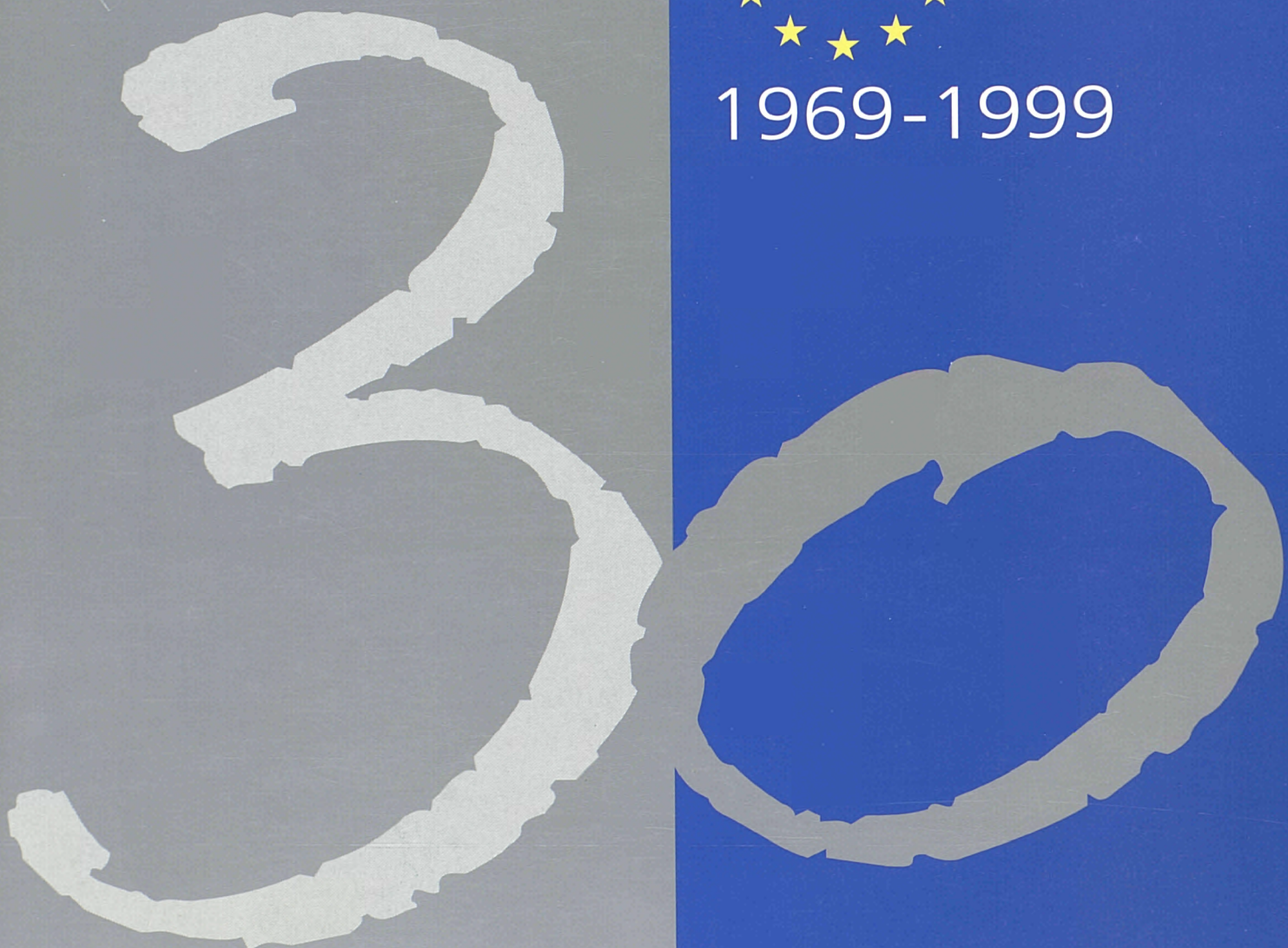


THIRTIETH
ANNUAL
MANAGEMENT REPORT
1998

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES



1969-1999





OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

THIRTIETH ANNUAL MANAGEMENT REPORT

1998

A great deal of additional information on the European Union is available on the Internet.
It can be accessed through the Europa server (<http://europa.eu.int>).

Cataloguing data can be found at the end of this publication.

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Introduction

The Publications Office is an interinstitutional body governed by a Management Committee consisting of the Secretaries-General of the institutions, the Registrar of the Court of Justice and the Director-General for Personnel and Administration of the Commission. It is responsible for all the editorial work required to enable the institutions and other bodies of the European Union to meet their publishing obligations.

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 1998 were:

- Mr Julian Priestley, Secretary-General of the European Parliament;
- Mr Jürgen Trumpf, Secretary-General of the Council;
- Mr Carlo Trojan, Secretary-General of the Commission and Chairman of the Management Committee;
- Mr Steffen Smidt, Director-General for Personnel and Administration of the Commission;
- Mr Roger Grass, Registrar of the Court of Justice;
- Mr Edouard Ruppert, Secretary-General of the Court of Auditors;
- Mr Adriano Graziosi, Secretary-General of the Economic and Social Committee (until 30 September 1998); as from 1 October 1998: Mr Patrick Venturini, Secretary-General of the Economic and Social Committee;
- Mr Dietrich Pause, Secretary-General of the Committee of the Regions.

The Management Committee met on 26 June (full members) and on 10 February, 17 March, 9 June (*ad hoc* meeting) and 13 October (substitute members). In addition, 20 written procedures were submitted to the Management Committee in 1998.

The Management Committee devoted particular attention to reformulating the basic texts establishing the Office, following observations made by the Court of Auditors. These texts, which have been brought into line with technological developments and made compatible with the transparency called for by the institutions, have been carefully studied by the legal services and the adoption procedure is still being examined.

The preliminary draft budget for 1998 that the Management Committee submitted to the budgetary authority was slightly up on the previous year (+ 2.3 %). This in fact represented zero growth, given the increase in the cost of living. The Management Committee repeated its previous request for a strengthening of the management structures, and the conversion of a number of posts to higher categories to bring conceptual and management capacities more into line with the requirements resulting from the qualitative and quantitative developments in the role of the Office.

One of the Office's main concerns was how to publish the Official Journal given the technological upheavals in electronic publishing, which were changing users' habits. After authorising the publication of the S Supplement in electronic form only as from 1 July 1998, the Management

Committee kept a close eye on the development of EUR-Lex — a system for free daily distribution of the L and C Series of the Official Journal to the public via the Internet. Similarly, the Management Committee asked the Office to set up an integrated system for access by staff of the institutions to Community legislation in force (CELEX+), with the twin aims of improving accessibility and saving money, since the potential of this system is such that the free distribution of the paper copies of the Official Journal within the institutions can be gradually reduced or totally phased out. At the request of the Management Committee, this initiative, which may be extended to external users, was taken a step further with the introduction of a quarterly CD-ROM edition of the Official Journal, incorporating the advantages of CELEX, and a monthly CD-ROM extending the EUR-Lex service. This CD-ROM is primarily intended to replace the microfiche edition, which is to be discontinued in 2000.

Along the same lines, with a view to rationalising and making savings and in response to a request by the European Parliament in its capacity as budgetary authority the Management Committee instructed the Office to identify, in collaboration with the institutions, types of C Series text that could be published or made accessible in electronic form only. These initiatives called for thorough examination, by the interinstitutional working group on the content and structure of the Official Journal, the present and future legal value of electronic publishing and its links with publishing in paper form. One of the aspects considered was the difficulty of managing two parallel dissemination systems — one free, the other not — and defining their respective scope.

With a view to making the Office's electronic publishing service for the institutions more efficient, the Management Committee authorised an invitation to tender to establish new contractual arrangements for multimedia publications and Internet publishing.

The Management Committee also kept a very close eye on the invitation to tender to establish new contractual arrangements for the production of the Official Journal on all the currently available media.

The system for consolidating Community law was revised. Following the approval of a report submitted by the Commission to the European Parliament around the middle of the year, proposing among other things that the Office take charge of all the consolidation work, the Management Committee decided to set up an interinstitutional group to coordinate the work and instructed the Office to launch an invitation to tender for legal experts to check the consistency of the consolidated texts.

The Management Committee endeavoured to push forward the interinstitutional Eurolook project and authorised the Office to play an active role in the Greffe 2000 project for developing a single electronic exchange format for all publications involved in the legislative process, and establishing a system for the structured collection of information for the publication of legal texts.

The Management Committee also kept track of interinstitutional cooperation on Internet publishing and consolidated the Office's coordinating function.

The Management Committee decided in principle that a new consolidated edition of the Treaties should be published immediately after the final ratification of the Treaty of Amsterdam.

Relations with the staff of the Office were also the subject of particular attention during the course of the year. The Chairman held a meeting for

dialogue with representatives of the unions and professional organisations, and at the beginning of the year the Management Committee met staff representatives, particularly with a view to considering the budget for the next year.

1998 — Main trends

In 1998 the publishing strategy of the institutions was chiefly geared to transparency, getting closer to the general public, and making information more accessible. A marked increase in free distribution was a side-effect of this.

These new ideas, resulting from the increased impact of the Internet and multimedia on the world of publishing (the number of files available to the public was 107 % up on 1997), have led the Office to give considerable thought to its fundamental activities and to ways of adapting its structure and procedures to deal with them most effectively.

Making information available on electronic media or in 'dematerialised' form (EUR-Lex, CELEX, CD-ROM etc.) has found its place alongside traditional publishing on paper, and use of these new media is steadily increasing.

In 1978, the Management Committee decided to introduce a *Supplement to the Official Journal*. Twenty years later, in July 1998, the paper edition of this series was abandoned in favour of the CD-ROM launched in 1997, and the *on-line* edition (Tenders Electronic Daily — TED). The changeover from paper to CD-ROM and the renegotiation of the terms of contract with the firm responsible for processing notices of invitation to tender have permitted savings of more than ECU 10 million, or 11.48 % compared with 1997.

At the instigation of the Management Committee, the Office continued its efforts to achieve optimum efficiency in the production of the various forms of its main publication, the *Official Journal of the European Communities*. The new contractual arrangements for the production of the Official Journal cover the various types of production and permit substantial savings on production costs. The same principles (striving for savings and efficiency) have been applied in the development of new contractual arrangements for multimedia publications, which are a boom area.

Disregarding the *Supplement to the Official Journal*, the number of pages of which are no longer significant in an all-electronic context, the number of pages produced for all the other publications increased slightly. The search for increased transparency concerning the activities of the European Union was reflected in practice by an increase in legal and obligatory publications (+ 5.62 % for the L Series of the OJ and +10.78 % for the C Series) at the expense of other types (-1.7 %). In most cases, the electronic editions are still a supplement rather than an alternative to the paper editions, and there is an increasing trend towards publishing both editions together.

The Office took part in redefining the principles of the Commission's publication programme. This resulted, among other things, in a considerable increase in publishing on demand, which is a source of substantial savings given that it involves expenditure only if there are prospects of revenue, and there are no storage and physical handling costs.

The sectors most affected by the institutions' change of strategy have been sales and distribution. The growing trend towards free Community information, particularly where on-line products are concerned (EUR-Lex, ECLAS), has been reflected in a drop in the number of paid subscriptions (-13.22 %) and has called into question the role and viability of the Office's

network of intermediaries. This decline will become more pronounced, especially when TED, hitherto a major source of revenue, becomes available free of charge as from 1 January 1999.

As every year, the Office endeavoured to make maximum use of the budgetary resources allocated to it, with the out-turn of the budget reaching 99.68 % of the available appropriations. The high rate of occupation of posts also underlines the need for optimum utilisation of human resources.

* * *

The year ended with a large-scale operation in the form of Official Journal L 359, which contains the Council regulation fixing conversion rates between the euro and the national currencies of the 11 Member States that have adopted it. It was published simultaneously on paper and on the Internet (EUR-Lex) on 31 December less than one hour after its adoption by the Council.

On the evening of 31 December, the President of the Commission formally presented this historic Official Journal at the Publications Office in the presence of numerous personalities including Luxembourg's honorary Prime Minister, Pierre Werner — one of the fathers of the euro — and the current Luxembourg Prime Minister, Jean-Claude Juncker.

The success of this operation is the result of extremely painstaking organisation by the Commission, the Council and the Publications Office.

Main indicators of Publications Office activity, 1993–98

	1993	1994	1995	1996	1997	1998	Change 1997–98 (%)	Growth 1993–98 (%)
<i>Publication</i>								
Number of pages produced	857 525	1 002 413	1 028 830	1 213 413	1 274 284	1 386 061	8.77	61.64
Number of pages in the OJ S	291 336	437 000	749 802	703 395	748 704	381 964 ⁽⁴⁾	- 48.98	31.11
Number of notices published in the OJ S	67 192	96 340	127 770	140 576	155 186	163 395	5.29	143.18
Number of publications produced	5 127	5 633	6 566	8 028	9 544	8 739 ⁽⁵⁾	- 8.43	70.45
Services invoiced (ecus) ⁽¹⁾ ⁽²⁾	106 584 968	117 517 566	127 710 666	151 395 557	139 043 264	123 082 802	- 11.48	15.48
Multimedia — Number of files opened					71	147	107.04	
<i>Sales/distribution</i>								
Number of paying subscribers	61 758	67 370	67 458	60 987	58 134 ⁽⁶⁾	50 452	- 13.21	- 18.31
Invoiced sales (ecus) ⁽¹⁾	15 700 943	19 829 781	20 559 426	22 891 125	22 217 383	21 852 498	- 1.64	39.18
Number of orders processed	35 770	39 179	37 477	36 948	40 588	41 826	3.05	16.93
Number of copies sent	44 736 221	56 870 522	49 314 033	63 717 149	87 086 781	65 447 116	- 24.85	46.30
<i>Operation</i>								
Budgetary expenditure (ecus) ⁽¹⁾ ⁽³⁾	42 279 005	43 905 400	52 446 281	53 044 454	54 086 680	53 863 229	- 0.41	27.40
Staff	463	465	525	525	525	525	0.00	13.39

⁽¹⁾ The amounts in ecus are nominal values with no adjustment for inflation and/or exchange rate changes.

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

⁽³⁾ The budgetary expenditure represents the out-turn of the Publication Office's own budget.

⁽⁴⁾ The paper version no longer produced as from 1 July 1998.

⁽⁵⁾ Including 123 editions of the supplement to the Official Journal on paper (from 1 January to 30 June 1998).

⁽⁶⁾ 55 391 without counting subscriptions to the OJ S CD-ROM (cf. 1997 Annual Report).

1. Publications and other Publications Office products

1.1. Official Journal

1.2. Other publications

1.3. Databases and CELEX

**1.4. Electronic publishing and Internet
dissemination**

1.1. Official Journal

1.1.1. General

(a) *Interinstitutional coordination*

- In accordance with the instructions given by the Management Committee, Unit OP/2, Official Journal, acted as the secretariat for the interinstitutional working group on the content and structure of the Official Journal and chaired the working group on interinstitutional Eurolook.

The interinstitutional working group on the content and structure of the Official Journal endeavoured to establish a consensus on methods of electronic publishing, collecting the opinions of the institutions on the choice of texts eligible for this kind of distribution.

The Eurolook group is concerned with the electronic communication of official documents — particularly legislative texts — between institutions. It made efforts to maintain contact between users (particularly as regards problems with document identification) and technicians (compatibility of exchange formats, etc.).

- Particularly noteworthy was the publication by exclusively electronic means of the first series of five COM documents produced using Greffe 2000, the Commission's system for producing certified electronic documents. General introduction of these electronic processes will permit considerable savings and at the same time provide increased transparency in the legislative process.

(b) *Specific developments and new products*

- The Official Journal Unit devoted a great deal of effort to drawing up the specifications for the invitations for tender for renewing the OJ contracts. This has permitted the conclusion of new multimedia publishing contracts. These are improvements over the previous ones in financial terms in that they make full use of the technological developments of the last five years.

These contracts also provide for the use of a new generation of FORMEX (FORMEX.V.3) for structuring texts published in the Official Journal. This has meant substantial improvements in the possibilities for production, archiving and retrieval.

- In cooperation with the Commission's Directorate-General XV, Unit B/5, the Office completed the recasting of the information system for public procurement, SIMAP, which will make it possible to receive and process electronic notices transmitted by awarding authorities. The Office also continues to extend agreements with the national official gazettes which centralise these notices.

1.1.2. Production

1.1.2.1. *Official Journal*

- (a) OJ L and C: output was up by 8.3 %.
- (b) OJ S: the number of pages produced is no longer significant as the paper edition has been discontinued as from 1 July 1998.

The increase in the number of notices processed eased off substantially, however, from 10 % in 1997 to 5.3 % in 1998. The United States and Japan were responsible for most of the reduction (-1.1 %), while the increase stabilised at 6.8 %, for the other countries. However, since the Commission has decided to stop publishing notices from the United States and Japan as from July 1999, the number of notices processed should decrease.

Series	1997			1998		
	Issues	Pages	Pages/ issue/ language	Issues	Pages	Pages/ issue/ language
OJ L	357	220 012	56	359	232 368	59
OJ C ⁽¹⁾	395	247 000	57	412	273 618	60
CPVO Bulletin	6	497	83	6	518	86
OHIM:						
— OJ	11	1 476	134 ⁽²⁾	11	1 448	132 ⁽²⁾
— Bulletin	39	12 810	328	99	59 364	600
Total ⁽¹⁾	808	481 795		887	567 316	

⁽¹⁾ Provisional page figures for 1998.

⁽²⁾ Multilingual publications (five languages).

**Table 1 — Trend in the number of pages per series of the Official Journal, 1990–98
(all languages together)**

Series	1990	1991	1992	1993	1994	1995	1996	1997	1998
OJ L	173 664	189 792	198 252	194 796	240 896	198 736	215 688	220 012	232 368
OJ C	141 704	127 392	155 400	151 652	189 216	152 120	246 996	244 000	273 618 ⁽¹⁾
CPVO	—	—	—	—	—	244	388	497	518
OHIM	—	—	—	—	—	680	1 900	14 286	60 812

⁽¹⁾ As in previous years, these figures take account of issues of the Official Journal belonging to the year in question which did not actually appear until the first quarter of the following year.

Table 2 — Trend in the number of documents published in the S series of the Official Journal, 1990–98

Year	Number of documents
1990	34 233
1991	36 578
1992	52 693
1993	67 192
1994	96 340
1995	127 770
1996	140 576
1997	155 186
1998	163 395

1.1.2.2. Budget documents

The Office published the preliminary draft and draft budgets, which, taking all 11 language versions together, amounted to 20 372 pages (1 852 per language) and 15 840 pages (1 440 per language) respectively. The number of pages was slightly up on 1997 (+ 1.8 %).

1.1.2.3. Decentralised bodies

47 594 trade marks were published in the official *Bulletin of the Office for Harmonisation in the Internal Market* — 309 % more than in 1997. This rate of publication is expected to ease off in 1999, however.

1.1.3. OJ L and C CD-ROM

Following the Management Committee's decision of 27 June 1997 (document CD(97)61) and invitation to tender No 1582, the Office produced a CD-ROM edition of the L and C Series of the Official Journal. This CD-ROM is intended for archiving purposes, replacing microfiches as from 2000.

This is intended as a supplementary product; the content is taken from ARCEL, CELEX and EUDOR.

The fact that the product is intended for archiving purposes means that standard formats must be used for storing information. The formats used are SGML (FORMEX) and TIFF. The first is used for the sections in character mode and the second for images.

In 1998, two CD-ROMs were produced covering the first six months of the year. This is less than had originally been planned, particularly because of a series of unforeseen technical problems.

These problems are currently being solved and deliveries should be completed in the course of the first quarter of 1999.

With the entry into force of the new contractual arrangements for the OJ, production of the CD-ROM should become routine.

1.1.4. EUR-Lex CD-ROM

A monthly, cumulative, monolingual CD-ROM of the OJ L and C Series derived from the EUR-Lex site has also been developed. Production should get under way at the beginning of 1999 (see 1.4.4.2, EUR-Lex).

1.1.5. OJ S CD-ROM

The CD-ROM edition of the S Series of the Official Journal was launched in 1997. On 1 July 1998 it became the official publication, as the paper edition was discontinued. There are around 10 200 subscribers.

The Office is preparing a new edition of this CD-ROM, which will be linked to a new edition of the TED (Tenders Electronic Daily) database on the Internet. The same user-interface will be used for both media. The CD-ROM will be linked to the database to provide access to the latest updates, thus making use of the latest technology.

1.1.6. Other CD-ROMs

The *Community Trade Marks Bulletin* and the Official Journal containing the Combined Nomenclature are also published on CD-ROM as well as on paper.

Table 3 — Breakdown of public contract notices by country for 1998

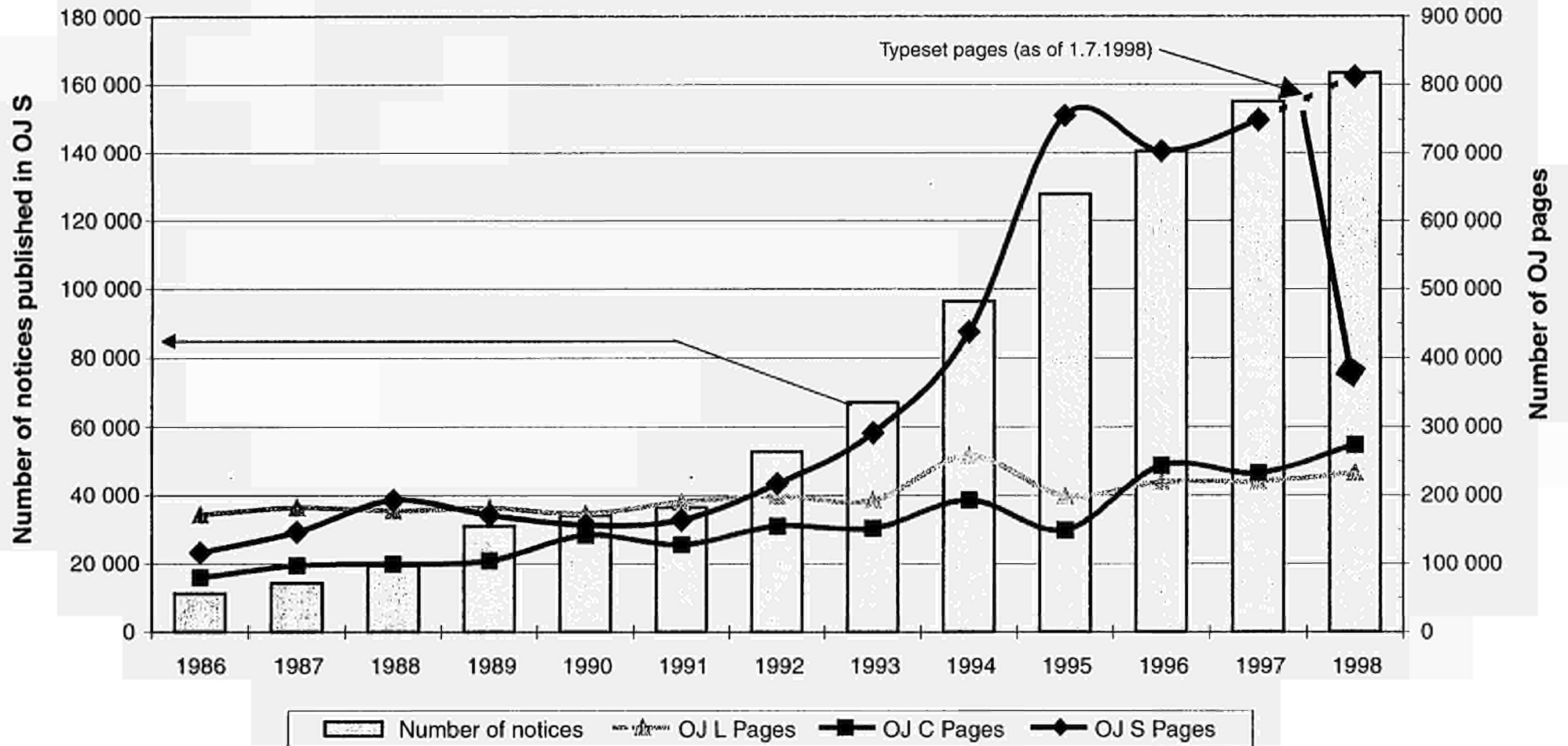
	B	DK	D	EL	E	F	IRL	I	L	NL	A	P	FIN	S	UK	EU	EEA	US	JP	Other	Total	
Community Institutions																						
European Parliament	7					11			63							81					81	
Council of the European Union	10															10					10	
European Commission	759	10	47		25	11	8	121	200	25		6			6	1 218		1		3	1 222	
Court of Justice of the European Communities									7							7					7	
European Court of Auditors																0					0	
Economic and Social Committee of the European Communities	4															4					4	
Committee of the Regions of the European Union																0					0	
EEIG	26	1	12	2	2	23		10	8	14		2		2	3	105					105	
EDF	183															183					117	300
Phare, Tacis, CEEC	114	2	11	1	4	4		16					1		11	164					222	386
EIB						1			2						2	5		1			181	187
EBRD															91	91			7		146	244
EMI/ECB			9													9						9
European Community Works:																						
— preinformation notices																						
— open procedures																						
— restricted procedures	61	13	1 460	20	53	283	51	47	16	51	146	7	16	15	236	2 475	26				2 501	
— accelerated restricted procedures	186	28	8 489	199	536	1 371	46	253	88	85	1 186	129	8	60	5	12 669	117				12 786	
— negotiated procedures	34	53	413	4	34	589	59	190	43	85	13		60	29	550	2 156	10				2 166	
— accelerated negotiated procedures	3	1	329	1	6	8	1	124	2	2	4		3	8	110	602	4				606	
— notices of concession to be awarded	2	2	16		1	136		2		6			1	9	49	224	3				227	
— notices of concession awarded	2		12	19	19	32	2	20			1	5		1	4	102	131				152	
— contracts awarded	67	22	4 660	45	412	1 208	45	314	123	73	723	24	26	53	263	8 058					8 058	
— general information			4					9			1					14					14	
Total works	355	119	15 384	288	1 061	3 628	205	963	272	302	2 075	165	114	177	1 217	26 325	291				26 616	
Supplies:																						
— preinformation notices	82	44	89	12	174	112	71	124	9	26	28	3	14	43	221	1 052	11				1 063	
— open procedures	648	199	1 675	818	1 965	7 011	250	1 191	29	255	486	805	474	1 148	1 699	18 653	504	9 371	7 383	17	35 928	
— restricted procedures	81	248	370	154	3	1 338	27	865		176	8	5	38	58	2 792	6 163	26		101	8	6 298	
— accelerated restricted procedures	27	10	296	35	24	37	15	847	4	23	15	11	7	15	336	1 702	12				1 714	
— negotiated procedures	1	1	74	6	1	529	6	18		2	7	2	3	28	42	720	13				733	
— accelerated negotiated procedures	1		39			7	1	7			5		1		13	74	3				77	
— contracts awarded	280	341	1 201	24	1 352	4 373	168	1 524	31	296	354	48	336	748	2 904	13 980	275	3 772	7 064	23	25 114	
— general information								3								3					3	
— preselection notices																		1	2 130		2 131	
Total supplies	1 120	843	3 744	1 049	3 519	13 407	538	4 579	73	778	903	874	873	2 040	8 007	42 347	844	13 144	16 678	48	73 061	

Table 3 (cont.) — Breakdown of public contract notices by country for 1998

	B	DK	D	EL	E	F	IRL	I	L	NL	A	P	FIN	S	UK	EU	EEA	US	JP	Other	Total
<i>Services:</i>																					
— competition notices	19	19	85	6	9	617	3	32	3	3	23	42	4	5	14	884	34				918
— competition results	5	4	33	5	4	153	2	19			8	9		1	8	251	4				255
— preinformation notices	114	39	147	7	85	170	76	70	1	39	49		18	42	776	1 633	20				1 653
— open procedures	583	127	660	195	1 321	3 972	72	1 190	3	206	210	250	117	721	445	10 072	208				10 280
— restricted procedures	100	327	225	26	40	2 066	49	1 024	1	263	8	5	36	100	2 971	7 241	68				7 309
— accelerated restricted procedures	33	11	88	14	12	43	12	1 067		12	6	6	6	10	335	1 655	7				1 662
— negotiated procedures	59	16	536	2	13	1 044	67	24	7	48	88	3	14	57	670	2 648	42				2 690
— accelerated negotiated procedures	11	3	284		6	16	1	37		4	10	2	1	9	53	437	7				444
— contracts awarded	354	313	787	33	896	2 680	69	1 607	17	497	181	22	78	864	2 463	10 861	108				10 969
— general information		1	7	1	2			45				1			7	64					64
Total services	1 278	860	2 852	289	2 388	10 761	351	5 115	32	1 072	583	340	274	1 809	7 742	35 746	498				36 244
<i>Water, energy, transport and telecommunications:</i>																					
— qualification system	41	53	223	3	10	74	23	240	3	41	63	20		35	219	1 048	26				1 047
— competition notices		1	4			11		1		1	1					19	1				20
— competition results						3				1						4	1				5
— periodic notices	133	83	446	3	6	469	52	241	22	18	89		6	27	243	1 838	19				1 857
— open procedures	108	28	714	185	198	386	20	204	2	38	138	52	35	86	27	2 221	50				2 271
— restricted procedures	51	39	259	16	5	390	21	502	2	80	9	1	29	8	235	1 647	10				1 657
— negotiated procedures	193	213	1 479	5	5	662	135	363	8	87	265	3	69	226	740	4 453	161				4 614
— contracts awarded	214	220	1 811	15	91	1 716	100	1 433	11	110	373	19	73	152	864	7 202	510				7 712
— general information				3		1		3		14	1				1	23					23
Total WETT	740	637	4 936	230	315	3 712	351	2 987	48	390	939	95	212	534	2 329	18 455	778				19 233
Information and various notices	3		8			2									3	16	1	6		1	24
Additional information and corrigenda	331	121	856	354	283	1 430	48	679	7	209	189	192	14	187	713	5 613	49		0	0	5 662
Total 1998	4 930	2 593	27 859	2 213	7 597	32 990	1 501	14 470	712	2 790	4 689	1 674	1 488	4 749	20 124	130 379	2 461	13 152	16 685	718	163 395
Total 1997	3 733	2 606	27 363	2 037	7 343	25 740	1 404	15 288	670	2 670	4 129	1 612	1 498	4 397	21 018	121 508	2 536	11 492	18 688	962	155 186
Increase 1998/1997 (%)	32.07	- 0.50	1.81	8.64	3.46	28.17	6.91	- 5.35	6.27	4.49	13.56	3.85	- 0.67	8.01	- 4.25	7.30	- 2.96	14.44	- 10.72	- 25.36	5.29

Evolution of Official Journal production

(1998 data for OJ L and C not final)



1.2. Other publications

1.2.1. General

Thanks to the internal development of special software and computerised procedures for cleaning up and correcting copy, the use of computers has become firmly established in all the proof-reading teams and the Unit has organised training in the use of semi-automatic correction tools. A technical support group has been established to provide permanent assistance for proof-readers. Electronic manuscripts proof-read using these means accounted for more than 80 % of documents entering the proof-reading section in the last quarter of 1998.

In this way, the Office has been able to save considerable time in producing publications and there has been a substantial improvement in the quality of the finished product, as well as considerable savings at the author's corrections stage.

With a view to optimising the various stages of production, automated procedures for the transfer of electronic files to and from the various operators in the graphics chain have been developed and are currently being tested.

Computer developments have been used to modernise the production procedures for the *Bulletin of the European Union*, i.e. preparation of electronic manuscripts migrated from Interleaf to Word under NT and the transmission of SGML files to the printers has been fully automated, with electronic notification of receipt. These adaptations have made it possible to reduce the time required for composing files at the Office and to achieve a higher level of security in transmission.

The new edition of the *Interinstitutional Style Guide* was finalised and distributed in all the languages. The document was so well received that the French and English versions had to be reprinted — for the second time in the case of the French version. All the language versions are currently being posted on the Intranet. With a view to optimising the dissemination of information, a series of meetings for presenting the guide has been planned with the main authors and, in particular, the translation services.

In accordance with the Management Committee's decision, the *Interinstitutional Directory* appeared only once in 1998, in the 11 languages. The on-line edition, on the other hand, the IDEA database, has been regularly updated (twice a month — see 1.3.2), although the input mechanisms need to be reviewed and improved.

1.2.2. Production

The previous two years had been marked by 'lightning operations' (*Treaty of Amsterdam, Citizens First, Euro*) with record production rates. Things settled down again in 1998, with the number of proof-read pages falling back to the 1995 level (258 000).

The steady rise in non-proof-read pages has resulted partly from the production and wide distribution of the style guide. The acceptance of this document — the fruit of interinstitutional collaboration — by authors has resulted in copy being better prepared at source, and hence in an increase of camera-ready manuscripts.

