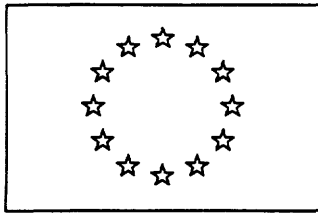


**Translation Centre for the bodies of the European Union**

**REPORT ON THE  
ACTIVITIES  
1997**

**WORK  
PROGRAMME  
1998**



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1998**

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

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

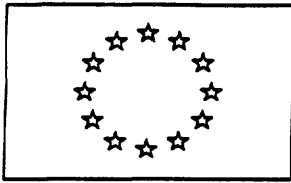
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Translation Centre for the bodies of the European Union

# **REPORT ON THE ACTIVITIES 1997**

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## Translation Centre for the Bodies of the European Union

CT/CA - 011/98

### Report on the Activities of the Translation Centre in 1997

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## Translation Centre for the Bodies of the European Union

CT/CA - 011/98

### Report on the activities of the Translation Centre in 1997

#### INTRODUCTION

1997 began with a new Chair of the Centre's Management Board, following the retirement in December 1996 of our first Chairman, Mr Brackeniers, who had reached the statutory retirement age. In January 1997, the European Commission appointed Ms Colette Flesch, Director-General of the Commission's Translation Service, as Chair of the Management Board of the Translation Centre in accordance with Article 4 (1) (c) of Council Regulation (EC) No 2965/94 of 28 November 1994.

#### ACTIVITIES OF THE MANAGEMENT BOARD OF THE CENTRE

On 20 March 1997 the Management Board held its sixth meeting, which began with the formal handover of the chairmanship referred to above. The members thanked the outgoing Chairman, Mr Brackeniers, for his interest shown during the Translation Centre's difficult start-up period and congratulated Ms Flesch on her appointment as the new Chair.

The key topics discussed at the meeting were as follows:

- 1) Report on the Centre's activities in 1996 and the 1997 work programme.

Both documents were discussed and approved.

- 2) Rules for access to Translation Centre documents.

This document had been drafted at the request of the European Ombudsman with the aim of giving European citizens easier access to Community information which might be of interest to them. The Management Board examined and then made various amendments to the first proposal drawn up by the Director, postponing its approval to the following meeting.

3) Draft supplementary and amending budget for 1997.

The 1997 budget approved at the fifth Management Board meeting needed substantial changes in order to cope with the increase in the volume of translation of trade marks for the Office for Harmonization in the Internal Market (Trade Marks and Designs) at Alicante and the conclusion of a co-operation agreement with the European Foundation for the Improvement of Living and Working Conditions at Dublin. The draft supplementary and amending budget for 1997 was approved after some discussion.

4) Setting up of the Advisory Committee on Procurements and Contracts of the Translation Centre.

The Management Board studied the draft regulation on this matter and approved it after incorporating some amendments.

5) Security and confidentiality measures.

The Management Board looked at the document in question, which was considered to be too detailed and long-winded. It asked the Commission representative to prepare a simplified draft more appropriate to the Centre's needs, which were undoubtedly more limited than those of the big institutions.

At the seventh meeting of the Management Board, held on 17 November 1997, the following matters were discussed:

a) Medium-term outlook and development strategy of the Translation Centre.

This document, drawn up by the Director of the Centre, takes provisional stock of the work achieved to date and proposes a strategy for the period 1998-2002. After examining the document in depth and discussing the options set out, the Management Board made certain changes and asked if it could be supplemented with additional information, especially in the field of interinstitutional co-operation and on the impact of a possible enlargement of the European Union. The document would be submitted again for approval at the next meeting.

b) Draft 1998 budget.

The draft budget submitted by the Director of the Translation Centre was studied in detail and approved with some amendments. In its final version, this budget amounts to ECU 15 213 000 with an establishment of 112 temporary staff, including 65 in the category LA.

c) Security measures and confidentiality.



The Management Board approved the general content of the new draft of this document, which was a much simplified version of its original. Some amendments, specifically to Articles 8, 9, 14 and 15, and some editorial changes were proposed before its final approval planned for the next meeting.

d) Rules for access to Translation Centre documents.

Having been amended according to the instructions received at the last Management Board meeting, the regulation was approved.

e) Report of the Technical Working Group.

The aim of this Technical Working Group, set up at the request of the Management Board and consisting of representatives from the agencies and the Translation Centre, is to examine practical issues of common interest, such as the methods for counting pages, invoicing criteria, pricing policy, quality, standardization, etc., and to propose concrete measures to the Management Board aimed at avoiding or resolving possible discrepancies. The Chair of the working group, Mrs Schürings (from the ETF in Turin), gave a report on the work achieved and the outstanding issues.

f) Setting up of the Translation Centre's Staff Committee.

The Centre's Director presented the plan for setting up a Staff Committee and the timetable for its election.

## **MANAGEMENT REPORT**

### **1) Staff**

In the course of 1997 the number of staff at the Translation Centre grew considerably in line with the increase in its workload (see annexed organization chart and table), reaching a total of 44 temporary staff at the end of the year. Staff of a permanent nature are engaged using temporary staff contracts for a renewable term of three years based on proposals drawn up by Selection Committees, which consist of four members for LA posts and three for those in categories B, C, and D. These Selection Committees always have a representative from the European Commission, this being the supervisory institution of the Translation Centre according to its founding regulation. Furthermore, the Selection Committees for LA staff have representatives from the translation services of the European Parliament and the Commission. The Translation Centre wishes to thank these institutions for their technical and logistic support, without which it would not have been possible to recruit staff within the established time frames. In November the regulation setting up the Staff Committee

of the Translation Centre was approved and in December the first general meeting of staff was held, at which the electoral timetable for the Staff Committee was approved.

## 2) Operations

The workload, in terms of the number of pages translated, almost tripled in 1997 against that of the previous year:

1996	40 899 pages
1997	122 106 pages

This spectacular increase is due to two factors. The first is the growth in activity of the European agencies served by the Translation Centre since its beginning. In this respect we should highlight the increase in work from the European Monitoring Centre for Drugs and Drug Addiction in Lisbon, from 5,740 pages in 1996 to 7,184 in 1997 (+25%), the European Training Foundation in Turin, from 3 407 pages to 7 820 (+129%) and above all the Office for Harmonization in the Internal Market in Alicante, which rose from 8 057 pages in 1996 to 82 858 in 1997 (+928%). The latter case deserves more detailed examination.

For the OHIM, the Centre translates both documents of a general nature and the applications for the registration of trade marks submitted by industry. Although the volume of work for the former has fallen slightly from 3 206 pages in 1996 to 2 732 in 1997 (-15%), this has been more than compensated for by requests for the translation of trade marks; these have risen from 4 851 pages in 1996 to 80 126 in 1997 (+1.551%). This dramatic increase has demanded a huge effort from the Translation Centre on all fronts since the trade marks must be translated in parallel into all the official languages and to extremely tight deadlines to comply with the timetable for publication in the Trade Marks Bulletin of the OHIM. So that it can meet these requirements which have a legal basis (and are therefore obligatory), the Translation Centre has set up a network of freelance translators in all countries of the European Union, together with an internal system of revision and final checking at the Centre itself. All the files are sent electronically: the originals from the OHIM to the Centre and thence to the freelance translators, as well as those translated between Alicante, Luxembourg and the freelance agencies, while the necessary operations for their revision, final checking and the compiling of statistics are also carried out by electronic means.

