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OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

TWENTY-SIXTH ANNUAL MANAGEMENT REPORT

1994





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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 1994 were:

Mr E. Vinci,
Secretary-General of the European Parliament;

Mr N. Ersbøll and, from 1 August 1994, Mr J. Trumpf,
Secretary-General of the Council;

Mr D. F. Williamson,
Secretary-General of the Commission and Chairman of the Management Committee in 1994;

Mr F. De Koster,
Director-General for Personnel and Administration of the Commission;

Mr R. Grass,
Registrar of the Court of Justice;

Mr S. P. Nothomb,
Secretary-General of the Economic and Social Committee;

Mr P. Everard and, from 25 February 1994, Mr E. Ruppert,
Secretary-General of the Court of Auditors.

On 20 October 1994, the Office celebrated its 25th anniversary. To mark this occasion, it held a ceremony, attended by H.R.H. Grand Duke Jean of Luxembourg, to which the Management Committee invited leading personalities in the Grand Duchy of Luxembourg and representatives of the Institutions.

The Management Committee met on 19 January and 30 June (full members) and on 21 February, 15 March and 18 October (alternate members). In addition, 25 written procedures were submitted to the Management Committee in 1994.

During 1994, the Management Committee gave particular attention to the financial situation of the Publications Office. As the budgetary authority had suspended almost a quarter of the Office's budget, the Management Committee had to draw up and submit to the European Parliament a report on the Office's management methods and its relations with the Institutions. The release of the appropriations, which took place in March, had been conditional on production of this report. Another source of budgetary concern was the Office's obligation to find the resources needed to start work on publishing the secondary legislation in the languages of the acceding Member States. In the course of these discussions, the Management Committee concluded that an in-depth study should be made of the Office's budgetary status in order to examine a number of difficulties which had arisen over the past few financial years because of the constraints of the Financial Regulation.

A second topic of great concern to the Management Committee was the current structure, the method of publication and, above all, the cost of the Official Journal. Discussions on this, which were made more urgent by the Garcia-Amigo resolution adopted by the European Parliament on 6 May 1994, prompted the Management Committee to seek an opinion from the legal departments of the Parliament, the Commission and the Council on a possible change in the structure and content of the Official Journal. In this same connection, the Office's departments were asked to look into the possibility of an electronic version of the Official Journal, in view of the growth of the information society. The Office's management was also given the task of seeking out any means compatible with its various current obligations to produce publications by which production costs could be reduced. The first result of this search was a change in the presentation of data in the S series of the Official Journal containing notices of public contracts, which reduced printing costs per page by approximately 20%. In addition, the new contractual arrangements for producing the Official Journal, which took effect on 1 April 1994, produced substantial reductions in most of the unit prices. Again with regard to the Official Journal, in response to several requests from the European Parliament; the Management Committee authorized a pilot project with a view to publishing it on CD-ROM.

A third major concern of the Management Committee was the need to increase transparency and make the information disseminated by the Office more accessible. Accordingly, thanks to very close interinstitutional cooperation, the Management Committee took the necessary decisions to enable the programmes for eliminating the backlog on CELEX (the interinstitutional computerized documentation system for Community law) and make it more user-friendly to keep to the agreed schedule so as to be completed by the end of the first half of 1995.

The Management Committee also monitored the work done by the Office to carry out the programmes for consolidating Community law which had been requested by the Commission and the Council in accordance with the wishes of the Edinburgh European Council. This work is proceeding at an even pace and more economies are continually being made.

At the same time, the Management Committee instructed the Office to produce — in association with the institutions — an initial hard-copy edition of the *Interinstitutional Directory*, which is a compilation of the directories of all the institutions, in 11 languages, including Finnish and Swedish. The first copies came off the press at the end of 1994.

Again with the aim of making information more accessible and increasing transparency, the Management Committee requested the Office to continue the work at interinstitutional level on standardizing the presentation of electronic documents, on the basis of the work already done in this field by the Commission and the Office to produce the 'Eurolook' manual.

In order to provide access to Community documents in the new languages (initially NO, FI and SV), the Management Committee also approved the *ad hoc* structures set up by the Office to produce the secondary legislation. This work meant recruiting some 40 Scandinavian staff, and also quickly setting up an appropriate infrastructure. The Norwegian version was abandoned immediately after the referendum, but provisional versions comprising 20 000 pages in Finnish and Swedish were delivered by 31 December 1994.

In addition, the Management Committee, realizing the increasing market penetration of electronic publications, took decisions on the principle of and the responsibilities for developing a new network for disseminating electronic publications to cover the entire territory of the Union. At the same time,

authorization was given to experiment with a new commercial policy for databases.

In order to encourage the re-use of official texts published by the Office, at the request of the Management Committee the rules on licensing were widely circulated within the institutions.

At the beginning of the year, the Management Committee decided to take account of the publication needs of the new agencies which were being set up and authorized the Office to offer its services to these agencies for carrying out their publication programmes.

To take account of the changing responsibilities of the Office regarding both quantity and quality, the Management Committee agreed to a restructuring of the departments which mainly involved setting up a staff and budget management unit and bringing together all computer activities in a new unit.

The official titles of the Office and of the Official Journal were discussed immediately after the Maastricht Treaty came into force, but it was concluded that there was no formal need to change these titles for the time being.

1994 — Main trends

The Publications Office is an open body which serves the institutions and endeavours to meet their needs. At the same time, it is attentive to its customers' requirements regarding information on Europe. This is reflected in its work and in the following developments in 1994:

the considerable increase in the production of publications:

- L and C series of the Official Journal: 24% increase in the number of pages;
- Supplement to the Official Journal: 50% increase in the number of pages, with nearly 400 notices of contract every day in each language;
- an additional 500 publications (a total of 5 633 in 1994);

the substantial increase in the volume of publications distributed:

- nearly 57 million copies sent to all parts of the world (an increase of 27%), of which nearly 10 000 each day were to meet individual orders;

the appreciable rise in sales (+26%), above all in electronic products (+51%).

The Publications Office not only carried out this day-to-day work in accordance with its obligations, but also undertook in 1994 certain specific tasks, such as:

- setting up the necessary publishing arrangements for the accession of the new Member States and in particular the production of the secondary legislation in Finnish and Swedish;
- the consolidation of an initial batch of 20 000 pages of Community legislation as part of the drive for clarity requested by the Edinburgh European Council;
- the production of the first edition of the *Interinstitutional directory*, in association with the various institutions;
- the creation of a new computerized tool for drawing up and managing budget documents;
- the complete reorganization of the network for disseminating electronic products.

This report thus emphasizes the important role played by the Office in 1994 in a number of fields, in particular:

- the efforts made by the institutions to keep the citizens of Europe better informed and to make European legislation more accessible and transparent;
- mastering computerized publishing techniques to overcome the problems of multilingualism (now involving 11 languages);
- the appearance of electronic media for disseminating certain types of information as an alternative to hard copy;
- the execution of publishing projects of interest to all the institutions.

The table below summarizes the past year in figures.

Main Indicators of Publications Office activity, 1988-94

	1988	1989	1990	1991	1992	1993	1994	Change 1993-94 (%)	Growth 1988-94 (%)
<i>Publication</i>									
Number of pages produced	892 423	866 996	965 454	996 735	1 023 312	1 148 861	1 439 413	25.29	61.29
Number of publications produced	2 400	3 512	4 211	4 936	4 992	5 127	5 633	9.87	134.71
Services invoiced (ECU) ^{1 2}	59 128 646	69 595 618	67 060 792	81 754 728	99 493 330	106 584 968	117 517 566	10.26	98.75
<i>Sales/distribution</i>									
Number of paying subscribers	45 651	48 967	50 930	53 904	60 517	61 758	67 370	9.09	47.58
Invoiced sales (ECU) ¹	7 018 161	7 781 019	10 614 676	10 833 446	14 651 675	15 700 943	19 829 781	26.30	182.55
Number of orders processed	22 847	23 915	30 070	32 198	37 776	35 770	39 179	9.53	71.48
Number of copies sent	26 288 685	37 753 880	34 519 191	40 682 768	57 400 949	44 736 221	56 870 522	27.12	116.33
<i>Operation</i>									
Budgetary expenditure (ECU) ^{1 3}									
— excluding CELEX/Eurobases transfer	28 008 901	30 021 838	31 958 442	33 994 225	37 272 378	39 558 831	41 490 742	4.88	48.13
— CELEX/Eurobases transfer					2 371 500	2 720 174	2 414 659	- 11.23	
Staff excluding CELEX/Eurobases	396	406	424	428	428	436	438	0.46	10.61
Staff linked to CELEX/Eurobases transfer						27	27		

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

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 and other Publications Office products

1.1. Official Journal

1.2. Other publications

1.3. Databases and derived electronic products

1.1. Official Journal

1.1.1. General considerations

Taking all languages together, the number of pages published increased considerably in 1994:

- + 24% for the L series;
- + 25% for the C series;
- + 50% for the S series (Supplement to the Official Journal).

In the course of the year, there were two particularly sensitive periods regarding production, one in May, when the texts relating to the Cohesion Fund and the textiles agreements appeared, and the other, which was very marked, at the end of the year.

The Office continued its efforts on the one hand to increase its productivity, in order to cope with the increased workload, and on the other to reduce costs. This latter objective involved new contracts for the OJ which produced a general reduction in unit printing costs (see 6.1.) and a change in the presentation of the data published in the S series.

In 1994, the S series underwent three major changes, namely:

- in June and July, the new Directives on supplies and the former 'excluded sectors' came into force, and the publication structure for notices in these sectors, as well as for all the related general information published in the S series, was changed;
- to take account of the considerable growth in the number of notices published (+43% in 1994), and to guarantee publication deadlines without allowing production costs to get out of hand, the S series was restructured with effect from 18 October; now only essential information is translated into all languages, while the full text of the notice of contract is always published in the original version. This has reduced production costs by approximately 20%;
- at the end of the financial year, the SEI publishing system was extended to cover the two new Community languages, and a controlled vocabulary (CPV — common procurement vocabulary) was developed on behalf of the Commission to standardize the wording of the notices of public procurement contracts. This latter innovation is still causing problems, which will have to be resolved quickly.

The Office took an active part in the SIMAP (Public procurement contracts information system) project with the Commission. Under this project, the Office is to receive notices of contracts from regional centres electronically. A pilot project to demonstrate the technical and financial merits of the system will begin in July 1995.

1.1.2. Output

(a) Official Journal

Series	1993			1994 ¹		
	Issues	Pages	Pages/ issue	Issues	Pages	Pages/ issue
OJ L	349	194 796	62	380	240 896	70
OJ C	353	151 652	48	395	189 216	53
OJ S	255	291 336	127	252	437 000	192
Total	957	637 784	74	1 027	867 112	93

¹ As in previous years, these figures take account of the issues of the year's Official Journal which were actually published only in first quarter of the following year.

**Table 1 — Trend in the number of pages per series of the Official Journal, 1988-94
(all languages together)**

Series	1988	1989	1990	1991	1992	1993	1994
OJ L	177 732	183 348	173 664	189 792	198 252	194 796	240 896 ¹
OJ C	92 925	104 058	141 704	127 392	155 400	151 652	189 216 ¹
OJ S	182 034	170 136	157 248	163 992	215 928	291 336	437 000
Total	452 691	457 542	472 616	481 176	569 580	637 784	867 112

¹ As in previous years, these figures take account of the issues of the year's Official Journal which were actually published only in first quarter of the following year.

**Table 2 — Trend in the number of documents published
in the OJ S series, 1988-94**

Year	Number of documents
1988	19 279
1989	31 385
1990	34 233
1991	36 578
1992	52 693
1993	67 192
1994	96 340

(b) Budget documents

The Office produced the preliminary draft and draft general budgets of the European Communities, involving 17 064 and 15 642 pages respectively for all languages together.

(c) Secondary legislation

Once the supplementary appropriations were granted in August 1994, teams were set up within extremely short deadlines to work on publishing the secondary legislation in Norwegian, Finnish, and Swedish. These teams were operational at the beginning of October, for the arrival of the first manuscripts.

There were two subsequent developments:

- (i) the negative result of the Norwegian referendum meant that the Norwegian staff had to be redeployed for the remainder of their contracts;
- (ii) on 14 December, the Council requested that a special edition restricted to regulations only, with a limited print run, should be available for 31 December 1994; between 16 and 31 December 1994 all the regulations of which translations had been received by the Office were published in this form, i.e. 3 000 regulations representing some 20 000 pages.

Publication of the standard edition of secondary legislation continued but, since for most volumes some texts were not yet available, only one volume had been printed by the end of the year.

Trends in the numbers of pages and notices published in the Official Journal 1988-94

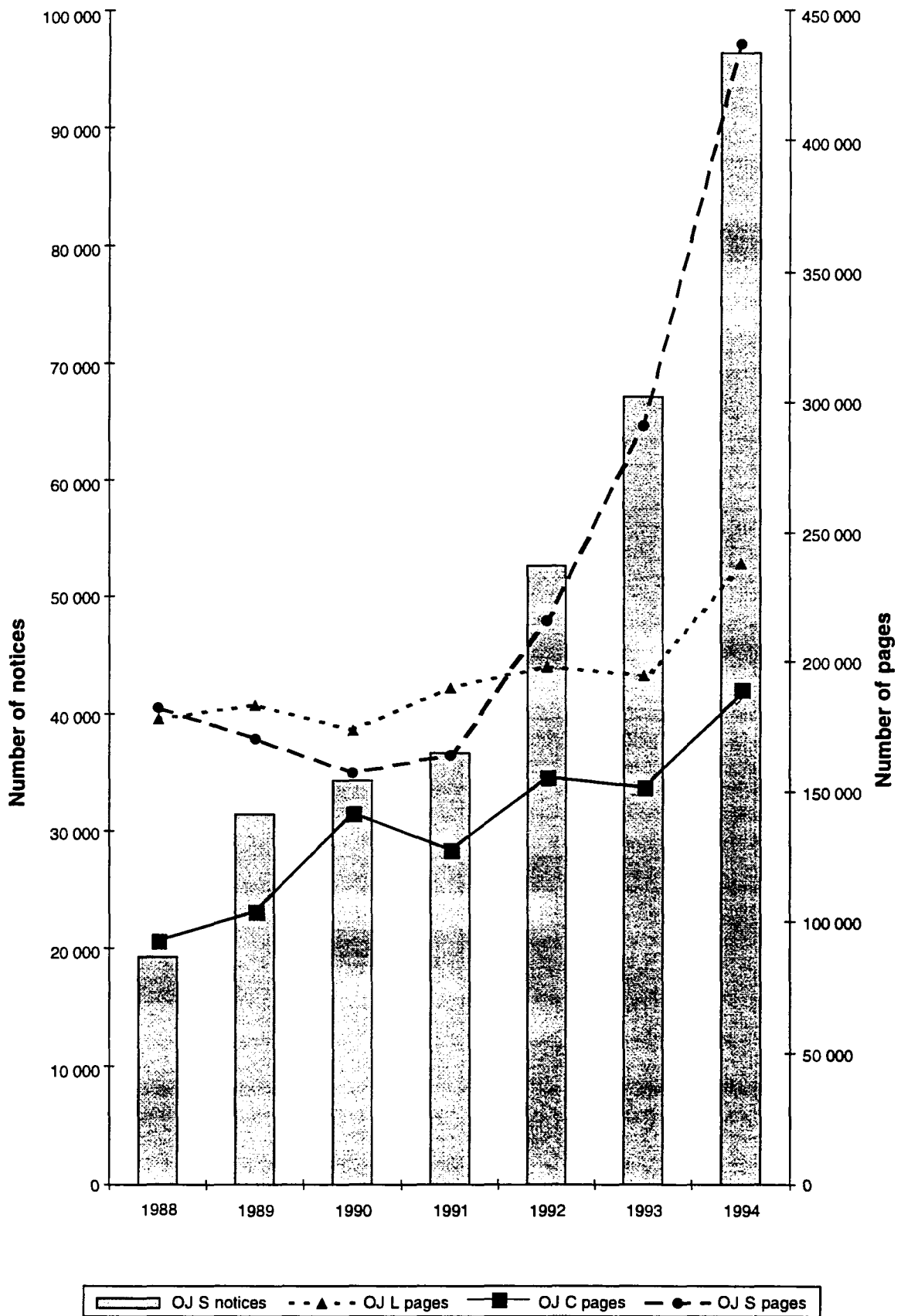


Table 3 — Breakdown by country of public invitations to tender published in 1994

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	EC	EFTA	USA	JP	Other	Total
Commission																		
DG III - Standards													0					
EEIG	20		16	3	9	19		14	4	5	2	16	108					108
EDF	23		1			3					2		29					165
PHARE, TACIS, CEECs	7	2	1					4				2	16					68
EIB, EBRD			1								2	30	33		1			166
General information													0					200
European Community																		
<i>Works:</i>																		
— Prior information	23	17	1 564	10	10	168	38	33	5	38	2	262	2 170	137				2 307
— Open procedures	113	32	5 453	239	482	647	34	101	19	58	95	8	7 281	460	1			7 742
— Restricted procedures	15	58	905	24	5	676	8	206	6	80	1	656	2 640	113				2 753
— Accelerated restricted procedures	2	10	341		2	8	3	95		5	5	75	546	6				552
— Negotiated procedures			21			79			1	1		8	110	9				119
— Accelerated negotiated procedures			14			2						3	19	1				20
— Concession notices	1		3		3	18		20			2	2	49	3				52
— Concessionaire notices			1			9		16					26					26
— Contracts awarded	25	38	3 118	27	19	741	29	204	41	60	3	374	4 679	133				4 812
— General information	6		2					3	1	2			14					14
<i>Supplies:</i>																		
— Prior information	9	19	64			64	31	39	8	7	8	146	395	42			4	441
— Open procedures	238	140	993	550	1 172	2 853	118	692	27	223	468	1 913	9 387	1 571	5 340	3 996	7	20 301
— Restricted procedures	64	356	351	122	9	765	10	1 146	4	105	1	2 279	5 212	185	1	461	55	5 914
— Accelerated restricted procedures	8	36	253	16	20	32	15	1 049	1	29	1	351	1 811	27				1 838
— Negotiated procedures	3	2	57		6	248		18				17	351	30				381
— Accelerated negotiated procedures	1		28			4		2				17	53	7				60
— Contracts awarded	123	372	1 045	21	14	1 914	54	1 612	24	231	38	2 726	8 174	599	3 814	5 111	107	17 805
— General information	37	1	19			1		9	10	5		1	83					83
— Preselection notices																72		72
<i>Services:</i>																		
— Competition notices		6	38	3	6	40	1	12			1	10	117	1				118
— Competition results			9				1	1				4	15					15
— Prior information	5	29	55		1	12	16	41	4	12	2	381	558	17				575
— Open procedures	33	90	185	80	161	565	23	401	21	78	81	325	2 043	411				2 454
— Restricted procedures	22	183	116	41	1	517	9	870	3	136	1	2 535	4 434	142			1	4 577
— Accelerated negotiated procedures	10	12	62	2		21	2	967	2	10		233	1 321	6				1 327
— Negotiated procedures	2	12	116			78	25	15	2	34		298	582	47				629
— Accelerated restricted procedures	1	1	116				2	7	3	6		52	188	3				191
— Results	16	100	197		13	295	15	772	6	103	1	1 738	3 256	192				3 448
— General information	367	4	11			12	11	30	55	4		2	496	2				498

<i>Water, energy, transport and telecommunication sectors:</i>																		
— Qualification system notices	12	77	224	1		32	9	138	1	43	1	608	1 146	43				1 189
— Competition notices													0					
— Competition results													0					
— Periodic notices	77	129	434			546	13	157	3	34		492	1 885	77				1 962
— Open procedures	63	25	531	45	11	108	13	106	3	43	12	15	975	123				1 098
— Restricted procedures	19	65	201	16		244	31	818	3	71	1	294	1 763	40				1 803
— Negotiated procedures	101	161	871			225	92	299	7	116	1	544	2 417	210				2 627
— Results	103	264	809	1	1	1 066	72	1 036	9	157		1 344	4 862	84				4 946
— General information	1					6				12	1		20					20
Miscellaneous information and notices		1	6			2		2		11		5	27	1	4	1	25	58
Supplementary information and corrigenda	109	84	437	133	120	397	33	662	16	101	122	604	2 818	101			8	2 927
Grand Total 1994	1 659	2 326	18 669	1 334	2 065	12 417	708	11 597	289	1 821	854	18 370	72 109	4 823	9 161	9 641	606	96 340
Total 1993	1 103	1 605	13 009	1 080	1 690	9 491	446	7 501	280	1 155	605	13 601	51 566	643	6 985	7 457	541	67 192
Increase 1994/1993 (%)	50.4	44.9	43.5	23.5	22.2	30.8	58.7	54.6	3.2	57.7	41.2	35.1	39.8	650.1	31.2	38.0	12.0	43.4

1.2. Other publications

1.2.1. General policy

A major concern of the Office in this sector was to make optimum use of new technologies in the interests of efficiency and economy.

During 1994, some developments were implemented which will be very important for the future, the main ones being:

- adoption of a new computerized publishing system based on the Interleaf CAP (computer assisted publishing) software;
- use of this new system, which makes it possible to work with printers more than 1 000 km away without jeopardizing deadlines, to publish the *Bulletin of the European Union*;
- publication of the first printed edition of the *Interinstitutional Directory* and the start of its on-line dissemination.

The year 1994 thus marked a turning point in the use of new technologies, with the introduction of CAP, the SGML (standard generalized mark-up language) and remote transmission, which is very important for containing costs and keeping to deadlines in spite of the additional language versions, and for preparing documents for publication on electronic media. These developments necessitated substantial training for the various categories of staff concerned.

As regards editorial standardization (the *Vade-mecum for editors*), the purpose of which is to codify editorial rules for use by the institutions, an interinstitutional coordination group was set up which includes lawyer-linguists from the institutions.

1.2.2. Output

The year 1994 was a year of contrast, with a relatively quiet beginning and a very busy end.

