

Annual **Management** Report **2006**



Publications Office
Publications.europa.eu

**Europe Direct is a service to help you find answers
to your questions about the European Union**

Freephone number (*):

00 800 6 7 8 9 10 11

(* Certain mobile telephone operators do not allow access to 00 800 numbers or these calls may be billed.

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>).

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

Luxembourg: Office for Official Publications of the European Communities, 2007

ISBN 92-78-40437-3

© European Communities, 2007

Reproduction is authorised provided the source is acknowledged.

Printed in Belgium

Foreword by Patrick Venturini, Chairman of the Management Committee

If 2005 was marked by the completion of the publication in a *Special Edition of the Official Journal of the European Union* of the secondary legislation (also known as the *acquis communautaire*) in the nine 2004 enlargement languages, 2006 saw the continuation of the production of the secondary legislation in Bulgarian and Romanian, languages which became official on 1 January 2007, the date of accession of two new Member States.

Reflection on issues of utmost importance for the future of the Publications Office's structure and activities was pursued. A major reorganisation was implemented on 1 September 2006 with a view to responding better to the upcoming challenge of working in 23 official languages, to the requirements of the Office's stakeholders and to adapting to a rapidly evolving publishing environment.

The Office's online public services were continuously modernised, extended and promoted over the year:

- EUR-Lex, the single access point to European law, which is highly appreciated by professionals and the academic world, offers new search facilities through its Expert search.
- TED, the linchpin of European public procurement — which represents 16% of the EU's gross domestic product —, is a continuously expanding service which also benefits from the high multiplying effect of so-called OJ eSenders, who act as collecting agents for public procurement notices, and licence holders, who further disseminate the information on public procurement opportunities.
- EU Bookshop, the virtual library of the European Union, was updated during the year and now contains some 50 000 bibliographical notices of titles in several languages, which go back to the 1950s and may be downloaded or ordered by the citizens. During 2006, over 800 studies on various subjects commissioned by the European Parliament over the last 20 years were catalogued and added to EU Bookshop. A bulk ordering facility was introduced for the benefit of information relays.
- CORDIS, the Community Research and Development Information Service, offers numerous services for the benefit of the specialised audiences it addresses. In 2006, CORDIS was geared to accommodate the launching of the seventh framework programme for research and technological development (2007-2013). The first 42 calls for proposals under FP7 were launched through CORDIS in December 2006.

Another important issue addressed during 2006 was the structure and content of the Official Journal as well as its technical evolution in view of guaranteeing the authenticity of the electronic edition. The new structure of the Official Journal is being applied from 1 January 2007 onwards.

To date, the online edition of the Official Journal is held to be solely for information purposes. In practice however, this edition is the one most consulted by professionals and citizens alike, as is confirmed by the ever-dwindling numbers of subscriptions to the authentic paper edition, the number of subscribers to which is as low as 3 in certain languages. In our increasingly electronic world, there is therefore an urgent need to guarantee the authenticity of the electronic edition. The Publications Office thus established a plan and a timetable

for an entirely secure production and delivery line which would fulfil this requirement. The project is to be completed by end-2008.

Efforts to render the publication of research results compulsory under agreed conditions and to develop a portal which would bring together a whole array of services ranging from research and development to the delivery of results to the innovation communities are coming to fruition. Work on expanding the content of EU Bookshop by the inclusion of research reports is underway.

In November 2006, the Publications Office was particularly proud to be able to celebrate '25 years of European law online' in the presence of His Royal Highness the Grand Duke of Luxembourg. The academic session was attended by numerous representatives of the institutions, legal professionals and members of the political and academic worlds. This event provided ample proof of the pioneering work done within the institutions to create a multilingual legal database, now called EUR-Lex, which is today by far the most sophisticated in the world.

On behalf of all colleagues in the Management Committee, I wish to thank the Publications Office's staff for their enthusiasm and their dedication at the service of the EU's institutions and of its citizens.

Patrick VENTURINI

*Chairman of the Management Committee
of the Office for Official Publications
of the European Communities*

Contents

	Page
Executive summary	7
Principal indicators of the Publications Office's activity from 1997 to 2006	12
I. The Management Committee	13
II. Relations with institutions, author services and other organisations	15
1. Publications programmes	15
1.1. Overview	15
1.2. Commission	15
1.3. Other institutions, agencies and bodies	16
2. Copyright and copublishing	16
2.1. Licence agreements	16
2.2. Copublishing	16
2.3. European Union Publishers' Forum	17
3. Service level agreements	17
4. Other organisations	17
4.1. Forum of Official Gazettes	17
4.2. The Bridge Forum Dialogue	18
III. Indexation and publishing tools	19
1. Eurovoc thesaurus	19
2. Cataloguing and international identifiers	19
2.1. ProCat	19
2.2. Identifiers	20
IV. Official Journal & Access to Law	21
1. Official Journal	21
1.1. Overview	21
1.2. Production	22
1.3. Quality control	22
2. EUR-Lex — the integrated access to the European law	22
2.1. Overview	22
2.2. Consolidation of EU legislation	23
2.3. Directory of Community legislation in force	24
3. TED — Tenders Electronic Daily	24
3.1. Overview	24
3.2. Production activities	24
3.3. New data collection techniques	24
3.4. TED and OJ S CD-ROM	24
V. Publications & Dissemination	25
1. Cross-media publishing and editorial services	25
1.1. Overview	25
1.2. Production	26
1.3. Proofreading	27
1.4. Graphic design section	27
1.5. Digital workshop and print-on-demand	28

2. EU Bookshop — the European Union’s online bookshop	28
2.1. Website	28
2.2. Main developments	28
2.3. Awareness	29
3. CORDIS — the Community Research & Development Information Service	29
4. Promotion and distribution	30
4.1. Distribution and storage	30
4.2. Information for the public, marketing and promotion	33
5. Sales	34
5.1. Sales policy	34
5.2. Sales results	35
5.3. Publications	35
5.4. Offline products	36
5.5. Online database licensing: EUR-Lex and TED	37
5.6. The network of sales agents	38
5.7. Assessment and prospects	38
VI. Resources	39
1. Financial management	39
1.1. Budgetary accounts	39
1.2. Commercial accounts	41
2. Procurement and contracts	41
2.1. Tender procedures and CAM (Comité des achats et des marchés)	41
2.2. Contract management	42
3. Personnel management	42
3.1. Personnel	42
3.2. Social dialogue	45
3.3. Training	45
4. Infrastructures	46
4.1. Facilities management and supporting resources	46
4.2. Document management	47
5. Informatics	47
5.1. Information technology	47
5.2. Project management	47
5.3. IT security	48
VII. Central management services	49
1. Risk management and internal control	49
2. Internal audit	49
2.1. Audits	49
2.2. Advisory tasks	50
2.3. Other activities	50
3. Evaluation	50
4. Financial control	50
4.1. Ex-ante controls	50
4.2. Ex-post controls	50
Annex 1 — Publications Office organisation chart at 31 December 2006	51
Annex 2 — Interinstitutional committees and subcommittees of which the secretariat is held by the Publications Office	52
Annex 3 — Tables and graphs	56
Annex 4 — Balance sheet and profit-and-loss statement	80

Executive summary

In 2006, the Publications Office's Management Committee kept abreast of production, dissemination and administrative data via the quarterly information reports communicated by the Office's Director and of other issues raised by written procedure or via information notes. Numerous issues were discussed during the four Management Committee meetings held in 2006, such as the progress of various projects (publication of the secondary legislation in Bulgarian and Romanian in view of the enlargement foreseen in 2007 and their impact on the Office's structure and services, the future of the Official Journal, the online EU Bookshop service for general publications, the EUR-Lex integrated portal to EU law, the CORDIS portal, etc.). The Management Committee was kept informed of the recruitment procedure for the post of Director of the Official Journal & Access to Law Directorate. One *ad hoc* meeting was held for interviews of the candidates. The Management Committee was also kept informed of the recruitment of heads of the newly created units after the restructuring of the Office on 1 September 2006. Particular emphasis was laid on information concerning the Casaca resolution on political responsibility for interinstitutional bodies adopted by the European Parliament in the context of the 2001 discharge procedure. The Management Committee set up an interinstitutional group with the mandate to draft a revised text of the Decision 2000/459 laying down the rules on the organisation and operation of the Publications Office. (I)

Timely planning and the submission of annual publications programmes is becoming more and more the norm. The positive impact of the Author Liaison Officers' activity is being felt, bringing new clients for the Office's services. At 52.6%, the rate of implementation of the Commission's ordinary publications programme (POP) was slightly higher than that of the previous year (47.6% in 2005); 1 521 publications were foreseen in the 2006 POP. (II.1.2)

The annual meetings with the Commission directorates-general, other institutions, agencies and bodies have become an integral part of the Office's strategy of exchange with author services. (II.1.2 and II.1.3)

Copyright activity increased by 9% in 2006 compared to 2005, and several copublishing projects were underway. (II.2)

Three service level agreements were signed during the course of 2006, negotiations were underway for eight others, one update was signed and two were initiated. (II.3)

All documents to launch a study in early 2007 on the interoperability of thesauri and the renewal of the Eurovoc maintenance and dissemination sites were prepared. (III.1)

Some 78 500 bibliographical notices were processed in 2006. ISBN and ISSN attribution increased in 2006 (+32.7%). The Office is also an official agent for the attribution of Digital Object Identifiers. By year-end the first DOIs were assigned manually. The technical environment is operational and automatic attribution is due in spring 2007 (III.2 and Annex 3, Table 9)

The evolution of the Official Journal (structure, content and legal value of the online edition) was widely discussed and a detailed document on the future of the Official Journal was approved by the Management Committee: from 1 January 2007 the structure of the Official Journal is modified to ensure a clearer classification of the acts published, preserving, nevertheless, the essential continuity with the previous structure. (IV.1)

The volume of the Official Journal increased notably in 2006: considering all OJ documents — including budgetary documents — but not the Special Edition of the secondary legislation — total production rose by 26.5% compared to 2005. 2006 saw an important increase of the Official Journal L series (+40%) and of the C series (+15.8%). The volume of budgetary documents also rose by 3.8%. For the first time, the volume of the OJ L & C series and the budgetary documents exceeded 1 million pages (*IV.1.1 and IV.1.2, Annex 3, Tables 1 to 3, and Graph 2*)

At year-end, 134 volumes of the Special Edition of the Official Journal with the secondary legislation in Bulgarian and Romanian, representing 22.7% of the total (590 volumes), were printed. (*IV.1.2.3*)

The OJ L&C CD-ROM was regularly produced in 19 languages. One thematic CD-ROM, containing the Common Nomenclature, was published in 2006. (*IV.1.2.4*)

The EUR-Lex online service remains highly appreciated by professionals, public authorities as well as NGOs all over the Union and beyond. With an average of 3.5 million visits per month – and peaks up to 4.3 and 4.6 million in October and November –, it provides user-friendly access to some 1.85 million documents of European law in all languages. (*IV.2 and Annex 3, Graph 4*)

EUR-Lex Expert Search was made available to the general public in August. N-Lex, the common access portal to the legal websites of the Member States, was very favourably welcomed after opening as an experimental project in April (*IV.2.1.1*)

At year-end, the number of consolidated families of legislative acts stood at 2 344. (*IV.2.2*)

The *Directory of Community legislation in force* is published monthly in an updated version online. It includes hyperlinks to all acts, including their consolidated versions over time. An archive gives access online to the legislation in force on 1 January and 1 June of a given year. (*IV.2.3*)

The number of procurement notices published increased by 7.47% to attain 268 060 notices. The volume of notices received in structured electronic format increased significantly, reaching 59.3% of the total at year-end (47.8% in 2005). (*IV.3 and Annex 3, Table 4 and Graph 3*)

Consultation of the TED database rose by some 5.2%. The number of subscriptions to the OJ S CD-ROM decreased by 25% (2 128 versus 2 836 in 2005) while that of licence holders increased (113 versus 96 in 2005). (*IV.3 and Annex 3, Table 12*)

For general publications, development of the monitoring and document management tool continued, and access was opened to some author services and contractors by year-end. (*V.1*)

The update and production of both a paper and an electronic version of the *Interinstitutional Style Guide* continued during the year. Visits to the pages of the Style Guide make up around 50% of the visits to the website of the Publications Office. (*V.1.1*)

The 2006-07 edition of the *Official Directory of the European Union* was published in October 2006. (*V.1.1*)

6 896 titles were produced in 2006: books represented 62% of the publication requests received, brochures and leaflets 11% and CD-ROMs and websites 4%. The total number of pages produced decreased by 6.7%. The volume of non-proofread pages dropped by 14.5% and that of proofread pages dropped slightly by 1.4%. (*V.1.2 and Annex 3, Table 5*)

During 2006 the Office's services provided 3 240 cost estimates (+41%) which gave rise to 1 329 order forms for a total value of over 16.1 million euro; 2 951 printers' invoices were processed. (V.1.2)

The teleworking project had positive results and it is planned to extend it to more proof-readers. While a number of titles were produced in 20 languages, German, English and French texts represented the largest volume of work. (V.1.3 and Annex 3, Table 7)

The graphic design section completed the re-styling of the Office's own publications. The section was also involved in a number of major projects for various author services in 2006. (V.1.4)

Following the closure of the in-house offset activities, a digital workshop was created in early 2006; it aims at making available in electronic format all paper publications as a major contribution to establishing EU Bookshop as the electronic library for all EU publications from 1952 onwards. (V.1.5)

All publications produced by the Office were catalogued, indexed, archived in EUDOR, and uploaded in EU Bookshop, the online virtual library launched publicly in 2005. The same procedures were applied to EU publications not produced but catalogued by the Office. There were about 60 000 bibliographical notices in EU Bookshop by the end of 2006 covering publications on a wide range of themes from 1952 to today. (V.2 and Annex 3, Graph 6)

CORDIS – the Community Research and Development Information Service, established in 1990 and present on the web since 1994 – has become the main tool for implementing the Office's publishing strategy in the fields of research and innovation. CORDIS is the sole official source for details on the calls for proposals for the new 7th framework programme launched at the end of 2006. This interactive information platform now gives access to about 57 million pages. (V.3)

The number of publications distributed on delivery decreased by 14.3%, while the number of individual orders rose by 35.7%, mainly arising from EU Bookshop. 46.3 million copies were distributed in 2006. The overall stock amounted to 31.7 million copies (-17.1%). The mailing list management system contains some 785 000 addresses. (V.4.1)

An editorial committee was set up with representatives from the production, promotion and sales teams and the Author Liaison Officers to study the publication requests and to monitor the print-runs for better sales and stock management. 2006 saw an increase in the number of promotional activities, notably attendance for the first time at the Warsaw International Bookfair. On 23 November 2006, the Publications Office organised a conference in the presence of His Royal Highness the Grand-Duke of Luxembourg to celebrate 25 years of EU law online. (V.4.2)

The number of interventions required from the Office's helpdesk rose again in 2006 by 23% mainly due to the implementation of new standard forms in TED and SIMAP. (V.4.2)

While the general trend towards free-of-charge general publications continued, 2006 may be considered a transitional year as a series of initiatives were taken to redress this issue. Pricing publications is to be seen as a means of exploiting another dissemination channel for EU information, as only these will be found in bookshops and libraries. Priced publications represented 11% of the general publications. (V.5.2)

As regards sales, in 2006 the Publications Office issued 2 420 sales invoices or credit notes for a total amount of 5.1 million euro (-38%). The continued downward trend in sales is due to fewer subscriptions to the Official Journal and fewer monographs being sold, as well as to databases having become free of charge for the end-user. However, licences for TED and

EUR-Lex showed an increase of 17.7% and 9.5% respectively, demonstrating that they fulfil a market need. (V.5.1 and 5.2.2, and Annex 3, Table 16)

Paying subscriptions to all types of periodicals decreased by 21.7%. The number of different types of subscriptions to periodicals other than the Official Journal dropped from 18 in 2005 to 14 in 2006. Since the cancellation of the *Bulletin of the European Union* in 2006 only two periodicals other than the OJ had more than 1 000 subscribers. (V.5.3 and Annex 3, Table 13)

Consultation of the professional distributors of EU publications was carried out in 2006 with the aim of identifying ways to improve communication of the institutions' activities. Their contracts as sales agents were amended to encourage better sales and promotion. (V.5.6)

In total some 222 million pages of all online services of the Office were visited during 2006.

In 2006, the overall budget managed by the Publications Office amounted to 183.38 million euro (162.45 million euro in 2005), of which 154.16 million euro came from budget items formally delegated to the Office and 29.21 million euro from appropriations from the institutions' budgets. The Office issued recovery orders for a total of 12.9 million euro. (VI.1)

The Office explored other possibilities within the existing legal framework to speed up the payment of invoices. In particular, it made arrangements with some major author services to allow co-delegation of part of their budget lines. This allowed the Office to directly pay publication invoices for them on commitments made by the author services concerned. (VI.1.1)

In terms of public procurement, the Office conducted 45 tender procedures in 2006. 56 contracts were established in 2006 for a total of 76.4 million euro. (VI.2)

The Office's establishment plan was stable at 635 officials. (VI.3.1 and Annex 3, Table 31 and Graph 1)

Six competitions for proofreaders and production officers organised by the Office in cooperation with EPSO were completed in 2006. (VI.3.1.6)

Meetings with the Local Staff Committee were held at regular intervals in 2006. The Committee was kept informed on the evolution of the Office's structure, budget, recruitment procedures in general and in particular those of the Director and Heads of Unit. Furthermore, the Local Staff Committee was informed about the creation of an interinstitutional working group with mandate to provide a draft revision of Decision 2000/459 and about the draft interim report on dissemination prepared for the Management Committee. The Staff Committee was invited to its yearly exchange of views with the Management Committee. (VI.3.2)

Priorities for training in 2006 were set with particular emphasis on the development of skills in electronic publication, in marketing and technical communication, the integration of new colleagues in the context of the pre-enlargement process and the adequate adaptation to the reorganisation of the Office's structure. The overall average training received was 11 days per staff member. (VI.3.3)

The number of major IT projects handled in 2006 only served to underline the rationale of creating, as of 1 September, a unit dedicated to their management. As foreseen, the new production flow management tool (Plan-Publi) completely replaced the previous Planning application. Two legacy applications for order-entry, stock management and address handling were migrated to UNIX, allowing the Office to abandon the BS2000 operating system after some 20 years. (VI.4 and VI.5)

A new version of the IDEA website (EU-Who is Who) was successfully launched in September offering a much improved interface. The online IDEA database grew to approximately 11 000 entries and registered some 5.7 million queries in 2006. (VI.5.2)

The risk analysis exercise focused on increasing awareness to risk management, and completed the assessment of risks identified but not assessed in 2005, and prepared action plans for their management. (VII. 1)

In 2006, the main tasks of the internal audit were the control of procedures in the area of general publications, the analysis of the risks in the use of framework contracts, CORDIS assets held by third parties, and the follow-up of the analysis of the use of the Register of Exceptions. The IAC carried out advisory tasks for the internal control standards, and ensured coordination with external auditors. (VII.2)

In 2006, evaluation activities focused on two areas: a user-satisfaction survey for non-compulsory publications and the follow-up of the use of Formex in the publication activities of the Official Journal. (VII.3)

Ex-ante financial control covered 1 469 transactions in 2006 (+25% compared to 2005). Ex-post control of transactions pertaining to both paper publications and multimedia products led to the drafting of a specific procedure. (VII.4)

Principal indicators of the Publications Office's activity from 1997 to 2006

Sector	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	% change 2006/2005	% change 2006/1997 (*)
Production												
Number of OJ L pages	220 012	232 368	227 876	240 520	226 339	262 582	253 100	388 286	409 827	574 016	+40.06	+160.90
Number of OJ C pages	247 000	285 586	230 811	225 602	313 406	331 336	303 964	371 204	325 610	377 207	+15.85	+52.72
of which number of OJ CE pages	—	—	2 500	38 258	94 941	166 947	135 245	196 127	93 755	132 331	+41.15	—
Number of CPVO/OHMI pages	14 783	61 330	67 646	72 558	88 964	69 544	74 829	3 866	3 031	3 270	+7.89	-77.88
Number of 'Other budgetary documents' pages	35 574	36 212	37 620	40 634	41 261	41 800	50 996	49 566	90 127	93 512	+3.80	+162.87
Number of titles	8 483	7 290	7 066	6 920	6 724	6 750	6 929	7 080	6 983	6 896	-1.25	-18.71
Number of notices published in the OJ S	155 186	163 395	162 951	161 221	172 194	202 683	224 142	221 786	249 435	268 060	+7.47	+72.73
EUR-Lex — Number of pages visited	—	—	—	—	—	—	—	—	135 419 320	132 887 878 (1)	-1.87	-1.87
TED — Number of pages visited	—	—	—	—	8 233 677	9 460 821	14 377 735	19 190 557	25 130 525	26 433 790	+5.19	+221.04
CORDIS — Number of pages visited (2)	—	—	—	—	—	—	—	—	—	61 966 397	—	—
EU Bookshop — Number of pages visited (2)	—	—	—	—	—	—	—	—	—	652 000	—	—
Invoiced sales (ecus/euro)	22 217 383	21 928 454	17 015 754	15 694 763	12 489 216	15 286 234	11 705 597	8 945 375	8 356 484	5 179 660	-38.02	-76.69
Number of priced subscriptions	58 134	50 452	46 463	40 874	36 424	30 779	24 849	20 936	16 167	12 759	-21.07	-78.05
Number of copies distributed (millions)	86.7	65.4	53.2	55.3	59.9	52.0	52.5	57.1	50.3	46.3	-7.95	-46.60
Number of mailing addresses managed	881 714	988 073	1 020 919	1 025 469	1 113 994	1 270 190	1 233 426	1 141 989	714 908	784 923	+9.79	-10.98
Administration												
Administrative budget (A-342/26.01 09)	54 086 680	53 863 229	54 947 546	55 882 256	56 421 682	71 873 460	75 065 119	77 813 829	81 070 425	80 343 379	-0.90	+48.55
Operating budgets:												
- Consolidation (A-343/26.01 10)	—	—	4 997 239	4 996 720	4 999 100	8 500 000	4 412 986	4 345 136	1 998 675	2 885 891	+44.39	-42.25
- OJ L&C (A-340/26.01 11)	—	—	—	—	—	—	30 678 954	33 455 117	19 995 166	23 122 812	+15.64	-24.63
- OJ S (Public procurement) (B5-304/26.02)	—	—	—	—	—	30 759 591	21 967 777	30 488 827	19 575 124	24 733 797	+26.35	-19.59
- CORDIS (02.0301) (3)	—	—	—	—	—	—	—	21 274 326	3 972 120	23 078 296	+481.01	+8.48
Other production costs (ecus/euro)	139 043 264	123 082 802	107 822 632	95 592 820	105 889 923	58 673 848	39 471 566	34 204 770	35 841 669	29 211 676	-18.50	-78.99
Staff (officials)	525	525	525	522	522	520	519	536	635	635	0.00	+20.95

(*) Changes reflect the variation between 2006 and the year of the beginning of the activity/budget line.

