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**ADMINISTRATIVE PREPARATIONS FOR ENLARGEMENT: OBJECTIVES AND
PRACTICAL ARRANGEMENTS**

2001 Interim Report

Submitted to the European Parliament in response to the Resolution of the European Parliament on the draft general budget of the European Union for the financial year 2001¹

¹ C50300/2000 - C5-0301/2000 - 1999/2190 (BUD) - Minutes of 26/10/2000 on section III of the 2001 budget; indent 37

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EXECUTIVE SUMMARY

In its Resolution on the draft general budget of the European Union for the financial year 2001¹, the European Parliament stated that Parliament, Council and Commission should co-ordinate their policies concerning translation, interpretation, buildings and libraries as far as possible, through inter-Institutional co-operation, to prepare for enlargement. In this context, Parliament requested the Commission to submit a report on its administrative preparations for enlargement by 30 June 2001.

Chapter I

This working document aims at informing the European Parliament about current and planned administrative preparations inside the Commission and at inter-Institutional levels. As such, it reflects the Commission's efforts towards a smooth integration of the New Member States and officials from these countries in the administrative structures of the European Union.

Chapter II

Accession Negotiations are currently underway with 12 countries. For the EU, an enlargement of that order of magnitude is unprecedented and requires a specific effort of administrations involved as regards the early planning and co-ordination of preparatory activities. In view of that task, early planning and co-ordination are essentially carried out at four levels:

- (i) inside the Commission, under the responsibility of Directorate General for "Personnel and Administration" in respect of planning, co-ordination, monitoring and reporting;
- (ii) at inter-Institutional level, in particular through the inter-Institutional Task Force on Administrative Preparations for Enlargement which submitted its final report in January 2001 and, in the follow-up to its recommendations, the levels of Secretaries General and Heads of Administration, who ensure monitoring and follow-up in their respective fields of responsibility, in particular through sub-delegation of specific tasks to designated inter-Institutional working groups;

Commission is currently setting up a network of contact points in its Delegations and in the national administrations of the applicant countries.

Chapter III

The challenge of preparing the administrations for enlargement is rendered more complex by the uncertainty surrounding accession dates, not to mention which and how many countries will accede. Administrative preparations should ideally be launched about 3 years prior to accession, given the diversity of tasks to be planned, budgeted and carried out in the pre-accession period².

In the absence of a clear perspective, the Commission is preparing itself, as a matter of administrative prudence, on the basis of an enlargement scenario that foresees the accession of 10 countries by 1 January 2004, with their requisite number of new languages.

The Commission attaches great importance to an early and timely identification of a stable and realistic framework for concrete planning and implementation. Essentially, the framework will build upon the following elements:

- (i) the identification of post-Accession staff needs of the Commission; and
- (ii) the stipulations of the Commission's Recruitment Strategy which will comprise elements such as the identification of staff levels from the New Member States.

In particular, the Commission is in the process of assessing how the current activities will be affected in the post accession phase, in order to identify the implications in terms of staff needs for the Commission services. This assessment will build on the work carried out so far in the framework of Activity Based Budgeting and is foreseen to be completed by the end of 2001. The result will constitute a building block for the discussions related to the likely adaptation of the Financial Perspectives. It will further allow for an in-depth assessment of the effects of enlargement on the future administrative structures in the Commission.

On the basis of the identified needs, the Commission will define its Recruitment Strategy by Spring 2002; redeployments between Commission services, requests for new posts and the phased organisation of recruitment will be elements of the Strategy.

Based on this agenda for enlargement preparations, the detailed planning framework for administrative preparations for enlargement will be defined by Spring 2002. This should allow for sufficient time to earmark adequate resources under the Preliminary Draft Budget 2003 in line with a detailed action plan by sector. On this basis, the Commission will undertake to report to the European Parliament on the follow-up to this interim report.

² Annex 1 provides a detailed overview of main policy issues addressed and the current stage of preparation. Annex 2 summarises main issues and their implementation schedule in the form of a table.

In the lead-up to the adoption of the Preliminary Draft Budget 2003, some issues require specific attention:

- whereas administrative preparations fall broadly in line with the enlargement scenario adopted, the current ceiling of Heading 5 of the Financial Perspectives 2000 - 2006 does not cover administrative expenditure after accession, and requirements for enlargement preparations in all Institutions must currently be accommodated within the existing ceiling. As a consequence, pre-accession resources requirements pose specific problems, as these compete with other activities foreseen, in particular under Heading 5 of the budget, where constraints are specifically severe;
- as regards the *codification of the acquis* where, in principle, an earlier start of activities would have been desirable, the foreseen acceleration of activities has become less ambitious³ to make it compatible with the existing budgetary constraints;
- the extension of the linguistic regime by up to 10 additional languages in the years to come will require special attention: in the absence of a political initiative to modify the existing language regime inside the EU, major efforts on the administrative side as regards organisation, rationalisation and streamlining of procedures and administrative structures become even more important in order to keep budgetary demands in this field within acceptable limits.

Chapter IV

This chapter highlights the major sectors in which concrete administrative actions are to be taken to prepare adequately in the pre-accession period. In addition to this, Annex 1 provides a more detailed overview of main policy issues addressed and the current state of preparation. Annex 2 summarises main issues and their implementation schedule in table form.

In the Preliminary Draft Budget 2002, the Commission has earmarked resources for measures to be taken in the areas of translation and interpretation, recruitment, codification and publication of the *acquis*, training and studies. The related budgetary demands have taken into account the tight room for manoeuvre within the ceiling of Heading 5 of the Financial Perspectives.

Preparations are focused on five main fields.

Recruitment/human resources

- (i) the overriding concern is the timely recruitment and smooth integration of staff from the New Member States: to facilitate a professional and timely recruitment of staff for all Institutions, the Secretaries General concluded that an EU Joint Selection Office should be established, responsible inter alia for carrying out selections in line with the recruitment plans of all EU Institutions;

³ Finalisation of codification of the *acquis* is now foreseen for end 2005

- (ii) at the same time, a series of measures will be taken to facilitate new officials to adapt to their new professional and social environments, including, in particular, training, social integration measures and the elaboration and presentation of relevant information for new staff in their mother tongue.

Linguistic field

- (i) the early provision of translation and interpretation services in the new languages even prior to accession and, related to that, the early recruitment of non-permanent staff and officials in this field;
- (ii) the linguistic revision of the *acquis communautaire* translated into the new languages and, related to that, the setting up of translation antenna in the capitals of the New Member States;
- (iii) the adaptation of softwares in line with the accentuated multilingualism;
- (iv) the enhanced search for administrative synergy with a view to maintaining administrative costs in this field within certain limits.

Legislative and administrative procedures

- (i) the *codification of the acquis* will render the *acquis communautaire* more readable, transparent and simple; it will also facilitate future enlargements, in particular after 2005, as the number of pages of the *acquis* could be reduced by about one third;
- (ii) the publication of the entire *acquis* in the Accession Treaty (primary *acquis*) and the Special Edition of the Official Journal (secondary *acquis*) requires a major logistical effort on the side of the Legal Service and the Publication Office;
- (iii) remuneration and pension rights of officials of New Member States will be calculated on the basis of documentation from the New Member States: as with other documentation from the Candidate Countries in other sectors, the relevant services will need to prepare themselves for assessing these new categories of documents in the appropriate way.

Physical infrastructure

- (i) requirements largely depend on the developments in overall staffing levels; an early calculation of future staff figures is therefore important as regards office space, space for children in nurseries and post-school facilities; it should not be forgotten that buildings typically have a lead time of 2 years and that the Commission, because of its incapacity to make multi-annual financial engagements, has a difficult task to ensure the future availability of suitable buildings;
- (ii) the high number of new languages trigger, in particular, greater demands on interpretation facilities and require one additional European School in Brussels and one in Luxembourg;

- (iii) given the high complexity of the buildings market and the specific challenges as regards enlargement, there is scope for considering an intensified inter-Institutional co-operation in the management of buildings; the same goes for inter-Institutional co-operation of existing libraries where scope for synergy has been identified;
- (iv) once Candidate Countries become New Member States, Delegations in situ will be transformed into Representation Offices, which requires a series of technical, administrative and physical adaptations.

Information technology

- (i) the numbers of work stations will have to be adapted to new staff numbers after accession,
- (ii) the necessary infrastructures have to be set up;
- (iii) information systems need to be adapted to cater for new languages and the corresponding software adjustments;
- (iv) as regards the New Member States, telecommunications and technological developments of future partners must be taken into account.

1. Objective of the interim Report

In its resolution on the draft general budget of the European Union for the financial year 2001⁴, the European Parliament referred to the administrative preparations for enlargement as follows:

"Considers that the three Institutions (Parliament, Council and Commission) should co-ordinate, in so far as is possible through inter-Institutional co-operation, their approach to translation, interpretation, buildings and libraries, when taking measures to prepare the Institutions for enlargement; calls on the Commission to submit to Parliament by 30 June 2001 a report explaining its views on the consequences that enlargement will have on the administrative structure of the Commission."

This report aims at informing the European Parliament about current and planned administrative preparations inside the Commission and at inter-Institutional levels, and on the likely effects of enlargement on the administrative structure of the Commission. As such, the report will provide an overview of Commission preparations with a view to a smooth integration of the New Member States in the administrative structures of the European Union.

⁴ C50300/2000 - C5-0301/2000 - 1999/2190 (BUD) - Minutes of 26/10/2000 on section III of the 2001 budget; indent 37

2. Organisation of administrative preparations for enlargement

2.1 Administrative preparations inside the Commission

In May 2000, the Secretariat General of the Commission mandated the Directorate General for "Personnel and Administration" with the horizontal co-ordination of administrative enlargement preparations. Its tasks comprise secretarial, monitoring, co-ordination and reporting functions at operational levels inside the Commission and with regard to co-operation with the other Institutions and agencies of the EU. The Directorate General regularly reports to a Group of Directors General most directly involved in the administrative preparations for enlargement. The Group of Directors General provides general orientations on work plans and monitors and supervises their timely implementation. Specific sectoral measures are further guided and followed-up by Secretaries General of the EU Institutions and the College of Heads of Administration, according to their specific responsibilities.

The Commission will continue to inform Parliament about developments in this field. Further to this interim report, the Commission intends to submit a second report in Spring 2002, which will comprise a detailed listing and scheduling of measures aimed at a smooth and effective integration of the New Member States in the administrative field.

