

SEVENTEENTH
ANNUAL
MANAGEMENT
REPORT
1985



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

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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 1985.

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 and Chairman of the Management Committee in 1985;
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.

The Management Committee met on 25 March and 18 November 1985. In addition, 17 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

For the "Official Journal" Department 1985 was marked by the following:

- the computerized editorial system (Système Editorial Informatisé, SEI), launched at the end of 1984, was completely operational by the end of May;
- the publication of a special edition of the Official Journal, in Spanish and Portuguese, containing the secondary legislation was a major concern of the department in the last few months of the year.

The number of pages published in the Official Journal increased by 19% over the previous year.

The budgetary restrictions due to application of the "provisional twelfths" had repercussions on the department's output up until July. This uneven distribution of the work over the year was particularly felt during December when the workload was exceptionally heavy. The number of OJ "L series" issues produced in the last few days of the year is particularly high. As in the previous year, the quality of copy still leaves a lot to be desired, especially during the traditional peak periods: non-matching manuscripts, incomplete multilingual sets, illegible corrections by legal/linguistic experts, etc.

B. OUTPUT

1. L, C and S series of the Official Journal proper

The number of issues of the Official Journal in 1985 was as follows:

	<u>1985</u>	<u>1984</u>
L Series	382	344
C "	362	351
S "	250	249
Total	994	944

In 1985 42 296 pages per language were published, broken down as follows (all languages taken together):

- L series: 140 000 (+ 21% compared to 1984);
- C series: 79 100 (+ 22.6% " " ");
- S series: 76 972 (+ 12.4% " " ").

There were, therefore, increases in all series.

TABLE 1

BREAKDOWN BY COUNTRY OF INVITATIONS TO TENDER PUBLISHED IN 1985

Avis	B	DK	D	GR	F	IRL	I	L	NL	UK	JP	TOTAL
Public works	224	46	722	192	752	76	1161	6	168	1077	-	4424
Supplies	68	41	244	10	667	9	694	1	29	362	-	2125
GATT	54	34	214	-	266	20	72	4	118	493	933	2208
TOTAL 1985	346	121	1180	202	1685	105	1927	11	315	1932	933	8757
TOTAL 1984	375	94	1153	126	1455	90	1662	8	324	1712	750	7749

2. Special Edition of Secondary Legislation in Spanish and Portuguese

The Secondary Legislation was translated in two stages: the first one - up to 30 June 1985 - involved the "historical" part, after which the documents for the second half of 1985 were dealt with. The first phase involved about 31 000 printed pages, while the second covered about 6 600 pages per language.

The Secondary Legislation was published within a very short time. Since the treaties of accession were signed in July 1985 and the departments responsible for authentication were understaffed, the first manuscripts covering the "historical" period arrived in early August and the last were received in December.

The final publication will comprise 17 sets of volumes, each set being devoted to a particular subject area.

3. Production of budget documents

The Office also produces the Communities' preliminary draft and draft budget, and constant updating of the relevant computer files makes for speedy publication of the final version approved by Parliament.

Taking all languages together, in 1985 these two documents accounted for a total of approximately 19 000 pages (9 940 for the preliminary draft and 8 946 for the draft).

4. Publication of tariff documents

The Office is involved in the 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.

When this system becomes operational at Community level it will be possible to extract the new Common Customs Tariff and the new Nimexe from the single database currently being set up.

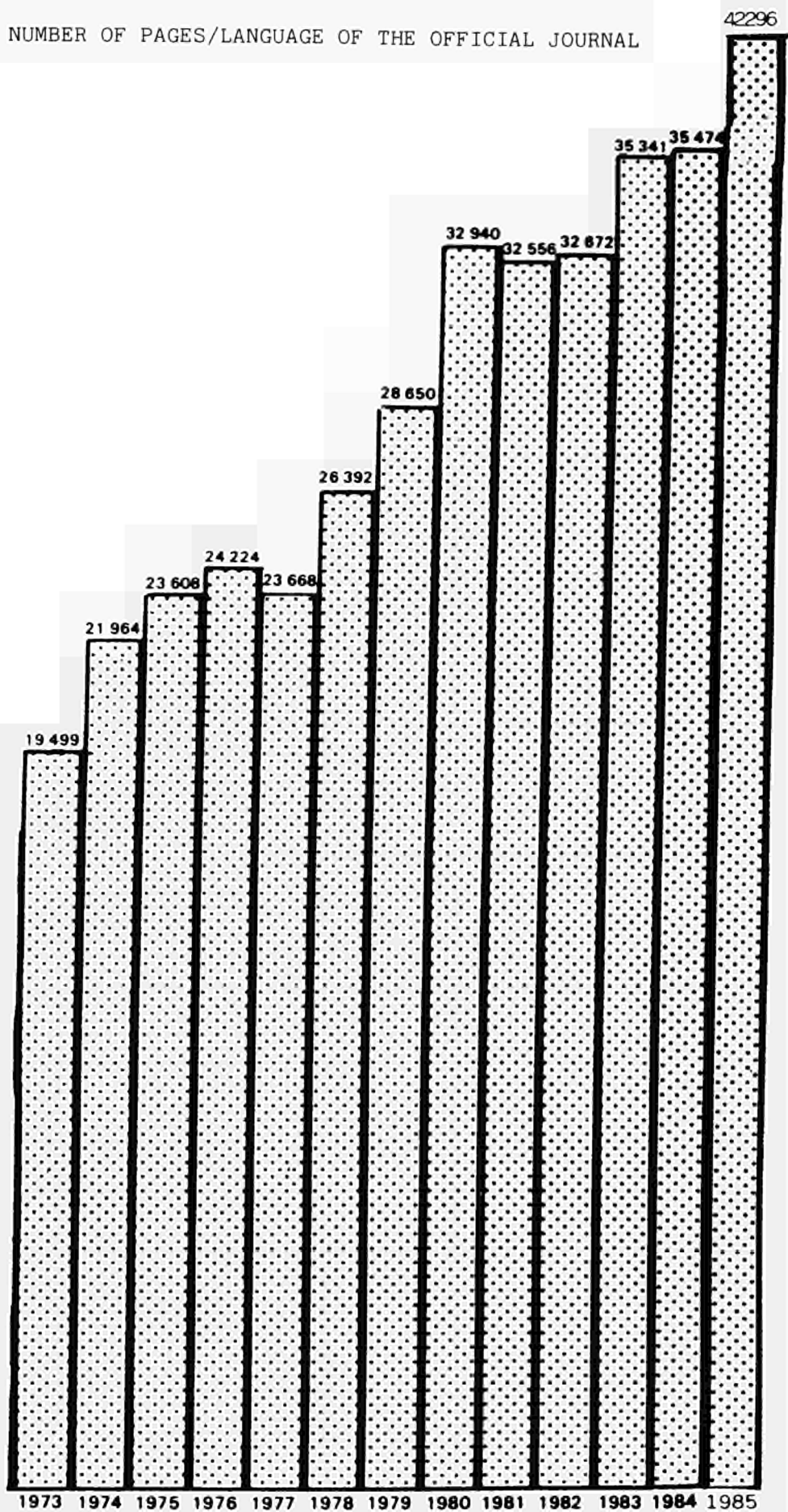
In 1985 the Office added the Greek version of this working document, which had already been entered in the other six languages.

The Spanish and Portuguese versions will be incorporated as soon as the author departments make them available.

By the end of 1985 a total of 36 160 pages had been processed.

Fig. 1

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



PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

A. OUTPUT

Output developed as follows in 1985:

- the number of texts increased to 2 414 as compared to 2 402 in 1984;
- the number of proof-read pages was 171 310 compared to 183 576 in 1984, a decrease of 7.2%; however this is still 10% up on the figures for 1980-1983. It should also be noted that several large projects started in 1985 will not be completed until 1986, and have therefore not been taken into account;
- the number of non-proof-read pages jumped by 40.5% from 94 056 in 1984 to 132 000. This reflects the success of the "public documents" series launched in 1984;
- finally, although one might have thought that the new "public documents" series would for the most part simply consist of what would previously have been "publications", it seems that such a transfer has stayed within reasonable limits. Indeed, a large number of hitherto unknown texts seem to be reaching the public through this channel. As a corollary to this, the volume of publications has been remarkably stable and will increase again because of the two new languages of publication.

B. BREAKDOWN OF OUTPUT

	<u>Composed and proof-read pages</u>	<u>Reproduced (non-proof-read pages)</u>
- Parliament	+ 2.031 (+ 6%)	+ 1.904 (-)
- Council	- 6.227 (-39%)	- 3.036 (-36%)
- Commission	- 1.997 (- 2%)	+ 24.956 (+32%)
- Court of Justice	- 3.581 (-10%)	+ 1.263 (-)
- Economic and Social Committee	+ 750 (+21%)	+ 393 (-)
- Court of Auditors	- 2.041 (-55%)	- 174 (-)

C. TECHNICAL DEVELOPMENTS

Special attention was given over in 1985 to the retrieval - for photocomposition purposes - of texts produced on word processors.

A working method meeting the needs of the Office's author departments and those of the printers was devised for material of a more everyday nature.

Several departments are already using these "input protocols" and a rapid increase seems likely in the composition volumes processed in this manner.

Nevertheless, the Office believes that hasty extension of this procedure to other areas would be misguided. Each new application still needs in-depth study.

D. GRAPHIC DESIGN

As in the past, one of the Office's constant concerns in 1985 was to make the layout of the publications as attractive as possible. In addition, there was a major publicity campaign to which the "Publications" department contributed by designing leaflets and publicity inserts, and creating eye-catching posters for a number of public events.

E. PUBLIC DOCUMENTS

This new type of publication, launched in 1984 to provide the public with the available language versions of texts of less general interest than the other publications, accounted for 78 titles (with a total of 166 volumes) in 1985 (compared with 25 in 1984).

Other bodies (Cedefop, European Foundation for the Improvement of Living and Working Conditions) have been attracted by the success of this formula and, therefore, new developments in this field can be expected.

F. OFFICIAL DOCUMENTS

The "Reports" covering the European Parliament's sessions started to be catalogued and distributed in 1985 on the same basis as the "COM-final" documents and the "Opinions" of the Economic and Social Committee.

The number of documents published in this manner rose from 777 in 1984 to 1 188, necessitating the production of 2 493 masters for publication in microfiche form.

