

FOURTEENTH
ANNUAL
MANAGEMENT
REPORT
1982



OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

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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 1982.

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 J. C. MOREL, Director-General for Personnel and Administration of the Commission;
- Mr A. VAN HOUTTE, Registrar of the Court of Justice, and Mr P. E. HEIM, his successor since February.
- 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 1982.

It was not possible for the Management Committee to hold its meeting of members until 18 January 1983. Two meetings of alternates were held, on 18 March and 21 October 1982. In addition, 16 written procedures were submitted to the Management Committee in the course of the financial year.

Four further meetings of alternates were held, as follows:

- 9 February 1982, on computerization of the budget;
- 9 June and 30 November 1982, on the draft reply to the parliamentary resolution on publication, printing and document reproduction practices;
- 22 November 1982 of the 'new publishing technologies' working group.

CHAPTER I

PUBLICATIONS ISSUED BY THE OFFICE

Official Journal

Publications other than the Official Journal

OFFICIAL JOURNAL

A. INTRODUCTION

- (1) The trend of previous years was repeated in 1982 and the number of pages printed showed a very uneven spread over the year (for example, the total pages printed in the months of September and December were respectively 11 900 and 28 984).

Taken together with this highly seasonal rate of production and its distinct peaks, the virtual total absence of planning and the constant fall-off in copy quality all too frequently put the Official Journal service in an intolerable position.

In order to respect the frequently very short publication deadlines it would therefore be highly desirable if all author departments showed greater discipline, if only by ensuring that manuscripts as submitted can be used directly by the printers and that the Office is given sufficient advance warning of the documents it will be called upon to publish and given time to take suitable preparatory steps.

Although Community policy evidently has its vicissitudes which no work programme will ever be able to smooth out entirely, it still remains true that recent experience has shown that greater cooperation would frequently have been all that was needed to alleviate considerably the burden on the department and consequently to shorten publication deadlines.

- (2) In addition, representatives of the institutions using the Official Journal took note at the Management Committee meeting of the wish expressed by the Council in the 1982 budget procedure that a study should be undertaken of means of containing the size and cost of the Official Journal.

In May 1982 a memorandum was therefore forwarded to the budgetary authorities.

The action proposed in that memorandum has already been begun, particularly that relating to computerization of the S series of the Official Journal and customs tariff documents (see pages 11 and 12). It should also be noted that the number of Official Journal pages per language has now remained steady for three years.

- (3) To enable work to be better coordinated the section responsible for indexes and the Register has since 1 November 1982 been brought under the 'New Technology' Department (formerly the New Developments Department).

- (4) Finally, the parallel production of language versions set problems in 1982. In the absence of translations several numbers of the Official Journal failed to appear in Greek: in the main these were numbers containing parliamentary written questions and their replies. The situation had still not returned to normal by the end of the year.

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 1982 the total number of pages/language of the Official Journal was 32 672, compared with 32 556 in 1981, thus confirming the steadying of output (see Figure 1, page 10).

In all, 228 700 pages were produced.¹

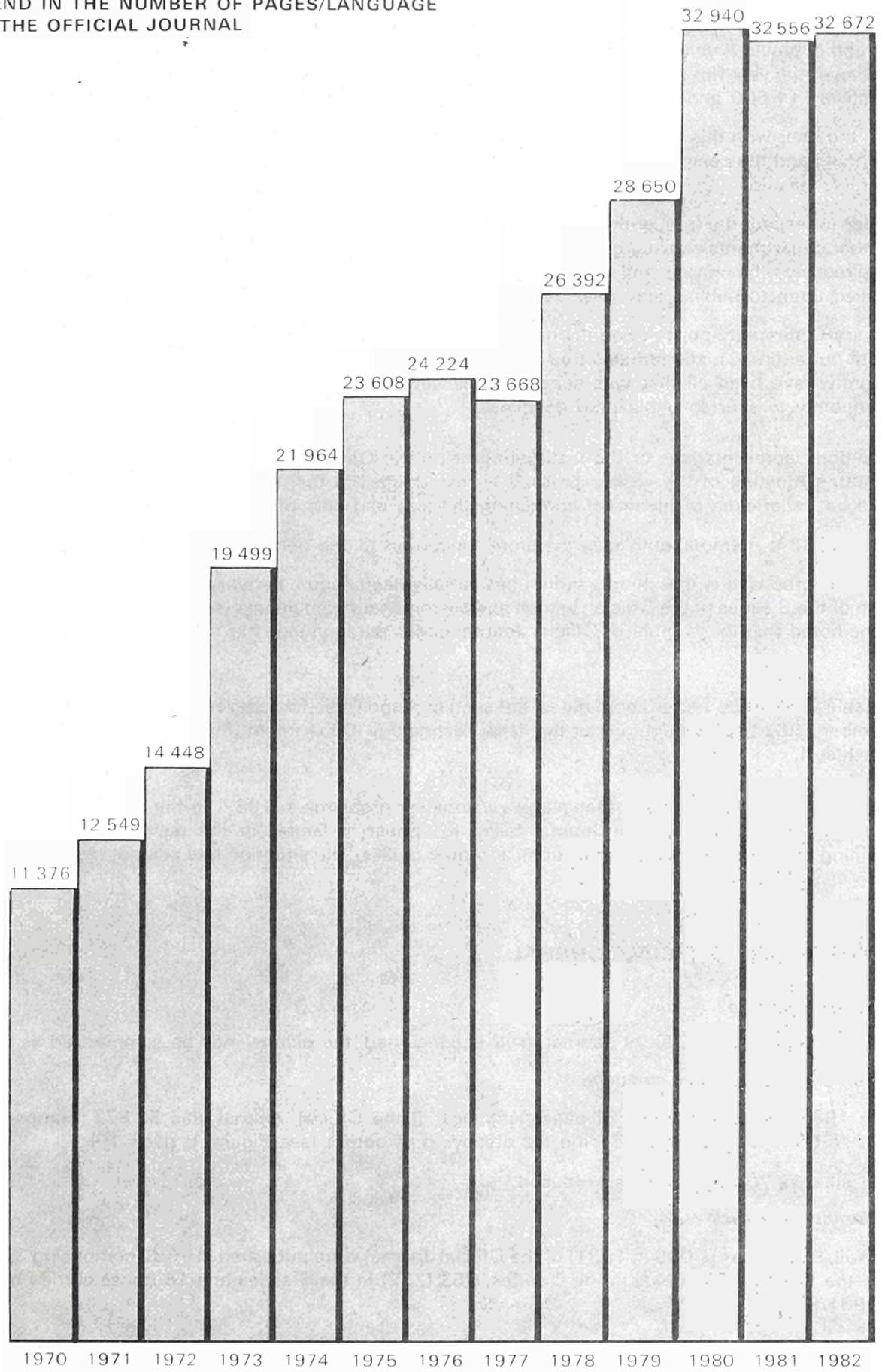
(b) *Number of issues*

In all, 988 issues (1 009 in 1981) of the Official Journal were published in 1982 comprising 373 (383) in the L series, 344 (341) in the C series, 253 (252) in the S series and 18 issues carried over from 1981/82.

¹ 1 846 pages/language related to specimen notices and indexes (1 480), notices and communications relating to the European Development Fund and ECU exchange rates (285), together with notices of contracts whose publication is not obligatory pursuant to Community acts (81).

Figure 1

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



(c) *S series*

The 253 numbers of the S series published in 1982 totalled 7 244 pages per language (7 256 in 1981), including 5 398 pages of invitations to tender (3 048 for public works, 1 272 for supplies and 1 078 for GATT procurement contracts).¹

The breakdown by country of public works, supplies and GATT notices of invitation to tender is shown in the following table.

Table 1
Breakdown by country of invitations to tender published in 1982

	B	DK	D	GR	F	IRL	I	L	NL	UK	Total
Public works	349	48	670	24	627	87	133	11	137	962	3 048
Supplies	63	29	243	3	382	14	218	—	78	242	1 272
GATT	28	36	200	—	230	16	61	3	83	421	1 078
Total 1982	440	113	1 113	27	1 239	117	412	14	298	1 625	5 398
1981	519	94	998	28	1 164	60	1 031	23	290	1 226	5 433

Since 1981 this series of the Official Journal has, as mentioned on page 9, been the subject of preparatory work for the installation of computer-aided editorial techniques which will lead to a significant saving in composition costs.

In addition the TED data base (Tenders Electronic Daily) on which the S supplement is available, was opened to the public at the Frankfurt Book Fair on 7 October 1982 (see page 47).

(d) *Print run*

Taking all languages together, in 1982 the total print run of the Official Journal exceeded 19 million copies.

(2) Indexes to the Official Journal and Register of current Community legal instruments

(a) *Indexes to the Official Journal*

Publication deadlines were reduced during the year in comparison with the previous year. Despite the fact that their compiling is not yet automated, the monthly indexes (Volume 1) were published regularly within about two months of publication of the last number of the Official Journal in the month concerned.

In 1981 only the first months' indexes could be published for the Greek version. In 1982, however, indexes to the last eight months of 1981 and the first six months of 1982 were published.

The monthly methodological tables (Volume 2) were published regularly one month after the publication of the last number of the Official Journal for the month concerned, including those for the Greek version.

The annual tables (Volumes 1 and 2) for 1981 were published between April and June, except for the Greek version, which appeared in August. Some 15 000 pages of monthly and annual tables (Volumes 1 and 2) were published:

Annual tables	: 8 110 pages	} all languages
Monthly tables	: 6 784 pages	

In order to meet the wish expressed by the Management Committee at its meeting of 18 March 1982, short-term provisions were made which led to reductions in the number of tables, and consequently in the costs of production, by use of typographical changes. In 1983 computer technology should lead to further reductions in the cost of production by the re-use of basic composed text for a large part of the methodological tables.

¹ 1 846 pages/language related to specimen notices and indexes (1 480), notices and communications relating to the European Development Fund and ECU exchange rates (285), together with notices of contracts whose publication is not obligatory pursuant to Community acts (81).

(b) *Register of current Community legal instruments*

The second edition of the Register was published in February/March 1982. Volume 1 totalled 652 pages/language; Volume 2 contained 88 pages/language.

Programming and composition of Volumes 1 and 2 of the third edition were completed by the end of October 1982. Printing took place in November and December 1982. Volume 1 contains 570 pages, Volume 2 from 128 to 131 pages according to language version. Delivery took place between December 1982 and January 1983 according to language. Work is being done to speed up even more the publication of subsequent editions.

(3) Publication of budget documents

In addition to the general budget of the European Communities published in the Official Journal by the Parliament, the Office is responsible for the Commission's first draft and for the Council's draft of the budget, as well as any estimates of income and expenditure required by institutions.

The Official Journal department takes responsibility for these documents so as to build up an uninterrupted sequence of successive amendments from the recorded text of the current year's general budget to that of the general budget being drawn up; it is thus able to publish the latter as quickly as possible after the President of the Parliament has recorded its final adoption.

(4) Publication of tariff documentation

The Office is responsible for the working documents of the Commission's Customs Union Service relating to transposition of the Common Customs Tariff and the nomenclature of goods for the external trade statistics of the Community and statistics of trade between Member States (Nimexe) in the harmonized system of codifying and designating goods.

