

EIGHTEENTH
ANNUAL
MANAGEMENT
REPORT
1986



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

**EIGHTEENTH
ANNUAL
MANAGEMENT
REPORT
1986**



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

CONTENTS

Introduction	5
1. Publications issued by the Office	7
1.1 - Official Journal	9
1.2 - Publications other than the Official Journal	14
2. General sales policy and the results obtained, breakdown of sales revenue by institution	19
3. Activities of the internal services of the Publications Office	29
3.1 - Accounts office	31
3.2 - General and technical services	42
4. The printing market and management of contracts concluded by the Office on behalf of itself or of the institutions	59
5. Staff of the Office and personnel questions	69
6. Report on the application of the current provisions relating to medium- and long-term translations	79

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 1986.

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

- Mr E. Vinci, Secretary-General of the European Parliament;
- Mr N. Ersbøll, Secretary-General of the Council and Chairman of the Management Committee in 1986;
- Mr E. Noël, Secretary-General of the Commission and 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 9 April, 20 June (full members) and 16 September 1986. In addition, 15 written procedures were submitted to the Management Committee in the course of the year under review.

CHAPTER 1 - PUBLICATIONS ISSUED BY THE OFFICE

- Official Journal

- Publications other than the Official Journal

1.1 OFFICIAL JOURNAL

1.1.1 Introduction

The accession of Spain and Portugal in 1986 meant that the Official Journal had to deal with two additional languages. This not only caused problems as regards proof-reading in the two new languages but also made things more difficult from the point of view of coordination and concordance between the various languages.

Organization of competitions for Portuguese and Spanish proof-readers meant that recruitment in this field was carried out relatively quickly. Thus, towards autumn 1986 the department concerned had officials preparing and proof-reading texts to be published in each of these two languages.

As for new technologies, mention should be made of the introduction of a computer infrastructure which should facilitate publication of the Einescs inventory (European inventory of existing chemical substances). This inventory, which will contain descriptions of 100 000 chemical substances, is to be published in the Official Journal in the nine languages. The system will make it possible to extract translations on magnetic media and avoid duplication of data. An interim version of this inventory, in English only, will be published in the 'Documents' series at the beginning of 1987, and publication in the Official Journal will be in 1988.

In other areas recovery of texts stored on magnetic media has been tried out. Although all the technical problems have been ironed out, and although this method could lead to savings at the inputting level and shorten publication deadlines, it imposes new constraints on authors as far as manuscript quality is concerned. Since these constraints cannot always be adhered to, the economic advantages hoped for are soon cancelled out by the need for subsequent processing.

The number of pages published per language dropped slightly in 1986 (see Table 1). The increase recorded for the S series was offset by a slight decrease for the L series and a larger decrease for the C series.

As in the past, two types of problems still persist, which - combined with the increase in the number of languages - make the work of publication particularly difficult.

Firstly, overall manuscript quality makes increasing demands on Office staff. Piecemeal arrival of the various language versions (not necessarily in their final form at that) complicates the work of bringing them all into line. The poor legibility of photocopied documents containing handwritten changes and addenda and transmitted - in urgent cases - by telefax can considerably reduce the productivity of the various Office teams.

Secondly, bunching of Official Journals around certain dates has not decreased, and the number of Official Journals dated 31.12. was very high in 1986 as well.

1.1.2 Output of the L, C and S series of the Official Journal

In 1986 the number of issues and pages per series of the Official Journal amounted to:

	1986		1985	
	No	Pages	No	Pages
L Series	389	19 080	382	19 724
C Series	340	9 172	361	12 005
S Series	252	11 655	250	10 996
Total	981	39 907	993	42 725

To this should be added 1 240 pages for the 1987 budget, for which the preparatory work was mostly done in 1986 and whose publication - scheduled for the beginning of 1987 - was delayed.

If this is taken into account, then total output was nearly the same as in 1985.

The S series increased by 6% over the previous year. Table 1 gives the breakdown by country of invitations to tender published in 1986 (up 21% overall compared to 1985).

1.1.3 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, these two documents for the 1987 budget year account for over 21 500 pages (10 962 for the preliminary draft and 10 566 for the draft) which must be added to the output of the Official Journal proper.

Furthermore, using the Télétab procedure the Office manages the production of a document entitled 'List of main budget data' which is loaded each year with the data from the preliminary draft budget file. Four editions totalling 1 492 pages were published in 1986.

1.1.4 Publication of tariff documents

The Office continued and completed its participation in transposing 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) into the harmonized system of codifying and designating goods.

The Danish, Dutch, English, French, German, Greek and Italian versions, loaded and updated since 1981, were transferred to the Taric database developed by DG XXI. The Portuguese and Spanish versions will be loaded directly by the staff managing this base.

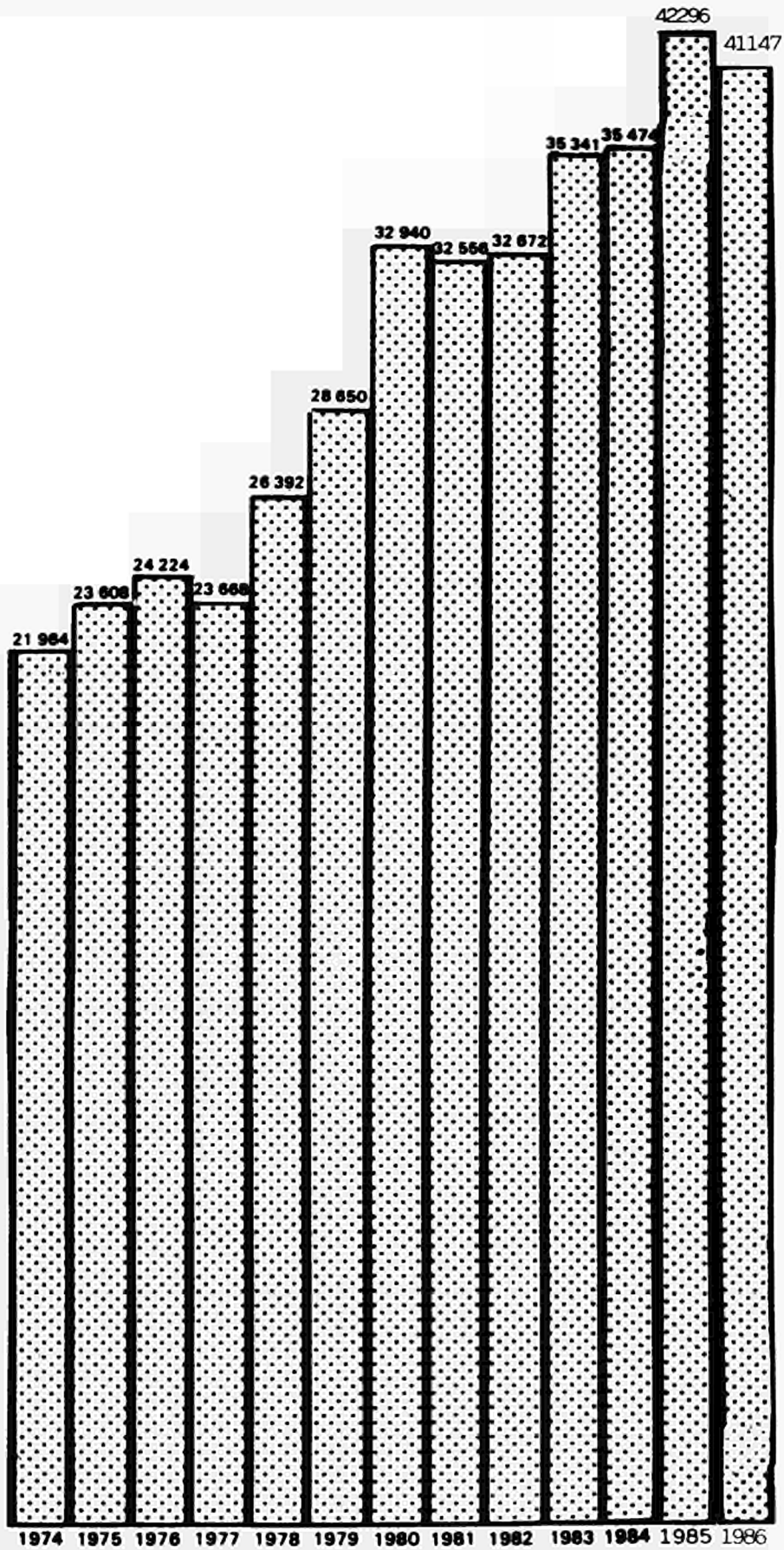
Thus, when the harmonized system comes into force, it will be possible to extract the new 'combined nomenclature' from Taric and - after processing by a supplier along lines to be worked out in 1987 - to publish it in the Official Journal without loading it a second time.

Table 1

Breakdown by country of invitations to tender published in 1986

Invi- tations	B	DK	D	E	F	GR	IRL	I	L	NL	P	UK	GATT	Total
Public works	146	34	822	375	1 045	114	57	1 414	10	199	80	1 311	-	5 607
Supplies	63	49	329	159	635	18	9	785	2	61	6	418	-	2 534
GATT	63	53	230		266	-	25	104	6	52	-	508	1 203	2 510
Total 1986	272	136	1 381	534	1 946	132	91	2 303	18	312	86	2 237	1 203	10 651
Total 1985	346	121	1 180	-	1 685	202	105	1 927	11	315	-	1 932	933	8 757

Fig. 1
TREND IN THE NUMBER OF PAGES/LANGUAGE OF THE OFFICIAL JOURNAL



1.2 PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

1.2.1 Output

Output dropped slightly in 1986:

- the number of publications amounted to 2 130 as compared to 2 414 in 1985;
- the number of proof-read pages was 165 807 compared to 171 310 in 1985, a decrease of 3%;
- the number of non-proof-read pages remained high - 124 623 as against 132 000 in 1985 (down 6%).

This apparent overall stability does not reflect the true picture, however, resulting as it does from a modest (as yet) increase in the number of publications in Portuguese and Spanish which has somewhat made up for the drop in other languages.

Such 'surface movements' should not, however, disguise one worrying feature, i.e. the piecemeal delivery to the Office of the various language-version manuscripts. Thus, an estimated 20 000 pages which should have been composed in 1986 have still not been received, and this accounts for the apparent drop recorded for the 'traditional' languages.

A special effort is needed to remedy the current situation, in particular as regards the periodicals. When measures to overcome the backlog are under way the normal production set-up will have a hard time coping with the extra workload thus created.

1.2.2 Breakdown of output

Changes over 1985	<u>Composed and proof-read pages</u>	<u>Reproduced and non-proof-read pages</u>
- Parliament	- 1 419 (- 4%)	-
- Council	+ 1 444 (+ 13%)	+ 4 820 (+ 47%)
- Commission	+ 3 092 (+ 3%)	- 5 001 (- 5%)
- Court of Justice	- 14 639 (- 90%)	-
- Economic and Social Committee (ESC)	+ 4 635 (+ 52%)	+ 6 332 (-)
- Court of Auditors	+ 659 (+ 28%)	-

1.2.3 Technical developments

Procedures permitting recovery of texts produced on work processors are now fully developed and in extensive use.

Efforts are now being concentrated in the following two fields:

- replacement in the medium term of systems for word processing only by less expensive multipurpose microcomputers;
- utilization of programmes developed for interactive graphics creation, paging, etc.

1.2.4 Official documents

Following on from the COM-final documents, the Reports of the European Parliament and the Opinions of the Economic and Social Committee, the 'Judgments' of the European Court of Justice will be available on subscription and the same accelerated-distribution terms.

Number of official documents: 1 297 in 1986; 1 188 in 1985.
Number of master microfiches: 2 867 in 1986; 2 433 in 1985.

