

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

TWENTY-FIRST ANNUAL MANAGEMENT REPORT 1989





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Contents

| | <i>Page</i> |
|--|-------------|
| Introduction | 5 |
| 1. Publications produced by the Office..... | 7 |
| 1.1. Official Journal | 9 |
| 1.2. Tables, directory and catalogues..... | 12 |
| 1.3. Publications other than the Official Journal | 12 |
| 2. General sales policy and the results obtained — Breakdown of sales revenue by institution | 17 |
| 2.1. Organization..... | 19 |
| 2.2. Sales promotion | 22 |
| 2.3. Sales revenue | 23 |
| 3. Co-publishing..... | 33 |
| 3.1. Introduction..... | 35 |
| 3.2. Co-publishing | 35 |
| 3.3. Copyright..... | 35 |
| 3.4. Royalties..... | 35 |
| 4. Activities of the accounts office..... | 37 |
| 4.1. Budget accounting..... | 39 |
| 4.2. Commercial accounting | 48 |
| 5. Activities of the administrative and technical services | 57 |
| 5.1. Workshops..... | 59 |
| 5.2. General services..... | 59 |
| 5.3. Project management section..... | 64 |
| 5.4. Documentary aids section | 66 |
| 6. The printing market and management of contracts concluded by the office on behalf of itself or of the institutions..... | 69 |
| 6.1. Introduction..... | 71 |
| 6.2. Activities by sector..... | 71 |
| 6.3. Contracts for services and supplies chargeable to the Office budget..... | 78 |

| | |
|--|----|
| 7. Staff of the Office and personnel questions..... | 79 |
| 7.1. Officials | 81 |
| 7.2. Temporary staff | 81 |
| 7.3. Auxiliary staff | 81 |
| 7.4. Freelance proof-readers..... | 82 |
| 7.5. Training | 82 |
| 7.6. Consultations with staff representatives | 83 |
| 7.7. Consultations with the trade unions and professional bodies | 83 |
| 8. Application of the current provisions relating to medium- and long-term translations | 89 |
| 8.1. Work done for the Parliament | 91 |
| 8.2. Work done for the Council | 91 |
| 8.3. Work done for the Publications Office | 91 |
| 8.4. General observations..... | 93 |

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 1989 financial year.

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;

Mr D. Williamson,
Secretary-General of the Commission;

Mr R. Hay,
Director-General for Personnel and Administration of the Commission;

Mr J. G. Giraud,
Registrar of the Court of Justice;

Mr J. Moreau,
Secretary-General of the Economic and Social Committee;

Mr M. Mart,
President of the Court of Auditors and Chairman of the Management Committee in 1989.

The Management Committee met on 30 June 1989 (full members), 10 April and 16 October 1989 (alternate members). In addition, 17 written procedures were submitted to the Management Committee in 1989.

1. Publications produced by the Office

1.1. Official Journal

1.2. Tables, directory and catalogues

1.3. Publications other than the Official Journal

1.1. Official Journal

1.1.1. General considerations

The most prominent feature of 1989 was the implementation of the rationalization measures announced in the previous report and relating to the Supplement to the Official Journal.

This involved introducing a publishing system allowing improved utilization of the printed surface and cooperating with the translation service in developing a system to computerize the routine aspects of the translation of the notices.

Since 1 January 1989 the new publishing system for the Supplement to the Official Journal has produced substantial savings compared with the old system in terms of the number of pages to be published. These savings amounted to 30% during the first quarter and rose to 50% at the end of the year.

In order to rationalize translation, computer-assisted translation of the standard phrases was introduced as from March 1989.

The production system also had to be changed to take account of the new directives on public supplies and works (88/295/EEC and 89/440/EEC).

Overall, these rationalization measures enabled the Office to cope with the spectacular rise in the number of notices, from 19 279 in 1988 to 30 410 in 1989 (+ 58%).

Finally, since January 1989, the notices from the United States have been published daily.

Total production of the L and C series remained more or less the same as in 1988.

In this field, the computer developments achieved in 1989 should allow savings in future in the Official Journals relating to:

- (i) suspensions of tariff duties,
- (ii) credit institutions,
- (iii) catalogues of plant and vegetable varieties.

1.1.2. Output

(a) Official Journal

| Series | 1989 | | 1988 | |
|--------|--------|--------|--------|--------|
| | Issues | Pages | Issues | Pages |
| L | 401 | 20 372 | 382 | 19 748 |
| C | 330 | 11 562 | 337 | 10 325 |
| S | 251 | 18 904 | 256 | 20 226 |
| Total | 982 | 50 838 | 975 | 50 299 |

(Number of pages per language version)

(b) Budget documents

As in previous years the Office produced the preliminary draft and draft general budget of the European Communities, involving 12 416 and 10 476 pages respectively, for all languages together.

Table 1 – Trend in the number of pages per series of the Official Journal, 1980-89

| Series | 1980 ¹ | 1981 ¹ | 1982 ¹ | 1983 ¹ | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 |
|--------|-------------------|-------------------|-------------------|-------------------|--------|--------|--------|--------|--------|--------|
| L | 26 616 | 25 300 | 25 428 | 27 385 | 16 482 | 19 724 | 19 080 | 20 260 | 19 748 | 20 372 |
| C | | | | | 9 214 | 12 005 | 9 172 | 10 807 | 10 325 | 11 562 |
| S | 6 324 | 7 256 | 7 244 | 7 956 | 9 778 | 10 996 | 11 655 | 13 545 | 20 226 | 18 904 |
| Total | 32 940 | 32 556 | 32 672 | 35 341 | 35 474 | 42 725 | 39 907 | 44 612 | 50 299 | 50 838 |

¹ For 1980 to 1983 the L series figure is the L + C total.

Table 2 – Breakdown by country of the documents published in the Supplement to the Official Journal in 1989

Notes: 1 The line 'Optional and others' contains the documents from the Community institutions and whose publication is not obligatory. In the subtotal for the EEC, the value for 1988 has been corrected (+ 1 109) to include these documents (not distributed by country).

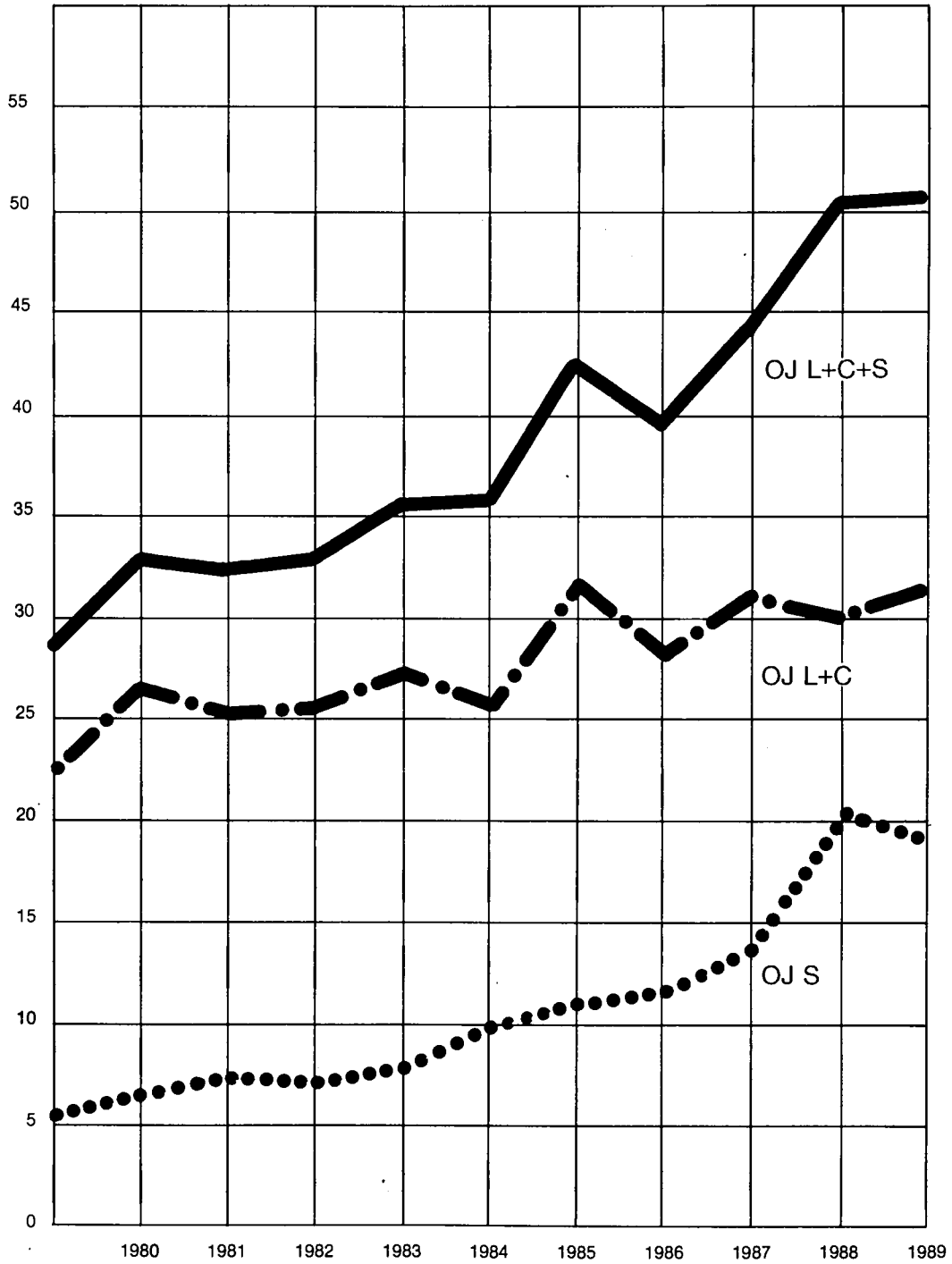
2 Total output in 1989 is higher than shown below, since the table does not include supplementary information and corrigenda.

3 These data were obtained from the TED database and its archives.

| | B | DK | D | GR | E | F | IRL | I | L | NL | P | UK | EEC Subtotal | USA | JAP | EFTA | GATT Subtotal | Total |
|------------------------------|-----|-----|-------|-----|-------|-------|-----|-------|-----|-----|-----|-------|-----------------|-------|-------|------|------------------|--------|
| Works | 212 | 69 | 1 212 | 243 | 1 430 | 2 953 | 54 | 1 997 | 18 | 208 | 254 | 1 869 | 10 519 | 0 | 0 | 0 | 0 | 10 519 |
| Supplies | 296 | 170 | 933 | 227 | 897 | 2 315 | 40 | 1 213 | 20 | 97 | 79 | 1 761 | 8 048 | 0 | 0 | 0 | 0 | 8 048 |
| GATT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 580 | 1 937 | 236 | 5 753 | 5 753 |
| Prior information | 4 | 3 | 36 | 0 | 0 | 79 | 0 | 2 | 5 | 0 | 0 | 8 | 137 | 0 | 0 | 8 | 8 | 145 |
| Results | 28 | 57 | 145 | 0 | 13 | 1 330 | 0 | 0 | 11 | 3 | 1 | 707 | 2 295 | 0 | 2 107 | 148 | 2 255 | 4 550 |
| Optional and others | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 395 | 0 | 0 | 0 | 0 | 1 395 |
| Total 1989 | 540 | 299 | 2 326 | 470 | 2 340 | 6 677 | 94 | 3 212 | 54 | 308 | 334 | 4 345 | 22 394 | 3 580 | 4 044 | 392 | 8 016 | 30 410 |
| Total 1988 | 388 | 154 | 1 819 | 255 | 1 709 | 4 242 | 71 | 3 541 | 24 | 297 | 237 | 2 878 | 16 724 | — | — | — | 2 555 | 19 279 |
| Increase 1988/1989 (in %) | 39 | 94 | 28 | 84 | 37 | 57 | 32 | -9 | 125 | 4 | 41 | 51 | 34 | — | — | — | 214 | 58 |

OFFICIAL JOURNAL: TREND IN THE NUMBER OF PAGES PER LANGUAGE

(in thousands of pages)



1.2. Tables, directory and catalogues

The annual tables for 1988 did not appear until April 1989 because of the absence of certain issues of the Official Journal dated 31 December 1988. In the case of the monthly tables the production deadlines were considerably reduced after a production reorganization; the last issues of the alphabetical tables were distributed three weeks after the reference period; for the methodological tables this deadline was on average three-and-a-half weeks.

The 12th and 13th editions of the *Directory of Community legislation in force* were produced without incident and distributed in February and August 1989.

The production programme for the *Catalogue of publications* comprised three quarterly issues and an annual edition. The *Catalogue of documents* was produced in different forms — simple monthly lists, a half-yearly catalogue and the annual edition.

To these publications must be added the Catel database (electronic catalogue) containing the bibliographical references of the OJ documents (L series and Court of Justice of the C series) published since 1987, and the COM, EP and ESC documents published since 1985 (see point 5.4).

Volume published (in pages):

| Publication | 1988 | 1989 | Change in % |
|----------------------------|--------|--------|-------------|
| Alphabetical tables: | | | |
| monthly | 5 956 | 4 932 | - 17 |
| annual | 2 416 | 2 700 | + 12 |
| Methodological tables: | | | |
| monthly | 3 836 | 3 756 | - 2 |
| annual | 2 914 | 2 968 | + 2 |
| Directory | 15 247 | 17 298 | + 13 |
| Catalogue of publications: | | | |
| quarterly issues | 976 | 940 | - 4 |
| annual edition | 756 | 720 | - 5 |
| Catalogue of documents: | | | |
| monthly lists | 728 | 1 260 | + 73 |
| half-yearly catalogue | 1 612 | 1 488 | - 8 |
| annual edition | 1 468 | 1 556 | + 6 |
| Total | 35 909 | 37 618 | + 5 |

1.3. Publications other than the Official Journal

1.3.1. Developments

The computerized planning system came into service and provides for satisfactory planning of overall production.

The other projects (vade-mecum for editors and computerized editorial system) continued to make progress and will be completed in 1990.

The increased use of word-processing systems in the institutions makes these aids particularly necessary for the preparation of authors' texts and electronic manuscripts and their subsequent processing at the Office.

Improvements are already planned in the field of aids for text revision (dictionaries of spelling and syntax), as is the use of teletransmission to reduce production deadlines.

1.3.2. Output

Overall, output remained at the same very high level as in 1988. While the number of composed documents increased further, particularly because of the backlog being made up on the *Reports of cases before the Court*, reproduced documents decreased in the case of the Commission and, even more so, the Council.

Although the number of publications has hardly changed, production conditions have become more difficult, with particularly tight planning deadlines.

| Volume produced | 1989 | 1988 | Change in % |
|--------------------------------|---------|---------|-------------|
| Number of issues | 2 530 | 2 638 | - 4 |
| Number of proof-read pages | 212 476 | 208 473 | + 2 |
| Number of non-proof-read pages | 137 181 | 183 010 | - 25 |

1.3.3. Official documents

Publication of the official documents (COM finals, EP reports, ESC opinions) provides the public with the complete chain in the preparation of official texts.

In 1989 there was a noticeable improvement to the system with almost immediate distribution (one week later) of COM documents. As from 1 December 1989 the EP reports have no longer been produced in hard copy.

Number of official documents: 1 608 in 1989 as against 1 425 in 1988;

Number of master microfiche: 14 476 in 1989 as against 11 344 in 1988.

Table 3 – Output per institution and change over 1988

| Institution | Number of proof-read pages | | | Number of non-proof-read pages | | |
|-------------------------|----------------------------|----------------|-----------------------|--------------------------------|----------------|-----------------|
| | 1988 | 1989 | Change | 1988 | 1989 | Change |
| European Parliament | 62 079 | 48 509 | - 13 570 ¹ | 1 160 | 567 | - 593 |
| Council | 5 507 | 2 865 | - 2 642 ² | 36 787 | 4 415 | - 32 372 |
| Commission ³ | 88 098 | 88 634 | + 536 | 130 046 | 121 682 | - 8 364 |
| Court of Justice | 36 424 | 56 928 | + 20 504 ⁴ | 472 | 10 | - 462 |
| ESC | 9 035 | 9 799 | + 764 | 121 | 11 | - 110 |
| Court of Auditors | 3 374 | 3 405 | + 31 | 722 | 1 799 | + 1 077 |
| Cedefop | 3 063 | 1 491 | - 1 572 | 13 654 | 8 697 | - 4 957 |
| EIB | 83 | 24 | - 59 | 48 | - | - 48 |
| Publications Office | 810 | 821 | + 11 | - | - | - |
| Total | 208 473 | 212 476 | + 4 003 | 183 010 | 137 181 | - 45 829 |

¹ Reports of proceedings not published in Portuguese and Spanish.

² The re-issue of the Treaties was included in the previous year's figure.

³ The totals for 1989 include 60 proof-read pages and 2 273 non-proof-read pages for the European Foundation in Dublin, and 1 256 proof-read pages for the European University Institute in Florence.

⁴ Effect of the shorter deadlines for publication of the *Reports of cases before the Court*.

Table 3a – Commission: principal publishing DGs

| DG | Proof-read pages | Non-proof-read pages |
|----------|------------------|----------------------|
| SOEC | 8 154 | 21 548 |
| DG III | 1 052 | 94 |
| DG IX | 66 509 | 56 151 |
| DG V | 2 077 | 3 541 |
| DG X | 4 362 | 1 069 |
| DG XIII | 4 294 | 33 508 |
| DG XXIII | - | 1 913 |

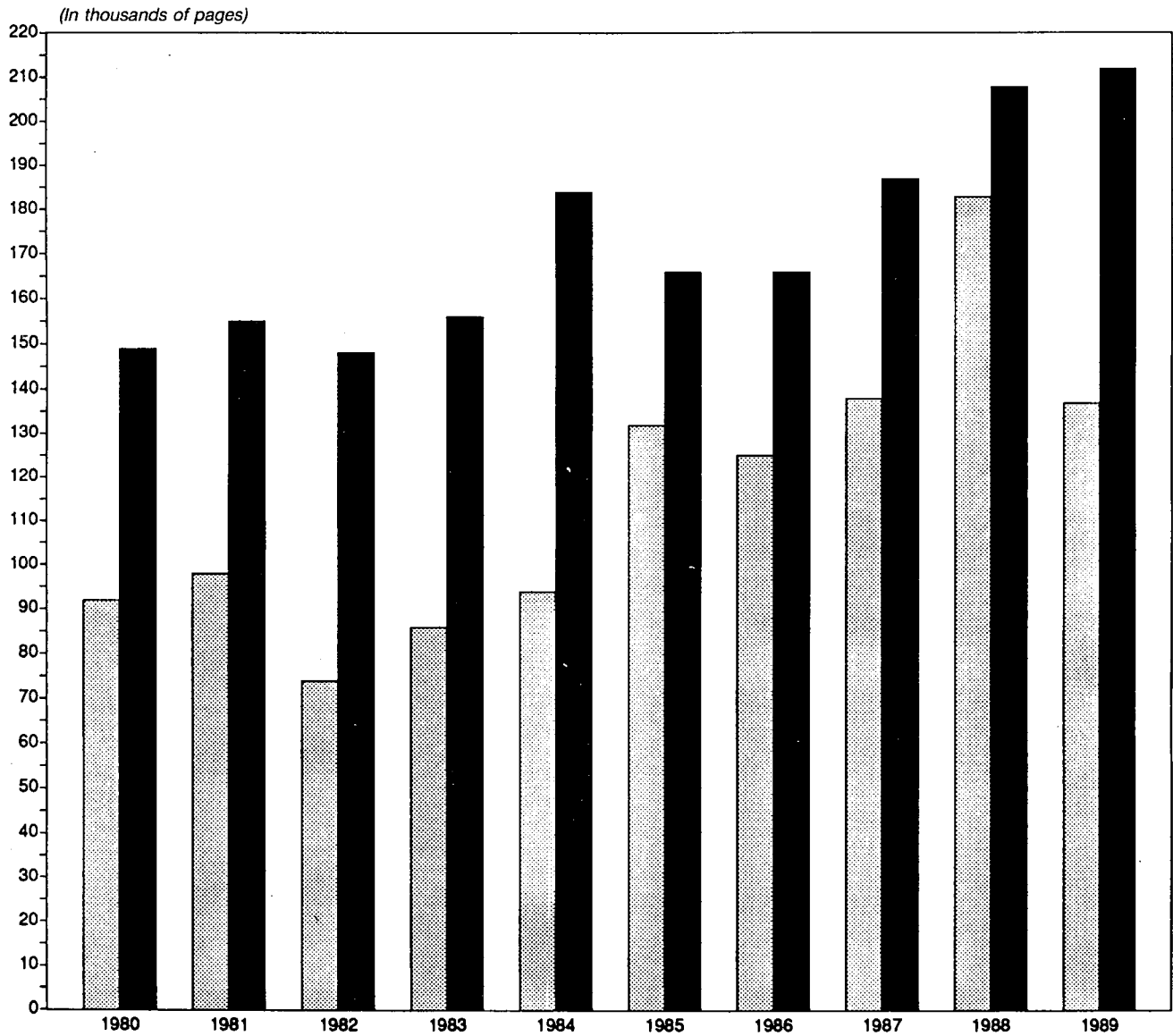
Table 4 — Trend in the number of pages of publications other than the Official Journal
(all languages)

| | 1980 | 1981 | 1982 | 1983 | 1984 | 1985 | 1986 | 1987 | 1988 | 1989 |
|----------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Proof-read pages | 148 915 | 155 421 | 147 556 | 155 907 | 183 576 | 171 310 | 165 807 | 187 213 | 208 473 | 212 476 |
| Non-proof-read pages | 91 950 | 97 884 | 74 083 | 86 310 | 94 056 | 132 734 | 124 623 | 137 522 | 183 010 | 137 181 |