The Office has, in cooperation with a subcontracting printer, set up a text processing system which allows both the real time monitoring of text preparation in its various stages and the establishment of a data base from which the new Common Customs Tariff and Nimexe, once transposed, can be extracted for fully automatic publication in the Official Journal.

Expenditure for this purpose in 1982 totalled 271 143.86 ECU, which may be regarded in effect as an advance payment on programming and initial data capture costs.

Table 2
Invoicing of costs of the Official Journal – 1982

Institution	Pages	Printing costs	Transport costs	Cost of Office services	Total (ECU)
European Parliament	30 808	2 426 478.35	6 122.95	374 317.00	2 806 918.30
Council	23 489	1 981 199.37	3 973.00	285 392.00	2 270 564.37
Commission	163 952	14 159 053.30 ¹	32 175.97 ¹	1 992 016.00	16 183 245.27
Court of Justice	2 542	221 582.74	543.52	30 885.00	253 011.26
Economic and Social Committee	2 951	249 966.41	489.42	35 855.00	286 310.83
Court of Auditors	4 958	468 792.40	214.02	60 240.00	529 246.42
Total	228 700	19 507 072.57	43 518.88	2 778 705.00	22 329 296.45

¹ Including 336 pages in connection with the revenue and 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, totalling 28 991.56 ECU (OJ L 32/82)

C. INVOICING

Tables 2 to 5 provide a breakdown of the invoicing of the various services provided by the 'Official Journal' department to the institutions. The total cost of the Official Journal itself was 22 329 296.45 ECU (21 656 299.03 ECU in 1981), covering printing costs, transport costs and the cost of Office services. It should be noted that the cost per page shows an increase of only 4.8% over 1981. Table 3 shows the breakdown of indexes between 1981 monthly and annual tables and 1982 monthly tables. This work has been invoiced in advance; settlement will not take place until 1983. The same applies to the remainder of the indexes for July to December 1982.

Table 3
Invoicing of costs of indexes to the Official Journal

Institutions	Monthly indexes 1981 (January-December)			Annual indexes 1981			Monthly indexes 1982			Total			Grand total
	Pages	Printing costs	Cost of Office services ¹	Pages	Printing costs	Cost of Office services ¹	Pages	Printing costs	Cost of Office services ²	Pages	Printing costs	Cost of Office services ²	ECU
Parliament	951	68 672.77	23 024	520	30 944.22	12 589	526	47 941.37	23 780	1 997	147 558.36	59 393	206 951.36
Council	1 184	85 497.96	28 665	648	38 561.26	15 688	223	20 324.95	10 082	2 055	144 384.17	54 435	198 819.17
Commission	6 584	475 438.00	159 399	3 602	214 348.25	87 204	1 994	181 739.70	90 149	12 180	871 525.95	336 752	1 208 277.95
Court of Justice	117	8 448.70	2 832	64	3 808.52	1 550	48	4 374.88	2 170	229	16 632.10	6 552	23 184.10
Economic and Social Committee	125	9 026.39	3 026	69	4 106.06	1 671	28	2 552.01	1 266	222	15 684.46	5 963	21 647.46
Court of Auditors	9	649.90	218	5	297.54	121	9	820.29	407	23	1 767.73	746	2 513.73
Total	8 970	647 733.72	217 164	4 908	292 065.85	118 823	2 828	257 753.20	127 854	16 706	1 197 552.77	463 841	1 661 393.77

¹ 1981 rate.
² 1982 rate.

Table 4

Invoicing of the cost of production of the Register of current Community legal instruments

Institution	Second edition		Third edition		Setting and printing costs (2nd and 3rd editions)		Total ECU
	Pages	Cost of Office services (ECU)	Pages	Cost of Office services (ECU)	BFR	ECU	
Parliament	533	12 296	503	13 898	1 164 259	25 891	52 085
Council	1 297	29 922	1 225	33 847	2 833 031	63 001	126 770
Commission	2 451	56 545	2 315	63 964	5 355 592	119 098	239 607
Court of Justice	71	1 638	67	1 851	155 234	3 452	6 941
Economic and Social Committee	44	1 015	42	1 160	97 022	2 158	4 333
Court of Auditors	44	1 015	42	1 160	97 022	2 158	4 333
Total	4 440	102 431¹	4 194	115 880²	9 702 160	215 758³	434 069

¹ 1981 rate.
² 1982 rate.
³ 1 ECU = BFR 44.9679 (February 1983 rate).

Table 5

Costs incurred in the computerization of the Official Journal S series

(ECU)

Institution	Analysis and programming	Data base TED ¹	Total ²
Parliament	6 006.73	—	6 006.73
Council	5 559.41	—	5 559.41
Commission	72 804.41	167 500.22	240 304.63
Court of Justice	456.94	—	456.94
Economic and Social Committee	495.02	—	495.02
Court of Auditors	418.86	—	418.86
Total	85 741.37	167 500.22	253 241.59

¹ Tenders Electronic Daily.
² The cost of Office services relating to this work are those of the 'New Developments' section, and are included in the total for the section shown in Table 12.

PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL

A. OUTPUT

Output of publications other than the Official Journal may be summarized as follows:

- the number of texts increased by 5.1% from 1 956 in 1981 to 2 056 in 1982;
- the number of proof-read pages was 147 556, compared with 155 421 in 1981, a fall of 5.1% (see Figure 2);
- the number of non-proof-read pages was 74 083, compared with 97 884 in 1981, a fall of 24.3% (see Figure 2).

This falling-off in production was the result of the general economic situation and the budgetary restrictions resulting from it. However, since the number of works published increased, it must be concluded that the author departments have made efforts to abridge their texts and thus produce less expensive publications. Fabrication work was not affected since it depends mainly on the number of publications.

B. BREAKDOWN OF OUTPUT

It should first be noted that while the number of both proof-read and non-proof-read pages declined, the extent of the decline varied widely from one institution to another (see Table 6), the sharpest being that for the European Parliament (-31%). It should be noted that in the case of the Commission fabrication of a number of publications was halted for a final revision of the texts. In all probability those publications will be brought into account in 1983.

	proof-read pages	non-proof-read pages
– Parliament	– 12 691	– 1 106
– Council	+ 4 813	– 8 646
– Commission	– 2 791	– 12 357
– Court of Justice	– 1 498	+ 32
– Economic and Social Committee	+ 134	– 89
– Court of Auditors	+ 439	– 1 191
	<hr/>	<hr/>
	– 11 594	– 23 357

Interestingly also, the number of pages published is falling for every language except Greek (see Table 6).

C. BULLETIN OF THE EUROPEAN COMMUNITIES

Data processing is playing an increasing role in the processes of publication, both in its by-now conventional form and in text processing. A new experiment was carried out with success in 1982, linking author departments, the printer and the Publications Office in an integrated production sequence of text processing, on-screen preparation and proof-reading and photocomposition from the magnetic tape thus produced.

This demonstrated that significant savings in costs and time can be achieved. The experience acquired will be used in future designs of publication fabrication circuits.

D. CATALOGUE OF PUBLICATIONS

The bibliographic data bank was used for the first time to draw up a specific catalogue, the cumulative catalogue of scientific and technical publications, 1968 to 1979.

The annual cumulative catalogue (1981) was published in March 1982. The cost of data processing and composition was 14 966.86 ECU. The catalogues were printed in the Office's own workshops.

E. COST OF PUBLICATIONS

The total cost of publications was 12 445 364.10 ECU (compared with 12 961 104.83 ECU in 1981). The breakdown is given in Table 7 on page 18. Costs incurred as a result of producing budget documents are shown in Table 8 on page 19.

Figure 2

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

(all languages)

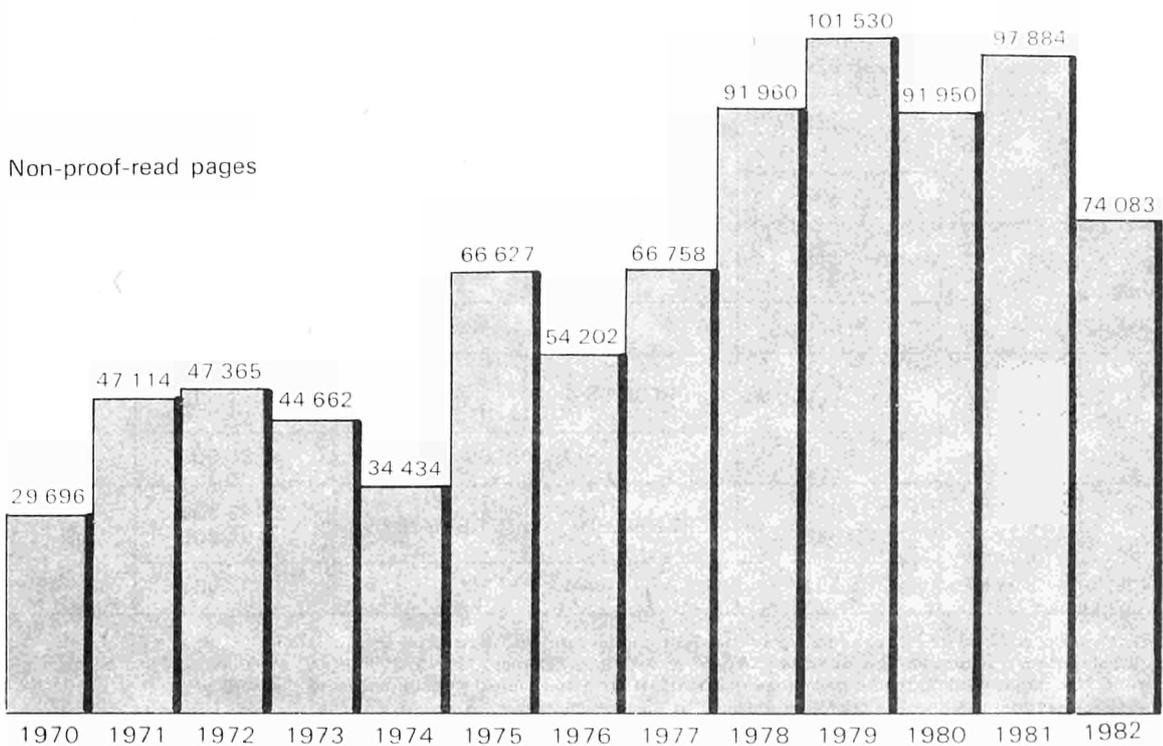
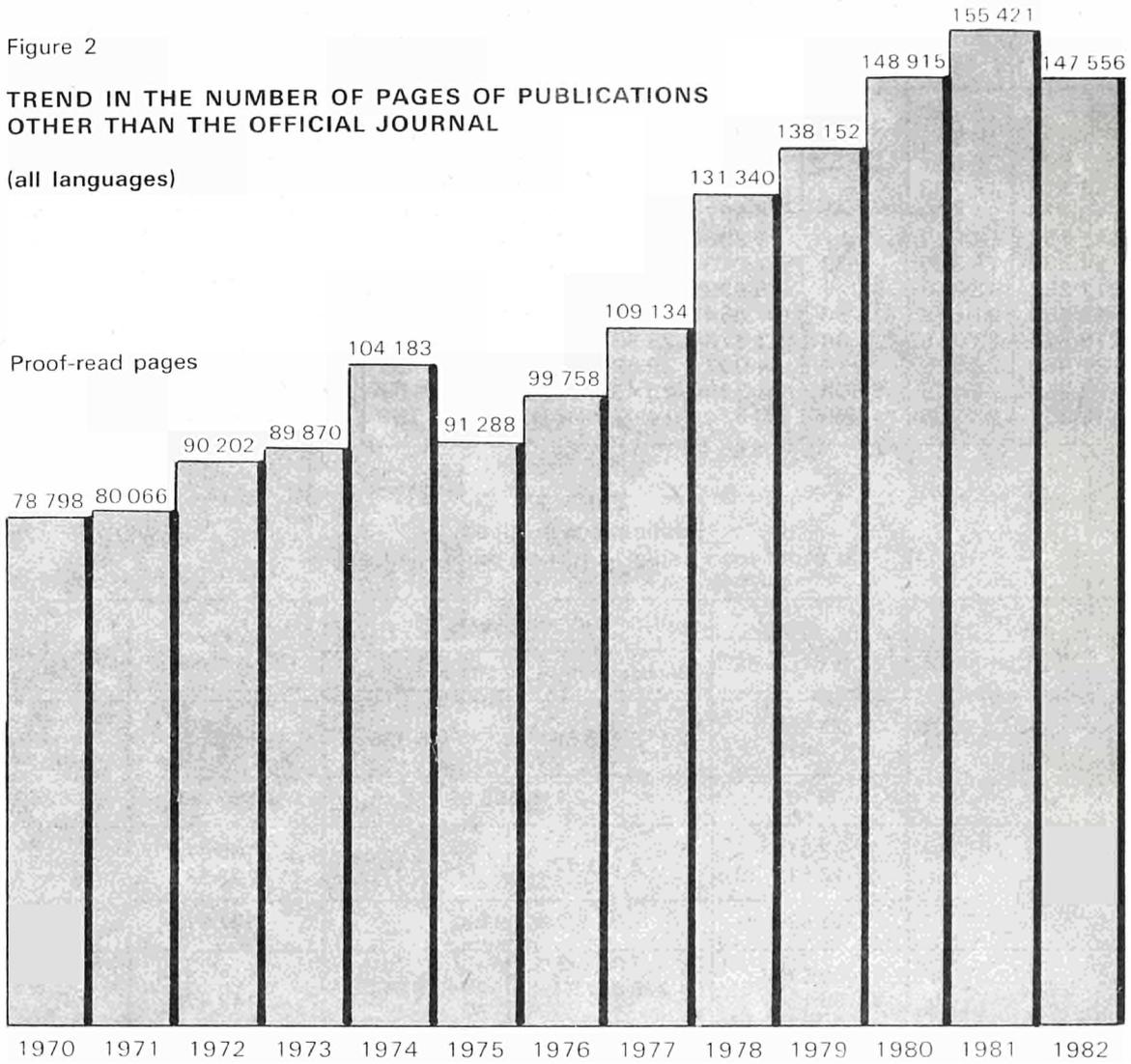


