

EUR-OP

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

ANNUAL MANAGEMENT REPORT

1999





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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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Table of contents

	<i>Page</i>
Introduction	7
1999 — Main trends	11
Main indicators of Publications Office activity, 1994–99	14
1. Publications and other Publications Office products	15
1.1. Official Journal	17
1.1.1. General	17
1.1.2. Production	17
1.1.2.1. Official Journal	17
1.1.2.2. Budget documents	19
1.1.2.3. Decentralised bodies	19
1.1.3. OJ L + C CD-ROM	19
1.1.4. OJ S CD-ROM	19
1.1.5. Other CD-ROMs	19
1.2. Publications	23
1.2.1. General	23
1.2.2. Production	23
1.2.3. Analysis of output	25
1.2.4. Official documents	25
1.3. Databases and CELEX	25
1.3.1. CELEX	25
1.3.2. EUDOR	26
1.3.3. Integrated access to legal texts	27
1.3.4. IDEA	27
1.3.5. Documentary publications	27
1.3.5.1. Tables, Directory and catalogues	27
1.3.5.2. Minicatalogue	28
1.3.5.3. Eurovoc thesaurus	28
1.3.5.4. Electronic Archive (ARCEL)	28
1.3.5.5. DBREF	28
1.3.6. Consolidation of Community legislation	28
1.4. Electronic publishing and Internet dissemination	29
1.4.1. Introduction	29
1.4.2. Highlights of 1999	29
1.4.3. Operation of the 'Electronic Publishing and Internet Dissemination' Unit	30
1.4.4. Detailed activity report	30
1.4.4.1. Producing multimedia publications	30
1.4.4.2. Management of Internet services	31
1.4.4.3. Organising subcontracting	34
1.4.4.4. Quality management	34
1.4.4.5. Interinstitutional cooperation	34

2. Sales policy and results	35
2.1. General organisation	37
2.1.1. Sales networks	37
2.1.1.1. Conventional and electronic publications	37
2.1.1.2. Document delivery	38
2.1.2. Invoicing	38
2.1.3. Stock management and orders	38
2.1.4. Identifiers and production of catalogues	38
2.1.5. Free distribution	39
2.1.5.1. Distribution to relay centres	39
2.1.5.2. Orders from officials of the institutions	40
2.1.5.3. Free distribution of the Official Journal L + C series	40
2.2. Sales promotion	40
2.2.1. Fairs and exhibitions	40
2.2.1.1. Direct participation by the Office	40
2.2.1.2. Representation of the Office by third parties	41
2.2.2. Promotional activities	41
2.2.3. Marketing operations	42
2.2.4. EUR-OP News	42
2.2.5. Publications Office on the Internet	42
2.3. Information campaigns	42
2.3.1. Visits and presentations	42
2.3.2. Info-Points Europe, Luxembourg	42
2.4. Customer support	43
2.4.1. Training courses and help-desk	43
2.5. Sales results	44
2.5.1. Publications	44
2.5.1.1. Periodicals	44
2.5.1.2. New titles and best sellers	49
2.5.1.3. Offline products	51
2.5.2. Databases	53
2.5.2.1. Developments and customer trends	53
2.5.2.2. Invoicing of online products	55
2.6. Review and outlook	57
3. Coedition and copyright	59
3.1. Introduction	61
3.2. Coedition	61
3.3. Copyright	61
3.4. Fixed payments and royalties	61
3.5. European Publishers' Forum	62
3.5.1. Members	62
3.5.2. Meetings	62
3.5.3. Catalogue	62
3.5.4. Newsletter and website	62
3.5.5. Results	62

4. Activities of the accounts office	65
4.1. Budget accounting	67
4.2. Commercial accounting	81
4.2.1. Operating results	81
4.2.1.1. Balance sheet at 31 December 1999	81
4.2.1.2. Profit-and-loss account at 31 December 1999	81
4.2.2. Breakdown of sales revenue	84
4.2.3. Breakdown by type of publication	84
5. Activities of the technical departments	85
5.1. Informatics and general services	87
5.1.1. Informatics	87
5.1.1.1. Operations and open systems	87
5.1.1.2. Project management	88
5.1.1.3. User support	89
5.1.1.4. Security and quality control	90
5.1.1.5. 'Formats and Documentary Systems' centre of competence	90
5.1.2. General services	91
5.1.2.1. Buildings	91
5.1.2.2. Canteen	91
5.1.2.3. Switchboard	92
5.1.2.4. Mail room/messengers/drivers	92
5.1.2.5. Physical inventory of property	92
5.2. Workshops	92
5.2.1. Printshop	93
5.2.1.1. Pre-press	93
5.2.1.2. Printing	93
5.2.1.3. Post-printing (finishing, stitching)	93
5.2.2. LOD (industrial photocopiers)	93
5.3. Stock management and distribution	96
5.3.1. Service contracts	96
5.3.2. Equipment and supplies	96
5.3.3. Address-file management	96
5.3.4. Basic distribution	96
5.3.5. Execution of orders	98
5.3.6. Stock management	99
5.3.7. Summary	100
5.3.8. Micrography	100
5.3.9. Video	100
6. The award and management of contracts concluded by the Office on its own behalf and on behalf of the institutions	101
6.1. Introduction	103
6.2. Activities by sector	103
6.2.1. Official Journal and related products	103
6.2.2. Publications other than the Official Journal	110
6.3. Contracts for services and supplies chargeable to the Publications Office budget	111

7. Publications Office staff and personnel matters	113
7.1. Officials	115
7.2. Temporary staff	117
7.3. Auxiliary staff	117
7.4. Back-up and freelance proof-readers	118
7.5. Training	119
7.5.1. Training plan	119
7.5.2. Attendance at training courses in 1999	119
7.6. Consultations with staff representatives	120
7.7. Consultations with trade unions and professional bodies	121
7.8. Commission reform and participation in the Task Force for Administrative Reform	121
8. Application of the current provisions relating to long- and medium-term translations	123
Annex I — CELEX	127
Annex II — Balance sheet and profit-and-loss accounts	143
Annex III — Estimates of revenue and expenditure of the general budget for the financial year 2001: remarks on re-use	161

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 1999 were:

- Mr Julian Priestly, Secretary-General of the European Parliament;
- Mr Jürgen Trumpf, Secretary-General of the Council, until 17 October 1999; Mr Javier Solana Madariagra, Secretary-General of the Council, High Representative, and Mr Pierre de Boissieu, Deputy Secretary-General, as from 18 October 1999;
- 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, until 30 September 1999; Mr Horst Reichenbach, Director-General for Personnel and Administration of the Commission, as from 1 October 1999;
- Mr Roger Grass, Registrar of the Court of Justice;
- Mr Édouard Ruppert, Secretary-General of the Court of Auditors;
- Mr Patrick Venturini, Secretary-General of the Economic and Social Committee;
- Mr Dietrich Pause, Secretary-General of the Committee of the Regions, until 30 August 1999; Mr Vincenzo Falcone, acting Secretary-General of the Committee of the Regions, as from 1 September 1999.

The Management Committee met on 9 June (full members) and on 16 February, 16 March and 12 October (alternate members). In addition, 22 written procedures were submitted to the Management Committee in 1999.

The Management Committee completed its work on reformulating the basic texts establishing the Office. The draft decision is currently being adopted by the various institutions. Publication of the decision in the Official Journal will enable work to begin on recasting the Office's operating rules and the Management Committee's rules of procedure.

The preliminary draft budget for 2000 that the Management Committee submitted to the budgetary authority was slightly up on 1999 (+ 2.42 %). This in fact represented zero growth, given the increase in the cost of living. The Management Committee noted with satisfaction that its request for a strengthening of the management structures, and the conversion of a number of posts to higher categories had been met. The new organisation which is thereby established will make it possible to respond more effectively to the qualitative and quantitative requirements resulting from the various aspects of developments in the role of the Office's work.

1999 saw continued support for electronic publishing projects and was marked by the stabilisation and expansion of systems set up over the year (S series of the Official Journal on CD-ROM and the Internet, EUR-Lex on the Internet and CELEX+) and by the development of new projects (L and C series of the Official Journal on CD-ROM, OJ C E (an exclusively electronic Official Journal)).

The Management Committee began a new, large-scale project — an integrated, complete and user-friendly tool for accessing legal texts, and a single portal for accessing European Union law. An interinstitutional task force provided a detailed report on the requirements and a draft design for an integrated system based on looking for synergies between the existing systems (EUR-Lex, EUDOR and CELEX) and respecting the principles of user-friendliness, simplicity, exhaustiveness, cost-efficiency and savings resulting from this rationalisation. For reasons of coherence, the Management Committee also decided to merge the various supervisory structures within the Interinstitutional Group Lex (GIL).

With regard to electronic publishing, the alternate members of the Management Committee came together as a working party in order to examine in detail the future of electronic publishing, with a view to submitting an interim report to the full members of the Management Committee during 2000.

In accordance with the Management Committee's request, the microfiche edition of the Official Journal was discontinued as of 31 December 1999. The CD-ROM edition took its place in the range of products offered by the Office as from 1 January 2000. Nonetheless, in order to satisfy certain customers' requests to continue providing this format, the Office, with the Management Committee's approval, granted a licence to publish the Official Journal on microfiche to a private publishing house which specialises in the production and marketing of collections on microfiche. This agreement is part of the partnership with the private publishing sector.

Under the guidance of an interinstitutional committee, progress was made on preparing an invitation to tender to establish new contractual arrangements for multimedia publications and Internet publishing.

Restructuring of the system for consolidating Community law continued under the auspices of an interinstitutional working party which was set up by the Management Committee and asked to finalise the work programme put forward by the Commission Secretariat-General. This group approved the principles before the programme was set up, and identified the consolidated products which are to be produced and made available on CELEX and EUR-Lex. At the end of the year, the Office published a new invitation to tender. When the contract is concluded, the revised system will be reinforced by a 'publishing' provider who carries out the work and cooperates with the 'intellectual' provider of legal expertise who was already chosen during the year.

Following the ratification of the Treaty of Amsterdam, the Management Committee agreed that a consolidated edition of the Treaties should be published on paper and on CD-ROM. The French language version was published on paper at the end of the year; other language versions and the CD-ROM edition will follow early in 2000.

Relations with the staff of the Office were also the subject of particular attention throughout the year. The Chairman held a policy concertation meeting with representatives of the unions and professional organisations, and at the beginning of the year the Management Committee met staff representatives, with a view to considering the budget for the following year

(preliminary draft budget 2000). Mrs Reding, the Commissioner responsible for the Publications Office, also made a point of meeting the representatives of the unions and professional organisations at the Office on 7 October 1999.

Renovation work on the Mercier building, which houses most of the Office's departments, began in spring 1999. This work, which is being financed by the owners of the building, is expected to last three years. The Office has set up a series of planning, monitoring and coordinating groups which work in close cooperation with staff representatives and the safety and occupational hygiene departments in order to ensure that the work is carried out as efficiently as possible while keeping the inconvenience and the disturbances of the staff to a minimum. The staff were kept continuously informed of the schedule and the progress of the work via a dedicated site incorporated in the Office's intranet.

On 22 October 1999, the Office celebrated the 30th anniversary of its establishment at an official ceremony, to which the Office's staff were invited by the Management Committee. Many eminent personalities from the world of politics and from the institutions also attended this event, which was widely covered by the press and the media.

1999 — Main trends

Following the conclusion of new framework contracts for the production of the Official Journal, one of the main features of 1999 was the increased concentration on the preparation of industry-standard electronic files (SGML, HTML, Formex). These files have become the foundation of the production line. Various media are published simultaneously, each medium being a sub-product of the main file.

Moreover, the electronic publishing systems set up in 1998 and 1999 (S series of the Official Journal on CD-ROM and the Internet, EUR-Lex on the Internet and CELEX+) were stabilised and expanded. Other projects — such as the L and C series of the Official Journal on CD-ROM, and an entirely electronic edition of the Official Journal known as OJ C E — were launched and developed over the year.

The institutions' determination to improve the transparency of their work and make it easier for the citizens of Europe to gain access to documents — confirmed by a European Parliament resolution of 12 January 1999 — led to the setting up of a project to create a single portal for accessing European Union law. The institutions' legal databases (EUR-Lex, EUDOR and CELEX) will be linked to this portal. A detailed report on the requirements and a draft design were prepared in 1999. A single supervisory structure is overseeing the implementation.

It is important to stress that the very encouraging growth in the use of these three bases did not lead to a proportional decrease in the use of the paper editions. This suggests very clearly that the dissemination of legal documents has improved and reached more people, which is in line with the task entrusted to the Office by the institutions in their quest to make EU information, and legal information in particular, more transparent and accessible.

Within the framework of the permanent effort that the Publications Office undertakes to contain or even reduce the publication costs, the financial year 1999 was particularly profitable in the field of the reduction of production costs of the Official Journal:

- adoption of a new typeface making it possible to include more characters per line and an increase of the type area, leading to a 15–20 % reduction of the number of pages;
- new contracts operational as from April, providing reduced prices which reflect technological progress in the field of publishing;
- in September launching of the OJ C E (electronic), which reduced the printing costs by the equivalent of approximately 30 000 pages;
- the discontinuation of the paper edition of the Supplement to the Official Journal covered a complete year for the first time.

The table below summarises the evolution of the institutions' expenditure relative to a base of 100 in 1996:

	1999	1998	1997	1996
<i>Overall expenditure</i>				
OJ S	58	72	95	100
OJ L + C	81	86	87	100
Total	71	80	90	100
<i>Unit expenditure</i>				
OJ S: per notice	50	63	86	100
OJ L + C: per page	70 (81*)	74	88	100

* Without the correction due to the change of typographical presentation.

To illustrate this reduction in costs, the Commission's budget for the OJ L + C has been reduced by 34.5 % over five accounting years (in million ecu/euro: 43.5 in 1996, 40 in 1997, 36.9 in 1998, 33.2 in 1999 and 28.5 in 2000).

For the Office, however, the fact that some databases (e.g. TED —Tenders Electronic Daily) are free of charge and some products (e.g. the paper edition of the Official Journal S series) have been discontinued, coupled with a policy of low pricing for products still on sale, has led to a significant loss of revenue in 1999. These losses come on top of those incurred prior to 1999, after the fall in the number of paid subscriptions, in particular, when free on-line products were introduced (EUR-Lex, ECLAS — European Commission automated library system).

The loss of income caused by discontinuing the S series of the Official Journal and by making TED free of charge is estimated at almost EUR 5 million. The appropriations available to provide customer service (help-desk), among other things, proved insufficient over the year and will need to be adjusted in future.

Moreover, the policy of free information inevitably leads to a gradual disaffection in the network of intermediaries. To halt this development, which may be damaging to the institution's policy on information, it will be necessary to examine the role and the potential future of these intermediaries.

In the 30 years since its inception, the Office has witnessed profound technological changes that have revolutionised the world of publishing. The speed of these changes and of the attendant changes in consumers' habits is increasing over time. Nevertheless, the criteria for production and distribution — quality, efficiency and cost-effectiveness — must remain unchanged.

It is worth emphasising that the percentage of the Office's total production which is still published on paper remains relatively high since, up to now, only the legislative documents published in the paper editions of the L and C series of the Official Journal are deemed authentic. Nonetheless, in 1999, other products (such as the S series of the OJ) which are mainly for professional use, moved from a format which was once exclusively paper to one which will be exclusively electronic from now on. Moreover, a purely electronic edition of the Official Journal, called the OJ C E, was launched in 1999. It already contains the Commission's preparatory acts and, from the beginning of 2000, will reproduce the Parliament's written questions.

In terms of sales revenue, information in non-paper formats accounts for around 20 %. But this figure barely reflects the much higher level of investment in terms of human and financial resources that the Office dedicates to publishing and distributing information electronically, both free of charge and for payment, and the relative amount of consultation of electronic publications as compared to paper editions.

Like every other organisation whose tools and products are highly computerised, in 1999 the Office devoted a great deal of effort to checking all of its systems and products and adapting them to protect them from the 'Y2K bug'. This thorough preparation meant that the changeover occurred without any major problems.

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 resignation of the Commission in spring 1999 delayed the planned restructuring of the Office, which, among other things, had included the setting up of a 'Production' Directorate and a 'Reception' team reporting directly to the Director of Production. This restructuring plan was approved by the Management Committee and subsequently, in November 1999, by the Commission. Following its approval, a new organisation chart was distributed, and the vacancy for the position of Director of Production was published.

The crisis within the Commission — the main client institution — and its resulting decision to handle routine business only, also affected actual production. The number of publications instigated by Commission departments slowed down, and this contributed in large measure to the drop in the number of published titles (down 4.39 %).

Main indicators of Publications Office activity, 1994–99

Field	1994	1995	1996	1997	1998	1999	Change 1998–99 (%)	Change 1994–99 (%)
Publication								
<i>Traditional publications</i>								
Number of pages produced	1 002 413	1 028 830	1 213 413	1 274 284	1 386 061	1 255 287 ⁽⁹⁾	- 9.43	+ 25.23
Number of pages in the OJ S	437 000	749 802	703 395	748 704	381 964 ⁽⁷⁾	—	—	—
Number of publications produced	5 633	6 566	8 028	9 544	8 739 ⁽⁸⁾	8 355	- 4.39	+ 48.32
<i>Multimedia publications</i>								
Multimedia — Number of files opened	—	—	—	71	147	115	- 21.77	+ 61.97 ⁽¹²⁾
CELEX — Number of documents viewed	—	—	—	8 000 000	14 000 000	16 500 000	+ 17.86	+ 106.25 ⁽¹²⁾
EUDOR — Number of orders	—	—	—	19 633	23 032	94 976	+ 312.37	+ 383.76 ⁽¹²⁾
EUDOR — Number of pages delivered	—	—	—	358 295	511 226	2 119 450 ⁽¹⁰⁾	+ 314.58	+ 491.54 ⁽¹²⁾
EUR-Lex — Number of OJ/summary pages consulted per day (average)	—	—	—	—	50 000	100 000	+ 100.00	—
Number of notices published in the OJ S ⁽¹⁾	96 340	127 770	140 576	155 186	163 395	162 861	- 0.33	+ 69.05
Services invoiced (ECU/EUR) ⁽²⁾ ⁽³⁾	117 517 566	127 710 666	151 395 557	139 043 264	123 082 802	107 822 632	- 12.40	- 8.25
Sales/distribution								
Invoiced sales (ECU/EUR) ⁽²⁾	19 829 781	20 559 426	22 891 125	22 217 383	21 852 498	16 951 016	- 22.43	- 14.52
Number of paying subscribers	67 370	67 458	60 987	58 134 ⁽⁶⁾	50 452	46 463	- 7.91	- 31.03
Number of orders processed	39 179	37 477	36 948	40 588	41 826	18 670 ⁽¹¹⁾	- 55.36	- 52.35
Number of notices processed ⁽⁴⁾	—	—	—	—	—	14 294	—	—
Number of copies sent	56 870 522	49 314 033	63 717 149	87 086 781	65 447 116	53 263 781	- 18.62	- 6.34
Number of addresses managed	393 503	601 628	769 376	881 714	988 073	1 020 919	+ 3.32	+ 159.44
Operation of the Office								
Budgetary expenditure of the Office (ECU/EUR) ⁽²⁾ ⁽⁵⁾	43 905 400	52 446 281	53 044 454	54 086 680	53 863 229	54 947 546	+ 2.01	+ 25.15
Staff	465	525	525	525	525	525	0.00	+ 12.90

⁽¹⁾ Published on paper until 1 July 1998. Since 1 July 1998, published only on-line and on CD-ROM.

⁽²⁾ Until 1998, the amounts in ecu are nominal values with no adjustment for inflation and/or exchange rate changes. Since 1999, amounts in euro.

⁽³⁾ Services invoiced concern expenditure on publications handled on behalf of the institutions.

⁽⁴⁾ In the Gescom system, the 'notice' concept has replaced the 'order' concept (see point 5.3.5 of this Annual Report).

⁽⁵⁾ The budgetary expenditure represents the out-turn of the Publications Office's own budget.

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

⁽⁷⁾ Paper edition of the OJ S no longer produced as from 1 July 1998.

⁽⁸⁾ Including 123 editions of the Supplement to the Official Journal on paper (from 1 January to 30 June 1998).

⁽⁹⁾ Without the *Alphabetical and Methodological Tables* as well as the catalogues, the total number of pages of which were 33 959 in 1998.

⁽¹⁰⁾ Of which ± 25 % external deliveries (the institutions being regarded as internal customers).

⁽¹¹⁾ Following the replacement of the computer application Comop by the Gescom system as from 1 June 1999, this information can no longer be deduced (see footnote 4 above).

⁽¹²⁾ Growth compared to 1997.

1. Publications and other Publications Office products

1.1. Official Journal

1.2. Publications

1.3. Databases and CELEX

**1.4. Electronic publishing and Internet
dissemination**

1.1. Official Journal

1.1.1. General

- (a) The new contracts covering production of the Official Journal came into force on 1 April 1999. Two previous printers did not have their contracts renewed, and a new printer was selected. Overall, the number of suppliers decreased.

Technically, the new contracts are an important step, as they require production lines (pre-press) to be completely SGML-based, so as to ensure that output files are fully compliant with Formex V.3, which lends itself to archiving and re-use. Getting these new techniques up and running proved a long and difficult task, despite great efforts on all sides.

- (b) A purely electronic Official Journal was created in 1999, the OJ C E ('E' for electronic), where all the Commission's preparatory acts are published (2 596 pages in the second half of 1999). Parliament's written questions will also be included shortly. An important characteristic of this Official Journal is that there is no physical version, apart from three CD-ROMs for archiving purposes. The electronic versions of the preparatory acts that the Commission produces and sends to the Office using Greffe 2000 are thus prepared and published completely electronically.

- (c) Because of the year 2000, many of the major computer systems used every day to produce the Official Journal had to be renewed. Although this operation was planned well in advance, the bulk of the work was concentrated in the second half of the year and added to the workload of the Official Journal teams, particularly in the fields of public procurement and the automated publication of periodicals.

1.1.2. Production

1.1.2.1. Official Journal

- (a) OJ L + C: while the page count of the OJ L series decreased by around 2 %, that of the OJ C series appears to have dropped by almost 20 %, although the actual decrease is of the order of 14 % since 15 000 pages of the European Parliament's OJ, which, in the past, would have been counted in 1999, are to be counted under the current year from now on. This change was made because of an adjustment to the publication schedule of the minutes of the European Parliament's sessions to ensure that the monthly OJ CD-ROM is published regularly.

Despite this, there are still peaks in the workload towards the end of the year (production for the OJ L series was almost double that of the monthly average) and, to a lesser extent, in July. These production peaks cause significant problems in terms of meeting publishing deadlines and inevitably have financial consequences, i.e. cost overruns.

To evaluate the change in workload correctly with regard to the number of pages published, it is necessary to take into account a change in the presentation of the Official Journal (a new character font, Albertina) that took place in the second quarter of 1999. This makes it possible to lower the page count by around 12 % for the same amount of text.

**Table 1 — Trend in the number of pages per series of the Official Journal, 1991–99
(all languages together)**

Series	1991	1992	1993	1994	1995	1996	1997	1998	1999
OJ L	189 792	198 252	194 796	240 896	198 736	215 688	220 012	232 368	227 920
OJ C	127 392	155 400	151 652	189 216	152 120	246 996	247 000	285 586	230 811 (¹)
CPVO	—	—	—	—	244	388	497	518	878
OHIM	—	—	—	—	680	1 900	14 286	60 812	66 768

(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 — Official Journal: results for 1998 and 1999

Series	1998			1999		
	Issues	Pages	Pages/ issue/ language	Issues	Pages	Pages/ issue/ language
OJ L	359	232 368	59	345	227 920	60
OJ C	412	285 586	60	379	230 811	55
CPVO (¹)	6	518	86	7	878	125
OHIM:						
— OJ (²)	11	1 448	132	15	2 254	150
— Bulletin (¹)	99	59 364	600	104	64 514	620
Total	887	579 284		850	526 377	

(¹) Multilingual publications (11 languages).

(²) Multilingual publications (five languages).

(b) OJ S: although publication of Japanese and United States notices was stopped on 30 June 1999, the number of published notices was practically unchanged, year on year. This is indicative of strong growth in the number of notices from the European Union, and from France in particular.

A new, fully electronic production line was set up; this was one of 1999's major projects. In addition to sending notices by mail (which are immediately scanned) and by fax, contracting authorities can now send electronic notices via the Internet or in blocks in XML format through relay centres, which are generally the national Official Journals.

Table 3 — Trend in the number of documents published in the S series of the Official Journal, 1990–99

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
1999	162 861

1.1.2.2. *Budget documents*

The Office published the preliminary draft and draft budgets, which, taking all 11 language versions together, amounted to 20 724 pages (1 884 per language) and 16 896 pages (1 536 per language) respectively.

1.1.2.3. *Decentralised bodies*

A total of 78 787 trade marks were published in the Official Journal of the Office for Harmonisation in the Internal Market — 65.5 % more than in 1998.

1.1.3. OJ L + C CD-ROM

Production of the monthly OJ L + C CD-ROM began in 1999. The Official Journal collections for each year will also be available on two CD-ROMs per language version. The production runs for these products are constantly increasing (see also 1.4.4.2).

1.1.4. OJ S CD-ROM

A new version of this CD-ROM was launched in 1999. It enables subscribers to enjoy the easy access of CD-ROMs while also providing easy Internet access to the latest updates and the archives included in the TED (Tenders Electronic Daily) database. The very latest technology was needed to achieve this, and some teething problems were encountered. These have now been resolved.

1.1.5. Other CD-ROMs

CD-ROM and paper editions of customs documents (TARIC, Combined Nomenclature) were published at the same time, making it possible to reduce the print run for the paper editions. Publication of the trade marks bulletin (OHIM) on CD-ROM continued unchanged.

Table 4 — Breakdown of public contract notices by country for 1999

	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	9					13			97							119					119	
Council of the European Union	11															11					11	
European Commission	1 035	12	57	17	63	21	9	164	226	24		3	3	3	15	1 652	4	6		7	1 669	
Court of Justice of the European Communities									3							3					3	
European Court of Auditors									2							2					2	
Economic and Social Committee	9															9					9	
Committee of the Regions	2															2					2	
EEIG	26	1	14	2	9	17	2	15	4	1		1			11	103					103	
EDF	167														2	169					161	330
PHARE, TACIS, CEEC	123		6			5		3		3					4	144					224	368
EIB									12							12					141	153
EBRD															62	62			1		58	221
EMI/ECB			13													13						13
European Community Works:																						
— pre-information notices	68	12	1 237	22	46	521	65	62	13	50	166	12	22	21	172	2 489		26			2 515	
— open procedures	254	22	7 887	162	568	1 866	69	255	116	111	1 183	152	5	96	9	12 755		156			12 911	
— restricted procedures	36	77	314	8	3	735	68	142	14	72	9	1	52	27	484	2 042		20			2 062	
— accelerated restricted procedures	6	1	163		4	16	15	104		1	6	1	7	5	108	437		2			439	
— negotiated procedures	3	1	19			235	2	4	2	10	3			9	63	351		3			354	
— accelerated negotiated procedures			20			3	2	1		1	3				5	35					35	
— notices of concessions to be awarded	5		3	16	17	36		25			4	6			6	118					118	
— notices of concessions awarded								3								3					3	
— contracts awarded	110	35	4 649	22	466	1 444	36	328	96	76	678	30	26	35	194	8 225		60			8 285	
— general information			1					10								11				1	12	
Total, works	482	148	14 293	230	1 104	4 856	257	934	241	321	2 052	202	112	193	1 041	26 466	267				26 734	
Supplies:																						
— pre-information notices	65	36	97	21	140	297	65	164	4	36	36	2	22	50	247	1 282		12			1 294	
— open procedures	699	184	1 894	994	1 979	8 794	236	1 402	25	290	533	639	520	1 136	1 525	20 850		454	5 049	3 098	29 490	
— restricted procedures	63	229	398	150	1	1 421	40	969		213	8	2	37	24	2 586	6 141		27		20	6 199	
— accelerated restricted procedures	20	5	315	45	19	29	23	972		6	3	5	7	5	255	1 709		10			1 719	
— negotiated procedures	11		91	3	2	629	2	7	1		6		4	12	37	805		12			817	
— accelerated negotiated procedures	1		76	6	4	8		5			3		1	3	10	117		5			122	
— contracts awarded	391	328	1 379	66	1 534	5 911	161	1 371	19	338	486	51	387	766	2 521	15 709		186	1 754	6 144	23 794	
— general information	1							1								2					28	30
— preselection notices																						1 264
Total, supplies	1 251	782	4 250	1 285	3 679	17 089	527	4 891	49	883	1 075	699	978	1 996	7 181	46 615	706	6 803	10 526	79	64 729	

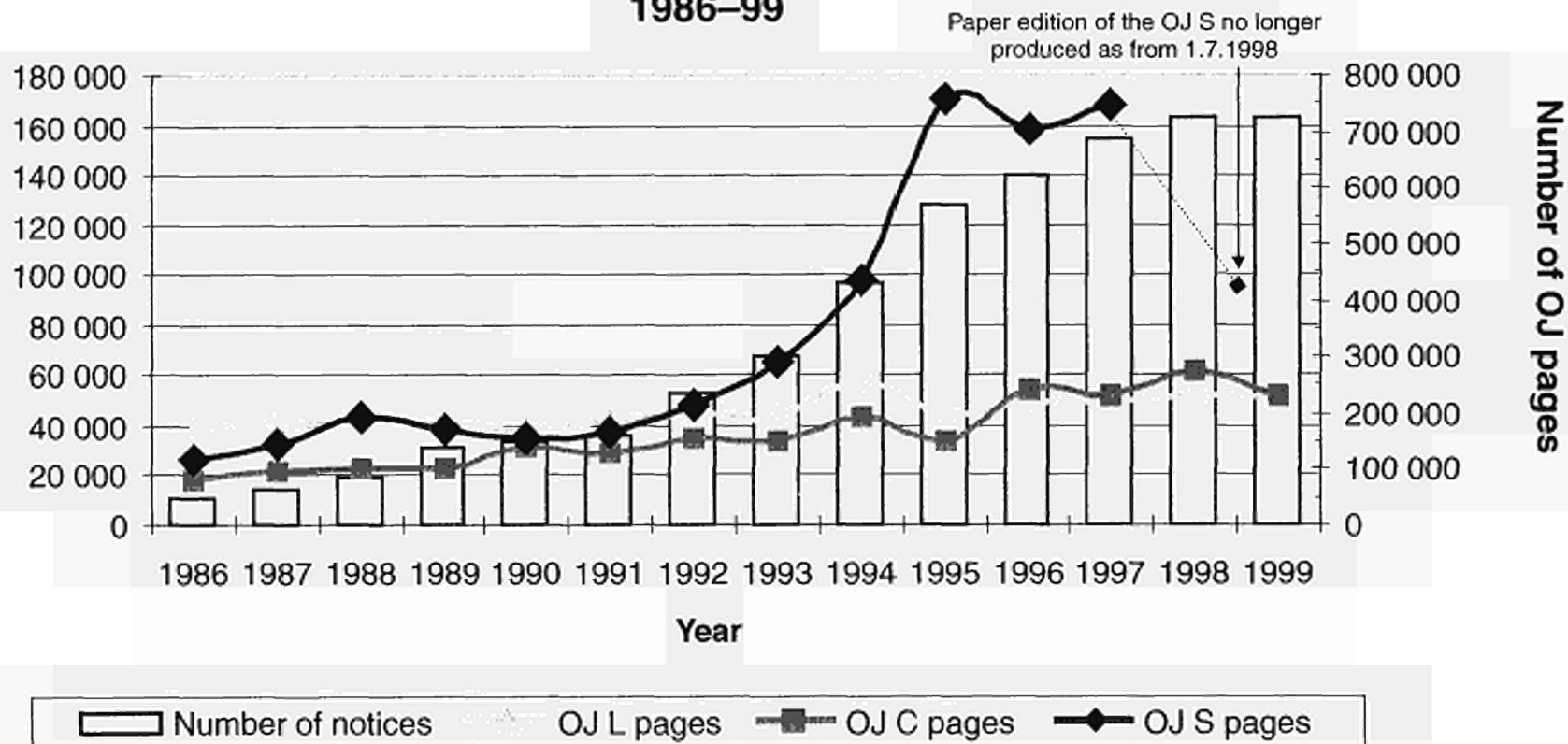
Table 4 (cont.) — Breakdown of public contract notices by country for 1999

	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	15	31	97	1	4	818	5	47	1	1	20	47	8	4	8	1 107	27				1 134
— competition results	5	1	23	5	3	200		17			7	21	2		4	288	5				293
— pre-information notices	137	25	155	6	89	655	54	104	2	44	56	2	14	41	612	1 996	24				2 020
— open procedures	677	149	789	330	1 526	5 818	74	1 400	4	191	251	238	142	737	474	12 800	239				13 039
— restricted procedures	72	426	268	20	18	2 173	54	825	6	291	18	6	48	110	2 663	6 998	48				7 046
— accelerated restricted procedures	31	7	96	15	14	41	14	1 088	1	13	4	1	2	10	335	1 672	10				1 682
— negotiated procedures	84	5	677	6	6	2 859	78	43	12	61	127	2	14	53	508	4 535	57				4 592
— accelerated negotiated procedures	21		264	3	1	29	4	48			10	1	2	4	71	458	7				465
— contracts awarded	436	282	936	35	1 194	4 643	67	1 593	8	539	235	51	119	855	2 261	13 254	142				13 396
— general information			9	1			1	85			1	1			5	103					103
Total, services	1 478	926	3 314	422	2 855	17 236	351	5 250	34	1 140	729	370	351	1 814	6 941	43 211	559				43 770
<i>Water, energy, transport and telecommunications:</i>																					
— qualification system	44	43	109	3	19	78	19	221		33	55	18		23	170	835	24				859
— competition notices	1		2		1	19		3			2	1				29					29
— competition results			1			8		1								10	1				11
— periodic notices	98	57	321	16	35	525	32	227	16	10	91	3	2	48	216	1 697	33				1 730
— open procedures	123	29	594	241	330	416	22	210	2	32	82	81	32	70	22	2 289	30				2 319
— restricted procedures	27	46	107	18	20	354	12	471		87	8	13	17	7	151	1 338	12				1 350
— negotiated procedures	219	201	1 256	15	87	811	102	404	1	97	211	4	47	222	491	4 168	114				4 282
— contracts awarded	203	171	1 454	85	120	2 211	107	1 291	12	119	305	10	56	172	714	7 030	295				7 325
— general information			1	3			1	2		12					19	1					20
Total, WETT	718	547	3 845	381	612	4 422	295	2 830	31	390	754	130	154	542	1 764	17 415	510				17 925
Information and various notices			10					1								11					11
Additional information and corrigenda	350	126	898	479	340	2 146	51	970	3	153	230	225	11	185	582	6 749	39		0	1	6 789
Total 1999	5 661	2 542	26 700	2 816	8 662	45 805	1 492	15 058	702	2 915	4 840	1 630	1 609	4 733	17 603	142 768	2 085	6 809	10 527	671	162 861
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
Increase 1999/98 (%)	+ 14.83	- 1.97	- 4.16	+ 27.25	+ 14.02	+ 38.85	- 0.60	+ 4.06	- 1.40	+ 4.48	+ 3.22	- 2.63	+ 8.13	- 0.34	- 12.53	+ 9.50	- 15.28	- 48.23	- 36.91	- 6.55	- 0.33

Evolution of Official Journal production

1986–99

Number of notices published in the OJ S



1.2. Publications

1.2.1. General

The optimisation of the various stages of production of publications and the computerisation of all those involved both internally (Publications Office, translation services, authors) and externally (service providers) continued during 1999.

