

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

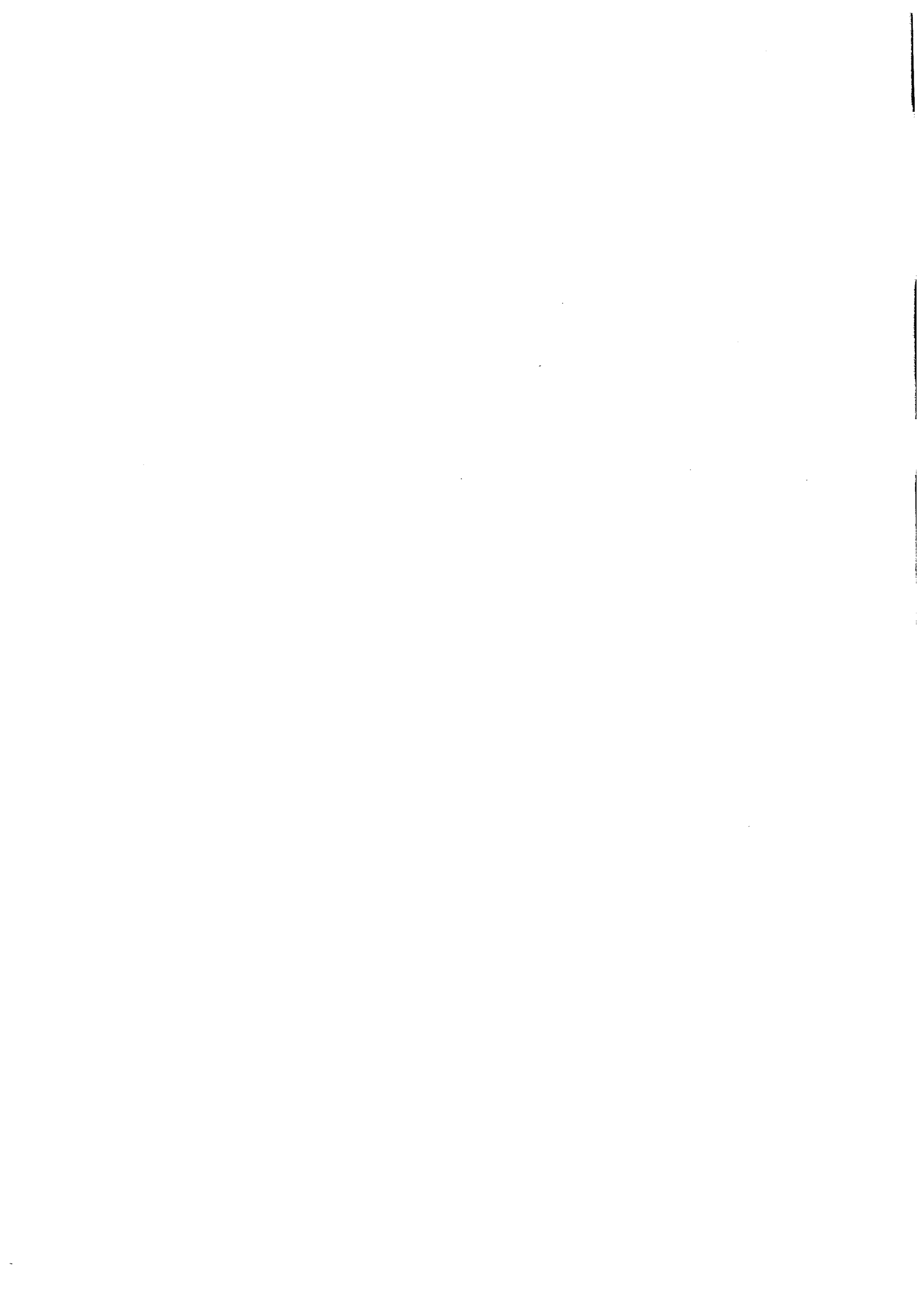
TWENTIETH ANNUAL MANAGEMENT REPORT 1988





OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

TWENTIETH ANNUAL MANAGEMENT REPORT 1988



Contents

	<i>Page</i>
Introduction	5
1. Publications produced by the Office.....	7
1.1. Official Journal	9
1.2. Publications other than the Official Journal	12
2. General sales policy and the results obtained. Breakdown of sales revenue by institution	17
2.1. Organization	19
2.2. Sales promotion	20
2.3. Co-publishing and copyright	21
2.4. Sales revenue	21
3. Activities of the internal services of the Publications Office.....	31
3.1. Accounts office	33
3.2. Administrative and technical services.....	50
4. The printing market and management of contracts concluded by the Office on behalf of itself or of the institutions	63
4.1. Introduction.....	65
4.2. Activities by sector.....	65
4.3. Contracts for services and supplies chargeable to the Office budget.....	67
5. Staff of the Office and personnel issues	71
5.1. Officials	73
5.2. Temporary staff.....	73
5.3. Auxiliary staff	73
5.4. Local staff	73
5.5. Freelance proof-readers.....	73
5.6. Training	74
5.7. Consultations with staff representatives	74
5.8. Consultations with the trade unions and professional bodies.....	74
6. Application of the current provisions relating to medium- and long-term translations	79
6.1. Work done for the Parliament	81
6.2. Work done for the Council	81
6.3. Work done for the Publications Office	81
6.4. General observations.....	83



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 1988.

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

Mr E. Vinci,
Secretary-General of the European Parliament;

Mr N. Ersbøll,
Secretary-General of the Council and Chairman of the Management Committee in 1988;

Mr D. Williamson,
Secretary-General of the Commission;

Mr R. Hay,
Director-General for Personnel and Administration of the Commission;

Mr J. G. Giraud,
Registrar of the Court of Justice;

Mr J. Moreau,
Secretary-General of the Economic and Social Committee.

The Management Committee (alternate members) met on 23 March and 24 October 1988. In addition, 11 written procedures were submitted to the Management Committee in 1988.

1. Publications produced by the Office

1.1. Official Journal

1.2. Publications other than the Official Journal

1.1. Official Journal

1.1.1. General considerations

The total number of Official Journal pages published was up by 12.7% compared to 1987.

Although output for the L and C Series remained unchanged, there was a considerable jump in the number of pages published for the Supplement to the Official Journal, due to several factors.

Adoption of the new directive on public supply contracts (Directive 88/295/EEC of 20 March 1988) and of a new protocol governing the GATT agreements (Council Decision 87/565/EEC of 16 November 1987) has made it necessary, since June 1988, to publish details of contract awards. Added to this is the fact that the number of public contract notices increased by 32% compared to 1987.

This upward trend should become even more apparent once the new directive, applicable from 1 January 1989, has been incorporated into Member States' national legislation.

Rationalization measures were taken in two areas in order to deal with this situation.

To begin with, a new layout is being introduced for the notices from 1 January 1989 in order to fit more on to a page.

Secondly, the Office and the Medium- and Long-term Translation Service (MLTTS) began a study of ways to rationalize translation of the tender notices, with the aim of reducing translation time by automating the repetitive elements as much as possible. The ensuing measures will be introduced in stages from the second quarter of 1989.

In the new technology field, introduction of the new production control system for texts to be published in the L Series led — from the third quarter of 1988 onwards — to improved use of outside resources, thus alleviating problems linked to workload fluctuations. Furthermore, a workstation developed to rationalize consolidation of agricultural instruments (*Ange Bleu*) was tested in production, with positive results. It is now a matter of seeing how this facility can be integrated into the author department's organizational set-up.

1.1.2. Output

(a) Official Journal

Series	1987		1988	
	Issues	Pages	Issues	Pages
L OJ	400	20 260	382	19 748
C OJ	358	10 807	337	10 325
S OJ	250	13 545	256	20 226
Total	1 008	44 612	975	50 299

(Number of pages per language version)

(b) Preliminary draft budget

As in previous years the Office produced this publication, amounting to 12 340 pages for all languages.

Table 1 – Trend in the number of pages per series of the Official Journal, 1978-88

Series	1979 ¹	1980 ¹	1981 ¹	1982 ¹	1983 ¹	1984	1985	1986	1987	1988
L OJ	23 102	26 616	25 300	25 428	27 385	16 482	19 724	19 080	20 260	19 748
C OJ						9 214	12 005	9 172	10 807	10 325
S OJ	5 548	6 324	7 256	7 244	7 956	9 778	10 996	11 655	13 545	20 226
Total	28 650	32 940	32 556	32 672	35 341	35 474	42 296	39 907	44 612	50 299

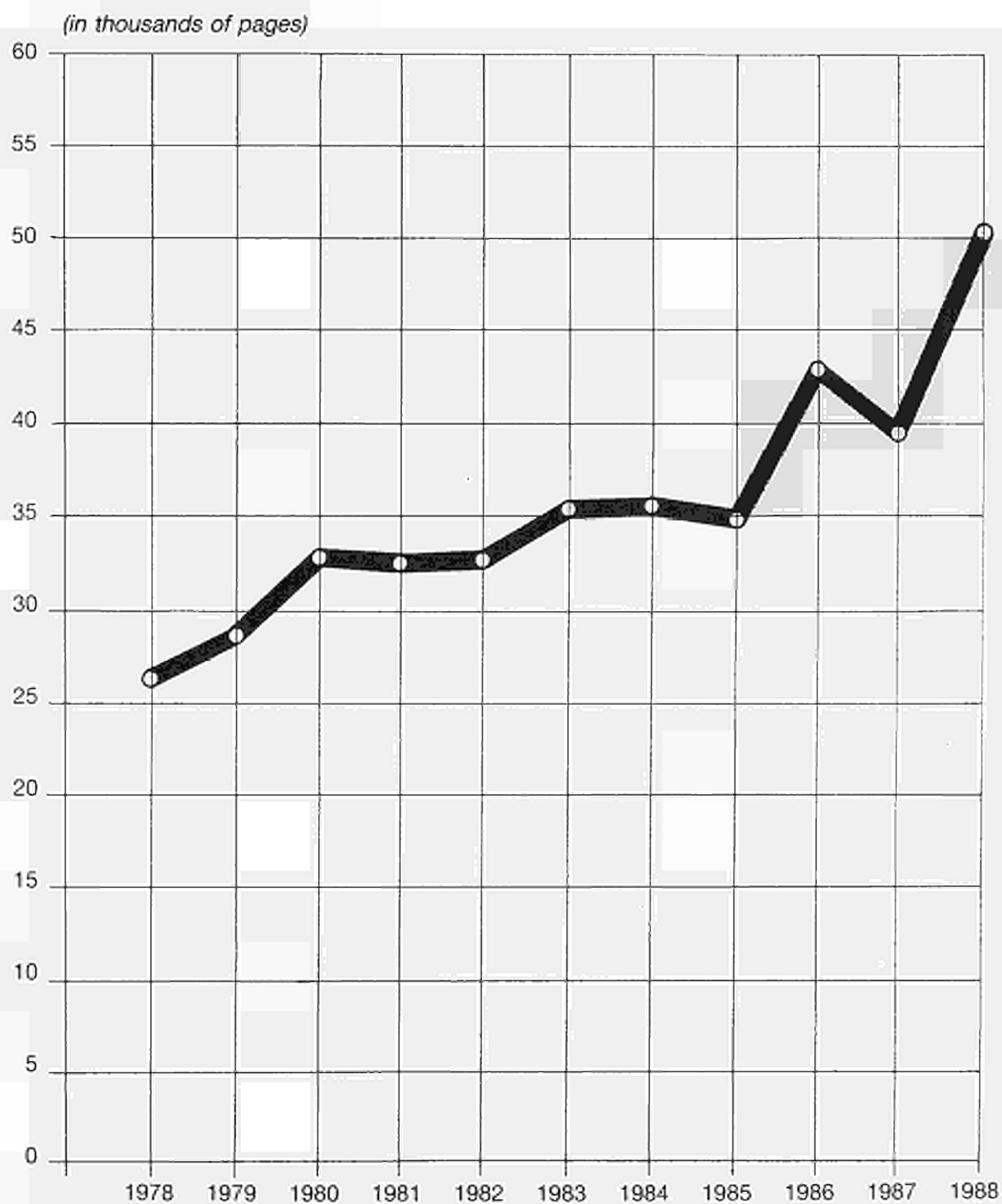
¹ For 1979 to 1983 the L-OJ figure is the L + C total.

Table 2 – Breakdown by country of the documents published in the Supplement to the Official Journal in 1988

NB: Total output in 1988 is higher than shown below, since this table does not include the documents from the institutions, those whose publication is not obligatory, corrigenda and supplementary information.

	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	EEC Subtotal	GATT	Total
Works	182	50	1 011	839	2 464	182	34	2 213	15	218	183	1 449	8 840	0	8 840
Supplies	127	63	438	868	1 380	73	18	1 224	4	51	50	496	4 792	0	4 792
GATT	79	40	369	1	385	0	19	104	5	28	4	682	1 716	1 617	3 333
Results	0	1	1	1	13	0	0	0	0	0	0	251	267	938	1 205
Total 1988	388	154	1 819	1 709	4 242	255	71	3 541	24	297	237	2 878	15 615	2 555	18 170
Total 1987	318	127	1 435	1 228	2 767	173	56	2 656	23	252	115	2 467	11 617	1 928	13 545
Increase 1987-88 (in %)	22	21	27	39	53	47	27	33	4	18	106	17	34	33	34

OFFICIAL JOURNAL: TREND IN THE NUMBER OF PAGES PER LANGUAGE – ALL SERIES



1.2. Publications other than the Official Journal

1.2.1. Developments

Despite the rapid increase in the number of items to be published, the 'Publications' unit launched or continued (on its own or in collaboration with the 'Project Management' section) several medium-term projects, namely:

- republication of the *Vade-mecum for editors*, the French version of which is due out in April 1989;
- a computerized planning system which should become fully operational during the first half of 1989;
- introduction of a computerized editorial system to replace outdated equipment and to improve handling of manuscripts on electronic media, which already account for some 25 to 30% of manuscripts received. This system is due to be introduced in stages by the end of the current year.

1.2.2. Output

Output has increased rapidly since 1986, the overall number of pages having risen by 35% in two years, with a marked acceleration in 1988:

- number of issues: 2 639 as against 2 493 (+ 5.8%)
- number of proof-read pages: 208 473 as against 187 213 (+ 11.4%)
- number of non-proof-read pages: 183 010 as against 137 522 (+ 33.1%)

This trend is expected to continue in the current year.

Worth mentioning here are the following publications which appeared in 1988: the Treaties, the budgetary vade-mecum, *Europe in figures* and the 1989 *Panorama of EC industry*.

1.2.3. Output breakdown

Changes over 1987

Institution	Proof-read pages	Non-proof-read pages
Parliament	+ 18 534 (+ 42.5%)	
Council	- 3 072 (- 36.0%)	+ 29 263 (n.s.)
Commission	- 2 268 (- 2.5%)	+ 13 483 (+11.5%)
Court of Justice	+ 5 466 (+ 17.5%)	
Economic and Social Committee	+ 494 (+ 6.0%)	
Court of Auditors	+ 690 (+ 26.0%)	

The following should be noted:

- for the Parliament and the Court of Justice, addition for an entire year of the Portuguese and Spanish versions;
- for the Council and the Commission, the significant increase in the public documents (i.e. typed publications) and other camera-ready documents.

1.2.4. Official documents

To facilitate use of the official documents (COM finals, EP reports, ESC opinions) each of these has been available on a single microfiche for each language version since 1987. This explains why the number of master microfiche has increased; on the other hand, things are made easier for the reader.