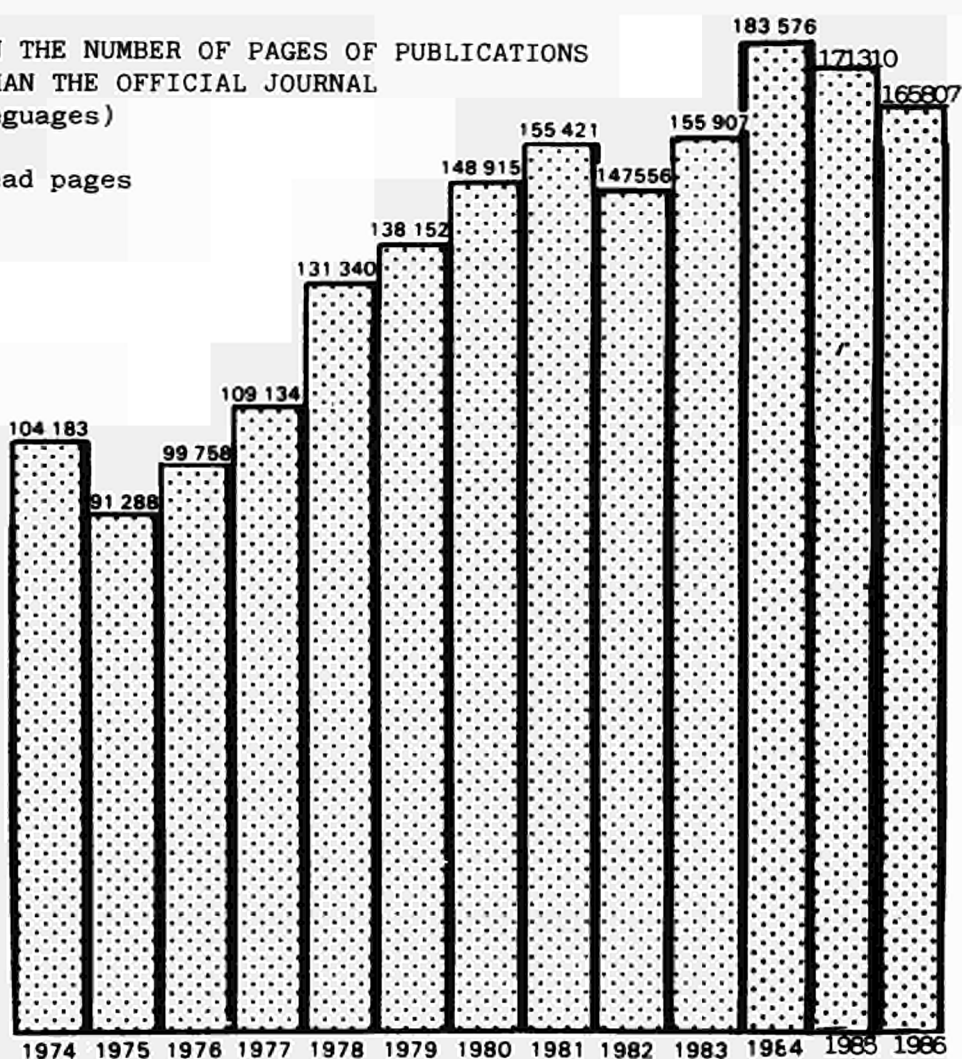
Table 2

Number of proof-read pages/language

Year	DA	DE	GR	EN	FR	IT	NL	ES	GA	PT	RU
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	
1986	17 479	25 200	19 319	25 030	28 039	18 119	18 288	7 795		6 538	

Fig. 2
 TREND IN THE NUMBER OF PAGES OF PUBLICATIONS
 OTHER THAN THE OFFICIAL JOURNAL
 (all languages)

Proof-read pages



Non-proof-read pages

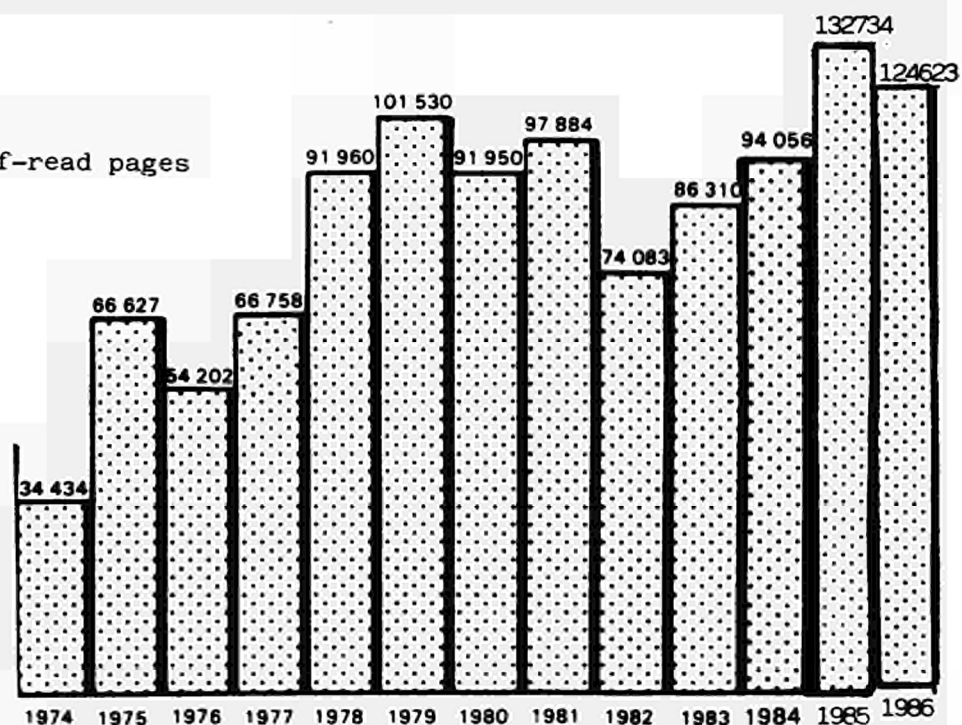


Table 3

PUBLICATIONS INVOICES
(a) proof-read pages - (b) non-proof-read pages
(ECU)

Institutions	Pages	Production costs		Cost of Office services	Total
		Outside printers	Publ. Office workshops		
Parliament	(a)	33 262	1 997 341,85	119 905	985 886
	(b)	110			
		33 372	2 117 246,85	986 599	3 103 846
Council	(a)	11 336	243 976,33	73 510	335 999
	(b)	10 422			
		21 758	317 486,33	403 533	721 019
Commission	(a)	89 678 ^{1, 2}	6 031 878,43	1 999 876	2 658 056
	(b)	99 871			
		189 549	8 031 754,43	3 305 220	11 336 974
Court of Justice	(a)	16 411	811 619,63	105 048	486 422
	(b)	8			
		16 419	916 667,63	486 474	1 403 142
ESC	(a)	8 998	106 166,97	171 745	266 701
	(b)	6 786			
		15 784	277 911,97	310 674	588 586
Court of Auditors	(a)	2 341	541,72	603	69 387
	(b)	116			
		2 457	1 144,72	70 139	71 284
Cedefop ³	(a)	2 947	311 829,91	987	87 349
	(b)	7 310			
		10 257	312 816,91	134 718	447 535
Total	(a)	164 973 ⁴	9 503 354,84	2 471 674	4 889 800
	(b)	124 623			
		289 596	11 975 029	5 697 357	17 672 386

¹ Plus 6 876 pages relating to the draft budget for 1987 (Volume 7).

² 1 149 pages proof-read for the European University Institute, Florence; 48 proof-read pages and 11 849 non-proof-read pages for the European Foundation for the Improvement of Living and Working Conditions, Dublin.

³ The cost of Office services for the European Centre for the Development of Vocational Training, Berlin, is invoiced to the Commission.

⁴ Plus 834 proof-read pages for the Publications Office.

CHAPTER 2 - GENERAL SALES POLICY AND THE RESULTS OBTAINED, BREAKDOWN
OF SALES REVENUE BY INSTITUTION

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

2.1 ORGANIZATION

2.1.1 Sales network and publications sold

During the year under review there were no major changes in the Office's sales network, but it should be noted that the responsibility of the Boletín Oficial del Estado was extended to cover all Spanish-language publications.

Due to the budget situation the Office was unable to hold its annual meeting of heads of sales offices.

During 1986 the range of publications available was enlarged with the introduction of those produced by the European Foundation for the Improvement of Living and Working Conditions. These were made available via the distribution channels already used by the other institutions.

2.1.2 European documentation centres, depository libraries

The number of European documentation centres (EDCs) and depository libraries (DEPs) rose during the year under review (344 EDCs, 99 DEPs and 160 European Community Reference Centres).

The publications of the European Foundation for the Improvement of Living and Working Conditions were also sent to these centres.

During the last quarter of 1986 the EDC/DEP section worked with DG X on setting up a system of specialization for certain centres. This system, aimed at selective dispatching of publications, should be in operation in 1987.

2.2 SALES PROMOTION

The sales promotion activities developed in 1985 were continued in 1986, but with the stress more on quality this time. In the case of publicity inserts, efforts mainly focused on systematically including them in commercial journals or in bulletins/reviews published by trade bodies. This relatively economical sales promotion approach has confirmed its effectiveness.

The Office also developed an experimental method of keeping ordering depart-

ments up to date with developments. This system is to come into general use in 1987.

As for promotion work in general, the Office participated directly in five book fairs and indirectly in 14 other events.

The 'press' file, currently maintained by the 'Promotions' section, contains 4 164 addresses.

The Office also distributed various commercial catalogues (mini-catalogue, ESC, Cedefop, Eurostat and Dublin Foundation catalogues).

2.3 COPYRIGHT

In 1986 the Office processed 38 requests for copyright concessions, broken down as follows:

- translation: 3 (2 Spanish, 1 Japanese);
- full reproduction: 5;
- partial reproduction: 30.

The Office also had to call on the services of DG XIII (trademark protection) in order to prevent a Dutch publisher from using the Celex name.

2.4 SALES RESULTS

2.4.1 Official Journal

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

The considerable increase in sales of the L + C series is mainly due to introduction of the Portuguese and Spanish versions, and in fact the other language versions are somewhat down.

The Portuguese and Spanish versions has a similar impact on subscriptions to the S series, but in this instance the other language versions were also on the increase.

2.4.2 Other publications

Table 5 shows the trends in subscriptions to other publications.

Overall, sales are up, with heightened interest being shown in publications in the energy field.

Table 6 shows the trends in subscriptions to the 'series' documents, broken down by institution. As mentioned earlier, the Office worked with the European Court of Justice to incorporate the latter's 'Judgments' in the overall range of documents available in 1987.

2.4.3 Separate works

In 1986 the Office put on sale 929 new titles, broken down as follows:

- Commission - DG IX	138
- Commission - DG XIII	432
- Commission - SOEC	57
- Parliament	5
- Council	22
- Court of Justice	2
- Cedefop	40
- ESC	6
- Dublin Foundation	227

To these should be added the 314 volumes of Portuguese and Spanish secondary legislation specially published.

2.4.4 Electronic publishing

The Office continued commercial operation of the Cronos, Comext, Regio, TED and Celex databases. It also worked with the Commission to prepare the way for commercial operation of the Sesame and SCAD databases.

- (a) TED: the number of direct users of TED dropped slightly (for both on-line and telex services). The base is currently distributed by six hosts. Invoiced sales revenue in 1986 was BFR 2 969 419.
- (b) Celex: since January 1986 the Commission has been responsible for distribution of the Celex database, while the Office sees to the commercial and contractual side of this venture. The base is currently offered by six hosts, some of which form the commercial or technical access point. Invoiced sales revenue was BFR 4 918 215.
- (c) Cronos, Comext and Regio: these statistical databases, distributed solely by hosts, produced no revenue in 1986.

- (d) Magnetic tapes: finally, the sale of magnetic tapes copied from the above-mentioned databases or other sources (OJ, for example) netted BFR 2 139 176.
- (e) Datashop: for the first time ever the Office invoiced the services of the Datashop set up by the database producers. This mainly involves specific searches carried out, for the most part, in statistical bases. This system, in operation since September 1986, brought in BFR 139 700.

2.4.5 Royalties

Reproduction licences granted in connection with copyright brought in BFR 791 284.

Table 4

Trends in subscriptions to the
Official Journal of the European Communities
L + C and S series - paper

Languages	L + C series		S series	
	1985	1986	1985	1986
ES	-	1 932	-	350
DA	420	394	144	178
DE	1 407	1 398	495	599
GR	317	261	70	70
EN	1 921	1 775	1 527	1 933
FR	2 680	2 299	472	535
IT	2 035	1 840	625	636
NL	447	937	456	484
PT	-	526	-	69
Total	9 727	11 362	3 789	4 854

Trends in subscriptions to the
Official Journal of the European Communities
L + C series - microfiches

Languages	1986
ES	53
DA	37
DE	75
GR	2
EN	193
FR	125
IT	29
NL	56
PT	9
Total	579

Table 5

Trends in subscriptions to publications other than
the Official Journal

Title	1985	1986	+/- %
PARLIAMENT			
- Debates (paper edition)	361	410	+ 13,57
- Debates (microfiche)	41	41	+ 0
- Verbatim reports of EP proceedings (microfiche)	5	9	+ 80
- Texts adopted by the EP (paper)	-	50	-
- Texts adopted by the EP (microfiche)	-	9	-
Total	407	519	+ 27,52
COMMISSION			
- Bulletin and Supplements	4 317	4 382	+ 1,50
- Social Europe	485	223	- 54
- Social Europe - Supplements	325	463	+ 42,46
- Economic surveys	219	260	+ 18,72
- Terminology bulletin	181	300	+ 65,75
- Information bulletin - Vocational training	1 870	2 121	+ 13,42
- European Economy + Supplements A + B	1 850	2 063	+ 11,50
- Energy in Europe	106	693	+ 553,77
- Delta newsletter	312	368	+ 17,95
- Euro-abstracts	213	264	+ 23,94
- Industrial short-term trends	242	306	+ 26,45
- Energy - monthly statistics	326	717	+ 119,95
- Bulletin of energy prices	283	341	+ 20,49
- Quarterly iron and steel bulletin	324	359	+ 10,80
- Monthly iron and steel bulletin	276	313	+ 13,40
- Monthly bulletin of external trade statistics	509	505	- 0,79
- Eurostatistics	1 088	1 117	+ 2,67
- Agricultural statistics	331	562	+ 69,79
- Miscellaneous publications	3 423	2 033	- 40,60
Total	16 680	17 390	+ 4,26
COURT OF JUSTICE			
- Report of cases before the court	1 662	1 757	+ 5,72
ESC			
- Bulletin	109	208	+ 90,83
Grand total	18 858	19 874	+ 5,39

Table 6

Trends in document subscriptions

Title	1985	1986	+/- %
PARLIAMENT			
- Reports			
- combined subscriptions	36	52	+ 44,45
- selective* subscriptions	579	620	+ 7,10
- microfiche* subscriptions	61	84	+ 37,70
Total	676	756	+ 11,83
COMMISSION			
- COM documents			
- combined subscriptions	49	65	+ 32,65
- selective* subscriptions	899	947	+ 5,35
- microfiche* subscriptions	104	133	+ 27,90
Total	1 052	1 145	+ 8,84
ESC			
- Opinions			
- combined subscriptions	41	53	+ 29,27
- selective* subscriptions	578	610	+ 5,54
- microfiche* subscriptions	71	99	+ 25,35
Total	690	752	+ 9,13
Grand total	2 418	2 653	+ 9,72
* These figures include inter-institutional subscriptions.			