The following publications deserve special mention:

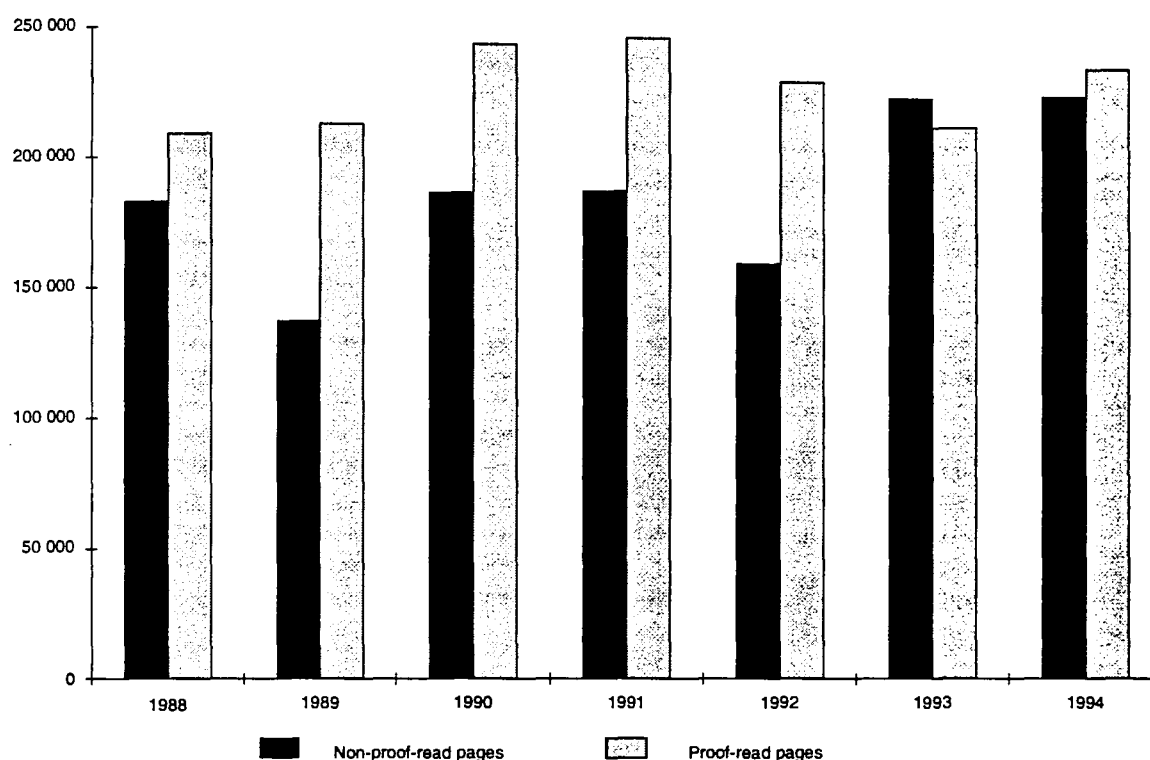
- the statistical works *Facts through figures* and *Portrait of the islands*;
- the Green Paper on audiovisual policy;
- the Green Paper on information;
- the *Interinstitutional directory*.

The volume of work increased substantially compared with the previous year, as shown in the following table.

Output	1993	1994	% change
Number of titles	4 170	4 604	+ 10.4
Number of proofread pages	210 343	232 529	+ 10.5
Number of camera-ready pages	221 715	222 204	+ 0.22

After a quiet start to the year, production continued to increase (+ 5.3% in terms of total number of pages and + 10% in terms of titles).

Trend in the number of pages (all languages)



1.2.3. Analysis of output

Table 4 — Output per institution

Institution	Proofread pages			Camera-ready pages		
	1993	1994	% change	1993	1994	% change
European Parliament	22 404	7 907	- 65 ²	27 374	27 453	0
Council	3 786	9 329	+ 146	11 302	11 254	0
Commission ¹	104 065	115 041	+ 11	156 255	158 362	+ 1
Court of Justice	71 655	92 357	+ 29	16 412	13 851	- 16
Economic and Social Committee	4 306	1 404	- 67	4 172	1 350	- 68
Court of Auditors	3 808	4 432	+ 16	861	1 277	+ 48
Cedefop	224	1 996	- 800	5 206	7 193	+ 38
European Investment Bank	95	63	- 34	133	1 464	
Total	210 343	232 529	+ 11	221 715	222 204	0

¹ These figures include, for 1994, 861 proofread pages and 226 camera-ready pages for the European Foundation in Dublin, plus 561 proofread pages and 873 camera-ready pages for the European University Institute in Florence.

² The European Parliament now produces most of its publications internally.

Table 5 — Number of proofread pages per language (1994)

	1993	1994	% change
ES	18 252	26 444	+ 45
DA	16 359	22 253	+ 36
DE	28 160	25 449	- 10
EL	24 461	32 018	+ 31
EN	30 278	31 578	+ 4
FR	34 353	28 371	- 18
GA	953	21	
IT	20 561	23 466	+ 14
NL	16 482	18 060	+ 10
PT	20 276	24 293	+ 20
Total	210 135 ¹	231 953 ²	+ 10

¹ Excluding 208 pages in Hungarian, Polish, Romanian, Russian and Czech.

² Excluding 576 pages in Finnish, Hungarian, Norwegian, Polish, Romanian, Russian, Swedish, Czech, etc.

1.2.4. Official documents

The desire to increase transparency and make information more accessible was reflected in the increase in the number of documents published. It should be remembered that the purpose of publishing official documents (COM final, EP reports and ESC opinions) is to give the public access to all the steps involved in the preparation of official texts.

EP reports are available only on microfiche.

- Number of official documents in each language: 2 140 in 1994 compared with 1 344 in 1993 (+ 58%).

1.2.5. Interinstitutional coordination

The Commission and the Publications Office work together in the working party on word processing requirements and solutions.

The working party has produced the *Eurolook* manual, which is:

- consistent with the *Vade-mecum for editors*;
- applicable to each word-processing program in official use;
- accompanied by directly-usable electronic models;
- designed to promote system compatibility.

This manual, some 10 000 copies of which have already been distributed, adds to the information provided on publications and to the *Vade-mecum for editors*.

The Management Committee has asked the Publications Office to produce an interinstitutional version of *Eurolook*. As a result of the coordination work begun in 1994, an invitation to tender was issued and contracts were concluded, under the IDA programme, for developing and producing inter-institutional *Eurolook* models. Work will begin in March 1995.

1.3. Databases and derived electronic products

1.3.1. CELEX

During 1994, the Office continued its work on the priorities laid down by the Council, i.e. to clear the backlog of texts to be input and make the consultation procedure more user-friendly.

As regards the first priority, full-text coverage for the nine languages rose from 74% to 84.1% on average for sectors 1 to 4 (legislation), with variations ranging from 8.3% below this figure to 5.7% above for the most complete language.

As regards the second priority, the initial version of a user friendly interrogation interface came into use on 28 November 1984 for internal users. The purpose of this development is to offer uninitiated users an alternative to the Mistral interrogation language.

At the end of the year, preparatory work began on the Finnish and Swedish versions.

A separate report on CELEX is given as an annex (see p.100 *et seq.*).

1.3.2. IDEA (Interinstitutional directory of European administration)

The interinstitutional directory project, for which the production database was already operational in 1993, entered the test phase for telematic dissemination in 1994. This project has the following features:

- it is the first to be fully interinstitutional;
- it is fully multilingual and already includes the languages of the new Member States;
- it is updated regularly by the institutions.

Commercial telematic dissemination will begin in the first half of 1995. The paper version of the first interinstitutional directory, derived from the production database, has been published.

Contacts have been established with the new institutions and agencies so that they can take part in this operation.

1.3.3. Documentary aids

1.3.3.1. Indexes, directory and catalogues

The rate of production of the *Alphabetical index and methodological tables* was maintained in 1994.

The 22nd and 23rd editions of the *Directory of Community legislation in force* were issued.

A half-yearly version and a cumulative edition of the *Catalogue of publications* were published.

The *Catalogue of documents* appeared in the form of 11 monthly lists and an 'annual' edition (July 1993-June 1994).

The catalogues and tables are produced from the records stored in the Crenot database.

Volume published (pages)

Publication	1993	1994	% change
Alphabetical indexes:			
— monthly (November to October)	6 820	7 700	+ 12.9
— annual	3 204	3 952	+ 23.3
Methodological tables:			
— monthly	3 900	3 840	- 1.5
— annual	2 920	2 940	+ 0.7
Directory (22nd & 23rd editions)	22 709	20 169	- 11.2
Catalogue of publications:			
— 1993: 3 quarterly issues	1 323		
— 1994: 1 half-yearly issue		694	
— cumulative	2 727	2 492	- 8.6
Catalogue of documents:			
— monthly lists	1 099	1 121	+ 2
— annual edition	2 556	1 954	- 23.5
Total	47 258	44 862	

1.3.3.2. Mini-catalogue

The following language editions of the 'Mini-catalogue' were published (in chronological order): NL, FR, IT, ES, EL, DE, EN.

1.3.3.3. Eurovoc thesaurus

A provisional version of the third edition in French was published in July. This publication comprises two volumes, containing a permuted alphabetical presentation and a thematic presentation.

The final version is expected to be published in March 1995.

A meeting of users and a seminar on the use of the thesaurus were held from 3 to 7 October 1994.

Work has started on the Finnish and Swedish editions.

1.3.3.4. Codification of Community legislation

The computerized system for consolidating legislative texts came into operation at the beginning of 1994.

In its first year of operation, the system was used mainly to provide the documents needed for codifying the texts laid down in the 1994 and 1995 legislative programmes.

Accordingly, 65 sets of acts were codified. Taking all languages together, a total of 19 755 pages were processed.

1.3.3.5. Electronic archives

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

Arcdon	1993 (at 5.1.1994)	1994 (at 12.1.1995)	% change	Total contents of Arcdon base
Number of items loaded:				
— OJ L	42 076	39 993	- 4.9	406 988
— EP minutes (OJ C)	513	479	- 6.6	6 682
— Written questions (OJ C)	3 572	3 411	- 4.5	29 754
— Other OJ C	15 251	35 449	+ 132.4	51 212
— COM documents	4 885	4 156	- 14.9	21 281
Total	66 297	83 488	+ 25.9	515 917
Number of pages loaded:				
— OJ L	150 851	167 662	+ 11.1	1 797 327
— EP minutes (OJ C)	27 477	28 316	+ 3.0	329 482
— Written questions (OJ C)	18 533	16 992	- 8.3	135 492
— Other OJ C	35 364	122 919	+ 247.5	209 891
— COM documents	135 536	147 063	+ 8.5	620 166
Total	367 761	482 952	+ 31.3	3 092 358
Number of orders	3 003	9 651	+ 221.3	
Total number of pages requested	115 204	145 934	+ 26.6	
Total number of pages printed	198 140	210 077	+ 6	

Archiving of the electronic copies of the documents published in the Official Journal was reorganized to make them easier to use for CELEX and the consolidation system.

An invitation to tender was issued for a document archiving and distribution service — EUDOR (European document repository). This service will bring together in a user-friendly way the two existing electronic archives (Arcdon and ARCEL) in order to make it easier to cope with the increasing demand for electronic documents either in image form or in Formex-SGML versions. The documents stored are used a great deal, particularly for the consolidation system and for upgrading CELEX. This new service will also make it possible to improve the delivery of electronic documents to external customers.

2. Sales policy and the results obtained

2.1. General organization

2.2. Sales promotion

2.3. Information activities

2.4. Sales results

2.1. General organization

2.1.1. Sales network

In 1994, the network was extended to include two new countries: Iceland and Croatia.

On 31 December 1994, it consisted of:

- 40 official agents worldwide (32 in Europe, 19 of which are in the European Union);
- 60 Euro-booksellers in the Community;
- seven agents specializing in document delivery; this network is still in embryonic form and will be developed systematically once the new archiving system is available, which is expected to be before the end of 1995.

The Office's annual meeting of sales offices was held in Cologne on 14 and 15 April.

The main points discussed were:

- sales figures;
- the exchange of information between the Publications Office and the sales offices;
- possibilities for enhancing the 'capillarity' of the networks;
- the possibility of having reprints of conventional publications produced by the sales offices;
- a proposal to draw up a document on document delivery and production on demand;
- presentation of guidelines for marketing electronic publications;
- cooperation on promotion, particularly through EUR-OP News.

The Office continued the reorganization of its on-line distribution network for electronic publications. Fourteen general gateways contracts were concluded, of which six became operational in 1994 and a further four on 1 January 1995.

The Office hopes to complete the setting up of the network, including the transfer of customers, in the first half of 1995. In addition, 50 new contracts for sales under specific licences were concluded, while 20 existing contracts which no longer met current needs were updated or terminated.

Lastly, the Office has started to set up a special distribution network for off-line products, such as CD-ROMs. The response to the first steps taken promises well for the rapid implementation of this network.

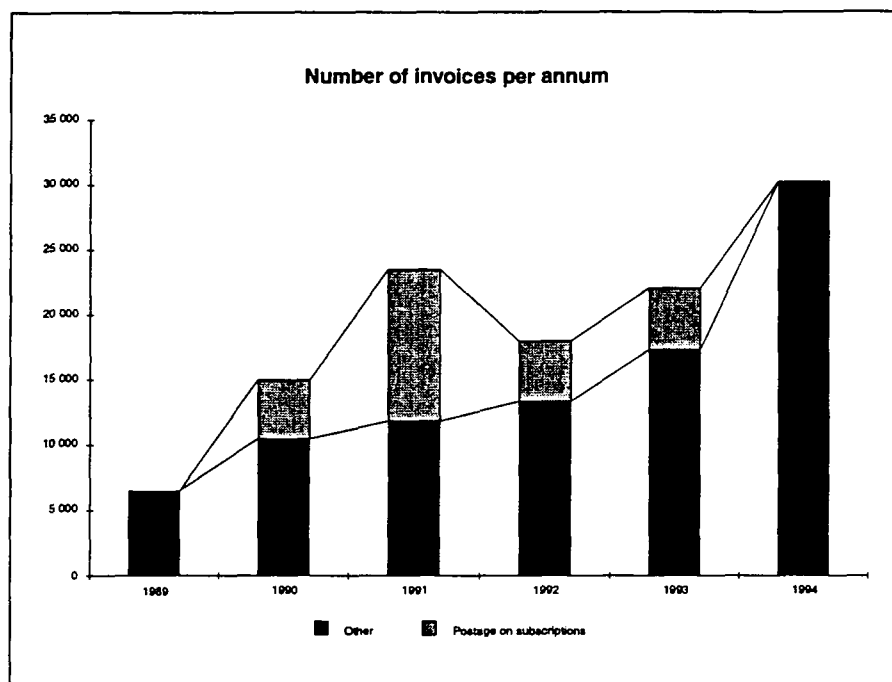
2.1.2. Stock management, processing of orders, invoicing

Tighter stock control and work on the systematic coding of articles enabled orders to be handled more quickly and efficiently.

In 1994, the Office sent out 30 275 invoices (37% more than in 1993) for a total of ECU 19 829 781 (26% more than in 1993). It should be noted in particular that the share of electronic products in the total amount invoiced rose from 15.8% in 1993 to almost 20% in 1994.

2.1.3. Distribution to relay centres

The Commission's fundamental rethink on the whole problem of disseminating information to privileged users continued, culminating in 1994 in a new overall policy for distributing information to relay centres and privileged users which is bound to have repercussions on the volume of material distributed by these means.



At the end of 1994, the numbers of the various relay centres served by the Office were more or less the same as in the previous year, namely:

- 204 Euro-Info Centres (Euroguichets) (- 8),
- 238 full documentation centres (- 2),
- 195 specialized documentation centres (no change),
- 86 depository libraries (no change),
- 16 'reduced' depository libraries (no change),
- 193 European reference centres (+1),
- 47 Rural development forums (+19).

The reduction in the number of EICs is due to the major audit of their work carried out by the Commission's DG XXIII (Enterprise Policy, Distributive Trades, Tourism and Cooperatives), which did not hesitate to eliminate those EICs which were not giving satisfaction. The number of EICs is of course likely to increase considerably from the end of 1994 because of the creation of centres in the three new Member States.

The 'Dissemination to relay centres' section has recently started to serve an additional 58 'UK public information relays', which have been newly set up at the joint request of the Commission's DG X (Audiovisual Media, Information, Communication and Culture) and the Commission's office in London.

Now that the Publications Office Management Committee has accepted the principle of operating depository libraries in the central libraries of the institutions, two large depositories of this kind (which wish to receive several copies of all publications in all languages) are being created for the Commission's libraries in Brussels and Luxembourg.

It should be noted that the range of publications distributed automatically is increasing all the time, particularly as regards the free publications issued by the various departments of the Commission or other institutions.

The 'Dissemination to relay centres' section also continues to manage the free distribution of the Official Journal, whether by regular dispatch or for single issues.

The service whereby publications are supplied against payment of postage underwent a change in distribution policy which meant that:

- the automatic distribution of certain titles was discontinued — in future these will be available only from the Commission's offices in each country;
- the series *Europe on the move/European documentation and European University news* become available by paid subscription only.

2.2. Sales promotion

2.2.1. Ordinary activities

The Office took part in 31 book fairs and exhibitions as follows:

- 13 book fairs directly involving Office staff;
- 18 book fairs without the direct involvement of Office staff.

The Office also took part in nine information-technology exhibitions.

The Office distributed catalogues of several types.

- *Publications*: 333 000 copies, including 8 200 copies of the cumulative catalogue, 141 000 copies of the mini-catalogue plus 35 000 in Norwegian, Swedish and Finnish, 5 000 copies of the Eurostat catalogue, 17 000 copies of the Dublin Foundation catalogue and 32 000 copies of the list of publications issued by Cedefop in Berlin.
- *Documents*: 52 000 copies.

During 1994, 11 publicity leaflets were sent to 580 000 addressees.

Breakdown of subscriptions to catalogues and promotional publications

Publication/brochure	1993	1994
EUR-OP News	113 500	150 000
Eurostat catalogue	22 700	24 200
Leaflets	83 300	91 550
Mini-catalogue	198 200	195 800
Publications catalogue	53 600	52 500
Documents catalogue	14 900	11 200
Video catalogue	3 800	7 950
Eur-info guide		10 950
Publications (SCAD)		4 200
Total	490 000	548 350

Some 10 advertisements were designed and produced for insertion in external periodicals. In addition, four advertisements were published in the Official Journal in the various language versions.

2.2.2. EUR-OP News

The total print run of EUR-OP News, a quarterly news-sheet with information on Community publications, increased in 1994 to 267 000 in seven languages (EN, FR, ES, DE, IT, NL and PT).

The three main distribution channels for EUR-OP News are:

- subscriptions;
- bulk consignments to sales offices;
- supplies to book fairs and other specialist exhibitions at which the Office is represented.

2.3. Information activities

The Publications Office organized 40 information operations on its premises in 1994 (21 in 1993) for 976 visitors (377 in 1993), the main groups being:

Table 6 — Information visits to the Publications Office in 1994

Type and number of visitors	Country
Teachers (175)	Austria, Germany
Officials (50)	Eastern Europe, Scandinavia
Students (115)	Luxembourg, Germany, Austria, Poland
Politicians (61)	Germany
Journalists (19)	Germany, USA
Librarians and documentalists (80)	Eastern Europe, Ireland, Norway
Members of cultural organizations (21)	Germany
Industrialists (18)	Finland
Administrators (160)	Germany, Finland, Sweden

In addition, the Office also organized or took part in nine training operations or seminars in the Member States.

Table 6a — External presentations

Audience	Location
Librarians	Lund
Members of the European Information Association	London
Members of the European Institute of Public Administration	London
Librarians	Stockholm
Portuguese documentalists	Luxembourg
Journalists	London
People in industry	Helsinki
Librarians	Oslo
Information experts	The Hague

2.4. Sales results

2.4.1. Non-electronic publications

2.4.1.1. Periodicals

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

Sales rose by 9.09% overall.

Table 7 — Overview of subscription trends

Publication	1993	1994	Change (%)
Official Journal			
— L + C series (paper) ¹	15 471	15 831	+ 2.3
— S series (paper) ²	12 140	14 890	+ 22.7
— L + C series (microfiche)	1 291	1 353	+ 4.8
— C series (competitions)	5 649	6 397	+ 13.2
Publications other than the OJ	22 921	24 382	+ 6.37
Documents	4 286	4 517	+ 5.39
Total	61 758	67 370	+ 9.09

¹ Including 127 subscriptions for the sales offices.

² Including 117 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 was an increase of 2.3% in subscriptions to the paper version of the L + C series. Sales of the S series continued to rise (up 22.7%) and sales of the microfiche version of the L + C series rose by 4.8% over the previous year.

Table 8 — Trends in subscriptions to the Official Journal

L + C and S series (paper)

L + C series (microfiche)

Language	L + C series (paper)		S series (paper)		L + C series (microfiche)	
	1993	1994	1993	1994	1993	1994
ES	2 205	2 123	321	300	177	172
DA	529	556	644	834	42	44
DE	2 102	2 268	1 803	2 687	201	212
EL	348	382	43	56	5	6
EN	2 980	3 125	5 199	6 067	323	350
FR	3 050	3 099	1 763	2 143	331	345
IT	2 441	2 481	1 314	1 471	94	100
NL	1 031	1 039	875	1 147	97	101
PT	785	758	178	185	21	23
Total	15 471	15 831	12 140	14 890	1 291	1 353

(b) *Other publications*

Table 9 shows the trends in subscriptions to periodicals other than the Official Journal. There was an overall increase of 6.37%, which makes up for the decrease in 1993 and brings the total up to the 1992 level. Table 10 gives the figures for subscriptions to documents.

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

Title	1993	1994	Change (%)
<i>Parliament</i>			
Debates (paper version)	341	354	+ 3.81
Debates (microfiche version)	56	72	+ 28.57
<i>Total</i>	<i>397</i>	<i>426</i>	<i>+ 7.3</i>
<i>Commission</i>			
(a) General publications			
— Bulletin of the European Union + all supplements	3 907	3 839	- 1.74
— Agricultural markets: prices	187	194	+ 3.74
— Recent publications of the European Communities received by the library	106	126	+ 18.87
— Energy in Europe ¹	803	1 016	+ 26.53
— European Economy + Supplements A and B	2 722	2 743	+ 0.77
— Erasmus information bulletin	1 196	—	—
— Euroabstracts + supplements	268	415	+ 54.85
— Terminologie et traduction	255	—	—
— SCAD Bulletin	107	112	+ 4.67
— Social Europe — 3 issues + supplements	1 624	2 078	+ 27.96
— Results of the business survey	207	220	+ 6.28
— Europe on the move/European documentation ⁴	—	2 068	—
— European University news ⁴	—	95	—
<i>Total general publications</i>	<i>11 382</i>	<i>12 906</i>	<i>+ 13.39</i>

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

Title	1993	1994	Change (%)
(b) Eurostat publications			
— Rapid reports	133	153	+ 15.04
— ECU-EMS information	325	323	- 0.62
— Eurostatistics	1 155	1 139	- 1.39
— Consumer price index	311	328	+ 5.47
— Quarterly national accounts ESA	178	207	+ 16.29
— Money and finance: quarterly data	218	248	+ 13.76
— Iron and steel: monthly statistics	246	252	+ 2.44
— Services and transport (monthly)	48	64	+ 33.33
— External trade: monthly statistics	446	459	+ 2.91
— Agricultural prices: selected series from the Cronos databank ²	280	286	+ 2.14
— Industrial trends	305	276	- 9.51
— Energy: monthly statistics ³	597	764	+ 27.97
— Agricultural production ²	493	578	+ 17.24
— Unemployment (monthly bulletin)	308	328	+ 8.25
— Panorama of EU industry	68	116	+ 70.59
Total Eurostat publications	5 111	5 521	+ 8.02
Total Commission publications	16 493	18 427	+ 11.73
<i>Cedefop</i>			
Cedefop: vocational training	3 217	2 958	- 8.05
<i>Court of Justice</i>			
Reports of cases before the Court	2 533	2 571	+ 1.5
<i>Economic and Social Committee</i>			
Bulletin (subscriptions discontinued in 1994)	281	—	—
Grand total	22 921	24 382	+ 6.37

¹ These figures include the combined 'Energy' subscription.

² These figures include the combined 'Agriculture' subscription (code VXT).