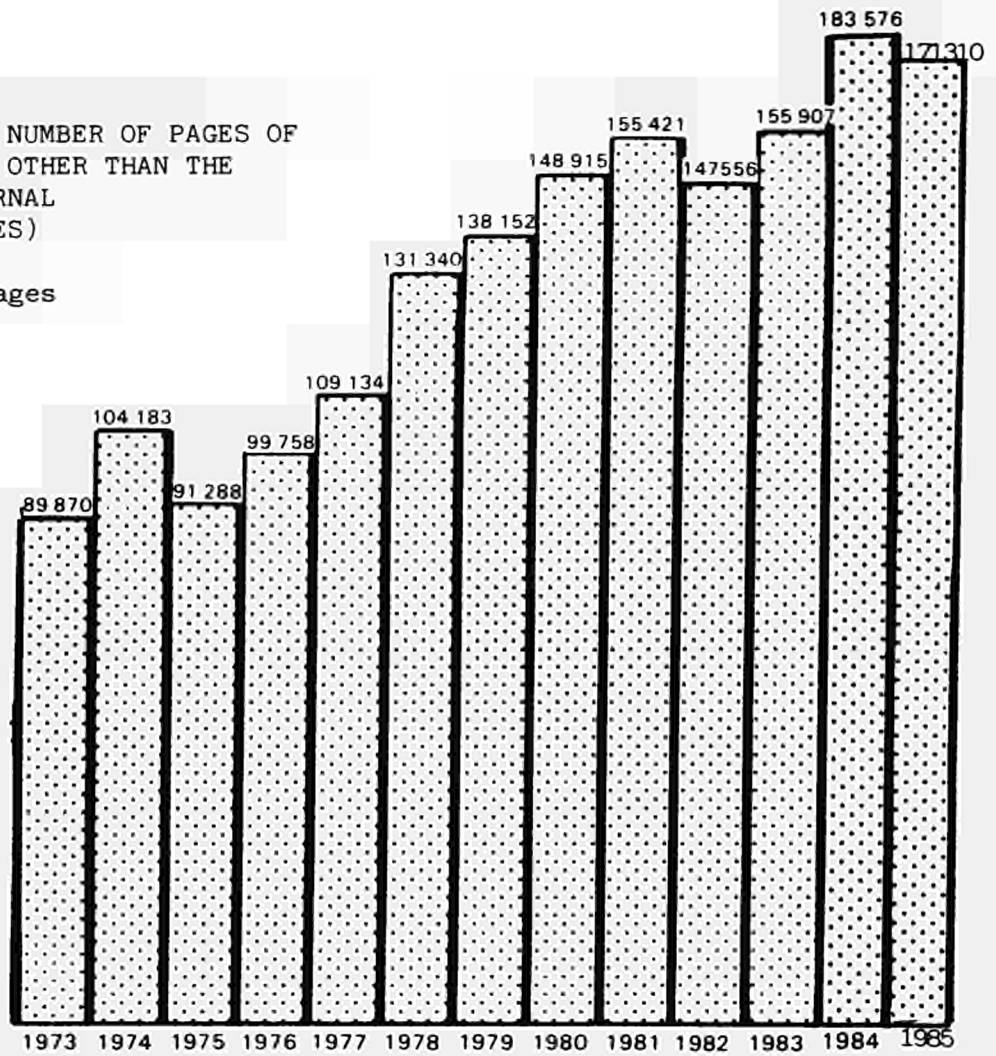
G. REVENUE

Effective revenue in 1985 was ECU 1 210 751.

Fig. 2

TREND IN THE NUMBER OF PAGES OF PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL (ALL LANGUAGES)

Proo-fread pages



Non-proof-read pages

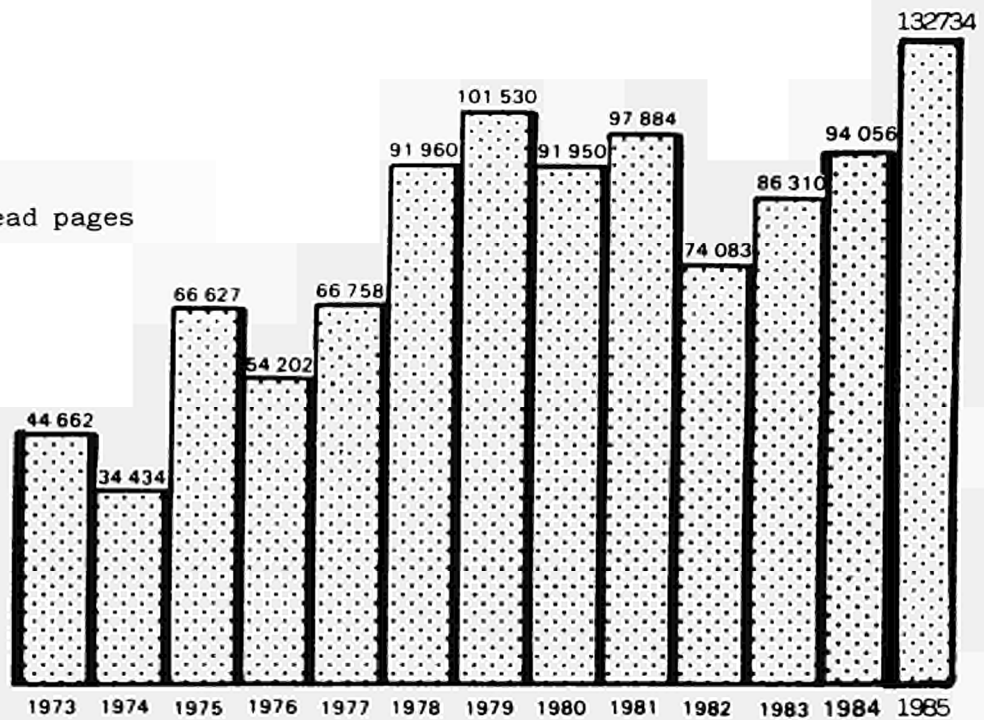


TABLE 2
Number of proof-read pages/language

Year	DA	DE	GR	EN	FR	IT	NL	ES	GA	PT	RU
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	
1984	24 025	27 869	17 601	29 644	28 444	25 078	25 763	2 848		2 304	
1985	21 208	24 488	21 919	25 338	28 306	23 760	21 064	2 828		2 399	

TABLE 3
Publications invoiced
(a) Proof-read pages - (b) non-proof-read pages

Institutions	Pages	Production costs		Cost of Office Services	Total
		Outside printers	Publ. Office workshops		
Parliament	a) 34 673	1 829 330,87	66 337	1 113 697	
	b) 3 819				
	38 492	1 895 667,87		1 136 152	3 070 311,87
Council	a) 9 887 (1)	288 745,78	34 902	317 571	
	b) 6 092				
	15 979	323 647,78		353 392	6 93 018,78
Commission	a) 86 874 (2)	6 304 393,27	1 639 882	2 790 393	
	b) 108 642				
	195 516	7 944 275,27		3 429 207	11 568 998,27
Court of Justice	a) 31 052	1 382 432,59	53 380	997 390	
	b) 1 421				
	32 473	1 435 812,59		1 005 744	2 474 029,59
Economic and Social Committee	a) 4 364	70 720,92	63 277	140 172	
	b) 519				
	4 883	133 997,92		143 227	282 107,82
Court of Auditors	a) 1 681	137 442,49	16 199	53 993	
	b) 876				
	2 557	153 641,49		59 143	215 341,49
Cedefop	a) 2 638	219 221,62	-	84 732	
	b) 4 312				
	6 950	219 221,62		(3) 110 087	336 258,62
Total	a) 171 169	10 232 287,54	1 873 977	5 497 948	
	b) 125 681				
	296 850 (4)	12 106 264,54		6 236 952	18 640 066,54

- (1) Plus 8 946 pages relating to the draft budget for 1986.
(2) Plus 9 933 pages relating to the preliminary draft budget for 1986.
(3) The cost of Office services relating to Cedefop is invoiced to the Commission.
(4) Plus 141 proof-read pages invoiced to the Publications Office and 705 non-proof-read pages.
(5) 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 RESULTS OBTAINED, BREAKDOWN OF SALES
REVENUE BY INSTITUTION

A. ORGANIZATION

1. Sales network

During the year under review the Office undertook special efforts to consolidate its distribution channels in Spain and Portugal with a view to the impending accession of these two countries. Thus, the sales network was reinforced by two official bodies in addition to the two existing sales offices (Mundi-Prensa in Spain and Bertrand in Portugal). These were the "Boletin Oficial del Estado" in Spain, which will mainly sell and distribute secondary legislation, the Official Journal and other publications of a legal nature, and the Imprensa Nacional in Portugal, which will distribute more or less all Community publications.

The annual meeting between the Office and the heads of sales offices was held as usual, this time at the European University Institute in Florence.

2. European documentation centres, depository libraries

The EDC/DEP service was continued and it is now running smoothly. The number of centres rose during the year under review to 565 (316 EDCs, 91 DEPs and 158 ERCs).

The range of publications involved was slightly broadened to include a number of free issues.

Together with the institutions involved the Office also started to redefine its policy of distribution to these centres.

B. SALES PROMOTION

The Office considerably stepped up its sales promotion activities in 1985, participating directly in 10 exhibitions or book fairs and being represented indirectly at 14 others.

The Office also produced and distributed 34 "New issues" in all languages, and in collaboration with a number of ordering departments devised and distributed 53 publicity inserts, which were mostly placed in specialized journals or in-house publications belonging to trade associations. This method has confirmed its effectiveness.

The press service (reviews) was also stepped up considerably and the Office accompanied this with efforts to improve its list of journals to pinpoint the specialized press better and hence boost the impact of the reviews.

About 50 advertisements were published in periodicals issued by the institutions (OJ, press office bulletin, etc.) and about 10 appeared in outside journals.

C. COPYRIGHT

The Office received 31 requests for copyright concessions, broken down as follows:

- translation: 2 (1 Catalan, 1 Italian);
- full reproduction: 2;
- partial reproduction: 27.

D. SALES RESULTS

1. Official Journal

Table 4 shows the trends in subscriptions to the L + C and S series of the Official Journal.

The S series is slightly up over the previous year, while the L + C series is some thousand copies down. This decrease, which mainly affects the Italian version, seems largely due to the Italian Government's decision to publish the texts contained in the L part of the Official Journal in the Gazzetta Ufficiale della Repubblica Italiana.

2. Other publications

Table 5 shows the trends in subscriptions to other publications. As usual, any comparison with the previous year must take account of the changes in the range of publications produced by the Office, since a number of publications were withdrawn in 1985 while others were introduced.

It should be noted in particular that very good results were achieved with Social Europe and its supplements, Energy in Europe - which was sold only in the USA in 1985 - and the Delta Newsletter covering higher education.

Moreover, sales of the Vocational Training Information Bulletin produced by the Cedefop Centre in Berlin continued to climb steadily thanks to an all-out publicity drive by Cedefop.

The series documents made such good progress in 1985 that they have been taken out of Table 5 and given a table of their own, Table 6. It should be noted on this score that although sales of the ESC Opinions and the the European Parliament's Reports began in 1984, it was not until 1985 that the impact of this new venture showed up.

