

OFFICE FOR OFFICIAL PUBLICATIONS
OF THE EUROPEAN COMMUNITIES

TWENTY-SECOND
ANNUAL MANAGEMENT REPORT
1990





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Introduction

This management report, drawn up by the Management Committee pursuant to Article 4 of the Decision establishing the Office for Official Publications of the European Communities, provides the institutions with an account of the Office's activities during the year under review.

The members of the Management Committee in 1990 were:

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

Mr N. Ersbøll,
Secretary-General of the Council;

Mr D. Williamson,
Secretary-General of the Commission and Chairman of the Management Committee in 1990;

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;

Mr. P. Everard,
Secretary-General of the Court of Auditors.

The Management Committee met on 5 June 1990 (full members), 5 March, 23 April and 16 October 1990 (alternate members). In addition, 19 written procedures were submitted to the Management Committee in 1990.

During 1990 the Management Committee examined and decided on a number of issues relating to day-to-day running, administration and finance.

The Committee approved the provisional budget for 1991, and, mindful of the Office's financial situation for 1990, gave its backing to the management of the Office in its efforts to maintain the quantity and quality of the services provided by the Office in the face of a gradual reduction in staff and a constantly rising volume of work.

The Committee considered the sales and marketing situation and approved methods for calculating and adapting selling prices.

With a view to coordinating desktop publishing (DTP) between the institutions and examining the compatibility of their equipment, the Committee directed the Office to draw up a vade-mecum for users of DTP systems and to assist the institutions in providing training to the departments concerned.

The Committee asked the Office to consider publishing an inter-institutional administrative yearbook for coordinating publications between institutions.

With the aim of ensuring the transparency of Community law, the Committee directed the management of the Office to devote particular

attention to the consolidation of legislative texts and to carry out detailed, preliminary studies into producing a means of consolidation based on modern technologies; these studies would be jointly financed by the Commission and the Council.

The Committee approved a series of measures to rationalize reprinting and publication on request so that the Office would be able to deal rapidly with individual customer requirements.

The Management Committee adopted an operational and financial mechanism for storage, distribution, mailing-list management and implementation of orders for free publications; this will enable the institutions to make greater use of the Office's facilities and services subject to a charge.

With the aim of making the institutions aware of how recycled paper could be used in their publications, the Office compiled and sent to the Committee documentation on the subject.

In accordance with the task set out by Commission Decision of 30 October 1989, the Publications Office actively participated in implementing the Commission's new publications strategy and contributed to the establishment and implementation of the Priority publication programme.

1. Publications produced by the Office

1.1. Official Journal

1.2. Publications

1.3. Documentary aids

1.1. Official Journal

1.1.1. General considerations The number of pages published in the L series of the Official Journal declined slightly compared with 1989.

There was a sharp rise in the number of pages for the C series of the Official Journal. This increase, some 36%, can largely be explained by the publication of the European inventory of existing commercial chemical substances (Einecs). Covering 100 106 substances, this publication, which runs to 1 808 pages per language version, was produced using data from the Chemical Abstracts Service (CAS). The Translation Service and DG XXI cooperated in translating this information from English into the other official languages of the European Communities. The Publications Office had installed a dedicated computer system for transferring translations electronically and producing a database which was used for publication. The publication is also available on magnetic tape in Formex format.

Another reason for the increase in the C series is the greater number of pages in section C II (preparatory acts).

The number of invitations to tender in the Supplement increased by 9%. The number of pages, however, fell by about 8%, the result of continuing efforts begun in January 1989 to make better use of the printed page.

In addition, the ongoing rationalization of translation work in cooperation with the Translation Service will be completed at the start of 1991. The Translation Service will then be free of the day-to-day business of translating the invitations to tender and will only have to deal with quality control and terminology difficulties.

The Publications Office, together with DG III, has prepared further proposals for rationalization, which will be incorporated into the new recommendation on the publication of invitations to tender, namely:

- use of standardized forms,
- drawing up a classification system for public works,
- establishing a coding system for awarding authorities.

Lastly, a marked reduction has been achieved in telecommunications costs using a new system for transmitting invitations to tender from Japan. These can now be processed fully automatically, thanks to the new system's greater reliability and range of characters.

Table 1 – Trend in the number of pages per series of the Official Journal, 1981-90

Series	1981 ¹	1982 ¹	1983 ¹	1984	1985	1986	1987	1988	1989	1990
L	25 300	25 428	27 385	16 482	19 724	19 080	20 260	19 748	20 372	19 277
C				9 214	12 005	9 172	10 807	10 325	11 562	15 759
S	7 256	7 244	7 956	9 778	10 996	11 655	13 545	20 226	18 904	17 472
Total	32 556	32 672	35 341	35 474	42 725	39 907	44 612	50 299	50 838	52 508

¹ For 1981 to 1983 the L series figure is the L + C total.

Table 2 – Breakdown by country of the documents published in the Supplement to the Official Journal in 1990

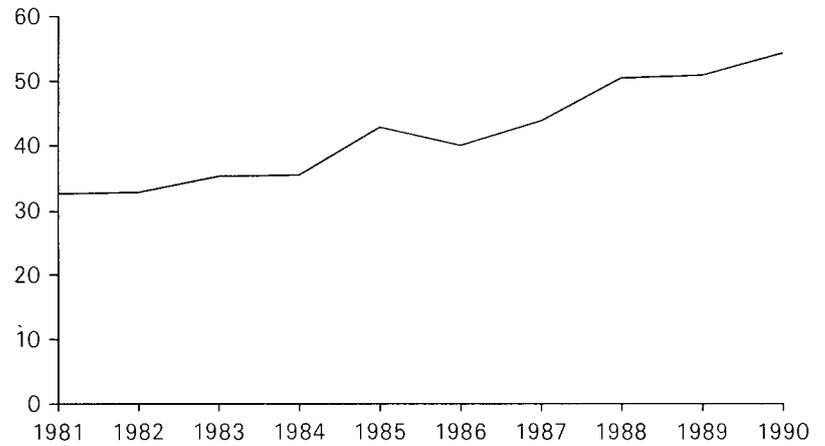
	B	DK	D	GR	E	F	IRL	I	L	NL	P	UK	EEC subtotal	USA	Japan	EFTA	GATT subtotal	Others	Total
EEIG	25	1	10	0	0	13	0	0	0	47	0	5	101	—	—	—	—	—	101
EDF exchange rate	—	—	—	—	—	—	—	—	—	—	—	—	0	—	—	—	—	12	12
EDF and Phare notices	—	—	—	—	—	—	—	—	—	—	—	—	0	—	—	—	—	189	189
Works:																			
Prior information	7	1	76	—	—	72	2	1	0	1	—	106	266	—	—	—	—	—	266
Notices	174	91	1 391	203	1 857	3 247	79	1 912	40	136	218	1 151	10 499	—	—	—	—	—	10 499
Results	0	3	11	—	13	945	0	121	13	4	—	31	1 141	—	—	—	—	—	1 141
Supplies:																			
Prior information	6	1	25	—	—	88	0	1	5	6	—	38	170	—	—	14	14	—	184
Notices	323	311	1 052	389	940	2 602	41	1 245	14	138	142	2 471	9 668	2 527	1 736	347	4 610	—	14 278
Results	102	160	228	—	—	1 047	3	7	12	15	—	1 107	2 681	33	2 106	291	2 430	—	5 111
Section III	103	0	25	16	54	573	3	282	34	22	25	105	1 242	—	—	—	—	46	1 288
Subtotal	740	568	2 818	608	2 864	8 587	128	3 569	118	369	385	5 014	25 768	2 560	3 842	652	7 054	247	33 069
Supplementary information and corrigenda	59	11	48	55	185	289	5	215	3	12	107	129	1 118	3	0	2	5	41	1 164
Total 1990	799	579	2 866	663	3 049	8 876	133	3 784	121	381	492	5 143	26 886	2 563	3 842	654	7 059	288	34 233
Total 1989 ¹	788	314	2 370	521	2 519	7 336	101	3 641	109	344	433	4 507	22 983	3 583	4 044	392	8 019	383	31 385
Increase 1990/89 (in %)	1	84	21	27	21	21	32	4	11	11	14	14	17	-28	-5	67	-12	-25	9

Source: TED base and its archives.

¹ 1989 totals include supplementary information and corrigenda.

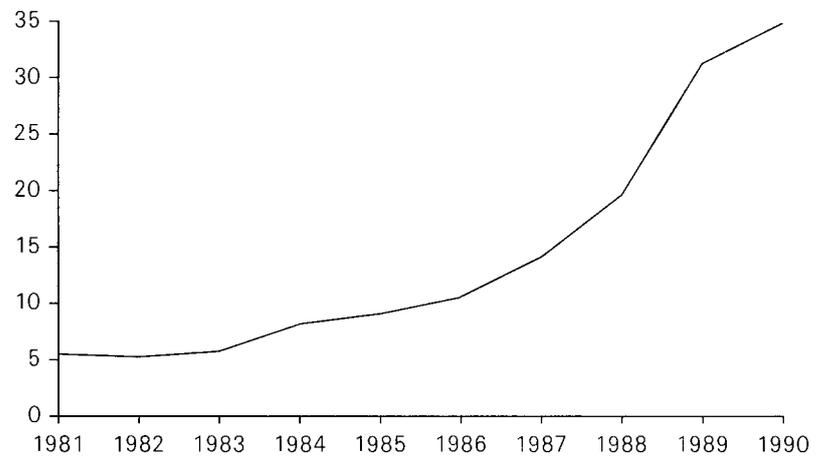
Official Journal
Trend in the number of pages (L + C + S) per language

(in thousands
of pages)



Trend in the number of documents published in the OJ S series

(in thousands
of documents)



1.1.2. Output

(a) Official Journal

Series	1989		1990	
	Issues	Pages	Issues	Pages
L	401	20 372	382	19 277
C	330	11 562	332	15 759
S	251	18 904	255	17 472
Total	982	50 838	969	52 508

Note: Number of pages per language version.

(b) *Budget documents*

As in previous years the Office produced the preliminary draft and draft general budget of the European Communities, involving 14 265 and 13 095 pages respectively, for all languages together.

1.2. Publications

1.2.1. Developments

Information, training and harmonization are the keywords for the new or existing projects of the 'Publications' unit:

although the second edition of the *Vade-mecum for editors* is nearly ready in all languages, the French version is already out of stock and a third edition will have to be prepared;

1990 saw the start of a further training course for printworkers and the production of a manual entitled *The book: design, technique, production*;

lastly, as part of a future DTP strategy, preparatory work was undertaken on the production of *Introduction to publication methods — the place of DTP today* and on the setting-up of a training course on this subject for staff from all institutions.

These last two works will be put forward for co-publishing with private publishers from the printing and publishing sector.

Still in the area of information, it should be noted that there is now an inter-institutional administrative yearbook for electronic dissemination, and that this project has been very favourably received by the institutions.

1.2.2. Output

1990 saw a large number of publications concerned with current events. Producing these publications proved very difficult owing to the repeated changes made to the manuscript, and the very tight deadlines required a great deal of everyone's effort, staff and printers alike.

The fact that such situations recurred highlighted the need to launch an invitation to tender aimed at establishing a contractual system for providing additional production capacity.

These individual operations were in addition to a sharply rising general level of business:

Volume produced	1989	1990	Change (%)
Number of issues	2 530	3 242	+ 28
Number of proofread pages	212 476	242 716	+ 14
Number of non-proofread pages	137 181	186 133	+ 36

It should also be noted that works were published in Hungarian, Polish and Czech.

1.2.3. Analysis of output

Table 3 – Output per institution

Institution	Proofread pages			Non-proofread pages		
	1990	1989	%	1990	1989	%
European Parliament	39 613	48 509	-19	4 611	567	—
Council	4 457	2 865	—	26 413	4 415	—
Commission ¹	99 175	88 634	+12	142 847	121 682	+17
Court of Justice	85 313	56 928	+50	2 653	10	—
ESC	7 217	9 799	-26	5	11	—
Court of Auditors	4 253	3 405	—	2 192	1 799	—
Cedefop	2 572	1 491	—	7 308	8 697	-16
EIB	116	24	—	104	—	—
Publications Office	—	821	—	—	—	—
Total	242 716	212 476	+14	186 133	137 181	+36

¹ The totals for 1990 include 205 proofread pages and 4 025 non-proofread pages for the European Foundation in Dublin, and 1 151 proofread pages for the European University Institute in Florence.

One of the most important changes is the very sharp increase in the number of pages proofread for the Court of Justice, resulting in faster publication of *Reports of Cases before the Court*; another important change is the marked rise in the volume of Commission publications (and this does not include the 6 000 to 7 000 pages proofread for issues that were suspended because of political circumstances), which was partly offset by a similar fall for the Parliament with the discontinuation of hard copy publication of the reports.

Camera-ready documents saw a sharp rise for the Council and the Commission (Technical and scientific information, Eurostat).

Table 3a – Publications for the Commission

DG	Proofread pages	Non-proofread pages
SG	71 424	63 452
Eurostat	7 622	31 400
DG III	6 194	2
DG V	5 647	3 646
DG X	3 658	1 466
DG XIII	4 630	42 881
Total	99 175	142 847

1.2.4. Official documents

Publication of the official documents (COM finals, EP reports, ESC opinions) provides the public with the complete chain in the preparation of official texts. From 1990 onwards, however, EP reports will be available only on microfiche.

The number of official documents per language in 1990 was 1 228 compared with 1 608 in 1989.