³ These figures include the full 'Energy' subscription (code VVD) and the combined 'Energy' subscription (code VVX).

⁴ Resumption of 'postal charges' subscriptions by sales offices during 1994.

Table 10 — Trends in document subscriptions

Title	1993	1994	Change (%)
<i>Parliament</i> ¹			
Reports — microfiche subscriptions	143	154	+ 7.69
<i>Commission</i> ¹			
COM documents:			
— full subscriptions	227	250	+ 10.13
— selective subscriptions	2 175	2 343	+ 7.72
— microfiche subscriptions	209	216	+ 3.35
Total	2 611	2 809	+ 7.58
<i>Economic and Social Committee</i>			
Opinions:			
— full subscriptions	140	141	+ 0.71
— selective subscriptions	1 248	1 256	+ 0.64
— microfiche subscriptions	144	157	+ 9.03
Total	1 532	1 554	+ 1.44
Grand total	4 286	4 517	+ 5.39

¹ Figures include interinstitutional subscriptions.

2.4.1.2. Monographs

First-time entries in the publications catalogue in 1994 (excluding periodicals)

1 035 new titles were added to the catalogue during 1994, an increase of 12% over 1993.

Table 11 — First time entries in the publications catalogue in 1994 (by institution)

Institution	Quantity
Parliament	18
Council	7
Commission	896
— Eurostat	114
— Sec. Gen.	54
— DG I	8
— DG III	9
— DG IV	5
— DG V	44
— DG VI	4
— DG VII	7
— DG IX	5
— DG X	46
— DG XI	31
— DG XII	102
— DG XIII	274
— DG XIV	3
— DG XV	8
— DG XVI	55
— DG XVII	37
— DG XIX	3
— DG XXIII	19
— HR Task Force	32
— Translation Service	10
— JRC (Ispra, Geel, Karlsruhe and Petten)	23
— Luxembourg office	3
EIB	4
Florence University Institute	6
Euratom Supply Agency	2
ESC	1
Cedefop	18
Court of Auditors	5
Court of Justice	7
European Foundation, Dublin	35
Publications Office	36
Total	1 035

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 by copies sold

Ranking	Title	Quantity	Net sales value (ECU)
1	Treaties — new consolidated edition	9 195	129 117.10
2	Community legislation on machinery	9 181	52 349.10
3	Directory of the Commission (1st 1994 edition)	6 806	18 103.40
4	XXVIIth General Report on the Activities of the European Communities, 1993	6 546	62 726.00
5	Basic statistics of the Community, 31st edition, 1994	6 314	21 649.68
6	White Paper — consolidated version	5 913	31 455.20
7	ECU statistics 1/1994	5 438	140 900.50
8	Directory of the Commission (June 1994)	4 800	12 990.32
9	Basic statistics of the Community, 30th edition, 1993	4 494	19 203.80
10	EUR 15462 — Research and development	4 426	19 403.26
11	White Paper on Growth, Competitiveness and Employment, Volume 1	4 321	10 004.64
12	Europe in figures	4 124	22 150.80
13	Guide to Community initiatives	3 895	10 406.34
14	Treaty on European Union (Maastricht)	3 845	13 916.43
15	Panorama of EU industry 1994	3 243	160 365.40

Table 13 — The 15 best-selling publications by net sales value

Ranking	Title	Quantity	Net sales value (ECU)
1	Panorama of EU industry 1994	3 243	160 365.40
2	ECU statistics 1/1994	5 438	140 900.50
3	Treaties — new consolidated edition	9 195	129 117.10
4	XXVIIth General Report on the Activities of the European Communities, 1993	6 546	62 726.00
5	Community legislation on machinery	9 181	52 349.10
6	Treaties — new edition (bound edition)	1 775	44 859.32
7	Official Journal C146A/90 (EINECS)	438	43 994.88
8	Official Journal C141A/Annex (Taric)	464	41 435.20
9	Official Journal L241/93 (Customs tariff)	797	35 978.20
10	Official Journal L258A/93 (Dangerous substances, 19th amendment — Annex)	728	35 450.92
11	White Paper — consolidated version	5 913	31 455.20
12	Panorama of EC industry 1993	468	22 315.00
13	Europe in figures — 3rd edition	4 124	22 150.80
14	Basic statistics of the Community — 31st edition	6 314	21 649.68
15	Official Journal L253/93 (Customs code)	415	20 427.52

2.4.2. Electronic publications

The main developments in the electronic products sector were the move towards a more decentralized distribution network (see 2.1.1) and the emergence of off-line products, which warranted an autonomous marketing approach.

In addition, in 1994 the IDEA (Interinstitutional directory of European administration) database became accessible. It was made available first to internal users and the Permanent Representatives and was then extended to the general public.

The Help Desk was manned in the same way as in the previous year, i.e. from 9 a.m. to 5.30 p.m. on two parallel telephone lines.

User training: 62 courses were organized involving 364 persons over a total of 85 days.

Eurobases — use of databases in 1994

The databases marketed by the Publications Office were used for a total of 22 227 hours, of which 18 382 hours (82.7%) were direct use and 3 845 hours (17.3%) indirect use. The slight decrease in indirect use is due to several improvements in user-friendliness, which reduces the objective search time.

NB: 'Indirect use' means use by the customers of commercial agents and technical gateways.

The number of Eurobases contracts at the end of 1994 (1 181) was considerably lower than in 1993 (2 539) for two main reasons:

- (i) all contracts were cancelled on 30 June 1994 because of a major change in the pricing structure and distribution policy;
- (ii) on 31 December 1994 standard customers in some countries were transferred to national gateways.

Table 14 — Number of contracts

Customers	1993	1994
ECHO/TED:		
— End users	4 052	5 075
— Euro-Info Centres	169	182
— Customers of commercial agents	253	1 025
— Special customers (including NAP)		37
CATEL/ABEL customers:		
— requests for access	205	—
Eurobases customers:		
— Standard customers	2 539	1 181
— Press (50% discount on Rapid)	63	37
— Universities (50% discount)	100	30
— External translators (discount: CLX + 192)	7	8
— Rural information forums	18	24
— Data suppliers	7	5
— EDC	225	192
— EIC	210	162
— BC-Net/BRE	64	25
— Permanent representations	7	8
— Urban information forums	5	3
— Other	11	9

Table 15 — Invoicing of on-line electronic products

	1993	1994	%
1. Eurobases invoicing			
1.1. CELEX			
— royalties	292 441	107 269	
— consultation	305 980	441 388	
— user manuals	213	—	
Total CELEX	598 421	548 657	- 8.3
1.2. SCAD			
— royalties	27 650	6 888	
— consultation	17 945	28 047	
Total SCAD	45 595	34 935	- 23.4
1.3. INFO 92			
— royalties	23 054	6 978	
— consultation	6 099	14 944	
Total INFO 92	29 153	21 922	- 24.8
1.4. ECLAS			
— royalties	1 860	—	
— consultation	7 440	6 572	
Total ECLAS	9 300	6 572	- 29.3
1.5. RAPID			
— royalties	38 000	12 667	
— consultation	187 055	301 934	
Total RAPID	225 055	314 601	+ 39.8
1.6. Sesame			
— royalties	0	0	
— consultation	3 781	3 693	
Total Sesame	3 781	3 693	- 2.3
1.7. Eurocron			
— royalties	0	0	
— consultation	6 699	6 474	
Total Eurocron	6 699	6 474	- 3.4
1.8. ABEL			
— royalties	2 379	8 936	
— consultation	0	122	
Total ABEL	2 379	9 058	+ 280.7
1.9. OIL			
— royalties	—	0	
— consultation	—	686	
Total OIL		686	n/a
1.10. Eurobases — training			
— training courses in Brussels	83 713	34 020	
— other locations	2 935	8 745	
Total Eurobases training	86 648	42 765 ¹	n/a
Total Eurobases invoices	1 004 865	979 363	- 2.5

Table 15 (cont.) — Invoicing of on-line electronic products

	1993	1994	%
2. TED invoicing			
— royalties	116 628	296 520	
— on-line consultation	200 567	1 319 382	
— telex/fax transmission	35 282	11 559	
Total TED	352 477	1 627 461	+ 361.7²

¹ Excluding the second half of 1994.

² The increase in TED invoicing is due not only to a marked increase in the number of customers, but also to the introduction of charges for displaying documents as from 1 January 1994.

Table 16 — Invoicing of off-line electronic products

Breakdown of off-line electronic products	Amount invoiced		
	1993	1994	Change (%)
Comext monthly 1994	219 100	249 825	14.02
Comext quarterly 1994	31 164	48 240	54.79
Monthly CD-ROM (one-offsales)	19 680	24 960	26.83
Supplement 1/91 (76-87 data)	9 550	9 375	-1.83
Supplement 1/92 (88-91 data)	0	9 750	
Supplement 1/93 (88-92 data)	7 600	1 000	- 86.84
Supplement 1/94 (88-93 data)	32 500	23 900	- 26.46
Total Comext CD-ROM	319 594	367 050	14.85
Eurostat annual subscription	43 559.5	49 962.5	14.70
One-off orders No 1/93	0	1 200	
One-off orders No 2/93	0	3 900	
One-off orders No 1/94	0	4 975	
Total Eurostat CD-ROM	43 559.5	60 037.5	37.83
Total sales on behalf of Eurostat	363 153.5	427 087.5	17.61
OJ on diskette	8 039	11 643	44.83
OJ on magnetic tape	0	4 310	
EINECS on magnetic tape	11 012	7 685	- 30.21
EINECS on magnetic tape + hard-copy version	0	6 210	
Total sales of OJ on electronic medium	19 051	29 848	56.67
Business consumers and survey results DG II	0	3 572	
Business consumers and survey results DG II	0	1 080	
Total sales on behalf of DG II	0	4 652	
CD Panorama of EU industry	0	10 140	
Grand total	382 205	471 728	23.42

3. Joint publishing and copyright

3.1. Introduction

3.2. Joint publishing

3.3. Copyright

3.4. Royalties

3.1. Introduction

The increase in the Publications Office's general activity with regard to joint publishing and copyright management in 1993 was consolidated and indeed continued in 1994.

Joint publishing involves projects which sometimes have very tight deadlines, because of the topical nature of the text, while others are long-term projects on a larger scale. Unit OP/5 monitors these projects closely from the outset through all the stages of publishing and even the promoting of publications.

The joint publications produced during the year cover very diverse subjects, including the functioning and the history of the institutions, law, education, the environment, health, agriculture, building, etc. This variety of topics shows that the number of bodies calling on the skills of the Publications Office for this kind of work is constantly increasing.

Thanks to the experience which it acquired in 1992 and 1993, the Publications Office was able to extend its activities in the field of joint publishing on electronic media, being encouraged in this by the great success of marketing existing products.

Among the large-scale projects, a further volume in the series *European employment and industrial relations glossary* appeared in 1994. The first volumes in the series *Equality in law between men and women in the European Community* (eight out of a total of 30 volumes in English and French) are the tangible result of very considerable preparatory and formatting work by the Publications Office since 1992.

At the request of the Forward Studies Unit (author department) and the Secretariat-General (authorizing department) of the Commission, the Publications Office concluded contracts and made the necessary administrative arrangements so that Editions Apogée could publish a work entitled *En quête d'Europe*. This book summarizes the exchanges of views and reflections on the origin and future of the building of Europe formulated by some 140 intellectuals who met on the initiative of President Delors in the 'Scientific and Cultural Forums'. President Delors presented this work at a press conference in October 1994.

Twenty-five joint publications were produced in 1994. In addition, a further 19 projects were launched following lengthy negotiations which culminated in the signing of contracts for joint publications which will appear in 1995.

Following an increase of almost 50% in the volume of work relating to reproduction licences and authorizations in 1993, the level of these activities remained much the same in 1994. Revenue increased by 12.5%.

3.2. Joint publishing

Twenty-five joint publications appeared in 1994 (15 in 1993). Nineteen joint publishing contracts were signed (seven in 1993).

3.3. Copyright

Licences granted	1991	1992	1993	1994
Reproduction in full				
— Maps	7	14	8	10
— Logos, etc.	—	—	—	6
— Photographs	—	—	—	8
— Publications	7	31	46	51
Translation rights	15	21	13	16
<i>Subtotal</i>	<i>29</i>	<i>66</i>	<i>67</i>	<i>91</i>
Partial reproduction	129	153	207	148
<i>Subtotal</i>	<i>158</i>	<i>219</i>	<i>274</i>	<i>239</i>
Opinions/information	Not available	67	144	165
Grand total	(187)	286	418	404

3.4. Royalties

In 1994, invoices were issued for fixed payments and royalties totalling ECU 98 278 (ECU 87 285 in 1993).

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

Total budgetary expenditure in 1994 was ECU 43 905 400.68 as against ECU 42 279 005.29 in 1993 — an increase of 3.70%. Overall expenditure (including appropriations carried forward) represented 96.72% of the budget available (ECU 45 394 000).

The rate of utilization of appropriations varied from one title to another, as shown in the table below.

	Appropriations available	Total expenditure	% utilization
Title 1	28 236 000	26 773 589.47	95.00
Title 2	15 522 200	15 496 295.78	99.83
Title 3	1 635 800	1 635 515.43	99.98
Total	45 394 000	43 905 400.68	96.72

The out-turn of the Publications Office's budget in 1994 was affected by two events:

- (i) the suspension for three months of almost one quarter of the budget (ECU 10 000 000);
- (ii) the granting of an increase, four months after the first application, for preparatory work on the secondary legislation.

The first of these did not have a direct effect on the final utilization of Titles 2 (current operating expenditure) and 3 (expenditure arising from special functions). Nevertheless the pattern of utilization was severely disrupted, even though the final out-turn is in order.

This was not the case for Title 1 (expenditure relating to persons working with the Publications Office), for which it is more difficult to slow down and then speed up the pattern of utilization. The suspension of appropriations at the beginning of the year resulted in a recruitment freeze which was difficult to make up later.

In addition, when a supplementary budget (of ECU 1 516 000) was made available for work connected with enlargement shortly before the first referendum, the Publications Office had to try to recruit within a relatively short time a substantial number of Scandinavians who, in many cases, quite naturally delayed taking up their posts until after the votes in their countries had taken place.

A final factor militating against the full utilization of Title 1 was the fact that salaries were increased by only 0.5% instead of the anticipated 2.7%, so that the reserve in the budget (ECU 370 000) was not touched at all.

Table 17 compares Publication Office expenditure in 1994 with that in 1993 and shows the utilization of the 1994 budget appropriations.

Table 18 gives a breakdown by department of Publications Office expenditure in 1994.

Table 19 shows the amounts invoiced *pro-forma* for services rendered to the institutions by the various departments of the Publications Office.

Table 17 — Budget outturn in 1994

(ECU)

Item	Heading	1994 appropriations			1994 expenditure			Total expenditure in 1993
		Initial appropriation	Transfers	Final appropriations	Expenditure at 31.12.1994	Appropriations carried forward	Total expenditure	
1100	Basic salaries	18 544 000	- 785 400	17 758 600	17 165 877.60	0.00	17 165 877.60	16 687 814.59
1101	Family allowances	2 065 000	0	2 065 000	1 929 524.93	0.00	1 929 524.93	1 918 900.60
1102	Expatriation allowances, etc.	2 418 000	0	2 418 000	2 240 919.16	0.00	2 240 919.16	2 134 353.60
1103	Secretariat allowances	155 000	20 000	175 000	167 321.56	0.00	167 321.56	160 168.64
	Total Article 110	23 182 000	- 765 400	22 416 600	21 503 643.25	0.00	21 503 643.25	20 901 237.43
1110	Auxiliary staff	115 000	801 000	916 000	815 418.13	0.00	815 418.13	166 979.79
1120	Further training for staff	77 300	6 000	83 300	43 865.91	39 434.10	83 300.01	76 800.00
1130	Sickness insurance	630 000	0	630 000	589 778.09	0.00	589 778.09	572 252.66
1131	Accident insurance	126 000	0	126 000	116 217.38	0.00	116 217.38	112 645.85
1132	Unemployment insurance	1 000	1 000	2 000	1 184.19	0.00	1 184.19	795.19
	Total Article 113	757 000	1 000	758 000	707 179.66	0.00	707 179.66	685 693.70
1140	Birth/death grants	800	0	800	202.75	0.00	202.75	790.84
1141	Annual leave travel expenses	307 000	16 000	323 000	309 234.91	0.00	309 234.91	300 483.63
1144	Local travel allowances	1 000	0	1 000	0.00	0.00	0.00	671.96
1147	Shiftwork/standby allowances	11 300	3 000	14 300	13 380.63	0.00	13 380.63	12 288.51
	Total Article 114	320 100	19 000	339 100	322 818.29	0.00	322 818.29	314 234.94
1150	Overtime	50 000	5 000	55 000	52 300.83	0.00	52 300.83	59 693.20
	Total Article 115	50 000	5 000	55 000	52 300.83	0.00	52 300.83	59 693.20
1174	Freelance proofreaders	1 250 000	385 000	1 635 000	1 156 441.61	478 558.39	1 635 000.00	1 300 000.00
1175	Other work sent out	70 000	140 000	210 000	146 703.33	63 296.67	210 000.00	179 999.99
	Total Article 117	1 320 000	525 000	1 845 000	1 303 144.94	541 855.06	1 845 000.00	1 479 999.99
1181	Travel expenses	3 000	31 000	34 000	12 546.81	21 453.19	34 000.00	3 000.00
1182	Installation allowances	60 000	15 000	75 000	51 076.79	23 923.21	75 000.00	57 850.00
1183	Removal expenses	30 000	15 000	45 000	22 957.47	22 042.53	45 000.00	73 310.00
1184	Temporary subsistence allowance	76 000	322 000	398 000	119 996.14	278 003.86	398 000.00	41 000.00
	Total Article 118	169 000	383 000	552 000	206 577.21	345 422.79	552 000.00	175 160.00

1190	Weightings	72 000	40 000	112 000	106 047.58	0.00	106 047.58	80 454.33
1191	Provisional appropriations	371 000	0	371 000	0.00	0.00	0.00	0.00
	Total Article 119	443 000	40 000	483 000	106 047.58	0.00	106 047.58	80 454.33
	Total Chapter 11	26 433 400	1 014 600	27 448 000	25 060 995.80	926 711.95	26 987 707.75	23 940 253.38
1300	Mission expenses, etc.	312 100	45 000	357 100	220 463.33	136 636.67	357 100.00	312 100.00
	Total Chapter 13	312 100	45 000	357 100	220 463.33	136 636.67	357 100.00	312 100.00
1400	Restaurant/canteen running costs	20 000	- 12 000	8 000	2 933.23	5 066.76	7 999.99	9 000.04
1401	Canteen conversion/replacement	10 000	12 000	22 000	3 372.85	18 627.15	22 000.00	21 000.00
	Total Chapter 14	30 000	0	30 000	6 306.08	23 693.91	29 999.99	30 000.04
1520	Seconded national officials	40 000	45 000	85 000	11 617.08	71 382.92	83 000.00	18 650.00
	Total Chapter 15	40 000	45 000	85 000	11 617.08	71 382.92	83 000.00	18 650.00
1610	Staff social contacts	11 500	12 000	23 500	11 113.35	12 386.65	23 500.00	12 500.00
1620	Other welfare expenditure	21 000	- 19 000	2 000	1 881.73	0.00	1 881.73	16 149.10
1630	Early Childhood Centre	218 000	67 000	285 000	173 084.42	111 915.58	285 000.00	276 850.00
	Total Chapter 16	250 500	60 000	310 500	186 079.50	124 302.23	310 381.73	305 499.10
1701	Entertainment/representation expenses	4 000	1 400	5 400	3 346.55	2 053.45	5 400.00	4 000.00
	Total Chapter 17	4 000	1 400	5 400	3 346.55	2 053.45	5 400.00	4 000.00
	Total title 1	27 070 000	1 166 000	28 236 000	25 488 808.34	1 284 781.13	26 773 589.47	24 610 502.52
2000	Rent	3 600 030	6 500	3 606 530	3 546 241.36	60 288.64	3 606 530.00	3 454 416.20
2010	Insurance	12 720	3 000	15 720	9 726.52	5 924.00	15 650.52	12 600.00
2020	Water, gas, etc.	507 500	10 000	517 500	378 152.90	139 006.59	517 159.49	489 600.00
2030	Cleaning/maintenance	520 000	107 500	627 500	439 513.19	187 893.54	627 406.73	560 482.02
2040	Fitting-out of premises	70 000	- 55 500	14 500	9 756.19	4 743.81	14 500.00	74 599.73
2050	Building security/surveillance	533 200	23 000	556 200	479 984.40	76 215.49	556 199.89	574 199.34
2090	Other expenditure on buildings	73 000	31 000	104 000	62 115.39	41 477.31	103 592.70	95 700.00
	Total Chapter 20	5 316 450	125 500	5 441 950	4 925 489.95	515 549.38	5 441 039.33	5 261 597.29

Table 17 (cont.) — Budget outturn in 1994

(ECU)

Item	Heading	1994 appropriations			1994 expenditure			Total expenditure in 1993
		Initial appropriation	Transfers	Final appropriations	Expenditure at 31.12.1994	Appropriations carried forward	Total expenditure	
2100	Computer centre operations	1 800 000	160 000	1 960 000	1 396 329.63	563 585.83	1 959 915.46	1 794 809.71
2120	Staff costs for computer operations	235 000	- 110 000	125 000	68 424.00	56 571.50	124 995.50	281 862.13
2130	Outside computer operations	90 000	- 90 000	0	0.00	0.00	0.00	39 996.00
2140	Outside analysis/programming	1 050 000	200 000	1 250 000	460 463.50	789 533.60	1 249 997.10	1 049 884.35
	Total Chapter 21	3 175 000	160 000	3 335 000	1 925 217.13	1 409 690.93	3 334 908.06	3 166 552.19
2200	New purchases of equipment	40 000	7 000	47 000	10 807.85	35 896.15	46 704.00	128 499.50
2201	Replacement of equipment	33 000	- 21 000	12 000	7 564.00	0.00	7 564.00	354 290.00
2202	Hire of equipment	424 711	13 500	438 211	357 602.05	80 602.25	438 204.30	409 982.84
2203	Maintenance of equipment	242 000	7 000	249 000	170 427.57	78 315.46	248 743.03	242 199.03
2204	Electronic office equipment	15 000	500	15 500	3 537.67	11 792.33	15 330.00	7 000.00
	Total Article 220	754 711	7 000	761 711	549 939.14	206 606.19	756 545.33	1 141 971.37
2210	New purchases of furniture	50 000	64 620	114 620	95 740.89	18 745.78	114 486.67	99 369.80
2211	Replacement of furniture	6 120	- 6 120	0	0.00	0.00	0.00	0.00
2213	Maintenance and repair of furniture	2 000	0	2 000	1 253.31	746.69	2 000.00	4 500.00
	Total Article 221	58 120	58 500	116 620	96 994.20	19 492.47	116 486.67	103 869.80
2231	Replacement of vehicles	0	0	0	0.00	0.00	0.00	42 278.00
2232	Hire of vehicles	45 000	5 000	50 000	26 998.94	6 466.78	33 465.72	47 000.00
2233	Maintenance of vehicles	32 000	- 4 000	28 000	18 274.52	9 725.02	27 999.54	32 000.00
	Total Article 223	77 000	1 000	78 000	45 273.46	16 191.80	61 465.26	121 278.00
2250	Library/books	6 200	5 000	11 200	7 379.07	3 820.93	11 200.00	13 900.00
2251	Library/documentation equipment	5 000	0	5 000	0.00	4 615.00	4 615.00	0.00
2252	Subscriptions to newspapers/periodicals	3 800	- 50	3 750	3 235.15	514.85	3 750.00	3 500.00
2253	News agency subscriptions	1 000	50	1 050	1 021.93	28.07	1 050.00	1 000.00
2254	Binding and upkeep of books	6 000	- 600	5 400	0.00	5 400.00	5 400.00	6 000.00
2255	Subscriptions to viewdata services	1 400	0	1 400	0.00	0.00	0.00	0.00
	Total Article 225	23 400	4 400	27 800	11 636.15	14 378.85	26 015.00	24 400.00
	Total Chapter 22	913 231	70 900	984 131	703 842.95	256 669.31	960 512.26	1 391 519.17

