		48	
1977	17 232	18 098		18 629	19 072	17 069	17 086	1 384			
1978	19 589	21 673	56	24 054	22 528	20 452	21 119	1 845		24	
1979	18 824	23 256	84	23 676	23 966	22 481	22 206	2 127	1 320	52	
1980	21 450	25 990	614	24 067	25 896	24 048	23 731	2 614		48	79
1981	22 754	24 109	6 506	27 329	25 481	23 240	23 164	1 713		831	
1982	19 354	23 989	14 569	20 614	24 427	21 265	20 757	2 181		263	
1983	20 868	22 800	13 310	23 884	26 095	23 348	21 893	2 309	32	1 368	

**Table 9**  
**Publications invoiced**  
**(a) proof-read pages – (b) non-proof-read pages**

Institutions	Pages	Production costs		Cost of Office Services	Total
		Outside printers	PO workshops		
Parliament	(a) 37 182	2 173 990.62	9 976	722 446	
	(b) 770				
	37 952	2 183 966.62		724 517	2 908 483.62
Council	(a) 7 518 <sup>1</sup>	272 094.09	142 306	146 074	
	(b) 72 409				
	14 927	414 400.09		166 004	580 404.09
Commission	(a) 80 586 <sup>2</sup>	6 205 458.65	1 666 833	1 565 785	
	(b) 70 570				
	151 156	7 872 291.65		1 775 618	9 627 909.65
Court of Justice	(a) 26 473	1 525 492.04	97 813	514 370	
	(b) 1 894				
	28 367	1 623 305.04		519 464	2 142 769.04
Economic and Social Committee	(a) 1 127	27 508.39	13 204	21 897	
	(b) 63				
	1 190	40 712.39		22 066	62 778.39
Court of Auditors	(a) 1 593	38 353.11	18 667	30 951	
	(b) 1 317				
	2 910	57 020.11		34 493	91 513.11
Cedefop <sup>5</sup>	(a) 1 428	208 733.56	–	27 746	
	(b) 4 287				
	5 715	208 733.56		39 278 <sup>3</sup>	248 011.56
Total	(a) 155 907	10 451 630.46	1 948 799	3 029 269	
	(b) 86 310				
	242 217 <sup>4</sup>	12 400 429.46		3 261 440	15 661 869.46

<sup>1</sup> To this total must be added 7 588 pages relating to the draft budget for 1984 (see Table 5).

<sup>2</sup> Includes 418 pages proof-read for the European University Institute, Florence, for which the cost of Office services is invoiced to the Commission. 8 092 pages relating to the preliminary draft budget for 1984 should also be added to this total (see Table 5).

<sup>3</sup> The cost of Office services relating to Cedefop is invoiced to the Commission.

<sup>4</sup> 300 proof-read pages invoiced to the Publications Office should be added to this total.

<sup>5</sup> European Centre for the Development of Vocational Training, Berlin.



**CHAPTER II**

**GENERAL SALES POLICY AND THE RESULTS OBTAINED,  
BREAKDOWN OF SALES REVENUE BY INSTITUTION**



# **GENERAL SALES POLICY AND THE RESULTS OBTAINED, BREAKDOWN OF SALES REVENUE BY INSTITUTION**

## **A. ORGANIZATION**

### **1. Sales network**

In 1983 the Office completed the restructuring of its sales network by concluding an agreement with the Press Office in Washington under which the latter would in future perform the general duties of a sales office in the United States.

The usual meeting between the Office and the heads of sales offices was held in Luxembourg.

### **2. EDC/libraries**

Concern had been expressed on a number of occasions by representatives of the documentation centres or depository libraries, and in 1983 the Office therefore undertook to centralize the management of supplies sent to the European documentation centres and the depository libraries.

For this purpose a new section was set up within the Sales Department, and this section's workload was particularly heavy during the launch stage of the operation, involving:

- (i) the reclassification of the currently valid distribution rules;
- (ii) the development of a procedure for distributing and monitoring consignments;
- (iii) the seeking out and identification of publications hitherto unknown to the Publications Office, and
- (iv) a large amount of correspondence with the centres and the originating departments.

## **B. SALES PROMOTION**

The 'Sales Promotion' section continued its activities in the fields of exhibitions, mailing lists, advertisements, etc.

The policy of acquiring new mailing lists for publicity material was continued, principally in close collaboration with other originating departments and ordering departments.

The Office also produced the monthly catalogue, the annual catalogue and the mini-catalogue, again in cooperation with other departments.

By way of general information the Office produced and distributed 22 different 'New issues' and cooperated on the distribution of 11 'New issues' and two pamphlets produced by another directorate-general.

Fifteen advertisements were published and the Office was represented at five exhibitions at book fairs.

## **C. COPYRIGHT**

In 1983 the Office received 18 requests for copyright concessions, including:

- (i) translation: 3 (2 Spanish and 1 Japanese)
- (ii) partial reproduction: 13
- (iii) full reproduction: 2

## **D. JOINT PUBLICATION**

During the year under review the Office was able to implement the principles adopted with regard to joint publication.

This new production and distribution method for publications was of interest to the Economic and Social Committee in particular, and the Office carried out a number of operations on its behalf.



## E. SALES RESULTS

### 1. Official Journal

Table 10 shows the trends in subscriptions to the L, C and S series of the Official Journal. The L and C series showed no upward or downward movement, whereas there was an increase of 14.83% for the S series.

This marked increase should, however, be seen in conjunction with the fall in sales in 1982 due to the expiry of a special agreement with the Centre Français du Commerce Extérieur.

Nevertheless, the results for 1983 were encouraging for the S series.

### 2. Other publications

Table 11 shows the trends in subscriptions to other publications.

With the exception of a drop in the sales of Euro-abstracts (-12.94%) the main bulk of sales produced encouraging results and showed some appreciable increase.

The publications which showed the greatest increase (*European Economy*, *Eurostatistics*, and above all the *Vocational training information bulletin*) are those for which a special promotional campaign had been run.

The *Vocational training information bulletin* showed an increase of 91.17%, which is particularly noteworthy.

In 1983 there was also a new subscription to COM documents. In spite of its comparatively high price the subscription was an undeniable success.

Circulation will undoubtedly rise further in 1984 following the introduction of a system of selective subscriptions worked out by the Office in 1983.

### 3. Separate works

In 1983 the Office put 690 new titles on sale as follows:

— Commission — DG IX	85
— Commission — SOEC	436
— Commission — DG XIII	136
	—
Total	657
— Parliament	3
— Council	5
— Court of Justice	2
— Cedefop	22
— Economic and Social Committee	1
	—
Total	690

### 4. Electronic publishing

The Office continued the commercial management of the Cronos, Comext and TED (Tenders Electronic Daily) data bases. The first two are marketed exclusively by the hosts and produced royalties totalling some BFR 972 000.

The TED base is marketed simultaneously by the hosts and the Office directly (some 50 direct customers at present). Full marketing operations started after the pilot launch phase in September 1983.

The Office established some contacts with hosts or information distributors, and these operations will be continued in 1984. The commercial operation of TED produced an invoice total of some BFR 285 000 in 1983.

Furthermore, the Office, in conjunction with the Statistical Office, redefined the sales policy for magnetic tapes. A new tariff structure was drawn up and new purchasing conditions adopted. The sale of SOEC magnetic tapes gave rise to invoices totalling BFR 815 000.

## E. SALES REVENUE

Gross sales turnover amounted to 3 370 419.12 ECU in 1983 (3 141 039.92 ECU in 1982).

The net payments received totalled 2 838 854.61 ECU, and the breakdown by institution is as follows:

Parliament	317 035.68
Council	209 512.40
Commission	2 167 301.10
Court of Justice	95 873.13
Economic and Social Committee	21 111.46
Court of Auditors	18 695.23
Cedefop <sup>1</sup>	8 891.92
Dublin Foundation <sup>2</sup>	433.70

**Table 10**

**Trends in subscriptions to the Official Journal  
of the European Communities  
L + C + S series**

Language	L + C series		S series	
	1982	1983	1982	1983
DA	434	405	108	119
DE	1 533	1 528	489	540
EN	1 890	1 907	1 232	1 425
FR	2 908	2 937	411	467
IT	3 110	3 117	331	418
NL	1 118	1 086	458	431
GR	322	314	78	66
Total	11 315	11 294	3 107	3 568
	± 0 (- 0.2%)		+ 14.83%	

<sup>1</sup> European Centre for the Development of Vocational Training, Berlin.

<sup>2</sup> European Foundation for the Improvement of Living and Working Conditions, Dublin.

