

# Annual Management Report **2007**



# Annual **Management** Report **2007**

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Luxembourg: Office for Official Publications of the European Communities, 2008

ISBN 978-92-78-40523-6

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*Printed in Belgium*

## Foreword by Patrick Venturini, Chairman of the Management Committee

The information and communication strategy has been on the agenda of the institutions and bodies of the European Union for a long time. It is the tool for bringing the European Union closer to its citizens, as well as to those throughout the world interested in European affairs, by sending coherent messages to the general public and offering high-quality information products and services to specialised audiences and readerships. The Publications Office once again contributed to this goal by offering the means to attain them, with its capacity to offer high-quality service to its clients and the general public.

Multilingualism, another concern of the institutions, is an essential tool for achieving communication with the Union's citizens. The Publications Office with its connections to the sales network and information relays is very well placed to identify themes interesting a certain public in a certain Member State and thus to advise author services accordingly.

The role of the Office in these domains will be enhanced through the revision of Decision 2000/459 governing the organisation and operation of the Office, so that it will become a main actor in the implementation of the information and communication strategy and — why not — a reference point for information concerning the European Union.

2007 was marked by publishing the Official Journal daily in 23 languages, by the publication of the 'acquis communautaire' in Bulgarian and Romanian, languages that became official as of 1 January 2007, by the completion of the consolidation of legislation in the nine languages that became official on 1 May 2004 and by the launching of the consolidation in Bulgarian and Romanian.

The year was also marked by the launching of an ambitious project named Publications Office Digital Library which aims —after scanning about 14 million pages— to make available all publications of the European Union since its creation.

Another important issue addressed during 2007 was the technical evolution with a view to guaranteeing the authenticity of the electronic edition of the Official Journal. To date, the online edition of the Official Journal is 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, extending over the whole of 2008, for an entirely secure production and dissemination line which would fulfil this requirement.

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. New categories of documents have been incorporated as well as features such as access to national legislation.

- 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, is kept up-to-date with all new titles; it now contains some 26 000 titles, most of them in several languages, which go back to the 1950s and may be downloaded free-of-charge or ordered by the citizens.
- CORDIS, the Community Research and Development Information Service, the most renowned online service in the world of science, offers numerous services for the benefit of the specialised audiences it addresses. In 2007, a service level agreement signed between the Office and the Directorate-General for Research set up a CORDIS Management Board which handles strategic aspects and editorial policy for projects developed under the seventh framework programme for research and technological development (2007-2013).

Last but not least, 2007 was marked by a change of the leadership of the Office. As of 1 August, Ms Martine Reicherts was appointed Director of the Office. Her innovative ideas and ambitions will help the Office move forward in the field of new technologies related to publishing.

I know that the Publications Office will be able to face new challenges because I was again able to witness the skills and professionalism of its staff.

On behalf of the Management Committee, I wish to thank each and every staff member for their commitment and enthusiasm in carrying forward the Office's numerous projects and their dedication at the service of the citizens on behalf of the EU institutions.



**Patrick VENTURINI**

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

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## Executive summary

Numerous issues were discussed during the four Management Committee meetings held in 2007, such as the progress of various projects (publication of the secondary legislation in Bulgarian and Romanian, 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 fully involved in the recruitment procedure for the post of Director of the Office and proposed the appointment of the current Director to the Commission which followed the recommendation. The Management Committee reviewed the draft text prepared by an interinstitutional group whose mandate was to draft a revised text of Decision 2000/459 laying down the rules on the organisation and operation of the Publications Office. The draft was transmitted to the Institutions' Legal Services. (A, I)

In 2007, 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. (A, I)

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. (A, II.1)

Five service level agreements were signed during the course of 2007, negotiations were underway for four others, and two updates were signed. (A, II.2)

Timely planning and the submission of annual publications programmes is becoming more and more the norm. 1 829 publications were foreseen in the 2007 POP. (A, II.3)

2007 was mainly devoted to the consolidation and enhancement of the contractual framework between the Publications Office and its commercial distribution network. The Office offered publications on consignment to increase the display, visibility and thus the sales of selected EU publications in bookshops. In order to address the request by author services to be visible in important internet bookstores and book referencing portals, first contacts were held with major players in the internet book sales and search engines. (A, II.4.1)

The European Forum of Official Gazettes — an informal association of organisations responsible for publishing the national legal gazettes — met in Helsinki and Tallinn in June. (A, II.4.2)

The EU Publishers' Forum — a useful search tool for licensing rights or producing joint publications — held its annual meeting in the presence of Commissioner Orban at the Frankfurt Book Fair in October. (A, II.4.3)

Following discussions on structure, content and legal value of the online edition of the Official Journal, organisational measures and technical developments were decided to bring the reliability of the electronic version to the same level as that of the paper edition which is, currently, the only medium having legal value. The structure of the Official Journal was modified as of 1 January 2007 to ensure a clearer classification of the acts published, preserving, nevertheless, the essential continuity with the previous structure. (B, I.1)

2007 witnessed the completion of the 5<sup>th</sup> enlargement of the European Union and the addition of two further official languages — Bulgarian and Romanian. In accordance to the Council Regulation No 920/2005, the publication of the Official Journal in Irish started

on 1 January 2007 and the derogation for the Maltese edition was abandoned on 1 May 2007 as foreseen in Council Regulation No 1738/2006. These decisions brought the total number of languages in which the Official Journal is published to 23. (B, I.1)

After an increase of 26.5% in 2006, partly due to the upcoming enlargement, the volume of pages produced in 2007 remained stable (-0.5%) despite the additional languages. For the second time in the history of the Official Journal, the volume of the OJ L&C series, including the budgetary documents, exceeded 1 million pages. (B, I.1.2, Annex III, Tables 1 to 3, and Graph 2)

At year-end, 672 volumes of the Official Journal Special Edition with the secondary legislation in Bulgarian and Romanian, representing 90.32% of the total (744 volumes), were printed. (B, I.1.2.3)

The OJ L&C CD-ROM was regularly produced in 22 languages (Maltese included) from May 2007 onwards. One thematic CD-ROM, containing the Common Nomenclature, was published in 2007. (B, I.1.2.4)

The EUR-Lex online service remains highly appreciated by professionals, public authorities as well as by NGOs all over the Union and beyond. With an average of 5.6 million visits per month — and peaks up to 8.1 and 7.8 million respectively in June and July —, it provides user-friendly access to some 2.3 million documents of European law in all languages. (B, I.2.1 and Annex III, Graph 4)

For N-Lex, the common access portal to the legal websites of the Member States, several national authorities expressed an interest in having their legal databases become accessible through the portal. (B, I.2.2)

At year-end, the number of consolidated families of legislative acts (in all languages except Bulgarian, Romanian and Maltese) stood at 2 676. (B, I.3)

The *Directory of Community legislation in force* is published monthly in an updated online version. 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. (B, I.4)

The number of procurement notices published increased by 14.6% to attain 307 231 notices. The volume of notices received in structured electronic format increased significantly, reaching 76% of the total at year-end (59% in 2006). (B, I.5, Annex III, Table 4, and Graph 3)

Consultation of the TED database was stable in 2007 with some 26 million notices consulted. The number of subscriptions to the OJ S CD-ROM decreased by 22% (1 665 versus 2 128 in 2006) while that of licence holders increased (117 versus 113 in 2006). (B, I.5.3 and Annex III, Table 12)

Copyright activity increased marginally in 2007 compared to 2006 (807 copyright requests received versus 793 in 2006). (B, II.1)

Some 44 000 bibliographical notices were processed in 2007. ISBN and ISSN attribution increased in 2007 (+51%). The Office is also an official agent for the attribution of Digital Object Identifiers: 1 288 DOIs were attributed during the year. (B, II.2.1 and Annex III, Table 9)

Studies on the interoperability of thesauri and on the renewal of the Eurovoc maintenance and dissemination sites were conducted during the second half of 2007. A call for tender for the renewal of Eurovoc is currently under preparation. (B, II.2.2)

2007 saw the site of the *Interinstitutional Style Guide* extended to all official languages resulting from the 2004 enlargement. An updated paper edition in English was published in July 2007. Visits to the pages of the Style Guide make up around 59% of the visits to the the Publications Office's website. (B, II.2.3)

The number of proofread pages increased significantly by 98% (557 882 compared to 281 773 in 2006) while the number of camera-ready pages decreased by 7.7%. Around 300 000 pages concerned the completion of 497 volumes of the 2004 and 2005 European Court Reports (representing 41 volumes per month). This was made easier by the availability of a new contract. (B, II.3)

The graphic design section contributed to the production of Office own-items and was also involved in a number of major projects for various author services. (B, II.4)

For general publications, development of Plan-Publi — the monitoring and document management tool — continued, and access was opened to some 20 author services by year-end. Although there was a decrease in the number of titles published (6 107 compared to 6 896 in 2006), in fact more pages were produced: a total of 528 986 compared to 449 019 in 2006. 53 websites (40 in 2006) were developed in 2007. The editors' function was expanded by increasing the capacity to handle hard-copy titles, whilst the editorial function for multimedia projects was created. The number of cost estimates drawn up came to 3 207 in 2007 compared to 3 240 in 2006. This gave rise, however, to a marked increase of 27.6% in the number of order forms drawn up: 1 696 in 2007 compared to 1 329 in 2006. The value of order forms increased by 50.7% over the previous year: 24 275 546 euro compared to 16 108 415 euro. 3 284 invoices were processed in 2007, of which 2 975 for a total value of about 15 million euro were for print publications, and 309 for a total value of approximately 4 million were for multimedia products. (B, II.5 and Annex III, Tables 5 and 26)

The number of publications distributed on delivery decreased by 24% and that of individual orders by 15%. 35.9 million copies were distributed in 2007. The efforts made in 2007 to encourage authors to reduce their stocks, did not produce the expected results: the overall stock rose to 34.5 million copies (+8.8% compared to 2006). The mailing list management system contains some 800 000 addresses. The number of electronic surveys increases constantly and confirms the need for developing new electronic methods of dissemination. (B, II.6 and Annex III, Table 10)

The digital workshop created in early 2006 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. The expansion of the Publications Office's print-on-demand service will offer author services an alternative to large initial print-runs. In 2007, the number of pages produced by the digital printshop was 9.8 million (10.8 million in 2006). (B, II.7)

The number of interventions required from the Office's helpdesk rose again in 2007 by 30%. (B, II.8 and Annex III, Table 19)

The Publications Office participated in various international exhibitions, promoting not only EU publications but also its online services. A particular effort was invested in promoting the 'Together since 1957' theme throughout the year. Development and production of promotional fact sheets, leaflets and posters were high on the agenda. (B, II.8.3)

The Publications Office issued in 2007 2 025 commercial invoices (which also includes 67 credit notes) for a total amount of 4 449 815 euro, i.e. a decrease of some 16% in the number of invoices and a decrease of 14% in commercial invoicing compared to 2006. It is however worth noting an increase of around 37% in sales revenue of monographs (books) in comparison with 2006. (B, II.9 and Annex III, Table 18)

Priced publications represented 4.3% of the general publications. *(B, II.9)*

Paying subscriptions to all types of periodicals decreased by 20.8%. The number of different types of subscriptions to periodicals other than the Official Journal dropped from 14 in 2006 to 11 in 2007. *(B, II.9 and Annex III, Table 13)*

Licences for TED and EUR-Lex showed an increase of 3.5% and 8.7% respectively, demonstrating that they fulfil a market need. *(B, II.9 and Annex III, Table 16)*

For the first time since its opening in March 2005, EU Bookshop crossed the threshold of 1 000 000 visits within the same calendar year. This confirms the growing interest for the website and is also a result of the enhanced and continuous promotion activities undertaken in 2007. *(B, II.10 and Annex III, Graph 6)*

In September 2007, the Publications Office's Digital Library project took shape. It aims to create a complete online archive of all official European Union publications ever published. Individual requests for digitisation of old publications are already served by the in-house scanning workshop which saw its activities increase considerably in 2007. *(B, II.10)*

The high level of usage of CORDIS was confirmed throughout 2007 (40 662 336 visits) as well as the high level of availability (99.8%). All FP7 calls for proposals were published on time. The 2007 user satisfaction survey showed a high level of satisfaction, in particular with CORDIS News and FP7 pages. Users have quoted that CORDIS has significantly improved in usability and clarity. This is also reflected by an increased number of subscribers for the paper edition *CORDIS Focus* (+10%). With the aim of improving the governance, synergy and complementarity of activities conducted by the Publications Office and Research DGs, a Service Level Agreement (SLA) was signed on 27 September 2007. This SLA covers governance, communication, publications, promotional and information activities. *(B, III and Annex III, Graph 5)*

The Office's establishment plan reached 655 officials. *(C, I.1.1, Annex III, Table 30 and Graph 1)*

Priorities for training in 2007 were set, with particular emphasis on the development of skills in electronic publication, in marketing and editorial techniques. The overall average training received was 10 days per staff member. *(C, I.2)*

In 2007, the overall budget managed by the Publications Office amounted to 172.88 million euro (183.38 million euro in 2006), of which 131.79 million euro came from budget items formally delegated to the Office, 7 million euro from budget items subdelegated to the Office and 34.09 million euro from appropriations from the institutions' budgets. The Office issued recovery orders for a total of 11.4 million euro. *(C, II)*

In terms of public procurement, the Office conducted 52 tender procedures in 2007. 108 contracts were established in 2007 for a total of 125 654 262 euro. *(C, III)*

The unit dedicated to IT projects management focused on managerial and organisational aspects of the various projects and improved procedures. Several major development projects were implemented. *(C, V)*

The risk analysis exercise focused on critical procedures and reviewed the register of risks and the status of the action plans. *(C, VI.1)*

In 2007, the main tasks of the internal audit were the audit of the effectiveness and adequacy of the internal control in the area of general services, building management and

IT infrastructure, management of contracts, implementation of ICS, and the follow-up of audit recommendations. The IAC carried out advisory tasks for the internal control standards, and ensured coordination with external auditors. (C, VI.2)

Ex-ante financial control covered 1 022 transactions in 2007 (38% of relevant files). Ex-post control of payment transactions covered 732 transactions (14.52% in number, 18.42% in value), and 69 commitments introduced by units exempted from ex-ante control corresponding to 57.7% of the global amount were also checked. (C, VI.3)

In 2007, evaluation activities focused on two areas: the key performance indicators reported to the Management Committee and the ex-ante evaluation of the contract for the production of the Official Journal Series L&C. Further evaluations of calls for tender were prepared. In conjunction with the risk analysis of procedures, simplification possibilities and documentation status were explored. (C, VI.4)

The switch to a central cogeneration system resulted in a 40% reduction of the Mercier building's CO<sub>2</sub> emissions. In July 2007 the quality label 'SuperDrecksKëscht fir Betriber' was awarded to the Office because of its compliance with the Luxembourg provisions in the field of recycling. (C, VII)

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, building and recruitment procedures. The Staff Committee was invited to its yearly exchange of views with the Management Committee. (D, I)

A staff satisfaction survey was carried out in 2007. The suggestions related to well-being will be addressed in an action plan. (D, II)

## Mission statement

The Office for Official Publications of the European Communities is the publishing house of the institutions, agencies and other bodies of the European Union. It is responsible for producing and disseminating EU publications on all media and by all means to offer the highest quality service to its clients.

*Principal indicators of the Publications Office's activity from 1998 to 2007*

Sector	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	% change 2007/2006	% change 2007/1998 (*)
<b>Production</b>												
Number of OJ L pages	232 368	227 876	240 520	226 339	262 582	253 100	388 286	409 827	574 016	471 769	-17.81	+103.03
Number of OJ C pages	285 586	230 811	225 602	313 406	331 336	303 964	371 204	325 610	377 207	484 313	+28.39	+69.59
of which number of OJ CE pages	—	2 500	38 258	94 941	166 947	735 245	196 127	93 755	132 331	184 684	+39.56	—
Number of CPVO/OHMI pages	61 330	67 646	72 558	88 964	69 544	74 829	3 866	3 031	3 270	1 094 (**)	—	—
Number of other budgetary documents' pages	36 212	37 620	40 634	41 261	41 800	50 996	49 566	90 127	93 512	83 986	-10.19	+131.93
Number of titles	7 290	7 066	6 920	6 724	6 750	6 929	7 080	6 983	6 896	6 107	-11.44	-16.23
Number of notices published in the OJ S	163 395	162 951	161 221	172 194	202 683	224 142	221 786	249 435	268 060	307 231	+14.60	+88.00
EUR-Lex — Number of pages visited	—	—	—	—	—	—	—	135 419 320	132 887 878 (†)	251 010 653	+88.88	+85.35
Number of visits	—	—	—	—	—	—	—	—	45 944 876	67 339 555	+46.56	—
TED — Number of pages visited	—	—	—	8 233 677	9 460 821	14 377 735	19 190 557	25 130 525	26 433 790	26 169 196	-1.00	+218.00
Number of visits	—	—	—	—	—	—	—	—	—	9 183 679	—	—
CORDIS — Number of pages visited (‡)	—	—	—	—	—	—	—	—	61 966 397	73 465 597	+18.56	—
Number of visits	—	—	—	—	—	—	—	—	47 191 503	40 662 366	-13.84	—
EU Bookshop — Number of pages visited (‡)	—	—	—	—	—	—	—	—	652 000	9 851 997	+56.60	—
Number of visits	—	—	—	—	—	—	—	—	629 353	1 114 096	+77.02	—
Invoiced sales (ecus/euro)	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	4 449 816	-14.09	-79.71
Number of priced subscriptions	50 452	46 463	40 874	36 424	30 779	24 849	20 936	16 167	12 759	10 095	-20.88	-79.99
Number of copies distributed (millions)	65.4	53.2	55.3	59.9	52.0	52.5	57.1	50.3	46.3	35.9	-15.30	-45.10
Number of mailing addresses managed	988 073	1 020 919	1 025 469	1 113 994	1 270 190	1 233 426	1 141 989	714 908	784 923	804 371	+2.50	-18.60
<b>Administration</b>												
Administrative budget (A-342/26.01 09)	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	88 158 783	+9.73	+63.67
<b>Operating budgets:</b>												
— 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	1 989 051	-31.08	-60.20
— OJ L&C (A-340/26.01 11)	—	—	—	—	—	30 678 954	33 455 117	19 995 166	23 122 812	18 821 204	-18.60	-38.65
— OJ S (Public procurement) (B5-304/26.02)	—	—	—	—	30 759 591	21 967 777	30 488 827	19 575 124	24 733 797	22 821 286	-7.73	-25.81
— CORDIS (‡)	—	—	—	—	—	—	21 274 326	3 972 120	23 078 296	6 999 999	-69.67	-67.10
Other production costs (ecus/euro) (†)	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	34 086 692	+16.69	-72.31
Staff (officials)	525	525	522	522	520	519	536	635	635	655	+3.15	+24.76

(\*) Changes reflect the variation between 2007 and the year of the beginning of the activity/budget line.

(\*\*) OHMI paper edition cancelled beginning 2007.

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

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

(§) Major commitments every two years. In 2007, the Director of the Publications Office received subdelegations from various Directorates-General of the Commission.

(¶) For "Other production costs" the data of previous years are not comparable as they include costs related to the production of OJ L&C and OJ S.



# Policy strategy

## 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.

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 2007, this post was held by Mr Claude Chêne.

In 2007, the Management Committee met on 29 June (Members), 9 March, 25 May and 19 October (Substitute Members). On 29 June 2007, the Management Committee decided unanimously to propose to the Commission the appointment of Ms Martine Reicherts to the post of the Director of the Office. This took place on 1 August.

At the same meeting, the Management Committee reviewed the draft text submitted by the interinstitutional group whose mandate was to produce a revised version of Decision 2000/459 laying down the rules on the organisation and operation of the Publications Office. The draft was then transmitted to the Institutions' Legal Services for further fine-tuning.

In the context of the above-mentioned revision, the President of the Management Committee proposed that the new Director be entrusted with a mission to reflect on the strategic guidelines for the Office over the next five years; this analysis should lead to the establishment of a development plan. A mandate to this effect was approved, and a first report was transmitted to the President in November. The final report is due in April 2008.

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. Furthermore, 11 files were submitted to the Management Committee by way of written procedure.



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 detailed document was approved. 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. The implementation of the new structure took effect as of 1 January 2007. A proposal for implementing the authentic online edition is foreseen to be submitted towards end 2008;
- the development and enhancement of the Office's online public services and more particularly the progress on the usage and further development of the EU Bookshop service — the online digital bookshop of the European Union. The project of incorporating into EU Bookshop all publications of the European institutions was approved and work started in December 2007.

The Management Committee approved the reorganisation of some services of the Office which took effect on 1 January 2008.

## II. Relations with institutions and other bodies

### 1. Institutions and other bodies

New clients in 2007 included the European Chemicals Agency (ECHA), the European Group of Ethics (EGE), the European Research Council (ERC) and the European GNSS Supervisory Authority (GSA).

The annual meeting with the *Commission's Directorates-General* took place in Luxembourg on 14 June 2007. This event was held earlier this year, in order to raise awareness within the DGs as regards the necessity of early planning of the publications programmes.

Meetings with the *Representations* of the European Commission (23 and 24 April 2007), with the *Institutions* (8 November 2007) and with the *Agencies and other bodies* (17, 18 and 19 October 2007) took place in Luxembourg.

In particular this year, and in cooperation with the European Training Foundation in Turin, the annual agency meeting started with a workshop on dissemination and distribution issues.

There was particular interest in the publications planning tool (Plan-Publi), the Digital Object Identifiers (DOIs) and copyright issues.

For quality improvement purposes, as of 2007 every annual meeting is subsequently evaluated through a satisfaction survey questionnaire. The results show a high level of satisfaction, which was also confirmed by the results of the annual satisfaction survey addressed to all author services.

### 2. Service level agreements

Five new service level agreements were signed in 2007: with the Court of Justice and four Commission Directorates-General (Secretariat-General, Budget, Research, and Economic and Financial Affairs), whilst updates to two existing agreements were signed, notably with CEDEFOP and the European Economic and Social Committee (EESC).

### 3. Publications programmes

Publications programmes are meant to facilitate consulting and planning of projects and eventually encouraging synergies among author services. Author services are asked to send their publications programmes to the Office. The number of titles registered in 2007 (as at 31.12.2007) came to 1 829 (2006: 1 512, i.e. an increase of 20.2%), of which 1 571 were planned as hard-copy publications and the remainder on electronic media.

### 4. Other organisations

#### 4.1. The sales agents network

2007 was mainly devoted to the consolidation and enhancement of the contractual framework between the Publications Office and the members of its commercial distribution network. The current network was carefully monitored. This includes offering publications on consignment.