2300	Stationery/office supplies	729 519	- 3 400	726 119	480 618.28	245 350.33	725 968.61	708 999.50
2351	Uniforms and working clothes	18 000	- 3 000	15 000	10 316.33	4 683.67	15 000.00	13 632.48
2352	Miscellaneous expenditure on meetings	2 000	4 250	6 250	5 420.47	829.53	6 250.00	2 750.00
2353	Removals/handling	15 000	- 3 250	11 750	9 176.75	2 511.25	11 688.00	26 500.00
2359	Other operating expenditure	500	0	500	0.00	0.00	0.00	0.00
	Total Article 235	35 500	- 2 000	33 500	24 913.55	8 024.45	32 938.00	42 882.48
	Total Chapter 23	765 019	- 5 400	759 619	505 531.83	253 374.78	758 906.61	751 881.98
2400	Postage, etc.	4 600 000	5 000	4 605 000	4 553 035.47	51 884.11	4 604 919.58	4 931 210.00
2410	Telephone, etc.	344 500	15 000	359 500	243 012.62	116 456.84	359 469.46	343 099.75
	Total Chapter 24	4 944 500	20 000	4 964 500	4 796 048.09	168 340.95	4 964 389.04	5 274 309.75
2500	Meetings in general	58 000	- 21 000	37 000	22 651.56	13 888.92	36 540.48	21 991.18
	Total Chapter 25	58 000	- 21 000	37 000	22 651.56	13 888.92	36 540.48	21 991.18
	Total Title 2	15 172 200	350 000	15 522 200	12 878 781.51	2 617 514.27	15 496 295.78	15 867 851.56
3410	General publications	10 000	0	10 000	5 000.00	4 958.00	9 958.00	0.00
3412	Publicity/promotion	108 000	0	108 000	43 398.42	64 523.00	107 921.42	117 992.10
	Total Article 341	118 000	0	118 000	48 398.42	69 481.00	117 879.42	117 992.10
3430	Database dissemination	80 000	0	80 000	42 296.65	37 703.35	80 000.00	77 503.94
3431	CELEX	1 437 800	0	1 437 800	243 126.78	1 194 509.23	1 437 636.01	1 605 155.17
	Total Article 343	1 517 800	0	1 517 800	285 423.43	1 232 212.58	1 517 636.01	1 682 659.11
	Total Chapter 34	1 635 800	0	1 635 800	333 821.85	1 301 693.58	1 635 515.43	1 800 651.21
	Total Title 3	1 635 800	0	1 635 800	333 821.85	1 301 693.58	1 635 515.43	1 800 651.21
	Grand total	43 878 000	1 516 000	45 394 000	38 701 411.70	5 203 988.98	43 905 400.68	42 279 005.29

Table 18 — Breakdown of Publications Office expenditure by department (1994)

(ECU)

Item	Heading	Management/Secretariat				OP/1			OP/2 OJ	OP/3 Publications	OP/4 Sales and accounting	OP/5 Joint publishing	OP/6			OP/7			Outturn ¹
		Secretariat	Computer centre	Project manage- ment	User support	Contract manage- ment	General services	Staff					Printshop	Stock manage- ment & distribution	Micro- graphy	Staff	Docu- mentary tools	CELEX	
1100	Basic salaries	1 153 547	267 788	518 410	283 237	1 124 365	880 610	569 907	2 940 515	3 117 323	2 027 290	305 553	1 605 010	983 605	178 525	230 023	509 827	470 345	17 165 878
1101	Family allowances	129 664	30 101	58 272	31 837	126 384	98 985	64 060	330 528	350 402	227 877	34 346	180 411	110 562	20 067	25 856	57 307	52 869	1 929 525
1102	Expatriation allowances, etc.	150 590	34 958	67 676	36 975	146 780	114 959	74 399	383 869	406 951	264 653	39 888	209 526	128 405	23 306	30 028	66 555	61 401	2 240 919
1103	Secretariat allowances	49 427	5 538	987	7 044	18 589	4 551	4 484	6 994	11 528	36 158	987	1 974	7 513		2 510	3 497	5 538	167 322
	Total Article 110	1 483 228	338 385	645 344	359 094	1 416 118	1 099 104	712 850	3 661 906	3 886 204	2 555 978	380 774	1 996 920	1 230 084	221 898	288 417	637 186	590 154	21 503 643
1110	Auxiliary staff	78 932				21 527	57 405		511 838	71 512	20 712					10 845	42 646		815 418
	Further training for staff	78 932				21 527	57 405		511 838	71 512	20 712					10 845	42 646		815 418
1120	Further training for staff	14 652	10 263	15 069		1 100		1 874	6 331	22 016	3 765		1 916			1 866	3 340	1 108	83 300
	Total Article 112	14 652	10 263	15 069		1 100		1 874	6 331	22 016	3 765		1 916		1 866	3 340	1 108		83 300
1130	Sickness insurance	39 633	9 201	17 811	9 731	38 630	30 256	19 581	101 029	107 104	69 653	10 498	55 144	33 794	6 134	7 903	17 516	16 160	589 778
1131	Accident insurance	7 810	1 813	3 510	1 918	7 612	5 962	3 858	19 908	21 105	13 725	2 069	10 866	6 659	1 209	1 557	3 452	3 184	116 217
1132	Unemployment insurance								237		237		711						1 184
	Total Article 113	47 443	11 014	21 321	11 649	46 243	36 218	23 439	121 174	128 209	83 615	12 567	66 721	40 454	7 342	9 460	20 968	19 344	707 180
1140	Birth/death grants	14	3	6	3	13	10	7	35	37	24	4	19	12	2	3	6	6	203
1141	Annual leave travel expenses	20 781	4 824	9 339	5 102	20 255	15 864	10 267	52 972	56 157	36 521	5 504	28 913	17 719	3 216	4 144	9 184	8 473	309 235
1144	Local travel allowances																		
1147	Shiftwork/standby allowances		13 381																13 381
	Total Article 114	20 794	18 208	9 345	5 106	20 268	15 874	10 273	53 007	56 194	36 545	5 508	28 932	17 731	3 218	4 146	9 190	8 479	322 818
1150	Overtime	2 238				1 857	39 440	2 646			753		5 366						52 301
	Total Article 115	2 238				1 857	39 440	2 646			753		5 366						52 301
1174	Freelance proofreaders								770 903	545 763							318 335		1 635 000
1175	Other work sent out	38 829	5 817			11 949	30 576	5 922	32 823	31 731	47 502	3 423				1 428			210 000
	Total Article 117	38 829	5 817			11 949	30 576	5 922	803 726	577 494	47 502	3 423				1 428	318 335		1 845 000
1181	Travel expenses	2 285	530	1 027	561	2 227	1 744	1 129	5 824	6 174	4 015	605	3 179	1 948	354	456	1 010	932	34 000
1182	Installation allowances	5 040	1 170	2 265	1 238	4 913	3 848	2 490	12 848	13 620	8 858	1 335	7 013	4 298	780	1 005	2 228	2 055	75 000
1183	Removal expenses	3 024	702	1 359	743	2 948	2 309	1 494	7 709	8 172	5 315	801	4 208	2 579	468	603	1 337	1 233	45 000
1184	Temporary subsistence allowance	26 746	6 209	12 020	6 567	26 069	20 417	13 214	68 177	72 277	47 004	7 084	37 213	22 805	4 139	5 333	11 821	10 905	398 000
	Total Article 118	37 094	8 611	16 670	9 108	36 156	28 318	18 326	94 558	100 243	65 191	9 826	51 612	31 630	5 741	7 397	16 394	15 125	552 000
1190	Weightings	7 126	1 654	3 203	1 750	6 946	5 440	3 521	18 166	19 258	12 524	1 888	9 915	6 077	1 103	1 421	3 150	2 906	106 048
	Total Article 119	7 126	1 654	3 203	1 750	6 946	5 440	3 521	18 166	19 258	12 524	1 888	9 915	6 077	1 103	1 421	3 150	2 906	106 048
	Total Chapter 11	1 730 338	393 951	710 952	386 706	1 562 164	1 312 375	778 852	5 270 704	4 861 131	2 826 585	413 985	2 161 383	1 325 974	239 302	314 135	1 019 408	679 761	25 987 708

1300	Mission expenses etc.	53 672	6 285	9 285	821	4 464	17 891	26 068	26 425	72 134	78 526	13 034	5 928	2 571		15 070	3 214	21 712	357 100
	Total Chapter 13	53 672	6 285	9 285	821	4 464	17 891	26 068	26 425	72 134	78 526	13 034	5 928	2 571		15 070	3 214	21 712	357 100
1400	Restaurant/canteen running costs	540	121	218	117	485	403	244	1 603	1 493	879	129	671	402	72	101	309	212	8 000
1401	Canteen conversion/replacement	1 485	333	599	323	1 334	1 107	670	4 409	4 106	2 418	355	1 844	1 106	199	276	851	584	22 000
	Total Chapter 14	2 025	454	817	440	1 820	1 510	914	6 012	5 599	3 297	485	2 515	1 508	272	377	1 161	796	30 000
1520	Seconded national officials					36 711							46 289						83 000
	Total Chapter 15					36 711							46 289						83 000
1610	Staff social contacts	1 586	356	640	345	1 425	1 183	716	4 709	4 386	2 583	380	1 970	1 181	213	295	909	624	23 500
1620	Other welfare expenditure	127	28	51	28	114	95	57	377	351	207	30	158	95	17	24	73	50	1 882
1630	Early Childhood Centre	19 235	4 315	7 766	4 178	17 287	14 343	8 679	57 113	53 190	31 323	4 604	23 894	14 324	2 580	3 581	11 026	7 563	285 000
	Total Chapter 16	20 948	4 700	8 457	4 550	18 827	15 620	9 451	62 199	57 927	34 112	5 014	26 022	15 600	2 810	3 900	12 008	8 237	310 382
1701	Entertainment/representation expenses												2 484			2 916			5 400
	Total Chapter 17												2 484			2 916			5 400
	Total Title 1	1 806 983	405 390	729 511	392 518	1 623 985	1 347 396	815 286	5 365 341	4 996 791	2 942 520	432 518	2 244 621	1 345 653	242 383	336 397	1 035 790	710 506	26 773 589
2000	Rent	243 409	54 608	98 269	52 874	218 758	181 501	109 823	722 737	673 092	396 371	58 262	302 361	181 266	32 650	45 314	139 526	95 709	3 606 530
2010	Insurance	1 056	237	426	229	949	788	477	3 136	2 921	1 720	253	1 312	787	142	197	605	415	15 651
2020	Water, gas etc.	34 904	7 831	14 091	7 582	31 369	26 026	15 748	103 637	96 518	56 838	8 355	43 357	25 993	4 682	6 498	20 007	13 724	517 160
2030	Cleaning/maintenance	42 344	9 500	17 095	9 198	38 056	31 575	19 105	125 730	117 094	68 954	10 136	52 600	31 534	5 680	7 883	24 272	16 650	627 407
2040	Fitting-out of premises	979	220	395	213	880	730	442	2 906	2 706	1 594	234	1 216	729	131	182	561	385	14 500
2050	Building security/surveillance	37 539	8 422	15 155	8 154	33 737	27 991	16 937	111 461	103 804	61 129	8 985	46 630	27 955	5 035	6 988	21 518	14 760	556 200
2090	Other expenditure on buildings	6 992	1 569	2 823	1 519	6 284	5 213	3 155	20 760	19 334	11 385	1 674	8 685	5 207	938	1 302	4 008	2 749	103 593
	Total Chapter 20	367 223	82 385	148 254	79 769	330 033	273 823	165 686	1 090 367	1 015 469	597 991	87 898	456 161	273 469	49 258	68 364	210 498	144 392	5 441 039
2100	Computer centre operations		1 959 915																1 959 915
2120	Staff costs for computer operations		124 996																124 996
2130	Outside computer operations																		
2140	Outside analysis/programming			1 249 997															1 249 997
	Total Chapter 21		2 084 911	1 249 997															3 334 908
2200	New purchases of equipment	3 152	707	1 273	685	2 833	2 350	1 422	9 359	8 716	5 133	754	3 916	2 347	423	587	1 807	1 239	46 704
2201	Replacement of equipment	511	115	206	111	459	381	230	1 516	1 412	831	122	634	380	68	95	293	201	7 564
2202	Hire of equipment	29 575	6 635	11 940	6 424	26 580	22 053	13 344	87 815	81 783	48 160	7 079	36 738	22 024	3 967	5 506	16 953	11 629	438 204
2203	Maintenance of equipment	16 788	3 766	6 778	3 647	15 088	12 518	7 575	49 847	46 423	27 338	4 018	20 854	12 502	2 252	3 125	9 623	6 601	248 743

Table 18 (cont.) — Breakdown of Publications Office expenditure by department (1994)

(ECU)

Item	Heading	Management/Secretariat				OP/1			OP/2 OJ	OP/3 Publications	OP/4 Sales and accounting	OP/5 Joint publishing	OP/6			OP/7			Outturn ¹
		Secretariat	Computer centre	Project manage- ment	User support	Contract manage- ment	General services	Staff					Printshop	Stock manage- ment & distribution	Micro- graphy	Staff	Docu- mentary tools	CELEX	
2204	Electronic office equipment	1 035	232	418	225	930	771	467	3 072	2 861	1 685	248	1 285	770	139	193	593	407	15 330
	Total Article 220	51 060	11 455	20 614	11 091	45 889	38 074	23 038	151 609	141 195	83 147	12 222	63 427	38 024	6 849	9 506	29 268	20 077	756 545
2210	New purchases of furniture	7 727	1 733	3 119	1 678	6 944	5 762	3 486	22 943	21 367	12 583	1 849	9 598	5 754	1 036	1 438	4 429	3 038	114 487
2213	Maintenance and repair of furniture	135	30	54	29	121	101	61	401	373	220	32	168	101	18	25	77	53	2 000
	Total Article 221	7 862	1 764	3 174	1 708	7 066	5 862	3 547	23 344	21 740	12 802	1 882	9 766	5 855	1 055	1 464	4 507	3 091	116 487
2231	Total Article 221																		
2232	Hire of vehicles													33 466					33 466
2233	Maintenance of vehicles													28 000					28 000
	Total Article 223													61 466					61 466
2250	Library/books	11 200																	11 200
2251	Library/documentation equipment	4 615																	4 615
2252	Subscriptions to newspapers/periodicals	3 750																	3 750
2253	News agency subscriptions												1 050						1 050
2254	Binding and upkeep of books	5 400																	5 400
	Total Article 225	24 965											1 050						26 015
	Total Chapter 22	83 887	13 219	23 788	12 799	52 955	43 936	26 585	174 953	162 935	95 950	14 104	74 243	105 345	7 904	10 969	33 775	23 168	960 513
2300	Stationery/office supplies	9 561				97	110 276			3 229			290 445	312 361					725 969
	Total Article 230	9 561				97	110 276			3 229			290 445	312 361					725 969
2351	Uniforms and working clothes						11 885						2 053	1 061					15 000
2352	Miscellaneous expenditure on meetings	6 250																	6 250
2353	Removals/handling						10 688						1 000						11 688
	Total Article 235	6 250					22 573						3 053	1 061					32 938
	Total Chapter 23	15 811				97	132 849			3 229			293 498	313 422					758 907
2400	Postage, etc.													4 604 920					4 604 920
2410	Telephone, etc.	24 156	5 608	10 856	5 931	23 545	18 441	11 934	61 577	65 280	42 453	6 399	33 610	20 598	3 738	4 817	10 676	9 849	359 469
	Total Chapter 24	24 156	5 608	10 856	5 931	23 545	18 441	11 934	61 577	65 280	42 453	6 399	33 610	4 625 517	3 738	4 817	10 676	9 849	4 964 389
2500	Meetings in general								2 741		33 800								36 540
	Total Chapter 25								2 741		33 800								36 540
	Total Title 2	491 077	2 186 123	1 432 895	98 499	406 630	469 049	204 205	1 329 637	1 246 912	770 194	108 400	857 512	5 317 753	60 900	84 150	254 949	177 410	15 496 296

3410	General publications										9 958								9 958
3412	Publicity/promotion										107 921								107 921
	Total Article 341										117 879								117 879
3430	Database dissemination										80 000								80 000
3431	CELEX																1 437 636		1 437 636
	Total Article 343										80 000						1 437 636		1 517 636
	Total Chapter 34										197 879						1 437 636		1 635 515
	Total Title 3										197 879						1 437 636		1 635 515
	Grand total	2 296 060	2 591 513	2 182 407	491 017	2 030 615	1 816 446	1 019 491	6 694 978	6 243 703	3 910 594	540 918	3 102 133	6 663 406	303 284	420 548	1 290 739	2 325 551	43 905 401

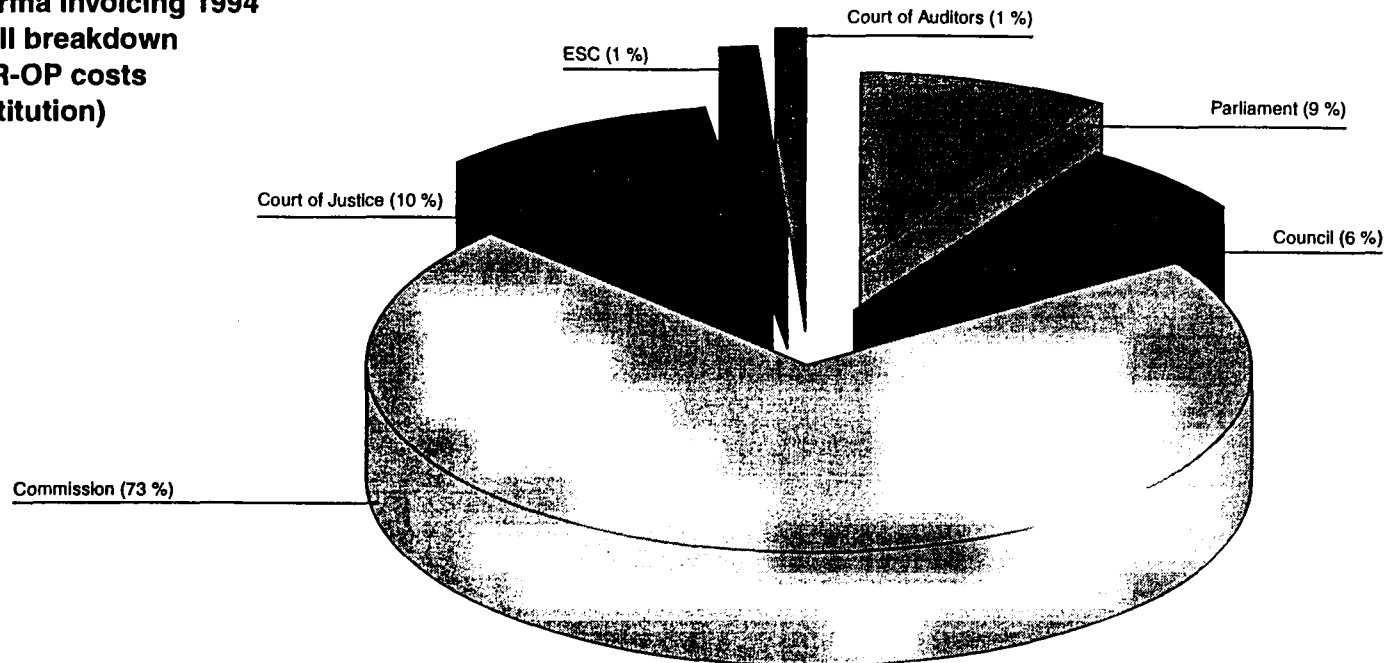
¹ These figures may differ slightly from those given in the table 'Budget outturn in 1994' because of the method of rounding used.

Table 19 — Pro-forma invoicing 1994 (overall breakdown of EUR-OP costs by Institution)

(ECU)

Institution	OP/2 — Official Journal		OP/3 — Publications			OP/6				OP/7		Outturn Total cost
	Pages	Cost	Pages		Cost	Printshop			Micrography Cost	Doc. tools Cost	CELEX	
			Proofread	Composed		Hours	Cost of materials	Cost				
Parliament	88 883	1 716 240	7 907	27 453	1 351 389	0	0	0	0	723 011	283 007	4 073 647
Council	61 069	1 179 180	9 329	11 254	786 641	0	0	0	0	119 640	656 334	2 741 796
Commission	677 189	13 075 830	115 041	158 362	10 448 920	44 641	293 573	3 958 371	365 197	1 615 708	2 071 368	31 535 394
Court of Justice	5 931	114 522	92 357	13 851	4 059 059	2 185	9 424	186 184	0	126 995	0	4 486 760
ESC	4 732	91 370	1 404	1 350	105 252	2 080	1 886	166 403	7 626	174 138	0	544 789
Court of Auditors	8 796	169 842	4 432	1 277	218 187	677	2 141	56 496	73 017	5 475	0	523 017
Total	846 600	16 346 984	230 470	213 547	16 969 448	49 583	307 024	4 367 454	445 840	2 764 966	3 010 709	43 905 401

**Pro-forma invoicing 1994
(overall breakdown
of EUR-OP costs
by institution)**



4.2. Commercial accounting

4.2.1. Operating result

4.2.1.1. Balance sheet at 31 December 1994 (Table 20)

(a) Assets

The assets in bank accounts at 31 December 1994 amounted to ECU 7 450 173.89 (1993: ECU 6 298 820.72), including ECU 3 108 676.00 in term deposits (1993: ECU 4 645 400.00) and ECU 1 551 580.72 in foreign-currency accounts (1993: ECU 1 144 492.43).

The balances from foreign-currency accounts, most held outside Luxembourg, were transferred at various times during 1994 to ecu accounts in Luxembourg.

(b) Liabilities

The amount of accounts receivable owed to the institutions was ECU 9 839 903.84, 25% more than in 1993 (ECU 7 859 807.48). This represented 49% of the net total invoiced in 1994, as against 50% in 1993.

Pre-payments held in suspense accounts amounted to ECU 113 922.00 (1993: ECU 45 415.76). Advance and part payments into client accounts came to ECU 447 540.66 (1993: ECU 551 330.90).

At 31 December 1994, the amount of sales revenue received and payable to the institutions was ECU 6 883 659.83 (1993: ECU 5 697 549.55).

