

THIRTEENTH
ANNUAL
MANAGEMENT
REPORT
1981



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

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NOTICE

For the amounts shown in ECU the conversion rate applied is the mean for the period under review.

INTRODUCTION

This Management Report drawn up by the Management Committee pursuant to Article 4 of the Decision establishing the Office for Official Publications of the European Communities provides the institutions with an account of the Office's activities over the financial year 1981.

The members of the Management Committee in the year under review were:

- Mr H.J. Opitz, Secretary-General of the European Parliament;
- Mr N. Ersbøll, Secretary-General of the Council;
- Mr E. Noël, Secretary-General of the Commission and Mr P. Baichère, Director-General for Personnel and Administration of the Commission (for the first half of the year) and his successor Mr J.C. Morel (for the second half of the year);
- Mr A. Van Houtte, Registrar of the Court of Justice;
- Mr R. Louet, Secretary-General of the Economic and Social Committee;
- Sir Norman Price, Member of the Court of Auditors, who was Chairman of the Management Committee for the financial year 1981.

The Management Committee held one meeting of members (7 December 1981) and two meetings of alternates (19 March and 28 September 1981). In addition, 17 written procedures were submitted to the Management Committee in the course of the financial year.

On 23 November 1981, an extraordinary meeting of alternates was held to discuss a special report by the Court of Auditors on publishing and printing and reproduction practices.

The year under review was hallmarked by the increasingly intensive use by the Office of computerized printing systems and automated office equipment. The investments undertaken in previous financial years started to bear fruit in the form of rationalized production. The Office's efforts in this direction must be maintained.

There was also a noteworthy recovery in sales revenue, again as the result of a deliberate and carefully implemented policy on the part of the Management Committee.

CHAPTER I

PUBLICATIONS ISSUED BY THE OFFICE

Official Journal
Publications other than the Official Journal

OFFICIAL JOURNAL

A. INTRODUCTION

In 1981 the department responsible for printing the Official Journal had to cope with the introduction of Greek as the seventh official language for the daily edition of the Official Journal.

Faced with the increasing complexity of this work, the Office made use of computer technology for certain editions of the OJ. In this context, it carried out the first stages of computerization of the printing of three large volumes associated with the Official Journal (two common catalogues and the Common Customs Tariff). Computerization of the printing of another publication relating to credit institutions, on which work had already started, was completed with automatic make-up facilities and an automated updating system.

The general budget of the European Communities is now also entirely produced by a computerized printing system.

The preparation of the indexes to the Official Journal and to the Register of current Community legal instruments were assigned to a single production unit to permit the parallel production of these two publications. This action was followed by a study designed to pave the way for computerized retrieval of titles from the composed texts of the acts published in the Official Journal and their insertion in the alphabetical indexes by means of a computerized thesaurus system.

B. OUTPUT OF THE OFFICIAL JOURNAL

(1) The overall picture

As far as output of the Official Journal itself is concerned, the picture may be summarized as follows:

(a) *Number of pages per language*

In 1981, the total number of pages/language of the Official Journal was 32 556, compared with 32 940 in 1980, reflecting the stabilization of output after the year of preparation for the accession of Greece to the European Communities (see Figure 1, p. 10).

In all, 223 064 pages were produced.¹

(b) *Number of issues*

In all, 1 009 issues (962 in 1980) of the Official Journal were published in 1981, comprising 383 (368) in the L series, 341 (343) in the C series, 252 (251) in the S series and 33 issues carried over from 1980/81.

(c) *Total output*

The total output of the Official Journal, taking all languages and all series together, exceeded 18 million copies in 1981.

(2) 'S' series

Starting with the year under review, the 'S' series (Supplement) has contained a third section for notices of invitation to tender under the GATT arrangements.

In 1981, 252 issues were published and the number of pages/language increased to 7 256 (6 324 in 1980), including 5 433 pages of invitations to tender (3 467 for public works, 998 for supplies and 968 for procurement contracts within the framework of GATT).²

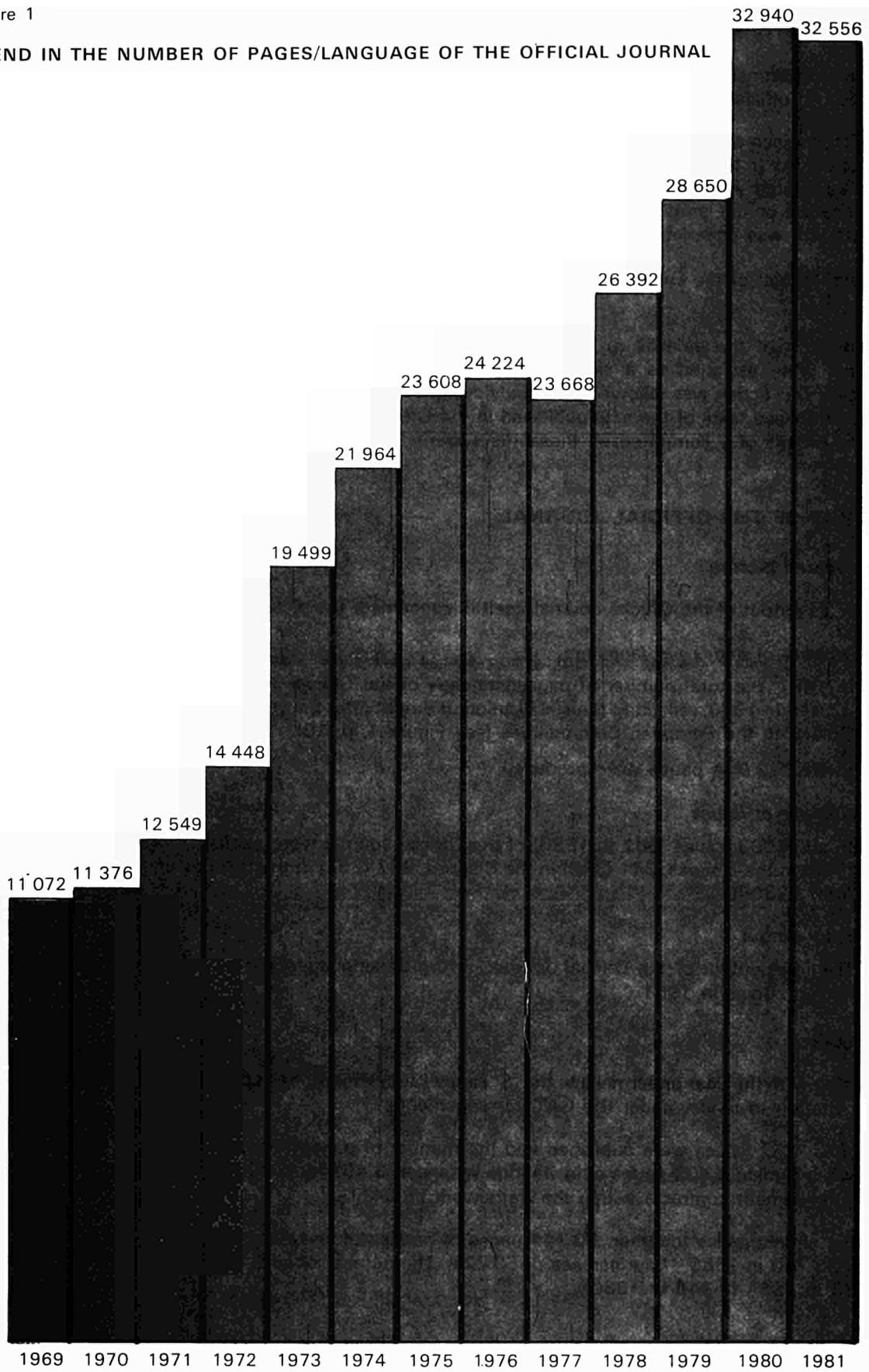
Taking all languages together, 50 744 pages of notices of invitation to tender were printed, compared with 33 780 in 1980, — an increase of 50.22%. The number of such notices again increased, to a total 5 433 in 1981 (4 745 in 1980).

¹ The total output of the Official Journal, taking all the languages together, does not constitute a multiple of 7 identical totals, as certain issues of the OJ could not be published in Greek.

² 1 823 pages/language were devoted to notices of invitation to tender, ECU exchange rates and other notices relating to the European Development Fund.

Figure 1

TREND IN THE NUMBER OF PAGES/LANGUAGE OF THE OFFICIAL JOURNAL



The breakdown by country of these notices of invitation to tender is shown in the following table:

Table 1
Breakdown by country of invitations to tender published in 1981

	B	DK	D	GR	F	IRL	I	L	NL	UK	Total
Public works	427	42	638	27	561	44	942	14	156	616	3 467
Supplies	35	34	194	1	380	9	78	3	35	229	998
GATT	57	18	166	—	223	7	11	6	99	381	968
Total	519 (505)	94 (94)	998 (1 056)	28 (—)	1 164 (1 013)	60 (65)	1 031 (893)	23 (22)	290 (226)	1 226 (871)	5 433 (4 745)

(3) Indexes to the Official Journal: Register of current Community legal instruments

(a) *Indexes to the Official Journal*

The application, during a considerable part of the 1980 financial year, of the budgetary system of provisional twelfths necessitated the assignment of priority ratings, which considerably delayed the preparation of the indexes to the Official Journal. Hence the Office's decision, with a view to avoiding the long-term repercussions that action to make up the backlog would have had on the production of current indexes, not to print the monthly indexes for 1980 which could be incorporated in the annual index.

The Office concentrated on the preparation of the annual methodological table for 1980 in all the Community languages, and published the German and French versions before the end of the year under review. These tables averaged 907 pages/language. The other versions were published in February 1982.

In addition, the Danish edition of the monthly and annual alphabetical indexes for 1979 were published in July 1981.

The monthly indexes (Volumes 1 and 2) for 1981 appeared on an almost regular basis.

At the end of 1981, in spite of the volume of complex and laborious preparatory work, the alphabetical indexes for the first four months were also published in Greek.

(b) *Register of current Community legal instruments*

In July 1981, a new invitation to tender was issued for the programmed photocomposition of the 2nd edition of the Register and for the creation of a file of titles in Greek.

The work of programming and composing Volumes 1 and 2 was completed by 23 December 1981. Printing was carried out in January/February 1982. Volume 1 averaged 650 pages/language; Volume 2 contains 88 pages. 5 000 copies of this publication were printed, compared with the 10 000 copies of the 1st edition published in 1980.

The volume of translation and verification which the originating departments found to be necessary prevented the realization of the plan to publish a Greek edition of the Register in 1981.

C. INVOICING OF THE COSTS OF THE OFFICIAL JOURNAL

Table 2 provides a breakdown of the invoicing of costs of the Official Journal and indexes. An overview of the costs of production of budgetary documents will be found in Table 3.

The total cost of the Official Journal and indexes was 21 656 299.03 ECU (compared with 18 220 029 ECU in 1980). The breakdown shows printing costs, transport costs and the cost of Office services.

In the case of indexes, the only printing costs invoiced in 1981 relate to the volumes prepared in 1980. The cost of preparing these volumes has therefore been invoiced under the heading of Office service costs for 1980. This invoicing timelag reflects the fact (to which attention has already been drawn) that the production of indexes fell behind schedule in 1980; it will entirely disappear when the delivery of these volumes has been brought back into phase, pending which the tables indexes printed in 1981 will be invoiced in 1982.