Furthermore, to expand and update the network of commercial distributors worldwide (in particular outside Europe), a call for expressions of interest was launched. To increase the awareness of professional distributors and draw their attention to this selection process, an information seminar was organised at the Frankfurt Book Fair.

In order to address the request by author services to be visible in important internet book stores and book referencing portals, first contacts were held with major players in the internet book sales and search engines.

#### **4.2. The European Forum of Official Gazettes**

In 2007, 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.

Its agenda reflects the general tendency in Europe to introduce new technologies in the production and dissemination of the legal gazettes. For the time being, the following subjects are being studied in specialised working groups: 'Archiving of the electronic legal gazette', 'Consolidation', 'Access to official gazettes and legislation' and 'Indexing'.

The Forum held its fourth meeting in June.

#### **4.3. The European Union Publishers' Forum**

The annual meeting of the Forum took place at the Frankfurt Book Fair on 11 October 2007.

Two bulletins and the annual catalogue were published.

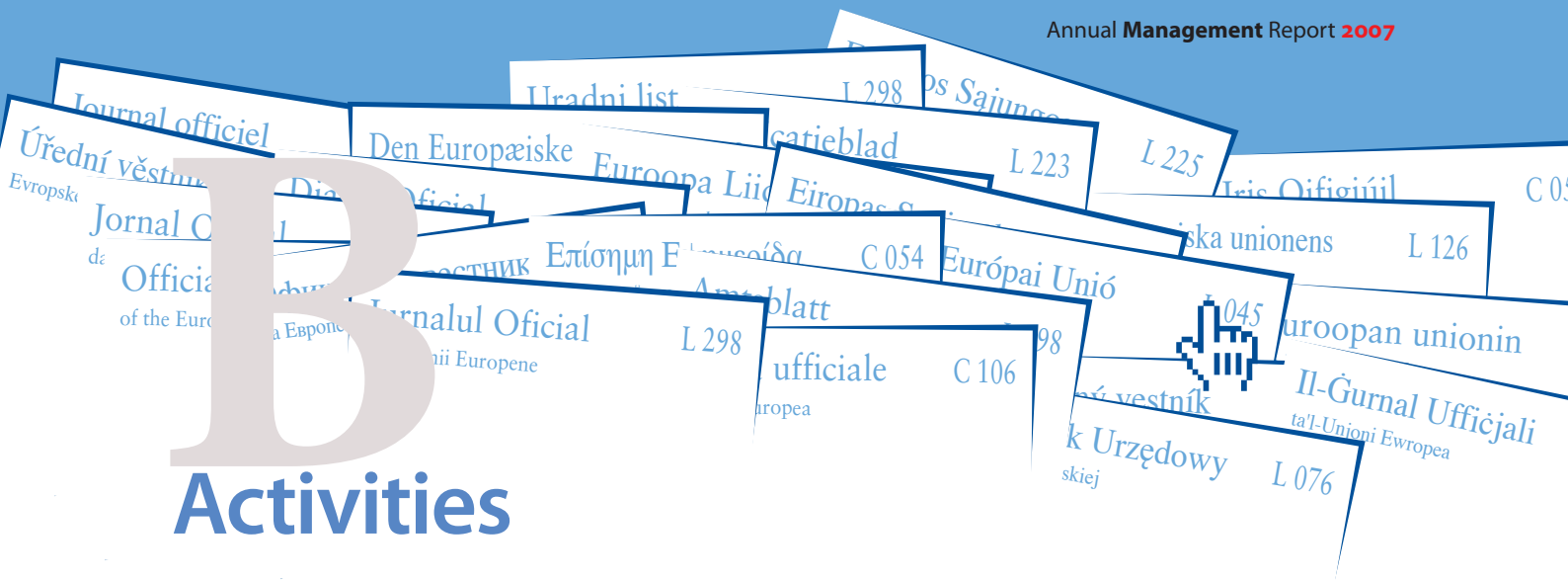
Several specific actions were conducted during 2007:

- The Publications Office pursued its efforts to increase the awareness of author services for the re-use of Community material.
- General information about the Forum and copublishing is featured in the new Publications Office website. Integration of joint publications into the EU Bookshop service under a specific heading 'Partnership publications' is being prepared.
- The Forum was presented at the Prague Book Fair and at the institutions' annual meeting.
- Several presentations were addressed to the institutions, agencies and commercial publishers regarding the partnership cooperation between the EU and commercial or public publishers in view of promoting copublishing.

15 contracts were signed in 2007 (9 licences and 6 copublishing agreements, among which three *ad hoc* copublishing agreements with international organisations, OECD and Rosstat).

#### **4.4. 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 the 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.



# Activities

## I. Access to EU Law

### 1. Official Journal

#### 1.1. Overview

After an increase of 26.5% in 2006, partly due to the upcoming enlargement, the volume of pages produced in 2007, including the budgetary documents, remained stable (-0.5%) despite the four additional languages: Bulgarian and Romanian, following the 2007 enlargement (completion of the 5<sup>th</sup> enlargement), Irish as of 1 January 2007 further to Council Regulation No 920/2005, and from 1 May 2007 onwards, Maltese, as foreseen by Council Regulation No 1738/2006.

For the second time in the history of the Official Journal, the volume of the OJ L&C series, including budgetary documents, exceeded 1 million pages.

The first release of the new workflow 'Plan-JO' was put in production on 9 July 2007, and further developments are on track. The integration of the OJ production within Plan-JO started step by step with Council documents. The production of the daily L is covered since November 2007. The rest of the OJ production will be integrated into Plan-JO at the end of March 2008 at the latest.

The efforts devoted in 2006 by an interinstitutional working group to re-thinking the structure of the Official Journal came to fruition: as of 1 January 2007, the OJ has a new structure which ensures a clearer classification of the acts published, preserving, nevertheless, the essential continuity with the previous structure. Concerning the authentic online edition, an action plan was established; conclusion of this ambitious project is foreseen by the end of 2010.

Last but not least, 2007 saw the printing of 672 volumes of the Secondary Legislation in Bulgarian and Romanian; what remains to be published in 2008 are international agreements and some acts adopted at the end of 2006.

## 1.2. Production

### 1.2.1. Official Journal L&C

The volume of the Official Journal L series decreased by 17.8% from 574 016 pages to 471 769 pages. The volume of the C series rose by 28.4%, from 377 207 pages to 484 313 pages (see Annex III, Table 1). The increase of the OJ C series is due to the backlog of 2006 texts which were published in 2007.

The number of issues published in 2007 was 356 for the OJ L (of which 350 OJ L and 6 OJ LM, where LM is the Special Edition in Maltese) and 404 for the OJ C (of which 69 OJ CA in English only), compared to 426 and 460 respectively in 2006 (see Annex III, Table 2).

The proportion of issues delivered in time reached 99.8%.

### 1.2.2. Budgetary documents

The number of pages of the preliminary draft general budget and of the draft general budget totalled 44 088 pages (2 004 pages per language version) and 34 760 pages (1 580 pages per language version) respectively. Compared with 2006, the total volume of budgetary documents produced decreased by 10.2%, the total number of pages produced being 83 986.

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

At the end of 2007, 672 volumes of the Special Edition of the Official Journal (secondary legislation) in Bulgarian and Romanian were printed. This represents 90.32% of the total (744 volumes).

As far as the secondary legislation in the official languages of the 2004 enlargement is concerned, it is to be noted that in 2007 two 'volumes-balais' were published and one is still in production (41 volumes out of 44 in total were published by end 2006).

### 1.2.4. OJ L&C CD-ROM

The CD-ROM of the OJ L&C series was produced throughout 2007 in 21 languages until April 2007 and in 22 languages from May 2007 onwards; it was delivered every month within the agreed deadlines.

The 2007 Common Nomenclature was published as a thematic CD-ROM.

## 1.3. Quality control

465 345 pages of the Official Journal were proofread in 2007, representing some 49% of the OJ pages published, or 13% more than in 2006. New quality control activities have been initiated, such as the quality control of consolidated legal acts, of tender notices published on TED, as well as of EUR-Lex site pages.

After the quasi-completion of the publication of the «acquis communautaire» in Bulgarian and Romanian, proofreading teams for these languages were successfully integrated into the unit. The smooth introduction of teleworking in 2007 is also worth mentioning with, so far, 9 participants.

On the quality of legislation, regular meetings with the Parliament, the Council and the Commission Legal Services have been instituted, with a view to cooperating and improving the current situation.

## 2. EUR-Lex — the integrated access to EU law

### 2.1. Overview

The main tasks for 2007 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.

Availability of the site was 95%.

By the end of 2007, EUR-Lex contained some 2.3 million documents.

The CELEX database was finally closed down on 4 April 2007; all its data and functionalities are available in EUR-Lex.

EUR-Lex is available in all official languages including Irish since the beginning of 2007.

Licence holders received extractions of data in XML as well as in an older format. Most licence holders have adapted their systems to XML, and the other format might be dropped during the first semester of 2008.

A study in order to rationalise and harmonise loading chains was launched at the end of 2007.

The Publications Office set up the appropriate infrastructure to take over the dissemination of the Commission's PreLex database, where the legislative process of the acts is recorded (1 August 2007).

### 2.2. Improvements

The necessary developments were made in order to ensure that the EUR-Lex site interfaces are also available in Bulgarian, Irish and Romanian.

LexAlert was maintained throughout 2007 and has 855 active internal users, out of 2 150 subscribers. Many of these use the facilities offered by RSS feeds.

Early access to case-law was adapted in order to allow display of all information available, regardless of the language version consulted.

The final version of the study on the usability of EUR-Lex was delivered in May 2007. 30 key issues, ranked according to their importance (critical, serious or minor issues), were identified. As a follow-up to the study, several measures have been taken: improvement of the 'refine search' function; analysis and revision of all error messages; quality control by the proofreaders of the Official Journal of all EUR-Lex screens in all language versions, which should lead to more accuracy and consistency throughout the site and between language versions. Furthermore, the implementation of a 'simpler search' and a study on the functionalities of the search engine used by EUR-Lex (Lucene) have been started.

For institutional re-users, web services were made available with the appropriate technical documentation.

Several trainings on EUR-Lex Expert Search have been held. In order to better train users inside the institutions, a new contract has been signed with a view to developing training material. The first training courses will take place in early 2008.

Information and support to the users were ensured through regular newsletter and thematic files, as well as new FAQs and other editorial texts.

In cooperation with the Commission's Secretariat-General, the quality of information on national implementation measures was improved. The browsing access to case-law and to COM documents has been renewed according to requests made by users. Early access to COM documents was improved: since July 2007 the titles of documents are visible on the first screen of early access. Appropriate actions have been taken in order to set up a full collection of COM documents issued by the Commission since 1958, which should be available online by mid-2008.

SEC documents are regularly entered into the database. The opening of the early access screens for SEC documents is foreseen for the beginning of 2008.

There have been significant developments for N-Lex, a common access point to national legal websites, opened as an experimental site in April 2006. The Council Working Group for Legal Data Processing set up in June 2007 a working group with the mandate to reflect on possible solutions to the challenges related to the project. The working group came to the conclusion that the implementation of 'connectors' hosted by national web-servers, as put in place for the first time in Latvia, would be the best solution to deal with the vulnerability of the system to changes made on national sites. Several Member States have expressed their interest in the new system. Spain has finished developing its connector. Denmark, Italy and Finland are working on its implementation.

The Office carries on studying possibilities to improve the existing architecture, notably by introducing a Web Content Management System.

### **2.3. Enlargement and evolution of the linguistic policy**

All measures were taken in order to ensure the availability of the Special Edition of the OJ in Bulgarian and Romanian and to load editions made available in Irish. Screens were translated into the new languages.

Provisional versions of acts were made available on EUR-Lex immediately after finalisation by the Legal Services of the institutions. The first volume of Bulgarian and Romanian Secondary Legislation, in PDF format, was published online in December 2006. As at 31 December 2007, 11 685 acts in Bulgarian and 12 731 acts in Romanian were available on EUR-Lex. In 2007, 25 OJ issues in Maltese were published.

## **3. 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 19 official languages throughout 2007, and in 22 languages as soon as consolidated versions were available in Bulgarian, Maltese and Romanian.

By year-end 601 families (out of about 1 650) in Bulgarian and Romanian and 1 315 (out of about 2 769) in Maltese were consolidated; it is to be noted that for 1 215 families in Maltese not all texts are available.

	31.12.2003	31.12.2004	31.12.2005	31.12.2006	31.12.2007
Updated consolidated families (except BG, RO and MT)	2 116	2 269	2 330	2 344	2 676
Updated consolidated families (BG and RO)	—	—	—	—	601
Update consolidated families (MT)	—	—	—	—	1 315

## 4. Directory of Community legislation in force

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

Work on a directory of preparatory acts in pending legislative procedures as well as on a directory of consolidated texts is well advanced and should be concluded during the first quarter of 2008.

## 5. TED — Tenders Electronic Daily

### 5.1. Overview

The daily production continued to increase in 2007. The new workflow system expected for the first semester was not delivered; this situation created difficulties to adapt the current system to a new production contract which came into force in December.

### 5.2. Production

The increase in published notices was slightly higher than expected, reaching more than 300 000 published documents on TED (14.6% more than in 2006).

Publishing deadlines were met for more than 99% on average of documents received during the first three quarters of the year, but the average for the whole year is 97.6% due to the above-mentioned problems at year-end.

The SIMAP site was updated to make it fully multilingual, to improve its usability and ergonomics and to be in line with the new look for TED.

Quality control by the proofreading teams and an external contractor significantly improved the quality of notices published. A new contract on quality control entered into force in December 2007.

### 5.3. New data collection techniques

The use of the online forms (eNotices) increased significantly in 2007: 29% more than in 2006. The number of operational eSenders went up to 48. This represents a rise of 26% compared to 2006, which is more than the objective of 10%.

The eSenders now cover almost 17 EU countries plus Switzerland and Norway. By year-end, 12 Member States were sending more than 90% of all their notices via an eSender. Overall, an average of 76% of notices was transmitted in structured electronic format.



A project for a new type of forms was launched, destined to suit the specific needs of the external aid services of the Commission and to provide XML input for notices from DG AIDCO.

#### **5.4. TED and OJ S CD-ROM**

TED functionalities were improved following the suggestions of a usability study and suggestions from users. The site was also adapted to implement the new look created by the graphic designers of the Office.

The number of CD-ROM subscribers went down by 21.8% (from 2 128 to 1 665), while the number of licence holders increased from 113 to 117.

## II. Publications from A to Z

### 1. Copyright and rights management

The Publications Office pursued its actions to improve the author services' knowledge and respect of intellectual property especially regarding third-party copyright material. Various standard documents (licences, permissions, copyright notices, disclaimers, etc.) were drafted.

Informative and explanatory presentations addressed to author services and to our business partners were prepared and given during general meetings with institutions, agencies and other services.

Invoicing for royalties and flat fees amounted to 44 743 euro in 2007.

In 2007, 807 copyright requests were received (793 requests in 2006).

A total number of 133 licence agreements were concluded in 2007, 26 of which covered translation rights (135 and 21 respectively in 2006). 11 licence agreements were granted for Eurostat data, 25 for the EUR-Lex website and 56 for Eurovoc data.

The number of requests for advice and general inquiries on copyright matters has increased significantly (180 files).

### 2. Indexation and publishing tools

#### 2.1. Cataloguing and international identifiers

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

A total of 44 070 notices were processed in 2007 (see Annex III, Table 9).

##### 2.2.2. Identifiers

11 419 international identifiers were allocated in 2007 compared to 7 518 in 2006 (i.e. an overall increase of 51.8%). For various identifiers, the breakdown is as follows: 3 030 ISSN, 6 727 ISBN and 1 288 DOI.

#### 2.2. Eurovoc

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 21 official languages and in the language of one candidate country (Croatian). Irish and Maltese versions have not yet been developed.

The alphabetical and thematic versions of Eurovoc can be downloaded from the dissemination website in 21 official languages (<http://europa.eu/eurovoc/>).

During 2007, a Eurovoc update was carried out for the new 4.3 release. New concepts were sent to the Commission's Translation Directorate-General by year-end.

55 licences (of which 1 is a commercial licence) were granted in 2007 (compared to 41 in 2006 and 44 in 2005). Normal licences are free of charge.

An Interoperability Feasibility Study between Eurovoc and other thesauri, such as ECLAS (the EC library thesaurus), GEMET (the Environment Agency thesaurus), the Unesco thesaurus and EET (the Cedefop thesaurus), has been carried out. The objective of this study was to propose a theoretical and methodological approach to realise the interoperability between Eurovoc and the other mentioned thesauri. A sample of data from each vocabulary has been selected in order to apply the methodology and set up a testing environment for assessment.

Another study of commercial Thesaurus Management Software (TMS) led to the identification of four TMS that fulfilled the Eurovoc features and were fully tested.

On the basis of the recommendations, technical specifications have been prepared in order to launch an open call for tender for a new thesaurus management software and public website for Eurovoc.

### 2.3. Style Guide

In 2007 the key objective for the Interinstitutional Style Guide was to open the sites of all languages that became official after the 2004 enlargement. On 31 December 2007, the sites in all new language versions, i.e. Czech, Estonian, Latvian, Lithuanian, Hungarian, Maltese, Polish, Slovak and Slovene, were available.

Furthermore, the much-requested publication of the updated paper edition of the English Style Guide in July 2007 was achieved successfully.

Much work was invested in cooperation with the institutions to update the guidelines for the part dedicated to the OJ.

Last but not least, the number of visits to the Style Guide website kept increasing, and it has become the most visited of all websites of the Publications Office.

## 3. Editorial services

Following a call for tenders, new contracts for proofreading services with three companies were established in August. That allowed a considerable reinforcement of the proofreading capacities of the Office in the second half of the year.

In total 557 882 pages, all languages included (see Annex III, Table 7), were processed by the proofreading service during the year. This important increase in processed pages was due to the fact that in 2007 the Office started to catch up on the language versions of 2004 and 2005 of the Court of Justice's jurisprudence volumes. 497 volumes were passed for press after correction during the course of the year.

## 4. Graphic design

Throughout 2007 the graphic design section contributed to the production of Office's own publications, leaflets, etc., such as the Annual Reports, the Newsletter, VoxOffice, stand design for various fairs and events plus the Office's calendar and diary.

The graphic design team treated 278 files in 2007.

The section was also responsible for the design of *The European Commission 1958-1972* (Secretariat-General), *Euratom, 50 years of nuclear energy serving Europe* (Energy and Transport DG), a new graphic layout for Eurostat titles, the *Fact Sheets on the European Union* for the Parliament and the *Cash Controls* brochure for the Taxation and Customs Union DG.

## 5. Cross-media publishing

### 5.1. Overview

The call for tenders for publishing services foreseen to represent a sizeable portion of hard-copy production in the coming years was launched.

Development of the Plan-Publi system for management and follow-up of the production process continued apace. By year-end, access in consultation mode had been activated for some 20 author services.

The 'editors' function was expanded in 2007 by two internal transfers: one to increase existing capacity for hard-copy titles and another to ensure the editorial function for multimedia files.

In 2007, taking multimedia and print activities as a whole, 3 284 invoices for a total value of 18 646 369.57 euro were received from service providers, of which 823 were paid directly by the Office under the codelegation procedure and 100 under the agency procedure. This compares to 2 951 invoices handled in 2006 for a total of 15 830 830 euro. Of the 3 284 invoices processed in 2007, 2 975 for a total value of 15 090 591 euro were for paper publications and 309 for a total of 4 069 051 euro, were for multimedia products.

### 5.2. Production

There was a decrease in the number of titles published: 6 107 compared to 6 896 in 2006. However, the number of pages treated totalled 528 986 compared to 449 019 in 2006 (see Annex III, Table 5). Production deadlines have been respected throughout 2007 to the extent to which the Office is in control of the specific stages of the production process.

The number of cost estimates requested by author services remained fairly stable: 3 207 in 2007 compared to 3 240 in 2006. There was a sizeable increase (27.6%) in the number of order forms drawn up: 1 696 in 2007 compared to 1 329 in 2006. The value of the order forms issued in 2007 also showed a notable increase (50.7%) over the previous year: 24 275 546 euro compared to 16 108 415 euro.

The flagship titles published in 2007 were:

- the *2006 General Report on the activities of the European Union* published in 22 linguistic versions;
- the Annual Report of the Court of Justice published in 20 languages;
- *Reports of Cases before the Court of Justice and the Court of First Instance*;
- *The European Commission, 1958-72 — History and reminiscences* published in German, English, French and Italian on behalf of the Secretariat-General of the Commission to mark the 50th anniversary of the signing of the Treaty of Rome in March 2007. The Dutch edition is foreseen to be published in early 2008;
- The second edition of the *European Forum of Legal Gazettes: Guide to the publication of legislation in Europe* was published in English in September 2007.

The Office continued to support author services in their migration process towards the Commission's common web content management tool Documentum.

Office representatives also participated in the Europa Forum of webmasters and contributed, amongst others, to the design and adoption of the new corporate banner.

In 2007 the Office produced two own-imprint publications. These were:

- *25 Years of European Law Online — the Event;*
- *Directory of legal gazettes, 2007.*

The production of the Official Journal of the Office for Harmonisation in the Internal Market (Spain, Alicante) and of the Official Bulletin of the Community Plant Variety Office (France, Angers) was coordinated by the Office. Paper editions of the former title ceased production during the first half of 2007. For the latter Bulletin, 6 issues and 2 supplements were produced to a total of 1 094 pages.

## 6. Fulfilment and storage

### 6.1. Physical distribution

The figures below show a general decrease for paper distribution, the trend being particularly noticeable for general publications. The OJ paper edition distribution decreased by 15% as in previous years, while the OJ CD-ROM distribution fell by 7.4%. For individual orders, a decrease of 15% has been observed.

#### *Physical distribution by type of product*

	Number of copies distributed				Change (%)
	2004	2005	2006	2007	2007/2006
OJ paper edition	6 394 566	4 956 627	3 989 465	3 390 691	-15.0
OJ CD-ROM edition	781 787	666 766	617 377	571 943	-7.4
COM, ESC, CoR documents	234 265	119 413	111 561	118 998	-6.7
Other paper publications	44 668 804	36 674 405	32 670 424	24 050 535	-26.4
Other CD-ROM publications	103 334	720 689	254 126	478 343	-88.2
<b>Total</b>	<b>52 182 756</b>	<b>43 137 900</b>	<b>37 642 953</b>	<b>28 610 510</b>	<b>-24.0</b>
<b>Individual orders</b>	<b>4 502 823</b>	<b>6 373 650</b>	<b>8 651 257</b>	<b>7 326 099</b>	<b>-15.3</b>

### 6.2. Free-of-charge distribution

Information Relays are facilities created or recognised and/or supported by the European Commission (in particular by Directorates-General for Communication, External Relations, Enlargement and Enterprise).