**Table 11**  
Trends in subscriptions to publications  
other than the Official Journal

Title	1982	1983	±%
<b>PARLIAMENT</b>			
Debates	320	365	+ 14.06
Working documents	205	194	- 5.37
Total	525	559	+ 6.47
<b>COMMISSION</b>			
Bulletin	2 733	3 079	+ 12.66
Economic surveys	251	239	- 4.78
Iron and steel	288	294	+ 2.08
Vocational training information bulletin	532	1 017	+ 91.17
European Economy	1 575	2 006	+ 27.37
European Economy - Supplement A	1 316	1 683	+ 27.89
European Economy - Supplement B	1 277	1 589	+ 24.43
European Economy - Supplement C	1 244	1 533	+ 23.23
Euro-abstracts	255	222	- 12.94
Industrial short-term trends	241	259	+ 7.46
Monthly coal bulletin	584	605	+ 3.60
Monthly hydrocarbons bulletin	569	580	+ 1.93
Monthly electrical energy bulletin	557	568	+ 1.97
Quarterly iron and steel bulletin	331	350	+ 5.74
Monthly iron and steel bulletin	325	322	- 0.92
Monthly bulletin of external trade	464	480	+ 3.45
Eurostatistics	915	1 057	+ 15.52
Agricultural statistics	468	471	+ 0.64
Hourly wages	131	142	+ 8.40
Miscellaneous publications	617	502	- 18.64
COM documents	-	410	100
Total	14 673	17 408	+ 18.64
<b>COURT OF JUSTICE</b>			
Report of cases before the court	1 426	1 739	+ 21.95
Grand total	16 624	19 706	+ 18.54

CHAPTER III

**ACTIVITIES OF THE INTERNAL SERVICES  
OF THE PUBLICATIONS OFFICE**

**Accounts office  
General and technical services**



# ACCOUNTS OFFICE

## A. BUDGET MANAGEMENT

Total Office expenditure rose from 15 404 794.69 ECU in 1982 to 16 145 131.47 ECU in 1983, representing an increase of 4.8%.

Expenditure under Title 1 (expenditure on staff) rose from 9 319 374.12 ECU to 9 744 071.55 ECU, representing an increase of 4.56%.

Expenditure under Title 2 (operating expenditure) rose from 6 085 420.57 ECU to 6 401 059.92 ECU in 1983, representing an increase of 5.18%.

Investment expenditure totalled 825 689.30 ECU in 1983, against 449 037.88 ECU in 1982.

Postal and delivery charges totalled 3 098 833.08 ECU in 1983, against 3 144 958.21 ECU in 1982. They represent 48.41% of all expenditure under Title 2.

The rate of utilization of the Office's budget appropriations, including amounts carried forward, was as follows:  
88.06% for Title 1;  
96.35% for Title 2.

Table 12 shows trends in the Office's expenditure between 1982 and 1983 and gives a breakdown of expenditure at 31 December 1983.

## B. OPERATING RESULTS

### 1. Breakdown of the Office's expenditure for 1983

Table 13 shows the breakdown of Office expenditure in 1983 by department.

Table 14 shows the true cost of the services performed and the value of the invoices relating to the services provided by each department.

### 2. Sales account

The trading results are shown in Tables 15 and 16.

*The assets side of the balance sheet as at 31 December 1983 shows:*

- (i) the Office's financial resources, amounting to 2 103 597.59 ECU, compared with 1 271 691.44 ECU in 1982;
- (ii) a total of 1 084 599.16 ECU due from customers, compared with 718 644.55 ECU in 1982.

*The items entered under liabilities represent:*

- (i) payments into the suspense account, totalling 34 038.99 ECU (17 534.97 ECU in 1982);
- (ii) 952 045.39 ECU income outstanding at 31 December 1983 (686 669.25 ECU in 1982);
- (iii) 1 900 728.99 ECU revenue payable to the institutions.

*Profit and loss account:*

The debit side of the profit and loss account shows that general overheads amounted to 668 803.14 ECU, which represents 15% of total turnover in the year under review (32% in 1982).

The credit side of the profit and loss account shows a 6% increase in gross sales revenue in 1983 compared with the preceding year.

### **3. Allocation of net sales revenue**

Table 17 shows the breakdown of total revenue by type of publication and the allocation of sales revenue to the institutions. Total revenue for the year amounted to 2 838 854.61 ECU, an increase of 40.9% compared with 1982 (2 015 240.98 ECU).

The Official Journal alone represented a total of 1 893 025.30 ECU (BFR 87 262 598), compared with 1 046 789.99 ECU (BFR 47 441 255) in 1982.



**Table 12**  
**Budget expenditure in 1983**

Art.	Item	Heading	Appropriations 1983			Expenditure 1983			1982
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1982	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
110	1100	Basic salaries	6 426 200	(-) 522 500	5 903 700	5 593 530.75	-	5 593 530.75	5 344 863.78
	1101	Family allowances	697 900	-	697 900	599 466.65	-	599 466.65	553 063.17
	1102	Expatriation and foreign residence allowances	799 400	-	799 400	681 142.97	-	681 142.97	662 832.79
	1103	Secretarial allowances	56 000	2 500	58 500	57 646.08	-	57 646.08	50 527.56
		Total Article 110	7 979 500	(-) 520 000	7 459 500	6 931 786.45	-	6 931 786.45	6 611 287.30
111	1110	Auxiliary staff	45 100	-	45 100	36 677.85	-	36 677.85	84 263.53
	1112	Local staff	1 098 000	-	1 098 000	929 175.63	-	929 175.63	830 220.74
		Total Article 111	1 143 100	-	1 143 100	965 853.48	-	965 853.48	914 484.27
113	1130	Insurance against sickness	192 800	-	192 800	160 560.57	-	160 560.57	160 289.66
	1131	Insurance against accidents and occupational disease	52 000	-	52 000	37 379.10	-	37 379.10	35 790.77
		Total Article 113	244 800	-	244 800	197 939.67	-	197 939.67	196 080.43
114	1140	Birth and death grants	1 900	-	1 900	1 588.84	-	1 588.84	2 462.67
	1141	Annual leave travel expenses	81 600	20 000	101 600	75 806.84	-	75 806.84	76 170.02
	1144	Fixed travel allowances	900	-	900	792.45	-	792.45	807.69
	1145	Special allowances provided for by Art. 70 of the Financial Regulation	p.m.	-	-	-	-	-	-
	1147	Allowances for shiftwork or stand-by duty at the official's place of work or at home	p.m.	5 000	5 000	2 964.09	-	2 964.09	-
	1149	Other allowances and repayments	p.m.	-	-	-	-	-	-
		Total Article 114	84 400	25 000	109 400	81 152.22	-	81 152.22	79 440.38
115		Overtime	75 900	-	75 900	55 352.72	-	55 352.72	48 204.15
116		Weightings	p.m.	73 000	73 000	(-) 21 147.28	-	(-) 21 147.28	125 561.71
117	1171	Freelance proof-readers	850 000	410 000	1 260 000	1 128 886.25	131 113.75	1 260 000.00	1 050 000.00
	1172	Other services	22 000	-	22 000	19 658.84	2 341.16	22 000.00	10 000.00
		Total Article 117	872 000	483 000	1 282 000	1 148 545.09	133 454.91	1 282 000.00	1 060 000.00
119		Provisional appropriations to cover any adjustments to remunerations and allowances of officials and other staff	286 500	-	286 500	-	-	-	-
		TOTAL CHAPTER 11	10 686 200	(-) 12 000	10 674 200	9 359 482.35	133 454.91	9 492 937.26	9 035 058.24
121	1211	Travel expenses due to officials (including their families)	6 100	-	6 100	21.04	-	21.04	5 000.00
122	1221	Installation, resettlement and transfer allowances	34 900	-	34 900	17 676.87	-	17 676.87	30 000.00
123	1231	Staff removal expenses	25 000	-	25 000	3 982.03	-	3 982.03	11 694.09
124	1241	Temporary daily subsistence allowance	40 200	-	40 200	9 572.49	-	9 572.49	25 000.00
129	1290	Provisional appropriations to cover any adjustments to the remuneration and allowances of officials and other staff	600	-	600	-	-	-	-
		TOTAL CHAPTER 12	106 800	-	106 800	31 252.43	-	31 252.43	71 694.09
130	1301	Mission expenses, travel expenses and incidental expenditure	198 000	-	198 000	122 409.86	27 590.14	150 000.00	151 000.00
		TOTAL CHAPTER 13	198 000	-	198 000	122 409.86	27 590.14	150 000.00	151 000.00
140	1400	Restaurants and canteens	7 500	-	7 500	2 178.20	1 426.69	3 604.89	6 522.09
		TOTAL CHAPTER 14	7 500	-	7 500	2 178.20	1 426.69	3 604.89	6 522.09
151	1510	Language and other courses	25 000	12 000	37 000	19 996.26	14 662.77	34 659.03	21 299.70
		TOTAL CHAPTER 15	25 000	12 000	37 000	19 996.26	14 662.77	34 659.03	21 299.70
161	1610	Social contacts between staff	5 000	-	5 000	3 858.02	-	3 858.02	4 800.00
162	1620	Other welfare expenditure	36 000	-	36 000	27 759.92	-	27 759.92	29 000.00
		TOTAL CHAPTER 16	41 000	-	41 000	31 617.94	-	31 617.94	33 800.00
		TOTAL TITLE 1	11 064 500	-	11 064 500	9 566 937.04	177 134.51	9 744 071.55	9 319 374.12
200	2000	Rent	1 212 000	(-) 100 000	1 112 000	957 707.24	737.67	958 444.91	959 714.38
	2001	Deposits	p.m.	-	-	-	-	-	-
		Total Article 200	1 212 000	(-) 100 000	1 112 000	957 707.24	737.67	958 444.91	959 714.38
201		Insurance	10 000	-	10 000	4 483.49	194.14	4 677.63	4 447.19
202		Water, gas, electricity and heating	210 000	40 000	250 000	215 189.45	34 503.50	249 692.95	229 990.19
203		Cleaning and maintenance	190 000	(-) 45 000	145 000	113 278.85	27 187.38	140 466.23	133 875.99
204		Fitting-out of premises	20 000	(-) 17 000	3 000	73.15	1 271.33	1 344.48	7 782.76
205		Security and surveillance of buildings	75 000	5 000	80 000	71 747.11	7 185.43	78 932.54	56 952.76
206		Acquisition of immovable property	-	-	-	-	-	-	-
207		Construction of buildings	-	-	-	-	-	-	-
208		Other expenditure preliminary to the acquisition of immovable property or to the construction of buildings	38 000	(-) 20 000	18 000	226.41	17 773.59	18 000.00	30 000.00
209		Other expenditure on buildings	10 000	-	10 000	5 420.44	505.41	5 925.85	5 274.45
		TOTAL CHAPTER 20	1 765 000	(-) 137 000	1 628 000	1 368 126.14	89 358.45	1 457 484.59	1 428 037.72
210		Operations at the Computer Centre	253 500	-	253 500	100 545.66	151 635.09	252 180.75	103 445.75
213		Computer operations	23 000	(-) 3 000	20 000	6 906.37	3 593.63	10 500.00	12 500.00
214		Analysis and programming	255 000	-	255 000	88 204.16	164 589.54	252 793.70	226 923.36
		TOTAL CHAPTER 21	531 500	(-) 3 000	528 500	195 656.19	319 818.26	515 474.45	342 869.11
		To carry forward	2 296 500	-	2 156 500	1 563 782.33	409 176.71	1 972 959.04	1 770 906.83