(1) Data is missing for 10 days in August due to the interruption of the statistics production system run by the Commission's DG Communication.

(2) For EU Bookshop and CORDIS the data of previous years are not comparable and thus not figuring in this table.

(3) Major commitments every two years.

I

The Management Committee

The Publications Office is an interinstitutional body governed by a Management Committee, in which each institution is represented by its Secretary-General or, in the case of the Court of Justice, by the Court's Registrar. The Office's mission is to offer the highest-quality publishing service to its clients — the originating departments of the institutions and other bodies of the European Union — so that the latter may fulfil their publishing obligations.

In 2006, the Publications Office's Management Committee was composed as follows:

- Mr Julian Priestley, Secretary-General of the European Parliament;
- Mr Pierre de Boissieu, Secretary-General of the Council;
- Ms Catherine Day, Secretary-General of the Commission;
- Mr Roger Grass, Registrar of the Court of Justice;
- Mr Michel Hervé, Secretary-General of the Court of Auditors;
- Mr Patrick Venturini, Secretary-General of the European Economic and Social Committee, who was re-elected Chairman of the Management Committee for a further year on 7 July 2006;
- Mr Gerhard Stahl, Secretary-General of the Committee of the Regions.

For questions related to personnel management, the Chairman may invite the Commission's Director-General for Personnel and Administration to contribute to the Committee's work. In 2006, this post was held by Mr Claude Chêne.

In 2006, the Management Committee met on 7 July (Members), 10 March, 15 May and 20 October (Substitute Members); one *ad hoc* meeting was held for interviews for the post of Director of the Official Journal & Access to Law Directorate. Furthermore, 21 files were submitted to the Management Committee by way of a written procedure.

The Management Committee was kept up-to-date on ongoing activities by the quarterly information reports on its production, dissemination and administrative tasks communicated by the Director. The production indicators are adapted on a continuous basis to reflect the Office's level of activities and their impact.

The Management Committee also received regular reports on the following activities or projects:

- progress of the secondary legislation project in the two new official languages;
- the future of the Official Journal;
- the development and enhancement of the Office's online public services.

The Management Committee approved the reorganisation of the Office which took effect on 1 September.

The Management Committee received a number of documents detailing the Office's activities in the fields of administrative and financial management:

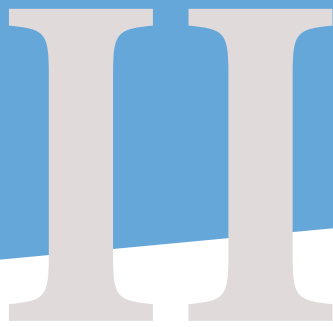
- the recruitment procedure of the Director for the Official Journal & Access to Law;
- the 2005 annual activity report, to which was annexed the Director's annual declaration of assurance for the year 2005;
- the 2007 work plan of the Office's Internal Audit Capability;
- the 2007 budget in activity-based budgeting format, including credits required for the secondary legislation project in Bulgarian and Romanian;
- the 2007 work plan in a format compatible with the Commission's activity-based management structure;
- the Office's contribution to the Commission's 2008 annual policy strategy, including aspects linked to the enlargement foreseen for 1 January 2007;
- reports on the management of the Office's budget in general, and of that for the Official Journal in particular.

The Management Committee approved the detailed document on the future of the Official Journal. The document contained proposals to modify the structure of the contents of the Official Journal and a series of actions to be undertaken to guarantee the authenticity of its electronic edition. Work has been concluded on the first part: the implementation of the new structure took effect as of 1 January 2007. The authentic online edition is foreseen to be implemented towards end 2008.

On 7 July 2006 the Management Committee approved the report of the interinstitutional group set up for the follow-up to the European Parliament resolution in the context of the 2001 discharge procedure (Casaca Report). Its conclusions were addressed to the President of the Parliament's Budgetary Control Committee as well as to MEP Casaca. In this context the Management Committee decided to create a new interinstitutional group with the mandate to draft a revision of the Decision 2000/459 laying down the rules on the organisation and operation of the Publications Office.

Progress on the usage and further development of the Office's EU Bookshop service — the online digital bookshop for both free-of-charge and priced publications of the European Union — was reported to the Management Committee. The project of incorporating into EU Bookshop the Office's back catalogue and the 'grey' literature of the institutions, agencies and other bodies of the European Union was approved; all bibliographical notices of publications of the European institutions going back to the 50s are to be found in EU Bookshop.

Following lengthy discussions the procedure for recruiting the Director of the Office was agreed by written procedure in November implementing Article 6 of Decision 2000/459.



Relations with institutions, author services and other organisations

1. Publications programmes

1.1. Overview

As had been the case in 2005, the Author Liaison Officers' efforts bore fruit not only by intensifying existing contacts, but also by cultivating new client relations. New clients in 2006 included the European Agency for Reconstruction (EAR), the Executive Agency for Education and Culture (EAEAC), and the European Centre for Disease Prevention and Control (ECDC).

1.2. Commission

There was a slight increase in the implementation level for the Commission's 2006 Ordinary Publications Programme (POP) in comparison with the 2005 POP (52.66% as opposed to 47.63%).

The number of titles registered in 2006 came to 1 521 (2005: 1 310, i.e. an increase of 16%), of which 1 317 (86.5%) were planned as hard-copy publications and the remainder on electronic media.

The annual meeting with the Commission's Directorates-General took place in Luxembourg on 19 October 2006. In addition to presentations and updates on Office services, the new structure of the Publications Office and the new Cross-media Publishing Unit were presented to participants.

1.3. Other institutions, agencies and bodies

Meetings with the institutions (9 November 2006) and with the agencies and other bodies (28 and 29 June 2006) took place in Luxembourg.

Both meetings were notable for an increase in the number of attendees and their very active participation. There was particular interest in the new publications planning (Plan-Publi) and production (InDesign/InCopy) tools which were progressively implemented at the Publications Office in 2006. In both meetings the new structure of the Publications Office and the new Cross-media Publishing Unit were presented to the participants.

As requested by participants at previous meetings, the 2006 annual meeting with the agencies and other bodies ran for two full days, thus permitting bilateral meetings between participants and Office staff, in addition to the traditional presentations and debates. Additionally, an inter-agency meeting involving the Heads of Information & Communication of the EU agencies was held on 28 June.

2. Copyright and copublishing

The number of copyright requests increased by 9% compared to 2005 (793 requests in 2006, 730 in 2005 and 613 in 2004).

The Publications Office pursued its actions to increase awareness as regards respect of third-party copyright and the necessity to reinforce the protection of the European Communities copyright. Various standard documents (licences, permissions, etc.) were drafted.

Informative and explanatory documents for the attention of the author services were prepared, in particular a two-hour course entitled 'Literary and artistic property – Copyright within the framework of the publications of the EU institutions, bodies, agencies and other decentralised organisations'.

Invoicing for royalties and flat fees amounted to 45 855.24 euro in 2006 (copublishing, copyright, other).

2.1. Licence agreements

In total 135 licence agreements were concluded in 2006, 21 of which covered translation rights (76 and 16 respectively in 2005). Additionally, 15 licences were granted by way of letter.

2.2. Copublishing

Seventeen files were dealt with in 2006.

A new copublishing contract was negotiated and signed in 2006 for the production of hard-copy publications with Bruylant and Homes International. Several projects are still being processed.

Two new standard copublishing agreements have been drafted. In order to streamline co-operation with commercial publishers and to meet the needs expressed by the institutions, copublishing has been integrated in the European Union Publishers' Forum.

2.3. European Union Publishers' Forum

The annual meeting of the Forum took place at the Frankfurt Book Fair on 5 October 2006.

Two bulletins and the annual catalogue were published on schedule.

Thirteen licence agreements were signed.

Several specific actions were made during 2006:

- The Forum pursued its efforts to increase the awareness of author services for the re-use of Community material.
- The Forum was presented at the Warsaw Book Fair and at the annual agencies' meeting.
- Actions have been undertaken to integrate general information about the Forum and its projects in the new Publications Office website and in EU Bookshop.

3. Service level agreements

Three service level agreements were signed in 2006 (DG Environment, European Monitoring Centre for Drugs and Drug Addiction, European Institute for Public Administration) whilst one update to an existing agreement was signed (Statistical Office) and another two were initiated (European Economic and Social Committee and Community Plant Variety Office).

The Author Liaison Officers also submitted eight draft agreements for negotiation during 2006, attesting to an increase in interest on the part of the author services. These drafts were submitted to the following Commission's Directorates-General, institutions and bodies: Budget DG, Economic and Financial Affairs DG, Education and Culture DG, Research DG, Health and Consumer Protection DG, Court of Justice and European Food Safety Authority.

4. Other organisations

4.1. Forum of Official Gazettes

In 2006, the Publications Office continued its work as secretariat of the *European Forum of Official Gazettes* and of the working parties set up by this informal association of organisations responsible for publishing the national legal gazettes, inside and outside the European Union. The Forum was launched in April 2003 in the wake of the 50th anniversary for the *Official Journal of the European Communities*.

Its agenda reflects the general tendency in Europe to introduce new technologies in the production and dissemination of the legal gazettes: 'data capturing at the source', 'use of XML in the production and distribution of official gazettes', 'authentication and archiving of the electronic legal gazette', etc.

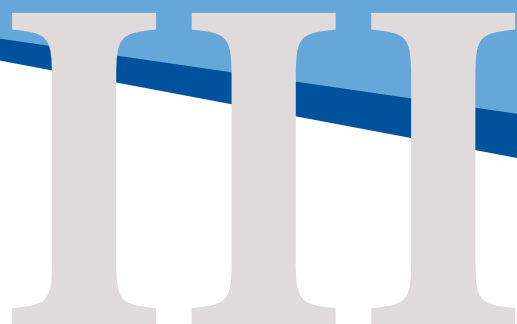
The Forum held its third meeting in Ljubljana. During the meeting the final report for the use of XML in the production and distribution of official gazettes was presented. Reports of the other groups are expected at the 2007 meeting which will be held in Helsinki-Tallinn in June.

4.2. The Bridge Forum Dialogue

The Publications Office is a member of the Bridge Forum Dialogue, a non-profit organisation established in Luxembourg. Other European institutions also belong to this organisation. The Bridge Forum Dialogue serves as a platform for interdisciplinary debates. It aims at linking, on one hand, the European institutions established in Luxembourg and, on the other hand, the actors and institutions of Luxembourg academic, financial, economic and legal fields.

The Bridge Forum Dialogue holds regular meetings with guest speakers. In 2006 in cooperation with the Publications Office, a very successful conference on multilingualism was held by Commissioner Figel' and MEP Mavrommatis which 300 persons attended.

9 7 7 1 0 1 7 6 5 9 0 0 0



Indexation and publishing tools

1. Eurovoc thesaurus

The multilingual Eurovoc thesaurus is used for the indexation of the Official Journal documents on paper (alphabetical and methodological indexes), on CD-ROM (XML version) and online (in EUR-Lex). It is also used for the indexation of all documents published by the Publications Office via its EU Bookshop service.

Version 4.2 of Eurovoc, which was made available online in July 2005, includes 6 645 descriptors and is available in 18 official languages. It also includes the two languages from the 2007 enlargement countries (Bulgarian and Romanian) and one language from a candidate country (Croatian). Irish and Maltese versions are missing. The Estonian 4.2 version is currently being revised by the Institute of Estonian Language.

The alphabetical and thematic versions of Eurovoc can be downloaded from the dissemination website in the 21 linguistic versions.

37 licences were granted in 2006 (of which 1 is a commercial licence). Licences are free of charge.

2. Cataloguing and international identifiers

2.1. ProCat (professional catalogue of documentary, bibliographical and juridical notices)

A total of 78 499 notices were processed in 2006 (see Annex 3, Table 9). This figure includes the notices of the old general catalogue and of studies that had not been processed beforehand.

2.2. Identifiers

7 518 international identifiers were allocated in 2006, i.e. an overall increase of 32.7% compared to 2005. 562 EUR numbers were allocated to the scientific and technical reports produced by services of the Commission (DG Research and the Joint Research Centre).

The Publications Office became official agent for the attribution of Digital Object Identifiers (DOIs). The DOI serve to identify intellectual property associating it to metadata in a digital environment. The workflow for the assignment of this identifier is defined and the back office (technical infrastructure for assignment and resolution) is established and operational on the premises of the Office's service provider. During a test-phase launched in December 2006, DOIs were assigned manually. The response time of the service and the availability of the publications are satisfactory. The automatised attribution is expected to become operational by April 2007.



Official Journal & Access to Law

1. Official Journal

1.1. Overview

Following the 2004 enlargement, the production activity for the Official Journal was subdued in 2005, well below the level of 2004. However, total production rose significantly in 2006: considering all OJ documents, excluding the Special Edition 2007 of the secondary legislation in Bulgarian and Romanian, total production rose by 26.5% compared with the previous year. Including the budgetary documents, the volume for the OJ L and C series has, for the first time, exceeded 1 million pages.

The development of a software application for managing and monitoring the whole production process of the Official Journal has been launched. The first release will be operational in 2007. New IT management and editing tools were introduced in 2006.

Much effort has been devoted by an interinstitutional working group to re-thinking the structure of the Official Journal. As of 1 January 2007 the structure of the Official Journal has been modified to ensure a clearer classification of the acts published.

Last but not least, 2006 saw the printing of 134 volumes of the Secondary Legislation in Bulgarian and Romanian (67 volumes per language). A further 356 volumes will be printed in 2007.

1.2. Production

1.2.1. Official Journal L and C

The Official Journal L series increased by 40% from 409 827 pages to 574 016 pages. The volume of the C series rose by 15.8%, from 325 610 pages to 377 207 pages, compared to a decrease of 12.3% in 2005 vis-à-vis 2004 (see Annex 3, Table 1).

The number of issues published in 2006 was 426 for the OJ L (of which 412 OJ L and 14 OJ LM, where LM is the Special Edition in Maltese) and 460 for the OJ C, compared to 352 and 442 respectively in 2005 (see Annex 3, Table 2).

1.2.2. Budgetary documents

The number of pages of the preliminary draft general budget and of the draft general budget totalled 45 220 pages (2 380 pages per language version) and 39 634 pages (2 086 pages per language version) respectively. Compared with 2005, the total volume of budgetary documents produced rose by 3.8%, the total number of pages produced being 93 512.

1.2.3. Publication of the legislation in force in the new official languages

At the end of 2006, 134 volumes (67 volumes per language) of the Special Edition of the Official Journal (secondary legislation) in Bulgarian and Romanian were printed. This represents 22.7% of the total (590 volumes).

1.2.4. OJ L&C CD-ROM

The CD-ROM of the OJ L&C series was produced throughout 2006 in 19 languages, and delivered every month within agreed deadlines. In addition, at the beginning of 2006 the annual collection of the 2005 OJ was finalised.

The 2006 Common Nomenclature was published as a thematic CD-ROM.

In November 2006, a new contract came into force for the production of the OJ L&C CD-ROM.

1.3. Quality control

443 000 pages of the Official Journal were proofread in 2006, representing around 43% of the OJ pages published.

A new contract was concluded for scanning documents to be archived in EUDOR and a call for tenders for the validation of Formex (XML) files was prepared.

2. EUR-Lex — the integrated access to the European law

2.1. Overview

The main tasks for 2006 consisted in ensuring the regular production of the EUR-Lex legal database, the continuous, timely, qualitative, easy and user-friendly access to the data in the EUR-Lex service for users and licence holders and further developments of EUR-Lex and connected services.

By the end of 2006, EUR-Lex contained some 1.85 million documents. All acts of the *acquis* translated into the languages of the 2004 enlargement were entered into the database in January 2006. The uploading of COM documents was rationalised; COM documents are now made available via EUR-Lex on the day of delivery by the Secretariat-General of the Commission. By the end of 2006, the database also contained all SEC documents delivered by the Secretariat-General for online dissemination via EUR-Lex. Documents of the Court of Justice are loaded within an hour of delivery by the Court. Since late November, judgments and orders of the Civil Service Tribunal are online as well.

EUR-Lex has been available under the .eu domain from 9 May. As EUR-Lex is a reference database, appropriate measures were taken to ensure stable links.

Licence holders received appropriate extractions of data during the course of the year. By the end of 2006, they were offered data in XML as well. The older ISO format is thus being phased out.

A new contract has been signed for the corrective and evolutive maintenance of EUR-Lex.

2.1.1. Improvements

The main improvement consists of the availability of the advanced search facility (Expert search). After a testing period by specialists within the institutions, the advanced search was available in August 2006. Specialised users continue to cooperate with a view to further refining the impressive number of search facilities offered.

LexAlert was maintained throughout 2006 and has some 700 active internal users. Many of these use RSS feeds which were made available in May 2006. LexAlert could not be opened to the general public in 2006, this action depending on major infrastructure modernisation and the installation of a module for online registration.

N-Lex, a common access point to national legal websites, was opened in April in a Council meeting of the Ministers of Justice. It was very favourably welcomed by the representatives of national governments in the Council Working Group for Legal Data Processing as well as the public in general, despite its as yet experimental status.

2.2.2. 2007 Enlargement

Provisional versions of acts of secondary legislation in Bulgarian and Romanian were made available in EUR-Lex in July. The infrastructure for the Special Edition in Bulgarian and Romanian was ready before the end of 2006 and the first volume in PDF was published online in December 2006.

The appropriate infrastructure for displaying from 1 January 2007 the issues of the OJ in Bulgarian and Romanian as well as in Irish was developed. The inclusion of the languages of the 2007 enlargement as well as of Irish in all browsing and search facilities of EUR-Lex was launched in 2006.

2.2.3. Cooperation with users or re-users

In 2006, the contract for the EUR-Lex helpdesk was renewed.

A study on the ergonomics of EUR-Lex was launched. Results are expected by February 2007.

By the end of 2006, all licence holders received their weekly data via an FTP server in XML. All technical information was also made available.

For institutional re-users, web services were made available with the appropriate technical documentation by summer 2006. First users showed their satisfaction. Information and support to the users were ensured through the regular newsletter and thematic files, as well as new FAQs and other editorial texts. Simple search and advanced search quick start guides were also developed and published in EUR-Lex.

2.2. Consolidation of EU legislation

Consolidated texts were produced within one to three months of the publication of a modifier depending on the volume of changes to be integrated.

Daily consolidation of the legislation in force was kept up to date in the 11 official languages or in 19/20 languages as soon as consolidated versions were available in the new languages of the 2004 enlargement.

	31.12.2002	31.12.2003	31.12.2004	31.12.2005	31.12.2006
Updated consolidated families (eleven languages)	1 568	2 116	2 269	2 330	2 344
Updated consolidated families (new languages)	—	—	—	513	1 247

2.3. Directory of Community legislation in force

The Directory is updated each month with hyperlinks giving access to all acts, including the consolidated versions in force over time. The online edition includes a PDF version which can be printed chapter by chapter.

At the request of the Commission's Directorate-General for Enlargement, the structure of the Directory was adapted in 2006 in order to add specific subchapters on statistics. This was the only adaptation required to allow the Directory to be used as the reference tool in current and future accession negotiations.

3. TED — Tenders Electronic Daily

3.1. Overview

Apart from the daily production where the traditional upwards trend was maintained, 2006 was a transition year with preparations for the enlargement, development of a new workflow which should become operational in 2007 and the preparation of a new call for tenders to renew the contract for the preparation and translation of notices. An information session for potential tenderers in December 2006 was attended by many representatives of companies.

3.2. Production activities

2006 witnessed again a significant increase in the overall number of public procurement notices received (268 060 notices, +7.47% compared to 2005).

Publishing deadlines were met in most cases (93.5%). However, steep variations in the number of notices received per country led to delays in translation. By the fourth quarter, these difficulties had been overcome.

All the collection (SIMAP), production (SEI/JOS) and dissemination (TED, OJ S CD-ROM) systems were modified to accommodate the new official languages, which were processed and displayed correctly from the date of enlargement.

3.3. New data collection techniques

In 2006, there was a large increase in the use of SIMAP (<http://simap.europa.eu>) and structured electronic sending of notices by OJ S eSenders (collection agents) (end 2005: 47.8%, end 2006: 59.3%). The number of qualified and operational OJ S eSenders increased significantly in 2006 to 86 (+32%).

3.4. TED and OJ S CD-ROM

The consultation of notices published in TED (<http://ted.europa.eu>) increased by 5.2%. The number of subscribers to the OJ S CD-ROM decreased in 2006 (2 128 in 2006 versus 2 836 in 2005) (see Annex 3, Table 12).

V

Publications & Dissemination

1. Cross-media publishing and editorial services

1.1. Overview

A key element of the Publications Office's new structure which became effective on 1 September 2006 was the splitting of the former Publications Unit into two new units: 'Cross-media Publishing' and 'Editorial Services'.

'Cross-media Publishing' merges the production sections of the former 'Publications' and 'Multimedia' units and brings together dossier-reception/throughput, editors, graphic design, print production agents and multimedia project coordinators. The combined management and coordination of multimedia and print publications in one unit, via six multidisciplinary teams, enables production staff to expand their scope of expertise and thus improve the level of service that is provided to the Office's clients.

'Editorial Services' comprises the pre-press and digital printing section, the proofreading teams and the section responsible for the Interinstitutional Style Guide. Work began in 2006 on an updated paper edition of the Interinstitutional Style Guide and continued apace on the electronic versions. Statistics gathered since August 2006 demonstrate that the visits to the pages of the Style Guide make up just over 50% of the visits to the Publications Office website.

Work began on drawing up the technical specifications for the next generation of major pre-press and print contracts which shall enter into force in late 2007.

Further development of the Plan-Publi system for management and follow-up of the production workflow continued. In order to simplify existing procedures for Office clients, whether at publications programming or production workflow stages, steps to integrate several other Office databases into Plan-Publi were taken. At end-2006, access to Plan-Publi for author services and service providers commenced and will be extended progressively during 2007.

In 2006, taking multimedia and print activities as a whole, 2 951 invoices for a total of 15 830 830 euro were received from service providers, of which 937 were paid directly by the Office under the co-delegation procedure. Of the 2 951 invoices received, 2 670 were for print publications and 281 for multimedia.

1.2. Production

For hard copy publications, there was a very slight decrease (-1.25%) in the number of titles published: 6 896 in 2006 compared to 6 983 in 2005. The number of pages produced also showed a decrease of 6.77% (see Annex 3, Table 5).

Again, for hard copy titles, there was a marked increase (41%) in the number of cost estimates requested by author services: 3 240 in 2006 against 2 297 in 2005. However, the number of order forms drawn up fell from 1 678 in 2005 to 1 329 in 2006. Order forms issued in 2006 were for a total of 16 108 415 euro compared to 18 120 650 euro in 2005.