Table 5 — Number of proof-read pages per language

| Language \ Year | ES | DA | DE | GR | EN | FR | GA | IT | NL | PT | RU |
|-----------------|--------|--------|--------|--------|--------|--------|-------|--------|--------|--------|----|
| 1980 | 2 614 | 21 450 | 25 990 | 614 | 24 067 | 25 896 | | 24 048 | 23 731 | 48 | 79 |
| 1981 | 1 713 | 22 754 | 24 109 | 6 506 | 27 329 | 25 481 | | 23 240 | 23 164 | 831 | |
| 1982 | 2 181 | 19 354 | 23 989 | 14 569 | 20 614 | 24 427 | | 21 265 | 20 757 | 263 | |
| 1983 | 2 309 | 20 868 | 22 800 | 13 310 | 23 884 | 26 095 | 32 | 23 348 | 21 893 | 1 368 | |
| 1984 | 2 848 | 24 025 | 27 869 | 17 601 | 29 644 | 28 444 | | 25 078 | 25 763 | 2 304 | |
| 1985 | 2 828 | 21 208 | 24 488 | 21 919 | 25 338 | 28 306 | | 23 760 | 21 064 | 2 399 | |
| 1986 | 7 795 | 17 479 | 25 200 | 19 319 | 25 030 | 28 039 | | 18 119 | 18 288 | 6 538 | |
| 1987 | 14 524 | 19 925 | 22 944 | 21 517 | 25 692 | 26 410 | | 23 250 | 20 653 | 12 298 | |
| 1988 | 18 637 | 23 316 | 26 348 | 19 150 | 28 473 | 29 444 | 1 118 | 22 579 | 22 602 | 16 806 | |
| 1989 | 19 812 | 24 558 | 26 862 | 20 659 | 28 944 | 30 164 | 693 | 23 376 | 21 609 | 15 799 | |

PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL: TREND IN THE NUMBER OF PAGES — ALL LANGUAGES



 proof-read pages

 non-proof-read pages

2. General sales policy and the results obtained – Breakdown of sales revenue by institution

2.1. Organization

2.2. Sales promotion

2.3. Sales revenue

2.1. Organization

2.1.1. Sales network

1989 saw some major changes in the structure of the Office's sales network.

In the United States, the sales activities previously carried out by the Commission's information office in Washington were transferred to a commercial body, the firm Unipub. The transfer of operations and stocks of publications held by the Washington office were completed successfully, and the firm Unipub can be considered as having been operational since September 1989.

In implementation of its policy of appointing sales offices in countries where the interest in Community publications justifies this, the Office has also appointed a general office in Switzerland, namely the Swiss Trade Promotion Office in Zurich, and in Sweden, namely the firm Bibliotekstjänst in Lund.

Finally, contact was established with various Yugoslav bodies with a view to the subsequent setting-up of a sales office in Yugoslavia.

With the help of its sales offices, the Office has continued to establish a network of booksellers for the distribution of publications covered by the priority programme.

The 'Euro-bookseller' concept was also the subject of an Office study and research into the market potential. The principle underlying the concept was the establishment of a network of specialized booksellers prepared to devote one display window or part of their shop space to a set of publications dealing with European issues. These publications need not just be official publications of the Community institutions, but could also come from private publishers.

Initially, it had also been planned to assign these booksellers a special role in the field of document delivery. It appears, however, that this option will have to be dropped in favour of a more traditional view of the booksellers' role, with their activity being restricted simply to the sale of publications.

Since document delivery is nevertheless a high-growth activity, evidently under the pressure of 1992, it was felt advisable to decentralize it. To this end, the Office has sought to establish contacts with specialized bodies capable of providing this service.

A first document delivery contract has been concluded with the Spanish firm Euridoc, and another contract has been drawn up with the Belgian body Credoc.

Under these document delivery contracts the specialized centres are provided with the reference publications and access to documentary aids. In return for this, the bodies in question undertake all the operations involved in the document delivery, i.e. order identification, document search, high-quality production and despatch, mostly by fax.

The document delivery body pays the Community institutions via the Office on the basis of royalties related to their turnover.

Finally, in September 1989 the Office was able to hold its annual meeting of sales offices in Athens. It was particularly constructive and provided an opportunity for improving coordination of the efforts undertaken by each office, of laying down objectives for them to pursue, for informing them of new developments in the publishing policy of the

Community institution, and for the joint establishment of cooperation models between the sales offices, on the one hand, and the Commission's offices in the Member States and the other information channels (Eurodesks, speakers, TEAM 92) on the other.

2.1.2. Stock management, processing of orders, invoicing

The computerized system for stock management, order processing, invoicing and accounting planned for the previous year was installed and put into operation in the course of 1989.

This system is still being improved but has already ensured more rapid processing of orders and improved stock management and invoicing.

The Catel system has gradually been opened up to various sales offices. Although still at the pilot project stage, the initial results are promising. Consultation by the sales offices revealed the few remaining flaws and enabled steps to be taken to remedy them.

The ABEL system has been made available to the public and is proving highly successful.

2.1.3. Free distribution

The reader is reminded that the 'free distribution' section of the sales department is responsible for the following:

- (i) supplies to Eurodesks;
- (ii) supplies to European Documentation Centres and depository libraries;
- (iii) management of the files of subscribers to publications sent against payment of postage;
- (iv) free distribution of the Official Journal;
- (v) management of files for the Commission and other Community institutions.

1989 saw a considerable increase in the number of Eurodesks, which rose from 39 to 200. In addition, the range of publications distributed to them was notably expanded.

The number of subscribers to publications available against payment of postage also increased steadily. At the end of 1989 there were more than 7 500 subscriptions, representing some 5 000 invoices. After campaigns undertaken at the end of 1989, a major increase is expected in the number of these subscriptions, particularly for the 'European documentation' series. Nevertheless, the disparity between the logistical investment and the revenue received must be emphasized.

The operation to update the lists of depository libraries and European documentation centres and to revise the status of most of them was completed successfully, and the next phase has now been embarked upon; i.e. the inclusion of new documentation centres and depository libraries.

This group is now composed as follows:

| | |
|--|-----|
| Full documentation centres | 196 |
| Specialized documentation centres ¹ | 153 |
| Depository libraries | 80 |
| 'Reduced' depository libraries | 14 |
| European reference centres | 184 |

¹ Entitled to one free service per centre of interest.

As regards the free distribution of the Official Journal, the updating operation carried out by the Commission in 1989 has not been completed and will therefore have to continue in 1990.

At the same time, the 'free distribution' section continues to manage the entire in-house and external free distribution of the Official Journal, both by automatic despatch and by issue.

Finally, it should be pointed out that the file management activities are carried out on behalf of the Commission, Cedefop, the European Foundation in Dublin and the University Institute in Florence.

2.1.4. Paid advertising

At the end of January 1989, in a written procedure, the Advisory Committee on Publications expressed a favourable opinion on the Office's accepting paid advertising in certain Community publications.

The publications concerned are as follows:

Supplement to the Official Journal

Euroabstracts

Catalogues

European economy

Energy in Europe

Social Europe

Bulletin of the European Communities

Eurostatistics.

If the experiment is successful, the Office will propose that the range of publications available be extended.

To publicize this service, the Office has undertaken an information campaign based on, amongst other things, the publication of a publicity catalogue and the placing of advertisements in as many issues as possible of the publications concerned.

In addition, information leaflets have been printed in all the languages and sent to various subscribers.

This information campaign aroused a certain interest amongst the public, and between April and December 1989 198 requests for information were received by the Office from potential clients.

Of these 198, 139 took the next step of returning the duly completed publicity questionnaire.

An analysis of these 139 questionnaires reveals the following:

(a) Interest by Member State

The interest expressed in the different Member States is as follows, in descending order:

1. United Kingdom
2. Belgium
3. FR of Germany
4. France
5. Italy, Netherlands
6. Spain
7. Luxembourg
8. Greece, Portugal, Denmark, Ireland.

(b) *Interest by publication proposed*

The *Supplement to the Official Journal* is by far the publication of most interest to potential advertisers (88%).

The other publications are as follows, in descending order:

1. *Bulletin of the European Communities*
2. *European economy*
3. Catalogues
4. *Social Europe*
5. *Euroabstracts*
6. *Energy in Europe*
7. *Eurostatistics*.

The language versions of most interest are English (25%), French (17%), German and Spanish (11% each).

Orders placed

Five contracts have been signed for a total invoice value of ECU 4 943. This amount may of course be considered negligible, but account must be taken of the lateness of the operation. The interest already shown and the requests for information received regularly by the Office give rise to hopes that, in 1990, this new activity will prove its worth and produce a sharply increased invoice value.

It should also be noted that opening up the publications in question to advertising has also led to certain operations involving exchanges of advertisements.

One of these has been implemented and involved the exchange of a one-page advertisement between *European economy*, on the one hand, and the German journal *Europäische Gegenwart* on the other.

A second such operation was in preparation at the end of the year.

2.2. Sales promotion

The promotional work, particularly for the publications concerning the priority programme, was continued and intensified.

Thus, the Office produced and distributed 19 leaflets advertising publications concerning the priority programme and 10 leaflets advertising other publications.

In total, some 2 500 000 copies of the leaflets were distributed.

The office was involved in the preparation and distribution of the following catalogues:

- Annual and quarterly catalogue of publications;
- Annual and quarterly catalogue of documents;
- Catalogue of the European Foundation;
- Mini-catalogue (*The European Community as a publisher*);
- Eurostat catalogue;
- Catalogue of the Economic and Social Committee;
- Cedefop lists.

The situation regarding fairs and exhibitions was as follows:

- Computer exhibitions: 6
- Book fairs involving Office staff: 17
- Fairs not involving Office staff (display of publications only): 10.

As regards participation in computer exhibitions, it should be pointed out that efforts were made in 1989 to improve collaboration between the Office and the various Commission hosts and database managers, and that cooperation was initiated leading, amongst other things, to the use of a joint stand.

A survey of a representative sample in four Member States, comprising 14 000 persons whose names were taken partly from the Office's customer files and partly from the files of the survey firms, was carried out in 1989 and was the subject of a summary report.

The Office is being visited more and more often by members of the public — mainly journalists, documentalists and businessmen — and is being asked to speak to large audiences at events organized in the Member States. The numbers showing an interest and capable of passing on the information received is estimated at some 500 persons for the year 1989.

On the occasion of its 20th anniversary, the Office also had an opportunity to explain the services it can provide to an audience composed of representatives of the institutions and the media.

To celebrate its founding, the Office also organized two exhibitions — one at the Commission in Brussels and the other on its own premises.

Finally, the film *A publishing house for Europe*, in nine language versions, was widely distributed through the sales network and Community information channels (Commission offices, European documentation centres, etc.)

2.3. Sales revenue

2.3.1. Periodicals

Table 6 shows the general trends in subscriptions to the Official Journal, the other periodicals and the documents.

Sales are up by 7.26% overall.

(a) *Official Journal*

Table 7 shows the trends in subscriptions to the paper version of the L + C and S series of the Official Journal and to the microfiche version of the L + C series.

Although there was a slight drop for some language versions, the overall results show an encouraging increase in sales in all cases.

The new subscription to competition notices, introduced in 1988, has proved a continued success, with sales up by some 93.9 %.

(b) *Other publications*

Table 8 shows the trends in subscriptions to periodicals other than the Official Journal.

The general trend was down by 0.11%.

Figures were up for the Parliament (+ 3.02%), the Court of Justice (+ 7.82%) and the Economic and Social Committee (+ 16.14%), but down for the Commission (– 1.17%).

In the case of Commission publications, there was a clear increase for the *Erasmus Newsletter*, *Social Europe* and *Social Europe Supplements*, and a considerable drop for the monthly *Iron and steel bulletin* and the *Cedefop Vocational training bulletin*.

However, the latter result should be viewed in the context of the sustained increase for the Cedefop *Vocational training bulletin* over the previous two years and the relatively normal nature of the drop in 1989.

Table 9 shows trends in subscriptions to the Documents series. The upward trend of the previous year continued in 1989, with an average increase of 24.57%.

Table 6 – General overview of subscription trends

| Publication | 1988 | 1989 | Change (in %) |
|--------------------------------|--------|--------|------------------|
| Official Journal | | | |
| L + C series (paper) | 11 958 | 12 923 | + 8.07 |
| S series (paper) | 5 753 | 6 173 | + 7.30 |
| L + C series (microfiche) | 729 | 864 | + 18.52 |
| C series (competitions) | 1 049 | 2 034 | + 93.90 |
| Publications other than the OJ | 22 759 | 22 734 | - 0.11 |
| Documents | 3 403 | 4 239 | + 24.57 |
| Grand total | 45 651 | 48 967 | + 7.26 |

Table 7 – Trends in subscriptions to the Official Journal

L + C and S series

L + C series – microfiche

| Language | L + C series paper | | S series paper | | L + C series microfiche | |
|----------|-----------------------|--------|-------------------|-------|----------------------------|------|
| | 1988 | 1989 | 1988 | 1989 | 1988 | 1989 |
| ES | 2 070 | 2 206 | 352 | 350 | 73 | 101 |
| DA | 414 | 461 | 218 | 258 | 42 | 43 |
| DE | 1 412 | 1 505 | 662 | 703 | 102 | 127 |
| GR | 259 | 248 | 54 | 56 | 5 | 4 |
| EN | 1 850 | 2 151 | 2 280 | 2 540 | 226 | 244 |
| FR | 2 525 | 2 745 | 834 | 900 | 153 | 200 |
| IT | 1 891 | 2 007 | 773 | 796 | 44 | 51 |
| NL | 926 | 951 | 466 | 440 | 71 | 72 |
| PT | 611 | 649 | 114 | 130 | 13 | 22 |
| Total | 11 958 | 12 923 | 5 753 | 6 173 | 729 | 864 |

Table 8 – Trends in subscriptions to publications other than the Official Journal

| Title | 1988 | 1989 |
|---|--------|--------|
| Parliament | | |
| Debates (paper edition) | 407 | 421 |
| Debates (microfiche version) | 55 | 56 |
| Verbatim reports of EP proceedings (microfiche) | 9 | 12 |
| Texts adopted by the EP (paper) | 91 | 90 |
| Total | 562 | 579 |
| Commission | | |
| Bulletin and supplements | 4 185 | 4 338 |
| Social Europe | 254 | 317 |
| Social Europe – Supplements | 498 | 593 |
| Economic surveys | 258 | 249 |
| Terminology bulletin | 267 | 270 |
| Information bulletin on vocational training | 3 920 | 3 488 |
| European Economy and supplements A + B | 2 506 | 2 663 |
| Energy in Europe | 807 | 886 |
| Erasmus newsletter | 414 | 826 |
| Euro-abstracts | 248 | 264 |
| Industrial short-term trends | 306 | 306 |
| Energy – monthly statistics | 702 | 699 |
| Bulletin of energy prices ¹ | 320 | – |
| Quarterly iron and steel bulletin ¹ | 347 | – |
| Monthly iron and steel bulletin | 298 | 247 |
| Monthly bulletin of external trade statistics | 493 | 509 |
| Eurostatistics | 1 177 | 1 186 |
| Agricultural statistics | 587 | 620 |
| Miscellaneous publications (for details see Table 8a) | 2 450 | 2 344 |
| Total | 20 037 | 19 805 |
| Court of Justice | | |
| Reports of cases before the Court | 1 906 | 2 055 |
| Economic and Social Committee | | |
| Bulletin | 254 | 295 |
| Grand total | 22 759 | 22 734 |

¹ Discontinued.

**Table 8a – Trends in subscriptions to publications other than the Official Journal –
Details of ‘Miscellaneous publications’**

| Title | 1988 | 1989 |
|---|-------|-------|
| European political cooperation documentation bulletin | 64 | 70 |
| Agricultural markets – 4 issues | 226 | 237 |
| Recent publications on the European Communities received by the Library | 127 | 144 |
| Europa transport: Annual report + analysis and forecasts | 142 | 156 |
| SCAD bulletin | 184 | 188 |
| Short-term trends in the distributive trades, retail trade sales, vehicle registration ¹ | 93 | — |
| Industrial production | 264 | 225 |
| ECU-EMS information | 333 | 312 |
| Consumer price index | 173 | 214 |
| Quarterly national accounts/ESA | 87 | 117 |
| Money and finance | 135 | 150 |
| Earnings – Industry and services | 121 | 137 |
| Balance of payments ¹ | 197 | — |
| Agricultural prices (microfiche) | 48 | 41 |
| Unemployment bulletin | 256 | 276 |
| Rapid statistics ² | — | 41 |
| Cronos agricultural prices ² | — | 36 |
| Total | 2 450 | 2 344 |

¹ Discontinued.

² New subscription.

Table 9 – Trends in document subscriptions

| Title | 1988 | 1989 |
|--------------------------------------|-------|-------|
| Parliament | | |
| Reports | | |
| Combined subscriptions ¹ | 53 | 82 |
| Selective subscriptions | 832 | 982 |
| Microfiche subscriptions | 95 | 110 |
| Total | 980 | 1 174 |
| Commission | | |
| COM documents | | |
| Combined subscriptions ¹ | 83 | 170 |
| Selective subscriptions | 1 215 | 1 535 |
| Microfiche subscriptions | 143 | 166 |
| Total | 1 441 | 1 871 |
| Economic and Social Committee | | |
| Opinions | | |
| Combined subscriptions ¹ | 52 | 85 |
| Selective subscriptions | 830 | 991 |
| Microfiche subscriptions | 100 | 118 |
| Total | 982 | 1 194 |
| Grand total | 3 403 | 4 239 |

¹ These figures include interinstitutional subscriptions.

2.3.2. Monographs

In 1989 the Office put 653 new titles on sale, broken down as follows:

Table 10 – First-time entries into the publications catalogue in 1989 (periodicals excluded)

| Institution | | |
|-------------------------------|-----|-----|
| – Parliament | | 11 |
| – Council | | 8 |
| – Commission | | 575 |
| – Eurostat | 38 | |
| – DG IX | 117 | |
| – DG V | 3 | |
| – DG XIII | 417 | |
| Economic and Social Committee | | 3 |
| Cedefop | | 37 |
| Court of Auditors | | 1 |
| European Foundation, Dublin | | 18 |
| Total | | 653 |

Tables 11 and 12 list the 15 best sellers, based respectively on the number of copies sold and sales value.

2.3.3. Electronic publications

In the field of electronic publications, the Office continued marketing the existing databases, i.e. TED, Celex, SCAD, Cronos, Comext, Regio and Sesame, and commenced marketing the INFO 92 base and the ABEL service.

Table 13 shows the trend in numbers of direct customers for the databases and the development of the distribution network (hosts, gateways and other intermediaries).

Table 13a shows the trend in amounts invoiced for electronic products in 1989.

On this last point, it should be mentioned that the fall-off in the amounts in 1989, compared with 1988, relates to the invoices drawn up. For technical reasons, there was a major backlog in the invoicing for TED in the year under review, and the services provided in 1989 will thus continue to be invoiced in 1990.

The same remark applies to the invoicing for Celex training and SCAD.

Another important remark concerns the sustained growth of the Statistical Office's datashop service. This type of service — a kind of 'document delivery' — has thus proved its worth to the public and should, if possible, be extended to other products.