Table 12 (continued)

Art.	Item	Heading	Appropriations 1983			Expenditure 1983			1982 Total expenditure
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1983	Amounts carried forward	Total expenditure	
			1	2	3	4	5	6	
		Carried forward	2 296 500	-	2 156 500	1 563 782.33	409 176.71	1 972 959.04	1 770 906.83
220		Office machinery							
	2200	Additional equipment	20 000	(-) 15 000	5 000	4 116.59	815.37	4 931.96	20 384.07
	2201	Replacements	9 000	(-) 5 000	4 000	3 334.40	-	3 334.40	7 905.24
	2202	Hire	p.m.	-	-	-	-	-	-
	2203	Maintenance and repair	20 000	-	20 000	19 693.01	-	19 693.01	18 967.85
		Total Article 220	49 000	(-) 20 000	29 000	27 144.00	815.37	27 959.37	47 257.16
221		Furniture							
	2210	Additional equipment	10 000	16 500	26 500	6 444.70	16 145.30	22 590.00	34 969.48
	2211	Replacements	6 000	(-) 3 000	3 000	-	2 376.92	2 376.92	-
	2212	Hire	p.m.	-	-	-	-	-	-
	2213	Maintenance and repair	4 000	(-) 4 000	-	-	-	-	-
		Total Article 221	20 000	9 500	29 500	6 444.70	18 522.22	24 966.92	34 969.48
222		Technical equipment and installations							
	2220	Additional equipment	55 000	192 500	247 500	19 044.18	214 031.24	233 075.42	33 468.40
	2221	Replacements	21 000	18 500	39 500	-	38 617.40	38 617.40	13 526.75
	2222	Hire	83 000	(-) 30 500	52 500	44 731.97	4 483.91	49 215.88	45 615.83
	2223	Maintenance and repair	85 000	-	85 000	61 694.10	6 634.40	68 328.50	60 190.85
		Total Article 222	244 000	180 500	424 500	125 470.25	263 766.95	389 237.20	152 801.83
223		Vehicles							
	2230	Additional vehicles	p.m.	-	-	-	-	-	-
	2231	Replacements	16 000	-	16 000	13 175.19	2 613.56	15 788.75	8 414.83
	2232	Hire	p.m.	-	-	-	-	-	-
	2233	Maintenance, use and repair	13 000	-	13 000	12 027.25	967.96	12 995.21	12 460.54
		Total Article 223	29 000	-	29 000	25 202.44	3 581.52	28 783.96	20 875.37
225		Documentation and library expenditure							
	2250	Library funds, purchase of books	1 900	-	1 900	1 096.44	203.56	1 300.00	2 199.99
	2251	Special library equipment	p.m.	-	-	-	-	-	-
	2252	Subscriptions to newspapers and periodicals	1 900	-	1 900	1 602.26	-	1 602.26	1 100.00
	2253	Subscriptions to news agencies	300	-	300	235.72	-	235.72	412.55
	2254	Binding and upkeep of library books	1 000	-	1 000	97.22	813.18	910.40	9 842.73
	2255	Subscriptions to view-data services	2 000	-	2 000	119.90	30.52	150.42	-
		Total Article 225	7 100	-	7 100	3 151.54	1 047.26	4 198.80	13 555.27
		TOTAL CHAPTER 22	349 100	170 000	519 100	187 412.93	287 733.32	475 146.25	269 459.11
230		Stationery and office supplies	700 000	-	700 000	523 059.65	175 771.79	698 831.44	744 893.09
231	2310	Postage and delivery charges	3 100 000	-	3 100 000	3 061 495.91	37 337.17	3 098 833.08	3 144 958.21
	2311	Telephone, telegraph, telex, television	120 000	(-) 30 000	90 000	81 466.58	6 809.54	88 276.12	88 798.11
		Total Article 231	3 220 000	(-) 30 000	3 190 000	3 142 962.49	44 146.71	3 187 109.20	3 233 756.32
235		Other operating expenditure							
	2350	Miscellaneous insurance	800	-	800	-	-	-	-
	2351	Uniforms and working clothes	4 800	2 000	6 800	6 100.87	131.97	6 232.84	5 785.34
	2352	Miscellaneous expenditure on internal meetings	1 900	-	1 900	997.25	-	997.25	1 100.00
	2353	Departmental removals	17 000	(-) 2 000	15 000	10 012.12	2 687.88	12 700.00	15 000.00
	2359	Other operating expenditure	1 200	-	1 200	-	-	-	92.26
		Total Article 235	25 700	-	25 700	17 110.24	2 819.85	19 930.09	21 977.60
		TOTAL CHAPTER 23	3 945 700	(-) 30 000	3 915 700	3 683 132.38	222 738.35	3 905 870.73	4 000 627.01
240	2401	Entertainment and representation expenses	1 900	-	1 900	1 481.89	-	1 481.89	699.86
250		Formal and other meetings	15 000	-	15 000	11 213.14	-	11 213.14	11 852.71
260		Limited consultations, studies and surveys	p.m.	-	-	-	-	-	-
271	2719	Publicity and promotion of publications	35 000	-	35 000	16 148.01	18 240.86	34 388.87	31 875.05
		Total - Title 2	6 643 200	-	6 643 200	5 463 170.68	937 889.24	6 401 059.92	6 085 420.57
		Total - Title 1	10 847 100	217 400	11 064 500	9 566 937.04	177 134.51	9 744 071.55	9 319 374.12
		Grand total	17 490 300	217 400	17 707 700	15 030 107.72	1 115 023.75	16 145 131.47	15 404 794.69