2.2 Administrative preparations at inter-Institutional level

In September 2000, a Task Force on Administrative Preparations for Enlargement was established, based on the initiative of the administration of the European Parliament. The objectives of this Task Force were to

- (i) set up an inventory of the most important administrative issues to be addressed in view of accession of the Candidate Countries;
- (ii) identify areas in which inter-Institutional co-ordination or co-operation is to be established or reinforced, and
- (iii) in its final report, submit recommendations for further preparations inside and between Institutions.

The Task Force identified 16 areas⁵, for which inter-Institutional co-operation was recommended to differing degrees of intensity: ad-hoc, regularly co-ordinated or on the basis of a joint policy and/or implementation structure. In parallel, lines to take were comprehensively discussed inside the Commission and, where appropriate,

⁵ The following areas are covered by the report: enlargement-generated staff needs, early retirement, recruitment, preparations for integration new officials, European schools, child-care facilities, internships for young academics and officials from candidate countries, training, adaptations in information technology, teleworking, buildings, EU representation offices in New Member States, translation, interpretation, consolidation and codification of the *acquis communautaire*.

Chapter 4 of this report provides more specific information on the areas listed.

measures were launched in line with the deliberations of the Task Force. The Task Force was dissolved after submission of its final report in early January 2001.

A follow-up was organised at sectoral levels, under the guidance of Secretaries General and Heads of Administration, which broadly confirmed the recommendations of the Task Force.

Furthermore, in their meeting of 23 January 2001, the Secretaries General raised the question of inter-Institutional working groups on buildings, libraries and security provisions. Given the impact of enlargement on policies regarding buildings and libraries, the European Parliament attached specific importance to the elaboration of inter-Institutional approaches in these fields. Parliament also attached particular attention to two areas specifically affected by enlargement: interpretation and translation. Developments in all four areas are covered by this Report.

2.3 Inter-Institutional relations with the national administrations in Brussels and Luxembourg

The Minister President of the Region Brussels-Capital established a Task Force mandated to assess the impact of enlargement on the Brussels region. Its first report was submitted in May 2001: the report focuses on the impact of enlargement on urban planning and is based on the long-term assumption that the European Union will continue to catalyse growth in the region, even if the immediate effects of enlargement will not be so substantial. Specific importance is attached to urban planning, improved security, the setting up of a fourth European school, the creation of additional nursery places and the smooth and effective accommodation of new officials and their families as of 2004. The Commission participates in meetings of this Task Force and reports on accession-related initiatives within the Commission.

In Luxembourg contacts take place within the framework of regular meetings of Secretaries General of the EU Institutions with Luxembourg authorities. These cover i.a. issues related to enlargement.

2.4 Relations between the Commission and the Candidate Countries

National administration of those Candidate Countries which are now approaching the final stages of Accession Negotiations increasingly express their interest to launch discussions on administrative preparations for accession. They focus, in particular, on issues such as the organisation and functioning of the European Institutions, their comitology, administrative procedures and personnel policies.

Given the accession targets stated at the European Council of Gothenburg, national administrations of the Candidate Countries will now have to start their own preparations for setting up the appropriate organisational structures in line with the requirements of full EU membership and to adapt their establishment plans accordingly.

At this stage, the main interest of Candidate Countries is to be comprehensively informed, to disseminate information inside the ministries and services and to raise concrete issues such as the recruitment of officials from their countries to the EU or the translation and revision of the *acquis communautaire* into their languages.

In order to facilitate a smooth transition from Candidate to Member State, the Commission will co-operate closely with these national administrations. A network of contact points is currently being set up with Commission Delegations in Candidate Countries and national administrations. In Spring 2002, a conference is foreseen to be organised in Brussels, formally introducing this new phase of accession preparations. The conference will provide the forum for presenting and discussing relevant aspects of administrative preparation and co-operation, based on a stabilised planning framework as outlined under point 3.3 of this report. It is intended to establish regular contacts at working levels on this basis.

3. Schedule for administrative preparations for enlargement

3.1 Agenda for administrative preparations for enlargement

The European Council in Gothenburg in June 2001 confirmed that the enlargement process was irreversible and that, provided progress towards meeting the Accession criteria continues unabated, it should be possible to complete Negotiations by the end of 2002 for those Candidate Countries that are ready, with a view to their participation in the next elections of the European Parliament. Whereas the Gothenburg conclusions provide an important political orientation for further enlargement preparations, detailed measures remain difficult to define for as long as the number and names of countries acceding in 2004 remain open.

3.2 Enlargement scenario

In the absence of a definitive political decision as to the date and number of new Members, the Commission is basing its concrete administrative preparations on the assumption that first accessions would occur in 2004. As a matter of administrative prudence, concrete preparations have been launched on the basis of a scenario whereby up to 10 countries could conclude negotiations by end 2002/early 2003, with a view to their accession on 1 January 2004⁶.

The conclusions of the recent European Council in Gothenburg confirmed the validity of this scenario.

⁶ The Governments of Romania and Bulgaria have stipulated later accession targets.

3.3 Defining the framework for further planning of enlargement preparations

The Commission will continue its co-ordination, monitoring and reporting activities as the accession process advances. For detailed planning and implementation of measures, the Commission services must work on the basis of a relatively stable scenario concerning:

- a) identification of post-Accession staff needs and human resources allocations;
- b) staff numbers to be recruited from New Member States over a period of years yet to be defined.

The basic scenario for the Commission's planning framework is accession of 10 countries in 2004, with the requisite number of new Community languages.

This timeframe will allow the Commission to evaluate the detailed set of measures to be taken in the context of its Annual Policy Strategy, in line with its new programming, management and reporting methods. It allows further to take account of the needs for the relevant administrative preparations for enlargement in the drafting of the Preliminary Draft Budget for 2003, the year immediately preceding accession, if the scenario turns out to materialise.

3.4 Implications of enlargement for activities and staff needs post-accession

One of the main challenges in the management of human resources is to ensure the smooth functioning of services during transition from the pre-accession to the post-accession period and thereafter.

The Commission is in the process of assessing the impact on current activities in the post-accession phase in order to identify future staff needs for the Commission services. The assessment will build on the work carried out so far in the framework of Activity Based Budgeting. Its outcome will be available in early 2002, and will be adjusted in line with political decisions on accession date and countries. The result will constitute a building block for the discussions related to the likely adaptation of the Financial Perspectives, as foreseen in the Agenda 2000 and the inter-Institutional Agreement. It will further allow for an in-depth assessment of the effects of enlargement on the future administrative structures in the Commission.

On the basis of the identified needs, the Commission will define its Recruitment Strategy by Spring 2002; in this context, redeployments between Commission services, requests for new posts and the phased organisation of recruitment will be elements of the Strategy.

3.5 Future staff levels and their geographical distribution

Future staff numbers and their geographical distribution will in particular take account of the commitments regarding the integration of nationals of the new Member States and the increased operational requirements arising directly or indirectly from enlargement.

As a first step towards identifying future staff to be recruited from New Member States, the Commission intends to establish broad orientations on the geographical distribution of staff under an enlarged European Union. Given the important number of additional Member States to be welcomed, there is a clear case for a review of the approach adopted at previous enlargements, with a view to maintaining a certain balance between staff by country of origin. The Commission intends to establish a set of objective criteria that should allow the identification of reference values for New Member States on an objective and non-discriminatory basis.

Combined with its identification of post-accession staff requirements, and taking into account elements such as the natural turnover of Commission staff and the phasing in of recruitments from the New Member States, the Commission foresees to present its orientations on future staff numbers, grades, phased recruitment, their geographical distribution etc. as of Spring 2002.

Any future orientation on the geographical composition of staff numbers will not extend to the linguistic services, as this would distort the geographical balance in the operational services unduly to the detriment of small countries which cannot be expected to accept that their indicative staff shares be absorbed fully or to a large extent by the linguistic services.

The effective doubling in the number of Community languages as a result of the next enlargement will entail a substantial burden for the linguistic services in particular and the administrations of the EU Institutions in general. Furthermore, staff demand for translation and interpretation services is relatively inelastic, once a set of parameters such as working methods, the use of technologies or the level of inter-Institutional co-operation are defined. Against this background, the Commission will continue to pursue internal reforms, savings and synergies, within the given margins.

4. Preparatory measures at sectoral levels

Enlargement is one of the six priority areas set by the Commission in its Annual Policy Strategy for 2002 and administrative preparations for enlargement will require significant additional investment during that year. Consequently, the 2002 PDB foresees a number of measures, the additional costs of which stand at some € 20 million (including codification):

- reinforcing the capacity of interpretation and preparatory work for translation (€ +1.07 million),
- ensuring the linguistic revision (verification and completion) of translations of secondary legislation made by the Candidate Countries in their official language (one experienced translator per new language to act as task manager for monitoring a complementary Phare programme, yet to be established, that will be used to check the quality of the translations already carried out),
- preparing recruitment procedures in view of launching Open Competitions in Candidate Countries and ensuring the timely arrival of new officials from the New Member States (+ € 2.85 million);

- preparing the environment in order to be able to publish the *acquis communautaire* in the language of Candidate Countries on the date of accession (+€ 2.5 million);
- extending economic studies related to Candidate Countries (+€ 0.3 million on top of the increase of € 0.85 million in 2001).

The Commission proposes also an acceleration of *codification* of Community legislation, with the intention of rendering Community law more transparent and accessible, and which may contribute towards reducing the publication requirements in the languages of the Candidate Countries, to the extent that codified texts are available prior to their accession. This will imply a reinforcement of the work on *consolidation* carried out by the Office of Publications and supervised by the Legal Service (€ +10 million). In addition, the Legal Service will be temporarily reinforced with a number of LA posts re-deployed from the Translation Service and with additional external personnel (+ € 1.22 million) to complete the codification process.

At operational level, the Commission has already opened a substantial number of Community programmes for the participation of Candidate Countries, and there are already resource implications for the organisation and management of the extended application of these Programmes. However, as the focus of this working document is strictly limited to the administrative preparations of enlargement, these sectoral activities which form an integral part of the overall pre-accession preparations are not addressed in this report.

The following sections describe in more detail the content of the measures undertaken and/or envisaged in various administrative fields.

4.1 Measures in the field of recruitment/human resources

The main challenge in the management of human resources is to ensure the smooth functioning of services during transition from the pre-accession to the post-accession period and thereafter.