3. Separate works

In 1985 the Office put on sale 774 new titles, broken down as follows:

- Commission - DG IX	175
- Commission - DG XIII	487
- Commission - SOEC	82
- Parliament	3
- Council	11
- Court of Justice	3
- Cedefop	10
- Economic and Social Committee	3

4. Electronic publishing

The Office continued commercial operation of the CRONOS (general statistics), COMEXT (external trade statistics) and TED (invitations to tender) databases. It also worked together with the Commission on measures to place the Celex database on a commercial footing from 1986.

1. TED: the number of customers increased to 176 - 14 linked by telex and 162 on-line. Sales revenue totalled Bfr 1 936 271 in 1985.
2. CRONOS and COMEXT: these are marketed exclusively by hosts, and brought in revenue of Bfr 802 439.
3. Magnetic tapes: finally, the sale of magnetic tapes copied from the above-mentioned databases or other sources (OJ, for example) netted Bfr 659 082.

5. Royalties

Reproduction licences granted in connection with copyright brought in Bfr 624 912 in 1985.

E. SALES REVENUE

Operating result - breakdown of revenue

1. General remarks

During the second half of 1985 the new computerized accounts programme came into operation. This breaks down revenue on the basis of invoices paid, which made it possible to pay to the institutions the difference between the provisional and final invoicing for 1984 (see 16th annual report) as well as the 1985 payments.

2. Balance sheet at 31 December 1985

Assets:

Financial resources: 2 475 692.48 ECU, including 1 792 440.95 ECU in time deposits.

Outstanding invoices: 3 045 473.98 ECU.

Liabilities

Prepayments into general accounts: 10 469.40 ECU, and into client accounts: 477 140.71 ECU.

Amount payable to the institutions: 1 944 768.35 ECU.

3. Profit and loss account at 31 December 1985

The debit side of this account shows that general overheads totalled 2 077 858.10 ECU, i.e. 26% of total turnover in 1985 (25% in 1984 and 15% in 1983). The amount for bad debts increased from 9 646.64 ECU in 1984 to 11 970.41 in 1985.

4. Net sales revenue paid to the institutions

Table 9 shows the breakdown of total revenue by institution and type of publication.

Net sales revenue for 1985 amounted to 2 925 904.14 ECU for the institutions, a 7% decrease over 1984. The net revenue from the L and C series of the Official Journal was 1 267 812.60 ECU (Bfr 56 601 507) in 1985 (Bfr 74 243 230 in 1984). It should be noted that the invoices for the 1985 periodicals are drawn up at the end of the 1985 accounting year, and for this reason the revenue outstanding is higher than in the previous year.

TABLE 4

Trends in subscriptions to the Official Journal
of the European Communities

L + C and S series

Language	L + C series		S series	
	1984	1985	1984	1985
DA	441	420	118	144
DE	1 497	1 407	513	495
EN	1 779	1 921	1 370	1 527
FR	2 631	2 680	436	472
IT	3 218	2 035	389	625
NL	1 004	947	517	456
GR	367	317	65	70
Total	10 937	9 727	3 408	3 789

TABLE 5

Trends in subscriptions to publications other than
the Official Journal

Title	1984	1985	+/- %
PARLIAMENT			
Debates	466	361	- 22,53
Working documents	187	-	-
Total	653	361	- 44,72
COMMISSION			
Bulletin	4 188	4 140	- 1,15
Bulletin Supplements	186	177	- 4,84
Social Europe	179	485	+ 170,95
Social Europe - Supplements	166	325	+ 95,78
Economic surveys	225	219	- 2,67
Terminology bulletin	-	181	-
Information bulletin			
Vocational training	1 420	1 870	+ 31,69
European Economy	1 892	1 850	- 2,22
European Economy			
- Supplement A	1 565	1 541	- 1,53
European Economy			
- Supplement B	1 470	1 456	- 0,95
Energy in Europe	-	106	-
Delta newsletter	-	312	-
Euro-abstracts	224	213	- 4,91
Industrial short-term trends	242	242	-
Monthly coal bulletin	578	556	- 3,80
Monthly hydrocarbons bulletin	544	532	- 2,21
Monthly electrical energy bulletin	538	524	- 2,60
Quarterly iron and steel bulletin	345	324	- 6,09
Monthly iron and steel bulletin	310	276	- 10,97
Monthly bulletin of external trade statistics	447	452	+ 1,12
Eurostatistics	1 005	1 048	+ 4,28
Agricultural statistics	398	331	- 16,83
Bulletin of Energy Prices	-	283	-
Miscellaneous publications	836	860	+ 2,87
Total	16 758	18 303	+ 9,22
COURT OF JUSTICE			
Report of cases before the court	1 793	1 662	- 7,31
ECONOMIC AND SOCIAL COMMITTEE			
Bulletin	-	109	-
Grand Total	19 204	20 435	+ 6,41

TABLE 6
Trends in document subscriptions

Title	1984	1985
PARLIAMENT - Reports - combined subscriptions - selective subscriptions - microfiche subscriptions	- - -	36 579 61
Total	-	676
COMMISSION - COM documents - combined subscriptions - selective subscriptions - microfiche subscriptions	201 1 929 -	49 899 104
Total	2 130	1 052
ECONOMIC AND SOCIAL COMMITTEE - Opinions - combined subscriptions - selective subscriptions - microfiche subscriptions	- - -	41 578 71
Total	-	690
Grand total	-	2 418

TABLE 7
Balance at 31 December 1985

Assets				Liabilities							
Heading	1985		1984		Heading	1985		1984			
	BFR	ECU(1)	ECU(2)	BFR		ECU(1)	ECU(2)				
CURRENT ASSETS				SHORT-TERM LIABILITIES							
Clients	135 965 186	3 045 473.98	1 203 475.47	Prepayments and part payments	21 301 947	477 140.71	537 714.98				
Sundry debtors	-	-	3.35	Suspense accounts	467 406	10 469.40	16 544.48				
BANKS				Accrued liabilities	-	43 314.02	76 572.67				
Current accounts				INCOME OWED PAYABLE TO THE							
- BIL	27 656 902	619 484.87	18 888.07	INSTITUTIONS AT 31.12.1985	135 965 186	3 045 473.98	1 203 475.47				
- CCP	551 856	12 360.98	10 195.09								
- CITIBANK	79 465	1 779.93	197 177.30								
- SOGENAL	281 787	6 311.73	6 795.37	Sub-total	157 734 539	3 576 398.11	1 834 307.60				
- NGB Athens (3)	-	43 314.02	76 572.67								
Time deposits				NET BALANCE OF SALES REVENUE							
- BIL	31 973 526	716 172.61	2 594 103.34	PAYABLE TO THE INSTITUTIONS	86 824 183	1 944 768.35	2 795 655.88				
- SOGENAL	48 050 000	1 076 268.34	522 752.82								
TOTAL	244 558 722	5 521 166.46	4 629 963.48	TOTAL	244 558 722	5 521 166.46	4 629 963.48				

- (1) The conversion rates used are BFR 44.6450 and DR 131.200
(2) The conversion rates used are BFR 44.7168 and DR 91.9428
(3) NGB account balances at 31.12.1985 = DR 5 682 800 and
at 31.12.1984 = DR 6 971 390

TABLE 8
Profit and loss account at 31 December 1985

Debit				Credit					
Heading	1985		1984		Heading	1985		1984	
	en BFR	en ECU(1)	en ECU(2)	en BFR		en ECU(1)	en ECU(2)		
Rebates	90 339 810	2 023 514.62	1 406 921.83	Revenue receivable at 31 December 1985 for the account of the institutions	53 815 572	1 205 410.95	1 127 271.99		
Bank charges	6 314	141.43	145.72	Gross sales revenue	296 770 509	6 647 340.33	4 405 155.24		
Insolvent debtors	534 419	11 970.41	9 646.64	Interest received	6 363 968	142 546.04	196 740.66		
Interest paid	-	-	2.28	Miscellaneous revenue	79 292	1 776.06	686.48		
Exchange losses	1 778 407	39 834.40	-	Invoiced sales costs	2 328 810	52 162.84	24 231.00		
Miscellaneous expenditure	107 025	2 397.24	1 994.64	Exchange gains	-	-	7 947.71		
Income owed payable to the institutions at 31 December 1985	135 965 186	3 045 473.98	1 203 475.47						
New balance of sales revenue payable to the institutions	130 626 990	2 925 904.14	3 139 846.50						
Total	359 358 151	8 049 236.22	5 762 033.08	Total	359 358 151	8 049 236.22	5 762 033.08		

(1) The conversion rates used are BFR 44.6450 and DR 131.200

(2) The conversion rates used are BFR 44.7168 and DR 91.0428

TABLE 9

Breakdown of net sales revenue by institution for 1985

INSTITUTION	Net sales revenue broken down at			TOTAL	
	31.03.1985	30.06.1985	31.12.1985	BFR	ECU(1)
PARLIAMENT					
- Publications	223 943	102 888	684 746	1 011 577	
- Periodicals	52 387	254 447	394 142	700 976	
- Official Journal	2 753 405	3 312 334	7 241 995	13 307 734	
- Treaties	46 377	12 713	176 291	235 381	
				15 255 668	341 710,56
COUNCIL					
- Publications	150 489	23 503	619 717	793 709	
- Official Journal	1 051 092	1 264 459	5 372 743	7 688 294	
- Treaties	46 377	12 713	176 396	235 486	
- Secondary legislation	18 010	-/- 22	115 950	133 938	
				8 851 427	198 262,45
COMMISSION					
- Publications	6 866 220	2 629 850	24 486 199	33 982 269	
- Periodicals	1 427 740	8 833 734	16 246 442	26 507 916	
- Microfiches	96 774	24 063	198 602	319 439	
- Magnetic tapes	366 874	128 735	848 866	1 344 475	
- Official Journal	7 266 246	8 741 262	19 936 447	35 943 955	
- Treaties	124 270	34 069	473 311	631 650	
- Secondary legislation	9 637	-/- 11	62 436	72 122	
				98 801 826	2 213 054,68
COURT OF JUSTICE					
- Publications	579 810	110 343	2 357 222	3 047 375	
- Periodicals	75 949	416 102	734 562	1 226 613	
- Official Journal	148 524	178 673	423 378	750 575	
- Treaties	3 602	988	13 797	18 387	
				5 042 950	112 956,66
COURT OF AUDITORS					
- Official Journal	34 275	41 232	663 492	738 999	
- Treaties	2 252	617	8 572	11 441	
				750 440	16 809,05
ECONOMIC AND SOCIAL COMMITTEE					
- Publications	1 589	227	13 679	15 495	
- Official Journal	171 374	206 162	369 495	747 031	
- Treaties	2 252	617	8 636	11 505	
- Joint publications	4 016	-/- 57 610	-/- 475	/- 54 069	
				719 962	16 126,37
CEDEFOP					
- Publications	149 609	99 524	750 182	999 315	
- Periodicals	5 909	56 227	107 859	169 995	
				1 169 310	26 191,29
EUROPEAN UNIVERSITY INSTITUTE FLORENCE					
- Publications	-	-	35 407	35 407	793,08
Total	21 679 062	26 427 839	82 520 089	130 626 990	2 925 904,14

(1) The conversion rate used is BFR 44.6450 = 1 ECU.