**Table 4 – Trend in the number of pages of publications other than the Official Journal
(all languages)**

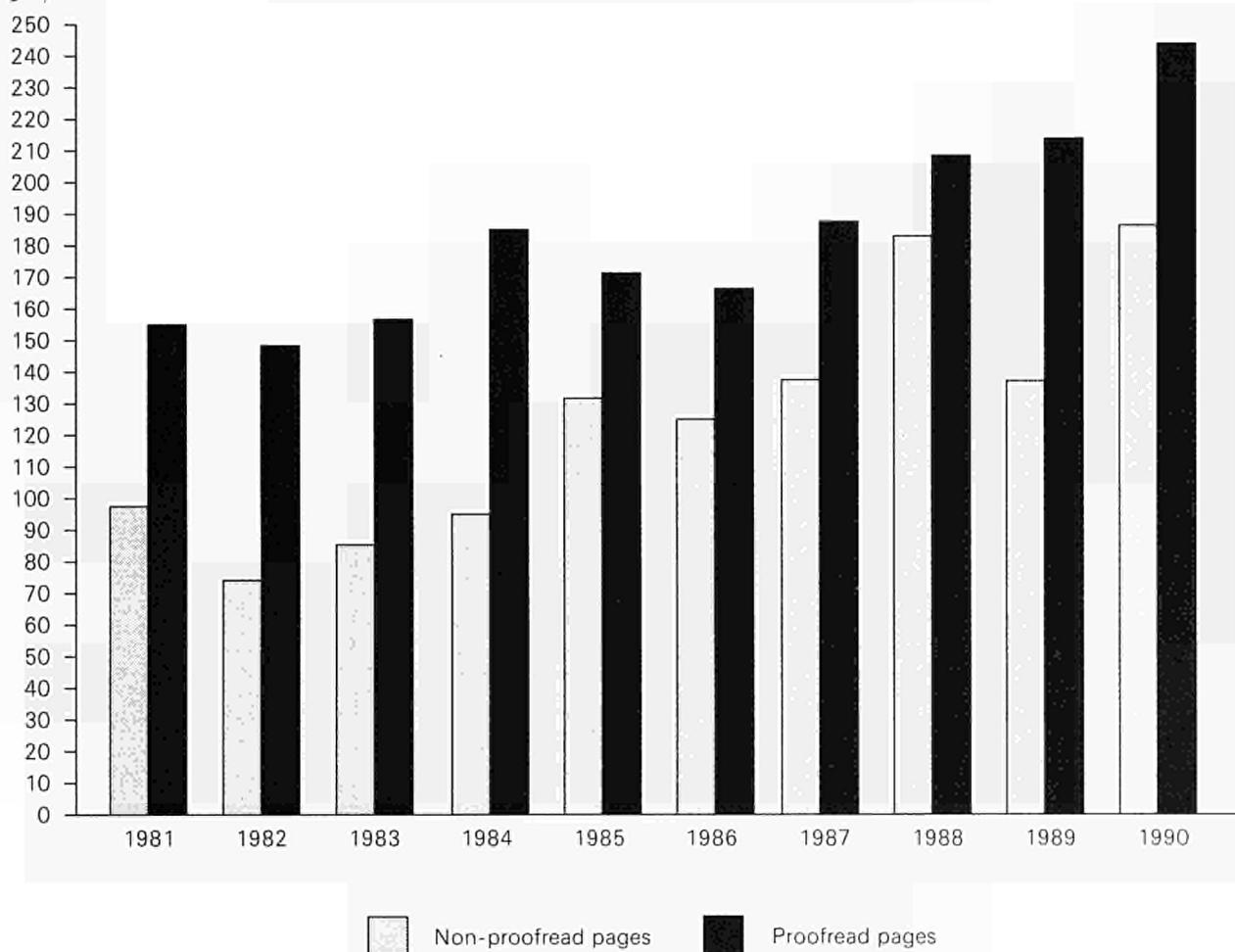
	1981	1982	1983	1984	1985	1986	1987	1988	1989	1990
Proofread pages	155 421	147 556	155 907	183 576	171 310	165 807	187 213	208 473	212 476	242 716
Non-proofread pages	97 884	74 083	86 310	94 056	132 734	124 623	137 522	183 010	137 181	186 133

Table 5 – Number of proofread pages per language

Language \ Year	Spanish	Danish	German	Greek	English	French	Irish	Italian	Dutch	Portuguese
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
1989	19 812	24 558	26 862	20 659	28 944	30 164	693	23 376	21 609	15 799
1990	24 677	22 749	27 041	21 918	33 710	32 623		28 806	26 002	25 190

Publications other than the Official Journal Trend in the number of pages (all languages)

(in thousands
of pages)



1.3. Documentary aids

1.3.1. Traditional catalogues

The monthly alphabetical tables appeared, on average, four and a half weeks after the reference month; this time was on average three and a half weeks for the monthly methodological tables.

The two editions of the *Directory of Community legislation in force* were produced on time: the fourteenth edition was distributed in February and the fifteenth in mid-August.

Once the new Crenot system had been run in, the *Catalogue of Publications* was produced in a shorter time-scale: in September and November 1990. The 1990 catalogues have a new descriptor index system based on the Eurovoc thesaurus, and this involved indexing work on top of cataloguing.

The *Catalogue of Documents* was produced in three different forms:

- (i) monthly lists with only the thematic index;
- (ii) a half-yearly and (iii) an annual catalogue comprising the thematic index, the full alphabetical index and the cumulative numerical index.

Since 1 January 1990 the EP reports have been available only on microfiche, but they will be listed in the catalogue as before.

Volume published (in pages)

Publications	1990	1989	Change (%)
Alphabetical tables:			
monthly (Nov. to Oct.)	5 140	4 932	+ 4
annual	2 700	2 700	0
Methodological tables:			
monthly	3 832	3 756	+ 2
annual	2 849	2 968	- 4
Directory	16 943	17 298	- 2
Catalogue of publications	1 941	1 660	+17
Catalogue of documents:			
monthly lists	864	1 080 ¹	-20
half-yearly catalogue	630	864 ¹	-27
annual catalogue	1 323	1 647	-24
Total	36 222	36 905	- 2

¹ Corrected figures.

1.3.2. Electronic cataloguing

Eurovoc thesaurus

Volumes 4 (permuted thesaurus) and 5 (terminograms) appeared in April and May 1990, respectively.

The preparatory work on part 2.1 (first maintenance), which was started in December 1989, was completed in June 1990 (selection of changes, defining the effects of those changes on the Eurovoc structure, translation into the eight other languages and data validation).

A second newsletter for users concerning all the changes in respect of Eurovoc was drawn up at the end of 1990 for dissemination.

Arcdon — Electronic archives on optical disk

The expansion of the archives continued with the addition of the minutes of the European Parliament, and the loading of the OJ L series texts continued as planned.

In 1990, 29 210 pages were requested from Arcdon (compared with 13 500 pages in 1989).

Catel — Electronic catalogue

Catel is loaded every week from Crenot.

During 1990, loading the Catel system was given a lower priority than the setting-up of Crenot and the development of the transfer procedure between the two systems. At the start of December 1990, transfer operations were carried out weekly.

Arcel — Electronic archives

Since March 1989 the printers have regularly provided, together with the printed version of the OJ L series, a magnetic tape in Microformex format containing the full text of the OJ. In addition, the recuperation of past texts, which began in 1989, continued during 1990, with particular attention given to loading the Celex database. The ABEL database is also loaded from the magnetic tapes.

ABEL — Electronic OJ

This database is loaded from magnetic tapes and is updated every morning with the references from the OJ L published the same day.

Management and classification is carried out by computer and by manual archiving. This proceeded satisfactorily throughout 1990.

Crenot — Creation of bibliographic entries

This system was installed in March 1990 for cataloguing publications. After a test period, Crenot became operational at the end of May 1990; 1990 publications and documents have already been catalogued using this system.

Updating the bibliography database has been under way since September in order to give the Crenot structure to the previous entries and to ensure data consistency throughout the base.

Picto — Creating terminograms

This is a graphics software for producing a visual display of the structures of a thesaurus in the form of terminograms. The initial version, which was developed in 1985, was enhanced and ported to other hardware, and this enabled Volume 5 of Eurovoc to be produced in May 1990.

Post-indexing

All publications appearing between January 1985 and April 1988 were 'post-indexed'; this was completed in June 1990.

More recent publications were indexed at the same time as cataloguing.

Arcind — Cataloguing/indexing of archives

The publications in the Office's archives are now catalogued and indexed.

The proofs are corrected or produced before the data are loaded into Crenot.

Reclassification

All the entries (documents and publications) contained in the Crenot database have been reclassified according to the new classification

system. A considerable proportion of the entries were reclassified automatically. However, approximately 900 publications and 800 documents had to be processed manually.

*Eudised*¹

Coordination work between Eurydice, the external suppliers and the Office proceeded as planned, with changes and improvements to the Eudised thesaurus in preparation for the new edition. Towards the end of 1990 preparatory work was begun on the terminograms for the Picto programme.

¹ Eudised (the European education thesaurus) is jointly managed and funded by the Commission of the European Communities and the Council of Europe.

2. General sales policy and the results obtained

2.1. Organization

2.2. Sales promotion

2.3. Information campaigns

2.4. Sales results

2.1. Organization

2.1.1. Sales network

During 1990 the Office continued its policy of extending the sales network.

Efforts in Europe focused mainly on the new democracies in Eastern Europe. Initial contacts from 1989 with the Yugoslavian firm Privredni vjesnik came to fruition, with this company being appointed a sales office. Similar agreements were reached between the Office and the firm Agroinform in Hungary and with the Business Foundation in Poland.

Preliminary contacts were made with potential sales offices in Czechoslovakia.

With a view to the European Economic Area (EEA), the Office also approached potential candidates in Norway and Finland. It is intended to conclude distribution contracts in both these countries in the first quarter of 1991.

Outside Europe, agreement was reached with an Australian company, Hunter Publications, which will henceforth be the representative for Community publications in Australia.

The Office also continued its efforts to create a network of Euro-booksellers. Two of them were appointed in 1990 — the Librairie européenne in Belgium and the Aedos bookshop in Spain (Barcelona).

Other agreements are being prepared, particularly in Great Britain, France and Italy, as well as in the Netherlands, where the whole network of Kluwer bookshops might join the Euro-booksellers scheme.

With regard to document delivery, the existing network was enhanced both by using general offices (e.g. the Scanfax service of HMSO, London), and by seeking specialist partners in other countries (agreement being prepared with EPMS in the Netherlands).

The year 1990 also saw the development of the Infopoint concept. Infopoints are centres which combine press office and sales office information. They are a joint venture of the Office and DG X (Audio-visual, Information, Communication and Culture) aimed at enhancing the information work of the two bodies. For example, the Office is cooperating in establishing the Infopoint in Brussels, which was set up at the initiative of the Commission, and various Directorates-General are involved in establishing the Infopoint in Luxembourg — set up at the initiative of the Office. There are also plans to set up soon Infopoints in Paris, London and Lisbon. These plans will not be completed until 1991.

Dublin was the venue in 1990 for the Office's annual meeting of sales offices. This meeting proved as constructive as ever, with cooperation between the various offices being extended to provide faster research and information services.

As a member of the Coordinating Committee for Publications (CCP), the Office was able to put its knowledge of the market-place at the disposal of this Commission body responsible for examining publishing policy.

2.1.2. Stock management, processing of orders, invoicing

The computerized system for stock management, order processing, invoicing and accounting installed during 1989 was run in and improved.

In the sales department, there was a reorganization to speed up stock management.

A separate section 'Stock management' has been set up. Continued improvements have been made to the Catel system; and continued efforts have been made to open up this system to the various sales offices.

2.1.3. Free distribution

The year 1990 saw only a very small increase in the number of Euro-desks (5).

The number of subscriptions to publications available against payment of postage increased steadily. At the end of 1990 there were nearly 11 000 subscriptions, representing some 8 000 invoices.

Campaigns undertaken at the end of 1989 have led to a considerable increase in the number of these subscriptions, particularly for the 'European documentation' series.

Nevertheless, the ratio of the number of these subscriptions to the number of subscriptions completely free of charge calls for a revision of the policies concerned.

As regards the EDCs and the depository libraries, the operations to revise their status and reclassify some of them have produced the following composition:

- 181 full documentation centres (-15)
- 161 specialized documentation centres (+8)
- 80 depository libraries (no change)
- 13 'reduced' depository libraries (-1)
- 186 European reference centres (+2)

The 'Free distribution' section continues to manage the entire in-house and external free distribution of the Official Journal, both by automatic dispatch and by issue.

2.1.4. File management

The Office has to manage a large number and variety of files which result from its sales activities and the services provided to the institutions, and this has led it to rationalize the processing of these files.

The Office therefore set up within the sales department a new section 'File management' to centralize the management of the various types of existing files.

This section will also be responsible for standardizing the formats and rules applying to these files.

2.1.5. Paid advertising

The Office's scheme of accepting paid advertising in certain Community publications was dropped in 1990 at the request of the Commission.

2.2. Sales promotion

The Office continued its promotional work both in cooperation with the institutions and in its own right.

During 1990 the Office distributed 27 publicity brochures (2 500 000 copies distributed) and played a part in producing and distributing the following catalogues:

- annual and quarterly catalogue of publications,
- annual and quarterly catalogue of documents,
- mini-catalogue,
- catalogue of the European Foundation.

The Office also further enhanced its file of prospective customers.

The Office took part in a variety of fairs and exhibitions:

- book fairs involving Office staff: 15,
- book fairs not involving Office staff (Mexico, Sweden, Yugoslavia, Cyprus): 12,
- computer exhibitions: 5.

As regards the data-processing fairs, the Office is responsible for managing the joint stand shared by various Community hosts (Echo, Eurobases, Eurostat).

The Office has concluded a framework contract with a specialist company to take care of the technical aspects of its involvement in these fairs and exhibitions.

2.3. Information campaigns

During 1990 the Office carried out a considerable number of information campaigns aimed at a variety of publics (*see* Tables 6 and 6a).

These campaigns were organized on the Office's premises and elsewhere. In addition to the film *A publishing house for Europe*, officials responsible for presenting the Office's activities will now also be able to call on series of documentary slides.

Table 6 – Official visits to the Office in 1990

Visitors: type and number	Country/Organization
Groupe de l'union fédéraliste européenne (35)	Luxembourg
Company directors, lawyers and students (25)	Italy
EC documentalists (4)	Italy (Perugia)
EDC	Denmark
Media directors (press, TV, radio) (35)	Spain
DG X officials — Commission (12)	Various Member States
Documentalists (18 Dutch, 6 from Eastern Europe)	Netherlands
Documentalists (24)	Spain
Lawyers (25)	France (Narbonne and Carcassonne)
Heads of Commission Offices (35)	Commission
Translators (30)	Commission (Translation Service)
TV crew (5)	Japan

Table 6a – Presentation campaigns and external exhibitions

Audience	Location
Documentalists	Saarbrücken
Businessmen and administrators	Zurich
German documentalists	Luxembourg
French documentalists (Nancy)	Luxembourg (EP)
Congress of Spanish booksellers	Castellón
Librarians and documentalists (European Trade Union Institute)	Luxembourg
Seminar on public works contracts (potential TED clients)	Madrid
EDC and American librarians	Washington
Experts in the field of information in Central and Eastern Europe	Luxembourg
Dutch businessmen	The Hague
EDC/German MPs	Bonn
New Commission officials	Luxembourg

2.4. Sales results

2.4.1. Periodicals

Table 7 shows the general trends in subscriptions to the Official Journal, the other periodicals and the documents.

Sales are up by 3.37% overall. It must not be forgotten, however, that the discontinuation of the European Parliament documents, which brought about a 16.1% reduction in the number of subscriptions in the 'Documents' category, had a considerable effect on overall sales.

Table 7 – General overview of subscription trends

Publications	1989	1990	Change (%)
Official Journal:			
L + C series (paper)	12 923	13 556	+ 4.9
S series (paper)	6 173	6 672	+ 8.05
L + C series (microfiche)	864	985	+14
C series (competitions)	2 034	2 614	+28.5
Publications other than the OJ	22 734	23 235	+ 2.2
Documents	4 239	3 555	-16.1 ¹
Total	48 967	50 617	+ 3.37

¹ Owing to the discontinuation of the Parliament documents.

Leaving aside the 'Documents' category, sales of periodicals are up 5.21%.

(a) *Official Journal*

Table 8 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.

Table 8 – Trends in subscriptions to the Official Journal

Language	L + C series paper		S series paper		L + C series microfiche	
	1989	1990	1989	1990	1989	1990
ES	2 206	2 195	350	340	101	122
DA	461	469	258	408	43	38
DE	1 505	1 621	703	732	127	141
GR	248	267	56	52	4	4
EN	2 151	2 395	2 540	2 806	244	282
FR	2 745	2 818	900	970	200	235
IT	2 007	2 093	796	789	51	61
NL	951	999	440	434	72	80
PT	649	699	130	141	22	22
Total	12 923	13 556	6 173	6 672	864	985

Sales of the Official Journal show a slight increase, confirming the relatively stable customer base for this publication.

It should be noted, however, that the special subscription 'Notice of Competition' has seen continued success, registering a further increase of 28.5%.

(b) *Publications*

Table 9 shows the trends in subscriptions to periodicals other than the Official Journal.

The general trend shows an overall increase of 2.20%.

Figures were down for the Parliament, and up for all the other institutions.

In the case of Commission publications, the greatest increase was for the *Erasmus newsletter*.

Table 10 shows trends in subscriptions to the Documents.