Table 2

**Invoicing of costs of the Official Journal and indexes
(a) Official Journal – (b) Indexes**

Institution	Pages	Printing costs	Transport costs ¹	Cost of Office services ²	TOTAL	
European Parliament	(a)	29 525	2 216 923.81	5 056.71	374 082	2 596 062.52
	(b)	1 382	75 214.07			75 214.07
		30 907	2 292 137.88	5 056.71	374 082	2 671 276.59
Council	(a)	30 825	2 551 205.02	5 877.11	390 553	2 947 635.13
	(b)	1 969	106 987.05			106 987.05
		32 794	2 658 192.07	5 877.11	390 553	3 054 622.18
Commission	(a)	155 763	12 819 393.31 ³	36 595.16 ³	1 973 872	14 829 860.47
	(b)	7 846	422 138.10			422 138.10
		163 609	13 241 531.41	36 595.16	1 973 872	15 251 998.57
Court of Justice	(a)	2 840	235 967.68	699.62	35 983	272 650.30
	(b)	151	8 225.88			8 225.88
		2 991	244 193.56	699.62	35 983	280 876.18
Economic and Social Committee	(a)	3 001	245 462.98	587.11	38 023	284 073.09
	(b)	148	7 982.58			7 982.58
		3 149	253 445.56	587.11	38 023	292 055.67
Court of Auditors	(a)	1 082	88 760.99	237.01	13 709	102 707.00
	(b)	8	410.60			410.60
		1 090	89 171.59	237.01	13 709	103 117.60
EIB	(a)	28	2 346.22	6.02	— ⁴	2 352.24
	(b)	—	—			—
		28	2 346.22	6.02		2 352.24
TOTAL	(a)	223 064	18 160 060.01	49 058.74	2 826 222	21 035 340.75
	(b)	11 504	620 958.28			620 958.28
		234 568	18 781 018.29	49 058.74	2 826 222	21 656 299.03

¹ The transport costs for indexes are included in the lump sum for the Official Journal.

² The cost of Office services in respect of indexes was invoiced in the Management Report for 1980.

³ Including 288 pages in connection with the publication of the revenue and the expenditure accounts of the European Foundation for the Improvement of Living and Working Conditions – Dublin and the European Centre for the Development of Vocational Training – Berlin, invoiced for a total of 20 779.16 ECU (OJ L 379/80).

⁴ The cost of Office services for the EIB is covered by the Commission.

Table 3
Invoicing of costs of production of budgetary
documents of the European Communities

	Parliament	Council	Commission	Court of Justice	Court of Auditors	Total
(1) Programming costs	19 366.04	19 366.04	19 366.04	—	—	58 098.12
(2) Transformation of preliminary draft budget 1981 into draft budget for 1981	47 608.36	—	47 608.36	—	—	95 216.72
(3) Budget 1981 — OJ L 378/80	188 199.75	—	—	—	—	188 199.75 ¹
(4) Preparation of preliminary draft budget 1982	19 936.55	—	540 606.80	19 995.73	11 488.90	592 027.98
(2) Transformation of preliminary draft budget 1981 into draft budget for 1981	62 369.37	62 369.37	62 369.37			187 108.11
Total	337 480.07	81 735.41	669 950.57	19 995.73	11 488.90	1 120 650.68
¹ Amount included in Table 2.						

PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

A. OUTPUT

The Office's output of publications other than the Official Journal may be summarized as follows:

- the number of texts decreased by 10.5%, from 2 185 in 1980 to 1 956 in 1981;
- the number of proof-read pages was 155 421, compared with 148 915 in 1980, a rise of 4.4% (see Figure 2);
- the number of non-proof-read pages increased from 91 950 in 1980 to 97 884 in 1981, a rise of 6.5% (see Figure 2).

B. BREAKDOWN OF OUTPUT

It should first be noted that while there is an overall rise in the total numbers of both proof-read and non-proof-read pages the pattern as regards individual institutions varies considerably (see Table 5).

	proof-read pages	non-proof-read pages
– Parliament	+ 4 626	+ 61
– Council	– 722	+ 4 614
– Commission	– 5 274	– 1 611
– Court of Justice	+ 6 321	+ 706
– Economic and Social Committee	– 68	+ 156
– Court of Auditors	+ 1 707	+ 2 008
	<hr/>	<hr/>
	+ 6 590	+ 5 934

Interestingly also, the overall rise in output is due to an increase in the number of pages in the newer official languages (especially Greek) while output in the 'traditional' Community languages has fallen (see Table 4).

Finally, some of the work done in 1981, mainly for the Commission (Secretariat-General, SOEC) and the Court of Justice, involved the use of computer technology for keyboarding and the storage of texts on magnetic tapes or other media.

C. VADE-MECUM FOR EDITORS

In 1981, to provide the originating and authorizing departments with all the information needed for the rational preparation of material destined for publication, and thus to reduce costs and delays, a *Vade-mecum for editors* was published in Danish, Dutch, English, French, German and Italian, and a Greek version is currently being compiled.

D. CATALOGUE OF PUBLICATIONS

Following the publication of twelve issues of the monthly catalogue based on the contents of a bibliographic databank, the first annual catalogue (1980) was published very rapidly (January 1981).

The invoiced cost of the EDP work and composition of the catalogue, which were entrusted to an outside firm, was 2 201.71 ECU, broken down between the institutions on the basis of the number of titles attributed to them in the catalogue. The catalogues were printed in the Office's own workshops.

E. COST OF PUBLICATIONS

The total cost of publications was 12 961 104.83 ECU (compared with 12 303 611 ECU in 1980), made up of printing costs and the costs of Office services. The breakdown by institution is given in Table 5, p. 16.

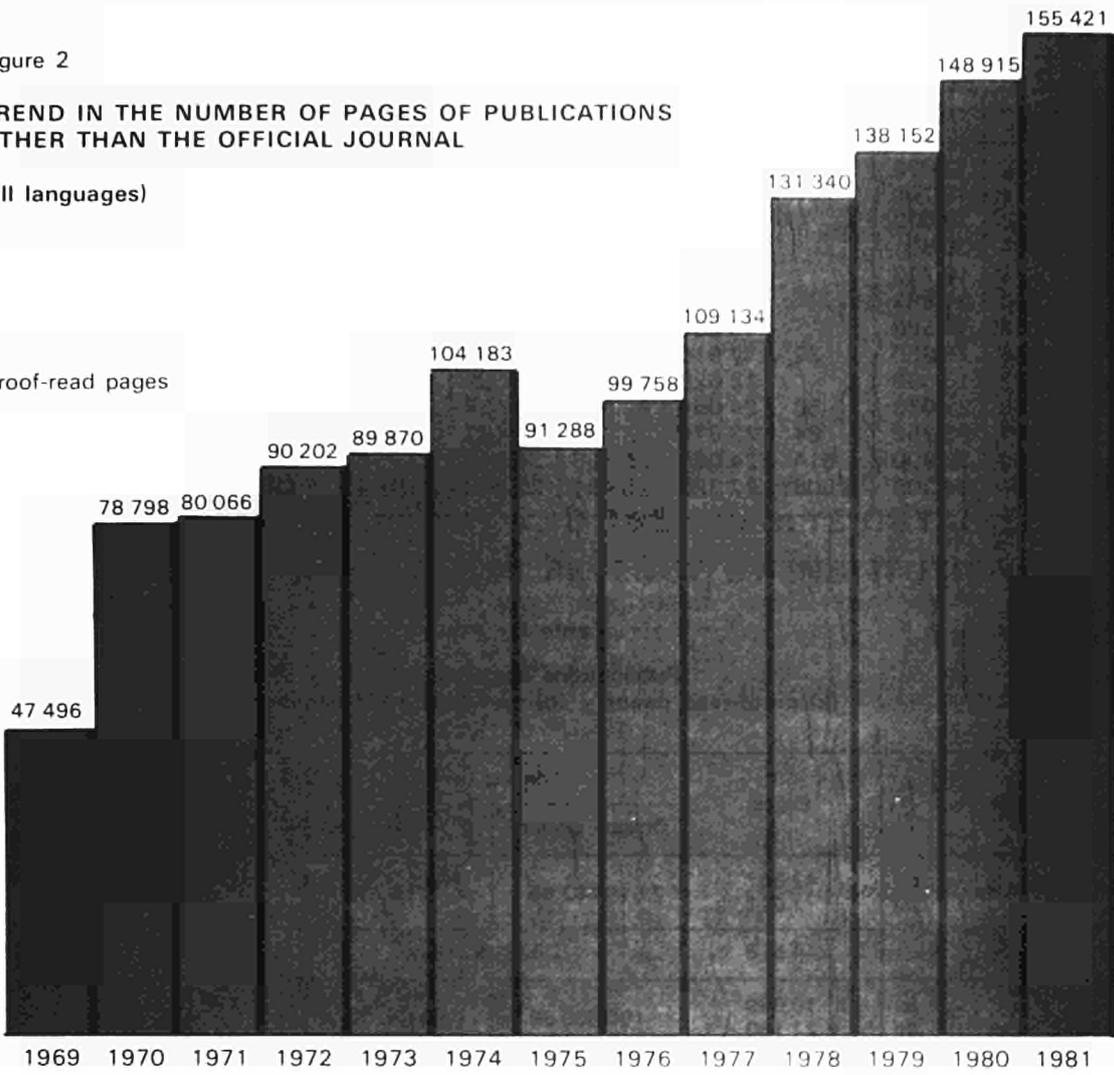
This total includes the costs of the work carried out in the Office's own workshops, as summarized in Table 18, p. 37.

Figure 2

TREND IN THE NUMBER OF PAGES OF PUBLICATIONS
OTHER THAN THE OFFICIAL JOURNAL

(all languages)

Proof-read pages



Non-proof-read pages

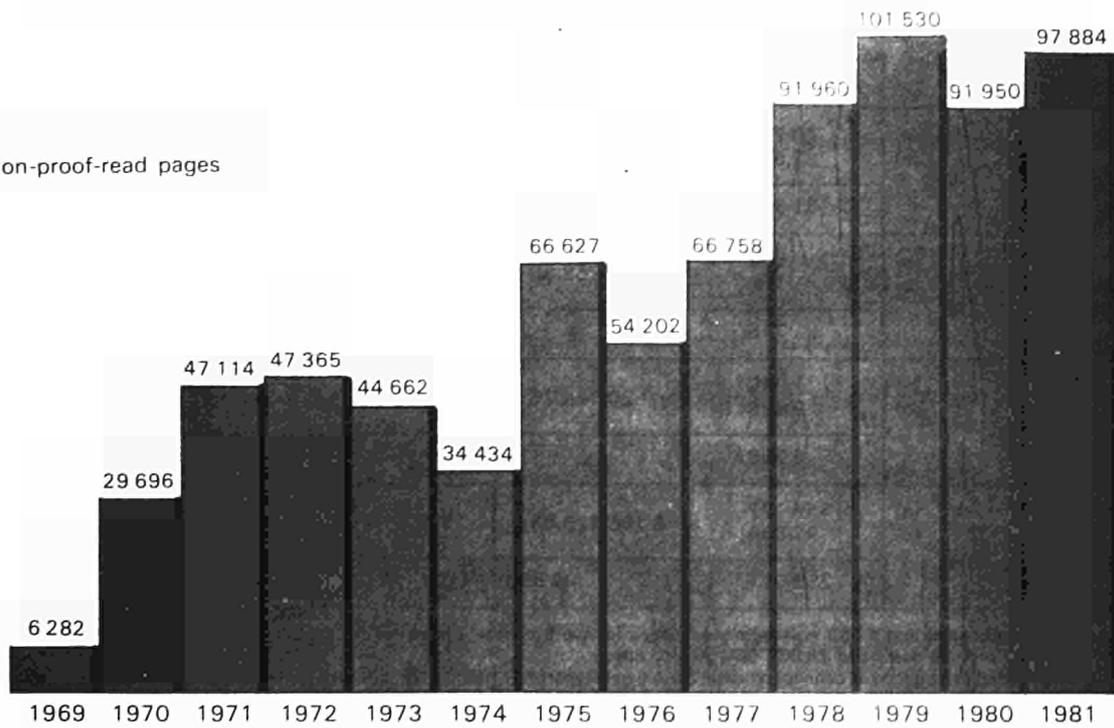


Table 4
Number of proof-read pages/language

Year	DA	DE	GR	EN	FR	IT	NL	ES	GA	PT	RU
1969		12 032		1 034	11 629	11 187	11 614				
1970		18 700		4 727	21 059	15 955	16 725	1 632			
1971		19 012		4 428	19 726	17 195	17 405	2 300			
1972	1 504	20 551		11 299	21 529	16 689	16 430	2 200			
1973	4 118	18 793		11 098	18 084	16 740	17 781	1 752	1 504		
1974	10 776	21 883		18 637	20 394	14 726	15 283	1 980			
1975	12 653	14 589		19 206	15 247	13 634	13 635	1 698	2		
1976	14 689	15 850	32	17 910	16 986	16 191	16 168	1 188		48	
1977	17 232	18 098		18 629	19 072	17 069	17 086	1 384			
1978	19 589	21 673	56	24 054	22 528	20 452	21 119	1 845		24	
1979	18 824	23 256	84	23 676	23 966	22 481	22 206	2 127	1 320	52	
1980	21 450	25 990	614	24 067	25 896	24 048	23 731	2 614		48	79
1981	22 754	24 109	6 506	27 329	25 481	23 240	23 164	1 713		831	