The following measures will be taken:

- as regards the projection of future staff needs, to establish a balance between the phasing out of specific pre-accession tasks and the phasing in of new tasks; the Commission intends to conclude a detailed assessment of enlargement on its post-accession staff needs before the end of 2001; work is already underway;
- on the basis of the identified needs, the Commission will define its Recruitment Strategy by Spring 2002; in this context, policy instruments such as redeployments between the services, requests for new posts or the phased organisation of recruitments will be considered as elements of the Strategy;
- In the field of recruitment, preparations need to be launched more than 2 years prior to the accession date; in particular, selection juries must be identified and selected, in view of a thorough and timely preparation of the competitions which allow for the launching of the first competitions following the signature of the Accession Treaties; selection methods and the timing of selections are currently under discussion between the competent services of the EU Institutions.

- In the linguistic field, Commission staff working in the new languages should be operational at an early stage: both translators and interpreters should be available prior to accession, in order to facilitate a smooth integration of the applicant countries; in the translation and interpretation services planning and preparation activities have been underway since mid 2000 (see also section 4.2 below).
- In the context of administrative reform, catalysed by accession preparations to be launched, Secretaries General concluded that a Joint EU Selection Office should be set up by 1 January 2003 which would allow for a more professional organisation of selections, administrative synergy and a better management of reserve lists.

Newly recruited staff will be confronted with a professional and social environment that poses a series of challenges and difficulties. The Commission intends to provide support to the new staff to address these difficulties and thereby contribute to the smooth adaptation of the official to the new circumstances. The following measures will be taken:

- at inter-Institutional level, to submit a concrete proposal and work plan by the end of 2001, as foreseen by Heads of Administration;
- to facilitate an early orientation on important rules and administrative procedures in the new languages, including the on- and off-line information system available inside the institution (see also point 5.2. of Annex I);
- to provide incentives for new staff to take part in extra-professional activities, mainly in order to facilitate the social integration of staff and their families;
- to provide for specific social assistance arrangements for persons facing special problems.

The Commission's Training Unit also intends, in co-operation with the other Institutions, to explore further scope for synergies between the Institutions, and to submit a report on this to Heads of Administration by the end of 2001. Specific training will target new staff in order to:

- familiarise them with the new economic, social and professional environment; and
- provide induction crash courses, including for working languages.

Existing trainee programmes allow young academics from applicant countries to learn about the EU Institutions and prepare them for a possible future career in this field.

Staff currently employed by the Commission will equally be supported and prepared for the new situation, notably by:

- offering and channelling information that allows to familiarise themselves with the cultures and political systems of the future Member States,

- providing training to existing staff in the new languages.
- providing specific non-language courses in line with the enlargement related needs of the competent services.

Appropriate financial resources were allocated in the Preliminary Draft Budget 2002 of the Commission in order to take the necessary preparatory measures for launching competitions as of 2003, following the signature of the Accession Treaties (in line with the basic Accession scenario of up to 10 countries in 2004).

4.2 Measures in the linguistic field

In the linguistic field, pre-accession preparations will be particularly intensive:

- (i) translation and interpretation services will have to be provided at early stages and even prior to accession, with a view to facilitating final stages of accession negotiations and the intensified participation in EU affairs following the signature of the Accession Treaty; accordingly, provisions are to be made for the early recruitment of non-permanent staff and officials in this field;
- (ii) the linguistic revision of the *acquis communautaire* translated into the new languages requires the setting up of translation antenna in the capitals of the New Member States as of mid 2002;
- (iii) specialised software has to be adjusted in line with the new specifics of EU multilingualism;
- (iv) the expectation of substantial increases in the costs of linguistic services requires the enhanced search for administrative synergy inside and between the Institutions, with a view to maintaining administrative costs in this field within certain limits.

As regards the future organisation of interpretation, the Commission's Joint Interpretation and Conference Service was mandated by Heads of Administration to co-ordinate further reflections in this field, in particular as regards co-operation on recruitments, ensuring the cost-effectiveness of services, setting up the necessary infrastructures and developing new technologies to cope with current developments.

In the translation field, Heads of Administration mandated the Inter-Institutional Committee on Translation (ICT) to continue the work on exploring and identifying cost-effectiveness of services in an enlarged EU with double the number of Community languages. As concerns the Translation Service of the Commission, following the examination of options of externalisation, the Commission will now analyse the results of the studies carried out with a view to maximising synergies and enhancing cost-effectiveness to the extent feasible.

Both, the Interpretation and the Translation services have already launched preparatory activities in all relevant areas.

4.3 Measures in the field of legislative and administrative procedures

The main issues in this area are as follows:

- (i) The accession of a New Member State requires the publication of the Accession Treaty and the primary *acquis* at the date of signature of the Accession Treaty, and the publication of the full secondary *acquis* by the date of accession. These deadlines require an early planning of translations, their linguistic and legal revisions and the printing and publication of a volume which will comprise about 90,000 pages per new language (without codification).

To meet deadlines, translation antennas will be set up in Candidate Countries to support linguistic revision as of mid 2002; legal revision will start as of early 2002, with special focus on the primary *acquis* in the first phase of the work. The printing of the Special Edition of the Official Journal comprising the secondary *acquis* will take up to 1.5 years and is due to be launched mid 2002.

- (ii) According to Commission estimates, the *acquis communautaire* will comprise 90,000 pages by 2003. Based on current experience in consolidating the *acquis communautaire*⁷, there is a potential to reduce this number by between 30,000 and 35,000 pages. The Commission is currently preparing a Communication on the codification of the *acquis*; based on the resources earmarked under the Preliminary Draft Budget 2002 it is intended to complete the measure by end 2005. When available, the codification of the *acquis communautaire* will thus allow businesses and citizens of the EU and of Candidate Countries to benefit from a more accessible and transparent legislative framework. At the same time, to the extent that the codification is completed prior to accession of some of the New Member States, it will enable them, as well as the Commission and the Council, to reduce administrative costs of accession, in particular by reducing publication and dissemination costs.
- (iii) Specific provisions under the Staff Regulations stipulate certain rights which will have financial impacts for each official but which are linked to the fulfilment of certain criteria; specific information must be collected and evaluated; the Commission is requested to carry out this work on behalf of all EU Institutions and to keep these informed about progress. Information requirements relate to issues such as civil law, family law, divorce, legal separation, child custody, maintenance of obligations, transfers, attachments, VAT liability etc. This work will be launched as of 2002.

⁷ Consolidation is the mechanical process whereby the provisions of the basic act governing a particular matter, and all its amendments are brought together, without any examination or alteration of the text and without the recitals. The resulting consolidated text is for information only and has no legal status.

4.4 Measures in adapting the physical infrastructure

The main issues to be addressed in this field are as follows:

- (i) Demands on physical infrastructure will depend mainly on overall staff developments. An early identification of future staff levels is therefore important as regards overall office space calculations, and the provision of sufficient space for children in nurseries and post-school facilities;
- (ii) The high number of new languages will also render the establishment of new European Schools indispensable, a fourth one in Brussels and a second one in Luxembourg;
- (iii) Additional buildings will further entail increase demands for security services, in particular in the areas of office security and security of information technology and communication;
- (iv) Given the complexity of the buildings market and catalysed by the specific context of enlargement, there is scope for considering an intensified inter-Institutional co-operation in the management of buildings; this work is being carried out at inter-Institutional levels and results will be taken into consideration in the further planning of activities;
- (v) the organisation of libraries will become more expensive due to an increase in the number of countries and languages; against this background, enhanced inter-Institutional co-operation should facilitate better inter-library co-operation and cost-effective distribution of tasks, with a view to keeping cost increases within acceptable limits; the inter-Institutional working group on libraries proposed a feasibility study in order to analyse the case more in-depth and propose concrete options.
- (vi) Inside the New Member States, EU Delegations will be closed down and replaced by new Representation Offices; this transition requires a number of changes in terms of buildings, statutory provisions, personnel and policy; thorough planning and timely implementation to ensure a smooth transition towards the new institutional structure.

4.5 Measures in adapting information and communication technology systems

In the field of information technology, the main challenges will be

- (i) to set up the likely additional numbers of work stations,
- (ii) the necessary infrastructures,
- (iii) to adapt information systems so as to cope with the additional new languages and to provide information in these new languages on the relevant websites of the Commission such as Europa or Intracomm,

- (iv) as regards the New Member States, certain minimum standards in telecommunications must be met as regards the Commission needs for secure communication.

In order to contain the costs of enlargement, Institutions agreed to adopt a pragmatic approach towards enlargement preparations in respect of physical infrastructure: corrections and replacements if necessary, adjustments if appropriate, renewal if justified by a cost-benefit analysis. So far, a study on the impact of the enlargement on ICT was carried out by the responsible inter-Institutional working group, with a view to drawing up estimates and systematic, multi-annual forward plans concerning needs in terms of human resources, hardware, services and security systems. The report is expected to be submitted by mid 2001. According to planning, concrete preparations should start during 2002. Eventually, resources will have to be found within the existing budgetary framework.

5. Conclusions/Recommendations

This working document informed the European Parliament about current and planned administrative preparations inside the Commission and at inter-Institutional levels. The administrative preparations of the Commission are based on an enlargement scenario that foresees 10 countries to join the European Union on 1 January 2004, with the requisite number of new official Community languages.

The concrete planning framework for administrative preparations for enlargement will be defined by Spring 2002. This should allow for sufficient time to earmark adequate resources under the Preliminary Draft Budget 2003 in line with a detailed action plan by sector, covering most important measures in the field of recruitment/human resources, linguistic, legislative and administrative procedures, physical infrastructure and information technology. On this basis, the Commission intends to inform the European Parliament on the follow-up to this Interim Report.

ANNEX I

Preparatory Measures at sectoral levels – Issues Papers

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1. Measure in the field of human resources

1.1 Recruitment

Main issues

According to past experience, recruitment preparations need to be launched more than 2 years prior to the accession date. In particular, selection juries must be identified and selected, and the logistics prepared in the candidate country. Given the political sensitivities involved, competitions for officials have never been launched prior to the signature of the Accession Treaties. However, at the same time, the New Member States would like to see the first officials originating from their countries integrated as early as possible after the accession date. Against this background, the Commission attaches great importance to the thorough and timely preparation of recruitment competitions.

