



EUR-OP

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

TWENTY-FOURTH ANNUAL MANAGEMENT REPORT

1992





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Introduction

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

The members of the Management Committee in 1992 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 and Chairman of the Management Committee in 1992;

Mr F. De Koster,
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 S. P. Nothomb,
from 1 November 1992 onwards;

Mr P. Everard,
Secretary-General of the Court of Auditors.

The Management Committee met on 16 June 1992 (full members), and on 17 March, 14 July and 20 October 1992 (alternate members). In addition, 19 written procedures were submitted to the Management Committee in 1992.

In 1992 responsibility for producing the CELEX database and for marketing Eurobases was transferred to the Publications Office.

These new functions, which reflect new requirements for accessibility to information in general and to Community law in particular, were accompanied by a transfer of resources corresponding to operating expenses and by the allocation of an extraordinary budget for upgrading and modernizing the CELEX system.

The transfer of these functions had the effect of increasing the draft 1993 Publications Office budget from ECU 37.2 million to ECU 42.6 million, which caused a number of difficulties for the budgetary authority in interpreting the actual rate of increase in Publications Office expenditure, and questions had to be referred to the Management Committee on several occasions.

The Management Committee also defined the new supervisory structures for the CELEX system, featuring an interinstitutional component and a direct link with the governments of the Member States. These structures became operational at the end of the year under review.

The Publications Office took some significant steps towards greater transparency of Community law with the completion of work on developing

software which, within two years, provided the necessary funds are made available, will be able to produce, on an economical basis, consolidated texts (a 'declaratory consolidation') of Community law currently in force in the nine official languages.

Similarly, the Publications Office set out a number of concrete measures for implementing the guidelines set out by the Edinburgh Summit, on the transparency of the legislative process, in particular by adding new families of documents to its distribution and document delivery systems.

With a view to boosting sales of Community publications and stimulating the creation of relay points in the Community countries, the Management Committee adopted a new system of discounts for intermediaries in the Publications Office sales network. This network has developed considerably in the last two years, particularly through being extended to the countries of Eastern Europe and through greater decentralization within the Community.

In the same context, the Management Committee was led to adopt special arrangements for the new democracies of Eastern Europe and the CIS in order to guarantee access to Community information, in view of the particular economic conditions in those countries.

The Management Committee approved a number of publishing operations carried out by the Publications Office on behalf of all the institutions. These included finalizing and distributing a manual on desktop publishing methods and producing a new edition, in several languages, of the now well-established *Vade-mecum for editors*. These publications are part of the effort to standardize publication methods across the institutions and, together with a number of training seminars organized by the institutions in cooperation with the Publications Office, make an effective contribution to the development of harmonized publishing practice across the Community institutions.

The Management Committee gave some attention to the timely publication of the consolidated basic texts following the Maastricht agreements. Having kept in computer memory the various texts published in the Official Journal, the Publications Office took the necessary steps to be able to market a consolidated version of the Treaties immediately after final ratification.

Towards the end of the year under review, both the presentation and the print runs of this publication had to be redefined to take account of the not-too-distant prospect of the accession of several new Member States.

Main indicators of Publications Office activity, 1987-92

	1987	1988	1989	1990	1991	1992	Increase 1987-92
<i>Publication</i>							
Number of pages produced	799 961	892 423	866 996	965 454	996 735	1 023 312	27.92%
Number of publications produced	2 314	2 400	3 512	4 211	4 936	4 992	115.73%
Services invoiced (ECU) ^{1 2}	53 203 217	59 128 646	69 595 618	67 060 792	81 754 728	99 493 330	87.01%
<i>Sales/Distribution</i>							
Number of paying subscribers	41 224	45 651	48 967	50 930	53 904	60 517	46.80%
Invoiced sales (ECU) ¹	5 859 601	7 018 161	7 781 019	10 614 676	10 833 446	14 651 675	150.05%
Number of orders processed	18 542	22 847	23 915	30 070	32 198	37 776	103.73%
Number of copies sent	23 976 352	26 288 685	37 753 880	34 519 191	40 682 768	57 400 949	139.41%
<i>Operation</i>							
Budgetary expenditure (ECU) ^{1 3}	25 414 495	28 008 901	30 021 838	31 958 442	33 994 225	39 643 878	55.99%
Staff	396	396	406	424	428	428	8.08%

¹ The amounts in ecus are nominal values, with no correction for inflation and/or exchanges rates.

² Services invoiced concern publications handled on behalf of the institutions.

³ The budgetary expenditure represents the outturn of the Publications Office's own budget.

1. Publications produced by the Office

1.1. Official Journal

1.2. Other publications

1.3. Documentary aids

1.1. Official Journal

1.1.1. General considerations

1992 saw a sharp increase in the number of pages published.

The increases recorded for 1992 over 1991 were 4.45% for the OJ L series, 22% for the OJ C series and 31.6% for the OJ S series.

As a result of these increases, the total number of pages for all languages together reached 569 580, with the Supplement becoming the series with the largest number of pages and also beating the record for the average number of pages per issue, with 95 pages per day per language.

In general, these sharp increases were coped with through the use of sub-contracting and systematic investment in working methods based on modern technologies.

The Official Journal unit completed the development of the consolidation facility by the end of 1992 as planned. The aim of this project was to set up a system using sophisticated software for producing consolidated versions of Community legislation in nine languages under highly attractive conditions in terms of speed and cost.

The Publications Office is now in a position to pursue two objectives:

- (a) day-to-day consolidation, whenever amendments are published;
- (b) processing of back numbers according to the priorities laid down by the institutions.

1.1.2. Output

(a) Official Journal

Series	1991		1992	
	Issues	Pages	Issues	Pages
OJ L	377	189 792	410	198 252
OJ C	339	127 392	349	155 400
OJ S	245	163 992	253	215 928 ¹
Total	991	481 176	1 012	569 580

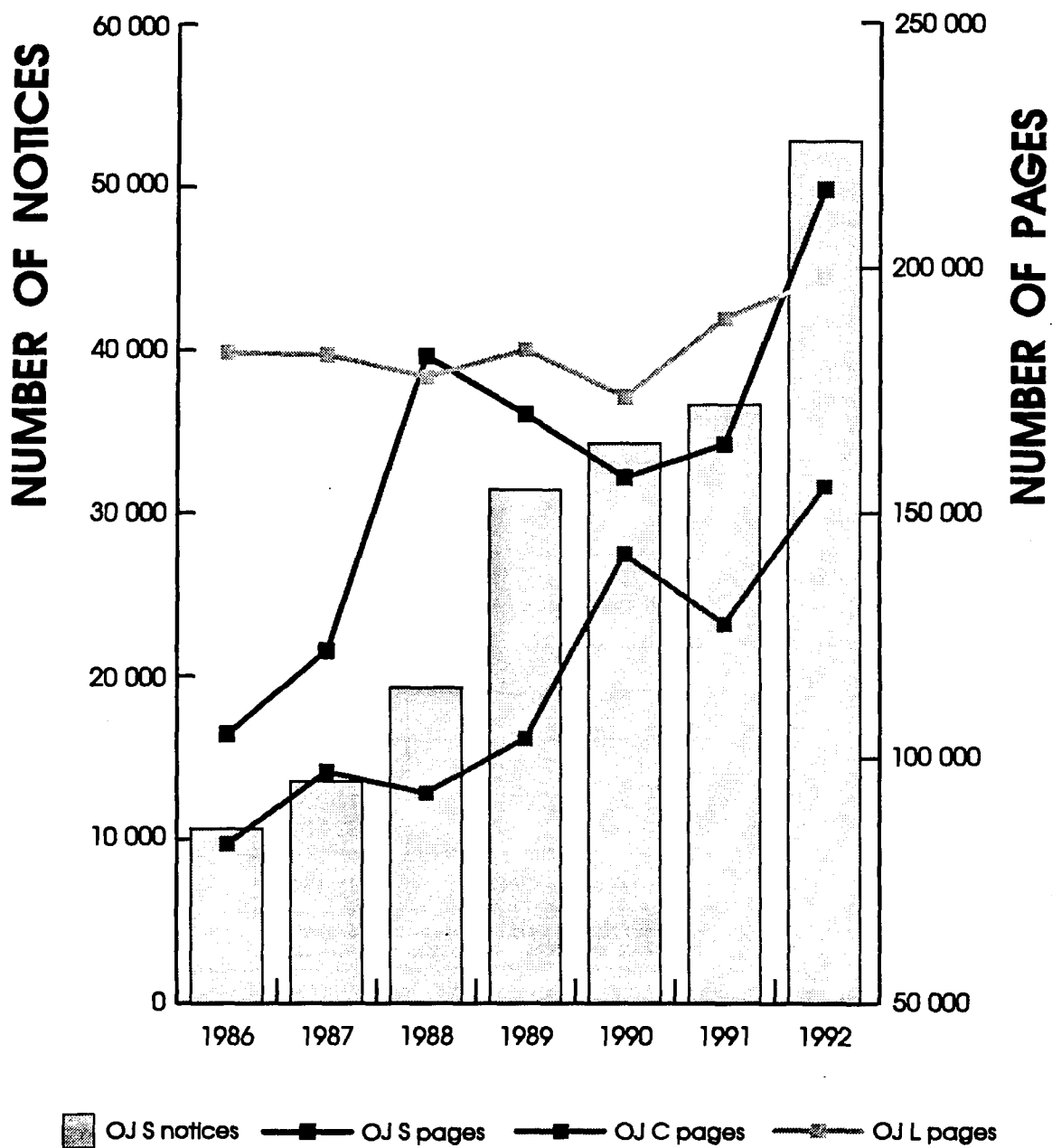
NB: Number of pages for all language versions together.

¹ In 1992, 52 693 notices were published, up 44% on 1991.

Table 1 — Trend in the number of pages per series of the Official Journal, 1986-92 (all languages together)

Series	1986	1987	1988	1989	1990	1991	1992
OJ L	182 880	182 340	177 732	183 348	173 664	189 792	198 252
OJ C	82 548	97 263	92 925	104 058	141 704	127 392	155 400
OJ S	104 895	121 905	182 034	170 136	157 248	163 992	215 928
Total	370 323	401 508	452 691	457 542	472 616	481 176	569 580

Trends in the numbers of pages and notices published in the OJ, 1986-92



(b) *Budget documents*

The Office produced the preliminary draft and draft general budgets of the European Communities, involving 16 344 and 14 355 pages respectively for all languages together.

Table 2 — Trend in the number of documents published in the OJ S Series, 1986-92

Year	Number of documents
1986	10 651
1987	13 545
1988	19 279
1989	31 385
1990	34 233
1991	36 578
1992	52 693

1.2. Other publications

1.2.1. Developments

1992 marked a turning point, seeing considerable effort invested in the following important developments:

- (a) All the Community institutions cooperated in producing the third edition of the *Vade-mecum for editors*, with the involvement, for the first time, of lawyer-linguists, which gave the document a solid foundation though it meant that publication was somewhat delayed. The French version is with the printers and this edition is expected to become the reference document in its field.
- (b) The Publications Office initiated the process of drawing up a practical guide to the use of word processing. A working party, at present limited to the Commission, is preparing this text with regard to the following principles:
 - (i) consistency with the *Vade-mecum*,
 - (ii) specific versions for each word processing package which is officially in use,
 - (iii) compatibility between systems.
- (c) An introductory course on publication methods and on desktop publishing in particular was developed and now features in the training programme of the institutions. It is in considerable demand.

These three projects are part of an overall plan to organize the background against which publications are produced, which has certain special characteristics:

- (i) a multicultural and multilingual environment,
- (ii) a multiplicity of authors,
- (iii) ever-changing technologies.

This is intended to simplify and accelerate the publication process itself, thereby enabling considerable time and cost savings.

Table 3a — Breakdown by country of the documents published in the Supplement to the Official Journal in 1992

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	EEC subtotal	USA	JP	EFTA	GATT subtotal	Other	Total
EEIG	41	—	10	—	17	84	1	9	4	21	2	25	214	—	—	—	—	—	214
EDF exchange rate	—	—	—	—	—	—	—	—	—	—	—	—	0	—	—	—	—	12	12
EDF and PHARE notices	—	—	—	—	—	—	—	—	—	—	—	—	0	—	—	—	—	150	150
Works:																			
— Prior information	14	16	702	2	5	183	18	45	2	25	0	263	1275	—	—	—	—	—	1275
— Notices	100	85	3417	264	467	1686	60	676	32	79	124	753	7743	—	—	—	—	—	7743
— Results	8	15	2341	6	17	615	11	214	33	27	0	242	3529	—	—	—	—	—	3529
Supplies:																			
— Prior information	14	18	34	0	0	55	11	19	7	6	0	89	253	—	—	11	11	—	264
— Notices	259	436	1340	590	800	3037	60	1845	18	209	242	3654	12490	2415	3383	361	6159	—	18649
— Results	97	324	935	2	9	1385	19	506	14	82	19	2110	5502	8523	2701	375	11599	—	17101
Section III	172	39	104	57	53	562	36	487	79	24	18	565	2196	—	—	—	—	94	2290
Sub-total	705	933	8883	921	1368	7607	216	3801	189	473	405	7701	33202	10938	6084	747	17769	256	51227
Supplementary information and corrigenda	115	20	204	137	89	308	11	215	10	22	79	202	1412	1	—	4	5	49	1466
Total 1992	820	953	9087	1058	1457	7915	227	4016	199	495	484	7903	34614	10939	6084	751	17774	305	52693
Total 1991	833	688	4598	1218	1645	7415	115	3297	182	377	603	6069	27040	3351	5239	628	9218	320	36578
Increase 1992-91 (%)	-2	39	98	-13	-11	7	97	22	9	31	-20	30	28	226	16	20	93	-5	44

Source: TED base and its archives.

Table 3b — Breakdown by country of the documents published in the Supplement to the Official Journal in 1992

Changes 1992/91	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	EEC sub-total	USA	JP	EFTA	GATT sub-total	Other	Total
EEIG	-26.8	-100.0	-16.7	—	inf	211.1	0.0	800.0	inf	110.0	100.0	257.1	84.5	—	—	—	—	—	84.5
EDF and PHARE notices	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	-22.5	-22.5
Works:																			
— Prior information	16.7	166.7	48.7	inf	400.0	45.2	260.0	1025.0	100.0	150.0	—	30.8	52.1	—	—	—	—	—	52.1
— Notices	-35.9	63.5	68.4	-28.1	26.5	-15.6	172.7	-47.0	10.3	-1.2	-29.5	6.5	2.9	—	—	—	—	—	2.9
— Results	166.7	150.0	435.7	inf	-5.6	-12.1	83.3	18.2	-2.9	68.8	-100.0	84.7	130.2	—	—	—	—	—	130.2
Supplies:																			
— Prior information	-56.3	-18.2	-48.5	-100.0	—	-28.6	120.0	533.3	40.0	100.0	-100.0	20.3	-12.5	—	—	175.0	175.0	—	-9.9
— Notices	-11.3	21.8	21.6	-8.2	-5.7	14.9	15.4	40.0	5.9	25.1	-9.0	23.1	17.0	-14.6	33.8	6.8	8.2	—	13.9
— Results	36.6	38.5	195.9	inf	12.5	18.8	137.5	1586.7	-17.6	26.2	1800.0	27.9	54.3	1529.6	-0.2	33.0	230.4	—	141.6
Section III	13.2	inf	166.7	32.6	96.3	20.3	500.0	51.2	12.9	33.3	5.9	191.2	62.1	—	—	—	—	88.0	63.0
Supplementary information and corrigenda	94.9	122.2	63.2	-16.5	-17.6	46.7	10.0	32.7	11.1	175.0	-43.6	47.4	23.8	inf	-100.0	0.0	-44.4	-19.7	21.1
Total	-1.6	38.5	97.6	-13.1	-11.4	6.7	97.4	21.8	9.3	31.3	-19.7	30.2	28.0	226.4	16.1	19.6	92.8	-4.7	44.1

Source: TED base and its archives.

Other important developments include the start-up of a colour graphics workstation (which is already being used to capacity), and the production of software for a computerized interinstitutional administrative director.

1.2.2. Output

1992 saw:

- (i) publication of the Maastricht and European Economic Area Treaties,
- (ii) publication of complete series, such as the Commission's priority programme and high-quality publications such as *Europe in figures* and *The finances of Europe*,
- (iii) large-scale implementation of new production methods based on electronic manuscripts (some of them in SGML format) which have yielded remarkable results, especially for the *Bulletin of the European Communities* and the *General Report*.

While 1992 saw a slight fall in the number of pages produced, no doubt due to changes in the budgetary resources of client institutions, there was a slight increase in the number of titles produced, so that the workload did not fall as much as an initial reading of the figures might suggest. Indeed, producing a high number of smaller publications is no easier than dealing with a smaller number of more substantial works. The following table gives a detailed production breakdown.

Output	1991	1992	Change (%)
Number of titles	3 945	3 980	+ 1
Number of proof-read pages	244 668	227 900	- 7
Number of non-proof-read pages	186 611	158 819	- 15

1.2.3. Analysis of output

Table 4 — Output per institution

Institution	Proof-read pages			Non-proof-read pages		
	1991	1992	Change (%)	1991	1992	Change (%)
European Parliament	49 531	44 009	- 11	10 861	2 550	- 77
Council	4 664	15 468	+ 231	9 928	17 927	+ 81
Commission ¹	93 294	90 978	- 3	151 234	114 718	- 24
Court of Justice	80 095	68 015	- 15	3 383	5 388	+ 59
ESC	10 522	3 742	- 64	40	2 760	—
Court of Auditors	4 308	4 545	+ 6	945	2 271	+ 140
Cedefop	2 079	821	- 61	10 090	13 160	+ 30
EIB	175	322	+ 84	130	45	- 65
Total	244 668	227 900	+ 7	186 611	158 819	- 15

¹ The totals for 1992 include 414 proof-read pages and 80 non-proof-read pages for the European Foundation in Dublin, and 677 proof-read pages for the European University Institute in Florence.