4.2.1.2. Profit-and-loss account at 31 December 1994 (Table 21)

The expenditure side of this account includes general overheads totalling ECU 9 059 257.04, i.e. 24% of gross turnover in 1994 (28% in 1993 and 23% in 1992).

The amount under 'insolvent debtors' rose to ECU 66 888.85 in 1994, from ECU 35 933.24 in 1993. This increase reflects the general economic recession, which resulted in a higher number of bankruptcies, and also the rapid increase in the number of small intermediaries in the dissemination of electronic products. This latter trend should be reversed to a great extent with the introduction on 1 January 1995 of the new network, which concentrates dissemination on a smaller number of major gateways. The Publications Office has also taken other measures to deal with insolvent debtors in future. However, it should be noted that this figure represents only 0.34% of the total net amount invoiced in 1994 (compared with 0.23% in 1993).

Gross invoiced sales were up 19% on the 1993 figure at ECU 28 479 556.01, while the net proceeds of sales were up by 26% at ECU 19 829 781.31. This difference is due largely to the higher proportion of sales of electronic products, for which the rebates are substantially less than for conventional publications.

Table 20 — Balance sheet at 31 December 1994

(ECU)

Expenditure			Income		
Heading	1993	1994	Heading	1993	1994
Current assets			Short-term liabilities		
— Trade accounts receivable	7 135 625.73	8 027 079.49	— Advance and part payments	551 330.90	447 540.66
— Other accounts receivable	724 181.75	1 812 824.35	— Suspense accounts	45 415.76	113 922.00
Term deposits			— Non-identified disbursements	4 524.51	5 051.40
— in ecus	4 645 400.00	3 108 676.00	Accounts receivable on behalf of the institutions at 31 December	7 859 807.48	9 839 903.84
— in other currencies	0.00	0.00	Sales proceeds payable to the institutions	5 697 549.55	6 883 659.83
Current accounts					
— in ecus	508 928.29	2 789 917.17			
— in other currencies	1 144 492.43	1 551 580.72			
Total	14 158 628.20	17 290 077.73	Total	14 158 628.20	17 290 077.73

Table 21 — Profit-and-loss account at 31 December 1994

(ECU)

Expenditure			Income		
Heading	1993	1994	Heading	1993	1994
Invoiced rebates	8 374 086.70	8 798 041.13	Gross sales revenue	23 889 680.55	28 479 556.01
Insolvent debtors	35 933.24	66 888.85	Miscellaneous revenue	6 087.99	2 850.70
Exchange losses	250 247.84	176 496.47	Exchange gains	172 909.56	107 653.92
Interest paid	68.99	0.00	Interest received	686 018.90	358 316.19
Bank charges	16 564.55	17 830.59	Adjustments to bank accounts	36 921.10	35 954.75
Miscellaneous charges	0.00	0.00	Invoiced interest	148 223.13	96 303.70
Accounts receivable on behalf of the institutions at 31 December	7 859 807.48	9 839 903.84	Invoiced postage etc.	37 126.33	148 266.43
Sales proceeds payable to the institutions	14 380 457.92	18 189 548.30	Accounts receivable on behalf of the institutions at 1 January	5 940 199.16	7 859 807.48
Total	30 917 166.72	37 088 709.18	Total	30 917 166.72	37 088 709.18

Table 22 — Breakdown of sales revenue (1 January to 31 December 1994)

(ECU)

Customer	Net sales revenue at 31 December 1994					Retained for use under item 2400			Free distribution of OJ	Total retained	Amounts available				
	Official Journal	Other periodicals	Electronic products	Other publications	Total	Official Journal	Other periodicals	Total			Official Journal	Other periodicals	Electronic products	Other publications	Total
Parliament	1 301 627.50	54 032.32	19 406.50	57 453.45	1 432 519.77	453 692.21	15 972.53	469 664.74	158 002.93	627 667.67	689 932.36	38 059.79	19 406.50	57 453.45	804 852.10
Council	930 555.79	0.00	0.00	96 060.90	1 026 616.69	343 896.88	0.00	343 896.88	8 192.98	352 089.86	578 465.93	0.00	0.00	96 060.90	674 526.83
Commission	7 804 596.52	1 784 637.21	2 148 483.89	2 158 625.96	13 896 343.58	3 321 038.98	581 059.21	3 902 098.19	43 812.22	3 945 910.41	4 439 745.32	1 203 578.00	2 148 483.89	2 158 625.96	9 950 433.17
Cedefop	0.00	24 397.93	0.00	37 891.11	62 289.04	0.00	11 377.44	11 377.44	0.00	11 377.44	0.00	13 020.49	0.00	37 891.11	50 911.60
Dublin Foundation	0.00	0.00	0.00	36 805.83	36 805.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36 805.83	36 805.83
University Institute, Florence	0.00	0.00	0.00	51.47	51.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51.47	51.47
Court of Justice	105 720.45	364 847.85	0.00	76 148.43	546 716.73	37 433.52	121 994.72	159 428.24	0.00	159 428.24	68 286.93	242 853.13	0.00	76 148.43	387 288.49
ESC	104 819.51	67 956.12	6 443.47	11 821.07	191 040.17	33 302.25	19 595.74	52 897.99	64 899.15	117 797.14	6 618.11	48 360.38	6 443.47	11 821.07	73 243.03
Court of Auditors	146 370.01	0.00	0.00	1 943.93	148 313.94	60 636.52	0.00	60 636.52	0.00	60 636.52	85 733.49	0.00	0.00	1 943.93	87 677.42
Publications Office	0.00	35 583.25	596 190.93	217 076.90	848 851.08	0.00	0.00	0.00	0.00	0.00	0.00	35 583.25	596 190.93	217 076.90	848 851.08
Total	10 393 689.78	2 331 454.68	2 770 524.79	2 693 879.05	18 189 548.30	4 250 000.36	749 999.64	5 000 000.00	274 907.28	5 274 907.28	5 868 782.14	1 581 455.04	2 770 524.79	2 693 879.05	12 914 641.02

(%)

Customer	Net sales revenue at 31 December 1994					Retained for use under item 2400			Free distribution of OJ	Total retained	Amounts available				
	Official Journal	Other periodicals	Electronic products	Other publications	Total	Official Journal	Other periodicals	Total			Official Journal	Other periodicals	Electronic products	Other publications	Total
Parliament	12.52	2.32	0.70	2.13	7.88	10.68	2.13	9.39	57.47	11.90	11.76	2.41	0.70	2.13	6.23
Council	8.95	0.00	0.00	3.57	5.64	8.09	0.00	6.88	2.98	6.67	9.86	0.00	0.00	3.57	5.22
Commission	75.09	76.55	77.55	80.13	76.40	78.14	77.47	78.04	15.94	74.81	75.65	76.11	77.55	80.13	77.05
Cedefop	0.00	1.05	0.00	1.41	0.34	0.00	1.52	0.23	0.00	0.22	0.00	0.82	0.00	1.41	0.39
Dublin Foundation	0.00	0.00	0.00	1.37	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.37	0.28
University Institute, Florence	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Court of Justice	1.02	15.65	0.00	2.83	3.01	0.88	16.27	3.19	0.00	3.02	1.16	15.36	0.00	2.83	3.00
ESC	1.01	2.91	0.23	0.44	1.05	0.78	2.61	1.06	23.61	2.23	0.11	3.06	0.23	0.44	0.57
Court of Auditors	1.41	0.00	0.00	0.07	0.82	1.43	0.00	1.21	0.00	1.15	1.46	0.00	0.00	0.07	0.68
Publications Office	0.00	1.53	21.52	8.06	4.67	0.00	0.00	0.00	0.00	0.00	0.00	2.25	21.52	8.06	6.57
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 22 and 22a)**

Net sales revenue for the institutions in 1994 amounted to ECU 18 189 548.30 and breaks down as follows.

<i>(ECU)</i>	
Net amount of invoices drawn up in 1994	19 829 781.31
Net amount of invoices outstanding:	
— at 1 January 1994	7 733 848.35
— at 31 December 1994	9 804 699.77
Total sales revenue received at 31 December 1994	17 758 929.89
Profit/loss 1994	66 888.85
Share of expenses	194 327.06
Share of miscellaneous revenue	691 834.32
Total net sales revenue in 1994	18 189 548.30

**4.2.3. Breakdown
by type of publication**

See tables below.

Net amount of invoices drawn up in 1992, 1993 and 1994

	1992		1993		1994	
	ECU	%	ECU	%	ECU	%
Individual publications	3 333 971.68	22.75	2 506 142.19	15.96	2 555 635.37	12.89
Official Journal (L, C, S)	8 297 594.80	56.63	8 613 834.65	54.86	11 278 074.90	56.87
Other periodicals	1 768 434.66	12.07	1 910 893.05	12.17	2 204 319.57	11.12
Electronic products	1 214 944.94	8.29	2 484 723.96	15.83	3 749 852.90	18.91
Miscellaneous	36 729.47	0.25	185 349.46	1.18	41 898.57	0.21
Total	14 651 675.55	100.00	15 700 943.31	100.00	19 829 781.31	100.00

Total net sales revenue in 1992, 1993 and 1994

	1992		1993		1994	
	ECU	%	ECU	%	ECU	%
Individual publications	3 141 876.10	19.87	2 093 271.15	14.56	2 646 296.68	14.55
Official Journal (L, C, S)	9 077 588.23	57.41	8 109 743.09	56.39	10 393 689.78	57.14
Other periodicals	2 252 814.25	14.25	1 842 295.17	12.81	2 331 454.68	12.82
Electronic products	1 261 543.92	7.98	2 272 045.50	15.80	2 770 524.79	15.23
Miscellaneous	77 428.63	0.49	63 103.01	0.44	47 582.37	0.26
Total	15 811 251.13	100.00	14 380 457.92	100.00	18 189 548.30	100.00

5. Activities of the administrative and technical departments

5.1. General services

5.2. Workshops

5.3. Stock management and distribution

5.4. Computer applications

5.1. General services

5.1.1. Buildings

With a view to the accession of the new Member States, in the second half of 1994 the Publications Office took the necessary steps to have, as from 1 September 1994, a team of 47 persons responsible for producing the secondary legislation in the new languages.

Since the office space available in the 'Mercier' building was not sufficient to accommodate these additional members of staff, and since the Luxembourg Government will not be in a position to vacate its floor of the building before 1997, the Publications Office had to rent 725m² in the Galerie Kons; this area can be adjusted to meet the actual needs which arise. This recently refurbished building is opposite Luxembourg Central Station, close to the main Publications Office building.

It should also be noted that the Publications Office had to approach both the owner and the Luxembourg Government (the main tenant of the building) with a view to having certain improvements made in the older part of the Mercier building, involving both the external structure and the internal facilities of these premises, in the interests of health and safety.

5.1.2. Renovation of the restaurant/cafeteria/self-service canteen

Because of administrative and budgetary constraints it was not possible to carry out the transfer of the restaurant from the eighth floor to the ground floor in 1994. However, this transfer of the restaurant facilities remains a necessity, both to make better use of the space available and for health and safety reasons.

5.1.3. Mail room/messengers

The workload in the mail room decreased slightly, in that the number of letters sent by the Publications Office and recorded by serial number dropped from 23 000 to 20 000 originals and from 69 000 to 60 000 copies. The reason for this is no doubt the increasing use of fax machines.

On the other hand, the number of letters received by the Office and registered by date and time increased from approximately 90 000 to 94 000 (+ 4%).

5.1.4. Inventory of equipment/furniture

The computerized system for taking stock of furniture and equipment has proved its worth and means that an inventory of the objects in use in the various departments is available at all times.

5.1.5. Removal of waste paper

New equipment for compacting printshop waste and waste paper was brought into service, which should make it possible to limit the costs of waste paper removal.

5.2. Workshops

There were no major technological advances in the workshops in 1994. However, thanks to previous investment there was an increase in the diversity and complexity of the work undertaken. The total number of jobs carried out thus increased substantially (+ 16.2%), but print runs were shorter, which explains a slight drop (– 3.8%) in total printed output. The merger into a single unit in September of the two naturally linked activities of printing and distribution is already showing its effectiveness in increased coordination of the individual stages of work, in particular for urgent jobs.

A comparison of activities in 1994 with those in 1993 reveals the following:

- (i) a slight drop in print runs, as mentioned above;
- (ii) an increase in the workload, with increased productivity, in all other sectors apart from the binding section, which is only to be expected in view of the increasing number of publications with shorter print runs.

Although the Commission is still the main user of the workshops' services, there was a certain drop in output for that institution compared with 1993. This is because the time spent on producing the various publications catalogues has been allocated in proportion to how much the institutions featured in those catalogues, which is why Table 24 contains some institutions for the first time.

The number of hours worked for the ESC and the Court of Justice decreased substantially, but the Court of Auditors made more use of the workshops than in the past, although its demands are still very modest.

Table 23 — Workshop productivity in 1994

Section	1994	1993	Change (%)
Photocomposition (pages photocomposed/hour)	6.51	6.13	6.20
Assembly (pages imposed/hour)	15.11	14.64	3.21
Photography (films + contacts/hour)	3.25	3.16	2.85
Offset (A4 pages/hour)	14 666	14 371	2.05
Binding (16-page A1 signatures folded/hour)	2 091	2 102	– 0.52
LOD (on-demand printing by photocopier) (photocopies/hour)	4 585	4 370	4.92

Table 24 — Breakdown of workshop hours by institution in 1993

Institution	Planning/ accounting	Photo- compo- sition	Assembly	Photo	Offset	Binding	LOD	Quality control	Total
Commission	5 186	4 010	4 513	2 680	7 110	10 458	3 381	2 245	39 583
Court of Justice	309	104	361	318	598	564	0	147	2 401
ESC	230	141	10	4	40	1 481	280	110	2 296
Florence	229	104	282	185	302	523	62	128	1 815
Cedefop	187	153	170	95	262	333	126	80	1 406
Court of Auditors	101	7	132	85	96	72	116	68	677
EP	63	53	59	34	92	113	43	29	486
Council	63	53	59	34	92	113	43	29	486
Dublin Foundation	58	49	52	31	79	97	40	27	433
Total	6 426	4 674	5 638	3 466	8 671	13 754	4 091	2 863	49 583

Breakdown of workshop hours by institution in 1993

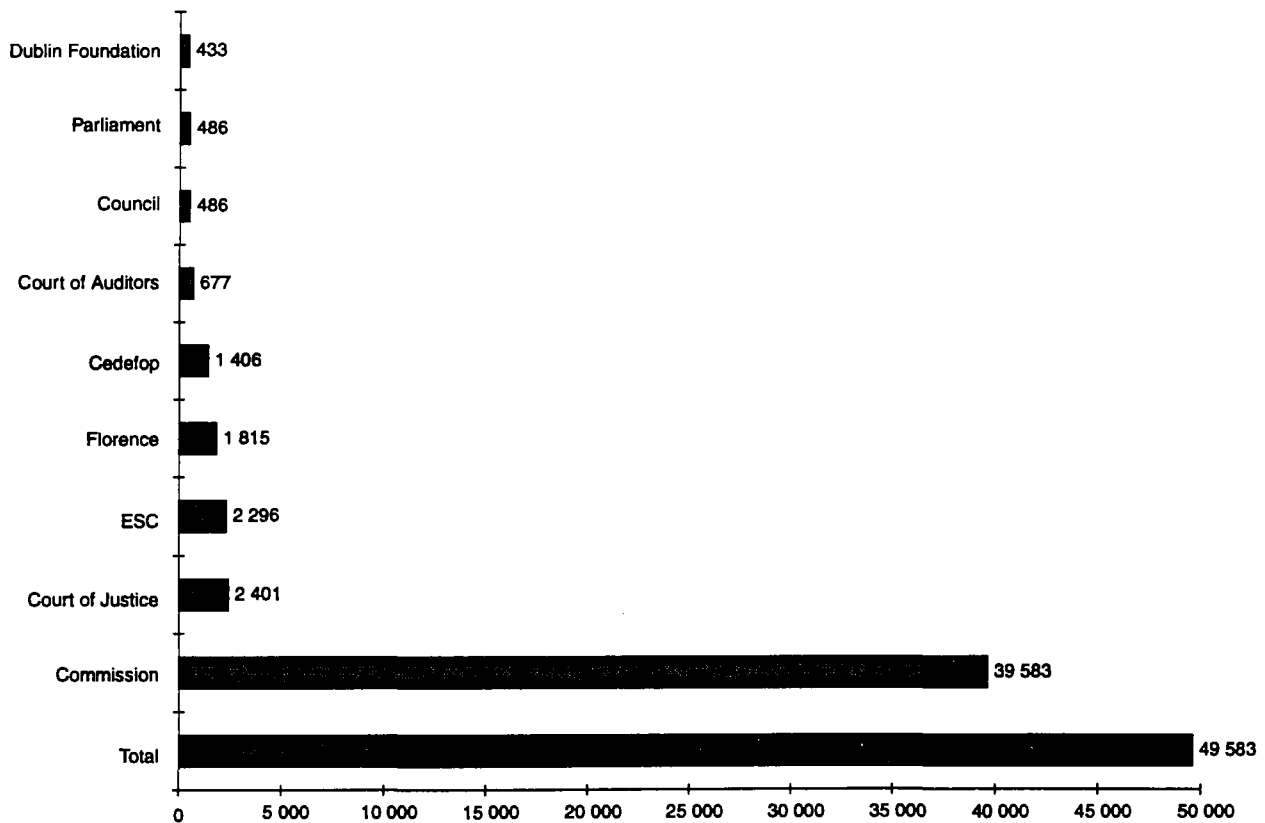
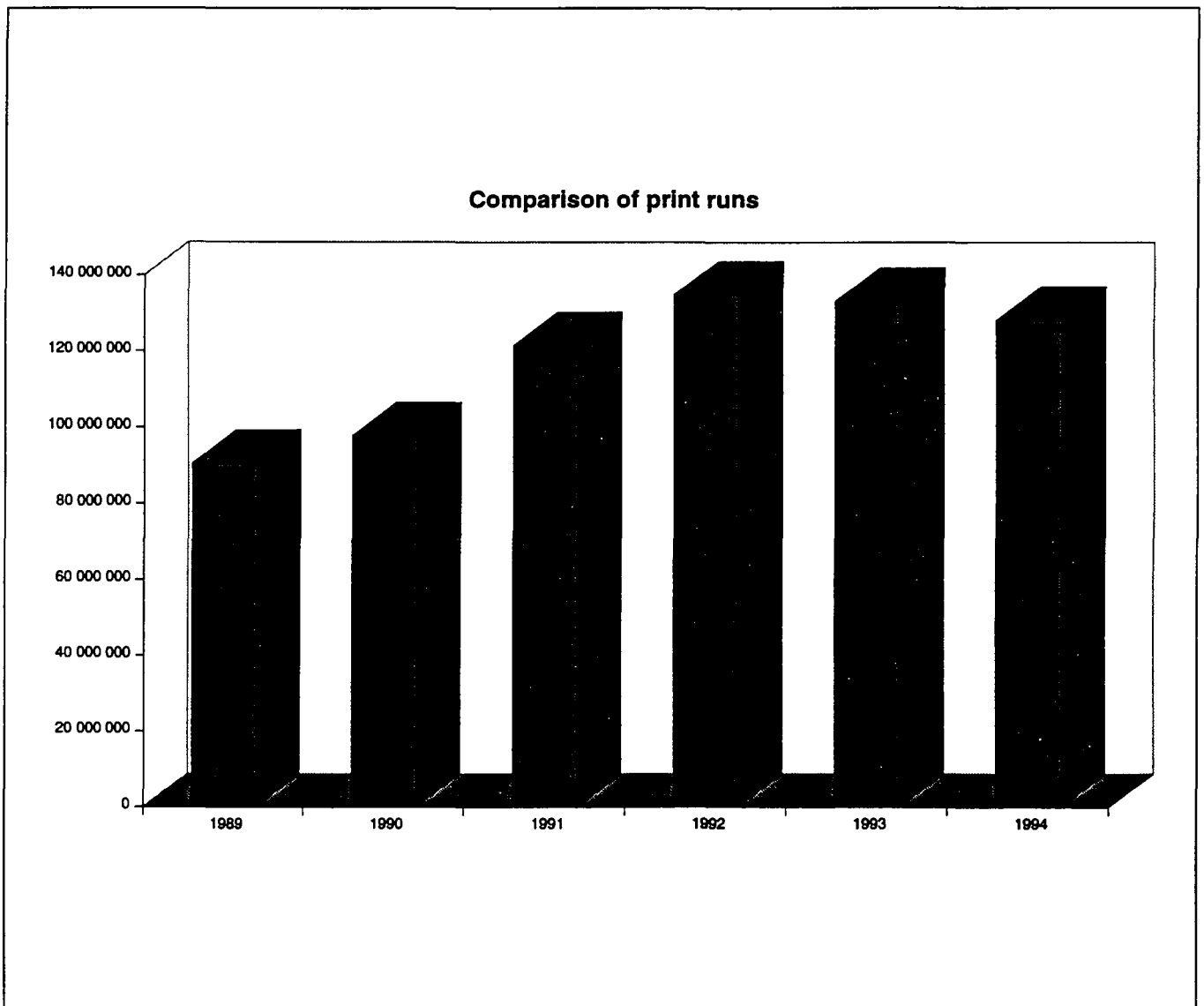


Table 25 — Comparison of print runs ¹

Year	Format				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
1993	14 414 700	1 066 170	6 791 550	0	133 165 380
1994	13 633 800	1 675 100	6 176 800	0	128 124 400

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



5.3. Stock management and distribution

5.3.1. Structure and organization

In 1994, there were major changes in the Publications Office's distribution departments.

At the beginning of the year, it was decided to incorporate into this sector the management of customer address files, and also the management and reproduction of video cassettes, which are mainly intended for commercial distribution.

The Office has improved the information it gives on the invoicing of operations it carries out on behalf of the institutions, in particular regarding the costs of inputting the addresses of new subscribers.

Lastly, in the fourth quarter, all the stock management and distribution activities were assigned to Unit OP/6 (Printshop) in order to rationalize coordination between these two areas of activity.

5.3.2. Equipment

Work began on installing a second rapid packaging line in the Gasperich distribution centre to cope with the increased number of dispatches and the need to have back-up equipment for dispatching the Official Journal. This work will be completed in 1995.

5.3.3. Contracts

Specifications were drawn up with a view to issuing invitations to tender for new contracts for transporting publications both within the European Union and beyond, a contract for handling services in connection with distribution operations and a contract for reproducing microfiches. These contracts took effect in 1994, except for the last, which came into operation in 1995.

5.3.4. Computer applications

The range of facilities for data transfer was extended to enable address files from various sources to be used for printing addresses directly on consignments. This puts the Office in a position to respond more economically and more reliably to distribution requests from the departments which commission publications.

5.3.5. Stock

The Office systematically proposes to the owners of publications that stocks of publications which have moved very slowly over the preceding 18 months should be disposed of. Thanks to this sustained effort the number of titles in stock fell spectacularly in 1994, by 17.6% for publications other than the OJ. Despite this, the number of copies in stock rose considerably, by 16.4% for these same publications (see Table 27).