Table 9 – Trends in subscriptions to periodicals other than the Official Journal

Title	1989	1990	Change (%)
Parliament			
Debates (paper edition)	421	409	- 2.85
Debates (microfiche version)	56	57	+ 17.80
Minutes of EP proceedings (microfiche)	12	12	—
Texts adopted by the EP (paper)	90	—	¹
Total	579	478	- 17.44
Commission			
(a) General publications			
Bulletin of the European Communities and all Supplements	4 338	4 301	- 0.85
Agricultural markets: prices	237	246	+ 3.80
Recent publications on the European Communities received by the Library	144	146	+ 1.39
Energy in Europe	886	898	+ 1.35
European Economy + Supplements A and B	2 663	2 749	+ 3.23
Erasmus newsletter	826	1 138	+ 37.77
Europa transport	156	172	+ 10.26
Euro-abstracts + Supplements	264	239	- 9.47
Terminology and translation	270	285	+ 5.55
SCAD bulletin	188	186	- 1.06
Social Europe — 3 issues + Supplements	910	1 018	+ 11.87
Results of the survey on short-term trends	249	235	- 5.62
Total general publications	11 131	11 613	+ 4.33

¹ Discontinued.

Table 9 (contd) – Trends in subscriptions to periodicals other than the Official Journal

Title	1989	1990	Change (%)
(b) Eurostat publications			
Rapid statistics	41	57	+ 39.02
Industrial production	225	225	—
ECU-EMS information	312	322	+ 3.20
Eurostatistics	1 186	1 182	- 0.34
Consumer price index	214	246	+14.95
Quarterly national accounts/ESA	117	120	+ 2.56
Money and finance: quarterly data	150	165	+10
Iron and steel: monthly statistics	247	259	+ 4.85
Earnings: industry and services	137	157	+14.60
Short-term trends in services	—	5	—
External trade: monthly statistics	509	500	- 1.77
Agricultural prices: series selected from the Cronos databank	36	11	-69.44
Agricultural prices (microfiche)	41	64	+56.09
Short-term industrial trends	306	317	+ 3.60
Energy: monthly statistics	699	686	- 1.86
Agricultural production	620	620	—
Unemployment: monthly bulletin	276	276	—
Total Eurostat publications	5 116	5 212	+ 1.88
Total Commission publications	16 247	16 825	+ 3.56
Cedefop			
Vocational training	3 488	3 327	- 4.62
European University Institute			
Bulletin of European political cooperation	70	83	+18.57
Court of Justice			
Reports of Cases before the Court	2 055	2 201	+ 7.10
Economic and Social Committee			
Bulletin	295	321	+ 8.81
Grand total	22 734	23 235	+ 2.20

Table 10 – Trends in document subscriptions

Title	1989	1990
Parliament		
Reports		
combined subscriptions ¹	82	— ²
selective subscriptions	982	— ²
microfiche subscriptions	110	120
Total	1 174	120
Commission		
COM documents		
combined subscriptions ¹	170	166
selective subscriptions	1 535	1 712
microfiche subscriptions	166	175
Total	1 871	2 053
Economic and Social Committee		
Opinions		
combined subscriptions ¹	85	118
selective subscriptions	991	1 139
microfiche subscriptions	118	125
Total	1 194	1 382
Grand total	4 239	3 555

¹ These figures include inter-institutional subscriptions.

² Discontinued in 1990.

2.4.2. Monographs

In 1990 the Office catalogued and put on sale 684 new titles.

Table 11 – First-time entries into the publications catalogue in 1990 (periodicals excluded)

Institution	Quantity
Parliament	11
Council	27
Commission	596
Eurostat	(99)
Secretariat-General	(166)
DG V	(12)
DG XIII	(319)
Economic and Social Committee	2
Cedefop	31
Court of Auditors	2
European Foundation, Dublin	15
Total	684

Tables 12 and 13 list the 15 best sellers according to number of copies sold and sales value, respectively.

Table 12 – The 15 best-selling publications — by copies sold

Ranking	Title	Quantity	Net sales value (ECU)
1	Treaties establishing the European Communities (1987 abridged edition)	11 011	75 946.08
2	Europe in figures (1st edition)	9 423	16 311.25
3	Common standards for enterprises	7 027	19 237.95
4	The social dimension of the internal market	6 811	8 623.44
5	Guide to professions for the single market	5 969	33 496.03
6	Freedom of movement in the Community	5 674	2 906.34
7	The single financial market	5 503	9 993.30
8	XXIInd General Report on the Activities of the European Communities 1988	4 924	27 728.12
9	1992: The European social dimension	4 449	13 110.14
10	Telecommunications in Europe (European perspectives)	4 270	13 581.73
11	Basic statistics of the Community, 1987 (26th edition)	3 961	12 773.25
12	Directory of the Commission (February 1990)	3 081	5 636.20
13	Europe in figures (2nd edition)	3 030	8 053.84
14	Political map (12 States, folded)	2 957	5 416.33
15	Energy in Europe — The internal energy market — Special issue	2 921	11 174.70

Table 13 – The 15 best-selling publications — by net sales value

Ranking	Title	Quantity	Net sales value (ECU)
1	Treaties establishing the European Communities (1987 abridged edition)	11 011	75 946.08
2	L 247/90 — Official Journal of the EC	1 359	65 331.20
3	Guide to professions for the single market	5 969	33 496.03
4	Taric	432	31 204.00
5	Treaties establishing the European Communities (1987 — Vol. 1)	1 354	30 207.87
6	XXIInd General Report on the Activities of the European Communities 1988	4 924	27 728.12
7	Treaties establishing the European Communities (Vols 1 & 2, 1987 edition)	483	24 991,14
8	European customs inventory of chemicals	1 423	24 886,15
9	C 146 A/90 — Einecs — Official Journal	175	21 728,40
10	Research on the 'cost of non-Europe' (Vols 1 to 16)	177	19 674.00
11	Community standards for enterprises	7 027	19 237.95
12	The economics of 1992 (European Economy No 35)	2 630	18 977.60
13	Panorama of EC industry	1 984	18 748.80
14	Europe in figures (1st edition)	9 423	16 311.25
15	Einecs advance edition 1987 — paper edition	103	16 222.50

2.4.3. Electronic publications The most significant trend in the marketing of electronic publications is the rising number of databases which can be accessed by the public.

Table 14 shows the trend in numbers of direct customers for the databases and the development of the distribution network.

Table 14 – Trend in distribution of databases

	1989	1990
1. Clients		
1.1. Eurobases		
end users	583	840
EDC/DEP	138	160
privileged users	31	60
Eurodesks	144	180
clients of commercial agents	18	120
1.2. ECHO		
end users (incl. brokers)	989	1 500
Eurodesks	118	160
clients of commercial agents	—	30
1.3. Catel/ABEL		
160 requests for access to ABEL and Catel were made in 1990		
2. Distributors		
2.1. Celex		
hosts	12	6
	(HOS/LIC)	
licences	—	8
CD-ROM licences	—	4
gateways	3	3
commercial agents	5	9
2.2. SCAD		
hosts	7	1
	(HOS/LIC)	
licences	—	3
CD-ROM licences	—	1
gateways	2	3
commercial agents	4	6
2.3. INFO 92		
hosts	4	2
	(HOS/LIC)	
licences	—	1
CD-ROM licences	—	—
gateways	2	3
commercial agents	1	6
2.4. Eclas		
hosts	—	1
licences	—	1
CD-ROM licences	—	—
gateways	—	1
commercial agents	—	5
2.5. Rapide		
hosts	—	2
licences	—	1
CD-ROM licences	—	—
gateways	—	1
commercial agents	—	5

Table 14 (contd) – Trend in distribution of databases

	1989	1990
2.6. Sesame		
hosts	—	1
licences	—	1
CD-ROM licences	—	—
gateways	—	—
commercial agents	—	2
2.7. TED		
hosts	9 (HOS/LIC)	5
licences	—	5
gateways	4	4
commercial agents	6	7

Table 14a shows the trend in amounts invoiced for electronic products in 1990.

Invoicing in 1990 by the 'Database' section was double that of 1989.

Table 14a – Invoicing

(ECU)

Product	1989	1990
1. Eurobases		
(a) Royalties		
Celex	49 465	88 977
SCAD	3 875	8 858
INFO 92	—	7 348
Sesame	—	1 000
Total	53 340	106 183
(b) Consultation		
Celex	145 984	375 360
SCAD	13 583	28 051
INFO 92	—	1 893
Total	159 567	405 304
(c) Training courses	10 599	61 485
(d) Mission expenses for training courses	—	2 253
(e) Handbooks	245	460
Total	10 844	64 198
2. TED		
(a) Royalties	43 256	63 223
(b) Consultation		
TED — on-line	38 444	68 850
TED — telex/fax	6 151	36 013
Total	87 851	168 086
3. ABEL		
(a) Consultation	—	2 358
(b) Document delivery	—	80
Total		2 438

3. Co-publishing

3.1. Introduction

3.2. Co-publishing

3.3. Copyright

3.4. Royalties

3.1. Introduction

In its first full year of operation, the OP-5 co-publishing unit had to contend with a fairly substantial volume of work, as shown by the figures below. The doubling of its staff, from 3 to 6 officials towards the end of the year, will allow the necessary experience to be gained and operating efficiency to be achieved before a further expansion takes place.

One of the problems facing this unit is how to establish the reputation of the Office in the world of printing and obtain access to the necessary budgetary resources. Despite its move towards commercial printing, the unit is experiencing a certain amount of difficulty in imposing a 'commercial' discipline on the institutional partners on behalf of whom it acts. Moreover, the financial and accounting infrastructure required to support these projects, monitor results and prove its efficiency is still to be set up.

3.2. Co-publishing

There has been a marked expansion in co-publishing activities compared with 1989.

In 1990, 14 new titles were co-published (compared with 11 in 1989) and 16 new contracts were concluded (compared with 14 in 1989). Negotiations were suspended or abandoned in eight projects concerning 19 works. At the end of the year negotiations were being held on 21 projects involving 115 books and about 100 contracts. A number of other projects were at the stage of preliminary discussions.

3.3. Copyright

There was a very considerable increase in the number of requests for copyright concessions, both from the Member States and from outside the Community. The 187 requests received by the Office during 1990 can be broken down as follows:

Concessions	1989	1990
Partial reproduction	63	156
Reproduction in full (excluding maps)	5	15
Reproduction of maps	5	7
Translation rights	7	9
Total	80	187

3.4. Royalties

Reproduction licences granted in connection with copyright brought in ECU 23 632 (compared with ECU 22 208 in 1989).

4. Activities of the accounts office

4.1. Budget accounting

4.2. Commercial accounting

4.1. Budget accounting

Total budgetary expenditure was ECU 31 958 441.59, as against ECU 30 021 838.98 in 1989, an increase of 6.45%.

Expenditure on staff (Title 1) was ECU 18 617 110.76, as against ECU 17 287 859.46 in 1989, an increase of 7.69%.

A supplementary and amending budget increased the appropriations for staff (Title 1) by ECU 1 million, but this came too late in the year for the Office to make full use of it for recruitment, given the time-frames involved in these procedures. The Office therefore had to resort increasingly to temporary contracts and free-lance proof-readers.

Operating expenditure (Titles 2 and 3) amounted to ECU 13 341 330.83, as against ECU 12 733 979.52 in 1989, an increase of 4.77%.

There were continued difficulties in recruiting qualified computer staff, and Chapter 21 therefore had to be supplemented by transfers (+ ECU 842 000).

With a view to the announced increase in postal rates, which finally came into force in 1991, the Office increased the proportion of postal expenses financed by re-use and restricted the part financed directly from budget appropriations to ECU 4 642 654.10 in 1990 (compared with ECU 4 803 515.51 in 1989). They account for 35.02% of all expenditure under Title 2.

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

98.97% for Title 1;

99.91% for Titles 2 and 3.

Table 15 shows the trends in Office expenditure from 1989 to 1990 and gives a breakdown of budget expenditure in 1990.

Table 16 gives a breakdown of Office expenditure in 1990 by department.

Table 17 shows pro forma invoices for the services provided to the institutions by the various departments of the Office.

Table 15 – Budget expenditure in 1990

(ECU)

Item	Heading	Appropriations 1990			Expenditure 1990			Total expenditure in 1989
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1990	Appropriations c/f	Total expenditure	
1100	Basic salaries	12 827 600	-550 000	12 277 600	12 224 144.95	0.00	12 224 144.95	11 179 966.81
1101	Family allowances	1 297 600	105 000	1 402 600	1 394 648.40	0.00	1 394 648.40	1 221 581.72
1102	Expatriation allowances, etc.	1 475 900	105 000	1 580 900	1 568 422.75	0.00	1 568 422.75	1 436 604.55
1103	Secretarial allowances	96 300	12 000	108 300	106 985.06	0.00	106 985.06	99 223.05
	Total Article 110	15 697 400	-328 000	15 369 400	15 294 201.16	0.00	15 294 201.16	13 937 376.13
1110	Auxiliary staff	65 000	85 000	150 000	146 790.67	0.00	146 790.67	157 797.23
1112	Local staff	0	0	0	0.00	0.00	0.00	0.00
	Total Article 111	65 000	85 000	150 000	146 790.67	0.00	146 790.67	157 797.23
1120	Staff further training	50 000	50 000	100 000	52 112.34	46 772.52	98 884.86	74 050.69
1130	Sickness insurance	312 800	22 000	334 800	330 962.60	0.00	330 962.60	302 062.26
1131	Accident insurance	79 800	4 000	83 800	82 125.46	0.00	82 125.46	74 813.47
1132	Unemployment insurance	4 600	-2 600	2 000	465.75	0.00	465.75	755.17
	Total Article 113	397 200	23 400	420 600	413 553.81	0.00	413 553.81	377 630.90
1140	Birth/death grants	4 200	0	4 200	566.58	0.00	566.58	2 071.24
1141	Annual leave travel expenses	229 500	0	229 500	218 850.11	0.00	218 850.11	215 542.59
1144	Local travel allowances	1 100	0	1 100	0.00	0.00	0.00	412.99
1147	Shiftwork allowances	15 200	12 000	27 200	20 027.65	0.00	20 027.65	11 786.21
	Total Article 114	250 000	12 000	262 000	239 444.34	0.00	239 444.34	229 813.03
1150	Overtime	100 000	2 500	102 500	99 892.30	0.00	99 892.30	93 273.77
1174	Free-lance proof-readers	1 115 000	242 500	1 357 500	1 052 737.62	304 762.38	1 357 500.00	1 503 268.66
1175	Other work sent out	65 000	292 100	357 100	213 880.61	96 202.35	310 082.96	189 278.52
	Total Article 117	1 180 000	534 600	1 714 600	1 266 618.23	400 964.73	1 667 582.96	1 692 547.18
1181	Travel expenses	11 000	-6 000	5 000	1 118.86	3 881.14	5 000.00	5 000.00
1182	Installation allowances	112 000	-52 000	60 000	50 997.84	9 002.16	60 000.00	118 000.00
1183	Removal expenses	61 500	0	61 500	41 863.67	452.46	42 316.13	29 816.32
1184	Temporary subsistence allowances	107 500	-47 500	60 000	28 238.52	31 761.48	60 000.00	100 000.00
	Total Article 118	292 000	-105 500	186 500	122 218.89	45 097.24	167 316.13	252 816.32