Table 5 — Number of proof-read pages per language

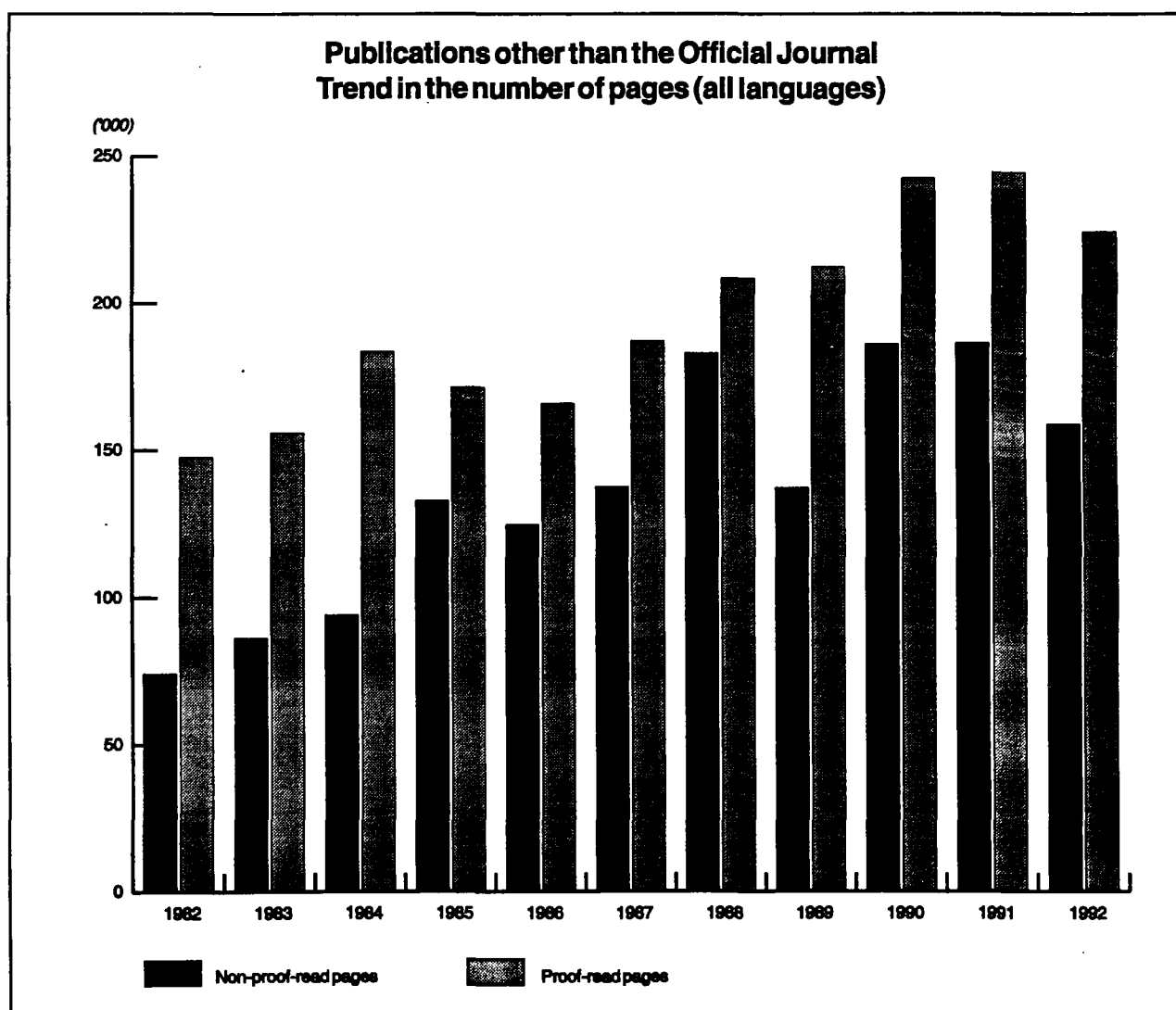
	1991	1992	Change (%)
ES	27 415	24 016	- 12
DA	21 855	20 952	- 4
DE	31 919	26 356	- 17
GR	21 254	27 161	+ 28
EN	33 269	29 457	- 11
FR	31 931	35 051	+ 10
IT	28 590	21 918	- 23
NL	22 506	21 845	- 3
PT	25 701	20 111	- 22
Total	244 440	227 267¹	- 7

¹ Not including 633 pages in Hungarian, Polish, Romanian, Russian, Czech, etc.

1.2.4. Official documents

Publication of official documents (COM final, EP reports, ESC opinions) gives the public access to the complete chain in the preparation of official texts. EP reports are available only on microfiche.

The number of official documents per language in 1992 was 1 306 compared with 1 289 in 1991.



1.3. Documentary aids

1.3.1. Tables, directory and catalogues

During 1992, production of the *Alphabetical and methodological tables* was gradually speeded up: most of the monthly editions were distributed four to five weeks after the reference period.

The 18th and 19th editions of the *Directory of Community legislation in force* were produced, keeping to the tight schedule.

The second and third quarterly issues of the *Catalogue of publications* were combined in a single issue in 1992, and a new cumulative edition will be published at the start of 1993. The *Catalogue of documents* appeared in the form of 11 monthly lists and a half-yearly edition.

Volume published (pages):

Publications	1992	1991	Change (%)
Alphabetical tables:			
monthly (Nov. to Oct.)	5 860	5 414	+ 8.23
annual	2 804	2 708	+ 3.54
Methodological tables:			
monthly	3 858	3 780	+ 2.06
annual	2 800	2 820	- 0.71
Directory (18th and 19th editions)	19 144	17 652	+ 8.45
Catalogue of publications (pages)	3 555	4 264	- 16
1st quarter:	315		
2nd quarter:	450		
3rd quarter:	450		
Cumulative	2 340		
Catalogue of Documents:			
monthly lists	990	1 305	- 24.14
half-yearly catalogue	891	—	—
annual edition	¹	1 674	—
Total	39 902	39 617	+ 0.71

¹ No annual edition in 1992.

1.3.2. Mini-catalogue

A new presentation of the 'Mini-catalogue' was adopted for the 1992 editions, involving greater use of colour and inclusion of 'last minute' bibliographical entries.

A special edition was published to mark the World Exhibition in Seville.

1.3.3. Eurovoc thesaurus

1992 saw the start of work on the third edition of the *Eurovoc thesaurus*, which is scheduled to appear in the second half of 1993.

As part of work on Eurovoc, a practical seminar on indexation was organized in November 1992. A meeting of the Users' Committee was held to discuss the changes put forward for the new edition.

**1.3.4. Arcdon:
Archives on optical disk**

The following table shows the expansion of the archives on optical disk.

Arcdon	1991	1992	Change (%)	Total in Arcdon database
Number of items loaded:				
OJ L	3 249	3 674	+ 13.08	—
EP minutes	90	108	+ 20	—
Written questions	344	270	- 27.41	—
COM documents	1 344	2 928	+ 17.86	—
Total	5 027	6 980	+ 38.85	78 988
Number of pages loaded:				
OJ L	158 203	179 161	+ 13.25	1 415 662
EP minutes	28 701	25 632	- 11.97	250 679
Written questions	15 285	16 182	+ 5.87	99 141
COM documents	34 891	76 345	+ 118.81	237 442
Total	237 080	297 320	+ 25.41	2 002 924
Total number of pages requested	60 938	41 919	- 45.37	
Total number of pages printed	205 972	175 083	- 17.64	

**1.3.5. ARCEL:
Electronic archives**

The printers under contract to the Publications Office provide, at the same time as the printed version of the OJ L Series, a magnetic tape in micro-formex format containing the full OJ text (ARCEL tapes). 1992 saw satisfactory progress in the work of electronic archiving.

**1.3.6. Arcind:
Cataloguing/indexing
of archives**

The incorporation of data into the Crenot system proceeded according to plan.

**1.3.7. CATEL:
Electronic catalogue**

The transfer of bibliographical data is carried out weekly.

1.3.8. Abstracts

This project helped to enhance the bibliographical entries in the Crenot base, enabling improvements to be made to the structure and the production process of the mini-catalogues in particular.

2. General sales policy and the results obtained

2.1. Organization

2.2. Sales promotion

2.3. Information activities

2.4. Sales results

2.1. Organization

2.1.1. Sales network

In 1992 the Publications Office's sales network in Europe was extended to include Russia, Romania and Bulgaria, three countries of obvious political importance but where current economic conditions required a special commercial approach.

Outside Europe, sales agreements (allowing the distribution of publications without conferring the full status of Sales Office) were concluded in Egypt and Taiwan.

The network of Eurobooksellers was also expanded, mainly in Germany and the United Kingdom, and the total number of partners now stands at 53.

As regards document delivery, negotiations have been started with two British centres, one American centre and one centre in Austria and are expected to lead to the conclusion of contracts early in 1993.

In 1992 the Office's annual meeting of sales offices was held in Madrid. The main focus of this meeting was on subsidiarity and how it would apply to the various forms of cooperation between the Publications Office and its sales offices.

2.1.2. Stock management, processing of orders, invoicing

The Publications Office made a special effort in 1992 to eliminate problems relating to stock movements, by laying down more precisely the print runs of the various publications while reducing the occasions when stocks run out.

The procedure for producing publications on demand was refined, and the Publications Office paved the way for a new policy of subsidiarity in this field.

In 1992 the Office sent out 17 307 invoices, the fall compared with 1991 being the result of discontinuing a number of titles for which there were few subscribers and overheads were grossly out of proportion to the income received. In addition, some customers, probably disappointed at the irregularity of certain publications, chose not to renew their subscriptions.

2.1.3. Free distribution

The number of Euro-Info Centres remained at 215.

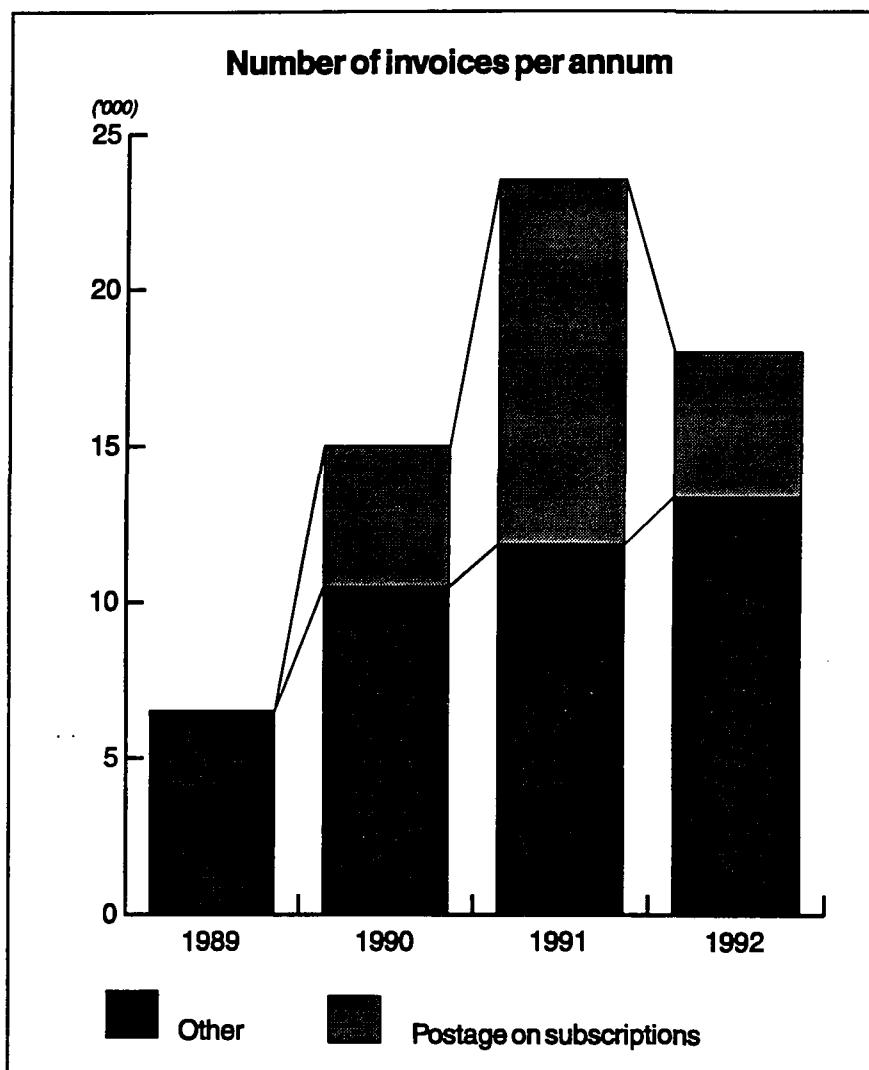
The number of subscriptions to publications available on payment of postage fell markedly (see 2.1.2), so that at the end of 1992 there were only 7 717 such subscriptions, a reduction of 15%.

The number of EDCs and depository libraries currently breaks down as follows:

- (i) 228 full documentation centres (+11),
- (ii) 190 specialized documentation centres (+17),
- (iii) 86 depository libraries (+3),
- (iv) 16 'reduced' depository libraries (no change),
- (v) 199 European reference centres (+7).

The 'Dissemination to information networks' section also serves 15 rural development forums on behalf of the 'People's Europe: rural society and the environment' unit in DG X.

1992 also saw the start of a fundamental rethink in Commission departments on the whole question of disseminating information to privileged users. During 1993 this rethink, which covers both written documentation



and electronic publications, is expected to arrive at a new overall policy on dissemination to relay centres and privileged users.

The 'Dissemination to information networks' section continues to manage the free distribution of the Official Journal, whether by regular dispatch or by issue.

2.1.4. File management

The File management section took over responsibility for the following new tasks in 1992:

- (i) DBM (database manager), with main responsibility for all data in the SAGAP application (computerized management of addresses and publications);
- (ii) centralizing the input of addresses and subscriptions both for the Publications Office and on behalf of the other institutions.

The main activities in 1992 also included incorporating into the SAGAP system the files from the Florence Institute, improving the electronic exchange of data between Cedefop and the Publications Office, developing a system for creating on behalf of the European Parliament and the Court of Justice, consolidating the subscriptions management rules established in 1991 and finalizing the physical format for recording addresses, and participation in development of the SAGAP system.

At the end of 1992 the number of addresses managed by the Publications Office was 250 000 and the number of files 437 (compared with 180 000 addresses and 429 files in 1991).

2.1.5. Eurobases

The end of 1992 saw the official incorporation of the Eurobases server into the 'Sales accounting' department.

This operation was carried out perfectly satisfactorily and the first rationalization measures have been taken.

Full integration of the departments, with the necessary accompanying measures, will be carried out during the first half of 1993.

2.2. Sales promotion

2.2.1. Ordinary activities

During 1992 the Publications Office distributed 24 publicity brochures and produced and distributed its catalogues.

The Office took part in fairs and exhibitions as follows:

- (i) 26 book fairs directly involving Office staff;
- (ii) eight book fairs without the direct involvement of Office staff, including fairs in Buenos Aires and Bogota;
- (iii) seven computer exhibitions.

2.2.2. World Exposition in Seville

The Publications Office took part, together with all the Commission departments, in the European Communities pavilion. The exhibition of publications and the Eurobookshop in this pavilion met with considerable success.

2.2.3. EUR-OP News

An innovation at the Publications Office in 1992 was the launch of *EUR-OP News*, a quarterly news-sheet with information and publicity on Community publications. 150 000 copies of *EUR-OP News* are produced in three languages (EN, FR, DE) and, where possible, in other languages.

The originality of this service lies in the close link between up-to-date information on the Community's policies and development and the relevant official publications.

The initial results of *EUR-OP News* have been highly encouraging and the experiment may be considered a success. The Publications Office will therefore endeavour to continue this service, which helps to make Community information more accessible and transparent, despite the fact that financing it poses serious problems.

2.3. Information activities

Information and public relations activities were continued and developed in 1992. Tables 6 and 6a give a summary of the activities organized on the Office's premises and elsewhere.

Table 6 — Official visits to the Publications Office in 1992

Visitors: type and number	Country and organization
Executives from the German company TÜV Rheinland (12)	Germany
Government administrators from various regions in Sweden (25)	Sweden
Teachers (30)	Austria
Documentalists (10)	Various countries in Eastern Europe
Documentalists, librarians and researchers (8)	
University teachers (30)	Austria
Members of the Russian Parliament (5) plus interpreters (2)	Russia
Specialists in legal data processing at the EC Council (40)	Various EC Member States
Teachers and profession instructors (30)	Great Britain
University students (sociology, political economy) (30)	Germany
Experts in public contracts (3)	EFTA

Table 6a — External presentations

Audience	Location
Euro-Info Points	Brussels
Swiss bankers and industrialists	Zurich
Euro-Info: Polish bankers and industrialists	Warsaw
EDC documentalists	Bonn
Documentalists specializing in Community law	The Hague
American legal librarians	Washington
Technology centre	Salzburg
Newly recruited officials in the institutions	Luxembourg
EFTA experts	Brussels
Officials from the French Ministry of Finance and Budgetary Affairs	Brussels
Publications Office presentation to executives, lawyers and civil servants (80)	Edinburgh
European business week	Liège
Presentation of the OJ/S and TED	Basle
Representatives of the Swedish printing industry	Brussels

2.4. Sales results

2.4.1. Periodicals

Table 7 shows the general trends in subscriptions to the Official Journal, other periodicals and documents.

Sales rose by 15.40% overall.

Table 7 — Overview of subscription trends

Publications	1991	1992	Change (%)
Official Journal			
L + C Series (paper) ¹	14 436	16 051	+ 11.18
S Series (paper) ²	7 481	9 826	+ 31.34
L + C Series (microfiche)	1 114	1 216	+ 9.15
C Series (competitions)	3 208	5 049	+ 57.38
Publications other than the OJ	24 005	24 179	+ 0.72
Documents	3 660	4 196	+ 14.64
Total	53 904	60 517	+ 12.26

¹ Including 283 subscriptions for the sales offices.
² Including 660 subscriptions for the sales offices.

(a) Official Journal

Table 8 shows the trends in subscriptions to the L+C and S series of the Official Journal and to the microfiche version of the L + C series.

There has been an encouraging increase in sales of the three types of subscription.

Table 8 — 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)	
	1991	1992	1991	1992	1991	1992
ES	2 262	2 449	350	480	157	165
DA	507	568	513	562	36	36
DE	1 824	2 154	889	1 279	158	185
GR	289	388	49	55	3	3
EN	2 603	2 900	3 264	4 199	295	305
FR	2 912	3 128	1 003	1 361	277	318
IT	2 279	2 524	775	951	77	86
NL	1 009	1 124	490	714	89	97
PT	751	816	148	225	22	21
Total	14 436	16 051	7 481	9 826	1 114	1 216

(b) *Other publications*

Table 9 shows the trends in subscriptions to periodicals other than the Official Journal.

There was an overall increase of 2.48%.

Table 10 shows trends in subscriptions to documents.

Table 9 — Trends in subscriptions to publications other than the Official Journal

Titles	1991	1992	Change (%)
<i>Parliament</i>			
Debates (paper version)	357	360	+ 0.84
Debates (microfiche version)	62	62	—
Total	419	422	+ 0.71
<i>Commission</i>			
(a) General publications			
Bulletin of the European Communities + all Supplements	4 282	4 302	+ 0.46
Agricultural markets: prices	231	224	- 3.04
Recent publications on the European Communities received by the Library	149	149	—
Energy in Europe ¹	1 046	1 012	- 3.26
European Economy + Supplements A and B	2 840	3 041	+ 7.07
Erasmus information bulletin	1 210	1 300	+ 7.43
Europa transport	190	186	- 2.11
Euroabstracts + Supplements	228	286	+ 25.43
Terminologie et traduction	274	288	+ 5.10
SCAD Bulletin	183	156	- 14.76
Social Europe — three issues + Supplements	1 260	1 582	+ 25.55
Results of the business survey	236	228	- 3.39
Total general publications	12 129	12 754	+ 5.15
(b) Eurostat publications			
Rapid statistics	79	122	+ 54.43
Industrial production ²	299	—	—
ECU-EMS information	344	367	+ 6.68
Eurostatistics	1 205	1 207	+ 0.16
Consumer price index	283	308	+ 8.83
Quarterly national accounts — ESA	130	157	+ 20.76
Money and finance: quarterly data	185	203	+ 9.72
Iron and steel: monthly statistics	268	263	- 1.87
Earnings: industry and services ²	168	—	—
Short-term trends in services	7	40	+ 471.42
External trade — monthly statistics	469	467	- 0.43
Agricultural prices: selected series from the CRONOS databank ³	313	311	- 0.64
Agricultural prices (microfiche) ²	23	—	—
Industrial trends	315	332	+ 5.39
Energy — monthly statistics ⁴	682	661	- 3.08
Agricultural production ³	524	533	+ 1.71
Unemployment — monthly bulletin	285	318	+ 11.57
Total Eurostat publications	5 509	5 289	- 4.00
Total Commission publications	17 638	18 043	+ 2.29

Table 9 (contd.) — Trends in subscriptions to publications other than the Official Journal

Titles	1991	1992	Change (%)
<i>Cedefop</i>			
Cedefop, vocational training	3 270	3 392	+ 3.73
<i>European University training</i>			
Bulletin of European Political Cooperation ²	97	—	—
<i>Court of Justice</i>			
Reports of cases before the Court	2 246	2 399	+ 6.81
<i>Economic and Social Committee</i>			
Bulletin	335	345	+ 2.98
Grand total	24 005	24 601	+ 2.48

¹ Figures include the combined 'Energy' subscription.