**Table 13**  
**Real cost of services in 1983**

Art.	Heading	Expenditure for the financial year	Purchases investments	Costs		Management and Secretariat	Administrative and technical services OP 1						OP 2 Official Journal	OP 3 Publications	OP 4 Sales and Accounts	
				Non-chargeable	Chargeable		Staff	Technical and Administrative Section	New developments - indexes - register	Micrography	Workshops	Dispatching				General Services
				A	B		C	D	1	2	3	4				5
1100	Basic salaries	5 593 530.75														
1101	Family allowances	599 466.65														
1102	Expatriation and foreign residence allowances	681 142.97														
1103	Secretarial allowances	57 646.08														
1130	Insurance against sickness	160 560.57														
1131	Insurance against accidents and occupational disease	37 379.10														
1140	Birth and death grants	1 588.84														
1141	Annual leave travel expenses	75 806.84														
1144	Fixed travel allowance	792.45														
1147	Allowance for shiftwork or stand-by duty at the official's place of work or at home	2 964.09														
1150	Overtime	55 352.72														
1160	Weightings	(-) 21 147.28														
1211	Travel expenses for staff	21.04														
1221	Installations, resettlement and transfer allowances	17 676.87														
1231	Removal expenses	3 982.03														
1240	Temporary daily subsistence allowances	9 572.49														
	Sub-total	7 276 336.21			7 276 336.21	409 657.72	99 685.80	584 289.80	674 516.36	77 856.80	992 492.25	259 037.57	341 987.81	1 308 285.26	1 528 030.61	1 000 496.23
1301	Mission expenses	150 000.00			150 000.00	7 050.00	2 580.00	4 260.00	16 500.00	180.00	705.00	225.00	6 045.00	22 200.00	76 665.00	13 590.00
1110	Auxiliary staff	36 677.85			36 677.85				16 189.60		10 399.50	1 566.15				8 522.60
1112	Local staff	929 175.63			929 175.63	18 490.60			23 879.81	46 644.62	351 692.98	404 841.82	83 625.80			
1171	Freelance proof-readers	1 260 000.00			1 260 000.00									593 721.43	622 456.33	43 822.24
1172	Other services and work sent out for translation and typing	22 000.00			22 000.00				4 087.60		3 394.60		12 936.00			1 581.80
1400	Restaurants and canteens	3 604.89			3 604.89	3 604.89										
1510	Language courses, retraining, further training and staff information	34 659.03			34 659.03		1 623.77	3 454.17	27 138.37						1 567.91	874.81
1610	Social contacts between staff	3 858.02														
1620	Other welfare expenditure	27 759.92			3 858.02											
	Total Title 1	9 744 071.55			27 759.92	438 803.21	103 889.57	592 003.97	762 311.74	124 681.42	1 358 684.33	665 670.54	444 594.61	1 924 206.69	2 228 719.85	1 068 887.68

Table 13 (continued)

Art.	Heading	Expenditure for the financial year	Purchases investments	Costs		Management and Secretariat	Administrative and technical services OP 1						OP 2 Official Journal	OP 3 Publications	OP 4 Sales and Accounts	
				Non-chargeable	Chargeable		Staff	Technical and Administrative Section	New developments - indexes - register	Micrography	Workshops	Dispatching				General Services
				A	B		C	D	1	2	3	4				5
200	Rent	958 444.91														
201	insurance	4 677.63														
202	Water, gas, electricity and heating	249 692.95														
203	Cleaning and maintenance	140 466.23														
204	Fitting-out of premises	1 344.48														
205	Security and surveillance of buildings	78 932.54														
208	Other expenditure preliminary to the acquisition of immovable property or the construction of buildings	18 000.00														
209	Other expenditure on buildings	5 925.85														
	Sub-total	1 457 484.59		228 377.28	1 229 107.31	50 270.49	11 553.61	80 875.26	40 437.63	11 553.61	299 656.36	244 100.71	29 621.49	196 534.26	179 080.94	85 422.95
210	Operations at the Computer Centre	252 180.75	252 180.75													
213	Data-processing done outside	10 500.00			10 500.00											10 500.00
214	Analysis and programming, initial analysis and special projects done outside	252 793.70	252 793.70													
2200	Office machines - additional equipment	4 931.96	4 931.96													
2201	- replacements	3 334.40	3 334.40													
2203	- maintenance	19 693.01			19 693.01	984.66	196.93	1 181.58	787.72		393.86		393.86	5 514.04	5 514.04	4 726.32
2210	Furniture - additional equipment	22 590.00	22 590.00													
2211	- replacements	2 376.92	2 376.92													
2220	Technical equipment and installations - additional equipment	233 075.42	233 075.42													
2221	- replacements	38 617.40	38 617.40													
2222	- hire	49 215.88			49 215.88	38 919.88								10 296.00		
2223	- maintenance	68 328.50			68 328.50											
2231	Vehicles - replacement	15 788.75	15 788.75								49 608.13	18 720.37				
2233	- maintenance	12 995.21			12 995.21	1 299.52						11 695.69				
2250	Library funds, purchase of books	1 300.00			1 300.00	1 300.00										
2252	Subscriptions to newspapers and periodicals	1 602.26			1 602.26	1 602.26										
2253	Subscriptions to news agencies	235.72			235.72	235.72										
2254	Binding and upkeep of library books	910.40			910.40									910.40		
2255	Subscriptions to view-data services	150.42			150.42			150.42								
2300	Stationery and office supplies	698 831.44		19 123.00	679 708.44	3 216.88	535.94	5 359.40	47 040.60	34 766.80	206 129.42	345 143.60	5 627.37	10 182.86	11 790.68	9 914.89
2310	Postage and delivery charges	3 098 833.08		88 941.94	3 009 891.14	19 041.19						2 921 450.18				69 399.77
2311	Telephone, telegraph, telex, television	88 276.12			88 276.12	5 192.71	865.45	8 654.52	10 385.43	2 596.36						16 010.86
2351	Uniforms and working clothes	6 232.84			6 232.84						1 558.21	934.93	9 087.25	16 443.59	19 039.95	
2352	Miscellaneous expenditure on internal meetings	997.25			997.25	997.25							3 739.70			
2353	Departmental removals and associated handling	12 700.00			12 700.00							12 700.00				
2401	Entertainment and representation expenses for staff	1 481.89			1 481.89	1 000.00										481.89
2500	Formal and other meetings	11 213.14			11 213.14											11 213.14
2719	Publicity and promotion of publications	34 388.87			34 388.87											34 388.87
	Total title 2	6 401 059.92	825 689.30	336 442.22	5 238 928.40	124 060.56	13 151.93	96 221.18	98 651.38	48 916.77	557 345.98	3 554 745.48	48 469.67	239 881.15	215 425.61	242 058.69
	Total title 1	9 744 071.55		31 617.94	9 712 453.61	438 803.21	103 889.57	592 003.97	762 311.74	124 681.42	1 358 684.33	665 670.54	444 594.61	1 924 206.69	2 228 719.85	1 068 887.68
	Total Titles 1 + 2	16 145 131.47	825 689.30	368 060.16	14 951 382.01	562 863.77	117 041.50	688 225.15	860 963.12	173 598.19	1 916 030.31	4 220 416.02	493 064.28	2 164 087.84	2 444 145.46	1 310 946.37
	Depreciation	165 137.86			165 137.86					66 055.14	33 027.58	66 055.14				
	Grand total	16 310 269.33	825 689.30	368 060.16	15 116 519.87	562 863.77	117 041.50	688 225.15	860 963.12	239 653.33	1 949 057.89	4 286 471.16	492 064.28	2 164 087.84	2 444 145.46	1 310 946.37
							140 715.94							140 715.94	140 715.94	140 715.95
							257 757.44									
								51 551.48	51 551.48	12 887.90	51 551.48	51 551.48	38 663.62			
								739 776.63	912 514.60	252 541.23	2 000 609.37	4 338 022.64	531 727.90	2 304 803.78	2 584 861.40	1 451 662.32
								53 172.79	53 172.79	53 172.79	53 172.79	53 172.79		106 345.58	106 345.58	53 172.79
								792 949.42	965 687.39	305 714.02	2 053 782.16	4 391 195.43		2 411 149.36	2 691 206.98	1 504 835.11

**Table 14****Comparative analysis of true cost of services and invoicing issued by the various sectors**

Sectors	Cost of services	Services invoiced	Services (charged to the budget)	Comparison of costs and invoices issued	
				(+)	(-)
1. Technical and Administrative Section	792 949.42	764 545	—	—	28 404.42
Workshops	2 053 782.16	1 948 799	—	—	104 983.16
Dispatching	4 391 195.43	4 408 055	—	16 859.57	—
Micromation	305 714.02	249 364	—	—	56 350.02
New developments		428 501			
— Indexes	965 687.39	465 696	—	55 954.61	—
— Register		127 445			
		<u>1 021 642</u>			
2. Official Journal Budget	2 411 149.36	2 679 170	—	424 349.64	—
		156 329			
		<u>2 835 499</u>			
3. Publications	2 691 206.98	3 261 440	—	570 233.02	—
4. Sales	1 504 835.11	—	1 504 835.11	—	—
Total	15 116 519.87	14 489 344	1 504 835.11	1 067 396.84	189 737.60