At the end of 2007, the number of Information Relays served by the Office was as follows (compared to 2006):

Relay centres receiving publications on a daily basis		
	2007	Change (%) with respect to 2006
<b>Full European Documentation Centres: Total</b>	421	+79 (!)
Of which:		
Intra-EU: DG COMM	264	
Candidate Countries: DG ELARG	17	
Extra EU: DG RELEX	140	
<b>Specialised European Documentation Centres</b>	130	-48
Intra-EU: DG COMM		
<b>Depository Libraries: Total</b>	85	+3 (!)
Of which:		
Intra-EU: DG COMM	21	
Extra-EU: DG RELEX	67	
<b>Limited Depository Libraries (extra-EU)</b>	9	-2
<b>Euro Info Centres (DG ENTR)</b>	282	+28
<b>Relais Europe Direct (DG COMM)</b>	446	+48
<b>Total</b>	<b>1 376</b>	<b>+108</b>

(!) Due to a different reporting structure between 2006 and 2007, the comparison with 2006 can only be made at total level.

Relay centres receiving only a selection of publications		
	2007	Change (%) with respect to 2006
Public libraries:		
Denmark	23	(=)
Spain	39	(=)
Sweden	265	(-2)
United Kingdom	223	(-2)
<b>Total</b>	<b>550</b>	<b>(-4)</b>

### 6.2.1. Orders from staff of the EU institutions and other official bodies

The number of order lines dealt with by the 'European Union staff orders' service amounted to 5 256 in 2007, which corresponds to 21.63 orders per working day. That represents an increase of 5% with respect to 2006 data.

A further 2 521 replies (approximately 10.38 per working day) were given to requests for publications (i.e. an increase of around 22%).

### 6.2.2. Free-of-charge distribution of the Official Journal

The table below gives the figures concerning the distribution of the physical edition of the Official Journal inside the institutions: OJ L&C on paper (daily), OJ L&C on CD-ROM (monthly), OJ S on CD-ROM (2 editions per week).

	2005	2006	2007	Change (%) 2007/2006
OJ L&C paper edition	1 748 copies	1 537 copies	1 051 copies	-31.60
OJ L&C CD-ROM	3 826 copies	2 330 copies	2 248 copies	-3.51
OJ S 2x CD-ROM	1 234 copies	1 214 copies	1 191 copies	-1.89

### 6.3. Storage

Although the trend in distribution shows a decrease over the recent years, the number of copies produced and received in 2007 decreased by only 14.7%, thus leading to an overall stock increase of 8.8%. The efforts made in 2007 to limit the print-runs, by aiming for an initial distribution of 80% of the print-run, and encouraging authors to reduce their stocks, did not produce the hopeful results. More drastic measures are required.

#### *Annual stock movements*

	Number of copies				Change (%)
	2004	2005	2006	2007	2007/2006
Stock on 1 January	35 358 877	35 459 868	38 285 867	31 745 873	-17.1
In stock entries	71 256 795	65 809 882	55 742 657	47 573 830	-14.7
Out mass distribution	52 313 061	43 935 726	37 642 953	28 728 757	-23.7
Out individual orders	4 502 823	6 373 650	8 651 257	7 326 099	-15.3
Out stock reduction	10 260 551	10 044 479	15 836 599	8 480 809	-46.4
Out other proposed by the Office	2 992 402	3 313 204	263 403	256 676	-2.5
<b>Stock on 31 December</b>	<b>35 459 868</b>	<b>38 285 867</b>	<b>31 745 873</b>	<b>34 527 362</b>	<b>+8.8</b>

### 6.4. Mailing list management

The evolution of the activities of the mailing list management section shows a reduction in the creation of subscriptions, manually and automatically (see Annex III, Table 10). This can be explained, on the one hand, by the discontinuation of certain publications and, on the other hand, by the decision of several DGs to use electronic media (internet, mass e-mails) for the dissemination of their information and publications.

The success of the new electronic survey service installed in 2006 was confirmed in 2007. This service has been developed for online registering of subscriptions and online registering of the quantities of publications and brochures requested by information relays.

The number of electronic surveys requested increases constantly and confirms the need for developing new electronic methods of dissemination.

## 7. Digital printshop

In 2007, the number of pages produced by the digital printshop was 9.8 million (10.8 million in 2006), 72% of which were in black and white and 28% in colour.

To rationalise the operational workflow concerning printing and shipment, the digital printshop was attached to the fulfilment section and transferred to the Distribution Centre in Gasperich on 1 November 2007.

The Publications Office is seeking to enhance its print-on-demand service in line with the needs resulting from increased usage of the EU Bookshop ordering service, and with the aim of reducing print-runs and surplus stock.

The colour digital printing equipment was renewed in November 2007.

## 8. Promotion and information

### 8.1. Information for the public and customer assistance

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.

The helpdesk is promoted on the Office's internet site and on other online services offered by the Publications Office. 2007 showed a further increase (+30.82%) in the number of requests (65 912, compared to 50 384 in 2006).

In 2007, the number of requests for assistance with TED and SIMAP remained high due to technical problems and questions related to the standard forms for the publication of procurement notices in the *Supplement to the Official Journal*. The assistance for EU Bookshop increased while the assistance for EUR-Lex and the OJ L&C CD-ROM decreased slightly. Overall, the requests for information covered the following main themes:

■ Assistance for TED and SIMAP	59%
■ Assistance for EUR-Lex and the OJ L&C CD-ROM	7%
■ Requests for information on publications	5%
■ Assistance for document delivery orders	7%
■ Assistance for EU Bookshop	21%
■ Assistance for CORDIS	9%

A list of the 10 topics most frequently raised in 2007 can be found in Annex III (Table 20).

The Info Point Europe managed by the Publications Office is located in the entrance hall of its premises. The number of requests, covering visitors, telephone calls and e-mails remained at about the same level, i.e. 2 500 in 2007 and 2 600 in 2006.

The Info Point being also a distribution point, 38 500 copies of free publications and 9 700 copies of Competition OJs were handed out in 2007. In 2006, these numbers were 41 400 and 10 700 respectively.

### 8.2. The Publications Office on the internet

The Publications Office's website ([publications.europa.eu](http://publications.europa.eu)) provides general information about the Publications Office, its services and events. The vast majority of the contents, the static pages, is available in the 23 official languages, whereas selected information such as news and press releases usually exists only in English, French and German.

A new website was launched in early 2007 and the development of new features continued over the year including *inter alia* the online registration for the Publishers' Forum. Further development is still ongoing: for example, the Office's own tenders will be displayed on the site and subscriptions for the Newsletter and sales catalogue will be possible online.

### 8.3. Promotional activities

In 2007 the number of promotional activities organised by the Office continued to increase and diversify. In addition to its participation at the two main traditional exhibitions,



Frankfurt Book Fair (10-14 October) and London Online Information (4-6 December), the Office was also present at the Book Fair in Prague (3-6 May) and the Brussels Book Fair, in cooperation with the Council of the EU (28 February-4 March).

Overall promotion of the Office's publications and online services carried on in 2007, with particular emphasis on the promotion of TED (5 awareness-raising events with information multipliers). Information stands were also organised at various other events such as student fairs in Belgium, Bulgaria, Germany and Romania. Furthermore, the Publications Office was present at the 50th anniversary of Treaty of Rome Forum in Luxembourg, general public European Festivals, Institutions Open Doors Days, and the European Day of Languages on 26 September.

Promotion of CORDIS included 42 events and 10 new promotional handouts. In 2007, a new monthly Newsletter was issued, and promotion of RSS feeds amongst ministries, universities and research centres was launched.

A particular effort was invested in promoting the 'Together since 1957' theme throughout the year. In addition to the use of the 'Together' logo, the Publications Office developed a 'Celebrating Europe! 50th anniversary of the Treaty of Rome' visual to be showcased in various ways.

In 2007 development and production of promotional print products such as fact sheets, leaflets and posters were high on the agenda. Sixteen promotional tools were produced combining flyers and posters in a multitude of languages and online services. In total 720 000 copies and the annual catalogue *Key publications of the European Union 2007* with a print-run of 70 900 copies in English, German and French were disseminated through the commercial distributors network, mailings and fairs.

Furthermore, the commercial distributors network was kept up-to-date on new publications with a monthly promotional Bulletin (12 issues). This electronic tool in English, French and German lists the latest EU publications on sale — current and forthcoming books — and related promotional material (leaflets, fact sheets, posters, etc.). All 2007 issues are available on the website of the Publications Office.

To further improve the timeliness of the information, a 'pre-information fact sheet' was developed. Sent by e-mail and containing details about the product, it enables commercial partners to plan their promotional activities, approximately eight weeks before the publication is put on the market.

The *newsletter*, press service and presentations to visitor groups and in various meetings and events continued as before.

A call for tender for promotion and marketing activities was published in 2007. A contract is anticipated to be in place in early 2008.

A call for tender for the organisation and management of the participation of European Union departments at events (fairs, exhibitions, conferences) was published in August 2007. The framework contract was signed in December 2007.

## 9. Sales

### 9.1. Sales results

In 2007, 263 new titles were put on sale by the Publications Office (including single issues of the Official Journal and other periodicals). In total 5 361 priced titles could be ordered through EU Bookshop.

The Publications Office issued in 2007 2 025 invoices (which also includes 67 credit notes) for a total amount of 4 449 815 euro, i.e. a decrease of circa 16% in the number of invoices and a decrease of 14% in commercial invoicing compared to 2006. It is, however, worthwhile noting an increase of around 37% in the sales of monographs (books) in comparison with the 2006 data. This 37% improvement in the 2007 figures should mark the start of a bounceback in sales and thus facilitate the information strategy of various author services by fully exploiting all dissemination channels, including commercial ones such as bookshops, both physical and via the internet.

The general downward trend in sales is mainly due to the decrease in sales of subscriptions to the Official Journal (–21% compared to 2006) following the decision to make the electronic version freely available and to the drop of subscriptions to periodicals other than the Official Journal (decrease of 22%) with respect to 2006. Sales of subscriptions still represent the bulk (94%) of publication sales. A detailed overview of 2007 sales results is given in Annex III, Tables 17 and 18.

### 9.1.1. Periodicals

Globally, the total number of subscriptions (all types of subscriptions included) sold decreased by 21% between 2007 and 2006.

#### *Subscription figures*

Publication	2004	2005	2006	2007	Change (%) 2007/2006
Official Journal:					
L&C series (paper)	5 333	4 107	3 315	2 619	–21.00
L&C series (CD-ROM)	1 784	1 565	1 259	1 071	–14.93
CA series (Competition)	1 500	856	637	495	–22.29
S series (CD-ROM)	3 681	2 836	2 128	1 665	–21.76
Secondary legislation	373	14	2	5	+150.00
Periodicals other than the OJ	8 091	6 664	5 313	4 152	–21.85
COM documents	174	125	105	88	–16.19
<b>Total</b>	<b>20 936</b>	<b>16 167</b>	<b>12 759</b>	<b>10 095</b>	<b>–20.88</b>

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 2007.

The availability of the Official Journal free-of-charge on the web continued to show its impact as many clients cancelled their subscription.

Details of the subscriptions, by language, for the L&C series of the Official Journal (paper and CD-ROM editions) and for the OJ S CD-ROM can be found in Annex III (Tables 11 and 12).

In 2007, the number of different types of priced subscriptions to periodicals other than the Official Journal was 11 compared to 14 in 2006. 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 III (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.

### *The 5 most sold periodicals (other than the OJ) in 2007*

Classification order	Title	Number of subscribers		
		2006	2007	Change (%) 2007/2006
1	Cedefop — Vocational Training Bulletin	1 446	1 369	-5.33
2	Report of Cases before the Court of Justice	1 195	1 117	-6.53
3	European Economy	848	774	-8.73
4	Eurostatistics	335	299	-10.75
5	Community Plant Variety Office Official Gazette	287	276	-3.83

### 9.1.2. Monographs

The following table lists the 12 most sold monographs on paper for 2007 by net revenue in EUR.

Classification order	Title	Publishing date <sup>(1)</sup>	Quantity 2005 <sup>(2)</sup>	Quantity 2006 <sup>(2)</sup>	Quantity 2007 <sup>(2)</sup>	Net revenue (in EUR) <sup>(3)</sup>
1	Official Journal of the EU — Combined Nomenclature, L 286	31.10.2007	—	—	582	20 020.80
2	Europe in figures — Eurostat yearbook 2006/2007	20.2.2007	—	—	1 650	19 800.00
3	European Union — Consolidated treaties (November 2006)	3.1.2007	—	—	1 825	18 300.00
4	General report on the activities of the European Union 2006	8.2.2007	—	—	1 352	13 520.00
5	Official Journal of the EU- Combined Nomenclature, L301	31.10.2006	—	363	279	9 872.80
6	Radiation protection 118 — Referral criteria for imaging	6.3.2001	816	54	1 490	9 536.00
7	The European Commission 1958-72 — History and memories	13.7.2007	—	—	473	7 484.00
8	European business — Facts and figures — Data 1995-2005- 2006	16.2.2007	—	—	436	6 976.00
9	Eurostat regional yearbook 2007	4.10.2007	—	—	545	6 540.00
10	Report on competition policy 2005 + supplement to the report	24.4.2007	—	—	524	5 240.00
11	Official directory of the European Union -2006-07	11.10.2007	—	774	265	5 340.00
12	Official Journal of the EU — REACH Legislation, L 136	29.5.2007	—	—	274	4 603.20

<sup>(1)</sup> Publishing date according to EN version.

<sup>(2)</sup> All linguistic versions together.

<sup>(3)</sup> Net revenue = discount for sales agents included.

### 9.1.3. Offline products

In 2007, the total amount invoiced for CD-ROM products was 826 372 euro, 18% less than in 2006 (see Annex III, Table 14).

### Periodicals

For major periodicals on CD-ROM, the number of paying subscribers in 2007 decreased in comparison to 2006.

	2005	2006	2007	Change (%) 2007/2006
OJ S CD-ROM	2 836	2 128	1 665	-21.76
OJ L&C CD-ROM	1 565	1 259	1 071	-14.93

### Publications on CD-ROM

The following table lists the sales of CD-ROMs for 2007, by quantities sold. None of these priced CD-ROMs achieved the figure of 50 copies (all linguistic versions together).

The general downward trend in sales of individual CD-ROMs observed over the last few years continued in 2007. 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 the internet sites of the institutions, agencies and other bodies of the European Union.

### CD-ROM sold by quantity

Classification order	Title	Quantity	Net revenue (in EUR) (¹)
1	Supplement 2 EXTRA-EU TRADE	33	792
2	CD-ROM — Water reuse system management manual -AQUAREC	20	240
3	02/06 INTRA and EXTRA TRADE-EU TRADE Monthly Data. Combined nomenclature	18	432
3	INTRA- and EXTRA-EU TRADE — Monthly data — Comext DVD No 4/2007	18	432
4	CD-ROM transport by air and sea	12	144
5	DVD — Detection of genetically modified organisms	8	7

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

## 9.2. Licensing

TED and EUR-Lex online licences enable the exploitation and commercial re-dissemination by professionals of the information contained in these databases. In December 2007, the number of TED licence holders was 117. This represents an increase of 3.5% with respect to the 113 licences managed in 2006.

At the end of 2007, the number of EUR-Lex licences was 25, compared to 23 in 2006. The total amount invoiced in 2007 for EUR-Lex and TED was 633 767 euro. Prices for 2007 licences were kept the same as in 2006. Licences are invoiced once a year and, in case of renewal, the invoice is issued two months before the current licence expires. A detailed review is given in Annex III, Table 15.

## 9.3. Assessment and prospects

The year 2007 was mainly used for the consolidation and enhancement of the contractual framework and rules between the Publications Office and the members of its commercial distribution network. Furthermore, to expand and update the network of commercial distributors worldwide (in particular to interested organisations outside Europe) a call for expressions of interest was published in the *Supplement to the Official Journal of the*

*European Union* of 10 October 2007 (Information notice No 2007/S 195-236481). In order to increase the awareness and interest of professional distributors, an information seminar was organised on 12 October 2007 at the Frankfurt Book Fair.

The current network of commercial distributors was carefully monitored to facilitate the offer of competitive conditions by the Office.

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 23 November 2007. The main issues raised were as follows:

- The distributors highlighted that for subscriptions, the drop is attributed to the fact that the majority of products are now given away for free via the Internet. However, there is still a continuing market demand for the paper version of EU subscriptions, in particular to the various products relating to the Official Journal.
- With respect to monographs, it was noted there is a real market need for official publications issued by authoritative sources addressing broad European Union issues with analyses for a wide public.
- Regarding languages, most of the replies also point out that the trend to publish in the English language creates a language barrier for the commercial dissemination of publications. Availability of other linguistic versions would facilitate broader distribution, in particular of flagship publications.

These comments will be instrumental in helping the various author services review their information and communication strategies.

The sale of EU publications was handled in conformity with the rules and procedures governing this activity. During 2007 enhanced emphasis was given to addressing outstanding invoices, as well as management of a 'single customer file'. The performance of the current network of commercial distributors (which include 44 European bodies and 7 from outside Europe) was periodically assessed.

## **10. EU Bookshop**

### **10.1. Content**

In 2007, 1 970 titles were added to the EU Bookshop database (now updated daily instead of weekly as was the practice since its opening). Among these 1 100 were new titles and the remainder older titles uploaded in line with specific projects. These projects feed the main Digital Library Project of the Publications Office which was launched in September 2007. Its final aim is to offer a complete online archive of all official European Union publications. The scope of the project is very wide as it concerns the digitisation of some 130 000 publications, corresponding to 14 million pages, from the Publications Office's physical archives. Alongside this will be the extension of the EU Bookshop content to cover an estimated 49 000 publications currently physically available in the Office's archives but not referenced with bibliographical notices on EU Bookshop.

Overall, EU Bookshop contained 25 817 titles published since 1952 by the end of 2007; of these, 7 958 concerned research titles. This represents an increase of 8.3% for the overall figure and of 11.1% for the research titles compared to 2006. 502 826 PDFs were downloaded (+44% compared to 2006).

The 'bulk order' catalogue which was created in 2006 for privileged users such as the information relays managed by DG Communication (Europe Direct network members), contained at the end of 2007 more than 100 titles. Whereas in the beginning, this specific catalogue only contained titles of DG Communication, an increasing number of author services have realised the advantages of the bulk orders (large quantities of free publications for local dissemination in the Member States) and have asked for their publications to be included.

With an average availability of the website of 99.36%, an almost permanent access to EU Bookshop was offered throughout the year.

## 10.2. Awareness

Having reached more than 1 million visits within a year, the EU Bookshop website seems to become increasingly known. Compared to 2006, the total number of visits increased significantly to 1 114 096 (+70.9%).

In addition to general promotion at the Budapest and Frankfurt book fairs and other events, the Publications Office has started to promote the website in a more targeted way, especially towards university students, teachers and librarians — target groups towards which promotion will be strengthened even more in 2008 — as well as the Europe Direct networks, who, having ordered 85% of the free copies, contribute significantly to EU Bookshop's success. The number of free copies ordered by the privileged users went from 46 066 to 467 236 (+914%) whereas the copies ordered by private users decreased from 84 146 to 77 118 (-8.4%).

A turning point in the promotion of the website has been to emphasise that people can actually get free publications, i.e. free access to the electronic version (PDF) if no free physical copy is available.

## 10.3. Scanning workshop

The 'PDF on request' feature offered by EU Bookshop since mid-2006 registered an outstanding success. In 2007, the number of PDFs of old publications requested by the users through the website has increased enormously (+140 % compared to 2006), with an average of around 70 requests per month compared to a monthly average of some 30 in 2006.

In view of the level of requests, the interest for old EUR reports and the upcoming Digital Library Project, contracts were also signed with an external service provider to complement the in-house capabilities and as a test-case for the treatment of huge volumes.

Scanning resulted in the availability and consecutive uploading in EU Bookshop of more than 1 100 PDFs of old publications.

In order to cope with the increasing demand, the purchase of a professional book scanner was launched in 2007 with delivery of the equipment in January 2008.

### III. CORDIS — the Community Research & Development Information Service

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

The CORDIS service was highly visited: an average 6.2 million pages per month were viewed (an increase of 15.7% versus 2006) without any significant impact on availability or performance, while the number of CORDIS users remained stable.

With the aim of improving the governance, synergy and complementarity of activities conducted by the Publications Office and Research DGs, a Service Level Agreement (SLA) was signed on 27 September 2007. This SLA covers communication, publications, promotional and information activities; in particular the Office wishes to see joint editorial committees in cooperation with DG Research and the other DGs concerned with research. The first CORDIS Service Management Board was held on 21 November 2007.

Consideration has been given to hosting CORDIS at the Commission's Informatics DG (DIGIT) or a similar generic Internet Service Provider. Initial contacts were established with DIGIT, and such a migration is estimated to last at least 18 months. An SLA will be prepared and signed for this purpose.

The decision was taken to move the CORDIS helpdesk level 1 (first contact between the users and the helpdesk) to the central helpdesk offered by the Publications Office for all the other online services. Preparatory work was conducted in 2007, so that this migration could be operational in February 2008.

The Administrative Arrangement with the Joint Research Centre/Institute for Prospective Technological Studies was renewed for conducting the development and hosting of the ERAWATCH project as part of CORDIS.

All CORDIS contracts have been extended for 24 months maximum to ensure continuity of service and allow better market consultation during the tendering procedure. An ex-ante study will be conducted in early 2008 to recommend sourcing (insourcing versus outsourcing) scenarios; the recommendations will be validated with representatives from the CORDIS Service Management Board.

Throughout the year, the CORDIS service was regularly updated so as to improve usability, visibility and presentation of information, in particular on the FP7 programme where all the core pages are now available in six languages. All FP7 calls for proposals were published on time in CORDIS, in particular the second large wave of calls in November 2007. A study has been launched to improve CORDIS search, to make recommendations for the integration with the Europa website search facility and to increase visibility in Internet search engines. The results are expected in 2008.

The presidency services for Germany and Portugal were launched, and that for Slovenia prepared. Furthermore, several national and regional services have been revamped and better integrated with Europa and ERAWATCH.

Several new services were opened in CORDIS, such as FP7 thematic pages. A study aimed at revising the CORDIS homepage and navigation of the whole site is now in its

final phase. This will provide a more user-friendly experience in 2008. In addition, the foundations were put in place for revamping the pages for European Researchers Abroad (ERA-link).