The second factor which has contributed to the increase in our workload has been the concluding of co-operation agreements with other bodies of the European Union such as the European Foundation for the Improvement of Living and Working Conditions in Dublin, the European Centre for the Development of Vocational Training in Thessaloniki and the European Monetary Institute in Frankfurt, for which in the course of 1997 the Centre translated a total of 7 273 pages.

The details on all the agencies and other bodies served by the Centre, broken down by language, together with other details of interest are set out in the statistical annex.

Finally, it should be emphasized that the Translation Centre's Advisory Committee on Procurements and Contracts, set up by a decision of the Management Board of 20 March 1997, has also started work. It has been active, *inter alia*, in the following areas:

- drawing up of the general terms and conditions applicable to contracts of the Centre;
- a posteriori checking of those contracts concluded by the Centre prior to the ACPC's creation;
- issue of the Centre's first invitation to tender for the translation of Community trade marks, the opening of the envelopes containing the bids and the start of work on evaluating the bids;
- drawing up of a timetable of work for the issue of invitations to tender for other agencies and bodies served by the Centre.

## ANALYSIS OF FINANCIAL MANAGEMENT

Revenue amounted to ECU 10 227 120 and expenditure to ECU 8 664 903.56, varying from the budget forecasts by +3 % and -13 % respectively.

The average cost per page was ECU 71.65, not far from the forecast of ECU 70 made at the time the 1997 budget was approved.

The Centre has however managed to improve significantly its cost-effectiveness by applying the principle of sound financial management referred to in Article 2 of its Financial Regulation.

### 1. Revenue

The forecast of contributions paid by the offices and agencies served by the Centre was ECU 9 915 500. The established entitlements came to ECU 10 661 808.88, making a surplus of payments received of ECU 746 308.

The reasons for this difference are as follows:

- ECU 203 015: the volume of translation work for the OHIM was greater than initially forecast;
- ECU 421 813: an increase in the number of pages translated for the European Foundation for the Improvement of Living and Working Conditions;

- ECU 77 090: translations for the Court of Auditors, which called on the Centre's services for the first time in 1997, after the adoption of the 1997 SAB;
- ECU 44 390: bank interest received in excess of the amount forecast.

At the end of the financial year, the amount still to be collected was ECU 693 439. During the course of 1997, the Translation Centre collected all the entitlements carried over from the previous year (ECU 258 750).

## 2. Expenditure

Appropriations for the year:

• Appropriations for the year	ECU 9 915 500
• Commitments entered into	ECU 8 664 903.56
• Payments made	ECU 5 657 624.57
• Appropriations to be carried over automatically	ECU 3 007 278.99
• Cancelled appropriations	ECU 1 250 596.44

### Remarks

#### Title 1: Staff

##### Chapter 11: Staff in active employment (except Item 1174)

• Appropriations for the year	ECU 3 403 700
• Commitments entered into	ECU 2 622 146.62
• Payments made	ECU 2 616 460.60
• Appropriations carried over	ECU 5 686.02
• Cancelled appropriations	ECU 781 553.38

The Centre's establishment plan for 1997 provided for a total of 48 staff members; on 31 December, 44 posts had been filled (see Annex 2).

The unused appropriations were due partly to the fact that many people recruited were not entitled to daily subsistence allowances, installation allowances or removal expenses, which depended on their personal situation and where they came from, and partly to the fact that most of the new staff arrived in the last quarter of 1997.

#### Item 1174: Freelance services

96 % (ECU 4 713 060.57) of the amount allocated under this item (ECU 4 888 250) was used. The large sum carried over automatically was due to invoices not yet received at

year-end; this corresponds to orders for freelance translations sent out to meet the increase in volume of translation requests at the end of the year.

The number of pages translated by freelancers was 75 669, 62% of the total number of pages translated, at an average unit cost of ECU 62.

As regards the other chapters of Title 1, commitments amounted to ECU 52 033.18.

#### Title 2: Buildings, equipment and miscellaneous operating expenditure

• Appropriations for the year	ECU 1 545 550
• Commitments entered into	ECU 1 277 663.19
• Payments made	ECU 441 115.91
• Appropriations carried over	ECU 836 547.28
• Cancelled appropriations	ECU 267 886.81

The amount of appropriations carried over corresponds, for the most part, to repayments for translation services provided by the Commission but not yet invoiced, to the contracts of external computer staff which were being executed at the end of the year and to the last orders for computer equipment.

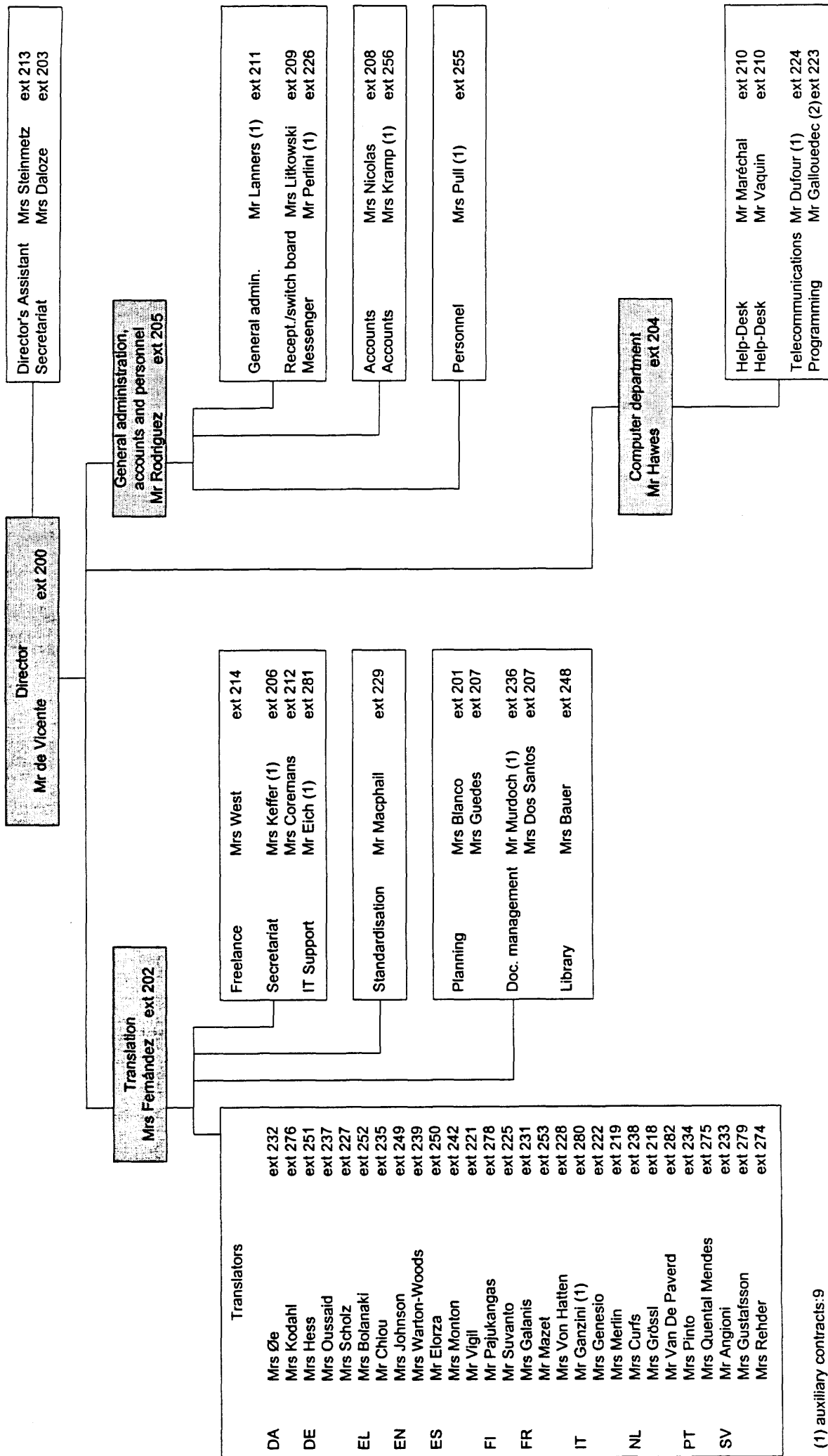
The cancelled appropriations are due to actual expenditure being lower than that initially forecast for publications, telephone charges, the services of computer staff and meeting expenses.