**Table 15**  
**Balance at 31 December 1983**

Assets				Liabilities			
Heading	1983		1982	Heading	1983		1982
	BFR	ECU <sup>1</sup>	ECU <sup>2</sup>		BFR	ECU <sup>1</sup>	ECU <sup>2</sup>
<i>Current assets</i>				<i>Short-term liabilities</i>			
Clients	49 996 659	1 084 599.16	718 644.55	Prepayments and part payments	6 110 318	132 553.77	31 975.30
Sundry debtors	150	3.25	50.48	Suspense accounts	1 569 092	34 038.99	17 534.97
<i>Banks</i>				Accrued liabilities (National Bank of Greece, Athens - Current account No 48025518) (DR 2 237 082)	—	27 355.78	48 238.61
Banque Internationale Lux. No 8-109/6003/250 Time deposit	92 127 794	1 998 568.10	1 178 253.07	Suspense account entry for clients recorded at 31.12	6 521 655	141 477.08	357 311.64
Banque Internationale Lux. No 8-109/6003/200 Current account	3 184 462	69 081.92	23 613.49	<i>Income owed payable to the institutions at 31 December 1983</i>	43 886 341	952 045.39	686 669.25
National Bank of Greece, Athens - No 48025518 Current account - DR 2 237 082	—	27 355.78	48 238.61	Sub-total	58 087 406	1 287 471.01	1 141 729.77
Postal Giro Account Lux. No 19190-81/current account	396 055	8 591.79	21 586.27	<i>Net balance of sales revenue payable to the institutions</i>	87 617 714	1 900 728.99	848 656.70
Total	145 705 120	3 188 200.00	1 990 386.47	Total	145 705 120	3 188 200.00	1 990 386.47

<sup>1</sup> The conversion rates used are BFR 46.0969 and DR 81.7773 = 1 ECU.  
<sup>2</sup> The conversion rates used are BFR 45.3207 and DR 68.5398 = 1 ECU.

**Table 16**  
**Profit and loss account at 31 December 1983**

DEBIT				CREDIT			
Heading	1983		1982	Heading	1983		1982
	BFR	ECU <sup>1</sup>	ECU <sup>2</sup>		BFR	ECU <sup>1</sup>	ECU <sup>2</sup>
Rebates	30 262 588	656 499.42	991 453.20	Suspense account entry clients recorded at 31 December 1983	16 193 614	351 295.08	90 465.57
Bank charges	5 100	110.64	48.94	Revenue receivable at 31.12 for the account of the institutions	31 120 331	675 106.81	601 845.71
Insolvent debtors	562 063	12 193.08	10 793.63	Gross sales revenue	155 365 873	3 370 419.12	3 141 039.92
Suspense account entry for clients recorded at 31.12	6 521 655	141 477.08	357 311.64	Interest received	5 999 652	130 153.05	147 206.24
Income owed payable to the institutions at 31 December 1983	43 886 341	952 045.39	686 669.25	Miscellaneous revenue	118 092	2 561.82	1 946.75
New balance of sales revenue payable to the institutions	130 862 397	2 838 854.61	2 015 240.98	Invoiced sales costs	1 779 266	38 598.39	34 110.95
				Exchange differences	1 523 316	33 045.95	44 902.51
Total	212 100 144	4 601 180.22	4 061 517.65	Total	212 100 144	4 601 180.22	4 061 517.65
<sup>1</sup> The conversion rate used is BFR 46.0969 = 1 ECU. <sup>2</sup> The conversion rate used is BFR 45.3207 = 1 ECU.							



Table 17

## Breakdown of net sales revenue by institution

Institution	Net sales revenue broken down at			Total	
	31.3.1983	30.6.1983	31.12.1983	BFR	ECU <sup>1</sup>
Parliament					
Publications	244 831	494 749	861 919	1 601 499	
Official Journal	399 747	1 649 790	10 861 296	12 910 833	
Treaties	24 667	26 980	50 383	102 030	
				14 614 362	317 035.68
Council					
Publications	58 829	66 211	203 528	328 568	
Official Journal	194 562	2 541 801	6 138 407	8 874 770	
Treaties	25 070	27 161	50 451	102 682	
Secondary legislation	0	0	351 852	351 852	
				9 657 872	209 512.40
Commission					
Publications	4 373 091	9 891 804	23 034 221	37 299 116	
Official Journal	1 518 979	18 967 930	41 577 517	62 064 426	
Treaties	69 636	73 874	135 598	279 108	
Secondary legislation	0	0	189 457	189 457	
				99 832 107	2 165 701.10
Court of Justice					
Publications	775 600	1 158 046	1 677 422	3 611 068	
Official Journal	22 432	280 053	497 322	799 807	
Treaties	2 321	2 278	3 980	8 579	
				4 419 454	95 873.13
Economic and Social Committee					
Official Journal	21 700	107 842	838 190	967 732	
Treaties	1 501	1 444	2 496	5 441	
				973 173	21 111.46
Court of Auditors					
Official Journal	14 677	68 545	773 524	856 746	
Treaties	1 254	1 337	2 455	5 046	
				861 792	18 695.23
Cedefop					
Publications	27 261	59 220	305 016	391 497	
Official Journal	677	7 844	9 872	18 393	
				409 890	8 891.92
European University Institute, Florence					
Publications	39 056	1 883	32 816	73 755	
				73 755	1 600.00
Living and Working Conditions Foundation, Dublin					
Publications	0	0	0	0	
Official Journal	0	0	19 992	19 992	
				19 992	433.70
Totals	7 815 891	35 428 792	87 617 714	130 862 397	2 838 854.61

<sup>1</sup> The conversion rate used is BFR 46.0969 = 1 ECU.

# GENERAL AND TECHNICAL SERVICES

## A. WORKSHOPS

### 1. Production

The output of the Office's workshops rose considerably in all sectors in the year under review (Table 18).

The increase was achieved in spite of a reduction of 11.7% in the number of hours invoiced (Table 19), indicating a sizeable rise in productivity. A comparison of output in terms of hours invoiced demonstrates this clearly:

	1983	1982	%
Composition (page per hour invoiced)	1.32	0.61	+ 116.8
Photo (films + contacts per hour invoiced)	1.52	1.04	+ 46.2
Printing (A4 page per hour invoiced)	7 970	6 048	+ 31.8
Finishing (stitching per hour invoiced)	137	88	+ 55,7

Of particular note in the year under review is the contribution of the workshops to the distribution of COM documents, as the latter represent a considerable new workload (7 000 pages approximately, over and above an output of 17 300 pages). This special work was the reason for the marked improvement in productivity in the composition sector shown in the above table. If this factor is left out of the above comparison, productivity in terms of numbers of pages still rose by 40%.

The enhanced effectiveness of the workshops boosted output in spite of the fact that a number of posts suddenly became vacant and even allowed some posts to be reallocated. This explains the discrepancy between the number of hours theoretically included in the forecasts and the number of hours actually worked to cope with the workload (Table 18).

### 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 1 948 799 ECU (1 975 722 ECU in 1982), comprising 1 604 940 ECU for labour and 343 859 ECU for materials. The breakdown of this total by institution is given in Table 21.

**Table 18**  
Theoretical capacity and actual performance in 1983

Production unit	Theoretical capacity in 1983		Actual performance in 1983	
	Quantity	Value in ECU	Quantity	Invoiced in ECU
Composition	19 040	680 108.80	13 054.50	466 306.74
Photo	11 000	414 920	8 430.50	317 998.46
Printing	19 680	497 510.40	15 337.50	387 732.00
Trimming	27 650	624 890	19 155.00	432 903.00
Total	77 370	2 217 429.20	55 977.50	1 604 940.20

**Table 19**  
Comparison of hours of work invoiced

Production unit	1982	1983	%
Composition	14 346 h	13 054.50	- 9.00
Photo	11 172 h	8 430.50	- 24.53
Printing	17 365 h	15 337.50	- 11.67
Trimming	20 541 h	19 155.00	- 6.74
Total	63 424 h	55 977.50	- 11.74

**Table 20**  
**Comparison of print runs (printing and trimming)**

Year	A1	A2	A3	A4	Total	Total expressed in A4 format
1982	10 577 496	3 052 320	4 047 216	98 448	17 775 480	105 022 128
1983	12 979 848	2 840 640	3 497 712	46 560	19 364 760	122 243 328

**Table 21**  
**Breakdown by institution of the total invoices issued by the Office (in ECU)**

Institution	Composition	Photo	Printing	Trimming	Materials	Total
Parliament	2 604	507	4 428	1 251	1 186	9 976
Council	62 469	19 244	20 652	28 869	11 072	142 306
Commission	390 067	265 100	340 174	360 040	311 452	1 666 833 <sup>1</sup>
Court of Justice	1 335	29 336	17 417	32 010	17 715	97 813
Economic and Social Committee	8 537	1 531	1 070	1 416	650	13 204
Court of Auditors	1 296	2 279	3 991	9 317	1 784	18 667
<b>Total</b>	<b>466 308</b>	<b>317 997</b>	<b>387 732</b>	<b>432 903</b>	<b>343 859</b>	<b>1 948 799</b>

<sup>1</sup> Including 418 pages for the European University Institute, Florence.