1190	Weightings	15 100	15 000	30 100	26 929.73	0.00	26 929.73	24 328.35
1191	Provisional appropriations	302 900	-290 000	12 900	0.00	0.00	0.00	0.00
	Total Article 119	318 000	-275 000	43 000	26 929.73	0.00	26 929.73	24 328.35
	Total Chapter 11	18 349 600	-1 000	18 348 600	17 661 761.47	492 834.49	18 154 595.96	16 839 633.60
1291	Provisional appropriations	0	0	0	0.00	0.00	0.00	0.00
	Total Chapter 12	0	0	0	0.00	0.00	0.00	0.00
1300	Mission expenses	220 000	0	220 000	170 267.80	49 732.20	220 000.00	255 000.00
	Total Chapter 13	220 000	0	220 000	170 267.80	49 732.20	220 000.00	255 000.00
1400	Restaurant/canteen costs	5 800	-1 000	4 800	3 250.80	1 549.20	4 800.00	12 425.86
1401	Canteen conversion/replacement	1 500	1 000	2 500	0.00	2 220.00	2 220.00	0.00
	Total Chapter 14	7 300	0	7 300	3 250.80	3 769.20	7 020.00	12 425.86
1610	Staff social contacts	7 700	2 800	10 500	9 377.68	1 122.32	10 500.00	10 200.00
1620	Other welfare expenditure	15 500	3 000	18 500	16 806.33	1 693.67	18 500.00	15 500.00
1630	Early Childhood Centre	138 500	65 000	203 500	112 017.90	91 476.90	203 494.80	142 000.00
	Total Chapter 16	161 700	70 800	232 500	138 201.91	94 292.89	232 494.80	167 700.00
1701	Entertainment/representation expenses	2 000	1 000	3 000	2 511.06	488.94	3 000.00	13 100.00
	Total Chapter 17	2 000	1 000	3 000	2 511.06	488.94	3 000.00	13 100.00
	Total Title 1	18 740 600	70 800	18 811 400	17 975 993.04	641 117.72	18 617 110.76	17 287 859.46
2000	Rent	2 300 000	367 500	2 667 500	2 486 890.33	180 518.78	2 667 409.11	2 096 985.35
2010	Insurance	12 000	0	12 000	7 537.94	4 462.06	12 000.00	12 000.00
2020	Water/gas, etc.	455 000	30 000	485 000	353 926.05	131 151.39	485 077.44	421 183.15
2030	Cleaning/maintenance	410 000	-25 000	385 000	299 586.55	85 413.21	384 999.76	378 839.76
2040	Fitting-out of premises	19 000	107 000	126 000	15 121.78	110 878.22	126 000.00	57 000.00
2050	Building security/surveillance	233 000	96 500	329 500	239 346.07	89 881.02	329 227.09	190 731.40
2090	Other building expenditure	9 000	1 000	10 000	5 544.23	4 037.76	9 581.99	8 000.00
	Total Chapter 20	3 438 000	577 000	4 015 000	3 407 952.95	606 342.44	4 014 295.39	3 164 739.66
2100	Computer centre operations	1 450 000	109 000	1 559 000	1 114 579.05	444 312.03	1 558 891.08	1 610 627.17
2130	Outside computer operations	30 000	0	30 000	17 430.17	12 564.56	29 994.73	14 927.81
2140	Outside analysis/programming	590 000	733 000	1 323 000	282 087.70	1 040 692.86	1 322 780.56	1 501 854.12
	Total Chapter 21	2 070 000	842 000	2 912 000	1 414 096.92	1 497 569.45	2 911 666.37	3 127 409.10

Table 15 (contd) – Budget expenditure in 1990

(ECU)

Item	Heading	Appropriations 1990			Expenditure 1990			Total expenditure in 1989
		Initial appropriations	Transfers	Final appropriations	Expenditure at 31.12.1990	Appropriations c/f	Total expenditure	
2200	New purchases of technical equipment	80 000	53 500	133 500	34 106.05	99 393.95	133 500.00	115 052.78
2201	Replacement of technical equipment	115 000	-33 500	81 500	0.00	77 344.03	77 344.03	0.00
2202	Hire of technical equipment	204 000	-37 000	167 000	123 225.88	43 324.05	166 549.93	129 828.38
2203	Maintenance of technical equipment	180 000	19 500	199 500	140 901.63	57 246.04	198 147.67	165 206.45
2204	Electronic office equipment	25 000	-10 500	14 500	6 219.92	8 280.08	14 500.00	27 863.66
	Total Article 220	604 000	-8 000	596 000	304 453.48	285 588.15	590 041.63	437 951.27
2210	New purchase of furniture	120 000	15 000	135 000	78 141.05	56 858.95	135 000.00	39 944.35
2211	Replacement of furniture	5 000	0	5 000	4 998.00	0.00	4 998.00	8 841.30
2213	Maintenance of furniture	1 200	0	1 200	588.58	611.42	1 200.00	0.00
	Total Article 221	126 200	15 000	141 200	83 727.63	57 470.37	141 198.00	48 785.65
2231	Replacement of vehicles	0	20 000	20 000	0.00	20 000.00	20 000.00	0.00
2232	Hire of vehicles	21 000	-21 000	0	0.00	0.00	0.00	0.00
2233	Maintenance of vehicles	20 000	9 000	29 000	19 358.23	9 641.77	29 000.00	27 912.90
	Total Article 223	41 000	8 000	49 000	19 358.23	29 641.77	49 000.00	27 912.90
2250	Library funds/books	1 600	2 500	4 100	1 992.72	2 107.28	4 100.00	5 198.09
2252	Subscriptions to papers/periodicals	2 200	1 000	3 200	1 747.74	1 452.26	3 200.00	2 955.65
2253	News agency subscriptions	600	0	600	422.07	27.93	450.00	450.00
2254	Bookbinding	4 100	0	4 100	0.00	4 037.51	4 037.51	4 339.06
	Total Article 225	8 500	3 500	12 000	4 162.53	7 624.98	11 787.51	12 942.80
	Total Chapter 22	779 700	18 500	798 200	411 701.87	380 325.27	792 027.14	527 592.62
2300	Stationery/office supplies	909 260	-371 500	537 760	371 152.64	165 508.06	536 660.70	698 384.18
2340	Damages	0	0	0	0.00	0.00	0.00	841.41
2351	Uniforms, etc.	12 000	3 500	15 500	7 701.35	6 696.86	14 398.21	11 099.77
2352	Expenditure on meetings	1 500	500	2 000	1 363.28	636.72	2 000.00	1 334.21
2353	Removals/handling	28 000	16 000	44 000	34 899.55	9 100.45	44 000.00	65 619.90
2359	Other operating expenditure	300	0	300	0.00	300.00	300.00	240.00
	Total Article 235	41 800	20 000	61 800	43 964.18	16 734.03	60 698.21	78 293.88
	Total Chapter 23	951 060	-351 500	599 560	415 116.82	182 242.09	597 358.91	777 519.47

2400	Postage, etc.	5 814 600	- 1 171 800	4 642 800	4 521 326.76	121 327.34	4 642 654.10	4 803 515.51
2410	Telephone, etc.	260 400	15 000	275 400	215 079.72	60 119.40	275 199.12	199 973.87
	Total Chapter 24	6 075 000	- 1 156 800	4 918 200	4 736 406.48	181 446.74	4 917 853.22	5 003 489.38
2500	Conferences/congresses	26 000	0	26 000	21 795.52	1 385.12	23 180.64	33 330.26
	Total Chapter 25	26 000	0	26 000	21 795.52	1 385.12	23 180.64	33 330.26
	Total Title 2	13 339 760	- 70 800	13 268 960	10 407 070.56	2 849 311.11	13 256 381.67	12 634 080.49
3412	Publicity promotion	85 000	0	85 000	53 158.57	31 790.59	84 949.16	99 899.03
	Total Chapter 34	85 000	0	85 000	53 158.57	31 790.59	84 949.16	99 899.03
	Total Title 3	85 000	0	85 000	53 158.57	31 790.59	84 949.16	99 899.03
	Total	32 165 360	0	32 165 360	28 436 222.17	3 522 219.42	31 958 441.59	30 021 838.98

Table 16 – Breakdown of Office expenditure by department (1990)

(ECU)

Item	Heading	Management and secretariat	OP1 — Administrative and technical services								OP2 Official Journal	OP3 Publications	OP4 Sales and accounting	OP5 Co-publishing	OP6 Workshops	Total
			Staff	Contract management	Project management	Documentary aids	Computer centre	General services	Dispatching	Micrography						
1100	Basic salaries	523 440.23	289 878.73	975 250.41	167 987.55	439 238.21	165 723.04	618 945.68	641 272.35	200 493.05	2 781 037.93	2 587 251.79	1 232 564.03	136 951.56	1 464 110.39	12 224 144.95
1101	Family allowances	41 612.73	41 736.73	135 066.36	19 455.01	23 477.74	36 896.65	61 137.07	80 326.74	40 219.37	292 186.45	272 654.10	121 827.33	13 536.37	214 515.75	1 394 648.40
1102	Expatriation/foreign residents' allowances	46 777.18	34 864.43	108 400.57	30 924.21	68 645.75	13 902.60	32 383.70	42 167.11	19 107.53	459 128.11	378 498.53	172 591.94	19 176.88	141 854.20	1 568 422.75
1103	Secretarial allowances	5 919.32	4 266.49	16 421.54	1 609.10	2 099.16	4 733.40	2 409.14	3 216.91	0.00	11 030.87	9 092.50	30 090.13	3 343.35	12 753.16	106 985.06
1110	Auxiliary staff	4 405.34	0.00	15.40	0.00	0.00	0.00	53 736.90	0.00	0.00	0.00	20 365.70	61 440.59	6 826.73	0.00	146 790.67
1112	Local staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120	Further training for staff	25 396.70	3 373.89	8 658.23	2 388.77	669.08	19 007.67	0.00	0.00	0.00	3 923.39	5 546.28	1 083.92	120.44	28 716.50	98 884.86
1130	Insurance against sickness	14 229.15	7 815.60	26 799.25	4 529.31	11 843.63	4 469.51	16 685.92	17 290.25	5 405.91	75 111.44	70 741.17	33 270.56	3 696.73	39 074.18	330 962.60
1131	Insurance against accidents	3 531.84	1 940.22	6 637.47	1 124.69	2 938.96	1 109.43	4 139.99	4 290.12	1 340.98	18 641.40	17 558.69	8 256.95	917.44	9 697.29	82 125.46
1132	Unemployment insurance for temporary staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	322.57	143.18	0.00	0.00	0.00	465.75
1140	Birth and death grants	0.00	141.65	0.00	0.00	0.00	0.00	0.00	141.65	0.00	0.00	141.65	127.48	14.16	0.00	566.58
1141	Annual leave travel expenses	1 742.71	3 372.44	3 516.13	1 210.94	11 740.91	700.03	8 189.16	13 055.01	4 782.33	68 988.91	61 445.74	15 930.92	1 770.10	22 404.76	218 850.11
1144	Fixed local travel allowances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1147	Various allowances	0.00	0.00	0.00	0.00	0.00	0.00	20 027.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20 027.65
1150	Overtime	0.00	0.00	0.00	0.00	0.00	2 890.44	39 871.54	30 428.92	4 821.27	5 578.38	0.00	0.00	0.00	16 301.76	99 892.30
1174	Free-lance proof-readers	0.00	0.00	0.00	0.00	105 905.90	0.00	0.00	0.00	0.00	760 560.64	491 033.47	0.00	0.00	0.00	1 357 500.00
1175	Outside translation/typing	90 000.82	0.00	68 255.10	0.00	0.00	0.00	53 057.25	0.00	0.00	0.00	58 489.54	6 498.84	33 781.41	310 082.96	
1181	Travel expenses	0.00	0.00	277.92	836.93	235.29	0.00	161.60	0.00	0.00	1 302.24	568.48	1 455.78	161.75	0.00	5 000.00
1182	Installation allowances	0.00	0.00	0.00	0.00	3 907.56	0.00	0.00	0.00	0.00	29 889.17	22 034.22	3 752.14	416.90	0.00	60 000.00
1183	Removal expenses	0.00	0.00	0.00	0.00	4 173.04	0.00	0.00	1 127.99	0.00	19 183.16	13 093.80	4 264.33	473.81	0.00	42 316.13
1184	Temporary daily subsistence allowances	0.00	0.00	902.09	2 619.70	5 570.15	0.00	1 201.19	0.00	0.00	24 115.22	16 174.33	8 475.58	941.73	0.00	60 000.00
1190	Weightings	1 549.13	918.97	447.82	360.07	311.26	536.91	1 490.78	176.28	78.66	2 735.60	12 508.02	4 293.93	477.10	1 045.21	26 929.73
1302	Missions Brussels/Strasbourg	12 655.45	7 507.47	3 658.40	2 941.57	2 542.82	4 386.23	12 178.78	1 440.08	642.58	22 348.24	102 183.16	35 078.85	3 897.65	8 538.71	220 000.00
1701	Entertainment/representation expenses	0.00	1 464.00	0.00	0.00	476.00	0.00	0.00	0.00	0.00	0.00	734.40	81.60	244.00	3 000.00	
	Subtotal	771 260.60	397 280.61	1 354 306.70	235 987.85	683 775.48	254 355.91	925 616.35	834 933.40	276 891.67	4 576 083.72	4 081 034.80	1 793 728.39	199 303.15	1 993 037.33	18 377 595.96
1400	Running of canteen	201.44	103.76	353.73	61.64	178.59	66.43	241.76	218.07	72.32	1 195.22	1 065.92	468.50	52.06	520.56	4 800.00
1401	Canteen replacements	93.17	47.99	163.60	28.51	82.60	30.73	111.81	100.86	33.45	552.79	492.99	216.68	24.08	240.76	2 220.00
1610	Staff social contacts	440.66	226.99	773.78	134.83	390.67	145.33	528.85	477.04	158.20	2 614.54	2 331.69	1 024.84	113.87	1 138.72	10 500.00
1620	Other welfare expenditure	776.40	399.93	1 363.33	237.56	688.33	256.05	931.78	840.49	278.74	4 606.56	4 108.22	1 805.68	200.63	2 006.31	18 500.00
1630	Early Childhood Centre	8 540.16	4 399.08	14 996.21	2 613.09	7 571.43	2 816.48	10 249.33	9 245.20	3 066.02	50 670.90	45 189.23	19 861.92	2 206.88	22 068.87	203 494.80
	Total Title 1	781 312.42	402 458.36	1 371 957.35	239 063.47	692 687.11	257 670.92	937 679.89	845 815.06	280 500.40	4 635 723.72	4 134 222.84	1 817 106.02	201 900.67	2 019 012.54	18 617 110.76