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

ACCOUNTS OFFICE
GENERAL AND TECHNICAL SERVICES

ACCOUNTS OFFICE

BUDGET MANAGEMENT

- Total budgetary expenditure amounted to 19 449 917.57 ECU from 18 180 680.76 ECU in 1984, an increase of 6.98%.
- Expenditure on staff (Title 1) amounted to 11 921 857.75 ECU from 10 738 819.37 ECU in 1984, an increase of 11.01%.
- Operating expenditure (Title 2) amounted to ECU 7 528 059.82 from 7 441 861.39 ECU in 1984, an increase of 1.15%.
- Investment expenditure totalled 1 331 291.91 ECU as against 1 396 344.36 ECU in 1984.
- Postal and delivery charges increased to 3 342 255.97 ECU as against 3 378 563.72 ECU in 1984. They account for 44.40% of all expenditure under Title 2.
- The rate of utilization of the Office's budget appropriations, including amounts carried forward, was as follows:
 - 97.70% for Title 1;
 - 99.47% for Title 2.

Table 10 shows trends in the Office's expenditure between 1984 and 1985 and gives a breakdown of expenditure at 31 December 1985.

Table 11 shows the breakdown of Office expenditure in 1985 by department.

Table 12 shows the true cost of the services performed and the value of the invoices relating to the services provided by each department.

Table 10

Budget Expenditure in 1985

Art.	Item	Heading	Appropriations 1985			Expenditure 1985			1984
			Initial appropriations	Transfers	Final appropriations	Expenditure 31.12.85	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
110	1100	Basic salaries	7 420 000	65 000	7 485 000	7 483 868.56	-	7 483 868.56	6 196 866.23
	1101	Family allowances	842 000	(-) 32 000	810 000	796 927.70	-	796 927.70	684 550.57
	1102	Expatriation and foreign residence allowances	888 000	22 000	910 000	909 134.08	-	909 134.08	741 113.43
	1103	Secretarial allowance	76 250	-	76 250	64 640.18	-	64 640.18	57 572.69
		Total Article 110	9 226 250	55 000	9 281 250	9 254 570.52	-	9 254 570.52	7 680 102.92
111	1110	Auxiliary staff	35 500	10 000	45 500	40 274.60	-	40 274.60	42 552.09
	1112	Local staff	720 400	(-) 17 000	703 400	662 471.01	-	662 471.01	672 682.14
		Total Article 111	755 900	(-) 7 000	748 900	702 745.61	-	702 745.61	715 234.23
112		Further training for staff, language courses, retraining and information for staff	25 000	-	25 000	10 087.45	14 738.65	24 826.10	70 247.20
113	1130	Insurance against sickness	205 950	-	205 950	202 072.17	-	202 072.17	167 141.41
	1131	Insurance against accidents and occupational disease	80 000	(-) 29 000	51 000	50 132.39	-	50 132.39	41 412.80
		Total Article 113	285 950	(-) 29 000	256 950	252 204.56	-	252 204.56	208 554.21
114	1140	Birth and death grants	3 200	-	3 200	1 603.63	-	1 603.63	2 288.78
	1141	Annual leave travel expenses	83 000	35 000	118 000	113 522.64	-	113 522.64	94 204.09
	1144	Fixed local travel allowances	900	-	900	801.21	-	801.21	791.19
	1147	Allowance for shiftwork or stand-by duty at the official's place of work or at home	5 000	2 000	7 000	6 064.96	-	6 064.96	5 155.13
		Total Article 114	92 100	37 000	129 100	121 992.44	-	121 992.44	102 439.19
115		Overtime	70 000	-	70 000	63 985.92	-	63 985.92	73 896.46
117	1174	Freelance proof-readers	790 000	295 000	1 085 000	921 039.90	163 960.10	1 085 000.00	1 300 000.00
	1175	Other services and work sent out for translation and typing	24 000	7 000	31 000	29 196.73	1 803.27	31 000.00	24 000.00
		Total Article 117	814 000	302 000	1 116 000	950 236.63	165 763.37	1 116 000.00	1 324 000.00
118	1181	Travel expenses (including members of family)	6 500	-	6 500	3 040.71	3 459.29	6 500.00	6 100.00
	1182	Installation, resettlement and transfer allowances	35 700	20 000	55 700	55 490.63	-	55 490.63	34 000.00
	1183	Removal expenses	26 300	-	26 300	14 339.83	3 380.00	17 719.83	7 280.00
	1184	Temporary daily subsistence allowances	41 200	37 000	78 200	77 398.08	801.92	78 200.00	39 200.00
		Total Article 118	109 700	57 000	166 700	150 269.25	7 641.21	157 910.46	86 580.00
119	1191	Provisional appropriations to cover adjustments to the remuneration of officials and other staff	300 000	(-)120 000	180 000	0.00	-	0.00	-
		TOTAL CHAPTER 11	11 678 900	295 000	11 973 900	11 506 092.38	188 143.23	11 694 235.61	10 261 054.21
129	1291	Provisional appropriations to cover adjustments to pensions and various allowances	700	-	700	0.00	-	0.00	-
		TOTAL CHAPTER 12	700	-	700	0.00	-	0.00	-
130	1301	Mission expenses	50 000	46 000	96 000	85 448.93	10 551.07	96 000.00	108 200.00
	1302	Mission expenses for meetings at other places where Community institutions are based, and in particular Brussels and Strasbourg	90 000	(-) 36 000	54 000	44 427.72	9 572.28	54 000.00	100 000.00
		Total Article 130	140 000	10 000	150 000	129 876.65	20 123.35	150 000.00	208 200.00
		TOTAL CHAPTER 13	140 000	10 000	150 000	129 876.65	20 123.35	150 000.00	208 200.00
140	1400	Running costs of restaurants and canteens	5 000	-	5 000	1 956.61	2 966.07	4 922.68	7 355.55
		TOTAL CHAPTER 14	5 000	-	5 000	1 956.61	2 966.07	4 922.68	7 355.55
161		Social contacts between staff	5 000	-	5 000	4 484.51	515.48	4 999.99	4 999.86
162		Other welfare expenditure	10 700	3 000	13 700	13 699.80	-	13 699.80	35 999.97
163	1630	Rent and service charges for the Early Childhood Centre	46 000	(-) 3 000	43 000	35 862.40	7 137.60	43 000.00	-
	1631	Operating costs for the Early Childhood Centre	9 500	-	9 500	9 499.67	-	9 499.67	-
		Total Article 163	55 500	(-) 3 000	52 500	45 362.07	7 137.60	52 499.67	-
		TOTAL CHAPTER 16	71 200	-	71 200	63 546.38	7 553.08	71 199.46	40 999.83
170	1701	Entertainment and representation expenses for staff	1 500	-	1 500	1 185.03	314.97	1 500.00	1 100.00
		TOTAL CHAPTER 17	1 500	-	1 500	1 185.03	314.97	1 500.00	1 100.00
		TOTAL TITLE 1	11 897 300	305 000	12 202 300	11 702 657.95	219 200.70	11 921 857.75	10 518 709.59