## B. DISPATCHING

The development of activities in this sector is shown in detail in Table 22. To accelerate distribution of the Official Journal and other publications and to handle the increased volume of dispatching, a document inserting machine and an addressing machine were purchased.

## C. MICROGRAPHIC SECTOR

Details of the work carried out are shown in Table 24. It proved necessary to purchase two planetary cameras and a microfiche duplicating machine to supplement the equipment of this rapidly expanding section.

## D. THE PUBLICATIONS OFFICE BUILDING

The carcass works on the extension of the Office's new building were finished according to plan on 31 December 1983. Work is proceeding normally.

Following the alterations carried out in the building currently occupied, the Dispatching section was moved for the duration of the works to a warehouse rented in the vicinity of the Office's main building.

**Table 22****Trends in the volume of dissemination operations**

	1982	1983	±%
Number of individual orders executed	22 891	22 831	- 0.27
Number of copies of the Official Journal distributed on the basis of annual subscriptions	10 532 249	10 635 644	+ 0.98
Number of copies of the Official Journal distributed on the basis of individual orders	595 901	480 852	- 19.31
Other publications distributed on the basis of annual subscriptions and individual orders	5 480 946	6 932 623	+ 26.48
'New issues' notices and circulars	1 268 215	1 304 476	+ 2.85
Total dispatching operations	17 887 311	19 353 595	+ 8.19
Dispatching of forms relating to the social security of migrant workers	40 530	288 294	+ 611.31

**Table 23****Allocation of dispatching costs**

Institutions	Official Journal, Indexes and Register		Publications		Imprest account	Total ECU
	Pages	Invoices ECU	Net sales revenue BFR	Invoices ECU	Invoices ECU	
Parliament	38 741	492 786	1 703 529	36 955	—	529 741
Council	33 434	425 280	783 102	16 988	—	442 268
Commission	184 740	2 349 893	38 232 933	829 404	80 971	3 260 268
Court of Justice	2 137	27 183	3 619 647	78 523	—	105 706
Economic and Social Committee	2 985	37 969	5 441	118	—	38 087
Court of Auditors	2 506	31 876	5 046	109	—	31 985
Total	264 543	3 364 987	44 349 698	962 097	80 971	4 408 055

**Table 24**  
**Breakdown of work done by the 'Micromation' sector**

Publication	Number of microfiches copied from masters			Number of microfiches dispatched			Number of microfiches viewed		
	1982	1983	±%	1982	1983	±%	1982	1983	±%
Official Journal	384 228	482 430	+ 25.55	871 118	1 060 394	+ 21.72	4 632 fiches	11 530 fiches	+ 148.92
Other publications (Eurostat, COM-finals, EP debates, etc.)	26 474	214 913	+ 711.78				= 370 560 DIN A4 pages	= 1 037 700 DIN A4 pages	
Total	410 702	697 343	+ 69.79	871 118	1 060 394	+ 21.72	4 632	11 530	+ 148.92

**Table 25****Invoicing of costs of 'Micromation' sector**

Institution	Work carried out by outside contractors	Work carried out in-house	Total
Parliament	13 848.66	38 404	52 252.66
Council	10 558.70	18 325	28 883.70
Commission	73 705.30	184 459	258 164.30
Court of Justice	1 141.20	1 995	3 136.20
Economic and Social Committee	1 326.27	2 302	3 628.27
Court of Auditors	2 231.00	3 879	6 110.00
<b>Total</b>	<b>102 811.13 <sup>1</sup></b>	<b>249 364</b>	<b>352 175.13</b>

<sup>1</sup> Total of invoices received in 1983, broken down using 1982 OJ ratios.

**F. 'NEW DEVELOPMENTS' SECTION**

The projects launched in preceding years were continued without interruption. Some projects became operational, and the first results of the effort invested are becoming apparent. Experience gained in the use of the new technologies and rapid progress in the computer field prompted ideas for new production methods for various publications and, in more general terms, for making the publishing activities of the Communities more effective and more economical.

**New technology in the publishing field****– Video transmission of the Supplement to the Official Journal**

The TED (Tenders Electronic Daily) data base was in operation on a regular basis after its launch in October 1983. A number of improvements suggested by users were incorporated into the software. A procedure for the electronic transfer of data to the data bases of licensed hosts was created. Hitherto, the transfer had been on the basis of magnetic tapes. Work on the incorporation of invitations to tender from third countries, mainly Japan and the United States of America, continued and should produce operational results in the first quarter of 1984.

**– Computerized editorial system at the Publications Office**

The procedure for inviting tenders for the installation of an editorial system capable of electronic management of multilingual texts through all the stages of the publication process was successfully completed, and a contract was signed on 13 January 1984. The system will be operational in June 1984, and the Supplement to the Official Journal will actually be produced on this system as from September 1984.

**– Re-use of the texts published in the Supplement to the Official Journal**

Using the TED data base, a reference file of awarding authorities was created and the invitations to tender which were repetitive in nature were identified. The various language versions of these notices will be checked by the translation department. In this way a stock of re-usable texts will be produced which can be stored in the editorial system, allowing substantial savings both in translation and composition.

**– Standard format for the exchange of composed texts by telematics**

The standard format was used on a daily basis for the transfer of 'straightforward' texts. The theoretical work in connection with the acceptance of typographically complex texts and tables was completed. Practical tests to validate the results are proceeding smoothly. In addition, the structure of the files for these transfers was made generally compatible on the basis of the Unisist recommendations and is now being applied to such diverse publications as the Supplement to the Official Journal, the budget documents, catalogues, etc.

A format reference manual is in preparation and will form an integral part of the technical specifications for all future invitations to tender.

## – Indexing

The first version of the Eurovoc multilingual macrothesaurus was completed at the end of 1983.

Eurovoc, whose semantic relations (hierarchical, equivalence and associative) are based on the AFNOR, ISO and BS standards, covers all the fields of Community language. It comprises 19 major subject fields (arranged by subject) and is divided into 149 microthesauri, each of which contains one or more top terms. There are some 5 000 descriptors, with 4 000 to 4 500 non-descriptors depending on the language version.

With effect from the beginning of 1984 the Office will use the Eurovoc system for indexing the Official Journal (the Official Journal Tables) and will subsequently extend it to cover other publications.

## – Documents COM final

Following the study undertaken in 1982 the operational stage of the production of COM final documents started on 1 May, with the Office providing composition, trimming, microfilming and distribution on the basis of subscriptions. The backlog of documents published in the first four months was cleared in the third quarter.

Some 4 000 documents and 1 400 microfiches (all languages) were distributed to the members of the public concerned. In addition, a periodic catalogue was produced. This catalogue, which is subject-based, cumulative and was produced with computer technology, helps users in documentary searches.

Eight periodic catalogues and one annual catalogue will be published for 1983. The annual catalogue, which incorporates all the data published in the periodic catalogues, will be distributed at the end of the first quarter of 1984.

At the request of the European Parliament and the Economic and Social Committee some studies were begun at the end of 1983 to establish whether the same service could be provided for these institutions' documents in the foreseeable future.

Given the complexity of these operations, a computerized system for the follow-up and coordination of this work was devised and implemented.

The section also regularly advised the other departments at the Office on computer aspects of publishing.

## Automated distribution

The management of mailing lists and subscriptions continued normally using the computer resources of the Commission's Computer Centre and the Office's own resources. A new mini-computer became operational in September and the first terminals were connected. After a period of familiarization the Office's staff began work on the conversion of existing software and the installation of new software packages. An accounts management software package was installed and is currently undergoing tests to determine how it can be adapted to satisfy the Office's specific requirements. A data base management system has also been installed with a view to using it to take over the mailing lists.

## Automated office equipment

The applications installed in the previous years (see 14th annual management report) were operated normally and further improved.

To meet growing demand for word processing capacity, five stand-alone work-stations were purchased, bringing to 20 the total number of work-stations installed.