Table 6
Number of proof-read pages/language

Year	DA	DE	GR	EN	FR	IT	NL	ES	GA	PT	RU
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	
1982	19 354	23 989	14 569	20 614	24 427	21 265	20 757	2 181		263	

Table 7
Publications invoiced
a) proof-read pages – b) non-proof-read pages

Institution	Pages	Printing costs		Cost of Office services	Total (ECU)
		Outside printers	PO workshops		
Parliament	a)	29 966	2 110 975.55	5328	555 869
	b)	815			2 119
		30 781	2 116 303.55		557 988
Council	a)	8 915 ¹	129 591.97	167 102	165 373
	b)	12 514			32 537
		21 429	296 693.97		197 910
Commission	a)	60 577 ²	4 378 887.57	1 518 817	1 123 703 ¹
	b)	55 184			143 478
		115 761	5 897 704.57		1 267 181
Court of Justice	a)	27 299	1 014 229.98	256 086	506 397
	b)	2 627			6 830
		29 926	1 270 315.98		513 227
Economic and Social Committee	a)	726	22 220.97	1 677	13 467
	b)	67			174
		793	23 897.97		13 641
Court of Auditors	a)	2 379	35 505.42	26 712	44 131
	b)	1 637			4 256
		4 016	62 217.42		48 387
Cedefop-Berlin*	a)	1 811	144 393.64		33 594
	b)	734			1 909
		2 545	144 393.64		35 503 ³
Total	a)	131 673	7 835 805.10	1 975 722	2 442 534
	b)	73 578			191 303
		205 251 ⁴	9 811 527.10		2 633 837

¹ To this total must be added 6 867 pages relating to the draft budget for 1983 (see Table 8).

² Including 666 proof-read pages for the European University Institute, Florence, for which the cost of Office services is invoiced to the Commission. 6 804 pages relating to the preliminary draft budget for 1983 should also be added to this total.

³ The cost of Office services relating to Cedefop is invoiced to the Commission.

⁴ 2 212 proof-read pages and 505 non-proof-read pages invoiced to the Publications Office should be added to this total.

* European Centre for the Development of Vocational Training, Berlin.

Table 8
Invoices of costs of production of budgetary documents
of the European Communities

(ECU)

Institution	Supple- mentary pro- gramming	Separately printed 1982 Estimates 1983	Budget 1982 OJ L 31/82	Preliminary draft budget 1983 ²	Draft budget 1983 ³	Cost of Office services	Total
Parliament		30 060.81	316 494.98 ¹	9 551.67		—	356 107.46
Council				—	377 803.52	78 336.00	456 139.52
Commission	82 984.31			522 830.24		78 336.00	684 150.55
Court of Justice				21 844.87		—	21 844.87
Economic and Social Committee				—		—	—
Court of Auditors				15 824.47		—	15 824.47
Total	82 984.31	30 060.81	316 494.98 ¹	570 051.25	377 803.52	156 672.00	1 534 066.87

¹ Amount included in Table 2.
² 6 804 pages in all languages.
³ 6 867 pages in all languages.

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

During 1982 the Office continued the reorganization of its sales activities begun in 1981.

1. Sales network

The negotiations already started with a potential agent in Japan were concluded successfully and the agent has now started selling Community publications. He has made considerable efforts and the early results are promising.

As anticipated, the Office has also opened negotiations with a potential agent in the United States and with another in Australia and New Zealand. The Office hopes to conclude agreements with these agents by mid-1983.

The Office will then have a sales network covering every market whose economic importance justifies our presence.

The Office has also taken the necessary steps to replace its Swiss and Italian sales agents with more effective firms.

Finally, the Office has been concentrating on perfecting a computer-based stock management system for its agents, which will be completed during the first half of 1983; it will considerably simplify accounting procedures and allow convenient and permanent monitoring of sales and stocks.

The usual meeting between the Office and the heads of sales offices was held in Luxembourg in 1982.

2. Management

Development of the sales network, with a corresponding decentralization of promotional work, and rationalization of invoicing within the Office led to a reduction of 26.6% in the number of invoices dispatched.

3. Data banks

The Office is at present responsible for the commercial management of the following data banks:

- CRONOS (Eurostat),
- COMEXT (Eurostat),
- TED (supplement to the Official Journal).

The TED data base will be launched fully in April 1983. The system has, however, already been demonstrated (particularly at the Frankfurt Book Fair), and a certain amount of publicity has already been undertaken. The project appears already to have aroused considerable interest amongst the public, with approximately 150 spontaneous requests for information and 50 requests for trial access to the base.

B. SALES PROMOTION

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

The policy of acquiring new mailing lists for publicity material was continued, and close collaboration with originating departments and ordering departments strengthened.

The Office again produced the monthly catalogue, the annual catalogue and the mini-catalogue, where necessary in cooperation with other departments.

C. COPYRIGHT

In 1982 the Office received 35 requests for copyright concessions, including 8 requests for translations (mainly into Japanese), 2 requests to photocopy, 18 requests for authorization of partial reproduction and 7 requests for authorization of full reproduction.

During the year the Office also entered a number of joint publication agreements, in close cooperation with the author departments concerned.

D. SALES RESULTS

1. Official Journal

Table 9 shows the trends in subscriptions to series L + C and S of the Official Journal. Series L + C showed a decrease of 5.06% over 1981. This percentage is identical to that recorded for upward and downward fluctuations over previous years.

The significant fall in sales of series S (35.18%) resulted mainly from the expiry of an agreement under which the Centre Français du Commerce Extérieur received a large number (1 600) of supplements.

It must be expected that a number of S series subscriptions will lapse over the coming months as subscriptions to the TED data base are taken up.

2. Other publications

Table 10 shows the trends in subscriptions to other publications. The most significant decrease is in those relating to agricultural statistics. It should, however, be remembered that this series has been greatly reorganized and no strict comparison can be made with previous years.

Publications relating to economic and industrial information have on the other hand shown an increase in sales, in some cases of significant proportions. These positive results must be attributed both to the economic situation and to the more dynamic approach to the market of the national sales offices.

Taken as a whole, periodicals sales have shown a slight improvement over the previous year.

3. Separate works

In 1982 the Office put 484 new titles on sale, broken down as follows:

– Commission – DG IX	86
– Commission – SOEC	31
– Commission – DG XIII	345
	<hr/>
Total	462
– Parliament	14
– Council	7
– Florence University Institute	1

Examination of the sales results reveals that the following publications were particularly successful:¹

Commission:

– Map of the European Community	20 200 copies
– Basic statistics of the Community	3 526 "
– General Report	3 013 "
– Student handbook	2 498 "
– Constructing EINECS	1 915 "
– The Community Legal Order (European perspectives)	1 529 "

¹ These figures are derived from invoicing statistics and can therefore be taken as no more than a guide. For most of the publications concerned, further sales – in some cases in large numbers – have been effected by Sales Offices but at 31 December 1982 had not been accounted for or, therefore, invoiced.

– The Customs Union and the EEC (European perspectives)	1 360 copies
– Changing Europe (European perspectives)	1 066 "
Parliament:	
– Europe today	577 "
All institutions:	
– Treaties	1 029 "
– Treaties (abridged edition)	1 111 "

E. SALES REVENUE

Gross sales turnover amounted to 3 141 039.92 ECU (compared with 3 080 633.93 ECU in 1981).

The net payments received totalled 2 015 240.98 ECU: the breakdown by institution was as follows:

– Parliament	175 654.64 ECU
– Council	142 559.45 ECU
– Commission	1 585 429.70 ECU
– Court of Justice	80 358.40 ECU
– Economic and Social Committee	11 587.93 ECU
– Court of Auditors	11 604.10 ECU
– Cedefop ¹	7 397.06 ECU
– Dublin Foundation ²	649.70 ECU

Table 9
Trends in subscriptions
to the Official Journal of the European Communities
L + C and S series

Language	Series L + C		Series S	
	1981	1982	1981	1982
DA	414	434	111	108
DE	1 602	1 533	503	489
EN	2 190	1 890	1 189	1 232
FR	2 990	2 908	2 092	411
IT	3 288	3 110	353	331
NL	1 089	1 118	447	458
GR	345	322	98	78
Total	11 918	11 315	4 793	3 107
	–5.06%		–35.18%	

¹ European Centre for the Development of Vocational Training, Berlin.

² European Foundation for the Improvement of Living and Working Conditions, Dublin.