Table 5
Publications invoiced
(a) proof-read pages – (b) non-proof-read pages

Institution	Pages	Printing costs		Cost of Office services	Total	
		Outside printers	PO workshops			
Parliament	(a)	42 657	2 510 462.65	16 730	771 239	3 303 656.65
	(b)	1 921			5 225	
		44 578	2 527 192.65		776 464	
Council	(a)	10 969	190 939.39	212 270	198 319	659 083.39
	(b)	21 160			57 555	
		32 129	403 209.39		255 874	
Commission	(a)	70 172 ¹	4 324 053.20	1 307 304	1 268 710	7 088 356.20
	(b)	69 224			188 289	
		139 396	5 631 357.20		1 456 999	
Court of Justice	(a)	28 797	1 115 096.95	113 410	520 650	1 756 215.95
	(b)	2 595			7 059	
		31 392	1 228 506.95		527 709	
Economic and Social Committee	(a)	592	19 752.88	1 995	10 703	32 874.88
	(b)	156			424	
		748	21 747.88		11 127	
Court of Auditors	(a)	1 940 ²	20 124.76	58 026	35 075	120 917.76
	(b)	2 828			7 692	
		4 768	78 150.76		42 767	
Total	(a)	155 127	8 180 429.83 ³	1 709 735	2 804 696	12 961 104.83
	(b)	97 884			266 244	
		253 011 ⁴	9 890 164.83		3 070 940	

¹ Including 1 400 proof-read and 1 683 non-proof-read pages for the European Centre for the Development of Vocational Training – Berlin (115 513.72 ECU printing costs and 29 890 ECU service costs).

² Including 1 884 proof-read pages in connection with the Annual Report for 1980 of the Court of Auditors, published in the OJ, which will be invoiced in 1982.

³ To this total must be added 370.01 ECU invoiced to the EIB for *laissez-passer*.

⁴ 294 proof-read pages invoiced to the Publications Office should be added to this total.

CHAPTER II

GENERAL SALES POLICY AND THE RESULTS OBTAINED, BREAKDOWN OF SALES REVENUE BY INSTITUTION

GENERAL SALES POLICY AND THE RESULTS OBTAINED, BREAKDOWN OF SALES REVENUE BY INSTITUTION

A. ORGANIZATION

In the course of 1981, the Office carried out a far-reaching reorganization of its sales activities.

This structural reorganization was along the following lines.

1. Sales management

The need for more strictly rational fixing of the print runs of publications intended for sale and for more realistic selling prices reflecting costs of production and market conditions was reflected by the establishment, within the Sales Service, of a separate section responsible for these operations. This section is also responsible for monitoring the sales statistics that are now available.

2. Sales network

The Office pressed ahead with its policy of commercial decentralization by extending its sales network.

In addition to the creation of a complete national sales network in Greece, the Office strengthened its foothold in Spain and Portugal, renewed and reactivated its relations with its sales offices in Switzerland and Sweden, appointed an agent in Canada and embarked on negotiations with a potential agent for Japan. The Office hopes to conclude an agreement with this agent in the course of the operating year 1982.

The Office also took steps to extend its sales network in the member countries by appointing several sub-agents, by developing specialized networks and by establishing contacts with bookshops.

In addition, the Office completed the preparatory work on standard agency contracts, and these are being systematically used with the new sales offices.

In 1981, the usual meeting between the Office and the Heads of Sales Offices was held in Copenhagen. The two main themes of this meeting were the streamlining of sales structures and the application of new technology, and these were reflected in the creation of working groups to examine these aspects. The first meetings of these groups were held in December 1981.

3. Sales services and the Office's clientele

The Sales Service was provided with the infrastructure it needed for streamlining the services offered to its clientele and providing the latter with more personalized information.

The department began the preparation of a guide for potential clients, which it expects to finalize for publication in 1982, and created a system of subject-field standing orders which it also expects to bring into operation in the first quarter of the same year, as soon as the necessary computer resources are available.

Finally, it was decided that all subscriptions to periodicals should henceforth be serviced direct from the Office. This system, rendered viable by the advent of computerized management systems, was brought into operation for the subscription renewal campaign 1981-82 and in addition to streamlining the service by eliminating superfluous operations will provide the Office with large files of addresses of obvious value for its sales promotion activities.

B. SALES PROMOTION

The 'Sales Promotion' section continued its activities in the fields of exhibitions, mailing lists, advertisements, etc.

The section devoted particular attention in 1981 to the acquisition of new mailing lists for publicity material and to securing close collaboration with originating departments and ordering departments in its contacts with the various professional operators in the publicity sector.

The efforts made on the publicity front were rewarded by very encouraging results.

In collaboration with the 'Other Publications' department, the Office again produced the monthly catalogue, the annual catalogue and the mini-catalogue.

In the sales promotion context, mention may also be made of the 'introductory offer prices' or advantageous 'subscription' prices introduced by the Office in 1981, with the agreement of the departments concerned. The results obtained by this approach, which was a new commercial departure for the Office, were undeniably positive.

C. COPYRIGHT

In 1981, the Office received 23 requests for copyright concessions, including 18 requests for authorization of full or partial reproduction, 4 requests for translations and 1 application for permission to use a title. All these requests (except for permission to use a title and one request for a translation) were granted after consultation with the originating departments.

D. SALES REVENUE

1. Official Journal

Table 6 shows a 4.77% increase in subscriptions to the Official Journal series L + C in comparison with 1980. Sales of S series issues showed an increase of 25.27%.

2. Periodicals

Table 7 shows the trend of subscriptions to periodicals. The increased number served by the Office and the corresponding fall in the number served by the national Sales Offices reflects the resumption of service in Luxembourg of the UK subscriptions transferred in the preceding year to a distributor who was unfortunately unable to continue in that capacity.

Although the present stagnation is doubtless partly due to current economic conditions, there are good reasons for believing that certain results could be enhanced by changes in distribution policy (curtailment of free distribution) or on the printing side (elimination of the accumulated backlog in the publication of certain periodicals).

3. Separate works

In 1981 the Office put 206 new titles on sale, broken down as follows:

– Commission – DG IX	64
– » SOEC	60
– » DG XIII	78
	202
– Council	3
– Court of Justice	1

Examination of the sales results reveals that the following publications were particularly successful:

Commission:

– Map of the European Community	8 967	copies
– Basic statistics of the Community 1980	3 776	»
– The Community legal order	2 342	»
– The Community: How it works	2 144	»
– The Old World and the new technologies	1 992	»
– Student handbook	1 612	»
– The Customs Union and the EEC	1 548	»
– Food additives and the consumer	1 526	»
– 10th Report on Competition Policy	1 135	»

Parliament:

– Europe today	657	»
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Council:

– Report on European institutions	362	»
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Court of Justice:

– Selected Instruments	148	»
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All institutions:

– Treaties	1 482	»
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4. Electronic publications

The Office actively collaborated with the Statistical Office in marketing the CRONOS and COMTEXT data bases, not only in the preparation of the contracts but also in the relevant commercial negotiations.

Contracts were concluded with two host computer organizations for COMEXT and another contract with a host computer organization, for CRONOS, was about to be concluded at the end of the year under review.

Four such contracts will therefore be in force at the beginning of 1982. In the same context, the Office has developed a standard contract for future use.

In 1981, the Sales Service also carried out a study of the commercial prospects for 'videotex'-type systems.

E. SALES REVENUE

Gross sales turnover amounted to 3 080 633.93 ECU in 1981 (compared with 2 350 682.69 ECU in 1980):

In accordance with the provisions of the Financial Regulation, the breakdown of sales revenue for payment in 'tranches' to the institutions was based on the net sums received in the course of the financial year.

These net payments amounted to 2 331 328.43 ECU: the breakdown by institution was as follows (cf Table 13, p. 34):

– Parliament	208 633.78
– Council	209 162.50
– Commission	1 789 428.63
– Court of Justice	91 941.10
– Economic and Social Committee	18 293.36
– Court of Auditors	8 290.92
– Cedefop	5 578.14

Table 6
Trends in subscriptions
to the Official Journal of the European Communities L + C and S series

Language	Series L+C	Series S
DA	414	111
DE	1 602	503
EN	2 190	1 189
FR	2 990	2 092
IT	3 288	353
NL	1 089	447
GR	345	98
Total	11 918 (11 375)	4 793 (3 826)
	+ 4.77%	+ 25.27%

Table 7

Trends in subscriptions to publications other than the Official Journal

Title	Supplied by the Office			Supplied by Sales Offices			Total		
	1980	1981	±%	1980	1981	±%	1980	1981	±%
PARLIAMENT									
– Debates	71	78	+ 9.86	287	184	– 35.89	358	262	– 26.82
– Working documents	121	129	+ 6.61	44	61	+ 38.64	165	190	+ 15.15
Total	192	207	+ 7.81	331	245	– 25.98	523	452	– 13.58
COMMISSION									
– Bulletin	922	1 396	+ 51.41	2 103	1 585	– 24.63	3 025	2 981	– 1.45
– Economic surveys	75	76	+ 1.33	182	149	– 18.13	257	225	– 12.45
– Iron and steel	311	295	– 5.15	–	–	–	311	295	– 5.14
– Vocational training information bulletin	69	75	+ 8.70	410	358	– 12.68	479	433	– 9.60
– European Economy	417	639	+ 53.24	1 075	847	– 21.21	1 492	1 486	– 0.40
– European Economy - Supplement A	341	544	+ 59.53	954	731	– 23.38	1 295	1 275	– 1.54
– European Economy - Supplement B	326	525	+ 61.04	9,8	722	– 23.84	1 274	1 247	– 2.12
– European Economy - Supplement C	328	521	+ 58.84	940	706	– 24.89	1 268	1 227	– 3.23
– Euro-abstracts	131	127	– 3.05	122	104	– 14.75	255	231	– 8.70
– Industrial short-term trends	70	72	+ 2.86	136	90	– 33.82	206	162	– 21.36
– Monthly coal bulletin	173	186	+ 7.51	375	289	– 22.93	548	475	– 13.32
– Monthly hydrocarbons bulletin	161	176	+ 9.32	378	282	– 25.40	539	458	– 15.03
– Monthly electrical energy bulletin	161	176	+ 9.32	366	280	– 23.50	527	456	– 13.47
– Quarterly iron and steel bulletin	126	101	– 19.84	279	225	– 19.35	405	326	– 19.51
– Monthly iron and steel bulletin	66	92	+ 39.39	175	150	– 14.29	241	242	+ 0.41
– Monthly bulletin of external trade statistics	177	193	+ 9.04	281	219	– 22.06	458	412	– 10.04
– Eurostatistics I	152	140	– 7.89	417	373	– 10.55	569	513	– 9.84
– Eurostatistics II	203	207	+ 1.97	292	158	– 45.89	495	365	– 26.26
– Agricultural statistics	231	234	+ 1.30	626	412	– 34.19	857	646	– 24.62
– Hourly wages	–	27	–	–	71	–	–	98	–
– Miscellaneous publications	168	291	+ 73.21	247	357	+ 44.53	415	648	+ 56.14
Total	4 608	6 093	+ 32.23	10 306	8 108	– 21.33	14 914	14 201	– 4.78
COURT OF JUSTICE									
– Report of Cases before the Court	180	338	+ 87.78	1 386	1 191	– 14.07	1 566	1 529	– 2.36
GRAND TOTAL	4 980	6 638	+ 33.29	12 023	9 544	– 20.62	17 003	16 182	– 4.83

CHAPTER III

**ACTIVITIES OF THE INTERNAL SERVICES
OF THE PUBLICATIONS OFFICE**

Accounts office

General and technical services

ACCOUNTS OFFICE

A. BUDGET MANAGEMENT

Total Office expenditure rose from 12 576 785.94 ECU in 1980 to 14 622 643.96 ECU in 1981 – an increase of 16.27%.