Table 10 (continued)
Budget Expenditure in 1985

Art.	Item	Heading	Appropriations 1985			Expenditure 1985			1984
			Initial appro- priations	Transfers	Final appro- priations	Expenditure 31.12.85	Amounts carried forward	Total Expenditure	Total Expenditure
			1	2	3	4	5	6	7
200		Rent	1 306 000	(-)314 000	992 000	932 392.45	59 411.41	991 803.86	937 200.42
201		Insurance	12 000	-	12 000	4 999.37	3 000.63	8 000.00	4 650.48
202		Water, gas, electricity and heating	304 000	(-) 23 000	281 000	159 361.23	120 984.70	280 345.93	296 789.53
203		Cleaning and maintenance	235 500	(-) 62 000	173 500	120 226.61	50 873.06	171 099.67	160 505.16
204		Fitting-out of premises	10 000	-	10 000	677.55	8 825.16	9 502.71	1 892.24
205		Security and surveillance of buildings	86 000	23 000	109 000	97 896.56	10 981.36	108 877.92	96 327.19
208		Other expenditure preliminary to the construction of buildings or to the acquisition of immovable property	p.m.	5 000	5 000	0.00	3 500.00	3 500.00	-
209		Other expenditure on buildings	7 500	-	7 500	186.68	7 313.32	7 500.00	6 730.15
		TOTAL CHAPTER 20	1 961 000	(-)371 000	1 590 000	1 315 740.45	264 889.64	1 580 630.09	1 504 095.17
210		Computer center operations	549 600	76 000	625 600	474 528.56	150 855.50	625 384.06	610 699.07
213		Computer operations handled outside	10 000	(-) 10 000	-	0.00	0.00	0.00	4 690.76
214		Analysis, programming, preliminary analysis and special projects handled outside	310 000	(-) 76 000	234 000	65 266.36	165 443.09	230 709.45	454 832.66
		TOTAL CHAPTER 21	869 600	(-) 10 000	859 600	539 794.92	316 298.59	856 093.51	1 070 222.49
220		Technical installations and electronic office equipment							
	2200	New purchase of technical equipment and installations	20 000	12 000	32 000	11 603.85	20 029.58	31 633.43	221 667.56
	2201	Replacement	25 000	166 000	191 000	20 589.05	158 059.52	178 648.57	35 408.66
	2202	Hire	114 000	(-) 15 000	99 000	77 410.75	20 529.35	97 940.10	57 250.70
	2203	Maintenance	83 000	37 000	120 000	80 224.92	39 412.08	119 637.00	75 846.63
	2204	Electronic office equipment	30 000	-	30 000	21 555.94	8 032.35	29 588.29	27 075.12
		Total article 220	272 000	200 000	472 000	211 384.51	246 062.88	457 447.39	417 248.67
221	2210	Furniture - New purchase	54 000	186 000	240 000	14 578.35	224 048.79	238 627.14	56 016.11
	2211	Furniture - Replacement	4 000	-	4 000	3.03	1 925.98	1 929.01	3 253.11
	2213	Furniture - Maintenance	2 000	-	2 000	476.57	1 470.89	1 947.46	249.38
		Total article 221	60 000	186 000	246 000	15 057.95	227 445.66	242 503.61	59 518.60
223	2231	Vehicles - Replacement	p.m.	18 000	18 000	0.00	15 043.16	15 043.16	8 309.19
	2233	Vehicles - Maintenance	16 800	-	16 800	15 876.90	923.09	16 799.99	15 985.53
		Total article 223	16 800	18 000	34 800	15 876.90	15 966.25	31 843.15	24 294.72
225		Documentation and library expenditure							
	2250	Library funds, purchase of books	1 000	-	1 000	849.65	150.35	1 000.00	1 950.00
	2252	Subscriptions to newspapers and periodicals	2 000	-	2 000	1 294.91	705.09	2 000.00	1 511.43
	2253	Subscriptions to news agencies	500	-	500	275.86	-	275.86	258.29
	2254	Binding and upkeep of library books	1 200	-	1 200	0.00	557.16	557.16	954.27
	2255	Subscriptions to view-data services	500	-	500	0.00	0.00	0.00	-
		Total article 225	5 200	-	5 200	2 420.42	1 412.60	3 833.02	4 673.99
		TOTAL CHAPTER 22	354 000	404 000	758 000	244 739.78	490 887.39	735 627.17	505 735.98
230		Stationery and office supplies	800 000	30 000	830 000	762 567.27	66 238.68	828 805.95	799 726.99
235		Other operating expenditure							
	2350	Miscellaneous insurance	200	-	200	0.00	0.00	0.00	-
	2351	Uniforms and working clothes	5 500	-	5 500	2 439.40	2 863.93	5 303.33	5 060.08
	2352	Miscellaneous expenditure on internal meetings	1 100	-	1 100	1 087.98	12.02	1 100.00	1 100.00
	2353	Departmental removals and associated handling	13 000	-	13 000	2 589.64	10 410.36	13 000.00	15 000.00
	2359	Other operating expenditure	200	-	200	0.00	0.00	0.00	200.00
		Total article 235	20 000	-	20 000	6 117.02	13 286.31	19 403.33	21 360.08
		TOTAL CHAPTER 23	820 000	30 000	850 000	768 684.29	79 524.99	848 209.28	821 087.07
240		Postage and delivery charges	3 342 400	-	3 342 400	3 278 107.06	64 148.91	3 342 255.97	3 378 563.72
241		Telephone, telegraph, telex, television	130 000	(-) 30 000	100 000	89 932.85	8 962.57	98 895.42	92 308.00
		TOTAL CHAPTER 24	3 472 400	(-) 30 000	3 442 400	3 368 039.91	73 111.48	3 441 151.39	3 470 871.72
250		Meetings in general	15 000	8 000	23 000	11 158.98	10 241.02	21 400.00	18 825.04
		TOTAL CHAPTER 25	15 000	8 000	23 000	11 158.98	10 241.02	21 400.00	18 825.04
271		Publications							
	2719	Publicity and promotion of publications	45 000	-	45 000	27 098.75	17 849.63	44 948.38	49 923.92
		TOTAL CHAPTER 27	45 000	-	45 000	27 098.75	17 849.63	44 948.38	49 923.92
		TOTAL TITLE 2	7 537 000	31 000	7 568 000	6 275 257.08	1 252 802.74	7 528 059.82	7 440 761.39
		TOTAL TITLE 1	11 897 300	305 000	12 202 300	11 702 657.05	219 200.70	11 921 857.75	10 518 709.59
		TOTAL TITLE 2	7 537 000	31 000	7 568 000	6 275 257.08	1 252 802.74	7 528 059.82	7 440 761.39
		TOTAL TITLE 10	1 376 000	-	1 376 000	-	-	-	-
		GRAND TOTAL	20 810 300	336 000	21 146 300	17 977 914.13	1 472 003.44	19 449 917.57	17 959 470.98

Table 11
Real costs of services in 1985

Real costs of services in 1985

Item	Heading	Expenditure for the financial year	Purchase investments	COSTS		Management and Secretariat	ADMINISTRATIVE AND TECHNICAL SERVICES									
				Non-chargeable	Chargeable		OP1							OP2 Official Journal	OP3 Publications	OP4 Sales and accounts
							Staff	Contract Mgmt	Project Mgmt./Doc. Aids	Micrography	Workshops	Dispatching	General Services			
A	B	C	D	1	2	3	4	5	6	7	8	9	10	11		
1100	Basic salaries	7 483 868.56		-												
1101	Family allowances	796 927.70		-												
1102	Expatriation and foreign residence allowances	909 134.08		-												
1103	Secretarial allowances	64 640.18		-												
1130	Insurance against sickness	202 072.17		-												
1131	Insurance against accidents and occupational diseases	50 132.39		-												
1140	Birth and death grants	1 603.63		-												
1141	Annual leave travel allowances	113 522.68		-												
1144	Fixed local travel allowances	801.21		-												
1147	Allowance for shiftwork or stand-by duty at the official's place of work or at home	6 064.96		-												
1150	Overtime	63 985.92		-												
1181	Travel expenses (including members of family)	6 500.00		-												
1182	Installation, resettlement and transfer allowances	55 490.63		-												
1183	Removal expenses	17 719.83		-												
1184	Temporary daily subsistence allowances	78 200.00		-												
	Sub-total	9 850 663.90		-	9 850 663.90	485 637.73	205 878.87	856 022.69	659 009.42	159 580.76	1 254 974.58	485 637.73	511 249.46	1 979 983.44	2 104 101.81	1 148 587.41
1301	Mission expenses	96 000.00		-	96 000.00	3 190.80	8 619.66	1 061.82	5 666.24	-	2 094.77	80.20	4 288.98	9 020.65	39 570.68	22 406.20
1302	Mission expenses for meetings at other places where Community institutions are based, and in particular Brussels and Strasbourg	54 000.00		-	54 000.00	2 156.82	1 287.96	567.53	1 663.37	-	466.22	-	2 433.50	904.12	41 637.50	2 883.38
1110	Auxiliary staff	40 274.60		-	40 274.60	-	-	-	-	-	-	-	-	18 722.01	-	21 552.59
1112	Local staff	662 471.01		-	662 471.01	-	-	-	-	-	242 729.38	402 517.39	17 224.24	-	-	-
1120	Further training for staff, language courses, retraining and information for staff	24 826.10		-	24 826.10	724.37	1 482.76	4 138.78	4 589.87	-	5 810.32	-	-	-	8 080.00	-
1174	Freelance proof-readers	1 085 000.00		-	1 085 000.00	-	-	-	29 407.61	-	-	-	-	683 727.44	371 864.95	-
1175	Other services and work sent out for translation and typing	31 000.00		-	31 000.00	3 472.63	-	8 865.68	-	-	-	-	17 540.03	-	-	1 121.66
1400	Running costs of restaurants and canteens	4 922.68		-	4 922.68	4 922.68	-	-	-	-	-	-	-	-	-	-
1610	Social contacts between staff	4 999.99		4 999.99	-	-	-	-	-	-	-	-	-	-	-	-
1620	Other welfare expenditure	13 699.80		13 699.80	-	-	-	-	-	-	-	-	-	-	-	-
1630	Rent and service charges for Early Childhood Centre	43 000.00		-	-	-	-	-	-	-	-	-	-	-	-	-
1631	Operating costs for the Early Childhood Centre	9 499.67		9 499.67	-	-	-	-	-	-	-	-	-	-	-	-
1701	Entertainment and representation expenses for staff	1 500.00		-	1 500.00	1 500.00	-	-	-	-	-	-	-	-	-	-
	TOTAL TITLE 1	11 921 857.75		71 199.46	11 850 658.29	501 605.03	217 268.85	870 656.50	700 336.51	159 580.76	1 506 075.27	888 235.32	552 736.21	2 692 357.66	2 565 254.94	1 196 551.24

TABLE 12

Comparative analysis of real cost of services and invoicing issued by the various sectors

Sectors/products	Cost of services	Services invoiced	Services charged to the budget	Comparison of costs and invoices issued	
				(+)	(-)
1. Technical and Administrative Section					
Contract Management	1 121 024.99	*)	-	-	1 121 024.99*
Workshops	2 524 984.42	1 873 977	-	-	651 007.42
Dispatching	4 758 742.84	5 183 001	-	424 258.16	-
Micromation	289 236.93	296 353	-	7 116.07	-
Project Management/ Documentary Aids *	1 113 817.66)	-	-	397 852.66*
- Eurovoc		209 316)			
- Indexes		285 682)			
- Register		220 967)			
2. Official Journal Budget	3 262 494.87	3 834 518)	-	744 388.13	-
		172 365)			
3. Other publications	3 110 625.26	6 331 113	-	3 220 487.74	-
4. Sales	1 735 887.99	-	1.735.887.99	-	-
TOTAL	17 916 814.96	18 407 292	1 735 887.99	4 396 250.10	2 169 885.07
<p>(*) Starting with the financial year 1984, costs incurred by the sectors Contract Management and Project Management/Documentary Aids are allocated to the user services and are thus contained in the invoicing of the following products: Official Journal, Indexes and Register, other publications.</p>					

GENERAL AND TECHNICAL SERVICES

A. WORKSHOPS

1. Production

The Office's workshops had a difficult time at the beginning of 1985 due in part to the provisional twelfths system.

The difficulties occurred in two main areas: composing and stitching. A new photocomposing machine and input screens were installed in the workshops, which meant organizing a lengthy period of training. It was not until the end of the year that the composing department got back onto an even keel.

The launch of the European Parliament document series, which were added to the COM and ESC document series, led to more manual labour in the Trimming department, thus reducing output in terms of units produced. This was partially offset in the fourth quarter by the installation of an automatic machine specially designed for stitching such documents.

Another thing worth noting was the general tendency by ordering departments to reduce print-runs for reasons of economy. This involved a proportional increase in the time needed to get the printing presses ready and consequently a drop in the number of pages printed per hour of work. The number of print-runs requested dropped by 29.3% between 1984 and 1985 (using the ratio between the A4 plates and R/V A4 paper as the basis for calculation).

The assembly department was strengthened in order to reduce the time for "camera-ready" work and plate production. This led to an increase in the number of hours per composed page.

Separate statistics on pages imposed and paging are planned for 1986.

	1984	1985	%
Composition (1) (pages composed/hours)	1,64	1,32	- 19,51
Photography (films + contacts/hour)	1,64	1,70	+ 3,66
Offset (A4 pages/hour)	8.761	7775	- 11,25
Making up (stitching/hour)	104	135	+ 29,81
ODPP (2) (photocopies/hour)	-	1663	-

The introduction of the document stitching system increased stitching output by 17.8% (from 191 to 225 copies per hour for the COM documents, all work taken together).

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 2 166 300 ECU (2 249 841 ECU in 1984), comprising 1 918 034 ECU for labour and 248 266 ECU for materials. The breakdown of this total is given in Table 16.