The figures are as follows:

Output	1997	1998	% change 1997-98
Number of publications	8 483	7 290	- 14
Number of proof-read pages	324 037	257 680	- 20
Number of non-proof-read pages	401 249	455 230	+ 13

Publications which called for particular efforts (deadlines, quality) included:

- Euro 1999 — Convergence report (volumes I and II),
- Annual Reports for various agencies,
- DG I Information Packages: EU-Japan/EU-USA,
- 'Routemaps' (follow-up to *Citizens First*),
- Style Guide — in 10 languages.

The graphic design office was very busy — particularly in the following projects:

- EUR-OP homepage,
- EUR-OP, a publishing house for Europe,
- The common fisheries policy,
- European Union-Japan (folders and sheets),
- Collection of catalogues 'European Foundation for the Improvement of Living and Working Conditions', Dublin,
- Catalogue and newsletter 'European Publishers' Forum',
- Collection of new EUR-OP catalogues,
- Euro 1999 — Convergence report,
- Kaleidoscope 1996-1998.

1.2.3. Analysis of output

Table 4 — Output per institution

Institution/Agency	Proof-read pages			Non-proof-read pages		
	1997	1998	% change	1997	1998	% change
European Parliament	1 686	2 539	+ 50	30 682	48 267	+ 57
Council	9 452	3 808	- 59	12 247	14 563	+ 19
Commission ⁽¹⁾	149 486	115 178	- 23	299 580	318 619	+ 6
Court of Justice	152 565	129 251	- 15	50 968	51 515	+ 1
Court of Auditors	7 052	1 545	- 78	708	280	- 60
Economic and Social Committee/ Committee of the Regions	1 769	1 907	+ 8	88	12	- 86
EIB	143	68	- 52	253	2 498	+ 887
Decentralised Agencies	1 213	2 550	+ 110	4 137	6 183	+ 49
Cedefop	671	834	+ 24	2 586	13 293	+ 414
Total	324 037	257 680	- 20	401 249	455 230	+ 13

⁽¹⁾ These figures include 1 716 proof-read pages and 7 544 non-proof-read pages for the European Foundation in Dublin, and 478 proof-read pages and 128 non-proof-read pages for the European University Institute in Florence.

Table 5 — Number of proof-read pages per language

Language version	1997	1998	% change
ES	26 552	20 586	- 22
DA	29 095	18 983	- 34
DE	34 360	28 348	- 17
EL	27 970	20 992	- 25
EN	43 698	33 942	- 22
FR	30 447	27 195	- 11
GA	556	64	—
IT	26 955	19 494	- 27
NL	30 761	23 091	- 24
PT	25 911	20 321	- 21
FI	22 311	20 846	- 6.5
SV	24 595	22 622	- 8
Total (1)	324 037	257 680	- 20

(1) Including 826 pages in 1997 and 1 196 pages in 1998 for languages other than the 11 official languages.

1.2.4. Official documents

The publication of official documents (COM-final, opinions of the ESC, opinions of the Committee of the Regions) means that preparatory documents for the drafting of legislation are available to the public.

The number of official documents published per language was slightly up in 1998 with 1 040 compared with 980 in 1997, excluding the EP reports, which are no longer produced on microfiche as from 1998.

1.3. Databases and CELEX

1.3.1. CELEX

A detailed annex on CELEX can be found at the end of this report.

Efforts to improve coverage, quality and access continued throughout 1998.

This was reflected in a significant increase in the number of consultations and documents viewed. A total of 14 million documents were viewed in 1998; a figure which is 75 % of the 1997 figure (8 million) and 180 % of the 1996 (5 million).

Coverage of CELEX sectors 1–4 (legislation in force since 1 January 1995) is 98.3 % on average for the nine pre-accession languages.

Coverage of the Finnish and Swedish versions is 74.7 % compared with 44 % in 1997. Since some texts that were in force when these countries acceded have not been translated, coverage for these two languages can increase only when these translations become available. The institutions concerned have been informed of this situation.

1.3.1.1. CELEX +

At its meeting of 26 June 1998, the Management Committee (full members) asked the Office to submit a proposal for an integrated system for access by staff of the institutions to legal documents.

At the meeting of 13 October (substitute members), the Office proposed that this service should be built around CELEX and called CELEX+.

This service, which will provide a single channel for access to the various databases and repositories of legal documents will be set up step-by-step as from the beginning of 1999. It is planned to make it available to the public in the second half of 1999.

1.3.2. IDEA

Input to the on-line edition of the Interinstitutional Directory — IDEA — continued in 10 language versions. The Greek version will be introduced as soon as the new generation of browsers is operational for all users under Windows NT. At the request of interinstitutional users, a new edition of IDEA on the Internet is in preparation. This should take account of the most recent technological developments on the Web as well as the new requirements for information on interinstitutional structures.

1.3.3. EUDOR

Input of documents dating back as far as 1952 continued over the course of the year. The L Series of the OJ is available as from 1980 and the C Series as from 1990.

A new series aimed at providing transparency on the work of the Council has been added to the number of EUDOR collections. This permits access to statements recorded in the minutes and the results of the votes when the Council is acting in a legislative capacity.

The situation at the end of 1998 was as follows:

	Number of pages loaded		
	Cumulative as at 31 December 1998	1997	1998
OJ L	3 800 260	1 096 962	945 658
OJ C	2 503 635	608 111	892 477
OJ P (¹)	139 877	138 051	0
ECSC	9 660	9 660	0
COM Documents	1 612 333	263 570	258 717
Secondary legislation	160 355	72 830	150
CONSLEG	88 247	17 930	31 386
MTF	5 211	2 550	1 382
Eurostat	148 621	60 338	48 555
EP docs (A4)	406 135	267 865	146 032
Council addenda	9 627	0	9 627
Council summaries	1 795	0	1 762
Total	8 885 756	2 537 867	2 335 746
Number of orders		19 633	23 032
Number of pages delivered		358 295	511 226

(¹) OJ published between 24 April 1958 and 31 December 1967.

1.3.4. Documentary publications

1.3.4.1. Tables, Directory and catalogues

Publication of the alphabetical indexes and methodological tables continued at the same rate as in the previous year, with 11 monthly issues and one annual.

In 1998, the 30th and 31st editions of the *Directory of Community legislation in force* were produced in 11 languages.

A cumulative catalogue of publications was published in 11 languages.

The catalogue of documents appeared in the form of 11 monthly lists and one annual edition (July 1997 — June 1998).

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

Contents of the Crenot database:

	Cumulative as at 31 December 1998	Notices processed in 1998
OJ notices (CREJO)	809 081	142 057
Publication notices (Crepub)	61 865	5 765
Notices for other documents (Credoc)	165 596	12 729

Volume published (pages):

	1997	1998
Alphabetical indexes		
— monthly (November to October)	9 351	10 368
— annual	5 621	6 034
Methodological tables		
— monthly	4 780	5 000
— annual	3 266	3 358
Directory		
— 28th and 29th editions	29 360	
— 30th and 31st editions		33 704
Catalogue of publications		
— cumulative	3 329	4 930
Catalogue of documents		
— monthly lists	1 331	1 584
— annual edition	2 786	2 685
Total	59 824	67 663

The catalogue of consolidated texts was published 11 times.

1.3.4.2. Minicatalogue

In 1998, the Minicatalogue was published in 10 language versions with an average of 192 pages per language).

1.3.4.3. Eurovoc Thesaurus

The electronic edition of the Eurovoc thesaurus is available on CD-ROM in nine languages. Translation into Finnish and Swedish is under way.

1.3.4.4. *Electronic Archive (ARCEL)*

In 1998, work on the correction and validation of FORMEX documents was stepped up. All the documents published in the 1998 L and C Series of the OJ were processed.

	Cumulative as at 31 December 1998	1997	1998
FORMEX documents validated	339 998	62 486	116 797

1.3.5. Consolidation of Community legislation

Sixty-five families comprising a total of 513 acts were consolidated, compared with 74 families (445 acts) in 1997. Of these families, 5 will be the subject of legislative consolidation.

This represents 6 512 pages in the 11 official languages, compared with 20 724 pages in 1997.

In 1998, the Commission decided to entrust the entire consolidation work to the Publications Office and proposed that an interinstitutional working group on consolidation be set up to promote interinstitutional coordination in this field. Following a decision by the Management Committee, the Office has set up a working group of this kind.

The aim is to speed up consolidation work substantially and provide immediate accessibility.

1.4. Electronic publishing and Internet dissemination

1.4.1. Introduction

The quality of CD-ROM products for which the Office merely provided the identifiers and organised distribution was found in 1998 to be seriously sub-standard. These products are produced by the originating departments without the help of the Office, which found itself obliged to block the distribution of some of them even though copies had already been pressed. The additional costs arising from these shortcomings are considerable, quite apart from the damage they cause to the reputation of the institutions and the Office.

The Office has therefore stopped providing identifiers for outside production and will no longer distribute such items unless the production units are closely involved in the process of approving the quality of the CD-ROMs themselves, the accompanying booklets and the packaging.

1.4.2. Highlights of 1998

Major events in 1998 included:

- A substantial increase (+ 107 %) in the number of new files handled, amounting to almost 50 per head of production, whereas the budget remained stable and only two new posts were created.
- The introduction of new Internet services, such as EUR-Lex, which the Official Journal section has been operating since April 1998, and legislation in force since September 1998.
- Important decisions by the Management Committee (meeting of 13 October 1998) on the new services based on EUR-Lex to be introduced in 1999, such as the Official Journal on-line for staff of the institutions and the monthly publication of the OJ L and C CD-ROM.

- The start of work on reorganising the Office's Internet site on Europa and the creation of the EUR-OP site on EuropaTeam, particularly for the Official Journal on-line, the *Interinstitutional Style Guide* and the *EUR-OP Guide*.
- The establishment of interinstitutional coordination structures such as the Interinstitutional EUR-Lex Steering Committee and the Interinstitutional Committee on multimedia publications (tools and methods), for which the Office provides both the chairmanship and the secretariat.

1.4.3. Operation of the 'Electronic publishing and Internet dissemination' Unit (OP/5)

The establishment of Unit OP/5 continued in 1998 with the recruitment of new staff — mainly two heads of production. The workforce is still small, however, in view of the level of activity, the workload and the place now occupied by multimedia and the Internet technologies in the field of publishing.

More than 196 new files were being processed in 1998 (49 from 1997 plus 147 from 1998), or almost 50 per head of production.

1.4.4. Detailed activity report

In the field of electronic publishing, the Office is responsible for the following:

- (1) producing multimedia publications,
- (2) managing Internet services,
- (3) organising subcontracting for (1) and (2),
- (4) quality management,
- (5) interinstitutional cooperation,
- (6) technology watch.

1.4.4.1. Producing multimedia publications

General

The year 1998 saw a major increase (+ 107 %) in the number of files processed for the production of multimedia publications (interactive terminals, CD-ROMs and Internet sites). There were 147 new files, plus 49 from 1997 that had not yet been finalised. The number of orders placed was up in 1998, with a total of 171, while the amount committed was down (–14 %). These savings were possible thanks to the significant increase in preliminary studies and the growing involvement of the Office in the production of the technical annexes ('lean' estimates) and the number of small projects benefiting from studies or similar activities.

As mentioned in the 1997 report, the production cycle for multimedia publications is sometimes very long, partly because of the technical complexity and the time taken for the originating departments to supply all the necessary components. In 1998 it proved possible to finalise a large number of files (35) dating from 1997.

As can be seen from the table below, the rate of finalisation was up on the previous year (from 31 % to 35 %).

In 1998, the Office introduced the principle of preliminary studies to help the originating departments to cope with the complexity of their multimedia publications and the production deadlines. These studies take a mere three to four weeks and enable the originating departments and the Office to work out the various production scenarios for a multimedia publication, to identify requirements and to propose realistic production schedules.

	1997		1998	
	Number	% Total	Number	% Total
Number of publication requests received	71	100	147	100
Files terminated within the year	22	31	52	35
Files terminated in year + 1	35	49	95	65
Files in progress in year + 2	14	20	0	0

This has led to:

- a substantial reduction in costs,
- the abandonment of premature projects,
- a general improvement in the quality of the service,
- improved compliance with deadlines.

The Office's advisory work for the originating departments accounts for a large part — an estimated 30 % or so — of the utilisation of resources by the unit responsible. Even if this advisory work does not always lead to a request for publication, almost all the institutions and agencies have called on the expertise of the Office in connection with their multimedia publication projects.

The originating departments should pay more attention to the quality of the drafting and the information value of their multimedia publications, as there has been too much emphasis on merely technical aspects.

Breakdown of files by type

The Office's work in 1998 covered:

- 3 studies,
- 8 graphic productions,
- 2 videos,
- 78 CD-ROMs (including 8 periodical),
- 67 Internet sites.

Difficulty of files

The level of difficulty of a multimedia publication file depends on its duration, volume and technical complexity.

It quite often becomes apparent that multimedia publications are regarded as something that can be easily modified at any time and at no cost, whereas they do not in fact differ from traditional publications inasmuch as work must be done as specified on the order forms. The originating departments must plan the updating of multimedia publications and the maintenance of technical solutions, and submit corresponding requests for publication.

Breakdown of products by customer institution

See Table 6 for further details.

Twenty-six departments called on the services of the Office in 1998.

A number of departments that had previously produced CD-ROMs or Internet sites using their own procedures called on the services of the Office.

1.4.4.2. Management of Internet services

EUR-Lex

The Office is responsible for developing the production system and the operational management of the EUR-Lex service. Progress and coordination were discussed in the EUR-Lex Interinstitutional Steering Committee. Progress reports are regularly submitted to the Management Committee.

Table 6 — Breakdown of products by customer institution

Institution	Number of files	Number of items for supply	Type of item to be supplied				
			Studies	Graphic activities	Video	CD-ROM	Internet
European Parliament	10	10				1	9
Council	2	3		1		1	1
Commission	125	134	3	6	2	67	56
EEA	1	2		1		1	
Cedefop	5	5				5	
EFD	1	1				1	
OEDT	2	2				2	
OHIM	1	1					1
Total	147	158	3	8	2	78	67

Table 7 — Number of files per customer institution

Institution	Number of files		Change (in number of files)	Change (%)
	1997	1998		
European Parliament	3	10	+ 7	+ 233.3
Council	8	2	- 6	- 75
Commission	56	125	+ 69	+ 123.2
Court of Justice	1	0	- 1	- 100
EEA	0	1	+ 1	+ 100
Cedefop	0	5	+ 5	+ 500
EFD	1	1	—	—
OEDT	1	2	+ 1	+ 100
OHIM	1	1	—	—
Total	71	147	+ 76	+ 107.0

Since its launch in November 1997, the main events in the EUR-Lex project have been as follows:

- April 1998 — official opening of the EUR-Lex site — phase 1 — Official Journal, European Union Treaties, consolidated texts of Community legislation, recent judgments by the Court of Justice.
- September 1998 — official opening of the EUR-Lex site — phase 2 — legislation in force, *Directory of Community legislation in force* and texts.
- October 1998 — decision by the Management Committee to introduce new services derived from EUR-Lex, such as the Official Journal on-line for the staff of the institutions (collection as from 1 January 1998) and the monthly publication of a cumulative multilingual CD-ROM edition of the L and C Series of the OJ. The period for which the Official Journal will be retained in EUR-Lex will be increased from 20 to 45 days as from 1 January 1999.

A demonstration of the monthly CD-ROM edition of the L and C Series was produced in 1998 for the Official Journal resubscription campaign with a view to regular production in 1999.

The number of visitors to the EUR-Lex site is steadily rising, for example:

Number of users connecting per day	between 5 000 and 7 000
Number of OJ results pages consulted per day	between 40 000 and 60 000
Number of OJ articles downloaded per day	between 10 000 and 20 000
OJ/Legislation in force utilisation ratio	60/40

EUR-Lex is one of the 10 most frequently consulted sites of the European institutions. Many Internet sites belonging to public administrations, universities, specialist legal services and search engines refer to EUR-Lex.

Almost 100 % of the Official Journals are available. They are loaded daily around 2 p.m. on the day of publication.

EUR-OP Internet sites

Major restructuring and harmonisation of the EUR-OP pages at the various sites (Europa, EuropaTeam and EuropaPlus) was carried out in 1998.

The EUR-OP site accessible via the Internet is now genuinely multilingual and the graphics have been brought into line with Europa. The site contains the electronic edition of *EUR-OP News*. Integration with the other Internet services managed by the Office has been improved (TED, EUDOR, CELEX, EUR-Lex, IDEA etc.) but has yet to be finalised.

The EUR-OP site accessible to all the institutions on EuropaTeam has been configured in such a way as to contain in particular the Official Journal on line, the *EUR-OP Guide*, the *Interinstitutional Style Guide* and the new electronic services to be developed by the Office to establish closer contacts with the originating departments (for example, on-line publication requests, monitoring of publication files, delivery of manuscripts, checking proofs etc.).

CIRCA

The Office is involved, together with Eurostat, the Informatics Directorate and DG III, in the management of the CIRCA project (Communication and Information Resource Centre Administrator) launched by Eurostat as part of the IDA programme (Interchange of Data between Administrations). It offers generic services based on Internet technologies for the exchange, sharing and distribution of information between groups of users. Coordination structures have been established (steering committee, technical committee). The Informatics Directorate houses and manages the CIRCA infrastructure and various Directorates-General and agencies have installed CIRCA in their own computer infrastructures.

The Office uses CIRCA in the following projects:

- European Publishers Forum,
- EUR-Lex Interinstitutional Steering Committee,
- Interinstitutional Committee — multimedia publications (tools and methods).

At least three multimedia projects of the institutions are based on CIRCA, and others are at the evaluation stage.

1.4.4.3. Organising subcontracting

Relations with contractors

Coordination with contractors has been improved. Monthly supervisory meetings (planning, general organisation of work, quality assurance, invoicing) and meetings of a more technical nature are held, and attended by the originating departments if necessary.

Multimedia invitations to tender

In view of the rapid technological developments and requests by originating departments for services not covered by the existing framework contracts, the Office has started to prepare an invitation to tender with 18 lots for the production of multimedia publications (studies, design, implementation, start-up help, promotion, editing etc.). The terms of reference have been validated with representatives of the institutions.

The invitation to tender should be published in the first quarter of 1999, and the contracts should be available in the autumn.

1.4.4.4. Quality management

Quality assurance for multimedia publications

A check list has been produced for each type of publication (interactive interface, video, CD-ROM, booklet, Internet site). It is used by the heads of production in the quality acceptance phase.

Multimedia publication vade-mecum

No progress has been made on producing the multimedia publication vade-mecum. The institutions have reiterated the importance of having a manual of this kind in addition to the documents already available such as

the *Interinstitutional Style Guide*, the Guide for information suppliers or codes of conduct for authors. Drawing up the vade-mecum has been included on the work programme for 1999.

1.4.4.5. Interinstitutional cooperation

Involvement in the distribution policy coordination structures.

The Office regularly takes part in the following coordination structures:

- Interinstitutional Internet Editorial Committee (IIEC),
- Europa Editorial Committee,
- EuropaPlus Editorial Committee,
- Internet Technical Committee,
- Europa Forum,
- CIRCA Steering Committee and Technical Committee,
- EUR-Lex Interinstitutional Steering Committee

1.4.4.6. Technology watch ⁽¹⁾

There has been little progress in active technology watch in what is a constantly developing field.

Various priority areas have been identified and proposals for action have been submitted to the representatives of the institutions. These areas have been the subject of a 'passive' technology watch.

⁽¹⁾ The technology watch consists of following the development of technologies (software, protocol, standard, format, etc.) and services concerned with multimedia publications. This technology watch implies the following activities:

- participating in conferences, seminars, presentations and demonstrations
- following up academic and industrial research work
- evaluating products and services
- establishing prototypes
- writing summary and policy reports.

2. Sales policy and results

2.1. General organisation

2.2. Sales promotion

2.3. Information activities

2.4. Customer support

2.5. Results

2.6. Review and prospects

2.1. General organisation

2.1.1. Sales networks

2.1.1.1. Conventional and electronic publications

The necessary contractual changes have been introduced to enable our partners in the various sales networks to sell all the forms of subscription to the information contained in the Official Journal, regardless of the medium used. The terms of all the contracts with the general sales offices have been broadened to enable them to sell all the off-line products and this creates a core of agents able to offer the entire range of products for sale on all the various media on which information is distributed.

The year 1998 saw the establishment of sales offices in Canada and Sri Lanka, while those in South Africa and South Korea closed.

On 31 December 1998, the network comprised:

- 48 official general agents worldwide (35 in Europe, including 19 in the European Union);
- 60 Euro-booksellers on Community territory;
- 17 gateways;
- 20 agents specialising in off-line products, in addition to the basic agents;
- 4 agents specialising in document delivery;
- 14 Eurostat Datashops.

The annual meeting of the general sales offices in the European Union was held in Vienna on 18 and 19 June 1998. The main points discussed were:

- sales trends;
- the Supplement to the Official Journal and the TED database;
- new approaches to the distribution of Community legislation;
- new directions in the Commission's publications programme;
- new forms of sales;
- the Publishers' Forum;
- discounts on subscriptions;
- renewal procedure for subscriptions;
- the euro and its impact on invoicing and payment;
- bad payers.

The trend towards databases being made available free of charge continued, with free access to ECLAS as from 1 January 1998, the opening of the 'legislation in force' section of EUR-Lex and the announcement that TED would be free as from 1 January 1999. Only CELEX, EUDOR, APC, OIL and Sesame were still available only for a fee, but the last three would probably be made available free of charge in the near future. In other words,

turnover is ceasing to be sufficient for continued viability of the gateways network. The Swiss gateway stopped operating at the end of the year and the activities of the Belgian gateway have been taken over by another body.

On the occasion of the On-line fair held in London on 10 December 1998, the Office organised a meeting with the gateways to discuss the implications of making TED, their main source of revenue, available free of charge.

This has also had an impact on licensing contracts and the revenue they generated (see 2.5.2.1).

2.1.1.2. Document delivery

Activities in 1998 were concentrated on the consolidation of a new section for document delivery and the tools at its disposal, and on the launch of a call for applications for new agents in January 1999. The section also took charge of invoicing for similar work on behalf of the originating departments (BACH, BCSR and Eurostat Datashops).

The Office dealt directly with complex requests from the institutions. These involved the delivery of large volumes of 'made-to-measure' information on various media. This new service provided by the Office has been vigorously promoted among the various customers in the institutions, and in particular the Information Officers. The section has also met similar requests from external organisations. A total of almost 1 800 requests from Luxembourg and Brussels was processed.

2.1.2. Invoicing

A total of 19 755 invoices was sent out in 1998 (36 % up on 1997), for a total of ECU 21 852 498 (1.6 % down on 1997). Electronic products continued to account for a rapidly increasing proportion of the total invoicing, mainly because of the introduction of the CD-ROM to replace the paper edition of the S Series of the OJ. The fact that some information is now available free of charge together with the reduction in the price of electronic products will have a substantial impact on invoicing in 1999.

2.1.3. Stock management, orders

The interest of originating departments in reproduction on demand was confirmed. This mechanism, which involves reproducing publications at short notice from a master, permits production levels that are appropriate to actual distribution during the lifetime of a publication and enables considerable savings to be made on storage costs. The potential of this type of production was taken into account in drawing up the publication programmes for the various departments. In 1997, 1 505 products were placed in this category, to which a further 548 new publications were added in 1998. This arrangement, together with document delivery, will be central to the Commission's publications programme for 1999.

In 1998, 32 716 articles, taking all languages and media together, were produced (including 11 294 Official Journal articles). This represented an increase of 6 % over the 30 980 articles produced in 1997 (including 12 408 Official Journal articles).

2.1.4. Free distribution

2.1.4.1. Distribution to relay centres

At the end of 1998, the numbers of relay centres served by the Office were as follows (the figures in brackets show the change compared with 1997):

1. Relay centres receiving publications on a daily basis:

- full documentation centres: 293 (+ 8)
- specialised documentation centres: 191 (=)
- Info-Points Europe: 93 (+ 31)
- depository libraries: 92 (=)
- reduced depository libraries: 13 (-1)
- European reference centres: 172 (-6)
- rural development forums: 105 (+ 12)
- Euro Info Centres: 247 (+ 16)

2. Relay centres receiving only a selection of publications:

- centres for local urban initiatives (CLUI): 19 (+ 1)
- European Parliament Epicor network: 155 (+ 78)
- public libraries in four countries of the European Union:
 - United Kingdom: 194 (+ 20)
 - Spain: 39 (=)
 - Sweden: 276 (-6)
 - Denmark: 25 (=)

The number of publications distributed to the relay centres increased by some 20 % in 1998, despite the 75 % reduction in Eurostat titles, which will in future be sent to the European documentation centres once a year only on CD-ROM.

2.1.4.2. Orders from officials of the institutions

As from 15 October 1998, the Office officially took on the task of supplying the officials of the institutions with the Official Journal and Commission publications. An average of 50 orders are met per day.

The Office intends to improve the ordering channels for publications with the help of the Information Officers in the various Commission DGs (see 2.1.1.2).

Improved awareness on the part of the institutions of the electronic products available will make it possible to optimise the use of the resources that are at present devoted to internal information.

2.2. Sales promotion

2.2.1. Fairs and exhibitions

The Office was represented at the following 31 events:

2.2.1.1. Direct participation by the Office

Event	Venue	Date
Information New Technologies Forum	Brussels	18–20 February
Online Konferentie	Rotterdam	3–4 March
Salon du livre	Brussels	3–8 March
London International Book Fair	London	22–24 March
Salon du livre	Paris	20–25 March
Leipziger Buchmesse	Leipzig	26–29 March
International Children's Book Fair	Bologna	2–5 April
Online Information Scandinavia	Stockholm	12–14 May
Foire du printemps	Luxembourg	16–24 May
IDT	Paris	9–11 June
Frankfurter Buchmesse	Frankfurt	7–12 October
Foire d'automne	Luxembourg	10–18 October
EIC Conference	Edinburgh	23–24 October
Foire de l'enfance	Luxembourg	24–31 October
Online Information (*)	London	8–10 December

(*) Several European Commission departments took part in this event.

2.2.1.2. Representation by a third party

Event	Venue	Date	Represented by
Tokyo International Book Fair	Tokyo	22–25 January	PSI-Japan
Expolangues	Paris	28 January–1 February	Official Journal
Tallinn Book Fair	Tallinn	19–21 February	Euro Info Centre
International Istanbul Book Fair	Istanbul	20–29 March	Dünya Infotel. AS
International Book Festival	Budapest	20–29 March	Euro Info Service
Salon du livre et de la presse	Geneva	29 April–3 May	OSEC
Infobase	Frankfurt	5–7 May	Outlaw
Business Information Show	London	10–12 June	Abacus Data Serv.
National Book Fair	Warsaw	17–20 September	Ars Polona
Finex	Banská Bystrica	21–24 September	SCSTI
Documat	Valencia	29–31 October	Mundi Prensa
Days of Slovene Lawyers	Ljubljana	15–17 October	Gospodarski Vest.
Frankfurt after Frankfurt	Ljubljana	4–11 November	Gospodarski Vest.
Slovene Book Fair	Ljubljana	25–29 November	Gospodarski Vest.
EDV User Meeting	Vienna	5 November	EDV

2.2.2. Promotional activities

The Office distributed several types of catalogue:

- publications: 402 902 copies, including the cumulative catalogue (53 000 copies), the Minicatalogue (235 500 copies), the Eurostat catalogue (3 402 copies) and the list of publications of Cedefop in Thessaloniki (85 000 copies);

- documents: 9 300 copies per month;
- other catalogues, i.e. the catalogue of consolidated texts (3 400 copies per month), the video catalogue (1 300 copies) and the database directory (12 000 copies).

Work started in 1998 on a fundamental examination of the production of catalogues, in the light of the requirements of the specialised groups that use Publications Office information in a professional context, such as libraries. This work will be continued in 1999.

In 1998, 27 advertising leaflets were produced and distributed to an average of 95 000 recipients.

Distribution of catalogues

Publication	1997	1998	Notes
Publications catalogue	53 300	53 000	Every six months, but annual for 1998
The European Union as a Publisher (Extract from the publications catalogues)	197 000	235 500	Annual (including 35 000 copies for the Lisbon Exhibition)
Documents catalogue	10 000	9 300	Monthly +1 cumulative
Catalogue of consolidated texts	3 900	3 400	Monthly
Database directory	1 600	12 000	Annual
Eurostat catalogue	7 500	3 402	Sent on request
Cedefop	37 000	85 000	
Video catalogue	7 9800	1 300	Irregular
Total	319 000	402 902	

Advertising leaflets produced in 1998

Title	Language versions
Key data on education in the EU	DE, EN, FR
The single market and tomorrow's Europe	DE, FR, IT, NL, FI, SV
EU activity report 1997	11
Europroms	DE, EN, FR
European Foundation for the Improvement of Living and Working Conditions	ES
Panorama of industry 97	DE, EN, FR
The single market and tomorrow's Europe	PT
Panorama of Europe	11
Agriculture	11
Social Affairs	11
Enterprises in Europe	11
Education	11
Environment	11
Monetary Union	11
Tourism	11
Community Law	11
Research and development	11
Single Market Review	EN
Eurostat Directory	IT
Community Trade Marks Bulletin	ES, DE, EN, FR, IT
Guide to Community finance for industry	11
Who's who in the EU	11
European Employment and Industrial Relations Glossary	EL
The rules governing medicinal products in the EU	EN
European System of National and Regional Accounts — ESA 95	11
RISC	DE, EN, FR
EUR 17655 Society, the endless frontier	DE, EN, FR

2.2.3. Marketing operations

In the second quarter, subscribers to the paper edition of the S Series of the OJ were surveyed by means of a circular on the new forms of subscription with a view to discontinuing the paper edition on 30 June 1998 (CD-ROM, on-line access, etc.). The results of this survey have made it possible to forecast CD-ROM production runs and to estimate the relative importance of the various alternatives offered to those currently buying the paper edition.

2.2.4. EUR-OP News

2.2.4.1. Distribution

In 1998, the print run for *EUR-OP News* stabilised at 300 000 copies per issue for all 11 language versions.

The three large-scale distribution channels for *EUR-OP News* continued to be subscriptions, bulk consignments to the sales offices and distribution at book fairs or other events at which the Office was represented.

By the end of 1998, the number of copies sent out had reached 271 897 compared with 269 872 in the previous year. This increase was due to a larger number of individual subscriptions (188 503 in 1998 compared with 177 873 in 1997).

Since October 1998, *EUR-OP News* has been available in 11 languages at the Office's Web site.

EUR-OP News is a popular source of information on publications. However, finance is a recurrent problem.

2.2.4.2. Publications Office on the Internet

The information made available by the Office on the Internet continued to be a great success. By the end of the year, the number of HTML pages called up had reached 6 500 per day.

2.3. Information campaigns

2.3.1. Visits and presentations

In 1998, the Publications Office organised 22 information events on its own premises (compared with 19 in 1997) for 355 visitors (432 in 1997).

Table 8 — Official visits to the Office in 1998

Type and number of visitors (1)
School and university teachers (75)
Officials (75)
Students (70)
Industrialists/trade unionists (8)
Information Officers (15)
Women's groups (30)
Economists (30)
Administrators (40)
Librarians/documentalists (12)

(1) This list is not exhaustive, since some groups comprised several categories of visitor.

The Office organised or took part in 73 external training events and seminars.

Table 9 — External presentations in 1998

Audience and number of presentation
Librarians/documentalists (2)
Sales agents (3)
Database users (2)
Information specialists (12)
Interest groups (2)
Public administrators (4)
Students, teachers, local officials (6)
National civil servants (16)
EU officials (2)
Lawyers (4)
Representatives of applicant countries (2)
Translators (1)
Journalists (1)
Other (5)

2.3.2. Info-Points Europe, Luxembourg

Number of requests dealt with — personal visits and telephone calls:

— Place d'Armes	3 030
— rue Mercier	<u>4 390</u>
Total	7 420

2.4. Customer support

2.4.1. Training courses and help-desk

The table below shows the turnover and invoicing on training courses for database users ('Access to European Law' only in 1998).

Training in the use of databases (other than TED)

	Number of courses		Number of participants		Invoicing (ECU)	
	1997	1998	1997	1998	1997	1998
Access to European Law						
— EN	4	9	16	40	2 640	6 600
— FR	2	1	12	2	1 980	330

Total	6	10	28	42	4 620	6 930
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The numbers of help-desk calls were as follows in 1998:

	1997	1998
On-line	1 825	5 055
Off-line	1 647	2 566
Total	3 472	7 621

There was a total increase of 87 % — as a result of the increase in the number of products supported (EUR-Lex, EUDOR-in-a-Box), the number of customers for electronic media (especially the CD-ROM edition of the S Series of the OJ) and the growing complexity/variety of the computer systems on which the Office's products are called on to operate.

2.5. Sales results

2.5.1. Publications

2.5.1.1. Periodicals

Table 10 shows the general trend in subscriptions to the Official Journal, other periodicals and documents.