The rate of utilization of the Office's budget appropriations, including amounts carried forward, was 90.80% in the case of expenditure under Title 1, 99.01% in the case of Title 2 and 93.85% of the total appropriations made available to the Office.

Expenditure under Title 1 (expenditure on staff) rose from 7 868 177.00 ECU to 8 897 344.67 ECU in 1981 – an increase of 13.08%.

Expenditure under Title 2 (operating expenditure, excluding investment expenditure) rose from 4 009 408.72 ECU in 1980 to 5 266 680.17 ECU in the year under review – an increase of 31.36%.

Investment expenditure (excluding the purchase of paper and franking coupons) totalled 458 619.12 ECU in 1981, against 699 200.22 ECU in 1980. The main reason for this reduction is to be found in the very substantial outlays on equipment and technical installations made by the Office in 1980. Expenditure in the field of computers accounted for 67.94% of total investment expenditure.

Postal and delivery charges rose from 1 879 917.93 ECU in 1980 to 2 793 787.31 ECU in 1981 (+ 48.61%) almost entirely because of the upward movement of postal rates in the year under review.

This expenditure accounted for 48.80% of operating costs (Title 2). Postal and delivery charges and the cost of paper together accounted for 61.72% of total expenditure under Title 2.

Table 8 shows trends in the Office's expenditure between 1980 and 1981 and gives a breakdown of expenditure at 31 December 1981.

B. OPERATING RESULTS

1. Breakdown of the Office's expenditure for 1981

Table 9 provides a breakdown by department of the Office's expenditure in 1981. The basis of the breakdown is identical to that used in the corresponding tables in previous Annual Reports.

Table 10 shows the real cost of the Office's services and the value of the invoices issued by the various departments. It should be noted that in 1981, for the first time, the figures for pro forma invoicing to the institutions included the real cost of the 'technical and administrative' section, the 'new developments' sector and the 'micromation' section.

The costs invoiced under these various headings were equivalent to 76.39% of the Office's budgetary resources.

2. Sales account

The trading results are shown in Tables 11 and 12.

The assets side of the balance sheet as at 31 December 1981 shows:

- the Office's financial resources, amounting to 1 453 868.28 ECU compared with 1 539 710.89 ECU in 1980;
- a total of 698 412.87 ECU due from customers, compared with 440 673.50 in 1980.

The items entered under liabilities represent:

- payments into the suspense account, totalling 31 925.43 ECU (181 909.70 ECU in 1980);
- 757 776.33 ECU income outstanding at 31.12.1981, compared with 625 313.14 ECU at the end of 1980;
- 1 248 170.12 ECU revenue payable to the institutions; this amount relates to the period 1 July - 31 December 1981.

Profit and loss account:

The debit side of the profit and loss account shows that general overheads amounted to 779 170.56 ECU, representing 25% of total turnover in the year under review.

The credit side of the profit and loss account shows a 31% increase in gross sales revenue in 1981 compared with the preceding financial year, together with miscellaneous revenue, interest received and income accruing from exchange differences. The positive figure under the last-mentioned heading reflects the decline of the Belgian franc *vis-à-vis* other currencies.

3. Allocation of sales revenue

Table 13 (breakdown of revenue at 31 December 1981) shows the breakdown of total revenue by type of publication and the allocation of sales revenue to the institutions. This table takes no account of advances paid by the Office in the course of the year under review. In 1981 total revenue amounted to 2 331 328.43 ECU — a 26.5% increase over the total for the preceding year (1 842 886.96 ECU).

4. Accounts in respect of the Official Journal

Table 14 shows the accounts (in ECU) which the Office decided to introduce in respect of the various operations related to the production of the Official Journal.

The entries on the credit side show the amount on deposit with the Caisse d'Épargne, advances to the institutions in respect of work connected with the OJ and payments to printers in the suspense account.

The debit side shows the working capital advanced by the institutions, miscellaneous revenue including interest on bank accounts and the advances paid by the institutions in respect of work to be done.

Table 8

**Budget expenditure of the Publications Office in 1981
Comparison with expenditure in 1980**

Art.	Item	Heading	APPROPRIATIONS 1981			EXPENDITURES 1981			1980
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1981	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
110	1100	Basic salaries	5 708 000	(-) 419 000	5 289 000	5 055 490.27		5 055 490.27	4 420 655.04
	1101	Family allowances	646 800	(-) 75 000	571 800	533 370.39		533 370.39	504 502.17
	1102	Expatriation and foreign residence allowances	700 200		700 200	633 125.58		633 125.58	549 487.82
	1103	Secretarial allowances	50 500		50 500	49 525.73		49 525.73	44 671.14
		Total Article 110	7 105 500	(-) 494 000	6 611 500	6 271 511.97		6 271 511.97	5 519 316.17
111	1110	Auxiliary staff	50 000	(-) 4 000	46 000	22 272.18		22 272.18	41 545.32
	1112	Local staff	808 500		808 500	758 026.58		758 026.58	711 843.58
		Total Article 111	858 500	(-) 4 000	854 500	780 298.76		780 298.76	753 388.90
113	1130	Insurance against sickness	170 500		170 500	151 547.08		151 547.08	131 660.80
	1131	Insurance against accidents and occupational diseases	38 200		38 200	33 851.68		33 851.68	29 643.43
		Total Article 113	208 700		208 700	185 398.76		185 398.76	161 304.03
114	1140	Birth and death grants	1 900		1 900	1 556.67		1 556.67	1 917.17
	1141	Annual leave travel expenses	65 200		65 200	64 179.83		64 179.83	55 477.52
	1144	Fixed local travel allowances	900		900	871.54		871.54	887.28
	1145	Special allowances provided for by Art. 70 of the Financial Regulation	2 900		2 900	-		-	2 201.06
		Total Article 114	70 900		70 900	66 608.04		66 608.04	60 537.03
115		Overtime	68 800		68 800	62 189.84		62 189.84	62 728.02
116		Weightings	p.m.	123 000	123 000	119 290.71		119 290.71	147 680.88
117	1171	Freelance proof-readers	700 000	(+) 330 000	1 030 000	924 190.93	105 809.07	1 030 000.00	842 200.00
	1172	Other services and work sent out for translation and typing	15 700	(+) 4 000	19 700	18 378.91		18 378.91	26 504.93
		Total Article 117	715 700	(+) 334 000	1 049 700	942 569.84	105 809.07	1 048 378.91	868 704.93
119		Appropriations to cover any adjustments to remunerations	435 100		435 100	-		-	-
		TOTAL CHAPTER 11	9 463 200	(-) 41 000	9 422 200	8 427 867.72	105 809.07	8 533 676.79	7 573 659.96
121	1211	Travel expenses due to officials (including their families)	5 400	(-) 3 000	2 400	788.91	731.09	1 500.00	1 600.00
		Total Article 121	5 400	(-) 3 000	2 400	788.91	731.09	1 500.00	1 600.00
122	1221	Installation, resettlement and transfer allowances	29 100	(+) 3 000	32 100	30 862.99	1 237.01	32 100.00	21 200.00
		Total Article 122	29 100	(+) 3 000	32 100	30 862.99	1 237.01	32 100.00	21 200.00
123	1231	Staff removal expenses	24 300	(-) 3 000	21 300	11 828.50	7 883.08	19 711.58	13 970.43
		Total Article 123	24 300	(-) 3 000	21 300	11 828.50	7 883.08	19 711.58	13 970.43
124	1240	Temporary daily subsistence allowances	31 000	(+) 24 000	55 000	45 940.04	9 059.96	55 000.00	24 700.00
129	1290	Provisional appropriations to cover any adjustments to the remuneration and allowances of officials and other staff	1 000		1 000	-		-	-
		TOTAL CHAPTER 12	90 800	(+) 21 000	111 800	89 400.44	18 911.12	108 311.56	61 470.43
130	1301	Mission expenses, duty travel expenses and other associated expenditure	170 000	(+) 20 000	190 000	129 566.89	60 433.11	190 000.00	190 000.00
		TOTAL CHAPTER 13	170 000	(+) 20 000	190 000	129 566.89	60 433.11	190 000.00	190 000.00
141		Social contacts between staff	4 800		4 800	4 791.03		4 791.03	4 500.00
142		Restaurants and canteens	6 200		6 200	1 871.73	2 861.32	4 733.05	2 788.73
149		Other social expenditure	29 000		29 000	28 997.93		28 997.93	27 000.00
		TOTAL CHAPTER 14	40 000		40 000	35 660.69	2 861.32	36 522.01	34 288.73
151		Language courses, retraining, further training and information for staff	35 000		35 000	18 368.68	8 465.63	26 834.31	8 757.88
		TOTAL CHAPTER 15	35 000		35 000	18 368.68	8 465.63	26 834.31	8 757.88
		TOTAL - TITLE 1	9 799 000		9 799 000	8 700 864.42	196 480.25	8 897 344.67	7 868 177.00
200	2000	Rent	1 100 000	(-) 90 000	1 010 000	1 009 582.39	-	1 009 582.39	949 671.28
	2001	Deposits	p.m.	-	-	-	-	-	-
		Total Article 200	1 100 000	(-) 90 000	1 010 000	1 009 582.39		1 009 582.39	949 671.28
201		Insurance	12 000		12 000	4 445.75		4 445.75	4 051.50
202		Water, gas, electricity and heating	180 000	(+) 42 000	202 000	160 280.36	21 728.43	201 988.79	149 894.95
203		Cleaning and maintenance	155 000	(-) 17 000	138 000	116 085.31	21 764.84	137 850.15	125 039.73
204		Fitting-out and repartitioning of buildings	15 200	(-) 10 000	5 200	1 977.48	1 286.68	3 264.16	10 062.00
205		Security and surveillance of buildings	65 000	(-) 5 000	60 000	46 789.28	9 226.75	56 016.01	54 192.88
206		Acquisition of immovable property	-	-	-	-	-	-	-
		to carry forward	1 507 200		1 427 200	1 359 140.55	54 006.70	1 413 147.25	1 292 912.44

Table 8 (continued)