1 Assembly hours included.

2 ODPP department (on-demand printing): this department does some of its own stitching.

TABLE 13

Theoretical capacity and actual performance in 1984

Production unit	Theoretical capacity in 1985			Actual performance in 1985	
	Theoretical hours	Estimate of hours (1) to be invoiced	Value in ECU	Invoiced hours	Invoiced in ECU
Composition + assembly (2)	17 512	13 500	614 250	13 493.50	613 954.2450
Photo	9 720	9 600	494 880	7 278.25	375 192.16
Offset	17 536	17 000	550 120	11 912.50	385 488.50
Making-up	27 656	27 000	703 080	18 911.75	492 461.91
O.D.P.P.	1 904	1 900	69 141	1 399.75	50 936.8975
Total	74 328	69 000	2 431 471	52 995.75	1 918 033.7125

(1) Theoretical hours less holiday, sick leave and training courses.

(2) Composition = 9 952 hours; assembly = 7 560 hours.

TABLE 14

Comparison of hours of work invoiced

Production unit	1985	1984	%
Composition + assembly	13 493.50	12 640	+ 6.75%
Photo	7 278.25	8 238	- 11.65%
Printing	11 912.50	15 170	- 21.48%
Trimming	18 911.75	23 820	- 20.60%
O.D.P.P.	1 399.75	---	---
Total	52 995.75	59 868	- 11.48%

(3) On demand printing by photocopier

TABLE 15

Comparison of print runs (printing and trimming) (1)

Year	A1	A2	A3	A4	Total	Total expressed in A4 format
1984	14 417 832	2 355 360	4 066 164	5 640	20 844 996	132 902 064
1985	9 439 440	2 369 484	3 797 376	26 400	15 632 700	92 614 608

(1) Including colour printing.

B. DISPATCHING

The volume of dispatching operations shown in Table 17 increased overall by 2.03%, exceeding the 20 million copy mark for the first time.

The amount invoiced to the institutions for dispatching was 5 183 001 ECU (4 583 425 ECU in 1984). Table 18 shows how dispatching costs were allocated.

C. STOCKS AND STORES

The purchase of additional shelving for the stores in the new building helped improve stock management.

D. MICROGRAPHIC SECTOR

Details of the work carried out are given in Table 19. This shows that the number of microfiches produced from masters dropped by 5.90% because some of the microfiches were produced outside. Our workshops now tend to concentrate on on-demand production.

In contrast to this, the number of microfiches dispatched went up by 14.25%, and that of microfiches viewed by 48.03%. This latter increase was due to checking of Official Journal issues reprinted by outside suppliers.

In addition, the COM-final and ESC Opinion documents were microfilmed in 1985 using new static cameras.

E. THE PUBLICATIONS OFFICE BUILDING

As planned, the Publications Office took possession of its new wing at the end of 1985, which made it possible to accommodate the fledgeling Spanish and Portuguese teams and also "repatriate" the departments housed in peripheral buildings (Dispatching, Sales and Accounts).

TABLE 16

Breakdown by institution of the total invoices issued by the Office

Institution	Composition	Photo	Printing	Trimming	ODPP	Materials	Total
Parliament	19 837	8 028	8 298	23 250	701	6 223	66 337
Council	22 999	2 563	3 726	3 469	/	2 145	34 902
Commission	423 446	295 183	314 303	388 388	18 777	199 785	1 639 882
Court of Justice	5 829	15 137	10 734	15 147	/	6 533	53 380
Economic and Social Committee	22 576	6 894	7 424	19 472	3 776	3 135	63 277
Court of Auditors	3 720	3 078	4 040	4 172	/	1 189	16 199
Total	498 407	330 883	348 525	453 898	23 254	219 010	1 873 977

TABLE 17

Trends in the volume of dissemination operations

	1984	1985	+/- %
Number of individual orders executed	24 040	22 226	- 7.54%
Number of copies of the Official Journal distributed on the basis of annual subscription	9 766 988	9 427 499	- 3.47%
Number of copies of the Official Journal distributed on the basis of individual orders	503 965	451 591	-10.39%
Other publications distributed on the basis of annual subscriptions and individual orders	7 197 356	8 039 295	+11.69%
'New issues' notices and circulars	2 497 463	2 452 545	- 1.79%
Total dispatching operations	19 965 722	20 370 930	+ 2.03%

TABLE 18
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	44 750	647 085	1 947 934	35 846	-	682 931
Council	24 933	360 532	1 163 133	10 175	-	370 707
Commission	198 677	2 872 869	64 062 588	835 106 (1)	232 162 (1)	3 940 137
Court of Justice	2 460	35 571	4 292 375	83 220	-	118 791
Economic and Social Committee	2 385	34 487	- 27 069 (2)	596	-	35 083
Court of Auditors	2 436	35 225	11 441	127	-	35 352
Total	275 641	3 985 769	71 450 402	965 070	232 162	5 183 001

(1) Including dispatching costs for Cedefop and Florence.

(2) Payment (in the form of credit notes) for storing publications at private publisher's sales outlets.

TABLE 19
Breakdown of work done by the 'Micromation' sector

Publications	Number of masters produced from originals (paper)			Number of microfiches copied from masters			Number of microfiches dispatched			Number of microfiches viewed		
	1984	1985	+/- %	1984	1985	+/- %	1984	1985	+/- %	1984	1985	+/- %
Official Journal				389 962	377 342	- 3.23%	1 027 476	1 173 905	+14.25%	11 836 microfiches	17 521 microfiches	+ 48.03%
Other publications		1 604	+ 100%	185 266	136 941	- 26.08%				1 065 240 pages DIN A4	1 576 890 pages DIN A4	+ 48.03%
Total		1 604	+ 100%	575 228	541 248		1 027 476	1 173 905	+ 14.25%	11 836	17 521	+ 48.03%

TABLE 20

INVOICING OF COSTS OF MICROMATION SECTOR

Institution	Work carried out by outside contractors	Work carried out in-house	TOTAL
Parliament	15.888,32	34.504	50.392,32
Council	14.323,56	15.090	29.413,56
Commission	86.543,17	195.937	282.480,17
Court of Justice	1.083,29	1.649	2.732,29
Economic and Social Committee	1.324,03	45.985	47.309,03
Court of Auditors	1.203,66	3.188	4.391,66
TOTAL	120.366 (1)	296.353	416.719
(1) Total of invoices received in 1985, broken down using 1985 OJ ratios.			

F. "COMPUTER PROJECT MANAGEMENT" DEPARTMENT

As in previous years, this department continued its work in the new technology field.

a. HARDWARE

1. Centralized hardware and telecommunications

The central computer had to be provisionally removed while awaiting final installation in the new computer room.

Extension of the terminal networks continued, so that there are now 80 terminals for the SEI computerized editorial system (divided up between the Publications Office and the Jean Monnet Building) and 20 terminals for the Office's internal computer.

2. Distributed hardware

The central word processing system (Philips P7000 with 13 workstations) was replaced by distributed hardware (15 Philips P5020 stand-alones and 5 Olivetti ETS 2010s).

Microcomputers were also installed to meet ad-hoc needs.

b. SOFTWARE

1. Publishing field

- Video distribution of the Supplement to the Official Journal: since the TED database is now distributed by several commercial hosts the Office was able to discontinue its role of a host and concentrate on production.

- Computerized editorial system (SEI) at the Publications Office: the system was expanded at the request of users; at the end of 1985 there were 80 terminals operating on the S OJ (Supplement to the Official Journal) pilot application.

Various operational improvements were made to the central system during 1985.

Improvements were also made to the local system's word processing functions thanks to the development of a more user-friendly formatting software package.

The SEI is currently being installed on the Publications Office computer.

New applications such as management of the EUROVOC thesaurus and interactive indexing of the Official Journal are on the agenda for 1986.

- Production of the S OJ using the SEI:

At the beginning of 1985 the various language versions were gradually grafted onto this application.

About 150 users were trained during 1985. They had the help of experts during this first year of operation.

With a view to the impending accession of Spain and Portugal the S OJ application (hardware and software) was expanded towards the end of 1985 to include Spanish and Portuguese.

New computer projects stemming from the S OJ application were started:

. SEI SOJ V2

Improvements requested by users to improve the application generally, achieve greater automation in publishing the S OJ and enhance document planning and monitoring.

The operational study started in September.

. SEI SOJ 3b

This project, based on a request from Translation Department users, aims to incorporate section 3b of the public invitations to tender (the subject of the tender) into the data base. This means adding translation aid functions to the system.

The operational analysis was finished in September.

- FORMEX (Formalized Exchange of Electronic Publications):

Other European institutions and outside bodies showed an interest in FORMEX once it was finalized, and therefore information was provided about it by means of presentation days and participation at conferences.

In addition, it was applied in two specific fields:

- provision by printers of texts published in the Official Journal since 1 April 1985 (minimum archiving format for electronic publications);

- experimental production of Supplements A and B to "European Economy", with FORMEX making it possible to go directly from word processing to composition.

The development of general aids to make best possible use of FORMEX was the object of a study under the FAME (FORMEX Applied to Multilingual Editions) programme.

2. Commercial management applications

As planned, the existing computer's capacity was greatly increased during the year to cope with the growing number of people using the various applications.

The following five new applications were added to those already in use:

- EDC/DEP, which lists the material sent to the EDCs/DEPs;
- STOCKS, which takes over publication stock management from the old Philips hardware;
- ESTIMATES, for automatic calculation of printing estimates (this takes up a great deal of the computer's capacity);
- PLANNING, whose parameters have been finalized and for which there promises to be a very large number of users;
- NETWORK, which manages the wide range of terminals, word processors, etc.;

3. Automated office equipment

A number of applications were developed to meet ad-hoc needs:

- OJ invoicing;
- PO procurements;
- management of technical documentation.

G. "DOCUMENTARY AIDS" DEPARTMENT

This department continued to develop as a unit turning out a large range of documentation publications, utilizing advanced computer technology in the process. Technical difficulties encountered by suppliers meant that not all the aims were achieved.

EUROVOC Thesaurus

The Greek version of the experimental Eurovoc macrothesaurus was published in the first quarter as planned.

The Spanish version was produced by the Spanish Parliament's documentation service, while the Portuguese version is being prepared under the guidance of the European Legislation Secretariat at the Portuguese Ministry of Justice. These two versions will become available during the first quarter of 1986.

The Maintenance Committee, composed of institution representatives, began working in February 1985. This cooperation will lead to an improved version of EUROVOC towards the middle of 1986.

Official Journal Indexes

The EUROVOC thesaurus made it possible to compile the alphabetical indexes in one language only and then obtain the keywords for the other language versions by means of machine translation.

Unforeseen difficulties in establishing the computer infrastructure delayed publication; the annual index for 1984 was published in July, while the first monthly edition appeared only at the end of August. The five other editions were distributed by the end of the year. The aim in 1986 is to catch up and publish the monthly indexes one month after publication of the last number of the Official Journal for the month concerned.

The monthly methodological indexes were regularly published one month after publication of the last number of the Official Journal for the month concerned. The annual index for 1984 appeared in all language versions in March.