The following publications are examples of some of the titles which appeared in 2006:

- the 2005 General Report on the activities of the European Union published in 20 languages;
- the annual report of the Court of Justice also published in 20 languages;
- the annual report of the European Monitoring Centre for Drugs and Drug Addiction (Lisbon) in 23 languages; and
- for the first time, the annual report of the European Investment Fund and the 2005 annual report of the European Data Protection Supervisor.

The 2006-07 edition of the *Official Directory of the European Union* was published in three languages in October 2006 with a new cover design and page layout produced by the Office's graphic team. Requests for licensing translations in other official languages were under examination.

At multimedia level, contracts for providing specific services in the field of multimedia production were signed (online search engine, creation of multimedia publications including content editing, scanning and archiving). Development and replication of CD-ROM and DVD-ROM publications, navigation interfaces and conception of videos were among the multimedia services provided during 2006.

Editing of articles for the web was a new service provided. Solutions combining both editing and web updating were offered to authors (DG Research and DG Economic and Financial Affairs websites).

Requests were made for developing innovative and creative multimedia publications such as websites for children and youth. The editorial concept, writing, translating and technical development of such projects were entrusted to the Office.

The Office supported authors in their migration process towards the Commission's common web content management tool Documentum. Amongst others, the Office's website <http://publications.europa.eu> was migrated into this corporate web content management tool.

The Office participated in the Europa Forum of webmasters and made regular contributions to present its services (printing, proofreading, multimedia services) and to announce the availability of new contracts. Regular invitations were made to the author services to indicate any specific needs to be taken into account in forthcoming calls for tender.

In 2006 the Office produced two of its own publications. These were:

- *Directory of legal gazettes, 2006*
- *25 Years of European Law Online*, to mark the 25th anniversary of the CELEX/EUR-Lex database.

Another own-imprint project *Languages in Europe* entered into production end 2006 while two further projects were in the preparation stage. These are:

- *European Forum of Legal Gazettes, Guide to the publication of legislation in Europe*
- *The 50th anniversary of the Treaty of Rome.*

The publication *The European Commission, 1958-72 — History and reminiscences* in three languages (German, English, French) on behalf of the Secretariat-General of the Commission was also in production at the end of 2006. This publication will be launched to mark the 50th anniversary of the signing of the Treaty of Rome in March 2007.

The production of the Official Journal of the Office for Harmonisation in the Internal Market (OHMI) (Alicante) and of the Official Bulletin of the Community Plant Variety Office (CPVO) (Angers) was transferred to the Cross-media Publishing Unit in 2006. A total of 1 698 pages over 12 issues were produced for the OHMI compared to 1 505 in 2005. For the CPVO Bulletin 6 issues and 2 supplements were produced for a total of 1 572 pages (1 526 in 2005).

1.3. Proofreading

In view of the level of requests for the Office's proofreading services, a contract was signed with an external service provider in order to complement in-house capabilities. By year-end, this relationship was not satisfying the Office's needs and changes will be introduced in 2007.

The number of proofread pages overall remained stable with a very slight drop of 1.43% (see Annex 3, Table 5). The workload in the new languages remained marginal compared to the 'old' languages.

Whilst proofreading in English dropped by almost 20%, there were notable increases elsewhere (German and Spanish with increases both in the order of 39%) (see Annex 3, Table 7).

The number of teleworkers remained constant (10 proofreaders). Due to the positive experience of the Office in this area, it is planned to more than double this number in 2007.

Steps were taken to extend the electronic correction of proofs via InCopy/InDesign and this tool will be a real enhancement of the proofreaders' tasks.

1.4. Graphic design section

In 2006, the Office's graphic design service completed the re-styling of the Office's own publications. This included:

- the CORDIS products;
- the publications the Office produced in its role as an author: the *Directory of legal gazettes in Europe, 2006*; *25 Years of European Law Online*;
- the Office's Newsletter, and 2007 diary and calendar offered to its clients; and
- the design of the Publications Office's stands at a number of fairs and exhibitions, including the Frankfurt Book Fair and Information Online in London.

The Office's graphic design section also continued to work with a number of author services, including:

- from the Commission DGs: Agriculture, Budget, Competition, Environment, Enterprise & Industry, Eurostat, Information Society, External Relations, Taxation and Customs Union, Transport & Energy and the Secretariat-General;

- the Parliament and the European Ombudsman;
- the Council;
- the European Economic and Social Committee and the Committee of the Regions;
- for the first time, the European Investment Fund and the European Data Protection Supervisor.

The graphic design files covered the design of DG Agriculture's magazine, *Leader*, the Committee of the Regions' *Newsletter*, and style guides for DG Taxation's and Eurostat's publications.

1.5. Digital workshop and print-on-demand

Following the closure of the in-house offset section in early 2006, in addition to typical pre-press activities, it was decided to intensify activities relating to digital preparation and storage of texts plus print-on-demand.

The digital workshop, created in February 2006, is responsible for scanning and making available in portable document format (.pdf) titles which do not exist on electronic media (archives). Requests in this context may emanate from clients of EU Bookshop seeking texts initially unavailable in electronic format or, indeed, from author services requesting digitalisation of paper publication archives.

Concerning print-on-demand, production in this area increased to a notable degree: the number of pages produced increased from 8 144 000 in 2005 to 10 844 000 in 2006 (+25%).

2. EU Bookshop — the European Union's online bookshop

2.1. Website

By the end of 2006, EU Bookshop contained 23 847 titles published since 1952 (one title may be available in one or several languages). At 31 December 2005 it contained 4 526 titles. The strong increase is mainly due to the upload of 17 750 titles from the bibliographical notices of the old CREPUB database, a forerunner of the current bibliographical notice database PROCAT. Moreover, the notices for the complete collection of European Parliament studies were added to EU Bookshop in 2006, and work on adding older EUR reports was started.

The bibliographical notices of publications were added weekly to EU Bookshop. The recent publications were continuously displayed in the 'Just published' section for a month, and two publications were promoted as 'Publisher's choice' on the start page every week.

2.2. Main developments

In July 2006 the 'privileged user' functionality was opened to the Commission's Representations and to the information relays managed by the Commission: Europe Direct networks, European Documentation Centres. In order to ease ordering and distribution, these 'privileged users' can place bulk orders for up to 100 copies of selected titles (usually information brochures for the general public) published by the Directorate-General Communication. This service is expected to be further enhanced and extended during 2007.

In November 2006, the ordering system CATDIFF was closed down and replaced by a sales module in EU Bookshop. This module is a special access given to the Publications Office's

commercial distributors allowing them to enter orders which are treated according to specific rules.

PDF on demand is another new feature. Any user who wants to see an older publication which is no longer in stock, and for which there is no PDF file in EU Bookshop yet, can click an icon to request that the Publications Office scan the publication and make its PDF available online.

Other improvements implemented in 2006 as part of the current version of EU Bookshop (version 1.8) were those done on 'search by identifiers', the reporting tool, and the back office.

By the end of the year, the main pages of the website were made accessible in Bulgarian and Romanian. Irish and Maltese will follow in the first quarter of 2007.

2.3. Awareness

As EU Bookshop opened on 1 March 2005, 2006 was the first full year of operation, and figures are therefore not readily comparable. In 2006, with 652 000 pages visited, 130 000 publications ordered (of which 45 000 from 'privileged users') and 350 000 PDF files downloaded, the site saw a remarkable increase in all respects.

EU Bookshop was promoted during fairs and other events attended by the Publications Office, in presentations given to visitors, and through promotional material such as fact sheets and postcards. For the first time, a training course on EU Bookshop was offered to officials, one in English and one in French. Both were a success, and the course will be offered again in 2007.

3. CORDIS — the Community Research & Development Information Service

The CORDIS team, operation and financial management are fully integrated within the Publications Office. CORDIS promotional activities are now regrouped together with other promotional activities conducted by the Publications Office within the Promotion and Distribution Unit.

Performance and availability of the CORDIS website increased over the year to reach 99.8% (prime time availability) in the last quarter of 2006. The CORDIS service was highly visited, an average 5.2 million pages per month were viewed; with a particular surge over the last few days of the year when the first calls for proposals for the Seventh Framework Programme (FP7) for research, technological development and demonstration activities were published in CORDIS. Peaks of 200% increases on the usual average accesses were observed without significant impact on availability or performance.

Major strategic changes occurred during the year regarding the anticipated thematic portal on Europa in the field of research and innovation due to DG Enterprise's decision to create a specific portal for the Competitiveness and Innovation Programme (CIP). This decision also impacted the CORDIS service since, heretofore, research and innovation activities were handled together within FP6. Thirty services to be migrated or archived have been identified and follow-up actions will be closely monitored with DG Enterprise.

With the aim of improving the governance, synergy and complementarity of activities conducted by the Publications Office and DG Research, work is underway to establish a service level agreement regarding communication, publications, promotional and infor-

mation activities; in particular the Office wishes to see joint editorial committees in cooperation with DG Research and the other DGs concerned with research.

CORDIS services were fully migrated at the technical and editorial levels to the new europa.eu domain (<http://cordis.europa.eu>); all promotional materials were updated accordingly.

The second part of the year was devoted to making CORDIS ready for the FP7 programme which was adopted in November. The CORDIS top main pages were revamped to reflect the launching of FP7 with the first 42 calls for proposals published on time on 22 December. With FP7, CORDIS is now the sole trusted source for calls for proposals since only the references of the FP7 calls for proposals are now published in the Official Journal C series.

To ensure that the results of EU-funded projects are made available as publications to EU citizens, the Publications Office has stressed the importance of FP7 grant model agreements explicitly containing provisions for ensuring the delivery of 'publishable results'. This position is supported by both DG Research and the Secretariat-General.

Presidency services for Austria and Finland were launched and those for Germany prepared. Furthermore, several regional services are now operational and outnumber Member State services.

Several new services were opened in CORDIS such as: ISTWeb, FORUM, Experts Management Module – EMM, ERAWATCH, ERA-Link.

The CORDIS Focus newsletter was produced on a monthly basis in six language versions (English, French, German, Italian, Polish and Spanish) using the new contractual framework structure put in place in 2005. CORDIS Focus has 40 000 subscribers. A user satisfaction survey was conducted in the third quarter of 2006 for subscribers to both RTD-Info, also produced by the Office, and CORDIS Focus; the results are encouraging since the majority of subscribers appeared satisfied with the quality of both publications and identified clearly their usefulness and complementarity. There appeared little overlap in readership.

CORDIS was presented at 32 events in 15 countries such as: European Business Summit, Brussels; ESOF, Munich; EDUCA, Berlin; Salon de la recherche, Paris; Bookfair, Frankfurt; IST Conference, Helsinki; FP7 - NCP days/National Contact Points, Brussels.

4. Promotion and distribution

4.1. Distribution and storage

4.1.1. Fulfilment

While the distribution of hard copy products confirms its annual 15% decreasing trend, the copies ordered increased again by 35.7%. The OJ paper edition distribution decreased by 19.5%, but the OJ CD-ROM fell by only 7.4%.

4.1.1.1. Physical distribution by type of product

	Number of copies distributed			Change (%) 2006/2005
	2004	2005	2006	
OJ paper edition	6 394 566	4 956 627	3 989 465	-19.5
OJ CD-ROM edition	781 787	666 766	617 377	-7.4
COM, ESC, CoR documents	234 265	119 413	111 561	-6.6
Other paper publications	44 668 804	36 674 405	32 670 424	-10.9
Other CD-ROM publications	103 334	720 689	254 126	-64.7
Other items (promotional gadgets)	130 305	797 826	0	-100.0
Total	52 313 061	43 935 726	37 642 953	-14.3
Individual orders	4 502 823	6 373 650	8 651 257	+35.7

The OJ paper edition has dropped in three years from 12.2% of hard copies distributed to 10.6%. Just as significantly the demand-driven individual orders have increased from 8.4% to 18.7% over the same period. There is thus a perceptible increase in the service in response to citizens' requests.

4.1.1.2. Annual stock movements

Compared to 2005, the number of copies produced and received in 2006 decreased by 15.3%. After a strong campaign to encourage authors to reduce their stocks, the stock was reduced by 17.1%. About 16 million copies were recycled. The 'after distribution storage rate' decreased from 42% at the beginning of 2006 to 33% at the end of the year. This is still far too high and in 2007 efforts will be pursued to reduce needless print-runs further.

	Number of copies			Change (%) 2006/2005
	2004	2005	2006	
Stock on 1 January	35 358 877	35 459 868	38 285 867	+8.0
In stock entries	71 256 795	65 809 882	55 742 657	-15.3
Out mass distribution	52 313 061	43 935 726	37 642 953	-14.3
Out individual orders	4 502 823	6 373 650	8 651 257	+35.7
Out stock reduction	10 260 551	10 044 479	15 836 599	+57.7
Out other proposed by the Office	2 992 402	3 313 204	263 403	-92.0
Stock on 31 December	35 459 868	38 285 867	31 745 873	-17.1

4.1.1.3. Mailing list management

The evolution of the mailing list management activities can be found in Annex 3 (Table 10). The situation is globally stable, only an increase of subscriptions (imported addresses) can be noted due to several specific EU-wide communication campaigns where the mailing lists were managed directly by the author services.

In addition to the traditional paper survey capability, a new electronic survey service was put in place in June 2006. The system proved to be reliable and efficient, allowing quick on-line dissemination of questionnaires for several author services [Agriculture DG, Internal Market DG, and Education and Culture Executive Agency (2)] and for the Publications Office itself.

4.1.2. Free-of-charge distribution

4.1.2.1. Distribution to information relay centres

Information relay centres are facilities created or recognised and/or supported by the European Commission (in particular by DG Communication, DG External Relations, DG Enlargement and DG Enterprise).

At the end of 2006, the number of relay centres served by the Office was as follows (compared to 2005):

Relay centres receiving publications on a daily basis		
	2006	Change with respect to 2005
Full European Documentation Centres	342	(-4)
Specialised European Documentation Centres	178	(-10)
Depository Libraries	85	(-9)
Limited Depository Libraries	11	(=)
Euro Info Centres	254	(-17)
Relais Europe Direct	398	(=)
Total	859	(-40)

Relay centres receiving only a selection of publications		
	2006	Change with respect to 2005
Public libraries:		
Denmark	23	(=)
Spain	39	(=)
Sweden	267	(-1)
United Kingdom	225	(=)
Total	554	(-1)

At the request of different author services, numerous publications are also disseminated to the Representations and Delegations of the European Commission and the Information Offices of the European Parliament.

4.1.2.2. Orders from staff of the European Union institutions and other official bodies of the European Union

The number of order lines dealt with by the 'European Union staff orders' service amounted to 4 999 in 2006, which corresponds to 20.8 orders per working day. A further 2 069 replies (approximately 8.6 per working day) were given to requests for publications. This is less than in 2005 (-19.5% of requests) – and certainly due to the launch of EU Bookshop.

4.1.2.3. Free-of-charge distribution of the Official Journal

	2005	2006	Change (%) 2006/2005
OJ L&C paper edition	1 748 copies	1 537 copies	-12.07
OJ L&C CD-ROM	3 826 copies	2 330 copies	-39.1
OJ S 2x CD-ROM	1 234 copies	1 214 copies	-1.62

4.2. Information for the public, marketing and promotion

4.2.1. Information for the public and customer assistance

4.2.1.1. Information helpdesk

Information on official publications for the public and customers, and assistance to the users of electronic products distributed by the Publications Office are provided by an external online helpdesk since October 2001. In October 2006, the helpdesk contract was taken over by a new contractor.

The helpdesk is promoted on the Office's internet site and on other online services offered by the Publications Office. 2006 showed a further increase (+23%) in the number of requests (45 414, compared to 36 851 in 2005).

In 2006, the number of requests for assistance with TED, the OJ S CD-ROM and SIMAP doubled due to the implementation of new standard forms for the publication of procurement notices in the Supplement to the Official Journal. There were many teething troubles with their structured forms and they have been substantially resolved. The assistance for EUR-Lex and the OJ L&C CD-ROM represented 10.5% of the requests. Overall, the requests for information covered the following main themes:

■ Assistance for TED, OJ S CD-ROM and SIMAP	68%
■ Assistance for EUR-Lex and the OJ L&C CD-ROM	10%
■ Requests for information on publications	9%
■ Assistance for document delivery orders	6%
■ Assistance for EU Bookshop	6%

A list of the 10 most frequently asked questions in 2006 can also be found in Annex 3 (see Table 20).

4.2.1.2. Info Point Europe

The Info Point Europe managed by the Publications Office is located in the entrance hall of its premises. The Info Point receives visitors, as well as requests by telephone, mail and post. The number of requests remained at the same level (2 604 in 2006 compared to 2 622 in 2005).

Being also a distribution point, 41 400 copies of free publications and 10 700 copies of Competition OJs were handed out in 2006 at the Info Point. In 2005, these numbers were 42 000 and 11 500 respectively.

4.2.2. The Publications Office on the internet

The Publications Office's website (publications.europa.eu) continued to provide general information about the Publications Office, its services and events. The vast majority of the contents, the static pages, is online in the 20 official languages, whereas selected information such as press releases usually exists only in English, French and German.

A review of the website's lay-out was carried out in 2006. A new website was launched in the 23 official languages in early 2007.

4.2.3. Promotional activities

In 2006 the number of promotional activities organised by the Office continued to increase. In addition to its participation at the two main exhibitions Frankfurt Book Fair (4-8 October) and London Online Information (28-30 November), the Office was also present at the Warsaw International Bookfair (18-21 May) and organised information stands at various other events.

Activities in 2006 focused on promoting EU Bookshop among information multipliers, in addition to the overall promotion of the Office's publications and online services. The promotion of the CORDIS online service was fully integrated in the Promotion and Distribution Unit following the reorganisation of September 2006.

In 2006, 49 specific presentations, promoting the activities of the Office, were given to stakeholders, including MEPs, the press and services of the Commission, the European Documentation Centres, Europe Direct relays and the National Contact Points. The Office also promoted its activities, publications and services by organising 16 presentations on its premises (in English, French and German) to visitors such as diplomats, groups of students and professional organisations.

The Office organised two events marking the following milestones:

- the launch of the N-Lex website, a common access point for sources of national law (28 April),
- the 25th anniversary of EU law online in the presence of His Royal Highness the Grand-Duke of Luxembourg, and lawmakers, legal professionals and academics (23 November).

The Office's publicity in 2006 included a report in the magazine *Merkur* published by the Luxembourg Chamber of Commerce and a number of articles on EU Bookshop in the periodicals of Europe information network.

New flyers and postcards in all official languages were produced in 2006 in order to reinforce promotion of the online services. The Office produced 13 new promotional leaflets for the promotion of selected priced publications (the 'just published' leaflets). Of these, 372 000 copies were distributed on request and through mailing lists (sales agents and individuals).

Two issues of the Publications Office *Newsletter* were published in 2006, in English, French and German. Its 32 000 subscriptions make up slightly more than half of the number of copies disseminated.

In 2006 the Office distributed more than 76 000 copies of various catalogues.

The mailbox on the Publications Office's website giving users the possibility to order promotional material published by the Office generated almost 1 000 requests in 2006.

In 2006, the Office began promoting its online services on the routing sheets of mailed publications. It included a special information campaign on the change of the website address of EU institutions (...europa.eu).

On request the Office also disseminated 29 publications for book reviews in specialised magazines, as compared to 27 in 2005.

Small-scale market surveys were carried out and regular information on new priced publications through the monthly *Sales network bulletin* and *just published* leaflets were distributed to the sales agents network.

5. Sales

5.1. Sales policy

The main aim of the sales policy is to support the information strategy of various institutions and agencies, by encouraging the dissemination of European Union quality publications with market potential, through commercial channels. This increases the access of citizens to the European Union, reaching readers who are interested in policies and subjects addressed by EU author services.

A sales activity complements and strengthens the information and communication policy of EU author services. Most author services, with a few exceptions, did not show a true interest in commercial dissemination of publications.

However, 2006 can be considered a year of transition. Over 2006 a series of initiatives were taken to address the downward trend in sales. This included enhanced cooperation with author services to replace and update the existing portfolio, identifying in particular a selected number of flagship publications to be commercialised in 2007. The commercial network of distributors was also strengthened and consolidated to prepare for the arrival of new publications with a view to facilitating sales. An inter-service editorial selection committee within the Office under the chair of the director was set up to review the publication projects. Ten titles were chosen as being particularly suited to this policy and are being targeted for 2007.

5.2. Sales results

In 2006, the Publications Office issued 2 420 invoices (which also includes some credit notes) for a total amount of 5 179 660 euro, i.e. a decrease of circa 7% in the number of invoices and a decrease of 38% in commercial invoicing compared to 2005. The 2006 invoicing figures are also negatively affected by accounting adjustments for sales realised in 2005.

A detailed overview of 2006 sales results is given in Tables 17 and 18 (Annex 3).

The general downward trend in sales observed since 2002 continued at a yearly average of some 20%. The downward trend in sales is mainly due to the decrease in sales of subscriptions to the Official Journal (14% with respect to 2005) and, in particular, to the drop of subscriptions to periodicals other than the Official Journal (decrease of 53% with respect to 2005). The sale of monographs decreased by 29%.

5.3. Publications

5.3.1. Periodicals

Globally, the total number of subscriptions sold (all types of subscriptions included) decreased by 21.72% between 2005 and 2006.

Subscription figures

Publication	2003	2004	2005	2006	Change (%) 2006/2005
Official Journal:					
L&C series (paper)	5 978	5 333	4 107	3 315	- 19.28
L&C series (CD-ROM)	1 906	1 784	1 565	1 259	- 19.55
CA series (Competition)	2 242	1 500	856	637	- 25.58
S series (CD-ROM)	4 939	3 681	2 836	2 128	- 24.96
Secondary legislation	—	373	14	2	- 85.71
Periodicals other than the OJ	9 539	8 091	6 664	5 313	- 21.84
COM documents	245	174	125	105	- 16.00
Total	24 849	20 936	16 167	12 759	-21.07

The steady decrease in the number of paying subscribers to the different editions of the Official Journal (L&C paper, L&C CD-ROM, S CD-ROM) continued in 2006.

(a) Official Journal

The availability of the Official Journal free-of-charge on the web continued to show its impact: many clients cancelled their subscription. Details of the subscriptions, by language, for the L and C series of the Official Journal (paper and CD-ROM editions) and for the OJ S CD-ROM can be found in Annex 3 (Tables 11 and 12).

(b) Other publications

In 2006, the number of different types of priced subscriptions to periodicals other than the Official Journal was 14 compared to 18 in 2005. This reduction is the result of a decision by author services to discontinue some types of subscriptions. Detailed figures for subscriptions to periodicals other than the Official Journal are presented in Annex 3 (Table 13).