Table 11 — The 15 best-selling publications
(by copies sold)

| Ranking | Title | Quantity | Net sales value (ECU) |
|---------|--|----------|-----------------------|
| 1 | Europe in figures | 16 894 | 28 044.15 |
| 2 | Treaties establishing the EC (1987 abridged edition) | 5 863 | 40 949.19 |
| 3 | Europe in figures (second edition) | 4 450 | 14 809.58 |
| 4 | Political map (12 States, folded) | 3 486 | 7 847.58 |
| 5 | 30 years of Community legislation | 3 186 | 11 230.78 |
| 6 | Basic statistics of the Community, 1987 (25th edition) | 3 117 | 9 906.05 |
| 7 | The Community legal order (third edition) | 2 611 | 4 287.36 |
| 8 | Directory of the Commission (September 1988) | 2 202 | 3 558.69 |
| 9 | Directory of the Commission (May 1988) | 2 027 | 3 192.56 |
| 10 | The social dimension of the internal market | 2 003 | 2 872.17 |
| 11 | Directory of the Commission (July 1989) | 1 847 | 3 464.20 |
| 12 | Panorama of EC industry 1989 | 1 792 | 18 523.05 |
| 13 | Common standards for enterprises | 1 684 | 5 854.05 |
| 14 | Seventeenth Report on Competition Policy | 1 602 | 10 926.00 |
| 15 | Completing the internal market | 1 600 | 5 103.20 |

Table 12 – The 15 best-selling publications
(by net sales value)

| Ranking | Title | Quantity | Net sales value (ECU) |
|---------|--|----------|-----------------------|
| 1 | Treaties establishing the EC (1987 abridged edition) | 5 863 | 40 949.19 |
| 2 | Europe in figures | 16 894 | 28 044.15 |
| 3 | Treaties establishing the EC (Volume 1) | 1 054 | 22 453.20 |
| 4 | Panorama of EC industry 1989 | 1 792 | 18 523.05 |
| 5 | Europe in figures (second edition) | 4 450 | 14 809.58 |
| 6 | Research on the 'cost of non-Europe' (Volume 9) | 371 | 13 500.00 |
| 7 | Nimexe 1987 A-Z Microfiche | 49 | 11 952.00 |
| 8 | 30 years of Community legislation | 3 186 | 11 230.78 |
| 9 | Treaties establishing the EC (Volumes 1+2) | 204 | 11 148.80 |
| 10 | Seventeenth Report on Competition Policy | 1 602 | 10 926.00 |
| 11 | Panorama of EC industry 1989 (reprint) | 1 031 | 10 842.30 |
| 12 | Basic statistics of the Community, 1987 (25th edition) | 3 117 | 9 906.05 |
| 13 | Research on the 'cost of non-Europe' (Volume 1) | 572 | 9 547.79 |
| 14 | Guide to professions for the single market | 1 170 | 8 340.74 |
| 15 | Political map (12 States, folded) | 3 486 | 7 847.58 |

Table 13 – Trend in distribution of databases

| | 1989 | 1988 |
|---------------------------|-------|------|
| 1. Clients | | |
| 1.1. TED | | |
| End users | 782 | 504 |
| Brokers | 207 | 119 |
| Eurodesks | 118 | 38 |
| Free | 15 | |
| Total clients | 1 122 | 661 |
| 1.2. Celex/SCAD/INFO 92 | | |
| End users | 583 | 304 |
| Universities | 31 | 12 |
| EDC | 138 | 101 |
| Eurodesks | 144 | 38 |
| Free | 5 | 4 |
| Permanent Representatives | 6 | 2 |
| Gateway clients | 18 | 16 |
| Total clients | 925 | 477 |
| 1.3. Abel (November 1989) | | |
| End users | 10 | |
| 2. Gateways and hosts | | |
| 2.1. TED | | |
| Hosts | 9 | 5 |
| Gateways | 4 | 5 |
| Commercial agents | 6 | |
| 2.2. Celex | | |
| Hosts/licence | 12 | 4 |
| Gateways | 3 | |
| Commercial agents | 5 | |
| 2.3. SCAD | | |
| Hosts/licence | 7 | 2 |
| Gateways | 2 | 5 |
| Commercial agents | 4 | |
| 2.4. INFO 92 | | |
| Hosts/licence | 4 | |
| Gateways | 2 | |
| Commercial agents | 1 | |

Table 13a – Amounts invoiced in 1989 – electronic products

(in ECU)

| Product | Invoices/ credit notes (total 1989) | Total 1988 |
|-------------------------------------|---|------------------|
| I – TED | | |
| 1. Royalties | 43 256 | |
| 2. On-line consultation (end user) | 20 158 | |
| 3. Consultation by broker | 17 711 | |
| 4. Chamber of Commerce tariff | 575 | |
| 5. Telex consultation (end user) | 6 151 | |
| | 87 851 | 97 789 |
| II – TED/PABL 1 | | |
| 1. Royalties | 0 | 5 220 |
| III – Celex | | |
| 1. Royalties | 49 465 | |
| 2. Consultation | 145 984 | |
| 3. Training | 4 826 | |
| 4. Manual | 161 | |
| | 200 436 | 139 652 |
| IV – SCAD | | |
| 1. Royalties | 3 875 | |
| 2. Consultation | 13 583 | |
| 3. Training | 138 | |
| 4. Manual | 84 | |
| | 17 680 | 8 483 |
| V – Celex/SCAD | | |
| 1. Training | 5 635 | 22 286 |
| Total Eurobases (III, IV, V) | 223 751 | 7 328 094 |

Table 13a (continued)

| | | (in ECU) | |
|---------------------------|---|------------|--|
| Product | Invoices/ credit notes (total 1989) | Total 1988 | |
| VI — Eurostat | | | |
| A — Data banks | | | |
| 1. Royalties for Cronos | 0 | 3 903 | |
| B — Magnetic tapes | | | |
| 1. TES | 0 | | |
| 2. BDS | 0 | | |
| 3. Cronos | 20 626 | | |
| 4. Comext | 64 573 | | |
| 5. Sabine | 935 | | |
| 6. Regio | 7 325 | | |
| | 93 459 | 72 082 | |
| C — Datashop | | | |
| 1. Books | 0 | | |
| 2. TES | 0 | | |
| 3. BDS | 0 | | |
| 4. Regio | 125 | | |
| 5. Cronos | 13 064 | | |
| 6. Comext | 76 950 | | |
| 7. Photocopies | 900 | | |
| 8. Diskettes | 4 625 | | |
| 9. Administrative charges | 5 045 | | |
| | 100 709 | 68 771 | |
| VII — Magnetic tapes | | | |
| 1. Official Journal | 0 | | |
| 2. Einecs | 2 572 | | |
| 3. Eurovoc | 3 450 | | |
| 4. BDS (DG II) | 7 940 | | |
| 5. Volimex (DG II) | 1 106 | | |
| | 15 068 | 13 955 | |
| VIII — Formex | 0 | 116 | |
| Grand total | 520 838 | 428 352 | |

3. Co-publishing

- 3.1. Introduction**
- 3.2. Co-publishing**
- 3.3. Copyright**
- 3.4 Royalties**

3.1. Introduction

On 30 June 1989 the Management Committee decided to set up a new service in the Publications Office. The aim is to exploit financial resources, technical expertise and additional distribution channels available amongst official and commercial publishers, with a view to strengthening the Communities' publishing activity.

This new service was set up by the end of 1989. Its effectiveness depends on its having a competent staff, who should be recruited as soon as possible, and on a new approach to publications, involving a change in behaviour. In the first place, much more account will have to be taken than at present of the commercial standards in marketing and financial returns, if it is to occupy any significant place amongst high-performance publishers; secondly, the originating departments will have to be persuaded to assume their share of responsibility in the implementation of the contractual conditions negotiated on their behalf by the Office with outside publishers; and thirdly, more effective methods of funding will have to be found for both the contracts currently being negotiated and the execution of obligations already concluded.

3.2. Co-publishing

The Office's co-publishing activities remained at more or less the same level as in 1988.

Eleven new publications were co-produced during the year (12 in 1988), and 14 new contracts were concluded (the same as in 1988). Negotiations were suspended or abandoned on four projects involving 46 publications.

3.3. Copyright

The number of requests for copyright concessions, on the other hand, has increased considerably. The 80 requests received by the Office during 1989 can be broken down as follows:

| Concessions | 1989 | 1988 |
|--|------|------|
| Partial reproduction | 63 | 29 |
| Reproduction in full (excluding maps) | 5 | 7 |
| Reproduction of maps | 5 | 1 |
| Translation rights | 7 | 0 |
| Total | 80 | 37 |

3.4. Royalties

Reproduction licences granted in connection with copyright brought in ECU 22 208.

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

(Tables 14, 15, 16)

Total budgetary expenditure was ECU 30 021 838.98 as against ECU 28 008 901.43 in 1988, an increase of 7.19%.

Expenditure on staff (Title 1) was ECU 17 287 859.46 as against ECU 15 566 824.34 in 1988, an increase of 11.06%.

Operating expenditure (Titles 2 and 3) amounted to ECU 12 733 979.52 as against ECU 12 442 077.09 in 1988, an increase of 2.35%.

Chapter 21 (Data processing) had to be substantially boosted via transfers (an extra ECU 1 679 000), mainly to install the technical infrastructure required to implement the rationalization measures and to overcome difficulties in recruiting officials with the requisite qualifications.

Postage and delivery charges amounted to ECU 4 803 515.51 as against ECU 5 241 807.81 in 1988. They account for 38.86% of all expenditure under Title 2.

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

99.07% for Title 1;

99.56% for Titles 2 and 3.

Table 14 shows the trends in Office expenditure from 1988 to 1989 and gives a breakdown of budget expenditure in 1989.

Table 15 gives a breakdown of Office expenditure in 1989 by department.

Table 16 shows pro forma invoices for the services provided to the institutions by the various departments of the Office.

Table 14 — Budget expenditure in 1989

(in ECU)

| Item/ Article/ Chapter | Heading | Appropriations 1989 | | | Expenditure 1989 | | | Total expenditure in 1988 |
|------------------------------|--|---------------------------|-----------|-------------------------|------------------------------|----------------|----------------------|---------------------------------|
| | | Initial appropriations | Transfers | Final appropriations | Expenditure at 31.12.1989 | Amounts c/f | Total expenditure | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 1100 | Basic salaries | 11 795 500 | - 592 200 | 11 203 300 | 11 179 966.81 | 0.00 | 11 179 966.81 | 10 087 732.84 |
| 1101 | Family allowances | 1 285 500 | - 35 000 | 1 250 500 | 1 221 581.72 | 0.00 | 1 221 581.72 | 1 106 333.47 |
| 1102 | Expatriation allowances etc. | 1 465 000 | - 15 000 | 1 450 000 | 1 436 604.55 | 0.00 | 1 436 604.55 | 1 258 558.76 |
| 1103 | Secretarial allowances | 99 500 | 0 | 99 500 | 99 223.05 | 0.00 | 99 223.05 | 92 906.64 |
| 110 | Total Article 110 | 14 645 500 | - 642 200 | 14 003 300 | 13 937 376.13 | 0.00 | 13 937 376.13 | 12 545 531.71 |
| 1110 | Auxiliary staff | 65 000 | 94 000 | 159 000 | 157 797.23 | 0.00 | 157 797.23 | 58 713.10 |
| 1112 | Local staff | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 125 563.91 |
| 111 | Total Article 111 | 65 000 | 94 000 | 159 000 | 157 797.23 | 0.00 | 157 797.23 | 184 277.01 |
| 1120 | Staff further training | 45 500 | 33 500 | 79 000 | 35 005.46 | 39 045.23 | 74 050.69 | 90 195.79 |
| 1130 | Sickness insurance | 318 500 | - 13 500 | 305 000 | 302 062.26 | 0.00 | 302 062.26 | 272 909.84 |
| 1131 | Accident insurance | 88 500 | - 12 000 | 76 500 | 74 813.47 | 0.00 | 74 813.47 | 67 720.82 |
| 1132 | Unemployment insurance | 4 400 | 0 | 4 400 | 755.17 | 0.00 | 755.17 | 199.19 |
| 1133 | Pension rights | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 113 | Total Article 113 | 411 400 | - 25 500 | 385 900 | 377 630.90 | 0.00 | 377 630.90 | 340 829.85 |
| 1140 | Birth/death grants | 4 200 | 0 | 4 200 | 2 071.24 | 0.00 | 2 071.24 | 1 103.81 |
| 1141 | Annual leave travel expenses | 223 000 | 0 | 223 000 | 215 542.59 | 0.00 | 215 542.59 | 175 406.83 |
| 1142 | Housing/travel allowances | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1143 | Entertainment allowances | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1144 | Local travel allowances | 1 000 | 0 | 1 000 | 412.99 | 0.00 | 412.99 | 829.27 |
| 1145 | Special allowances for accounts officers | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1147 | Shiftwork allowances | 33 000 | - 11 500 | 21 500 | 11 786.21 | 0.00 | 11 786.21 | 8 162.66 |
| 1149 | Other allowances | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 114 | Total Article 114 | 261 200 | - 11 500 | 249 700 | 229 813.03 | 0.00 | 229 813.03 | 185 502.57 |
| 1150 | Overtime | 100 000 | 0 | 100 000 | 93 273.77 | 0.00 | 93 273.77 | 103 416.49 |
| 1174 | Freelance proof-readers | 1 135 300 | 368 000 | 1 503 300 | 1 090 271.80 | 412 996.86 | 1 503 268.66 | 1 447 000.00 |
| 1175 | Other work sent out | 27 500 | 162 000 | 189 500 | 145 162.18 | 44 116.34 | 189 278.52 | 141 434.13 |
| 117 | Total Article 117 | 1 162 800 | 530 000 | 1 692 800 | 1 235 433.98 | 457 113.20 | 1 692 547.18 | 1 588 434.13 |
| 1181 | Travel expenses | 10 500 | 0 | 10 500 | 2 579.82 | 2 420.18 | 5 000.00 | 6 000.00 |
| 1182 | Installation allowances | 118 000 | 0 | 118 000 | 86 622.39 | 31 377.61 | 118 000.00 | 65 000.00 |
| 1183 | Removal expenses | 59 500 | 0 | 59 500 | 21 310.70 | 8 505.62 | 29 816.32 | 13 040.00 |
| 1184 | Temporary subsistence allowances | 104 000 | 0 | 104 000 | 78 760.80 | 21 239.20 | 100 000.00 | 90 000.00 |
| 118 | Total Article 118 | 292 000 | 0 | 292 000 | 189 273.71 | 63 542.61 | 252 816.32 | 174 040.00 |

Table 14 (continued)

(in ECU)

| Item/ Article/ Chapter | Heading | Appropriations 1989 | | | Expenditure 1989 | | | Total expenditure in 1988 |
|------------------------------|---|---------------------------|-----------|-------------------------|------------------------------|----------------|----------------------|---------------------------------|
| | | Initial appropriations | Transfers | Final appropriations | Expenditure at 31.12.1989 | Amounts c/f | Total expenditure | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 1190 | Weightings | 0 | 32 200 | 32 200 | 24 328.35 | 0.00 | 24 328.35 | 0.00 |
| 1191 | Provisional appropriations | 269 500 | - 265 000 | 4 500 | 0.00 | 0.00 | 0.00 | 0.00 |
| 119 | Total Article 119 | 269 500 | - 232 800 | 36 700 | 24 328.35 | 0.00 | 24 328.35 | 0.00 |
| 11 | Total Chapter 11 | 17 252 900 | - 254 500 | 16 998 400 | 16 279 932.56 | 559 701.04 | 16 839 633.60 | 15 212 227.55 |
| 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 |
| 1300 | Mission expenses | 225 000 | 30 000 | 255 000 | 208 531.11 | 46 468.89 | 255 000.00 | 176 800.00 |
| 13 | Total Chapter 13 | 225 000 | 30 000 | 255 000 | 208 531.11 | 46 468.89 | 255 000.00 | 176 800.00 |
| 1400 | Restaurant/canteen costs | 5 600 | 7 000 | 12 600 | 4 476.17 | 7 949.69 | 12 425.86 | 5 418.96 |
| 1401 | Canteen conversion/replacement | 1 400 | 0 | 1 400 | 0.00 | 0.00 | 0.00 | 1 252.83 |
| 14 | Total Chapter 14 | 7 000 | 7 000 | 14 000 | 4 476.17 | 7 949.69 | 12 425.86 | 6 671.79 |
| 1610 | Staff social contacts | 7 700 | 2 500 | 10 200 | 8 162.54 | 2 037.46 | 10 200.00 | 7 850.00 |
| 1620 | Other welfare expenditure | 15 500 | 0 | 15 500 | 15 272.20 | 227.80 | 15 500.00 | 12 500.00 |
| 1630 | Early Childhood Centre | 138 500 | 3 500 | 142 000 | 87 223.72 | 54 776.28 | 142 000.00 | 149 175.00 |
| 16 | Total Chapter 16 | 161 700 | 6 000 | 167 700 | 110 658.46 | 57 041.54 | 167 700.00 | 169 525.00 |
| 1701 | Entertainment and representation expenses | 1 600 | 11 500 | 13 100 | 11 406.45 | 1 693.55 | 13 100.00 | 1 600.00 |
| 17 | Total Chapter 17 | 1 600 | 11 500 | 13 100 | 11 406.45 | 1 693.55 | 13 100.00 | 1 600.00 |
| | Total Title 1 | 17 649 000 | - 200 000 | 17 449 000 | 16 615 004.75 | 672 854.71 | 17 287 859.46 | 15 566 824.34 |

| Item/ Article/ Chapter | Heading | Appropriations 1989 | | | Expenditure 1989 | | | Total expenditure in 1988 |
|------------------------------|--------------------------------------|---------------------------|-----------|-------------------------|------------------------------|----------------|----------------------|---------------------------------|
| | | Initial appropriations | Transfers | Final appropriations | Expenditure at 31.12.1989 | Amounts c/f | Total expenditure | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 2000 | Rent | 2 198 000 | - 101 000 | 2 097 000 | 2 062 390.81 | 34 594.54 | 2 096 985.35 | 2 027 383.53 |
| 2010 | Insurance | 12 000 | 0 | 12 000 | 9 697.92 | 2 302.08 | 12 000.00 | 10 000.00 |
| 2020 | Water/gas etc. | 430 000 | - 8 000 | 422 000 | 336 818.94 | 84 364.21 | 421 183.15 | 389 778.86 |
| 2030 | Cleaning/maintenance | 395 000 | - 12 000 | 383 000 | 237 122.99 | 141 716.77 | 378 839.76 | 405 915.76 |
| 2040 | Fitting-out of premises | 17 000 | 40 000 | 57 000 | 9 116.75 | 47 883.25 | 57 000.00 | 12 500.00 |
| 2050 | Building security/surveillance | 175 000 | 20 000 | 195 000 | 155 447.22 | 35 284.18 | 190 731.40 | 191 903.86 |
| 2060 | Acquisition of immovable property | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2070 | Building construction | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2080 | Other preliminary expenditure | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2090 | Other building expenditure | 8 000 | 0 | 8 000 | 2 635.60 | 5 364.40 | 8 000.00 | 6 997.88 |
| 20 | Total Chapter 20 | 3 235 000 | - 61 000 | 3 174 000 | 2 813 230.23 | 351 509.43 | 3 164 739.66 | 3 044 479.89 |
| 2100 | Computer centre operations | 1 150 000 | 462 000 | 1 612 000 | 1 216 383.27 | 394 243.90 | 1 610 627.17 | 1 333 980.74 |
| 2130 | Outside computer operations | 15 000 | 0 | 15 000 | 0.00 | 14 927.81 | 14 927.81 | 0.00 |
| 2140 | Outside analysis/programming | 285 000 | 1 217 000 | 1 502 000 | 353 890.96 | 1 147 963.16 | 1 501 854.12 | 739 633.50 |
| 21 | Total Chapter 21 | 1 450 000 | 1 679 000 | 3 129 000 | 1 570 274.23 | 1 557 134.87 | 3 127 409.10 | 2 073 614.24 |
| 2200 | New purchases of technical equipment | 60 000 | 90 000 | 150 000 | 1 067.00 | 113 985.78 | 115 052.78 | 52 397.74 |
| 2201 | Replacement of technical equipment | 115 000 | - 115 000 | 0 | 0.00 | 0.00 | 0.00 | 351 698.36 |
| 2202 | Hire of technical equipment | 225 000 | - 95 000 | 130 000 | 94 193.27 | 35 635.11 | 129 828.38 | 139 511.19 |
| 2203 | Maintenance of technical equipment | 180 000 | - 10 000 | 170 000 | 102 564.50 | 62 641.95 | 165 206.45 | 129 933.10 |
| 2204 | Electronic office equipment | 24 000 | 4 000 | 28 000 | 22 316.39 | 5 547.27 | 27 863.66 | 39 924.83 |
| 220 | Total Article 220 | 604 000 | - 126 000 | 478 000 | 220 141.16 | 217 810.11 | 437 951.27 | 713 465.22 |
| 2210 | New purchases of furniture | 40 000 | 0 | 40 000 | 22 721.00 | 17 223.35 | 39 944.35 | 69 604.37 |
| 2211 | Replacement of furniture | 4 000 | 5 000 | 9 000 | 0.00 | 8 841.30 | 8 841.30 | 3 632.35 |
| 2212 | Hire of furniture | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2213 | Maintenance of furniture | 1 000 | 0 | 1 000 | 0.00 | 0.00 | 0.00 | 225.00 |
| 221 | Total Article 221 | 45 000 | 5 000 | 50 000 | 22 721.00 | 26 064.65 | 48 785.65 | 73 461.72 |
| 2230 | New purchases of vehicles | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 14 988.89 |
| 2231 | Replacement of vehicles | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2232 | Hire of vehicles | 21 000 | 0 | 21 000 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2233 | Maintenance of vehicles | 20 000 | 8 000 | 28 000 | 19 733.08 | 8 179.82 | 27 912.90 | 18 363.83 |
| 223 | Total Article 223 | 41 000 | 8 000 | 49 000 | 19 733.08 | 8 179.82 | 27 912.90 | 33 352.72 |