Furthermore, in the linguistic field, Commission staff should be available at an early stage in order to facilitate a smooth integration of the Candidate Countries. In particular, translations are to be organised prior to accession, e.g. when revising the *acquis communautaire* in the new official languages and, immediately after accession, for the publication of new legislation in the Official Journals. The same goes for the interpretation services which are essential at an early stage, during negotiations and following the signature of the Accession Treaties.

In the context of administrative reform, catalysed by accession preparations to be launched, Secretaries General decided that consideration should be given to the setting up of an inter-Institutional office for selections which would allow for both more professional organisation of recruitments and administrative synergies.

Recommendation of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended to establish a European Union Selection Office as soon as possible with a view to effectively organise and co-ordinate all enlargement-related competition and recruitment procedures. Heads of Administration followed these recommendations and mandated the Commission to set up a working group with a view to develop a Statute for the new inter-Institutional body and a joint selection policy. This work was completed in June 2001. The Secretaries General confirmed the proposal at their meeting of 9 July 2001. On this basis, the Office is expected to be established formally by 1 January 2003.

Actions taken and planned

The draft establishment plan and budgetary proposal for the Selection Office take account of the enlargement scenario as of 2003. Further adaptations of the proposal might be appropriate once a political decision on numbers and names of New Member States has been taken.

As concerns the planning of recruitment from New Member States, interpretation and translation services are traditionally the first to organise competitions in their respective fields, given the importance of their services in assuring core functions as of accession. Both services have launched planning and preparation activities as of mid 2000; contacts with the relevant Universities and training Institutions already date back to 1997, not least because these services require specific qualifications from future linguistic staff, with the appropriate curricula to be developed.

Where enlargement-related recruitment planning has already been launched, activities will be co-ordinated closely, even prior to the formal establishment of the new Office. The same goes for the planning of recruitment of staff in the categories A -D which will coincide with the transition period towards the new organisational structure.

Appropriate financial resources were allocated in the Preliminary Draft Budget 2002 of the Commission in order to take the necessary preparatory measures for launching competitions if appropriate as of 2003, following the signature of Accession Treaties. The necessary software adaptations are currently being made to allow the processing of documents in the languages of the applicant countries. Further, selection juries will be established in close co-operation between the EU Institutions. Selection methods and the timing of selections are currently under discussion between the competent services.

As of 2002, in case the current scenario is confirmed, a detailed recruitment agenda will be established. All Institutions should be ready to submit their concrete staff requirements and the intended phasing of recruitments by March 2002 at the latest.

1.2 Reception arrangements and social assistance

Main issues

Arriving officials from the New Member States will be confronted with a specific professional culture in an international and multilingual environment which poses numerous challenges and difficulties. Officials and their families should therefore be supported in an appropriate way to ease the culture shock and allow for a smooth setting in under the new circumstances. In cases of specific problems, the appropriate assistance should be made available. As regards existing staff of the EU 15, they should have the opportunity to learn more about the new colleagues and their specific cultural backgrounds to be better prepared for integration them.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that appropriate measures should be taken in order to help staff members from the new Member States adapt to the EU environment. In particular, the Preparatory Committee on Social Affairs under the Heads of Administration was invited to submit a concrete proposal and work plan by the end of 2001, as confirmed by Heads of Administration.

Actions planned

The Commission foresees to set up the following reception and social assistance arrangements:

- (a) the translation of the Staff Regulations and other important administrative rules into all new official languages;
- (b) incentives for new staff to take part in extra-professional activities, mainly in order to integrate staff and their families socially into their new environment, accompanied by support arrangements for individuals facing specific problems and an improved monitoring of staff in order to identify problems at early stages;
- (c) provision of appropriate individual and professional guidance for staff from both EU 15 and Candidate Countries: there will be opportunity for existing staff to familiarise themselves with the cultures of the future Member States, whereas staff from the New Member States will be given the opportunity, through tailor-made lectures, to learn about their new economic, social and professional environment.

The European Commission will continue to develop its services rendered by the Reception Office and ADMINFO, the information and assistance service of the Commission. It is also in favour of retaining and developing the existing flexible inter-Institutional co-operation arrangements, in particular as regards access to these services for all EU staff.

The inter-Institutional Preparatory Committee on Social Affairs is expected to play an important role in ensuring preparations in this field by organising, as appropriate, a division of work among the Institutions, in particular as regards lectures for staff members from the New Member States and efforts to encourage staff to take part in internal or external extra-professional activities. It will further provide the forum to discuss future modalities of co-operation between the Institutions.

1.3 Training

Main issues

Training measures are broadly divided into language and non-language measures. In the language field, courses are offered in the pre-accession period for existing staff that will or might have to understand or communicate in the languages of the New Member States. This goes in particular for translators and interpreters. On the other hand, in the post-accession period, specific language courses must be offered to the new officials, and to the extent possible to their partners, in order to facilitate their social and professional integration. In the field of non-language training, specific measures will have to be designed in line with the needs of the competent services.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that inter-Institutional co-operation in Brussels should be examined, based on a needs analysis of all Institutions in the areas of both language and non-language training, with a view to identifying areas where inter-Institutional co-operation should be stepped up. At the same time it was recommended to maintain or even further intensify the level of inter-Institutional co-operation already achieved in

Luxembourg. At each of the two places of employment a Working Group should be established which should report back to the [College of] Heads of Administration before the end of 2001. The College of Heads of Administration has endorsed these recommendations and have called on both Working Groups to submit their reports by 6 December 2001.

Actions taken and planned

The Commission's Training Office has established its action plan to prepare for enlargement. Two periods may be distinguished: a first period from 2001 till 2003 to train the current staff and a second period from 2004 onwards, where training will focus on the new staff from the New Member States.

Main training topics during the first period (2001-2003) are as follows:

- 1) Extension of the current linguistic training from 2001 onwards to include also the languages of the Candidate Countries i.e.: Bulgarian, Czech, Estonian, Hungarian, Latvian, Lithuanian, Polish, Romanian, Slovenian, Slovakian and Turkish. These courses are accessible to those staff where a priority need has been justified by the line manager.
- 2) Lunchtime conferences will be organised as from 2002 in order to familiarise staff with the political and historical background of the Candidate Countries and with their socio-economic situation.
- 3) All training managers in Directorates General were informed about the current enlargement scenario and were invited to identify and implement their specific training needs. A survey was launched to establish a consolidated overview of these local training actions. On this basis, if considered appropriate, training managers of the Commission services will organise specific training to prepare for enlargement in their specific areas of responsibility.

Main training topics during the second period (from 2004 onwards) are as follows:

- 1) Besides the standard induction course for newcomers, a special course of 5 days is foreseen to facilitate the integration of new staff into the working environment of the Commission.
- 2) It is considered likely that new staff will need early support in reinforcing their language skills in English, French and/or German, in order to develop required language skills swiftly. For that purpose, crash courses will be offered.
- 3) Additional material will be purchased for the Learning Centre in order to cover the new official languages.

Furthermore, the Training Office participates in an inter-Institutional working group on the future of the inter-Institutional co-operation in language training in Brussels. It intends to submit its final report to Heads of Administration by the end of 2001.

As regards the inter-Institutional organisation of language training, the Commission has already started to organise courses for languages of the Candidate Countries, in

close collaboration with the other Institutions and services involved. It will maintain this approach in the future and intends to extend co-operation progressively towards the shared use of new technologies (on-line courses with the assistance of a teacher, courses in video-conference, video broadcasts to other Institutions and/or sites, etc.). Given the scope of potential synergies, satisfactory ways should be found to address present difficulties.

Further, the Commission intends to submit a proposal to the Inter-Institutional Committee to extend this co-operation to general courses, in view of enlargement. Such an approach would allow an increase in efficiency and make it possible to provide a wider range of topics, speakers and dates.

1.4 Traineeship

Main issue

Administrations and young academics from applicant countries express their interest in learning more about the EU Institutions from the perspective of experiencing at first hand the administrative realities. The trainees, in turn, will contribute, on their return, to spread know-how and awareness about the EU Institutions in their specific contexts. In short, trainee programmes help to develop an environment that facilitates national administrations to prepare internally for their future roles and functions as representatives of the New Member States inside the EU Institutions.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that the relevant budgets should be increased so that, as from 2002, a larger number of trainees from the applicant countries can be taken on. Institutions should also endeavour to enable trainees to learn, during their training periods, how the other Institutions operate.

Actions taken and planned

As acknowledged by the Head of Administration, the Commission already undertakes substantial efforts to train young academics in European affairs and to familiarise them with the European Institutions. Overall, more than 1,200 administrative trainees are hosted every year by the Commission. In this context, special priority is given to trainees from the applicant countries. The Commission hosted more than 70% of the 152 trainees from Candidate Countries taken on by all EU Institutions in 2000. General training measures, excursions and seminars form integral part of the traineeship. Further, each year since 1996, between 70 and 76 civil servants from Candidate Countries have undertaken three-month traineeships in the Commission.

Following its considerable efforts in this field, the Commission has now reached its saturation point in terms of its capacity to take on trainees, not least in terms of finding departments which can play host to them and provide them with appropriate professional and logistic support.

2 Measures in the Linguistic Field

2.1 Interpretation

Main issue

The main challenge facing the Institutions is to find a way of preserving high quality in interpretation while keeping the cost of the system at reasonable levels in a scenario in which the number of official languages could increase substantially within a relatively short time.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended the creation of an inter-Institutional Language Committee as soon as possible to assess the issues linked to interpretation and interpreting techniques in line with the Institutions' needs in the context of enlargement. However, instead of creating a new Language Committee, the College of Heads of Administration decided to ask the Joint Interpretation and Conference Service (JICS) to act as *Chef de file* for further reflections in this area in the framework of its regular inter-Institutional meetings.

Actions taken and planned

As regards the practical administrative preparations for enlargement, at the beginning of 2001 the JICS launched a series of missions to the Candidate Countries in order to raise awareness in the professional community of the future staff needs of the EU Institutions. In parallel, the training of language trainers was intensified with a view to achieving the standards of interpretation required from freelance staff. Awareness seminars are being followed by accreditation tests for freelance auxiliaries in the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia. These activities will be repeated on an annual basis until 2003.

Currently, the Joint Interpretation and Conference Service (JICS) is having regular consultations with the other interpretation services of the European Parliament and the Court of Justice in order to optimise the use of resources. Discussions have dealt with (1) recruitment (2) ensuring cost-effectiveness of services, (3) infrastructure and (4) new technologies.