It should be noted in this connection that:

- around 90 % of texts were cleaned up using semi-automatic correction tools; following a major effort to provide training for all proof-readers, completed early in 1999, the intensive use of this new production environment throughout the year led to an increase in productivity;
- increasing use of the telematics infrastructure between the various parties involved in the production line (file transfer procedures, computerised letterboxes, electronic acknowledgements) made the processes for transferring data more reliable and considerably shortened production times, thereby significantly reducing the number of missions by proof-readers (down 40 %). These procedures were used for the monthly Bulletin and the *General Report of the European Union* and, in part, for recurring publications;
- a centre for the automatic collection and routing of electronic files was set up in the unit, regulating the flow of more than 3 700 files in 1999. This development of a *workflow* tool was the first example of the use of the new Management Information System (MIS) project currently under development.

As part of the efforts to standardise drafting, the *Interinstitutional style guide* continued to arouse growing interest in the institutions and various outside bodies. This guide contains a set of uniform drafting conventions and recommendations in all official languages, making it a useful tool for the preparation of institutional texts. Its purpose is to facilitate everyday working practices. Its use enables considerable reductions to be achieved in costs and production times for publications and ensures consistency between texts and a better overall production quality. After being distributed in paper form, all language versions of the style guide have been placed online on EuropaTeam on the EUR-OP website, the interinstitutional intranet server. Dissemination on the Internet is also being finalised and should be followed by the introduction of regular updating procedures.

As in previous years, the *Interinstitutional directory* appeared only once in the 11 languages. With the advent of the new millennium, it was necessary to give priority to developing the new version of the multilingual database, which is used to produce the organisation plans, and of the IDEA computerised publication. The base is due to start up at the beginning of January 2000.

1.2.2. Production

The volume of work in 1999 was slightly down on the previous year (–3 % in terms of the number of brochures published and –8 % in total pages produced).

Table 5 — Output

Output	1998	1999	% change
Number of publications	7 290	7 066	- 3
Number of proof-read pages	257 680	259 154	+ 1
Number of non-proof-read pages	455 230	396 968	- 13

This table shows that the number of proof-read pages remained at the same level as in 1998, even though proof-reading resources fell by around 6 %.

On the other hand, the decrease in camera-ready publications is chiefly due to the falling volume of publications on demand (POD) during the second half year.

The main regular publications (in terms of deadlines and quality) were the following:

- General Report of the European Union plus supplements,
- annual reports for the main directorates-general of the Commission, the Court of Auditors, and the agencies and other bodies of the European Union.

Other high-profile publications included:

- Treaties (over 1 000 pages, 12 language versions),
- *Economic and monetary union — Compendium of Community legislation*, Economic and Financial Affairs DG (major project to prepare manuscripts in the 11 language versions from the Official Journal and Internet documents on the basis of a list provided by the originating department),
- Compendium of legislation (European Central Bank),
- Infopacks prepared by DG Commerce (WTO Conference in Seattle),
- information campaign for the new Commission (DG Education and Culture),
- information campaign in the run-up to the European Parliament elections (regional brochures).

The Graphic Design Office was involved in most of the publications mentioned above, including in the preparation of events and brochures marking the 30th anniversary of the Publications Office.

1.2.3. Analysis of output

Table 6 — Output per institution

Institution/agency	Proof-read pages			Non-proof-read pages		
	1998	1999	% change	1998	1999	% change
European Parliament	2 539	3 079	+ 21	48 267	63 570	+ 32
Council	3 808	6 460	+ 70	14 563	9 910	- 32
Commission ⁽¹⁾	115 178	124 578	+ 8	318 619	265 759	- 17
Court of Justice	129 251	114 724	- 11	51 515	32 942	- 36
Court of Auditors	1 545	2 777	+ 80	280	0	- 100
Economic and Social Committee/ Committee of the Regions	1 907	1 874	- 2	12	7 503	+ 62
EIB	68	162	+ 138	2 498	2 370	- 5
Decentralised agencies	2 550	4 588	+ 80	6 183	8 677	+ 40
Cedefop	834	912	+ 9	13 293	6 237	- 53
Total	257 680	259 154	+ 1	455 230	396 968	- 13

⁽¹⁾ These figures include 1 293 proof-read pages and 5 556 non-proof-read pages for the European Foundation in Dublin and 1 403 proof-read pages and 1 254 non-proof-read pages for the European University Institute in Florence.

Table 7 — Number of proof-read pages per language

Language version	1998	1999	% change
ES	20 586	21 226	+ 3
DA	18 983	21 595	+ 14
DE	28 348	26 939	- 5
EL	20 992	20 207	- 4
EN	33 942	34 550	+ 2
FR	27 195	29 842	+ 10
GA	64	0	- 100
IT	19 494	22 205	+ 14
NL	23 091	19 186	- 17
PT	20 321	21 984	+ 8
FI	20 846	20 339	- 2
SV	22 622	20 813	- 8
Total ⁽¹⁾	257 680	259 154	+ 1

⁽¹⁾ Including 1 196 pages in 1998 and 268 pages in 1999 for languages other than the 11 official languages.

1.2.4. Official documents

The number of official documents (COM final, opinions of the ESC, opinions of the Committee of the Regions) published per language was slightly down in 1999, with 960 compared to 1 040 in 1998.

1.3. Databases and CELEX

1.3.1. CELEX

A detailed annex on CELEX can be found at the end of this report (Annex I) (see also 5.1.1.5).

The main event in 1999 was the migration of the CELEX base to a new technical platform. To enable professional users to continue to make full use of the contents of CELEX after the Mistral search system was abandoned, a new web CELEX+ search interface providing, among other things, inte-

grated access to legal texts in various formats was opened on schedule in April to serve internal users in the institutions in April 1999 and external users at the end of the year.

The Office continued to improve the base in terms of coverage, quality and access. A detailed study was made of the contents of certain sectors of the base.

The increase in the number of consultations continued in 1999. The number of documents viewed was 16.5 million in 1999 (14 million in 1998 and 8 million in 1997). Direct consultations increased by over 1 million, from 1 180 326 in 1998 to 2 360 574 in 1999.

1.3.2. EUDOR

The operation to input the Official Journal from 1952 onwards was completed in 1999. As a result, all the L and C series of the OJ between 1952 and 1999 are available to the public via EUDOR web. The stability of the web application was also improved during the second half of 1999. In addition, coverage of COM documents was significantly increased following efforts to input the COM documents published between 1990 and 1996.

The improvement in coverage, the stabilisation of the internal distribution application, known as EUDOR-in-a-box, and generalised access to this application for officials, made it possible for the institutions and, in particular, the team responsible for consolidation of documents to actively exploit the content of the files. This partly explains the significant increase in the number of pages delivered.

A start was made on the digitisation of the reports of the fifth legislative period of the European Parliament and on preparations for the archiving of the European Court Reports.

Table 8 — Contents and orders of the EUDOR base

Collection	Number of pages loaded		
	Cumulative as at 31 December 1999	1998	1999
OJ L	4 408 085	945 658	607 825
OJ C	3 152 081	892 477	648 446
OJ P (1)	139 877	0	0
ECSC	9 660	0	0
COM documents	2 097 249	258 717	484 916
Secondary legislation	213 930	150	53 575
Consleg	106 809	31 386	18 562
MTF	6 852	1 382	1 641
Eurostat	194 647	48 555	46 026
EP documents (A4)	504 406	146 032	98 271
EP documents (A5)	14 695	0	14 695
Council agenda	12 693	9 627	3 066
Council summaries	4 908	1 762	3 113
Total	10 865 892	2 335 746	1 980 136
Number of orders		23 032	94 976
Number of pages delivered		511 226	2 119 450

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

1.3.3. Integrated access to legal texts

In 1999 the Management Committee of the Office approved the setting up of an interinstitutional task force with a remit to study the actual range of services providing legal texts in electronic form and to submit proposals for creating on the EUROPA server a new integrated, user-friendly and exhaustive system of access to legal texts. In its report, the task force recommended a distribution structure on three levels:

- (1) integration of existing services in order to eliminate all redundancy of work and functions;
- (2) creation on the EUROPA server of a single entry point (portal) giving access to Community law regardless of its physical location;
- (3) setting up of an exhaustive fund of legal texts and rationalisation of production processes.

The Management Committee approved the task force report and instructed the Office to draw up a plan of action with a view to implementing an integrated service. This service will be gradually introduced over the coming years.

1.3.4. IDEA

Input to the IDEA base in 10 language versions continued on a fortnightly basis. From January 2000, the Greek version will be integrated thanks to the new Unicode format used in the new base. Other languages or alphabets (Cyrillic etc.) may follow.

Following requests from private publishers and other clients, the contents of the base were converted into SGML format to prepare for possible future uses.

1.3.5. Documentary publications

1.3.5.1. Tables, Directory and catalogues

Following the introduction of Formex V.3 and a change to the contract with the service provider, the publication of alphabetical and methodological tables was delayed. The normal rate of 11 monthly issues and one annual issue has since been restored.

In 1999, the 32nd and 33rd 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 COM documents appeared in the form of 11 monthly lists and one annual edition (July 1998 – June 1999).

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

Table 9 — Contents of the Crenot database

	Cumulative as at 31 December 1999	Notices processed in 1999
OJ notices (CREJO)	903 131	94 050
Publication notices (Crepub)	68 031	6 166
Notices for other documents (Credoc)	174 912	9 316

1.3.5.2. Minicatalogue

In 1999 the minicatalogue was published in 10 language versions (with an average of 186 pages per language).

1.3.5.3. Eurovoc thesaurus

The Eurovoc thesaurus is a tool for indexing Community documents (multi-lingual, alphabetic, permuted and thematic indexing). The Finnish and Swedish versions were incorporated. Preparatory work was carried out on the Eurovoc fourth edition project.

1.3.5.4. Electronic archive (ARCEL)

The ARCEL application logs, validates and archives the electronic files of the Official Journal in Formex (SGML) format supplied by the printers. Bibliographic information corresponding to the files is also validated and archived.

In 1999, work on the correction and validation of Formex documents was changed following the introduction of Formex V.3. All the documents published in the 1999 L + C series of the OJ were processed, and validation of Formex V.3 began. In 1999, 70 994 validated documents were archived. The base contains 410 992 validated documents in all.

1.3.5.5. DBREF

The DBREF reference base contains the titles of documents and data on their location in the EUDOR archive. In 1999, 1 082 861 titles were added, many of which come from OJs published before 1990. On 31 December 1999, DBREF contained 2 772 963 titles.

Table 10 — Breakdown by type of publication

Collection	Publications		Titles	
	Cumulative	1998	Cumulative	1999
ECSC	564	548	3 889	3 889
COM	70 022	16 723	69 571	16 287
Consleg	4 226	1 712	11 230	3 899
DD	106	30	18 358	0
OJ C	79 183	44 856	1 331 903	658 065
OJ L	87 086	25 663	1 266 126	349 810
OJ P	6 484	6 289	45 953	45 859
MTF	981	234	939	201
EP documents (A4)	22 549	4 367	24 994	4 851
Total	271 201	100 422	2 772 963	1 082 861

1.3.6. Consolidation of Community legislation

At the end of 1998, the Office was charged with centralising all of the document consolidation operations, for which it had previously been responsible for part only. Under this new arrangement, the Secretariat-General of the Commission is responsible for proposing a work programme which has to be approved by an interinstitutional working party. The Office is responsible for carrying out the work.

Moreover, the mechanism for consolidation which was put in place several years ago in the Office had to be replaced, as essential software was no longer Y2K-compatible.

All of the following factors generated a considerable workload in 1999:

- issuing of a call for tenders for legal expertise, principally in the context of codification and recasting of legislation;
- phasing out of the old production line;
- recovery of past consolidations;
- installation and testing of a new production line;
- issuing of a call for tenders for production under the new procedures;
- opening up document consolidation for dissemination via the Internet (EUR-Lex).

One of the principles of the new method of production is that it uses the same format for structuring texts as the Official Journal (Formex V.3). Consequently, all acts which are liable to consolidation have to be converted into this format in order to make them also available for other uses (as at 31 December 1999, 934 documents representing 39 000 pages had been converted into Formex V.3).

Moreover, by grouping together the various strands of consolidation, it was possible to make available for consultation in the same format on a single and easily accessible site (EUR-Lex) the consolidations previously produced by different means. As at 31 December 1999, 415 consolidated families in force were also available.

As for production in 1999, the Office continued its consolidation of 180 families totalling 950 acts (1998: 65 families and 513 acts).

This is equivalent to 35 800 pages for the 11 language versions (1998: 6 512 pages). One of these families will be codified, i.e. it will be reintroduced into the legislative process with a view to adoption of a new text with legal force.

1.4. Electronic publishing and Internet dissemination

1.4.1. Introduction

The tendency of originating departments to move towards electronic publishing, especially the Internet, continued; these departments are increasingly contacting the Office for advice and for multimedia publications (CD-ROM and Internet sites). The major quality problems identified in the publications produced outside the Office persisted, particularly for CD-ROMs. A number of originating departments who were made aware of these problems acknowledged the value of the action taken by the Office to improve their publications and are considering using the Office systematically in future.

1.4.2. Highlights of 1999

- 1999 saw a substantial increase in the number of periodical CD-ROMs produced (e.g. Eurostat) in addition to the monthly OJ L + C series.
- New functions were added to the EUR-Lex site (electronic OJ C E, consolidated texts integrated into current legislation, preparatory acts including those supplied by the Commission via Greffe 2000).

- Launching of a project to install an editorial web publishing system on the Internet. The results are very promising and have aroused great interest among the institutions.
- Issuing of multimedia call for tenders for an initial set of five lots.

1.4.3. Operation of the 'Electronic Publishing and Internet Dissemination' Unit

After two years in operation, the Electronic Publishing and Internet Dissemination Unit has become a fully-fledged partner of the originating departments, who are making increasing use of its advice (one third of the unit's activities) and its services. The unit plays an active part in the Internet coordination structures.

Levels of activity remained very high, but increases in staff did not keep pace with this trend (two B grade officials recruited, two B posts open for recruitment), a fact which significantly increases the workload and affects, in particular, the unit's availability to originating departments and increases delays. Recruitment is also affected by the difficulty of finding qualified permanent staff in the field of multimedia technologies. A training plan with adequate budgetary resources has to be launched in order to ensure continuing training for staff and to keep pace with the evolution of multimedia technologies.

1.4.4. Detailed activity report

1.4.4.1. Producing multimedia publications

1999 saw a fall in the number of files submitted by the institutions (115 in 1999 as against 147 in 1998), whereas the number of deliverables (220) and the associated budget (EUR 2.6 million in 1999 as against EUR 2.2 million in 1998) are increasing. This is due to the fact that the files sent to the Office are increasingly complex and time-consuming, whether they be for producing CD-ROMs or for setting up Internet websites. Originating departments are now entrusting the Office more and more with all of their service requirements, ranging from design to technical production.

The following difficulties affect the production of multimedia publications:

- originating departments underestimate the administrative procedures or launch them at the last moment;
- it is widely, but erroneously, believed that electronic publication simply involves placing material on a medium and that it is possible to make changes at any stage in the production cycle;
- the continuing evolution of needs and objectives after the project has started up, plus a temptation to move towards the most recent technologies;
- poor quality of the electronic documents supplied and delays in their availability.

Originating departments are generally able to make substantial savings by using the Office rather than carrying out the same projects via independently negotiated contracts, which can cost up to twice as much in certain cases. Even if these gains are difficult to quantify, the originating departments also reap the benefit of synergies with other similar projects which shorten or even eliminate certain key phases in multimedia projects, such as preliminary studies, general design, prototype, etc.

1999 saw a major increase in the production of periodical CD-ROMs (for example Eurostat), even though the number of open files remained steady (one file may contain several productions). On top of these, there are the monthly L and C OJ series CD-ROMs.

The Office is called upon increasingly by the originating departments to supply regular updates of their electronic publications (CD-ROMs or Internet sites). This (continuing service) dimension has to be built into the estimate of the workload and allocation of human resources in the Office in order to guarantee a quality service to all institutions.

The Commission and the European Parliament have made the most use of the Office to carry out their multimedia projects.

Table 11 — Breakdown of products by customer institution

Institution	Number of files	Number of deliverables	Breakdown by type of deliverable				
			Studies	Graphics	Videos	CD-ROMs	Internet
European Parliament	5	5	1			1	3
Council	2	2		1		1	
Commission	101	206	1	3	2	162	38
Economic and Social Committee	1	1	1				
European Environment Agency	3	3				2	1
Cedefop	1	1				1	
European Foundation, Dublin	1	1				1	
ETF	1	1				1	
Total	115	220	3	4	2	169	42

Table 12 — Number of files per customer institution

Institution	Number of files			Trend (number of files)	Trend (%)
	1997	1998	1999		
European Parliament	3	10	5	-5	-50
Council	8	2	2	—	—
Commission	56	125	101	-24	-19.2
Court of Justice	1	0	0	—	—
Economic and Social Committee	0	0	1	+1	+100
European Environment Agency	0	1	3	+2	+200
Cedefop	0	5	1	-4	-80
European Foundation, Dublin	1	1	1	—	—
ETF	0	0	1	+1	+100
EMCDDA	1	2	0	-2	-100
OHIM	1	1	0	-1	-100
Total	71	147	115	-32	-21.8

1.4.4.2. Management of Internet services

EUR-Lex and associated publications

The Office is responsible for developing and managing the EUR-Lex site. Work progress and the coordination of developments were discussed in the interinstitutional EUR-Lex Steering Committee until the Interinstitutional Group Lex (GIL) was set up at the end of 1999.

In 1999, the trends in EUR-Lex services and associated publications were as follows:

- opening (in January 1999) of the 'OJ online for the institutions' site in the EuropaTeam environment; this site contains all the OJs published in EUR-Lex since its opening in January 1998;

- extension of the holding period for OJs from 20 to 45 days;
- adaptation of the UDL (Uniform Document Locator) programming interface to provide the institutions with online access to all the documents stored in EUR-Lex and the OJ;
- launching of the production of the monthly OJ L + C CD-ROM, derived from the EUR-Lex site, including the corresponding annual collections;
- opening (in April 1999) of the 'preparatory acts' section;
- start-up (in August 1999) of the publication of the OJ C E in EUR-Lex, in OJ online for the institutions and on the monthly OJ L + C CD-ROM;
- opening (in November 1999) of the 'consolidated legislation' section which is integrated into the current legislation;
- launching (in November 1999) of the integration of the preparatory acts delivered by the Commission by way of the Greffe 2000 system.

Preparatory work for loading the consolidated edition of the Treaties into EUR-Lex was carried out at the end of 1999.

Preparatory work was also started in coordination with the Employment and Social Affairs DG on publishing the Treaties in alternative formats for use by the disabled and designed for loading on to the EUR-Lex site or even to be published on CD-ROM.

The number of visitors to the EUR-Lex site is steadily increasing.

Table 13 — Number of visitors to the EUR-Lex site in 1999

Number of users connecting per day	between 8 000 and 9 000
Number of OJ results pages consulted per day	between 70 000 and 130 000
Number of OJ articles downloaded per day	between 15 000 and 25 000
OJ/legislation in force/preparatory acts utilisation ratio	weekdays: 40/50/10 week-end: 10/75/15

EUR-Lex is among the 10 most frequently visited sites of the European institutions.

User satisfaction rates are high as indicated by the statistics produced by the EUR-Lex reader service, which receives over 300 messages per month. More than three quarters of the questions relate to the content of the site or to Community policies. The service is very stable, and the availability rate of Official Journals on the day of publication is close to 100 %.

Table 14 — Number of visitors to the 'OJ online for the institutions' site

Number of users connecting per day	between 600 and 1 000
Number of OJ results pages consulted per day	between 5 000 and 7 000
Number of OJ documents downloaded per day	between 2 500 and 10 000

The success of the monthly OJ L + C CD-ROM is growing. The size of the production runs is constantly increasing, currently standing at more than 5 000 copies (all language versions together). Customer reactions are very positive. Surveys carried out in the specialist press are encouraging. More than 10 000 copies of the annual collection were produced. The timetable for producing this CD-ROM is extremely tight so as to guarantee that it is available to customers once the period during which the OJs are held in EUR-Lex has expired (currently 45 days).

Publications Office Internet sites

The <http://www.eur-op.eu.int> site has been totally restructured, successfully making use of web publishing techniques. The graphics are now consistent throughout the site, which offers thematic and multilingual navigation possibilities. The various language versions making up the site can be loaded as and when they become available without affecting the consistency of language and thematic consultation, as this is generated automatically. These mechanisms allow readers to access documents as and when they are available instead of waiting for the final language to become available before downloading. *EUR-OP News* and the *Interinstitutional style guide* are the first two publications to take advantage of this development.

Links to the new services offered by the Office have been established, e.g. for electronic commerce.

The Office's presence on the EuropaTeam site has been strengthened by the introduction of the 'OJ online for the institutions' service and the opening of a 'preview' section where the Office makes the prototypes of new services available before they are officially opened.

CIRCA

The Office is involved, together with Eurostat, the Informatics Directorate and DG Enterprise in the management of the CIRCA project (Communication and Information Resource Centre Administrator) and has taken part in meetings of the Steering Committee and the Technical Committee. The CIRCA project is enjoying growing success among Commission departments and the institutions (more than 5 000 recorded users, over 300 forums opened). The Office is responsible for its promotion in an interinstitutional context and the adaptation of CIRCA forums using conventional procedures for publication requests.

The Office uses CIRCA in the following projects:

- European Publishers' Forum
- Interinstitutional Committee — multimedia publications (tools and methods)
- EUR-Lex Steering Committee until June 1999, thereafter Interinstitutional Group Lex (GIL).

Several CIRCA forums are also used to coordinate certain technical projects between requesting services, the Office and the service providers.

1.4.4.3. *Organising subcontracting*

Multimedia calls for tenders

The launch of the multimedia call for tenders was delayed owing to the heavy workload, the difficulty of finalising price schedules and the resultant changes to the technical specifications. Rapid developments in technology make this kind of exercise difficult. A call for tenders was issued for an initial set of five lots, namely:

- Lot 1 — Study and evaluation of multimedia publication
- Lot 2 — Processing of electronic files
- Lot 3 — Creation and processing of publications in presentation format
- Lot 5 — Express dispatch of multimedia publications by remote transmission
- Lot 6 — Multimedia publications with specific programming

A call was launched to acquire tools suitable for monitoring the quality and improving the technical consistency of the PDF files supplied by the printers.

1.4.4.4. *Quality management*

Multimedia publication vade-mecum

A draft *Multimedia publication vade-mecum* is in preparation. This is proving to be a long-winded and difficult exercise in view of the volume of the topics to be covered and the constant developments in technology, processes, formats and standards.

Editorial system for multimedia publication

A project on the setting up of an 'editorial system for multimedia publication' (editorial web publishing) was launched and successfully completed. It made it possible to identify the technical solutions likely to improve the service to clients, to facilitate the management of Internet sites and to improve their technical and ergonomic consistency.

1.4.4.5. *Interinstitutional cooperation*

The Office held three meetings of the Interinstitutional Committee on Multimedia Publications — Tools and Methods. The following were the main items discussed at these meetings: the *Multimedia publication vade-mecum*, the terms of reference of the multimedia call for tenders and the presentation of the 'editorial system for multimedia publication' draft.

The Office continued to participate in various coordination bodies, including:

- Interinstitutional Internet Editorial Committee (CEII),
- Europa and EuropaPlus editorial committees, including their technical subcommittees and the Europa Forum,
- CIRCA Steering Committee and Technical Committee,
- EUR-Lex Interinstitutional Steering Committee until June 1999 and thereafter Interinstitutional Group Lex (GIL).

2. Sales policy and results

2.1. General organisation

2.2. Sales promotion

2.3. Information campaigns

2.4. Customer support

2.5. Sales results

2.6. Review and outlook

2.1. General organisation

2.1.1. Sales networks

2.1.1.1. Conventional and electronic publications

All partners in the various sales networks of the Publications Office are now able to sell all forms of subscription to the information contained in the Official Journal, irrespective of the medium used.

The year 1999 saw the general sales agent network enlarged with the establishment of offices in South Africa and South Korea, while the office in Israel was closed. The necessary measures have been taken to replace this agent.

As at 31 December 1999, the networks comprised:

- 49 official general agents worldwide (35 in Europe, including 19 in the European Union);
- 60 Eurobooksellers within the European Union;
- 15 gateways;
- 20 agents specialising in offline products, in addition to the general agents;
- 16 agents specialising in document delivery;
- 17 Eurostat datashops (datashops opened in Finland, the United Kingdom and Norway).

The annual meeting of the general sales agents in the European Union was held in Stockholm on 10 and 11 June 1999. The main items discussed were:

- the analysis of sales and product trends (microfiches, OJ S and single portal for legislation);
- direct online orders;
- invoicing in euro;
- the Commission's 1999 standard publications programme (*'programme ordinaire de publication'* — POP);
- capillarity and partnership, centralised distribution, possible (subsidised) use of the network for distributing free material;
- promotion and marketing trends.

The first electronic commerce website of the Publications Office was opened to the public in 1999, offering a limited choice of titles (around 200 for all language versions) and allowing orders to be placed by and delivered directly to customers. The same system is used for taking orders from agents (around 50 000 publications, available for a fee, may be ordered). Work to increase the power of the system is to continue throughout 2000. In particular, problems associated with free publications and the quality of data need to be dealt with (see 2.1.5).

The trend towards providing free access to databases has become more pronounced with the introduction of free access to the APC (now: PreLex), OIL and Sesame databases. The level of turnover is currently insufficient to run the gateways network in every country. The gateways networks in Israel and the Netherlands have terminated their contracts, although the Netherlands is continuing to provide the service on a temporary basis until an organisation is found to take over its activities, following the example of Belgium.

2.1.1.2. Document delivery

Following the approval of new guidelines and a new contract by the Management Committee in 1998, a 'Call for proposals to participate in a network of document delivery agents' was published in the S series of the Official Journal. The new contract guarantees agents access to information sources and harmonises the conditions which apply to the Office's intermediaries. Sixteen contracts were signed by the end of 1999, and a further five are in preparation. Once these contracts are signed, all Member States should have at least one approved agent in their country, all agents being free to sell where they choose.

On 13 and 14 December 1999, an initial information and training meeting was held for members of the network.

Activities in 1999 focused on examining around some 50 applications, drawing up new contracts, and organising support for the recently-established network. The section also continued to send out invoices for similar work on behalf of the originating departments (BACH, BCSR and Eurostat datashops).

There were 532 invoices sent out amounting to a total of EUR 864 585, with Eurostat datashops accounting for a majority share in terms of overall amount invoiced.

The Office dealt directly with complex requests from the institutions. These involved the delivery of large volumes of 'customised' information on various media. The close collaboration with the Information Officers was extended. Almost 1 200 requests from Luxembourg and Brussels were processed.

2.1.2. Invoicing

The number of invoices sent out in 1999 was 11 377 (32 % down on the 16 755 in 1998) for a total of EUR 16 951 016 (22.4 % down on 1998). As mentioned in the 1998 Management Report, this marked drop in receipts is almost entirely the result of changes to the distribution of the S series of the OJ, with the withdrawal of the paper edition, free access to the TED database and lower prices for CD-ROM subscriptions. The prevailing free access to electronic products means that their share of the total amount invoiced is declining. The success of CD-ROM subscriptions (more than 9 000 in 1999, see Table 19 (b)) is failing to counteract this trend because of lower subscription rates, which are intended to cover only the costs of the medium.

2.1.3. Stock management and orders

The interest of originating departments in reproduction on demand was confirmed when drawing up the Commission's publication programme. A new general contract for the production of these publications was signed in December 1999. In 1997, 1 505 products were placed in this category, to which a further 548 new publications were added in 1998 and 549 in 1999.

In 1999, 19 011 sales articles, taking all languages and media together, were produced (including 10 218 Official Journal articles). This represented an increase of 5 % over the 18 035 sales articles produced in 1998 (including 11 294 Official Journal articles).

2.1.4. Identifiers and production of catalogues

1999 saw the launch of a number of major projects for the identification and cataloguing of publications. In addition, efforts undertaken to restructure catalogue production around a bibliography database allowed the necessary functions to be defined. The project is to be implemented in 2000. Following a survey of the needs of the different units at the Publica-

tions Office, restructuring of the catalogue numbers was begun, naturally taking into account the impact of the Commission's reorganisation which took place in 1999.

Efforts to introduce systematic ISSN numbering were undertaken in cooperation with the ISDS (International Serials Data System) centre in Paris.

A survey of catalogue users was also carried out to determine their needs in terms of the usefulness of the media used.

In 1999, 2 994 new entries were registered in the catalogue (including periodicals, except the Official Journal and COM documents).

2.1.5. Free distribution

2.1.5.1. Distribution to relay centres

At the end of 1999, numbers of relay centres served by the Office were as follows (the figures in brackets show the change compared with 1998):

1. Relay centres receiving publications on a daily basis:

- full documentation centres: 296 (+ 3);
- specialised documentation centres: 190 (– 1);
- Info-Points Europe: 123 (+ 30);
- depository libraries: 91 (– 1);
- reduced depository libraries: 12 (– 1);
- rural development forums: 118 (+ 13);
- Euro Info Centres: 286 (+ 39).

It should be noted that whereas around 10 Euro Info Centres (EICs) were closed in the Member States, around 50 others were opened in autumn 1999 in the applicant countries (mainly in eastern Europe).

2. Relay centres receiving only a selection of publications:

- European reference centres: 165 (– 7);
- centres for local urban initiatives (CLUI): 18 (– 1);
- European Parliament Epicor network: 152 (– 3);
- public libraries in four countries of the European Union:
 - United Kingdom: 223 (+ 29),
 - Spain: 39 (=),
 - Sweden: 276 (=),
 - Denmark: 25 (=).

The trend for some originators to give priority to electronic information continued, with the paper editions of some publications disappearing, to be replaced by publication on the Internet and cumulative CD-ROM editions. This is especially true of Eurostat and the European Foundation in Dublin.

The same trend is apparent for distribution of the Official Journal (see also 2.1.5.3). As the microfiche edition of the OJ L + C series was discontinued at the end of 1999, a promotion campaign for the CD-ROM edition was launched, the effects of which will be fully appreciated in 2000.

2.1.5.2. Orders from officials of the institutions

An average of 50 orders per day continued to be received throughout 1999. The Publications Office set up a circuit for publication requests in close collaboration with the Commission's DGs. By the end of the year, almost all the DGs had appointed correspondents for this task.

2.1.5.3. Free distribution of the Official Journal L + C series

The Management Committee hoped to see a marked reduction in the free distribution of the paper edition of the OJ L + C, specifically in favour of the online edition of the Official Journal on EuropaTeam and the monthly CD-ROM.

The institutions updated the lists of free copy recipients and surveys of the relay centres were undertaken. The impact was greatest at the European Parliament, as it was decided that, for the new term, the Members of the European Parliament would no longer receive the paper edition of the OJ L + C series but the CD-ROM edition instead. The Commission in turn cancelled around 500 internal subscriptions to the paper edition of the OJ.

2.2. Sales promotion

2.2.1. Fairs and exhibitions

The Publications Office participated in the following 15 events.

2.2.1.1. Direct participation by the Office

Event	Place	Date
Foire du livre	Brussels	24 to 28 February
Salon du livre	Paris	19 to 24 March
London International Book Fair	London	28 to 30 March
Foire du printemps	Luxembourg	8 to 16 May
Frankfurter Buchmesse	Frankfurt	13 to 18 October
Luxembourg: La plate-forme audiovisuelle et de communication au cœur de l'Europe	Brussels	25 November to 5 December
Online Information (1)	London	7 to 9 December

(1) Event attended by several departments of the European Commission.