² Discontinued.

³ Figures include the combined 'Agriculture' subscription (code VXT).

⁴ Figures include the full 'Energy' subscription (code VVD) and the combined 'Energy' subscription (code VVX).

Table 10 — Trends in document subscriptions

Titles	1991	1992	Change (%)
<i>Parliament</i> ¹			
microfiches subscriptions	115	115	—
Total	115	115	—
<i>Commission</i> ¹			
COM documents:			
combined subscriptions	175	192	+ 9.71
selective subscriptions	1 797	2 141	+ 19.14
microfiche subscriptions	176	179	+ 1.70
Total	2 148	2 512	+ 16.94
<i>Economic and Social Committee</i> ¹			
Opinions			
combined subscriptions	119	129	+ 8.40
selective subscriptions	1 159	1 325	+ 14.32
microfiche subscriptions	119	115	- 3.37
Total	1 397	1 569	+ 12.31
Grand total	3 660	4 196	+ 14.64

¹ Figures include inter-institutional subscriptions.

2.4.2. Monographs

Table 11 — First-time entries in the publications catalogue in 1992 (excluding periodicals)

Institution	
Parliament	27
Council	14
Commission:	575
Eurostat	(74)
Sec.-Gen.	(36)
DG V	(40)
DG XIII	(355)
DG X	(51)
Task Force	(19)
Economic and Social Committee	2
Cedefop	41
Court of Auditors	6
European Foundation, Dublin	27
Publications Office	8
Total	698

In 1992 the Office catalogued and put on sale 698 new titles.

Tables 12 and 13 list the best-selling titles according to number of copies sold and sales value respectively.

Table 12 — The 15 best-selling publications

Ranking	Title	Quantity ¹	Net sales value (ECU)
1	Treaty on European Union	19 974	89 126.04
2	Treaties establishing the European Communities (1987 abridged edition)	14 403	99 347.26
3	EC political map	6 457	20 911.61
4	Europe in figures (3rd edition)	6 001	45 006.82
5	Europe in figures (2nd edition)	5 984	18 233.93
6	Social portrait of Europe	5 801	25 962.70
7	The rules governing medicinal products in the EC, Vol. IV	5 644	24 710.07
8	The Community legal order	4 618	16 102.75
9	Directory of the Commission (February 1991)	4 476	10 086.75
10	Les droits du citoyen européen	4 314	14 201.78
11	Official Journal — L 156/90	4 013	8 833.40
12	Basic statistics of the Community (28th edition)	3 946	16 641.56
13	General Report on the Activities of the European Communities, 1990	3 780	21 286.31
14	Basic statistics of the Community (29th edition)	3 607	16 261.50
15	General Report on the Activities of the European Communities, 1991	3 581	24 153.00

¹ The quantities shown are those actually invoiced at 31.12.1992. They are obviously well below the quantities actually sold as of that date, in view of the time-lag between sales and statements from the sales network. In the case of the Treaty on European Union, for example, the quantity supplied to the sales network as at 31.12.1992 was 67 113.

Table 13 — The 15 best-selling publications

Ranking	Title	Quantity ¹	Net sales values (ECU)
1	Panorama of EC Industry 1991/92	3 322	171 466.00
2	Combined Nomenclature — L 267/92	1 861	106 101.70
3	Treaties establishing the European Communities (1987 abridged edition)	14 403	99 347.26
4	Treaty on European Union	19 974	89 126.04
5	Dangerous products — L 180A/91 — diskettes	705	69 576.00
6	Einecs — C 146A/90 — magnetic tape	435	54 606.00
7	Panorama of EC Industry 1990	3 228	48 892.70
8	Treaties establishing the European Communities (1987 edition — Vol. 1)	2 166	45 107.37
9	Europe in figures (3rd edition)	6 001	45 006.82
10	Taric (Vol. I, II and III) — C 170A/92	460	43 058.75
11	Directory of Community legislation in force, Vol. I + II — 16th edition	872	35 933.68
12	Directory of Community legislation in force, Vol. I + II — 17th edition	640	29 187.95
13	Social portrait of Europe	5 801	25 962.70
14	The rules governing medicinal products in the EC, Vol. IV	5 644	24 710.07
15	General Report on the Activities of the European Communities, 1991	3 581	24 153.00

¹ See footnote to Table 12.

2.4.3. Electronic publications

This sector of activity has seen continued expansion in both its customer base and the range of products offered.

Table 14 shows the trends in numbers of direct customers for the databases and the development of the distribution network.

Table 14a shows the trend in amounts invoiced for electronic products in 1992.

It should be noted that although the invoicing figures show a fall, this does not reflect a trend in the number of customers but is due to the fact that, for practical reasons, invoicing operations for server royalties relating to the financial year 1992 had to be carried forward to the start of 1993.

Table 14 — Trends in the distribution of databases

	1991	1992
1. Clients		
1.1. Eurobases		
end-users	1 300	1 650
EDC/DEP	185	187
privileged users	85	87
Euro-Info Centres	200	204
clients of commercial agents	215	422
news agencies	27	43
rural development forums	7	8
1.2. ECHO/TED		
end-users	2 120	2 560
Euro-Info Centres	165	171
clients of commercial agents	70	154
EDC/DEP	—	20

Table 14 (contd.) — Trends in the distribution of databases

	1991	1992
1.3. CATEL/ABEL		
386 requests for access to ABEL and CATEL were made in 1992, compared with 190 in 1992.		
2. Distributors		
2.1. Eurobases		
2.1.1. CELEX		
hosts	6	8
licences	8	8
CD-ROM licences	5	5
gateways	4	6
commercial agents	13	19
2.1.2. SCAD		
hosts	1	1
licences	3	4
CD-ROM licences	1	—
gateways	3	5
commercial agents	13	19
2.1.3. INFO 92		
hosts	2	2
licences	5	4
CD-ROM licences	—	—
gateways	2	6
commercial agents	11	18
2.1.4. ECLAS		
hosts	—	—
licences	1	—
CD-ROM licences	—	—
gateways	1	3
commercial agents	10	16
2.1.5. RAPID		
hosts	1	1
licences	3	2
CD-ROM licences	—	—
gateways	1	3
commercial agents	11	17
2.1.6. Sesame		
hosts	2	2
licences	1	2
CD-ROM licences	—	—
gateways	—	1
commercial agents	8	14
2.1.7. Eurocron		
hosts	—	—
licences	—	—
CD-ROM licences	—	—
gateways	—	1
commercial agents	9	15
2.2. TED		
hosts	4	5
licences	7	5
gateways	2	5
commercial agents	15	23
2.3. ABEL		
hosts	—	—
licences	1	—
gateways	—	2
commercial agents	7	15

Table 14a — Invoicing

In 1992 approximately 8 500 invoices were drawn up, compared with 7 200 in 1991.

The figures shown below refer to sales results and do not reflect all electronic publications activity since they do not incorporate chargeable but privileged access and consultation.

The line 'royalties' covers sums payable by intermediaries (servers, gateways, licence holders, etc.); negative amounts stem from credit notes issued during the year while numerous invoicing operations had to be deferred to the end of the year. Amounts received in respect of these invoices will be entered in the 1993 accounts.

		<i>(in ecu)</i>	
		1991	1992
1. Eurobases			
1.1. CELEX			
	royalties	66 183	- 4 117
	consultation	338 228	286 739
	user manuals	1 034	69
	Total	405 445	282 691
1.2. SCAD			
	royalties	8 294	2 822
	consultation	22 261	19 506
	Total	30 555	22 328
1.3. INFO 92			
	royalties	4 382	- 552
	consultation	4 770	7 040
	Total	9 152	6 488
1.4. ECLAS			
	royalties	4 650	- 4 053
	consultation	6 300	7 329
	Total	10 950	3 276
1.5. RAPID			
	royalties	13 825	- 3 650
	consultation	142 700	162 467
	Total	156 525	158 817
1.6. Sesame			
	royalties	1 000	—
	consultation	2 402	2 567
	Total	3 402	2 567
1.7. Eurocron			
	royalties	—	—
	consultation	1 951	4 634
	Total	1 951	4 634
1.8. Eurobases — training			
	training courses	76 845	39 580
	mission expenses for training courses	13 683	6 458
	Total	90 528	46 038
Total invoices for Eurobases		708 508	526 839

Table 14a (contd.) — Invoicing

(in ecu)

	1991	1992
2. TED		
royalties	118 869	6 330
on-line consultation	55 093	128 426
telex/fax transmission	12 791	22 758
<i>Total</i>	<i>186 753</i>	<i>157 514</i>
3. ABEL		
consultation	2 511	1 820
document delivery	—	—
<i>Total</i>	<i>2 511</i>	<i>1 820</i>
4. Eurostat		
(a) royalties		
Cronos	32 574	1 556
Comext	2 013	8 640
<i>Total</i>	<i>34 587</i>	<i>10 196</i>
(b) Magnetic tapes		
Cronos	16 450	15 354
Comext	49 521	73 569
REGIO	5 000	4 140
TES	370	1 125
FSSRS	480	—
Sabine	2 383	3 362
<i>Total</i>	<i>74 204</i>	<i>97 550</i>
(c) Diskettes		
Cronos	5 468	4 057
Comext	10 194	14 330
REGIO	2 720	3 150
TES	—	2 930
Sabine	350	—
<i>Total</i>	<i>18 732</i>	<i>24 467</i>
(d) Datashop		
Cronos printouts	1 941	112 278
Comext printouts	100 442	5 089
REGIO printouts	1 426	893
FSSRS printouts	7 049	635
photocopies	7 074	5 610
fax transmission charges	630	865
<i>Total</i>	<i>118 562</i>	<i>125 370</i>
(e) Comext CD-ROM		
subscriptions	36 000	183 061
monthly data (one-off orders)	500	8 675
historical data, supplement 1	2 170	2 300
historical data, supplement 2	5 725	4 125
<i>Total</i>	<i>44 395</i>	<i>198 161</i>
<i>Total invoices for Eurostat</i>	<i>290 480</i>	<i>455 744</i>

Table 14a (contd.) — Invoicing

(in ecu)

	1991	1992
5. Other products		
Bach magnetic tapes	1 440	1 189
YNA magnetic tapes	240	—
Eurovoc magnetic tapes	460	5 175
OJ magnetic tapes	39 222	—
Einecs magnetic tapes	6 770	5 040
OJ diskettes	—	28 050
Eudised diskettes	—	600
Einecs CD-ROM	822	—
Formex royalties	2 400	3 600
ECHO CCL training diskettes	2 460	195
ECHO user manual	1 090	130
<i>Total</i>	54 904	43 979
Total invoices	1 243 156	1 185 896

3. Co-publishing

3.1. Introduction

3.2. Co-publishing

3.3. Copyright — other activities

3.4. Royalties

3.1. Introduction

There was a significant overall increase in the activities of the co-publishing unit. Although the raw data on co-publishing, in terms of books published and new contracts signed, show a reduction (see Section 3.2), this reduction is more apparent than real as the figures have to be adjusted to take account of the increase in other copyright activities.

During 1992 the unit's services were much more in demand than before from author departments wishing to co-publish. Nevertheless, real difficulties were encountered because of the preliminary organization which is essential for preparing co-publishing contracts.

The unit was involved in negotiating and drawing up complex draft contracts in the field of co-publishing on electronic media, including CD-ROM. Special mention should be made of the co-publishing with a British publisher (from June 1993 onwards) of a set of documents on CD-ROM to supplement the bibliographical entries in the ABEL, CATEL, CELEX and SCAD bases.

Throughout 1992 the unit played an active part in the Commission's endeavours to promote commercial publications on European affairs aimed at the general public (*Europe: the odd superpower*), following on from the publication of the *Ecu Report* and *Eastern Europe: the challenge of freedom*. The delay in ratifying the Maastricht Treaty meant that the negotiations dragged on, but results are expected to appear during 1993.

The experience gained in 1992 confirmed the already widespread feeling that most author departments have internal constraints which are not readily compatible with the editorial requirements of publications contracted out to commercial publishers. Closer cooperation is called for in order to respect the effort invested while incorporating unforeseen amendments to texts as smoothly as possible. A better balance could be struck by encouraging the author departments to delegate editorial tasks to the Publications Office, which, in practice, does sometimes take on these tasks on their behalf. Likewise, partial reinvestment of sales revenue in reprints and new editions can help ensure the continuity of co-publishing agreements.

3.2. Co-publishing

1992 saw 12 new co-publications (20 in 1991, of which 17 were referred to in the *Twenty-third annual management report 1991*, the remaining three having been notified after the end of the reporting period). Nine co-publishing contracts were signed (26 in 1991).

3.3. Copyright — other activities

The figures shown below give an overview of the unit's activity.

Concessions	1990	1991	1992
Partial reproduction	156	129	153
Reproduction in full (excluding maps)	15	7	31
Reproduction of maps	7	7	14
Translation rights	9	15	21
Total	187	158	219
Requests for intervention	Not available	Not available	67

3.4. Royalties

Reproduction licences granted in connection with copyright brought in ECU 41 901 (compared with ECU 27 255 in 1991).

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

Total budgetary expenditure was ECU 39 643 878.16, as against ECU 33 994 225.05 in 1991, an increase of 16.62%. This increase should be seen in the light of the transfer of ECU 2 748 900 in appropriations to cover the transfer of CELEX and Eurobases activities to the Publications Office from 1 July 1992 onwards (the increase being only 8.53% without this transfer).

Expenditure on staff (Title 1) was ECU 22 750 446.34, as against ECU 20 389 682.33 in 1991, an increase of 11.58% (the increase being only 8.1% without the transfer). Of this expenditure, the new activities accounted for ECU 289 750 for Eurobases and ECU 403 050 for CELEX, a total of ECU 692 800.

As in the past, freelance proof-readers had to be called upon at peak times; the amount under item 1175 also had to be boosted to cover expenditure on temporary staff to cope with recurrent heavy workloads.

Operating expenditure (Titles 2 and 3) amounted to ECU 16 893 431.82, as against ECU 13 604 542.72 in 1991, an increase of 24.17% (the increase being only 9.1% without the transfer). This expenditure includes a transfer of ECU 1 700 000 for starting work on modernizing the CELEX system and for the first phase of making good the backlog in certain languages.

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

- (i) 98.71% for Title 1;
- (ii) 99.45% for Titles 2 and 3.

Table 15 shows the trends in Office expenditure from 1991 to 1992 and the outturn of the budget in 1992.

Table 16 gives a breakdown by department of Office expenditure in 1992.

Table 17 shows the amounts invoiced pro forma for services provided to the institutions by the various departments of the Publications Office.

Table 15 — Budget outturn in 1992

(in ECU)

Item	Heading	Appropriations 1992			Expenditure 1992			Total expenditure 1991
		Initial appropriation	Transfers	Final appropriations	Expenditure at 31.12.1992	Appropriations c.f.	Total expenditure	
1100	Basic salaries	14 871 000	372 750	15 243 750	15 182 135.13	0.00	15 182 135.13	13 491 867.19
1101	Family allowances	1 696 800	400	1 697 200	1 690 517.32	0.00	1 690 517.32	1 492 694.04
1102	Expatriation allowances, etc.	1 908 500	77 400	1 985 900	1 979 698.90	0.00	1 979 698.90	1 742 143.72
1103	Secretariat allowances	118 000	28 000	146 000	143 627.70	0.00	143 627.70	128 042.45
	Total Art. 110	18 594 300	478 550	19 072 850	18 995 979.05	0.00	18 995 979.05	16 854 747.40
1110	Auxiliary staff	70 000	385 000	455 000	450 036.14	0.00	450 036.14	497 986.82
1112	Local staff	0	0	0	0.00	0.00	0.00	0.00
	Total Art. 111	70 000	385 000	455 000	450 036.14	0.00	450 036.14	497 986.82
1120	Further training for staff	60 000	25 500	85 500	42 656.40	40 295.72	82 952.12	50 000.00
1130	Sickness insurance	505 700	19 200	524 900	521 826.91	0.00	521 826.91	461 215.66
1131	Accident insurance	100 000	3 350	103 350	102 835.91	0.00	102 835.91	90 882.16
1132	Unemployment insurance	2 000	0	2 000	910.91	0.00	910.91	636.42
1133	Pension rights	0	0	0	0.00	0.00	0.00	0.00
	Total Art. 113	607 700	22 550	630 250	625 573.73	0.00	625 573.73	552 734.24
1140	Birth/death grants	4 000	0	4 000	385.49	0.00	385.49	1 340.73
1141	Annual leave travel expenses	266 600	36 250	302 850	293 854.86	0.00	293 854.86	257 953.42
1142	Rent and transport allowances	0	0	0	0.00	0.00	0.00	0.00
1143	Fixed entertainment allowances	0	0	0	0.00	0.00	0.00	0.00
1144	Local travel allowances	1 200	0	1 200	864.09	0.00	864.09	2 058.30
1145	Special allowances	0	0	0	0.00	0.00	0.00	0.00
1147	Shiftwork/standby allowances	33 000	-15 000	18 000	14 706.25	0.00	14 706.25	10 683.39
1149	Other allowances and repayments	0	0	0	0.00	0.00	0.00	0.00
	Total Art. 114	304 800	21 250	326 050	309 810.69	0.00	309 810.69	272 035.84
1150	Overtime	50 000	21 000	71 000	70 583.29	0.00	70 583.29	65 683.88
1174	Freelance proof-readers	1 250 000	-115 000	1 135 000	1 002 214.60	132 785.40	1 135 000.00	1 155 000.00
1175	Other work sent out	65 500	210 000	275 500	236 264.80	39 164.91	275 429.71	195 000.00
	Total Art. 117	1 315 500	95 000	1 410 500	1 238 479.40	171 950.30	1 410 429.70	1 350 000.00
1181	Travel expenses	5 000	0	5 000	2 236.76	2 763.24	5 000.00	5 000.00
1182	Installation allowances	75 000	-30 000	45 000	33 720.76	6 279.24	40 000.00	65 000.00
1183	Removal expenses	60 000	-35 000	25 000	15 084.86	4 915.14	20 000.00	27 135.00
1184	Temporary subsistence allowances	80 000	0	80 000	67 102.99	2 897.01	70 000.00	70 000.00
	Total Art. 118	220 000	-65 000	155 000	118 145.37	16 854.63	135 000.00	167 135.00

1190	Weightings	23 000	10 500	33 500	33 313.31	0.00	33 313.31	27 359.15
1191	Provisional appropriations	558 600	-397 450	161 150	0.00	0.00	0.00	0.00
	Total Art. 119	581 600	-386 950	194 650	33 313.31	0.00	33 313.31	27 359.15
	Total Chapter 11	21 803 900	596 900	22 400 800	21 884 577.38	229 100.66	22 113 678.04	19 837 682.33
1291	Provisional appropriations	0	0	0	0.00	0.00	0.00	0.00
	Total Chapter 12	0	0	0	0.00	0.00	0.00	0.00
1300	Mission expenses, etc.	263 100	93 900	357 000	305 010.49	51 989.51	357 000.00	260 000.00
	Total Chapter 13	263 100	93 900	357 000	305 010.49	51 989.51	357 000.00	260 000.00
1400	Restaurant/canteen running costs	12 500	-5 000	7 500	6 463.11	1 036.89	7 500.00	12 500.00
1401	Canteen conversion/replacement	3 000	5 000	8 000	592.34	7 407.66	8 000.00	31 500.00
	Total Chapter 14	15 500	0	15 500	7 055.45	8 444.55	15 500.00	44 000.00
1520	Seconded national officials	40 000	0	40 000	16 621.31	13 770.80	30 392.11	0.00
1521	Seconded institution officials	0	0	0	0.00	0.00	0.00	0.00
	Total Chapter 15	40 000	0	40 000	16 621.31	13 770.80	30 392.11	0.00
1610	Staff social contacts	11 500	-1 000	10 500	9 856.34	643.66	10 500.00	11 000.00
1620	Other welfare expenditure	21 000	-6 000	15 000	14 876.20	0.00	14 876.20	14 954.58
1630	Early Childhood Centre	197 500	7 000	204 500	159 904.71	44 595.29	204 500.00	218 045.42
	Total Chapter 16	230 000	0	230 000	184 637.25	45 238.95	229 876.20	244 000.00
1701	Entertainment/representation expenses	2 000	2 000	4 000	3 994.20	5.80	4 000.00	4 000.00
	Total Chapter 17	2 000	2 000	4 000	3 994.20	5.80	4 000.00	4 000.00
	Total Title 1	22 354 500	692 800	23 047 300	22 401 896.08	348 550.26	22 750 446.34	20 389 682.33