Table 10
Trends in subscriptions to publications
other than the Official Journal

Title	1981	1982	±%
PARLIAMENT			
– Debates	262	320	+ 22.14
– Working documents	190	205	+ 7.89
Total	452	525	+ 16.15
COMMISSION			
– Bulletin	2 981	2 733	– 8.32
– Economic surveys	225	251	+ 11.56
– Iron and steel	295	288	– 2.37
– Vocational training information bulletin	433	532	+ 22.86
– European Economy	1 486	1 575	+ 5.99
– European Economy – Supplement A	1 275	1 316	+ 3.22
– European Economy – Supplement B	1 247	1 277	+ 2.41
– European Economy – Supplement C	1 227	1 244	+ 1.39
– Euro-abstracts	231	255	+ 10.39
– Industrial short-term trends	162	241	+ 48.77
– Monthly coal bulletin	475	584	+ 22.95
– Monthly hydrocarbons bulletin	458	569	+ 24.24
– Monthly electrical energy bulletin	456	557	+ 22.15
– Quarterly iron and steel bulletin	326	331	+ 1.53
– Monthly iron and steel bulletin	242	325	+ 34.30
– Monthly bulletin of external trade statistics	412	464	+ 12.62
– Eurostatistics	878	915	+ 4.21
– Agricultural statistics	646	468	– 27.55
– Hourly wages	98	131	+ 33.67
– Miscellaneous publications	648	617	– 4.78
Total	14 201	14 673	+ 3.32
COURT OF JUSTICE			
– Report of Cases before the Court	1 529	1 426	– 6.74
Grand total	16 182	16 624	+ 2.73

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 14 622 643.96 ECU in 1981 to 15 404 794.69 in 1983 — an increase of 5.35%.

The rate of utilization of the Office's budget appropriations, including amounts carried forward, was 88.63% in the case of expenditure under Title 1,¹100.19% in the case of Title 2 and 92.86% of the total appropriations made available to the Office.

Expenditure under Title 1 (expenditure on staff) rose from 8 897 344.67 ECU in 1981 to 9 309 374.12 ECU — an increase of 4.74%.

Expenditure under Title 2 (operating expenditure, excluding investment expenditure) rose from 5 266 680.17 ECU in 1981 to 5 636 382.69 ECU — an increase of 7.02%.

Investment expenditure (excluding the purchase of paper and franking coupons) totalled 449 037.88 ECU in 1982, against 458 619.12 ECU in 1981.

Postal and delivery charges rose from 2 793 787.31 ECU in 1981 to 3 144 958.21 ECU in 1982 — an increase of 12.57%. These charges represented 51.68% of all expenditure under Title 2.

Table 11 shows trends in the Office's expenditure between 1981 and 1982 and gives a breakdown of expenditure at 31 December 1982.

B. OPERATING RESULTS

1. Breakdown of the Office's expenditure for 1982

Table 12 provides a breakdown by department of the Office's expenditure in 1982.

Table 13 shows the true cost of the services performed and the value of the invoices issued by the Office's various departments. It should be noted that in 1982, for the first time, the figures for *pro forma* invoicing to the institutions included the cost of fabrication of the preliminary draft and draft computerized budget documents.

The costs invoiced under these various headings were equivalent to 81.04% of the Office's budgetary resources.

2. Sales account

The trading results are shown in Tables 14 and 15.

The assets side of the balance sheet as at 31 December 1982 shows:

- the Office's financial resources, amounting to 1 271 691.44 ECU, compared with 1 453 868.28 ECU in 1981;
- a total of 718 644.55 ECU due from customers, compared with 698 412.87 ECU in 1981.

The items entered under liabilities represent:

- payments into the suspense account, totalling 17 534.97 ECU (31 925.43 ECU in 1981);
- 1 043 980.89 ECU income outstanding at 31.12.1982, compared with 757 776.33 ECU at the end of 1981;
- 848 656.70 ECU revenue payable to the institutions.

Profit and loss account:

The debit side of the profit and loss account shows that general overheads amounted to 1 002.77 ECU, representing 32% of total turnover in the year under review (25% in 1981).

The credit side of the profit and loss account shows a 2% increase in gross sales revenue in 1982 compared with the preceding year.

¹ This over-expenditure results from a transfer of 164 000 ECU from Title 1 to Title 2 to supplement item 2310 'postal and delivery charges'

3. Allocation of sales revenue

Table 16 shows the breakdown of total revenue by type of publication and the allocation of sales revenue to the institutions. Total revenue for the year amounted to 2 015 240.98 ECU, a fall of 13.6% compared with the preceding year (2 331 328.43 ECU).

The Official Journal alone represents a total of 1 046 789.99 ECU (BFR 47 441 255), compared with 1 472 147.81 ECU (BFR 60 954 869) in 1981.

Table 11

**Budget expenditure of the Publications Office in 1982
Comparison with expenditure in 1981**

(ECU)

Art.	Item	Heading	APPROPRIATIONS 1982			EXPENDITURES 1982			1981
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1982	Amounts carried forward	Total expenditure	Total expenditure
			1	2	3	4	5	6	7
110	1100	Basic salaries	6 176 900	(-) 573 300	5 603 600	5 344 863.78		5 344 863.78	5 055 490.27
	1101	Family allowances	665 900		665 900	553 063.17		553 063.17	533 370.39
	1102	Expatriation and foreign residence allowances	780 800		780 800	662 832.79		662 832.79	633 125.58
	1103	Secretarial allowances	50 000	(+) 1 000	51 000	50 527.56		50 527.56	49 525.73
		Total Article 110	7 673 600	(-) 572 300	7 101 300	6 611 287.30		6 611 287.30	6 271 511.97
111	1110	Auxiliary staff	40 000	(+) 44 300	84 300	84 263.53		84 263.53	22 272.18
	1112	Local staff	950 000		950 000	830 220.74		830 220.74	758 026.58
		Total Article 111	990 000	(+) 44 300	1 034 300	914 484.27		914 484.27	780 298.76
113	1130	Insurance against sickness	185 300		185 300	160 289.66		160 289.66	151 547.08
	1131	Insurance against accidents and occupational diseases	41 400		41 400	35 790.77		35 790.77	33 851.68
		Total Article 113	226 700		226 700	196 080.43		196 080.43	185 398.76
114	1140	Birth and death grants	1 900	(+) 1 000	2 900	2 462.67		2 462.67	1 556.67
	1141	Annual leave travel expenses	62 800	(+) 23 000	85 800	76 170.02		76 170.02	64 179.83
	1144	Fixed local travel allowances	900		900	807.69		807.69	871.54
	1145	Special allowances provided for by Art. 70 of the Financial Regulation	-		-	-		-	-
	1149	Other allowances	-		-	-		-	-
		Total Article 114	65 600	(+) 24 000	89 600	79 440.38		79 440.38	66 608.04
115		Overtime	70 000		70 000	48 204.15		48 204.15	62 189.64
116		Weightings	p.m.	(+) 140 000	140 000	125 561.71		125 561.71	119 290.71
117	1171	Freelance proof-readers	750 000	(+) 300 000	1 050 000	901 365.13	148 634.87	1 050 000.00	1 030 000.00
	1172	Other services	20 000		20 000	7 390.47	2 609.53	10 000.00	18 378.91
		Total Article 117	770 000	(+) 300 000	1 070 000	908 755.60	151 244.40	1 060 000.00	1 048 378.91
119		Appropriations to cover any adjustments to remunerations	377 700	(-) 100 000	277 700	-	-	-	-
		TOTAL CHAPTER 11	10 173 600	(-) 164 000	10 009 600	8 883 813.84	151 244.40	9 035 058.24	8 533 676.79
121	1211	Travel expenses due to officials (including their families)	6 700		6 700	2 176.44	2 823.56	5 000.00	1 500.00
122	1221	Installation, resettlement and transfer allowances	30 000		30 000	29 958.18	41.82	30 000.00	32 100.00
123	1231	Staff removal expenses	25 000		25 000	8 393.90	3 300.19	11 694.09	19 711.56
124	1240	Temporary daily subsistence allowances	32 000		32 000	18 935.76	6 064.24	25 000.00	55 000.00
129	1290	Provisional appropriations to cover any adjustments to the remuneration and allowances of officials and other staff	800		800	-	-	-	-
		TOTAL CHAPTER 12	94 500		94 500	59 464.28	12 229.81	71 694.09	108 311.56
130	1301	Mission expenses, duty travel expenses and other associated expenditure	180 000		180 000	134 046.00	16 954.00	151 000.00	190 000.00
		TOTAL CHAPTER 13	180 000		180 000	134 046.00	16 954.00	151 000.00	190 000.00
140	1400	Restaurants, mess and canteens	7 500		7 500	1 619.71	4 902.38	6 522.09	4 733.05
		TOTAL CHAPTER 14	7 500		7 500	1 619.71	4 902.38	6 522.09	4 733.05
151	1510	Language courses	25 000		25 000	3 157.33	18 142.37	21 299.70	26 834.31
		TOTAL CHAPTER 15	25 000		25 000	3 157.33	18 142.37	21 299.70	26 834.31
161	1610	Social contacts between staff	4 800		4 800	4 800.00	-	4 800.00	4 791.03
162	1620	Other social expenditure	29 000		29 000	28 999.98	0.02	29 000.00	28 997.93
		TOTAL CHAPTER 16	33 800		33 800	33 799.98	-	33 799.98	33 788.96
		TOTAL - Title 1	10 514 400	(-) 164 000	10 350 400	9 115 901.14	203 472.98	9 319 374.12	8 897 344.67
200	2000	Rent	1 160 000	(-) 190 000	970 000	959 714.38	-	959 714.38	1 009 582.39
	2001	Deposits	p.m.	-	-	-	-	-	-
		Total Article 200	1 160 000	(-) 190 000	970 000	959 714.38		959 714.38	1 009 582.39
201		Insurance	10 000		10 000	3 780.14	667.05	4 447.19	4 445.75
202		Water, gas, electricity and heating	180 000	(+) 50 000	230 000	208 072.53	21 917.66	229 990.19	201 988.79
203		Cleaning and maintenance	160 000	(-) 25 000	135 000	107 253.09	26 622.90	133 875.99	137 850.15
204		Fitting-out and repartitioning of buildings	20 000	(-) 12 000	8 000	748.72	7 034.04	7 782.76	3 264.16
205		Security and surveillance of buildings	72 000	(-) 13 000	59 000	52 240.37	4 712.39	56 952.76	56 016.01
206		Acquisition of immovable property	-	-	-	-	-	-	-
207		Construction of buildings	-	-	-	-	-	-	-
208		Other expenditure preliminary to the acquisition of real property or to the construction of buildings	30 000	-	30 000	4 236.56	25 763.44	30 000.00	-
209		Other expenditure	9 800	-	9 800	369.14	4 905.31	5 274.45	5 796.34
		TOTAL CHAPTER 20	1 641 800	(-) 190 000	1 451 800	1 336 414.93	31 622.79	1 428 037.72	1 418 943.59
210		Operations at the Computer Centre	175 000	(-) 13 000	162 000	87 643.36	15 802.39	103 445.75	112 371.00
213		Computer operations	29 000		29 000	6 637.00	5 863.00	12 500.00	22 499.68
214		Analysis and programming	228 000		228 000	145 222.94	81 700.42	226 923.36	199 220.53
		TOTAL CHAPTER 21	432 000	(-) 13 000	419 000	239 503.30	103 365.81	342 869.11	334 091.21
		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 11 (continued)