A content management system based upon open source software has been introduced to facilitate the updating and the management of content by information providers. The usage of this tool will be promoted in 2008. The decision to use the Project Information Dissemination Service (PIDS), a tool developed by CORDIS to collect information and results on projects directly from project officers and project coordinators, was finally taken in 2007. PIDS will now be used for FP6 projects. Such a decision was vital to ensure that results from projects could be made available to the research community and the citizens via CORDIS and as printed material (see *research\*eu — results supplement*).

The *CORDIS focus Newsletter* was produced on a monthly basis in six language versions (Spanish, German, English, French, Italian and Polish) and disseminated to more than 33 000 subscribers. Its print-run attains 49 050 copies. Preparatory work was launched in 2007 to arrange for the integration of *CORDIS focus* in the *research\*eu* magazine to offer readers a comprehensive view on R&D activities. Changes in editorial responsibilities have been agreed with DG Research to be in place as of January 2008. News published in CORDIS will be authored by DG Research. The *CORDIS focus Newsletter* ceased at the end of 2007. *CORDIS focus thematic supplements* and *CORDIS focus RTD results supplement* will be published respectively under the titles *research\*eu — focus* and *research\*eu — results supplement*.

CORDIS was presented at 42 events in 18 countries, in particular those linked to the launching of the FP7 framework programme, large initiatives such as the International Thermonuclear Experimental Reactor project (ITER) or those organised in partnership with Member States and associated countries (see also under Promotional activities).

A user satisfaction survey was conducted in the second half of 2007 targeting stakeholders, information providers and CORDIS registered users. Encouragingly, the results show a high level of satisfaction, with News and FP7 pages being the best rated services. Users have quoted that CORDIS has significantly improved in usability and clarity. Full reports will be available early in 2008.







# Management

## I. Human resources

### 1. Personnel

#### 1.1. Officials

The total number of statutory posts increased to 655 (from 635 in 2006) to absorb the new tasks resulting from the enlargement to Bulgaria and Romania on 1 January 2007 and the increased number of official languages to process (see Annex III, Table 30 and Graph 1). In addition six posts were used as compensation for part-time work.

In 2007, 29 successful candidates were nominated probationary officials (compared to 50 in 2006 and 112 in 2005). Most of them were recruited to fill some of the 20 new posts that the Budgetary Authority had approved for 2007 further to the 2007 enlargement. 8 Bulgarian and 9 Romanian officials were appointed to permanent posts.

10 officials joined the Office by transfer. During the year, 20 officials left the Office to continue their career in other services of the European institutions and 15 left to retire or for other personal reasons.

Although 2007 did not entail the same recruitment activity as previous years, many posts remained difficult to fill due to various constraints. Lack of appropriate reserve lists and the need for balanced geographical and gender representation among officials left a considerable number of posts vacant for too long a period. Furthermore, the high cost of living in Luxembourg and surroundings was given as a reason by many laureates to turn down offers of employment or interviews for vacant posts.

The new Director-General and three new heads of unit took up duty during 2007, of which two are women.

Within the Office, 2 officials successfully passed competitions for appointment to a higher category (from AST to AD). 9 former C\* category officials, authorised by a new procedure to apply for vacant posts in the assistant function, were appointed in this category. 6 officials (compared to 4 during 2006) participated in a training programme preparing for functions in the administrator function group.

Given that an important part of the Office's permanent staff has been recruited during the last few years, there was reason to believe that some of them had not yet found a post perfectly matching their background, their experience or their interests. A structure dealing with requests for mobility was thus set up at the beginning of 2007. As a consequence, 44 officials (compared to 15 the year before) were able to move to a new post within the Office during 2007 (promotions not included).

## 1.2. Temporary agents

Five temporary agent contracts were granted in 2007 for jobs for which no reserve list existed or for which competitions were in progress.

## 1.3. Contract staff

During 2007, 17 persons were engaged as contract staff. On 31 December 2007, a total of 25 contractual agents were working at the Office. However, this type of contract has not proven to be a solution to reinforce teams quickly due to the time-consuming recruitment process.

As permanent staff for proofreading in the Bulgarian and Romanian languages was becoming only gradually available, 23 persons from these Member States were engaged as contract staff for part of the year, mainly working on preparation of the secondary legislation in those languages.

## 1.4. Gender balance

On 31 December 2007, 52% of all officials in the Office were women. Women occupied 50% of senior management posts, whereas 31% among AD category officials were women (compared to 28% in 2006); in the AST category, 56% were women (see table below). Pre-selection committees for vacant posts are composed of both women and men.

	Grade and gender			
	31.12.2006		31.12.2007	
	female	male	female	male
AD (ex-A*)	28%	72%	31%	69%
AST (ex-B*+ C*+ D*)	54%	46%	56%	44%
<b>Total</b>	<b>51%</b>	<b>49%</b>	<b>52%</b>	<b>48%</b>

## 1.5. Geographical balance

The following table shows the geographical balance of nationalities as at 31 December 2007.

	AD	AST	Total
Belgium	7	61	68
Bulgaria	1	7	8
Czech Republic	1	9	10
Denmark	1	12	13
Germany	11	27	38
Estonia	0	8	8
Ireland	1	6	7
Greece	1	26	27
Spain	6	26	32
France	11	99	110
Italy	8	44	52
Cyprus	0	0	0
Latvia	2	6	8
Lithuania	1	10	11
Luxembourg	2	44	46
Hungary	3	13	16
Malta	1	2	3
Netherlands	0	10	10
Austria	1	3	4
Poland	7	19	26
Portugal	3	21	24
Romania	1	8	9
Slovenia	1	8	9
Slovakia	2	11	13
Finland	1	21	22
Sweden	1	14	15
United Kingdom	6	17	23
<b>Total</b>	<b>80</b>	<b>532</b>	<b>612</b>

## 1.6. Selection of personnel

In 2007, in cooperation with EPSO, the Publications Office organised competitions for proofreaders in three languages: Irish, Maltese, and French. There were no successful candidates for the competition in Irish. The reserve list of the competition in Maltese will be published in the Official Journal at the beginning of 2008. The oral tests of the competition in French are foreseen to take place in April 2008.

## 2. Training

### 2.1. Strategic training plan

The training plan was ready at the beginning of the year. The priorities defined were the development of skills in electronic publication, in marketing and editorial techniques, and adequate training to accompany the grouping together of certain activities.

In total, the training section organised 206 courses.

### 2.2. Participation in training actions

In 2007, the Office staff took part in 5 921 training days. The year-average per staff member is 9.75 days distributed as follows:

- General domain 3.54 days
- Linguistic domain 5.33 days
- IT domain 0.88 days

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

The Office organised locally 39% of the training in the general domain and around 53% of the training in the IT domain.

The Office committed a total of 289 098 euro for training.

The main training courses organised locally were:

- PLAN-JO application for testers and end-users (174 participants)
- EU Bookshop (82 participants)
- Team building (105 participants) for EUR-Lex, IT Projects and Cross-media Publishing Units
- Electronic publishing of the Official Journal (23 participants)
- GescomX and SagapX (23 participants)
- Telephone training (28 participants)
- Multimedia production training (62 participants)

## II. Budget

### 1. Budgetary accounts

#### 1.1. Overall budgetary implementation 2007

In 2007, the overall budget managed (totals committed on all types of appropriations, except where otherwise stated) by the Publications Office amounted to a total of 172.88 million euro (2006: 183.38 million euro), of which 131.79 million euro (2006: 154.16 million euro) came from the budget items formally delegated to the Office, 7.00 million euro came from budget items subdelegated to the Office (in 2007 for the first time) and 34.09 million euro (2006: 29.21 million euro) from appropriations from the institutions' budgets. The difference is mainly due to lower commitments on the CORDIS, Consolidation, OJ L&C and OJ S budget items.

Totals may show divergences due to round-offs.

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

(in million euro)

Budgetary reference	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
<b>Section III — Commission</b>					
02.04 04 02	Completion of the sixth Research Framework Programme (2003 to 2006) (CORDIS) <sup>(1)</sup>	0	0	9.816	67.27
26.01 09 01	Publications Office	88.159	93.82	73.893	78.64
26.01 10 01	Consolidation of Community law	1.989	99.45	0.935	46.77
26.01 11 01	Official Journal of the European Union	18.821	86.82	15.029	69.33
26.02 01	Procedures for awarding and advertising public supply, works and services contracts	22.821	76.54	23.394	76.66
<b>Total</b>		<b>131.790</b>	<b>89.24</b>	<b>123.067</b>	<b>75.51</b>

<sup>(1)</sup> For 2007 expenditure, see next table.

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

In 2007, the Office managed 15 subdelegated budget lines, out of which two related to the publications activities of the Commission's Economic and Financial Affairs DG and 12 related to the Seventh Research Framework Programme (2007-2013) (CORDIS).

(in million euro)

Budgetary reference	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
<b>Section III — Commission</b>					
01.02 02 00	Economic & Financial Affairs DG	—	—	0.053	71.39
01.02 04 00	Economic & Financial Affairs DG	—	—	0.531	93.20
08.02 01 00	Research (CORDIS)	1.389	100	0.177	89.07
08.03 01 00	Research (CORDIS)	0.413	100	0.053	89.07
08.04 01 00	Research (CORDIS)	0.788	100	0.100	89.07
08.05 01 00	Research (CORDIS)	0.244	100	0.031	89.07
08.06 01 00	Research (CORDIS)	0.432	100	0.055	89.07
08.07 01 00	Research (CORDIS)	0.686	100	0.087	89.07
08.08 01 00	Research (CORDIS)	0.138	100	0.018	89.07
02.04 01 01	Enterprise (CORDIS)	0.175	100	0.022	89.07
02.04 01 02	Enterprise (CORDIS)	0.171	100	0.022	89.07
06.06 01 00	Energy & Transport (CORDIS)	0.243	100	0.031	89.07
06.06 02 00	Energy & Transport (CORDIS)	0.230	100	0.029	89.07
09.04 01 00	Information Society & Media (CORDIS)	2.090	100	0.266	100
<b>Total</b>		<b>6.999</b>	<b>100</b>	<b>1.475</b>	<b>91.51</b>

### 1.1.3. Appropriations for which the Director of the Publications Office is authorising officer by codelegation <sup>(1)</sup>

(in million euro)

Budgetary reference	Heading	Commitment appropriations		Payment appropriations	
		Amounts committed	% implementation	Amounts paid	% implementation
Title 02	Enterprise	—	—	0.043	—
Title 04	Employment and social affairs	—	—	0.417	—
Title 07	Environment	—	—	0.212	—
Title 08	Research	—	—	0.916	—
Title 16	Communication	—	—	1.823	—
Title 25	Commission's policy coordination and legal advice	—	—	0.728	—
Title 29	Statistics	—	—	0.416	—
<b>Total</b>		<b>—</b>	<b>—</b>	<b>4.555</b>	<b>—</b>

<sup>(1)</sup> Codelegation received on payment appropriations only.

<sup>(2)</sup> On lines codelegated to the Office, author services pay also productions services not carried out by the Office. Therefore the figures derive from Plan-Publi (publications database), and no implementation figures are displayed.

Tables 21 to 24 in Annex III show the implementation of the commitment and payment appropriations and the appropriations remaining to be settled for the financial year 2007. Graph 7 shows the overall breakdown by institution of the Publications Office costs for 2007.

## 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 34.60 million euro during the financial year 2007.

### *Detail of the payments carried out:*

<i>Management of the budget on behalf of the institutions</i>	<i>(in million euro)</i>
<ul style="list-style-type: none"> <li>■ Official Journal appropriations from institutions other than the Commission (total paid by the Commission, and re-invoiced to the institutions in 2007)</li> <li>■ by the institutions for publications for which the Office gives the technical approval</li> </ul>	15.440 18.646
<b>Total</b>	<b>34.086</b>
 <i>Recovery orders issued by the Office</i>	 <i>(in million euro)</i>
<ul style="list-style-type: none"> <li>■ Recovery orders</li> </ul>	11.414

The recovered amounts enter into the budget as assigned revenue in the corresponding budget headings (see detail by budget line in Annex III, Table 27). This compares to a total value of 12.984 million euro in 2006.

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.

## 2. Commercial accounts

### 2.1. Operating results

Tables 28 and 29 in Annex III list the detail of the commercial activity to 31 December 2007 and of the operating accounts for the financial year 2007.

It should be noted that the amount included to provide for doubtful debts stands at 490 868.95 on 31 December 2007. The Commission and the institutions have been informed accordingly and they will include the respective amounts in their Financial Statements.

### 2.2. Sales revenue

In 2007, net sales revenue amounted to 4 449 816 euro, compared to 5 179 660 euro in 2006. Net sales invoiced stood at 4 536 239 euro in 2007, compared to 6 506 865 euro in 2006. The breakdown by institution is given in Annex III, Table 17. For details on invoiced sales by type of product, see Annex III, Table 18.

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



## III. Procurement and contracts

### 1. Tender procedures

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

#### 1.1. Open procedures concluded

*Procedures concluded with contract award:*

Type of contract	Number of procedures	Number of lots	Number of contracts signed	Total amount (euro)
Single framework contract	6	8	8	66 445 436
Competitive multiple framework contract	3	4	17	8 340 257
Multiple framework contract 'en cascade'	4	17	40	27 534 724
Direct contract	1	2	2	2 069 069
<b>Total</b>	<b>14</b>	<b>31</b>	<b>67</b>	<b>104 389 486</b>

*Procedures concluded without contract award*

3

#### 1.2. Negotiated procedures concluded

*Procedures concluded with contract award:*

Type of contract	Number of procedures	Number of lots	Number of contracts or amendments signed	Total amount (euro)
Single framework contract	4	24	7	1 396 245
Direct contract	4	20	19	1 105 700
Amendment to existing contracts	15	15	31	16 783 912
<b>Total</b>	<b>23</b>	<b>59</b>	<b>57</b>	<b>19 285 857</b>

*Procedures concluded without contract award*

2

#### 1.3. Other procedures

*Procedures concluded with contract award:*

Type of contract	Number of procedures	Number of lots	Number of contracts signed	Total amount (euro)
Single framework contract	2	3	3	1 174 450 245
Direct contract	7	7	7	1 804 469
<b>Total</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>1 978 919</b>

*Procedures concluded without contract award*

1

## 2. Contract management

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

	2005	2006	2007
New contracts established	57	56	108
Amendments to existing contracts established	59	94	50

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

	Number of contracts
Publications Office open procedures	67
Publications Office negotiated procedures	26
Publications Office other procedures	10
Other EU services tendering procedures	5
<b>Total</b>	<b>108</b>

The Publications Office managed 287 contracts as at 31 December 2007.

## IV. Infrastructure

### 1. Facilities management and supporting resources

#### 1.1. Buildings

A proposal for the acquisition of the Mercier building was discussed with Commission's DG Budget.

The call for tenders published at the end of 2007 for conversion into offices of the space formerly occupied the Office's print-shop was closed without awarding a contract, failing eligible offers. New offers are expected early in 2008.

The move of the in-house production system for print on demand (POD) from the Mercier building to the Gasperich site was successfully completed.

#### 1.2. Safety and health

Two evacuation exercises took place in 2007 for each building. A call for expressions of interest was addressed to the staff to complete the ranks of the fire-pickets (EPI).

A new cleaning services contract for the buildings of the Office was signed in the autumn.

#### 1.3. Supporting resources

The number of installed workstations remained stable (945 at the end of 2007 compared to 950 at the end of 2006). In the same period, the number of calls related to IT or General Services received by the helpdesk decreased compared to previous years (2007: 11 027, 2006: 13 314, 2005: 14 132).

With a view to the preparation of the works on the ground floor and in order to regroup certain teams after the 2006 reorganisation, 140 internal moves were made.

### 2. Document management

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

Following the adoption by the Commission of the Common Conservation List ('Liste commune de conservation'), steps to apply these instructions in the Office have been taken.

### 3. Information technology

Throughout 2007 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 call for tender procedure for the new IT framework contract covering the main activities of the data centre, the telecommunications network and IT security was completed; four new contracts were awarded and started. For two lots no acceptable offer was received; a new procedure was prepared and published.

The strategy for storage was revised, and the first parts of the required systems ordered.

The final phase of the migration towards the new Top Level Domain (TLD) .eu was successfully completed.

The Plan-JO application has been put into production, which required the configuring of four new servers and the putting into service of servers for the OJ-Format application (parsing of Word documents before injection into Plan-JO).

A terminal server for supporting remote access for teleworking has been configured and put into production.

A detailed analysis for the possible take-over of CORDIS hosting was launched.

## 4. IT security

The new contract covering this domain started in September.

No serious security incidents required reporting to the Security Directorate in 2007.

Tokens providing teleworkers remote access to their work space were attributed. Security conventions for contractors were processed throughout the year.

## V. IT projects

### 1. Project management

The IT Projects Unit focused its overall attention in 2007 on managerial and organisational aspects of IT project management resulting in a considerable reduction of the number of IT projects and in improved procedures. Several major IT development projects were successfully implemented. The most important ones are mentioned below.

EU Bookshop: the internet service was improved with additional functionalities; work on an improved user interface and migration to an Oracle database was launched.

EUDOR, the EUROpean DOcument Repository for all publications, was upgraded in order to meet the need for additional capacity.

A major project to manage the workflow for producing the Official Journal — Plan-JO— went into production successfully in 2007.

The delivered software for the Plan-JOS project did not meet the requirements; therefore an alternative solution had to be provisionally developed to ensure continuity of operations.

The ‘Starter kit’ for websites using Documentum was improved significantly during 2007, in cooperation with the Commission’s DGs COMM and DIGIT, to respond to users’ needs.

Wiki, one of the tools in the Flexible Platform for Internet Services (FPIS), has been successfully tested and made ready to be used as an internal collaborative and communication tool.

EU WhoisWho, the online edition of the official directory of the European Union, is now updated daily since the end of 2007.

The SIMAP portal which provides access to important information on public procurement in the European Union, has been improved with a better ‘look & feel’.

## VI. Internal control environment

### 1. Risk management and business continuity

The principal activity of the Office is the production and distribution of publications. For this, the Office uses human resources, infrastructure (mainly IT) and outsourcing. Therefore the main risks and risk-management activities (including internal control) of the Office are also concentrated on these areas.

There are no residual risks with both high impact and high likelihood.

The risk register of the Office was reviewed through interviews. The risks of most critical procedures were reviewed with the process owners.

Main areas which require special attention, particularly due to the interinstitutional nature of the Office's work, are satisfaction of author services, production procedures, and in the financial area management of contracts, monitoring progress of commitments and payments, invoicing and collection of receivables.

The risk assessment and the follow-up of risks identified in previous years confirm that risks within the Office are adequately managed. The annual risk analysis exercises are progressively becoming more in-depth.

A risk analysis and the Business Continuity Plan for the Office were established. Work on updating existing contingency plans continued. In this context and following the full implementation of a back-up site for the Data Centre (Data Recovery Plan — DRP) in November 2006, disaster-proofing of further applications was implemented.

### 2. Internal audit capability

The internal audit capability operates in accordance with the Institute of Internal Auditors' attribute and performance standards and code of ethics, and EU regulations and standards.

Four audit tasks were carried out in 2007:

- Testing the effectiveness and adequacy of the internal control in the area of general services, building management and IT infrastructure.
- Audit of the management of contracts in the following outsourced activities of the Office: Series S of the Official Journal and Multimedia production.
- Audit of the follow-up of audit recommendations.
- Audit of the implementation of ICS 19, continuity of operations.

The internal audit capability advises on and monitors the follow-up of all audit recommendations and ensures coordination with external auditors. The internal audit capability provided its opinion according to the regulations. This opinion was taken into account when assessing main risks.

### 3. Financial circuits and control

The financial resources managed by the Office fall into three types.

- Administrative expenditure (salaries, rent, etc.) managed through the Office's own administrative budget, which is annexed to that of the Commission.
- Operational expenditure: work contracted out. This includes financing from within the Office's own budget and other budget lines delegated to the Director of the Office by the Commission. This includes CORDIS, which is part of the 7th framework programme on research and technological development coordinated by the Commission.
- Other financial responsibilities which fall into three categories:
  - orders and payments related to the Official Journal L&C on behalf of all institutions. Payments are regularised between the Commission and the other institutions using the official liaison accounts;
  - validating as 'certified correct' invoices for publications financed by other institutions, agencies or Commission services and ordered through the Office;
  - sales of publications, from issuing invoices to transferring the payments received to the institutions and services concerned.

Within the Office, decentralised financial circuits have been in place since 2002. In 2006, budget cells were regrouped under the three directorates and additional resources were allocated to the Central Management Services Unit.

The internal control coordinator is responsible for co-ordinating internal control activities, managing financial control and evaluation, assessing ICS implementation and risk management and data protection.

Compliance with internal control baseline requirements was assessed based on information available from audit reports, results of financial controls and the interviews and a desk review conducted by the internal control coordinator.

Payments were subject to ex-post controls on a sampling basis (of the amount of invoices).

5 ex-post exercises were conducted:

- 4 on payments covering the period from 23 September 2006 to 31 October 2007 (732 files examined/5 042 transactions (14.52%) representing 22 665 147.67 euro/ 123 069 485.70 euro (18.42%).
- 1 ex-post on commitments introduced by units exempted from ex-ante control between 1 June 2007 and 30 November 2007, covering 69 files on 199 transactions (34.67%) corresponding to 57.7% of the global amount concerned.

On request of the authorising officer by delegation, commitments, recovery orders, commercial invoices, licences and decommitments are subject to a second level of verification.

Based on error rates, second level ex-ante control needs are regularly reviewed.

Daily ex-ante controls based on MUS-DICE sampling process and statistic follow-up for commitments and recovery orders were conducted: 38% (1 022 files examined from 2 693 transactions) integrating the exemption for 5 units since end of May 2007.

Financial Control has also carried out ex-ante checks on 8 de-recognition files (317 items being removed from the inventory).

All transactions with critical errors were examined in detail and recommendations were formulated.

On the basis of the findings of ex-post controls on author accounts other than the Commission, updated rules were prepared to be implemented by the relevant services and followed up jointly by the Financial Control section and the Directorates concerned.

The improving trend of financial control results shows that these are fulfilling their role in continuously improving operational and first level financial controls.

## 4. Evaluation

The evaluation of the framework contract related to the provision of publishing services for the Official Journal was carried out in 2007. The objective was to rationalise the structure of the contract, simplify the price list and optimise the risk management clauses. Recommendations from this evaluation proposed changes to the framework contract concerned to ensure that the future contractual arrangements facilitate the efficient and effective delivery of the *Official Journal of the European Union*.

The evaluation project aimed at analysing risk and streamlining the documentation of the selected critical procedures was completed.