CHAPTER 3 - ACTIVITIES OF THE INTERNAL SERVICES OF THE PUBLICATIONS OFFICE

3.1 Accounts office

3.2 General and technical services

3.1 ACCOUNTS OFFICE

3.1.1 Budget management

Total budgetary expenditure amounted to 23 511 831.96 ECU as against 19 449 917.57 ECU in 1985, an increase of 20.88%.

Expenditure on staff (Title 1) amounted to 13 487 217.85 ECU as against 11 921 857.75 ECU in 1985, an increase of 13.13%.

Operating expenditure (Title 2) amounted to 10 024 614.11 ECU as against 7 528 059.82 ECU in 1985, an increase of 33.16%.

Investment expenditure totalled 1 461 574.09 ECU as against 1 331 291.91 ECU in 1985.

Postal and delivery charges increased to 4 391 692.61 ECU as against 3 342 255.97 ECU in 1985. They account for 43.81% of all expenditure under Title 2.

The rate of utilization of the Office's budget appropriations, including amounts carried forward, was as follows:

98.18% for Title 1;

99.52% for Title 2.

Table 7 shows trends in the Office's expenditure between 1985 and 1986 and gives a breakdown of expenditure in 1986.

Table 8 shows the breakdown of Office expenditure in 1986 by department.

Table 9 shows the true cost of the services performed and the value of the invoices relating to the services provided by each department.

3.1.2 Operating result

3.1.2.1 Balance sheet at 31 December 1986 (Table 10)

Assets:

The available financial resources amount to 2 018 793.81 ECU, including 1 355 185.78 ECU in bank time deposits. The amount under 'clients' is 2 728 795.88 ECU, a reduction of 10% over 1985. This amount, which is still too high, accounts for over 60% of the net amount invoiced in 1986 (less the 1986 periodicals which are only invoiced at the end of the accounting year).

Liabilities:

Prepayments into suspense accounts amount to 4 270.95 ECU. Advance and part payments into client accounts come to 105 258.91 ECU. At 31 December 1986 the final amount of net sales revenue received and payable to the institutions was 1 904 223.70 ECU.

3.1.2.2 Profit and loss account at 31 December 1986

The debit side of this account shows that general overheads total 2 002 241.13 ECU, i.e. 21% of gross turnover in 1986 (26% in 1985 and 25% in 1984). The amount under 'insolvent debtors' shows little change, amounting at present to 11 826.84 ECU for 1986 as opposed to 11 970.41 ECU for 1985. In 1986 gross sales dropped by 7% over 1985 to 6 168 195.54 ECU. This decrease is only relative since the 1985 figure was inflated by belatedly invoiced 1984 subscriptions.

3.1.3 Breakdown of sales revenue (Table 12)

3.1.3.1 General comments

Net sales revenue for 1986 amounted to 4 779 012.43 ECU for the institutions, a 63% increase over 1985, and breaks down as follows:

	ECU
Net amount for invoices drawn up in 1986	4 406 404.81
Net amount for invoices payable:	
at 1. 1.1986	3 144 976.26
at 31.12.1986	-/- 2 728 795.89

Total sales revenue received	
at 31.12.1986	4 822 585.18
Expenses	-/- 217 777.60
Miscellaneous revenue	174 204.85

Total net sales revenue in 1986	4 779 012.43
	=====

3.1.3.2 By type of publication

Invoices drawn up in 1986 break down as follows:

	ECU
Non-periodical publications	809 267.77
Official Journal (L+C, S)	2 746 895.64
Other periodicals	578 956.76
Electronic (including microfiches)	248 166.15
Miscellaneous (e.g. invoiced postal charges)	23 118.49

Total	4 406 404.81

The total sales revenue received at 31.12.1986 breaks down as follows:

	ECU
Non-periodical publications	705 907.36
Official Journal (L+C, S)	3 169 265.43
Other periodicals	715 467.48
Electronic (including microfiches)	186 813.28
Miscellaneous (e.g. invoiced postal charges)	45 131.63

Total	4 822 585.18

3.1.3.3 Application of Article 240

The Publications Office made use of its right to retain a sum of 440 000 ECU from sales revenue, corresponding to the postal costs charged to subscribers. Moreover, for the period under review the Management Committee introduced a special levy of 1 560 000 ECU, raised on the sales revenue, in order to take account of increased postal charges.

3.1.4 Sales statistics

The sales statistics at the Office's disposal are based on actual invoicing during a set period.

Under this system pro-forma invoices are not taken into account, neither are sales made by the Sales Offices but not yet invoiced.

Table 7

Budget expenditure in 1986

Item/ Article/ Chapter	Heading	APPROPRIATIONS 1986			EXPENDITURE 1986			1985
		Initial approps.	Transfers	Final approps.	Expenditure at 31.12.1986	Amounts c/f	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
1100	Basic salaries	8 262 000	265 000	8 527 000	8 463 452,87	0,00	8 463 452,87	7 483 868,56
1101	Family allowances	913 000	- 25 000	888 000	881 671,11	0,00	881 671,11	796 327,70
1102	Expatriation and foreign residence allowances	988 200	55 000	1 043 200	1 031 412,28	0,00	1 031 412,28	909 134,08
1103	Secretarial allowance	68 500	9 000	77 500	76 282,99	0,00	76 282,99	64 640,18
110	Total Article 110	10 231 700	304 000	10 535 700	10 452 819,25	0,00	10 452 819,25	9 254 570,52
1110	Auxiliary staff	42 000	30 000	72 000	56 585,86	0,00	56 585,86	40 274,60
1112	Local staff	780 000	- 191 000	589 000	566 085,66	0,00	566 085,66	662 471,01
111	Total Article 111	822 000	- 161 000	661 000	622 671,52	0,00	622 671,52	702 745,61
112	Further training for staff, etc.	40 000	- 17 000	23 000	15 196,10	7 725,35	22 921,45	24 826,10
1130	Insurance against sickness	223 100	10 000	233 100	229 078,70	0,00	229 078,70	202 072,17
1131	Insurance against accidents, etc.	64 400	- 3 000	61 400	56 812,01	0,00	56 812,01	50 132,39
113	Total Article 113	287 500	7 000	294 500	285 890,71	0,00	285 890,71	252 204,56
1140	Birth grants	3 500	0	3 500	2 205,99	0,00	2 205,99	1 603,63
1141	Annual leave travel expenses	122 000	13 000	135 000	127 630,34	0,00	127 630,34	113 522,64
1144	Fixed local travel allowances	900	0	900	821,41	0,00	821,41	801,21
1147	Allowance for shiftwork or stand-by duty at the official's place of work or at home	6 000	4 000	10 000	5 466,87	0,00	5 466,87	6 064,96
114	Total Article 114	132 400	17 000	149 400	136 124,61	0,00	136 124,61	121 992,44
115	Overtime	80 000	50 000	130 000	105 343,75	0,00	105 343,75	63 985,92
1174	Freelance proof-readers	1 333 500	0	1 333 500	1 173 577,13	149 922,87	1 323 500,00	1 085 000,00
1175	Other services and work sent out for translation and typing	24 000	14 000	38 000	32 863,89	5 136,11	38 000,00	31 000,00
117	Total Article 117	1 357 500	14 000	1 371 500	1 206 441,02	155 058,98	1 361 500,00	1 116 000,00
1181	Travel expenses	6 000	6 000	12 000	5 516,84	6 483,16	12 000,00	6 500,00
1182	Installation allowances, etc.	33 800	64 000	97 800	60 162,50	15 637,50	75 800,00	55 490,63
1183	Removal expenses	22 800	14 000	36 800	18 278,94	6 587,66	24 866,60	17 719,83
1184	Temporary daily subsistence allowances	68 000	38 000	106 000	105 812,09	187,91	106 000,00	78 200,00
118	Total Article 118	130 600	122 000	252 600	189 770,37	28 896,23	218 666,60	157 910,46
1191	Provisional appropriations	381 000	- 381 000	0	0,00	0,00	0,00	0,00
11	TOTAL CHAPTER 11	13 462 700	- 45 000	13 417 700	13 014 257,33	191 680,56	13 205 937,89	11 694 235,61
1291	Provisional appropriations	800	0	800	0,00	0,00	0,00	0,00
12	TOTAL CHAPTER 12	800	0	800	0,00	0,00	0,00	0,00
1301	Mission expenses	85 000	50 000	135 000	99 694,55	10 305,45	110 000,00	96 000,00
1302	Mission expenses, Strasbourg/Brussels	95 000	- 10 000	85 000	57 202,17	15 797,83	73 000,00	54 000,00
130	Total Article 130	180 000	40 000	220 000	156 896,72	26 103,28	183 000,00	150 000,00
13	TOTAL CHAPTER 13	180 000	40 000	220 000	156 896,72	26 103,28	183 000,00	150 000,00
1400	Running costs of restaurants and canteens	5 000	5 000	10 000	1 948,72	7 731,24	9 679,96	4 922,68
14	TOTAL CHAPTER 14	5 000	5 000	10 000	1 948,72	7 731,24	9 679,96	4 922,68
161	Social contacts between staff	5 150	1 500	6 650	6 172,05	477,95	6 650,00	4 999,99
162	Other welfare expenditure	12 900	500	13 400	13 088,50	311,50	13 400,00	13 699,80
1630	Rent and service charges for the Early Childhood Centre	50 300	0	50 300	29 883,22	20 416,78	50 300,00	43 000,00
1631	Operating costs	18 750	- 2 000	16 750	15 938,08	811,92	16 750,00	9 499,67
163	Total Article 163	69 050	- 2 000	67 050	45 821,30	21 228,70	67 050,00	52 499,67
16	TOTAL CHAPTER 16	87 100	0	87 100	65 081,85	22 018,15	87 100,00	71 199,46
1701	Entertainment and representation expenses for staff	1 500	0	1 500	1 434,54	65,46	1 500,00	1 500,00
17	TOTAL CHAPTER 17	1 500	0	1 500	1 434,54	65,46	1 500,00	1 500,00
	TOTAL TITLE 1	13 737 100	0	13 737 100	13 239 619,16	247 598,69	13 487 217,85	11 921 857,75

Table 7 (continued)