Table 10 — Trend in subscriptions

Publication	1997	1998	Change (%)
Official Journal:			
— L + C Series (paper)	14 524	13 420	– 7.60
— L + C Series (microfiches)	1 216	1 078	– 11.35
— L + C Series (CD-ROM)		769	– 3.01 ⁽¹⁾
— C Series (competitions)	6 274	6 281	+ 0.11
— S Series (paper)	9 467	6 496 ⁽²⁾	– 31.38
— S Series (CD-ROM)	2 743	8 573	+ 212.81
	(12 210)	(8 573)	– 29.79 ⁽³⁾
Publications other than the OJ	21 104	19 452	– 7.83
Documents	2 806 ⁽⁴⁾	879	– 68.67
Total	58 134	50 452	– 13.21

⁽¹⁾ Comparison of total subscriptions to physical media (paper and microfiches in 1997; paper, microfiches and CD-ROM in 1998). Publication of the quarterly CD-ROM was delayed; no issues of this subscription quarterly were published in 1998.

⁽²⁾ When the paper edition was discontinued on 30 June 1998.

⁽³⁾ Trend in the number of subscribers to existing media (paper and CD-ROM) in 1997; CD-ROM only (2x and 5x per week) in 1998.

⁽⁴⁾ Down as a result of the discontinuation of the thematic subscriptions to COM documents and the more systematic provision of access to the most important documents on the *Europa* website.

(a) *Official Journal*

Table 11 shows the trend in subscriptions to the various series of the Official Journal by language version.

Table 11 — Trend in subscriptions to the Official Journal

L + C Series: paper, microfiche, CD-ROM

S Series: paper, CD-ROM

Language	L + C Series Paper		L + C Series Microfiches		L + C Series CD-ROM	S Series Paper		S Series CD-ROM		
	1997	1998	1997	1998	1998 ⁽¹⁾	1997	1998 ⁽²⁾	1997	1998	1998
								(Multilingual products language of registration)		
								2 x	2 x	5 x ⁽³⁾
ES	1 894	1 710	166	142	74	233	184	43	142	31
DA	457	398	43	36	36	348	122	243	447	78
DE	2 140	2 021	198	193	91	2 316	1 923	651	2 228	82
EL	288	239	2	2	11	31	11	21	33	0
EN	2 633	2 369	276	243	168	3 062	1 984	925	1 779	417
FR	2 759	2 613	336	287	124	1 712	1 214	437	1 324	285
IT	2 305	2 240	92	73	151	888	603	140	421	401
NL	974	865	87	87	51	746	371	225	560	213
PT	598	544	12	11	46	71	43	31	59	0
FI	237	211	2	1	4	9	5	2	10	0
SV	239	210	2	3	13	51	36	25	61	2
Total	14 524	13 420	1 216	1 078	769	9 467	6 496	2 743	7 064	1 509

⁽¹⁾ New product in 1998.

⁽²⁾ As at 30 June 1998.

⁽³⁾ Daily CD-ROM introduced on 1 July 1998 to replace the paper edition.

The downward trend in subscriptions accelerated in 1998, for the same reasons as in 1997: preference for 'value added' alternatives, reduced budgets for the acquisition of publications, availability of the same information free of charge on the Internet and substantial reductions in the prices of alternative electronic products.

As from 30 June 1998, the paper edition of the S Series of the OJ was replaced by the CD-ROM edition. This abrupt withdrawal of the paper edition led to a significant loss of subscribers to Office products on all media in 1998 (-27.32 %, if the 301 flat-rate subscribers to TED are included). Only some of these subscribers appear to have chosen other alternatives.

(b) *Other publications*

Table 12 shows the trend in subscriptions to periodicals other than the Official Journal.

Table 12 — Trend in subscriptions to periodicals other than the Official Journal

Title	1997	1998	Change (%)
<i>European Parliament</i>			
Debates (paper edition)	255	223	- 12.55
Debates (microfiche edition) (discontinued retroactively from the end of 1996)	48	—	—
List of Members ⁽¹⁾	—	27	—
Total	303	250	- 17.49
<i>Commission</i>			
(a) General publications:			
— Bulletin of the EU and supplements	3 505	3 246	- 7.39
— Agricultural markets: prices	114	108	- 5.26
— Recent publications on the European Communities received by the library ⁽²⁾	66	—	—
— Energy in Europe ⁽²⁾	832	—	—
— European Economy and supplements A, B and C	2 511	2 359	- 6.05
— Euro abstracts ⁽²⁾	350	—	—
— SCAD Bulletin	60	52	- 13.33
— Social Europe and supplements	1 104	1 455	+ 31.79
— Results of the business survey	153	133	- 13.07
— Euroscientia Forum (discontinued retroactively for 1997 and 1998)	105	102	- 2.86
— Terminology and translation ⁽¹⁾	—	39	—
Total, general publications	8 800	7 494	- 14.84
(b) Eurostat publications:			
— Rapid reports ⁽²⁾	442	571	+ 29.19
— ECU-EMS information	301	287	- 4.65
— Eurostatistics	960	918	- 4.38
— Consumer price index (discontinued retroactively for 1997 and 1998)	334	—	—
— ESA quarterly national accounts	135	137	+ 1.48
— Money and finance: quarterly data	208	200	- 3.85
— Iron and steel: monthly statistics	199	179	- 10.05
— Services	69	67	- 2.90
— External trade: monthly statistics	324	311	- 4.01
— Agricultural prices: selected series from the Cronos databank	197	198	+ 0.51
— Energy: monthly statistics	365	348	- 4.66
— Agricultural production	465	458	- 1.51
— Unemployment (monthly bulletin)	297	295	- 0.67
— Panorama of industry	188	226	+ 20.21
— Ecustat	47	56	+ 19.15
— Balance of payments	64	68	+ 6.25
— Economic data pocket book	149	185	+ 24.16
— EU indicator ⁽²⁾	8	—	—
— Key figures	36	49	+ 36.11
— Asylum seekers ⁽²⁾	14	7	- 50.00
— Research in Official Statistics ⁽¹⁾	—	16	—
Total, Eurostat publications	4 802	4 576	- 4.71
Total, Commission publications	13 602	12 070	- 11.26

Table 12 (cont.) — Trend in subscriptions to periodicals other than the Official Journal

Title	1997	1998	Change (%)
<i>Court of Justice</i>			
Reports of European Community Staff Cases	319 ⁽⁴⁾	197	- 38.24
Reports of Cases before the Court and Reports of European Community Staff Cases	492	451	- 8.33
Reports of Cases before the Court	1 714 ⁽⁵⁾	1 857	+ 8.34
Total	2 525	2 505	- 0.79
<i>Agencies</i>			
Cedefop — Vocational training	2 401	2 186	- 8.95
Official Gazette of the Community Plant Variety Office	480	481	+ 0.21
Official Journal of the Office for Harmonisation in the Internal Market	1 466	1 398	- 4.64
OHIM Bulletin	630	562 ⁽⁶⁾	- 10.79
Grand total	21 104	19 452	- 7.83

(1) New subscription in 1998.

(2) Subscription discontinued in 1998.

(3) Includes one complete series (all themes) and the five series by theme.

(4) Includes 261 subscriptions via a specialist distributor.

(5) Includes 165 subscriptions via a specialist distributor.

(6) Plus 41 CD-ROM subscriptions not invoiced in 1998 because of late delivery.

Table 13 — Trends in document subscriptions

Title	1997 ⁽¹⁾	1998 ⁽¹⁾	Change (%)
<i>Parliament</i>			
Reports: microfiche subscriptions ⁽²⁾	120	—	—
<i>Commission</i>			
COM Documents:			
— full subscriptions	291	398	+ 36.77
— selective subscriptions ⁽²⁾	1 985	—	—
— microfiche subscriptions	181	179	- 1.11
Decisions: Merger Task Force ⁽³⁾	74	67	- 9.46
Total	2 651	644	- 75.71
<i>Economic and Social Committee</i>			
Opinions:			
— full subscriptions	108	119	+ 10.19
— microfiche subscriptions	118	112	- 5.08
Total	226	231	+ 2.21
<i>Committee of the Regions</i>			
Opinions:			
— full subscriptions	3	4	+ 33.33
Grand total	2 806	879	- 68.67

(1) These figures include interinstitutional subscriptions.

(2) Subscription withdrawn in 1998.

(3) 74 subscriptions in 1997 not included in 1997 report (change -9.46 %).

2.5.1.2. *New titles and best-sellers*

First-time entries in the publications Catalogue, 1998

A total of 1 710 new titles were added to the catalogue in 1998 — an increase of 15 % compared with 1997.

Table 14 — Number of monographs incorporated into the catalogue in 1998 (by institution)

Institution	Number
All institutions	2
European Parliament	28
Council of the European Union	10
European Commission	1 401
Court of Justice of the European Communities	13
European Court of Auditors	2
Economic and Social Committee	4
European Investment Bank	9
European Agency for Safety and Health at Work	2
European Environment Agency	33
Agency for the Evaluation of Medicinal Products	2
Translation Centre for Bodies of the European Communities	1
Cedefop	107
European Training Foundation	11
European Foundation, Dublin	43
European Monitoring Centre for Drugs and Drug Addiction	13
Community Plant Variety Office	1
Office for Harmonisation in the Internal Market	5
Office for Official Publications of the European Communities	15
Euratom Supply Agency	1
Ombudsman	3
European University Institute, Florence	4
Total	1 710

Table 15 — Number of periodicals other than the OJ incorporated into the catalogue in 1998 (by institution)

Institution	Number
All institutions	1
European Parliament	8
European Commission	127
Court of Justice	4
Committee of the Regions	1
European Investment Bank	2
European Agency for Safety and Health at Work	1
Cedefop	2
European Foundation for the Improvement of Living and Working Conditions, Dublin	3
European Monitoring Centre for Drugs and Drug Addiction	1
Community Plant Variety Office	1
Office for Harmonisation in the Internal Market	4
Office for Official Publications of the European Communities	12
ISPO	1
Institute for Prospective Technological Studies (Seville)	1
Total	169

Tables 16 and 17 show the best-selling titles, according to the number of copies sold and sales value respectively.

Table 16 — The 15 best-selling publications by number of copies sold in 1998

Ranking	Title	Quantity	Amount (ECU)
1	Interinstitutional directory — European Union — March 1998 edition	6 575	77 982.00
2	Eurostat Yearbook 1997	6 214	84 530.80
3	Community scale for the classification of carcasses of adult bovine animals	5 272	1 054.43
4	European Union — Consolidated Treaties	5 196	25 322.64
5	European Union — Treaty of Amsterdam	4 527	18 227.00
6	General Report on the Activities of the European Union — 1997	4 343	57 333.54
7	EudraLex — Volume 4 — Good manufacturing practices — Medicinal products for human and veterinary use	3 748	32 995.60
8	Grants and loans from the European Union — 1998 edition	3 428	13 715.00
9	Supplement No 5/97 to the Bulletin of the EU — Agenda 2000	2 925	8 161.30
10	EudraLex — Volume 2 — Notice to applicants — Medicinal products for human use	2 552	71 624.00
11	Key data on education in the EU — 1997	2 518	25 187.50
12	EudraLex — Volume 1 — Pharmaceutical legislation — Medicinal products for human use	2 385	42 479.70
13	Fact sheets on the European Union — 1997	2 165	13 894.40
14	XXVIIIth Report on Competition Policy — 1997	2 049	18 031.20
15	Employment in Europe 1997	1 704	10 117.20

Table 17 — The 15 best-selling publications by net sales value, 1998

Ranking	Title	Quantity	Amount (ECU)
1	Eurostat — Yearbook 1997	6 214	84 530.80
2	Interinstitutional directory — European Union — March 1998 edition	6 575	77 982.00
3	EudraLex — Volume 2 — Notice to Applicants — Medicinal Products for Human Use	2 552	71 624.00
4	EudraLex — Volume 3 — Guidelines — Medicinal Products for Human Use	1 350	66 026.40
5	General Report on the Activities of the European Union — 1997	4 343	57 333.54
6	EudraLex — Volume 1 — Pharmaceutical Legislation — Medicinal Products for Human Use	2 385	42 479.70
7	The Single Market Review — Complete series (joint publication)	19	41 649.75
8	EudraLex — Volume 4 — Good Manufacturing Practices — Medicinal Products for Human and Veterinary Use	3 748	32 995.60
9	Europe's Environment — The Second Assessment (joint publication — softcover)	1 072	30 016.00
10	OJ L 312, 1997 (Combined Nomenclature)	583	28 193.00
11	European Union — Selected instruments taken from the Treaties — Book I, Vol. 1 (1995 edition)	1 504	25 820.80
12	European Union — Consolidated Treaties	5 196	25 322.64
13	Key data on education in the EU — 1997	2 518	25 187.50
14	Directory of Community legislation in force (30th edition)	507	22 308.00
15	CD-ROM: Intra- and extra-EU trade (monthly data 05/98 — Combined Nomenclature)	48	20 636.00

2.5.1.3. Off-line products

Table 18 — Invoicing of off-line products

Title	1997 (ECU)	1998 (ECU)	Change (%)
OJ S CD-ROM (see Table 11 for number of subscriptions)	946 815.00	1 526 209.50	+ 61.19
Europroms CD-ROM ⁽¹⁾	43 510.00	12 050.00	- 72.30
Comext CD ⁽²⁾	496 839.91	448 590.82	- 9.71
CORDIS CD-ROM ⁽¹⁾	23 857.00	13 399.97	- 43.83
Panorama of EU Industry CD (VALUE and PRO versions)	28 977.80	26 185.00	- 9.63
EUROFARM CD 1993 edition	1 314.50	3 831.30	+ 191.46
EUROVOC on CD-ROM	536.00	3 114.00	+ 480.97
REGIOMAP CD (joint publication – sales by the Office) ⁽¹⁾	24 477.00	1 144.00	- 95.32
Statistical Yearbook CD — 1995 and 1997 editions	7 517.40	17 396.20	+ 131.41
BTI CD-ROM ⁽³⁾	15 879.00	2 532.00	- 84.05
Other CD-ROMs	7 112.60	15 718.06	+ 120.98
Combined products	13 642.67	14 543.39	+ 6.60
ECICS on diskette ⁽⁴⁾	24 258.33	7 605.01	- 68.65
Total	1 634 737.21	2 092 319.25	+ 27.99

⁽¹⁾ New edition not yet published.

⁽²⁾ 1998 subscriptions invoiced *pro rata* up to the end of the year.

⁽³⁾ Price reduced from ECU 300 in 1997 to ECU 50 in 1998.

⁽⁴⁾ New edition published at the end of 1998 — to be invoiced in 1999.

Table 19 — The 10 best-selling off-line publications by number of copies sold in 1998 ⁽¹⁾

Ranking	Title	Quantity	Amount (ECU)
1	Comext (all editions together) ⁽¹⁾	502	448 590.82
2	Eurostat Yearbook '97	393	15 925.00
3	CORDIS ⁽¹⁾	116	13 399.97
4	COINS Information & Communication Services diskette	76	3 318.70
5	Panorama of EU Industry (VALUE and PRO versions)	72	26 185.00
6	Enterprises in Europe Fourth Report (Software CUB.X)	65	1 971.00
7	European System of Accounts ESA 95 on CD-ROM	58	2 659.20
8	ECICS (diskette and CD-ROM together)	55	7 605.01
10 =	European System of Accounts ESA 95 on diskette ⁽²⁾	52	3 247.00
10 =	FT EUROFILE	52	894.56

⁽¹⁾ Subscriptions and individual sales together. Table 17 (best-selling publications) shows the sales value for the best-selling individual Comext (48 copies = ECU 20 636).

⁽²⁾ All language versions.

Table 20 — The 10 best-selling off-line publications by net sales value, 1998

Ranking	Title	Quantity	Amount (ECU)
1	Comext (all editions together) ⁽¹⁾	502	448 590.82
2	Panorama of EU Industry (VALUE and PRO editions)	72	26 185.00
3	Eurostat Yearbook (1997 edition)	393	15 925.00
4	CORDIS ⁽¹⁾	116	13 399.97
5	Europroms	12	12 050.00
6	ECICS	55	7 605.01
7	EUROFARM	11	3 831.30
8	COINS	76	3 318.70
9	European System of Accounts ESA 95 on diskette ⁽²⁾	52	3 247.00
10	EUROVOC	24	3 114.00

⁽¹⁾ Subscriptions and individual sales together. Table 17 (best-selling publications) shows the sales value for the best-selling individual Comext (48 copies = ECU 20 636).

⁽²⁾ All language versions.

2.5.2. Databases

2.5.2.1. Developments and customer trends

On 31 December 1998, the commercial database situation was as follows:

a) Number of databases distributed: 5

- CELEX
- EUDOR
- APC
- OIL
- Sesame

b) Number of databases which became free of charge or were merged with others: 2

- ECLAS (1.1.1998)
- TED (1.1.1999, announced in the course of the year)

The trend towards databases being made available free of charge was confirmed in 1998 — particularly in the case of TED, the most attractive in commercial terms.

On 1 October 1998, the Office provisionally took over responsibility for the TED server from DG XIII at very short notice, pending the launch of the new product, on another server, scheduled for April 1999.

1. Direct customers

Table 21 shows the trends in the number of contracts managed directly by the Office.

Table 21 — Trends in the number of contracts

Customers	1997	1998	Change (number)
ECHO			
Standard customers	372	373	+ 1
EICs	184	181	- 3
Flat-rate TED	—	283	+ 283
Gateways	18	18 ⁽¹⁾	
Total	574	855	+ 281
EUROBASES			
Standard customers	55	94	+ 39
Universities	59	63	+ 4
Translators	41	133	+ 92
Rural information forums	65	82	+ 17
Data suppliers	4	2	- 2
ECD	314	369	+ 55
EICs	183	179	- 4
BC-NET/BRE	19	12	- 7
Permanent representations	11	12	+ 1
Urban Information Forums	17	17	0
Info-Points Europe	39	54	+ 15
Gateways	18	18	0
Other	19	51	+ 32
Flat-rate CELEX	—	71	+ 71
Total	844	1 157	+ 313
Grand total	1 485	2 012	+ 594

⁽¹⁾ Two gateways terminated their contracts on 31 December 1998.

2. Licences

Table 22 — Invoicing of licences for databases

	1997 (ECU)	1998 (ECU)	Change (%)
1. CELEX	321 234.70	377 886.30	+ 17.6
2. SCAD ⁽¹⁾	26 070.50	- 16 977.00	—
3. INFO 92	- 771.00	—	—
4. Sesame	4 125.00	2 062.50	- 50.0
5. TED ⁽²⁾	920 178.30	778 475.20	- 15.4
6. OJ ⁽³⁾	54 556.50	22 415.50	- 58.9
<i>Subtotal EUR-OP</i>	<i>1 325 394.00</i>	<i>1 163 862.50</i>	<i>- 12.2</i>
7. REGIO	860.00	4 725.00	+ 449.4
8. New Cronos	45 128.00	106 725.00	+ 136.5
9. Comext	46 100.00	53 600.00	+ 16.3
10. Royalties	33 827.97	—	—
11. Various publications	—	3 500.00	—
<i>Subtotal Eurostat</i>	<i>125 915.97</i>	<i>168 550.00</i>	<i>+ 33.9</i>
12. RTC (DG XXI)	3 000.00	750.00	- 75.0
13. Business & Consumer Survey (DG II)	—	6 200.00	—
Total	1 454 309.97	1 339 362.50	- 7.9

⁽¹⁾ SCAD: negative figure because of reimbursement following free distribution of the on-line edition.

⁽²⁾ In spite of the increase in the number of TED licences and the fact that the price of the licence remained unchanged, sales value decreased because, for the majority of licences in force in 1998, only part of the fee was invoiced pending free distribution of the on-line edition, announced for 1 January 1999 and introduced on schedule.

⁽³⁾ Regular provision of OJ data (L + C Series) in FORMEX V.2 to two licence-holders and two subscribers.

Licensing contracts in force as at 31 December 1998 (1997 figures in parentheses)

CELEX	24 (22)
SCAD	3 (5)
INFO 92	— (1)
SESAME	1 (1)
TED	41 (35)
OJ	2 (2)
REGIO	2 (2)
New Cronos	7 (4)
Comext	3 (1)
RTC	1 (1)
Eurostat publications	1 (—)
Business & Consumer Survey	1 (—)
Total	86 (74)

Notes

As in 1997, CELEX and TED continued to be the flagship licensing products, accounting for 64 of the 86 licences in force, or 74 % of the total number and 86 % of the total amount invoiced.

The increase in the number of licences for statistical databases and in invoicing for Eurostat can mainly be explained by the development of the New Cronos database.

2.5.2.2. Invoicing of on-line products

Table 23 gives details, for all the commercial databases, of direct invoicing of customers by the Office and the invoicing of gateways by the Office for their customers' consumption.

It should be noted that:

- Gateway-invoicing includes a 'commission' component of between 25 % and 40 % depending on the turnover. This component — which obviously did not exist with a direct invoicing system — results in a reduction in the net amount. Furthermore, since gateway-invoicing takes place at the end of the contractual period, it does not necessarily reflect consumption per calendar year.
- The downward trend in on-line consultation of CELEX continued, but was less steep than in the previous year, which means that this database has a hard core of very faithful users, who make professional use of the extra benefits it provides in spite of the alternatives available free of charge.
- The reduction in total turnover may seem slight, but this is a short-term phenomenon resulting from the flat-rate subscriptions to the TED database taken out when the paper edition of the OJ S Series was discontinued, which will mean a correspondingly greater loss of revenue for 1999 as a result of the fact that TED is now available free of charge.

The downward trend in sales revenue from databases is very marked and must be taken into account in future budget estimates.

Table 23 — Invoicing of on-line electronic products

Database	1997 (ECU)	1998 (ECU)	% change
CELEX			
— direct	40 160.71	35 036.34	- 12.76
— gateway	189 000.49	89 723.35	- 52.53
— flat rate	—	71 150.00	
Total	229 161.20	195 909.69	- 14.51
SCAD			
— direct	781.56	—	
— gateway	5 102.70	142.10	- 97.21
Total	5 884.26	142.10	- 97.21
Sesame			
— direct	66.58	4.33	- 93.49
— gateway	1 134.57	439.63	- 61.25
Total	1 201.15	443.96	- 63.04
ECLAS			
— direct	439.90	6.10	- 98.61
— gateway	1 775.85	566.15	- 68.11
Total	2 215.75	572.25	- 74.17
Eurocron			
— direct	22.27	—	
— gateway	344.70	—	
Total	366.97	—	
INFO 92			
— direct	238.38	—	
— gateway	1 645.58	—	
Total	1 883.96	—	

Table 23 (cont.) — Invoicing of on-line electronic products

Database	1997 (ECU)	1998 (ECU)	% change
OIL			
— direct	114.73	16.69	- 85.45
— gateway	460.77	619.76	34.50
Total	575.50	636.45	10.59
RAPID			
— direct	1 091.72	—	
— gateway	23 566.06	—	
Total	24 657.78	—	
ABEL			
— direct	308.12	—	
— gateway	5 985.20	—	
Total	6 293.32	—	
ABEL — document delivery			
— direct	13.37	—	
— gateway	1 209.06	—	
Total	1 222.43	—	
APC			
— direct	240.44	2 224.65	825.24
— gateway	4 149.55	1 425.30	- 65.65
Total	4 389.99	3 649.95	- 16.86
EUDOR — document delivery MTF			
— direct	—	3.75	
— gateway	—	274.43	
Total	—	278.18	
EUDOR — document delivery OJ			
— direct	7 338.36	5 432.62	- 25.97
— gateway	1 104.37	4 544.52	311.50
Total	8 442.73	9 977.14	18.17
EUDOR — document delivery COM doc.			
— direct	—	961.98	
— gateway	—	2 148.04	
Total	—	3 110.02	
EUDOR — document delivery Consleg			
— direct	—	231.21	
— gateway	—	205.14	
Total	—	436.35	
TED MIN			
— direct	70 992.15	15 077.85	- 78.76
— gateway	138 308.23	77 979.82	- 43.62
Total	209 300.38	93 057.67	- 55.54
TED DOC — format 'ALL' (for documents retrieved)			
— direct	117 179.20	132 627.90	13.18
— gateway	238 994.08	258 838.78	8.30
Total	356 173.28	391 466.68	9.91
TED DOC — format 'EXTRA' (for documents retrieved)			
— direct	28 956.10	30 048.17	3.77
— gateway	47 061.33	28 351.51	- 39.75
— flat fee	—	115 846.90	
Total	76 017.43	174 246.58	129.21
Total direct	267 105.81	221 671.59	- 17.01
Total gateway	658 614.95	652 255.43	- 0.96
Grand total	925 720.76	873 927.02	- 5.59

In 1998, a flat-rate subscription was introduced for CELEX and TED (see Table 21), with a simple invoicing system that is attractive to subscribers. It produced considerable revenue (see Table 23).

2.6. Review and prospects

The quest for legitimacy in the eyes of citizens and the will of the authors to make their work as widely known as possible have led the institutions to favour free distribution, which may be perceived as being contradictory to their attempts to economise and obtain further budgetary resources.

These two approaches on the part of the institutions occur at a time when the publishing world is undergoing the after-effects of technological and social changes. Nevertheless, it should be noted that in this area as in others, behaviour changes progressively over a period of years without necessarily resulting in the disappearance of more traditional media forms.

Most of the Publications Office's clients use its products professionally and have specific expectations and requirements. In most cases they are private or public sector organisations with budgets for obtaining information. They have computer systems which are sometimes very difficult to administer and develop. Some are particularly reticent with regard to technological innovation. Most have seen their budgets for purchasing publications severely cut back in the past few years.

Clients wish to obtain from the Publications Office a range of products which take their needs into account. They demand that the Publication Office's services be regular and reliable and the information up to date. Although it is true that access to information free of charge is attractive to clients, they are still very demanding as regards quality of service. Some prefer to pay for information, which imposes an obligation on the publisher to produce results.

The Publications Office has no sales staff in the field and will continue to use the services of local agents where geographical constraints demand this.

For some years, income from the sale of Official Journal subscriptions has paid for a large share of the activities for promoting the Publication Office's products. The sharp decline in this income will necessitate a revision of some of the support activities organised by its partners.

Furthermore, a shrewd sales policy must be able to rely on good publishing discipline in both the administration of publishing programmes and the establishment of schedules for launching new products.

Sales activity will persist, of course, but will undergo changes: it will develop or decline depending on the priorities and targets set. It is, however, likely to continue to occupy a privileged position with regard to the professional and actively interested public.

The Publications Office will have to seek to redefine the objectives of its sales policy on the basis of a balance between these approaches, which seem to be contradictory.

For this purpose, the Office must bear in mind the following elements in particular:

A. The co-existence, in its supply programme, of products provided free of charge and products distributed against payment. The effect of the first on the second can be measured only in the light of several years' experience. However, some interinstitutional decisions regarding legislative documents are likely to provide some clear pointers, e.g.

- information creating obligations for the citizen must be free of charge;
- although the information in itself is free of charge, the medium for making it accessible, if other than the Internet (magnetic tape, cartridge, etc) is subject to a charge;
- any value added to the basic information gives rise to payment.

B. The distribution of the same material on different media (paper, on-line databank, CD-ROM, Internet). Here, too, only experience will allow us to gauge the market's reaction to different media.

Nevertheless, an interinstitutional consensus based on the following considerations is becoming apparent:

- for the time being, any information with legal effect must be available on paper, since electronic media can serve only as a supplementary medium;
- paperless publication (only electronic publication) may provide an alternative for some types of official information without legal effect, especially if the associated search functions facilitate consultation.

C. The development of electronic trade. We must base our considerations on the idea that most orders will soon be received by the Publications Office by electronic means via the Internet. New links must be set up with intermediaries, whose role will be substantially changed.

D. A certain degree of centralisation of the message-handling function. This movement is no doubt inescapable since:

- the introduction of the euro has neutralised the problem of payment in national currency;
- the need to have stocks in the Member States, in geographical proximity to clients, is no longer as self-evident as it was as a result of more electronic circulation of information. The proportion transferred via tangible media benefits from the improved functioning of postal services in the wake of their liberalisation;
- clients are becoming more and more accustomed to a rapid '24-hour service' which can be run in an optimum fashion only by a single centralised structure.

3. Coedition and copyright

3.1. Introduction

3.2. Coedition

3.3. Copyright

3.4. Fixed payments and royalties

3.5. European Publishers' Forum

3.1. Introduction

While the number of joint publications was down on 1997, the number of publication and translation licences (full and partial) continued to grow. The fixed payments and royalties invoiced were substantially higher.

The Office intends to intensify its partnership with private publishers through the Publishers' Forum and to improve the results.

3.2. Coedition

Fourteen joint publications appeared in 1998, compared with 51 in 1997. This reduction was mainly due to the fact that 1997 saw the appearance of 39 studies in the series 'The Single Market Review'. Six joint-publication contracts were signed (17 in 1997) and ten were being negotiated as at 31 December (seven in 1997).

3.3. Copyright

As in 1997, the number of requests involving various aspects of copyright for Community publications increased in 1998 compared with the previous year — from 574 to 647 (+ 12.7 %). These included in particular 91 requests for reproduction, for non-personal use, of documents distributed by EUR-Lex, most of which the Office received by e-mail and which concerned the Official Journal section of EUR-Lex. Reproduction was authorised in 19 cases, mostly for non-commercial purposes.

Sixty licences were issued, 37 of which were for translation (31 in 1997). The increase in the number of translation licences can be explained by the need for the central and eastern European countries to prepare, at both administrative and private level, for accession to the European Union.

3.4. Fixed payments and royalties

In 1998, fixed payments and royalties were invoiced for a total of ECU 218 166.05 (ECU 120 825 in 1997) — an increase of 80.6 %.

3.5. European Publishers' Forum

3.5.1. Members

As at 31 December 1998, and following the results of a validation survey of the parties concerned, the Forum comprised:

- 193 full members (publishing houses), and
- 189 guest members (European organisations, various representatives of publishing houses, representatives of European institutions etc.).

3.5.2. Meetings

Two meetings of the Forum were held in 1998.

The fifth meeting was held in Luxembourg on 27 April 1998. It was attended by more than 80 members, including publishers and representatives of the Commission and other European organisations. In addition to the

contributions by the representatives of the European Publishers' Federation and the Office, mention should be made of contributions by the following bodies:

- European Administration Institute, Maastricht;
- the Coordination of Regulatory Activities Unit of the Commission's DG III (Industry).

The sixth meeting was held in Frankfurt on 8 October 1998. It was attended by around 60 members as well as several guests, who presented their publication programmes and submitted a number of documents to the members of the Forum:

- European Monitoring Centre for Drugs and Drug Addiction (Lisbon);
- Eurydice — Education information network in the European Community;
- Commission DG II (Economic and Financial Affairs);
- Eurostat.

3.5.3. Catalogue

Each year, on the occasion of the Frankfurt Book Fair, the Office produces a catalogue containing a selection of publications on European subjects produced by the members of the Forum. The 1998 edition contained around 200 titles in English, French and German, from 41 Austrian, Belgian, British, Danish, Dutch, French, German, Irish and Italian publishers.

3.5.4. Newsletter and website

Two newsletters were published in 1998, with new content and a new lay-out. They mainly provided information on the activities of the Forum — meetings, catalogue, etc. — and on manuscripts offered for licensing.

Work on constructing an Internet site began in 1998, and a prototype was presented in Frankfurt. The finishing touches should be made in 1999.

3.5.5. Results

The Forum is now fully operational. Its failure so far to produce the results hoped for has largely been due to a lack of material likely to interest private publishers. However, the Office has stepped up its means of making the various departments of the institutions aware of this new approach to publishing, which is in line with the policy of subsidiarity and partnership.

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

Total budget expenditure in 1998 was ECU 53 863 229.17, amounting to 99.68 %, of the available appropriations (ECU 54 036 000). Expenditure was broken down as follows:

- 93.73 % (ECU 50 650 540.59) in payment appropriations;
- 5.95 % (ECU 3 212 688.58) in appropriations carried forward from 1998 to 1999.

The rate of utilisation of appropriations varies from one title to another, as shown in the Table below:

	Appropriations available	1998 expenditure					
		Expenditure as at 31.12.1998	%	Appropriations carried forward	%	Total	%
Title 1	32 539 000	32 085 675.55	98.61	347 892.61	1.07	32 433 568.16	99.68
Title 2	20 057 000	17 508 696.66	87.29	2 481 981.62	12.37	19 990 678.28	99.67
Title 3	1 440 000	1 056 168.38	73.35	382 814.35	26.58	1 438 982.73	99.93
Total	54 036 000	50 650 540.59	93.73	3 212 688.58	5.95	53 863 229.17	99.68

With only 5.95 % of appropriations carried forward to cover expenditure contracted in 1998 but not yet cleared for payment by the end of the accounting year, the Office remained very close to the theoretical limit of its budget, having spent 99.68 % of the available funds.

The 0.85 % reduction in the rate of exchange of the ecu against the Luxembourg franc made it difficult (for the last time) to keep track of staff costs and obliged the Office to make a large number of minor technical adjustments, particularly to items relating to staff costs.