No periodical other than the Official Journal had more than 1 500 paying subscribers. In fact, only two periodicals had a number of subscribers exceeding 1 000 and for most of the remaining titles, subscription numbers were much lower. It is however worthwhile noting the increase of 35.6% between 2005 and 2006 in subscriptions relating to the *Vocational Training Bulletin* (CEDEFOP).

The 10 most sold periodicals (other than the OJ) in 2006

Classification order	Title	Number of subscribers		
		2005	2006	Change (%) 2006/2005
1	Report of Cases before the Court of Justice	1 279	1 195	- 6.56
2	Bulletin of the EU	1 144	Cancelled in 2006	—
3	Cedefop — Vocational Training Bulletin	1 066	1 446	+ 35.64
4	European Economy	904	848	- 6.19
5	OHIM Official Journal	824	741	- 10.07
6	Eurostatistics	371	335	- 9.70
7	Community Plant Variety Office Official Gazette	303	287	- 5.28
8	OHIM Bulletin (CD-ROM)	202	Cancelled in 2006	—
9	Agriculture — Quarterly Statistics	122	Cancelled in 2006	—
10	Statistics in focus	104	94	- 9.61

5.3.2. Best-sellers

The following table lists the 12 best-sellers on paper for 2006 by net revenue.

Classification order	Title	Quantity ⁽¹⁾	Net revenue (in EUR) ⁽²⁾
1	Official Directory of the European Union (2006-2007)	774	15 480
2	European Guidelines for Quality Assurance in breast cancer screening and diagnosis	1 507	15 090
3	General Report 2005 of the European Union	1 456	14 610
4	Eurostat Yearbook 2005 — The Statistical Guide to Europe	1 154	14 070
5	Official Journal L 301/2006 of the EU — Legislation — Nomenclature	363	12 487
6	Official Journal L 286/2005 of the EU — Legislation — Nomenclature	256	9 065
7	European Union — Consolidated treaties (February 2003 edition)	993	8 372
8	Regions: Statistical Yearbook 2006 — Data 2000-2004	614	7 416
9	Report on Competition policy — Volumes 1 and 2	652	6 560
10	The European Environment: State and Outlook 2005	223	4 906
11	Civil Law — European Judicial Cooperation	242	3 472
12	Driving Licences — European Union and European Economic Area	210	3 360

⁽¹⁾ All linguistic versions together.

⁽²⁾ Net revenue = discount for sales agents included.

5.4. Offline products

In 2006, the total amount invoiced for CD-ROM products was 1 014 810 euro, 53% less than in 2005.

It is worthwhile noting however that the 2005 offline sales were atypical since they included a special order — the OJ L&C CD-ROM ‘secondary legislation’ in Polish — of 1 223 150 euro (see Table 18 in Annex 3).

5.4.1. Periodicals

For major periodicals on CD-ROM, the number of paying subscribers in 2006 decreased in comparison to 2005.

	2005	2006	Change (%) — 2006/2005
OJ S CD-ROM	2 836	2 128	- 24.96
OJ L&C CD-ROM	1 565	1 259	- 19.5

5.4.2. Publications on CD-ROM

The following table lists the 6 best-selling CD-ROMs for 2006, by quantities sold. None of these priced CD-ROMs achieved the figure of 100 copies (all linguistic versions together).

There is an apparent limited interest by the market for priced CD-ROMs, which provide quite often quantitative data. This situation demonstrates the success of the dissemination policy implemented by the European institutions, which promotes access to direct, updated and free information via their internet sites.

2006 best-sellers on CD-ROM by quantity

Classification order	Title	Quantity	Net revenue (in EUR) (1)
1	Everything on Transport Statistics — Data 1970-2002 (DVD)	82	984
2	Transport by air and sea (CD-ROM)	35	420
3	Yearly data from 1988 to 2004 (DVD-Suppl.)	34	760
4	Intra and extra-EU Trade — Monthly data — Combined nomenclature — 04/06	26	624
5	Intra and extra-EU Trade — Monthly data — Combined nomenclature — 02/06	25	600
6	Supplement 1/2005 — Intra- and extra-trade in the EU (CD-ROM)	23	552

(1) Net revenue = discount for sales agents included.

5.5. Online database licensing: EUR-Lex and TED

TED and EUR-Lex licences enable the exploitation and commercial redissemination of these databases by professionals. In December 2006, the number of TED licence holders was 113. This represents an increase of 17.7% with respect to the 96 licences managed in 2005.

At the end of 2006, the number of EUR-Lex licence contracts was 23, compared to 21 in 2005, which constitutes an increase of 9.5%.

Overall, the total amount invoiced in 2006 for online database licensing (EUR-Lex and TED) was 836 236 euro, 24% more than in 2005 (Table 15, Annex 3).

The above figures for 2006 confirm that despite free online access to both the TED and EUR-Lex databases, there still exists a permanent (even increasing) market for professionals interested in acquiring licences for both databases. This situation shows that the commercial activities in this area are meeting a market need.

5.6. The network of sales agents

2006 was mainly used to consolidate and enhance the contractual framework and rules between the Publications Office and the members of its commercial distribution network. The terms and conditions governing the commercial distribution agreement were reviewed to facilitate the offer of competitive conditions by the Office. This includes in particular an amendment to the agreements to encourage marketing and commercial activities for more orders of EU publications as well as the display of selected publications in bookshops and selected newsagents.

The views and opinions of these professional distributors were also solicited through selected face-to-face meetings and a general questionnaire. The results of this initiative were presented and discussed at the meeting with directors of the Office's commercial distributors held in Luxembourg on 13 October 2006. The distributors highlighted that the decline in sales is mainly due to the reduction in new flagship publications, addressing broad issues with analysis. Free access to electronic versions on the web is another factor. For subscriptions, the drop is attributed to the fact that the majority of products are now given away for free or have ceased altogether (despite the existence in some cases of a number of subscribers). Regarding languages, most of the replies pointed out that the trend to publish in the English language only creates a language barrier to a commercial dissemination of publications. Availability of other linguistic versions would permit a broader dissemination, in particular of flagship publications.

These views will be fed back to the various author services. The Office will review with them aspects of their communication strategy in relation to the access of citizens to such publications in bookshops, both virtual and physical.

The sale of EU publications was handled in conformity with the rules and procedures governing this activity. During 2006 enhanced emphasis was given to addressing outstanding invoices, setting commercial lines of credit to distributors as well as the creation and management of a 'single customer file'.

The performance of the current network of commercial distributors (which include 44 European bodies and 9 from outside of Europe) was periodically assessed.

5.7. Assessment and prospects

The general downward trend in sales observed over the last few years continued in 2006. This is mainly due to the decrease in subscriptions, both to the Official Journal and, in particular, to periodicals other than the Official Journal. These circumstances demonstrate the success of the free information policy of the European Union, via the internet.

Individual publications on CD-ROM do not appear to meet a real need, as none of these products managed to achieve sales of 100 copies in 2006. It is anticipated that author services will discontinue the publication of these products in 2007.

However and with respect to the publication of monographs, 2006 should be considered the low point. The Office considers that the absence of EU flagship publications for sale in both real and virtual bookshops is one element in the communication gap between the EU and its citizens. Therefore 2007 will be a key turning point. The Office believes that 2007 should mark the start of a bounce-back in sales in order to facilitate the information strategy of various author services by fully exploiting all dissemination channels, including commercial ones such as bookshops, both physical and virtual.

A series of initiatives which were introduced in 2006 should improve sales of monographs over 2007. Furthermore, enhanced promotional activities will be undertaken to foster the dissemination and awareness of selected priced publications among various target audiences.

The impact of these activities will be dressed directly in 2007 through the publishing of new publications.

VII

Ressources

1. Financial management

1.1. Budgetary accounts

1.1.1. Overall budgetary implementation 2006

In 2006, the overall budget managed (totals committed on all types of appropriations, except where otherwise stated) by the Publications Office amounted to a total of 183.38 million euro (2005: 162.45 million euro), of which 154.16 million euro (2005: 126.61 million euro) came from the budget items formally delegated to the Office, and 29.21 million euro (2005: 35.84 million euro) from appropriations from the institutions' budgets. The difference is mainly due to higher commitments on the CORDIS, OJ L&C and OJ S budget items.

1.1.1.1. Appropriations for which the Director of the Publications Office is authorising officer by delegation

(in million euro)

Budgetary reference (1)	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
02.02 02 06	Research and innovation	23.078	89.87	8.175	82.52
26.01 09 01	Publications Office	80.343	86.82	81.258	77.20
26.01 10 01	Consolidation of Community law	2.886	93.09	2.705	71.34
26.01 11 01	Official Journal of the European Union	23.123	70.77	18.506	50.87
26.02 01	Procedures for awarding and advertising public supply, works and services contracts	24.734	77.76	24.195	89.14
	Total	154.164	82.97	134.840	73.89

NB: Totals may show divergences due to round-offs.
 (1) Section III — Commission.

1.1.1.2. Appropriations for which the Director of the Publications Office is authorising officer by subdelegation

In 2006, except for the last payment made in relation to the completion of the previous IDA programmes, the Office has not managed any other subdelegation from the Commission.

(in million euro)

Budgetary reference ⁽¹⁾	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
02.02 04 02	Completion of previous IDA programmes	—	—	0.008	—
	Total	—	—	0.008	—

⁽¹⁾ Section III — Commission.

1.1.1.3. Appropriations for which the Director of the Publications Office is authorising officer by co-delegation ⁽¹⁾

(in million euro)

Budgetary reference	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
Title 02	Enterprise	—	—	0.506	
Title 04	Employment and social affairs	—	—	0.756	
Title 07	Environment	—	—	0.356	
Title 08	Research	—	—	0.802	
Title 16	Communication			1.819	
Title 25	Commission's policy coordination and legal advice	—	—	0.288	
Title 29	Statistics	—	—	0.358	
	Total	—	—	4.885	

⁽¹⁾ Co-delegation received on payment appropriations only.

⁽²⁾ On lines co-delegated to the Office, author services pay also productions not made by the Office. Therefore the figures derive from Plan Publi (publications database) and no implementation figures are displayed.

Tables 21 to 24 in Annex 3 show the implementation of the commitment and payment appropriations and the appropriations remaining to be settled for the financial year 2006. Graph 7 shows the overall breakdown by institution of the Publications Office costs for 2006.

1.1.2. Management of the budget on behalf of the institutions

In addition to the resources delegated to the Director of the Office from the Commission's budget, the Publications Office called on the financial resources of the institutions for the payment of 29.212 million euro during the financial year 2006.

Detail of the payments carried out:

Management of the budget on behalf of the institutions

(in million euro)

■ Official Journal appropriations from institutions other than the Commission (total paid by the Commission, and re-invoiced to the institutions in 2006)	13.423
■ by the institutions for publications for which the Office gives the technical approval	15.789
Total	29.212

*Recovery orders issued by the Office**(in million euro)*

■ Recovery orders	12.984
-------------------	--------

The recovered amounts enter into the budget as assigned revenue in the corresponding budget headings (see detail by budget line in Annex 3, Table 28). This compares to a total value of 14.309 million euro in 2005.

These recovery orders concern:

- expenses met for third parties, in particular storage and dissemination costs of the institutions;
- sales revenue which is allocated to the budget items for which the Director of the Publications Office is authorising officer by delegation.

1.2. Commercial accounts

1.2.1. Operating results

Tables 29 and 30 in Annex 3 list the detail of the commercial activity to 31 December 2006 and of the operating accounts for the financial year 2006.

It should be noted that the amount included to provide for doubtful debts was increased by 1 197.84 euro in 2006 and stands at 472 901.83 on 31 December 2006.

1.2.2. Sales revenue

Net sales cashed in amounted to 6 506 865.34 euro in 2006, compared to 8 264 374.79 euro in 2005. The breakdown by institution is given in Annex 3, Table 17. For details on invoiced sales by type of product in 2004, 2005 and 2006, see Table 18.

The Publications Office's balance sheet and profit-and-loss statement are included in Annex 4.

2. Procurement and contracts

2.1. Tender procedures and CAM (Comité des achats et des marchés)

The results of the tender procedures are summarised below by type of procedure involved.

2.1.1. Open procedures concluded

Procedures concluded with contract award 15

Type of contract	Number of procedures	Number of lots	Number of contracts signed	Total amount (euro)
Framework	11	42	17	68 517 210
Competitive multiple framework	2	2	7	6 778 917
Framework 'en cascade'	1	1	3	872 390
Other	1	2	1	198 654
Total	15	46	28	76 367 171

Procedures concluded without contract award 2

2.1.2. Negotiated procedures concluded 9

Of which new contracts established 9

The amount of the contracts established following negotiated procedures is 1 936 410 euro.

2.1.3. Restricted procedures concluded 9

Of which new contracts established 8

The amount of the contracts established following the restricted procedures is 220 774 euro.

2.1.4. CAM (Comité des achats et des marchés)

During 2006, 21 files (call for tenders, prolongations, amendments...) were examined.

2.2. Contract management

The activity relating to services and supplies contract management can be summarised as follows:

	2004	2005	2006
New contracts established	57	57	56
Amendments to existing contracts established	57	59	94

New contracts established by type of procedure are detailed as follows:

	Number of contracts
Publications Office Open procedures	28
Publications Office Negotiated procedures	9
Publications Office Restricted procedures	8
Other EU services tendering procedures	11
Total	56

The Publications Office managed 315 contracts as at 31 December 2006.

3. Personnel management

3.1. Personnel

3.1.1. Officials

The total number of statutory posts remained at 635 (see Annex 3, Table 31 and Graph 1). In addition six posts were used as compensation for part-time work.

In 2006, 50 successful candidates were nominated probationary officials. Most of them were recruited to fill some of the 81 new posts that the Budgetary Authority had approved for 2005 further to the 2004 enlargement. Seven officials joined the Office by transfer. During the year, 22 officials left the Office to continue their career in other services of the European institutions and 12 left to retire or for other personal reasons.

Preparation for the 2007 enlargement was well underway by the end of 2006 as candidates having succeeded in proofreader competitions in the Bulgarian and Romanian languages were chosen for appointment to permanent posts.

Although 2006 did not entail the same recruitment activity as the previous year, many posts were difficult to fill due to various constraints. Lack of relevant reserve lists and the need to balance geographical and gender representation among officials left a considerable number of posts vacant for too long a period. Furthermore, the cost of living in Luxembourg and surroundings was given as a reason by an important number of laureates to turn down offers of employment or interviews for vacant posts. Out of 148 successful candidates only 16 accepted to come for an interview.

Two new heads of unit took up duty during 2006. After having been selected, the proposed director for the Official Journal & Access to Law Directorate withdrew his application and a head of unit was appointed as acting director year long.

Within the Office five officials successfully passed competitions for appointment to a higher category (three from B* to A* and two from C* to B*). Two former C* category officials, authorised by a new procedure to apply for vacant posts in the assistant functions, were appointed in this category.

Given that an important part of the Office's permanent staff has been recruited during the last few years, there is reason to believe that some of them have not yet found a post perfectly matching their background, their experience or their interests. This will be taken into account as part of the Office's policy of internal mobility. 15 officials changed posts within the Office during 2006 (promotions not included).

3.1.2. Temporary agents

Three temporary agent contracts were granted in 2006 for jobs for which no reserve list existed or for which competitions were in progress (in the current cases proofreaders in the Latvian and Maltese languages).

3.1.3. Contract staff

Ten persons were engaged as contract staff. The interviewing procedure is cumbersome. It ensures that numerous pre-qualified candidates are given the possibility to be considered for every post. This new type of contract has not proven to be a solution enabling the Office to reinforce teams quickly when needed. As permanent posts for Bulgarian and Romanian language proofreaders were not available in 2006, 22 persons from these two new Member States remained as contract staff.

3.1.4. Gender balance

On 31 December 2006, 51% of all officials in the Office were women. Among AD category officials, 28% were women and in the AST category, 54% were women.

	Grade and gender			
	31.12.2005		31.12.2006	
	female	male	female	male
AD (ex-A*)	28%	72%	28%	72%
AST (ex-B*+ C*+ D*)	54%	46%	54%	46%
Total	51%	49%	51%	49%

Pre-selection committees for vacant posts are composed of both women and men.

The three additional posts of head of unit, which were created in the reorganisation of 1 September 2006, have been respectively assigned to a EU10 laureate, to an official from the Publications Office and to a female official from a Commission Directorate-General. They have all taken up duty at the beginning of 2007.

3.1.5. Geographical balance

The following table shows the geographical balance as at 31 December 2006.

	AD	AST	Total
Belgium	8	66	74
Czech Republic	1	10	11
Denmark	1	13	14
Germany	9	28	37
Estonia	—	8	8
Greece	1	27	28
Spain	6	24	30
France	11	100	111
Ireland	2	6	8
Italy	9	40	49
Cyprus	—	—	—
Latvia	1	6	7
Lithuania	1	12	13
Luxembourg	1	48	49
Hungary	2	14	16
Malta	1	2	3
Netherlands	—	11	11
Austria	1	3	4
Poland	6	18	24
Portugal	3	20	23
Slovenia	1	8	9
Slovakia	1	9	10
Finland	1	17	18
Sweden	1	15	16
United Kingdom	5	19	24
Total	73	524	597

3.1.6. Selection of personnel

3.1.6.1. Competitions

In 2006, in cooperation with EPSO, the Publications Office organised competitions for proofreaders in six languages: Bulgarian, English, Irish, Latvian, Maltese and Romanian. The reserve lists were published in the Official Journal in October (Irish) and December 2006.

3.2. Social dialogue

Throughout 2006, the Office pursued its cooperation with the Local Staff Committee and held regular joint meetings in the presence of the Office's Director and Resources Director. These meetings allowed the exchange of information as well as discussion on measures which may affect the Office's staff.

In particular, the following points were addressed:

- the Office's budget and the evolution of the Office's structure, in particular the follow-up concerning staff affected by organisational measures, the major reorganisation which took effect on 1 September 2006 as well as subsequent adjustments to the new structure;
- recruitment in general and, in particular, of the heads of three newly created units as well as the procedure which led to the appointment of an acting director for the OJ & Access to Law Directorate year long;
- major administrative procedures such as the career development review, promotion as well as attestation and certification;
- the recruitment of an in-house nurse responsible for providing health services to the Office's staff;
- the possible acquisition of the Mercier building.

The study on dissemination launched in 2006, which included input from many members of the Office's staff, will be pursued in 2007. Progress was discussed throughout the year, and an *ad hoc* meeting was organised to analyse and discuss in detail the first draft interim report.

More sensitive issues such as the follow-up to the Parliament Resolution on the political responsibility for interinstitutional bodies before the Discharge Authority and the creation of an interinstitutional working group with a mandate to produce a draft revision of Decision 2000/459 on the organisation and operation of the Publications Office were followed regularly.

An office within the Publications Office's headquarters was assigned to the Local Staff Committee to permit consultations with staff in-house.

3.3. Training

3.3.1. Strategic training plan

A training plan was ready at the beginning of the year. The priorities defined were the development of skills in electronic publication, in marketing and technical communication, the integration of new colleagues in the context of the pre-enlargement process and the adequate adaptation to the reorganisation of the Office's structure.

In total, the training section organised 162 courses.

In October the Office organised a seminar for its administrators. Mr Gill, former President of the Federation of European Publishers and Chairman of Gill & Macmillan, was invited to present different aspects of 'Publishing today'.

3.3.2. Participation in training actions

In 2006, the staff took part in 6 589 training days. The year-average per staff member is 11 days distributed as follows:

■ General domain	4.42 days
■ Linguistic domain	5.38 days
■ IT domain	1.2 days

These figures do not include on-the-spot training. In other terms, the Office exceeded the Commission targets.

The Office organised locally 45% of the training in the general domain and around 46% of the training in the IT domain.

The Office committed a total of 149 503 euro on its own budget for training.

The main training courses organised locally were:

■ Literary and artistic property rights (Copyright)	48 participants
■ Invoices and VAT exemption	45 participants
■ Electronic publishing of the Official Journal	27 participants
■ Introduction to marketing	22 participants
■ Data processing	21 participants
■ Training for fire pickets	36 participants

4. Infrastructures

4.1. Facilities management and supporting resources

4.1.1. Buildings

A file to enable the acquisition of the Mercier building was prepared and the building procedure was launched in September. The credits for the purchase of the building were not made available in 2006 by the Budgetary Authority.

Proposals were prepared to renovate a meeting room and this project will be examined once an analysis (launched at the end of the year) has been made on the optimisation of the space of the former offset print-shop.

4.1.2. Safety and health

A new service contract for access control and supervision of the buildings was implemented without major problems.

For each building, two evacuation exercises took place in 2006. Training of the fire-pickets (EPI) was organised in cooperation with the Human Resources Unit.

In the domain of 'green housekeeping', garbage separation has been introduced.

4.1.3. Supporting resources

The number of installed workstations increased by 8% compared to 2005, reaching 950 PCs in December 2006. In the same period, the number of calls related to IT or General Services received by the helpdesk decreased by about 6% (13 314 calls compared to 14 132 in 2005, 14 288 in 2004, 11 521 in 2003).

4.2. Document management

4.2.1. Archives and Centre d'administration des documents (CAD)

New software for supporting the management of physical archives was developed and used as from November.

5. Informatics

5.1. Information technology

Throughout 2006 the IT and telecoms facilities were operated with a global availability of over 99.96% for the network and 99% for the applications in production.

The main application servers on Windows were virtualised during the year, and this has brought significantly better usage of the computing resources. The phasing out of old UNIX hardware and of old applications (CatDiff) and consolidation on new hardware continued during 2006, which led to a reduction of maintenance costs despite the increase in overall processing power and storage installed.

The new electronic mail addresses (publications.europa.eu) were implemented without disruption of the service and the pre-reservation of more than 400 domain names as well as the migration to .eu domains of all major websites of the Office were carried out in a timely fashion.

The migration to UNIX of the last legacy applications allowed the phase-out of the BS2000 architecture by year-end. This will lead to savings of some 200 000 euro in 2007 (compared to 2006), as planned in the 2007 budget.

A copy of the production site of EUR-Lex was successfully transferred from the Commission's Informatics DG to the Office's Data Centre to test new versions of the EUR-Lex website.

A major step toward a higher level of business continuity has been accomplished through the implementation of a second site for the Data Centre (DRP), completed in November 2006, and a first set of applications was made disaster-compliant. The test of the DRP to take over this first set of applications (shut-down of the main site in Mercier) was successful. Further applications will follow the same procedure in 2007 in compliance with the Office's contingency plan.

5.2. Project management

Two major applications, GESCOM and SAGAP, used for order-entry, stock management and address handling, were migrated successfully to UNIX.

A new version of EU Bookshop was launched allowing sales agents to manage their orders.

Plan-Publi was opened to all services in the Office and to author services allowing the final closedown of the old Planning application.

Further work was done on two major projects, Plan JO and Plan JOS, which should go into production in 2007.

The 'Starter kit' for websites using Documentum was taken over by the Office in 2006 and improved significantly in September 2006 to respond to users' needs.