Number of official documents: 1 425 in 1988 as against 1 306 in 1987;

Number of master microfiche : 11 344 in 1988 as against 9 953 in 1987.

Table 3 – Trend in the number of pages of publications other than the Official Journal
(all languages)

	1979	1980	1981	1982	1983	1984	1985	1986	1987	1988
Proof-read pages	138 152	148 915	155 421	147 556	155 907	183 576	171 310	165 807	187 213	208 473
Non-proof-read pages	101 530	91 950	97 884	74 083	86 310	94 056	132 734	124 623	137 522	183 010

Table 4 – Number of proof-read pages per language

Language \ Year	ES	DA	DE	GR	EN	FR	GA	IT	NL	PT	RU
1979	2 127	18 824	23 256	84	23 676	23 966	1 320	22 481	22 206	52	
1980	2 614	21 450	25 990	614	24 067	25 896		24 048	23 731	48	79
1981	1 713	22 754	24 109	6 506	27 329	25 481		23 240	23 164	831	
1982	2 181	19 354	23 989	14 569	20 614	24 427		21 265	20 757	263	
1983	2 309	20 868	22 800	13 310	23 884	26 095	32	23 348	21 893	1 368	
1984	2 848	24 025	27 869	17 601	29 644	28 444		25 078	25 763	2 304	
1985	2 828	21 208	24 488	21 919	25 338	28 306		23 760	21 064	2 399	
1986	7 795	17 479	25 200	19 319	25 030	28 039		18 119	18 288	6 538	
1987	14 524	19 925	22 944	21 517	25 692	26 410		23 250	20 653	12 298	
1988	18 637	23 316	26 348	19 150	28 473	29 444	1 118	22 579	22 602	16 806	

PUBLICATIONS OTHER THAN THE OFFICIAL JOURNAL : TREND IN THE NUMBER OF PAGES — ALL LANGUAGES

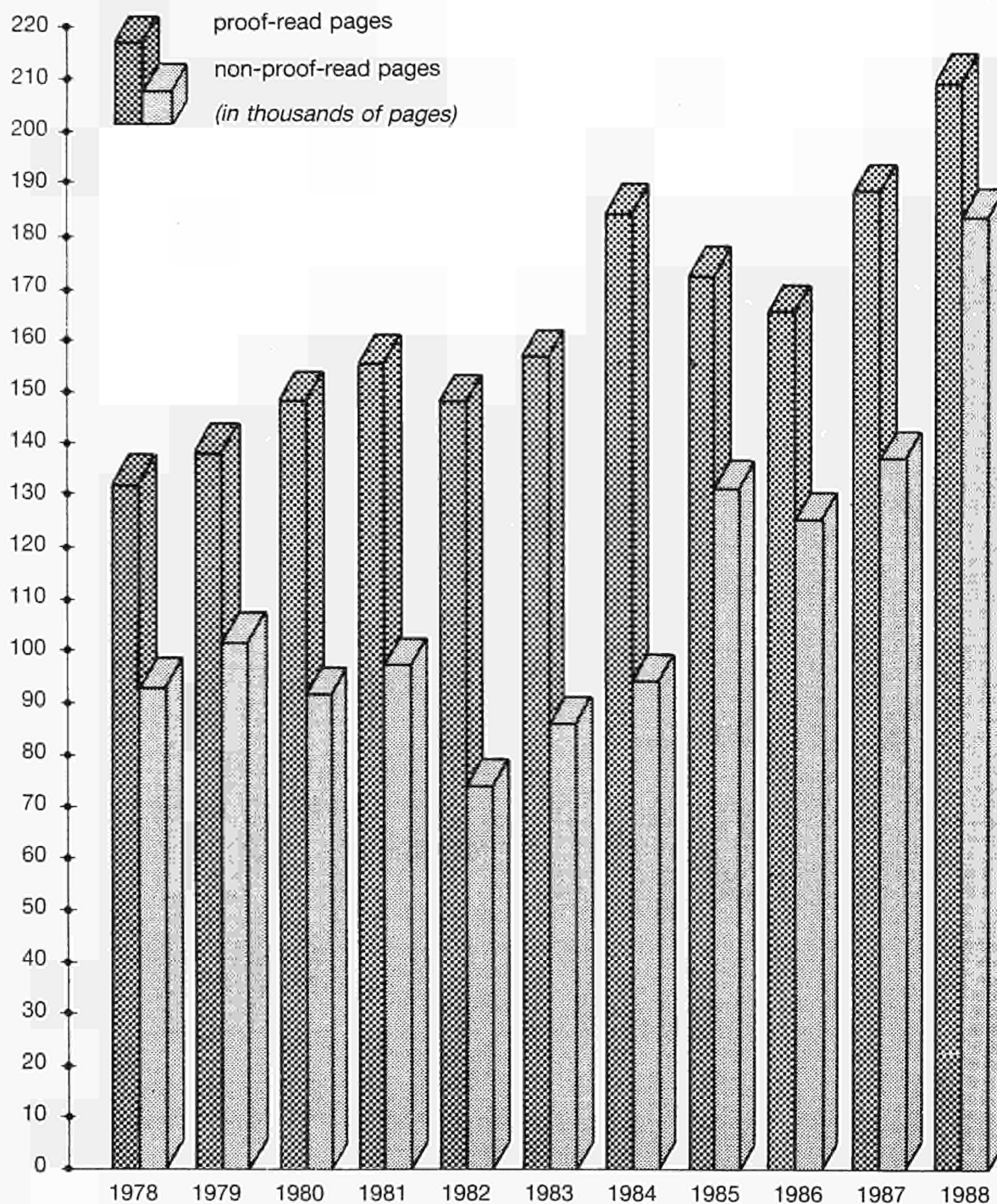


Table 5 – Invoicing of publications
(pro forma)

Institution	Number of proof-read pages	Number of non-proof-read pages	Amount (ECU)
Parliament	62 079	1 160	2 143 302
Council	5 507	36 787	907 890
Commission	88 181	130 094	5 557 656
Court of Justice	36 424	472	1 253 471
Economic and Social Committee	9 035	121	311 001
Court of Auditors	3 374	722	129 382
Cedefop	3 063	13 654	371 785
Publications Office	810	–	27 669
Total	208 473	183 010	10 702 156

Cost per page:

- production: ECU 19.566 (applies to each page published);
- proof-reading: ECU 14.954.

2. General sales policy and the results obtained Breakdown of sales revenue by institution

- 2.1. Organization**
- 2.2. Sales promotion**
- 2.3. Co-publishing and copyright**
- 2.4. Sales revenue**

2.1. Organization

2.1.1. Sales network

The Office expanded its sales network to Austria by appointing the Manz Verlag publishing house as its general agent there in order to cope with the growing Austrian demand for Community publications.

In order to implement the Commission's priority programme in Belgium the Office appointed two sub-agents, one specializing in distribution to bookshops (Soumillion) and the other specializing in direct sales of publications produced by international organizations (Jean de Lannoy).

For the same reason the Office stepped up cooperation with the Documentation française, which is now responsible for distributing the priority programme publications to French bookshops.

The Office also concluded agreements with the Portuguese and Spanish standardization bodies to round off its distribution network for Euro-Standards.

The Office was unable to organize the annual meeting of heads of sales offices in 1988 because the necessary authorization arrived too late, and it was therefore obliged to postpone the meeting until 1989.

2.1.2. Stock management, processing of orders, invoicing

Introduction of the computerized stock management and order-processing system was completed, as was the necessary link-up with the invoicing and accounting system; from early 1989 therefore the Office will have an integrated stock-management, order-processing, invoicing and accounting system.

Furthermore, the necessary measures were taken to allow invoicing in ecus from 1989 onwards.

The document delivery sector saw increasing use of Arcdon (Archive sur disque optique numérique), based on optical disk storage technology and producing good-quality copies of stored documents (the system covers only the L Series of the Official Journal at the moment).

The document delivery system was rounded off by adding a search (database) and ordering facility providing immediate dispatch by fax of documents ordered electronically.

This integrated system, known as ABEL (Amtsblatt Elektronisch) will become available to users during the first quarter of 1989.

The Office also developed the Catel (Catalogue électronique) which contains the general publications catalogue and supports on-line searches and electronic ordering of publications. Since the in-house tests were a success, the Office has moved on to the next stage — gradually making the system available to some of its sales offices. The final aim, of course, is to have Catel used by all the sales offices, press and information offices and the general public.

Work to develop the facility for rapid reprinting and resupply of publications continued during the period under review.

2.1.3. Free distribution

Whereas 1987 saw the Office taking on more and more free distribution tasks, 1988 saw an expansion of the service and modernization of the working arrangements.

Special efforts were required in connection with management of free distribution of the Official Journal in-house, and the Commission is currently updating its files in this regard.

The same applies to management of the publications distributed by Cedefop and the European Foundation in Dublin, and to management of publications sent against payment of postage.

The work undertaken by the 'Free Distribution' section, together with the Commission's DG X, to update the files of the European documentation centres and depository libraries and revise the status of most of them, continued throughout the period under review. There are now 627 recipients in this group, of which 195 are full-blown EDCs, 146 specialized EDCs, 105 depository libraries and 181 European reference centres.

The service provided for the Euro Info Centres was improved. Although the number of such centres has remained stable at 39, they are to diversify during the 1989 period, and the section has had to make the corresponding preparations. Naturally, such diversification will generate a large increase in distribution operations.

2.2. Sales promotion

While continuing its traditional advertising policy in 1988, the Office also had to devote special efforts to the publications covered by the Commission's priority programme.

Thus, the Office helped produce 201 advertising leaflets, dispatching them by direct mailing. Furthermore, it undertook some 50 other operations involving insertion of leaflets in trade journals or bulletins published by trade associations and organizations.

Some 50 advertisements were published in various European Community periodicals, while others were published in trade journals, and still others were drawn up in collaboration with the sales offices for publication in their respective bulletins.

Special efforts were undertaken in Belgium, France, Germany, Italy and the United Kingdom to inform booksellers and draw their attention to the priority programme publications. Similar efforts will be made in the other Member States during 1989.

As for catalogues, the Office prepared the following, either on its own or together with the relevant institutions:

- publications catalogue, 1987 annual and quarterly;
- document catalogue, 1987 annual and monthly;
- catalogue of the European Foundation, Dublin;
- catalogue of the Economic and Social Committee.

In addition, the Office distributed the Eurostat and Cedefop catalogues, continued to manage the various publicity files, especially the 'press' file, and took part in the following fairs and exhibitions:

- fairs involving Office staff: 14;
- fairs not involving Office staff (simply entailing dispatch of publications to be put on show): 19;
- computer exhibitions: 4.

2.3. Co-publishing and copyright

2.3.1. Copyright

The Office received 37 requests for copyright concessions, 29 of which related to partial reproduction, seven to reproduction in full, and one which sought permission to print on the back of the political map a game about European integration.

2.3.2. Co-publishing

The Office's co-publishing activities developed well during 1988, with 14 co-publishing contracts being concluded, bringing the total since 1982 to 37. These contracts mainly cover the *Student Handbook* published in the nine Community languages.

Twelve publications were co-produced in this manner during the period under review.

Six co-publications, the contracts for which were concluded before the end of 1988, should materialize in 1989. One of them covers a CD-ROM version of Einecs (inventory of chemical products).

At the end of the period under review 10 new co-publishing projects, potentially involving some 50 different contracts and over 100 publications, were under negotiation.

2.4. Sales revenue

2.4.1. Periodicals

Table 6 shows the general trends in subscriptions to the Official Journal, the other periodicals and the documents.

Sales are up by 10.62% overall.

(a) Official Journal

Table 7 shows the trends in subscriptions to the paper version of the L + C and S Series of the Official Journal and to the microfiche version of the L + C Series.

A new 'competition' subscription was made available to the public, under which all Official Journals containing competition notices can be obtained automatically and selectively. It has been an unqualified success.

The trend in subscriptions to the Official Journal is upwards in all cases.

(b) Other publications

Table 8 shows the trends in subscriptions to periodicals other than the Official Journal (up by 7.36% overall).

In the case of Commission publications — where the increase is 7.85% and therefore slightly above the average — the Cedefop information bulletin on vocational training, *Energy in Europe* and the *Erasmus newsletter* (previously the *Delta newsletter*) have continued to grow in popularity.

As for the other institutions, sales of the *Report of Cases before the Court of Justice* rallied slightly, while those of the *Bulletin of the Economic and Social Committee* rose fairly substantially.

Table 9 shows trends in subscriptions to the documents, which made encouraging headway in 1988, being some 25% up on average.

Table 6 – General overview of subscription trends

Publications	1987	1988	Change (%)
Official Journal			
L + C Series (paper)	11 480	11 958	+ 4.16
S Series (paper)	5 271	5 753	+ 9.14
L + C Series (microfiche)	658	729	+ 10.79
C Series (competitions)	—	1 049	—
Publications other than the OJ	21 099	22 759	+ 7.86
Documents	2 716	3 403	+ 25.29
Total	41 224	45 651	+ 10.62

Table 7 – Trends in subscriptions to the Official Journal

L + C and S Series
L + C Series – microfiche

Language	L + C Series paper		S Series paper		L + C Series microfiche	
	1987	1988	1987	1988	1987	1988
ES	2 027	2 070	372	352	60	73
DA	375	414	187	218	41	42
DE	1 374	1 412	604	662	93	102
GR	237	259	56	54	4	5
EN	1 768	1 850	2 131	2 280	204	226
FR	2 345	2 525	672	834	140	153
IT	1 869	1 891	676	773	37	44
NL	948	926	475	466	64	71
PT	537	611	98	114	15	13
Total	11 480	11 958	5 271	5 753	658	729

Table 8 – Trends in subscriptions to publications other than the Official Journal

Titles	1987	1988	Change (%)
Parliament			
Debates (paper edition)	408	407	- 0.25
Debates (microfiche version)	51	55	+ 7.84
Verbatim reports of EP proceedings (microfiche)	7	9	+ 28.57
Texts adopted by the EP (paper)	65	91	+ 40.00
Texts adopted by the EP (microfiche)	5	1	-
Total	536	562	+ 4.85
Commission			
Bulletin and Supplements	4 199	4 185	- 0.34
Social Europe	244	254	+ 4.09
Social Europe – Supplements	465	498	+ 7.09
Economic surveys	247	258	+ 4.45
Terminology bulletin	377	267	- 29.18
Information bulletin on vocational training	3 317	3 920	+ 18.17
European economy + Supplements A + B	2 346	2 506	+ 6.82
Energy in Europe	732	807	+ 10.24
Erasmus Newsletter	341	414	+ 21.40
Euro-abstracts	264	248	- 6.07
Industrial short-term trends	303	306	+ 0.99
Energy – monthly statistics	739	702	- 5.01
Bulletin of energy prices	327	320	- 2.15
Quarterly iron and steel bulletin	340	347	+ 2.05
Monthly iron and steel bulletin	309	298	- 3.56
Monthly bulletin of external trade statistics	492	493	+ 0.20
Eurostatistics	1 113	1 177	+ 5.75
Agricultural statistics	566	587	+ 3.71
Miscellaneous publications (for details see Table 8a)	1 858	2 450	+ 31.86
Total	18 579	20 037	+ 7.85
Court of Justice			
Report of Cases before the Court	1 855	1 906	+ 2.74
Economic and Social Committee			
Bulletin	229	254	+ 10.91
Grand total	21 199	22 759	+ 7.36

¹ Discontinued.