- (1) For the launch of recruitment of officials, the JICS would envisage the following timetable:
 - preparation of notice of competitions: by October 2002;
 - organisation of competitions: to be concluded by the end of 2003;
 - recruitment of officials: as of 1/1/2004.

According to current estimations, the Commission will need 40 staff per new language, of which about 15 are expected to be officials, the rest freelance auxiliaries.

The pool of available resources being very limited, clear rules would have to be defined with respect to sharing of lists of successful candidates and grade classification of newly recruited officials, supported by the Inter-Institutional Selection Office currently under consideration.

- (2) Increased co-operation in the form of an inter-Institutional office can be re-examined. So far, there has never been sufficient enthusiasm for the idea since the Institutions concerned expressed general satisfaction with the existing co-operation arrangements. The loss of autonomy and reservations about a potentially unwieldy structure were considered to outweigh any potential gains. Flexibility to respond to customer demand must remain a top priority in the provision of interpretation services, whatever the organisational structure employed.

As regards the breakdown between in-house and freelance interpreters, a cost-benefit study commissioned by the JICS is due to be completed in July. The determining factor in the provision of interpretation remains quality. Even if an increased use were to be made of external resources, the accreditation and evaluation systems would remain as important and as rigorous as they are now.

- (3) Until now the Commission has not made any adjustments to the number of interpretation booths in its main conference facility which is the CCAB but has opted for using non-symmetrical solutions to give participants the possibility to speak their own language and to listen to a limited number of generally understood languages.

In the revamped CHAR two rooms have been equipped with 12 booths and one has the possibility of having 21 booths. On the other hand, in the refurbishing of BERL provision has been made for one room with 21 booths, one with 18 booths and one with 13 booths.

There remains scope for improving inter-Institutional co-operation in this domain. In line with the recommendations of the inter-Institutional Task Force, the JICS will undertake to pursue this issue further with the other Institutions concerned.

- (4) Tests in relation to the use of new technologies in the interpretation field have been organised over the past year in the area of remote interpretation. The Commission, Parliament and Council have each run a series of tests in close co-operation with each other. As far as Commission meetings are concerned, it is unlikely that remote interpretation techniques will be needed in the near future – in any case a significant number of technical, financial and human issues still need further examination before such techniques could be introduced.

2.2 Translation

Main issues

As regards the pre-accession period, the Translation Service of the Commission plays an important role in the linguistic revision of *acquis communautaire* translated into

the new languages. Furthermore, translation services will be in high demand following the signature of the Accession Treaties and competent staff must be available accordingly.

As regards the post-accession period, translations in the new languages must be immediately and fully operational in order to allow for a level playing field between the Member States. The main challenge for the Commission and the other EU Institutions is to find a way of strengthening cost-effectiveness of the overall translation system that is facing a doubling of official Community languages, with a view to reducing cost increases to the extent possible. Other issues to be addressed include ensuring high quality in translation while keeping the cost of the system at reasonable levels in a scenario in which the number of official languages could increase substantially within a relatively short time.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that the Inter-Institutional Committee on Translation (ICT) should carry out further work on ways to cope cost-effectively with the challenge of maintaining multi-lingualism in an enlarged EU with double the number of Community languages. The Heads of Administration followed the recommendations and invited the ICT to continue its work already launched in this context.

Actions taken and planned

Inter-Institutional co-operation on questions of common concern is well established and institutionalised on the basis of a sub-committee covering all relevant aspects of enlargement. As regards the scope for an intensified inter-Institutional co-operation, the ICT concluded that the administrative autonomy of the Institutions should be maintained, stressing that the creation of a joint service for all the Institutions would be administratively cumbersome and difficult to manage and would lead to a loss of quality. However, the administrative costs for translation are estimated to increase substantially in a European Union with 20 languages or more, unless important efforts are made to render translation more cost-effective.

The Translation Service has concluded its examination of the externalisation options, following a feasibility study and a cost-benefit analysis carried out by external consultants. The Commission is now analysing the results of the studies in the light of its preparations for enlargement, with a view to optimising synergies and enhancing cost-effectiveness to the extent feasible.

As regards concrete preparations for enlargement, the Commission's Translation Service (SDT) will ensure:

- linguistic revision of the *acquis communautaire* in the new official languages
- translation in the transition period between now and accession
- translation in line with general standards as of the date of accession
- enhanced cost-effectiveness of translation services.

At present, the applicant country is responsible for the translation of the *acquis communautaire* into its language. SDT will help organise a final revision of these translations under the guidance of the Legal Services of the Commission and the

Council. For this purpose, SDT will set up translation antennae in 8 Candidate Countries as of 1 July 2002. These will co-operate closely with the translation offices already established by the Candidate Countries themselves. Missions to prepare the setting up of the antennae and to discuss the modalities of co-operation with the translation centres of the applicant countries have been carried out since early 2001. In order to strengthen the translation capacity prior to accession, SdT will launch selections for temporary translators (local agents) as of early 2002⁸.

Since 1996, SdT has been training internal staff in the languages of Candidate Countries. In the meantime, a call for interest has allowed the SdT to establish a list of agreed free-lance translators in all new languages.

SdT intends to ensure translation functions in line with normal Commission practice in all new official languages as of the accession date of the country in question. It will therefore select and train members for competition juries during 2002. On the basis of the current enlargement scenario, competition juries will take up their tasks as of early 2003, once Accession Treaties are signed. This would allow for recruitment as of 1 January 2004. Inter-Institutional co-operation in this area (i.e. inter-Institutional competitions) should be ensured by the Recruitment units of the Institutions even before the creation of the EU Selection Office, both in terms of planning and implementation.

Internal administrative reform plays an important role in underpinning the Commission's efforts to keep cost developments within certain bounds. Main activities already carried out in this context refer to the introduction of the practice of inverse translation⁹ as 2001. Important progress is further achieved in the development and use of a common (inter-Institutional) terminology bank and translation website. Some software for extending modern translation tools to the languages of the Candidate Countries has been made available to these countries through the Phare Programme (TAIEX). SdT intends also to develop further the Eurodicautom data base¹⁰.

An important element of internal administrative reform is a proposal SdT intends to submit before the end of 2001 on the setting up of local translation units (antennae) in all countries of the EU. For the applicant countries this could imply the establishment of permanent structures as of accession. Other policy elements such as the enhanced use of teleworking could further complement efforts to increase job satisfaction and, at the same time, reduce administrative overhead costs.

3 Measures in the field of legislative and administrative procedures

⁸ In addition, SDT will manage the selection of legal revisors, on behalf of the Legal Service.

⁹ Inverse translation foresees that LA staff translates not only into the mother tongue but also from the mother tongue into a well mastered "vehicular" language (EN and FR typically)

¹⁰ Eurodicautom is an on-line dictionary and glossary covering over 5 million entries in all official languages.

3.1 Publication of legislation

Main issues

EU legislation comprises the primary *acquis communautaire* and the secondary *acquis communautaire*. The primary *acquis* comprises all EU treaties, the translation of which in the official languages of the acceding States will be annexed to the Accession Treaties to be signed by the Member States and the Candidate Countries once Accession Negotiations are concluded. In line with the scenario for administrative enlargement preparations, a draft Accession Treaty must therefore be available by the end of 2002, in the present official languages and the languages of the respective Candidate Countries.

Furthermore, the Commission and the Council have to ensure the publication of the secondary *acquis communautaire* in the languages of the New Member States. By the date of accession, the Office for Official Publications (OPOCE) has to publish the Special Edition of the Official Journal comprising the full secondary *acquis communautaire* in the official languages of the new Member States.

Actions taken and foreseen

Currently, the *acquis communautaire* comprises about 80,000 pages, which are being translated by Candidate Countries under their responsibility.

As regards the primary *acquis*, allocations under the Preliminary Draft Budget foresee that the Legal Service of the Commission launches the legal revision of these translated texts as of 2002, following their linguistic revision through the Translation Service, with a view to completing this work by the end of 2002.

As regards the secondary *acquis*, which comprises the bulk of the 80,000 pages, the Commission's Translation Service is preparing to set up pre-accession translation antennae in Candidate Countries as of mid 2002. These antennae will undertake the linguistic review of the translations submitted by the Candidate Countries. On this basis, legal revision by the Legislative Authority is planned to be completed in due course prior to accession, leaving sufficient time for the publication of the complete Special Edition of the secondary *acquis*, i.e. by end 2003, based on current assumptions.

OPOCE intends to launch invitations for tender for the printing of the Special Edition of the Official Journal in autumn 2001 and plans to start the actual printing in summer 2002. According to past experience, it may take up to 1.5 years to complete the task. Financial and human resources have been allocated accordingly under the 2002 Preliminary Draft Budget.

3.2 Codification of the *acquis*

Main issue

According to estimates of the Office for Publications (OPOCE), the *acquis communautaire* will comprise 90,000 pages by 2003. Based on its current experience of consolidating the *acquis communautaire*¹¹, OPOCE considers that there is a potential to reduce this number by between 30,000 and 35,000 pages. When available, the codification of the *acquis communautaire* will allow business and citizens of the EU and its Candidate Countries to benefit from a more accessible and transparent legislative framework. At the same time, where the codification is concluded prior to enlargement, it will enable the New Member States, the Commission and the Council to reduce administrative costs of accession, in particular by reducing publication and dissemination costs.

Recommendations of the inter-Institutional Task Force

Against this background, the inter-Institutional Task Force on Administrative Preparations for Enlargement called on the Secretaries General of the Institutions concerned to raise the question of whether to accelerate the consolidation and codification of the *acquis communautaire* in preparation for enlargement. The Secretaries General decided to pursue this matter once the Legal Services involved have assessed the options available, also taking account of cost-benefit considerations.

Actions taken and planned

On the basis of the Task Force report, the Legal Services of the Commission, Council and European Parliament have concluded to support an accelerated codification of the *acquis communautaire*, in all languages, including those of the Candidate Countries, thereby ensuring the necessary legal certainty which the *acquis* must provide for all Member States. They have further underlined the specific importance of codification to render the *acquis* more readable, transparent and simple, contributing as such to the overall reform of the Commission administration.

Taking into account the preparatory work carried out inside the Commission, its 2002 Preliminary Draft Budget of the Commission provides for an allocation for the codification of the *acquis* which should allow this measure to be concluded by the end of 2005, based on the assumption that the same level of funding is maintained throughout these years. On the basis of the existing enlargement scenario and the preliminary schedule for completing the codification of the *acquis*, this project should allow for overall savings of about € 16.5 mill. The Legal Service of the Commission is preparing a Communication on the Codification of the *acquis communautaire*, which is due for adoption by September 2001.