A new version of the IDEA website (EU-Who is Who) was successfully launched in September offering a much improved interface.

5.3. IT security

No serious security incidents requiring reporting to the Security Directorate occurred in 2006.

Existing contingency plans were tested in cooperation with the services concerned and updated according to the test results. The existing plans were also updated in order to comply with the business continuity framework.

Documents on Office baseline information security policy, Office minimum security requirements and applications inventory and classification were established.

VIII

Central management services

1. Risk management and internal control

The 2006 risk identification and assessment process focused on the following areas:

- increase the awareness to risk management with the participation of 27 administrators in a series of externally-led seminars,
- complete the assessment of the 15 risks identified but not assessed in 2005,
- prepare action plans to manage these risks.

The Office applies the internal control standards of the European Commission. The compliance was assessed based on information available from audit reports, results of financial controls and the interviews and desk review of the internal control coordinator.

2. Internal audit

The Internal Audit team (IAC) of the Office operates in accordance with the Institute of Internal Auditors' attribute and performance standards and code of ethics, and EU regulations and standards. Its activities are coordinated with those of the Internal Audit Service of the Commission and the missions and activities of the Court of Auditors to avoid overlap and to ensure the widest possible coverage.

2.1. Audits

In 2006 the Internal Audit team performed four assignments:

- effectiveness of the internal control in the areas of general publications, CORDIS publications, management of financial resources and conformity of 104 author services transactions;
- overview of the risk and control profile of the Office's outsourced activities, particularly in the use of framework contracts,
- verification of the correctness, completeness, and evaluation of CORDIS assets held by third parties,
- follow-up of the audit performed in 2005 concerning the register of exceptions.

2.2. Advisory tasks

During the year the Internal Audit team advised on the follow-up of all audit recommendations, ensured coordination with external auditors, and dealt with the requests addressed to the Office by horizontal services of the institutions.

2.3. Other activities

The IAC participated in the Commission's Internal Audit Service's (IAS) validation of the IAC's self-assessments. The follow-up of the 2004 audit by IAS concluded that all recommendations addressed to the IAC had been implemented.

3. Evaluation

In 2006, the evaluation activities concentrated on the following areas:

- evaluation of a user-satisfaction survey for non-compulsory publications,
- follow-up of the evaluation of the use of Formex in the publication activities of the Official Journal.

The evaluation cell assisted in the ex-ante evaluation of the new call for tenders for the production of the S series of the Official Journal.

4. Financial control

In 2006 the Financial Control team performed ex-ante and ex-post controls.

4.1. Ex-ante controls

1 469 transactions were selected by sampling (DICE system) and controlled (+25% compared to 2005).

337 observations were made in 2006, 12% less than in 2005. Errors have been continuously decreasing: 16% in 2006 (of which 3% type A errors) against 28% (of which 5% type A errors) in 2005.

Financial Control has also examined 349 transactions pertaining to sales revenue for a total amount of 5 713 896 euro.

4.2. Ex-post controls

An ex-post control of the procedures regarding the paper publications and multimedia products by institutions other than the Commission led to the drafting of a specific procedure. The necessary support documentation was defined and implemented.

An ex-post methodology has been set up for payments, and payments were controlled on a sampling basis.

Measures to improve the quality of the transactions were:

- information and feedback sessions and methodological assistance,
- information sent by the Office to its contractors on content of invoices,
- use of standard checklists,
- implementation of an early warning system for unpaid invoices.

Annex 1

Publications Office organisation chart at 31 December 2006

Director-General	T. L. CRANFIELD
Assistant to the Director-General	V. BOCK
Adviser (responsible for the secretariat of interinstitutional committees and of the European Forum of Official Gazettes)	A. BERGER
Reporting directly to the Director-General	
1. Central Management Services	L. SZABÓ
2. Author Services	S. BRACK
Directorate R — Resources	
Director	B. M. REYNOLDS
1. Human Resources	L. CECCARELLI
2. Calls for Tender and Contracts	A. CARNEIRO
3. Finance	J. LOWERY-KINGSTON
4. Infrastructures	K. KÖNIG
5. IT projects	K. KÖNIG (acting)
Directorate A — Official Journal & Access to Law	
Director	Y. STEINITZ (acting)
1. EUR-Lex	P. BERTELOOT
2. OJ Production Coordination	F. DÖLL
3. OJ Quality Control	W. KAŁAMARZ
4. TED	Y. STEINITZ
Directorate B — Publications & Dissemination	
Director	D. SAFFAR
1. Cross-media Publishing	J. YOUNG
2. Editorial Services	J. YOUNG (acting)
3. Promotion and Distribution	M. LANGLAIS
4. EU Bookshop	M. LANGLAIS (acting)
5. CORDIS	Ph. LEBAUPE

Annex 2

Interinstitutional committees and subcommittees

The Publications Office holds the secretariat of the committees and subcommittees listed below. They were set up by decision of the Office's Management Committee, to which they report. The list of committees contained in the 2005 Management Report has remained unchanged.

The Management Committee considers that the work carried out by these committees and subcommittees is vital for the progress of the Office's various projects.

The Management Committee also sets up *ad hoc* groups as and when the need arises. Their composition varies according to the subject-matter to be dealt with. At present, two such groups are in operation, one working on the revision of Decision 2000/459 laying down the rules on the organisation and operation of the Office, and one working on issues related to the structure and the future of the Official Journal.

Groupe interinstitutionnel Lex (GIL)

<i>Participating institutions</i>	<ul style="list-style-type: none"> ■ the institutions represented in the Management Committee ■ the European Investment Bank ■ (as observers) the Chairman and the Troika of the Council Working Party on Legal Data Processing (GIJC)
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> Heinemann, Ellen ■ <i>Institution:</i> European Parliament ■ <i>Tel.:</i> (32-2) 283 17 16, (33) 388 17 47 46, (352) 4300-24122 ■ <i>Mail:</i> ellen.heinemann@europarl.europa.eu
<i>Change of chairmanship</i>	Every year, in March (after the meeting of the Management Committee)
<i>Terms of reference (summary description)</i>	Steering committee for the development and operation of the EUR-Lex systems and for the <i>Directory of Community legislation in force</i>
<i>Date of first meeting</i>	23.9.1999
<i>Frequency of meetings</i>	4-6 times per year
<i>Number of meetings in 2006</i>	3
<i>Main subjects treated in 2006</i>	Election of the President for the period April 2006 to March 2007; contribution EUR-Lex to the Annual Management Report and review 2005; perspectives 2006; 25 th anniversary of the availability of the European law online; EUR-Lex developments; work combined to enlargement 2007; project Trans-JAI

Consolidation Group	
<i>Participating institutions</i>	Parliament, Council, Commission, Court of Justice, Court of Auditors, Publications Office
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> H.-G. Crossland ■ <i>Institution:</i> European Commission ■ <i>Tel.:</i> (32-2) 295 57 46 ■ <i>Mail:</i> hans-gerald.crossland@ec.europa.eu
<i>Terms of reference (summary description)</i>	Steering committee for the consolidation work carried out by the Publications Office
<i>Date of first meeting</i>	mid-90s
<i>Frequency of meetings</i>	3 times per year
<i>Number of meetings in 2006</i>	3
<i>Main subjects treated in 2006</i>	<ul style="list-style-type: none"> ■ Simplification of Community law ■ Consolidation: production and financial balance; daily consolidation; backlog 9 new languages; priority list for consolidation in the new languages, status for consolidation in the new languages, statistics for daily and backlog consolidation and status of translation and consolidation in Bulgarian and Romanian ■ Codification

Eurovoc Steering Committee	
<i>Participating institutions</i>	Parliament, Council, Commission, Court of Justice, Court of Auditors, Publications Office
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> D. Toornstra ■ <i>Institution:</i> European Parliament ■ <i>Tel.:</i> (352) 4300-42138 ■ <i>Mail:</i> dtoornstra@europarl.europa.eu
<i>Terms of reference (summary description)</i>	Steering committee for the development and operation of the multilingual Eurovoc thesaurus
<i>Date of first meeting</i>	12.10.1999
<i>Frequency of meetings</i>	twice a year
<i>Number of meetings in 2006</i>	—
<i>Main subjects treated in 2006</i>	An International Conference of Eurovoc users was organised

Eurovoc Maintenance Committee

<i>Participating institutions</i>	Same as 'Eurovoc Steering Committee'
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> A. Bartolini (Publications Office) ■ <i>Tel.:</i> (352) 2929-42768 ■ <i>Mail:</i> andrea.bartolini@publications.europa.eu
<i>Terms of reference (summary description)</i>	Execution of development and maintenance work
<i>Date of first meeting</i>	1.10.2000
<i>Frequency of meetings</i>	2-3 times per year
<i>Number of meetings in 2006</i>	—
<i>Main subjects treated in 2006</i>	<ul style="list-style-type: none"> ■ Analysis of the questionnaire sent to licence holders at the end of 2005; ■ Eurovoc conference (March 2006) ■ Dissemination site: 18 official languages (except MT; ET is under revision by the Estonian Language Institute), BG, RO and HR ■ Preparation of printed versions: creation of permutations in the new languages, update of the introductory text and translations ■ Preparation of version 4.3 of the thesaurus: analysis of the proposals forwarded by national parliaments and the European Parliament ■ Preparation of a restricted call for tender (2 lots): <ul style="list-style-type: none"> (a) feasibility study on the interoperability between Eurovoc and other thesauri; (b) identification and analysis of thesaurus management systems; the call for tenders will be published in February 2007

Interinstitutional Directory Drafting Committee

<i>Participating institutions</i>	Institutions which publish their organisation charts in the Official Directory of the European Union
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> M. Vlietinck (Publications Office) ■ <i>Tel.:</i> (352) 2929-42712 ■ <i>Mail:</i> michel.vlietinck@publications.europa.eu
<i>Terms of reference (summary description)</i>	Editorial committee for the operation of the Official Directory of the European Union (paper and internet editions)
<i>Date of first meeting</i>	1994
<i>Frequency of meetings</i>	1-2 times per year
<i>Number of meetings in 2006</i>	1
<i>Main subjects treated in 2006</i>	<ul style="list-style-type: none"> ■ Review of introductory texts ■ Editorial content ■ Timetable for the 2006 edition ■ New layout of the printed edition ■ Evolution of the Official Directory

Interinstitutional Style Guide Steering Committee	
<i>Participating institutions</i>	All institutions represented in the Management Committee
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> B. Lahure (Publications Office) ■ <i>Tel.:</i> (352) 2929-42378 ■ <i>Mail:</i> bernard.lahure@publications.europa.eu
<i>Terms of reference (summary description)</i>	<p>Steering Committee (composed by jurists-linguists and members of the translation services): coordination in order to create and maintain the Style Guide in all official languages</p> <ul style="list-style-type: none"> ■ 20 linguistic groups (9 created in 2006 for the 'new' languages) ■ Working group 'Currencies, countries, languages'
<i>Date of first meeting</i>	February 1992
<i>Frequency of meetings</i>	Variable - Most of the work is done by written procedure; occasional meetings when necessary
<i>Number of meetings in 2006</i>	2 seminars, 1 meeting in EP, several teleconferences in some linguistic subgroups, 3 meetings ES
<i>Main subjects treated in 2006</i>	Update of the OJ part, migration of the website, creation of the working environment for the new languages, enlargement 2007 (protocol order for countries and languages)

Interinstitutional Committee 'Publications multimédia — Outils et méthodes'	
<i>Participating institutions</i>	All institutions represented in the Management Committee
<i>Chair</i>	<ul style="list-style-type: none"> ■ <i>Name:</i> Dietmar Braun (Publications Office) ■ <i>Tel.:</i> (352) 2929-42174 ■ <i>Mail:</i> dietmar.braun@publications.europa.eu
<i>Terms of reference (summary description)</i>	Drafting of recommendations concerning the development of tools and methods; drafting and updating of the 'Vade-mecum de la publication multimédia'
<i>Date of first meeting</i>	1999
<i>Frequency of meetings</i>	2-3 times per year
<i>Number of meetings in 2006</i>	—
<i>Main subjects treated in 2006</i>	Practical use of Web Management solutions

Contact: A. Berger, Adviser [tel.: (32-2) 295 75 52]

Annex 3

Tables and graphs

List of tables

Production

- 1 Official Journal: number of pages per series during the period 1997 to 2006
- 2 Official Journal: main figures
- 3 Official Journal: pages produced, by institution
- 4 Public procurement notices published in 2006
- 5 Publications: principal production indicators
- 6 Publications: production, by institution
- 7 Publications: number of proofread pages, by language
- 8 Documentary units loaded into EUR-Lex
- 9 Bibliographical and juridical notices

Promotion, distribution and sales

- 10 Mailing list management
- 11 Subscriptions to Official Journal L&C series (paper, CD-ROM), by language
- 12 Subscriptions to Official Journal S series (CD-ROM)
- 13 Subscriptions to periodicals other than the Official Journal
- 14 Invoicing: offline products (CD-ROM)
- 15 Invoicing: database licences
- 16 Number of licence contracts at 31 December
- 17 Sales revenue collected
- 18 Commercial invoicing, by product category
- 19 Helpdesk: requests received, by theme
- 20 Helpdesk: the 10 most frequently asked questions

Financial and administrative management

- 21 Outturn of commitment appropriations on 31 December 2006
- 22 Outturn of payment appropriations on 31 December 2006
- 23 Situation of commitments to be settled on 31 December 2006
- 24 Situation on revenue and income (status as at 1 March 2007)
- 25 Official Journal: costs of services charged in 2006
- 26 Publications: invoicing, by institution, agency or body
- 27 Publications: invoicing, by production unit
- 28 Number and amount of recovery orders issued in 2006 assimilated to assigned revenue
- 29 Commercial accounts: Balance sheet at 31 December 2006
- 30 Commercial accounts: Profit-and-loss account at 31 December 2006
- 31 Staff numbers 2005 and 2006

List of graphs

- 1 Evolution of the staff (1969-2006)
- 2 Evolution of the Official Journal production (1952-2006)
- 3 TED consultation figures
- 4 EUR-Lex consultation figures
- 5 CORDIS consultation figures
- 6 EU Bookshop consultation figures
- 7 Breakdown of Publications Office costs by institution in 2006

Table 1 Official Journal: number of pages per series during the period 1997 to 2006 (all linguistic versions together)

Series	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006
OJ L	220 012	232 368	227 876	240 520	226 339	262 582	253 100	388 286	409 827	574 016
OJ C	247 000	285 586	230 811	225 602	313 406	331 336	303 964	371 204	325 610 ⁽¹⁾	377 207 ⁽²⁾
of which OJ C E	—	—	2 500	38 258	94 941	166 947	135 245	196 127	93 755	132 331
CPVO	497	518	878	957	1 036	1 428	1 380	2 014	1 526	(*)
OHIM	14 286	60 812	66 768	71 601	87 928	68 116	73 449	1 852	1 505	(*)
Other budgetary documents	35 574	36 212	37 620	40 634	41 261	41 800 ⁽³⁾	50 996	49 566	90 127	93 512 ⁽⁴⁾
Total	517 369	615 496	563 953	579 314	669 970	705 262	682 889	812 922	828 595	1 044 735

(*) Production transferred to Cross-media Publishing Unit and therefore not included in 2006 figures (see V.1.1).

(1) Including four issues of 2004 actually published in 2005 for the European Parliament.

(2) This total does not take into account the number of pages of 6 OJ C editions and of 16 OJ C E editions (December 2006) which will be delivered in 2007.

(3) Plus publication in ABB format in German, English and French (1 324 pages per language).

(4) This figure includes 8 658 pages of the 'Documents de travail' and 'Teletabs' produced via contract 6302-lot 6: for this work the contractor deals directly with DG Budget.

Table 2 Official Journal: main figures

Series	2005			2006		
	Number of issues	Pages/issue/language	Pages	Number of issues	Pages/issue/language	Pages
OJ L	352	61	409 827	426 ⁽¹⁾	67	574 016
OJ C	442	39	325 610	460	43	377 207 ⁽²⁾
of which OJ C E	31	159	93 755	46 ⁽³⁾	220 ⁽⁴⁾	132 331 ⁽⁴⁾
OHIM:						
OJ	12	125	1 505	(*)	(*)	(*)
Bulletin	—	—	—			
CPVO	8	191	1 526	(*)	(*)	(*)
Other budgetary documents			3 810			8 658
PDB	1	2 507	47 633	1	2 380	45 220
DB	1	2 036	38 684	1	2 086	39 634
Total	816		828 595	888		1 044 735

(*) Production transferred to Cross-media Publishing Unit and therefore not included in 2006 figures (see V.1.1).

(1) Including 14 volumes of the Special Edition in Maltese.

(2) Including OJ C A and OJ C E editions. The figure (number of pages) does not take into account the number of pages of 6 OJ C issues and of 16 OJ C E issues (December 2006) which will be delivered in 2007.

(3) 30 OJ C E issues have been delivered in 2006 while the rest (16 issues) will be delivered in 2007.

(4) This figure does not take into account the number of pages of the above-mentioned 16 OJ C E issues (December 2006) which will be delivered in 2007.

Table 3
Official Journal:
pages produced,
by institution

L and C series (886 issues)																
Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2006	Total 2005	Difference	Relative difference in %
Parliament	2 774	15 859	41 223	10 088	19 910	8 456	12 802	7 248	15 891	239	26 785	28 484	189 756	149 239	40 517	27.15
Council	9 246	9 672	15 364	6 850	9 110	12 088	18 122	7 834	12 306	9 161	13 072	75 862	198 685	125 529	73 156	58.28
Commission	19 618	37 618	43 878	30 851	25 668	27 330	25 980	25 297	31 675	64 934	34 863	94 815	462 524	375 282	87 242	23.25
Court of Justice	1 102	1 673	1 864	1 691	1 083	1 824	2 147	741	2 473	1 102	969	3 667	20 336	18 544	1 792	9.66
Court of Auditors	221	—	—	1 240	381	—	800	1 400	780	5 280	2 100	3 340	15 542	20 247	-4 705	-23.24
European Economic and Social Committee	1 919	2 014	3 249	1 767	1 786	—	—	4 218	—	—	—	8 645	23 598	16 794	6 804	40.51
Committee of the Regions	—	760	—	950	1 919	—	—	1 634	1 349	—	—	—	6 612	5 556	1 056	19.01
Others ⁽¹⁾	21	1 878	16 231	660	1 381	318	2 988	265	485	373	260	9 311	34 171	24 246	9 925	40.93
Total ⁽²⁾	34 901	69 474	121 809	54 096	61 237	50 015	62 838	48 636	64 958	81 088	78 048	224 123	951 223	735 437	215 786	29.34

⁽¹⁾ Pages produced for other bodies of the European Union for which no budgetary estimates are made by the Publications Office not included.

⁽²⁾ Pages of 6 OJ C editions and of 16 OJ C E editions (December 2006) which will be delivered on 2007 not included.

L series (426 issues of which 412 OJ L and 14 OJ LM) ⁽¹⁾																
Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2006	Total 2005	Difference	Relative difference in %
Parliament	2 774	880	41 223	1 768	73	4 278	2 702	108	731	2	2 199	24 114	80 849	68 583	12 266	17.88
Council	9 208	9 140	13 429	4 029	7 937	10 881	12 027	4 028	12 287	6 494	5 572	62 937	157 967	93 731	64 236	68.53
Commission	12 056	19 425	24 720	23 123	19 584	17 650	14 148	12 902	22 171	37 629	23 740	78 286	305 431	228 106	77 325	33.90
Court of Justice	—	20	59	—	—	—	—	—	3	—	—	—	82	301	-219	-72.76
Court of Auditors	—	—	—	—	—	—	—	—	—	—	—	—	—	180	-180	-100.00
European Economic and Social Committee	—	—	—	—	—	—	—	—	—	—	—	—	—	19	-19	-100.00
Committee of the Regions	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Others ⁽²⁾	1	1 779	15 858	133	700	—	2 664	114	—	—	58	8 381	29 688	18 907	10 781	57.02
Total	24 039	31 244	95 289	29 052	28 293	32 808	31 540	17 151	35 191	44 124	31 568	173 717	574 016	409 827	164 189	40.06

⁽¹⁾ Including 14 volumes of the Special Edition in Maltese (OJ LM = Maltese).

⁽²⁾ Pages produced for other bodies of the European Union for which no budgetary estimates are made by the Publications Office not included.

C series (460 issues, including C...A and C...E series)

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2006	Total 2005	Difference	Relative difference in %
Parliament	—	14 979	—	8 320	19 837	4 178	10 100	7 140	15 160	237	24 586	4 370	108 907	80 656	28 251	35.03
Council	38	532	1 935	2 821	1 173	1 207	6 095	3 806	19	2 667	7 500	12 925	40 718	31 798	8 920	28.05
Commission	7 562	18 193	19 158	7 728	6 084	9 680	11 832	12 395	9 504	27 305	11 123	16 529	157 093	147 176	9 917	6.74
Court of Justice	1 102	1 653	1 805	1 691	1 083	1 824	2 147	741	2 470	1 102	969	3 667	20 254	18 243	2 011	11.02
Court of Auditors	221	—	—	1 240	381	—	800	1 400	780	5 280	2 100	3 340	15 542	20 067	-4 525	-22.55
European Economic and Social Committee	1 919	2 014	3 249	1 767	1 786	—	—	4 218	—	—	—	8 645	23 598	16 775	6 823	40.67
Committee of the Regions	—	760	—	950	1 919	—	—	1 634	1 349	—	—	—	6 612	5 556	1 056	19.01
Others ⁽¹⁾	20	99	373	527	681	318	324	151	485	373	202	930	4 483	5 339	-856	-16.03
Total ⁽²⁾	10 862	38 230	26 520	25 044	32 944	17 207	31 298	31 485	29 767	36 964	46 480	50 406	377 207	325 610	51 597	15.85

⁽¹⁾ Pages produced for other bodies of the European Union for which no budgetary estimates are made by the Publications Office not included.

⁽²⁾ Pages of 6 OJ C editions and of 16 OJ C E editions (December 2006) which will be delivered on 2007 not included.

Electronic C series (46 issues) ⁽¹⁾

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2006	Total 2005	Difference	Relative difference in %
Parliament	—	14 960	—	8 320	16 740	2 880	10 100	7 140	15 160	0	24 540	—	99 840	77 845	21 255	28.25
Council	—	—	—	1 320	1 000	560	5 240	3 540	—	2 040	7 500	11 291	32 491	14 910	17 581	117.91
Commission	—	—	—	—	—	—	—	—	—	—	—	—	—	1 000	-1 000	-100.00
Court of Justice	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Court of Auditors	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
European Economic and Social Committee	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Committee of the Regions	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Others ⁽²⁾	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total ⁽³⁾	—	14 960	—	9 640	17 740	3 440	15 340	10 680	15 160	2 040	32 040	11 291	132 331	93 755	38 576	41.15

⁽¹⁾ Note that 30 OJ C E issues have been delivered in 2006 while the rest (16 issues) will be delivered in 2007. All of them are charged in 2006 budget (See also note n° 3).