2.2.1.2. Representation of the Office by third parties

Event	Place	Date	Represented by
Cairo International Book Fair	Cairo	28 January to 13 February	Middle East Observer
Salon du livre et de la presse	Genève	14 to 18 April	OSEC
Tokyo International Book Fair	Tokyo	22 to 25 April	PSI-Japan
Jerusalem Book Fair	Jerusalem	20 to 25 June	ROY International
Finex	Banská Bystrica	21 to 24 September	SCSTI
Expodoc	Barcelona	4 and 5 November	GreenData
Frankfurt after Frankfurt	Ljubljana	4 to 11 November	Gospodarski Vest.
Slovene Book Fair	Ljubljana	24 to 28 November	Gospodarski Vest.

Participation in these events — which in individual cases may meet concerns of a directly commercial nature or reflect a desire for the institutions to raise their profile — is hampered by mounting problems of funding.

2.2.2. Promotional activities

The Publications Office distributed a number of different catalogues:

- publications: 356 900 copies, including the general catalogue (82 000 copies), the key publications catalogue (240 500 copies), the Eurostat catalogue (11 400 copies) and the list of publications of Cedefop in Salonica (23 000 copies);
- documents: 9 400 copies per month;
- other catalogues, i.e. the catalogue of consolidated texts (1 000⁽¹⁾ copies per month) and the database directory (11 400 copies).

Table 15 — Distribution of catalogues

Title	1998	1999	Notes
Publications catalogue	53 000	82 000	Annual
Key EU publications ⁽¹⁾ (extract from the publications catalogues)	235 500	240 500	Annual
Documents catalogue	111 600	112 400	Monthly + one cumulative
Catalogue of consolidated texts	40 800	2 000	Monthly
Database directory	12 000	11 400	Annual
Eurostat catalogue	3 402	11 400	Sent on request
Cedefop	85 000	23 000	Sent on request
Total	541 602	482 700	

⁽¹⁾ Entitled 'The European Union as a Publisher' in 1998.

During 1999, 16 advertising leaflets were produced and distributed to an average of around 75 000 recipients.

⁽¹⁾ Production of the catalogue of consolidated texts was discontinued in February 1999.

2.2.3. Marketing operations

In the third quarter of 1999, subscribers included on the leaflet mailing list were surveyed. The survey was carried out by means of a questionnaire on the number of copies received per language, the topics chosen and activities covered by the correspondents.

The results should provide more information on the recipients and their fields of interest in order to target promotional activities more effectively.

2.2.4. *EUR-OP News*

In 1999, the distribution of *EUR-OP News* remained stable at 303 500 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.

At the end of 1999, the number of copies sent out had reached 295 280 compared with 271 897 in the previous year. This increase was due to a larger number of individual subscriptions (188 503 in 1998 compared with 274 265 in 1999).

EUR-OP News has been available in 11 languages at the Office's website since October 1998 (<http://www.eur-op.eu.int>). The website was revamped in 1999 and more frequent updates are now possible thanks to the use of web publishing techniques.

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

2.2.5. Publications Office on the Internet

The information made available by the Office on the Internet, including *EUR-OP News*, continued to be a great success, with 10 000 connections per day recorded. The Office website has 5 600 HTML pages, following the removal of outdated information.

In December, the site was used to inform electronic product customers about the Y2K compliance of each product (CD-ROM and databases). The Office sent a letter to the sales offices and customers who came forward, giving them the URL address to contact.

2.3. Information campaigns

2.3.1. Visits and presentations

As in 1998, the Publications Office organised 22 information events on its own premises for 496 visitors, compared with 355 in 1998.

In addition, the Office held or took part in 27 external training events and seminars.

2.3.2. Info-Points Europe, Luxembourg

Number of requests dealt with in 1999 (personal visits and telephone calls):

— Place d'Armes	4 163 ⁽¹⁾	(3 030 in 1998)
— Mercier	3 167 ⁽²⁾	(4 390 in 1998)
Total	7 330	(7 420 in 1998)

⁽¹⁾ It should be noted that financing the Place d'Armes Info-Point is becoming increasingly difficult each year.

⁽²⁾ Since 1 April 1999, the Mercier Info-Point has been open to the public in the mornings only.

2.4. Customer support

2.4.1. Training courses and help-desk

The table below shows the turnover and invoicing of training courses for database users, which comprised 'Access to European law' in 1999.

Table 16 — Training in the use of databases (other than TED)

	Number of courses		Number of participants		Invoicing (ECU/EUR)	
	1998	1999	1998	1999	1998	1999
Access to European law						
— EN	9	3	40	17	6 600	2 805
— FR	1	3	2	12	330	1 980
Total	10	6	42	29	6 930	4 785

The number of help-desk calls increased by 72 % (compared with 87 % in 1998), as a result of the continuing increase in the number of products supported (CELEX, EUR-Lex, TED, EUDOR, EUDOR-in-a-box and all CD-ROMs), the number of customers for electronic media (especially the CD-ROM edition of the OJ L + C series) and the growing complexity or variety of the computer systems on which the Office's products operate. This aspect is dealt with by the help-desk whenever changes are made to the Office's products. Support from the help-desk during product tests and immediately after product launches is greatly valued by customers and originating departments.

In addition, the spread of Internet use leads to additional calls from new users, for whom the help-desk services are useful and much appreciated.

Table 17 — Number of help-desk calls

	1997	1998	1999
Online	2 427	5 055	8 743
Offline	1 647	2 566	4 374
Total	4 074	7 621	13 117

2.5. Sales results

2.5.1. Publications

2.5.1.1. Periodicals

Table 18 shows the general trend in subscriptions to the Official Journal, other periodicals and documents.

Table 18 — Trend in subscriptions

Publication	1997	1998	1999	1998/99 change (%)
Official Journal:				
— L + C series (paper)	14 524	13 420	11 801	- 12.06
— L + C series (microfiches)	1 216	1 078	898	- 16.70
— L + C series (CD-ROM)		769	1 052	+ 36.80
— C series (competition)	6 274	6 281	5 703	- 9.20
— S series (paper)	9 467	6 496 ⁽²⁾	—	—
— S series (CD-ROM)	2 743 (12 210)	8 573 (8 573)	9 377 (9 377)	+ 9.38 (³)
Publications other than the OJ	21 104	19 452	16 703	- 14.13
Documents	2 806 ⁽¹⁾	879	929	+ 5.69
Total	58 134	50 452	46 463	- 7.91

(1) 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.

(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 (twice and five times per week) in 1998 and 1999.

(a) Official Journal

Table 19 shows the trend in subscriptions to the various series of the Official Journal by language version.

Table 19 (a) — Trend in subscriptions to the Official Journal
L + C series: paper, microfiche, CD-ROM

Language	L + C series Paper			L + C series Microfiches			L + C series CD-ROM	
	1997	1998	1999	1997	1998	1999	1998 (¹)	1999
ES	1 894	1 710	1 521	166	142	115	74	129
DA	457	398	323	43	36	27	36	20
DE	2 140	2 021	1 835	198	193	164	91	126
EL	288	239	216	2	2	1	11	26
EN	2 633	2 369	1 977	276	243	205	168	214
FR	2 759	2 613	2 321	336	287	239	124	229
IT	2 305	2 240	2 015	92	73	56	151	206
NL	974	865	788	87	87	75	51	30
PT	598	544	484	12	11	7	46	49
FI	237	211	155	2	1	6	4	12
SV	239	210	166	2	3	3	13	11
Total	14 524	13 420	11 801	1 216	1 078	898	769	1 052

(¹) New product in 1998.

Table 19 (b) — Trend in subscriptions to the Official Journal
S series: paper, CD-ROM

Language	S series paper		S series CD-ROM				
	1997	1998 (¹)	1997	1998	1999	1998	1999
	(Multilingual products — language of registration)						
			Twice	Twice	Twice	Five times (²)	Five times
ES	233	184	43	142	172	31	47
DA	348	122	243	447	454	78	48
DE	2 316	1 923	651	2 228	2 566	82	82
EL	31	11	21	33	56	0	0
EN	3 062	1 984	925	1 779	1 857	417	373
FR	1 712	1 214	437	1 324	1 663	285	340
IT	888	603	140	421	519	401	338
NL	746	371	225	560	576	213	164
PT	71	43	31	59	71	0	2
FI	9	5	2	10	9	0	0
SV	51	36	25	61	39	2	1
Total	9 467	6 496	2 743	7 064	7 982	1 509	1 395

(¹) As at 30 June 1998.

(²) Daily CD-ROM introduced on 1 July 1998 to replace the paper edition.

The downward trend in subscriptions continued to accelerate in 1999, for the same reasons as in 1998 and 1997: preference for 'value added' alternatives, reduced budgets for the acquisition of publications, availability of the same information free of charge on the Internet (the case for the Official Journal on the EUR-Lex site) and substantial reductions in the prices of alternative electronic products. The OJ L + C CD-ROM has proved to be a successful alternative to the paper edition.

In addition, the OJ S CD-ROM continued to be successful, especially the twice-weekly subscription, the number of subscribers having increased by almost 10 %, paradoxically at the same time as the TED database was made free of charge with the same CD-ROM user interface.

(b) *Other publications*

Table 20 shows the trend in subscriptions to periodicals other than the Official Journal.

Table 20 — Trend in subscriptions to periodicals other than the Official Journal

Publication	1997	1998	1999	1998/99 change (%)	Remarks
<i>European Parliament</i>					
Debates (paper edition) (discontinued retroactively in 2000 for 1999)	255	223	206 ⁽⁵⁾	- 7.62	
Debates (microfiche edition) ⁽¹⁾ (discontinued retroactively at the end of 1996)	48 ⁽⁵⁾	—	—	—	
List of Members ⁽²⁾	—	27	30	+ 11.11	
<i>Total</i>	<i>303</i>	<i>250</i>	<i>236</i>	<i>- 5.60</i>	
<i>Commission</i>					
(a) General publications:					
— Bulletin of the EU and supplements	3 505	3 246	2 921	- 10.01	
— Agricultural markets — prices	114	108	94	- 12.96	
— Recent publications on the European Communities received by the library ⁽¹⁾	66	—	—	—	
— Energy in Europe ⁽¹⁾	832	—	—	—	
— European Economy + supplements A, B and C	2 511	2 359	2 231	- 5.43	
— Euroabstracts ⁽¹⁾	350	—	—	—	
— SCAD Bulletin	60	52	42	- 19.23	
— Social Europe + supplements	1 104	1 455	492	- 66.19	
— Results of the business survey ⁽¹⁾	153	133	—	—	
— Euroscientia forum ⁽¹⁾ (discontinued retroactively for 1997 and 1998)	105 ⁽⁵⁾	102 ⁽⁵⁾	—	—	
— Terminology and translation ⁽²⁾	—	39	50	+ 28.21	
<i>Total, general publications</i>	<i>8 800</i>	<i>7 494</i>	<i>5 830</i>	<i>- 22.20</i>	

Table 20 (cont.) — Trend in subscriptions to periodicals other than the Official Journal

Publication	1997	1998	1999	1998/99 change (%)	Remarks
(b) Eurostat publications ⁽³⁾ :					
— Statistics in focus ⁽⁴⁾	442	571	768	+ 34.50	44 PDF + 27 comb.
— ECU-SME information	301	287	—	—	
— Eurostatistics	960	918	838	- 8.71	5 PDF + 1 comb.
— Consumers price index (discontinued retroactively for 1997)	334 ⁽⁵⁾	—	—	—	
— ESA quarterly national accounts	135	137	188	+ 37.23	3 PDF + 0 comb.
— Money and finance — quarterly data	208	200	—	—	
— Iron and steel — monthly statistics	199	179	153	- 14.53	
— Services	69	67	—	—	
— External trade — monthly statistics	324	311	297	- 4.50	2 PDF + 2 comb.
— Agricultural prices: selected series from the Cronos databank	197	198	177	- 10.61	
— Energy — monthly statistics	365	348	300	- 13.79	2 PDF + 2 comb.
— Agricultural production	465	458	416	- 9.17	
— Unemployment (monthly bulletin)	297	295	—	—	
— Panorama of industry	188	226	234	+ 3.54	Including 5 CD-ROMs
— Ecustat	47	56	—	—	
— Balance of payments	64	68	—	—	
— Economic data pocket book	149	185	164	- 11.35	
— EU indicator ⁽¹⁾	8	—	—	—	
— Key figures	36	49	63	+ 28.57	
— Asylum seekers ⁽¹⁾	14	7	—	—	
— Research in official statistics ⁽²⁾	—	16	31	+ 93.75	
— Money, finance and the euro ⁽²⁾	—	—	150	—	8 PDF + 3 comb.
— Harmonised index of consumer prices ⁽²⁾	—	—	13	—	Not published in 1999
— EU panorama ⁽²⁾	—	—	12	—	
Total, Eurostat publications	4 802	4 576	3 804	- 16.87	
Total, Commission publications	13 602	12 070	9 634	- 20.18	
<i>Court of Justice</i>					
Reports of European Community Staff Cases	319	197	28	- 85.79	
Reports of Cases before the Court + Reports of European Community Staff Cases	492	451	582	+ 29.05	150 (specialised distribution)
Report of Cases before the Court	1 714	1 857	1 800	- 3.07	237 (specialised distribution)
Total	2 525	2 505	2 410	- 3.79	

Table 20 (cont.) — Trend in subscriptions to periodicals other than the Official Journal

Publication	1997	1998	1999	1998/99 change (%)	Remarks
<i>Agencies</i>					
Cedefop — Vocational training	2 401	2 186	1 989	- 9.01	
Official Gazette of the Community Plant Variety Office	480	481	468	- 2.70	
Official Journal of the Office for Harmonisation in the Internal Market	1 466	1 398	1 369	- 2.07	
OHIM bulletin (paper edition)	630	562 ⁽⁶⁾	445	- 20.82	
OHIM bulletin (CD-ROM edition)	—	—	107	—	
OHIM bulletin — cumulative basis	—	—	45	—	
Grand total	21 104	19 452	16 467	- 15.35	

(1) Subscription discontinued in 1998 or in 1999.

(2) New subscription in 1998 or in 1999.

(3) In 1999, Eurostat also offered electronic subscriptions in PDF format and combined paper/electronic subscriptions for certain publications. The figure for these subscriptions appears in the 'Remarks' column.

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

(5) Subscriptions registered as at 31 December and subsequently cancelled (credit notes).

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

Table 21 — Trend in document subscriptions

Publication	1997 ⁽¹⁾	1998 ⁽¹⁾	1999 ⁽¹⁾	1998/99 change (%)
<i>European Parliament</i>				
Reports: microfiche subscriptions ⁽²⁾	120	—	—	—
Total	120	—	—	—
<i>Commission</i>				
COM documents:				
— full subscriptions	291	398	491	+ 23.37
— selective subscriptions ⁽²⁾	1 985	—	—	—
— microfiche subscriptions	181	179	159	- 11.17
Decisions: Merger Task Force	74	67	68	+ 1.49
Total	2 531	644	718	+ 11.49
<i>Economic and Social Committee</i>				
Opinions:				
— full subscriptions	108	119	110	- 7.56
— microfiche subscriptions	118	112	98	- 12.50
Total	226	231	208	- 9.96
<i>Committee of the Regions</i>				
Opinions:				
— full subscriptions	3	4	3	- 25.00
Grand total	2 880	879	929	+ 5.69

(1) These figures include interinstitutional subscriptions.

(2) Subscription withdrawn in 1998.

2.5.1.2. New titles and best sellers

In total, 1 457 new titles were added to the catalogue in 1999 — a decrease of 15 % compared with 1998.

Table 22 — Number of new monographs incorporated into the catalogue in 1999 (by institution)

Institution	Number
All institutions	—
European Parliament	42
Council of the European Union	37
European Commission	1 119
Court of Justice of the EC	10
European Court of Auditors	5
Economic and Social Committee	1
Committee of the Regions	20
European Investment Bank	6
European Central Bank	1
European Agency for Safety and Health at Work	10
European Environment Agency	44
European Agency for the Evaluation of Medicinal Products	1
Translation Centre for the Bodies of the EU	2
Cedefop	37
European Training Foundation	16
European Foundation, Dublin	41
European Monitoring Centre for Drugs and Drug Addiction	13
Community Plant Variety Office	4
Office for Harmonisation in the Internal Market	7
Consolidation of the Agencies (joint publication)	1
Office for Official Publications of the EU	34
Euratom Supply Agency	1
European Ombudsman	1
European University Institute, Florence	4
Total	1 457

Table 23 — Number of periodicals other than the Official Journal listed in the catalogue in 1999 (by institution)

Institution	Number
All institutions	1
European Parliament	14
European Commission	117
Court of Justice	7
Committee of the Regions	1
European Investment Bank	4
European Agency for Safety and Health at Work	—
Cedefop	2
European Foundation for the Improvement of Living and Working Conditions, Dublin	5
European Monitoring Centre for Drugs and Drug Addiction	1
Community Plant Variety Office	1
Office for Harmonisation in the Internal Market	29
Office for Official Publications of the EU	10
Total	192

Tables 24 and 25 show the best-selling titles, according to the number of copies sold and sales value respectively.

Table 24 — The 15 best-selling publications by number of copies sold in 1999

Ranking	Title	Quantity	Amount (EUR)
1	European Union — Consolidated Treaties	9 921	52 314
2	Who's who in the EU? Interinstitutional directory 1999	4 982	53 559
3	Community legislation on machines — Commentaries	4 765	36 225
4	General Report on the Activities of the European Union — 1998	4 080	57 194
5	Eurostat Yearbook 1998 — A statistical eye on Europe 1987–97	3 312	45 043
6	European Union — Treaty of Amsterdam	3 170	13 828
7	Community scale for the classification of carcasses of adult bovine animals	2 538	508
8	Eudra-Lex — Volume 4 — Good manufacturing practices — Medicinal products for human use	1 971	17 345
9	XXVIIIth Report on Competition Policy	1 640	14 432
10	Community scale for the classification of carcasses of ovine animals	1 501	300
11	Social portrait of Europe	1 393	11 701
12	The Agricultural Situation in the European Union: 1997 Report	1 347	23 707
13	European Parliament fact sheets	1 288	8 253
14	Economic and monetary union — Compilation of legislation	1 218	9 768
15	Community trade mark — Collection of texts	1 178	11 785

Table 25 — The 15 best-selling publications by net sales value, 1999

Ranking	Title	Quantity	Amount (EUR)
1	General Report on the Activities of the European Union — 1998	4 080	57 194
2	Who's who in the EU? Interinstitutional directory 1999	4 982	53 559
3	European Union — Consolidated Treaties	9 921	52 314
4	Eurostat Yearbook 1998 — A statistical eye on Europe 1987–97	3 312	45 043
5	Community legislation on machines — Commentaries	4 765	36 225
6	Evaluating socio-economic programmes — MEANS collection	601	28 992
7	Official Journal L 355/98 — Legislation	695	27 552
8	The Agricultural Situation in the European Union: 1997 Report	1 347	23 707
9	Eudra-Lex — Volume 2 — Notice to applicants — Medicinal products for human use	810	22 680
10	Official Journal L 278/99 — Legislation	453	22 288
11	Directory of Community legislation in force — 33rd edition	476	20 944
12	Directory of Community legislation in force — 32nd edition	458	20 746
13	Official Journal L 292/98 — Legislation	411	19 892
14	Eudra-Lex — Volume 7 — Guidelines — Medicinal products for human use	641	17 948
15	Eudra-Lex — Volume 4 — Good manufacturing practices — Medicinal products for human use	1 971	17 345

2.5.1.3. Offline products

Table 26 — Invoicing of offline products

Title	1998 ⁽¹⁾ (ECU)	1999 (EUR)	Change (%)
OJ S CD-ROM			
(a) Subscriptions for two issues per week	2 229 900	1 146 450	- 48.59
(b) Subscriptions for five issues per week	593 393	528 430	- 10.95
(c) Monograph sales	2 472	481	- 80.54
OJ S CD-ROM Total	2 825 765	1 675 361	- 40.71
OJ L + C CD-ROM ⁽²⁾			
(a) Subscriptions	—	95 256	—
(c) Monograph sales	—	17 452	—
OJ L + C CD-ROM Total	—	112 708	—
CD-ROM/ECICS diskette	7 605	8 662	+ 13.90
NC CD-ROM (OJ L 292/98)	1 565	3 111	+ 98.79
TARIC CD-ROM (OJ L 212/212A/99)	—	1 229	—
OHIM ⁽³⁾			
1. OHIM Bulletin			
— CD-ROM subscriptions	—	86 625	—
— monograph sales of Bulletin on CD-ROM	—	440	—
2. EUROM CD-ROM			
— EUROM CD-ROM subscriptions	—	5 625	—
3. Bulletin + EUROM CD-ROM			
— CD-ROM + EUROM CD-ROM Bulletin subscriptions	—	27 000	—
4. Combined subscriptions			
— Bulletin on paper + Bulletin on CD-ROM	—	18 000	—
— Bulletin on paper + EUROM CD-ROM	—	19 500	—
— Bulletin on paper + CD-ROM + EUROM CD-ROM	—	16 875	—
OHIM Total	—	174 065	—
COMEXT CD-ROM	448 591	469 664	+ 4.70
Europroms CD-ROM	12 050	15 155	+ 25.77
Statistical yearbook on CD-ROM ⁽⁴⁾	17 396	3 996	- 77.03
FT Eurofile CD-ROM	895	1 879	+ 109.94
CORDIS CD-ROM	13 400	11 366	- 15.18
Panorama of EU Industry on CD-ROM (Value and Pro versions)	26 185	33 888	+ 29.42
Eurovoc on CD-ROM	3 114	1 234	- 60.37
Other CD-ROMs and combined products	35 309	36 429	+ 3.17
Total	3 391 875	2 548 747	- 24.86

⁽¹⁾ 1998 figures rectified in line with those published in the 1998 Management Report.

⁽²⁾ New product in 1999.

⁽³⁾ New products — invoiced for the first time in 1999.

⁽⁴⁾ 1997 edition — new edition not yet available.

The number of offline products is increasing, while the downward trend in prices continues. This accounts for the decrease in the overall amount invoiced, which is particularly marked in the case of the OJ S CD-ROM.

Table 27 — The 10 best-selling offline publications by number of copies sold in 1999

Ranking	Title	Quantity	Amount (EUR)
1	OJ S (all editions together) ⁽¹⁾	345	383
2	OJ L + C — 1998 collection	157	15 147
3	Comext (all editions together)	135	75 060
4	FT Eurofile (joint publication)	102	1 879
5	Statistical yearbook (1997 edition)	99	3 996
6	Combined Nomenclature (OJ L 292/98)	82	3 111
7	Panorama of EU Industry (Value and Pro versions)	75	35 376
8	ECICS	64	8 662
9	BTI — 1998 edition.	59	1 950
10	Enterprises in Europe	44	5 440

⁽¹⁾ The 100 best single sales only.

Table 28 — The 10 best-selling offline publications by net sales value, 1999

Ranking	Title	Quantity	Amount (EUR)
1	Comext (all editions together) ⁽¹⁾	135	75 060
2	Panorama of EU Industry (Value and Pro versions) ⁽²⁾	75	35 376
3	Europroms ⁽²⁾	22	24 615
4	OJ L + C — 1998 collection	157	15 147
5	ECICS	64	8 662
6	Enterprises in Europe	44	5 440
7	Statistical yearbook — 1997 edition	99	3 996
8	Competitiveness indicators database	19	3 819
9	RISC	7	3 752
10	Combined Nomenclature (OJ L 292/98)	82	3 111

⁽¹⁾ Individual sales only.

⁽²⁾ This figure does not include credit notes for previous editions.

2.5.2. Databases

2.5.2.1. Developments and customer trends

On 31 December 1999, the commercial database situation was as follows:

- (a) Number of databases distributed: three
- CELEX
 - EUDOR
 - RISC
- (b) The following databases were closed on 31 December 1999 to be replaced by alternatives made available free of charge:
- APC
 - OIL
 - Sesame

1. Direct customers

Table 29 shows the trends in the number of contracts managed directly by the Office.

Table 29 — Trends in the number of contracts

Customers	1998	1999	Change (number)
TED⁽¹⁾			
Standard customers	373	—	- 373
EICs	181	—	- 181
Flat-rate TED	283	—	- 283
Gateways	18	—	- 18
Total	855	—	- 855
Eurobases			
Rural information forums	82	90	+ 8
BC-NET/BRE	12	11	- 1
ECD	369	395	+ 26
Info-Points Europe	54	87	+ 33
Data suppliers	2	2	—
EICs	179	190	+ 11
Gateways ⁽²⁾	18	19	+ 1
Other sales networks ⁽³⁾	0	80	+ 80
Urban forum for sustainable development	17	17	—
Standard customers + customers outside the EU	94	159	+ 65
Permanent representations	12	12	—
Freelance translators	133	175	+ 42
Universities	63	63	—
Public libraries ⁽⁴⁾	5	6	+ 1
Other	43	55	+ 12
Flat-rate CELEX	71	223	+ 152
Flat-rate RISC	—	1	+ 1
Total	1 154	1 585	+ 428
Grand total	2 009	1 585	- 424

(1) The TED database was made available free of charge as of 1 January 1999.

(2) Two gateways terminated their contracts during 1999 and a further gateway was replaced.

(3) Access for the networks selling flat-rate CELEX and for the new document delivery network.

(4) Included under 'Other' in 1998.

2. Licences

(a) *Table 30 — Invoicing of licences for databases*

	1998 (ECU)	1999 (EUR)	Change (%)
1. CELEX	377 886	400 560	+ 6.0
2. SCAD ⁽¹⁾	- 16 977	870	—
3. Sesame ⁽²⁾	2 063	—	—
4. TED ⁽³⁾	778 475	249 174	- 68.0
5. OJ ⁽⁴⁾	22 416	- 2 367	—
<i>Subtotal EUR-OP</i>	<i>1 163 863</i>	<i>648 237</i>	<i>- 44.3</i>
6. REGIO	4 725	1 695	- 64.1
7. New Cronos	106 725	100 342	- 6.0
8. Comext	53 600	72 000	+ 34.3
9. Various publications	3 500	3 500	0
10. Royalties	—	11 393	—
<i>Subtotal Eurostat</i>	<i>168 550</i>	<i>188 930</i>	<i>+ 12.1</i>
11. RTC (DG TAXUD)	750	750	0
12. Business & Consumer Survey (DG ECFIN)	6 200	2 600	- 58.1
Total	1 339 363	840 517	- 37.2

⁽¹⁾ SCAD: negative figure in 1998 because of reimbursement following free distribution of the online version. The licence fees invoiced in 1999 are to be included under service charges.

⁽²⁾ The only Sesame licence issued terminated on 31 December 1998.

⁽³⁾ In spite of the increase in the number of TED licences in 1999, invoicing decreased considerably owing to the reduction in the basic licence price from ECU 20 250 to EUR 3 000 (service charges), following the decision to make the online edition of TED available free of charge as of 1 January 1999.

⁽⁴⁾ The reimbursement of licence fees paid during 1999 to compensate for problems with data supply accounts for the negative figure.

(b) Licensing contracts in force as at 31 December 1999
(1998 figures in parentheses)

CELEX	26 (24)
SCAD	3 (3)
Sesame	— (1)
TED	58 (41)
OJ	2 (2)
REGIO	1 (2)
New Cronos	9 (7)
Comext	3 (3)
Eurostat publications	1 (1)
RTC	1 (1)
Business & Consumer Survey	1 (1)
Total	105 (86)

(c) Notes

As in 1998, CELEX and TED continued to be the 'flagship' licensing products, accounting for 84 of the 105 licences in force, or 80 % of the total number and 77.3 % of the total amount invoiced. The top position in 1999 was occupied for the first time by CELEX, with 47.7 % of the total amount invoiced. Conversely, the change in the price of the TED licence resulted in a marked decrease in the amount invoiced for Publications Office products.

2.5.2.2. Invoicing of online products

Table 31 gives details of direct invoicing of customers by the Office for all the commercial databases, 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 the consumption per calendar year.
- Online consultation of CELEX stabilised, with direct consumption at practically the same level as in the previous year (–2.61 %), and consultation of the gateways and flat-rate CELEX increased by 29.04 and 212.42 % respectively in 1999. This means that CELEX still has a hard core of very faithful users who appreciate the extra professional benefits it provides, despite the existence of alternatives available free of charge.
- The reduction of 30.50 % in total turnover is significant and is for the most part due to the TED database being made free of charge at the beginning of 1999, in addition to the closure of other databases. The downward trend in sales revenue from databases is very marked and will need to be taken into account in future budget estimates. This applies in particular to the financing of the help-desk, which mostly serves customers of the databases provided free of charge.
- As at 31 December 1999, there were 223 subscribers to the flat-rate CELEX compared with 71 in 1998, i.e. an increase of 214.1 %. The simplicity of the invoicing procedure attracts subscribers and a considerable amount of revenue has been generated (see Table 31).

Table 31 — Invoicing of online electronic products

Database	1998 (ECU)	1999 (EUR)	1998/99 change (%)
CELEX			
— direct	35 036.34	34 120.28	– 2.61
— gateway	89 723.35	115 776.51	+ 29.04
— flat-rate	71 150.00	222 285.00	+ 212.42
Total	195 909.69	372 181.79	+ 89.98
SCAD			
— direct	—	—	—
— gateway	142.10	—	—
Total	142.10	—	—
Sesame			
— direct	4.33	– 36.30	– 938.34
— gateway	439.63	622.46	+ 41.59
Total	443.96	586.16	+ 32.03
ECLAS (free of charge since 1 January 1998)			
— direct	6.10	—	—
— gateway	566.15	58.20	– 89.72
Total	572.25	58.20	– 89.83

Table 31 (cont.) — Invoicing of on-line electronic products

Database	1998 (ECU)	1999 (EUR)	1998/99 change (%)
OIL			
— direct	16.69	- 12.26	- 173.46
— gateway	619.76	413.11	- 33.34
Total	636.45	400.85	- 37.02
APC			
— direct	2 224.65	886.28	- 60.16
— gateway	1 425.30	614.50	- 56.89
Total	3 649.95	1 500.78	- 58.88
EUDOR — document delivery MTF (1)			
— direct	3.75	1.65	- 56.00
— gateway	274.43	56.00	- 79.59
Total	278.18	57.65	- 79.28
EUDOR — document delivery OJ (1)			
— direct	5 432.62	1 164.66	- 78.56
— gateway	4 544.52	5 601.98	+ 23.27
Total	9 977.14	6 766.64	- 32.18
EUDOR — document delivery COM doc. (1)			
— direct	961.98	879.81	- 8.54
— gateway	2 148.04	5 746.69	+ 167.53
Total	3 110.02	6 626.50	+ 113.07
EUDOR — document delivery Consleg (1)			
— direct	231.21	420.30	+ 81.78
— gateway	205.14	1 089.76	+ 431.23
Total	436.35	1 510.06	+ 246.07
EUDOR — document delivery EP reports (1)			
— direct	—	17.70	—
— gateway	—	3.96	—
Total	—	21.66	—
TED MIN (2)			
— direct	15 077.85	- 483.30	- 103.21
— gateway	77 979.82	- 523.18	- 100.67
Total	93 057.67	- 1 006.48	- 101.08
TED DOC — Format 'ALL' (for documents retrieved) (2)			
— direct	132 627.90	- 11 317.56	- 108.53
— gateway	258 838.78	202 133.40	- 21.91
Total	391 466.68	190 815.84	- 51.26
TED DOC — Format 'EXTRA' (for documents retrieved) (2)			
— direct	30 048.17	13 711.08	- 54.37
— gateway	28 351.51	14 537.13	- 48.73
— flat-rate	115 846.90	- 405.00	- 100.35
Total	174 246.58	27 843.21	- 84.02
Total direct	221 671.59	39 352.34	- 82.25
Total gateway	465 258.53 (3)	346 130.52	- 25.60
Flat-rate CELEX	71 150.00	222 285.00	+ 212.42
Flat-rate TED	115 846.90	- 405.00	- 100.35
Grand total	873 927.02	607 362.86	- 30.50

(1) These figures do not include direct invoicing for orders paid for electronically, which amount to EUR 34 140, nor orders received via the CATEL online ordering system.

(2) The TED database became free of charge on 1 January 1999. The figures for the amount invoiced in 1999 apply to 1998 consumption.

(3) The flat-rate figure included in the gateway total in the 1998 Management Report.

2.6. Review and outlook

Continuation of the policy to provide databases free of charge throughout 1999 resulted in a marked fall in revenue (reduction in the total amount invoiced: – EUR 4 901 482), which was for the most part due to changes in the publication of the S series of the Official Journal.

However, the position of the S series of the Official Journal is paradoxical. The OJ S on CD-ROM, available for a charge, and the TED database, available free of charge, share the same interface. Furthermore, TED is disseminated much faster, allowing replies to tenders to be sent in several days earlier. Nevertheless, the number of CD-ROM subscriptions increased by almost 10 % in 1999. Telecommunications costs, difficulties in obtaining a connection or inadequate customer equipment probably account for this phenomenon in part, but it is also likely that well-informed and professional customers prefer to pay for a service which allows them to demand, in return, higher standards of quality and reliability. It can therefore be assumed that a high-quality CD-ROM or a documentary database with advanced functions does not necessarily suffer as a result of competition from services provided free of charge.

Revenue is likely to continue to fall in 2000, albeit to a lesser extent. This will come as a result of discontinuing the microfiche edition of the Official Journal and substituting it with a more reasonably-priced subscription to the CD-ROM, in addition to stepping up promotion of the CD-ROM as opposed to the paper edition.

At the present time, the main challenge is ensuring that material is read. Faced with an overwhelming supply of information, the most limited resource is currently the time which readers can and wish to devote to searching for data. This new element should therefore be the determining factor in adapting products and tools to attract the attention and interest of customers. It is the publisher's task to ensure that the author's work is as visible as possible. In order to achieve this, the publisher must optimise dissemination of information by offering readers the most user-friendly and high-performance tools to provide results which help readers in their search for information.