Table 8a – Trends in subscriptions to publications other than the Official Journal (Details of 'Miscellaneous publications')

Titles	1987	1988	Change (%)
European political cooperation documentation bulletin	68	64	– 5.9
Agricultural markets – four issues	223	226	+ 1.3
Recent publications on the European Communities received by the Library	109	127	+ 16.5
Europa transport: annual report + analysis and forecasts	95	142	+ 49.5
SCAD bulletin	169	184	+ 8.9
Short-term trends in the distributive trades, retail trade sales, vehicle registration	84	93	+ 10.7
Industrial production	180	264	+ 46.7
ECU-EMS information	–	333	
Consumer price index	156	173	+ 10.9
Quarterly national accounts/ESA	70	87	+ 24.3
Money and finance	125	135	+ 8.0
Earnings – industry and services	108	121	+ 12.0
Balance of payments	187	197	+ 5.3
Agricultural prices (microfiche)	46	48	+ 4.3
Unemployment bulletin	238	256	+ 7.6

Table 9 – Trends in document subscriptions

Titles	1987	1988	Change (%)
Parliament			
Reports			
combined subscriptions	51	53	+ 3.92
selective subscriptions ¹	647	832	+ 28.59
microfiche subscriptions ¹	86	95	+ 10.46
Total	784	980	+ 25.00
Commission			
COM documents			
combined subscriptions	73	83	+ 13.69
selective subscriptions ¹	952	1 215	+ 27.62
microfiche subscriptions ¹	135	143	+ 5.92
Total	1 160	1 441	+ 24.22
Economic and Social Committee			
Opinions			
combined subscriptions	49	52	+ 6.12
selective subscriptions ¹	633	830	+ 31.12
microfiche subscriptions ¹	90	100	+ 11.11
Total	772	982	+ 27.20
Grand total	2 716	3 403	+ 25.29

¹ These figures include interinstitutional subscriptions.

2.4.2. Monographs

In 1988 the Office put 414 new titles on sale, broken down as follows:

Table 10 – First-time entries into the publications catalogue in 1988 (periodicals excluded)

<i>Institutions</i>		
Parliament		6
Council		21
Commission		280
Eurostat	88	
DG XI	106	
DG X	4	
DG XIII	78	
DG V	1	
DG XIX	2	
DG III	1	
Court of Justice		6
Economic and Social Committee		5
Court of Auditors		2
Cedefop		57
European Foundation (Dublin)		35
University Institute (Florence)		2
	Total	414

Tables 11 and 12 list the 15 best sellers, based respectively on the number of copies sold and sales value.

Table 11 – The 15 best-selling publications (by copies sold)

Ranking	Title	Number	Net sales value (ECU)
1	Europe in figures	14 664	22 930.62
2	Community scale of classification for carcasses of adult bovine animals	10 409	2 692.71
3	Political map (12 States, folded)	6 286	14 945.21
4	Treaties establishing the European Communities (abridged edition)	4 431	32 287.19
5	30 years of Community legislation, PT version – reprint	3 790	8 423.95
6	Twenty-first General Report on the Activities of the European Communities in 1987	3 462	14 852.19
7	Basic statistics of the Community, 1986	3 215	8 436.93
8	Single European Act and Final Act	3 034	5 810.16
9	Twentieth General Report on the Activities of the European Communities in 1986	2 802	10 180.75
10	SB 1/87 – The Single Act: a new frontier	2 775	2 899.48
11	PD – Completing the internal market	2 251	7 776.41
12	PD – Operations of the Commission	2 171	16 985.34
13	1/88 Directory of the Commission	2 168	3 417.74
14	2/87 Directory of the Commission	2 139	2 876.55
15	Sixteenth Report on Competition Policy	2 130	11 035.89

Table 12 — The 15 best-selling publications (by net sales value)

Ranking	Title	Number	Net sales value (ECU)
1	PD — Einecs Advance Edition 1987	720	113 611.85
2	Vol. 1, Treaties establishing the European Communities, 1987	1 590	36 869.02
3	PD — Explanatory notes to the Combined Nomenclature of the European Communities	1 967	35 697.74
4	Treaties establishing the European Communities, 1987 (abridged edition)	4 431	32 287.19
5	PD — European customs inventory of chemicals	1 064	24 512.35
6	Europe in figures	14 664	22 930.62
7	PD — Operations of the Community	2 171	16 985.34
8	Political map (12 States, folded)	6 286	14 945.21
9	Twenty-first General Report on the Activities of the European Communities in 1987	3 462	14 852.19
10	PD — Taric — Vols I + II	250	13 631.34
11	External trade Nimexe 86 A-Z imports/exports	66	13 383.52
12	Eighth edition, Vols I + II of the Directory of Community legislation in force	41	12 699.34
13	Vol. 1, Research on the 'cost of non-Europe' — Basic findings	634	12 215.45
14	Sixteenth Report on Competition Policy	2 130	11 035.89
15	The agricultural situation in the Community: 1986 report	1 061	10 921.14

2.4.3. Electronic publications

In the field of electronic publications the Office basically continued to market the existing databases, i.e. TED, Celex, SCAD, the statistical bases Cronos, Comext and Regio, and the Sesame base, to which special measures were devoted.

The TED base is distributed by five hosts and five gateways and currently has 661 customers. The ECHO host runs the direct service.

The Celex and SCAD bases, distributed via the Commission host (which is now known as Eurobase), currently have 465 direct customers. The Celex base is distributed by nine hosts or gateways, and the Celex and SCAD bases together by seven hosts or gateways. An agreement covering SCAD on its own was concluded during the period under review.

The Statistical Office's bases continue to be distributed exclusively via national hosts. The data in these bases are also commercially available on magnetic tape and via the Datashop, an outlet which has gone from strength to strength.

As was the case in 1987, the Sesame base was available during the period under review from the hosts Datacentralen and ECHO.

A contract was concluded with an outside supplier for marketing a software package (the budget system).

Furthermore, the Office continued, in collaboration with the Statistical Office, to disseminate certain data in derived-product form — diskettes containing Eurostatus, a sub-product of the Cronos base.

It also continued to study with different outside suppliers the possibility of providing certain Celex data on CD-ROM, but no contract has been signed yet.

Finally, the Office continued to sell various magnetic tapes (Official Journal, Einecs, Eurovoc, BDS and Nimexe).

Table 13 shows the amounts invoiced for supplies of electronic products.

2.4.4. Royalties

Reproduction licences granted in connection with copyright brought in BFR 533 473.

Table 13 – Amounts invoiced for electronic products in 1988

	(in BFR)
<i>I – Non-numerical bases</i>	
1. TED	4 204 908
2. TED + Pabl1	224 431
3. Celex	6 005 051
4. SCAD	364 769
5. Celex + SCAD	958 274
	11 757 433
<i>II – Numerical bases (Eurostat)</i>	
1. Royalties	167 828
2. Magnetic tapes	3 099 487
3. Datashop	2 957 153
	6 224 468
<i>III – Miscellaneous products</i>	
1. OJ tapes	118 095
2. Einecs	281 000
3. Eurovoc	125 000
4. DG II tapes	76 000
5. Formex	5 000
	605 095

3. Activities of the internal services of the Publications Office

3.1. Accounts office

3.2. Administrative and technical services

3.1. Accounts office

3.1.1. Budget accounting (Tables 14, 15, 16)

Total budgetary expenditure was ECU 28 008 901.43 as against ECU 25 414 486.91 in 1987, an increase of 10.21%.

Expenditure on staff (Title 1) was ECU 15 566 824.34 as against ECU 14 977 314.22 in 1987, an increase of 3.94%.

Operating expenditure (Titles 2 and 3) amounted to ECU 12 442 079.09 as against ECU 10 437 172.69 in 1987, an increase of 19.21%.

Chapter 21 (Data processing) had to be substantially boosted via transfers (an extra ECU 859 000), mainly to install the technical infrastructure required to implement the rationalization measures and to overcome difficulties in recruiting officials with the requisite qualifications.

Postage and delivery charges amounted to ECU 5 241 807.81 as against ECU 4 245 808.18 in 1987. They account for 42.40% of all expenditure under Title 2.

The rate of utilization of the Office's budget appropriations, including amounts carried forward, was as follows:

- 96.32% for Title 1;
- 99.33% for Titles 2 and 3.

Table 14 shows the trends in Office expenditure from 1987 to 1988 and gives a breakdown of budgetary expenditure in 1988.

Table 15 gives a breakdown of Office expenditure in 1988 by department.

Table 16 shows the real cost of the departments and the value of the invoices relating to the services provided by each department.

3.1.2. Commercial accounting — operating results (Tables 17 and 18)

3.1.2.1. Balance sheet at 31 December 1988 (Table 17)

Assets

The available financial resources amounted to ECU 4 931 727.94 including ECU 4 363 486.78 in bank time deposits.

Bank accounts	Currency amounts	ECU
Time deposits		
in BFR with BIL	82 306 267	1 888 798.18
in ECU with Sogenal		2 474 688.60
Current accounts		
in BFR with BIL	14 482 932	
with CCP	760 064	
with Sogenal	9 235 560	561 736.36
in DR with NBG	1 111 984	6 431.04
in ECU with Sogenal		0.01
Cash in LFR	3 212	73.75

The amount under 'clients' was ECU 2 984 762.43, an increase of 61% over 1987. This amount, which is still very large, accounts for 43% of the net amount invoiced in 1988.

Liabilities

Prepayments into suspense accounts amounted to ECU 19 779.90. Advance and part payments into client accounts came to ECU 882 568.30.

At 31 December 1988 the final amount of net sales revenue received and payable to the institutions was ECU 4 022 850.46.

3.1.2.2. Profit and loss account at 31 December 1988 (Table 18)

The debit side of this account shows that general overheads totalled ECU 3 126 170.26, i.e. 26% of gross turnover in 1988 (22% in 1987 and 21% in 1986). The amount under 'insolvent debtors' increased and now stands at ECU 12 672.43 for 1988 as opposed to ECU 6 748.38 for 1987 (it should be noted here that the bankruptcy of just one customer accounts for ECU 9 180.63 of this).

In 1988 gross sales grew by 23% over 1987 to ECU 9 968 524.00.

3.1.3. Breakdown of sales revenue (Table 19)

3.1.3.1. General comments

Net sales revenue for 1988 amounted to ECU 5 942 295.50 for the institutions, an 11% decrease over 1987, and breaks down as follows:

	<i>(in ECU)</i>
Net amount for invoices drawn up in 1988	7 018 161,69
Net amount for invoices payable:	
at 1.1.1988	1 841 395,33
at 31.12.1988	- 2 984 762,43
Total sales revenue received at 31.12.1988	5 874 794,59
Expenses	- 111 510,40
Miscellaneous revenue	179 011,31
Total net sales revenue in 1988	5 942 295,50

3.1.3.2. By type of publication

Net invoices drawn up in 1988 break down as follows:

	<i>(in ECU)</i>
Irregular publications	1 467 969.41
Official Journal (L, C, S)	4 053 918.69
Other periodicals	963 388.79
Electronic and microfiche	433 807.81
Miscellaneous (including invoiced postage costs)	99 076.99
Total	<u>7 018 161.69</u>

The total net sales revenue received at 31.12.1988 breaks down as follows:

	<i>(in ECU)</i>
Irregular publications	1 411 900.38
Official Journal (L, C, S)	3 175 111.67
Other periodicals	968 388.17
Electronic and microfiche	283 714.38
Miscellaneous (including invoiced postage costs)	103 180.90
Total	<u>5 942 295.50</u>

3.1.3.3. Article 240 (Re-use)

The Office made use of its right to retain money from sales revenue to cover the cost of postage charged to subscribers, i.e. ECU 1 500 000.

Table 14 – Budget expenditure in 1988

(in ECU)

Item/ Article/ Chapter	Heading	Appropriations 1988			Expenditure 1988			Total expenditure in 1987
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1988	Amounts c/f	Total expenditure	
		1	2	3	4	5	6	
1100	Basic salaries	11 046 316	-887 000	10 159 316	10 087 732.84	0.00	10 087 732.84	9 597 902.80
1101	Family allowances	1 224 500	-90 000	1 134 500	1 106 333.47	0.00	1 106 333.47	1 045 967.30
1102	Expatriation allowances etc.	1 364 000	-73 000	1 291 000	1 258 558.76	0.00	1 258 558.76	1 191 776.55
1103	Secretarial allowances	86 000	10 000	96 000	92 906.64	0.00	92 906.64	83 175.99
110	Total Article 110	13 720 816	-1 040 000	12 680 816	12 545 531.71	0.00	12 545 531.71	11 918 822.64
1110	Auxiliary staff	50 000	25 000	75 000	58 713.10	0.00	58 713.10	57 179.02
1112	Local staff	149 000	-20 000	129 000	125 563.91	0.00	125 563.91	389 440.20
111	Total Article 111	199 000	5 000	204 000	184 277.01	0.00	184 277.01	446 619.22
1120	Staff further training	44 000	70 000	114 000	23 451.03	66 744.76	90 195.79	34 730.29
1130	Sickness insurance	303 500	-15 000	288 500	272 909.84	0.00	272 909.84	260 133.96
1131	Accident insurance	84 500	0	84 500	67 720.82	0.00	67 720.82	64 549.96
1132	Unemployment insurance	4 200	0	4 200	199.19	0.00	199.19	283.86
1133	Pension rights	0	0	0	0.00	0.00	0.00	0.00
113	Total Article 113	392 200	-15 000	377 200	340 829.85	0.00	340 829.85	324 967.78
1140	Birth/death grants	4 000	0	4 000	1 103.81	0.00	1 103.81	933.76
1141	Annual leave travel expenses	158 550	50 000	208 550	175 406.83	0.00	175 406.83	178 196.23
1142	Housing/travel allowances	0	0	0	0.00	0.00	0.00	0.00
1143	Entertainment allowances	0	0	0	0.00	0.00	0.00	0.00
1144	Local travel allowances	950	0	950	829.27	0.00	829.27	836.74
1145	Special allowances for accounts officers	0	0	0	0.00	0.00	0.00	0.00
1147	Shiftwork allowances	21 500	0	21 500	8 162.66	0.00	8 162.66	1 181.18
1149	Other allowances	0	0	0	0.00	0.00	0.00	0.00
114	Total Article 114	185 000	50 000	235 000	185 502.57	0.00	185 502.57	181 147.91
1150	Overtime	95 000	50 000	145 000	103 416.49	0.00	103 416.49	77 446.90
1174	Freelance proof-readers	1 047 000	400 000	1 447 000	1 174 666.18	272 333.82	1 447 000.00	1 208 300.00
1175	Other work sent out	26 500	115 000	141 500	102 122.06	39 312.07	141 434.13	86 000.00
117	Total Article 117	1 073 500	515 000	1 588 500	1 276 788.24	311 645.89	1 588 434.13	1 294 300.00
1181	Travel expenses	8 000	0	8 000	4 018.50	1 981.50	6 000.00	9 500.00
1182	Installation allowances	65 000	0	65 000	40 656.36	24 343.64	65 000.00	114 500.00
1183	Removal expenses	27 000	0	27 000	8 000.43	5 039.57	13 040.00	57 435.84
1184	Temporary subsistence allowances	90 000	0	90 000	61 973.48	28 026.52	90 000.00	100 500.00
118	Total Article 118	190 000	0	190 000	114 648.77	59 391.23	174 040.04	281 935.84

Table 14 (continued) — Budget expenditure in 1988

(in ECU)