Seven appropriation transfers were made in connection with the 1998 budget. Exceptionally, one of these was from Title 2 to Title 3 to boost the CELEX budget and offset the loss of revenue resulting from the launching of the EUR-Lex site.

The Office continued to have cash-flow problems with the amounts advanced to the institutions in connection with free distribution. However, by the end of the year, a new system had been established with the Commission (which spends by far the largest amounts in this area), and it is to be hoped that this problem is now a thing of the past.

Table 24 recapitulates the Office's expenditure for 1997 and gives details of the utilisation of the 1998 budget.

Table 25 shows the breakdown of the Office's expenditure in 1998 by department.

Table 26 shows the amounts invoiced pro forma for services rendered to the institutions by the various departments of the Publications Office.

Table 24 — Budget out-turn in 1998

(ECU)

Item	Heading	1998 appropriations			1998 expenditure			1997 expenditure
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1998	Appropriations carried forward	Total expenditure	
1100	Basic salaries	22 209 000	- 362 000	21 847 000	21 838 402.86	0.00	21 838 402.86	21 296 014.96
1101	Family allowances	2 350 000	134 500	2 484 500	2 482 384.81	0.00	2 482 384.81	2 307 543.17
1102	Expatriation allowances etc.	2 985 000	17 200	3 002 200	3 000 908.08	0.00	3 000 908.08	2 893 595.95
1103	Secretariat allowances	192 000	4 600	196 600	196 197.67	0.00	196 197.67	185 194.16
	Total Article 110	27 736 000	- 205 700	27 530 300	27 517 893.42	0.00	27 517 893.42	26 682 348.24
1110	Auxiliary staff	304 000	464 500	768 500	763 476.01	0.00	763 476.01	480 320.17
1120	Further training for staff	90 000	17 000	107 000	71 807.30	29 181.18	100 988.48	94 000.00
1130	Sickness insurance	757 000	3 500	760 500	759 448.93	0.00	759 448.93	732 575.82
1131	Accident insurance	175 000	- 2 400	172 600	171 987.33	0.00	171 987.33	165 975.31
1132	Unemployment insurance	7 000	- 700	6 300	6 250.31	0.00	6 250.31	6 612.18
	Total Article 113	939 000	400	939 400	937 686.57	0.00	937 686.57	905 163.31
1140	Birth/death grants	500	1 000	1 500	785.66	0.00	785.66	0.00
1141	Annual leave travel expenses	407 000	40 000	447 000	444 715.83	0.00	444 715.83	403 344.32
1147	Shift work standby allowances	35 000	12 400	47 400	47 009.21	0.00	47 009.21	58 947.26
	Total Article 114	442 500	53 400	495 900	492 510.70	0.00	492 510.70	462 291.58
1150	Overtime	53 000	- 3 700	49 300	49 051.51	0.00	49 051.51	51 732.22
	Total Article 115	53 000	- 3 700	49 300	49 051.51	0.00	49 051.51	51 732.22
1174	Freelance proof-readers	1 267 000	- 40 000	1 227 000	1 174 328.28	52 671.72	1 227 000.00	1 750 000.00
1175	Other work sent out	72 000	32 000	104 000	79 508.00	24 492.00	104 000.00	168 000.00
	Total Article 117	1 339 000	- 8 000	1 331 000	1 253 836.28	77 163.72	1 331 000.00	1 918 000.00
1181	Travel expenses	35 000	- 30 500	4 500	4 151.40	348.60	4 500.00	27 000.00
1182	Installation allowances	60 000	23 100	83 100	82 618.16	481.84	83 100.00	175 000.00
1183	Removal allowances	72 000	14 000	86 000	68 169.05	17 830.95	86 000.00	114 000.00
1184	Temporary subsistence allowance	150 000	- 114 000	36 000	35 536.67	463.33	36 000.00	188 000.00
	Total Article 118	317 000	- 107 400	209 600	190 475.28	19 124.72	209 600.00	504 000.00

1190	Weightings	222 000	79 500	301 500	300 736.47	0.00	300 736.47	233 270.03
1191	Provisional appropriations	306 000	- 290 000	16 000	0.00	0.00	0.00	0.00
	Total Article 119	528 000	- 210 500	317 500	300 736.47	0.00	300 736.47	233 270.03
	Total Chapter 11	31 748 500	0	31 748 500	31 577 473.54	125 469.62	31 702 943.16	31 331 125.55
1300	Mission expenses	320 000	0	320 000	269 206.35	50 793.65	320 000.00	320 000.00
	Total Chapter 13	320 000	0	320 000	269 206.35	50 793.65	320 000.00	320 000.00
1400	Restaurant/canteen running costs	12 100	- 2 000	10 100	7 619.71	2 480.29	10 100.00	4 000.00
1401	Canteen alterations	7 000	2 000	9 000	4 461.55	4 538.45	9 000.00	23 000.00
	Total Chapter 14	19 100	0	19 100	12 081.26	7 018.74	19 100.00	27 000.00
1520	Seconded national officials	40 000	0	40 000	0.00	0.00	0.00	0.00
	Total Chapter 15	40 000	0	40 000	0.00	0.00	0.00	0.00
1610	Staff social contacts	26 500	5 000	31 500	22 598.06	8 901.94	31 500.00	26 500.00
1620	Other welfare expenditure	10 500	0	10 500	1 201.89	1 423.11	2 625.00	4 600.00
1630	Early Childhood Centre	370 000	- 5 000	365 000	199 138.32	153 861.68	353 000.00	383 000.00
	Total Chapter 16	407 000	0	407 000	222 938.27	164 186.73	387 125.00	414 100.00
1701	Entertainment/representation expenses	4 400	0	4 400	3 976.13	423.87	4 400.00	4 400.00
	Total Chapter 17	4 400	0	4 400	3 976.13	423.87	4 400.00	4 400.00
	Total Title 1	32 539 000	0	32 539 000	32 085 675.55	347 892.61	32 433 568.16	32 096 625.55
2000	Rent	4 187 000	- 107 000	4 080 000	4 079 987.67	12.33	4 080 000.00	4 024 759.77
2010	Insurance	15 000	0	15 000	200.00	950.00	1 150.00	3 750.00
2020	Water, gas etc.	590 000	10 000	600 000	469 796.23	130 203.77	600 000.00	629 000.00
2030	Cleaning/maintenance	670 000	- 30 000	640 000	491 810.25	148 134.15	639 944.40	716 000.00
2040	Fitting-out of premises	105 000	- 27 000	78 000	25 480.00	52 518.19	77 998.19	176 000.00
2050	Building security/surveillance	765 500	- 30 000	735 500	568 615.90	147 045.90	715 661.80	770 500.00
2090	Other expenditure on buildings	151 000	0	152 000	110 599.90	41 400.10	152 000.00	133 099.34
	Total Chapter 20	6 484 500	- 184 000	6 300 500	5 746 489.95	520 264.44	6 266 754.39	6 453 109.11

Table 24 (cont.) — Budget out-turn in 1998

(ECU)

Item	Heading	1998 appropriations			1998 expenditure			1997 expenditure
		Initial appropriations	Transfers	Fial appropriations	Expenditure at 31.12.1998	Appropriations carried forward	Total expenditure	
2100	Computer centre operations	1 755 000	0	1 755 000	1 514 099.50	240 459.34	1 754 558.84	2 064 999.59
2120	Staff costs computer operation	2 595 000	85 000	2 680 000	1 833 268.38	846 450.22	2 679 718.60	2 284 999.18
	Total Chapter 21	4 350 000	85 000	4 435 000	3 347 367.88	1 086 909.56	4 434 277.44	4 349 998.77
2200	New purchases of technical equipment	195 000	127 000	322 000	77 223.47	244 585.88	321 809.35	338 000.00
2202	Hire of technical installations	725 000	- 115 000	610 000	479 285.27	126 243.21	605 528.48	567 000.00
2203	Maintenance of installations	311 000	- 37 000	274 000	188 688.39	84 682.84	273 371.23	244 928.90
2204	Office consumables	3 000	0	3 000	1 674.07	1 325.93	3 000.00	2 500.00
	Total Article 220	1 234 000	- 25 000	1 209 000	746 871.20	456 837.86	1 203 709.06	1 152 428.90
2210	New purchases of furniture	69 000	16 500	85 500	38 109.61	47 344.52	85 454.13	84 000.00
2213	Maintenance/repair of furniture	2 000	- 1 500	500	0.00	500.00	500.00	500.00
	Total Article 221	71 000	15 000	86 000	38 109.61	47 844.52	85 954.13	84 500.00
2230	New purchases of vehicles	28 500	- 15 000	13 500	0.00	12 626.00	12 626.00	16 560.00
2232	Hire of vehicles	37 000	0	37 000	29 043.09	7 956.91	37 000.00	34 706.20
2233	Maintenance of vehicles	27 000	0	27 000	18 256.31	8 743.69	27 000.00	23 000.00
	Total Article 223	92 500	- 15 000	77 500	47 299.40	29 326.60	76 626.00	74 266.20
2250	Library/books	9 000	0	9 000	5 417.76	3 582.24	9 000.00	9 200.00
2251	Library/documentation equipment	1 500	0	1 500	0	1 500.00	1 500.00	1 900.00
2252	Subscriptions to newspapers/periodicals	4 600	0	4 600	4 280.53	319.47	4 600.00	4 600.00
2253	News agency subscriptions	1 500	0	1 500	1 227.04	272.96	1 500.00	1 325.00
2254	Binding/upkeep of books	8 000	0	8 000	0.00	8 000.00	8 000.00	6 492.50
	Total Article 225	24 600	0	24 600	10 925.33	13 674.67	24 600.00	23 517.50
	Total Chapter 22	1 422 100	- 25 000	1 397 100	843 205.54	547 683.65	1 390 889.19	1 334 712.60

2300	Stationery/Office supplies	900 000	46 000	946 000	779 987.98	165 996.62	945 984.60	912 999.99
2330	Legal fees	1 000	0	1 000	0.00	0.00	0.00	0.00
2350	Insurance	500	0	500	0.00	0.00	0.00	0.00
2351	Uniforms/working clothes	20 000	- 300	19 700	11 515.35	7 814.21	19 329.56	16 500.00
2352	Expenditure internal meetings	3 400	300	3 700	3 413.97	286.03	3 700.00	3 900.00
2353	Removals/handling	17 000	4 000	21 000	14 824.47	6 162.58	20 987.05	50 000.00
2359	Other operating expenditure	500	0	500	0.00	500.00	500.00	500.00
	Total Article 235	41 400	4 000	45 400	29 753.79	14 762.82	44 516.61	70 900.00
	Total Chapter 23	942 400	50 000	992 400	809 741.77	180 759.44	990 501.21	983 899.99
2400	Postage etc.	6 550 000	0	6 550 000	6 460 650.58	89 349.42	6 550 000.00	7 072 000.00
2410	Telephone etc.	400 000	- 76 000	324 000	266 790.86	57 013.94	323 804.80	400 000.00
	Total Chapter 24	6 950 000	- 76 000	6 874 000	6 727 441.44	146 363.36	6 873 804.80	7 472 000.00
2500	Meetings in general	58 000	0	58 000	34 450.08	1.17	34 451.25	56 766.17
	Total Chapter 25	58 000	0	58 000	34 450.08	1.17	34 451.25	56 766.17
	Total Title 2	20 207 000	- 150 000	20 057 000	17 508 696.66	2 481 981.62	19 990 678.28	20 650 486.64
3410	General publications	10 000	0	10 000	6 216.23	3 781.00	9 997.23	9 998.17
3412	Publicity/promotion	220 000	0	220 000	177 178.70	42 821.30	220 000.00	219 999.28
	Total Article 341	230 000	0	230 000	183 394.93	46 602.30	229 997.23	229 997.45
3430	Database dissemination	10 000	0	10 000	5 173.37	4 593.43	9 766.80	9 999.22
3431	CELEX	900 000	150 000	1 050 000	734 031.59	315 856.11	1 049 887.70	999 965.39
3432	Database production	100 000	0	100 000	99 605.99	0.01	99 606.00	99 606.00
3433	Consolidation of Community law	50 000	0	50 000	33 962.50	15 762.50	49 725.00	99 606.00
	Total Article 343	1 060 000	150 000	1 210 000	872 773.45	336 212.05	1 208 985.50	1 109 570.61
	Total Chapter 34	1 290 000	150 000	1 440 000	1 056 168.38	382 814.35	1 438 982.73	1 339 568.06
	Total Title 3	1 290 000	150 000	1 440 000	1 056 168.38	382 814.35	1 438 982.73	1 339 568.06
	Grand total	54 036 000	0	54 036 000	50 650 540.59	3 212 688.58	53 863 229.17	54 086 680.25

Table 25 — Analytical accounting — Expenditure of the Publications Office in 1998

(ECU)

Item	Heading	Management/ Secretariat	OP/1				OP/2			
			Staff	Contract management	Planning	General Services	Staff	Manufacture	Proof- reading	Development and Methods
1100	Basic salaries	615 843	620 211	1 122 494	294 818	1 238 237	257 693	1 463 173	2 153 267	82 986
1101	Family allowances	70 003	70 500	127 595	33 512	140 751	29 292	166 320	244 763	9 433
1102	Expatriation allowances etc.	84 626	85 226	154 247	40 512	170 151	35 411	201 061	295 890	11 403
1103	Secretariat allowances	5 552	2 197	18 364	5 042	8 927	2 197	5 552	1 099	2 786
	Total Article 110	776 024	778 134	1 422 699	373 885	1 558 067	324 593	1 836 106	2 695 018	106 608
1110	Auxiliary staff			41 457		2 978		171 400	99 252	
	Total Article 111			41 457		2 978		171 400	99 252	
1120	Further training for staff	6 231	1 020	1 586	283	1 767	707	9 604	13 058	7 029
	Total Article 112	6 231	1 020	1 586	283	1 767	707	9 604	13 058	7 029
1130	Sickness insurance	21 416	21 568	39 036	10 253	43 061	8 961	50 883	74 882	2 886
1131	Accident insurances	4 850	4 884	8 840	2 322	9 752	2 029	11 523	16 958	654
1132	Unemployment insurance			595					2 084	
	Total Article 113	26 267	26 453	48 471	12 574	52 812	10 991	62 406	93 923	3 539
1140	Birth/death grants	22	22	40	11	45	9	53	77	3
1141	Annual leave travel expenses	12 541	12 630	22 858	6 004	25 215	5 248	29 796	43 849	1 690
1144	Fixed travel allowances									
1147	Shift work standby allowances					29 080				
	Total Article 114	12 563	12 652	22 899	6 014	54 340	5 257	29 849	43 926	1 693
1150	Overtime					35 852				
	Total Article 115					35 852				
1174	Freelance proof-readers							58 160	388 468	
1175	Other work sent out	5 512		4 430	728	25 678		23 109		
	Total Article 117	5 512		4 430	728	25 678		81 269	388 468	
1181	Travel expenses	127	128	231	61	255	53	302	444	17
1182	Installation allowances	2 343	2 360	4 271	1 122	4 712	981	5 568	8 194	316
1183	Removal allowances	2 425	2 442	4 420	1 161	4 876	1 015	5 762	8 480	327
1184	Temporary subsistence allowance	1 015	1 022	1 850	486	2 041	425	2 412	3 550	137
	Total Article 118	5 911	5 953	10 773	2 830	11 884	2 473	14 043	20 667	796
1190	Weightlings	8 481	8 541	15 458	4 060	17 052	3 549	20 149	29 653	1 143
	Total Article 119	8 481	8 541	15 458	4 060	17 052	3 549	20 149	29 653	1 143
	Total Chapter 11	840 988	832 752	1 567 773	400 374	1 760 430	347 570	2 224 826	3 383 965	120 809
1300	Mission expenses	25 376	14 400	11 072	288	14 336	6 208	4 640	7 264	768
	Total Chapter 13	25 376	14 400	11 072	288	14 336	6 208	4 640	7 264	768
1400	Restaurant/canteen running costs	274	267	498	126	560	112	703	1 069	38
1401	Canteen alterations	244	238	444	113	499	99	627	953	34
1402	Exceptional renovation costs									
	Total Chapter 14	519	505	942	239	1 058	211	1 330	2 022	73
1520	Seconded national/international officials									
	Total Chapter 15									
1610	Staff social contacts	855	833	1 553	394	1 746	348	2 193	3 335	120
1620	Other welfare expenditure	71	69	129	33	145	29	183	278	10
1630	Early Childhood Centre	9 585	9 337	17 402	4 416	19 561	3 899	24 573	37 378	1 340
	Total Chapter 16	10 511	10 240	19 084	4 843	21 452	4 276	26 948	40 991	1 470
1701	Entertainment/representation expenses	3 243								
	Total Chapter 17	3 243								
	Total Title 1	880 637	857 897	1 598 870	405 744	1 797 276	358 265	2 257 744	3 434 242	123 119
2000	Rent	110 780	107 920	201 131	51 041	226 089	45 068	284 014	432 013	15 488
2010	Insurance	31	30	57	14	64	13	80	122	4
2020	Water, gas etc.	16 291	15 871	29 578	7 506	33 248	6 628	41 767	63 531	2 278
2030	Cleaning/maintenance	17 376	16 927	31 547	8 006	35 462	7 069	44 547	67 761	2 429
2040	Fitting-out of premises	2 118	2 063	3 845	976	4 322	862	5 430	8 259	296
2050	Building security/surveillance	19 432	18 930	35 280	8 953	39 658	7 905	49 818	75 778	2 717
2090	Other expenditure on buildings	4 127	4 021	7 493	1 902	8 423	1 679	10 581	16 095	577
	Total Chapter 20	170 155	165 761	308 931	78 397	347 266	69 223	436 237	663 558	23 789

Item	Heading	Management/ Secretariat	OP/1				OP/2			
			Staff	Contract management	Planning	General Services	Staff	Manufacture	Proof- reading	Developmen and Methods
2100	Computer centre operations									
2120	Staff costs computer operation									
2130	Computer operation work									
2140	Analytical and programming work									
	Total Chapter 21									
2200	New purchases of technical equipment	8 738	8 512	15 864	4 026	17 833	3 555	22 402	34 075	1 222
2201	Renewable Technical Installations									
2202	Hire of equipment/installations	16 441	16 017	29 851	7 575	33 555	6 689	42 152	64 117	2 299
2203	Maintenance/repairs to installations	7 423	7 231	13 476	3 420	15 149	3 020	19 030	28 946	1 038
2204	Office consumables	81	79	148	38	166	33	209	318	11
	Total Article 220	32 683	31 839	59 339	15 058	66 702	13 296	83 792	127 455	4 569
2210	New purchases of furniture	2 320	2 260	4 213	1 069	4 735	944	5 949	9 048	324
2213	Maintenance/repairs of furniture	14	13	25	6	28	6	35	53	2
	Total Article 221	2 334	2 274	4 237	1 075	4 763	949	5 983	9 101	326
2230	New purchases of vehicles					12 626				
2232	Hire of vehicles									
2233	Maintenance of vehicles					27 000				
	Total Article 223					39 626				
2250	Library/books	618	34				774			
2251	Library/documentation equipment	103	6				129			
2252	Subscriptions to newspapers/periodicals	316	17				396			
2253	News agency subscriptions	103	6				129			
2254	Binding/upkeep of books									
	Total Article 225	1 140	63				1 428			
	Total Chapter 22	36 157	34 176	63 576	16 134	111 091	15 673	89 775	136 557	4 896
2300	Stationery/Office supplies	4 162	5 392	11 163	2 838	15 420	2 081	13 149	18 541	851
	Total Article 230	4 162	5 392	11 163	2 838	15 420	2 081	13 149	18 541	851
2351	Uniforms/working clothes					13 933				
2352	Expenditure on internal meetings	3 700								
2353	Removals/handling					16 918				
2359	Other operating expenditure					500				
	Total Article 235	3 700				31 350				
	Total Chapter 23	7 862	5 392	11 163	2 838	46 770	2 081	13 149	18 541	851
2400	Postage etc.									
2410	Telephone etc.	6 411	8 322	17 291	4 469	23 670	3 206	20 464	28 786	1 295
	Total Chapter 24	6 411	8 322	17 291	4 469	23 670	3 206	20 464	28 786	1 295
2500	Meetings in general									
	Total Chapter 25									
	Total Title 2	220 586	213 651	400 961	101 837	528 798	90 184	559 626	847 442	30 831
3410	General publications									
3412	Publicity/promotion									
	Total Article 341									
3430	Database dissemination									
3431	CELEX									
3432	Database production									
3433	Consolidation of Community law									
	Total Article 343									
	Total Chapter 34									
	Total Title 3									
	Grand total	1 101 233	1 071 548	1 999 831	507 581	2 326 074	448 449	2 817 370	4 281 684	153 950

Table 25 (cont.) — Analytical accounting — Expenditure of the Publications Office in 1998

(ECU)

Item	Heading	OP/3				OP/4					
		Staff	Manufacture	Proof-reading	Development and Methods	Staff	Sales	Info/Promo	Joint publishing licences	Logistics	Document Delivery
1100	Basic salaries	384 356	1 485 011	1 956 721	214 016	325 392	709 748	465 158	438 952	379 988	288 267
1101	Family allowances	43 690	168 802	222 422	24 327	36 988	80 678	52 875	49 896	43 193	32 767
1102	Expatriation allowances etc.	52 816	204 062	268 881	29 409	44 714	97 530	63 919	60 318	52 216	39 612
1103	Secretariat allowances	5 552	7 828		1 687	2 786	22 916	8 927	4 473	7 240	3 375
	Total Article 110	486 414	1 865 704	2 448 024	269 440	409 879	910 871	590 879	553 639	482 637	364 021
1110	Auxiliary staff		26 264	135 899	77 646		24 279	9 543	3 512	34 204	
	Total Article 111		26 264	135 899	77 646		24 279	9 543	3 512	34 204	
1120	Further training for staff	323	7 059	4 666	6 029	242	757	475	525	1 040	242
	Total Article 112	323	7 059	4 666	6 029	242	757	475	525	1 040	242
1130	Sickness insurance	13 366	51 643	68 047	7 443	11 316	24 682	16 176	15 265	13 214	10 025
1131	Accident insurances	3 027	11 695	15 410	1 685	2 563	5 590	3 663	3 457	2 993	2 270
1132	Unemployment insurance			2 381							
	Total Article 113	16 393	63 338	85 838	9 128	13 878	30 272	19 840	18 722	16 207	12 295
1140	Birth/death grants	14	53	70	8	12	26	17	16	14	10
1141	Annual leave travel expenses	7 827	30 241	39 847	4 358	6 626	14 453	9 472	8 939	7 738	5 870
1144	Fixed travel allowances										
1147	Shift work standby allowances										
	Total Article 114	7 841	30 294	39 917	4 366	6 638	14 479	9 489	8 955	7 752	5 881
1150	Overtime										
	Total Article 115										
1174	Freelance proof-readers		86 381	623 930	22 577					15 215	
1175	Other work sent out		13 780		2 954				6 739		
	Total Article 117		100 161	623 930	25 530				6 739	15 215	
1181	Travel expenses	79	306	403	44	67	146	96	90	78	59
1182	Installation allowances	1 463	5 651	7 446	814	1 238	2 701	1 770	1 670	1 446	1 097
1183	Removal allowances	1 514	5 848	7 706	843	1 281	2 795	1 832	1 729	1 496	1 135
1184	Temporary subsistence allowance	634	2 448	3 226	353	536	1 170	767	724	626	475
	Total Article 118	3 689	14 253	18 780	2 054	3 123	6 812	4 464	4 213	3 647	2 767
1190	Weightings	5 293	20 450	26 946	2 947	4 481	9 774	6 406	6 045	5 233	3 970
	Total Article 119	5 293	20 450	26 946	2 947	4 481	9 774	6 406	6 045	5 233	3 970
	Total Chapter 11	519 953	2 127 522	3 383 999	397 140	438 242	997 243	641 096	602 350	565 934	389 175
1300	Mission expenses	2 496	17 504	62 912	6 336	17 280	5 056	19 072	14 752	8 000	10 080
	Total Chapter 13	2 496	17 504	62 912	6 336	17 280	5 056	19 072	14 752	8 000	10 080
1400	Restaurant/canteen running costs	165	676	1 087	127	144	316	208	195	181	126
1401	Canteen alterations	147	603	969	113	128	282	186	173	161	112
1402	Exceptional renovation costs										
	Total Chapter 14	312	1 279	2 056	241	272	598	394	368	342	238
1520	Seconded national/international officials										
	Total Chapter 15										
1610	Staff social contacts	514	2 110	3 390	397	449	986	649	607	564	393
1620	Other welfare expenditure	43	176	283	33	37	82	54	51	47	33
1630	Early Childhood Centre	5 758	23 642	37 991	4 447	5 032	11 047	7 276	6 802	6 326	4 401
	Total Chapter 16	6 315	25 928	41 664	4 877	5 518	12 115	7 980	7 459	6 937	4 826
1701	Entertainment/representation expenses										
	Total Chapter 17										
	Total Title 1	529 076	2 172 233	3 490 631	408 594	462 329	1 015 012	668 542	624 929	581 214	404 319
2000	Rent	66 555	273 257	439 106	51 399	58 159	127 684	84 100	78 613	73 114	50 862
2010	Insurance	19	77	124	14	16	36	24	22	21	14
2020	Water, gas etc.	9 788	40 185	64 574	7 559	8 553	18 777	12 368	11 561	10 752	7 480
2030	Cleaning/maintenance	10 439	42 860	68 873	8 062	9 122	20 027	13 191	12 330	11 468	7 978
2040	Fitting-out of premises	1 272	5 224	8 394	983	1 112	2 441	1 608	1 503	1 398	972
2050	Building security/surveillance	11 674	47 931	77 022	9 016	10 202	22 397	14 752	13 789	12 825	8 921
2090	Other expenditure on buildings	2 480	10 180	16 359	1 915	2 167	4 757	3 133	2 929	2 724	1 895
	Total Chapter 20	102 227	419 715	674 453	78 948	89 330	196 119	129 174	120 748	112 301	78 122

Item	Heading	OP/3				OP/4					
		Staff	Manufacture	Proof-reading	Development and Methods	Staff	Sales	Info/Promo	Joint publishing licences	Logistics	Document Delivery
2100	Computer centre operations										
2120	Staff costs computer operation										
2130	Computer operation work										
2140	Analytical and programming work										
	Total Chapter 21										
2200	New purchases of technical equipment	5 250	21 553	34 634	4 354	4 587	10 071	6 633	6 201	5 767	4 012
2201	Renewable Technical Installations										
2202	Hire of equipment/installations	9 878	40 555	65 169	7 628	8 632	18 950	12 482	11 667	10 851	7 549
2203	Maintenance/repairs to installations	4 459	18 309	29 421	3 444	3 897	8 555	5 635	5 267	4 899	3 408
2204	Office consumables	49	201	323	38	43	94	62	58	54	37
	Total Article 220	19 636	80 618	129 548	15 164	17 158	37 670	24 812	23 193	21 571	15 006
2210	New purchases of furniture	1 394	5 723	9 197	1 077	1 218	2 674	1 761	1 647	1 531	1 065
2213	Maintenance/repairs of furniture	8	33	54	6	7	16	10	10	9	6
	Total Article 221	1 402	5 757	9 251	1 083	1 225	2 690	1 772	1 656	1 540	1 072
2230	New purchases of vehicles										
2232	Hire of vehicles										
2233	Maintenance of vehicles										
	Total Article 223										
2250	Library/books	2 920				1 096					
2251	Library/documentation equipment	487				183					
2252	Subscriptions to newspapers/periodicals	1 492				560					
2253	News agency subscriptions	487				183					
2254	Binding/upkeep of books										
	Total Article 225	5 385				2 022					
	Total Chapter 22	26 423	86 375	138 799	16 247	20 406	40 360	26 583	24 849	23 111	16 077
2300	Stationery/Office supplies	3 311	30 650	16 933	2 081	2 460	7 852	4 919	4 162	3 689	2 460
	Total Article 230	3 311	30 650	16 933	2 081	2 460	7 852	4 919	4 162	3 689	2 460
2351	Uniforms/working clothes										
2352	Expenditure on internal meetings										
2353	Removals/handling										
2359	Other operating expenditure										
	Total Article 235										
	Total Chapter 23	3 311	30 650	16 933	2 081	2 460	7 852	4 919	4 162	3 689	2 460
2400	Postage etc.										
2410	Telephone etc.	5 116	21 112	26 228	3 206	3 853	12 143	7 674	6 411	5 764	3 853
	Total Chapter 24	5 116	21 112	26 228	3 206	3 853	12 143	7 674	6 411	5 764	3 853
2500	Meetings in general					34 451					
	Total Chapter 25					34 451					
	Total Title 2	137 077	557 852	856 413	100 482	150 500	256 473	168 351	156 171	144 865	100 512
3410	General publications					9 997					
3412	Publicity/promotion							220 000			
	Total Article 341					9 997		220 000			
3430	Database dissemination					9 767					
3431	CELEX										
3432	Database production										
3433	Consolidation of Community law										
	Total Article 343					9 767					
	Total Chapter 34					19 764		220 000			
	Total Title 3					19 764		220 000			
	Grand total	666 153	2 730 084	4 347 044	509 075	632 594	1 271 486	1 056 893	781 100	726 079	504 831

Table 25 (cont.) — Analytical accounting — Expenditure of the Publications Office in 1998

(ECU)

Item	Heading	OP/5	OP/6				OP/7			
		Electronic publishing and Internet distribution	Staff	Distribution	Printing		Staff	Databases	Derived products	Celex
1100	Basic salaries	377 804	550 328	1 334 326	1 181 458		406 194	447 687	340 679	288 267
1101	Family allowances	42 945	62 556	151 674	134 297		46 172	50 889	38 725	32 767
1102	Expatriation allowances etc.	51 916	75 623	183 355	162 349		55 817	61 519	46 814	39 612
1103	Secretariat allowances	1 687	17 854	8 338	7 828		3 885	5 042	1 099	
	Total Article 110	474 353	706 361	1 677 694	1 485 932		512 068	565 137	427 317	360 646
1110	Auxiliary staff	14 735		37 945					14 735	32 219
	Total Article 111	14 735		37 945					14 735	32 219
1120	Further training for staff	2 202	1 787	1 636	5 312		283	404	3 121	1 687
	Total Article 112	2 202	1 787	1 636	5 312		283	404	3 121	1 687
1130	Sickness insurance	13 138	19 138	46 402	41 086		14 126	15 569	11 847	10 025
1131	Accident insurances	2 975	4 334	10 508	9 305		3 199	3 526	2 683	2 270
1132	Unemployment insurance				298				595	
	Total Article 113	16 114	23 472	56 911	50 688		17 325	19 094	15 125	12 295
1140	Birth/death grants	14	20	48	43		15	16	12	10
1141	Annual leave travel expenses	7 694	11 207	27 172	24 059		8 272	9 117	6 938	5 870
1144	Fixed travel allowances									
1147	Shift work standby allowances									
	Total Article 114	7 707	11 227	27 220	24 102		8 286	9 133	6 950	5 881
1150	Overtime			5 052	7 662					
	Total Article 115			5 052	7 662					
1174	Freelance proof-readers	32 270								
1175	Other work sent out	3 765		3 526			2 933			
	Total Article 117	36 035		3 526			2 933			
1181	Travel expenses	78	113	275	243		84	92	70	59
1182	Installation allowances	1 438	2 094	5 077	4 496		1 546	1 704	1 296	1 097
1183	Removal allowances	1 488	2 167	5 255	4 653		1 600	1 763	1 342	1 135
1184	Temporary subsistence allowance	623	907	2 200	1 948		670	738	562	475
	Total Article 118	3 626	5 282	12 807	11 339		3 899	4 297	3 270	2 767
1190	Weightings	5 203	7 579	18 375	16 270		5 594	6 165	4 691	3 970
	Total Article 119	5 203	7 579	18 375	16 270		5 594	6 165	4 691	3 970
	Total Chapter 11	559 974	755 708	1 841 165	1 601 305		550 387	604 230	475 209	419 464
1300	Mission expenses	12 608	1 184	1 344	5 664		14 240	1 184	2 112	4 480
	Total Chapter 13	12 608	1 184	1 344	5 664		14 240	1 184	2 112	4 480
1400	Restaurant/canteen running costs	181	239	581	507		178	191	151	134
1401	Canteen alterations	161	213	518	452		159	170	134	119
1402	Exceptional renovation costs									
	Total Chapter 14	341	451	1 099	958		337	361	285	253
1520	Seconded national/international officials									
	Total Chapter 15									
1610	Staff social contacts	563	744	1 812	1 581		5558	595	469	417
1620	Other welfare expenditure	47	62	151	132		46	50	39	35
1630	Early Childhood Centre	6 311	8 342	20 308	17 712		6 223	6 673	5 261	4 673
	Total Chapter 16	6 921	9 149	22 271	19 424		6 825	7 318	5 770	5 124
1701	Entertainment/representation expenses									
	Total Chapter 17									
	Total Title 1	579 844	766 492	1 865 879	1 627 351		571 789	613 093	483 375	429 321
2000	Rent	72 942	96 421	234 719	204 714		71 928	77 124	60 807	54 007
2010	Insurance	21	27	66	58		20	22	17	15
2020	Water, gas etc.	10 727	14 180	34 518	30 105		10 578	11 342	8 942	7 942
2030	Cleaning/maintenance	11 441	15 124	36 816	32 109		11 282	12 097	9 537	8 471
2040	Fitting-out of premises	1 394	1 843	4 487	3 914		1 375	1 474	1 162	1 032
2050	Building security/surveillance	12 795	16 913	41 171	35 908		12 617	13 528	10 666	9 473
2090	Other expenditure on buildings	2 717	3 592	8 744	7 627		2 680	2 873	2 265	2 012
	Total Chapter 20	112 036	148 100	360 522	314 434		110 480	118 461	93 397	82 953