The evaluation of the Key Performance Indicators (KPI) reported to the Management Committee was launched (to be completed in 2008) in order to further align the content and structure of the KPI with the objectives and activities of the Office, to ensure coherence between the KPI and other reports prepared at the Office and to streamline the process of preparing and presenting the KPI.



## VII. Internal environmental management

### 1. Energy

In 2003, the Mercier building's heating system switched from boilers using fossil fuel to a central cogeneration system. This resulted in a reduction of 40% of the carbon dioxide emissions related to the heating of the building (figure provided by the City of Luxembourg).

The Gasperich and Fischer buildings are equipped with gas boilers.

The Publications Office's fleet of official cars generates 15.76 tonnes of carbon dioxide emissions per year.

Further information on electricity and water consumption can be found in Annex III, Table 31.

### 2. Waste management

In March 2006, the Publications Office signed a convention with the organisation SuperDrecksKëscht for its three buildings and thus undertook to comply with the Luxembourg regulatory provisions in the field of recycling. The Publications Office set up selective waste collection. The quality label 'SuperDrecksKëscht fir Betriber' was awarded to the Publications Office on 3 July 2007.

### 3. Paper consumption

Paper consumption covers mainly the administrative needs (photocopying machines/laser printers).

Consumption was 33.8 tonnes in 2007, which represents a decrease of 7.5% compared to 2006.



# D

## Social report

### I. Social dialogue

Throughout 2007, 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, the difficulties of recruiting new officials in Luxembourg especially at the basic recruitment grades. The situation of AST1 with secretarial profile was also discussed on several occasions;
- major administrative procedures such as the career development review, promotion as well as attestation and certification. The Office management informed the Local Staff Committee of its problem in 'absorbing' certified colleagues because of the Office's large population of ASTs compared to AD;
- the content of the staff survey launched in June 2007.

The Local Staff Committee representatives had the opportunity to exchange views on the Office's budget, structure, human resources management, buildings with the members of the Management Committee during the meeting of March 2007.

The Publications Office took part in an interinstitutional round-table discussion on human resources management organised by the Local Staff Committee in Luxembourg. The main points addressed concerned: recruitment (lack of reserve lists, specific difficulties in Luxembourg), training, mobility, certification, work-life balance (flexitime, part-time, etc.), social infrastructures, buildings. This meeting proved to be a very useful opportunity to exchange views and best practices at interinstitutional level.

## II. Health and well-being

In the summer of 2007 a comprehensive Staff Satisfaction Survey was carried out. As a result, many suggestions related to well-being (ventilation, temperature, staff restaurant meals, gym, etc.) were submitted. They will be addressed in an action plan.

One of the factors considered very positive is the presence of a nurse on the Office's premises. Apart from providing daily help on a case-by-case basis and dealing with medical certificates, the nurse has organised various health-promoting actions and campaigns, such as anti-flu vaccinations, eye tests, diabetes awareness and antismoking campaigns. The nurse has also set up a self-help antismoking group and a weight monitoring group which she will continue to support in 2008.

# Annex I

## Governing bodies and key persons

### 1. Members of the Management Committee

The Publications Office's Management Committee was composed as follows:

- Mr Julian Priestley and as of 1 July Mr Harald Rømer, 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 29 June 2007;
- Mr Gerhard Stahl, Secretary-General of the Committee of the Regions.

### 2. Organisational chart of the Office (1.1.2008)

<b>Director-General</b>	<b>M. REICHERTS</b>
Assistant to the Director-General	V. JENSEN-HEYMANS
Adviser	A. BERGER
Internal audit	S. BERTOMEU
<b>Reporting directly to the Director-General</b>	
1. Central Management Services	L. SZABÓ
2. Editorial policy	S. BRACK
3. CORDIS	Ph. LEBAUPE
<b>Directorate R — Resources</b>	
<b>Director</b>	<b>B. M. REYNOLDS</b>
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	S. PREŠERN
<b>Directorate A — Official Journal &amp; Access to Law</b>	
<b>Director</b>	<b>Y. STEINITZ (acting)</b>
1. EUR-Lex	Y. STEINITZ
2. OJ Production Coordination	F. DÖLL
3. OJ Quality Control	W. KAŁAMARZ
4. TED	A. REIS (acting)
5. Copyright/Legal and Documentary Issues	P. BERTELOOT
<b>Directorate B — Publications &amp; Dissemination</b>	
<b>Director</b>	<b>D. SAFFAR</b>
1. Cross-media Publishing	J. YOUNG
2. Editorial Services	F. DIEGO-LUIS
3. Promotion and Distribution	M. LANGLAIS
4. Customer Relations	T. DAMAN
5. EU Bookshop	S. STAPEL

# Annex II

## Interinstitutional committees

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 Management Committee considers that the work carried out by these committees and subcommittees is vital for the progress of the Office's various projects. As far as the Committee 'Publications multimédia — Outils et méthodes' is concerned, the Committee's terms of reference and organisation will be reviewed during 2008.

<b>Groupe interinstitutionnel Lex (GIL)</b>	
<i>Participating institutions</i>	<ul style="list-style-type: none"> <li>■ the institutions represented in the Management Committee</li> <li>■ the European Investment Bank</li> <li>■ (as observers) the Chairman and the Troika of the Council Working Party on Legal Data Processing (GIJC)</li> </ul>
<i>Chair</i>	<ul style="list-style-type: none"> <li>■ <i>Name:</i> Heinemann, Ellen</li> <li>■ <i>Institution:</i> European Parliament</li> <li>■ <i>Tel.:</i> (32-2) 283 17 16, (33) 388 17 47 46, (352) 4300-24122</li> <li>■ <i>Mail:</i> ellen.heinemann@europarl.europa.eu</li> </ul>
<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 2007</i>	3
<i>Main subjects treated in 2007</i>	Election of the President for the period April 2007 to March 2008; contribution EUR-Lex to the Annual Management Report and review 2006; perspectives 2007; 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"> <li>■ <i>Name:</i> H.-G. Crossland</li> <li>■ <i>Institution:</i> European Commission</li> <li>■ <i>Tel.:</i> (32-2) 295 57 46</li> <li>■ <i>Mail:</i> hans-gerald.crossland@ec.europa.eu</li> </ul>
<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 2007</i>	3
<i>Main subjects treated in 2007</i>	<ul style="list-style-type: none"> <li>■ Simplification of Community law</li> <li>■ Consolidation: production and financial balance; daily consolidation; backlog BG and RO; priority list for consolidation in the new languages, status for consolidation in the new languages, statistics for daily and backlog consolidation</li> <li>■ Codification: planning and advancement of the project</li> </ul>

**Eurovoc Steering Committee**

<i>Participating institutions</i>	Parliament, Council, Commission, Court of Justice, Court of Auditors, Publications Office
<i>Chair</i>	Vacant A new president should be appointed
<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 2007</i>	—
<i>Main subjects treated in 2007</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"> <li>■ <i>Name:</i> Andrea Bartolini (Publications Office)</li> <li>■ <i>Tel.:</i> (352) 2929-42768</li> <li>■ <i>Mail:</i> andrea.bartolini@publications.europa.eu</li> </ul>
<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 2007</i>	3
<i>Main subjects treated in 2007</i>	Review of the proposals for the new release (version 4.3)

**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"> <li>■ <i>Name:</i> John Young (Publications Office)</li> <li>■ <i>Tel.:</i> (352) 2929-44399</li> <li>■ <i>Mail:</i> john.young@publications.europa.eu</li> </ul>
<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 2007</i>	1
<i>Main subjects treated in 2007</i>	<ul style="list-style-type: none"> <li>■ Timetable for the 2008 edition</li> <li>■ New layout of the paper edition</li> <li>■ Evolution of the Official Directory</li> <li>■ Work programme 2007-2008</li> </ul>

**Comité de pilotage SEI-BUD**

<i>Participating institutions</i>	Parliament, Council, Commission, Publications Office
<i>Terms of reference</i>	<p>The Committee defines the development strategy of SEI-BUD (Système editorial informatisé pour les documents budgétaires) and controls its set-up.</p> <p>The Committee is assisted by a Technical Interinstitutional Committee (see below).</p>
<i>Date of first meeting</i>	1997
<i>Number of meetings in 2007</i>	—

**Comité technique interinstitutionnel SEI-BUD**

<i>Participating institutions</i>	Parliament, Council, Commission, Court of Justice, Court of Auditors, Economic and Social Committee, Committee of the Regions, European Ombudsman, European data-protection Supervisor
<i>Chair</i>	<ul style="list-style-type: none"> <li>■ <i>Name:</i> Friedrich Döll</li> <li>■ <i>Tel.:</i> (352) 2929-42050</li> <li>■ <i>Mail:</i> friedrich.doell@publications.europa.eu</li> </ul>
<i>Terms of reference (summary description)</i>	The Committee coordinates and plans the budgetary publications and it coordinates the development of the common tools (SEI-BUD, SEI-AMD and SEI-CR) for preparing, managing and sharing the text and figures between institutions.
<i>Date of first meeting</i>	1997
<i>Frequency of meetings</i>	4 times ; year
<i>Number of meetings in 2007</i>	4
<i>Main subjects treated in 2007</i>	<ul style="list-style-type: none"> <li>■ Planning of the publication of the budget 2008 in all its phases,</li> <li>■ Planning and surveying the development of the tools to publish and manage the budgetary text and figures — SEI-BUD/SEI-AMD/SEI-CR.</li> </ul>

**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"> <li>■ <i>Name:</i> Bernard Lahure (Publications Office)</li> <li>■ <i>Tel.:</i> (352) 2929-42378</li> <li>■ <i>Mail:</i> bernard.lahure@publications.europa.eu</li> </ul>
<i>Terms of reference (summary description)</i>	<p>Steering Committee (composed mainly by jurist-linguists and translation services of the institutions): coordination in order to create and maintain the Style Guide in all official languages</p> <ul style="list-style-type: none"> <li>■ + 22 linguistic subgroups (9 created in 2006 for the 'new' languages, Bulgarian and Romanian created in 2007)</li> <li>■ + working group 'Currencies, countries, languages'</li> </ul>
<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 2007</i>	Various meetings in all new linguistic subgroups (finalisation of OJ part of the Guide)
<i>Main subjects treated in 2007</i>	Finalisation of the website migration, production of a paper edition for the EN edition (June), website enlarged to 20 languages [Parts I (OJ) and IV (linguistic rules) available]



**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"> <li>■ <i>Name:</i> Dietmar Braun (Publications Office)</li> <li>■ <i>Tel.:</i> (352) 2929-42174</li> <li>■ <i>Mail:</i> dietmar.braun@publications.europa.eu</li> </ul>
<i>Terms of reference (summary description)</i>	<p>Drafting of recommendations concerning the development of tools and methods; drafting and updating of the "Vade-mecum de la publication multimédia"</p> <p>The Committee's terms of reference and organisation will be reviewed during 2008</p>
<i>Date of first meeting</i>	1999
<i>Frequency of meetings</i>	2-3 times per year
<i>Number of meetings in 2007</i>	3

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

# Annex III

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**Table 1 Official Journal: number of pages per series during the period 1998 to 2007 (all linguistic versions together)**

Series	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
OJL	232 368	227 876	240 520	226 339	262 582	253 100	388 286	409 827	574 016	471 769
OJC	285 586	230 811	225 602	313 406	331 336	303 964	371 204	325 610 <sup>(1)</sup>	377 207	484 313 <sup>(2)</sup>
of which OJCE	—	2 500	38 258	94 941	166 947	135 245	196 127	93 755	132 331	184 684
CPVO	518	878	957	1 036	1 428	1 380	2 014	1 526	(*)	(*)
OHIM	60 812	66 768	71 601	87 928	68 116	73 449	1 852	1 505	(*)	(*)
Other budgetary documents	36 212	37 620	40 634	41 261	41 800 <sup>(3)</sup>	50 996	49 566	90 127	93 512 <sup>(4)</sup>	83 986 <sup>(4)</sup>
<b>Total</b>	<b>615 496</b>	<b>563 953</b>	<b>579 314</b>	<b>669 970</b>	<b>705 262</b>	<b>682 889</b>	<b>812 922</b>	<b>828 595</b>	<b>1 044 735</b>	<b>1 040 068</b>

(\*) Production transferred to Cross-media Publishing Unit and therefore not included in 2007 figures (see B.II.5.2).

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

<sup>(2)</sup> Including issues of OJC and OJCE committed in 2006 and published in 2007 for a total of 161 421 pages.

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

<sup>(4)</sup> 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	2006			2007		
	Number of issues	Pages/issue/language	Pages	Number of issues	Pages/issue/language	Pages
OJL	426 <sup>(1)</sup>	67	574 016	356 <sup>(2)</sup>	58	471 769
OJC	460	43	377 207 <sup>(3)</sup>	404	52	484 313 <sup>(4)</sup>
of which OJCE	46 <sup>(5)</sup>	220 <sup>(6)</sup>	132 331 <sup>(6)</sup>	16	502	184 684 <sup>(7)</sup>
Other budgetary documents			8 658			5 138
PDB	1	2 380	45 220	1	2 004	44 088
DB	1	2 086	39 634	1	1 580	34 760
<b>Total</b>	<b>888</b>		<b>1 044 735</b>	<b>762</b>		<b>1 040 068</b>

<sup>(1)</sup> Including 14 volumes of the Special Edition in Maltese.

<sup>(2)</sup> Including 6 volumes of the OJ Special Edition in Maltese.

<sup>(3)</sup> 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.

<sup>(4)</sup> Including all the C series (C, C A, C E). Also including issues of OJC and OJCE ordered in 2006 and delivered in 2007 for a total of 161 421 pages.

<sup>(5)</sup> 30 OJCE issues have been delivered in 2006 while the rest (16 issues) will be delivered in 2007.

<sup>(6)</sup> This figure does not take into account the number of pages of the above-mentioned 16 OJCE issues (December 2006) which will be delivered in 2007.

<sup>(7)</sup> Including all the issues of OJCE ordered in 2006 and delivered in 2007.

**Table 3**  
**Official Journal:**  
**pages produced,**  
**by institution**

<b>L and C series (760 issues)</b>																
Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2007	Total 2006	Difference	Relative difference in %
Parliament	25 006	18 182	63 329	14 948	12 272	10 765	5 179	32 581	16 091	10 591	31 835	15 467	<b>256 247</b>	189 756	66 491	<b>35.04</b>
Council	5 719	13 989	10 084	5 606	7 892	9 734	7 678	7 281	6 424	20 626	15 699	43 605	<b>154 336</b>	198 685	-44 349	<b>-22.32</b>
Commission	10 462	53 724	40 284	29 816	35 516	32 007	27 672	38 543	22 838	62 285	35 729	49 470	<b>438 346</b>	462 524	-24 178	<b>-5.23</b>
Court of Justice	882	2 040	1 692	3 360	902	1 694	1 958	2 860	2 222	1 788	2 684	2 334	<b>24 416</b>	20 336	4 080	<b>20.06</b>
European Economic and Social Committee	—	1 596	—	2 289	—	—	6 270	—	—	3 278	—	—	<b>13 433</b>	23 598	-10 165	<b>-43.08</b>
Court of Auditors	66	750	—	—	132	352	1 091	—	110	1 232	5 874	4 882	<b>14 489</b>	15 542	-1 053	<b>-6.78</b>
Committee of the Regions	374	—	1 609	—	—	2 068	374	1 364	—	—	—	1 254	<b>7 043</b>	6 612	431	<b>6.52</b>
Others <sup>(1)</sup>	1 284	924	997	1 710	20 262	2 252	1 292	5 557	2 509	1 410	2 997	6 578	<b>47 772</b>	34 171	13 601	<b>39.80</b>
<b>Total<sup>(2)</sup></b>	<b>43 793</b>	<b>91 205</b>	<b>117 995</b>	<b>57 729</b>	<b>76 975</b>	<b>58 872</b>	<b>51 515</b>	<b>88 186</b>	<b>50 194</b>	<b>101 210</b>	<b>94 818</b>	<b>123 590</b>	<b>956 082</b>	<b>951 223</b>	<b>4 859</b>	<b>0.51</b>

<b>L series (356 issues of which 350 OJ L and 6 OJ LM)<sup>(1)</sup></b>																
Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2007	Total 2006	Difference	Relative difference in %
Parliament	180	130	44 105	247	6 212	2 013	1 297	2 087	605	1 983	1 377	5 124	<b>65 360</b>	80 849	-15 489	<b>-19.16</b>
Council	5 719	13 842	3 873	4 913	6 601	8 942	6 754	5 840	6 292	12 596	12 289	32 123	<b>119 784</b>	157 967	-38 183	<b>-24.17</b>
Commission	5 750	19 385	29 936	18 125	23 890	22 150	17 183	15 772	11 815	39 720	19 097	24 103	<b>246 926</b>	305 431	-58 505	<b>-19.15</b>
Court of Justice	—	—	32	—	—	—	—	638	462	6	—	2	<b>1 140</b>	82	1 058	<b>1 290.24</b>
European Economic and Social Committee	—	—	—	441	—	—	—	—	—	—	—	—	<b>441</b>	—	441	<b>—</b>
Court of Auditors	—	—	—	—	—	—	—	—	—	—	—	—	<b>—</b>	—	—	<b>—</b>
Committee of the Regions	374	—	—	—	—	—	—	—	—	—	—	—	<b>374</b>	—	374	<b>—</b>
Others <sup>(2)</sup>	587	2	—	148	19 976	1 342	352	5 479	2 355	220	1 849	5 434	<b>37 744</b>	29 688	8 056	<b>27.14</b>
<b>Total</b>	<b>12 610</b>	<b>33 359</b>	<b>77 947</b>	<b>23 873</b>	<b>56 679</b>	<b>34 447</b>	<b>25 587</b>	<b>29 816</b>	<b>21 529</b>	<b>54 524</b>	<b>34 612</b>	<b>66 786</b>	<b>471 769</b>	<b>574 016</b>	<b>-102 247</b>	<b>-17.81</b>

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

<sup>(2)</sup> Pages of OJ C editions and of OJ C E editions order in 2006 and delivered on 2007 for a total of 161 421 pages.

<sup>(1)</sup> Including 6 volumes of the Special Edition in Maltese (OJ LM = Maltese).

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

**Table 3 (continued)**  
**Official Journal:**  
**pages produced,**  
**by institution**

<b>C series (404 issues, including C...A and C...E series)</b>																
Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2007	Total 2006	Difference	Relative difference in %
Parliament	24 826	18 052	19 224	8 320	6 060	8 752	3 882	30 494	15 486	8 609	30 458	10 343	190 887	108 907	81 980	75.28
Council	—	147	6 210	693	1 291	792	924	1 441	132	8 030	3 410	11 482	34 552	40 718	-6 166	-15.14
Commission	4 712	34 339	10 348	11 692	11 625	9 857	10 489	22 771	11 023	22 565	16 632	25 367	191 420	157 093	34 327	21.85
Court of Justice	882	2 040	1 660	3 360	902	1 694	1 958	2 222	1 760	1 782	2 684	2 332	23 276	20 254	3 022	14.92
European Economic and Social Committee	—	1 596	—	1 848	—	—	6 270	—	—	3 278	—	—	12 992	23 598	-10 606	-44.94
Court of Auditors	66	750	—	—	132	352	1 091	—	110	1 232	5 874	4 882	14 489	15 542	-1 053	-6.76
Committee of the Regions	—	—	1 609	—	—	2 068	374	1 364	—	—	—	1 254	6 669	6 612	57	0.86
Others <sup>(1)</sup>	697	922	997	1 562	286	910	940	78	154	1 190	1 148	1 144	10 028	4 483	5 545	123.69
<b>Total<sup>(2)</sup></b>	<b>31 183</b>	<b>57 846</b>	<b>40 048</b>	<b>33 856</b>	<b>20 296</b>	<b>24 425</b>	<b>25 928</b>	<b>58 370</b>	<b>28 665</b>	<b>48 686</b>	<b>60 206</b>	<b>56 804</b>	<b>484 313</b>	<b>377 207</b>	<b>107 106</b>	<b>28.39</b>
<i>(1) Pages produced for other bodies of the European Union for which no budgetary estimates are made by the Publications Office not included.</i>																
<i>(2) Including pages of OJ C editions and of OJ C E editions ordered in 2006 and delivered in 2007 for a total of 161 421 pages.</i>																
<b>Electronic C series (16 issues)<sup>(1)</sup></b>																
Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total 2007	Total 2006	Difference	Relative difference in %
Parliament	20 760	17 900	19 140	10 460	5 300	8 580	3 680	27 000	15 420	7 524	30 458	5 786	172 188	99 840	72 348	72.46
Council	—	—	4 169	—	946	—	154	1 265	—	660	2 882	2 420	12 496	32 491	-19 995	-61.54
Commission	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Court of Justice	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
European Economic and Social Committee	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Court of Auditors	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Committee of the Regions	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Others <sup>(1)</sup>	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
<b>Total<sup>(2)</sup></b>	<b>20 760</b>	<b>17 900</b>	<b>23 309</b>	<b>10 460</b>	<b>6 246</b>	<b>8 580</b>	<b>4 014</b>	<b>28 265</b>	<b>15 420</b>	<b>8 184</b>	<b>33 340</b>	<b>8 206</b>	<b>184 684</b>	<b>132 331</b>	<b>52 353</b>	<b>39.56</b>
<i>(1) Pages produced for other bodies of the European Union for which no budgetary estimates are made by the Publications Office not included.</i>																
<i>(2) Note that the production 2007 of OJ C E includes issues ordered in 2006 and delivered in 2007 for a total of 161 421 pages. These pages are committed and paid in 2006 budget.</i>																

**Table 4 Public procurement notices published in 2007**

	Works	Supplies	Services	Utilities	Total (*)
<i>EU institutions and other bodies/ International organisations</i>	<b>578</b>	<b>1 814</b>	<b>3 983</b>	—	<b>6 443</b>
<i>Member States</i>					
Belgium	932	2 114	2 472	824	<b>6 364</b>
Bulgaria	190	1 141	541	294	<b>2 166</b>
Czech Republic	305	2 161	3 094	558	<b>6 125</b>
Denmark	293	1 021	1 710	517	<b>3 541</b>
Germany	15 498	7 790	7 326	3 425	<b>34 089</b>
Estonia	83	436	422	156	<b>1 099</b>
Ireland	421	991	1 431	377	<b>3 220</b>
Greece	406	3 923	2 114	601	<b>7 044</b>
Spain	3 194	7 164	9 569	2 246	<b>22 182</b>
France	13 716	26 535	36 959	4 433	<b>81 658</b>
Italy	1 457	5 499	9 968	2 510	<b>19 442</b>
Cyprus	58	484	180	43	<b>766</b>
Latvia	215	1 060	884	252	<b>2 413</b>
Lithuania	170	2 034	1 425	402	<b>4 031</b>
Luxembourg	435	152	94	127	<b>831</b>
Hungary	361	1 528	1 834	657	<b>4 380</b>
Malta	5	228	50	51	<b>334</b>
Netherlands	1 380	2 252	4 440	447	<b>8 526</b>
Austria	2 577	1 311	1 419	925	<b>6 237</b>
Poland	1 108	10 998	10 401	3 698	<b>26 205</b>
Portugal	432	790	861	250	<b>2 333</b>
Romania	865	4 831	2 327	1 655	<b>9 678</b>
Slovenia	337	1 430	763	225	<b>2 755</b>
Slovakia	71	671	615	366	<b>1 727</b>
Finland	326	1 969	1 709	456	<b>4 460</b>
Sweden	968	2 621	3 506	751	<b>7 848</b>
United Kingdom	2 376	8 664	12 905	1 245	<b>25 200</b>
<b>Total</b>	<b>48 179</b>	<b>99 798</b>	<b>119 019</b>	<b>27 491</b>	<b>294 654</b>
Acceding countries	—	—	—	—	—
Candidate countries	8	3	4	—	<b>16</b>
European Economic Area countries	846	1 954	2 097	281	<b>5 182</b>
Government Procurement Agreement countries	123	375	254	24	<b>776</b>
Other	26	60	73	—	<b>160</b>
<b>Grand total</b>	<b>49 760</b>	<b>104 004</b>	<b>125 430</b>	<b>27 796</b>	<b>307 231</b>

(\*) Number of miscellaneous information notices is added directly to totals of countries of origin.