#### Appropriations automatically carried over from 1996 to 1997:

• Appropriations carried over	ECU 1 542 664.51
• Payments made	ECU 89 843.25
• Cancelled appropriations	ECU 648 821.26

The appropriations automatically carried over from 1996, but against which there was no payment in 1997, are mainly due to amounts which had been reserved for the payment of freelance services for the translation of trade marks requested by the OHIM in 1996. These were finally charged to the 1997 budget, following the Financial Controller's recommendation.

# TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION



(1) auxiliary contracts:9  
(2) experts under contract:1

**ESTABLISHMENT PLAN  
1995 1996 and 1997**

CATEGORY	NUMBER					
	1995		1996		1997	
	posts provided for in the budget	posts occupied *	posts provided for in the budget	posts occupied *	posts provided for in the budget	posts occupied *
A3	1	1	1	1	1	1
A4/LA4	1	0	2	1	1	1
A5/LA5	1	0	8	4	5	5
A6/LA6	0	0	0	1	7	5
A7/LA7	2	0	6	4	18	16
A8/LA8	0	0	0	2	0	3
<b>Sub-total A/LA</b>	<b>5</b>	<b>1</b>	<b>17</b>	<b>13</b>	<b>32</b>	<b>31</b>
B1	1	0	1	0	0	0
B2	0	0	0	0	0	0
B3	1	0	2	2	2	2
B4	0	0	0	0	0	0
B5	0	0	0	0	4	2
<b>Sub-total B</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>4</b>
C1	1	0	1	0	1	0
C2	0	0	0	0	0	0
C3	0	0	1	0	3	0
C4	0	0	0	0	0	0
C5	0	0	1	3	5	8
<b>Sub-total C</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>8</b>
D1	0	0	0	0	0	0
D2	0	0	0	0	0	0
D3	0	0	0	0	1	1
D4	0	0	0	0	0	0
<b>Sub-total D</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>TOTAL</b>	<b>8</b>	<b>1</b>	<b>23</b>	<b>18</b>	<b>48</b>	<b>44</b>

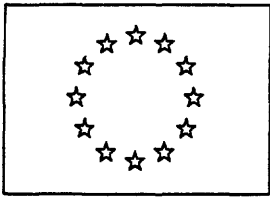
\* 31th December



TRANSLATION CENTRE FOR THE BODIES  
OF THE EUROPEAN UNION

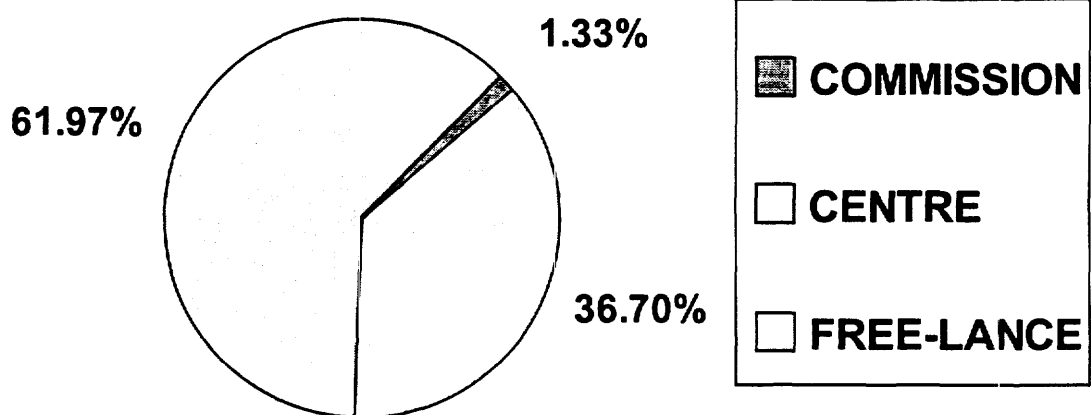
**STATISTICS 1997**





## Statistics 1997

● COMMISSION:	1.623 pages =	1.33 %
● CENTRE:	44.814 pages =	36.70 %
● FREE-LANCE:	75.669 pages =	61.97 %
<b>TOTAL</b>	<b>122.106 pages</b>	



# STATISTICS 1998

TARGET LANGUAGE		COMMISSION	CENTRE	FREE-LANCE	TOTAL
<b>AESS</b>	BILBAO	65	804	1,138	2,007
<b>CC</b>	LUXEMBOURG	0	0	1,252	1,252
<b>CDT</b>	LUXEMBOURG	74	927	166	1,167
<b>CEDEFOP</b>	THESSALONIKI	0	35	50	85
<b>EDU</b>	THE HAGUE	466	395	0	861
<b>EEA</b>	COPENHAGUEN	275	179	1,356	1,810
<b>EFIL</b>	DUBLIN	44	665	6,327	7,036
<b>EMEA</b>	LONDON	378	2,082	6,787	9,247
<b>EMI</b>	FRANKFURT	0	76	76	152
<b>FEF</b>	TURIN	63	422	7,335	7,820
<b>OCVV</b>	ANGERS	121	212	294	627
<b>OEDT</b>	LISBON	12	763	6,409	7,184
<b>OHMI</b>	ALICANTE	125	1,063	1,544	2,732
<b>OHMI</b>	TRADE MARKS	0	37,191	42,935	80,126
		<b>1,623</b>	<b>44,814</b>	<b>75,669</b>	<b>122,106</b>

SOURCE LANGUAGE		COMMISSION	CENTRE	FREE-LANCE	TOTAL
<b>AESS</b>	BILBAO	45	252	261	558
<b>CC</b>	LUXEMBOURG	0	0	135	135
<b>CDT</b>	LUXEMBOURG	20	158	32	210
<b>CEDEFOP</b>	THESSALONIKI	0	7	20	27
<b>EDU</b>	THE HAGUE	129	112	0	241
<b>EEA</b>	COPENHAGUEN	41	79	266	386
<b>EFIL</b>	DUBLIN	24	329	4,381	4,734
<b>EMEA</b>	LONDON	104	244	1,147	1,495
<b>EMI</b>	FRANKFURT	0	13	13	26
<b>FEF</b>	TURIN	33	89	2,286	2,408
<b>OCVV</b>	ANGERS	44	103	105	252
<b>OEDT</b>	LISBON	12	318	866	1,196
<b>OHMI</b>	ALICANTE	63	349	448	860
		<b>515</b>	<b>2,053</b>	<b>9,960</b>	<b>12,528</b>

## TRADE MARKS - TARGET LANGUAGE

<b>OHMI</b>	MARKS	0	10,890	12,571	23,461
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AGENCIES' STATISTICS 1997