Item/ Article/ Chapter	Heading	Appropriations 1988			Expenditure 1988			Total expenditure in 1987
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1988	Amounts c/f	Total expenditure	
		1	2	3	4	5	6	
1190	Weightings	0	0	0	0.00	0.00	0.00	0.00
1191	Provisional appropriations	270 500	0	270 500	0.00	0.00	0.00	0.00
119	Total Article 119	270 500	0	270 500	0.00	0.00	0.00	0.00
11	Total Chapter 11	16 170 016	-365 000	15 805 016	14 774 445.67	437 781.88	15 212 227.55	14 559 970.58
1291	Provisional appropriations	800	0	800	0.00	0.00	0.00	0.00
12	Total Chapter 12	800	0	800	0.00	0.00	0.00	0.00
1300	Mission expenses	187 000	-10 000	177 000	129 363.57	47 436.43	176 800.00	240 000.00
13	Total Chapter 13	187 000	-10 000	177 000	129 363.57	47 436.43	176 800.00	240 000.00
1400	Restaurant/canteen costs	5 500	0	5 500	2 121.91	3 297.05	5 418.96	5 182.06
1401	Canteen conversion/replacement	1 300	0	1 300	552.83	700.00	1 252.83	1 136.58
14	Total Chapter 14	6 800	0	6 800	2 674.74	3 997.05	6 671.79	6 318.64
1610	Staff social contacts	5 350	2 500	7 850	7 154.63	695.37	7 850.00	5 850.00
1620	Other welfare expenditure	16 500	-2 500	14 000	12 500.00	0.00	12 500.00	14 500.00
1630	Early Childhood Centre	149 175	0	149 175	56 771.34	92 403.66	149 175.00	149 175.00
16	Total Chapter 16	171 025	0	171 025	76 425.97	93 099.03	169 525.00	169 525.00
1701	Entertainment and representation expenses	1 600	0	1 600	1 375.21	224.79	1 600.00	1 500.00
17	Total Chapter 17	1 600	0	1 600	1 375.21	224.79	1 600.00	1 500.00
	Total Title 1	16 537 241	-375 000	16 162 241	14 984 285.16	582 539.18	15 566 824.34	14 977 314.22

Table 14 (continued) — Budget expenditure in 1988

(in ECU)

Item/ Article/ Chapter	Heading	Appropriations 1988			Expenditure 1988			Total expenditure in 1987
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1988	Amounts c/f	Total expenditure	
		1	2	3	4	5	6	
2000	Rent	2 150 000	-122 500	2 027 500	2 024 632.47	2 751.06	2 027 383.53	2 074 577.70
2010	Insurance	10 000	0	10 000	8 106.87	1 893.13	10 000.00	10 000.00
2020	Water/gas etc.	470 000	-80 000	390 000	304 820.52	84 958.34	389 778.86	349 863.39
2030	Cleaning/maintenance	456 200	-50 000	406 200	209 728.80	196 186.96	405 915.76	276 527.52
2040	Fitting-out of premises	9 000	3 500	12 500	5 719.10	6 780.90	12 500.00	56 818.87
2050	Building security/surveillance	140 000	52 000	192 000	169 269.54	22 634.32	191 903.86	154 975.75
2060	Acquisition of immovable property	0	0	0	0.00	0.00	0.00	0.00
2070	Building construction	0	0	0	0.00	0.00	0.00	0.00
2080	Other preliminary expenditure	0	0	0	0.00	0.00	0.00	0.00
2090	Other building expenditure	7 000	0	7 000	1 861.86	5 136.02	6 997.88	6 961.60
20	Total Chapter 20	3 242 200	-197 000	3 045 200	2 724 139.16	320 340.73	3 044 479.89	2 929 724.83
2100	Computer centre operations	850 000	484 000	1 334 000	816 475.05	517 505.69	1 333 980.74	1 094 937.54
2130	Outside computer operations	15 000	0	15 000	0.00	0.00	0.00	0.00
2140	Outside analysis/programming	385 000	375 000	760 000	66 167.66	673 465.84	739 633.50	232 172.46
21	Total Chapter 21	1 250 000	859 000	2 109 000	882 642.71	1 190 971.53	2 073 614.24	1 327 110.00
2200	New purchases of technical equipment	53 350	0	53 350	2 437.50	49 960.24	52 397.74	183 751.37
2201	Replacement of technical equipment	95 000	257 000	352 000	467.55	351 230.81	351 698.36	19 106.39
2202	Hire of technical equipment	115 500	25 000	140 500	103 876.79	35 634.40	139 511.19	103 058.27
2203	Maintenance of technical equipment	131 000	0	131 000	105 041.98	24 891.12	129 933.10	169 207.16
2204	Electronic office equipment	20 000	20 000	40 000	23 459.38	16 465.45	39 924.83	28 989.79
220	Total Article 220	414 850	302 000	716 850	235 283.20	478 182.02	713 465.22	504 112.98
2210	New purchases of furniture	36 000	34 000	70 000	38 791.53	30 812.84	69 604.37	92 550.57
2211	Replacement of furniture	3 800	0	3 800	3 565.72	66.63	3 632.35	2 661.02
2212	Hire of furniture	0	0	0	0.00	0.00	0.00	0.00
2213	Maintenance of furniture	950	0	950	225.00	0.00	225.00	0.00
221	Total Article 221	40 750	34 000	74 750	42 582.25	30 879.47	73 461.72	95 211.59
2230	New purchases of vehicles	0	20 000	20 000	0.00	14 988.89	14 988.89	0.00
2231	Replacement of vehicles	0	0	0	0.00	0.00	0.00	51 435.72
2232	Hire of vehicles	20 000	-20 000	0	0.00	0.00	0.00	0.00
2233	Maintenance of vehicles	20 000	0	20 000	11 522.26	6 841.57	18 363.83	23 095.20
223	Total Article 223	40 000	0	40 000	11 522.26	21 830.46	33 352.72	74 530.92

Table 14 (continued) — Budget expenditure in 1988

(in ECU)

Item/ Article/ Chapter	Heading	Appropriations 1988			Expenditure 1988			Total expenditure in 1987
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1988	Amounts c/f	Total expenditure	
		1	2	3	4	5	6	
2250	Library funds/books	1 300	3 000	4 300	3 216.41	999.44	4 215.85	2 800.00
2251	Library documentation equipment	0	0	0	0.00	0.00	0.00	0.00
2252	Subscriptions to papers/periodicals	1 800	2 000	3 800	2 496.07	1 214.06	3 710.13	1 700.00
2253	News agency subscriptions	500	0	500	375.57	0.00	375.57	372.55
2254	Book binding	800	1 400	2 200	0.00	1 965.04	1 965.04	0.00
2255	Subscriptions to view-data services	0	0	0	0.00	0.00	0.00	0.00
225	Total Article 225	4 400	6 400	10 800	6 088.05	4 178.54	10 266.59	4 872.55
22	Total Chapter 22	500 000	342 400	842 400	295 475.76	535 070.49	830 546.25	678 728.04
2300	Stationery/office supplies	930 290	0	930 290	506 411.31	389 614.38	896 025.69	981 992.53
2320	Bank charges	0	0	0	0.00	0.00	0.00	0.00
2329	Other financial charges	0	0	0	0.00	0.00	0.00	0.00
232	Total Article 232	0	0	0	0.00	0.00	0.00	0.00
2330	Legal expenses	0	0	0	0.00	0.00	0.00	0.00
2340	Damages	0	0	0	0.00	0.00	0.00	200.00
2350	Miscellaneous insurance	0	0	0	0.00	0.00	0.00	0.00
2351	Uniforms etc.	5 900	5 900	11 800	590.64	11 037.88	11 628.52	15 048.31
2352	Expenditure on meetings	1 300	0	1 300	858.64	441.36	1 300.00	1 200.00
2353	Removals/handling	12 300	8 700	21 000	15 971.67	5 028.33	21 000.00	11 800.00
2359	Other operating expenditure	210	0	210	0.00	0.00	0.00	237.10
235	Total Article 235	19 710	14 600	34 310	17 420.95	16 507.57	33 928.52	28 285.41
2392	Commission services	0	0	0	0.00	0.00	0.00	0.00
23	Total Chapter 23	950 000	14 600	964 600	523 832.26	406 121.95	929 954.21	1 010 477.94
2400	Postage etc.	5 975 000	-732 000	5 243 000	5 234 127.05	7 680.76	5 241 807.81	4 245 808.18
2410	Telephone etc.	129 000	88 000	217 000	180 969.19	35 726.00	216 695.19	154 979.88
24	Total Chapter 24	6 104 000	-644 000	5 460 000	5 415 096.24	43 406.76	5 458 503.00	4 400 788.06
2500	Meetings in general	25 000	0	25 000	5 350.00	19 650.00	25 000.00	23 000.00
2550	Conferences/congresses	0	0	0	0.00	0.00	0.00	0.00
25	Total Chapter 25	25 000	0	25 000	5 350.00	19 650.00	25 000.00	23 000.00

Table 14 (continued) — Budget expenditure in 1988

(in ECU)

Item/ Article/ Chapter	Heading	Appropriations 1988			Expenditure 1988			Total expenditure in 1987
		Initial approps	Transfers	Final approps	Expenditure at 31.12.1988	Amounts c/f	Total expenditure	
		1	2	3	4	5	6	7
2600	Consultations/studies	0	0	0	0.00	0.00	0.00	0.00
26	Total Chapter 26	0	0	0	0.00	0.00	0.00	0.00
	Total Title 2	12 071 200	375 000	12 446 200	9 846 536.13	2 515 561.46	12 362 097.59	10 369 828.87
3412	Publicity/promotion	80 000	0	80 000	40 543.76	39 435.74	79 979.50	67 352.26
34	Total Chapter 34	80 000	0	80 000	40 543.76	39 435.74	79 979.50	67 352.26
	Total Title 3	80 000	0	80 000	40 543.76	39 435.74	79 979.50	67 352.26
	Total	28 688 441	0	28 688 441	24 871 365.05	3 137 536.38	28 008 901.43	25 414 495.35

Table 15 — Expenditure in 1988, by department

(in ECU)

Item	Heading	Management and secretariat	OP1 — Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounting	Total
			Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General services	Dispatching	Micro-graphy				
1100	Basic salaries	431 959	239 217	804 806	138 628	362 473	136 760	1 208 228	510 773	529 197	165 453	2 294 996	2 135 778	1 130 166	10 087 733
1101	Family allowances	33 010	33 109	107 144	15 433	18 624	29 269	170 169	48 498	63 721	31 905	231 783	216 288	107 380	1 106 333
1102	Expatriation and foreign residence allowances	37 536	27 976	86 985	24 815	55 084	11 156	113 829	25 986	33 836	15 333	368 421	303 721	153 882	1 258 559
1103	Secretarial allowances	5 140	3 705	14 261	1 397	1 823	4 111	11 075	2 092	2 794	0	9 579	7 896	29 034	92 907
1110	Auxiliary staff	1 762	0	6	0	0	0	0	21 494	0	0	0	8 146	27 305	58 713
1112	Local staff	0	0	0	0	0	0	39 827	11 706	72 821	89	0	1 122	0	125 564
1120	Further training for staff	23 165	3 077	7 897	2 179	610	17 337	26 193	0	0	0	3 579	5 059	1 099	90 196
1130	Insurance against sickness	11 733	6 445	22 099	3 735	9 766	3 686	32 220	13 759	14 257	4 458	61 936	58 333	30 483	272 910
1131	Insurance against accidents	2 912	1 600	5 473	927	2 423	915	7 996	3 414	3 538	1 106	15 372	14 479	7 565	67 721
1132	Unemployment insurance for temporary staff	0	0	0	0	0	0	0	0	0	0	138	61	0	199
1140	Birth and death grants	0	276	0	0	0	0	0	0	276	0	0	276	276	1 104
1141	Annual leave travel expenses	1 397	2 703	2 818	971	9 410	561	17 957	6 564	10 464	3 833	55 294	49 248	14 187	175 407
1144	Fixed local travel allowances	829	0	0	0	0	0	0	0	0	0	0	0	0	829
1147	Various allowances	0	0	0	0	0	0	0	8 163	0	0	0	0	0	8 163
1150	Overtime	0	0	0	0	0	2 992	16 877	41 278	31 502	4 991	5 775	0	0	103 416
1174	Freelance proof-readers	0	0	0	0	112 888	0	0	0	0	0	810 704	523 407	0	1 447 000
1175	Outside translation/typing	41 051	0	31 132	0	0	0	15 408	24 200	0	0	0	0	29 642	141 434
1181	Travel expenses	0	0	332	999	281	0	0	193	0	0	1 555	679	1 931	5 970
1182	Installation allowances	0	0	0	0	4 233	0	0	0	0	0	32 380	23 870	4 516	65 000
1183	Removal expenses	0	0	0	0	1 286	0	0	0	348	0	5 911	4 035	1 460	13 040
1184	Temporary daily subsistence	0	0	1 353	3 930	8 355	0	0	1 802	0	0	36 173	24 261	14 126	90 000
1301	Mission expenses	6 491	5 832	3 660	3 593	1 684	5 603	10 322	9 114	100	0	22 769	68 843	38 789	176 800
1302	Missions Brussels/Strasbourg	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1701	Entertainment/representation expenses	0	781	0	0	254	0	130	0	0	0	0	0	435	1 600
	Subtotal	596 986	324 721	1 087 966	196 607	589 195	212 389	1 670 233	729 035	762 853	227 167	3 956 366	3 444 803	1 592 278	15 390 598
1400	Running of canteen	210	114	383	69	207	75	588	257	269	80	1 393	1 213	561	5 419
1401	Canteen replacement	49	26	89	16	48	17	136	59	62	18	322	280	130	1 253
1610	Staff social contacts	304	166	555	100	301	108	852	372	389	116	2 018	1 757	812	7 850
1620	Other welfare expenditure	485	264	884	160	479	172	1 357	592	620	185	3 213	2 798	1 293	12 500
1630	Early Childhood Centre	5 786	3 147	10 545	1 906	5 711	2 059	16 189	7 066	7 394	2 202	38 347	33 389	15 433	149 175
	Total Title 1	603 820	328 438	1 100 422	198 858	595 940	214 821	1 689 354	737 381	771 586	229 767	4 001 659	3 484 241	1 610 507	15 566 795
200	Rent	78 640	42 775	143 316	25 899	77 614	27 978	220 018	96 035	100 490	29 924	521 167	453 780	209 749	2 027 384
201	Insurance	388	211	707	128	383	138	1 085	474	496	148	2 571	2 238	1 035	10 000
202	Water, gas, electricity, heating	15 119	8 224	27 554	4 979	14 922	5 379	42 300	18 463	19 320	5 753	100 198	87 242	40 326	389 779
203	Cleaning and maintenance	15 745	8 564	28 694	5 185	15 540	5 602	44 051	19 228	20 120	5 991	104 346	90 854	41 995	405 915
204	Fitting-out of premises	485	264	884	160	479	172	1 357	592	620	185	3 213	2 798	1 293	12 500
205	Security and surveillance	7 444	4 049	13 566	2 451	7 347	2 648	20 826	9 090	9 512	2 833	49 332	42 953	19 854	191 904
208	Other preliminary building expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
209	Other expenditure on buildings	271	148	495	89	268	97	759	331	347	103	1 799	1 566	724	6 998
	Total Chapter 20	118 092	64 234	215 215	38 892	116 551	42 014	330 396	144 214	150 903	44 937	782 626	681 431	314 975	3 044 480