**Table 5 Publications: principal production indicators**

	2006	2007	Change (%)
Publications	6 896	6 107	-11.44
Non camera-ready pages	281 773	374 622	+32.95
Camera-ready pages	167 246	154 364	-7.70
Pages produced	449 019	528 986	+17.81

**Table 6 Publications: production, by institution**

Institution/agency	Non camera-ready pages			Camera-ready pages		
	2006	2007	Change (%)	2006	2007	Change (%)
European Parliament	1 595	907	-43.13	13 308	7 658	-42.46
Council	456	2 259	+395.39	70	6 8970	+9 752.86
Commission	65 372	38 405	-41.25	111 625	102 059	-8.57
Court of Justice	202 160	328 554	+62.52	16 829	12 075	-28.25
Court of Auditors	308	—	-100.00	264	779	+195.08
Committee of the Regions	4 580	1 026	-77.60	2 032	2 432	+19.69
European Investment Bank	268	4	-98.51	2 180	92	-95.78
Decentralised agencies	7 034	3 461	-50.80	20 938	19 004	-9.24
Publications Office	—	1	—	—	3 147	—
Other	—	5	—	—	221	—
<b>Total</b>	<b>281 773</b>	<b>374 622</b>	<b>-32.95</b>	<b>167 246</b>	<b>154 364</b>	<b>-7.70</b>

**Table 7 Publications: number of proofread pages, by language**

Language	2006	2007	Change (%)
BG	—	4 843	—
ES	16 797	35 816	+113.23
CS	12 201	23 876	+95.69
DA	13 096	21 968	+67.75
DE	34 329	33 214	-3.25
ET	9 448	20 389	+115.80
EL	13 046	43 951	+236.89
EN	36 194	36 436	+0.67
FR	34 918	36 646	+4.95
GA	48	343	+614.58
IT	16 435	44 991	+173.75
LV	5 044	26 011	+415.68
LT	3 173	24 791	+681.31
HU	3 892	23 123	+494.12
MT	1 652	5 986	+262.35
NL	15 217	29 568	+94.31
PL	5 143	20 500	+298.60
PT	13 807	30 125	+118.19
RO	—	4 336	—
SK	4 619	24 408	+428.43
SL	2 489	15 738	+532.30
FI	18 340	20 573	+12.17
SV	20 289	27 114	+33.64
Others <sup>(1)</sup>	1 595	852	-46.58
Multilingual <sup>(2)</sup>	—	2 284	—
<b>Total</b>	<b>281 773</b>	<b>557 882</b>	<b>+97.99</b>

<sup>(1)</sup> In 2006 BG and RO were included in 'Others'.

<sup>(2)</sup> Publications with more than one language on a page.

**Table 8** Documentary units loaded into EUR-Lex

Sector	2003	2004	2005	2006	2007	Cumulative at 31 December 2007
Treaties	758	0	781	3	505	6 406
Secondary legislation	3 939	3 421	3 559	3 402	3 113	101 053
Consolidated texts	n.a.	n.a.	3 225	765	1 071	10 595
Complementary law	221	18	21	29	32	1 488
External Relations	421	185	413	363	280	7 064
Preparatory Acts Commission	1 751	1 411	1 762	2 144	2 488	32 821
Preparatory Acts Council	135	60	68	56	26	2 667
Preparatory Acts Parliament	472	1 176	913	290	415	16 912
Economic and Social Committee	161	208	153	181	175	1 646
Committee of the Regions	147	142	72	73	46	891
Court of Justice	806	757	724	807	1 152	18 053
Court of Auditors	38	24	44	42	35	333
European Central Bank	17	13	16	15	13	101
National implementing measures	121	122	—	29	3	2 972
Parliamentary questions	3 350	1 087	2 816	—	573	110 993
EFTA	47	20	68	95	71	710
OJ C Information and Notices	2 983	1 023	3 825	3 290	3 891	41 455
Agencies etc.	72	65	96	77	100	512
Corrigenda	338	555	425	532	677	10 976
<b>Total</b>	<b>15 439</b>	<b>10 287</b>	<b>18 981</b>	<b>12 193</b>	<b>14 666</b>	<b>367 648</b>

**Table 9** Bibliographical and juridical notices

	2004	2005	2006	2007
Official Journal notices	6 502	14 886	8 335	8 631
COM notices	764	746	818	852
EUR-Lex notices	10 287	18 981	12 193	14 666
Publications notices	4 385	3 289	5 778	10 559
Old catalogue notices	n.a.	n.a.	50 500	9 362
Studies	n.a.	n.a.	875	n.a.
<b>Total</b>	<b>21 938</b>	<b>37 822</b>	<b>78 499</b>	<b>44 070</b>

**Table 10** Mailing list management

	2004	2005	2006	2007	Change (%) 2007/2006
Number of addresses on 31 December	1 141 989	714 908	784 923	804 371	+2.5
Number of subscriptions on 31 December	1 427 674	1 038 457	1 192 972	1 051 199	-11.9
Mailing lists on 31 December	879	854	854	842	-1.4
Subscriptions created manually	123 085	114 321	259 767	76 312	-70.6
Subscriptions registered automatically	260 937	91 297	206 647	161 455	-21.9
Deleted addresses	328 740	551 000	161 267	188 812	+17.1



**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	2007	Change (%) 2007/2006	2004	2005	2006	2007	Change (%) 2007/2006
BG	—	—	—	9	—	—	—	—	3	—
ES	667	558	460	362	-21.30	172	141	120	111	-7.50
CS	239	84	66	52	-21.21	15	46	55	85	+54.54
DA	116	102	69	58	-15.94	30	26	20	18	-10.00
DE	846	702	571	496	-13.13	285	229	197	156	-21.81
ET	3	3	3	3	—	1	1	1	1	—
EL	77	57	41	31	-24.39	49	39	36	37	-2.78
EN	677	526	417	327	-21.58	252	190	135	110	-18.52
FR	977	740	604	447	-25.99	276	206	173	135	-21.97
IT	760	590	449	347	-22.72	230	173	149	122	-18.12
LV	1	5	3	2	-33.33	2	1	1	—	-100.00
LT	6	8	8	7	-12.50	1	2	3	2	-33.33
HU	124	52	44	35	-20.45	32	21	10	7	-30.00
NL	309	236	201	159	-20.90	54	36	32	23	-28.13
PL	67	63	60	41	-31.67	45	44	44	35	-20.45
PT	216	175	144	96	-33.33	153	121	105	69	-34.29
RO	—	—	—	11	—	—	—	—	9	—
SK	36	35	38	27	-28.95	123	231	140	117	-16.43
SL	90	64	41	33	-19.51	31	31	19	20	+5.26
FI	59	54	52	39	-25.00	15	12	8	3	-62.50
SV	63	53	44	37	-15.91	18	15	11	8	-27.27
<b>Total</b>	<b>5 333</b>	<b>4 107</b>	<b>3 315</b>	<b>2 619</b>	<b>-20.99</b>	<b>1 784</b>	<b>1 565</b>	<b>1 259</b>	<b>1 071</b>	<b>-14.93</b>

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

Language	2004	2005	2006	2007	Change (%) 2007/2006
BG	—	—	—	1	—
ES	94	83	73	63	-13.70
CS	3	9	5	4	-20.00
DA	133	103	72	54	-25.00
DE	1 343	1 152	913	754	-17.42
ET	1	1	1	—	-100.00
EL	21	10	6	7	+16.67
EN	773	555	394	277	-29.70
FR	761	507	357	258	-27.73
IT	215	158	112	92	-17.86
LV	—	—	—	—	—
LT	—	—	—	—	—
HU	18	16	6	4	-33.33
NL	238	177	128	96	-25.00
PL	5	7	2	1	-50.00
PT	56	44	47	40	-14.89
RO	—	—	—	3	—
SK	7	5	4	3	-25.00
SL	6	4	2	4	-50.00
FI	3	1	2	2	+100.00
SV	4	4	4	2	-50.00
<b>Total</b>	<b>3 681</b>	<b>2 836</b>	<b>2 128</b>	<b>1 665</b>	<b>-21.76</b>

**Table 13 Subscriptions to periodicals other than the Official Journal**

Title	2006	2007	Change (%) 2007/2006
<b>European Parliament</b>			
Debates (CD-ROM)	31	30	-3.23
<b>Total</b>	<b>31</b>	<b>30</b>	<b>-3.23</b>
<b>Commission</b>			
<i>a) General publications</i>			
Bulletin of the EU	Cancelled in 2006	—	—
European Economy	848	774	-8.73
<i>Total general publications</i>	<i>848</i>	<i>774</i>	<i>-8.73</i>
<i>b) Eurostat publications</i>			
Statistics in focus	94	87	-7.45
Eurostatistics	335	299	-10.75
External and intra-EU Trade - Monthly Statistics	144	140	-2.78
Agricultural - Quarterly Statistics	Cancelled in 2006	—	—
Panorama of European Business	Cancelled in 2006	—	—
Economic Data Pocket Book	77	Cancelled in 2007	—
Global subscriptions (4 subscription formulas)	10	Cancelled in 2007	—
<i>Total Eurostat publications</i>	<i>660</i>	<i>526</i>	<i>-20.30</i>
<b>Total Commission publications</b>	<b>1 508</b>	<b>1 300</b>	<b>-13.79</b>
<i>c) COM Documents</i>			
paper edition	105	88	-16.19
<i>Total</i>	<i>105</i>	<i>88</i>	<i>-16.19</i>
<b>Court of Justice</b>			
Staff Cases	14	15	+7.14
Report of Cases + Staff Cases	269	216	-19.70
Report of Cases	912	858	-5.92
<b>Total</b>	<b>1 195</b>	<b>1 089</b>	<b>-8.87</b>
<b>Agencies</b>			
Cedefop — Vocational Training Bulletin	1 446	1 369	-5.32
Community Plant Variety Office Official Gazette	287	276	-3.83
OHIM Official Journal	741	Cancelled in 2007	—
OHIM Bulletin (CD-ROM)	Cancelled in 2006	—	—
<b>Total</b>	<b>2 474</b>	<b>1 645</b>	<b>-33.50</b>
<b>Grand total</b>	<b>5 313</b>	<b>4 152</b>	<b>-21.85</b>

**Table 14 Invoicing: offline products (CD-ROM)**

Title	2006 (euro)	2007 (euro)	Change (%) 2007/2006
OJ S CD-ROM			
subscriptions 2 editions per week	532 291	413 532	-22.31
individual sales	7	18	+150.00
<b>Total OJ S CD-ROM</b>	<b>532 298</b>	<b>413 550</b>	<b>-22.31</b>
OJ L&C CD-ROM			
subscriptions	438 540	375 200	-14.44
individual sales	8 704	1 230	-85.87
<b>Total OJ L&amp;C CD-ROM</b>	<b>447 244</b>	<b>376 430</b>	<b>-15.83</b>
OHIM			
1. OHIM Bulletin CD-ROM			
subscriptions	—	—	—
2. EUROM CD-ROM			
subscriptions	—	—	—
<b>Total OHIM</b>	<b>—</b>	<b>—</b>	<b>—</b>
COMEXT CD-ROM			
<b>Total COMEXT</b>	<b>22 491</b>	<b>22 952</b>	<b>-2.50</b>
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			
<b>Total Other</b>	<b>12 777</b>	<b>13 440</b>	<b>-5.19</b>
<b>Total</b>	<b>1 014 810</b>	<b>826 372</b>	<b>-18.57</b>

**Table 15 Invoicing: database licences**

	2006 (euro)	2007 (euro)	Change (%) 2007/2006
EUR-Lex	412 736	310 625	-24.74
TED	423 500	323 142	-23.70
<b>Total</b>	<b>836 236</b>	<b>633 767</b>	<b>-24.21</b>

**Table 16 Number of licence contracts at 31 December 2007**

	2004	2005	2006	2007	Change (%) 2007/2006
EUR-Lex	26	21	23	25	+ 8.7
TED	108	96	113	117	+3.5
<b>Total</b>	<b>134</b>	<b>117</b>	<b>136</b>	<b>142</b>	<b>+4.4</b>

**Table 17 Sales revenue collected***(in euro)*

Authorising institution	Official Journal <sup>(1)</sup>	Other periodicals	Multimedia products	Other publications	Databases	Various <sup>(2)</sup>	Total
Parliament	448 002	1 407	4 406	6 144	—	331	<b>460 290</b>
Council	504 409	1 584	453	12 338	—	373	<b>519 157</b>
Commission <sup>(3)</sup>	4 646	208 599	24 313	128 769	4 250	38 376	<b>408 953</b>
Court of Justice	74 341	290 546	79	8 235	—	55	<b>373 256</b>
Court of Auditors	81 222	256	62	1 491	—	60	<b>83 091</b>
Economic and Social Committee	67 315	212	55	1 368	—	50	<b>69 000</b>
Committee of the Regions	22 437	71	23	1 064	—	17	<b>23 612</b>
Agencies	—	40 305	2 145	11 016	—	2 525	<b>55 991</b>
Publications Office <sup>(4)</sup>	1 922 346	4 737	1 721	21 853	566 584	25 648	<b>2 542 889</b>
<b>Total</b>	<b>3 124 718</b>	<b>547 717</b>	<b>33 257</b>	<b>192 278</b>	<b>570 834</b>	<b>67 435</b>	<b>4 536 239</b>

<sup>(1)</sup> Official Journal on all type of media.<sup>(2)</sup> Including Royalties.<sup>(3)</sup> Except the Publications Office.<sup>(4)</sup> Including the OJ L&C and the OJ S.**Table 18 Commercial invoicing, by product category***(in euro)*

Product	2004	2005	2006	2007	Change (%) 2007/2006
Official Journal	5 517 781.29	4 608 741.70	3 928 881.38	3 083 416.00	-21.52
Other periodicals	1 892 845.91	1 298 480.08	606 278.97	461 708.00	-2.86
<i>Total Periodicals</i>	<i>7 410 627.20</i>	<i>5 907 221.78</i>	<i>4 531 160.35</i>	<i>3 545 124.00</i>	<i>-21.26</i>
<i>Monographs</i>					
Books	286 618.47	173 627.00	122 433.24	168 218.17	+37.57
Special order <sup>(1)</sup>	—	1 223 150.00	-359 750.00	—	—
Others <sup>(2)</sup>	—	—	—	48 931.33	—
Database licences	966 139.22	674 143.60	836 236.00	633 767.00	-24.21
Datashops	250 058.46	293 083.23	—	—	—
Various	31 931.37	85 258.89	45 580.54	53 775.03	+17.98
<b>Total</b>	<b>8 945 374.72</b>	<b>8 356 484.50</b>	<b>5 179 660.13</b>	<b>4 449 815.53</b>	<b>-14.09</b>

<sup>(1)</sup> 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.<sup>(2)</sup> Sales of single periodicals i.e. single issues of the OJ.

**Table 19 Helpdesk: requests received, by theme**

	2005	2006	2007	Change (%) 2007/2006
Legislation	5 863	4 753	4 230	-11.0
Public procurement	17 825	30 885	35 719	+15.6
General information	6 571	4 298	3 065	-28.7
Document delivery	4 912	2 686	4 339	+61.5
EU Bookshop	1 497	2 685	12 605	+369.5
CORDIS	—	4 970	5 685	+14.39
Other	183	107	269	+151.4
<b>Total</b>	<b>36 851</b>	<b>50 384</b>	<b>65 912</b>	<b>+30.82</b>

**Table 20 Helpdesk: the 10 topics most frequently raised**

Type of question	Number of questions
1 EU Bookshop search on publications (PDF on request)	10 670
2 TED request for information on Contract Award Notices	9 360
3 DOC-Delivery problem with a TIFF order	4 006
4 SIMAP questions how to cancel or modify a publication	3 737
5 SIMAP technical problem (ERR017)	3 472
6 Search on TED	1 806
7 SIMAP technical problem on access	1 772
8 SIMAP questions about the forms (how to publish a notice on JO S)	1 551
9 TED requests for publication	1 407
10 Compliments to the helpdesk	1 155

# Financial and administrative management

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

(EUR)

Item	Heading	Commitment appropriations				Outturn of Commitment appropriations				10=4-7-9	
		Appropriations from budget 2007	Budget changes and other appropriations 2007	Appropriations carried from 2006	Total	Budget 2007	Appropriations carried from 2006	Total	%		
		1	2	3	4=1+2+3	5	6	7=5+6	8+7/4	9	
<b>Title 02: Enterprise</b>											
<b>Chapter 02 04: Cooperation — Space and security</b>											
02.04.02	Completion of the sixth Community Framework Programme (2003 to 2006)	0.00	222 919.06	0.00	222 919.06	0.00	0.00	0.00		222 919.06	0.00
	<b>Total Chapter 02 04</b>	<b>0.00</b>	<b>222 919.06</b>	<b>0.00</b>	<b>222 919.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>222 919.06</b>	<b>0.00</b>
	<b>Total Title 02</b>	<b>0.00</b>	<b>222 919.06</b>	<b>0.00</b>	<b>222 919.06</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>222 919.06</b>	<b>0.00</b>
<b>Title 26: Commission's administration</b>											
<b>Chapter 26 01: Administrative expenditure of Commission's administration, policy area</b>											
26.01.09.01	Publications Office	80 025 000.00	14 018 172.26	0.00	94 043 172.26	88 158 783.26	0.00	88 158 783.26	93.74	5 751 625.30	132 763.70
26.01.10.01	Consolidation of Community law	3 000 000.00	-1 000 000.00	0.00	2 000 000.00	1 989 050.97	0.00	1 989 050.97	99.45	0.00	10 949.03
26.01.11.01	Official Journal of the European Union	22 960 000.00	-1 280 010.21	0.00	21 679 989.79	18 821 204.32	0.00	18 821 204.32	86.81	2 602 172.74	256 612.73
	<b>Total Chapter 26 01</b>	<b>105 985 000.00</b>	<b>11 738 162.05</b>	<b>0.00</b>	<b>117 723 162.05</b>	<b>108 969 038.55</b>	<b>0.00</b>	<b>108 969 038.55</b>	<b>92.56</b>	<b>8 353 798.04</b>	<b>400 325.46</b>
<b>Chapter 26 02: Multimedia production</b>											
26.02.01	Procedures for awarding and advertising public supply, works and service contracts	29 500 000.00	318 007.63	0.00	29 818 007.63	22 821 286.03	0.00	22 821 286.03	76.54	70 200.14	6 926 521.46
	<b>Total Chapter 26 02</b>	<b>29 500 000.00</b>	<b>318 007.63</b>	<b>0.00</b>	<b>29 818 007.63</b>	<b>22 821 286.03</b>	<b>0.00</b>	<b>22 821 286.03</b>	<b>76.54</b>	<b>70 200.14</b>	<b>6 926 521.46</b>
	<b>Total Title 26</b>	<b>135 485 000.00</b>	<b>12 056 169.68</b>	<b>0.00</b>	<b>147 541 169.68</b>	<b>131 790 324.58</b>	<b>0.00</b>	<b>131 790 324.58</b>	<b>89.32</b>	<b>8 423 998.18</b>	<b>7 326 846.92</b>
	<b>Total Publications Office</b>	<b>135 485 000.00</b>	<b>12 279 088.74</b>	<b>0.00</b>	<b>147 764 088.74</b>	<b>131 790 324.58</b>	<b>0.00</b>	<b>131 790 324.58</b>	<b>89.19</b>	<b>8 646 917.24</b>	<b>7 326 846.92</b>