Budget expenditure in 1986

Item/ Article/ Chapter	Heading	APPROPRIATIONS 1986			EXPENDITURE 1986			1985
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.86	Amounts c/f	Total expenditure	Total expenditure
		1	2	3	4	5	6	7
200	Rent	2 094 300	- 125 000	1 969 300	1 869 685.85	96 367.39	1 966 053.24	991 803.86
201	Insurance	17 200	- 7 000	10 200	5 837.88	2 269.35	8 107.23	8 000.00
202	Water, gas, electricity and heating	458 000	- 60 000	398 000	245 455.15	151 947.64	397 402.79	280 345.93
203	Cleaning and maintenance	394 900	- 185 500	209 400	170 203.06	38 315.91	208 518.97	171 099.67
204	Fitting-out of premises	9 100	37 000	46 100	19 507.05	24 337.26	43 844.31	9 502.71
205	Security and surveillance of buildings	83 600	65 000	148 600	129 795.97	17 451.99	147 247.96	108 877.92
208	Other preliminary expenditure	0	0	0	0.00	0.00	0.00	3 500.00
209	Other expenditure on buildings	7 400	0	7 400	493.73	6 233.44	6 727.17	7 500.00
20	TOTAL CHAPTER 20	3 064 500	- 275 500	2 789 000	2 440 978.69	336 922.98	2 777 901.67	1 500 630.09
210	Computer centre operations	735 700	171 000	906 700	654 297.32	245 731.31	900 028.63	625 384.06
213	Computer operations handled outside	9 100	0	9 100	7 347.79	0.00	7 347.79	0.00
214	Analysis/programming, etc. handled outside	427 400	- 40 000	387 400	104 543.79	282 076.63	386 620.42	230 705.45
21	TOTAL CHAPTER 21	1 172 200	131 000	1 303 200	766 188.90	527 807.94	1 293 996.84	856 093.51
2200	New purchases of technical equipment, etc.	50 100	- 32 000	18 100	14 432.22	1 227.23	15 659.45	31 633.43
2201	Replacement of technical equipment, etc.	40 100	- 23 000	17 100	12 288.45	49 086.92	61 375.27	178 648.57
2202	Hire of technical equipment, etc.	104 600	- 2 000	102 600	85 400.61	10 274.52	95 675.13	97 940.10
2203	Maintenance of technical equipment, etc.	81 900	- 42 000	39 900	108 771.62	14 655.00	123 426.62	119 637.00
2204	Electronic office equipment	29 100	- 7 500	21 600	20 627.93	972.07	21 600.00	29 588.29
220	Total Article 220	305 800	23 500	329 300	241 520.83	76 215.64	317 736.47	457 447.39
2210	New purchases of furniture	105 300	- 25 000	80 300	73 912.53	6 010.01	79 922.54	238 627.14
2211	Replacement of furniture	3 600	0	3 600	46.50	3 471.73	3 518.23	1 929.01
2213	Maintenance etc. of furniture	900	0	900	782.75	0.00	782.75	1 947.46
221	Total Article 221	109 800	- 25 000	84 800	74 741.78	9 481.74	84 223.52	242 503.61
2231	Replacement of vehicles	0	10 000	10 000	1 213.01	5 888.75	7 101.76	15 043.16
2233	Maintenance etc. of vehicles	16 400	0	16 400	12 613.04	2 855.09	15 468.13	16 799.99
223	Total Article 223	16 400	10 000	26 400	13 826.05	8 743.84	22 569.89	31 843.15
2250	Library funds, purchase of books	1 300	500	1 800	1 481.89	318.11	1 800.00	1 000.00
2252	Subscriptions to newspapers/periodicals	1 800	0	1 800	1 327.87	472.13	1 800.00	2 000.00
2253	Subscriptions to news agencies	450	0	450	346.31	0.00	346.31	275.86
2254	Binding/upkeep of library books	1 400	0	1 400	1 361.08	0.00	1 361.08	557.16
2255	Subscriptions to view-data services	450	0	450	0.00	0.00	0.00	0.00
225	Total Article 225	5 400	500	5 900	4 517.15	790.24	5 307.39	3 833.02
22	TOTAL CHAPTER 22	437 400	9 000	446 400	334 605.81	95 231.46	429 837.27	735 627.17
230	Stationery and office supplies	827 500	105 000	932 500	787 545.62	144 210.84	931 756.46	828 805.95
2350	Miscellaneous insurance	180	0	180	0.00	0.00	0.00	0.00
2351	Uniforms and working clothes	5 400	5 000	10 400	2 612.67	7 645.21	10 257.88	5 303.33
2352	Miscellaneous expenditure on internal meetings	1 100	500	1 600	1 088.28	511.72	1 600.00	1 100.00
2353	Departmental renewals and associated handling	11 800	0	11 800	10 645.72	1 154.28	11 800.00	13 000.00
2359	Other operating expenditure	250	0	250	188.57	61.43	250.00	0.00
235	Total Article 235	19 730	5 500	24 230	14 535.24	9 372.64	23 907.88	19 403.33
23	TOTAL CHAPTER 23	846 230	110 500	956 730	802 080.86	153 583.48	955 664.34	849 209.28
240	Postage and delivery charges	3 391 700	1 000 000	4 391 700	4 323 876.29	67 816.32	4 391 692.61	3 342 255.97
241	Telephone, telegraph, telex, etc.	100 000	25 000	125 000	104 381.32	18 631.50	123 012.82	98 895.42
24	TOTAL CHAPTER 24	3 491 700	1 025 000	4 516 700	4 428 257.61	86 447.82	4 514 705.43	3 441 151.39
250	Meetings in general	16 400	0	16 400	8 661.35	0.00	8 661.35	21 400.00
25	TOTAL CHAPTER 25	16 400	0	16 400	8 661.35	0.00	8 661.35	21 400.00
2719	Expenditure on publicity and promotion of publications	44 770	0	44 770	26 595.70	17 251.51	43 847.21	44 948.38
27	TOTAL CHAPTER 27	44 770	0	44 770	26 595.70	17 251.51	43 847.21	44 948.38
	TOTAL TITLE 2	9 073 200	1 000 000	10 073 200	8 807 368.92	1 217 245.19	10 024 614.11	7 528 069.82
	TOTAL TITLE 1	13 737 100	0	13 737 100	13 239 619.16	247 598.69	13 487 217.85	11 921 857.75
	TOTAL TITLE 2	9 073 200	1 000 000	10 073 200	8 807 368.92	1 217 245.19	10 024 614.11	7 528 069.82
	TOTAL TITLE 10	0	0	0	0.00	0.00	0.00	0.00
	GRAND TOTAL	22 810 300	1 000 000	23 810 300	22 046 988.08	1 464 843.88	23 511 831.96	19 449 917.57

Table 8

Real cost of services in 1986

Item	Heading	Expenditure for the financial year	Purchase investments	COSTS			ADMINISTRATIVE AND TECHNICAL SERVICES						OP1 General Services	OP2 Official Journal	OP3 Publications	OP4 Sales and Accounts
				Non-chargeable	Chargeable	Management and Secretariat	Staff	Contract Management	Project Management/ Documentary Aids	Micrography	Workshops	Dispatching				
1100	Basic salaries	9 463 452,87	-	9 463 452,87	409 771,02	176 016,06	705 044,82	551 994,21	130 310,12	1 083 703,93	456 742,39	449 839,16	1 833 589,96	1 722 679,79	952 761,41	
1101	Family allowances	881 671,11	-	881 671,11	32 084,08	24 276,22	86 268,96	52 815,22	24 994,58	149 503,17	52 803,78	38 844,58	164 560,03	169 786,73	85 733,76	
1102	Expatriation and foreign residence allowances	1 031 412,28	-	1 031 412,28	40 371,20	5 090,18	90 781,25	96 037,27	10 593,37	99 462,79	25 181,44	19 494,44	286 956,74	239 655,63	127 787,97	
1103	Secretarial allowances	76 282,99	-	76 282,99	4 882,47	2 394,40	11 070,21	3 399,70	0,00	10 428,71	5 446,70	1 555,79	7 895,66	5 801,96	23 316,39	
1130	Insurance against sickness	229 078,70	-	229 078,70	10 969,60	4 747,67	19 016,70	14 888,60	3 514,85	29 105,08	12 320,54	12 133,80	49 456,83	47 225,81	25 699,22	
1131	Insurance against accidents and occupational disease	56 812,01	-	56 812,01	2 722,21	1 178,18	4 719,20	3 658,35	871,97	7 222,25	3 056,96	3 010,86	12 274,56	11 720,38	6 377,09	
1140	Birth and death grants	2 205,99	-	2 205,99	0,00	0,00	551,50	183,83	0,00	0,00	551,50	0,00	367,67	183,83	367,66	
1141	Annual leave travel expenses	127 630,34	-	127 630,34	1 529,49	164,54	4 571,00	8 922,38	3 698,05	15 862,07	8 817,95	6 224,21	33 234,72	31 901,25	12 704,68	
1144	Fixed local travel allowances	821,41	-	821,41	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
1147	Allowance for shiftwork or stand-by duty at the official's place of work or at home	5 466,87	-	5 466,87	0,00	0,00	0,00	0,00	0,00	0,00	0,00	5 466,87	0,00	0,00	0,00	
1150	Overtime	105 343,75	-	105 343,75	1 538,39	0,00	0,00	0,00	12 669,95	5 303,24	52 117,68	30 840,00	2 874,49	0,00	0,00	
1181	Travel expenses	12 000,00	-	12 000,00	0,00	0,00	43,37	1 784,45	0,00	0,00	0,00	0,00	4 782,36	5 107,46	282,36	
1182	Installation, resettlement and transfer allowances	75 800,00	-	75 800,00	0,00	0,00	7 104,62	15 007,43	0,00	5 620,42	0,00	0,00	27 357,66	15 229,18	5 480,60	
1183	Removal expenses	24 966,60	-	24 966,60	0,00	0,00	880,36	2 250,28	0,00	998,78	0,00	0,00	9 356,86	11 184,84	195,48	
1184	Temporary daily subsistence allowances	106 000,00	-	106 000,00	0,00	0,00	2 020,45	8 265,50	0,00	1 361,86	0,00	0,00	55 332,34	31 219,58	7 800,27	
	Sub-total	11 199 844,92	-	11 199 844,92	495 690,87	213 857,25	932 072,44	749 207,22	186 652,89	1 408 572,30	617 138,94	567 409,71	2 488 029,88	2 291 696,44	1 248 506,98	
1301	Mission expenses	110 000,00	-	110 000,00	1 204,49	4 807,22	1 491,58	5 506,15	235,49	5 570,21	44,81	4 466,52	22 198,62	46 585,82	17 889,09	
1302	Mission expenses for meetings at other places where Community institutions are based, and in particular Brussels and Strasbourg	73 000,00	-	73 000,00	3 682,36	1 449,35	1 424,85	2 105,49	0,00	964,58	51,93	2 656,88	2 649,55	52 944,73	5 070,28	
1110	Auxiliary staff	56 585,86	-	56 585,86	19 971,48	0,00	3 328,58	0,00	0,00	0,00	0,00	1 664,29	4 992,87	6 667,16	19 971,48	
1112	Local staff	566 085,66	-	566 085,66	16 244,82	0,00	0,00	0,00	0,00	170 645,73	343 134,09	35 961,02	0,00	0,00	0,00	
1120	Further training, language courses, retraining and information for staff	22 921,45	-	22 921,45	0,00	1 028,87	3 886,88	1 481,87	0,00	2 842,32	0,00	0,00	979,19	12 702,32	0,00	
1174	Freelance proof-readers	1 323 500,00	-	1 323 500,00	0,00	0,00	0,00	64 635,77	0,00	0,00	0,00	0,00	435 721,35	823 142,88	0,00	
1175	Outside staff	38 000,00	-	38 000,00	1 906,33	0,00	273,44	0,00	0,00	0,00	0,00	23 555,43	0,00	0,00	12 264,80	
1400	Running costs of restaurants and canteens	9 679,96	-	9 679,96	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
1610	Social contacts between staff	6 650,00	-	6 650,00	-	-	-	-	-	-	-	-	-	-	-	
1620	Other welfare expenditure	13 400,00	-	13 400,00	-	-	-	-	-	-	-	-	-	-	-	
1630	Rent and service charges for the Early Childhood Centre	50 300,00	-	50 300,00	-	-	-	-	-	-	-	-	-	-	-	
1631	Operating costs	16 750,00	-	16 750,00	-	-	-	-	-	-	-	-	-	-	-	
1701	Entertainment and representation expenses for staff	1 500,00	-	1 502,00	823,72	166,12	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	510,17	
	Total Title I	13 487 217,85	-	13 487 217,85	549 304,02	221 308,81	942 477,77	822 936,50	186 888,38	1 588 595,14	960 369,77	635 713,85	2 954 581,46	3 233 729,35	1 304 212,80	