Art.	Item	Heading	APPROPRIATIONS 1982			EXPENDITURES 1982			1981
			Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1982	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
220		Office machinery							
	2200	- initial equipment	21 000	-	21 000	6 371.63	14 012.44	20 384.07	14 493.05
	2201	- replacements	8 500	-	8 500	-	7 905.24	7 905.24	5 917.10
	2202	- hire	p.m.	-	p.m.	-	-	-	-
	2203	- maintenance	19 000	-	19 000	18 869.69	98.16	18 967.85	13 005.83
		Total Article 220	48 500	-	48 500	25 241.32	22 015.84	47 257.16	38 415.98
221		Furniture							
	2210	- initial equipment	50 000	(-) 15 000	35 000	19 518.99	15 450.49	34 969.48	53 845.13
	2211	- replacements	5 000	-	5 000	-	-	-	2 702.17
	2212	- hire	p.m.	-	p.m.	-	-	-	-
	2213	- maintenance	4 000	-	4 000	-	-	-	-
		Total Article 221	59 000	(-) 15 000	44 000	19 518.99	15 450.49	34 969.48	56 547.30
222		Technical equipment and installations							
	2220	- initial equipment	115 000	(-) 77 000	38 000	10 167.57	23 300.83	33 468.40	61 769.27
	2221	- replacements	17 000	-	17 000	13 526.75	-	13 526.75	3 019.78
	2222	- hire	52 000	-	52 000	42 655.46	2 960.37	45 615.83	46 085.85
	2223	- maintenance	78 000	-	78 000	53 233.16	6 957.69	60 190.85	67 070.79
		Total Article 222	262 000	(-) 77 000	185 000	119 582.94	33 218.89	152 801.83	177 945.69
223		Transport equipment							
	2230	- initial equipment	p.m.	-	p.m.	-	-	-	-
	2231	- replacements	10 000	(-) 1 500	8 500	8 414.83	-	8 414.83	5 281.09
	2232	- hire	p.m.	-	p.m.	-	-	-	-
	2233	- maintenance	11 000	(+) 1 500	12 500	12 093.25	367.29	12 460.54	9 135.20
		Total Article 223	21 000	-	21 000	20 508.08	367.29	20 875.37	14 416.29
225		Documentation							
	2250	Library expenses, purchases of books	2 200	-	2 200	2 076.73	123.26	2 199.99	1 998.15
	2251	Special library equipment	p.m.	-	p.m.	-	-	-	-
	2252	Subscriptions to newspapers and periodicals	1 100	-	1 100	1 097.79	2.21	1 100.00	798.04
	2253	Subscriptions to news agencies	500	-	500	412.55	-	412.55	374.41
	2254	Binding and upkeep of library books	10 000	-	10 000	5 524.89	4 317.84	9 842.73	1 946.12
	2255	Subscriptions to on-line data services	-	-	-	-	-	-	-
		Total Article 225	13 800	-	13 800	9 111.96	4 443.31	13 555.27	5 116.72
		TOTAL CHAPTER 22	404 300	(-) 92 000	312 300	193 963.29	75 495.82	269 459.11	287 441.98
230		Paper and office supplies	640 000	(+) 105	745 000	651 168.76	93 724.33	744 893.09	739 768.42
231	2310	Postage on correspondence and delivery charges	2 800 000	(+) 345 000	3 145 000	3 029 721.37	115 236.84	3 144 958.21	2 793 787.31
	2311	Telephone, telegraph, telex, television	80 000	(-) 9 000	89 000	77 410.07	11 388.04	88 798.11	82 863.46
		Total Article 231	2 880 000	(+) 354 000	3 234 000	3 107 131.44	126 624.88	3 233 756.32	2 876 650.77
235		Other administrative expenditure							
	2350	Miscellaneous insurance	800	-	800	-	-	-	-
	2351	Uniforms and working clothes	4 000	(+) 2 000	6 000	5 442.48	342.86	5 785.34	4 809.99
	2352	Sundry costs of internal meetings	2 000	-	2 000	1 076.39	23.61	1 100.00	1 000.00
	2353	Department removals	17 000	(-) 2 000	15 000	12 096.94	2 903.06	15 000.00	15 761.66
	2359	Other administrative expenditure	1 200	-	1 200	92.26	-	92.26	125.28
		Total Article 235	25 000	-	25 000	18 708.07	3 269.53	21 977.60	21 696.93
		TOTAL CHAPTER 23	3 545 000	(+) 459 000	4 004 000	3 777 008.77	223 618.54	4 000 627.01	3 638 116.12
240	2401	Entertainment and representation expenses	2 000	-	2 000	699.86	-	699.86	737.02
250		Formal meetings and meetings in general	14 000	-	14 000	11 848.17	4.54	11 852.71	17 413.64
260		Limited consultations, studies and surveys	p.m.	-	p.m.	-	-	-	-
271	2719	Publicity and promotion of publications	35 000	-	35 000	13 440.61	18 434.44	31 875.05	28 555.73
		TOTAL - TITLE 2	6 074 100	(+) 164 000	6 238 100	5 572 878.43	512 542.14	6 085 420.57	5 725 299.29
		TOTAL - TITLE 1	10 514 400	(-) 164 000	10 350 400	9 115 901.14	203 472.98	9 319 374.12	8 897 344.67
		GRAND TOTAL	165 588 500	-	16 588 500	14 688 779.57	716 015.12	15 404 794.69	14 622 643.96

Table 12
Real cost of services in 1982

(ECU)

	Expenditure for the financial year	Purchases Investments	Costs		Management Planning Dispatching	Administrative and technical services								Official Journal			Publications	Sales and accounts			
			Non-chargeable	Chargeable		Staff	Techn. and Adm. Section	General and technical services					Staff	Production Inv. to tender	Indexes Register	Staff		Sales	Accounts		
								Staff	New developments	Micromation	Workshops	Dispatching					General Services				
1100	Basic salaries	5 344 863.78																			
1101	Family allowances	553 063.17																			
1102	Expatriation and foreign residence allowances	662 832.79																			
1103	Secretarial allowances	50 527.56																			
1130	Insurance against sickness	160 289.66																			
1131	Insurance against accidents and occupational diseases	35 790.77																			
1140	Birth and death grants	2 462.67																			
1141	Annual leave travel expenses	76 170.02																			
1144	Fixed local travel allowances	807.69																			
1150	Overtime	48 204.15																			
1160	Weightings	125 561.71																			
1211	Travel expenses due to officials (including their families)	5 000.00																			
1221	Installations, resettlement and transfer allowances	30 000.00																			
1231	Removal expenses	11 694.09																			
1240	Temporary daily subsistence allowances	25 000.00																			
	Sub-total	7 132 268.06		7 132 268.06	389 294.51	96 391.28	483 270.45	72 546.13	262 457.67	93 069.64	947 310.27	232 749.81	286 838.75	172 819.56	1 232 794.65	241 121.83	1 659 587.00	30 505.88	644 503.02	287 007.61	
1301	Mission expenses	151 000.00		151 000.00	2 567.00	2 869.00	6 191.00	1 661.00	2 718.00	302.00	906.00		6 040.00	302.00	24 160.00		93 620.00		9 060.00	604.00	
1110	Auxiliary staff	84 263.53		84 263.53			2 800.00									32 000.00	3 213.00	46 250.53			
1112	Local staff	830 220.74		830 220.74							354 213.99	310 372.64	143 284.62			22 349.49					
1171	Freelance proof-readers	1 050 000.00		1 050 000.00											718 298.18		331 701.82				
1172	Other services and work sent out for translation and typing	10 000.00		10 000.00					2 040.26				2 000.08						5 959.66		
1400	Restaurants, mess and canteens	6 522.09		6 522.09	6 522.09																
1510	Language courses, retraining, further training and staff information	21 299.70		21 299.70	1 420.00	815.97		2 036.17	9 343.68		4 408.04						3 275.84				
1610	Social contacts between staff	4 800.00		4 800.00																	
1620	Other social expenditure	29 000.00		29 000.00																	
	TOTAL TITLE 1	9 319 374.12		33 800.00	9 285 574.12	399 803.60	100 076.25	492 261.45	76 243.30	276 559.61	93 371.64	1 306 838.30	543 122.45	438 163.45	173 121.56	1 975 252.83	295 471.32	2 091 397.66	76 756.41	659 522.68	287 611.61

Table 12 (continued)

(ECU)