200	Rent	111 944.32	57 663.14	196 570.33	34 252.37	99 246.33	36 918.39	134 348.23	121 186.09	40 189.34	664 193.92	592 340.23	260 350.02	28 927.78	289 278.64	2 667 409.11
201	Insurance	503.61	259.41	884.32	154.09	446.48	166.09	604.40	545.19	180.80	2 988.04	2 664.79	1 171.25	130.14	1 301.39	12 000.00
202	Water, gas, electricity, heating	20 357.46	10 486.24	35 746.98	6 228.91	18 048.28	6 713.74	24 431.68	22 038.10	7 308.57	120 785.93	107 719.09	47 345.54	5 260.62	52 606.31	485 077.44
203	Cleaning and maintenance	16 157.45	8 322.79	28 371.92	4 943.81	14 324.69	5 328.61	19 391.11	17 491.36	5 800.72	95 866.25	85 495.26	37 577.55	4 175.28	41 752.95	384 999.76
204	Fitting-out of premises	5 287.90	2 723.83	9 285.36	1 617.97	4 688.08	1 743.91	6 346.19	5 724.45	1 898.42	31 374.43	27 980.29	12 298.11	1 366.46	13 664.61	126 000.00
205	Security and surveillance	13 816.82	7 117.12	24 261.85	4 227.63	12 249.56	4 556.68	16 582.04	14 957.49	4 960.40	81 978.66	73 110.06	32 133.91	3 570.43	35 704.45	329 227.09
208	Other preliminary building expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209	Other expenditure on buildings	402.13	207.14	706.13	123.04	356.52	132.62	482.61	435.33	144.37	2 385.95	2 127.83	935.24	103.92	1 039.16	9 581.99
	Total Chapter 20	168 469.69	86 779.67	295 826.89	51 547.82	149 359.95	55 560.03	202 186.26	182 378.00	60 482.61	999 573.17	891 437.55	391 811.62	43 534.62	435 347.51	4 014 295.39
210	Computer centre operations	0.00	0.00	0.00	0.00	0.00	1 558 891.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1 558 891.08
213	Outside computer operations	0.00	0.00	0.00	0.00	0.00	29 994.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29 994.73
214	Outside analysis/programming	0.00	0.00	0.00	1 322 780.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1 322 780.56
	Total Chapter 21	0.00	0.00	0.00	1 322 780.56	0.00	1 588 885.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2 911 666.37
2200	New purchases of technical equipment	5 602.65	2 885.96	9 838.06	1 714.28	4 967.14	1 847.71	6 723.94	6 065.19	2 011.42	33 241.95	29 645.78	13 030.15	1 447.79	14 477.98	133 500.00
2201	Replacement of technical equipment	3 245.93	1 672.00	5 699.74	993.18	2 877.74	1 070.48	3 895.55	3 513.90	1 165.33	19 258.93	17 175.46	7 549.09	838.79	8 387.91	77 344.03
2202	Hire of technical equipment	6 989.67	3 600.42	12 273.62	2 138.68	6 196.83	2 305.14	8 388.55	7 566.72	2 509.38	41 471.50	36 985.04	16 255.95	1 806.22	18 062.22	166 549.93
2203	Maintenance of technical equipment	8 315.75	4 283.49	14 602.17	2 544.43	7 372.48	2 742.47	9 980.02	9 002.27	2 985.45	49 339.44	44 001.81	19 340.02	2 148.89	21 488.98	198 147.67
2204	Electronic office equipment	608.53	313.46	1 068.55	186.20	539.50	200.69	730.32	658.77	218.47	3 610.55	3 219.95	1 415.26	157.25	1 572.51	14 500.00
	Total Article 220	24 762.53	12 755.32	43 482.15	7 576.76	21 953.69	8 166.50	29 718.37	26 806.85	8 890.04	146 922.37	131 028.04	57 590.47	6 398.94	63 989.60	590 041.63
2210	New purchases of furniture	5 665.60	2 918.38	9 948.60	1 733.54	5 022.95	1 868.47	6 799.49	6 133.34	2 034.02	33 615.46	29 978.88	13 176.55	1 464.06	14 640.65	135 000.00
2211	Replacement	209.75	108.05	368.32	64.18	185.96	69.18	251.73	227.07	75.30	1 244.52	1 109.88	487.83	54.20	542.03	4 998.00
2213	Maintenance	50.36	25.94	88.43	15.41	44.65	16.61	60.44	54.52	18.08	298.80	266.48	117.12	13.01	130.14	1 200.00
	Total Article 221	5 925.72	3 052.37	10 405.35	1 813.13	5 253.56	1 954.26	7 111.66	6 414.93	2 127.40	35 158.78	31 355.24	13 781.50	1 531.28	15 312.82	141 198.00
2231	New purchases of vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20 000.00	0.00	0.00	0.00	0.00	0.00	0.00	20 000.00
2233	Vehicle maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29 000.00	0.00	0.00	0.00	0.00	0.00	0.00	29 000.00
	Total Article 223	0.00	0.00	0.00	0.00	0.00	0.00	0.00	49 000.00	0.00	0.00	0.00	0.00	0.00	0.00	49 000.00
2250	Library/books	4 100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4 100.00
2252	Subscriptions to newspapers and periodicals	3 200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3 200.00
2253	Subscriptions to news agencies	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
2254	Binding and upkeep of books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4 037.51	4 037.51
2255	Subscriptions to viewdata services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Article 225	7 750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4 037.51	11 787.51
	Total Chapter 22	38 438.25	15 807.69	53 887.50	9 389.89	27 207.24	10 120.75	36 830.03	82 221.78	11 017.45	182 081.15	162 383.28	71 371.97	7 930.22	83 339.93	792 027.14

Table 16 (contd) – Breakdown of Office expenditure by department (1990)

(ECU)

Item	Heading	Management and secretariat	OP1 — Administrative and technical services								OP2 Official Journal	OP3 Publications	OP4 Sales and accounting	OP5 Co-publishing	OP6 Workshops	Total
			Staff	Contract management	Project management	Documentary aids	Computer centre	General services	Dispatching	Micrography						
230	Stationery and office supplies	268.82	1 297.97	1 139.33	706.10	0.00	0.00	157 653.02	0.00	0.00	156.91	2 630.56	1 624.54	180.50	371 002.94	536 660.70
234	Damages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2350	Miscellaneous insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2351	Uniforms and working clothes	0.00	0.00	0.00	0.00	0.00	0.00	11 588.65	0.00	0.00	0.00	0.00	0.00	0.00	2 809.56	14 398.21
2352	Miscellaneous expenditure on internal meetings	0.00	0.00	0.00	0.00	0.00	0.00	2 000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2 000.00
2253	Department removals/handling	0.00	0.00	0.00	0.00	0.00	0.00	44 000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44 000.00
2359	Other operating expenditure	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00
	Total Article 235	0.00	0.00	300.00	0.00	0.00	0.00	57 588.65	0.00	0.00	0.00	0.00	0.00	0.00	2 809.56	60 698.21
	Total Chapter 23	268.82	1 297.97	1 439.33	706.10	0.00	0.00	215 241.67	0.00	0.00	156.91	2 630.56	1 624.54	180.50	373 812.50	597 358.91
240	Postage and delivery charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4 642 654.10	0.00	0.00	0.00	0.00	0.00	0.00	4 642 654.10
241	Telephone, telegraph, telex, television	0.00	0.00	0.00	0.00	0.00	0.00	0.00	275 199.12	0.00	0.00	0.00	0.00	0.00	0.00	275 199.12
	Total Chapter 24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4 917 853.22	0.00	0.00	0.00	0.00	0.00	0.00	4 917 853.22
250	Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23 180.64	0.00	23 180.64
	Total Chapter 25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23 180.64	0.00	0.00	23 180.64
	Total Title 2	207 176.77	103 885.33	351 153.73	1 384 424.37	176 567.19	1 654 566.59	454 257.96	5 182 453.00	71 500.06	1 181 811.23	1 056 451.40	487 988.78	51 645.35	892 499.93	13 256 381.67
3412	Publicity												84 949.16		0.00	84 949.16
	Total Title 3												84 949.16	0.00	0.00	84 949.16
	Total	988 489.19	506 343.69	1 723 111.07	1 623 487.84	869 254.30	1 912 237.51	1 391 937.84	6 028 268.07	352 000.45	5 817 534.95	5 190 674.23	2 390 043.95	253 546.02	2 911 512.47	31 958 441.59

Table 17 – Pro forma invoicing

Institution	OP1 — Administration and technical services		OP2 Official Journal		OP3 Publications			OP6 Workshops			Total (in ecus)
	Documentary aids	Micrography	Pages	Cost (in ecus)	Pages proof-read	Pages produced	Cost (in ecus)	Hours	Materials	Cost (in ecus)	
	Cost (in ecus)	Cost (in ecus)									
ESC	44 721,82	18 035,46	3 834	119 647,11	7 217	7 222	259 018,59	2 233	5 842	170 461,23	611 884,22
Commission	1 268 609,01	325 697,44	336 197	10 491 653,71	101 863	252 018	6 795 637,50	38 682	279 740	3 144 895,73	22 026 493,39
Council	117 022,10	21 630,97	34 037	1 062 187,99	4 457	30 870	712 075,09	0	0	0,00	1 912 916,15
Court of Auditors	0,00	3 139,44	4 940	154 161,90	4 253	6 445	198 403,75	857	3 264	65 980,75	421 685,84
Court of Justice	45 467,19	2 339,96	3 682	114 903,67	85 313	87 966	3 116 115,74	2 119	5 592	154 493,40	3 433 319,96
Parliament	182 614,11	84 991,42	53 672	1 674 934,75	39 613	44 224	1 517 534,74	1 167	2 330	92 067,03	3 552 142,04
Total	1 658 434,22	455 834,68	436 362	13 617 489,14	242 716	428 745	12 598 785,42	45 058	296 768	3 627 898,13	31 958 441,59

4.2. Commercial accounting

4.2.1. Operating result

(a) Balance sheet at 31 December 1990 (Table 18)

Assets

The available financial resources amounted to ECU 2 816 337.69, including ECU 2 606 299.78 in time deposit accounts.

Bank account	Amount in ECU	Currency amount
10% bonds in ECU	1 001 777.78	
Time deposit accounts		
in ECU with BIL	854 522.00	
with Sogenal	750 000.00	
Current accounts		
in ECU with BIL	55 789.95	
with Sogenal	52 140.34	
with ABN	2 397.81	
in BFR with BIL	790.41	33 527
with CCP	15 941.00	682 243
in DR with NBG	82 922.22	17 751 601
Cash in LFR	56.18	2 370

The amount under 'clients' was ECU 8 045 068.73, an increase of 206% in comparison with 1989. This amount accounted for 76% of the net amount invoiced in 1990 and compares with a figure of 34% in 1989.

Liabilities

Prepayments into suspense accounts amounted to ECU 51 889.48. Advance and part payments into client accounts came to ECU 43 720.54.

At 31 December 1990 the final amount of net sales revenue received and payable to the institutions was ECU 2 632 892.62.

(b) Profit and loss account at 31 December 1990 (Table 19)

The debit side of this account shows that general overheads totalled ECU 4 844 891.88, i.e. 26% of gross turnover in 1990 (20% in 1989 and 26% in 1988). The amount under 'insolvent debtors' rose to ECU 20 393.18 from ECU 9 160.25 in 1989. In difficult business conditions, the bankruptcy and loss of two important customers were largely responsible for the sharp increase in this figure.

In comparison with 1989, gross sales grew by 46% to ECU 15 322 909.17 in 1990. It should be pointed out that 70% of net invoicing was not carried out until December 1990. This delay concerns mainly subscriptions and was due to changes being carried out to the computer program.

Table 18 – Balance at 31 December 1990

(ECU)

Assets			Liabilities		
Heading	1990	1989	Heading	1990	1989
Current assets			Short-term liabilities		
Clients	8 045 068.73	2 626 844.12	Advance and part payments	43 720.54	338 829.19
Sundry accounts receivable	410 825.38	22 899.53	Suspense accounts	51 889.48	41 872.39
			Non-identified disbursements	4 912.83	654.90
Bank accounts					
Time deposit accounts in ECU	2 606 299.78	7 450 787.50	Income owed payable to the institutions at 31 December	8 455 894.11	2 626 844.12
Current accounts			Sales proceeds payable to the institu- tions	2 632 892.62	7 701 553.69
in BFR	16 731.41	7 657.43			
in DR	82 922.22	50 733.49	Accrued liabilities	82 922.22	50 733.49
in ECU	110 328.10	601 542.79			
Cash	56.18	22.92			
Total	11 272 231.80	10 760 487.78	Total	11 272 231.80	10 760 487.78

The rates used are: for 1990, BFR 42.184 and DR 214.065;
for 1989, BFR 43.500 and DR 188.287.

Balance of NBG account at 31.12.1990: DR 17 751 601 and at 31.12.1989: DR 9 552 457.

Table 19 – Profit and loss account at 31 December 1990

(ECU)

Expenditure			Income		
Heading	1990	1989	Heading	1990	1989
Invoiced rebates	4 752 839.88	2 763 192.34	Revenue receivable at 1 January for the account of the institutions	2 626 844.12	2 984 762.43
Insolvent debtors	20 393.18	9 160.25			
Exchange losses	45 517.93	16 793.32			
Interest paid	1.23	29.17	Gross sales revenue	15 322 909.17	10 515 003.75
Bank charges	1 033.58	2 209.05	Interest received	518 512.65	317 594.16
Miscellaneous expenditure	25 106.08	0.00	Miscellaneous revenue	4 774.42	1 990.44
Income owed payable to the institutions at 31 December	8 455 894.11	2 626 844.12	Invoiced sales costs	44 606.71	29 208.13
Sales proceeds payable to the institutions	5 216 861.08	8 430 330.66			
Total	18 517 647.07	13 848 558.91	Total	18 517 647.07	13 848 558.91

4.2.2. Breakdown of sales revenue (Table 20)

(a) General comments

Net sales revenue in 1990 amounted to ECU 5 216 861.08 for the institutions, a 42% increase compared with 1989, and breaks down as follows:

(ECU)

Net amount for invoices drawn up in 1990	10 614 676.00
Net amount for invoices payable: at 1.1.1990	2 626 844.12
at 31.12.1990	-8 455 894.11
Total sales revenue received at 31.12.1990	4 785 626.01
Profit and loss	- 20 393.18
Expenses	- 71 658.82
Miscellaneous revenue	523 287.07
Total	431 235.07
Total net sales revenue in 1990	5 216 861.08

Despite the rise in the net amount of invoices drawn up in 1990, technical and recruitment difficulties delayed invoicing, with a consequent reduction in net sales revenue.