Table 8

Real cost of services in 1986

Item	Heading	Expenditure for the financial year	Purchase investments	COSTS		Management and Secretariat	ADMINISTRATIVE AND TECHNICAL SERVICES						OP1 General Services	OP2 Official Journal	OP3 Publications	OP4 Sales and Accounts
				Non-chargeable	Chargeable		Staff	Contract Management	Project Management/ Documentary Aids	Micrography	Workshops	Dispatching				
200	Rent	1 966 053.24														
201	Insurance	8 107.23														
202	Water, gas, electricity and heating	397 402.79														
203	Cleaning and maintenance	208 518.97														
204	Fitting-out of premises	43 944.31														
205	Security and surveillance of buildings	147 247.96														
208	Other expenditure preliminary to the construction of buildings or to the acquisition of removable property	0.00														
209	Other expenditure on buildings	6 227.17														
	TOTAL CHAPTER 20	2 777 901.67		435 297.09	2 342 604.59	95 912.53	22 020.49	154 143.99	77 071.69	22 020.48	571 127.00	455 241.27	56 456.78	374 582.47	341 317.49	162 811.02
210	Computer centre operations	900 028.63	900 028.63													
213	Computer operations handled outside	7 347.79	7 347.79													
214	Analysis, programming, preliminary analysis and special projects handled outside	386 620.42	386 620.42													
	TOTAL CHAPTER 21	1 293 996.84	1 293 996.84													
2200	New purchases of technical equipment and installations	15 659.45	15 659.45													
2201	Replacement	61 375.27	61 375.27													
2202	Hire	95 675.13			95 675.13	46 354.60					41 619.68			7 701.85		
2203	Maintenance, etc.	123 425.62			123 425.62						60 813.31					
2204	Electronic office equipment	21 620.00			21 600.00	1 080.00	216.00	1 296.00	864.00				432.00			
	Total Article 220	317 775.47	77 034.72		240 740.75	47 434.60	216.00	1 296.00	864.00	1 800.00	102 863.99	60 813.31	432.00	6 048.00	6 048.00	6 184.00
2210	New purchases of furniture	79 925.54	79 925.54													
2211	Replacement	3 618.23	3 618.23													
2213	Maintenance, etc.	782.75			782.75											
	Total Article 221	84 223.52	83 140.77		782.75	782.75										
2231	Replacement of vehicles	7 101.76	7 101.76													
2233	Maintenance, etc.	15 468.13			15 468.13	1 546.81						13 921.32				
	Total Article 223	22 569.89	7 101.76		15 468.13	1 546.81						13 921.32				
2250	Library funds, purchase of books	1 800.00			1 800.00	1 800.00										
2252	Subscriptions to newspapers and periodicals	1 900.00			1 900.00	1 900.00										
2253	Subscriptions to news agencies	346.31			346.21	346.31										
2254	Binding and upkeep of library books	1 361.08			1 361.08									1 361.08		
	Total Article 225	4 367.39			4 367.39	3 946.31								1 361.08		
	TOTAL CHAPTER 22	429 837.27	167 577.25		262 260.02	53 710.47	216.00	1 296.00	864.00	1 800.00	102 863.99	74 734.63	432.00	15 110.93	6 048.00	6 184.00
230	Stationery and office supplies	931 756.46		167 721.42	764 035.04	95 504.38			42 021.92	29 033.33	420 219.27	171 907.88				6 348.26
2350	Miscellaneous insurance	0.00			0.00											
2351	Uniforms and working clothes	10 257.88			10 257.88						2 564.47	1 538.68	6 154.73			
2352	Miscellaneous expenditure on internal meetings	1 600.00			1 600.00	1 600.00										
2353	Departmental renewals and associated handling	11 800.00			11 800.00							11 800.00				
2359	Other operating expenditure	250.00			250.00	250.00										
	Total Article 235	23 907.88			23 907.88	1 850.00					2 564.47	1 538.68	17 954.73			6 348.26
	TOTAL CHAPTER 23	955 664.34		167 721.42	791 942.92	97 354.38			42 021.92	29 033.33	422 783.74	173 446.56	17 954.73			
240	Postage and delivery charges	4 391 692.61			4 391 692.61	72 462.93						4 185 283.06				133 946.62
241	Telephone, telegraph, telex, television	123 012.82			123 012.82	5 987.43	2 127.24	13 607.75	10 886.20	3 265.85			12 519.13	25 038.26	28 848.43	28 892.64
	TOTAL CHAPTER 24	4 514 705.43			4 514 705.43	78 450.36	2 127.24	13 607.75	10 886.20	3 265.85		4 185 283.06	12 519.13	25 038.26	28 848.43	154 129.16
250	Meetings in general	8 661.35			8 661.35	1 580.00										7 181.35
	TOTAL CHAPTER 25	8 661.35			8 661.35	1 580.00										7 181.35
2719	Expenditure on publicity and promotion of publications	43 847.21			43 847.21											43 847.21
	TOTAL CHAPTER 27	43 847.21			43 847.21											43 847.21
	Total Title 2	10 024 614.11	1 461 574.09	603 018.50	7 960 021.52	326 827.72	24 413.72	169 047.13	130 843.81	56 119.67	1 096 774.73	4 898 705.62	87 362.64	414 731.66	376 213.92	378 981.00

Table 8

Real cost of services in 1986

	Expenditure for the financial year	Purchase investments	COSTS		Management and Secretariat	ADMINISTRATIVE AND TECHNICAL SERVICES						OP1 General Services	OP2 Official Journal	OP3 Publications	OP4 Sales and Accounts
			Non-chargeable	Chargeable		Staff	Contract Management	Project Management/ Documentary Aids	Micrography	Workshops	Dispatching				
			A	B		C	D	1	2	3	4				
Total Title 1	13 487 217,85	-	87 100,00	13 400 117,85	549 304,02	221 202,91	942 477,77	922 936,50	196 000,39	1 598 595,14	960 369,77	635 712,85	2 954 581,46	3 233 729,35	1 304 212,80
Total Title 2	10 024 614,11	1 461 574,09	603 018,50	7 960 021,52	326 827,72	24 413,72	169 047,13	130 843,81	56 119,67	1 096 774,73	4 898 765,52	87 362,64	414 731,66	376 213,92	378 980,00
GRAND TOTAL	23 511 831,96	1 461 574,09	690 118,50	21 360 139,37	876 131,74	245 722,53	1 111 524,90	953 780,31	243 000,05	2 695 369,87	5 859 075,29	723 075,49	3 369 313,12	3 609 943,27	1 683 193,80
Depreciation	-	-	-	292 214,82	-	-	-	259 799,36	-	12 968,16	3 859,14	-	6 675,26	6 675,26	3 337,64
TOTAL CHARGEABLE	-	-	-	21 652 454,19	876 131,74	245 722,53	1 111 524,90	1 212 579,67	243 000,05	2 698 338,03	5 862 934,43	723 075,49	3 375 988,38	3 616 618,53	1 686 531,44
						219 032,94							219 032,94	219 032,93	219 032,93
						464 755,47									
							92 951,09	92 951,09	23 237,77	92 951,09	92 951,09	69 712,34			
							1 204 475,99	1 305 520,75	266 245,82	2 791 289,12	5 955 885,52	792 789,83	3 595 021,32	3 835 651,46	1 905 564,37
							79 278,98	79 278,09	79 278,98	79 278,98	79 278,98		158 557,98	158 557,97	79 278,98
				21 652 454,19	-		1 283 754,97	1 384 909,74	345 524,80	2 570 568,10	6 035 164,50		3 753 579,30	3 994 209,43	1 984 843,35

Table 9

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	1 283 754,97	*	} -	-	1 775 725,07 *
- Workshops	2 870 568,10	2 378 598	-	-	-
- Dispatching	6 035 164,50	7 769 122	-	1 733 957,50	-
- Micromation	345 524,80	338 078	-	-	7 446,80
- Project management/ Documentary aids *	1 384 809,74		} -	-	756 051,74 *
• Eurovoc		154 802	-	-	-
• Indexes		344 038	-	-	-
• Register		129 918	-	-	-
2. Official Journal Budget	3 753 579,30	5 623 358 253 623	} -	2 123 401,70	-
3. Other publications	3 994 209,43	5 840 749		1 846 539,57	-
4. Sales	1 984 843,35	-	1 984 843,35	-	-
Total	21 652 454,19	22 832 286	1 984 843,35	5 703 898,77	2 539 223,61
* 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.					

Table 10

Balance at 31 December 1986

ASSETS				LIABILITIES			
Heading	1986		1985	Heading	1986		1985
	BFR	ECU ¹	ECU ²		BFR	ECU ¹	ECU ²
CURRENT ASSETS				SHORT-TERME LIABILITIES			
Clients	117 972 668	2 728 795,88	3 045 473,98	Prepayments and part payments	4 550 606	105 258,91	477 140,71
Sundry debtors	4 053	93,75	-	Suspense accounts	184 644	4 270,95	10 469,40
BANKS				Accrued liabilities	-	5 133,99	43 314,02
Bookshop account	7 728	178,75	-	Income owed payable to the institutions at 31,12,1986	117 972 668	2 728 795,89	3 045 473,98
Current accounts				Subtotal	122 707 918	2 843 459,74	3 576 398,11
- BIL	26 663 442	616 745,32	619 484,87	Sales proceeds payable to the institutions	82 324 351	1 904 223,70	1 944 768,35
- CCP	493 933	11 425,04	12 360,98				
- Citibank	-	-	1 779,93				
- Sogenal	1 302 376	30 124,93	6 311,73				
- NGB, Athens ³	-	5 133,99	43 314,02				
Time deposits							
- BIL (BFR)	26 575 342	614 707,50	716 172,61				
- Sogenal (BFR)	20 130 000	465 621,93	1 076 268,34				
- Sogenal (ECU)	11 882 727	274 856,35	-				
Total	205 032 269	4 747 683,44	5 521 166,46	Total	205 032 269	4 747 683,44	5 521 166,46

¹ The conversion rates used are BFR 43,2325 and DR 148,526
² The conversion rates used are BFR 44,6450 and DR 131,200
³ NGB account balances at 31,12,1986 = DR 762 531 and at 31,12,1985 = DR 5 682 800

Table 11

Profit and loss account at 31 December 1986

DEBIT				CREDIT			
Heading	1986		1985	Heading	1986		1985
	BFR	ECU ¹	ECU ²		BFR	ECU ¹	ECU ²
Rebates	77 146 820	1 784 463,54	2 023 514,62	Revenue receivable at 31,12,1986 for the account of the institutions	135 965 186	3 144 976,26	1 205 410,95
Bank charges	6 118	141,51	141,43	Gross sales revenue	266 666 514	6 168 195,54	6 647 340,33
Insolvent debtors	511 304	11 826,84	11 970,41	Interest received	7 406 667	171 321,74	142 546,04
Exchange losses	8 867 805	205 118,95	39 834,40	Miscellaneous revenue	124 644	2 883,11	1 776,06
Miscellaneous expendit.	29 843	690,29	2 397,24	Invoiced sales costs	980 202	22 672,80	52 162,84
Income owed payable to the institutions at 31,12,1986	117 972 668	2 728 795,89	3 045 473,98				
Sales proceeds payable to the institutions	206 608 655	4 779 012,43	2 925 904,14				
Total	411 143 213	9 510 049,45	8 049 236,22	Total	411 143 213	9 510 049,45	8 049 236,22

¹ The conversion rates used are BFR 43,2325 and DR 148,526
² The conversion rates used are BFR 44,6450 and DR 131,200

Table 12

Breakdown of net sales revenue by institution for 1986

Institutions	Net sales revenue broken down at			Total net sales revenue	
	31,3,1986	30,6,1986	31,12,1986		
	BFR				ECU ¹
PARLIAMENT					
- Publications	79 607	374 553	251 519	705 679	
- Postal charges (Terminology)	-	-	50	50	
- Periodicals	459 576	319 439	697 990	1 477 005	
- Official Journal	10 123 211	5 610 210	7 796 504	23 529 925	
- Treaties	12 466	33 849	51 172	97 487	
				25 810 146	597 007,95
COUNCIL					
- Publications	65 013	270 518	174 595	510 126	
- Official Journal	5 841 116	3 185 764	11 778 528	20 805 408	
- Treaties	12 471	33 856	51 180	97 507	
- Secondary legislation	486	2 449	57 935	60 870	
				21 473 911	496 707,59
COMMISSION					
- Publications	4 248 378	10 056 037	11 420 237	25 724 652	
- Periodicals	8 045 448	7 827 024	10 411 258	26 283 730	
- Microfiches	155 469	159 624	357 525	672 618	
- Magnetic tapes	226 800	1 186 316	1 017 648	2 430 764	
- Official Journal	34 980 399	19 211 730	33 585 911	87 778 040	
- Treaties	33 443	90 766	137 199	261 408	
- Secondary legislation	262	1 319	31 195	32 776	
- Databases	-	452 953	4 447 098	4 900 051	
- Postal charges	-	-	1 927 509	1 927 509	
- Reproduction	-	-	5 965	5 965	
				150 017 513	3 470 017,07
COURT OF JUSTICE					
- Publications	293 192	385 636	1 344 778	2 023 606	
- Periodicals	735 426	915 411	409 325	2 060 162	
- Official Journal	570 571	313 186	403 928	1 287 685	
- Treaties	973	2 636	3 984	7 593	
				5 379 046	124 421,35
ESC					
- Publications	366	4 446	26 168	30 980	
- Periodicals	42 201	35 764	68 457	146 422	
- Joint publications	9 948	76 983	36 594	123 525	
- Official Journal	567 438	308 450	309 632	1 185 520	
- Treaties	608	1 649	2 491	4 748	
				1 491 195	34 492,45
COURT OF AUDITORS					
- Official Journal	561 687	307 749	321 302	1 190 738	
- Treaties	606	1 643	2 486	4 735	
				1 195 473	27 652,18
CEDEFOP					
- Publications	71 309	321 382	136 978	529 669	
- Periodicals	296 028	93 933	294 695	684 656	
				1 214 325	28 088,24
FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS					
- Publications	-	-	22 812	22 812	
				22 812	527,66
EUROPEAN UNIVERSITY INSTITUTE, FLORENCE					
- Publications	-	-	4 234	4 234	
				4 234	97,94
Total	67 434 498	51 585 275	87 588 882	206 608 655	4 779 012,43

¹ The conversion rate used is BFR 43,2325 = 1 ECU.