⁽²⁾ Pages produced for other bodies of the European Union for which no budgetary estimates are made by the Publications Office not included.

⁽³⁾ Provisional figures: The figures do not take into account the number of pages of 16 OJ C E editions (December 2006) which will be delivered in 2007.

Table 4 Public procurement notices published in 2006

	Works	Supplies	Services	Utilities	Total (*)
<i>EU institutions and other bodies/ International organisations</i>					7 505
<i>Member States</i>					
Belgium	466	1 523	1 600	793	4 752
Czech Republic	375	2 348	1 927	549	6 220
Denmark	199	829	1 237	458	3 056
Germany	13 525	6 031	5 609	3 528	30 550
Estonia	49	416	314	157	965
Ireland	373	855	1 014	317	2 668
Greece	462	3 436	1 390	688	7 239
Spain	2 752	5 616	8 137	1 891	19 184
France	11 214	25 197	33 586	3 574	77 530
Italy	1 190	4 879	8 245	2 457	18 139
Cyprus	11	396	103	35	665
Latvia	116	828	525	228	1 781
Lithuania	161	2 051	981	372	3 795
Luxembourg	390	77	70	120	672
Hungary	412	1 431	1 720	562	4 607
Malta	0	152	40	41	276
Netherlands	940	1 740	3 178	394	6 925
Austria	1 880	965	906	714	4 865
Poland	910	11 062	8 251		23 466
Portugal	230	668	527	189	2 075
Slovenia	147	794	623	119	1 954
Slovakia	46	538	480	450	1 696
Finland	236	1 499	1 163	323	3 338
Sweden	852	2 155	2 877	575	7 016
United Kingdom	1 827	7 642	10 040	1 212	22 401
Total	38 763	83 128	94 543	19 746	255 835
Acceding countries	1	—	—	—	251
Candidate countries	—	—	—	—	2
European Economic Area countries	595	1 343	1 382	189	3 685
Government Procurement Agreement countries	125	380	202	23	730
Other	4	6	12	1	52
Grand total	725	1 729	1 596	213	268 060

(*) Number of supplementary information, corrigenda and miscellaneous information notices are added directly to totals of countries of origin.

Table 5 Publications: principal production indicators

	2005	2006	Change (%)
Publications	6 983	6 896	-1.25
Proofread pages	285 862	281 773	-1.43
Non-proofread pages	195 762	167 246	-14.57
Pages produced	481 624	449 019	-6.77

Table 6 Publications: production, by institution

Institution/agency	Proofread pages			Non-proofread pages		
	2005	2006	Change (%)	2005	2006	Change (%)
European Parliament	1 732	1 595	-7.91	17 043	13 308	-21.92
Council	385	456	+18.44	2 282	70	-96.93
Commission	87 407	65 372	-25.21	126 080	111 625	-11.46
Court of Justice	182 004	202 160	+11.07	20 687	16 829	-18.65
Court of Auditors	298	308	+3.36	664	264	-60.24
Committee of the Regions	2 146	4 580	+113.42	6 511	2 032	-68.79
European Investment Bank	380	268	-29.47	2 755	2 180	-20.87
Decentralised agencies	11 510	7 034	-38.89	19 740	20 938	+6.07
Total	285 862	281 773	-1.43	195 762	167 246	-14.57

Table 7 Publications: number of proofread pages, by language

Language	2005	2006	Change (%)
ES	12 076	16 797	+39.10
CS	2 903	12 201	+320.30
DA	23 335	13 096	-43.88
DE	24 633	34 329	+39.36
ET	2 230	9 448	+323.69
EL	10 706	13 046	+21.86
EN	45 225	36 194	-19.97
FR	35 457	34 918	-1.52
GA	53	48	-9.43
IT	20 094	16 435	-18.21
LV	2 438	5 044	+106.90
LT	3 349	3 173	-5.25
HU	2 493	3 892	+56.13
MT	1 463	1 652	+12.93
NL	23 711	15 217	-35.82
PL	2 835	5 143	+81.42
PT	19 657	13 807	-29.76
SK	3 463	4 619	+33.39
SL	2 172	2 489	+14.60
FI	22 512	18 340	-18.53
SV	24 035	20 289	-15.59
Other	1 022	1 595	+56.07
Total	285 862	281 773	-1.43

Table 8 Documentary units loaded into EUR-Lex

Sector	2003	2004	2005	2006	Cumulative at 31 December 2006
Treaties	758	0	781	3	5 901
Secondary legislation	3 939	3 421	3 559	3 402	97 940
Consolidated texts	n.a.	n.a.	3 225	765	3 990
Complementary law	221	18	21	29	1 456
External Relations	421	185	413	363	6 784
Preparatory Acts Commission	1 751	1 411	1 762	2 144	30 333
Preparatory Acts Council	135	60	68	56	2 641
Preparatory Acts Parliament	472	1 176	913	290	16 497
Economic and Social Committee	161	208	153	181	1 471
Committee of the Regions	147	142	72	73	845
Court of Justice	806	757	724	807	16 901
Court of Auditors	38	24	44	42	298
European Central Bank	17	13	16	15	88
National implementing measures	121	122	—	29	2 969
Parliamentary questions	3 350	1 087	2 816	—	110 420
EFTA	47	20	68	95	639
OJ C Information and Notices	2 983	1 023	3 825	3 290	37 564
Agencies etc.	72	65	96	77	412
Corrigenda	338	555	425	532	10 299
Total	15 439	10 287	18 981	12 193	343 458

Table 9 Bibliographical and juridical notices

	2004	2005	2006
Official Journal notices	6 502	14 886	8 335
COM notices	764	746	818
EUR-Lex notices	10 287	18 981	12 193
Publications notices	4 385	3 289	5 778
Old catalogue notices	n.a.	n.a.	50 500
Studies	n.a.	n.a.	875
Total	21 938	37 822	78 499

Table 10 Mailing list management

	2004	2005	2006	Change (%) 2006/2005
Number of addresses on 31 December	1 141 989	714 908	784 923	+9.8
Number of subscriptions on 31 December	1 427 674	1 038 457	1 192 972	+14.9
Mailings on 31 December	879	854	854	0.0
Subscriptions created manually	123 085	114 321	259 767	+127.2
Subscriptions registered automatically	260 937	91 297	206 647	+126.3
Deleted addresses	328 740	551 000	161 267	-70.7

Table 11 Subscriptions to Official Journal L&C series (paper, CD-ROM), by language

Language	Subscriptions to OJ L&C series (paper)				Subscriptions to OJ L&C series (CD-ROM)			
	2004	2005	2006	Change (%) 2006/2005	2004	2005	2006	Change (%) 2006/2005
ES	667	558	460	-17.56	172	141	120	-14.89
CS	239	84	66	-21.42	15	46	55	+19.56
DA	116	102	69	-32.35	30	26	20	-23.00
DE	846	702	571	-18.66	285	229	197	-13.97
ET	3	3	3	=	1	1	1	=
EL	77	57	41	-28.07	49	39	36	-7.69
EN	677	526	417	-20.72	252	190	135	-28.94
FR	977	740	604	-18.37	276	206	173	-16.02
IT	760	590	449	-23.89	230	173	149	-13.87
LV	1	5	3	-40.00	2	1	1	—
LT	6	8	8	=	1	2	3	+50.00
HU	124	52	44	-15.38	32	21	10	-52.38
NL	309	236	201	-14.83	54	36	32	-11.11
PL	67	63	60	-4.76	45	44	44	=
PT	216	175	144	-17.71	153	121	105	-13.22
SK	36	35	38	+8.57	123	231	140	-39.39
SL	90	64	41	-35.94	31	31	19	-38.70
FI	59	54	52	-3.70	15	12	8	-33.33
SV	63	53	44	-16.98	18	15	11	-26.66
Total	5 333	4 107	3 315	-19.28	1 784	1 565	1 259	-19.55

Table 12 Subscriptions to Official Journal S series (CD-ROM)

Language	2004	2005	2006	Change (%) 2006/2005
ES	94	83	73	-12.04
CS	3	9	5	-44.44
DA	133	103	72	-30.09
DE	1 343	1 152	913	-20.74
ET	1	1	1	=
EL	21	10	6	-40.00
EN	773	555	394	-29.09
FR	761	507	357	-29.58
IT	215	158	112	-29.11
LV	—	—	—	—
LT	—	—	—	—
HU	18	16	6	-62.50
NL	238	177	128	-27.68
PL	5	7	2	-71.42
PT	56	44	47	+6.81
SK	7	5	4	-20.00
SL	6	4	2	-50.00
FI	3	1	2	+100.00
SV	4	4	4	=
Total	3 681	2 836	2 128	-24.96

Table 13 Subscriptions to periodicals other than the Official Journal

Title	2005	2006	Change (%) 2006/2005
European Parliament			
Debates (CD-ROM)	31	31	—
Total	31	31	—
Commission			
<i>a) General publications</i>			
Bulletin of the EU	1 144	Cancelled in 2006	—
European Economy	904	848	- 11.06
<i>Total general publications</i>	<i>2 048</i>	<i>848</i>	<i>- 58.59</i>
<i>b) Eurostat publications</i>			
Statistics in focus	104	94	- 9.61
Eurostatistics	371	335	- 9.70
External and intra-EU Trade - Monthly Statistics	131	144	+ 9.92
Agricultural - Quarterly Statistics	122	Cancelled in 2006	—
Panorama of European Business	89	Cancelled in 2006	—
Economic Data Pocket Book	85	77	- 9.41
Global subscriptions (4 subscription formulas)	9	10	+ 11.11
<i>Total Eurostat publications</i>	<i>911</i>	<i>660</i>	<i>- 27.55</i>
Total Commission publications	2 959	1 508	- 49.03
<i>c) COM Documents</i>			
paper edition	125	105	- 16.00
<i>Total</i>	<i>125</i>	<i>105</i>	<i>- 16.00</i>
Court of Justice			
Staff Cases	16	14	- 12.50
Report of Cases + Staff Cases	272	269	- 1.10
Report of Cases	990	912	- 7.87
Total	1 278	1 195	- 6.49
Agencies			
Cedefop — Vocational Training Bulletin	1 066	1 446	+ 35.64
Community Plant Variety Office Official Gazette	303	287	- 5.28
OHIM Official Journal	824	741	- 10.07
OHIM Bulletin (CD-ROM)	202	Cancelled in 2006	—
Total	2 395	2 474	+ 4.60
Grand total	7 663	5 418	- 39.84

Table 14 Invoicing: offline products (CD-ROM)

Title	2005 (euro)	2006 (euro)	Change (%) 2006/2005
OJ S CD-ROM			
subscriptions 2 editions per week	582 313	532 291	-8.59
individual sales	36	7	-80.00
Total OJ S CD-ROM	582 349	532 298	-8.59
OJ L&C CD-ROM			
subscriptions	420 372	438 540	+4.32
individual sales	5 735	8 704	+51.77
special individual sales ('secondary legislation in the new languages') (!)	863 400		-100.00
Total OJ L&C CD-ROM	1 289 507	447 244	-65.32
OHIM			
1. OHIM Bulletin CD-ROM			
subscriptions	214 900	—	-100.00
2. EUROM CD-ROM			
subscriptions	1 125	—	-100.00
Total OHIM	216 025	—	-100.00
COMEXT CD-ROM			
Total COMEXT	33 738	22 491	-33.34
Other CD-ROMs and combined products: Eurostat CDs, Combined nomenclature, TARIC, Statistical Yearbook, Europe in Figures, Panorama of EU industry, IUCLID, DG Budget CDs, The EU soil database, The Parliament CDs & ECICS			
Total Other	22 536	12 777	-43.37
Total	2 144 182	1 014 810	-52.67

(!) The 2005 sales of offline products were affected by this special order of 863 400 euro. Without this special order the 2005 total sales of offline products should have been 1 280 782 euro. So, for a comparable framework of commercial activities, the decrease between 2006 and 2005 was 21%.

Table 15 Invoicing: database licences

	2005 (euro)	2006 (euro)	Change (%) 2006/2005
EUR-Lex	231 298	412 736	+78.44
TED	442 846	423 500	-4.37
Total	674 144	836 236	-24.04

Table 16 Number of licence contracts at 31 December

	2004	2005	2006	Change (%) 2006/2005
EUR-Lex	26	21	23	+9.5
TED	108	96	113	+17.7
Total	134	117	136	+16.2

Table 17 Sales revenue collected*(in euro)*

Authorising institution	Official Journal	Other periodicals	Multimedia products	Other publications	Databases	Various	Total
Parliament	524 964.78	99.76	127 392.69	10 378.71			662 835.94
Council	565 244.88	202.87	248 213.50	20 859.73			834 520.98
Commission ⁽¹⁾		270 095.59	54 328.68	170 741.23	15 224.73	1 080.00	511 470.23
Court of Justice	75 898.23	35.37	37 284.68	8 228.49			121 446.77
Court of Auditors	50 677.85	27.76	25 974.18	1 231.60			77 911.39
Economic and Social Committee	64 039.98	113.15	33 582.94	1 918.13			99 654.20
Committee of the Regions	21 179.02	54.73	10 120.86	1 741.08			33 095.69
EEA			-120.60	12 278.91			12 158.31
Cedefop		39 406.20		4 505.80			43 912.00
European Foundation (Dublin)				2 088.02			2 088.02
OHIM		104 860.00	33.50	504.00			105 397.50
CPVO		16 016.00		6.00			16 022.00
Other				2 249.70			2 249.70
Publications Office ⁽²⁾	3 470 764.24	12 884.00	201.00	28 223.02	472 231.68	-201.33	3 984 102.61
Total	4 772 768.98	443 795.43	537 011.43	264 954.42	487 456.41	878.67	6 506 865.34

⁽¹⁾ Except the Publications Office.⁽²⁾ Including the OJ L&C and the OJ S.**Table 18 Commercial invoicing, by product category***(in euro)*

Product	2003	2004	2005	2006	Change (%) 2006/2005
Official Journal	6 359 361.60	5 517 781.29	4 608 741.70	3 928 881.38	-14.75
Other periodicals	2 050 134.64	1 892 845.91	1 298 480.08	606 278.97	-53.31
<i>Monographs</i>					
Common	553 082.59	286 618.47	173 627.00	122 433.24	-29.48
Special order ⁽¹⁾	—	—	1 223 150.00	-359 750.00	—
<i>Total Monographs</i>	<i>553 082.59</i>	<i>286 618.47</i>	<i>1 396 777.00</i>	<i>-237 316.76</i>	<i>—</i>
Database licences	1 412 500.39	966 139.22	674 143.60	836 236.00	-24.04
Datashops	1 268 128.14	250 058.46	293 083.23	—	—
Various	62 389.72	31 931.37	85 258.89	45 580.54	-46.54
Total	11 705 597.08	8 945 374.72	8 356 484.50	5 179 660.13	-38.02

⁽¹⁾ The 2005 monograph sales figure included a special order of 1 223 150 euro (Polish Secondary Legislation on CD-ROM). Without this special order the common monograph sales in 2005 amounted to 173 627 euro. In January 2006, a credit note of 359 750 euro was issued. The final net value of the special order is 863 400 euro.

Table 19 Helpdesk: requests received, by theme

	2005	2006	Change (%) 2006/2005
Legislation	5 863	4 753	-18.9
Public procurement	17 825	30 885	+73.3
General information	6 571	4 298	-34.6
Document delivery	4 912	2 686	-45.3
EU Bookshop	1 497	2 685	+79.4
Other	183	107	-41.5
Total	36 851	45 414	+23.2

NB: Legislation: EUR-Lex (portal and CD-ROM)+CELEX; Public procurement: TED (online and CD-ROM)+SIMAP; General information: Research for information on publications (mailbox Info-Info+mail); Document delivery: Catdiff+Document orders via CELEX or the EUR-Lex portal; Other: IDEA+other CD-ROMs.

Table 20 Helpdesk: the 10 most frequently asked questions

Type of question	Number of questions
1 Technical problem with SIMAP	7 444
2 Question about SIMAP forms	7 111
3 Search of a notice published in TED	3 536
4 Submission of a notice for publication on SIMAP	3 252
5 Orders Doc-Delivery	2 284
6 General request about TED	1 905
7 Question about SIMAP utilisation	1 666
8 Search on EU Bookshop publications	1 626
9 Search of a document on EUR-Lex	1 486
10 General information about OPOCE (Info-Info)	1 365

Financial and administrative management

Tables 21 to 24 are reproduced as is from accounting documents supplied by the European Commission's Budget Directorate-General.

Table 21
Outturn of
commitment
appropriations on
31 December 2006

EUR

Item	Heading	Commitment Appropriations				Outturn of Commitment Appropriations				Appropriations carried to 2007	Appropriations lapsing
		Appropriations from Budget 2006	Budget changes and other appropriations 2006	Appropriations carried from 2005	Total	Budget 2006	Appropriations carried from 2005	Total	%		
		1	2	3	4=1+2+3	5	6	7=5+6	8=7/4		
Title 02: Enterprise											
Chapter 02 02: Competitiveness, industrial policy, innovation and entrepreneurship											
02 02 02 06	Research and Innovation: dissemination of information (CORDIS)	25,160,000.00	640,398.54	0.00	25,800,398.54	23,078,295.89	0.00	23,078,295.89	89.45 %	122,102.54	2,600,000.11
Total Chapter 02 02		25,160,000.00	640,398.54	0.00	25,800,398.54	23,078,295.89	0.00	23,078,295.89	89.45 %	122,102.54	2,600,000.11
Total Title 02		25,160,000.00	640,398.54	0.00	25,800,398.54	23,078,295.89	0.00	23,078,295.89	89.45 %	122,102.54	2,600,000.11
Title 26: Commission's administration											
Chapter 26 01: Administrative expenditure of Commission's administration, policy area											
26 01 09 01	Publications Office	80,855,000.00	11,869,166.22	0.00	92,724,166.22	80,343,379.00	0.00	80,343,379.00	86.65 %	5,586,870.55	6,793,916.67
26 01 10 01	Consolidation of Community law	2,200,000.00	900,000.00	0.00	3,100,000.00	2,885,890.81	0.00	2,885,890.81	93.09 %	0.00	214,109.19
26 01 11 01	Official Journal of the European Union	27,000,000.00	5,798,599.93	0.00	32,798,599.93	23,122,812.37	0.00	23,122,812.37	70.50 %	2,406,929.76	7,268,857.80
Total Chapter 26 01		110,055,000.00	18,567,766.15	0.00	128,622,766.15	106,352,082.18	0.00	106,352,082.18	82.69 %	7,993,800.31	14,276,883.66
Chapter 26 02: MULTIMEDIA PRODUCTION											
26 02 01	Procedures for awarding and advertising public supply, works and service contracts	29,500,000.00	2,314,032.12	0.00	31,814,032.12	24,733,796.72	0.00	24,733,796.72	77.74 %	1,184,851.00	5,895,384.40
Total Chapter 26 02		29,500,000.00	2,314,032.12	0.00	31,814,032.12	24,733,796.72	0.00	24,733,796.72	77.74 %	1,184,851.00	5,895,384.40
Total Title 26		139,555,000.00	20,881,798.27	0.00	160,436,798.27	131,085,878.90	0.00	131,085,878.90	81.71 %	9,178,651.31	20,172,268.06
Total OPOCE		164,715,000.00	21,522,196.81	0.00	186,237,196.81	154,164,174.79	0.00	154,164,174.79	82.78 %	9,300,753.85	22,772,268.17

EUR

Budget Item	Heading	Payment Appropriations				Outturn of Payment Appropriations				Appropriations carried to 2007	Appropriations lapsing
		Appropriations from Budget 2006	Budget changes and other appropriations 2006	Appropriations carried from 2005	Total	Budget 2006	Appropriations carried from 2005	Total	%		
		1	2	3	4=1+2+3	5	6	7=5+6	8=7/4		
Title 02: Enterprise											
Chapter 02 02: Competitiveness, industrial policy, innovation and entrepreneurship											
02 02 02 06	Research and Innovation: dissemination of information (CORDIS)	13,607,000.00	-3,577,933.26	0.00	10,029,066.74	8,174,899.82	0.00	8,174,899.82	81.51 %	122,102.54	1,732,064.38
Total Chapter 02 02		13,607,000.00	-3,577,933.26	0.00	10,029,066.74	8,174,899.82	0.00	8,174,899.82	81.51 %	122,102.54	1,732,064.38
Total Title 02		13,607,000.00	-3,577,933.26	0.00	10,029,066.74	8,174,899.82	0.00	8,174,899.82	81.51 %	122,102.54	1,732,064.38
Title 26: Commission's administration											
Chapter 26 01: Administrative expenditure of Commission's administration, policy area											
26 01 09 01	Publications Office	80,855,000.00	11,869,166.22	14,937,335.66	107,661,501.88	69,282,941.47	11,975,004.05	81,257,945.52	75.48 %	16,647,308.08	9,756,248.28 x
26 01 10 01	Consolidation of Community law	2,200,000.00	900,000.00	1,334,594.18	4,434,594.18	2,012,989.90	692,487.57	2,705,477.47	61.01 %	872,900.91	856,215.80
26 01 11 01	Official Journal of the European Union	27,000,000.00	5,798,599.93	5,568,303.42	38,366,903.35	15,271,979.81	3,234,346.84	18,506,326.65	48.24 %	10,257,762.32	856,215.80
Total Chapter 26 01		110,055,000.00	18,567,766.15	21,840,233.26	150,462,999.41	86,567,911.18	15,901,838.46	102,469,749.64	68.10 %	27,777,971.31	20,215,278.46
Chapter 26 02: MULTIMEDIA PRODUCTION											
26 02 01	Procedures for awarding and advertising public supply, works and service contracts	29,500,000.00	-2,351,530.66	0.00	27,148,469.34	24,195,008.49	0.00	24,195,008.49	89.12 %	1,184,851.00	1,768,609.85
Total Chapter 26 02		29,500,000.00	-2,351,530.66	0.00	27,148,469.34	24,195,008.49	0.00	24,195,008.49	89.12 %	1,184,851.00	1,768,609.85
Total Title 26		139,555,000.00	16,216,235.49	21,840,233.26	177,611,468.75	110,762,919.67	15,901,838.46	126,664,758.13	71.32 %	28,962,822.31	21,983,888.31
Total OPOCE		153,162,000.00	12,638,302.23	21,840,233.26	187,640,535.49	118,937,819.49	15,901,838.46	134,839,657.95	71.86 %	29,084,924.85	23,715,952.69