Table 14 (continued)

(in ECU)

| Item/ Article/ Chapter | Heading | Appropriations 1989 | | | Expenditure 1989 | | | Total expenditure in 1988 |
|------------------------------|-------------------------------------|---------------------------|-------------|-------------------------|------------------------------|----------------|----------------------|---------------------------------|
| | | Initial appropriations | Transfers | Final appropriations | Expenditure at 31.12.1989 | Amounts c/f | Total expenditure | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 2250 | Library funds/books | 1 400 | 4 000 | 5 400 | 3 504.59 | 1 693.50 | 5 198.09 | 4 215.85 |
| 2251 | Library documentation equipment | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2252 | Subscriptions to papers/periodicals | 2 000 | 1 000 | 3 000 | 2 090.85 | 864.80 | 2 955.65 | 3 710.13 |
| 2253 | News agency subscriptions | 600 | 0 | 600 | 388.81 | 61.19 | 450.00 | 375.57 |
| 2254 | Bookbinding | 1 400 | 3 000 | 4 400 | 0.00 | 4 339.06 | 4 339.06 | 1 965.04 |
| 2255 | Subscriptions to view-data services | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 225 | Total Article 225 | 5 400 | 8 000 | 13 400 | 5 984.25 | 6 958.55 | 12 942.80 | 10 266.59 |
| 22 | Total Chapter 22 | 695 400 | - 105 000 | 590 400 | 268 579.49 | 259 013.13 | 527 592.62 | 830 546.25 |
| 2300 | Stationery/office supplies | 942 260 | - 243 500 | 698 760 | 327 572.13 | 370 812.05 | 698 384.18 | 896 025.69 |
| 2320 | Bank charges | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2329 | Other financial charges | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 232 | Total Article 232 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2330 | Legal expenses | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2340 | Damages | 0 | 1 000 | 1 000 | 841.41 | 0.00 | 841.41 | 0.00 |
| 2350 | Miscellaneous insurance | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2351 | Uniforms etc. | 6 100 | 5 000 | 11 100 | 1 385.25 | 9 714.52 | 11 099.77 | 11 628.52 |
| 2352 | Expenditure on meetings | 1 400 | 0 | 1 400 | 1 272.67 | 61.54 | 1 334.21 | 1 300.00 |
| 2353 | Removals/handling | 15 000 | 52 000 | 67 000 | 15 192.14 | 50 427.76 | 65 619.90 | 21 000.00 |
| 2359 | Other operating expenditure | 240 | 0 | 240 | 86.70 | 153.30 | 240.00 | 0.00 |
| 235 | Total Article 235 | 22 740 | 57 000 | 79 740 | 17 936.76 | 60 357.12 | 78 293.88 | 33 928.52 |
| 2392 | Commission services | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | Total Chapter 23 | 965 000 | - 185 500 | 779 500 | 346 350.30 | 431 169.17 | 777 519.47 | 929 954.21 |
| 2400 | Postage etc. | 5 975 000 | - 1 170 000 | 4 805 000 | 4 233 152.39 | 570 363.12 | 4 803 515.51 | 5 241 807.81 |
| 2410 | Telephone etc. | 165 000 | 35 000 | 200 000 | 180 064.65 | 19 909.22 | 199 973.87 | 216 695.19 |
| 24 | Total Chapter 24 | 6 140 000 | - 1 135 000 | 5 005 000 | 4 413 217.04 | 590 272.34 | 5 003 489.38 | 5 458 503.00 |
| 2500 | Meetings in general | 25 000 | 8 500 | 33 500 | 14 261.98 | 19 068.28 | 33 330.26 | 25 000.00 |
| 2550 | Conferences/congresses | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | Total Chapter 25 | 25 000 | 8 500 | 33 500 | 14 261.98 | 19 068.28 | 33 330.26 | 25 000.00 |

(in ECU)

| Item/ Article/ Chapter | Heading | Appropriations 1989 | | | Expenditure 1989 | | | Total expenditure in 1988 |
|------------------------------|-----------------------|---------------------------|---------------|-------------------------|------------------------------|---------------------|----------------------|---------------------------------|
| | | Initial appropriations | Transfers | Final appropriations | Expenditure at 31.12.1989 | Amounts c/f | Total expenditure | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 2600 | Consultations/studies | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26 | Total Chapter 26 | 0 | 0 | 0 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total Title 2 | 12 510 400 | 201 000 | 12 711 400 | 9 425 913.27 | 3 208 167.22 | 12 634 080.49 | 12 362 097.59 |
| 3412 | Publicity/promotion | 80 000 | 20 000 | 100 000 | 74 487.66 | 25 411.37 | 99 899.03 | 79 979.50 |
| 34 | Total Chapter 34 | 80 000 | 20 000 | 100 000 | 74 487.66 | 25 411.37 | 99 899.03 | 79 979.50 |
| | Total Title 3 | 80 000 | 20 000 | 100 000 | 74 487.66 | 25 411.37 | 99 899.03 | 79 979.50 |
| | Total | 30 239 400 | 21 000 | 30 260 400 | 26 115 405.68 | 3 906 433.30 | 30 021 838.98 | 28 008 901.43 |

Table 15 — Breakdown of Office expenditure by department

(in ECU)

| Item | Heading | Management and secretariat | OP1 — Administrative and technical services | | | | | | | | | OP2 Official Journal | OP3 Publications | OP4 Sales and accounting | Total |
|------|--|----------------------------|---|---------------------|--------------------|------------------|-----------------|-----------|------------------|-------------|-------------|-------------------------|---------------------|-----------------------------|------------|
| | | | Staff | Contract management | Project management | Documentary aids | Computer centre | Workshops | General services | Dispatching | Micrography | | | | |
| 1100 | Basic salaries | 478 728 | 265 117 | 891 945 | 153 638 | 401 719 | 151 567 | 1 339 047 | 566 076 | 586 495 | 183 367 | 2 543 484 | 2 366 251 | 1 252 533 | 11 179 967 |
| 1101 | Family allowances | 36 449 | 36 557 | 118 306 | 17 041 | 20 564 | 32 318 | 187 896 | 53 550 | 70 359 | 35 228 | 255 928 | 238 820 | 118 566 | 1 221 582 |
| 1102 | Expatriation allowances etc. | 42 846 | 31 934 | 99 290 | 28 325 | 62 876 | 12 734 | 129 932 | 29 662 | 38 623 | 17 502 | 420 540 | 346 687 | 175 652 | 1 436 604 |
| 1103 | Secretarial allowances | 5 490 | 3 957 | 15 230 | 1 492 | 1 947 | 4 390 | 11 828 | 2 234 | 2 984 | 0 | 10 231 | 8 433 | 31 008 | 99 223 |
| 1110 | Auxiliary staff | 4 736 | 0 | 17 | 0 | 0 | 0 | 0 | 57 766 | 0 | 0 | 0 | 21 893 | 73 386 | 157 797 |
| 1112 | Local staff | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1120 | Further training for staff | 19 019 | 2 527 | 6 484 | 1 789 | 501 | 14 234 | 21 505 | 0 | 0 | 0 | 2 938 | 4 153 | 902 | 74 051 |
| 1130 | Insurance against sickness | 12 987 | 7 133 | 24 459 | 4 134 | 10 809 | 4 079 | 35 662 | 15 229 | 15 780 | 4 934 | 68 552 | 64 564 | 33 739 | 302 062 |
| 1131 | Insurance against accidents | 3 217 | 1 767 | 6 047 | 1 025 | 2 677 | 1 011 | 8 834 | 3 771 | 3 908 | 1 222 | 16 982 | 15 995 | 8 358 | 74 814 |
| 1132 | Unemployment insurance for temporary staff | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 523 | 232 | 0 | 755 |
| 1140 | Birth and death grants | 0 | 518 | 0 | 0 | 0 | 0 | 0 | 0 | 518 | 0 | 0 | 518 | 518 | 2 071 |
| 1141 | Annual leave travel expenses | 1 716 | 3 321 | 3 463 | 1 193 | 11 563 | 689 | 22 066 | 8 065 | 12 858 | 4 710 | 67 946 | 60 517 | 17 434 | 215 543 |
| 1144 | Fixed local travel allowances | 413 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 413 |
| 1147 | Various allowances | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 11 786 | 0 | 0 | 0 | 0 | 0 | 11 786 |
| 1150 | Overtime | 0 | 0 | 0 | 0 | 0 | 2 699 | 15 222 | 37 230 | 28 413 | 4 502 | 5 209 | 0 | 0 | 93 274 |
| 1174 | Freelance proof-readers | 0 | 0 | 0 | 0 | 117 278 | 0 | 0 | 0 | 0 | 0 | 842 230 | 543 761 | 0 | 1 503 269 |
| 1175 | Outside translation/typing | 54 937 | 0 | 41 664 | 0 | 0 | 0 | 20 621 | 32 387 | 0 | 0 | 0 | 0 | 39 670 | 189 278 |
| 1181 | Travel expenses | 0 | 0 | 278 | 837 | 235 | 0 | 0 | 162 | 0 | 0 | 1 302 | 568 | 1 618 | 5 000 |
| 1182 | Installation allowances | 0 | 0 | 0 | 0 | 7 685 | 0 | 0 | 0 | 0 | 0 | 58 782 | 43 334 | 8 199 | 118 000 |
| 1183 | Removal expenses | 0 | 0 | 0 | 0 | 2 940 | 0 | 0 | 0 | 795 | 0 | 13 516 | 9 226 | 3 338 | 29 816 |
| 1184 | Temporary daily subsistence | 0 | 0 | 1 503 | 4 366 | 9 284 | 0 | 0 | 2 002 | 0 | 0 | 40 192 | 26 957 | 15 696 | 100 000 |
| 1301 | Corrective coefficients | 1 399 | 830 | 405 | 325 | 281 | 485 | 944 | 1 347 | 159 | 71 | 2 471 | 11 300 | 4 310 | 24 328 |
| 1302 | Missions Brussels/Strasbourg | 14 669 | 8 702 | 4 240 | 3 410 | 2 947 | 5 084 | 9 897 | 14 116 | 1 669 | 745 | 25 904 | 118 440 | 45 177 | 255 000 |
| 1701 | Entertainment/represent. expenses | 0 | 6 393 | 0 | 0 | 2 079 | 0 | 1 065 | 0 | 0 | 0 | 0 | 0 | 3 563 | 13 100 |
| | Subtotal | 676 606 | 368 757 | 1 213 330 | 217 574 | 655 387 | 229 291 | 1 804 519 | 835 384 | 762 561 | 252 280 | 4 376 731 | 3 881 649 | 1 833 665 | 17 107 733 |
| 1400 | Running of canteen | 491 | 268 | 881 | 158 | 476 | 167 | 1 311 | 607 | 554 | 183 | 3 179 | 2 819 | 1 332 | 12 426 |
| 1401 | Canteen replacement | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1610 | Staff social contacts | 403 | 220 | 723 | 130 | 391 | 137 | 1 076 | 498 | 455 | 150 | 2 610 | 2 314 | 1 093 | 10 200 |
| 1620 | Other welfare expenditure | 613 | 334 | 1 099 | 197 | 594 | 208 | 1 635 | 757 | 691 | 229 | 3 965 | 3 517 | 1 661 | 15 500 |
| 1630 | Early Childhood Centre | 5 616 | 3 061 | 10 071 | 1 806 | 5 440 | 1 903 | 14 978 | 6 934 | 6 330 | 2 094 | 36 328 | 32 219 | 15 220 | 142 000 |
| | Total Title 1 | 683 730 | 372 640 | 1 226 105 | 219 865 | 662 287 | 231 705 | 1 823 518 | 844 179 | 770 590 | 254 937 | 4 422 813 | 3 922 518 | 1 852 971 | 17 287 859 |
| 200 | Rent | 82 935 | 45 201 | 148 724 | 26 669 | 80 334 | 28 105 | 221 189 | 102 397 | 93 471 | 30 923 | 536 479 | 475 794 | 224 762 | 2 096 985 |
| 201 | Insurance | 475 | 259 | 851 | 153 | 460 | 161 | 1 266 | 586 | 535 | 177 | 3 070 | 2 723 | 1 286 | 12 000 |
| 202 | Water, gas, electricity, heating | 16 658 | 9 079 | 29 872 | 5 357 | 16 135 | 5 645 | 44 426 | 20 567 | 18 774 | 6 211 | 107 753 | 95 564 | 45 144 | 421 183 |
| 203 | Cleaning and maintenance | 14 983 | 8 166 | 26 868 | 4 818 | 14 513 | 5 077 | 39 960 | 18 499 | 16 886 | 5 587 | 96 920 | 85 957 | 40 605 | 378 840 |
| 204 | Fitting-out of premises | 2 254 | 1 229 | 4 043 | 725 | 2 184 | 764 | 6 012 | 2 783 | 2 541 | 841 | 14 583 | 12 933 | 6 109 | 57 000 |
| 205 | Security and surveillance | 7 543 | 4 111 | 13 527 | 2 426 | 7 307 | 2 556 | 20 118 | 9 314 | 8 502 | 2 813 | 48 795 | 43 276 | 20 443 | 190 731 |
| 208 | Other preliminary expenditure | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 209 | Other expenditure on buildings | 316 | 172 | 567 | 102 | 306 | 107 | 844 | 391 | 357 | 118 | 2 047 | 1 815 | 857 | 8 000 |
| | Total Chapter 20 | 125 165 | 68 216 | 224 452 | 40 249 | 121 239 | 42 416 | 333 816 | 154 537 | 141 065 | 46 669 | 809 646 | 718 061 | 339 207 | 3 164 739 |

Table 15 (continued)

(in ECU)

| Item | Heading | Management and secretariat | OP1 — Administrative and technical services | | | | | | | | OP2 Official Journal | OP3 Publications | OP4 Sales and accounting | Total | |
|------|--------------------------------------|----------------------------|---|---------------------|--------------------|------------------|-----------------|-----------|------------------|-------------|-------------------------|---------------------|-----------------------------|--------|-------------|
| | | | Staff | Contract management | Project management | Documentary aids | Computer centre | Workshops | General services | Dispatching | | | | | Micrography |
| 210 | Computer centre operations | 0 | 0 | 0 | 0 | 0 | 1 610 627 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 610 627 |
| 213 | Outside computer operations | 0 | 0 | 0 | 0 | 0 | 14 928 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 928 |
| 214 | Outside analysis/programming | 0 | 0 | 0 | 1 501 854 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 501 854 |
| | Total Chapter 21 | 0 | 0 | 0 | 1 501 854 | 0 | 1 625 555 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 127 409 |
| 2200 | New purchases of technical equipment | 4 550 | 2 480 | 8 160 | 1 463 | 4 408 | 1 542 | 12 136 | 5 618 | 5 128 | 1 697 | 29 434 | 26 105 | 12 332 | 115 053 |
| 2201 | Replacement of technical equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2202 | Hire of technical equipment | 5 135 | 2 798 | 9 208 | 1 651 | 4 974 | 1 740 | 13 694 | 6 340 | 5 787 | 1 915 | 33 214 | 29 457 | 13 915 | 129 828 |
| 2203 | Maintenance of technical equipment | 6 534 | 3 561 | 11 717 | 2 101 | 6 329 | 2 214 | 17 426 | 8 067 | 7 364 | 2 436 | 42 265 | 37 484 | 17 707 | 165 206 |
| 2204 | Electronic office equipment | 1 102 | 601 | 1 976 | 354 | 1 067 | 373 | 2 939 | 1 361 | 1 242 | 411 | 7 129 | 6 322 | 2 987 | 27 864 |
| | Total Article 220 | 17 321 | 9 440 | 31 061 | 5 570 | 16 778 | 5 870 | 46 195 | 21 385 | 19 521 | 6 458 | 112 043 | 99 369 | 46 941 | 437 951 |
| 2210 | New purchases of furniture | 1 580 | 861 | 2 833 | 508 | 1 530 | 535 | 4 213 | 1 951 | 1 781 | 589 | 10 219 | 9 063 | 4 281 | 39 945 |
| 2211 | Replacement | 350 | 191 | 627 | 112 | 339 | 118 | 933 | 432 | 394 | 130 | 2 262 | 2 006 | 948 | 8 841 |
| 2213 | Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Article 221 | 1 929 | 1 052 | 3 460 | 620 | 1 869 | 654 | 5 146 | 2 382 | 2 175 | 719 | 12 481 | 11 069 | 5 229 | 48 786 |
| 2230 | New purchases of vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2233 | Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27 913 | 0 | 0 | 0 | 0 | 27 913 |
| | Total Article 223 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 27 913 | 0 | 0 | 0 | 0 | 27 913 |
| 2250 | Library/books | 5 198 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 198 |
| 2252 | Subscriptions to papers/periodicals | 2 956 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 956 |
| 2253 | News agency subscriptions | 450 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 450 |
| 2254 | Bookbinding | 0 | 0 | 0 | 0 | 0 | 0 | 4 339 | 0 | 0 | 0 | 0 | 0 | 0 | 4 339 |
| 2255 | Subscriptions to view-data services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Article 225 | 8 604 | 0 | 0 | 0 | 0 | 0 | 4 339 | 0 | 0 | 0 | 0 | 0 | 0 | 12 943 |
| | Total Chapter 22 | 27 854 | 10 492 | 34 521 | 6 190 | 18 647 | 6 524 | 55 680 | 23 768 | 49 609 | 7 178 | 124 524 | 110 438 | 52 170 | 527 593 |
| 230 | Stationery/office supplies | 350 | 1 689 | 1 483 | 919 | 0 | 0 | 482 805 | 205 162 | 0 | 0 | 204 | 3 423 | 2 349 | 698 384 |
| 234 | Damages | 0 | 0 | 842 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 842 |
| 2350 | Miscellaneous insurance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2351 | Uniforms etc. | 0 | 0 | 0 | 0 | 0 | 0 | 2 166 | 8 934 | 0 | 0 | 0 | 0 | 0 | 11 100 |
| 2352 | Expenditure on meetings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 334 | 0 | 0 | 0 | 0 | 0 | 1 334 |
| 2353 | Department removals/handling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65 620 | 0 | 0 | 0 | 0 | 0 | 65 620 |
| 2359 | Other operating expenditure | 0 | 0 | 240 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 240 |
| | Total Article 235 | 0 | 0 | 240 | 0 | 0 | 0 | 2 166 | 75 888 | 0 | 0 | 0 | 0 | 0 | 78 294 |
| | Total Chapter 23 | 350 | 1 689 | 2 565 | 919 | 0 | 0 | 484 971 | 281 050 | 0 | 0 | 204 | 3 423 | 2 349 | 777 520 |

Table 15 (continued)

(in ECU)

| Item | Heading | Management and secretariat | OP1 – Administrative and technical services | | | | | | | | | OP2 Official Journal | OP3 Publications | OP4 Sales and accounting | Total |
|------|--|----------------------------|---|---------------------|--------------------|------------------|------------------|------------------|------------------|------------------|----------------|-------------------------|---------------------|-----------------------------|-------------------|
| | | | Staff | Contract management | Project management | Documentary aids | Computer centre | Workshops | General services | Dispatching | Micrography | | | | |
| 240 | Postage etc. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4 803 516 | 0 | 0 | 0 | 4 803 516 |
| 241 | Telephone, telegraph, telex television | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 199 974 | 0 | 0 | 0 | 199 974 |
| | Total Chapter 24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 003 490 | 0 | 0 | 0 | 5 003 490 |
| 250 | Meetings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 330 | 33 330 |
| | Total Chapter 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 330 | 33 330 |
| | Total Title 2 | 153 369 | 80 397 | 261 538 | 1 549 212 | 139 886 | 1 674 495 | 874 467 | 459 354 | 5 194 164 | 53 847 | 934 374 | 831 923 | 427 057 | 12 634 081 |
| 3412 | Publicity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 99 899 | 99 899 |
| | Total Title 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 99 899 | 99 899 |
| | Total | 837 099 | 453 037 | 1 487 643 | 1 769 077 | 802 173 | 1 906 200 | 2 697 985 | 1 303 533 | 5 964 754 | 308 783 | 5 357 187 | 4 754 441 | 2 379 927 | 30 021 839 |