Item	Heading	OP/5	OP/6				OP/7			
		Electronic publishing and Internet distribution	Staff	Distribution	Printing		Staff	Databases	Derived products	Celex
2100	Computer centre operations									
2120	Staff costs computer operation									
2130	Computer operation work									
2140	Analytical and programming work									
	Total Chapter 21									
2200	New purchases of technical equipment	5 753	7 605	18 513	16 147		5 673	6 083	4 796	4 260
2201	Renewable Technical Installations									
2202	Hire of equipment/installations	10 826	14 310	34 836	30 382		10 675	11 446	9 025	8 015
2203	Maintenance/repairs to installations	4 887	6 460	15 727	13 716		4 819	5 168	4 074	3 619
2204	Office consumables	54	71	173	151		53	57	45	40
	Total Article 220	21 520	28 447	69 248	60 396		21 221	22 754	17 940	15 933
2210	New purchases of furniture	1 528	2 020	4 916	4 288		1 507	1 615	1 274	1 131
2213	Maintenance/repairs of furniture	9	12	29	25		9	9	7	7
	Total Article 221	1 537	2 031	4 945	4 313		1 515	1 625	1 281	1 138
2230	New purchases of vehicles									
2232	Hire of vehicles		37 000							
2233	Maintenance of vehicles									
	Total Article 223		37 000							
2250	Library/books	97	81							
2251	Library/documentation equipment	16	14							
2252	Subscriptions to newspapers/periodicals	50	41							
2253	News agency subscriptions	16	14							
2254	Binding/upkeep of books				8 000					
	Total Article 225	179	149		8 000					
	Total Chapter 22	23 236	67 628	74 193	72 709		22 736	24 379	19 221	17 071
2300	Stationery/Office supplies	2 838	5 392	16 933	734 557		2 838	4 162	2 838	2 081
	Total Article 230	2 838	5 392	16 933	734 557		2 838	4 162	2 838	2 081
2351	Uniforms/working clothes				5 397					
2352	Expenditure on internal meetings									
2353	Removals/handling		4 069							
2359	Other operating expenditure									
	Total Article 235		4 069		5 397					
	Total Chapter 23	2 838	9 462	16 933	739 954		2 838	4 162	2 838	2 081
2400	Postage etc.			6 550 000						
2410	Telephone etc.	4 469	8 322	26 228	22 407		4 469	6 411	4 469	3 206
	Total Chapter 24	4 469	8 322	6 576 228	22 407		4 469	6 411	4 469	3 206
2500	Meetings in general									
	Total Chapter 25									
	Total Title 2	142 579	233 511	7 027 876	1 149 504		140 523	153 413	119 924	105 311
3410	General publications									
3412	Publicity/promotion									
	Total Article 341									
3430	Database dissemination									
3431	CELEX									1 049 888
3432	Database production							99 606		
3433	Consolidation of Community law							49 725		
	Total Article 343							149 331		1 049 888
	Total Chapter 34							149 331		1 049 888
	Total Title 3							149 331		1 049 888
	Grand total	722 423	1 000 003	8 893 755	2 776 855		712 311	915 837	603 299	1 584 519

Table 25 (cont.) — Analytical accounting — Expenditure of the Publications Office in 1998

(ECU)

Item	Heading	OP/8				OP/9			Out-turn (¹)
		Staff	Project management	User support	Operations	Staff	Budget & accounting	Personnel management	
1100	Basic salaries	351 598	399 643	393 091	375 621	176 891	438 952	279 532	21 838 403
1101	Family allowances	39 966	45 428	44 683	42 697	20 107	49 896	31 775	2 482 385
1102	Expatriation allowances etc.	48 315	54 917	54 016	51 616	24 307	60 318	38 412	3 000 908
1103	Secretariat allowances	1 099	1 099	8 927	6 141	1 099	10 614	4 983	196 198
	Total Article 110	440 978	501 086	500 718	476 074	222 404	559 780	354 701	27 517 893
1110	Auxiliary staff		32 066					5 344	763 476
	Total Article 111		32 066					5 344	763 476
1120	Further training for staff	4 090	3 888	1 151	11 977	121	434	252	100 988
	Total Article 112	4 090	3 888	1 151	11 977	121	434	252	100 988
1130	Sickness insurance	12 227	13 898	13 670	13 063	6 152	15 265	9 721	759 449
1131	Accident insurances	2 769	3 147	3 096	2 958	1 393	3 457	2 201	171 987
1132	Unemployment insurance				298				6 250
	Total Article 113	14 996	17 045	16 766	16 318	7 545	18 722	11 922	937 687
1140	Birth/death grants	13	14	14	14	6	16	10	786
1141	Annual leave travel expenses	7 160	8 138	8 005	7 649	3 602	8 939	5 692	444 716
1144	Fixed travel allowances								
1147	Shift work standby allowances				17 929				47 009
	Total Article 114	7 173	8 153	8 019	25 592	3 609	8 955	5 702	492 511
1150	Overtime						486		49 052
	Total Article 115						486		49 052
1174	Freelance proof-readers								1 227 000
1175	Other work sent out	4 139				6 708			104 000
	Total Article 117	4 139				6 708			1 331 000
1181	Travel expenses	72	82	81	77	36	90	58	4 500
1182	Installation allowances	1 338	1 521	1 496	1 429	673	1 670	1 064	83 100
1183	Removal allowances	1 385	1 574	1 548	1 479	697	1 729	1 101	86 000
1184	Temporary subsistence allowance	580	659	648	619	292	724	461	36 000
	Total Article 118	3 375	3 836	3 773	3 605	1 698	4 213	2 683	209 600
1190	Weightings	4 842	5 503	5 413	5 173	2 436	6 045	3 849	300 736
	Total Article 119	4 842	5 503	5 413	5 173	2 436	6 045	3 849	300 736
	Total Chapter 11	479 592	571 577	535 840	538 739	244 521	598 634	384 455	31 702 943
1300	Mission expenses	4 128	10 816	1 632	4 320	2 784	1 888	3 776	320 000
	Total Chapter 13	4 128	10 816	1 632	4 320	2 784	1 888	3 776	320 000
1400	Restaurant/canteen running costs	153	184	169	171	78	189	122	10 100
1401	Canteen alterations	136	164	151	153	69	169	109	9 000
1402	Exceptional renovation costs								
	Total Chapter 14	289	347	321	324	147	358	232	19 100
1520	Seconded national/international officials								
	Total Chapter 15								
1610	Staff social contacts	476	573	529	534	243	591	382	31 500
1620	Other welfare expenditure	40	48	44	45	20	49	32	2 625
1630	Early Childhood Centre	5 333	6 419	5 924	5 986	2 726	6 619	4 279	353 000
	Total Chapter 16	5 849	7 040	6 497	6 564	2 989	7 259	4 693	387 125
1701	Entertainment/representation expenses	140							4 400
	Total Chapter 17	140							4 400
	Total Title 1	489 998	589 780	544 289	549 947	250 441	608 139	393 155	32 433 568
2000	Rent	61 640	74 192	68 469	69 181	31 504	76 501	49 457	4 080 000
2010	Insurance	17	21	19	19	9	22	14	1 150
2020	Water, gas etc.	9 065	10 911	10 069	10 174	4 633	11 250	7 273	600 000
2030	Cleaning/maintenance	9 668	11 637	10 739	10 851	4 941	11 999	7 757	639 944
2040	Fitting-out of premises	1 178	1 418	1 309	1 323	602	1 462	945	77 998
2050	Building security/surveillance	10 812	13 014	12 010	12 135	5 526	13 419	8 675	715 662
2090	Other expenditure on buildings	2 296	2 764	2 551	2 577	1 174	2 850	1 843	152 000
	Total Chapter 20	94 676	113 956	105 166	106 260	48 390	117 504	75 965	6 266 754

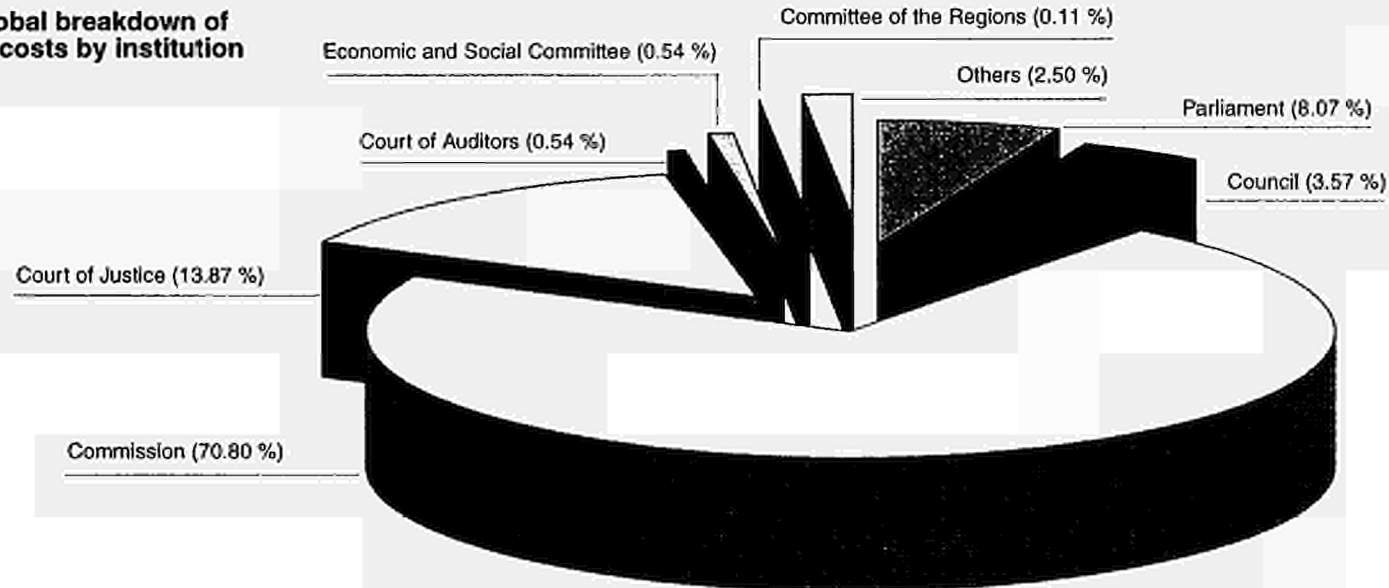
Item	Heading	OP/8				OP/9			Out-turn (¹)
		Staff	Project management	User support	Operations	Staff	Budget & accounting	Personnel management	
2100	Computer centre operations				1 754 559				1 754 559
2120	Staff costs computer operation				2 679 719				2 679 719
2130	Computer operation work								
2140	Analytical and programming work								
	Total Chapter 21				4 434 277				4 434 277
2200	New purchases of technical equipment	4 862	5 852	5 400	5 457	2 485	6 034	3 901	321 809
2201	Renewable Technical Installations								
2202	Hire of equipment/installations	9 148	11 011	10 162	10 267	4 676	11 354	7 340	605 528
2203	Maintenance/repairs to installations	4 130	4 971	4 588	4 635	2 111	5 126	3 314	273 371
2204	Office consumables	45	55	50	51	23	56	36	3 000
	Total Article 220	18 185	21 889	20 200	20 410	9 295	22 570	14 591	1 203 709
2210	New purchases of furniture	1 291	1 554	1 434	1 449	660	1 602	1 036	85 454
2213	Maintenance/repairs of furniture	8	9	8	8	4	9	6	500
	Total Article 221	1 299	1 563	1 442	1 457	664	1 612	1 042	85 954
2230	New purchases of vehicles								12 626
2232	Hire of vehicles								37 000
2233	Maintenance of vehicles								27 000
	Total Article 223								76 626
2250	Library/books	1 109				2 271			9 000
2251	Library/documentation equipment	185				378			1 500
2252	Subscriptions to newspapers/periodicals	567				1 161			4 600
2253	News agency subscriptions	185				378			1 500
2254	Binding/upkeep of books								8 000
	Total Article 225	2 045				4 188			24 600
	Total Chapter 22	21 529	23 452	21 643	21 868	14 147	24 182	15 633	1 390 889
2300	Stationery/Office supplies	2 460	3 311	4 162	3 689	1 230	4 541	2 838	945 985
	Total Article 230	2 460	3 311	4 162	3 689	1 230	4 541	2 838	945 985
2351	Uniforms/working clothes								19 330
2352	Expenditure on internal meetings								3 700
2353	Removals/handling								20 987
2359	Other operating expenditure								500
	Total Article 235								44 517
	Total Chapter 23	2 460	3 311	4 162	3 689	1 230	4 541	2 838	990 501
2400	Postage etc.								6 550 000
2410	Telephone etc.	3 853	5 116	6 411	5 764	1 910	7 027	4 469	323 805
	Total Chapter 24	3 853	5 116	6 411	5 764	1 910	7 027	4 469	6 873 805
2500	Meetings in general								34 451
	Total Chapter 25								34 451
	Total Title 2	122 518	145 835	137 383	4 571 858	65 677	153 252	98 904	19 990 678
3410	General publications								9 997
3412	Publicity/promotion								220 000
	Total Article 341								229 997
3430	Database dissemination								9 767
3431	CELEX								1 049 888
3432	Database production								99 606
3433	Consolidation of Community law								49 725
	Total Article 343								1 208 986
	Total Chapter 34								1 438 983
	Total Title 3								1 438 983
	Grand total	612 516	735 615	681 672	5 121 805	316 118	761 392	492 060	53 863 229

(¹) Because of rounding, these figures may differ slightly from those in the table entitled 'Budget out-turn 1998'.

Table 26 — Pro forma invoicing 1998 (global breakdown of Publications Office costs by institution)

Institutions	OP/2 — Official Journal		OP/3 — Publications			OP/5 — Electronic edition and Internet dissemination		OP/6 — Printing			OP/7 — Tools			Out-turn Cost	%
	Pages produced		Pages produced			Files (weighted activities) (%)	Cost	Printshops Hours (%)	Materials Cost (%)	Cost	Databases Cost	CELEX Cost	Derived products Cost		
	Number	Cost	Proof-read	Manufactured	Cost										
European Parliament	100 595	1 402 777	2 539	50 806	1 151 895	11.44	173 565	0.00	0.00	0	403 970	1 214 452	0	4 346 658	8.06981
Council	77 298	1 077 905	3 808	18 371	478 918	2.29	34 743	0.11	0.06	6 462	120 913	203 952	0	1 922 894	3.56996
Commission	1 074 344	14 981 511	115 178	433 797	11 854 184	79.54	1 206 760	86.18	95.61	5 501 961	1 053 731	1 683 063	1 852 192	38 133 401	70.79672
Court of Justice	7 811	108 923	129 251	180 766	6 694 291	0.00	0	6.81	3.98	402 430	138 357	125 878	0	7 469 878	13.86823
Economic and Social Committee	10 494	146 337	1 900	1 900	82 055	0.00	0	0.00	0.00	0	28 940	34 736	0	292 068	0.54224
Court of Auditors	10 648	148 484	1 545	1 825	72 769	0.00	0	0.46	0.21	26 651	9 118	33 579	0	290 601	0.53952
Committee of the Regions	3 014	42 030	7	19	561	0.00	0	0.00	0.00	0	5 550	12 571	0	60 712	0.11272
Other	3 725	51 944	3 452	25 426	623 571	6.73	102 106	6.44	0.14	347 787	221 609	0	0	1 347 017	2.50081
Total	1 287 929	17 959 911	257 680	712 910	20 958 244	100.00	1 517 174	100.00	100.00	6 285 290	1 982 187	3 308 231	1 852 192	53 863 229	100.00

Out-turn 1998 — Global breakdown of Publications Office costs by institution



4.2. Commercial accounting

4.2.1. Operating results

4.2.1.1. Balance sheet at 31 December 1998 (Table 27)

(a) Assets

The assets in bank accounts at 31 December 1998 amounted to ECU 5 616 497.86 (1997: ECU 7 890 230.45), including ECU 833 272.85 in national-currency accounts (1997: ECU 2 313 564.17) and ECU 4 783 225.01 in ecu accounts (1997: ECU 5 576 666.28). The centralisation of sales revenue in a single account made it possible to speed up the process of repayment to the institutions and to reduce the amount of money held by the Office.

The amount of accounts receivable was ECU 7 368 846.36 (1997: ECU 5 355 412.35). This represented 33.60 % of the net total invoiced in 1998 as against 24.10 % in 1997, since, on the one hand, technical constraints meant that some of the turnover was not realised until the end of 1998 and, on the other, the amount of part payments received (not broken down) was higher than in 1997. In 1998, the Office received ECU 19 997 473 in net sales revenue (including around ECU 2 359 000 by cheque and ECU 149 000 by credit card), as against ECU 21 881 972.02 in 1997 (-8.61 %). Receipts represented 91.19 % of net turnover (98.49 % in 1997).

(b) Liabilities

Prepayments held in suspense accounts amounted to ECU 89 046.78 (1997: ECU 48 021.56). Part payments from our sales network came to ECU 1 339 249.62 (1997: ECU 424 342.63).

At the end of 1998, the amount of sales revenue received and payable to the Institutions was ECU 4 186 239.88 (1997: 7 400 845.89), thanks to faster repayment.

4.2.1.2. Profit-and-loss account at 31 December 1998 (Table 28)

In 1998, gross turnover amounted to ECU 31 445 073.41 compared with ECU 32 674 794.19 in 1997 — a drop of 3.76 %. The net figure fell by 1.30 % to ECU 21 928 454.26 (1997: ECU 22 217 383.33).

The expenditure side of this account includes trade discounts totalling ECU 9 503 556.97, or 30.22 % of gross turnover in 1998 (32.18 % in 1997 and 33 % in 1996).

An operation conducted jointly with the Commission's Financial Controller made it possible to clear a total of ECU 3 047.43 for 1998 under the heading 'insolvent debtors'.

Table 27 — Balance sheet at 31 December 1998

(ECU)

Assets			Liabilities		
Heading	1997	1998	Heading	1997	1998
Liquid assets			Short-term liabilities		
— Trade accounts receivable	4 638 494.21	6 696 591.27	— advanced and part payment to client accounts	424 342.63	1 339 249.62
— Other accounts receivable	508 686.68	478 454.66	— Suspense accounts	48 021.56	89 046.78
— Doubtful debts	208 231.46	193 800.43	— Unidentified disbursements	17 020.37	1 961.58
	5 355 412.35	7 368 846.36		489 384.56	1 430 257.98
Sight deposits			Accounts receivable on behalf of the institutions at 31 December	5 355 412.35	7 368 846.36
— in ecus	5 576 666.28	4 783 225.01			
— in other currencies	2 313 564.17	833 272.86			
	7 890 230.45	5 616 497.86	Sales proceeds payable to the institutions	7 400 845.89	4 186 239.88
Total	13 245 642.80	12 985 344.22	Total	13 245 642.80	12 985 344.22

Table 28 — Profit-and-loss account at 31 December 1998

(ECU)

Expenditure			Income		
Heading	1997	1998	Heading	1997	1998
Invoiced rebates	10 516 492.99	9 503 556.97	Gross sales revenue	32 674 794.19	31 445 073.41
Insolvent debtors	91 230.31	3 047.43	Miscellaneous revenue	17 827.70	5 418.60
Exchange losses	37 668.59	313 862.80	Exchange gains	219 379.42	262 854.89
Adjustments to bank accounts	144 160.58	103 750.28	Adjustments to bank accounts		14 640.60
Bank charges	16 502.44	12 637.75	Interests on assets	276 510.36	232 836.92
Reimbursed costs and advances		96 309.97	Invoiced interests	788.41	7 292.04
Amounts receivable on behalf of the institutions at 31 December 1998	5 355 412.35	7 368 846.36	Invoiced costs and advances	58 293.72	75 955.75
1998 sales proceeds payable to the institutions	21 826 786.90	19 997 473.00	Amounts receivable on behalf of the institutions at 1 January 1998	4 740 660.36	5 355 412.35
Total	37 988 254.16	37 399 484.56	Total	37 988 254.16	37 399 484.56

Table 29 — Breakdown of sales revenue (1 January to 31 December 1998)

(ECU)

Client	Revenue at 31 December 1998					Withdrawals under budget item 2400		Amount available for 1998				
	Official Journal	Periodicals	Electronic products	Other publications	Total	Official Journal	Other publications	Official Journal	Other publications	Electronic products	Other publications	Total
European Parliament	1 743 158.67	45 750.16		37 034.56	1 825 943.39	457 065.79		1 286 092.88	45 750.16		37 034.56	1 368 877.60
Court of Justice	133 657.50	178 621.10		31 916.67	344 195.27	35 489.25		98 168.25	178 621.10		31 916.67	308 706.02
Economic and Social Committee	227 501.70	38 239.96		2 835.02	268 576.68	61 374.94		166 126.76	38 239.96		2 835.02	207 201.74
Court of Auditors	168 785.23			1 835.03	170 620.26	48 381.25		120 403.98			1 835.03	122 239.01
Council	1 348 325.15			18 551.92	1 366 877.07	351 212.46		997 112.69			18 551.92	1 015 664.61
Commission (*)	8 357 251.63	1 831 528.80	2 146 006.46	1 265 680.80	13 600 467.69	2 646 476.31		5 710 775.32	1 831 528.80	2 146 006.469	1 265 680.80	10 953 991.38
European Environment Agency			460.11	17 164.91	17 625.02					460.11	17 164.91	17 625.02
Cedefop		22 021.02	403.76	21 528.30	43 953.08				22 021.02	403.76	21 528.30	43 953.08
European Foundation, Dublin			26.92	18 454.37	18 481.29					26.92	18 454.37	18 481.29
OHIM		848 512.79		6 068.65	854 581.44				848 512.79		6 068.65	854 581.44
CPVO		27 036.50		202.78	27 239.28				27 036.50		202.78	27 239.28
Miscellaneous		4 891.77		53.43	4 945.20				4 891.77		53.43	4 945.20
Other (OJ to carry forward)	119 030.02				119 030.02			119 030.02				119 030.02
EUR-OP		38 048.93	1 026 347.75	270 540.63	1 334 937.31				38 048.93	1 026 347.75	270 540.63	1 334 937.31
Total	12 097 709.90	3 034 651.03	3 173 245.00	1 691 867.07	19 997 473.00	3 600 000.00		8 497 709.90	3 034 651.03	3 173 245.00	1 691 867.07	16 397 473.00

(*) Except Publications Office.

(%)

Client	Revenue at 31 December 1998					Withdrawals under budget item 2400		Amount available for 1998				
	Official Journal	Other periodicals	Electronic products	Other publications	Total	Official Journal	Other publications	Official Journal	Other periodicals	Electronic products	Other publications	Total
European Parliament	14.41	1.51		2.19	9.13	12.70		15.13	1.51		2.19	8.35
Court of Justice	1.10	5.89		1.89	1.72	0.99		1.16	5.89		1.89	1.88
Economic and Social Committee	1.88	1.26		0.17	1.34	1.70		1.95	1.26		0.17	1.26
Court of Auditors	1.40			0.11	0.85	1.34		1.42			0.11	0.75
Council	11.15			1.10	6.84	9.76		11.73			1.10	6.19
Commission (*)	69.08	60.35	67.63	74.81	68.01	73.51		67.20	60.35	67.63	74.81	66.80
European Environment Agency			0.01	1.01	0.09					0.01	1.01	0.11
Cedefop		0.73	0.01	1.27	0.22				0.73	0.01	1.27	0.27
European Foundation, Dublin				1.09	0.09						1.09	0.11
OHIM		27.96		0.36	4.27				27.96		0.36	5.21
CPVO		0.89		0.01	0.14				0.89		0.01	0.17
Miscellaneous		0.16			0.02				0.16			0.03
Other (OJ to carry forward)	0.98				0.60			1.40				0.73
EUR-OP		1.25	32.34	15.99	6.68				1.25	32.34	15.99	8.14
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

(*) Except Publications Office.

4.2.2. Breakdown of sales revenue

Net sales revenue for the institutions in 1998 totalled ECU 19 997 473, broken down as follows:

Table 30 — Breakdown of sales revenue

(ECU)

Net amount invoiced in 1998	21 928 454.26
Net amount receivable:	
— at 1 January 1998	5 355 412.35
— at 31 December 1998	7 368 846.36
Total sales revenue received at 31 December 1998	19 915 020.25
Insolvent debtors 1998	3 047.43
Expenses	152 755.34
Revenue	238 255.52
Total net sales revenue in 1998	19 997 473.00
Total disposable revenue for the 1998 accounting year	19 997 473.00

4.2.3. Breakdown by type of publications

Net amount of invoices drawn up in 1996, 1997 and 1998

	1996		1997		1998	
	ECU	%	ECU	%	ECU	%
Individual publications	1 487 370.97	6.50	1 597 871.43	7.19	1 789 102.05	8.16
Official Journal L, C, S	15 074 119.65	65.85	14 309 668.99	64.41	14 127 724.87	64.43
Other periodicals	2 884 737.06	12.60	3 220 497.21	14.50	3 280 142.96	14.96
Electronic products	3 399 274.88	14.85	3 030 263.57	13.64	2 731 484.38	12.46
Miscellaneous	45 623.31	0.20	59 0852.13	0.27		
Total	22 891 125.87	100.00	22 217 383.33	100.00	21 928 454.26	100.00

Total net sales revenue in 1996, 1997 and 1998

	1996		1997		1998	
	ECU	%	ECU	%	ECU	%
Individual publications	1 725 397.18	7.27	1 644 663.93	7.52	1 691 867.07	8.46
Official Journal L, C, S	15 903 476.94	67.00	14 648 418.49	66.94	12 097 709.90	60.50
Other periodicals	2 811 761.23	11.84	2 280 294.86	10.42	3 034 651.03	15.18
Electronic products	3 268 708.89	13.77	3 308 594.74	15.12	3 173 245.00	15.87
Miscellaneous	28 832.58	0.12				
Total	23 738 176.82	100.00	21 881 972.02	100.00	19 997 473.00	100.00

5. Activities of the 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

In 1998, the General Services department was heavily involved in the negotiation and conclusion of the new lease for the main premises, the Mercier Building, incorporating a total-guarantee maintenance contract for the technical installations and providing in particular for major renovation of the old part of the building occupied by the Office since 1972. Also in 1998, all the passenger and goods lifts in the old part of the building were replaced to bring the premises into line with safety regulations.

Finally, contacts were established with a number of specialist companies to study and introduce a visual-display system for management of the premises.

5.1.2. Canteen

In 1998, visits to the canteen totalled 79 761, or 332 per day.

An average of 286 meals per day were served, or a total 68 500 over the year. This figure is 5 % up on the previous year.

5.1.3. Switchboard

In 1998, the number of manually-connected outgoing telephone calls from the Office was around 24 000 (excluding those to the Commission).

The Office has been connected to the Commission's telephone management system (GESTEL) so that it is now possible to update the telephone directory within about 24 hours.

5.1.4. Mail room/messengers/ drivers

The number of letters dispatched and recorded by serial number fell by 16.27 % (from 16 484 to 13 802 originals and from 49 451 to 41 406 copies). The number of letters received and machine-recorded by time and date also fell, by 2.35 % (from 106 566 to 104 061). The number of envelopes stamped and posted fell by 16.96 % (from 36 237 to 30 092).

This reduction is due to the fact that increasing use is being made of e-mail.

In addition to the incoming and outgoing mail, the messengers are responsible for an unquantifiable volume of internal messages, dossiers etc.

In 1998, the Office's team of drivers covered a total of 207 773 km, or an average of 865 km per day, with a total of 283 missions — mostly to Brussels (273).

A total of 350 consignments was carried, plus six trips per day to Gasperich, the Jean Monnet Building and the Post Office.

5.1.5. Physical inventory of property

The new system for the physical inventory has been tested and is operating entirely satisfactorily.

In 1998, a computerised system was introduced for monitoring the consumption of office supplies. This will enable consumption to be analysed by product and by unit.

5.2. Workshops

The modernisation work carried out in 1997 on the basis of the 1995 investment plan for the workshops and the application in 1998 of a set of measures aimed at optimising the use of the equipment by introducing operating procedures and developing tools for monitoring the workload made it possible to increase the level of production substantially compared with 1997.

An analysis of the statistics on one full year's operation of the modernised equipment gives a favourable picture, with a substantial increase of 43 % over 1997.

In 1998, the various sections of the printshop were closely involved in the preparations for the euro, printing the 11 language versions of the Convergence Report and the associated recommendation for moving to the third stage of economic and monetary union, together with several posters which attracted considerable attention.

The Commission continues to be the main user of the services of the workshops.

An initial reorganisation of work to take account of an increasingly automated and computerised industrial environment has permitted generally satisfactory operation.

5.2.1. Printshop

The various sections of the printshop complement each other and together make up a production line. However, the significant increase in output in the pre-press and printing sections was not matched in the making-up section.

5.2.1.1. *Pre-press*

Work was reorganised in line with the new functions now provided by the equipment — particularly in the pre-press section, which, now that it has an electronic imposing machine, has taken over many photographic and make-up activities.

5.2.1.2. *Printing*

The increase in productivity was largely due to the much greater volume of four-colour production, which made the investment in the recently arrived five-part printing press worthwhile; the volume of four-colour printing was around twice that of black-and-white production. The situation was similar in the pre-press section.

Air-conditioning was installed in the workshops in order to improve working conditions and to ensure trouble-free operation.

5.2.1.3. *Post-printing (finishing, stitching)*

The drop in productivity, which is due to external factors, reflects the types of product in which the workshops deal: less making-up is required for the production of multicolour posters.

These sections, and particularly the stitching shop, have not been modernised to the same extent as the pre-printing and printing sections, with the result that making-up is now a bottleneck in the production process.

**5.2.2. LOD
(industrial photocopiers)**

Despite the apparent drop in production due to the fact that the statistics cover reproduction only (number of photocopies), there has been a substantial increase in requests for reproduction of publications on demand. Production of this kind involves a number of phases: scanning, reproduction, making-up.