**Table 21**  
**Outturn of commitment appropriations on 31 December 2007**

**Table 22**  
**Outturn**  
**on payment**  
**appropriations on**  
**31 December 2007**

Budget item	Heading	Payment appropriations				Outturn of payment appropriations				Appropriations carried to 2008	Appropriations lapsing
		Appropriations from budget 2007	Budget changes and other appropriations 2007	Appropriations carried from 2006	Total	Budget 2007	Appropriations carried from 2006	Total	%		
		1	2	3	4=1+2+3	5	6	7=5+6	8=7/4	9	10=4-7-9
<b>Title 02: Enterprise</b>											
<b>Chapter 02.04: Cooperation — Space and security</b>											
02.04.02	Completion of the sixth Community Framework Programme (2003 to 2006)	0.00	14 814 183.86	0.00	14 814 183.86	9 815 761.57	0.00	9 815 761.57	66.26	222 919.06	4 775 503.23
	<b>Total Chapter 02.04</b>	<b>0.00</b>	<b>14 814 183.86</b>	<b>0.00</b>	<b>14 814 183.86</b>	<b>9 815 761.57</b>	<b>0.00</b>	<b>9 815 761.57</b>	<b>66.26</b>	<b>222 919.06</b>	<b>4 775 503.23</b>
	<b>Total Title 02</b>	<b>0.00</b>	<b>14 814 183.86</b>	<b>0.00</b>	<b>14 814 183.86</b>	<b>9 815 761.57</b>	<b>0.00</b>	<b>9 815 761.57</b>	<b>66.26</b>	<b>222 919.06</b>	<b>4 775 503.23</b>
<b>Title 26: Commission's administration</b>											
<b>Chapter 26.01: Administrative expenditure of Commission's administration, policy area</b>											
26.01.09.01	Publications Office	80 025 000.00	14 018 172.26	10 424 301.27	104 467 473.53	73 892 727.50	8 430 290.62	82 323 018.12	78.80	20 017 681.06	2 126 774.35
26.01.10.01	Consolidation of Community law	3 000 000.00	-1 000 000.00	872 900.91	2 872 900.91	935 462.06	357 424.43	1 292 886.49	45.00	1 053 588.91	526 425.51
26.01.11.01	Official Journal of the European Union	22 960 000.00	-1 280 010.21	7 850 832.56	29 530 822.35	15 029 028.84	5 195 380.57	20 224 409.41	68.49	6 394 348.22	2 912 064.72
	<b>Total Chapter 26.01</b>	<b>105 985 000.00</b>	<b>11 738 162.05</b>	<b>19 148 034.74</b>	<b>136 871 196.79</b>	<b>89 857 218.40</b>	<b>13 983 095.62</b>	<b>103 840 314.02</b>	<b>75.87</b>	<b>27 465 618.19</b>	<b>5 565 264.58</b>
<b>Chapter 26.02: Multimedia production</b>											
26.02.01	Procedures for awarding and advertising public supply, works and service contracts	29 500 000.00	1 018 007.63	0.00	30 518 007.63	23 393 965.27	0.00	23 393 965.27	76.66	685 045.05	6 438 997.31
	<b>Total Chapter 26.02</b>	<b>29 500 000.00</b>	<b>1 018 007.63</b>	<b>0.00</b>	<b>30 518 007.63</b>	<b>23 393 965.27</b>	<b>0.00</b>	<b>23 393 965.27</b>	<b>76.66</b>	<b>685 045.05</b>	<b>6 438 997.31</b>
	<b>Total Title 26</b>	<b>135 485 000.00</b>	<b>12 756 169.68</b>	<b>19 148 034.74</b>	<b>167 389 204.42</b>	<b>113 251 183.67</b>	<b>13 983 095.62</b>	<b>127 234 279.29</b>	<b>76.01</b>	<b>28 150 663.24</b>	<b>12 004 261.89</b>
	<b>Total Publications Office</b>	<b>135 485 000.00</b>	<b>27 570 353.54</b>	<b>19 148 034.74</b>	<b>182 203 388.28</b>	<b>123 066 945.24</b>	<b>13 983 095.62</b>	<b>137 050 040.86</b>	<b>75.22</b>	<b>28 373 582.30</b>	<b>16 779 765.12</b>

(EUR)

Budget item	1	2	3	4=1-2-3	5	6	7	8	9=5-6-7-8	10=(9-5)/5	11=4+9
Commitments contracted during financial year 2007	Payments made during financial year 2007	Automatic cancellation of unreportable commitments (non dissociated credits)	Commitments from financial year 2007 still to be settled	Commitments to be settled from financial years previous to 2007	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	
<b>Title 02</b>											
<b>Chapter 02.04</b>											
02.04.02 Completion of the sixth Community Framework Programme (2003 to 2006)					23 607 045.52		9 815 761.57	13 791 283.95	-41.58	13 791 283.95	
<b>Total Chapter 02.04</b>			<b>0.00</b>	<b>0.00</b>	<b>23 607 045.52</b>	<b>0.00</b>	<b>9 815 761.57</b>	<b>13 791 283.95</b>	<b>-41.58</b>	<b>13 791 283.95</b>	
<b>Total Title 02</b>			<b>0.00</b>	<b>0.00</b>	<b>23 607 045.52</b>	<b>0.00</b>	<b>9 815 761.57</b>	<b>13 791 283.95</b>	<b>-41.58</b>	<b>13 791 283.95</b>	
<b>Title 26</b>											
<b>Chapter 26.01</b>											
26.01.09.01 Publications Office	88 158 783.26	73 892 727.50	217 604.82	14 048 450.94	10 424 301.27	-1 597 926.43	8 430 290.62	396 084.22	-100.00	14 048 450.94	
26.01.10.01 Consolidation of Community law	1 989 050.97	935 462.06		1 053 588.91	872 900.91	-510 417.28	357 424.43	5 059.20	-100.00	1 053 588.91	
26.01.11.01 Official Journal of the European Union	18 821 204.32	15 029 028.84		3 792 175.48	7 850 832.56	-2 651 721.12	5 195 380.57	3 730.87	-100.00	3 792 175.48	
<b>Total Chapter 26.01</b>	<b>108 969 038.55</b>	<b>89 857 218.40</b>	<b>217 604.82</b>	<b>18 894 215.33</b>	<b>19 148 034.74</b>	<b>-4 760 064.83</b>	<b>13 983 095.62</b>	<b>404 874.29</b>	<b>-100.00</b>	<b>18 894 215.33</b>	
<b>Chapter 26.02</b>											
26.02.01 Procedures for awarding and advertising public supply, works and service contracts	22 821 286.03	16 423 338.72		6 397 947.31	8 707 034.70	-1 396 912.98	6 970 626.55	339 495.17	-96.10	6 737 442.48	
<b>Total Chapter 26.02</b>	<b>22 821 286.03</b>	<b>16 423 338.72</b>	<b>0.00</b>	<b>6 397 947.31</b>	<b>8 707 034.70</b>	<b>-1 396 912.98</b>	<b>6 970 626.55</b>	<b>339 495.17</b>	<b>-96.10</b>	<b>6 737 442.48</b>	
<b>Total Title 26</b>	<b>131 790 324.58</b>	<b>106 280 557.12</b>	<b>217 604.82</b>	<b>25 292 162.64</b>	<b>27 855 069.44</b>	<b>-6 156 977.81</b>	<b>20 953 722.17</b>	<b>404 874.29</b>	<b>-98.78</b>	<b>25 631 657.81</b>	
<b>Total Publications Office</b>	<b>131 790 324.58</b>	<b>106 280 557.12</b>	<b>217 604.82</b>	<b>25 292 162.64</b>	<b>51 462 114.96</b>	<b>-6 156 977.81</b>	<b>30 769 483.74</b>	<b>404 874.29</b>	<b>-72.54</b>	<b>39 422 941.76</b>	

**Table 23**  
**Situation of commitments to be settled on 31 December 2007**



**Table 24**  
**Situation on**  
**revenue and**  
**income in 2007**

(EUR)

Chapter	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	Outstanding balance		
	1	2	3=1+2	4	5	6=4+5	7=3-6		
<b>Title 5: Revenue accruing from the administrative operation of the institutions</b>									
50	889 058.44	1 719 604.33	2 608 662.77	889 058.44	1 596 319.25	2 485 377.69	123 285.08		
55	3 543 294.30	0.00	3 543 294.30	3 151 402.96	0.00	3 151 402.96	391 891.34		
57	1 926 549.48	340 825.55	2 267 375.03	1 926 549.48	339 891.40	2 266 440.88	934.15		
<b>Total Title 5</b>	<b>6 358 902.22</b>	<b>2 060 429.88</b>	<b>8 419 332.10</b>	<b>5 967 010.88</b>	<b>1 936 210.65</b>	<b>7 903 221.53</b>	<b>516 110.57</b>		
<b>Title 6: Contributions and refunds in connection with Community agreements and programmes</b>									
61	3 791.80	0.00	3 791.80	3 791.80	0.00	3 791.80	0.00		
66	5 050 957.08	6 622.17	5 057 579.25	4 421 918.49	6 622.17	4 428 540.66	629 038.59		
<b>Total Title 6</b>	<b>5 054 748.88</b>	<b>6 622.17</b>	<b>5 061 371.05</b>	<b>4 425 710.29</b>	<b>6 622.17</b>	<b>4 432 332.46</b>	<b>629 038.59</b>		
<b>Total Publications Office</b>	<b>11 413 651.10</b>	<b>2 067 052.05</b>	<b>13 480 703.15</b>	<b>10 392 721.17</b>	<b>1 942 832.82</b>	<b>12 335 553.99</b>	<b>1 145 149.16</b>		

	Commission (*)	Parliament	Council	CJ	ECA	EESC	CoR	Total (*)
<b>Preparation of documents in electronic and paper formats</b>								
Paper edition — OJ L + C series	13 952 604.88	1 251 022.43	3 245 554.90	688 824.10	400 447.12	553 824.41	137 213.31	20 209 491.15
Electronic edition — OJ C series	—	1 326 439.79	404 405.26	—	—	—	—	1 730 545.05
OJ L&C CD-ROM	405 301.56	58 919.52	65 315.84	9 174.08	9 130.33	8 322.95	2 767.53	558 931.81
Digital archiving (EUDOR)	153 835.86	22 143.28	24 827.41	3 613.20	3 856.90	3 273.33	1 090.38	212 640.36
Other budgetary documents	396 215.93	43 208.17	266 812.18	—	—	—	—	706 236.28
Other preparation and correction work	—	—	—	—	—	—	—	—
Reprints	5 652.66	—	—	—	—	—	—	5 652.66
Formex validation	1 381 008.84	387 023.81	430 338.81	61 028.43	61 947.38	55 344.90	18 412.21	2 395 104.38
<b>Reference documents</b>								
Tables	205 000.28	8 581.33	36 019.05	38 504.45	—	—	—	288 105.11
Indexes	—	—	—	—	—	—	—	—
<b>Infrastructure and logistics</b>								
Transport/packaging/dispatch	1 012 311.29	193 520.63	124 704.43	25 759.73	31 326.64	25 032.36	8 065.23	1 420 720.31
Eurovoc	1 516.55	80.66	324.47	363.32	—	—	—	2 285.00
Indexation system	—	—	—	—	—	—	—	—
Computerised production systems (SEI)	641 308.73	531 212.19	323 718.98	—	—	—	—	1 496 239.90
Miscellaneous information products	1 763 315.36	522 430.43	572 127.90	77 712.03	80 730.94	70 429.29	23 379.71	3 110 125.66
IT development	608 700.63	191 208.46	207 830.94	27 332.29	23 351.72	25 077.16	8 027.32	1 091 528.52
<b>Miscellaneous products</b>								
Miscellaneous services	142 510.65	12 542.21	55 398.39	4 154.31	388 772.24	1 707.03	566.74	605 651.57
Secondary legislation	1 698 491.54	220 705.59	2 757 989.60	—	—	—	—	4 677 186.73
<b>Total (*) (1)</b>	<b>22 367 774.76</b>	<b>4 769 038.50</b>	<b>8 515 068.16</b>	<b>916 465.94</b>	<b>999 563.27</b>	<b>743 011.43</b>	<b>199 522.43</b>	<b>38 510 186.49</b>

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

(2) Payments done in 2007 with 2007 and/or 2006 credits (regularisations included, which may lead to negative amounts).

(3) Provisional figures.

(4) Including other EU bodies.

**Table 25**  
**Official Journal:**  
**costs of services**  
**charged in 2007**

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

Institution, agency or other body	2006		2007		2007/2006	
	Amount (euro)	%	Amount (euro)	%	Difference (euro)	%
<b>Institutions</b>						
Commission	11 654 144.15	73.8	13 980 354.60	74.98	2 326 210.45	16.64
European Parliament	345 157.31	2.19	276 861.26	1.48	-68 266.05	-24.65
Council	4 527.94	0.03	59 849.69	0.32	55 321.75	92.43
Court of Justice	1 076 323.57	6.82	1 105 020.46	5.93	28 696.89	2.60
Court of Auditors	39 432.21	0.25	243 919.53	1.31	204 487.32	83.83
Economic and Social Committee	332 732.56	2.11	171 030.43	0.92	-161 702.13	-94.55
Committee of the Regions	187 724.59	1.19	210 833.55	1.13	19 963.43	9.61
Ombudsman	266 701.29	1.69	207 688.302	1.11	-59 013.27	-28.41
All institutions	886.60	0.01	105 309.98	<b>0.56</b>	104 423.38	99.16
<b>Sub-total</b>	<b>13 907 630.22</b>	<b>88.1</b>	<b>16 360 897.52</b>	<b>87.74</b>	<b>2 453 267.30</b>	<b>14.99</b>
<b>Agencies and other bodies</b>						
OHIM	98 121.22	0.62	59 315.55	0.32	-38 805.67	-65.42
Cedefop	214 760.58	1.36	185 760.81	1.00	-28 999.77	-15.61
CPVO	40 368.86	0.26	31 808.77	0.17	-8 560.09	-26.91
EMCDDA	145 642.23	0.92	290 410.82	1.56	144 768.59	49.85
ECDC	—	—	38 816.56	0.21	5 716.22	14.73
EU-OSHA	371 744.97	2.35	359 467.97	1.93	-12 277.00	-3.42
EUMC	33 100.34	0.21	—	—	—	—
OLAF	133 790.00	0.85	68 807.11	0.37	-64 982.89	-94.44
European Schools	37 616.95	0.24	43 025.84	0.23	5 408.89	12.57
Eurojust	—	—	260 533.86	1.40	—	—
Europol	40 562.50	0.26	39 392.98	0.21	-1 169.52	-2.97
Publications Office	586 037.61	3.71	757 535.45	4.06	171 497.84	22.64
Other	179 736.34	1.14	150 596.33	0.81	-29 140.01	-19.35
<b>Sub-total</b>	<b>1 881 481.60</b>	<b>11.9</b>	<b>2 285 472.05</b>	<b>12.26</b>	<b>403 990.45</b>	<b>17.68</b>
<b>Total</b>	<b>15 789 111.82</b>	<b>100</b>	<b>18 646 369.57</b>	<b>100</b>	<b>2 857 257.75</b>	<b>15.32</b>

**Table 27 Number and amount of recovery orders issued in 2007 assimilated to assigned revenue**

Budget line	Recovery orders	
	Number	Amount (in euro)
26.010901.010300 — Building & related expenditure	13	89 007.17
26.010901.020301 — Database management	3	318 850.98
26.010901.020501 — General publications	314	811 355.33
26.010901.020601 — Dissemination		6 931 924.23
<b>Total 26.010901</b>	<b>330</b>	<b>8 151 137.71</b>
26.011101 — Official Journal	84	2 335 822.83
26.020100 — Public procurement	3	828 378.76
02.040402.05 — Research and Development (CORDIS)	1	98 311.80
Non-budgetary — Closing of Publications Office imprest account	1	495.87
<b>Grand total</b>	<b>419</b>	<b>11 414 146.97</b>

NB: Detail of amount of 11.414 million euro mentioned on page 47.

## Commercial accounts

**Table 28 Balance sheet at 31 December 2007**

(EUR)

Assets			Liabilities		
Item	2006	2007	Item	2006	2007
<b>Current Assets</b>			<b>Current Liabilities</b>		
Trade accounts receivable	524 988.78	420 738.85	Payables DG & Institutions	1 426 792.98	1 003 765.58
Term deposits	709 916.98	200 000.00	Payables DG & Institutions Sales proceeds to assign	73 069.53	55 488.79
Sight deposits	264 956.75	438 515.52			
<b>Total</b>	<b>1 499 862.51</b>	<b>1 059 254.37</b>	<b>Total</b>	<b>1 499 862.51</b>	<b>1 059 254.37</b>

**Table 29 Profit-and-loss account at 31 December 2007**

(EUR)

Charges			Products		
Item	Expenditure		Item	Income	
	2006	2007		2006	2007
Invoiced rebates	1 504 817.51	1 264 431.75	Gross sales revenue	6 684 477.68	5 714 247.28
Insolvent debtors			Charges invoiced		
Provision for doubtful debts	1 197.84	17 967.12	Miscellaneous revenue		
Miscellaneous charges	413.46		Recovered fees		
Exchange losses	1 926.33		Exchange gains		
Adjustments to bank accounts			Adjustments to bank accounts		
Debit interest			Credit interest	69 261.57	59 432.32
Bank charges	5 291.63	3 146.08	Adjustment on provision for doubtful debts		
Operating result	5 240 092.48	4 488 134.65			
<b>Total</b>	<b>6 753 739.25</b>	<b>5 773 679.60</b>	<b>Total</b>	<b>6 753 739.25</b>	<b>5 773 679.60</b>

## Personnel management

**Table 30 Staff numbers 2006 and 2007**

Category and grade	2006	2006	2007	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	10	AD 5
<b>Total A*</b>	<b>80</b>	<b>80</b>	<b>82</b>	<b>Total AD</b>
B*11	3	3	3	AST 11
B*10	44	44	44	AST 10
B*9	4	4	4	AST 9
B*8	45	45	45	AST 8
B*7	67	69	70	AST 7
B*6	50	98	97	AST 6
B*5	33	72	72	AST 5
B*4	—	56	56	AST 4
B*3	82	130	148	AST 3
		32	32	AST 2
		2	2	AST 1
<b>Total B*</b>	<b>328</b>	<b>555</b>	<b>573</b>	<b>Total AST</b>
		<b>635</b>	<b>655</b>	<b>Grand total</b>
C*7	2			
C*6	48			
C*5	38			
C*4	43			
C*3	42			
C*2	31			
C*1	2			
<b>Total C*</b>	<b>206</b>			
D*5	1			
D*4	13			
D*3	6			
D*2	1			
D*1	—			
<b>Total D*</b>	<b>21</b>			
<b>Grand total</b>	<b>635</b>			

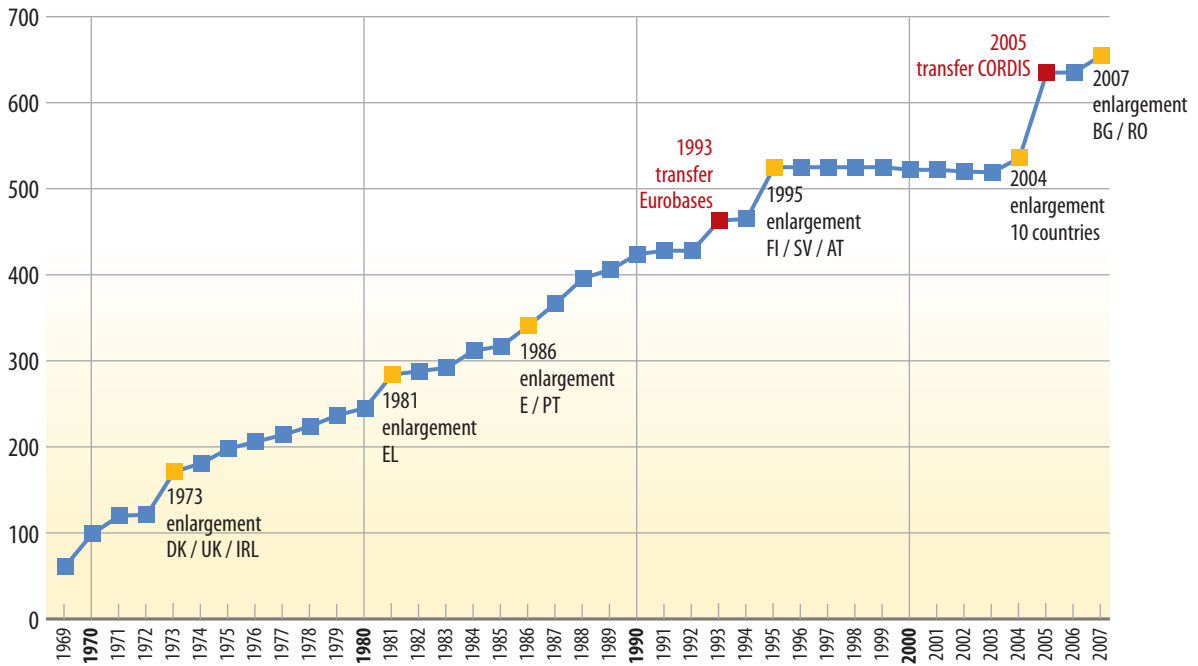
**Table 31 Electricity and water consumption***A. Electricity (in kWh)*

Building	2004	2005	2006	2007
Fischer		272 626	375 627	338 655
Gasperich	794 776	806 511	732 060	745 686
Mercier	4 270 378	4 089 479	3 796 879	3 322 802
<b>Total</b>	<b>5 065 154</b>	<b>5 168 615</b>	<b>4 904 566</b>	<b>4 407 143</b>

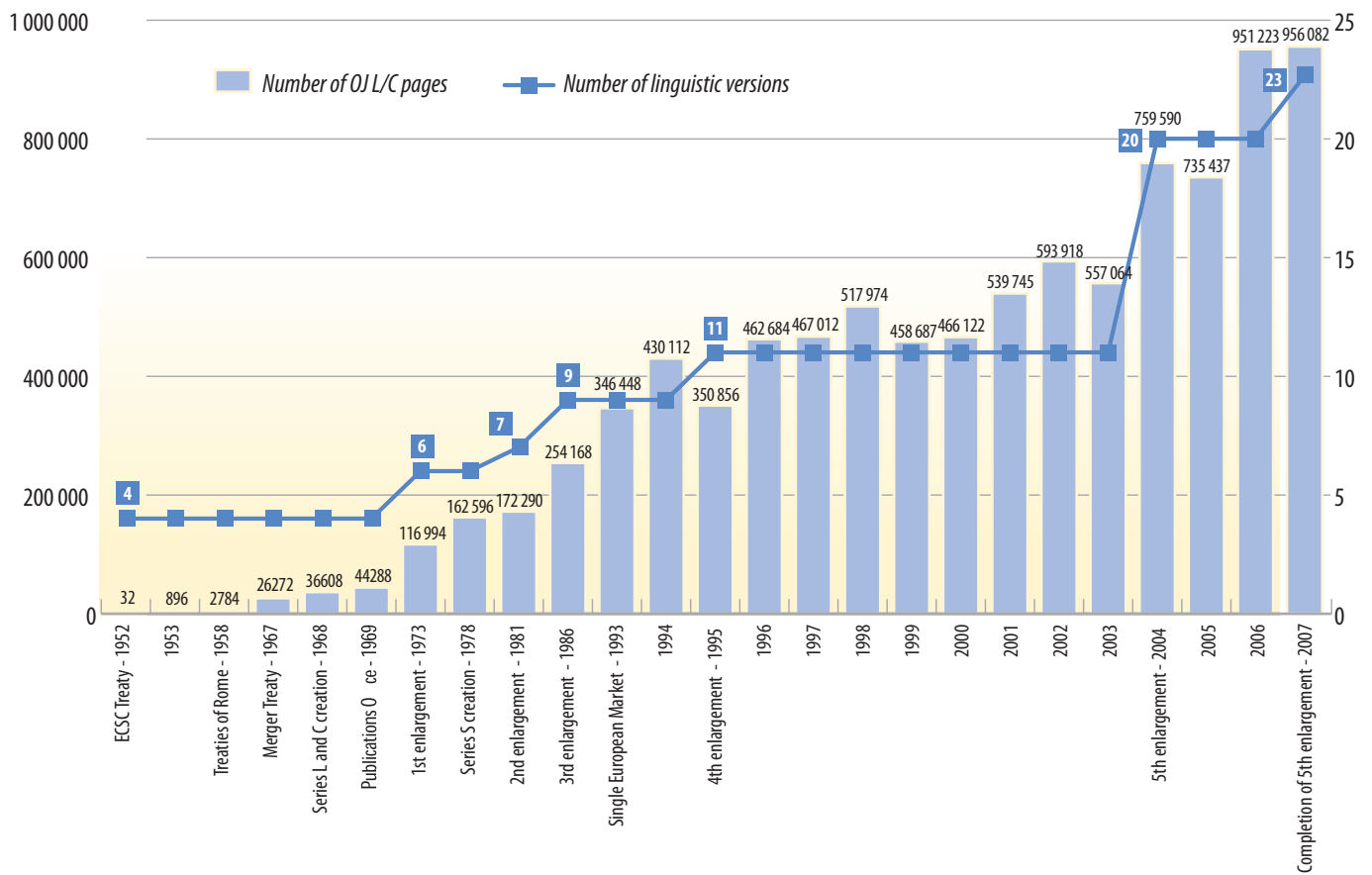
*B. Water (in m<sup>3</sup>)*

Building	2004	2005	2006	2007
Fischer		436	1 564	1 236
Gasperich	648	689	589	605
Mercier	14 880	17 562	13 399	11 626
<b>Total</b>	<b>15 528</b>	<b>18 687</b>	<b>15 552</b>	<b>13 467</b>