5.3.6. Distribution

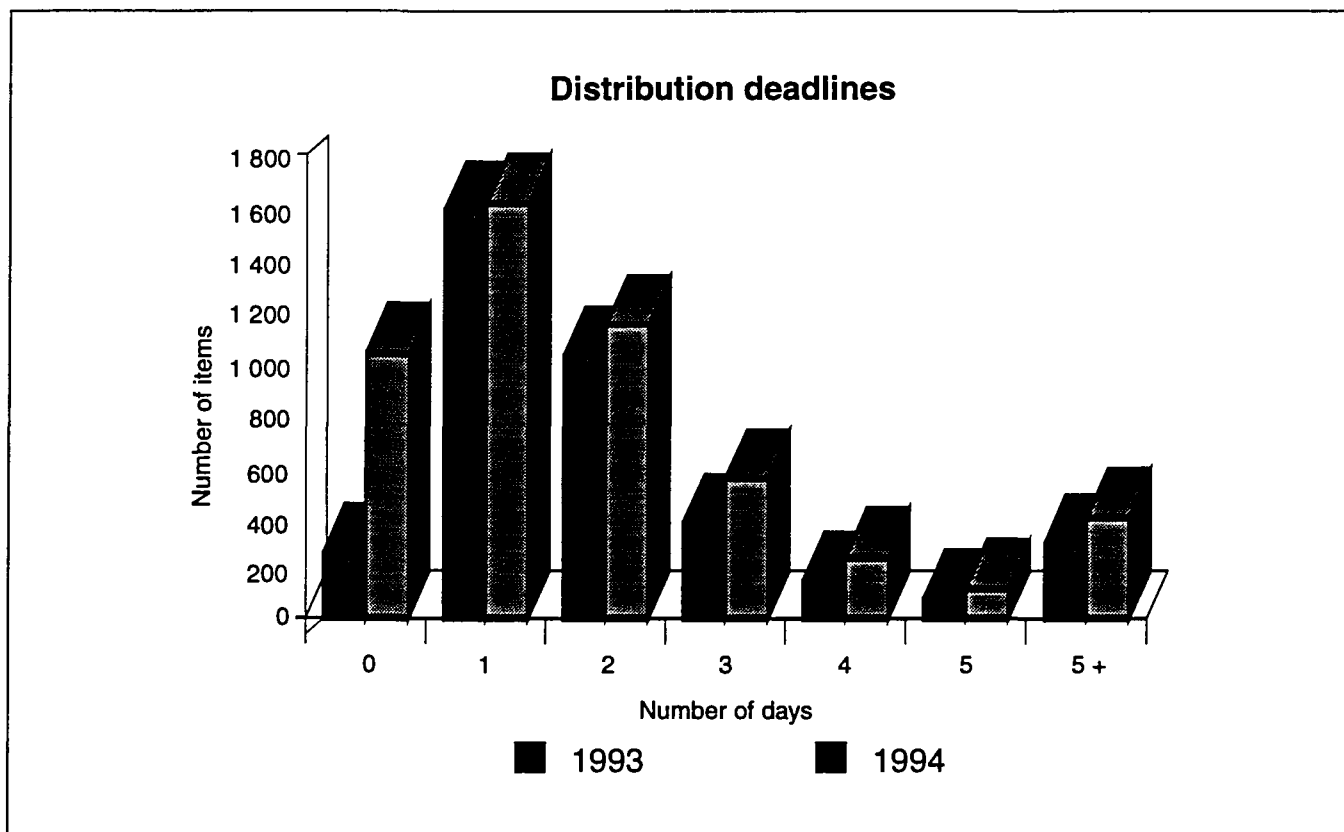
At the beginning of the year, the Publications Office carried out an enormous one-off operation. At the request of the Commission's DG X (Information, Communication, Culture and Audiovisual Media), 4 million copies of an information leaflet were sent out to approximately 1% of the Union's population. This exceptional work was spread over eight weekends with three-shift working in order not to interfere with the requirements of the ordinary dispatching work.

All distribution activities (see Table 26) increased appreciably, the number of titles rising by around 9% and the number of copies by around 28%. This is a further substantial increase in real terms, particularly in the number of copies handled. There had already been a major surge in 1992, followed in 1993 by a normal increase in activity.

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

	1993	1994	Change (%)
Number of titles received			
— OJ	9 271	9 682	+ 4.43
— other publications	6 644	5 868	- 11.68
— COM/ESC documents	8 371	10 920	+ 30.45
Total	24 286	26 470	+ 8.99
Number of titles dispatched			
— OJ	9 271	9 682	+ 4.43
— other publications	7 200	6 492	- 9.83
— COM/ESC documents	8 371	10 920	+ 30.45
Total	24 842	27 094	+ 9.07
Number of copies received			
— OJ	24 185 828	25 557 858	+ 5.67
— other publications	28 332 716	42 241 578	+ 49.09
— COM/ESC documents	1 012 877	1 033 002	+ 1.99
Total	53 531 421	68 832 438	+ 28.58
Number of copies distributed			
— OJ	19 341 199	21 024 677	+ 8.70
— other publications	22 487 222	32 502 885	+ 44.54
— COM/ESC documents	920 797	939 093	+ 1.99
Total	42 749 218	54 466 655	+ 27.41

As shown in the bar chart 'Distribution deadlines', the increase in activity did not prevent further improvement in distribution deadlines. Nearly 66% of all publications were dispatched within 48 hours of receipt, and 90% within four days. It should be noted that these figures do not cover the Official Journal, which is automatically distributed within hours of its arrival at the distribution centre.



5.3.7. Orders met

Table 27 gives details of the main operations involved in meeting orders and keeping stocks.

Only the number of order lines dropped slightly (- 1.5%), not for the first time. The other results showed significant increases (number of orders executed + 9.5%, number of copies dispatched + 21%).

After the decrease in 1993, the 1992 figures were thus exceeded.

Despite the increase in the number of copies dispatched to meet orders, 91% of the orders were met within 24 hours.

Table 27 — Trends in the volume of operations in the warehouse/stock section

	1993	1994	Change (%)
<i>Order processing</i>			
Number of orders:			
— OJ	13 982	13 606	- 2.69
— other publications	21 514	25 301	+ 17.60
— COM/ESC documents	274	272	- 0.73
Total	35 770	39 179	+ 9.53
Number of order lines:			
— OJ	208 769	189 880	- 9.05
— other publications	99 653	113 593	+ 13.99
— COM/ESC documents	455	645	+ 41.76
Total	308 877	304 118	- 1.54
Number of copies dispatched:			
— OJ	718 965	696 690	- 3.10
— other publications	1 266 291	1 706 455	+ 34.76
— COM/ESC documents	1 747	722	- 58.67
Total	1 987 003	2 403 867	+ 20.98
<i>Stock</i>			
Number of titles in stock at 31 December			
— OJ	21 728	20 023	- 7.85
— other publications	24 819	20 456	- 17.58
Total	46 547	40 479	- 13.04
Number of copies in stock at 31 December ¹			
— OJ	3 052 742	2 870 591	- 5.97
— other publications	9 230 970	10 743 301	+ 16.38
Total	12 283 712	13 613 892	+ 10.83

¹ These figures are a guide to the number of copies in stock. Certain items should be added to these, such as the collections of the OJ and of the European Court Reports, a varying number of copies being put into the collections as they appear.

5.3.8. Micrography

The trend in the volume of micrography operations was upwards (see Table 28). Production increased overall by more than 16%, and dispatches to subscribers by nearly 10%. The only drop was in orders (29% less than in 1993), which could reflect a trend away from microfiches towards CD-ROM and other electronic information media.

However, the increase in the number of subscriptions offset the drop in individual orders, and the total number of copies dispatched has been fairly stable over the last three years.

Table 28 — Trends in the volume of operations in the micrography section

	1993	1994	Change (%)
Number of microfiches produced internally and externally from masters:			
— OJ (internal production)	346 436	425 913	+ 22.94
— OJ (external production)	1 470 825	1 659 477	+ 12.83
— ESC documents	24 360	23 477	- 4.09
— COM documents	498 405	625 817	+ 25.56
— EP reports	634 176	730 377	+ 15.17
— EP debates	19 836	28 115	+ 41.74
Total microfiches produced from masters	2 994 038	3 493 176	+ 16.67
Number of microfiches viewed (new items delivered)	16 863	19 621	+ 13.36
Number of pages microfilmed	1 145 670	1 347 035	+ 17.58
Number of microfiches distributed			
— OJ	1 312 006	1 486 058	+ 13.27
— other publications	1 047 816	1 108 633	+ 5.80
Total microfiches distributed	2 359 822	2 594 691	+ 9.95
Number of microfiches dispatched to order	1 135 684	801 765	- 29.40

5.3.9. File management

With the leaflet on the European Union mentioned in 5.3.6, a questionnaire was sent out on the centres of interest of the target population. Exploiting the results of this survey, to which 65 000 replies were received, produced some 38 000 new subscribers.

During 1994, several departments which commission publications approached the Publications Office with a view to incorporating, against payment, their address files into the SAGAP database, the computerized system for processing addresses and publications. This produced an increase of some 70 000 addresses in the files managed by the Publications Office.

Table 29 — Trends in the volume of operations in the file management section

	1993	1994	Change (%)
Number of addresses	320 000	393 503	+ 22.97
Number of files	514	663	+ 28.99
Number of subscriptions ¹	870 000		
Number of subscription lines ¹	not available	743 379	

¹ The computerized system now gives statistics based on the number of subscription lines.

5.3.10. Video section

Since this is a new activity for the Publications Office, no precise figures are available for previous years (see Table 30). Nevertheless, this section can be said to be flourishing, thanks to the promotional work at present being done by the Commission and the Publications Office to spread information through this medium.

Table 30 — Volume of operations in the Video Section

	1994	1993
Number of orders met	not available	594
Number of copies ordered	not available	3 106

5.4. Computer applications

The Publications Office continued to pursue its strategic objectives concerning computer applications, particularly with regard to its internal organization and operating procedures.

Much work was done on making units more involved with the projects which concerned them. Some units wanted to take direct control of particular projects.

The year 1994 was the period when preparations were made for the accession of the new Member States, with the addition of two new official languages. A particularly sensitive — but successful — operation was the setting up of the technical and applications infrastructure for producing the Finnish and Swedish versions of the secondary legislation.

5.4.1. Project management

The year 1994 was one of transition for all aspects of the applications relating to commercial management. Under Gescom an initial module was put into operation to handle the management and invoicing of publicly accessible databases. Other sections of this application will follow in stages so that the whole system will be operational in 1996.

The other applications in this field, SAGAP and Planning, are also being restructured, with the general aim of furthering the Publications Office's commercial strategy. Under the title SEI-DD (Système Editorial Informatisé du Droit Dérivé — computerized publishing system for secondary legislation), an application was developed with the twofold objective of marking up in SGML the texts to be published for the Finnish and Swedish editions of the secondary legislation and managing all the activities associated with the production process, thus giving the managers access to precise information on progress with the work in hand.

ARCEL (electronic archives) also underwent considerable changes, both technical and organizational. Firstly, the validation systems, which had hitherto been fed by magnetic tapes provided by the printers, were put under UNIX, which drastically reduced operating costs. Most of the data are now sent by electronic transfer; after validation they are available in an optical disk archive with easy access. It should also be emphasized that ARCEL data are increasingly useful for certain production chains such as Consleg (Consolidation of Community legislation).

Quite apart from the institutions' interest in the ARCEL system, the Publications Office has been asked for advice on publishing applications and has produced a number of systems in this field. In close collaboration with the Commission's Directorate-General for Budgets and the Translation Service, the Publications Office has developed a computerized system for managing the drawing up of budget documents (SEI-BUD) so as to provide a structured electronic file (in SGML) for the publication phase. This system will be extended in stages to the other institutions concerned.

The European Parliament has also asked the Publications Office to set up adjustment systems using SGML for its various official publications and, starting in 1995, the first system will handle Parliament's minutes of proceedings.

The Publications Office has also supplied an application for managing interest groupings to a contractor engaged by the Commission to collect information in this field.

5.4.2. Studies and technology

The infrastructure projects concerned three main areas:

- (a) **methodology**, with more investment directed at moving towards a customer/server architecture and the object approach;
- (b) **the technical infrastructure**, with the provision of tools to simplify management of the network, the servers and the individual workstations;
- (c) **development of new products/equipment.**

The INSIS-Fax Group IV project entered the pilot phase, with the aim of determining the feasibility and desirability of using this new generation of fax machines.

Major changes in the telephone system to integrate it into the Commission's network took up considerable resources.

The Publications Office also lends its support to certain Commission working parties, in connection with everything concerning the management and storage of and access to documentary data.

5.4.3. Computer centre

The resources in the Publications Office's computer centre underwent great changes, particularly with regard to the servers under UNIX and the workstations.

All this equipment, which is now spread over four buildings occupied by the Publications Office, represents more than 250 gigabytes of disk capacity.

The Siemens BS 2000 mainframe continued to act as a back-up for operations relating to production of the S series of the Official Journal. This arrangement was activated in 1994 without users noticing any difference in the quality of the service.

A second Epoch configuration for archiving large volumes of data was brought into service during the year.

5.4.4. Network

The Publications Office manages a large computer network which it has integrated with its telephone resources in order to reflect the sharing of the physical infrastructure (cabling and external links) between computer and telephone applications.

Over a period of four weeks a 'commando operation' was carried out to install the infrastructure required for the smooth running of the computer and telephone networks in the building intended for the secondary legislation team.

In 1994, the Publications Office received its first X-400 platform, which, with the one to be installed at the beginning of 1995, will make it possible to migrate to this new generation of electronic mail.

5.4.5. User support

User support activities have concentrated on training and assistance in connection with the transfer of users to Windows and the implementation of Eurolook, which is designed to standardize the institutions' image through the presentation of all their documents and to facilitate electronic exchange of these documents.

It should be noted that for some 400 workstations, most of which are connected to the Publications Office's network, there were 2 728 calls to the help desk, 700 requests for computer equipment and more than 600 individual training operations.

5.4.6. Control and security

In 1994, work in this field mainly concerned the audit function, the security of the network and measures to ensure that working procedures and rules were complied with.

6. The printing market and management of contracts concluded by the Office on its own behalf or for 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

In 1994, new contracts came into force for producing the Official Journals. An important feature of these contracts is a reduction in unit production costs of the order of 5 to 15%, depending on the contracts and the work concerned.

The very competitive conditions of a good number of publication contracts recently concluded by the Publications Office encouraged many of the Commission departments which commission publications, on the advice in particular of Financial Control and the CCPC (Consultative Committee on Purchases and Contracts), to make more use of the Publications Office's contract management services.

6.2. Activities by sector

6.2.1. Official Journal and associated products

Certain issues of the Official Journal are put out to tender, with orders going, under a framework contract, to the firms submitting the lowest bid in each case. This practice, which is based on a concern to obtain the best possible financial terms, led to the preparation of 157 estimates and the issuing of 69 order forms in 1994. In addition, 194 order forms were drawn up for 'associated products'.

2 872 invoices were checked, resulting in the receipt of 92 credit notes with a total value of ECU 1 849 489.

Orders		Invoices		
		Handled	Paid	Adjusted
Paper version	69 (- 55.2%)	1 117 (+ 2.4%)	965 (- 2.4%)	6 (- 25%)
Other products	194 (+ 10.9%)	1 755 (- 6.2%)	1 399 (- 12.2%)	31 (+ 34.8%)
Total	263 (- 20%)	2 872 (- 3%)	2 364 (- 8.4%)	37 (+ 19.3%)

NB: The figures in brackets show the percentage change from 1993.

Table 31 gives a detailed breakdown of invoices per product group and institution for 1994.

Table 32 gives detailed figures per month and series for Official Journal production.

Table 33 gives a monthly breakdown by institution of the pages invoiced for the Official Journal.

Table 31 — Invoicing of the OJ to the institutions in 1994

(ECU)

	EP	Council	Commission		Court of Justice	ESC	Court of Auditors	Total
			A-3400	B-5304				
<i>Paper version</i>								
L series	1 576 624.41	4 111 935.62	15 027 843.84	0.00	10 308.28	30 292.06	0.00	20 757 004.21
C series	2 691 913.93	566 386.98	9 625 602.65	0.00	526 875.10	329 178.56	710 364.61	14 450 321.83
S series	0.00	0.00	0.00	19 272 430.64	0.00	0.00	0.00	19 272 430.64
Subtotal 1	4 268 538.34	4 678 322.60	24 653 446.49	19 272 430.64	537 183.38	359 470.62	710 364.61	54 479 756.68
(of which carried forward)	1 964 090.16	1 684 307.43	3 702 552.88	2 796 501.08	103 190.28	90 075.70	514 015.46	10 854 732.99
<i>Miscellaneous products</i>								
Proofreading and reprinting	0.00	0.00	20 711.48	0.00	0.00	0.00	0.00	20 711.48
Transport/packaging/dispatch	118 536.29	86 140.98	742 378.42	398 192.76	9 159.95	10 738.38	10 809.34	1 375 956.12
Magnetic media	43 559.39	30 942.24	137 298.79	8 874.60	3 351.09	3 927.75	3 222.49	231 176.35
OJ S	0.00	0.00	0.00	16 133 669.87	0.00	0.00	0.00	16 133 669.87
Indexes	60 973.34	135 502.87	670 228.98	0.00	89 591.35	0.00	0.00	956 296.54
MCAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget documents	415 545.64	697 228.43	1 376 442.09	0.00	0.00	0.00	0.00	2 489 216.16
Microfilming	51 537.16	36 608.46	160 039.07	0.00	3 961.56	4 634.52	3 804.18	260 584.95
Nimexe	0.00	0.00	2 260.79	0.00	0.00	0.00	0.00	2 260.79
Celex	0.00	0.00	152 191.00	0.00	0.00	0.00	0.00	152 191.00
Eurovoc	10 353.15	22 552.38	111 429.06	0.00	14 798.87	0.00	0.00	159 133.46
Indexing system	64 159.15	45 326.12	214 003.82	0.00	23 411.41	0.00	0.00	346 900.50
SEI	15 840.36	11 246.42	305 968.93	5 993 301.80	1 192.20	1 327.32	1 104.77	6 329 981.80
Treaties	13 237.05	17 649.39	44 123.49	0.00	7 059.76	2 647.41	3 529.87	88 246.97
Directory	0.00	268 545.12	647 155.29	0.00	0.00	0.00	0.00	915 700.41
Formex	0.00	0.00	253 912.50	0.00	0.00	0.00	0.00	253 912.50
Consolidation	0.00	717 775.33	386 494.51	0.00	0.00	0.00	0.00	1 104 269.84
PAIs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Various IT products	681 636.06	484 214.19	2 176 718.34	0.00	52 516.82	61 758.92	50 622.75	3 507 467.08
Syspub	0.00	0.00	1 434 253.68	0.00	0.00	0.00	0.00	1 434 253.68
Arndon	222 933.27	158 363.47	703 439.50	0.00	17 167.79	20 167.85	16 536.24	1 138 608.12
Secondary legislation	0.00	6 164.00	3 036.00	0.00	0.00	0.00	0.00	9 200.00
Subtotal 2	1 698 310.86	2 718 259.40	9 542 085.74	22 534 039.03	222 210.80	105 202.15	89 629.64	36 909 737.62
(of which carried forward)	234 394.50	294 597.02	1 418 501.60	2 508 647.06	32 955.99	20 945.17	19 105.28	4 529 146.62
Grand total	5 966 849.20	7 396 582.00	34 195 532.23	41 806 469.67	759 394.18	464 672.77	799 994.25	91 389 494.30
1994 appropriations	3 768 364.54	5 417 677.55	29 074 477.75	36 501 321.53	623 247.91	353 651.90	266 873.51	76 005 614.69
Carried over from 1993	2 198 484.66	1 978 904.45	5 121 054.48	5 305 148.14	136 146.27	111 020.87	533 120.74	15 383 879.61

Table 32 — Monthly breakdown by institution of OJ pages produced in 1994

L + C + S series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1992 figures	Change 1994/93	% change
EP	6 455	21 493	4 278	1 278	6 030	1 980	6 759	2 646	2 644	4 444	6 918	27 180	92 105	73 533	+ 18 572	+ 25.26
Council	3 969	3 240	3 522	4 015	8 720	3 196	3 654	5 985	1 147	1 576	1 395	25 609	66 028	47 944	+18 084	+ 37.72
Commission	38 524	45 143	48 561	47 552	72 853	53 277	59 821	55 917	57 737	55 197	53 417	96 993	684 992	499 299	+ 185 693	+ 37.19
Court of Justice	433	405	639	468	441	399	332	576	178	654	330	1 278	6 133	5 096	+ 1 037	+ 20.35
ESC	0	1 404	0	0	1 260	33	936	0	10	1 071	0	2 574	7 288	5 664	+ 1 624	+ 28.67
Court of Auditors	1 377	747	792	639	0	3	0	0	0	90	4 356	1 260	9 264	4 701	+ 4 563	+ 97.06
Total	50 758	72 432	57 792	53 952	89 304	58 888	71 502	65 124	61 716	63 032	66 416	154 894	865 810	636 237	+ 229 573	+ 36.08

L series

Institutions	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1992 figures	Change 1994/93	% change
EP	0	15 840	0	234	270	297	1 422	0	144	1	0	19 242	37 450	17 622	+ 19 828	+ 112.52
Council	3 731	3 141	3 482	3 268	7 707	2 638	3 546	4 068	1 125	649	1 017	24 417	58 789	45 915	+ 12 874	+ 28.04
Commission	9 823	8 999	8 920	8 234	10 959	8 153	15 552	8 676	9 414	11 016	7 623	35 055	129 438	129 438	+ 12 986	+ 10.03
Court of Justice	0	0	54	0	0	0	0	0	13	0	0	0	0	0	+ 67	—
ESC	0	0	0	0	0	0	0	0	0	198	0	0	0	0	+ 198	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	13 554	27 980	12 456	11 736	18 936	11 088	20 520	12 744	10 696	11 864	8 640	78 714	192 975	192 975	+ 45 953	+ 23.81

Table 32 (cont.) — Monthly breakdown by Institution of OJ pages produced in 1994

C series

Institutions	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1992 figures	Change 1994/93	% change
EP	6 455	5 653	4 278	1 044	5 760	1 683	5 337	2 646	2 500	4 443	6 918	7 938	54 655	55 911	- 1 256	- 2.25
Council	238	99	40	747	1 013	558	108	1 917	22	927	378	1 192	7 239	2 029	+ 5 210	+ 256.78
Commission	3 033	4 464	6 485	3 390	29 854	11 392	6 559	7 461	8 867	2 997	4 306	16 758	105 566	78 495	+ 27 071	+ 34.49
Court of Justice	433	405	585	468	441	399	332	576	165	654	330	1 278	6 066	5 096	+ 970	+ 19.03
ESC	0	1 404	0	0	1 260	33	936	0	10	873	0	2 574	7 090	5 664	+ 1 426	+ 25.18
Court of Auditors	1 377	747	792	639	0	3	0	0	0	90	4 356	1 260	9 264	4 701	+ 4 563	+ 97.06
Total	11 536	12 772	12 180	6 288	38 328	14 068	13 272	12 600	11 564	9 984	16 288	31 000	189 880	151 896	+ 37 984	+ 25.01