3.3 Stipulation of rights and remuneration levels under the Staff Regulations

¹¹ Consolidation is the mechanical process whereby the provisions of the basic act governing a particular matter, and all its amendments are brought together, without any examination or alteration of the text and without the recitals. The resulting consolidated text is for information only and has no legal status.

Main issue

Articles 72 and 73 (sickness insurance), Annex VII (family allowances, indemnities, missions), Annex VIII (pension), and Annex XI (annual adaptation of remuneration) of the Staff Regulations stipulate certain rights subject to the fulfilment of certain criteria which will have financial impacts for each official. These criteria must be checked against the information provided by the officials. Therefore, the Administrations are expected to familiarise themselves with the specific national systems and documentation, in order to allow for a correct decision on remuneration rights and levels as of accession.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that, based on the identification of issues of concern by the Preparatory Committee for Matters relating to the Staff Regulations (CPQS), the Commission should draw up proposals for the adaptation of administrative rules currently in force, in order to take effective account of the situation in the New Member States. The Heads of Administration decided that the Commission should elaborate its proposals and submit these subsequently to the CPQS.

The sickness insurance regulation and Annex VII of the Staff Regulations comprise detailed stipulations on allowances and reimbursement of expenses. Their implementation requires a certain knowledge on the part of the Administration of the laws and practices in each Member State. This relates to issues such as the organisation of medical services and health care, legislation for work accidents and occupational disease, civil law, family law, divorce, legal separation, child custody, maintenance of obligations, transfers, attachments, VAT liability, the calculation of distances from the place of employment, levels of secondary, higher and technical education establishments, etc. Preparations should be made prior to enlargement in order to facilitate the smooth operation of rights, benefits and obligations as of the accession of New Member States. As regards the provisions on mission expenses, in 2002 the Commission intends to launch a study aimed at defining the future level of daily allowances for missions to the New Member States. This will provide the basis for a Regulation complementing the provisions of Annex VII in the appropriate way of the date of accession.

One of the aspects covered by Annex VIII of the Staff Regulations is the transfer of pension rights, acquired in earlier employments, from national schemes to the Commission. Based on the current enlargement scenario, negotiations will be launched in 2002 in order to reach bilateral agreements in due course in the context of enlargement.

Annex XI of the Staff Regulations stipulates the annual review of remuneration. The Commission Administration will launch a study aimed at defining the appropriate rate of adjustment of remuneration for the New Member States, in due course prior to their accession.

4 Measures in adapting the physical infrastructure

4.1 Buildings Policy

Main issues

A potential increase in staff numbers would gradually increase the need for office space and buildings. In line with the gradual increases in required office space by service, the necessary provisions must be made in time to facilitate the effective operation of services after accession. Furthermore, the specific challenge of enlargement preparations provides the appropriate occasion to reconsider modalities of co-operation between the buildings departments of all EU Institutions.

Recommendations of the inter-Institutional Task Force

In parallel with the work of the Task Force on Administrative Preparations for Enlargement, the Secretaries General of the Institutions proposed at their meeting of 18 October 2000 to explore options for enhanced inter-Institutional co-operation in the buildings sector. On this basis, an inter-Institutional Working Group 'Building Policy' was set up.

In its final report of January 2001, the inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that that inter-Institutional co-operation in its current form could be broadened and deepened, while ensuring at the same time that the Institutions concerned retain adequate control over their infrastructure. It was further recommended that the Working Group 'Building Policy' should propose a structure for future co-operation, based on the experience gained so far in the various places of employment. However, for reasons of timing it also took the view that property projects which are linked directly to enlargement must be pursued separately from the possible introduction of an inter-Institutional structure.

Actions taken and planned

In its report to the meeting of Secretaries General of 23 January 2001, the Working Group "Building Policy" stressed that all European Institutions are managing large and expanding buildings portfolios, expanding in particular in the context of enlargement. The complexity of the buildings policy, in particular as regards to the general orientation towards the purchasing of buildings, and the related management issues encouraged all the Institutions to build up their internal expertise in the relevant technical and legal areas.

Against this background, the Secretaries General concluded at their meeting of 23 January 2001 that each Institution would need to conserve autonomy and control over its building policy, whereas, at the same time, economies of scale should be sought through enhanced inter-Institutional co-operation on technical issues. However, increased co-operation should not lead to heavy and bureaucratic procedures.

On 9 July 2001, Secretaries General concluded to ask the competent working group to continue efforts on the elaboration of a more ambitious approach towards inter-institutional co-operation. Elements so far identified refer to the establishment of a regular information and consultation mechanism, the development of a common approach towards the competent public authorities of the host country on questions of joint interest, the conclusion of a Charter on the provision of mutual assistance in the field of buildings policy, the joint negotiation of common contracts for the provision

of utilities, the adoption of mutual recognition procedures between the various Institutions for tendering and other pre-contractual and contractual arrangements, and the introduction of a joint inventory management system.

As regards internal enlargement preparations, the Commission intends to submit a Communication on preparations in the buildings sector in mid 2002, based on the current accession scenario, in particular with a view to allowing for a timely preparation of necessary infrastructures. This Communication will comprise a detailed needs assessment.

4.2 Representation Offices

Main issues

Once the applicant countries accede to the European Union, internal responsibilities shift from external relations services to the competent press and communication service (DG PRESS). Delegations will be closed down and transformed into Representation Offices. This goes hand in hand with other shifts in activities and functions. It is thus important to ensure a smooth transition between services in the capitals of the New Member States. This transition should also take into consideration the further extension and development of the 'European House' policy.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended that the 'European House' policy be further pursued under which the European Parliament's external offices and the Commission's Representations being accommodated under one roof in the capitals of the Candidate Countries. It also recommended to ensure co-operation between the two Institutions on market studies to be carried out in the Candidate Countries at appropriate locations. It further called on the Secretaries General of the Council, the European Parliament and the Commission to examine the scope for involving the Council to a greater extent in the process of providing co-ordinated information on the Union's activities.

The Secretaries General noted in their meeting of 23 January 2001 that the 'European House' based information policy should also comprise information on the other EU Institutions.

Actions planned

By the end of 2001, the Commission intends to adopt a Communication on the transitional measures necessary in order to ensure a smooth transition between the current Delegations and the future European Houses, in particular as regards the reassignment of officials, concrete handover modalities as regards physical infrastructure, administrative responsibilities, security measures, staffing etc.

The recruitment of Heads of Representations should follow a two-step approach comprising a phasing-in and training period before accession, eventually to be followed by an official take over as from the date of accession.

Also by the end of 2001, the Translation Service of the Commission intends to submit a Communication on the establishment of permanent translation antennae in the Member States of the EU. This will provide a basis for a refined planning of infrastructure and human resource needs in the New Member States and Headquarters.

Planning measures will be carried out in close co-operation with the administration of the European Parliament, in order to follow the European House approach of joint premises and information policies. Based on the current enlargement scenario, the setting up of a joint regional office should be decided by spring 2003, in due course prior to the adoption of the Preliminary Draft Budget 2004.

Against this background, the Commission intends to launch in the second half of 2001, together with the European Parliament, the preparation for a common European House in the Candidate Countries, based on a jointly drafted and agreed indicative timetable. This will allow for the identification of concrete actions and the assessment of their costs by March 2002, prior to the adoption of the PDB 2003. Necessary actions to be undertaken include issues such as fact-finding missions or the organisation of practical aspects of in loco co-operation between Parliament and Commission.

4.3 European Schools

Main issue

The European Schools provide for the education of children of EU officials in their mother tongue, if this is one of the official Community languages. The same right will be extended to the officials from the New Member States. Given the virtual doubling of official languages, a major investment is required from the side of the national authorities, Member States and the Commission is required. As capacities in existing European Schools in Brussels and Luxembourg are limited, new Schools will have to be established in view of accommodating the new pupils appropriately.

Recommendations of the inter-Institutional Task Force

The European Schools are governed by a Convention on the Statute for the European School which was signed in Luxembourg on 12 April 1957 by the six founding Member States and to which New Member States have acceded as the enlargements have taken place. The Board of Governors is the supreme decision-making body for the European Schools. It comprises one representative per EU Member State and a representative from the Commission. It has responsibility for educational, administrative and budgetary matters. The Commission represents all other EU Institutions.

The inter-Institutional Task Force on Administrative Preparations for Enlargement recommended to maintain the existing management arrangements and called on the Commission to take action to ensure that adequate preparations are made for the reception of new pupils.

Actions taken and planned

In follow-up to the inter-Institutional Task Force Report and the internal preparatory work of the Commission, the Commission representative informed the Board of

Governors of the prospects of EU enlargement and the likely impact on the required capacities of European Schools in Brussels and Luxembourg.

On this basis, the Board of Governors established an ad hoc working group that analysed the new situation further. Based on its oral report to the Board of Governors meeting of 23-25 April 2001, a written report was distributed with a view to a further meeting of the Board of Governors in October 2001, at which the appropriate decisions will be proposed to be taken.

The report of the ad hoc group comes to the conclusion that a fourth European School should be set up in Brussels and a second one in Luxembourg.

As regards Luxembourg, a formal decision of the Board of Governors was already taken to that effect in 1997, but so far not translated into follow-up measures. On the basis of the ad hoc report, the Luxembourg authorities launched their activities and have identified a suitable plot for the construction of the second school.

As regards Brussels, the Belgian authorities are fully aware of the needs for a fourth School as of 2004, as further emphasised in their first Task Force on the effects on enlargement on the region Brussels-Capital of May 2001. A formal decision of the Board of Governors can be expected at their next meeting in October 2001.

The Commission will continue to represent the interests of the other EU Institutions in the Board of Governors and will keep Institutions informed about developments. In particular, it will work towards the accession of the future Member States to the Protocol laying down the Statute for the European School. It will further inform applicant countries, in due course, that during the Accession Negotiations the children of staff posted to Brussels will under certain circumstances have access to the Brussels European Schools.

4.4 Childcare facilities

Main issue

Currently, there are 1,034 places available in nurseries managed by the EU Institutions. After-school centres offer 395 places in Brussels, 870 places in Luxembourg and 58 places in Ispra. The "garderie aérée" (play centre) offers places for between 300 and 400 children during the school holidays. Waiting lists already exist and given the expected further increases in staff and their children, these waiting lists will further grow unless remedial action is taken in due course.