Table 15 (continued) — Expenditure in 1988, by department

(in ECU)

Item	Heading	Management and secretariat	OP1 — Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounting	Total
			Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General services	Dispatching	Micro-graphy				
210	Computer centre operations	0	0	0	0	0	1 333 981	0	0	0	0	0	0	0	1 333 981
213	Outside computer operations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
214	Outside analysis/programming	0	0	0	739 633	0	0	0	0	0	0	0	0	0	739 633
	Total Chapter 21	0	0	0	739 633	0	1 333 981	0	0	0	0	0	0	0	2 073 614
2200	New purchases of technical equipment	2 032	1 106	3 704	669	2 006	723	5 686	2 482	2 597	773	13 470	11 728	5 421	52 398
2201	Replacement of technical equipment	13 642	7 420	24 862	4 493	13 464	4 853	38 167	16 660	17 432	5 191	90 409	78 719	36 386	351 698
2202	Hire of technical equipment	5 411	2 943	9 862	1 782	5 341	1 925	15 140	6 608	6 915	2 059	35 863	31 226	14 434	139 511
2203	Maintenance of technical equipment	5 040	2 741	9 185	1 660	4 974	1 793	14 101	6 155	6 440	1 918	33 401	29 082	13 443	129 933
2204	Electronic office equipment	1 549	842	2 822	510	1 528	551	4 333	1 891	1 979	589	10 263	8 936	4 131	39 925
	Total Article 220	27 675	15 053	50 435	9 114	27 313	9 846	77 427	33 796	35 364	10 531	183 406	159 691	73 814	713 465
2210	New purchases of furniture	2 700	1 469	4 920	889	2 665	961	7 554	3 297	3 450	1 027	17 893	15 579	7 201	69 604
2211	Replacement of furniture	141	77	257	46	139	50	394	172	180	54	934	813	376	3 632
2213	Maintenance of furniture	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Article 221	2 841	1 545	5 177	936	2 804	1 011	7 948	3 469	3 630	1 081	18 826	16 392	7 577	73 236
2230	New purchases of vehicles	0	0	0	0	0	0	0	0	14 989	0	0	0	0	14 989
2233	Maintenance of vehicles	0	0	0	0	0	0	0	0	18 370	0	0	0	0	18 370
	Total Article 223	0	0	0	0	0	0	0	0	33 359	0	0	0	0	33 359
2250	Library/books	4 216	0	0	0	0	0	0	0	0	0	0	0	0	4 216
2252	Subscriptions to newspapers and periodicals	3 710	0	0	0	0	0	0	0	0	0	0	0	0	3 710
2253	Subscriptions to news agencies	376	0	0	0	0	0	0	0	0	0	0	0	0	376
2254	Binding and upkeep of books	0	0	0	0	0	0	1 965	0	0	0	0	0	0	1 965
2255	Subscriptions to view-data services	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Article 225	8 302	0	0	0	0	0	1 965	0	0	0	0	0	0	10 267
	Total Chapter 22	38 817	16 598	55 612	10 050	30 117	10 856	87 340	37 265	72 353	11 612	202 232	176 083	81 390	830 327
230	Stationery and office supplies	466	2 250	1 975	1 224	0	0	643 123	273 287	0	0	272	4 560	3 129	930 286
234	Damages	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2350	Miscellaneous insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2351	Uniforms and working clothes	0	0	0	0	0	0	2 269	9 359	0	0	0	0	0	11 628
2352	Miscellaneous expenditure on internal meetings	0	0	0	0	0	0	0	1 300	0	0	0	0	0	1 300
2353	Departmental removals/handling	0	0	0	0	0	0	0	21 000	0	0	0	0	0	21 000
2359	Other operating expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total Article 235	0	0	0	0	0	0	2 269	31 659	0	0	0	0	0	33 928
	Total Chapter 23	466	2 250	1 975	1 224	0	0	645 392	304 946	0	0	272	4 560	3 129	964 214

Table 15 (continued) — Expenditure in 1988, by department

(in ECU)

Item	Heading	Management and secretariat	OP1 — Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounting	Total
			Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General services	Dispatching	Micro-graphy				
240	Postage and delivery charges	0	0	0	0	0	0	0	0	0	5 241 808	0	0	0	5 241 808
241	Telephone, telegraph, telex, television	0	0	0	0	0	0	0	0	0	216 695	0	0	0	216 695
	Total Chapter 24	0	0	0	0	0	0	0	0	0	5 458 503	0	0	0	5 458 503
250	Meetings	0	0	0	0	0	0	0	0	0	0	0	0	25 000	25 000
	Total Chapter 25	0	0	0	0	0	0	0	0	0	0	0	0	25 000	25 000
	Total Title 2	157 376	83 083	272 802	789 798	146 668	1 386 851	1 063 128	486 425	5 681 759	56 549	985 130	862 075	424 495	12 396 138
3412	Publicity	0	0	0	0	0	0	0	0	0	0	0	0	79 979	79 979
	Total Title 3	0	0	0	0	0	0	0	0	0	0	0	0	79 979	79 979
	Total	761 196	411 521	1 373 224	988 657	742 609	1 601 672	2 752 482	1 223 806	6 453 345	286 316	4 986 789	4 346 315	2 114 981	28 042 912

Table 16 — Cost of services and pro forma invoicing

(in ECU)

	Manag. and secretariat	OP1 — Administrative and technical services									OP2 Official Journal	OP3 Publications	OP4 Sales and accounting	Total
		Staff	Contract mngmt	Project mngmt	Documentary aids	Computer centre	Workshops	General services	Dispatching	Micro-graphy				
Cost of services	761 196	411 521	1 373 224	988 657	742 609	1 601 672	2 752 482	1 223 806	6 453 345	286 316	4 986 789	4 346 315	2 114 980	28 042 912
Invoicing of services					1 447 832		3 404 945			371 944	12 116 035	10 702 156		28 042 912

Table 16a – Pro forma invoicing of the institutions

Institutions	Total
Parliament	4 004 472
Council	2 334 981
Commission	19 379 347
Court of Justice	1 470 515
ESC	565 992
Court of Auditors	287 605
Total	28 042 912

Table 17 – Balance at 31 December 1988

(in ECU)

Assets			Liabilities		
Heading	1987	1988	Heading	1987	1988
Current assets			Short-term liabilities:		
Clients	1 859 409.83	2 984 762.43	Advance and part payments	726 257.65	882 568.30
Bank accounts			Prepayment accounts	23 512.62	19 779.90
Time deposits:			Non-identified disbursements	—	98.24
in BFR	3 790 344.76	1 888 798.18	Income owed payable to the		
in ECU	—	2 474 688.60	institutions at 31.12.1988	1 859 409.83	2 984 762.43
Current accounts:			Sales proceeds payable to the		
in BFR	232 478.16	561 736.36	institutions	3 273 077.61	4 022 850.46
in DR	5 172.28	6 431.04	Accrued liabilities	5 172.28	6 431.04
in ECU	—	0.01			
Cash	24.96	73.75			
Total	5 887 429.99	7 916 490.37	Total	5 887 429.99	7 916 490.37

Table 18 — Profit and loss account at 31 December 1988

(in ECU)

Expenditure			Income		
Heading	1987	1988	Heading	1987	1988
Invoiced rebates	2 242 402.00	3 014 659.86	Revenue receivable at 31.12.1988 for the account of the institutions	2 733 766.08	1 841 395.33
Insolvent debtors	6 749.38	12 672.43	Gross sales revenue	8 075 703.27	9 968 524.00
Bank charges	210.87	150.87	Interest received	101 829.36	178 209.25
Interest paid	196.23	10.46	Miscellaneous revenue	3 177.30	802.06
Exchange losses	159 609.17	98 532.18	Invoiced sales costs	26 300.47	64 297.55
Miscellaneous expenditure	6 509.26	144.46			
Income owed payable to the institutions at 31.12.1988	1 859 409.83	2 984 762.43			
Sales proceeds payable to the institutions	6 665 689.73	5 942 295.50			
Total	10 940 776.47	12 053 228.19	Total	10 940 776.47	12 053 228.19

Table 19 – Breakdown of net sales revenue by institution for 1988

Institution	Net sales revenue received at 31.12.1988		Amount retained for:			Amount paid or available at:		
			Re-use	OJ free distribution	Total	30.3.1988	30.9.1988	31.12.1988
	(BFR)	(ECU)	(ECU)			(ECU)		
Parliament								
Official Journal		461 701.00	231 347.30	108 111.51	339 458.81	5 086.55	38 490	78 665.64
Periodicals		81 722.90	9 278.29		9 278.29	1 133.00	40 878	30 433.61
Other publications		14 130.04				179.00	8 373	5 578.04
Total	24 308 496	557 553.94	240 625.59	108 111.51	348 737.10	6 398.55	87 741	114 677.29
Council								
Official Journal		445 458.95	210 024.97	5 906.76	215 931.73	10 967.89	129 713	88 846.33
Periodicals								
Other publications		52 398.36				1 002.00	29 576	21 820.36
Total	21 705 815	497 857.31	210 024.97	5 906.76	215 931.73	11 969.89	159 289	110 666.69
Commission								
DG II								
Official Journal								
Periodicals								
Other publications		1 535.31					971	564.31
Total	66 937	1 535.31	—	—	—	—	971	564.31
DG V								
Official Journal								
Periodicals		21 821.09	5 344.26		5 344.26	380.03	9 533	6 563.80
Other publications		1 841.14				29.00	982	830.14
Total	1 031 637	23 662.23	5 344.26	—	5 344.26	409.03	10 515	7 393.94
DG IX								
Official Journal								
Periodicals		521 078.77	104 626.30		104 626.30	71 321.00	181 270	163 861.47
Other publications		1 062 984.05				132 762.35	493 831	436 390.70
Total	69 062 709	1 584 062.82	104 626.30	—	104 626.30	204 083.35	675 101	600 252.17
DG XIII								
Official Journal								
Periodicals		16 866.05	3 896.76		3 896.76	5 261.00	4 386	3 322.29
Other publications		105 532.52				32 907.67	41 812	30 812.85
Total	5 336 390	122 398.57	3 896.76	—	3 896.76	38 168.67	46 198	34 135.14

Table 19 (continued) — Breakdown of net sales revenue by institution for 1988

Institution	Net sales revenue received at 31.12.1988		Amount retained for:			Amount paid or available at:		
			Re-use	OJ free distribution	Total	30.3.1988	30.9.1988	31.12.1988
	(BFR)	(ECU)	(ECU)			(ECU)		
PO								
Official Journal								
Periodicals								
Other publications		1 139.83				246.88	379	513.95
Total	49 695	1 139.83	—	—	—	246.88	379	513.95
EUROSTAT								
Official Journal								
Periodicals		204 614.84	50 883.87		50 883.87	20 697.00	76 931	56 102.97
Other publications		272 461.49				24 153.84	127 818	120 489.65
Total	20 799 796	477 076.33	50 883.87		50 883.87	44 850.84	204 749	176 592.62
Secretariat-General								
Official Journal		2 163 571.01	800 863.13	36 804.27	837 667.40	23 396.68	503 440	799 066.93
Periodicals								
Other publications		66 803.66				806.00	39 104	26 893.66
Total	97 240 914	2 230 374.67	800 863.13	36 804.27	837 667.40	24 202.68	542 544	825 960.59
Court of Justice								
Official Journal		31 317.82	15 754.84		15 754.84	2 366.00	5 911	7 285.98
Periodicals		102 809.97	22 343.56		22 343.56	7 211.51	36 664	36 590.90
Other publications		80 726.58				4 332.00	29 506	46 888.58
Total	9 367 321	214 854.37	38 098.40		38 098.40	13 909.51	72 081	90 765.46
ESC								
Official Journal		33 940.94	17 025.97	41 559.78	58 585.75	676.00		25 320.81
Periodicals		18 789.20	1 327.09		1 327.09	395.88		17 066.23
Other publications		8 391.58				137.00		8 254.58
Total	2 664 813	61 121.72	18 353.06	41 559.78	59 912.84	1 208.88		0
Court of Auditors								
Official Journal		35 978.49	18 415.57		18 415.57	211.00	8 342	9 009.92
Periodical								
Other publications		859.59			—	0.54	83	776.05
Total	1 606 084	36 838.08	18 415.57		18 415.57	211.54	8 425	9 785.97

Table 19 (continued) — Breakdown of net sales revenue by institution for 1988

Institution	Net sales revenue received at 31.12.1988		Amount retained for:			Amount paid or available at:		
			Re-use	OJ free distribution	Total	30.3.1988	30.9.1988	31.12.1988
	<i>(BFR)</i>	<i>(ECU)</i>	<i>(ECU)</i>			<i>(ECU)</i>		
Cedefop								
Official Journal		1 571.73	984.11		984.11			587.62
Periodicals		18 208.48	6 724.17		6 724.17	1 440.29	5 610	4 434.02
Other publications		16 998.30				1 293.00	8 803	6 902.30
Total	1 603 487	36 778.51	7 708.28		7 708.28	2 733.29	14 413	11 923.94
Foundation for Living and Working Conditions								
Official Journal		1 571.73	984.11		984.11			587.62
Periodicals								
Other publications		20 442.97				3 560.96	8 732	8 150.01
Total	959 807	22 014.70	984.11		984.11	3 560.96	8 732	8 737.63
University Institute (Florence)								
Official Journal								
Periodicals		476.87	175.70		175.70	33.04	128	140.13
Other publications		495.36				61.00	234	200.36
Total	42 388	972.23	175.70		175.70	94.04	362	340.49
Miscellaneous								
Official Journal								
Periodicals								
Other publications		74 054.88				1 796.93	48 395	23 862.95
Total	3 228 679	74 054.88	—			1 796.93	48 395	23 862.95
Official Journal		3 175 111.67	1 295 400.00	192 382.32	1 487 782.32	42 704.12	685 896	958 729.23
Periodicals		986 388.17	204 600.00		204 600.00	107 872.75	355 400	318 515.42
Other publications		1 780 795.66				203 268.17	838 599	738 928.49
Total	259 074 968	5 942 295.50	1 500 000.00	192 382.32	1 692 382.32	353 845.04	1 879 895	2 016 173.14

3.2. Administrative and technical services

3.2.1. Workshops (Tables 20, 21, 22, 23)

Workshop output developed soundly in 1988.

The number of COM, EP and ESC documents to be handled rose by approximately 23%. Stitching of these documents, which is a skilled job and involved a large amount of labour, reduced the number of man-hours available for binding other publications. This is the main reason for the marked drop in stitching-section productivity.

The abovementioned increase also had repercussions for the ODPD section, which, in addition to its usual workload, had to help out the offset section in order to print some of the COM, EP and ESC documents.

Offset section output also increased despite the need for it to diversify into colour publications and the obsolescence of its machines.

Finally, an increase in productivity was also achieved in the photocomposition, assembly and photography sections.

Table 20 – Productivity of workshops

Sections	1987	1988	Change (%)
Photocomposition (pages photocomposed/hour)	3.08	4.63	+ 50.32
Assembly (pages imposed/hour)	7.16	9.51	+ 32.82
Photography (films + contacts/hour)	1.29	1.93	+ 49.61
Offset (A4 pages/hour)	8 639	8 785	+ 1.69
Binding (units stitched/hour)	142.96	131.65	- 7.92
ODPP (on-demand printing by photocopier) (photocopies/hour)	1 907	2 086.80	+ 9.42

Table 21 – Comparison of print-runs (printing) ¹

Year	Formats				Total	Total converted to A4 format
	A1	A2	A3	A4		
1987	12 192 072	1 668 192	1 453 644	—	15 313 908	107 116 632
1988	12 645 336	2 164 308	1 782 586	302 316	16 894 546	113 687 408

¹ Including a percentage for print-runs in colour.