The invitation to tender for the computerized presentation of estimates produced no practical results in view of the Commission's choice of data base management software. A detailed review of the specifications and a renewed study of the market are required as far as the latter is concerned.



CHAPTER IV

**THE PRINTING MARKET  
AND THE GEOGRAPHICAL SPREAD OF CONTRACTS  
WITH OUTSIDE FIRMS**



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

In 1983 the operation, started in 1982, to conclude new general contracts was completed, and the new general contracts came into effect.

The market study, which involved 334 firms, allowed a statistical comparison of the prices applied in the various countries of the Community for identical services. The study, which was widely distributed, generated keen interest in printing circles and should allow the competition factor to be more fully exploited in the light of a more transparent market.

The immediate effect of this was an appreciable fall in prices compared with those applied for earlier contracts.

Lastly, it should be noted that the general contracts represent the first application of an entirely new style of invitations to tender which considerably reduces the typing and translation involved in their production and, in spite of the novelty aspect, no major problems arose with regard to the application of these contracts.

In all, of the 70 contracts currently managed by the Office, two-thirds are less than two years old, a fact which demonstrates the effort made to conclude new contracts.

The overall computerized management and planning system progressively implemented during the year under review included the installation of the financial and administrative planning module.

The work of the section (see Table 26) further increased, and 15 invitations to tender were issued which in turn led to 56 new contracts, some of which are the result of the market studies conducted in 1982.

In addition, 114 requests for additional payments were dealt with, and credit notes totalling 72 145.45 ECU were obtained as a result of invoice checking.

**Table 26**  
**Volume of work done by the technical and  
administrative section**

Work done	1982	1983
Estimates	572	578
Invoices	1 184	1 319
Invitations to tender	25	15
New contracts	21	56
Reports to the ACPC	12	17
Order forms	736	954



**CHAPTER V**

**STAFF OF THE OFFICE AND PERSONNEL QUESTIONS**



## STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

### A. WORKFORCE

As in previous years, there were adjustments between the staff at the Commission and that at the Office in connection with the exchange of promotion possibilities in accordance with the decision of 1980.

In 1983 four new posts – two B and two C posts – were added to the establishment plan of the Office. At 31 December 1983 255 officials and one member of temporary staff were employed at the Office.

### B. AUXILIARY STAFF

Owing to the need to replace officials on maternity leave, extended sick leave or to an excessive workload in certain sectors, the Office was obliged to take on auxiliary staff for limited periods of three to four months. At 31 December 1983 only one member of auxiliary staff was still employed at the Office.

### C. LOCAL STAFF

Budget appropriations in 1983 allowed 61 members of local staff to be employed. The Office continued its policy of establishing these members of staff in 1983. Accordingly, 23 members of the local staff who had passed internal competitions were established as probationer officials (5 in category C and 18 in category D). This process of establishing staff anticipated the new possibilities created in the 1984 budget.

In addition, there was some recruitment to strengthen the dispatching teams for the Official Journal, in particular the night teams. As 20 out of 23 members of local staff were established by converting the local staff posts into permanent posts, the permitted strength of local staff at the Office was lowered to 41.

On 1 December 1983, 38 members of local staff were employed at the Office and 3 posts were vacant.

Table 28 shows in detail the administrative procedures relating to recruitment and staff careers at the Office.

### D. FREELANCE PROOF-READERS

– Budget appropriations in 1983 to cover remuneration, insurance, costs of home proof-reading, travel expenses, subsistence allowances and mission expenses	850 000 ECU
– Transferred appropriations	410 000 ECU
– Total resources	1 260 000 ECU
– Expenditure at 31.12.1983 on remuneration, travel expenses, mission expenses and home proof-reading	1 246 642.39 ECU
– Insurance paid to Lloyds (employers' and employees' contributions)	13 357.61 ECU

The index of the cost of living in Luxembourg was applied to the remuneration of freelance proof-readers.

### E. VOCATIONAL TRAINING

Table 29 provides a breakdown of the number of officials registered for various training courses. An increasing number of courses and seminars related to data processing, and this trend is likely to continue in years to come.

### F. MANAGEMENT/STAFF CONSULTATIONS

On 18 April 1984 the trade union representatives met the representatives of the Office's Management Committee, the chair being taken by the Committee Chairman-in-Office, Mr Middelhoek.

The Director described the main features of the year under review and outlined the major short- and medium-term prospects for the work of the Office in the field of publishing and production.

The following matters were also discussed at the request of the staff representatives:

### **1. Staff requests with regard to the 1985 budget**

At the request of the trade union representatives the management summarized the factors underlying the staff requests for 1985.

In order to meet commitments in the event of Spain and Portugal joining the Community on 1 January 1986 the Office must make preparations to publish in 1985, in the two new official languages, all the secondary Community legislation in force on the date of the accession.

According to the estimates produced by the relevant departments of the Commission the number of pages to be produced will increase to between 35 000 and 40 000 printed pages for each language. This figure represents one year's production of the Official Journal for each special edition. To meet this demand the Office will be asking for a number of posts to match the workload, namely 14 temporary B posts, in the budget discussions. If these posts become available the pressure on existing resources will be lessened and the recruitment of successful candidates from proof-reader competitions will be made easier.

As regards the establishment of local staff, the Director confirmed the request to establish all the local staff working at the Office, with the exception of staff working at night on the dispatching of the Official Journal. In fact, under the current provisions of the regulations only local staff may work night-shifts in teams. As the agreement between the Office and the staff representatives provides for the Office's own staff to work at night on dispatching the Official Journal, this staff must of necessity be local staff. The Office had of course requested the Commission to take steps to include this type of work in Council Regulation No 300/77 determining the categories of officials entitled to allowances for shiftwork, and the rates and conditions thereof.

It should, however, be borne in mind that political pressures advocating a decentralization of printing activities — and consequently of dispatching — of the Official Journal, as well as the importance which the electronic publication of the Official Journal will inevitably assume, will have a negative effect on the duration for which the current dispatching procedure can be maintained.

Nevertheless, the budgetary authority had refused additional appropriations for local staff under the 1984 budget to replace outside staff on the night dispatching of the Official Journal. The Office would resubmit the request.

As regards the request for staff in 1985, the trade union representatives also raised the question of equal opportunities for promotion and careers for Office staff *vis-à-vis* that of the Commission.

The Office stressed that its staff policy had always been successfully oriented towards achieving a perfect balance between the two administrations, and the request for local staff and some other posts to be upgraded in 1985 should also have some effect. The representatives of the trade unions nevertheless raised the point that, for certain grades and categories, there seemed to be less scope than at the Commission.

In conclusion, it was pointed out that in all questions affecting the Office's staff requirements and establishment plan the competent authority was the Management Committee. If the staff representatives felt the need for discussions on these points, they would have to be held within that framework, and the procedures followed by the Commission in its own affairs should be followed *mutatis mutandis*.

### **2. Freelance proof-readers**

The proof-readers' competition had been held, and a rapid processing of recruitments and the application of the code of good conduct were planned. However, the Office would always need freelance proof-readers on whom it could call when the normal workload was exceeded. It was essential to be able to meet the priorities set by the institutions. A meeting with the representatives of the Staff Committee would be held to implement the code of good conduct.

### **3. Effect of new printing technology at the Office**

As agreed, the representatives of the trade unions had received a report describing the effects of new technology on the structure and operation of the Office.

On this point the Director stressed that the introduction of new equipment and procedures would always go hand-in-hand with appropriate programmes to train staff for the new kind of work. As regards working conditions he confirmed that the Office would apply the guidelines drawn up by the Commission.

It was agreed that the report would be studied by the trade unions before it was discussed with the management of the Office.



#### 4. Buildings

The Director informed the trade union representatives of the state of progress on the extension to the Eurooffice building as well as on the relevant budgetary negotiations.

The trade union representatives stressed the precarious situation of the dispatching service owing to the age of the storeroom.

#### 5. The Community budget situation

The Chairman of the Management Committee emphasized the degree of uncertainty which surrounded the discussions on the 1985 budget. The Office had always counted on a degree of understanding on the part of the budgetary authorities, but it was likely that the current situation would also have repercussions on the activities of the Office.

**Table 27**  
**Establishment plan 1983**

Category and grades	Number of permanent posts
A1	— <sup>1</sup>
A2	1
A3	1
A4	2
A5	2
A6	6
A7	3
A8	—
Total	15
B1	20
B2	41
B3	50 <sup>2</sup>
B4	22 <sup>3</sup>
B5	21
Total	154
C1	14
C2	33
C3	32
C4	20
C5	7
Total	106
D1	6
D2	5
D3	4
D4	2
Total	17
Grand total	292
<sup>1</sup> 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. <sup>2</sup> Includes four posts for senior technical assistants. <sup>3</sup> Includes one secretarial assistant post.	