Table 15 (contd.) — Budget outturn in 1992

(in ECU)

Item	Heading	Appropriations 1992			Expenditure 1992			Total expenditure 1991
		Initial appropriation	Transfers	Final appropriations	Expenditure at 31.12.1992	Appropriations c.f.	Total expenditure	
2000	Rent	2 840 000	213 499	3 053 499	2 869 898.43	183 600.56	3 053 498.99	2 717 160.56
2010	Insurance	16 000	-4 700	11 300	11 209.16	90.84	11 300.00	9 000.00
2020	Water, gas, electricity, heating	550 500	-110 200	440 300	336 592.84	103 706.98	440 299.82	460 965.33
2030	Cleaning/maintenance	490 500	53 300	543 800	381 118.04	162 571.29	543 689.33	463 389.43
2040	Fitting-out of premises	60 000	40 300	100 300	26 391.09	73 908.91	100 300.00	55 500.00
2050	Building security/surveillance	482 900	1 600	484 500	380 086.51	104 412.88	484 499.39	449 000.00
2060	Acquisition of property	0	0	0	0.00	0.00	0.00	0.00
2070	Construction of buildings	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 expenditure on buildings	24 000	47 850	71 850	51 929.82	19 920.18	71 850.00	52 000.00
	Total Chapter 20	4 463 900	241 649	4 705 549	4 057 225.89	648 211.64	4 705 437.53	4 207 015.32
2100	Computer centre operations	1 720 000	0	1 720 000	1 431 944.43	288 054.67	1 719 999.10	1 550 000.00
2120	Staff services of computer operations	210 000	0	210 000	82 418.13	127 581.87	210 000.00	0.00
2130	Outside computer operations	90 000	0	90 000	7 866.00	82 071.00	89 937.00	74 940.41
2140	Outside analysis/programming	1 140 000	1 875 000	3 015 000	323 185.40	2 690 149.10	3 013 334.50	1 299 824.43
	Total Chapter 21	3 160 000	1 875 000	5 035 000	1 845 413.96	3 187 856.64	5 033 270.60	2 924 764.84
2200	New purchases of equipment	75 000	-20 000	55 000	18 982.05	36 017.07	54 999.12	72 911.67
2201	Replacement of equipment	98 000	-95 234	2 766	2 765.01	0.00	2 765.01	0.00
2202	Hire of equipment	400 000	-40 000	360 000	317 513.93	42 485.30	359 999.23	250 965.60
2203	Maintenance of equipment	215 000	50 000	265 000	194 510.36	70 489.57	264 999.93	219 996.58
2204	Electronic office equipment	25 000	-10 000	15 000	9 192.55	5 806.58	14 999.13	13 420.15
	Total Art. 220	813 000	-115 234	697 766	542 963.90	154 798.52	697 762.42	557 294.00
2210	New purchases of furniture	100 000	0	100 000	64 454.90	35 540.45	99 995.35	48 850.55
2211	Replacement of furniture	6 000	-6 000	0	0.00	0.00	0.00	5 984.10
2212	Hire of furniture	0	0	0	0.00	0.00	0.00	0.00
2213	Maintenance, use and repair of furniture	2 000	0	2 000	711.40	1 288.60	2 000.00	2 000.00
	Total Art. 221	108 000	-6 000	102 000	65 166.30	36 829.05	101 995.35	56 834.65
2230	New purchases of vehicles	0	0	0	0.00	0.00	0.00	0.00
2231	Replacement of vehicles	0	10 596	10 596	10 596.00	0.00	10 596.00	0.00
2232	Hire of vehicles	25 000	20 000	45 000	37 159.11	7 746.84	44 905.95	38 499.99
2233	Maintenance of vehicles	30 000	0	30 000	17 660.39	12 339.39	29 999.78	29 999.98
	Total Art. 223	55 000	30 596	85 596	65 415.50	20 086.23	85 501.73	68 499.97
2250	Library/books	5 000	4 450	9 450	8 018.12	1 431.88	9 450.00	4 000.00
2251	Library/documentation equipment	5 000	-4 000	1 000	0.00	0.00	0.00	0.00
2252	Subscriptions to newspapers/periodicals	3 500	0	3 500	2 454.20	1 045.80	3 500.00	2 500.00

2253	News agency subscriptions	700	0	700	475.20	224.80	700.00	700.00
2254	Binding and upkeep of books	4 500	4 000	8 500	5 869.00	2 631.00	8 500.00	4 199.99
2255	Subscriptions to viewdata services	1 500	0	1 500	0.00	0.00	0.00	0.00
	Total Art. 225	20 200	4 450	24 650	16 816.52	5 333.48	22 150.00	11 399.99
	Total Chapter 22	996 200	-86 188	910 012	690 362.22	217 047.28	907 409.50	694 028.61
2300	Stationery/office supplies	455 000	204 500	659 500	603 220.70	56 278.32	659 499.02	781 479.26
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
	Total Art. 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	0	0	0.00	0.00	0.00	0.00
2350	Miscellaneous insurance	0	0	0	0.00	0.00	0.00	0.00
2351	Uniforms and working clothes	18 000	0	18 000	5 179.74	12 766.80	17 946.54	19 469.58
2352	Miscellaneous expenditure on meetings	2 000	0	2 000	1 653.90	346.10	2 000.00	2 000.00
2353	Removals/handling	65 000	-46 411	18 589	4 938.30	13 649.98	18 588.28	15 493.86
2359	Other administrative expenditure	400	0	400	0.00	0.00	0.00	0.00
	Total Art. 235	85 400	-46 411	38 989	11 771.94	26 762.88	38 534.82	36 963.44
2392	Services rendered by the Commission	0	0	0	0.00	0.00	0.00	0.00
	Total Chapter 23	540 400	158 089	698 489	614 992.64	83 041.20	698 033.84	818 442.70
2400	Postage, etc.	5 213 000	-198 000	5 015 000	4 835 799.28	179 120.72	5 014 920.00	4 572 199.98
2410	Telephone, etc.	320 000	16 550	336 550	253 035.15	83 514.52	336 549.67	255 000.00
	Total Chapter 24	5 533 000	-181 450	5 351 550	5 088 834.43	262 635.24	5 351 469.67	4 827 199.98
2500	Meetings in general	40 000	9 000	49 000	40 348.50	5 463.05	45 811.55	33 098.09
2550	Conferences, congresses and meetings	0	0	0	0.00	0.00	0.00	0.00
	Total Chapter 25	40 000	9 000	49 000	40 348.50	5 463.05	45 811.55	33 098.09
2600	Consultations, studies, etc.	0	0	0	0.00	0.00	0.00	0.00
	Total Chapter 26	0	0	0	0.00	0.00	0.00	0.00
	Total Title 2	14 733 500	2 016 100	16 749 600	12 337 177.64	4 404 255.05	16 741 432.69	13 504 549.54
3410	General publications	10 000	0	10 000	10 000.00	0.00	10 000.00	0.00
3412	Publicity/promotion	102 000	40 000	142 000	65 573.55	76 425.58	141 999.13	99 993.18
	Total Chapter 34	112 000	40 000	152 000	75 573.55	76 425.58	151 999.13	99 993.18
	Total Title 3	112 000	40 000	152 000	75 573.55	76 425.58	151 999.13	99 993.18
	Total	37 200 000	2 748 900	39 948 900	34 814 647.27	4 829 230.89	39 643 878.16	33 994 225.05

Table 16 — Breakdown of Office expenditure by department (1992)

(in ECU)

Item	Heading	OP/1 Administrative and technical services								OP/2 Official Journal	OP/3 Publications	OP/4 Sales and accounting	OP/5 Co- publishing	OP/6 Workshops	Management	Outturn ¹	
		Computer centre	Contract manage- ment	Project manage- ment	Micrography	Documentary aids	Stock manage- ment, etc.	General services	Staff								User support
1100	Basic salaries	286 941	964 067	453 946	185 222	455 463	903 337	784 917	303 643	201 922	2 699 383	3 030 354	1 782 383	261 133	1 468 113	1 401 311	15 182 135
1101	Family allowances	31 951	107 348	50 547	20 624	50 715	100 586	87 399	33 810	22 484	300 574	337 428	198 466	29 078	163 472	156 035	1 690 517
1102	Expatriation allowances, etc.	37 417	125 711	59 193	24 152	59 392	117 792	102 350	39 593	26 330	351 990	395 147	232 417	34 052	191 437	182 726	1 979 699
1103	Secretarial allowances	5 442	17 293	976	0	3 950	7 900	3 433	5 430	3 950	8 359	9 393	36 524	1 939	17 810	21 229	143 628
	Total Article 110	361 751	1 214 419	564 662	229 998	569 520	1 129 615	978 099	382 476	254 686	3 360 306	3 772 322	2 249 790	326 202	1 840 832	1 761 301	18 995 979
1110	Auxiliary staff	0	10 125	25 337	0	0	0	13 726	540	0	157 558	171 959	31 232	0	35 373	4 186	450 036
1120	Further training for staff	13 538	712	14 310	0	1 385	473	2 763	1 262	0	2 556	36 432	2 472	539	4 652	1 858	82 952
1130	Sickness insurance	9 866	33 136	15 603	6 366	15 655	31 048	26 978	10 436	6 940	92 780	104 157	61 262	8 975	50 460	48 165	521 827
1131	Accident insurance	1 941	6 530	3 075	1 254	3 086	6 119	5 316	2 057	1 368	18 284	20 527	12 073	1 769	9 945	9 492	102 836
1132	Unemployment insurance (temporary staff)	227	0	0	0	0	0	0	0	0	228	228	0	0	228	0	911
	Total Article 113	12 034	39 666	18 678	7 620	18 741	37 167	32 294	12 493	8 308	111 292	124 912	73 335	10 744	60 633	57 657	625 574
1140	Birth/death grants	7	24	12	4	12	23	20	8	6	69	77	45	6	37	35	385
1141	Annual leave travel expenses	5 558	18 660	8 787	3 586	8 815	17 484	15 192	5 876	3 909	52 247	58 653	34 498	5 053	28 415	27 122	293 855
1144	Fixed local travel allowances	0	0	0	0	0	0	0	0	0	0	0	0	0	0	864	864
1147	Shiftwork/standby allowances	14 706	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14 706
	Total Article 114	20 271	18 684	8 799	3 590	8 827	17 507	15 212	5 884	3 915	52 316	58 730	34 543	5 059	28 452	28 021	309 810
1150	Overtime	0	7 291	0	0	0	5 230	9 303	0	0	0	0	1 412	0	45 646	1 701	70 583
1174	Freelance proof-readers	0	0	0	0	70 256	0	0	0	0	499 514	565 230	0	0	0	0	1 135 000
1175	Other work sent out	0	91 387	2 423	0	0	2 121	40 268	2 203	0	38 120	19 088	42 967	7 547	6 941	22 365	275 430
	Total Article 117	0	91 387	2 423	0	70 256	2 121	40 268	2 203	0	537 634	584 318	42 967	7 547	6 941	22 365	1 410 430
1181	Travel expenses	95	318	149	62	150	297	258	100	66	889	998	588	85	484	461	5 000
1182	Installation allowances	756	2 540	1 196	489	1 200	2 379	2 068	800	532	7 112	7 984	4 697	688	3 868	3 691	40 000
1183	Removal expenses	379	1 269	598	244	600	1 189	1 034	400	265	3 556	3 992	2 348	345	1 934	1 847	20 000
1184	Temporary subsistence allowances	1 320	4 445	2 093	854	2 100	4 166	3 619	1 400	932	12 446	13 972	8 219	1 204	6 769	6 461	70 000
	Total Article 118	2 550	8 572	4 036	1 649	4 050	8 031	6 979	2 700	1 795	24 003	26 946	15 852	2 322	13 055	12 460	135 000
1190	Weightings	630	2 114	996	407	999	1 982	1 722	667	443	5 923	6 650	3 911	573	3 222	3 074	33 313
	Total Chapter 11	410 774	1 392 970	639 241	243 264	673 778	1 202 126	1 100 366	408 225	269 147	4 251 588	4 782 269	2 455 514	352 986	2 038 806	1 892 623	22 113 677
1300	Mission expenses, etc.	6 281	13 923	12 103	0	5 891	6 784	17 208	4 391	2 570	28 310	130 234	73 079	12 423	11 459	32 344	357 000
	Total Chapter 13	6 281	13 923	12 103	0	5 891	6 784	17 208	4 391	2 570	28 310	130 234	73 079	12 423	11 459	32 344	357 000

¹ These figures may differ slightly from those given in Table 15 due to the method of rounding used.

1400	Restaurant/canteen running costs	141	468	218	82	234	404	372	138	92	1 417	1 634	8 515	123	683	643	7 500
1401	Restaurant/canteen conversion/replacement	154	497	234	87	252	433	398	148	97	1 495	1 740	914	132	729	690	8 000
	Total Article 140	295	965	452	169	486	837	770	286	189	2 912	3 374	1 765	255	1 412	1 333	15 500
	Total Chapter 14	295	965	452	169	486	837	770	286	189	2 912	3 374	1 765	255	1 412	1 333	15 500
1520	Seconded national officials	0	0	0	0	15 196	0	0	0	0	0	0	15 196	0	0	0	30 392
	Total Chapter 15	0	0	0	0	15 196	0	0	0	0	0	0	15 196	0	0	0	30 392
1610	Staff social contacts	195	651	303	112	318	557	517	190	125	2 028	2 321	1 175	168	950	890	10 500
1620	Other welfare expenditure	270	921	429	159	448	787	732	269	177	2 887	3 296	1 660	238	1 345	1 258	14 876
1630	Early Childhood Centre	3 843	12 763	5 936	2 217	6 385	11 020	10 155	3 765	2 478	38 633	44 556	23 219	3 337	18 629	17 564	204 500
	Total Chapter 16	4 308	14 335	6 668	2 488	7 151	12 364	11 404	4 224	2 780	43 548	50 173	26 054	3 743	20 924	19 712	229 876
1701	Entertainment representation expenses	0	0	0	0	0	0	0	0	0	0	0	1 839	184	0	1 977	4 000
	Total Chapter 17	0	0	0	0	0	0	0	0	0	0	0	1 839	184	0	1 977	4 000
	Total Title 1	421 658	1 422 193	658 464	245 921	702 502	1 222 111	1 129 748	417 126	274 686	4 326 358	4 966 050	2 573 447	369 591	2 072 601	1 947 989	22 750 445

Table 16 (Contd.) — Breakdown of Office expenditure by department (1992)

(In ECU)

Item	Heading	OP/1 Administrative and technical services									OP/2 Official Journal	OP/3 Publications	OP/4 Sales and accounting	OP/5 Co- publishing	OP/6 Workshops	Management	Outturn ¹
		Computer centre	Contract manage- ment	Project manage- ment	Micrography	Documentary aids	Stock manage- ment, etc.	General services	Staff	User support							
2000	Rent	56 320	190 995	88 247	32 979	94 001	163 857	151 625	55 907	36 823	582 004	666 930	344 946	49 527	278 157	261 181	3 053 499
2010	Insurance	206	701	326	120	340	599	556	205	135	2 187	2 499	1 264	181	1 023	958	11 300
2020	Water, gas, electricity, heating	8 274	27 529	12 804	4 778	13 725	23 761	21 900	8 117	5 342	83 017	95 755	50 063	7 196	40 175	37 864	44 300
2030	Cleaning and maintenance	10 227	33 931	15 800	5 893	16 960	29 305	27 003	10 013	6 589	102 651	118 437	61 753	8 877	49 543	46 707	543 689
2040	Fitting-out of premises	1 924	6 238	2 940	1 089	3 144	5 419	4 980	1 854	1 218	18 792	21 833	11 440	1 645	9 142	8 642	100 300
2050	Building security/surveillance	9 049	30 301	14 006	5 253	15 131	26 111	24 072	8 914	5 869	91 705	105 486	54 960	7 897	44 150	41 595	484 499
2090	Other expenditure on buildings	1 346	4 496	2 081	780	2 242	3 875	3 573	1 323	872	13 574	15 628	8 161	1 173	6 552	6 174	71 850
	Total Chapter 20	87 346	294 191	136 204	50 892	145 543	252 927	233 709	86 333	56 848	893 930	1 026 568	532 587	76 496	428 742	403 121	4 705 437
2100	Computer centre operations	1 719 999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1 719 999
2120	Staff services of computer operations	210 000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	210 000
2130	Outside computer operations	89 937	0	0	0	0	0	0	0	0	0	0	0	0	0	0	89 937
2140	Outside analysis/programming	0	0	3 013 334	0	0	0	0	0	0	0	0	0	0	0	0	3 013 334
	Total Chapter 21	2 019 936	0	3 013 334	0	0	0	0	0	0	0	0	0	0	0	0	5 033 270
2200	New purchases of equipment	1 050	3 424	1 608	597	1 735	2 975	2 731	1 018	669	10 300	11 960	6 275	903	5 012	4 742	54 999
2201	Replacement of technical equipment and installations	51	175	78	30	88	150	138	51	34	525	597	313	45	252	238	2 765
2202	Hire of equipment	6 633	22 372	10 414	3 865	10 998	19 200	17 789	6 556	4 317	69 087	79 189	40 470	5 807	32 661	30 641	359 999
2203	Maintenance of equipment	4 959	16 570	7 647	2 875	8 317	14 292	13 161	4 878	3 213	50 118	57 676	30 073	4 324	24 135	22 762	265 000
2204	Electronic office equipment	285	935	439	163	464	807	744	275	180	2 831	3 272	1 703	245	1 368	1 288	14 999
	Total Article 220	12 978	43 476	20 186	7 530	21 602	37 424	34 563	12 778	8 413	132 861	152 694	78 834	11 324	63 428	59 671	697 762
2210	New purchases of furniture	1 872	6 253	2 904	1 085	3 116	5 393	4 973	1 842	1 212	18 881	21 756	11 360	1 633	9 122	8 593	99 995
2213	Maintenance, use and repair of furniture	37	125	58	22	64	109	99	37	25	375	434	228	33	182	172	2 000
	Total Article 221	1 909	6 378	2 962	1 107	3 180	5 502	5 072	1 879	1 237	19 256	22 190	11 588	1 666	9 304	8 765	101 995
2231	Replacement of vehicles	0	0	0	0	0	10 596	0	0	0	0	0	0	0	0	0	10 596
2232	Hire of vehicles	0	0	0	0	0	44 906	0	0	0	0	0	0	0	0	0	44 906
2233	Maintenance of vehicles	0	0	0	0	0	30 000	0	0	0	0	0	0	0	0	0	30 000
	Total Article 223	0	0	0	0	0	85 502	0	0	0	0	0	0	0	0	0	85 502
2250	Library/books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9 450	9 450
2252	Subscriptions to newspapers and periodicals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3 500	3 500
2253	News agency subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	700	700
2254	Binding and upkeep of books	0	0	0	0	0	0	0	0	0	0	0	0	0	8 500	0	8 500
	Total Article 225	0	0	0	0	0	0	0	0	0	0	0	0	0	8 500	13 650	22 150
	Total Chapter 22	14 887	49 854	23 148	8 637	24 782	128 428	39 635	14 657	9 650	152 117	174 884	90 422	12 990	81 232	82 086	907 409