Art.	Item	Heading	APPROPRIATIONS 1981			EXPENDITURES 1981			1980
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1981	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
		Carried forward	1 507 200		1 427 200	1 359 140.55	54 006.70	1 413 147.25	1 292 912.44
207		Construction of buildings	-	-	-	-	-	-	-
208		Other expenditure preliminary to the acquisition of immovable property or to the construction of buildings	p.m.	-	-	-	-	-	48 500.00
209		Other expenditure	9 500		9 500		5 796.34	5 796.34	7 146.96
		TOTAL CHAPTER 20	1 516 700	(-) 80 000	1 436 700	1 359 140.55	59 803.04	1 418 943.59	1 348 559.40
210		Operations at the Computer Centre	174 000	(-) 60 000	114 000	81 923.21	30 447.79	112 371.00	24 954.52
211		Operations outside the Computer Centre	19 000	(+) 3 500	22 500	16 141.86	6 357.82	22 499.68	-
212		Development of data-processing applications	207 000	(-) 3 500	203 500	30 428.41	168 792.12	199 220.53	213 837.65
213		European Communities Information and Documentary Research Centre (CIRCE) - Documentary analysis and interrogation	p.m.	-	-	-	-	-	-
		TOTAL CHAPTER 21	400 000	(-) 60 000	340 000	128 493.48	205 597.73	334 091.21	238 792.17
220	2200	Office machinery - initial equipment	14 600		14 600	13 738.19	754.86	14 493.05	20 759.61
	2201	- replacements	6 500		6 500		5 917.10	5 917.10	6 355.53
	2202	- hire	p.m.						
	2203	- maintenance	17 400		17 400	13 005.83		13 005.83	12 131.63
		Total Article 220	38 500		38 500	26 744.02	6 671.96	38 415.98	39 246.77
221	2210	Furniture - initial equipment	66 400	(-) 12 000	54 400	27 082.70	26 752.43	53 845.13	57 830.67
	2211	- replacements	4 000		4 000		2 702.17	2 702.17	-
	2213	- maintenance	3 000		3 000				-
		Total Article 221	73 400	(-) 12 000	61 400	27 092.70	29 454.60	56 547.30	57 830.67
222	2220	Technical equipment and installations - initial equipment	137 000	(-) 74 000	63 000	15 651.11	46 118.16	61 769.27	320 241.19
	2221	- replacements	10 500	(-) 7 000	3 500		3 019.78	3 019.78	55 221.05
	2222	- hire	10 000	(+) 40 000	50 000	43 779.11	2 306.74	46 085.85	9 582.79
	2223	- maintenance	74 000		74 000	61 268.37	5 802.42	67 070.79	42 671.41
		Total Article 222	231 500	(-) 41 000	190 500	120 698.59	57 247.10	177 945.69	427 716.44
223	2230	Transport equipment - initial equipment	p.m.						
	2231	- replacements	8 800	(-) 3 000	5 800	5 281.09		5 281.09	-
	2232	- hire	p.m.						
	2233	- maintenance	9 500		9 500	9 135.20		9 135.20	7 374.27
		Total Article 223	18 300	(-) 3 000	15 300	14 416.29		14 416.29	7 374.27
225	2250	Library expenses, purchase of books	2 000		2 000	1 456.04	542.11	1 998.15	1 781.61
	2252	Subscriptions to newspapers and periodicals	880		800	798.04		798.04	680.73
	2253	Subscriptions to news agencies	600		600	374.41		374.41	355.05
	2254	Binding and upkeep of library books	10 000	(-) 8 000	2 000		1 946.12	1 946.12	7 718.28
		Total Article 225	13 400	(-) 8 000	5 400	2 628.49	2 488.23	5 116.72	10 535.67
		TOTAL CHAPTER 22	375 100	(-) 64 000	311 100	191 580.09	95 861.89	287 441.98	542 703.82
230		Paper and office supplies	630 000	(+) 110 000	740 000	517 925.02	221 843.40	739 768.42	570 899.07
231	2310	Postage on correspondence and delivery charges	2 700 000	(+) 94 000	2 794 000	2 743 401.71	50 385.60	2 793 787.31	1 879 917.93
	2311	Telephone, telegraph, telex, television	73 000	(+) 10 000	83 000	75 469.05	7 394.41	82 863.46	66 969.74
		Total Article 231	2 773 000	(+) 104 000	2 877 000	2 818 870.76	57 780.01	2 876 650.77	1 946 887.67
235	2350	Miscellaneous insurance	1 300		1 300			-	-
	2351	Uniforms and working clothes	8 000	(-) 2 000	6 000	4 241.79	568.20	4 809.99	2 135.00
	2352	Refreshments served during internal meetings	2 000		2 000	999.09	0.91	1 000.00	663.00
	2353	Departmental removals	16 000		16 000	14 409.39	1 352.27	15 761.66	11 807.92
	2354	Petty expenses	-		-			-	161.79
	2359	Other administrative expenditure	1 400		1 400	125.28		125.28	-
		Total Article 235	28 700	(-) 2 000	26 700	19 775.55	1 921.38	21 696.93	14 767.71
		TOTAL CHAPTER 23	3 431 700	(+) 212 000	3 643 700	3 356 571.33	281 544.79	3 638 116.12	2 532 554.45
240	2401	Entertainment and representation expenses	2 000		2 000	737.02		737.02	645.00
250		Formal meetings and meetings in general	14 000	(+) 3 500	17 500	17 413.64		17 413.64	8 077.86
260		Limited consultations, studies and surveys	8 000	(-) 8 000					10 000.00
272	2720	Expenditure on information, publicity and participation in public events	35 000	(-) 3 500	31 500	17 858.98	10 696.75	28 555.73	27 276.24
		TOTAL TITLE 2	5 782 500		5 782 500	5 071 795.09	653 504.20	5 725 299.29	4 708 608.94
		TOTAL TITLE 1	9 799 000		9 799 000	8 700 864.42	198 480.25	8 897 344.67	7 868 177.00
		GRAND TOTAL	15 581 500		15 581 500	13 772 659.51	849 984.45	14 622 643.96	12 576 785.94

Table 9

Real cost of services in 1981

		Expenditure for the financial year	Purchases Investments	Costs	
				Non- chargeable	Chargeable
1100	Basic salaries	5 055 490,27			
1101	Family allowances	533 370,39			
1102	Expatriation and foreign residence allowances	633 125,58			
1103	Secretarial allowances	49 525,73			
1130	Insurance against sickness	151 547,08			
1131	Insurance against accidents and occupational diseases	33 851,68			
1140	Birth and death grants	1 556,67			
1141	Annual leave travel expenses	64 179,83			
1144	Fixed local travel allowances	871,54			
1145	Special allowances (Article 70 of Fin. Reg.)				
115	Overtime	46 103,39			
116	Weightings	119 290,71			
1211	Travel expenses due to officials (including their families)	1 500,00			
1221	Installations, resettlement and transfer allowances	32 100,00			
1231	Removal expenses	19 711,56			
124	Temporary daily subsistence allowances	55 000,00			
	Sub-total	6 797 224,43			6 797 224,43
130	Mission expenses	190 000,00			190 000,00
1110	Auxiliary staff	22 272,18			22 272,18
1112	Local staff (*)	774 112,83			774 112,83
1171	Freelance proof-readers	1 030 000,00			1 030 000,00
1172	Other services and work sent out for translation and typing	18 378,91			18 378,91
141	Social contacts between staff	4 791,03		4 791,03	
142	Restaurants and canteens	4 733,05	4 733,05		
149	Other social expenditure	28 997,93		28 997,93	
151	Language courses, retraining, further training and information for staff	26 834,31			26 834,31
	Grand total	8 897 344,67	4 733,05	33 788,96	8 858 822,66

(*) 758 026,58 ECU for LS salaries and
16 086,25 ECU for LS overtime.

Table 9 (continued)

		Expenditure for the financial year	Purchases Investments	Costs	
				Non- chargeable	Chargeable
	Carried forward TITLE I	8 897 344,67	4 733,05	33 788,96	8 858 822,66
200	Rent	1 009 582,39			
201	Insurance	4 445,75			
202	Water, gas, electricity and heating	201 988,79			
203	Cleaning and maintenance	137 850,15			
204	Fitting-out and repartitioning of buildings	3 264,16			
205	Security and surveillance of buildings	56 016,01			
209	Other expenditure	5 796,34			
	Sub-total	1 418 943,59		219 205,99	1 199 737,60
210	Operations at the Computer Centre	112 371,00	112 371,00		
211	Operations outside the Computer Centre	22 499,68			22 499,68
212	Development of data-processing applications	199 220,53	199 220,53		
2200	Office machinery				
	— initial equipment	14 493,05	14 493,05		
2201	— replacements	5 917,10	5 917,10		
2203	— maintenance	13 005,83			13 005,83
2210	Furniture				
	— initial equipment	53 845,13	53 845,13		
2211	— replacements	2 702,17	2 702,17		
2213	— maintenance	—	—		—
2220	Technical equipment and installations				
	— initial equipment	61 769,27	61 769,27		
2221	— replacements	3 019,78	3 019,78		
2222	— hire	46 085,85			46 085,85
2223	— maintenance	67 070,79			67 070,79
2231	Transport equipment				
	— replacements	5 281,09	5 281,09		
	— maintenance	9 135,20			9 135,20
2250	Library expenses, purchase of books	1 998,15			
2252	Subscriptions to newspapers and periodicals	798,04			3 170,60
2253	Subscriptions to news agencies	374,41			
2254	Binding and upkeep of library books	1 946,12			1 946,12
230	Paper and office supplies	739 768,42	269 178,80		470 589,62
2310	Postal charges	2 793 787,31	54 730,52	94 128,06	2 644 928,73
2311	Telephone, telegraph, telex, television	82 863,46			82 863,46
2350	Miscellaneous insurance	—			—
2351	Uniforms and working clothes	4 809,99			4 809,99
2352	Refreshments served during internal meetings	1 000,00			1 000,00
2353	Departmental removals	15 761,66			15 761,66
2359	Other administrative expenses	125,28			125,28
2401	Representation expenses	737,02			737,02
250	Formal meetings and meetings in general	17 413,64			17 413,64
260	Limited consultations, studies and surveys	—			—
2720	Expenditure on information and participation in public events	28 555,73			28 555,73
	DEPRECIATION	175 074,14			175 074,14
	Total	14 797 718,10	787 261,49	347 123,01	13 663 333,60

Table 10

Comparative breakdown of real cost of services and invoices issued by the various sectors

Sector	Costs of services	Services invoiced	Services charged to the budget	Comparison of costs and invoices issued	
				(+)	()
1. Technical and Administrative Section	737 136.92	740 321.00	—	3 184.08	
Workshops	2 050 814.49	1 711 841.00	—	—	338 973.49
Dispatching	3 466 171.94	3 155 736.00	—	—	310 435.94
Micromation	267 955.90	223 839.00	—	—	44 116.90
New developments	215 700.09	173 152.00	—	—	42 548.09
2. Official Journal	2 475 962.71	2 826 222.00	—	350 259.29	
Indexes and register	610 460.88	—	—	—	610 460.88
3. Publications	2 547 132.73	3 070 940.00	—	523 807.27	
4. Sales	1 291 997.94	—	1 291 997.94	—	
Total	13 663 333.60	11 902 051.00	1 291 997.94	877 250.64	1 346 535.30

Table 11
Balance at 31 December 1981

ASSETS				LIABILITIES			
Heading	1981		1980	Heading	1981		1980
	BFR	ECU ¹	ECU ²		BFR	ECU ¹	ECU ²
<i>CURRENT ASSETS</i>				<i>SHORT-TERM LIABILITIES</i>			
Clients	28 918 064	698 412.87	440 673.50	Prepayments and part-payments	1 641 995	39 656.54	21 235.20
Sundry debtors	1 675	40.45	36.57	Suspense accounts	1 321 885	31 925.43	181 909.70
<i>BANKS</i>				Accrued liabilities (National Bank of Greece, Athens - Current Account No 48025518 (DRA 4 623 041))	—	74 793.18	—
Banque Internationale Lux. Time Deposit No 8-109/6003/310	54 839 651	1 324 456.50	1 360 211.41	<i>INCOME OWED PAYABLE TO THE INSTITUTIONS AT 31 DECEMBER 1981</i>			
Banque Internationale Lux. Current Account No 8-109/6003/300	1 230 161	29 710.16	162 220.92	Sub-total	34 339 912	904 151.48	828 458.04
National Bank of Greece, Athens - Current Account No 48025518 (DRA 4 623 041)	—	74 793.18	—	<i>NET BALANCE OF SALES REVENUE PAYABLE TO THE INSTITUTIONS</i>			
Post Cheque Account Lux. Current Account No 19190-81	1 031 344	24 908.44	17 278.56		51 680.983	1 248 170.12	1 151 962.92
Total	86 020 895	2 152 321.60	1 980 420.96	Total	86 020 895	2 152 321.60	1 980 420.96

¹ The conversion rates used are BFR 41.4054 and DRA 61.8110 = 1 ECU.