Demands for better quality and higher performance — both in terms of the products and the human resources disseminating them — are constantly mounting. This is particularly true of the professional public.

In 1999, the Publications Office continued its efforts to improve the quality and reliability of its products. The meticulous verification undertaken to ensure that the Office's electronic products were Y2K compliant was particularly beneficial in this respect. Although no major problems were detected, it forced the Office to inspect its products and allowed it to uncover and solve a number of minor problems. On the other hand, it should be noted that the technical changes made to some products highlighted the benefits of customer support services, i.e. the help-desk, in helping customers to overcome specific difficulties arising from such changes. The growing supply of electronic products means that the Publications Office must give priority to the need for such assistance.

Related activities, such as cataloguing or managing identifiers, become more important when greater discipline is introduced into the running and execution of the institutions' publication programmes.

The objectives of sales policy are determined by the following factors:

- The coexistence of products provided free of charge and products for which there is a charge — a phenomenon which will become even more apparent when the new access portal to European law is opened.
- Distribution of the same material in different media (paper, online databases, CD-ROMs, the Internet). The value of electronic media as alternatives to paper editions is increasingly being recognised, insofar as they are produced using established and reliable methods.
- Electronic commerce. The Office is rapidly to expand its activities in this area against a background of major upheavals in this fast-developing market. The challenge is to set up an interactive and efficient electronic commerce service, to communicate with and make life easier for customers. The operations which serve to establish the image and reputation of bodies involved in electronic commerce are becoming increasingly expensive and complex. It is therefore vital to work with good professional intermediaries.
- Centralisation of the message-handling function linked to products available free of charge and on payment of a fee, not only for electronic information, but also for the handling of tangible products. This development appears to be unavoidable given that:
 - some originating departments already want the Publications Office to distribute their publications free of charge, in accordance with their own rules;
 - customers prefer to go through a single contact point to obtain a number of publications from different departments;
 - centralised stock control allows for more efficient distribution throughout Europe, both in terms of cost and speed of delivery;
 - customers are increasingly demanding a rapid 'round-the-clock' service.

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 1998, the number of joint-publication contracts signed remained virtually constant. The number of publication and translation licences (full and partial) fell slightly. On the other hand, there was a marked drop in the amount invoiced in terms of fixed payments and royalties; this was due, firstly, to the exceptionally high amount invoiced in 1998 and, secondly, to changes in the copyright policy for the Official Journal made during the first half of 1999. Texts of the Official Journal can now be reproduced in unlimited quantities, provided the source is acknowledged. Reproduction of Official Journal texts for commercial purposes is no longer subject to the payment of fees or royalties.

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

3.2. Coedition

Seven joint publications appeared in 1999, compared with 14 in 1998. Seven joint-publication contracts were signed (six in 1998) and three were being negotiated as at 31 December 1999 (10 in 1998).

3.3. Copyright

The legal services of the institutions were consulted on a memorandum on the copyright policy applied by the Office on behalf of the institutions. Following its approval by the Management Committee, this memorandum was distributed within the institutions.

The number of requests involving various aspects of copyright for Community publications remained almost constant in 1999 compared with the previous year — up from 647 to 660 (+ 2.0 %). However, the nature of the requests (and of the replies given) changed. There were more requests for Community material available on the various websites of the institutions and, in many cases, the replies simply confirmed that this material could be reproduced, provided that the source was mentioned. It is plain that the trend for copyright activities is towards providing advice to originating departments and the general public and away from issuing licences, or indeed granting authorisation against payment of rights. As a result, the amount of fixed payments and royalties is becoming less and less important as the main indicator of copyright management activities.

Fifty-three licences were issued, 23 of which were for translation (60 and 37 respectively in 1998).

3.4. Fixed payments and royalties

In 1999, fixed payments and royalties (including invoicing for the European Publishers' Forum) were invoiced for a total of EUR 148 534.89 (ECU 218 166.05 in 1998) — a reduction of 31.9 %.

3.5. European Publishers' Forum

3.5.1. Members

As at 31 December 1999, the Forum comprised:

- 264 full members (publishing houses) compared with 193 in 1998 — an increase of 36.8 %;
- 257 guest members (European organisations, various representatives of publishing houses, representatives of European institutions, etc.) compared with 180 in 1998 — an increase of 36.0 %.

3.5.2. Meetings

Two meetings of the Forum were held in 1999.

The seventh meeting was held in Brussels on 30 April 1999. It was attended by more than 90 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:

- the Commission's Transport DG;
- the Commission's former DG X (Information, Communication, Culture, Audiovisual);
- the Commission's former DG XXII (Education, Training and Youth);
- Kogan Page Ltd, United Kingdom;
- Gospodarski Vestnik International Publications, Slovenia.

Owing to the reorganisation of the Commission in September 1999, the Commission's departments were not adequately represented, and the eighth meeting, which was held in Frankfurt on 14 October 1999, was held on an informal basis. The publishers nevertheless confirmed at this meeting their interest in the material produced by the institutions.

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 members of the Forum. The 1999 edition contained 200 titles in English, French and German, from 36 Austrian, Belgian, British, Danish, Dutch, French, German and Italian publishers.

3.5.4. Newsletter and website

Two newsletters were published in 1999, mainly providing information on the activities of the Forum — meetings, catalogue, etc. — and on manuscripts offered for licensing and calls for cooperation between publishers.

The finishing touches to the website were begun in 1999 and are to continue in 2000.

3.5.5. Results

The Forum is now fully operational. Its failure so far to produce the anticipated results has largely been due to a lack of material likely to interest commercial publishers. This state of affairs, already reported on in 1998, continued in 1999. The Office must therefore keep working on ways of making the various departments of the institutions aware of this new approach to publishing, which is part of the policy of subsidiarity and partnership.

Reorganisation of the Commission's standard publications programme, which introduced electronic archiving and production on request of reports,

studies etc., also provides for this material to be made available for initiatives of the Forum. The year 2000 should therefore present publishers with a greater range of accessible texts.

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

Total budget expenditure in 1999 was EUR 54 947 545.61, amounting to 99.47 % of the available appropriations (EUR 55 239 000). Expenditure was broken down as follows:

- 90.12 % (EUR 49 780 464.51) in payment appropriations;
- 9.35 % (EUR 5 167 081.10) in appropriations carried forward from 1999 to 2000.

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

Table 32 — Budget out-turn in 1999

(EUR)

	Appropriations available	1999 expenditure					
		Expenditure at 31 December 1999	%	Appropriations carried forward	%	Total	%
Title 1	33 607 700	32 656 454.46	97.17	843 144.51	2.51	33 499 598.97	99.68
Title 2	19 652 300	15 953 703.45	81.18	3 517 673.70	17.90	19 471 377.15	99.08
Title 3	1 979 000	1 170 306.60	59.14	806 262.89	40.74	1 976 569.49	99.88
Total	55 239 000	49 780 464.51	90.12	5 167 081.10	9.35	54 947 545.61	99.47

With 9.35 % of appropriations carried forward to cover expenditure contracted in 1999 but not yet cleared for payment by the end of the accounting year, the Publications Office remained very close to the theoretical limit of its budget, having spent 99.47 % of the available funds.

Seven appropriation transfers were made in connection with the 1999 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.

Table 33 recapitulates the Office's expenditure for 1998 and gives details of the utilisation of the 1999 budget.

Table 34 shows the breakdown of the Office's expenditure in 1999 by department.

Table 35 shows the amounts invoiced pro forma for services rendered to the institutions by the various departments of the Publications Office.



Table 33 — Budget out-turn in 1999

(ECU/EUR)

Item	Heading	1999 appropriations			1999 expenditure			Cancelled appropriations 1999		1998 expenditure
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1999	Appropriations carried forward	Total expenditure	Amount	%	
1100	Basic salaries	22 624 000	- 75 800	22 548 200	22 548 200.00	0.00	22 548 200.00	0.00	0.00	21 938 402.86
1101	Family allowances	2 397 000	114 700	2 511 700	2 511 694.39	0.00	2 511 694.39	5.61	0.00	2 482 384.81
1102	Expatriation allowances etc.	3 047 000	13 900	3 060 900	3 060 875.25	0.00	3 060 875.25	24.75	0.00	3 000 908.08
1103	Secretariat allowances	197 000	15 000	212 000	211 904.48	0.00	211 904.48	95.52	0.05	196 197.67
	Total, Article 110	28 265 000	67 800	28 332 800	28 332 674.12	0.00	28 332 674.12	125.88	0.00	27 517 893.42
1110	Auxiliary staff	311 000	350 000	661 000	657 817.96	0.00	657 817.96	3 182.04	0.48	763 476.01
1120	Further training for staff	90 000	50 000	140 000	111 212.94	22 144.10	133 357.04	6 642.96	4.74	100 988.48
1130	Sickness insurance	769 000	10 200	779 200	779 153.10	0.00	779 153.10	46.90	0.01	759 448.93
1131	Accident insurance	175 000	1 500	176 500	176 457.31	0.00	176 457.31	42.69	0.02	171 987.33
1132	Unemployment insurance	6 000	2 500	8 500	7 244.71	0.00	7 244.71	1 255.29	14.77	6 250.31
	Total, Article 113	950 000	14 200	964 200	962 855.12	0.00	962 855.12	1 344.88	0.14	937 686.57
1140	Birth/death grants	500	1 000	1 500	594.93	0.00	594.93	905.07	60.34	785.66
1141	Annual leave travel expenses	420 000	0	420 000	410 437.61	0.00	410 437.61	9 652.39	2.28	444 715.83
1147	Shift work/standby allowances	55 000	0	55 000	53 839.28	0.00	53 839.28	1 160.72	2.11	47 009.21
	Total, Article 114	475 500	1 000	476 500	464 871.82	0.00	464 871.82	11 628.18	2.44	492 510.70
1150	Overtime	53 000	0	53 000	47 089.37	0.00	47 089.37	5 910.63	11.15	49 051.51
	Total, Article 115	53 000	0	53 000	47 089.37	0.00	47 089.37	5 910.63	11.15	49 051.51
1174	Freelance proof-readers	1 675 000	- 265 000	1 410 000	971 185.12	438 814.88	1 410 000.00	0.00	0.00	1 227 000.00
1175	Other work sent out	72 000	115 000	187 000	145 101.20	41 898.80	187 000.00	0.00	0.00	104 000.00
	Total, Article 117	1 747 000	- 150 000	1 597 000	1 116 286.32	480 713.68	1 597 000.00	0.00	0.00	1 331 000.00
1181	Travel expenses	35 000	0	35 000	6 538.24	13 461.76	20 000.00	15 000.00	42.86	4 500.00
1182	Installation allowances	60 000	20 000	80 000	73 064.08	6 935.92	80 000.00	0.00	0.00	83 100.00
1183	Removal allowances	72 000	20 000	92 000	72 568.07	19 431.93	92 000.00	0.00	0.00	86 000.00
1184	Temporary subsistence allowance	150 000	- 95 000	55 000	32 516.03	7 483.97	40 000.00	15 000.00	27.27	36 000.00
	Total, Article 118	317 000	- 55 000	262 000	184 686.42	47 313.58	232 000.00	30 000.00	11.45	209 600.00

1190	Weightings	290 000	55 000	345 000	336 108.54	0.00	336 108.54	8 891.46	2.58	300 736.47
1191	Provisional appropriations	340 000	- 340 000	0	0.00	0.00	0.00	0.00	0.00	0.00
	Total, Article 119	630 000	- 285 000	345 000	336 108.54	0.00	336 108.54	8 891.46	2.58	300 736.47
	Total, Chapter 11	32 838 500	- 7 000	32 831 500	32 213 602.61	550 171.36	32 763 773.97	67 726.03	0.21	31 702 943.16
1300	Mission expenses	320 000	0	320 000	196 723.12	123 276.88	320 000.00	0.00	0.00	320 000.00
	Total, Chapter 13	320 000	0	320 000	196 723.12	123276.88	320 000.00	0.00	0.00	320 000.00
1400	Restaurant/canteen running costs	12 100	- 5 000	7 100	5 226.98	1 873.02	7 100.00	0.00	0.00	10 100.00
1401	Canteen alterations	7 000	5 000	12 000	6 328.75	5 671.25	12 000.00	0.00	0.00	9 000.00
	Total, Chapter 14	19 100	0	19 100	11 555.73	7 544.27	19 100.00	0.00	0.00	19 100.00
1520	Seconded national officials	40 000	0	40 000	0.00	0.00	0.00	40 000.00	100.00	0.00
	Total, Chapter 15	40 000	0	40 000	0.00	0.00	0.00	40 000.00	100.00	0.00
1610	Staff social contacts	31 600	18 000	49 600	33 943.97	15 656.03	49 600.00	0.00	0.00	31 500.00
1620	Other welfare expenditure	9 000	- 6 000	3 000	1 235.38	1 389.62	2 625.00	375.00	12.50	2 625.00
1630	Early Childhood Centre	345 000	- 5 000	340 000	196 870.74	143 129.26	340 000.00	0.00	0.00	353 000.00
	Total, Chapter 16	385 600	7 000	392 600	232 050.09	160 174.91	392 225.00	375.00	0.10	387 125.00
1701	Entertainment/representation expenses	4 500	0	4 500	2 522.91	1 977.09	4 500.00	0.00	0.00	4 400.00
	Total, Chapter 17	4 500	0	4 500	2 522.91	1 977.09	4 500.00	0.00	0.00	4 400.00
	Total, Title 1	33 607 700	0	33 607 700	32 656 454.46	843 144.51	33 499 598.97	108 101.03	0.32	32 433 568.16
2000	Rent	3 937 000	- 866 000	3 071 000	3 069 622.04	0.00	3 069 622.04	1 377.96	0.04	4 080 000.00
2010	Insurance	15 000	0	15 000	200.00	14 800.00	15 000.00	0.00	0.00	1 150.00
2020	Water, gas, electricity and heating	639 000	- 25 000	614 000	494 632.99	119 367.01	614 000.00	0.00	0.00	600 000.00
2030	Cleaning/maintenance	607 000	- 100 000	507 000	346 399.25	130 294.45	476 693.70	30 306.30	5.98	639 944.40
2040	Fitting-out of premises	105 000	0	105 000	8 156.52	78 378.85	86 535.37	18 464.63	17.59	77 998.19
2050	Building security/surveillance	780 000	- 50 000	730 000	578 874.11	76 844.95	655 719.06	74 280.94	10.18	715 661.80
2090	Other expenditure on buildings	153 500	0	153 500	80 202.69	73 297.31	153 500.00	0.00	0.00	152 000.00
	Total, Chapter 20	6 236 500	- 1 041 000	5 195 500	4 578 087.60	492 982.57	5 071 070.17	124 429.83	2.39	6 266 754.39

Table 33 (cont.) — Budget out-turn in 1999

(ECU/EUR)

Item	Heading	1999 appropriations			1999 expenditure			Cancelled appropriations 1999		1998 expenditure
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1999	Appropriations carried forward	Total expenditure	Amount	%	
2100	Computer centre operations	1 929 500	148 000	2 077 500	1 418 275.68	659 224.32	2 077 500.00	0.00	0.00	1 754 558.84
2120	Staff costs for computer operations	2 837 000	160 000	2 997 000	1 910 307.10	1 086 146.43	2 996 453.53	546.47	0.02	2 679 718.60
	Total, Chapter 21	4 766 500	308 000	5 074 500	3 328 582.78	1 745 370.75	5 073 953.53	546.47	0.01	4 434 277.44
2200	New purchases of technical equipment and installations	204 000	- 25 000	179 000	21 276.27	147 922.11	169 198.38	9 801.62	5.48	321 809.35
2202	Hire of technical installations	725 000	- 160 000	565 000	429 534.62	134 319.80	563 854.42	1 145.58	0.20	605 528.48
2203	Maintenance of installations	300 000	0	300 000	208 857.10	62 249.00	271 106.10	28 893.90	9.63	273 371.23
2204	Office consumables	3 000	0	3 000	154.67	2 845.33	3 000.00	0.00	0.00	3 000.00
	Total, Article 220	1 232 000	- 185 000	1 047 000	659 822.66	347 336.24	1 007 158.90	39 841.10	3.81	1 203 709.06
2210	New purchases of furniture	71 500	10 000	81 500	36 103.40	45 371.02	81 474.42	25.58	0.03	85 454.13
2213	Maintenance/repair of furniture	2 000	0	2 000	63.04	436.96	500.00	1 500.00	75.00	500.00
	Total, Article 221	73 500	10 000	83 500	36 166.44	45 807.98	81 974.42	1 525.58	1.83	85 954.13
2230	New purchases of vehicles	28 500	0	28 500	0.00	22 802.08	22 802.08	5 697.92	19.99	12 626.00
2232	Hire of vehicles	37 000	0	37 000	28 745.85	8 254.15	37 000.00	0.00	0.00	37 000.00
2233	Maintenance of vehicles	24 500	0	24 500	20 098.61	4 401.39	24 500.00	0.00	0.00	27 000.00
	Total, Article 223	90 000	0	90 000	48 844.46	35 457.62	84 302.08	5 697.92	6.33	76 626.00
2250	Library/books	9 200	- 1 500	7 700	3 532.66	4 167.34	7 700.00	0.00	0.00	9 000.00
2251	Library/documentation and reproduction equipment	1 500	- 500	1 000	0.00	1 000.00	1 000.00	0.00	0.00	15900.00
2252	Subscriptions to newspapers/periodicals	4 600	0	4 600	3 897.32	702.68	4 600.00	0.00	0.00	4 600.00
2253	News agency subscriptions	1 500	- 236	1 264	1 264.26	0.00	1 264.26	0.00	0.00	1 500.00
2254	Binding/upkeep of books	8 100	4 236	12 336	9 990.00	2 331.00	12 321.00	14.74	0.12	8 000.00
	Total, Article 225	24 900	2 000	26 900	18 684.24	8 201.02	26 885.26	14.74	0.05	24 600.00
	Total, Chapter 22	1 420 400	- 173 000	1 247 400	763 517.80	436 802.86	1 200 320.66	47 079.34	3.77	1 390 889.19

2300	Stationery/office supplies	980 000	36 000	1 016 000	750 495.72	265 504.28	1 016 000.00	0.00	0.00	945 984.60
2330	Legal fees	1 000	0	1 000	0.00	0.00	0.00	1 000.00	100.00	0.00
2350	Insurance	500	0	500	0.00	500.00	500.00	0.00	0.00	0.00
2351	Uniforms/working clothes	20 000	0	20 000	580.56	19 419.44	20 000.00	0.00	0.00	19 329.56
2352	Expenditure internal meetings	3 900	0	3 900	2 992.07	907.93	3 900.00	0.00	0.00	3 700.00
2353	Removals/handling	18 000	0	18 000	6 454.82	11 545.18	18 000.00	0.00	0.00	20 987.05
2359	Other operating expenditure	500	4 000	4 500	2 033.11	966.89	3 000.00	1 500.00	33.33	500.00
	Total, Article 235	42 900	4 000	46 900	12 060.56	33 339.44	45 400.00	1 500.00	3.20	44 516.61
	Total, Chapter 23	1 023 900	40 000	1 063 900	762 556.28	298 843.72	1 061 400.00	2 500.00	0.23	990 501.21
2400	Postage etc.	6 012 000	598 000	6 610 000	6 309 592.81	300 407.19	6 610 000.00	0.00	0.00	6 550 000.00
2410	Telephone etc.	400 000	0	400 000	175 293.24	222 968.30	398 261.54	1 738.46	0.43	323 804.80
	Total, Chapter 24	6 412 000	598 000	7 010 000	6 484 886.05	523 375.49	7 008 261.54	1 738.46	0.02	6 873 804.80
2500	Meetings in general	61 000	0	61 000	36 072.94	20 298.31	56 371.25	4 628.75	7.59	34 451.25
	Total, Chapter 25	61 000	0	61 000	36 072.94	20 298.31	56 371.25	4 628.75	7.59	34 451.25
	Total, Title 2	19 920 300	- 268 000	19 652 300	15 953 703.45	3 517 673.70	19 471 377.15	180 922.85	0.92	19 990 678.28
3410	General publications	10 000	0	10 000	0.00	8 359.00	8 359.00	1 641.00	16.41	9 997.23
3412	Publicity/promotion	241 000	0	241 000	204 774.86	36 124.63	240 899.49	100.51	0.04	220 000.00
	Total, Article 341	251 000	0	251 000	204 774.86	44 483.63	249 258.49	1 741.51	0.69	229 997.23
3430	Database dissemination	10 000	0	10 000	5 090.20	4 909.80	10 000.00	0.00	0.00	9 766.80
3431	CELEX	1 150 000	268 000	1 418 000	852 735.54	564 969.46	1 417 705.00	295.00	0.02	1 049 887.70
3432	Database production	100 000	0	100 000	99 606.00	0.00	99 606.00	394.00	0.39	99 606.00
3434	Tools for multimedia productions	200 000	0	200 000	8 100.00	191 900.00	200 000.00	0.00	0.00	0.00
	Total, Article 343	1 460 000	268 000	1 728 000	965 531.74	761 779.26	1 727 311.00	689.00	0.04	1 208 985.50
	Total, Chapter 34	1 711 000	268 000	1 979 000	1 170 306.60	806 262.89	1 976 569.49	2 430.51	0.12	1 438 982.73
	Total, Title 3	1 711 000	268 000	1 979 000	1 170 306.60	806 262.89	1 976 569.49	2 430.51	0.12	1 438 982.73
	Grand total	55 239 000	0	55 239 000	49 780 464.51	5 167 081.10	54 947 545.61	291 454.39	0.53	53 863 229.17

Table 34 — Analytical accounting — Expenditure of the Publications Office in 1999

(EUR)

Item	Heading	Management/ Secretariat	OPOCE 1			OPOCE 2					
			Staff	Budget, personnel and management	Personnel manage- ment	Staff	Project manage- ment	User support	Operations	Formats and documentary systems	General services (17.4- 31.12.1999)
1100	Basic salaries	493 806	182 640	464 493	295 381	399 103	559 195	381 065	344 987	166 857	926 731
1101	Family allowances	55 006	20 345	51 741	32 903	44 457	62 290	42 448	38 429	18 587	103 231
1102	Expatriation allowances etc.	67 033	24 793	63 054	405097	54 177	75 910	51 729	46 831	22 650	125 802
1103	Secretariat allowances	5 870	1 780	11 824	5 255	2 945	1 165	7 650	6 484	1 165	2 225
	Total, Article 110	621 715	229 558	591 112	373 637	500 683	698 561	482 891	436 732	209 259	1 157 989
1110	Auxiliary staff	49 271			16 577		8 354		19 603		10 986
	Total, Article 111	49 271			16 577		8 354		19 603		10 986
1120	Further training for staff	813		3 387	120	4 694	2 787	13 629	4 774		
	Total, Article 112	813		3 387	120	4 694	2 787	13 629	4 774		
1130	Sickness insurance	17 063	6 311	16 051	10 207	13 791	19 323	13 168	11 921	5 766	32 023
1131	Accident insurance	3 864	1 429	3 635	2 312	3 123	4 376	2 982	2 700	1 306	7 252
1132	Unemployment insurance, temporary staff			690					2 415		
	Total, Article 113	20 928	7 740	20 375	12 518	16 914	23 699	16 150	17 036	7 072	39 278
1140	Birth/death grants	13	5	12	8	11	15	10	9	4	24
1141	Annual leave travel expenses	8 989	3 325	8 455	5 377	7 265	10 179	6 936	6 280	3 037	16 869
1147	Shiftwork/standby allowances					33 305					
	Total, Article 114	9 002	3 329	8 467	5 385	40 580	10 194	6 946	6 289	3 042	16 893
1150	Overtime										28 819
	Total, Article 115										28 819
1174	Freelance proof-readers										
1175	Other work sent out	9 070	2 113	5 722	2 113				2 824		18 625
	Total, Article 117	9 070	2 113	5 722	2 113				2 824		18 625
1181	Travel expenses	438	162	412	262	354	496	338	306	148	822
1182	Installation allowances	1 752	648	1 648	1 048	1 416	1 984	1 352	1 224	592	3 288
1183	Removal allowances	2 015	745	1 895	1 205	1 628	2 282	1 555	1 408	681	3 781
1184	Temporary subsistence allowance	876	324	824	524	708	992	676	612	296	1 644
	Total, Article 118	5 081	1 879	4 779	3 039	4 106	5 754	3 921	3 550	1 717	9 535
1190	Weightings	7 361	2 722	6 924	4 403	5 949	8 335	5 680	5 142	2 487	13 814
	Total, Article 119	7 361	2 722	6 924	4 403	5 949	8 335	5 680	5 142	2 487	13 814
	Total, Chapter 11	723 239	247 343	640 767	417 793	572 927	757 684	529 217	495 950	223 576	1 295 936
1300	Mission expenses	21 568	5 056	2 400	640	5 600	9 440	1 792	4 992		20 192
	Total, Chapter 13	21 568	5 056	2 400	640	5 600	9 440	1 792	4 992		20 192
1400	Restaurant/canteen running costs	161	54	138	90	124	165	114	107	48	282
1401	Canteen alterations	272	92	233	152	210	278	193	182	81	477
1402	Exceptional renovation costs										
	Total, Chapter 14	433	148	371	242	334	443	307	289	129	760
1520	Seconded national/international officials										
	Total, Chapter 15										
1610	Staff social contacts	1 123	378	964	627	867	1 150	796	751	335	1 973
1620	Other welfare expenditure	59	20	51	33	46	61	42	40	18	104
1630	Early Childhood Centre	7 700	2 594	6 609	4 300	5 945	7 883	5 456	5 147	2 297	13 524
	Total, Chapter 16	8 882	2 992	7 624	4 960	6 858	9 093	6 295	5 938	2 650	15 601
1701	Entertainment/representation expenses	4 500									
	Total, Chapter 17	4 500									
	Total, Title 1	758 622	255 536	651 162	423 634	585 719	776 680	537 610	507 169	226 356	1 332 489
2000	Rent	69 514	23 415	59 667	38 818	53 670	71 167	49 262	46 473	20 741	122 098
2010	Insurance	340	114	292	190	262	348	241	227	101	597
2020	Water, gas, electricity and heating	13 904	4 684	11 935	7 765	10 735	14 235	9 854	9 296	4 149	24 423
2030	Cleaning/maintenance	10 795	3 636	9 266	6 028	8 335	11 052	7 650	7 217	3 221	18 961
2040	Fitting-out of premises	1 960	660	1 682	1 094	1 513	2 006	1 389	1 310	585	3 442
2050	Building security/surveillance	14 849	5 002	12 746	8 292	11 465	15 202	10 523	9 927	4 431	26 082
2090	Other expenditure on buildings	3 476	1 171	2 984	1 941	2 684	3 559	2 463	2 324	1 037	6 106
	Total, Chapter 20	114 838	38 682	98 571	64 129	88 664	117 569	81 382	76 774	34 265	201 708
2100	Computer centre operations								2 077 500		
2120	Staff costs for computer operations								2 996 454		
	Total, Chapter 21								5 073 954		
2200	New purchases of technical installations	3 832	1 291	3 289	2 140	2 958	3 923	2 715	2 562	1 143	6 730
2202	Hire of technical installations	12 769	4 301	10 960	7 130	9 859	13 072	9 049	8 537	3 810	22 428
2203	Maintenance/repairs of installations	6 139	2 068	5 270	3 428	4 740	6 285	4 351	4 104	1 832	10 784
2204	Office consumables	68	23	58	38	52	70	48	45	20	119
	Total, Article 220	22 808	7 683	19 577	12 736	17 610	23 350	16 163	15 248	6 805	40 061

Item	Heading	Management/ Secretariat	OPOCE 1			OPOCE 2					
			Staff	Budget, personnel and management	Personnel manage- ment	Staff	Project manage- ment	User support	Operations	Formats and documentary systems	General services (17.4- 31.12.1999)
2210	New purchases of furniture	1 845	621	1 584	1 030	1 425	1 889	1 308	1 233	551	3 241
2213	Maintenance/repairs of furniture	11	4	10	6	9	12	8	8	3	20
	Total, Article 221	1 856	625	1 593	1 037	1 433	1 901	1 316	1 241	554	3 261
2230	New purchases of vehicles										16 180
2232	Hire of vehicles										
2233	Maintenance of vehicles										17 385
	Total, Article 223										33 565
2250	Library/books	123	46	169	108	108	169	139	123	46	394
2251	Library/documentation equipment	16	6	22	14	14	22	18	16	6	51
2252	Subscriptions to newspapers/periodicals	74	28	101	64	64	101	83	74	28	236
2253	News agency subscriptions	20	8	28	18	18	28	23	20	8	65
2254	Binding/upkeep of books										
	Total, Article 225	233	87	320	204	204	320	262	233	87	746
	Total, Chapter 22	24 897	8 395	21 491	13 977	19 247	25 571	17 741	16 722	7 447	77 632
2300	Stationery/office supplies	3 556	1 321	4 978	3 150	3 150	4 978	4 064	3 556	1 321	11 481
	Total, Article 230	3 556	1 321	4 978	3 150	3 150	4 978	4 064	3 556	1 321	11 481
2350	Insurance										
2351	Uniforms/working clothes	20 000									
2352	Expenditure internal meetings	3 900									
2353	Removals/handling										12 773
2359	Other operating expenditure	48	18	66	42	42	66	54	48	18	154
	Total, Article 235	23 948	18	66	42	42	66	54	48	18	12 928
	Total, Chapter 23	27 504	1 339	5 044	3 192	3 192	5 044	4 118	3 604	1 339	24 407
2400	Postage etc.										
2410	Telephone etc.	6 372	2 390	8 762	5 576	5 576	8 762	7 169	6 372	2 390	20 391
	Total, Chapter 24	6 372	2 390	8 762	5 576	5 576	8 762	7 169	6 372	2 390	20 391
2500	Meetings in general										
	Total, Chapter 25										
	Total, Title 2	173 611	50 806	133 868	86 873	116 678	156 946	110 409	5 177 426	45 440	324 139
3410	General publications										
3412	Publicity/promotion										
	Total, Article 341										
3430	Database dissemination										
3431	CELEX										
3432	Database production										
3434	Tools for multimedia productions										
	Total, Article 343										
	Total, Chapter 34										
	Total, Title 3										
	Grand total	932 233	306 342	785 031	510 507	702 397	933 608	648 020	5 684 595	271 796	1 656 628

Table 34 (cont.) — Analytical accounting — Expenditure of the Publications Office in 1999

(EUR)

Item	Heading	OPIA/1				OPIA/2					
		Staff	Contract management	Planning	General services (1.1-16.4.1999)	Staff	Manufacture	Proof-reading	Development and methods	Consolidation	Staff + style guide
1100	Basic salaries	241 266	1 512 984	259 304	378 810	367 536	1 483 672	2 063 160	135 289	254 795	462 238
1101	Family allowances	26 875	168 535	28 884	42 196	40 941	165 269	229 820	15 070	28 382	51 490
1102	Expatriation allowances etc.	32 751	205 385	35 200	51 423	49 892	201 406	280 070	18 365	34 588	62 748
1103	Secretariat allowances	2 310	19 983	5 340	14 812	2 310	5 870	2 945	1 165		6 484
	Total, Article 110	303 202	1 906 886	328 729	487 241	460 678	1 856 216	2 575 996	169 890	317 765	582 960
1110	Auxiliary staff						163 862	150 048	405 653		
	Total, Article 111						163 862	150 048	405 653		
1120	Further training for staff		4 347			2 134	26 805	15 869	3 454	800	1 814
	Total, Article 112		4 347			2 134	26 805	15 869	3 454	800	1 814
1130	Sickness insurance	8 337	52 281	8 960	13 090	12 700	51 268	71 293	4 675	8 804	15 973
1131	Accident insurance	1 888	11 840	2 029	2 964	2 876	11 611	16 146	1 059	1 994	3 617
1132	Unemployment insurance		2 760								
	Total, Article 113	10 225	66 882	10 990	16 054	15 576	62 879	87 438	5 734	10 798	19 590
1140	Birth/death grants	6	40	7	10	10	39	54	4	7	12
1141	Annual leave travel expenses	4 392	27 540	4 720	6 895	6 690	27 007	37 555	2 463	4 638	8 414
1147	Shiftwork/standby allowances										
	Total, Article 114	4 398	27 580	4 727	6 905	6 700	27 046	37 609	2 466	4 645	8 426
1150	Overtime				11 867						
	Total, Article 115				11 867						
1174	Freelance proof-readers						74 307	418 488			
1175	Other work sent out	4 151	9 275	748			69 489	2 450	5 012		748
	Total, Article 117	4 151	9 275	748			143 796	420 938	5 012		748
1181	Travel expenses	214	1 342	230	360	326	1 316	1 830	120	226	410
1182	Installation allowances	856	5 368	920	1 344	1 304	5 264	7 320	480	904	1 640
1183	Removal allowances	984	6 173	1 058	1 546	1 500	6 054	8 418	552	1 040	1 886
1184	Temporary subsistence allowance	428	2 684	460	672	652	2 632	3 860	240	452	820
	Total, Article 118	2 482	15 567	2 668	3 898	3 782	15 266	21 228	1 392	2 622	4 756
1190	Weightings	3 596	22 553	3 865	5 647	5 479	22 116	30 754	2 017	3 798	6 890
	Total, Article 119	3 596	22 553	3 865	5 647	5 479	22 116	30 754	2 017	3 798	6 890
	Total, Chapter 11	328 055	2 053 091	351 726	531 611	494 348	2 317 966	3 339 881	230 617	340 428	625 184
1300	Mission expenses	9 952	6 688	736	6 752	24 096	11 744	5 920	4 576	1 280	1 856
	Total, Chapter 13	9 952	6 688	736	6 752	24 096	11 744	5 920	4 576	1 280	1 856
1400	Restaurant/canteen running costs	73	442	76	116	111	500	718	50	73	135
1401	Canteen alterations	123	747	128	195	188	845	1 213	85	124	227
1402	Exceptional renovation costs										
	Total, Chapter 14	195	1 189	203	311	299	1 345	1 931	136	197	362
1520	Seconded national officials										
	Total, Chapter 15										
1610	Staff social contacts	507	3 088	528	807	777	3 492	5 015	353	512	940
1620	Other welfare expenditure	27	163	28	43	41	185	265	19	27	50
1630	Early Childhood Centre	3 473	21 165	3 622	5 532	5 327	23 939	34 380	2 417	3 511	6 443
	Total, Chapter 16	4 007	24 416	4 178	6 382	6 146	27 616	39 661	2 788	4 051	7 433
1701	Entertainment/representation expenses										
	Total, Chapter 17										
	Total, Title 1	342 209	2 085 384	356 844	545 056	524 889	2 358 692	3 387 393	238 117	345 955	634 835
2000	Rent	31 357	191 087	32 698	49 944	48 096	216 131	310 392	21 819	31 700	58 171
2010	Insurance	153	934	160	244	235	1 056	1 517	107	155	284
2020	Water, gas, electricity and heating	6 272	38 222	6 540	9 990	9 620	43 231	62 086	4 364	6 341	11 636
2030	Cleaning/maintenance	4 870	29 675	5 078	7 756	7 469	33 564	48 202	3 388	4 923	9 034
2040	Fitting-out of premises	884	5 387	922	1 408	1 356	6 093	8 750	615	894	1 640
2050	Building security/surveillance	6 698	40 819	6 985	10 669	10 274	46 169	66 305	4 661	6 772	12 426
2090	Other expenditure on buildings	1 568	9 556	1 635	2 498	2 405	10 808	15 522	1 091	1 585	2 909
	Total, Chapter 20	51 803	315 679	54 018	82 509	79 456	357 052	512 774	36 045	52 370	96 099
2100	Computer centre operations										
2120	Staff costs for computer operations										
	Total, Chapter 21										
2200	New purchases of technical installations	1 728	10 533	1 802	2 753	2 651	11 913	17 109	1 203	1 747	3 206
2202	Hire of technical installations	5 760	35 101	6 006	9 174	8 835	39 701	57 4016	4 008	5 823	10 685
2203	Maintenance/repairs of installations	2 769	16 877	2 888	4 411	4 248	19 088	27 414	1 927	2 800	5 138
2204	Office consumables	31	187	32	49	47	211	303	21	31	57
	Total, Article 220	10 288	62 697	10 728	16 387	15 781	70 914	101 841	7 159	10 401	19 086