Table 16 – Pro forma invoicing

| Institution | OP1 – Administrative and technical services | | | | | OP2 | | OP3 | | | Total |
|-------------------|---|---------------|----------------|------------------|------------------|-----------------|-------------------|------------------|----------------|-------------------|-------------------|
| | Documentary aids | Workshops | | Micrography | Official Journal | | Publications | | | | |
| | Cost | Hours | Materials | Cost | Cost | Pages published | Cost | Pages proof-read | Pages composed | Cost | |
| Parliament | 172 062 | 6 136 | 15 486 | 397 793 | 73 324 | 53 289 | 1 508 252 | 48 509 | 49 076 | 1 944 153 | 4 095 584 |
| Council | 110 260 | 113 | 159 | 7 396 | 23 614 | 44 137 | 1 249 221 | 2 865 | 7 280 | 220 562 | 1 611 053 |
| Commission | 1 195 307 | 37 788 | 243 652 | 2 600 306 | 284 183 | 346 729 | 9 813 561 | 90 970 | 221 349 | 6 766 650 | 20 660 007 |
| Court of Justice | 42 840 | 3 392 | 10 763 | 202 805 | 1 882 | 3 517 | 99 543 | 56 928 | 56 938 | 2 265 756 | 2 612 826 |
| ESC | 42 138 | 1 150 | 3 150 | 105 771 | 16 338 | 4 858 | 137 497 | 9 799 | 9 810 | 390 228 | 691 972 |
| Court of Auditors | 0 | 864 | 3 411 | 56 700 | 2 129 | 3 980 | 112 647 | 3 405 | 5 204 | 178 921 | 350 397 |
| Total | 1 562 607 | 49 843 | 276 621 | 3 370 771 | 401 470 | 456 510 | 12 920 721 | 212 476 | 349 657 | 11 766 270 | 30 021 839 |

4.2. Commercial accounting

4.2.1. Operating results

(a) Balance sheet at 31 December 1989 (Table 17)

Assets

The available financial resources amounted to ECU 8 110 744.13, including ECU 7 450 787.50 in bank time-deposits.

| Bank account | Currency amount | ECU |
|------------------|-----------------|--------------|
| Time deposit | | |
| in ECU with BIL | | 2 650 787.50 |
| with Sogenal | | 4 800 000.00 |
| Current accounts | | |
| in ECU with BIL | | 438 283.99 |
| with Sogenal | | 163 258.80 |
| in BFR with BIL | 1 036 | 22.25 |
| with CCP | 322 108 | 7 562.64 |
| with Sogenal | 3 097 | 72.54 |
| in DR with NBG | 7 568 204 | 50 733.49 |
| Cash in BFR | 976 | 22.92 |

The amount under 'Clients' was ECU 2 626 844.12, a decrease of 12% over 1988. This amount, which is still very large, accounts for 34% of the net amount invoiced in 1989 (in 1988 this figure was 43%).

Liabilities

Prepayments into suspense accounts amounted to ECU 41 872.39. Advance and part payments into client accounts came to ECU 338 829.19.

At 31 December 1989 the final amount of net sales revenue received and payable to the institutions was ECU 7 701 553.69.

Table 17 — Balance at 31 December 1989

(in ECU)

| Assets | | | Liabilities | | |
|----------------------------|----------------------|---------------------|---|----------------------|---------------------|
| Heading | 1989 | 1988 | Heading | 1989 | 1988 |
| Current assets | | | Short-term liabilities | | |
| Clients | 2 626 844.12 | 2 984 762.43 | Advance and part payments | 338 829.19 | 882 568.30 |
| Sundry accounts receivable | 22 899.53 | — | Suspense accounts | 41 872.39 | 19 779.90 |
| Bank accounts | | | Non-identified disbursements | 654.90 | 98.24 |
| Time deposits | | | Income owed payable to the institutions at 31.12.1989 | 2 626 844.12 | 2 984 762.43 |
| in BFR | 0.00 | 1 888 798.18 | Sales proceeds payable to the institutions | 7 701 553.69 | 4 022 850.46 |
| in ECU | 7 450 787.50 | 2 474 688.60 | Accrued liabilities | 50 733.49 | 6 431.04 |
| Current accounts | | | | | |
| in BFR | 7 657.43 | 561 736.36 | | | |
| in DR | 50 733.49 | 6 431.04 | | | |
| in ECU | 601 542.79 | 0.01 | | | |
| Cash | 22.92 | 73.75 | | | |
| Total | 10 760 487.78 | 7 916 490.37 | Total | 10 760 487.78 | 7 916 490.37 |

The rates used for 1988 are BFR 42.592 and DR 172.909; the rates used for 1989 are BFR 43.500 and DR 188.287.
Balance of NBG account at 31.12.1989: DR 9 552 457 and at 31.12.1988: DR 1 111 984.

Table 18 — Profit and loss account at 31 December 1989

(in ECU)

| Expenditure | | | Income | | |
|---|---------------|---------------|--|---------------|---------------|
| Heading | 1989 | 1988 | Heading | 1989 | 1988 |
| Invoiced rebates | 2 763 192.34 | 3 014 659.86 | Revenue receivable at 1 January for the account of the institutions | 2 984 762.43 | 1 841 395.33 |
| Insolvent debtors | 9 160.25 | 12 672.43 | Gross sales revenue | 10 515 003.75 | 9 968 524.00 |
| Exchange losses | 16 793.32 | 98 532.18 | Interest received | 317 594.16 | 178 209.25 |
| Interest paid | 29.17 | 10.46 | Miscellaneous revenue | 1 990.44 | 802.06 |
| Bank charges | 2 209.05 | 150.87 | Invoiced sales costs | 29 208.13 | 64 297.55 |
| Miscellaneous expenditure | — | 144.46 | | | |
| Income owed payable to the institutions at 31.12.1989 | 2 626 844.12 | 2 984 762.43 | | | |
| Sales proceeds payable to the institutions | 8 430 330.66 | 5 942 295.50 | | | |
| Total | 13 848 558.91 | 12 053 228.19 | Total | 13 848 558.91 | 12 053 228.19 |

(b) Profit and loss account at 31 December 1989 (Table 18)

The debit side of this account shows that general overheads totalled ECU 2 791 384.13, i.e. 20% of gross turnover in 1989 (26% in 1988 and 22% in 1987). The amount under 'Insolvent debtors' decreased and now stands at ECU 9 160.25 for 1989 as opposed to ECU 12 672.43 for 1988 (it should be noted here that the bankruptcy of just one customer accounts for ECU 4 589.68 of this).

In 1989 gross sales grew by 5% over 1988 to ECU 10 515 003.75.

**4.2.2. Breakdown
of sales revenue
(Tables 19 and 19a)**

(a) General comments

Net sales revenue for 1989 amounted to ECU 8 430 330.66 for the institutions, a 42% increase over 1988, and breaks down as follows:

| | <i>(in ECU)</i> |
|---|-----------------|
| Net amount for invoices drawn up in 1989 | 7 781 019.54 |
| Net amount for invoices payable: | |
| at 1.1.1989 | 2 984 762.43 |
| at 31.12.1989 | - 2 626 844.12 |
| | <hr/> |
| Total sales revenue received at 31.12.1989 | 8 138 937.85 |
| Profit and loss | - 9 160.25 |
| Expenses | - 19 031.54 |
| Miscellaneous revenue | 319 584.60 |
| | <hr/> |
| Total net sales revenue in 1989 | 8 430 330.66 |

8 Table 19 — Sales revenue (1989) from Official Journal

(in ECU)

| Customer | Net revenue at 31.12.1989 | Distribution key 1989 | Amount retained for | | | Net amount payable |
|-----------------------------|---------------------------|-----------------------|---------------------|----------------------|------------|--------------------|
| | | | re-use Item 2400 | Free distribution OJ | Total | |
| Parliament | 763 047.54 | 15.17 | 60 680.00 | 97 056.71 | 157 736.71 | 605 310.83 |
| Council | 628 668.32 | 11.60 | 46 400.00 | 5 434.50 | 51 834.50 | 576 833.82 |
| Commission | 3 482 968.57 | 69.58 | 278 320.00 | 29 933.57 | 308 253.57 | 3 174 715.00 |
| Court of Justice | 48 070.25 | 0.92 | 3 680.00 | — | 3 680.00 | 44 390.25 |
| ESC | 71 009.16 | 1.54 | 6 160.00 | 37 995.46 | 44 155.46 | 26 853.70 |
| Court of Auditors | 55 344.56 | 1.07 | 4 280.00 | — | 4 280.00 | 51 064.56 |
| Cedefop | 2 909.62 | 0.06 | 240.00 | — | 240.00 | 2 669.62 |
| European Foundation, Dublin | 2 909.62 | 0.06 | 240.00 | — | 240.00 | 2 669.62 |
| Total | 5 054 927.64 | 100.00 | 400 000.00 | 170 420.24 | 570 420.24 | 4 484 507.40 |

Table 19a – Sales revenue (1989) from periodicals and other publications

(in ECU)

| Institution | Net sales revenue received at 31.12.1989 | Amount retained for re-use Item 3412 (5%) | Amount payable |
|---------------------------|--|---|----------------|
| Parliament | | | |
| Periodicals | 83 668.97 | 4 183.45 | 79 485.52 |
| Publications | 35 478.90 | 1 773.94 | 33 704.96 |
| Total | 119 147.87 | 5 957.39 | 113 190.48 |
| Council | | | |
| Periodicals | 0.00 | | |
| Publications | 97 199.88 | 4 859.99 | 92 339.89 |
| Total | 97 199.88 | 4 859.99 | 92 339.89 |
| Commission DG II | | | |
| Periodicals | 0.00 | | |
| Publications | 1 957.26 | 97.86 | 1 859.40 |
| Total | 1 957.26 | 97.86 | 1 859.40 |
| Commission DG III | | | |
| Periodicals | 0.00 | | |
| Publications | 4 249.23 | 212.46 | 4 036.77 |
| Total | 4 249.23 | 212.46 | 4 036.77 |
| Commission DG V | | | |
| Periodicals | 38 965.28 | 1 948.26 | 37 017.02 |
| Publications | 4 610.42 | 230.52 | 4 379.90 |
| Total | 43 575.70 | 2 178.78 | 41 396.92 |
| Commission DG IX | | | |
| Publications ¹ | 228 145.94 | 11 407.30 | 216 738.64 |
| Total | 228 145.94 | 11 407.30 | 216 738.64 |
| Commission DG X | | | |
| Periodicals | 0.00 | | |
| Publications | 664.47 | 33.22 | 631.25 |
| Total | 664.47 | 33.22 | 631.25 |
| Commission DG XIII | | | |
| Periodicals | 19 128.30 | 956.42 | 18 171.88 |
| Publications | 119 431.44 | 5 971.57 | 113 459.87 |
| Total | 138 559.74 | 6 927.99 | 131 631.75 |
| Commission DG XVII | | | |
| Periodicals | 0.00 | | |
| Publications | 49.88 | 2.49 | 47.39 |
| Total | 49.88 | 2.49 | 47.39 |
| Commission DG XVIII | | | |
| Periodicals | 0.00 | | |
| Publications | 97.22 | 4.86 | 92.36 |
| Total | 97.22 | 4.86 | 92.36 |

¹ Celex – Utilization/training/electronic publishing.

Table 19a (continued)

(in ECU)

| Institution | Net sales revenue received at 31.12.1989 | Amount retained for re-use Item 3412 (5%) | Amount payable |
|--------------------------------|--|---|----------------|
| PO | | | |
| Periodicals | 0.00 | | |
| Publications | 2 240.21 | 112.01 | 2 128.20 |
| Total | 2 240.21 | 112.01 | 2 128.20 |
| Eurostat | | | |
| Periodicals | 209 950.96 | 10 497.55 | 199 453.41 |
| Publications | 410 485.21 | 20 524.26 | 389 960.95 |
| Total | 620 436.17 | 31 021.81 | 589 414.36 |
| Secretariat-General | | | |
| Periodicals | 664 176.31 | 33 208.82 | 630 967.49 |
| Publications | 1 090 991.65 | 54 549.58 | 1 036 442.07 |
| Total | 1 755 167.96 | 87 758.40 | 1 667 409.56 |
| Court of Justice | | | |
| Periodicals | 130 801.39 | 6 540.07 | 124 261.32 |
| Publications | 47 711.56 | 2 385.58 | 43 325.98 |
| Total | 178 512.95 | 8 925.65 | 169 587.30 |
| ESC | | | |
| Periodicals | 20 599.95 | 1 030.00 | 19 569.95 |
| Publications | 12 718.17 | 635.91 | 12 082.26 |
| Total | 33 318.12 | 1 665.91 | 31 652.21 |
| Court of Auditors | | | |
| Periodicals | 0.00 | | |
| Publications | 5 365.35 | 268.27 | 5 097.08 |
| Total | 5 365.35 | 268.27 | 5 097.08 |
| Cedefop | | | |
| Periodicals | 36 815.95 | 1 840.80 | 34 975.15 |
| Publications | 23 184.55 | 1 159.23 | 22 025.32 |
| Total | 60 000.50 | 3 000.03 | 57 000.47 |
| European Foundation, Dublin | | | |
| Periodicals | 0.00 | | |
| Publications | 18 531.77 | 926.59 | 17 605.18 |
| Total | 18 531.77 | 926.59 | 17 605.18 |
| University Institute, Florence | | | |
| Periodicals | 827.36 | 41.37 | 785.99 |
| Publications | 151.73 | 7.59 | 144.14 |
| Total | 979.09 | 48.96 | 930.13 |
| Total | 3 308 199.31 | 165 409.97 | 3 142 789.34 |
| PO miscellaneous | | | |
| Periodicals | 0.00 | | |
| Publications | 67 203.71 | 0.00 | 67 203.71 |
| Total | 67 203.71 | 0.00 | 67 203.71 |
| Total | 3 375 403.02 | 165 409.97 | 3 209 993.05 |

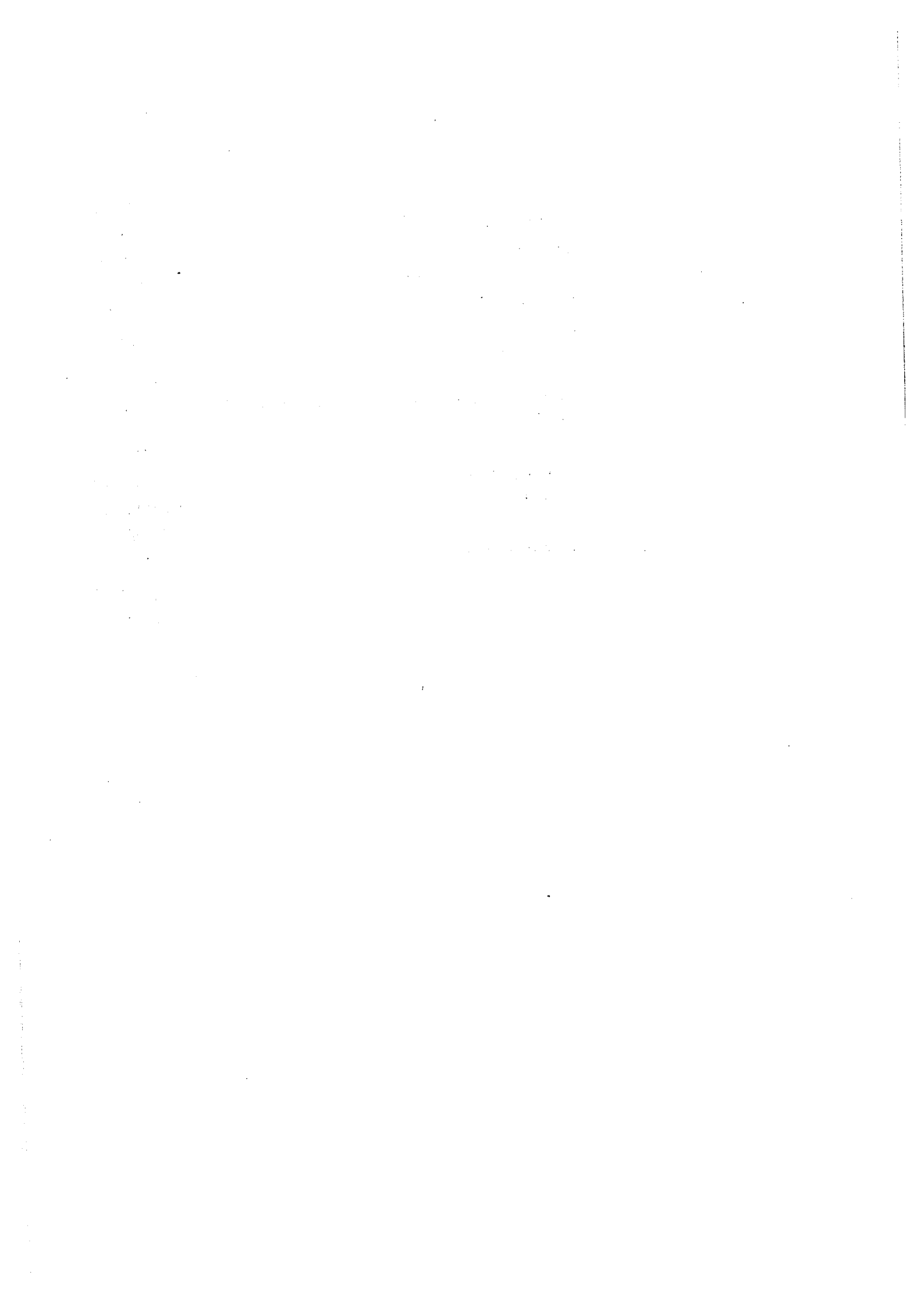
(b) By type of publication

Invoices drawn up in 1989 break down as follows:

| | <i>(in ECU)</i> |
|------------------------------|-----------------|
| Irregular publications | 1 346 262.39 |
| Official Journal L + C and S | 4 709 605.58 |
| Other periodicals | 1 115 883.05 |
| Electronic and microfiche | 551 688.76 |
| Miscellaneous | 57 579.76 |
| Total | 7 781 019.54 |

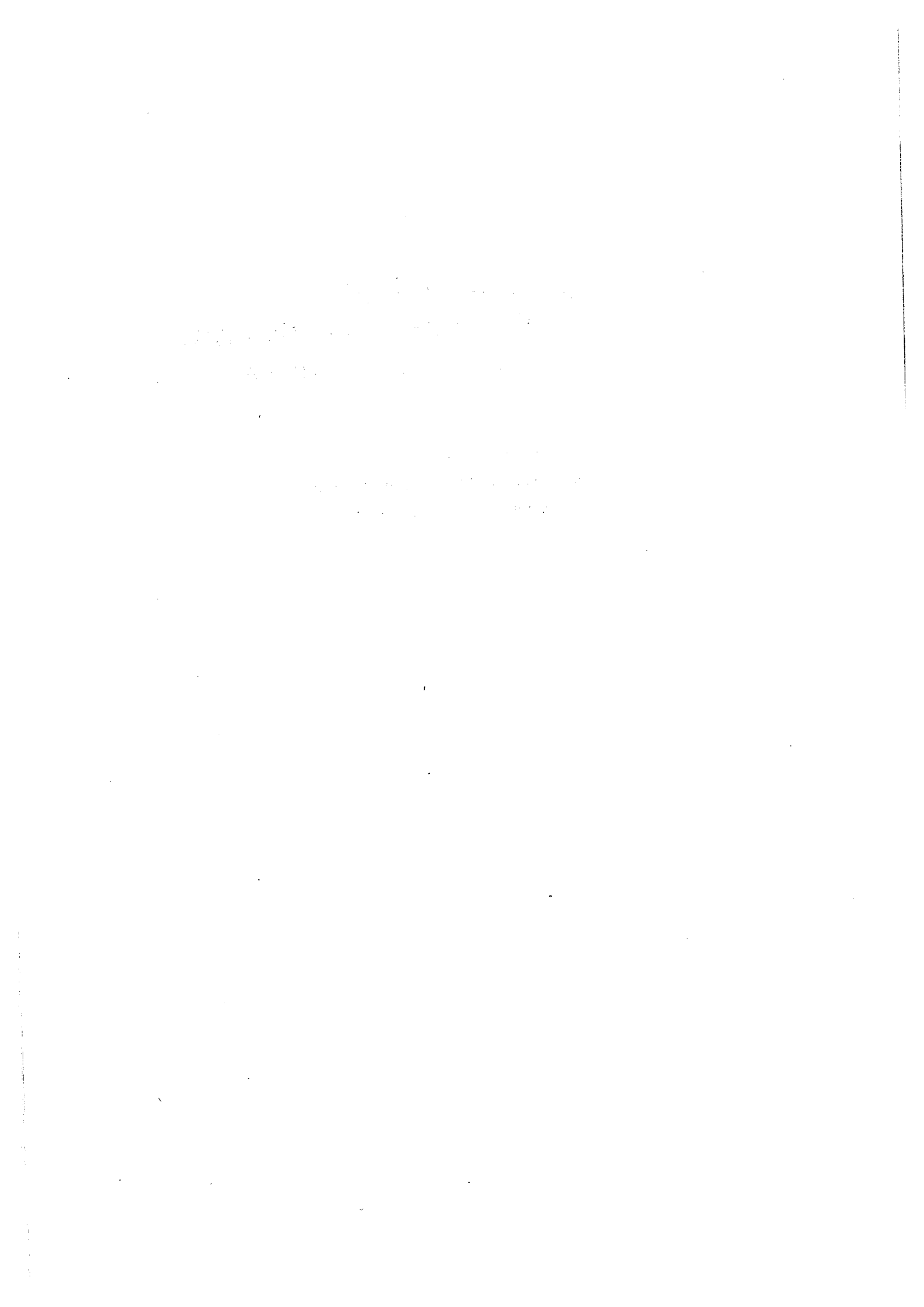
The total net sales revenue received at 31.12.1989 breaks down as follows:

| | <i>(in ECU)</i> |
|------------------------------|-----------------|
| Irregular publications | 1 555 958.44 |
| Official Journal L + C and S | 5 054 927.64 |
| Other periodicals | 1 204 934.47 |
| Electronic and microfiche | 546 154.83 |
| Miscellaneous | 68 355.28 |
| Total | 8 430 330.66 |



5. Activities of the administrative and technical services

- 5.1. Workshops**
- 5.2. General services**
- 5.3. Project management section**
- 5.4. Documentary aids section**



5.1. Workshops

(Tables 20 to 23)

The fact that several periodicals appeared less frequently or with a reduced print run led to a fall in the output of the workshops.