Total published:

1984 annual indexes:	3 440 pages
1985 monthly indexes:	5 216 pages
- of which alphabetical indexes:	2 540 pages (includes estimated number of pages for September to December 1985)
- of which methodological indexes:	2 680 pages (includes estimated number of pages for December 1985).

"COM-final" documents, "ESC Opinions" and "EP Reports"

During 1985 administrative follow-up of these documents was transferred to the PO/3 Division. The department continued to handle cataloguing preparations (see also "catalogues"). About 800 "COM" documents, 300 "ESC" documents and 100 "EP" documents were handled in this manner.

Register of Community legal instruments

This department is responsible for compiling a file of titles in the Register and producing a photocomposition tape based on CELEX data.

Revamping of the programme chain drastically reduced production times. The seven language versions of the sixth edition were available in May 1985. The number of pages totalled 859 per language compared to 938 for the fifth edition.

Catalogues

As from this year the department is responsible for producing the Publications Office catalogue, which is divided into two parts - i.e. publications and documents.

A computerized system was devised to manage bibliographic data and create magnetic tapes for photocomposition of catalogues.

Catalogue, Part A: publications

Four provisional monthly editions and one final version - each in all of the languages - were published. The final monthly edition and the annual edition are to appear in the first quarter of 1986.

Catalogue, Part B: documents

No monthly edition was published, but weekly lists of published documents were produced to serve as a guide. The annual edition will appear in the first quarter of 1986.

- Total published:

Monthly catalogue: 1 100 pages (includes estimated number of pages for edition No 6 of the Catalogue, Part A).

Index to the Compendium of Community social security provisions

The infrastructure developed to produce the Official Journal Indexes was used to good advantage to create this multilingual index.

CHAPTER IV- THE PRINTING MARKET AND MANAGEMENT OF CONTRACTS CONCLUDED
BY THE OFFICE ON BEHALF OF ITSELF OR OF THE INSTITUTIONS

THE PRINTING MARKET AND MANAGEMENT OF CONTRACTS CONCLUDED BY THE
OFFICE ON BEHALF OF ITSELF OR OF THE INSTITUTIONS

A. General comments

1. Estimates/invoicing

Increasing use was made in 1985 of the automatic system of estimate and invoice control, for both the Official Journal and the other publications. As a guide, 293 out of 850 estimates were produced during the year using this system; 7 invitations to tender were also drawn up and handled using the system.

2. Planning

The computerized planning system, whose design analyses were completed at the end of 1984, was programmed in 1985; testing and acceptance were carried out in November 1985, and the parameters for follow-up of publications other than the Official Journal were defined by the end of December, thus allowing the system to become operational in early 1986. The Contract Management section was the project leader and coordinated the launch of the system.

3. Follow-up of computerized files (supplies/services)

It should be noted that in 1985 Contract Management saw to the follow-up (procurement requests, order forms, invoices) of 109 computerized files, both under the Publication Office's budget as well as that of the Official Journal.

B. Summary of activities per sector in 1985

1. Official Journal and associated publications

The new contracts, concluded in 1984 with the 10 selected contractors, for production of the Official Journal came into force on 1 April 1985. Orders for limited editions were awarded using the same procedure as for the other publications, i.e.:

- publishing request from the PO/2 department to Contract Management;
- production of an estimate by CM and confirmation of order by telex to the firm submitting the lowest bid, all within a maximum of 24 hours.

Under this procedure 138 estimates were produced in the last nine months of 1985.

As for invoicing, 1 408 invoices were checked, resulting in 153 credit notes totalling 224 287.47 ECU.

The following table gives a detailed breakdown of invoices per product group in 1985 (this is provisional because the December 1985 figures were not all known at the time the report was written).

2. Publications other than the Official Journal

These publications go through the Planning Office. In 1985, 683 files were opened, including 67 for periodical publications, 206 for small items and 80 for public documents.

The administrative and financial management of these publications can be broken down into the following activities:

WORK DONE	1984	1985
Invitations to tender	20	10
New contracts	30 (1)	7
ACPC reports	20	7
Estimates/quotes	805	850
Order forms	1.065	1.049
Invoices	1.413	1.497
Credit notes	26	24
Price revision		111

The 1 497 invoices checked represent a total of 10 232 287.54 ECU, broken down among the institutions as follows:

Council	288.745,78	2,82 %
Parliament	1.829.330,87	17,88
Commission	5.956.853,08	58,22
Court of Justice	1.382.432,59	13,51
Economic and Social Committee	70.720,92	0,69
Court of Auditors	137.442,49	1,34
Cedefop	219.221,62	2,14
All institutions	<u>347.540,19</u>	<u>3,40</u>
Total	10.232.287,54	100,00 %

The 24 credit notes obtained totalled 20 526.51 ECU.

(1) Includes 5 general contracts, including those for composition from electronic media.

3. Services/supplies chargeable to the Office Budget

Measures, begun in 1984, to centralize these activities continued in 1985.

To this end a new procedure governing procurement and order requests was introduced based on new standard forms (NCR), and Contract Management handled 200 procurement requests in 1985.

It should be noted that under this new set-up more or less all invoices falling under Title 2 of the Budget pass through CM for contract and accounts control.

WORK DONE	1984	1985
Procurement requests		200
Invitations to tender	23	17
New contracts	5	8
ACPC reports	13	6
Estimates/price requests		76
Order forms	24	398
Invoices	166	1.150
Credit notes	23	25
Price revision	5	9

TABLE 21

TABLE SHOWING OVERALL INVOICING TO THE INSTITUTIONS
UNDER THE TERMS OF ARTICLE 270

Insti- tution	PAPER			MICRO- FICHE	COMPUTER DEVELOP- MENTS+ELECTRONIC PUBLISHING		TREATIES OF ACCESSION NEW EDITION	SECON- DARY LEGISLA- TION SP/PT (2)	CUMULATIVE PER INSTITUTION	
	L+C+S (1)	Budget doc	Index		L+C+Index	L+C+S			Index	ECU
E.Parl.	3459554,29	16966,81	90364,47	15888,32		20867,26	210000,00		3813641,15	12,50%
Council	1998302,98	556749,34 (+)	92292,53	14323,56		18885,73		275850,78	2956404,92	9,69%
Commis- sion	19432175,14 *	887878,70 (++)	669096,33	86543,17	1542098,28	154937,08		237820,27	23010548,97	75,45%
C of J.	202176,55		7008,22	1083,29		1421,15	28000,00		239689,21	0,79%
ESC	191596,36		8791,45	1324,03		1736,96			203448,80	0,67%
C of A.	263518,76		8644,63	1203,66		1579,05			274946,10	0,90%
Total	25547324,08	1461594,85	876197,63	120366,03	1542098,28	199427,23	238000,00	513671,05	30498679,15	100,00%

(1) Provisional invoicing for December 1985

(2) Partial invoicing at 31.12.1985 (7283 pages)

+TED)*
+SEI)

Non
budget

Indexes
+Register
+Eurovoc

+TELETAB
+CELEX
+TARIC
+FORMEX
+EINECS
+TAPES
+CATALOGUE

Indexation
System

(+) Draft budget : 8946 pages (cost of Office services ECU 81677)

(++) Preliminary draft budget : 9933 pages (cost of Office services ECU 90688)

TABLE 22

INVOICING OF COSTS OF PRINTING THE OFFICIAL JOURNAL IN ECU

Institutions	Pages	Printing costs	Transport costs	Cost of Office services	TOTAL
Parliament	42.990	3.451.214,26	8.340,03	630.664	4.090.218,29
Council	23.193	1.995.384,70	2.918,28	340.242	2.338.544,98
Commission	188.365	16.234.028,76	33.999,35	2.763.314	19.031.342,11
Court of Justice	2.331	201.719,06	457,49	34.196	236.372,55
E.S.C.	2.227	191.187,59	408,77	32.670	224.266,36
Court of Auditors	2.279	263.376,32	142,44	33.432	296.959,76
TOTAL	261.385	22.336.910,69	46.266,36	3.834.518	26.217.695,05

TABLE 23

INVOICING OF COSTS OF 1985 INDEXES TO THE OFFICIAL JOURNAL
(1985 RATE)

Institutions	Monthly indexes (July-December)			Annual indexes			Total			Grand Total ECU
	Pages	Printing costs	Cost of Office services	Pages	Printing Costs	Cost Off. services	Pages	Printing Costs	Cost Off. services	
Parliament	200	19.855,50	9.892	441	22.031,01	21.812	641	41.886,51	31.704	73.590
Council	334	28.756,02	16.520	397	19.832,90	19.636	731	48.588,92	36.156	84.745
Commission	1813	181.398,33	89.671	2402	119.996,58	118.803	4215	301.394,91	208.474	509.869
Court of Justice	22	2.204,20	1.088	30	1.498,71	1.484	52	3.702,91	2.572	6.275
E.S.C.	28	2.903,22	1.385	37	1.848,41	1.830	65	4.751,63	3.215	7.967
Court of Auditors	39	3.323,47	1.929	33	1.648,58	1.632	72	4.972,05	3.561	8.533
TOTAL	2436	238.440,74	120.485	3340	166.856,19	165.197	5776	405.296,93	285.682	690.979

TABLE 24

INVOICING OF THE COST OF PRODUCTION OF THE REGISTER OF CURRENT
COMMUNITY LEGAL INSTRUMENTS

5Sixth edition + addendum to fifth edition)

Institutions	Pages	Printing costs	Cost of Office services	TOTAL
Parliament	805	48.477,96	29.165	77.642,96
Council	726	43.703,61	26.297	70.000,61
Commission	4.385	264.057,96	158.864	422.921,96
Court of Justice	55	3.305,31	1.995	5.300,31
E.S.C.	67	4.039,82	2.432	6.471,82
Court of Auditors	61	3.672,58	2.214	5.886,58
TOTAL	6.099	367.257,24	220.967	558.224,24

CHAPTER V - STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

A. OFFICIALS

At 31 December 1985 288 officials were employed at the Office, a very slight increase over the previous year.

The reserve lists were used up in 1984 and recruitment therefore stagnated in 1985 - especially in the proof-reading section where most of the vacancies exist.

Fresh recruitment might be possible in early 1986 when the departments are provided with new reserve lists stemming from recent competitions.

B. TEMPORARY STAFF

The number of temporary staff at the Office is relatively high compared to previous years; this is due to the granting of posts under the 1985 budget connected to Spanish and Portuguese accession.

To be more precise, 11 Spaniards and Portuguese - all proof-readers for the Official Journal - boosted the number of people working in this section to 16 at 31 December 1985.

All these staff were taking part in competitions whose results will not be known until 1986.

C. AUXILIARY STAFF

During 1985 the Office took on auxiliary staff to cope with busy periods - mainly in the Sales and Invitations to Tender sections - usually for no more than four months.