Item	Heading	OPIA/1				OPIA/2					
		Staff	Contract management	Planning	General services (1.1-16.4.1999)	Staff	Manufacture	Proof-reading	Development and methods	Consolidation	Staff + style guide
2210	New purchases of furniture	832	5 072	868	1 326	1 277	5 737	8 238	579	841	1 544
2213	Maintenance/repairs of furniture	5	31	5	8	8	35	51	4	5	9
	Total, Article 221	837	5 103	873	1 334	1 284	5 772	8 289	583	847	1 553
2230	New purchases of vehicles				6 622						
2232	Hire of vehicles										
2233	Maintenance of vehicles				7 115						
	Total, Article 223				13 737						
2250	Library/books	77	524	92	162	92	494	653	46	77	139
2251	Library/documentation equipment	10	68	12	21	12	64	85	6	10	18
2252	Subscriptions to newspapers/periodicals	46	313	55	97	55	295	390	28	46	83
2253	News agency subscriptions	13	86	15	27	15	81	107	8	13	23
2254	Binding/upkeep of books										
	Total, Article 225	146	992	175	306	175	934	1 235	87	146	262
	Total, Chapter 22	11 271	68 791	11 776	31 764	17 240	77 619	111 365	7 829	11 393	20 902
2300	Stationery/office supplies	2 235	15 240	2 743	4 674	2 743	148427	18 898	1 321	2 235	4 064
	Total, Article 230	2 235	15 240	2 743	4 674	2 743	14 427	18 898	1 321	2 235	4 064
2350	Insurance	500									
2351	Uniforms/working clothes										
2352	Expenditure internal meetings										
2353	Removals/handling				5 227						
2359	Other operating expenditure	30	204	36	63	36	192	254	18	30	54
	Total, Article 235	530	204	36	5 290	36	192	254	18	30	54
	Total, Chapter 23	2 765	15 444	2 779	9 964	2 779	14 620	19 152	1 339	2 265	4 118
2400	Postage etc.										
2410	Telephone etc.	3 983	27 122	4 779	8 363	4 779	25 529	33 773	2 390	3 983	7 169
	Total, Chapter 24	3 983	27 122	4 779	8 363	4 779	25 529	33 773	2 390	3 983	7 169
2500	Meetings in general										
	Total, Chapter 25										
	Total, Title 2	69 822	427 037	73 353	132 600	104 254	474 819	677 064	47 603	70 011	128 288
3410	General publications										
3412	Publicity/promotion										
	Total, Article 341										
3430	Database dissemination										
3431	CELEX										
3432	Database production										
3434	Tools for multimedia productions										
	Total, Article 343										
	Total, Chapter 34										
	Total, Title 3										
	Grand total	412 031	2 512 421	430 197	677 656	629 144	2 833 510	4 064 457	285 720	415 966	763 123

Table 34 (cont.) — Analytical accounting — Expenditure of the Publications Office in 1999

(EUR)

Item	Heading	OPI/A3				OPI/A4					
		Proof-reading	Methods and development	Graphics department	Technical operations	Staff, budget and publications programmes	Official products	Information/promotion	Licences/coedition	Logistics	Document delivery
1100	Basic salaries	1 968 458	277 343	234 501	1 287 502	338 223	771 148	457 728	410 377	331 459	302 146
1101	Family allowances	219 271	30 894	26 122	143 418	37 675	85 900	50 987	45 713	36 922	33 657
1102	Expatriation allowances etc.	367 214	37 649	31 833	174 776	45 913	104 682	62 136	55 708	44 995	41 016
1103	Secretariat allowances			1 780	8 264	2 945	24 178	8 264	4 090	7 650	2 945
	Total, Article 110	2 454 943	345 885	294 236	1 613 960	424 757	985 909	579 116	515 888	421 025	379 764
1110	Auxiliary staff	48 481	5 065		35 522			7 433	9 341	26 313	
	Total, Article 111	48 481	5 065		35 522			7 433	9 341	26 313	
1120	Further training for staff	5 694	2 187	1 387	9 935	507	987		747	893	
	Total, Article 112	5 694	2 187	1 387	9 935	507	987		747	893	
1130	Sickness insurance	68 020	9 584	8 103	44 490	11 687	26 647	15 817	14 181	11 454	10 441
1131	Accident insurance	15 405	2 170	1 835	10 076	2 647	6 035	3 582	3 212	2 594	2 365
1132	Unemployment insurance			345				690			
	Total, Article 113	83 425	11 754	10 283	54 565	14 334	32 682	20 089	17 392	14 047	12 805
1140	Birth/death grants	52	7	6	34	9	20	12	11	9	8
1141	Annual leave travel expenses	35 831	5 048	4 269	23 436	6 157	14 037	8 332	7 470	6 033	5 500
1147	Shiftwork/standby allowances										
	Total, Article 114	35 883	5 056	4 275	23 470	6 165	14 057	8 344	7 481	6 042	5 508
1150	Overtime										
	Total, Article 115										
1174	Freelance proof-readers	757 875	27 213		69 936					15 933	
1175	Other work sent out		3 310						13 969	2 712	21 094
	Total, Article 117	757 875	30 523		69 936				13 969	18 645	21 094
1181	Travel expenses	1 746	246	208	1 142	300	684	406	364	294	268
1182	Installation allowances	6 984	984	832	4 568	1 200	2 736	1 624	1 456	1 176	1 072
1183	Removal allowances	8 032	1 132	957	5 253	1 380	3 146	1 868	1 674	1 352	1 233
1184	Temporary subsistence allowance	3 492	492	416	2 284	600	1 368	812	728	588	536
	Total, Article 118	20 254	2 854	2 413	13 247	3 480	7 934	4 710	4 222	3 410	3 109
1190	Weightings	29 342	4 134	3 496	19 192	5 042	11 495	6 823	6 117	4 941	4 504
	Total, Article 119	29 342	4 134	3 496	19 192	5 042	11 495	6 823	6 117	4 941	4 504
	Total, Chapter 11	3 435 898	407 458	316 089	1 839 828	454 285	1 053 064	626 514	575 157	495 317	428 783
1300	Mission expenses	34 944	3 296	7 008	10 816	17 376	7 776	23 872	15 712	7 872	10 336
	Total, Chapter 13	34 944	3 296	7 008	10 816	17 376	7 776	23 872	15 712	7 872	10 336
1400	Restaurant/canteen running costs	745	88	69	397	101	228	140	127	108	94
1401	Canteen alterations	1 259	149	117	671	171	385	236	214	182	159
1402	Exceptional renovation costs										
	Total, Chapter 14	2 004	237	187	1 068	272	612	375	341	290	252
1520	Seconded national/international officials										
	Total, Chapter 15										
1610	Staff social contacts	5 203	616	484	2 774	707	1 590	975	886	754	655
1620	Other welfare expenditure	275	33	26	147	37	84	52	47	40	35
1630	Early Childhood Centre	35 665	4 221	3 320	19 016	4 847	10 901	6 683	6 071	5 171	4 492
	Total, Chapter 16	41 143	4 869	3 830	21 937	5 591	12 575	7 710	7 004	5 965	5 182
1701	Entertainment/representation expenses										
	Total, Chapter 17										
	Total, Title 1	3 513 988	415 860	327 114	1 873 649	477 524	1 074 027	658 471	598 214	509 444	442 553
2000	Rent	321 992	38 106	29 974	171 686	43 756	98 415	60 337	54 815	46 681	40 552
2010	Insurance	1 573	186	146	839	214	481	295	268	228	198
2020	Water, gas, electricity and heating	64 406	7 622	5 996	34 341	8 752	19 685	12 069	10 964	9 337	8 111
2030	Cleaning/maintenance	50 003	5 918	4 655	26 662	6 795	15 283	9 370	8 512	7 249	6 297
2040	Fitting-out of premises	9 077	1 074	845	4 840	1 234	2 774	1 701	1 545	1 316	1 143
2050	Building security/surveillance	68 783	8 140	6 403	36 675	9 347	21 023	12 889	11 709	9 972	8 663
2090	Other expenditure on buildings	16 102	1 906	1 499	8 585	2 188	4 921	3 017	2 741	2 334	2 028
	Total, Chapter 20	531 937	62 952	49 517	283 628	72 286	162 583	99 677	90 556	77 118	66 992
2100	Computer centre operations										
2120	Staff costs for computer operations										
	Total, Chapter 21										
2200	New purchases of technical installations	17 748	2 100	1 652	9 463	2 412	5 425	3 326	3 021	2 573	2 235
2202	Hire of technical installations	59 146	7 000	5 506	31 537	8 038	18 078	11 083	10 069	8 575	7 449
2203	Maintenance/repairs of installations	28 438	3 365	2 647	15 163	3 865	8 692	5 329	4 841	4 123	3 581
2204	Office consumables	315	37	29	168	43	96	59	54	46	40

Item	Heading	OP/A3				OP/A4					
		Proof-reading	Methods and development	Graphics department	Technical operations	Staff, budget and publications programmes	Official products	Information/promotion	Licences/coedition	Logistics	Document delivery
	Total, Article 220	105 647	12 503	9 835	56 331	14 357	32 290	19 797	17 985	15 316	13 305
2210	New purchases of furniture	8 546	1 011	796	4 557	1 161	2 612	1 601	1 455	1 239	1 076
2213	Maintenance/repairs of furniture	52	6	5	28	7	16	10	9	8	7
	Total, Article 221	8 599	1 018	800	4 585	1 169	2 628	1 611	1 464	1 247	1 083
2230	New purchases of vehicles										
2232	Hire of vehicles										
2233	Maintenance of vehicles										
	Total, Article 223										
2250	Library/books	618	77	77	432	92	293	169	139	123	92
2251	Library/documentation equipment	80	10	10	56	12	38	22	18	16	12
2252	Subscriptions to newspapers/periodicals	369	46	46	258	55	175	101	83	74	55
2253	News agency subscriptions	101	13	13	71	15	48	28	23	20	15
2254	Binding/upkeep of books										
	Total, Article 225	1 168	146	146	817	175	555	320	262	233	175
	Total, Chapter 22	115 414	13 666	10 781	61 733	15 700	35 473	21 729	19 711	16 796	14 563
2300	Stationery/office supplies	17 983	2 235	2 235	30 886	2 743	8 534	4 978	4 064	3 556	2 743
	Total, Article 230	17 983	2 235	2 235	30 886	2 743	8 534	4 978	4 064	3 556	2 743
2350	Insurance										
2351	Uniforms/working clothes										
2352	Expenditure internal meetings										
2353	Removals/handling										
2359	Other operating expenditure	241	30	30	168	36	114	66	54	48	36
	Total, Article 235	241	30	30	168	36	114	66	54	48	36
	Total, Chapter 23	18 224	2 265	2 265	31 055	2 779	8 649	5 044	4 118	3 604	2 779
2400	Postage etc.										
2410	Telephone etc.	31 941	3 983	3 983	22 342	4 779	15 174	8 762	7 169	6 372	4 779
	Total, Chapter 24	31 941	3 983	3 983	22 342	4 779	15 174	8 762	7 169	6 372	4 779
2500	Meetings in general					56 371					
	Total, Chapter 25					56 371					
	Total, Title 2	697 516	82 866	66 546	398 758	151 916	221 879	135 212	121 554	103 890	89 114
3410	General publications						8 359				
3412	Publicity/promotion							240 899			
	Total, Article 341						8 259	240 899			
3430	Database dissemination						10 000				
3431	CELEX										
3432	Database production										
3434	Tools for multimedia productions										
	Total, Article 343						10 000				
	Total, Chapter 34						18 359	240 899			
	Total, Title 3						18 359	240 899			
	Grand total	4 211 504	498 726	393 660	2 272 407	629 440	1 314 265	1 034 583	719 768	613 334	531 667

Table 34 (cont.) — Analytical accounting — Expenditure of the Publications Office in 1999

(EUR)

Item	Heading	OPIA/5		OPIA/6		OPIA/7			Out-turn (¹)
		Electronic publishing and Internet dissemination	Staff, budget and planning	Distribution	Printing	Staff	Databases	CELEX	
1100	Basic salaries	608 801	565 960	1 447 594	1 246 915	202 934	414 887	308 910	22 548 200
1101	Family allowances	67 816	63 044	161 251	138 897	22 605	46 215	34 410	2 511 694
1102	Expatriation allowances etc.	82 644	76 828	196 508	169 266	27 548	56 320	41 934	3 060 875
1103	Secretariat allowances	1 780	12 439	12 290	8 264	1 780	5 340	2 310	211 904
	Total, Article 110	761 041	718 270	1 817 644	1 563 343	254 867	522 762	387 564	28 332 674
1110	Auxiliary staff	35 391						30 917	657 818
	Total, Article 111	35 391						30 917	657 818
1120	Further training for staff	11 335	1 240	1 920	9 255	587	627	627	133 357
	Total, Article 112	11 335	1 240	1 920	9 255	587	627	627	133 357
1130	Sickness insurance	21 037	19 557	50 022	43 087	7 012	14 336	10 674	779 153
1131	Accident insurance	4 764	4 429	11 329	9 758	1 588	3 247	2 417	176 457
1132	Unemployment insurance		345						7 245
	Total, Article 113	25 801	24 331	61 350	52 845	8 600	17 583	13 092	962 855
1140	Birth/death grants	16	15	38	33	5	11	8	595
1141	Annual leave travel expenses	11 082	10 302	26 350	22 697	3 694	7 552	5 623	410 438
1147	Shiftwork/standby allowances		20 534						53 839
	Total, Article 114	11 098	30 851	26 388	22 730	3 699	7 563	5 631	464 872
1150	Overtime			1 003	5 401				47 089
	Total, Article 115			1 003	5 401				47 089
1174	Freelance proof-readers	46 248							1 410 000
1175	Other work sent out	3 871		2 693		3 067		3 946	187 000
	Total, Article 117	50 119		2 693		3 067		3 946	1 597 000
1181	Travel expenses	540	502	1 284	1 106	180	368	274	20 000
1182	Installation allowances	2 160	2 008	5 136	4 424	720	1 472	1 096	80 000
1183	Removal allowances	2 484	2 309	5 906	5 088	828	1 693	1 260	92 000
1184	Temporary subsistence allowance	1 080	1 004	2 568	2 212	360	736	548	40 000
	Total, Article 118	6 264	5 823	14 894	12 830	2 088	4 269	3 178	232 000
1190	Weightings	9 075	8 436	21 578	18 587	3 025	6 184	4 605	336 109
	Total, Article 119	9 075	8 436	21 578	18 587	3 025	6 184	4 605	336 109
	Total, Chapter 11	910 124	788 952	1 947 471	1 684 991	275 933	558 988	449 560	32 763 774
1300	Mission expenses	15 712	64	1 376	3 712	6 944	768	7 136	320 000
	Total, Chapter 13	15 712	64	1 376	3 712	8 944	768	7 136	320 000
1400	Restaurant/canteen running costs	199	169	418	362	61	120	98	7 100
1401	Canteen alterations	336	286	707	612	1030	203	166	12 000
1402	Exceptional renovation costs								
	Total, Chapter 14	534	455	1 125	975	163	323	264	19 100
1520	Seconded national/international officials								
	Total, Chapter 15								
1610	Staff social contacts	1 388	1 183	2 921	2 531	424	839	685	49 600
1620	Other welfare expenditure	73	63	155	134	22	44	36	2 625
1630	Early Childhood Centre	9 513	8 108	20 025	17 352	2 907	5 752	4 693	340 000
	Total, Chapter 16	10 975	9 353	23 101	20 018	3 353	6 635	5 414	392 225
1701	Entertainment/representation expenses								4 500
	Total, Chapter 17								4 500
	Total, Title 1	937 345	798 824	1 973 073	1 709 695	286 394	566 715	462 374	33 499 599
2000	Rent	85 890	73 198	180 796	156 662	26 243	51 929	42 368	3 069 622
2010	Insurance	420	358	883	766	128	254	207	15 000
2020	Water, gas, electricity and heating	17 180	14 641	36 164	31 336	5 249	10 387	8 475	614 000
2030	Cleaning/maintenance	13 338	11 367	28 077	24 329	4 075	8 064	6 579	476 694
2040	Fitting-out of premises	2 421	2 064	5 097	4 416	740	1 464	1 194	86 535
2050	Building security/surveillance	18 812	13 014	12 010	12 135	5 526	13 419	8 675	715 662
2090	Other expenditure on buildings	4 295	3 660	9 041	7 834	1 312	2 597	2 119	153 500
	Total, Chapter 20	141 893	120 924	298 678	258 809	43 353	85 788	69 993	5 071 070
2100	Computer centre operations								2 077 500
2120	Staff costs for computer operations								2 996 454
	Total, Chapter 21								5 073 954
2200	New purchases of technical installations	4 734	4 035	9 966	8 635	1 447	2 862	2 335	169 198
2202	Hire of technical installations	15 777	13 446	33 210	28 777	4 820	9 539	7 783	563 854
2203	Maintenance/repairs of installations	7 586	6 465	15 968	13 836	2 318	4 586	3 742	271 106
2204	Office consumables	84	72	177	153	26	51	41	3 000

(EUR)

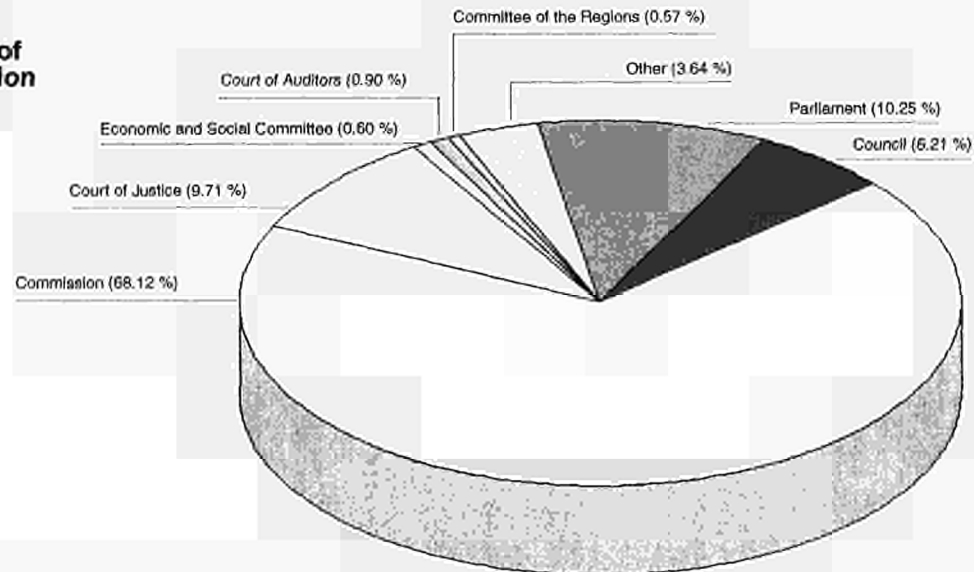
Item	Heading	OPIA/5	OPIA/6		OPIA/7			Out-turn (¹)	
		Electronic publishing and Internet dissemination	Staff, budget and planning	Distribution	Printing	Staff	Databases		CELEX
	Total, Article 220	28 181	24 016	59 320	51 402	8 610	17 038	13 901	1 007 159
2210	New purchases of furniture	2 280	1 943	4 799	4 158	697	1 378	1 125	81 474
2213	Maintenance/repairs of furniture	14	12	29	26	4	8	7	500
	Total, Article 221	2 294	1 955	4 828	4 184	701	1 387	1 131	81 974
2230	New purchases of vehicles								22 802
2232	Hire of vehicles			37 000					37 000
2233	Maintenance of vehicles								24 500
	Total, Article 223			37 000					84 302
2250	Library/books	169	201	633	524	46	139	92	7 700
2251	Library/documentation equipment	22	26	82	68	6	18	12	1 000
2252	Subscriptions to newspapers/periodicals	101	120	378	313	28	83	55	4 600
2253	News agency subscriptions	28	33	104	86	8	23	15	1 264
2254	Binding/upkeep of books				12 321				12 321
	Total, Article 225	320	380	1 197	13 313	87	262	175	26 885
	Total, Chapter 22	30 795	26 351	102 345	68 898	9 399	18 687	15 207	1 200 321
2300	Stationery/office supplies	4 978	5 893	18 390	788 518	1 321	4 064	2 743	1 016 000
	Total, Article 230	4 978	5 893	18 390	788 518	1 321	4 064	2 743	1 016 000
2350	Insurance								500
2351	Uniforms/working clothes								20 000
2352	Expenditure internal meetings								3 900
2353	Removals/handling								18 000
2359	Other operating expenditure	66	78	247	204	18	54	36	3 000
	Total, Article 235	66	78	247	204	18	54	36	45 400
	Total, Chapter 23	5 044	5 971	18 636	788 722	1 339	4 118	2 779	1 061 400
2400	Postage etc.			6 610 000					6 610 000
2410	Telephone etc.	8 762	10 395	32 737	27 122	2 390	7 169	4 779	398 262
	Total, Chapter 24	8 762	10 395	6 642 737	27 122	2 390	7 169	4 779	7 008 262
2500	Meetings in general								56 371
	Total, Chapter 25								56 371
	Total, Title 2	186 494	163 641	7 062 397	1 143 550	56 480	115 761	92 758	19 471 377
3410	General publications								8 359
3412	Publicity/promotion								240 899
	Total, Article 341								249 258
3430	Database dissemination								10 000
3431	CELEX							1 417 705	1 417 705
3432	Database production						99 606		99 606
3434	Tools for multimedia productions	200 000							200 000
	Total, Article 343	200 000					99 606	1 417 705	1 727 311
	Total, Chapter 34	200 000					99 606	1 417 705	1 976 569
	Total, Title 3	200 000					99 606	1 417 705	1 976 569
	Grand total	1 323 839	962 465	9 035 470	2 853 245	342 874	782 082	1 972 837	54 947 546

(¹) Because of rounding, these figures may differ slightly from those in table 33 entitled 'Budget out-turn in 1999'.

Table 35 — Pro forma invoicing 1999 (global breakdown of Publications Office costs by institution)

Institution	OP/A/2 — Official Journal		OP/A/3 — Publications			OP/A/5 — Electronic publishing and Internet dissemination		OP/A/6 — Printing			OP/A/7 — CELEX and databases		Out-turn cost (EUR)	%
	Pages produced		Pages produced			Files (weighted activities) (%)	Cost (EUR)	Printshops hours (%)	Materials cost %	Cost (EUR)	Databases cost (EUR)	CELEX cost (EUR)		
	Number	Cost (EUR)	Proof-read	Manufactured	Cost (EUR)									
European Parliament	93 941	3 235 547	3 079	66 649	1 057 183	2.77	79 571	0.00	0.00	0	183 920	1 077 653	5 633 874	10.25319
Council	67 252	2 316 316	6 460	16 370	346 138	0.69	19 821	0.49	0.15	71 409	135 235	522 655	3 411 574	6.20878
Commission	263 833	9 087 024	124 578	390 337	7 806 896	93.39	2 682 733	86.38	95.55	13 845 130	2 012 303	1 997 065	37 431 151	68.12161
Court of Justice	8 556	294 689	114 724	147 666	3 978 232	0.00	0	5.27	4.02	811 778	243 424	7 719	5 335 841	9.71079
Economic and Social Committee	6 160	212 165	1 676	1 676	50 821	0.53	15 225	0.00	0.00	0	0	50 791	329 002	0.59876
Court of Auditors	5 976	205 827	2 777	2 777	84 207	0.00	0	0.15	0.11	23 025	0	181 629	494 688	0.90029
Committee of the Regions	4 631	159 502	198	7 701	119 761	0.00	0	0.00	0.00	0	10 819	21 999	312 081	0.56796
Other	8 349	287 559	5 662	22 946	433 741	2.62	75 262	7.71	0.17	1 083 765	119 007	0	1 999 334	3.63862
Total	458 698	15 798 629	259 154	656 122	13 876 978	100.00	2 872 613	100.00	100.00	15 835 106	2 704 709	3 859 511	54 947 546	100.00

Out-turn 1999 — 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 1999 (Table 36)

(a) Assets

The assets in bank accounts at 31 December 1998 amounted to EUR 7 033 173.36 (1998: ECU 5 616 497.86), including EUR 2 905 030.74 in national-currency accounts (1998: ECU 833 272.85) and EUR 4 128 142.62 in euro accounts (1998: ECU 4 783 225.01).

The amount of accounts receivable was EUR 8 517 210.16 (1998: ECU 7 368 846.36). This represented 50.05 % of the net total invoiced in 1999 as against 33.60 % in 1998. It should be noted that around 30 % of turnover in 1999 was generated in the last quarter of the year and that the amount of part payments received stood at EUR 2 441 254.09, i.e. around 29 % of accounts receivable. In 1999, the Office received EUR 16 085 694.88 in net sales revenue (including around EUR 2 374 000 by cheque and EUR 87 850 by credit card), as against ECU 19 997 473 in 1998 (down 19.56 %). Receipts represented 94.53 % of net turnover (91.19 % in 1998).

(b) Liabilities

Prepayments held in suspense accounts amounted to EUR 139 906.42 (1998: ECU 89 046.78). Part payments from our sales network came to EUR 2 300 000.45 (1998: ECU 1 339 249.62).

At the end of 1999, the amount of sales revenue received and payable to the institutions was EUR 4 591 919.27 (1998: ECU 4 186 239.88).

4.2.1.2. Profit-and-loss account at 31 December 1999 (Table 37)

In 1999, gross turnover amounted to EUR 23 578 923.67 compared with ECU 31 445 073.41 in 1998 — a drop of 25.02 %. The net figure fell by 22.40 % to EUR 17 015 754.47 (1998: ECU 21 928 454.26).

The expenditure side of this account includes trade discounts totalling EUR 6 610 428.55, or 28.04 % of gross turnover in 1999 (30.22 % in 1998 and 32.18 % in 1997).

An operation conducted jointly with the Commission's Financial Controller made it possible to clear a total of EUR 3 307.84 for 1999 under the heading 'Insolvent debtors'.

Table 36 — Balance sheet at 31 December 1999

(ECU/EUR)

Assets			Liabilities		
Heading	1998	1999	Heading	1998	1999
Liquid assets			Short-term liabilities		
— Trade accounts receivable	6 696 591.27	7 622 124.49	— Advanced and part payments to client accounts	1 339 249.62	2 300 000.45
— Other accounts receivable	478 454.66	553 842.87	— Suspense accounts	89 046.78	139 906.42
— Doubtful debts	193 800.43	341 242.80	— Unidentified disbursements	1 961.58	1 347.22
	7 368 846.36	8 517 210.16		1 430 257.98	2 441 254.09
Sight deposits			Amounts receivable on behalf of the institutions at 31 December	7 368 846.36	8 517 210.16
— in ecus/euro	4 783 225.01	4 128 142.62			
— in other currencies	833 272.85	2 905 030.74	Sales proceeds payable to the institutions	4 186 239.88	4 591 919.27
	5 616 497.86	7 033 173.36			
Total	12 985 344.22	15 550 383.52	Total	12 985 344.22	15 550 383.52

Table 37 — Profit-and-loss account at 31 December 1999

(ECU/EUR)

Expenditure			Income		
Heading	1998	1999	Heading	1998	1999
Invoiced rebates	9 503 556.97	6 610 428.55	Gross sales revenue	31 445 073.41	23 578 923.67
Insolvent debtors	3 047.43	3 307.84	Miscellaneous revenue	5 418.60	3 115.63
Exchange losses	313 862.80	72 607.27	Exchange gains	262 854.89	54 036.22
Adjustments to bank accounts	103 750.28		Adjustments to bank accounts	14 640.60	87 751.21
Bank charges	12 637.75	14 217.80	Interests on assets	232 836.92	163 534.06
Reimbursed costs and advances	96 309.97	19 306.83	Invoiced interests	7 292.04	1 787.24
Amounts receivable on behalf of the institutions at 31 December	7 368 846.36	8 517 210.16	Invoiced costs and advances	75 955.75	64 778.94
Sales proceeds payable to the institutions	19 997 473.00	16 085 694.88	Amounts receivable on behalf of the institutions at 1 January	5 355 412.35	7 368 846.36
Total	37 399 484.56	31 322 773.33	Total	37 399 484.56	31 322 773.33

Table 38 — Breakdown of sales revenue (1 January to 31 December 1999)

(ECU/EUR)

Client	Revenue at 31 December 1999					Withdrawals under budget item 2400		Amount available for 1999				
	Official Journal	Other periodicals	Electronic products	Other publications	Total	Official Journal	Other publications	Official Journal	Other periodicals	Electronic products	Other publications	Total
European Parliament	1 647 978.20	51 259.35		96 750.44	1 795 987.99	246 286.63		1 401 691.57	51 259.35		96 750.44	1 549 701.36
Court of Justice	127 723.03	504 815.16		29 565.44	662 103.63	19 123.66		108 599.37	504 815.16		29 565.44	642 979.97
Economic and Social Committee	220 365.14	38 076.69		1 587.32	260 029.15	33 071.62		187 293.52	38 076.69		1 587.32	226 957.53
Court of Auditors	172 219.92			888.13	173 108.05	26 069.49		146 150.43			888.13	147 038.56
Council	1 267 570.67			14 040.03	1 281 610.70	189 248.61		1 078 322.06			14 040.03	1 092 362.09
Commission (*)	6 923 493.13	1 308 209.85	1 027 545.51	1 448 417.97	10 707 666.46	651 959.99		6 271 533.14	1 308 209.85	1 027 545.51	1 448 417.97	10 055 706.47
European Environment Agency			489.18	47 696.99	48 186.17					489.18	47 696.99	48 186.17
Cedefop		1 168.71	101.91	41 517.04	42 787.66				1 168.71	101.91	41 517.04	42 787.66
European Foundation, Dublin			192.87	24 501.96	24 694.83					192.87	24 501.96	24 694.83
OHIM		82 183.74	14 069.96	14 623.63	110 877.33				82 183.74	14 069.96	14 623.63	110 877.33
CPVO		26 419.32		87.61	26 506.93				26 419.32		87.61	26 506.93
Miscellaneous		716.98		4 874.73	5 591.71				716.98		4 874.73	5 591.71
EUR-OP		35 775.26	718 749.90	192 019.11	946 544.27				35 775.26	718 749.90	192 019.11	946 544.27
Total	10 359 350.09	2 048 625.06	1 761 149.33	1 916 570.40	16 085 694.88	1 165 760.00		9 193 590.09	2 048 625.06	1 761 149.33	1 916 570.40	14 919 934.88

(*) Except Publications Office.