COMMISSION

	AESS	CC	CDT	GEDEFOP	EDU	EEA	EFIL	EMEA	EMI	FEEF	OCVV	OEDT	OHMI	TOTAL
--	------	----	-----	---------	-----	-----	------	------	-----	------	------	------	------	-------

DA Total	4	0	5	0	34	26	0	47	0	0	8	0	0	124
DE Total	0	0	12	0	16	26	8	18	0	21	9	0	20	130
EL Total	4	0	8	0	45	26	4	62	0	3	12	0	0	164
EN Total	27	0	13	0	63	0	11	3	0	0	16	7	46	186
ES Total	0	0	8	0	43	26	0	23	0	0	6	0	10	116
FI Total	4	0	6	0	45	26	13	60	0	3	12	0	0	169
FR Total	14	0	0	0	51	26	0	29	0	21	23	5	2	171
IT Total	4	0	5	0	45	41	0	18	0	0	7	0	46	166
NL Total	4	0	7	0	48	26	0	26	0	9	6	0	0	126
PT Total	0	0	5	0	43	26	8	47	0	3	11	0	1	144
SV Total	4	0	5	0	33	26	0	45	0	3	11	0	0	127
NO Total		0												0

65	0	74	0	466	275	44	378	0	63	121	12	125	1,623
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AGENCIES' STATISTICS 1997

CENTRE

	AESS	GO	CDJ	GEDEFOP	EDU	EEA	FEIL	EMEA	EMI	FEF	OCVW	OEDT	OHMI	TOTAL
DA Total	45	0	86	0	38	11	53	185	6	25	12	36	3,016	3,513
DE Total	100	0	107	0	78	24	196	229	0	76	12	188	2,618	3,628
EL Total	35	0	61	7	23	7	97	165	13	33	15	36	4,372	4,864
EN Total	110	0	94	0	35	22	59	5	0	1	56	156	1,600	2,138
ES Total	128	0	89	0	35	44	17	223	13	45	13	61	3,734	4,402
FI Total	45	0	83	7	27	7	89	177	6	30	13	36	3,979	4,499
FR Total	98	0	37	0	35	24	57	232	0	71	40	86	3,727	4,407
IT Total	93	0	99	7	33	11	17	219	13	45	11	36	4,168	4,752
NL Total	50	0	98	7	23	7	17	211	6	28	12	36	3,029	3,524
PT Total	53	0	87	0	29	11	24	181	13	34	14	51	4,209	4,706
SV Total	47	0	86	7	39	11	39	255	6	34	14	41	3,802	4,381
CS Total														0
IS Total														0
LV Total														0
NO Total														0
ET Total														0
SK Total														0
RU Total														0
	804	0	927	35	395	179	665	2,082	76	422	212	763	38,254	44,814

AGENCIES' STATISTICS 1997

FREE-LANCE

	AESS	CC	CDT	CEDEFOP	EDU	EEA	EFIL	EMEA	EMI	FEEF	OCW	OEDT	OHMI	TOTAL
DA Total	84	135	22	0	0	95	26	1,195	13	242	20	546	2,585	4,963
DE Total	135	135	12	0	0	135	1,345	1,208	0	1,757	20	871	6,163	11,781
EL Total	94	135	22	0	0	106	313	1,178	6	204	20	438	2,495	5,011
EN Total	208	37	12	0	0	65	2,642	860	0	148	76	159	12,096	16,303
ES Total	100	135	12	0	0	84	125	333	6	564	20	751	3,943	6,073
FI Total	84	135	12	20	0	89	217	338	13	240	20	489	2,449	4,106
FR Total	122	0	6	0	0	138	1,289	362	0	1,808	38	964	3,861	8,588
IT Total	49	135	10	0	0	91	62	309	6	567	20	520	3,289	5,058
NL Total	84	135	10	0	0	89	62	340	13	204	20	449	2,800	4,206
PT Total	84	135	22	0	0	106	162	331	6	204	20	743	2,248	4,061
SV Total	94	135	22	30	0	89	84	333	13	182	20	479	2,551	4,032
CS Total						0								0
IS Total						128								128
LV Total						0								0
NO Total			4			141								145
ET Total						0								0
SK Total						0								0
RU Total										1,215				1,215
	<b>1,138</b>	<b>1,252</b>	<b>166</b>	<b>50</b>	<b>0</b>	<b>1,356</b>	<b>6,327</b>	<b>6,787</b>	<b>76</b>	<b>7,335</b>	<b>294</b>	<b>6,409</b>	<b>44,479</b>	<b>75,669</b>

75,669

AGENCIES' STATISTICS 1997

COMMISSION +CENTRE + FREE-LANCE

	AESS	CC	CDT	CEDEFOP	EDU	EEA	EFIL	EMEA	EMI	FEF	OCW	OEDT	OHMI	TOTAL
DA Total	133	135	113	0	72	132	79	1,427	19	267	40	582	5,601	8,600
DE Total	235	135	131	0	94	185	1,549	1,455	0	1,854	41	1,059	8,801	15,539
EL Total	133	135	91	7	68	139	414	1,405	19	240	47	474	6,867	10,039
EN Total	345	37	119	0	98	87	2,712	868	0	149	148	322	13,742	18,627
ES Total	228	135	109	0	78	154	142	579	19	609	39	812	7,687	10,591
FI Total	133	135	101	27	72	122	319	575	19	273	45	525	6,428	8,774
FR Total	234	0	43	0	86	188	1,346	623	0	1,900	101	1,055	7,590	13,166
IT Total	146	135	114	7	78	143	79	546	19	612	38	556	7,503	9,976
NL Total	138	135	115	7	71	122	79	577	19	241	38	485	5,829	7,856
PT Total	137	135	114	0	72	143	194	559	19	241	45	794	6,458	8,911
SV Total	145	135	113	37	72	126	123	633	19	219	45	520	6,353	8,540
CS Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
IS Total	0	0	0	0	0	128	0	0	0	0	0	0	0	128
LV Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NO Total	0	0	4	0	0	141	0	0	0	0	0	0	0	145
ET Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SK Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PO Total	0	0	0	0	0	0	0	0	0	1,215	0	0	0	1,215
<b>2,007</b>	<b>1,252</b>	<b>1,167</b>	<b>85</b>	<b>861</b>	<b>7,036</b>	<b>9,247</b>	<b>152</b>	<b>7,820</b>	<b>627</b>	<b>7,184</b>	<b>82,858</b>	<b>122,106</b>		

**AESS**

**EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK  
(BILBAO)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
------------------------	-------------------	---------------	-------------------	--------------

DA Total	4	45	84	133
DE Total		100	135	235
EL Total	4	35	94	133
EN Total	27	110	208	345
ES Total		128	100	228
FI Total	4	45	84	133
FR Total	14	98	122	234
IT Total	4	93	49	146
NL Total	4	50	84	138
PT Total		53	84	137
SV Total	4	47	94	145

<b>TOTAL</b>	<b>65</b>	<b>804</b>	<b>1,138</b>	<b>2,007</b>
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CC

**COURT OF AUDITORS  
(LUXEMBOURG)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
------------------------	-------------------	---------------	-------------------	--------------

DA Total			135	135
DE Total			135	135
EL Total			135	135
EN Total			37	37
ES Total			135	135
FI Total			135	135
FR Total				0
IT Total			135	135
NL Total			135	135
PT Total			135	135
SV Total			135	135

<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1,252</b>	<b>1,252</b>
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**TRANSLATION CENTRE FOR THE BODIES OF THE EUROPEAN UNION  
(LUXEMBOURG)**

Target Language	COMMISSION	CENTRE	FREE-LANCE	TOTAL
-----------------	------------	--------	------------	-------