3.2 GENERAL AND TECHNICAL SERVICES

3.2.1 Workshops

3.2.1.1 Production

The main factor influencing workshop production in 1986 was the inclusion of the Spanish and Portuguese versions in the documents series (COM, ESC and EP), which meant that two additional versions had to be composed, printed and stitched every day.

Stitching of these documents proceeded very smoothly thanks to the machine commissioned at the end of 1985 and already in permanent operation.

The main aim in 1986 was to reduce the time between the documents arriving on film or camera-ready and their being printed. This was made possible by arranging internal transfers within the workshops and strengthening the assembly team.

Certain regular publications with large print runs were taken out of the work plan in 1986, which partly explains the drop in the number of offset-printed pages. The drop is also due to the small print-runs of the documents, and multiple passage of publications incorporating several colours aggravated matters.

The ODP, the large-volume photocopying section, had to 'print' some of the 'documents' as well as brochures with very small print-runs. Its responsibilities also included on-demand reproduction of documents, Official Journals and public documents.

As for the composition section, delays in installing the Greek fonts and in developing the proof printer forced the workshops to reconsider the leasing of input terminals. Despite such difficulties the section's output increased.

Following relevant studies an invitation to tender was published with a view to acquiring a homogeneous composition system for installation in the first half of 1987.

The availability of texts in electronic form, especially on diskettes, led the workshops to set up a diskette-reading and transcoding system.

Sections	1985	1986	%
Composition and assembly (pages composed/hour)	1,32	1,44	+ 9,1
Composition (pages composed/hour)	-	2,32	-
Assembly (pages imposed/hour)	-	5,53	-
Photography (films + contacts/hour)	1,70	1,33	- 21
Offset (A4 pages/hour)	7 775	7 389	- 5
Making up (stitching/hour)	135	108	- 20
ODPP* (photocopies/hour)	1 663	1 500 [†]	- 9,8
* On-demand printing by photocopier. † Including stitching and sorting.			

3.2.1.2 Invoicing

Table 17 gives a breakdown of 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.

Table 13

Theoretical capacity and actual performance in 1986

Production unit	Theoretical capacity in 1986			Actual performance in 1986	
	Theoretical hours	Estimate of hours ¹ to be invoiced	Value in ECU	Invoiced hours	Invoiced in ECU
Composition	13 454,--	10 500,--	383 985	10 877,25	397 781,03
Assembly	9 500,50	6 200,--	183 768	6 593,75	195 438,75
Photo	9 546,--	7 600,--	438 900	7 578,50	437 658,37
Offset	17 208,--	15 000,--	671 100	12 309,--	550 704,66
Making-up	25 828,--	20 000,--	919 400	17 589,50	808 589,31
ODPP	1 922,--	2 200,--	167 750	2 017,-- ²	153 796,25
Total	77 458,50	61 500,--	2 764 903	56 965,00	2 543 968,38

¹ Theoretical hours less holiday, sick leave and training courses.
² Including 620 hours work by one member of staff seconded from making-up.

Table 14

Comparison of hours of work invoiced

Production unit	1986	1985	%
Composition + assembly	17 471,--	13 493,50	+ 29,50
Composition	10 877,25	-	-
Assembly	6 593,75	-	-
Photo	7 578,50	7 278,25	+ 4,13
Offset	12 309,--	11 912,50	+ 3,33
Making-up	17 589,50	18 911,75	- 6,99
ODPP	2 017,--	1 399,75	+ 44,10
Total	56 965,--	52 995,75	+ 7,49

Table 15

Comparison of print runs (printing and trimming)¹

Year	A1	A2	A3	A4	Total	Total expressed in A4 format
1985	9 439 440	2 369 484	3 797 376	26 400	15 632 700	92 614 608
1986	9 700 680	1 964 100	2 731 932	22 800	14 419 512	90 948 504

¹ Colour printing included.

Table 16

Number of brochures bound in the 'Documents' series

	No of issues	No of copies
EP	2 462	390 650
COM	5 838	889 430
ESC	989	125 850
Total	9 289	1 405 930

Table 17

Breakdown by institution of the total invoices issued by the Office

Institutions	Compos- ition	Assembly	Photo	Printing	Trimming	OOPP	Materials	Total
Parliament	25 514	807	11 286	11 075	55 739	10 542	4 942	119 905
Council	1 790	11 012	17 296	14 828	22 606	95	5 883	73 510
Commission	249 728	101 706	320 240	436 604	558 789	88 583	244 226	1 999 876
Court of Justice	152	4 824	18 297	25 377	42 517	8 349	5 532	105 048
ESC	59 631	9 801	23 975	20 414	50 729	3 736	3 459	171 745
Court of Auditors	-	67	346	47	72	-	71	603
Cedefop	10	55	54	181	249	-	142	691
University Institute, Florence	4	24	23	78	106	-	61	296
Total	336 829	128 296	391 517	508 604	730 807	111 305	264 316	2 471 674

3.2.2 Dispatching

The volume of dispatching operations, shown in Table 18, increased by 14.59%.

Despite the massive increase of over 130% in postal charges in the Grand Duchy of Luxembourg, major changes in distribution practices made it possible to maintain the quality of the distribution service.

Basically, a new distribution method - both quicker and more economical than the previous one - was partly introduced. This involves a private contractor collecting the Official Journals at the Publications Office, transporting them to the various countries and then having them delivered by the national postal services.

The savings to be gained from this system stem from the difference between the internal postal rates in Member States and the rates applied in the Grand Duchy of Luxembourg for items sent abroad.

This new dispatching method was first introduced for Belgium in June and then gradually expanded to cover the other Member States.

The amount invoiced to the institutions for dispatching was 8 140 474 ECU as against 5 183 001 ECU in 1985.

Table 19 gives the breakdown of dispatching costs.

3.2.3 Stocks and stores

Stocktaking of the Official Journal and the other publications took place on 31.12.1986.

The introduction of an on-going stocktaking system makes for improved management of incoming and outgoing publication stocks.

3.2.4 Micrographic sector

Details of the work carried out are given in Table 20.

This shows that the number of master microfiches produced from paper originals increased by 49.06% while duplication went down by 16.33% for the Official Journal. It increased by 44.08% for the other publications.

The number of microfiches dispatched went up by 23.48%, while that of microfiches viewed dropped by 1.8%.

Table 18

Trends in the volume of distribution operations

	1985	1986	+/- %
Number of individual orders executed	22 226	22 451	+ 1,01
- Number of copies of the Official Journal distributed on the basis of annual subscriptions	9 427 499	11 662 094	+ 23,70
- Number of copies of the Official Journal distributed on the basis of individual orders	451 591	760 641	+ 68,43
- Number of copies of secondary legislation distributed in Portuguese and Spanish	-	518 938	-
- Other publications distributed on the basis of annual subscriptions and individual orders	8 039 295	8 294 605	+ 3,17
- 'New issues' notices and various circulars distributed	2 452 545	2 107 272	- 14,07
Total dispatching operations	20 370 930	23 343 550	+ 14,59

Table 19

Allocation of dispatching costs

Institutions	Official Journal, Indexes, Register and Eurovoc		Publications		Imprest account	Total
	Pages	Invoices ECU	Net sales revenue BFR	Invoices ECU	Invoices ECU	
Parliament	38 418	653 875	2 280 221	41 805	-	695 680
Council	55 070	937 291	668 503	12 256	-	949 547
Commission	270 433	4 602 770	62 239 473	1 079 812	234 137 ¹	5 916 719
Court of Justice	2 562	43 605	4 091 361	75 010	-	118 615
ESC	1 956	33 291	305 675	5 604	-	38 895
Court of Auditors	2 913	49 579	4 735	87	-	49 666
Total	371 352	6 320 411	69 589 968	1 214 574	234 137	7 769 122

¹ Including dispatching costs for Cedefop and Florence.

Table 20

Breakdown of work done by the 'Micromation' sector

Publications	No of masters produced from paper originals			No of microfiches produced from masters			No of microfiches dispatched			No of microfiches viewed		
	1985	1986	+/- %	1985	1986	+/- %	1985	1986	+/- %	1985	1986	+/- %
Official Journal				377 342	315 710	- 16,33				17 521 fiches =	17 209 fiches =	- 1,8
Other publications	1 604	2 391	+ 49,06	136 941	197 309	+ 44,08	1 173 905	1 449 604	+ 23,48	1 576 890 DIN A4 pages	1 548 810 DIN A4 pages	- 1,8
Totals	1 604	2 391	+ 49,06	514 283	513 019	- 0,24	1 173 905	1 449 604	+ 23,48	17 521	17 209	- 1,8

Table 21

Invoicing of costs of 'micromation' sector
(ECU)

Institutions	Work carried out by outside contractors	Work carried out in-house	Total
Parliament	8 343	32 200	40 543
Council	14 461	23 261	37 722
Commission	67 950	231 890	299 840
Court of Justice	649	1 081	1 730
ESC	556	48 372	48 928
Court of Auditors	742	1 274	2 016
Total	92 701	338 078	430 779

3.2.5 'Computer project management' department

As in previous years, this department continued its work in the field of new technology, with the emphasis on electronic office equipment and electronic publishing.

3.2.5.1 Hardware

(a) Centralized hardware and telecommunications

The Siemens 7551 central computer configuration was expanded in July 1986 by the addition of a Siemens 7536 computer; both are now installed in the Publications Office's new computer room.

Extension of the terminal networks continued, and there are now 97 terminals for the SEI computerized editorial system (distributed between the Publications Office and the Jean Monnet Building) and 42 terminals for the Office's in-house use.

(b) Distributed hardware

Although staff continued to be trained to use Philips P5020 (17 stand-alones) and Olivetti ETS 2010 (13 stand-alones) word processors, the Office devoted efforts to introducing more versatile hardware in the form of personal computers (18 Olivetti M21, M24 and M24SP models) for word processing, database management and spreadsheets.

3.2.5.2 Software

(a) Publishing

- Video distribution of the Supplement to the Official Journal:

Following Portuguese and Spanish accession the invitations to tender are now distributed in these two languages as well, making nine languages in all.

Moreover, since 1 October 1986 Swedish invitations to tender have been published under the GATT agreements very quickly thanks to agreements under which the Swedish printer (Norstedts Tryckeri) transmits them to the Publications Office before they even appear in Sweden.

- Computerized editorial system (SEI) at the Publications Office:

At the request of users, and in view of the expansion of the Supplement to the Official Journal, the network was enlarged to 30 terminals for the Office and 67 for the translation departments.

Work on a number of operational improvements were made to the central system during 1986.

A new and major development was undertaken to take account, from 1988 onwards, of the provisions in the new directives currently being adopted.

Two main developments aimed at improving the system have also made good progress:

• SEI.JOS.V2

Improvements to the application enabling greater automation in publishing the S OJ and enhancing document planning and monitoring.

• SEI.JOS.3b

Inclusion in the database of section 3b (nature and scale of the works/supplies) of the invitations to tender.

- Formex (Formalized exchange of electronic publications):

Efforts to make Formex more widely known were continued in 1986, and during this time it was also expanded to other publications:

• Micro-Formex

The first texts from the Official Journal's Legislation series and from the Communications and information series were delivered by the printers.

• Supplements A and B to 'European Economy'

are produced with the aid of the standard generalized markup language (SGML). This has generated a certain amount of experience which might stand the other publications in good stead.

• The debates of the European Parliament: specifications have been drawn up for a debate-archiving system.

• The FAME (Formex applied to multilingual editions) programme led to the development of a Formex/SGML parser (a programme for verifying the validity of a phrase in one formal language and converting it to another). The first of its kind in the world, this programme was presented in experimental form at the Electronic Publishing Symposium held at the European Parliament from 5 to 7 November 1986. The main task now is to optimize the programme, and this will be done in 1987.

(b) Commercial management applications

During the year under review efforts were concentrated on consolidating existing applications rather than on introducing new ones.

The Sagap application (address management) was revised and new functions added. The Commission and the European Parliament decided to use a version of it for their own needs, and the Commission started using Sagap at the end of 1986.

The Planning application was progressively introduced in the Office's various departments, and the number of people using it, as well as the number of machines, is constantly rising.

Reorganization of work in the stocks and dispatching sections has led to a considerable revision of the stock application, to which input of orders will be added in 1987.

(c) Electronic office equipment

Installation of electronic office equipment continued, and there are now 18 personal computers to meet the needs of the various departments.

Since funds were relatively scarce, priority was given to using software obtainable on the market rather than developing tailor-made applications.