S series

Institutions	Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1992 figures	Change 1994/1993	% change
EP	0	0	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	0	0	—
Commission	25 668	31 680	33 156	35 928	32 040	33 732	37 710	39 780	39 456	41 184	41 488	45 180	437 002	291 366	+ 145 636	+ 49.98
Court of Justice	0	0	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	0	0	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	25 668	31 680	33 156	35 928	32 040	33 732	37 710	39 780	39 456	41 184	41 488	45 180	437 002	291 366	+ 145 636	+ 49.98
Number of notices	6 013	6 589	7 646	8 036	7 570	7 455	8 260	8 991	8 703	8 558	9 025	9 491	96 337	67 192	+ 29 145	+ 43.38

**Table 33 — Breakdown by Institution of OJ pages invoiced in 1994 (production carried over from 1993 + production in 1994)
All series**

L + C + S series

Institution	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1992 figure	Change 1994/93	% change
EP	3 058	6 313	1 968	37	18 882	2 556	5 292	18 408	81	5 112	3 154	6 279	71 140	66 358	+ 4 782	+ 7.21
Council	5 092	9 720	2 736	9 288	1 785	864	2 722	8 604	8 403	3 033	5 287	909	58 443	44 128	+ 14 315	+ 32.44
Commission	48 505	73 239	31 401	24 291	31 586	11 700	90 545	52 606	86 062	57 879	75 285	73 266	656 365	478 196	+ 178 169	+ 37.26
Court of Justice	189	614	105	9	1 035	0	0	264	1 376	720	462	15	4 789	5 314	- 525	- 9.88
ESC	360	1 044	0	0	900	504	0	945	1 284	0	208	9	5 254	6 186	- 932	- 15.07
Court of Auditors	0	5 238	432	135	1 080	0	99	3	540	0	0	90	7 617	5 358	+ 2 259	+ 42.16
Total	57 204	96 168	36 642	33 760	55 268	15 624	98 658	80 830	97 746	66 744	84 396	80 568	803 608	605 540	+ 198 068	+ 32.71

L series

Institution	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1992 figure	Change 1994/93	% change
EP	72	0	1 962	0	15 840	0	36	765	0	1 422	145	0	20 242	16 704	+ 3 538	+ 21.18
Council	5 002	9 383	2 664	9 198	1 736	864	1 886	7 614	7 884	1 908	4 375	576	53 090	41 858	+ 11 232	+ 26.83
Commission	12 514	30 293	3 600	5 526	11 250	648	16 294	12 969	10 584	9 810	15 993	7 668	137 149	119 485	+ 17 664	14.78
Court of Justice	0	0	0	0	54	0	0	0	0	0	9	0	63	9	+54	+ 600.00
ESC	0	0	0	0	0	0	0	0	0	0	198	0	198	0	+ 198	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	17 588	39 676	8 226	14 724	28 880	1 512	18 216	21 348	18 468	13 140	20 720	8 244	210 742	178 056	+ 32 686	+ 18.36

Table 33 (cont.) — Breakdown by Institution of OJ pages invoiced in 1994 (production carried over from 1993 + production in 1994)
All series

C series

Institution	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1993 figures	Change 1994/93	% change
EP	2 986	6 313	6	37	3 042	2 556	5 256	17 643	81	3 690	3 009	6 279	50 898	49 654	+ 1 244	+ 2.51
Council	90	337	72	90	49	0	836	990	519	1 125	912	333	5 353	2 270	+ 3 083	+ 135.81
Commission	1 503	4 786	1 197	2 745	7 844	144	5 941	6 247	37 768	8 289	4 356	9 314	90 134	84 202	+ 5 932	+ 7.04
Court of Justice	189	614	105	9	981	0	0	264	1 376	720	453	15	4 726	5 305	- 579	- 10.91
ESC	360	1 044	0	0	900	504	0	945	1 284	0	10	9	5 056	6 186	- 1 130	- 18.27
Court of Auditors	0	5 238	432	135	1 080	0	99	3	540	0	0	90	7 617	5 358	+ 2 259	+ 42.16
Total	5 128	18 332	1 812	3 016	13 896	3 204	12 132	26 092	41 568	13 824	8 740	16 040	163 784	152 975	+ 10 809	+ 7.07

S series

Institution	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Total 1994	1993 figures	Change 1994/93	% change
EP	0	0	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	0	0	—
Commission	34 488	38 160	26 604	16 020	12 492	10 908	68 310	33 390	37 710	39 780	54 936	56 284	429 082	274 509	+ 154 573	+ 56.31
Court of Justice	0	0	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	0	0	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Total	34 488	38 160	26 604	16 020	12 492	10 908	68 310	33 390	37 710	39 780	54 936	56 284	429 082	274 509	+ 154 573	+ 56.31

6.2.2. Publications other than the Official Journal

The trend in the number of files opened and dealt with by the Planning Office was as follows.

Type	1993	1994
Periodicals	114	145
Minor jobs	100	106
Individual publications (inc. public and COM documents)	1 895	1 874
Total number of files	2 109	2 125

The administrative and financial management of these publications can be summarized as follows.

Nature of work	1993	1994
Invitations to tender	24	12
— notices published in the Official Journal	19	8
— firms invited to tender	1 588	413 ¹
— bids examined	416	182 ¹
New contracts	87	20
CCPC reports/opinions	11	17
Estimates/quotations	2 619	2 853
Order forms	2 004	2 143
Invoices	2 246	2 479
Credit notes	46	30
Price revisions	23	17

¹ The significant drop in these figures is the result of applying the public contracts Directives, which prohibit awarding authorities from inviting tenders from firms other than those which reply to the published notice of contract. Previously the Publications Office had in addition sought quotations from companies it selected from its files on the basis of suitable technical criteria.

The 2 479 invoices checked represent a total of ECU 26 128 072.16, broken down among the institutions as follows.

Institution	Amount in ecus	%
Parliament	2 002 905.57	7.67
Council	378 209.27	1.45
Commission	20 684 678.58	79.16
Court of Justice	2 315 598.12	8.86
Economic and Social Committee	82 604.24	0.32
Court of Auditors	28 593.26	0.11
Cedefop	276 089.87	1.06
European Foundation, Dublin	69 373.21	0.26
Publications Office	290 020.04	1.11
Total	26 128 072.16	100.00

The 30 credit notes obtained totalled ECU 85 202.85.

The total value of the invoices checked was 28.45% higher than in 1993.

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

The table below summarizes the work done in connection with services and supplies chargeable to the Office's budget.

Nature of work	1993	1994
Procurement requests	414	378
Invitations to tender	18	18
— notices published in the OJ S series	8	6
— firms invited to tender	348	269
— bids examined	102	84
New contracts and special agreements	24	45
CCPC reports	17	8
Estimates/quotations	507	572
Commitments	672	1 450
Order forms	788	936
Invoices	6 894	3 237
Credit notes	93	8
Price revisions	55	60
Recovery orders	68	160
VAT exemption certificates	542	528

7. Staff of the Office and personnel matters

7.1. Officials

7.2. Temporary staff

7.3. Auxiliary staff

7.4. Freelance proofreaders

7.5. Training

7.6. Consultations with staff representatives

**7.7. Consultations with trade unions
and professional bodies**

7.1. Officials

To take account of budgetary difficulties, no application for posts was made for 1994.

It was not possible to organize competitions for proofreaders in each Community language in 1994, but this is becoming urgent in order to fill the category B posts in the proofreading sections.

Table 34 — 1994 establishment plan

Category and grade	Number of permanent posts
A 1	—
A 2	1 ¹
A 3	1
A 4	5
A 5	9
A 6	10
A 7	9
A 8	—
Total	35
B 1	25
B 2	52 ²
B 3	67 ²
B 4	49
B 5	16
Total	209
C 1	26
C 2	31
C 3	37
C 4	38
C 5	17
Total	149
D 1	21
D 2	31
D 3	30
D 4	—
Total	72
Grand total	465³

¹ The Budgetary Authority has decided to convert this into an A1 post *ad personam*.

² Including two technical and secretarial assistants.

³ Part-time occupation of certain posts may be compensated for by engaging other staff up to the equivalent of the number of posts thus liberated in each category.

Budgetary problems in 1994 meant that only 22 officials were recruited by or transferred to the Publications Office during the year.

Table 35 gives details of these changes and other administrative procedures (departures, promotions, etc.).

Table 35 — Administrative procedures

Category	Number
Officials	
<i>(A) Arrivals</i>	
1. Appointment as probationer official following:	
— open competition	16
— internal competition	0
2. Internal transfer to the Office	5
3. Transfer to the Office from other institutions	1
4. Placed at the disposal of the Office	1
5. Secondment to the Office	0
6. Reinstatement after:	
— being assigned non-active status	0
— leave on personal grounds	3
— military service	0
— secondment to the CLP (Local Staff Committee)	1
<i>(B) Departures</i>	
1. Transfer to another DG	18
2. Transfer to another Institution	1
3. Leave on personal grounds:	
— granted	5
— extended from 1993 to 1994	4
4. Leave for military service:	
— granted	0
— extended from 1993 to 1994	0
5. Placed at the disposal of another DG:	
— granted	0
— extended from 1993 to 1994	0
6. Secondment from the Office	4
7. Assigned non-active status	0
8. Invalidity	4
9. Early retirement	0
10. Retirement	1
11. Resignation	2
12. Retirement in the interests of the service	0
13. Dismissal for incompetence	0
14. Death	1
<i>(C) Miscellaneous</i>	
1. Promotion:	
— within a career bracket	37
— to another career bracket	29
— to another category:	
• following an internal competition	4
• following an open competition	0
2. Appointment	2
3. Temporary post:	
— granted	0
— extended from 1993 to 1994	0

Category	Number
4. Half-time and part-time working:	
— granted	3
— extended from 1993 to 1994	23
5. Mobility within the Office	29
Temporary staff	
(A) <i>Arrivals</i>	
1. Appointment for a fixed period:	
— new appointment	6
— renewal	4
2. Open-ended appointment:	
— new appointment	—
— renewal	—
(B) <i>Departures</i>	
1. End of contract	1
2. Establishment after competition	—
3. Resignation	—
4. Death	—
Auxiliary staff	
(A) <i>Arrivals</i>	
1. Appointment for a fixed period:	
— new appointment	63
— renewal	0
2. Open-ended appointment:	
— new appointment	—
— renewal	—
(B) <i>Departures</i>	
1. End of contract	12
2. Establishment after competition	0
3. Resignation	1
4. Death	—

7.2. Temporary staff

The contracts of four members of staff were renewed. The contract of another temporary member of staff appointed in 1991 expired. A second temporary member of staff was recruited to compensate for part-time working by a number of established officials. Since there were no new reserve lists of proofreaders, the Publications Office had to recruit five further temporary members of staff.

7.3. Auxiliary staff

In view of the shortage of officials for proofreading and because of budgetary restrictions, the Office gave auxiliary contracts to six freelance proofreaders to make up for staff shortages in certain languages.

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

To prepare for the accession of the new Member States, appropriations were granted for producing the secondary legislation in the new languages. This made it possible to recruit 28 category B auxiliary staff members for proofreading texts in the Scandinavian languages and two auxiliary members of staff in category A, four in category B, four in category C and one in category D for the infrastructure. Since Norway decided against accession, the contracts of four Norwegian auxiliary members of staff in category B were not renewed.

At the end of the year there were 63 auxiliary members of staff, 17 of them grade C.

7.4. Freelance proofreaders

The original 1994 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.

A transfer of ECU 385 000 was made to this heading during the year.

Total appropriations spent on increasing the proofreading staff in the Office were therefore ECU 1 635 000.

In order to swell the reserve lists of freelance proofreaders in the nine languages, and to recruit Scandinavian proofreaders in view of the enlargement of the Union, during the year the Publications Office organized several aptitude tests. A total of 1 070 applications were processed and 507 applicants took the tests. Drawing up new tests in NO, FI and SV and the practical organization of the tests in the three countries concerned was completed to very short deadlines. This represented a great deal of work, which was followed by the recruitment (between the end of August and the beginning of November) of three teams of proofreaders for the preparatory work on the secondary legislation.

Table 36 — Results of tests organized for freelance proofreaders

Language of test	Number of applications	Number of candidates invited to tests	Number of participants	Passed
— DA, DE, EN, ES FR, EL, IT, NL, PT	149	142	94	8
— DA (in Denmark)	191	161	113	6
— DE, FR, IT, PT	17	17	14	2
— DA, DE, EN, ES FR, EL, IT, NL, PT	164	163	122	16
— NO (Oslo & Lux.)	32	22	12	5
— SV (Stockholm, Helsinki & Lux.)	107	61	50	20
— FI (Stockholm, Helsinki & Lux.)	410	116	102	23
Total	1 070	682	507	80

The success rate was 15.78%.

In view of the problems experienced in selecting and retaining qualified freelance proofreaders, the Office subcontracted proofreading work for a total of ECU 266 750. This amount is included in the expenditure total given above.

7.5. Training

A total of 135 members of staff took part in training activities funded from the Office's budget. Some 159 officials and nine auxiliary members of staff attended language courses organized by the Commission.

Language studied	ES	DA	DE	EL	EN	FR	IT	NL	PT	FI	SV
Participants	15	2	34	2	43	27	30	0	3	2	3

In addition, one official attended a course in Russian and six others a course in Luxembourgish.

Some 342 officials attended other courses organized by the Commission. In total, 985 authorizations were given for participation in training courses (1993: 563).

This substantial increase is largely attributable to training courses connected with the general introduction of computer workstations in the Office.

7.6. Consultations with staff representatives

Over the year, two bilateral meetings were held between the staff representatives and the management of the Publications Office, and these meetings were supplemented by frequent contacts on individual issues. This provided opportunities for discussing several topics of particular interest to Publications Office staff, such as office accommodation policy, safety and health aspects of the building, the problem of the canteen and the use of temporary and auxiliary staff.

The staff's *ad hoc* advisory committee on relocation finished its work at the beginning of the year, having made a significant contribution to overcoming the remaining difficulties concerning the major move which took place in 1993.

Other discussions laid the basis for rewriting the code of conduct governing the work of freelance proofreaders at the Publications Office.

7.7. Consultations with trade unions and professional bodies

7.7.1. Policy-level consultations

On 18 April 1994, Mr Williamson, Secretary-General of the Commission, in his capacity as current chairman of the Management Committee of the Publications Office, received a delegation from the trade unions and professional bodies (OSPs).

Discussion concerned mainly the points listed below.

Changes in the role of the Publications Office

Since the last policy level consultations, three developments in the activities of the Publications Office showed that it had clearly strengthened its inter-institutional role, i.e.

- (i) the taking over of CELEX and Eurobases activities;
- (ii) the consolidation of Community legislation;
- (iii) the introduction of an electronic Interinstitutional directory.

The OSPs expressed their satisfaction at this positive trend.

The Chairman of the Management Committee also confirmed that the institutions were in favour of the Office becoming a true publisher and distributor of electronic products.

Budgetary prospects

The modest increase in the Publications Office budget for 1994 (+ 2.04%) reflected the efforts which all the institutions had been obliged to make to comply with the financial perspectives.

The OSPs had been informed of the 1995 budget forecasts as they stood and of the changes in the establishment plan which the requested appropriations might be expected to cover. The OSP wished to discuss this matter in more detail at a technical-level consultation meeting.

Accession

In view of the expected enlargement of the European Union on 1 January 1995, the OSPs wanted to know how the Publications Office intended to cope in 1994 with the workload involved in producing the secondary legislation in three new languages.

Mr Williamson pointed out that the Publications Office had submitted a request for supplementary appropriations for 1994.

These were intended basically to cover the costs of the additional short-term staff (auxiliary staff) that would be needed.

Additional appropriations in connection with accession would only be granted at the beginning of 1995 after the financial prospects had been amended.

Staff policy

The posts remaining vacant in 1993 could not be filled at the beginning of 1994 because the Budgetary Authority had decided to suspend ECU 10 million of budgeted appropriations.

The Publications Office management announced that a competition was being organized for proofreaders.

The Chairman of the Management Committee informed the OSPs that the external staff employed by the Publications Office corresponded to approximately 25% of the number of established staff, and that this proportion had changed little over the past few years. The objective of the Publications Office was certainly not to increase this figure.

The OSPs recognized the need for the Publications Office to use external staff to cope with peaks in the workload, but they pointed out that they considered that this aspect of staff policy to be particularly sensitive.

Relations with the new agencies

The OSPs considered that an official approach from the Commission to the agencies which were being set up inviting them to use the services of the Publications Office could constitute a useful supplement to the bilateral contacts being established between the Publications Office and the agencies as they came into being.

Mr Williamson was in favour of this proposal.

Social infrastructure in Luxembourg

The OSPs once again criticized certain shortcomings in social policy in Luxembourg.

In the particular case of the Publications Office, the OSPs emphasized the urgency of providing a new canteen which would comply with current health and safety regulations and have sufficient capacity for staff numbers at the Publications Office after the accession of the new Member States.

Mr Williamson gave an assurance that he would personally put his weight behind all efforts to obtain the appropriations required for a new canteen.

7.7.2. Technical-level consultations

The Publications Office management met a delegation from the trade unions and professional bodies on 13 June 1994. Discussions centred on the impact of the new European agencies on the Publications Office's work, staff matters and the 1995 preliminary draft budget.

New European agencies

The creation of the Committee of the Regions and the new European agencies represented a new source of work for the Publications Office. The Office's Management Committee had already decided that the Publications Office should make contact with these new bodies as and when they came into being. The Office stated that it was as yet too soon to assess the practical effects on its workload.

Staff matters

The OSPs expressed their satisfaction that in its preliminary draft budget, the Publications Office had taken account of their desire to see adjustments made to the establishment plan and gave their support to a three year scheme to achieve these objectives.

The Publications Office stated that it was difficult for it to adopt the Commission's approach of 'translating appropriations into jobs', since most of the appropriations which it managed came from the institutions' publications budgets and not from its own budget.

The OSP questioned the Office on the proportion of posts for proofreaders in its establishment plan and the prospects for further competitions in this field. The Publications Office emphasized the importance which it attached to the function of proofreaders, since their expertise gave the Office formidable resources. The Office also confirmed that it was on the point of requesting the publication of competitions for proofreaders in all Community languages.

The Publications Office assured the OSPs that its policy on the transfer of CELEX staff to Luxembourg was based on the desire not to create unnecessary difficulties for members of staff wishing to stay in Brussels, who had been assisted by the Office in looking for alternative posts in other departments in Brussels.

Lastly, regarding non-established staff, the Publications Office reaffirmed on the one hand the need to use such staff in view of the very nature of the work of a publisher with wide fluctuations in volume, and on the other its commitment to the proper application of the code of conduct.

1995 preliminary draft budget

The OSPs expressed their concern at the reduction in certain appropriations for social facilities for staff. The Publications Office confirmed that the appropriations in the budget corresponded to the shares it was called on to contribute by the institutions managing these activities and that, if need be, the Office was always ready to propose an increase in these appropriations in the course of the year.

The Publications Office also emphasized that the effect of relocating the canteen was to restrict its capacity for other capital expenditure and renewals in 1995.

The OSPs again expressed their interest in actively promoting the products of the Publications Office on the market and in developing new electronic publishing products such as CD-ROMs.

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

The translation work done for the Publications Office by the Translation Service's thematic group G in Luxembourg in 1994 amounted to 10 701 pages — an increase of 29% over the 1993 figure. Compared with 1992 the increase was 110%, which represents a strong upward trend.

Of the texts translated, the quarterly publication EUR-OP News, which represented 20% of the total workload, deserves special mention. This publication forms part of the efforts made by the European institutions to keep the citizens of Europe informed.

Work on rationalizing and standardization has continued, not only with regard to texts for which the Publications Office is the requester but also for texts sent for publication by other Directorates-General. This has made it much easier to produce the Commission's major reports.

Lastly, mention should be made of the effective cooperation between the Publications Office, the Translation Service and other Commission Directorates-General on setting up systems for managing and exchanging computerized textual data. This has substantially reduced the time required for publishing the Commission's major documents, such as the budget and Community agreements.

Annex

CELEX

(Interinstitutional computerized documentation system for
Community law)

Annual management report 1994

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General overview

CELEX (Communitatis Europaeae Lex) is the official legal database of the European Union institutions. It covers:

- Community legislation, including preparatory work;
- Court of Justice *Reports of cases*;
- Parliamentary questions.

CELEX came into operation in the early 1970s for the internal use of the Commission; in the course of that decade it became interinstitutional, and at the beginning of the 1980s it was converted into a multilingual system accessible to the general public. CELEX is now distributed by the Publications Office server Eurobases and by some 40 other servers, gateways and CD-ROM distributors in Europe and the United States.

Although from the outset CELEX was one of the most advanced databases in the world, with its detailed documentary analysis, the small amount of manual indexing required, full text coverage etc., since it became a multilingual system open to the general public there are two weak points which have become increasingly troublesome:

- its user interface is not sufficiently user-friendly;
- there are gaps in the full-text coverage and it is not up-to-date.

Since new language versions are added to the system every time new Member States join the Community, thus aggravating the existing problems, these weaknesses remained unresolved for many years.

It is only in 1994 that real progress has been made in each of these critical fields:

- a user-friendly interface, with menu-driven dialogue, was created, allowing untrained users to interrogate the base without previous knowledge of either CELEX or the search language (see Section 3.3);
- work on eliminating the backlog of missing texts was stepped up, so that average full-text coverage increased from 74% to 84% (see Sections 3.2 and 1.1.2a).

These two major developments were supplemented by the following measures:

- a new user manual in English was drawn up by professionals to explain the content of CELEX and how to consult it (see Section 2.4);
- loading of the texts of Court of Justice judgments was speeded up considerably (see Section 1.2.b).

Other major advances were:

- making the Spanish and Portuguese CELEX bases available to the general public;
- transferring non-privileged external customers of the Eurobases server to gateways in their own countries; this process will continue in 1995 (see Section 2.2).

The work of managing and disseminating CELEX was assisted and steered by the CELEX Interinstitutional Group, which reports to the Publications Office Management Committee. The Group met three times (on 25 January, 26 April and 11 October) and the Council Working Party on Legal Data-processing also held three meetings, on 10 March, 6 and 7 June and 7 and 8 December.

1. Input — loading

1.1. Production

A CELEX document consists of two basic parts:

- (i) the analytical part, containing the titles, dates, various descriptors and the links between documents, which is created by a program on the basis of the same coded version of the document for each language version; because of this parallelism between all the versions, the term 'documentary unit' is used below to refer to a given document;
- (ii) the textual part, containing the text and annexes to the documents (except for Sectors 5 and 9 without text); these texts were loaded in the past as they became available, which explains the differences in the text coverage.

These two parts are now loaded on a weekly basis.

1.1.1. Loading of documentary units

The analysis teams in Luxembourg and Brussels made some 22 000 corrections to the analytical parts of the documents as part of current work and of the Scopie project (see Section 3.1).