² The conversion rate used is BFR 40.5980 = 1 ECU.

Table 12
Profit and loss account at 31 December 1981

DEBIT				CREDIT			
Heading	1981		1980	Heading	1981		1980
	BFR	ECU ¹	ECU ²		BFR	ECU ¹	ECU ²
Rebates	32 048 520	774 017.88	555 951.33	Revenue receivable at 1.1. for the account of the institutions	25 386 463	613 119.62	463 889.89
Bank charges	1 602	38.69	57.73	Gross sales revenue	127 554 880	3 080 633.93	2 350 682.69
Insolvent debtors	210 347	5 080.18	5 859.03	Interest received	5 142 988	124 210.56	204 236.32
Sundry expenses	1 400	33.81	7.22	Miscellaneous revenue	217 628	5 256.03	1 406.20
Exchange differences	—	—	16 101.31	Recovery of sales costs	689 215	16 645.53	25 961.62
Income owed payable to the institutions at 31 December 1981	31 376 032	757 776.33	625 313.14	Exchange differences	1 176 313	28 409.65	—
	63 637 901	1 536 946.89	1 203 289.76				
Net balance of sales revenue payable to the institutions	96 529 586	2 331 328.43	1 842 886.96				
Total	160 167 487	3 868 275.32	3 046 176.72	Total	160 167 487	3 868 275.32	3 046 176.72

¹ The conversion rate used is BFR 41,4054 = 1 ECU.
² The conversion rate used is BFR 40,5980 = 1 ECU.

Table 13

Breakdown of sales revenue at 31 December 1981

Institution	Income payable to the Institutions	Income payable to the Commission		Total net income	
		1.1.1981 (+)	31.12.1981 (-)	Amount in BFR	Amount in ECU ¹
PARLIAMENT					
– Publications	1 269 745	–	–		
– Official Journal	7 240 704	–	–		
– Treaties	128 116	–	–	8 638 565	208 633.78
COUNCIL					
– Publications	308 025	–	–		
– Official Journal	8 089 827	–	–		
– Treaties	147 307	–	–		
– Secondary Legislation in Greek	115 298	–	–	8 660 457	209 162.50
COMMISSION					
– Publications	29 686 989	131 665	42 888		
– Official Journal	43 742 802	–	–		
– Treaties	511 356	–	–		
– Secondary Legislation in Greek	62 084	–	–	74 092 008	1 789 428.63
COURT OF JUSTICE					
– Publications	2 967 273	–	–		
– Official Journal	810 344	–	–		
– Treaties	29 241	–	–	3 806 858	91 941.10
ECONOMIC AND SOCIAL COMMITTEE					
– Official Journal	736 846	–	–		
– Treaties	20 598	–	–	757 444	18 293.36
COURT OF AUDITORS					
– Official Journal	334 346	–	–		
– Treaties	8 943	–	–	343 289	8 290.92
CEDEFOP					
– Publications	230 965	–	–	230 965	5 578.14
TOTAL	96 440 809	131 665	42 888	96 529 586	2 331 328.43

¹ The conversion rate used is BFR 41.4054 = 1 ECU.

Table 14

'Official Journal' accounts at 31 December 1981

	Amounts			Amounts	
	Partial	Total		Partial	Total
1. <i>EEC: No 050/0007-2 No 1002/9984-3 (BFR 7 148 392)</i>	560 727.55 172 643.95	733 371.50	1. <i>ADVANCES ON PAYMENTS</i> (a) Production: OJ and Indexes (b) Commission, Treaties acc.	1 306 762.47 32 598.56	1 339 361.03
2. <i>INSTITUTIONS account/OJ and INDEXES</i> – Parliament – Council – Commission – Court of Justice – Economic and Social Committee – Court of Auditors – Dublin Foundation – EIB	601 835.84 403 131.58 1 314 277.84 19 038.63 41 862.58 548.94 10 395.97 2 352.24	2 393 443.62	2. <i>SUNDRY REVENUE</i>	–	114 370.87
3. <i>INSTITUTIONS account/Comp. ed. budget</i> – Parliament – Council – Commission	22 435.78 19 366.04 22 435.78	64 237.60	3. <i>WORKING CAPITAL</i> – OJ and Indexes	–	2 936 109.94
4. <i>OUTPUT FOR INVOICING</i> – Secondary Legislation in Greek – Comp. ed. budget – Catalogues – Micromation – Treaties	268 200.24 114 364.46 2 201.71 4 683.70 19 487.04	408 937.15	4. <i>ACCRUED EXPENSES</i> EEC No 1002/9984-3 (BFR 7 148 392)	–	172 643.95
5. <i>SUPPLIERS' INVOICES PAID, TO BE CHARGED TO THE INSTITUTIONS</i>	–	962 495.92			
		4 562 485.79			4 562 485.79

GENERAL AND TECHNICAL SERVICES

A. WORKSHOPS

1. Production

The output of the office's workshops rose considerably in the year under review (see Table 15). In particular:

- there was an 11.72% rise in the number of man-hours invoiced (34.42% in the case of the composition unit);
- the output of the printing and trimming unit rose by 25.5%;
- only the photo unit had a slightly lower output (- 1.18%).

The composition unit could enhance its output if it received a steadier inflow of work.

The Office's efforts to ensure the originating departments keep to the agreed deadlines will have to be maintained.

The progress made by the composition unit is evidenced by its average monthly output (all types of work) of 661 pages in the first half and 747 pages in the second half of 1981.

2. Invoicing

The total value of the invoices issued for printing and reprints of publications proper, together with forms, slips, etc. for use by the various departments was 1 900 936 ECU (compared with 1 531 665 ECU in 1980), comprising 1 611 332 ECU for labour and 289 604 ECU for materials. The breakdown of this total by institution is given in Table 18, p. 37.

Table 15
Theoretical capacity and actual performance in 1981

Production unit	Theoretical capacity in 1981		Actual performance in 1981	
	Quantity	Value in ECU	Quantity	Invoiced value in ECU
Composition	18 910 h ¹	575 255.10	12 178 h	370 446
Photo	11 680 h	300 474.60	10 666 h	274 437
Printing	17 350 h	461 594.16	18 266 h	485 945
Trimming	26 080 h	528 182.66	23 729 h	480 504
Total	74 020 h	1 865 506.52²	64 839 h	1 611 332

¹ Theoretical quantity based on the number of work-stations taken into account for the calculation of labour costs.
² Real cost of the sector: 2 050 814.49 ECU.

Table 16
Comparison of hours of work invoiced

Production unit	1980	1981	%
Composition	9 060 h	12 178 h	+ 34.42%
Photo	10 793 h	10 666 h	- 1.18%
Printing	18 059 h	18 266 h	+ 1.15%
Trimming	20 127 h	23 729 h	+ 17.90%
Total	58 039 h	64 839 h	+ 11.72%

Table 17
Comparison of print runs (printing and trimming)

Year	A1	A2	A3	A4	Total	Total expressed in A4 format
1980	10 500 960	4 011 504	5 090 304	201 552	19 804 320	110 435 856
1981	13 551 288	4 119 840	6 568 968	573 816	24 813 912	138 601 416

Table 18
Breakdown by institution of the total of invoices issued by the Office

(in ECU)

Institution	Composition	Photo	Printing	Trimming	Materials	Total
Parliament	2 003	710	6 191	5 570	2 256	16 730
Council	4 947	22 006	76 072	90 699	18 546	212 270
Commission	295 424	175 557	319 890	293 943	222 490	1 307 304
Court of Justice	2 983	26 496	30 107	38 431	15 393	113 410
Econ. and Soc. Committee	545	431	466	243	310	1 995
Court of Auditors	8 307	15 915	13 172	15 219	5 413	58 026
ASELT ¹	—	1 080	319	365	342	2 106
Publications Office	56 237	32 242	39 728	36 034	24 854	189 095
TOTAL	370 446	274 437	485 945	480 504	289 604	1 900 936

¹ European Association for the Exchange of Technical Literature in the Steel Sector.

B. DISPATCHING

In spite of the demise of Euroforum, a bi-monthly publication with a large circulation, at the beginning of 1981, the volume of publications dispatched showed a further increase (5.43%) in the year under review (see Table 19).

The Office was unable to provide an absolutely unimpeachable distribution service because certain problems were encountered in the computerized management of its mailing lists.

The amount invoiced to the institutions under the heading of dispatching costs was 3 155 736 ECU (2 537 362 in 1980) including 2 160 000 ECU for postage.

Table 20, p. 38, shows the breakdown of dispatching costs by institution.

C. STOCKS AND STORAGE FACILITIES

A stock reorganization plan was prepared by a service company, as part of the general computerization of the Office's commercial management systems; an inventory is currently being taken and the stocks are being physically rearranged.

To alleviate the serious shortage of storage space, a 1 250 m² storage depot has had to be rented on the outskirts of the City for the Office's stocks of rarely handled publications.

The storage problems will be solved by the extension of the present building (see under E below).

D. MICROGRAPHIC SECTOR

The noteworthy expansion of this sector is shown in Table 21.

The microfiches of the Official Journal for 1972-81 are now available in all the Community languages and the microfiche workshop facilities are available for other work. The stocks of microfiches for past years are now complete; so the number viewed for checking is limited to the current year's output.

Table 22 provides a breakdown by institution of the invoiced costs of the 'micromation' sector.

E. THE PUBLICATIONS OFFICE BUILDING

Work on the extension of the present Office building has already started, and the Office is currently discussing the internal features of the building with the owner. Pending completion of this extension work, the Office has prolonged the term of its rental of premises for its 'Sales and Accounts' service in an adjacent building.

Table 19
Trends in the volume of dissemination operations

Dispatching operations	1980	1981	±%
Number of individual orders executed	31 028	15 500	- 50.05%
Number of copies of the Official Journal distributed on the basis of annual subscriptions	9 496 530	11 188 603	+ 17.82
Number of copies of the Official Journal distributed on the basis of individual orders	526 031	638 783	+ 21.43
Other publications distributed on the basis of annual subscriptions and individual orders	6 397 375	5 776 020	- 9.71
'New issues' notices and circulars	1 113 959	758 140	- 31.94
Number of copies of 'Secondary Legislation' in Greek distributed	-	125 135	-
Total	17 533 895	18 486 681	+ 5.43
Dispatching of forms relating to the social security of migrant workers (106 orders)	886 650	284 000	- 67.97

Table 20
Allocation of dispatching costs

Institution	Official Journal ¹		Publications		Imprest account	Total ECU
	Pages	Invoices ECU	Net sales revenue BFR	Invoices ECU	Invoices ECU	
Parliament	29 525	320 346	1 397 861	27 216	-	347 562
Council	30 825	334 451	455 332	8 865	-	343 316
Commission	155 791	1 690 332	30 518 087	594 185	46 309	2 330 826
Court of Justice	2 840	30 814	2 996 514	58 342	-	89 156
Econ. and Social Committee	3 001	32 561	20 598	401	-	32 962
Court of Auditors	1 082	11 740	8 943	174	-	11 914
Total	223 064	2 420 244	35 397 335²	689 183³	46 309	3 155 736

¹ For dispatching costs of indexes see 1980 Management Report.

² See Table 13, p. 34, 'Accounts Office'.

³ Based on a fixed percentage of the costs forecast for the sector broken down at the end of the year on the basis of income from sales.