3.2.6 'Documentary aids' department

This department continued to produce a large range of documentation publications, utilizing advanced computer technology in the process. A number of technical difficulties encountered by suppliers meant it was impossible to achieve all aims.

- Eurovoc Thesaurus

The Spanish version, produced by the Spanish Parliament's documentation service, and the Portuguese version, prepared at the instigation of the European Legislation Secretariat at the Portuguese Ministry of Justice, became available during the first half of 1986. They were distributed upon request in the form of a rapid print-out.

At the instigation of the Maintenance Committee, composed of institution representatives, revision of the first edition began early in the year. An interim version, in French only, has been available since November. Following preparation of the other language versions and final checking the second edition of Eurovoc will be published towards mid-1987.

- Official Journal indexes

By using the Eurovoc thesaurus it was possible to compile the alphabetical indexes in one language only and then obtain the keywords for the other language versions via machine translation.

The presentation of the 1985 annual alphabetical index and the monthly indexes from April 1986 onwards was enhanced by adding the non-descriptors for all the keywords used, thus considerably facilitating document searches.

The previous year's accumulated production backlog was made up thanks to the joint efforts of the Documentary aids team and the suppliers. The last monthly indexes for 1985 appeared in July, while the annual index was distributed in September. Meanwhile, the monthly indexes for the first three months of 1986 have been published in seven languages. From April onwards the Portuguese and Spanish versions have been published alongside the other language versions.

Distribution of the monthly indexes up to and including October was finished in December, thus achieving in full the aim of making up the backlog. The monthly indexes still missing and the annual index will appear during the first quarter of 1987.

The 1985 annual methodological table, which was scheduled for June 1986 but delayed - like the December 1985 monthly edition - by the late appearance of the Official Journals, did not appear until July, owing to a number of problems experienced by the printer.

The 1986 monthly tables were regularly published four to six weeks after publication of the last number of the Official Journal for the month concerned. Since January the Portuguese and Spanish versions have been published alongside the other language versions.

Total published:

1985 annual indexes : 3 860 pages
1986 monthly indexes : 7 912 pages
- of which alphabetical indexes : 4 126 pages (includes estimated number of pages for December 1986)
- of which methodological tables: 3 764 pages (includes estimated number of pages for December 1986).

- 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.

Owing to the late appearance of the end-of-year Official Journals it was not possible to keep to the production deadlines met in 1985. Seven language versions of the seventh edition were not available until June/July. Thanks to improved paging, the number of pages per language was reduced to about 730 as compared to 859 in the sixth edition. Publication of the Portuguese and Spanish editions requires integration of the titles of the special secondary-legislation editions into the Register system. Problems encountered by the various suppliers of the magnetic tapes containing these titles rendered simple and rapid extraction impossible. Because of this the Portuguese and Spanish versions of the seventh edition had to be postponed until the first few weeks of 1987.

It was decided to publish the Register weekly in order to meet the public's desire for up-to-date information and to avoid the difficulties caused by the bunching of a large number of issues of the Official Journal around certain key dates.

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

The department handles cataloguing preparations for the large series of public documents (see also 'catalogues'). About 700 'COM' documents, 130 'ESC' documents and 260 'EP' documents were handled in this manner per language.

- Catalogues

The department is responsible for producing the Publications Office catalogue, which is divided into two sections - publications and documents. A computerized system was devised to manage bibliographic data and create magnetic tapes for photocomposition of catalogues.

Unforeseen complications affecting installation of the computer infrastructure hindered regular production of these magnetic tapes.

The technical problems were compounded by budget restrictions, resulting in a limited production programme in 1986:

- 1985 annual catalogue:

the 'publications' section was published from August 1986 onwards (560 pages, all languages together), while the 'documents' section will be distributed at the end of the first quarter of 1987.

- 1986 catalogue:

no monthly issue was published, and only the annual editions will be published. These will be available towards the end of the first quarter of 1987 ('publications' section) and during the first half of 1987 ('documents' section).

Meanwhile, moves are under way to ensure regular, speedier and more economical production of the catalogues in the future.

CHAPTER 4 - THE PRINTING MARKET AND MANAGEMENT OF CONTRACTS CONCLUDED BY
THE OFFICE ON BEHALF OF ITSELF OR OF THE INSTITUTIONS

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

4.1 GENERAL COMMENTS

Following its introduction in 1985, the automatic system of estimates and invoice control was used in 1986 to draw up almost all the 880 estimates covering the other publications, as well as all the estimates concerning the Official Journal. The system was also used to draw up and handle the 24 invitations to tender published in 1986. The introduction of a computerized planning system, mentioned in the 1985 Management Report, made it possible to handle the files of non-periodical publications throughout the whole of 1986. From 1987 onwards the system will also cover all the periodicals.

4.2 ACTIVITIES BY SECTOR

4.2.1 Official Journal and associated publications

In 1986 putting the non-periodical publications out to tender - with orders going to the firm submitting the lowest bid - brought in 226 estimates.

As for invoicing, 2 160 invoices (including 423 for secondary legislation in Portuguese and Spanish) were checked, resulting in 174 credit notes totalling 143 726.50 ECU. Negotiations undertaken with a view to awarding orders involving secondary legislation in Portuguese and Spanish led to discounts totalling 280 164.32 ECU.

The following tables give a detailed breakdown of invoices per product group in 1986.

4.2.2 Publications other than the Official Journal

These publications go through the Planning Office. In 1986, 712 files were opened, including 57 for periodical publications, 252 for small items and 48 for public documents.

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

Work done	1985	1986
Invitations to tender	10	24
New contracts	7	31
ACPC reports	7	22
Estimates/quotes	850	880
Order forms	1 049	1 116
Invoices	1 497	1 520
Credit notes	24	9
Price revision	111	17

The 1 520 invoices checked represent a total of 4 503 354.84 ECU, broken down among the institutions as follows:

		%
EIB	1 083,45	0,01
European Foundation	19 793,99	0,21
Council	243 976,33	2,57
Parliament	1 997 341,85	21,02
Commission	6 004 649,59	63,18
Court of Justice	811 619,63	8,54
ESC	106 166,97	1,12
Court of Auditors	541,72	0,01
Cedefop	311 829,91	3,28
EUI	6 351,40	0,07
Total	9 503 354,84	100,00

The nine credit notes obtained totalled 38 062.45 ECU.

4.2.3 Services/supplies chargeable to the Office budget

The following table shows the situation regarding services/supplies chargeable to the Office budget:

Work done	1985	1986
Procurement requests	200	283
Invitations to tender	17	9
New contracts	8	36 ¹
ACPC reports	6	9
Estimates/price requests	76	250
Order forms	398	527
Invoices	1 150	1 280
Credit notes	25	18
Price revision	9	7

¹ Including 21 general contracts covering services in the computer field.

Table 22

Table showing overall invoicing to the Institutions
under the terms of Article 270

Table showing overall invoicing to the Institutions under the terms of Article 270									
Institutions	Paper			Micro-fiche	Computer developments + electronic publishing		Total excluding secondary legisl.		Secondary legisl. ES/PT
	L + C + S ¹	Budget docs	Index	L + C + Index	L + C + S	Index	ECU	%	
EP	3 266 203,80	180 254,98 ²	105 481,59	8 343,08	63 528,48		3 623 811,93	9,57	
Council	3 773 717,93	566 191,97 ³	197 088,93	14 461,34	216 726,04	42 460,28	4 810 646,49	12,70	5 414 233,04
Commission	25 599 581,06	992 451,13 ⁴	760 588,12	67 949,77	960 588,98	215 334,29	28 596 493,35	75,51	2 995 161,24
C. of J.	434 708,54	-	26 821,97	648,91		45 493,16	507 672,58	1,34	
ESC	148 384,30	-	5 070,65	556,20			154 011,15	0,41	
C. of A.	173 494,95	-	3 494,59	741,61			177 731,15	0,47	
Total	33 396 090,58	1 738 898,08	1 098 545,85	92 700,91	1 240 843,50	303 287,73	37 870 366,65	100,00	8 409 394,28

¹ Provisional invoicing for December 1986,
² Prep. doc. + final adoption 1986 amended budget,
³ 1987 draft budget; 10 566 pages,
⁴ 1987 preliminary draft budget; 10 962 pages.

Table 23

Invoicing of costs of printing the Official Journal
(in ECU)

Institutions	Pages	Printing costs	Transport costs	Cost of Office services	Total
Parliament	36 584	3 258 081,13	8 122,67	579 856	3 846 060
Council	52 084	3 763 194,80	10 523,13	825 531	4 599 249
Commission	258 951	22 570 458,06	60 651,85	4 104 373	26 735 483
Court of Justice	2 461	434 144,20	564,34	39 007	473 716
ESC	1 869	147 977,32	406,98	29 624	178 008
Court of Auditors	2 837	173 137,75	357,20	44 967	218 462
Total	354 786	30 346 993,26	80 626,17	5 623 358	36 050 978

Table 24

Invoicing of costs of 1985 indexes to the Official Journal
(1985 rate)

Institutions	Monthly indexes (January-December)			Annual indexes			Total			Total
	Pages	Printing costs	Cost of Office services	Pages	Printing costs	Cost of Office services	Pages	Printing costs	Cost of Office services	
Parliament	869	71 368,48	32 796	723	34 113,11	27 286	1 592	105 481,59	60 082	331 127
Council	631	51 864,12	23 814	479	22 600,52	18 077	1 110	74 464,64	41 891	232 711
Commission	3 694	302 610,63	139 411	2 503	118 098,34	94 464	6 197	420 708,97	233 875	1 309 168
Court of Justice	51	4 182,87	1 925	34	1 604,21	1 283	85	5 787,08	3 208	17 990
ESC	44	3 607,98	1 661	31	1 462,67	1 170	75	5 070,65	2 831	15 803
Court of Auditors	23	1 890,38	868	34	1 604,21	1 283	57	3 494,59	2 151	11 291
Total	5 312	435 524,46	200 475	3 804	179 483,06	143 563	9 116	615 007,52	344 038	1 918 090

Table 25

Invoicing of the cost of production of the register of current
Community legal instruments

Seventh edition

Institutions	Pages	Printing costs	Cost of Office services	Total
Council	1 532	102 991,73	38 971	141 963
Commission	3 575	240 314,02	90 947	331 261
Total	5 107	343 305,75	129 918	473 224
<p>N.B.; This new method of invoicing (30% to the Council, 70% to the Commission) is based on the documents chargeable to the two institutions.</p>				

CHAPTER 5 - STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

5. STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

5.1 OFFICIALS

Following a period of stagnation lasting several years the Publications Office recruited a large number of officials in 1986.

This increase in recruitment, admittedly amplified to a large extent by the arrival of Portuguese and Spanish officials, was the product of several competitions.

The arrival of new blood was particularly felt in the proof-reading sector. It should also be stressed that special efforts were devoted to obtaining established posts for local staff, but there is still some way to go on this.

5.2 AUXILIARY STAFF

A number of short-term contracts were concluded; those working on such contracts left the Office when their contract term expired.

At 31.12.1986 four temporary staff, recently taken on, were still working at the Office.

5.3 TEMPORARY STAFF

As was the case for officials, this category of staff also experienced a large degree of movement, mainly in connection with Portugal and Spain joining the Communities.

Of the 11 Portuguese and Spanish proof-readers taken on as temporaries by the Office during the second half of 1985, eight had to leave in 1986 once their contract ran out because they had failed to pass a competition.

It should also be noted that the Office had to take on four new temporary staff to work as Danish proof-readers. This was due to the urgent nature of the situation and the lack of reserve list candidates, since the open competitions had not produced the desired results in this language.

At 31.12.1986 these four temporary staff were still working at the Office.

5.4 LOCAL STAFF

As indicated above, eleven local staff posts were converted into established posts during 1986, six of these using upgraded posts on loan from the Commission.

This loaning of established posts was vital in order to avoid penalising people who had passed a competition and to make up for lost ground vis-à-vis the other institutions. Thus, six equivalent posts will be restored to the Commission from the Office's 1987 staff complement.

At 31.12.1986, 26 local staff were employed at the Office; only one of these qualified for appointment, and establishment procedures were under way. The Office hopes to be able to continue converting local posts into established posts in 1987.

At 31.12.1986 only one local staff post was vacant.

5.5 FREELANCE PROOF-READERS

- Budget appropriations in 1986 to cover remuneration, insurance, costs of home proof-reading, travel expenses, subsistence allowances and mission expenses 1 333 500 ECU
- Expenditure at 31.12.1986 on remuneration, travel expenses, subsistence allowances, mission expenses and home proof-reading. 1 309 419 ECU
- Insurance paid to Lloyds (employers' and employees' contributions) 14 081 ECU

The remuneration of freelance proof-readers was increased from 1 January 1986 in line with the Luxembourg cost-of-living index applied, for comparable work, to Luxembourg civil service salaries during 1985.