Table 22 – Breakdown of activities by institution (in hours) – 1988

Institution	Photocomp.	Assembly	Photo	Offset	Binding	ODPP	Total
Parliament	1 311.25	582.25	226.50	371.75	2 287.00	402.50	5 181.25
Council	59.50	819.50	1 038.00	1 189.50	1 899.75	—	5 006.25
Commission	5 973.25	5 649.00	4 740.00	10 412.75	12 434.75	1 995.75	41 205.50
Court of Justice	66.75	31.00	128.50	269.25	649.25	—	1 144.75
ESC	386.25	133.75	43.00	81.25	557.75	98.00	1 300.00
Court of Auditors	62.50	83.00	225.50	112.25	153.00	54.00	690.25
EIB	91.00	29.00	34.00	23.00	57.00	—	234.00
Cedefop	—	—	—	—	—	23.00	23.00
Florence Univ.	523.75	169.50	251.50	471.50	629.25	—	2 045.50
Aselt	—	—	21.00	9.25	10.75	—	41.00
Total	8 474.25	7 497.00	6 708.00	12 940.50	18 678.50	2 573.25	56 871.50

Table 23 – Real cost of workshop broken down by institution

(in ECU)

Institution	Composition	Assembly	Photo	Offset	Binding	ODPP	Materials	Total
Parliament	92 542	29 967	12 377	18 290	115 748	24 142	6 891	299 957
Council	4 199	42 178	56 722	58 522	96 149	0	24 236	282 006
Commission	421 565	290 742	259 020	512 297	629 339	119 704	267 951	2 500 618
Court of Justice	4 711	1 596	7 022	13 247	32 859	0	2 693	62 128
Economic and Social Committee	27 260	6 884	2 350	3 997	28 228	5 878	2 475	77 072
Court of Auditors	4 411	4 272	12 323	5 523	7 744	3 239	2 556	40 067
EIB	6 422	1 493	1 858	1 132	2 885	0	225	14 015
Cedefop	0	0	0	0	0	1 380	188	1 568
Florence Univ.	36 964	8 724	13 743	23 197	31 847	0	10 662	125 138
Aselt	0	0	1 148	455	544	0	230	2 376
Total	598 075	385 855	366 562	636 660	945 344	154 342	318 107	3 404 945

NB: Amounts rounded off to nearest unit.

3.2.2. Stock distribution section

The number of items handled by this section rose by 9.64%, as shown in Table 24.

This large overall increase stems mainly from an increase in the titles distributed by the Office in 1988.

By contrast, the decrease in the number of individually ordered Official Journals is primarily due to a drop in the large number of orders for OJ collections placed in the preceding years in connection with Portuguese and Spanish accession.

The Office's role as sole distributor of Community publications and documents was further underpinned by the progressive transfer to Luxembourg of a large part of the stocks of publications hitherto managed by the Commission in Brussels. This explains the remarkable increase in the distribution of publications other than the Official Journal, on the basis of both subscriptions and individual orders.

Table 24 – Trends in the volume of Distribution section operations

	1987	1988	Change (%)
Number of publications received (titles)	4 516	6 846	+ 51.59
Number of copies received	7 782 187	13 754 100	+ 76.73
Basic distribution (annual subscriptions)			
Number of titles distributed			
Official Journal	967	1 016	+ 5.06
Other publications	2 558	4 881	+ 90.81
Number of copies distributed			
Official Journal	13 425 281	13 997 555	+ 4.26
Other publications	7 819 668	8 473 185	+ 8.35
'New issues' notices and various circulars	869 789	1 084 013	+ 24.62
COM/ESC/EP documents	623 289	801 381	+ 28.57
Subtotal 1	22 738 027	24 356 134	+ 7.11
Distribution on the basis of individual orders			
Number of individual orders			
Official Journal	7 568	9 521	+ 25.80
Other publications	9 568	12 194	+ 27.44
COM/ESC/EP documents	1 406	1 132	- 19.48
Number of order lines ¹ :			
Official Journal	53 499	86 017	+ 60.78
(of which collections)	(1 815)	(1 224)	(- 32.56)
Other publications	36 255	50 891	+ 40.36
COM/ESC/EP documents	1 406	1 132	- 19.48
Number of copies distributed			
Official Journal	619 423	548 552	- 11.44
(of which collections)	(335 160)	(262 190)	(- 21.77)
Other publications	613 836	1 376 521	+ 124.24
COM/ESC/EP documents	5 066	7 478	+ 47.61
Subtotal 2	1 238 325	1 932 551	+ 56.06
Total dispatching operations (subtotals 1 + 2)	23 976 352	26 288 685	+ 9.64

¹ One line = one type of item.

3.2.3. Micrography section

A breakdown of the work carried out in this sector is given in Tables 25 and 26.

As can be seen, the work done by this sector increased by 22.78% for the number of master microfiche produced from paper originals, and by 25.17% for duplications.

In addition, the number of microfiche distributed went up by 32.17% compared to the previous period. There are two reasons for this: Portuguese and Spanish accession and increased demand for Community publications on microfiche.

Table 25 — Breakdown of work done by Micrography section

Publications	Number of masters produced from paper originals			Number of microfiche produced from masters			Number of microfiche dispatched			Number of microfiche viewed		
	1987	1988	Change (%)	1987	1988	Change (%)	1987	1988	Change (%)	1987	1988	Change (%)
Official Journal	—	—	—	198 337	122 866	− 38.05	1 726 807	2 282 250	+ 32.17	16 818	13 939	− 17.12
Other publications	922	1 132	+ 22.78	195 227	369 740	+ 89.39				i.e. 1 548 420 pages DIN A4	i.e. 1 045 425 pages DIN A4	− 32.48
Total	922	1 132	+ 22.78	393 564	492 696	+ 25.17	1 726 807	2 282 250	+ 32.17	16 818	13 939	− 17.12

Table 26 – Invoicing of costs of Micrography section

(in ECU)

Institution	Cost
Parliament	50 551
Council	19 766
Commission	279 566
Court of Justice	1 784
Economic and Social Committee	17 742
Court of Auditors	2 313
Cedefop (Berlin)	111
European Foundation (Dublin)	111
Total	371 944

3.2.4. Project management section

3.2.4.1. Applications

A. Management/administration

(a) BS 2000 environment (mainframe operating system)

This is mainly used for the following applications: Planning (monitoring of publication production), Artop (stock management), Comop (order management), Compta (customer accounting).

The main effort went on integrating these previously separate applications into the overall Syspub system (publications management system) to ensure that from the moment a publication is requested until it is withdrawn from the catalogue, all the various stages in its life (production, storage, distribution, sales, etc.) are covered by a coherent information system.

(b) UNIX environment

- Budget management, analytical accounting, staff records, contract monitoring

These administrative management applications were switched from the single-user MS-DOS environment to the multi-user UNIX environment.

- Project monitoring

This application was transferred from MS-DOS to UNIX, parallel to which new functions were installed to permit more efficient project management.

- Equipment management

The purpose of this application, currently in the analysis phase, is to manage all the Office's equipment, from the initial installation decision to withdrawal from service.

B. Publishing

The projects relating to document indexation, archiving, retrieval and reproduction (Crenot, ABEL, Catel, Arcel, Arcdon) are dealt with under 3.2.5. – 'Documentary aids'.

A number of other projects were further developed during the period under review, namely:

- APA (periodic agricultural instruments): rapid adaptation of the model texts to be published in the L-OJ (these texts are to be transmitted electronically to the printer).
- Species catalogue: automated management of the common catalogues covering agricultural plant species and vegetable species (preliminary study).
- DB-BUD: creation of a database to support and simplify the production of budget documents.
- DB-NIM: development of an infrastructure for publishing the Harmonized System nomenclature which is replacing the Common Customs Tariff and Nimexe.
- MCM: setting up a database to manage the texts and annexes relating to monetary compensatory amounts (preliminary study).
- MP-Sysgen: rationalization of production of public contract notices in all the Community's official languages (preliminary study concluded in 1988).
- OJ-REC: searching for a character recognition application adapted to the Office's needs (study of different programs available on the market).
- REC-QE: the purpose behind Office participation in this projects is to automate transmission of written questions from the European Parliament, process them at the Office and download them electronically to the printers.

In 1988 European Parliament texts in Q-ONE format were sent on electronic media to the printers, who used them to produce a trial edition.

- SEI-EXT: extension of the SEI to tasks relating to publications other than the Official Journal.

The basis for the system was finalized in 1988.

- SEI-UNIX: connection of standard microcomputers to the editorial system's central computers via distributed hardware running on UNIX.
- SGML-Ed: acquisition by the Office of an SGML (Standardized general mark-up language) editor to structure texts logically for use in different contexts. During the initial phase the Office is studying the products available on the market to find a program easily adaptable to its requirements.

If no such product is found, the Office will develop a program of its own based on an existing architecture.

- SUSP-Droit: feasibility study covering automated management of the 'customs duty suspensions' published in the L-OJ (preliminary and detailed studies).
- DB-FULL TEXT: selection of a relational database management application supporting multilingual text with no restriction on document length; this will be mainly used when setting up the databases under projects DB-BUD, DB-NIM, etc.
- Conversion tool: the Office succeeded in 1988 in developing an application running on MS-DOS to convert various word-processing formats (Olivetti ETS 2010, Oliwriter, MS-WORD, MF-WORD and Q-One) from one to another.

This product will be used in a number of interinstitutional projects, retrieval of European Parliament written questions in particular.

3.2.4.2. Informatics architecture

(a) General comments

1988 saw the start of work to define and set up a new informatics architecture aimed mainly at facilitating access to the various operating environments used at the Office.

Up till now we have had a central system made up of Siemens computers linked to Siemens terminals and used mainly for management and administration applications, with microcomputers linked to the central computers of the SEI (computerized editorial system) being used for the editorial work. In addition, a number of stand-alone microcomputers were used for electronic office applications, e.g. word processing.

New hardware running under UNIX was introduced to the Office in 1988, parallel to which a number of applications were switched from BS 2000 and MS-DOS to this new environment.

Acquisition of this new hardware made it necessary to set up a new informatics structure which — in conjunction with the installation of certain tools — will permit all systems to be accessed from any local workstation at the Office.

(b) Office computers

There are two different types of activity at the Office — publication and management — and having workstations able to support both has been a major problem.

Special efforts were undertaken in 1988 to achieve this aim while respecting a number of criteria, in particular, user-friendliness, openness towards the outside, data security and potential for further development.

(c) Local workstations

In 1987 the Office had 17 Philips P 5020 and 13 Olivetti ETS 2010 word processors.

Some of these workstations were moved in 1988, parallel to which 26 WYSE microcomputers were added to the existing hardware (28 Olivetti microcomputers).

Four Toshiba T5100 portable microcomputers were also acquired.

Tests were carried out on laser printers at the low end of the market; given their flexibility and printing quality these printers could end up being widely used in the electronic office.

The Office also has a local editor, MF-WORD, which supports multi-lingual applications and provides the normal functions of an advanced word-processing system.

(d) Central system

Mainframe processing capacity was upgraded to six MIPS (million of instructions per second) in 1988.

The number of in-house terminals used for management/administration applications was increased from 64 to 70 terminals, and a dozen or so microcomputers were connected to the central system.

WYSE microcomputers installed in the 'Documentary aids' and 'Official Journal' units were connected to the SEI (computerized editorial system); 97 SKS terminals are still being used by the Translation Service.

(e) Distributed hardware

In line with the strategy of the Commission's Informatics Directorate, during 1988 the Office introduced a number of distributed machines running on UNIX and devoted to the following: management applications (budget, staff records and project monitoring); retrieval and processing of European Parliament written questions; Office editorial requirements (especially in extending the current SEI to the needs of the Publications unit); development of new applications running under UNIX.

(f) Connections

Thanks to the new communication tools the microcomputers can link up with the central computers via the UNIX distributed machines, and the simple terminals running under UNIX can likewise interact with the central systems. The internal telecommunications network is based on a special local system and X.25 packet switches — connected both to the Office's computers and with the outside — seeing to concentration, filtering and routing.

3.2.5. Documentary aids section

3.2.5.1. Output

(a) Alphabetical indexes

The backlog in producing the monthly editions which accumulated during the final quarter of 1987 also had an impact on the production of publications in 1988, with the January indexes not being distributed until May. However, this backlog has been gradually made up, so much so that the three final monthly editions published in 1988 (September to November) were distributed five weeks after the reference period.

The 1987 annual edition was not published until June — on account of the non-availability of the definitive bibliographic references for certain acts.

Volume (in pages) published in 1988:

1987 monthly indexes	1 316 (October to November)
1988 annual indexes	2 416
1988 monthly indexes	4 640 (January to November inclusive)

Output was 37% up on that for 1987 (when 6 128 pages were produced), mainly due to the inclusion of non-descriptors in the indexes.

(b) Methodological tables

As in 1987, the monthly methodological tables were published on average four and a half weeks after the reference period, while the 1987 annual editions were delayed for the same reasons as the annual alphabetical indexes and were not distributed until the beginning of May.

Volume (in pages) published in 1988:

1987 monthly tables	388 (December)
1987 annual tables	2 914
1988 monthly tables	3 448 (January to November inclusive)

Output was therefore some 3% down on that for 1987 (6 534 pages).

(c) Directory of Community legislation in force

Two editions of the Directory were produced in 1988 to a tight schedule. The 10th edition, for which the reference date was 1 December 1987, was distributed in February; distribution of the 11th edition (reference date 1 June 1988) was completed at the end of August.

Volume (in pages) published in 1988:

10th edition	7 528
11th edition	7 719
Total	15 247

This amounts to an increase of 0.9% over 1987 (15 112 pages).

(d) Publications catalogue

As was the case during the previous period, production of this catalogue consisted of three quarterly issues and a cumulative annual edition. Although the section was able to photocompose the catalogues (in-house part) to reasonably short deadlines, printing did not always keep up. As a result the January/March catalogues, for example, were not distributed until July.

Volume (in pages) published in 1988:

1987 annual catalogues	756
1988 quarterly catalogues	976 (three editions)
Total	1 732

Production was therefore 3% up on that for 1987 (1 676 pages).

(e) Document catalogue

As in 1987, this catalogue was published in different forms: simple monthly lists (containing only a subject index), cumulative quarterly catalogues and the cumulative annual edition.

As for production deadlines, the comment made above about the publications catalogue also holds true for the document catalogue, with the monthly lists for October, for example, not being distributed until January.

Volume (in pages) published in 1988:

1987 monthly lists	180 (October, November)
1987 quarterly catalogues	596 (July to September)
1987 annual catalogues	1 468
1988 monthly lists	548 (January to August)
1988 quarterly catalogues	1 016 (January/March and April/June)
Total	3 808

This is a decrease of 2% on the 1987 figure (3 888).

(f) Minicatalogue

The section played a major role in producing the 1988 edition of the minicatalogue. Extracts from the catalogue system were converted to word-processing format and — after being worked on by the sales department — were sent to the printer for automated photocomposition. Production deadlines were much shorter as a result.

(g) Eurovoc thesaurus

During the period under review stress was laid on extended use within the section of the Eurovoc thesaurus, second edition (see also 'Post-indexation').