Table 21

A breakdown of work done by the 'micromation' sector

Publication	Number of microfiches copied from masters			Number of microfiches dispatched			Number of microfiches viewed		
	1980	1981	±%	1980	1981	±%	1980	1981	±%
– Official Journal	142 075	511 411	+ 259.96	555 206	915 796	+ 64.95	12 169 fiches	4 916 fiches	– 59.60
– Other publications (Debates of the European Parliament, EUR documents, etc.)	23 300	55 503	+ 138.21				= 973 520 pages DIN A4	= 393 280 pages DIN A4	
Total	165 375	566 914	+ 242.81	555 206	915 796	+ 64.95	12 169	4 916	– 59.60

Table 22
Invoicing of costs of the 'micromation' sector

Institution	Years 1972 and 1973	Years 1965-70	Cost of Office services	Total
Parliament	535.69	2 720.09	26 861	30 116.78
Council	757.69	3 847.34	28 567	33 172.03
Commission	3 354.12	17 031.22	161 136	181 521.34
Court of Justice	57.91	294.07	3 050	3 401.98
Economic and Social Committee	62.74	318.57	3 050	3 431.31
Court of Auditors	57.92	294.06	1 175	1 526.98
Total	4 826.07	24 505.35	223 839	253 170.42

F. NEW DEVELOPMENTS SECTION

The combined employment of computers and telecommunications and the increasing use of electronic office equipment are rapidly transforming the administrative environment in which the institutions carry out their various tasks.

Within the framework of the INSIS¹ project, the institutions have embarked on a detailed examination of the effects of these technologies in the years to come. The initial stages of the project were carried out in the year under review in close collaboration with the Community institutions.

With regard to the Office's publishing activities in particular, the Management Committee decided at its meeting of 7 December 1981 to adopt a certain number of basic guidelines in connection with the introduction of new technology in the printing industry.

The activities of the new developments section illustrate the Office's employment of these new technologies in various fields of activity.

New technology in the publishing field

– Videotransmission of the Supplement to the Official Journal

The various aspects of the R & D work have either been completed and/or have reached the stage of practical realization, and the potential clientele should therefore be able, as from the end of 1982, to access a data base on public invitations to tender not only via Euronet but also via certain videotext services (e.g. Prestel).

– Installation of an in-house editorial system at the Publications Office

An internal working group has defined the operations which such a system ought to carry out. It would initially be employed to produce the Supplement to the Official Journal, and its use would be extended in this context to the Medium and Long-term Translation Service in Luxembourg.

– Indexes to the Official Journal

New indexing concepts have been developed for the Official Journal, and the present indexes to the OJ should soon be superseded by more modern indexes that can be more rapidly produced at lower cost.

The new system will be based on a multilingual thesaurus on which work has already commenced. The use of computers will streamline the management of this thesaurus and facilitate the work of indexing and generating the indexes for publication. Such a tool can be profitably applied, at a later stage, to the production of other Community publications.

In the immediate present, the arrangements made to streamline production of the indexes to the OJ include in particular the re-use of OJ texts stored on electronic media.

– Standard format for the exchange of composed texts by telematics

This standard format has been defined for simple texts and simple tables. An outside printer is currently testing the practical viability of the system. This standard format may be routinely used for exchanges of text between systems in the second half of 1982.

¹ Inter-institutional integrated services information system.

Automated distribution

- Although the **SAGAP-1** system¹ (automated mailing lists) has been in operation since August 1980, the Office has not yet been able – for want of appropriate facilities at the Computer Centre – to achieve its objectives as far as selective distribution is concerned. The efforts currently being made to improve the situation are expected to put the system on a sound operational footing in the course of 1982.
- The **SAGAP-2** project¹ (computerization of the Office's commercial management functions) has progressed according to plan. The interactive part of the stock management system was provisionally accepted in December and will be brought into operation on the local computer in March 1982.
- **Distribution statistics**
Work has already commenced on this software package, and provisional results are already to hand.
- **Automated stock file**
In the context of general reorganization of its stocks, the Office has established an automated file of stocks of publications; at the end of the year under review, this file contained some 5 000 titles.

Automated office equipment

- **Word processing**
The Office's word processing capacity has been increased, and now comprises 14 work-stations. Several programs for the management of files and lists via a computer terminal have been prepared for the departments using the service.
- **Computerized preparation of estimates for printing done by outside contractors**
An outside firm of consultants commissioned to analyse this problem began work in December.
- **Integrated planning**
A sub-contractor has been engaged to develop a software package for planning and monitoring the Office's publishing activities.
- **Production management in the Office's own workshops**
Work has started on the software for computerized production management in the Office's workshops. This will permit, *inter alia*, the detailed invoicing to the institutions of the costs of Office services, as recommended by the Court of Auditors in its report on the Office's publishing, printing and reproduction practices.²

All this work will facilitate the modernization and rationalization of the Office's management systems and will contribute, above all, to the achievement of a substantial improvement in output. In the medium term major economies can be achieved primarily by the adoption of new methods of preparation, transmission and keyboarding of manuscripts at the cost of initial investments which will be recoverable over a few years' operations.

¹ 'Système Automatisé de Gestion d'Adresses et de Publications'.

² OJ C 150, 19.6.1981.

CHAPTER IV

**THE PRINTING MARKET
AND THE GEOGRAPHICAL SPREAD OF CONTRACTS
WITH OUTSIDE FIRMS**

THE PRINTING MARKET AND THE GEOGRAPHICAL SPREAD OF CONTRACTS WITH OUTSIDE FIRMS

1981 was characterized in this respect also by the introduction of new technology. Increasing numbers of new publications are being produced by the re-use, after computer processing, of data stored on magnetic tape.

To meet these requirements, and on the basis of the experience gained by issuing several invitations to tender for specific printing contracts, the Office developed a system which has been approved by the Advisory Committee on Procurements and Contracts and operates on the following lines:

- widespread publicity, particularly in the form of notices in the Official Journal, backed by the information in the Office's own files, will permit the clear definition of targets at the initial contact stage;
- after pre-selection on the basis of their printing equipment, computer facilities and references, a certain number of printing firms will be invited to tender for three real printing contracts with a view to determining the average competitiveness of their prices. On the basis of this criterion, the Office will establish a list of about 10 firms eligible for invitation to tender for work of a comparable nature;
- other firms of adequate standing which subsequently evinced an interest can be added to the list of eligible firms by the same process;
- the whole system will be updated every two years.

The initial steps have been taken, in the form of widespread publicity and an ambitious information campaign carried out in collaboration with the EUROGRAF professional organization, for the compilation of a new general list of printers with the aim of providing the Office with the largest possible selection of contractors not only in terms of technical expertise but also in terms of geographical distribution. This is a prelude to the introduction of new general contracts which are currently being drafted and should be ready for use at the beginning of 1983.

These new contracts are being drafted with two basic principles in mind:

- simplified transmission of contractors' prices,
- computerized calculation of estimates (as soon as the necessary equipment is installed).

The activities of this section are summarized in Table 23 below. It is noteworthy that 106 requests for price increases were examined in the course of the year under review and that credit notes amounting to 158 820.76 ECU were obtained by the verification of invoices.

Finally, a training course under the auspices of the French Institut National des Industries et Arts Graphiques enabled all the staff concerned to improve and update their knowledge in this specific field.

Table 23
Volume of work done by the Technical and Administrative Section

Work done	1980	1981
Estimates	570	516
Invoices	1 134	1 296
Invitations to tender	15	13
New contracts	9	10
Reports to the ACPC	13	18
Order forms	891	680

In 1981, for the first time, the costs of the Technical and Administrative Section were invoiced to the institutions (see Table 10, p. 31).

CHAPTER V

**STAFF OF THE OFFICE
AND STAFF MANAGEMENT PROBLEMS**

STAFF OF THE OFFICE AND STAFF MANAGEMENT PROBLEMS

A. WORK-FORCE

The Publications Office was granted 19 additional posts under the 1981 budget (16 in category B and 3 in category C).

This raised the number of posts on the Establishment Plan from 265 in 1980 to 284 in 1981 (see Table 24). At 31 December 1981, 239 officials and temporary staff were employed.

Apart from a few secretarial posts in category C which became vacant through natural wastage in the course of the year, the vast majority of vacancies were in category B. The exhaustion of the existing reserve lists has in fact made it very difficult for the Office to recruit proof-readers. Two competitions for this type of work, for Greek nationals only, have already been held, but the results did not permit the Office to fill all the vacant posts in the Greek proof-reading teams.

A new competition, for all the Community languages, is currently being organized, and it ought to be possible to fill the vacant posts in the course of 1982.

B. AUXILIARY STAFF

Appropriations amounting to 50 000 ECU were made available in the budget for the engagement of auxiliary staff. The inadequacy of the reserve lists obliged the Office to make use of this employment category for the recruitment of secretaries, particularly for the Danish and Greek languages. The Office also concluded auxiliary employment contracts, of one year's duration, with four other recruits to its staff.

C. LOCAL STAFF

The appropriations provided for the employment of local staff in 1981 were the same as in the preceding year.

At 31 December 1981, the Office employed 47 local staff; the procedures for filling the four vacant posts were under way.

Table 25 provides an overview of the administrative procedures relating to the recruitment and promotion of the staff of the Publications Office.

D. FREELANCE PROOF-READERS

— Budget appropriations 1981 to cover remuneration, insurance, costs of home proof-reading, travel expenses, subsistence allowances and mission expenses	700 000.00 ECU
— transferred appropriations	330 000.00 ECU
	<hr/>
— total resources	1 030 000.00 ECU
— expenditure at 31.12.1981	1 026 987.31 ECU
including insurance	11 218.06 ECU

Pursuant to the Decision of the Management Committee in June 1976 concerning the application of the index of the cost of living in Luxembourg to the remuneration of freelance proof-readers, the daily rates of payment were raised by 5% at the start of the year under review.

In addition, as from the same date in the case of Greece and as from September for the other member countries, the daily allowances for freelance proof-readers on mission were aligned with those for officials in category B.

E. VOCATIONAL TRAINING

Table 26 provides a breakdown of the numbers of officials registered for the various training courses.

F. MANAGEMENT/STAFF CONSULTATION

On 4 May 1982, the trade-union representatives met the representatives of the Office's Management Committee, the chair being taken by the Committee's Chairman-in-Office, Sir Norman Price.

The Director recalled the main features of the year under review and outlined the short and medium-term outlook as far as the Community's publishing activities were concerned. The following matters were discussed.

1. Night dispatching of the Official Journal

Both sides reaffirmed their desire to ensure the quickest possible night dispatching of the Official Journal by the Office's own staff.

The Director pointed out, however, that the process of replacement by in-house personnel would inevitably be gradual and would depend not only on the number of posts available but also on the actual presence of the staff required for making up the night dispatch teams; there were moreover a certain number of technical constraints, including the volume of daytime dispatching work and the limited budget appropriations for carriage costs and franking.

The discussion closed with an undertaking by the Director to hold the necessary discussions, with all the parties concerned, with a view to securing — without taking account of the scheduled departure of a non-established employee on 1 July next — the replacement of two other local staff (and the appointment, if possible, of a third) by the end of the year.

The trade-union representatives would be informed of the results of these discussions.

2. Establishment of local staff

The trade-union representatives pointed out that none of the Office's local staff who had successfully participated in an internal competition organized by the Commission had been established in their posts (in contrast with a number of their colleagues at the Commission). They requested the Management Committee to consider the possibility of appointing certain members of its local staff who had been successful in competitions to vacant category D posts at the Publications Office for which the job description did not correspond with the candidates' areas of specialization. Their request was prompted by their desire to see use made of the existing reserve lists as quickly as possible and the consideration that a certain degree of mobility ought to be possible at this level of employment.

The representatives of the Management Committee regretted they were unable to accede to the unions' request. The Office had not asked for the competition to be organized and the required qualifications were totally unrelated to the activities of its printing and dispatching services. The members of the Office's local staff who had nevertheless decided to participate would have to wait for vacancies to arise in other directorates-general requiring staff with their qualifications.