Table 20 — Sales revenue (1990)

Customer	Net sales revenue at 31 December 1990					Retained 3412				Retained for re-use 2400 100% of 1 000 000 (key 90)		Free distributions of OJ					Total retained					Amounts available					Amount recovered	Amount to be recovered by institution		
	Official Journal	Other periodicals	Other publications	Databases	Total	Data-bases 20%	Other periodicals 5%	Other publications 5%	Total	Official Journal	Other publications	1st quarter	2nd quarter	3rd quarter	4th quarter	Total	Official Journal	Other periodicals	Other publications	Data-bases	Total 21 =	Official Journal	Other periodicals	Other publications	Data-bases	Total 26 =				
	1	2	3	4	5	6	7	8	9 = 6+7+8	10	10 a	11	11 a	12	13	14	15	16	17 = 10+16	18 = 7+11	19 = 8	20 = 6	21 = 17+18+19+20	22 = 1-17	23 = 2-18	24 = 3-19			25 = 4-20	26 = 22+23+24+25
ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	%	ECU	%	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	ECU	
Parliament	308 107,04	3 547,93	55 806,80	0,00	367 461,77	0,00	177,40	2 790,34	2 967,74	128 849,12	14,92	9 084,24	6,66	23 465,16	22 601,77	16 060,00	16 362,22	78 489,15	207 338,27	9 261,64	2 790,34	0,00	219 390,25	100 768,77	-5 713,71	53 016,46	0,00	148 071,52	131 490,56	16 580,96
Council	236 790,96	0,00	55 321,49	0,00	292 112,45	0,00	0,00	2 766,07	2 766,07	96 723,20	11,20	0,00	0,00	1 259,94	1 177,45	1 323,38	1 338,36	5 099,13	101 822,33	0,00	2 766,07	0,00	104 588,40	134 968,63	0,00	52 555,42	0,00	187 524,05	172 782,13	14 741,92
DG II	0,00	0,00	0,00	2 411,86	2 411,86	482,37	0,00	0,00	482,37									0,00	0,00	0,00	482,37	482,37	0,00	0,00	1 929,49	1 929,49	509,55	1 419,94		
DG III	0,00	0,00	33 455,85	0,00	33 455,85	0,00	0,00	1 672,79	1 672,79									0,00	0,00	0,00	1 672,79	0,00	0,00	0,00	31 783,06	0,00	31 783,06	13 351,96	18 431,10	
DG V	0,00	12 556,14	21 165,49	0,00	33 721,63	0,00	627,81	1 058,27	1 686,08			5 060,44	3,71					0,00	0,00	5 688,25	1 058,27	0,00	6 746,52	0,00	6 867,89	20 107,22	0,00	26 975,11	20 164,34	6 810,77
DG IX	0,00	0,00	0,00	539 988,01	539 988,01	53 945,84	0,00	0,00	53 945,84									0,00	0,00	0,00	53 945,84	53 945,84	0,00	0,00	486 042,17	486 042,17	312 394,77	173 647,40		
DG X	0,00	0,00	8 963,48	0,00	8 963,48	0,00	0,00	448,17	448,17									0,00	0,00	0,00	448,17	0,00	0,00	0,00	8 515,31	0,00	8 515,31	6 526,20	1 989,11	
DG XIII	0,00	6 438,76	75 640,96	128 054,95	210 134,67	25 610,99	321,94	3 782,05	29 714,98			927,52	0,68					0,00	0,00	1 249,46	3 782,05	25 610,99	30 642,50	0,00	5 189,30	71 858,91	102 443,96	179 492,17	135 801,91	43 690,26
DG XXIII	0,00	0,00	1 083,00	0,00	1 083,00	0,00	0,00	54,15	54,15									0,00	0,00	0,00	54,15	0,00	0,00	0,00	1 028,85	0,00	1 028,85	916,60	112,25	
Publications Office	0,00	0,00	2 330,31	500,40	2 830,71	100,08	0,00	116,52	216,60									0,00	0,00	0,00	116,52	100,08	0,00	216,60	0,00	0,00	2 213,79	400,32	2 376,59	237,52
Eurostat	0,00	72 274,21	311 501,49	351 037,94	734 813,64	70 207,59	3 613,71	15 575,07	89 396,37			21 223,84	15,56					0,00	0,00	24 837,55	15 575,07	70 207,59	110 620,21	0,00	47 436,66	295 926,42	280 830,35	624 193,43	474 744,73	149 448,70
Secretariat-General	1 228 927,08	224 948,36	1 044 772,02	98 097,75	2 596 745,21	19 619,55	11 247,42	52 238,60	83 105,57	608 406,20	70,45	69 495,80	50,95	7 180,70	6 648,62	7 512,43	7 607,52	28 949,27	637 355,47	80 743,22	52 238,60	19 619,55	789 956,84	591 571,61	144 205,14	992 533,42	78 478,20	1 806 788,37	1 454 277,69	352 510,68
Cedefop	1 137,78	14 841,21	39 542,27	0,00	55 521,26	0,00	742,06	1 977,11	2 719,17	431,80	0,05	2 086,92	1,53					0,00	431,80	2 828,98	1 977,11	0,00	5 237,89	705,98	12 012,23	37 565,16	0,00	50 283,37	39 446,36	10 837,01
European Foundation, Dublin	1 211,76	0,00	20 264,90	0,00	21 476,66	0,00	0,00	1 013,25	1 013,25	518,16	0,06	0,00	0,00					0,00	518,16	0,00	1 013,25	0,00	1 531,41	693,60	0,00	19 251,65	0,00	19 945,25	16 447,45	3 497,80
University Institute, Florence	0,00	504,18	121,85	0,00	626,03	0,00	25,21	6,09	31,30			109,12	0,08					0,00	0,00	134,33	6,09	0,00	140,42	0,00	369,85	115,76	0,00	485,61	475,13	10,48
Court of Justice	20 466,43	46 960,96	66 670,50	0,00	134 097,89	0,00	2 348,05	3 333,53	5 681,58	8 722,36	1,01	23 938,20	17,55	8 990,08	8 428,08	9 363,18	9 957,90	36 739,24	8 722,36	26 286,25	3 333,53	0,00	38 342,14	11 744,07	20 674,71	63 336,97	0,00	95 755,75	79 521,52	16 234,23
Economic and Social Committee	25 055,78	2 284,92	16 927,19	0,00	44 267,89	0,00	114,25	846,36	960,61	10 017,76	1,16	2 550,68	1,87					46 757,00	2 664,93	846,36	0,00	50 268,29	-21 701,22	-380,01	16 080,83	0,00	-6 000,40	0,00	0,00	
Court of Auditors	23 395,17	0,00	7 137,32	0,00	30 532,49	0,00	0,00	356,87	356,87	9 931,40	1,15	0,00	0,00					0,00	9 931,40	0,00	356,87	0,00	10 288,27	13 463,77	0,00	6 780,45	0,00	20 244,22	16 809,16	3 435,06
European Investment Bank	0,00	0,00	24,09	0,00	24,09	0,00	0,00	1,20	1,20									0,00	0,00	0,00	1,20	0,00	1,20	0,00	0,00	22,89	0,00	22,89	0,00	22,89
Publications Office, miscellaneous	0,00	23 592,41	83 000,08	0,00	106 592,49	0,00	1 179,62	4 150,00	5 329,62			1 923,24	1,41					0,00	0,00	3 102,86	4 150,00	0,00	7 252,86	0,00	20 489,55	78 850,08	0,00	99 339,63	72 136,26	27 203,37
Total	1 845 092,00	407 949,08	1 843 729,09	1 120 090,91	5 216 861,08	169 966,42	20 397,47	92 186,44	282 550,33	863 600,00	100,00	136 400,00	100,00	40 895,88	38 855,92	34 258,99	35 266,00	149 276,79	1 012 876,79	156 797,47	92 186,44	169 966,42	1 431 827,12	832 215,21	251 151,61	1 751 542,65	950 124,49	3 785 033,96	2 950 172,91	840 861,45

5. Activities of the administrative and technical services

5.1. Workshops

5.2. General services

5.3. Stocks and distribution

5.4. Computer applications

5.1. Workshops

The apparent decline in the volume of production in certain printing sectors is explained by the fact that efforts were concentrated on work of a more complex nature and finished products of higher quality.

There was an increase in production compared with 1989 in the 'offset' section (presses), with production approaching 1988 levels. This rise is due to the increase in printing work given directly to this section. Large-scale purchases are planned for 1991 and 1992 to increase the section's capacity. Current production policy is to be continued: resources are to be utilized for work of increased complexity and higher quality.

In the 'composition' section attention focused on installing the DTP (desktop publishing) system and modernizing electronic equipment.

Reorganization of the 'binding' section was started and involved modernizing the existing glueing and folding lines.

Table 21 – Productivity of workshops

Section	1990	1989	Change (%)
Photocomposition (pages photocomposed/hour)	1.99	4.23	- 53
Assembly (pages imposed/hour)	7.27	7.97	- 8.78
Photography (films + contacts/hour)	1.41	1.50	- 6
Offset (A4 pages/hour)	8 068.73	7 579	+ 6.46
Binding (units stitched/hour)	91.64	129.73	-29.36
ODPP (on-demand printing by photo-copier) (photocopies/hour)	1 823.79	1 889.38	- 3.47

Productivity in the photocomposition section was severely affected by technical difficulties with the premises' air conditioning system, with the result that on several occasions staff were unable to work there.

Table 22 – Comparison of print-runs (printing) ¹

Year	Formats				Total	Total converted to A4 format R/V
	A1	A2	A3	A4		
1989	10 181 387	2 023 450	425 175	22 163	12 652 175	90 417 203
1990	11 367 752	1 495 400	22 113	673 920	13 559 185	97 641 766

¹ Including a percentage for print-runs in colour.

Table 23 – Breakdown of activities by institution (in hours)

Institution	Photo-composition	Assembly	Photo	Offset	Binding	ODPP	Total
Parliament	276	40	60	228	510	53	1 167
Commission	4 632	4 016	4 086	10 205	11 363	2 288	36 590
Court of Justice	177	217	381	432	912	—	2 119
ESC	381	45	34	601	1 156	16	2 233
Court of Auditors	68	86	139	143	306	115	857
Cedefop	—	—	—	—	5	72	77
EIB	39	9	12	8	12	—	80
EUI Florence	235	119	193	339	565	—	1 451
Aselt	—	—	6	23	16	—	45
BP (all institutions)	—	206	83	81	69	—	439
Total	5 808	4 738	4 994	12 060	14 914	2 544	45 058

5.2. General services

5.2.1. Buildings

The new warehouse of the Publications Office in Gasperich, at the edge of Luxembourg City, had been fully fitted out by March 1990.

Transferring the stock management/distribution section to this warehouse made available a large amount of space in the MER building.

Some of the floor space made available has gradually been converted into administrative units, as part of a stopgap solution to the lack of office space. Some of the remaining free space will be used to house a cafeteria/restaurant to replace the existing canteen, which is now proving too small for current requirements.

5.2.2. Mail/transport

Since 1 January 1990 a daily shuttle service using an Office vehicle has been running between Luxembourg and Brussels. The main aim of the service is to speed up the transfer of documents to and from the Publications Office. The service is also used to transport officials travelling to Brussels on mission.

5.3. Stocks and distribution

In the stocks and distribution section, 1990 saw the fitting-out of the new building in Gasperich, where the following activities are carried out:

- receipt of publications;
- distribution and dispatch;
- storage on pallets of the OJ and other publications;
- the micrography section.

The number of copies received and distributed in 1990 was down compared with 1989, a year which had seen a very sharp increase owing to the publication of several brochures and leaflets with large print runs. The discontinuation of the European Parliament documents explains the reduction in the number of documents distributed.

Table 24 – Trends in the volume of 'Distribution' section operations

	1989	1990	Change (%)
Reception			
Number of publications received (titles)	10 359	6 556	-36.70
Number of copies received	28 462 771	19 410 744	-31.90
Basic distribution			
Number of titles distributed:			
OJ	1 007	990	- 1.70
other publications	5 191	6 116	+17.80
Number of copies distributed:			
OJ	13 899 817	14 575 005	+ 4.90
other publications, 'new issues' notices and various circulars	20 870 219	17 324 078	-17.00
COM/ESC/EP documents	917 177	682 218	-25.60
Total number of copies distributed	35 687 213	32 581 301	- 8.70
Order processing			
Number of individual orders:			
OJ	9 288	11 055	+19.00
other publications	13 436	18 636	+38.70
COM/ESC/EP documents	1 191	376	-68.40
Number of order lines: ¹			
OJ	70 465	89 874	+27.60
other publications	63 371 ²	75 465	+19.10
COM/ESC/EP documents	1 191	1 696	+42.41
Number of copies distributed:			
OJ	933 423	996 719	+ 6.80
other publications	1 111 865	937 661	-15.67
COM/ESC/EP documents	21 379	3 510	-83.60
Total number of copies distributed on the basis of orders	2 066 667	1 937 890	- 6.24

¹ 1 line = 1 type of item.

² Figure corrected following an error in the 1989 report.

8 Table 25 – Breakdown of work done by the 'Micrography' section

Publication	Number of masters produced from paper originals			Number of microfiche produced from masters			Number of microfiches dispatched			Number of microfiche viewed		
	1989	1990	Change (%)	1989	1990	Change (%)	1989	1990	Change (%)	1989	1990	Change (%)
Official Journal	—	—	—	15 914	375 974	+2 262.50	} 3 008 968	3 736 562	+24.20	12 305	10 900	-11.40
Other publications	234	216	-7.70	325 927	18 270	- 94.40				1 045 925 DIN A4 pages	926 500 DIN A4 pages	
Total	234	216	-7.70	341 841	394 244	+15.33	3 008 968	3 736 562	+24.20	12 305	10 900	-11.40

There was a considerable rise in the number of orders and lines processed, although fewer copies were dispatched. At 31.12.1990 there were 4 758 697 copies in stock in respect of 29 774 individual titles.

In the micrography section, the considerable increase in production and distribution is explained by the initial stocking of the Euro-Info Centres with the complete collection of OJs on microfiche.

5.4. Computer applications

5.4.1. Project management section

5.4.1.1. Management/administration

(a) BS 2000 environment

In 1990 the various applications underwent major changes to achieve a greater level of automation and to adapt to new working conditions such as the availability of the new warehouse in Gasperich and the installation of an assembly line for plastic-wrapping of publications for dispatch.

Artop — Stock management/Comop — order management

Efforts followed two main thrusts:

- (i) to match the two applications in order to increase the coverage of the various types of articles distributed by the Office and to rationalize the physical storage of these publications;
- (ii) to monitor the new policy of initial dispatches.

With a view to granting access to external users and making the order system readily accessible to other institutions, especially the Legal Service and the Translation Service at the Commission, research was undertaken into the extent of latent demand. Under the name OP-Mailbox, a project was started up with the main aim of establishing better communication with final customers (by linking the various database or service hosts such as Celex, Ovide, etc.) and with the sales offices, which are a cornerstone of distribution policy.

Sagap — Address management

In 1990, Version 3 of this application was brought into operation. In addition to retaining the various functions of the previous version, the new version offers greater automation of working routines, particularly in dispatching. In this way, when the automation plans for dispatching have been carried out, computerization will be a feature of all administrative and production activities.

In addition, it was possible to adapt Sagap to a new system of operation by installing a new machine for wrapping publications in plastic and subcontracting some dispatching activities.

Compta — Sales department accounting

In addition to automatic invoicing and the subscriptions accounting managed by the new version of Sagap, efforts have been made to

improve the quality of the information managed, which should enable sales receipts to be allocated among the various departments of the Community institutions.

Planning — Management of publications production

To facilitate its job as a management aid, this application was equipped with new functions in 1990, enabling closer monitoring of production and access to much more detailed information.

Table management

1990 saw the emergence of two requirements: quality of and easy access to management information. In this context, the section undertook two new sub-projects: one to produce information on the costs of providing the free publications, the other to produce sales statistics for the articles distributed by the Publications Office.

SEI

An invitation to tender was launched in 1990 to renew the contract due to expire for the computerized editorial system.

This invitation to tender resulted in the conclusion of a new agreement with the previous supplier and illustrated that the charges involved in this service contract were in line with market prices.

(b) UNIX environment

1990 also saw considerable progress in the UNIX environment, greatly facilitating work in the areas of financial, staff, equipment and project management. Among these, the following should be mentioned:

OP-Budget — Management of the Office budget

Alignment was achieved with part of the Sincom terminology, which should enable effective interfacing between these two applications in 1991.

Printers' estimates

The new version of this application for drawing up printers' estimates was brought into operation in 1990. It takes advantage of the latest innovations in the field of data processing and has met users' expectations.

REP-PER — Staff records

The management function of this system was extended during 1990, with the two main aims of enhancing the information base and decentralizing a number of operations such as the management of attendance/absences and the assessment and promotion of staff.

Equipment management

The first version of this application was also brought into operation in 1990. In addition to inventory management of the various office equipment, this system also manages a range of associated activities and information, such as contracts with the various suppliers and records of equipment movements and failures.

In the field of computer equipment, this application also manages the information on computer users, access to the various applications, etc.

5.4.1.2. Documentary field

Arcdon — Electronic archives on optical disk

Two objectives were adopted in 1990: to enhance the database, by including European Parliament publications such as the written questions, and to facilitate access to this extended range of information. Automated facsimile transmission under document delivery, for example, was implemented in 1990.

Crenot — Creation of bibliographical entries

A report on Crenot is given under Section 1.3, Documentary aids.

5.4.2. Data processing in the editorial field

The year 1990 saw a number of projects move from the research or study stages and come into operation. Others were further developed or enhanced.