DA Total	5	86	22	113
DE Total	12	107	12	131
EL Total	8	61	22	91
EN Total	13	94	12	119
ES Total	8	89	12	109
FI Total	6	83	12	101
FR Total		37	6	43
IT Total	5	99	10	114
NL Total	7	98	10	115
PT Total	5	87	22	114
SV Total	5	86	22	113
NO Total			4	4

<b>TOTAL</b>	<b>74</b>	<b>927</b>	<b>166</b>	<b>1,167</b>
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**CEDEFOP**

**EUROPEAN CENTRE FOR THE DEVELOPMENT OF VOCATIONAL TRAINING  
(THESSALONIKI)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
------------------------	-------------------	---------------	-------------------	--------------

DA Total				0
DE Total				0
EL Total		7		7
EN Total				0
ES Total				0
FI Total		7	20	27
FR Total				0
IT Total		7		7
NL Total		7		7
PT Total				0
SV Total		7	30	37

<b>TOTAL</b>	<b>0</b>	<b>35</b>	<b>50</b>	<b>85</b>
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**EUROPEAN POLICE OFFICE (EUROPOL) AND THE EUROPOL DRUGS UNIT  
(THE HAGUE)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
------------------------	-------------------	---------------	-------------------	--------------

DA Total	34	38		72
DE Total	16	78		94
EL Total	45	23		68
EN Total	63	35		98
ES Total	43	35		78
FI Total	45	27		72
FR Total	51	35		86
IT Total	45	33		78
NL Total	48	23		71
PT Total	43	29		72
SV Total	33	39		72

<b>TOTAL</b>	<b>466</b>	<b>395</b>	<b>0</b>	<b>861</b>
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**EUROPEAN ENVIRONMENT AGENCY  
(COPENHAGUEN)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
DA Total	26	11	95	132
DE Total	26	24	135	185
EL Total	26	7	106	139
EN Total		22	65	87
ES Total	26	44	84	154
FI Total	26	7	89	122
FR Total	26	24	138	188
IT Total	41	11	91	143
NL Total	26	7	89	122
PT Total	26	11	106	143
SV Total	26	11	89	126
CS Total				0
IS Total			128	128
LV Total				0
NO Total			141	141
ET Total				0
SK Total				0
<b>TOTAL</b>	<b>275</b>	<b>179</b>	<b>1,356</b>	<b>1,810</b>

**EUROPEAN FOUNDATION FOR THE IMPROVEMENT OF LIVING AND WORKING CONDITIONS  
(DUBLIN)**

Target Language	COMMISSION	CENTRE	FREE-LANCE	TOTAL
-----------------	------------	--------	------------	-------

DA Total		53	26	79
DE Total	8	196	1,345	1,549
EL Total	4	97	313	414
EN Total	11	59	2,642	2,712
ES Total		17	125	142
FI Total	13	89	217	319
FR Total		57	1,289	1,346
IT Total		17	62	79
NL Total		17	62	79
PT Total	8	24	162	194
SV Total		39	84	123

<b>TOTAL</b>	<b>44</b>	<b>665</b>	<b>6,327</b>	<b>7,036</b>
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EMEA

EUROPEAN AGENCY FOR THE EVALUATION OF MEDICINAL PRODUCTS  
(LONDON)

Target Language	COMMISSION	CENTRE	FREE-LANCE	TOTAL
-----------------	------------	--------	------------	-------

DA Total	47	185	1195	1,427
DE Total	18	229	1208	1,455
EL Total	62	165	1178	1,405
EN Total	3	5	860	868
ES Total	23	223	333	579
FI Total	60	177	338	575
FR Total	29	232	362	623
IT Total	18	219	309	546
NL Total	26	211	340	577
PT Total	47	181	331	559
SV Total	45	255	333	633

<b>TOTAL</b>	<b>378</b>	<b>2,082</b>	<b>6,787</b>	<b>9,247</b>
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**EMI****EUROPEAN MONETARY INSTITUTE  
(FRANKFURT)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
------------------------	-------------------	---------------	-------------------	--------------

DA Total		6	13	19
DE Total				0
EL Total		13	6	19
EN Total				0
ES Total		13	6	19
FI Total		6	13	19
FR Total				0
IT Total		13	6	19
NL Total		6	13	19
PT Total		13	6	19
SV Total		6	13	19

<b>TOTAL</b>	<b>0</b>	<b>76</b>	<b>76</b>	<b>152</b>
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**EUROPEAN TRAINING FOUNDATION  
(TURIN)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
DA Total		25	242	267
DE Total	21	76	1,757	1,854
EL Total	3	33	204	240
EN Total		1	148	149
ES Total		45	564	609
FI Total	3	30	240	273
FR Total	21	71	1,808	1,900
IT Total		45	567	612
NL Total	9	28	204	241
PT Total	3	34	204	241
SV Total	3	34	182	219
RU Total			1,215	1,215
<b>TOTAL</b>	<b>63</b>	<b>422</b>	<b>7,335</b>	<b>7,820</b>



**COMMUNITY PLANT VARIETY OFFICE  
(ANGERS)**

Target Language	COMMISSION	CENTRE	FREE-LANCE	TOTAL
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DA Total	8	12	20	40
DE Total	9	12	20	41
EL Total	12	15	20	47
EN Total	16	56	76	148
ES Total	6	13	20	39
FI Total	12	13	20	45
FR Total	23	40	38	101
IT Total	7	11	20	38
NL Total	6	12	20	38
PT Total	11	14	20	45
SV Total	11	14	20	45

<b>TOTAL</b>	<b>121</b>	<b>212</b>	<b>294</b>	<b>627</b>
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**EUROPEAN MONITORING CENTRE FOR DRUGS ADDICTION  
(LISBON)**

Target Language	COMMISSION	CENTRE	FREE-LANCE	TOTAL
-----------------	------------	--------	------------	-------

DA Total		36	546	582
DE Total		188	871	1,059
EL Total		36	438	474
EN Total	7	156	159	322
ES Total		61	751	812
FI Total		36	489	525
FR Total	5	86	964	1,055
IT Total		36	520	556
NL Total		36	449	485
PT Total		51	743	794
SV Total		41	479	520

<b>TOTAL</b>	<b>12</b>	<b>763</b>	<b>6,409</b>	<b>7,184</b>
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OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET  
 TRADE MARKS AND DESIGNS  
 (ALICANTE)

Target Language	COMMISSION	CENTRE	FREE-LANCE	TOTAL
-----------------	------------	--------	------------	-------

DA Total		24	8	32
DE Total	20	226	415	661
EL Total		24	8	32
EN Total	46	157	290	493
ES Total	10	252	316	578
FI Total		24	8	32
FR Total	2	42	97	141
IT Total	46	247	361	654
NL Total		15	8	23
PT Total	1	20	33	54
SV Total		32		32

<b>TOTAL</b>	<b>125</b>	<b>1,063</b>	<b>1,544</b>	<b>2,732</b>	-
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**OHMI - MARKS -****OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET  
TRADE MARKS AND DESIGNS  
(ALICANTE)**

<b>Target Language</b>	<b>COMMISSION</b>	<b>CENTRE</b>	<b>FREE-LANCE</b>	<b>TOTAL</b>
------------------------	-------------------	---------------	-------------------	--------------