Table 1 — Number of documentary units ('analytical part') loaded in 1993 and 1994

Institution	Sector	1993	1994
Commission	Treaties	1	761
	Secondary legislation	2 389	2 188
	Supplementary legislation	42	48
	Preparatory documents	1 077	786
	National measures	131	71
Council	Agreements	135	204
ESC	Preparatory documents	250	135
Court of Justice	Case law	553	560
Parliament	Preparatory documents	594	817
	Parliamentary questions	4 637	4 197
Corrigenda etc.	—	424	5 893 ¹
Total	—	10 233	15 660

¹ Figure due to the loading of the entire corpus of corrigenda (see I.1.3.).

1.1.2. Loading of texts

The work of loading full texts is summarized in the following tables.

(a) Legislative texts

**Table 2 — Text coverage of Celex sectors 1 to 4
(documents in force on or after 1 January 1993) ¹**

Language	Situation on 1.1.1994		Objective for 1.1.1995	Situation on 1.1.1995	
	Documents with text	Coverage (%)		Documents with text	Coverage (%)
ES	11 346	63.4	21 069	17 347	82.3
DA	13 991	78.2	21 069	17 501	83.,1
DE	15 833	88.5	21 069	18 836	89.4
EL	10 732	60.0	21 069	16 178	76.8
EN	15 579	87.1	21 069	18 875	89.6
FR	15 883	88.8	21 069	18 914	89.8
IT	13 843	77.4	21 069	17 343	82.3
NL	15 380	86.0	21 069	18 456	87.6
PT	7 086	39.6	21 069	15 972	75.8
Total	119 673	74.3	189 621	159 422	84.1

¹ Excepting food-aid documents, which it is not planned to load in full at present.

The differences between the language versions in the number of texts loaded were reduced considerably; between the FR and PT versions, for example, the spread dropped from 50% to 14% (for details see Section 3.2).

(b) Case-law texts

Similar progress, but of much more practical importance, was made in eliminating the backlog of Court of Justice case-law texts, as shown in Tables 3 and 4.

**Table 3 — Coverage on 15 January 1995: Case law (sector 6) — Judgments and other documents
(excluding opinions of the Advocates-General)**

Language version	Number of documentary units present	Target full-text coverage ¹	Number of texts loaded	Coverage rate on 15.1.1995 (%)	Coverage rate on 30.4.1993 (%) for comparison
ES	4 740	2 367	1 254	53	0
DA	4 740	4 185	2 997	72	71
DE	4 740	4 740	4 187	88	89
EL	4 740	3 323	1 593	48	35
EN	4 740	4 740	4 051	85	86
FR	4 740	4 740	4 572	96	95
IT	4 740	4 740	4 144	87	86
NL	4 740	4 740	4 045	85	87
PT	4 740	2 367	1 085	46	0
Total		35 942	27 928	78	61

¹ For DE, EN, FR, IT and NL, documents published from the outset; for DA, documents published since 1 January 1973; for GR, documents published since 1 January 1981; for ES and PT, documents published since 1 January 1986.

Table 4 — Coverage on 15 January 1995: Case law (sector 6) — Opinions of the Advocates-General

Language version	Number of documentary units present	Target full-text coverage ¹	Number of texts loaded	Coverage rate on 15.1.1995 (%)	Coverage rate on 30.4.1993 (%) for comparison
ES	3 201	1 483	932	63	0
DA	3 201	1 483	1 072	72	70
DE	3 201	1 483	1 152	77	76
EL	3 201	1 483	822	55	27
EN	3 201	1 483	1 114	75	70
FR	3 201	1 483	1 425	96	90
IT	3 201	1 483	1 191	80	79
NL	3 201	1 483	1 106	75	72
PT	3 201	1 483	837	56	0
Total		13 347	9 651	72	54

¹ Conclusions published since 1 January 1987.

In addition, since 1994 the regular loading of case-law texts has been carried out at the same time as, or even sooner than, publication of the *Reports of cases*. For example, at the beginning of February 1995 CELEX contained the judgments of September 1994 whereas the corresponding reports had not yet appeared.

1.1.3. Extending coverage

The work on inputting the publication references for corrigenda, which was undertaken in 1993, meant that they were available in CELEX in the first quarter.

It was also at the beginning of the year that the Treaty on European Union was loaded, together with a consolidated version of the EC Treaty taking account of it. All secondary legislation documents which entered into force after 1 November 1993 now refer to this consolidated version.

1.2. Production tools

Modernizing the input system

Since priority had been given to loading texts (current texts and backlog), the changes needed to speed up the loading process were made only in so far as they were compatible with the existing infrastructure. More substantial improvements will be tackled during 1995.

A new sequence of text-processing operations using the Office's publishing system was developed, and is already being used to eliminate the backlog with texts from the Publications Office's electronic archives (ARCEL). Processing sequences are being developed for other types of texts, e.g. Court of Justice texts.

2. Dissemination

Table 5 — Dissemination of CELEX in 1993 and 1994 — on-line access by the institutions and external users

	Number of users		Connection time (hours)	
	1993	1994	1993	1994
Institutions	2 093	3 348	23 281	31 370
External users	1 472	1 393	10 951	10 120
Total	3 565	4 741	34 232	41 490

Apart from the effects of the reallocation of direct customers, there are two circumstances which may explain the decrease in the use of CELEX by external users:

- (i) major users are turning to CD-ROM for historical and general searches;
- (ii) the search procedure is not user-friendly, which is reflected in a tendency for occasional users to abandon the system, and in the difficulty of attracting new users.

2.1. Internal use

Table 6 — Dissemination of CELEX in 1994: internal use

Version		Commission + Pub. Office	Court of Justice	Parliament	Council	ESC	Court of Auditors	EIB
ES	U	415	53	49	59	21	3	—
	H	709	111	183	78	33	2	—
DA	U	552	44	42	28	10	4	—
	H	1 524	83	89	60	7	1	—
DE	U	628	84	85	39	42	11	—
	H	1 646	269	197	124	56	14	—
EL	U	114	18	6	25	18	1	—
	H	571	82	6	34	17	0,5	—
EN	U	1 049	98	86	60	41	14	1
	H	3 750	227	186	256	46	15	2
FR	U	2 300	145	170	91	66	31	4
	H	12 896	1 544	1 384	1 004	540	193	44
IT	U	406	60	52	19	26	3	1
	H	1 055	135	76	21	14	2	0.3
NL	U	319	59	29	19	15	2	—
	H	1 044	190	46	36	47	1	—
PT	U	221	24	29	12	21	2	—
	H	566	52	37	29	37	1	—
All versions together	U	2 738	158	226	112	76	34	4
	H	23 760	2 692	2 204	1 643	796	230	46

NB: U = users.

H = hours connection time.

2.2. External dissemination

2.2.1. Access for external end-users

Online external dissemination is available via the Eurobases server (OP/4), the computer infrastructure being provided by the Commission's Computer Centre. There are two types of use:

- (i) direct use: users (standard or privileged) who have concluded an access contract with Eurobases;
- (ii) indirect use: users who have concluded a contract with a gateway or a commercial distributor for access to the CELEX databases housed in the Computer Centre.

The most significant event of the year was the cancelling of all contracts for direct access via Eurobases and the introduction of new terms of contract and charges on 1 July 1994. The hourly rate for connection to CELEX rose from ECU 96 to ECU 102.

By the end of 1994, fewer than 50% of customers had confirmed their access contract on the new terms (see Table 7). The new terms of contract comprise not only a price increase (from ECU 96 to ECU 102 per hour of connection to the database) but also a signing-on fee and an annual administration fee.

Another major event was the transfer, under the decentralization policy, of some 80 standard customers to the gateways network with effect from 31 December 1994.

Despite these somewhat sensitive operations, consumption by direct users decreased by only 6.3% compared with the previous year, and the number of active access keys fell only slightly (by 5.4%), which shows that the great majority of real users renewed their access contracts.

The decrease in indirect use can be attributed to the reorganization of the distributor network.

With regard to direct dissemination, the ratio between use against payment and privileged use remained almost unchanged, although the latter increased slightly.

The shares of the various language versions remained stable. The position of French slipped a little, which was certainly due to the opening of the Spanish and Portuguese versions.

The remarkable increase in Danish can be attributed to the interest aroused in connection with the accession to the EU of the Scandinavian countries, and also to the fact that there is no national server disseminating CELEX in Denmark.

On 1 September, the ES and PT versions of CELEX were made available to external users.

Table 7 — CELEX external on-line dissemination 1994 — number of contracts and connection time by country

Country	Eurobases contracts (16.1.1995)				Connection time (direct ¹ and indirect ² use)	
	1994		Difference 1993-94		Hours	%
	Number	%	Number	%		
Belgium	273	23.1	- 208	- 43	1 877	18.5
Denmark	52	4.4	- 46	- 47	824	8.1
Germany	167	14.1	- 202	- 55	872	8.6
Greece	29	2.5	- 50	- 63	202	2.0
Spain	80	6.8	- 54	- 40	311	13.0
France	96	8.1	- 142	- 60	611	6.0
Ireland ³	12	1.0	- 34	- 74	124	1.2
Italy	99	8.4	- 88	- 47	1 899	18.8
Luxembourg	13	1.1	- 19	- 59	90	0.9
Netherlands	61	5.2	- 77	- 56	397	3.9
Portugal ³	20	1.7	- 29	- 59	350	3.5
United Kingdom	168	14.2	- 160	- 49	440	4.3
Austria	35	3.0	- 9	- 20	195	1.9
Switzerland ³	8	0.7	- 47	- 85	280	2.8
Finland ³	6	0.5	- 42	- 88	203	2.0
Norway ³	2	0.2	- 32	- 94	41	0.4
Sweden	16	1.4	- 8	- 33	241	2.4
Other	44	3.6	- 111	- 72	157	1.7
Total	1 181	100.0	- 1 358	- 55	10 120	100.0

¹ Eurobases customers.

² Customers of gateways and commercial agents connected to the Commission's computer centre.

³ Standard customers transferred to gateways on 31 December 1994.

Table 8 — CELEX external on-line dissemination 1994 - direct and indirect use

Use	1994		Change 1993-94	
	Hours	%	Hours	%
direct ¹	7 304	72.2	- 493	- 6.3
indirect ²	2 816	27.8	- 338	- 10.7
Total	10 120	100.0	- 831	- 8.5

¹ Eurobases customers.

² Customers of gateways and commercial agents connected to the Commission's computer centre.

This decrease in use can be attributed to a certain extent to the reallocation of direct customers but mainly to the fact that major users are using CD-ROM and also that occasional users are abandoning the online version, which they find too complicated.

Number of active users:

- 1994: 1 393
- 1993: 1 472 (- 5.4%)

The reason for this reduction is the change in contract terms in mid-1994, which reduced the number of customers who use the base very infrequently.

With regard to CELEX access terms, the Eurobases contracts can be classified as follows:

- (i) standard, full-price: all users, in the private or public sectors, except for the categories below;
- (ii) semi-privileged, half-price: universities in the EU Member States;
- (iii) privileged, free of charge: European documentation centres, Rural Information Forums;
- (iv) privileged, one-third price: Euro-Info Centres as from 1 July 1994.

Table 9 — Celex external on-line dissemination 1994 - types of Eurobases contract (= direct use)

Type of contract	Eurobases contracts				Connection time			
	1994		Difference 1993-94		1994		Difference 1993-94	
	Number	%	Number	%	Hours	%	Hours	%
Standard	715	60.1	- 1 170	- 62	2 669	37.6	- 416	- 13
Semi-privileged	30	2.5	- 70	- 70	12	0.2	- 15	- 56
Privileged	436	37.4	- 118	- 21	4 623	62.2	- 62	- 1
Total	1 181	100.0	- 1 358	- 50	7 304	100.0	- 493	- 23

The main reason for the considerable decrease in consumption by semi-privileged users is that contracts were not renewed because of the introduction of annual administration fees.

Table 10 — CELEX external on-line dissemination 1994 — connection time by language version

Language version	1994		% in 1993
	Hours	%	
1.CELEX-FR	2 757	28	30
2.CELEX-EN	2 372	23	23
3.CELEX-IT	1 851	18	18
4.CELEX-DE	1 280	13	15
5.CELEX-NL	613	6	8
6.CELEX-DA	761	8	5
7.CELEX-EL	21	0.2	0.4
8.CELEX-ES ¹	333	3	0
9.CELEX-PT ¹	92	0.8	0.1
Total	10 120	100	100

¹ Bases made available to the public on 1 September 1994.

2.2.2. Dissemination to commercial distributors

On 31 December 1994, 42 distribution contracts for the CELEX database were in force (1992: 46; 1993: 48). The breakdown of these contracts is as follows.

Table 11 — CELEX licences

Type of licence	1994
Commercial servers	8
Government departments	6
CD-ROM publishers	7
Gateways	15
Commercial agents	6
Total	42

It should be noted that the category 'commercial agent' will have been abolished by mid-1995.

2.3. Training

In 1994, the CELEX team gave eight training courses and 11 presentations for Commission users. For external users, Eurobases organized 32 courses. These were given by contract trainers, 14 of the courses being held in Brussels (101 participants) and 18 elsewhere (120 participants).

2.4. Documentation

The Eurobases department (OP/4) has had an interrogation manual in English produced by professionals. This manual comprises the following volumes:

- 'CELEX overview'
- 'Quick reference guide'
- 'CELEX user guide'
- 'Tutorial'

(In 1995, there will be a fifth volume explaining the user-friendly interface — see Section 3.3.)

For internal users in the institutions, the CELEX reference manual in French has been rewritten.

2.5. Publishing the *Directory of Community legislation in force*

The 22nd and 23rd editions of the Directory appeared in February and September respectively.

The structure of the directory was modified in the 23rd edition to take account of the Treaty on European Union.

3. Major projects

3.1. Systematic analysis ('Scopie') of the databases

The 'Scopie II' operation on the databases was completed at the end of the year. Under the direction of a project leader who was a high-level lawyer, a team of lawyers and documentalists carried out a series of operations to fill out the databases with documents which had hitherto been overlooked and correct discrepancies in the analysis of the documents on a list drawn up during the 'Scopie I' operation.

This highlighted the need for an overall 'upgrading' operation with a systematic review of the legislative documents in force. This new task will be one of the main activities of the Publications Office during 1995.

3.2. Input of missing texts (backlog)

During the year work continued on inputting missing texts and documents, and 7 019 documents were loaded into the database.

Table 12 — Number of documents loaded in 1994

Language version	Number of documents loaded
ES	324
DA	232
DE	54
EL	2 560
EN	13
FR	12
IT	463
NL	154
PT	3 207
Total	7 019

3.3. User-friendly interface

The menu-driven central interface (using Mistral 'forms') was made available to internal users at the end of November. This interface can be used for dialogue with CELEX using 'conventional' procedures, i.e. as used for traditional legal document searches:

- access by domain (legislation, case-law etc.);
- default filtering (e.g. legislation in force);
- prompt with a preselection of important search criteria (e.g. 'all subsequent documents citing a given text');
- masks for inputting formatted data etc.;
- automatic highlighting of search terms in the display.

In principle, occasional users who know how to make the connection to the computer centre server can obtain useful results, provided only that they have a general knowledge of Community law and of the publications loaded into CELEX; they should even be able to interrogate CELEX without specific training or a user manual.

In the three weeks following the opening of the interface, 5% of CELEX interrogation time in the Commission was already accounted for by this new search tool.

3.4. CELEX version 2 study

In 1993, the Publications Office had launched a project to restructure the CELEX system in the medium term. The first phase of this project was to draw up a new concept for the range of CELEX products and services. This project was contracted out in December 1993, and was to have been completed in three stages:

- (i) a 'desk-study' (diagnosis and provisional re-design);
- (ii) a user survey;
- (iii) a new concept for products and services.

However, although the contractor completed the first part of the study (the diagnosis) in spring 1994, for commercial reasons he was no longer able to complete the other stages. The Publications Office therefore had to cancel the contract and is considering redefining the project. This would allow recent major developments in technology regarding online access to information and the Council and European Parliament resolutions on this matter to be taken into consideration.

4. Resources

4.1. 1994 financial year

The Publications Office spent ECU 2 625 216 on CELEX in 1994, broken down as follows:

costs of established staff (Title 1)	ECU 750 678
infrastructure costs (Title 2)	ECU 226 345
item 3431, routine operations	ECU 471 618
item 3431, modernization and clearing backlog (= 3rd tranche of supplementary budget of ECU 4.6 million)	ECU 1 176 557

A breakdown of the above amounts is given in Tables 14 and 15.

In 1994, the Publication Office's CELEX team comprised 16 posts: seven As, one B, seven Cs and one D.

The human resources allocated to dissemination/training within the Euro-bases team are estimated at 3.5 man-years.

The work done by the Translation Service (language checking etc.) amounted to some two man-years.

The human resources allocated by the other institutions to CELEX input in 1994 were as follows:

European Parliament	1.5 man-years
Court of Justice	3 man-years
Council	1 man-year
Economic and Social Committee	0.5 man-years

CELEX revenue is summarized in Table 13.

Table 13 — CELEX revenue

	Amounts invoiced 1.1.1994 to 31.12.1994	Revenue collected 1.1.1994 to 31.12.1994	3431 re-use of 1994 revenue
Royalties	107 269	143 344	143 468
Consultation	441 388	298 140	101 675
User manuals/training	32 516	38 420	
Total	581 173	479 904	245 143
Available in 1994			268 453

4.2. 1995 financial year

The 1995 draft CELEX budget gives the following estimates:

staff costs (Title 1)	ECU 1 133 203
staff costs for enlargement (Title 1)	ECU 180 586
infrastructure costs (Title 2)	ECU 284 645
infrastructure costs for enlargement (Title 2)	ECU 135 150
item 3431, routine operations	ECU 400 000
item 3431, modernization and clearing backlog	ECU 1 172 000
item 3431, enlargement	ECU 619 000
Total	ECU 3 925 584

Of this total, ECU 934 736 is intended for tasks linked with enlargement, which means that the increase compared with 1994 is 49.5%.

Table 14 — CELEX (established) staff and infrastructure costs

(ECU)

Item	Heading	Outturn 1994	Ordinary budget 1995	PDAB No 1/95	New amount 1995
1100	Basic salaries	535 651.05	730 218	77 894	808 112
1101	Family allowances	73 051.97	83 966	8 756	92 722
1102	Expatriation/foreign residence allowances	53 229.02	93 394	10 169	103 563
1103	Secretarial allowance	4 229.16	8 477	876	9 353
1120	Vocational training	8 000.00	10 000	1 200	11 200
1130	Sickness insurance	18 211.41	24 827	2 648	27 476
1131	Accident insurance	3 589.02	4 990	532	5 523
1140	Birth and death grants	—	—	—	—
1141	Annual travel expenses	14 716.60	12 504	1 994	14 498
1174	Freelance proofreaders	—	100 000	25 000	125 000
1175	External services	—	10 000	—	10 000
1181	Travel expenses	—	—	—	—
1182	Installation/resettlement allowances	—	2 356	14 466	16 822
1183	Removal expenses	2 500.00	1 963	4 451	6 414
1184	Temporary daily subsistence allowances	6 000.00	2 356	28 283	30 639
1190	Weightings	—	3 769	417	4 186
1191	Provisional appropriation	—	12 884	—	12 884
1300	Mission expenses	31 500.00	31 500	3 900	35 400
	<i>Total title 1 CELEX</i>	<i>750 678.23</i>	<i>1 133 203</i>	<i>180 586</i>	<i>1 313 790</i>
2000	Rent	93 100.00	98 000	34 400	132 400
2010	Insurance	420.00	420	—	420
2020	Water, gas, etc.	10 250.00	10 000	—	10 000
2030	Cleaning and maintenance	17 800.00	10 300	—	10 300
2040	Fitting-out of premises	7 100.00	7 500	—	7 500
2050	Security and surveillance of buildings	15 500.00	15 000	—	15 000
2090	Other expenditure on buildings	525.00	525	—	525
2100	Computer centre operations	31 400.00	50 000	100 000	150 000
2140	Analysis/programming handled outside	—	55 000	—	55 000
2250	Library stocks, purchase of books	6 200.00	6 200	750	6 950
2252	Subscriptions to newspapers/periodicals	800.00	800	—	800
2255	Subscription to view-data services	1 400.00	400	—	400
2300	Stationery and office supplies	6 200.00	6 500	—	6 500
2400	Postage and delivery charges	2 100.00	2 000	—	2 000
2410	Telephone, etc.	23 550.00	23 000	—	23 000
2500	Meetings in general	10 000.00	—	—	—
	<i>Total title 2 CELEX</i>	<i>226 345.00</i>	<i>285 645</i>	<i>135 150</i>	<i>420 795</i>
3431	CELEX	1 437 636.01	1 572 000	619 000	2 191 000
	<i>Total title 3 CELEX</i>	<i>1 437 636.01</i>	<i>1 572 000</i>	<i>619 000</i>	<i>2 191 000</i>
	Grand total CELEX	2 414 659.24	2 990 848	934 736	3 925 585

Table 15 — Expenditure 1994 and estimates 1995

(ECU)

Item 3431 CELEX	Summary of CELEX as at 25.1.1995			
	Expenditure 1994			Forecasts 1995
	planned	committed	invoiced	
I — Routine operations				
Excluding enlargement	395 300.00	261 060.54	136 291.01	600 000
Re-use ¹		210 557.14	208 964.00	- 200 000
<i>Subtotal</i>	<i>395 300.00</i>	<i>471 617.68</i>	<i>345 255.01</i>	<i>400 000</i>
II — Modernization and clearing backlog				
1. Modernized input system	185 000.00	70 750.00	45 900.00	
Maintenance of methods				155 000
Maintenance of system				80 000
2. Modernized dissemination concept				
2.1. Dialogue	100 000.00	80 000.00	24 000.00	100 000
2.2. Version 2	0.00	22 000.00	0.00	120 000
2.3. Training	0.00	31 362.50	0.00	50 000
3. Clearing backlog of documents and missing texts				
3.1. Missing documents	214 550.00	152 137.97	149 095.47	247 000
3.2. Scopie-2	50 000.00	0.00	0.00	
3.3. Loading	65 000.00	0.00	0.00	
3.4. Loading of consolidated texts				
3.4.1. Loading system	48 450.00	0.00	0.00	
3.4.2. Preliminary study of loading of consolidated texts	0.00	11 900.00	0.00	
3.4.3. Loading current texts	40 000.00	0.00	0.00	40 000
3.4.4. Loading historical texts				100 000
3.5. Sector 7	39 500.00	0.00	0.00	80 000
4. Quality improvement	0.00	808 425.00	0.00	200 000
<i>Subtotal</i>	<i>742 500.00</i>	<i>1 176 575.47</i>	<i>218 995.47</i>	<i>1 172 000</i>
III — Activities linked to EU Treaty	300 000.00	0.00	0.00	
<i>Subtotal</i>	<i>300 000.00</i>	<i>0.00</i>	<i>0.00</i>	
Total excluding enlargement	1 437 800.00	1 648 193.15	564 250.47	1 572 000 ²
IV — Enlargement				
Current operations				89 000
Local system				³
Computer centre				150 000
Parameters				200 000
Input				180 000
Total enlargement				619 000 ⁴
Total	1 437 800.00	1 648 193.15	564 250.47	2 191 000

¹ 1994: actual figure; 1995: estimated figure.² Of which ECU 375 000 in suspense.³ See line 2100: ECU 100 000.⁴ This supplementary and amending budget for the two new versions has not yet been adopted.

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