		Expenditure for the financial year	Purchases Investments	Costs		Management Planning Dispatching	Administrative and technical services							Official Journal			Publications	Sales and Accounts				
				Non-chargeable	Chargeable		Staff	Techn. and Adm. Section	General and technical services					Staff	Production Inv. to tender	Indexes Register		Staff	Sales	Accounts		
									Staff	New developments	Micromation	Workshops	Dispatching								General Services	
200	Rent	959 714.38																				
201	Insurance	4 447.19																				
202	Water, gas, electricity and heating	229 990.19																				
203	Cleaning and maintenance	133 875.99																				
204	Fitting-out and repartitioning of buildings	7 782.76																				
205	Security and surveillance of buildings	56 952.76																				
208	Other expenditure preliminary to the acquisition of real property or to the construction of buildings	30 000.00																				
209	Other expenditure	5 274.45																				
	Sub-total	1 428 037.72		222 684.83	1 205 352.89	49 261.35	11 338.53	79 369.77		11 338.55	11 338.55	293 857.14	239 360.66	29 061.38		192 755.16	28 346.35	175 568.61		62 817.63	20 939.21	
210	Operations at the Computer Centre	103 445.75	103 445.75																			
213	Operations outside the Computer Centre	12 500.00			12 500.00															6 250.00	6 250.00	
214	Analysis and programming, initial analysis and special projects done outside	226 923.36	226 923.36																			
2200	Office machinery — initial equipment	20 384.07	20 384.07																			
2201	— replacements	7 905.24	7 905.24																			
2203	— maintenance	18 967.85			18 967.85	948.39	2 845.18							5 927.45				5 334.71	3 912.12			
2210	Furniture — initial equipment	34 969.48	34 969.48																			
2211	— replacements																					
2213	— maintenance																					
2220	Technical equipment and installations — initial equipment	33 468.40	33 468.40																			
2221	— replacements	13 526.75	13 526.75																			
2222	— hire	45 615.83			45 615.83	33 519.87								12 095.96								
2223	— maintenance	60 190.85			60 190.85							36 114.51	24 076.34									
2231	Transport equipment — replacements	8 414.83	8 414.83																			
	— maintenance	12 460.54			12 460.54								12 460.54									
2250	Library expenses, purchase of books	2 199.99			2 199.99	2 199.99																
2252	Subscriptions to newspapers and periodicals	1 100.00			1 100.00	1 100.00																
2253	Subscriptions to news agencies	412.55			412.55	412.55																
2254	Binding and upkeep of library books	9 842.73			9 842.73									5 905.63						3 937.10		
230	Paper and office supplies	744 893.09	281 065.51		463 827.58	1 995.00	399.00	3 391.50	399.00	30 041.24	24 063.44	221 456.27	154 948.80	1 197.00	6 982.50	2 394.00	9 376.50	399.00		4 788.00	1 996.33	
2310	Postal charges	3 144 958.21	93 705.02	106 195.66	2 945 057.53	19 991.37							2 816 570.89							108 495.27		
2311	Telephone, telegraph, telex, television	88 798.11			88 798.11	4 852.30	970.46	8 248.91	970.46	1 455.69	1 940.42			3 396.61	2 911.38	17 954.01	5 822.76	22 805.81	970.46	11 645.52	4 853.32	
2350	Miscellaneous insurance																					
2351	Uniforms and working clothes	5 785.34			5 785.34							2 078.72	1 385.81	2 320.81								
2352	Sundry costs of internal meetings	1 100.00			1 100.00	1 100.00																
2353	Departmental removals	15 000.00			15 000.00								15 000.00									
2359	Other administrative expenses	92.26			92.26	92.26																
2401	Representation expenses	699.86			699.86	699.86																
250	Formal meetings and meetings in general	11 852.71			11 852.71															11 852.71		
2719	Publicity and promotion of publications	31 875.05			31 875.05															31 875.05		
	TOTAL TITLE 2	6 085 420.57	823 808.41	328 880.49	4 932 731.67	116 172.94	15 553.17	91 010.18	1 369.46	42 835.48	37 342.41	553 506.64	3 263 803.04	34 778.80	28 037.42	217 691.67	36 563.11	213 085.63	5 281.58	241 661.28	34 038.86	
	TOTAL TITLE 1	9 319 374.12		33 800.00	9 285 574.12	399 803.60	100 076.25	492 261.45	76 243.30	276 559.61	93 371.64	1 306 838.30	543 122.45	438 163.45	173 121.56	1 975 252.83	295 471.32	2 091 397.66	76 756.41	659 522.68	287 611.61	
	TOTAL TITLES 1 AND 2	15 404 794.69	823 808.41	362 680.49	14 218 305.79	515 976.54	115 629.42	583 271.63	77 612.76	319 395.09	130 714.05	1 860 344.94	3 806 925.49	472 942.25	201 158.98	2 192 944.50	332 034.43	2 304 483.29	82 037.99	901 183.96	321 650.47	
	DEPRECIATION	190 703.00			190 703.00								46 940.00									
	GRAND TOTAL	15 595 497.69	823 808.41	362 680.49	14 409 008.79	515 976.54	115 629.42	583 271.63	77 612.76	319 395.09	146 608.05	1 988 213.94	3 853 865.49	472 942.25	201 158.98	2 192 944.50	332 034.43	2 304 483.29	82 037.99	901 183.96	321 650.47	
							128 994.13								128 994.13			128 994.14	128 994.14			
							244 623.55	61 155.89	183 467.66						330 153.11	250 916.36	79 236.75					
								261 080.42												211 032.13		
									52 216.08	52 216.08	52 216.08	52 216.08	52 216.09	52 216.09							147 722.49	63 309.64
								57 597.87		16 940.55	13 552.44	16 940.55				118 583.85	40 657.32	145 688.73		81 314.64	33 882.39	
								11 169.13		11 169.13	11 169.13	11 169.13	11 169.14			42 775.40	13 070.26	55 845.68		251 305.50	418 842.50	
							713 194.52			399 720.85	223 545.70	2 068 539.70	3 917 250.72			2 605 220.11	464 998.76	2 635 011.84		1 381 526.59		

Table 13

Comparative analysis of true cost of services and invoices issued by the various sectors

(ECU)

Sector	Cost of services	Services invoiced	Services charged to the budget	Comparison of costs and invoices issued	
				(+)	(-)
1. Technical and Administrative Section	713 194.52	831 936	—	118 841.48	—
Workshops	2 068 539.70	1 975 722	—	—	92 817.70
Dispatching	3 917 250.72	3 828 907	—	—	88 343.72
Micromation	223 545.70	250 848	—	27 302.30	—
New developments	399 720.85	304 640	—	—	95 080.85
2. Official Journal Budget		2 778 705			
		156 672 ¹			
	2 605 220.11	2 935 377	—	330 156.89	—
Indexes	} 464 998.76	463 841	—	217 153.24	—
Register		218 311	—		
		682 152			
3. Publications	2 635 011.84	2 633 837	—	—	1 174.84
4. Sales	1 381 526.59	—	1 381 526.59	—	—
Total	14 409 008.79	13 443 419	1 381 526.59	693 353.91	277 417.11

¹ 'Other publication' for which OP/2 took responsibility.

Table 14
Balance at 31 December 1982

ASSETS				LIABILITIES			
Heading	1982		1981	Heading	1982		1981
	BFR	ECU ¹	ECU ²		BFR	ECU ¹	ECU ²
<i>CURRENT ASSETS</i>				<i>SHORT-TERM LIABILITIES</i>			
Clients	32 569 474	718 644.55	698 412.87	Prepayments and part-payments	1 449 143	31 975.30	39 656.54
Sundry debtors	2 288	50.48	40.45	Suspense accounts	794 697	17 534.97	31 925.43
<i>BANKS</i>				Accrued liabilities (National Bank of Greece, Athens - Current Account No 48025518) (DR 3 306 265)	—	48 238.61	74 793.18
Banque Internationale Lux. Time Deposit No 8-109/6003/250	53 399 254	1 178 253.07	1 324 456.50	<i>INCOME OWED PAYABLE TO THE INSTITUTIONS AT 31 DECEMBER 1982</i>	47 313 945	1 043 980.89	757 776.33
Banque Internationale Lux. Current Account No 8-109/6003/200	1 070 180	23 613.49	29 710.16	Sub-total	49 557 785	1 141 729.77	904 151.48
National Bank of Greece, Athens - Current Account No 48025518 - (DR 3 306 265)	—	48 238.61	74 793.18	<i>NET BALANCE OF SALES REVENUE PAYABLE TO THE INSTITUTIONS</i>	38 461 716	848 656.70	1 248 170.12
Post Cheque Account Lux. Current Account No 19190-81	978 305	21 586.27	24 908.44	Total	88 019 501	1 990 386.47	2 152 321.60
Total	88 019 501	1 990 386.47	2 152 321.60				

¹ The conversion rates used are BFR 45.3207 and DR 68.5398 = 1 ECU.

² The conversion rates used are BFR 41.4054 and DR 61.8110 = 1 ECU.

Table 15
Profit and loss account at 31 December 1982

DEBIT				CREDIT			
Heading	1982		1981	Heading	1982		1981
	BFR	ECU ¹	ECU ²		BFR	ECU ¹	ECU ²
Rebates	44 933 353	991 453.20	774 017.88	Revenue receivable at 1.1. for the account of the institutions	31 376 032	692 311.28	613 119.62
Bank charges	2 218	48.94	38.69	Gross sales revenue	142 354 128	3 141 039.92	3 080 633.93
Insolvent debtors	489 175	10 793.63	5 080.18	Interest received	6 671 490	147 206.24	124 210.56
Sundry expenses	—	—	33.81	Miscellaneous revenue	88 228	1 946.75	5 256.03
Income owed payable to the institutions at 31 December 1982	47 313 945	1 043 980.90	757 776.33	Recovery of sales costs	1 545 932	34 110.95	16 645.53
New balance of sales revenue payable to the institutions	91 332 132	2 015 240.98	2 331 328.43	Exchange differences	2 035 013	44 902.51	28 409.65
Total	184 070 823	4 061 517.65	3 868 275.32	Total	184 070 823	4 061 517.65	3 868 275.32
¹ The conversion rate used is BFR 45.3207 = 1 ECU. ² The conversion rate used is BFR 41.4054 = 1 ECU.							

Table 16

Breakdown of sales revenue to 31 December 1982

Institution	Income payable to the institutions	Income payable to the Commission		Total net income	
		1.1.1982 (+)	31.12.1982 (-)	Amount in BFR	Amount in ECU ¹
PARLIAMENT					
– Publications	1 297 993	–	–		
– Official Journal	6 515 662	–	–		
– Treaties	147 136	–	–	7 960 791	175 654.64
COUNCIL					
– Publications	292 476	–	–		
– Official Journal	5 125 556	–	–		
– Treaties	150 422	–	–		
– Secondary Legislation in Greek	892 440	–	–	6 460 894	142 559.45
COMMISSION					
– Publications	36 777 073 ²	42 888	–		
– Official Journal	34 129 237	–	–		
– Treaties	423 041	–	–		
– Secondary Legislation in Greek	480 545	–	–	71 852 784	1 585 429.70
COURT OF JUSTICE					
– Publications	3 046 768	–	–		
– Official Journal	580 400	–	–		
– Treaties	14 731	–	–	3 641 899	80 358.40
ECONOMIC AND SOCIAL COMMITTEE					
– Official Journal	515 569	–	–		
– Treaties	9 604	–	–	525 173	11 587.93
COURT OF AUDITORS					
– Official Journal	518 297	–	–		
– Treaties	7 609	–	–	525 906	11 604.10
CEDEFOP					
– Publications	308 151	–	–		
– Official Journal	27 089	–	–	335 240	7 397.06
DUBLIN FOUNDATION					
– Official Journal	29 445	–	–	29 445	649.70
Total	91 289 244³	42 888	–	91 332 132	2 015 240.98

¹ The conversion rate used is BFR 45.3207 = 1 ECU.

² Including BFR 38 976 relative to the European University Institute, Florence.

³ Including BFR 47 441 255 (1 046 789.99 ECU) for the Official Journal.

GENERAL AND TECHNICAL SERVICES

A. WORKSHOPS

1. Production

Generally the output of the Office's workshops remained steady during the year under review (see Table 17). In particular output showed:

- a fall in printing (-5%) and trimming (-13%) and
- an increase in composition (18%) and photo work (5%).

The composition unit could further enhance its output if originating departments submitted manuscripts by the agreed deadlines, which was not always achieved satisfactorily.

Fabrication of a number of works had to be held up for texts to be revised. It will only be possible to take these services into account in next year's accounts.

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

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 1 975 722 ECU (1 900 936 ECU in 1981), comprising 1 673 595 ECU for labour and 302 127 ECU for materials. The breakdown of this total by institution is given in Table 20, page 40.

Table 17
Theoretical capacity and actual performance in 1982

Production unit	Theoretical capacity in 1982		Actual performance in 1982	
	Quantity	Value in ECU	Quantity	Value in ECU
Composition	19 040 h ¹	553 245	14 346 h	416 896
Photo	10 080 h	327 810	11 172 h	363 313
Printing	19 680 h	512 658	17 365 h	452 366
Trimming	27 680 h	594 154	20 541 h	441 020
Total	76 480 h	1 987 867 ²	63 424 h	1 673 595

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: 2 068 539.70 ECU.