The Avima project (rationalization of production of the tender notices) reached a new stage with the further rationalization of the translation work.

The SUSP-Droit (customs duty suspensions) and DB-NIM (harmonized system) applications came into operation, which enabled special operating procedures to be set by establishing databases for the generation of electronic copies.

Likewise, the NEW-COM (new procedure for production of COM and EP documents) application rationalized the production of these documents, enabling the on-line transfer of text and the generation of electronic copies.

Prototypes have been successfully tested for the CRED-INST (credit institutions) and DB-BUD (budgetary database) projects.

With regard to the APA project (periodic agricultural instruments), 1990 was marked by the development of a new prototype. Tests are continuing with a view to optimizing operational performance. The SGML-ED (SGML editor) has seen similar developments.

Under the CAT-ESP (catalogue of plant species) project, the application is expected to be tested at the end of 1990 or the beginning of 1991.

An important first step has been taken in the extensive SEI-EXT (SEI handling of publications other than the Official Journal) project with the launching of a study aimed at rationalizing the production of the European Court Reports (REC-JUR project).

This project is ultimately aimed at the on-line receipt and transfer of texts, with logical mark-up, on a three-way database accessible in the SEI network.

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

6.1. Introduction

6.2. Activities by sector

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

6.1. Introduction

The file details of potential Office suppliers were updated in 1990. All the firms concerned in the graphic arts sector, i.e. 1 238 firms from all Member States, were sent a new questionnaire and 685 firms replied supplying updated information.

This operation was carried out in conjunction with the installation of the new version of the 'estimates' application, which produced a very marked improvement in working methods and system response times and enabled a considerable improvement in the productivity of the section estimators.

6.2. Activities by sector

6.2.1. Official Journal and associated publications

The practice of putting irregular publications out to tender — with orders going to the firm submitting the lowest bid for the framework contract — led to 231 estimates and order forms being drawn up in 1990. In addition, 173 order forms were drawn up for 'associated publications'.

Two thousand five hundred and thirty-seven invoices were checked, resulting in 234 credit notes totalling ECU 235 014.

	Orders	Invoices		
		Handled	Paid	Adjusted
Paper editions	231	1 180	1 064	177
Other products	173	1 357	1 210	57
Total	404	2 537	2 274	234

Table 26 gives a detailed breakdown of invoices per product group and institution for 1990.

Table 27 gives detailed figures per month and series for Official Journal production.

Table 28 gives a monthly breakdown by institution of the pages invoiced for the Official Journal.

Table 26 – Invoicing of the OJ to the institutions in 1990

(ECU)

	Parliament	Council	Commission		Court of Justice	ESC	Court of Auditors	Total
			Item 3400	Item 7753				
<i>Paper version</i>								
C series	2 780 314.23	304 029.01	5 887 964.34	0.00	567 580.97	376 352.70	369 619.05	10 285 860
L series	753 125.52	2 561 414.28	10 550 630.61	0.00	0.00	0.00	0.00	13 865 170
S series	0.00	0.00	0.00	6 155 011.36	0.00	0.00	0.00	6 155 011
Subtotal 1 (of which carried forward)	3 533 439.75 1 706 195.68	2 865 443.29 971 785.30	16 438 594.95 2 560 373.81	6 155 011.36 821 147.56	567 580.97 108 137.08	376 352.70 92 156.08	369 619.05 271 317.72	30 306 042 6 531 113
<i>Miscellaneous products</i>								
Transport/packaging/ dispatch	169 459.64	186 044.94	1 347 074.59	642 196.22	13 302.22	12 500.32	13 881.08	2 384 459
Magnetic media	52 900.13	48 039.85	183 653.86	0.00	3 615.58	3 911.93	4 237.93	296 359
OJ S	0.00	0.00	0.00	6 970 474.23	0.00	0.00	0.00	6 970 474
Tables	0.00	115 623.57	586 376.69	0.00	123 882.39	0.00	0.00	825 882
MCAs	0.00	0.00	3 371.52	0.00	0.00	0.00	0.00	3 371
Budget documents	42 243.83	466 070.91	926 909.94	0.00	0.00	0.00	0.00	1 435 224
Microfilming	21 200.51	19 252.67	73 601.94	0.00	1 449.00	1 567.76	1 698.40	118 770
Nimexe	0.00	0.00	683 265.61	0.00	0.00	0.00	0.00	683 265
Celex	0.00	0.00	1 075 850.48	0.00	0.00	0.00	0.00	1 075 850
Eurovoc	0.00	50 381.13	255 504.34	0.00	53 979.79	0.00	0.00	359 865
Indexation system	106 466.76	21 363.40	108 342.97	0.00	22 889.36	0.00	0.00	259 062
SEI	0.00	0.00	0.00	4 668 410.36	0.00	0.00	0.00	4 668 410
Directory	0.00	186 776.31	435 811.40	0.00	0.00	0.00	0.00	622 587
Formex	0.00	0.00	225 841.40	0.00	0.00	0.00	0.00	225 841
Einecs	0.00	0.00	278 873.74	0.00	0.00	0.00	0.00	278 873
PAIs	0.00	0.00	109 191.71	0.00	0.00	0.00	0.00	109 191
Various information products	101 744.82	72 246.13	869 472.88	0.00	5 437.41	5 883.08	6 373.35	1 061 157
Syspub	0.00	0.00	419 638.89	0.00	0.00	0.00	0.00	419 638
Arcdon	2 875.34	272 304.87	845 976.84	0.00	0.00	0.00	0.00	1 121 157
Subtotal 2 (of which carried forward)	496 891.03 371 121.84	1 438 103.78 994 527.19	8 428 758.80 5 764 901.36	12 281 080.81 3 538 680.63	224 555.75 148 476.12	23 863.09 16 842.06	26 190.76 18 557.14	22 919 444 10 853 106
Grand total	4 030 330.78	4 303 547.07	24 867 353.75	18 436 092.17	792 136.72	400 215.79	395 809.81	53 225 486
Year 1990	1 953 013.26	2 337 234.58	16 542 078.58	14 076 263.98	535 523.52	291 217.65	105 934.95	35 841 266
Carried forward from 1989	2 077 317.52	1 966 312.49	8 325 275.17	4 359 828.19	256 613.20	108 998.14	289 874.86	17 384 219

6.2.2. Publications other than the Official Journal

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

Type of file	1990	1989
Periodicals	87	74
Minor items	110	120
Public documents	41	60
Irregular publications	703	575
Total	941	829

Table 27 – 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	14 704	2 395	2 370	4 296	3 104	3 297	3 145	742	4 193	3 915	8 857	6 938	57 956
Council	551	954	2 657	1 421	3 958	1 095	4 806	1 819	3 918	3 340	4 252	10 946	39 717
Commission	24 131	25 032	30 985	29 641	25 518	46 025	28 180	28 364	31 845	28 957	25 769	36 238	360 685
Court of Justice	279	171	324	342	333	459	441	315	168	260	306	284	3 682
ESC	0	0	1 440	0	972	0	828	0	576	0	0	1 638	5 454
Court of Auditors	63	0	216	0	611	180	0	0	0	0	216	3 798	5 084
Total	39 728	28 552	37 992	35 700	34 496	51 056	37 400	31 240	40 700	36 472	39 400	59 842	472 578

L series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total
Parliament	10 620	0	81	9	0	0	171	0	576	0	0	324	11 781
Council	435	802	2 612	1 403	3 854	987	3 111	1 679	3 693	3 194	4 122	10 586	36 478
Commission	9 789	6 722	10 483	7 912	8 350	12 297	9 310	10 189	15 531	12 426	9 450	12 778	125 237
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0
ESC	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	20 844	7 524	13 176	9 324	12 204	13 284	12 592	11 868	19 800	15 620	13 572	23 688	173 496

70 Table 27 (contd) – Monthly breakdown by institution of Official Journal pages produced

C series

Institution	January	February	March	April	May	June	July	August	September	October	November	December	Total
Parliament	4 084	2 395	2 289	4 287	3 104	3 297	2 974	742	3 617	3 915	8 857	6 614	46 175
Council	116	152	45	18	104	108	1 695	140	225	146	130	360	3 239
Commission	2 714	5 386	5 058	9 201	3 056	19 220	5 442	3 379	5 118	3 607	3 863	12 156	78 200
Court of Justice	279	171	324	342	333	459	441	315	168	260	306	284	3 682
ESC	0	0	1 440	0	972	0	828	0	576	0	0	1 638	5 454
Court of Auditors	63	0	216	0	611	180	0	0	0	0	216	3 798	5 084
Total	7 256	8 104	9 372	13 848	8 180	23 264	11 380	4 576	9 704	7 928	13 372	24 850	141 834

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	11 628	12 924	15 444	12 528	14 112	14 508	13 428	14 796	11 196	12 924	12 456	11 304	157 248
Court of Justice	0	0	0	0	0	0	0	0	0	0	0	0	0
ESC	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	11 628	12 924	15 444	12 528	14 112	14 508	13 428	14 796	11 196	12 924	12 456	11 304	157 248

Table 28 – Monthly breakdown by institution of pages invoiced for the Official Journal in 1990

Month	Series	Total	Parliament		Council		Commission		Court of Justice		ESC		Court of Auditors	
			Pages	%	Pages	%	Pages	%	Pages	%	Pages	%	Pages	%
January	C	7 024	5 020	71.47	85	1.21	1 622	23.09	252	3.59	45	0.64	0	0.00
	L	9 648	0	0.00	3 154	32.69	6 494	67.31	0	0.00	0	0.00	0	0.00
	S	12 312	0	0.00	0	0.00	12 312	100.00	0	0.00	0	0.00	0	0.00
	Total	28 984	5 020	17.32	3 239	11.18	20 428	70.48	252	0.87	45	0.16	0	0.00
February	C	8 182	2 450	29.94	9	0.11	2 370	28.97	275	3.36	0	0.00	3 078	37.62
	L	11 116	0	0.00	1 850	16.64	9 266	83.36	0	0.00	0	0.00	0	0.00
	S	5 616	0	0.00	0	0.00	5 616	100.00	0	0.00	0	0.00	0	0.00
	Total	24 914	2 450	9.83	1 859	7.46	17 252	69.25	275	1.10	0	0.00	3 078	12.35
March	C	12 998	5 020	38.62	134	1.03	7 502	57.72	279	2.15	0	0.00	63	0.48
	L	19 116	0	0.00	8 215	42.97	10 901	57.03	0	0.00	0	0.00	0	0.00
	S	16 920	0	0.00	0	0.00	16 920	100.00	0	0.00	0	0.00	0	0.00
	Total	49 034	5 020	10.24	8 349	17.03	35 323	72.04	279	0.57	0	0.00	63	0.13
April	C	9 148	2 215	24.21	152	1.66	5 458	59.66	171	1.87	1 152	12.59	0	0.00
	L	15 732	10 620	67.51	2 611	16.60	2 501	15.90	0	0.00	0	0.00	0	0.00
	S	7 632	0	0.00	0	0.00	7 632	100.00	0	0.00	0	0.00	0	0.00
	Total	32 512	12 835	39.48	2 763	8.50	15 591	47.95	171	0.53	1 152	3.54	0	0.00
May	C	6 024	453	7.52	18	0.30	4 761	79.03	324	5.38	468	7.77	0	0.00
	L	13 392	81	0.60	1 780	13.29	11 531	86.10	0	0.00	0	0.00	0	0.00
	S	21 312	0	0.00	0	0.00	21 312	100.00	0	0.00	0	0.00	0	0.00
	Total	40 728	534	1.31	1 798	4.41	37 604	92.33	324	0.80	468	1.15	0	0.00
June	C	14 284	6 038	42.27	45	0.32	7 725	54.08	459	3.21	0	0.00	17	0.12
	L	15 480	9	0.06	3 194	20.63	12 277	79.31	0	0.00	0	0.00	0	0.00
	S	11 664	0	0.00	0	0.00	11 664	100.00	0	0.00	0	0.00	0	0.00
	Total	41 428	6 047	14.60	3 239	7.82	31 666	76.44	459	1.11	0	0.00	17	0.04
July	C	7 676	2 689	35.03	104	1.35	4 487	58.45	396	5.16	0	0.00	0	0.00
	L	10 080	0	0.00	2 765	27.43	7 315	72.57	0	0.00	0	0.00	0	0.00
	S	8 460	0	0.00	0	0.00	8 460	100.00	0	0.00	0	0.00	0	0.00
	Total	26 216	2 689	10.26	2 869	10.94	20 262	77.29	396	1.51	0	0.00	0	0.00
August	C	12 740	4 582	35.97	0	0.00	5 089	39.95	135	1.06	1 944	15.26	990	7.77
	L	9 576	0	0.00	1 500	15.66	8 076	84.34	0	0.00	0	0.00	0	0.00
	S	20 952	0	0.00	0	0.00	20 952	100.00	0	0.00	0	0.00	0	0.00
	Total	43 268	4 582	10.59	1 500	3.47	34 117	78.85	135	0.31	1 944	4.49	990	2.29

Table 28 (contd) – Monthly breakdown by institution of pages invoiced for the Official Journal in 1990

Month	Series	Total	Parliament		Council		Commission		Court of Justice		ESC		Court of Auditors	
			Pages	%	Pages	%	Pages	%	Pages	%	Pages	%	Pages	%
September	C	3 936	2 207	56.07	99	2.52	1 459	37.07	171	4.34	0	0.00	0	0.00
	L	10 468	171	1.63	1 508	14.41	8 789	83.96	0	0.00	0	0.00	0	0.00
	S	11 952	0	0.00	0	0.00	11 952	100.00	0	0.00	0	0.00	0	0.00
	Total	26 356	2 378	9.02	1 607	6.10	22 200	84.23	171	0.65	0	0.00	0	0.00
October	C	9 620	4 050	42.10	1 213	12.61	2 872	29.85	657	6.83	828	8.61	0	0.00
	L	9 000	0	0.00	3 427	38.08	5 573	61.92	0	0.00	0	0.00	0	0.00
	S	5 544	0	0.00	0	0.00	5 544	100.00	0	0.00	0	0.00	0	0.00
	Total	24 164	4 050	16.76	4 640	19.20	13 989	57.89	657	2.72	828	3.43	0	0.00
November	C	5 656	2 550	45.08	631	11.16	2 403	42.49	72	1.27	0	0.00	0	0.00
	L	14 028	0	0.00	2 873	20.48	11 155	79.52	0	0.00	0	0.00	0	0.00
	S	9 360	0	0.00	0	0.00	9 360	100.00	0	0.00	0	0.00	0	0.00
	Total	29 044	2 550	8.78	3 504	12.06	22 918	78.91	72	0.25	0	0.00	0	0.00
December	C	7 708	1 649	21.39	55	0.71	5 242	68.01	186	2.41	576	7.47	0	0.00
	L	12 456	0	0.00	1 619	13.00	10 837	87.00	0	0.00	0	0.00	0	0.00
	S	3 312	0	0.00	0	0.00	3 312	100.00	0	0.00	0	0.00	0	0.00
	Total	23 476	1 649	7.02	1 674	7.13	19 391	82.60	186	0.79	576	2.45	0	0.00
Total	C	104 996	38 923	37.07	2 545	2.42	50 990	48.56	3 377	3.22	5 013	4.77	4 148	3.95
	L	150 092	10 881	7.25	34 496	22.98	104 715	69.77	0	0.00	0	0.00	0	0.00
	S	135 036	0	0.00	0	0.00	135 036	100.00	0	0.00	0	0.00	0	0.00
	Total	390 124	49 804	12.77	37 041	9.49	290 741	74.53	3 377	0.87	5 013	1.28	4 148	1.06

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

Work done	1990	1989
Invitations to tender	35	13
New contracts	16	42
ACPC reports/estimates	29	15
Estimates/quotes	1 497	1 198
Order forms	1 926	1 837
Invoices	2 333	2 100
Credit notes	64	55
Price revision	53	36

The 2 333 invoices checked represent a total of ECU 13 835 306.48, broken down among the institutions as follows:

Institution	Amount in ECU	%
Parliament	1 721 825.67	12.45
Council	261 892.01	1.89
Commission	9 598 049.56	69.37
Court of Justice	1 865 053.50	13.48
Economic and Social Committee	150 536.42	1.09
Court of Auditors	6 840.68	0.05
Cedefop	211 611.66	1.53
European Foundation, Dublin	19 496.98	0.14
University Institute, Florence	—	—
Total	13 835 306.48	100.00

The 64 credit notes obtained totalled ECU 76 207.13.