Moreover, as a result of changes in the way the COM documents are produced, the workshops were relieved of this task at the end of the summer, and this further emphasized the fall-off in the activity of this sector.

Nevertheless, the number of publications handled remained high, since the workshops gradually switched over to document delivery, a system which calls for increased flexibility at the expense of the number of pages printed.

As regards the equipment, the photocomposition section kept abreast of recent developments by acquiring, in the middle of the year, a new photocomposer equipped with a Postscript interface and a laser printer.

The offset sector acquired a new small-format press (DIN A4) as part of its efforts to modernize its pool of small equipment.

5.2. General services

5.2.1. Stock management/ distribution section

Activity in this section (Table 24) was marked by a sharp rise in the number of copies distributed.

The growth rate was appreciable, at 43.61% for all distributions.

The main reason for this was the diversification of the publications (articles), and the assumption by the Office of the free distribution of the Commission's stocks of publications.

It should be pointed out that the number of copies distributed of publications other than the Official Journal increased by 91.27%, and that the 'new issues' and various circulars show an increase of 330.18%, just to mention these two examples.

In the micrography section (Table 25), the number of microfiche distributed rose by 31.84%.

On the other hand, the number of microfiche produced from paper originals, and of microfiche produced from masters, dropped markedly. This phenomenon is also apparent in the number of microfiche viewed.

The reason for all these decreases is that the preparation of the COM-final documents published in hard copy by the Commission and produced on microfiche by the Office was taken over by the Commission in the course of the year under review.

In the case of microfiche, moreover, the drop in the number of microfiche produced from masters is due to the fact that a number of urgent cases had to be contracted out.

Table 20 – Productivity of workshops

| Section | 1989 | 1988 | Change (in %) |
|--|----------|----------|---------------|
| Photocomposition (pages photocomposed/hour) | 4.23 | 4.63 | - 8.64 |
| Assembly (pages imposed/hour) | 7.97 | 9.51 | - 16.20 |
| Photography (films + contacts/hour) | 1.50 | 1.93 | - 22.28 |
| Offset (A4 pages/hour) | 7 579 | 8 785 | - 13.73 |
| Binding (units stitched/hour) | 129.73 | 131.65 | - 1.46 |
| ODPP (on-demand printing by photocopier) (photocopies/hour) | 1 889.38 | 2 086.80 | - 9.47 |

Table 21 – Comparison of print-runs (printing) ¹

| Year | Format | | | | Total | Total converted to A4 format |
|------|------------|-----------|-----------|---------|------------|---------------------------------|
| | A1 | A2 | A3 | A4 | | |
| 1988 | 12 645 336 | 2 164 308 | 1 782 586 | 302 316 | 16 894 546 | 113 687 408 |
| 1989 | 10 181 387 | 2 023 450 | 425 175 | 22 163 | 12 652 175 | 90 417 203 |

¹ Including a percentage for print-runs in colour.

Table 22 — Breakdown of activities by institution (in hours) — 1989

| Institution | Photocomp. | Assembly | Photo | Offset | Binding | ODPP | Total |
|--------------------------|--------------|--------------|--------------|---------------|---------------|--------------|---------------|
| ESC | 442 | 108 | 28 | 203 | 656 | 113 | 1 550 |
| Commission | 4 239 | 4 749 | 3 502 | 8 945 | 11 380 | 2 047 | 34 862 |
| Council | 33 | 73 | 7 | — | — | — | 113 |
| Court of Auditors | 85 | 182 | 142 | 106 | 257,00 | 92 | 864 |
| Court of Justice | — | 485 | 409 | 930 | 1 568 | — | 3 392 |
| Parliament | 1 248 | 513 | 350 | 844 | 3 024 | 157 | 6 136 |
| Aselt | — | — | 30 | 15 | 15 | — | 60 |
| Florence | 372 | 130 | 190 | 794 | 579 | — | 2 065 |
| Cedefop | — | — | — | — | — | 200 | 200 |
| BP (all institutions) | — | 287 | 122 | 95 | 97 | — | 601 |
| Total | 6 419 | 6 527 | 4 780 | 11 932 | 17 576 | 2 609 | 49 843 |

Table 23 — Real cost of workshops broken down by institution

(in ECU)

| Institution | Composition | Assembly | Photo | Offset | Binding | ODPP | Materials | Total |
|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|
| Parliament | 109 377 | 27 635 | 20 569 | 54 716 | 157 287 | 12 695 | 15 486 | 397 792 |
| Council | 2 892 | 3 932 | 412 | 0 | 0 | 0 | 159 | 7 396 |
| Commission | 371 513 | 271 288 | 213 260 | 586 052 | 596 953 | 165 521 | 230 468 | 2 435 056 |
| Court of Justice | 0 | 26 127 | 24 068 | 60 291 | 81 556 | 0 | 10 763 | 202 805 |
| ESC | 38 738 | 5 818 | 1 648 | 13 160 | 34 121 | 9 137 | 3 150 | 105 771 |
| Court of Auditors | 7 450 | 9 804 | 8 356 | 6 872 | 13 367 | 7 439 | 3 411 | 56 700 |
| Cedefop | 0 | 0 | 0 | 0 | 0 | 16 172 | 1 094 | 17 266 |
| Florence | 32 603 | 7 003 | 11 181 | 51 474 | 30 116 | 0 | 11 823 | 144 199 |
| Aselt | 0 | 0 | 1 765 | 972 | 780 | 0 | 266 | 3 784 |
| Total | 562 573 | 351 608 | 281 286 | 773 537 | 914 180 | 210 965 | 276 622 | 3 370 771 |

Table 24 – Trends in the volume of Distribution section operations

| | 1988 | 1989 | Change (in %) |
|---|------------|------------|---------------|
| Reception | | | |
| Number of publications received (titles) | 6 846 | 10 359 | + 51.31 |
| Number of copies received | 13 754 100 | 28 462 771 | + 106.94 |
| Basic distribution (annual subscriptions) | | | |
| Number of titles distributed | | | |
| OJ | 1 016 | 1 007 | - 0.89 |
| Other publications | 4 881 | 5 191 | + 6.35 |
| Number of copies distributed | | | |
| OJ | 13 997 555 | 13 899 817 | - 0.70 |
| Other publications | 8 473 185 | 16 206 989 | + 91.27 |
| 'New issues' notices and various circulars | 1 084 013 | 4 663 230 | + 330.18 |
| COM/ESC/EP documents | 801 381 | 917 177 | + 14.45 |
| Subtotal 1 | 24 356 134 | 35 687 213 | + 46.52 |
| Distribution on the basis of individual orders | | | |
| Number of individual orders: | | | |
| OJ | 9 521 | 9 288 | - 2.45 |
| Other publications | 12 194 | 13 436 | + 10.19 |
| COM/ESC/EP documents | 1 132 | 1 191 | + 5.21 |
| Number of order lines: ¹ | | | |
| OJ | 86 017 | 70 465 | - 18.08 |
| (of which collections) | (1 224) | (2 052) | (+ 67.65) |
| Other publications | 50 891 | 133 836 | + 162.99 |
| COM/ESC/EP documents | 1 132 | 1 191 | + 5.21 |
| Number of copies distributed: | | | |
| OJ | 548 552 | 933 423 | + 70.16 |
| (of which collections) | (262 190) | (685 236) | (+ 161.35) |
| Other publications | 1 376 521 | 1 111 865 | - 19.23 |
| COM/ESC/EP documents | 7 478 | 21 379 | + 185.89 |
| Subtotal 2 | 1 932 551 | 2 066 667 | + 6.94 |
| Total dispatching operations (Subtotals 1 + 2) | 26 288 685 | 37 753 880 | + 43.61 |

¹ 1 line = 1 type of item.

Table 25 – Breakdown of work done by Micrography section

| Publication | Number of masters produced from paper originals | | | Number of microfiche produced from masters | | | Number of microfiche dispatched | | | Number of microfiche viewed | | |
|--------------------|---|------|---------------|--|---------|---------------|---------------------------------|-----------|---------------|-----------------------------|-----------|---------------|
| | 1988 | 1989 | Change (in %) | 1988 | 1989 | Change (in %) | 1988 | 1989 | Change (in %) | 1988 | 1989 | Change (in %) |
| Official Journal | — | — | — | 122 866 | 15 914 | - 87.05 | } 2 282 250 | 3 008 968 | + 31.84 | 13 939 | 12 305 | - 11.72 |
| Other publications | 1 132 | 234 | - 79.33 | 369 740 | 325 927 | - 11.85 | | | | 1 045 425 | 1 045 925 | + 0.05 |
| Total | 1 132 | 234 | - 79.33 | 492 606 | 341 841 | - 30.61 | 2 282 250 | 3 008 968 | + 31.84 | 13 939 | 12 305 | - 11.72 |

5.2.2. Joint services (buildings, mail, telephones, drivers)

The Office took possession of a new warehouse built in Gasperich, at the edge of Luxembourg city, and intended to house part of its technical services.

This warehouse, with a total surface area of 6 800 m², was partly occupied in mid-December 1989 and will be fully fitted out in March 1990.

It will house the distribution section, the publications stores, the micrography workshops and the newsprint store.

The need to rent the building in question arises from the fact that the surface area available at the seat of the Office has become inadequate over the years because of the constant increase in the Office's distribution workload and its assuming the stocks of publications previously administered by the Commission in Brussels (Zaventem warehouse) and Luxembourg (Bâtiment Meis).

The Gasperich warehouse also replaces the Howald warehouse and the Bâtiment Meis in Hollerich (the latter had been rented by the Commission and placed at the disposal of the Office), the leases on which expired on 31 December 1989.

5.3. Project management section

5.3.1. Management/ administration

(a) Siemens BS 2000 environment

■ *Artop — Stock management*

This application was made available for consultation to certain outside services, such as the Secretariat-General and the Statistical Office. In addition, its functions were expanded to allow improved management of stocks, which will shortly be split between two locations.

■ *Comop — Order management*

On the basis of the new version brought into production at the end of 1988, new developments were finalized or embarked upon, including the following:

- (i) an interface for the Catel (electronic catalogue) and ABEL (electronic OJ) orders;
- (ii) an interface for access to the archives on optical digital disk;
- (iii) a mailbox-type interface: orders recorded by a correspondent on a system other than that of the Office will be transmitted for execution either to a sales office or to the Office in the event of sales office stocks running out;
- (iv) the changes required by the entry into service of the new warehouse in Gasperich.

■ *Planning — Management of publications production*

To facilitate its job as a management aid, this application was equipped with numerous new functions in 1989, among them the installation of a new workstation in the workshops; its extension to the documentary aids is also planned. Moreover, Planning was made available to certain customers for consultation such as the Secretariat-General and the Statistical Office.

■ *Sagap – Address management*

Last year, the section carried out redesigning work for a new version of this application which, in addition to the Office, is used by the Secretariat-General, the Statistical Office and the European Parliament.

Major improvements will be made to this version, and this should allow, amongst other things, the computerization of a large number of tasks involved in distribution work.

(b) UNIX environment

Work was carried out in 1989 on improving the integration of the data shared between the different management applications. Amongst these the following should be mentioned:

■ *Staff records*

The management handled by this system was considerably extended last year to allow computerization of most of the administrative work in the human resources field.

■ *Proma – Management of computer projects*

Last year, this software package reached version 4, providing more effective monitoring of the various computer projects in terms of time and financial resources and allowing access to the various departments involved.

■ *Equipment management*

Work on this application, which will manage all the equipment installed at the Office, restarted in 1989 and should, in principle, lead to the application becoming operational in the second half of 1990.

■ *Printers' estimates*

This application, currently running under BS 2000, is being converted to the UNIX environment. This new version, which will come into operation in the second half of 1990, will incorporate changes intended to facilitate the management tasks carried out by the application.

■ *Official Journal accounting*

This application is intended to replace a whole range of MS-DOS software packages currently used for the work of monitoring the administrative and financial management of the budget of the Official Journal.

The project should be completed in the course of 1990.

5.3.2. Editorial field

■ The Avima project (rationalization of production of the tender notices) reached a new stage with the validation by the translation service of the standard phrases and the testing of an initial version of the programs.

At the same time, the SEI (computerized editorial system) was developed to allow the substitution of standard phrases by the compiler, thus reducing the number of points to be dealt with by the translators.

The infrastructure necessary for the SEI-EXT project (SEI handling of publications other than the Official Journal) was set up, and an initial version of the programs was tested. Amongst other things, this required 9750 emulation for the UNIX machines.

■ Under the REC-QE project (recuperation of the text of parliamentary questions), the text of the summary of written questions was transmitted electronically to the printers. Subsequent to the first tests on recuperating the full text carried out by the Office, the Parliament is undertaking a more detailed study of the problem.

■ Studies of several other projects were completed, and in a number of cases work has started on producing an initial version or a prototype.

The following projects were involved:

| | |
|-------------|---|
| APA: | periodic agricultural instruments, |
| CAT-ESP: | catalogue of plant species, |
| CRED-INST: | credit institutions, |
| DB-BUD: | budgetary database, |
| DB-NIM: | harmonized system, |
| NEW-COM: | new procedure for production of COM and EP documents, |
| SGML-Ed: | SGML editor, |
| SUSP-DROIT: | customs duty suspensions. |

■ Other projects are at the research or study stage:

| | |
|-------------|--|
| OJ-REC | research into a character recognition package, |
| OP-Checker: | research into linguistic aids such as spelling checkers, |
| REC-PV: | recuperation of the text of Parliament minutes. |

5.4. Documentary aids section

(a) Eurovoc Thesaurus

During 1989 Volumes 4 and 5 of the second edition were prepared; Volume 4 will present the thesaurus in a permuted alphabetical list, while Volume 5 will give a graphical presentation. The two volumes will appear at the start of 1990.

In addition, day-to-day maintenance has been started with a view to publication of an intermediate version, edition 2.1, planned for the first half of 1990.

Together with the European Parliament, a maintenance structure has been set up comprising a management committee, a user committee and a maintenance unit.

A first seminar to promote Eurovoc — both inside and outside the institutions — was held in May. It was attended by some 60 people and proved the usefulness of Eurovoc as a documentation language.

(b) Arcdon — Electronic archives on optical disk

The content of the archives was expanded by including the Parliament minutes. Loading of the OJ-L texts continued normally. In 1989 approximately 13 500 pages were ordered from Arcdon.

(c) Arcel — Electronic archives

Since March 1989 the printers have regularly provided, together with the printed version of the OJ-L series, a magnetic tape in Micro-Formex format containing the full text of the OJ. Recuperation of past texts has also started, particularly for loading into the Celex base. In addition to Celex, the ABEL base (see under (e)) is also loaded from the magnetic tapes.

(d) Catel — Electronic catalogue

The section is continuing to supply bibliographic data for this on-line catalogue, whereas its management has been transferred to the Project management section. In 1989 the information on publications and on COM, EP and ESC documents was updated weekly.

(e) ABEL — Electronic OJ

This base is loaded from magnetic tapes (see under (c)) and is updated every morning with the references from OJ-Ls published the same day.

(f) Crenot — Creation of bibliographic entries

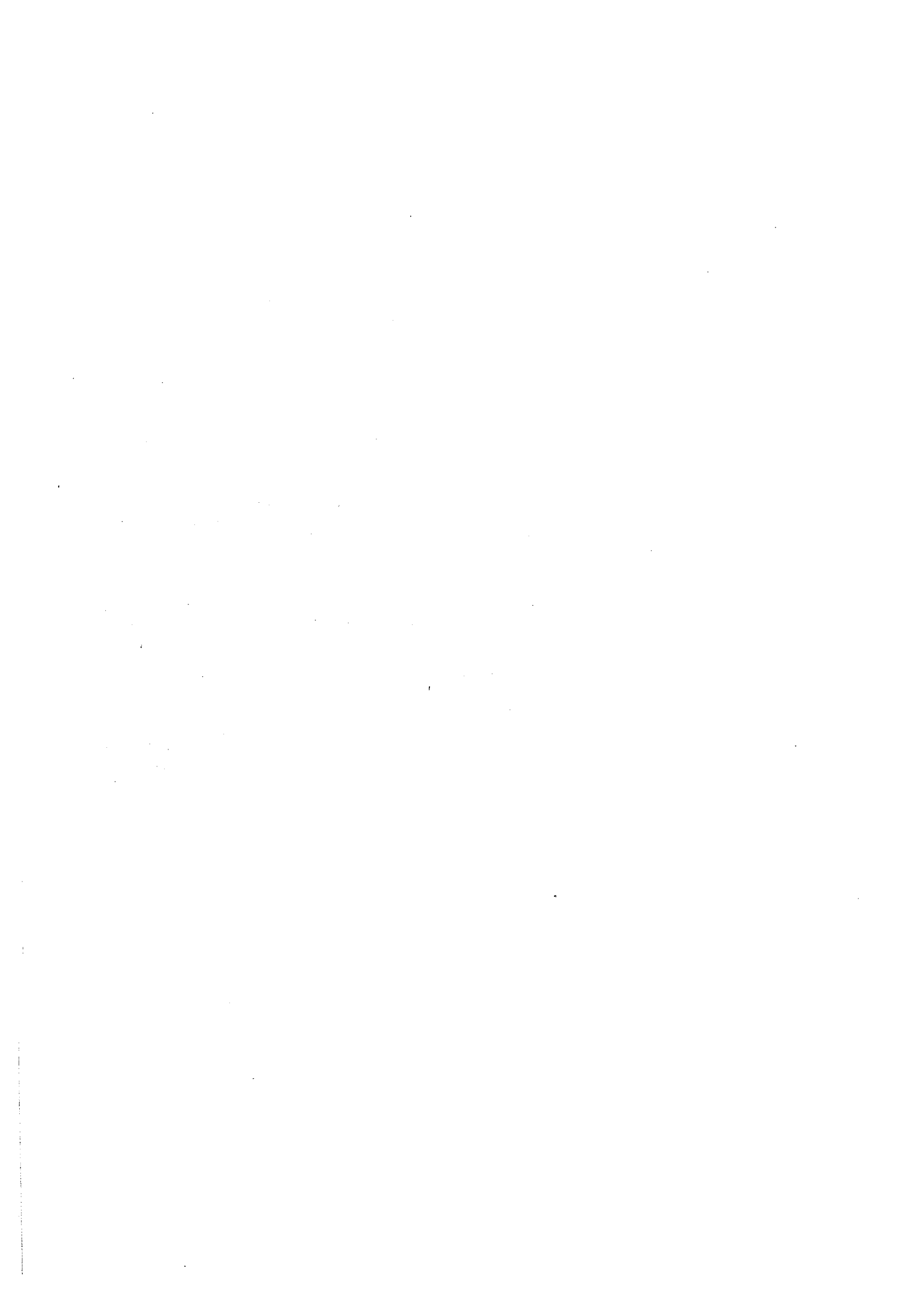
In November a first version of this system was installed for cataloguing of the COM, EP and ESC documents. The publications will be handled by this system from the first quarter of 1990.