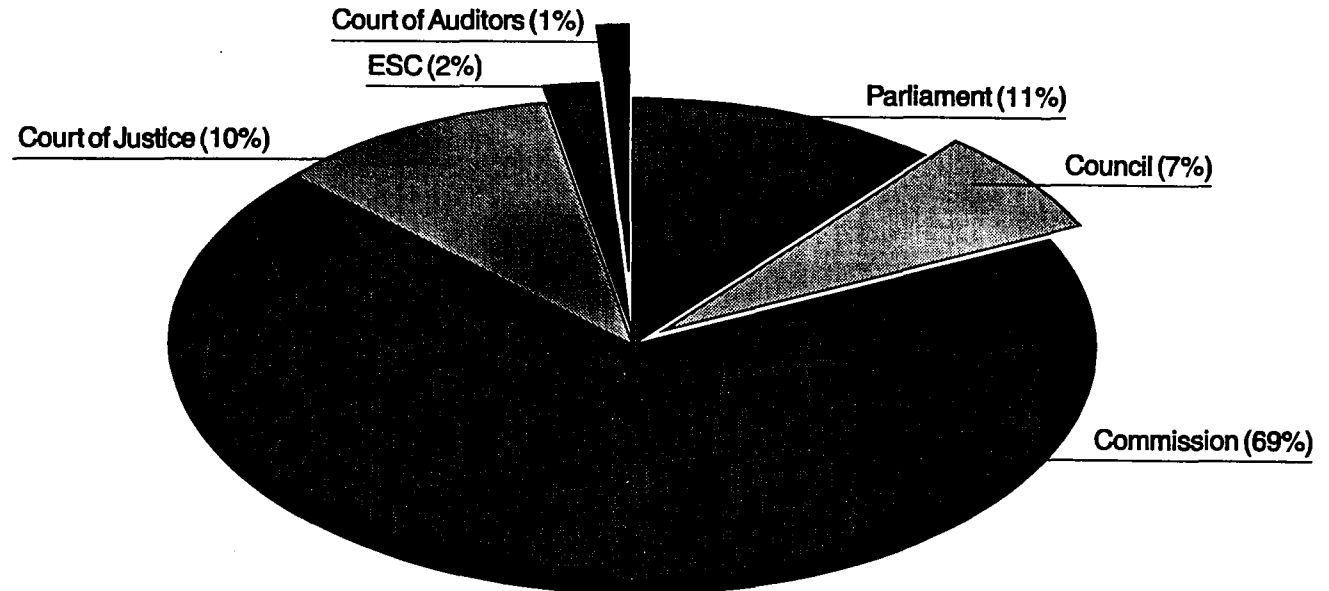
¹ These figures may differ slightly from those given in Table 15 due to the method of rounding used.

2300	Stationery and office supplies	1 253	5 408	0	0	0	110 334	39 702	0	0	0	5 672	10 881	462	483 479	2 308	659 499
2351	Uniforms and working clothes	0	0	0	0	0	1 409	14 396	0	0	0	0	0	0	2 142	0	17 947
2352	Miscellaneous expenditure on meetings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2 000	2 000
2353	Departmental removals/handling	0	0	0	0	0	2 587	16 001	0	0	0	0	0	0	0	0	18 588
	Total Article 235	0	0	0	0	0	3 996	30 397	0	0	0	0	0	0	2 142	2 000	38 535
	Total Chapter 23	1 253	5 408	0	0	0	114 330	70 099	0	0	0	5 672	10 881	462	485 621	4 308	698 034
2400	Postage and delivery charges	0	0	0	0	0	5 014 920	0	0	0	0	0	0	0	0	0	5 014 920
2410	Telephone, telegraph, telex, television	6 360	21 371	10 063	4 106	10 096	20 024	17 399	6 732	4 477	59 839	67 175	39 511	5 789	32 544	31 064	336 550
	Total Chapter 24	6 360	21 371	10 063	4 106	10 096	5 034 944	17 399	6 732	4 477	59 839	67 175	39 511	5 789	32 544	31 064	5 351 470
2500	Meetings in general	0	0	0	0	0	0	0	0	0	0	0	45 812	0	0	0	45 812
	Total Chapter 25	0	0	0	0	0	0	0	0	0	0	0	45 812	0	0	0	45 812
	Total Title 2	2 129 782	370 824	3 182 749	63 635	180 421	5 530 629	360 842	107 722	70 975	1 105 886	1 274 299	719 213	95 737	1 028 139	520 579	16 741 432
3410	General publications	0	0	0	0	0	0	0	0	0	0	0	10 000	0	0	0	10 000
3412	Publicity/promotion	0	0	0	0	0	0	0	0	0	0	0	113 772	0	0	28 229	142 001
	Total Article 341	0	0	0	0	0	0	0	0	0	0	0	123 772	0	0	28 229	152 001
	Total Chapter 34	0	0	0	0	0	0	0	0	0	0	0	123 772	0	0	28 229	152 001
	Total Title 3	0	0	0	0	0	0	0	0	0	0	0	123 772	0	0	28 229	152 001
	Total	2 551 440	1 793 017	3 841 213	309 556	882 923	6 752 740	1 490 590	524 848	345 661	5 432 244	6 240 349	3 416 432	465 328	3 100 740	2 496 797	39 643 878

Table 17 — Pro-forma Invoicing (overall breakdown of Office costs by Institution)

Institution	OP/1 — Micrography	OP/2 — Documentary	OP/2 — Official		OP/3 — Publications			OP/6 — Printshops			Total costs (ECU)
	Cost (ECU)	Cost (ECU)	Pages	Cost (ECU)	Pages proof-read	Pages composed	Cost (ECU)	Hours	Materials LFR	Cost (ECU)	
Parliament	80 425	368 847	60 341	1 766 128	44 009	2 550	2 163 567	60	91 346	9 040	4 388 007
Council	52 633	172 176	39 489	1 155 809	15 468	17 927	1 319 352	85	3 627	8 178	2 708 148
Commission	283 635	1 542 943	429 080	12 558 801	92 121	127 923	8 470 858	38 912	13 256 941	4 170 255	27 026 492
Court of Justice	6 464	81 283	4 849	141 927	68 015	5 388	3 672 366	2 604	338 792	258 864	4 160 904
ESC	34 045	109 238	5 652	165 429	3 742	2 760	273 461	2 561	70 607	244 950	827 123
Court of Auditors	6 885	2 391	5 166	151 205	4 545	2 271	300 799	700	154 391	71 924	533 204
Total	464 087	2 276 878	544 577	15 939 299	227 900	158 819	16 200 403	44 922	13 915 704	4 763 211	39 643 878

**Overall breakdown
of Office costs
by Institution**



4.2. Commercial accounting

4.2.1. Operating result

(a) Balance sheet at 31 December 1992 (Table 18)

Assets

The assets in bank accounts at 31 December amounted to ECU 9 527 259.79 (1991: ECU 5 982 586.62), including ECU 8 021 555.55 in term deposits (1991: ECU 4 486 011.02) and ECU 662 853.36 in foreign-currency accounts (1991: ECU 184 451.10).

The balances from foreign-currency accounts held outside Luxembourg were transferred in two stages during 1992 to ecu accounts in Luxembourg. Whenever the balance on these accounts became substantial, it was placed on term deposit in Luxembourg.

Liabilities

There was a fall in the amount of accounts receivable owed to the institutions, down 5% to ECU 5 940 199.16 from ECU 6 273 400.81 in 1991; this represented 41% of the net total invoiced in 1992, as against 58% in 1991.

Prepayments into suspense accounts amounted to ECU 91 215.12 (1991: ECU 45 464.24). Advance and part payments into client accounts came to ECU 1 066 419.31 (1991: ECU 288 724.24), owing mainly to payments by one sales office amounting to ECU 725 701.57.

At 31 December 1992 the amount of sales revenue received and payable to the institutions was ECU 8 359 287.97 (1991: ECU 5 639 696.40).

(b) Profit-and-loss account at 31 December 1992 (Table 19)

The expenditure side of this account includes general overheads totalling ECU 6 396 651.74, i.e. 23% of gross turnover in 1992 (12% in 1991 and 26% in 1990). The amount under 'insolvent debtors' rose to ECU 32 618.89 in 1992, from ECU 9 514.86 in 1991.

In comparison with 1991, gross invoiced sales rose by 57% to ECU 20 921 556.18 in 1992. The disproportion between the increase in receipts and that in sales is due to the fact that a substantial part of 1991 invoicing could not be carried out until the start of 1992.

Table 18 — Balance sheet at 31 December 1992

(in ecus)

Assets			Liabilities		
Heading	1992	1991	Heading	1992	1991
Current assets			Short-term liabilities		
— Trade accounts receivable	5 384 938.66	5 775 818.62	— Advance and part payments	1 066 419.31	288 872.24
— Other accounts receivable	555 260.50	497 582.19	— Suspense accounts	91 215.12	45 464.24
Term deposits			— Non-identified disbursements	10 337.39	8 553.74
— in ecus	5 871 000.00	4 050 000.00	Accounts receivable on behalf of the Institutions at 31 December		
— in other currencies	2 150 555.55	436 011.02		5 940 199.16	6 273 400.81
Current accounts			Sales proceeds payable to the Institutions		
— in ecus	842 850.88	1 312 124.50		8 359 287.97	5 639 696.40
— in other currencies	662 853.36	184 451.10			
Total	15 467 458.95	12 255 987.43	Total	15 467 458.95	12 255 987.43

Table 19 — Profit-and-loss account at 31 December 1992

(in ecus)

Expenditure			Income		
Heading	1992	1991	Heading	1992	1991
Invoiced rebates	6 306 610.10	2 584 220.30	Gross sales revenue	20 921 556.18	13 354 406.77
Insolvent debtors	32 618.89	9 514.86	Miscellaneous revenue	3 831.98	3 081.11
Exchange losses	47 897.77	62 895.38	Exchange gains	97 481.53	0.00
Interest paid	0.00	366.98	Interest received	771 307.47	440 096.12
Bank charges	9 524.98	3 907.42	Adjustments to bank accounts	43 795.59	9 935.44
Miscellaneous expenditure	0.00	0.00	Invoiced postage costs	36 729.47	63 259.82
Amounts receivable on behalf of the institutions at 31 December	5 940 199.16	6 273 400.81	Accounts receivable on behalf of the institutions at 1 January	6 273 400.81	8 455 894.11
Sales proceeds payable to the institutions	15 811 252.13	13 392 367.62			
Total	28 148 103.03	22 326 673.37	Total	28 148 103.03	22 326 673.37

Table 20 — Breakdown of sales revenue (1 January to 31 December 1992), (in ecus)

Customer	Net sales revenue at 31 December 1992					Retained for use under item 2400			Free distribution of OJ	Total retained	Amounts available				
	Official Journal	Other periodicals	Data-bases	Other publications	Total	Official Journal	Other periodicals	Total			Official Journal	Other periodicals	Data-bases	Other publications	Total
Parliament	1 268 028.32	60 351.31	700.75	78 028.66	1 407 109.04	491 300.00	360.00	491 660.00	123 162.46	614 822.46	653 585.86	59 991.31	700.75	78 028.66	792 286.58
Council	878 487.27	0.00	0.00	108 082.04	986 569.31	352 240.00	0.00	352 240.00	6 358.16	358 598.16	519 889.11	0.00	0.00	108 082.04	627 971.15
Commission	6 620 069.77	1 657 650.65	1 116 260.75	2 676 954.89	12 070 936.06	2 434 740.00	405 420.00	2 840 160.00	39 096.37	2 879 256.37	4 146 233.40	1 252 230.65	1 116 260.75	2 676 954.89	9 191 679.69
Cedefop	3 959.88	31 317.30	0.00	43 438.43	78 715.41	1 360.00	8 580.00	9 940.00	0.00	9 940.00	2 599.68	22 737.30	0.00	43 438.43	68 775.41
EFILWC	4 007.23	0.00	0.00	25 941.06	29 948.29	1 360.00	0.00	1 360.00	0.00	1 360.00	2 647.23	0.00	0.00	25 941.06	28 588.29
University Institute, Florence	0.00	1 363.71	0.00	152.03	1 515.74	0.00	60.00	60.00	0.00	60.00	0.00	1 303.71	0.00	152.03	1 455.74
Court of Justice	91 339.45	364 854.28	0.00	83 383.82	539 577.55	37 400.00	152 700.00	190 100.00	0.00	190 100.00	53 939.45	212 154.28	0.00	83 383.82	349 477.55
Economic and Social Committee	123 382.10	62 158.99	0.00	11 131.80	196 672.89	50 320.00	11 100.00	61 420.00	49 956.26	111 376.26	23 105.84	51 058.99	0.00	11 131.80	85 296.63
Court of Auditors	88 314.41	0.00	0.00	3 276.52	91 590.93	31 280.00	0.00	31 280.00	0.00	31 280.00	57 034.41	0.00	0.00	3 276.52	60 310.93
Miscellaneous	0.00	75 118.01	144 582.42	188 916.48	408 616.91	0.00	21 780.00	21 780.00	0.00	21 780.00	0.00	53 338.01	144 582.42	188 916.48	386 836.91
Total	9 077 588.23	2 252 814.25	1 261 543.92	3 219 305.73	15 811 252.13	3 400 000.00	600 000.00	4 000 000.00	218 573.25	4 218 573.25	5 459 014.98	1 652 814.25	1 261 543.92	3 219 305.73	11 592 678.88

Table 20 (contd) — Breakdown of sales revenue (1 January to 31 December 1992), (in ecus)

Customer	Net sales revenue at 31 December 1992					Retained for use under item 2400			Free distribution of OJ	Total retained	Amounts available				
	Official Journal	Other periodicals	Data-bases	Other publications	Total	Official Journal	Other periodicals	Total			Official Journal	Other periodicals	Data-bases	Other publications	Total
Parliament	13.97	2.68	0.06	2.42	8.90	14.45	0.06	12.29	56.35	14.57	11.97	3.63	0.06	2.42	6.83
Council	9.68	0.00	0.00	3.36	6.24	10.36	0.00	8.81	2.91	8.50	9.52	0.00	0.00	3.36	5.42
Comission	72.93	73.58	88.48	83.15	76.34	71.61	67.57	71.00	17.89	68.25	75.95	75.76	88.48	83.15	79.29
Cedefop	0.04	1.39	0.00	1.35	0.50	0.04	1.43	0.25	0.00	0.24	0.05	1.38	0.00	1.35	0.59
EFILWC	0.04	0.00	0.00	0.81	0.19	0.04	0.00	0.03	0.00	0.03	0.05	0.00	0.00	0.81	0.25
University Institute, Florence	0.00	0.06	0.00	0.00	0.01	0.00	0.01	0.00	0.00	0.00	0.00	0.08	0.00	0.00	0.01
Court of Justice	1.01	16.20	0.00	2.59	3.41	1.10	24.45	4.75	0.00	4.51	0.99	12.84	0.00	2.59	3.01
Economic and Social Committee	1.36	2.76	0.00	0.35	1.24	1.48	1.85	1.54	22.86	2.64	0.42	3.09	0.00	0.35	0.74
Court of Auditors	0.87	0.00	0.00	0.10	0.58	0.92	0.00	0.78	0.00	0.74	1.04	0.00	0.00	0.10	0.52
Miscellaneous	0.00	3.33	11.46	5.87	2.58	0.00	3.63	0.54	0.00	0.52	0.00	3.23	11.46	5.87	3.34
Total	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00

**4.2.2. Breakdown
of sales revenue
(Tables 20a and 20b)**

Net sales revenue for the institutions in 1992 amounted to ECU 15 811 252.13 and breaks down as follows:

(in ecus)

Net amount of invoices drawn up in 1992	14 651 675.55
Net amount of invoices payable:	
at 1.1.1992	6 273 400.81
at 31.12.1992	- 5 940 199.16
Total sales revenue received at 31.12.1992	14 984 877.20
Profit/loss 1992	- 32 618.89
Share of expenses	- 9 524.98
Share of miscellaneous revenue	868 518.80
Total net sales revenue in 1992	15 811 252.13

**4.2.3. Breakdown by type
of publication**

See following tables.

Invoices drawn up in 1990, 1991 and 1992 break down as follows:

	1990		1991		1992	
	ecu	%	ecu	%	ecu	%
Individual publications	1 849 705.18	17.43	1 638 166.79	15.12	3 333 971.68	22.75
Official Journal (L, C, S)	5 763 142.44	54.29	6 181 817.47	57.06		
Other periodicals	1 720 131.26	16.21	1 708 222.19	15.77	1 768 434.66	12.07
Electronic and microfiche	1 120 082.60	10.55	1 241 980.02	11.46	1 214 944.94	8.29
Miscellaneous	161 614.52	1.52	63 259.82	0.58	36 729.47	0.25
Total	10 614 676.00	100.00	10 833 446.29	100.00	14 651 675.55	100.00

The total net sales revenue in 1990, 1991 and 1992 breaks down as follows:

	1990		1991		1992	
	ecu	%	ecu	%	ecu	%
Individual publications	1 831 587.02	35.11	1 878 452.85	14.03	3 141 876.10	19.87
Official Journal (L, C, S)	1 845 092.00	35.37	8 022 081.90	59.90		
Other periodicals	407 948.08	7.82	2 253 914.12	16.83	2 252 814.25	14.25
Electronic and microfiche	1 120 090.91	21.47	1 180 279.79	8.81	1 261 543.92	7.98
Miscellaneous	12 142.07	0.23	57 638.96	0.43	77 428.63	0.49
Total	5 216 860.08	100.00	13 392 367.62	100.00	15 811 251.13	100.00

5. Activities of the administrative and technical departments

5.1. Workshops

5.2. General services

5.3. Stock management and distribution

5.4. Computer applications

5.1. Workshops

In 1992 all sections of the print works saw a significant increase in production volume.

With the increased complexity of the work requested, this increase in volume occurred against a background of rising quality requirements.

In the 'press' section, the start-up and intensive use of a four-colour GTO press made a considerable contribution to the overall increase. It also provided very strong motivation for staff wanting the latest technology.

In the other sections, the increase in output was the result of reorganization and re-allocation of internal responsibilities.

Following two years of substantial increases in the number of pages produced, productivity — with no increase in staff numbers — has now attained the levels currently achieved in the Community printing industry.

A number of measures planned in 1992, including the installation of a management software package, the renewal of the equipment in the 'pre-press' section and the leasing of a large-format offset recto/verso press will provide the basis for consolidating this level of productivity.

Table 21 — Workshop productivity in 1992

Sections	1992	1991	Change (%)
Photocomposition (pages photocomposed/hour)	5.57	3.78	47.35
Assembly (pages imposed/hour)	12.80	8.68	47.47
Photography (films + contacts/hour)	2.78	1.59	74.84
Offset (A4 pages/hour)	12 693	10 439	21.59
Binding (16-page A1 signatures folded/hour)	2 695	2 593 ²	3.93
ODPP (on-demand printing by photocopier)(photocopies/hour)	5 161	3 634	42.02

¹ As pointed out in the *Twenty-third Annual Management Report*, the reorganization of the workshops has meant that the figures for 1992 are not strictly comparable with those for 1991, as the calculation basis has changed. However, the increase in the number of pages produced with no change in the number of staff confirms the trend towards increased productivity.

² Adjusted figure for 1991.