Based on current estimates of the European Commission, taking into account both existing waiting lists and future needs, the additional demand will amount to 500 to 600 places in nurseries, once the initial recruitment of staff from New Member States is completed¹². As regards the after-school centres, the additional demand would be roughly 200 places. Figures will be adapted in line with a more precise planning framework early next year.

¹² In the case of the accessions of Austria, Finland and Sweden, this period spanned over 5 years.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on Administrative Preparation for Enlargement recommended that every effort should be made to increase existing capacities to meet enlargement related needs. It further proposed that more detailed consideration should be given to the current arrangements for the management of the nurseries and after-school centres and to complementary and/or alternative arrangements.

The College of Heads of Administration followed the recommendations of the Task Force and called on the Preparatory Committee for Matters relating to the Staff Regulations (CPQS) to reflect on existing and potential alternative management modalities, in co-operation with the Committee of the Early Childhood Centre in Brussels (COCEPE) and the Social Activities Committee (SAC) (Luxembourg), and to report back to the College of Heads of Administration before July 2001.

Reporting on the results of the consultations will take Reform negotiations with the Staff Unions and Professional Associations into consideration.

Furthermore, the Commission is working on the project of a new nursery to be located in Brussels with a capacity of 360 places: tender procedures have been launched, contracts should be concluded in early 2002 and the nursery operational as of 2003.

As regards after-school facilities, the Commission proposed to transfer these to the European Schools. In case the European Schools Council does not approve this option, the creation of new capacities might be envisaged and, in that case, included into the enlargement-related planning exercise.

As regards future options for the management of nurseries and after-school facilities, the Commission emphasised its willingness to step up inter-Institutional co-operation or even endorse joint management on an inter-Institutional basis in those areas where economies of scale might be generated - following externalisation.

4.5. Libraries

Main issue

The virtual doubling of official Community languages will trigger important cost increase in the purchase of documents and books. Enhanced inter-Institutional co-operation could help to keep cost increases within acceptable limits.

An inter-Institutional working group on libraries was established at the initiative of the Secretaries General of the EU Institutions. In January 2001, the working group was asked by Secretaries General to submit a report on the perspectives for setting up an integrated inter-Institutional library, possibly one library each in Brussels and Luxembourg. The inter-Institutional working group on libraries concluded in its most recent meeting of 18 May 2001 that a feasibility study should be carried to analyse the case more in-depth and to propose concrete options.

Actions taken and planned

In order to cope with additional acquisitions of books, reviews and journals in the new languages, the Commission anticipates a significant increase in financial resources. The Preliminary Draft Budget 2002 already takes account of corresponding needs and foresees a substantial increase in resources of 10 %. For 2004, an increase of 15% is foreseen.

Further, the Central Library of the Commission faces a problem of space, despite its move to the "Van Maerlant" church and convent. Already today, parts of the stocks will have to remain located in a different building of the Commission. This situation will be accentuated by increasing space requirements. Current projections do not yet take account of additional needs deriving from enlargement. The move of the Library to the Van Maerlant church and convent is going to take place at the end of the year 2001. Further storage will have to be found elsewhere.

A close co-operation between the libraries of the EU Institutions, in particular in the context of EUROLIB¹³, has been established. The Central Library of the Commission co-operates closely with the libraries of the other EU Institutions in the framework of EUROLIB.

On 9 July 2001, the Secretaries General discussed the report of the inter-Institutional working group of libraries and concluded that further work on developing a joint policy approach, including the implementation of a feasibility study, should be carried out. The main questions to be considered by the feasibility study refer to the feasibility of an inter-Institutional library and, if so agreed, its possible location.

4.6 Security measures

Main issue

Increases in staff and, subsequently, in buildings would trigger an additional need for security measures to protect buildings. The extension of security measures will also cover aspects of information technology, in particular with a view of communication with the New Member States.

Actions taken and planned

In broad terms, the security services of the Commission will have to increase their activities in correlation with the increase of staff, buildings and EU Representation Offices. Given the additional staff requirements and the specificity of the work, a special competition for security personnel would be necessary. Efforts will concentrate on the extension of security services for buildings and the preparation of appropriate measures to ensure safe communication with the services in the New Member States and the protection of classified information.

¹³ EUROLIB: European Association of all European institutional libraries; deals with issues such as rationalisation and synergies of procurement and collection, joint contracting and tendering, training, recruitment, etc.

Overall, missions and training measures will have to be expanded. Additional needs relate also to access control and security equipment during the period immediately preceding and following accession. Based on the current enlargement scenario, contacts with security bodies and National Security Authorities will be established and intensified as of the second half of 2002.

5 Measures to adapt the information and communication technology systems

5.1 Workstations, Information Systems and Infrastructure

Main issues

The main challenges facing the Commission are to set up the additional numbers of workstations, to establish the necessary infrastructures and to adapt information systems in the light of the new languages and the corresponding software adjustments. As regards the New Member States, telecommunications and technological developments of future partners must be taken into account, in particular as regards security and speed of the connections.

Recommendations of the inter-Institutional Task Force

The inter-Institutional Task Force on administrative preparations for enlargement identified five major areas in which closer inter-Institutional co-operation could prove beneficial: workstations, information systems, infrastructure, telecommunications and technological development of future partners. It further defined the pragmatic approach to be adopted towards enlargement preparations as follows: corrections and replacements if necessary, adjustments if appropriate, renewal if justified by a cost-benefit analysis.

On this basis, the Task Force recommended that the Inter-Institutional Informatics Committee and its subsidiary inter-Institutional working group 'Impact Analysis of Enlargement' should carry out a study on the impact of enlargement on ICT, and draw up estimates and systematic, multi-annual forward plans concerning needs in terms of human resources, hardware, services and security systems, to be submitted by mid 2001.

The College of Heads of Administration confirmed the recommendation and added that compatibility between administrative Reforms underway and administrative preparations in the field of information technology must be assured.

Actions taken and planned

In general, enlargement will not be the dominating factor in the further development of the ICT. Administrative and budgetary policy decisions are rather contingent on market developments (technological change) and market players (main suppliers). Beside this technical dependency, organisational and procedural changes within the Reform process of the European Institutions have to be taken into account, such as the e-Europe Action Plan, the e-Commission Implementation Strategy etc. Linked to these initiatives is the Commission Communication on Network and Information Security of 6 June 2001, which requests Council and Commission to develop a comprehensive

strategy by end 2001, including practical implementing actions. In the light of these factors, enlargement is only one of a number of factors to be taken into consideration as regards the identification of informatics needs and the decision as to whether to adjust, replace or even completely revamp the ICT sector.

Against this background, on behalf of the inter-Institutional working group “Impact Analysis of Enlargement”, the Commission has launched a verification and impact study. The report concluded that, based on the current accession scenario, considerable additional planning will be indispensable in the second half of 2001 and 2002, in view of launching and implementing adaptation activities in 2003. Based on the conclusions of the Gothenburg Council summit¹⁴, the verification and impact analysis already launched should be further refined, taking into account planned evolutions of the ICT in the Institutions, in particular with regard to information systems. Eventually, it will only be on the basis of a definitive roadmap for enlargement that precise indications for concrete preparatory measures can be given.

5.2 Publication of on and off-line information in the new languages

Main issue

Existing websites should allow for information in the new languages, in line with standards established for existing EU Community languages and with a view to the specific information needs in the context of enlargement.

Actions planned

Based on the current enlargement scenario, the Commission intends to be able in the course of 2003 to publish its on and off-line information material in the languages of the Candidate Countries, targeted at the general public. By the end of that year, the new languages will be included on the top pages of the Commission's site and in all EUROPA's inter-Institutional pages managed by the Commission in the name of the EU Institutions. Press releases will be available in the new languages from the formal date of accession.

To be implemented, these objectives require prior solution to the following problems:

- Character sets: a coherent approach is needed by the end of 2001 in order to manage a multitude of character sets technically within a single web page: technical solutions are currently being developed with a view to making the necessary modifications to the technical environment of databases
- Content management: high performing content management tools allowing the automatic adaptation of thousands of pages from the original to the translated versions need to be put at the disposal of author services.
- Proof reading: A system will need to be in place by 2003 for ordinary publications.

¹⁴ It is foreseen that Candidate Countries' own specific national measures and target dates will be launched in Gothenburg in June 2001.

ANNEX II Schedule on administrative pre-accession preparations

I : Measures in the field of human resources

TIMING \ ISSUE	Pre-enlargement (A - 3 years) (I/2001)	Pre-enlargement (A - 2.5 years) (II/2001)	Pre-enlargement (A - 2 years) (I/2002)	Pre-enlargement (A - 1.5 years) (II/2002)	Pre-enlargement (A - 1 year) (I/2003)	Pre-enlargement (A - 0.5 years) (II/2003)	Accession Date (A) (A + 0.5 years) (I/2004)
I.1 Staff numbers	<ul style="list-style-type: none"> • First orientation on staff numbers and their future geographical distribution 	<ul style="list-style-type: none"> • Identification of post-accession staff needs/ Screening of all DGs and services 	<ul style="list-style-type: none"> • Communication on Com's Recruitment Strategy (incl. on geographical reference values and staff levels by acceding country and their financing) 		<ul style="list-style-type: none"> • Adaptation of establishment plans (request for new posts in line with needs identified) 		
I.2 Recruitment	<ul style="list-style-type: none"> • Identification of competitions to be organised • Decision on diploma qualifying for participation in competitions 	<ul style="list-style-type: none"> • decision on Joint Selection Office • adaptation of framework contract for tests • framework contract for test assessments • identification of premises for tests 	<ul style="list-style-type: none"> • launch selections for linguistic non-permanent staff • selection of jury members • launch selection for interim Heads of Representation 	<ul style="list-style-type: none"> • prepare competitions for translators, interpreters and secretaries • training for jury members and associated experts 	<ul style="list-style-type: none"> • advertising and announcing of competitions • competitions... 	<ul style="list-style-type: none"> • preparation of enlargement competitions (to be published as of 1/1/2004) 	<ul style="list-style-type: none"> • Recruitment of successful candidates (translators, interpreters, secretaries) • Launch of enlargement competitions
I.3 Reception Arrangement			<ul style="list-style-type: none"> • Preparing staff for new officials and their cultures (Reception and social assistance) 		<ul style="list-style-type: none"> • Prepare package information for new officials preparing them for their new environments 		<ul style="list-style-type: none"> • Launch concrete activities
- translation of the Staff Regulations and general administrative information		<ul style="list-style-type: none"> • Identification of administrative documents to be translated in the new languages 	<ul style="list-style-type: none"> • Launch translations, incl. for the Staff Regulations 			<ul style="list-style-type: none"> • Establish translation on EuropaPlus 	