DA Total		2,992	2,577	5,569
DE Total		2,392	5,748	8,140
EL Total		4,348	2,487	6,835
EN Total		1,443	11,806	13,249
ES Total		3,482	3,627	7,109
FI Total		3,955	2,441	6,396
FR Total		3,685	3,764	7,449
IT Total		3,921	2,928	6,849
NL Total		3,014	2,792	5,806
PT Total		4,189	2,215	6,404
SV Total		3,770	2,551	6,321

<b>TOTAL</b>	<b>0</b>	<b>37,191</b>	<b>42,935</b>	<b>80,126</b>
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Translation Centre for the bodies of the European Union

# **WORK PROGRAMME 1998**

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## Translation Centre for the Bodies of the European Union

CT/CA - 003/98

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## Translation Centre for the Bodies of the European Union

CT/CA - 003/98

### 1998 Work Programme and Medium-Term Strategy for the Translation Centre

#### A) Introduction

The Translation Centre for the bodies of the European Union was set up by Council Regulation (EC) No 2965/94 of 28 November 1994 (OJ No L 314 of 7 December 1994) to provide the necessary translation services for the operation of the following agencies and offices:

- the European Environment Agency - Copenhagen
- the European Training Foundation - Turin
- the European Monitoring Centre for Drugs and Drug Addiction - Lisbon
- the European Agency for the Evaluation of Medicinal Products - London
- the European Agency for Safety and Health at Work - Bilbao
- the Office for Harmonization in the Internal Market (trade marks and designs) - Alicante
- the European Police Office (Europol) and the Europol Drugs Unit - The Hague

The Community Plant Variety Office, based at Angers, was added to this list at a later date.

This initial regulation was amended by Council Regulation (EC) No 2610/95 of 30 October 1995 (OJ No L 268 of 10 November 1995) in order to extend the scope of activity of the Translation Centre to include other bodies set up by the Council as well as those institutions and bodies of the Union which already have their own translation services. This regulation also provides that the Centre shall participate fully in the work of the Interinstitutional Committee for Translation.

The Centre began its activities at the end of 1995 in provisional premises provided without charge by the Luxembourg government. As a result of the progressive increase in the volume of work, the Centre moved in April 1997 to its current premises, the adaptation and fitting out of which were also financed by

the Luxembourg government. The conditions for the occupation of these premises, or of other premises which may eventually be the final seat of the Centre, are at present being negotiated with the government of the Grand Duchy of Luxembourg.

In accordance with the provisions of Council Regulation (EC) No 2965/94, the Centre has signed co-operation agreements with all the "second generation" decentralized agencies and offices. Similarly, as provided in Council Regulation (EC) No 2610/95, the Centre has concluded (or is in the process of concluding) co-operation agreements with other bodies set up by the Council, as well as with some institutions which already have their own translation services.

## B) Volume of work

The table below shows the increase in the volume of the Translation Centre's work (in pages translated):

AGENCY OR BODY	1995	1996	1997
AESS - Bilbao	255	2,253	2,007
CEDEFOP - Thessaloniki	-	-	85
EDU - The Hague	1,013	4,355	861
EEA - Copenhagen	9,510	5,477	1,810
EFIL - Dublin	-	586	7,036
EMEA - London	1,928	10,345	9,247
FEF - Turin	2,938	3,407	7,820
OHMI - Alicante	2,697	8,057	*82,858
OCVV - Angers	314	127	627
OEDT - Lisbon	937	5,740	7,184
Others	612	552	2,571
<b>TOTALS</b>	<b>20,204</b>	<b>40,899</b>	<b>122,106</b>

\*including 80,128 pages of translated trade marks

The following table shows the increase in the establishment plan, which includes auxiliary staff and staff contracted on a temporary basis:

Category	1995	1996	1997
A	1	1	1
LA	4	16	31
B	2	3	6
C	1	3	12
D			3
<b>TOTALS</b>	<b>8</b>	<b>23</b>	<b>53</b>



The Centre's expenditure for the same three years is as follows (in thousands of ecus):

Heading	1995	1996	1997
Title I: Personnel	574	2,060	7,387
Title II: Other operating expenditure	397	726	1,278
<b>TOTALS</b>	<b>971</b>	<b>2,786</b>	<b>8,665</b>

### C) Current situation

Having resolved its initial teething troubles, the Translation Centre is now established among the decentralized agencies of the European Union as an agency for the provision of translation services. In fact, not only have co-operation agreements been signed with all the specialist agencies, but other bodies and institutions have shown an interest in coming to an arrangement with the Centre in order to complement the work of their own translation services. These include, *inter alia*, the European Monetary Institute, the Committee of the Regions and the Court of Auditors. All of these developments signify that the provisions of the Regulation setting up the Translation Centre, as amended, have either already been or are close to being fulfilled.

One aspect of the activity of the Centre, however, is yet to be resolved: that of interinstitutional co-operation in the field of translation. Up to now this work has been developed within the Interinstitutional Committee for Translation, on which the Translation Centre is represented in the same way as the translation services of the institutions. At present the Centre has neither the necessary staff nor the financial means to devote more attention to interinstitutional co-operation in the translation field, as stipulated in the Centre's founding regulation (as amended). This topic will be examined more closely in the next paragraph.

### D) Financing

In conformity with its founding regulation, the Translation Centre is financed by means of payments from its client agencies and offices, as well as the institutions and bodies with which it has signed co-operation agreements, in exchange for the services rendered. This financing system has the clear advantage of establishing an immediate link between the services rendered by the Centre and the financial resources provided by the users of these services, which thus have a powerful means of directing operations towards areas of activity of more obvious interest to them. The result is that the operating costs of the Centre are substantially lower than those of other institutional translation services. In fact, the Management Board of the Translation Centre established a price of ECU 65 per page for 1995

and 1996 and ECU 70 per page for 1997. These prices have so far been enough to cover the operating expenses of the Centre and can bear comparison with those of the other institutional translation services.

Nonetheless, this system of financing has also proved to have its limitations regarding the availability of funds for other tasks included in the Centre's mandate, but which are of less immediate concern to the decentralized agencies, bodies and institutions which provide the financial resources. This is specifically the case with interinstitutional co-operation in the field of translation. The Translation Centre has no doubt as to the need to rationalize, and perhaps centralize at interinstitutional level, a number of activities which are at present carried out on an independent basis, at times with some duplication of expenditure, in each of the existing institutional translation services. It does not, however, have the means to take on this task. Neither does it consider it reasonable to make its clients provide such means through a surcharge on its invoiced prices - a surcharge which could in any case be rejected by the Management Board itself on which the Centre's clients are represented with full voting rights. We therefore believe that, should the Centre engage in interinstitutional co-operation in any significant way, these activities would have to be financed separately, if possible starting in 1998.

#### **E) Forecasts for 1998**

The volume of the Translation Centre's work measured in pages increased dramatically by 102.4% in 1996 against the previous year, when its operations began. This trend was to continue and even accelerate in 1997, with an increase of 298.6%.

This trend is not really all that surprising if we consider that the decentralized agencies were set up very recently and their translation and publication needs have not yet reached a plateau. Secondly, and this is a key point for the future of the Translation Centre, the provisions of its founding regulation have in fact been fulfilled - and even surpassed - and other bodies and institutions of the European Union are already using the services provided by the Centre. Against this background, the forecasts in our 1998 draft budget amount to 199,200 pages (see Annex II). As regards the necessary establishment, we are providing for 112 staff members (see Annex IV) with a budget (see Annex III) of ECU 15,213,000 (ECU 15,138,000 in contributions from the agencies and offices and ECU 75,000 from other income). There are however two important observations to bear in mind:

- 1) With the aim of making up the backlog in the publication of its Trade Marks Bulletin, the OHIM at Alicante has proposed a new work programme to the Translation Centre, which essentially consists in doubling the current volume of trade marks translation. In order to meet

the pace of this new work programme the Translation Centre will make use of temporary staff contracted solely for the duration of this work. The necessary financial resources would of course be provided by the OHIM through payment for the translation work carried out.