In the same context, the representatives of the Management Committee assured the unions that the Office was always positively interested in applications from other directorates-general and other institutions for specific vacancies at the Publications Office.

Finally, the representatives of the Publications Office emphasized their determination to maintain high professional standards in all the competitions organized by the institutions, irrespective of the grade of the posts in question.

Both sides agreed, in conclusion, on the need to sustain their current efforts to ensure the earliest possible organization of internal competitions for the various specialized categories of staff required by the Office.

3. Freelance proof-readers

The trade-union representatives reminded the Management of their wish that the competitions for proof-readers required by the Office should be held at the earliest possible juncture. They were still opposed to the admission of university graduates to such competitions.

While sharing the concern of the unions as far as the need to hold these competitions was concerned, the Publications Office representatives took the view that it would not be advisable to exclude graduates: the

Office's position was not based on principle but rather upon a realistic analysis of supply and demand in this particular sector of the labour market.

The trade-union representatives stated that they did not accept the Office's standpoint.

4. Changes in the Office's Establishment Plan

The trade-union representatives questioned the representatives of the Publications Office on the recent modifications of the Establishment Plan, particularly with regard to the effects of these changes on officials' career prospects.

The Director explained that the changes mainly concerned categories A and B, an area in which the budgetary authority has in fact strengthened the Establishment Plan for the 1982 financial year. Efforts would have to be made to accelerate appointments, especially to posts in these two categories.

5. Extension of the building occupied by the Publications Office

The trade-union representatives reminded the Management of their undertaking that the extension plans would be shown to the personnel in due time.

The Director of the Publications Office confirmed that undertaking.

Table 24
Establishment Plan 1981

Category + grades	Number of permanent posts
A1	—
A2	1 ¹
A3	1
A4	2
A5	2
A6	4
A7	4
A8	—
Total	14
B1	20
B2	39
B3	46 ²
B4	23 ³
B5	21
Total	149
C1	14
C2	32
C3	31
C4	20
C5	7
Total	104
D1	6
D2	5
D3	4
D4	2
Total	17
Grand total	284

¹ The post of Director of the Office for Official Publications of the European Communities is held by an official in grade A1 on a personal basis.
² Including three posts for senior technical assistants.
³ Including one secretarial assistant post and one technical assistant post.

Table 25
Administrative procedures

Officials	Number
(a) Probationers appointed following open competition	20
(b) Transfers	
– to the Office	3
– to the Commission	2
(c) Promotions	
– within career	16
– to another career	13
– to another category following a competition	1
(d) Transfers	
– to the Office	4
– to another institution	1
(e) Departures	
– secondment	2
– invalidity	2
– leave on personal grounds	1
– retirement	1
– resignation	3
Temporary staff	
(a) Renewal of contract	2
(b) Establishment	3
Auxiliary staff	
(a) Recruitment	4
(b) Establishment	1
Local staff	
(a) Recruitment	7
(b) Promotion	
– at the same employment level	4
– to a different employment level	3
(c) Establishment	4
(d) Invalidity	2
(e) Resignation	1

Table 26

Number of staff registered for courses and occupational training

Type of activity	Duration	No registered in 1981
1. Language courses		
– Community languages 1981/82	3 hrs/week	62
– Spanish course	3 hrs/week	3
– Rapid reading course – English (refresher)	1 day	1
– Rapid reading course – German (refresher)	1 day	2
2. Seminars and courses of general interest		
– Conference: 'Social change and European management'/Brussels	1 day	1
– Seminar: 'Introduction to the principles of management for administrators'/Brussels	3 days	1
– Seminar: 'Management for administrative assistants'/Brussels	3 days	1
– Seminar: 'Statistical Data Banks'/Luxembourg	3 days	1
	1 day	1
– Course for German secretaries/Luxembourg	2 days	1
– Seminar on Ireland/Luxembourg	3 days	1
– Seminar: 'The European institutions and other international institutions in Luxembourg'/Luxembourg	2 days	2
– Practical firefighting course/Ottignies	1 day	1
– First Aid course/Luxembourg	2 hrs/week	3
	16 weeks	
3. Seminars and technical courses		
– Congress: 'Incorporating the Information Technology and Electronic Publishing Exhibition'/Oxford	3 days	2
– Seminar: 'Benefit from Effective Indexing'/London	1 day	1
– Seminar: 'Telematics in Europe – Development and Perspectives'/Berlin	3 days	1
– Course on EDP: 'Application Documentation'/Brussels	3 days	2
– Seminar: 'A review of Pre-press and Electronic Imaging Trends as seen from the USA'/London	2 days	1
	/Amsterdam	
	2 days	2
– Seminar: 'Structural analysis workshops'/Wepion	5 days	1
– Seminar: 'Informatics'/Düsseldorf	5 days	1
– Courses on 'System Design'/Oxford	4 days	2
– 'Introduction to Informatics'/Luxembourg	2 days	8
– Course on 'Word Processing'/Luxembourg	16 hrs	16
– Course on Informatics aspects of SAGAP-2/Neu-Isenburg	15 days	1
	/Paris	
	6 days	2
	/Beaumont	
	5 days	1
	13 days	1
– Course: 'Systems analysis'/Luxembourg	2 hrs/week	1
	30 weeks	
– Course: 'Offset Presses'/Heidelberg	5 days	4
– Course: 'Cutting'/Brussels	2 days	2
– Advanced professional training course for printers/Luxembourg	160 hrs	24
4. Special study leave		
– Study of Political Science and Romance languages at the University of Trier	15 days	1
5. Miscellaneous		
– Visit to printing works/Stuttgart	3 days	3
– Information on Euronet-DIANE/Luxembourg	2 hrs	14
– Demonstration of computer system/Luxembourg	2 hrs	6
– 'Journée Informatique' of the PO/Luxembourg	3 hrs	20
Total		198¹
¹ 129 different participants.		

CHAPTER VI

**REPORT ON THE APPLICATION
OF THE CURRENT PROVISIONS RELATING
TO MEDIUM AND LONG-TERM TRANSLATIONS**

REPORT ON THE APPLICATION OF THE CURRENT PROVISIONS RELATING TO MEDIUM AND LONG-TERM TRANSLATIONS

Table 27 shows the translation work done in 1981 on behalf of the Office and Institutions under the Agreement between the Commission of the European Communities and the Office for Official Publications of the European Communities concerning the attachment to the Office of the Medium and Long-Term Translation Service.

A. WORK DONE FOR THE EUROPEAN PARLIAMENT

(a) Reports of proceedings

In 1981 the MLTTS was responsible for a portion of the translation (two days of debates) for each part-session of the European Parliament. The Service also translated the proceedings of one day of the special part-session held in November to discuss the Community budget for 1982. The translation of these proceedings by the MLTTS represented approximately 600 standard typed pages for each part-session (200 in the case of the special part-session). The total for 1981 includes the figures for December 1980: those for December of the year under review will be included in the returns for 1982.

The workload in the various target languages varies with the number of speeches in other languages. When a language is little used in the debates, almost the entire proceedings will need to be translated into that language.

The deadlines for this translation work vary between ten and fifteen days. The considerable backlog of translation of the proceedings into Greek can be eliminated at the beginning of 1982 when the MLTTS will have a larger number of Greek translators at its disposal.

In 1981 the MLTTS translated 40 009 pages, compared with 25 815 in 1980 – an increase of almost 55%.

The Service translated a total of 273.5 pages from Greek.

(b) Indexes of names

In 1981 4 272 pages of indexes were translated, compared with 3 406 in 1980. The indexes consist of brief extracts of the speeches made by members of the European Parliament in the course of debates and are arranged in the alphabetical order of the members' names.

(c) Europe today

In the year under review 1 138 pages were translated for this publication, compared with 978 in 1980. Although this work again involved a heavy burden of documentary research, the deadlines were generally met. An average translation rate of 10 pages/day was maintained.

B. WORK DONE FOR THE COUNCIL

The 28th Review of the Council's work ran to 677 pages plus a supplement of 441 pages, all of which were translated into all the official languages – i.e. a total of 4 742 pages.

C. WORK DONE FOR THE PUBLICATIONS OFFICE

(a) Invitations to tender

Table 27 shows the number of pages of invitations to tender for public works and supply contracts, including Type b notices published pursuant to the Agreement on government procurement concluded within the framework of GATT.

In 1981 translations of invitations to tender for public works contracts accounted for 33% of the total number of pages translated under the Agreement concerning the MLTTS (compared with 38% in 1980). These translations arrived at the rate of thirteen documents of two pages per day, representing twenty-six pages for translation into six target languages, i.e. a total of 156 pages/day.

The time allowed for translation of invitations to tender is one working day. In 1981 the number of pages translated was considerably higher than in 1980; the increased workload was partly due to the addition of a seventh official language following Greek accession to the Community on 1 January 1981 and partly a result of the entry into force of the abovementioned Agreement on government procurement concluded within the framework of GATT.

Notwithstanding the modest total of 54 texts translated from Greek, the task of translation from that language has been fraught with problems, particularly in the realm of technical terminology, because of the very limited number of translators available for translating Greek originals.

Bearing in mind the considerable increase in the overall volume of work done by the MLTTS for the Publications Office in 1981, it is worth pointing out that the three types of notices of invitation to tender accounted for 46.4% of the total, i.e. the same percentage as in 1980. The total number of pages increased, however, from 32 266 in 1980 to 44 732 in 1981.

(b) Annual Management Report

Translation of the Office's twelfth Annual Management Report (146 pages) required 25 days, including the time required for typing the fair copy.

(c) Other translation work

Under the 'miscellaneous' heading (1 367 pages in 1981) are included the invitations to tender for printing work issued by the Office (420 pages) and a test for photocompositors (90 pages). The balance consisted of various documents relating to the Office's activities. The deadlines fixed for this work were all met. In addition, 150 pages of miscellaneous material were translated into Greek.

D. GENERAL OBSERVATIONS

Deadlines for translation work were generally met and some translations were even delivered with time to spare. In the case of translation into Greek, however, delays occurred as the result of the chronic shortage of Greek translators. The problem was compounded by the impossibility of recruiting Greek translators with a sound knowledge of Danish and/or Dutch. Texts in these two languages can only be translated indirectly into Greek, via an English, French or German translation. The Commission has meanwhile organized competitions for Greek translators, and successful candidates are now being recruited from the reserve list.

No insuperable problems were encountered in the field of cooperation between the Office and the institutions, and the situation in this context can in fact be regarded as excellent. The organization of half-yearly meetings of the heads of the various departments concerned, under the chairmanship of the Director of the Publications Office, greatly facilitated the solution of certain practical problems that came to light, e.g. with regard to the transmission of documents sent out by the Office, the Parliament or other institutions.

Despite the shortage of typists, the typing of fair copies of the various texts destined for printing has not given cause for complaint. But the execution of this work must be speeded up by the more generalized introduction of machines equipped with a memory and word-processing equipment not only in the typing pools but also in the translation sections. The latter will have to get used to these new tools of the trade which will involve a major change in their working methods.

Table 27

List of work done by the MLTTS (number of pages)

Work done	1980	1981
<i>Parliament</i>		
– Reports of proceedings of Parliament's debates	25 815	40 009
– Indexes of names	3 406	4 272
– Europe today	978	1 138
– Miscellaneous	–	–
<i>Council</i>		
– Review of the Council's work	3 315	4 742
<i>Economic and Social Committee</i>		
– Rules of procedure	150	–
<i>Publications Office</i>		
– Notices of invitation to tender for public works contracts	25 716	31 835
– Notices of invitation to tender for public supply contracts	6 550	6 375
– Notices of invitation to tender published pursuant to the Agreement on government procurement within the framework of GATT	–	6 552
– Annual Management Report	315	146
– Miscellaneous	1 186	1 367
Total	67 431	96 406



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