<p>4. Training</p>	<ul style="list-style-type: none"> • Language courses (to all personnel) • Special courses to actual staff about new Member States 	<ul style="list-style-type: none"> • Language courses (to all personnel) • special courses to actual staff about new Member States 	<ul style="list-style-type: none"> • language courses (to all personnel) • special courses to actual staff about new Member States • ten lunch-time conferences about new Member States 	<ul style="list-style-type: none"> • language courses (to all personnel) • special courses to actual staff about new Member States 	<ul style="list-style-type: none"> • language courses (to all personnel) • special courses to actual staff about new Member States • ten lunch-time conferences about new Member States 	<ul style="list-style-type: none"> • language courses (to all personnel) • special courses to actual staff about new Member States 	
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II.: Measures in the linguistic field

TIMING \ ISSUE	Pre-enlargement (A - 3 years) (I/2001)	Pre-enlargement (A - 2.5 years) (II/2001)	Pre-enlargement (A - 2 years) (I/2002)	Pre-enlargement (A - 1.5 years) (II/2002)	Pre-enlargement (A - 1 year) (I/2003)	Pre-enlargement (A - 0.5 years) (II/2003)	Accession Date (A) (A + 0.5 years) (I/2004)
II.1 Interpretation	Decision of Heads of Admin. to elaborate linguistic practice for interpretation at each institutions' level. Set-up of inter-Inst. Working Group	Commission : decision on linguistic practice for interpretation	Interinstitutional definition of joint pre-enlargement policy. Policy implementation by Commission (e.g. buildings and equipment)	Continued awareness-raising and assistance for training of interpreters in new Member States	Launch competition of interpreters		Appointment of successful candidates of interpreter competitions
II.2 Translation and legal Revision		Decide on results of study on new technologies : launch implementation	Preparation missions, establish antenna offices (co-ord. Council/EP) Compet. Translat. and legal revisors	Translators at the antenna offices and training launched; Rev. start in LS; start review of translated acquis	Revision of translated acquis continued Revision : finalisation of primary legislation	Revision : finalisation of secondary law	

III.: Measures in the field of legislative and administrative procedures

TIMING \ ISSUE	Pre-enlargement (A - 3 years) (I/2001)	Pre-enlargement (A - 2.5 years) (II/2001)	Pre-enlargement (A - 2 years) (I/2002)	Pre-enlargement (A - 1.5 years) (II/2002)	Pre-enlargement (A - 1 year) (I/2003)	Pre-enlargement (A - 0.5 years) (II/2003)	Accession Date (A) (A + 0.5 years) (I/2004)
III.1 Publication of the Acquis		<ul style="list-style-type: none"> • Launch tender on OJ Special edition • Study on necessary versions for Multilingual CELEX 		<ul style="list-style-type: none"> • Set up language TFs • Recruitment of proof readers • Solutions to material problems (offices, equipment) • Start printing of the Special Edition OJ 			Publication of OJ Special edition in consolidated version
III.2 Codification of the Acquis	<ul style="list-style-type: none"> • Early decision on accelerated consolidation/ plan of action to be decided upon • Decision on accelerating the codification of the acquis • Communication on the codification of the acquis 	<ul style="list-style-type: none"> • Management structure for the project set up • List of legal texts updated • Database on "legislation in force" set up • Launch accelerated codification 	<ul style="list-style-type: none"> • Accelerated consolidation • Accelerated codification • On-line access for Candidate Countries to updated database 	<ul style="list-style-type: none"> • Finalise consolidation of acquis • Accelerated codification 	<ul style="list-style-type: none"> • Accelerated Codification • Consider temporary freeze of adoption of codified legislation 	<ul style="list-style-type: none"> • Accelerated codification • Consider temporary freeze of adoption of codified legislation 	<ul style="list-style-type: none"> • Accelerated codification • Relaunch adoption of codified legislation
III.3 Application of Staff Regulations	<ul style="list-style-type: none"> • Agreement on inter-institutional co-operation 	<ul style="list-style-type: none"> • Collect information in Candidate countries • Calculation of the correction coefficients (cost of living survey) 	<ul style="list-style-type: none"> • Adjust mission allowances for candidate countries • Collect information on health organisation per new country • Collection of information on national legislation 	<ul style="list-style-type: none"> • Identify categories of documents requested per provision of Annex 7 • Health risk analysis • Examine, understand national legislation (unemployment fund) 	<ul style="list-style-type: none"> • Prepare 2 draft Regulations on adding the coefficients to the Staff Regulations and on the mission allowances • If appropriate, define specific measures • Monitoring of adaptation to national legislation 	<ul style="list-style-type: none"> • Adoption Regulations on coefficients and mission allowances • If appropriate, adapt internal rules • Monitoring of adaptation to national 	<ul style="list-style-type: none"> • Adapt system of medical visits • Monitoring of adaptation to national legislation

IV. Measures in adapting the physical infrastructure

TIMING \ ISSUE	Pre-enlargement (A - 3 years) (I/2001)	Pre-enlargement (A - 2.5 years) (II/2001)	Pre-enlargement (A - 2 years) (I/2002)	Pre-enlargement (A - 1.5 years) (II/2002)	Pre-enlargement (A - 1 year) (I/2003)	Pre-enlargement (A - 0.5 years) (II/2003)	Accession Date (A) (A + 0.5 years) (I/2004)
IV.1 Buildings Policy	<ul style="list-style-type: none"> Framework for considering a joint building policy set 	<ul style="list-style-type: none"> Conclusions by secretaries general on joint building policy 	<ul style="list-style-type: none"> Communication on preparations in the building sector including, if appropriate, any procurement 				<ul style="list-style-type: none"> Buildings operational in line with staff levels
IV.2 Childcare facilities			<ul style="list-style-type: none"> Following decision on future staff levels, decision on expansion or setting up of new nurseries 	<ul style="list-style-type: none"> If appropriate, launch of building procedure for a new nursery 			
IV.3 European Schools	<ul style="list-style-type: none"> Early information of Conseil Supérieur des EE on estimated timing and impact of enlargement 	<ul style="list-style-type: none"> Decision on a fourth European School in Brussels (Luxembourg: principle decision already taken) Site for European school in Luxembourg identified 	<ul style="list-style-type: none"> Admission of children of officials from candidate countries in Brussels Site for European school in Brussels identified 	<ul style="list-style-type: none"> Constructions launched in Brussels and Luxembourg 	<ul style="list-style-type: none"> Demand of acceding countries to accede to the Convention on European Schools 		
IV.4 Libraries	<ul style="list-style-type: none"> Moving to the VM-18 building 	<ul style="list-style-type: none"> Secretaries General to provide guidance on way ahead, in particular as regards to a European Library 	<ul style="list-style-type: none"> Demand for more external office space 		<ul style="list-style-type: none"> Launch training for non-permanent interim Heads of Representation 		

IV.5 Security	<ul style="list-style-type: none"> On-going verification on network, communication and IT security; ongoing advice on informatics infrastructure 	<ul style="list-style-type: none"> On-going verification on network, communication and IT security; ongoing advice on informatics infrastructure 	<ul style="list-style-type: none"> On-going verification on network, communication and IT security; ongoing advice on informatics infrastructure 	<ul style="list-style-type: none"> On-going verification on network, communication and IT security; ongoing advice on informatics infrastructure Contacts with security bodies in candidate countries 	<ul style="list-style-type: none"> On-going verification on network, communication and IT security; ongoing advice on informatics infrastructure Contacts with security bodies in candidate countries 	<ul style="list-style-type: none"> On-going verification on network, communication and IT security; ongoing advice on informatics infrastructure Contacts with security bodies in candidate countries 	<ul style="list-style-type: none"> Security awareness training Adapting security disposals inside Com and in Representation Offices Intensified cooperation with national security services
IV 6. Representation Offices		<ul style="list-style-type: none"> Communication on the transition from Com Delegations to Representation Offices Launch inter-institutional preparations for the "Common European House" 	<ul style="list-style-type: none"> Identification of concrete actions and assessment of costs 	<ul style="list-style-type: none"> Fact finding missions 		<ul style="list-style-type: none"> Preparations for hand-over from Delegations to Representation Offices Accompanying measures 	<ul style="list-style-type: none"> New management Accompanying measures Integration of translation antennae, if appropriate

V. Measures in adapting the information technology

TIMING \ ISSUE	Pre-enlargement (A - 3 years) (I/2001)	Pre-enlargement (A - 2.5 years) (II/2001)	Pre-enlargement (A - 2 years) (I/2002)	Pre-enlargement (A - 1.5 years) (II/2002)	Pre-enlargement (A - 1 year) (I/2003)	Pre-enlargement (A - 0.5 years) (II/2003)	Accession Date (A) (A + 0.5 years) (I/2004)
V.1 Information technology	<ul style="list-style-type: none"> • Study on impact for IT infrastructure, systems, support • Information storage : study migration to UNICODE • Study on information systems 	<ul style="list-style-type: none"> • Evaluation of study • Budget evaluation and request • Verify linguistic aspects (user support; standard applications; information management; ...) • Inventory of concerned IS budget evaluation and request 	<ul style="list-style-type: none"> • Preparation of technical specifications • Budget evaluation and request • Development of IS basic and specific adaptations (languages, regulations, procedures) 	<ul style="list-style-type: none"> • Adaptations, acquisitions, installation, testing, implementation (on-going) 	<ul style="list-style-type: none"> • Adaptations, acquisitions, installation, testing, implementation (on-going) 	<ul style="list-style-type: none"> • Installation, testing, implementation (on-going) 	<ul style="list-style-type: none"> • Operation
V.2 Adaptation website		<ul style="list-style-type: none"> • Coherent approach to character sets developed 		<ul style="list-style-type: none"> • Content management tools allowing automatic adaptation of originals to translated versions 	<ul style="list-style-type: none"> • Launch publication of on- and off-line information in new languages • Proof reading capacity in place 	<ul style="list-style-type: none"> • Advance publication of on- and off-line information in new languages 	