5.6 TRAINING

The 1986 budget allocation for training Office staff totalled 40 000 ECU. Actual Office expenditure was 22 921.43 ECU for all individual and group training taken together.

Office staff were able to take part free of charge in training courses organized by the Commission.

Staff participation in training courses at outside bodies related mainly to printing techniques or new technologies.

The language courses were organized jointly by all the institutions for the first time ever in 1986. Both the semi-intensive courses and those lasting the whole school year were well attended.

5.7 MANAGEMENT/STAFF CONSULTATIONS

As has been the custom every year so far, the Publications Office management met the trade union representatives for consultations on the occasion of the presentation of the Annual Management Report covering the 1986 financial year. This technical-level meeting was held on 18 May 1987 and is to be followed by 'policy consultations'.

The meeting involved an in-depth exchange of views on the following points:

5.7.1 Official Journal

Activity in this sector continued at a very high level despite a noticeable - albeit slight - drop in production volume. This was due to the appearance under a 1987 date of certain voluminous publications produced in 1986 but carried over for certain reasons.

Budgetary constraints will be the main feature of 1987. The Title 1 situation means that the funds needed to meet the extra workload stemming from Portuguese and Spanish accession are not available in full. What is more, the flexibility of Official Journal work procedures is reduced by the limited appropriations available for freelance proof-readers. Postal charges are a main source of concern as regards Title 2.

The volume of the S supplement to the Official Journal rose steadily, and the invitations to tender now contain Japanese and Swedish notices: the technical preparations have been made for including other GATT countries, but actual implementation is not possible without the go-ahead from the budget authorities. Moreover, the new directive concerning public works notices will require an increase in the number of staff editing the Official Journal S supplement. Therefore, a request for 23 posts for 1988 has been submitted to the budget authorities.

The Publications Office is in full control of the costs of printing the Official Journal, which are chargeable to Article 340 of the budgets of the user institutions. Nevertheless, the budget authorities are taking a close look at this area of expenditure and the funds allotted for 1988 will have repercussions on the Office's activities.

5.7.2 Other publications

The department producing publications other than the Official Journal faces the same problems. Appropriations have hardly changed but must now cover publication in nine languages. This inevitably leads to a reduction in the number of publications produced. The Commission's wish to concentrate available resources on publications enjoying a wide readership and dealing with matters commanding great interest at policy level also has the same effect.

The resulting decrease in activity in the traditional publication sector will be offset by the new markets opened up by the public documents. These documents, which have a simple layout, provide those interested with valuable information which it is not possible to include in the traditional programme.

Likewise, the documents covering the legislative processes (COM, ESC and EP documents) and the judgments of the Court of Justice are currently available on the basis of various types of subscription. The Office has taken charge of producing the Digest of case-law relating to the European Communities virtually in its entirety. It will appear weekly from 1987 onwards.

5.7.3 Administrative and technical services

Few new developments are planned in the workshop, computer or administrative sectors. The emphasis is on consolidating what has been achieved up till now.

Having said that, one of the projects planned for 1987 is the development of an archive containing Official Journal texts on optical disk; this will make it easier for users to consult legislative texts and provide them with speedy access to texts of specific interest. In addition, it will be necessary in the relatively near future to provide an updated version of legislative texts subjected to numerous successive amendments. The Office believes it can play an active part in drawing up and publishing such texts, under the guidance of the Commission's Legal Department.

Rationalization is under way in the dispatching sector. This mainly involves a thorough reorganization of stock management, the aim being to integrate dispatching operations serving paying and non-paying customers, thus avoiding duplication of effort while at the same time confirming the Office's role as the body to which users of Community publications turn first.

5.7.4 Administrative matters

Reorganization of the dispatching and stocks departments, aimed at consolidating Office operations, involves recourse - albeit temporarily - to outside services. Moreover, until the benefits of rationalization take full effect it is possible that the new work combined with the traditional tasks will lead to occasional overloads requiring use of sub-contractors to dispatch certain publications.

As for night-time dispatching, the amendment to Regulation No 300/76 will allow officials engaged in the dispatching department to work night shifts. For the same reason the Publications Office will strive to establish local staff as quickly as possible. However, the Office does not believe that its established staff in the dispatching department should necessarily be expected to work nights if the new tasks mentioned above can be handled during normal working hours. Thus, night dispatching of the Official Journal - more necessary than ever now that the Community's borders have expanded - could become a separate unit.

As for employing freelance proof-readers, the unavoidable restrictions in this field were mentioned earlier. The resultant problems and the necessary solutions are to be the subject of contacts with the staff representatives.

Finally, it proved necessary to take some of the 1986 budget appropriations earmarked for vocational training and use them for other types of staff expenditure. However, training did not suffer, since major training programmes were undertaken when launching the new computer systems. The funds for this came out of the budget appropriations provided for specific projects.

* * * *

All these matters were discussed in depth. The staff representatives stressed their concern at these developments, and underlined their role as the channel of communication between the administration and staff. Regular contacts are to be held, at the request of either side.

Table 26

Administrative procedures

Officials	Number
(a) <u>Probationers appointed following</u>	
- open competition	42
- internal competition	16
(b) <u>Movements</u>	
- to the Office	2
- to the Commission	5
(c) <u>Transfers</u>	
- to the Office	1
- to other institutions	-
(d) <u>Temporary posts</u>	1
(e) <u>Reinstatement after leave on personal grounds</u>	2
(f) <u>Promotion</u>	
- within a career bracket	34
- to another career bracket	15
- to another category following competition	1
(g) <u>Departures</u>	
- leave on personal grounds	4
- extension of leave on personal grounds from financial year 85 to 86	1
- secondment (extension from 85 to 86)	2
- half-time or part-time working	2
- extension of half-time or part-time working from 85 to 86	3
- invalidity	2
- retirement	2
- resignation	1
- early retirement	3
- secondment in the interests of the service	1
- leave for military service	1
<u>Temporary staff</u>	
(a) Extension of contracts from financial year 85 to 86	16
(b) Recruitment	5
(c) Establishment	9
(d) Departure	8
<u>Auxiliary staff</u>	
(a) Extension of contracts from financial year 85 to 86	2
(b) Recruitment	6
(c) Establishment	1
(d) Departure	3

Table 26 (continued)

Local staff	Number
(a) <u>Recruitment</u> - by drawing on reserve lists	8
(b) <u>Movements</u> - to the Commission - to the Office	4 1
(c) <u>Promotion</u> - at the same employment level	8
(d) <u>Establishment</u>	11
(e) <u>Retirement</u>	1

Table 27

Establishment plan 1986

Category and grades	Number of permanent posts		
		Accession of Portugal and Spain	Total
A1	-	-	-
A2	1 ¹	-	1
A3	1	-	1
A4	2 ²	-	2
A5	2	1	3
A6	6	-	6
A7	3	-	3
A8	-	-	-
Total	15	1	16
B1	21	1	22
B2	48	1	49
B3	55	1	56
B4	30	3	33
B5	20	-	20
Total	174	6	180
C1	14	1	15
C2	33	-	33
C3	32	-	32
C4	26	1	27
C5	7	-	7
Total	112	2	114
D1	6	-	6
D2	17	-	17
D3	17	-	17
D4	-	-	-
Total	40	-	40
Grand total	341	9	350
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 post temporarily seconded to the Commission. ³ Includes four technical and secretarial assistants.			

CHAPTER 6 - REPORT ON THE APPLICATION OF THE CURRENT PROVISIONS RELATING
TO MEDIUM- AND LONG-TERM TRANSLATIONS

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

Table 28 shows the translation work done in 1986 on behalf of the Office and the other 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.

6.1 WORK DONE FOR THE EUROPEAN PARLIAMENT

6.1.1 Reports of proceedings

From March 1986 onwards the MLTTS was responsible solely for translating the 'Question Time' annex to the report of proceedings for the 11 ordinary part-sessions of the European Parliament.

The work done by the MLTTS for the European Parliament was on average 155 pages to be translated into six languages, i.e. a total of 930 pages per part-session. The 1986 total includes the December 1985 figures, while those for December 1986 will be included in the 1987 returns.

In 1986 the MLTTS translated a total of 10 238 pages compared with 22 855 in 1985. This decrease is due to the translation division's increased workload from the Commission's own departments and its resultant inability to continue translating the one day of the reports of proceedings it had previously handled for each part-session. Since the Portuguese and Spanish teams were still being set up the MLTTS was unable to carry out translation into these languages.

The deadline for such translation work was generally less than one month in 1986.

6.2 WORK DONE FOR THE COUNCIL

In 1986 the translation of the 33rd Review of the Council's work, into six official languages, totalled 2 160 pages. Since the 33rd Report covered the period prior to Portuguese and Spanish accession, it was decided to publish it only in the seven pre-accession languages, especially in view of the difficulties involved in setting up and consolidating the Portuguese and Spanish translation teams.

6.3 WORK DONE FOR THE PUBLICATIONS OFFICE

6.3.1 Invitations to tender

During the year under review the MLTTS translated - as in previous years - the entire 'S' series of the Official Journal (appearing for the first time in nine languages).

The Portuguese and Spanish translation teams were confronted with a workload out of proportion to the staff available and a total lack of models - not to mention equipment. They nevertheless managed to translate the Portuguese and Spanish editions in their entirety within a relatively short period. What is more, these teams also had the task of validating the tender models to be stored in the SEI computerized editorial system.

Translations of invitations to tender accounted for 129 045 pages in 1986 compared to 85 959 in 1985, i.e. a 50% increase. The number of documents received rose by 23% from 7 365 in 1985 to 9 076 in 1986.

The invitations to tender arrived on average at a rate of 38 documents per day, each with 2 pages, i.e. 76 pages for translation into 8 languages, which corresponds to a total of 608 pages per day (compared to 372 in 1985 and 222 in 1984). The time allowed for translation of these documents is two working days.

It should be noted here that following the addition of two further official languages the translation divisions had to create new models for Portuguese and Spanish, as both source and target languages.

Finally, it should be pointed out that the number of tenders is increasing every year, as is their degree of terminological difficulty, especially where supplies of advanced technology are concerned.

6.3.2 Computerized editorial system (SEI)

In 1986 the SEI computerized editorial system, which is the most sophisticated system being used by the translation divisions of the European institutions, was distinguished by the fact that since its introduction it has operated in all nine official languages of the Community.

The database storing models of the invitations to tender was enlarged from seven to nine language versions.

During the whole year the Portuguese and Spanish translation teams invested considerable effort in feeding the Spanish and Portuguese equivalents into the above-mentioned database.

The addition of two translation teams and the continuing increase in the number of tenders to be translated required an increase in the number of SEI

terminals at the disposal of the MLTTS. By the end of 1986 the MLTTS had a network comprising 62 terminals and 19 printers.

The Portuguese and Spanish users were given specially devised intensive training so that they could start using the system as soon as possible.

Preparations for a second version of the system got under way in 1986. Dynamic and fully computerized planning will be possible with this version, as will division of the current models database into two: a 'framework' base, containing only standard invitations to tender from the various awarding authorities, and a 'content' base, storing the descriptions of the works (item 3b of the tenders).

It should also be noted that since the end of 1986 the work sheets have been replaced by a computerized list, and the system now operates as an electronic mail system.

6.3.3 Miscellaneous

The 17th Management Report of the Publications Office was translated into eight languages, making a total of 480 pages.

The 'Miscellaneous' heading also covers the invitations to tender concerning printing works published by the Office, as well as other Publications Office administrative documents whose translation the Office had itself requested.

6.4 GENERAL OBSERVATIONS

It should be stressed that each year an increasing portion of translation capacity has to be devoted to translating the invitations to tender. Despite the addition of new working languages the MLTTS has managed to absorb the extra workload involved without any major problems.

The proposals aimed at amending the directive on invitations to tender for supplies and public works are being closely monitored by the MLTTS because of the probable impact on its workload, particularly as regards the introduction of new categories of procedures and new areas to be covered.

Despite the lack of typists, a clean copy was provided for most of the texts sent for printing.

During 1986 an increasing number of texts were sent to the Office print-ready on magnetic media.

Cooperation between the Office's departments and those of the other institutions did not lead to any major problems.

Table 28

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

	1983	1984	1985	1986
<u>PARLIAMENT</u>				
- Reports of proceedings of Parliament's debates	21 134	17 632	22 855	10 239
- Miscellaneous	892	-	20	-
<u>COUNCIL</u>				
- Review of the Council's work	2 694	2 451	2 400	2 160
<u>PUBLICATIONS OFFICE</u>				
- notices of invitations to tender for public works contracts	26 143	36 251] 85 959	129 045
- 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		
- validation of tender notices	-	14 248	300	700
- annual management report	390	384	414	480
- miscellaneous	2 519	2 414	992	3 987
Total	68 043	90 570	112 940	146 610



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

L - 2985 Luxembourg

Catalogue number: FY-48-87-856-EN-C