Table 31 — Workshop productivity, 1998

Sections	1997	1998	Change (%)
Photocomposition (Pages photoset/hour)	9.02	10.99	21.84
Offset (A4 pages/hour)	22 649	32 419	43.14
Binding (16-page A1 signatures folded/hour)	2 539	2 286	- 9.96
LOD (photocopies/hour)	5 899	5 302	- 10.12

Table 32 — Breakdown of working hours in the printing shops by institution, 1998

Institution	Planning/ Accounting	Photo- composition	Photo assembly Plate copy	Offset	Binding	LOD	Quality Control	Total
Council	6	0	5	11	0	10	3	35
Commission	4 260	2 611	685	5 428	8 965	3 610	2 130	27 689
Court of Justice	336	242	155	530	472	284	168	2 187
Court of Auditors	22	22	6	38	48	0	11	147
Economic and Social Committee	0	0	0	0	0	0	0	0
Florence University Institute	154	161	70	223	314	0	77	999
Translation Centre	144	74	83	210	339	16	72	938
OHIM	20	33	16	35	19	0	10	133
Total	4 942	3 143	1 020	6 475	10 157	3 920	2 471	32 128

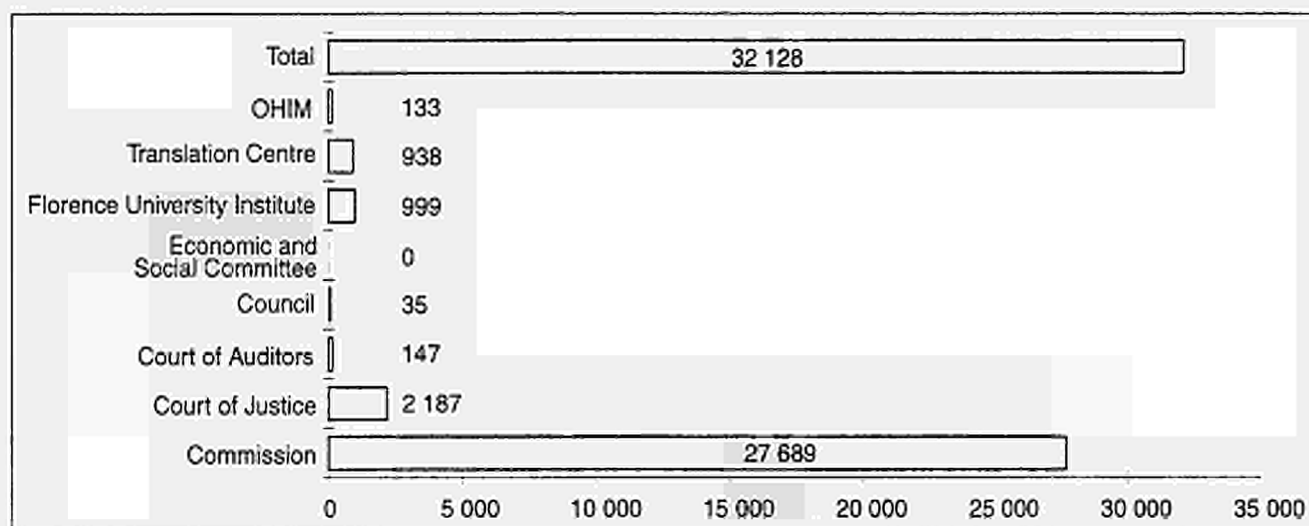
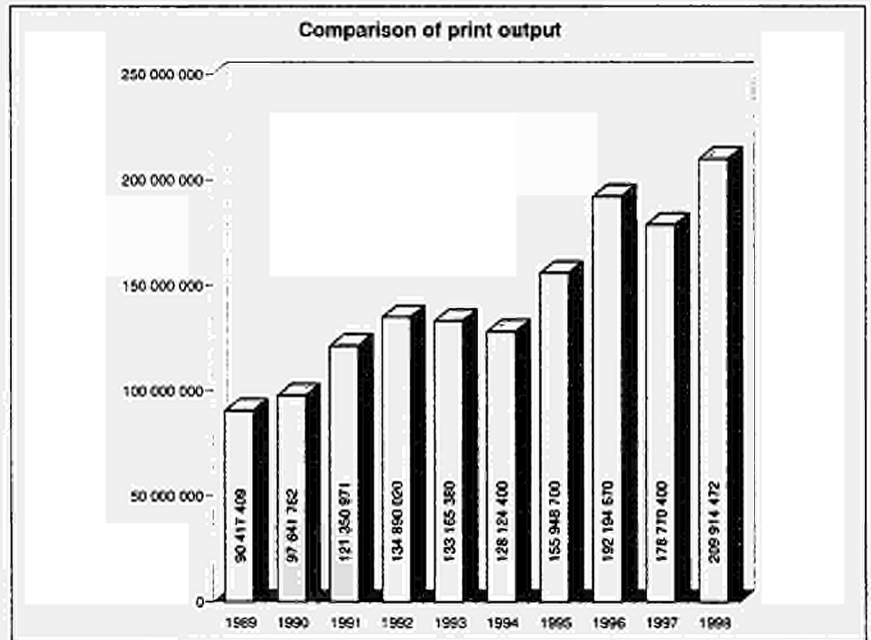


Table 33 — Comparison of print output for any year

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
1995	15 812 300	2 509 050	9 707 050	0	155 948 700
1996	18 537 050	4 044 510	13 860 115	0	192 194 670
1997	15 024 795	12 148 760	4 988 500	0	178 770 400
1998	14 711 151	23 225 260	0	0	209 914 472



5.3. Stock management and distribution

5.3.1. Service contracts

Following an initial invitation to tender, the outcome of which was disappointing in terms of the quality of services offered and the practical arrangements, a new invitation to tender enabled the Office to renew its contracts for storage on the premises of an external contractor.

This new invitation to tender included a specific lot for the Reports of Cases before the Court, which consist of cumulative collections. The conclusion of a specific contract permits totally transparent re-invoicing to the Court of the storage costs incurred by the Office.

The Office also issued an invitation to tender for the renewal of a contract for the transport of goods and persons between the premises of the various institutions in Luxembourg. The results will be known at the beginning of 1999.

5.3.2. Equipment

The Office continued modernising its handling equipment with the purchase of two reach trucks, permitting work at great heights.

5.3.3. File management (Table 34)

The Office has now taken over address-file management for the Committee of the Regions, the European Monitoring Centre for Drugs and Drug Addiction and the European Training Foundation.

Various surveys were conducted in the course of the year with a view to updating the files of various authorising departments (DGs II, V and X, Commission Secretariat-General, EP Press Division, Cedefop).

Following these operations, the files contained over 100 000 more addresses.

Table 34 — Trends in the volume of operations in the file management sector

	1997	1998	Change (%)
Number of files	843	821	- 2.61
Number of addresses	881 714	988 073	12.06
Number of subscriptions	1 375 117	1 437 605	4.54

5.3.4. Basic distribution (Tables 35 and 36)

The major highlight in this area was the replacement of the paper edition of the S Series of the OJ by the CD-ROM edition on 1 July 1998.

Since that date, the CD-ROM has been published on a daily basis, whereas it had previously appeared twice a week. Since this medium incorporates all the language versions, a single article now represents the equivalent of 11 articles previously distributed separately.

This only partly, however, explains the reduction in items accepted and distributed, in terms of both numbers of titles and numbers of copies since in spite of the growth of the electronic sector, CD-ROMs so far represent only 0.3 % of the publications distributed by the Office.

The real reason is a reduction in publishing by the authorising departments, particularly in the absence of major information campaigns such as *Citizens First* or *Euro*.

The figures were nevertheless around the average for 1994.

The downturn in absolute terms made it possible to reduce delivery times. In 1998, 5 408 deliveries were made within 72 hours, compared with 4 154 in 1997.

Another way of assessing the volume of administrative work is to create distribution lists. A distribution file is produced for each title to be distributed. This must contain as many distribution lists as there are authorising departments. 64 314 lists were created in 1998, compared with 64 939 in 1997 and 53 049 in 1996. This shows that the administrative workload has remained fairly constant irrespective of the number of copies dispatched.

Mention should also be made of the efforts to tighten up the service as regards the creation of distribution lists. This has involved considerable administrative work but has produced very positive results in terms of efficiency.

Table 35 — Trend in the volume of operations in the distribution sector

By number of titles

	Number of titles received			Number of titles distributed		
	1997	1998	% Change	1997	1998	% Change
OJ paper	12 550	10 746	- 14.37	12 550	10 746	- 14.37
CD-ROM OJ S (1)	n.d.	192		n.d.	192	
Other paper publications	14 236	9 011	- 36.70	12 837	7 556	- 41.14
Other CD-ROM (1) publications	n.d.	144		n.d.	140	
Doc. COM, ESC + COR (2)	8 847	9 652	9.10	8 847	9 652	9.10
Total	35 633	29 745	- 16.52	34 234	28 286	- 17.37

By number of copies

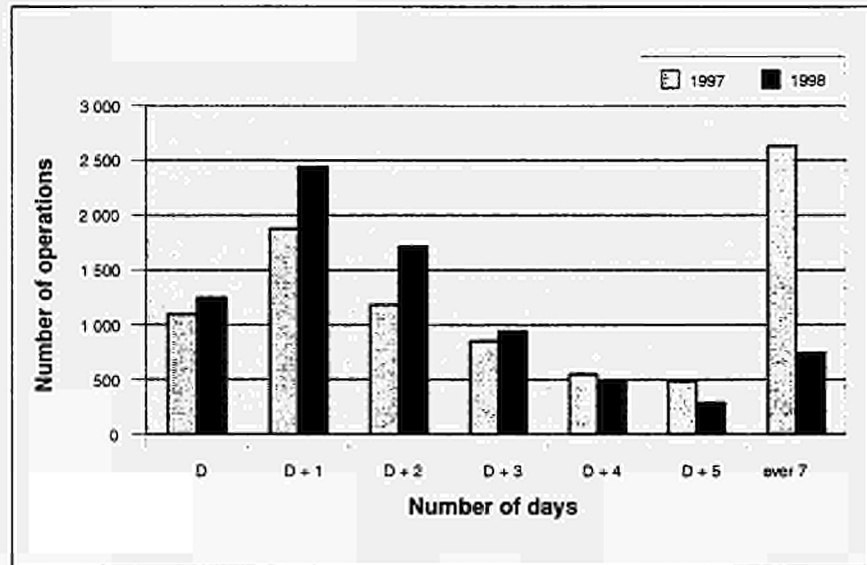
	Number of copies received			Number of copies distributed		
	1997	1998	% Change	1997	1998	% Change
OJ paper	23 824 539	20 498 663	- 13.96	19 773 657	17 096 558	- 13.54
CD-ROM OJ S (1)	n.d.	1 023 448		n.d.	924 298	
Other paper publications	82 213 666	51 260 586	- 37.65	60 000 791	37 060 821	- 38.23
Other CD-ROM (1) publications	n.d.	121 277		n.d.	65 597	
Doc. COM, ESC + COR (2)	1 635 336	1 595 378	- 2.44	1 557 463	1 450 344	- 6.88
Total	107 673 541	74 499 352	- 30.81	81 331 911	56 597 618	- 30.41

(1) It was considered interesting to make a distinction between traditional and CD-ROM publications in view of the growing trend in this medium. These data are available for the first time.

(2) Traditional ESC and COM documents now also include documents from the Committee of Regions.

Table 36 — Summary of distribution times in 1997 and 1998

Number of working days	Number of operations	
	1997	1998
D	1 094	1 249
D + 1	1 877	2 443
D + 2	1 183	1 716
D + 3	852	941
D + 4	548	488
D + 5	484	292
over 7	2 633	739
Total	8 671	7 868



5.3.5. Execution of orders (Tables 37 and 38)

While basic distribution was down on the previous year (see 5.3.4), individual orders were up by more than 63 %.

Handling periods nevertheless remained good, with more than 50 000 orders executed within 72 hours, compared with 43 000 in 1997 — an improvement of 16 %. The cases in which orders could not be met within six days, for example because items were out of stock or there was an error in the order, were down 25 %.

Bearing in mind that execution of orders is a largely manual operation that cannot benefit from the automation introduced for mass distribution, it can be concluded that the overall workload of the distribution centre remained the same as in 1997.

Table 37 — Trends in the volume of operations in the stock management sector

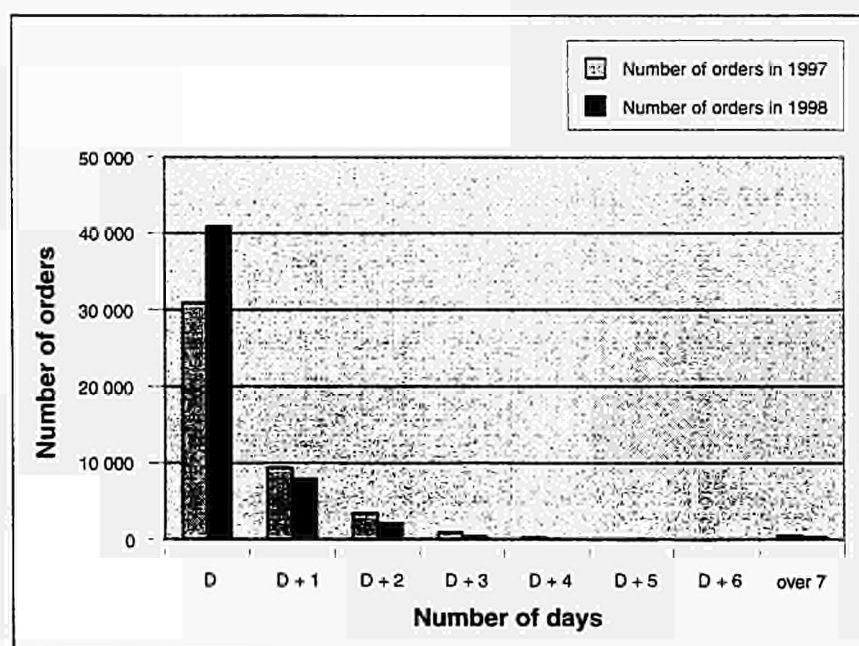
	Processing of orders								
	Number of orders			Number of order lines			Number of copies dispatched		
	1997	1998	Change (%)	1997	1998	Change (%)	1997	1998	Change (%)
OJ (1)	14 527	15 907	9.50	135 746	277 355	104.32	290 960	434 414	49.30
Other publications	25 814	25 576	- 0.92	126 906	138 220	8.92	5 112 333	8 413 868	64.58
COM, ESC and COR documents	247	343	38.87	650	881	35.54	1 577	1 216	- 22.89
Total	40 588	41 826	3.05	263 302	416 456	58.17	5 404 870	8 849 498	63.73

(1) The 1997 figures should be supplemented with the backdated OJ collections sent to new subscribers which amount to some 350 000 extra copies.

In 1998 a change in the subscription system limited the preparation of OJ collections to monthly collections.

Table 38 — Summary of response times for orders in 1997 and 1998

Number of working days	Number of orders	
	1997	1998
D	30 866	40 892
D + 1	9 436	7 931
D + 2	3 408	2 147
D + 3	887	390
D + 4	305	95
D + 5	91	110
D + 6	41	44
over 7	489	355
Total	45 523	51 964



**5.3.6. Stock management
(Table 39)**

The volume of publications in stock fell from 32 million to fewer than 30 million copies.

Despite the withdrawal of a large volume of outdated material in 1998, the level of stocks remains high, and the authorising departments need to be reminded of the importance of specifying the print runs required as accurately as possible.

Table 39 — Trends in the volume of operations in the stock management sector

	Stock					
	Number of titles in stock			Number of copies in stock ⁽¹⁾		
	1997	1998	% Change	1997	1998	% Change
OJ	15 494	10 446	- 32.58	2 667 969	1 924 390	- 27.87
Other publications	24 435	24 176	- 1.10	29 344 849	27 836 249	- 5.14
Total	39 929	34 622	- 13.29	32 012 818	29 760 639	- 7.04

⁽¹⁾ These figures serve only as a guide and are not absolute. They should be supplemented with the monthly collections of the OJ and the European Court Reports, each of which comprises a varying number of copies which are counted as one article in the accounts.

5.3.7. Summary

Long-term trends in distribution are set out in Table 40.

Table 40 — Long-term trends in distribution and stocks (millions of copies)

	1990	1991	1992	1993	1994	1995	1996	1997	1998
Basic distribution	32.5	38.9	55	42.7	54.4	46.8	60	81.3	56.6
Orders	1.9	1.7	2.3	1.9	2.4	2.1 ⁽¹⁾	3.3 ⁽¹⁾	5.4 ⁽¹⁾	8.8 ⁽¹⁾
Stocks	n.a.	n.a.	12.2	12.2	13.6	14.9	22.2	32	30

⁽¹⁾ There are also a variable number of OJs in collections which are recorded as single copies.

5.3.8. Micrography (Table 41)

The micrography section continues its gradual decline (-10 %) because of the increasing popularity of other, more up-to-date, archiving media (CD-ROM, optical archives). There was nevertheless a slight increase in orders in 1998.

Table 41 — Trend in the volume of operations of the micrography sector

	1997	1998	Change (%)
Number of microfiches produced internally and externally			
— OJ (internal production)	1 115	2 198	97.13
— OJ (external production) (*)	2 365 835	2 355 259	- 0.45
— ESC documents	32 472	53 404	63.34
— COM documents	580 352	633 855	9.22
— EP reports (1)	520 111	124 723	- 76.02
— EP debates (2)	38 159	7 919	- 79.25
Total	3 538 044	3 176 994	- 10.20
Number of microfiches screened (new articles delivered)	23 093	19 094	- 17.32
Number of pages microfilmed	1 655 825	1 540 230	- 6.98
Number of microfiches distributed			
— OJ	1 659 773	1 603 416	- 3.40
— Other publications	905 452	615 150	- 32.06
Total	2 565 225	2 218 566	- 13.51
Number of microfiches dispatched on the basis of orders	864 576	1 005 712	16.32

(*) Including reprints.

(1) The production of EP reports on microfiches ended with the distribution of batch 12/97.

(2) The production of EP debates on microfiches ended with the distribution of batch 12/96 (1996/97 session).

5.3.9. Video (Table 42)

This section continues to be small, despite an increase in the number of copies dispatched in 1998.

Table 42 — Volume of operations in the video sector

	1997	1998	Change (%)
Number of copies received	663	315	- 52.49
Number of copies executed	239	234	- 2.09
Number of copies dispatched	715	1 288	80.14

5.4. Computer applications

In 1998, the Informatics Unit (OP/8) continued to invest in technical infrastructure on account of the continuing computerisation of the majority of the Publications Office's activities. Computer development activities were also stepped up in terms of modernising existing information systems and setting up new management applications or production systems.

The highlights of the year are described below for each of the three operational sections — Operations, Project Management and User Support — and for Quality Control and Security.

5.4.1. Operations

The Operations section is responsible for managing the basic computer infrastructure and the telephone system, and for the day-to-day operation of non-local computer equipment (mainframes and servers).

Particularly worthy of mention is the introduction of 3 100 Mb/s switch hubs on the internal network to handle the constantly increasing demand for pass-bands from around 20 servers and some 800 local workstations. For outside links, the Office has joined the SDH network with a view to the introduction of ATM connections.

A new server (SUN Enterprise 10 000) came into operation at the end of the year to meet the needs of production systems, such as SEI-BUD, SEI-AMD and SEI-JOS, and for backing up the EUDOR repository.

The central and departmental storage capacity has increased substantially to almost 3 TB. The Office therefore needs to review its back-up mechanisms. It has acquired a robot with DLT-cassette readers that makes it possible to effectively cover all the storage locations each day.

As for services, applications on mainframe are currently backed up by the machine of the Commission's Informatics Directorate or via infrastructures at facilities management sites. The Office has in turn been asked to provide back-up for applications primarily running at the Informatics Directorate's Computer Centre.

5.4.2. Project management

The Project Management section is responsible for development projects and methodology. Projects in 1998 included:

- Development of a new version of SEI-BUD — a prime example of cooperation between the various European institutions, which handles the preparation of practically the entire contents of the budgetary publications. The Office also embarked on an analysis of a complementary system known as 'SEI-AMD', which will permit straightforward and efficient management of amendments for certain institutions, in particular the European Parliament.
- Work on Gescom is approaching completion and part of this application is already in use in connection with the commercial management of the Office.
- A prototype SEI-JOS has been developed. It demonstrates the feasibility of the technical and organisational solutions adopted for this production system which should, in the second half of 1999, play a part in the preparation and monitoring of the production of public procurement notices. This new system will permit automatic retrieval of the notices the Office receives via SIMAP/Notification, which came into operation in the last quarter of 1998, enabling awarding authorities subject to the European Directives on public procurement to notify the Office of work and services contracts for publication in the *Supplement to the Official Journal* by electronic means.
- GdC, a tool for helping with award decisions by producing estimates, is the precursor module for the new SDP system, which will handle the administrative monitoring of publication files.
- Under the name 'Catdiff', the Office completed the development of the first electronic catalogue of publications distributed by the Office. It will enable customers to select and order products using electronic means of payment.
- The feasibility and desirability of using a 'Datawarehouse' application — a repository of data used for reporting and information analysis — was

demonstrated with the introduction of a system dealing with commercial distribution and operating on a particularly rich database. This technology has proved to be a great help in decision-making.

- The architecture of the APA-OJ system was defined and the technical choices made. The purpose of this system is to automate as far as possible the preparation and publication of periodic agricultural instruments. It should come into production in the course of 1999.

5.4.3. User support

The year 1998 was particularly active for this section, and a major proportion of its resources were used in connection with the migration to the new operating system, Windows NT. This particularly important development will provide users with working environments that are more suited to their needs and the Informatics Directorate with better tools for fulfilling its obligations in terms of quality of service. SMS is fundamental to this new generation of technical solutions that will enable the Office to improve its management of the various computer resources and the diagnosis of any problems arising.

The use of computers has continued to grow, not only in the form of management applications or production systems but also in the form of office automation, word-processing, spreadsheets, e-mail etc.

NT is not the only operating system used on the local workstations, but it is the most common (670 workstations); there are also SUN/Solaris (120) and Macintosh (10) workstations.

This was also a decisive year for the Intranet, which will very probably become a prime channel of communication for the distribution of information within the Office and its units, with the introduction of a provisional system which is to be expanded and consolidated in the near future. For applications of the 'infocentre' variety, available via the Intranet, the User Support section has a team that has helped a large number of units with the introduction of technologies of this kind.

5.4.4. Quality control and security

Generalised access to the Internet has increased the risks to the security of the Office's computer systems. These risks become inevitable when networks are opened and interconnected and we have therefore had to find adequate protection mechanisms.

A number of filters have been installed and these appear to be working satisfactorily. In addition there are a number of procedures that must be respected in the event of a security incident.

The other aspect of this section's work is monitoring the quality of the services provided by the Informatics Unit in general and more particularly in connection with certain computer projects.

The Quality Control and Security section has also conducted a number of infrastructure projects such as EUDOR Back-up or the new generation of tools for the management/administration of computer resources.

6. The award and management of contracts concluded by the Office on its own behalf and on behalf of the institutions

6.1. Introduction

6.2. Activities by sector

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

6.1. Introduction

The year 1998 saw the conclusion and/or implementation of contracts that were particularly important for the Publications Office:

- the procedure for the renewal of contracts for the production of all the series of the Official Journal was completed and all the contracts have now been signed. They will enter into force in April 1999 and will bring about an overall reduction in costs;
- the framework contracts for the production of publications entered into force in May 1998;
- the negotiations for the renewal of the lease on the Office's main premises were also completed and a new lease was signed with the owner of the building, the Caisse de pension des employés privés (CPEP). This new lease came into force on 12 October 1998 and was concluded on favourable terms, given the state of the property market in Luxembourg:
 - the rent for the building in its present condition was reduced by 7 % (from LUF 135 554 000 per year to LUF 125 860 000 per year);
 - in return for an increase of 9 % paid before October 1998 (bringing the rent to approx. LUF 148 000 000 per year), the owner will thoroughly renovate the old part of the building (for an estimated LUF 318 000 000) and take charge of all the maintenance of the installations under a total-guarantee contract (estimated annual cost: approx. LUF 6 000 000 to LUF 7 500 000).

The ordinary activities of the Planning and Contract Management sections have continued at a high level. The number of files opened for publications other than the Official Journal increased by more than 20 % to reach a total of 3 091. The downturn in quotations drawn up and invoices checked can be partly explained by the rationalisation of administrative work by both the various departments of the Office and the authorising departments. This has particularly involved group invoicing.

6.2. Activities by sector

6.2.1. Official Journal and related products

Order forms		Invoices		
		Handled	Paid	Adjusted
Paper edition	p.m.	1 136 (+ 3.3 %)	995 (- 0.7 %)	19 (- 60.4 %)
Other products	298	1 634 (- 9.7 %)	1 448 (- 12.7 %)	23 (+ 4.5 %)
Total	298	2 770	2 443	42

NB: The figures in brackets show the percentage change from 1997.

Table 43 — Official Journal 1998 — Invoiced services

(ECU)

	European Parliament	Council	Commission		Court of Justice	Economic and Social Committee	Court of Auditors	Committee of the Regions	Other	Total
			A-3400	B-5304						
<i>Paper version</i>										
L Series	1 956 573.05	4 764 312.31	15 582 447.76	0.00	1 680.69	1 657.48	0.00	0.00	124 837.19	22 431 508.48
C Series	1 768 331.32	1 149 387.75	11 052 281.64	0.00	572 115.64	630 733.25	667 036.67	187 308.55	257 425.34	16 284 620.16
S Series	0.00	0.00	0.00	10 307 303.53	0.00	0.00	0.00	0.00	0.00	10 307 303.53
Subtotal (1)	3 724 904.37	5 913 700.06	26 634 729.40	10 307 303.53	573 796.33	632 390.73	667 036.67	187 308.55	382 262.53	49 023 432.17
(of which carried forward)	484 478.75	1 363 586.09	3 667 462.71	1 654 450.44	66 681.11	60 762.48	457 495.70	3 361.27	34 118.04	7 792 396.59
<i>Electronic version</i>										
OJ S and CD-ROM S				20 588 818.23						49 023 432.17
<i>Miscellaneous products</i>										
Proof-reading/reprinting	0.00	0.00	0.00	0.00	0.00	0.00	86 968.63	0.00	0.00	86 968.63
Transport/packaging/dispatch	146 886.31	63 431.74	347 739.62	475 120.21	5 742.76	12 571.84	9 686.76	0.00	0.00	1 061 179.24
Magnetic media	29 614.80	26 336.87	85 080.32	0.00	2 414.64	3 261.29	3 051.14	0.00	0.00	149 759.06
Tables	31 626.35	158 103.25	863 701.79	0.00	226 083.97	1 520.20	538.59	0.00	0.00	1 281 574.15
MCAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget documents	42 015.67	1 194 825.15	1 616 419.85	0.00	0.00	0.00	0.00	0.00	587.84	2 853 848.51
Microfilming	73 002.82	65 017.61	209 782.57	0.00	5 963.02	8 050.58	7 540.45	0.00	0.00	369 357.05
Nimexe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CELEX	0.00	0.00	236 811.48	0.00	0.00	0.00	0.00	0.00	0.00	236 811.48
Eurovoc	137.20	2 450.00	13 465.20	0.00	3 547.60	0.00	0.00	0.00	0.00	19 600.00
Indexing system	11 893.04	35 187.32	191 109.04	0.00	49 709.60	662.38	234.67	0.00	0.00	288 796.05
SEI	185 825.59	68 797.92	937 304.81	2 823 299.03	6 293.51	8 522.08	7 914.72	0.00	0.00	4 037 957.66
Treaties	42 894.42	0.00	0.00	0.00	12 188.81	7 967.32	5 860.82	16 733.07	0.00	85 644.44
Directory	0.00	192 892.32	450 082.07	0.00	0.00	0.00	0.00	0.00	0.00	642 974.39
Formex	456 361.98	91 434.81	521 393.21	0.00	8 429.42	11 312.56	10 775.52	0.00	0.00	1 099 707.50
Consolidation	3 582.00	42 175.25	1 026 456.43	0.00	0.00	0.00	0.00	0.00	0.00	1 072 213.68
PAIs	0.00	0.00	13 120.00	0.00	0.00	0.00	0.00	0.00	0.00	13 120.00
Various IT products	2 392 548.37	432 998.16	1 451 924.99	252 096.50	39 944.83	53 566.23	51 132.62	0.00	0.00	4 674 211.70
Syspub	0.00	0.00	2 801 791.05	0.00	0.00	0.00	0.00	0.00	0.00	2 801 791.05
Arcdon	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Secondary legislation	0.00	14 296.81	7 041.72	0.00	0.00	0.00	0.00	0.00	0.00	21 338.53
EUDOR	857 837.93	697 769.31	2 261 323.51	0.00	64 209.83	86 354.40	81 767.41	0.00	0.00	4 049 262.39
CD-ROM	16 900.32	14 103.33	65 859.16	0.00	1 273.25	1 750.52	1 555.86	0.00	0.00	2 097 216.41
EUR-Lex	94 266.54	59 438.77	183 898.96	0.00	5 514.35	7 346.71	7 141.38	0.00	0.00	357 606.71
Subtotal (2)	4 385 393.34	3 159 258.62	13 284 305.78	24 139 333.97	431 315.59	202 886.11	274 168.57	16 733.07	587.84	45 893 982.89
(of which carried forward)	2 172 851.56	252 916.55	1 599 889.37	4 412 676.65	116 552.62	22 149.93	18 660.43	0.00	0.00	8 595 697.11
Grand total	8 110 297.71	9 072 958.68	39 919 035.18	34 446 637.50	1 005 111.92	835 276.84	941 205.24	204 041.62	382 850.37	94 917 415.06
1997 appropriations	2 657 330.31	1 616 502.64	5 267 352.08	6 067 127.09	183 233.73	82 912.41	476 156.13	3 361.27	34 118.04	16 388 093.70
1998 appropriations	5 452 967.40	7 456 456.04	34 651 683.10	28 379 510.41	821 878.19	752 364.43	465 049.11	200 680.35	348 732.33	78 529 321.36

Table 43 (cont.) — Official Journal 1998 — Invoiced services

(ECU)

	European Parliament	Council	Commission		Court of Justice	Economic and Social Committee	Court of Auditors	Committee of the Regions	Other	Total
			A-3400	B-5304						
<i>Pages invoiced</i>										
L Series	21 638	58 913	124 629	0	11	11	0	0	1 408	206 610
C Series	78 957	18 385	138 146	0	7 800	10 483	10 648	3 014	2 284	269 717
S Series	0	0	0	811 778	0	0	0	0	0	811 778
Notices	0	0	0	(162 488)	0	0	0	0	0	(162 488)
Total	100 595	77 298	262 775	811 778	7 811	10 494	10 648	3 014	3 692	1 288 105

Table 44 — Monthly breakdown by institution, OJ pages produced in 1998

L, C and S Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	6 221	24 534	7 914	10 487	6 267	9 792	7 628	426	3 677	11 767	1 695	4 576	90 408	88 561	+ 1 847	+ 2.09
Council	6 805	8 338	6 799	6 017	6 136	5 802	7 448	5 059	1 234	12 139	7 092	7 619	72 869	83 700	- 10 831	- 12.94
Commission	72 942	79 368	84 203	132 647	78 010	81 950	104 106	104 633	77 426	107 720	77 046	98 741	1 000 051	1 005 810	- 5 579	- 0.57
Court of Justice	528	748	872	308	704	205	1 100	528	1 103	780	660	748	7 536	7 776	- 240	- 3.09
Economic and Social Committee	1 408	0	2 728	880	880	0	2 200	0	1 408	0	44	3 652	9 548	10 358	- 810	- 7.82
Court of Auditors	88	440	440	440	44	572	1 848	176	44	132	4 972	2 772	9 196	10 112	- 916	- 9.06
Committee of the Regions	0	1 100	0	0	0	836	0	616	0	264	0	440	2 816	4 169	- 1 353	- 32.45
Other	154	660	572	33	601	66	0	286	132	44	77	4 004	2 625	2 118	+ 507	+ 23.94
Total	88 146	115 188	103 528	150 812	92 642	99 223	124 330	111 724	85 024	132 846	91 586	122 552	1 195 049	1 212 604	- 17 555	- 1.45

L Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	117	18 073	231	660	143	275	698	275	3	167	133	660	21 435	24 173	- 2 738	- 11.33
Council	5 163	6 968	5 952	5 027	4 744	4 158	5 547	3 981	1 058	11 089	5 288	6 563	65 538	64 603	+ 935	+ 1.45
Commission	8 584	12 147	14 287	8 129	7 829	11 275	12 587	7 404	7 783	22 052	9 737	19 903	141 717	130 112	+ 11 605	+ 8.92
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	99	- 99	—
Economic and Social Committee	0	0	0	0	0	0	0	0	0	0	0	0	0	11	- 11	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	+ 0	—
Committee of the Regions	0	0	0	0	0	0	0	0	0	0	0	0	0	22	- 22	—
Other	0	572	374	0	440	0	0	0	132	0	0	2 046	3 564	968	+ 2 596	+ 268.18
Total	13 864	37 760	20 844	13 816	13 156	15 708	18 832	11 660	8 976	33 308	15 158	29 172	232 254	219 988	+ 12 266	+ 5.58

Table 44 (cont.) — Monthly breakdown by institution, OJ pages produced in 1998

C Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	6 104	6 461	7 683	9 827	6 124	9 517	6 930	151	3 674	11 600	1 562	3 916	73 549	64 388	+ 9 161	+ 14.23
Council	1 642	1 370	847	990	1 392	1 644	1 901	1 078	176	1 050	1 804	1 056	14 950	19 097	- 4 147	- 21.72
Commission	5 530	4 213	5 214	54 668	7 855	9 735	9 635	21 153	8 087	4 444	7 161	7 702	145 397	126 994	+ 18 403	+ 14.49
Court of Justice	528	748	872	308	704	205	1 100	528	1 103	780	660	748	8 284	7 677	+ 607	+ 7.91
Economic and Social Committee	1 408	0	2 728	880	880	0	2 200	0	1 408	0	44	3 652	13 200	10 347	+ 2 853	+ 27.57
Court of Auditors	88	440	440	440	44	572	1 848	176	44	132	4 972	2 772	11 968	10 112	+ 1 856	+ 18.35
Committee of the Regions	0	1 100	0	0	0	836	0	616	0	264	0	440	3 256	4 147	- 891	- 21.49
Other	154	88	198	33	161	66	0	286	0	44	77	1 958	3 065	1 150	+ 1 915	—
Total	15 454	14 420	17 982	67 146	17 160	22 575	23 614	23 988	14 492	18 314	16 280	22 244	273 669	243 912	+ 29 757	+ 12.20

S Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	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	58 828	63 008	64 702	69 850	62 326	60 940	81 884	76 076	61 556	81 224	60 148	71 136	379 654	748 704	- 369 050	- 49.29
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Economic and Social Committee	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	58 828	63 008	64 702	69 850	62 326	60 940	81 884	76 076	61 556	81 224	60 148	71 136	811 678	748 704	+ 62 974	+ 8.41
Number of notices	12 880	12 972	12 924	14 239	12 126	12 375	16 245	14 046	13 484	15 406	12 575	14 123	163 395	155 186	+ 8 209	+ 5.29