Table 22 — Breakdown of workshop hours by institution in 1992

Institution	Planning accounts	Photo-composition	Assembly	Photo	Offset	Binding	ODPP	Quality control	Total
Parliament	6	4	0	4	44	0	0	2	60
Council	12	45	5	4	9	5	0	5	85
Commission	5 098	4 244	3 890	2 620	9 883	8 574	2 298	2 305	38 912
Court of Justice	340	288	360	274	598	590	0	154	2 604
ESC	316	383	5	3	18	1 506	190	140	2 561
Court of Auditors	94	5	38	20	75	231	195	42	700
Total	5 866	4 969	4 298	2 925	10 627	10 906	2 683	2 648	44 922

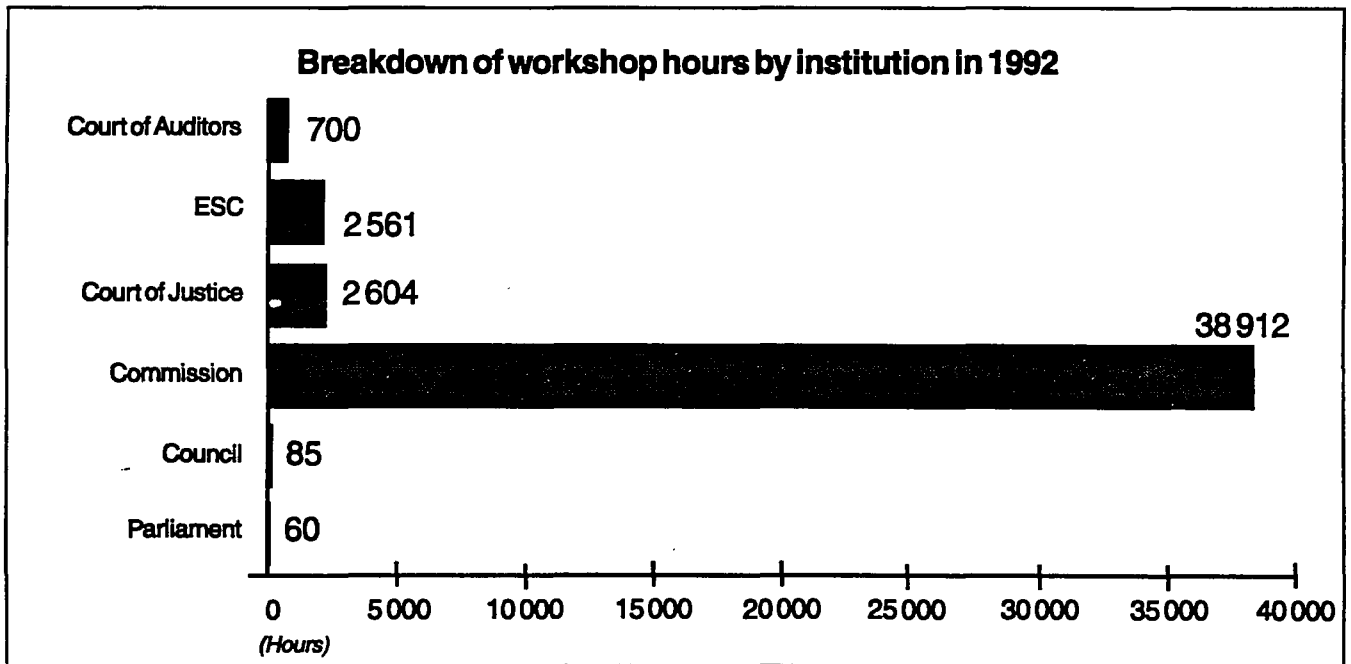
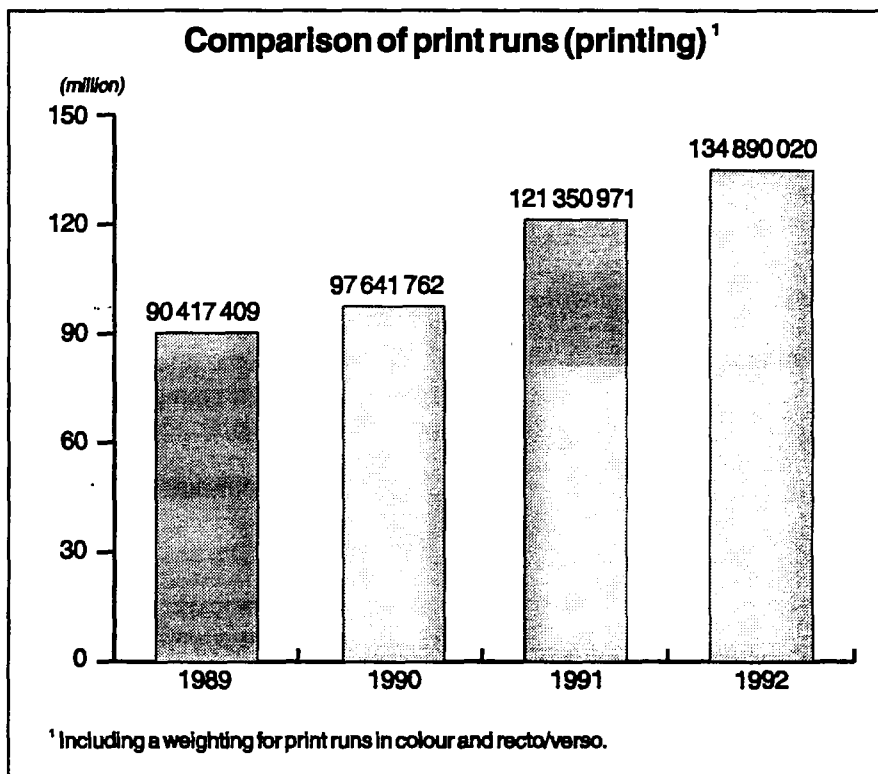


Table 23 — Comparison of print runs (printing) ¹

Year	Formats				Total converted to A4 format
	A1	A2	A3	A4	
1989	10 181 387	2 023 450	425 175	22 163	90 417 409
1990	11 367 752	1 495 400	22 113	673 920	97 641 762
1991	14 561 288	1 188 594	4 751	96 789	121 350 971
1992	13 985 662	1 073 681	9 349 100	11 800	134 890 020

¹ Including a weighting for print runs in colour and recto/verso.



5.2. General services

5.2.1. Renewal of the air conditioning/ventilation system in the reproduction workshops

The renewal of the old air conditioning/ventilation system, which had been in operation in the reproduction workshops since 1973, was completed as planned and to the satisfaction of staff.

5.2.2. Relocation of the canteen

The relocation of the canteen was studied by a team of architects selected after a competitive invitation to tender.

The Joint Committees were consulted and agreed to the proposed study.

During 1992, the Publications Office, in cooperation with the restaurant services of DG IX and the design offices of the owner of the building, completed the preliminary draft and draft plans, which enabled the final plans and technical specifications to be drawn up.

The study ended with the preparation of invitations to tender for the purchase of kitchen equipment and furniture; the building work will be carried out by the owner of the building.

5.2.3. Post department

The post department saw a considerable two-way flow in items received and items dispatched.

The letters dispatched by the Publications Office and recorded by the numbering system totalled approximately 24 000 originals and 72 000 copies.

Approximately 78 000 letters were received by the Publications Office and recorded by the time-stamp.

5.2.4. Inventory of equipment

A record of every item of office furniture and equipment was entered into the computer, providing a readily available inventory of all the equipment in use in the departments.

5.3. Stock management and distribution

5.3.1. Introduction

The tables and the charts below show a marked progression in distribution activity with, for example, increases of more than 70% in the receipt and distribution of publications other than the OJ.

The section's activities in the following fields merit special mention.

Equipment

The need to complete operations rapidly requires an ever greater degree of automation; it is for this reason that the packaging line was equipped with an ink-jet system controlled by magnetic tape, enabling addresses to be printed directly onto the packaging.

Storage area

The existing storage area was reorganized to accommodate an additional 2 000 pallets.

This step was made necessary by the extension of Publication Office activities to the management of the stocks of publications of the other institutions.

The reorganization helped the Publications Office to reassume responsibility at the beginning of the year for managing the stocks of the European Court Reports.

At the end of the year a start was made on taking over the stocks of Council publications.

Transport

A system of grouping dispatches (called JIT for 'just in time') was introduced with the aim of lowering transport costs to certain destinations which habitually receive considerable volumes of orders.

With this system, the sales offices and Commission offices in the Community can receive deliveries at least once a week on a particular day.

Distribution of microfiches

The production and distribution deadlines for the microfiches of the Official Journal were reduced to enable weekly dispatches to be made to subscribers.

Archiving

The purchase of an additional Compactus (the fifth) will ensure proper archiving of the Official Journal for the next four to five years.

Prestop application

With the start-up of the Prestop computer application (Publications Office services provided against payment), measures were taken to enable more detailed coding and input of distribution information relating to free publications and this will give a better picture of the cost breakdown.

5.3.2. Distribution

Although the number of titles received and dispatched remained fairly stable in 1992, the number of copies received and distributed rose sharply by 42.9% and 41% respectively. The publications distributed free of charge featured prominently in this increase, particularly those relating to the Year of Health and Safety at Work and the Priority publication programme of the Commission.

The distribution deadlines are particularly tight, since more than half of the publications are distributed within three days of their arrival at the Publications Office.

5.3.3. Warehouse/stock

There was a fall in demand for COM/ESC documents. However, this had no effect on stock levels as these documents are reproduced on request.

On the other hand, there was a massive jump in the level of orders recorded (+17% for orders, +19.4% for order lines) and in the number of copies dispatched (+35.4% in total, including +18% for the OJ and +49.5% for other publications).

The deadlines for completing orders, which are particularly tight in view of the volumes dealt with, are shown in the table.

5.3.4. Micrography

After a temporary fall in 1991, in-house production of microfiches during 1992 was almost back at its previous level.

The figures for the distribution of microfiches show an apparent fall compared with the previous year, but this does not accurately reflect the relevant distribution trends since, during 1990 and 1991, the Euro-Info Centres undertook an extensive operation of supplying complete microfiche collections.

It can therefore be concluded that the distribution of microfiches proceeded as normal in 1992.

Table 24 — Trends in the volume of operations in the distribution section

	1991	1992	Change (%)
Number of titles received:			
OJ	9 015	9 339	+ 3.59
other publications	6 699 ¹	5 575	- 3.30
COM/ESC documents	6 921	6 579	- 4.94
Total	21 781 ¹	21 493	- 8.96
Number of titles dispatched:			
OJ	9 015	9 339	+ 3.60
other publications	6 517 ¹	4 478	+ 7.64
COM/ESC documents	6 921	6 579	- 4.94
Total	28 892 ¹	28 396	+ 1.49
Number of copies received:			
OJ	22 290 825	24 377 249	+ 9.36
other publications	22 790 839	48 439 623	+ 77.44
COM/ESC documents	813 791 ¹	783 336	- 3.74
Total	45 895 455 ¹	65 600 208	+ 42.93
Number off copies distributed			
OJ	19 026 234	21 333 793	+ 12.13
other publications	19 161 769	32 997 811	+ 72.21
COM/ESC documents	793 028	763 599	- 3.71
Total	38 981 031	55 095 203	+ 41.34

¹ 1991 figure adjusted to include individual figures for COM/ESC documents operations.

Table 25 — Trends in the volume of operations in the warehouse/stock section

	1991	1992	Change (%)
Order processing			
Number of individual orders:			
OJ	12 145	14 275	+ 17.54
other publications	19 361	23 280	+ 20.24
COM/ESC documents	692	221	- 68.06
Total	32 198	37 776	+ 17.32
Number of order lines:			
OJ	182 061	209 701	+ 15.18
other publications	83 021	108 372	+ 30.54
COM/ESC documents	1 576	460	- 70.81
Total	266 658	318 533	+ 19.45
Number of copies dispatched:			
OJ	712 962	843 012	+ 18.24
other publications	977 710	1 461 810	+ 49.51
COM/ESC documents	11 065	924	- 91.65
Total	1 701 737	2 305 746	+ 35.49

Table 25 (contd.) — Trends in the volume of operations in the warehouse/stock section

	1991	1992	Change (%)
Stock			
Number of titles in stock at 31 December:			
OJ	21 699 ¹	30 877	+ 42.49
other publications	33 814	37 057	+ 9.59
Total	55 483	67 933	+ 22.44
Number of copies in stock at 31 December			
OJ	1 720 548 ¹	2 911 910	+ 69.24
other publications	6 122 045	9 333 652	+ 52.46
Total	7 842 593	12 245 562	+ 56.14

¹ At 22.1.1992.

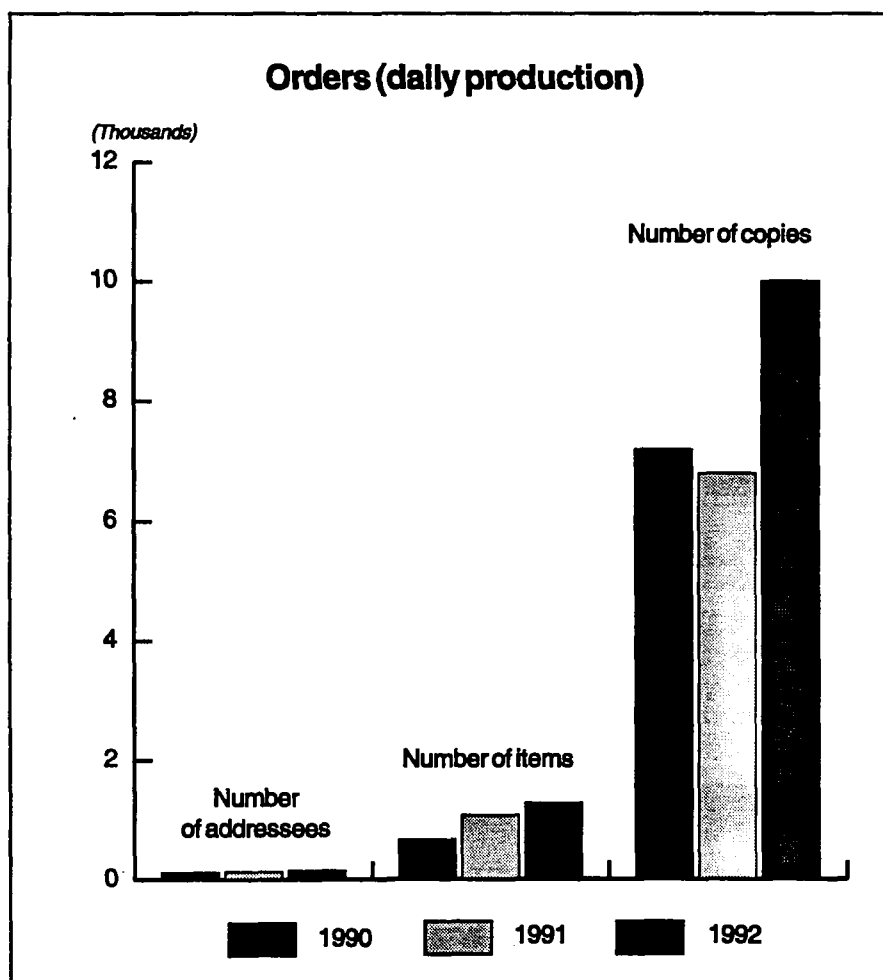
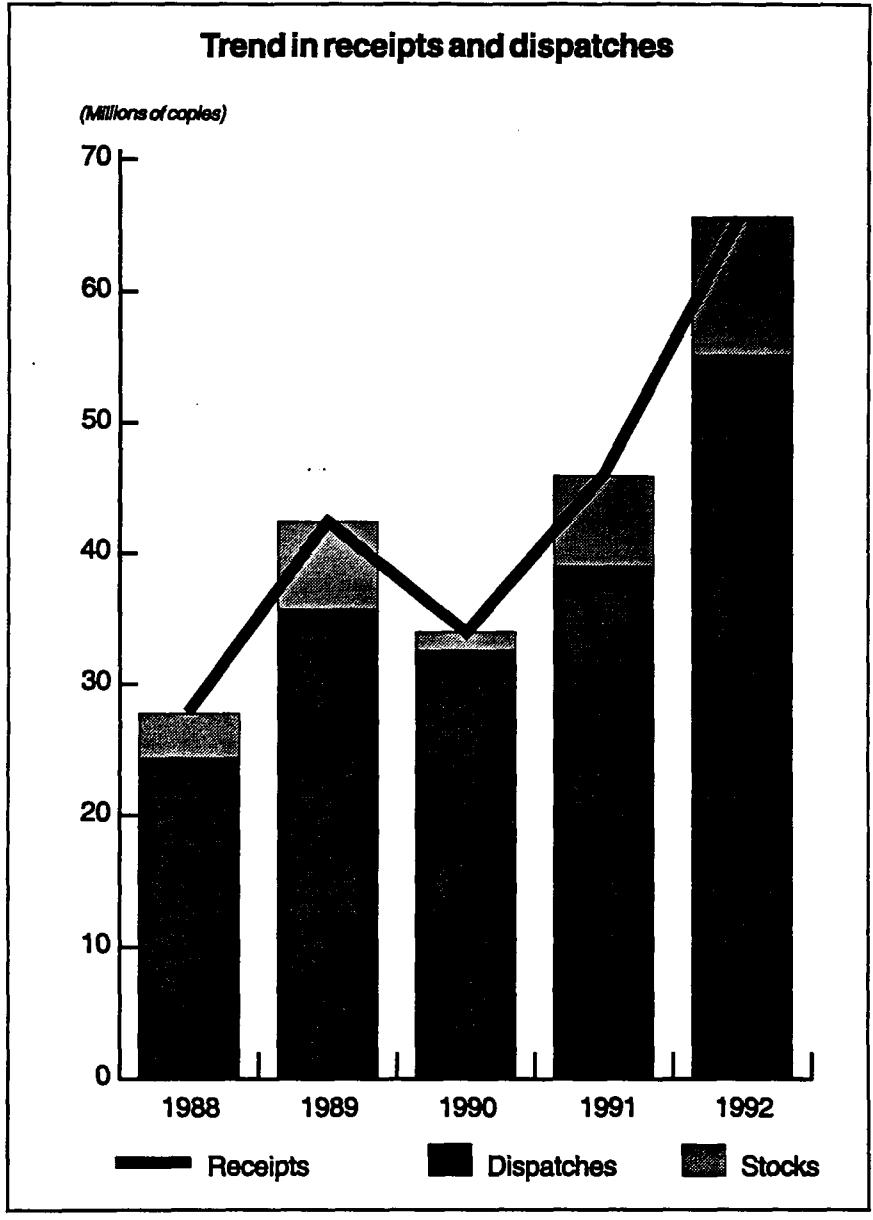
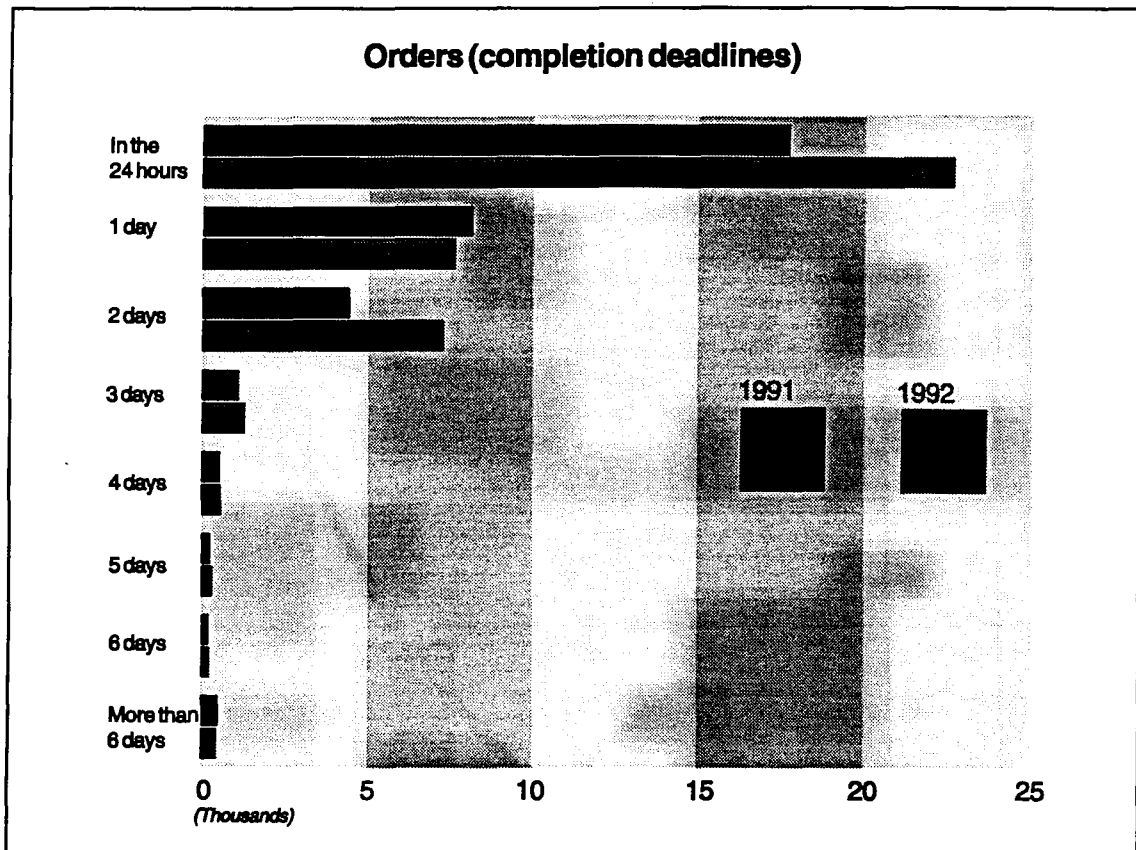


Table 26 — Trends in the volume of operations in the micrography section

	1991	1992	Change (%)
Number of microfiches produced from masters:			
OJ	273 468	326 672	+ 19.46
other publications	31 390	30 385	- 3.20
Total	304 858	357 057	+ 17.12
Number of microfiches viewed (new items supplied)	10 749	12 003	+ 11.67
Number of pages microfilmed	913 665	1 020 255	+ 11.67
Number of microfiches distributed:			
OJ	1 666 049	1 392 615	- 16.41
other publications	1 194 343	1 024 032	- 14.26
Total	2 860 392	2 416 647	- 15.51
Number of microfiches dispatched to order	1 252 506	1 000 743	- 20.10





5.4. Computer applications

5.4.1. Introduction

1992 saw the computer department continue to develop the quality and range of its services, in line with the recommendations of the strategic objectives.