(g) Arcind — Cataloguing/indexing of archives

The section continued cataloguing and indexing the publications in the Office archives. This initial phase will be completed during the second quarter of 1990, after which the data currently loaded with a local system will be integrated into the Crenot system for production of a cumulative catalogue.

(h) CAT-ROM — Catalogue on CD-ROM

At the request of the sales service, the section is cooperating with the Project management section in drawing up the technical specifications for a cumulative catalogue on CD-ROM covering the years 1985 to 1989.



6. The printing market and management of contracts concluded by the Office on behalf of itself or of the institutions

6.1. Introduction

6.2. Activities by sector

6.3. Contracts for services and supplies chargeable to the Office budget



6.1. Introduction

1989 saw the launching of calls for tenders and the signing of framework contracts for photogravure and graphic design work.

The new contracts for the printing of the Official Journal came into force on 1 April 1989.

Rationalization of working methods in the Contract management section followed two tracks:

- (i) a study of the new version of the 'estimates' application was launched. Development work is under way, and installation is expected for mid-1990;
- (ii) a preliminary review was carried out into computerization and rationalization of the entire administrative, contractual and budgetary management of the Official Journal. Development is expected for 1990 and installation for the start of 1991.

6.2. Activities by sector

6.2.1. Official Journal and associated publications

The practice of putting irregular publications out to tender — with orders going to the firm submitting the lowest bid — led to 217 estimates and order forms being drawn up in 1989. In addition, 165 order forms were drawn up for 'associated publications'.

2 460 invoices were checked, resulting in 251 credit notes totalling ECU 257 323.

| | Orders | Invoices | | |
|----------------|--------|----------|-------|----------|
| | | Handled | Paid | Adjusted |
| Paper editions | 217 | 1 164 | 1 039 | 209 |
| Other products | 165 | 1 296 | 1 196 | 42 |
| Total | 382 | 2 460 | 2 235 | 251 |

Table 26 gives a detailed breakdown of invoices per product group and institution for 1989.

Table 27 gives detailed figures per month and series for Official Journal production.

Table 28 gives a monthly breakdown by institution of the pages invoiced for the Official Journal.

6.2.2. Publications other than the Official Journal

These publications go through the Planning Office. The number of files opened developed as follows:

| Type of file | 1989 | 1988 |
|-----------------------|------|------|
| Periodicals | 74 | 72 |
| Minor items | 120 | 130 |
| Public documents | 60 | 70 |
| Irregular | 575 | 550 |
| Total number of files | 829 | 822 |

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

| Work done | 1989 | 1988 |
|------------------------|-------|-------|
| Invitations to tender | 13 | 23 |
| New contracts | 42 | 85 |
| ACPC reports/estimates | 15 | 18 |
| Estimates/quotes | 1 198 | 953 |
| Order forms | 1 837 | 1 643 |
| Invoices | 2 100 | 1 927 |
| Credit notes | 55 | 69 |
| Price revision | 36 | 27 |

The 2 100 invoices checked represent a total of ECU 13 718 997.52, broken down among the institutions as follows:

| Institution | Amount in ECU | % |
|--------------------------------|---------------|--------|
| Parliament | 2 684 632.33 | 19.57 |
| Council | 182 022.38 | 1.33 |
| Commission | 9 081 680.53 | 66.20 |
| Court of Justice | 1 208 368.03 | 8.81 |
| ESC | 176 094.66 | 1.28 |
| Court of Auditors | 14 242.44 | 0.10 |
| Cedefop | 341 648.14 | 2.49 |
| European Foundation, Dublin | 29 972.17 | 0.22 |
| University Institute, Florence | 336.84 | 0.00 |
| Total | 13 718 997.52 | 100.00 |

The 55 credit notes obtained totalled ECU 77 812.57.

The number of invoices checked was up 19.22% on 1988.

Table 26 — Invoicing of the OJ to the institutions in 1989

(in ECU)

| | Parliament | Council | Commission | | Court of Justice | ESC | Court of Auditors | Total |
|---|------------------------------|------------------------------|-------------------------------|-------------------------------|--------------------------|-------------------------|--------------------------|-------------------------------|
| | | | Item 3400 | Item 7753 | | | | |
| Paper version | | | | | | | | |
| C series | 3 588 601.92 | 259 923.02 | 6 463 535.06 | 0.00 | 629 657.63 | 354 261.57 | 356 999.32 | 11 652 978.52 |
| L series | 732 590.43 | 3 158 632.52 | 12 227 931.04 | 0.00 | 7 339.45 | 0.00 | 0.00 | 16 126 493.44 |
| S series | 0.00 | 0.00 | 0.00 | 11 123 397.93 | 0.00 | 0.00 | 0.00 | 11 123 397.93 |
| Subtotal 1 (of which carried forward) | 4 321 192.35 2 010 049.86 | 3 418 555.54 1 130 396.48 | 18 691 466.10 3 841 674.80 | 11 123 397.93 1 695 173.67 | 636 997.08 100 198.32 | 354 261.57 93 456.62 | 356 999.32 291 611.77 | 38 902 869.89 9 162 561.52 |
| Miscellaneous products | | | | | | | | |
| Transport, packaging, despatch | 226 587.76 | 205 737.43 | 830 253.78 | 858 693.14 | 15 531.35 | 16 595.15 | 18 084.48 | 2 171 483.09 |
| Magnetic media | 1 300.55 | 1 181.06 | 4 515.14 | 0.00 | 88.89 | 96.18 | 104.18 | 7 286.00 |
| OJ S | 0.00 | 0.00 | 0.00 | 3 603 051.87 | 0.00 | 0.00 | 0.00 | 3 603 051.87 |
| Tables | 0.00 | 115 778.13 | 587 160.43 | 0.00 | 124 047.98 | 0.00 | 0.00 | 826 986.54 |
| MCAs | 0.00 | 0.00 | 142 273.37 | 0.00 | 0.00 | 0.00 | 0.00 | 142 273.37 |
| Budget documents | 33 140.44 | 216 138.76 | 1 403 670.67 | 0.00 | 0.00 | 0.00 | 0.00 | 1 652 949.87 |
| Microfilming | 33 680.75 | 30 586.26 | 116 929.73 | 0.00 | 2 302.00 | 2 490.69 | 2 698.24 | 188 687.67 |
| Nimexe | 0.00 | 0.00 | 566 595.14 | 0.00 | 0.00 | 0.00 | 0.00 | 566 595.14 |
| Celex | 0.00 | 0.00 | 479 096.49 | 0.00 | 0.00 | 0.00 | 0.00 | 479 096.49 |
| Eurovoc | 0.00 | 2 772.98 | 14 062.97 | 0.00 | 2 971.05 | 0.00 | 0.00 | 19 807.00 |
| Indexation system | 49 455.35 | 16 421.45 | 83 280.16 | 0.00 | 17 594.40 | 0.00 | 0.00 | 166 751.36 |
| SEI | 0.00 | 0.00 | 0.00 | 3 245 673.96 | 0.00 | 0.00 | 0.00 | 3 245 673.96 |
| Treaties | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Directory | 0.00 | 197 219.10 | 460 177.89 | 0.00 | 0.00 | 0.00 | 0.00 | 657 396.99 |
| Formex | 0.00 | 0.00 | 64 793.08 | 0.00 | 0.00 | 0.00 | 0.00 | 64 793.08 |
| Einecs | 0.00 | 0.00 | 38 844.08 | 0.00 | 0.00 | 0.00 | 0.00 | 38 844.08 |
| PAIs | 0.00 | 0.00 | 121 509.89 | 0.00 | 0.00 | 0.00 | 0.00 | 121 509.89 |
| Various information products | 80 769.88 | 45 843.49 | 223 987.59 | 0.00 | 3 450.27 | 3 733.09 | 4 044.18 | 361 828.50 |
| Syspub | 0.00 | 0.00 | 755 481.11 | 0.00 | 0.00 | 0.00 | 0.00 | 755 481.11 |
| Arcdon | 7 834.47 | 279 558.94 | 810 797.46 | 0.00 | 0.00 | 0.00 | 0.00 | 1 098 190.87 |
| Subtotal 2 (of which carried forward) | 553 528.89 144 827.72 | 1 272 250.51 125 575.88 | 7 105 961.27 677 732.95 | 7 707 418.97 1 090 481.06 | 230 391.11 24 525.80 | 47 067.05 3 069.76 | 57 133.66 3 343.41 | 16 973 751.46 2 069 556.26 |
| Grand total in ECU | 4 874 721.24 | 4 690 806.05 | 25 797 427.37 | 18 830 816.90 | 867 388.19 | 401 328.62 | 414 132.98 | 55 876 621.35 |
| Year 1989 | 2 719 843.66 | 3 434 833.69 | 21 278 019.62 | 16 045 162.17 | 742 664.39 | 304 802.24 | 119 177.80 | 44 644 503.57 |
| Carried forward from 1988 | 2 154 877.58 | 1 255 972.36 | 4 519 407.75 | 2 785 654.73 | 124 723.80 | 96 526.38 | 294 955.18 | 11 232 117.78 |

Table 27— Monthly breakdown by institution of Official Journal pages produced in 1989

L, C, S series

| Institution | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Parliament | 17 299 | 2 579 | 3 391 | 3 405 | 6 126 | 6 418 | 1 989 | 666 | 989 | 3 273 | 1 520 | 342 | 47 997 |
| Council | 912 | 2 054 | 6 487 | 2 374 | 1 907 | 3 916 | 4 418 | 1 568 | 625 | 3 533 | 3 237 | 5 960 | 36 991 |
| Commission | 23 398 | 26 721 | 29 891 | 31 888 | 21 572 | 27 676 | 32 664 | 30 832 | 27 072 | 33 267 | 24 702 | 29 278 | 338 961 |
| Court of Justice | 153 | 194 | 315 | 315 | 256 | 324 | 495 | 364 | 162 | 203 | 308 | 428 | 3 517 |
| ESC | 497 | 0 | 720 | 301 | 99 | 1 166 | 302 | 576 | 0 | 0 | 621 | 0 | 4 282 |
| Court of Auditors | 9 | 0 | 144 | 9 | 720 | 0 | 0 | 0 | 0 | 0 | 20 | 3 078 | 3 980 |
| Total | 42 268 | 31 548 | 40 948 | 38 292 | 30 680 | 39 500 | 39 868 | 34 006 | 28 848 | 40 276 | 30 408 | 39 086 | 435 728 |

L series

| Institution | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|-------------------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|----------------|
| Parliament | 12 384 | 0 | 0 | 36 | 648 | 0 | 9 | 162 | 0 | 0 | 0 | 0 | 13 239 |
| Council | 786 | 1 928 | 6 320 | 2 289 | 1 817 | 3 759 | 4 139 | 1 389 | 567 | 3 389 | 3 174 | 5 920 | 35 477 |
| Commission ¹ | 9 690 | 8 608 | 10 120 | 11 787 | 6 932 | 10 245 | 10 576 | 9 483 | 8 865 | 15 246 | 8 274 | 13 268 | 123 094 |
| Court of Justice | 0 | 0 | 0 | 0 | 31 | 0 | 0 | 30 | 0 | 9 | 0 | 0 | 70 |
| ESC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Court of Auditors | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 22 860 | 10 536 | 16 440 | 14 112 | 9 428 | 14 004 | 14 724 | 11 064 | 9 432 | 18 644 | 11 448 | 19 188 | 171 880 |

¹ Including Cedefop, 216 pp., European Foundation, 216 pp.

Table 27 (continued)

C series

| Institution | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|-------------------|--------------|--------------|--------------|---------------|--------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Parliament | 4 915 | 2 579 | 3 391 | 3 369 | 5 478 | 6 418 | 1 980 | 504 | 989 | 3 273 | 1 520 | 342 | 34 758 |
| Council | 126 | 126 | 167 | 85 | 90 | 157 | 279 | 179 | 58 | 144 | 63 | 40 | 1 514 |
| Commission | 2 008 | 3 533 | 2 995 | 6 673 | 2 832 | 2 707 | 6 104 | 3 751 | 3 915 | 3 405 | 3 072 | 3 770 | 44 765 |
| Court of Justice | 153 | 194 | 315 | 315 | 225 | 324 | 495 | 334 | 162 | 194 | 308 | 428 | 3 447 |
| ESC | 497 | 0 | 720 | 301 | 99 | 1 166 | 302 | 576 | 0 | 0 | 621 | 0 | 4 282 |
| Court of Auditors | 9 | 0 | 144 | 9 | 720 | 0 | 0 | 0 | 0 | 0 | 20 | 3 078 | 3 980 |
| Total | 7 708 | 6 432 | 7 732 | 10 752 | 9 444 | 10 772 | 9 160 | 5 344 | 5 124 | 7 016 | 5 604 | 7 658 | 92 746 |

S series

| Institution | January | February | March | April | May | June | July | August | September | October | November | December | Total |
|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
| Parliament | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Council | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Commission | 11 700 | 14 580 | 16 776 | 13 428 | 11 808 | 14 724 | 15 984 | 17 598 | 14 292 | 13 616 | 14 356 | 12 240 | 171 102 |
| Court of Justice | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ESC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Court of Auditors | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 11 700 | 14 580 | 16 776 | 13 428 | 11 808 | 14 724 | 15 984 | 17 598 | 14 292 | 14 616 | 13 356 | 12 240 | 171 102 |

Table 28 – Monthly breakdown by institution of pages invoiced for the Official Journal in 1989

| Month | Series | Total | Parliament | | Council | | Commission ¹ | | Court of Justice | | ESC | | Court of Auditors | |
|----------|--------|--------|------------|-------|---------|-------|-------------------------|--------|------------------|------|-------|------|-------------------|-------|
| | | | Pages | % | Pages | % | Pages | % | Pages | % | Pages | % | Pages | % |
| January | C | 5 207 | 2 970 | 57.04 | 58 | 1.11 | 1 810 | 34.76 | 315 | 6.05 | 54 | 1.04 | 0 | 0.00 |
| | L | 16 392 | 0 | 0.00 | 3 567 | 21.76 | 12 825 | 78.24 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 648 | 0 | 0.00 | 0 | 0.00 | 648 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 22 247 | 2 970 | 13.35 | 3 625 | 16.29 | 15 283 | 68.70 | 315 | 1.42 | 54 | 0.24 | 0 | 0.00 |
| February | C | 27 522 | 9 388 | 34.11 | 94 | 0.34 | 13 692 | 49.75 | 234 | 0.85 | 1 207 | 4.39 | 2 907 | 10.56 |
| | L | 24 804 | 0 | 0.00 | 9 836 | 39.65 | 14 968 | 60.35 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 27 436 | 0 | 0.00 | 0 | 0.00 | 27 436 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 79 762 | 9 388 | 11.77 | 9 930 | 12.45 | 56 096 | 70.33 | 234 | 0.29 | 1 207 | 1.51 | 2 907 | 3.64 |
| March | C | 3 604 | 1 279 | 35.49 | 126 | 3.50 | 2 008 | 55.72 | 153 | 4.25 | 29 | 0.80 | 9 | 0.25 |
| | L | 11 232 | 0 | 0.00 | 983 | 8.75 | 10 249 | 91.25 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 864 | 0 | 0.00 | 0 | 0.00 | 864 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 15 700 | 1 279 | 8.15 | 1 109 | 7.06 | 13 121 | 83.57 | 153 | 0.97 | 29 | 0.18 | 9 | 0.06 |
| April | C | 3 488 | 611 | 17.52 | 81 | 2.32 | 2 634 | 75.52 | 162 | 4.64 | 0 | 0.00 | 0 | 0.00 |
| | L | 19 140 | 12 384 | 64.70 | 1 116 | 5.83 | 5 640 | 29.47 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 34 344 | 0 | 0.00 | 0 | 0.00 | 34 344 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 56 972 | 12 995 | 22.81 | 1 197 | 2.10 | 42 618 | 74.81 | 162 | 0.28 | 0 | 0.00 | 0 | 0.00 |
| May | C | 10 176 | 168 | 1.65 | 133 | 1.31 | 1 755 | 17.25 | 32 | 0.31 | 468 | 4.60 | 0 | 0.00 |
| | L | 10 368 | 0 | 0.00 | 1 294 | 12.48 | 9 074 | 87.52 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 7 236 | 0 | 0.00 | 0 | 0.00 | 7 236 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 20 160 | 168 | 0.83 | 1 427 | 7.08 | 18 065 | 89.61 | 32 | 0.16 | 468 | 2.32 | 0 | 0.00 |
| June | C | 8 648 | 8 595 | 99.39 | 79 | 0.91 | 1 887 | 21.82 | 315 | 3.64 | 720 | 8.33 | 144 | 1.67 |
| | L | 16 152 | 36 | 0.22 | 6 967 | 43.13 | 9 149 | 56.64 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 16 416 | 0 | 0.00 | 0 | 0.00 | 16 416 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 44 308 | 8 631 | 19.48 | 7 046 | 15.90 | 27 452 | 61.96 | 315 | 0.71 | 720 | 1.62 | 144 | 0.32 |

¹ Including Cedefop, 216 pp., European Foundation, 216 pp.

Table 28 (continued)

| Month | Series | Total | Parliament | | Council | | Commission ¹ | | Court of Justice | | ESC | | Court of Auditors | |
|-----------|--------|---------|------------|-------|---------|-------|-------------------------|--------|------------------|------|-------|-------|-------------------|------|
| | | | Pages | % | Pages | % | Pages | % | Pages | % | Pages | % | Pages | % |
| July | C | 9 200 | 1 601 | 17.40 | 103 | 1.12 | 6 862 | 74.59 | 324 | 3.52 | 301 | 3.27 | 9 | 0.10 |
| | L | 16 488 | 0 | 0.00 | 2 800 | 16.98 | 13 688 | 83.02 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 13 032 | 0 | 0.00 | 0 | 0.00 | 13 032 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 38 720 | 1 601 | 4.13 | 2 903 | 7.50 | 33 582 | 86.73 | 324 | 0.84 | 301 | 0.78 | 9 | 0.02 |
| August | C | 11 452 | 4 474 | 39.07 | 256 | 2.24 | 5 335 | 46.59 | 540 | 4.72 | 127 | 1.11 | 720 | 6.29 |
| | L | 25 916 | 9 | 0.03 | 5 790 | 22.34 | 20 086 | 77.50 | 31 | 0.12 | 0 | 0.00 | 0 | 0.00 |
| | S | 9 144 | 0 | 0.00 | 0 | 0.00 | 9 144 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 46 512 | 4 483 | 9.64 | 6 046 | 13.00 | 34 565 | 74.31 | 571 | 1.23 | 127 | 0.27 | 720 | 1.55 |
| September | C | 6 144 | 4 418 | 71.91 | 315 | 5.13 | 6 002 | 97.69 | 549 | 8.94 | 504 | 8.20 | 0 | 0.00 |
| | L | 7 212 | 648 | 8.99 | 1 028 | 14.25 | 5 506 | 76.34 | 30 | 0.42 | 0 | 0.00 | 0 | 0.00 |
| | S | 27 246 | 0 | 0.00 | 0 | 0.00 | 27 246 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 46 246 | 5 066 | 10.95 | 1 343 | 2.90 | 38 754 | 83.80 | 579 | 1.25 | 504 | 1.09 | 0 | 0.00 |
| October | C | 5 704 | 720 | 12.62 | 116 | 2.03 | 3 598 | 63.08 | 334 | 5.86 | 936 | 16.41 | 0 | 0.00 |
| | L | 6 732 | 162 | 2.41 | 1 693 | 25.15 | 4 877 | 72.45 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 13 824 | 0 | 0.00 | 0 | 0.00 | 13 824 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 26 260 | 882 | 3.36 | 1 809 | 6.89 | 22 299 | 84.92 | 334 | 1.27 | 936 | 3.56 | 0 | 0.00 |
| November | C | 9 036 | 3 865 | 42.77 | 103 | 1.14 | 4 681 | 51.80 | 171 | 1.89 | 216 | 2.39 | 0 | 0.00 |
| | L | 14 140 | 0 | 0.00 | 3 104 | 21.95 | 11 036 | 78.05 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | S | 14 688 | 0 | 0.00 | 0 | 0.00 | 14 688 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 37 864 | 3 865 | 10.21 | 3 207 | 8.47 | 30 405 | 80.30 | 171 | 0.45 | 216 | 0.57 | 0 | 0.00 |
| December | C | 10 340 | 5 013 | 48.48 | 108 | 1.04 | 4 499 | 43.51 | 340 | 3.29 | 360 | 3.48 | 20 | 0.19 |
| | L | 21 316 | 0 | 0.00 | 3 322 | 15.58 | 17 985 | 84.37 | 9 | 0.04 | 0 | 0.00 | 0 | 0.00 |
| | S | 16 380 | 0 | 0.00 | 0 | 0.00 | 16 380 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 48 036 | 5 013 | 10.44 | 3 430 | 7.14 | 38 864 | 80.91 | 349 | 0.73 | 360 | 0.75 | 20 | 0.04 |
| Total | C | 111 637 | 43 102 | 38.61 | 1 572 | 1.41 | 54 763 | 49.05 | 3 469 | 3.11 | 4 922 | 4.41 | 3 809 | 3.41 |
| | L | 189 892 | 13 239 | 6.97 | 41 500 | 21.85 | 135 083 | 71.14 | 70 | 0.04 | 0 | 0.00 | 0 | 0.00 |
| | S | 181 258 | 0 | 0.00 | 0 | 0.00 | 181 258 | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | Total | 482 787 | 56 341 | 11.67 | 43 072 | 8.92 | 371 104 | 76.87 | 3539 | 0.73 | 4 922 | 1.02 | 3 809 | 0.79 |

1 Including Cedefop, 216 pp., European Foundation, 216 pp.

6.3. Contracts for services and supplies chargeable to the office budget

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

| Work done | 1989 | 1988 |
|--------------------------|-------|-------|
| Procurement requests | 611 | 423 |
| Invitations to tender | 21 | 15 |
| New contracts | 64 | 16 |
| ACPC reports | 18 | 17 |
| Estimates/price requests | 492 | 423 |
| Order forms | 609 | 714 |
| Invoices | 5 251 | 6 260 |
| Credit notes | 24 | 20 |
| Price revision | 16 | 2 |
| Recovery orders | 21 | 40 |

7. Staff of the Office and personnel questions

- 7.1. Officials**
- 7.2. Temporary staff**
- 7.3. Auxiliary staff**
- 7.4. Freelance proof-readers**
- 7.5. Training**
- 7.6. Consultations with staff representatives**
- 7.7. Consultations with the trade unions
and professional bodies**



7.1. Officials

1989 was marked by the retirement of the Director of the Office on 30 June 1989 and the appointment of his successor on 1 August 1989.