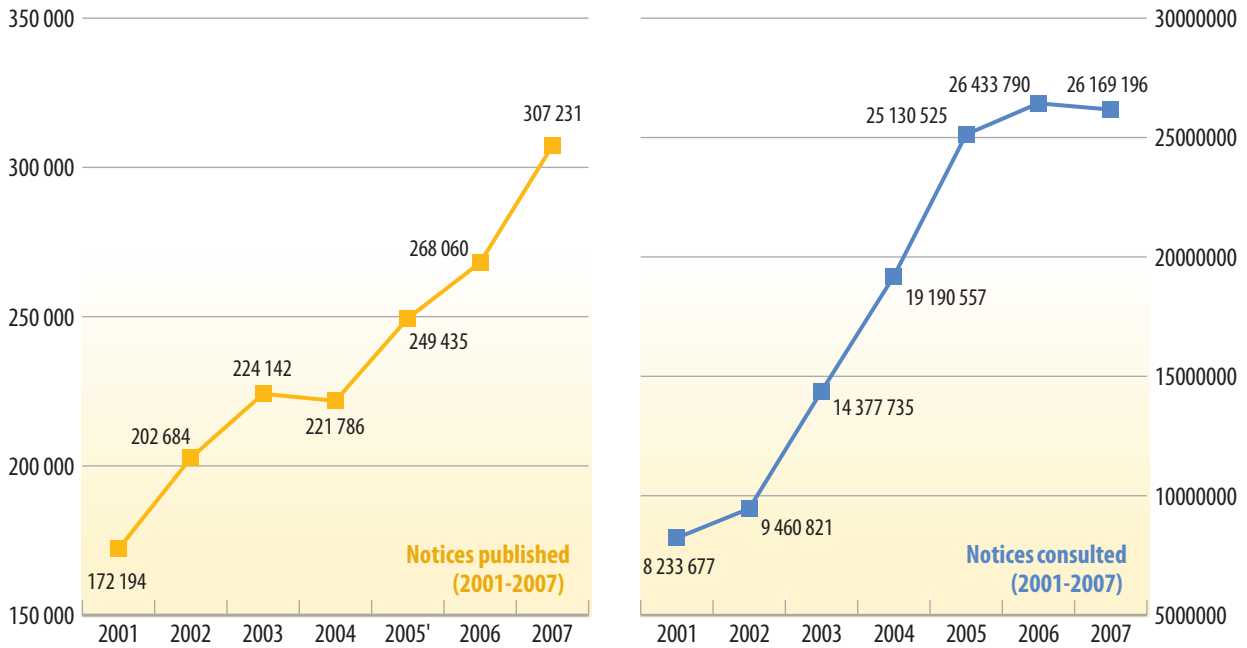
**Graph 1 Evolution of the staff (1969-2007)**



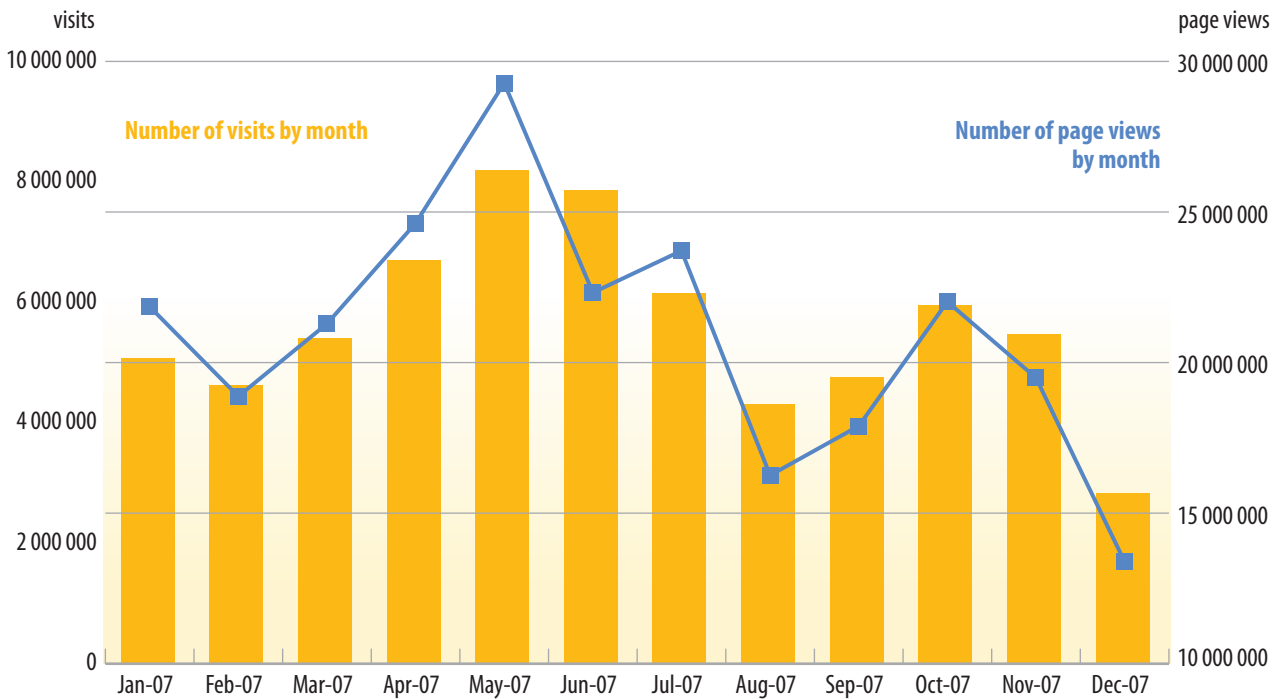
**Graph 2 Evolution of the Official Journal production (1952-2007)**



**Graph 3 TED consultation figures**

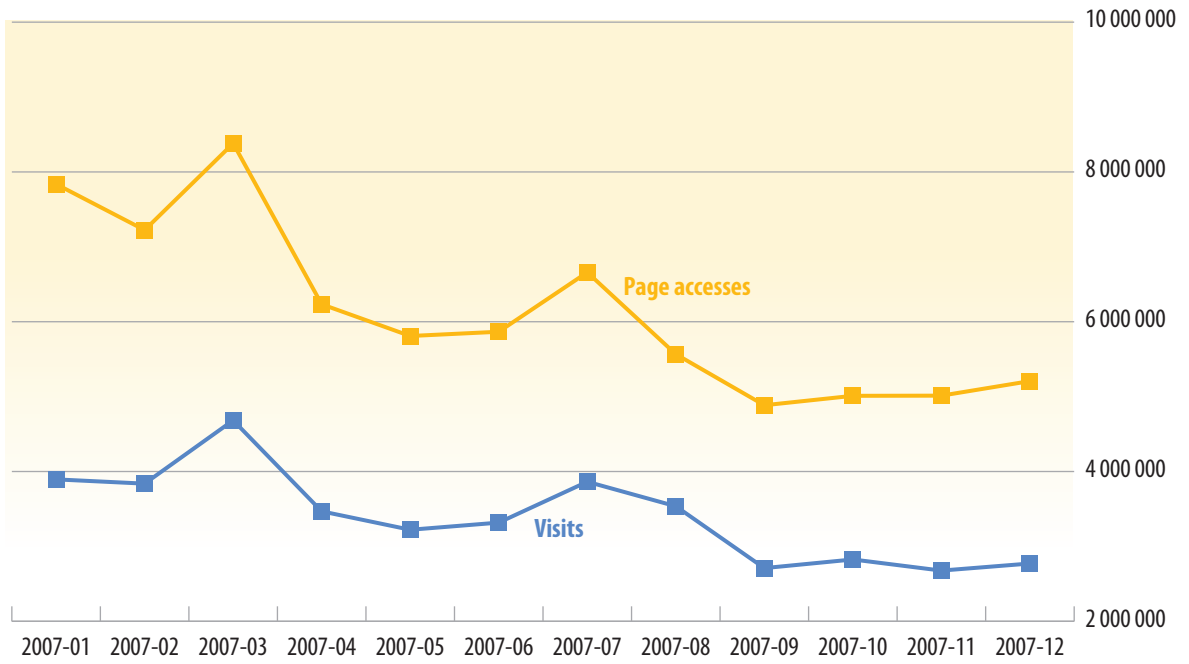


**Graph 4 EUR-Lex consultation figures**

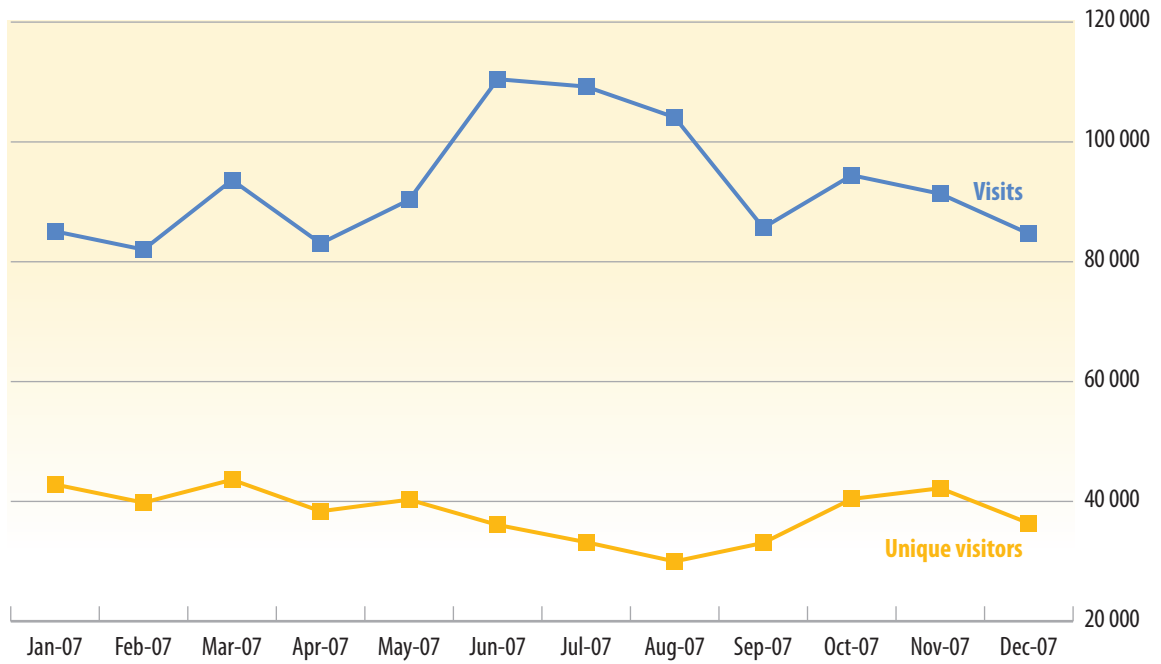




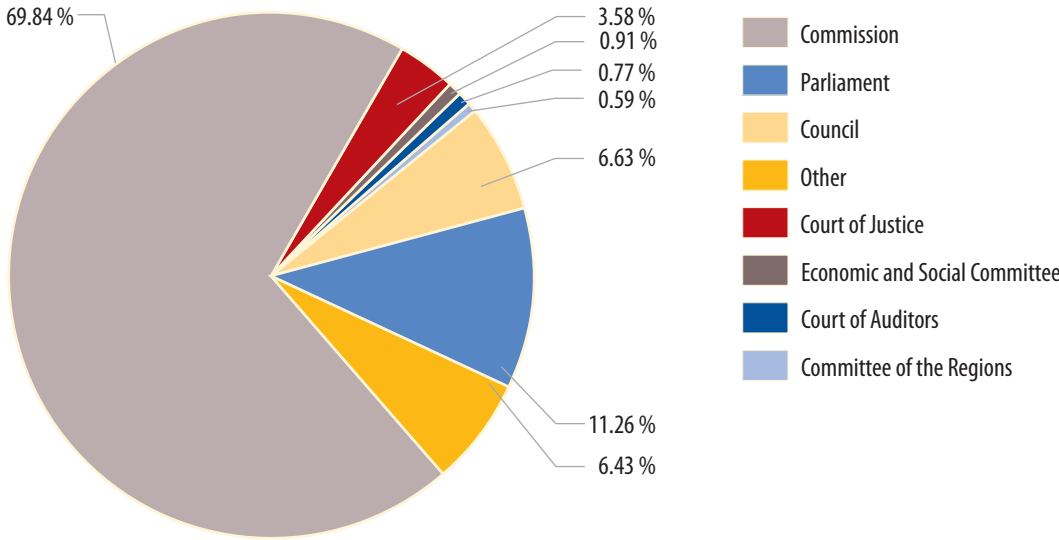
**Graph 5** CORDIS consultation figures



**Graph 6** EU Bookshop consultation figures



**Graph 7 Breakdown of the Publications Office costs by institution**



# Annex IV

## Balance sheet and profit-and-loss statement

### Balance sheet

Notes  
reference

#### Assets

##### Fixed assets

1	Intangible fixed assets	624 776
2	Tangible fixed assets	2 783 902
		<u>3 408 678</u>

##### Current assets

3	Stock	426 621
4	Short-term pre-financing	2 315 080
5	Receivables	780 013
6	Active accruals and deferrals	966 466
7	Receivables of commercial activity	420 739
8	Cash of commercial activity	638 515
		<u>5 547 434</u>

#### Liabilities

##### 9 Capital

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

##### 10 Non current liabilities

	Medium/long-term provisions	3 152 326
		<u>3 152 326</u>

##### Current liabilities

11	Payables	1 502 777
12	Passive accruals and deferrals	12 074 061
13	Payables of commercial activity	260 921
		<u>13 837 759</u>

## Economic outturn

Notes  
reference

### 14 Revenue

Sales of publications	2 697 137
Inter-Commission and inter-institutional revenue	8 142 550
Other revenue	568 572
	<u>11 408 12592</u>

### Expenses

15 Operational expenses	(34 740 159)
16 Movements on stock	137 211
17 Staff expenses	(40 390)
18 Buildings expenses	(8 840 754)
19 Publications expenses	(34 572 461)
20 Other administrative expenses	(11 535 599)
21 Fixed assets related expenses	(2 398 793)
22 Financial expenses	0
23 Internal Commission expenses	(1 751 495)
	<u>(93 742 440)</u>

## Off balance

### Contingent assets

24 Guarantees received	10 959 808
25 Other contingent assets	484 343
	<u>11 444 151</u>

### Contingent liabilities

26 Commitments	34 301 074
27 Long-term leases	60 176 145
	<u>94 477 219</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 2007 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 2009 these purchases will be booked as charges. Thus the assets value shown under this category only represents the expenses of software bought on the market.

#### 2 Tangible fixed assets

This 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.

As in the previous years the Office includes the total value of these assets in its balance sheet, and not just the Commission's share.

Table 1 shows the 2007 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 18 320 202 euro.

As the accounting rule No 9 states, it is valued at the lower of cost and net realisable value. The net realisable value as of 31 December 2007, lower than the cost, is estimated to be equal to the amount of stock 2006 sold in 2007: 75 753 euro.

The stock of materials and supplies consumed in the production process (printing and distribution) has a gross value at 31 December 2007 of 451 509 euro. For this type of stock an impairment value due to specific obsolescence or damage has been calculated. The impairment value is 100 641 euro. The net value is therefore 350 868 euro.

#### 4 Short-term pre-financing

The net value of pre-financing still open as of 31 December 2007 is 2 315 080 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 2008.

#### 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 2008 related to services performed in 2007, charges paid in 2007 for services to be rendered in 2008 (i.e. rents).

This category does not include 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 (911 607 euro) from which is deducted a provision of 490 868 euro for doubtful debtors.

#### 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 17 663 324 euro.

#### 10 Non current liabilities

This is a provision of 3 152 326 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

This represents the amount of supplier invoices received and to be paid as of 31 December 2007. It includes the share to be paid on behalf of other institutions.

## 12 Passive accruals and deferrals

This section reports:

- payables for services and goods rendered in 2007 but not yet invoiced by the suppliers (11 607 367 euro). This amount includes the amount of invoices to be received for services rendered in 2007 and to be cleared against a previous pre-financing payment (1 159 389 euro);
- deferred income for 2008 subscriptions invoiced during 2007: 466 424 euro (mainly TED licences).

## 13 Payables of commercial activity

This concerns amounts related to the commercial activity payable to institutions and agencies.

### Economic outturn

## 14 Revenue

This section includes:

- the yearly sales of publications for which the Office is the beneficiary (2 697 137 euro), including the Commission's share of the Official Journal L&C series;
- the amount of inter-Commission and inter-institutional revenue: 8 142 550 euro (mainly revenue for storage and dissemination costs). Since the cut-off scope does not include inter-Commission transactions, as far as these transactions are concerned, the amount shown in the accounts is not the accrual amount, but simply relates to the total value of recovery orders issued during the year;
- other miscellaneous revenue which includes the share of assets bought during the year and paid by other institutions (235 778 euro), and the value of recovery orders for storage, dissemination and printing costs issued in 2007 to bodies outside the consolidation scope (332 794 euro).

### Expenses

According to the accrual accounting principles the economic outturn includes not only the expenses incurred and paid in 2007 but also expenses for goods and services delivered during the year not yet paid or invoiced. In order to compute the expenses incurred in 2007 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 2007. Around 90% of the outstanding amounts have been analysed in detail. As far as the remaining 10% is concerned, a statistical method has been used.

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 by the Office to Commission Services (PMO and DG DIGIT).

## 15 Operational expenses

For the Office this represents expenses on operational budget-lines: CORDIS, OJ S and the charges for publications on co/sub-delegations on operational budget-lines. 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 2007 (6 465 377 euro) and the building maintenance expenses (2 318 351 euro).

**19 Publications expenses**

This account includes the following types of expenses, not included under the operational expenses: storage and dissemination, proofreading expenses, printing (including expenses under administrative 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.)

**20 Other administrative expenses**

The biggest amounts in this section are:

- 78% (8 957 345 euro) concerns the cost of IT maintenance, the development of large customised software projects, and the purchase of office supplies whose unitary cost is below 420 euro;
- 13% (1 549 225 euro) concerns external proofreading and other goods and services expenses.

**21 Fixed assets related expenses**

This represents the amount of the annual depreciation of tangible and intangible fixed assets. It also includes loss/gain on the disposal of assets.

**22 Financial expenses**

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

**23 Internal Commission expenses**

This section (1 751 495 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 (1 213 266 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 rather the total value of recovery orders received during the year.



## Off balance

### 24 Contingent assets: guarantees received

The value of guarantees received comprises performance guarantees (6 825 726 euro) and pre-financing guarantees (4 134 082 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 2007. 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
<b>A. Acquisition value</b>						
Previous year-end	2 694 703	632 847	4 522 914	12 937 726	604 530	21 392 721
Changes during the year						
<i>Acquisitions during the year</i>	205 573	58 978	4 371	1 365 227	44 168	1 678 317
<i>Disposal and withdrawals</i>	0	-53 682	-883 671	-832 802	-7 771	-1 777 927
<i>Transfers &amp; other</i>	-1 667 593	6 110	-27 711	1 349 954	-94 952	-434 193
<b>Year-end</b>	<b>1 232 683</b>	<b>644 253</b>	<b>3 615 904</b>	<b>14 820 105</b>	<b>545 974</b>	<b>20 858 918</b>
<b>B. Depreciation and value adjustments</b>						
Previous year-end	-2 570 508	-351 148	-3 846 609	-9 749 817	-530 964	-17 049 045
Changes during the year						
<i>Amortisation for the year</i>	-52 806	-45 187	-75 996	-2 016 439	-26 410	-2 216 839
<i>Disposal and withdrawals</i>	0	19 819	509 326	825 625	6 924	1 361 694
<i>Transfers &amp; other</i>	2 015 407	-8 252	21 230	-1 669 387	94 952	453 950
<b>Year-end</b>	<b>-607 907</b>	<b>-384 769</b>	<b>-3 392 048</b>	<b>-12 610 019</b>	<b>-455 497</b>	<b>-17 450 240</b>
<b>Net book value (A+B)</b>	<b>624 776</b>	<b>259 484</b>	<b>223 855</b>	<b>2 210 086</b>	<b>90 477</b>	<b>3 408 678</b>

**Table 2 Operating lease**

Description	Charges still to be paid			Total charges to be paid
	<1 year	1-5 years	>5 years	
Mercier building	4 431 156	17 724 626	25 603 586	47 759 368
Gasperich building	789 309	3 157 234	1 479 143	5 425 686
Fischer building	1 110 044	4 440 175	1 383 753	6 933 973
Parking Commerce	0	0	0	0
Parking Fed Agricole	8 451	0	0	8 541
Cars	23 148	25 429	0	48 577
<b>Total</b>	<b>6 362 198</b>	<b>25 347 465</b>	<b>28 466 482</b>	<b>60 176 145</b>



European Commission

**Annual Management Report 2007**

Luxembourg: Office for Official Publications of the European Communities

2008 — 97 pp. — 21 x 29.7 cm

ISBN 978-92-78-40523-6



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ISBN 978-92-78-40523-6



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