The essential components of this process were the various procedures introduced, the most important being those relating to the planning and monitoring of computer applications, equipment management, security and operations. An important feature here is the relationship with the user departments, which are managed in each unit by a representative responsible for all computer problems.

The 'studies and technology' and 'control and security' sections were created and placed under the direct responsibility of the IRM. The first deals with infrastructure projects and the second is responsible for overseeing security and the quality of services provided by all computer staff.

The most important work carried out by the various units in the computer department is described below.

5.4.2. User support

This sub-section extended its activities to include all Publications Office departments and users in the various institutions. It met 2 139 requests for assistance and organized and/or conducted various training courses involving 122 participants and a total outlay of 266 man-days.

5.4.3. Computer centre

The reference period saw the replacement of the two central configurations devoted to management and publishing/documentary applications respectively. These replacements were made in response to the growing number of requests from users.

The network of Unix machines, the preferred equipment for applications at departmental level, was standardized and this facilitated the integration of new units.

The Publications Office's local network and the links with the 'outside world' were expanded very considerably, making it possible to cater for the constantly growing number of users.

5.4.4. Project management

This sub-section continued with the task of taking over responsibility for managing all development of computer applications at the Publications Office. After the documentary field, the main thrust focused on publishing.

A special effort was made to create the post of data manager, whose responsibility it is to ensure that the various individual projects are consistent with the overall computer strategy of the Publications Office as set out in the strategic objectives. The data manager will be responsible for the data models of the Office's activities used in whole or in part by existing applications.

In terms of individual application fields, the salient points of the year were as follows:

A — Management

(a) Stock and order/distribution section

GES-COM (stock and order management): 1992 saw the initial steps towards this software package completed with the preparation of the tender specifications for selecting a supplier to overhaul the stock and order management systems.

SAGAP (address management): Lot 2 of this application was implemented allowing, *inter alia*, the computerized management of dispatching.

Planning: This application for monitoring production of publications was given new functions, facilitating the management activities of all those involved.

Prestop (client invoicing): This application, which was completed in 1992, allows the Publications Office to invoice its institutional partners for various services carried out on their behalf, particularly free distribution.

(b) Administrative/budgetary section

JO-COMP (OJ accounting and management): This application, the development of which was recently completed and which should begin operation from the start of 1993, provides more detailed management information on the financial resources used to produce the Official Journal and conduct all the related operations.

OP-BUDT (Publications Office budget): This application was developed from a local management system to provide electronic dialogue with the Commission's central system of budgetary management (Sincom), particularly for all the procedures for financial commitments or payment orders.

B — Publishing management

CONS-LEG (consolidation of Community legislation): The end of the year saw development completed of this sophisticated new system for the management and manipulation of images and files. From the text of the Official Journals published in the nine official languages, CONS-LEG will make it possible to produce consolidated versions of the legislation in force.

SEI-OP2 (computerized publishing system OP/2): This application was further developed to meet the new requirements which emerged, in particular the introduction of new headings for public contracts and the start of work on computer-generated forms.

Catalogues of miscellanies/Credit institutions: 1992 saw the diversification of the facilities offered by these two applications to meet the needs of both the author departments and the department responsible for producing the Official Journal.

Inter-institutional yearbook: Development work was completed on this database, which provides a 'who's who' of the various European institutions.

C — Documentary management

Crenot (management of bibliographical records): The scope of this genuine production database was extended to include Official Journal documents, thereby enabling it to be used to create bibliographical records for nearly all the publications produced by the Publications Office.

Electronic catalogues: 1992 saw a sharp increase in the quality of all the electronic catalogues in terms of both the freshness of information and the time required to process orders placed via these databases.

5.4.5. Studies and technology

As mentioned above, this section was created in 1992. It is responsible for infrastructure projects and projects involving a very considerable technical element, which during the year included:

RESOP (Publications Office network): This project is aimed at developing the next-generation network for the Publications Office and facilitating incorporation of the high technology required by the latest applications, particularly in the distribution and processing of electronic images and manuscripts. It is also designed to take account of the latest ways of using computer technology, for example client-server distributed networks, local networks and associated services such as electronic mail and exchange of diverse files, whether structured or not. The project will also take account of the growing involvement of the Publications Office in the production of the various publications and its increasing responsibilities in the distribution of information on the activities of the European institutions.

AGLOP (software engineering workshop): This project is aimed at setting up an integrated software development workshop to support the growing involvement of the computer department in developing applications and systems. The most important elements of the project, which is still partly at the study stage, are the CASE system, the project management system, the documentation directory and the guide to the methodology to be followed at the various stages of computer development projects. This very

long-term project constitutes a major investment and its effects are just beginning to be felt.

5.4.6. Control and security

This project was also commenced during the year under review. Work has begun to define the various procedures for full-scale monitoring of the quality of services provided by the computer department.

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 Publications Office budget

6.1. Introduction

After the considerable increase in workload which was absorbed in 1991, the activity of the contract management section remained at a high level during the 1992 budget year, mainly in the sectors 'Official Journal and associated products' and 'Contracts for services and supplies chargeable to the Publications Office budget'.

However, the activity figures fell in the following areas:

- (i) files opened for individual publications;
- (ii) order forms and invoices for publications other than the Official Journal.

This is explained by the budgetary difficulties experienced in certain Commission Directorates-General which reduced their publishing activities as a result (e.g. EUR reports of DG XIII), mainly in the second half of 1992.

The information campaign and call for expressions of interest, begun at the end of 1991, fully achieved their objectives. 1 718 technical questionnaires were sent to prospective firms, and 300 additional firms spread throughout the Community Member States were added to the list of potential suppliers to the Publications Office.

The Publications Office also issued two major invitations to tender aimed at renewing the framework contracts for composition, printing and finishing of publications other than the Official Journal. 674 sets of tender documents were sent to firms in all Member States of the Community. The bids are now being examined and new contracts will be concluded in the first quarter of 1993.

The rationalization of the section's work has also continued with the development in 1992 of a new computer application to manage the budgetary accounting of the Official Journal. The test phase began in December 1992 and implementation is planned for the first quarter of 1993.

6.2. Activities by sector

6.2.1. Official Journal and associated products

The practice of putting certain issues out to tender — with orders going, under a framework contract, to the firm submitting the lowest bid in each particular case — led to 230 estimates and order forms being drawn up in 1992. In addition, 178 order forms were drawn up for 'associated products'.

3 013 invoices were checked, resulting in 161 adjustments totalling ECU 135 269.52

Orders		Invoices		
		Handled	Paid	Adjusted
Paper version	230 (+2.2%)	1 242 (+3.9%)	1 118 (+1.6%)	115 (-32.4%)
Other products	178 (+22.8%)	1 771 (+5.0%)	1 620 (+8.1%)	46 (-45.2%)
Total	408 (+10.3%)	3 013 (+4.5%)	2 738 (+5.3%)	161 (-36.6%)

(The figures in brackets show the percentage change in relation to 1991.)

Table 27 gives a detailed breakdown of invoices per product group and institution for 1992.

Table 28 gives detailed figures per month and series for Official Journal production.

Table 29 gives a monthly breakdown by institution of the pages invoiced for the Official Journal.

Table 27 — Invoicing of the OJ to the institution in 1992

(in ecus)

	EP	Council	Commission		Court of Justice	ESC	Court of Auditors	Total
			(A3400)	(B5304)				
<i>Paper version</i>								
C Series	4 509 738.66	330 966.66	10 160 667.82	0.00	925 750.47	442 219.52	460 755.62	16 830 098.00
L Series	1 230 201.52	4 108 327.88	15 247 991.46	0.00	2 236.30	0.00	0.00	20 588 757.00
S Series	0.00	0.00	0.00	11 552 478.47	0.00	0.00	0.00	11 552 478.00
Sub-total 1 (of which carried forward)	5 739 940.18	4 439 294.78	25 408 659.28	11 552 478.47	927 986.77	442 219.52	460 755.62	48 971 334.00
	1 432 620.30	1 367 261.98	5 982 815.27	2 105 110.18	191 145.34	126 068.71	420 017.86	11 625 039.00
<i>Miscellaneous products</i>								
Transport/ packaging/ dispatch	210 919.29	126 782.87	1 506 722.55	560 561.06	13 665.86	98 651.06	18 599.17	2 535 901.00
Magnetic media	40 104.52	19 997.89	112 064.26	0.00	2 647.05	2 991.52	3 499.17	181 304.00
OJ S	0.00	0.00	0.00	11 906 932.58	0.00	0.00	0.00	11 906 932.00
Tables	9 437.44	169 873.38	717 243.06	0.00	47 187.06	0.00	0.00	943 740.00
MCAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget documents	70 319.34	918 974.95	1 756 881.85	0.00	0.00	0.00	0.00	2 746 176.00
Microfilming	49 191.64	24 529.10	137 456.38	0.00	3 246.82	3 669.36	4 292.04	222 385.00
Nimexe	0.00	0.00	2 200.00	0.00	0.00	0.00	0.00	2 200.00
Celex	0.00	0.00	919 999.12	0.00	0.00	0.00	0.00	919 999.00
Eurovoc	857.80	15 440.23	65 192.08	0.00	4 288.94	0.00	0.00	85 779.00
Indexing system	126 468.47	70 748.28	298 714.96	0.00	19 652.31	0.00	0.00	515 584.00
SEI	0.00	0.00	0.00	5 324 509.26	0.00	0.00	0.00	5 324 509.26
Treaties	0.00	67 481.54	157 456.92	0.00	0.00	0.00	0.00	224 938.00
Directory	0.00	261 616.11	610 437.59	0.00	0.00	0.00	0.00	872 053.00
Formex	0.00	0.00	3 850.00	0.00	0.00	0.00	0.00	3 850.00
Einecs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PAIs	0.00	0.00	31 922.47	0.00	0.00	0.00	0.00	31 922.00
Various IT products	235 954.27	109 910.76	2 029 501.32	0.00	14 548.50	16 441.78	19 231.78	2 425 588.00
Syspub	0.00	0.00	888 500.25	0.00	0.00	0.00	0.00	888 500.25
Arcdon	258 266.33	128 782.90	721 674.63	0.00	17 046.51	19 264.88	22 534.08	1 167 569.00
Sub-total 2 (of which carried forward)	1 001 519.10	1 914 138.01	9 959 138.01	17 792 002.90	122 283.05	141 018.60	68 156.35	30 998 935.00
	397 204.67	563 232.80	5 082 140.27	6 743 323.03	58 330.91	23 348.84	27 918.00	12 895 498.00
Grand total (ecus)	6 741 459.28	6 353 432.79	35 368 476.72	29 344 481.37	1 050 269.82	583 238.12	528 911.97	79 970 270.00
Year 1992	4 911 6634.31	4 422 938.01	24 303 521.18	20 496 048.16	800 793.57	433 820.57	80 976.11	55 449 731.00
Carried forward from 1991	1 829 824.97	1 930 494.78	11 064 955.54	8 848 433.21	249 476.25	149 417.55	447 935.86	24 520 538.00

Table 28 — Monthly breakdown by institution of Official Journal pages produced in 1992

L, C, S Series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total
Parliament	5 724	17 093	4 068	4 941	5 283	5 355	4 023	2 178	3 870	2 112	4 659	1 035	60 341
Council	422	3 820	2 487	9 058	3 088	1 897	5 436	3 933	1 118	1 923	1 548	4 759	39 489
Commission	24 639	33 468	30 536	31 325	31 516	31 733	62 235	36 756	40 806	35 103	30 276	40 687	429 080
Court of Justice	246	385	471	657	432	351	648	333	162	450	453	261	4 849
ESC	432	1 656	288	972	0	0	468	648	0	0	1 188	0	5 652
Court of Auditors	0	180	0	72	0	0	0	0	288	0	0	4 626	5 166
Total	31 463	56 602	37 850	47 025	40 536	39 119	72 810	43 848	46 244	39 588	38 124	51 368	544 577

L Series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total
Parliament	0	14 184	0	0	1 584	216	0	0	0	0	1 116	0	17 100
Council	305	3 582	2 388	8 973	2 998	1 722	5 247	3 816	1 035	1 797	1 440	4 365	37 668
Commission	6 634	10 026	7 836	8 703	10 898	9 258	13 941	11 196	16 425	10 335	8 613	15 146	129 011
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	6 939	27 792	10 224	17 676	15 480	11 196	19 188	15 012	17 460	12 132	11 169	19 511	183 779

8 Table 28 (contd.) — Monthly breakdown by institution of Official Journal pages produced in 1992

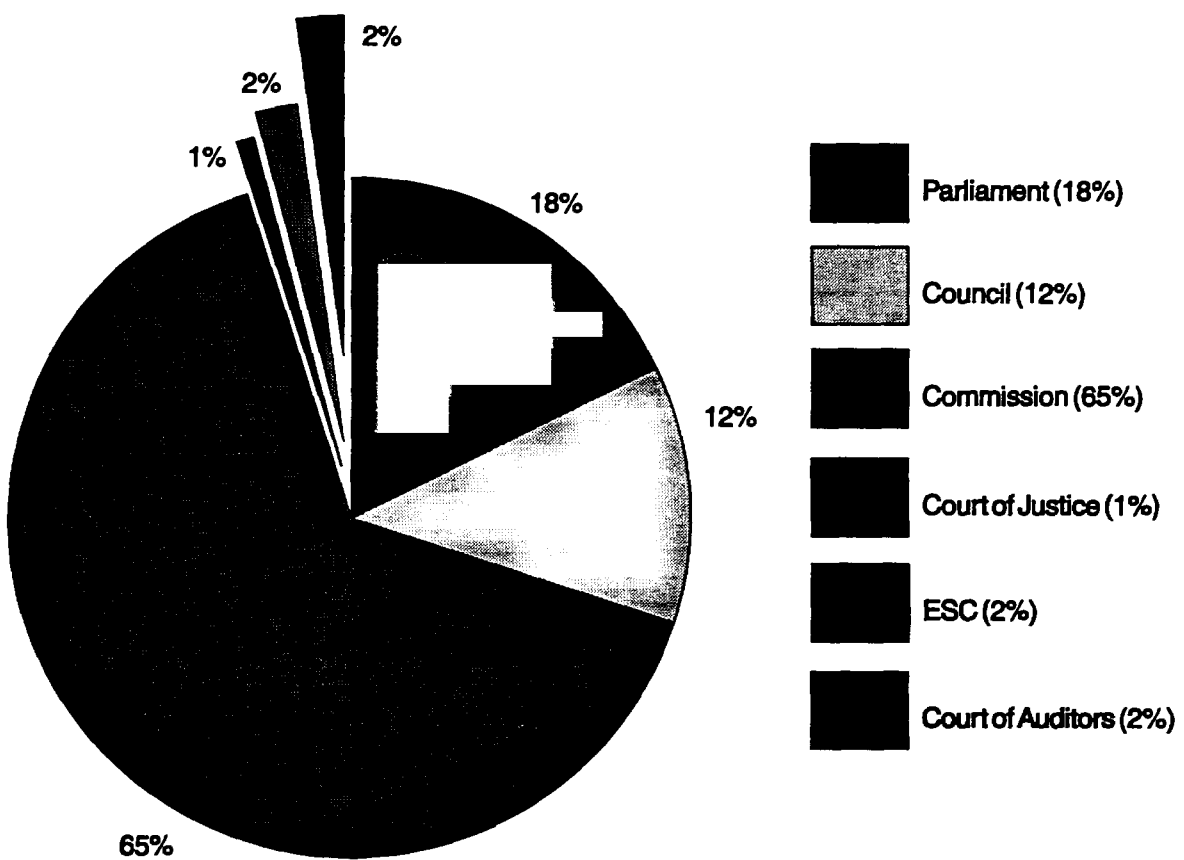
C Series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total
Parliament	5 724	2 909	4 068	4 491	3 699	5 139	4 023	2 178	3 870	2 112	3 543	1 035	43 241
Council	117	238	99	85	90	175	189	117	83	126	108	394	1 821
Commission	2 921	5 332	5 474	6 701	5 139	7 131	25 812	6 264	4 833	4 284	3 978	5 921	83 790
Court of Justice	246	385	471	657	432	351	648	333	162	450	453	261	4 849
ESC	432	1 656	288	972	0	0	468	648	0	0	1 188	0	5 652
Court of Auditors	0	180	0	72	0	0	0	0	288	0	0	4 626	5 166
Total	9 440	10 700	10 400	13 428	9 360	12 796	31 140	9 540	9 236	6 972	9 270	12 237	144 519

S Series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	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	15 084	18 110	17 226	15 921	15 696	15 127	22 482	19 296	19 548	20 484	17 685	19 620	216 279
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	15 084	18 110	17 226	15 921	15 696	15 127	22 482	19 296	19 548	20 484	17 685	19 620	216 279

Breakdown of OJ pages (L and C Series) by institution



82 **Table 29 — Monthly breakdown by institution of pages invoiced for the Official Journal in 1992**