Volume 4 of the paper edition, a permuted list of terms in nine languages, was prepared and will be published during the first quarter of 1989.

During a meeting at the end of the year the Maintenance Committee reached an agreement concerning on-going maintenance of Eurovoc.

(h) Social Security Directory

As for the previous edition, the section helped produce the index for the 'Social Security Directory' update.

Following the incorporation of two additional language versions (Portuguese and Spanish) the indexes were produced (in six languages only) in 1988 using the infrastructure used to produce the alphabetical indexes. The two missing versions (the Documentary aids section played no part in preparing the Greek version) will be prepared at the request of department OP/3.

(i) Arcdon — Electronic archives on optical disk

These archives were completed at the beginning of the year; since then the texts published in the L-OJ are available on optical disk the same day (by about 10 a.m.) and can be ordered. From January to November 1988 some 11 000 pages were ordered via Arcdon.

3.2.5.2. Developments/projects

(a) Catel (electronic catalogue)

The initial version of the Catel base was set up in the first quarter, and the aim is for the public to be able to use it for documentary searches and submitting orders.

It currently contains the bibliographic references for the OJ documents (L Series and Court of Justice in the C Series) published since 1987, for the official publications and for the COM, EP and ESC documents published since 1985. At the moment it is mainly used by Office staff and by some people in other institutions (EP, Commission library, etc.). The aims for 1989 are to make it more widely accessible, update it more quickly and enhance its functions.

(b) ABEL (electronic Official Journal)

At the end of the year it was decided to set up a database devoted to Official Journal texts with (more or less) the same specifications as Catel, but with a text-faxing facility. The base, which is due to be opened to the public in January or February 1989, will be updated daily with references from the L-OJs published the same day.

(c) Crenot (creation of bibliographic entries)

A detailed study was drawn up in 1988 for this system, which will create and manage bibliographic entries and produce catalogues/indexes. The core of the base (including interactive functions) has been developed, as have the initial production procedures for the catalogues/indexes. This part will come on line at the end of the first quarter of 1989.

(d) Picto (creation of terminograms)

This is a graphics application for visualizing thesaurus structures in terminogram form. An initial version, developed in 1985, was upgraded and installed on a different type of computer. As a result volume 5 of Eurovoc will be produced in 1989 with terminogram presentation.

(e) Arcel (electronic archives)

This involves archiving the Official Journals (L Series for the moment) on magnetic tape in Micro-formex format. The format has been finalized and a close check kept throughout the year on the magnetic tapes sent by the printers. Satisfactory results were not obtained by the majority of suppliers until the end of the year, but the archive will now be finally in place in early 1989.

(f) Post-indexation

Because publications appearing since 1985 had never been indexed, and since edition 2 of Eurovoc was available, the section 'post-indexed' all the publications appearing between January 1985 and April 1988. Indexation of the more recent publications will take place during the first quarter of 1989, after which indexation will take place at the same time as cataloguing. The aim here is to enhance future publication catalogues by incorporating an alphabetical index and to improve and standardize access to the Catel base by using Eurovoc descriptors as search words.

(g) Arcind (cataloguing/indexation of archives)

Towards the end of the year the section started work on a project to catalogue and index all publications in the Office archives. To begin with, the related bibliographical entries will be included in the Crenot system to produce a cumulative catalogue. It will then be possible to select from it those entries worth including in Catel. When this has been done an 'Archives' documentary base will be set up.

4. The printing market and management of contracts concluded by the Office on behalf of itself or of the institutions

4.1. Introduction

4.2. Activities by sector

4.3. Contracts for services and supplies chargeable to the Office budget

4.1. Introduction

The administrative tasks of the Contract Management Section increased in 1988 (substantially so in some areas).

The Commission's priority programme for publications further complicated matters from the point of view of production deadlines and processing activities.

To overcome these difficulties a new version of the 'Planning' system was developed in 1988 and installed during the third quarter, and it is now in full operation. The decision to give priority to this application means that the new version of the estimates system, planned for 1988, has had to be postponed until 1989.

The year under review also saw the publication of invitations to tender for re-awarding all the Official Journal printing contracts as from April 1989.

4.2. Activities by sector

4.2.1. Official Journal and associated publications

The practice of putting irregular publications out to tender — with orders going to the firm submitting the lowest bid — brought in 218 estimates in 1988.

2 395 invoices were checked, resulting in 178 credit notes totalling ECU 54 962.

Table 27 gives a detailed breakdown of invoices per product group and institution for 1988.

Table 28 gives detailed figures per month and series for Official Journal production.

4.2.2. Publications other than the Official Journal

These publications go through the Planning Office. The number of files opened developed as follows:

Type of file	1987	1988
Periodicals	60	72
Minor items	139	130
Public documents	80	70
Irregular	449	550
Total number of files	728	822

The administrative and financial management of these publications can be broken down into the following activities:

Work done	1987	1988
Invitations to tender	33	23
New contracts	21	85
ACPC reports	16	18
Estimates/quotes	959	953
Order forms	1 423	1 643
Invoices	1 712	1 927 (+ 12.56 %)
Credit notes	18	69
Price revision	16	27

The 1 927 invoices checked represent a total of ECU 11 507 369.32, broken down among the institutions as follows:

Institution	Amount in ECU	%
Parliament	2 494 015.61	21.67
Council	401 992.02	3.49
Commission	7 540 029.88	65.52
Court of Justice	602 106.80	5.23
Economic and Social Committee	92 884.28	0.81
Court of Auditors	10 896.66	0.10
Cedefop (Berlin)	355 587.41	3.10
European Foundation (Dublin)	9 411.44	0.08
University Institute (Florence)	445.22	0.00
Total	11 507 369.32	100.00

The 69 credit notes obtained totalled ECU 41 642.43.

The number of invoices checked was up 4.52% on 1987.

4.3. Contracts for services and supplies chargeable to the Office budget

The following table shows the situation regarding services/supplies chargeable to the Office budget:

Work done	1987	1988
Procurement requests	304	423
Invitations to tender	11	15
New contracts	14	16
ACPC reports	10	17
Estimates/price requests	227	423
Order forms	602	714
Invoices	2 140	6 260
Credit notes	20	20
Price revision	1	2
Recovery orders	0	40

Table 27 — Invoicing of the Official Journal to the institutions under Article 340

(in ECU)

	Parliament	Council	Commission	Court of Justice	Economic and Social Committee	Court of Auditors	Total
Paper version							
L Series	711 213.51	1 948 589.71	8 356 351.69	0.00	0.00	0.00	11 016 154.91
C Series	2 489 004.54	149 906.48	4 405 765.20	550 691.56	204 050.74	142 017.88	7 941 436.40
S Series	0.00	0.00	9 641 364.25	0.00	0.00	0.00	9 641 364.25
Subtotal 1	3 200 218.05	2 098 496.19	22 403 481.14	550 691.56	204 050.74	142 017.88	28 598 955.56
Miscellaneous products							
Transport/ packaging/ despatch	272 275.81	331 342.11	2 360 633.34	17 566.18	19 761.95	20 201.11	3 021 780.50
TED	0.00	0.00	208 056.58	0.00	0.00	0.00	208 056.58
Tables/indexes	0.00	160 158.55	812 232.56	171 598.42	0.00	0.00	1 143 989.53
MCAs	0.00	0.00	46 795.07	0.00	0.00	0.00	46 795.07
Budget documents	72 561.70	1 235 936.51	2 838 502.40	0.00	0.00	0.00	4 147 000.61
Microfilming	44 888.42	54 641.60	128 860.95	2 878.38	3 259.00	3 354.16	237 882.51
Nimexe	0.00	0.00	729 238.30	0.00	0.00	0.00	729 238.30
Celex	0.00	0.00	158 749.39	0.00	0.00	0.00	158 749.39
Eurovoc	0.00	100 812.84	511 265.10	108 013.75	0.00	0.00	720 091.69
Indexation system	380 000.00	24 138.55	122 416.98	25 862.75	0.00	0.00	552 418.28
SEI	0.00	0.00	2 825 639.95	0.00	0.00	0.00	2 825 639.95
Treaties	0.00	110 734.37	380 556.63	5 112.63	38 473.81	35 743.81	570 621.25
Directory	0.00	163 193.08	380 783.88	0.00	0.00	0.00	543 976.96
Formex	0.00	0.00	34 024.19	0.00	0.00	0.00	34 024.19
Einecs	0.00	0.00	123 424.89	0.00	0.00	0.00	123 424.89
PAIs	0.00	0.00	273 026.35	0.00	0.00	0.00	273 026.35
Various information products	330 000.00	0.00	378 395.76	0.00	0.00	0.00	708 395.76
Syspub	0.00	0.00	1 213 164.82	0.00	0.00	0.00	1 213 164.82
Arcdon	262 395.47	434 792.71	876 034.46	297.90	0.00	0.00	1 573 520.54
Subtotal 2	1 362 121.40	2 615 750.32	14 592 326.40	331 330.01	61 494.76	59 299.08	19 022 321.97
Total invoiced 1988	4 562 339.45	4 714 246.51	36 995 807.54	882 021.57	265 545.50	201 316.96	47 621 277.53
of which c/f from 1987	1 645 155.03	495 877.64	3 785 866.83	153 641.98	41 801.66	39 148.47	6 161 491.61
Total invoiced in 1988	2 917 184.42	4 218 368.87	33 209 940.71	728 379.59	223 743.84	162 168.49	41 459 785.92

Table 28 – Monthly breakdown by institution of Official Journal pages produced

L, C, S Series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total
Parliament	2 697	3 472	1 413	4 194	4 760	5 607	3 000	12 463	3 796	2 511	3 142	6 552	53 607
Council	776	1 348	2 883	1 872	2 547	4 183	6 100	2 546	603	2 247	2 787	10 425	38 317
Commission	24 646	23 409	30 981	27 079	26 252	30 599	35 050	31 111	28 480	35 535	30 047	43 583	366 772
Court of Justice	252	401	389	294	298	298	270	370	121	216	333	216	3 458
Economic and Social Committee	0	274	325	333	295	0	540	512	468	0	54	1 207	4 008
Court of Auditors	9	360	9	0	216	45	540	18	0	379	0	2 907	4 483
Total	28 380	29 264	36 000	33 772	34 368	40 732	45 500	47 020	33 468	40 888	36 363	64 890	470 645

L Series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total
Parliament	0	36	0	0	0	144	0	12 240	297	0	0	0	12 717
Council	763	1 296	2 838	1 845	2 430	4 068	5 907	2 519	570	2 075	2 729	10 331	37 371
Commission	8 949	7 632	12 634	8 131	8 442	9 476	12 569	10 161	10 041	15 601	9 559	14 545	127 740
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic and Social Committee	0	0	0	0	0	0	0	0	0	0	0	0	0
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	9 712	8 964	15 472	9 976	10 872	13 688	18 476	24 920	10 908	17 676	12 288	24 876	177 828

C Series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total
Parliament	2 697	3 436	1 413	4 194	4 760	5 463	3 000	223	3 499	2 511	3 142	6 552	40 890
Council	13	52	45	27	117	115	193	27	33	172	58	94	946
Commission	4 825	2 817	2 651	3 684	4 490	2 727	3 005	2 474	2 023	2 078	3 640	11 862	46 276
Court of Justice	252	401	389	294	298	298	270	370	121	216	333	216	3 458
Economic and Social Committee	0	274	325	333	295	0	540	512	468	0	54	1 207	4 008
Court of Auditors	9	360	9	0	216	45	540	18	0	379	0	2 907	4 483
Total	7 796	7 340	4 832	8 532	10 176	8 648	7 548	3 624	6 144	5 356	7 227	22 838	100 061

S Series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total
Parliament	0	0	0	0	0	0	0	0	0	0	0	0	0
Council	0	0	0	0	0	0	0	0	0	0	0	0	0
Commission	10 872	12 960	15 696	15 264	13 320	18 396	19 476	18 476	16 416	17 856	16 848	17 176	192 756
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0
Economic and Social Committee	0	0	0	0	0	0	0	0	0	0	0	0	0
Court of Auditors	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	10 872	12 960	15 696	15 264	13 320	18 396	19 476	18 476	16 416	17 856	16 848	17 176	192 756

5. Staff of the Office and personnel issues

- 5.1. Officials**
- 5.2. Temporary staff**
- 5.3. Auxiliary staff**
- 5.4. Local staff**
- 5.5. Freelance proof-readers**
- 5.6. Training**
- 5.7. Consultations with staff representatives**
- 5.8. Consultations with the trade unions and professional bodies**

5.1. Officials

In 1988 recruitment concentrated on filling the numerous posts vacated during the year or which had been vacant at the end of the 1987 period due to a lack of reserve list candidates.

Most of the proof-reading posts which had remained vacant were filled during the period under review via an open competition for proof-readers in English, French, German, Italian and Portuguese.

Another main development was the establishment of 16 local staff who passed an internal competition, these 16 category D posts being the only new posts granted to the Office in the finally adopted version of the 1988 budget.

Furthermore, recruitment of Portuguese and Spanish staff, for which the special arrangements ended on 31 December 1988, was brought to a successful conclusion.

5.2. Temporary staff

The Office extended from 1987 to 1988 two temporary contracts for Danish proof-readers which had been granted in 1986 to alleviate the lack of reserve list candidates for Danish, since the open competitions had not resulted in a sufficient number of successful candidates.

An open competition for Danish, English, German and Portuguese proof-readers published in Official Journal C 304 of 29 November 1988 should produce a reserve list by the end of 1989 which will allow the Office to replace the two temporary staff (who were also admitted to the competition) by probationary officials.

5.3. Auxiliary staff

Use of auxiliary staff was necessary from April 1988 to the end of the year.

A total of seven auxiliary staff contracts were concluded and renewed during the period under review, six of which were still in force as at 31 December 1988.

These contracts make it possible to replace staff on extended sick leave, to fill posts left vacant pending the drawing-up of a reserve list and to deal with sporadic surges in the workload.

5.4. Local staff

The 16 local staff still working at the Office at the end of 1987 became probationary officials in June 1988 after passing an internal competition, thus bringing to an end the establishment measures forming part of the Commission's general staff policy.

5.5. Freelance proof-readers

The initial 1988 budget appropriation covering fees, travel expenses, mission expenses and sickness and accident insurance amounted to ECU 1 047 000.

It was necessary to boost this appropriation by ECU 400 000, which means that the actual amount was 1 447 000 in 1988.

The code of good practice, covering the system of rotation limiting work to 120 days per year, was applied throughout 1988. The Office organized aptitude tests in Greece and Portugal to obtain a sufficient reserve of freelance proof-readers in these below-complement language sections. The costs incurred were charged to this budget item.

5.6. Training

Some ECU 90 000 in appropriations were spent in 1988 from the budget item for further training, primarily on computers and new technologies applied to the graphic arts, both for individual or group courses and for developing video-based training aids.

A total of 45 Office officials received training funded from the Office budget.

Furthermore, a large number of Office officials took part in Commission-organized training courses, with the Office authorizing training on 281 counts, 123 of which were for language courses, 106 for training in computers and new technologies and 52 for other courses.

For the period under review training was given in 326 cases, out of a total of 371 officials working at the Office as at 31 December 1988.

5.7. Consultations with staff representatives

Five contact meetings were held with the staff representatives during the period under review. The constructive dialogue which ensued made it possible to find specific solutions to staff concerns, in particular a study into the air and other environmental factors at the Eurooffice building by a specialist body. The results of the study can be deemed satisfactory.