(%)

Client	Revenue at 31 December 1999					Withdrawals under budget item 2400		Amount available for 1999				
	Official Journal	Other periodicals	Electronic products	Other publications	Total	Official Journal	Other publications	Official Journal	Other periodicals	Electronic products	Other publications	Total
European Parliament	15.91	2.50		5.05	11.17	21.13		15.25	2.50		5.05	10.39
Court of Justice	1.23	24.64		1.54	4.12	1.64		1.18	24.64		1.54	4.31
Economic and Social Committee	2.13	1.86		0.08	1.62	2.84		2.04	1.86		0.08	1.52
Court of Auditors	1.66			0.05	1.08	2.24		1.59			0.05	0.99
Council	12.24			0.73	7.97	16.23		11.73			0.73	7.32
Commission (*)	66.83	63.86	58.35	75.57	66.57	55.93		68.22	63.86	58.35	75.57	67.40
European Environment Agency			0.03	2.49	0.30					0.03	2.49	0.32
Cedefop		0.06	0.01	2.17	0.27				0.06	0.01	2.17	0.29
European Foundation, Dublin			0.01	1.28	0.15					0.01	1.28	0.17
OHIM		4.01	0.80	0.76	0.69				4.01	0.80	0.76	0.74
CPVO		1.29		0.16	0.16				1.29		0.16	0.18
Miscellaneous		0.03		0.25	0.03				0.03		0.25	0.04
EUR-OP		1.75	40.81	10.02	5.88				1.75	40.81	10.02	6.34
Total	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 1999 totalled EUR 16 085 694.88, broken down as follows:

Table 39 — Breakdown of sales revenue

		(EUR)
Net amount invoiced in 1999		17 015 754.47
Net amount receivable:		
— at 1 January 1999		7 368 846.36
— at 31 December 1999		8 517 210.16
Total sales revenue received at 31 December 1999		15 867 390.67
Insolvent debtors 1999		3 307.84
Expenses		86 825.07
Revenue		308 437.12
Total net sales revenue in 1999		16 085 694.88
Total disposable revenue for the 1999 accounting year		16 085 694.88

4.2.3. Breakdown by type of publication

Table 40 — Net amount of invoices drawn up in 1997, 1998 and 1999

	1997		1998		1999	
	ECU	%	ECU	%	EUR	%
Official Journal L, C, S	14 309 668.99	64.41	14 127 724.87	64.43	10 647 227.76	62.57
Other periodicals	3 220 497.21	14.50	3 280 142.96	14.96	2 478 173.67	14.56
Electronic products	3 030 263.57	13.64	2 731 484.38	12.46	1 801 795.25	10.59
Other publications	1 656 953.56	7.46	1 789 102.05	8.16	2 088 557.79	12.27
Total	22 217 383.33	100.00	21 928 454.26	100.00	17 015 754.47	100.00

Table 41 — Total net sales revenue in 1997, 1998 and 1999

	1997		1998		1999	
	ECU	%	ECU	%	EUR	%
Official Journal L, C, S	14 648 418.49	66.94	12 097 709.90	60.50	10 359 350.09	64.40
Other periodicals	2 280 294.86	10.42	3 034 651.03	15.18	2 048 625.06	12.74
Electronic products	3 308 594.74	15.12	3 173 245.00	15.87	1 761 149.33	10.95
Other publications	1 644 663.93	7.52	1 691 867.07	8.46	1 916 570.40	11.91
Total	21 881 972.02	100.00	19 997 473.00	100.00	16 085 694.88	100.00

5. Activities of the technical departments

5.1. Informatics and general services

5.2. Workshops

5.3. Stock management and distribution

5.1. Informatics and general services

The year 1999 was very important for computer applications at both European level and worldwide, more specifically because of the preparations for the year 2000.

It also saw the introduction of the euro as the currency for 11 Member States of the European Union.

The first of these events, in particular, had major repercussions on information systems and consequently on computer applications at the European Commission and the Publications Office.

Considerable efforts were made by the Informatics Unit in its additional task of finalising work on the introduction of the euro and providing coordination between units for activities associated with the year 2000.

In addition, during 1999 the work of the General Services Department was transferred to the OPOCE/2 Unit, renamed the 'Informatics and General Services' Unit.

As a natural extension of its duties, the unit also worked together with the owners of the Mercier and Gasperich buildings to ensure that the infrastructure of the buildings was Y2K-compliant and to guarantee their safe and smooth running.

5.1.1. Informatics

5.1.1.1. *Operations and open systems*

Operations

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

Particularly worthy of mention is the upgrading of the telephone switchboard, primarily in order to solve problems associated with year 2000 compliance. This upgrade was accompanied by the addition of new functions, specifically better management of the lines linking the Office to the public network, which are used for making FTP transfers.

A dual fax server was set up to receive contract notices for publication in the Supplement to the Official Journal, in order to deal with almost all of the incoming faxes received by the Office and, in due course, send some of the outgoing faxes.

As regards mainframes, the operation of facilities management on one of the existing machines was discontinued owing to the replacement of SEI-OP2 by SEI-JOS and CATEL by CatDiff. These new applications are part of a non-proprietary operating system. The last application operated in facilities management, Crenot, was included in the mainframe site on the Office's premises and was upgraded to a machine with a CPU which is 75 % more powerful. This will allow the Office to successfully phase out this operating environment over the next four years.

Open systems

First and foremost, this sector has undergone expansion of its NT servers, with five new machines having been installed during 1999. The new machines have been set up to serve the new electronic mail system developed

from INSEM3, to operate Suiproduct — a production-monitoring application — and as part of the new informatics system set up for the pre-press section of the Publications Office printshop.

The new electronic mail system is being used with the new Suiproduct systems and by the client workstations linked to the abovementioned fax server.

The disk space is expanding at a remarkable rate because of the constantly increasing computerisation of the daily activities of the Publications Office.

5.1.1.2. Project management

The Project Management Section is responsible for developing and maintaining the Office's information systems. It also aims to ensure consistency of the information systems and to pilot surveys on development methods and technological aspects.

The section advises and helps other units to draw up specifications and to define the objectives of their requests for developing their computer applications.

The following are some of the projects completed by the Office in 1999:

- Introduction of the euro on 1 January 1999: the preparatory work was completed in 1998 and the changeover to the euro went smoothly.
- One of the major challenges of 1999 was to prepare for the year 2000. This involved a large share of the section's resources. The central applications were adapted and in some cases replaced, while the section participated in tests and in coordinating initiatives.
- One of the major projects carried out in the area of publishing applications was to replace the production of the S series of the Official Journal with a new application, SEI-JOS. The system began operating in December 1999.

Another major challenge in this area was the introduction of the Formex V.3 standard in the new contracts for production of the Official Journal, which applied as of 1 April 1999. This necessitated considerable changes to the reception, validation and storage of electronic documents.

The project to develop a production monitoring system was begun with the Publications Unit and Electronic Publishing and Internet Dissemination Units.

As part of documentary consolidation (Consleg), the production mechanisms were completely overhauled and the reception, validation and storage systems enlarged to accommodate the Consleg source and results documents. Version 1.0 of the Consleg production monitoring system was developed and made available to users for testing and validation.

An initial version of the new APA documents production system — APA-JO — was finalised and is undergoing final tests.

Migration of the database for the production of the interinstitutional directory Anninter and replacement of the publishing tool in this production system were successfully carried out.

An amendments management system was developed under the SEI-BUD project. It was due to begin production at the start of 2000 in order to avoid any problems associated with the preparations for the year 2000.

- The main project undertaken in Internet/documentary systems was the migration of the CELEX database from Mistral to a DORIS/Oracle system. The application began operation in December 1999.

The 2.0 version of the new Internet sales catalogue, CatDiff, was completed and brought into service. The 2.0 version is primarily intended for use by the Office's commercial partners, especially the sales agents.

- The main event relating to the administrative and management applications was the introduction of the new commercial management application, Gescom, which started operation in June 1999.

The Office also replaced the OJ budget management system by the software package Oracle Financials, and began introducing the SIC Personnel application.

5.1.1.3. User support

This section was particularly busy during 1999, initially with finalising the migration of client workstations to the Intel processor (the Office has 720 such workstations), and subsequently with the work required to guarantee Y2K compliance of the various computer tools.

The working environment for computer applications at the Publications Office was further standardised and integrated, with an improved service for users of other types of workstation (Sun or Macintosh stations).

A particular effort was made to improve communication between users of the various different services and the unit in charge of informatics, specifically via the intranet, which underwent considerable development over the year. The intranet is set to become a vital tool for disseminating useful information within the Office.

Support for users

The number of requests for computer materials and the number of workstations (NT + UNIX + Apple) remained stable in comparison with the preceding year. Conversely, the number of calls received by the help-desk fell slightly (down 10 %), which points to better stability of the NT system than with Windows 3.1.

Management of the workstations was noticeably improved by the introduction of the SMS software. This allowed information to be collected on an on-going basis, software updating to be centralised, anti-virus checks to be carried out and the remote service facility to be used on 700 PCs at the Office.

Infocentre

The 'Infocentre' section collaborated successfully on a number of major infrastructure projects (NTP, intranet). Other projects were started, such as posting various forms on to the intranet, graphic management of the premises, and the Adonis system.

As regards applications based on web technology, useful experience was gained from the electronic release of the Office's procedures manual. Other projects of varying scope on data management were also started (WinRef, archiving of budgetary documents).

Activities associated with the year 2000 specifically included providing assistance to the units for local applications.

The Infocentre received 14 project requests from the units, 12 of which they were able to carry out.

5.1.1.4. Security and quality control

Computer security

In 1999, this section dealt with 1 358 requests for access, compared with 1 121 in 1998 (up 21 %). Most of the requests related to management of NT-users, their network resources and electronic mailboxes, associated with the migration of NTP during 1999.

Given this state of affairs, an overhaul of the procedure for requesting access was begun in order to give access to new users automatically, cut down on the numbers involved in the process and thereby reduce the period for granting access.

The section also reviewed its anti-virus procedure, in close collaboration with User Support, in order to improve its effectiveness and as far as possible avoid the propagation of viruses within the Office.

Following certain changes to the contracts with the Office's external contractors, peripheral security was also monitored systematically with a move towards stricter filtering of correspondence between our network and the outside world.

Quality control

The section continued its work on the quality control of strategic information systems at the Office, specifically SEI-JOS, SEI-BUD and EUDOR.

As regards documentation for the applications, considerable efforts were made to detail the production flows and make the information available online through the Office's intranet site. In terms of monitoring, the section introduced the generation of monitoring files for work on a time-rate basis undertaken by external personnel working on behalf of the unit.

Finally, the section took an active part in monitoring activities in the run-up to the year 2000 by helping the project leader with project monitoring tasks. This involved conducting specific tests on a selection of applications and on products distributed by the Office, in close collaboration with the Sales and Copyright Management Unit.

5.1.1.5. 'Formats and Documentary Systems' centre of competence

Formex

The new Formex (Version 3) specifications were brought into operation on 1 April 1999, with the start of the new OJ contracts. Improvements and changes associated with the new limitations on publication were incorporated into the system. A consolidated version (3.0.2 final) has been made available from the end of November 1999, to begin operation in mid-February 2000.

A website based on the electronic specifications was opened for a limited number of users. Depending on the results of this trial, the site may be opened for general use.

The Formex help-desk dealt with calls from various users of the standard (256 requests as at 13 December 1999). A number of meetings were also held in parallel with contractors supplying documents structured according to the Formex V.3 standard.

CELEX

During 1999, the Office helped to set up the new architecture for distributing the CELEX database. This migration was accompanied by the extension of the database's query services. Access to the base was simplified and an advanced query facility added to the existing menus.

5.1.2. General services

5.1.2.1. Buildings

The year 1999 marked the start of major renovation work on the Mercier building, primarily involving the old part of the building which dates from 1972.

Although it is difficult to appreciate the full extent of the various works undertaken, the following jobs have either been completed or are underway:

- recabling of the entire building (fire detection, public address system, etc.);
- division of the underground car park into compartments;
- 80 new fire doors fitted in addition to the 160 existing fire doors;
- repair of the sanitary fittings;
- improvements to the first-aid room;
- refurbishment of areas specifically reserved for charging batteries;
- renovation of workshops and printing offices;
- new rendering of the facade on the ground floor of the old part of the building.

All security facilities in the building (fire detection, access control, surveillance of technical equipment) are currently undergoing a thorough examination in order to guarantee the best possible level of surveillance and security. A specific survey is also being carried out on the internal and external closed-circuit surveillance system, owing to the risks associated with the district in which the building is located.

Particular attention was paid to the security of the building in the run-up to the year 2000. Guaranteeing the safety of personnel and the integrity of the building are constant concerns and numerous tests have been carried out with this purpose in mind.

The work undertaken on the building has been meticulously monitored by both management and the departments concerned through weekly site meetings, monthly coordination meetings and biannual meetings of an enlarged monitoring group. Staff and 'health and safety' representatives are closely involved in the regular inspections of the work. The main documents relating to the building work are available on the 'renovation' section found on the intranet site homepage.

5.1.2.2. Canteen

In 1999, the number of visits to the canteen fell by 2.47 % from 79 761 in 1998 to 77 793, or 328 per day. An average of 282 meals per day were served, although the total fell by 2.03 % from 68 500 to 67 110 meals.

5.1.2.3. Switchboard

In 1999, the number of manually-connected outgoing telephone calls from the Office was around 23 520 (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. The introduction of this system has made it noticeably easier to regularly update the directory in question.

5.1.2.4. Mail room/messengers/drivers

The number of letters dispatched and recorded by serial number fell by 15.41 % from 13 802 to 11 675 originals and from 41 406 to 35 025 copies.

The number of letters received and machine-recorded by time and date also fell by 2.63 % from 104 061 to 101 323. Conversely, the number of envelopes stamped and posted increased by 4.35 % from 30 092 to 31 400.

In 1999, the Office's team of drivers covered a total of 175 640 km, or a daily average of 732 km. The number of missions carried out by the drivers — mostly to Brussels — fell by 2.12 % from 283 to 277. A total of 350 consignments were carried, plus six trips per day to the Gasperich depot, the Jean Monnet Building and the Luxembourg Post Office.

5.1.2.5. Physical inventory of property

The system for the physical inventory which has gradually been introduced since 1996 was tested and is operating entirely satisfactorily.

In addition, the new computerised system for monitoring office supplies, and which allowed consumption to be analysed throughout 1999, fulfilled all expectations.

5.2. Workshops

The restructuring of the Commission and its departments, and the reform of its publishing procedures which took effect throughout 1999, slowed down the promotion of Community policies. As a result, the publication of specialised and general reports fell. The activities of the previous College of Commissioners were restricted solely to routine business for most of 1999.

The production parameters reveal a decrease on the preceding year in almost all sectors. These results are due to the abovementioned changes within the Commission. Moreover, as far as production systems are concerned, not all sections are equipped with the latest facilities. The Office has to choose which work to accept by taking account of the desired quality and delivery periods and the specified print-run.

As to the distribution of working time in the workshops per institution, the Commission remains by far the main user of workshop services (86 % of working time).

5.2.1. Printshop

5.2.1.1. Pre-press

A great deal of work was completed in this section and was then sent out of the Office for printing. This allowed for optimum use of resources in this section, which accounts for the more or less stable rate of production. Owing to its complexity, some of the photocomposition work required substantial resources to be diverted from work involving the entire production chain (pre-press, printing and post-printing). This key sector continues to undertake all of the Office's graphic design work.

5.2.1.2. Printing

The delay in the downstream preparation of a number of jobs led to under-utilisation of machinery in the first six months of 1999, the period in which the work was programmed. These delays subsequently affected work planning. All sections of the printshop were affected by these difficulties.

The volume of colour production remained stable and higher than black-and-white production.

5.2.1.3. Post-printing (finishing, stitching)

This section was most affected by the drop in production and is being analysed to establish whether equipment dating from the end of the 1970s should be replaced. The necessary investment would obviously have to be assessed in the light of the Office's future tasks.

5.2.2. LOD (industrial photocopiers)

This section was marked by an increase in the average number and volume of requests for reproduction of publications on demand. The online connection for reproduction from the EUDOR archive allowed production periods to be significantly reduced.

Table 42 — Workshop productivity, 1999

Section	1998	1999	% change
Photocomposition (pages photoset/hour)	10.99	10.80	- 1.73
Offset (A4 pages/hour)	32 419	28 166	- 13.12
Binding (16-page A1 signatures folded/hour)	2 286	1 877	- 17.89
LOD (photocopies/hour)	5 302	4 356	- 17.84

Table 43 — Breakdown of working hours in the printshop by institution, 1999

Institution	Planning/ accounting	Photo- composi- tion	Photo assembly/ platemaking	Offset	Binding	LOD	Quality control	Total
Council	21	14	28	25	32	10	12	142
Commission	4 080	2 766	927	4 754	7 436	3 150	1 955	25 068
Court of Justice	284	129	145	363	190	280	138	1 529
Court of Auditors	13	3	3	5	14	0	6	44
Economic and Social Committee	0	0	0	0	0	0	0	0
European University Institute, Florence	132	77	171	134	139	0	53	706
Translation Centre	162	47	74	221	433	16	83	1 036
OHIM	68	73	89	138	93	0	36	497
Total	4 760	3 109	1 437	5 640	8 337	3 456	2 283	29 022

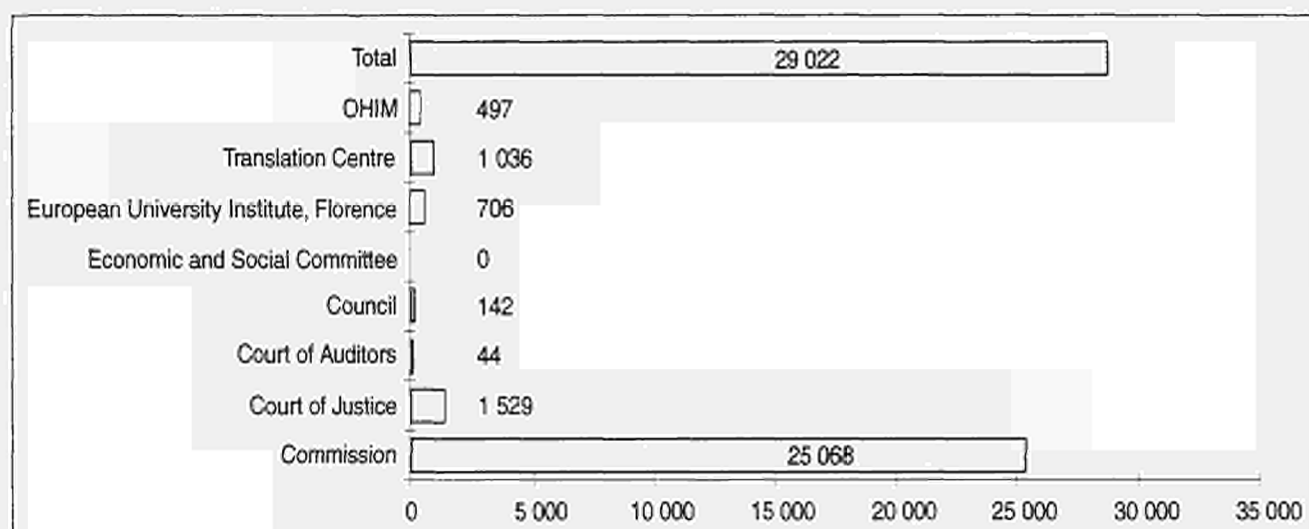
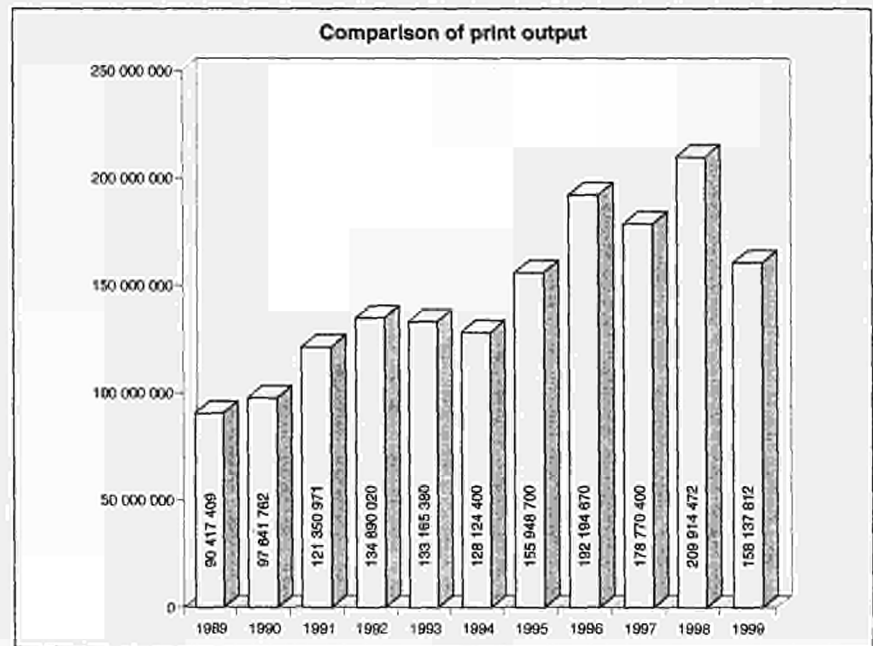


Table 44 — Comparison of print output

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
1999	8 279 240	22 829 573	0	0	158 137 812



5.3. Stock management and distribution

5.3.1. Service contracts

The invitation to tender issued in 1998 with a view to renewing the contracts for transporting publications produced by the Office was closed in 1999 with the conclusion of two new contracts, one covering regular recipients and the other for ad hoc distribution operations throughout the world.

A new call for tenders on urgent dispatches and mass ad hoc dispatches was started in 1999.

The procedure for renewing the handling contract for storage and distribution on Office premises was also started.

5.3.2. Equipment and supplies

New equipment has been added to the publication packing lines. Following a call for tenders in two lots, a CD-ROM processing module and similar products were acquired in addition to a supplementary strapping system. A second call for tenders for the replacement of two computerised addressing systems which have become obsolete was issued in 1999 and will be concluded in 2000.

Following an invitation to tender, multiannual contracts were concluded for the supply of various board products used for distributing publications.

5.3.3. Address-file management

The Office has now taken over address-file management for the European Parliament.

In addition, specific mailing lists have been created for each Committee of the European Parliament to provide more accurate targeting of European Parliament publications.

Various surveys were conducted in the course of the year with a view to updating the files of certain authorising departments (Court of Justice, promotions sector of the Office).

This year has confirmed the 1998 trend in user interest in the computerised integration of addresses. The target of 100 000 addresses handled using this procedure was reached in 1999.

The highlight of the year was reaching the symbolic figure of 1 million managed addresses.

Table 45 — Trends in the volume of operations in the file-management sector

	1998	1999	% change
Number of files	821	855	+ 4.14
Number of addresses	988 073	1 020 919	+ 3.32
Number of subscription lines	1 437 605	1 452 004	+ 1.00

5.3.4. Basic distribution

Statistics show that distribution of paper copies of the Official Journal fell by approximately 20 % in 1999. One of the major reasons for this fall is that the OJ S series existed in paper form for six months in 1998 before becoming a wholly electronic product.

The major increase in the distribution of OJ CD-ROMs is due to the fact that only OJ S CD-ROMs were accounted for in 1998, whereas in 1999 this category covers both the OJ S CD-ROM (multilingual) and the OJ L + C

CD-ROMs. In the case of the latter, each CD represents a title in one language version. There has therefore been an apparent explosion in the number of CD titles, although the frequency with which these periodic products are issued actually remains stable.

The number of titles of other CD-ROM publications increased by 15 %.

The most remarkable figures, however, concern the number of copies, where production increased fourfold in 1999. Of the large number of CD-ROMs received in 1999 but not distributed in 1999, 300 000 on the subject of the euro entered into stock at the end of the year and will be distributed early in 2000.

Paper publications other than the Official Journal saw a fall of 12 % in the number of titles and a fall of 14 % in the number of copies, thus arriving at intermediate levels compared with the years 1995 and 1996. One of the likely reasons for the scaling down of general publication activities was the resignation of the Commission in 1999.

Nevertheless, this reduction in volume meant that publications were distributed more quickly: in 1999, around 75 % of the publications delivered were distributed in 72 hours, compared with 69 % in 1998.

Table 46 — Trend in the volume of operations in the distribution sector

by number of titles

	Number of titles received			Number of titles distributed		
	1998	1999	% change	1998	1999	% change
OJ paper edition	10 746	8 715	- 18.90	10 746	8 348	- 22.32
OJ on CD-ROM (1)	192	452	+ 135.42	192	400	+ 108.33
Other paper publications	9 011	7 930	- 12.00	7 556	7 371	- 2.45
Other CD-ROM publications (1)	144	169	+ 17.36	140	161	+ 15.00
COM, ESC + Committee of the Regions documents (2)	9 652	9 348	- 3.15	9 652	9 348	- 3.15
Total	29 745	26 614	- 10.53	28 286	25 628	- 9.40

by number of copies

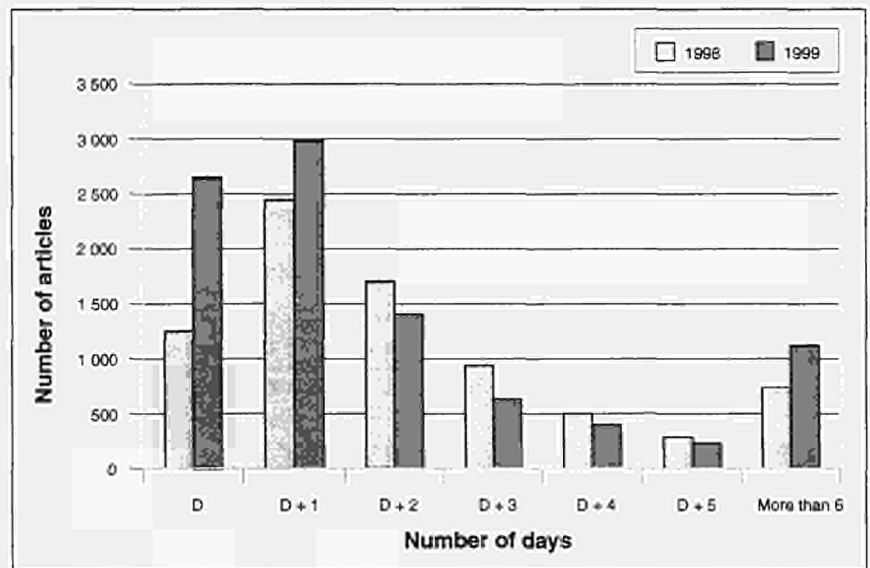
	Number of copies received			Number of copies distributed		
	1998	1999	% change	1998	1999	% change
OJ paper edition	20 498 663	15 668 262	- 23.56	17 096 558	13 023 516	- 23.82
OJ on CD-ROM (1)	1 023 448	1 663 238	+ 62.51	924 298	1 464 912	+ 58.49
Other paper publications	51 260 586	43 615 307	- 14.91	37 060 821	34 075 093	- 8.06
Other CD-ROM publications (1)	121 277	676 590	+ 457.89	65 597	268 197	+ 308.86
COM, ESC + Committee of the Regions documents (2)	1 595 378	1 390 558	- 12.84	1 450 344	1 324 341	- 8.69
Total	74 499 352	63 013 955	- 15.42	56 597 618	50 156 059	- 11.38

(1) These are all products in CD-ROM form. For 1998, the figures represent only the OJ S CD-ROM; for 1999, they cover both the OJ S CD-ROM and the OJ L + C CD-ROM.

(2) The traditional ESC/COM documents, however, also include the documents of the Committee of the Regions.

Table 47 — Summary of the distribution handling periods for 1998 and 1999

Number of working days from the receipt of the order	Number of distributions	
	1998	1999
D	1 249	2 630
D + 1	2 443	2 967
D + 2	1 716	1 412
D + 3	941	656
D + 4	488	412
D + 5	292	219
more than 6	739	1 089
Total	7 868	9 385



5.3.5. Execution of orders

Analysis of the publication orders in 1999 is complex. In June 1999, the computer applications Artop and Comop, which had been used to manage the stocks and the publication orders, were replaced with the Gescom application.

Certain concepts, which are explained in more detail under Table 48, vary from one application to the other, thus making it difficult to compare 1999 with previous years.

In addition, the gradual implementation of various Gescom modules has not been without difficulty for the user departments, owing to various problems.

The external departments which used Comop to issue orders directly appear to have needed a rather long time to learn to use the new tool. This would go some way to explaining the decline in orders during 1999.

After the spectacular increases in this sector in 1997 and 1998, the figures for orders in 1999 are again close to those of 1996.

The changes made in the area of computerisation make it impossible to assess the order execution times for 1999.

Table 48 — Trends in the volume of operations in the order management sector

	Execution of orders									
	Number of orders			Number of notices processed 1999 (1)	Number of order lines			Number of copies dispatched		
	1998	1999 (1)	% change (1)		1998	1999	% change	1998	1999	% change
OJ (1)	15 907	6 359	(3)	3 259	277 355	83 406	- 69.93	434 414	145 406	- 66.53
Other publications (2)	25 576	12 311	(3)	11 035	138 220	100 505	- 27.29	8 413 868	2 962 316	- 64.79
COM, ESC + Committee of the Regions documents (2)	343	n.a.	(3)	n.a.	881	n.a.		1 216	n.a.	
Total	41 826	18 670		14 294	416 456	183 911	- 55.84	8 849 498	3 107 722	- 64.88

(1) Following the changeover of computer applications from Comop to Gescom in June 1999, the concept of orders has been replaced with that of notices. An order covered all titles ordered by a customer. For titles out of stock an order file was generated and recorded in the statistics at the time of dispatch. A notice can be defined as the total number of titles dispatched to the same address on a given day. These two categories are not directly comparable.

(2) For 1999, orders of COM, ESC + Committee of the Regions documents are included under 'other publications'.

(3) Data without significance.

5.3.6. Stock management

The overall volume of publications in stock has remained stable between 1998 and 1999, at around 29.5 million copies.

From January to May 1999, 2 310 705 outdated publications, including more than 750 000 OJs, were withdrawn. The figures for the period starting in June 1999 are not yet available. The total weight of withdrawals for 1999 is around 745 tonnes.

What is interesting, however, is that the number of titles in stock is rising slightly; this may mean that, all things being equal, the authorising departments are beginning to reduce the number of runs of their publications. This would be in line with the Office's wishes, in view of both the not inconsiderable storage costs and the options available nowadays for publishing on demand.

Table 49 — Trends in the volume of operations in the stock management sector

	Stock					
	Number of titles			Number of copies (1)		
	1998	1999	% change	1998	1999	% change
OJ	10 446	12 493	+ 19.60	1 924 390	1 859 721	- 3.36
Other publications	24 176	25 230	+ 4.36	27 836 249	27 595 400	- 0.87
Total	34 622	37 723	+ 8.96	29 760 639	29 455 121	- 1.03

(1) These figures are indicative and not absolute. In addition, there are monthly collections of the Official Journal and the reports of cases before the Court, each of which have a variable number of copies and are recorded as single articles.

5.3.7. Summary

Table 50 sets out the longer-term trends in the main activities of the distribution sector.

Table 50 — Long-term trends in distribution and stocks (Millions of copies)

	1991	1992	1993	1994	1995	1996	1997	1998	1999
Basic distribution	38.9	55	42.7	54.4	46.8	60	81.3	56.6	50.1
Orders	1.7	2.3	1.9	2.4	2.1 ⁽¹⁾	3.3 ⁽¹⁾	5.4 ⁽¹⁾	8.8 ⁽¹⁾	3.1 ⁽¹⁾
Stocks	n.a.	12.2	12.2	13.6	14.9	22.2	32	29.7	29.5

⁽¹⁾ There are also a variable number of Official Journals and reports of cases before the Court in collections, which are recorded as single copies.

5.3.8. Micrography

The Management Committee decided to cease production and marketing of microfiches of the Official Journal, which represented approximately 77 % of the activity of this sector, on 31 December 1999.

At this stage, the figures are nevertheless reasonably similar to those of 1998. There is a certain stability to this sector, since its target customer base consists primarily of libraries and archives.

5.3.9. Video

This sector remains small in 1999, with a drop of more than 20 % in terms of both orders executed and copies handled.

Table 51 — Volume of operations in the video sector

	1998	1999	% change
Number of copies received ⁽¹⁾	315	20	- 93.65
Number of orders executed	234	184	- 21.37
Number of copies dispatched	1 288	959	- 25.54

⁽¹⁾ The figure of 20 copies in 1999 covers video copies made up externally. The Office has internal reproduction resources enabling it to respond to orders for small numbers of copies.

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 procedures for the renewal of contracts for the publications-on-demand service and the renting of the central unit of the Computer Centre have been completed.

Eight multiple framework contracts for highly specialised computer services were concluded with 13 companies and came into force in August 1999.

An invitation to tender for a framework contract of five lots for services in the area of multimedia has been published.

As part of the drive to improve accessibility of Community law, two particularly sensitive and urgent invitations to tender have been concluded. The first covers the production of the consolidated edition of the *Selected instruments taken from the Treaties* in 12 language versions; the second involves a framework contract for the expert legal services required to consolidate the Community acts, for which the institutions have given responsibility to the Office.

The framework contracts for the production of all the series of the Official Journal entered into force in April 1999.

6.2. Activities by sector

6.2.1. Official Journal and related products

Table 52 — Breakdown of OJ invoicing

Order forms		Invoices		
		Handled	Paid	Adjusted
Paper edition	p.m.	908 (-20.1%)	733 (-26.3%)	10 (-47.4%)
Other products	299	1 734 (-9.7%)	1 421 (-1.9%)	14 (-39.1%)
Total	299	2 642	2 154	24

NB: The figures in parentheses show the percentage change from 1998.