Table 45 — Official Journal — Pages invoiced 1998 accounting year — 1997 production carried forward and 1998 production, by institution

L, C and S Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	0	9 099	0	3 461	33 697	10 593	4 862	12 464	4 969	3 201	14 958	3 291	100 595	94 983	+ 5 612	+ 5.91
Council	0	19 598	3 300	4 968	10 957	5 318	2 189	9 133	11 300	4 037	1 879	4 619	77 298	80 155	- 2 857	- 3.56
Commission	0	212 305	8 003	90 392	142 956	72 646	31 766	63 596	96 441	194 346	105 959	55 934	1 074 344	1 014 989	+ 59 355	+ 5.85
Court of Justice	0	1 463	748	36	836	572	0	645	484	1 202	1 385	440	7 811	8 080	- 269	- 3.33
Economic and Social Committee	0	1 408	11	0	0	2 728	880	880	2 200	0	2 387	0	10 494	9 387	+ 1 107	+ 11.79
Court of Auditors	0	6 556	88	440	4400	220	0	264	1 936	660	44	0	10 648	9 518	+ 1 130	+ 11.87
Committee of the Regions	0	22	0	0	0	1 892	0	836	0	0	0	264	3 014	4 790	- 1 776	- 37.08
Other	0	814	0	1 100	121	73	451	165	902	33	44	22	3 725	831	+ 2 894	+ 348.26
Total	0	251 265	12 150	100 397	189 007	94 042	40 148	87 983	118 232	203 479	126 656	64 570	1 287 929	1 222 733	+ 65 196	+ 5.33

L Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	0	975	0	517	17 754	121	484	352	968	220	124	123	21 638	25 163	- 3 525	- 14.01
Council	0	12 977	2 860	3 293	9 394	5 084	1 276	6 248	9 650	2 860	1 455	3 816	58 913	66 559	- 7 646	- 11.49
Commission	0	30 731	737	5 522	8 580	17 293	1 452	2 816	28 850	1 540	9 597	17 511	124 629	144 331	- 19 702	- 13.65
Court of Justice	0	11	0	0	0	0	0	0	0	0	0	0	11	88	- 77	- 87.50
Economic and Social Committee	0	0	11	0	0	0	0	0	0	0	0	0	11	0	+ 11	—
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0	0	+ 0	—
Committee of the Regions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	+ 0	—
Other	0	0	0	924	0	22	440	0	0	0	0	22	1 408	528	+ 880	+ 166.67
Total	0	44 694	3 608	10 256	35 728	22 520	3 652	9 416	39 468	4 620	11 176	21 472	206 610	236 669	- 30 059	- 12.70

Table 45 (cont.) — Official Journal — Pages invoiced 1998 accounting year — 1997 production carried forward and 1998 production, by institution

C Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	0	8 124	0	2 944	15 943	10 472	4 378	12 112	4 001	2 981	14 834	3 168	78 957	69 820	+ 9 137	+ 13.09
Council	0	6 621	440	1 675	1 563	234	913	2 885	1 650	1 177	424	803	18 385	13 596	+ 4 789	+ 35.22
Commission	0	10 590	2 998	5 010	46 244	4 819	10 558	13 040	14 219	19 578	9 638	1 243	137 937	132 228	+ 5 709	+ 4.32
Court of Justice	0	1 452	748	36	836	572	0	645	484	1 202	1 385	440	7 800	7 992	- 192	- 2.40
Economic and Social Committee	0	1 408	0	0	0	2 728	880	880	2 200	0	2 387	0	10 483	9 387	+ 1 096	+ 11.68
Court of Auditors	0	6 556	88	440	440	220	0	264	1 936	660	44	0	10 648	9 518	+ 1 130	+ 11.87
Committee of the Regions	0	22	0	0	0	1 892	0	836	0	0	0	264	3 014	4 790	- 1 776	- 37.08
Other	0	814	0	176	121	51	11	165	902	33	44	0	2 317	303	+ 2 014	+ 664.69
Total	0	35 587	4 274	10 281	65 147	20 988	16 740	30 827	25 392	25 631	28 756	5 918	269 541	247 634	+ 21 907	+ 8.85

S Series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1998	1997	Change 1998/97	Relative change (%)
European Parliament	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	0	170 984	4 268	79 860	88 132	50 534	19 756	47 740	53 372	173 228	86 724	37 180	811 778	738 430	+ 73 348	+ 9.93
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	—
Economic and Social Committee	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	0	170 984	4 268	79 860	88 132	50 534	19 756	47 740	53 372	173 228	86 724	37 180	811 778	738 430	+ 73 348	+ 9.93

6.2.2. Publications other than the Official Journal

Publications of this kind are handled by the Planning Office. The trend in the number of files opened was as follows:

Type	1997	1998
Periodicals	136	157
Minor jobs	48	45
Individual publications (including published documents and COM documents)	2 384	2 384
Total number of files	2 568	3 091

The administrative and financial management of these publications can be summarised as follows:

Nature of work	1997	1998
Invitations to tender	30	21
— notices published in the OJ S Series	29	21
— firms invited to tender	1 317	907
— bids examined	477	278
New contracts (including OJ contracts)	87	73
CCPC reports/opinions	32	21
Quotations/estimates	3 127	2 650
Order forms	3 028	2 956
Invoices	4 192	2 924
Credit notes	97	62
Price revision	3	4

The 2 924 invoices checked represent a total of ECU 28 165 387.29, broken down as follows among the institutions:

Institution	Amount (ECU)	%
Commission	22 949 272.05	81.48
European Parliament	1 733 931.02	6.16
Council	616 611.77	2.19
Court of Justice	1 879 531.99	6.67
Court of Auditors	39 622.48	0.14
Economic and Social Committee	31 276.40	0.11
Cedefop	319 691.92	1.14
Publications Office	321 317.46	1.14
Other	274 132.20	0.97
Total	28 165 387.29	100.00

The 62 credit notes obtained totalled ECU 427 442.55.

The total value of all the invoices checked was 30.2 % lower than in 1997.

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

The Table below summarises the work done in connection with services and supplies chargeable to the Publications Office budget.

Nature of work	1997	1998
Procurement requests	546	451
Invitations to tender	33	10
— notices published in the OJ S Series	10	6
— firms invited to tender	577	85
— bids examined	204	27
New contracts and special arrangements	99	41 ⁽¹⁾
CCPC reports	13	5
Quotations/estimates	770	787
Commitments	1 216	1 135
Order forms	1 305	1 119
Invoices/credit notes	5 277	4 406
Price revisions	27	320
Recovery orders	250	320
VAT exemption certificates	1 095	1 328

⁽¹⁾ Plus 109 amendments.

7. Publications Office staff and personnel matters

7.1. Officials

7.2. Temporary staff

7.3. Auxiliary staff

7.4. Backup and freelance proof-readers

7.5. Training

7.6. Consultations with staff representatives

7.7. Consultations with trade unions and professional bodies

7.1. Officials

The number of posts in the Office establishment plan remained the same as in 1997.

Table 46 — 1998 establishment plan

Category and grade	Number of permanent posts
A 1	—
A 2	1 ⁽¹⁾
A 3	2
A 4	5
A 5	10
A 6	10
A 7	12
A 8	—
Total	40
B 1	32
B 2	59 ⁽²⁾
B 3	75 ⁽²⁾
B 4	58
B 5	29
Total	253
C 1	33
C 2	34
C 3	32
C 4	38
C 5	23
Total	160
D 1	31
D 2	23
D 3	18
D 4	—
Total	72
Grand total	525 ⁽³⁾

(1) The Director of the Publications Office is an official in grade A1 *ad personam*.

(2) Including two technical and secretarial assistants.

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

In 1998, 21 officials joined the Office by recruitment, internal transfer and individual transfer. The details of these changes and of other administrative procedures (departures, promotions etc.) are given in Table 47 below.

Table 47 — Administrative procedures

Staff	Number
Officials	
<i>A — Arrivals</i>	
1. Appointment as probation official following	
— open competition	8
— internal competition	0
2. Internal transfer to the Office	10
3. Transfer to the Office from other institutions	3
4. Placed at the disposal of the Office	1
5. Secondment to the Office	0
6. Reinstatement after:	
— being assigned non-active status	0
— military service	0
— secondment to the CLP	0
— secondment	0
<i>B — Departures</i>	
1. Transfer to another DG	20
2. Transfer to another institution	1
3. Leave on personal grounds	
— Granted	5
— extended from 1997 to 1998	5
4. Leave for military service	
— Granted	0
— extended from 1997 to 1998	0
5. Placed at the disposal of another DG	
— Granted	0
— extended from 1997 to 1998	0
6. Secondment from the Office	2
7. Assigned non-active status	0
8. Invalidity	4
9. Early retirement	0
10. Retirement	1
11. Resignation	1
12. Retirement in the interests of the service	0
13. Dismissal for incompetence	0
14. Death	0
<i>C — Miscellaneous</i>	
1. Promotions	
— within a career bracket	46
— to another career bracket	29
— to another category	
● following an internal competition	12
● following an open competition	0
2. Appointment	1
3. Temporary post	
— Granted	0
— extended from 1997 to 1998	0
4. Half-time and part-time working	
— Granted	9
— extended from 1997 to 1998	27
5. Mobility within the Office	17

Staff	Number
Temporary staff	
A — <i>Arrivals</i>	
1. Appointment for a fixed period	13
— new appointment	4
— Renewal	0
2. Open-ended appointment	0
— new appointment	0
— Renewal	0
B — <i>Departures</i>	
1. End of contract	10
2. Establishment after competition	1
3. Resignation	3
4. Death	0
Auxiliary staff	
A — <i>Arrivals</i>	
1. Appointment for a fixed period	35
— new appointment	0
— Renewal	0
2. Open-ended appointment	0
— new appointment	0
— Renewal	0
B — <i>Departures</i>	
1. End of contract	24
2. Establishment after competition	0
3. Resignation	0
4. Death	0

7.2. Temporary staff

In order to cover certain languages for which the reserve lists had proved insufficient, 13 contracts for temporary staff were concluded or renewed during the year. An interinstitutional competition for Finnish and Swedish proof-readers was announced by the Court of Justice in cooperation with the Commission and, in particular, the Publications Office. It should be completed in mid-1999.

7.3. Auxiliary staff

In order to cover *ad hoc* proof-reading requirements and medium-term absences of clerical and secretarial staff (e.g. on maternity leave), the Office awarded a total of 21 new contracts to auxiliary staff during the year.

By the end of the year, there were still 21 auxiliary members of staff — 16 in category B, 3 in category C and 2 in category D.

7.4. Back-up and freelance proof-readers

In application of its code of conduct, the Publications Office awards temporary and auxiliary contracts for *intra muros* services and engages freelance proof-readers for *extra muros* services to supplement its production and proof-reading teams.

The original 1998 budget appropriation, under item 1174, covering fees for back-up and freelance proof-readers was ECU 1 267 000.

At the end of the year, transfers totalling ECU 40 000 were made from this item to items 1101 (ECU 31 000), 1110 (ECU 2 000) and 1175 (ECU 7 000).

For the auxiliary contracts, the Publications Office increased the funds available by means of transfers totalling ECU 537 113.

Total appropriations spent on reinforcing the proof-reading and production teams in the Office were therefore ECU 1 764 113.

In order to swell the reserve lists of back-up proof-readers in the 11 Union languages, the Office organised several aptitude tests during the year. A total of 399 applications were processed and 276 applicants took the tests.

Table 48 — Results of tests organised for back-up proof-readers

Language of test	Number of applications	Number applicants invited to tests	Number of participants	Passed
ES, DA, DE, EL, EN, FR, IT, NL, PT, FI, SV	399	375	276	54

The success rate was 19.57 %.

In application of the code of conduct 'Employment of back-up and freelance proof-readers by the Publications Office', the joint monitoring group, made up of two members appointed by the administration and two appointed by the Staff Committee, met four times in the course of the year. The matters discussed included a number of *ad hoc* problems that had arisen and, more particularly, the award of contracts for temporary and auxiliary staff.

In 1998, the Office used a total of 399.5 person-months (temporary and auxiliary staff), broken down as follows:

OP	Staff employed (person-months)
— OP/2 (Official Journal):	
• ES	—
• DA	16
• DE	5.5
• EL	12
• EN	4
• FR	13
• IT	10
• NL	12
• PT	18
• FI	18
• SV	10
— OP/2 (Production):	77
— OP/3 (Production):	33.5
— OP/3 (Methods and development):	23
— OP/3 (Proof-reading):	
• ES	8.5
• DA	11.5
• DE	20.5
• EL	1
• EN	21.5
• FR	31.5
• IT	5
• NL	0.5
• PT	9
• FI	7.5
• SV	13
— OP/4:	6
— OP/5:	12

Over the same period, work for the Court of Justice required 93 person-months, taking all languages together, in addition to proof-reading 'by the page'.

7.5. Training

7.5.1. Training plan

The implementation of the training plan for 1997–98 involved the issuing of three invitations to tender for the design of training courses tailored to Office requirements.

Participation in drawing up the new training plan for 1999–2000 was high, with 80 % of officials filling in an individual sheet.

7.5.2. Attendance at training courses in 1998

In 1998, 434 officials attended 1 599 training courses, which means that 83 % of staff attended at least one course. This can be explained by the fact that following the migration to Windows NT, specific training was offered for the entire staff.

The courses involving the greatest numbers were in the use of computers (868); followed by induction courses, involving in particular several 'Presentation of the Office' sessions, which appear to meet a genuine need (259), and finally, training in drafting (152) and languages (151).

The Office organised 101 training courses, tailored specifically to its needs, out of its own budget. These were attended by 495 persons and included courses in:

- Windows NT (69 sessions)
- SGML levels 2 and 3
- DTP (desk-top publishing)
- Production
- Web design
- Catel (electronic catalogue)
- HTML/Javascript

The Office committed ECU 98 000 for these activities.

7.6. Consultations with staff representatives

In 1998, three meetings were held between the representatives of the Local Staff Committee (CLP) and the Office's Management Committee.

These meetings provide an excellent forum for the exchange of information, at which the Office can inform its staff of projects under way and important decisions and the staff can inform it in turn of any matters of concern or problems.

The question of asbestos in the building was thus discussed in a totally transparent fashion, the results of the study being made available to the whole staff.

The Management Committee (substitute members) invited the representatives of the Staff Committee to state their views at the meeting of 17 March 1998.

Training, use of external staff and the increase in free distribution were among the questions raised.

The meetings with the representatives of the CLP were not the only channels of communication between the Office Management and its staff. Another important channel was *EUR-OP Infos* — the Publications Office's newsletter.

Seven issues appeared in 1998, containing various types of information, including new approaches following decisions or recommendations by the Management Committee, changes in staff (arrivals, departures, internal movements), new products and services on offer (EUR-Lex, OJ S Series on CD-ROM, Combined Nomenclature on CD-ROM, *Interinstitutional Style Guide*, etc.) or projects under way (for example, the migration to NT).

The main preoccupations on the part of staff in 1998 included the planned renovation of the old part of the Mercier Building and, in particular, the problems of prostitution in the vicinity of the Office premises, which was the

subject of correspondence between Mr Emringer and Mr Oreja, Member of the Commission, and between President Santer and the Luxembourg Prime Minister, Mr Juncker. The entire staff was kept informed via *EUR-OP Infos*.

7.7. Consultations with trade unions and professional bodies

On 12 October 1998, the Secretary-General of the Commission, in his capacity as Chairman of the Management Committee, resumed the practice of holding annual policy meetings with the trade unions and professional bodies (OSPs), the last one having been held on 18 April 1994.

The Secretary-General had first been alerted by the OSPs to the problem of security around the Mercier Building, which is increasing from year to year. He undertook to refer the matter to the President of the Commission and the Luxembourg authorities.

The OSPs were also concerned at the increase in the workload while the number of staff remained unchanged against a background of budgetary austerity. A side-effect of this could be excessive use of non-established staff.

The Chairman of the Management Committee explained that, in the current climate of austerity, the Office was mainly concerned with correcting the imbalances in the establishment plan by applying for conversion of posts. Thus the conversion of 7 D posts into 7 C posts, as accepted by the budget authority, is in line with the Office's policy of upgrading the work of D grade officials, who are now involved in supervisory and management work rather than exclusively manual activities. As for the use of outside staff, the Office realises the importance of retaining its pool of competence. Its subcontracting policy is to use its officials for supervisory and management work and to use the private sector, if necessary, for implementation.

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

In 1998, Group G of the Translation Service translated 17 996 pages for the Office.

As in previous years, *EUR-OP News* accounted for much of this workload. As from 1997, this quarterly publication has been translated into all the Community languages.

The Translation Service was also regularly asked to translate invitations to tender and did a certain amount of work under the contract for rendering services in connection with the CELEX database.

In close collaboration with the Office, Unit AGL/1, Language Coordination, organised the translation of the headings of the establishment plan for the IDEA database. It was also actively involved in drawing up the *Interinstitutional Style Guide* and distributing it within the Commission.

Lastly, mention should be made of the collaboration between the Office, the Translation Service and other Directorates-General of the Commission in setting up systems for managing and exchanging computerised textual data. This will substantially reduce the time required for publishing the Commission's major documents, such as the *Bulletin of the European Union*, the budget and Community agreements.

The Office was also actively involved in the work of the TAIEX (Technical Assistance Information Exchange Office) Task Forces, which are responsible for preparing for the accession of new Member States in such matters as translating the existing body of Community legislation into the languages of the applicant countries and publishing secondary legislation in these languages.

Annex I — CELEX

**(The interinstitutional computerised
documentation system for Community law)**

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General overview

What is CELEX?

CELEX (*Communitatis Europaeae Lex*) is the official interinstitutional legal database of the European Union.

CELEX came into operation in the early 1970s for internal use by the Commission; in the course of that decade it became interinstitutional, and at the beginning of the 1980s it was converted to a multilingual system accessible to the general public.

CELEX covers:

- Community legislation, including preparatory documents and references to national implementing measures,
- case law of the Court of Justice and the Court of First Instance,
- parliamentary questions.

CELEX is distributed to users external to the European institutions via three main channels:

- direct distribution by the Publications Office to privileged users such as the Commission's network of European Documentation Centres (EDCs) and Euro Info Centres (EICs);
- ordinary customers can subscribe to CELEX through a network of 19 official gateways, which provide access on line to the database, housed in the Commission's Computing Centre;
- in addition, 24 licence holders are disseminating derived versions of CELEX on line or on CD-ROM, which enables them to create information products incorporating CELEX data presented together with other relevant information.

Activities during 1998

In 1998 the Publications Office continued its efforts to improve the coverage and quality as well as the accessibility of the database.

The textual coverage of the Finnish and Swedish versions of the database was improved considerably. By the end of the year, almost all texts available in those two languages were loaded. The reason why there is still a considerable discrepancy between Finnish and Swedish and the other language versions is that not all acts in force on the date of accession were translated.

A general review of the contents of some sectors of the database was also undertaken.

The new Internet service introduced in 1997 was further improved by the launch of a new version of the WWW-interface. This new service has led to an important increase of the number of consultations of the database. The number of documents visualised was 14 million in 1998 compared with 8 million in 1997 and 5 million in 1996. CELEX has become the European Commission's most widely used intranet service.

The CELEX Interinstitutional Group (GIC) and the Council Working Party on Legal Data Processing (GIJC) assisted in the management and dissemination of CELEX.

The Council Working Party held two meetings (on 15 and 16 June and 3 and 4 December). The GIC met four times (on 12 February, 8 June, 12 October and 24 November).

Strategy paper

At the meeting in February the GIC approved the 1998 working plan for the CELEX database. At its meeting on 12 October the GIC adopted a Strategy Paper for the future development of CELEX which was submitted to the Publications Office Management Committee. The strategy paper was also submitted to the GIJC, thus giving the Member States the opportunity to express their views. The Strategy Paper envisages improvements in access to legal information on the European Union in four major areas:

1. *Extension of CELEX coverage.* With a few exceptions, such as the COM documents and the Court Reports, only documents published in the Official Journal are loaded in CELEX. Even though CELEX coverage should continue in future to be restricted to official documents, it could be extended to include documents considered by the institution issuing them to be public even if they have not been published in the Official Journal.
2. *Better tracking of the law-making procedures.* CELEX is the most important public database to provide information and links to the various stages of the lives of the documents, such as proposals, amendments, annulments etc. There are, however, still some weaknesses that must be dealt with. Certain events in the life of an instrument are not covered by the database, such as the introduction of an action for annulment before the Court of Justice, the existence of a joint text adopted by a Conciliation Committee and stages in the ratification of an international convention by the other signatories.
3. *Review of the dissemination policy:* the cost of the analysis and work involved in the production of CELEX is one of the reasons why CELEX is a fee-based service. This may conflict with the legitimate demand by citizens for free access to the law applicable to them. A review of the dissemination policy with a view to finding a balance between the differing interests has therefore been suggested.
4. *Greater synergy between the institutions' various information services:* the various information services that are being built by the institutions should be better integrated to provide citizens with a better overview of the different sources available. CELEX should continue to be the natural environment for collating and storing legal documents from which links to other sources could be created.

1. Production

A CELEX document consists of two basic parts:

- the analytical part, containing the title, date, various descriptors and links to other documents, which is created for each language version by a program on the basis of the same coded version of the document. Because of this parallelism between all the language versions the term 'documentary unit' is used below to refer to a given document;
- the textual part, containing the text and annexes to the document (except for sector 7 where the documents do not contain text, and sectors 5 and 9, which are partly loaded see 1.3.); these texts were in the past loaded as they became available, which explains the differences in text coverage.

These two parts are loaded on a weekly basis.

1.1. Loading of documentary units

Table 1 — Number of documentary units ('analytical part') loaded in 1997 and 1998

Sector	1997	1998
Treaties	0	309
Secondary legislation	7 305	4 246
Complementary legislation	72	79
International agreements	536	223
Commission preparatory documents	979	947
Council preparatory documents	56	78
Parliament preparatory documents	670	644
Economic and Social Committee	169	202
Committee of the Regions	58	64
Court of Justice	596	801
Court of Auditors	2	44
National implementing measures	88	104
Parliamentary questions	4 980	6 240
Corrigenda etc.	742	619
Total	16 253	14 561

1.2. Loading of texts

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

(a) Legislative texts

Table 2 — Text coverage of CELEX sectors 1 to 4 (documents in force on 1 January 1995 and later) ⁽¹⁾

Language	Situation at 1 January 1998		Situation at 1 January 1999	
	Documents with text	Coverage (%)	Documents with text	Coverage (%)
ES	22 615	98.0	24 715	98.9
DA	22 509	97.6	24 737	99.0
DE	22 627	98.1	24 785	99.1
EL	22 571	97.9	24 502	98.0
EN	22 639	98.1	24 758	99.0
FR	22 656	98.2	24 802	99.2
IT	21 994	95.4	24 705	98.8
NL	22 501	97.6	24 762	99.1
PT	22 202	96.3	24 595	98.4
FI ⁽²⁾	11 406	49.4	18 692	74.8
SV ⁽²⁾	10 124	43.9	18 649	74.6
Total	223 844	88.2	259 702	94.4

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

⁽²⁾ The reason why there is still a considerable discrepancy between the Finnish, Swedish and the other language versions is that a large number of acts in force on the date of accession were never translated into these two languages (see point 3.3 below).

(b) Case law texts

Table 3 — Coverage on 18 January 1999: 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 18 January 1999 (%)	Coverage rate on 15 January 1998 (%) (for comparison)
ES	6 419	4 046	2 736	68	67
DA	6 419	5 864	4 702	80	82
DE	6 419	6 419	5 764	90	92
EL	6 419	5 002	3 169	63	64
EN	6 419	5 864	5 221	89	91
FR	6 419	6 419	5 876	92	93
IT	6 419	6 419	5 806	90	93
NL	6 419	6 419	5 742	89	91
PT	6 419	4 046	2 594	64	64
FI	6 419	1 609	756	47	39
SV	6 419	1 609	802	50	41
Total	—	53 716	43 164	80	74

⁽¹⁾ For DE, FR, IT and NL, documents published from the outset; for EN and DA documents published since 1 January 1973; for EL, documents published since 1 January 1981; for ES and PT, documents published since 1 January 1986 and for FI and SV, documents published since 1 January 1995.

**Table 4 — Coverage on 18 January 1999: 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 18 January 1999 (%)	Coverage rate on 15 January 1998 (%) (for comparison)
ES	4 525	2 361	1 517	64	60
DA	4 525	2 361	1 568	66	64
DE	4 525	2 361	1 886	80	80
EL	4 525	2 361	1 491	63	60
EN	4 525	2 361	1 723	73	73
FR	4 525	2 361	2 049	87	86
IT	4 525	2 361	1 921	81	81
NL	4 525	2 361	1 788	76	72
PT	4 525	2 361	1 482	63	61
FI	4 525	821	588	72	45
SV	4 525	821	729	89	47
Total	—	22 891	16 742	73	66

⁽¹⁾ Opinions published since 1 January 1987. For FI and SV, opinions published since 1 January 1995.

1.3. Extending coverage

1.3.1. Parliamentary questions in FI and SV

Written questions were first published in Finnish and Swedish in OJ C 60 on 25 February 1998. Since then, the texts of these questions are available in all 11 languages.

1.3.2. COM documents not published in the OJ C series

As part of the Greffe 2000 project COM documents will be made available in an electronic version by the Secretariat-General of the Commission. During a test period that started in October 1998 it has been possible to load the texts of a number of COM documents not published in the OJ C series. The Greffe 2000 system will be fully operational as of February 1999, thus making it possible to include in CELEX the full texts of all COM documents, including those not published in the OJ C.

1.4. Production tools

The adaptation of the production system continued throughout 1998 as a preparation for the migration to a new production and dissemination platform during 1999.

2. Dissemination

This chapter provides statistics on the dissemination of the CELEX reference databases and the derived versions. The increased use of the CELEX reference databases has continued throughout 1998 as a result of the introduction of the new user-friendly interface using the Web technology. The statistics below show the development of the direct dissemination of CELEX to the institutions as well as to external users (2.1), the commercial aspects of the direct dissemination of CELEX to external users (2.2) and the dissemination of derived versions (2.3).

2.1. Total direct use of the reference bases

Table 5.a — Trend in number of documents viewed by direct consultation

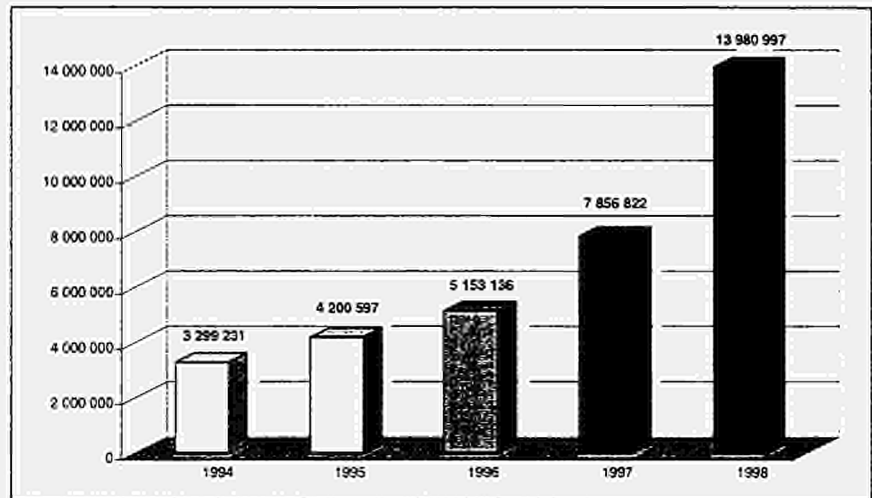
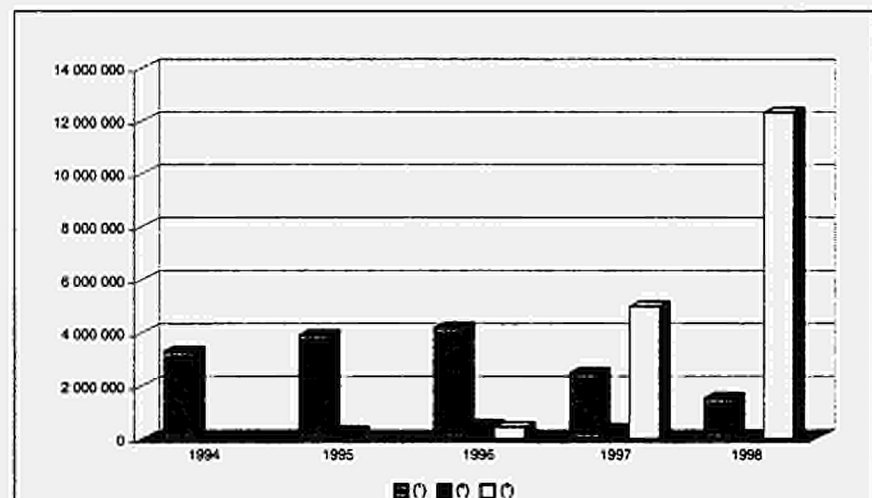


Table 5.b — Breakdown of the number of documents viewed by type of consultation



(1) Consultation in Mistral mode.

(2) Consultation in menu assisted mode (available to the institutions since 1 January 1995 and to outside users since 1 September 1995).

(3) Consultation via the graphic Web interface (available to the institutions since 15 October 1996 and to outside users since 1 August 1997).

Table 6.a — Trend in number of direct consultation sessions

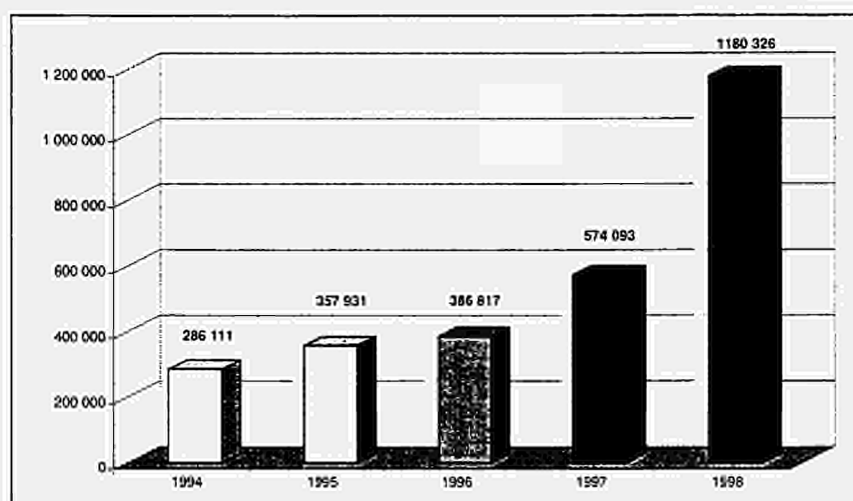
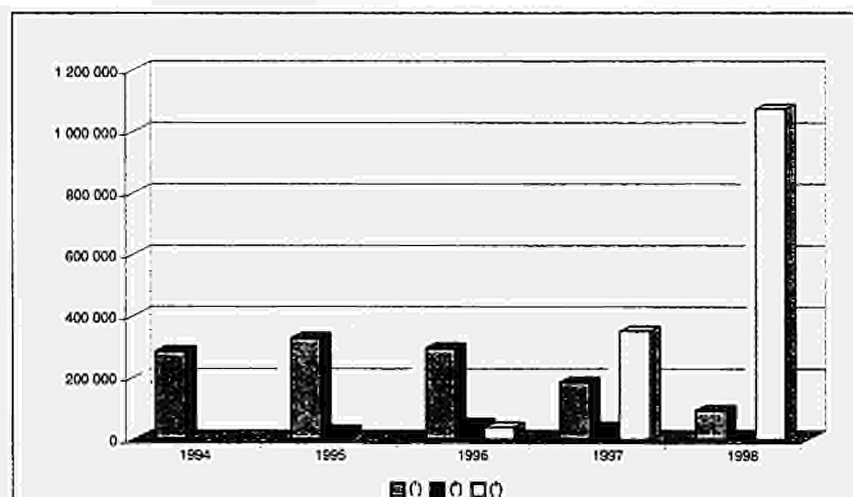


Table 6.b — Breakdown of the number of sessions by type of consultation



(¹) Consultation in Mistral mode.

(²) Consultation in menu assisted mode (available to the institutions since 1 January 1995 and to outside users since 1 September 1995).

(³) Consultation via the graphic Web interface (available to the institutions since 15 October 1996 and to outside users since 1 August 1997).

2.2. Access by external users

On-line dissemination of the reference databases is managed by the Publications Office (OP/4-A). The computer infrastructure is provided by the Commission's Computing Centre. There are two types of on-line distribution:

- direct distribution: users (mainly privileged users, i.e. European Documentation Centres, Euro Info Centres, etc.) who have concluded an access contract with the Publications Office;
- indirect distribution: users who have concluded a contract with an official gateway agent.