**Table 28**  
**Administrative procedures**

Officials	Number
(a) Probationers appointed – following open competition	4
– following internal competition	23
(b) Movements	
– to the Office	2
– to the Commission	8
(c) Promotions	
– within a career bracket	16
– to another career bracket	14
– to another category	1
(d) Transfers	
– to the Office	1
(e) Departures	
– secondment (extension)	2
– leave on personal grounds	1
– leave on personal rounds (extension)	1
– retirement	1
– resignation	1
– death	1
Temporary staff	
Renewal of contract	1
Auxiliary staff	
(a) Recruitment	6
(b) Renewal of contract	2
(c) Establishment	1
(d) Departure	5
Local staff	
(a) Recruitment	8
(b) Transfer to the Commission	1
(c) Promotion	
– at the same employment level	3
– to a different employment level	2
(d) Establishment	23
(e) Suspension of contract	1
(f) Reinstatement after suspension of contract	1

**Table 29**  
**Number of staff registered for courses**  
**and vocational training**

Type of activity	Duration	Number registered
<b>1. Language courses</b>		
– Community languages 1983/84	3 hrs/week	34
– Spanish course	3 hrs/week	7
– Portuguese course	3 hrs/week	3
<b>2. Seminars and courses of general interest</b>		
– Rapid reading + follow-up, Luxembourg	3 days	2
– Course on drafting administrative texts FR	5 days	5
– Seminar for secretaries EN, Luxembourg	4 days	3
– Seminar for secretaries FR + follow-up	4 days	3
– Seminar for secretaries DE, Luxembourg	2 days	1
– Introductory course for new staff, Luxembourg	4 days	7
– Record management, documentation and administrative organization, Luxembourg	5 days	5
– First aid course	4 days	1
<b>3. Seminars and technical courses</b>		
– Seminar: 'Contrats informatiques', Paris	2 days	2
– 'Réseaux techniques et Architectures', Paris	3 days	1
– Seminar: 'Efficacité et productivité informatique', Paris	1 day	1
– Evening course on data processing, first series	2 hrs/week	3
– Evening course on data processing, second series	2 hrs/week	1
– Evening course on data processing, third series	2 hrs/week	1
– Seminar: 'Techniques et méthodes d'impression', Paris	5 days	3
– Introductory course to applied data processing for the graphic arts, Module 1, Part 1, FR, Luxembourg	4,5 days	54
– Introductory course to applied data processing for the graphic arts, Module 1, Part 2, FR, Luxembourg	3 days	23
– Seminar: 'Télématique, les produits, les services', Paris	2 days	1
– Introduction to the principles of management + follow-up, Luxembourg	5 days	1
– Training: 'Comment acheter des imprimés', Paris	5 days	2
– Course: FHS, 'Utilisation des formats', Luxembourg	3 days	1
– Course: IFG, 'Génération des formats', Luxembourg	2 days	1
– Course BS2000, BS2UT 'Fichiers commandes', Luxembourg	7 days	1
– International symposium on publishing and publishing techniques, Paris	2 days	1
– Seminar: 'Achats publics', Luxembourg	3 days	2
– Seminar: 'Bureautique et Télématique', Luxembourg	5 days	1
– Training: 'Conception et mise en page', Paris	5 days	1
– Seminar: 'Informatique graphique', Paris	4 days	1
– Seminar: 'Marketing through distributors', Brussels	3 days	1
– Seminar: 'Persönliche Arbeitstechniken und time-management', Overijssel	3 days	1
– Course B2ADM, Luxembourg	2 days	1
– Course UTM, Luxembourg	4 days	1
– Course IDC, Luxembourg	3 days	1
– Training: General accounting and customer accounts	23 days	1
– 'Grundkurs Datenverarbeitung/Satztechnik', Landau	5 days	4
– Introduction to applied data processing for graphic arts, DE, Module 1, Luxembourg	5 days	26
– Seminar 'DIACOS', Luxembourg	2 days	7
– Training: B2OP, Luxembourg	3 days	1
– Training: COB2, Luxembourg	7 days	1
– Software (Basic natural), London	4 days	1
– Software (Adabas Design), London	4 days	1
– Seminar: 'Système de documentation automatique', Luxembourg	4 days	22
– International Online Information meeting, London	1 day	1
– International Online Information meeting, London	2 days	1
– Introduction to applied data processing for graphic arts, repeat of Module 1, FR	5 days	30
– Introduction to applied data processing for graphic arts, Part One, Module 1, EN, Luxembourg	2 days	25
<b>4. Special study leave</b>		
– Examination to end course on microprocessors	1 day	1
<b>Total</b>		<b>300<sup>1</sup></b>

<sup>1</sup> Includes 177 different participants.



CHAPTER VI

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



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

Table 29 shows the translation work done in 1983 on behalf of the Office and institutions under the agreement 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. WORK DONE FOR THE EUROPEAN PARLIAMENT

### (a) Reports of proceedings

In 1983 the MLTTS was responsible for the translation of one day of debates of the report of proceedings for each of the 11 part-sessions and one extraordinary session (Budget) of the European Parliament.

The portion of the reports of proceedings translated by the MLTTS represented approximately 250 standard typed pages for each part-session. The total for 1983 includes the figures for December 1982, while those for December of the year under review will be included in the returns for 1984.

The workload in the various target languages varies with the number of speeches in the other languages. The less a particular language is used during the debates, the more the workload of the corresponding translation department increases.

The deadlines for this translation work are approximately one month. The delays in the translation of the proceedings into Greek were again considerably less than in the preceding year.

In 1983 the MLTTS translated 21 134 pages. The decrease over the preceding year is explained partly by the fact that the MLTTS now translates only one day of the debates, and partly by the simplified procedures adopted for explanations of vote and by a reduction in speaking time, and consequently in the length of the verbatim report of proceedings.

### (b) Miscellaneous

This heading covers documents of all kinds, in particular minutes translated into Greek and Danish by the MLTTS.

## B. WORK DONE FOR THE COUNCIL

The *30th review of the Council's work* ran to 449 pages, which were translated into all the official languages – a total of 2 694 pages.

## C. WORK DONE FOR THE PUBLICATIONS OFFICE

### (a) Invitations to tender

Table 30 shows the number of pages of invitations to tender for public works and supply contracts, including type B notices, published pursuant to the Agreement on government procurement concluded under GATT.

In 1983 translations of invitations to tender for public works contracts accounted for 59.7% of the total number of pages translated under the agreement concerning the MLTTS (compared with 49.77% in 1982). These translations arrived at the rate of 20 documents of 1.35 pages per day, representing 27 pages for translation into six target languages, i.e. a total of 162 pages/day. The time allowed for translation of invitations to tender is two working days. The total number of pages translated was higher than in the preceding year.

It should be noted that although the number of texts translated from Greek remains modest (79), it is increasing at a constant rate. The task of translation from that language posed many problems, particularly with regard to technical terminology.

It is worth pointing out, finally, that the degree of difficulty, and technical complexity of the documents, in particular as far as the supply of computer equipment is concerned, is growing all the time.

**(b) Management report and miscellaneous**

The heading 'Management report and miscellaneous' (65 + 2 519 pages in 1983) includes the invitations to tender for printing work issued by the Publications Office. The remainder consists of various documents relating to the Office's activities in respect of which the Office requested a translation.

**D. GENERAL OBSERVATIONS**

In 1983 the MLTTS met its obligations under the terms of the agreement between the Commission and the Office. Generally speaking, deadlines were observed.

In spite of the shortage of typists, the typing of fair copies of the various texts destined for printing gave no cause for complaint.

Cooperation between the Office's departments and those of the various institutions posed no insurmountable problems and may be deemed excellent.

**Table 30**  
**List of work done by the MLTTS (number of pages)**

Work done	1981	1982	1983
<i>Parliament</i>			
— reports of proceedings of Parliament's debates	40 009	31 523	21 134
— Indexes of names	4 272	725	—
— Europe Today	1 138	—	—
— Miscellaneous	—	—	892
<i>Council</i>			
— Review of the Council's work 449 pages	4 742	2 550	2 694
<i>Publications Office</i>			
— Notices of invitation to tender for public works contracts	31 835	24 403	26 143
— Notices of invitation to tender for public supply contracts	6 375	7 356	8 566
— Notices of invitation to tender published pursuant to the Agreement on government procurement under GATT	6 552	5 662	5 705
— Annual management report	146	295	65
— Miscellaneous	1 367	2 657	2 519
Total	96 436	75 171	67 718









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