Table 53 — Official Journal 1999 — Invoiced services

(EUR)

	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 edition</i>										
L series	1 742 171.27	4 941 546.44	16 416 705.52	0.00	0.00	0.00	0.00	1 153.79	245 986.85	23 347 563.87
C series	1 524 660.24	830 770.06	7 062 762.36	0.00	305 611.45	383 991.10	634 553.00	137 083.47	306 531.01	11 185 962.69
S series	0.00	0.00	0.00	1 646 621.69	0.00	0.00	0.00	0.00	0.00	1 646 621.69
Subtotal 1	3 266 831.51	5 772 316.50	23 479 467.88	1 646 621.69	305 611.45	383 991.10	634 553.00	138 237.26	552 517.86	36 180 148.25
(of which carried forward)	1 927 185.35	1 704 271.46	4 956 388.91	479 902.76	107 204.94	222 606.04	570 515.36	27 896.34	249 087.98	10 245 059.14
<i>Miscellaneous products</i>										
Proof-reading/reprinting	121 303.50	7 239.06	5 492.05	0.00	0.00	0.00	0.00	0.00	0.00	134 034.61
Transport/packaging/ dispatch	289 062.93	81 125.62	269 798.01	586 432.65	7 933.89	12 594.53	10 961.97	0.00	0.00	1 257 909.60
Magnetic media	26 553.13	23 419.49	74 680.74	0.00	2 232.67	3 118.14	2 984.78	0.00	0.00	132 988.95
OJ S	0.00	0.00	0.00	19 783 641.90	0.00	0.00	0.00	0.00	0.00	19 783 641.90
Tables	293 576.77	103 108.42	505 119.22	0.00	116 611.22	19 409.33	6 736.90	0.00	0.00	1 044 561.86
MCAs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget documents	19 226.03	19 226.03	19 231.82	0.00	0.00	0.00	0.00	0.00	0.00	57 683.88
Microfilming	66 733.84	55 375.96	182 657.37	0.00	5 403.44	7 871.51	7 402.13	0.00	0.00	325 444.25
Nimexe	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CELEX	909 740.00	0.00	142 396.80	0.00	0.00	0.00	0.00	0.00	0.00	1 052 136.80
Eurovoc	411 235.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	411 235.78
Indexing system	48 298.71	16 307.13	79 887.21	0.00	18 520.65	3 212.85	1 103.11	0.00	0.00	167 329.66
SEI	932 354.10	44 568.09	885 878.24	2 586 374.89	4 285.06	6 079.24	5 780.59	0.00	0.00	4 465 320.21
Treaties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Directory	0.00	177 543.22	414 267.50	0.00	0.00	0.00	0.00	0.00	0.00	591 810.72
Formex	1 177 355.27	240 550.73	854 862.59	0.00	23 180.97	33 024.28	31 346.66	0.00	0.00	2 360 320.50
Consolidation	894.00	13 308.75	773 583.08	0.00	0.00	0.00	0.00	0.00	0.00	787 785.83
PAIs	0.00	0.00	146 150.00	0.00	0.00	0.00	0.00	0.00	0.00	146 150.00
Various IT products	920 526.72	624 739.92	2 180 886.06	620 962.52	60 996.32	88 947.92	88 608.28	0.00	0.00	4 580 667.74
Syspub	423 981.36	333 248.03	2 471 993.52	0.00	33 221.74	50 196.38	46 498.35	0.00	0.00	3 359 139.38
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EUDOR	1 224 087.01	687 538.69	2 314 172.91	0.00	68 036.10	101 535.05	94 531.93	0.00	0.00	4 489 901.69
CD-ROM	120 141.99	96 859.72	333 110.75	2 156 229.79	9 558.79	14 200.10	13 245.33	0.00	0.00	2 743 346.47
EUR-Lex	438 411.91	130 557.58	431 967.80	0.00	12 766.61	18 667.04	17 526.84	0.00	0.00	1 049 897.78
Subtotal 2	7 423 483.05	2 654 716.44	12 086 135.67	25 733 641.75	362 747.46	358 856.37	321 726.87	0.00	0.00	48 941 307.61
(of which carried forward)	833 867.70	550 391.46	3 344 431.33	7 162 743.66	106 108.01	69 295.06	60 393.18	0.00	0.00	12 127 230.40
Grand total	10 690 314.56	8 427 032.94	35 565 603.55	27 380 263.44	668 358.91	742 847.47	956 279.87	138 237.26	552 517.86	85 121 455.86
1998 appropriations	2 761 053.05	2 254 662.92	8 300 820.24	7 642 646.42	213 312.95	291 901.10	630 908.54	27 896.34	249 087.98	22 372 289.54
1999 appropriations	7 929 261.51	6 172 370.02	27 264 783.31	19 737 617.02	455 045.96	450 946.37	325 371.33	110 340.92	303 429.88	62 749 166.32

Table 53 (cont.) — Official Journal 1999 — Invoiced services

(EUR)

	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	22 180	61 375	151 421	0	0	0	0	11	3 302	238 289
C series	88 902	12 449	104 028	0	4 264	6 809	9 218	2 288	4 379	232 337
S series	0	0	0	299 904	0	0	0	0	0	299 904
Total	111 082	73 824	255 449	299 904	4 264	6 809	9 218	2 299	7 681	770 530

Table 54 — Monthly breakdown by institution, OJ pages produced in 1999

L + C series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
European Parliament	2 111	21 327	1 954	12 305	14 663	9 374	8 839	1 326	886	10 506	5 720	4 930	93 941	106 906	- 12 965	- 12.13
Council	6 238	8 467	7 113	2 091	3 933	6 886	6 387	5 375	2 618	3 391	1 685	13 068	67 252	80 587	- 13 335	- 16.55
Commission	13 152	16 925	23 379	14 956	13 852	20 824	60 482	15 134	11 729	26 503	17 967	28 930	263 833	286 207	- 22 374	- 7.82
Court of Justice	660	557	1 276	308	521	572	924	1 165	329	924	440	880	8 556	8 284	+ 272	+ 3.28
Economic and Social Committee	0	572	0	1 584	528	616	748	0	440	0	660	1 012	6 160	13 244	- 7 084	- 53.49
Court of Auditors	44	616	0	0	264	176	572	0	289	319	176	3 520	5 976	12 672	- 6 696	- 52.84
Committee of the Regions	0	1 056	0	792	0	0	935	0	0	880	0	968	4 631	3 300	+ 1 331	+ 40.33
Other	143	0	682	188	363	0	187	99	167	2 277	191	4 052	8 349	6 754	+ 1 595	+ 23.62
Total	22 348	49 520	34 404	32 224	34 124	38 448	79 074	23 099	16 458	44 800	26 839	57 360	458 698	517 954	- 59 256	- 11.44

L series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
European Parliament	123	17 579	1 056	117	968	310	897	1 326	6	1	0	1 155	23 538	21 442	+ 2 096	+ 9.78
Council	4 291	6 649	6 134	2 058	2 690	6 688	5 495	3 384	2 002	1 312	1 047	12 518	54 268	65 465	- 11 197	- 17.10
Commission	8 984	9 388	14 498	11 293	9 095	11 834	16 601	8 886	7 054	20 805	9 130	16 995	144 563	141 457	+ 3 106	+ 2.20
Court of Justice	0	0	0	0	37	0	0	0	0	0	0	0	37	0	+ 37	—
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	11	0	0	0	0	0	11	0	+ 11	—
Other	110	0	616	188	286	0	0	0	134	110	55	4 004	5 503	4 004	+ 1 499	+ 37.44
Total	13 508	33 616	22 304	13 656	13 076	18 832	23 004	13 596	9 196	22 228	10 232	34 672	227 920	232 368	- 4 448	- 1.95

Table 54 (cont.) — Monthly breakdown by Institution, OJ pages produced in 1999

C series

Institutions	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
European Parliament	1 988	3 748	898	12 188	13 695	9 064	7 942	0	880	10 505	5 720	3 775	70 403	85 464	- 15 061	- 17.62
Council	1 947	1 818	979	33	1 243	198	892	1 991	616	2 079	638	550	12 984	15 122	- 2 138	- 14.14
Commission	4 168	7 537	8 881	3 663	4 757	8 990	43 881	6 248	4 675	5 698	8 837	11 935	119 270	144 750	- 25 480	- 17.60
Court of Justice	660	557	1 276	308	484	572	924	1 165	329	924	440	880	8 519	8 284	+ 235	+ 2.84
Economic and Social Committee	0	572	0	1 584	528	616	748	0	440	0	660	1 012	6 160	13 244	- 7 084	- 115.00
Court of Auditors	44	616	0	0	264	176	572	0	289	319	176	3 520	5 976	12 672	- 6 696	- 112.05
Committee of the Regions	0	1 056	0	792	0	0	924	0	0	880	0	968	4 620	3 300	+ 1 320	+ 40.00
Other	33	0	66	0	77	0	187	99	33	2 167	136	48	2 846	2 750	+ 965	+ 3.37
Total	8 840	15 904	12 100	18 568	21 048	19 616	56 070	9 503	7 262	22 572	16 607	22 688	230 778	285 586	- 54 808	- 19.19

S series

	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
Number of notices	12 415	13 524	15 447	15 449	14 052	16 929	14 561	12 592	12 642	13 075	11 884	10 291	162 861	163 395	- 534	- 0.33

Table 55 — Official Journal — Pages Involved, 1999 accounting year — 1998 production carried forward and 1999 production, by institution

L, C and S series (NB: paper edition of OJ S no longer produced in 1998)

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998 (OJ S not included)	Change	Relative change (%)
European Parliament	4 533	6 732	2 770	27 220	9 306	792	31 405	44	132	820	10 683	16 645	111 082	100 595	+ 10 487	+ 10.42
Council	5 478	14 340	5 441	9 047	11 065	0	1 570	3 707	7 802	3 130	4 232	8 012	73 824	77 298	- 3 474	- 4.49
Commission	23 531	16 440	21 760	26 244	16 529	1 980	15 396	13 015	16 751	14 079	64 986	24 738	255 449	262 775	- 7 326	- 2.79
Court of Justice	660	748	0	1 217	1 276	0	308	0	11	11	0	33	4 264	7 811	- 3 547	- 45.41
Economic and Social Committee	33	0	3 652	0	572	1 012	0	0	0	0	0	1 540	6 809	10 494	- 3 685	- 35.12
Court of Auditors	616	2 332	3 036	44	3 168	0	0	0	0	11	11	0	9 218	10 648	- 1 430	- 13.43
Committee of the Regions	0	440	0	1 056	0	792	0	0	0	11	0	0	2 299	3 014	- 715	- 23.72
Other	143	660	3 465	66	638	0	33	253	165	22	300	1 936	7 681	3 692	+ 3 989	+ 108.04
Total	34 994	41 692	40 124	64 894	42 554	4 576	48 712	17 019	24 861	18 084	80 212	52 904	470 626	476 327	- 5 701	- 1.20

L series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
European Parliament	133	0	782	17 669	968	0	110	44	110	820	299	1 245	22 180	21 638	+ 542	+ 2.50
Council	3 660	13 559	4 979	6 602	9 240	0	787	3 014	5 942	3 130	4 023	6 439	61 375	58 913	+ 2 462	+ 4.18
Commission	18 053	10 091	17 515	20 587	5 760	1 100	6 411	11 552	9 689	11 835	18 347	20 481	151 421	124 629	+ 26 792	+ 21.50
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0	11	- 11	- 100.00
Economic and Social Committee	0	0	0	0	0	0	0	0	0	0	0	0	0	11	- 11	- 100.00
Court of Auditors	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	11	0	0	11	0	+ 11	—
Other	0	506	1 628	66	572	0	0	253	88	0	123	66	3 302	1 408	+ 1 894	+ 134.52
Total	21 846	24 156	24 904	44 924	16 540	1 100	7 308	14 863	15 829	15 796	22 792	28 231	238 289	206 610	+ 31 679	+ 15.33

Table 55 (cont.) — Official Journal — Pages Invoiced, 1999 accounting year — 1998 production carried forward and 1999 production, by Institution

C series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
European Parliament	4 400	6 732	1 988	9 551	8 338	792	31 295	0	22	0	10 384	15 400	88 902	78 957	+ 9 945	+ 12.60
Council	1 818	781	462	2 445	1 825	0	783	693	1 860	0	209	1 573	12 449	18 385	- 5 936	- 32.29
Commission	5 478	6 349	4 245	5 657	10 769	880	8 985	1 463	7 062	2 244	46 639	4 257	104 028	138 146	- 34 118	- 24.70
Court of Justice	660	748	0	1 217	1 276	0	308	0	11	11	0	33	4 264	7 800	- 3 536	- 45.33
Economic and Social Committee	33	0	3 652	0	572	1 012	0	0	0	0	0	1 540	6 809	10 483	- 3 674	- 35.05
Court of Auditors	616	2 332	3 036	44	3 168	0	0	0	0	11	11	0	9 218	10 648	- 1 430	- 13.43
Committee of the Regions	0	440	0	1 056	0	792	0	0	0	0	0	0	2 288	3 014	- 726	- 24.09
Other	143	154	1 837	0	66	0	33	0	77	22	177	1 870	4 379	2 284	+ 2 095	+ 91.73
Total	13 148	17 536	15 220	19 970	26 014	3 476	41 404	2 156	9 032	2 288	57 420	24 673	232 337	269 717	- 37 380	- 13.86

S series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 1999	1998	Change	Relative change (%)
Commission B-5304	44 616	32 736	6 896	77 220	84 436	0	0	0	0	0	0	0	299 904	811 778	- 511 874	- 63.06

6.2.2. Publications other than the Official Journal

Publications of this kind are handled by the Planning Section.

Table 56 — Number of files opened

Type	1998	1999
Periodicals	157	166
Minor jobs	45	25
Individual publications (including published documents and COM documents)	2 384	2 019
Total	3 091	2 210

Table 57 — Administrative and financial management of these publications

Nature of work	1998	1999
Invitations to tender:	21	15
— notices published in the OJ S series	21	15
— firms invited to tender	907	504
— bids examined	278	182
New contracts (including OJ contracts)	73	17
ACPC reports/opinions	21	9
Quotations/estimates	2 650	2 625
Order forms	2 956	2 628
Invoices	2 924	2 621
Credit notes	62	129
Price revision	4	0

The 2 607 invoices checked represent a total of EUR 22 719 293.80.

Table 58 — Breakdown of invoices between the institutions

Institution	Amount (EUR)	%
Commission	17 120 987.39	75.35
European Parliament	2 084 989.85	9.18
Council	395 011.07	1.74
Court of Justice	1 748 766.74	7.70
Court of Auditors	109.93	—
Economic and Social Committee	20 698.94	0.09
Cedefop	329 327.59	1.45
Publications Office	515 593.35	2.27
Other	503 808.94	2.22
Total	22 719 293.80	100.00

The 129 credit notes obtained totalled EUR 281 754.27.

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.

Table 59 — Work done in connection with services and supplies chargeable to the Publications Office budget

Nature of work	1998	1999
Procurement requests	451	544
Invitations to tender:	10	16
— notices published in the OJ S series	6	9
— firms invited to tender	85	202
— bids examined	27	33
New contracts and special arrangements	41	82 ⁽¹⁾
ACPC reports	5	13
Quotations/estimates	787	832
Commitments	1 135	1 196
Order forms	1 119	1 274
Invoices/credit notes	4 406	4 683
Price revisions	—	29
Recovery orders	320	320
VAT exemption certificates	1 328	1 098

⁽¹⁾ Plus 64 amendments.

7. Publications Office staff and personnel matters

7.1. Officials

7.2. Temporary staff

7.3. Auxiliary staff

7.4. Back-up and freelance proof-readers

7.5. Training

7.6. Consultations with staff representatives

7.7. Consultations with trade unions and professional bodies

7.8. Commission reform and participation in the Task Force for Administrative Reform

7.1. Officials

The number of posts in the Office establishment plan remained the same as in 1998.

Table 60 — 1999 establishment plan

Category and grade	Number of permanent posts
A 1	—
A 2	2 ⁽¹⁾
A 3	1
A 4	5
A 5	10
A 6	10
A 7	12
A 8	—
Total	40
B 1	33
B 2	58
B 3	75
B 4	58
B 5	29
Total	253
C 1	34
C 2	35
C 3	32
C 4	36
C 5	30
Total	167
D 1	28
D 2	19
D 3	18
D 4	—
Total	65
Grand total	525 ⁽²⁾ ⁽³⁾

(1) The Director of the Publications Office is an official in grade A 1 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 1999, 24 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 the table below.

Table 61 — Administrative procedures

Staff	Number
Officials	
<i>A — Arrivals</i>	
1. Appointment as probationer official following:	
— open competition	8
— internal competition	0
2. Internal transfer to the Office	12
3. Transfer to the Office from other institutions	9
4. Placed at the disposal of the Office	1
5. Secondment to the Office	0
6. Reinstatement after:	
— being assigned non-active status	0
— leave on personal grounds	7
— military service	0
— secondment to the CLP	0
— secondment	0
<i>B — Departures</i>	
1. Transfer to another DG	29
2. Transfer to another institution	1
3. Leave on personal grounds:	
— granted	10
— extended from 1998 to 1999	1
4. Leave for military service:	
— granted	0
— extended from 1998 to 1999	0
5. Placed at the disposal of another DG:	
— granted	0
— extended from 1998 to 1999	0
6. Secondment from the Office	1
7. Assigned non-active status	0
8. Invalidity	5
9. Early retirement	0
10. Retirement	4
11. Resignation	0
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	43
— to another career bracket	28
— to another category:	
● following an internal competition	0
● following an open competition	0
2. Appointment	0
3. Temporary post:	
— granted	0
— extended from 1998 to 1999	0
4. Half-time and part-time working:	
— granted	9
— extended from 1998 to 1999	29
5. Mobility within the Office	64

Staff	Number
Temporary staff	
<i>A — Arrivals</i>	
1. Appointment for a fixed period:	
— new appointment	13
— renewal	10
2. Open-ended appointment:	
— new appointment	0
— renewal	0
<i>B — Departures</i>	
1. End of contract	10
2. Establishment after competition	2
3. Resignation	0
4. Death	0
Auxiliary staff	
<i>A — Arrivals</i>	
1. Appointment for a fixed period:	
— new appointment	20
— renewal	0
2. Open-ended appointment:	
— new appointment	0
— renewal	0
<i>B — Departures</i>	
1. End of contract	27
2. Establishment after competition	1
3. Resignation	0
4. Death	0

7.2. Temporary staff

In order to cover certain languages for which the reserve lists had proved insufficient, 19 contracts for temporary staff were concluded or renewed during the year. Two interinstitutional competitions, one for Finnish proof-readers and the other for Swedish proof-readers, were organised by the Court of Justice in cooperation with the Commission (and, in particular, the Publications Office). These competitions were completed in June 1999 and have enabled the Publications Office to meet its needs in those languages.

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 20 new contracts to auxiliary staff during the year.

By the end of the year, there were still 13 auxiliary members of staff — eight in category B, four in category C and one 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 1999 budget appropriation, under item 1174 covering fees for back-up and freelance proof-readers was EUR 1 675 000.

Transfers totalling EUR 265 000 were made from this item to items 1110 — Auxiliary staff (EUR 250 000) and 1175 — Other support services (EUR 15 000).

The Publications Office spent EUR 616 961 on auxiliary proof-reader contracts.

Total appropriations spent on reinforcing the proof-reading and production teams in the Office were therefore EUR 2 026 961.

In order to swell the reserve lists of back-up proof-readers in the 11 official languages, the Office organised several aptitude tests during the year. A total of 255 applications were processed and 152 applicants took the tests.

Table 62 — Results of tests organised for back-up proof-readers

Language of test	Number of applications	Number of applicants invited to tests	Number of participants	Passed
ES, DA, DE, EL, EN, FR, IT, NL, PT, FI, SV	255	254	152	28

The success rate was 18.42 %.

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 members of the Staff Committee were regularly informed of staff changes.

In 1999, the Office used a total of 337.75 man-months (temporary and auxiliary staff), broken down as follows:

Table 63 — Breakdown of temporary and auxiliary staff

Unit/section	Staff employed (man-months)
● OP/A/2 (Official Journal):	
— ES	—
— DA	4
— DE	11.5
— EL	12
— EN	9.25
— FR	3.5
— IT	1
— NL	12.5
— PT	23
— FI	20
— SV	28
● OP/A/2 (Production)	55.5
● OP/A/3 (Production)	23.5
● OP/A/3 (Methods and development)	10
● OP/A/3 (Proof-reading):	
— ES	9
— DA	10
— DE	14
— EL	—
— EN	27.75
— FR	22.5
— IT	—
— NL	3.5
— PT	2.75
— FI	14
— SV	4
● OP/A/4	4
● OP/A/5	12.5

Over the same period, work for the Court of Justice required 50 man-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 1999–2000 involved the issuing of three invitations to tender for the design of courses tailored to the Publications Office's requirements (multimedia, Corel Ventura, developing a website).

7.5.2. Attendance at training courses in 1999

In 1999, 427 officials attended 1 655 training courses, which means that 81 % of staff attended at least one course.

The courses involving the greatest numbers were on computing (946), languages (235) and training in drafting (203).

The Office organised 50 training courses, tailored specifically to its needs, out of its own budget. These were attended by 307 persons and included courses in:

- SGML levels 1 and 2
- DTP
- Production
- Multimedia
- Corel Ventura and Photoshop
- Outlook/Expedito
- Handling complaints and disputes by telephone

The Office committed EUR 133 000 for these activities.

7.6. Consultations with staff representatives

In 1999, seven meetings were held between the representatives of the Local Staff Committee (CLP) and the Office's Management Committee. The Management Committee also invited the CLP to send two representatives to the meeting on 16 March 1999.

The Office continued and consolidated its policy of permanent social dialogue with the staff and its representatives.

Thanks to the monthly meetings with those elected to the CLP, information can be exchanged at a sufficiently early stage, i.e. prior to a definitive decision by the Management Committee for information from the Office to the CLP, and as requests, concerns and rumours arise for information from the CLP to the Office.

Further instances of this policy of transparency were the referral to the Joint Committee on Health and Safety of all information on the renovation work on the Mercier building, the creation of a monitoring committee and a coordination committee, the participation of staff representatives in site meetings and the setting-up of an ad hoc site accessible to Office staff and to all members of the monitoring committee.

All of these measures make it possible to limit the negative reactions to certain initiatives.

Another effective channel of communication between the Office Management and its staff is *EUR-OP Infos*, the Publications Office's newsletter. Nine issues were published in 1999. In addition to recurring topics, such as directions given by the Management Committee, other matters covered by *EUR-OP Infos* included changes in staff (arrivals, departures, internal movements), the progress of major projects, the renovation of the Mercier building and the European Publishers' Forum.

Three issues are worthy of particular mention:

- 1/99: official ceremony of 31 December 1998 on the occasion of the presentation by the President of the Commission of OJ L 359 (euro conversion rates) at the Office;
- 6/99: publication policy of the Commission and role of the Office;

-
- 8/99: photographs and speeches held by personalities present at the academic symposium organised for staff as part of the Office's 30th anniversary.

7.7. Consultations with trade unions and professional bodies

The trade unions and professional bodies (OSPs) asked for and obtained the following:

- a technical meeting on 10 March 1999 with the Director-General of the Publications Office, mainly on the preliminary draft budget for 2000;
- a policy meeting (the last one having been held on 12 October 1998) on 9 July 1999 with the Secretary-General of the Commission, in his capacity as Chairman of the Management Committee, on the resignation of the Commission and its impact on the social dialogue and on the 2000 budget procedure.

On the occasion of her taking up duties as the Member of the Commission in charge of, *inter alia*, the Publications Office, Mrs Reding met a delegation of trade unions and professional bodies at Luxembourg.

In addition to concerns about the resignation of the Commission, the action taken in response to the Decode exercise, and the reorganisation of the Commission (new organisation chart, impact on the Office), an issue often raised, *inter alia*, as part of the reform of the social dialogue launched by Vice-President Kinnock, was that of Luxembourg as a site.

The usual matters relating to social infrastructure, appropriations, posts and competitions in the professional areas covered by the Publications Office (printing, production, proof-reading) were addressed in the meetings that the OSPs had with the Office's Management Committee, the Secretary-General of the Commission and Commissioner Reding.

7.8. Commission reform and participation in the Task Force for Administrative Reform

Since his appointment as President of the Commission, President Prodi has expressed his intention to bring about wide-ranging reform to the Commission's structures and methods.

Mr Kinnock, the Vice-President for Administrative Reform, implemented several measures, including the creation of a task force reporting directly to the Director-General of the Commission's Personnel and Administration DG.

This task force identified areas of discussion which it referred for comment to 'reform' correspondents nominated by each Director-General from his own staff.

Two representatives of the Publications Office (one correspondent and one alternate) took an active role in this initiative, which will serve as the basis for the White Paper and action plan to be approved by the Commission on 1 March 2000.

The reform was the subject of frequent discussion at the weekly meetings of assistants.

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

In 1999, Group G of the Translation Service (SdT) translated 13 964 pages for the Office.

As in previous years, *EUR-OP News* accounted for much of this workload. As from 1998, this quarterly publication has been translated into all the Community languages.

The work carried out by SdT's CELEX team under the contract for rendering services in connection with the CELEX database amounted to approximately three man-years.

The Office also continued its close collaboration with the SdT's Directorate for General & Language Matters in 1999, particularly in relation to the translation of the Commission's organisation chart and the drawing-up and publication in paper and electronic form in all language versions of the *Interinstitutional style guide*.

Lastly, mention should be made of the collaboration between the Office, the SdT 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.

Annex I — CELEX

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

General overview	131
What is CELEX?	131
Activities during 1999.	131
Integrated service for access to legal documents	132
1. Production	133
1.1. Loading of documentary units.	133
1.2. Loading of texts	133
1.3. Extending coverage	135
1.4. Production tools	135
2. Dissemination	136
2.1. Total direct use of the CELEX reference databases	136
2.2. Access by external users	137
2.3. Access to derived versions of CELEX	139
2.4. Publishing the <i>Directory of Community legislation in force</i>	139
3. Major development projects	140
3.1. New graphical expert interface	140
3.2. Preparations for the migration of the production system	140
4. Resources	141
4.1. 1999 financial year	141
4.2. 2000 financial year	142

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 17 official gateways, which provide access online to the database, housed in the Commission's computing centre;
- in addition, 26 licence holders are disseminating derived versions of CELEX online or on CD-ROM, which enables them to create information products incorporating CELEX data presented together with other relevant information.

Activities during 1999

The most important event in 1999 was the migration of the CELEX dissemination databases to a new technical platform. After more than 20 years of service the Mistral system was replaced by a more flexible open system, that will facilitate future developments of the service.

In order to enable the professional users to continue to fully exploit the contents of CELEX even after the closure of the Mistral search system a new expert search www-interface was opened for internal users in April 1999 and for external users at the turn of the year 1999–2000.

The Publications Office continued its efforts to improve the coverage and quality as well as the accessibility of the database and general reviews of the contents of certain sectors of the database were undertaken.

The increase of the number of consultations of the database continued in 1999. The number of documents visualised was 15 million in 1999 compared to 14 million in 1998 and 8 million in 1997. The number of direct consultation sessions went up with more than 1 million from 1 180 000 in 1998 to 2 221 500 in 1999. CELEX continues to be one of the European Commission's most widely used intranet services.

Following a decision by the Management Committee of the Publications Office the CELEX Interinstitutional Group (GIC) was replaced by a single steering committee for all legal information systems produced by the Publications Office. The GIC as well as the new committee, Interinstitutional Group Lex (GIL), 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 10 and 11 May and 28 and 29 October). The GIC met twice (on 3 March and 28 June) and the GIL had two meetings (on 23 September and 30 November).

Integrated service for access to legal documents

In 1999, the Publications Office's Management Committee commissioned an interinstitutional task force to study the current provisions of services offering legal documents in electronic form and make proposals for an integrated, user-friendly and comprehensive system of access to legal documents at the Europa server. In its report the task force recommended a three-level distribution structure:

1. the creation of a comprehensive repository for legal documents and a streamlining of the production chains;
2. an integration of existing services to avoid duplication of work and eliminate redundant functions;
3. the creation of a common point of entry, a portal, to EU law on the Europa server.

The Management Committee adopted the task force report and asked the Publications Office to draw up a plan for the implementation of an integrated service. This service will be introduced gradually during the coming years. CELEX will, among other things, get an extended coverage in order to be one of the cornerstones of this comprehensive integrated service.

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); 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 1998 and 1999

Sector	1998	1999
Treaties	309	374
Secondary legislation	4 246	4 100
Complementary legislation	79	83
International agreements	223	214
Commission preparatory documents	947	802
Council preparatory documents	78	67
Parliament preparatory documents	644	646
Economic and Social Committee	202	166
Committee of the Regions	64	68
Court of Justice	801	663
Court of Auditors	44	6
National implementing measures	104	100
Parliamentary questions	6 240	3 009
Corrigenda etc.	619	358
Total	14 561	10 656

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 1999		Situation at 1 January 2000	
	Documents with text	Coverage (%)	Documents with text	Coverage (%)
ES	24 715	98.9	27 469	99.1
DA	24 737	99.0	27 513	99.2
DE	24 785	99.1	27 539	99.3
EL	24 502	98.0	27 260	98.3
EN	24 758	99.0	27 513	99.2
FR	24 802	99.2	27 558	99.4
IT	24 705	98.8	27 466	99.1
NL	24 762	99.1	27 518	99.2
PT	24 595	98.4	27 350	98.6
FI ⁽²⁾	18 692	74.8	21 516	77.6
SV ⁽²⁾	18 649	74.6	21 474	77.4
Total	259 702	94.4	290 176	95.1

⁽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 and 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.

(b) Case law texts

Table 3 — Coverage on 25 January 2000 — Case law (Sector 6) — Judgments and other documents (excluding opinions of the advocates-general)

Language	Number of documentary units present	Target full-text coverage ⁽¹⁾	Number of texts loaded	Coverage rate on 25 January 2000 (%)	Coverage rate on 18 January 1999 (%) (for comparison)
ES	6 849	4 476	3 058	68	68
DA	6 849	6 294	5 091	80	80
DE	6 849	6 849	6 141	89	90
EL	6 849	5 432	3 483	64	63
EN	6 849	6 294	5 588	88	89
FR	6 849	6 849	6 282	91	92
IT	6 849	6 849	6 206	90	90
NL	6 849	6 849	6 100	89	89
PT	6 849	4 476	2 911	65	64
FI	6 849	2 079	1 282 ⁽²⁾	63	47
SV	6 849	2 039	1 321 ⁽²⁾	65	50
Total	75 339	58 486	47 463	81	80

⁽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; for FI and SV, documents published since 1 January 1995.

⁽²⁾ In addition to this, 666 documents from before 1 January 1995 published in the Special Edition of the Court report were loaded in the Swedish database and 104 documents in the Finnish database.

Table 4 — Coverage on 25 January 2000 — Case law (sector 6) — Opinions of the advocates-general

Language	Number of documentary units present	Target full-text coverage (¹)	Number of texts loaded	Coverage rate on 25 January 2000 (%)	Coverage rate on 18 January 2000 (%) (for comparison)
ES	4 764	2 601	1 657	64	64
DA	4 764	2 601	1 746	67	66
DE	4 764	2 601	2 049	79	80
EL	4 764	2 601	1 681	65	63
EN	4 764	2 601	1 869	72	73
FR	4 764	2 601	2 207	85	87
IT	4 764	2 601	2 121	81	81
NL	4 764	2 601	1 948	75	76
PT	4 764	2 601	1 637	63	63
FI	4 764	1 060	876	83	72
SV	4 764	1 060	888	84	89
Total	52 404	25 529	18 679	73	73

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

1.3. Extending coverage

COM documents not published in the OJ C series

As part of the Greffe 2000 system, COM documents are made available in an electronic version by the Secretariat-General of the Commission. This has made it possible to load in CELEX the full texts of all COM documents distributed by Greffe 2000, including those not published in the OJ C.

1.4. Production tools

The production system was adapted to work with the new dissemination platform. Preparations were also made for the migration of the production system to a new technical platform in 2000 following the migration of the dissemination system.