Table 7 — External on-line dissemination of the CELEX reference databases in 1998: direct and indirect distribution

Use	1997				1998			
	Documents (1)	%	Hours (2)	%	Documents (1)	%	Hours (2)	%
Direct (3)	80 741	65.79	4 611	64.46	438 620	59.89	1 283	67.02
Indirect (4)	41 991	34.21	2 542	35.54	293 797	40.11	631	32.98
Total	122 732	100.00	7 153	100.00	732 417	100.00	1 914	100.00

(1) Consultation by the Web interface (from 1 August 1997).

(2) Consultation by Mistral or the menu-driven interface.

(3) Publications Office customers.

(4) Gateway agent customers.

Table 8 — External on-line dissemination of CELEX reference databases in 1998: number of direct use contracts (Publications Office) by country and connection time for direct and gateway customers.

Country	Publications Office contracts (at 31 December 1998)			Connection time [direct (1) and indirect (2) use together (3)]		Individual documents (4)	
	1998		Change 1997/98	1998		1998	
	Number	%	Number	Hours	%	Number	%
Belgium	88	7.75	- 75	277	14.45	109 903	14.95
Denmark	59	5.2	+ 10	100	5.23	63 421	8.63
Germany	107	9.43	+ 20	176	9.16	54 698	7.44
Greece	22	1.94	+ 8	55	2.89	14 448	1.96
Spain	107	9.43	+ 32	655	34.10	91 807	12.49
France	88	7.75	+ 20	61	3.16	45 301	6.16
Ireland	28	2.47	+ 6	0	0.01	2 585	0.35
Italy	166	14.62	+ 76	144	7.51	49 753	6.77
Luxembourg	26	2.29	+ 22	19	0.99	9 602	1.31
Netherlands	47	4.14	+ 8	32	2.72	51 840	7.06
Austria	32	2.82	+ 4	55	2.87	30 246	4.12
Portugal	32	2.82	+ 6	112	5.83	14 500	1.98
Finland	31	2.73	+ 2	13	0.69	51 925	7.06
Sweden	37	3.26	+ 16	14	0.74	49 773	6.77
United Kingdom	101	8.9	+ 6	98	5.13	34 911	4.75
Norway	6	0.53	+ 2	20	1.02	3 836	0.52
Switzerland	14	1.23	+ 6	11	0.57	29 402	4
Other	144	12.69	+ 38	56	2.93	27 019	3.68
Total	1 135	100.00	+ 209	1 920	100.00	734 970	100.00

(1) Publications Office customers.

(2) Gateway agent customers.

(3) Consultation by Mistral or the menu-driven interface.

(4) Consultation by the Web interface (from 1 August 1997).

With regard to CELEX access terms, the contracts for direct use can be classified as follows:

— *standard*, full-price: all users, in the private or public sectors, in the countries not covered by a gateway distributor, with the exception of the categories below;

- *semi-privileged*, discounted access: at 50 % for universities in the Member States and members of the public information relays network (United Kingdom), or at 33 % of the full price for members of the BC-NET, BCC correspondents and Euro Info Centres (EICs).
- *privileged*, free of charge: Centres for rural development (Carrefour), European Documentation Centres (EDCs), urban forums for sustainable development, Info Points Europe, Permanent Representations of the Member States to the European Union, freelance translators under contract to the European Commission.

Table 9 — External on-line dissemination of CELEX reference databases in 1998: connection time and number of documents displayed by language version (direct customers and gateway customers taken together)

Language version	1997				1998			
	Documents	%	Hours	%	Documents	%	Hours	%
ES	16 973	13.83	1 362	19.04	91 786	12.49	594	30.93
DA	7 677	6.26	425	5.94	57 467	7.82	116	6.02
DE	18 058	14.71	1 056	14.76	95 228	12.96	218	11.33
EL	1 346	1.10	49	0.69	9 743	1.32	25	1.29
EN	34 649	28.23	1 654	23.12	214 881	29.24	331	17.22
FR	14 341	11.68	997	13.94	98 352	13.38	268	13.95
IT	5 496	4.48	653	9.13	51 800	7.05	121	6.32
NL	9 461	7.71	567	7.93	44 214	6.01	127	6.61
PT	1 726	1.41	322	4.50	13 884	1.89	108	5.63
FI	6 175	5.03	36	0.50	27 191	3.70	7	0.35
SV	6 830	5.56	32	0.45	30 424	4.14	7	0.35
Total	122 732	100.00	7 153	100.00	734 970	100.00	1 920	100.00

2.3. Access to derived versions of CELEX

On 31 December 1998, there were 24 licence contracts in force (31 December 1997: 22), giving the licence holders the right to publish derived versions of CELEX either on-line (ASCII or Web) or on CD-ROM.

Table 10 — CELEX licence holders

Type of activity	1997	1998
'Commercial' on-line hosts	9	9
'Administration' on-line hosts	4	5
CD-ROM publishers	7	10
Total	20	24

NB: Two of the CD-ROM publishers also disseminate an on-line version of their product.

With the exception of the Finnish version of CELEX, all other language versions are licensed at least once, the English language being by far the most popular.

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

The 30th and 31st editions of the *Directory of Community legislation in force* were published in February and October respectively.

3. Major development projects

3.1. Graphical interface

A new version of the WWW-interface was introduced in October 1998. New features included the 'double visualisation', where two language versions of any text can be displayed in parallel, and the option of displaying the search history which allows the user to go back one or more steps in a search sequence. This new interface was made available in all 11 official languages. An internal test version of the 'expert search interface', which is destined to replace the Mistral native search mode, was launched in December 1998. After a period of testing, the expert search interface will be opened to the public in 1999.

3.2. Eurovoc indexation

The coverage of indexing by means of Eurovoc descriptors was substantially extended. By the end of 1998, the average coverage for documents still in force in CELEX sectors 2, 3 and 4 had reached the level of 97.5 %. This means that it will become possible to search on Eurovoc descriptors in the course of 1999.

3.3. Finnish and Swedish databases

The Finnish and Swedish language versions of CELEX were made available to external users on 1 May 1997. They contain all analytical CELEX data as well as titles in Finnish and Swedish of documents published in the Special Editions and in the Official Journal since 1 January 1995. For all other documents, the titles are in English or, where English is not available, in French.

The rate of textual coverage has improved considerably. From an average of 46.6 % by the end of 1997, the coverage rate grew to 74.8 % by the end of 1998. Nearly all texts available in those two languages were thus loaded. The reason why there is still a considerable discrepancy between Finnish and Swedish and the other language versions is that not all acts in force on the date of accession were translated.

At its meeting on 3 and 4 December 1998, the Council Working Party on Legal Data Processing (GIJC) took note of the significant lack of official translations. In its report to Coreper, the GIJC stated that this situation was unacceptable and that the problem should be solved as soon as possible.

3.4. Preparations for the migration

In 1999 the CELEX database will migrate to a new production and dissemination platform. In order to facilitate migration, extensive preparatory work was done during 1998. Unfortunately, certain development projects, such as the introduction of new types of documents in CELEX, had to be postponed while awaiting the new production system.

4. Resources

4.1. 1998 financial year

The Publications Office spent ECU 1 215 153 on CELEX in 1998 (excluding re-use of revenues from 1997), broken down as follows:

- item 3431 'production': ECU 576 543
- item 3431 'dissemination': ECU 383 675
- item 3431 'major projects': ECU 254 935

Table 12 gives the breakdown of these amounts.

In 1998, the Publications Office's CELEX team comprised 8 posts: 6 A posts, 1 B post and 1 C post.

The human resources allocated to dissemination within OP/4 are estimated at 3 person-years.

The work done by the Translation Service (translation of the web screens, language-checking, etc.) amounted to approximately 3 person-years.

The human resources allocated by the other institutions to CELEX input in 1998 were as follows:

- European Parliament: 1.5 person-years
- Court of Justice: 1.5 person-years
- Council: 1 person-year
- Economic and Social Committee: 0.5 person-year
- Committee of the Regions: 0.5 person-year

CELEX revenue is summarised in the table below.

Table 11 — CELEX revenue

	(ECU)	
	Amounts invoiced	
	1 January to 31 December 1997	1 January to 31 December 1998
Royalties and licences	321 234.70	377 886.30
Consultation	229 161.20	195 909.69
Training	0.00	0.00
Total	550 395.90	573 795.99

The decrease in prices following the introduction of the Web interface has affected the income from CELEX. The launch of the free of charge EUR-Lex site in April 1998, which includes *inter alia* 'Legislation in force' taken from CELEX, is also likely to have had some impact on CELEX revenues. It is, however, too early to judge the real impact of the EUR-Lex service.

4.2. 1999 financial year

The 1999 draft CELEX budget gives the following estimates:

- item 3431 'production': EUR 720 000
- item 3431 'dissemination': EUR 260 000
- item 3431 'major projects': EUR 470 000

The total budget is EUR 1 450 000 (including reuse of revenues). This is the same amount as for 1998.

Table 12 — 1998 expenditure and 1999 forecasts

(ECU/EUR)

Item 3431 CELEX	Summary of CELEX as at 31 December 1998		
	1998		1999
	Planned expenditures	Real expenditures ⁽¹⁾	Forecasts
I — Production	720 000.00	576 542.70	720 000.00
<i>Subtotal</i>	720 000.00	576 542.70	720 000.00
II — Dissemination			
1. Documentation	110 000.00	27 680.00	110 000.00
2. User interface	150 000.00	328 795.00	150 000.00
3. Eurovoc	0.00	19 500.00	
4. EULEX	0.00	7 700.00	0.00
<i>Subtotal</i>	260 000.00	383 675.00	260 000.00
III — Major projects			
1. Qualitative upgrade	120 000.00	158 925.00	120 000.00
2. Loading of consolidated texts	50 000.00	0.00	50 000.00
3. Modernisation of methods	300 000.00	96 010.00	300 000.00
<i>Subtotal</i>	470 000.00	254 935.00	470 000.00
Total	1 450 000.00	1 215 152.70	1 450 000.00
Financing			
Credits	900 000.00	1 050 000.00 ⁽²⁾	1 150 000.00
Estimated reuse	550 000.00	0.00	300 000.00
Real reuse	0.00	165 152.70 ⁽³⁾	0.00
Total	1 450 000.00	1 215 152.70	1 450 000.00

⁽¹⁾ Expenditures in 1998 financed by reuse of revenues from 1997 do not appear in this table.

⁽²⁾ To compensate for the reduction in reuse the Office supplemented the credits by a transfer of ECU 150 000 in 1998.

⁽³⁾ On 31 December the re-use committed in 1998 was ECU 199 777.37, out of which ECU 34 624.67 was still available. More revenues from 1998 will be available during 1999. The credits under this post are available during the whole of 1999.

**Annex II —
Balance sheet and
profit-and-loss accounts**

Revenue and expenditure account of the Publications Office's own budget for 1998

(ECU)

Revenue

1997 appropriations carried over		4 363 982.45
1998 initial appropriations		54 036 000.00
Revenue for reuse carried over from 1997 (appropriations committed but not paid out and uncommitted appropriations)		6 833 151.41
Revenue for reuse collected in 1997 (situation at 31 December 1998)		11 917 926.11
— of which recovered costs and re-invoiced services	10 625 200.21	
— of which Publications Office quota of sales revenue	1 292 725.90	
	Total	+ 77 151 059.97

Expenditure

Chapter 1 — Staff costs		32 727 167.40
— 1997 appropriations carried over	428 741.52	
— 1998 new appropriations	32 085 675.55	
— Revenue for reuse carried over from 1997	212 750.33	
— Revenue for reuse collected in 1998	0.00	
Chapter 2 — Administrative expenditure		33 058 768.63
— 1997 appropriations carried over	3 170 846.01	
— 1998 new appropriations	17 508 696.66	
— Revenue for reuse carried over from 1997	5 318 424.47	
— Revenue for reuse collected in 1998	7 060 801.49	
Chapter 3 — Operating expenditure		2 980 405.91
— 1997 appropriations carried over	381 729.31	
— 1998 new appropriations	1 056 168.38	
— Revenue for reuse carried over from 1997	1 272 977.74	
— Revenue for reuse collected in 1998	269 530.48	
	Total	– 68 766 341.94

Balance before cancellations

		8 384 718.03
Cancellation of 1997 appropriations carried over		– 382 665.61
Cancellation of 1997 amounts for reuse carried over		– 28 998.87
Cancellation of 1998 appropriations		– 172 770.83
Balance for the year to be carried over		7 800 282.72
— carry-over of 1998 appropriations	3 212 688.58	
— carry-over of 1998 revenue for reuse ⁽¹⁾	4 587 594.14	

(¹) Of which committed but not paid out: 4 190 413.76;
of which uncommitted: 397 180.38.

Accompanying note

The balance sheet for the Publications Office shows the results of its commercial management, i.e. the sale on behalf of the other institutions of the Official Journal, other publications and databases, the out-turn on transactions connected with the printing of the Official Journal, for which the Office has a floating capital consisting of contributions from the institutions, and the value of the stocks to be used for its commercial and administrative activities.

Assets

(ECU)

I. INTANGIBLE FIXED ASSETS **138 936.00**

The amount shown in the balance sheet represents the cost of purchasing software packages (mainly graphics).

II. TANGIBLE FIXED ASSETS **12 473 242.06**

B. *Fixtures and fittings, machinery and tools* 246 696.76

Telecommunications equipment

Publications Office budget

117 339.76

OJ budget

129 357.00

246 696.76

C. *Furniture and transport equipment* 5 622 346.49

Furniture

5 468 130.78

Transport

154 215.72

5 622 346.49

D. *Computer equipment* 5 789 757.80

Publications Office budget

3 832 056.80

OJ budget

1 957 701.00

5 789 757.80

E. *Financial leasing and similar entitlements* 814 441.00

The amount corresponds to the capital value of leased printing equipment.

VI. STOCKS **6 705 863.36**

A. *Office supplies and publications*

Office supplies

16 036.89

Computer parts

27 089.00

Workshop

493 580.26

Paper, board, boxes etc.

337 173.28

873 879.43

C. *Publications Office stock*

Publications held by the Publications Office

for institutions (sales stocks)

(including 184 432.36 for the Publications Office)

5 831 983.93

6 705 863.36

VII. SHORT-TERM ASSETS **24 618 704.00**

B. *Current receivables* 24 618 704.00

3. Amounts receivable from Community institutions and organisations

17 249 857.64

This heading shows:

— amounts due to the Office from the Institutions for operations connected with the printing of the Official Journal:

● Parliament:	2 113 929.37
● Council:	697 328.11
● Commission:	10 295 977.21
● Court of Justice:	175 327.09
● Economic and Social Committee:	186 191.96
● Court of Auditors:	26 872.41
● European Monetary Institute:	6 053.41
● Dublin Foundation:	33 171.45
● Committee of the Regions:	19 131.80
● European Environment Agency:	5 468.54
● European Central Bank:	15.73
	<u>13 559 467.08</u>

— invoices for products related to the Official Journal
which the Office has not yet broken down:

3 690 390.56
17 249 857.64

4. Sundry receivables 7 368 846.36

This heading concerns only commercial accounting and corresponds to the balance of the invoices still to be collected by the Office on behalf of the institutions.

Direct customers	571 151.04
Sales offices, gateways etc.	<u>6 797 695.32</u>
	<u>7 368 846.36</u>

IX. DISPOSABLE ASSETS

14 419 038.76

This heading shows the balances of the current bank accounts used for transactions linked to the Official Journal and for sales of publications:

Official Journal:	8 802 540.90
Sales of the OJ and other publications:	
— current account in ecus:	4 783 225.01
— current account in other currencies:	<u>833 272.85</u>
	<u>5 616 497.86</u>
	<u>14 419 038.76</u>

X. ACCRUALS

657.01

The figure shown in the balance sheet concerns only the OJ and represents the bank interest receivable.

LIABILITIES

(ECU)

I. CAPITAL**11 555 671.48****A. Net capital resulting from economic adjustments to the balance sheet**

This heading shows the assets acquired by the Office on its own behalf:

— intangible fixed assets (software):	138 936.00
— tangible fixed assets:	
● leasing annuity paid:	362 350.69
● property in the inventory (independent cost centre):	9 571 743.06
— stocks:	
● consumables:	873 879.43
● stocks of publications at the Office:	184 432.36
— balance of sales revenue of which the Office is the beneficiary institution:	<u>424 329.94</u>
	<u><u>11 555 671.48</u></u>

III. LONG-TERM LIABILITIES**271 531.17****B. Other debts**

The amount shown under this heading corresponds to the balance on leasing annuities payable over more than one year.

IV. SHORT-TERM DEBTS**46 268 208.70****A. Debts on borrowings over more than one year falling due during the year** 180 559.14

The amount concerned is the leasing annuity payable in 1999.

C. Current liabilities 46 087 649.56**2. Institutions and organisations**

This heading on the liabilities side comprises:

— Official Journal floating capital:	25 800 000.00
— advance on production payment (OJ):	19 899.71
— OJ computer equipment:	2 087 058.00
— stocks of publications generating revenue held by the Office on behalf of the Institutions:	5 647 551.57
— borrowing interest on the OJ account to be repaid to the Institutions:	228 631.60
— balance on sales proceeds <i>received</i> in 1998 and to be repaid to the Institutions during 1999:	3 929 734.28
— sales proceeds <i>receivable</i> on behalf of the institutions at 31 December 1998:	<u>6 944 516.42</u>
	<u><u>44 657 391.58</u></u>

3. Sundry creditors

This heading shows part payments, unknown payments and payments not yet booked, received from commercial customers:

1 430 257.98**D. Other debts:**

4 524.24

This is an amount incorrectly transferred to the OJ account by the bank.

V. ADJUSTMENT ACCOUNTS**256 505.60**

The amount entered under this heading corresponds to the balance of sales for which proceeds were received on 31 December 1998 and the beneficiary of which was the Publications Office.

Consolidated balance sheet

Consolidated balance sheet (Publications Office + OJ)

ASSETS

(ECU)

		31 December 1997	31 December 1998
I	Installation costs	0.00	0.00
II	Intangible fixed assets	30 230.00	138 936.00
III	Tangible fixed assets	11 162 269.39	12 473 242.06
A	Land and buildings	0.00	0.00
B	Fixtures and fittings, machinery and tools	85 465.17	246 696.76
C	Furniture and transport equipment	5 475 220.44	5 622 346.49
D	Computer equipment	4 787 142.77	5 789 757.80
E	Financial leasing and similar entitlements	814 441.00	814 441.00
F	Other tangible fixed assets	0.00	0.00
G	Assets under construction and payments on account	0.00	0.00
IV	Financial assets	0.00	0.00
A	Investments in linked organisations	0.00	0.00
	1. Participations	0.00	0.00
	2. Receivables	0.00	0.00
B	Other financial assets	0.00	0.00
	1. Participations	0.00	0.00
	2. Receivables	0.00	0.00
	3. Guarantees and advances granted	0.00	0.00
	4. Other	0.00	0.00
V	Long-term assets	0.00	0.00
A	Loans on budget appropriations	0.00	0.00
B	Loans on borrowed funds	0.00	0.00
VI	Stocks	9 786 281.06	6 705 863.36
A	Office supplies and other consumables	1 015 646.98	873 879.43
B	Scientific equipment	0.00	0.00
C	Publication Office stocks	8 770 634.08	5 831 983.93
VII	Short-term assets	24 548 616.60	24 618 704.00
A	Short-term financial assets	0.00	0.00
	1. Loans on budget appropriations	0.00	0.00
	2. loans on borrowed funds	0.00	0.00
B	Current claims	24 548 616.60	24 618 704.00
	1. Advances to Member States	0.00	0.00
	2. Amounts owed by Member States	0.00	0.00
	(a) EAGGF	0.00	0.00
	(b) VAT owed by Member States	0.00	0.00
	(c) Amounts other than VAT owed by Member States	0.00	0.00
	3. Amounts receivable from the Community Institutions and organisations	19 193 204.25	17 249 857.64
	4. Sundry receivables	5 355 412.35	7 368 846.36
C	Sundry claims	0.00	0.00
	1. Amounts owed by staff	0.00	0.00
	2. Other	0.00	0.00
VIII	Cash investments	0.00	0.00
IX	Disposable assets	14 900 428.62	14 419 038.76
X	Accruals	3 337.59	657.01
Total		60 431 163.26	58 356 441.19

Consolidated balance sheet (Publications Office + OJ)

LIABILITIES

(ECU)

		31 December 1997	31 December 1998
I	Capital	10 908 058.91	11 555 671.48
A	Net capital resulting from economic adjustments to the balance sheets	10 908 058.91	11 555 671.48
B	Operating profit	0.00	0.00
C	Profits carried over from borrowing and lending operations	0.00	0.00
II	Provisions for liabilities and charges	0.00	0.00
A	Provisions for major repairs and maintenance	0.00	0.00
B	Other provisions for liabilities and charges	0.00	0.00
III	Long-term liabilities	452 090.31	271 531.17
A	Financial liabilities	0.00	0.00
B	Other long-term liabilities	452 090.31	271 531.17
IV	Short-term liabilities	48 235 752.16	46 272 732.94
A	Debts on borrowings	180 559.14	180 559.14
B	Other short-term financial liabilities	0.00	0.00
C	Current liabilities	48 055 193.02	46 087 649.56
	1. Amounts owed by Member States and EFTA countries	0.00	0.00
	2. Community institutions and organisations	47 565 808.46	44 657 391.58
	3. Loans to be carried forward	0.00	0.00
	4. Sundry creditors	489 384.56	1 430 257.98
D	Other liabilities	0.00	4 524.24
V	Accruals	835 261.88	256 505.60
Total		60 431 163.26	58 356 441.19

II. Intangible fixed assets

	Computer software
<i>A. Purchase price</i>	
At the end of the last accounting year	30 230.00
Changes during the accounting year:	
— Additions during the accounting year	108 706.00
— Transfers and write-offs	0.00
— Reclassifications from one heading to another	0.00
At end of year	138 936.00
<i>B. Capital consumption and depreciation</i>	
At the end of the last accounting year	0.00
Changes during the accounting year:	
— Additions	107 588.50
— Transfers and write-offs	0.00
— Reclassifications from one heading to another	0.00
At end of year	107 588.50
Net accounting value at the end of the year (A – B)	31 347.50

III. Tangible fixed assets

	Land and buildings	Installations, machinery and tools	Furniture and rolling stock	Computer equipment	Financial leasing and similar entitlements ⁽¹⁾	Other tangible fixed assets	Assets under construction and payments on account
<i>A. Purchase price</i>							
At the end of the last accounting year		85 465.17	5 475 220.44	4 787 142.77	814 441.00		
+ Adjustments			369 785.43	15 000.00			
Changes during the accounting year							
— Additions		30 834.00	251 438.10	1 282 070.76			
— Transfers and write-offs		72 829.41	389 422.33	120 527.43			
— Changes due to threshold alterations			1 027.80				
— Reclassification from one heading to another		203 227.00	85 702.95	173 928.30			
At end of year	0.00	246 696.76	5 622 346.49	5 789 757.80	814 441.00	0.00	0.00
<i>B. Appreciation</i>							
At the end of the last accounting year							
Changes during the accounting year							
— Additions							
— Cancelled following transfer							
— Reclassification from one heading to another							
At end of year	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gross value	0.00	246 696.76	5 622 346.49	5 789 757.80	814 441.00	0.00	0.00
<i>C. Depreciation and value adjustments</i>							
At the end of the last accounting year		69 930.09	3 989 575.13	2 516 549.59			
Adjustments							
Changes during the accounting year							
— Additions		14 647.04	301 861.39	2 485 197.47	203 610.26		
— Cancelled following transfer		580.41	250 803.16	115 368.93			
— Reclassification from one heading to another		14 400.00	47 602.85	14 400.00			
Extraordinary depreciation							
At the end of year	0.00	98 396.72	3 993 030.51	4 871 978.13	203 610.26	0.00	
Net accounting value (A + B – C)	0.00	148 300.04	1 629 315.98	917 779.66	610 830.74	0.00	0.00

⁽¹⁾ The amounts shown in this column are broken down in the following table, which shows financial leasing.

Dues yet to be paid in accordance with financial leasing contracts and similar fees: 1. Goods to be included in the balance sheet ⁽¹⁾

Balance sheet heading	Dues paid		Dues to be paid			Total value (A + B)
	Current	Cumulated (A)	Up to 1 year	Over 1 year	Total (B)	
Real estate					0.00	0.00
Installations, machine & tools (+ maintenance)	180 559.14	362 350.69	180 559.14	271 531.17	452 090.31	814 441.00
Furniture and transport equipment					0.00	0.00
Computer equipment					0.00	0.00
Fixed assets under construction					0.00	0.00
Total	180 559.14	362 350.69	180 559.14	271 531.17	452 090.31	814 441.00

⁽¹⁾ The total amount of dues paid and dues yet to be paid must be equal to the value of the good listed in the balance sheet (fixed assets table).

Dues yet to be paid in accordance with financial leasing contracts and similar entitlements: 2. Goods not to be included in the balance sheet

Balance sheet heading	Dues paid		Dues to be paid			Total value (A + B)
	Current	Cumulated (A)	Up to 1 year	Over 1 year	Total (B)	
Real estate	1 307 976.39	1 921 860.39	3 753 928.29	77 292 147.55	81 046 075.84	82 967 936.23
Installations, machine & tools (+ maintenance)	27 186.00	33 671.86	57 100.00	84 976.86	142 076.86	175 748.72
Furniture and transport equipment					0.00	0.00
Computer equipment	1 099 734.32	1 700 756.00	1 124 411.62	903 628.80	2 028 040.42	3 728 796.42
Fixed assets under construction					0.00	0.00
Total	2 434 896.71	3 656 288.25	4 935 439.91	78 280 753.21	83 216 193.12	86 872 481.37

III.1. Details of fixed assets under leasing contracts and other similar entitlements

	Land & constructions	Installations, machines & tools	Furniture & transport equipment	Computer equipment	Fixed assets under construction & payments on account	Total
A. Purchase price						
At the end of the last accounting year		814 441.00				814 441.00
Changes during the accounting year						
— Additions						
— Transfers and write-offs						
— Changes due to threshold alterations						
— Reclassifications from one heading to another						
At end of year	0.00	814 441.00	0.00	0.00	0.00	814 441.00
B. Appreciation						
At the end of the last accounting year						
Changes during the accounting year						
— Additions						
— Cancelled following transfer						
— Reclassifications from one heading to another						
At end of year	0.00	0.00	0.00	0.00	0.00	0.00
C. Depreciation and value adjustments						
At the end of the last accounting year		101 805.13				101 805.13
Changes during the accounting year		101 805.13				101 805.13
At end of year	0.00	203 610.26	0.00	0.00		203 610.26
Net accounting value (A + B – C)	0.00	610 830.74	0.00	0.00	0.00	610 830.74 (¹)

(¹) This total amount should be equal to the total amount of the column 'Financial leasing and other similar entitlements' of Table III.

IV.B.3 and IV.B.4. Details of the guarantees and advances granted and other financial assets

Description	Purchase value at 31.12.1997 (A)	Changes in the accounting year (B)	Purchase value at 31.12.1998 (C) = (A) + (B)	Reductions in value 31.12.1997 (D)	Change in the accounting year (E)	Reductions in value At 31.12.1998 (F) = (D) + (E)	Net accounting value at 31.12.1998 (G) = (C) - (F)
Guarantees and advances granted							
1. Guarantees	0.00	0.00	0.00			0.00	0.00
2. Advances granted and Publications Office banking balance	0.00	0.00	0.00			0.00	0.00
3. Guarantee Fund	0.00	0.00	0.00			0.00	0.00
Total guarantees and advances granted	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other financial assets	0.00	0.00	0.00			0.00	0.00
Total other financial assets	0.00		0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00

VI. Stocks

Description	Purchase value	Depreciation of obsolete, outworn and surplus stock	Net accounting value
A. Office supplies and materials	873 879.43		873 879.43
B. Scientific equipment	0.00		0.00
Fissionable materials	0.00		0.00
Heavy water	0.00		0.00
Subtotal	0.00	0.00	0.00
C. Publications stocks	5 831 983.93	0.00	5 831 983.93
Total	6 705 863.36	0.00	6 705 863.36

VIII. Investments

Description	31 December 1998
1. Shares	
2. Fixed-interest securities	
3. Fixed-term deposits	
— maturity < 1 month	0.00
— maturity > 1 month and < 1 year	0.00
— maturity > 1 year	
Total	0.00

IX. Disposable assets

Description	31 December 1997	31 December 1998
A. Accounts with treasuries	0.00	0.00
B. Accounts with central banks	0.00	0.00
C. Accounts for borrowing and lending operations	0.00	0.00
D. Current accounts	14 900 428.62	14 419 038.76
E. Imprests	0.00	0.00
F. Cash in hand	0.00	0.00
G. Transfers of funds	0.00	0.00
Total	14 900 428.62	14 419 038.76

X. Suspense accounts on the assets side

Description	31 December 1997	31 December 1998
Interest receivable	3 337.59	657.01
Appropriations carried over and not yet booked	0.00	0.00
Expenditure to be settled between institutions		
Prepaid expenses	0.00	0.00
Other expenses to be carried over and accrued income		
Total	3 337.59	657.01

XI. Capital

	Balance at 31.12.1997	Change in the accounting year	Balance at 31.12.1998
A.1. Net capital resulting from economic adjustments			
a. Installation costs		0.00	0.00
b. Intangible fixed assets	30 230.00	108 706.00	138 936.00
c. Tangible fixed assets	9 220 511.29	713 582.46	9 934 093.75
d. Financial assets (not including guarantees)		0.00	0.00
e. Loans from budget appropriations		0.00	0.00
f. Stocks	1 103 288.84	- 44 977.05	1 058 311.79
g. Claims to be recovered	554 028.78	- 129 698.84	424 329.94
Total net value	10 908 058.91	647 612.57	11 555 671.48
A.2. Value adjustments in respect of assets other than those under A		0.00	0.00
A.3. Value adjustments in respect of assets under A		0.00	0.00
A.4. Allocation for risks and costs		0.00	0.00
Net capital resulting from adjustments to the balance sheet	10 908 058.91	647 612.57	11 555 671.48

XII. Risk and cost provisions

II.B. Detail of provisions included in the balance sheet

Description	Provision at 31.12.1997	Changes within the year	Provision at 31.12.1998
A. Major repairs		0.00	0.00
B. Other risks and costs		0.00	0.00
Guarantee fund		0.00	0.00
Loans/borrowings:			
— NCI		0.00	0.00
— Euratom		0.00	0.00
— Balance of payments		0.00	0.00
Total provisions for risks and costs	0.00	0.00	0.00

XIII. Long-term debts

III. Details of long-term debts: changes in the accounting year (III liabilities)

Description	31 December 1997	Changes in the accounting year	31 December 1998
1. Borrowings			
NCI	0.00	0.00	0.00
Euratom	0.00	0.00	0.00
Balance of payments	0.00	0.00	0.00
Financial assistance	0.00	0.00	0.00
Food aid	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00
2. Other long-term debts			
Staff fund	0.00	0.00	0.00
Guarantee and indemnity	0.00	0.00	0.00
NCI	0.00	0.00	0.00
Leasing	452 090.31	- 180 559.14	271 531.17
Other	0.00	0.00	0.00
Subtotal	452 090.31	- 180 559.14	271 531.17
Total	452 090.31	- 180 559.14	271 531.17

Description	Balance on 31.12.1997	New borrowings	Reimbursements	Changes in the rate	Balance on 31.12.1998
1. Borrowings					
MTA	0.00	0.00	0.00	0.00	0.00
FMA	0.00		0.00	0.00	0.00
BOP	0.00		0.00	0.00	0.00
NCI	0.00		0.00	0.00	0.00
Euratom	0.00		0.00		0.00
Total	0.00	0.00	0.00	0.00	0.00

XIII.2. Table summarising long-term and short-term financial debts

Description	Amount > 1 year	Amount < 1 year	Balance in ecus
1. Borrowings			
MTA	0.00	0.00	0.00
BOP	0.00	0.00	0.00
Euratom	0.00	0.00	0.00
NCI	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00
2. Other	0.00	0.00	0.00
Total	0.00	0.00	0.00

XIV.1. Details of short-term financial debts

Description	31 December 1997	31 December 1998
Other financial debts		
— Accounts held with public treasuries	0.00	0.00
— Accounts with central banks	0.00	0.00
— Current accounts	0.00	0.00
— Imprest accounts	0.00	0.00
— Transfers pending	0.00	0.00
Total	0.00	0.00

XV. Transitional liability accounts

Description	31 December 1997	31 December 1998
Interest	0.00	0.00
Income to be appropriated	0.00	0.00
Income to be appropriated by other institutions	0.00	0.00
Income which may lead to reuse	835 261.88	256 505.60
Other costs to be paid and income to be carried forward	0.00	0.00
Total	835 261.88	256 505.60

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