Table 18
Comparison of hours of work invoiced

Production unit	1981	1982	%
Composition	12 178 h	14 346 h	+ 17.80
Photo	10 666 h	11 172 h	+ 4.74
Printing	18 266 h	17 365 h	- 4.93
Trimming	23 729 h	20 541 h	- 13.44
Total	64 839 h	63 424 h	- 2.18

Table 19

Comparison of print runs (printing and trimming)

Year	A1	A2	A3	A4	Total	Total expressed in A4 format
1981	13 551 288	4 119 840	6 568 968	573 816	24 813 912	138 601 416
1982	10 577 496	3 052 320	4 047 216	98 448	17 775 480	105 022 128

Table 20

Breakdown by institution of the total invoices issued by the Office

(ECU)

Institution	Composition	Photo	Printing	Trimming	Materials	Total
Parliament	1 005	475	1 490	1 335	1 023	5 328
Council	2 691	22 408	49 404	74 145	18 454	167 102
Commission	408 628	249 321	340 538	275 155	245 175	1 518 817 ¹
Court of Justice	3 347	83 052	53 460	81 787	34 440	256 086
Economic and Social Committee	71	522	600	223	261	1 677
Court of Auditors	1 154	7 535	6 874	8 375	2 774	26 712
Total	416 896	363 313	452 366	441 020	302 127	1 975 722

¹ Including 666 pages for the European University Institute, Florence.

B. DISPATCHING

Dispatching remained at practically the same level as in 1981, with a slight falling off (- 3.24%) in batch dispatching and a substantial increase (+ 47.68%) for individual orders (see Table 21).

The computerized management of mailing lists is dealt with separately on page 48.

The amount invoiced to the institutions under the heading of dispatching costs was 3 828 907 ECU (3 155 736 ECU in 1981), including 2 520 000 ECU for postage charges. Table 22, page 44, shows the breakdown of dispatching costs by institution.

C. STOCK AND STORAGE FACILITIES

See page 48.

D. MICROGRAPHIC SECTOR

The amount of duplicating work in the section is declining notably (-27.55%) as a result of the reduction in the need to reprint old editions of the Official Journal. No alternative use could be found for the resources thus released during the year under review, but for 1983 they will be used for the production of COM-final documents. Quality control and distribution work remained at approximately the same level (respectively -5.78% and -4.88% – see Table 23).

E. THE PUBLICATIONS OFFICE BUILDING

Construction of the shell of the extension to the present building has begun and is continuing without difficulty.

Table 21
Trends in the volume of dissemination operations

Dispatching operations	1981	1982	± %
Number of individual orders executed	15 500	22 891	+ 47.68
Number of copies of the Official Journal distributed on the basis of annual subscriptions	11 188 603	10 532 249	- 5.87
Number of copies of the Official Journal distributed on the basis of individual orders	638 783	595 901	- 6.71
Other publications distributed on the basis of annual subscriptions and individual orders	5 776 020	5 480 946	- 5.11
'New issues' notices and circulars	758 140	1 268 215	+ 67.28
Number of copies of 'Secondary Legislation' in Greek distributed	125 135	-	-
Total	18 486 681	17 887 311	- 3.24
Dispatching of forms relating to the social security of migrant workers	284 000	40 530	- 85.73

Table 22
Allocation of dispatching costs

Institution	Official Journal, Indexes and Register		Publications		Imprest account	Total ECU
	Pages	Invoices ECU	Net sales revenue BFR	Invoices ECU	Invoices ECU	
Parliament	33 841	401 693	1 445 129	25 591	-	427 284
Council	28 066	333 144	1 335 338	23 646	-	356 790
Commission	180 898	2 147 259	38 031 698	673 472	36 225	2 856 956
Court of Justice	2 909	34 530	3 061 499	54 213	-	88 743
Economic and Social Committee	3 259	38 684	9 604	170	-	38 854
Court of Auditors	5 067	60 145	7 609	135	-	60 280
Total	254 040	3 015 455	43 890 877	777 227	36 225	3 828 907

F. NEW DEVELOPMENTS SECTION

The effect of new technologies on the graphics industries is becoming increasingly marked. The Office has made significant progress with the projects begun in 1981 and has started investigating further projects, particularly in the field of publishing. Work in computer-based management was hindered by the Commission's decision to change its computer equipment.

With a view to improving coordination, and so as to take account of the medium-term need to maintain a uniform catalogue and index of all Community publications, in December the team responsible for the Index to the Official Journal and the Register of current Community legal instruments joined the 'New Developments' section, which was given the new title of 'New Technologies'.

New technology in the publishing field

— Video transmission of the Supplement to the Official Journal

The TED (Tenders Electronic Daily) data base was officially inaugurated on 7 October at a demonstration at the Frankfurt Book Fair, since when firms have had access from 8.30 a.m. each day to the public works and supplies contracts published that day in the Supplement.

Table 23
Breakdown of work done by the 'micromation' sector

Publication	Number of microfiches copied from masters			Number of microfiches dispatched			Number of microfiches viewed		
	1981	1982	± %	1981	1982	± %	1981	1982	± %
– Official Journal	511 411	384 228	– 24.87	915 796	871 118	– 4.88	4 916 fiches	4 632 fiches	– 5.78
– Other publications (Debates of the European Parliament, catalogue, EINECS publications, etc.)	55 503	26 474	– 52.30				= 393 280 pages DIN A4	= 370 560 pages DIN A4	
Total	566 914	410 702	– 27.55	915 796	871 118	– 4.88	4 916	4 632	– 5.78

Table 24
Invoicing of costs of 'micromation' section

(ECU)

Institution	Work carried out by outside contractors	Work carried out in-house	Total
Parliament	9 178.62	33 107	42 285.62
Council	9 595.84	34 622	44 217.84
Commission	48 535.46	175 097	223 632.46
Court of Justice	903.96	3 266	4 169.96
Economic and Social Committee	973.49	3 502	4 475.49
Court of Auditors	347.67	1 254	1 601.67
Total	69 535.04 ¹	250 848	320 383.04

¹ Total of invoices received in 1982, broken down using 1981 OJ ratios.

TED is certainly a world beater inasmuch as it covers all seven Community languages, but more important it is one of the few daily publications, if not the first, to appear entirely in electronic form.

Work is in hand to extend TED's coverage to public works and supplies contracts from other countries (e.g. the USA, Japan, etc.) and to include information on the complex regulations covering this field.

– **Computerized editorial system at the Publications Office**

Drawing up the specification for the installation of an editorial system has been a complex and delicate task.

The aim of this operation was to equip the Office with a system accepting electronic manuscripts of diverse origins, enabling office staff to carry out their tasks of editing, proof-reading and layout, and offering the possibility of electronic transmission of the texts to the printers for composition and printing.

The first publication to use the editorial system will still be the Supplement to the Official Journal.

– **Standard format for the exchange of composed texts by telematics**

The standard text exchange format is already being used with two printers and has allowed substantial savings to be achieved in the publication of the Methodological Index to the Official Journal.

Most of the texts in Series L of the Official Journal are now stored in this format.

Work is continuing on extending the format to include exchange of indexes.

– **Indexing**

The first step has now been made in implementing new indexing concepts for the Official Journal and other publications. The prototype French version of the multilingual thesaurus EUROVOC has now been produced.

This prototype is being considered by experts from various departments. The technical system for translation has also been devised.

A number of departments have expressed an interest in using EUROVOC to solve their own indexing and classification problems.

– **COM-final documents**

A study was made of microfilming and hard-copy production of COM-final documents. The study resulted in guidelines for production and distribution of these documents on the basis of subscriptions from the public, the operational phase of which will begin in 1983.

Automated distribution

The Commission decided in April that in view of its general proposals for distributed data processing it should abandon use of mini computers of the type used by the Office and replace them with a more flexible range of small and medium-power computers. Since the two types of equipment are not compatible this decision had far-reaching effects on current projects which in the best of events will be held up by at least a year. The Office's efforts were directed mainly towards maintaining existing applications and improving them in order to meet the most urgent needs.

The SAGAP-1 system¹ (automated mailing lists) continues to be used at the Commission's Computer Centre for free distribution.

Since the Commission has abandoned further development of SAGAP the Office has been obliged to manage paid subscriptions on its own computer. The application has been in operation since September and enabled subscription renewals to be handled without problems.

The SAGAP-2 project (commercial management functions) has been held up as a result of the proposed change in hardware. The stock management system is operational but not all functions are available because of a shortage of computer resources.

Preparatory work on SAGAP-2 using the new hardware has led to the Commission publishing an invitation to tender for a software package offering the SAGAP-2 functions.

If the timetable proposed to the Commission by the Office is maintained, SAGAP-2 will be fully operational on the new hardware by the end of 1983.

Automated office equipment

— Word processing

The Office's word-processing capacity was not increased during 1982: despite the heavy rate of use and the pressing demands of user departments it appeared more appropriate to wait for decisions relating to the editorial system and the management system, and to consider use of the system at length before publishing a further invitation to tender.

— Integrated planning

The software package for planning and monitoring the Office's publishing activities has been extended to cover the financial management of printing contracts. A first version of the software is now being used. A second version including certain features requested by users will be ready in February 1983.

— Computerized presentation of estimates

The functional and organic analysis of this project has been completed. An invitation to tender has been issued for the software and the implementation of the system. The theoretical results of the functional analysis were taken into account in the renewal of printing contracts, which in turn led to feedback allowing improvements in the system's specifications.

— Production management in the Office's own workshops

This application is only partially operational — input of data relating to production and planning, and the output of various lists relating to work in progress; programmes remain to be prepared, particularly relating to the automatic production of invoices to be sent to the institutions.

— Stock management (sales offices)

Because the development of SAGAP-2 was stopped, a temporary stock management system for the Office's sales offices has been implemented on the word-processing system.

¹ Système automatisé de gestion d'adresses et de publications (SAGAP).

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

A major effort to seek new suppliers throughout the European Community was made during 1982, by means of an advertising campaign in the press and a series of conferences organized in each Member State with the aid of the EUROGRAPH professional organization.

312 new firms came forward and after selection 140 were entered in the computer register of suppliers, which selects automatically the firms which are technically qualified for a particular contract according to its characteristics.

At the same time a new type of invitation to tender was drawn up which can be processed by computer.

Achieving these two aims enabled the Office to publish an invitation to tender for the renewal of general contracts, in which 470 firms were invited to participate. The reply rate of 47.23% was quite remarkable in view of the scale of the operation.

As anticipated, the new general contracts will be available early in 1983.

It should be noted that the volume of work performed by the service (see Table 25) has not diminished as a result of the new development described above and that in particular 25 invitations to tender were published resulting in the conclusion of 21 new contracts, compared with 13 and 10 respectively in 1981.

In addition, 109 requests for additional payments were dealt with and credit notes totalling 17 703 ECU were obtained as a result of monitoring invoicing.

Table 25
Volume of work done by the Technical and Administrative Section

Work done	1981	1982
Estimates	516	572
Invoices	1 296	1 184
Invitations to tender	13	25
New contracts	10	21
Reports to the ACPC	18	12
Order forms	680	736

CHAPTER V

STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

STAFF OF THE OFFICE AND PERSONNEL QUESTIONS

A. WORKFORCE

The Publications Office was granted four additional posts under the 1982 budget (one A6, two B3 and one B4). In addition, in accordance with the decisions taken in 1980 regarding the exchange of promotion possibilities between staff of the Commission and of the Publications Office, a number of exchanges were made good, particularly in grades A6 and BT3, with corresponding losses in grades A7 and BT4.

These raised the number of posts on the establishment plan from 284 in 1981 to 288 in 1982 (see Table 26).

At 31 December 1982, 238 officials and temporary staff were employed at the Office.

As in 1981, most vacant posts were in category B since in the absence of reserve lists the Office was not able to fill its vacancies for proof-readers. A number of difficulties delayed publication of the proof-readers' competition; the results of the two forthcoming competitions, relating respectively to categories B and C, should be available during the second half of 1983.