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 1999 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 CELEX reference bases

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

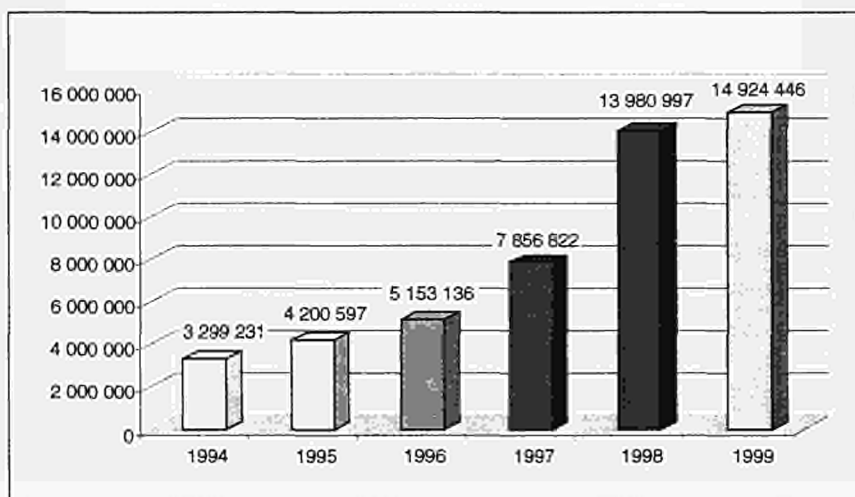
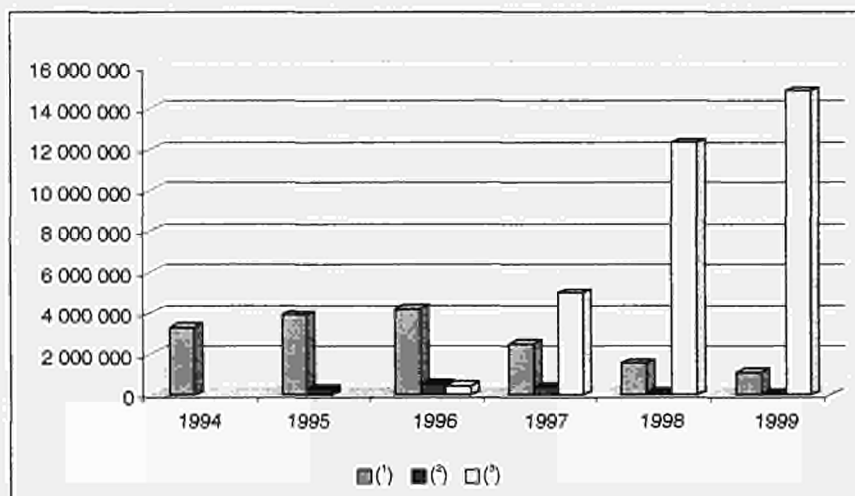


Table 5 (b) — Breakdown of the number of documents viewed by type of consultation



(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

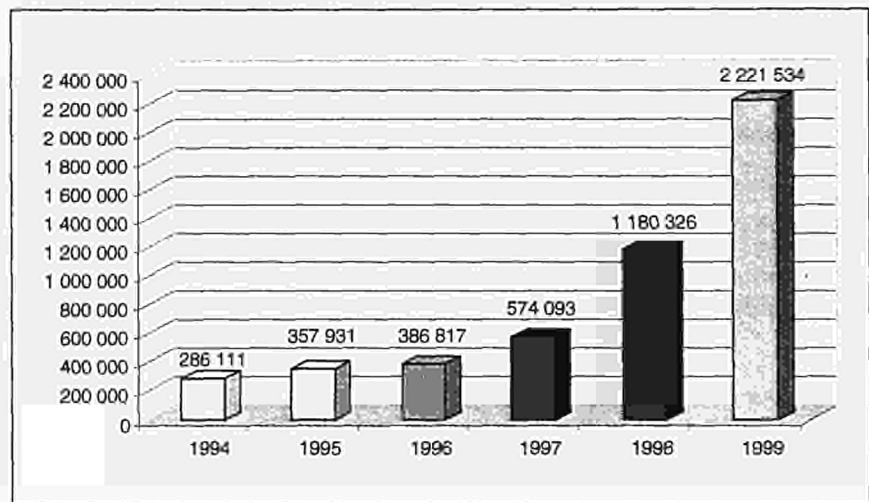
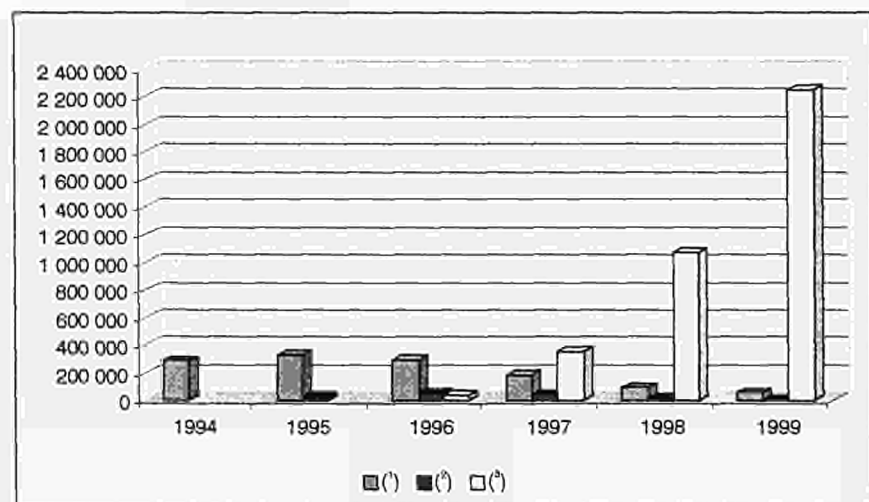


Table 6 (b) — Breakdown of the number of sessions by type of consultation



(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

Online dissemination of the reference databases is managed by the Publications Office. The computer infrastructure is provided by the Commission's Data Centre. There are two types of online 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 online dissemination of the CELEX reference databases in 1999: direct and indirect distribution

Use	1998				1999			
	Documents (1)	%	Hours (2)	%	Documents (1)	%	Hours (2)	%
Direct (3)	438 620	59.89	1 283	67.02	637 189	63.94	704.71	80.75
Indirect (4)	293 797	40.71	631	32.98	359 423	36.06	168.02	19.25
Total	732 417	100.00	1 914	100.00	996 612	100.00	872.73	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 online dissemination of CELEX reference databases in 1999: number of direct-use contracts (Publications Office) by country and connection time for direct and gateway customers

Country	Publications Office contracts (at 31 December 1999)				Connection time (direct (1) and indirect (2) use together) (3)		Individual documents (4)	
	1999		Change 1998/99		1999		1999	
	Number	%	Number	%	Hours	%	Number	%
Belgium	103	6.50	88	+ 15	75.95	8.70	189 445	19.01
Denmark	75	4.74	59	+ 16	11.60	1.33	70 732	7.10
Germany	138	8.71	107	+ 31	53.05	6.08	67 763	6.80
Greece	33	2.08	22	+ 11	27.88	3.19	13 910	1.39
Spain	167	10.54	107	+ 60	467.09	53.52	163 419	16.40
France	109	6.88	88	+ 21	16.42	1.88	62 106	6.23
Ireland	32	2.02	28	+ 4	0.40	0.05	3 673	0.37
Italy	211	13.32	166	+ 45	62.38	7.15	81 325	8.16
Luxembourg	41	2.59	26	+ 15	4.48	0.51	16 763	1.68
Netherlands	55	3.47	47	+ 8	22.30	2.56	41 125	4.12
Austria	50	3.16	32	+ 18	14.03	1.61	36 262	3.64
Portugal	39	2.46	32	+ 7	80.28	9.20	25 293	2.54
Finland	55	3.47	31	+ 24	3.13	0.36	59 665	5.99
Sweden	56	3.54	37	+ 19	0.63	0.07	50 822	5.10
United Kingdom	121	7.64	101	+ 20	14.03	1.61	54 927	5.51
Norway	8	0.51	6	+ 2	2.38	0.27	2 300	0.23
Switzerland	71	4.48	14	+ 57	0.02	0	22 687	2.28
Other	220	13.89	144	+ 76	16.68	1.91	34 395	3.45
Total	1 584	100.00	1 135	+ 449	872.73	100.00	996 612	100.00

(1) Publications Office customers.

(2) Gateway agent customers.

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

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

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 online dissemination of CELEX reference databases in 1999: connection time and number of documents displayed by language version (direct customers and gateway customers taken together)

Language	1998				1999			
	Documents	%	Hours	%	Documents	%	Hours	%
ES	91 786	12.49	594	30.93	160 208	16.08	423.90	48.57
DA	57 467	7.82	116	6.02	85 852	8.61	11.37	1.30
DE	95 228	12.96	218	11.33	110 879	11.13	66.18	7.58
EL	9 743	1.32	25	1.29	14 216	1.43	11.50	1.32
EN	214 881	29.24	331	17.22	287 078	28.81	96.18	11.02
FR	98 352	13.38	268	13.95	133 587	13.40	95.77	10.98
IT	51 800	7.05	121	6.32	80 604	8.09	45.85	5.25
NL	44 214	6.01	127	6.61	41 305	4.14	47.18	5.41
PT	13 884	1.89	108	5.63	22 566	2.26	71.92	8.24
FI	27 191	3.70	7	0.35	28 084	2.82	1.45	0.17
SV	30 424	4.14	7	0.35	32 233	3.23	1.43	0.16
Total	734 970	100.00	1 920	100.00	996 612	100.00	872.73	100.00

2.3. Access to derived versions of CELEX

On 31 December 1999, there were 26 licence contracts in force (31 December 1998: 24), giving the licence holders the right to publish derived versions of CELEX either online (ASCII or Web) or on CD-ROM.

Table 10 — CELEX licence holders

Type of activity	1998	1999
'Commercial' online hosts	9	11
'Administration' online hosts	5	5
CD-ROM publishers (!)	10	10
Total	24	26

(!) Two of the CD-ROM publishers also disseminate an online 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 32nd and 33rd editions of the *Directory of Community legislation in force* were published in February and October respectively.

3. Major development projects

3.1. New graphical expert interface

A first version of the new 'expert search interface' was introduced in April 1999 for users within the European institutions. This interface was developed in order to replace the Mistral native search language and to enable professional users to fully exploit all the data in CELEX through flexible search and display modules. An improved version of this expert interface was opened to both internal and external users at the end of 1999.

3.2. Preparations for the migration of the production system

In the year 2000 the CELEX production system will also be migrated to a new and more flexible technical platform. In order to facilitate this migration extensive preparatory work was done during 1999 alongside the migration of the dissemination system. 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. 1999 financial year

The Publications Office spent EUR 1 587 506 on CELEX in 1999 (excluding re-use of revenues from 1999), broken down as follows:

- item 3431 'production': EUR 662 556;
- item 3431 'documentation': EUR 19 600;
- item 3431 'Software licences': EUR 155 000;
- item 3431 'development': EUR 750 350.

Table 12 gives the breakdown of these amounts.

In 1999, the Publications Office's CELEX team comprised eight posts: six A posts, one B post and one C post.

The human resources allocated to dissemination within the Sales Unit are estimated at three man-years.

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

The human resources allocated by the other institutions to CELEX input in 1999 were as follows:

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

CELEX revenue is summarised in the table below.

Table 11 — CELEX revenue

	<i>(ECU/EUR)</i>	
	Amounts invoiced	
	1 January to 31 December 1998	1 January to 31 December 1999
Royalties and licences	377 886	400 560
Consultation	195 909	372 334
Training	0	0
Total	573 795	772 894

Despite the decrease in prices following the introduction of the Web interface the income from CELEX continued to grow in 1999. The remarkable increase in income from consultation is mainly due to the fact that a growing number of subscribers have chosen the flat-fee rate (at EUR 960/year). The revenues from flat-free subscriptions were EUR 222 285 in 1999 compared to EUR 71 150 in 1998.

4.2. 2000 financial year

The 2000 draft CELEX budget gives the following estimates :

- item 3431 'production': EUR 700 000;
- item 3431 'documentation': EUR 25 000;
- item 3431 'software licences': EUR 362 000;
- item 3431 'development': EUR 563 000.

The total budget is EUR 1 650 000, which is EUR 200 000 more than in 1999. The real expenditures in 1999 were EUR 1 587 506, compared to the planned EUR 1 450 000.

This was mainly due to licence costs related to the software for the new platform.

Table 12 — 1999 expenditure and 2000 forecasts

(EUR)

Item 3431 CELEX (1)	Summary of CELEX as at 31 December 1999		
	1999		2000
	Planned expenditures	Real expenditures (2)	Forecasts
I — Production	690 000	662 556	700 000
<i>Subtotal</i>	690 000	662 556	700 000
II — Documentation	110 000	19 600	25 000
<i>Subtotal</i>	110 000	19 600	25 000
III — Software licences			
1. Licences	0	155 000	155 000
2. Maintenance	0	0	192 000
3. Support	0	0	15 000
<i>Subtotal</i>	0	155 000	362 000
IV — Development			
1. User interface	150 000	225 295	100 000
2. Modernisation of methods	300 000	315 755	263 000
3. Management	200 000	209 300	200 000
<i>Subtotal</i>	650 000	750 350	563 000
Total	1 450 000	1 587 506	1 650 000
Financing			
Credits	1 150 000	1 150 000	1 400 000
Supplementary credits		267 705 (3)	
Estimated reuse	300 000		250 000
Real reuse		169 801 (4)	
Total	1 450 000	1 587 506	1 650 000

(1) For practical reasons the headings of the item 3431 CELEX have been changed in the course of 1999. The qualitative upgrade (forecast: EUR 120 000) and the loading of consolidated texts (forecast: EUR 50 000) have been moved to the chapter 'production' (forecast: EUR 720 000), while management costs are now to be found under the new heading 'development'. This leads to the following modifications as to how the forecasts for 2000 are divided: production EUR 700 000 and management EUR 200 000.

(2) Expenditures in 1999 financed by re-use of revenues from 1998 do not appear in this table.

(3) To compensate for unexpected costs (software licences and legal analysis of Sector 7) the Office supplemented the credits by a transfer on 22 November 1999 of EUR 268 000, out of which EUR 267 705 have been committed.

(4) On 31 December the reuse committed in 1999 was EUR 239 842, out of which EUR 169 801 have been used. The remaining EUR 70 041 will, together with other revenues from 1999, be available during the whole of 2000.

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

Revenue and expenditure account of the Publications Office's own budget for 1999

(EUR)

Revenue

1998 appropriations carried over		3 212 688.58
1999 initial appropriations		55 239 000.00
Revenue for reuse carried over from 1998 (appropriations committed but not paid out and uncommitted appropriations)		6 705 704.70
Revenue for reuse collected in 1999 (situation at 31 December 1999)		7 398 287.02
— of which recovered costs and re-invoiced services	5 560 548.32	
— of which Publications Office quota of sales revenue	1 837 738.70	
	Total	+ 72 555 680.30

Expenditure

Chapter 1 — Staff costs		33 040 256.57
— 1998 appropriations carried over	274 490.54	
— 1999 new appropriations	32 656 454.46	
— Revenue for reuse carried over from 1998	54 138.83	
— Revenue for reuse collected in 1999	55 172.74	
Chapter 2 — Administrative expenditure		26 052 124.33
— 1998 appropriations carried over	2 252 268.39	
— 1999 new appropriations	15 953 703.45	
— Revenue for reuse carried over from 1998	5 597 274.34	
— Revenue for reuse collected in 1999	2 248 878.15	
Chapter 3 — Operating expenditure		2 378 062.48
— 1998 appropriations carried over	371 930.64	
— 1999 new appropriations	1 170 306.60	
— Revenue for reuse carried over from 1998	813 064.60	
— Revenue for reuse collected in 1999	22 760.64	
	Total	- 61 470 443.38

Balance before cancellations

		11 085 236.92
Cancellation of 1998 appropriations carried over		- 313 999.01
Cancellation of 1998 amounts for reuse carried over		- 241 226.93
Cancellation of 1999 appropriations		- 291 454.39
Balance for the year to be carried over		10 238 556.59

— Carry-over of 1999 appropriations	5 167 081.10
— Carry-over of 1999 revenue for reuse ⁽¹⁾	5 071 475.49

(¹) Of which committed but not paid out: 3 844 259.34;
of which uncommitted: 1 227 216.15.

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

(EUR)

I. INTANGIBLE FIXED ASSETS

1 269 868.72

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

Publications Office budget	298 639.15
OJ budget	<u>971 229.57</u>
	<u>1 269 868.72</u>

II. TANGIBLE FIXED ASSETS

12 946 273.54

B. Fixtures and fittings, machinery and tools 250 952.18

This concerns telecommunications equipment

Publications Office budget	105 906.62
OJ budget	<u>145 045.56</u>
	<u>250 952.18</u>

C. Furniture and transport equipment 5 673 895.54

Furniture	5 524 790.66
Transport	<u>149 104.88</u>
	<u>5 673 895.54</u>

D. Computer equipment 6 206 984.82

Publications Office budget	3 632 065.68
OJ budget	<u>2 574 919.14</u>
	<u>6 206 984.82</u>

E. Financial leasing and similar entitlements 814 441.00

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

VI. STOCKS

5 897 387.29

A. Office supplies and other consumables

Office supplies	15 218.73
Computer parts	24 792.00
Workshop	598 297.05
Paper, board, boxes, etc.	<u>393 567.72</u>
	<u>1 031 875.50</u>

C. Publications Office stock

Publications held by the Publications Office on behalf of the institutions (sales stocks) (including 125 072.61 for the Publications Office)	<u>4 865 511.79</u>
	<u>4 865 511.79</u>

VII. SHORT-TERM ASSETS**17 566 608.42****B. Current receivables**

17 566 608.42

3. Amounts receivable from Community institutions and organisations

9 049 398.26

This heading shows:

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

● Parliament	2 608 444.04
● Council	932 599.01
● Commission	4 571 231.43
● Court of Justice	58 273.53
● Economic and Social Committee	220 826.67
● Court of Auditors	42 214.19
● European Foundation, Dublin	32 385.61
● Committee of the Regions	1 153.79
● European Investment Bank	1 146.90
● Ombudsman	109 366.28
● European Central Bank	7 744.33
● European Training Foundation, Turin	9 941.78
	<u>8 595 327.56</u>

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

454 070.70
9 049 398.26

4. Sundry receivables

8 517 210.16

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	814 361.81
Sales offices, gateways, etc.	7 702 848.35
	<u>8 517 210.16</u>

IX. DISPOSABLE ASSETS**24 064 910.53**

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	17 031 737.17
Sales of the OJ and other publications:	
— current account in euro	4 128 142.62
— current account in other currencies	2 905 030.74
	<u>7 033 173.36</u>
	<u>24 064 9108.53</u>

X. ACCRUALS**8 318.13**

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

Liabilities

(EUR)

I. CAPITAL

11 865 750.31

A. Net capital resulting from economic adjustments to the balance sheet

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

— intangible fixed assets (software)	298 639.15
— tangible fixed assets:	
● leasing annuity paid	542 909.83
● property in the inventory (independent cost centre)	9 411 867.84
— stocks:	
● consumables	1 031 875.50
● stock of publications at the Office	125 072.61
— balance of sales revenue of which the Office is the beneficiary institution	<u>455 385.38</u>
	<u>11 865 750.31</u>

III. LONG-TERM LIABILITIES

90 972.03

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

49 461 535.45

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 2000.

C. Current liabilities

49 280 976.31

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 and telecom equipment	2 719 964.70
— OJ-specific software	971 229.57
— stocks of publications generating revenue held by the Office on behalf of the institutions	4 740 439.18
— borrowing interest on the OJ account to be repaid to the institutions	242 754.52
— balance on sales proceeds received in 1999 and to be repaid to the institutions during 2000	4 256 810.43
— sales proceeds receivable on behalf of the institutions at 31 December 1999	<u>8 061 824.78</u>
	<u>48 812 922.89</u>

3. Sundry creditors

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

2 441 254.09

D. Other debts

26 799.33

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

V. ADJUSTMENT ACCOUNTS

335 108.84

The amount entered under this heading corresponds to the balance of sales for which proceeds were received on 31 December 1999 and the beneficiary of which was the Publications Office.

Consolidated balance sheet

Consolidated balance sheet (Publications Office + OJ)

ASSETS

(ECU/EUR)

		31 December 1998	31 December 1999
I	Installation costs	0.00	0.00
II	Intangible fixed assets	138 936.00	1 269 868.72
III	Tangible fixed assets	12 473 242.06	12 946 273.54
A	Land and buildings	0.00	0.00
B	Fixtures and fittings, machinery and tools	246 696.76	250 952.18
C	Furniture and transport equipment	5 622 346.49	5 673 895.54
D	Computer equipment	5 789 757.80	6 206 984.82
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
C	Other long-term assets	0.00	0.00
VI	Stocks	6 705 863.36	5 897 387.29
A	Office supplies and other consumables	873 879.43	1 031 875.50
B	Scientific equipment	0.00	0.00
C	Publications Office stocks	5 831 983.93	4 865 511.79
VII	Short-term assets	24 618 704.00	17 566 608.42
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
	3. Other long-term debts falling due during the year	0.00	0.00
B	Current claims	24 618 704.00	17 566 608.42
	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	17 249 857.64	9 049 398.26
	4. Sundry receivables (commercial claims)	7 368 846.36	8 517 210.16
C	Sundry receivables	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	14 419 038.76	24 064 910.53
X	Accruals	657.01	8 318.13
Total		58 356 441.19	61 753 366.63

Consolidated balance sheet (Publications Office + OJ)

LIABILITIES

(ECU/EUR)

		31 December 1998	31 December 1999
I	Capital	11 555 671.48	11 865 750.31
A	Net capital resulting from economic adjustments to the balance sheets	11 555 671.48	11 865 750.31
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	271 531.17	90 972.03
A	Financial liabilities	0.00	0.00
B	Other long-term liabilities	271 531.17	90 972.03
IV	Short-term liabilities	46 272 732.94	49 461 535.45
A	Debts on borrowings over more than one year falling due during year	180 559.14	180 559.14
B	Other short-term financial liabilities	0.00	0.00
C	Current liabilities	46 087 649.56	49 254 176.98
	1. Amounts owed by Member States and EFTA countries	0.00	0.00
	2. Community institutions and organisations	44 657 391.58	46 812 922.89
	3. Appropriations to be carried forward	0.00	0.00
	4. Sundry creditors	1 430 257.98	2 441 254.09
D	Other liabilities	4 524.24	26 799.33
V	Accruals	256 505.60	335 108.84
Total		58 356 441.19	61 753 366.63

II. Intangible fixed assets

(EUR)

	Computer software
<i>A. Purchase price</i>	
At the end of the last accounting year	138 936.00
Changes during the accounting year:	
— additions before 1999	239 384.80
— additions during the accounting year	967 788.92
— transfers and write-offs	76 241.00
— reclassifications from one heading to another	0.00
At end of year	1 269 868.72
<i>B. Capital consumption and depreciation</i>	
At the end of the last accounting year	107 588.50
Changes during the accounting year:	
— additions	739 959.27
— transfers and write-offs	76 241.00
— reclassifications from one heading to another	0.00
At end of year	771 306.77
Net accounting value at the end of the year (A – B)	498 561.95

III. Tangible fixed assets

(EUR)

	Land and buildings	Fixtures and fittings, machinery and tools	Furniture and transport equipment	Computer equipment	Financial leasing and similar entitlements	Other tangible fixed assets	Assets under construction and payments on account
<i>A. Purchase price</i>							
At the end of the last accounting year		246 696.76	5 622 346.49	5 789 757.80	814 441.00		
Adjustments		- 15 024.76	18 165.46	152 530.35			
Changes during the accounting year:							
— acquisitions		17 053.56	111 162.70	956 561.24	0.00		
— transfers and write-offs		- 35 221.33	- 49 022.40	- 681 049.00			
— changes due to threshold alterations			579.28				
— reclassification from one heading to another		37 447.95	- 29 336.00	- 10 815.57			
— other adjustments							
At end of year	0.00	250 952.18	5 673 895.54	6 206 984.82	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							
— 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	250 952.18	5 673 895.54	6 206 984.82	814 441.00	0.00	0.00
<i>C. Depreciation and value adjustments</i>							
At the end of the last accounting year		98 396.72	3 993 030.51	4 871 978.13	203 610.26		
Changes during the accounting year:							
— additions		41 420.15	282 571.04	655 979.10	101 805.13		
— cancelled following transfer		- 35 221.33	- 28 963.82	- 675 442.91			
— reclassification from one heading to another		8 111.96		- 16 427.00			
Extraordinary depreciation		102 520.26		- 401 130.94			
At end of year	0.00	215 227.76	4 246 637.73	4 434 956.39	305 415.39	0.00	
Net accounting value (A + B - C)	0.00	35 724.42	1 427 257.81	1 772 028.43	509 025.61	0.00	0.00

Dues yet to be paid in accordance with financial leasing contracts and similar entitlements — 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)	
Land and buildings					0.00	0.00
Fixtures and fittings, machinery and tools	180 559.14	542 909.83	180 559.14	90 972.03	271 531.17	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	542 909.83	180 559.14	90 972.03	271 531.17	814 441.00

(¹) The total amount of dues paid and dues yet to be paid must be equal to the value of the goods 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 (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)	
Land and buildings	3 441 929.50	5 363 789.89	3 391 213.11	76 979 751.74	80 370 964.85	85 734 754.74
Fixtures and fittings, machinery and tools	20 700.00	20 700.00	1 800.00		1 800.00	22 500.00
Furniture and transport equipment					0.00	0.00
Computer equipment	1 282 249.85	3 003 550.23	959 871.06	2 048 309.24	3 008 180.30	6 011 730.53
Fixed assets under construction					0.00	0.00
Total	4 744 879.35	8 388 040.12	4 352 884.17	79 028 060.98	83 380 945.15	91 768 985.27

(¹) The dues yet to be paid must be included in liabilities not shown on the balance sheet.

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

	Land and buildings	Fixtures and fittings, machinery and tools	Furniture and transport equipment	Computer equipment	Fixed assets under construction and payments on accounts	Total
A. Purchase price						
At the end of the last accounting year		814 441.00				
Changes during the accounting year:						
— additions						
— transfers and write-offs						
— changes due to threshold alterations						
— reclassification from one heading to another						
— other changes						
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						
— reclassification 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		203 610.26				
Changes during the accounting year:						
— additions		101 805.13				
— cancelled following transfer						
— reclassification from one heading to another						
Extraordinary depreciation						
At end of year	0.00	305 415.39	0.00	0.00		305 415.39
Net accounting (A + B – C)	0.00	509 025.61	0.00	0.00	0.00	509 025.61 (*)

(*) 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. Details of the guarantees and advances granted and other financial assets

Description	Purchase value at 31 December 1998 (A)	Change during the accounting year (B)	Purchase value at 31 December 1999 (C) = (A) + (B)	Reductions in value at 31 December 1998 (D)	Change during the accounting year (E)	Reduction in value at 31 December 1999 (F) = (D) + (E)	Net accounting value at 31 December 1999 (G) = (C) - (F)
Guarantees and advances granted							
1. Guarantees		0.00	0.00			0.00	
2. Advances granted and Publications Office banking balance		0.00				0.00	0.00
3. Guarantee Fund		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
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

V. Long-term assets

	Amount > 1 year	Amount < 1 year	Loans at 31 December 1999
A. Loans on budget appropriations			
ECIP			0
Other			0
Subtotal	0	0	0
B. Loans on borrowed funds			
Financial assistance			0
Balance of payments			0
NCI			0
Euratom			0
Subtotal	0	0	0
C. Other long-term claims			
MEDIA I			0
Other			0
Subtotal	0	0	0
Total	0	0	0

VI. Stocks

Description	Purchase price	Depreciation of obsolete, outworn and surplus stock	Net accounting value
A. Office supplies and materials	1 031 875.50	0.00	1 031 875.50
Subtotal	1 031 875.50	0.00	1 031 875.50
B. Scientific equipment	0.00	0.00	0.00
Fissionable materials			0.00
Heavy water			0.00
Subtotal	0.00	0.00	0.00
C. Publications stocks	4 865 511.79		4 865 511.79
Subtotal	4 865 511.79	0.00	4 865 511.79
Total	5 897 387.29	0.00	5 897 387.29

VIII. Investments

Description	31 December 1998	31 December 1999
1. Shares		
2. Fixed-interest securities		
3. Fixed-term deposits		
— maturity < 1 month		
— maturity > 1 month and < 1 year		
— maturity > 1 year		
Total	0.00	0.00

IX. Disposable assets

Description	31 December 1998	31 December 1999
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	14 419 038.76	24 064 910.53
E. Imprests	0.00	0.00
F. Cash in hand	0.00	0.00
G. Transfers of funds	0.00	0.00
Total	14 419 038.76	24 064 910.53

X. Suspense accounts on the assets side

Description	31 December 1998	31 December 1999
Interest receivable	657.01	8 318.13
Appropriations carried over and not yet booked		
Expenditure to be settled between institutions		
Prepaid expenses		
Other expenses to be carried over and accrued income		
Total	657.01	8 318.13

XI. Capital

	Balance at 31 December 1998	Change during the accounting year	Balance at 31 December 1999
A.1. Net capital resulting from economic adjustments			
(a) Installation costs	0.00	0.00	0.00
(b) Intangible fixed assets	138 936.00	159 703.15	298 639.15
(c) Tangible fixed assets	9 934 093.75	20 683.92	9 954 777.67
(d) Financial assets (not including guarantees)	0.00	0.00	0.00
(e) Loans from budget appropriations	0.00	0.00	0.00
(f) Stocks	1 058 311.79	98 636.32	1 156 948.11
(g) Claims to be recovered	424 329.94	31 055.44	455 385.38
Total	11 555 671.48	310 078.83	11 865 750.31
A.2. Value adjustments in respect of assets other than those under A	0.00	0.00	0.00
A.3. Value adjustments in respect of assets under A	0.00	0.00	0.00
A.4. Charging depreciation	0.00	0.00	0.00
A.5. Allocation for risks and costs	0.00	0.00	0.00
Net capital resulting from adjustments to the balance sheet	11 555 671.48	310 078.83	11 865 750.31

XII. Risk and cost provisions

Description	Provision at 31 December 1998	Change during the accounting year	Provision at 31 December 1999
A. Major repairs			0.00
B. Other risks and costs			
Guarantee fund	0.00	0.00	0.00
Loans/borrowings			0.00
— NCI	0.00	0.00	0.00
— Euratom	0.00	0.00	0.00
— Balance of payments	0.00	0.00	0.00
Total	0.00	0.00	0.00

XIII. Long-term debts

Description	31 December 1998	Change during the accounting year	31 December 1999
A. Borrowings			
NCI		0.00	
Euratom		0.00	
Balance of payments		0.00	
Financial assistance		0.00	
Food aid		0.00	
Subtotal	0.00	0.00	0.00
B. Other long-term debts			
Staff fund		0.00	
Guarantee and indemnity		0.00	
NCI		0.00	
Leasing	271 531.17	- 180 559.14	90 972.03
EBRD participation			
Other			
Subtotal	271 531.17	- 180 559.14	90 972.03
Total	271 531.17	- 180 559.14	90 972.03

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

Description	Amount > 1 year	Amount < 1 year	Balance in euros
A. 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
B. 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 1998	31 December 1999
Other financial debts:		
— accounts held with public treasuries		
— accounts with central banks		
— current accounts		
— imprest accounts		
— transfers pending		
Total	0.00	0.00

XV. Transitional liability accounts

Description	31 December 1998	31 December 1999
Interest		
Income to be appropriated		
Income to be appropriated by other institutions	256 505.60	335 108.84
Income which may lead to reuse		
Other costs to be paid and income to be carried forward		
Total	256 505.60	335 108.84

**Annex III — Estimates of
revenue and expenditure of the
general budget for the financial
year 2001: remarks on re-use**

Estimates of revenue and expenditure of the general budget for the financial year 2001 — Remarks on re-use (Article 27(5) of the Financial Regulation)

Item	Heading	1999 budget			Forecast 2000 budget	Forecast 2001 budget	Remarks
		Forecast	Actual 31 December 1999	Difference			
1100	Basic salaries	125 000	126 021.87	1 021.87	65 000	65 000	Fall in revenue (see also 3430 and 3431).
1174	Supplementary proof-reading	10 000	0.00	- 10 000.00	10 000	10 000	No extra work in 1999.
1175	Other support services	5 000	0.00	- 5 000.00	5 000	5 000	No extra work for the institutions in 1999.
1300	Mission expenses	40 000	7 809.18	- 32 190.82	10 000	10 000	The amounts for 2000 and 2001 already take into account the reduction in Eurobases missions.
2000	Rent	670 000	1 026 306.74	356 306.74	670 000	670 000	The figures for this item depend on the number of publications stored for the institutions: a reduction in prices obtained when the contract was renewed will enable the costs re-invoiced to be reduced from 2000 onwards.
2100	Computer centre operations	500	38 290.00	37 790.00	500	500	More extra work for the institutions than expected in 1999 (variable from year to year).
2120	Staff services of computer operations	120 000	20 346.20	- 99 653.80	50 000	50 000	Less extra work than expected for the institutions in 1999 (variable from year to year) — amount already adjusted for 2000.
2200	Purchase of technical equipment	1 000	0.00	- 1 000.00	1 000	500	—
2210	Purchase of furniture	500	0.00	- 500.00	500	500	—
2230	Purchase of vehicles	1 000	0.00	- 1 000.00	1 000	500	—
2233	Maintenance of vehicles	500	1 866.71	1 366.71	500	500	—
2300	Stationery and office supplies	130 000	94 352.77	- 35 647.23	130 000	130 000	The amount credited varies according to the amounts invoiced to the institutions for the paper consumed in work carried out for them in the Office's printshop.
2400	Postage and delivery charges	13 000 000	5 398 812.50	- 7 601 187.50	13 000 000	13 000 000	This is a simple estimate of the volume of work which will be required from the Office in the area of free distribution.
2410	Telephone etc.	46 000	39 193.59	- 6 806.41	46 000	42 000	This re-use is related to calls re-invoiced to Office staff (variable from year to year).

Estimates of revenue and expenditure of the general budget for the financial year 2001 — Remarks on re-use (Article 27(5) of the Financial Regulation) (cont.)

Item	Heading	1999 budget			Forecast 2000 budget	Forecast 2001 budget	Remarks
		Forecast	Actual 31 December 1999	Difference			
3410	General publications	300 000	177 550.62	- 122 449.38	300 000	200 000	This item relates to reprints actually produced and invoiced — the amount forecast for 2001 has been adjusted in the light of the 1999 result.
3412	Publicity/promotion of publications	50 000	57 205.36	7 205.36	50 000	50 000	Recovery of contributions for Info-Point Europe.
3430	Dissemination of databases	150 000	170 246.62	20 246.62	65 000	100 000	The reduction in revenue for databases was not as great as expected, but a portion will go to item 3435 from the year 2000 onwards.
3431	CELEX	300 000	239 842.25	- 60 157.75	250 000	350 000	As expected, the EUR-Lex project initially had a negative impact on CELEX revenue, but, thanks to the new version of CELEX and more attractive subscription offers, forecasts for 2001 have been adjusted upwards.
3432	Database production	5 000	0.00	- 5 000.00	5 000	5 000	—
3434	Tools for multimedia production	20 000	0.00	- 20 000.00	20 000	20 000	No extra work for the institutions in 1999.
3435	User support	0.00	0.00	—	70 000	70 000	New line in 2000.
	<i>Total re-use</i>	14 974 500	7 397 844.41	- 7 576 655.59	14 749 500	14 779 500	

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