At 31 December 1985 the Office was still employing as auxiliaries two people who had passed a competition and for whom it is hoped permanent posts will be available in the very near future.

D. LOCAL STAFF

In 1985 the Office continued its drive - begun several years ago - to convert local staff into permanent staff.

Four staff received permanent posts, two of them in upgraded posts. In addition, three establishment procedures were under way at the end of the year to assign upgraded posts on loan from the Commission to three new staff.

At 31 December 1985, 34 local staff were employed at the Office, most of them involved in night-shift dispatching of the Official Journal. Two posts were vacant.

E. FREELANCE PROOF-READERS

- Budget appropriations in 1985 to cover remuneration, insurance, costs of home proof-reading, travel expenses, subsistence allowances and mission expenses.....790 000 ECU
- Transferred appropriations.....295 000 ECU
- Total resources.....1 085 000 ECU
- Expenditure at 31 December 1985 on remuneration, travel expenses, subsistence allowances, mission expenses and home proof-reading.....1 074 173 ECU
- Insurance paid to Lloyds (employers' and employees' contributions).....10 827 ECU

The remuneration of freelance proof-readers was increased from 1 January 1985 in line with the Luxembourg cost-of-living index applied, for comparable work, to Luxembourg civil service salaries during 1984.

F. VOCATIONAL TRAINING

The 1985 budget allocation for training Office staff totalled 25 000 ECU. Actual Office expenditure was 24 826 ECU for all individual and group training taken together.

The introduction of new computerized equipment, begun in the past few years and continued in 1985, meant the Office had to train officials and other staff to use the new technologies. That is why in the majority of cases staff participation in courses and seminars organized within the Commission or outside, i.e. by specialized bodies or by suppliers of new equipment, involved awareness or further training measures in computers.

Technical and administrative training also deserves a mention here, although it was on a much smaller scale.

Finally, Publications Office staff also attended language courses organized by the Commission, with a large number studying the Iberian languages on account of Spain and Portugal's impending accession to the European Community.

G. MANAGEMENT/STAFF CONSULTATIONS

The trade union representatives met the Publications Office management for the traditional policy consultations on the occasion of the presentation of the Annual Management Report covering the 1985 financial year.

The Publications Office Director reviewed the main aspects of the financial year, and those taking part in the meeting had an in-depth exchange of views on the following points :

1. Official Journal

For this department, the entry of Spain and Portugal meant an output volume equivalent to an extra two years' production, i.e. two special editions of secondary legislation, one in Spanish and one in Portuguese, each amounting to 35 000 pages.

Furthermore, the day-to-day legislative activities of the Community institutions caused an increase of about 40% in the volume of the 1985 editions of the Official Journal, which totalled approximately 42 000 pages per language for the seven official languages in force before Spain and Portugal joined.

This extra workload (carried out by a workforce not increased accordingly), coupled with the long period of uncertainty about when exactly the two Iberian countries would join, led to a number of extra hours being worked at the end of the financial year. Regularization of the situation is having a noticeable impact on the department's operations in 1986.

It was in order to cope with this situation - marked by a lack of permanent posts affecting all the official languages - that the Publications Office concentrated on obtaining a significant increase in staff for the "Official Journal" section when submitting its requests for posts for 1987.

What is more, the Office will ask the institutions to take a number of practical steps to avoid an inordinate build-up of legislative acts at the end of the year. Such an accumulation is incompatible with the manpower at the Office's disposal and also with the orderly scheduling of the editions of the Official Journal.

With this in mind, the office intends to change the system used to number acts and Official Journals in order to be able to cope better with peak workload periods.

2. Other publications

Compared to 1984, this department's output figures show a slight drop in the number of pages proof-read for publications other than the Official Journal.

This stagnation will continue in the next few years due to the budgetary restrictions already announced during the financial year under review.

However, this situation was offset by a considerable increase in the number of non-proof-read pages (40%), largely due to the lively demand for the public and legislative documents.

3. Administrative and technical services

The impact of the large increase in output observed in other operational sectors of the Office was also felt in Despatching.

Another problem encountered by Division P0/1 was the more than 130% increase in postal charges in the Grand Duchy of Luxembourg, which led the Office management to review the packaging and despatch of Office publications in general, and of the Official Journal in particular. Measures were implemented to keep the Publications Office's postage costs under control, and initial results hold out the prospect of considerable savings.

Final implementation of the new system requires certain adjustments to the hours worked by local staff on night-despatching of the Official Journal, and the Staff Committee has been asked for its opinion in the meantime.

With regard to night-despatching of the Official Journal, it must be noted that the moves to establish local staff thwarted the efforts to reduce use of outside labour.

An increase in staffing levels for certain of the Office's operational sectors is highly desirable. There is a need to do something about this in the immediate future while, of course, avoiding the drawback of using outside labour on a lasting basis.

A special meeting will be devoted to this set of problems.

* * * * *

In addition, the following topics were discussed at the request of the trade union representatives : progress in establishing local staff, changes to Regulation 300/76 allowing officials to work nights to despatch the Official Journal, the provisions governing use of freelance proof-readers, and the Office's vocational training efforts.

The views exchanged during the meeting showed that the two sides of the table basically shared the same concerns.

TABLE 25

Administrative procedures

Officials	Number
(a) Probationers appointed - following open competition	14
- following internal competition	4
(b) Movements	
- to the Office	4
- to the Commission	7
(c) Transfers	
- to the Office	1
- to other institutions	1
(d) Reinstatement after leave on personal grounds	2
(e) Promotion	
- within a career bracket	26
- to another career bracket	17
- to another category following competition	4
(f) Departures	
- leave on personal grounds	2
- extension of leave on personal grounds	1
- secondment (extension)	2
- part-time working	3
- invalidity	3
- retirement	2
- resignation	3
- death	1
Temporary staff	
(a) Renewal of contract under 1985 budget	5
(b) Recruitment	11
Auxiliary staff	
(a) Renewal of contract under 1985 budget	2
(b) Recruitment	3
(c) Departure	3
Local staff	
(a) Recruitment	
- by drawing on reserve lists	7
(b) Movements	
- to the Commission	5
(c) Promotion	
- at the same employment level	3
- to a different employment level (regrading)	2
(d) Establishment	4
(e) Retirement	1

TABLE 26

Establishment plant 1985

Category and grades	Number of permanent posts		
		Accession of Spain and Portugal	Total
A1	-	-	-
A2	1 (1)	-	1
A3	2 (2)	-	2
A4	1 (3)	-	1
A5	2	-	2
A6	6	-	6
A7	3	-	3
A8	-	-	-
Total	15	-	15
B1	20	1	21
B2	43)	4	47
B3	49) (4)	5	54
B4	23	3	26
B5	19	1	20
Total	154	14	168
C1	14	-	14
C2	33	-	33
C3	32	-	32
C4	25	-	25
C5	7	-	7
Total	111	-	111
D1	6	-	6
D2	14	-	14
D3	17	-	17
D4	-	-	-
Total	37	-	37
GRAND TOTAL	317	14 (5)	331

- 1 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.
- 2 Includes one held on a personal basis.
- 3 Post temporarily seconded to the Commission.
- 4 Includes 5 technical and secretarial assistants.
- 5 These posts will be occupied by temporary staff in 1985.

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 27 shows the translation work done in 1985 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 1985 the MLTTS was generally responsible for translating one day of debates of the report of proceedings, as well as Question Time, for 11 ordinary part-sessions and one extraordinary part-session of the European Parliament.

The portion of the report of proceedings translated by the MLTTS was approximately 275 standard typed pages per part-session, giving a total of some 1 650 pages translated into six languages. The 1985 total includes the December 1984 figures, while those for December 1985 will be included in the 1986 returns.

In 1985 the MLTTS translated a total of 22 855 pages compared with 17 632 in 1984, an increase of 29.6%. This was because the MLTTS was responsible for translating one more session of debates than it did in 1984, and also because the part-sessions were longer and the verbatim reports of proceedings consequently more voluminous than in 1984.

The deadline for such translation work was generally less than one month in 1985.

B. WORK DONE FOR THE COUNCIL

In 1985 the translation of the 32nd Review of the Council's work, into all the official languages, totalled 2 400 pages.

C. WORK DONE FOR THE PUBLICATIONS OFFICE

During the year under review translations of invitations to tender accounted for 85 959 pages compared to 53 441 in 1984, i.e. a 61% increase. The number of documents received rose from 6 237 in 1984 to 7 365 in 1985, an increase of 18%.

The invitations to tender arrived at the rate of 31 documents per day, each averaging 2 pages, i.e. 62 pages for translation into 6 languages, which corresponds to a total of 372 pages per day (compared to 222 in 1984 and 162 in 1983). The time allowed for translation of these documents is usually 2 working days.

Invitations to tender not only show a net increase in volume from year to year, i.e. in pages and number of documents, but also as regards degree of terminological difficulty, especially for invitations to tender published within the GATT framework.

During 1985 the MLTTS completed its validation of invitations to tender (300 pages compared to 14 248 pages in 1984) for feeding into the Computerized Editorial System (SEI). This is the most sophisticated system being used by the translation departments of the European institutions, and it operates in the Community's 7 official and working languages.

In 1985 the Editorial System became operational within all the MLTTS's language divisions, and the Publications Office provided the necessary training and assistance. After an initial settling-in period the SEI will make translation of invitations to tender easier. Finally, introduction of the SEI has made for fruitful and smooth cooperation between the Publications Office and the MLTTS.

The headings "Management Report" and "Miscellaneous" (414 + 992 pages in 1985) include the invitations to tender for printing work issued by the Publications Office. The remainder consists of various documents relating to the Office's activities for which the Office requested translations.

D. GENERAL OBSERVATIONS

Each year the MLTTS has to devote more of its translation capacity to invitations to tender.

Nevertheless, during 1985 the MLTTS was able to meet all its obligations under the terms of the agreement between the Commission and the Publications Office. Deadlines were observed, generally speaking.

Cooperation between the Office's departments and those of the various institutions can be described as positive.

TABLE 27

List of work done by the MLTIS (number of pages)

	1983	1984	1985
<u>Parliament</u>			
- Reports of proceedings of Parliament's debates	21 134	17 632	22 855
- Miscellaneous	892	- -	20
<u>Council</u>			
- Review of the Council's work	2 694	2 451	2 400
<u>Publications Office</u>			
- Notices of invitations to tender for public works contracts	26 143	36 251)	85 959
- Notices of invitations to tender for public supply contracts	8 566	10 275)	
- Notices of invitations to tender published pursuant to the Agreement on government procurement under GATT	5 705	6 915)	
- Post-revision of tender notices	- -	14 248	300
- Annual management report	390	384	414
- Miscellaneous	2 519	2 414	992
Total	68 043	90 570	112 940



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