Month	Series	Total	Parliament		Council		Commission		Court of Justice		ESC		Court of Auditors	
			pages	%	pages	%	pages	%	pages	%	pages	%	pages	%
January	C	8 752	1 537	17.60	68	0.78	5 535	63.39	296	3.39	792	9.07	504	5.77
	L	18 324	0	0.00	3 628	19.80	14 696	80.20	0	0.00	0	0.00	0	0.00
	S	17 100	0	0.00	0	0.00	17 100	100.00	0	0.00	0	0.00	0	0.00
	Total	44 156	1 537	3.48	3 696	8.37	37 331	84.54	296	0.67	792	1.79	504	1.14
February	C	5 256	468	8.90	153	2.91	4 212	80.14	423	8.05	0	0.00	0	0.00
	L	9 000	0	0.00	1 229	13.66	7 754	86.16	17	0.19	0	0.00	0	0.00
	S	21 756	0	0.00	0	0.00	21 756	100.00	0	0.00	0	0.00	0	0.00
	Total	36 012	468	1.30	1 382	3.84	33 722	93.64	440	1.22	0	0.00	0	0.00
March	C	14 716	8 347	56.72	180	1.22	5 391	36.63	261	1.77	21	0.14	516	3.51
	L	23 544	0	0.00	8 460	35.93	15 084	64.07	0	0.00	0	0.00	0	0.00
	S	1 620	0	0.00	0	0.00	1 620	100.00	0	0.00	0	0.00	0	0.00
	Total	39 880	8 347	20.93	8 640	21.66	22 095	55.40	261	0.65	21	0.05	516	1.29
April	C	21 396	10 701	50.01	144	0.67	5 787	27.05	336	1.57	900	4.21	3 528	16.49
	L	25 011	14 904	59.59	3 174	12.69	6 933	27.72	0	0.00	0	0.00	0	0.00
	S	31 103	0	0.00	0	0.00	31 103	100.00	0	0.00	0	0.00	0	0.00
	Total	77 510	25 605	33.03	3 318	4.28	43 823	56.54	336	0.43	900	1.16	3 528	4.55
May	C	3 320	56	1.69	202	6.08	2 389	71.96	241	7.26	432	13.01	0	0.00
	L	11 844	0	0.00	3 728	31.48	8 116	68.52	0	0.00	0	0.00	0	0.00
	S	2 088	0	0.00	0	0.00	2 088	100.00	0	0.00	0	0.00	0	0.00
	Total	17 252	56	0.32	3 930	22.78	12 593	72.99	241	1.40	432	2.50	0	0.00
June	C	19 292	9 126	47.30	162	0.84	7 520	38.98	576	2.99	1 728	8.96	180	0.93
	L	17 172	0	0.00	1 713	9.98	15 459	90.02	0	0.00	0	0.00	0	0.00
	S	29 574	0	0.00	0	0.00	29 574	100.00	0	0.00	0	0.00	0	0.00
	Total	66 038	9 126	13.82	1 875	2.84	52 553	79.58	576	0.87	1 728	2.62	180	0.27
July	C	6 260	1 512	24.15	0	0.00	4 340	69.33	192	3.07	216	3.45	0	0.00
	L	4 932	0	0.00	3 204	64.96	1 728	35.04	0	0.00	0	0.00	0	0.00
	S	9 153	0	0.00	0	0.00	9 153	100.00	0	0.00	0	0.00	0	0.00
	Total	20 345	1 512	7.43	3 204	15.75	15 221	74.81	192	0.94	216	1.06	0	0.00
August	C	19 348	5 706	29.49	314	1.62	11 042	57.07	1 242	6.42	972	5.02	72	0.37
	L	37 260	144	0.39	12 208	32.76	24 908	66.85	0	0.00	0	0.00	0	0.00
	S	25 243	0	0.00	0	0.00	25 243	100.00	0	0.00	0	0.00	0	0.00
	Total	81 851	5 850	7.15	12 522	15.30	61 193	74.76	1 242	1.52	972	1.19	72	0.09

Table 29 (contd.)— Monthly breakdown by institution of pages invoiced for the Official Journal in 1992

Month	Series	Total	Parliament		Council		Commission		Court of Justice		ESC		Court of Auditors	
			pages	%	pages	%	pages	%	pages	%	pages	%	pages	%
September	C	14 976	6 687	44.65	189	1.26	7 470	49.88	630	4.21	0	0.00	0	0.00
	L	5 832	0	0.00	1 350	23.15	4 482	76.85	0	0.00	0	0.00	0	0.00
	S	10 962	0	0.00	0	0.00	10 962	100.00	0	0.00	0	0.00	0	0.00
	Total	31 770	6 687	21.05	1 539	4.84	22 914	72.12	630	1.98	0	0.00	0	0.00
October	C	13 212	1 512	11.44	117	0.89	10 728	81.20	387	2.93	468	3.54	0	0.00
	L	14 940	1 656	11.08	4 311	28.86	8 973	60.06	0	0.00	0	0.00	0	0.00
	S	36 144	0	0.00	0	0.00	36 144	100.00	0	0.00	0	0.00	0	0.00
	Total	64 296	3 168	4.93	4 428	6.89	55 845	86.86	387	0.60	468	0.73	0	0.00
November	C	27 324	5 508	20.16	117	0.43	21 519	78.75	180	0.66	0	0.00	0	0.00
	L	20 052	0	0.00	2 844	14.18	17 208	85.82	0	0.00	0	0.00	0	0.00
	S	26 244	0	0.00	0	0.00	26 244	100.00	0	0.00	0	0.00	0	0.00
	Total	73 620	5 508	7.48	2 961	4.02	64 971	88.25	180	0.24	0	0.00	0	0.00
December	C	16 280	8 400	51.60	92	0.57	6 444	39.58	408	2.51	648	3.98	288	1.77
	L	20 772	0	0.00	1 689	8.13	19 083	91.87	0	0.00	0	0.00	0	0.00
	S	15 444	0	0.00	0	0.00	15 444	100.00	0	0.00	0	0.00	0	0.00
	Total	52 496	8 400	16.00	1 781	3.39	40 971	78.05	408	0.78	648	1.23	288	0.55
Total	C	170 112	59 560	35.01	1 738	1.02	92 377	54.30	5 172	3.04	6 177	3.63	5 088	2.99
	L	208 683	16 704	8.00	47 538	22.78	144 424	69.21	17	0.01	0	0.00	0	0.00
	S	226 434	0	0.00	0	0.00	226 434	100.00	0	0.00	0	0.00	0	0.00
	Total	605 226	76 264	12.60	49 276	8.14	463 232	76.54	5 189	0.86	6 177	1.02	5 088	0.84

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	1992	1991
Periodicals	108	104
Minor items	123	121
Individual publications (including public documents)	860	1 058
Total number of files	1 091	1 283

The administrative and financial management of these publications is summarized in the following figures:

Work done	1992	1991
Invitations to tender	15	15
notices published in the Official Journal	5	10
firms invited to tender	1 254	1 117
bids handled	326	353
New contracts	11	41
ACPC reports/opinions	13	16
Estimates/requests for quotations	2 195	2 036
Order forms	1 976	2 224
Invoices	2 242	2 656
Credit notes	76	87
Price revisions	19	53

The 2 242 invoices checked represent a total of ECU 19 523 060.11, broken down among the institutions as follows:

Institution	Amount in ecus	%
Parliament	2 821 163.85	14.45
Council	277 330.13	1.42
Commission	14 083 519.89	72.14
Court of Justice	2 013 344.36	10.31
Economic and Social Committee	65 055.35	0.33
Court of Auditors	21 534.60	0.96
Cedefop	186 996.73	0.96
Publications Office	54 115.20	0.28
Total	19 523 060.11	100.00

The 76 credit notes obtained totalled ECU 155 619.22.

The total value of the invoices checked was up 11.53% compared with 1991.

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

The following table shows the situation regarding services and supplies chargeable to the Office budget.

Work done	1992	1991
Procurement requests	420	481
Invitations to tender:	29	24
notices published in the S Official Journal	4	4
firms invited to tender	479	264
bids handled	147	108
New contracts	97	40
ACPC reports	18	12
Estimates/requests for quotations	827	776
Commitments	648	...
Order forms	1 003	905
Invoices	6 807	6 835
Credit notes	54	34
Price revisions	45	84
Recovery orders	102	11
VAT exemption certificates	250	77 ¹
Forms 136F	40	19 ²

¹ 15.10.1991 to 21.12.1991.

² 20.9.1991 to 31.12.1991.

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

The 1992 budget gave the Office no new posts, leaving the number of permanent posts unchanged at 428 (see Table 30).

The shortage of successful candidates on the reserve lists of proof-readers continued to pose serious problems for the Office in carrying out its day-to-day tasks. It was not possible to fill all the vacant posts and the next reserve list did not become available until the end of 1992.

Table 30 — 1992 establishment plan

Categories and grades	Number of permanent posts
A1	—
A2	1
A3	1
A4	3
A5	4
A6	6
A7	5
A8	—
Total	20
B1	25
B2	52 ¹
B3	65 ¹
B4	47
B5	14
Total	203
C1	25
C2	26
C3	35
C4	36
C5	9
Total	131
D1	16
D2	24
D3	34
D4	—
Total	74
Grand total	428

¹ Includes two technical and secretarial assistants.

In 1992, 22 officials were recruited by or transferred to the Publications Office; the CELEX and Eurobases teams (totalling 23 persons) were transferred *en bloc* on 1 October 1992.

Table 31 gives details of these changes and other administrative procedures (departures, promotions, etc.).

Table 31 — Administrative procedures

Personnel	Number
Officials	
<i>A — Arrivals</i>	
1. Appointment as probationer official following:	
open competition	11
internal competition	—
2. Internal transfer to the PO	9
3. Transfer to the PO from other institutions	2
Eurobases/Celex teams	23
4. Placed at the disposal of the PO	4
5. Secondment to the PO	—
6. Reinstatement after:	
being assigned non-active status	—
leave on personal grounds	1
military service	—
<i>B — Departures</i>	
1. Transfer to another DG	11
2. Transfer to another institution	2
3. Leave on personal grounds:	
granted	6
extended from 1991 to 1992	4
4. Leave for military service:	
granted	—
extended from 1991 to 1992	—
5. Placed at the disposal of another DG	
granted	1
extended from 1991 to 1992	1
6. Secondment from the PO	—
7. Assigned non-active status	—
8. Invalidity	3
9. Early retirement	—
10. Retirement	1
11. Resignation	2
12. Retirement in the interests of the service	—
13. Dismissal for incompetence	—
14. Death	1
<i>C — Miscellaneous</i>	
1. Promotion:	
within a career bracket	40
to another career bracket	16
to another category:	
following an internal competition	4
following an open competition	—
2. Appointment	—
3. Temporary post:	
granted	—
extended from 1991 to 1992	—
4. Half-time and part-time working:	
granted	6
extended from 1991 to 1992	17
5. Mobility within the PO	21

Table 31 (continued)

Personnel	Number
Temporary staff	
<i>A — Arrivals</i>	
1. Appointment for a fixed period: new appointment	1
renewal	1
2. Open-ended appointment: new appointment	—
renewal	—
<i>B — Departures</i>	
1. End of contract	1
2. Establishment after competition	—
3. Resignation	1
4. Death	—
Auxiliary staff	
<i>A — Arrivals</i>	
1. Appointment for a fixed period: new appointment	10
renewal	—
2. Open-ended appointment: new appointment	—
renewal	—
<i>B — Departures</i>	
1. End of contract	16
2. Establishment after competition	2
3. Resignation	3
4. Death	—

7.2. Temporary staff

During the year, of the three temporary members of staff appointed in 1990 one received a renewed contract, one resigned and one departed on expiry of the contract.

Since there were no suitable reserve lists, the Publications Office had to recruit a new temporary official for the print works.

7.3. Auxiliary staff

In view of the shortage of officials for proof-reading and because of budgetary restrictions, the Office granted auxiliary contracts to a total of three freelance proof-readers to cover the staff needs for certain languages.

Other auxiliary contracts were concluded to deal with peak workloads in certain departments and to provide replacements for officials on prolonged absence (e.g. maternity leave).

At the end of the year there were still seven auxiliary staff, nearly all Grade C.

7.4. Freelance proof-readers

The original 1992 budget appropriation covering fees, travel expenses, mission expenses, sickness and accident insurance contributions and the costs of publishing advertisements and organizing tests amounted to ECU 1 250 000.

An initial transfer to budget item 1110 to cover auxiliary contracts granted to freelance proof-readers in 1991 and the three new proof-readers in 1992 (see 7.3 above) was in part offset retrospectively by transfers from other lines in Title 1.

Total budget appropriations spent on increasing the proof-reading staff in the Office were therefore over ECU 1 500 000 (1 135 000 for freelance proof-readers, 316 000 for auxiliary staff and some 60 000 invoiced to the Commission for work of a special nature).

In order to have sufficient reserves of freelance proof-readers, the Office organized aptitude tests during the year involving a total of 287 candidates (see Table 32).

Table 32 — Results of tests organized for freelance proof-readers

Language of test	No of applications	No of candidates invited to tests	No of participants	Passed
DA - DE - EN - ES - FR - GR - IT - NL - PT	509	464	340	23
DA - DE - EN - ES - FR - GR - IT - NL - PT	189	185	139	10
DA - EN - FR - GR - NL	106	102	79	11

The success rate improved in 1992 but remained relatively low at 13.59%.

In view of the problems experienced in selecting and above all retaining freelance proof-readers, the Office subcontracted proof-reading work to private companies for a total of ECU 120 000 (this amount is included in the expenditure total given above).

7.5. Training

The Office had to boost the budget item for further training, raising it to ECU 85 500, of which approximately one third was spent on training in graphic

arts (e.g. courses for production staff, preparation of mini-guides on DTP), over one third on computer training and the balance on various technical courses (e.g. training on new equipment).

A total of 95 members of staff took part in training activities funded from the Office budget. Language courses organized by the Commission were attended by 86 officials:

Language studied	ES	DA	DE	GR	EN	FR	IT	NL	PT
Participants	16	1	20	2	20	12	13	0	2

Other courses organized by the Commission were attended by 216 officials. In total, 397 authorizations were given for participation in training courses (1991: 358).

7.6. Consultations with staff representatives

There were no formal consultations with staff representatives but informal contacts took place throughout the year, enabling several issues to be resolved as and when they arose.

7.7. Consultations with the trade unions and professional bodies

7.7.1. Policy-level consultations

On 7 April 1992, Mr Williamson, Secretary-General of the Commission, had a meeting with a delegation from the trade unions and professional bodies in his capacity as Chairman of the Management Committee of the Publications Office.

The meeting focused on the following points:

■ Providing the Office with adequate human and material resources

The trade unions and professional bodies noted with satisfaction the more dynamic role played by the Office during the past few years and the fact that it was now involved in a series of institutional projects.

Nevertheless, the trade unions and professional bodies expressed their concern that because of the budgetary difficulties in 1991, the Office would eventually no longer have the own resources required to meet its obligations.

The Chairman of the Management Committee underlined the fact that the Office was traversing a period of major change and that it was therefore necessary to enhance the budget authority's perception of the Office in order to achieve a greater level of financial support; a first step in that direction had been the visit by the Council Budget Committee in 1991, which had enabled the members of that Committee to appreciate the scale of the work carried out and the expertise of the Office.

■ Training

The trade-union delegation emphasized the need to have training courses for staff working in an innovative technological environment such as that at the Office.

The Chairman of the Management Committee reaffirmed the importance which he attached to specific training which formed an integral part of an official's working life.

■ Social infrastructure

The trade unions and professional bodies drew attention to the importance which staff working in Luxembourg attached to the social infrastructure, particularly facilities for children. They requested that the Chairman of the Management Committee act to ensure that there was a coordinated policy with the other institutions established in Luxembourg.

The Chairman of the Management Committee said that he shared this view but pointed out that progress had been made on a number of social-policy issues.

■ External staff

The trade unions and professional bodies said they were concerned that regular recourse to subcontractors would make the Office dependent on outside bodies which could not survive without the work provided by the Community institutions.

The Chairman reminded the meeting that on the question of external staff, the Commission had adopted a document designed to ensure better monitoring and greater transparency.

The Office's policy of subcontracting only simple operations and retaining responsibility for financial and quality control in the hands of permanent staff should prevent any major problems arising.

In the computer field, where salaries were no longer sufficiently competitive to recruit all the necessary staff, the Office had included in its computer plan details of the key functions which had to remain with permanent staff in order to give priority to filling these posts from any recruitment still possible.

The Office undertook to remind subcontractors of their obligation to comply fully with social legislation.

■ Property management

The trade unions and professional bodies expressed their satisfaction at the solutions found in 1991 regarding parking space. The following information was provided on the canteen and office space projects:

- (i) the technical studies for moving the canteen to the ground floor were well under way and the new canteen was expected to be in operation in 1993;
- (ii) the Office intended to rent an additional floor in the building when the necessary appropriations became available. Moreover, the space freed on the eighth floor by moving the present canteen would be converted into offices.

7.7.2. Technical-level consultations

The Publications Office management met a delegation from the trade unions and professional bodies on 15 June 1992. The talks centred on the following points: the establishment plan, transfer of CELEX and Eurobases to the Office, auxiliary staff and the use of temporary staff.

■ **Request for additional posts and conversion of five D-grade posts into five C-grade posts**

The Office explained the background to its request for 25 new posts, which were priority posts out of an overall requirement of approximately 50.

At the request of the Commission, the Office had made no changes to the establishment plan for 1992, but it was important to make up for lost time in view of the Office's increased workload.

■ **Balance between permanent and temporary staff**

The trade unions and professional bodies once again expressed their unease at the number of staff working for the Publications Office without permanent status. However, they were pleased to note that a number of freelance proof-readers had been given auxiliary contracts, in accordance with the code of conduct.

The Office pointed out that the final number of freelance proof-readers receiving auxiliary contracts in 1992 was likely to be lower, given the workload of certain teams and especially in view of the budgetary constraints.

The Office had to be in a position to meet the demand from the institutions, and this would inevitably involve the use of additional resources for periods of peak workload. Although the Office would prefer to meet this demand using permanent staff, auxiliary, freelance and temporary staff would remain essential to cover peak periods for as long as the availability of posts and reserve lists remained inadequate.

■ **Transfer of CELEX and Eurobases from the Commission to the Publications Office**

The trade unions and professional bodies wished to know the functions and the number of posts that would be transferred and were concerned that other Office departments might suffer a loss of resources as a result of any transfer.

The Office explained that the Commission's computer centre would continue to provide computer support for CELEX and that it was a question of transferring the software maintenance functions of this database and not the physical maintenance. The problems of CELEX were well known and an enormous effort would have to be made to update and modernize the system.

The Management Committee of the Publications Office had prepared a preliminary draft budget which clearly set out the expenditure required to carry out this work, but the Office was aware that the problem was to convince the budgetary authority to allocate these resources independently of the normal resources requested by the Office for its own requirements.

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

The translation work done in 1992 for the Publications Office by the Translation Service's thematic group G in Luxembourg amounted to 5 096 pages.

This year all translation of the Question Time annex and the Review of the Council's work, both of which the Commission's Translation Service helped to translate in the past, was undertaken by the European Parliament and the Council respectively.

1992 saw further enhanced cooperation between the Office and the Translation Service. As mentioned earlier, numerous projects to rationalize production of lengthy and repetitive documents saw the light of day and some are already bearing fruit.

The aims of this are:

- (i) elimination of duplication of effort, particularly in typing, formatting and proof-reading;
- (ii) improved quality and legibility of the final document, thereby contributing to increased transparency;
- (iii) introduction of automated tools for linguistic processing.

Tripartite working parties composed of representatives from author departments, the Translation Service and the Publications Office were established to study the most efficient production methods, and substantial savings in costs and staff were achieved.

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