Table 22
Outturn
of payment
appropriations on
31 December 2006

Table 23
Situation of
commitments
to be settled on
31 December 2006

EUR

Budget Item		Commitments contracted during financial year 2006	Payments made during financial year 2006	Automatic Cancellation of unreportable commitments (non dissociated credits)	Commitments from financial year 2006 still to be settled	Commitments to be settled from financial years previous to 2006	Decommitments / exchange rate adjustments	Payments made	Cancellation of unsettled commitments (non dissociated credits)	Final Situation of commitments to be settled from previous financial years	Rate of commitments settled	Total of Commitments to be settled at end of financial year 2006
		1	2	3	4=1-2-3	5	6	7	8	9=5-6-7-8	10=-(9-5)/5	11=4+9
Title 02												
Chapter 02 02												
02 02 02 06	Research and Innovation: dissemination of information (CORDIS)	23,078,295.89	3,272,100.52		19,806,195.37	9,323,065.72	-619,416.27	4,902,799.30		3,800,850.15	-59.23 %	23,607,045.52
Total Chapter 02 02		23,078,295.89	3,272,100.52	0.00	19,806,195.37	9,323,065.72	-619,416.27	4,902,799.30	0.00	3,800,850.15	-59.23 %	23,607,045.52
Total Title 02		23,078,295.89	3,272,100.52	0.00	19,806,195.37	9,323,065.72	-619,416.27	4,902,799.30	0.00	3,800,850.15	-59.23 %	23,607,045.52
Title 26												
Chapter 26 01												
26 01 09 01	Publications Office	80,343,379.00	69,282,941.47		11,060,437.53	14,937,335.66	-2,227,223.41	11,975,004.05	735,108.20		-100.00 %	11,060,437.53
26 01 10 01	Consolidation of Community law	2,885,890.81	2,012,989.90		872,900.91	1,334,594.18	-642,106.61	692,487.57			-100.00 %	872,900.91
26 01 11 01	Official Journal of the European Union	23,122,812.37	15,271,979.81		7,850,832.56	5,568,303.42	-1,861,247.40	3,234,346.84	472,709.18		-100.00 %	7,850,832.56
Total Chapter 26 01		106,352,082.18	86,567,911.18	0.00	19,784,171.00	21,840,233.26	-4,730,577.42	15,901,838.46	1,207,817.38	0.00	-100.00 %	19,784,171.00
Chapter 26 02												
26 02 01	Procedures for awarding and advertising public supply, works and service contracts	24,733,796.72	16,868,550.45		7,865,246.27	9,944,108.54	-1,775,862.07	7,326,458.04		841,788.43	-91.53 %	8,707,034.70
Total Chapter 26 02		24,733,796.72	16,868,550.45	0.00	7,865,246.27	9,944,108.54	-1,775,862.07	7,326,458.04	0.00	841,788.43	-91.53 %	8,707,034.70
Total Title 26		131,085,878.90	103,436,461.63	0.00	27,649,417.27	31,784,341.80	-6,506,439.49	23,228,296.50	1,207,817.38	841,788.43	-97.35 %	28,491,205.70
Total OPOCE		154,164,174.79	106,708,562.15	0.00	47,455,612.64	41,107,407.52	-7,125,855.76	28,131,095.80	1,207,817.38	4,642,638.58	-88.71 %	52,098,251.22

EUR

Budget item		Revenue and income recognized			Revenue and income cashed from			Outstanding balance
		Current year RO	Carried over RO	Total	Current year RO	Carried over RO	Total	
		1	2	3=1+2	4	5	6=4+5	
Title 5: revenue accruing from the administrative operation of the institutions								
5020	Proceeds from the sale of publications, printed works and films - assigned revenue	9 016 521.58	1 731 534.34	10 748 055.92	7 318 434.52	1 710 017.07	9 028 451.59	1 719 604.33
5700	Revenue arising from the repayment of amounts wrongly paid - assigned revenue	3 857 536.86	64 161.56	3 921 698.42	3 524 947.91	64 161.56	3 589 109.47	332 588.95
5730	Other contributions and refunds in connection with the administrative operation of the institution - assigned revenue	-665.00	252 918.37	252 253.37	-665.00	244 681.77	244 016.77	8 236.60
Total Title 5		12 873 393.44	2 048 614.27	14 922 007.71	10 842 717.43	2 018 860.40	12 861 577.83	2 060 429.88
Title 6: third party contributions								
6600	Other assigned contributions and refunds - assigned revenue	174 215.19	5 081.29	179 296.48	167 593.02	5 081.29	172 674.31	6 622.17
Total Title 6		174 215.19	5 081.29	179 296.48	167 593.02	5 081.29	172 674.31	6 622.17
Title 9: miscellaneous revenue								
9000	Miscellaneous revenue	55.78	0.00	55.78	55.78	0.00	55.78	0.00
Total Title 9		55.78	0.00	55.78	55.78	0.00	55.78	0.00
Total OPOCE		13 047 664.41	2 053 695.56	15 101 359.97	11 010 366.23	2 023 941.69	13 034 307.92	2 067 052.05

Table 24
Situation on
revenue and
income in 2006
(status as at
1 March 2007)

Table 25
Official Journals:
costs of services
charged in 2006

	Commission (¹)	Parliament	Council	CJ	ECA	EESC	CoR	Total (⁴)
Preparation of documents in electronic and paper formats								
Paper edition — OJ L + C series	12 480 421.33	781 458.21	2 631 457.75	585 373.72	434 047.40	382 293.67	153 580.6	17 448 632.68
Electronic edition — OJ C series	—	1 195 230.23	396 785.53	—	—	—	—	1 592 015.76
OJ L&C CD-ROM	1 168 796.29	214 486.46	235 791.47	29 581.09	21 242.12	26 960.39	8 851.64	1 705 709.46
Digital archiving (EUDOR)	519 272.36	134 619.88	147 891.77	16 924.24	11 667.23	15 433.01	5 086.96	850 895.45
Other budgetary documents	467 909.84	7 497.07	291 759.52	—	—	—	—	767 166.43
Other preparation and correction work	462.00	—	—	—	—	—	—	462.00
Reprints	308.94	—	—	—	—	—	—	308.94
Formex validation	1 467 863.84	468 063.12	482 019.77	59 693.69	39 474.49	54 365.06	1 775 0.83	2 589 230.80
Reference documents								
Tables	1 467 863.84	13 983.60	73 187.55	104 948.18	—	—	—	1 659 983.17
Indexes	—	—	—	—	—	—	—	—
Infrastructure and logistics								
Transport/packaging/dispatch	1 178 861.05	185 707.65	288 946.36	36 343.00	29 872.61	33 112.31	10 844.53	1 763 687.51
Eurovoc	23 459.19	770.54	3 074.22	5 221.64	—	—	—	32 525.59
Indexation system	163 200.96	30 750.25	27 053.21	36 725.82	—	—	—	257 730.24
Computerised production systems (SEI)	206 968.02	356 214.25	177 764.26	—	—	—	—	740 946.53
Miscellaneous information products	1 243 427.33	305 502.11	371 464.51	51 687.74	34 718.54	44 115.33	14 212.28	2 065 127.84
IT development	22 461.70	29 261.67	60 593.80	9 113.20	6 262.16	8 214.45	2 473.08	138 380.06
Miscellaneous products								
Miscellaneous services	5 010.62	-9 288.74	14 613.66	3 115.03	154 779.82	367.59	121.4	168 719.38
Secondary legislation	1 371 440.73	57 565.38	1 999 764.60	—	—	—	—	3 428 770.71
Total (²) (³)	21 787 728.04	3 771 821.68	7 202 167.98	938 727.35	732 064.37	564 861.81	212 921.32	35 210 292.55

(¹) Services executed for the Commission, for agencies or other EU bodies and charged to budgetary line 26 0111 01.

(²) Payments done in 2006 with 2006 and/or 2005 credits (regularisations included, which may lead to negative amounts).

(³) Provisional figures.

(⁴) Including other EU bodies.

Table 26 Publications: invoicing, by institution, agency or body

Institution, agency or other body	2005		2006		2006/2005	
	Amount (euro)	%	Amount (euro)	%	Difference (euro)	%
Institutions						
Commission	10 301 818.74	69.60	11 654 144.15	73.8	+ 1 352 325.41	+ 4.21
European Parliament	587 586.37	3.97	345 157.31	2.19	-242 429.06	- 1.78
Council	103 089.38	0.70	4 527.94	0.03	- 98 561.44	- 0.67
Court of Justice	1 254 753.24	8.48	1 076 323.57	6.82	-178 429.67	- 1.66
Court of Auditors	56 576.27	0.38	39 432.21	0.25	- 17 144.06	- 0.13
Economic and Social Committee	170 755.61	1.15	332 732.56	2.11	+161 976.95	+ 0.96
Committee of the Regions	110 979.10	0.75	187 724.59	1.19	+ 76 745.49	+ 0.44
Ombudsman	268 198.63	1.81	266 701.29	1.69	- 1 497.34	- 0.12
All institutions	702 863.95	4.75	886.60	0.01	-701 977.35	- 4.74
Sub-total	13 556 621.29	91.59	13 907 630.22	88.1	+351 008.93	- 3.51
Agencies and other bodies						
OHIM	101 118.74	0.68	98 121.22	0.62	- 2 997.52	- 0.06
Cedefop	257 236.75	1.74	214 760.58	1.36	- 42 476.17	- 0.38
CPVO	47 298.46	0.32	40 368.86	0.26	- 6 929.60	- 0.06
EMCDDA	149 448.92	1.01	145 642.23	0.92	- 3 806.69	- 0.09
EUMC	19 190.67	0.13	33 100.34	0.21	+ 13 909.67	+ 0.08
EU-OSHA	351 161.54	2.37	371 744.97	2.35	+ 20 583.43	- 0.02
EUROFOUND	5 555.00	0.04	—	—	- 5 555.00	- 0.04
OLAF	—	—	133 790.00	0.85	—	—
European Schools	36 672.81	0.25	37 616.95	0.24	+944.14	- 0.01
Eurojust	868.00	0.01	—	—	-868.00	- 0.01
Europol	76 584.76	0.52	40 562.50	0.26	- 36 022.26	- 0.26
Publications Office	98 986.62	0.67	586 037.61	3.71	+487 050.99	+ 3.04
Other	101 458.84	0.69	179 736.34	1.14	+ 78 277.50	+ 0.45
Sub-total	1 245 581.11	8.41	1 881 481.60	11.9	+635 900.49	+ 3.51
Total	14 802 202.40	100.00	15 789 111.82	100	+986 909.42	+ 6.67

Table 27 Publications: invoicing, by production unit

Production unit	Amount (euros)	%
Publications	3 603 225.06	22.82
Multimedia	12 185 886.76	77.18
Total	15 789 111.82	100.00

Table 28 Number and amount of recovery orders issued in 2006 assimilated to assigned revenue

Budget line	Recovery orders	
	Number	Amount (in euro)
26.010901.010211 – Missions: other administrative expenditure	1	6 622.17
26.010901.010300 – Building & related expenditure	5	47 955.02
26.010901.020301 – Database management	3	445 400.28
26.010901.020501 – General publications	58	292 121.48
26.010901.020601 – Dissemination	268	7 985 876.83
Total 26.010901	335	8 777 975.78
26.011101 – Official Journal	47	3 055 401.22
26.020100 – Public procurement	11	1 030 644.75
02.020206.01 – Research and Development (CORDIS)	2	119 638.00
Grand total	395	12 983 659.75

NB: Detail of amount of 12,984 million euro mentioned on page 41.

Commercial accounts

Table 29 Balance sheet at 31 December 2006

Assets			Liabilities		
Item	2005	2006	Item	2005	2006
Liquid assets:			Short-term liabilities:		
Trade accounts receivable	2 951 739.69	524 988.78	Customers: sales proceed to assign to invoices	96 419.88	73 069.53
Other accounts receivable			Customers: sales proceeds already assigned	1 038 353.04	901 804.20
Total	2 951 739.69	524 988.78	Total	1 134 772.92	974 873.73
Term deposits	418 837.49	709 916.98			
Sight deposits	715 935.43	264 956.75			
			Medium-term liabilities:		
			accounts receivable on behalf of the institutions at 31.12.2006	2 951 739.69	524 988.78
Grand total	4 086 512.61	1 499 862.51	Grand total	4 086 512.61	1 499 862.51

Table 30 Profit-and-loss account at 31 December 2006

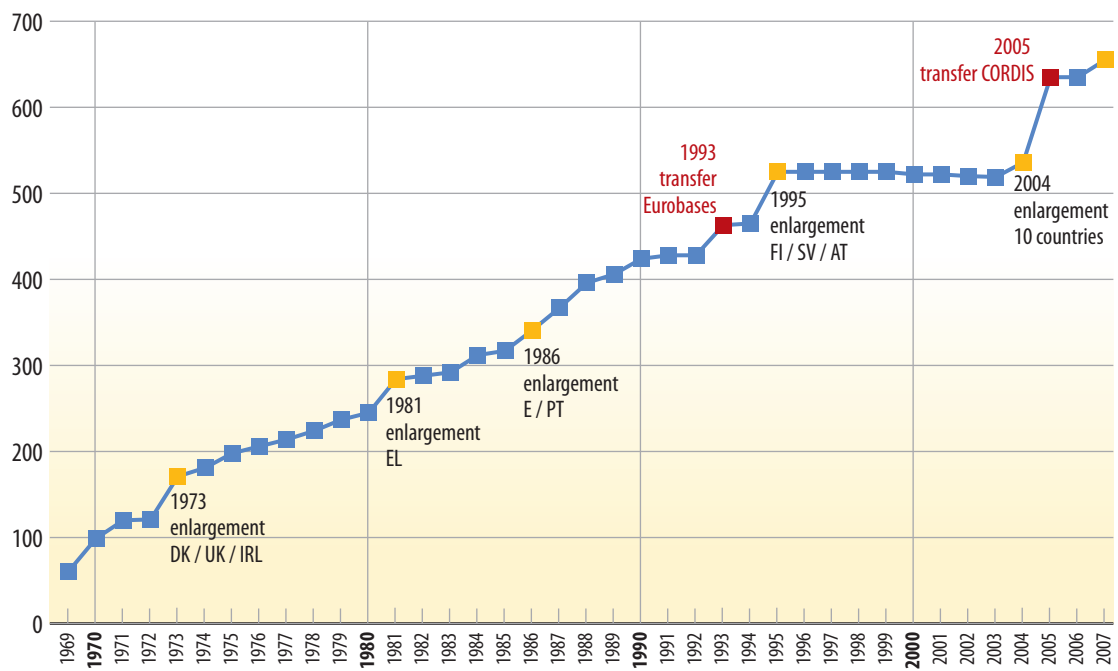
Charges			Products		
Item	Expenditure		Item	Income	
	2005	2006		2005	2006
Invoiced rebates	2 314 914.98	1 504 817.51	Gross sales revenue	10 673 475.08	6 684 477.68
Insolvent debtors	9 197.37		Charges invoiced		
Provision for doubtful debts		1 197.84	Miscellaneous revenue		
Miscellaneous charges	644.51	413.46	Recovered fees		
Exchange losses		1 926.33	Exchange gains		
Adjustments to bank accounts			Adjustments to bank accounts		
Debit interest			Credit interest	129 545.65	69 261.57
Bank charges	4 362.14	5 291.63	Adjustment on provision for doubtful debts	139 301.86	
Operating result	8 613 203.59	5 240 092.48			
Total	10 942 322.59	6 753 739.25	Total	10 942 322.59	6 753 739.25

Personnel management

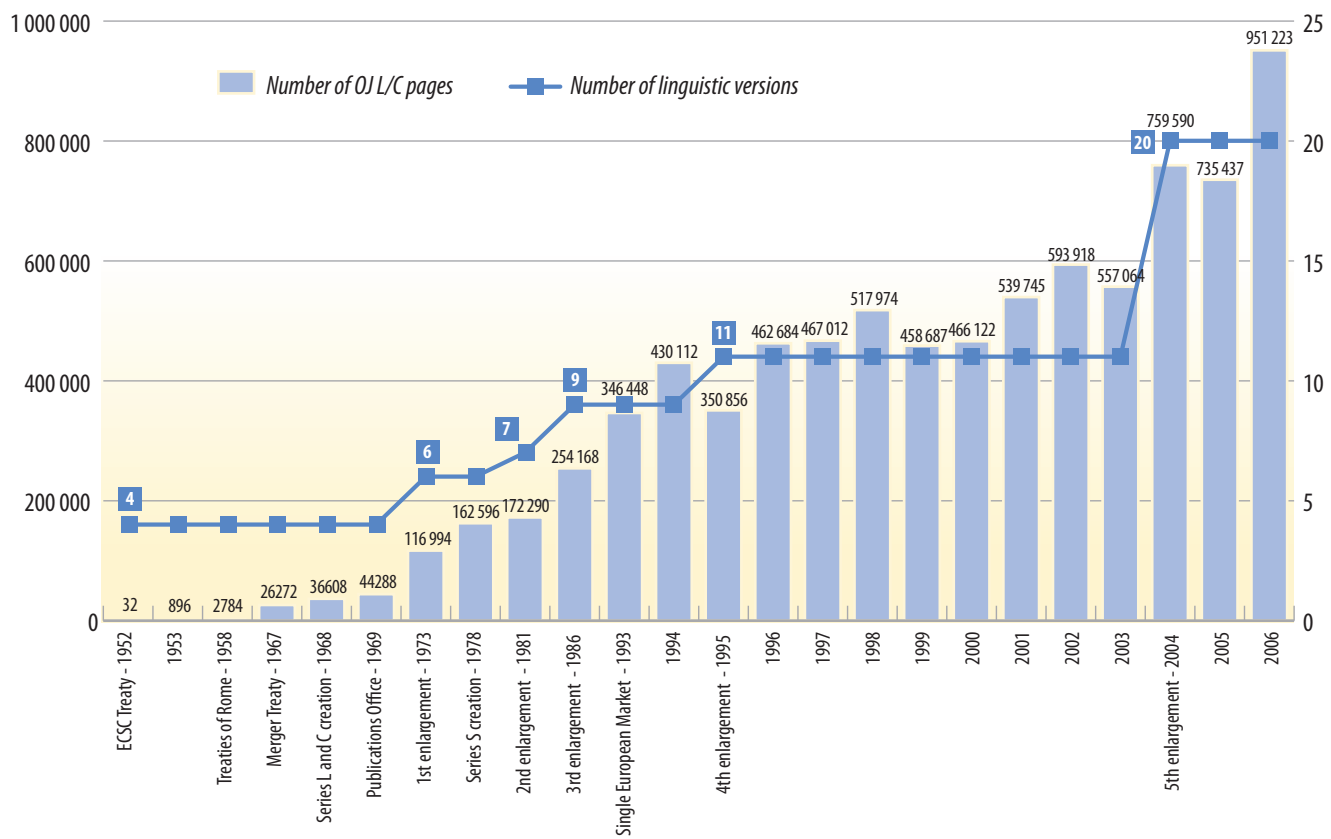
Table 31 Staff numbers 2005 and 2006

Category and grade	2005	2006	2006	Category and grade (as of 1.5.2006)
	Permanent posts	Permanent posts	Permanent posts	
A*16	1	1	1	AD 16
A*15	3	3	3	AD 15
A*14	8	8	8	AD 14
A*13	1	1	1	AD 13
A*12	8	8	8	AD 12
A*11	13	13	13	AD 11
A*10	12	12	12	AD 10
A*9	4	4	4	AD 9
A*8	19	19	19	AD 8
A*7	—	—	—	AD 7
A*6	3	3	3	AD 6
A*5	8	8	8	AD 5
Total A*	80	80	80	Total AD
B*11	3	3	3	AST 11
B*10	45	44	44	AST 10
B*9	4	4	4	AST 9
B*8	46	45	45	AST 8
B*7	67	67	69	AST 7
B*6	50	50	98	AST 6
B*5	33	33	72	AST 5
B*4	—	—	56	AST 4
B*3	81	82	130	AST 3
			32	AST 2
			2	AST 1
Total B*	329	328	555	Total AST
			635	Grand total
C*7	2	2		
C*6	48	48		
C*5	39	38		
C*4	43	43		
C*3	42	42		
C*2	31	31		
C*1	0	2		
Total C*	205	206		
D*5	1	1		
D*4	11	13		
D*3	8	6		
D*2	1	1		
D*1	—	—		
Total D*	21	21		
Grand total	635	635		

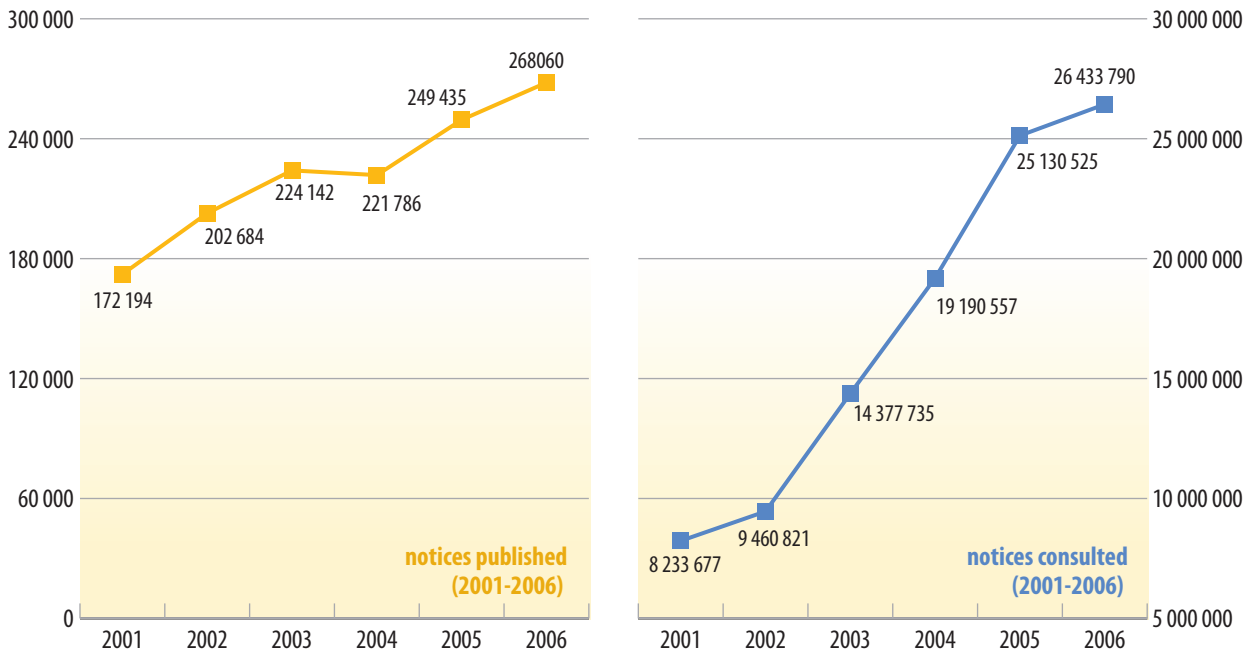
Graph 1 Evolution of the staff (1969-2006)