B. AUXILIARY STAFF

Appropriations amounting to 40 000 ECU were made available in the budget for the engagement of auxiliary staff. Although the Office had recourse to only a very small number of staff on auxiliary contract, the modest appropriations had to be supplemented during the year by a transfer which increased the total appropriations to 84 300 ECU.

C. LOCAL STAFF

The appropriations provided for the employment of local staff totalled 950 000 ECU; 56 local staff were employed.

At 31 December 1982 the Office employed 54 local staff; the procedures for filling the two vacant posts – one in offset and the other in assembly – had run up against a shortage of applicants in these specializations.

Table 27 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 1982 to cover remuneration, insurance, costs of home proof-reading, travel expenses, subsistence allowances and mission expenses	750 000 ECU
– Transferred appropriations	300 000 ECU
– Total resources and expenditure at 31.12.1982	1 050 000 ECU
– Including insurance paid to Lloyds (employers' and employees' contributions)	523 566 BFR

The index of the cost of living in Luxembourg was applied to the remuneration of freelance proof-readers and the daily rates of payment were raised by 8% at the beginning of the year under review.

E. VOCATIONAL TRAINING

Table 28 provides a breakdown of the number of officials registered for the various training courses. An increasing number of courses and seminars relate to data processing, and this trend is likely to continue in years to come.

F. MANAGEMENT/STAFF CONSULTATIONS

On 13 April 1983 the trade union representatives met the representatives of the Office's Management Committee, the chair being taken by the Committee Chairman-in-Office, Sir Norman Price.

The Director described 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 then discussed.

1. Effect of new printing technology at the Office

At the request of the Chairman the Director outlined broadly the computerization projects under way at the Publications Office as they affected both management and publishing. Every one of them aimed at maintaining the role played by the Office as an intermediary between author departments in the institutions and the printers and readers of the publications, by adapting that role to the demands of technological development. The most important project currently under way was the installation of an editorial system which would allow the Office to receive and process electronic 'manuscripts' and to pass them to any outside printer who agreed to bring his photocomposition equipment into line with certain specifications.

During the wide exchange of views which followed, the trade union representatives generally accepted the considerations which had led the Office to embark on this course of action. They drew attention, however, to the consequences which such innovations could have on working conditions, training needs and even on employment.

The management showed that it was well aware of the various problems and that staff questions were borne in mind in each of the projects.

In conclusion, the trade union representatives stressed the importance of good staff information.

Those present agreed that the Office should send to the staff organizations a document setting out the repercussions of new technology on the structure and operation of the Office.

2. Establishment of local staff

Referring to the management/staff consultation of the previous year, the trade union representatives referred again to their concern that the Office had obtained practically no changes of job description which would allow the establishment of local staff who had been successful in internal competitions.

The representatives of the Management Committee stressed first of all that their arguments before the Council had always been aimed at obtaining new established posts, which had allowed staff to be appointed without a corresponding loss of local staff posts. However, a gap had widened between the Office and the Commission, and the Management Committee had therefore decided to concentrate demands in the 1984 budget on upgrading of posts with a view to enhancing career prospects.

The Director recalled the particular situation which obtained with regard to night dispatching of the Official Journal. The trade union representatives took note of this and also obtained further details relating to the deployment of local staff to this task and replacing of external staff: three external staff replaced in 1982; five new local staff posts obtained and three external staff replaced in 1983; five further local staff posts requested for 1984.

3. Freelance proof-readers

Although the trade union representatives maintained their opposition to the admission of university graduates to competitions for proof-readers, they reiterated their wish to see the current competitions take place quickly.

The Director confirmed that the two competitions were under way and that the Office hoped to fill the vacant posts as soon as the list of successful candidates became available. The Director also confirmed that the Office hoped after the competition to implement the code of good conduct previously envisaged. The Office would in fact always need to have freelances on whom they could call when the normal workload was exceeded, and it would remain essential that the Office was able to cope with the priorities set by the institutions.

The code of good conduct provided for the gradual dispensing with freelance proof-readers who had not been successful in the competition, who would then take their place in a rota system. The Director confirmed his desire that the staff representatives should participate in the selection of candidates in this category.

4. Buildings

The trade union representatives asked to be sent the file of plans for the extension to the Eurooffice building, which had already been transmitted to the Staff Committee on 28 September 1982.

Table 26
Establishment plan 1982

Category + grades	Number of permanent posts
A1	—
A2	1 ¹
A3	1
A4	2
A5	2
A6	6
A7	3
A8	—
Total	15
B1	20
B2	39
B3	49 ²
B4	23 ³
B5	21
Total	152
C1	14
C2	32
C3	31
C4	20
C5	7
Total	104
D1	6
D2	5
D3	4
D4	2
Total	17
Grand total	288

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 28

**Number of staff registered for courses
and vocational training**

Type of activity	Duration	Number registered
<i>1. Language courses</i>		
– Community languages 1982/1983	3 hrs/week	68
– Community languages Jan-June 1983	3 hrs/week	2
– Spanish course	3 hrs/week	6
– Portuguese course	3 hrs/week	1
<i>2. Seminars and courses of general interest</i>		
– Seminar for newly-appointed officials	4 days	16
– Course: 'Persuasive speaking', Luxembourg	3 days	1
– Course: 'Précis writing', Luxembourg	3 days	3
– Course: 'Minute writing', Luxembourg	3 days	2
– Firefighting refresher course, Luxembourg	1 day	1
– Seminar: 'Introduction to data processing', Luxembourg	1 day	2
– Course for secretaries, Luxembourg	2 days	2
<i>3. Seminars and technical courses</i>		
– Seminar: 'Electronic Composition – Where now?' London	1 day	1
– Seminar: 'Techniques et méthodes d'impression', Paris	5 days	4
– Seminar: 'La photocomposition; de la machine intégrée au système informatique', Paris	5 days	2
– Seminar: 'Update 82 – a review of pre-press and electronic imaging trends', London	2 days	1
– 'Sixth International Online Information meeting', London	4 days	1
– Seminar: 'Update – word processing for printers and publishers', Leatherhead	2 days	2
– Seminar: 'Software maintenance methodologies', Berlin	3 days	1
– Course: 'Word processing – particular applications', Bruxelles	3 days	2
– Seminar: 'Electronic Law 82', Brighton	4 days	1
– Conference: 'La réforme du Droit Constitutionnel Belge', Bruxelles	1 day	2
– Seminar: 'Introduction to teleinformatics', Luxembourg	2 days	1
– Course: 'Use and interpretation of data and tabulated material', Luxembourg	12 days	5
– Symposium: 'EURIPA 82', London	2 days	1
– Seminar: 'Videotex and the press', Luxembourg	1 day	2
– Seminar: 'James Martin journée de synthèse', Paris	1 day	2
– Seminar: 'Bildschirmtext für Daten- und Textkommunikation', Düsseldorf	3 days	1
– Seminar: 'Local networks', Paris	3 days	1
– Seminar: 'Méthodes et langages de spécification', Paris	2 days	1
– Course: 'New word-processing technologies', Wuppertal	3 days	1
– Course: 'Word processing', Luxembourg	3 days	18
<i>4. Special study leave</i>		
– Examinations: Labour applications of Social Sciences, University of Metz	5.5 days	1
– Visit to graphic arts equipment exhibition, Düsseldorf	2 days	8
<i>5. Miscellaneous</i>		
– Visit to graphic arts equipment exhibition, Düsseldorf	5 days	15
Total		178¹
¹ 132 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 29 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 1982 the MLTTS was responsible for a portion of the translation (1 day of debates) for each part-session of the European Parliament.

The translation of these proceedings by the MLTTS represented approximately 500 standard typed pages for each part-session. The total for 1982 includes the figures for December 1981; those for December of the year under review will be included in the returns for 1983.

The workload in the various target languages varies with the number of speeches in the 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 15 and 20 days. The delays in the translation of the proceedings into Greek were considerably less than those during 1981.

In 1982 the MLTTS translated 31 523 pages, compared with 40 009 in 1981 — a decrease of almost 21.21%. The decrease is explained partly by the Parliament's new working procedure, which has resulted in a reduction in speaking time, and consequently in the length of the verbatim report of proceedings; partly also by the fact that the MLTTS was not required to translate the report of one day of the special part-session held.

(b) Indexes of names

The number of pages translated fell from 4 272 in 1981 to 725. 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.

B. WORK DONE FOR THE COUNCIL

The 29th Review of the Council's work ran to 425 pages, which were translated into all the official languages — i.e. a total of 2 550 pages. The reduction in this figure is the result of more succinct drafting of the Review.

C. WORK DONE FOR THE PUBLICATIONS OFFICE

(a) Invitations to tender

Table 29 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 under GATT.

In 1982 translations of invitations to tender for public works contracts accounted for 32.46% of the total number of pages translated under the agreement concerning the MLTTS (compared with 33% in 1981). These translations arrived at the rate of 16 documents of 1.3 pages per day, representing 21 pages for translation into six target languages, i.e. a total of 126 pages/day. The time allowed for translation of invitations to tender is 2 working days. There have been considerable changes in the workload in comparison with 1981. The fall is attributable to the increasing degree of conformity in the drafting of notices: in the past those from France, Greece and Italy were considerably longer.

It should be noted that although the number of texts translated from Greek remains modest (22), the task of translation from that language has been fraught with problems, particularly in the realm of technical terminology; the number of translators able to translate Greek originals remains very limited.

It is worth pointing out that the three types of notices of invitation to tender accounted for 49.78% of the overall volume of work done by the MLTTS for the Publications Office, compared with 46.40% in 1981. The total number of pages decreased, however, from 44 732 in 1981 to 37 421 in 1982.

(b) Other translation work

Under the 'miscellaneous' heading (2 952 pages in 1982) are included the invitations to tender for printing work issued by the Publications Office (108 pages). The remainder consists of various documents relating to the Office's activities in respect of which the Office requested a translation.

D. GENERAL OBSERVATIONS

Deadlines for translation work were generally met and some translations were even delivered with time to spare.

There has been some improvement in meeting the deadlines for translations into Greek. The improvement has been more the result of greater familiarity with the work amongst translators than of any increase in the number of Greek translators, who still remain below complement.

The problem was compounded by the fact that the Greek section still has no translators with a sound knowledge of Danish or Dutch. Texts in these two languages can only be translated indirectly into Greek, via an English, French or German translation.

No insuperable problems were encountered in cooperation between the Office and the institutions, and the situation 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 memory typewriters and word-processing equipment not only in the typing pools but also amongst the translators. 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 29
List of work done by the MLTTS (number of pages)

Work done	1980	1981	1982
<i>Parliament</i>			
– Reports of proceedings of Parliament's debates	25 815	40 009	31 523
– Indexes of names	3 406	4 272	725
– Europe today	978	1 138	–
– Miscellaneous	–	–	–
<i>Council</i>			
– Review of the Council's work	3 315	4 742	2 550
<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	24 403
– Notices of invitation to tender for public supply contracts	6 550	6 375	7 356
– Notices of invitation to tender published pursuant to the Agreement on government procurement under GATT	–	6 522	5 662
– Annual Management Report	315	146	295
– Miscellaneous	1 186	1 367	2 657
Total	67 431	96 406	75 171



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