- 2) Interinstitutional co-operation in the field of translation has been part of the remit of the Translation Centre ever since it was established in 1995. From 1998 this activity will be given considerably more attention with the extra ECU 450,000 which, on the European Parliament's initiative, the Commission has allocated to the Centre's budget to enable it to pursue a number of activities in this field. These are set out more specifically in paragraph G) g) below.

#### **F) Provisional conclusions for the period 1995 - 1997**

In view of the above, the Translation Centre can claim to have justified its existence, since:

- 1) The preservation of multilingualism in the European Union is a political decision taken at the highest level and concerns the established institutions as well as the decentralized agencies, offices and bodies already set up or being created (such as the European Monitoring Centre for Racism and Xenophobia).
- 2) Given the decentralized nature and reduced infrastructure of these agencies, the distribution of translation resources to individual seats located in all the Member States of the European Union would have made it impossible to attain the necessary economies of scale for an efficient and profitable operation.
- 3) By concentrating these resources at the Translation Centre it is possible to balance out seasonal fluctuations in demand and also provide adequate linguistic cover even for the less commonly used languages.
- 4) The concentration of work from the agencies gives the Translation Centre considerable muscle in negotiating prices on the market, which is of direct benefit to the decentralized agencies themselves. The possibility of building on this negotiating power, by ensuring a central role for the Translation Centre in the provision of external translation work for the other institutions of the Union, must be a future consideration.
- 5) By placing approximately two-thirds of its work on the external market, the Translation Centre has eliminated the periods of low activity which are experienced from time to time in some of the institutional translation

services; it has a much greater margin of flexibility to react to sharp fluctuations in demand and can keep its operating costs at a lower level.

- 6) The price per page invoiced by the Translation Centre was ECU 65 for 1995 and 1996, ECU 70 for 1997 and ECU 76 for 1998.
- 7) The representation of the client agencies, bodies and institutions of the Translation Centre on its Management Board provides the necessary transparency regarding estimates of revenue and expenditure, invoiced prices and the auditing of annual financial statements.

### **G) Medium-term outlook for the period 1998 - 2002**

The Translation Centre has accordingly drawn up a work programme for 1998 and a multiannual strategy, which are set out in Annexes I to VII, based on the following premises:

- a) The volume of work expressed in the number of pages translated is based on the list of existing and future clients which is attached at Annex I.
- b) Approximately two-thirds of the forecast translation demand (see Annex II) will need to be met by recourse to the external market. This strategy will clearly have a positive impact on the operating costs of the Centre but at the same time it will mean extra work for the revision and co-ordination of translations if users are to be guaranteed the degree of quality they require, which may vary depending on the purpose of the document.
- c) The Translation Centre will continue to seek to balance the demand of its clients in order to even out any seasonal variations.
- d) The figures included in Annex II do not take into account any possible change in strategy on the part of the translation services of the big institutions of the European Union (Parliament, Council, Commission, etc.) with regard to external translation.
- e) The figures given in Annexes II to VII are valid for the eleven current working languages of the European Union and do not take into account any new requirements which might arise in the field of multilingualism in response to future enlargement or for other reasons. The question of enlargement is however looked at in more detail in the following section and in Annexes VI and VII.

- f) The price per page of translation, including revision, has been set at ECU 76 for 1998 in order to meet the increase in costs noted during the course of 1996 and 1997. This price and the contributions shown in Annex III are expressed in real terms and do not include the possible effect of inflation for the rest of the period under consideration in this document.
- g) As regards interinstitutional co-operation, the Centre intends to set up a small team consisting of five people (one in category A to head the group and four others in categories B and C) whose task will be to:
- organize interinstitutional co-operation in the areas of Community terminology, databases, documentation, language training, the selection of LA staff and freelance translation;
  - set up within the Translation Centre an interinstitutional ACPC specializing in our field of activity;
  - develop and extend the possibilities for cooperation with those institutions and bodies of the Union with which contacts have already been established, and examine other possibilities, for example with the European Investment Bank, Eurocontrol, etc.;
  - establish contact on an exploratory basis with other European organizations such as the Western European Union, the Council of Europe, the European Patent Office, etc.;
  - establish contact with external organizations operating in the same area of activity as the Translation Centre, such as companies involved in machine translation and other linguistic technologies, publishing houses specializing in the translation field, universities and other establishments involved in the training of translators and linguists;
  - analyse existing Community programmes, including those for research and development (IDA, LINGUA, etc.) and those intended for third countries (TACIS, PHARE, MEDA, etc.), to investigate the possibilities for the Centre's participation in both budgetary and operational aspects.

The Translation Centre has estimated the start-up costs of this team and its operating costs for the rest of 1998 at approximately ECU 250,000. The remaining ECU 200,000 of the Commission's contribution will be used to start on the translation of the "Joint Aviation Requirements" project of the Commission's Air Transport Directorate in DG VII. This is a huge project drawn up at Community level concerning a code of safety standards for flight navigation equipment which must be translated and published in all the official languages of

the European Union. From the technical point of view, considerable headway has been made in the drafting of these standards and DG VII has set up a working group with members from various Commission departments plus the Translation Centre and the Official Publications Office to draw up a work programme for the next few years. This project has enormous technical and even political importance and the Translation Centre is proud to be able to play a part in it, although the linguistic difficulty of the texts to be translated cannot be underestimated.

## **H) Enlargement of the European Union**

From the information currently available, the Centre expects to see the accession of six new Member States by 2002 with the consequent addition of five new official languages.

It is difficult to estimate the effect of this enlargement on the Translation Centre's operating costs, either in total or per page, since at present we do not have enough information on how the freelance market works in each of the countries concerned. We can however assume that this situation will vary considerably from one country to another given the huge differences in the number of speakers of these new languages, the university infrastructure and the publishing market.

Nonetheless we can, as a starting point, extrapolate what is known of the situation in the present 15 Member States. This indicates that, although the price per page would not vary, the total costs would indeed vary appreciably and, in order to ensure compliance with Article 10 (2) (a) of the Centre's founding regulation ("the revenue and expenditure shown in the Centre's budget shall be in balance"), so would the contributions from the offices and agencies which use our services. In fact, if the principle of equality which has become established among the official languages of the European Union does not change, those documents which up to now have been published in 11 languages will have to be published in 16. This means a 50% increase in the number of translated versions (one original document + 15 translations instead of one original document + 10 translations). Since, at present, all the translations of trade marks and approximately 55% of those of other documents are for publication (see the breakdown by agencies at Annex VI), this brings the estimated increase in the volume of translation for 2002 to 54,900 pages.

In order to meet this additional demand while maintaining the forecast productivity levels, provision would need to be made for the recruitment of approximately 38 new staff: 27 LA and 11 in other categories.

Annex VII shows the forecast volumes of work (in pages) and contributions from each of the agencies and offices served by the Centre for each of two hypothetical situations: with and without enlargement to include five new Member States. In our opinion, however, these figures should be considered only as an initial rough

estimate of the effects of future enlargement. Indeed, the process has only just begun; by the time we reach 2002, the situation may be quite different from our present forecast as a result of negotiations held in the intervening years. We therefore propose to the Management Board that in the final version of the 1998 Work Programme and Medium-Term Strategy, the forecast for 2002 and subsequent years should provisionally include figures for a continuation of the status quo as well as hypothetical figures corresponding to enlargement. As the successive annual work programmes are approved, both variants will need to be updated to reflect the most recent data available.