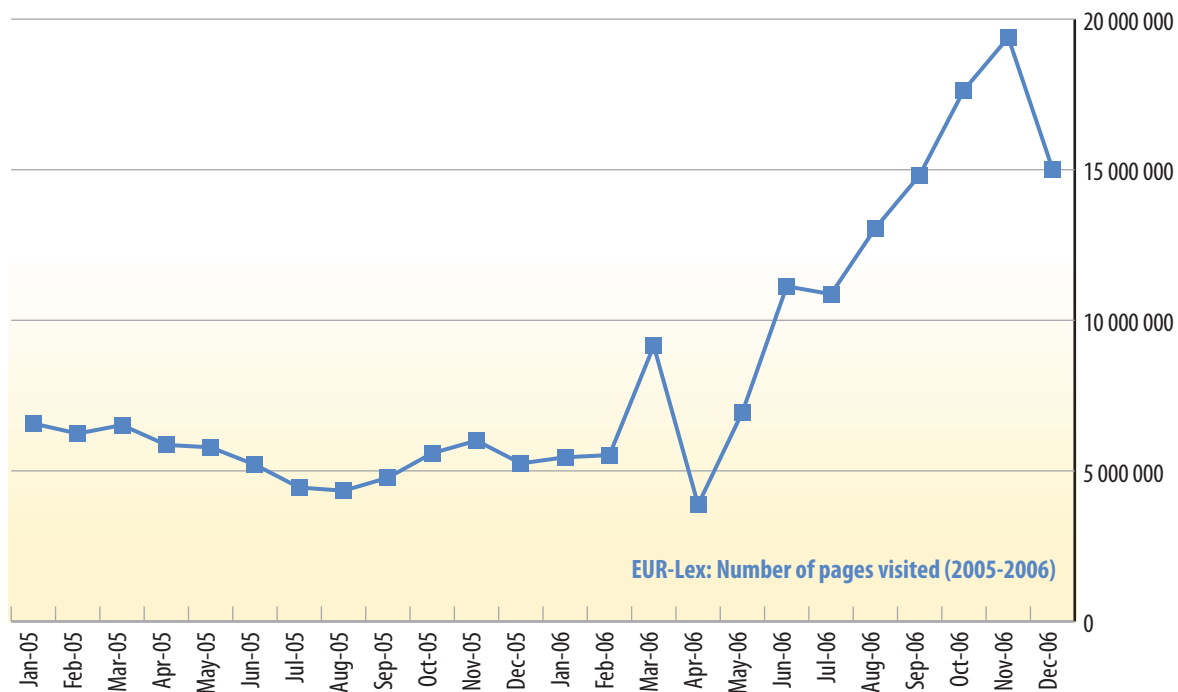
Graph 2 Evolution of the Official Journal production (1952-2006)



Graph 3 TED consultation figures

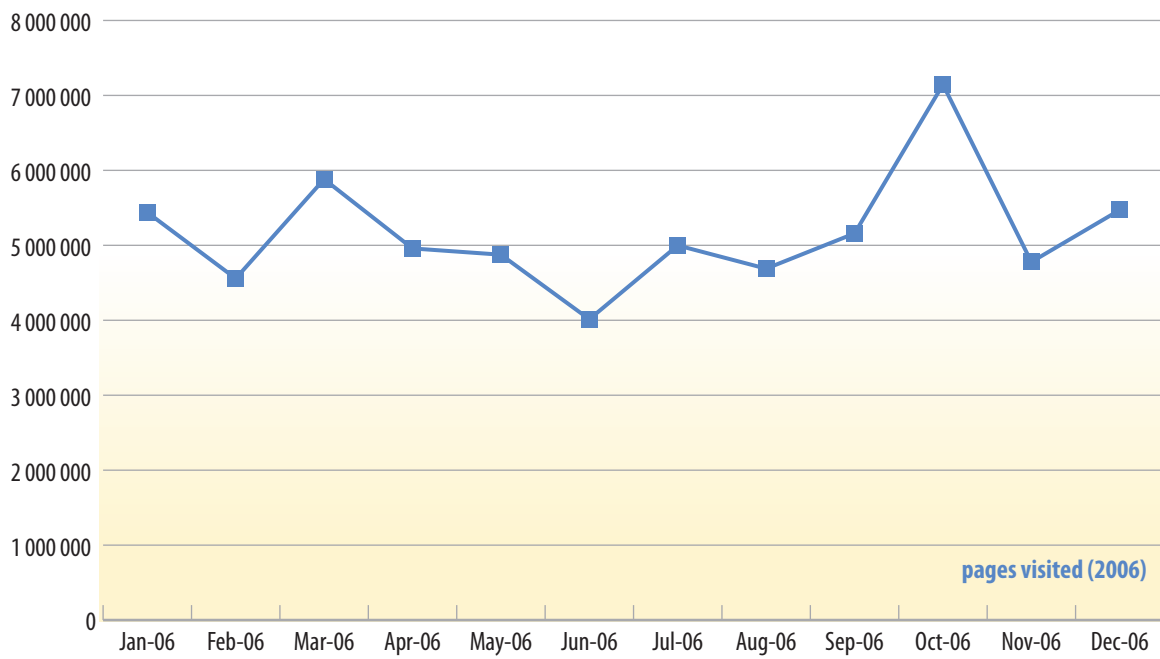


Graph 4 EUR-Lex consultation figures

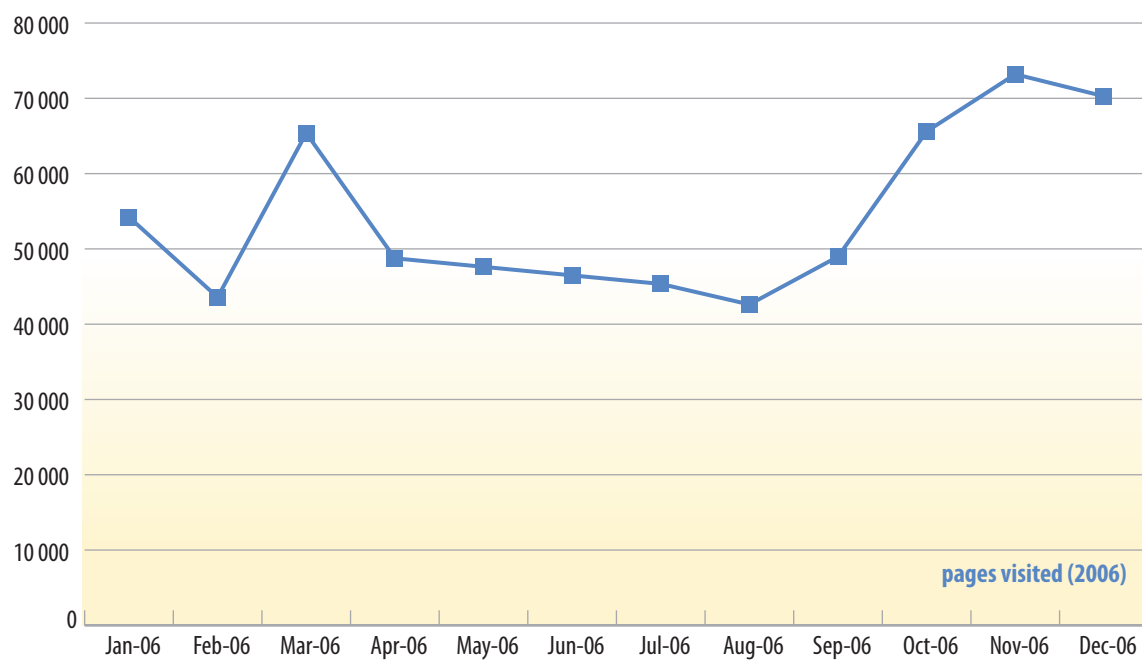


Remarks:
 In March 2006, a new search engine was not registered in time to correct the figures.
 Data is missing for 10 days in August 2006 due to the interruption of the statistics production system run by the Commission's DG Communication.

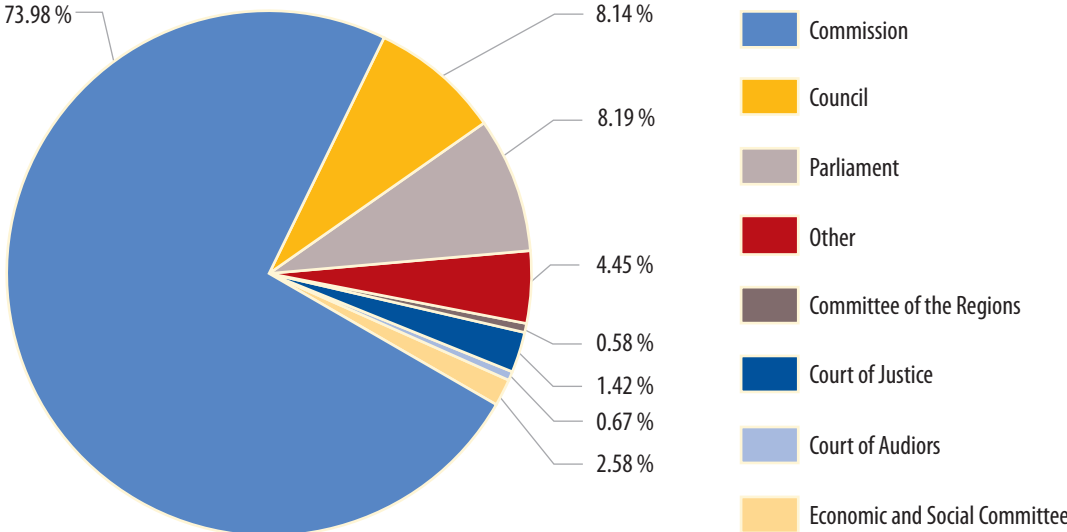
Graph 5 CORDIS consultation figures



Graph 6 EU Bookshop consultation figures



Graph 7 Breakdown of the Publications Office costs by institution in 2006



Annex 4

Balance sheet and profit-and-loss statement

Balance sheet

Notes
reference

Assets

Fixed assets

①	Intangible fixed assets	124 196
②	Tangible fixed assets	4 219 480
		<u>4 343 675</u>

Current assets

③	Stock	289 410
④	Short-term pre-financing	1 977 405
⑤	Receivables	1 921 961
⑥	Active accruals and deferrals	913 155
⑦	Receivables of commercial activity	533 123
⑧	Cash of commercial activity	974 874
		<u>6 609 928</u>

Liabilities

⑨	Capital	
	Reported result adjustment – Payables	(17 663 324)
	Reported result adjustment – Assets	<u>5 559 545</u>
		(12 103 779)

⑩	Non current liabilities	
	Medium/long-term provisions	<u>2 210 172</u>
		2 210 172

Current liabilities

⑪	Payables	7 216 532
⑫	Passive accruals and deferrals	11 216 777
⑬	Payables of commercial activity	<u>370 187</u>
		18 803 495

Economic outturn

Notes
reference

14 Revenue

Sales of publications	2 590 413
Inter-Commission and inter-institutional revenue	8 352 791
Other revenue	113 958
	<u>11 057 162</u>

Expenses

15 Operational expenses	(32 231 813)
16 Movements on stock	(5 231 561)
17 Staff expenses	(15 233)
18 Buildings expenses	(8 523 367)
19 Publications expenses	(38 179 234)
20 Other administrative expenses	(8 250 666)
21 Fixed assets related expenses	(2 515 926)
22 Financial expenses	(1 508)
23 Internal Commission expenses	(880 977)
	<u>(95 830 285)</u>

Off balance

Contingent assets

24 Guarantees received	11 383 445
25 Other contingent assets	508 253
	<u>11 891 699</u>

Contingent liabilities

26 Commitments	35 167 960
Pending legal cases	0
27 Long-term leases	65 164 657
	<u>100 332 617</u>

Explanatory notes

The annual accounts of the Publications Office have been prepared according to the Accounting Rules adopted by the European Commission which are in line with the International Public Sector Accounting Standards (IPSAS) based on accrual accounting principles.

The annual accounts are directly extracted from ABAC-SAP, the centralised accrual accounting system of the Commission. The presentation used here is a customised layout for ease of reading.

Assets and liabilities do not match because the Office's balance sheet forms part of the Commission's balance sheet, where the assets and liabilities do balance.

These accounts form part of the 2006 provisional annual accounts of both the Commission and the European Communities.

Balance sheet

1 Intangible fixed assets

Applying the transitional period of Accounting Rule No 6, the Office has not included in this category the charges related to large-scale customised software projects, such as Plan-Publi, Gescom, Plan-JO, etc. These projects have been developed over several years and have an acquisition value of some millions of euro. Until 2008 these purchases will be booked as charges. Thus the assets value shown under this category only represents the expenses for software bought on the market.

During 2007 and 2008 the Office will put in place procedures to reliably register as an asset the expenses related to large-scale customised software projects.

2 Tangible fixed assets

It represents the net value of tangible fixed assets such as plant, machinery, equipment, furniture, computer hardware.

The Publications Office handles assets concerning the Official Journal L&C series that are financed by budget lines from different Institutions.

The Commission (DG Budget) confirmed that the rule applied to the closing balances of previous years should continue to be applied to the 2006 closing balance, namely that the Office must include the total value of these assets in its balance sheet, and not just the Commission's share.

Table 1 shows the 2006 movements related to tangible and intangible fixed assets.

3 Stock

The gross value of all free and priced publications in stock, held and declared by the Office on behalf of all Commission DGs and Institutions, is 15 928 610 euro. It has been written-off for the whole amount. In line with the new accounting rules the stock of publications has been evaluated at the net realisable value:

- the free publications have been wholly depreciated since their net realisable value is zero;

- the impairment of the stock of priced publications was based on a rotation analysis, showing that only about 2% of priced publications held in stock as of 31 December 2006 had been sold during the year.

The stock of materials and supplies consumed in the production process (printing and distribution) has a gross value at 31 December 2006 of 438 395 euro. For this type of stock an impairment value due to specific obsolescence or damage has been calculated. The impairment value is 148 985 euro. The net value is therefore 289 410 euro.

4 Short-term pre-financing

The net value of pre-financing still open as of 31 December 2006 is 1 977 405 euro and relates entirely to CORDIS contracts. According to the new accounting rules pre-financing is no longer considered as an expense, but as an asset. The whole amount is expected to be cleared during 2007.

5 Receivables

The main values included in this section are the receivables from other Institutions and Commission DGs related to recovery orders for storage and dissemination costs.

6 Active accruals and deferrals

This category includes the amounts related to the following cut-off adjustments: receivables related to recovery orders to issue in 2007 related to services performed in 2006, charges paid in 2006 for services to be rendered in 2007 (i.e. rents).

This category does not include the inter-Commission transactions since they are excluded from the cut-off calculations.

7 Receivables of commercial activity

This section indicates the gross amount of receivables related to the sales of publications (1 006 024 euro) from which is deducted a provision of 472 901 euro for doubtful debtors.

As per instructions issued by DG Budget, the 2003 receivable concerning Planistat of 1 099 111.75 euro has not been included in the Office accounts since it is the object of an offsetting process (RO 3240504606 issued by Eurostat).

8 Cash of commercial activity

This section includes the balances of both deposit and current bank accounts managed by the Office for its sales activity. According to the procedures in place, the Office announces and pays back the revenue of publications collected on behalf of other Commission DGs and Institutions in January, July and October.

9 Capital

This account is used to reflect each DG's adjustments of the opening balances for fixed assets, stocks, accruals and deferrals.

The section shows an anomalous debit balance due to the fact that DG Budget reversed the 2005 opening balance cut-off figures for the amount of 17 633 323 euro.

10 Non current liabilities

It is a provision of 2 210 172 euro which concerns the amounts of performance guarantees deducted when paying invoices of CORDIS contractors. The Office will pay this amount to the relevant contractors at the end of the contract, provided certain conditions are met.

11 Payables

It is the net amount of payables taking into account the deduction of invoices in step 1 to be cleared and the payables' share to be charged to the other institutions. This category still includes an amount of 141 882 euro held on a transit account: it is a legacy of the former interinstitutional transactions payment procedure. Discussions continue with DG Budget in order to find the best way to regularise this amount.

12 Passive accruals and deferrals

This section reports:

- payables for services and goods rendered in 2006 but not yet invoiced by the suppliers;
- 2007 subscriptions (mainly TED licences) invoiced during 2006.

13 Payables of commercial activity

It concerns amounts related to the commercial activity payable to Institutions and Agencies.

Economic outturn**14 Revenue**

This section includes:

- the accrued sales of publications for which the Office is the beneficiary (2 590 413 euro), including the Commission's share of the Official Journal. The value reported in the accounts includes the deduction of 2007 subscriptions invoiced in 2006 (516 436 euro), but does not include the addition of 2006 subscriptions invoiced in 2005 (272 588 euro);
- the amount of revenue for storage and dissemination costs (8 352 791 euro). Since the cut-off scope does not include inter-Commission transactions, as far as these transactions are concerned, the amount shown in the accounts (7 068 148 euro) is not the accrual amount, but simply relates to recovery orders issued during the year;
- other miscellaneous revenue (113 958 euro): fixed assets related revenue (19 500 euro), recovery order for storage and dissemination cost to bodies outside the consolidation scope (62 893 euro), the share of assets bought during the year and paid by other institutions (25 663 euro), other miscellaneous revenue (5 902 euro).

Expenses

According to the accrual accounting principles the economic outturn includes not only the expenses incurred and paid in 2006 but also expenses for goods and services delivered during the year not yet paid or invoiced. In order to compute the expenses incurred in 2006 but not yet invoiced, the Office, according to the instructions issued by DG Budget, analysed the amounts of outstanding commitments (RAL) as of 31 December 2006. Around 90% of the outstanding amounts have been analysed in detail, with the remaining 10% were analysed using a statistical method.

The economic outturn also includes expenses for which the Office has received a sub/co-delegation. It does not include expenses for which a delegation has been given to Commission DGs.

15 Operational expenses

This category includes CORDIS and OJ S expenses. The accrued amount of the performance guarantee retained by the Office and not yet paid to the CORDIS contractor has also been included in this section.

16 Movements on stock

The section includes the impact on the economic outturn of the movements and impairments of stock of publications made at year-end.

17 Staff expenses

The largest cost of staff (salaries) is not included in the Office's economic outturn as reporting on this falls to the responsibility of the PMO, which has a sub-delegation for payments. This explains the low value shown.

18 Buildings expenses

The biggest amounts in this section are the yearly rents for 2006 (6 316 980 euro) and the building maintenance expenses (2 135 527 euro).

19 Publications expenses

This account includes the following types of expenses: storage and dissemination (around 35%), proofreading expenses, printing (including expenses under co-delegated lines), CD-ROM production, archiving of electronic documents, IT expenses directly related to internet publishing (i.e. TED, EUR-Lex, EU Bookshop, etc.) not included under the operational expenses.

20 Other administrative expenses

The biggest amounts in this section are:

- 84% (6 920 729 euro) concerns cost of IT maintenance, development of large customised software projects, office supplies whose unitary cost is below 420 euro;
- 10% (980 843 euro) concerns external proofreading and other goods and services expenses.

21 Fixed assets related expenses

It represents the amount of the annual depreciation of tangible and intangible fixed assets.

22 Financial expenses

This category includes interest paid to suppliers relating to late payments.

23 Internal Commission expenses

This section (880 977 euro) includes the expenses which other Commission DGs charged to the Office during the year. The main value included in this section concerns the storage and cost for CORDIS (555 301 euro) which was booked both as internal Commission expense and as internal Commission revenue.

As per DG Budget instructions this type of transaction is not included in the cut-off scope and so it does not represent the accrued amount but only the amount of recovery orders received during the year.

Off balance

24 Contingent assets: guarantees received

The value of guarantees received comprises performance guarantees (6 913 226 euro) and pre-financing guarantees (4 470 219 euro).

25 Other contingent assets

This section includes the value of assets (mainly computer software and hardware) held by the CORDIS contractors to perform their duties, which will be transferred to the Office at the end of the contract.

26 Contingent liabilities: commitments

The amount shown in the balance sheet represents the share of the RAL (the outstanding commitments) as of 31 December 2006. The impact of cut-off and invoices at step 2 has been neutralised.

27 Contingent liabilities: long-term leases

It represents the amount of outstanding legal commitments related to operational leases (Table 2).

Table 1 Fixed assets

	Computer software	Plant, machinery & equipment	Furniture & rolling stock	Computer hardware	Other fixtures & fittings	Total
A. Acquisition value						
Previous year-end	3 014 079	459 133	6 153 342	11 100 692	599 452	21 326 697
Changes during the year						
<i>Acquisitions during the year</i>	0	201 315	43 280	1 570 403	36 326	1 851 323
<i>Disposal and withdrawals</i>	0	- 35 504	- 1 751 028	- 131 529	- 19 801	- 1 937 862
<i>Transfers</i>	- 6 732	505	- 205 434	60 162	- 11 446	- 162 944
<i>Other</i>	- 312 644	7 398	282 754	337 999	0	315 506
Year-end	2 694 703	632 847	4 522 914	12 937 726	604 530	21 392 721
B. Depreciation and value adjustments						
Previous year-end	- 2 455 094	- 325 177	- 5 322 482	- 7 720 133	- 514 849	- 16 337 734
Changes during the year						
<i>Amortisation for the year</i>	- 145 533	- 53 572	- 186 778	- 2 077 895	- 47 362	- 2 511 141
<i>Disposal and withdrawals</i>	0	35 504	1 750 965	126 806	19 801	1 933 076
<i>Transfers</i>	1 955	- 505	194 440	- 44 392	11 446	162 944
<i>Other</i>	28 164	- 7 398	- 282 754	- 34 204	0	- 296 191
Year-end	- 2 570 508	- 351 148	- 3 846 609	- 9 749 817	- 530 964	- 17 049 045
Net book value (A+B)	124 196	281 699	676 305	3 187 909	73 566	4 343 675

Table 2 Operating lease

Description	Charges still to be paid			Total charges to be paid
	<1 year	1-5 years	>5 years	
Mercier building	4 354 113	17 416 451	29 512 535	51 283 099
Gasperich building	772 828	3 091 314	2 221 088	6 085 230
Fischer building	1 063 679	4 254 715	2 389 635	7 708 029
Parking Commerce	21 153	0	0	21 153
Parking Fed Agricole	16 996	8 521	0	25 517
Cars	24 784	16 845	0	41 629
Total	6 253 553	24 787 846	34 123 257	65 164 657

European Commission

Annual Management Report 2006

Luxembourg: Office for Official Publications of the European Communities

2007 — 87 pp. — 21 x 29.7 cm

ISBN 92-78-40437-3

SALES AND SUBSCRIPTIONS

Publications for sale produced by the Office for Official Publications of the European Communities are available from our sales agents throughout the world.

You can find the list of sales agents on the Publications Office website (<http://publications.europa.eu>) or you can apply for it by fax (352) 29 29-42758.

Contact the sales agent of your choice and place your order.