There were other major changes in the internal organization of the Office, in particular the appointment of an adviser to the Director and the expansion of the Office to six units. The new units are OP5 'Co-publishing' and OP6 'Printshop', formerly part of OP4 and OP1 respectively. Within the unit OP1 'Administrative and technical services', two new sections were set up in the computerization field. These are the sections 'Computer centre' and 'Computer publishing'. Unit OP2 'Official Journal' has set up a structure based on four sections — 'Notices of public contracts', 'Routine/SGML', 'Production' and 'Proof-reading'.

Some 50 posts, obtained under the 1989 budget or made vacant mainly because of moves, transfers or leave on personal grounds were filled during the year.

Three competitions specifically for proof-readers — COM/B/632 (Spanish — B3/2), COM/B/633 (Portuguese — B3/2) and COM/B/650 (Danish, English, German and Portuguese — B5/4) — produced reserve lists in 1989, two of which had been exhausted by the end of the year.

A new request for a competition for proof-readers was made by the Office in 1989 for Danish — the number of successful candidates from COM/B/650 having been insufficient for this language — Spanish, French, Greek and Dutch, and this should produce a reserve list in 1990.

7.2. Temporary staff

Two contracts for temporary staff were extended in 1989. These two contracts, which had been granted in 1986 to alleviate the lack of reserve-list candidates for Danish, were terminated towards the end of the year. One of the temporary staff was appointed a probationary official after passing competition COM/B/650.

At the end of the year under review, there were no contracts for temporary staff in force at the Office.

7.3. Auxiliary staff

The increase in workload and long-term absences because of part-time or half-time working, half-time working for medical reasons, cures, maternity leave, training, made it necessary to employ auxiliary staff during 1989.

A total of 13 auxiliary staff contracts were concluded or renewed during the period under review, eight of which were still in force as at 31 December 1989.

One auxiliary staff member passed competition COM/C/5/87 and was appointed a probationary official.

7.4. Freelance proof-readers

The initial 1989 budget appropriation covering fees, travel expenses, mission expenses, sickness and accident insurance and the costs of publishing advertisements and organizing tests amounted to ECU 1 135 300. During the year, this appropriation had to be boosted by ECU 368 000.

In order to have sufficient reserves of freelance proof-readers in all the Community languages, the Office organized two joint tests on its premises in Luxembourg in 1989. In view of the poor results, advertisements were placed in the press in Denmark, Spain and Portugal. In the case of Greece, the Office still had a reserve list of candidates as a result of an advertisement in the press in 1988. The results of all the tests organized in Luxembourg and the capitals of the Member States are given in Table 29.

Towards the end of 1989, the Office also devised a new formula for aptitude tests which will be applied during 1990.

The code of good practice limiting work to 120 days per year was applied throughout 1989.

Table 29 — Results of tests organized for freelance proof-readers

| Language of test | Venue | Number of applications | No of candidates invited to test | Number of participants | Passed |
|----------------------------|--------------|------------------------|----------------------------------|------------------------|--------|
| Danish | Copenhagen | 130 | 68 | 58 | 13 |
| Spanish | Madrid | 1 119 | 165 ¹ | 133 | 9 |
| Portuguese | Lisbon | 158 | 62 | 45 | 1 |
| Greek | Athens | | 115 | 92 | 1 |
| | Thessaloniki | 288 | 125 | 101 | 3 |
| ES-DA-DE-GR-EN-FR-IT-PT-NL | Luxembourg | 110 | 105 | 73 | 17 |
| ES-DA-DE-GR-EN-FR-IT-PT-NL | Luxembourg | 41 | 37 | 26 | 13 |

¹ Plus 160 reserve candidates for a later test.

7.5. Training

Some ECU 74 000 in appropriations was spent in 1989 from the budget item for further training. As in the past, the appropriations were spent primarily on training on computers and new technologies in the graphic arts.

A total of 95 Office officials received training funded from the Office budget.

118 officials attended language courses organized by the Commission as follows:

- 1 on a Danish course,
- 35 on an English course,
- 23 on a French course,
- 27 on a German course,

5 on a Greek course,
9 on an Italian course,
1 on a Portuguese course,
17 on a Spanish course.

151 officials attended other courses organized by the Commission.

7.6. Consultations with staff representatives

Five contact meetings were held with the staff representatives during the period under review. The problems and concerns raised by the staff representatives were discussed in a positive atmosphere. Solutions were found to certain questions, such as the introduction of a school bus between the Eurooffice building and the school complex at Kirchberg, with financial support from the Social Activities Committee, the development of a self-training course in graphic arts and, in the case of freelance proof-readers, the revision of the code of practice and work on a new formula for aptitude tests.

Talks are continuing on other questions such as the use of the parking lot at the Eurooffice building and the occupation of the new warehouse in Gasperich.

7.7. Consultations with the trade unions and professional bodies

7.7.1. Policy-level consultations

On 3 October 1989, Mr Mart, President of the Court of Auditors, met a delegation from the trade unions and professional bodies in his capacity as Chairman of the Management Committee of the Office. The talks centred on the following points.

■ *Role and future of the Office*

While reaffirming their belief in a dynamic and efficient Office capable of enhancing the prestige of the Community in the eyes of the public, the representatives of the trade unions and professional bodies nevertheless expressed certain misgivings as to the future of the Office under a reinforced policy of subsidiarity and wished to be informed of the strategies being pursued. The Chairman of the Management Committee confirmed the strategy being pursued, namely:

- (i) to improve efficiency in the production and distribution of publications, the ultimate objective — which had almost been achieved — being to become the single reference centre for all Community publications, to which the public can turn and from which it can expect a guaranteed level of service;
- (ii) to advise the institutions on the content of their publications and the media to be used, thereby exploiting the constantly increasing knowledge of the market.

This strategy could only enhance the task of the Office's staff, which would centre on design and management, while the actual production could be contracted out; this trend would be accompanied by suitable programmes of training and further training.

■ *Promotion and sales network*

The representatives stressed their wish to see sales promotion and the sales network further developed, as they felt the publications to be an effective means of giving the public a better understanding of the European civil service.

The Chairman of the Management Committee repeated that substantial efforts had been made as regards sales promotion and that the Office's sales network had been diversified and extended.

For instance, the principal national distributors, the regional sub-distributors, specialized sales offices and a number of booksellers devoting part of their shelf space to Community affairs (Eurobooksellers) were pooling their efforts to assist customers.

In addition, the European documentation centres (EDCs) and depository libraries, the Commission's information offices, the Eurodesk centres and other information centres backed by the Commission were being supplied by the Office and gradually linked to computerized documentary aids for searches and order handling developed by the Office (ABEL, Catel).

■ *Accommodation policy*

The Chairman explained the approach being followed on accommodation. The renting of a warehouse on the outskirts of Luxembourg would allow the transfer of part of the technical services and in particular OJ and reserve stocks, as well as the mechanical distribution, thereby freeing valuable space inside the Eurooffice building.

The second and third floors of the new wing, currently occupied by departments of the Luxembourg Government, would continue to be available in the event of a major increase in staff over the next few years. The new warehouse could also be enlarged in case of need, since part of the site had been kept in reserve for this purpose.

■ *Printing contracts*

In reply to the representatives' concern that the Office might become tied to certain large suppliers, the Chairman explained that market consultations which were as wide-ranging as possible and flexible framework contracts ensured that the Office was perfectly in control of its suppliers, whose prices and services were subject to continuous monitoring.

As for decentralized printing of the OJ, it had to be admitted that such an approach had two major drawbacks — it jeopardized legal obligations and involved much higher costs.

■ *Application of the Social Contract for Progress*

The representatives did not wish the process of modernizing the Office's activities to harm the interests of the staff, who should be involved at the appropriate level in the preparation of decisions, in the spirit of the methods of dialogue provided for by the Social Contract for Progress. The Management Committee and the management of the Office intended, as in the past, to respect the agreements reached.

The representatives raised a number of more specific questions, some of which would be passed to subordinate bodies and would be discussed in technical-level consultations.

7.7.2. Technical-level consultations

The Office management held a technical-level meeting with the trade unions and professional bodies on 28 April. The results are set out in the 20th Management Report (1988).

Table 30 – Administrative procedures

| | Number |
|--|--------|
| Officials | |
| A – Arrivals | |
| 1. Appointment as probationary official following: | |
| open competition | 18 |
| internal competition | 1 |
| 2. Move to the PO | 8 |
| 3. Transfer to the PO | 1 |
| 4. Placed at the disposal of the PO | 3 |
| 5. Seconded to the PO | — |
| 6. Reinstatement after: | |
| being assigned non-active status | — |
| leave on personal grounds | 5 |
| military service | — |
| B – Departures | |
| 1. Move to another DG | 15 |
| 2. Transfer to another institution | 1 |
| 3. Leave on personal grounds: | |
| assignment | 2 |
| extension from 1988 to 1989 | 6 |
| 4. Leave for military service: | |
| assignment | — |
| extension from 1988 to 1989 | — |
| 5. Placed at the disposal of another DG: | |
| assignment | — |
| extension from 1988 to 1989 | — |
| 6. Secondment from the PO | 1 |
| 7. Assigned non-active status | — |
| 8. Invalidity | 2 |
| 9. Early retirement | 2 |
| 10. Retirement | 1 |
| 11. Resignation | 1 |
| 12. Retirement in the interests of the service | — |
| 13. Dismissal for incompetence | — |
| 14. Death | 2 |
| C – Miscellaneous | |
| 1. Promotion: | |
| within a career bracket | 34 |
| to another career bracket | 25 |
| to another category: | |
| following an internal competition | 2 |
| following an open competition | 8 |

Table 30 (continued)

| | Number |
|---|--------|
| 2. Appointment | 2 |
| 3. Temporary post: assignment | — |
| extension from 1988 to 1989 | — |
| 4. Half-time and part-time working: assignment | 5 |
| extension from 1988 to 1989 | 7 |
| 5. Mobility within the PO (including 57 changes of assignment as a result of the setting-up of units OP5 and OP6) | 75 |
| Temporary staff | |
| A — Arrivals | |
| 1. Appointment for a fixed period: new appointment | — |
| renewal | — |
| 2. Open-ended appointment: new appointment | — |
| renewal | — |
| B — Departures | |
| 1. End of contract | 1 |
| 2. Establishment | 1 |
| 3. Resignation | — |
| 4. Death | — |
| Auxiliary staff | |
| A — Arrivals | |
| 1. Appointment for a fixed period: new appointment | 8 |
| renewal | — |
| 2. Open-ended appointment: new appointment | — |
| renewal | — |
| B — Departures | |
| 1. End of contract | 5 |
| 2. Establishment | 1 |
| 3. Resignation | — |
| 4. Death | — |

Table 31 — Establishment plan 1989

| Category and grade | No of permanent posts |
|--------------------|-----------------------|
| A 1 | — |
| A 2 | 1 ¹ |
| A 3 | 1 |
| A 4 | 2 ² |
| A 5 | 4 |
| A 6 | 5 |
| A 7 | 3 |
| A 8 | — |
| Total | 16 |
| B 1 | 24 |
| B 2 | 52 ³ |
| B 3 | 60 |
| B 4 | 48 |
| B 5 | 14 |
| Total | 198 |
| C 1 | 16 |
| C 2 | 32 |
| C 3 | 35 |
| C 4 | 33 |
| C 5 | 6 |
| Total | 122 |
| D 1 | 8 |
| D 2 | 21 |
| D 3 | 41 |
| D 4 | — |
| Total | 70 |
| Grand total | 406 |

¹ The post of director of the Office for Official Publications of the European Communities was held by an official in grade A 1 on a personal basis until 30 June 1989.

² Includes one post temporarily put at the disposal of the Commission.

³ Includes two technical and secretarial assistants.

8. Application of the current provisions relating to medium- and long-term translations

8.1. Work done for the Parliament

8.2. Work done for the Council

8.3. Work done for the Publications Office

8.4. General observations

Table 32 shows the translation work done in 1989 on behalf of the Office and the other institutions under the agreement between the Commission and the Office concerning the attachment to the Office of the Medium- and Long-Term Translation Service (MLTTS).

8.1. Work done for the Parliament

8.1.1. Reports of proceedings

In 1989 the MLTTS was responsible, as in the past, for translating the 'Question Time' annex to the report of proceedings for nine ordinary part-sessions of the European Parliament.

The work done by the MLTTS for the Parliament was on average 559 pages to be translated into eight languages, i.e. a total of 5 667 pages for the nine part-sessions as against 5 261 pages in 1988, 4 101 pages in 1987 and 10 238 in 1986.

The deadline for such translation work was generally one month.

8.2. Work done for the Council

In 1989 translation of the *Thirty-sixth review of the Council's work* into eight official languages totalled 3 320 pages.

8.3. Work done for the Publications Office

8.3.1. Invitations to tender

During the year under review, as in preceding years, the MLTTS translated the entire S series of the Official Journal in nine languages (for the fourth year running).

Translations of invitations to tender accounted for 311 868 pages in 1989 compared to 208 953 in 1988, i.e. an increase of 49.3%. The number of documents handled rose by 36.9%, from 14 568 in 1988 to 19 945 in 1989.

Invitations to tender arrived at an average rate of 83 per day.

The MLTTS managed to meet its obligations despite the growing number of tenders to be translated in the nine official languages, and despite their increasing difficulty over the years, especially as regards supplies in the telecommunications and other advanced technology sectors.

8.3.2. Avima project

The MLTTS and the Office, in close cooperation with DG III, decided in 1989 to join in developing a project known as Avima, with the approval of the Director-General responsible for translation and the Director of the Office.

The aim of Avima is to rationalize the publication and translation of notices by standardizing their content, taking advantage of the similarity of the clauses, and by using new computer tools for automatic generation of the different language versions.

1989 also saw major legislative activity in the field of public contracts, the main feature being the implementation of the new Council Directive of 22 March 1988 on public supply contracts.

In view of the implications of these measures for the workload of the MLTTS, it goes without saying that the translation service has been closely following this activity, in particular through its participation in the Advisory Committee on Public Contracts.

Despite an advanced level of computerization, it was already clear that neither the current computerized editorial system (SEI) nor the resources of the MLTTS could cope in the long term with the exponential growth in the number of notices subsequent to application of the new directives, which introduce new models for notices and aim to improve the transparency of public contracts by publishing advance information and the results of the invitations to tender, as well as by increasing publicity and monitoring. However, they also highlight the need to rationalize publication in languages other than the original, for reasons of economy and speed.

As from 1 January 1989, the translation service has exploited to the full all the possibilities for rationalization offered by the new directives.

8.3.2.1. General and administrative clauses in the notices

In cooperation with the Office and DG III, the MLTTS has gradually standardized the content of each heading in the notices by developing, amongst other things, multilingual files of standard phrases for recurring and pertinent concepts, taken from the historical archives of notices.

This standardization has produced both a list of standardized clauses of universal application and national lists of clauses provided for by the legislation incorporating the Community directive into national law.

Management of these standardized files, involving mainly the selection and injection of the standardized phrases intended to generate the various linguistic equivalents in the notices, was initially undertaken by the translation divisions but has gradually been taken over by the Office and is now carried out centrally at the compilation stage.

To satisfy this need for rationalization, the Office has developed new parameters with a view to installing new data exchange functions on the SEI to allow the automatic and simultaneous insertion of standard clauses into the various language versions of the notices.

The Avima system now caters for copying of the non-linguistic elements of the original text and for selection of the various language versions of a document from a computerized model.

Studies currently under way should allow this system to be transposed to the new types of notice provided for in the 'public works', 'sectors excluded' and 'services' directives.

8.3.2.2. Contract description

In this case the three services involved (MLTTS, the Office and DG III) decided to adopt a standardized system.

The MLTTS has submitted a proposal for the restructuring of this heading and a multilingual thesaurus for automatic generation of all the language equivalents of the object of the 'public works' contract. Once adopted, this proposal will be extended to the 'supplies' sector.

For public contracts, Avima will gradually build up a standardized European language by establishing equivalences between the nine Community languages.

To further simplify the transmission and processing of information, the MLTTS, in collaboration with the Office and DG III, has drawn up standard forms which will not only improve transparency and the comprehensibility of the information by using a standardized European language, but will also ensure equality amongst economic operators as regards access to information.

These proposals are being examined by the Advisory Committee on Public Contracts.

Currently, 79 terminals and 31 printers are used for production and the exchange of computer files between the Office and the MLTTS.

8.3.3. Other work done for the Office

The other work done for the Office, mainly the translation of invitations to tender, printing contracts, leaflets, manuals and miscellaneous work, amounted to 4 579 pages in 1989, as against 801 pages in 1988.

8.4. General observations

Thanks to the rationalization work undertaken, the MLTTS managed to absorb the extra workload involved in the increased number of tenders to be processed and the addition of new official languages.

Texts for printing were in general provided as clean copy.

It should be noted that an increasing number of texts for other Commission departments were delivered to the office on magnetic media, thanks to the gradual implementation of the Sysling system in the translation service.

The production problems encountered were satisfactorily solved thanks to close cooperation between the relevant departments of the Office and the MLTTS.

Finally, the Office and the other institutions cooperated with the MLTTS in the spirit of confidence and understanding which has been a traditional feature of their relationship.

Table 32 – List of work done by the MLTTS

(No of pages)

| Work | 1986 | 1987 | 1988 | 1989 |
|--|----------------|----------------|----------------|----------------|
| Parliament: | | | | |
| Reports of proceedings of Parliament's debates | 10 238 | 4 101 | 5 261 | 5 667 |
| Council: | | | | |
| Review of the Council's work | 2 180 | 2 800 | 2 122 | 3 320 |
| Office: | | | | |
| Notices of invitations to tender ¹ | 129 045 | 170 958 | 208 953 | 311 868 |
| Management report | 480 | 528 | 640 | 680 |
| Miscellaneous | 3 987 | 1 365 | 801 | 4 579 |
| Validation of standard clauses | 700 | — | — | — |
| Total | 146 630 | 179 752 | 217 777 | 326 114 |

¹ The translation service counts on average two pages per notice to be translated into eight languages.



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