**List of agencies, bodies and institutions served by the  
Translation Centre**

**A) Decentralized agencies**

- European Environment Agency - Copenhagen
- European Training Foundation - Turin
- European Monitoring Centre for Drugs and Drug Addiction - Lisbon
- European Agency for the Evaluation of Medicinal Products - London
- European Agency for Safety and Health at Work - Bilbao
- Office for Harmonization in the Internal Market (trade marks and designs) - Alicante
- European Police Office (Europol) and the Europol Drugs Unit - The Hague
- Community Plant Variety Office - Angers
- European Monitoring Centre for Racism and Xenophobia - Vienna

**B) Bodies and institutions**

- European Foundation for the Improvement of Living and Working Conditions - Dublin
- European Centre for the Development of Vocational Training - Thessaloniki
- European Monetary Institute/European Central Bank
- Court of Auditors
- Committee of the Regions



## VOLUME OF TRANSLATION WORK IN PAGES

Agencies, Offices or Bodies	1998	1999	2000	2001	2002
AESS - Bilbao	2,500	3,000	3,000	4,000	4,000
EDU - The Hague	3,000	3,000	4,000	4,000	5,000
EEA - Copenhagen	8,000	8,000	8,000	8,000	8,000
EFIL - Dublin	7,900	7,900	7,900	7,900	7,900
EMEA - London	11,900	13,000	12,000	12,000	12,000
FEF - Turin	4,700	4,700	4,700	6,000	6,000
OHMI - Alicante	154,500	111,250	74,000	74,000	75,000
OEDT - Lisbon	2,900	4,000	4,000	4,000	5,000
OCVV - Angers	800	800	1,000	1,000	1,000
CEDEFOP - Thessaloniki	500	1,000	2,000	3,000	4,000
OERX - Vienna	-	500	1,000	2,000	2,000
IME - Frankfurt	500	2,000	3,000	4,000	5,000
Court of Auditors	2,000	2,000	3,000	3,000	4,000
Committee of the Regions	-	1,000	2,000	3,000	3,000
<b>TOTAL PAGES</b>	<b>199,200</b>	<b>162,150</b>	<b>129,600</b>	<b>135,900</b>	<b>141,900</b>

## CONTRIBUTIONS FROM THE AGENCIES, OFFICES AND OTHER BODIES

Agencies, Offices or Bodies	1998	1999	2000	2001	2002
AESS - Bilbao	190,000	228,000	228,000	304,000	304,000
EDU - The Hague	228,000	228,000	304,000	304,000	380,000
EEA - Copenhagen	610,000	610,000	610,000	610,000	610,000
EFIL - Dublin	600,000	600,000	600,000	600,000	600,000
EMEA - London	900,000	988,000	912,000	912,000	912,000
FEF - Turin	360,000	360,000	360,000	456,000	456,000
OHMI - Alicante	11,742,000	8,455,000	5,624,000	5,624,000	5,700,000
OEDT - Lisbon	220,000	304,000	304,000	304,000	380,000
OCVV - Angers	60,000	60,000	76,000	76,000	76,000
CEDEFOP - Thessaloniki	38,000	76,000	152,000	228,000	304,000
OERX - Vienna	-	38,000	76,000	152,000	152,000
IME - Frankfurt	38,000	152,000	228,000	304,000	380,000
Court of Auditors	152,000	152,000	228,000	228,000	304,000
Committee of the Regions	-	76,000	152,000	228,000	228,000
<b>TOTAL ECUS</b>	<b>15,138,000</b>	<b>12,327,000</b>	<b>9,854,000</b>	<b>10,330,000</b>	<b>10,786,000</b>

## STAFFING PLAN 1998 - 2002

Type of post	A	LA	B	C	D	TOTAL
Directorate	2	-	1	1	-	4
Administration and finance	2	-	4	6	2	14
Informatics	1	-	3	4	-	8
Translation:	-	-	-	-	-	-
- managerial staff	-	3	-	-	-	3
- translators (5 langs x 6 trans. + 6 langs x 4 trans.)	-	54	-	-	-	54
-secretariat	-	-	-	3	-	3
- library and doc.	-	-	1	1	-	2
- planning	-	-	2	3	-	5
- freelance	-	2	1	4	-	7
- standardization	-	6	2	4	-	12
<b>TOTAL</b>	<b>5</b>	<b>65</b>	<b>14</b>	<b>26</b>	<b>2</b>	<b>112</b>

## KEY FIGURES OF THE TRANSLATION CENTRE 1998 - 2002

Heading	1998	1999	2000	2001	2002
Translation volume in pages	199,200	162,150	129,600	135,900	141,900
Staff: total	138*/112**	126	112	112	112
LA	88*/65**	77	65	65	65
Productivity in pages per staff member (total staff)	1,445*/1,780**	1,285	1,160	1,215	1,270
per LA	2,265*/3,065**	2,105	2,000	2,045	2,180
Total budget in thousands of ecus	15,138	12,365	9,930	10,482	10,938
Price per page in ecus	76	76	76	76	76

\*Including staff contracted on a temporary basis for the translation and revision of trade marks

\*\*Not including staff contracted on a temporary basis for the translation and revision of trade marks

Proportion of translated documents which are for publication

Agency, office or other body	Percentage in 1997	Percentage of total documents translated by the Centre	Weighted % for 10 language versions
AESS	20	4.7	0.9
EDU	30	2.1	0.6
EEA	60	4.3	2.6
EFIL	80	18.8	15.0
EMEA	60	22.8	13.7
FEF	40	18.6	7.4
OHMI - documents	30	6.5	2.0
OEDT	70	17.1	11.9
OCVV	20	1.5	0.3
CEDEFOP	20	0.2	0.4
OERX	-	-	-
IME	100	0.4	0.4
Court of Auditors	100	3.0	0.3
Committee of the Regions	-	-	-
<b>TOTAL</b>		<b>100</b>	<b>55.5</b>

With five new official languages the workload is expected to increase by approximately 28%.

**ANNEX VII**

**Effects of enlargement on the volume of translations and contributions**

Agency, office or body	2002, status quo		2002, with enlargement	
	Pages	Ecus	Pages	Ecus
AESS	4 000	304 000	4 400	334 400
EDU	5 000	380 000	5 750	437 000
EEA	8 000	610 000	10 400	790 400
EFIL	7 900	600 000	11 000	836 000
EMEA	12 000	912 000	15 600	1 185 600
FEF	6 000	456 000	7 200	547 200
OHMI	75 000	5 700 000	1) 110 400	8 390 400
OEDT	5 000	380 000	6 750	513 000
OCVV	1 000	76 000	1 100	83 600
CEDEFOP	4 000	304 000	4 400	334 400
OERX	2 000	152 000	2 200	167 200
IME	5 000	380 000	7 500	570 000
Court of Auditors	4 000	304 000	6 000	456 000
Committee of the Regions	3 000	228 000	3 900	296 400
<b>TOTAL</b>	<b>141 900</b>	<b>10 786 000</b>	<b>196 600</b>	<b>14 941 600</b>

1) Trade marks: Equiv. of 0.3 pages per trade mark x 5 languages x 23 000 trade marks: + 34 500  
 Documents: 15% increase for 5 additional languages: + 900  
 35 400

2) Since no figures are yet available for these agencies the average increase of 28% has been applied.

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