Furthermore, application of the code of good practice for freelance proof-readers was monitored continuously. It was noted that, despite certain isolated difficulties experienced at the end of the year, the system as a whole seemed to be worth continuing in 1989.

5.8. Consultations with the trade unions and professional bodies

5.8.1. Policy-level consultations

The busy schedule of the Chairman of the Management Committee for the period under review prevented such consultations from being held in 1988.

5.8.2. Technical-level consultations

The Office management held a technical-level meeting with the trade unions and professional bodies on 28 April 1989, during which a number of topics were discussed, as set out below.

- The Office management commented on the preliminary draft budget for 1990 as adopted by the Management Committee. Staff expenditure was up by 7.4% and the budgetary authority was being asked for 21 new posts (4 A, 10 B, 7 C). The rate of increase for Title 2 was 13.2%: this was mainly due to expenditure on buildings (up 12.5%) and on computers (up 50.3%).
- The problems of subcontracting were discussed against the background of the policy of subsidiarity as defined in the social contract for progress being negotiated between the trade unions/professional bodies and the Commission. The position adopted by the Office management — contracting out work and having it checked by officials — seemed suited to reconciling the aspirations of the trade unions and professional bodies with the requirements of the service in the context of a tight budget. The management explained in particular the set-up introduced to produce the S-OJ made necessary by the budgetary authority's refusal to grant the posts needed to carry out all the work involved. It had therefore been necessary to contract out certain tasks related to coding, language preparation and reading translations through, with Office staff in charge of coordinating these activities and quality control.
- The trade unions and professional bodies wished to see specific training courses organized to enable production staff and proof-readers to keep up with technological developments in the publishing field. The Office management underlined the special efforts made during the previous period and said it would grant priority to such training.
- The trade unions and professional bodies recalled that assessment of the photocomposition workshop posts had not yet been completed. It was agreed that this problem would be looked at again in the not-too-distant future.
- In response to the desire of the trade unions and professional bodies to see a substantial improvement in the library funds available to the production and proof-reading teams, the Office management pointed to the increase in the corresponding budget heading.
- The trade unions and professional bodies were briefed on the state of play in drawing on the various proof-reader reserve lists and on the new competitions planned. The appointment of temporary staff to reinforce certain proof-reading teams did not appear opportune given that new reserve lists would soon be available.
- The trade unions and professional bodies pointed out the lack of car-parking facilities near the Office and in the station area in general. The management briefed them on its repeated approaches to the local authorities, saying that an improvement in the situation seemed likely towards the end of 1989.

Table 29 – Administrative procedures

	Number
Officials	
A – Arrivals	
1. Appointments as probationary official following:	
open competition	30
internal competition	16
2. Move to the PO	—
3. Transfer to the PO	3
4. Placed at the disposal of the PO	1
5. Seconded to the PO	—
6. Reinstatement:	
being assigned non-active status	—
leave on personal grounds	1
military service	1
B – Departures	
1. Move to another DG	9
2. Transfer to another institution	1
3. Leave on personal grounds:	
assignment	3
extension from 1987 to 1988	4
4. Leave for military service:	
assignment	1
extension from 1987 to 1988	—
5. Placed at the disposal of another DG:	
assignment	1
extension from 1987 to 1988	—
6. Secondment from the PO	—
7. Assigned non-active status	—
8. Invalidity	2
9. Early retirement	3
10. Retirement	2
11. Resignation	—
12. Retirement in the interests of the service	—
13. Dismissal for incompetence	—
14. Death	1
C – Miscellaneous	
1. Promotion:	
within a career bracket	36
to another career bracket	24
to another category (via competition)	6
2. Temporary post:	
assignment	—
extension from 1987 to 1988	—

Table 29 (continued) – Administrative procedures

	Number
3. Half-time and part-time working: assignment	3
extension from 1987 to 1988	7
4. Mobility within the PO	26
Temporary staff	
A – Arrivals	
1. Appointment for a fixed period: new appointment	–
renewal	2
2. Open-ended appointment: new appointment	–
renewal	–
B – Departures	
1. End of contract	–
2. Establishment	–
3. Resignation	–
4. Death	–
Auxiliary staff	
A – Arrivals	
1. Appointment for a fixed period: new appointment	7
renewal	7
2. Open-ended appointment: new appointment	–
renewal	–
B – Departures	
1. End of contract	1
2. Establishment	–
3. Resignation	–
4. Death	–
Local staff	
A – Arrivals	
1. Appointment: new appointment	–
renewal	–
B – Departures	
1. End of contract	–
2. Establishment	16
3. Resignation	–
4. Death	–

Table 30 – 1988 establishment plan

Categories and grades	Number of permanent posts
A 1	—
A 2	1 ¹
A 3	1
A 4	2
A 5	4
A 6	5
A 7	3
A 8	—
Total	16
B 1	23
B 2	51
B 3	58
B 4	35
B 5	21
Total	188
C 1	16
C 2	32
C 3	35
C 4	29
C 5	10
Total	122
D 1	8
D 2	21
D 3	41
D 4	—
Total	70
Grand total	396

¹ The post of Director of the Office for Official Publications of the European Communities is held by an official in grade A 1 on a personal basis.

² Includes two technical and secretarial assistants.

6. Application of the current provisions relating to medium- and long-term translations

6.1. Work done for the Parliament

6.2. Work done for the Council

6.3. Work done for the Publications Office

6.4. General observations

Table 31 shows the translation work done in 1988 on behalf of the Office and the other institutions under the agreement between the Commission and the Office concerning the attachment to the Office of the Medium- and Long-term Translation Service.

6.1. Work done for the Parliament

6.1.1. Reports of proceedings

In 1988 the MLTTS was responsible solely for translating the 'Question Time' annex to the report of proceedings for the 11 ordinary part-sessions of the European Parliament.

The work done by the MLTTS for the Parliament was on average 768 pages to be translated into eight languages from April onwards, i.e. a total of 5 264 pages for the 11 part-sessions as against 4 101 pages in 1987, 10 238 pages in 1986 and 22 855 in 1985.

This decrease is due mainly to the increase since 1986 — the year Portugal and Spain joined — in the Translation Service's workload resulting from the legal or policy obligations of the Commission's own departments, rendering it unable to continue translating the one or more days of the reports of proceedings it had previously handled for each part-session. Since the Portuguese and Spanish teams were still being set up, the MLTTS was not able to start translation into these languages until April 1988.

The deadline for such translation work was generally one month.

6.2. Work done for the Council

In 1988 translation of the 35th Review of the Council's work into eight official languages totalled 2 736 pages.

Despite the difficulties encountered in setting up and reinforcing them, the Portuguese and Spanish translation divisions managed to absorb the 35th Review into their work programme.

6.3. Work done for the Publications Office

6.3.1. Invitations to tender

During the year under review the MLTTS translated — except for a period of *force majeure* following a fire — the entire S Series of the Official Journal in nine languages (for the third year running).

Furthermore, the Portuguese and Spanish divisions managed — during normal times — to translate the S-OJ in its entirety, despite facing a workload out of proportion to the staff available and experiencing a very difficult and even critical situation caused by a lack of equipment, offices and, in particular, model invitations to tender.

Translations of invitations to tender accounted for 208 953 pages in 1988 compared to 170 958 in 1987, i.e. an increase of 22.2%. The number of documents received rose by 23.6%, from 11 789 in 1987 to 14 568 in 1988.

6.3.2. Computerized editorial system (SEI)

Invitations to tender arrived at an average rate of 61 per day.

The MLTTS managed to meet its obligations despite the growing number of tenders to be translated in the nine official languages, and despite their becoming more difficult as the years have gone by, especially as regards supplies in the telecommunications and other advanced technology sectors.

1988 saw improvements to the SEI system, mainly the introduction of data-exchange facilities to rationalize the formulation — and therefore the translation — of certain clauses in the invitation to tender notices.

Furthermore, new facilities were introduced to reduce the amount of manual intervention and checking required of the Translation Service, the main advance being automatic insertion of standardized recurring phrases into the various language versions.

The number of terminals and printers in the divisions had to be increased to keep pace with the considerable increase in the number of incoming notices. Currently 73 terminals and 28 printers are used for production work.

During the period under review the Office devoted its efforts on the computer side mainly to introducing the 1988 version of the SEI to adapt the system to the new publication procedures set out in the latest directives, 1988 being a year which saw much legislation in the public contract field. The MLTTS followed the situation very closely.

Since effectively opening up public contracts was seen as one of the key preconditions for achieving the single market in 1992, the Commission had to develop procedures to ensure greater transparency in the public contracts field and to open it up fully to competition throughout the Community.

A precondition for opening up public contracts is the abolition of restrictions on the free circulation of goods and services, via gradual extension of the tendering procedure rules to sectors hitherto excluded, such as the water industry, energy, transport and telecommunications.

Despite massive computerization it was clear that neither the SEI in its existing form nor the resources of the MLTTS would manage to cope with the new exponential influx of notices triggered by the new directives. These directives aim not only to ensure greater transparency in the public contract field through publication of a preliminary notice and of the final outcome, but also stress the need to rationalize publication of the notices in the languages other than that of the original — for obvious reasons of economy and speed.

In these circumstances the MLTTS and the Office decided, following joint consultations, to work together to streamline the system, and this involved:

- taking advantage of the constant and repetitive nature of the administrative and general clauses in the notices by setting up a databank for automatic generation of the various language versions;
- developing a computer facility to retrieve from a multilingual thesaurus, and for all Community languages, the technical terms used to describe what the contract covers.

The project was the subject of a joint feasibility study, which was approved by the Director-General for Personnel and Administration at the Commission and the Director of the Publications Office.

The various measures will be taken in accordance with the schedule laid down in the abovementioned study.

The end of 1988 saw the validation of the various recurrent phrases identified for an initial subset of major awarding authorities based on the frequency with which notices were received from them.

The resultant database should become operational in 1989.

Work to build up the thesaurus covering the technical 'contract description' will be tackled at the same time, the aim being to make it operational at the beginning of 1990.

6.4. General observations

Despite the increase in the number of incoming notices and the addition of new official languages, the MLTTS generally managed to absorb the extra workload involved, apart from the period following the fire of 17 May 1988. This fire destroyed a large part of the MLTTS working infrastructure and immobilized and upset the usual flow of work for several weeks.

One of the translation divisions was obliged to move twice and had to wait for rewiring work and installation of new terminals to be completed before it could start working again at even a minimum level. This period of *force majeure* obliged some divisions to translate headings only.

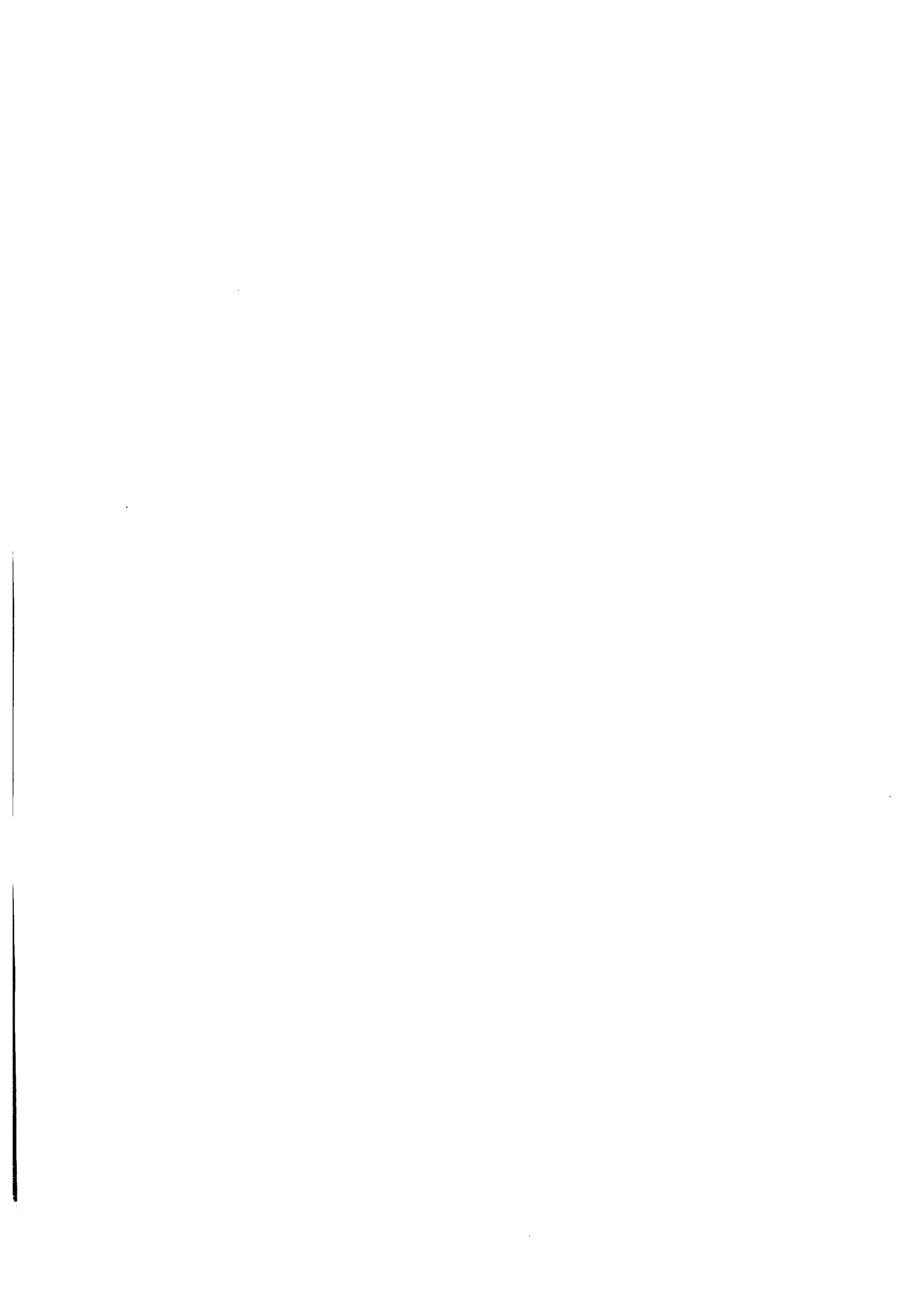
A clean copy of texts for printing was supplied on most occasions. It should be noted that an increasing number of texts for other Commission departments, Eurostat in particular, were delivered to the Office on magnetic media.

The production problems encountered were solved thanks to close cooperation between the relevant departments of the Office and the MLTTS.

Finally, the Office and the other institutions cooperated with the MLTTS in the spirit of understanding which has been a traditional feature of their relationship.

Table 31 – List of work done by the MLTTS

Works	1985	1986	1987	1988
Parliament:				
reports of proceedings of Parliament's debates	22 855	10 238	4 101	5 261
miscellaneous	20	—	—	—
Council:				
review of the Council's work	2 400	2 180	2 800	2 122
Publications Office:				
notices of invitations to tender for public works contracts	85 959	129 045	170 958	208 953
notices of invitations to tender for public supply contracts				
notices of invitations to tender published pursuant to the Agreement on government procurement under GATT				
validation of tender notices	300	700	—	—
management report	414	480	528	640
miscellaneous	992	3 987	1 365	801
Total	112 940	146 610	179 752	217 777





OFFICE FOR OFFICIAL PUBLICATIONS OF THE EUROPEAN COMMUNITIES

L - 2985 Luxembourg

Catalogue number: FX-55-89-746-EN-C