The number of invoices checked was up 0.85% compared with 1989.

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

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

Work done	1990	1989
Procurement requests	465	611
Invitations to tender	27	21
New contracts	27	64
ACPC reports	13	18
Estimates/price requests	481	492
Order forms	862	609
Invoices	5 829	5 251
Credit notes	30	24
Price revision	21	16
Recovery orders	26	21

7. Staff of the Office and personnel questions

7.1. Officials

7.2. Temporary staff

7.3. Auxiliary staff

7.4. Free-lance proof-readers

7.5. Training

7.6. Consultations with staff representatives

7.7. Consultations with the trade unions and professional bodies

7.1. Officials

The year 1990 saw the appointments of a new Assistant to the Director and three Heads of Unit (Units OP4 'Sales and accounting', OP1 'Administrative and technical services' and OP6 'Printshop'). These four appointments filled the vacant posts in the Office's organizational structure.

The 1990 budget gave the Office 18 new posts, bringing the number of permanent posts to 424 (see Table 29).

A competition for proof-readers (COM/B/686 for Danish, Spanish, French, Greek and Dutch proof-readers) was concluded in October 1990, yielding a reserve list of 14 successful candidates. However, since this is not sufficient to fill all the vacant posts, particularly with regard to Danish proof-readers, a new competition in the nine Community languages will be arranged, but given the time-scale involved the competition will not be completed before the end of 1992.

Table 29 – Establishment plan 1990

Categories and grades	Number of permanent posts
A 1	—
A 2	1
A 3	1
A 4	2
A 5	4
A 6	5
A 7	5
A 8	—
Total	18
B 1	25
B 2	52 ¹
B 3	62 ¹
B 4	50
B 5	14
Total	203
C 1	19
C 2	29
C 3	37
C 4	35
C 5	9
Total	129
D 1	11
D 2	18
D 3	45
D 4	—
Total	74
Grand total	424

¹ Includes two technical and secretarial assistants.

In 1990 approximately 30 officials were recruited by, moved to or transferred to the Publications Office. Table 30 gives details of these changes and other administrative procedures (departures, promotions, etc.).

Table 30 – Administrative procedures

	Number
Officials	
<i>A — Arrivals</i>	
1. Appointment as probationary official following:	
open competition	14
internal competition	—
2. Move to the PO	10
3. Transfer to the PO	2
4. Placed at the disposal of the PO	3
5. Seconded to the PO	—
6. Reinstatement after:	
being assigned non-active status	—
leave on personal grounds	4
military service	—
<i>B — Departures</i>	
1. Move to another DG	16
2. Transfer to another institution	1
3. Leave on personal grounds:	
assignment	6
extension from 1989 to 1990	2
4. Leave for military service:	
assignment	—
extension from 1989 to 1990	—
5. Placed at the disposal of another DG:	
assignment	4
extension from 1989 to 1990	—
6. Secondment from the PO	1
7. Assigned non-active status	—
8. Invalidity	2
9. Early retirement	—
10. Retirement	1
11. Resignation	3
12. Retirement in the interests of the service	—
13. Dismissal for incompetence	—
14. Death	—
<i>C — Miscellaneous</i>	
1. Promotion:	
within a career bracket	37
to another career bracket	22
to another category:	
following an internal competition	4
following an open competition	1
2. Appointment	4
3. Temporary post:	
assignment	—
extension from 1989 to 1990	—
4. Half-time and part-time working:	
assignment	3
extension from 1989 to 1990	10
5. Mobility within the PO	35

Table 30 (contd) – Administrative procedures

	Number
Temporary staff	
<i>A — Arrivals</i>	
1. Appointment for a fixed period:	
new appointment	3
renewal	—
2. Open-ended appointment:	
new appointment	—
renewal	—
<i>B — Departures</i>	
1. End of contract	—
2. Establishment	—
3. Resignation	—
4. Death	—
Auxiliary staff	
<i>A — Arrivals</i>	
1. Appointment for a fixed period:	
new appointment	4
renewal	7
2. Open-ended appointment:	
new appointment	—
renewal	—
<i>B — Departures</i>	
1. End of contract	8
2. Establishment	2
3. Resignation	—
4. Death	—

7.2. Temporary staff

The year 1990 saw the appointment of three new temporary members of staff, aimed primarily at covering the shortfall in successful candidates for data-processing and proof-reading in Danish.

7.3. Auxiliary staff

The sheer volume of work meant that seven contracts for auxiliary staff drawn up in 1989 were extended and four new contracts were granted. Eight contracts were ended during the year. A member of the auxiliary staff who had passed competition COM/C/604 was appointed a probationary official. At the end of the year there were only two auxiliary members of staff at the Publications Office.

7.4. Free-lance proof-readers

The initial 1990 budget appropriation covering fees, travel expenses, mission expenses, sickness and accident insurance and the costs of publishing advertisements and organizing tests amounted to ECU 1 115 000. During the year, this appropriation was boosted by ECU 242 500.

In order to have sufficient reserves of free-lance proof-readers in all the Community languages, the Office organized six joint tests on its premises in Luxembourg in 1990 (see Table 31).

Table 31 – Results of tests organized for free-lance proof-readers

Language of test	No of applications	No of candidates invited to test	No of participants	Passed
EN-FR	22	22	18	2
GR	12	12	6	1
ES	27	26	17	2
DA-GR-EN-FR-NL-PT	64	57	36	6
DE-IT	70	70	44	22
ES-GR-EN-NL	17	17	15	2

Following the changes in Eastern Europe, the Office has been called upon to produce brochures in several non-Community languages. Press advertising has been initiated for candidates for Bulgarian, Hungarian, Polish, Romanian, Russian and Czech. More than 100 people have responded.

The Office also devised a new formula for aptitude tests.

The code of good practice limiting work to 360 days per three-year period was introduced at the start of 1990.

7.5. Training

Some ECU 98 885 in appropriations was spent in 1990 from the budget item for further training. As in the past, the appropriations were spent primarily on training on computers and new technologies in the graphic arts, where the Office invested in a course manual for its production staff and organized the first training courses on the basis of this document.

A total of 111 Office officials received training funded from the Office budget; 142 officials attended language courses organized by the Commission as follows:

Language studied	ES	DA	DE	GR	EN	FR	IT	NL	PT
Participants	36	1	30	3	44	19	8	0	1

One hundred and sixty-five officials attended other courses organized by the Commission. In total, 418 training courses were authorized, roughly one course per official.

7.6. Consultations with staff representatives

Two contact meetings chaired by the Directorate-General for Personnel and Administration were held with the staff representatives during the period under review.

These tripartite meetings once again proved their usefulness by allowing a wide-ranging debate on issues raised by staff representatives.

Several moves have been made to find a lasting solution to the parking problem. The Luxembourg Government has begun building an open-air car park beside the Eurooffice.

Staff representatives contributed to finding satisfactory solutions to the various problems brought about by the move, under difficult conditions, of the dispatching operation to Gasperich.

Two areas still await a long-term solution (new canteen and air conditioning of certain premises).

7.7. Consultations with the trade unions and professional bodies

7.7.1. Policy-level consultations

On 9 March 1990, Mr Williamson, Secretary-General of the Commission, had a brief meeting with a delegation from the trade unions and professional bodies in his capacity as Chairman of the Management Committee of the Office.

This meeting gave the delegation representatives an opportunity to have an initial exchange of views with the new Chairman of the Management Committee.

The policy-level consultations which had initially been planned for the end of October 1990 had to be put back to 7 January 1991 because of the pressure of work on Mr Williamson and will feature in the 1991 report.

7.7.2. Technical-level consultations

The Office management met a delegation from the trade unions and professional bodies on 15 May 1990. The talks centred on the following points: the establishment plan, supplementary staff, staff training, the public image of the Publications Office, the future of the workshops, the future of the canteen and the solutions to the parking problem.

Establishment plan

Forty-seven posts were vacant at 1 May 1990. Five of these posts were waiting to be taken up by new officials. The procedure for publishing vacancies was under way in the case of 24 posts and was being requested for another five.

The trade unions and professional bodies stated that for certain categories the ratios of upper-grade posts to lower- or medium-grade posts were lower in the case of the Publications Office than they were for the Commission as a whole. The management would take account of this in the budgetary procedure and would make the necessary adjustments to its requests for staff, particularly in the A4 and B1 categories.

Free-lance and auxiliary proof-readers

The new tests for free-lance candidates comprise a personality test section to check aptitude for error detection, tests of knowledge of first language and proof-reading. The code of good practice continues to be applied to free-lance proof-readers working for the Publications Office.

Auxiliary contracts will be offered to successful competition candidates when budgetary constraints prevent their rapid recruitment; moreover, if there were to be a continuously high workload in certain departments throughout the year, and budgetary conditions permitting, auxiliary contracts could be offered to those free-lance proof-readers who had obtained the best results in the new tests.

The public image of the Publications Office

The trade unions and professional bodies raised issues concerning action undertaken to promote the public image of the Publications Office. The management reminded the meeting that both the quantity and quality of the work given to the Office had increased, that there had been an increase in the number of visitors, and that interest had been shown at the highest level in the exhibition organized to commemorate 20 years of the Publications Office. The management emphasized that there was continual striving for improvement: the upgrading of current products through the introduction of new techniques and the search for reputed partners (co-publishing); the development of new products (e.g. consolidated legislative texts); and sales and marketing development. The management had therefore requested an increase in funding and staffing for the units directly involved.

Workshops

As regards the future of the workshops, the management replied that, even if overall staffing appeared to remain constant, the fact that this department now had the status of a unit and that the appointment of a Head of Unit was planned was evidence of the enhanced position of the workshops within the Publications Office.

The current trend was to carry out hi-tech work with a high added-value (processing of electronic manuscripts, production of promotional material using colour-enhanced graphics). Budget permitting, the Office will adapt its equipment to these new tasks.

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

8.1. Work done for the Parliament

8.2. Work done for the Council

8.3. Work done for the Publications Office

8.4. Invitations to tender and the Avima project

8.5. General observations

Table 32 shows the translation work done in 1990 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.

Table 32 – List of work done by the Translation Service

(number of pages)

Work	1987	1988	1989	1990
Parliament				
Reports of proceedings of Parliament's debates	4 101	5 261	5 667	9 218
Council				
Review of the Council's work	2 800	2 122	3 320	1 065
Office				
Management report	528	640	680	776
Miscellaneous	1 365	801	4 579	1 577
Total	8 794	8 824	14 246	12 636

The year 1990 saw the restructuring of the Commission's Translation Service. On 1 March 1990 a thematic structure with horizontal support departments was put in place to ensure greater responsiveness to the needs of requesting departments. Work for the Publications Office was allocated to thematic group G, with the exception of public works contracts, which were handled by thematic group F.

8.1. Work done for the Parliament

In 1990 the Translation Service was responsible, as in the past, for translating the 'Question Time' annex to the report of proceedings for 12 ordinary part-sessions of the European Parliament.

The translation work into eight languages for the Parliament amounted to 9 218 pages in total. The deadline for such translation work was generally one month.

8.2. Work done for the Council

In 1990 only three language versions (Dutch, Italian and Spanish) of the *37th review of the Council's work* were translated by the Translation Service. This work totalled 1 065 pages.

8.3. Work done for the Publications Office

Work done for the Office, mainly the translation of invitations to tender, printing contracts, leaflets and manuals, amounted to 2 353 pages, 776 of which were for the translation into eight languages of the *Twenty-first annual management report*.

8.4. Invitations to tender and the Avima project

Following the implementation of the new Council Directives in March 1988 and in July 1989 concerning public supplies and works contracts respectively, the administrative procedures and the allocation of tasks involved in publishing the Supplement to the Official Journal were rationalized.

A notice of invitation to tender may be regarded as having three bodies of information:

- (i) addresses and dates,
- (ii) administrative information,
- (iii) description of the subject of the notice.

The Avima project is aimed at standardizing these three sections using the following methodology:

- (i) for addresses, drawing up a user number for each awarding authority;
- (ii) for administrative information, adopting standard multiple-choice forms for the content of each heading;
- (iii) for the description of the subject of the notice, using public works and supplies nomenclatures based on an international classification system.

This standardization will enable several important objectives to be achieved:

in terms of opening up public works contracts, potential tenderers will be better informed through the use of a 'common language' of invitation to tenders, and the number of mistakes will be reduced;

in terms of the awarding authorities, preparation of the invitations to tender will be simplified;

in terms of production, there will be a substantial reduction in the costs of free publication and a sharp improvement in the production system through the computerized processing of texts and their automated translation into all the official languages.

The Avima Task Force is composed of representatives from Directorate-General III, the Publications Office and the Translation Service. The exemplary cooperation between these three departments has resulted in the preparation of a Commission recommendation to the Member States regarding the standardization of notices of invitation to tender.

This recommendation is awaiting adoption, but the current system itself is able to automate the processing of publication to a considerable extent.

The non-linguistic elements (addresses, dates) are automatically inserted in all language versions.

The administrative information is converted to coded form at the preparation stage. A special routine in the computerized editorial system then uses a multilingual textual database to automatically insert the corresponding headings in all language versions.

Since 15 August 1990 it has been possible to use a multilingual general nomenclature of public works to code the subjects of public works contracts, which represent approximately 45% of the total volume published. A computerized routine inserts the translation in

all languages. The Translation Service drew up and adapted this nomenclature in line with the United Nations nomenclature, the Central Product Classification. A nomenclature for supply notices is being prepared.

As a result of this, in 1990 the role of the Translation Service as regards the actual translation of the notices was essentially limited to a few lines summarizing the subject of the supply notices and of the public works notices (until mid-August). Only a small number of notices had to be translated in full.

Table 33 shows the number of notices handled as described above by the Translation Service.

Table 33 – Notices of invitations to tender
(translation into eight languages)

Invitations to tender	1987	1988	1989	1990
Total number of notices of invitations to tender, Sections I, II and III	12 752	16 222	21 030	26 832
Number of notices processed by the Translation Service ¹	11 260	14 324	18 570	19 742

¹ Translation of summarized descriptions of the subject of the notice.

8.5. General observations

As part of its restructuring, the Translation Service took a number of decisions in 1990 to further improve the quality of services provided to requesting departments. The existence of a single contact person for each requesting DG and the centralized coordination for all language versions of a translation request resulted in improved adherence to deadlines and consistent quality.

The setting-up in Luxembourg of a special section to deal with issues of standardization and rationalization demonstrates the desire of the Translation Service to tackle the increased workload in a coherent manner. In the case of the S series of the Official Journal, there are certain grounds for optimism in this approach despite the likely increase in notices with the completion of the single market and the coming into force of new Council directives.

This exemplary cooperation at all levels in both institutions continues the tradition of mutual confidence and understanding.

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